



PURCHASE ORDERS

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Solstice

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GENERAL CONSIDERATIONS

- **Orders** will reflect information such as
  - Solstice and Supplier’s address
  - Payment terms
  - Remit-to and Sold-to information
  - Transportation terms
  - Line-item details
  - Related documents linked to the PO such as invoices, ASN, confirmations, receipt, etc.

- **Line-Items** will display
  - Status (whether confirmed / received / invoiced or not)
  - Estimated delivery date
  - If invoicing or ASN is allowed on the line
  - Tax information
  - Contract Reference, etc.

- If any of the values are incorrect or missing, reach out to PO buyer to get it updated.

- You can filter a vary of POs based on their status from Ariba’s workbench. Click Workbench and then Customize to add the tiles based on your needs.

- Purchase Order **Routing status** refers to the status of the Email sent from Ariba to supplier’s email address set up by supplier’s administrator. Routing status do not reflect the PO status, **Order Status** does.
  - Unconfirmed POs will trigger reminder emails (Up to 3 per PO).

Order Status	Description
New	New incoming order.
Changed	Solstice updated PO values.
Obsoleted	PO is undergoing a change. Version number will display a decimal. You will see a warning within the PO “*WARNING: PO CHANGE IN PROGRESS BY SOLSTICE. NO ACTION ON PO ALLOWED*”.
Confirmed	You confirmed delivery date.
Shipped	You shipped the entire order.
Invoiced	PO is fully invoiced.
Received	Solstice has received material.
Failed	Notification Email couldn’t be sent. You can resend failed orders by: 1. Go to Workbench > Orders tile 2. Click on Resend Failed Orders 3. Filter Solstice as Customer > Click Resend All

