

Ariba Network

Purchase Order & Material Order Guide

SAP Ariba 





Introduction

The purpose of this document is to provide suppliers, step by step instructions, procedures and notes needed to navigate smoothly on the Ariba Network while transacting with Top Glove.

It is **mandatory** to create Order Confirmation and Ship Notice for all your Purchase Orders, while transacting with Top Glove via the Ariba network.

Guide Key





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



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Inbox – Orders and Releases

The **Orders and Releases** tab displays a summary of all the purchase orders sent by Top Glove.

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

HOME	INBOX	OUTBOX	CATALOGS	ENABLEMENT TASKS	REPORTS	MESSAGES	External Document ▾	CSV Documents ▾	Create ▾	
Orders and Releases	Collaboration Requests	Time & Expense Sheets	Early Payments	Scheduled Payments	Remittances	More... ▾				
Orders and Releases										
Search Filters										
Orders and Releases (100+)										
N	Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Revision	Actions
	Order	BPO127	1	Top Glove Group of Companies - TEST	RM1,000.00 MYR	11 Sep 2019	Confirmed	RM0.00 MYR	Original	Actions ▾
	Order	3264000058	1	Top Glove Group of Companies - TEST	RM65.00 MYR	11 Sep 2019	New	RM0.00 MYR	Original	Actions ▾
	Order	3154000030	1	Top Glove Group of Companies - TEST	RM5,212.00 MYR	11 Sep 2019	New	RM0.00 MYR	Original	Actions ▾
	Order	3154000029	1	Top Glove Group of Companies - TEST	RM270.00 MYR	11 Sep 2019	New	RM0.00 MYR	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 buyer's Purchase Order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown list 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 Top Glove 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
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 Top Glove
Rejected	A Purchase Order Confirmation that has been Rejected by Top Glove



Purchase Order

- ❖ The Purchase Order (PO) is the source document for all subsequent documents i.e Order Confirmation, Ship Notice & Invoice created from the PO by the suppliers.
- ❖ The PO issued by Top Glove is a document indicating types, quantities, and agreed prices for products or services they require from the suppliers.

View Purchase Order Details – Header Level

The Purchase Order header displays:

- 1) **Purchase Order** number
- 2) **Order History** tab
- 3) **PO Status** (Status will change as the order is actioned.)
- 4) **Payment Terms and Comments** section will have important payment related information regarding this PO. (click **View more** for details)
- 5) Important information in the **Other Information** section.
- 6) **Ship All Items To**, **Bill To** and **Deliver To** details.

Purchase Order: 3264000058

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Print

Export cXML

Download CSV

Resend

Order Detail

Order History

TG MEDICAL
TOP QUALITY, TOP EFFICIENCY

The World's Largest Manufacturer of Gloves
GOOD HEALTH, SAFETY FIRST & BE HONEST
A member of Top Glove Corporation Bhd, a Public Listed Company on Bursa Malaysia & Singapore Exchange.

From:
TG MEDICAL SDN BHD (HQ)
LOT 5091, JALAN TERATAI,
BATU 5, OFF JALAN MERU,
41050 KLANG,

To:
GARUDAMAS CHEMICALS SDN BHD
143A JALAN SRI IMPIAN 1
50088 JOHOR BAHRU
JOHOR BAHRU

Purchase Order
(New)
3264000058
Amount: RM65.00 MYR
Version: 1

Routing Status: Sent

Payment Terms
NET 0

Comments
Comment Type: Terms and Conditions
compound appointed for work with TG. Any liability ari ... View more »

Other Information
Payment Terms: Z001
Company Code: 2600
Conditions of Purchase: hidayah@topglove.com.my / siti_hajar@topglove.com.my
View less »

Ship All Items To
TG MEDICAL SDN BHD (HQ)
LOT 5091, JALAN TERATAI,
BATU 5, OFF JALAN MERU,
41050 KLANG,
SELANGOR
Malaysia
Ship To Code: 2600
Phone: +60 (3) 33927880
Fax: +60 (3) 33927229
Email: tgaribauser@gmail.com

Bill To
TG MEDICAL SDN BHD (HQ)
LOT 5091, JALAN TERATAI,
BATU 5, OFF JALAN MERU,
41050 KLANG,
SELANGOR
Malaysia
Phone: +60 (3) 33927880
Fax: +60 (3) 33927229

Deliver To
Wern Wei Lim
TG MEDICAL SDN BHD (HQ)

View Purchase Order Details – Line Item Level

7) Click **Details** to view additional information on each line item.

8) Click **Done**.

➤ The screen displays **Orders and Releases**.



Ensure every PO that comes into your **Inbox** is well reviewed before actioning on it.

