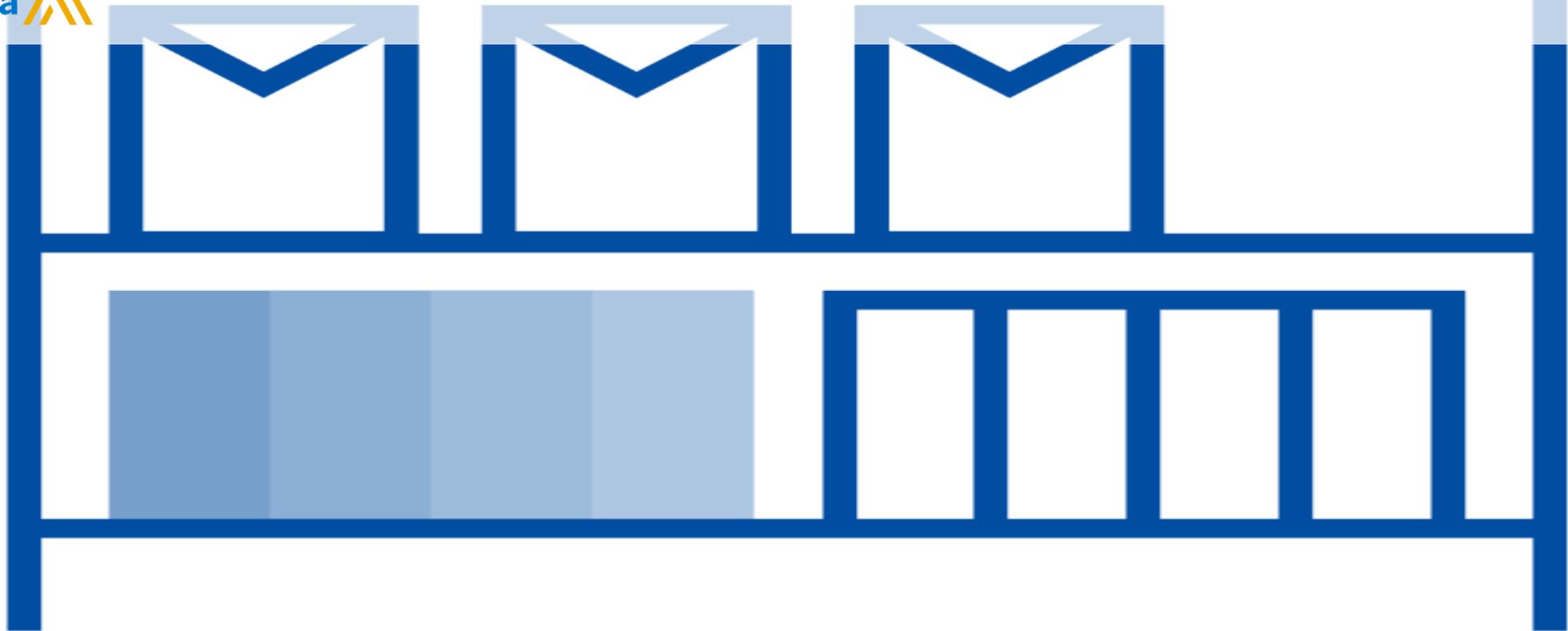


# Ariba Network

## 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

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

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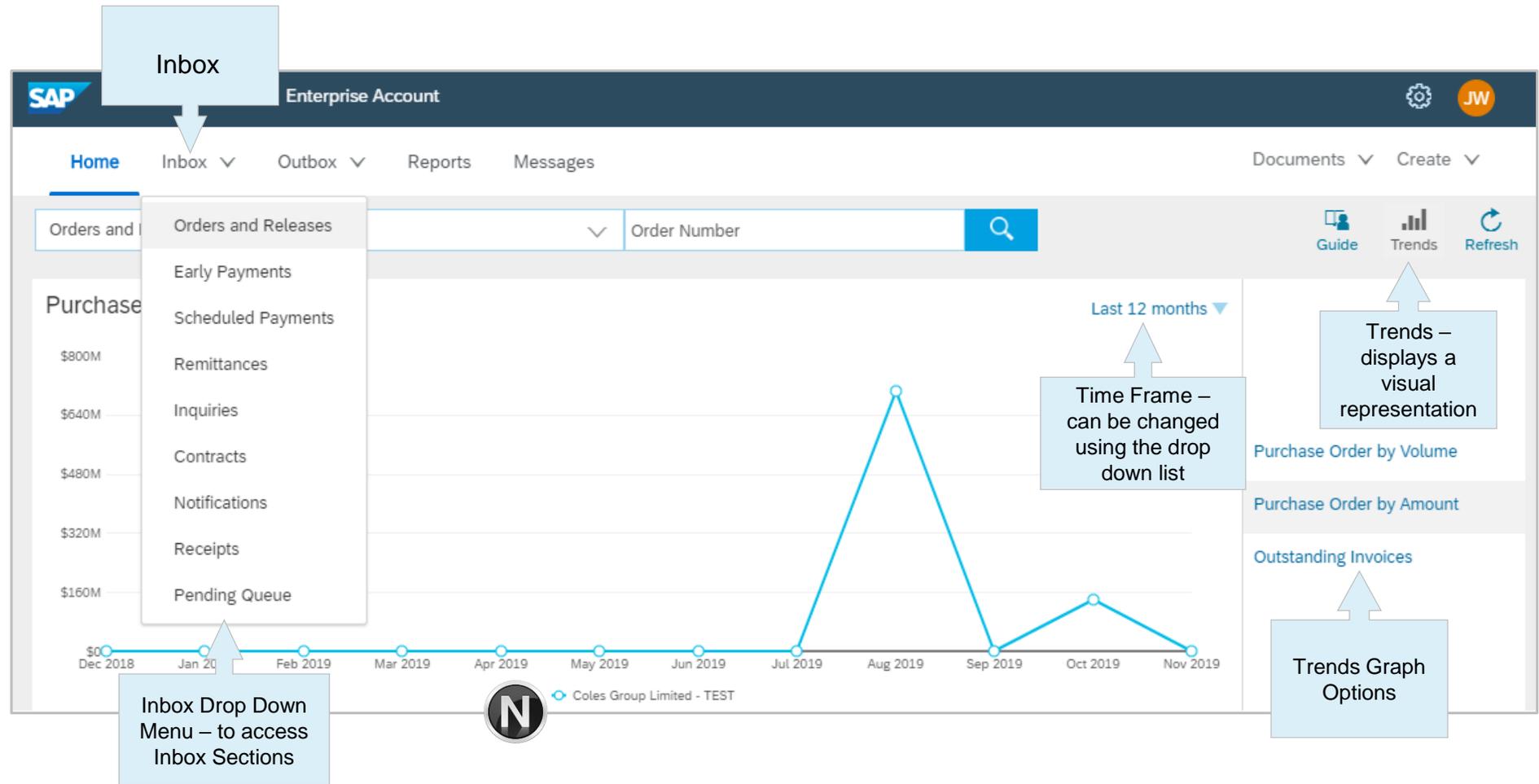
# Dashboard/Home Page - Accessing the Inbox

➤ The **Dashboard** or **Home** Page is the first screen that Suppliers see after logging into the Ariba Network

➤ An arrow indicates whether there is a drop down menu for a selection

Note: If you are transacting with other Buyers using the Ariba Network, they will be displayed with different colours

➤ The **Inbox** selection can be accessed from any menu screen or section



# 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 screenshot shows the SAP Ariba Network interface for 'Orders and Releases'. The page includes a navigation bar with 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. Below the navigation, there's a search filter section and a table of orders. A callout 'N' points to the table's column headers. Several callouts provide explanations for specific columns: 'Ver.' (version number), 'Amount Invoiced' (total amount), 'Order Number' (buyer's purchase order number), 'Order Status' (current status), and 'Actions' (dropdown for document creation).

