

Ariba Network

Purchase Order & Material Order Guide

SAP Ariba 





Introduction

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

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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

Company Settings Help Center

CSV Documents Create

Orders and Releases Early Payments Scheduled Payments Remittances Inquiries Notifications Receipts Pending Queue

Orders and Releases

Orders

Search

Orders and Releases (65)

Page 2

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Amount Invoiced	Revision	Actions
Order	4500159344	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$22.50 AUD	9 Mar 2018	Obsolete	\$0.00 AUD	Original	Actions
Order	4500000459	2	Westrac Holdings Pty Ltd - TEST	Multiple - See PO Line Items	\$611.72 AUD	18 Mar 2016	Confirmed	\$0.00 AUD	Changed	Actions
Order	4500000458	4	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$915.99 AUD	18 Mar 2016	Partially Received	\$0.00 AUD	Changed	Actions
Order	4500000457	4	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$23.80 AUD	18 Mar 2016	Returned	\$0.00 AUD	Changed	Actions
Order	4500000456	2	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$197.70 AUD	3 Mar 2016	Partially Invoiced	\$57.42 AUD	Changed	Actions
Order	4500000455	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia Guildford DC	\$924.79 AUD	3 Mar 2016	Changed	\$0.00 AUD	Cancelled	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 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

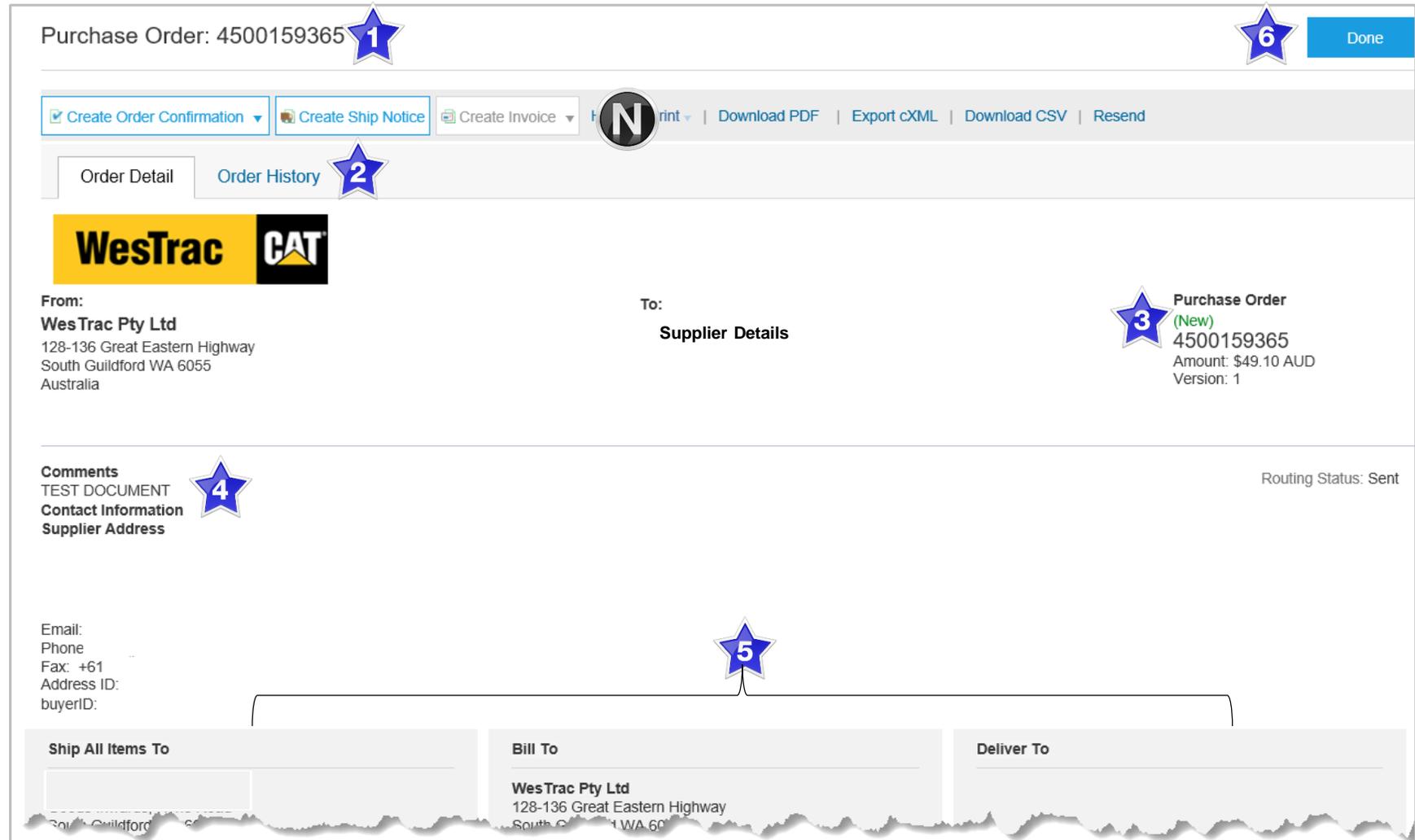
View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number.
- 2) **Order History.**
- 3) Purchase Order **Status**
- 4) **Terms, Comments and Other Information.**
- 5) **Ship All Items To, Bill To and Deliver To** details.
- 6) Done

