



AES

United States

SAP Ariba Network

Purchase Order Management for
Enterprise Accounts

September 2020

Purchase Order Management

Purchase Order Management

View Purchase Orders

1. Click on Inbox tab to manage your Purchase Orders.
2. Inbox contains all documents and notices sent by your customer. This includes your Purchase Orders, termed as Orders and Releases, Collaboration Requests, Receipts, Remittances, etc.
3. Click the link on the Order Number column to view the purchase order details.
4. Search filters allows you to search using multiple criteria.
5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. Toggle the Table Options Menu to view ways of organizing your Inbox. This option allows you to show/hide PO details, group your POs and export data.

The screenshot displays the SAP Ariba Network interface for an Enterprise Account in TEST MODE. The interface is divided into several sections:

- Top Navigation:** Includes the SAP logo, Ariba Network, Enterprise Account, TEST MODE, and user profile MJ. Navigation tabs include Home, Inbox (highlighted with a blue circle 1), Outbox, Catalogs, Reports, and Messages. A secondary navigation bar shows 'Orders and Releases' and 'All Customers'.
- Search Bar:** A search field for 'Order Number' is present.
- Orders and Releases Section:** Contains tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow notification banner states: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'.
- Search Filters:** A section with a search icon and a blue circle 4.
- Table:** A table titled 'Orders and Releases (1)' with columns: Type, Order Number, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A row is shown for an Order with Order Number 4500497145, Customer AES-TEST, Ship To Address in Indianapolis, IN, and Ordering Address in Vernon Hills, IL. A blue circle 3 is placed over the Order Number column.
- Table Actions:** Buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders' are located below the table.
- Search Filters Panel (Bottom):** A detailed search panel with a blue circle 5. It includes fields for Customer (All Customers), Order Number (Partial number selected, 4500497145), Buyer Location Code, Invoice Number, Show orders by (Creation Date selected), and Date Range (Last 14 days). It also has Order Status (All), View (All except hidden orders), and checkboxes for search criteria like 'Search only blanket purchase orders'.
- Show / Hide Columns Panel (Bottom Right):** A panel with a blue circle 6 showing a list of columns to be displayed: Type, Order Number, Ver, and Customer. All are checked.

Purchase Order Management

View the details of your order.

1. The order header includes the PO number, information about the buying organization and PO amount.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly by clicking Resend button.

Additional options: Export cXML to save a copy of the cXML source information Order History for diagnosing problems and for auditing total value.

2. Line Items section describes the ordered items. Each line describes the quantity of items the customer wants to purchase and the date when they need those items delivered.

The screenshot shows the SAP Ariba Network interface for a Purchase Order. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main title is 'Purchase Order: 4500497145'. A yellow banner below the title contains a notification: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. Below the banner are two buttons: 'Create Order Confirmation' and 'Create Invoice'. There are also icons for download, print, and more options. The 'Order Detail' tab is selected, showing contact information for 'Indianapolis Power & Light Company' and 'TEST - CDW LLC - TEST'. The 'Purchase Order (New) 4500497145' amount is listed as \$3,559.50 USD.

