

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 DuluxGroup via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between DuluxGroup and supplier.



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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.

Ariba Collaborative Supply Chain

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS

Company Settings CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders a
Search

Orders and Releases (49) Page 1

Type	Order Number	Ver	Customer	Invoices	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200956737	1	DuluxGroup (Australia) Pty Ltd - TEST	N	Rocklea Factory Rocklea QLD, QLD Australia	\$3,000.00 AUD	31 Mar 2017	Invoiced	Invoice	\$3,000.00 AUD	Original	Actions
Order	4200956733	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	30 Mar 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4200956727	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	30 Mar 2017	Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4200956722	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia	\$6,071.36 AUD	30 Mar 2017	Invoiced	Invoice	\$6,071.36 AUD	Original	Actions
Order	4200956721	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia	\$15,178.40 AUD	30 Mar 2017	Invoiced	Invoice	\$15,178.40 AUD	Original	Actions
Order	4200956716	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	29 Mar 2017	Partially Invoiced	Invoice	\$600.00 AUD	Original	Actions
Order	4200956715	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia Rocklea	\$15,178.40 AUD	29 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions

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

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

The **Order Number** is the buyers Purchase Order Number

The **Amount Invoiced** is the total amount invoiced to date



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

View Purchase Order Details – Header Level

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) Dulux Group **Contact Information.**
 - 5) **Other Information.**
 - 6) **Ship To** details.
 - 7) **Bill To** details.
 - 8) **Deliver To** details
- Scroll down to Line Items

Purchase Order: 4200956713 Done

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

Order Detail Order History

DuluxGroup

From:
Coatings - Aust
 1956 Dandenong Road
 Clayton VIC 3168
 Australia
 Phone: +61 () 03 9263 5678
 Fax: +61 () 03 9543 4346

To:
TestV1 - Co-Packers - TEST
 testville
 melbourne vic 3000
 Australia
 Phone:
 Fax:
 Email: VEND1T@duluxgroup.com.au

3 Purchase Order
 (New)
 4200956713
 Amount: \$15,178.40 AUD
 Version: 1

Contact Information
Supplier Address
Contact Name:: Co-Packers (QLD) Pty Ltd
 5 - 7 Jijaws Street
 Sumner Park QLD 4074
 Australia
 Email: admin@co-packers.com.au
 Phone: +61 () 07 3376-2333
 Fax: +61 () 07 3376-2233
 Address ID: 400080
 buyerID:400080

Sales
Contact Name:: Dennis Mee
 Phone: + () 07-33553725

Routing Status: Sent

Other Information
 Payment Terms: Payment 45 days from invoice month end
 Description:

5 **Ship All Items To** **6**

Rocklea Warehouse
 1519 Ipswich Road
 Rocklea QLD 4106
 Australia
 Ship To Code: QW00
 Phone: +61 () (07)38678500
 Fax: +61 () (07)38678592
 Location Code: QW00

7 **Bill To**

Coatings - Aust
 1956 Dandenong Road
 Clayton VIC 3168
 Australia
 Phone: +61 () 03 9263 5678
 Fax: +61 () 03 9543 4346
 buyerID: AU10

8 **Deliver To**

View Purchase Order Details – Line Item Level

- 9) Click **Details** to see further Line Level details.
- 10) Click **Done** to return to the Inbox.
- 11) Create Order Confirmation
- 12) Create Ship Notice
- 13) Create Quality Notification

Line Items [Show Item Details](#)

Line #	Part # / Description	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Details
10	<i>ENVIROSOLUTIONS ES800</i>	N5609131-UNIT	Material			4.0 (EA)	18 Apr 2017	\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD	Details
20	<i>ENVIROSOLUTIONS ES800</i>	N5609131-UNIT	Material			6.0 (EA)	25 Apr 2017	\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD	Details

Order submitted on: Wednesday 29 Mar 2017 11:00 AM GMT+10:00
Received by Ariba Network on: Wednesday 29 Mar 2017 9:10 AM GMT+10:00
This Purchase Order was sent by DuluxGroup (Australia) Pty Ltd - TEST AN01051704514-T and delivered by Ariba Network.

Sub-total: \$15,178.40 AUD
Est. Total Tax: \$ 1,517.84 AUD
Est. Grand Total: \$16,696.24 AUD

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Done](#)

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
- Where you are unable to confirm the date or quantity on the Purchase Order, contact DuluxGroup to discuss the variance prior confirming the order.
- There are 2 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: please use Confirm Entire Order

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

➤ View the Purchase Order.