Note: Tabs in grey indicate that the button is unavailable until other required processes have occurred

 Any information in blue can be selected to provide more details



Purchase Order: 4500159365   Done

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

Order Detail **Order History** 

WesTrac **CAT**

From:
WesTrac Pty Ltd
128-136 Great Eastern Highway
South Guildford WA 6055
Australia

To:
Supplier Details

 **Purchase Order**
(New)
4500159365
Amount: \$49.10 AUD
Version: 1

Comments 
TEST DOCUMENT
Contact Information
Supplier Address

Routing Status: Sent

Email:
Phone:
Fax: +61
Address ID:
buyerID:



Ship All Items To **Bill To** **Deliver To**

WesTrac Pty Ltd
128-136 Great Eastern Highway
South Guildford WA 6055

View Purchase Order Details – Line Item Level

1) Click **Details** to see further Line Level details.

2) 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	Unit Price	Subtotal	
10	410151000 CANON CALCULATOR LS100TS	Material	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD	Details
20	915100000 LUXOR HIGHLIGHTER ASSORTED	Material	5.0 (EA)	23 Mar 2018	\$3.94 AUD	\$19.70 AUD	Details

Order submitted on: Thursday 22 Mar 2018 3:00 PM GMT+11:00
Received by Ariba Network on: Thursday 22 Mar 2018 1:09 PM GMT+11:00
This Purchase Order was sent by Westrac Holdings Pty Ltd - TEST AN01015655949-T and delivered by Ariba Network.

Sub-total: \$ 49.10 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 WesTrac

➤ 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	Unit Price	Subtotal	
10	410151000	Material	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD	Summary
CANON CALCULATOR							
Status							
2.0 Unconfirmed							
Schedule Lines							
Schedule Line #	Delivery Date	Quantity (Unit)					
1	23 Mar 2018 3:00 PM AEDT	2.0 (EA)					
Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
20	915100000	Material	5.0 (EA)	23 Mar 2018	\$3.94 AUD	\$19.70 AUD	Summary
LUXOR HIGHLIGHTER							
Status							
5.0 Unconfirmed							
Schedule Lines							
Schedule Line #	Delivery Date	Quantity (Unit)					
1	23 Mar 2018 3:00 PM AEDT	5.0 (EA)					

Order submitted on: Thursday 22 Mar 2018 3:00 PM GMT+11:00
 Received by Ariba Network on: Thursday 22 Mar 2018 1:09 PM GMT+11:00
 This Purchase Order was sent by Westrac Holdings Pty Ltd - TEST AN01015655949-T and delivered by Ariba Network.

Sub-total: \$ 49.10 AUD

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

Done

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: 4500159365

Done

Order Detail

Order History

Purchase Order: 4500159365
Order Status: New
Submitted On: 22 Mar 2018 3:00:00 PM GMT+11:00

From Customer: Westrac Holdings Pty Ltd - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128483061	22 Mar 2018 1:09:14 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128483026	22 Mar 2018 1:09:18 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
10	410151000	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD

CANON CALCULATOR

Status

confirmed



Order Confirmation

- Order confirmations are an *optional* process
- 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**
 - **Reject Entire Order**
4. Make the applicable selection
 - The Screen displays **Create Order Confirmation**

Ariba Network Company Settings Help Center

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Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (65) Page 2

