Ariba Network
Purchase Order Guide

SAP Ariba

sappi

SAP

Purchase Order Management

SAP Ariba

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.**

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.

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 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

🗹 Create Order Confirmation ▼ | 🖶 Create Ship Notice | 🖹 Create Invoice ▼ | Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

  Confirm Entire Order
  Update Line Items   er History
  Reject Entire Order

From:

Acme
123 Anystreet
Sunnyvale, CA 94089
United States

To:
jUnitOrg - LV8b8fbt565589df1009590921
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

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. Shipping Cost:
Est. Delivery Date: 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.

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 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

From:

Confirming PO

1. Update Item Status ▾ Order Confirmation Header

2. Review Confirmation

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	4 (PK)	21 Sep 2008	$33.20 USD	$132.80 USD
	BULLNOSE SHELVES 4 PK				
	CURRENT ORDER STATUS				
	● 4 Unconfirmed				

Confirm: Backorder: Reject: Details ⓘ

↳ Confirm All

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

○ 4 Unconfirmed

Confirm: [   ]   Backorder: [2|]   Reject: [   ]   [Details] ⓘ

↳ [Confirm All]

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

New Order Status: **2 Backordered**

Est. Shipping Date: [   ] 📅

Est. Delivery Date: [   ] 📅

Comments: [   ]

[OK]   [Cancel]

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	4 (PK)	21 Sep 2008	$33.20 USD	$132.80 USD

BULLNOSE SHELVES 4 PK
CURRENT ORDER STATUS

4 Unconfirmed

Confirm: 3   Backorder: Reject: Details ⓘ

Confirm All

Item	Part # / Description	Qty	Unit	Need By	Unit Price
1	AX4518	4	PK	21 Sep 2008	$33.20 USD

BULLNOSE SHELVES 4 PK

New Order Status: **3 Confirmed**

Est. Shipping Date:
Est. Delivery Date:

Unit Price: * $33.20 USD
Supplier Part: AX4518
Comments:

Description: BULLNOSE SHELVES 4 PK

Subtotal: ⓘ $99.60 USD

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 Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	AX4518	7 (PK)	21 Sep 2008	$31.20 USD	$218.40 USD
	BULLNOSE SHELVES 4 PK				
	CURRENT ORDER STATUS				
	●	7 Unconfirmed			
	Confirm: [ ]		Backorder: [ ]	Reject: [1]	Details ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price
1	**AX4518**	**7**	**PK**	**21 Sep 2008**	**$31.20 USD**
	BULLNOSE SHELVES 4 PK				
	New Order Status: **1 Rejected**				

Comments: [ ]

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.

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.

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

Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ | Hide | Print ▼ | Dow

Order Detail | Order History

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.

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.