



**Purchase Order &
Order Confirmation**

View Purchase Orders - Enterprise Account

1. Click the "Inbox" tab to manage your Purchase Orders. Inbox is presented as a list of the Purchase Orders received by Customer.
2. Click the link in the Order Number column to view the purchase order details.
3. Search filters allows you to search using multiple criteria.

SAP Ariba Network

Home **Inbox** Outbox Catalogs Reports

Orders and Releases **1** All Customers Order Number

3

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Other

Start Date: 7 Aug 2020

End Date: 20 Aug 2020

Orders and Releases (8)

Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	EP4260	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office SGP Singapore	Not Specified	\$8,166.80 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4272	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office SGP Singapore	Not Specified	\$8,166.80 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4269	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4262	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4257	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4256	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4237	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions
Order	EP4092	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office SGP Singapore	Not Specified	\$103,623.90 AUD	25 Mar 2019	Partially Invoiced	Invoice	\$207.24 AUD	Original	Actions

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)
[Manage Time & Expenses](#)
[Hide](#)
[Resend Failed Orders](#)



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Purchase Orders Details

1. Order Header

Purchase Order: EP4260

Done

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



2. Line Items



Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	RAY41400 <i>Watch/Calculator Batteries - 1.5 Silver</i>			\$1.56 USD	\$1.56 USD	Details
2	FEL68112 <i>Fellowes Wire File Organizers</i>	Purchase Order (New) EP4260 Amount: \$8,166.80 SGD Version: 1		\$8.75 USD	\$61.25 USD	Details
3	TEN22001 <i>Side-Load Letter Trays - Single Tray - Mirror Chrome</i>			\$180.00 USD	\$180.00 USD	Details

Order submitted on: Tuesday 21 Mar 2017 12:29 AM GMT+05:30
Received by Ariba Network on: Tuesday 21 Mar 2017 12:29 AM GMT+05:30
This Purchase Order was sent by Ariba Training - TEST AN01006740299-T and delivered by Ariba Network.

Sub-total: \$242.81 USD
Total Invoiced: \$276.85 USD

3. PO Summary

Purchase Order
(New)
EP4260
Amount: \$8,166.80 SGD
Version: 1

Routing Status: Acknowledged
Related Documents: [Confirmation-1234](#)



Note:-

- You can always resend a PO which was not sent to your email address, cXML or EDI properly clicking on “Resend” button.
- You can also create a pdf of a PO by clicking on “Download PDF”.
(If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.)



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Order Confirmation



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Points to Note

Order Confirmation

- This functionality allows Supplier to perform order confirmation on all orders from RWS through the network.
- Confirmation can be created through 3 ways:-
 - Confirm entire order,
 - Update line level (partial confirm or back order),
 - Reject order.

Order Confirmation by using "Confirm Entire Order"

1 Log-in to your Ariba Supplier Network. Go to "Inbox" and check on the Purchase Order to perform order confirmation on.

2 Click on "Create Order Confirmation" and select "Confirm Entire Order". Alternatively, you may click on "Action" and select "Confirm Entire Order".

The screenshot displays the Ariba Supplier Network interface. At the top, navigation tabs include Home, **Inbox**, Outbox, Catalogs, and Reports. The main section is titled "Orders and Releases" and contains sub-tabs for "Orders and Releases", "Items to Confirm", and "Items to Ship". A "Search Filters" section is visible above a table of orders. The table lists two orders from "Resorts World at Sentosa Pte Ltd - TEST". Below the table, there are buttons for "Create Order Confirmation", "Create Invoice", "Hide", and "Resend Failed Orders". A dropdown menu for "Create Order Confirmation" is open, showing options: "Confirm Entire Order", "Update Line Items", and "Reject Entire Order". Another dropdown menu for "Actions" is also open, showing "Confirm Entire Order", "Update Line Items", and "Reject Entire Order".

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	EP4738	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office Singapore Singapore	Not Specified	\$8,166.80 SGD	6 May 2019	Partially Invoiced	Invoice	\$816.68 SGD	Original	Actions
Order	EP4736	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office Singapore Singapore	Not Specified	\$8,166.80 SGD	6 May 2019	Partially Invoiced	Invoice	\$1,633.36 SGD	Original	Actions



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Order Confirmation by using “Confirm Entire Order”

3 Enter “Confirmation Number” which is any number you use to identify the order confirmation.

4 It is mandatory to enter the “Est. Shipping Date” and it will be applied to all line items.

5 When you confirm entire order, you will not be able to edit the line item details like Quantity. All the line items and quantities will be selected by default.

