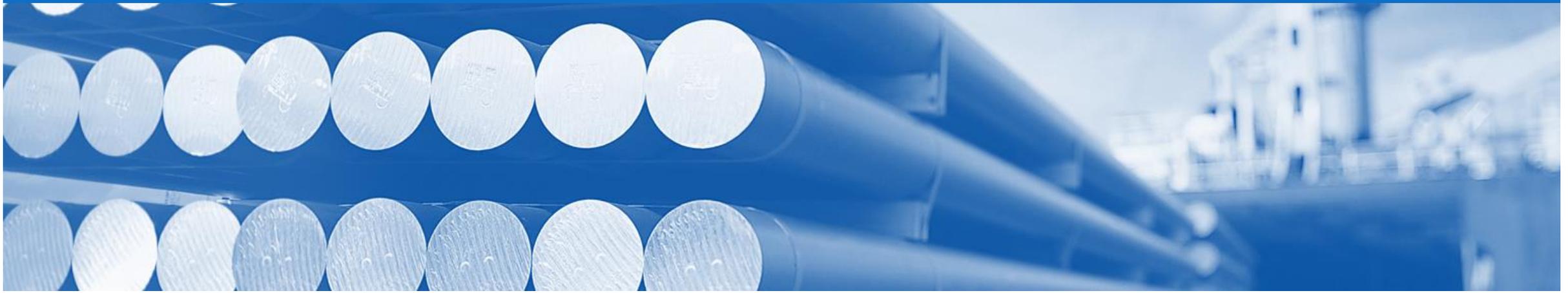


Ariba Network Material Order Guide

SAP Ariba 





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with Alcoa via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Alcoa and supplier.