Type	Order Number ↑	Ver.	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5000000361	1	Coles Group Limited - TEST	CS HTOO Toorong HAWTHORN EAST, VIC Australia	\$500.00 AUD	10 Oct 2019	Received	Invoice	\$0.00 AUD	Original	Actions ▼
Order	5000000362	1	Coles Group Limited - TEST	CS HTOO Toorong HAWTHORN EAST, VIC Australia	\$19,000.00 AUD	10 Oct 2019	Partially Invoiced	Invoice	\$2,000.00 AUD	Original	Actions ▼
Order	5000000365	1	Coles Group Limited - TEST	CS HTOO Toorong HAWTHORN EAST, VIC Australia	\$19,000.00 AUD	10 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions ▼
Order	5000000367	1	Coles Group Limited - TEST	CS HTOO Toorong HAWTHORN EAST, VIC Australia	\$19,000.00 AUD	10 Oct 2019	Partially Serviced	Invoice	\$0.00 AUD	Original	Actions ▼
Order	5000000368	1	Coles Group Limited - TEST	CS HTOO Toorong HAWTHORN EAST, VIC Australia	\$5,000.00 AUD	10 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions ▼
Order	5000000378	1	Coles Group Limited - TEST	CS HTOO Toorong HAWTHORN EAST, VIC Australia	\$19,000.00 AUD	10 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions ▼

# Using Show/Hide Columns to Identify Purchase Order Status

➤ The **Orders and Releases** screen is displayed

1. Click on 

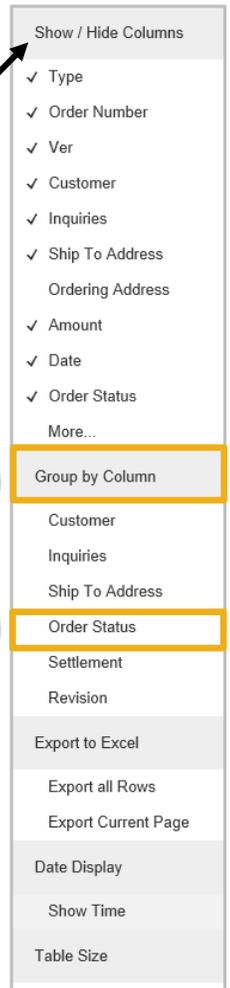
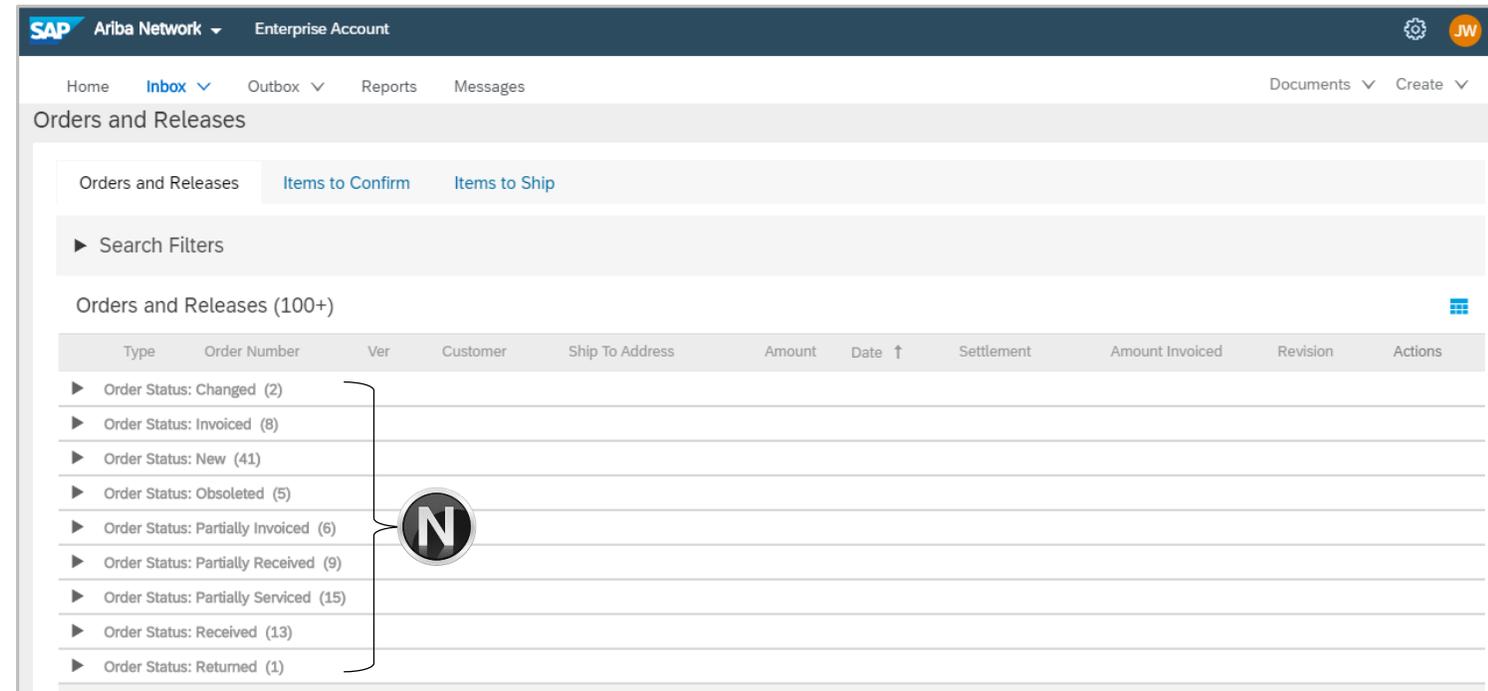
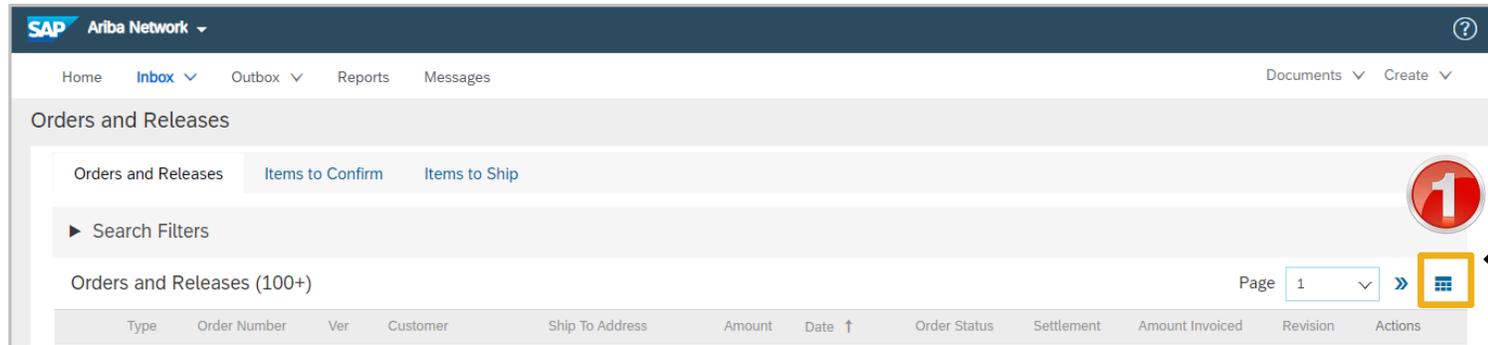
➤ The Show/ Hide Columns selection box will be displayed

2. Locate **Group by Column**

3. Click on **Order Status**

➤ Screen will display purchase orders grouped by Order Status.

**Note:** The Orders and Releases screen will continue to display grouped purchase order until it is changed using Show/Hide Columns



# Routing Status

The routing status identifies the journey of documents (order confirmation & invoices) through the Ariba Network between Coles Group 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
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 Coles Group
Rejected	A Purchase Order Confirmation that has been Rejected by Coles Group



# 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
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Ensure you use the Unit of Measure (UOM) that appears on the Purchase Order. If the UOM is incorrect contact Coles Group, a changed purchase order is required
- There are two types of Purchase Order used by Coles Group:
  - Material Purchase Order
  - Service Purchase Order

# View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number
- 2) Order Detail and Order History Tab
- 3) Purchase Order Status (Status will change as the order is actioned)
- 4) Payment Terms
- 5) Comments
- 6) Contract Number
- 7) Ship All Items to, Bill To and Deliver To details
- 8) Routing Status
- 9) Amount, total value of the Purchase Order (GST Exclusive)
- 10) Done, returns user to previous menu



Any information in blue can be selected to provide more details

Purchase Order: 5000000421 Done

---

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

Order Detail | Order History

**colesgroup**

<p><b>From:</b> CS HCFA Finance and Adm. 800 Toorak Road TOORONGA VIC 3146 Australia</p>	<p><b>To:</b> COLES TEST SUPPLIER - TEST 26 COUNIHAN ROAD SEVENTEEN MILE ROCKS Queensland 4073 Australia Phone: +61 430430951 Fax: Email: <a href="mailto:coles_party@dewit.cc">coles_party@dewit.cc</a></p>
--	--

**Purchase Order (New)**  
 5000000421  
 Amount: \$111.00 AUD  
 Version: 1

---

**Payment Terms** NET 0

**Comments**  
 Comment Type: Terms and Conditions  
 Body: All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following uniform resource ... [View more >](#)

**Contract #**  
 C333

**Other Information**  
 Company Code: 1061

Ship All Items To

Bill To

Deliver To

# View Purchase Order Details – Line Item Level

1) Done to return to the Inbox

2) Line Number

3) Type (Material/Service)

4) Need By

5) Unit price (GST Exclusive)

6) Order Process Tabs

## 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	Qty (Unit)	Need By	Unit Price	Subtotal	
1	36	Material	1 (EA)	22 Oct 2019	\$53.00 AUD	\$53.00 AUD	Details
CUST NUMBERING DL Q-SYSTEM REMOTE SENDER							
2	39	Material	1 (EA)	22 Oct 2019	\$58.00 AUD	\$58.00 AUD	Details
CUST NUMBERING DL Q-SYSTEM COUNTER STAND							

Order submitted on: Monday 14 Oct 2019 1:57 PM GMT+11:00  
Received by Ariba Network on: Monday 14 Oct 2019 1:57 PM GMT+11:00  
This Purchase Order was sent by Coles Group Limited - TEST AN01433223922-T and delivered by Ariba Network.