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Amount Invoiced	Revision	Actions
Order	4500159359	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$311.25 AUD	13 Mar 2018	New	\$0.00 AUD	Original	Actions
Order	4500159365	2	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$49.10 AUD	22 Mar 2018	New	\$0.00 AUD	Original	Actions
Order	4500159367	1	Westrac Holdings Pty Ltd - TEST	Cobar, NSW Australia	\$67.95 AUD	22 Mar 2018	New	\$0.00 AUD	Original	Actions
Order	4500159366	1	Westrac Holdings Pty Ltd - TEST	Reid Road Perth Airport, WA Australia	\$89.44 AUD	22 Mar 2018	New	\$0.00 AUD	Original	Actions
Order	4500159368	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$101.21 AUD	22 Mar 2018	Received	\$0.00 AUD	Original	Actions

Purchase Order: Done

Create Order Confirmation **3** Create Ship Notice Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order **4**
Update Line Items
Reject Entire Order

Order Confirmation – Header Level (Confirm Entire Order/Update Line Items)

➤ Confirming PO is displayed

1. Enter **Confirmation** number (the number you provide to WesTrac from your ordering system or ERP)
2. Enter the **Est. Delivery Date**

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation* 1

Associated Purchase Order #: 4500159365

Customer: Westrac Holdings Pty Ltd - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery* 2

Comments:

Order Confirmation – Confirm Entire Order - Line Level

➤ Scroll down to **Line items**

➤ Check the information

1. Click on **Next**

➤ Screen displays Review Order confirmation

2. 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
10	410151000 CANON CALCULATOR	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD
Current Order Status: 2.0 Confirmed With New Date (Estimated Delivery Date: 12 Mar 2018)					
20	915100000 LUXOR HIGHLIGHTER	5.0 (EA)	23 Mar 2018	\$3.94 AUD	\$19.70 AUD
Current Order Status: 5.0 Confirmed With New Date (Estimated Delivery Date: 12 Mar 2018)					

Exit Next

Confirming PO		Previous Submit																																				
<p>1 Confirm Entire Order</p> <p>2 Review Order Confirmation</p>	<p>Confirmation Update</p> <p>Confirmation #: 34444350C Supplier Reference:</p>	1 2																																				
<table border="1"> <thead> <tr> <th colspan="6">Line Items</th> </tr> <tr> <th>Line #</th> <th>Part # / Description</th> <th>Qty (Unit)</th> <th>Need By</th> <th>Unit Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>410151000 CANON CALCULATOR</td> <td>2.0 (EA)</td> <td>23 Mar 2018</td> <td>\$14.70 AUD</td> <td>\$29.40 AUD</td> </tr> <tr> <td colspan="6">Current Order Status: 2.0 Confirmed As Is (Estimated Delivery Date: 23 Mar 2018)</td> </tr> <tr> <td>20</td> <td>915100000 LUXOR HIGHLIGHTER</td> <td>5.0 (EA)</td> <td>23 Mar 2018</td> <td>\$3.94 AUD</td> <td>\$19.70 AUD</td> </tr> <tr> <td colspan="6">Current Order Status: 5.0 Confirmed As Is (Estimated Delivery Date: 23 Mar 2018)</td> </tr> </tbody> </table>			Line Items						Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	10	410151000 CANON CALCULATOR	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD	Current Order Status: 2.0 Confirmed As Is (Estimated Delivery Date: 23 Mar 2018)						20	915100000 LUXOR HIGHLIGHTER	5.0 (EA)	23 Mar 2018	\$3.94 AUD	\$19.70 AUD	Current Order Status: 5.0 Confirmed As Is (Estimated Delivery Date: 23 Mar 2018)					
Line Items																																						
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal																																	
10	410151000 CANON CALCULATOR	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD																																	
Current Order Status: 2.0 Confirmed As Is (Estimated Delivery Date: 23 Mar 2018)																																						
20	915100000 LUXOR HIGHLIGHTER	5.0 (EA)	23 Mar 2018	\$3.94 AUD	\$19.70 AUD																																	
Current Order Status: 5.0 Confirmed As Is (Estimated Delivery Date: 23 Mar 2018)																																						

Purchase Order N

(Confirmed)

4900001902

Amount: \$2,640.00 AUD

Version: 1

Order Confirmation Update Line Level – General Information

Order Confirmation-Update Line Level is used when there are variations to the items requested by WesTrac such as short supply and rather than waiting until all the goods are available to create an order confirmation, this process allows suppliers to provide the goods that are available. An Order Confirmation in Partially Confirmed Status can have multiple Order Confirmations until all items within the purchase order have been confirmed.

