Ariba Network
Material Order Guide

SAP Ariba /\\/\\

v1.0

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

BUYER side	SUPPLIER side

- Collaboration Request → SAP Ariba
- SAP Ariba ← Proposal
- Blanket Purchase Order / Purchase Order → SAP Ariba
- SAP Ariba ← Order Confirmation
- SAP Ariba ← Standard Invoice / BPO Invoice / Legal Suppliers Invoice / CSV Invoice
- Remittance → SAP Ariba
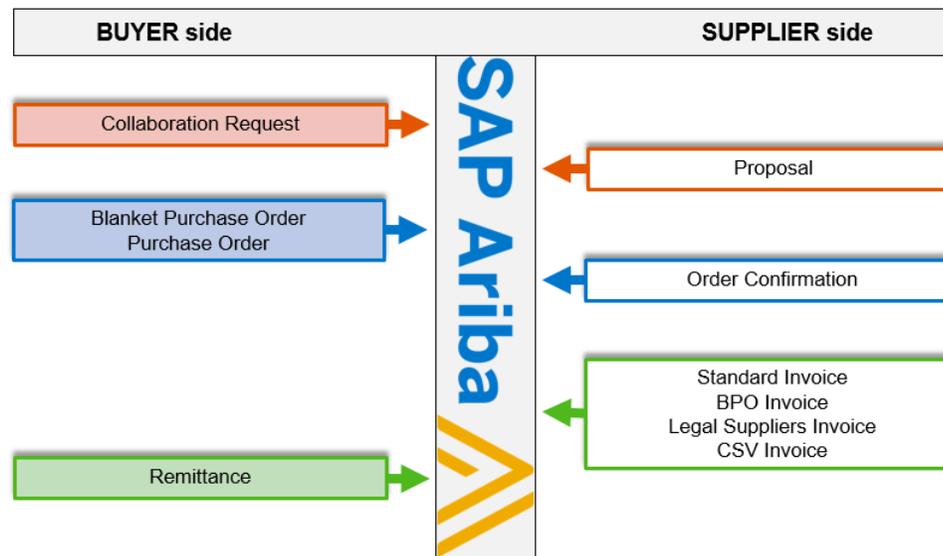
Table of Contents

Select by clicking on the links:

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 **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

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.

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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.

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

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

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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   ▼ Order Confirmation Header   * Indicates required field

② Review Confirm.

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Confirmation #.   81597

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: Est.

Comments:

Attachments

Name   Size (bytes)

No items

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Choose File   No file chosen   Add Attachment

The total size of all attachments cannot exceed 20MB

Line Items

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: 2   Backorder: 1   Reject: 1   Details   **9**

Attachments:

Name	Size (bytes)	Content Type
	No items	

Choose File   No file chosen   Add Attachment

The total size of all attachments cannot exceed 10MB

↳ Confirm All

Exit   Next

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	6	EA		$100.00 AUD	$600.00 AUD
	TCR Delivery Perth Metro					

New Order Status: **1 Backordered**

Est. Shipping Date: 26 Apr 2016

Est. Delivery Date: 26 Apr 2016

Comments:

New Order Status: **4 Confirmed**

Est. Shipping Date: 19 Apr 2016

Est. Delivery Date: 20 Apr 2016

Unit Price: $200.00 AUD

Supplier Part:

Comments: Detailed comment regarding any changes

Description: Test service commodity code

Subtotal: ⓘ $1,200.00 AUD

New Order Status: **1 Rejected**

Comments: Detailed comment explaining rejection

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

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)	1. Go to http://supplier.ariba.com 2. Click on the **Help – Help Centre – Support** 3. 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)	1. On the **Home** screen 2. Click on **Company Settings** 3. Click on **Customer Relationships** 4. Click on **Supplier Information Portal**
Ariba Network Training Request	E: an.sellertraining.aus@sap.com