

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

HOME INBOX OUTBOX CATALOGS REPORTS

CSV Documents Create

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

Orders and Releases

Orders and Releases Items to Ship

Search

Orders and Releases (100+)

Page 2

Type	Order Number	Ver	Customer	Ship To Address	Collaboration Request	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	APO246	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom		\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO1031	1	Nufarm Limited - TEST	NUFARM KWINANA KWINANA, WA Australia		\$110.00 AUD	29 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO1026	1	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VIC Australia		\$400.00 AUD	28 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO1033	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom		\$40.00 AUD	28 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order			Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom		\$200.00 AUD	27 Aug 2017		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 **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 provides to the buyer.
- 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) Payment Terms
 - 5) Comments
 - 6) Other Information
 - 7) Ship All Items To details
 - 8) Bill To details
 - 9) Deliver To details
- Scroll down to Line Items

Purchase Order: PO1026 Done

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

Order Detail | Order History



From:
NUFARM LAVERTON
 103-105 PIPE RD
 LAVERTON NORTH VIC 3026
 Australia

To:
 Test_AN_Mercer - TEST
 Somewhere
 In Melbourne 2020
 Australia
 Phone: +61 () 12344566
 Fax:
 Email: daniel.boehm@au.ey.com

Purchase Order
 (New)
PO1026
 Amount: \$400.00 AUD
 Version: 1

Payment Terms (i) NET 20 Routing Status: Sent

Comments
 Comment Type: Terms and Conditions
 Body: 1. Interpretation and Definitions
 1.1 In these Conditions the following definitions shall have the following meanings unless the context requires otherwise "AGREEMENT" means in relation to the supply ... [View more >](#)

Other Information
 Company Number: 80004377780
 10. Insurance
 10.1 The Seller undertakes to, on or prior to the commencement date of the Agreement, take out and maintain until completion of the Agreement and any additional period stated, the following policies at its own expense:
 a) Workers' Compensation or any like insurance [as required by law] (including occupational disease where required by Law) and employer's indemnity insurance, of not less than twenty \$20 million, which complies with the relevant Laws in the State or Territory where the Work is being performed covering all Claims and liabilities under any statute and at common Law (where applicable) for the death of or injury to:
 i. any person employed by the Seller or any of its sub-contractors in connection with the Agreement;
 ii. any person who is a worker of the Seller or any of its sub-contractors in connection with the Agreement and who may be deemed under statute to be a worker of the Buyer; and
 iii. any director of a private company who performs any work or service under the Agreement.
 b) personal accident and disability insurance to an amount not less than \$2 million each occurrence, unless the Seller does not personally carry out any part of the obligations under the Agreement at the Delivery Address or any other premises of the Buyer
 c) professional indemnity insurance of not less than two \$10 million for each occurrence, and in the aggregate for all claims arising in the same insurance period, covering any professional services provided by the Seller under the Agreement, such policy to continue post the expiration and termination of the Agreement for a period of not less than six (6) years.
 d) any other insurance reasonably required by the Buyer.
 10.2 The Seller must ensure that the interests of the Buyer under this Agreement are duly noted in the insurance policies set out in Clause 10.1.
 10.3 The Seller must, on or prior to the commencement date of the Agreement and otherwise when requested by the Buyer to do so, promptly satisfy the Buyer and provide evidence that the insurances referred to in Clause 10.1 are current and will not be materially changed or cancelled without at least thirty (30) days prior written notice to the Buyer.

