

Ariba Network Purchase Order Guide





Introduction

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

Order Confirmations are an Optional document and are not required by Woolworths Group Limited.



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Purchase Order

- There are two types of Purchase Orders, they are the standard Purchase Order(PO) and the Blanket Purchase Order (BPO). A purchase order is the source document for an order and all subsequent documents are created from the PO and BPO.
- A Blanket Purchase Order (BPO) is a 'contract' set up in Ariba which manages the expenditure and payments of contracted services between Woolworths Group Limited and the Supplier.
- Contracted services are typically where the vendor is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).

Note: Any field with an * is a mandatory field and a value is required to be entered

Open the Purchase Order

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

Ariba Network

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Orders and Releases

Orders and Releases [Items to Ship](#)

Search Filters

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Order Number	Ver	Ship To Address	Amount	Date	Order Status ↓	Settlement	Amount Invoiced	Revision	Actions
4400747322	1	Woolworths Bella Vista, NSW Australia	\$453.00 AUD	10 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
4400747323	1	Woolworths Bella Vista, NSW Australia	\$632.00 AUD	10 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
4400747754	1	Woolworths Bella Vista, NSW Australia	\$465.00 AUD	10 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
3700029090	1	Woolworths Bella Vista, NSW Australia	\$25.00 AUD	10 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
3700029089	1	Woolworths Bella Vista, NSW Australia	\$1,000.00 AUD	10 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions

View Purchase Order Details-Header Level

View the details of your Purchase Order

Header Level:

- 1) Purchase order number
- 2) Address Details
- 3) Order Status
- 4) Payment Terms
- 5) Version Number
- 6) Comments (if applicable)
- 7) Other information (if applicable)

Additional options:

- **Export cXML** to save a copy of the cXML source information

Note: Order History for diagnosing problems and for auditing

Purchase Order: 3700026077  Done

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

Order Detail **Order History** 

Trading Name:
HO
1 Woolworths Way
Bella Vista NSW 2153
Australia

To:
WOW Test Supplier 1 - TEST
1 fake st
Sydney 2000
Australia
Phone:
Fax:
Email: wowuat@gmail.com

 **Purchase Order**
(New)
3700026077
Amount: \$9,800.00 AUD
Version: 1 

Payment Terms  
NET 7 Routing Status: Sent

Comments 
Comment Type: Terms and Conditions
Body: The acceptance of this Purchase Order by the Supplier includes acceptance of the terms and conditions set out overleaf and excludes any form of terms and conditions appearing on any document of the Suppli ... [View more »](#)

Other Information 
Buyer ABN: 88000014675
Supplier ABN: 92009381140
CompanyCode: 1000

Ship All Items To 
Woolworths
1 Woolworths Way
Bella Vista NSW 2153
Australia
Ship To Code: 1000
Email: lgallardo@woolworths.com.au

Bill To
Woolworths
1 Woolworths Way
Bella Vista NSW 2153
Australia

Deliver To
Leah Gallardo
Woolworths

Example of a
Material Order
Header Level

View Purchase Order Details-Line Level

Line Level:

- 8) Show item Details-displays more information for every items within the Purchase Order
- 9) Details-displays information about the specific item
- 10) Sub-total of Purchase Order
- 11) Details of the item ordered including Quantity, unit price, need by information and part number/description

Line Items 
 Show Item Details 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
2	SH09	Material	200 (EA)	26 May 2016	\$49.00 AUD	\$9,800.00 AUD	Details 
<i>Shirt for Men at Warehouse</i>							

Order submitted on: Thursday 5 May 2016 6:31 PM GMT+10:00
 Received by Ariba Network on: Thursday 5 May 2016 7:40 PM GMT+10:00
 This Purchase Order was sent by Woolworths Ltd - TEST AN01021618620-T and delivered by Ariba Network.

 Sub-total: \$9,800.00 AUD

Create Order Confirmation
 Create Ship Notice
 Create Invoice

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Done

Example of a
Material Order
Line Level

Accessing the History Tab

➤ History can be seen for all Purchase Orders

1. Click on **Order History**

➤ Screen displays all processes and the status of the Purchase Order

Note: To go back to the Purchase Order Details, select **Order Detail**, otherwise select **Done**.

