User Guide

Supplier – Order Confirmations in Ariba Network

June 2022
Version: 1
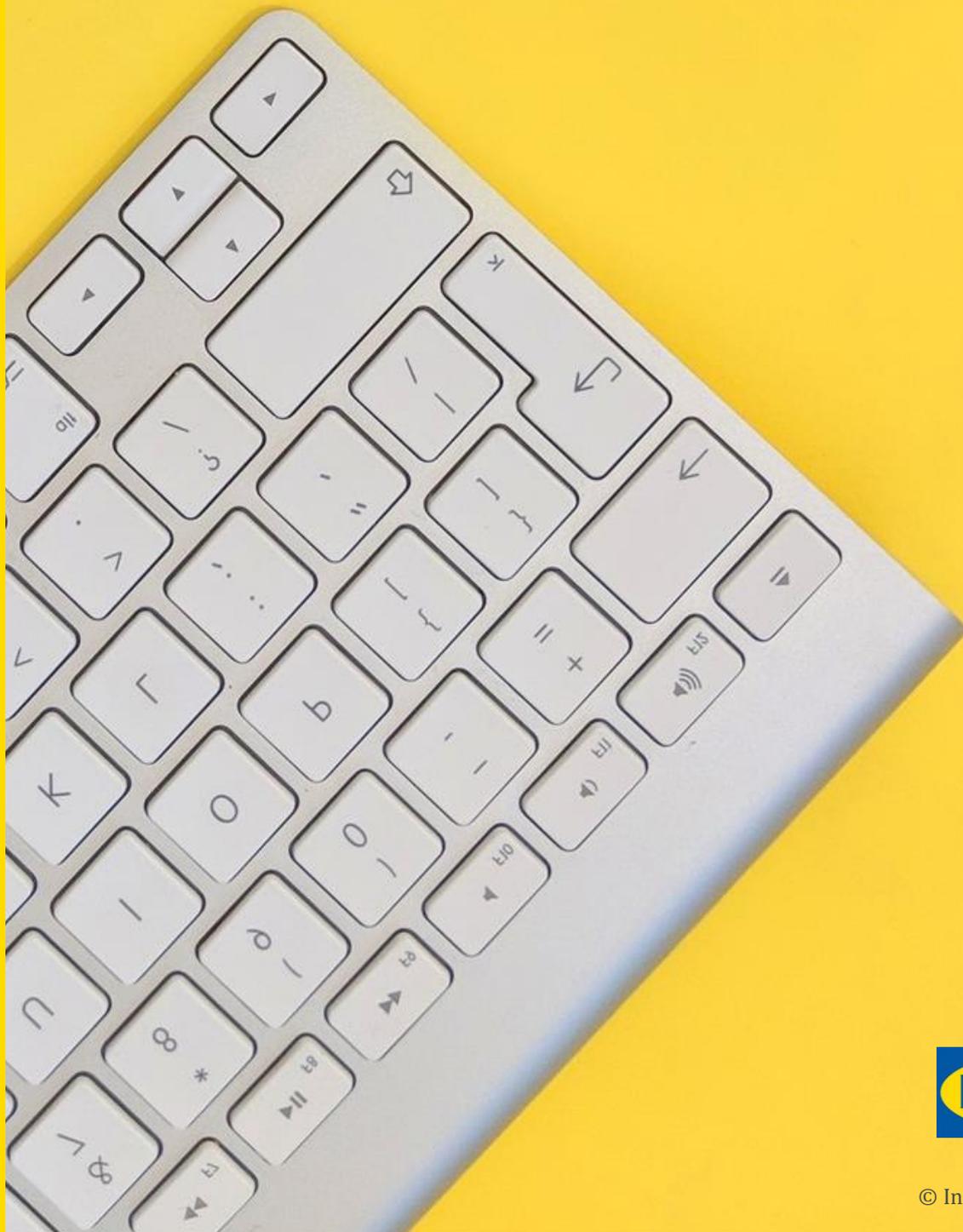
Contents

1 Using this Document

This User Guide is designed to be used as a reference document for suppliers for the creation of order confirmations in Ariba Network for Ingka Group (IKEA)Purchase Orders.

