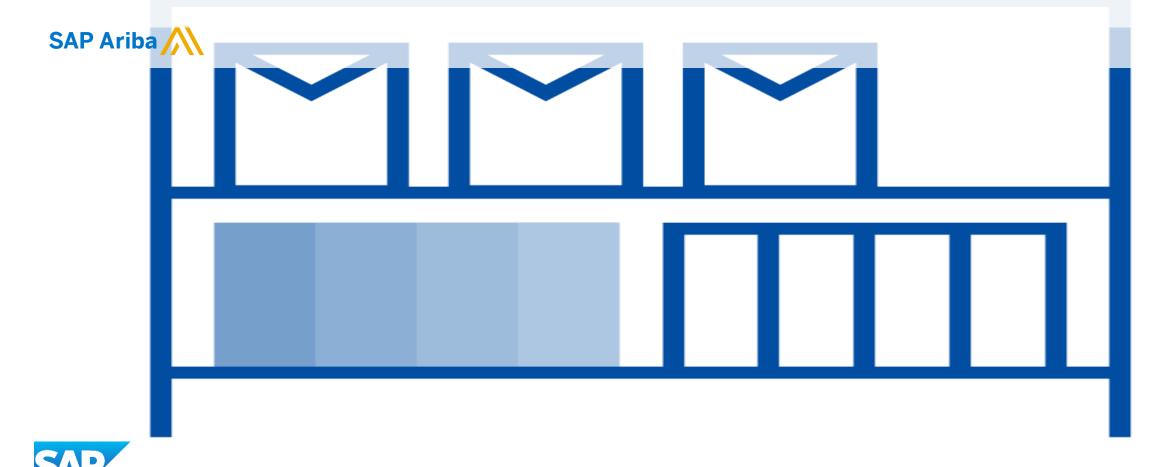
Ariba Network Purchase Order & Material Order Guide



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v2.0



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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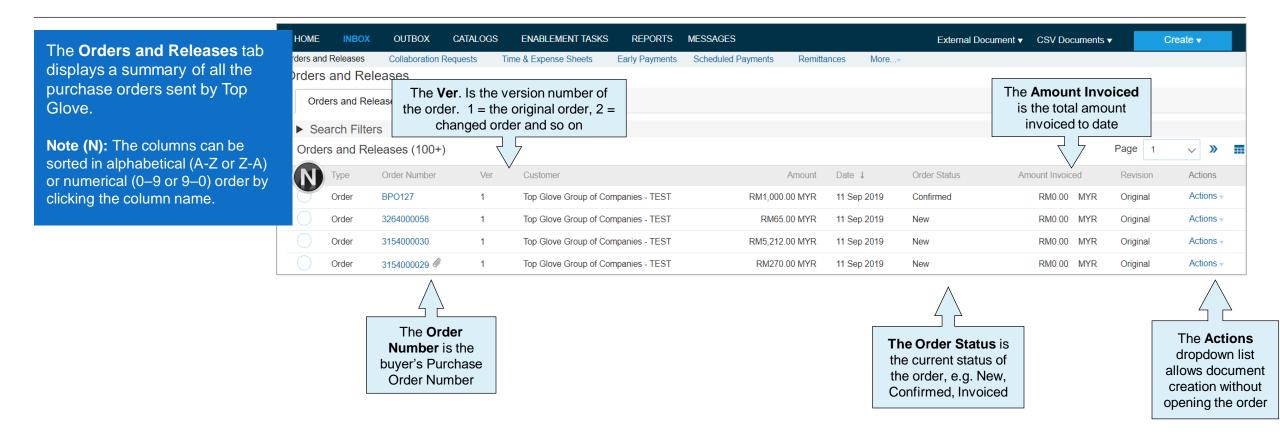
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Inbox – Orders and Releases



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

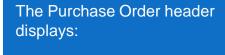
Status Level	Definition	
New	Initial state. This is a new purchase order	
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order	
Confirmed	All sub-quantities are confirmed	
Failed	Ariba experienced a problem routing the order to the supplier. 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	



