

# SUPPLIER TOOLKIT: HOW TO RESPOND TO PURCHASE ORDERS AND CREATE SHIPMENT NOTICES



75 minutes

Click the **Start Course** button to begin the course.

START COURSE



# Course Introduction

Welcome to the **Supplier Toolkit: How to Respond to Purchase Orders and Create Shipment Notices** course!

This course will help you understand the tasks you need to perform while responding, updating or confirming a Purchase Order (PO). You will also learn how to create a Ship Notice and add shipping, tracking and transport information in the Ship Notice.

Click **Next** → to get started.



Next



Back

# LEARNING OBJECTIVES

**By the end of this course, you will be able to:**

- Explain how to respond to a PO.
- Provide overview of Material Order Confirmation and Ship Notice.
- Describe how to confirm an order.
- Explain how create a Ship Notice.
- List the key features of Goods Receipts Notice in PO Management process.



Next



Back

# Key Terms



Here are the key terms you will encounter in this course.

Key Term	Description
Ship Notice	It is a document provided by a seller or shipper to a Buyer or recipient to inform them that their order has been shipped.
Backorder	It refers to items that the Buyer has ordered but are currently out of stock or unavailable for immediate delivery by the seller.
Goods Receipts Notice (GRN)	It is used to provide information about what items have been received by the customer from the shipment sent.

To view a list of all the terms, click the **Resources and Glossary** icon.



Next



Back



01

# Course Overview



5 mins

*Click **Next** to continue.*



Next



Back

# 01 Course Overview

## Module Agenda

### Key Activities



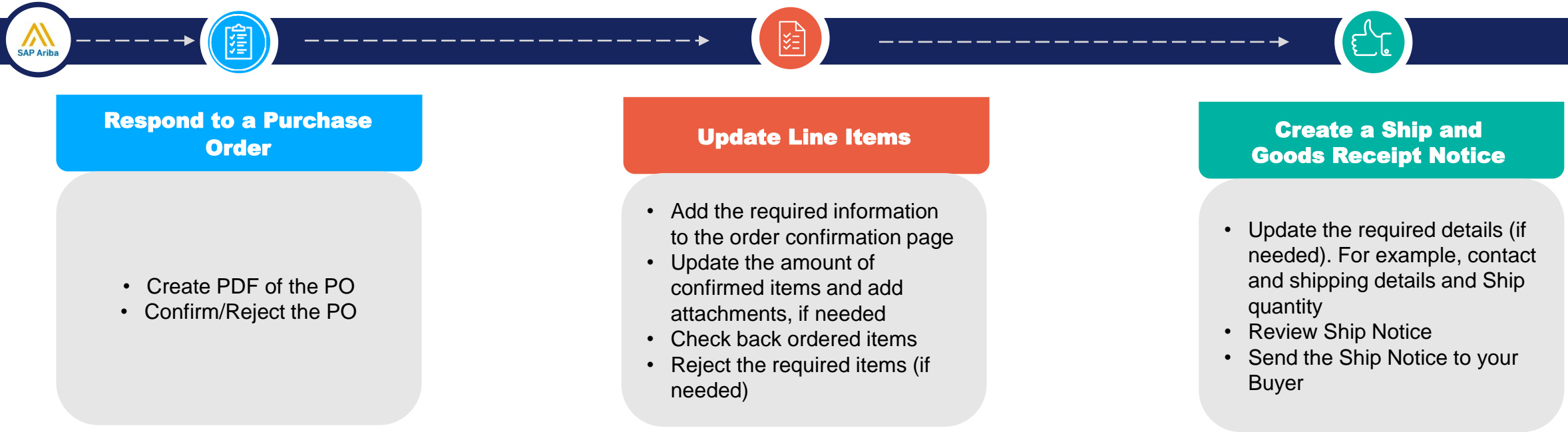
Next



Back

# What are My Key Activities

Here are the key activities you need to perform in P2R process using the SAP Business (Ariba) network:



## 02 P2R: Confirming an Order

## Module Agenda

1. Key Aspects of PO Management
2. Respond to a PO
3. Create PDF of a PO
4. Confirm an Entire PO
5. Reject an Entire PO
6. Update Line Items
7. How to Confirm/Update Line-Item Details
8. How to Confirm/Update Line-Item Details in Backorder
9. How to Reject PO Data
10. How to Make Multiple Changes in Line Items
11. Adding Attachments During Order Confirmation
12. How to Create a Ship Notice
13. How to Add Shipping, Tracking and Transport Information in Ship Notice
14. How to Update Line Item Details in Ship Notice
15. Key Features of a Goods Receipts Notice
16. How to Locate Goods Receipt



Next



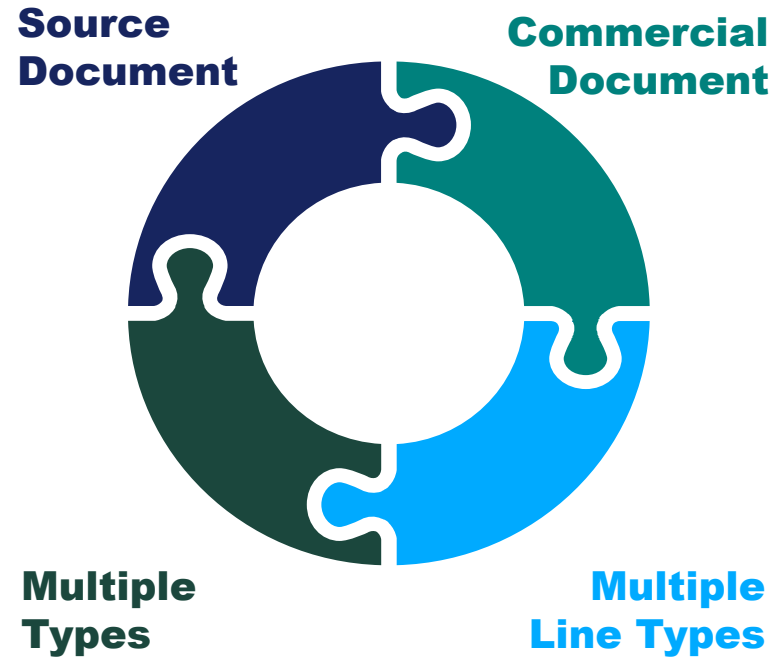
Back



# What are the Key Aspects of PO Management

Let's look at key aspects you need to consider while managing a PO:

*Click each tile to learn more.*



Next



Back

# What are the Key Aspects of PO Management (Contd.)

Let's look at key aspects you need to consider while managing a PO:

[Click each tile to learn more.](#)

## Source Document

PO is the source document for the order and all subsequent documents are created from the PO.

## Commercial Document

A PO is a commercial document issued by a Buyer to a seller, indicating types, quantities, and agreed upon prices for products or services the seller will provide to the Buyer.

## Multiple Types

A PO can be of different types, typically either for Material/Goods or for Services. The subsequent responses depend on the PO type and on the requirements from your customer.

## Multiple Line Types

A single PO can contain lines of multiple types (for example, one line for Goods and one for Services).



Next



Back

# Points to Consider while Responding to a PO

Consider the following points when responding to a PO:

*Click each tab to learn more.*



**PO Details**



**Additional Options**



Next



Back

# Points to Consider while Responding to a PO (Contd.)

Consider the following points when responding to a PO:

*Click each tab to learn more.*



PO Details



Additional Options

Find your PO from the Homepage, the **Workbench** or the **Orders** tab. Click the order number to open the PO.

- The **PO header** includes the order date and information about the buying organization and supplier. If the PO contains any attachment, they will also be displayed as hyperlinks in the header.
- The **Line Items** section describes the ordered items. Each line displays the description, type, quantity and pricing of the items your Buyer wants to purchase.

The Purchase Order can be of different types: Material PO, Service PO, Blanket PO. The type of PO and Transacting Rules defined by your Buyer determine the documents you need to create as a response (PO Confirmation, Ship Notice, Service Sheet, and so on.).

Placeholder for screenshot



Next



Back



# Points to Consider while Responding to a PO (Contd.)

Consider the following points when responding to a PO:

*Click each tab to learn more.*



PO Details



Additional Options

- You can always resend a PO that was not sent to your email address, cXML or EDI properly by clicking the **Resend** button.
- The **Export cXML** button allows you to save a copy of the cXML source information for diagnosing problems and for auditing total value.

