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 aims to provide a step by step instructions, procedures and hints to facilitate a smooth flow of procurement between AusNet Services and supplier's.

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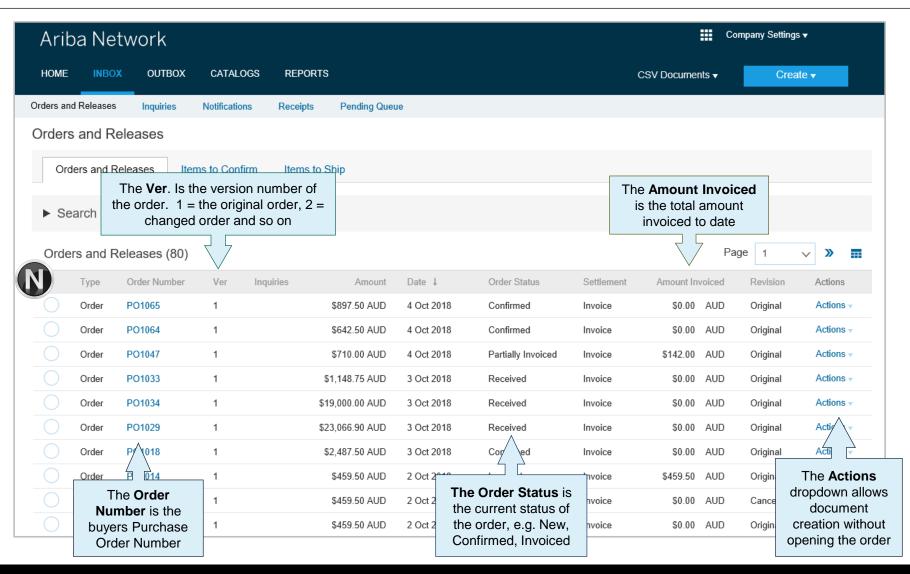
Select by clicking on the links:

Inbox – Orders and Releases

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

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

Ariba Network

Company Settings ▾

HOME   INBOX   OUTBOX   CATALOGS   REPORTS

CSV Documents ▾   Create ▾

Orders and Releases   Inquiries   Notifications   Receipts   Pending Queue

Orders and Releases

Orders and Releases   Items to Confirm   Items to Ship

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

▸ Search

Orders and Releases (80)

Page 1 ▾ ≫

	Type	Order Number	Ver	Inquiries	Amount	Date ↓	Order Status	Settlement	Amount Invoiced		Revision	Actions
○	Order	PO1065	1		$897.50 AUD	4 Oct 2018	Confirmed	Invoice	$0.00	AUD	Original	Actions ▾
○	Order	PO1064	1		$642.50 AUD	4 Oct 2018	Confirmed	Invoice	$0.00	AUD	Original	Actions ▾
○	Order	PO1047	1		$710.00 AUD	4 Oct 2018	Partially Invoiced	Invoice	$142.00	AUD	Original	Actions ▾
○	Order	PO1033	1		$1,148.75 AUD	3 Oct 2018	Received	Invoice	$0.00	AUD	Original	Actions ▾
○	Order	PO1034	1		$19,000.00 AUD	3 Oct 2018	Received	Invoice	$0.00	AUD	Original	Actions ▾
○	Order	PO1029	1		$23,066.90 AUD	3 Oct 2018	Received	Invoice	$0.00	AUD	Original	Acti
○	Order	PO1018	1		$2,487.50 AUD	3 Oct 2018	Con...ed	Invoice	$0.00	AUD	Original	Acti
○	Order	P...014	1		$459.50 AUD	2 Oct 2018		Invoice	$459.50	AUD	Origin...	
○			1		$459.50 AUD	2 Oct 2...		...voice	$0.00	AUD	Cance...	
○			1		$459.50 AUD	2 Oct 2...		...voice	$0.00	AUD	Origin...	

