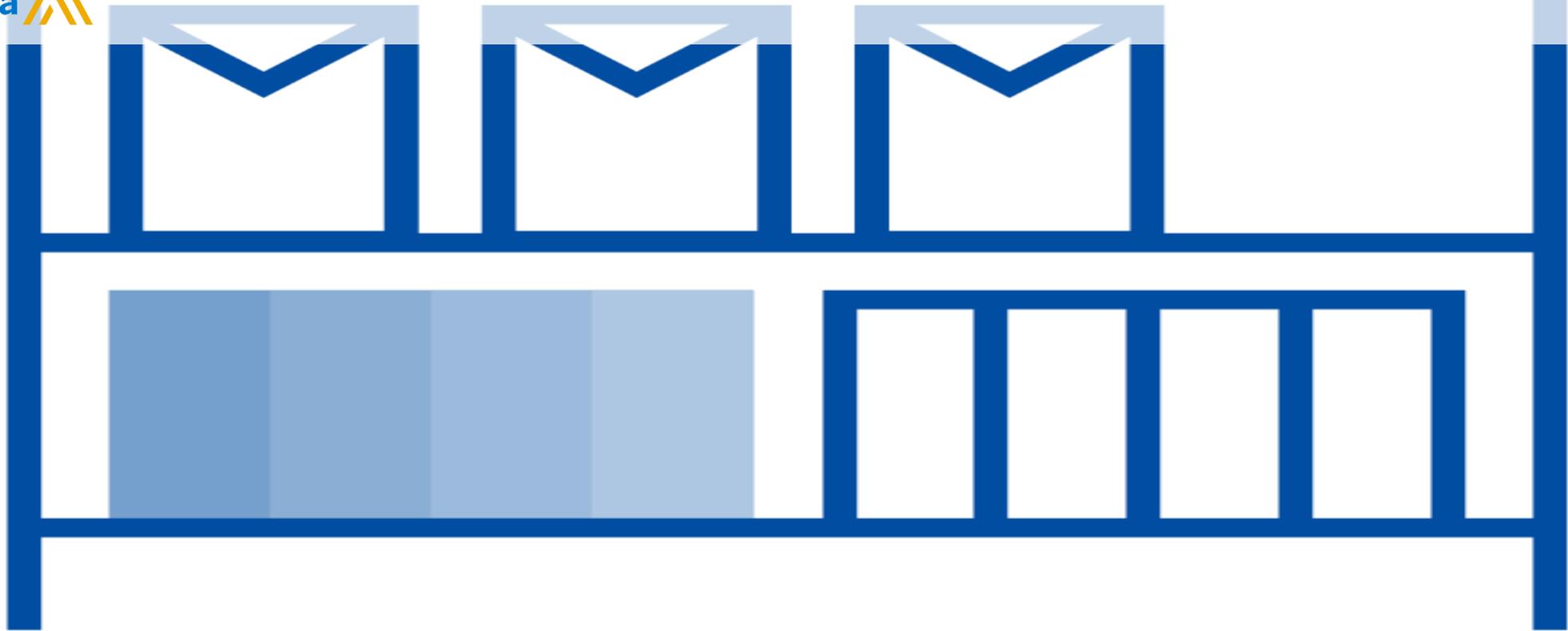


# Ariba Network

## 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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# 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 Ariba Network interface for 'Orders and Releases'. The page includes a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below the navigation, there are tabs for 'Orders and Releases', 'Inquiries', 'Notifications', 'Receipts', and 'Pending Queue'. The main content area displays a table of orders with columns for Type, Order Number, Ver, Inquiries, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Callouts provide detailed explanations for several key elements:

- The Ver.:** Is the version number of the order. 1 = the original order, 2 = changed order and so on.
- The Amount Invoiced:** is the total amount invoiced to date.
- The Order Number:** is the 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.

