

1. Overview

1.1 Purpose

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

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

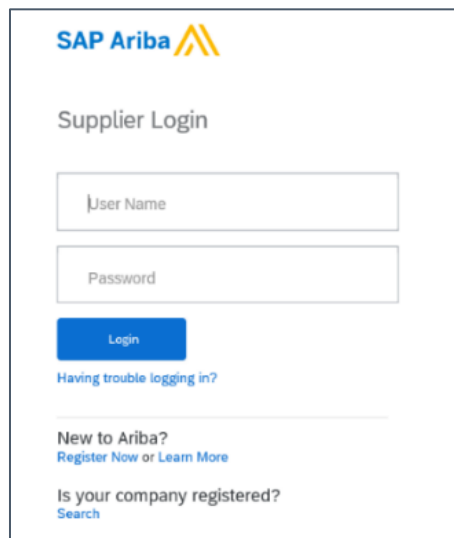
1.1.1 Related Process

- [Accessing a Purchase Order from an Enterprise Account](#)
- [Partially Confirming an Order](#)
- [Rejecting an Order](#)

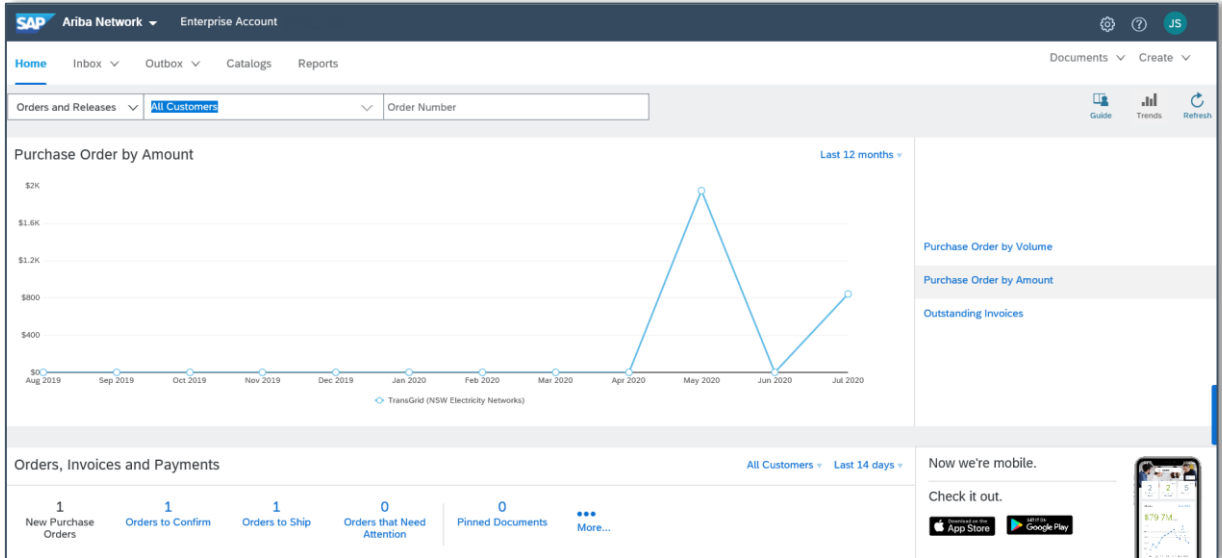
2. Creating an Order Confirmation

2.1 Accessing a Purchase Order from an Enterprise Account

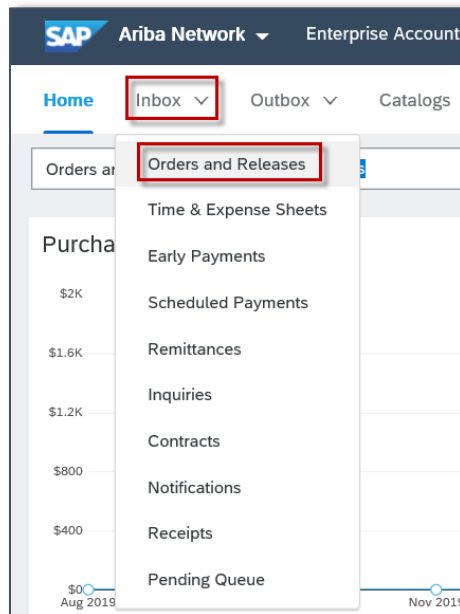
- Go to supplier.ariba.com and enter your **Username** and **Password**, then click on **Login** button.