Placeholder for screenshot



Next

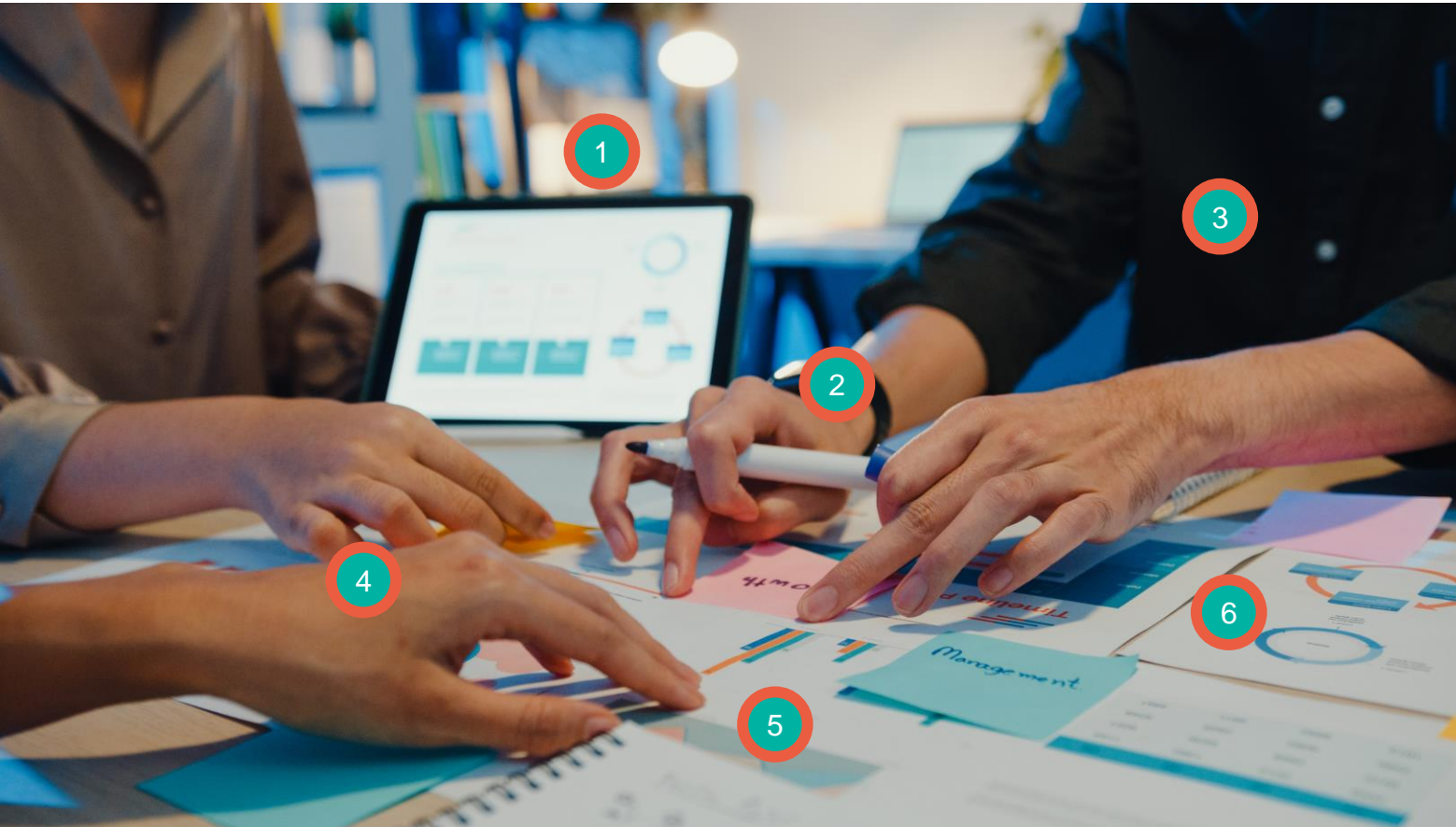


Back

# Key Points to Consider for Material Order Confirmation and Ship Notice

Here is an overview of Material Order Confirmation and Ship Notice in SAP:

*Click each number to learn more.*



Next

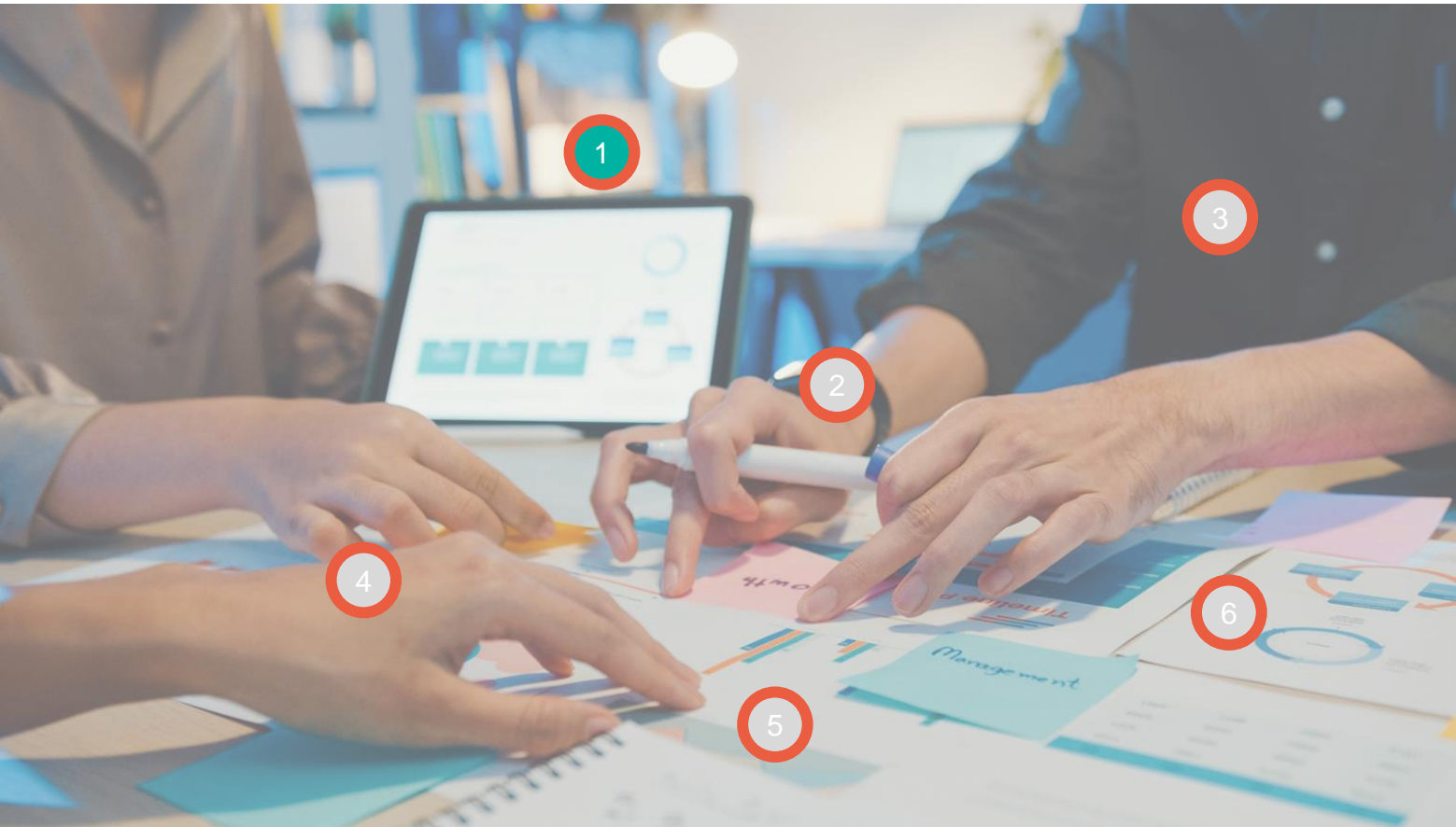


Back

# Key Points to Consider for Material Order Confirmation and Ship Notice (Contd.)

Here is an overview of Material Order Confirmation and Ship Notice in GET:

*Click each number to learn more.*



1. When faced with a PO, you will typically need to acknowledge the PO by means of an Order Confirmation.

This allows you to confirm the PO fully or partially.



Next

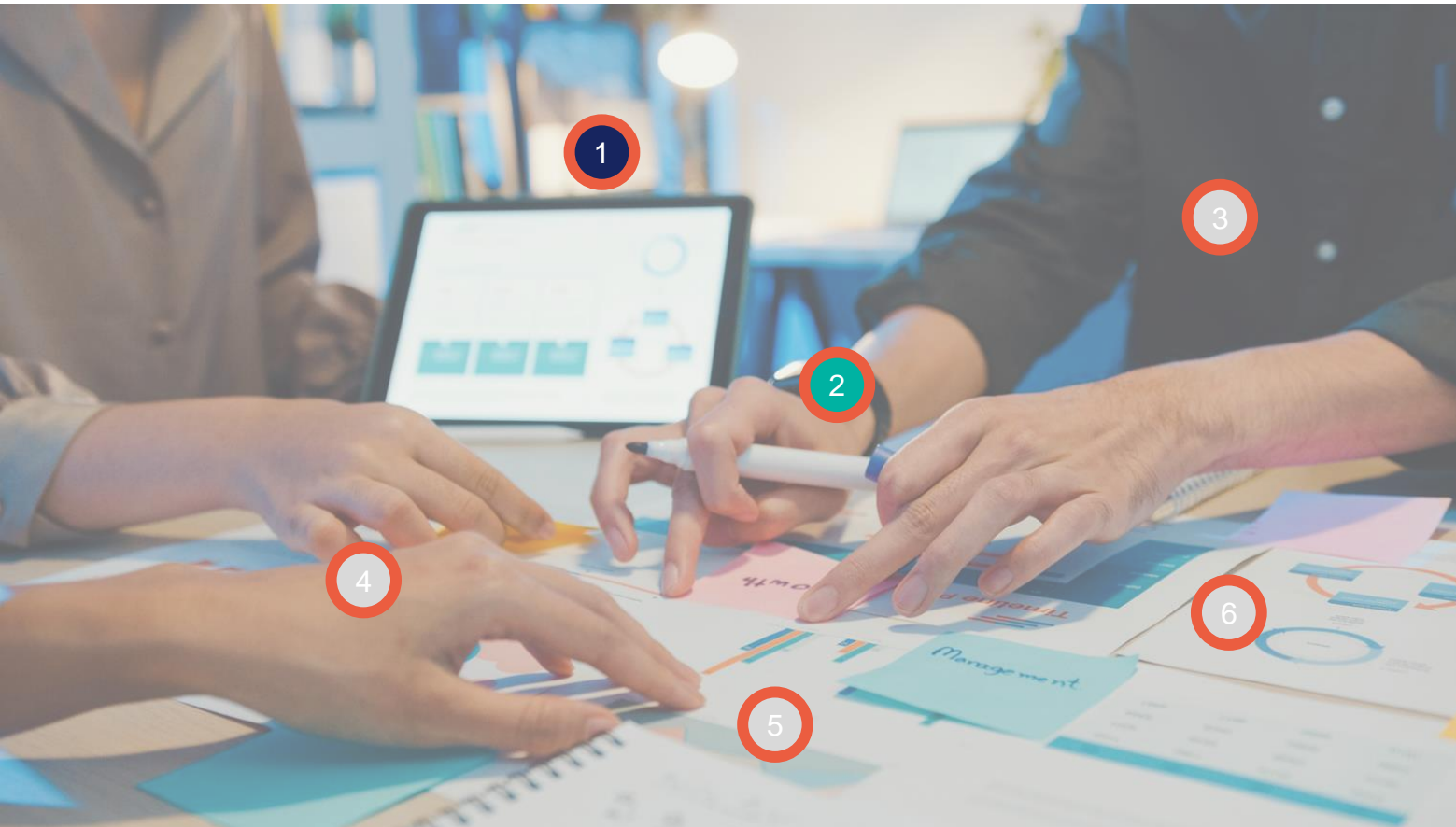


Back

# Key Points to Consider for Material Order Confirmation and Ship Notice (Contd.)

Here is an overview of Material Order Confirmation and Ship Notice in GET:

*Click each number to learn more.*



## 2. Propose modifications to the PO:

In such cases, you will typically need to wait for the Buyer's approval and the next version of the PO.