Sub-total: \$ 111.00 AUD

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

Done

# Identify Material or Service Purchase Order – Line Item Level

**Note:** A Material Purchase Order is identified by **Type**

## 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	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10			Material		11.0 (AU)	14 Mar 2019	\$100.00 AUD	\$1,100.00 AUD	\$0.00 AUD	
Description:										
20			Material		10.0 (AU)	14 Mar 2019	\$100.00 AUD	\$1,000.00 AUD	\$0.00 AUD	
Description:										

Sub-total: \$2,100.00 AUD  
 Total Invoiced: \$1,000.00 AUD  
 Est. Total Tax: \$ 0.00 AUD  
 Est. Grand Total: \$2,100.00 AUD

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

**Done**

**Line Items** Show Item Details

Line #	Part #	Customer Part #	Type	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10			Service		1.0 (AU)	31 Dec 2019	\$300,000.00 AUD	\$300,000.00 AUD	\$0.00 AUD	
Description: Cleaning Services										

Service Sheet Required.

Sub-total: \$300,000.00 AUD  
 Est. Total Tax: \$ 0.00 AUD  
 Est. Grand Total: \$300,000.00 AUD

Create Order Confirmation
  Create Service Sheet
  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: 5000000421
Done

---

Order Detail
Order History

Purchase Order: 5000000421  
 Order Status: New  
 Submitted On: 14 Oct 2019 1:57:01 PM GMT+11:00

From Customer: Coles Group Limited - TEST  
 Routing Status: Sent

---

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125034069	14 Oct 2019 1:57:17 PM
	Email order was sent to melanie.de.wit@sap.com.	ANPODispatcher-124995019	14 Oct 2019 1:57:19 PM
Sent	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	14 Oct 2019 1:57:19 PM

---

### Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	36 CUST NUMBERING DL Q-SYSTEM REMOTE SENDER	1 (EA)	22 Oct 2019	\$53.00 AUD	\$53.00 AUD
<b>Status</b>					
1 Unconfirmed					
2	39 CUST NUMBERING DL Q-SYSTEM COUNTER STAND	1 (EA)	22 Oct 2019	\$58.00 AUD	\$58.00 AUD
<b>Status</b>					
1 Unconfirmed					

Sub-total: \$ 111.00 AUD



# 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



# Changed Purchase Orders

- Invoicing is not available on obsoleted purchase orders, locate and invoice on the latest version
- Changed Purchase Orders will continue to display the Order Status in a brown colour throughout the life of the Purchase Order
- Always work on the latest version of the Purchase Order
- 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 order 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 proposed changes by contacting the Requester
- A Change Purchase Order can be triggered by the Buyer and can be for Material Purchase Order, Blanket Purchase Orders and Service Purchase Orders
- 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 shows the SAP Ariba Network interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and user 'JW'. The main menu has 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A search filter is visible. The table below lists purchase orders with columns: Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Annotations highlight specific data points: 'The Version number increases by one for each changed version' points to the 'Ver' column; 'The Order Status Obsolete & Changed' points to the 'Order Status' column; and 'The only instance where the purchase order is the same on a purchase Order' points to the 'Order Number' column.

Type	Order Number ↓	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	BPO366	3	Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	BPO366	1	Coles Group Limited - TEST	\$100,000,000.00 AUD	14 Oct 2019	Obsolete	Invoice	\$790,922.00 AUD	Original	Actions
Order	BPO366	2	Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Obsolete	Invoice	\$0.00 AUD	Changed	Actions
Order	BPO364	1	Coles Group Limited - TEST	\$100,000,000.00 AUD	14 Oct 2019	Obsolete	Invoice	\$1.00 AUD	Original	Actions
Order	BPO364	2	Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Partially Invoiced	Invoice	\$110,000.00 AUD	Changed	Actions

# Identifying the changes on a Change Order – Inbox Search

1. Click **Inbox** drop down list
2. Select **Orders and Releases**
3. Click on **Search Filters**

**Note:** Select the required **Date Range** (if required)

4. Select the **Order Status of Changed**

5. Click on **Search**

➤ Using Order Status, and with the Inbox displayed:

- 1) Click on **Order Status** to sort alphabetically

➤ Screen displays **Changed Purchase Orders**

6. Select the required **Purchase Order**

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown is open, showing 'Orders and Releases' selected. The 'Search Filters' section is expanded, showing various filters. The 'Order Status' is set to 'Changed'. The 'Search' button is highlighted. The results table shows two orders, with the second one, '5200000284', highlighted.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	BPO366		Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	5200000284	2	Coles Group Limited - TEST	\$100.00 AUD	12 Nov 2019	Changed	Invoice	\$0.00 AUD	Changed	Actions

# Identifying the changes on a Change Order - Header Level

- The Change Purchase Order is displayed
- All changes are shown in a brownie coloured writing. This remains throughout all processes for the life of the Purchase Order including Confirmed and Invoiced
- Examples of changes include but not confined to:
  - Supplier Addresses
  - Ship All Items To
- All Order Status's will be shown in brown for all change purchase orders
- All previous versions can be access by selecting Previous version

*Examples only*

Purchase Order: 5200000284 Done

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

Order Detail | Order History

**colesgroup**

From: CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

To: COLES TEST SUPPLIER - TEST

Purchase Order  
(→ Changed)  
5200000284  
Amount: \$100.00 AUD  
Version: 2 (Previous Version)

Payment Terms <sup>i</sup>  
NET 0  
Immediate

Routing Status: Sent

**colesgroup**

From: CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

To: COLES TEST SUPPLIER - TEST

Purchase Order  
(→ Changed)  
5200000284  
Amount: \$100.00 AUD  
Version: 2 (Previous Version)

Payment Terms <sup>i</sup>  
NET 30

Comments  
Other Information  
[View more »](#)

Ship All Items To

CS HTOO Tooronga  
800 Toorak Road  
HAWTHORN EAST VIC 3123  
Australia  
Ship To Code: 5654  
CS-HTOO-Tooronga  
800-Toorak-Road  
HAWTHORN-EAST-VIC-3123  
Australia

Bill To

CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

Deliver To

Danny Walker  
CS HTOO Tooronga  
Swan  
CS-HTOO-Tooronga

# Identifying the changes on a Change Order – Line Level

- Line Items with an **Edited** or **Deleted** indicates a change has occurred
- Changed items will have a line through the original information
- The new **Amount** is displayed
- Sub-total reflects the new amount

Line #	Change	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	→ Edited	Not Available	Material	10 (EA)	15 Nov 2019 15-Nov-2019	\$10.00 AUD	\$100.00 AUD	<a href="#">Details</a>
		Blue Pallets						

Order submitted on: Tuesday 12 Nov 2019 12:14 PM GMT+11:00  
 Received by Ariba Network on: Tuesday 12 Nov 2019 1:19 PM GMT+11:00  
 This Purchase Order was sent by Coles Group Limited - TEST AN01433223922-T · Ariba Network.

Sub-total: \$ 100.00 AUD

▼ 10	→ Edited		Service		25 May 2019	\$220.00 AUD	\$0.00 AUD	<a href="#">Details</a>	
		Description: Testing Service PO Text Metcoal FILTER_AIR_PRI_393MM_H_164MM_FIN-DIA_133							
10 .10	→ Edited		Service	1.0 (EA) ⓘ		\$100.00 AUD	\$100.00 AUD	\$10.00 AUD	<a href="#">Details</a>
		Description: Testing PO text for Service PO Metcoal Testing-SES4							
10 .20	→ Edited		Service	1.0 (EA) ⓘ		\$120.00 AUD	\$120.00 AUD	\$12.00 AUD	<a href="#">Details</a>
		Description: Testing PO text for Service PO Metcoal Testing-SES							
▼ 20	→ New		Service		25 May 2019	\$150.00 AUD	\$0.00 AUD	<a href="#">Details</a>	
		Description: Testing Service PO Text							
20.10	→ New		Service	1.0 (EA) ⓘ		\$150.00 AUD	\$150.00 AUD	\$15.00 AUD	<a href="#">Details</a>
		Description: Testing SES1							

Service Sheet Required.

