

RESORTS WORLD™ SENTOSA

Purchase Order & Order Confirmation For SA

Oct 2024



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



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

[Show Item Details](#)

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	Details
2	FEL68112 <i>Fellowes Wire File Organizers</i>	Material	7 (EA)	\$8.75 USD	\$61.25 USD	Details
3	TEN22001 <i>Side-Load Letter Trays - Single Tray - Mirror Chrome</i>	Material	1 (EA)	\$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 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 reflect as “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.



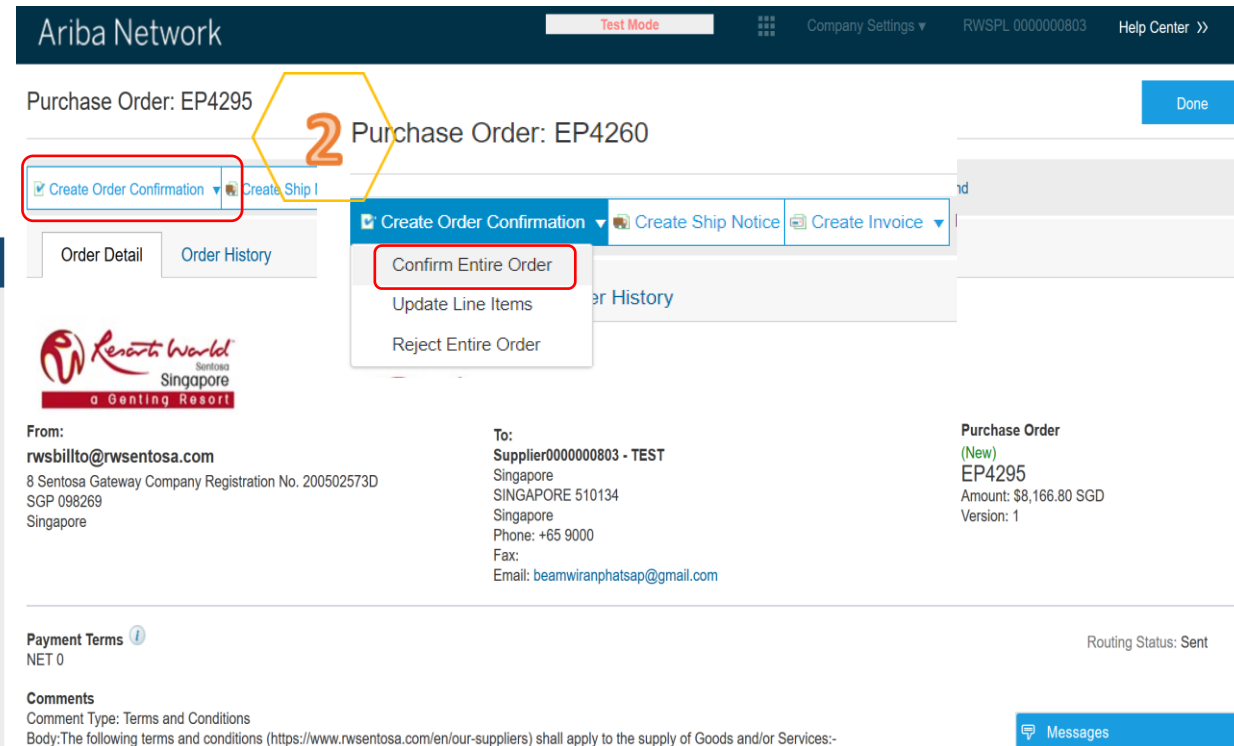
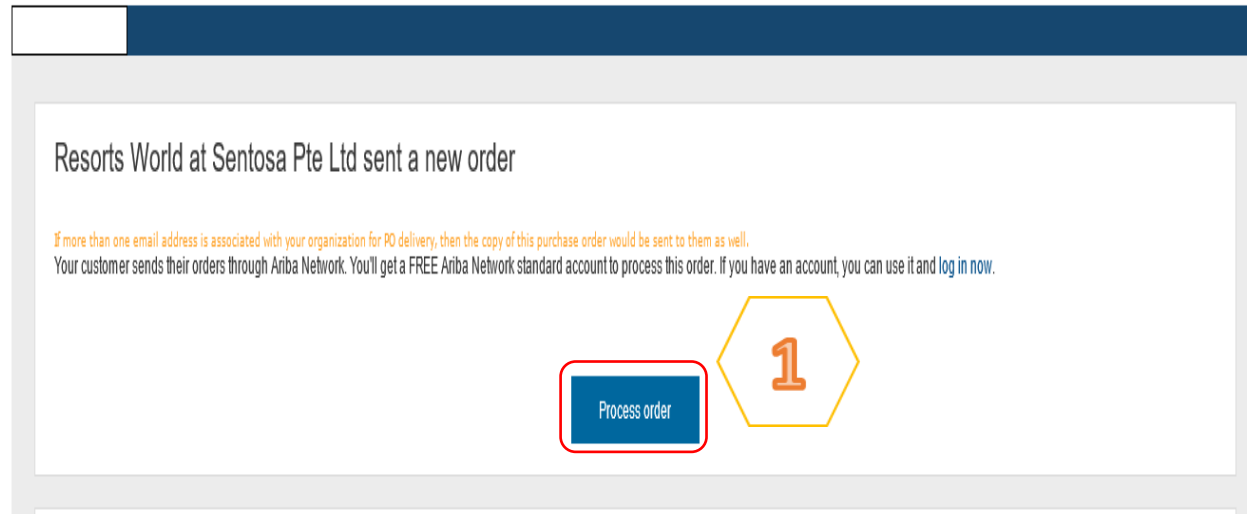
Order Confirmation By Using “Confirm Entire Order”

