



# Quick Reference Guide

Creating an Order Confirmation with a Standard 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 a standard 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 from your Dashboard](#)

[How to create an order confirmation from the interactive email order](#)

[How to confirm entire order](#)

[How to partially confirm an order](#)

[How to reject an order](#)

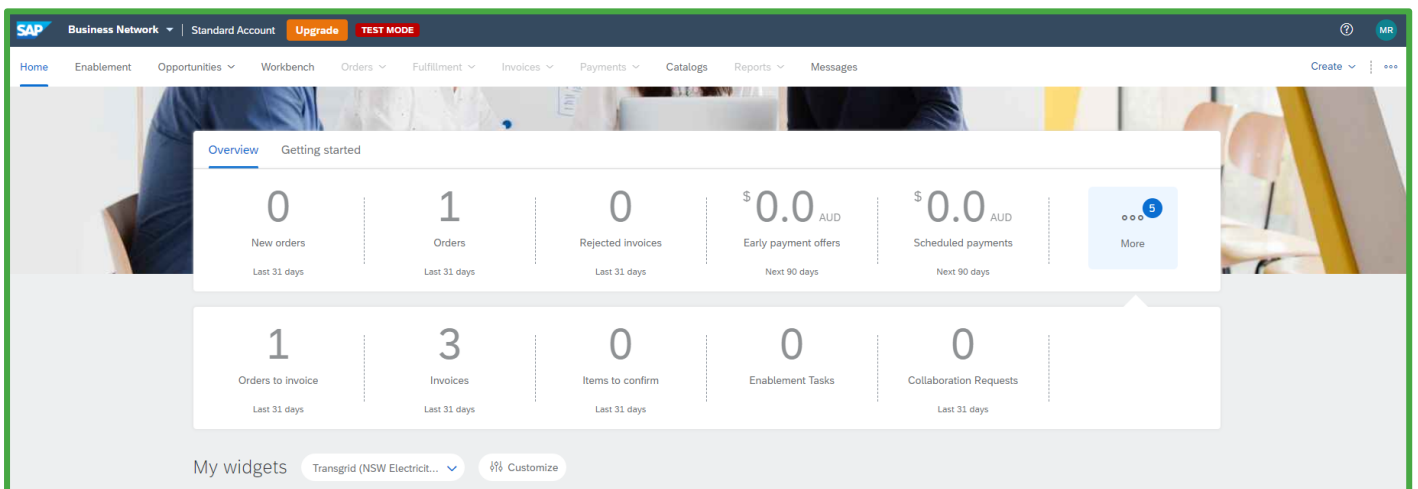
## 2. How to create an order confirmation from your Dashboard

The easiest way to manage your invoicing is through the interactive dashboard that appears when you log into your Ariba account. Provided our accounts are linked, then your Transgrid orders and invoices will be visible on the interactive dashboard.

If Transgrid isn't showing up for selection, then all you need to do to link our accounts is click on the Process Order button on any of the interactive Purchase Order emails that you've received from Transgrid. Sign in with your Ariba log-in (noting it needs to be the same log-in that you used when registering as a supplier to Transgrid) and that's it, our accounts are linked.

After clicking on the Orders to Invoice tile, you'll see all your Transgrid orders, and simply click on the blue Purchase Order number to open the order and commence the Create Order Confirmation process as per step 3.5 below onwards.