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	Actions
Order	PO1018	1		\$2,487.50 AUD	3 Oct 2018	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	PO1014	1		\$459.50 AUD	2 Oct 2018	Confirmed	Invoice	\$459.50 AUD	Original	Actions
Order	PO1013	1		\$459.50 AUD	2 Oct 2018	Confirmed	Invoice	\$0.00 AUD	Canceled	Actions
Order	PO1012	1		\$459.50 AUD	2 Oct 2018	Confirmed	Invoice	\$0.00 AUD	Original	Actions



# Purchase Order

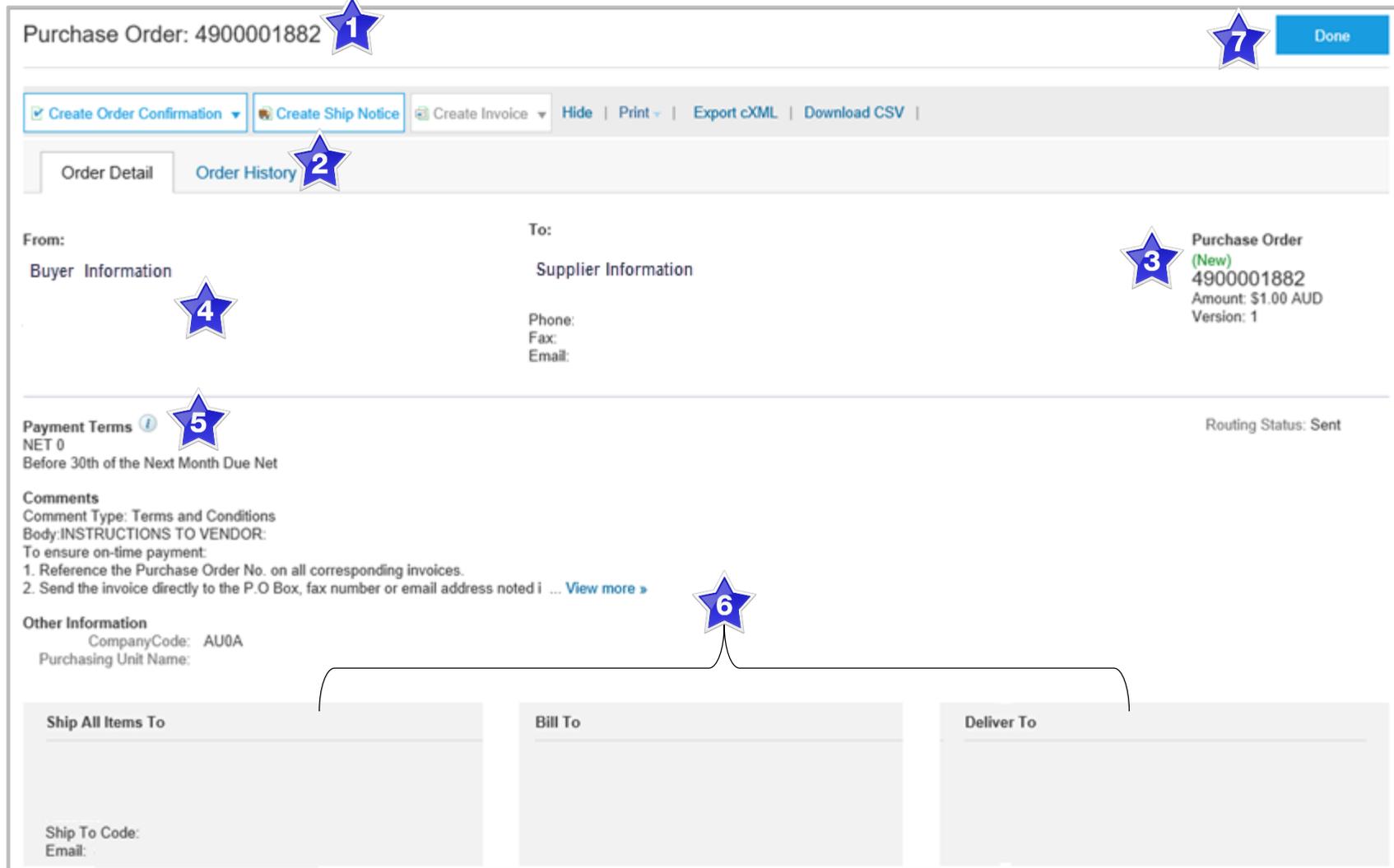
- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an 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