This ensures full alignment on the order between you and the Buyer.



Next



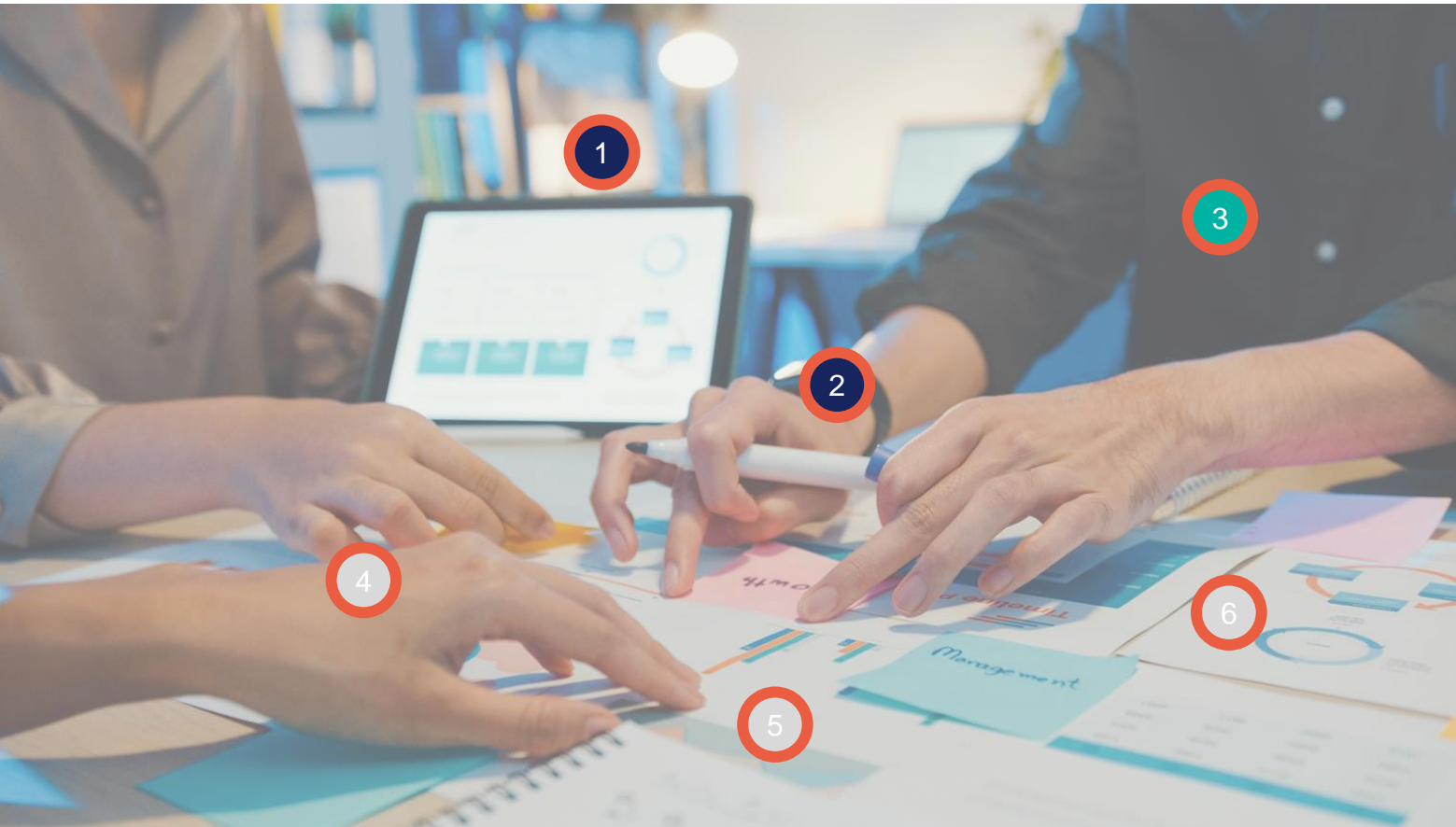
Back



# Key Points to Consider for Material Order Confirmation and Ship Notice (Contd.)

Here is an overview of Material Order Confirmation and Ship Notice in GET:

*Click each number to learn more.*



3. Reject the PO.



Next

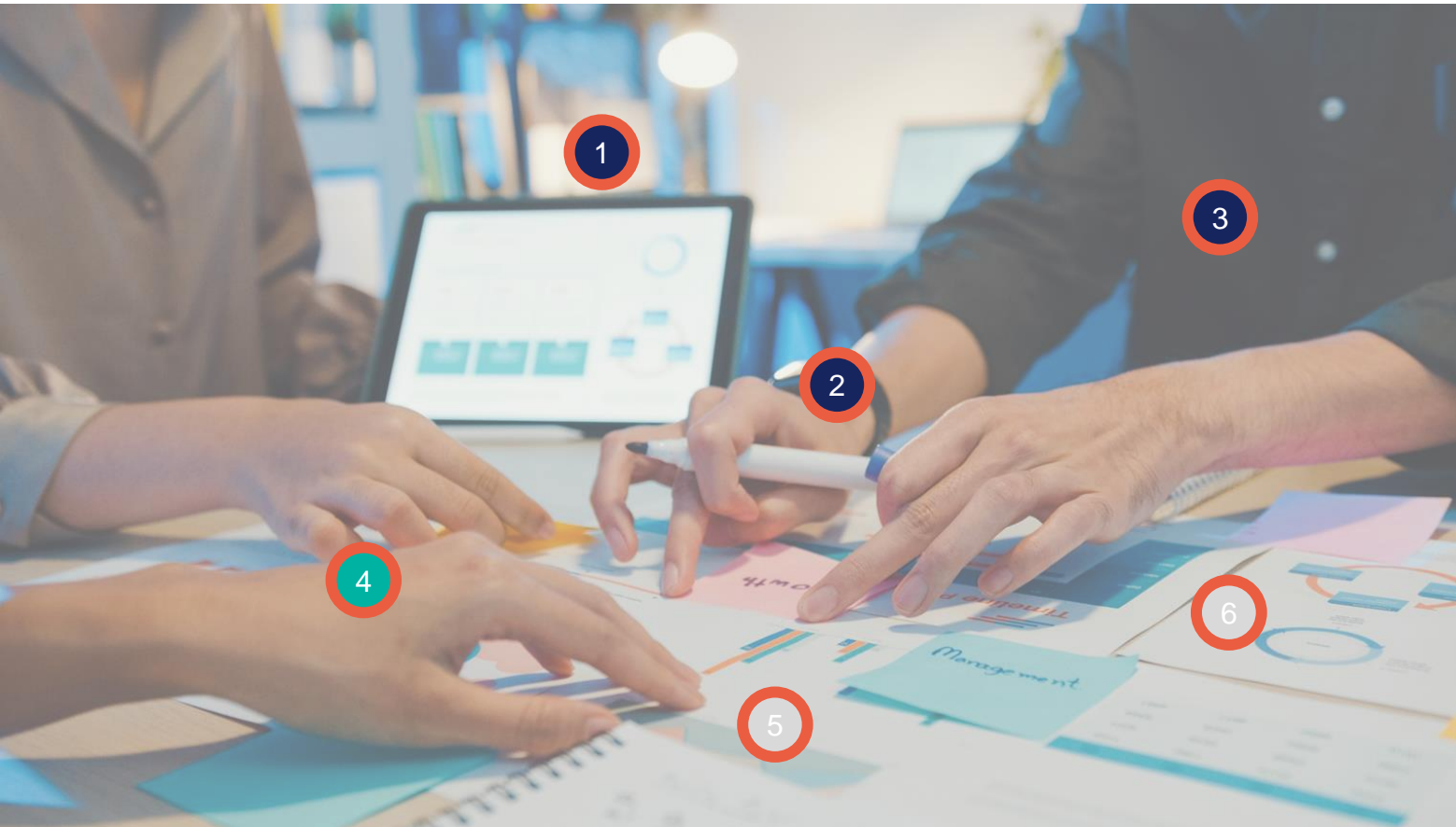


Back

# Key Points to Consider for Material Order Confirmation and Ship Notice (Contd.)

Here is an overview of Material Order Confirmation and Ship Notice in GET:

*Click each number to learn more.*



4. For a Material PO, you could also be asked to send a Ship Notice when shipping the item(s).

If necessary, you can create several Ship Notices until all items have been shipped.