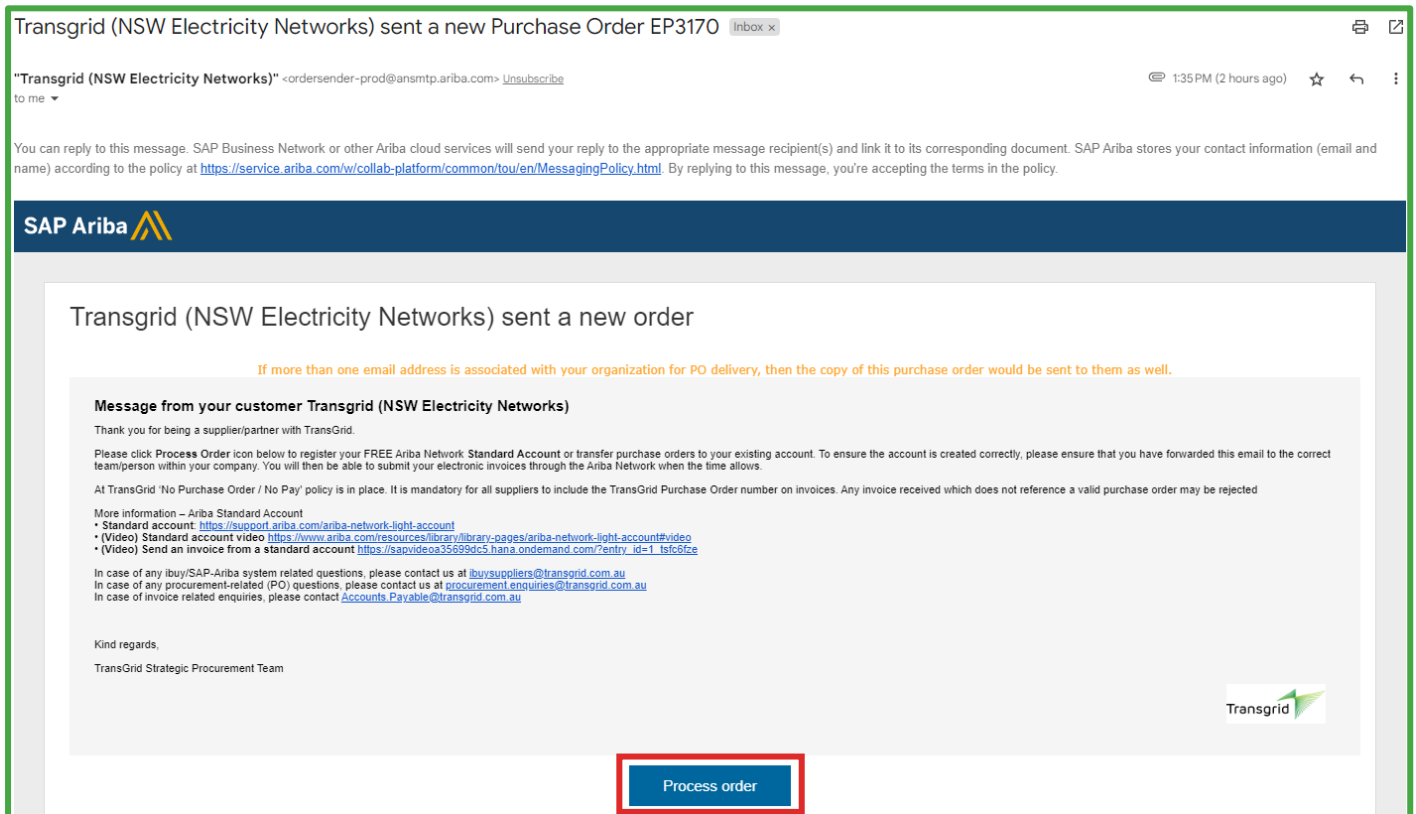
**Note** you'll need to change the search filter from the **default of "Last 31 days"** to view older orders.



### 3. How to create an order confirmation from the interactive email order

#### 3.1. Accessing a Purchase Order from an Interactive Email Order

- As a supplier, you will receive an interactive email notification containing purchase order information.



Transgrid (NSW Electricity Networks) sent a new Purchase Order EP3170 inbox x

"Transgrid (NSW Electricity Networks)" <ordersender-prod@ansmtp.ariba.com> [Unsubscribe](#) 1:35 PM (2 hours ago) ☆ ↶ ⋮  
to me ▾

You can reply to this message. SAP Business Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

**SAP Ariba**

Transgrid (NSW Electricity Networks) sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

**Message from your customer Transgrid (NSW Electricity Networks)**

Thank you for being a supplier/partner with TransGrid.

Please click **Process Order** icon below to register your FREE Ariba Network Standard Account or transfer purchase orders to your existing account. To ensure the account is created correctly, please ensure that you have forwarded this email to the correct team/person within your company. You will then be able to submit your electronic invoices through the Ariba Network when the time allows.

