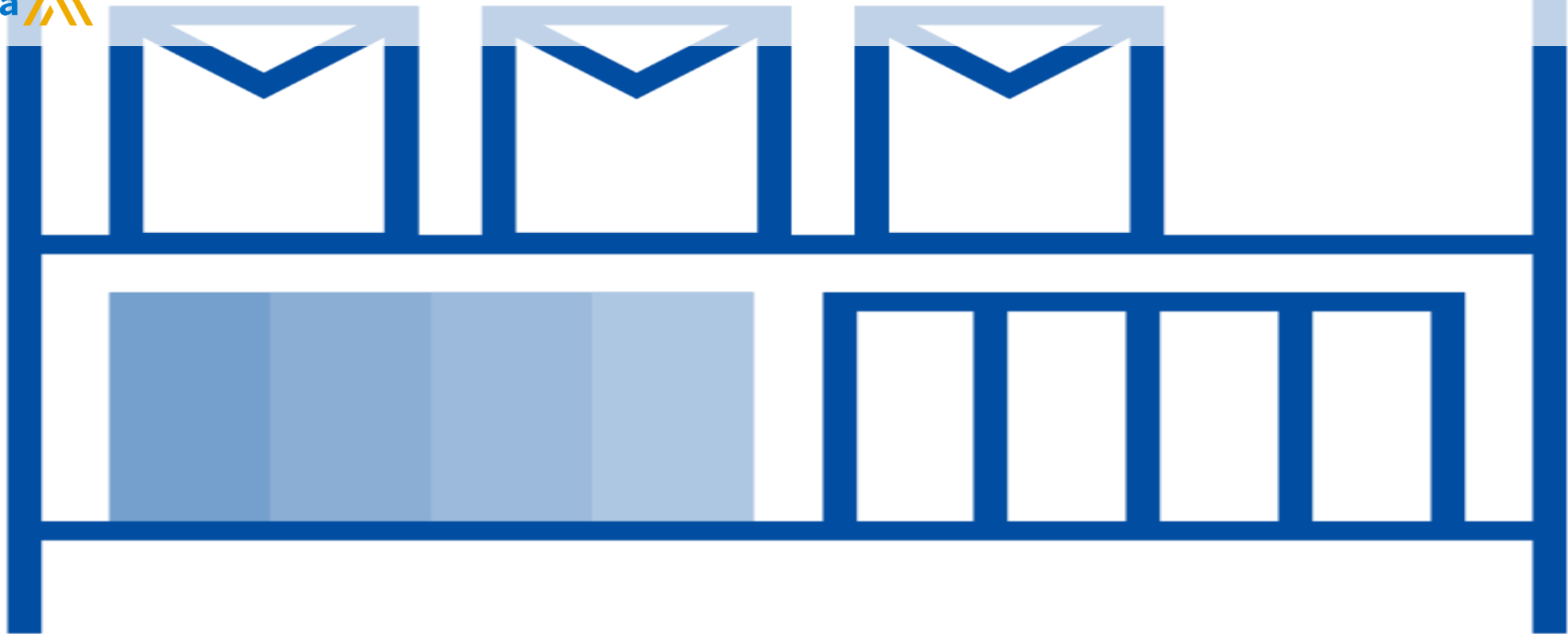


Ariba Network

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.

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



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Inbox – Orders and Releases

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

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

Ariba Network

HOME INBOX OUTBOX CATALOGS REPORTS

CSV Documents Create

Orders and Releases Inquiries Notifications Receipts Pending Queue

Orders and Releases

Search Filters

Orders and Releases (18)

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Revision	Actions
Order	4500000334	1	AGL Corporate Services Pty Limited - TEST	\$600.00 AUD	5 Sep 2018	New	Invoice	Original	Actions
Order	4500000320	1	AGL Corporate Services Pty Limited - TEST	\$2,000.00 AUD	4 Sep 2018	Serviced	Invoice	Original	Actions
Order	4500000317	1	AGL Corporate Services Pty Limited - TEST	\$18,000.00 AUD	4 Sep 2018	Serviced	Invoice	Original	Actions
Order	4500000312	1	AGL Corporate Services Pty Limited - TEST	\$2,500.00 AUD	4 Sep 2018	New	Invoice	Original	Actions
Order	4500000311	1	AGL Corporate Services Pty Limited - TEST	\$684,190.00 AUD	4 Sep 2018	New	Invoice	Original	Actions
Order	4500000310	1	AGL Corporate Services Pty Limited - TEST	\$11,000.00 AUD	4 Sep 2018	New	Invoice	Original	Actions
Order	4200000019	3	AGL Corporate Services Pty Limited - TEST	\$6,740.00 AUD	29 Aug 2018	Changed	Invoice	Changed	Actions
Order	4200000019	2	AGL Corporate Services Pty Limited - TEST	\$6,740.00 AUD	22 Aug 2018	Obsoleted	Invoice	Changed	Actions
Order	4200000019	1	AGL Corporate Services Pty Limited - TEST	\$6,740.00 AUD	15 Aug 2018	Obsoleted	Invoice	Original	Actions
Order	4200000019	1	AGL Corporate Services Pty Limited - TEST	\$450.00 AUD			Invoice	Original	Actions
Order	4200000019	1	AGL Corporate Services Pty Limited - TEST	\$1,383.75 AUD			Invoice	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

