

# Ariba Network Order Processing Guide

SAP Ariba 

 SAP



# Introduction

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

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, showing 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 callouts explain the 'Ver' and 'Amount Invoiced' columns. Another callout explains the 'Order Number' column. A fourth callout explains the 'Order Status' column. A fifth callout explains the 'Actions' dropdown menu. A sixth callout explains the 'Actions' dropdown menu.

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
▼ Customer: Demo Buyer - TEST (14)										
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	143	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

# 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 dashboard. The 'INBOX' tab is selected and highlighted with a red circle '1'. Below the navigation bar, the 'Orders and Releases' section is active. A table lists orders, with the first row (Order Number PO12351) highlighted by a red circle '2'. The 'Actions' dropdown menu for this order is open, showing options such as 'Confirm Entire Order', 'Update Line Items', 'Reject Entire Order', 'Ship Notice', 'Standard Invoice', 'Credit Memo', 'Line Item Credit Memo', and 'Hide'.

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



# Material 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
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Orders are always from one company within Rio Tinto, eg. Hunter Valley Coal. Deliveries may be required to different plants with the same order or to a logistics provider
- **Order Types**
  - **Order** - Goods items only
  - **Repair Order** – Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number
  - **Consignment Order** – Goods used within Rio Tinto which are under a consignment agreement
  - **Confirmation** –Sent to Ariba Network so an invoice can be raised against it

# Header Level 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) **Terms and Conditions.**
  - 5) Rio Tinto **Contact Information.**
  - 6) **Ship To** details.
  - 7) **Bill To** details.
  - 8) Click **Details** to see further Line Level details.
- Scroll down to Line Items

Purchase Order: 3000960801 1 Done

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

**Order Detail** **Order History** 2

**From:**  
Perth WA 6000  
Australia  
Phone: +61  
Fax: +61 ()  
Buyer ABN:

**To:**  
-test supplier  
11St  
brisbane 10001  
Australia  
Phone: +61 (0) 405705171  
Fax:  
Email:

**3** Purchase Order  
(New)  
3000960801  
Amount: \$81.00 AUD  
Version: 1

**Payment Terms** 4  
0.000% 30  
within 30 days Due net  
Routing Status: Sent

**Comments**  
Goods and Services Tax  
Please note these items are quoted exclusive of GST  
Invoicing Details  
Please forward invoice to Accounts Payable  
Invoices: ... [View more](#)

**Contact Information**  
**Supplier Address** 5  
RioTinto-Contact  
Email:  
Address ID: 301

Australia  
Email:  
Phone: +61  
Fax: +61 ()  
Address ID:  
buyerID:10134624

**Other Information**  
Supplier VAT ID: 98765432122

Order Type: Order

**Ship All Items To** 6  
Australia  
Ship To Code: 3016  
Location Code: 3016  
Recipient: STORE  
UnloadingPoint: STORE

**Bill To** 7  
Australia  
Phone: +61  
Fax: +61 ()  
buyerID: 3000

**Deliver To** 8

# Order – Line Item Level



9) Click **Details** to see further Line Level details.

10) Click **Done** to return to the Inbox.

## Material Order

- 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

### Line Items




 [Show Item Details](#) 


Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
1	VMN		Material			2.0 (EA)	15 Jun 2017	\$40.50 AUD	\$81.00 AUD	<a href="#">Details</a>

Description: Test Z7311

Order submitted on: Tuesday 27 Jun 2017 10:00 PM GMT+10:00  
Received by Ariba Network on: Tuesday 27 Jun 2017 2:20 PM GMT+10:00  
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$81.00 AUD

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

 [Done](#)

➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 



# Repair Order & Consignment Order – Line Item Level

## Repair Order

Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number

- [Example ▶](#)

