

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.
- To extract reports from the Ariba Network, please refer to the General Functionality Guide on the Supplier Information Portal.

Guide Key





	<ul style="list-style-type: none">• This indicates an Instructional steps
	<ul style="list-style-type: none">• An additional step is indicated by
	<ul style="list-style-type: none">• Note: Functionality specific notes
	<ul style="list-style-type: none">• Information: other useful information

Table of Contents

Select by clicking on the links:

- [Inbox – Orders and Releases](#)
- [Using Search Preferences](#)
- [Routing Status](#)
- [Order Status Descriptions](#)
- [Material Order](#)
 - [View Material Order Details – Header Level](#)
 - [View Purchase Order Details – Line Item Level](#)
 - [View Purchase Order Details – Line Item Level Show Item D...](#)
 - [Repair Order & Consignment Order – Line Item Level](#)
 - [Identifying an ERS Purchase Order – Line Level](#)
 - [Order History](#)
- [Service Order](#)
 - [Planned Service Order – Line Item Level](#)
 - [Unplanned Service Order – Line Item Level](#)
 - [0\\$ Value Service Order – Line Item Level](#)
 - [Price Basis Quantity](#)
- [Changed Purchase Orders](#)
 - [Inbox – Change Orders General Information](#)
 - [Identifying the changes on a Change Order – Inbox](#)
 - [Identifying the changes on a Change Order - Header Level](#)
 - [Identifying the changes on a Change Order – Line Level](#)
- [Order Confirmation](#)
 - [Begin the Order Confirmation](#)
 - [Order Confirmation – Confirm Entire Order](#)
 - [Order Confirmation Update Line Level – General Information](#)
 - [Order Confirmation – Update Line Items – Price Notification](#)
 - [Order Confirmation – Update Line Item – Backorder](#)
 - [Order Confirmation – Update Line Item – Update Part Number](#)
 - [Order Confirmation – Reject Entire Order](#)
 - [Order Confirmation – Update Line Item – Update Part Number](#)
 - [Order Confirmation – Update Line Items – Reject Line Item](#)
 - [Finalise Order Confirmation](#)
- [Rejected Order Confirmation](#)
 - [Identifying a Rejected Order](#)
 - [Opening a Rejected Order](#)
- [Ship Notice](#)
 - [Begin the Ship Notice](#)
 - [Create a Ship Notice](#)
 - [Finalise Ship Notice](#)
- [Goods Receipt](#)
 - [Locating Received Purchase Orders](#)
- [Receipts](#)
 - [Locating Receipts](#)
 - [Reviewing a Receipt](#)
- [Support](#)

Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from Buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

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

Orders and Releases

Order Items

Search

Orders and Releases (100+) Page 4

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date ↑	Order Status	Amount Invoiced	Revision	Actions
Order	3023206123	2	Rio Tinto - TEST	RTA Yarwun Pty Ltd (Operations) Gladstone, QLD Australia	\$120.00 AUD	10 Oct 2018	Confirmed	\$0.00 AUD	Changed	Actions
Order	3023205774	3	Rio Tinto - TEST	Clermont Coal Mine Clermont, QLD Australia	\$210.00 AUD	11 Oct 2018	Confirmed	\$0.00 AUD	Changed	Actions
Order	3000962344	2	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$120.00 AUD	11 Oct 2018	Obsoleted	\$0.00 AUD	Changed	Actions
Order	3000962344	3	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$160.00 AUD	11 Oct 2018	Changed	\$0.00 AUD	Changed	Actions
Order	3000962633	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$100.00 AUD	12 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3100246661	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$300.00 AUD	15 Oct 2018	Partially Confirmed	\$0.00 AUD	Original	Actions
Order	3100246665	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$200.00 AUD	17 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3100246680	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$100.00 AUD	19 Oct 2018	Confirmed	\$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

Using Search Preferences



Use Search Preferences to make identifying information required for you specific user requirements

➤ Only one order number or prefix can be entered and set at a time

➤ Log onto your Ariba Network

1. Click on your **User Name**

2. Select **My Account**

3. Scroll Down to **Preferences**

4. Select **Allow me to Save Filter Preferences in the Inbox/Outbox**

5. Click on **Save**

Note: A green ribbon indicates that any changes have been saved

6. Click on **Close**

➤ Screen returns to the screen you were previously on

The screenshot shows the Ariba Network user interface. At the top right, the user's name is displayed with a red circle '1' next to it. A dropdown menu is open, showing options: Logout, My Account (highlighted with a yellow box and a red circle '2'), My Community Profile, and Switch To. Below this, the 'My Account' section has a 'Preferences' tab highlighted with a yellow box and a red circle '3'. The 'Preferred Language' is set to 'English', 'Preferred Timezone' is 'AET', and 'Default Currency' is 'Australian Dollar'. A checkbox labeled 'Allow Me to Save Filter Preferences in the Inbox/Outbox' is checked, with a red circle '4' next to it. A note below the checkbox states '* Indicates a required field'.

The screenshot shows the Ariba Network user interface after the preferences have been saved. A green banner at the top of the 'My Account' section contains a checkmark and the text 'Your profile has been successfully updated.' with a red circle '5' next to it. To the right of the banner are 'Save' and 'Close' buttons, with a red circle '6' next to the 'Close' button. The 'My Account' section below shows the 'Settings' tab selected. A note below the settings section states '* Indicates a required field'.

Routing Status

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

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML to EDI and has forwarded it to your VAN in an interchange
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Rio Tinto
Rejected	A Purchase Order Confirmation that has been Rejected by Rio Tinto



Material 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
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Orders are always from one company within Rio Tinto, eg. Hunter Valley Coal. Deliveries may be required to different plants with the same order or to a logistics provider
- **Order Types**
 - **Order** - Goods items only
 - **Repair Order** – Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number
 - **Consignment Order** – Goods used within Rio Tinto which are under a consignment agreement
 - **Confirmation** –Sent to Ariba Network so an invoice can be raised against it

View Material 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).
- 4) **Payment Terms**
- 5) **Comments**, providing further information
- 6) **Contact Information**
- 7) **Other Information**
- 8) **Ship All Items to, Bill To and Deliver To** details
- 9) **Done**, returns user to previous menu


➤ Scroll down to Line Items



Any information in blue can be selected to provide more details


Purchase Order: 3000962633 


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


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


From:
Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

 **Purchase Order**
(New)
3000962633
Amount: \$100.00 AUD
Version: 1


Payment Terms 
0.000% 30
within 30 days Draw net


Comments 
Goods and Services Tax
Please note these items are quoted exclusive of GST
Invoicing Details
Please forward invoice to Accounts Payable Locked 2ag 5555 Tuggeranong, ACT 2901 E-mail Invoices: rtssPTHinvoices@riotinto.com Fax Invoices: ... [View more](#)

Contact Information 
Supplier Address

RioTinto-Contact

Australia
Email: :
Phone: +61 () 0894057999
Fax: +61 () 0894057998
Address ID: 10134624
buyerID: 10134624

Other Information 
Supplier VAT ID: 98765432122

Order Type: Goods PO 

[Ship All Items To](#) [Bill To](#) [Deliver To](#)

View Purchase Order Details – Line Item Level

9) 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 #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
1			Material			10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	Details

Description: test

Order submitted on: Friday 12 Oct 2018 8:19 PM GMT+11:00
Received by Ariba Network on: Friday 12 Oct 2018 8:20 PM GMT+11:00