Next

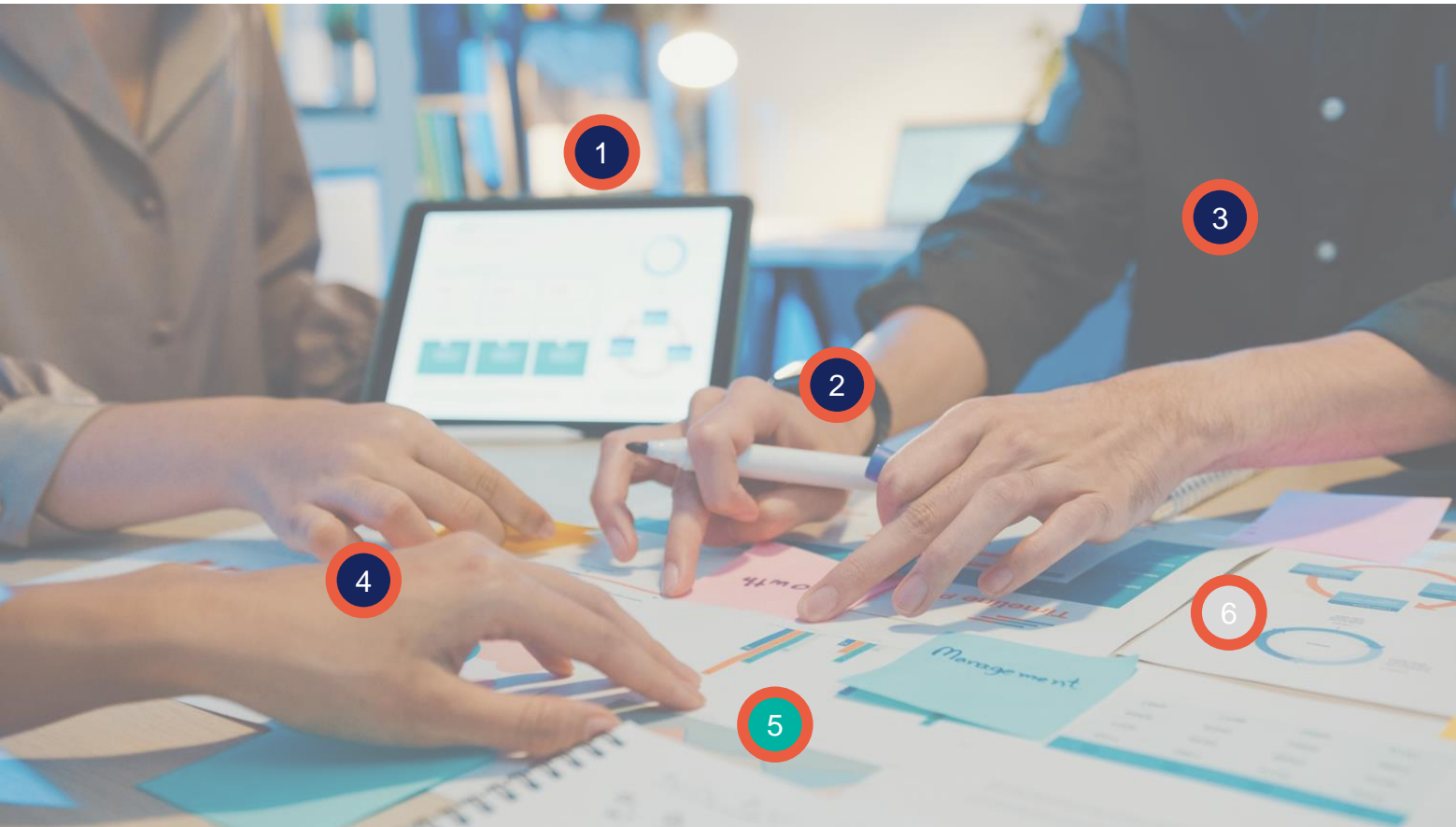


Back

# Key Points to Consider for Material Order Confirmation and Ship Notice (Contd.)

Here is an overview of Material Order Confirmation and Ship Notice in GET:

*Click each number to learn more.*



5. For a Service PO, you could be asked to send a Service Sheet.

Please refer to the Service PO tile for detailed instructions.



Next



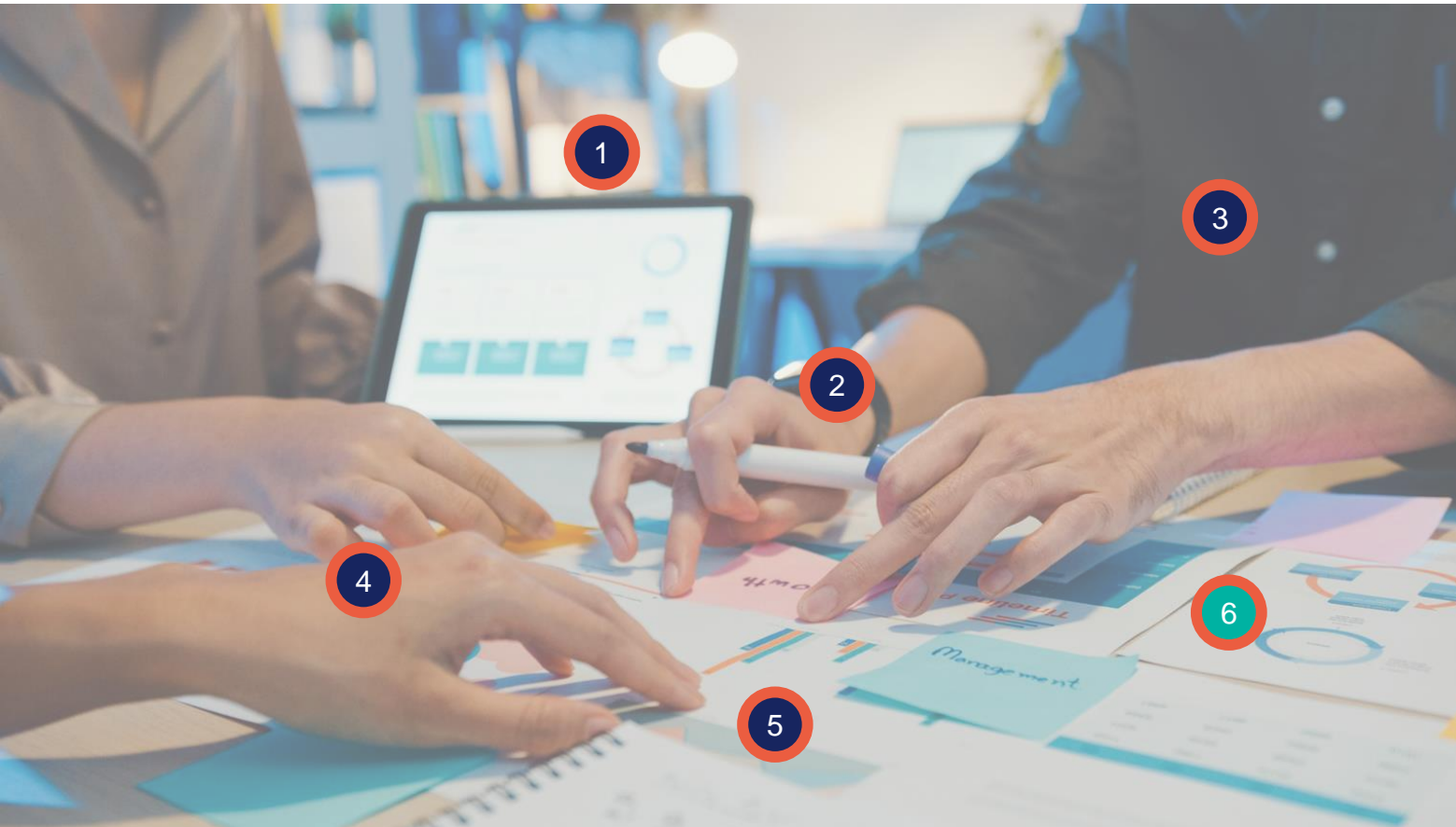
Back



# Key Points to Consider for Material Order Confirmation and Ship Notice (Contd.)

Here is an overview of Material Order Confirmation and Ship Notice in GET:

*Click each number to learn more.*



6. Always refer to the instructions provided by your Customer to know which documents are required.

*If you are using a Standard Account, you can also [visit this page](#) or watch [this video playlist](#) for dedicated instructions.*



Next



Back



# How to Create PDF of a PO

To create the PDF of the PO, click the **Download PDF** option:



Respond to a PO



## Note

If the document exceeds 1000 lines or is larger than 10MB in size, details are not shown in the User Interface (UI). Therefore, the detail is not included in the PDF generated.

# How to Confirm an Entire PO

Let's understand the key steps you need to perform to confirm an entire PO:

*Click each numbered icon to learn how to complete this process:*



Respond to a PO

The screenshot shows the 'Create Order Confirmation' dialog box in SAP Ariba. The dialog has a menu on the left with options: 'Create Order Confirmation' (highlighted with a red box and a green circle with the number 1), 'Confirm Entire Order' (highlighted with a red box), 'Update Line Items', and 'Reject Entire Order'. The main area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #:' (highlighted with a red box and a green circle with the number 2), 'Associated Purchase Order #:' (PO00373), 'Customer:' (Ben's Company - TEST), and 'Supplier Reference:'. Below this is a section titled 'Shipping and Tax Information' (highlighted with a red box and a green circle with the number 3) containing fields for 'Est. Shipping Date:', 'Est. Delivery Date:', 'Est. Shipping Cost:', 'Est. Tax Cost:', and a 'Comments:' text area. At the bottom, there is a 'Line Items' section. In the top right corner of the dialog, there are 'Exit' and 'Next' buttons (the 'Next' button is highlighted with a red box and a green circle with the number 4).

