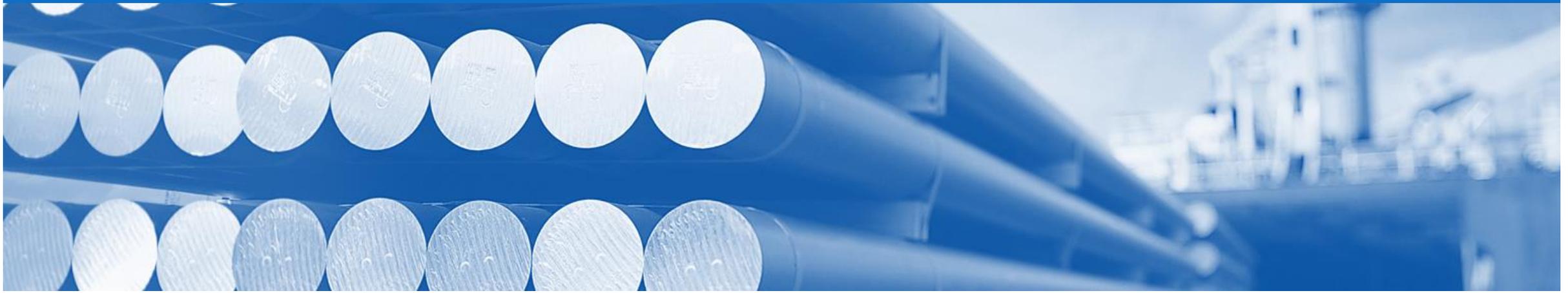# Ariba Network
Material Order Guide

SAP Ariba

Introduction

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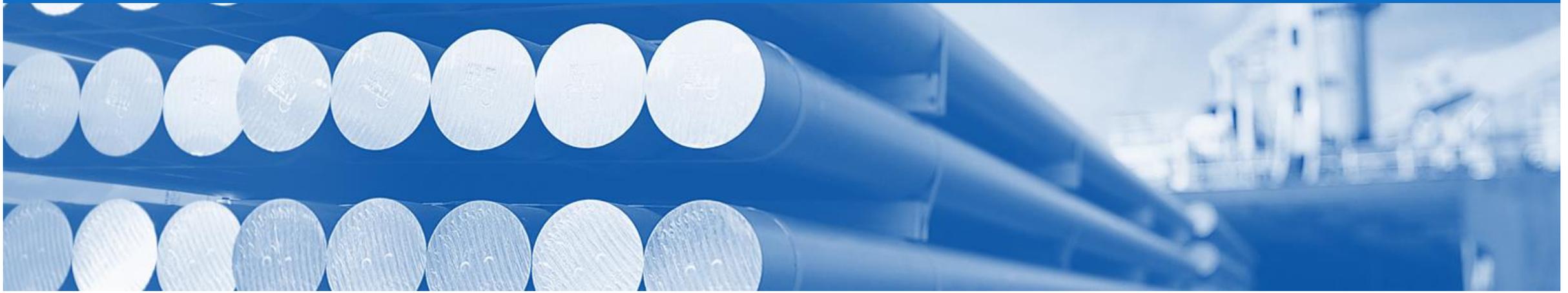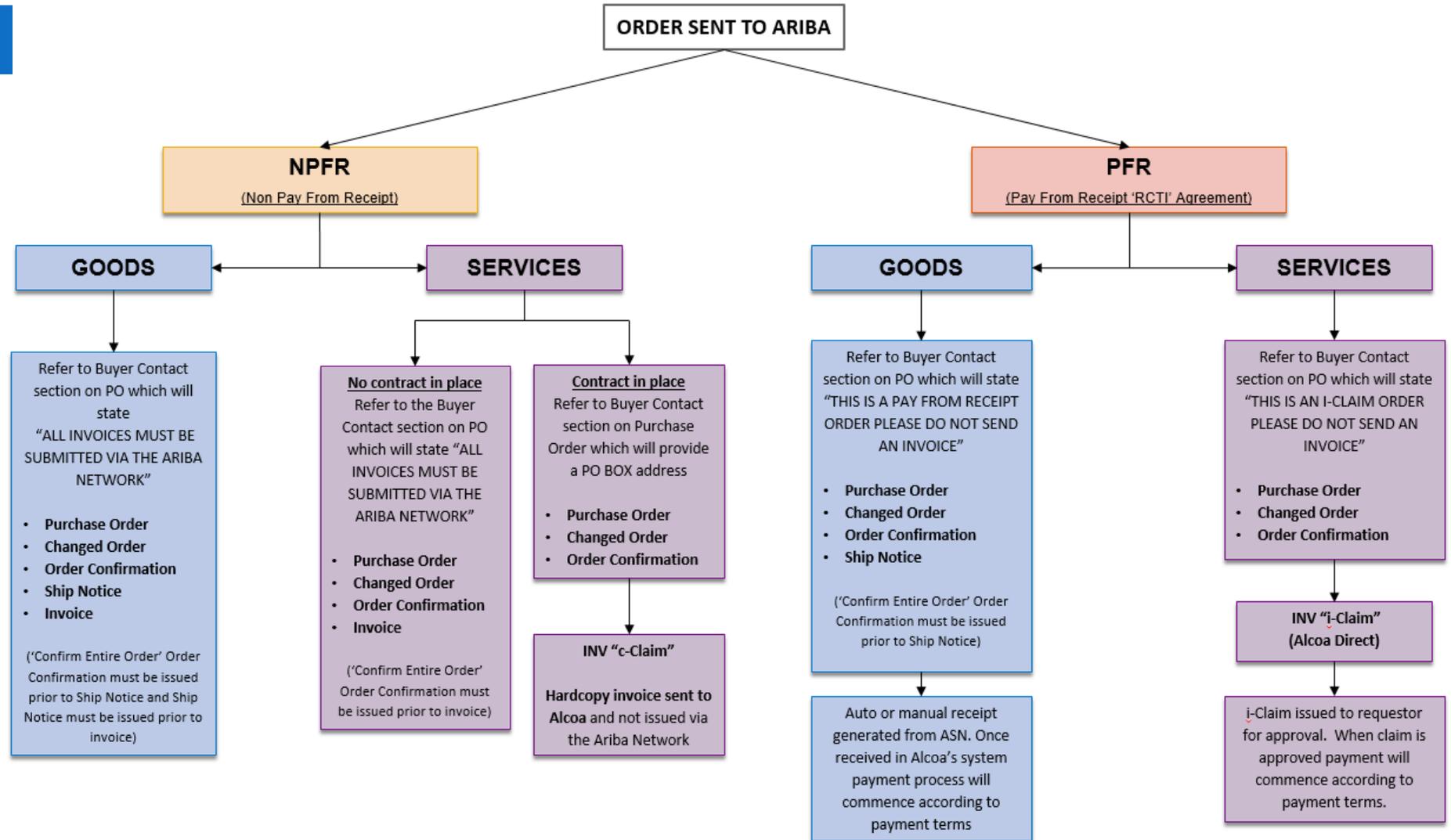
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Select by clicking on the links:

Workflow for Different Purchase Order Types

ORDER SENT TO ARIBA

NPFR
(Non Pay From Receipt)

PFR
(Pay From Receipt 'RCTI' Agreement)

GOODS

Refer to Buyer Contact section on PO which will state
"ALL INVOICES MUST BE SUBMITTED VIA THE ARIBA NETWORK"

- Purchase Order
- Changed Order
- Order Confirmation
- Ship Notice
- Invoice

('Confirm Entire Order' Order Confirmation must be issued prior to Ship Notice and Ship Notice must be issued prior to invoice)

SERVICES

No contract in place
Refer to the Buyer Contact section on PO which will state "ALL INVOICES MUST BE SUBMITTED VIA THE ARIBA NETWORK"

- Purchase Order
- Changed Order
- Order Confirmation
- Invoice

('Confirm Entire Order' Order Confirmation must be issued prior to invoice)

Contract in place
Refer to Buyer Contact section on Purchase Order which will provide a PO BOX address

- Purchase Order
- Changed Order
- Order Confirmation

INV "c-Claim"

Hardcopy invoice sent to Alcoa and not issued via the Ariba Network

GOODS

Refer to Buyer Contact section on PO which will state "THIS IS A PAY FROM RECEIPT ORDER PLEASE DO NOT SEND AN INVOICE"

- Purchase Order
- Changed Order
- Order Confirmation
- Ship Notice

('Confirm Entire Order' Order Confirmation must be issued prior to Ship Notice)

Auto or manual receipt generated from ASN. Once received in Alcoa's system payment process will commence according to payment terms

SERVICES

Refer to Buyer Contact section on PO which will state "THIS IS AN I-CLAIM ORDER PLEASE DO NOT SEND AN INVOICE"

- Purchase Order
- Changed Order
- Order Confirmation

INV "i-Claim"
(Alcoa Direct)

i-Claim issued to requestor for approval. When claim is approved payment will commence according to payment terms.