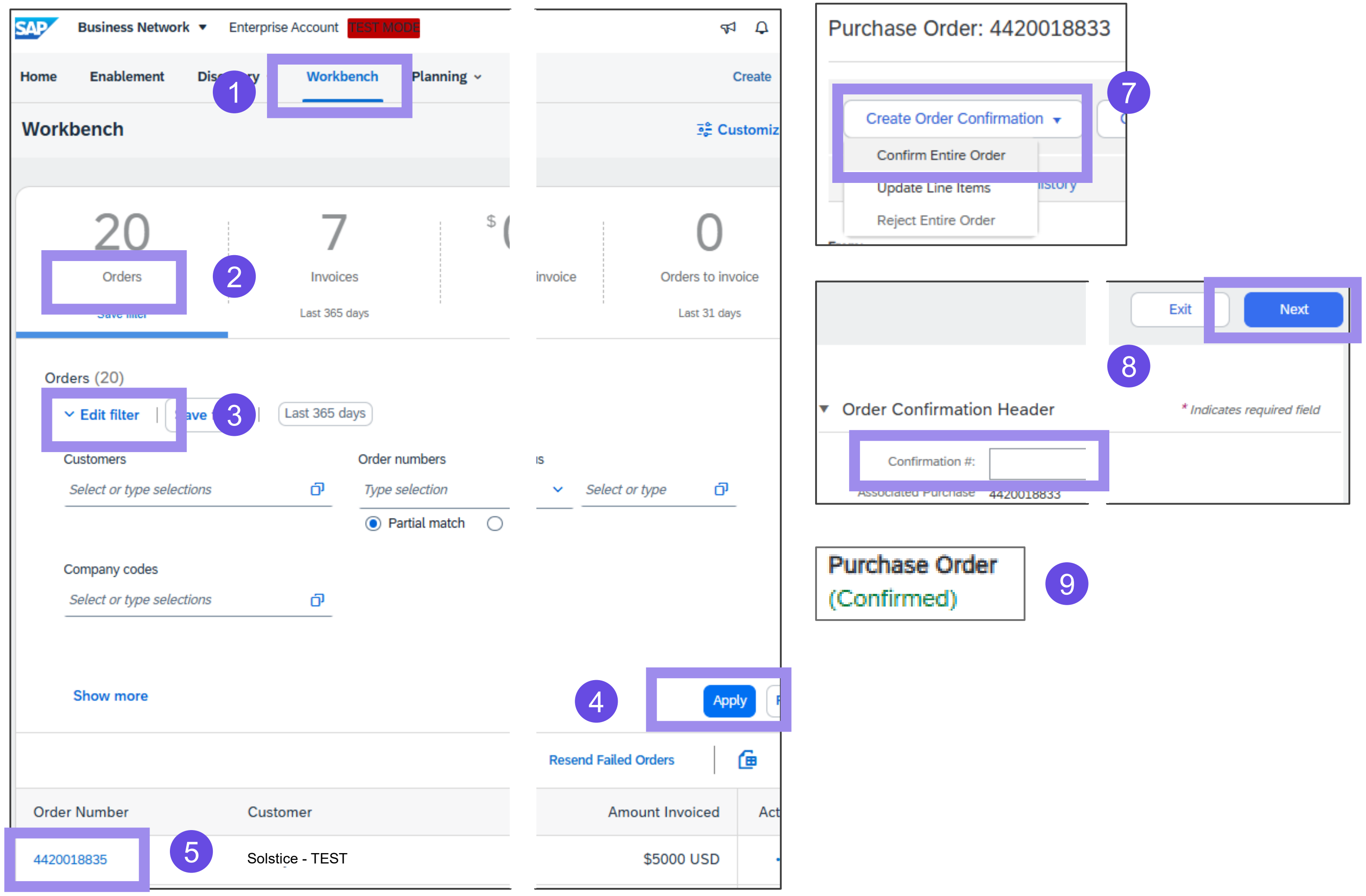
SEARCHING AND CONFIRMING A PO

Search

1. Click **Workbench**.
2. Click on **Orders** tile.
   - If not available, click “Customize” and add it.
3. Use **filters** to locate the PO.
   - If you have the PO#, use “Exact match”.
4. Click **Apply.** Order(s) will be displayed below.

Confirm / Acknowledge

5. Click on Order number to confirm.
6. **Review** PO information
   - If data is incorrect, request the correction to PO buyer
7. Click “Create Order Confirmation” and then **Confirm Entire Order**
   - Partial Confirmation is possible. Review Partial confirmation slide
8. Add your confirmation number and click **Next** and then **Submit**
9. Your PO status will update to **Confirmed**