Order Detail **Order History** 2

**From:** Buyer Information 4 **To:** Supplier Information 3

Phone:  
Fax:  
Email:

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

**Payment Terms** 5 i  
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:

**Ship All Items To** **Bill To** **Deliver To**

Ship To Code:  
Email:

# 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	<a href="#">Details</a> 
	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 #	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										
<b>Status</b>										
6.0 Unconfirmed										
<b>Control Keys</b>										
Order Confirmation: allowed										
Ship Notice: not allowed										
Invoice: is not ERS										
<b>Comments</b>										
BAR, METAL:RD,CORED,BEARING BRONZE,1-1/2IN ID, 3-1/2IN OD,12IN LG										
<b>Tax</b>										
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%					
<b>Schedule Lines</b>										
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)							
1	15 Jun 2019 12:00 PM AEST		6.0 (EA) ⓘ							
<b>Other Information</b>										
Recipient: MY										
UnloadingPoint: DA01										

# 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: 4900001902 Done

Order Detail | Order History

Purchase Order: 4900001902      From Customer:  
 Order Status: Confirmed      Routing Status: Acknowledged  
 Submitted On: 6 Oct 2017 1:20:55 AM GMT+11:00

**History** 

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128562063	6 Oct 2017 1:21:04 AM
	Email order was sent to	ANPODispatcher-128558027	6 Oct 2017 1:22:00 AM
Sent	Email order was sent to	OrderDispatcher - Email	6 Oct 2017 1:22:01 AM
Confirmed	<a href="#">Untitled 10/10/2017</a>	Sangram Mohanty	10 Oct 2017 3:06:42 PM

**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	Not Available MATERIAL 001	1 (EA)	12 Oct 2017	\$100.00 AUD	\$100.00 AUD	\$0.00 AUD
<b>Status</b>						
1 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2017 )						
2	Not Available MATERIAL 002	1 (EA)	12 Oct 2017	\$100.00 AUD	\$100.00 AUD	\$0.00 AUD
<b>Status</b>						
1 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2017 )						

Sub-total: \$200.00 AUD  
 Est. Total Tax: \$ 0.00 AUD  
 Est. Grand Total: \$200.00 AUD



# 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 screenshot displays the SAP Ariba Network interface for 'Enterprise Account TEST MODE'. The navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', 'Messages', 'Documents', and 'Create'. The main section is titled 'Orders and Releases' and contains tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. Below these are search filters for Customer, Order Number, Buyer Location Code, Invoice Number, Show orders by, Date Range, Amount, Order Status, and View. A callout box points to the 'Order Status' column in the table below, which contains the text 'The Order Status Obsolete & Changed'. The table lists two orders with status 'Changed'.

Type	Order Number	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500060472	Ausnet Electricity Services Pty Ltd - TEST	AusNet Electricity Services Southbank, VIC Australia	\$880.00 AUD	5 Apr 2020	Changed	Invoice	\$0.00 AUD	Cancelled	Actions
Order	4500060471	Ausnet Electricity Services Pty Ltd - TEST	AusNet Electricity Services Southbank, VIC Australia	\$400.00 AUD	5 Apr 2020	Changed	Invoice	\$0.00 AUD	Cancelled	Actions

# Identifying Change Purchase Order

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

➤ Always work on the latest version of the purchase order

The screenshot displays the SAP Ariba Network interface for an Enterprise Account in TEST MODE. The main header shows the purchase order number 4500060472. Below the header, there are action buttons: 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The 'Order Detail' tab is active, showing the 'AusNet services' logo and contact information for 'AusNet Electricity Services Pty Ltd'. The 'To' field shows 'Ausnetservices - TEST' with contact details. A blue star icon with the number '1' indicates a change, and the status is shown as '(+ Changed)'. The amount is \$880.00 AUD, and the previous version is linked. The routing status is 'Sent'.