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Alcoa's Document Choreography and Contract Types for Different Purchase Order Types

Alcoa categorise their suppliers by their contract/purchasing type (e.g. PFR or NPFR). Below is the defined choreography (set of documents) for each contract/purchasing type. Please take the time to read carefully.

PFR (Pay from Receipt) (*an RCTI agreement is in place*)
Documents required: Purchase/Changed Order – Order Confirmation – Ship Notice
- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Ship Notice submitted by supplier when the goods are being delivered
- Payment generated according to the agreed contractual payment terms

NPFR (Non Pay from Receipt) (*no RCTI agreement*)
Documents required: Purchase/Changed Order – Order Confirmation – Ship Notice – Invoice
- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Ship Notice submitted by supplier when the goods are being delivered
- INV submitted by supplier

ECM (Electronic Claims Module Orders)
Documents required are Purchase/Changed Order – Order Confirmation.
- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Supplier to submit a claim as per the current Alcoa claims process. C-Claims still need to be submitted as paper invoices and i-Claims still need to be submitted via Alcoa Direct, claims module..

General Notes:
1. Many suppliers have multiple types of contracts e.g. one PFR and then a services contract (i-claims). This is catered for in the Ariba Network and the orders will be able to be identified by the supplier as to the type e.g. goods or services.
2. All Orders and Change Orders require an Order Confirmation to be submitted.
3. If an Order Confirmation is not submitted a Ship Notice cannot be submitted and therefore no payment will generate.
4. Hardcopy invoices will not be accepted by Alcoa's Accounts Payable except if it is for a service and the supplier has a contract with Alcoa. Please review the 'Bill To' section on all Purchase Order's to determine which payment method should be applied. Refer to the following section for more details.
   a. If the 'Bill To' details state, B2B invoice please submit the invoice via the Ariba Network.
   b. If it states i-claims please submit via Alcoa Direct.
   c. If there is an Alcoa accounts payable address please submit a paper invoice.

Document Workflow
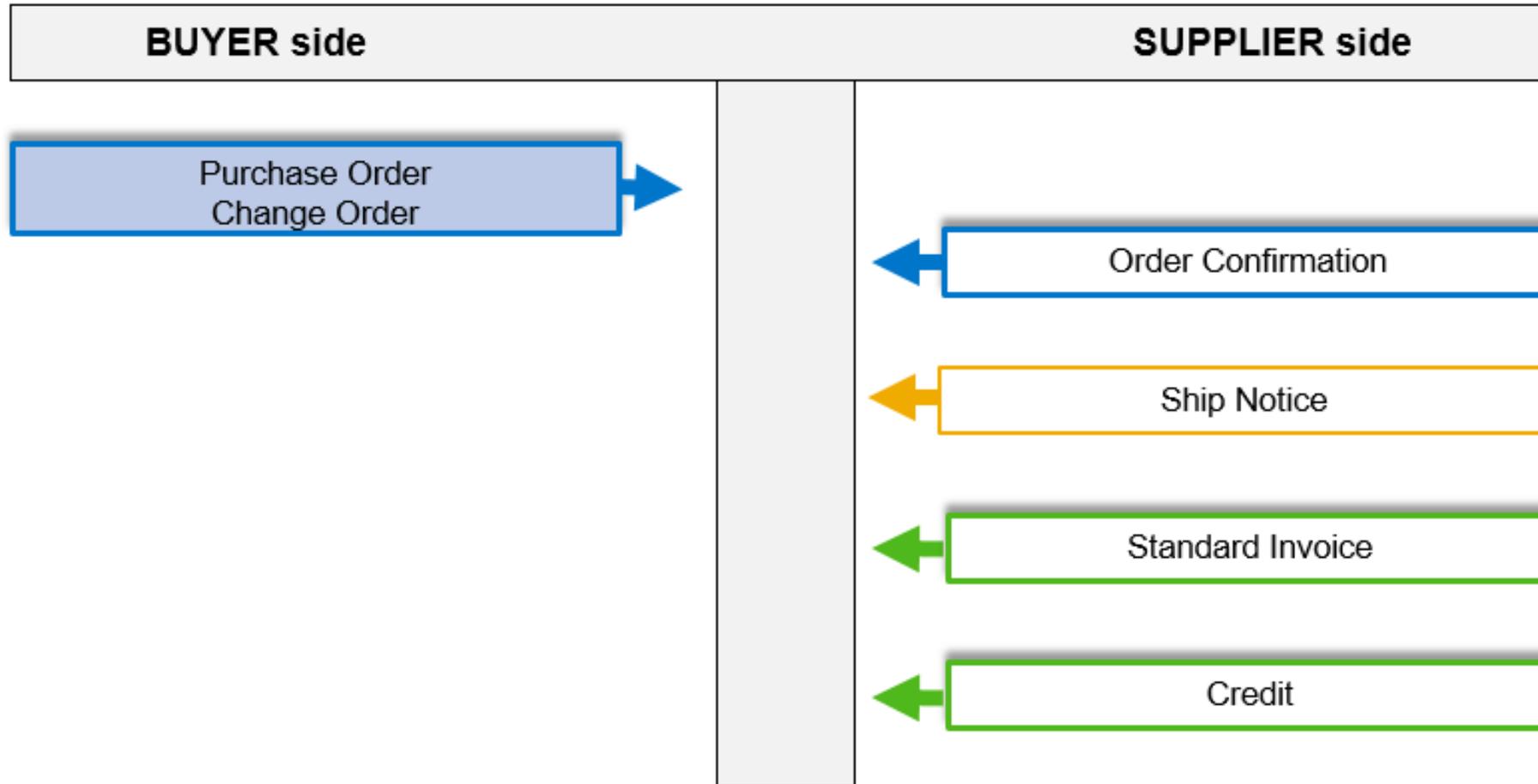
Inbox – Orders and Releases