Sub-total: \$ 3,220.00 -AUD	Sub-total: \$ 3,370.00 AUD
Est. Total Tax: \$ 322.00 -AUD	Est. Total Tax: \$ 337.00 AUD
Est. Grand Total: \$ 3,542.00 -AUD	Est. Grand Total: \$ 3,707.00 AUD

*Examples only*



# Blanket Purchase Order

- A Blanket Purchase Order (BPO) is used to create Invoices for expenditure and payments contracted between Coles Group 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
- Coles Group uses “No Release Required” BPO’s so that a Purchase Order is not required prior to invoicing and can be reviewed and invoiced from Contracts
- BPO’s will start with a BPO prefix
- Any field with an \* is a mandatory field and a value is required to be entered
- Refer to the ***Contracts Guide*** for information about contracts

# Locate and Open a BPO – Inbox or Search Filters

1. Click **Inbox** drop down list
2. Select **Orders and Releases**
3. Click on **Search Filters**
4. Select **Search only blanket purchase orders**

**Note:** Select the required **Date Range** (if required)

1. Click on **Search**
  - Screen displays blanket purchase orders
  - Search using Order Number:
    - 1) Click on Order Number to sort alphabetically
  - BPO's are displayed
6. Select the required **BPO**

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing 'Orders and Releases' as the selected option. The 'Orders and Releases' page is displayed, featuring a 'Search Filters' section with various input fields and checkboxes. The 'Search' button is highlighted, and the 'Search only blanket purchase orders' checkbox is checked. Below the search filters, a table of 'Orders and Releases (5)' is shown, with columns for Type, Order Number, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The table lists three orders, with the second order (BPO366) highlighted.

Type	Order Number	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	BPO366	Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	BPO366	Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Obsolete	Invoice	\$0.00 AUD	Changed	Actions
Order	BPO364	Coles Group Limited - TEST	\$100,000,000.00 AUD	22 Oct 2019	Partially Invoiced	Invoice	\$110,000.00 AUD	Changed	Actions

# View BPO 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**

SAP Ariba Network

Purchase Order: BPO361

Done

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

Order Detail Order History

colesgroup

From: CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

To: COLES TEST SUPPLIER - TEST  
26 COUNIHAN ROAD  
SEVENTEEN MILE ROCKS Queensland 4073  
Australia

Item Level Blanket Purchase Order (New)  
BPO361  
Amount: \$100,000.00 AUD  
Version: 1

Payment Terms NET 0

Other Information Hierarchical Evergreen StandAlone No

View less »

Routing Status: Sent  
BPO Status: Open  
BPO Type: No Release Required  
Amount Available: \$100,000.00 AUD  
Effective Date: 1 Oct 2019  
Expiration Date: 1 Oct 2020

Ship All Items To Bill To Deliver To

# View BPO 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

1) Indicates a Change has occurred from the original Purchase Order

Line Items					<a href="#">Show Item Details</a> 
Line #	Change	Part # / Description	Type	Price	
3		BPO364-3_Feeltem COMS Fee	Material	\$110,000.00 AUD	<a href="#">Details</a>
4		BPO364-4_Feeltem Facilities Fee	Material	\$8,949,682.00 AUD	<a href="#">Details</a>
5		BPO364-5_Feeltem IT Equipment	Material	\$44,705.00 AUD	<a href="#">Details</a>
6		BPO364-6_Feeltem Revenue Parts	Material	\$1,955,274.00 AUD	<a href="#">Details</a>
7		BPO364-7_Feeltem SOW & Seconded	Material	\$810,060.00 AUD	<a href="#">Details</a>
8		BPO364-8_Feeltem Subcontractor Cost	Material	\$3,304,799.00 AUD	<a href="#">Details</a>
9		BPO364-9_Feeltem Tools & Van Stock	Material	\$20,630.00 AUD	<a href="#">Details</a>
10		BPO364-10_Feeltem Capital works	Material	\$5,029,424.00 AUD	<a href="#">Details</a>
12	→ New	City Engineering PM City Engineering PM	Material	\$1.00 AUD	<a href="#">Details</a>
2	→ Deleted	BPO364-2_Feeltem City Engineering PM	Material	\$1 AUD	



Order submitted on: Thursday 10 Oct 2019 3:00 AM GMT+11:00  
 Received by Ariba Network on: Tuesday 22 Oct 2019 3:55 PM GMT+11:00  
 This Purchase Order was sent by Coles Group Limited - TEST AN01433223922-T and delivered by Ariba Network.

Sub-total: \$ 100,000,000.00 AUD
Total Invoiced: \$ 110,000.00 AUD

# View BPO Details – Line Item Level Show Item Details



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

- 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 #	Change	Part # / Description	Type	Price	
3		BPO364-3_Feeltem COMS Fee	Material	\$110,000.00 AUD	<a href="#">Summary</a>
<b>Status</b>					
1 Invoiced		Amount: \$110,000.00 AUD			
1 Unconfirmed					
<b>BPO Item Attributes</b>					
Maximum Quantity: 3					
<b>Deliver To</b>					<b>Ship To</b>
CS HTOO Toorong					CS HTOO Toorong
					Ship To 5654 Code:
<b>Other Information</b>					
Discount:		\$110,000.00 AUD Negotiated Price			
isRecurring:		yes			
LineType:		Fee (fixed/recurring) Item			
Classification Domain:		unspc			
Classification Code:		23181801			
Line #	Change	Part # / Description	Type	Price	
4		BPO364-4_Feeltem Facilities Fee	Material	\$8,949,682.00 AUD	<a href="#">Summary</a>
<b>Status</b>					
1 Unconfirmed					
<b>BPO Item Attributes</b>					
Maximum Quantity: 3					
<b>Deliver To</b>					<b>Ship To</b>
CS HTOO Toorong					CS HTOO Toorong
					800 Toora

# 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: BPO364 Done

---

Order Detail
Order History

---

**CHANGED ORDER**

Purchase Order: BPO364 Order Status: Partially Invoiced Submitted On: 10 Oct 2019 3:00:00 AM GMT+11:00	From Customer: Coles Group Limited - TEST Routing Status: Acknowledged
--	---

---

**History**

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125033062	22 Oct 2019 3:55:03 PM
	Email order was sent to melanie.de.wit@sap.com.	ANPODispatcher-124998022	22 Oct 2019 3:55:07 PM
Sent	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	22 Oct 2019 3:55:07 PM
Acknowledged	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	22 Oct 2019 4:34:21 PM
Unconfirmed	update - null	OrderDispatcher - Email	22 Oct 2019 4:34:49 PM

---

**Line Items**

Line #	Part # / Description	Price
3	BPO364-3_Feeltem COMS Fee	\$110,000.00 AUD
<b>Status</b>		
1 Invoiced	Amount: \$110,000.00 AUD	



# Returned Purchase Order

- A Returned Purchase Order provides information to suppliers about the receipt of a Credit
- Existing collection, assessment and response processes should be followed

# Locating Returned Purchase Orders – Inbox

1. Click **Inbox** drop down list
2. Select **Orders and Releases**
3. Click on **Search Filters**
4. Click on **Order Status**, select **Returned**

**Note:** Select the required **Date Range** (if required)

5. Click on **Search**

➤ Screen displays Returned purchase orders

➤ Search using Order Number:  
1) Click on Order Number to sort alphabetically

6. Select the required **Returned** purchase order

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing 'Orders and Releases' selected. The 'Orders and Releases' page is displayed, with 'Search Filters' expanded. The search filters include: Customer (All Customers), Order Number (empty), Buyer Location Code (empty), Invoice Number (empty), Show orders by (Creation Date), Date Range (Last 31 days), Min. Amount (Minimum), Max. Amount (Maximum), Order Status (Returned), and View (All except hidden orders). The 'Search' button is highlighted. The results table shows one order: Order Number 5200000249, Customer Coles Group Limited - TEST, Amount \$114,170.00 AUD, Date 8 Nov 2019, Order Status Returned, Settlement Invoice, Amount Invoiced \$0.00 AUD, Revision Original, and Actions.