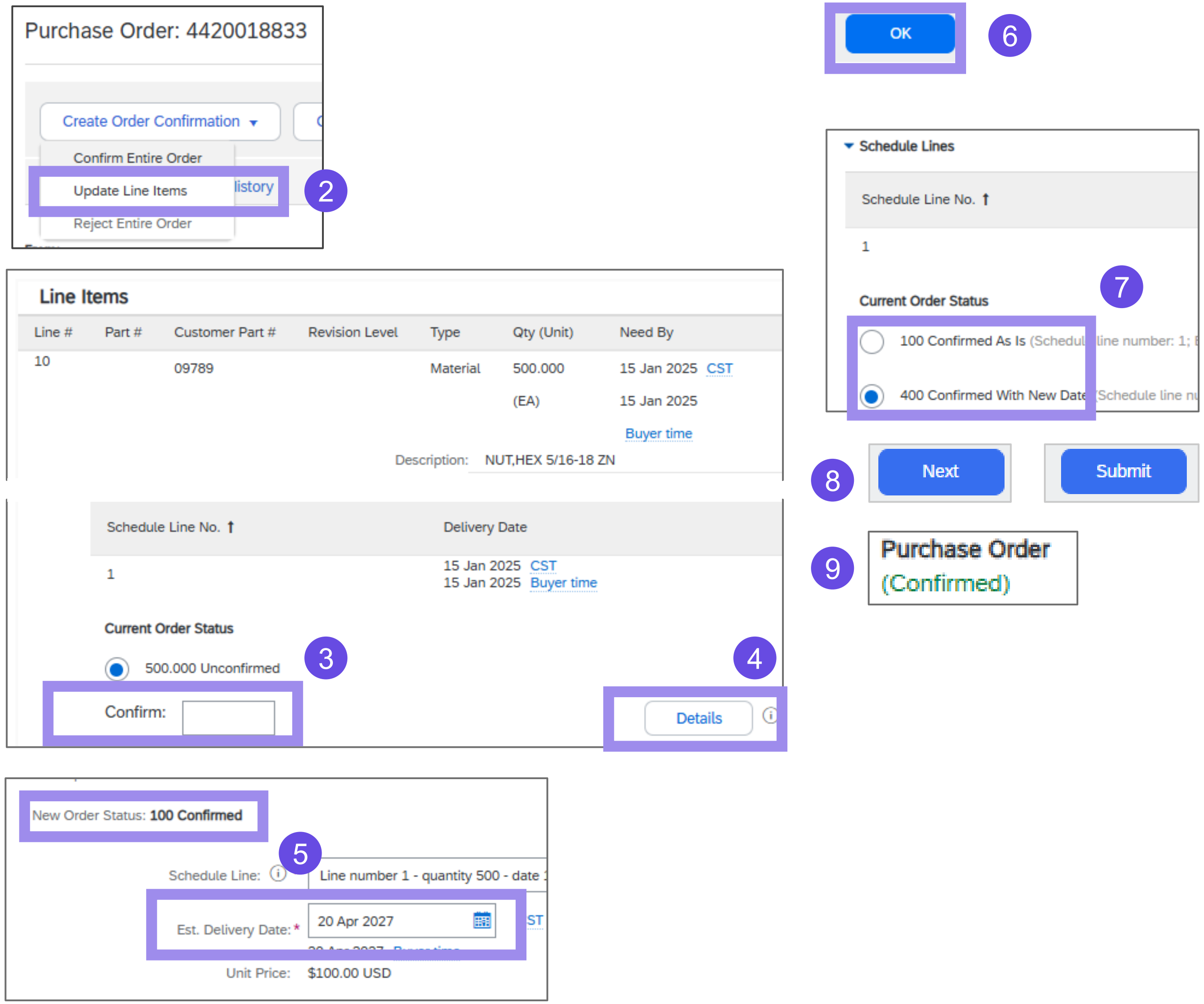


Note:
- To **Reconfirm** an order, click on “Create Order Confirmation” and then “Update Line Item”
- If the order is **not found**, look by Exact match, increase date range or change filter “visibility” field to “All Orders”, otherwise escalate to SCCportalhelp@solstice.com

DELIVERY DATE UPDATE AND PARTIAL CONFIRMATION

Update Delivery Date

1. Go to **Workbench** > **Orders** tile > locate PO using filters >Click **Apply > Open** PO
2. Click “Create Order Confirmation” and then **Update Line Items**
3. Complete your confirmation #. Scroll down to the **Line items** section and complete the **Confirm** field with the quantity you want to get the delivery date updated
   - At this point, if you enter partial quantity, you would be **Partially Confirming** or **Splitting lines**
4. Click on **Details**
5. Update **Est. Delivery Date** for the Quantity entered
6. Click **OK**
7. PO will now reflect confirmed quantity with new Delivery date
   - You can repeat the process from 3-5 until the full quantity has been updated with accurate Delivery Date.
   - Do not leave quantity without confirming delivery date.
8. Click **Next** and then **Submit**
9. Your PO status will update to **Confirmed**