Sub-total: \$ 100.00 AUD

✓ Create Order Confirmation 📄 Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

9 Done

View Purchase Order Details – Line Item Level Show Item Details



When reviewing a Purchase Order use Show Item Details to identify any comments or further information from Rio Tinto

- To see all Line Items details click on

Show Item Details

- To hide all line item details click on

Hide Item Details

- To see specific line item details click on

Details

- To hide specific line item details click on

Summary

Line Items
[Hide Item Details](#)

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
1			Material			10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	

Description: test

Status
10.0 Unconfirmed

Control Keys
Ship Notice: allowed
Invoice: is not ERS Unit Price Editable:

Comments
COMCAST TOMAGO SC2 SLA2S

Accounting
CostCenter CostCenter 30000101PH
GL Account GeneralLedger 404400

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	26 Oct 2018 3:00 PM AEDT		10.0 (EA)

Other Information
 Unloading Point: B001 BROCKMAN ADMIN2
 Recipient: SNAUGRAIYA
 Purchase Requisition/Item: 0012139506 / 00001
 Requester: SNAUGRAIYA
 Final Recipient: Code:3016#Name:Tom Price Mine Site#PO BOX:22#Street:Mine Road#City:Tom Price#Region:WA#Post Code:6751
 External Line Number: 1


Sub-total: \$ 100.00 AUD


Repair Order & Consignment Order – Line Item Level

Repair Order (1)

Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number

- Example ▶

Order Type: RepairAndReturn 

Line Items Show Item Details 

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
12			20008760	Material			3.0 (BX)	13 Jul 2017	\$11.00 AUD	\$33.00 AUD	Details
Description: ABSORBENT PAD,200/BOX											
10	→	VMN_CHG	20000430	Material			2.0 (EA)	3 Aug 2017	\$5.00 AUD	\$10.00 AUD	
Description: Test Material											


Order submitted on: Thursday 22 Jun 2017 10:00 PM GMT+10:00
 Received by Ariba Network on: Thursday 22 Jun 2017 11:59 AM GMT+10:00
 This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network


Sub-total: -\$ 43.00 AUD **Sub-total: \$ 33.00 AUD**

Consignment Order (2)

Goods used within Rio Tinto which are under a consignment agreement

- Example ▶

Order Type: ConsignmentOrder 

Line Items Show Item Details 


Line #	Change	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10			20008760	Material	Consignment			2.0 (BX)	19 Jul 2017	\$0.00 AUD	\$0.00 AUD	Details
Description: ABSORBENT PAD,200/BOX												
20	→	VMN	20000430	Material				2.0 (EA)	19 Jul 2017 19 May 2017	\$40.50 AUD	\$81.00 AUD	Details
Description: Test Z7311												


Order submitted on: Thursday 18 May 2017 10:00 PM GMT+10:00
 Received by Ariba Network on: Friday 23 Jun 2017 10:19 AM GMT+10:00
 This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network


Sub-total: \$ 81.00 AUD


Identifying an ERS Purchase Order – Line Level


Electronic Receipt System - ERS

- This is a process for automatic settlement of goods receipts. It is a process between Rio Tinto and its suppliers where a supplier is paid based on receipt of goods.
- A  indicates that which lines are ERS
- Invoicing is not possible by the Supplier for ERS items, Rio Tinto creates the invoice on behalf of the supplier

 Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.



Line Items [Show Item Details](#) 

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
 1			Material Invoicing not possible			10.0 (EA)	21 Mar 2017	\$100.00 AUD	\$1,000.00 AUD	Details

 You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

40415
7 10:00 PM GMT+10:00
26 Apr 2017 6:01 PM GMT+10:00
TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 1,000.00 AUD

Create Order Confirmation  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: 3000962320

Done

Order Detail

Order History

CHANGED ORDER

Purchase Order: 3000962320
Order Status: Confirmed
Submitted On: 13 Jun 2018 3:47:15 PM GMT+10:00

From Customer: Rio Tinto - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128422049	21 Aug 2018 8:58:20 PM
Partially Confirmed			21 Aug 2018 8:58:21 PM
Partially Confirmed	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128484020	21 Aug 2018 8:58:21 PM
Confirmed	Test Conf 2	Atul Raj	21 Aug 2018 9:08:40 PM

Line Items

Line #	Part #	Customer Part #	Qty (Unit)	Need By	Price	Subtotal	Customer Location
1	VMN	20000430	10.0 (EA)	26 Sep 2018	\$85.00 AUD	\$850.00 AUD	




Service Order

- Service Orders are further classified into Planned or Unplanned
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- For Planned Service Items, prices are locked and cannot be changed on the Invoice screen. Price changes should be managed via an Order Confirmation with Changes
- Quantity Balance Tracking is in place for Planned Service Items
- Price Balance Tracking is in place for Unplanned Service Items
- Claims can be made against Unplanned Service lines if the price is sent through as 0. The system will balance track the invoices up to a limit set by Rio Tinto
- **Supply Or Service Order Types**
 - **Planned Service**
 - **Unplanned Service**
 - **\$0 Value PO**
- Refer to the ***Service Order Guide*** for further information, including invoicing Service Orders

Planned Service Order – Line Item Level

- **Planned Child Lines - Item Type 'SERVICE'**
- A Planned Service Item is generally a continued service where Rio Tinto knows the details and value of the service carried out and will provide line details.
- The numbering of Planned service lines are sequential 10.10, 10.20, 10.30 etc.
- Planned Service orders consist of Parent and Child lines

Line Items										Show Item Details 
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
▼ 10	Parent Line		Service				28 Feb 2015		\$1,000.00 AUD	Details
	Description: Coating									
	10.10		Service			1.0 (SRV)		\$1,000.00 AUD	\$1,000.00 AUD	Details
	Description: Coating									
Order submitted on: Monday 2 Feb 2015 10:00 PM GMT+10:00										
Received by Ariba Network on: Tuesday 11 Jul 2017 1:17 PM GMT+10:00										
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.										Sub-total: \$ 1,000.00 AUD
<input checked="" type="checkbox"/> Create Order Confirmation ▼										<input type="checkbox"/> Create Service Sheet
<input type="checkbox"/> Create Invoice ▼										Hide Print ▼ Download PDF Export cXML Download CSV Resend
										Done

Unplanned Service Order – Line Item Level

- **Unplanned Child Line- Item Type 'SERVICE'**
- An Unplanned Service Item is where Rio Tinto does not know the details and value of the service but place a limit on a service order which allows the supplier to draw down on the order up to the value of the limit set by Rio.
- Unplanned Service orders consist of only Parent lines. Child lines are added on Invoice

Line Items

Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10			Service	Parent Line		1.0 (SRV)	3 Jul 2014	\$210.00 AUD	\$210.00 AUD	Details

Description: test for service entry sheet

Order submitted on: Thursday 3 Jul 2014 10:00 PM GMT+10:00
Received by Ariba Network on: Thursday 13 Jul 2017 1:16 PM GMT+10:00
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 710.00 AUD

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

[Done](#)

0\$ Value Service Order – Line Item Level

- **\$0 Value Unplanned** - Item Type 'SERVICE'
- If an **Unplanned Service Item** with a price of **\$0** is received, this is an indication that Rio Tinto requires a quote for the service
- Respond to the order by completing an Order Confirmation – Update Line Items (see Order Confirmation next) with an estimated price for this service
- Rio Tinto will evaluate and send a Change Order with the correct price

