# Ariba Network Purchase Order & Material Order Guide





# Introduction

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



# **Table of Contents**

Select by clicking on the links: •

- Inbox Orders and Releases
- General Information-Order Fulfillment Status Levels
- Table-Order Fulfillment Status Levels
- Routing Status & Unit of Measure
- Purchase Order
  - View Purchase Order Details Header Level
  - View Purchase Order Details Line Item Level
  - View Purchase Order Details Line Item Level Show Item De...
  - Order History
- Blanket Purchase Order
  - Open the Blanket Purchase Order
  - View Purchase Order Details Header Level
  - View Purchase Order Details Line Item Level
  - View Purchase Order Details Show Item Details

#### Order Confirmation

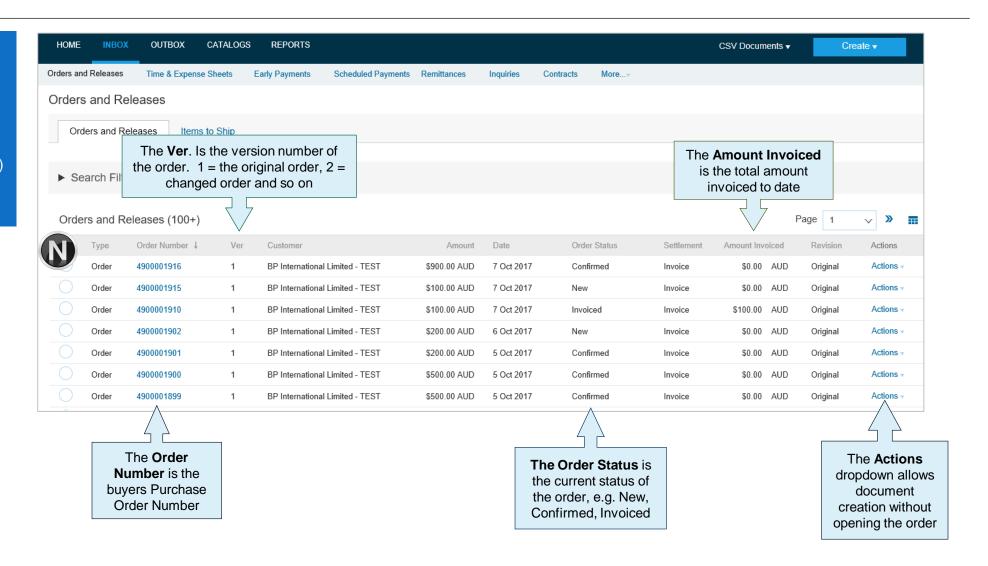
- Begin the Order Confirmation
- Order Confirmation Confirm Entire Order Header Level
- Order Confirmation Confirm Entire Order Line Level
- Order Confirmation Update Line Level General Information
- Order Confirmation Update Line Items Line Level
- Order Confirmation Details Screen Backorder
- Order Confirmation Details Screen Reject
- Order Confirmation Details Screen Price Difference Notif...
- Finalise the Order Confirmation
- Order Confirmation Reject Entire Order

#### Support

#### 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.



#### **General Information-Order Fulfillment Status Levels**

- > The Inbox (Orders and Releases) displays all Purchase Orders sent from BP. Status levels indicate where in the process a Purchase Order is in.
- > Only BP can adjust a Purchase Order, supplier to contact their BP requestor where there are errors on a Purchase Order and BP can either obsoleted and send a changed Purchase Order or cancel a Purchase Order a send a new purchase order with a different Purchase Order Number
- > Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to BP.
- > Items that have been fully confirmed cannot be reconfirmed and will need to be removed from the Order Confirmation, however sub quantities, for example on backordered items can be confirmed.
- > The status will remain as Partially Confirmed until all items on the purchase order have been provided to BP.
- > A partially shipped status will remain until all items have been shipped, any item or sub quantity that has been updated to a shipped status cannot be updated again, and the line will need to be removed where full quantities of items have been shipped, remember suppliers can update remaining quantities.
- > If goods are not fully confirmed or shipped the status will remain with "partially" preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed
- > The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order

### **Table-Order Fulfillment Status Levels**

Status Level	Definition
Unconfirmed	Initial State. The supplier has not updated the order status
Supplier Canceled	The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further
Obsoleted	A Purchase Order has been changed and the previous Purchase Order has been cancelled
Rejected	The supplier has rejected the entire Purchase Order
Confirmed	The supplier has confirmed that the good on the Purchase Order requested by BP, can either be fully or partially delivered
Backordered	The supplier has backordered all line items and will ship when they are available
Replaced	The supplier replaced all items in the Purchase Order with different items
Shipped	The supplier has shipped the goods
New	An new Purchase Order has been received from BP
Changed	A Purchase Order with a change has been received from BP
Partially (confirmed or shipped)	Only part of the items requested by BP have been either confirmed or shipped.