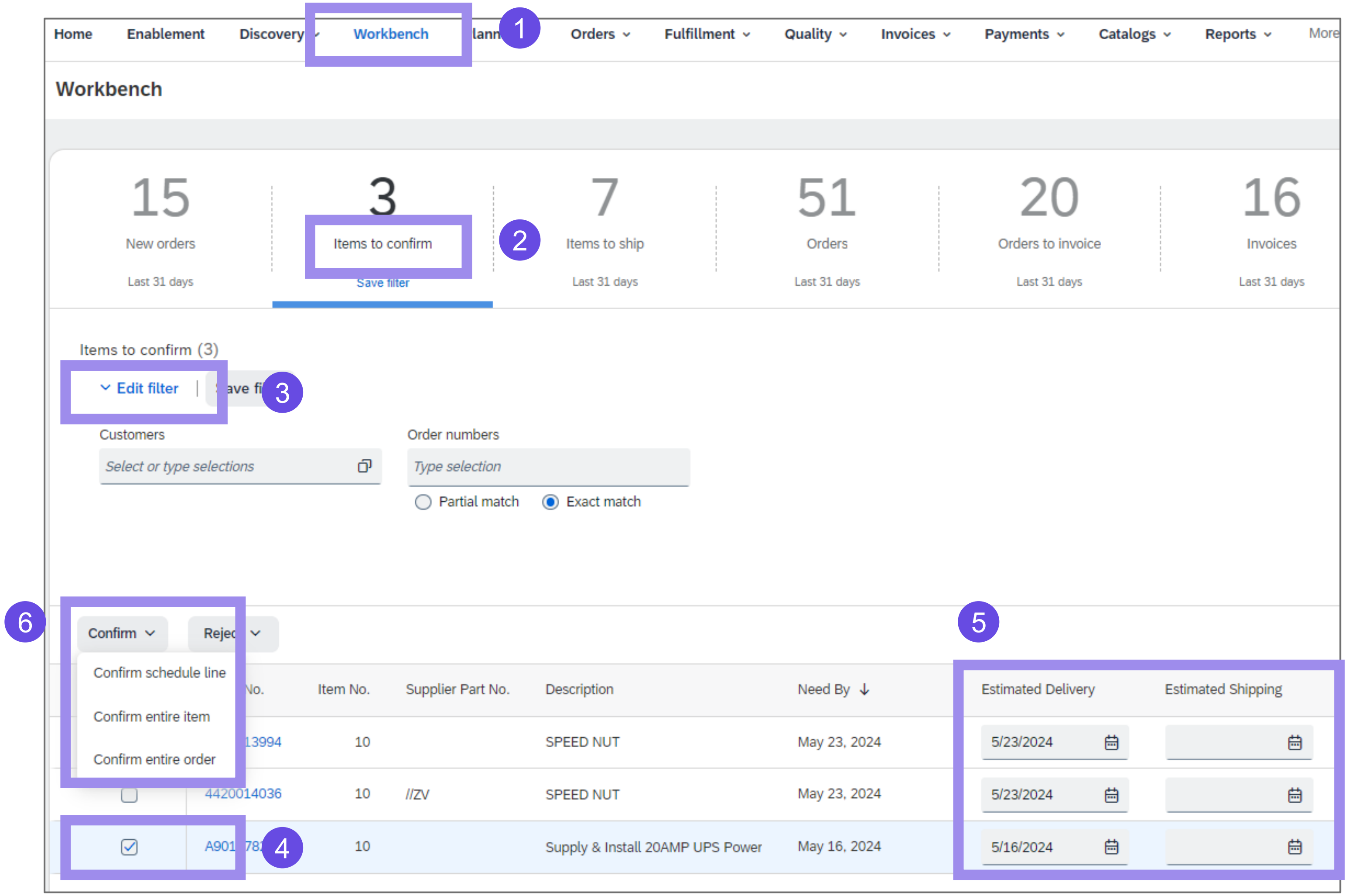


Note

- There might be tolerances in Delivery Date. If an error shows, touch base with PO buyer.

MASS PO CONFIRMATION

1. Click **Workbench**.
2. Click on **Items to Confirm** tile.
   - If not available, click “Customize” and add it.
3. Use **Filters** to locate the POs and then **Apply.**
   - Recommended by “Exact match” or Date range.
4. Orders will be displayed below, **Select** those to confirm.
5. Update Estimated Delivery date.
6. Click **Confirm.**
7. Follow as indicated in Ariba and complete process.



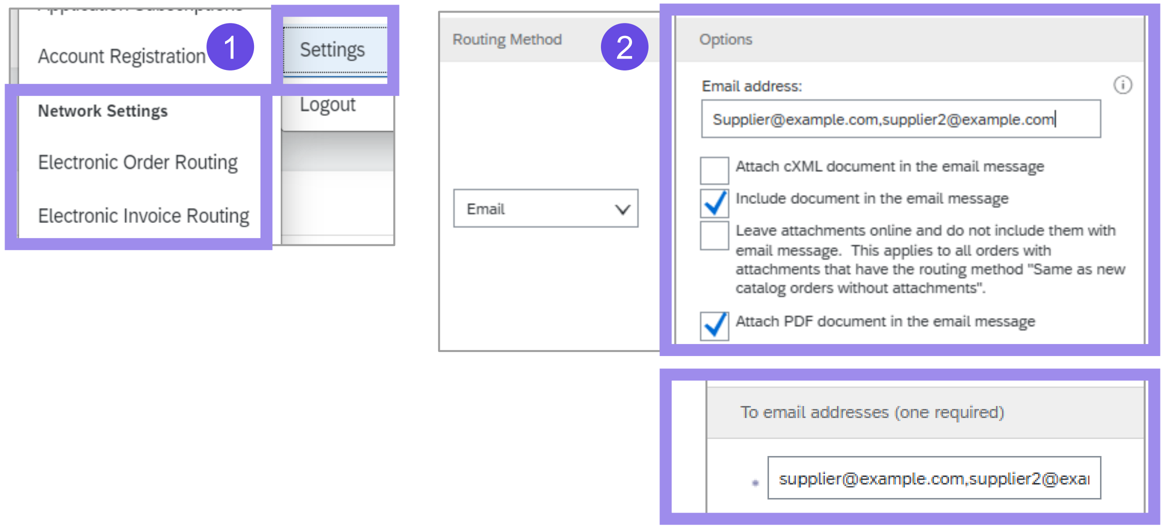
EMAIL NOTIFICATIONS
ELECTRONIC ROUTING

ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

   Orders notification recommendations
   - Payment Remittances
   - Send notification for new purchase orders to suppliers.
   - Send notification to suppliers when purchase orders are changed.