# How to Confirm an Entire PO

Let's understand the key steps you need to perform to confirm an entire PO:

*Click each numbered icon to learn how to complete this process:*



Respond to a PO

**Create Order Confirmation** ▼

**1** Confirm Entire Order

Update Line Items

Reject Entire Order

Exit Next

**Order Confirmation Header** \* Indicates required field

Confirmation #:

Associated Purchase Order #: PO00373

Customer: Ben's Company - TEST

Supplier Reference:

**Shipping and Tax Information**

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Step 1

From the PO view, click the **Order Confirmation** option → the **Confirm Entire Order** option.

# How to Confirm an Entire PO (Contd.)

Let's understand the key steps you need to perform to confirm an entire PO:

*Click each numbered icon to learn how to complete this process:*



Respond to a PO

Create Order Confirmation ▼

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Order Confirmation Header

Confirmation #: **2**

Associated Purchase Order #: PO00373

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line Items

## Step 2

Enter the **Confirmation Number** (which is any number you use to identify the order confirmation).



# How to Confirm an Entire PO (Contd.)

Let's understand the key steps you need to perform to confirm an entire PO:

*Click each numbered icon to learn how to complete this process:*



Respond to a PO

Create Order Confirmation ▼

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: PO00373

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line Items

## Step 3

If you specify **Est. Shipping Date** or **Est. Delivery Date**, it is applied to all line items. You can group related items or kit goods, so that they can be processed as a unit.

# How to Confirm an Entire PO (Contd.)

Let's understand the key steps you need to perform to confirm an entire PO:

*Click each numbered icon to learn how to complete this process:*

The screenshot shows the 'Create Order Confirmation' dialog box in SAP Ariba. The 'Next' button is highlighted with a red box and a red circle containing the number 4. The dialog box contains the following fields:

- Confirmation #:
- Associated Purchase Order #: PO00373
- Customer: Ben's Company - TEST
- Supplier Reference:
- Shipping and Tax Information:
  - Est. Shipping Date:
  - Est. Shipping Cost:
  - Est. Delivery Date:
  - Est. Tax Cost:
  - Comments:
- Line Items

Respond to a PO

Step 4

Click the **Next** button when finished.

# How to Confirm an Entire PO (Contd.)

Let's understand the key steps you need to perform to confirm an entire PO:

*Click each numbered icon to learn how to complete this process:*



**Respond to a PO**

PLACEHOLDER

**Step 5**

Review the order confirmation,  
then click the **Submit** button.



Next



Back

# How to Reject an Entire PO

Let's understand the key steps you need to perform to reject an entire PO:

*Click each tab to learn how to complete this process:*

Step 1

Step 2

Step 3



**Respond to a PO**



Next



Back

# How to Reject an Entire PO (Contd.)

Let's understand the key steps you need to perform to reject an entire PO:

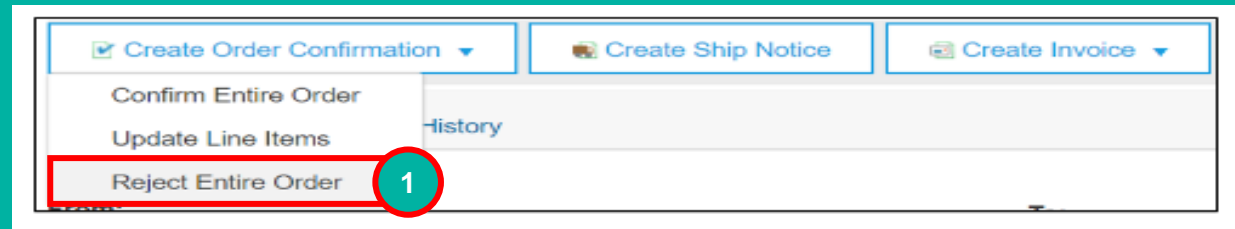
*Click each tab to learn how to complete this process:*

Step 1

Step 2

Step 3

From the PO view, click the **Create Order Confirmation** option → the **Reject Entire Order** option.



Next



Back

**Respond to a PO**

# How to Reject an Entire PO (Contd.)

Let's understand the key steps you need to perform to reject an entire PO:

*Click each tab to learn how to complete this process:*

Step 1

Step 2

Step 3

Enter the Confirmation Number and required comments.

**REJECT ENTIRE ORDER**

Order Confirmation Number:

Confirmation #:

Comments:



**Respond to a PO**



Next



Back



# How to Reject an Entire PO (Contd.)

Let's understand the key steps you need to perform to reject an entire PO:

*Click each tab to learn how to complete this process:*

Step 1

Step 2

Step 3

Click the **Reject Order** button.

Once the order confirmation is submitted, the Order Status will display as **Rejected**.



## Note

Your customer might not allow you to reject orders for business or technical reasons. In such cases, the option to reject will be greyed out.

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #:

Comments:

**3** **Reject Order**



Next



Back

**Respond to a PO**

# How to Update Line Items

Let's understand the key steps you need to perform to update the line items:

*Click each tab to learn how to complete this process:*



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

**Update Line Items**



Next



Back

# How to Update Line Items (Contd.)

Let's understand the key steps you need to perform to update the line items:

*Click each tab to learn how to complete this process:*



**Update Line Items**

Step 1

From the PO view, click **Order Confirmation** → **Update Line Items** option.

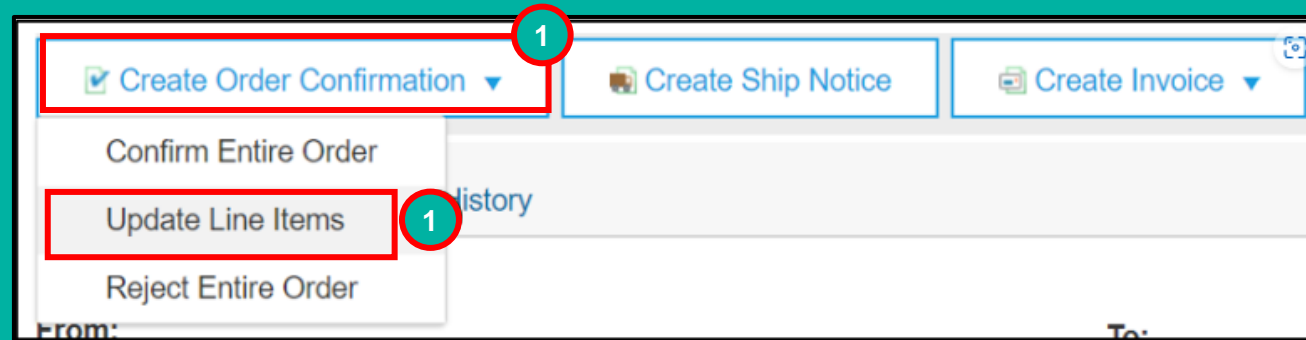
Step 2

Step 3

Step 4

Step 5

Step 6



# How to Update Line Items (Contd.)

Let's understand the key steps you need to perform to update the line items:

Click each tab to learn how to complete this process:



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Update Line Items

Fill in the requested information (the same as for Confirm All option).

# How to Update Line Items (Contd.)

Let's understand the key steps you need to perform to update the line items:

Click each tab to learn how to complete this process:



Step 1



Step 2

Step 3

Step 4

Step 5

Step 6

Update Line Items

Scroll down to view the **Line Items** and enter the relevant values. Depending on the field(s) you fill in, the **Details** button will display different options.

Line Items

3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... View more »

**Current Order Status**

☒ 2 Unconfirmed

Confirm:  Backorder:  Reject:

Details

3



# How to Update Line Items (Contd.)

Let's understand the key steps you need to perform to update the line items:

Click each tab to learn how to complete this process:



Step 1



Step 2



Step 3

Step 4

Step 5

Step 6

Update Line Items

**Confirm** – Number of confirmed items

Clicking **Details** allows you to enter the line and add/update other details (reference number, price, and so on).

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... View more »

Current Order Status

☒ 2 Unconfirmed

4 Confirm:

Backorder:

Reject:

Details



Next



Back

# How to Update Line Items (Contd.)

Let's understand the key steps you need to perform to update the line items:

*Click each tab to learn how to complete this process:*



Step 1



Step 2



Step 3



Step 4

Step 5

Step 6

Update Line Items

**Backorder** – Number of backordered items

Once they are available, generate another Order Confirmation to confirm.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD
Description: Microsoft Wireless mouse 3500   One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life   Ambidextrous design to provide comfort and control for either hand   Snap-in Nano transceiver sto ... View more »								
Current Order Status								
<input checked="" type="radio"/> 2 Unconfirmed								
Confirm:		<input type="text"/>	5	Backorder:	<input type="text"/>	Reject:	<input type="text"/>	<input type="button" value="Details"/> ⓘ

# How to Update Line Items (Contd.)

Let's understand the key steps you need to perform to update the line items:

Click each tab to learn how to complete this process:



Step 1



Step 2



Step 3



Step 4



Step 5

Step 6

Update Line Items

**Reject** – Number of rejected items  
Provide a reason for rejecting the items.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... View more »

**Current Order Status**

☒ 2 Unconfirmed

Confirm:  Backorder:  **6** Reject:   ⓘ

# How to Confirm/Update Line-Item Details



Let's understand the key steps you need to perform to create an order confirmation by using the screenshots below:

*Click each tab to learn more about the process.*

Step 1

Step 2

Step 3

Step 4



**Update Line Items**



Next



Back

# How to Confirm/Update Line-Item Details

Enter the quantity in the **Confirm** data entry field.