The **Order Number** is the buyers Purchase Order Number

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

The **Actions** dropdown allows document creation without opening the order
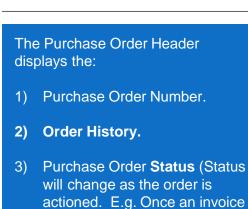
4

Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO

- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services

- Any field with an * is a mandatory field and a value is required to be entered
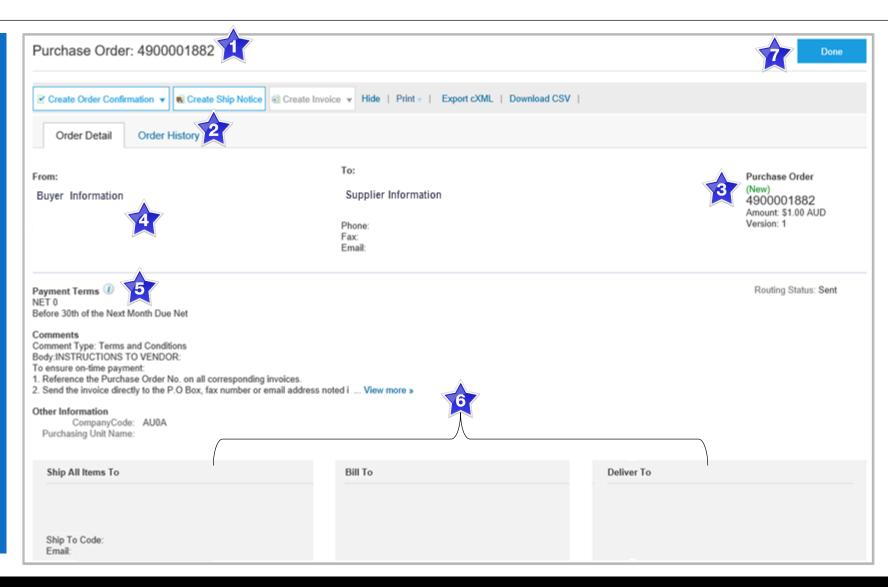
View Purchase Order Details – Header Level

The Purchase Order Header displays the:

1) Purchase Order Number.

2) **Order History.**

3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).

4) The buyer **Contact Information.**

5) **Terms, Comments** and **Other Information.**

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

7) Click **Done** to return to inbox.

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

Purchase Order: 4900001882 **①** **⑦** Done

☑ Create Order Confirmation ▾ | 🚚 Create Ship Notice | 📄 Create Invoice ▾ | Hide | Print ▾ | Export cXML | Download CSV | **②**

Order Detail | Order History

From:
Buyer Information

To:
Supplier Information

Phone:
Fax:
Email:

③ Purchase Order
(New)
4900001882
Amount: $1.00 AUD
Version: 1

④

Payment Terms ⓘ **⑤**
NET 0
Before 30th of the Next Month Due Net

Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body:INSTRUCTIONS TO VENDOR:
To ensure on-time payment:
1. Reference the Purchase Order No. on all corresponding invoices.
2. Send the invoice directly to the P.O Box, fax number or email address noted i ... View more »

Other Information
        CompanyCode: AU0A
        Purchasing Unit Name:

⑥

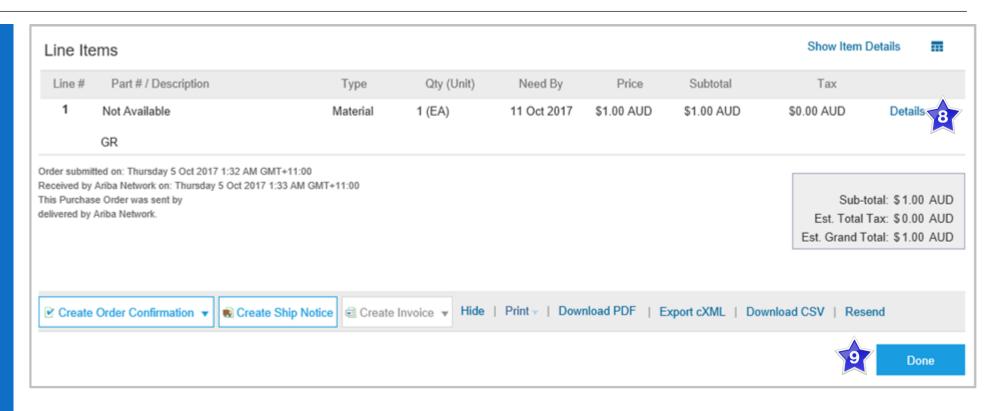Ship All Items To

Ship To Code:
Email:

Bill To

Deliver To

View Purchase Order Details – Line Item Level

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

9) Click **Done** to return to the Inbox.
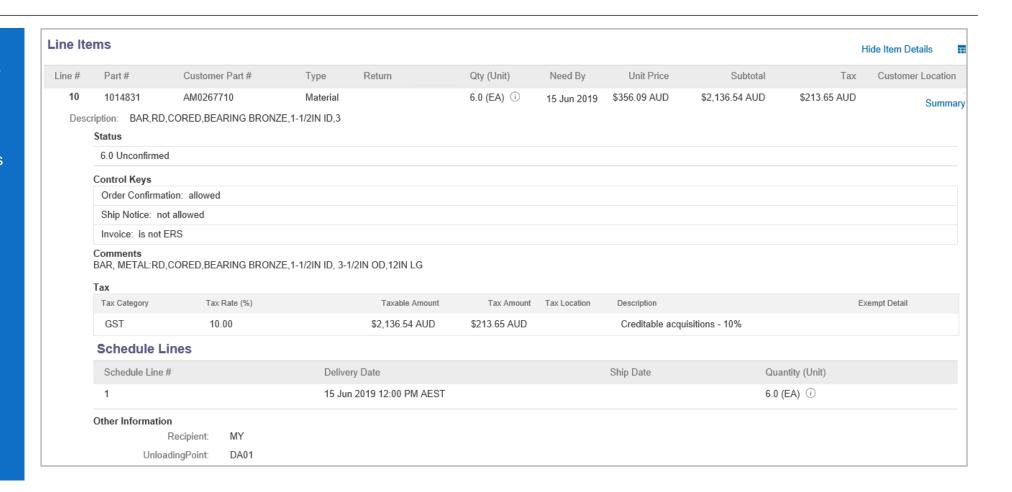
Reviewing a Purchase Order

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

- Identify the items requested

- Determine whether the items are in stock

- Validate the information contained within the PO

- Review the shipping address

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

- Check fields required by the business and any Comments

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	11 Oct 2017	$1.00 AUD	$1.00 AUD	$0.00 AUD	Details
	GR							

Order submitted on: Thursday 5 Oct 2017 1:32 AM GMT+11:00
Received by Ariba Network on: Thursday 5 Oct 2017 1:33 AM GMT+11:00
This Purchase Order was sent by
delivered by Ariba Network.

Sub-total: $ 1.00 AUD
Est. Total Tax: $ 0.00 AUD
Est. Grand Total: $ 1.00 AUD

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

Done

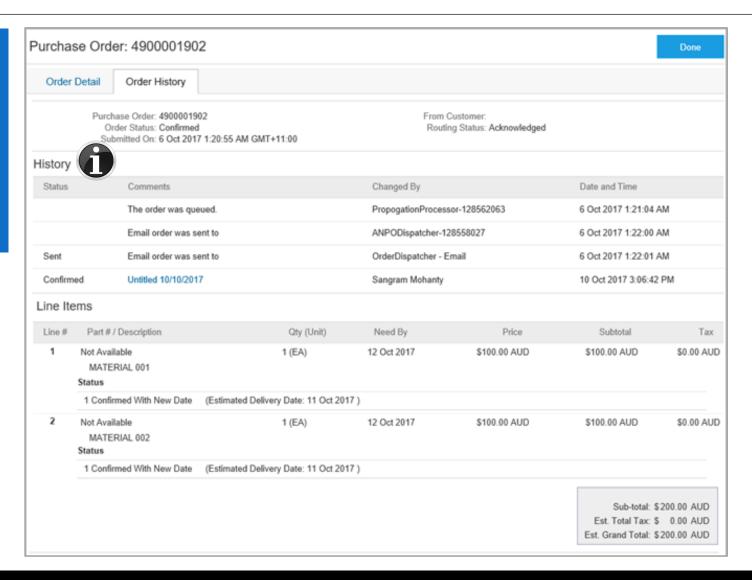# View Purchase Order Details – Line Item Level Show Item Details

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

➢ To see all Line Items details click on

Show Item Details

➢ To hide all line item details click on

Hide Item Details

➢ To see specific line item details click on

Details

➢ To hide specific line item details click on

Summary

Line Items

Line #	Part #	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710	Material		6.0 (EA) ⓘ	15 Jun 2019	$356.09 AUD	$2,136.54 AUD	$213.65 AUD	Summary

Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3

Status

6.0 Unconfirmed

Control Keys

Order Confirmation: allowed

Ship Notice: not allowed

Invoice: is not ERS

Comments
BAR, METAL:RD,CORED,BEARING BRONZE,1-1/2IN ID, 3-1/2IN OD,12IN LG

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
GST	10.00	$2,136.54 AUD	$213.65 AUD		Creditable acquisitions - 10%	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	15 Jun 2019 12:00 PM AEST		6.0 (EA) ⓘ