2 Introduction to Ariba for Suppliers

Ariba Network connects suppliers and customers, buyers and sellers, enabling them to do business together.

Ingka Group uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Ariba Network is the recommended method for suppliers to transact with Ingka Group, e.g. send invoices.

3 Order Confirmations in Ariba Network

What?
An order confirmation is used to confirm receipt and acceptance of a Purchase Order and advise details of goods delivery/service provision.

Who?
Suppliers are requested to create order confirmations in Ariba Network for both goods and service purchase orders.

Why?
Order confirmations are requested so that Ingka Group knows whether a purchase order will be delivered as ordered.

When?
Order confirmations should be created as soon as possible after a supplier receives a Purchase Order from Ingka Group in Ariba Network.

3.1 Types of Order Confirmation

There are 3 types of order confirmation available in Ariba:

1. **Confirm Entire Order**

Use when the same supply details apply to all the Purchase Order items.

2. **Update Line Items**

Use when not all Purchase Order items have the same supply details e.g. different delivery date.

3. **Reject Entire Order**

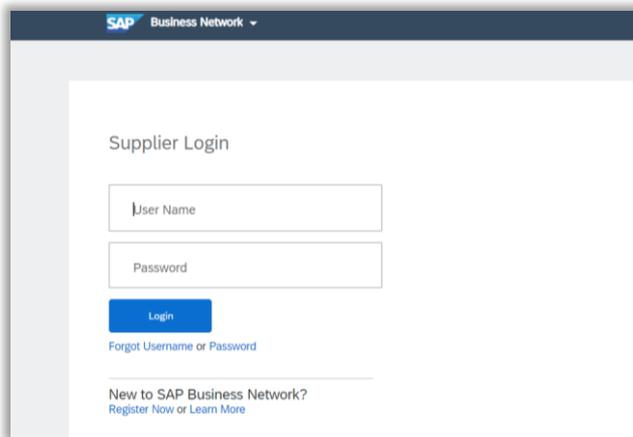Use when unable to accept/supply a Purchase Order.

Note: Each of the above different types of order confirmation are documented in separate sections of this document.

4 Logging on to Ariba Network

1. Access the Ariba Network by using the link below:

   service.ariba.com

2. The **Supplier Login** page is displayed.

3. Enter your user name in the **User Name** field.

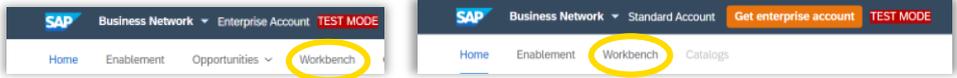   **Hint:** User name is in email format.

4. Enter your password in the **Password** field.
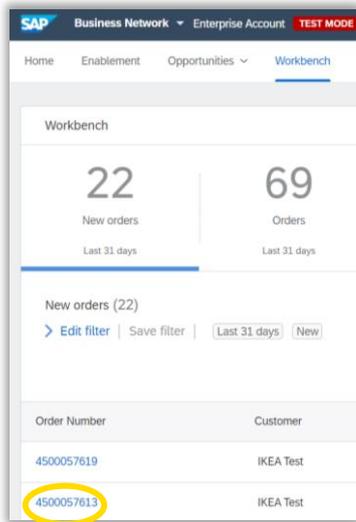
5. Click **Login**.

5 How do I? Create an Order Confirmation

5.1 Open the Purchase Order

1. On the **Business Network** screen click on **Workbench.**

2. Click on the **Orders** tile.

3. A list of Purchase Orders is displayed.

4. Click on the Order Number 45nnnnnnnn of the Purchase Order to be confirmed.

   Tip: Edit filter search criteria if the required Purchase Order is not shown e.g. update Creation date range.

5. The selected Purchase Order (PO) is displayed.

   Review the PO details to check that it is the correct PO.

6. Identify which type of order confirmation is appropriate for the Purchase Order.

   If the type of order confirmation is:

   a. Confirm Entire Order go to section **5.2**
   b. Update Line Items go to section **5.3**
   c. Reject Entire Order go to section **5.4**

5.2 Create Order Confirmation – Confirm Entire Order

Create this type of order confirmation when the same supply details apply to all the Purchase Order items.