Line Items

Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal
10			Service			1.0 (SRV)	31 Dec 2011		Details

Description: Service & repairs of generators

Order submitted on: Thursday 3 Feb 2011 10:00 PM GMT+10:00
Received by Ariba Network on: Thursday 13 Jul 2017 12:34 PM GMT+10:00
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 0.00 AUD

Create Order Confirmation ▼ Create Service Sheet Create Invoice ▼ Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

Done



Price Basis Quantity

- Price Basis Quantity (PBQ) is used to communicate the 'price per' and applies for certain orders
- PBQ determines the Monetary Amount
- Rio Tinto will pay the value listed in the Monetary Amount for the Quantity ordered
- PBQ cannot be changed on the Order Response document and will be carried through to the Invoice
- If changes are required to the order (e.g. price) then alter the quantity &/or the price of the Order Confirmation so that the Monetary Amount is correct
- If the PBQ is not correct, contact the Buyer Party listed on the Purchase Order
- Only when the PBQ contains a value other than one will you need to review and apply a conversion if necessary

Price Basis Quantity

Price Basis Quantity (PBQ) needs to not be equal to 1. Subtotal is arrived by using the conversion factors and PBQ.

In such instances the Price Unit Of Measure (UOM), ordering UOM and PBQ with conversion factor are sent in AN order.

E.g. ►
An order has been created for 2 BX in Rio Tinto's system and the price is \$3000 per 2 cartons where 15 boxes per carton (converted to .066666666666667 carton per box). This results in a sub total of \$200 and all conversion factors are seen in the order.

For invoicing PBQ orders please see p ---- of the Invoice Guide.

Line Items										Hide Item Details
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10		20008760	Material			2.0 (BX)	13 Jul 2017	\$3,000.00 AUD	\$200.00 AUD	Summary
Description: ABSORBENT PAD,200/BOX										
Status										
2.0 Unconfirmed										
Control Keys										
Order Confirmation: allowed										
Ship Notice: allowed										
Invoice: is not ERS										
Pricing Details										
Unit Details					Price Details					
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit					
0.066666666666667	CR	BX	\$3,000.00 AUD	2	CR					

Price Basis Quantity (PBQ) is used to communicate the 'price per' and applies for certain products. Only when the PBQ contains a value will you need to review and apply a conversion if necessary. Please see example below:

1. The Price Unit of Measure (Price UOM) and Ordering Unit of Measure is different, therefore a conversion is required.
 - a. Example: 200 litres sold by KG at a price of \$2 per KG where 5L = 3KG (refer Line 1 below)


Conversion:

$$200 / 5 = 40 \text{ drums each drum contains } 3\text{kg}$$

$$40 \text{ drums} * 3\text{kg} = 120 \text{ kg}$$

$$120 \text{ kg} * \$2 = \$240.00$$

1. The Price Unit of Measure (Price UOM) and Ordering Unit of Measure is the same, therefore a conversion is required



Changed Purchase Orders

- Invoicing is not available on obsoleted purchase orders, locate and invoice on the latest version
- A changed purchase order may be sent 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

- A change order is triggered, when a Supplier has provided proposed changes on the Order Confirmation.
- Only the Buyer can change a purchase order. The Buyer will contact suppliers where the proposed changes are not accepted based on trading agreements.
- Invoicing for an amount different to that shown on the Purchase Order will result in the invoice being rejected and this may delay the process.

The screenshot displays the Ariba Network interface for 'Orders and Releases'. The page shows a list of purchase orders with columns for Type, Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Amount Invoiced, Revision, and Actions. Annotations highlight key details:

- The only instance where the purchase order is the same on a purchase Order:** Points to the first row where the Order Number is 7100000618.
- The Version number increases by one for each changed version:** Points to the 'Ver' column, showing version 2 for the first row and version 1 for the second row, both with the same Order Number (7100000618).
- The Order Status Obsolete & Changed:** Points to the 'Order Status' column, showing 'Changed' for the first row and 'Obsoleted' for the second row.

Type	Order Number ↓	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	7100000618	2	Department of Planning and Environment - TEST	Department of Planning NSW Australia	\$1,300.00 AUD	24 Jul 2018	Changed	\$0.00 AUD	Changed	Actions
Order	7100000618	1	Department of Planning and Environment - TEST	Department of Planning NSW Australia	\$1,000.00 AUD	24 Jul 2018	Obsoleted	\$0.00 AUD	Original	Actions
Order	7100000617	1	Department of Planning and Environment - TEST	DEPARTMENT OF PLANNING Dresden, 14 Australia	\$500.00 AUD	24 Jul 2018	New	\$0.00 AUD	Original	Actions
Order	7100000615	1	Department of Planning and Environment - TEST	Department of Planning NSW Australia	\$100.00 AUD	24 Jul 2018	New	\$0.00 AUD	Original	Actions

Identifying the changes on a Change Order - Inbox

- 1) Purchase Order status is displayed as **(Changed)**
 - 2) Previous versions will be **Obsoleted**
 - 3) **Ver**, the number of the version of the purchase order
- Always work on the latest version of the purchase order

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000961636	4	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$360.00 AUD	6 Sep 2018	Confirmed	\$0.00 AUD	Changed	Actions
Order	3000962310	2	Rio Tinto - TEST	CRUSHING&MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$4,000.00 AUD	7 Jun 2018	Changed	\$0.00 AUD	Changed	Actions
Order	3000962320	4	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$3,150.00 AUD	21 Aug 2018	Confirmed	\$0.00 AUD	Changed	Actions
Order	3000962320	3	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$3,152.00 AUD	21 Aug 2018	Obsoleted	\$0.00 AUD	Changed	Actions
Order	3000962320	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$1,650.00 AUD	17 Aug 2018	Obsoleted	\$0.00 AUD	Original	Actions
Order	3000962344	3	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$160.00 AUD	11 Oct 2018	Changed	\$0.00 AUD	Changed	Actions
Order	3000962344	2	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$120.00 AUD	11 Oct 2018	Obsoleted	\$0.00 AUD	Changed	Actions
Order	3000962344	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$120.00 AUD	17 Aug 2018	Obsoleted	\$0.00 AUD	Original	Actions

Identifying the changes on a Change Order - Header Level

- All changes are shown in a brownie coloured writing
- Examples of changes include but confined to:
 - 1) Supplier Addresses
 - 2) Ship All Items To
- 3) All Order Status's will be shown in brown for all change purchase orders

Purchase Order: 3000961636 Done

✔ Create Order Confirmation ▾
📄 Create Ship Notice
📄 Create Invoice ▾

[Hide Changes](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#)

Order Detail | [Order History](#)

From:
Pilbara Iron Co Serv P/L
 152 St Georges Terrace
 Perth WA 6000
 Australia
 Phone: +61 () 08 9327 2327
 Fax: +61 () 08 9327 2346
 Buyer ABN: 35107210248

To:
Rio Test Supplier AU
 Test Address AU
 Brisbane 4000
 Australia
 Phone:
 Fax:
 Email: kade.morton@sap.com

3

Purchase Order
 (+ Confirmed)
3000961636
 Amount: \$360.00 AUD
 Version: 4 (Previous Version)

Payment Terms ⓘ

0.000% 30
 within 30 days Due net

Comments

Goods at
 Please n
 Invoicing Details
 Please forward invoice to Accounts Payable Locked Bag 5555 Tuggeranong, ACT 2901 E-mail Invoices: rtssPTHinvoices@riotinto.com Fax Invoices: ... [View more](#) »