Routing Status

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

Status Level	Definition
Accepted	Ariba SN accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba SN Queued the purchase order from cXML processing
Sent	Ariba SN successfully converted the purchase order from cXML to EDI and has forwarded it to your VAN in an interchange
Acknowledged	Ariba SN received a positive functional acknowledgment from you
Failed	Ariba SN could not route the purchase order and it lists the reason for the failure

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 SN 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




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

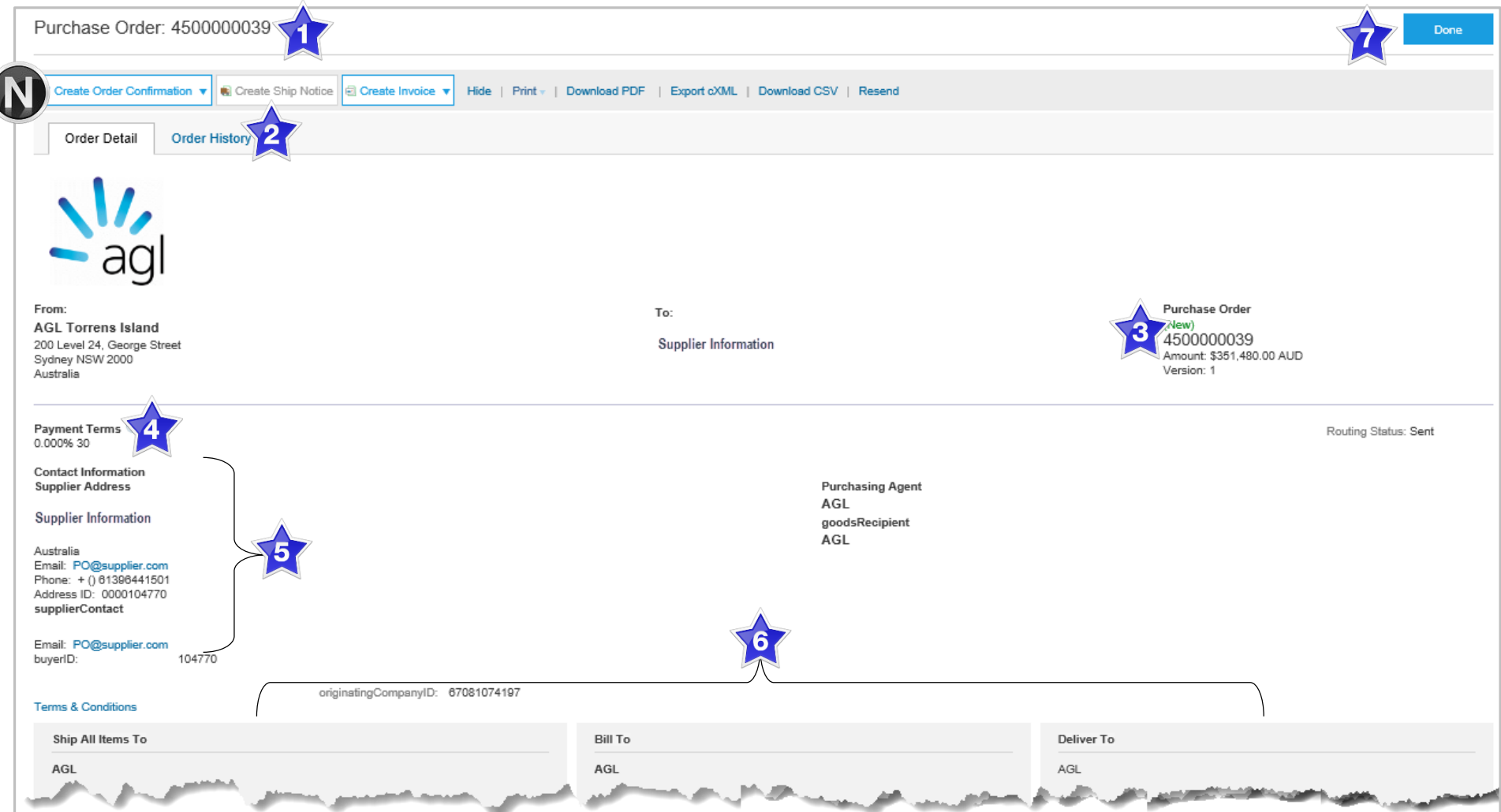
View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number, created by AGL
- 2) **Order History**
- 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
- 4) **Payment Terms**
- 5) **Contact Information**
- 6) **Ship To, Bill To and Deliver To** details
- 7) **Done**, to return to the previous screen