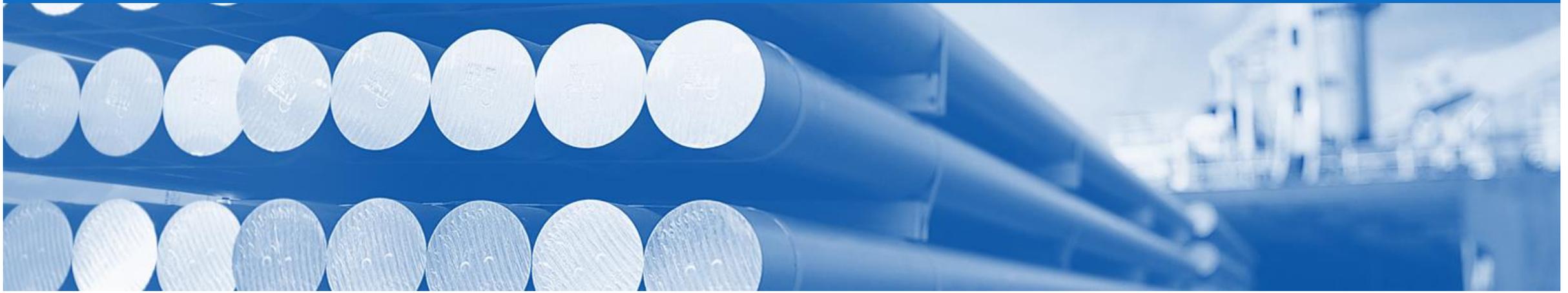


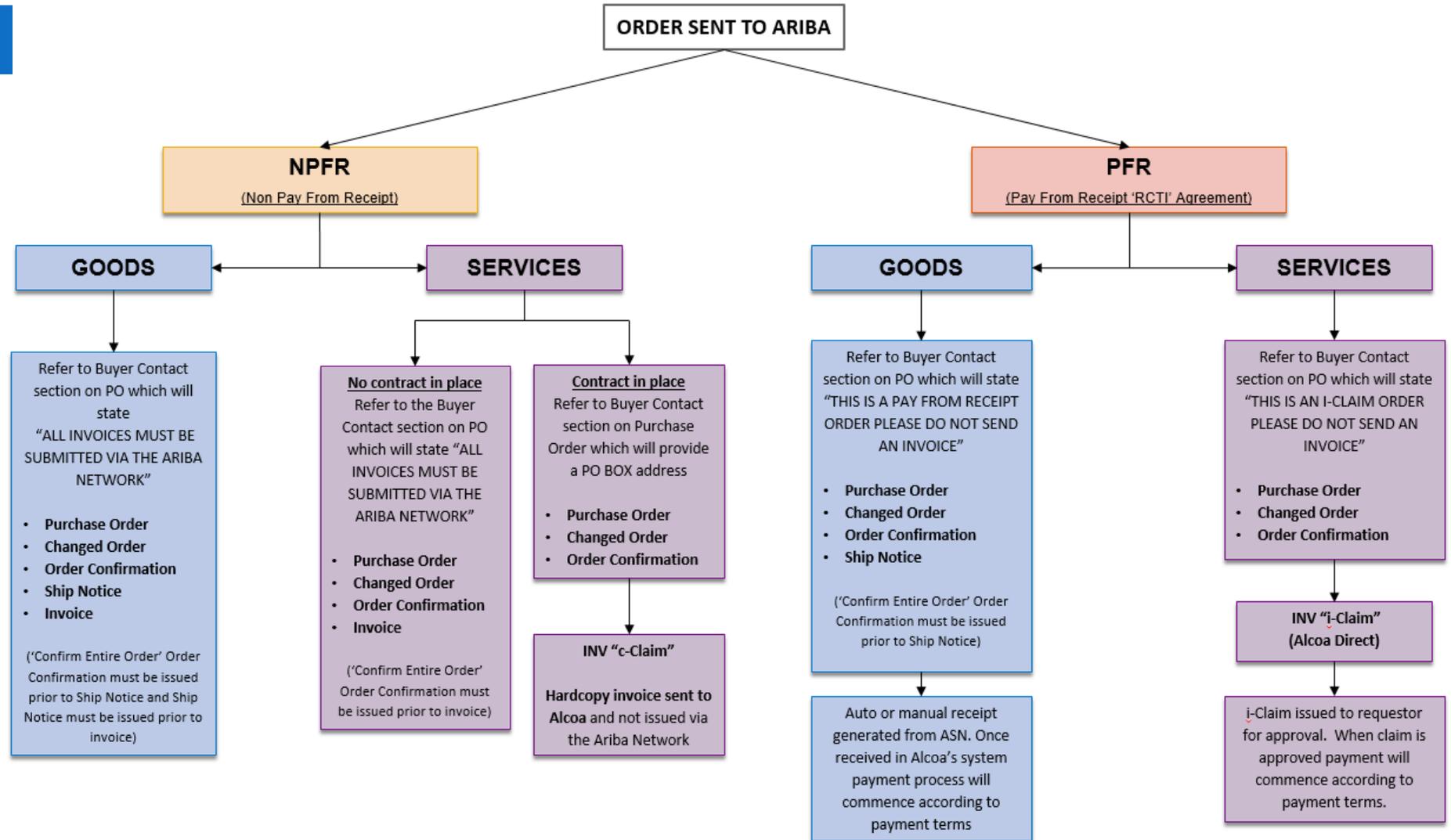
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Workflow for Different Purchase Order Types

See next page for more information



Alcoa's Document Choreography and Contract Types for Different Purchase Order Types

Alcoa categorise their suppliers by their contract/purchasing type (e.g. PFR or NPFR). Below is the defined choreography (set of documents) for each contract/purchasing type. Please take the time to read carefully.

PFR (Pay from Receipt) *(an RCTI agreement is in place)*

Documents required: Purchase/Changed Order – Order Confirmation – Ship Notice

- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Ship Notice submitted by supplier when the goods are being delivered
- Payment generated according to the agreed contractual payment terms

NPFR (Non Pay from Receipt) *(no RCTI agreement)*

Documents required: Purchase/Changed Order – Order Confirmation – Ship Notice

– Invoice

- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Ship Notice submitted by supplier when the goods are being delivered
- INV submitted by supplier

ECM (Electronic Claims Module Orders)

