

Ariba Network

Purchase Order & Material Order Guide

SAP Ariba 





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with your buyer via the Ariba Network. This document aims to provide a step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Co-operative Bulk Handling Ltd (CBH) and supplier's.



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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 SAP Ariba Network interface for 'Enterprise Account' in 'TEST MODE'. The 'Inbox' tab is selected, displaying a table of 'Orders and Releases (100+)'. The table has columns for Type, Order Number, Customer, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A callout 'N' points to the 'Order Number' column. Another callout points to the 'Amount Invoiced' column, stating it is the total amount invoiced to date. A third callout points to the 'Order Status' column, stating it is the current status of the order. A fourth callout points to the 'Actions' column, stating the dropdown allows document creation without opening the order.

Type	Order Number	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500450585	Co-operative Bulk Handling Ltd - TEST	CBH Central Warehouse Canning Vale Australia	CBH Rec Integrated 003 West Perth, WA Australia	\$375.00 AUD	29 Apr 2020	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586	Co-operative Bulk Handling Ltd - TEST	CBH Central Warehouse Canning Vale Australia	CBH Rec Integrated 003 West Perth, WA Australia	\$1,648.00 AUD	29 Apr 2020	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586	Co-operative Bulk Handling Ltd - TEST	CBH Central Warehouse Canning Vale Australia	CBH Rec Integrated 003 West Perth, WA Australia	\$1,648.00 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions
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Purchase Order

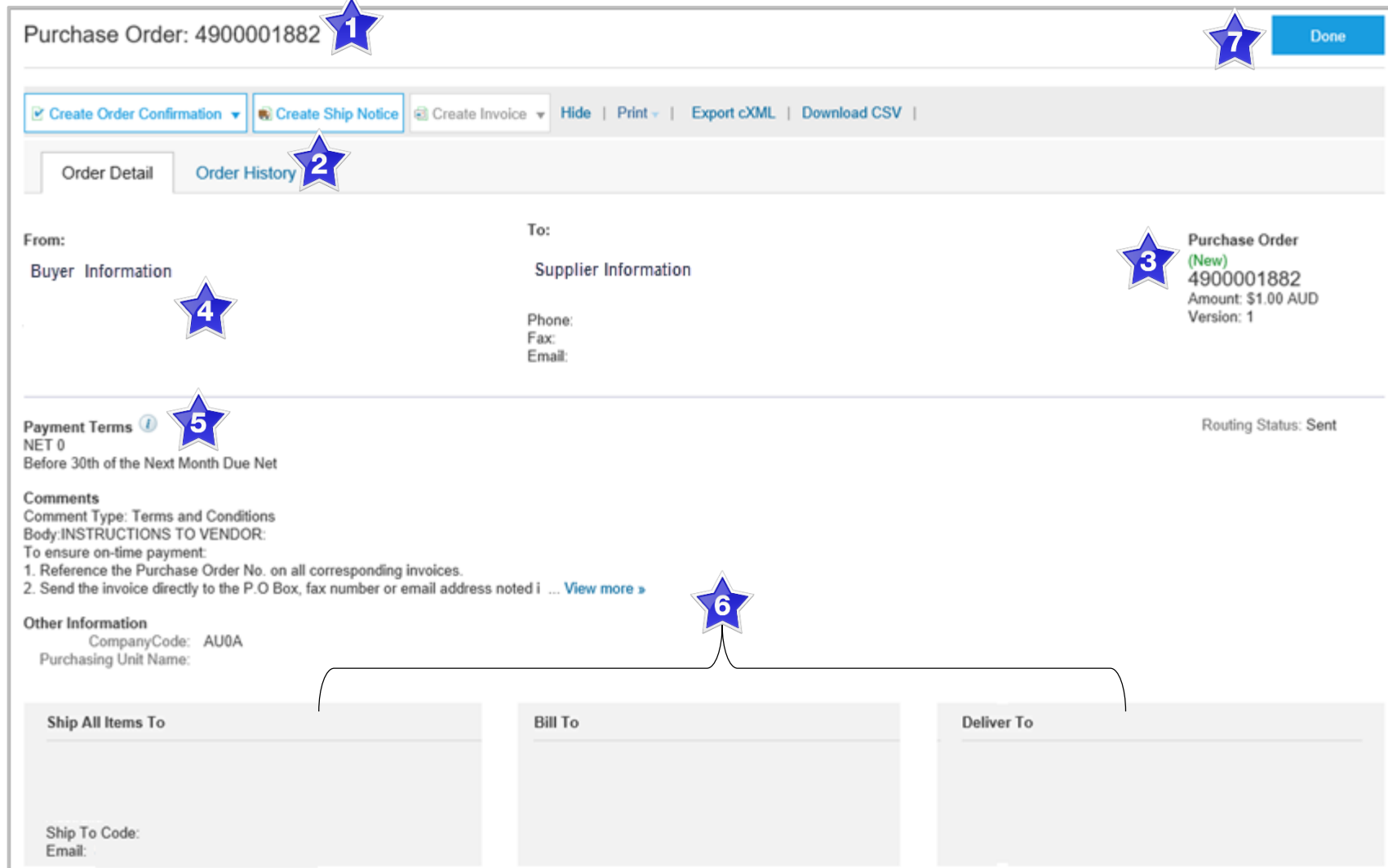
- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an 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