3. Click **Create Order Confirmation**.

➤ Drop down box displays available options:

- **Confirm Entire Order**,
- **Update Line Item**, go to slide 12
- **Reject Entire Order** (not available)

4. Select **Create Order Confirmation**

➤ Screen displays: Order Confirmation

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HOME **INBOX** QUALITY PLANNING CATALOGS REPORTS

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Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (49) Page 2

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200956641		DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	24 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4200956634	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$2,085.40 AUD	24 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	TS103-4200956715	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia	\$15,178.40 AUD	29 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	UAT04-4200956694	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea, QLD Australia	\$29,350.00 AUD	29 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions

Ariba Collaborative Supply Chain

Company Settings

Purchase Order: 4200956713 Done

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

Confirm Entire Order Update Line Items Reject Entire Order

DuluxGroup

Order Confirmation – Confirm Entire Order

6. Enter a **Confirmation #.**, this is your **Sales Order Reference Number** from your ordering system or ERP.

7. Enter **Est. Delivery Date.**

Note: Identify the **Need By date** for the goods by the Dulux Group

➤ There may be different dates for each item within the purchase Order

8. Click **Next.**

➤ Screen displays: Review Order Confirmation

1 Confirm Entire Order

2 Review Order Confirmation

Confirming PO

▼ Order Confirmation Header * Indicates required field

Confirmation #: 6

Associated Purchase Order #: 4200956713

Customer: DuluxGroup (Australia) Pty Ltd - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: 7

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	ENVIROSOLUTIONS ES800	N5609131-UNIT		4.0 (EA)	18 Apr 2017	\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD
	<p>▶ Schedule Lines</p> <p>Current Order Status: 4.0 Confirmed</p>				N			
20	ENVIROSOLUTIONS ES800	N5609131-UNIT		6.0 (EA)	25 Apr 2017	\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD
	<p>▶ Schedule Lines</p> <p>Current Order Status: 6.0 Confirmed</p>							

8

Order Confirmation – Confirm Entire Order cont.

- Screen displays: Review Order Confirmation

Review Confirmation.

9. Click **Submit**.

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

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirming PO

Confirmation Update
 Confirmation #: Untitled 04/02/2017
 Supplier Reference:

Line #	Part # / Description	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		N5609131-UNIT		4.0 (EA)	18 Apr 2017	\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD
ENVIROSOLUTIONS ES800 ▶ Schedule Lines Current Order Status: 4.0 Confirmed (Estimated Delivery Date: 10 Apr 2017)								
20		N5609131-UNIT		6.0 (EA)	25 Apr 2017	\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD
ENVIROSOLUTIONS ES800 ▶ Schedule Lines Current Order Status: 6.0 Confirmed (Estimated Delivery Date: 10 Apr 2017)								

Previous Submit Exit

9

Done

Create Order Confirmation
Create Ship Notice
Create Invoice
Create Quality Notification

Hide
Print
Download PDF
Export cXML
Download CSV
Resend

Order Detail
Order History

From:
 Coatings - Aust
 1956 Dandenong Road
 Clayton VIC 3168
 Australia
 Phone: +61 () 03 9263 5678
 Fax: +61 () 03 9543 4346

To:
 TestV1 - Co-Packers - TEST
 testville
 melbourne vic 3000
 Australia
 Phone:
 Fax:
 Email: VEND1T@duluxgroup.com.au

Purchase Order
 (Confirmed)
 4200956713
 Amount: \$15,178.40 AUD
 Version: 1

i

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Order Confirmation – Update Line Item

4. Select Update Line Items

- Screen displays Update Item Status header

Note: The **Associated Purchase Order #** is automatically displayed, there is no requirement to enter delivery details

- Scroll down to Line Items

Purchase Order: 4200956713 Done

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

Confirm Entire Order

Update Line Items 4

Reject Entire Order

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation **N**

Associated Purchase Order #: 4200956713
Customer: DuluxGroup (Australia) Pty Ltd - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Order Confirmation – Update Line Item cont...