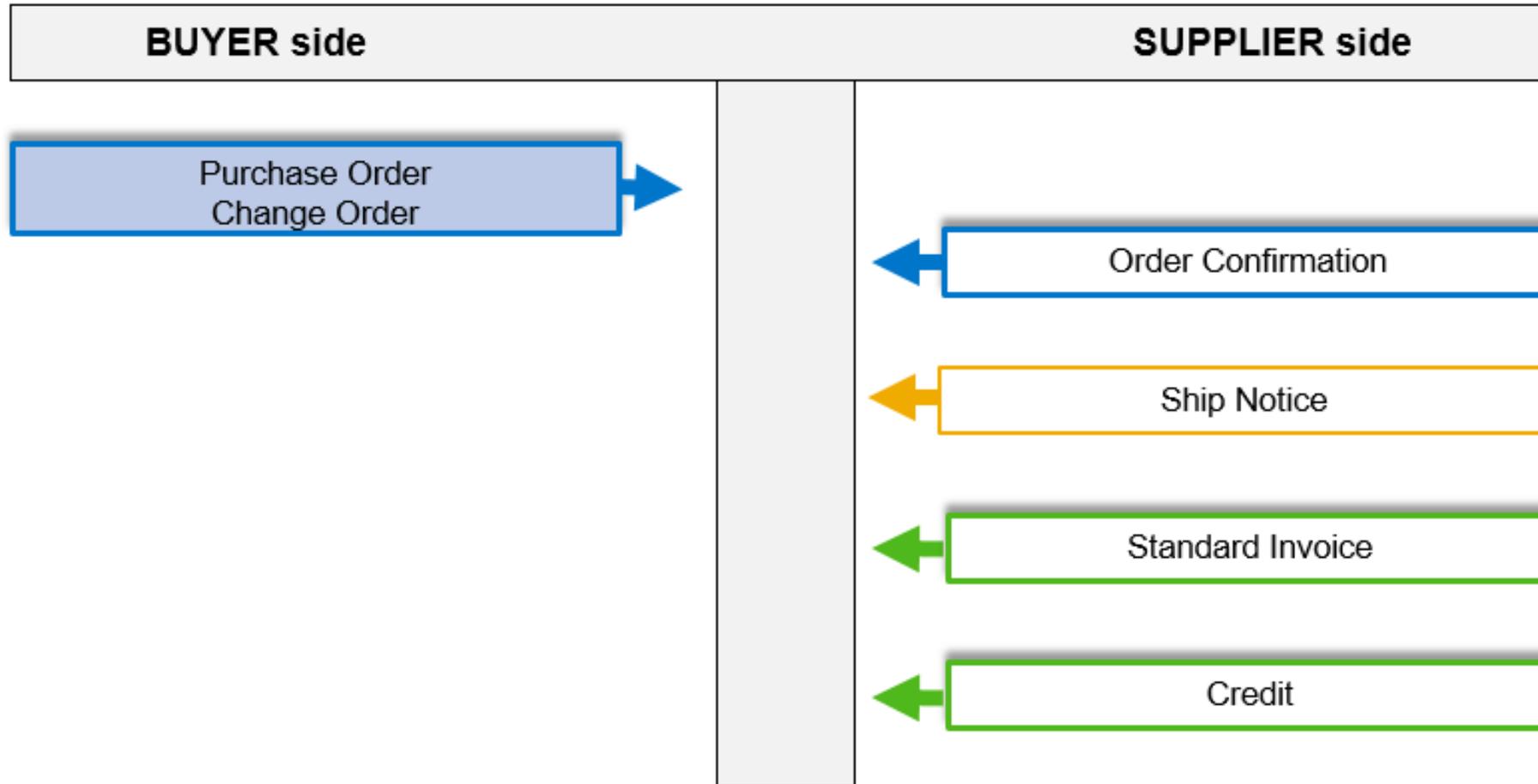
Documents required are Purchase/Changed Order – Order Confirmation.

- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Supplier to submit a claim as per the current Alcoa claims process. C-Claims still need to be submitted as paper invoices and i-Claims still need to be submitted via Alcoa Direct, claims module..