Type	Order Number	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5200000249	Coles Group Limited - TEST	\$114,170.00 AUD	8 Nov 2019	Returned	Invoice	\$0.00 AUD	Original	Actions

# Open and View a Returned Purchase Order – Header Level

➤ Screen displays the Return Purchase Order

The Header shows the following information:

- 1) Purchase Order Status is Returned
- 2) Payment Terms, timeframe for response
- 3) Related Documents
- 4) Receipt for the Credit
- 5) Order History Tab
- 6) Done, returns to the selection screen

The screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID 5200000249. The header includes a 'Done' button (6) in the top right. Below the PO ID, there are action buttons: 'Create Order Confirmation' (1), 'Create Ship Notice', and 'Create Invoice'. A utility bar contains 'Hide', 'Print', 'Download PDF', 'Export cXML', and 'Resend'. The 'Order History' tab (5) is selected. The 'colesgroup' logo is displayed. The 'From' field shows 'CS HCFA Finance and Adm.' with address details. The 'To' field shows 'COLES TEST SUPPLIER - TEST'. The 'Payment Terms' (2) are 'NET 0 Immediate'. The 'Comments' section includes a note about Ariba's Terms and Conditions. The 'Contract #' is 'C333'. The 'Other Information' section shows 'Company Code: 1061'. At the bottom, there are three tabs: 'Ship All Items To', 'Bill To', and 'Deliver To'. On the right side, a summary box (1) shows 'Purchase Order (Returned) 5200000249' with an amount of \$114,170.00 AUD and version 1. Below it, the 'Routing Status: Acknowledged' (3) is shown with a 'Related Documents: RC899' (4) link.

# View Return Purchase Order – Line Item Level

## ➤ Screen displays **Line Items**

1) Click **Details** to review specific items details

Or

2) Click **Show Item Details** to open details for all line items at once

➤ Details of the items are displayed

➤ Investigate the reason for the return

### Line Items

 [Show Item Details](#) 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	11	Material	10 (EA)	15 Nov 2019	\$11,417.00 AUD	\$114,170.00 AUD	<a href="#">Details</a> 
MIXER BH SPIRAL SP80							

Order submitted on: Friday 8 Nov 2019 2:46 PM GMT+11:00  
Received by Ariba Network on: Friday 8 Nov 2019 2:46 PM GMT+11:00  
This Purchase Order was sent by Coles Group Limited - TEST AN01433223922-T and delivered by Ariba Network.

Sub-total: \$ 114,170.00 AUD

[✔ Create Order Confirmation](#) [📄 Create Ship Notice](#) [📄 Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#)

[Done](#)

# View Returned Purchase Order – Receipt

➤ Open the Receipt from Related Documents

➤ Screen displays the Receipt

1) Receipt Number, generated by the Buyer

2) History Tab for the receipt

3) Receipt Number and Receipt Date

4) Work Order Information

5) The line Item details

6) Done to return to the Inbox

7) Routing Status and Related Document, including the Purchase Order

8) Previous, returns you to the Returned Purchase Order

Receipt: RC899   Done  Previous

Print | Export cXML

Detail  History

From: Coles Group Limited - TEST  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

To: COLES TEST SUPPLIER - TEST

Receipt:  Receipt No.: RC899  
Receipt Date: 8 Nov 2019

Work Order Information:   
Work Order ID:

 Routing Status: Sent  
Related Documents:  5200000249

Item	Order Line Number	Part # / Description	Batch #	Customer Batch #	Packing Slip ID	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 5200000249 											
1	1	11 MIXER BH SPIRAL SP80				5 EA	Not Specified	Received	11417.00 AUD	57085.00 AUD	
2	1	11 MIXER BH SPIRAL SP80				5 EA	Not Specified	Returned	11417.00 AUD	57085.00 AUD	

Additional Information  
ReturnBy: Credit

# View Returned Purchase Order Receipt 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

Receipt: RC899 Done Previous

---

Receipt: RC899  
Routing Status: Sent  
Received By Ariba Network On: 8 Nov 2019 3:30:31 PM GMT+11:00

From: Coles Group Limited - TEST

---

History

Status	Comments	Changed By	Date and Time
	ReceiptRequest Queued	Receipt Request Handler	8 Nov 2019 3:30:31 PM
Sent	Sent document to Inbox.	ANCXMLOutDispatcher-125034008	8 Nov 2019 3:30:33 PM

# View Returned Purchase 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: 5200000249 Done

---

Order Detail
Order History

---

Purchase Order: 5200000249  
 Order Status: Returned  
 Submitted On: 8 Nov 2019 2:46:16 PM GMT+11:00

From Customer: Coles Group Limited - TEST  
 Routing Status: Acknowledged

---

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125003049	8 Nov 2019 2:46:33 PM
	Email order was sent to melanie.de.wit@sap.com.	ANPODispatcher-124768019	8 Nov 2019 2:46:41 PM
Sent	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	8 Nov 2019 2:46:42 PM
Returned	RC899	Coles Group Limited - TEST	8 Nov 2019 3:30:31 PM
	Received quantity 5 for line item 1.	PropogationProcessor-124996056	8 Nov 2019 3:30:31 PM
	Returned quantity 5 for line item 1.	PropogationProcessor-124996056	8 Nov 2019 3:30:31 PM

---

### Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	11 MIXER BH SPIRAL SP80	10 (EA)	15 Nov 2019	\$11,417.00 AUD	\$114,170.00 AUD
<b>Status</b>					
10 Unconfirmed					
5 Received					
5 Returned					

Sub-total: \$ 114,170.00 AUD



# Order Confirmation

- An Order Confirmation is required for selected materials providers
- An Order Confirmation is used to confirm that the materials ordered can be provided and that the information contained within the Purchase Order is correct
- 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: 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
- **Note** that Coles Group will not respond to Order Confirmations for *optional* Order Confirmation Suppliers

# Identifying whether you are an Order Confirmation Optional or Mandatory Supplier

## Order Confirmation - Optional

- When the Create Invoice selection is active and can be selected, this indicates that an Order Confirmation is Optional

Purchase Order: 5200000282 Done

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

Order Detail Order History

**colesgroup**

From: CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

To: COLES TEST SUPPLIER - TEST

Purchase Order  
(New)  
5200000282  
Amount: \$30.00 AUD  
Version: 1

## Order Confirmation – Mandatory

- When the Create Invoice selection is inactive and cannot be selected this indicates that an Order Confirmation is mandatory

Purchase Order: 5200000282 Done

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

Order Detail Order History

**colesgroup**

From: CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

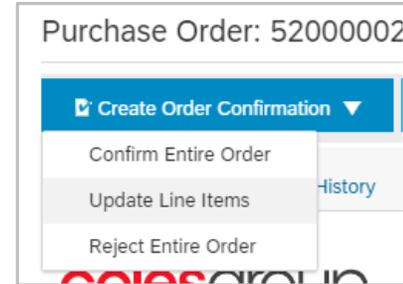
To: COLES TEST SUPPLIER - TEST

Purchase Order  
(New)  
5200000282  
Amount: \$30.00 AUD  
Version: 1

# Which Order Confirmation do I Use?

- There are three types of Order Confirmation –

- 1) Confirm Entire Order
- 2) Update Line Items
- 3) Reject Entire Order



- All are accessed from within the Purchase Order, under Create Order Confirmation

- Confirm Entire Order – Used when all items, information, unit of measure and pricing is correct

- Update Line Items – Used when there are details that are incorrect including unit of measure, need by dates and pricing information

- **Slide 43, Order Confirmation – Update Line Items – Confirming at Line Level**
- **Slide 44, Order Confirmation – Update Line Items – Price Notification**
- **Slide 46, Order Confirmation – Update Line Items – Backorder**
- **Slide 48, Order Confirmation – Update Line Items – Reject Line Items**

- Reject Entire Order – Used when you are not the correct supplier, there are too many errors or you will no longer supply – Refer to **Slide 51, Order Confirmation – Reject Entire Order**

# Begin the Order Confirmation – Inbox and Search Filters

1. Click **Inbox** drop down list
2. Select **Orders and Releases**
- Screen displays Orders and Releases
3. Click on **Search Filters**
4. Click on **Order status**, select **New** or **Changed**

**Note:** Changed Purchase Orders are the result of using Update Line Items and Advising Coles Group that there is an adjustment within the Purchase Order

5. Click on **Search**
6. Select the required **Order Number**

The screenshot displays the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing 'Orders and Releases' selected. The 'Orders and Releases' page is displayed, with the 'Search Filters' section expanded. The search filters include: Customer (All Customers), Order Number (empty), Buyer Location Code (empty), Invoice Number (empty), Show orders by (Creation Date), Date Range (Last 31 days), Min. Amount (Minimum), Max. Amount (Maximum), Order Status (New), and View (All except hidden orders). The 'Search' button is highlighted. Below the search filters, the 'Orders and Releases (31)' table is shown, with the second row selected. The table columns are: Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5000000419	1	Coles Group Limited - TEST	\$6.00 AUD	14 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions
Order	5000000420	1	Coles Group Limited - TEST	\$1,500.00 AUD	14 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions
Order	5000000421	1	Coles Group Limited - TEST	\$111.00 AUD	14 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions

# Order Confirmation – Header Level

➤ With the Purchase Order Open

1. Click on **Create Order Confirmation**

2. Select either **Confirm Entire Order** or **Update Line Items**

➤ The Confirming PO screen is displayed

3. Enter the **Confirmation** number, (this is the number you provide to Coles Group)

4. Enter the **Est. Delivery Date**

➤ Add Attachment if required, refer to **Slide 40, Adding an Attachment at Header Level**

**i** Go to the required process, refer to **Slide 36, Which Order Confirmation do I Use?**

Purchase Order: 5000000420 Done

**Create Order Confirmation** 1 Create Ship Notice Create Invoice Hide Print Download PDF Export cXML

Confirm Entire Order 2  
Update Line Items  
Reject Entire Order

**colesgroup**

From: CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

Confirming PO Exit Next

1 Confirm Entire Order  
2 Review Order Confirmation

**Order Confirmation Header** \* Indicates required field

Confirmation #:  3  
Associated Purchase Order #: 5000000420  
Customer: Coles Group Limited - TEST  
Supplier Reference:

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date:  4 Est. Shipping Cost:   
Est. Delivery Date:  Est. Tax Cost:   
Comments:

**Attachments**

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 10MB

# Order Confirmation – Confirm Entire Order – Line Level

➤ Scroll down to Line Items

1. 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 confirmed

**Line Items** 1

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Blue pallets	10 (EA)	18 Oct 2019	\$150.00 AUD	\$1,500.00 AUD

Current Order Status:  
**10 Confirmed As Is**

2

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

Confirming PO Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

3

**Confirmation Update**

Confirmation #: Untitled 11/13/2019

Supplier Reference:

Attachments:

**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Blue pallets	10 (EA)	18 Oct 2019	\$150.00 AUD	\$1,500.00 AUD

Current Order Status:  
**10 Confirmed As Is**

# Adding an Attachment to Header Level

➤ With the Purchase Order displayed

1. Click on **Choose File**

2. Select the file required from your computer and select **Open**

3. Click on **Add Attachment**

➤ The selected document is added

➤ Repeat until all attachments are added up to a maximum of 10MB

➤ To delete a document:  
1) Click on the document  
2) Click on Delete

➤ The attachment has not been added until Add Attachment has been selected

Attachments

The total size of all attachments cannot exceed 10MB

Remove

Choose File No file chosen Add Attachment

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

All Files (\*.\*)

Open Cancel

Attachments

The total size of all attachments cannot exceed 10MB

Remove

Choose File Jen Face on.jpg Add Attachment

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Attachments

The total size of all attachments cannot exceed 10MB

Remove

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
Jen Face on.jpg	31363	image/jpeg

Delete

Add to Header

# Order Confirmation Update Line Level – General Information

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

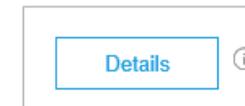
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	YDCTLG-0	100 (MTK)	13 Sep 2017	\$1.00 AUD	\$100.00 AUD	00 AUD
	Current Order Status					
	<input checked="" type="radio"/> 100 Unconfirmed					
	Confirm: <input type="text" value="50"/>	Backorder: <input type="text" value="20"/>	Reject: <input type="text" value="5"/>			<a href="#">Details</a> ⓘ

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 Coles Group.

# Order Confirmation – Update Line Items – Header Level

1. Click on **Create Order Confirmation**
  2. Select **Update Line items**
  3. Enter **Confirmation #** (optional)
  4. Enter the **Est. Delivery Date**
- Scroll down to **Line items**

Update line items should be used to provide information to Coles Group about the goods requested:

- Confirm Line Items
- Price Notification
- Backorder
- Reject Line Item

Purchase Order: 5000000421 Done

**1** Create Order Confirmation | Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML

Confirm Entire Order

**2** Update Line Items

Reject Entire Order

**colesgroup**

From:  
CS HCFA Finance and Adm.  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

Confirming PO Exit Next

**1** Update Item Status

**2** Review Confirmation

**Order Confirmation Header** \* Indicates required field

Confirmation #:  **3**

Associated Purchase Order #: 5000000421

Customer: Coles Group Limited - TEST

Supplier Reference:

**SHIPPING AND TAX INFORMATION**

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:  **4**

Est. Shipping Cost:

Est. Tax Cost:

Comments:

**Attachments**

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 10MB

# Order Confirmation – Update Line Items – Confirming at Line Level

- Update line items should be used to provide information to Coles Group about the goods requested:
  - Confirm Line Items
  - Price Notification
  - Backorder
  - Reject Line Item

- Complete Header Level Details, refer Slide 39, Order Confirmation – Header Level

- To Confirm All Line Items in one selection:
  - 1) Scroll to the last Line Item, click on **Confirm All**, all items will be confirmed with the total requested by Coles Group on the Purchase Order

- To Confirm All Line Items – each line item entered separately, for each item:
  - 1) Enter the ordered figure into Confirm
  - 2) Repeat until all items are confirmed

1. Click on **Next**

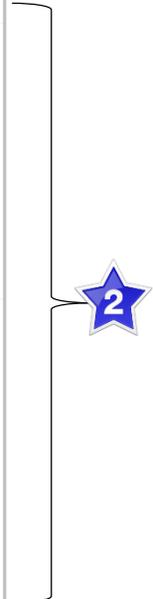
2. Refer to **Slide 52, Finalise an Order Confirmation**

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal						
1	40 CUST NUMBERING DL Q-SYSTEM TICKET ROLLS	12 (EA)	19 Nov 2019	\$6.00 AUD	\$72.00 AUD						
<p><b>Current Order Status</b></p> <p><input checked="" type="radio"/> 12 Unconfirmed</p> <p>Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> <a href="#">Details</a> ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items</td> </tr> </tbody> </table>						Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type									
No items											
2	39 CUST NUMBERING DL Q-SYSTEM COUNTER STAND	5 (EA)	19 Nov 2019	\$58.00 AUD	\$290.00 AUD						
<p><b>Current Order Status</b></p> <p><input checked="" type="radio"/> 5 Unconfirmed</p> <p>Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> <a href="#">Details</a> ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items</td> </tr> </tbody> </table>						Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type									
No items											
3	38 CUST NUMBERING DL Q-SYSTEM TCKT DISPENSER	8 (EA)	19 Nov 2019	\$136.00 AUD	\$1,088.00 AUD						
<p><b>Current Order Status</b></p> <p><input checked="" type="radio"/> 8 Unconfirmed</p> <p>Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> <a href="#">Details</a> ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items</td> </tr> </tbody> </table> <p><input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/></p> <p><small>The total size of all attachments cannot exceed 10MB</small></p>						Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type									
No items											

↳  ⓘ

**Note:** refer to Slide 50, Adding an Attachment at Line Item Level (if required)



# Order Confirmation – Update Line Items – Price Notification

➤ With Line Items Displayed

1. Enter the total to **Confirm**

2. Click on **Details**

3. Enter the **Unit Price**



There may be a price tolerance that affects the total that can be entered. If the Price Notification total is greater than the allowed tolerance, contact the Requester

4. Click on **OK**

➤ Screen returns to the order confirmation screen, Line items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	36	1 (EA)	22 Oct 2019	\$53.00 AUD	\$53.00 AUD

CUST NUMBERING DL Q-SYSTEM REMOTE SENDER

Current Order Status

1 Unconfirmed **1**

Confirm:  Backorder:  Reject:  **2** Details **2**

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	36	1	EA	22 Oct 2019	\$53.00 AUD	\$53.00 AUD

CUST NUMBERING DL Q-SYSTEM REMOTE SENDER

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:  **3**

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

**4**

# Order Confirmation – Update Line Items – Price Notification cont.

**Note:** The Unit Price shown does not change as only Coles Group can amend the information on a Purchase Order

1) The information entered into details is shown

➤ Complete any other items on the order confirmation

1. Add **Attachment** if required, refer to **Slide 50, Adding an Attachment at Line Item Level**

2. Click on **Next**

➤ Screen displays the finalise Order Confirmation screen, refer to **Slide 52, Finalise Order Confirmation**

**i** Where Coles Group accepts the change in unit price a Changed Purchase Order will be sent, this will require a new Order Confirmation

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	36 CUST NUMBERING DL Q-SYSTEM REMOTE SENDER	1 (EA)	22 Oct 2019	\$53.00 AUD	\$53.00 AUD

**Current Order Status**

1 Confirmed With Changes (Confirmed Unit Price: \$52.98 AUD) 

Confirm:  Backorder:  Reject:  [Details](#) 

**Attachments:** 

Name	Size (bytes)	Content Type
No items		

Snag1.png

*The total size of all attachments cannot exceed 10MB*



# Order Confirmation – Update Line Item - Backorder

## ➤ With Line Items Displayed

1. Enter the total to Confirm (if any)
2. Enter the total for **Backorder**
3. Click on **Details**
4. Enter the **Unit Price**