## **Routing Status**

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between BP and the Supplier.

Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid by BP
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network to BP has been rejected. A rejected document does not meet the Buyer Transaction Rules

#### **Unit of Measure**

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by BP. When entering or selecting a UOM, it must be Upper Case (capitals), for example, hours must be HRS not hrs. See the list of the BP authorised UOM's.

Code	Name
11	Fixed Rate
A9	Rate
DAY	Day
EA	Each
HUR	Hour
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
ОТ	Overtime hour
RH	Running or operating hour



# **Purchase Order**

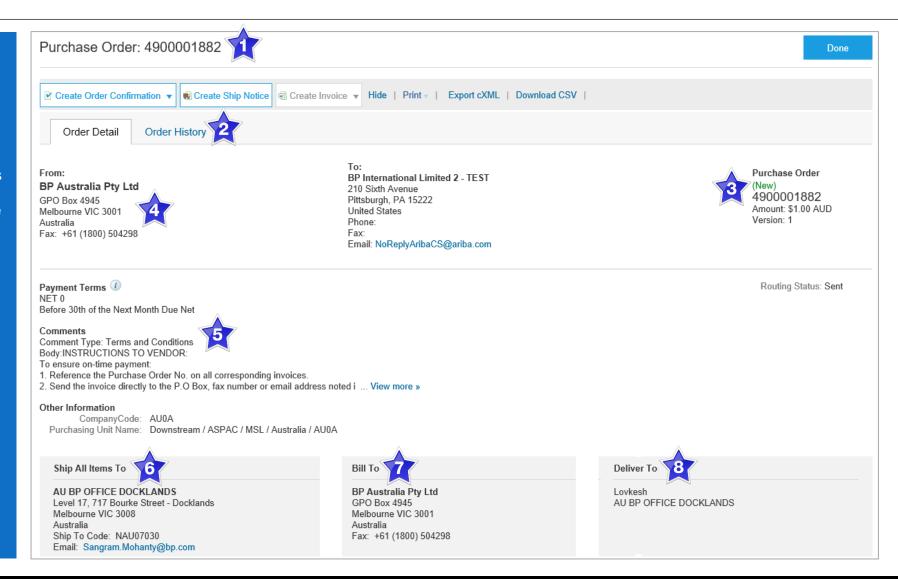
- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.

  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.
- 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) BP Contact Information.
- 5) Terms, Comments and Other Information.
- 6) Ship To details.
- 7) Bill To details.
- 8) Click **Details** to see further Line Level details.
- Any information in blue can be selected to provide more details



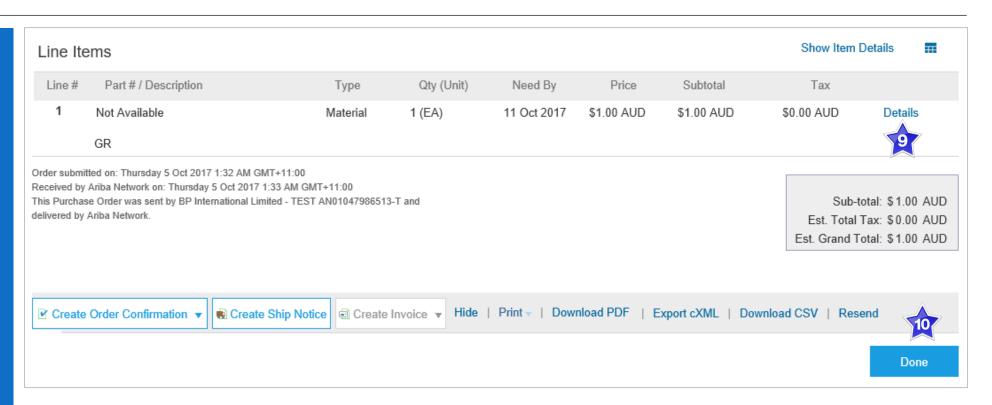
#### View Purchase Order Details – Line Item Level

