



**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 EP111111]

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



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# Purchase Orders Details

## 1. Order Number and Header

Purchase Order: EP4260 1 Done

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

## 2. Line Items

Line Items						<a href="#">Show Item Details</a>
Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	RAY41400 <i>Watch/Calculator Batteries - 1.5 Silver</i>	Material	1 (EA)	\$1.56 USD	\$1.56 USD	<a href="#">Details</a>
2	FEL68112 <i>Fellowes Wire File Organizers</i>	Material	7 (EA)	\$8.75 USD	\$61.25 USD	<a href="#">Details</a>
3	TEN22001 <i>Side-Load Letter Trays - Single Tray - Mirror Chrome</i>	Material	1 (EA)	\$180.00 USD	\$180.00 USD	<a href="#">Details</a>

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 Status

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

3

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

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).



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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 Click on “Process Order” button.

2 Click on “Create Order Confirmation” and select “Confirm Entire Order”.

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

You can reply to this message. Aniba Network or other Aniba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Aniba stores your contact information (email and name) according to the policy at <https://service.aniba.com/tw/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 Aniba Network. You'll get a FREE Aniba Network standard account to process this order. If you have an account, you can use it and [log in now](#).

Process order

1

The screenshot shows the Aniba Network interface for a Purchase Order (EP4295). The 'Create Order Confirmation' dropdown menu is open, and 'Confirm Entire Order' is selected. Other options include 'Update Line Items' and 'Reject Entire Order'. The interface also displays order details, contact information for Resorts World at Sentosa Pte Ltd, and a 'Messages' button.



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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 Click on “Create Order Confirmation” 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 Ariba Network interface for Purchase Order EP4295. A red box highlights the 'Create Order Confirmation' dropdown menu, which is expanded to show 'Update Line Items' selected. A yellow callout box with the number '1' points to this menu. The interface also shows 'Order Detail' and 'Order History' tabs, and a 'Done' button.

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
	Watch/Calculator Batteries - 1.5 Silver				\$12.48 USD

Below the table, the 'Current Order Status' is shown as '8 Unconfirmed'. A red box highlights a summary bar with the following values:

- Confirm: 7
- Backorder: 1
- Reject: 0
- Details (i)



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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:

Est. Delivery Date:

Unit Price: \$29.10 USD

Supplier Part:

Batch ID:

Comments:

Description: Test

Subtotal: ⓘ \$29.10 USD

Est. Shipping Cost:

Est. Tax Cost:

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 Click on “Create Order Confirmation” and select “Reject Entire Order”.

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

The screenshot shows the Ariba Network interface for Purchase Order EP4295. The top navigation bar includes 'Ariba Network', 'Test Mode', 'Company Settings', 'RWSPL 0000000803', and 'Help Center'. Below the navigation bar, the purchase order details are displayed, including 'Purchase Order: EP4295' and a 'Done' button. A toolbar contains various actions: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a red box and a yellow hexagon labeled '1'. A dropdown menu is open, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Reject Entire Order' option is highlighted with a red box. To the right, the purchase order details are shown: 'Purchase Order (New) EP4295', 'Amount: \$8,166.80 SGD', and 'Version: 1'. At the bottom, there is a 'Payment Terms' section (NET 0) and a 'Comments' section with a 'Messages' button.

The screenshot shows the 'REJECT ENTIRE ORDER' form. The title 'REJECT ENTIRE ORDER' is at the top left, and a yellow hexagon labeled '2' is at the top right. The form contains the following fields: 'Order Confirmation Number:' (with a blue box around the text), 'Confirmation #:' (with an empty text input field), 'Rejection Reason:' (with a dropdown menu showing 'Please Select'), and 'Comments:' (with a large text area). At the bottom right, there are two buttons: 'Reject Order' (highlighted with a red box) and 'Cancel'.



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# 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

# Resend PO through Ariba Network

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

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

2 In the "Orders, Invoices and Payments" section, find the PO that you need. (Change the selection parameters to view the last 200 documents.)

3 In the "Action" column, click "Select" > "Send me a copy to take action".

4 A PO copy has been sent to you.

The screenshot displays the SAP Ariba Network Standard Account dashboard. The navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area shows a summary of orders and a table of order details. A red box highlights the 'Orders, Invoices and Payments' section header. A yellow hexagon with the number '1' points to the 'Home' link. A yellow hexagon with the number '2' points to the 'Last 200 Documents' dropdown menu. A yellow hexagon with the number '3' points to the 'Send me a copy to take action' option in the 'Action' column of the table.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
EP4966	Resorts World at Sentosa Pte Ltd - TEST	New	\$1,500.00 SGD	6 Dec 2019	\$0.00 SGD	Select ▾
EP4760	Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	18 Jul 2019	\$0.00 SGD	Select ▾
EP4773	Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	30 May 2019	\$0.00 SGD	Select ▾
EP4764	Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	27 May 2019	\$0.00	Select ▾
EP4748	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	16 May 2019	\$3,266.72 SGD	Select ▾
EP4744	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	11 May 2019	\$816.68 SGD	Select ▾



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# 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.