

Purchase Order & Order Confirmation

Points to Note

Purchase Order

- A Standard Account Supplier will always receive their PO via email.
- Supplier is only able to access the Purchase Order via email and not via Ariba Network to perform the required tasks of creating order confirmation or invoicing.
- If the interactive PO is misplaced, it can be resent from the Dashboard. However, do note Ariba Network can only display the last 200 documents. Documents exceeding this will be "dropped" off from the dashboard and can only be opened from the original email send from. Request from Procurement Representative to re-send a copy.
- All interactive email orders should be kept and stored in a dedicated RWS folder.

From: Ariba Network [mailto:ordersender-prod@ansmtp.ariba.com]
Sent: Monday, May 13, 2019 11:07 PM
To: ABC <abc_@defg.com>
Subject: Resorts World at Sentosa Pte Ltd sent a new Purchase Order EP11111

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html. By replying to this message, you're accepting the terms in the policy.

Resorts World at Sentosa Pte Ltd sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

Process order



Purchase Orders Details

 Order Number and Header



2. Line Items



3. PO Status

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

Note:-

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



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"

Click on "Process Order" button.

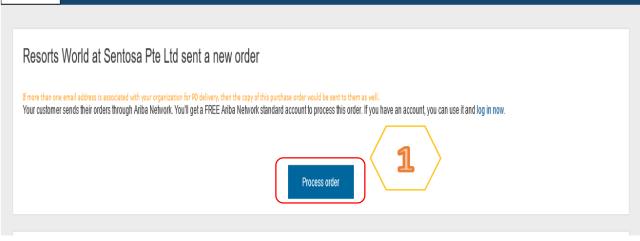
Click on "Create Order Confirmation" and select "Confirm Entire Order".

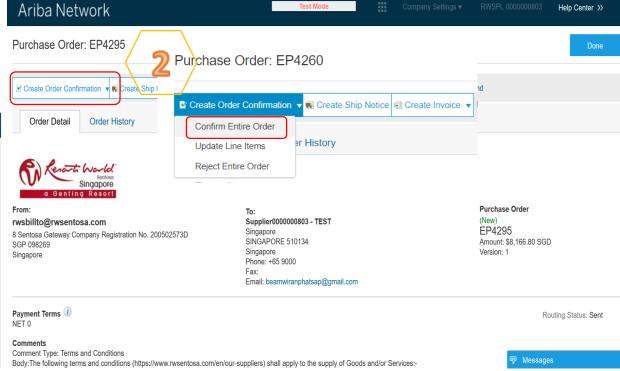
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Order Confirmation by using "Confirm Entire Order"

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M 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

Review Order Confirmation

▼ Orde	r Confirmation He	ader		
3	Confirmation #:			
Associated Purchase Order#: C50813-R2				
	Customer:	SAP Ariba Education P2P		
	Supplier Reference:			
SHIPPING	G AND TAX INFORMATIO	ON .		
3111111111	S AND TAX IN CHINAIN	J14		
	Est. Shipping Date:	Ħ		
	Est. Delivery Date:	iii		

Note:

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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.

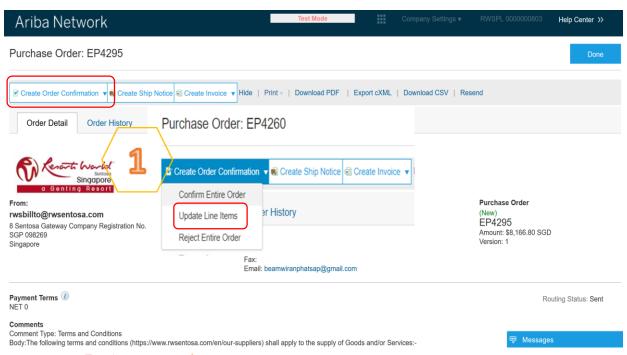


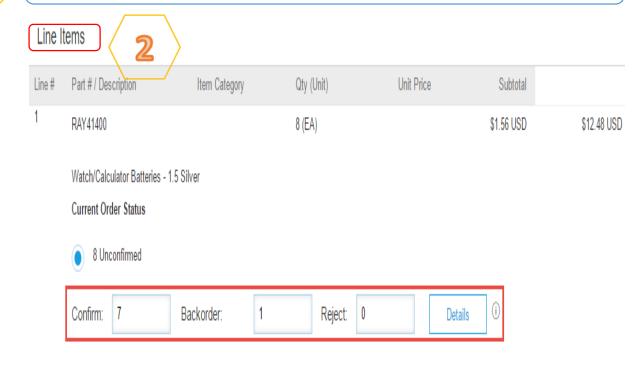
Order Confirmation by using "Update Line Items"

Click on "Create Order Confirmation" 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.







