Ariba Network
Purchase Order & Material Order Guide

SAP Ariba

v3.0

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

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.

| | HOME | INBOX | OUTBOX | CATALOGS | REPORTS | | CSV Documents ▾ | Create ▾ |

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

Orders and Releases

Orders and Releases | Items to Ship

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

▶ Search Fil

Orders and Releases (100+)

Page 1 ⌄ »

	Type	Order Number ↓	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
(N) ○	Order	4900001916	1	BP International Limited - TEST	$900.00 AUD	7 Oct 2017	Confirmed	Invoice	$0.00 AUD	Original	Actions ▾
○	Order	4900001915	1	BP International Limited - TEST	$100.00 AUD	7 Oct 2017	New	Invoice	$0.00 AUD	Original	Actions ▾
○	Order	4900001910	1	BP International Limited - TEST	$100.00 AUD	7 Oct 2017	Invoiced	Invoice	$100.00 AUD	Original	Actions ▾
○	Order	4900001902	1	BP International Limited - TEST	$200.00 AUD	6 Oct 2017	New	Invoice	$0.00 AUD	Original	Actions ▾
○	Order	4900001901	1	BP International Limited - TEST	$200.00 AUD	5 Oct 2017	Confirmed	Invoice	$0.00 AUD	Original	Actions ▾
○	Order	4900001900	1	BP International Limited - TEST	$500.00 AUD	5 Oct 2017	Confirmed	Invoice	$0.00 AUD	Original	Actions ▾
○	Order	4900001899	1	BP International Limited - TEST	$500.00 AUD	5 Oct 2017	Confirmed	Invoice	$0.00 AUD	Original	Actions ▾

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

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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
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
HUR	Hour
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	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.**

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) 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

---

Purchase Order: 4900001882 ⭐1

[Done]

☑ Create Order Confirmation ▾ | 📧 Create Ship Notice | 📋 Create Invoice ▾ | Hide | Print ▾ | Export cXML | Download CSV |

⭐2

[Order Detail] Order History

From:
BP Australia Pty Ltd
GPO Box 4945
Melbourne VIC 3001
Australia
Fax: +61 (1800) 504298
⭐4

To:
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: NoReplyAribaCS@ariba.com

⭐3 **Purchase Order**
(New)
4900001882
Amount: $1.00 AUD
Version: 1

Payment Terms ⓘ
NET 0
Before 30th of the Next Month Due Net

Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body:INSTRUCTIONS TO VENDOR:
To ensure on-time payment:
1. Reference the Purchase Order No. on all corresponding invoices.
2. Send the invoice directly to the P.O Box, fax number or email address noted i ... View more »
⭐5

Other Information
　　　　CompanyCode:　AU0A
　　　Purchasing Unit Name:　Downstream / ASPAC / MSL / Australia / AU0A

Ship All Items To ⭐6

AU BP OFFICE DOCKLANDS
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Ship To Code: NAU07030
Email: Sangram.Mohanty@bp.com

Bill To ⭐7

BP Australia Pty Ltd
GPO Box 4945
Melbourne VIC 3001
Australia
Fax: +61 (1800) 504298

Deliver To ⭐8

Lovkesh
AU BP OFFICE DOCKLANDS

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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

Line Items   Show Item Details ▦

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	11 Oct 2017	$1.00 AUD	$1.00 AUD	$0.00 AUD	Details
	GR							

Order submitted on: Thursday 5 Oct 2017 1:32 AM GMT+11:00
Received by Ariba Network on: Thursday 5 Oct 2017 1:33 AM GMT+11:00
This Purchase Order was sent by BP International Limited - TEST AN01047986513-T and delivered by Ariba Network.