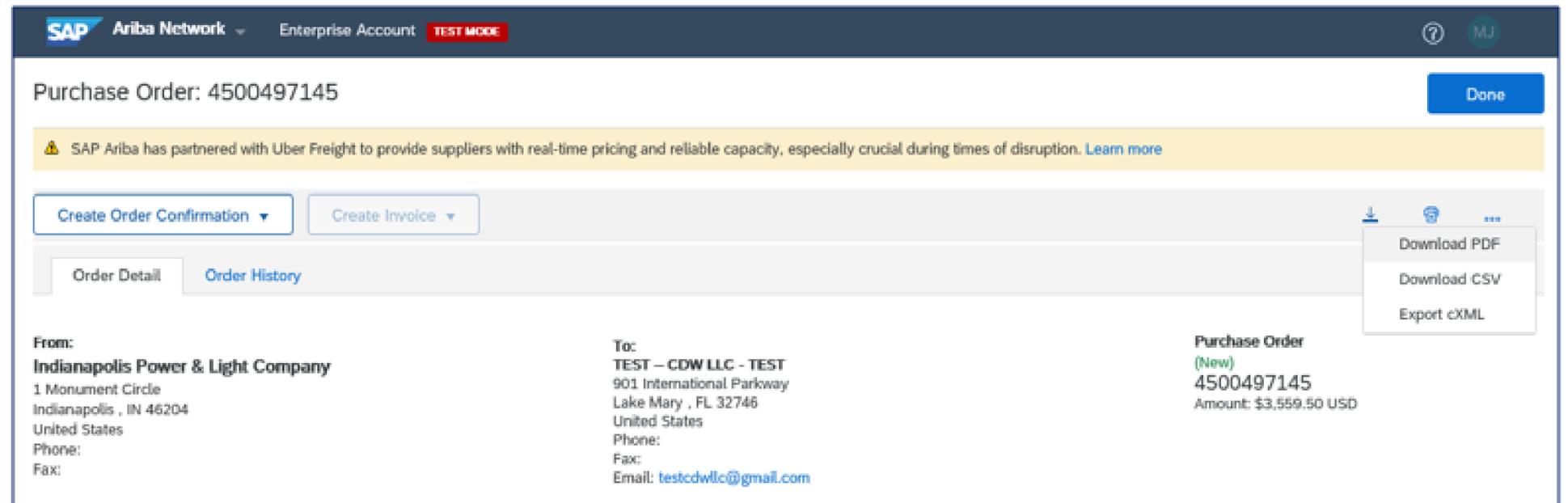
The screenshot shows the 'Line Items' section of the purchase order. It features a table with columns: Line #, Part # / Description, Type, Return, Qty (Unit), Need By, Unit Price, Subtotal, and Tax. A single line item is listed: Line # 10, Part # / Description Makita 1/2 inch LXT Drill/Driver Kit - B, Type Material, Qty (Unit) 10.000 (EA), Need By 31 Aug 2020, Unit Price \$355.95 USD, Subtotal \$3,559.50 USD, and Tax \$249.17 USD. Below the table, there is a 'Show Item Details' link and a summary box containing: Sub-total: \$ 3,559.50 USD, Est. Total Tax: \$ 249.17 USD, and Est. Grand Total: \$ 3,808.67 USD.

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	MakDrill Makita 1/2 inch LXT Drill/Driver Kit - B	Material		10.000 (EA)	31 Aug 2020	\$355.95 USD	\$3,559.50 USD	\$249.17 USD

Purchase Order Management

1. Select 'Download PDF' from the PO header and choose the output format – PDF, CSV or cXML.

Note: If the document exceeds .1,000 lines or is larger than 1MB in size, details are not shown in the UI. Therefore, the detail is not included in the PDF generated.



The screenshot displays the SAP Ariba Network interface for a Purchase Order (PO) with ID 4500497145. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Done' button is visible in the top right corner. A yellow banner below the header contains a notification about SAP Ariba's partnership with Uber Freight. Below the banner are two buttons: 'Create Order Confirmation' and 'Create Invoice'. A dropdown menu is open on the right side, showing options: 'Download PDF', 'Download CSV', and 'Export cXML'. The main content area is divided into two tabs: 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the following information:

From:	To:	Purchase Order
Indianapolis Power & Light Company 1 Monument Circle Indianapolis , IN 46204 United States Phone: Fax:	TEST – CDW LLC - TEST 901 International Parkway Lake Mary , FL 32746 United States Phone: Fax: Email: testcdwllc@gmail.com	Purchase Order (New) 4500497145 Amount: \$3,559.50 USD

Order Confirmation

Order Confirmation

Overview

An Order Confirmation is a formal acknowledgment of the purchase order details and indicates supplier's commitment to comply with the terms of the purchase.

