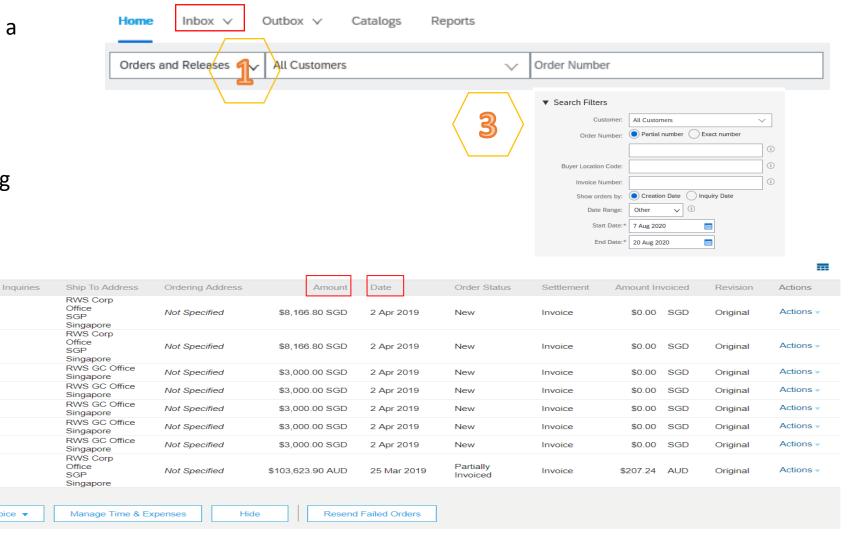


Purchase Order & Order Confirmation

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.





Orders and Releases (8)

Type ↑

Order

Order

Order

Order

Order

Order

Order

Order

Order Number

EP4260

EP4272

EP4269

FP4262

EP4257

EP4256

EP4237

EP4092

Create Order Confirmation ▼

Create Ship Notice

Customer

Ltd - TEST

Resorts World at Sentosa Pte

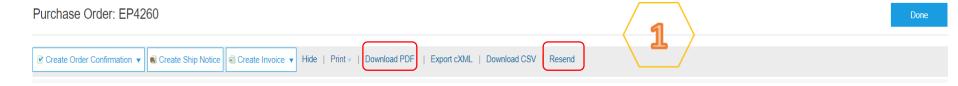
Create Invoice ▼

Ariba Network -

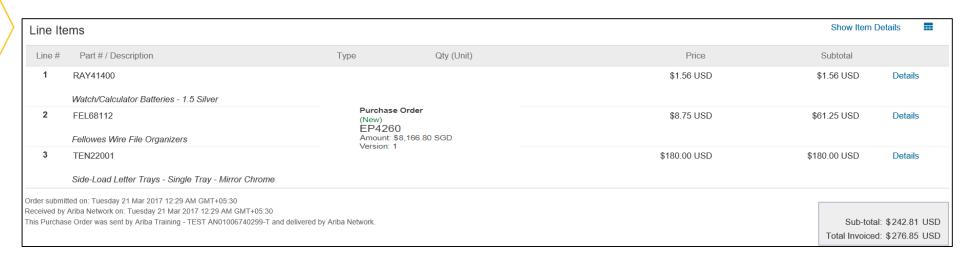
SAP

Purchase Orders Details

1. Order Header



2. Line Items



3. PO Summary

Purchase Order (New) EP4260 Amount: \$8.166.80 SGD

Version: 1

Routing Status: Acknowledged Related Documents: V 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.)