 Any information in blue can be selected to provide more details

Note: Create Order Confirmation is an optional process, however Create Ship Notice is not accessible or a required process



The screenshot shows the SAP Purchase Order Header Level for Purchase Order 4500000039. The interface includes a top navigation bar with a 'Done' button (7) and a 'Create Order Confirmation' dropdown (1). Below this is a toolbar with 'Create Ship Notice', 'Create Invoice', and various utility buttons like 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The main content area has tabs for 'Order Detail' and 'Order History' (2). The AGL logo is displayed. The 'From' section shows 'AGL Torrens Island' with its address in Australia. The 'To' section shows 'Supplier Information'. A 'Purchase Order' summary (3) displays the order number, amount (\$351,480.00 AUD), and version (1). The 'Payment Terms' (4) are 0.000% 30. The 'Contact Information' (5) includes 'Supplier Address' and 'Supplier Information' with contact details. The 'Purchasing Agent' is listed as 'AGL goodsRecipient'. The 'Routing Status' is 'Sent'. The 'Terms & Conditions' section shows 'originatingCompanyID: 67081074197'. At the bottom, there are three sections: 'Ship All Items To' (AGL), 'Bill To' (AGL), and 'Deliver To' (AGL). A callout (6) points to the 'originatingCompanyID' field.

View Purchase Order Details – Line Item Level

8) Click **Details** to see further Line Level details



9) **Show Item Details**


10) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:



- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments


 [Show Item Details](#) 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
10	SETSCREW,M10x12MM,KNURLED CUP PT	Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Details 
20	SETSCREW,M10x12MM,KNURLED CUP PT	Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Details
30	SETSCREW,M10x12MM,KNURLED CUP PT	Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Details
40	SETSCREW,M10x12MM,KNURLED CUP PT	Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Details
50	SETSCREW,M10x12MM,KNURLED CUP PT	Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Details

Order submitted on: Tuesday 14 Aug 2018 12:00 PM GMT+10:00
 Received by Ariba Network on: Tuesday 14 Aug 2018 1:41 PM GMT+10:00
 This Purchase Order was sent by AGL Corporate Services Pty Limited - TEST AN0105570854-T and delivered by Ariba Network.

Sub-total: \$450.00 AUD

Create Order Confirmation |
  Create Ship Notice |
  Create Invoice |
 Hide | Print | Download PDF | 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 AGL

➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
10		Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Summary
SETScrew,M10x12MM,KNURLED CUP PT							
Status							
10.0 Unconfirmed							
Comments							
C,AMEND DESCRIPTION C,AS1421 not listed anymore C,CATALOGUE REGISTER SC04142 C,REQUESTED BY							
Schedule Lines							
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)				
1	16 Aug 2018 12:00 PM AEST		10.0 (EA)				
Other Information							
External Line Number: 10							
Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
20		Material	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD	Summary
SETScrew,M10x12MM,KNURLED CUP PT							
Status							
10.0 Unconfirmed							
Comments							
C,AMEND DESCRIPTION C,AS1421 not listed anymore C,CATALOGUE REGISTER SC04142 C,REQUESTED BY							
Schedule Lines							
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)				
1	16 Aug 2018 12:00 PM AEST		10.0 (EA)				
Other Information							
External Line Number: 20							

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: 4200000016
Done

Order Detail
Order History

Purchase Order: 4200000016
 Order Status: New
 Submitted On: 14 Aug 2018 12:00:00 PM GMT+10:00