Order Type: RepairAndReturn

Line Items												Show Item Details
Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal		
12			20008760	Material			3.0 (BX)	13 Jul 2017	\$11.00 AUD	\$33.00 AUD	<a href="#">Details</a>	
Description: ABSORBENT PAD,200/BOX												
<del>10</del>	<del>→</del>	<del>VMN_CHG</del>	<del>20000430</del>	<del>Material</del>			<del>2.0 (EA)</del>	<del>3 Aug 2017</del>	<del>\$5.00 AUD</del>	<del>\$10.00 AUD</del>		
Description: <del>Test Material</del>												
Order submitted on: Thursday 22 Jun 2017 10:00 PM GMT+10:00												
Received by Ariba Network on: Thursday 22 Jun 2017 11:59 AM GMT+10:00												
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network									Sub-total: -\$ 43.00 AUD		Sub-total: \$ 33.00 AUD	

## Consignment Order

Goods used within Rio Tinto which are under a consignment agreement

- [Example ▶](#)


Order Type: ConsignmentOrder

Line Items												Show Item Details
Line #	Change	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10			20008760	Material	Consignment			2.0 (BX)	19 Jul 2017	\$0.00 AUD	\$0.00 AUD	<a href="#">Details</a>
Description: ABSORBENT PAD,200/BOX												
20	→	VMN	20000430	Material				2.0 (EA)	19 Jul 2017	\$40.50 AUD	\$81.00 AUD	<a href="#">Details</a>
Description: Test Z7311									19 May 2017			
Order submitted on: Thursday 18 May 2017 10:00 PM GMT+10:00												
Received by Ariba Network on: Friday 23 Jun 2017 10:19 AM GMT+10:00												
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network											Sub-total: \$ 81.00 AUD	

# Confirmation Order – Line Item Level

**Reviewing a Purchase Order**  
Sent to Ariba Network so an invoice can be raised against it

Order Type: Confirmation

**Line Items** Show Item Details 

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10			Material			10.0 (EA)	4 Jul 2017	\$15.00 AUD	\$150.00 AUD	<a href="#">Details</a>

Description: confirmation order test

Order submitted on: Thursday 22 Jun 2017 10:00 PM GMT+10:00  
Received by Ariba Network on: Thursday 22 Jun 2017 12:13 PM GMT+10:00  
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 150.00 AUD




# Service Order

- Service Orders are further classified into Planned or Unplanned
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- For Planned Service Items, prices are locked and cannot be changed on the Invoice screen. Price changes should be managed via an Order Confirmation with Changes
- Quantity Balance Tracking is in place for Planned Service Items
- Price Balance Tracking is in place for Unplanned Service Items
- Claims can be made against Unplanned Service lines if the price is sent through as 0. The system will balance track the invoices up to a limit set by Rio Tinto
- **Supply Or Service Order Types**
  - **Planned Service**
  - **Unplanned Service**
  - **\$0 Value PO**

# Planned Service Order – Line Item Level

- **Planned Child Lines - Item Type 'SERVICE'**
- A Planned Service Item is generally a continued service where Rio Tinto knows the details and value of the service carried out and will provide line details.
- The numbering of Planned service lines are sequential 10.10, 10.20, 10.30 etc.
- Planned Service orders consist of Parent and Child lines

Line Items										Show Item Details 
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
▼ 10	Parent Line		Service				28 Feb 2015		\$1,000.00 AUD	Details
Description: Coating										
10.10	Child Line		Service			1.0 (SRV)		\$1,000.00 AUD	\$1,000.00 AUD	Details
Description: Coating										
Order submitted on: Monday 2 Feb 2015 10:00 PM GMT+10:00 Received by Ariba Network on: Tuesday 11 Jul 2017 1:17 PM GMT+10:00 This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.										Sub-total: \$ 1,000.00 AUD
<a href="#">Create Order Confirmation</a>   <a href="#">Create Service Sheet</a>   <a href="#">Create Invoice</a>   <a href="#">Hide</a>   <a href="#">Print</a>   <a href="#">Download PDF</a>   <a href="#">Export cXML</a>   <a href="#">Download CSV</a>   <a href="#">Resend</a>										<a href="#">Done</a>


# Unplanned Service Order – Line Item Level

- **Unplanned Child Line- Item Type 'SERVICE'**

- An Unplanned Service Item is where Rio Tinto does not know the details and value of the service but place a limit on a service order which allows the supplier to draw down on the order up to the value of the limit set by Rio.