Purchase Order: 4400747205
Done



Order Detail

Order History





Purchase Order: 4400747205
Order Status: Invoiced
Submitted On: 9 Aug 2017 5:18:53 PM GMT+10:00

From Customer: Woolworths Ltd - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128566076	9 Aug 2017 5:35:06 PM
	Email order was sent to mabraham@woolworths.com.au.	ANPODispatcher-128484031	9 Aug 2017 5:35:10 PM
Sent	Email order was sent to mabraham@woolworths.com.au.	OrderDispatcher - Email	9 Aug 2017 5:35:10 PM
	FE-31: An Out-Of-Office email response is received from the supplier. ?	ANXMLDispatcher-128484007	9 Aug 2017 5:35:14 PM
Unconfirmed	FE-31: An Out-Of-Office email response is received from the supplier.	Order status update	9 Aug 2017 5:35:15 PM
Acknowledged	FE-31: An Out-Of-Office email response is received from the supplier.	Order status update	10 Aug 2017 9:47:02 AM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	Not Available	12 (EA)	20 Sep 2017	\$4.65 AUD	\$55.80 AUD
	Basket Hand Green 30				
	Status				
	12 Invoiced	Amount: \$55.80 AUD			
	12 Unconfirmed				
2	Not Available	10 (EA)	20 Sep 2017	\$14.92 AUD	\$149.20 AUD
	Rolla Baskets Green				
	Status				
	10 Invoiced	Amount: \$149.20 AUD			



Reject Entire Order

Use the Reject if;

- You can no longer fulfil the order
- Order details are incorrect (e.g., Unit Price)
- The order was not intended for your company
- **Reject Entire Order:** Used to reject the whole order. Include detailed notes advising reason for rejection

Reject Entire Order

Open the Purchase Order

1. Click on the **Create Order Confirmation** down arrow

2. Select **Reject Entire Order**

➤ Screen displays the Reject Entire Order Box

Note: There is no requirement by Woolworths Group Limited To have a Confirmation Number

3. Enter **Comments** for the rejection

4. Click **Reject Order**

➤ Screen returns to the Purchase Order and the Order Status has changed to **Rejected**

Ariba Network

Purchase Order: 3700026065 Done

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

Confirm Entire Order
Update Line Items Order History
Reject Entire Order

Trading Name:
HO
1 Woolworths Way
Bella Vista NSW 2153
Australia

Ariba Network

Purchase Order: 3700026065 Done

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

Order Detail Order History

Trading Name:
HO
1 Woolworths Way
Bella Vista NSW 2153
Australia

Payment Terms
NET 7

Comments
Comment Type: Terms and Conditions
Body: Terms and Conditions apply to this Purchase and are available at: <https://sites.google.com/au/woolworths.com.au/procurement-tral/>

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Comments: Unable to fulfill this order as materials are no longer produced

Reject Order Cancel

Purchase Order
3700026065
Amount: \$4,900.00 AUD
Version: 1

Routing Status: Acknowledged
Related Documents: TEST22A



Change Orders

- Only Woolworths Group Limited can change a Purchase Order
- A Change Purchase Order has updated information but still shows the original Purchase Order Number
- A change Order will have a Corresponding Obsoleted Purchase Order
- The changes are in brown coloured font, therefore making it easier to identify the changes made to the original Purchase Order
- The Purchase Order is the document of truth and cannot be adjusted by a Supplier
- Contact the requestor of the Purchase Order to identify whether a change Purchase Order process is required or if the Original Purchase Order should be rejected and a new Purchase Order created

Locating a Changed Purchase Order

1. Click on **Inbox**
2. Click on **Order Number**

Note: Sorting by **Purchase Order Number** ensures that you can identify both the **Changed** and **Obsoleted** Purchase Orders

i To remove obsoleted Purchase Orders from the Orders and Releases screen:

- 1) Click on **Actions**
- 2) Select **Hide**

➤ The Purchase order is hidden but is still accessible using the search function

3. Open the **Changed** Purchase Order

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Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number		Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Actions
▼ Customer: Woolworths Ltd - TEST (100)									
Order	3700029976	1	Woolworths , Bella Vista, NSW ,	\$4.95 AUD	5 Jan 2018	Partially Invoiced	Invoice	\$3.30 AUD	Actions
Order	3700029975	1	Woolworths Bella Vista, NSW Australia	\$4.95 AUD	5 Jan 2018	Partially Invoiced	Invoice	\$1.65 AUD	Actions
Order	3700029974	1	Gepps Cross Support Office Gepps Cross, SA Australia	\$1.00 AUD	5 Jan 2018	Obsoleted	Invoice	\$0.00 AUD	Actions
Order	3700029974	1	Gepps Cross Support Office Gepps Cross, SA Australia	\$1.00 AUD	5 Jan 2018	Changed	Invoice	\$0.00	<ul style="list-style-type: none"> Confirm Entire Order Update Line Items Reject Entire Order Ship Notice Service Entry Sheet Hide

