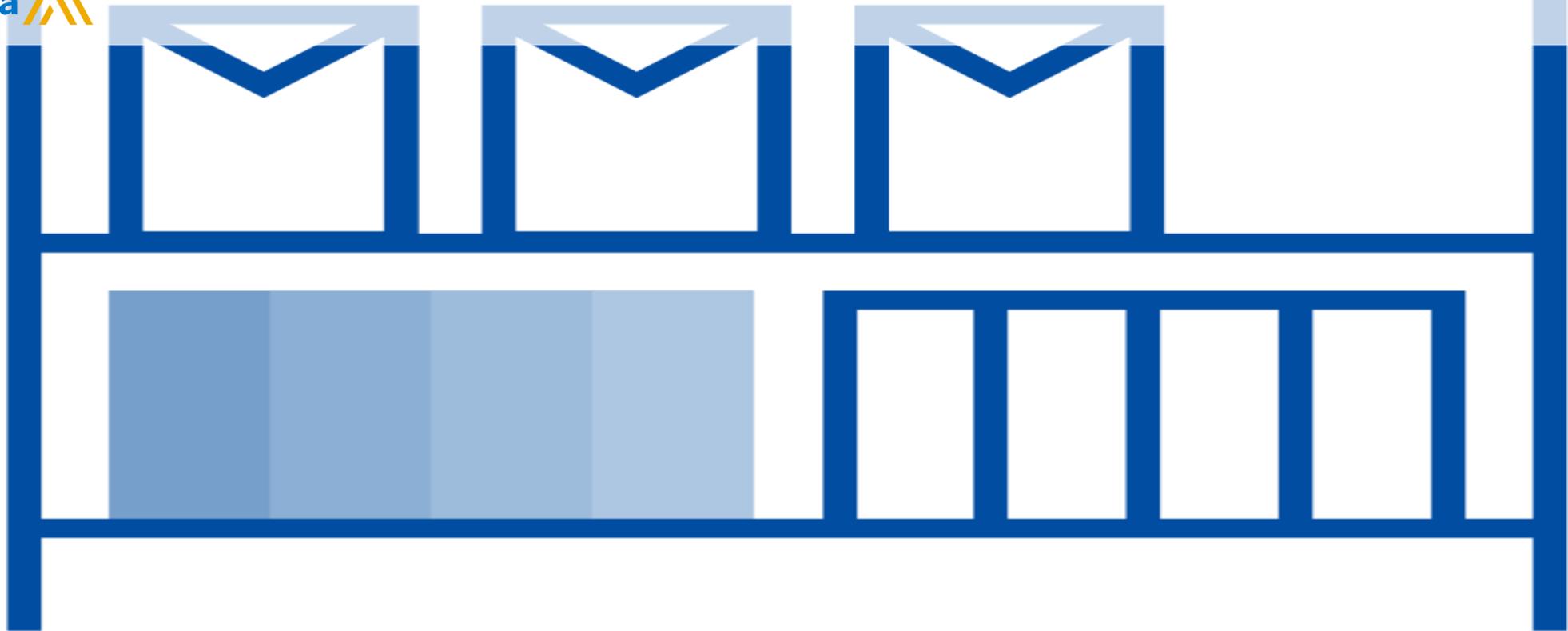# Ariba Network
Purchase Order & Material Order Guide

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

1	• This indicates an Instructional steps
⭐**1**	• An additional step is indicated by
N	• Note: Functionality specific notes
i	• Information: other useful information

Table of Contents

Select by clicking on the links:

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.