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

- Control Keys are rules that are applied at the line item level on an order and compliment Alcoa business processes

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.

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) Buyer **Comments & Terms & Conditions.**

5) Alcoa **Contact Information.**

6) **Ship To** details.

7) **Bill To** details.

8) **Deliver To** – this field should be blank. To find further deliver details check the Line Level Details

➢ Scroll down to Line Items

View Purchase Order Details – Line Item Level

9) Click Show Item Details to see all line item details

10) Click Details to see individual Line Level details, including the 'Deliver To' details.

11) 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

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Order Confirmation

- The Order Confirmation is mandatory and you must complete it prior to the creating the Ship Notice, Invoice or eCM (Electronic Claims Management - Alcoa Direct). A warning message will display if not completed, complete required steps to proceed

- The Confirmation Number (#) is your reference number, it can be any word number or combination of your choosing. Max length is 20 characters

- Both the Confirmation# and the Supplier Reference# can be displayed on the Order Confirmation at Alcoa

- 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 propose changes to each order line prior to sending the Order Confirmation e.g. price, date, quantity etc.
        - When an 'Update Line Item' confirmation is sent to Alcoa, Alcoa will review the changes and if approved, will send back a Changed order with the updated details. The Changed Order requires a "Confirm Entire Order" confirmation to be submitted before any further documents can be submitted against the order
        - Any Split Confirmation (e.g. an order with a quantity of 10, 5 in Confirm and 5 in Backorder) will use the backorder date as the date for the 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**
   - **Update Line Item**
   - **Reject Entire Order**

⑤ Select appropriate option.

➢ Screen displays: Order Confirmation

Order Confirmation – Confirm Entire Order

6. Enter a **Confirmation #.**

7. Enter **Supplier Reference Number.**

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

▼ Order Confirmation Header

* *Indicates required field*

6 Confirmation #: 654874

Associated Purchase Order #: 6780312

⚠ Alcoa - Test requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Customer: Alcoa - Test

7 Supplier Reference:

SHIPPING AND TAX INFORMATION

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	Tax
10001		700053074		4 (EA)	24 Jul 2017	$100.00 AUD	$400.00 AUD	$0.00 AUD

Description: COUPLING 3/8IN FEMALE

▶ Schedule Lines

Current Order Status: 4 Confirmed

Exit Next **8**

Order Confirmation – Update Line Item

6. Enter a **Confirmation** #.

7. Enter a Supplier Reference# (if required).

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

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Order Confirmation – Update Line Item cont...