For Confirmation of the entire total

5. Enter the number of actual items you are confirming into **Confirm:**
 6. Click on **Details**
 7. Enter the **Delivery Date:**
 8. Click on **OK**
- Screen displays **Line Items**, repeat for items within the purchase order, then go to **slide 15**
 - For items that require a backorder, go to **slide 14**

Line #	Part # / Description	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		N5609131-UNIT		4.0 (EA)	18 Apr 2017	\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD

ENVIROSOLUTIONS ES800

► Schedule Lines

Current Order Status

4.0 Confirmed With New Date (Estimated Delivery Date: 10 Apr 2017)

5 Confirm: Backorder:

6 [Details](#)

[Confirm Based on Schedule Lines](#)

Line #	Part # / Description	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10		N5609131-UNIT		4.0	EA	18 Apr 2017		\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD	

ENVIROSOLUTIONS ES800

New Order Status: **4.0 Confirmed**

Est. Delivery Date: **7**

Unit Price:

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part:
Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:
Batch ID:
Description: ENVIROSOLUTIONS ES800
Pricing Description:

Subtotal:

8 [OK](#) [Cancel](#)

Order Confirmation – Update Line Item cont.

5. Enter the number to be confirmed into Confirm:
6. Enter the number to be backordered into Backorder:
7. Click on Details

Note: Both the confirmed total and the backorder total require the estimated date of delivery.

8. Enter the **Est Delivery Date:** for the backordered items
9. Enter the **Est Delivery Date:** for the confirmed items
10. Click on **OK**

➤ Screen displays **Line Items**, repeat for items within the purchase order, go to **slide 15**

20 N5609131-UNIT 6.0 (EA) 25 Apr 2017 \$1,517.84 AUD \$9,107.04 AUD \$910.70 AUD

ENVIROSOLUTIONS ES800

▶ Schedule Lines

Current Order Status

6.0 Confirmed With New Date (Estimated Delivery Date: 10 Apr 2017)

Confirm: **5** Backorder: **6** **7**

Line #	Part # / Description	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
20	N5609131-UNIT			6.0	EA	25 Apr 2017		\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD	

ENVIROSOLUTIONS ES800

N **8**

Est. Delivery Date: *

9

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:
 Auxiliary Part ID:
 Manufacturer Part ID:
 Manufacturer Name:
 Batch ID:
 Description: ENVIROSOLUTIONS ES800
 Pricing Description:

Subtotal: **10**

Finalising an Order Confirmation

1. Click on Next

➤ Screen returns – Confirming PO

2. Click on Submit

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

Confirming PO

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Associated Purchase Order #: 4200956713
 Customer: DuluxGroup (Australia) Pty Ltd - TEST
 Supplier Reference:

SHIPPING AND TAX INFORMATION


Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:
 Est. Delivery Date: Est. Tax Cost:
 Comments:

Line Items

Line #	Part # / Description	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	ENVIROSOLUTIONS ES800	N5609131-UNIT		4.0 (EA)	18 Apr 2017	\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD
ENVIROSOLUTIONS ES800 Schedule Lines Current Order Status: 4 Confirmed With New Date (Estimated Delivery Date: 10 Apr 2017) Confirm: <input type="text"/> Backorder: <input type="text"/> <input type="button" value="Confirm Based on Schedule Lines"/>								
20	ENVIROSOLUTIONS ES800	N5609131-UNIT		6.0 (EA)	25 Apr 2017	\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD
ENVIROSOLUTIONS ES800 Schedule Lines Current Order Status: 2 Confirmed With New Date (Estimated Delivery Date: 20 Apr 2017) 4 Backordered (Estimated Delivery Date: 8 May 2017) Confirm: <input type="text"/> Backorder: <input type="text"/> <input type="button" value="Confirm Based on Schedule Lines"/>								

Purchase Order
 (Partially Confirmed)
 4200956713
 Amount: \$15,178.40 AUD
 Version: 1



Confirming PO

1 Update Item Status 2 Review Confirmation

Confirmation #:
 Supplier Reference:

Line Items

Line #	Part # / Description	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	ENVIROSOLUTIONS ES800	N5609131-UNIT		4.0 (EA)	18 Apr 2017	\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD
ENVIROSOLUTIONS ES800 Schedule Lines Current Order Status: 4 Confirmed With New Date (Estimated Delivery Date: 10 Apr 2017)								
20	ENVIROSOLUTIONS ES800	N5609131-UNIT		6.0 (EA)	25 Apr 2017	\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD
ENVIROSOLUTIONS ES800 Schedule Lines Current Order Status: 2 Confirmed With New Date (Estimated Delivery Date: 20 Apr 2017) 4 Backordered (Estimated Delivery Date: 8 May 2017)								



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