

Ariba Network

Purchase Order Guide





Purchase Order Management

View Purchase Orders

Click on **Inbox** tab to manage your Purchase Orders.

Inbox is presented as a list of the Purchase Orders received by Sappi.

Click the link on the **Order Number** column to view the purchase order details.

Search filters allows you to search using multiple criteria.

Click the **arrow** next to Search Filters to display the query fields. Enter your criteria and click **Search**.

The screenshot shows the SAP Ariba Network 'Inbox' interface. At the top, there are navigation tabs: HOME, **INBOX**, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. Below the tabs is a search bar with 'Orders and Releases' selected and 'All Customers' as the filter. A bar chart titled 'Outstanding Invoices' shows a single bar for December 2015 with a value of approximately \$132.80. Below the chart are buttons for 'Purchase Order by Volume', 'Purchase Order by Amount', and 'Outstanding Invoices'. A 'Search Filters' button is highlighted with a yellow box. A callout box points to a 'Show / Hide Columns' dropdown menu, which is open and shows a list of columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Amount, and Date. The main table below shows three purchase orders:

| Type | Order Number | Customer | Inquiries | Ship To Address | Amount | Date | Order Status | Settlement | Amount Invoiced |
|-------|--------------|---------------------------------------|-----------|----------------------------------|--------------|-------------|--------------|------------|-----------------|
| Order | DO10686114 | jUnitOrg - 5WQzy9VD565589e21009590920 | | Acme Sunnyvale, CA United States | \$132.80 USD | 30 Nov 2015 | Invoiced | Invoice | \$132.80 USD |
| Order | DO10686095 | jUnitOrg - 5WQzy9VD565589e21009590920 | | Acme Sunnyvale, CA United States | \$218.40 USD | 30 Nov 2015 | New | Invoice | \$0.00 USD |
| Order | DO10686094 | jUnitOrg - 5WQzy9VD565589e21009590920 | | Acme Sunnyvale, CA United States | \$124.80 USD | 30 Nov 2015 | New | Invoice | \$0.00 USD |

At the bottom of the page, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide', and 'Resend Failed Orders'.

Click this icon for additional display and Group-by options.

Purchase Order Detail

View the details of your order.

The order header includes the order date and information about the buying organization and supplier.

From: Acme

To: jUnitOrg - LV8b8f8t565589c1009590921
jUnitDummy

Note: You can always Resend a PO which was not sent to your email address, properly clicking **Resend** button.
Additional options:
Export cXML to save a copy of the cXML source information
Order History for diagnosing problems and for auditing

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Price | Subtotal |
|--------|---------------------------------|----------|------------|-------------|-------------|--------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK | Material | 4 (PK) | 21 Sep 2008 | \$33.20 USD | \$132.80 USD |

Order submitted on: Monday 30 Nov 2015 7:00 AM GMT-06:00
Received by Ariba Network on: Monday 30 Nov 2015 7:00 AM GMT-06:00
This Purchase Order was sent by jUnitOrg - 5WQ2y9v/D565589621009590920 AN02003380347 and delivered by Ariba Network.

Sub-total: \$ 132.80 USD
Total Invoiced: \$ 132.80 USD

Line Items section describes the ordered items.

Each line describes a quantity of items **Sappi** wants to purchase.

Set the status of each line item by sending order confirmations clicking **Create Order Confirmation**.

At the bottom of the purchase order is the **Sub-total** value.



Order Confirmations

Sappi specific process

Order confirmation before invoice creation is mandatory.

When you are changing the quantity or unit price in the order confirmation so that it exceeds the original PO you have to receive a change order (version 2+) so you can invoice the increased quantity or unit price.

From the PO view, click the **Create Order Confirmation** button and select to **Confirm Entire Order**, **Update Line Items** for individual line items or **Reject Entire Order**.

Purchase Order: DO10686095

Done

From: **Acme**
123 Anystreet
Sunnyvale, CA 94089
United States

To: **jUnitOrg - LV8b8f...**
jUnitDummy
Arkansas City, AR 71630
United States
Phone: +1 (650) 3902788
Fax: +1 (650) 3902788
Email: junk@phoenix.ariba.com

Purchase Order
(New)
DO10686095
Amount: \$218.40 USD

1 Create Order Confirmation: Confirm Entire Order

This slide explains how to **Confirm Entire Order**.

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

If you specify **Est. Shipping Date** or **Est. Delivery Date** information, it is applied for all line items.

You can group related line items or kit goods so that they can be processed as a unit.

Click **Next** when finished.

Review the order confirmation and click **Submit**.

Your order confirmation is sent to [Sappi](#).

Confirming PO

Exit Next

* Indicates required field

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: DO10686114

Customer: jUnitOrg - 5WQzy9VD565589b21009590920

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line Items

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.

