

RESORTS WORLD™ SENTOSA

Purchase Order & Order Confirmation EA

Oct 2024



View Purchase Orders - Enterprise Account

1. Click the "Inbox" tab to manage your Purchase Orders.
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.

The screenshot shows the SAP Ariba Network interface. The 'Inbox' tab is highlighted with a red box and a yellow hexagon containing the number '1'. Below the navigation bar, there are dropdown menus for 'Orders and Releases' and 'All Customers'. To the right, there is a search filter panel with fields for Customer, Order Number (with radio buttons for 'Partial number' and 'Exact number'), Buyer Location Code, Invoice Number, Show orders by (with radio buttons for 'Creation Date' and 'Inquiry Date'), Date Range, Start Date, and End Date. A yellow hexagon with the number '3' is placed over the search filter panel.

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](#)

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 by 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”

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”.

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Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship

Search Filters

1 Orders and Releases (2)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/>	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
<input type="radio"/>	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

Create Order Confirmation Create Invoice Hide Resend Failed Orders

2

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

Actions

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

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 reflect 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.

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Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (2)

Type	Order Number	Ver	Customer
Order	EP4738	1	Resorts World at Sentosa Pte Ltd - TEST
Order	EP4736	1	Resorts World at Sentosa Pte Ltd - TEST

Create Order Confirmation ▾ Create Ship Notice Create I

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

Actions

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

Line Items

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

Watch/Calculator Batteries - 1.5 Silver

Current Order Status

8 Unconfirmed

Confirm: 7 Backorder: 1 Reject: 0 Details ⓘ

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:	<input type="text" value="\$29.10 USD"/>		
Supplier Part:	<input type="text"/>		
Batch ID:	<input type="text"/>		
Comments:	<input type="text"/>		
Description:	<input type="text" value="Test"/>		
Subtotal:	<input type="text" value="\$29.10 USD"/>		

OK Cancel

Note:

Whenever a line item details are changed, comments should be included to state 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”.

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Orders and Releases **1**

Orders and Releases Items to Confirm Items to Ship

► Search Filters

Orders and Releases (2)

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

↳ **Create Order Confirmation** ▾ **Create Ship Notice** **Create I**

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

Confirm Entire Order
Update Line Items
Reject Entire Order

REJECT ENTIRE ORDER **2**

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.