General Notes:

1. Many suppliers have multiple types of contracts e.g. one PFR and then a services contract (i-claims). This is catered for in the Ariba Network and the orders will be able to be identified by the supplier as to the type e.g. goods or services.
2. All Orders and Change Orders require an Order Confirmation to be submitted.
3. If an Order Confirmation is not submitted a Ship Notice cannot be submitted and therefore no payment will generate.
4. Hardcopy invoices will not be accepted by Alcoa's Accounts Payable except if it is for a service and the supplier has a contract with Alcoa. Please review the 'Bill To' section on all Purchase Order's to determine which payment method should be applied. Refer to the following section for more details.
 - a. If the 'Bill To' details state, B2B invoice please submit the invoice via the Ariba Network.
 - b. If it states i-claims please submit via Alcoa Direct.
 - c. If there is an Alcoa accounts payable address please submit a paper invoice.

Document Workflow



Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from Buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

The screenshot shows the Ariba Network interface. The 'INBOX' tab is selected in the top navigation bar. Below the navigation bar, there are several tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The 'Orders and Releases' section is active, displaying a table of orders. A search bar is visible above the table. The table has columns for Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Two callouts explain the 'Ver' and 'Amount Invoiced' columns. Another callout explains the 'Order Number' column. A fourth callout explains the 'Order Status' column. A fifth callout explains the 'Actions' dropdown menu.

The **Ver.** is the version number of the order. 1 = the original order, 2 = changed order and so on

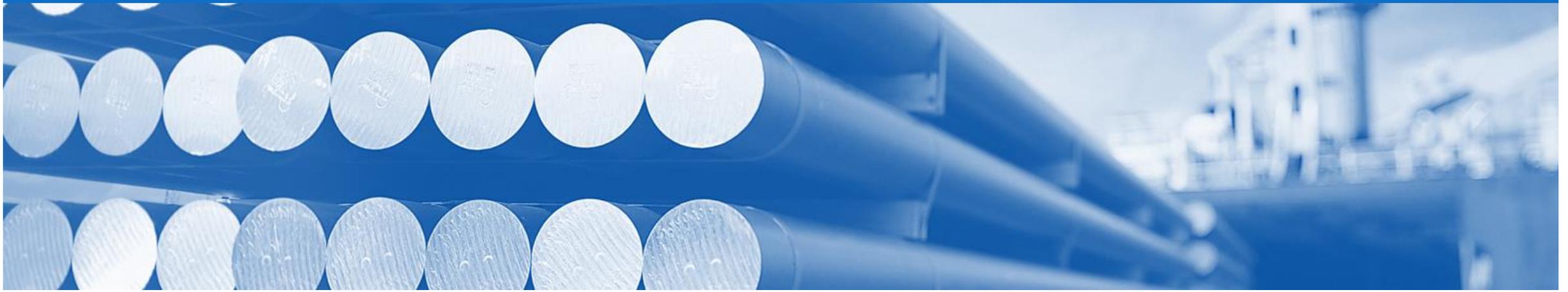
The **Amount Invoiced** is the total amount invoiced to date

The **Order Number** is the buyers Purchase Order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order

Type	Order Number	Ver	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351	1	Some Department of My Company, sydney, NSW, Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	143	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions



Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an * is a mandatory field and a value is required to be entered
- Control Keys are rules that are applied at the line item level on an order and compliment Alcoa business processes

Open the Purchase Order

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
3. View the Purchase Order.

The screenshot shows the Ariba Network dashboard. The 'INBOX' tab is highlighted with a red circle containing the number '1'. Below the dashboard, the 'Orders and Releases' section is visible. A search filter is expanded. A table of orders is shown, with the first row highlighted by a red circle containing the number '2'. The order number 'PO12351' is highlighted with a red circle containing the number '3'.