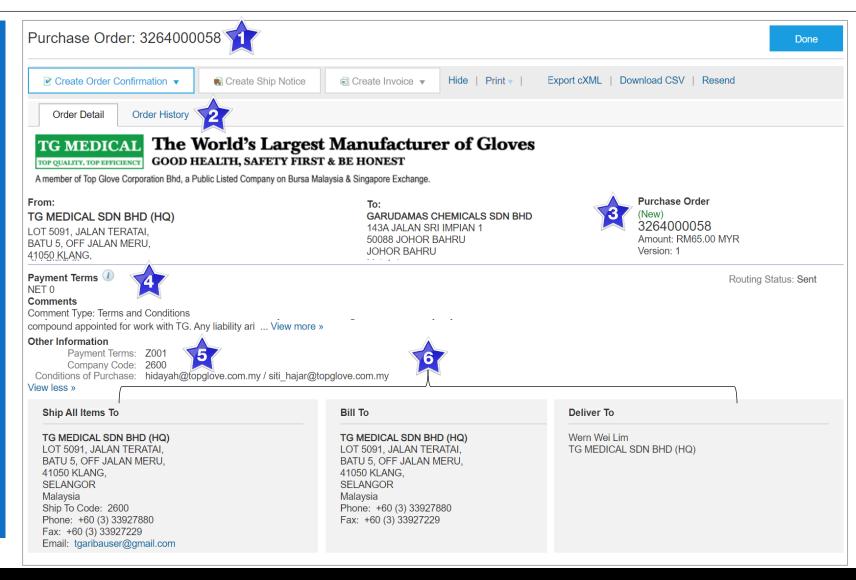
Purchase Order

- 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



- 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.

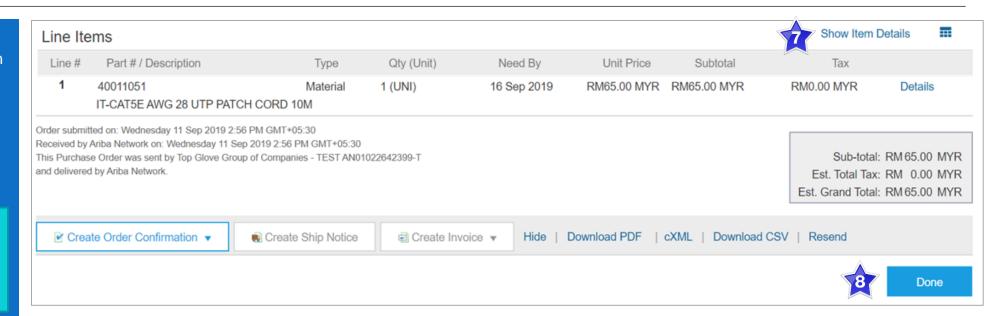


View Purchase Order Details – Line Item Level

- 7) Click **Details** to view additional information on each line item.8) Click **Done.**
- ➤ The screen displays **Orders** and **Releases**.



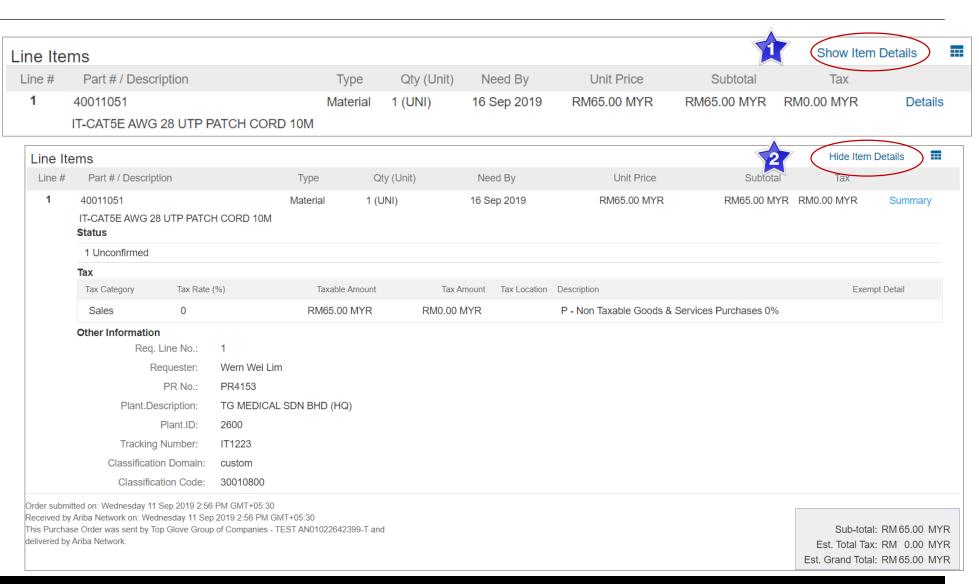
Ensure every PO that comes into your **Inbox** is well reviewed before actioning on it.