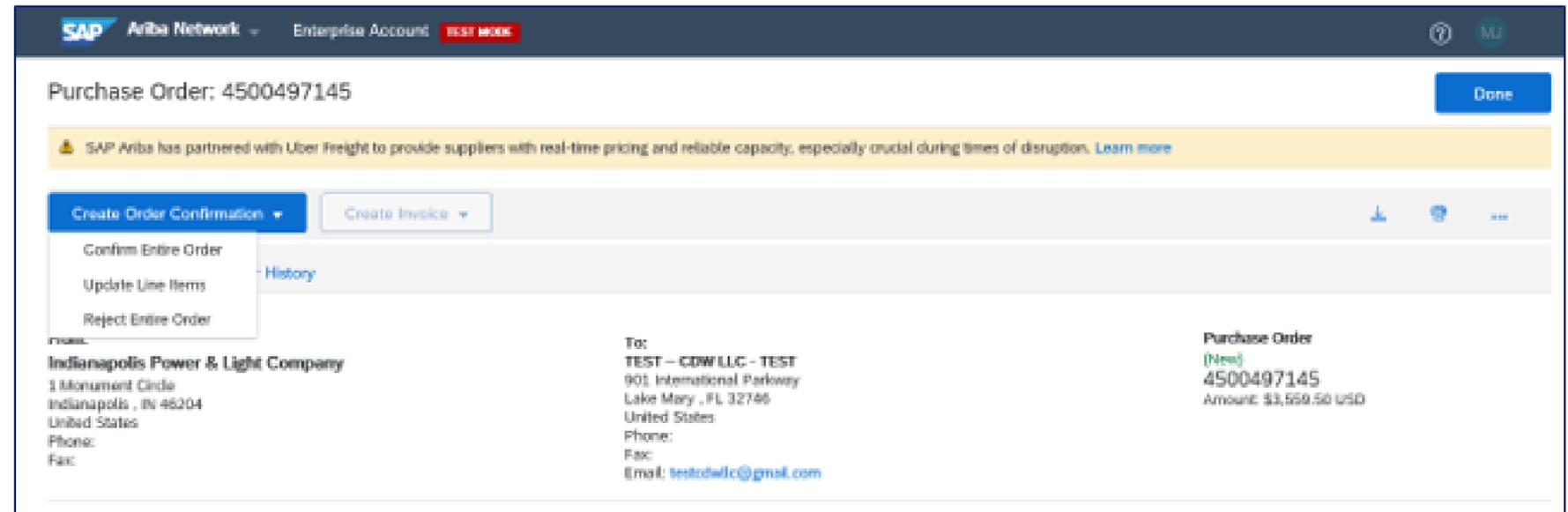
An Order Confirmation is a requirement prior to the creation of service entry sheet for service POs and invoice for goods POs.

There are 3 options to create an order confirmation:

Confirm Entire Order – supplier confirms that order may be fulfilled in full according to the terms of the purchase.

Update Line Items – supplier confirms partial quantity may be fulfilled according to the terms of the purchase, and the rest may either be delayed or may need to be altered from original requirements.

Reject Entire Order – supplier confirms that entire order cannot be fulfilled.



The screenshot displays the SAP Ariba Network interface for an Enterprise Account. The main header shows the Purchase Order number 4500497145. Below this, there is a notification banner about SAP Ariba's partnership with Uber Freight. The interface features two primary action buttons: 'Create Order Confirmation' and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', listing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. To the right of these buttons is a 'History' link. The bottom section of the screen displays contact information for the supplier, Indianapolis Power & Light Company, and the buyer, TEST - CDW LLC - TEST. The purchase order amount is listed as \$3,559.50 USD.

