

Ariba Network Material Order Guide

SAP Ariba 

 SAP



Introduction

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

ANZ Workflow:

Colour	Meaning
Red	Collaboration
Blue	Order Management
Orange	Logistics
Green	Payment

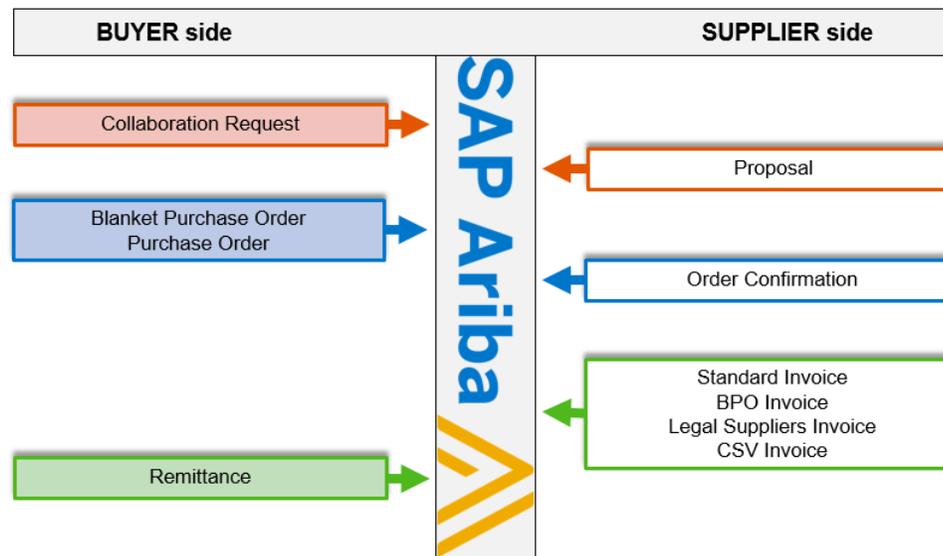




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Inbox – Orders and Releases

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 Ariba Network interface. The 'INBOX' tab is selected in the top navigation bar. Below the navigation bar, there are several tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The 'Orders and Releases' section is active, displaying a table of orders. A search bar is visible above the table. The table has columns for Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Two orders are listed under the customer 'Demo Buyer - TEST'. Callouts provide explanations for the 'Ver' column (version number), 'Amount Invoiced' (total amount invoiced to date), 'Order Number' (buyer's Purchase Order Number), 'Order Status' (current status like New, Confirmed, Invoiced), and 'Actions' (dropdown for document creation).

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

The Amount Invoiced is the total amount invoiced to date

The Order Number is the buyers Purchase Order Number

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

The Actions dropdown allows document creation without opening the order

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	PO12343	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions ▾



Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an * is a mandatory field and a value is required to be entered
- ANZ use 3 types of Purchase Orders;
 - The Purchase Order
 - Blanket Purchase Order
 - Contract Order

Open the Purchase Order

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

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red circle '1'), 'CATALOGS', and 'REPORTS'. Below this, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The main content area is titled 'Orders and Releases' and contains a sub-tab 'Orders and Releases' (highlighted with a red circle '2') and 'Items to Ship'. A search filter section is visible. Below that, a table titled 'Orders and Releases (14)' is shown. The table has columns: Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Two orders are listed:

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

The 'Actions' dropdown menu for the second order is open, showing the following options: Confirm Entire Order, Update Line Items, Reject Entire Order, Ship Notice, Standard Invoice, Credit Memo, Line Item Credit Memo, and Hide.

View Purchase Order Details

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) **ANZ Contact Information.**
- 5) **Terms and Conditions.**
- 6) **Ship To** details.
- 7) **Bill To** details.
- 8) Click **Details** to see further Line Level details.
- 9) Click **Done** to return to the Inbox.

Purchase Order: PO55866 Done

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

Order Detail **Order History**

From:
ANZ Accts Payable
 833 Collins Street, 11 995 357 622
 Docklands VIC 3008
 Australia
 Phone: +61 (0)86 776373

To:
IBM >DOM
 1833 Collins Street
 Auckland
 1010
 New Zealand
 Phone: +1 (215) 511111
 Fax:
 Email: ibm.chen@ibm.com

Purchase Order (New)
PO55866
 Amount: \$5,550.00 AUD
 Version: 1

Comments
 Comment Type: Terms and Conditions
 Body: This Purchase Order is subject to the ANZ Standard Terms and Conditions of Purchase published at anz.com/supplierpurchaseorder and any other agreement in writing signed by the parties for the supply of goods ... [View more >](#)