×

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... View more »

Current Order Status

☒ 2 Unconfirmed

1

Confirm: 1

Backorder:

Reject:

Details

Step 1

Step 2

Step 3

Step 4



Update Line Items



# How to Confirm/Update Line-Item Details

Click to enter the **Details** regarding the price change.

×

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... View more »

Current Order Status

2 Unconfirmed

Confirm: 1

Backorder:

Reject:

Details 2

Step 1



Step 2

Step 3

Step 4



Update Line Items

# How to Confirm/Update Line-Item Details

Enter the required inputs in the following fields:

- Updated price in the **Unit Price** field
- Update Item substitutions in the **Supplier Part** field
- Add comments regarding the price change
- Update description in the **Description** field

## Note

Each customer relationship might apply different transaction rules and make some fields not editable.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
1	MSMouse3500		2	EA	20 Sep 2019

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design

New Order Status: 1 Confirmed

Est. Shipping Date:

Est. Delivery Date:

Unit Price: \$19.95 USD

Supplier Part: MSMouse3500

Auxiliary Part ID:

Manufacturer Part ID: MSMouse3500

Manufacturer Name: Microsoft

Supplier Batch ID:

Comments:

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design

Subtotal: ① \$19.95 USD

OK Cancel

Step 1



Step 2



Step 3

Step 4



Update Line Items

# How to Confirm/Update Line-Item Details

Click the **OK** button when done.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
1	MSMouse3500		2	EA	20 Sep 2019

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life  
Ambidextrous design to provide comfort and control for either hand | Snap-in Nano tra

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: MSMouse3500

Manufacturer Name: Microsoft

Supplier Batch ID:

Comments:

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life  
for extended use, and on-off button helps conserve battery life | Ambidextrous design

Subtotal: ⓘ \$19.95 USD

4

OK

Cancel

Step 1



Step 2



Step 3



Step 4



Update Line Items

# How to Confirm/Update Line-Item Details in Backorder

Let's understand the key steps you need to perform to update line items in backorder:

*Click each number to learn how to complete this process:*



Update Line Items

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... [View more »](#)

Current Order Status

☒ 2 Unconfirmed

Confirm:  1 Backorder:  1 Reject:  [Details](#) 2

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
1	MSMouse3500		2	EA	20 Sep 2019		\$19.95 USD	\$39.90 USD	\$3.99 USD	

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver stows conveniently in the bottom of the mouse.

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

3

# How to Confirm/Update Line-Item Details in Backorder

Let's understand the key steps you need to perform to update line items in backorder:

*Click each number to learn how to complete this process:*



Update Line Items

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... [View more »](#)

Current Order Status

☒ 2 Unconfirmed

Confirm:  1 Backorder:  1 Reject:  [Details](#) 2

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
1	MSMouse3500		2	EA	20 Sep 2019		\$19.95 USD	\$39.90 USD	\$3.99 USD	

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver slows conveniently in the bottom of the mouse.

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

3

Step 1

Enter the quantity backordered in the Backorder field.



# How to Confirm/Update Line-Item Details in Backorder

Let's understand the key steps you need to perform to update line items in backorder:

*Click each number to learn how to complete this process:*



Update Line Items

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... [View more »](#)

Current Order Status

☒ 2 Unconfirmed

Confirm:  **1** Backorder:  1 Reject:  [Details](#) **2**

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
1	MSMouse3500		2	EA	20 Sep 2019		\$19.95 USD	\$39.90 USD	\$3.99 USD	

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver stows conveniently in the bottom of the mouse.

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

**3**

Step 2

Click the **Details** button to enter comments and **Estimated Shipping and Delivery Dates** for the backordered items on the **Status Details** page.

# How to Confirm/Update Line-Item Details in Backorder

Let's understand the key steps you need to perform to update line items in backorder:

*Click each number to learn how to complete this process:*



Update Line Items

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MSMouse3500			2 (EA)	20 Sep 2019	\$19.95USD	\$39.90USD	\$3.99 USD

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver sto  
... [View more »](#)

Current Order Status

☒ 2 Unconfirmed

Confirm:  1 Backorder:  1 Reject:  Details

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
1	MSMouse3500		2	EA	20 Sep 2019		\$19.95 USD	\$39.90 USD	\$3.99 USD	

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life for extended use, and on-off button helps conserve battery life | Ambidextrous design to provide comfort and control for either hand | Snap-in Nano transceiver slows conveniently in the bottom of the mouse.

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

☒ 3

Step 3

Click the **OK** button when done.

# How to Reject PO Data

Let's understand the key steps you need to perform to reject or remove existing data in line items:

*Click each tab to learn how to complete this process:*

Step 1

Step 2

Step 3

Step 4



**Update Line Items**



Next



Back

# How to Reject PO Data (Contd.)

Let's understand the key steps you need to perform to reject or remove existing data in line items:

*Click each tab to learn how to complete this process:*

Step 1

Step 2

Step 3

Step 4

Enter the quantity backordered in the **Reject** data entry field to reject item.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed					
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: 1	<input type="button" value="Details"/> ⓘ

Update Line Items



# How to Reject PO Data (Contd.)

Let's understand the key steps you need to perform to reject or remove existing data in line items:

Click each tab to learn how to complete this process:



Click the **Details** button.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm:

Backorder:

Reject:

2

Details

Update Line Items

# How to Reject PO Data (Contd.)

Let's understand the key steps you need to perform to reject or remove existing data in line items:

*Click each tab to learn how to complete this process:*

Step 1



Step 2



Step 3

Step 4

Enter a reason for the rejection in the **Comments** field on the **Status Details** page.

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason:\*

Comments:

OK Cancel

3

Update Line Items



Next



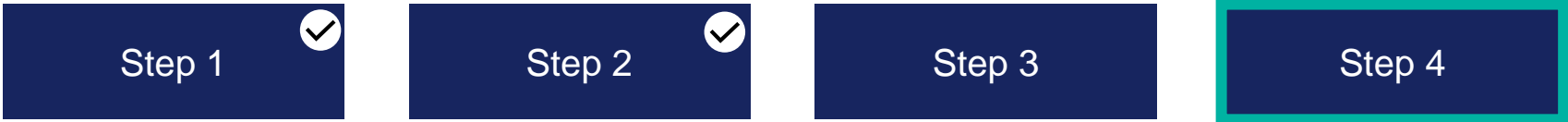
Back



# How to Reject PO Data (Contd.)

Let's understand the key steps you need to perform to reject or remove existing data in line items:

Click each tab to learn how to complete this process:



Click the **OK** button when done.

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason:\*

Comments:

4



Update Line Items

# How to Make Multiple Changes in Line Items

Let's understand the key steps you need to perform to update line items with multiple changes:



## Update Line Items



1

Continue to update the status for each line item on the PO. Once finished, click the **Next** button to proceed to the **Review** page.



3

The Order Status will display as **Partially Confirmed/ Backordered/Rejected**, if items were not fully confirmed, backordered or rejected.



2

**Step 2:** Review the order confirmation → click the **Submit** button. Your order confirmation is sent to your Buyer.



4

Click the **Done** button.



### Note

Generate another order confirmation to change the item status.



Next



Back

# Adding Attachments During Order Confirmation

Let's understand the key steps you need to perform to add attachments to a PO during an order confirmation:

*Click each number to learn how to complete this process:*



Update Line Items

**Attachments**

Name	Size (bytes)	Content Type
No items		

Browse...

No file selected.

1

Add Attachment

2

*The total size of all attachments cannot exceed 10 MB*

# Adding Attachments During Order Confirmation (Contd.)

Let's understand the key steps you need to perform to add attachments to a PO during an order confirmation:

*Click each number to learn how to complete this process:*



Update Line Items

**Attachments**

Name	Size (bytes)	Content Type
No items		

Browse...

No file selected.

1

Add Attachment

2

*The total size of all attachments cannot exceed 10 MB*

**Step 1:** If your Buyer allows, you can add attachments to your PO Confirmation. Click **Browse** to locate the the relevant file(s) on your computer.

# Adding Attachments During Order Confirmation (Contd.)

Let's understand the key steps you need to perform to add attachments to a PO:

Click each tab to learn how to complete this process:



Update Line Items

**Attachments**

Name	Size (bytes)	Content Type
No items		

No file selected. **1**  **2**

*The total size of all attachments cannot exceed 10 MB*

**Step 2:** Click the **Add Attachment** button. The total size of all attachments cannot exceed **10 MB**.

# How to Create a Ship Notice

Let's understand the key steps you need to perform to create a Ship Notice:

*Click each tab to learn how to complete this process.*



**Create a Ship and  
Goods Receipt Notice**

Step 1

Step 2

Step 3



Next



Back

# How to Create a Ship Notice (Contd.)

Let's understand the key steps you need to perform to create a Ship Notice:

*Click each tab to learn how to complete this process.*



**Create a Ship and Goods Receipt Notice**

Click the **Create Ship Notice** tab.

Step 1

Step 2

Step 3



**Note**

Please refer to specific instructions from your customer to know what information to provide in Ship Notices.

1

Create Order Confirmation Create Ship Notice Create Invoice

Create a ship notice for the purchase order

Order Detail Order History

Create Ship Notice Save Exit Next

\* Indicates required field

SHIP FROM

Internal Strategy and Innovation - TEST Update Address

pittsburgh , PA  
United States

DELIVER TO

ARIBA-St. Louis Update Address

St. Louis , MO  
United States



# How to Create a Ship Notice (Contd.)

Let's understand the key steps you need to perform to create a Ship Notice:

Click each tab to learn how to complete this process.