Other Information

Recipient: MY

UnloadingPoint: DA01

Hide Item Details

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
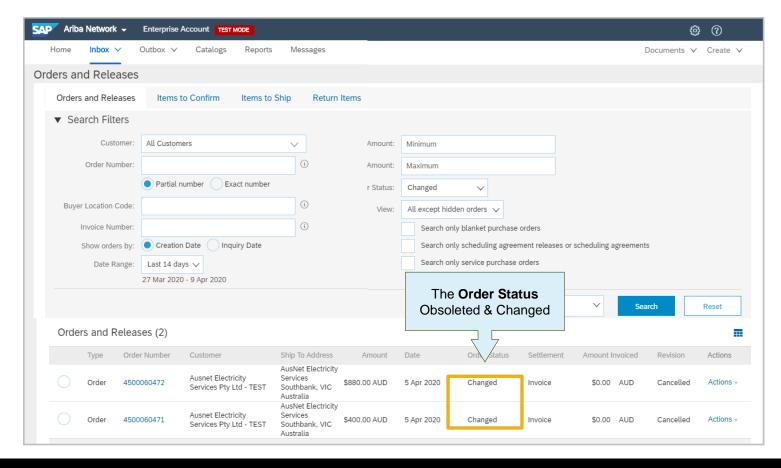- Line Item level information

Changed Purchase Orders

- AusNet Services will send a Changed Purchase Order where an error has been identified within the original Purchase order

- Where a Changed Purchase Order (cancelled) has been sent, a New Purchase Order will be created by AusNet Services with the updated and correct information

- Changed Purchase Orders do not require any intervention by the Supplier

- Invoicing is not available on obsoleted purchase orders

Inbox – Change Orders General Information

- A change order is triggered, when a Supplier has provided proposed changes on the Order Confirmation.

- Only the Buyer can change a purchase order. The Buyer will contact suppliers where the proposed changes are not accepted based on trading agreements.

The **Order Status** Obsoleted & Changed

Identifying Change Purchase Order

1) Purchase Order status is displayed as **(Changed)**

➤ Always work on the latest version of the purchase order

Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation; however for AusNet Services this is a **Mandatory** Process

- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:

    1) Confirm Entire Order: used to confirm all line item details of the order

    2) Update Line Item: please use Confirm Entire Order or Reject Entire Order
       Note: AusNet requires that PO need to be entirely confirmed or entirely rejected.
                 Do not partially confirm an Order.

    3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Creating an Order Confirmation - Overview

- ➢ With the Purchase Order Open

1. Click **Create Order Confirmation.**

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

- ➢ Make the applicable selection

- ➢ Complete all fields with an asterisks at header level

- ➢ Enter the required information for items being confirmed

- ➢ Click on **Next** and review, then Submit

- ➢ You have now sent an Order Confirmation.

- ➢ Order status shows Confirmed.

Purchase Order: 4200000012   Done

Create Order Confirmation ▾ ① Ship Notice Create Invoice ▾ Hide | Print ▾ | Export cXML | Download CSV | Resend

Confirm Entire Order
Update Line Items   er History
Reject Entire Order

From: To: Purchase Order

Confirming PO   **Header fields**   Exit   Next

1 Confirm Entire Order   ▾ Order Confirmation Header   * Indicates required field

2 Review Order Confirmation

Confirmation #:

Associated Purchase Order #: 4200000012
Customer:
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:*   Est. Shipping Cos
Est. Delivery Date:*   Est. Tax Cos
Comments:

Line Items   **Update Line Items fields**

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal	Tax
1	3772967	3 (EA)	$200.00 AUD	$600.00 AUD	$60.00 AUD
	Ergonomic Chair				
	Current Order Status				