10 **Enter** updated information;

Rejected
- Comments

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

11. Click **Ok.**

➤ Screen returns – Order Confirmation

12 Click **Next.**

➤ Screen displays: Review Order Confirmation

13 Click **Submit.**

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

11 | OK | Cancel |

Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10001		700053074		4	EA	24 Jul 2017		$100.00 AUD	$400.00 AUD	$0.00 AUD	TOLL EXPRE

Description: COUPLING 3/8IN FEMALE

New Order Status: 2 Backordered

Est. Shipping Date: [   ]

Est. Delivery Date: [7 Sep 2017]

Comments: [   ]

New Order Status: 2 Confirmed

Est. Shipping Date: [7 Sep 2017]

Est. Delivery Date: [8 Sep 2017]

Unit Price: [110]

Price Unit Quantity:* [1]

Unit Conversion:* [1]

Price Unit:* [EA]

Supplier Part: [   ]

Auxiliary Part ID: [   ]

Manufacturer Part ID: COV 601-6
Manufacturer Name: COVENTRY

Batch ID: [   ]

Comments: [   ]

Description: [COUPLING 3/8IN FEMALE]

Pricing Description: [|]

Subtotal: ⓘ $200.00 AUD

| 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
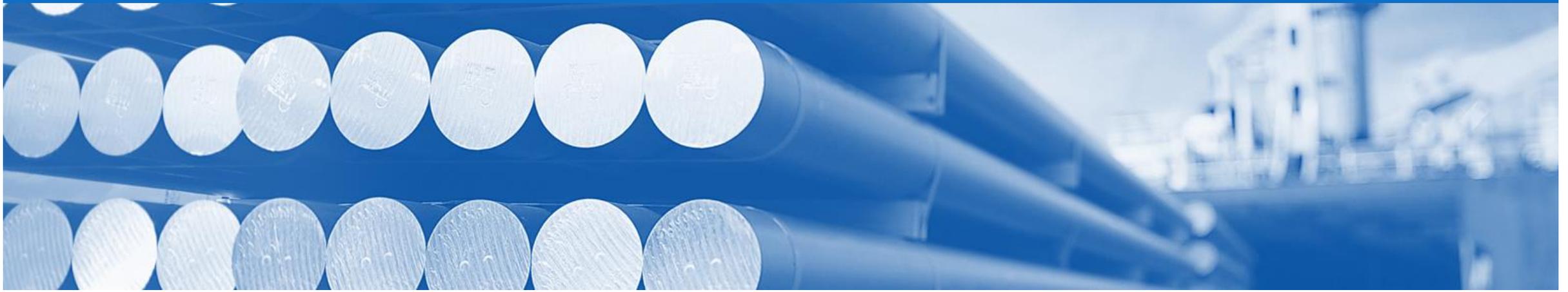
Ship Notice

- The Ship Notice is the delivery information and is sent to Alcoa to advise them of the ship date for the materials.

- The Ship Notice is an mandatory (excluding exceptions using 'Control Keys') document for transacting with Alcoa and is required completed prior to the Create Invoice button becoming active

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.

4. Click **Create Ship Notice.**

➢ Screen displays: Ship Notice

Ship Notice

5. Enter **Packing Slip ID**

6. Select **Actual Delivery Date**

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

8. Click **Next**

9. Screen displays the Confirm and Submit Ship Notice

10. **Review** Ship Notice

10. Click **Submit**

➢ Screen returns: Purchase Order

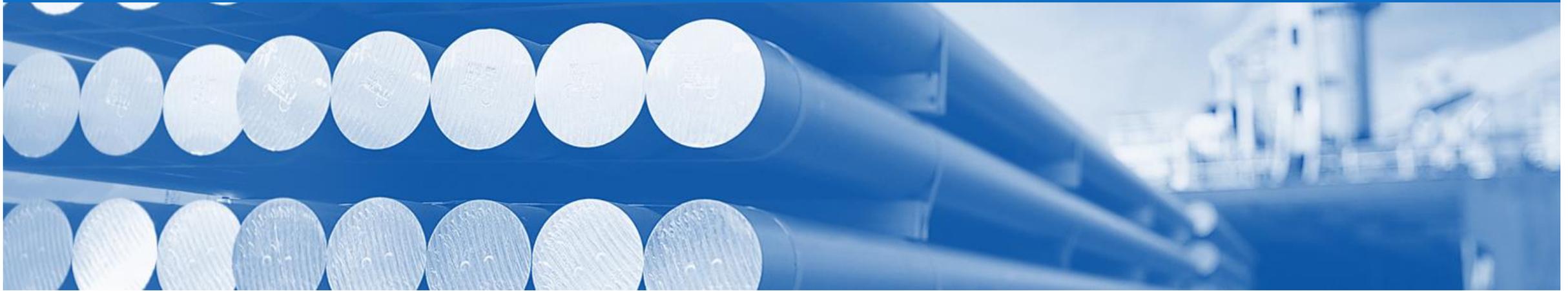**Note**: the Order Status has changed to Partially Shipped or Shipped

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	1. Click on the **Help Centre – Support**
	2. Click **Start** next to 'I need help with…'
	3. Select support option;
	   • **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)	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