Also use Order Confirmation–Update Line Items when there is a **price discrepancy** on the purchase order received from WesTrac on an item/s as only WesTrac can permanently change a purchase order and may send a **Change Order** with the new Unit Price.

The total quantity for each line item in the required variations must not exceed the total amount requested by WesTrac.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	YDCTLG-0	100 (MTK)	13 Sep 2017	\$1.00 AUD	\$100.00 AUD	00 AUD
	Current Order Status					
	<input checked="" type="radio"/> 100 Unconfirmed					
	Confirm: <input type="text" value="50"/>	Backorder: <input type="text" value="20"/>	Reject: <input type="text" value="5"/>			Details ⓘ

Example only of variations

When confirming at Line Item Level you are providing confirmation on the items requested in the purchase order

- 1) Use **Confirm** where a portion of the goods requested are being confirmed
- 2) When the items requested need to be backordered before supply can occur use **Backorder**
- 3) Where full supply on one item within the purchase order can occur but you are not confirming other lines use **Confirm**
- 4) To reject either the full amount of a line item or the full amount of an item but not the entire purchase order use **Reject**

If you have a line item with a Backorder or Rejection quantity, you must provide further information using the **Details** button.



Where you have a unit pricing variation, you will need to enter the “different” unit price into Details for review by WesTrac.

Order Confirmation – Update Line Items – Line Level

➤ Scroll down to **Line Items**

1. Enter the quantities into the applicable field/s, refer to Slide 14 for further information
 2. Have you provided a confirmation requiring a price modification, a backorder or a rejection quantity? Click on **Details**, go to **Slide 18**
- ## ➤ Repeat for all **Line Items**
- ## ➤ Do not enter zero's into fields
3. Click on **Next**, go to **Slide 19**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	410151000 CANON CALCULATOR	2.0 (EA)	23 Mar 2018	\$14.70 AUD	\$29.40 AUD
Current Order Status					
<input checked="" type="radio"/> 2.0 Unconfirmed 1					
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/> <input type="button" value="Details"/> 2
20	915100000 LUXOR HIGHLIGHTER	5.0 (EA)	23 Mar 2018	\$3.94 AUD	\$19.70 AUD
Current Order Status					
<input checked="" type="radio"/> 5.0 Unconfirmed					
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/> <input type="button" value="Details"/> 3
↳ <input type="button" value="Confirm All"/>					
				<input type="button" value="Exit"/>	<input type="button" value="Next"/> 3

Order Confirmation –Details Screen Backorder

➤ Locate the **Backordered New Order Status** section

1. Enter the Est. Delivery Date

2. Provide **Comments** indicating the reason for the Backorder

3. Click **Ok**.

➤ Screen returns to the Order Confirmation

Note: The information entered will be displayed

➤ Go to **Slide 19**

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1	Not Available Invoice Attachment Test	1,000	EA	10 Oct 2017		\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD
New Order Status: 500 Backordered								
Est. Shipping Date:				<input type="text"/>				
Est. Delivery Date: *				<input type="text" value="25 Oct 2017"/>				
Comments:				<input type="text" value="Manufacturing Equipment Failure"/>				

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Invoice Attachment Test	1,000 (EA)	10 Oct 2017	\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD
Current Order Status						
<input type="radio"/>	500 Confirmed With New Date (Estimated Delivery Date: 10 Oct 2017)					
<input checked="" type="radio"/>	500 Backordered (Comments: Manufacturing Equipment Failure ; Estimated Delivery Date: 25 Oct 2017)					



Order Confirmation –Details Screen Reject

➤ Locate the **Rejected New Order Status** section

1. Select the **Rejection Reason** from the drop down list

2. Click **Ok**.

➤ Screen returns to the Order Confirmation

Note: The information entered will be displayed

➤ Go to **Slide 19**

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1	Not Available Invoice Attachment Test	1,000	EA	10 Oct 2017		\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD

New Order Status: 100 Rejected

Rejection Reason: * Please Select 1

Comments:

- Please Select
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect UOM
- Unable to Supply Item
- Other