All TransGrid 'No Purchase Order / No Pay' policy is in place. It is mandatory for all suppliers to include the TransGrid Purchase Order number on invoices. Any invoice received which does not reference a valid purchase order may be rejected

More information – Ariba Standard Account  
 • Standard account: <https://support.ariba.com/ariba-network-light-account>  
 • (Video) Standard account video <https://www.ariba.com/resources/library/library-pages/ariba-network-light-account#video>  
 • (Video) Send an invoice from a standard account [https://sapvideoa35699dc5.hana.ondemand.com/?entry\\_id=1\\_tsf66fe](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_tsf66fe)

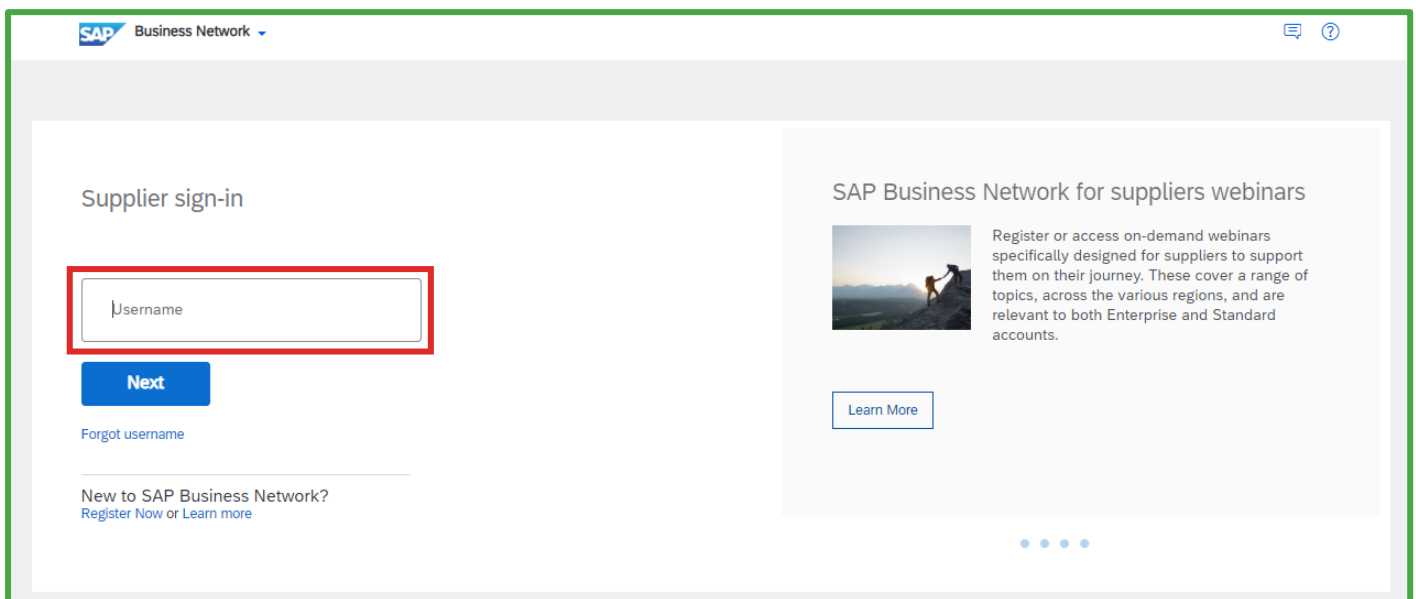
In case of any ibuy/SAP-Ariba system related questions, please contact us at [buysuppliers@transgrid.com.au](mailto:buysuppliers@transgrid.com.au)  
 In case of any procurement-related (PO) questions, please contact us at [procurement.enquiries@transgrid.com.au](mailto:procurement.enquiries@transgrid.com.au)  
 In case of invoice related enquiries, please contact [Accounts.Payable@transgrid.com.au](mailto:Accounts.Payable@transgrid.com.au)