Contact Information

Supplier Address

Australia
 Email:
 Phone: +61 () 08 93779630
 Fax: +61 () 08 93794740
 Address ID: 10059721
 buyerID: 10059721

Routing Status: Acknowledged

Related Documents: [✔ 3000961636_3](#)
[✔ 3000961636_3](#)

Ship All Items To

Tom Price Mine Site
 Mine Road
 Tom Price WA 6751
 Australia
 Ship To Code: 3016
 Tom Price Mine Site
 Mine Road
 Tom Price WA 6751
 Australia
 Location Code: 3016
 Recipient: STORE
 UnloadingPoint: STORE
 StorageLocationID: 0001

Bill To

Pilbara Iron Co Serv P/L
 152 St Georges Terrace
 Perth WA 6000
 Australia
 Phone: +61 () 08 9327 2327
 Fax: +61 () 08 9327 2346
 supplierID: 523700
 buyerID: 3000

1

RioTinto-Contact
 Siddhartha Jain
 Email: RTP.Buyer305@riotinto.com
 Address ID: 305
RioTinto-Contact
 Anoop Jaiswal
 Email: Anoop.Jaiswal@riotinto.com
 Phone: +61 (+91) +919910134652
 Address ID: 305

Deliver To

Identifying the changes on a Change Order – Line Level

- 1) Line Items with an **Edited** or **Deleted** indicates a change has occurred
- 2) Changed items will have a line through the original information
- 3) The new **Amount/s** are displayed
- 4) Sub-total reflects the new amount

Line Items											Show Item Details	
Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	
1	→ Edited	1	20014914	Material			4.0 (EA)	11 Oct 2018 3-Sep-2018	\$40.00 AUD \$30.00 AUD	\$160.00 AUD \$120.00 AUD	3	Details
Description: ARM;WIPER,RH;TOYOTA 85211-28181												
Order submitted on: Wednesday 20 Jun 2018 2:32 PM GMT+10:00												
Received by Ariba Network on: Thursday 11 Oct 2018 4:08 PM GMT+11:00												
											Sub-total: -\$ 120.00 AUD	Sub-total: \$ 160.00 AUD
Create Order Confirmation Create Ship Notice Create Invoice Hide Changes Hide Print Download PDF Export cXML Download CSV Resend											Done	



Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- All items must be confirmed prior to invoicing, lines not confirmed cannot be invoiced
- 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 Items: use when specific items need to be placed on Back Order or a portion of the Purchase Order needs to be amended or there are changes to items such as cost, part number or a line requires a rejection
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled.

Begin the Order Confirmation

- From the Dashboard or Homepage
- 1. Click **Inbox** tab on the Dashboard.
- Screen displays Orders and Releases
- 2. Click the **Order Number** to open the order, this number is created by Rio Tinto
- Screen displays the Purchase Order
- 3. Click **Create Order Confirmation**.
- Drop down box displays available options:
 - **Confirm Entire Order**
 - **Update Line Items**
 - **Reject Entire Order**
- 4. Select appropriate option.
- Screen displays Order Confirmation

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 2

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3100246695		Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$100.00 AUD	24 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3100246697	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$300.00 AUD	24 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3120856291	1	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$5,000.00 AUD	12 Sep 2018	New	\$0.00 AUD	Original	Actions
Order	3120856349	1	Rio Tinto - TEST	Kennecott Utah Copper LLC (Mine) Bingham Canyon, UT United States	\$180,115.26 AUD	3 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3120856352	1	Rio Tinto - TEST	Kennecott Utah Copper LLC (Mine) Bingham Canyon, UT United States	\$182,427.96 AUD	4 Oct 2018	New	\$0.00 AUD	Original	Actions

Purchase Order: 3000962416

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

Confirm Entire Order Update Line Items Reject Entire Order

To: Rio Test Supplier AU Test Address AU

Purchase Order (New) 3000962416

Order Confirmation – Confirm Entire Order

➤ After selecting **CONFIRM ENTIRE ORDER** the Order confirmation screen is displayed

1. Enter **Confirmation #**
2. Enter the **Est. Delivery Date**
3. Click **Next**

➤ Screen displays the Review Order Confirmation

➤ Review the Order Confirmation

4. Click **Submit**



The screen returns to the purchase order with an updated status of either, confirmed

➤ A purchase order will remain partially confirmed until all items on the purchase order are confirmed by the Supplier

Confirming PO

Exit
Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:* 7775655-1 1

Associated Purchase Order #: 3000962416

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:* 13 Nov 2018 2

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20014320		13.0 (EA)	2 Aug 2018	\$10.00 AUD	\$130.00 AUD	

Description: kdk

Exit
Next

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 7775655-1

Supplier Reference:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20014320		13.0 (EA)	2 Aug 2018	\$10.00 AUD	\$130.00 AUD	

Description: kdkhkaqijzdlm

➤ **Schedule Lines**

Current Order Status:

13.0 Confirmed With New Date (Estimated Delivery Date: 13 Nov 2018)

Previous
Submit
Exit

Purchase Order

(Confirmed)

3000962416

Amount: \$130.00 AUD

Version: 1

i

1 Confirm Entire Order

2 Review Order Confirmation

4

Order Confirmation Update Line Level – General Information

Order Confirmation-Update Line Level is used when there are variations to the items requested by Rio Tinto 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 Rio Tinto on an item/s as only Rio Tinto 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 Rio Tinto. **NOTE: Not all selections may be available for each buyer**

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:	50	Backorder:	20	Reject:	5
						Details ⓘ

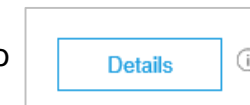
Example only of variations

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**

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 Rio Tinto



Order Confirmation – Update Line Items – Price Notification

➤ A Price Notification is provided to Rio Tinto via the Order Confirmation. After Rio Tinto have reviewed the Order Confirmation and if they accept the pricing information provided you will receive a Change Purchase Order.

➤ After selecting **UPDATE LINE ITEMS** the Order confirmation screen is displayed

1. Enter **Confirmation #**

2. Enter the **Est. Delivery Date**

3. Scroll down to **Line items**

Exit
Next

1
Update Item Status

▼ Order Confirmation Header

* Indicates required field

Confirmation #:* 1

Associated Purchase Order #: 3000962633

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date: 2

Comments:

Est. Shipping Cost:

Est. Tax Cost:

3

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20004117		5.0 (EA)	26 Nov 2018	\$25.00 AUD	\$125.00 AUD	
Description: ADAPTER,FUEL MANIFOLD;CAT;7C7682								
<div style="margin-left: 20px;"> <p>► Schedule Lines</p> <p>Current Order Status</p> <p><input checked="" type="radio"/> 5.0 Unconfirmed</p> </div>								
Confirm: <input style="border: 1px solid #ccc;" type="text"/>			Backorder: <input style="border: 1px solid #ccc;" type="text"/>			Details ⓘ		
Reject All ⓘ								

Order Confirmation – Update Line Items – Price Notification cont.