- 9) Click **Details** to see further Line Level details.
- 10) 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



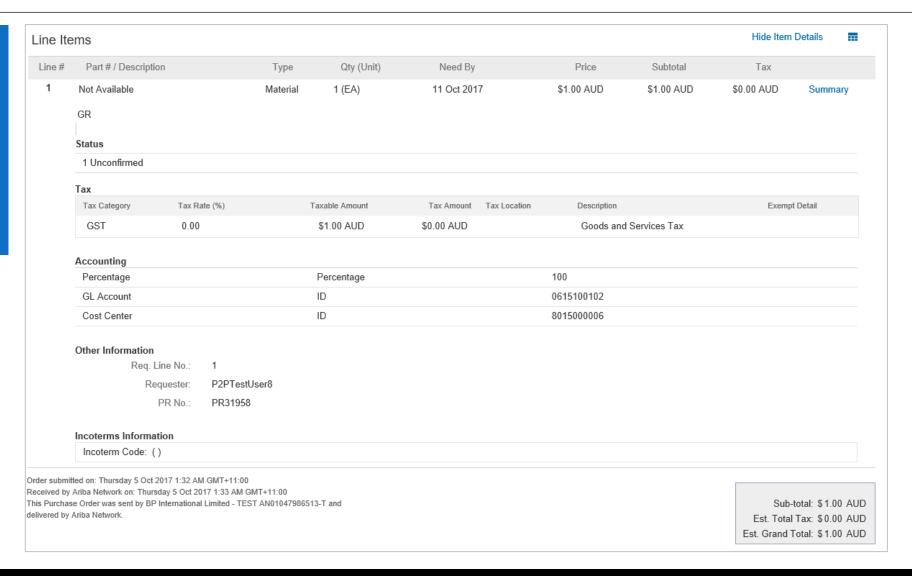
#### View Purchase Order Details – Line Item Level Show Item Details

Note: When reviewing a
Purchase Order use Show Item
Details to identify any comments
or further information from BP.

