



Quick Reference Guide

Creating an Order Confirmation with an Enterprise Account

1. Purpose

The Ariba Network allows suppliers to easily submit an order confirmation to inform customers that they received the order and whether they can fill it.

The steps below provide suppliers (with an enterprise account) instructions on how to create an order confirmation against a purchase order through their supplier Ariba Network account.

[How to create an order confirmation with an Enterprise Account](#)

[How to confirm entire order](#)

[How to partially confirm an order](#)

[How to reject an order](#)

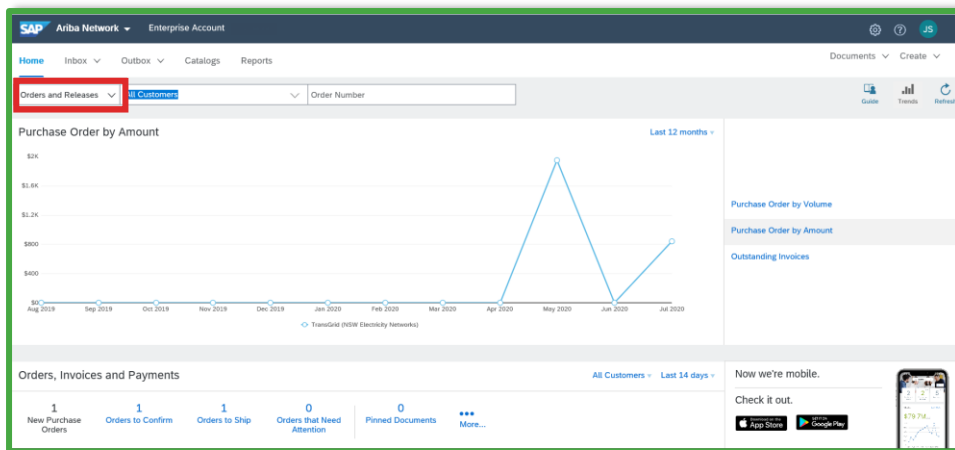
2. How to create an order confirmation with an Enterprise Account

2.1. Accessing a Purchase Order from an Enterprise Account

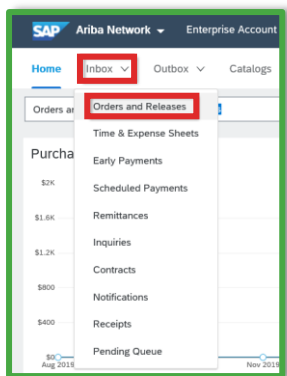
- Go to **supplier.ariba.com** and enter your **Username** and **Password**, then click on **Login**.

The screenshot shows the SAP Business Network supplier sign-in interface. The 'Supplier sign-in' section contains a text input field for the 'Username', which is highlighted with a red rectangular box. Below the input field is a blue 'Next' button. To the left of the 'Next' button is a link for 'Forgot username'. At the bottom of the sign-in section, there is a link for 'New to SAP Business Network?' with sub-links for 'Register Now' and 'Learn more'. On the right side of the page, there is a section for 'SAP Business Network for suppliers webinars' featuring a small image of a person climbing a mountain and a 'Learn More' button. The top of the page shows the 'SAP Business Network' logo and navigation icons.

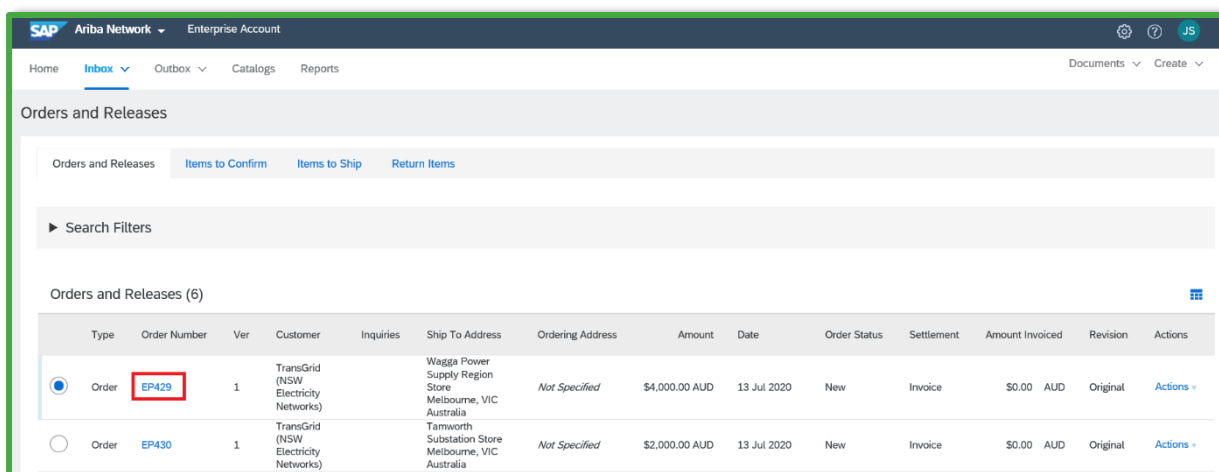
2.2. The Ariba Network Supplier home page displays.