➤ There may be a price tolerance that affects the total that can be entered. If the Price Notification total is greater than the allowed tolerance, contact the Requester

4. Click on **OK**

➤ Screen returns to the order confirmation screen, Line items

2 39 1 (EA) 22 Oct 2019 \$58.00 AUD \$58.00 AUD  
CUST NUMBERING DL Q-SYSTEM COUNTER STAND  
Current Order Status  
1 Unconfirmed  
Confirm:  Backorder:  Reject:   
[Details](#) ⓘ

[OK](#) [Cancel](#)

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
2	39 CUST NUMBERING DL Q-SYSTEM COUNTER STAND	1	EA	22 Oct 2019		\$58.00 AUD	\$58.00 AUD

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

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

**Note:** The information entered into the Details screen is displayed

**i** Where Coles Group accepts the change in delivery date a Changed Purchase Order will be sent, this will require a new Order Confirmation

➤ Provide details for other items within the Order Confirmation until all Line Items have been actioned

➤ Refer to **Slide 50, Adding an Attachment at Line Item** (if required)

6. Click on **Next**

➤ Refer to **Slide 52, Finalise Order Confirmation**

**Example of a full line item Backorder**

2 39 1 (EA) 22 Oct 2019 \$58.00 AUD \$58.00 AUD  
CUST NUMBERING DL Q-SYSTEM COUNTER STAND  
Current Order Status  
 1 Backordered (Comments: Production Issues; Estimated Delivery Date: 5 Nov 2019)  
Confirm:  Backorder:  Reject:   ⓘ  
Attachments:  

Name	Size (bytes)	Content Type
No items		

 Snag1.png   
The total size of all attachments cannot exceed 10MB  
 ⓘ

**Example of a partial confirm and item Backorder**

3 38 8 (EA) 19 Nov 2019 \$136.00 AUD \$1,088.00 AUD  
CUST NUMBERING DL Q-SYSTEM TCKT DISPENSER  
Current Order Status  
 4 Confirmed As Is  
 4 Backordered (Comments: Issues with production; Estimated Delivery Date: 28 Nov 2019)  
Confirm:  Backorder:  Reject:   ⓘ  
Attachments:  

Name	Size (bytes)	Content Type
No items		

 No file chosen   
The total size of all attachments cannot exceed 10MB  
 ⓘ

# Order Confirmation – Update Line Items – Reject Line Item

## ➤ With Line Items Displayed

1. Enter the total to Confirm (if any)
2. Enter the total for **Reject**
3. Click on **Details**
4. Click on **Rejection Reason**, select the reason from the drop down list

Note: The expectation from Coles Group is that rejection should be for:

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

4. Click on **OK**

➤ Screen returns to the order confirmation screen, Line items

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	40 CUST NUMBERING DL Q-SYSTEM TICKET ROLLS	12 (EA)	19 Nov 2019	\$6.00 AUD	\$72.00 AUD

Current Order Status:  12 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 10MB

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
2	39	5 (EA)	19 Nov 2019	\$58.00 AUD	\$290.00 AUD

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	40 CUST NUMBERING DL Q-SYSTEM TICKET ROLLS	12	EA	19 Nov 2019		\$6.00 AUD	\$72.00 AUD

New Order Status: **2 Rejected**

Rejection Reason:  [Details](#)

Comments:

New Order Status: **10 Confirmed**

Est. Shipping Date:

Please Select

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

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

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

➤ Repeat for other Line Items if other items need line item rejection

➤ Add Attachment if required, refer to **Slide 50, Adding an Attachment at Line item Level**

7. Click on **Next**

➤ Refer to **Slide 52, Finalise Order Confirmation**

### Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	40 CUST NUMBERING DL Q-SYSTEM TICKET ROLLS	12 (EA)	19 Nov 2019	\$6.00 AUD	\$72.00 AUD

**Current Order Status**

2 Rejected (Rejection Reason: Unable to Supply Item; Comments: This item is no longer being produced) **N**

10 Confirmed As Is

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

*The total size of all attachments cannot exceed 10MB*

↳  ⓘ

**7**

# Adding an Attachment at Line Level

- Identify the line item that requires an Attachment

## 1. Click on **Choose File**

- 2. Locate the required document to attach, click on **Open**

## 3. Click on **Add Attachment**

- The attachment is added

- Repeat if there are further Attachments required for Line Items

- To delete an attachment:
  - 1) Click on the attachment
  - 2) Click on Delete

**Note:** You can add multiple attachments up to a maximum of 10MB

2      39      1 (EA)      22 Oct 2019      \$58.00 AUD      \$58.00 AUD

CUST NUMBERING DL Q-SYSTEM COUNTER STAND

**Current Order Status**

1 Backordered (Comments: Production Issues; Estimated Delivery Date: 5 Nov 2019)

Confirm:     Backorder:     Reject:      ⓘ

Attachments:

Name	Size (bytes)	Content Type
No Items		

**1**  Snag1.png   

*The total size of all attachments cannot exceed 10MB*

↳  ⓘ       

The total size of all attachments cannot exceed 10MB

Attachments     Hand out Jen.jpg     **3**

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

↳    

The total size of all attachments cannot exceed 10MB   

No file chosen   

Attachments

Name	Size (bytes)	Content Type
<b>1</b> <input type="checkbox"/> Hand out Jen.jpg	23571	image/jpeg

↳  **2**

# Order Confirmation – Reject Entire Order

➤ After selecting **Reject Entire Order**

1. Select a **Rejection Reason** from the drop down box.
2. Enter **Comments** for the rejection (if required)
3. 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

**Purchase Order**  
**(Rejected)**  
 3023205992  
 Amount: \$100.00 AUD  
 Version: 1

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

# Finalise an Order Confirmation

➤ The review Confirmation screen is displayed

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

➤ **Confirmed**

➤ All items on the Purchase Order have been confirmed, even where adjustments have been identified

➤ **Partially Confirmed**

➤ There are line items that have been rejected or not confirmed

Confirming PO Previous **Submit** Exit

Confirmation #: Untitled 11/13/2019  
Supplier Reference:  
Attachments:

1 Update Item Status

2 Review Confirmation

1

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	36 CUST NUMBERING DL Q-SYSTEM REMOTE SENDER	1 (EA)	22 Oct 2019	\$53.00 AUD	\$53.00 AUD
Current Order Status: <b>1 Confirmed With Changes</b> (Confirmed Unit Price: \$52.98 AUD)					
2	39 CUST NUMBERING DL Q-SYSTEM COUNTER STAND	1 (EA)	22 Oct 2019	\$58.00 AUD	\$58.00 AUD
Current Order Status: <b>1 Backordered</b> (Comments: Production Issues; Estimated Delivery Date: 5 Nov 2019)					

Attachments:  
Snag1.png

Purchase Order: 5000000421 **Done**

Create Order Confirmation
  Create Ship Notice
  Create Invoice

Order Detail Order History

2

**colesgroup**

From: \_\_\_\_\_ To: \_\_\_\_\_ Purchase Order

**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 Coles Group

**Note:** Untitled Confirmation Numbers are displayed for order confirmation that did not have an identifiable number entered. However, the Order Number is displayed

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Outbox' menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', and 'Drafts'. The 'Order Confirmations' option is highlighted. A search bar for 'Order Number' is visible. A 'Purchase Order by Volume' chart is partially visible on the right.

The screenshot shows the 'Order Confirmations' page in SAP Ariba Network. It displays a table with 8 rows of data. The columns are Confirmation ID, Customer, Order #, Date, and Status. The first row has a large 'N' icon next to the Confirmation ID 'Untitled 11/13/2019'.