1. Click on **Create Order Confirmation** then select **Confirm Entire Order**.
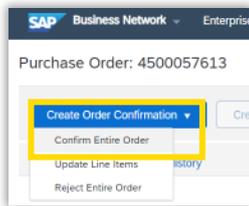
5.2.1 Create Order Confirmation – Confirm Entire Order - Header

1. The **Confirming PO** screen is displayed.

2. **Order Confirmation Header**
   Note: Fields marked with * must be completed.

3. **Confirmation#:**
   Enter your order confirmation number.

4. **Shipping and Tax Information**

   4.1 For Goods:
   Est. Shipping Date:
   Enter the date on which you expect to ship the goods
   Tip: Use the calendar to select a date or enter the date manually.

   Est. Delivery Date:
   Enter the date on which you expect to deliver the goods
   Tip: Use the calendar to select a date or enter the date manually.

4.2 For Services:
Est. Completion Date:
Enter the date on which you expect to have completed the work.
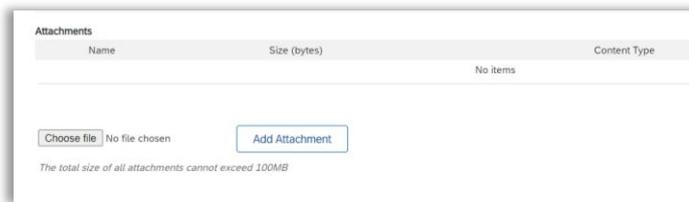**Tip:** Use the calendar to select a date or enter the date manually.

5. **Comments**
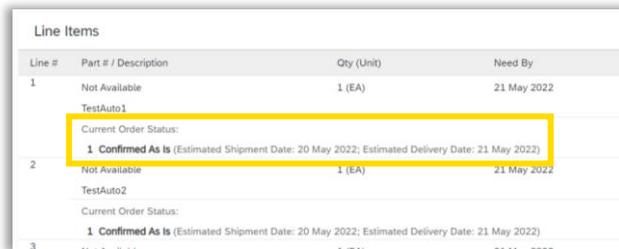   Enter comments as applicable.

6. **Attachments**
   Add **Attachments** as applicable:

   a. **Choose file** then click **Add Attachment**

Attachments		
Name	Size (bytes)	Content Type
	No items	

   Choose file   No file chosen   Add Attachment

   The total size of all attachments cannot exceed 100MB

5.2.2 Create Order Confirmation – Confirm Entire Order – Line Items

1. Scroll down to the **Line Items** section of the screen.

2. Status shows as confirmed.

Line #	Part # / Description	Qty (Unit)	Need By
1	Not Available	1 (EA)	21 May 2022
	TestAuto1		
	Current Order Status:		
	1 Confirmed As Is (Estimated Shipment Date: 20 May 2022; Estimated Delivery Date: 21 May 2022)		
2	Not Available	1 (EA)	21 May 2022
	TestAuto2		
	Current Order Status:		
	1 Confirmed As Is (Estimated Shipment Date: 20 May 2022; Estimated Delivery Date: 21 May 2022)		

   Note 1:
   Confirmed As Is - delivery date matches the buyer specified need by date
   Confirmed New – delivery date does not match buyer specified need by date

   Note 2: The estimated dates entered in the order confirmation header are shown against each line item.

3. Click **Next**.

5.2.3 Create Order Confirmation – Confirm Entire Order – Review

1. The **Confirmation Update** screen is displayed.

2. Review the Order Confirmation.

3. If having reviewed the order confirmation you:

   a. Need to make corrections go to section **5.2.4**
   b. Want to cancel the order confirmation go to section **5.2.5**
   c. Are ready to submit the order confirmation go to section **5.2.6**

### 5.2.4 Order Confirmation Correction Required

If you have identified that there are errors in the order confirmation that need to be corrected:

1. Click **Previous** to return to the previous screen and make the required changes.

5.2.5 Exit Order Confirmation Creation

If you want to cancel creation of the order confirmation:

1. Click **Exit** to cancel the creation of the order confirmation.
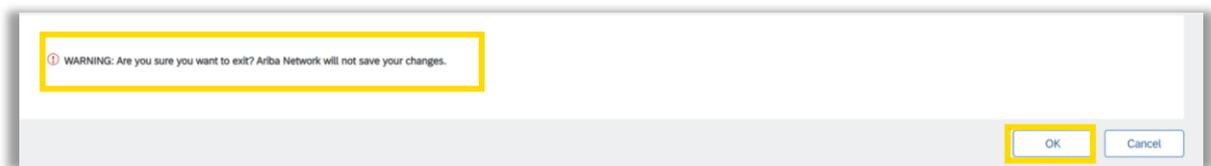
2. A warning message is displayed
   WARNING: Are you sure you want to exit? Ariba Network will not save your changes.