Identifying Changes in a Purchase Order – Header Level

Example 1

The Purchase Order displays:

1) **Changed** in brown font

2) Indicates that the amount of the original Purchase Order has changed

3) Displays the Version Number

Example 2

The Purchase Order displays:

1) **Changed** in brown font

2) Displays the Version number

➤ For both Purchase Orders scroll down to Line Level to identify the changes affecting the Purchase Order

Ariba Network Company Settings

Purchase Order: 3700029972 Done

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

Order Detail Order History

Example 1

WOOLWORTHS LIMITED

Trading Name:
IT
599 Main North Road
Gepps Cross SA 5094
Australia

To:
WOW Test Supplier 1 - TEST
1 fake st
Sydney 2000
Australia
Phone: +61 (42221) 8887765
Fax:
Email: mghemraoui@woolworths.com.au

1 Purchase Order
(+ Changed)
3700029972
Amount: \$24.00 AUD
Amount: \$36.00 AUD
Version: 2 (Previous Version) 3

Ariba Network Company Settings

Purchase Order: 3700029968 Done

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

Order Detail Order History

Example 2

WOOLWORTHS LIMITED

Trading Name:
PROP
1 Woolworths Way
Bella Vista NSW 2153
Australia

To:
WOW Test Supplier 1 - TEST
1 fake st
Sydney 2000
Australia
Phone: +61 (42221) 8887765
Fax:
Email: mghemraoui@woolworths.com.au

1 Purchase Order
(+ Changed)
3700029968
Amount: \$42.00 AUD
Version: 2 (Previous Version) 2

Further Information:

- Purchase Orders can contain changes other than those affecting Line Items totals or numbers. Changed Purchase Orders can contain changed addresses and billing information.
- These are Examples only, there may be different variations, always look for the brown font to indicate where the change has occurred.

Identifying Changes in a Purchase Order – Line Level

Example 1

Line Items on the Purchase Order displays:

- 1) Deleted in brown font
- 2) Lines indicating the Item is not longer required
- 3) The Sub-total is adjusted

Example 2

Line items on the Purchase Order displays:

- 1) Edited in brown font
- 2) Line through the original Qty and the new quantity shown in brown
- 3) New Subtotals for each Line Item with a change

➤ These are examples only and there may be different variations

Line Items Example 1

Show Item Details 

Line #	Change	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
2		Not Available	Material	1 (EA)	26 Jan 2018	\$12.00 AUD	\$12.00 AUD	Details
		ERP push error testing						
3		Not Available	Material	1 (EA)	26 Jan 2018	\$12.00 AUD	\$12.00 AUD	Details
		ERP push error testing						
±	→ Deleted 	Not Available	 Material	1-(EA)	26 Jan 2018	\$12.00 AUD	\$12.00 AUD	
		ERP-push-error-testing						

Order submitted on: Friday 5 Jan 2018 7:40 AM GMT+11:00

Received by Ariba Network on: Friday 5 Jan 2018 7:53 AM GMT+11:00

This Purchase Order was sent by Woolworths Ltd - TEST AN01021618620-T and delivered by Ariba Network.

Sub-total: -\$ 36.00 -AUD

Sub-total: \$ 24.00 AUD

Line Items Example 2

Show Item Details 

Line #	Change	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1	→ Edited 	CHECK26/12	Material	3 	5 Jan 2018	\$12.00 AUD	\$36.00 AUD	Details
				2-(EA)			\$24.00 AUD	
		NON CAT 3010						
2	→ Edited	TEST CHECK	Material	1	5 Jan 2018	\$6.00 AUD	\$6.00 AUD	Details
				3-(EA)			\$18.00 AUD	
		NON CATA 2						

Order submitted on: Tuesday 26 Dec 2017 6:25 PM GMT+11:00

Received by Ariba Network on: Tuesday 26 Dec 2017 6:38 PM GMT+11:00

This Purchase Order was sent by Woolworths Ltd - TEST AN01021618620-T and delivered by Ariba Network.

Sub-total: \$ 42.00 AUD



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 Technical Helpdesk	<ol style="list-style-type: none">1. Click on the Help Centre – Support2. 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