Line Items

7

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	40011051 IT-CAT5E AWG 28 UTP PATCH CORD 10M	Material	1 (UNI)	16 Sep 2019	RM65.00 MYR	RM65.00 MYR	RM0.00 MYR	Details

Order submitted on: Wednesday 11 Sep 2019 2:56 PM GMT+05:30
Received by Ariba Network on: Wednesday 11 Sep 2019 2:56 PM GMT+05:30
This Purchase Order was sent by Top Glove Group of Companies - TEST AN01022642399-T and delivered by Ariba Network.

Sub-total: RM 65.00 MYR
Est. Total Tax: RM 0.00 MYR
Est. Grand Total: RM 65.00 MYR

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Download PDF

cXML

Download CSV

Resend

8

Done

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View Purchase Order Details – Line Item Level Show Item Details

- When reviewing a PO click **Show Item Details** to view any important comments or further instructions from Top Glove.
- 1) Click **Show Item Details** to view detailed information on line items.
- 2) Click **Hide Item Details** to hide details on each line item.

1

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	40011051 IT-CAT5E AWG 28 UTP PATCH CORD 10M	Material	1 (UNI)	16 Sep 2019	RM65.00 MYR	RM65.00 MYR	RM0.00 MYR	Details

2

Hide Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	40011051 IT-CAT5E AWG 28 UTP PATCH CORD 10M	Material	1 (UNI)	16 Sep 2019	RM65.00 MYR	RM65.00 MYR	RM0.00 MYR	Summary

Status

1 Unconfirmed

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
Sales	0	RM65.00 MYR	RM0.00 MYR		P - Non Taxable Goods & Services Purchases 0%	

Other Information

Req. Line No.: 1
Requester: Wern Wei Lim
PR No.: PR4153
Plant.Description: TG MEDICAL SDN BHD (HQ)
Plant.ID: 2600
Tracking Number: IT1223
Classification Domain: custom
Classification Code: 30010800

Order submitted on: Wednesday 11 Sep 2019 2:56 PM GMT+05:30
Received by Ariba Network on: Wednesday 11 Sep 2019 2:56 PM GMT+05:30
This Purchase Order was sent by Top Glove Group of Companies - TEST AN01022642399-T and delivered by Ariba Network.

Sub-total: RM 65.00 MYR
Est. Total Tax: RM 0.00 MYR
Est. Grand Total: RM 65.00 MYR

Order History

Click the **Order History** tab to review:

- Who created the PO and when.
- The history of the PO. (changes made to the PO)
- The date and time stamps of various actions taken on the PO.

Purchase Order: 3264000058

Done

Order Detail

Order History

Purchase Order: 3264000058

Order Status: New

Submitted On: 11 Sep 2019 2:56:43 PM GMT+05:30

From Customer: Top Glove Group of Companies - TEST

Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropagationProcessor-125034048	11 Sep 2019 2:56:54 PM
Sent	Email order was sent to aribatestgsupplier4@gmail.com.	OrderDispatcher - Email	11 Sep 2019 2:56:59 PM
	Email order was sent to aribatestgsupplier4@gmail.com.	ANPODispatcher-125017032	11 Sep 2019 2:57:00 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	40011051	1 (UNI)	16 Sep 2019	RM65.00 MYR	RM65.00 MYR	RM0.00 MYR
	IT-CAT5E AWG 28 UTP PATCH CORD 10M					

Status

1 Unconfirmed

Sub-total: RM 65.00 MYR

Est. Total Tax: RM 0.00 MYR

Est. Grand Total: RM 65.00 MYR

Done



Order Confirmation

- ❖ When a new order is received into the Ariba Network, it is **compulsory** that you create an Order Confirmation. There are 2 ways to create an Order Confirmation:
- **Confirm Entire Order** to confirm all line item details of the order.
 - **Update Line Items** is not an available option for Top Glove.
 - **Reject Entire Order** to reject the order if it cannot be fulfilled.

Create Order Confirmation

1. Click the **Inbox** tab on the **Home** page.
 - The screen displays **Orders and Releases**.
2. Click the **Order Number** to open the PO.
 - The screen displays the **Purchase Order**.
3. Click **Create Order Confirmation**.
 - The **Create Order Confirmation** dropdown list displays:
 - **Confirm Entire Order** – Refer to slide 14.
 - **Reject Entire Order** – Refer to slide 17.
4. Select the required option.