➤ With Line Items is displayed

4. Enter the number to **Confirm**

5. Click on **Details**

6. Enter the **Unit Price** you want to advise Rio Tinto is different to the Purchase Order

7. Click on **OK**

Note: Fields that are greyed out cannot be adjusted, contact Rio Tinto to request a changed Purchase Order where items are incorrect

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20004117		5.0 (EA)	26 Nov 2018	\$25.00 AUD	\$125.00 AUD	

Description: ADAPTER,FUEL MANIFOLD,CAT;7C7682

▶ **Schedule Lines**

Current Order Status

5.0 Unconfirmed

Confirm: **4** Backorder: **Details** **5**

Reject All ⓘ

OK **Cancel**

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Customer Location
1		20004117	5.0	EA	26 Nov 2018	\$25.00 AUD	\$125.00 AUD	3016

Description: ADAPTER,FUEL MANIFOLD,CAT;7C7682

New Order Status: **5 Confirmed**

Est. Shipping Date:

Est. Delivery Date: 15 Nov 2018

6 Unit Price: → Unit Price:

Price Unit Quantity: * } **N**

Unit Conversion: *

Price Unit: *

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: 7C-7682

Manufacturer Name: CATERPILLAR INC

Supplier Batch ID:

7 Comments: * → Comments: *

Description: ADAPTER,FUEL MANIFOLD,CAT;7C7682

Pricing Description: Subtotal: ⓘ \$125.00 AUD

Order Confirmation – Update Line Items – Price Notification cont.

- The information is displayed in brackets in the **Line Item**

Note: The Price on the Purchase Order will not change, only Rio Tinto can change the price using a change purchase order

i Change Purchase Orders **MUST** also be confirmed

- Repeat for all line items that are being confirmed
- 8. Click on **Next**
- If you are adding a Backorder refer to Slide 33, **Order Confirmation – Update Line items – Backorder**
- If you are adding or updating a Part Number refer to Slide 35, **Order Confirmation – Update Line Item – Update Part Number**
- If you need to reject specific line items on a confirmation refer to Slide 38, **Order Confirmation – Update Line Items – Reject Line Item**
- Refer to Slide 42, **Finalise Order Confirmation**

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	N Unit Price	Subtotal	Customer Location
1		20004117		5.0 (EA)	26 Nov 2018	\$25.00 AUD	\$125.00 AUD	

Description: ADAPTER,FUEL MANIFOLD;CAT;7C7682

▶ **Schedule Lines**

Current Order Status

5.0 Confirmed With Changes (Comments: Manufacturing cost increases ; Estimated Delivery Date: 21 Nov 2018 ; Confirmed Unit Price: \$28.75 AUD)

Confirm: Backorder: [Details](#) ⓘ

[Reject All](#) ⓘ

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

[Confirm All](#)

8
[Exit](#)
[Next](#)

Order Confirmation – Update Line Item - Backorder

➤ After selecting UPDATE LINE ITEMS the order confirmation screen is displayed

1. Enter the **Confirmation #**
2. Enter the **Est. Delivery Date**
3. Scroll down to **Line Items**
4. Enter the total of quantity you want to **Confirm** (if any)
5. Enter the total of the quantity that you need to **Backorder**
6. Click on **Details**

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #:* 1

Associated Purchase Order #: 3000962633
Customer: Rio Tinto - TEST

SHIPPING AND TAX INFORMATION

Enter shipping tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: 2 Est. Tax Cost:

Comments:

Line Items 3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
1				10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD

Description: test

► Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: 4 Backorder: 5

6

Order Confirmation – Update Line Item - Backorder cont...

7. Locate the **Backordered** status

8. Enter the **Est. Delivery Date** for the backordered items

9. Click on **OK**

➤ Screen displays the information against the line item

➤ Repeat for other items if required

Note: The total of a line item on a purchase order **MUST** be fully confirmed before items are shipped or invoiced

10. Click on **Next**

➤ Refer to Slide 42, **Finalise Order Confirmation**

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Customer Location
1			10.0	EA	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	

Description: test

New Order Status: **5 Backordered** 7

Est. Shipping Date:

Est. Delivery Date: **20 Dec 2018** 8

Comments:

New Order Status: **5 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

9 OK Cancel

Line Items

Line #	Part #	Customer Part #	Revision Le	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1				10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	

Description: test

▶ **Schedule Lines**

Current Order Status

5 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2018)

5 Backordered (Estimated Delivery Date: 20 Dec 2018)

Confirm: Backorder: Details ⓘ

Confirm Based on Schedule Lines

Confirm All

Exit Next 10

Order Confirmation – Update Line Item – Update Part Number

➤ After selecting UPDATE LINE ITEMS the order confirmation screen is displayed

➤ Use this process when the part number shown in the Purchase Order has changed or is incorrect and when items are being confirmed

1. Enter the **Confirmation #**

2. Enter the **Est. Delivery Date**

3. Scroll down to **Line Items**

4. Enter the total of quantity you want to **Confirm** (if any)

5. Click on **Details**

Exit
Next

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #:* 1

Associated Purchase Order #: 3000962709

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: 2

Est. Delivery Date: 2

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line Items 3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20009797		10.0 (EA)	7 Dec 2018	\$2,600.00 AUD	\$26,000.00 AUD	

Description: VALVE,SHUTTLE;HAGGD RVES S23-11966-0

▶ Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: 4

Backorder:

[Reject All](#) ⓘ

Confirm Based on Schedule Lines

Confirm All

5 Details ⓘ

Order Confirmation – Update Line Items – Update Part Numbers cont.

- With Details screen displayed
- 6. Enter the correct **Supplier Part**
- 7. If required, enter the **Auxiliary Part ID**
- 8. If required, add the **Supplier Batch ID**
- 9. Enter **Comments** advising Rio Tinto why information, updates or changes have occurred
- 10. Click on **OK**

Note: Fields that are greyed out cannot be adjusted, contact Rio Tinto to request a changed Purchase Order where items are incorrect

OK
Cancel

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Cus 10 Location
1		20009797	10.0	EA	7 Dec 2018	\$2,600.00 AUD	\$26,000.00 AUD	3016

Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

6 Supplier Part:

Auxiliary Part ID: 7

Manufacturer Part ID: S23-11066-0

Manufacturer Name: HAGGLUNDS DRIVES PTY LTD

Supplier Batch ID: 8

Comments:* 9

Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0

Pricing Description:

Subtotal: ⓘ \$2,600.00 AUD

Order Confirmation – Update Line Items – Update Part Numbers cont.


- Screen displays the Order Confirmation with the details entered

Note: The information on the Purchase Order will not change, only Rio Tinto can change information on a purchase order

11. Click on **Next**

- Refer to Slide 42, **Finalise Order Confirmation**


Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20009797		10.0 (EA)	7 Dec 2018	\$2,600.00 AUD	\$26,000.00 AUD	

Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0

▶ Schedule Lines

Current Order Status

 1 Confirmed With Changes (Comments: Next gen part with updated part number ; Confirmed Part Number: 2000979-21 ; Confirmed Auxiliary Part ID: 7775TTTTY ; Estimated Delivery Date: 28 Nov 2018)


9.0 Unconfirmed

Confirm: Backorder: [Details](#) ⓘ

Reject All ⓘ

[Confirm Based on Schedule Lines](#)

[Confirm All](#)

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

Order Confirmation – Update Line Items – Reject Line Item

➤ After selecting UPDATE LINE ITEMS the order confirmation screen is displayed

1. Enter the **Confirmation #**
2. Enter the **Est. Delivery Date**
3. Scroll down to **Line Items**
4. Click on **Reject All**

➤ Screen displays the Reject Item selection screen

Note: Each item on the purchase order and in the order confirmation will have a Reject All. Reject All does not reject all the different line items only the line item you are working on

Confirming PO
Exit Next

1 Update Item Status

2 Review Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #:* 888677766PPY0 1

Associated Purchase Order #: 3000962709

Customer: Rio Tinto - TEST

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: [Calendar]

Est. Shipping Cost:

Est. Delivery Date: 30 Nov 2018 2

Est. Tax Cost:

Comments:

Line Items 3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
1		20009797		10.0 (EA)	7 Dec 2018	\$2,600.00 AUD	\$26,000.00 AUD

Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0

► Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: Backorder: Details ⓘ

Reject All ⓘ 4

Confirm Based on Schedule Lines

Confirm All

Order Confirmation – Update Line Items – Reject Line Item cont.