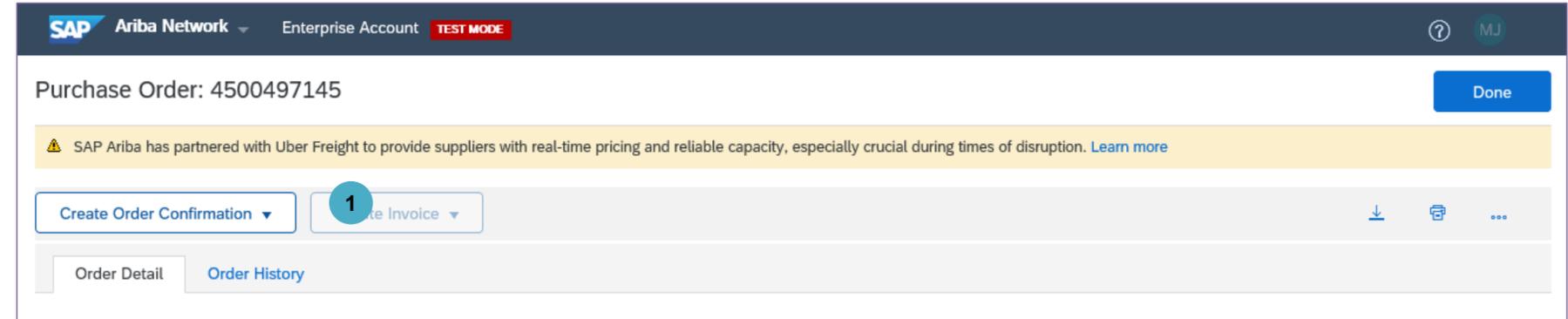
Note:

Reject Entire Order should only be chosen when supplier does not have any means to fulfill the order. It serves as notice to the Buyer that order should be placed to another supplier. Confirmations and Rejections cannot be edited and are considered final once submitted.

Order Confirmation

Confirm Entire Order

1. From the PO header, click on 'Create Order Confirmation' button and choose 'Confirm Entire Order'.
2. Enter Confirmation Number which is any number you use to identify the order confirmation.
3. Est. Shipping Date and Est. Delivery Date are mandatory fields. This information applies for all line items.
4. Click Next when finished.



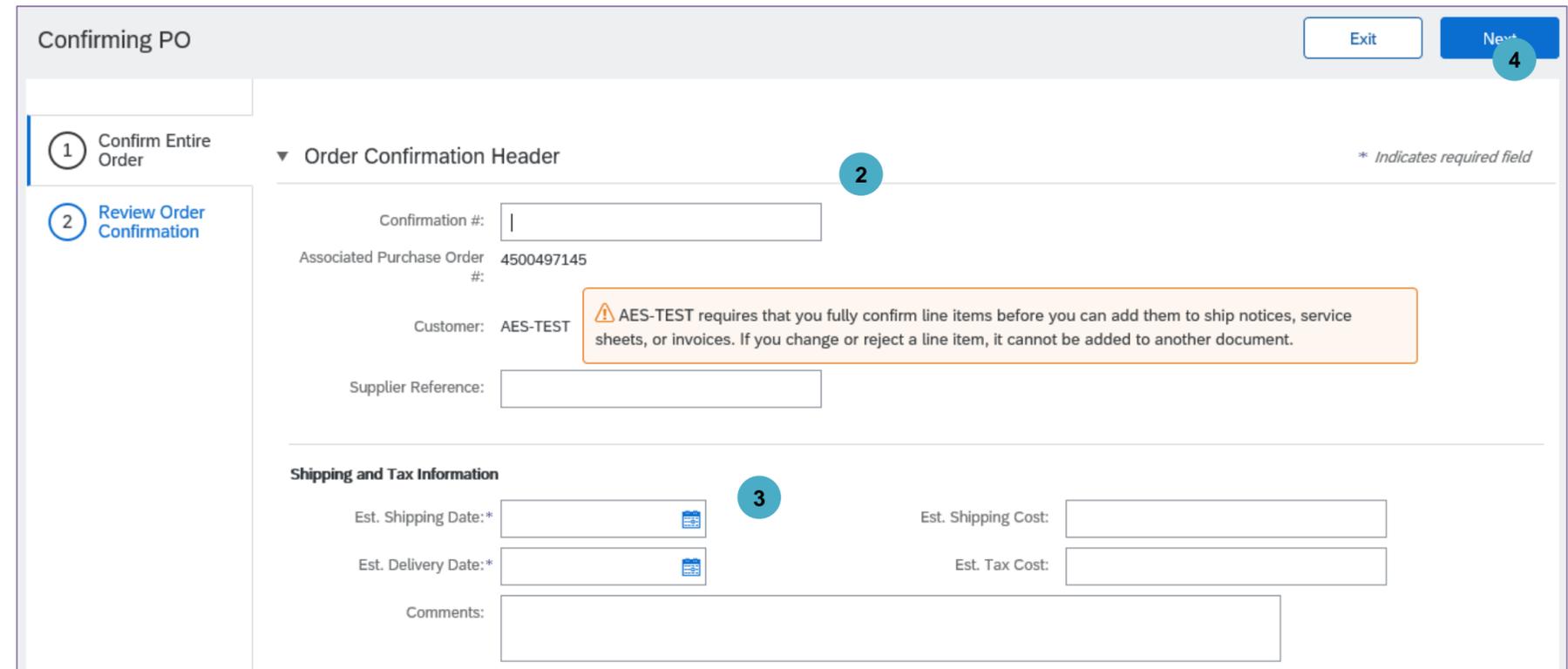
SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500497145 Done