- Unplanned Service orders consist of only Parent lines. Child lines are added on Invoice

### Line Items





Show Item Details 

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10			Service			1.0 (SRV)	3 Jul 2014	\$210.00 AUD	\$210.00 AUD	<a href="#">Details</a>

Description: test for service entry sheet

Order submitted on: Thursday 3 Jul 2014 10:00 PM GMT+10:00  
Received by Ariba Network on: Thursday 13 Jul 2017 1:16 PM GMT+10:00  
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 710.00 AUD


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

Done

# 0\$ Value Service Order – Line Item Level

- **\$0 Value Unplanned** - Item Type 'SERVICE'
- If an **Unplanned Service Item** with a price of **\$0** is received, this is an indication that Rio Tinto requires a quote for the service
- Respond to the order by completing an Order Confirmation – Update Line Items (see Order Confirmation next) with an estimated price for this service
- Rio Tinto will evaluate and sent a Change Order with the correct price

### Line Items

[Show Item Details](#) 

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal
10			Service			1.0 (SRV)	31 Dec 2011		<a href="#">Details</a>

Description: Service & repairs of generators

Order submitted on: Thursday 3 Feb 2011 10:00 PM GMT+10:00  
Received by Ariba Network on: Thursday 13 Jul 2017 12:34 PM GMT+10:00  
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

**Sub-total: \$ 0.00 AUD**

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

**Done**



# Price Basis Quantity

- Price Basis Quantity (PBQ) is used to communicate the 'price per' and applies for certain orders
- PBQ determines the Monetary Amount
- Rio Tinto will pay the value listed in the Monetary Amount for the Quantity ordered
- PBQ cannot be changed on the Order Response document and will be carried through to the Invoice
- If changes are required to the order (e.g. price) then alter the quantity &/or the price of the Order Confirmation so that the Monetary Amount is correct
- If the PBQ is not correct, contact the Buyer Party listed on the Purchase Order
- Only when the PBQ contains a value other than one will you need to review and apply a conversion if necessary

# Price Basis Quantity

Price Basis Quantity (PBQ) needs to not be equal to 1. Subtotal is arrived by using the conversion factors and PBQ.

In such instances the Price Unit Of Measure (UOM), ordering UOM and PBQ with conversion factor are sent in AN order.

E.g. ►  
An order has been created for 2 BX in SAP and price is AUD 3000 per 2 cartons where 30 BX are in 2 Cartons (converted to .066666666666667 carton per box). This results in a sub total of \$200 and all conversion factors are seen in AN order.

Line Items										Hide Item Details
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10		20008760	Material			2.0 (BX)	13 Jul 2017	\$3,000.00 AUD	\$200.00 AUD	<a href="#">Summary</a>
Description: ABSORBENT PAD,200/BOX										
<b>Status</b>										
2.0 Unconfirmed										
<b>Control Keys</b>										
Order Confirmation: allowed										
Ship Notice: allowed										
Invoice: is not ERS										
<b>Pricing Details</b>										
<b>Unit Details</b> ⓘ					<b>Price Details</b> ⓘ					
Unit Conversion		Price Unit		Order Unit		Price		Price Unit Quantity		Price Unit
0.066666666666667		CR		BX		\$3,000.00 AUD		2		CR





# Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- 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: please use Confirm Entire Order or Reject Entire Order.
  - 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**
- **Reject Entire Order**

**5** Select appropriate option.

➤ Screen displays: Order Confirmation

HOME **INBOX** 1 CATALOGS REPORTS CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (14)

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 4 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 **Confirmation #**