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500060472 Done

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

Order Detail Order History

**AusNet services**

**From:**  
AusNet Electricity Services Pty Ltd  
Level 31, 2 Southbank Boulevard  
Southbank VIC 3006  
Australia  
Phone: + ( ) 03 9695 6000  
Fax: + ( ) 03 9695 6666

**To:**  
Ausnetservices - TEST  
Freshwater Place Level  
Melbourne Victoria 3006  
Australia  
Phone: +1 1234  
Fax: +1 1234  
Email: vijaya.saradhi@ausnetservices.com.au

**1** Purchase Order  
(+ Changed)  
4500060472  
Amount: \$880.00 AUD  
(Previous Version)

Payment Terms Routing Status: Sent



# 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
Ship Notice
Create Invoice
Hide
Print
Export cXML
Download CSV
Resend

Confirm Entire Order  
 Update Line Items  
 Reject Entire Order

From: To: Purchase Order

Confirming PO **Header fields** Exit Next

1 Confirm Entire Order  
 2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4200000012

Customer:

Supplier Reference:

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date:  Est. Shipping Co:

Est. Delivery Date:  Est. Tax Co:

Comments:

\* Indicates required field

Line Items **Update Line Items fields**

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

Current Order Status:  3 Unconfirmed

Confirm:  Backorder:  Reject:  Details

Attachments:

Name	Size (bytes)	Content Type
No Items		

The total size of all attachments cannot exceed 10MB

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**

The screenshot displays the SAP Ariba Network interface for an Enterprise Account in TEST MODE. The navigation bar includes 'Home', 'Inbox', 'Catalogs', 'Reports', and 'Messages'. The 'Orders and Releases' section is active, with tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Search Filters' section is expanded, showing various search criteria: Customer (All Customers), Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date selected), and Date Range (Last 14 days). The 'Order Status' is set to 'Shipped', and the 'View' is set to 'All except hidden orders'. There are checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only service purchase orders'. The 'Number of Results' is 100. A 'Search' button is highlighted. Below the filters, a table titled 'Orders and Releases (5)' displays the following data:

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500060466		Ausnet Electricity Services Pty Ltd - TEST	AusNet Services Mulgrave, VIC Australia	\$1,100.00 AUD	5 Apr 2020	Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4500060453		Ausnet Electricity Services Pty Ltd - TEST	AusNet Asset Services Southbank, VIC Australia	\$21,000.00 AUD	3 Apr 2020	Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4500060440		Ausnet Electricity Services Pty Ltd - TEST	AusNet Asset Services Southbank, VIC Australia	\$21,000.00 AUD	1 Apr 2020	Shipped	Invoice	\$0.00 AUD	Original	Actions

# 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**

SAP Ariba Network Enterprise Account TEST MODE

Home **Inbox** Catalogs Reports Messages Documents Create

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (25) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500060496	1	Ausnet Electricity Services Pty Ltd - TEST		AusNet Electricity Services Southbank, VIC Australia	Ausnetservices - TEST BURWOOD, VIC Australia	\$300.00 AUD	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500060495	1	Ausnet Electricity Services Pty Ltd - TEST		AusNet Electricity Services Southbank, VIC Australia	Ausnetservices - TEST BURWOOD, VIC Australia	\$300.00 AUD	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500004102		Ausnet Electricity Services Pty Ltd - TEST		AusNet Services Mulgrave, VIC Australia	DWY CrossArm Inspection Firm melbourne, VIC Australia	\$1,000.00 AUD	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500060482		Ausnet Electricity Services Pty Ltd - TEST		AusNet Electricity Services Southbank, VIC Australia	AusNET Test Enterprise Account Suppl Melbourne, VIC Australia	\$300.00 AUD	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500060478		Ausnet Electricity Services Pty Ltd - TEST		AusNet Electricity Services Southbank, VIC	AusNET Test Enterprise Account Suppl Melbourne, VIC	\$300.00 AUD	Confirmed	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4500060496 Done