Create a Ship and Goods Receipt Notice



Step 1

Step 2

Step 3

Update your contact and shipping details (if required) by clicking **Update Address**.

Any field with an asterisk (\*) is mandatory to be filled.

VIEW / EDIT ADDRESSES

\* Indicates required field

2

SHIP FROM	DELIVER TO
Name: ARIBA TEST	Name: ARIBA
Department Name:	Department Name:
ADDRESS	ADDRESS
Address 1: *	Address 1:
Address 2:	Address 2:
Address 3:	Address 3:
City: * Pittsburgh	City: St. Louis
State: * Pennsylvania	State: Missouri
Zip: * 15222	Zip: 63137
Country: * United States [USA]	Country: United States [USA]

This selection will refresh the page content.

Cancel OK



# How to Create a Ship Notice (Contd.)

Let's understand the key steps you need to perform to create a Ship Notice:

Click each tab to learn how to complete this process.



Create a Ship and Goods Receipt Notice

Click the **OK** button.



Step 1



Step 2

Step 3

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM

Name: ARIBA TEST

Department Name:

ADDRESS

Address 1: \*

Address 2:

Address 3:

City: \* Pittsburgh

State: \* Pennsylvania

Zip: \* 15222

Country: \* United States [USA]

DELIVER TO

Name: ARIBA

Department Name:

ADDRESS

Address 1:

Address 2:

Address 3:

City: St. Louis

State: Missouri

Zip: 63137

Country: United States [USA]

This selection will refresh the page content.

Cancel

OK

3



# How to Add Shipping, Tracking and Transport Information in Ship Notice

Let's understand the key steps you need to perform to add shipping, tracking and transport information in Ship Notice:



Create a Ship and Goods Receipt Notice

Click each number to learn how to complete this process.

▼ Ship Notice Header

1

SHIPPING

Packing Slip ID: \*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date:

Gross Volume:

Gross Weight:

2

TRACKING

Carrier Name:

Service Level:

Unit:

Unit:

Manage Carrier

Preferred Carriers

Default Carriers

Airborne Express

DHL

FedEx

UPS

US Postal Service

Other

3

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Delivered at Terminal

Delivery Terms Description:

Transport Terms Description:

Delivery Terms

Collected By Customer

Delivery Condition

Despatch Condition

Transport Condition

Note

The information you need to provide depends on your existing business processes and on the transaction rules set up by your Buyer.



Next



Back

# How to Add Shipping, Tracking and Transport Information in Ship Notice (Contd.)

Let's understand the key steps you need to perform to add shipping, tracking and transport information in Ship Notice:



**Create a Ship and Goods Receipt Notice**

*Click each number to learn how to complete this process.*

## Step 1

Fill out the requested information on the form.

The **Packing SIP ID** is any number you use to identify the Ship Notice.

### Note

The information you need to provide depends on your existing business processes and on the transaction rules set up by your Buyer.

The screenshot displays the 'Ship Notice Header' form with three numbered steps highlighted:

- Step 1: SHIPPING** (highlighted with a red box):
  - Packing Slip ID: \*
  - Invoice No.:
  - Requested Delivery Date: --
  - Ship Notice Type: Select
  - Shipping Date: [Calendar icon]
  - Delivery Date: [Calendar icon]
  - Gross Volume:
  - Gross Weight:
- Step 2: TRACKING** (highlighted with a red circle):
  - Carrier Name: [Dropdown menu]
  - Service Level: [Dropdown menu]
  - Unit: [Text box]
  - Unit: [Text box]
  - Carrier selection dropdown: Manage Carrier, Preferred Carriers, Default Carriers, Airborne Express, DHL, FedEx, UPS, US Postal Service, Other.
- Step 3: DELIVERY AND TRANSPORT INFORMATION** (highlighted with a red circle):
  - Delivery Terms: Delivered at Terminal
  - Delivery Terms Description:
  - Transport Terms Description:
  - Delivery Terms dropdown: Collected By Customer, Delivery Condition, Despatch Condition, Transport Condition.

# How to Add Shipping, Tracking and Transport Information in Ship Notice (Contd.)

Let's understand the key steps you need to perform to add shipping, tracking and transport information in Ship Notice:



Create a Ship and Goods Receipt Notice

Click each number to learn how to complete this process.

## Step 2

Select the **Carrier Name** from the dropdown list. This will display the **Tracking #** and **Shipping Method**.



## Note

The information you need to provide depends on your existing business processes and on the transaction rules set up by your Buyer.

Ship Notice Header

SHIPPING	2 TRACKING
<b>1</b> Packing Slip ID: *	Carrier Name: <input type="text"/>
Invoice No.:	Service Level: <input type="text"/>
Requested Delivery Date: --	<a href="#">Manage Carrier</a>
Ship Notice Type: Select	<a href="#">Preferred Carriers</a>
Shipping Date: <input type="text"/>	<a href="#">Default Carriers</a>
Delivery Date: <input type="text"/>	<a href="#">Airborne Express</a>
Gross Volume: <input type="text"/>	<a href="#">DHL</a>
Gross Weight: <input type="text"/>	<a href="#">FedEx</a>
	<a href="#">UPS</a>
	<a href="#">US Postal Service</a>
	<a href="#">Other</a>

**3** DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Delivered at Terminal	<a href="#">Delivery Terms</a>
Delivery Terms Description: <input type="text"/>	<a href="#">Collected By Customer</a>
Transport Terms Description: <input type="text"/>	<a href="#">Delivery Condition</a>
	<a href="#">Despatch Condition</a>
	<a href="#">Transport Condition</a>



Next



Back

# How to Add Shipping, Tracking and Transport Information in Ship Notice (Contd.)

Let's understand the key steps you need to perform to add shipping, tracking and transport information in Ship Notice:



Create a Ship and Goods Receipt Notice

Click each number to learn how to complete this process.

## Step 3

You can enter the **Delivery Terms** and other transportation details on all Ship Notices, for a broader range of shipping information collaboration.



## Note

The information you need to provide depends on your existing business processes and on the transaction, rules set up by your Buyer.

▼ Ship Notice Header

1

SHIPPING

2

TRACKING

Packing Slip ID: \*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date:

Gross Volume:

Gross Weight:

Carrier Name:

Service Level:

Unit:

Unit:

Manage Carrier

Preferred Carriers

Default Carriers

Airborne Express

DHL

FedEx

UPS

US Postal Service

Other

3

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Delivered at Terminal

Delivery Terms Description:

Transport Terms Description:

Delivery Terms

Collected By Customer

Delivery Condition

Despatch Condition

Transport Condition

# How to Update Line Item Details in Ship Notice

Let's understand the key steps you need to perform to update Line Item details:

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



## Note

Ship Notices provide improved communications to help avoid unnecessary calls to the Order Support department.



Next



Back



# How to Update Line Item Details in Ship Notice (Contd.)

Let's understand the key steps you need to perform to update Line Item details:

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Scroll down to view the Line Item information and update the **Quantity Shipped** for each Line Item.

Order Items 1

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
PO64	1	MSMouse3500		2	EA	20 Sep 20

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of batt

**Shipment Status**  
Total Item Due Quantity: 2 EA

**Confirmation Status**  
Total Confirmed Quantity: 0 EA    Total Backordered Quantity: 1 EA

Line	Ship Qty	Supplier Batch ID
1	2	

Add Ship Notice Line

Save

Exit

Next



Create a Ship and Goods Receipt Notice

Next

Back

# How to Update Line Item Details in Ship Notice (Contd.)

Let's understand the key steps you need to perform to update Line Item details:

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Update **Ship Qty** to reflect the quantity being shipped.

The screenshot displays the 'Order Items' section in SAP Ariba. It includes a table with columns: Order No., Line No., Part No., Customer Part No., Qty, Unit, and Need By. The first row shows Order No. PO64, Line No. 1, Part No. MSMouse3500, Qty 2, Unit EA, and Need By 20 Sep 201. Below the table, there is a description: 'Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life'. Further down, the 'Shipment Status' section shows 'Total Item Due Quantity: 2 EA'. The 'Confirmation Status' section shows 'Total Confirmed Quantity: 0 EA' and 'Total Backordered Quantity: 1 EA'. At the bottom, there is a table with columns: Line, Ship Qty, and Supplier Batch ID. The first row shows Line 1, Ship Qty 2, and an empty Supplier Batch ID field. The 'Ship Qty' field is highlighted with a red circle and the number 2. At the bottom of the form, there are buttons: 'Add Ship Notice Line', 'Save', 'Exit', and 'Next'.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
PO64	1	MSMouse3500		2	EA	20 Sep 201

Description: Microsoft Wireless mouse 3500 | One AA battery provides up to 8 months of battery life

**Shipment Status**  
Total Item Due Quantity: 2 EA

**Confirmation Status**  
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 1 EA

Line	Ship Qty	Supplier Batch ID
1	2	

Buttons: Add Ship Notice Line, Save, Exit, Next



Create a Ship and Goods Receipt Notice

# How to Update Line Item Details in Ship Notice (Contd.)

Let's understand the key steps you need to perform to update Line Item details:

Click each tab to learn how to complete this process.

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6

Click **Next** to proceed to the review of your Ship Notice.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
PO64	1	MSMouse3500		2	EA	20 Sep 201
Description: Microsoft Wireless mouse 3500   One AA battery provides up to 8 months of batte						
Shipment Status						
Total Item Due Quantity: 2 EA						
Confirmation Status						
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 1 EA						
Line		Ship Qty		Supplier Batch ID		
1		2				
Add Ship Notice Line				Save		Ext

3Next



Create a Ship and Goods Receipt Notice

# How to Update Line Item Details in Ship Notice (Contd.)

Let's understand the key steps you need to perform to update Line Item details:

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

After reviewing your Ship Notice, click **Submit** to send the Ship Notice to your Buyer.