5. Click on **Rejection Reason**

6. **Please Select** the required rejection reason

Note: The expectation from Rio Tinto is that rejection should be for:

- 1) Incorrect Quantity
- 2) Unable to Supply
- 3) Other

- Use confirm and details to update or notify Rio Tinto about:
 - **Delivery Date** – confirm and use Details to provide an alternative date
 - **Incorrect Description** – Rio Tinto does not use description
 - **Incorrect Price** – confirm and use Details to provide a price notification to Rio Tinto
 - **Incorrect Stock/Part Number** – confirm and use Details to enter the correct part number

7. Click on **OK**

Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
1		20009797	10.0	EA	7 Dec 2018		\$2,600.00 AUD	\$26,000.00 AUD	3016

Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0

New Order Status: **10.0 Rejected**

Rejection Reason:* Please Select 5

Comments:

Please Select 6

- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price ★ 1
- Incorrect Quantity ★ 1
- Incorrect Stock/Part Number ★ 2
- Incorrect UOM ★ 2
- Unable to Supply Item ★ 3
- Other ★ 4

OK
Cancel

Order Confirmation – Update Line Items – Reject Line Item cont.

- Screen displays the Order Confirmation


8. Click on **Next**

Note: The information entered will be displayed and the information on the Purchase Order will not change, only Rio Tinto can change information on a purchase order

11. Click on **Next**

- Refer to Slide 42, **Finalise Order Confirmation**


Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20009797		10.0 (EA)	7 Dec 2018	\$2,600.00 AUD	\$26,000.00 AUD	

Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0

▶ **Schedule Lines**

Current Order Status


10.0 Rejected (Rejection Reason: Unable to Supply Item) 

Confirm: Backorder: [Details](#) ⓘ

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

[Confirm All](#)

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

Order Confirmation – Reject Entire Order

➤ After selecting **Reject Entire Order**

1. Enter **Confirmation #**.
2. Select a **Rejection Reason** from the drop down box.
3. Enter **Comments** for the rejection (if required)
4. Click **Reject Order**.

➤ Screen returns - Purchase Order. Order Status has changed to Rejected

Use the Reject if;

- You can no longer fulfil the order
- The order was not intended for your company
- Include detailed notes advising reason for rejection

➤ Only use the following Reject codes:

- 1) Duplicate Order
- 2) Incorrect Supplier Code Used
- 3) Incorrect UOM
- 4) Not our Product Line
- 5) Unable to Supply Item(s)
- 6) Other

- Use Update Line Items to confirm and details to update or notify Rio Tinto about:
- **Delivery Date** – confirm and use Details to provide an alternative date
 - **Incorrect Description** – Rio Tinto does not use description
 - **Incorrect Price** – confirm and use Details to provide a price notification to Rio Tinto
 - **Incorrect Stock/Part Number** – confirm and use Details to enter the correct part number

Finalise Order Confirmation

➤ The review Confirmation screen is displayed

➤ Review if Required

1. Click on **Submit**

➤ Screen displays the Purchase Order, the **Create Ship Notice** and **Create Invoice** selections are now active

➤ The Status of the Purchase order will display Partially Confirmed where there is a backorder. Once good arrive confirm the remaining total

2. Click on **Done** to return to the Inbox, Orders and Releases screen

Confirming PO Previous Submit Exit

1 Update Item Status

2 Review Confirmation

Confirmation #: OC66647774-1
Supplier Reference:
Est. Delivery Date: 21 Nov 2018

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1				10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	

Description: test

► Schedule Lines

Current Order Status:

- 5 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2018)
- 5 Backordered (Estimated Delivery Date: 20 Dec 2018)

Purchase Order: 3000962633 Done 2

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

Order Detail Order History

Purchase Order (Confirmed)
3000962416
Amount: \$130.00 AUD
Version: 1

Purchase Order (Partially Confirmed)
3000962633
Amount: \$100.00 AUD
Version: 1

Locating sent Order Confirmations

➤ From the Dashboard or Homepage

1. Click on **Outbox**

➤ Screen displays **Invoices**

2. Select **Order Confirmation**

➤ Screen displays the list of sent Order Confirmations to Rio Tinto

The screenshot shows the SAP Ariba interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a red circle '1'), 'NOTICES', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. Below this, there are sub-menus for 'Invoices', 'Order Confirmations' (highlighted with a red circle '2'), 'Service Notices', 'Service Sheets', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The main content area is titled 'Order Confirmations' and features a 'Search Filters' section. Below that, it shows 'Order Confirmations (500+)' with a 'Page 1' dropdown and a grid icon. A table lists the confirmations with columns for 'Confirmation ID', 'Customer', 'Order #', 'Date', and 'Status'. The first row is highlighted with a red circle '3'.

Confirmation ID	Customer	Order #	Date	Status
123446-OC	Rio Tinto - TEST	3120856436	23 Nov 2018 4:38:34 PM	Acknowledged
Test-conf	Rio Tinto - TEST	3120856493	23 Nov 2018 2:27:16 PM	Acknowledged
Test-conf	Rio Tinto - TEST	3120856493	23 Nov 2018 2:16:53 PM	Acknowledged
CON	Rio Tinto - TEST	3120856492	23 Nov 2018 12:47:59 PM	Failed
CONFIRM	Rio Tinto - TEST	3120856491	23 Nov 2018 12:23:28 PM	Acknowledged
CONFIRM	Rio Tinto - TEST	3120856491	23 Nov 2018 12:16:56 PM	Acknowledged
CONFIRM	Rio Tinto - TEST	3120856491	23 Nov 2018 11:51:28 AM	Acknowledged
conf-Line1	Rio Tinto - TEST	3120856481	23 Nov 2018 11:31:00 AM	Acknowledged
conf-Line1	Rio Tinto - TEST	3120856481	22 Nov 2018 6:04:18 PM	Acknowledged
Conf-2	Rio Tinto - TEST	3120856480	22 Nov 2018 5:15:47 PM	Acknowledged
Conf2	Rio Tinto - TEST	3120856479	22 Nov 2018 4:56:34 PM	Acknowledged



Rejected Order Confirmation

- When Rio Tinto rejects an Order Confirmation the Purchase Order will appear in the Inbox with a Rejected Status
- After reviewing the Rejected Purchase Order, re-confirm rectifying the error and re-submit

Identifying a Rejected Order

➤ From the Dashboard or Homepage

1. Click on **Inbox**

➤ The orders and releases screen is displayed

2. Either use **Search Filters** or click on **Order status** to identify **Rejected Orders**

3. Open the required purchase order

➤ The purchase is displayed

The screenshot shows the Ariba Supply Chain Collaboration interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red circle and '1'), 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Extended Collaboration', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The 'Orders and Releases' section is active, showing a list of orders. The 'Order Status' column is highlighted with a red circle and '2', and the 'Rejected' status is highlighted with a yellow box. The table below shows four rejected orders.