Type	Order Number ↓	Ver	Customer	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3504000024	1	Top Glove Group of Companies - TEST	RM5.80 MYR	20 Sep 2019	Shipped	RM0.00 MYR	Original	Actions
Order	3501000072		Top Glove Group of Companies - TEST	RM3,000.00 MYR	18 Sep 2019	Confirmed	RM0.00 MYR	Original	Actions
Order	3434000020	1	Top Glove Group of Companies - TEST	RM2,679.00 MYR	18 Sep 2019	New	RM0.00 MYR	Original	Actions
Order	3434000019	1	Top Glove Group of Companies - TEST	RM5,212.00 MYR	18 Sep 2019	New	RM0.00 MYR	Original	Actions

Purchase Order: 3434000020

Done

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

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Order Confirmation – Confirm Entire Order - Header Level

1. Enter the **Confirmation Number** – any reference number to track this order.
2. Enter **Est. Delivery Date**.
- Note: Add attachment, if required.

Ariba Network

Company Settings ▼Test Supplier 4 Con...Help Center >>

Confirming PO

ExitNext

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

XXX123OC

1

Associated Purchase Order #:

3434000020

Customer:

Top Glove Group of Companies - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: *

26 Sep 2019

2

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

N

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB

Order Confirmation – Confirm Entire Order - Line Level

Scroll down to the **Line items** section to review each line item.

3. Click **Next**.

➤ The screen displays **Review Order confirmation**.

Line Items						
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	40003466 IT- DESKTOP LENOVO THINKCENTRE M720S Current Order Status: 1 Confirmed As Is	1 (UNI)	4 Oct 2019	RM2,454.00 MYR	RM2,454.00 MYR	RM0.00 MYR
2	40011268 IT LOGITECH WIRELESS MOUSE M180S Current Order Status: 5 Confirmed As Is	5 (UNI)	4 Oct 2019	RM45.00 MYR	RM225.00 MYR	RM0.00 MYR
						<div><div>3</div><div>ExitNext</div></div>


Finalise the Order Confirmation

4. Review and click **Submit**.

➤ The screen displays **Purchase Order** details.

Note: The status of the PO changes to **Confirmed**.

Purchase Order
(Confirmed)
3434000020
Amount: RM2,679.00 MYR
Version: 1



Ariba Network

Company Settings ▾

Test Supplier 4 Con...

Help Center >>

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: XXX123OC

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	40003466 IT- DESKTOP LENOVO THINKCENTRE M720S	1 (UNI)	4 Oct 2019	RM2,454.00 MYR	RM2,454.00 MYR	RM0.00 MYR
Current Order Status: 1 Confirmed With New Date (Estimated Delivery Date: 26 Sep 2019)						
2	40011268 IT LOGITECH WIRELESS MOUSE M180S	5 (UNI)	4 Oct 2019	RM45.00 MYR	RM225.00 MYR	RM0.00 MYR
Current Order Status: 5 Confirmed With New Date (Estimated Delivery Date: 26 Sep 2019)						

4

Previous

Submit

Exit

Order Confirmation – Reject Entire Order

The screen displays **Reject Entire Order**.

1. Enter a **Confirmation #** .
Any alpha-numeric number to track this order.
2. Select the **Rejection Reason** from the dropdown list.
3. Enter additional information in the **Comments**.
4. Click **Reject Order**.

Note: The status of the PO changes to **Rejected**.

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason:

Comments:

THE FOLLOWING:

ed to provide your GST registration number

Please Select

Duplicate Order

Incorrect Delivery Date

Incorrect Description

Incorrect Price

Incorrect Quantity

Incorrect Stock/Part Number

Incorrect Supplier Code Used

Incorrect UOM

Not our Product Line

Unable to Supply Item(s)

Other

1

2

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason:

Comments:

3

4

Purchase Order

(Rejected)

5500102344

Amount: 1.00 INR

Version: 1

N



Ship Notice

❖ The Ship Notice is the delivery information and is sent to Top Glove to advise them of the ship date for the materials. It is **compulsory** that you create an Order Confirmation. There are 2 methods for creating a Ship Notice

- **Full Ship Notice**
- **Partial Ship Notice**

Begin a Ship Notice

- From the homepage/ dashboard.

1. Click the **Inbox**.

- The screen displays **Orders and Releases**.

Note: Only **Confirmed** POs should have a Ship Notice created.

2. Click the **Order Number** to view the PO.

- The screen displays **Purchase Order**.

3. Click **Create Ship Notice**.

- The screen displays **Create Ship Notice**.

The screenshot displays the SAP Ariba 'Inbox' section. The 'Orders and Releases' tab is active, showing a table of orders. The order with number 3501000072 is highlighted, and a red circle with the number '2' is placed over its order number. Below the table, the 'Purchase Order: 3434000020' is shown. In the 'Create Ship Notice' button, a red circle with the number '3' is placed over it. The 'Create Ship Notice' button is highlighted with a yellow box. The 'Purchase Order' details are shown below, including the 'From' and 'To' information, and the 'Purchase Order (Confirmed)' status.