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation 1 Create Invoice

Order Detail Order History



Confirming PO Exit Next 4

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header 2 * Indicates required field

Confirmation #:

Associated Purchase Order #: 4500497145

Customer: AES-TEST ⚠️ AES-TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

Shipping and Tax Information 3

Est. Shipping Date:* 3 Est. Shipping Cost:

Est. Delivery Date:* Est. Tax Cost:

Comments:

Order Confirmation

Confirm Entire Order

5. Review the order confirmation and click Submit.

6. Your order confirmation is sent to your customer.

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.

SAP Ariba Network Enterprise Account TEST MODE

Confirming PO

Previous Submit Exit

5

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: CDW_1234

Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	MakDrill Makita 1/2 inch LXT Drill/Driver Kit - B	10.000 (EA)	31 Aug 2020	\$355.95 USD	\$3,559.50 USD	\$249.17 USD

Current Order Status:
10.000 Confirmed With New Date (Estimated Shipment Date: 18 Aug 2020; Estimated Delivery Date: 25 Aug 2020)

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500497145 Done

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Create Order Confirmation Create Invoice

Order Detail Order History

From: Indianapolis Power & Light Company
1 Monument Circle
Indianapolis, IN 46204
United States
Phone:
Fax:

To: TEST - CDW LLC - TEST
901 International Parkway
Lake Mary, FL 32746
United States
Phone:
Fax:
Email: testcdwllc@gmail.com

Purchase Order (Confirmed)
4500497145
Amount: \$3,559.50 USD

Payment Terms ⓘ
0.000% 30
Net due within 30 days-DD

Contact Information
Supplier Address
CDW LLC
300 N MILWAUKEE AVE

Routing Status: Acknowledged
External Document Type: PO Ariba Buying (YNAB)
Related Documents: OC-7040

Messages

Order Confirmation

Update Line Items

1. From the PO header, click on 'Create Order Confirmation' button and choose 'Update Line Items'.

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

3. Est. Shipping Date and Est. Delivery Date are mandatory fields. Note that there is an option to enter shipping information at the line item level.

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500497145

Done

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation **1** Update Invoice

Order Detail Order History

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header **2** * Indicates required field