Ship All Items To

NUFARM LAVERTON
 103-105 PIPE RD
 LAVERTON NORTH VIC 3026
 Australia
 Ship To Code: 3001
 Email: Kathy.Perkovic@nufarm.com

Bill To

NUFARM LAVERTON
 103-105 PIPE RD
 LAVERTON NORTH VIC 3026
 Australia

Deliver To

Kathy Perkovic
 NUFARM LAVERTON

View Purchase Order – Line Item Level


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


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 – 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 


[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: APO253

Done

Order Detail

Order History

Purchase Order: APO253
Order Status: New
Submitted On: 1 Sep 2017 10:45:01 PM GMT+10:00

From Customer: Nufarm Limited - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128558079	1 Sep 2017 10:45:12 PM
	Email order was sent to daniel.boehm@au.ey.com.	ANPODispatcher-128579032	1 Sep 2017 10:45:57 PM
Sent	Email order was sent to daniel.boehm@au.ey.com.	OrderDispatcher - Email	1 Sep 2017 10:45:57 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Price	Subtotal
1	2772882 Wireless keyboard	20 (EA)	\$40.00 AUD	\$800.00 AUD
Status				
20 Unconfirmed				

Sub-total: \$ 800.00 AUD

Done



Blanket Purchase Order

Types of Orders

1. The BPO – Non-Legal suppliers ONLY

- 1) A BPO is a 'contract' set up in Ariba which manages the expenditure and payments of contracted goods and services between Nufarm and the supplier. BPO's are typically used 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 (i.e. monthly).
- 2) **No Release Required** - A new Purchase Order is not required prior to invoicing as the BPO is the purchase order and its reference number should be used for deliveries and invoicing.

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: Purchase Order
 - View the Purchase Order

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Orders and Releases

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Search Filters


Orders and Releases (100+) Page 1 [»](#)

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Actions	
<input type="radio"/>	Order	APO244	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
<input type="radio"/>	Order	APO245	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
<input type="radio"/>	Order	BPO110	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$1,000,000.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
<input type="radio"/>	Order	APO253	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$800.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
<input type="radio"/>	Order	APO254	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
<input type="radio"/>	Order	APO263	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$800.00 AUD	4 Sep 2017	New	Invoice	\$0.00 AUD	Actions


View BPO 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) **Contact Information.**
 - 5) **Terms and Conditions.**
 - 6) **Ship To** details.
 - 7) **Bill To** details.
 - 8) Click **Details** to see further Line Level details.
 - 9) Release Indicator
- Scroll down to **Line Items**


Purchase Order: BPO110  Done



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

Order Detail **Order History** 

  **From:**
NUFARM RAYMOND RD
17 RAYMOND RD
LAVERTON NORTH VIC 3026
Australia
Email: Anderson.Ngan@au.ey.com


To:
Test_AN_Mercer - TEST
Somewhere
In Melbourne 2020
Australia
Phone: +61 () 12344566
Fax:
Email: daniel.boehm@au.ey.com


 **Item Level Blanket Purchase Order**
(New)
BPO110
Amount: \$1,000,000.00 AUD
Version: 1


Payment Terms  
NET 14

Other Information
[View more »](#)

Routing Status: Sent
BPO Status: Open
BPO Type: No Release Required
Amount Available: \$1,000,000.00 AUD
Effective Date: 26 Jul 2017
Expiration Date: 8 Sep 2018

Ship All Items To 
NUFARM RAYMOND RD
17 RAYMOND RD
LAVERTON NORTH VIC 3026
Australia
Ship To Code: 3211
Email: Anderson.Ngan@au.ey.com

Bill To 
NUFARM RAYMOND RD
17 RAYMOND RD
LAVERTON NORTH VIC 3026
Australia
Email: Anderson.Ngan@au.ey.com

Deliver To 
Anderson Ngan
NUFARM RAYMOND RD

View BPO Details – Line Item Level

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

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 ★9 Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1	2	Material	1 (EA)	15 Feb 2017	\$120.00 AUD	\$120.00 AUD	Details

Enter a description for this item.

Order submitted on: Wednesday 15 Feb 2017 4:00 PM GMT+11:00
Received by Ariba Network on: Wednesday 15 Feb 2017 4:00 PM GMT+11:00
This Purchase Order was sent by Broadspectrum Limited - TEST AN01044111254-T and delivered by Ariba Network.