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351		Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions

View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number.
- 2) **Order History.**
- 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
- 4) Buyer **Comments & Terms & Conditions.**
- 5) Alcoa **Contact Information.**
- 6) **Ship To** details.
- 7) **Bill To** details.
- 8) **Deliver To** – this field should be blank. To find further deliver details check the Line Level Details

➤ Scroll down to Line Items

Purchase Order: 6780312 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail **Order History**

Alcoa

From: Alcoa of Australia Limited
Australia
Phone:
Fax:
Email:

To:
Australia
Phone:
Fax:
Email:

3 Purchase Order (New) 6780312 Amount: \$400.00 AUD (Previous Version)

Payment Terms 0.000% 0 Routing Status: Sent

Comments
STANDARD PURCHASE ORDER
Terms and Conditions: FREIGHT_N
STANDARD_NOTE : STATUTORY_NOTE : NOTE: Test of Attachment - this is for the supplier Terms and Conditions to be placed here. For OU ALCOA

Contact Information
buyerCorporation Alcoa of Australia Limited
Australia
Email:
Phone:
Fax:

Supplier Address
Australia
Phone:
Fax: +6

Other Information
bidNumber: Single Source
servicePerformedCode: GOODS
paymentTermsCode: NET 30 DAYS
deliveryRegion: AUS
View less »

Ship All Items To
Ship to information is provided at the PO lines
WA
PERTH AIRPORT, 6105
Ship To Code: TOLL EXPRESS DEPOT
Phone:
Fax:
Email:
Location Code: TOLL EXPRESS DEPOT

Bill To
Alcoa of Australia Limited
Australia
Phone:
Fax:
Email:
buyerID: PAY FROM RECEIPT

Deliver To

View Purchase Order Details – Line Item Level

- 9) Click Show Item Details to see all line item details
- 10) Click Details to see individual Line Level details, including the 'Deliver To' details.
- 11) Click Done to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items

 [Show Item Details](#) 

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	
10001		700053074	Material			4 (EA)	24 Jul 2017	\$100.00 AUD	\$400.00 AUD	\$0.00 AUD	Details 

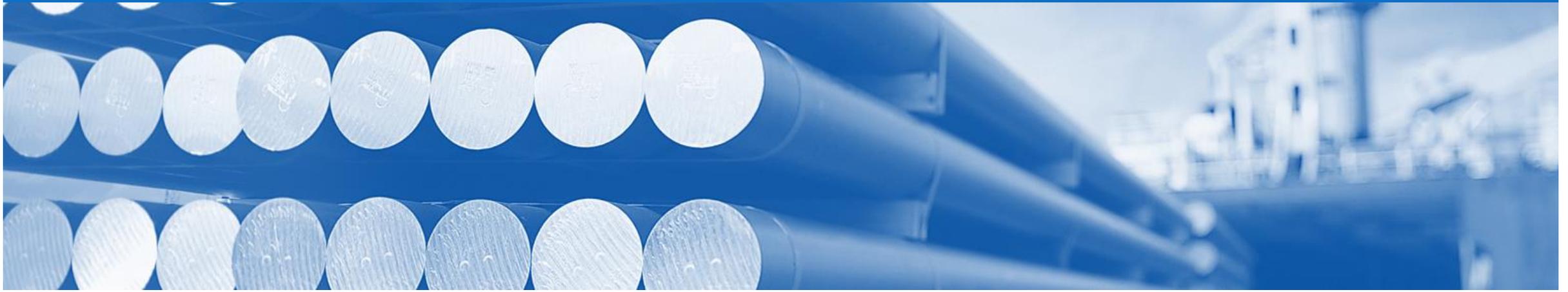
Description: XXXXXXXXXXXXXXXXXXXX

Order submitted on: Monday 24 Jul 2017 5:57 PM GMT+10:00
Received by Ariba Network on: Wednesday 26 Jul 2017 10:41 PM GMT+10:00
This Purchase Order was sent by Alcoa - Test AN01039238635-T and delivered by Ariba Network.