From Customer: AGL Corporate Services Pty Limited - TEST
 Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128485072	14 Aug 2018 1:41:20 PM
	Email order was sent to ldejong@agl.com.au.	ANPODispatcher-128562027	14 Aug 2018 1:41:22 PM
Sent	Email order was sent to ldejong@agl.com.au.	OrderDispatcher - Email	14 Aug 2018 1:41:23 PM

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Price	Subtotal
10	SETSCREW,M10x12MM,KNURLED CUP PT	3012530	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD
	Status					
	10.0 Unconfirmed					
20	SETSCREW,M10x12MM,KNURLED CUP PT	3012530	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD
	Status					
	10.0 Unconfirmed					
30	SETSCREW,M10x12MM,KNURLED CUP PT	3012530	10.0 (EA)	16 Aug 2018	\$9.00 AUD	\$90.00 AUD
	Status					

Locating Purchase Orders for Your Location

➤ From the Dashboard or Homepage

1. Click on **Inbox**

2. Click on **Search Filters**

➤ The Search Filters section is displayed

3. Enter your **Buyer Location Code**.

➤ More than 1 location code can be entered by entering a comma (no spaces) and then the next location code

4. Click on **Search**

➤ All Purchase Orders for the entered location will be displayed

Note: Your Buyer Location Code is shown in your Purchase Order

Ariba Network

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Company Settings

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Orders and Releases Inquiries Notifications Receipts Pending Queue

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Customer: All Customers

Order Number:

Partial number Exact number

Buyer Location Code: 1221

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Last 31 days

30 Aug 2018 - 29 Sep 2018

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only service purchase orders

Number of Results: 100 Search

Orders and Releases (3)

Type	Order Number ↑	Ver	Customer	Amount	Date	Order Status	Settlement	Revision	Actions
Order	4500000310	1	AGL Corporate Services Pty Limited - TEST	\$11,000.00 AUD	4 Sep 2018	New	Invoice	Original	Actions
Order	4500000311	1	AGL Corporate Services Pty Limited - TEST	\$684,190.00 AUD	4 Sep 2018	New	Invoice	Original	Actions
Order	4500000312	1	AGL Corporate Services Pty Limited - TEST	\$2,500.00 AUD	4 Sep 2018	New	Invoice	Original	Actions

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Hide Resend Failed Orders

Ship All Items To

Australia

Location Code: 1221



Blanket Purchase Order (BPO)

- A BPO is used to create Invoices for expenditure and payments contracted between AGL and their supplier.
- A BPO is a 'contract' set up in Ariba which manages the expenditure and payments of contracted services between AGL and the supplier. Contracted services are typically where the vendor is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly or quarterly).
- There are two types of BPO's :
 - 1) Release Required – the requestor must release a new PO prior to invoicing
 - 2) No Release Required – a purchase order is not required prior to invoicing as the original PO is used
- Contracted services are typically where the Vendor is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals, for example, monthly or quarterly

Open the Blanket Purchase Order

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays the Blanket Purchase Order

Ariba Network

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Company Settings

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Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters


Orders and Releases (19)

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Revision	Actions
Order	4200000019	3	AGL Corporate Services Pty Limited - TEST	\$8,740.00 AUD	29 Aug 2018	Changed	Invoice	Changed	Actions
Order	4200000012	1	AGL Corporate Services Pty Limited - TEST	\$48.00 AUD	9 Aug 2018	Invoiced	Invoice	Original	Actions
Order	4500000039	1	AGL Corporate Services Pty Limited - TEST	\$351,480.00 AUD	20 Jul 2018	New	Invoice	Original	Actions
Order	4500000089	1	AGL Corporate Services Pty Limited - TEST	\$800.00 AUD	26 Jul 2018	New	Invoice	Original	Actions
Order	4500000311	1	AGL Corporate Services Pty Limited - TEST	\$684,190.00 AUD	4 Sep 2018	New	Invoice	Original	Actions
Order	4500000334	1	AGL Corporate Services Pty Limited - TEST	\$800.00 AUD	5 Sep 2018	New	Invoice	Original	Actions
Order	4200000000	1	AGL Corporate Services Pty Limited - TEST	\$33.70 AUD	19 Jul 2018	Obsoleted	Invoice	Original	Actions
Order	4200000019	1	AGL Corporate Services Pty Limited - TEST	\$8,740.00 AUD	15 Aug 2018	Obsoleted	Invoice	Original	Actions
Order	4200000019	2	AGL Corporate Services Pty Limited - TEST	\$8,740.00 AUD	22 Aug 2018	Obsoleted	Invoice	Changed	Actions
Order	4200000016	1	AGL Corporate Services Pty Limited - TEST	\$450.00 AUD	14 Aug 2018	Partially Invoiced	Invoice	Original	Actions
Order	4500000310	1	AGL Corporate Services Pty Limited - TEST	\$11,000.00 AUD	4 Sep 2018	Partially Serviced	Invoice	Original	Actions
Order	4200000000	2	AGL Corporate Services Pty Limited - TEST	\$87.40 AUD	8 Aug 2018	Received	Invoice	Changed	Actions
Order	4200000008	1	AGL Corporate Services Pty Limited - TEST	\$249.00 AUD	25 Jul 2018	Received	Invoice	Original	Actions
Order	4200000011	1	AGL Corporate Services Pty Limited - TEST	\$1,383.75 AUD	9 Aug 2018	Received	Invoice	Original	Actions