PLACEHOLDER



**Create a Ship and Goods Receipt Notice**



Next



Back

# How to Update Line Item Details in Ship Notice (Contd.)

Let's understand the key steps you need to perform to update Line Item details:

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

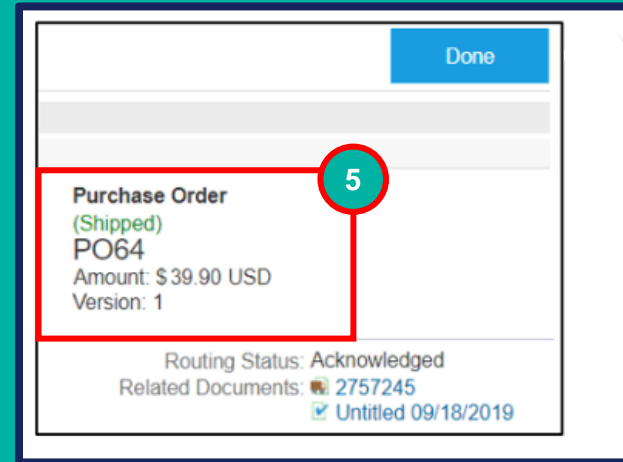
Step 4

Step 5

Step 6

After submitting your Ship Notice, the Order Status will be updated to **Shipped**.

Submitted Ship Notices can be viewed from the **Fulfilment** tab or by clicking the link under the **Related Documents** from the PO View.



**Create a Ship and Goods Receipt Notice**

# How to Update Line Item Details in Ship Notice (Contd.)

Let's understand the key steps you need to perform to update Line Item details:

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Click the **Done** button.

The screenshot shows a summary card for a Purchase Order. The card has a title bar with a 'Done' button, which is highlighted by a red circle and the number 6. Below the title bar, the card displays the following information: 'Purchase Order (Shipped)', 'PO64', 'Amount: \$39.90 USD', and 'Version: 1'. At the bottom of the card, it shows 'Routing Status: Acknowledged', 'Related Documents: 2757245', and 'Untitled 09/18/2019'.



**Create a Ship and Goods Receipt Notice**

# Key Features of a Goods Receipts Notice

Here are some of the key features of Goods Receipts Notice in PO Management:

*Click each icon to learn more.*



Next



Back



# Key Features of a Goods Receipts Notice (Contd.)

Here are some of the key features of Goods Receipts Notice in PO Management:

*Click each icon to learn more.*



When enabled, Goods Receipt Notices (GRN) inform you of what your customer has received into their system from the shipment you sent.



# Key Features of a Goods Receipts Notice (Contd.)

Here are some of the key features of Goods Receipts Notice in PO Management:

*Click each icon to learn more.*



The GRN is sent for information only. It often is the trigger to the invoicing process. In some cases, the **Create Invoice** button will remain inactive until a GRN is received.



Next



Back

# Key Features of a Goods Receipts Notice (Contd.)

Here are some of the key features of Goods Receipts Notice in PO Management:

*Click each icon to learn more.*



When Goods Receipts are enabled, some additional PO statuses are also available.



Next



Back

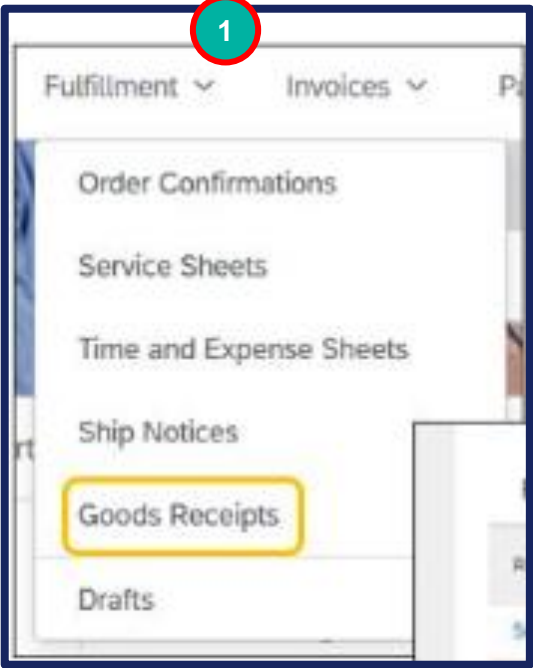
# How to Locate Goods Receipt

Let's understand the key steps you need to perform to locate Goods Receipt in a PO:



Create a Ship and Goods Receipt Notice

Click each number to learn how to complete this process.



Receipts (178)

Receipt Number	Reference	Customer	Date	Routing Status
5001065148	3100871916	- TEST	13 Jul 2020 1:01:26 PM	Sent
5001065112	3100871910	- TEST	10 Jul 2020 10:24:51 PM	Sent
5001065074	Not Available	- TEST	7 Jul 2020 1:54:58 PM	Sent
5001065073	3100871805	- TEST	7 Jul 2020 12:42:11 PM	Sent
5001065072	3100871805	- TEST	7 Jul 2020 12:30:27 PM	Sent
5001065069	3100871805	- TEST	7 Jul 2020 12:07:42 PM	Sent
5001065070	3100871805	- TEST	7 Jul 2020 12:06:50 PM	Sent
5001065068	3100871805	- TEST	7 Jul 2020 11:44:35 AM	Sent
5001065056	3100871775	- TEST	1 Jul 2020 11:10:53 AM	Sent
5001065055	3100871775	- TEST	1 Jul 2020 10:51:41 AM	Sent

2

Navigation icons: Home, Document, Question mark, List, Next, Back

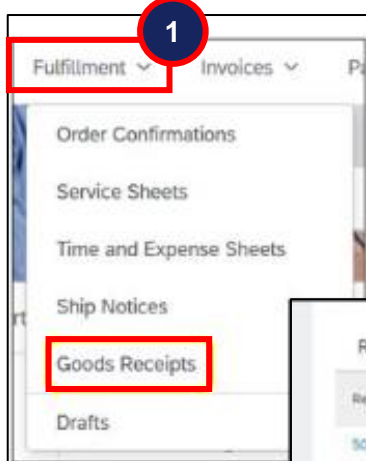
# How to Locate Goods Receipt

Let's understand the key steps you need to perform to locate Goods Receipt in a PO:



**Create a Ship and Goods Receipt Notice**

*Click each number to learn how to complete this process.*



Receipts (178)					
Receipt Number	Reference	Customer	Date	Routing Status	
5001065148	3100871916	- TEST	13 Jul 2020 1:01:26 PM	Sent	
5001065112	3100871910	- TEST	10 Jul 2020 10:24:51 PM	Sent	
5001065074	Not Available	- TEST	7 Jul 2020 1:54:58 PM	Sent	
5001065073	3100871805	- TEST	7 Jul 2020 12:42:11 PM	Sent	
5001065072	3100871805	- TEST	7 Jul 2020 12:30:27 PM	Sent	
5001065069	3100871805	- TEST	7 Jul 2020 12:07:42 PM	Sent	
5001065070	3100871805	- TEST	7 Jul 2020 12:06:50 PM	Sent	
5001065068	3100871805	- TEST	7 Jul 2020 11:44:35 AM	Sent	
5001065058	3100871775	- TEST	1 Jul 2020 11:10:53 AM	Sent	
5001065055	3100871775	- TEST	1 Jul 2020 10:51:41 AM	Sent	

## Step 1

Click the **Fulfillment** tab -> **Goods Receipt** option.

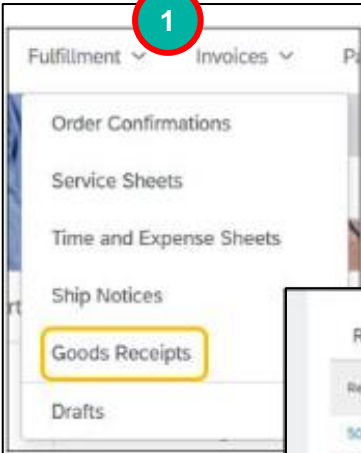
# How to Locate Goods Receipt

Let's understand the key steps you need to perform to locate Goods Receipt in a PO:



Create a Ship and Goods Receipt Notice

Click each number to learn how to complete this process.



Receipts (178)					
Receipt Number	Reference	Customer	Date	Routing Status	
5001065148	3100871916	- TEST	13 Jul 2020 1:01:26 PM	Sent	
5001065112	3100871910	- TEST	10 Jul 2020 10:24:51 PM	Sent	
5001065074	Not Available	- TEST	7 Jul 2020 1:54:58 PM	Sent	
5001065073	3100871805	- TEST	7 Jul 2020 12:42:11 PM	Sent	
5001065072	3100871805	- TEST	7 Jul 2020 12:30:27 PM	Sent	
5001065069	3100871805	- TEST	7 Jul 2020 12:07:42 PM	Sent	
5001065070	3100871805	- TEST	7 Jul 2020 12:06:50 PM	Sent	
5001065068	3100871805	- TEST	7 Jul 2020 11:44:35 AM	Sent	
5001065058	3100871775	- TEST	1 Jul 2020 11:10:53 AM	Sent	
5001065055	3100871775	- TEST	1 Jul 2020 10:51:41 AM	Sent	

## Step 2

Click the **Receipt Number** to open it and display the details.



Next



Back



# Course Completion

**Congratulations**

**<User Name>**

You have successfully completed the **SUPPLIER TOOLKIT:  
HOW TO RESPOND TO PURCHASE ORDERS AND CREATE SHIPMENT  
NOTICES** course.

Click the print button to download your certificate.



Next



Back

PRINT CERTIFICATE