Sub-total: \$ 400.00 AUD
Est. Total Tax: \$ 0.00 AUD
Est. Grand Total: \$ 400.00 AUD

 Create Order Confirmation ▼  Create Ship Notice  Create Invoice ▼ Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

 Done



Order Confirmation

- The Order Confirmation is mandatory and you must complete it prior to the creating the Ship Notice, Invoice or eCM (Electronic Claims Management - Alcoa Direct). A warning message will display if not completed, complete required steps to proceed
- The Confirmation Number (#) is your reference number, it can be any word number or combination of your choosing. Max length is 20 characters
- Both the Confirmation# and the Supplier Reference# can be displayed on the Order Confirmation at Alcoa
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order
 - 2) Update Line Item: used to propose changes to each order line prior to sending the Order Confirmation e.g. price, date, quantity etc.
 - When an 'Update Line Item' confirmation is sent to Alcoa, Alcoa will review the changes and if approved, will send back a Changed order with the updated details. The Changed Order requires a "Confirm Entire Order" confirmation to be submitted before any further documents can be submitted against the order
 - Any Split Confirmation (e.g. an order with a quantity of 10, 5 in Confirm and 5 in Backorder) will use the backorder date as the date for the entire order
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Begin the Order Confirmation

1. Click **Inbox** tab on the Dashboard.

➤ Screen displays: Orders and Releases

2. Click the **Order Number** to open the order.

➤ Screen displays: Purchase Order

3 View the Purchase Order.

4. Click **Create Order Confirmation**.

➤ Drop down box displays available options:

- **Confirm Entire Order**
- **Update Line Item**
- **Reject Entire Order**

5 Select appropriate option.

➤ Screen displays: Order Confirmation

HOME **INBOX** **1** X CATALOGS REPORTS CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351		Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

4 Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

Order Confirmation – Confirm Entire Order

6. Enter a **Confirmation #**.
7. Enter **Supplier Reference Number**.

8. Click **Next**.

➤ Screen displays: Review Order Confirmation

9. **Review** Confirmation.

10. Click **Submit**.

➤ Screen returns - Purchase Order. Order Status has changed to Confirmed

Confirming PO Exit Next

1 Confirm Entire Order 2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

6 Confirmation #:

Associated Purchase Order #: 6780312

Customer: Alcoa - Test

7 Supplier Reference:

⚠ Alcoa - Test requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10001		700053074		4 (EA)	24 Jul 2017	\$100.00 AUD	\$400.00 AUD	\$0.00 AUD

Description: COUPLING 3/8IN FEMALE

► Schedule Lines

Current Order Status: 4 Confirmed

Exit Next 8

Order Confirmation – Update Line Item

6. Enter a **Confirmation #**.
 7. Enter a **Supplier Reference#** (if required).
 8. Enter the corresponding quantity into the appropriate fields - **Confirm/Backorder/Reject**.
 9. Click **Details** to edit details and add comments.
- Screen displays: Line Item Details screen

Exit Next

Confirming PO

1 Update Item Status

2 Review Confirmation

6 Confirmation #:

Associated Purchase Order #: 6780312

Customer: Alcoa - Test

7 Supplier Reference:

⚠ Alcoa - Test requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10001		700053074		4 (EA)	24 Jul 2017	\$100.00 AUD	\$400.00 AUD	\$0.00 AUD

Description: COUPLING 3/8IN FEMALE

▶ Schedule Lines

Current Order Status

4 Unconfirmed

8 Confirm: Backorder: Reject:

Details **9**

Confirm Based on Schedule Lines

Confirm All

Exit Next

Order Confirmation – Update Line Item cont...

10 Enter updated information;

Rejected

- Comments

Confirmed

- Est Delivery Date
- Unit Price
- Supplier Part
- Comments

11. Click **Ok**.

- Screen returns – Order Confirmation

12 Click **Next**.

- Screen displays: Review Order Confirmation

13 Click **Submit**.

- Screen returns - Purchase Order. Order Status has changed to Partially Confirmed

11

Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10001		700053074		4	EA	24 Jul 2017		\$100.00 AUD	\$400.00 AUD	\$0.00 AUD	TOLL EXPRE

Description: COUPLING 3/8IN FEMALE

New Order Status: **2 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

New Order Status: **2 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: COV 601-6

Manufacturer Name: COVENTRY

Batch ID:

Comments:

Description:

Pricing Description:

Subtotal:

Order Confirmation – Reject Entire Order

6. Enter **Confirmation #**.

7. Enter **Comments** for the rejection.

8. Click **Reject Order**.

- Screen returns - Purchase Order. Order Status has changed to Rejected

Use the Reject if;

- You can no longer fulfil the order
- Price needs to be increased beyond the tolerance set
- The order was not intended for your company
- Include detailed notes advising reason for rejection

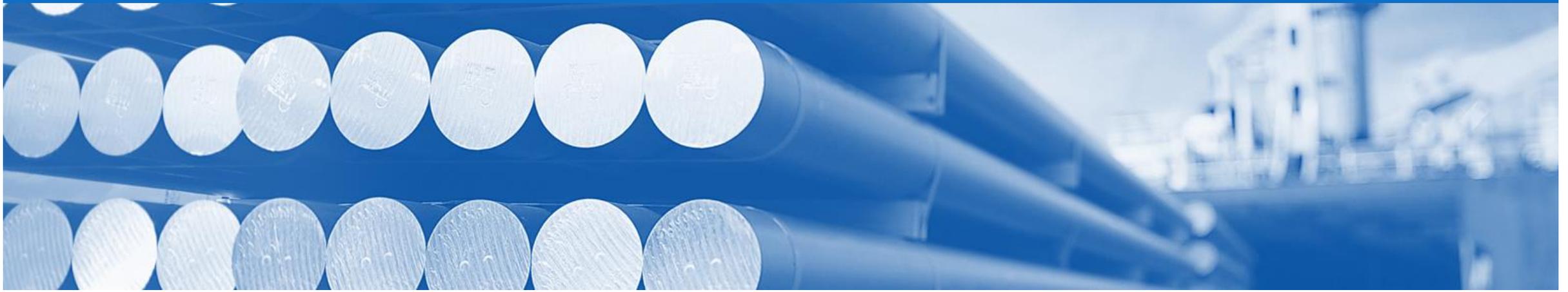
REJECT ENTIRE ORDER

Order Confirmation Number:

6 Confirmation #: 5649879

7 Comments: Cannot fulfill order

8 Reject Order Cancel



Ship Notice

- The Ship Notice is the delivery information and is sent to Alcoa to advise them of the ship date for the materials.
- The Ship Notice is an mandatory (excluding exceptions using 'Control Keys') document for transacting with Alcoa and is required completed prior to the Create Invoice button becoming active

Begin the Ship Notice

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
3. View the Purchase Order.
 - Screen displays: Ship Notice
4. Click **Create Ship Notice**.

The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with 'HOME', 'INBOX' (highlighted with a yellow box and a red circle with '1'), 'CATALOGS', and 'REPORTS'. Below this is a sub-navigation bar with 'Orders and Releases' (selected), 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The main content area is titled 'Orders and Releases' and has two tabs: 'Orders and Releases' and 'Items to Ship'. Below the tabs is a 'Search Filters' section. The main table displays 'Orders and Releases (14)'. The table has columns: Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row is expanded to show details for 'Customer: Demo Buyer - TEST (14)'. The first row in the table is 'Order PO12351' (highlighted with a yellow box and a red circle with '2'), 'Some Department of My Company, sydney, NSW, Australia', '\$70,470.00 AUD', '15 Aug 2016', 'New', 'Invoice', '\$0.00 AUD', 'Original', and 'Actions'. The second row is 'Order PO96743', '1', 'Some Department of My Company Sydney, NSW Australia', '\$8,000.00 AUD', '4 Apr 2016', 'New', 'Invoice', '\$0.00 AUD', 'Original', and 'Actions'. Below the table is a toolbar with 'Create Order Confirmation' (checked), 'Create Ship Notice' (highlighted with a yellow box and a red circle with '4'), 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. At the bottom, there are two tabs: 'Order Detail' and 'Order History'.