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) The buyer **Contact Information.**
- 5) **Terms, Comments and Other Information.**
- 6) **Ship To, Bill To and Deliver To** details.
- 7) Click **Done** to return to inbox.

 Any information in blue can be selected to provide more details



Purchase Order: 4900001882 1 7 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) Hide | Print | Export cXML | Download CSV

Order Detail **Order History** 2

From: Buyer Information 4 **To:** Supplier Information 3

Phone:
Fax:
Email:

Purchase Order (New)
4900001882
Amount: \$1.00 AUD
Version: 1

Payment Terms 5 i NET 0 Before 30th of the Next Month Due Net Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: INSTRUCTIONS TO VENDOR:
To ensure on-time payment:
1. Reference the Purchase Order No. on all corresponding invoices.
2. Send the invoice directly to the P.O Box, fax number or email address noted i ... [View more >](#)

Other Information
CompanyCode: AU0A
Purchasing Unit Name:

Ship All Items To **Bill To** **Deliver To** 6

Ship To Code:
Email:

View Purchase Order Details – Line Item Level


8) Click **Details** to see further Line Level details.


9) 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 # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	11 Oct 2017	\$1.00 AUD	\$1.00 AUD	\$0.00 AUD	Details 
	GR							

Order submitted on: Thursday 5 Oct 2017 1:32 AM GMT+11:00
Received by Ariba Network on: Thursday 5 Oct 2017 1:33 AM GMT+11:00
This Purchase Order was sent by delivered by Ariba Network.

Sub-total: \$ 1.00 AUD
Est. Total Tax: \$ 0.00 AUD
Est. Grand Total: \$ 1.00 AUD

[Create Order Confirmation](#)  [Create Ship Notice](#)  [Create Invoice](#)  [Hide](#) | [Print](#)  | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

 [Done](#)

View Purchase Order Details – Line Item Level Show Item Details



When reviewing a Purchase Order use Show Item Details to identify any comments or further information from CBH

- To see all Line Items details click on

Show Item Details

- To hide all line item details click on

Hide Item Details

- To see specific line item details click on

Details

- To hide specific line item details click on

Summary

Line Items											Hide Item Details
Line #	Part #	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location	
10	1014831	AM0267710	Material		6.0 (EA) ⓘ	15 Jun 2019	\$356.09 AUD	\$2,136.54 AUD	\$213.65 AUD		Summary
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3											
Status											
6.0 Unconfirmed											
Control Keys											
Order Confirmation: allowed											
Ship Notice: not allowed											
Invoice: is not ERS											
Comments											
BAR, METAL:RD,CORED,BEARING BRONZE,1-1/2IN ID, 3-1/2IN OD,12IN LG											
Tax											
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail					
GST	10.00	\$2,136.54 AUD	\$213.65 AUD		Creditable acquisitions - 10%						
Schedule Lines											
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)								
1	15 Jun 2019 12:00 PM AEST		6.0 (EA) ⓘ								
Other Information											
Recipient:		MY									
UnloadingPoint:		DA01									