The **Ver**. Is the version number of the order. 1 = the original order, 2 = changed order and so on

Total **Amount Invoiced** of the Purchase Order

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

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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

Ariba Network

Company ① User Name

② Logout

My Account

My Account

My Community Profile

Account

Switch To

Settings

* Indicates a required field

Preferences ③

Preferred Language: English

Preferred Timezone: * AET

Default Currency: * Australian Dollar   Select Currency

④ ✓ Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Ariba Network

Company Settings ▼   **User Name**

My Account

Save   Close

✓ Your profile has been successfully updated.   Ⓝ

⑤   ⑥

Account

Settings

* Indicates a required field

Routing Status

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

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
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
Cancelled	Purchase Order cancelled by the Buyer
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 Metro Trains
Rejected	A Purchase Order Confirmation that has been Rejected by Metro Trains

Purchase Order

- The Purchase Order number is generated by the Buyer's ordering system and is also known as the Reference number on some screens

- 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

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**

6) **Contract Number**

7) **Other Information**

8) **Ship All Items to** and **Bill To** details

9) **Done**, returns user to previous menu

➤ Scroll down to Line Items

ℹ Any information in blue can be selected to provide more details

Purchase Order: MTM156 ⓵

Done ⑨

☑ Create Order Confirmation ▾ | 🖳 Create Ship Notice | 🗐 Create Invoice | (N) | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History ⓶

From:
METRO HEAD OFFICE
METRO TRAINS MELBOURNE PTY LTD
LEVEL 17, 700 COLLINS STREET DOCKLANDS VIC 3008
(PLEASE SIGN IN AT RECEPTION ON LEVEL 16)
Melbourne VIC 3008
Australia

To:
MTM Test Full Supplier 01-TEST
AAA Swansten
melbourne 3306
Australia
Phone:
Fax:

⓷ Purchase Order
(New)
MTM156
Amount: $480.00 AUD
Version: 1

Payment Terms ⓘ ⓸
NET 30

Routing Status: **Sent**

Comments ⓹
Comment Type: Terms and Conditions
Body:This Purchase Order is issued in accordance with the contract specified in the Notes section below, and shall be read exclusively in conjunction with the terms and conditions of that contract. However, if no
... View more »

Contract # ⓺
C58

Other Information ⓻
FORWARD INVOICES TO: Metro Trains Accounts Payable, Locked Bag 32019 Collins St East Vic, 8003 or by email to metroaccounts.payable@metrotrains.com.au

Invoicing Terms and Conditions of Purchase:
1/. The Purchase Order Number MUST appear on all Invoices, Packing slips, Packages and Correspondence.
2/. Please Note that you much supply a valid tax invoice for the goods ordered on this Purchase Orders.
3/. All Prices are GST Exclusive.
4/. Latest version of Metro's General Conditions of Purchase came into effect on 15 May 20__ ⓼ ase refer to the link below for the terms and conditions
https://www.metrotrains.com.au/doing-business-with-metro/

Ship All Items To
Room 118 Driver Training Shayne Tempest

Bill To
METRO HEAD OFFICE

Deliver To
ME

View Purchase Order Details – Line Item Level

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	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	ABC_456		Material	12 (EA)	15 Aug 2019	$20.00 AUD	$240.00 AUD	Details
	More shirts							
2	ABC_456		Material	12 (EA)	15 Aug 2019	$20.00 AUD	$240.00 AUD	Details
	More shirts							

Order submitted on: Tuesday 19 Mar 2019 12:57 PM GMT+11:00

Sub-total: $480.00 AUD

☑ Create Order Confirmation ▼ | 📦 Create Ship Notice | 📄 Create Invoice ▼ | Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

Done

View Purchase Order Details – Line Item Level Show Item Details

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

➢ 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 # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	ABC_456		Material	12 (EA)	15 Aug 2019	$20.00 AUD	$240.00 AUD	Summary
	More shirts							

Status

12 Unconfirmed

Other Information

size:	medium
color:	blue
collared:	true
Req. Line No.:	1
Requester:	kevin crowley
PR No.:	PR985
Contract ID:	C58
Manufacturer Part ID:	IDG07645762
Classification Domain:	UNSPSC
Classification Code:	53101602

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
2	ABC_456		Material	12 (EA)	15 Aug 2019	$20.00 AUD	$240.00 AUD	Summary
	More shirts							

Status

12 Unconfirmed

Other Information

size:	medium
color:	blue
collared:	true
Req. Line No.:	2
Requester:	kevin crowley