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

Order Detail Order History

From: To: Purchase Order (Confirmed) N

# 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**

### Create Ship Notice

Save Exit Next

\* Indicates required field

SHIP FROM Update Address

DELIVER TO Update Address

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID:\*  **4**

Invoice #:

Requested Delivery Date: --

Ship Notice Type:

Actual Shipping Date:

Actual Delivery Date:\*  **5**

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

**Order Items** **6**

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4900001676	1	123cp CJP Pump 1		3	EA	28 Sep 2017		\$123.00 USD	\$369.00 USD	\$0.00 USD	<a href="#">Remove</a>

# 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 CJP Pump 1		3	EA	28 Sep 2017	\$123.00 USD	\$369.00 USD	\$0.00 USD	Remove

### 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				Add Details

Add Ship Notice Line

↳ Add Order Line Item

Save

Exit

Next

## Create Ship Notice

Previous

Save

Submit

Exit

Confirm and submit this document.

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**

The screenshot displays the SAP Ariba 'Orders and Releases' page. The 'INBOX' tab is selected in the top navigation bar (1). The 'Search Filters' section is expanded (2), showing various search criteria. The 'Order Status' dropdown is set to 'Partially Shipped' (3). The 'Search' button is highlighted (4). Below the filters, a table titled 'Orders and Releases (12)' is shown. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Three orders are listed, all with 'Partially Shipped' status. A star icon (1) is placed above the 'Order Status' column header. A red circle with the number 5 (5) is placed over the 'Partially Shipped' status in the second row of the table.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500060493	1	Ausnet Electricity Services Pty Ltd - TEST	\$100.00 AUD	7 Apr 2020	Partially Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4500060492	1	Ausnet Electricity Services Pty Ltd - TEST	\$1,000.00 AUD	7 Apr 2020	Partially Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4500060499		Ausnet Electricity Services Pty Ltd - TEST	\$300.00 AUD	7 Apr 2020	Partially Shipped	Invoice	\$0.00 AUD	Original	Actions

# 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**



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

\* Indicates required field

<b>SHIP FROM</b> Australia <span style="float: right;"><input type="button" value="Update Address"/></span>	<b>DELIVER TO</b> Australia <span style="float: right;"><input type="button" value="Update Address"/></span>
--	---

**Ship Notice Header**

<b>SHIPPING</b> Packing Slip ID: * <input type="text"/> Invoice #: <input type="text"/> Requested Delivery Date: -- Ship Notice Type: <input type="text" value="Select"/> Actual Shipping Date: * <input type="text"/> Actual Delivery Date: * <input type="text"/> Gross Volume: <input type="text"/> Unit: <input type="text"/> Gross Weight: <input type="text"/> Unit: <input type="text"/>	<b>TRACKING</b> Carrier Name: <input type="text"/> Service Level: <input type="text"/>
---	--

### Order Items Order Items fields

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4200000012	10	BRUSH,WIRE,BLR TUBE,3/8IN DIA,CNDR CLEAN	1007305	2.0	EA	14 Aug 2018		\$23.00 AUD	\$46.00 AUD	<input type="button" value="Remove"/>
<b>Shipment Status</b> Total Item Due Quantity: 2.0 EA										
<b>Confirmation Status</b> Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA										
		Line	Ship Qty	Batch ID	Production Date	Expiry Date				
		1	<input type="text" value="2.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Details"/>			
<input type="button" value="Add Ship Notice Line"/>										
<input type="button" value="Add Order Line Item"/>										

# 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>