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.

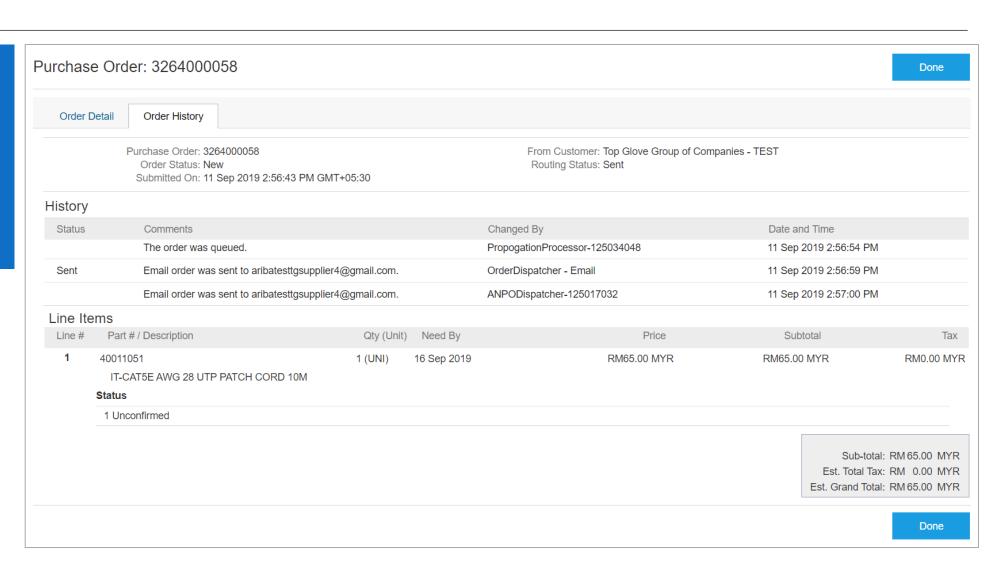
- 1) Click **Show Item Details** to view detailed information on line items.
- 2) Click **Hide Item Details** to hide details on each line item.



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.



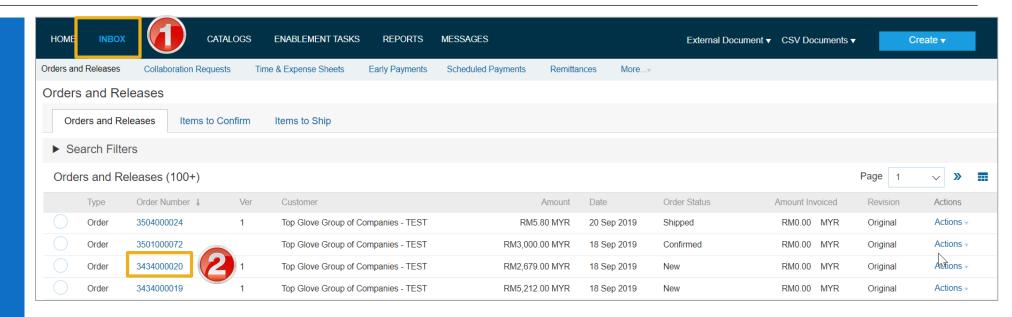


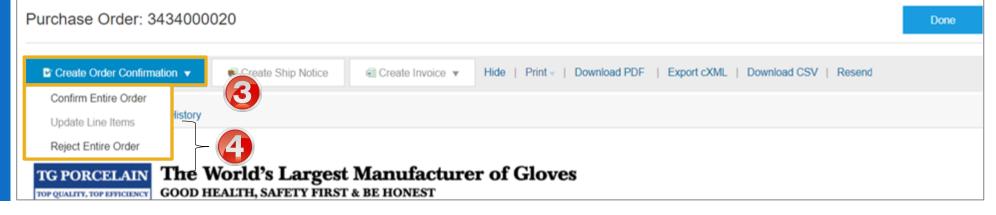
Order Confirmation

- 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.