Kind regards,  
 TransGrid Strategic Procurement Team

**Process order**

#### 3.2. Click on **Process Order**.

#### 3.3. Enter your Username and Password, then click on Login button.



SAP Business Network

Supplier sign-in

**Next**

[Forgot username](#)

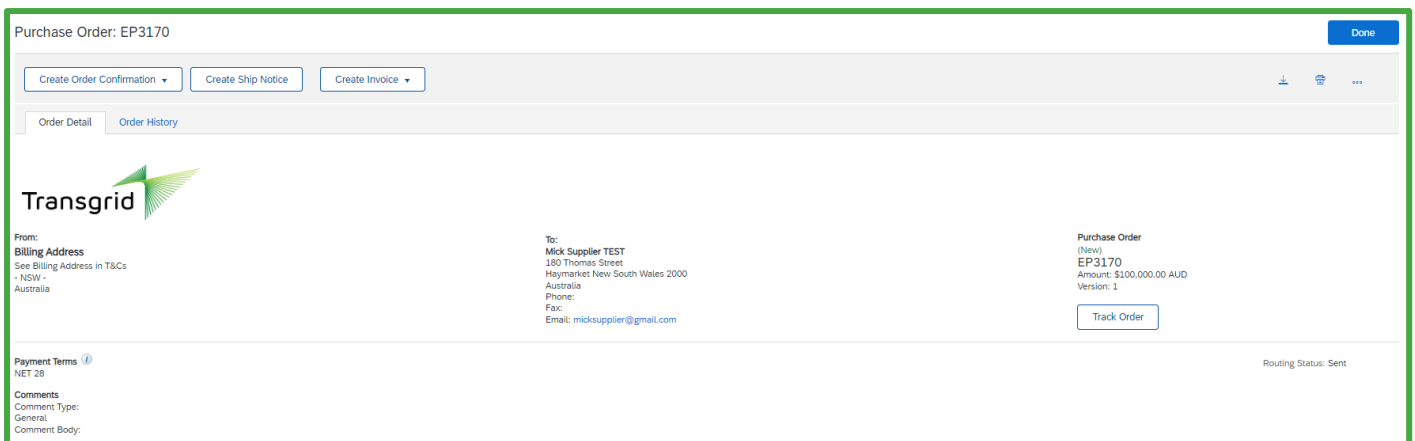
New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

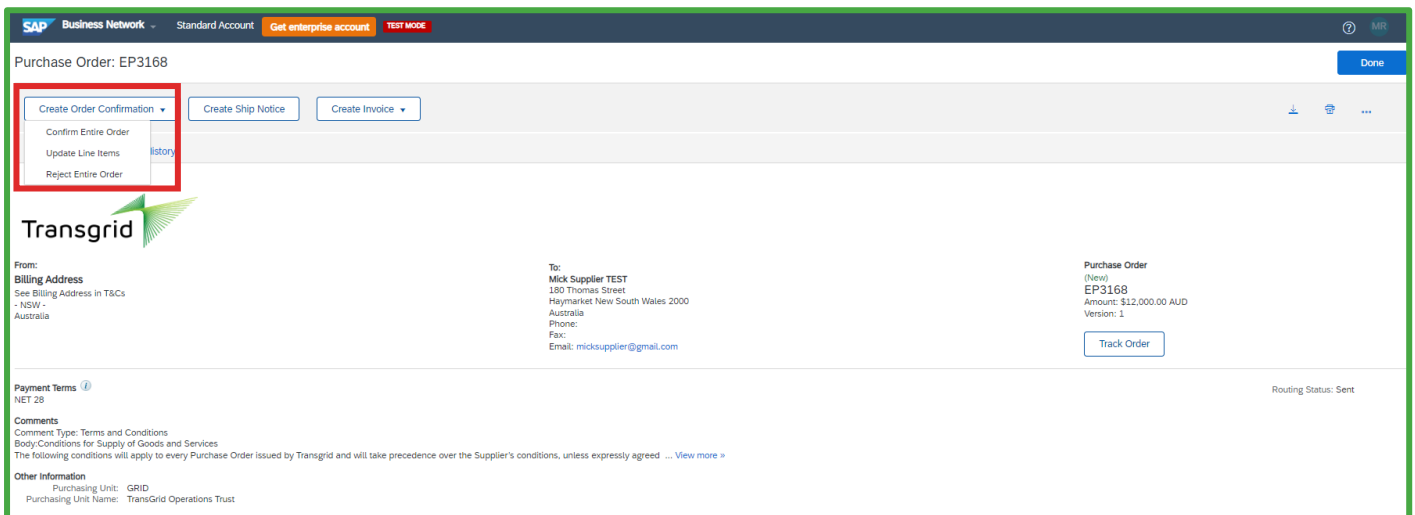
[Learn More](#)