2 Create Order Confirmation: Reject Entire Order

This slide explains how to **Reject Entire Order**.
Enter **Confirmation Number** and **Comments**.
Click **Reject Order**.

Note:

Use this option only when the goods cannot be supplied.

If price, quantity or other field need to be changed, confirm with “Update Line Items” option.

Purchase Order: DO10686095

Done

From: **Create Order Confirmation** | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

From:
Acme
123 Anystreet
Sunnyvale, CA 94089
United States

To:
Purchase Order
(New)
DO10686095
Amount: \$218.40 USD

REJECT ENTIRE ORDER

Order Confirmation Number:

Comments:

Once the order confirmation is submitted, the Order Status will display as Rejected.

3 Confirm Order: Update Line Items

Select **Update Line Items**, to set the status of each line item.

Fill in the requested information (the same as for **Confirm All** option).

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.
- **Reject** – Enter a reason why these items are rejected in the **Comments** field by clicking the **Details** button.

Purchase Order: DO10686114

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order | Update Line Items | Reject Entire Order

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: DO10686114
Customer: jUnitOrg - 5WQzy9VD565589b21009590920
Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:
Comments:

Line Items

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|---|------------|-------------|-------------|--------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK CURRENT ORDER STATUS | 4 (PK) | 21 Sep 2008 | \$33.20 USD | \$132.80 USD |

4 Unconfirmed

Confirm: Backorder: Reject: [Details](#)

Confirm All

3 Confirm Order: Update Line Items - Backorder

Enter the quantity backordered in the **Backorder** data entry field.

Click **Details** to enter **Comments** and **Estimated Shipping and Delivery Dates** for the backordered items on the **Status Details** page.

Click **OK** when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

Click **Next**.

Line Items

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price |
|--------|---------------------------------|------------|-------------|-------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK | 4 (PK) | 21 Sep 2008 | \$33.20 USD |

CURRENT ORDER STATUS

4 Unconfirmed

Confirm: Backorder: Reject: [Details](#)

[Confirm All](#)

| Item | Part # / Description | Qty | Unit | Need By | Unit Price | Subtotal |
|------|---------------------------------|-----|------|-------------|-------------|--------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK | 4 | PK | 21 Sep 2008 | \$33.20 USD | \$132.80 USD |

New Order Status: 2 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

[OK](#) [Cancel](#)

3 Confirm Order: Update Line Items - Price Change

Enter the quantity in the **Confirm** data entry field.

Click **Details** to enter the details regarding the price change.

Note the new price in the **Unit Price** field on the **Status Details** page for the line item. Enter a **Comment** regarding the price change, if needed.

Item substitutions for the requested part can also be communicated using the **Supplier Part** field.

Update the **Description** as needed.

Click **OK** when done.

Line Items

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|---|------------|-------------|-------------|--------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK CURRENT ORDER STATUS | 4 (PK) | 21 Sep 2008 | \$33.20 USD | \$132.80 USD |

4 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

[Confirm All](#)

| Item | Part # / Description | Qty | Unit | Need By | Unit Price |
|------|--|-----|------|-------------|-------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK New Order Status: 3 Confirmed | 4 | PK | 21 Sep 2008 | \$33.20 USD |

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Unit Price:

Supplier Part:

Comments:

Description:

Subtotal: ⓘ \$99.60 USD

3 Confirm Order: Update Line Items - Reject

Enter the quantity in the **Reject** data entry field to reject item.

Click the **Details** button to enter a reason for the rejection in the **Comments** field on the **Status Details** page.

Click **OK** when done.

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--|---------------------------------|------------|----------------------|-------------|--------------------------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK | 7 (PK) | 21 Sep 2008 | \$31.20 USD | \$218.40 USD |
| CURRENT ORDER STATUS | | | | | |
| <input checked="" type="radio"/> 7 Unconfirmed | | | | | |
| Confirm: | <input type="text"/> | Backorder: | <input type="text"/> | Reject: | <input type="text" value="1"/> |
| | | | | | Details ⓘ |

| Item | Part # / Description | Qty | Unit | Need By | Unit Price |
|--|---------------------------------|-----|------|-------------|-------------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK | 7 | PK | 21 Sep 2008 | \$31.20 USD |
| New Order Status: 1 Rejected | | | | | |
| Comments: <input type="text" value="1"/> | | | | | |

3 Confirm Order: Update Line Items

Continue to update the status for **each line item on the purchase order**. Once finished, click **Next** to proceed to the review page.

Review the order confirmation and click **Submit**. Your order confirmation is sent to Sappi.

The Order Status will display as **Partially Confirmed** if items were backordered or not fully confirmed.