To see item details click on
Show Item Details

To Hide Item details click

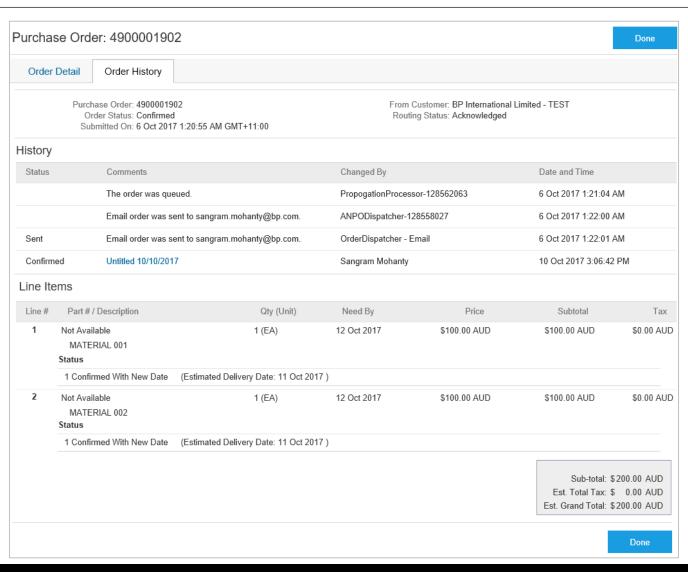
Hide Item Details



### **Order History**

#### Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information



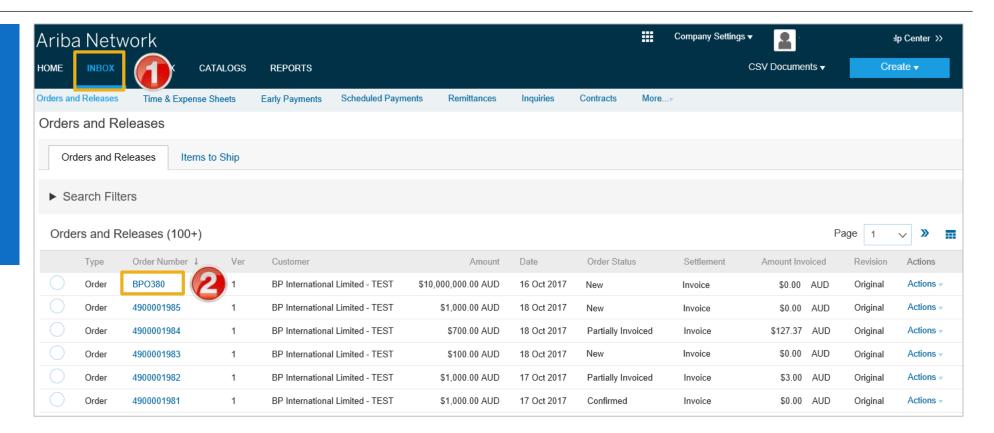


# **Blanket Purchase Order**

- A Blanket Purchase Order (BPO) is used to create Invoices for expenditure and payments contracted between BP and their supplier.
- Contracted services are typically where the Vendor is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals, for example, monthly or quarterly
- BP uses "No Release Required" BPO's so that a Purchase Order is not required prior to invoicing
- Only Confirm the BPO when in New status, you are not required to create an Order Confirmation for each periodical invoice
- BPO's will start with a BPO prefix
- Any field with an \* is a mandatory field and a value is required to be entered

### **Open the Blanket Purchase Order**

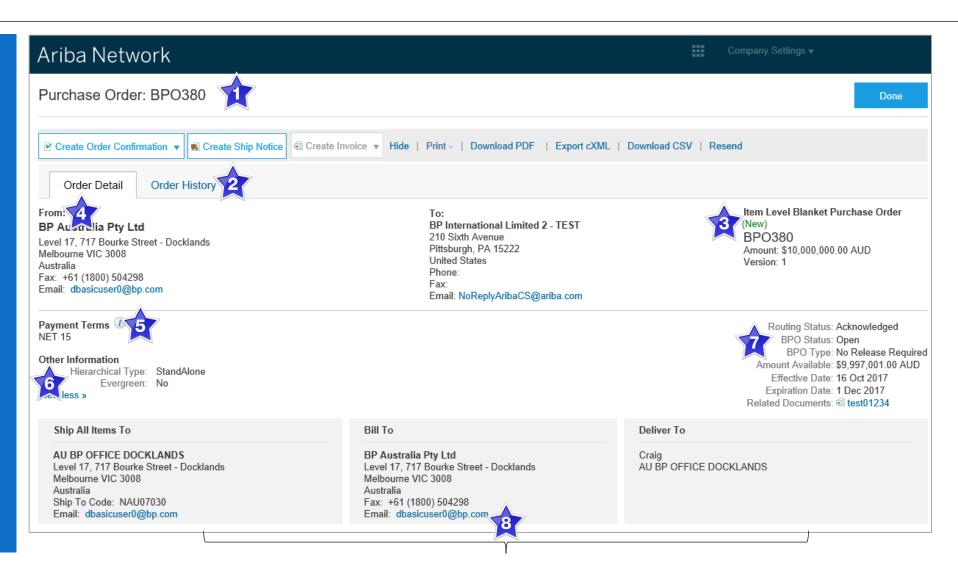
- 1. Click **Inbox** tab on the Dashboard.
- Screen displays: Orders and Releases
- 2. Click the **Order Number** to open the order.
- Screen displays the Blanket Purchase Order



#### View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- Purchase Order Number.
- 2) Order History.
- Purchase Order Status
   (Once an invoice is created the Order Status will say Partially Invoiced until the entire value of the BPO has been met).
- 4) BP Contact Information.
- 5) Payment Terms
- 6) Other Information
- 7) Supporting Information
- 8) Bill To, Ship To and Deliver To details.
- Scroll down to Line Items