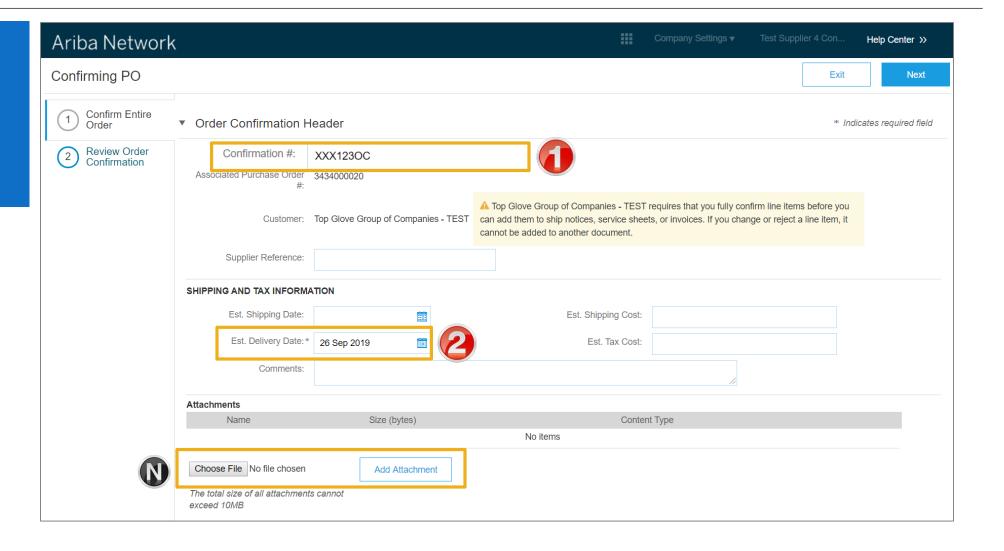




Order Confirmation – Confirm Entire Order - Header Level

- 1. Enter the Confirmation
 Number any reference
 number to track this order.
- 2. Enter Est. Delivery Date.

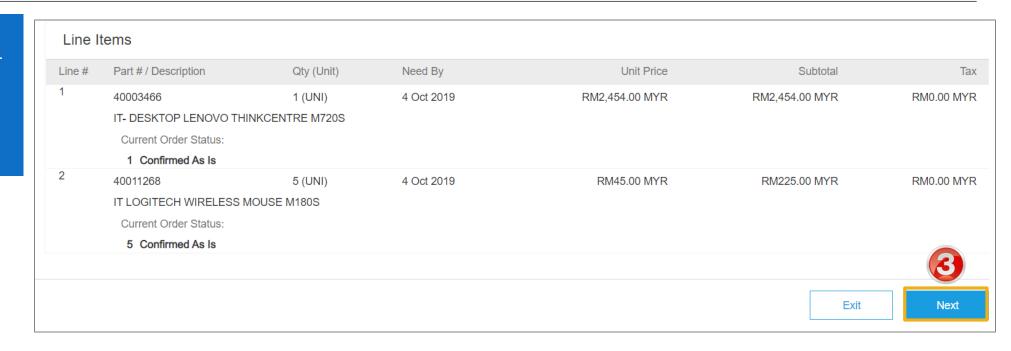
Note: Add attachment, if required.



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.