7. Enter **Supplier Reference**

8. Click **Next**

➤ Screen displays the Review Order Confirmation

**9** Review Confirmation

**10** Click **Submit**

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

Confirming PO Ex **8** Next

1 Confirm Entire Order

2 Review Order Confirmation

**6** Confirmation #:\* 84621564

Associated Purchase Order #: 3100984248  
Customer: Rio Tinto - TEST  
Supplier Reference:

**7** SHIPPING AND TAX INFORMATION

Est. Completion Date:\* 17 Jul 2017  Est. Tax Cost:

Comments:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10				1.0 (SRV)	8 Apr 2013	\$731.30 AUD	\$731.30 AUD

Description: 06H546 WTY Coolant tube cracked

▶ Schedule Lines

Current Order Status: 1.0 **Confirmed** (Estimated Completion Date: 17 Jul 2017 )

# Order Confirmation – Update Line Item

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

Confirming PO Exit Next

1 Update Item Status

2 Review Confirmation

6

Order Confirmation Header \* Indicates required field

Confirmation #: \* 373676

Associated Purchase Order #: 3023196650

Customer: Rio Tinto - 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 #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
1	VMN	20000430		15.0 (EA)	26 Jun 2017	\$142.28 AUD	\$2,134.20 AUD

Description: MCB/RCD 10KA 1PN 6A 30MA DSRCB0630

▶ Schedule Lines

**Current Order Status**

15.0 Unconfirmed

7 Confirm: 10 Backorder: 5 Details 8

Reject All ⓘ

Confirm Based on Schedule Lines

Confirm All

Exit Next

# Order Confirmation – Update Line Item cont...

## 9 Enter updated information;

### Backorder

- Est. Delivery Date
- Comments

### Confirmed

- Est Delivery Date
- Unit Price (add the currency in capitals after changing price, e.g. AUD)
- Supplier Part
- Comments

## 10. Click **Ok**.

- Screen returns – Order Confirmation

## 11 Click **Next**.

- Screen displays: Review Order Confirmation

## 12 Click **Submit**.

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

**10**

Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
1	VMN	20000430		15.0	EA	26 Jun 2017		\$142.28 AUD	\$2,134.20 AUD	3016

Description: MCB/RCD 10KA 1PN 6A 30MA DSRCB0630

New Order Status: **5 Backordered**

Est. Shipping Date:

Est. Delivery Date: \*

Comments:

New Order Status: **10 Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Batch ID:

Comments: \*

Description: MCB/RCD 10KA 1PN 6A 30MA DSRCB0630

Pricing Description:

Subtotal: ⓘ \$1,422.80 AUD

# Order Confirmation – Reject Entire Order

6. Enter **Confirmation #**.

7. Select a **Rejection Reason** from the drop down box.

8. Enter **Comments** for the rejection.

9. Click **Reject Order**.

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

Use the Reject if;

- You can no longer fulfil the order
- Details of the order need to be changed
- The order was not intended for your company
- Include detailed notes advising reason for rejection

Pilbara Iron Co Serv P/L

REJECT ENTIRE ORDER

Order Confirmation Number:

6 Confirmation #:\* 41254128

Rejection Reason: Please Select 7

8 Comments:

9 Reject Order Cancel

Please Select  
Duplicate Order  
Incorrect Delivery Date  
Incorrect Description  
Incorrect Price  
Incorrect Quantity  
Incorrect Stock/Part Number  
Incorrect Supplier Code Used  
Incorrect UOM  
Not our Product Line  
Unable to Supply Item(s)  
Other

10:00 PM 03/8/2017

Create Invoice



# Ship Notice

- A Ship Notice (ASN) informs Rio Tinto of the delivery details for the items being shipped
- The ASN is only applicable to Goods and Repair items
- Balance Tracking is use to keep count of what has been previously been submitted
- Only Confirmed lines can be copied to ASN
- ASN can be cancelled
- When an ASN is sent, there is a pop-up which allows the supplier to create an Invoice
- ASN is an optional document. It is not mandatory to create this document

# Begin the Ship Notice

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.
  - Screen displays: Ship Notice
4. Click **Create Ship Notice**.