2.3. Click the dropdown arrow next to Inbox, then select **Orders and Releases**.

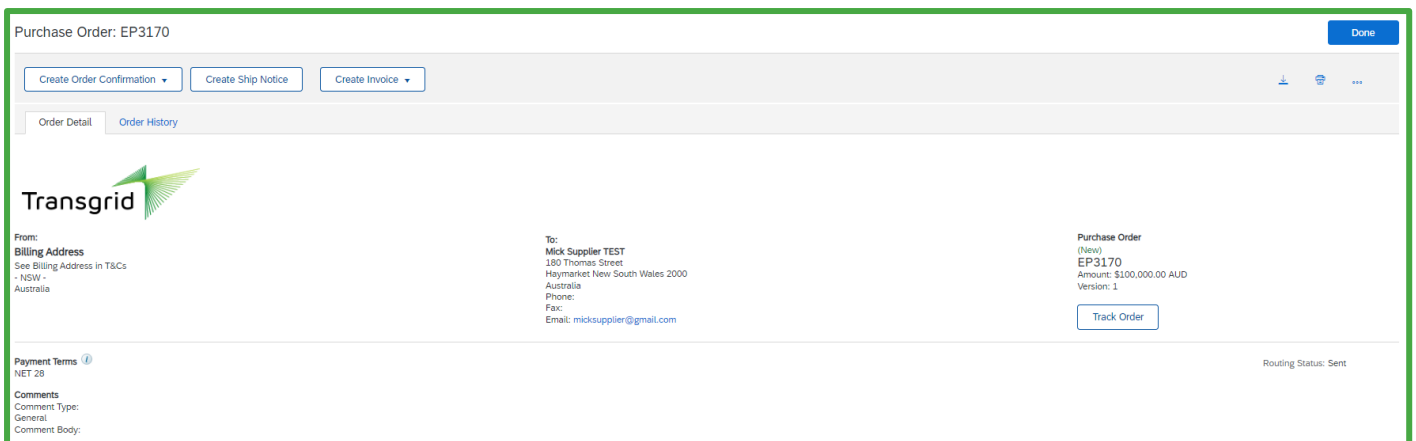


2.4. A list of Purchase Orders displays. Click on the **required PO number**.



Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	EP429	1	TransGrid (NSW Electricity Networks)		Wagga Power Supply Region Store Melbourne, VIC Australia	Not Specified	\$4,000.00 AUD	13 Jul 2020	New	Invoice	\$0.00 AUD	Original	Actions
Order	EP430	1	TransGrid (NSW Electricity Networks)		Tamworth Substation Store Melbourne, VIC Australia	Not Specified	\$2,000.00 AUD	13 Jul 2020	New	Invoice	\$0.00 AUD	Original	Actions

2.5. The **Purchase Order** details screen displays.



Purchase Order: EP3170

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Order Detail | Order History

Transgrid

From: **Billing Address**
See Billing Address in T&Cs
- NSW -
Australia

To: **Mick Supplier TEST**
180 Thomas Street
Haymarket New South Wales 2000
Australia
Phone:
Fax:
Email: micksupplier@gmail.com