### 3.4. The **Purchase Order** details screen displays.



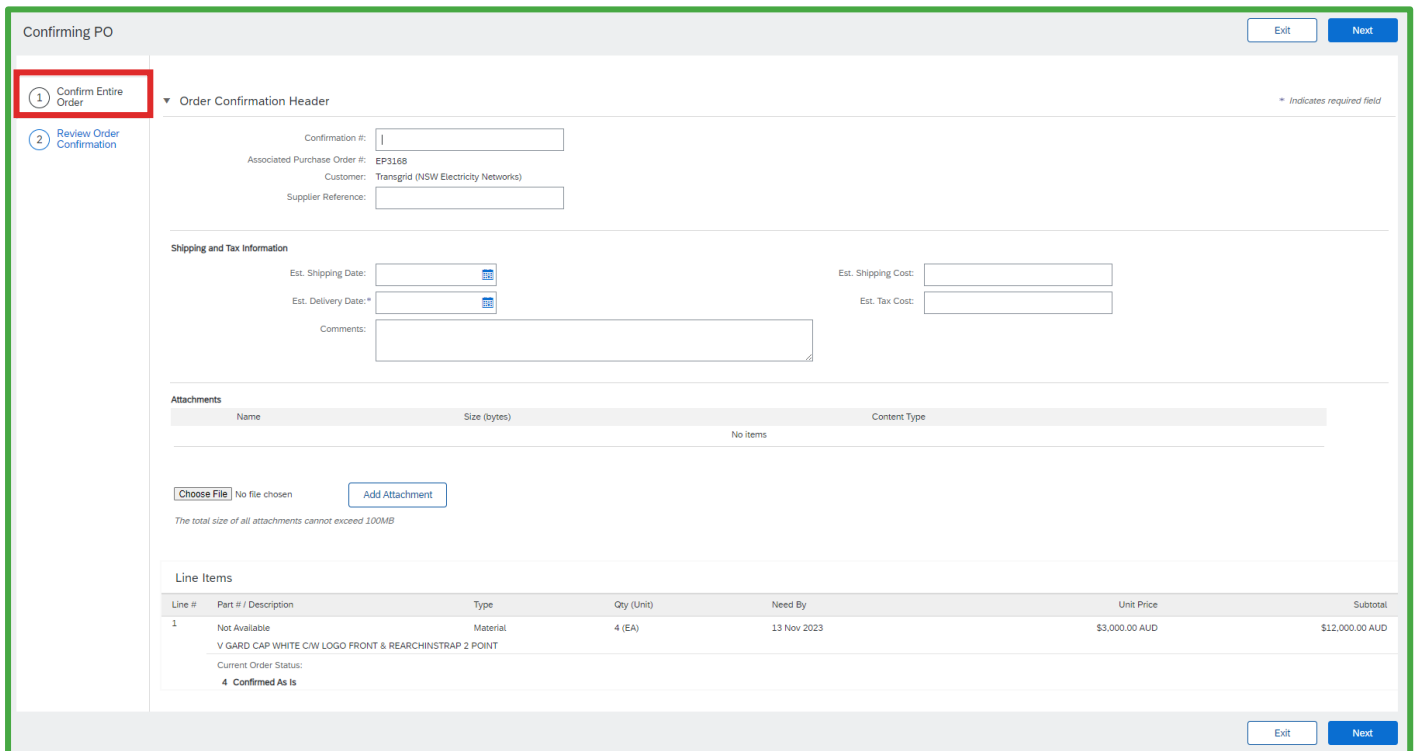
- **All suppliers** have the option of **creating an order confirmation** or **creating an invoice**.
- **Network Equipment Suppliers** are required to create a Shipping Notice prior to the creation of an invoice.