Confirmation ID	Customer	Order #	Date	Status
Untitled 11/13/2019	Coles Group Limited - TEST	5000000424	13 Nov 2019 12:48:37 PM	Acknowledged
Untitled 11/13/2019	Coles Group Limited - TEST	5000000422	13 Nov 2019 12:46:52 PM	Acknowledged
Untitled 11/13/2019	Coles Group Limited - TEST	5000000421	13 Nov 2019 12:32:34 PM	Acknowledged
Untitled 11/13/2019	Coles Group Limited - TEST	5000000420	13 Nov 2019 12:21:18 PM	Acknowledged
Anything123	Coles Group Limited - TEST	5000000137	17 Sep 2019 2:20:43 PM	Acknowledged
MD23082019	Coles Group Limited - TEST	4200598246	23 Aug 2019 11:29:37 AM	Acknowledged
J22082019	Coles Group Limited - TEST	4200598246	22 Aug 2019 11:29:06 PM	Acknowledged



# Ship Notice

- The Ship Notice is the delivery information and is sent to Coles Group to advise them of the ship date for the materials.
- The Ship Notice is an ***optional*** document for transacting with Coles Group
- Ship Notices should only be created for Purchase Orders that have been confirmed

Note: Coles Group will not respond to Ship Notices

# Creating a Ship Notice – Overview

- With the Purchase Order open
- 1. Click **Create Ship Notice**.
- Screen displays **Create Ship Notice**
- Complete all fields with an asterisks at header level
- Scroll down to Line items

Purchase Order: 5200000282 Done

Hide | Print | Download PDF | Export cXML

Order Detail Order History 1

**colesgroup**

---

Create Ship Notice Save Exit Next

*\* Indicates required field*

<b>SHIP FROM</b>	<b>DELIVER TO</b>
COLES TEST SUPPLIER - TEST <span>Update Address</span>	CS HTOO Tooronga <span>Update Address</span>
SEVENTEEN MILE ROCKS QLD Australia	HAWTHORN EAST VIC Australia

▼ Ship Notice Header

<b>SHIPPING</b>	<b>TRACKING</b>
Packing Slip ID:* 555455-99	Carrier Name: <input type="text"/>
Invoice No.: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: Actual	
Shipping Date:* 13 Nov 2019	
Delivery Date: <input type="text"/>	

**ATTACHMENTS**

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 10MB

# Creating a Ship Notice – Overview cont.

- Enter the Ship Qty for each order item
- For perishable items enter the Batch ID and Expiry
- Click on Next and review
- Click on **Submit**
- You have now sent an Ship Notice, however Coles Group do not respond or require this document
- Order status shows Confirmed or partially confirmed. Partially shipped remains until all items have been shipped
- Related Documents show the Ship Notice with a 

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
5200000282	1	2019091201 iPhone case		5	EA	19 Nov 2019		\$6.00 AUD	\$30.00 AUD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 5 EA

**Confirmation Status**  
Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

[Add Order Line Item](#)

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

Purchase Order: 5200000282 [Done](#)

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

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

**colesgroup**

**From:**  
 CS HCFA Finance and Adm.  
 800 Toorak Road  
 TOORONGA VIC 3146  
 Australia

**To:**  
 COLES TEST SUPPLIER - TEST

**Purchase Order**  
 (Shipped)  
 5200000282  
 Amount: \$30.00 AUD  
 Version: 1

**Payment Terms** ⓘ  
 NET 0

Routing Status: Acknowledged  
 Related Documents: [555455-99](#)



# Goods Receipt Purchase Order

- A Goods Receipt Notice (GRN) is sent by Coles Group to inform you of what Coles Group has 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** drop down list
2. Select **Orders and Releases**
3. Click on **Search Filters**
4. Click on **Order Status**, select **Received**
5. Click on **Search**
  - Screen displays Returned purchase orders
  - Search using Order Number:
    - 1) Click on Order Number to sort alphabetically
6. Select the required **Order Number**

The screenshot displays the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing 'Orders and Releases' selected. The 'Orders and Releases' page is shown with search filters expanded. The 'Order Status' dropdown is set to 'Received'. The 'Search' button is highlighted. Below the search filters, a table titled 'Orders and Releases (12)' is displayed. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The second row, representing order number 5200000100, is highlighted with a red circle and a blue star.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5200000094	1	Coles Group Limited - TEST	\$30.00 AUD	25 Oct 2019	Received	Invoice	\$0.00 AUD	Original	Actions
Order	5200000100	1	Coles Group Limited - TEST	\$5,000.00 AUD	25 Oct 2019	Received	Invoice	\$0.00 AUD	Original	Actions
Order	5200000139	1	Coles Group Limited - TEST	\$2,735.25 AUD	29 Oct 2019	Received	Invoice	\$0.00 AUD	Original	Actions

# Reviewing a Received Purchase Order

- The Received Purchase Order is displayed
- The Order status is Received
- Related Documents show the receipt created by Coles Group
- The History Tab provides information about the Received Purchase Order
- Information cannot be adjusted
- If you have not already done so, create and Invoice
- Refer to the Invoice Guide

Purchase Order: 5200000291 Done

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

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

**colesgroup**

From: CS HTOO Tooronga  
800 Toorak Road  
HAWTHORN EAST VIC 3123  
Australia

To: COLES TEST SUPPLIER - TEST

Purchase Order  
(Received)  
5200000291  
Amount: \$30.00 AUD  
Version: 1

Payment Terms ⓘ  
NET 0  
Immediate

Routing Status: Acknowledged  
Related Documents: [RC932](#)

Comments

# Received Purchase Order – History

- The Received Purchase Order History is displayed
- History provides information about the processes associated with the Purchase Order within the Ariba Network

Purchase Order: 5200000291 Done

---

Order Detail
Order History

---

Purchase Order: 5200000291  
 Order Status: Received  
 Submitted On: 12 Nov 2019 12:40:40 PM GMT+11:00

From Customer: Coles Group Limited - TEST  
 Routing Status: Acknowledged

---

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125002064	12 Nov 2019 12:41:00 PM
	Email order was sent to melanie.de.wit@sap.com.	ANPODispatcher-125013023	12 Nov 2019 12:41:08 PM
Sent	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	12 Nov 2019 12:41:08 PM
Received	RC932	Coles Group Limited - TEST	12 Nov 2019 12:42:25 PM
	Received quantity 5 for line item 1.	PropogationProcessor-125009041	12 Nov 2019 12:42:25 PM

---

### Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	2019091201 iPhone case	5 (EA)	19 Nov 2019	\$6.00 AUD	\$30.00 AUD
<b>Status</b>					
5 Unconfirmed					
5 Received					

Sub-total: \$ 30.00 AUD



# Receipts

- Receipts are for information only
- Receipts provide information about what goods have been received by Coles Group

# Locating Receipts

1. Click **Inbox** drop down list
  2. Select **Orders and Releases**
  3. Click on **Order Status**, select **Receipts**
- Screen displays Receipts

The screenshot displays the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing options like 'Orders and Releases', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Notifications', 'Receipts', and 'Pending Queue'. The 'Receipts' option is selected. The main content area shows a 'Receipts (65)' table with the following data:

Receipt Number	Reference	Customer	Date	Routing Status
RC931	5200000281	Coles Group Limited - TEST	12 Nov 2019 12:46:03 PM	Sent
RC932	5200000291	Coles Group Limited - TEST	12 Nov 2019 12:42:25 PM	Sent
RC933	5200000290	Coles Group Limited - TEST	12 Nov 2019 12:41:53 PM	Sent
RC906	5200000251	Coles Group Limited - TEST	12 Nov 2019 12:41:48 PM	Sent
RC927	5200000281	Coles Group Limited - TEST	12 Nov 2019 12:41:13 PM	Sent
RC929	5200000283	Coles Group Limited - TEST	12 Nov 2019 12:39:10 PM	Sent
RC925	5200000278	Coles Group Limited - TEST	12 Nov 2019 12:38:50 PM	Sent
RC862	5200000215	Coles Group Limited - TEST	11 Nov 2019 2:30:51 PM	Sent
RC899	5200000249	Coles Group Limited - TEST	8 Nov 2019 3:30:31 PM	Sent

# Reviewing a Receipt

- The receipt is displayed
- The Receipt Number is generated by Coles Group
- 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: RC933 Done

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

Detail | History

**From:**  
Coles Group Limited - TEST  
800 Toorak Road  
TOORONGA VIC 3146  
Australia

**To:**  
COLES TEST SUPPLIER - TEST  
26 COUNIHAN ROAD  
SEVENTEEN MILE ROCKS Queensland 4073  
Australia

**Receipt:**  
Receipt No.: RC933  
Receipt Date: 12 Nov 2019

---

**Work Order Information**  
Work Order ID:

**Additional Information**  
ERPReceiptNumber: 5000409110

Routing Status: Sent  
Related Documents: [5200000290](#)

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 5200000290												
1	1	Project coffee cups					1 EA	Not Specified	Received	2000.00 AUD	2000.00 AUD	

Receipt: RC933 Done

Detail | History

Receipt: RC933  
Routing Status: Sent  
Received By Ariba Network On: 12 Nov 2019 12:41:53 PM GMT+11:00

From: Coles Group Limited - TEST

---

**History**

Status	Comments	Changed By	Date and Time
	ReceiptRequest Queued	Receipt Request Handler	12 Nov 2019 12:41:54 PM
Sent	Sent document to Inbox.	ANCXMLEOutDispatcher-125017005	12 Nov 2019 12:41:54 PM

# Support

Support Type	Description
<b>Help Centre</b> For all your support needs  <b>Note:</b> 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"><li>1. User Community</li><li>2. Ask questions or view documentation</li><li>3. Email/Live Chat</li><li>4. Request a call back</li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the Home screen</li><li>2. Click on Company Settings</li><li>3. Click on Customer Relationships</li><li>4. Click on Supplier Information Portal</li></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>