The screenshot displays the SAP Ariba interface. At the top, the 'INBOX' tab is highlighted with a yellow box and a red circle containing the number '1'. Below the navigation bar, the 'Orders and Releases' section is active. A table lists orders, with the first row (Order PO12351) highlighted in yellow and marked with a red circle containing the number '2'. The 'Create Ship Notice' button is highlighted with a yellow box and a red circle containing the number '4'. The table below shows the following data:

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	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions ▾



# Ship Notice

5. Enter Packing Slip ID
6. Enter Actual Shipping Date
7. Delivery Terms and the Shipping Payment Method will be pre-populated

Create Ship Notice Save Exit Next

*\* Indicates required field*

SHIP FROM	DELIVER TO
Rio test - TEST Brisbane Australia <span>Update Address</span>	Hill Creek Mine via Nebo QLD Australia <span>Update Address</span>

▼ Ship Notice Header

<b>Shipping</b>	<b>Tracking</b>
Packing Slip ID: * 5554548	Carrier Name: <input type="text"/>
Invoice #: <input type="text"/>	Service Level: <input type="text"/>
Expected Delivery Date: --	
Ship Notice Type: <input type="text"/>	
Actual Shipping Date: <input type="text"/>	
Actual Delivery Date: * 5 Jul 2017	
Hazard Type: <input type="text"/>	Code: <input type="text"/>
Is Divisible: <input type="checkbox"/>	

► Dimensions

▼ DELIVERY INFORMATION

Delivery Terms: * <input type="text"/>	Shipping Payment Method: * <input type="text"/>
Delivery Terms Description: <input type="text"/>	
Transport Terms Description: <input type="text"/>	
Is Sensitive Load: <input type="checkbox"/>	

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

► ADDITIONAL FIELDS

# Ship Notice cont.

8. Update **Shipping Quantity** – if doing partial shipment

9. Click **Add Details** (if further details are required to be added)

- 1) Update required:
- Asset Details
  - Dangerous Goods
  - Packaging

2) Click **Ok**

➤ Screen returns: Ship Notice

**10** Click **Next**

➤ Screen displays the Confirm and Submit Ship Notice

**11** Review Ship Notice

**12** Click **Submit**

➤ Screen returns: Purchase Order

**Note:** the Order Status has changed to Partially Shipped or Shipped

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
3023191502	1		20148349		2.0	EA	11 Jul 2017		\$25.00 AUD	\$50.00 AUD	1490

Description: COLLECTOR;MTUAUST;X52703500019

**Shipment Status**  
Total Item Due Quantity: 2.0 EA

**Confirmation Status**  
Total Confirmed Quantity: 2 EA Total Backordered Quantity: 0 EA

Line 1 **8** Ship Qty  Batch ID  Production Date  Expiry Date  **9** Add Details

**Other Information**  
Manufacturer Part ID: X52703500019  
Manufacturer Name: MTU AUSTRALIA P/L

## Create Ship Notice

**2**

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
3023191502	1		20148349		2.0	EA	11 Jul 2017		\$25.00 AUD	\$50.00 AUD	1490

Description: COLLECTOR;MTUAUST;X52703500019

**SHIPMENT STATUS**  
1. Shipping 2.0 EA

**RETAIL DETAILS**

Best Before:  Color:  Code:

Expires By:  Size:  Code:

Free Goods Quantity:  Unit:  Grade:  Code:

European Waste Catalog ID:  Quality:  Code:

**1** **ASSET DETAILS**

Serial Number	Asset Tag
<input type="text"/>	<input type="text"/>

▶ **HAZARD DETAILS**

▶ **PACKAGING**

# Ship Notice Cancel

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

➤ Screen displays: Invoices

2. Select the subcategory – Ship Notices

➤ Screen displays: Ship Notices

3. Click the **Packing Slip ID** to open the Ship Notice

➤ Screen displays: the sent Ship Notice

4. Click **Cancel**

➤ Pop-Up Box Displays

5. Click **Yes**

➤ Screen displays: Ship Notices

**Note:** the Ship Notice Status has changed to Obsolete

The screenshot shows the SAP Ariba interface. At the top, the navigation bar includes 'HOME', 'INVOICES', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'UPLOAD/DOWNLOAD'. Below this, a secondary navigation bar shows 'Invoices', 'Order Confirmations', 'Ship Notices', 'Purchase Sheets', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Ship Notices' section is active, displaying a search filter and a list of 22 ship notices. One notice with Packing Slip ID 'ASDASDASD' is selected, and its details are shown in a pop-up window. The pop-up window has tabs for 'Detail' and 'History'. The 'Detail' tab is active, showing 'SHIP FROM' as 'Rio test - TEST' and 'DELIVER TO' as 'CENTURION TRANSPORT CO P/L'. A 'Cancel' button is highlighted in the pop-up window.

The screenshot shows a confirmation dialog box titled 'Cancel Ship Notice?'. The text inside the dialog asks 'Are you sure you want to cancel this ship notice?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted. At the bottom of the dialog, there are two buttons: 'Done' and 'Previous'.



# Goods Receipt

- A Goods Receipt Notice (GRN) is sent by Rio Tinto to inform you of what they have received into their system from the shipment you sent

# Locating the Goods Receipt cont.

1. Click **Inbox**.

2. Select **Receipts**.

➤ Screen displays the list of Goods Receipts received

3. Click **Receipt Number**.

➤ Screen displays the Goods Receipt

The screenshot shows the SAP Ariba interface. The navigation bar includes 'HOME', 'INBOX', 'PLANNING', 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', 'CSV Documents', and 'Create'. The 'INBOX' and 'Receipts' tabs are highlighted with red circles and numbers 1 and 2 respectively. Below the navigation bar, there are tabs for 'Orders and Releases', 'Extended Collaboration', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', and 'Receipts'. The 'Receipts' tab is selected, and a list of receipts is displayed. The first receipt in the list has its number, '300050111953232013', highlighted with a red circle and number 3. A detailed view of this receipt is shown on the right, including contact information for 'Rio Tinto - TEST' and 'supplier', and a table of items.

**Receipts**

Search Filters

Receipts (500+)

Receipt Number	Reference	Cust
300050111953232013	3003885381	Rio T
300050112505072013	3003885381	Rio T

**Receipt: 300050111953232013**

Print | Export cXML

Detail | History

**From:**  
Rio Tinto - TEST  
Brisbane 3000  
Australia

**To:**  
supplier  
11St  
brisbane 10001  
Australia  
Phone:  
Fax:  
Email:

**Receipt:**  
Receipt #: 300050111953232013  
Receipt Date: 19 May 2013

Routing Status: Sent  
Related Documents: 3003885381

Item	Order Line Number	Part #	Customer Part #	Qty (Unit)	Type
Purchase Order : 3003885381					
1	1	1108772	40309294	1.0 EA	Received

Description:

Receipt received on: Sunday 19 May 2013 10:00 PM GMT+10:00  
Received by Ariba Network on: Wednesday 12 Jul 2017 4:57 PM GMT+10:00  
This Receipt was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.



# 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 Support	<ol style="list-style-type: none"><li>1. Click on the <b>Help Centre – Support</b></li><li>2. Select support option;<ul style="list-style-type: none"><li>• <b>Email SAP Ariba Customer Support</b></li><li>• <b>Get help by Live Chat</b></li><li>• <b>Get help by Phone</b></li></ul></li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the <b>Home</b> screen</li><li>2. Click on <b>Company Settings</b></li><li>3. Click on <b>Customer Relationships</b></li><li>4. Click on <b>Supplier Information Portal</b></li></ol>
Ariba Network Training Request	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>