Sub-total: $ 1.00 AUD
Est. Total Tax: $ 0.00 AUD
Est. Grand Total: $ 1.00 AUD

☑ Create Order Confirmation ▾ | 🗐 Create Ship Notice | 🗐 Create Invoice ▾   Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Done

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 ▦

Line Items

Hide Item Details ▦

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	11 Oct 2017	$1.00 AUD	$1.00 AUD	$0.00 AUD	Summary

GR

Status

1 Unconfirmed

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
GST	0.00	$1.00 AUD	$0.00 AUD		Goods and Services Tax	

Accounting

Percentage	Percentage	100
GL Account	ID	0615100102
Cost Center	ID	8015000006

Other Information

Req. Line No.: 1

Requester: P2PTestUser8

PR No.: PR31958

Incoterms Information

Incoterm Code: ( )

Order submitted on: Thursday 5 Oct 2017 1:32 AM GMT+11:00
Received by Ariba Network on: Thursday 5 Oct 2017 1:33 AM GMT+11:00
This Purchase Order was sent by BP International Limited - TEST AN01047986513-T and delivered by Ariba Network.

Sub-total: $1.00 AUD
Est. Total Tax: $0.00 AUD
Est. Grand Total: $1.00 AUD

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

Purchase Order: 4900001902   Done

| Order Detail | Order History |

Purchase Order: 4900001902   From Customer: BP International Limited - TEST
Order Status: Confirmed   Routing Status: Acknowledged
Submitted On: 6 Oct 2017 1:20:55 AM GMT+11:00

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128562063	6 Oct 2017 1:21:04 AM
	Email order was sent to sangram.mohanty@bp.com.	ANPODispatcher-128558027	6 Oct 2017 1:22:00 AM
Sent	Email order was sent to sangram.mohanty@bp.com.	OrderDispatcher - Email	6 Oct 2017 1:22:01 AM
Confirmed	Untitled 10/10/2017	Sangram Mohanty	10 Oct 2017 3:06:42 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	Not Available MATERIAL 001	1 (EA)	12 Oct 2017	$100.00 AUD	$100.00 AUD	$0.00 AUD

Status

1 Confirmed With New Date	(Estimated Delivery Date: 11 Oct 2017)			

| 2 | Not Available MATERIAL 002 | 1 (EA) | 12 Oct 2017 | $100.00 AUD | $100.00 AUD | $0.00 AUD |

Status

1 Confirmed With New Date	(Estimated Delivery Date: 11 Oct 2017)			

Sub-total: $200.00 AUD
Est. Total Tax: $ 0.00 AUD
Est. Grand Total: $200.00 AUD

Done

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

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View Purchase Order Details – Header Level

The Purchase Order Header displays the:

1) Purchase Order Number.

2) **Order History.**

3) 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

Ariba Network

Company Settings ▼

Purchase Order: BPO380 **1**

Done

☑ Create Order Confirmation ▼ | 📇 Create Ship Notice **2** | 🖼 Create Invoice ▼ | Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History **2**

From: **4**
BP Australia Pty Ltd
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Fax: +61 (1800) 504298
Email: dbasicuser0@bp.com

To:
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: NoReplyAribaCS@ariba.com

3 Item Level Blanket Purchase Order
(New)
BPO380
Amount: $10,000,000.00 AUD
Version: 1

Payment Terms ⓘ **5**
NET 15

Other Information
　Hierarchical Type:　StandAlone
　　　Evergreen:　No
less » **6**

7 Routing Status: Acknowledged
BPO Status: Open
BPO Type: No Release Required
Amount Available: $9,997,001.00 AUD
Effective Date: 16 Oct 2017
Expiration Date: 1 Dec 2017
Related Documents: 📄 test01234

Ship All Items To

AU BP OFFICE DOCKLANDS
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Ship To Code: NAU07030
Email: dbasicuser0@bp.com

Bill To

BP Australia Pty Ltd
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Fax: +61 (1800) 504298
Email: dbasicuser0@bp.com **8**

Deliver To

Craig
AU BP OFFICE DOCKLANDS

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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 – 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

Line Items   Hide Item Details

Line #	Part # / Description	Type	Price	
1	FH21123	Material	$2,999.00 AUD	Summary
	ScreenScape Connect Digital Signage			

Status

1 Invoiced	Amount: $2,999.00 AUD	
1 Unconfirmed		

Deliver To	Ship To
Craig	**AU BP OFFICE DOCKLANDS**
AU BP OFFICE DOCKLANDS	Level 17, 717 Bourke Street - Docklands
	Melbourne VIC 3008
	Australia
	Ship To Code: NAU07030
	Email: dbasicuser0@bp.com

