



**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 three main sections illustrating the steps:

- Step 1:** The top navigation bar shows the 'Inbox' tab selected, with a circled '1' next to it.
- Step 2:** The 'Orders and Releases' section is active, showing a list of documents. A circled '2' is placed over the 'Orders and Releases' tab.
- Step 3:** A table of 'Orders and Releases (1)' is shown. The 'Order Number' column contains the value '4500497145', with a circled '3' next to it.
- Step 4:** The 'Search Filters' section is expanded, showing various search criteria like Customer, Order Number, and Date Range. A circled '4' is placed over the 'Search Filters' header.
- Step 5:** The 'Search Filters' section is further expanded to show input fields for Customer, Order Number, Buyer Location Code, Invoice Number, and Date Range. A circled '5' is placed over the 'Search' button.
- Step 6:** The 'Show / Hide Columns' menu is open, showing options to show or hide columns like Type, Order Number, and Customer. A circled '6' is placed over the 'Show / Hide Columns' header.

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500497145	AES-TEST		Harding Street Station Indianapolis, IN United States	CDW LLC VERNON HILLS, IL United States	\$3,559.50 USD	14 Aug 2020	New	Invoice	\$0.00 USD	Original	Actions

# 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 purchase order number is 4500497145. A 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'. Below the banner are buttons for 'Create Order Confirmation' and 'Create Invoice'. The 'Order Detail' tab is active, showing contact information for 'Indianapolis Power & Light Company' and 'TEST - CDW LLC - TEST'. The purchase order amount is \$3,559.50 USD.

**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 (New)**  
4500497145  
Amount: \$3,559.50 USD

The screenshot shows the 'Line Items' section of the purchase order. It features a table with columns for Line #, Part # / Description, Type, Return, Qty (Unit), Need By, Unit Price, Subtotal, and Tax. A single line item is listed: Line # 10, Part # / Description MakDrill, 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 summary box with the following information:

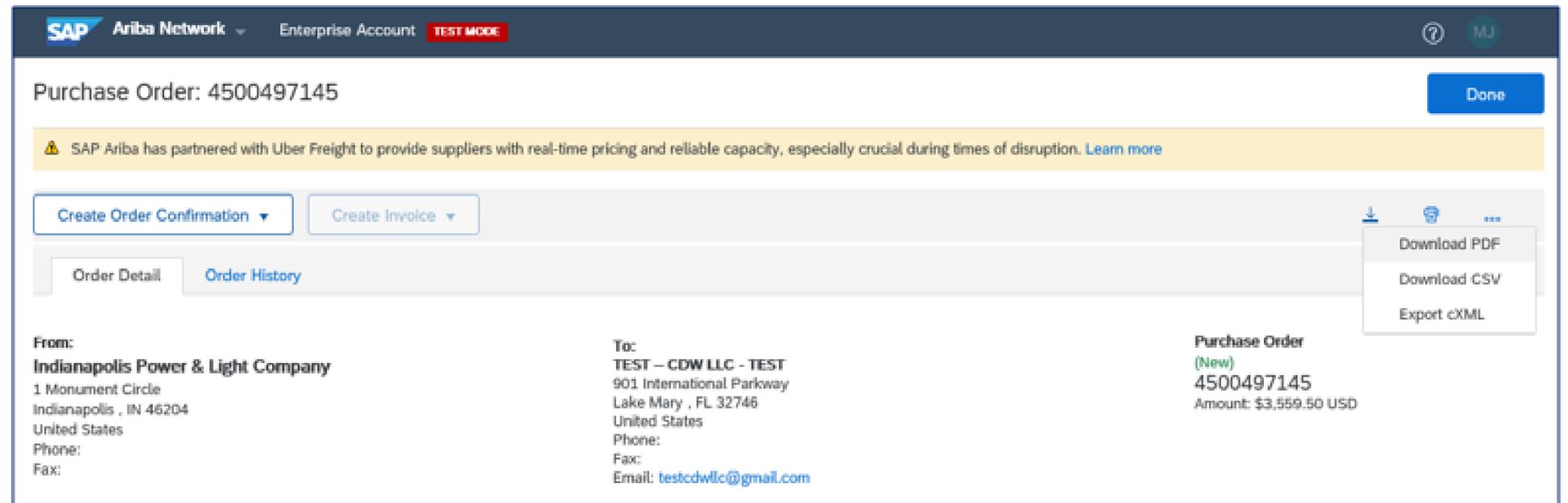
Order submitted on: Friday 14 Aug 2020 8:00 AM GMT-04:00  
Received by Ariba Network on: Friday 14 Aug 2020 10:54 AM GMT-04:00  
This Purchase Order was sent by AES-TEST AND1035969384-T and delivered by Ariba Network.