3. Click **OK** to exit order confirmation creation without saving the changes made.

5.2.6 Order Confirmation is Ready for Submission

If the order confirmation is ready to send to Ingka Group:

1. Click **Submit** to submit the order confirmation.

2. The Purchase Order is displayed.

3. The Purchase Order status shows as **Confirmed** and the Order Confirmation document is shown in the **Related Documents** section of the **Purchase Order**.
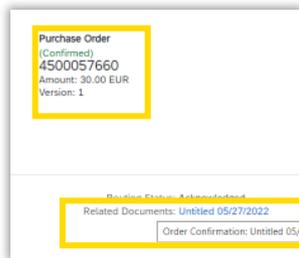
5.3 Create Order Confirmation – Update Line Items

Create this type of order confirmation when not all Purchase Order items have the same supply details e.g. different delivery date.

1. Click on **Create Order Confirmation** then select **Update Line Items**.
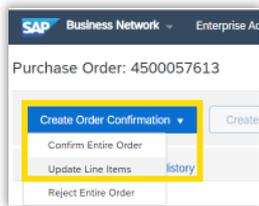
5.3.1 Create Order Confirmation – Update Line Items - Header

1. The **Confirming PO** screen is displayed.

2. **Order Confirmation Header**
   Note: Fields marked with * must be completed.

3. **Confirmation#:**
   Enter your order confirmation number

4. **Shipping and Tax Information**

   4.1 For Goods:
   Select the checkbox **Enter shipping and tax information at the line item level.**

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4.2 For Services:

Select the checkbox **Enter tax information at the line item level.**

5. **Attachments**
   Add **Attachments** as applicable:

   a. **Choose file** then click **Add Attachment**

5.3.2 Create Order Confirmation – Update Line Items – Line Items (Goods)

1. Scroll down to the **Line Items** section of the screen.

2. For each line item:

   a. Enter the appropriate **quantity** in each of the **Confirm**, **Backorder** or **Reject** boxes

   b. Click **Details**.

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3. For items identified as **Confirm** or **Backorder**:

    a. Enter the Estimated shipping and delivery dates
    b. Enter comments as applicable
    c. Click **OK**

4. For items identified as **Reject**:

    a. Select the appropriate **Rejection Reason** from the dropdown list.
    b. Enter **Comments** as applicable
    c. Click **OK**

5. Repeat steps 2 – 4 for each item on the Purchase Order.

6. Once entries have been completed for all line items click **Next**.

5.3.3 Create Order Confirmation – Update Line Items – Line Items (Services)

1. Scroll down to the **Line Items** section of the screen.

2. For each line item select the appropriate radio button **Confirm** or **Reject**.

3. For items identified as **Reject**:

   a. Select the appropriate **Rejection Reason** from the dropdown list.
   b. Enter **Comments** as applicable