● 3 Unconfirmed

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
	No items	

Browse... Add Attachment

The total size of all attachments cannot exceed 10MB
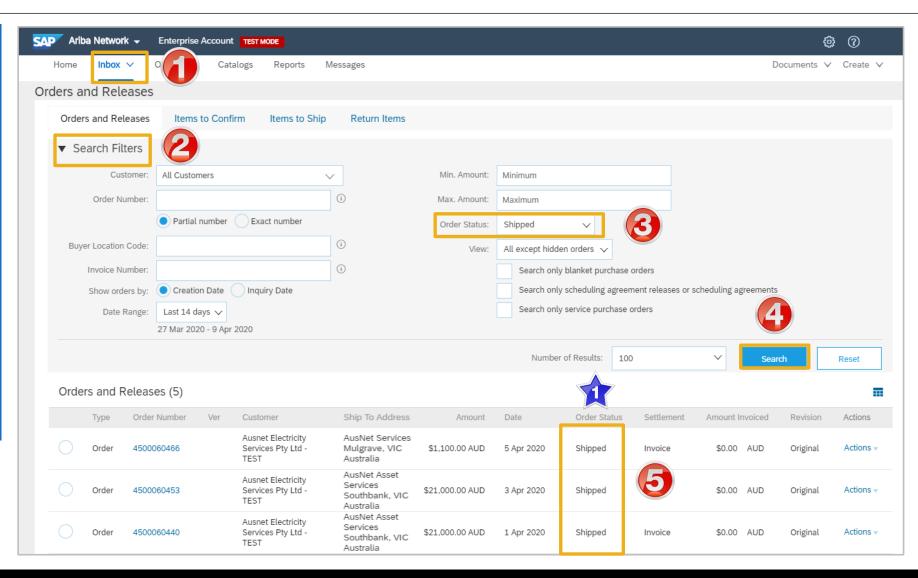
↳ Confirm All

Exit   Next

Ship Notice

- The Ship Notice is the delivery information and is sent to AusNet Services to advise them of the ship date for the materials.

- The Ship Notice is an *optional* document for transacting with AusNet Services

- 2 methods for creating a Ship Notice

  1. Full Ship Notice

  2. Partial Ship Notice

Locating a Purchase Order to Ship – Inbox and Search Filters

From the Dashboard or Homepage

1. Click on **Inbox** and **Orders and Release**

2. Click on **Search Filters**

3. Select the **Order Status** to **Shipped**

4. Click on **Search**

➢ Using Order Status, and with the Inbox displayed:

  1) Click on **Order Status** to sort alphabetically
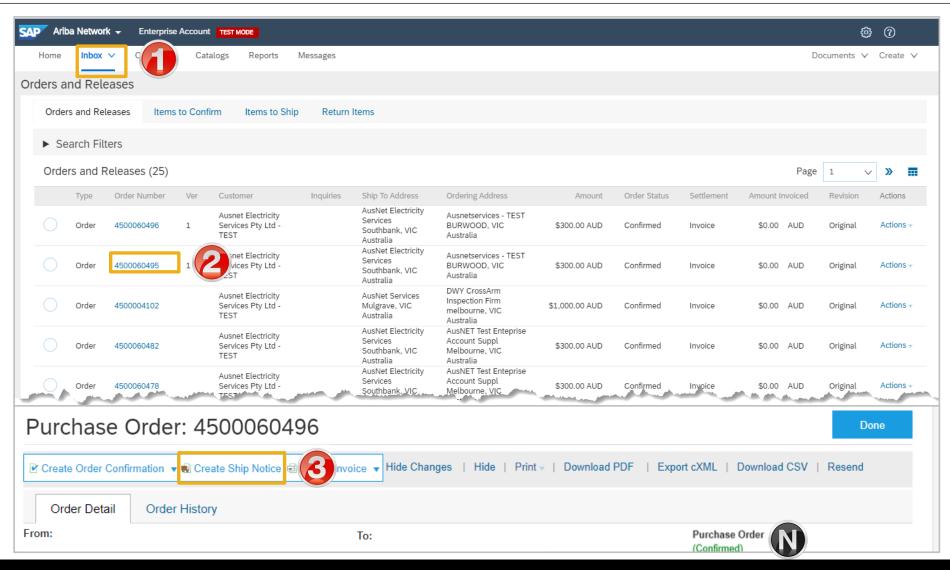
5. Screen displays **Shipped Purchase Orders**

Begin a Ship Notice

1. Click **Inbox** dropdown on the Dashboard & select **Orders and Releases**.

➤ Screen displays **Orders and Releases**

Note: Only **Confirmed** purchase orders should have a Ship Notice created

2. Click the **Order Number** to open the order.

➤ Screen displays the **Purchase Order**

➤ View the Purchase Order.