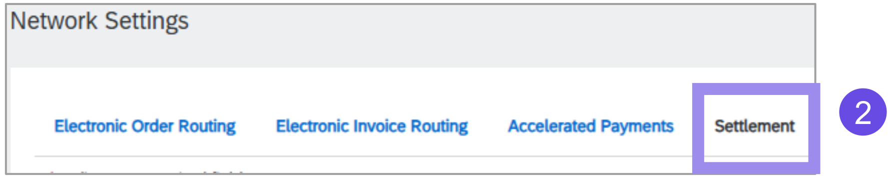
   Invoice notification recommendations
   - Invoice Failure
   - Invoice Status Change
   - Invoice Created Automatically from Receipts *(if you are ERS)*



REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click “Settlement” tab
3. Configure as needed. Recommended to set up:

   Payment **Remittance notification** recommendations
   - Payment Remittance
   - Payment Remittance Status Updates



Note:

- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

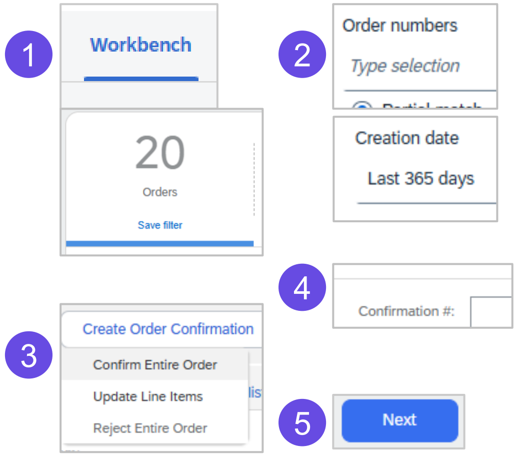
QUICK REFERENCE GUIDE
PURCHASE ORDERS

GENERAL CONSIDERATIONS

- If PO information is incorrect, request support from PO buyer.
- POs can be confirmed individually or in mass
- Order status is not equal as Routing status. They refer to the PO and Email status, respectively.
- You can add more useful Tiles to your Workbench by clinking “Customize”
- POs not showing in Ariba or GR or invoices not showing in ‘related documents’ must be escalated to SCCportalhelp@solstice.com

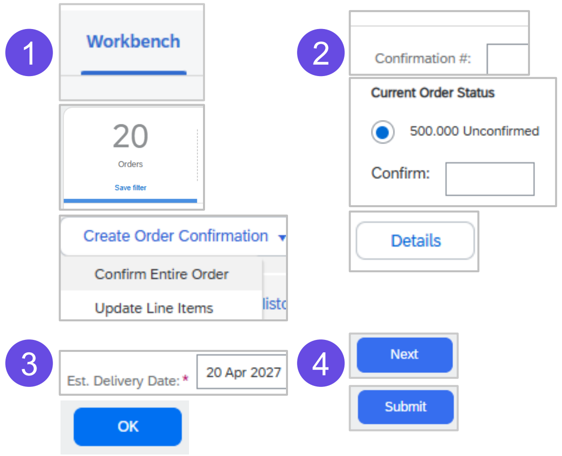
PO SEARCH AND PO ACK.

1. Go to Workbench > Order tile
2. Use Filters to locate PO > Apply > Click on PO number
3. Click Create Order Confirmation > Confirm Entire Order
4. Enter your Confirmation# > Review PO
5. Click Next



DELIVERY DATE AND PARTIAL ACK.

1. Go to Workbench > Orders tile > locate PO using filters >Click Apply > Open PO > Create Order Confirmation > Update Line Items
2. Complete your confirmation #. > Enter Qty to confirm *(If you enter less Qty than total, It will be a Partial confirmation)* > Details
3. Update Delivery Date *(for the Quantity entered)* > OK
4. Click Next > Submit



MASS PO ACK.

1. Go to Workbench > items to confirm tile > locate POs using filters >Click Apply
2. Select POs to confirm together
3. Update Delivery Date
4. Confirm > Select ‘confirmation’ type as needed