Order History


Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4900001902 Done

Order Detail | Order History

Purchase Order: 4900001902 From Customer:
 Order Status: Confirmed Routing Status: Acknowledged
 Submitted On: 6 Oct 2017 1:20:55 AM GMT+11:00

History 

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128562063	6 Oct 2017 1:21:04 AM
	Email order was sent to	ANPODispatcher-128558027	6 Oct 2017 1:22:00 AM
Sent	Email order was sent to	OrderDispatcher - Email	6 Oct 2017 1:22:01 AM
Confirmed	Untitled 10/10/2017	Sangram Mohanty	10 Oct 2017 3:06:42 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	Not Available MATERIAL 001	1 (EA)	12 Oct 2017	\$100.00 AUD	\$100.00 AUD	\$0.00 AUD
	Status					
	1 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2017)					
2	Not Available MATERIAL 002	1 (EA)	12 Oct 2017	\$100.00 AUD	\$100.00 AUD	\$0.00 AUD
	Status					
	1 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2017)					

Sub-total: \$200.00 AUD
 Est. Total Tax: \$ 0.00 AUD
 Est. Grand Total: \$200.00 AUD

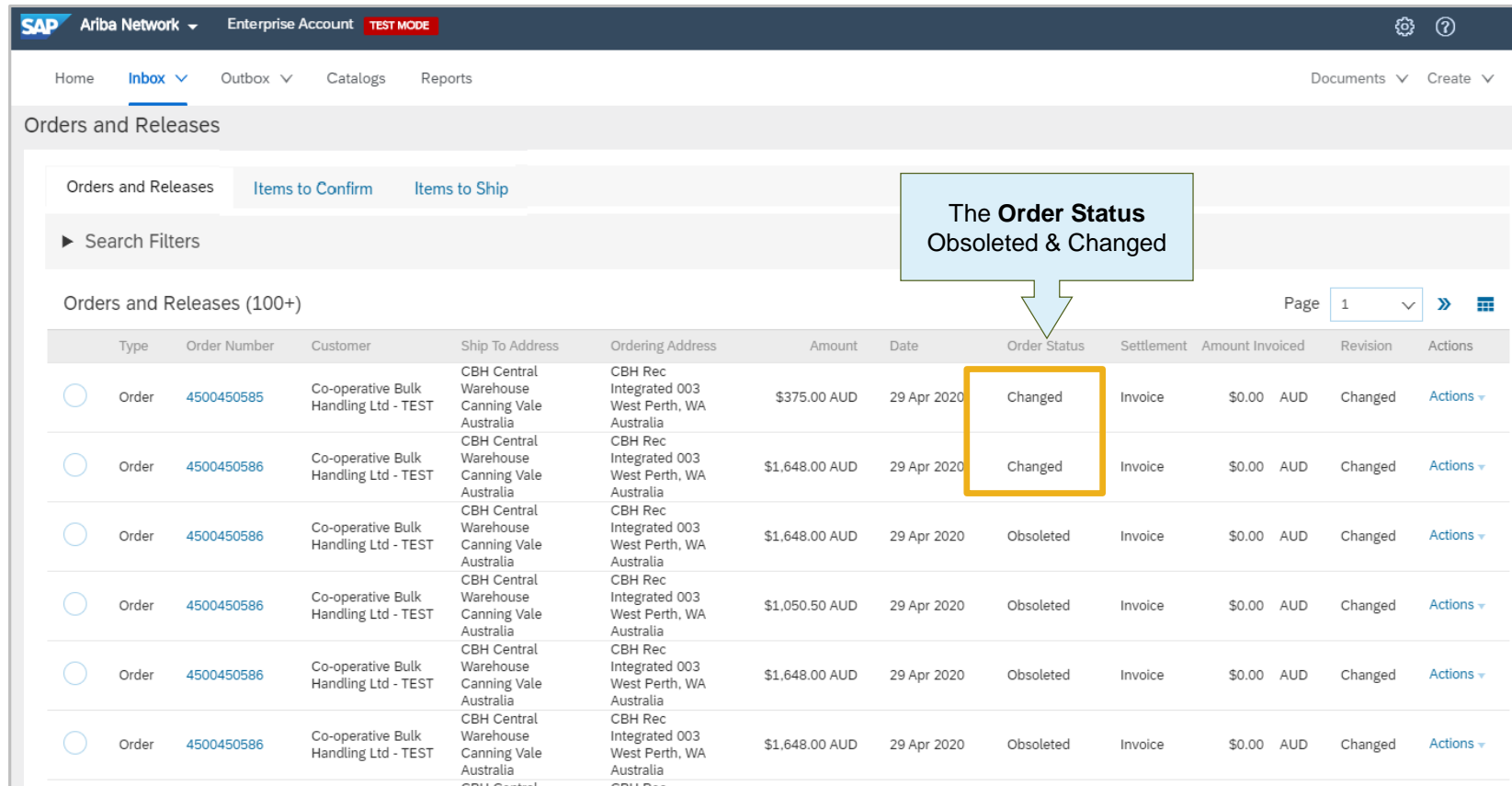


Changed Purchase Orders

- CBH will send a Changed Purchase Order where an error has been identified within the original Purchase order
- Where a Changed Purchase Order (cancelled) has been sent, a New Purchase Order will be created by CBH with the updated and correct information
- Changed Purchase Orders do not require any intervention by the Supplier
- Invoicing is not available on obsoleted purchase orders

Inbox – Change Orders General Information

- A change order is triggered, when a Supplier has provided proposed changes on the Order Confirmation.
- Only the Buyer can change a purchase order. The Buyer will contact suppliers where the proposed changes are not accepted based on trading agreements.