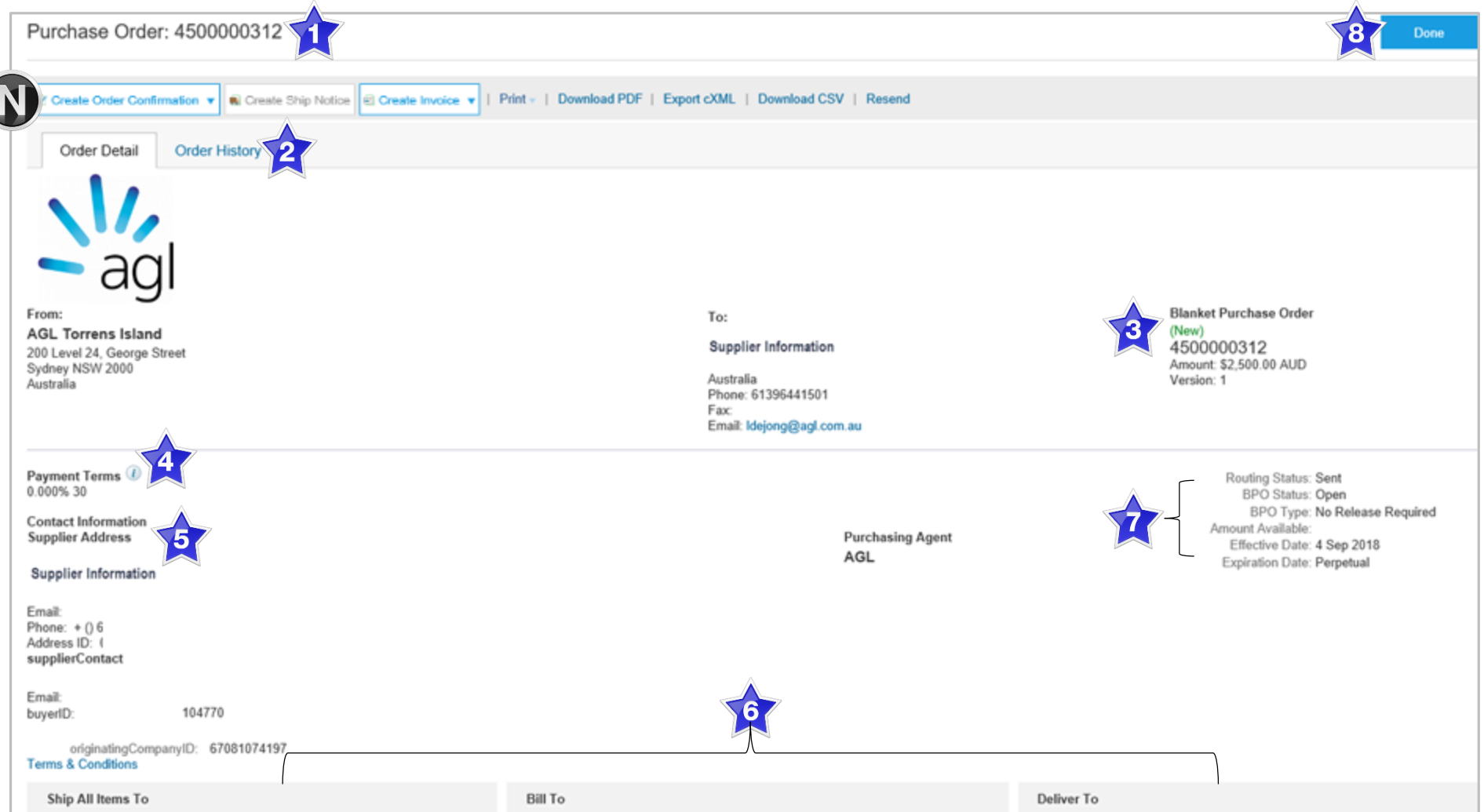
View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) **Purchase Order Number**, created by AGL
- 2) **Order History**.
- 3) Purchase Order **Status**
- 4) **Payment Terms**
- 5) **Contact Information, Supplier Information other Information**
- 6) **Bill To, Ship To and Deliver To** details
- 7) **BPO Status, BPO Type** and **Expiration Date**
- 8) **Done**, to return to the previous screen