Purchase Order (New)
EP3170
Amount: \$100,000.00 AUD
Version: 1

Track Order

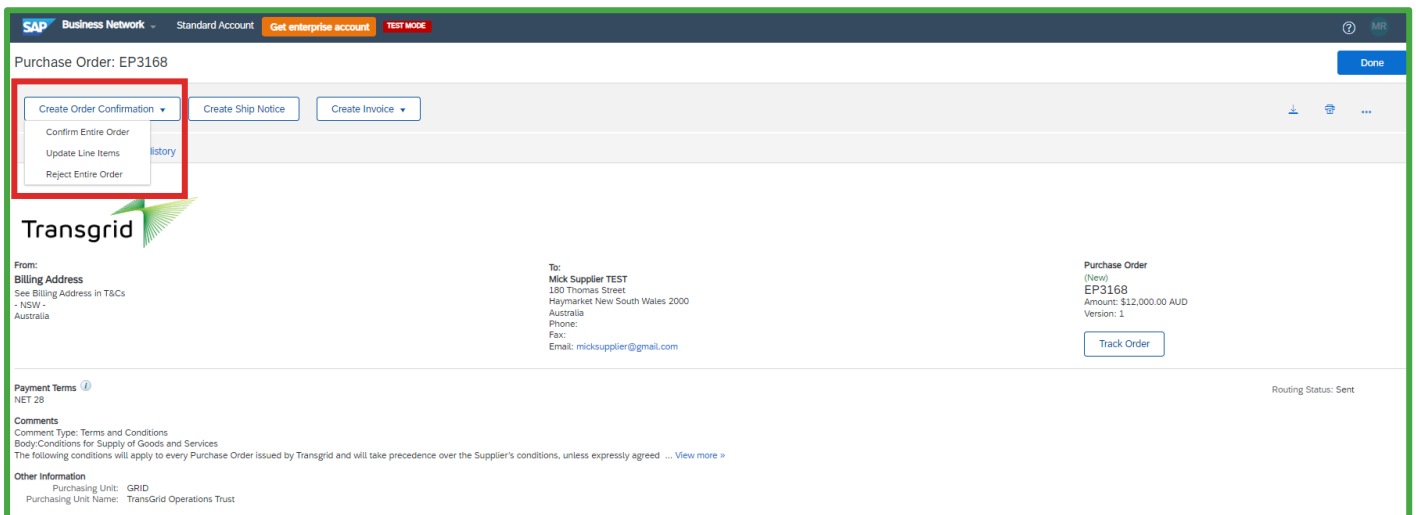
Payment Terms: NET 28

Routing Status: Sent

Comments
Comment Type: General
Comment Body:

- **All suppliers** have the option of creating an order confirmation or creating an invoice.
- **Network Equipment Suppliers** are required to create a Shipping Notice prior to the creation of an invoice.

2.6. Click the dropdown arrow next to **Create Order Confirmation**.



SAP Business Network - Standard Account - Get enterprise account - TEST MODE

Purchase Order: EP3168

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Order Detail | Order History

Transgrid

From: **Billing Address**
See Billing Address in T&Cs
- NSW -
Australia

To: **Mick Supplier TEST**
180 Thomas Street
Haymarket New South Wales 2000
Australia
Phone:
Fax:
Email: micksupplier@gmail.com