Order History

Purchase Order: MTM156

Done

Order Detail	**Order History**

Purchase Order: **MTM156**
Order Status: **New**
Submitted On: **19 Mar 2019 12:57:29 PM GMT+11:00**

From Customer: **Metro Trains Melbourne Pty Ltd - TEST**
Routing Status: **Sent**

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125010060	19 Mar 2019 12:57:40 PM
	Email order was sent to mtmtestfull@163.com.	ANPODispatcher-125000020	19 Mar 2019 12:57:44 PM
Sent	Email order was sent to mtmtestfull@163.com.	OrderDispatcher - Email	19 Mar 2019 12:57:45 PM

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Price	Subtotal
1	ABC_456 More shirts		12 (EA)	15 Aug 2019	$20.00 AUD	$240.00 AUD
	Status					
	12 Unconfirmed					
2	ABC_456 More shirts		12 (EA)	15 Aug 2019	$20.00 AUD	$240.00 AUD
	Status					
	12 Unconfirmed					

Sub-total: **$480.00 AUD**

Blanket Purchase Order

- A Blanket Purchase Order (BPO) is used to create Invoices for expenditure and payments contracted between Metro Trains and their 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, for example, monthly or quarterly

- Metro Trains uses "No Release Required" BPO's so that a Purchase Order is not required prior to invoicing

- BPO's will start with a BPO prefix

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

Locate BPO's – Inbox or Search Filters

➢ From the Dashboard or Homepage

Inbox:

1. Click on **Inbox**

2. Click on **Order Number** to sort alphabetically

Using Search Filters:

1) Click on **Search Filters**
2) Click on **Search only blanket purchase orders**
3) Click on **Search**

➢ Screen displays BPO's

Ariba Network

HOME | **INBOX** | CATALOGS | REPORTS | MESSAGES

External Document ▾ | CSV Documents ▾ | Create ▾

Orders and Releases | Early Payments | Scheduled Payments | Remittances | Inquiries | Contracts | Notifications | Receipts | More... ▾

Orders and Releases

| **Orders and Releases** | Items to Confirm | Items to Ship |

▼ Search Filters

Customer:	All Customers		Min. Amount:	Minimum
Order Number:		ⓘ	Max. Amount:	Maximum
	● Partial number ○ Exact number		Contractor:	
Buyer Location Code:		ⓘ	Order Status:	All
Invoice Number:		ⓘ	View:	All except hidden orders
Show orders by:	● Creation Date ○ Inquiry Date			✓ Search only blanket purchase orders
Date Range:	Last 31 days			☐ Search only scheduling agreement releases or scheduling agreements
	26 Feb 2019 - 28 Mar 2019			☐ Search only service purchase orders

Number of Results: 100 | Search | Reset |

Orders and Releases (15)

	Type	Order Number		Customer	Ship To Address	Amount	Date ↓	Order Status	Amount Invoiced	Actions
○	Order	BPO119	3	Metro Trains Melbourne Pty Ltd -	MIDDENDORP - PAKENHAM Melbourne, VIC Australia	$10,000.00 AUD	25 Mar 2019	Changed	$0.00 AUD	Actions ▾
○	Order	BPO118	1	Metro Trains Melbourne Pty Ltd -	MIDDENDORP - PAKENHAM Melbourne, VIC Australia	$2,000.00 AUD	25 Mar 2019	New	$0.00 AUD	Actions ▾

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Open the Blanket Purchase Order

- ➤ From the Dashboard or Homepage
1. Click on **Inbox**
2. Select the required **BPO**
- ➤ Screen displays the BPO

View Purchase Order Details – Header Level

The Purchase Order Header displays the:

1) Purchase Order Number.

2) **Order History.**

3) Purchase Order **Status** (Once an invoice is created the Order Status will say Partially Invoiced until the entire value of the BPO has been met).