#### View Purchase Order Details – Line Item Level

Show Item Details

Hide Item Details

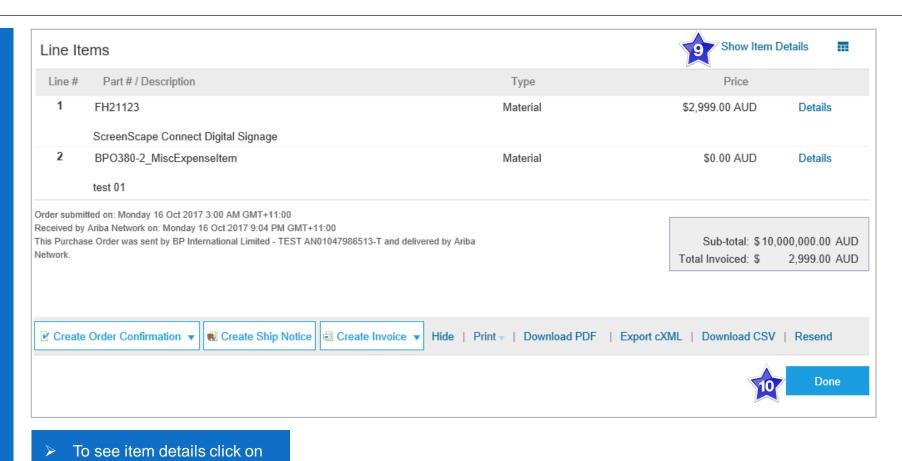
To Hide Item details click

- 9) Click **Details** to see further Line Level details.
- 10) 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

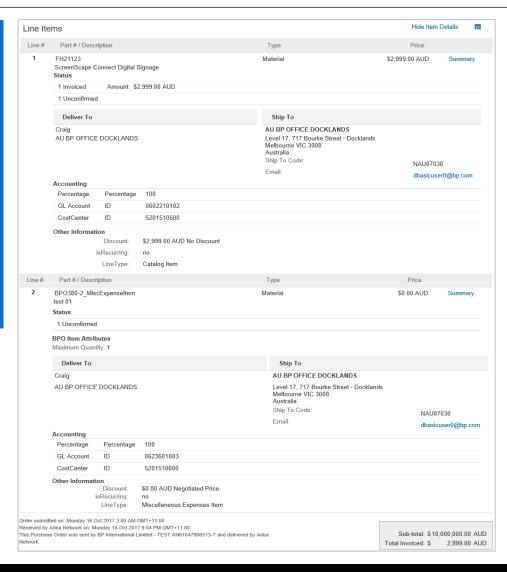


#### **View Purchase Order Details – Show Item Details**

#### **Show Item Details**

Detailed information for each Line Item will be displayed including:

- Tax Level
- Accounting information
- Other information including the name of the requestor
- Incoterms Information
- Click on Hide Item Details to close