Generate another order confirmation to set them to confirm if needed.

Click **Done** to return to the Inbox.

Purchase Order: DO10686095 Done

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

[Order Detail](#) | [Order History](#)

| | | |
|--|---|---|
| From: Acme 123 Anystreet Sunnyvale, CA 94089 United States | To: jUnitOrg - LV8b8ft565589df1009590921 jUnitDummy Arkansas City, AR 71630 United States Phone: +1 (650) 3902788 Fax: +1 (650) 3902788 Email: junk@phoenix.ariba.com | Purchase Order (Partially Confirmed) DO10686095 Amount: \$218.40 USD |
|--|---|---|

Routing Status: Acknowledged
Related Documents: 09754


| | | |
|---|---|--|
| Ship All Items To <hr/> Acme 123 Anystreet Sunnyvale, CA 94089 United States | Bill To <hr/> Acme 123 Anystreet Sunnyvale, CA 94089 United States | Deliver To <hr/> Joe Smith Mailstop M-543 |
|---|---|--|

3 Processing Order: Order Status

Order Status indicates where the order stands in regard to your processing of the order.

The line item details will be updated accordingly to reflect the actual status of the line item in each PO that has had an order confirmation status update. Sappi has also enabled goods receipt confirmations.

In order to view these order confirmation updates or order receipts please click **Show Item Details** and the order status will be presented as marked below.

Line Items [Hide Item Details](#) 

| Line # | Part # / Description | Customer Part # | Type | Category | Qty (Unit) | Need By | Price | Subtotal | |
|---|----------------------|---|----------|----------|------------|-------------|--------------|--------------|-------------------------|
| 10 | | 1014318 | Material | | 2.0 (EA) | 24 Mar 2016 | \$100.00 USD | \$200.00 USD | Summary |
| CONTROLLER, TENSION, CLEVLK, 803300141A | | | | | | | | | |
| Status | | | | | | | | | |
| 2 Invoiced | | Amount: \$200.00 USD | | | | | | | |
| 2 Shipped | | (Shipping Date: 24 Feb 2016) | | | | | | | |
| 2.0 Confirmed With Comments | | (Comments: Supplier comment ; Estimated Shipment Date: 28 Feb 2016; Estimated Delivery Date: 29 Feb 2016) | | | | | | | |
| 2 Received | | | | | | | | | |

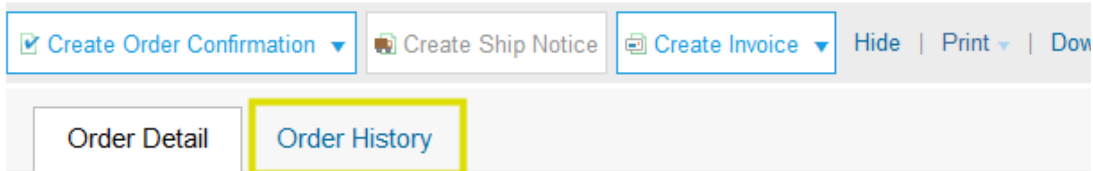
Order History and Related Documents

Order History tab can be found in the order details page. You can audit any changes and related activities.

You can also generate a purchase order report from the **Reports** tab in order to keep track of your order history.



To view all documents linked to a purchase order please click the document numbers in **Related Documents**.

Purchase Order: 3015087476



The screenshot shows a navigation bar with several buttons: 'Create Order Confirmation' (with a checkmark icon), 'Create Ship Notice' (with a document icon), and 'Create Invoice' (with a document icon). To the right of these buttons are links for 'Hide', 'Print', and 'Download'. Below the navigation bar, there are two tabs: 'Order Detail' and 'Order History'. The 'Order History' tab is highlighted with a yellow border.

Purchase Order
(Partially Invoiced)
3015087476
Amount: \$1,660.00 USD
Version: 1

Routing Status: Acknowledged
Related Documents:  testTaxFreight
 3015087476_OC



PDF Generation

PDF Generation

The option to Download a PDF version of the PO is now present as shown.

Purchase Order: DOI10686114

✓ Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | **Download PDF** | Export cXML | Download CSV | Resend

Order Detail | Order History

From:
Acme
123 Anystreet
Sunnyvale, CA 94089
United States

Ship All Items To
Acme
123 Anystreet
Sunnyvale, CA 94089
United States

Deliver To
Joe Smith
Mailstop M-543

Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Price |
|--------|---------------------------------|------|------------|---------|-------|
| 1 | AX4518 BULLNOSE SHELVES 4 PK | | | | |

Do you want to open or save DOI10686114.pdf from svcdev8.ariba.com? [Open] [Save] [Cancel]

Note: 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. For large order please use the Download CSV link.