Purchase Order (New)
EP3168
Amount: \$12,000.00 AUD
Version: 1

Track Order

Payment Terms: NET 28

Routing Status: Sent

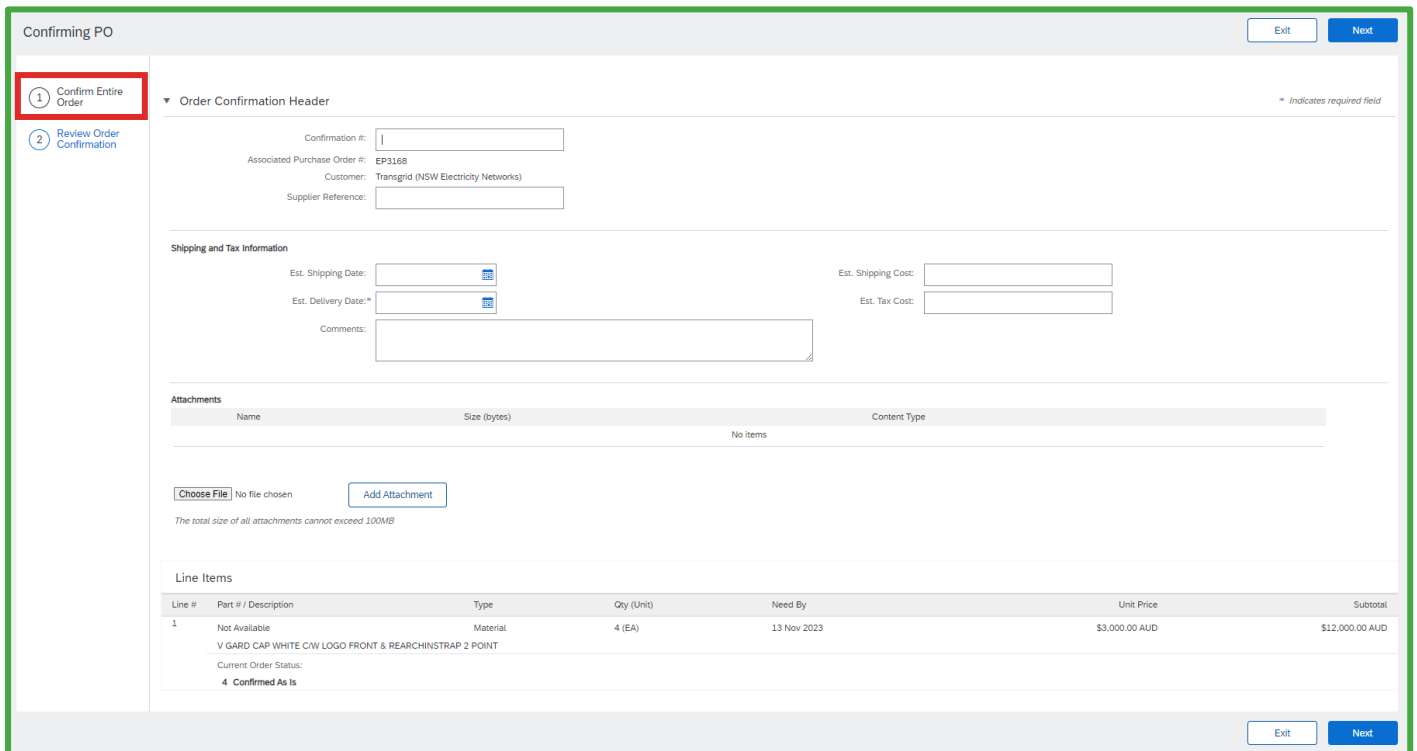
Comments
Comment Type: Terms and Conditions
Body: Conditions for Supply of Goods and Services
The following conditions will apply to every Purchase Order issued by Transgrid and will take precedence over the Supplier's conditions, unless expressly agreed ... View more >

Other Information
Purchasing Unit: GRID
Purchasing Unit Name: TransGrid Operations Trust

Dropdown Menu:
Confirm Entire Order
Update Line Items
Reject Entire Order

3. How to confirm entire order

3.1. Select **Confirm Entire Order**. The *Confirming PO* screen displays.



Confirming PO Exit Next

1 Confirm Entire Order 2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: EP3168

Customer: Transgrid (NSW Electricity Networks)

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available V GARD CAP WHITE C/W LOGO FRONT & REARCHINSTRAP 2 POINT	Material	4 (EA)	13 Nov 2023	\$3,000.00 AUD	\$12,000.00 AUD

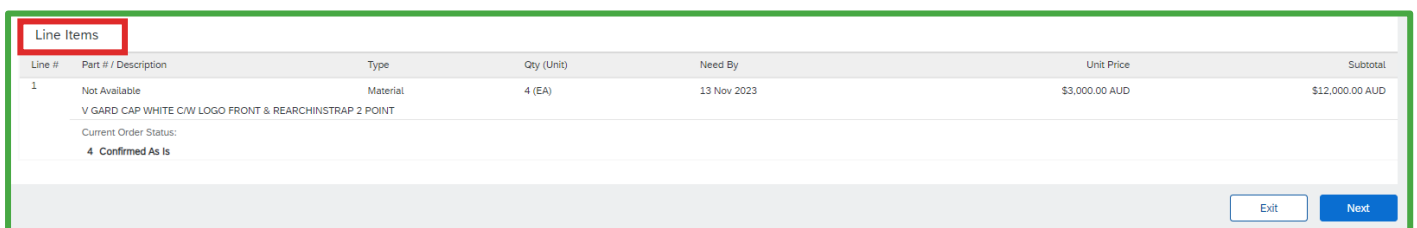
Current Order Status:
4 Confirmed As Is

Exit Next

3.2. Complete the **Order Confirmation Header** section.

Field	Description
Confirmation #	Enter a Confirmation number which is your unique number for identification. Please note confirmation number format accepts only alpha or numeric values with no spaces. Date format must represent ddmmyy e.g., 210720. (limited to 20 characters)
Supplier Reference	Add a unique reference number (<i>optional</i>)
Shipping and Tax Information section	
Est. Delivery Date	Estimated date when the goods or services will be completed or delivered (<i>Mandatory</i>)
Comments	Enter comments for your customer.
Attachments section	
Add Attachment	Add any relevant documents required for the order.