Type	Order Number ↓	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Actions
Order	3120854893		Rio Tinto - TEST	REGAL TRANSPORT GP LTD HAZELMERE, WA Australia	\$2,640.27 AUD	27 Nov 2017	Rejected	\$0.00 AUD	Actions ▾
Order	3120854886	1	Rio Tinto - TEST	REGAL TRANSPORT GP LTD HAZELMERE, WA Australia	\$2,640.27 AUD	27 Nov 2017	Rejected	\$0.00 AUD	Actions ▾
Order	3120854885	1	Rio Tinto - TEST	REGAL TRANSPORT GP LTD HAZELMERE, WA Australia	\$2,640.27 AUD	27 Nov 2017	Rejected	\$0.00 AUD	Actions ▾
Order	3100245895	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$121.50 AUD	27 Nov 2017	Rejected	\$0.00 AUD	Actions ▾

The screenshot shows the details for Purchase Order 3120854886. The order is from Pilbara Iron Co Serv P/L to Rio Test Supplier AU. The order status is 'Purchase Order (Rejected)'. The interface includes a 'Done' button, a 'Create Order Confirmation' dropdown, a 'Create Ship Notice' button, a 'Create Invoice' dropdown, and a row of utility links: 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below these are tabs for 'Order Detail' and 'Order History'.

Purchase Order: 3120854886

From: Pilbara Iron Co Serv P/L To: Rio Test Supplier AU

Purchase Order (Rejected)



Ship Notice

- The Ship Notice is an ***optional*** document for transacting with Rio Tinto
- A Ship Notice (ASN) informs Rio Tinto of the delivery details for the items being shipped
- ***The Ship Notice is only applicable to Goods and Repair items***
- Balance Tracking is used to keep count of what has been previously been submitted
- Only Confirmed lines can be copied to a Ship Notice
- A Ship Notice can be cancelled

Begin the Ship Notice

1. Click **Inbox** tab on the Dashboard.
 - Screen displays **Orders and Releases**
2. Click the **Order Number** to open the order
 - The purchase order must have a **Confirmed** Order Status
 - Screen displays the Purchase Order
 - View the **Purchase Order**
3. Click **Create Ship Notice**.
 - Screen displays **Ship Notice**

The screenshot shows the Ariba Supply Chain Collaboration dashboard. The 'INBOX' tab is highlighted with a yellow box and a red circle containing the number '1'. Below the navigation bar, the 'Orders and Releases' section is active, with 'Orders and Releases' selected in the sub-navigation. A search filter is visible. The main table lists two orders. The second order, with order number 3000961636, is highlighted with a yellow box and a red circle containing the number '2'. Below the table, the 'Purchase Order: 3000961636' details are shown. In the action bar, the 'Create Ship Notice' button is highlighted with a yellow box and a red circle containing the number '3'. Other buttons include 'Create Order Confirmation', 'Create Invoice', and various utility links like 'Hide Changes', 'Print', 'Download PDF', etc.

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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	Ver	Customer	Ship To Address	Amount	Date	Order Status ↑	Amount Invoiced	Revision	Actions
Order	3100246680	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$100.00 AUD	19 Oct 2018	Confirmed	\$0.00 AUD	Original	Actions
Order	3000961636		Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$360.00 AUD	6 Sep 2018	Confirmed	\$0.00 AUD	Changed	Actions

Purchase Order: 3000961636 Done

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

Order Detail Order History

Create a Ship Notice

- The Create Ship Notice screen is displayed
- 4. Enter the **Packing Slip ID**, this is the number you provide to Rio Tinto
- 5. Select the **Ship Notice Type**
- 6. Enter the **Delivery Date**
- 7. Scroll to **Order Items**

Create Ship Notice Save Exit Next

** Indicates required field*

SHIP FROM	DELIVER TO
Rio Test Supplier AU Update Address	Tom Price WA Update Address
Brisbane Australia	Australia

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: * <input type="text" value="ASN666575-2"/> 4	Carrier Name: <input type="text"/>
Invoice No.: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: <input type="text" value="Estimated"/> 5	<input type="text" value="Select"/> <input type="text" value="Actual"/> <input type="text" value="Estimated"/>
Shipping Date: <input type="text"/>	
Delivery Date: * <input type="text" value="22 Nov 2018"/> 6	
Hazard Type: <input type="text" value="Select"/>	Code: <input type="text"/>
Is Divisible: <input type="checkbox"/>	

► Dimensions

► Additional Fields

7

Order #	Line #	Part #	Customer Part #	Need By	Ship By	Unit Price	Subtotal	Customer Location
---------	--------	--------	-----------------	---------	---------	------------	----------	-------------------

Create a Ship Notice cont.

- 8. Update **Shipping Qty** – if doing partial shipment
- 9. Is the Order item being shipped perishable?
 - Yes – Enter the **Expiry Date**
 - No – go to **step 10**
- Repeat steps 8 and 9 for other order items (if required)
- 8. Do you need to remove an Order item not being shipped?
 - Yes – Click on **Remove**
 - No – go to step 12
- 11. Click on **Next**
- Screen displays Confirm Ship Notice
- Go to Slide 44, **Finalise Ship Notice**

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
3000961636	1		20009795	2.0	EA	11 Oct 2018		\$10.00 AUD	\$20.00 AUD	3016	Remove
Description: BRAKE,MULTIPLE DISC;HAGGDRVE MDA 10 N00											
Shipment Status Total Item Due Quantity: 2.0 EA											
Confirmation Status Total Confirmed Quantity: 2 EATotal Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	<input style="border: 2px solid orange;" type="text" value="2.0"/>	<input type="text"/>	<input type="text"/>	<input style="border: 2px solid orange;" type="text"/>							
Add Ship Notice Line											
Other Information											
3000961636	2		20009797	2.0	EA	15 Jan 2018		\$20.00 AUD	\$40.00 AUD	3016	Remove
Description: VALVE,SHUTTLE;HAGGDRVES S23-11966-0											
Shipment Status Total Item Due Quantity: 2.0 EA											
Confirmation Status Total Confirmed Quantity: 2 EATotal Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	<input type="text" value="2.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details						
Add Ship Notice Line											
Other Information											

Save
Exit
Next

Finalise Ship Notice

- Confirm Ship Notice is displayed

1. Click on **Submit**

- Screen displays the Purchase Order, with an updated Status

1) **Shipped** indicates that all items have been shipped

2) **Partially Shipped** indicates that only part of the items ordered have been shipped. An order will display Partially Shipped until ALL items have been shipped to Rio Tinto

Note: Writing in brown indicates changes from an original Purchase Order, ensure you always work on the latest version of a Purchase Order

2. Click on **Done**,

- Screen returns to the Inbox, Orders and Releases Screen

Create Ship Notice

Previous
Save
Submit
Exit

1

Confirm and submit this document.

SHIP FROM

Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia

DELIVER TO

Tom Price Mine Site
Mine Road
Tom Price WA 6751
Australia

SHIPPING

Packing Slip ID: ASN666575-2
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: Estimated
Estimated Shipping Date: --
Estimated Delivery Date: 22 Nov 2018
Is divisible: No

TRACKING

Tracking information not provided.