- Invoicing for an amount different to that shown on the Purchase Order will result in the invoice being rejected and this may delay the process.



The screenshot displays the SAP Ariba Network interface for an Enterprise Account in TEST MODE. The main content area is titled 'Orders and Releases' and shows a table of orders. A callout box with the text 'The Order Status Obsoleted & Changed' points to the 'Order Status' column in the table. The table lists several orders, with some having a status of 'Changed' and others 'Obsoleted'.

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Identifying Change Purchase Order

1) Purchase Order status is displayed as **(Changed)**

➤ Always work on the latest version of the purchase order

The screenshot shows the SAP Ariba Network interface for a purchase order. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main title is 'Purchase Order: 4500450585' with a 'Done' button. Below this is a toolbar with buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide Changes', 'Hide', 'Print', 'Download PDF', and 'Resend'. There are tabs for 'Order Detail' and 'Order History'. The main content area features the CBH GROUP logo. To the left, the 'From' information is for Co-operative Bulk Handling Ltd. To the right, the 'To' information is for CBH REC Integrated 003. A 'Purchase Order' summary box shows the order number '4500450585' with a '(→ Changed)' status and a star icon with the number '1', along with the amount '\$375.00 AUD' and a link to '(Previous Version)'. Below this, the 'Payment Terms' are '0.000% 30 Within 30 days Due net'. The 'Routing Status' is 'Sent' and the 'External Document Type' is 'Standard PO (NB)'. The 'Contact Information' section lists 'Supplier Address' for 'CBH Rec Integrated 003' with contact details for Kevin Shockthorpe. The 'Other Information' section shows 'Company Code: CBH1' and 'PurchaseGroup: 301'.