Sub-total: \$ 3,559.50 USD  
Est. Total Tax: \$ 249.17 USD  
Est. Grand Total: \$ 3,808.67 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 located in the top right corner. Below the header, a yellow banner contains a notification about SAP Ariba's partnership with Uber Freight. The main content area features two buttons: 'Create Order Confirmation' and 'Create Invoice'. A dropdown menu is open, showing three options: 'Download PDF', 'Download CSV', and 'Export cXML'. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, displaying the following information:

From:	To:	Purchase Order
<b>Indianapolis Power &amp; Light Company</b> 1 Monument Circle Indianapolis, IN 46204 United States Phone: Fax:	<b>TEST – CDW LLC - TEST</b> 901 International Parkway Lake Mary, FL 32746 United States Phone: Fax: Email: <a href="mailto:testcdwllc@gmail.com">testcdwllc@gmail.com</a>	<b>Purchase Order</b> (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.

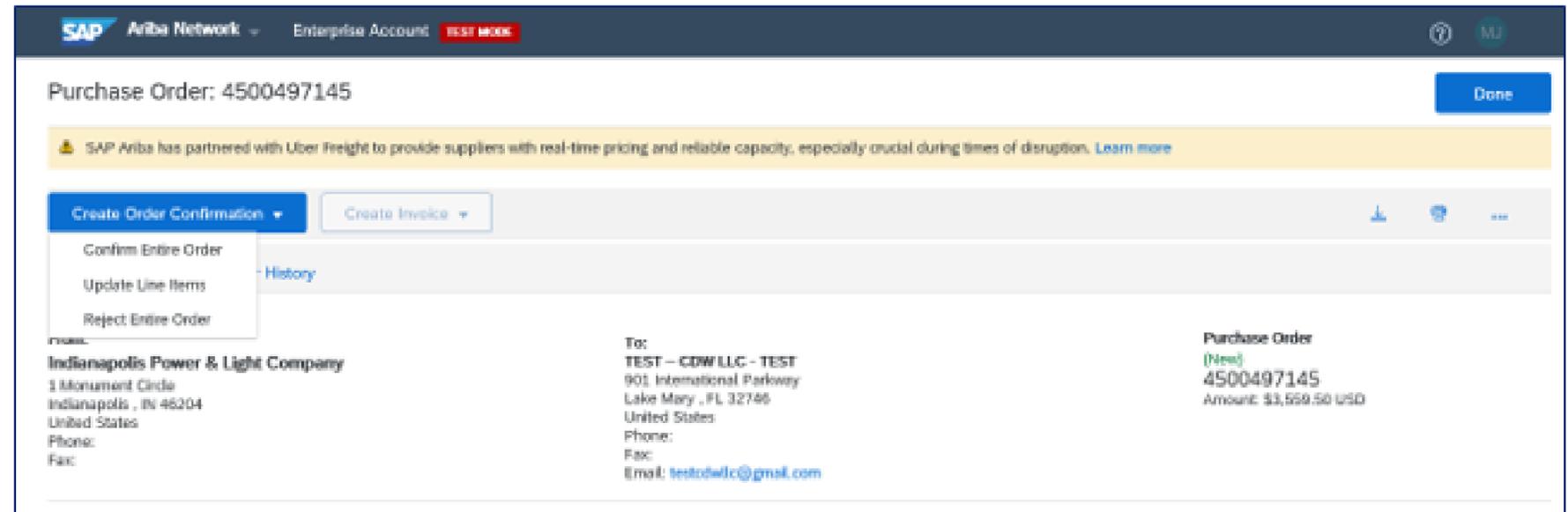
An Order Confirmation is a requirement prior to the creation of service entry sheet for service POs and invoice for goods POs.

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 'Purchase Order: 4500497145' and a 'Done' button. A yellow banner below the header 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, there are two buttons: 'Create Order Confirmation' (highlighted) and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. To the right of the dropdown is a 'History' link. Below the buttons, there is a 'To:' field with the following information: 'TEST - CDW LLC - TEST', '901 International Parkway', 'Lake Mary, FL 32746', 'United States', 'Phone:', 'Fax:', and 'Email: testcdwlc@gmail.com'. To the left of the 'To:' field, there is an 'From:' field with the following information: 'Indianapolis Power & Light Company', '1 Monument Circle', 'Indianapolis, IN 46204', 'United States', 'Phone:', and 'Fax:'. On the right side of the interface, there is a 'Purchase Order' section with the following information: '(New)', '4500497145', and 'Amount: \$3,559.50 USD'.