DIMENSIONS

ADDITIONAL FIELDS

Order Items Hide Item Details

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
3000961636	1		20009795	2.0	EA	11 Oct 2018		\$10.00 AUD	\$20.00 AUD	3016
Description: BRAKE,MULTIPLE DISC,HAGGDRVE MDA 10 N00										

Purchase Order: 3000961636 Done

☑ Create Order Confirmation
📄 Create Ship Notice
📄 Create Invoice

Hide Changes | Hide | Print | Download PDF | Export cXML | Download CSV

2

Order Detail | **Order History**

From: Pilbara Iron Co Serv
152 St Georges Terrace
Perth, WA 6000

To: Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia

N Purchase Order
(→ Shipped)
3000961636
Amount: \$369.00 AUD
Version: 4 (Previous Version)

Purchase Order
(Shipped) ★
4900001706
Amount: \$45.00 USD
Version: 1

Purchase Order
(Partially Shipped) ★
4900001676
Amount: \$369.00 USD
Version: 1

Locating sent Ship Notices

➤ From the Dashboard or Homepage

1. Click on **Outbox**

➤ Screen displays **Invoices**

2. Select **Ship Notices**

➤ Screen displays the list of sent Ship Notices to Rio Tinto

Note: Failed Ship Notices need to be opened and the reason for the failure identified and then resubmitted

Ariba Supply Chain Collaboration

HOME INBOX **OUTBOX** **1** REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Invoices Order Confirmations **Ship Notices** **2** Sheets Extended Collaboration Product Replenishment

Ship Notices

Search Filters

Ship Notices (43) Page 1

↑	Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
	15498424	Rio Tinto - TEST	3023189234	12 Jul 2017 2:37:13 PM			Acknowledged	
	453453	Rio Tinto - TEST	3023190400	11 Jul 2017 8:39:05 AM			Acknowledged	3
	ASN2	Rio Tinto - TEST	3023191461	2 Jul 2017 11:18:18 PM			Acknowledged	
	ASN1	Rio Tinto - TEST	3023191461	2 Jul 2017 11:11:00 PM			Failed	
	ASN 1	Rio Tinto - TEST	3023187125	16 Jun 2017 10:11:25 AM			Failed	
	SHIPNOTE959874	Rio Tinto - TEST	3000959874	26 Apr 2017 7:51:34 PM			Acknowledged	
	PACK002001	Rio Tinto - TEST	3000959871	26 Apr 2017 7:34:08 PM			Acknowledged	
	PACK20170426001	Rio Tinto - TEST	3000959746	26 Apr 2017 4:14:27 PM			Acknowledged	
	PACK12345679	Rio Tinto - TEST	3000959754	26 Apr 2017 2:19:24 PM			Acknowledged	
	ASN3959618	Rio Tinto - TEST	3000959618	10 Apr 2017 2:31:29 PM			Failed	N
	PACKSLIP001	Rio Tinto - TEST	3000958765	7 Apr 2017 4:18:20 PM			Acknowledged	
	packID001	Rio Tinto - TEST	3000958764	7 Apr 2017 4:09:18 PM			Acknowledged	



Goods Receipt

- A Goods Receipt Notice (GRN) is sent by Rio Tinto to inform you of what they have received into their system from the shipment you sent
- If you have not already done so, please invoice from the Received Purchase Order, refer to the Invoice Guide

Locating Received Purchase Orders

1. Click Inbox

- Use Search Filters of Order Status to locate Received Purchase Orders
- Search Filters
 - 1) Click on Search Filters
 - 2) Change Order Status to Received
 - 3) Click on Search
 - Results will be displayed
- Order Status
 - 4) Click on Order Status to sort alphabetically

2. Select the required Purchase Order

- Screen displays the Purchase Order

Ariba Supply Chain Collaboration Company Settings ▾

HOME **INBOX** OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 **1**

Customer: All Customers ▾

Order Number: ⓘ

Partial number Exact number

Buyer Location Code: ⓘ

Invoice Number: ⓘ

Show orders by: Creation Date Inquiry Date

Date Range: Last 14 days ▾
2 Nov 2018 - 16 Nov 2018

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: Received ▾ **2**

View: All except hidden orders ▾

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders **3**

Number of Results: 100 ▾ **Search** **Reset**

Orders and Releases (100+) Page 1 ▾ **4**

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status ↑	Amount Invoiced	Revision	Actions
<input type="radio"/> Order	3023194514	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$1,200.00 AUD	11 Jul 2017	Received	\$0.00 AUD	Original	Actions ▾
<input type="radio"/> Order	3023194506	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$1,200.00 AUD	11 Jul 2017	Received	\$0.00 AUD	Original	Actions ▾



Receipts

- Receipts are for information only
- Receipts provide information about what goods have been received by Rio Tinto

Locating Receipts

➤ From the Dashboard or Homepage

1. Click on **Inbox**

2. Select **Receipts**, if it is not displayed:

- 1) Click on **More**
- 2) Select **Receipts**

➤ The **Receipts** screen is displayed

3. Select the required **Receipt**

Note: The Receipt number is generated by Rio Tinto

Note: The Reference number is also generated by Rio Tinto

➤ The Receipt is displayed

Ariba Supply Chain Collaboration

HOME **INBOX** **1** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES **2** CSV Documents **Create**

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments **Receipts** **More...** **1**

Receipts

► Search Filters

Receipts (500+) **N** **N**

Receipt Number	Reference	Customer		Routing Status
300051682803312018	Not Available	Rio Tinto - TEST		
300052092674652018	3023205092	Rio Tinto - TEST		
300052092674642018	3023205092	Rio Tinto - TEST		
100052092664582018	3023206013	Rio Tinto - TEST		
300052092664482018	3023205900	Rio Tinto - TEST	31 Aug 2018 2:52:55 PM	Sent
300052092648462018	3023205870	Rio Tinto - TEST	5 Aug 2018 9:46:13 PM	Sent

Reviewing a Receipt

- The receipt is displayed
- The Receipt Number is generated by Rio Tinto
- Related Documents will open the Purchase Order
- The History Tab provides information about the Receipt
- Information cannot be adjusted
- Processes cannot be performed from a Receipt

Receipt: 100052092664582018 Done

[Print](#) | [Export cXML](#)

Detail | [History](#)

From: Rio Tinto - TEST T10 Center Darwin NT 0800 Australia	To: Rio Test Supplier AU Test Address AU Brisbane 4000 Australia Phone: Fax: Email:	Receipt: Receipt #: 100052092664582018 Receipt Date: 2 Sep 2018
---	---	--

Routing Status: Sent
Related Documents: [3023206013](#)

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 3023206013 (Closed For Receiving)													
1	1					3023206013		10.0 EA	Not Specified	Received			

Description:

Receipt received on: Sunday 2 Sep 2018 10:00 PM GMT
 Received by Ariba Network on: Sunday 2 Sep 2018 6:46

Receipt: 100052092664582018 Done

[Detail](#) | **History**

Receipt: 100052092664582018
 Routing Status: Sent
 Received By Ariba Network On: 2 Sep 2018 6:46:06 PM GMT+10:00

From: Rio Tinto - TEST

History

Status	Comments	Changed By	Date and Time
	ReceiptRequest Queued	Receipt Request Handler	2 Sep 2018 6:46:06 PM
Sent	Sent document to Inbox.	ANCXMLEOutDispatcher-128491011	2 Sep 2018 6:46:07 PM

Support

Support Type	Description
Help Centre For all your support needs Note: Support Centre Options are based on your account type and all options may not be available	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