 Any information in blue can be selected to provide more details

Note: Create Order Confirmation is an optional process, however Create Ship Notice is not accessible or a required process



The screenshot shows the SAP Purchase Order Header Level for Purchase Order: 4500000312. The interface includes a top navigation bar with a 'Done' button (8) and a toolbar with options like 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below the toolbar are tabs for 'Order Detail' and 'Order History' (2). The main content area displays the AGL logo and contact information for AGL Torrens Island. It also shows supplier information, payment terms (4), and purchasing agent details (6). A summary section (7) includes routing status, BPO status, BPO type, amount available, effective date, and expiration date. A 'Blanket Purchase Order (New)' summary (3) is also visible. At the bottom, there are buttons for 'Ship All Items To', 'Bill To', and 'Deliver To'. Annotations 1-8 are placed over various elements to correspond with the list on the left.

View Purchase Order Details – Line Item Level

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



10) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items


 [Show Item Details](#) 

Line #	Part # / Description	Type	Price	
1	FH21123 ScreenScape Connect Digital Signage	Material	\$2,999.00 AUD	Details
2	BPO380-2_MiscExpenseItem test 01	Material	\$0.00 AUD	Details

Order submitted on: Monday 16 Oct 2017 3:00 AM GMT+11:00
Received by Ariba Network on: Monday 16 Oct 2017 9:04 PM GMT+11:00
This Purchase Order was sent by

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

Create Order Confirmation Create Ship Notice Create Invoice | | | | |



➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 

View Purchase Order Details – Show Item Details

➤ Show Item Details

➤ Detailed information for each Line Item will be displayed including:

- Tax Level
- Accounting information
- Other information including the name of the requestor
- Incoterms Information

1) Click on **Hide Item Details** to close

★ [1 Hide Item Details](#)

Line #	Part # / Description	Type	Need By	Price	
10		Material	4 Sep 2018	\$2,500.00 AUD	Summary
Engineering Services - Plant Services					
Status					
1.0 Unconfirmed					
BPO Item Attributes					
Maximum Amount: \$2,200.00 AUD Maximum Quantity: 1 Minimum Quantity: 1					
Schedule Lines					
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)		
1	4 Sep 2018 12:30 PM AEST		1.0 (AU)		
Other Information					
deliveryReference: * Delivery times:/ Between 7am and 3pm, Monday – Friday/ Closed weekends and public holidays					
External Line Number: 10					
Order submitted on: Tuesday 4 Sep 2018 12:00 PM GMT+10:00 Received by Ariba Network on: Tuesday 4 Sep 2018 8:31 AM GMT+10:00 This Purchase Order was sent by AGL Corporate Services Pty Limited - TEST AN01055570854-T and delivered by Ariba Network.					
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Sub-total: \$2,500.00 AUD</div>					
<input checked="" type="checkbox"/> Create Order Confirmation ▾ <input type="checkbox"/> Create Ship Notice <input type="checkbox"/> Create Invoice ▾ Hide Print ▾ Download PDF Export cXML Download CSV Resend					
<div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Done</div>					



Order Confirmation

- When a new order is received into Ariba, some Buyers require an Order Confirmation, however for AGL this is 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
- **Note** that AGL will not respond to Order Confirmations

Creating an Order Confirmation - Overview

➤ With the Purchase Order Open

1. Click **Create Order Confirmation**.

- Drop down box displays available options:
- **Confirm Entire Order**
 - **Update Line Item**
 - **Reject Entire Order**

➤ Make the applicable selection

➤ Complete all fields with an asterisks at header level

➤ Enter the required information for items being confirmed

➤ Click on **Next** and review, then Submit

➤ You have now sent an Order Confirmation, however AGL do not respond or require this document

➤ Order status shows Confirmed or partially confirmed. Partially confirmed remains until all items have been confirmed

Purchase Order: 4200000012 Done

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

Confirm Entire Order
 Update Line Items
 Reject Entire Order

From: _____ To: Purchase Order

Confirming PO **Header fields** Exit Next

1 Confirm Entire Order
 2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4200000012

Customer: AGL Corporate Services Pty Limited - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping

Est. Delivery Date: Est. Tax

Comments:

Line Items **Update Line Items fields**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	BRUSH,WIRE,BLR TUBE,3/8IN DIA,CNDR CLEAN	2.0 (EA)	14 Aug 2018	\$23.00 AUD	\$46.00 AUD

Current Order Status

2.0 Unconfirmed

Confirm: Backorder: Details ⓘ

Confirm All

Exit Next

Order Confirmation Update Line Level – General Information

Order Confirmation-Update Line Level is used when there are variations to the items requested by <buyer> 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 <buyer> on an item/s as only <buyer> 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 <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**
- 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 <buyer>.



Changed Purchase Orders

A changed purchase order may be sent by when the supplier has contacted the requestor and there may be:

- A price change has been accepted
- 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 contacts the Buyer to indicate that there are some changes to a Purchase Order.
- Only the Buyer can change a purchase order. Contact the requestor where there are required changes.
- Invoicing for an amount different to that shown on the Purchase Order may result in the invoice being rejected and this may delay the process.

Ariba Network

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Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (18)

Type	Order Number ↑	Ver	Customer	Amount	Date	Order Status	Settlement	Revision	Actions
Order	4200000012		AGL Corporate Services Pty Limited - TEST	\$67.40 AUD	8 Aug 2018	Obsoleted	Invoice	Changed	Actions
Order	4200000016	1	AGL Corporate Services Pty Limited - TEST	\$249.00 AUD	25 Jul 2018	Obsoleted	Invoice	Original	Actions
Order	4200000019	1	AGL Corporate Services Pty Limited - TEST	\$1,383.75 AUD	9 Aug 2018	Obsoleted	Invoice	Original	Actions
Order	4200000019	2	AGL Corporate Services Pty Limited - TEST	\$46.00 AUD	9 Aug 2018	New	Invoice	Original	Actions
Order	4200000019	3	AGL Corporate Services Pty Limited - TEST	\$450.00 AUD	14 Aug 2018	New	Invoice	Original	Actions
Order	4200000019	3	AGL Corporate Services Pty Limited - TEST	\$6,740.00 AUD	15 Aug 2018	Obsoleted	Invoice	Original	Actions
Order	4200000019	2	AGL Corporate Services Pty Limited - TEST	\$6,740.00 AUD	22 Aug 2018	Obsoleted	Invoice	Changed	Actions
Order	4200000019	3	AGL Corporate Services Pty Limited - TEST	\$6,740.00 AUD	29 Aug 2018	Changed	Invoice	Changed	Actions
Order	4500000039	1	AGL Corporate Services Pty Limited - TEST	\$351,480.00 AUD	20 Jul 2018	New	Invoice	Original	Actions

The only instance where the purchase order is the same

The Version number increases by one for each version

The Order Status Obsoleted & Changed


Identifying the changes on a Change

- 1) Purchase Order status is displayed as **(Changed)**
 - 2) The new version number is displayed and the previous version(s) are available for selection
- Scroll down to line items to identify the changed item(s) with brown lettering
 - Information shown in brown indicates a change has been made
 - Line Items with a **Edited** or **Deleted** change
 - Changed items will have a line through the original information
 - The new **Amount** is displayed
 - Sub-total reflects the new amount

Purchase Order: 4200000019 Done

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


Order Detail Order History



From:
AGL Torrens Island
200 Level 2
Sydney NSW 2000
Australia

To:
Rexel Rexel Group Australia Pty Ltd-TEST
304 Commercial Rd
PORT ADELAIDE SA 5015
Australia
Phone: 61396441501
Fax:
Email: ldejong@agl.com.au

Purchase Order
(→ Changed)
4200000019
Amount: \$6,740.00 AUD
Version: 3 (Previous Version)




Payment Terms: 0.000% 30 Routing Status: Sent

Terms & Conditions

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

Line Items [Show Item Details](#)

Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Details
10	→ Edited	 FUSE,CART,100MA,GLASS BDY	3031445	Material	200.0 (EA)	26 Aug 2018 23-Aug-2018	\$33.70 AUD	\$6,740.00 AUD	Details

Order submitted on: Wednesday 15 Aug 2018 12:00 PM GMT+10:00
 Received by Ariba Network on: Wednesday 29 Aug 2018 11:04 AM GMT+10:00
 This Purchase Order was sent by AGL Corporate Services Pty Limited - TEST AN0105570854-T and delivered by Ariba Network.