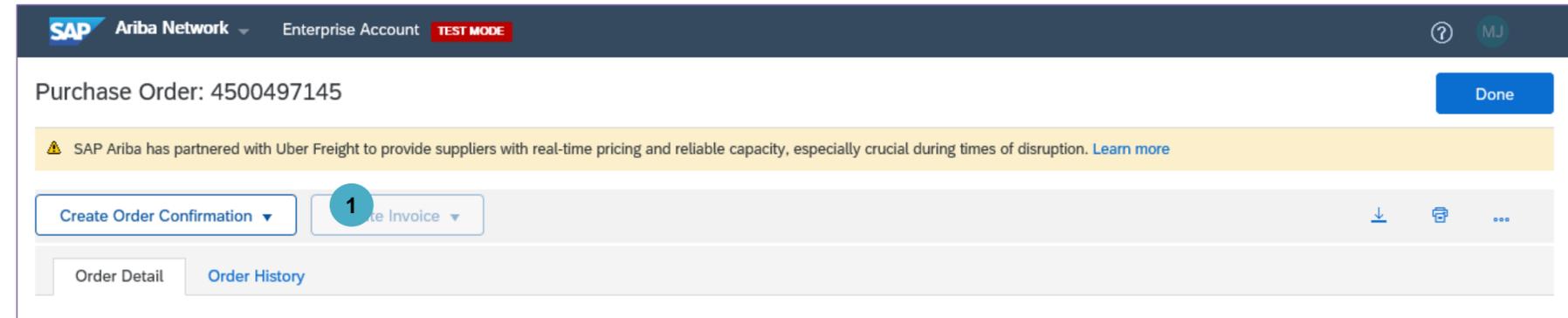
**Note:**

**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.

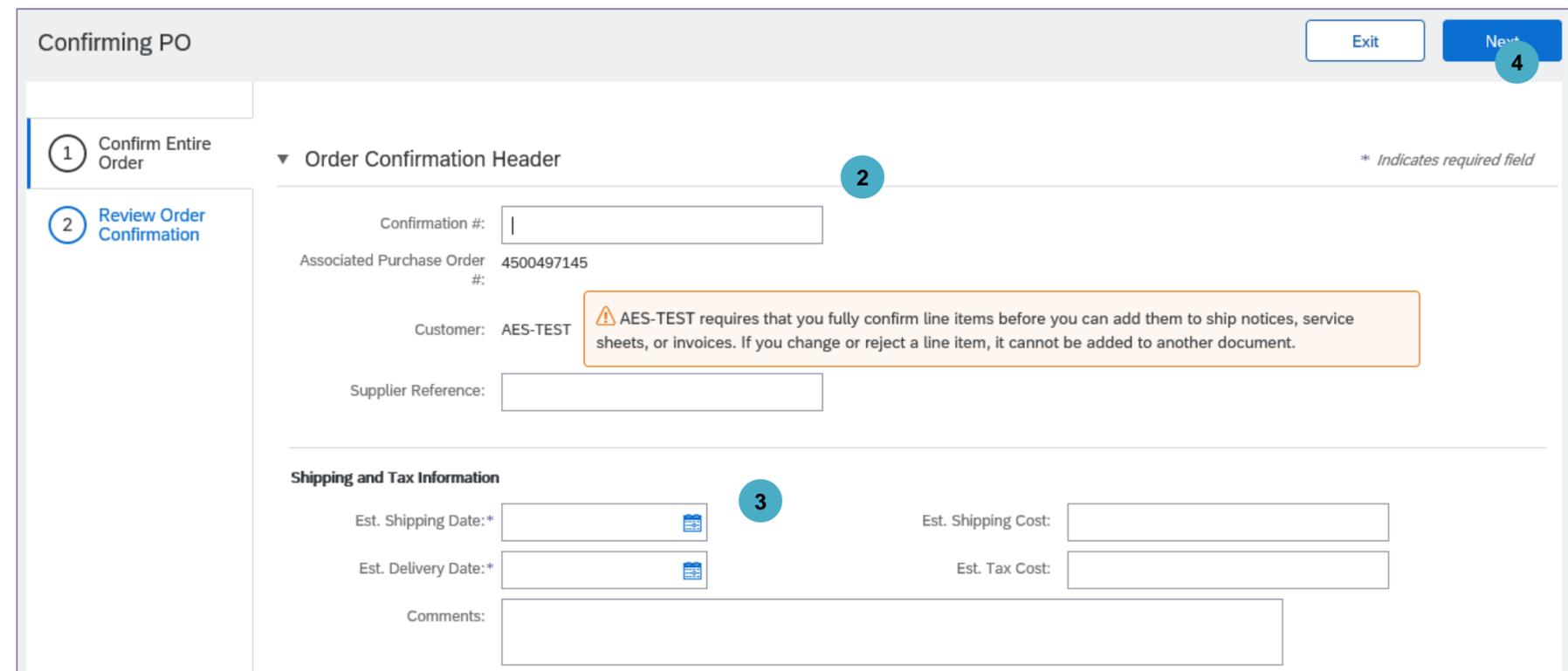


SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500497145 Done

**1** Create Order Confirmation Create Invoice

Order Detail Order History



Confirming PO Exit Next **4**

**1** Confirm Entire Order **2** Review Order Confirmation

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

Confirmation #:

Associated Purchase Order #: 4500497145

Customer: AES-TEST **3** ⚠️ 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:

**3** Shipping and Tax Information

Est. Shipping Date:\*

Est. Delivery Date:\*

Est. Shipping Cost:

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

⚠️ 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 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