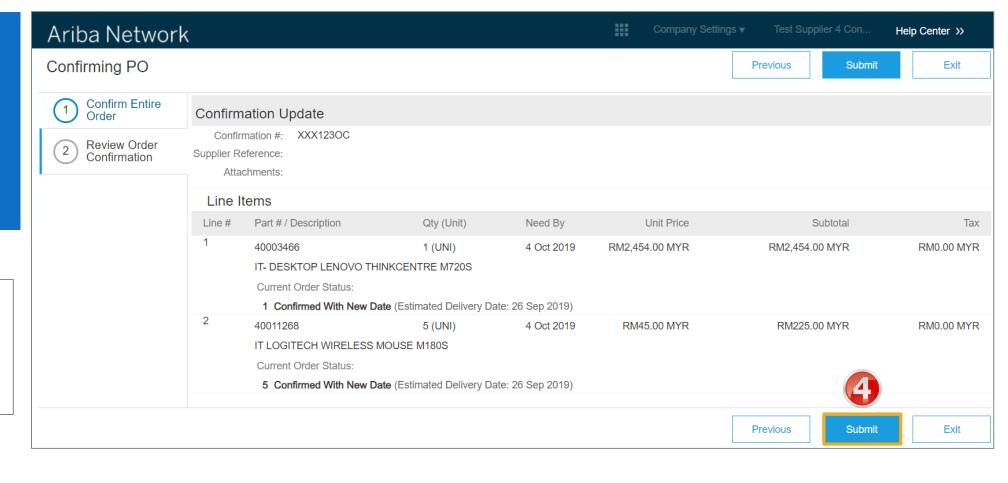


Finalise the Order Confirmation

- 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



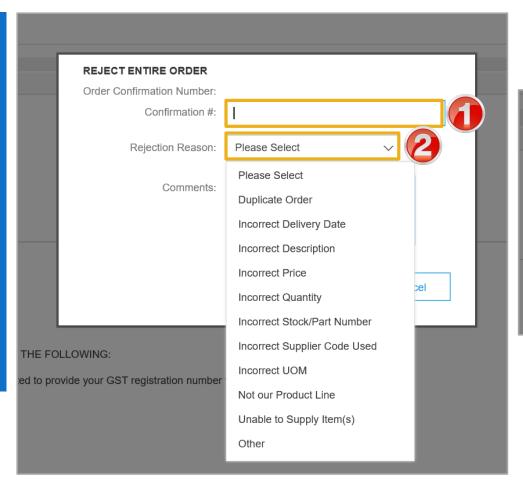
Order Confirmation – Reject Entire Order

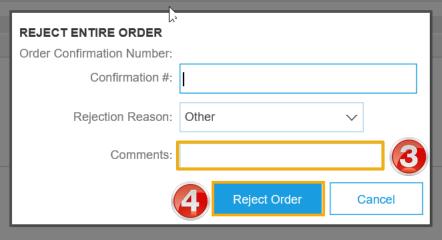
The screen displays **Reject Entire Order**.

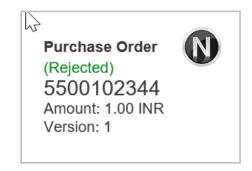
- 1. Enter a **Confirmation #**.

 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**.









Ship Notice

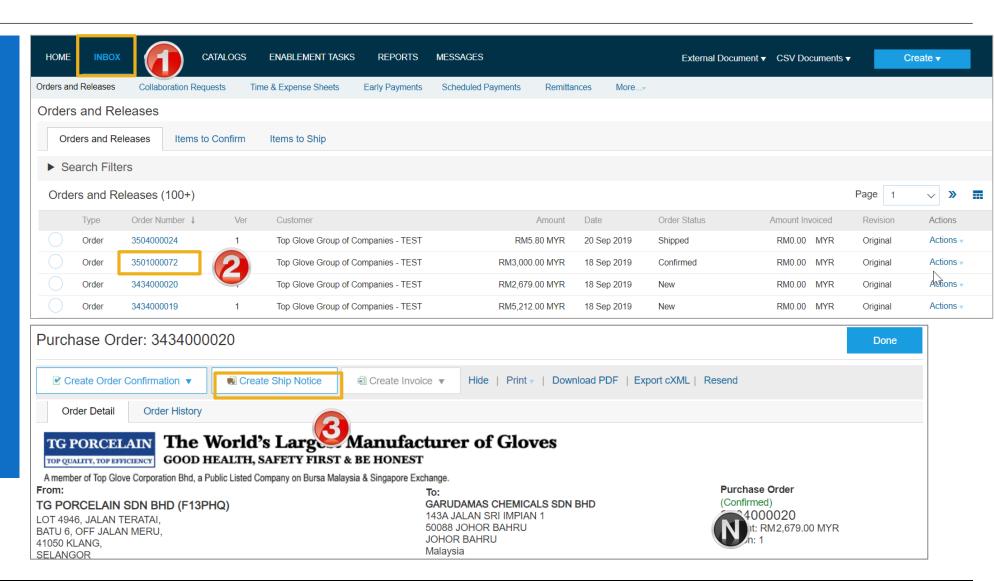
- The Ship Notice is the delivery information and is sent to Top Glove to advise them of the ship date for the materials. It is **compulsory** that you create an Order Confirmation. There are 2 methods for creating a Ship Notice
 - Full Ship Notice
 - Partial Ship Notice