4. Repeat steps 2 – 3 for each item on the Purchase Order.

5. Once entries have been completed for all line items click **Next**.

13

5.3.4 Create Order Confirmation – Update Line Items – Review

1. Review the Order Confirmation.
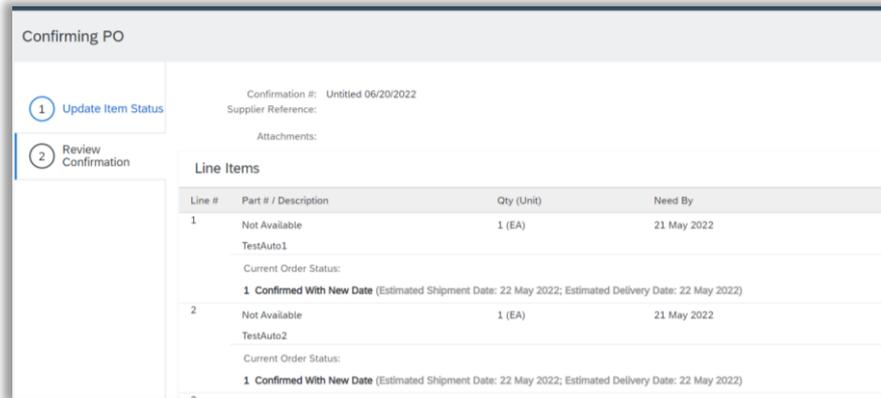
2. If having reviewed the order confirmation you:

   a. Need to make corrections go to section **5.3.5**
   b. Want to cancel the order confirmation go to section **5.3.6**
   c. Are ready to submit the order confirmation go to section **5.3.7**

### 5.3.5 Order Confirmation Correction Required

If you have identified that there are errors in the order confirmation that need to be corrected:

1. Click **Previous** to return to the previous screen and make the required changes.

5.3.6 Exit Order Confirmation Creation

If you want to cancel the order confirmation:

1. Click **Exit** to cancel the creation of the order confirmation.
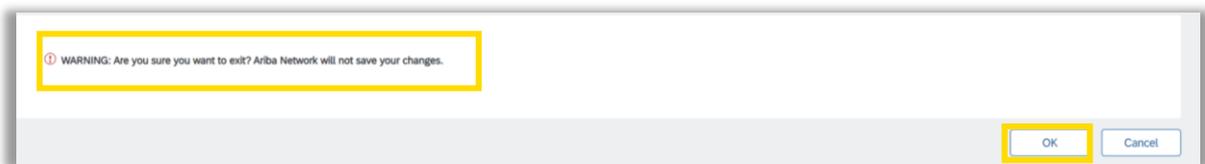
2. A warning message is displayed
   WARNING: Are you sure you want to exit? Ariba Network will not save your changes.

3. Click **OK** to exit order confirmation creation without saving the changes made.

5.3.7 Order Confirmation is Ready for Submission

If the order confirmation is ready to send to Ingka Group:

1. Click **Submit** to submit the order confirmation.

2. The Purchase Order is displayed.

3. The Purchase Order status shows as **Partially Confirmed/Confirmed** depending on the updates made and the Order Confirmation document is shown in the **Related Documents** section of the **Purchase Order**.
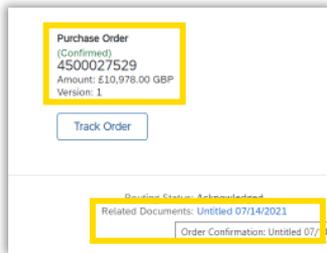
5.4 Create Order Confirmation – Reject Entire Order

Create this type of order confirmation when unable to accept/supply a Purchase Order.

1. Click on **Create Order Confirmation** then select **Reject Entire Order**.
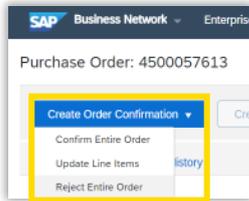
2. The **Reject Entire Order** pop up window is displayed.

3. **Confirmation#:**
   Enter your order rejection confirmation number.

4. **Rejection Reason:**
   Select the appropriate rejection reason from the dropdown list
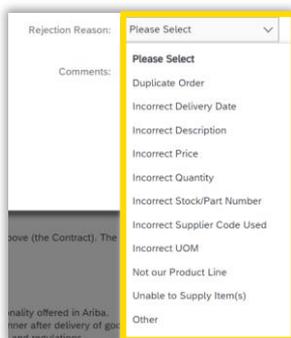
5. **Comments:**
   Enter comments as applicable.

6. Click **Reject Order**.

7. The Purchase Order is displayed.

8. The Purchase Order status shows as **Rejected**.

5.5 What happens next?

The order confirmation is automatically submitted to Ingka Group via Ariba Network.

The Ingka Group buyer will be able to see the order confirmation details for the Purchase Order.

For further support:

Please visit the [Vendor Portal - Vendor Portal (ingka.com)](#), you will be able to get support via the Procurement page