6 Click “Next” when finished. Review the order confirmation and click “Submit”.

1 Confirm Entire Order


2 Review Order Confirmation


Order Confirmation Header

3 Confirmation #:

Associated Purchase Order #: C50813-R2
Customer: SAP Ariba Education P2P
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: 

Est. Delivery Date: 

Note:

Once the order confirmation is submitted, the **Order Status** will display as “**Confirmed**”. When viewing documents online, links to all related documents are displayed. Click “Done” to return to the Inbox.

Order Confirmation by using “Update Line Items”

1 Go to “Inbox” and check on the Purchase Order to perform order confirmation on. Click on “Create Order Confirmation” and select “Update Line Items”. Alternatively, you may click on “Action” and select “Update Line Items”.

2 Scroll down to view the line items and choose among possible values:

- Confirm – You received the PO and will send the ordered items.
- Backorder – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

The screenshot shows the 'Inbox' menu selected in the top navigation bar. Below it, the 'Orders and Releases' section is visible. A table lists two orders: EP4738 and EP4736, both for 'Resorts World at Sentosa Pte Ltd - TEST'. The 'Create Order Confirmation' button is highlighted, and its dropdown menu is open, showing 'Update Line Items' as the selected option. The 'Actions' dropdown for the selected order also shows 'Update Line Items' as the selected option.

The screenshot shows the 'Line Items' table with the following data:

Line #	Part # / Description	Item Category	Qty (Unit)	Unit Price	Subtotal
1	RAY41400		8 (EA)	\$1.56 USD	\$12.48 USD

Below the table, the item description is 'Watch/Calculator Batteries - 1.5 Silver'. The 'Current Order Status' is '8 Unconfirmed'. At the bottom, a summary bar shows: Confirm: 7, Backorder: 1, Reject: 0, and a 'Details' button.



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Order Confirmation by using “Update Line Items”

3

Update the “Estimated Shipping Date” and “Estimated Delivery Date” fields for the orders confirmed.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available Test	1	EA			\$29.10 USD	\$29.10 USD

New Order Status: 1 Confirmed

3

Est. Shipping Date:	<input type="text"/>	Est. Shipping Cost:	<input type="text"/>
Est. Delivery Date:	<input type="text"/>	Est. Tax Cost:	<input type="text"/>
Unit Price:	\$29.10 USD		
Supplier Part:	<input type="text"/>		
Batch ID:	<input type="text"/>		
Comments:	<input type="text"/>		
Description:	Test		
Subtotal:	\$29.10 USD		

OK Cancel

Note:

Whenever a line item details are changed, comments should be included as to what the issues are.

Order Confirmation by using “Reject Entire Order”

1 Go to “Inbox” and check on the Purchase Order to perform order confirmation on. Click on “Create Order Confirmation” and select “Reject Entire Order”. Alternatively, you may click on “Action” and select “Reject Entire Order”.

2 Enter a Confirmation # and a reason for rejecting the order. Click on “Reject Order”.

Home **Inbox** Outbox Catalogs Reports

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (2)

Type	Order Number	Ver	Customer	
<input checked="" type="radio"/>	Order	EP4738	1	Resorts World at Sentosa Pte Ltd - TEST
<input type="radio"/>	Order	EP4736	1	Resorts World at Sentosa Pte Ltd - TEST

Create Order Confirmation Create Ship Notice Create Invoice

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

vision Actions

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason: Please Select

Comments:

Reject Order Cancel

Add Attachments

Attachments can be added for supporting documentation during Order Confirmation.

The total size of each file cannot exceed 10 MB.

1 Select "Choose file..." find your document on your desktop.

2 Next select "Add Attachment".

Attachments

Name	Size (bytes)	Content Type
No items		

1

Choose File No file chosen

Add Attachment

2

Transaction Status

Purchase Order Status	
Unconfirmed	The Supplier has not confirmed the order. Initial state.
Obsoleted	The purchase order has been changed and the previous version of the order has been cancelled.
Confirmed	The Supplier confirmed the order.
Backordered	The Supplier backordered the line item and ship when goods are available.
Shipped	The Supplier has shipped the order.
New	A new purchase order has been received.
Changed	The purchase order was changed.
Partially Confirmed or Shipped	Only part of the order has been confirmed or shipped.