Accounting

Percentage	Percentage	100
GL Account	ID	0602210102
CostCenter	ID	5201510600

Other Information

Discount:	$2,999.00 AUD No Discount
isRecurring:	no
LineType:	Catalog Item

Line #	Part # / Description	Type	Price	
2	BPO380-2_MiscExpenseItem	Material	$0.00 AUD	Summary
	test 01			

Status

1 Unconfirmed

BPO Item Attributes
Maximum Quantity: 1

Deliver To	Ship To
Craig	**AU BP OFFICE DOCKLANDS**
AU BP OFFICE DOCKLANDS	Level 17, 717 Bourke Street - Docklands
	Melbourne VIC 3008
	Australia
	Ship To Code: NAU07030
	Email: dbasicuser0@bp.com

Accounting

Percentage	Percentage	100
GL Account	ID	0623601003
CostCenter	ID	5201510600

Other Information

Discount:	$0.00 AUD Negotiated Price
isRecurring:	no
LineType:	Miscellaneous Expenses Item

Order submitted on: Monday 16 Oct 2017 3:00 AM GMT+11:00
Received by Ariba Network on: Monday 16 Oct 2017 9:04 PM GMT+11:00
This Purchase Order was sent by BP International Limited - TEST AN01047986513-T and delivered by Ariba Network.

Sub-total:	$ 10,000,000.00 AUD
Total Invoiced:	$ 2,999.00 AUD

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 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**

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

2) Add Shipping Cost where it is not already included within the trading terms you have with BP

3) If Shipping cost has been added, enter the cost of the shipping

4) Comments can be entered if necessary

Order Confirmation – Confirm Entire Order - Line Level

- ➢ Scroll down to **Line items**
- ➢ Check the information
- 3. 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

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available MATERIAL 001 Current Order Status: **1 Confirmed As Is**	1 (EA)	12 Oct 2017	$100.00 AUD	$100.00 AUD	$0.00 AUD
2	Not Available MATERIAL 002 Current Order Status: **1 Confirmed As Is**	1 (EA)	12 Oct 2017	$100.00 AUD	$100.00 AUD	$0.00 AUD

③

Exit   Next

Confirming PO   Previous   Submit   Exit

④

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #:   Untitled 10/10/2017
Supplier Reference:
Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available MATERIAL 001 Current Order Status: **1 Confirmed With New Date** (Estimated Delivery Date: 11 Oct 2017)	1 (EA)	12 Oct 2017	$100.00 AUD	$100.00 AUD	$0.00 AUD

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

N

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) N
4900001981
Amount: $1,000.00 AUD
Version: 1

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

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	1,000 (EA)	10 Oct 2017	$1.00 AUD	$1,000.00 AUD	$0.00 AUD
	Invoice Attachment Test					
	Current Order Status					

exceed 10M.3

↳ Confirm All

(1)

Exit   **Next**

Confirming PO

Previous   **Submit**   Exit

1 Update Item Status

2 Review Confirmation

Confirmation #:
Supplier Reference:
Est. Delivery Date: 25 Oct 2017

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	1,000 (EA)	10 Oct 2017	$1.00 AUD	$1,000.00 AUD	$0.00 AUD
	Invoice Attachment Test					
	Current Order Status:					

100 **Rejected** (Rejection Reason: Unable to Supply Item ; Comments: The supplier of raw materials can no longer supply)
500 **Confirmed With Changes** (Comments: Price reduction due to new supply source ; Estimated Delivery Date: 25 Oct 2017 ; Confirmed Unit Pric   AUD)
400 **Backordered** (Comments: Manufacturing Equipment Failure ; Estimated Delivery Date: 25 Oct 2017)

(2)

Previous   **Submit**   Exit

Order Confirmation – Reject Entire Order

1. 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

Support

Support Type	Contact

Ariba Technical Helpdesk	1. Click on the **Help Centre – Support**
	2. 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