### 3.5. Click the dropdown arrow next to **Create Order Confirmation**.



## 4. How to confirm entire order

### 4.1. Select **Confirm Entire Order**. The *Confirming PO* screen displays.

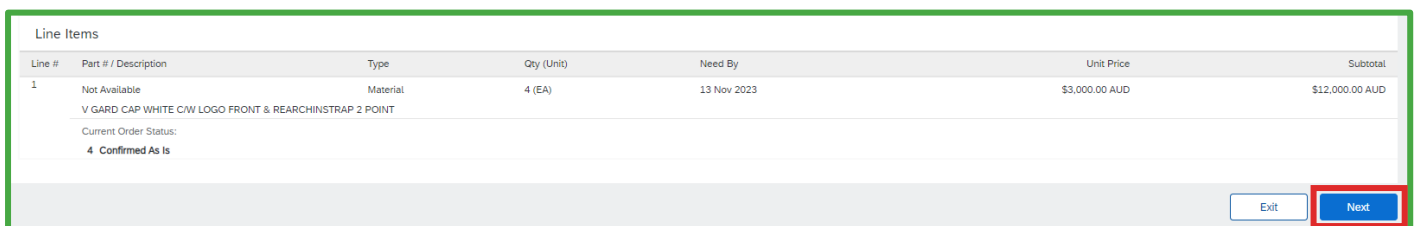


- Complete the **Order Confirmation Header** section.

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> )
<b>Shipping and Tax Information section</b>	
Est. Delivery Date	Estimated date when the goods or services will be completed or delivered ( <i>Mandatory</i> ).
Comments	Enter comments for your customer.
<b>Attachments section</b>	
Add Attachment	Add any relevant documents required for the order.

### 4.2. Scroll down to the **Line Items** section.

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



#### 4.4. Review the **Order Confirmation**, then click **Submit**.

Confirming PO

Previous **Submit** Exit

1 Confirm Entire Order

**2 Review Order Confirmation**

**Confirmation Update**

Confirmation #: 141123  
Supplier Reference: #2468  
Attachments:

**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 With New Date** (Estimated Delivery Date: 17 Nov 2023)

Previous **Submit** Exit

### 5. How to partially confirm an order

#### 5.1. Select **Update Line Items**.

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

Purchase Order: EP3168 Done

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 (i) 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

#### 5.2. The **Confirming PO** screen displays.

**Confirming PO** Exit Next

1 Update Item Status

2 Review Confirmation

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

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:

Comments:

Est. Shipping Cost:

Est. Tax Cost:

**Attachments**

Name	Size (bytes)	Content Type
No Items		

No file chosen

The total size of all attachments cannot exceed 100MB

### 5.3. 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 and must be all caps. Date format must represent ddmmyy e.g., 210720. (limited to 20 characters)
Supplier Reference	Add a unique reference number ( <i>optional</i> )
<b>Shipping and Tax Information section</b>	
Est. Delivery Date	Estimated date when the goods or services will be completed or delivered.
Comments	Enter comments for your customer.
<b>Attachments section</b>	
Add Attachment	Add any relevant documents required for the order.

### 5.4. 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 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 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.

### 5.5. 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 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 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](#)