Begin a Ship Notice

- From the homepage/ dashboard.
- 1. Click the **Inbox**.
- The screen displays Orders and Releases.

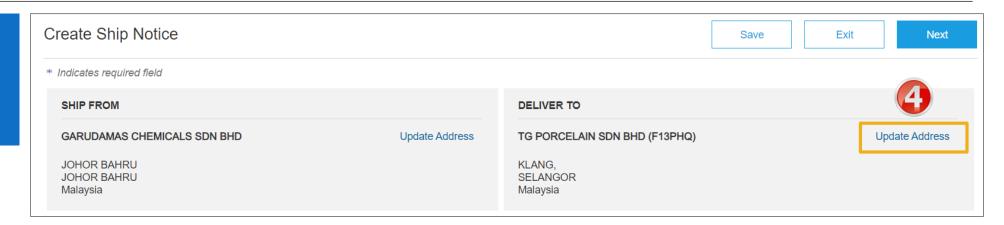
Note: Only **Confirmed** POs should have a Ship Notice created.

- 2. Click the **Order Number** to view the PO.
- The screen displays Purchase Order.
- 3. Click Create Ship Notice.
- The screen displays CreateShip Notice.



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.

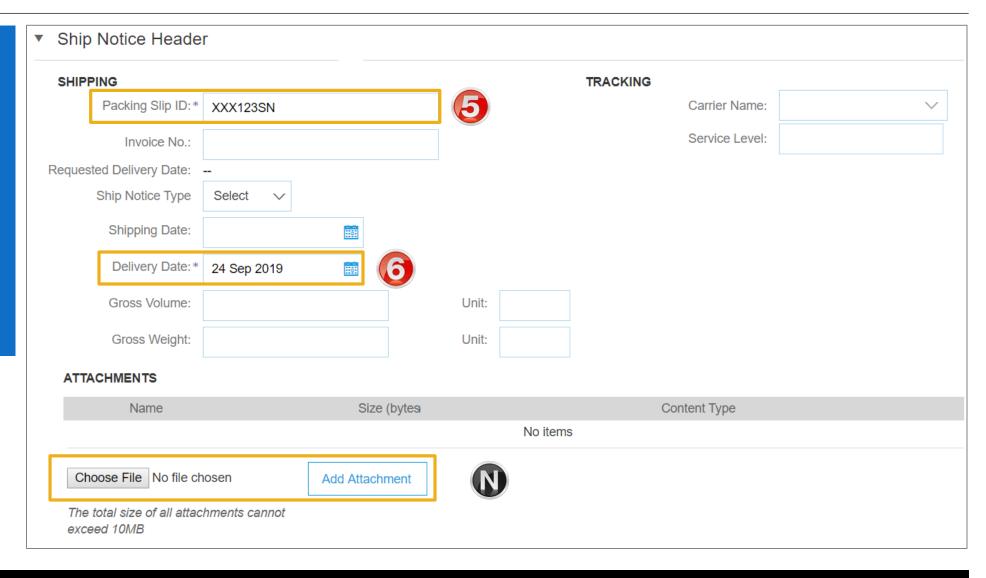


Ship Notice – Header level

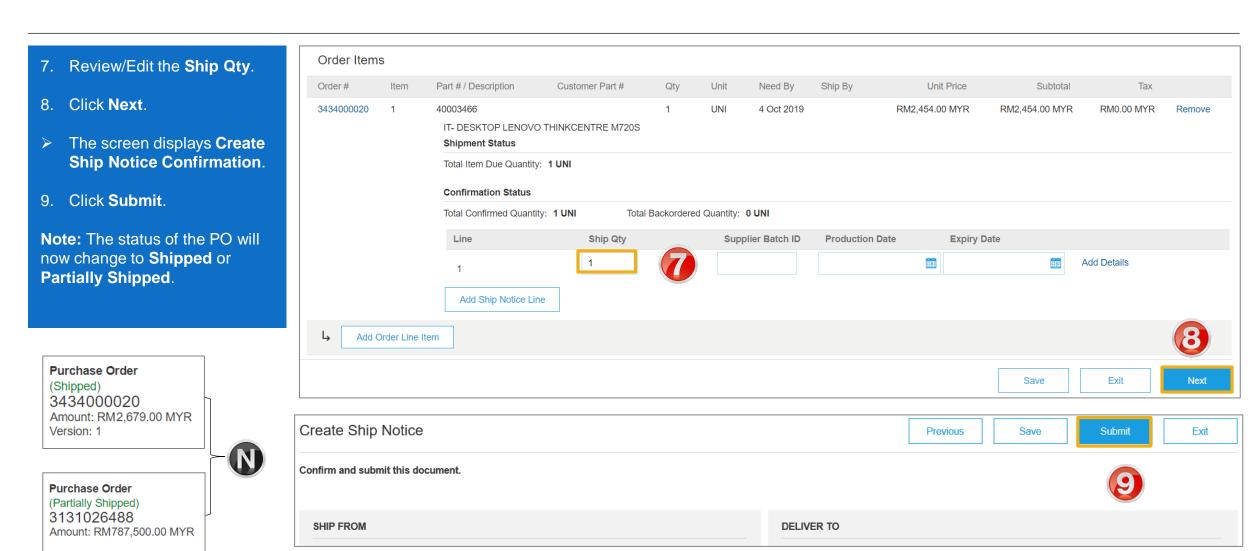
- 5. Enter the **Packing Slip ID.**This is the number you provide to Top Glove.
- 6. Enter **Actual Delivery Date** by selecting the date from the calendar pop-up.