Sub-total: \$ 120.00 AUD

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

★10 [Done](#)

➤ To see item details click on

Show Item Details

➤ To Hide Item details click

Hide Item Details



Order Confirmation

- The Order Confirmation is an ***optional*** document for transacting with Nufarm
- 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
 - View the Purchase Order.
3. Click **Create Order Confirmation**.
 - Drop down box displays available options:
 - **Confirm Entire Order**
 - **Update Line Item**
 - **Reject Entire Order**
4. **Select appropriate option.**
 - Screen displays **Order Confirmation**

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Orders and Releases Items to Ship

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Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Actions
Order	APO244	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
Order	APO245	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
Order	APO246	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions

Purchase Order: APO245 Done

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

Confirm Entire Order
Update Line Items
Reject Entire Order

Nufarm

From:
Wyke Manufacturing Site EAM
Wyke Lane
Wyke
Bradford

To:
Test_AN_Mercer - TEST
Somewhere
In Melbourne 2020
Australia

Purchase Order
(New)
APO245
Amount: \$200.00 AUD
Version: 1

Order Confirmation – Header Level

Note: Order Confirmation is Optional

1. Enter a **Confirmation #.** (if necessary)
 2. Enter **Est. Delivery Date.** (if necessary)
- Scroll down to Line Items
 - Go to **Slide 17** for **Confirm Entire Order**
 - Go to **Slide 18** for **Order Confirmation – Update Line Items & Price Update**
 - Go to **Slide 19** for **Order Confirmation – Backorder**
 - Go to **Slide 20** for **Order Confirmation for Reject a line item**
 - Go to **Slide 22** for **Reject Entire Order**

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field


Confirmation #: **1**


Associated Purchase Order #: APO245

Customer: Nufarm Limited - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:  Est. Shipping Cost:

Est. Delivery Date:  **2** Est. Tax Cost:

Comments:

Order Confirmation – Confirm Entire Order

➤ Review the Line Items

1. Click **Next**

➤ Screen displays **Confirming PO**

2. Click **Submit**

Note: The Status of the Purchase Order is shown

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772276 Reference & background check	1	\$200.00 AUD	\$200.00 AUD

Current Order Status: **1 Confirmed As Is**

1

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

2

Confirmation Update

Confirmation #: Untitled 10/23/2017
Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772276 Reference & background check	1	\$200.00 AUD	\$200.00 AUD

Current Order Status: **1 Confirmed As Is**

Purchase Order
(Confirmed)
APO245
Amount: \$200.00 AUD
Version: 1

N

Order Confirmation – Update Line Items & Price Update

➤ Review the Line Items

1. Enter Qty to Confirm

➤ Do you need to advise a Unit Price Update?

➤ Yes

- 1) Click on **Details**
- 2) Update the **Unit Price**
- 3) Enter a **Comment**
- 4) Click on **OK**
- 5) Information is shown
- 6) Contact the Requestor at Nufarm

➤ No go to Step 2

2. Click Next

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772276 Reference & background check	1	\$200.00 AUD	\$200.00 AUD

Current Order Status

1 Confirmed As Is

Confirm: **1** Backorder: Reject: [Details](#) ⓘ

[Confirm All](#)

[Exit](#) [Next](#)

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772882 Wireless keyboard	5 (EA)	\$40.00 AUD	\$200.00 AUD

Current Order Status

5 Confirmed With Changes (Comments: Price Reduction ; Confirmed Unit Price: \$35.00 AUD) **1**

Confirm: Backorder: Reject: [Details](#) ⓘ

[Confirm All](#)

[Exit](#) [Next](#)

2

Part # / Description	Qty	Unit
2772882 Wireless keyboard	5	EA

New Order Status: 5 Confirmed

Est. Shipping Date:

Est. Delivery Date:

2 Unit Price:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: TTSIBM412CID
Manufacturer Name: Intellidata

Supplier Batch ID:

3 Comments:

Description:

Subtotal: ⓘ \$200.00 AUD

4 [OK](#) [Cancel](#)

Order Confirmation – Backorder

➤ Review the Line Items

1. Enter **Qty to Confirm** (if required)

2. Enter the **Qty to Backorder**

Note: The total quantity *must not* exceed the total for the item on the Purchase Order