2

Line Items

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

Current Order Status

N

100 Rejected (Rejection Reason: Unable to Supply Item ; Comments: The supplier of raw materials can no longer supply)

Order Confirmation –Details Screen Price Difference Notification

➤ Locate the **Rejected New Order Status** section

1. Enter or confirm the **Est. Delivery Date**
2. Enter the updated price in **Unit Price**
3. Enter **Comments** indicating the reason for the difference in price
4. Click **Ok.**

➤ Screen returns to the Order Confirmation,

Note: The information entered will be displayed

➤ Go to **Slide 19**

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1	Not Available Invoice Attachment Test	1,000	EA	10 Oct 2017		\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD

New Order Status: 500 Confirmed

Est. Shipping Date:

Est. Delivery Date: * **1**

2 Unit Price:

Supplier Part: Not Available

Comments: * **3**

Description: Invoice Attachment Test

Subtotal: ⓘ \$500.00 AUD

4

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

Current Order Status

100 Rejected (Rejection Reason: Unable to Supply Item ; Comments: The supplier of raw materials can no longer supply)

N 500 Confirmed With Changes (Comments: Price reduction due to new supply source ; Estimated Delivery Date: 25 Oct 2017 ; Confirmed Unit Price: \$0.927 AUD)

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



Line Items

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

Current Order Status:
 exceed 10%.

Confirm All 1

Exit Next

Confirming PO Previous Submit Exit

1 Update Item Status
 Confirmation #: Supplier Reference: Est. Delivery Date: 25 Oct 2017

2 Review Confirmation
 Attachments:

Line Items

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

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 Price: \$1.00 AUD)
 400 Backordered (Comments: Manufacturing Equipment Failure ; Estimated Delivery Date: 25 Oct 2017)

Previous Submit Exit 2

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

To: Purchase Order (New) 4900001951 Amount: \$90.00 AUD Version: 1

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Rejection Reason: Incorrect Price **1**

Comments:

2 Reject Order

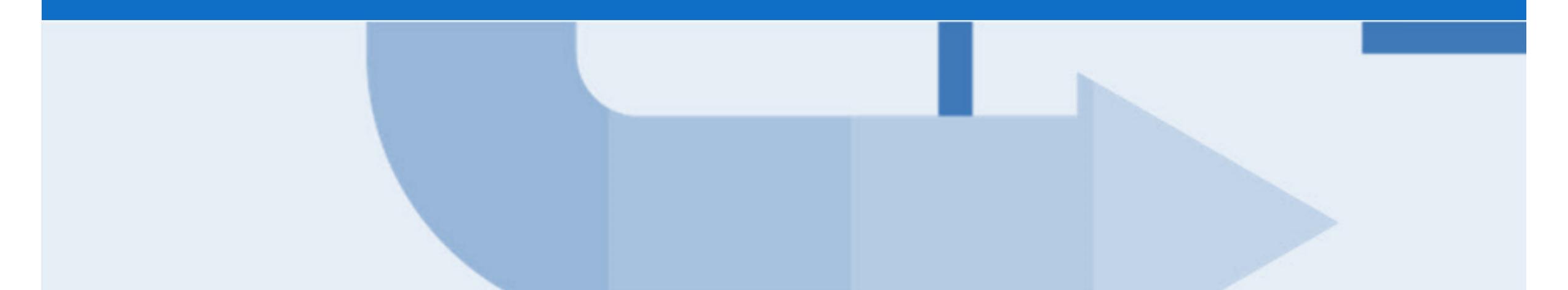
Please Select
Duplicate Order
Incorrect Delivery Date
Incorrect Description
Incorrect Price
Incorrect Quantity
Incorrect Stock/Part Number
Incorrect Supplier Code Used
Incorrect UOM
Not our Product Line
Unable to Supply Item(s)
Other

Purchase Order (Rejected) **N**
4900001951
Amount: \$90.00 AUD
Version: 1



Ship Notice

- The Ship Notice is the delivery information and is sent to WesTrac to advise them of the ship date for the materials.
- The Ship Notice is an ***optional*** document for transacting with WesTrac



Changed Purchase Orders

- Only WesTrac can “change” a purchase order
- Obsolete purchase orders remain in the Inbox
- The version number increases each time a purchase order is changed
- Changes are shown in brown within the purchase order