3.3. Scroll down to the **Line Items** section.



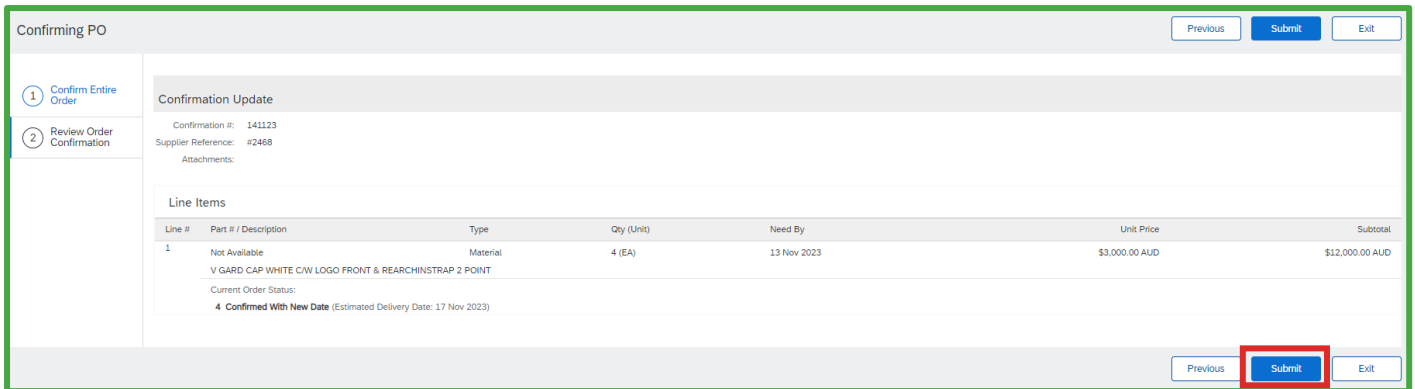
Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available V GARD CAP WHITE C/W LOGO FRONT & REARCHINSTRAP 2 POINT	Material	4 (EA)	13 Nov 2023	\$3,000.00 AUD	\$12,000.00 AUD

Current Order Status:
4 Confirmed As Is

Exit Next

3.4. Line Items section automatically displays the full quantity of the Purchase Order. Click **Next**.



Confirming PO

Confirmation Update

Confirmation #: 141123
Supplier Reference: #2468
Attachments:

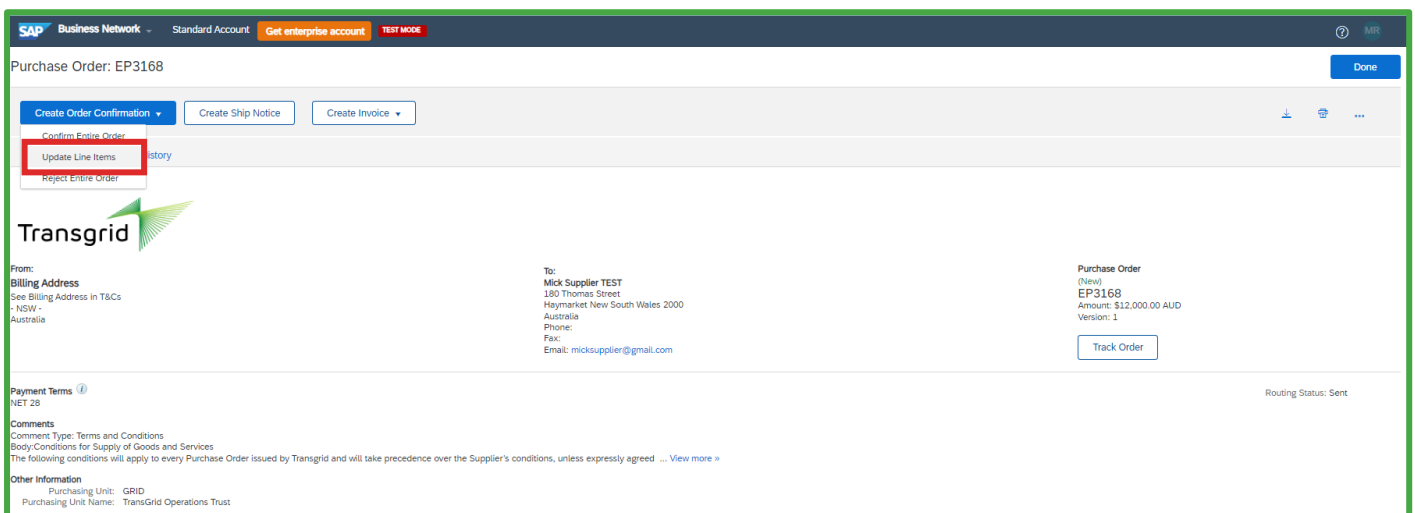
Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available V GARD CAP WHITE C/W LOGO FRONT & REARCHINSTRAP 2 POINT	Material	4 (EA)	13 Nov 2023	\$3,000.00 AUD	\$12,000.00 AUD