➤ Did you enter a quantity into Backorder

➤ Yes

- 1) Click on **Details**
- 2) Enter the **Est Delivery Date**
- 3) Enter a **Comment**
- 4) Click on **OK**
- 5) Information is shown
- 6) Contact the Requestor at Nufarm

➤ **No** go to **Step 3**

3. Click **Next**

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772882 Wireless keyboard	5 (EA)	\$40.00 AUD	\$200.00 AUD

Current Order Status

5 Confirmed As Is

Confirm: Backorder: Reject: [Details](#) ⓘ

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772882 Wireless keyboard	5 (EA)	\$40.00 AUD	\$200.00 AUD

Current Order Status

2 Confirmed As Is

3 Backordered (Comments: OOS at Manufacturer)

Confirm: Backorder: Reject: [Details](#) ⓘ

Part # / Description	Qty	Unit
2772882 Wireless keyboard	5	EA

New Order Status: **3 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

New Order Status: **2 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Subtotal: ⓘ

Order Confirmation – Reject a Line Item

➤ Review the Line Items

1. Enter **Qty to Confirm** (if required)
2. Enter the **Qty to Reject**

Note: The total quantity *must not* exceed the total for the item on the Purchase Order

➤ Did you enter a quantity into Reject

- **Yes**
- 1) Enter a **Comment**
 - 2) Click on **OK**
 - 3) Information is shown
 - 4) Contact the Requestor at Nufarm

➤ **No** go to **Step 3**

3. Click **Next**

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772882 Wireless keyboard	5 (EA) N	\$40.00 AUD	\$200.00 AUD

Current Order Status

5 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

↳ [Confirm All](#) **1** **2**

[Exit](#) [Next](#)

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772882 Wireless keyboard	5 (EA)	\$40.00 AUD	\$200.00 AUD

Current Order Status

3 Rejected (Comments: Long Term OOS No longer selling Product)

2 Confirmed As Is

Confirm: Backorder: Reject: [Details](#) ⓘ **1**

↳ [Confirm All](#) **3**

[Exit](#) [Next](#)

Part # / Description	Qty	Unit
2772882 Wireless keyboard	5	EA

New Order Status: **3 Rejected** **2**

Comments: **Long Term OOS No longer selling Product**

New Order Status: **2 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Subtotal: ⓘ **3**

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

Order Confirmation – Reject Entire Order

1. Enter **Confirmation #** (if required)

2. Enter **Comments** for the rejection.

3. 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

EAM

To:
Test_AN_Mercer - TEST
Somewhere
In Melbourne 2020
Australia

Purchase Order
(New)
APO270
Amount: \$200.00 AUD
Version: 1

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Comments: We do not provide this product or service

... View more »

Finalising Order Confirmation

➤ Screen displays **Confirming Orders**

➤ Review the information


1. Click **Submit**.

➤ Screen returns to the Purchase Order.

Note: Order Status has changed to **Partially Confirmed** or **Confirmed**, depending on whether the Order Confirmation is for all items on the purchase order or whether only some of the items.

Confirming PO

Previous
Submit
Exit



Confirmation #: Untitled 10/23/2017
Supplier Reference:

1 Update Item Status


2 Review Confirmation


Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772882 Wireless keyboard	20 (EA)	\$40.00 AUD	\$800.00 AUD

Current Order Status:
15 Confirmed As Is
5 Backordered

Previous
Submit
Exit

Purchase Order 
(Partially Confirmed)
APO263
 Amount: \$800.00 AUD
 Version: 1

Purchase Order 
(Confirmed)
APO245
 Amount: \$200.00 AUD
 Version: 1



Ship Notice

- The Ship Notice is the delivery information and is sent to Nufarm to advise them of the ship date for the materials.
- The Ship Notice is an ***optional*** document for transacting with Nufarm
- 2 methods for creating a Ship Notice
 1. Full Ship Notice
 2. Partial Ship Notice

Begin Full 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
 - View the Purchase Order.
3. Click **Create Ship Notice**.
 - Screen displays: Ship Notice