1 Click on “Process Order” button.

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

From: Aniba 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. 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.ariba.com/wicollab-platform/common/tou/en/MessagePolicy.html>. By replying to this message, you're accepting the terms in the policy.



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 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 are 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, and a yellow callout '1' points to the 'Update Line Items' option. The interface includes a top navigation bar with 'Ariba Network', 'Test Mode', 'Company Settings', 'RWSPL 000000803', and 'Help Center'. Below the header, there are tabs for 'Order Detail' and 'Order History'. The main content area shows the purchase order details, including the amount of \$8,166.80 SGD. A 'Messages' button is visible at the bottom right.

The screenshot shows the 'Line Items' table with a red box around the 'Line Items' header and a yellow callout '2' pointing to the table. The table has 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, there is a summary bar with 'Confirm: 7', 'Backorder: 1', 'Reject: 0', and a 'Details' button.

Order Confirmation By Using “Update Line Items”

2

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:

Est. Shipping Cost:

Est. Tax Cost:

Unit Price: \$29.10 USD

Supplier Part:

Batch ID:

Comments:

Description: Test

Subtotal: ⓘ \$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 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 000000803', and 'Help Center'. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. 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. A yellow hexagon with the number '1' is placed over the 'Create Order Confirmation' button. To the right, there is a 'Purchase Order (New) EP4295' summary with details: Amount: \$8,166.80 SGD, Version: 1. At the bottom, there is a 'Payment Terms' section showing 'NET 0' and a 'Comments' section with a link to terms and conditions. A 'Messages' button is visible at the bottom right.

The screenshot shows the 'REJECT ENTIRE ORDER' form. The title 'REJECT ENTIRE ORDER' is at the top left. A yellow hexagon with the number '2' is placed over the title. The form contains the following fields: 'Order Confirmation Number:' with a sub-field 'Confirmation #:' and an empty input box; 'Rejection Reason:' with a dropdown menu currently set to 'Please Select'; and 'Comments:' with a large empty text area. At the bottom right, there are two buttons: 'Reject Order' (highlighted with a red box) and '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



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 Log-in 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.

1

2

3

Orders, Invoices and Payments

All Customers Last 200 Documents

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

Tasks

Send me a copy to take action

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.