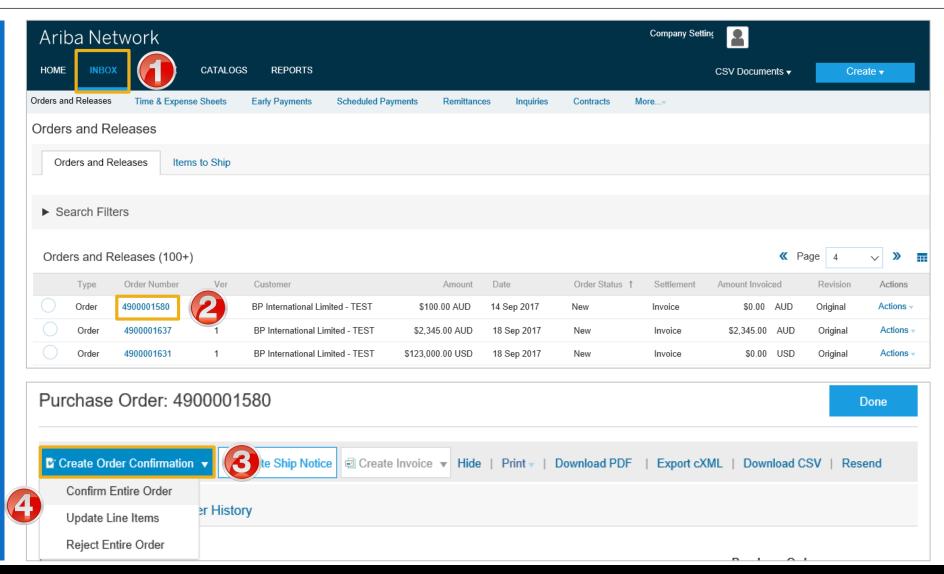


# **Order Confirmation**

- 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

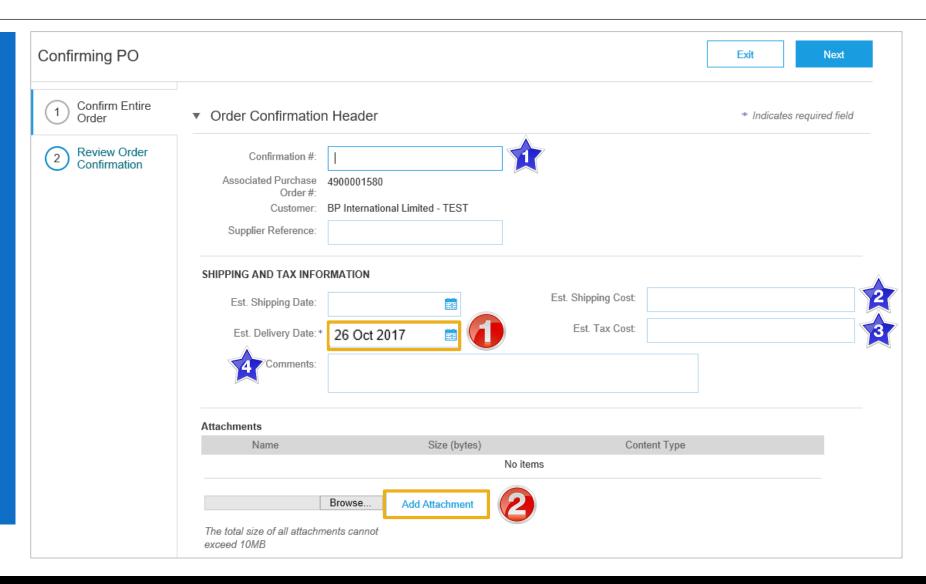
### **Begin the Order Confirmation**

- 1. Click **Inbox** tab on the Dashboard.
- Screen displays: Orders and Releases
- Click the Order Number to open the order.
- Screen displays the Purchase Order
- View the Purchase Order.
- 3. Click Create Order Confirmation.
- Drop down box displays available options:
  - Confirm Entire Order
  - Update Line Item (Do not use)
  - Reject Entire Order
- 4. Make the applicable selection
- > The Screen displays Create



#### Order Confirmation – Confirm Entire Order - Header Level

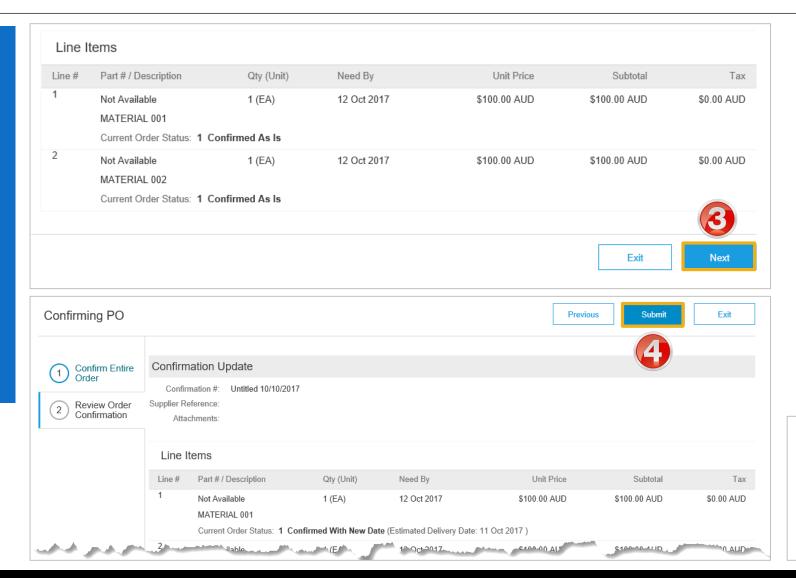
- 1. Enter Est. Delivery Date. 2. Add Attachment (if necessary). For Confirm Entire Order -Line Level, go to Slide 22 For **Reject Entire Order** go to Slide 24 **Note:** There are a number of
- other fields available:
  - 1) Confirmation Number the number you provide to BP from your ordering process
  - Add Shipping Cost where it is not already included within the trading terms you have with BP
  - If Shipping cost has been added, enter the cost of the shipping
  - Comments can be entered if necessary



#### Order Confirmation – Confirm Entire Order - Line Level

- Scroll down to Line items
- Check the information
- Click on Next
- Screen displays Review Order confirmation
- 4. Review and then click **Submit**
- Screen displays the purchase order