The screenshot shows the SAP Ariba interface. At the top, the 'INBOX' tab is highlighted with a red circle containing the number '1'. Below the navigation bar, the 'Orders and Releases' section is active, with 'Items to Ship' selected. A table lists three orders, with the second order, 'APO245', highlighted by a yellow box and a red circle containing the number '2'. Below the table, the 'Purchase Order: APO245' details are shown. In the action bar, the 'Create Ship Notice' button is highlighted with a yellow box. Below this, the 'Order History' tab is selected, with a red circle containing the number '3'. The order details section shows the Nufarm logo, the sender 'Wyke Manufacturing Site EAM', and the recipient 'Test_AN_Mercer - TEST'. The purchase order status is '(Confirmed)' and the amount is '\$200.00 AUD'.

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Actions
Order	APO244	1	Nufarm Limited -	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
Order	APO245	1	Nufarm Limited -	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	Confirmed	Invoice	\$0.00 AUD	Actions
Order	APO246	1	Nufarm Limited -	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions

Purchase Order: APO245

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

Order Detail | **Order History**

From:
Wyke Manufacturing Site EAM
Wyke Lane
Wyke
Bradford

To:
Test_AN_Mercer - TEST
Somewhere
In Melbourne 2020
Australia
Phone: +61 (0) 12344566

Purchase Order (Confirmed)
APO245
Amount: \$200.00 AUD
Version: 1

Ship Notice Header Level

1. Click **Packing Slip ID***

➤ Scroll down to Order Items

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

Create Ship Notice

[Save](#) [Exit](#) [Next](#)

** Indicates required field*

SHIP FROM	DELIVER TO
Test_AN_Mercer - TEST Update Address	Wyke Manufacturing Site EAM Update Address
In Melbourne Australia	Bradford United Kingdom

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID:* INV12345-77 1	Carrier Name: <input type="text"/>
Invoice #: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: Select <input type="text"/>	
Actual Shipping Date: <input type="text"/> 4	2
Actual Delivery Date: <input type="text"/>	
Gross Volume: <input type="text"/>	Unit: <input type="text"/>
Gross Weight: <input type="text"/>	Unit: <input type="text"/>

▶ Additional Fields

Ship Notice Line Level

1. Enter the **Ship Qty**

2. Click **Next**

➤ Screen displays Create Ship Notice

3. Click **Submit**

➤ Screen displays the Purchase Order

Note: Status of **Shipped** or **Partially Shipped** will be displayed

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
APO245	1	2772276		1	HUR			\$200.00 AUD	\$200.00 AUD	Remove

Reference & background check

Shipment Status

Total Item Due Quantity: 1 HUR

Confirmation Status

Total Confirmed Quantity: 1 HUR Total Backordered Quantity: 0 HUR

Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Ship Notice Line](#)


Other Information

Manufacturer Part ID: IDG076458722
Manufacturer Name: HAYS

[Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

Purchase Order
(Shipped)
APO245
Amount: \$200.00 AUD
Version: 1



Create Ship Notice


[Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document.

SHIP FROM Test_AN_Mercer - TEST	DELIVER TO Wyke Manufacturing Site EAM
---	--

[Save](#) [Exit](#) [Next](#)

Purchase Order
(Partially Shipped)
C82-R7
Amount: \$300.00 AUD
Version: 1





Changed Purchase Order

A changed purchase order may be sent by Nufarm when:

- A price change has been accepted
- The order was rejected because the wrong information was sent
- The purchase had too many errors for the Supplier to effectively correct

Note: Any field with an * is a mandatory field and a value is required to be entered

Inbox – Change Orders General Information

Change orders can only be sent prior to Supplier shipment and is dependent on the supplier accepting the change order. A Change order is an Order that has been changed and sent back to the Buyer for review. Where the Buyer accepts the change a Change Order will appear in the Inbox and the previous order will be obsolete. The Purchase Order number will not change.