Current Order Status:
4 Confirmed With New Date (Estimated Delivery Date: 17 Nov 2023)

3.5. Review the Order Confirmation, then click **Submit**.

4. How to partially confirm an order

4.1. Select **Update Line Items**.



Purchase Order: EP3168

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order
Update Line Items | History
Reject Entire Order

Transgrid

From: Billing Address
See Billing Address in T&Cs
- NSW -
Australia

To: Mick Supplier TEST
180 Thomas Street
Haymarket New-South Wales 2000
Australia
Phone:
Fax:
Email: micksupplier@gmail.com

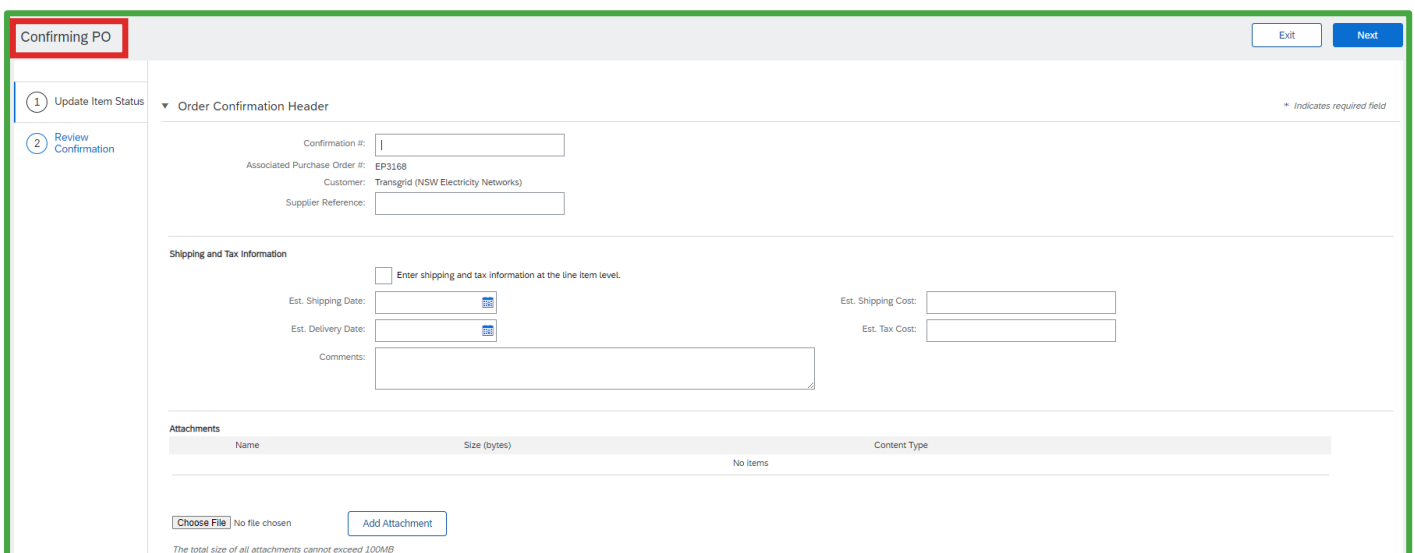
Purchase Order (New)
EP3168
Amount: \$12,000.00 AUD
Version: 1
Track Order