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.

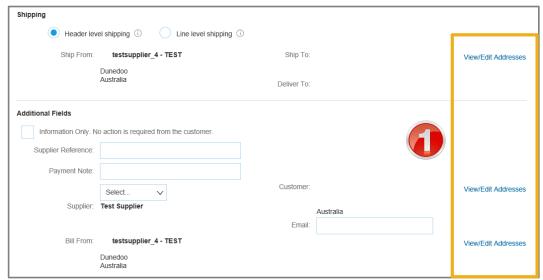


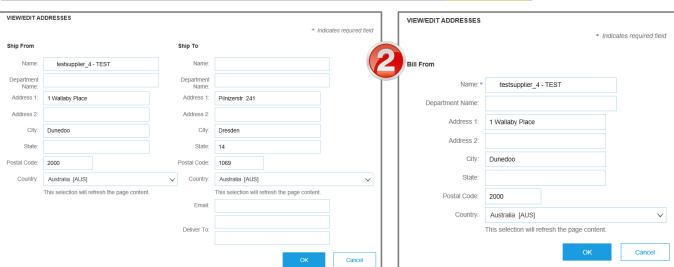
Ship Notice – Line level



Ship Notice – Using View/Edit Addresses (Standard)

- With the Create Invoice screen displayed
- Click the required View/Edit Addresses
- Each View/Edit Address displays different required fields
- 2. Complete all fields with an Asterisks and click OK.







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)	On the Home screen 1. Click on Company Settings 2. Click on Customer Relationships 3. Click the Supplier Information Portal link
Ariba Network Training Request	E: suppliertraining.apac@sap.com