3. Click **Create Ship Notice.**

➤ Screen displays **Create Ship Notice**

Creating a Ship Notice – Header Level

4. Enter the Packing Slip ID, this is the number you provide to AusNet Services

5. Enter the **Actual Delivery Date**

6. Scroll Down to **Order Items**

Ship Notice – Order Item Level

7. Enter the **Ship Qty**

8. Click on **Next**

➢ Screen displays **Create Ship Notice Confirmation**

9. Click on **Submit**

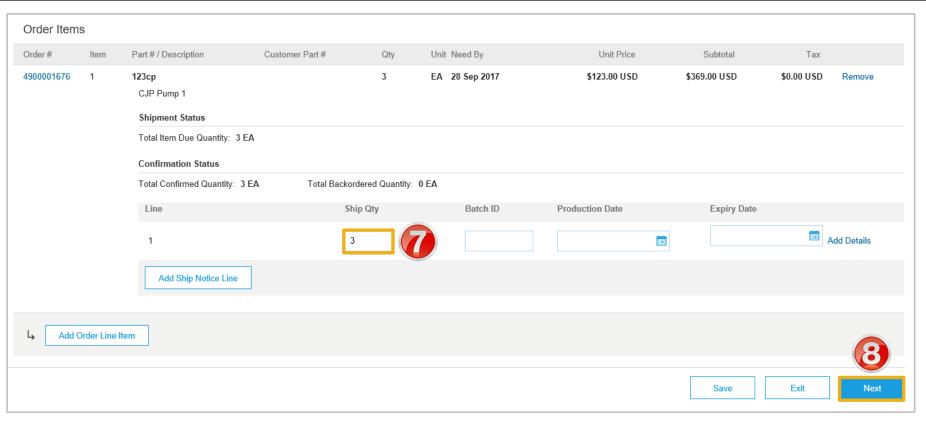**Note:** The Purchase order will now display a status of Shipped or partially Shipped

Purchase Order
(Shipped) Ⓝ
4900001706
Amount: $45.00 USD
Version: 1

Purchase Order
(Partially Shipped) Ⓝ
4900001676
Amount: $369.00 USD
Version: 1

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Tax	
4900001676	1	123cp		3	EA	28 Sep 2017	$123.00 USD	$369.00 USD	$0.00 USD	Remove
		CJP Pump 1								

Shipment Status

Total Item Due Quantity: 3 EA

Confirmation Status

Total Confirmed Quantity: 3 EA   Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	3 ⑦				Add Details

Add Ship Notice Line

↳ Add Order Line Item

⑧

Save   Exit   **Next**

Create Ship Notice

Previous   Save   **Submit**   Exit

⑨

Confirm and submit this document.

SHIP FROM	DELIVER TO

Partial Ship Notice

- Order status shows Confirmed or partially confirmed. *Partially shipped* remains until all items have been shipped.

Remember:

- The Ship Notice is the delivery information and is sent to AusNet Services to advise them of the ship date for the materials.

- The Ship Notice is an optional document for transacting with AusNet Services.

Locating a Partial Ship Notice – Inbox and Search Filter

From the Dashboard or Homepage

1. Click on **Inbox**

2. Click on **Search Filters**

3. Select the **Order Status** to **Partially Shipped**

4. Click on **Search**

➢ Using Order Status, and with the Inbox displayed:

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

5. Screen displays **Changed Purchase Orders**

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

- ➤ 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

(i) Order status shows Confirmed or **partially confirmed**. **Partially shipped** remains until all items have been shipped

Purchase Order: 4200000012

☑ Create Order Confirmation ▾   🚚 Create Ship Notice   ① Invoice ▾

Create Ship Notice   **Header fields**   Save | Exit | Next

* Indicates required field

SHIP FROM		DELIVER TO	
	Update Address		Update Address
Australia		Australia	

▼ Ship Notice Header

SHIPPING

Packing Slip ID:*	[ ]
Invoice #:	[ ]
Requested Delivery Date:	--
Ship Notice Type:	Select ▾
Actual Shipping Date:*	[ ] 📅
Actual Delivery Date:*	[ ] 📅
Gross Volume:	[ ] Unit: [ ]
Gross Weight:	[ ] Unit: [ ]

TRACKING

| Carrier Name: | [▾] |
| Service Level: | [ ] |

Order Items   **Order Items fields**

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4200000012	10		1007305	2.0	EA	14 Aug 2018		$23.00 AUD	$46.00 AUD	Remove
		BRUSH,WIRE,BLR TUBE,3/8IN DIA,CNDR CLEAN								

Shipment Status

Total Item Due Quantity: **2.0 EA**

Confirmation Status

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

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	2.0	[ ]	[ ] 📅	[ ] 📅	Add Details

Add Ship Notice Line

↳ Add Order Line Item

Save | Exit | Next

Support

Support Type	Description
Help Centre **For all your support needs** **Note:** Support Centre Options are based on your account type and all options may not be available	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com