Order Confirmation by using "Update Line Items"

3 Update the "Estimated Shipping Date" and "Estimated Delivery Date" fields for the orders confirmed. Need By Ship By Unit Price Subtotal Part # / Description Not Available EA \$29.10 USD \$29.10 USD New Order Status: 1 Confirmed Est. Shipping Date: Est. Shipping Cost: Est. Delivery Date: === Est. Tax Cost: Unit Price: Supplier Part: Batch ID: Comments: Description: Subtotal: (i) \$29.10 USD

Note:

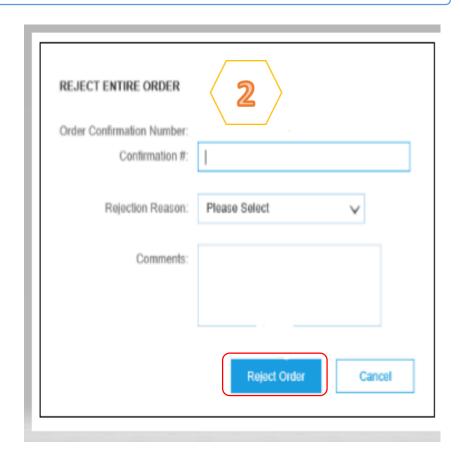
Whenever a line item details are changed, comments should be included as to what the issues are.



Order Confirmation by using "Reject Entire Order"

Click on "Create Order Confirmation" and select "Reject Entire Order".

Ariba Network Help Center >> Purchase Order: EP4295 Done 🕑 Create Order Confirmation 🔻 🍓 Create Ship Notice 🗐 Create Invoice 🔻 Hide | Print 🔻 | Download PDF | Export cXML | Download CSV | Resend Order Detail Order History Purchase Order: EP4260 **Purchase Order** Confirm Entire Order 3 - TEST er History Update Line Items EP4295 Amount: \$8,166.80 SGD Reject Entire Order Version: 1 Email: beamwiranphatsap@gmail.com Payment Terms (1) Routing Status: Sent NET 0 Comment Type: Terms and Conditions Body:The following terms and conditions (https://www.rwsentosa.com/en/our-suppliers) shall apply to the supply of Goods and/or Services:-

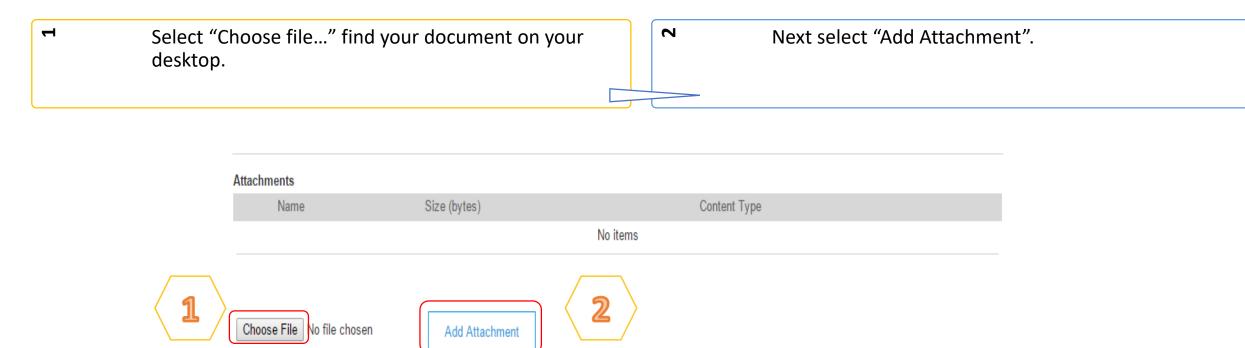




Add Attachments

Attachments can be added for supporting documentation during Order Confirmation.

The total size of each file cannot exceed 10 MB.





Resend PO through Ariba Network

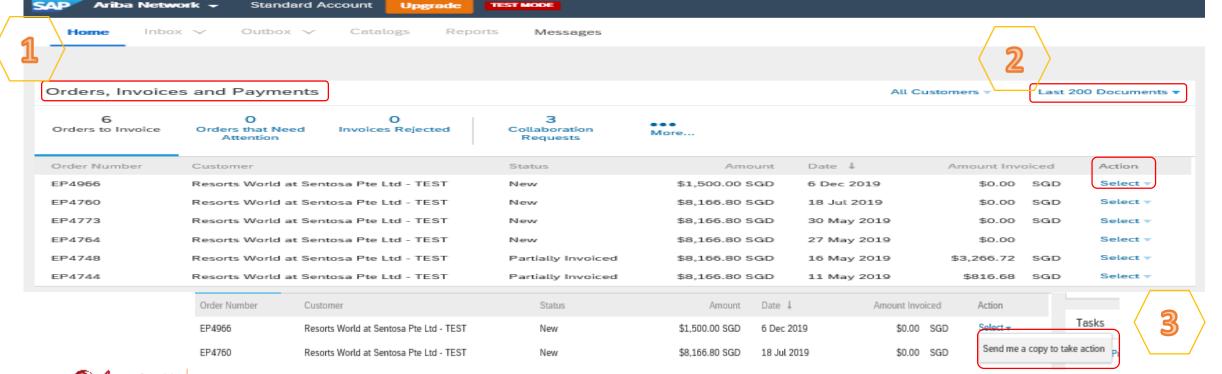
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If the interactive PO is misplaced, it can be resent from the Dashboard in order to take action on.

Login to your Ariba
Network Standard
Account and go to the
"Home" dashboard.

In the "Orders, Invoices and Payments" section, find the PO that you need. (Change the selection parameters to view the last 200 documents.) In the "Action" column, click "Select" > "Send me a copy to take action".

A PO copy has been sent to you.





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

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.		