Order Confirmation



Points to Note

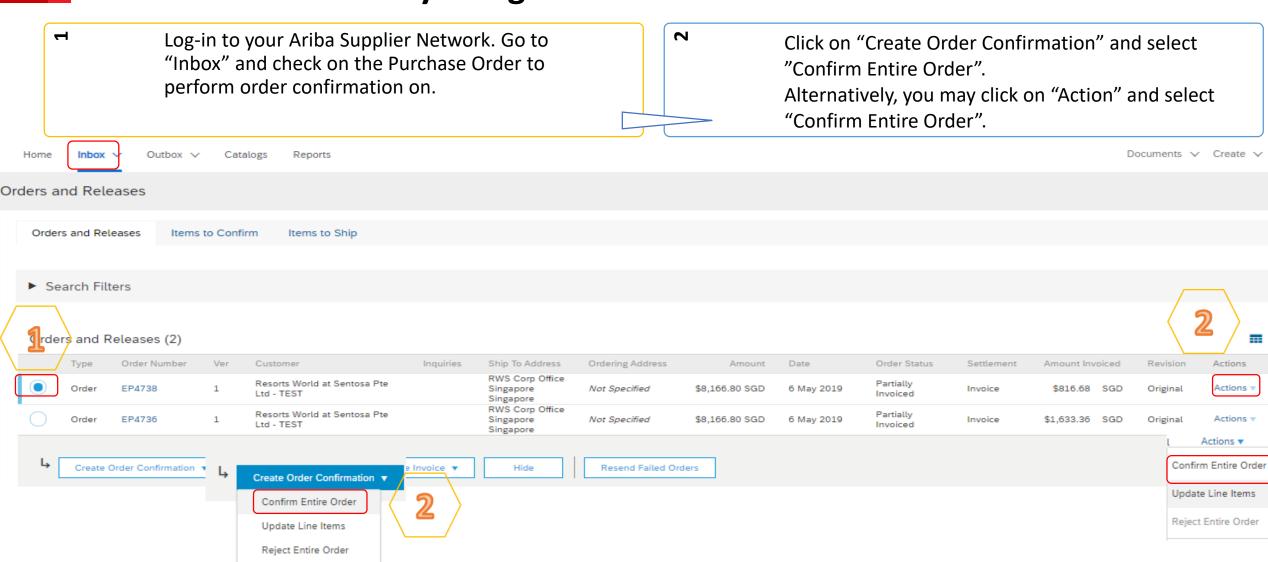
Order Confirmation

- 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"

PRIVATE & CONFIDENTIAL



All information herewith is privileged/ confidential and subjected to reviews, and should not be disclosed out of the intended distribution list.

Order Confirmation by using "Confirm Entire Order"

Enter "Confirmation Number" which is any number you use to identify the order confirmation.

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

Click "Next" when finished. Review the order confirmation and click "Submit".

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header						
3	Confirmation #:					
Associa	Associated Purchase Order#: C50813-R2					
	Customer:	SAP Ariba Education P2P				
Supplier Reference:						
SHIPPING	HIPPING 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.



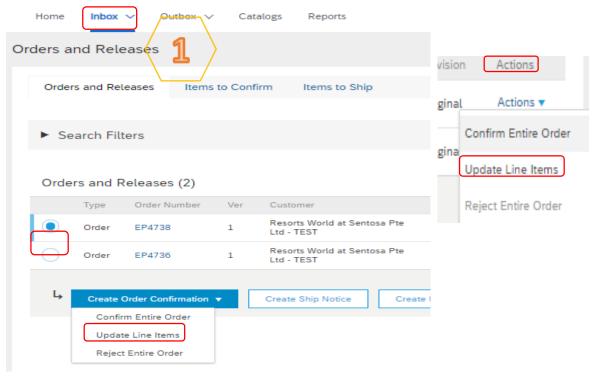
Order Confirmation by using "Update Line Items"

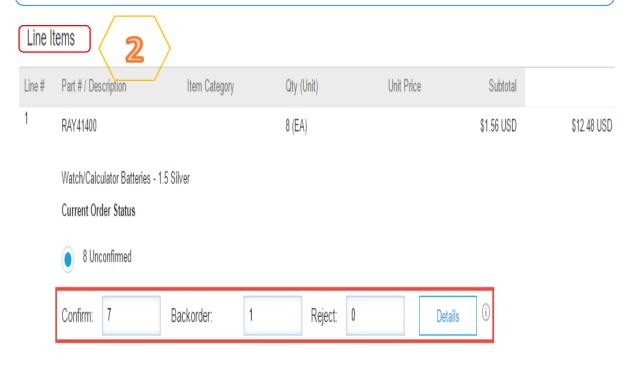
2

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".

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.