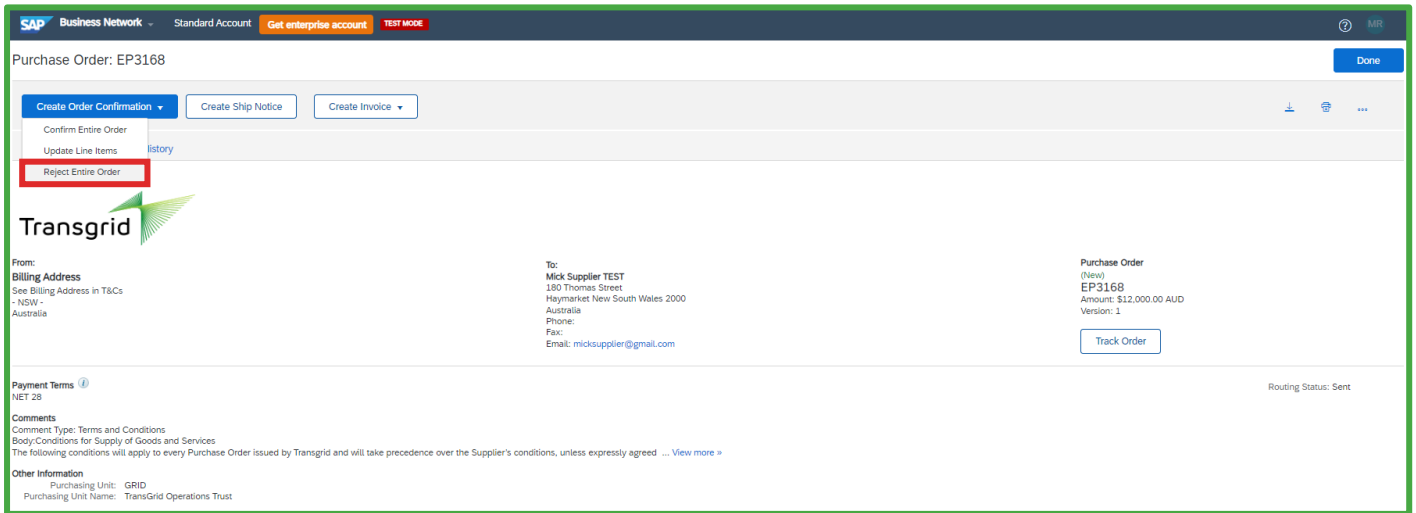
### 5.6. Click **Next**

### 5.7. Review the **Order Confirmation**, then click **Submit**

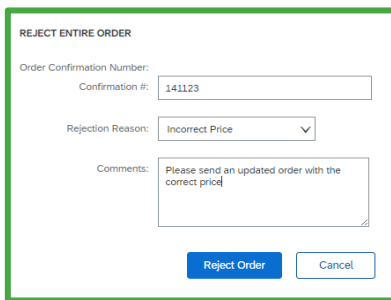
5.8. To create another Order Confirmation against the same purchase order, repeat steps in Accessing a Purchase Order from an Interactive Email.

## 6. How to reject an order

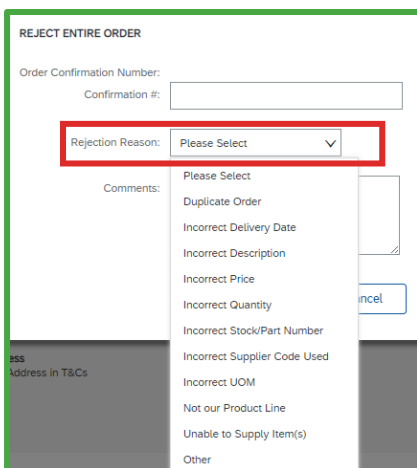
### 6.1. Select Reject Entire Order.



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



### 6.3. 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.



### 6.4. 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 order is being rejected.
Comments	Enter comments for your customer.

### 6.5. Click **Reject Order** button.

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #:

Rejection Reason:

Comments:

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

Purchase Order: EP3168 Done

Order Detail Order History

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Purchase Order: EP3168      From Customer: Transgrid (NSW Electricity Networks)  
 Order Status: Rejected      Routing Status: Acknowledged  
 Submitted On: 16 Oct 2023 3:54:08 PM GMT+11:00