Type	Order Number	Ver	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
▼ Customer: Demo Buyer - TEST (14)										
Order	PO12351		Some Department of My Company, sydney, NSW, Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

Ship Notice

5. Enter **Packing Slip ID**
6. Select **Actual Delivery Date**
7. Update **Shipping Quantity** – if doing partial shipment
8. Click **Next**

9 Screen displays the Confirm and Submit Ship Notice

10 Review Ship Notice

10. Click **Submit**

➤ Screen returns: Purchase Order

Note: the Order Status has changed to Partially Shipped or Shipped

Save Exit Next

* Indicates required field

SHIP FROM

ALCOA TEST I-CLAIM/PFR
Pittsburgh, PA
United States Update Address

DELIVER TO

Ship to information is provided at the PO lines Update Address

Australia

Ship Notice Header

Shipping

5 Packing Slip ID: * 475312

Invoice #:

Requested Delivery Date: --

Ship Notice Type:

6 Actual Shipping Date:

Actual Delivery Date:

Hazard Type:

Is Divisible:

Tracking

Carrier Name:

Service Level:

Dimensions

DELIVERY INFORMATION

Delivery Terms: *

Delivery Terms Description:

Transport Terms Description:

Is Sensitive Load:

Transport Terms	Equipment Identification Code	Gross Volume
<input type="text" value="Other"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="FCA TOLL EXPRESS"/>		
<input type="button" value="Add Transport Term"/>		

ADDITIONAL FIELDS

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location	
6780312	10001		700053074		4	EA	24 Jul 2017		\$100.00 AUD	\$400.00 AUD	\$0.00 AUD	TOLL EXPRE	<input type="button" value="Remove"/>
Description: COUPLING 3/8IN FEMALE													
Shipment Status Total Item Due Quantity: 4 EA													
Confirmation Status Total Confirmed Quantity: 4 EA Total Backordered Quantity: 0 EA													
Line				Ship Qty		Batch ID		Production Date		Expiry Date		<input type="button" value="Add Details"/>	
1				<input type="text" value="4"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>			
<input type="button" value="Add Ship Notice Line"/>													
Other Information Manufacturer Part ID: COV 601-6 Manufacturer Name: COVENTRY													
<input type="button" value="Add Order Line Item"/>													

Save 8 Next

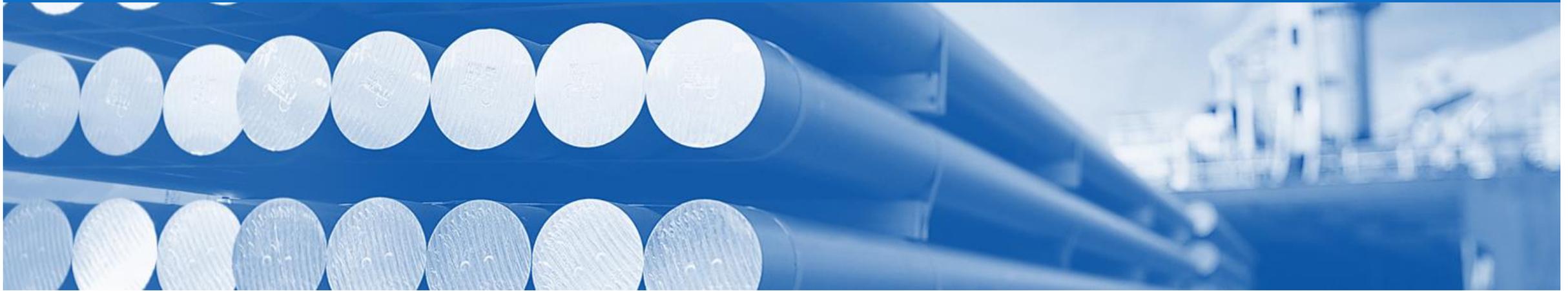


SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

[Click Here to Take Survey](#)



Support

Support Type	Contact
Ariba Support	<ol style="list-style-type: none">1. Click on the Help Centre – Support2. Click Start next to 'I need help with...'3. Select support option;<ul style="list-style-type: none">• Email SAP Ariba Customer Support• Get help by Live Chat• Get help by Phone
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com