Payment Terms: NET 28
Comments: Comment Type: Terms and Conditions
Body/Conditions for Supply of Goods and Services
The following conditions will apply to every Purchase Order issued by Transgrid and will take precedence over the Supplier's conditions, unless expressly agreed ... View more >

Other Information
Purchasing Unit: GRID
Purchasing Unit Name: TransGrid Operations Trust

Routing Status: Sent

4.2. The **Confirming PO** screen displays.



Confirming PO

1 Update Item Status
2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: EP3168
Customer: Transgrid (NSW Electricity Networks)
Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

4.3. Complete the Order Confirmation Header section.

Field	Description
Confirmation #	Enter a Confirmation # which is your unique number for identification. Please note confirmation number format accepts only alpha or numeric values with no spaces. Date format must represent ddmmyy e.g., 210720. (limited to 20 characters)
Supplier Reference	Add a unique reference number (<i>optional</i>)
Shipping and Tax Information section	
Est. Delivery Date	Estimated date when the goods or services will be completed or delivered.
Comments	Enter comments for your customer.
Attachments section	
Add Attachment	Add any relevant documents required for the order.

4.4. Scroll down to the **Line Items** section.

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available V GARD CAP WHITE CW LOGO FRONT & REARCHINSTRAP 2 POINT	Material	4 (EA)	13 Nov 2023	\$3,000.00 AUD	\$12,000.00 AUD

Current Order Status

4 Unconfirmed

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

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB

[Confirm All](#)

- **All suppliers** have the option of Confirming, Backordering or Rejecting the order.
- **Backordering** means that you will delay shipment until the requested items are available.

4.5. Enter a value into the allocated fields to confirm or backorder items.

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available V GARD CAP WHITE CW LOGO FRONT & REARCHINSTRAP 2 POINT	Material	4 (EA)	13 Nov 2023	\$3,000.00 AUD	\$12,000.00 AUD

Current Order Status

4 Unconfirmed

Confirm: Backorder:

 Reject: [Details](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB

[Confirm All](#)

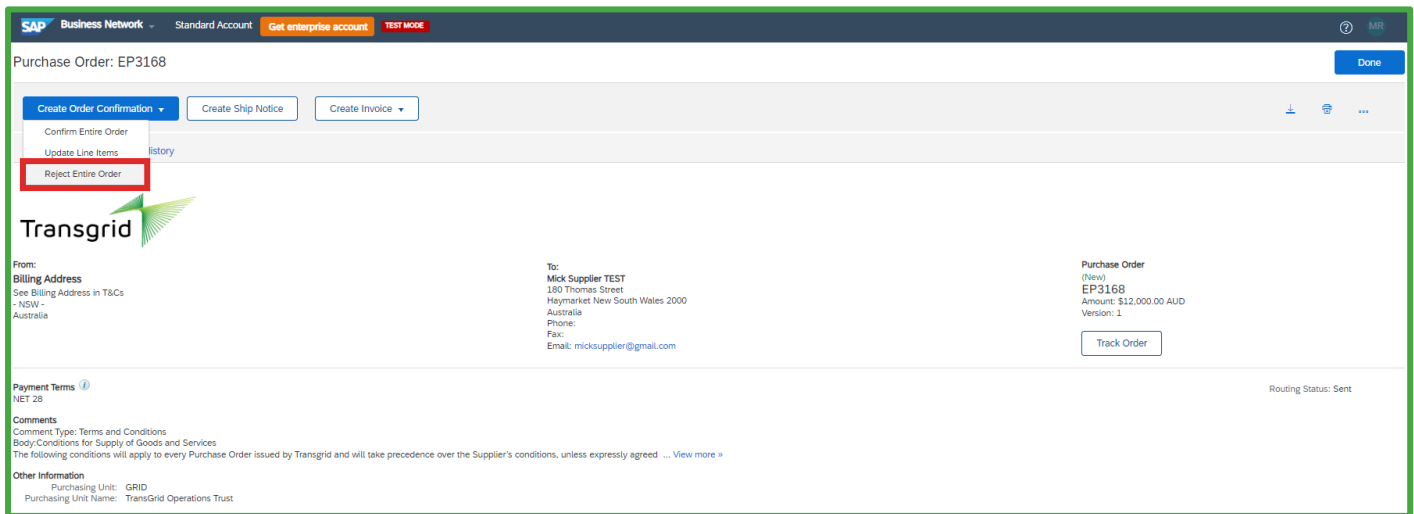
4.6. Click **Next** button.