4) **Payment Terms**

5) **Other Information**

6) **Bill To, Ship To and Deliver To** details

7) **BPO** Details and information

8) **Done**, to return to the inbox

➢ Scroll down to Line Items

Purchase Order: BPO105 **(1)**

(8) Done

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

Order Detail | Order History **(2)**

From:
St. Louis

To:
MTM Test Full Supplier 01-TEST

(3) Item Level Blanket Purchase Order
(New)
BPO105
Amount: $100,000,000.00 AUD
Version: 1

M METRO

(4) Payment Terms
NET 0

Other Information
View more » **(5)**

Routing Status: Sent
BPO Status: Open
BPO Type: No Release Required **(7)**
Amount Available: $100,000,000.00 AUD
Effective Date: 14 Mar 2019
Expiration Date: 14 Mar 2020

Ship All Items To | Bill To | Deliver To **(6)**

Ariba - PIT | St. Louis | Ariba - PIT

View Purchase Order Details – Line Item Level

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
- Ensure that the details of items in the order are correct

Line Items					Show Item Details
Line #	Part # / Description	Customer Part #	Type	Price	
1	JABBTHS288		Material	$60.00 AUD	Details
	Bluetooth Headset				
2	BPO105-2_FeeItem		Material	$222.00 AUD	Details
	Item Level Fixed Fee Pricing Terms				
3	BPO105-3_MiscExpenseItem		Material	$0.00 AUD	Details
	Costs and Expenses Pricing Terms				
4	BPO105-4_MilestoneItem		Material	$0.00 AUD	Details
	Milestone Item				

Order submitted on: Thursday 14 Mar 2019 3:00 AM GMT+11:00

Sub-total: $ 100,000,000.00 AUD

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 Metro Trains

➢ 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 # / Description	Customer Part #	Type	Price	
1	JABBTHS288		Material	$60.00 AUD	Summary
	Bluetooth Headset				

Status

1 Unconfirmed

Deliver To	**Ship To**
Ariba - PIT	Ariba - PIT
	Ship To Code: 3100
	Email:

Other Information

Discount:	$60.00 AUD No Discount
isRecurring:	no
LineType:	Catalog Item
Classification Domain:	unspsc
Classification Code:	432116

Line #	Part # / Description	Customer Part #	Type	Price	
2	BPO105-2_FeeItem		Material	$222.00 AUD	Summary
	Item Level Fixed Fee Pricing Terms				

Status

1 Unconfirmed

BPO Item Attributes

Maximum Quantity: 1

BPO 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: BPO105

[Done]

| Order Detail | Order History |

Purchase Order: BPO105
Order Status: New
Submitted On: 14 Mar 2019 3:00:00 AM GMT+11:00

From Customer: Metro Trains Melbourne Pty Ltd - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125009045	14 Mar 2019 1:35:55 PM
	Email order was sent to mtmtestfull@163.com.	ANPODispatcher-125001017	14 Mar 2019 1:36:00 PM
Sent	Email order was sent to mtmtestfull@163.com.	OrderDispatcher - Email	14 Mar 2019 1:36:00 PM

Line Items

Line #	Part # / Description	Customer Part #	Price
1	JABBTHS288		$60.00 AUD
	Bluetooth Headset		
	Status		
	1 Unconfirmed		
2	BPO105-2_FeeItem		$222.00 AUD
	Item Level Fixed Fee Pricing Terms		

Service Order

- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line

- Quantity Balance Tracking is in place for Planned Service Items

- Price Balance Tracking is in place for Unplanned Service Items

- Refer to the **Service Order Guide** for further information, including invoicing Service Orders

Goods Receipt

- A Goods Receipt Notice (GRN) is sent by Metro Trains 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**

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Reviewing a Received Purchase Order – Header Level

- The Purchase Order number is displayed

- The Order Status is Received

- Related Documents will open the receipt

- The History Tab provides information about the Purchase Order

- Information cannot be adjusted

- An Invoice is created from Received Purchase Orders

Purchase Order: MTM216

Done

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

Order Detail | Order History

From:
FLINDERS STREET RAILWAY STATION
FLINDERS STREET RAILWAY STATION
SWANSTON ST & FLINDERS ST
MELBOURNE CITY, 3000
Melbourne VIC 3000
Australia