**Note:** The status of the purchase order changes to Confirmed



Purchase Order (Confirmed) 4900001902 Amount: \$2,640.00 AUD Version: 1

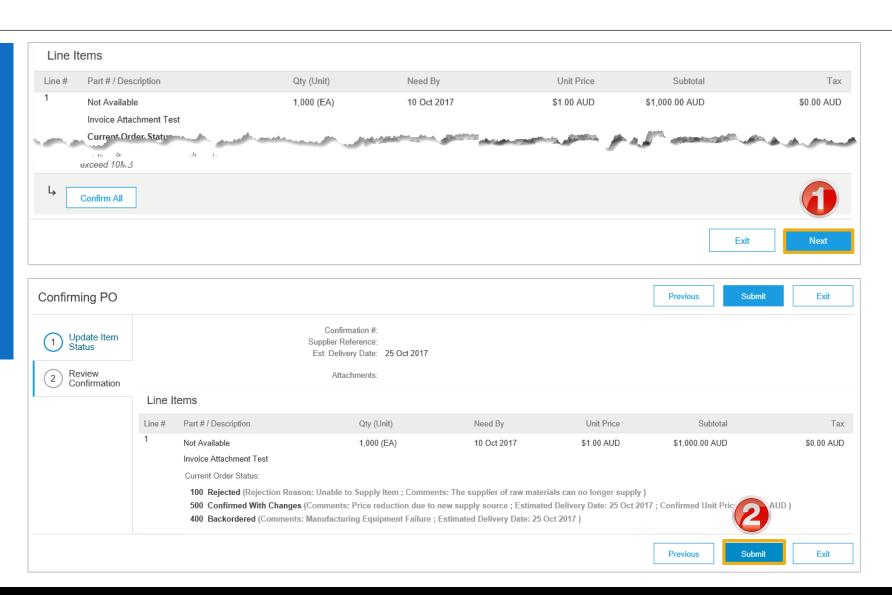
#### **Finalise the Order Confirmation**

### The screen is displaying the Order Confirmation

- 1. Click Next.
- Screen displays: Review Order Confirmation
- 2. Click Submit.
- Screen returns to the Purchase Order.
- Order Status has changed to Partially Confirmed

Purchase Order (Confirmed) 4900001981 Amount: \$1,000.00 AUD Version: 1

Purchase Order (Partially Confirmed) 4900001604 Amount: \$1,230.00 USD Version: 1



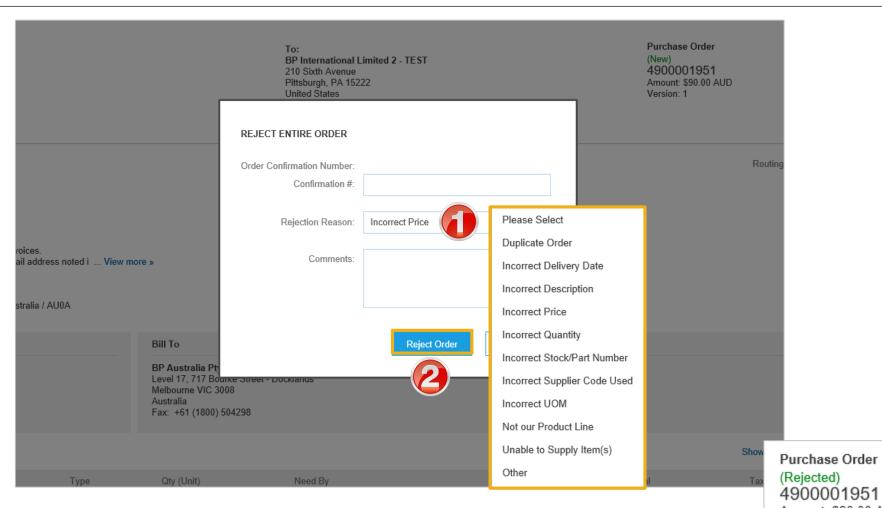
### **Order Confirmation – Reject Entire Order**

- Select the Rejection
   Reason from the drop down list
- 2. Click Reject Order
- Screen returns to the Purchase Order

**Note:** 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



Amount: \$90.00 AUD Version: 1



# Support

Support Type	Contact
Ariba Technical Helpdesk	<ol> <li>Click on the Help Centre – Support</li> <li>Select support option;</li> <li>Email SAP Ariba Customer Support</li> <li>Get help by Live Chat</li> <li>Get help by Phone</li> </ol>
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol> <li>On the Home screen</li> <li>Click on Company Settings</li> <li>Click on Customer Relationships</li> <li>Click on Supplier Information Portal</li> </ol>
Ariba Network Training Request	E: an.sellertraining.aus@sap.com