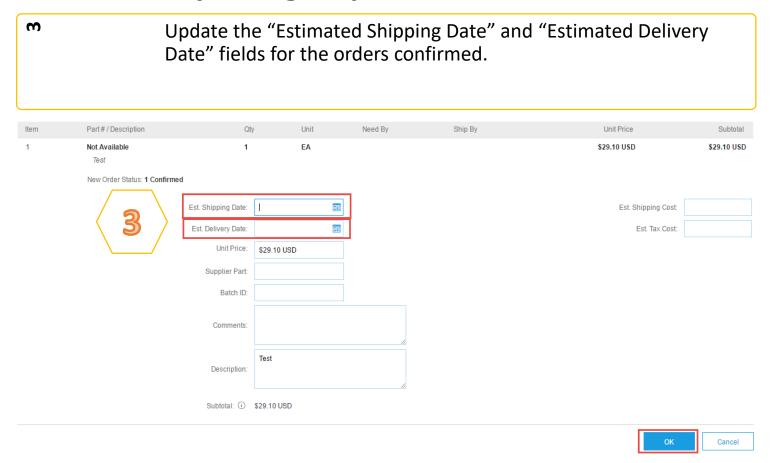






 \vdash

Order Confirmation by using "Update Line Items"



Note:

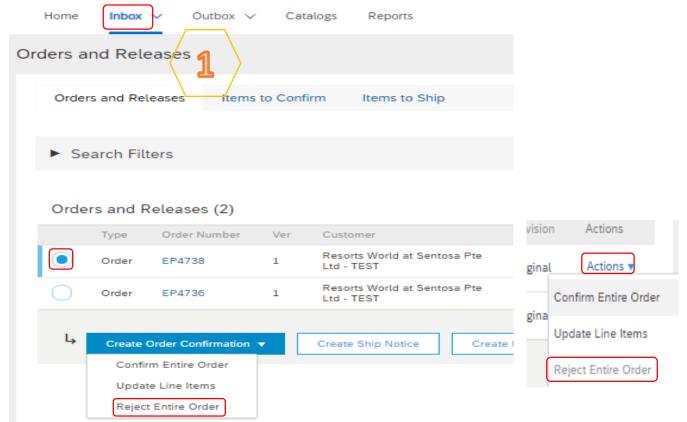
Whenever a line item details are changed, comments should be included as to what the issues are.

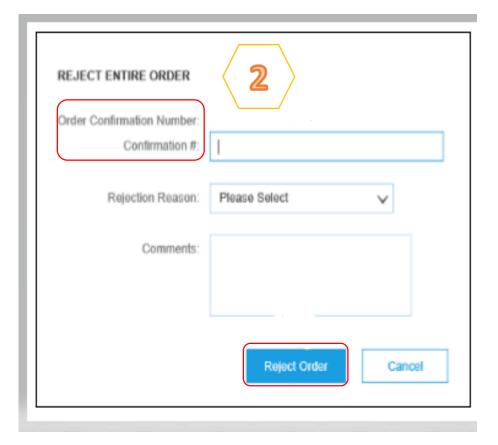


Order Confirmation by using "Reject Entire Order"

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".

Enter a Confirmation # and a reason for rejecting the order. Click on "Reject Order".



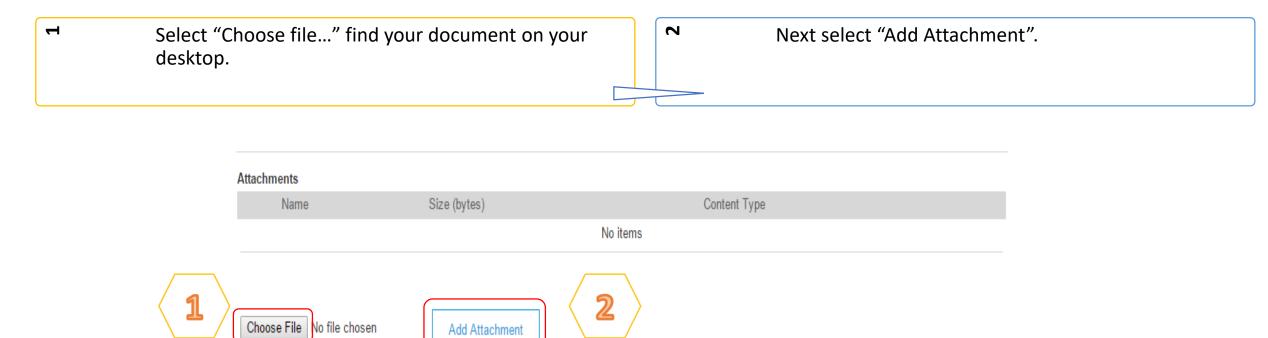




Add Attachments

Attachments can be added for supporting documentation during Order Confirmation.

The total size of each file cannot exceed 10 MB.





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.		