**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

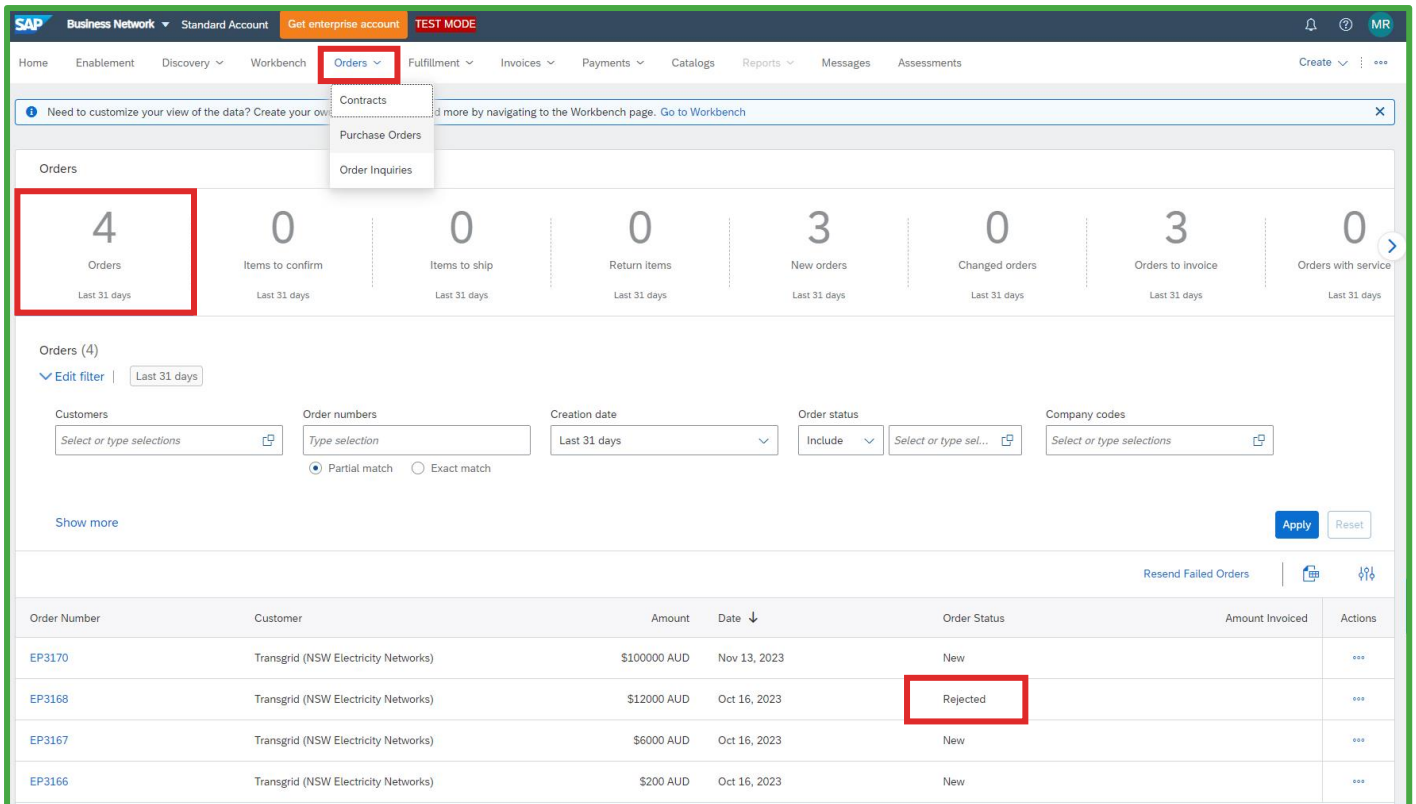
**Status**  
 4 Rejected With Comments (Rejection Reason: Incorrect Price; Comments: Please send an updated order with the correct price)

Sub-total: \$12,000.00 AUD

Done



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



The screenshot shows the SAP Business Network interface. The 'Orders' menu is highlighted in the top navigation bar. A dropdown menu is open, showing 'Orders', 'Purchase Orders', and 'Order Inquiries'. The 'Orders' tile is highlighted with a red box, showing a count of 4. Below the tiles, there are filters for Customers, Order numbers, Creation date, Order status, and Company codes. The 'Order status' filter is set to 'Include' and 'Rejected' is selected. The table below shows a list of orders with columns for Order Number, Customer, Amount, Date, Order Status, and Amount Invoiced. The 'Rejected' status is highlighted with a red box.

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		...

## 6.8. 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.