Orders and Releases

Type	Order Number ↓	Ver	Customer	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3504000024	1	Top Glove Group of Companies - TEST	RM5.80 MYR	20 Sep 2019	Shipped	RM0.00 MYR	Original	Actions ▾
Order	3501000072		Top Glove Group of Companies - TEST	RM3,000.00 MYR	18 Sep 2019	Confirmed	RM0.00 MYR	Original	Actions ▾
Order	3434000020		Top Glove Group of Companies - TEST	RM2,679.00 MYR	18 Sep 2019	New	RM0.00 MYR	Original	Actions ▾
Order	3434000019	1	Top Glove Group of Companies - TEST	RM5,212.00 MYR	18 Sep 2019	New	RM0.00 MYR	Original	Actions ▾

Purchase Order: 3434000020

Create Ship Notice

Order Detail | **Order History**

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GOOD HEALTH, SAFETY FIRST & BE HONEST

A member of Top Glove Corporation Bhd, a Public Listed Company on Bursa Malaysia & Singapore Exchange.

From:
TG PORCELAIN SDN BHD (F13PHQ)
LOT 4946, JALAN TERATAI,
BATU 6, OFF JALAN MERU,
41050 KLANG,
SELANGOR

To:
GARUDAMAS CHEMICALS SDN BHD
143A JALAN SRI IMPIAN 1
50088 JOHOR BAHRU
JOHOR BAHRU
Malaysia

Purchase Order (Confirmed)
34000020
Amount: RM2,679.00 MYR
Revision: 1

Ship Notice – Creating the ship notice

4. Check if the **DELIVER TO** address needs editing. If so, Click **Update Address**.
- Refer Slide 24 View/ Edit Addresses.

Create Ship Notice

SaveExitNext

* Indicates required field

SHIP FROM

GARUDAMAS CHEMICALS SDN BHD

Update Address

JOHOR BAHRU
JOHOR BAHRU
Malaysia

DELIVER TO

TG PORCELAIN SDN BHD (F13PHQ)

Update Address

KLANG,
SELANGOR
Malaysia

4

Ship Notice – Header level

5. Enter the **Packing Slip ID**.
This is the number you provide to Top Glove.

6. Enter **Actual Delivery Date** by selecting the date from the calendar pop-up.

Note: To add an attachment refer slide 15 – Adding an attachment to header level.

➤ Scroll down to the **Order Items** section to review each order item.

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *XXX123SN

Invoice No.:

Requested Delivery Date: --

Ship Notice Type Select

Shipping Date:

Delivery Date: *24 Sep 2019

Gross Volume:

Gross Weight:

5

6

N

TRACKING

Carrier Name:

Service Level:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB

Ship Notice – Line level

- 7. Review/Edit the **Ship Qty.**
- 8. Click **Next**.
- The screen displays **Create Ship Notice Confirmation**.
- 9. Click **Submit**.

Note: The status of the PO will now change to **Shipped** or **Partially Shipped**.

Purchase Order
(Shipped)
3434000020
Amount: RM2,679.00 MYR
Version: 1

Purchase Order
(Partially Shipped)
3131026488
Amount: RM787,500.00 MYR

N

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
3434000020	1	40003466		1	UNI	4 Oct 2019		RM2,454.00 MYR	RM2,454.00 MYR	RM0.00 MYR	Remove
IT- DESKTOP LENOVO THINKCENTRE M720S											
Shipment Status											
Total Item Due Quantity: 1 UNI											
Confirmation Status											
Total Confirmed Quantity: 1 UNI Total Backordered Quantity: 0 UNI											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	1				Add Details						
Add Ship Notice Line											
Add Order Line Item											
								Save	Exit	Next	

Create Ship Notice

[Previous](#)[Save](#)[Submit](#)[Exit](#)

Confirm and submit this document.

9

SHIP FROM

DELIVER TO

Ship Notice – Using View/Edit Addresses (Standard)

➤ With the **Create Invoice** screen displayed

1. Click the required View/Edit Addresses

➤ Each View/Edit Address displays different required fields

2. Complete all fields with an Asterisks and click OK.

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **testsupplier_4 - TEST**
Dunedoo
Australia

Ship To:

Deliver To:

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Select...

Supplier: **Test Supplier**

Customer: **Australia**

Email:

Bill From: **testsupplier_4 - TEST**
Dunedoo
Australia

[View/Edit Addresses](#)

[View/Edit Addresses](#)

[View/Edit Addresses](#)

VIEW/EDIT ADDRESSES

* Indicates required field

Ship From

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Ship To

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Email:

Deliver To:

VIEW/EDIT ADDRESSES

* Indicates required field

Bill From

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.



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)	On the Home screen <ol style="list-style-type: none">1. Click on Company Settings2. Click on Customer Relationships3. Click the Supplier Information Portal link
Ariba Network Training Request	E: suppliertraining.apac@sap.com