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.

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.

Ariba Network

HOME   **INBOX**   OUTBOX   CATALOGS   REPORTS

Company Settings ▾

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

▶ Se

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

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	A__3	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom		$40.00 AUD	28 Aug 2017	New	Invoice	$0.00	AUD	Original	Actions ▾
○				Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom		$200.00 AUD	27 Aug 2017		Invoice	$0.00	AUD	Original	ns ▾

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

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							**9**

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

10

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 ▦

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: 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	20 (EA)	$40.00 AUD	$800.00 AUD
	Wireless keyboard			
	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

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 ①

Done

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

②

| Order Detail | Order History ② |

④ 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

③ Item Level Blanket Purchase Order
(New)
BPO110
Amount: $1,000,000.00 AUD
Version: 1

Payment Terms ⓘ
NET 14 ⑤

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 ⑥

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

Bill To ⑦

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

Deliver To ⑧

Anderson Ngan
NUFARM RAYMOND RD

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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

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

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**

Order Confirmation – Header Level

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	1	$200.00 AUD	$200.00 AUD
	Reference & background check			
	Current Order Status: **1 Confirmed As Is**			

Exit   Next   ①

Confirming PO

Previous   Submit   Exit   ②

	Confirmation Update
① Confirm Entire Order	
② Review Order Confirmation	Confirmation #: Untitled 10/23/2017

Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772276	1	$200.00 AUD	$200.00 AUD
	Reference & background check			
	Current Order Status: **1 Confirmed As Is**			

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

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 Request**or** at **Nufarm**

- ➢ **No** go to Step 2

2. Click **Next**

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	2772276	1	$200.00 AUD	$200.00 AUD
	Reference & background check			
	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	5 (EA)	$40.00 AUD	$200.00 AUD
	Wireless keyboard			
	Current Order Status			

⦿ 5 Confirmed With Changes (Comments: Price Reduction ; Confirmed Unit Price: $35.00 AUD)

Confirm: ⬜ Backorder: ⬜ Reject: ⬜ **Details** ⓘ

↳ Confirm All

Exit **Next**

②

Part # / Description	Qty	Unit
2772882	**5**	**EA**
Wireless keyboard		

New Order Status: **5 Confirmed**

Est. Shipping Date: 🗓

Est. Delivery Date: 🗓

② Unit Price: $35.00 AUD

Supplier Part: 2772882

Auxiliary Part ID:

Manufacturer Part ID: TTSIBM412CID

Manufacturer Name: Intellidata

Supplier Batch ID:

③ Comments: Price Reduction

Description: Wireless keyboard

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 Request**or** at Nufarm

➤ **No** go to **Step 3**

3. Click **Next**

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 Request**or** at Nufarm

➢ **No** go to **Step 3**

3. Click **Next**

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

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

1

① Update Item Status

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

② Review Confirmation

Line Items

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

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

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

Test_AN_Mercer - TEST   Update Address

In Melbourne
Australia

DELIVER TO

Wyke Manufacturing Site EAM   Update Address

Bradford

United Kingdom

▼ Ship Notice Header ③

SHIPPING

Packing Slip ID:*   INV12345-77 ①

Invoice #:

Requested Delivery Date: --

Ship Notice Type: Select

Actual Shipping Date: ④

Actual Delivery Date:

Gross Volume: Unit:

Gross Weight: Unit:

▶ Additional Fields

TRACKING ②

Carrier Name:

Service Level:

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	1		📅	📅

Add Ship Notice Line

Other Information

Manufacturer Part ID: IDG076458722

Manufacturer Name: HAYS

Add Order Line Item

Save   Exit   Next

Create Ship Notice

Previous   Save   Submit   Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
Test_AN_Mercer - TEST	Wyke Manufacturing Site EAM

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

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 obsoleted. The Purchase Order number will not change.

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

Nufarm

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)

Routing Status: Sent

Payment Terms ⓘ
NET 14

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 $200.00 AUD	$100.00 AUD $200.00 AUD Summary

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	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