4.7. Review the **Order Confirmation**, then click **Submit**

4.8. To create another **Order Confirmation** against the same purchase order, repeat steps from Section 2.

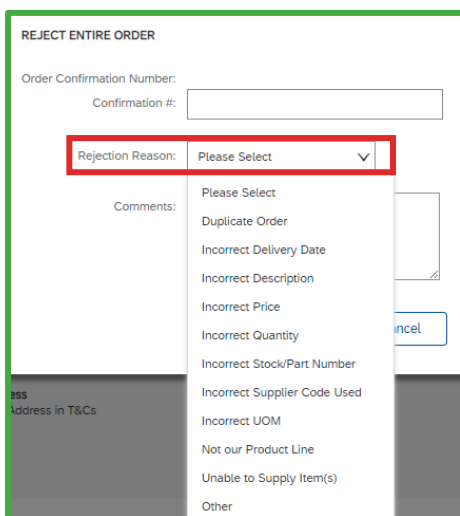
5. How to reject an order

5.1. Select **Reject Entire Order**.



5.2. The **Reject Entire Order** screen displays. Please enter in the details for rejecting the order.

5.3. The **Rejection Reason** is a drop-down list as shown below. If the reason is something different, please select **Other** and enter in the reason in the Comments field.



5.4. Complete the **Reject Entire Order** fields.

Field	Description
Confirmation #	Enter a Confirmation # which is your unique number for identification. Please note confirmation number format accepts only alpha or numeric values with no spaces. Date format must represent ddmmyy e.g., 210720. (limited to 20 characters).
Rejection Reason	Select from a dropdown list the reason the order is being rejected.
Comments	Enter comments for your customer.

5.5. Click **Reject Order** button.

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Rejection Reason:

Comments:

5.6. In the **Purchase Order**, click **Order History** tab to view status of **Order Confirmation**.

Purchase Order: EP3168 Done

Order Detail Order History

Purchase Order: EP3168
Order Status: Rejected
Submitted On: 16 Oct 2023 3:54:08 PM GMT+11:00

From Customer: Transgrid (NSW Electricity Networks)
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-109523028	16 Oct 2023 3:54:18 PM
	Email order was sent to micksupplier@gmail.com.	ANPODispatcher-109553007	16 Oct 2023 3:54:23 PM
Sent	Email order was sent to micksupplier@gmail.com.	OrderDispatcher - Email	16 Oct 2023 3:54:24 PM
Rejected	141123	Mick Rowe	14 Nov 2023 3:36:02 PM

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1		Not Available	4 (EA)	13 Nov 2023	\$3,000.00 AUD	\$12,000.00 AUD

Status

4 Rejected With Comments (Rejection Reason: Incorrect Price; Comments: Please send an updated order with the correct price)

Sub-total: \$12,000.00 AUD

Done

5.7. Select **Orders** tile to see status of all purchase orders.

Orders Order Inquiries

4
Orders
Last 31 days

0
Items to confirm
Last 31 days

0
Items to ship
Last 31 days

0
Return items
Last 31 days

3
New orders
Last 31 days

0
Changed orders
Last 31 days

3
Orders to invoice
Last 31 days

0
Orders with service
Last 31 days

Orders (4) Last 31 days

▼ Edit filter | Last 31 days

Customers

Order numbers

 Partial match Exact match

Creation date

Order status
Include

Company codes

Show more Apply Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
EP3170	Transgrid (NSW Electricity Networks)	\$100000 AUD	Nov 13, 2023	New		...
EP3168	Transgrid (NSW Electricity Networks)	\$12000 AUD	Oct 16, 2023	Rejected		...
EP3167	Transgrid (NSW Electricity Networks)	\$6000 AUD	Oct 16, 2023	New		...
EP3166	Transgrid (NSW Electricity Networks)	\$200 AUD	Oct 16, 2023	New		...

5.8. Depending on the reason the purchase order was rejected, Transgrid have the option of sending through an updated purchase order (Change Order) with the required amendments.