Confirmation #: |

Associated Purchase Order #: 4500497145

Customer: AES-TEST ⚠️ AES-TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

Shipping and Tax Information **3**

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Order Confirmation

Update Line Items

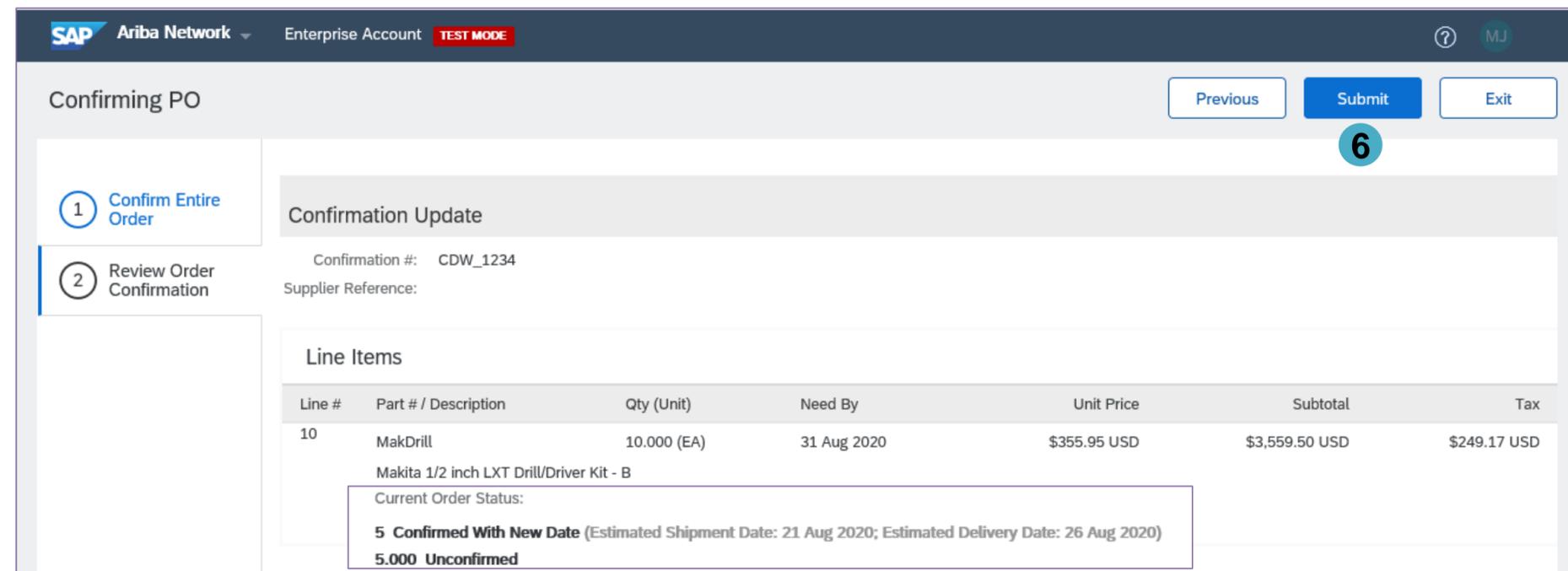
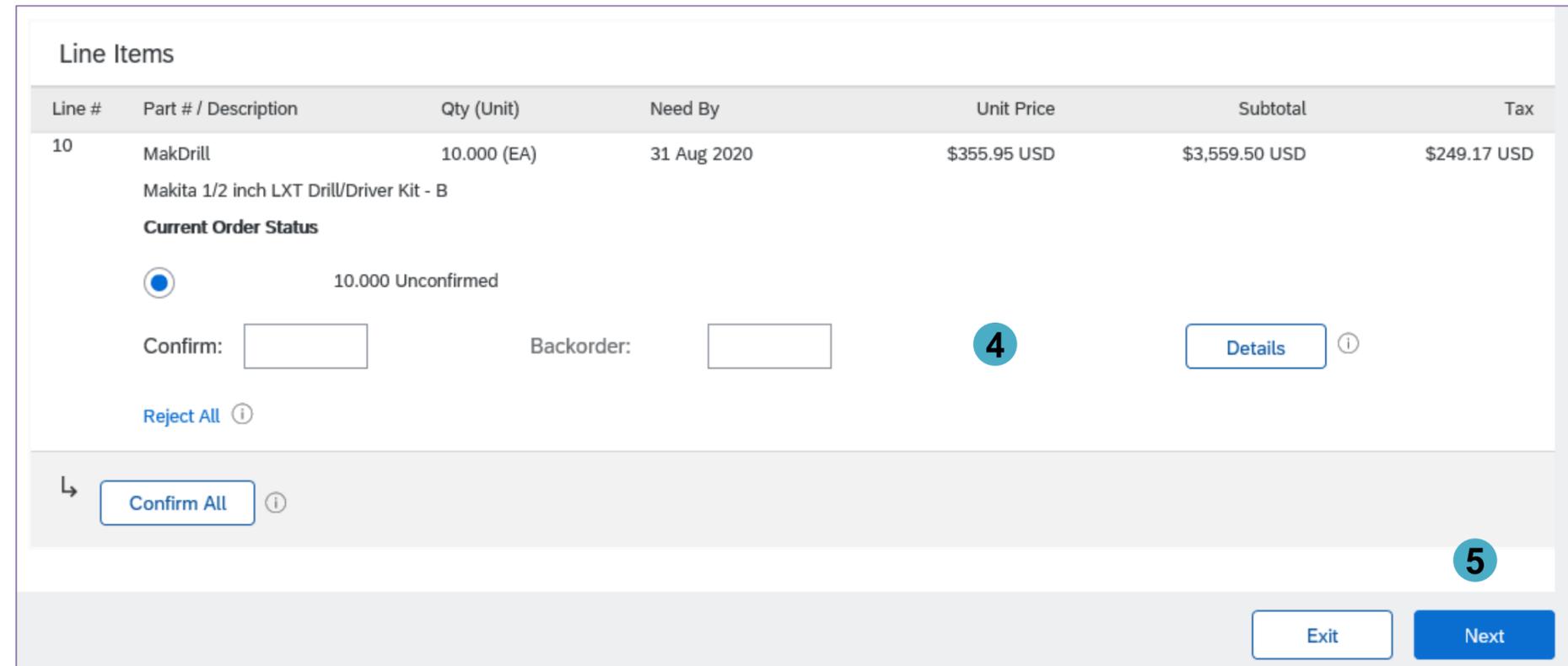
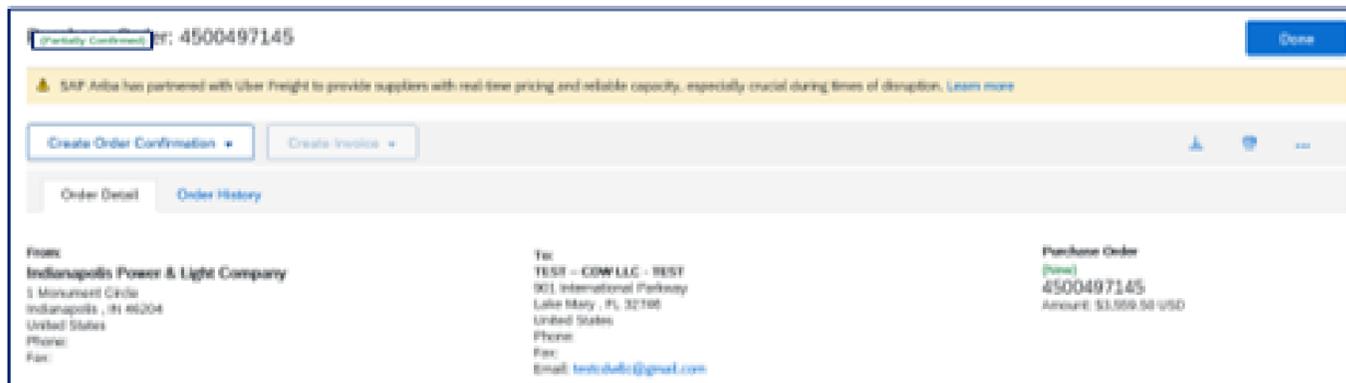
4. On the Line Items section, there are fields for entering confirmed quantities and quantities for backorder. Click Details to enter shipping and delivery dates and additional comments.

5. Click Next when finished.

6. Review the order confirmation and click Submit.

7. Your order confirmation is sent to your customer.

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



Order Confirmation

Reject Entire Order

1. From the PO header, click on 'Create Order Confirmation' button and choose 'Reject Entire Order'.

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

3. Choose Rejection Reason from the dropdown list and enter comments, as necessary.

Note: Reject Entire Order should only be chosen when supplier does not have any means to fulfill the order. It serves as notice to the Buyer that order should be placed to another supplier.

Rejections cannot be edited and are considered final once submitted.

4. Click Reject Order when finished.

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

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500497145 Done

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Create Order Confirmation 1 Create Invoice

Order Detail Order History

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: | 2

Rejection Reason: Please Select 3

Comments:

4 Reject Order Cancel