To:
MTM Test Full Supplier 01-TEST
AAA Swansten
melbourne 3306
Australia
Phone:
Fax:

Purchase Order
(Received)
MTM216
Amount: $15,000.00 AUD
Version: 1

Payment Terms ⓘ
NET 0

Routing Status: Acknowledged
Related Documents: ▤ RC502

Comments
Comment Type: Terms and Conditions
Body:This Purchase Order is issued in accordance with the contract specified in the Notes section below, and shall be read exclusively in conjunction with the terms and conditions of that contract. However, if no
... View more »

Contract #
C115-V3

Other Information
FORWARD INVOICES TO: Metro Trains Accounts Payable, Locked Bag 32019 Collins St East Vic, 8003 or by email to metroaccounts.payable@metrotrains.com.au
Invoicing Terms and Conditions of Purchase:
1/. The Purchase Order Number MUST appear on all Invoices, Packing slips, Packages and Correspondence.
2/. Please Note that you much supply a valid tax invoice for the goods ordered on this Purchase Orders.
3/. All Prices are GST Exclusive.
4/. Latest version of Metro's General Conditions of Purchase came into effect on 15 May 2018.Please refer to the link below for the terms and conditions
https://www.metrotrains.com.au/doing-business-with-metro/

Ship All Items To
BASEMENT OF SOUTHERN CROSS STATION
BASEMENT OF SOUTHERN CROSS STATION

Bill To
FLINDERS STREET RAILWAY STATION
FLINDERS STREET RAILWAY STATION

Deliver To
rfr
BASEMENT OF SOUTHERN CROSS STATION

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Reviewing a Received Purchase Order – Line Level

- ➢ Information cannot be adjusted

- ➢ Shows the quantity received by Metro Trains

Line Items   Hide Item Details ▦

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available		Material	10,000 (EA)	28 Mar 2019	$1.50 AUD	$15,000.00 AUD	Summary

honey coated popcorn, large bags 100g

Status

10,000 Unconfirmed

10,000 Received

Other Information

Req. Line No.:	1
Requester:	Buyer
PR No.:	PR1093
Contract ID:	C115-V3
Classification Domain:	unspsc
Classification Code:	85131705

Order submitted on: Wednesday 27 Mar 2019 12:42 PM GMT+11:00
Received by Ariba Network on: Wednesday 27 Mar 2019 12:43 PM GMT+11:00

Sub-total: $15,000.00 AUD

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

Done

Receipts

- Receipts are for information only

- Receipts provide information about what goods have been received by Metro Trains

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 Metro Trains

Note: The Reference (Purchase Order)number is also generated by Metro Trains

➤ The Receipt is displayed

Reviewing a Receipt

- The receipt is displayed

- The Receipt Number is generated by Metro Trains

- 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: RC226   `Done`

Print | Export cXML

Detail | History

From:
Metro Trains Melbourne Pty Ltd - TEST
210 Sixth Avenue
Pittsburgh , PA 15222
United States

To:
MTM Test Full Supplier 01-TEST
AAA Swansten
melbourne 3306
Australia
Phone:
Fax:
Email: mtmtestfull@163.com

Receipt:
Receipt #: RC226
Receipt Date: 2 Jan 2019

Routing Status: Sent
Related Documents: C48-V3-R63

Item	Order Line Number	Part # / Description	Batch #	Customer Batch #	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: **C48-V3-R63**											
1	1	receipt test				1 EA	Not Specified	Received	20.00 AUD	20.00 AUD	

Receipt: RC226   `Done`

Detail | **History**

Receipt: RC226
Routing Status: Sent
Received By Ariba Network On: 20 Feb 2019 8:30:06 PM GMT+11:00

From: Metro Trains Melbourne Pty Ltd - TEST

History

Status	Comments	Changed By	Date and Time
	ReceiptRequest Queued	Receipt Request Handler	20 Feb 2019 8:30:06 PM
Sent	Sent document to Inbox.	ANCXMLOutDispatcher-124994010	20 Feb 2019 8:30:12 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: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com