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500450585 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Changes Hide Print Download PDF Resend

Order Detail Order History

CBH GROUP

From:
Co-operative Bulk Handling Ltd
Level 6, 240 St Georges Terrace
Perth WA 6000
Australia
Phone: + () 1800 199 083
Fax:

To:
CBH REC Integrated 003
9 Havelock St
West Perth Western Australia 6005
Australia
Phone:
Fax:
Email: ben@dyflex.com.au

Purchase Order
(→ Changed)
4500450585
Amount: \$375.00 AUD
(Previous Version)

Payment Terms ⓘ
0.000% 30
Within 30 days Due net

Contact Information
Supplier Address
CBH Rec Integrated 003
9 Havelock St
West Perth WA 6005
Australia
Email: kevin.shockthorap@dyflex.com.au
Phone:
Fax:
Address ID: 115025
buyerID: 115025

Other Information
Company Code: CBH1
PurchaseGroup: 301

Routing Status: Sent
External Document Type: Standard PO (NB)



Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation; however for CBH this is an **mandatory** Process
- 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: please use to update the details of the line items and communicate with CBH. Eg. advising of PO errors.
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Creating an Order Confirmation - Overview

➤ With the Purchase Order Open

1. Click **Create Order Confirmation**.

➤ Drop down box displays available options:

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

➤ Make the applicable selection

➤ Complete all fields with an asterisks at header level

➤ Enter the required information for items being confirmed

➤ Click on **Next** and review, then Submit

➤ You have now sent an Order Confirmation, however CBH do not respond or require this document

➤ Order status shows Confirmed or partially confirmed. Partially confirmed remains until all items have been confirmed

Purchase Order: 4200000012 Done

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

Confirm Entire Order
 Update Line Items
 Reject Entire Order

From: _____ To: _____ Purchase Order

Confirming PO Header fields Exit Next

1 Confirm Entire Order
 2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4200000012

Customer:

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping Co

Est. Delivery Date: Est. Tax Co

Comments:

* Indicates required field

Line Items Update Line Items fields

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal	Tax
1	3772967 Ergonomic Chair	3 (EA)	\$200.00 AUD	\$600.00 AUD	\$60.00 AUD

Current Order Status

3 Unconfirmed

Confirm: Backorder: Reject: Details

Attachments:

Name	Size (bytes)	Content Type
No items		

The total size of all attachments cannot exceed 10MB

Confirm All Exit Next

Order Confirmation Update Line Level – General Information

Order Confirmation-Update Line Level is used when there are variations to the items requested by CBH such as short supply and rather than waiting until all the goods are available to create an order confirmation, this process allows suppliers to provide the goods that are available. An Order Confirmation in Partially Confirmed Status can have multiple Order Confirmations until all items within the purchase order have been confirmed.

Also use Order Confirmation–Update Line Items when there is a **price discrepancy** on the purchase order received from CBH on an item/s as only CBH can permanently change a purchase order and may send a **Change Order** with the new Unit Price.

The total quantity for each line item in the required variations must not exceed the total amount requested by CBH.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	YDCTLG-0	100 (MTK)	13 Sep 2017	\$1.00 AUD	\$100.00 AUD	00 AUD
	Current Order Status					
	<input checked="" type="radio"/>	100 Unconfirmed				
	Confirm:	<input type="text" value="50"/>	Reject:	<input type="text" value="5"/>		

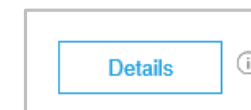
Example only of variations

When confirming at Line Item Level you are providing confirmation on the items requested in the purchase order

- 1) Use **Confirm** where a portion of the goods requested are being confirmed
- 2) Where full supply on one item within the purchase order can occur but you are not confirming other lines use **Confirm**
- 3) To reject either the full amount of a line item or the full amount of an item but not the entire purchase order use **Reject**

Note: CBH does not want the Backorder functionality to be use – instead use the **Reject** option

If you have a line item with a Rejection quantity, you must provide further information using the **Details** button.



Where you have a unit pricing variation, you will need to enter the “different” unit price into Details for review by CBH.

Support

Support Type	Description
Help Centre For all your support needs Note: Support Centre Options are based on your account type and all options may not be available	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
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