Locating and Identifying a Changed Purchase Order

1. Click on Inbox

There are three ways to identify a Changed Purchase Order

➤ Option 1

1) Click on Order Number, this displays the purchase orders in Order Number order

2) Where the order number appears more than once, this indicates an obsolete and changed purchase order

Option 2

1. Click on **Order Status**,

Option 3

➤ Use the Search Filters to search for “Changed” purchase Orders

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Orders and Releases Items to Ship

Search Filters

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Type	Order Number ↑	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	450000452	4 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$349.38 AUD	26 Feb 2016	Invoiced	\$349.38 AUD	Changed	Actions
Order	450000452	3 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$349.38 AUD	26 Feb 2016	Obsoleted	\$0.00 AUD	Changed	Actions
Order	450000452	2 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$349.38 AUD	26 Feb 2016	Obsoleted	\$0.00 AUD	Changed	Actions
Order	450000452	1 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$349.38 AUD	25 Feb 2016	Obsoleted	\$0.00 AUD	Original	Actions
Order	450000453	2 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$63.80 AUD	3 Mar 2016	Returned	\$0.00 AUD	Changed	Actions
Order	450000453	1 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$192.84 AUD	25 Feb 2016	Obsoleted	\$0.00 AUD	Original	Actions
Order	450000454	1 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$62.40 AUD	3 Mar 2016	Changed	\$0.00 AUD	Cancelled	Actions
Order	450000454	1 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$62.40 AUD	25 Feb 2016	Obsoleted	\$0.00 AUD	Original	Actions
Order	450000455	1 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$924.79 AUD	3 Mar 2016	Changed	\$0.00 AUD	Cancelled	Actions
Order	450000455	1 Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$924.79 AUD	25 Feb 2016	Obsoleted	\$0.00 AUD	Original	Actions

Changed Purchase Order - Example Header Change

- Purchase Order is displayed
- Changes are shown in brown
- 1) Example shows the contact information has been changed
- 2) The order status continues to be displayed in brown throughout a “changed” purchase order processes
- If there are not identifiable header level changes scroll down to Line Level

Purchase Order: 4500000441 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:
WesTrac Pty Ltd
128-136 Great Eastern Highway
South Guildford WA 6055
Australia

To:
Supplier Details

Purchase Order
(→ Invoiced)
4500000441
Amount: \$52.93 AUD
Version: 2 (Previous Version)



Comments
Free text

Contact Information
Supplier Address



Routing Status: Acknowledged
Related Documents: [SIN-123456](#)
[100050000006602016](#)
 SO123456

All items shown in brown text indicates
that information has been modified or
changed by WesTrac

Changed Purchase Order - Example Line Level Change

➤ Purchase Order is displayed

➤ Changes are shown in brown

1) Example shows the type of change in the change column

2) The subtotal is adjusted for each line item that has had a change

Line #	Change	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
10	→ Edited	105311101 BINDER A4 INSERT LEVER ARCH BLACK	Material	6.0 40.0 (EA)	29 Feb 2016	\$5.96 AUD	\$35.76 AUD \$59.60 AUD
20		105305000 BINDER A4 LEVER ARCH BOARD	Material	10.0 (EA)	29 Feb 2016	\$2.02 AUD	\$20.20 AUD
40		9013015 BOOKCASE RAPID SPAN 1200X900 BEECH	Material	5.0 (EA)	29 Feb 2016	\$144.55 AUD	\$722.75 AUD
60	→ Edited	410151000 CALCULATOR CANON LS100TS 10D	Material	11.0 8.0 (EA)	29 Feb 2016	\$12.48 AUD	\$137.28 AUD \$99.84 AUD
30	→ Deleted	630001000 BOOK EXERCISE STAPLED 48PG	Material	15.0 (EA)	29 Feb 2016	\$0.24 AUD	\$3.60 AUD
50	→ Deleted	320009400 LABEL AVERY LASER L7162 100 16 - My Text	Material	4.0 (BX)	29 Feb 2016	\$50.51 AUD	\$202.04 AUD

Order submitted on: Thursday 25 Feb 2016 3:00 PM GMT+11:00
 Received by Ariba Network on: Friday 18 Mar 2016 12:27 PM GMT+11:00
 This Purchase Order was sent by Westrac Holdings Pty Ltd - TEST AN01015655949-T and delivered by Ariba Network.

Sub-total: \$ 1,108.03 AUD Sub-total: \$915.99 AUD

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Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
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