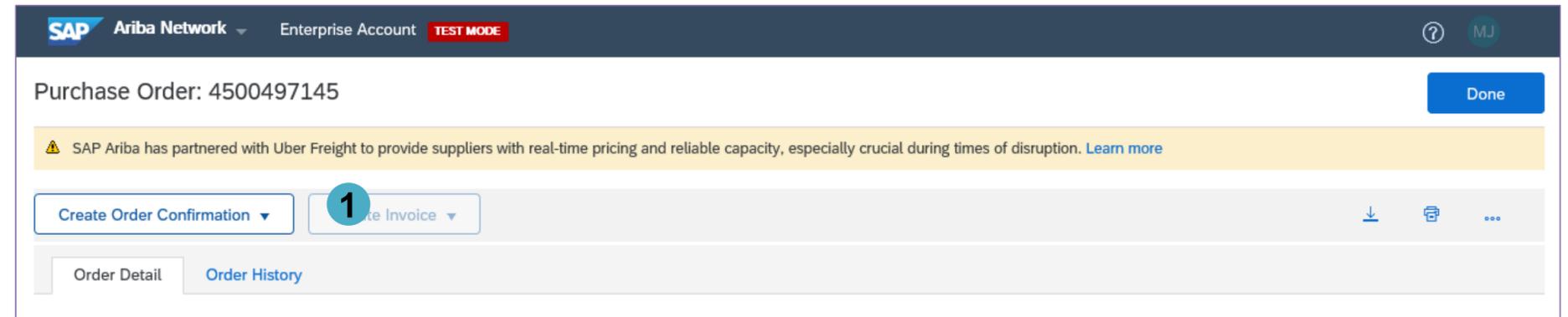
# Order Confirmation

## Update Line Items

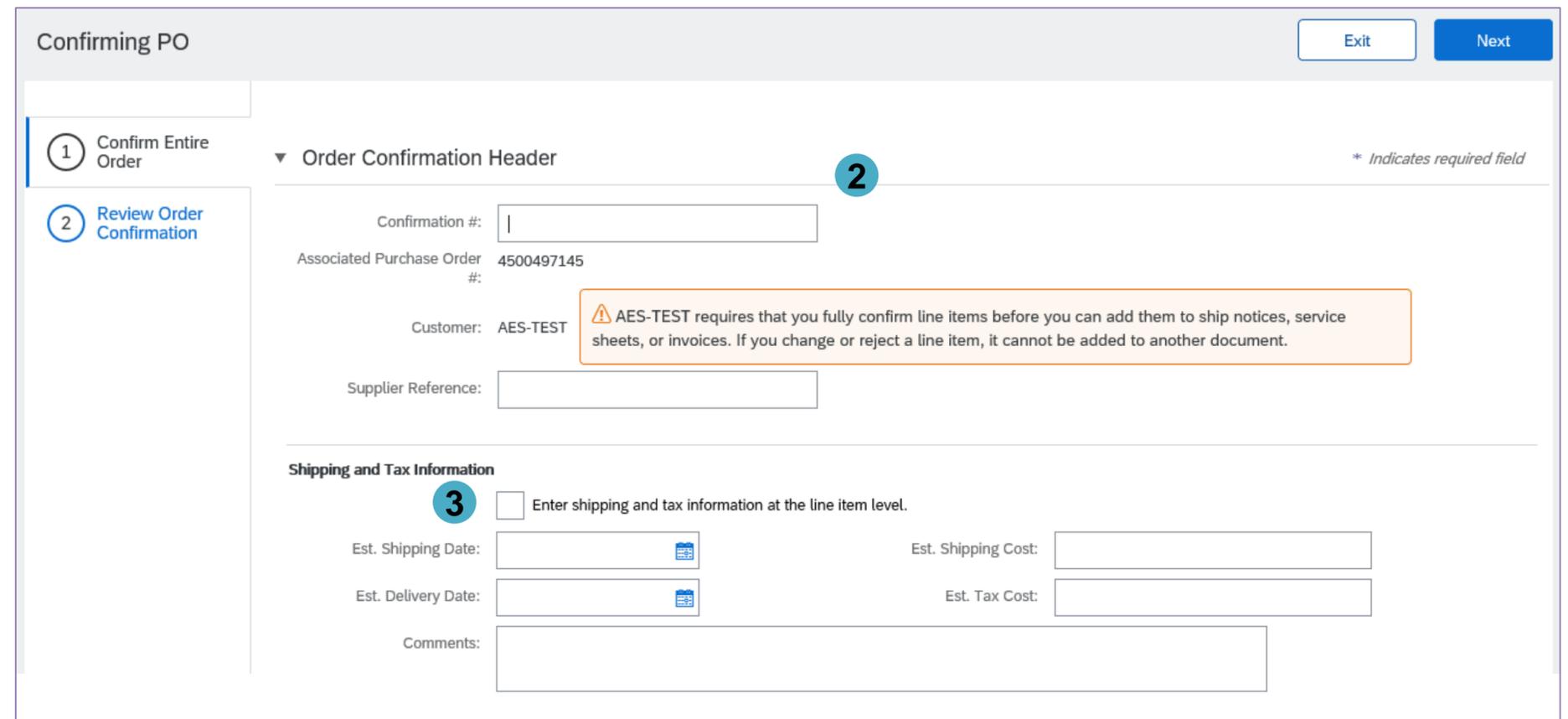
1. From the PO header, click on 'Create Order Confirmation' button and choose 'Update Line Items'.

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.



This screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID 4500497145. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. A 'Done' button is in the top right. A yellow banner contains a warning icon and text: '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 'Update Invoice', with a red circle '1' highlighting the 'Update Invoice' button. At the bottom, there are tabs for 'Order Detail' and 'Order History'.



This screenshot shows the 'Confirming PO' screen in SAP Ariba. The title bar includes 'Confirming PO', 'Exit', and 'Next' buttons. A sidebar on the left has two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several fields: 'Confirmation #' (with a red circle '2' and a required field asterisk), 'Associated Purchase Order #' (4500497145), 'Customer' (AES-TEST), and 'Supplier Reference'. A warning box states: '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.' Below this is the 'Shipping and Tax Information' section, which includes a checkbox (with a red circle '3') for 'Enter shipping and tax information at the line item level.', and fields for 'Est. Shipping Date', 'Est. Shipping Cost', 'Est. Delivery Date', and 'Est. Tax Cost'. A 'Comments' field is at the bottom.

# 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.

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 Unconfirmed

Confirm:  Backorder:  **4** [Details](#) ⓘ

[Reject All](#) ⓘ

[Confirm All](#) ⓘ **5**

[Exit](#) [Next](#)

Partially Confirmed PO: 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](#) [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  
Lutz Mary, FL 32190  
United States  
Phone:  
Fax:  
Email: test@cdw.com

Purchase Order  
4500497145  
Amount: \$3,559.50 USD

SAP Ariba Network Enterprise Account TEST MODE

Confirming PO [Previous](#) [Submit](#) [Exit](#) **6**

**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:**

**5 Confirmed With New Date** (Estimated Shipment Date: 21 Aug 2020; Estimated Delivery Date: 26 Aug 2020)  
**5.000 Unconfirmed**

# 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.

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

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason: Please Select ▼

Comments:

4 Reject Order Cancel