Ariba Collaborative Supply Chain

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS

Company Settings Company Profile CSV Documents Create

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

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Amount	Date ↓	Order Status	Amount Invoiced	Actions
Order	4501473436	\$100.00 AUD	22 Feb 2017	Invoiced	\$100.00 AUD	Actions
Order	6000036383	\$0.00 AUD	2 Feb 2017	Invoiced	\$0.00 AUD	Actions
Order	4501473327	\$300.00 AUD	2 Feb 2017	Changed	\$0.00 AUD	Actions
Order	4501473328	\$120.00 AUD	2 Feb 2017	Shipped	\$0.00 AUD	Actions
Order	4501473327	\$120.00 AUD	2 Feb 2017	Obsoleted	\$0.00 AUD	Actions
Order	4501473326	\$20.00 AUD	2 Feb 2017	Shipped	\$0.00 AUD	Actions
Order	4501473324	\$85.00 AUD	1 Feb 2017	Invoiced	\$85.00 AUD	Actions
Order	4501473323	\$85.00 AUD	1 Feb 2017	Invoiced	\$85.00 AUD	Actions
Order	4501473322	\$25.00 AUD	1 Feb 2017	Shipped	\$0.00 AUD	Actions


Identifying the changes on a Change Order-Header Level

- 1) Purchase Order status is displayed as **(Changed)**
 - 2) The new **Amount** is displayed
 - 3) The new version number is displayed and the previous version(s) are available for selection
- Scroll down to line items to identify the changed item(s) with brown lettering
 - Information shown in brown indicates a change has been made

Purchase Order: APO271 Done

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

[Order Detail](#) [Order History](#)

	From: Wyke Manufacturing Site EAM Wyke Lane Wyke Bradford BD12 9EJ United Kingdom	To: Test_AN_Mercer - TEST Somewhere In Melbourne 2020 Australia Phone: +61 () 12344566 Fax: Email: daniel.boehm@au.ey.com	Purchase Order (→ Changed) APO271 Amount: \$100.00 AUD Amount: \$200.00 AUD Version: 2 (Previous Version)
---	---	--	--

Payment Terms ⓘ
NET 14 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body:ARTICLE 1 - PREAMBLE: The active ingredients, finished products, packaging, raw materials or services order (hereafter the "Products" or the "Service(s)") made by NUFARM UK Ltd. located W ... [View more](#) »

Other Information
Company Number: 0288-2993
PurchasingUnit: 82
Purchasing Unit Name: PU 82 Nufarm UK Limited-OU
ARTICLE 16 - PRICES, INVOICING AND PAYMENT:

Prices

The prices shown in the order are firm and non-revisable. These prices include all of the costs borne by the Supplier in t borne by the Supplier in the framework of the order.

Identifying the changes on a Change Order-Line Level

- 1) All items that have a change made to it will be shown in brown under **Change**
- 2) Line Item with a **Edited** or **Deleted** change
- 3) Changed items will have a line through the original information
- 4) Line Item with a **Edited**
- 5) The new **Amount** is displayed
- 6) Sub-total reflects the new amount

Line Items
Hide Item Details

Line #	Change	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	→ Edited	2772276	Material Amount-Based Line	1	\$100.00 AUD	\$100.00 AUD	Summary
					\$200.00 AUD		

Reference & background check

Status

1 Unconfirmed

Other Information

Amount Based Receiving: Yes

Req. Line No.: 1

Requester: Venkata Tholeti

PR No.: PR3168-V2

Auxiliary Part ID:

Manufacturer Part ID: IDG076458722

Manufacturer Name: HAYS

Order submitted on: Tuesday 5 Sep 2017 1:50 AM GMT+10:00

Received by Ariba Network on: Tuesday 5 Sep 2017 1:50 AM GMT+10:00

This Purchase Order was sent by Nufarm Limited - TEST AN01052089903-T and delivered by Ariba Network.

Sub-total: -\$ 200.00 -AUD

Sub-total: \$100.00 AUD

Create Order Confirmation
 Create Ship Notice
 Create Invoice

Hide Changes
Hide
Print
Download PDF
Export cXML
Download CSV
Resend

Done



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">1. Click on the Help Centre – Support2. Click Start next to ‘I need help with...’3. 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