Routing Status: Sent

Other Information
 Title: Test PR
 ABN: 11005357522
 BusinessUnit: 00100

Consulting

Ship All Items To	Bill To	Deliver To
ANZ Kirloskar Business Park Fifth Floor Survey No 52 53 & 54 Hebble Farm Road Bangalore KA 560024 India Ship To Code: GLOBL:IN00000008 Email: IT@it@anz.com	ANZ Accts Payable 833 Collins Street, 11 995 357 622 Docklands VIC 3008 Australia Phone: +61 (0)86 776373	Mercieca Jordan ANZ Kirloskar Business Park

Line Items Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	SC40071-100007	Service Amount-Based Line	1	\$5,000.00 AUD	\$5,000.00 AUD	Details
2	SC40071-100013 <i>Legal Disbursements - Without GST</i>	Service Amount-Based Line	1	\$500.00 AUD	\$500.00 AUD	Details
3	SC40071-100036 <i>(MLO1) Legal Disbursements - With GST.</i>	Service Amount-Based Line	1	\$50.00 AUD	\$50.00 AUD	Details

Order submitted on: Monday 16 May 2016 2:00 PM GMT+10:00
 Received by Ariba Network on: Monday 16 May 2016 2:00 PM GMT+10:00
 This Purchase Order was sent by ANZ Banking Group Limited AN01006913540-T and delivered by Ariba Network.

Sub-total: \$5,550.00 AUD

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

➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 



Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- The Confirmation Number (#) is your reference number, it can be any word number or combination of your choosing. Max length is 20 characters.
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order
 - 2) Update Line Item: used to advise if there is a portion of the order is on backorder
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Begin the Order Confirmation

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

➤ Screen displays: Orders and Releases

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

➤ Screen displays: Purchase Order

3. View the Purchase Order.

4. Click **Create Order Confirmation**.

➤ Drop down box displays available options:

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

5. Select appropriate option.

➤ Screen displays: Order Confirmation

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

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

Order Detail | Order History

Order Confirmation – Confirm Entire Order

6. Enter a **Confirmation #**.

7. Add **Attachment** (if necessary).

8. Click **Next**.

➤ Screen displays: Review Order Confirmation

9. **Review** Confirmation.

10. Click **Submit**.

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

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

6

Order Confirmation Header * Indicates required field

Confirmation #: 841561

Associated Purchase Order #: BPO40697-R6

Customer: ANZ Banking Group Limited

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

7

No file chosen

The total size of all attachments cannot exceed 20MB

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	PRINT1	1	\$2,000.00 AUD	\$2,000.00 AUD

Design Fees

Current Order Status: 1 Confirmed

Exit Next 8

Order Confirmation – Update Line Item

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

Confirming PO
Exit Next

1 Update Item Status

2 Review Confirm: **6**

7

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: BPO40701-R45

Customer: ANZ Banking Group Limited

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date:

Comments:

Attachments

Name	Size (bytes)
No items	

No file chosen

The total size of all attachments cannot exceed 20MB

Line Items
Exit Next

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	A12345	4	22 Apr 2016	\$400.00 AUD	\$400.00 AUD

Contractor rate per hour

CURRENT ORDER STATUS

1 Unconfirmed

8

Confirm: Backorder: Reject: **9**

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 10MB

↳

Order Confirmation – Update Line Item cont...

10. Enter updated information;

10

Backorder

- Est Delivery Date
- Comments

Rejected

- Comments

Confirmed

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

11. Click **Ok**.

- Screen returns – Order Confirmation

12. Click **Next**.

12

- Screen displays: Review Order Confirmation

13. Click **Submit**.

13

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

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	FRT4 <i>TCR Delivery Perth Metro</i>	6	EA		\$100.00 AUD	\$600.00 AUD

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

New Order Status: **4 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Supplier Part:

Comments:

Description:

Subtotal: ⓘ \$1,200.00 AUD

New Order Status: **1 Rejected**

Comments:

11 OK Cancel

Order Confirmation – Reject Entire Order

6. Enter **Confirmation #**.

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

8. Click **Reject Order**.

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

Use the Reject if;

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

To: IBM > DOM

REJECT ENTIRE ORDER

Order Confirmation Number:

6 Confirmation #:

7 Comments:

8

ard Terms and Conditions of Purch

by the parties for the supply of goo

characters in title IAM

Bill To ANZ Banking Group

Deliver To Tonini Steve

or CE catalog Survey No.52 53



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
If you have any Questions or to fill in the Support Request Webform (e.g. Help logging on to your account)	<ol style="list-style-type: none">1. Go to http://supplier.ariba.com2. Click on the Help – Help Centre – Support3. Enter your question/query and click Start
Ariba Technical Helpdesk	E: Click Support from within the Help Centre panel T: 1800 766 694
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