Sub-total: \$6,740.00 AUD

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

Done



Received Purchase Order

- A received purchase order indicates when the goods have been receipted
- This is an information only document

Locate Received Purchase Orders

From the Dashboard or Homepage

1. Click **Inbox**

2. Click **Receipts**

➤ The receipts screen is displayed

3. Select the required received **Purchase Order**

➤ The Received Purchase Order is displayed

Ariba Network Company Settings ▾

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

Orders and Releases Inquiries Notifications Receipts Pending Queue

Receipts

▶ Search Filters

Receipts (6)

Receipt Number	Reference	Customer	Date	Routing Status
A20950000005052018	4500000680	AGL Corporate Services Pty Limited - TEST	15 Oct 2018 7:54:44 PM	Sent
A10450000002002018	4200000011	AGL Corporate Services Pty Limited - TEST	17 Aug 2018 11:18:37 AM	Sent
A12250000001802018	4200000000	AGL Corporate Services Pty Limited - TEST	8 Aug 2018 11:12:36 AM	Sent
A12250000001182018	4500000040	AGL Corporate Services Pty Limited - TEST	30 Jul 2018 11:18:45 AM	Sent
A10450000001052018	4200000006	AGL Corporate Services Pty Limited - TEST	27 Jul 2018 11:03:53 AM	Sent
A12250000000702018	4200000000	AGL Corporate Services Pty Limited - TEST	23 Jul 2018 8:35:16 AM	Sent

Receipt: A10450000002002018 **Done**

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

Detail | [History](#)

From:
AGL Corporate Services Pty Limited - TEST
899 Bourke Street, Docklands
Melbourne VIC 3008
Australia

To:
Supplier Information

Receipt:
Receipt #: A10450000002002018
Receipt Date: 17 Aug 2018

Routing Status: Sent
Related Documents: [4200000011](#)

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4200000011 (Closed For Receiving)													
1	10		1024453			TEST VIM		9.0 EA	Not Specified	Received			

Receipt received on: Friday 17 Aug 2018 12:00 PM GMT+10:00
 Received by Ariba Network on: Friday 17 Aug 2018 11:18 AM GMT+10:00
 This Receipt was sent by AGL Corporate Services Pty Limited - TEST AN01055570854-T and delivered by Ariba Network.

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

Received Purchase Orders

The Purchase Order Header displays the:

- 1) Purchase Order Number
- 2) Order History
- 3) Purchase Order with a Received Status
- 4) Payment Terms
- 5) Supplier Contact Information
- 6) Ship All items To, Bill To and Deliver To details
- 7) Line Items
- 8) Routing Status and Related Documents
- 9) Subtotal
- 10) Done




Any information in blue can be selected to provide more details

Purchase Order: 4500000660 Done

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

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



From:
 AGL Loy Yang Partnership
 AGL Loy Yang, Bartons Lane
 Traralgon VIC 3844
 Australia

To:
 Australia
 Phone: 61

Payment Terms:
 0.000% 30

Contact Information:
[Supplier Address](#)
[Terms & Conditions](#)

Routing Status: Acknowledged
 Related Documents: [A2095000005052018](#)

Ship All Items To	Bill To	Deliver To
AGL	AGL	

Line Items [Show Item Details](#)

Line #	Part / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
10	SETScrew.M10x12MM,KNURLED CUP PT	3012530	Material	20.0 (EA)	18 Oct 2018	\$9.00 AUD	\$180.00 AUD	Details

Order submitted on: Monday 15 Oct 2018 12:00 PM GMT+11:00
 Received by Ariba Network on: Monday 15 Oct 2018 7:52 PM GMT+11:00
 This Purchase Order was sent by AGL Corporate Services Pty Limited - TEST AN01055570854-T and delivered by Ariba Network.

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

Sub-total: \$ 180.00 AUD Done

Received Purchase Orders History Tab

- From within the received purchase order
 - Click **the History Tab**
 - The Received Purchase Order history information is displayed
2. Click **Done**
- Screen displays **Receipts**

Receipt: A10450000002002018 Done

Detail History

Receipt: A10450000002002018
Routing Status: Sent
Received By Ariba Network On: 17 Aug 2018 11:18:37 AM GMT+10:00

From: AGL Corporate Services Pty Limited - TEST

History

Status	Comments	Changed By	Date and Time
	ReceiptRequest Queued	Receipt Request Handler	17 Aug 2018 11:18:37 AM
Sent	Sent document to Inbox.	ANCXMLEOutDispatcher-128478008	17 Aug 2018 11:18:40 AM

Done

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