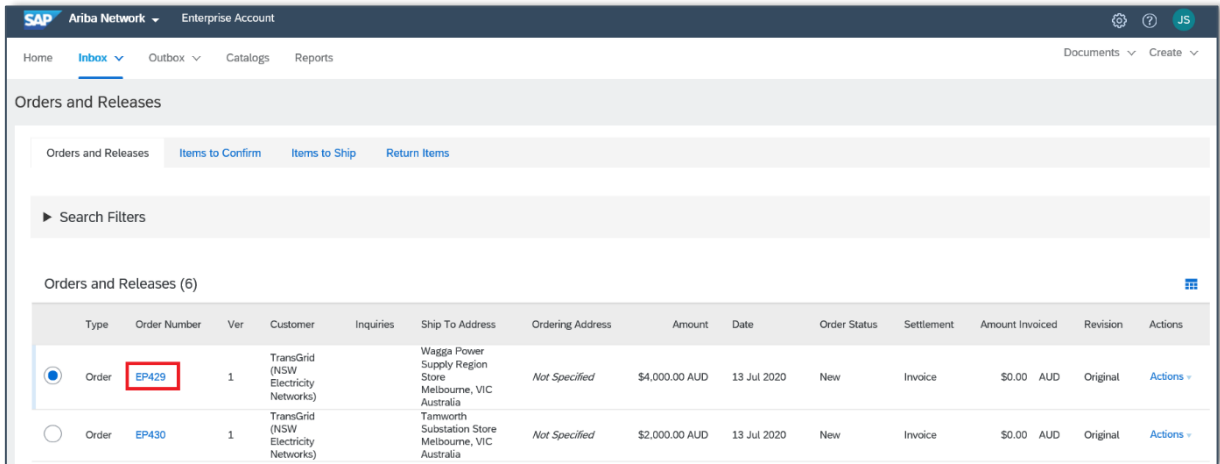
- The Ariba Network Supplier home page displays.



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

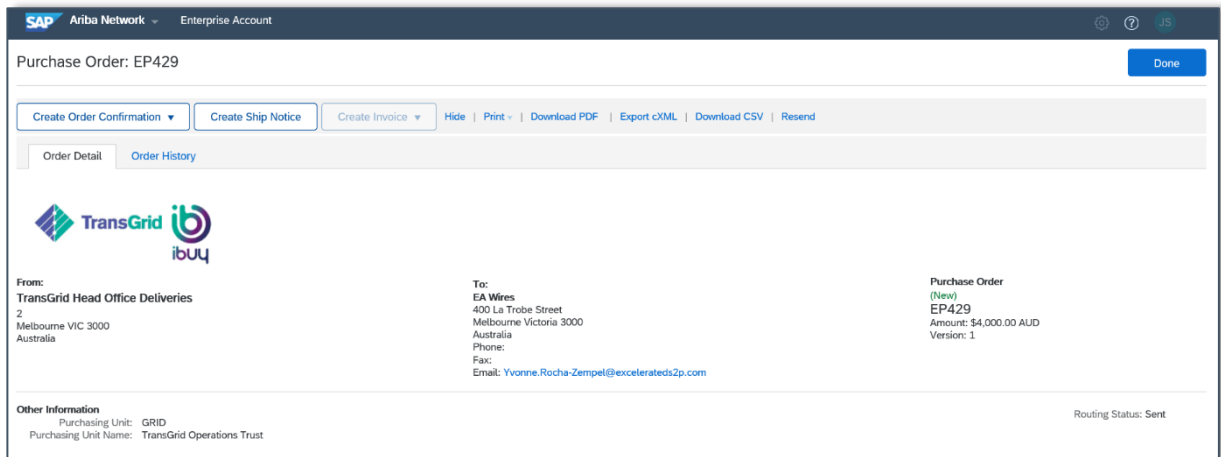


d. A list of Purchase Orders displays. **Click** on the required PO number.



Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/>	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 -
<input type="radio"/>	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 -

e. The *Purchase Order* details screen displays.



Purchase Order: EP429 Done

Order Detail | Order History

From:
TransGrid Head Office Deliveries
2
Melbourne VIC 3000
Australia

To:
EA Wires
400 La Trobe Street
Melbourne Victoria 3000
Australia
Phone:
Fax:
Email: Yvonne.Rocha-Zempel@excaterateds2p.com

Purchase Order (New)
EP429
Amount: \$4,000.00 AUD
Version: 1

Other Information
Purchasing Unit: GRID
Purchasing Unit Name: TransGrid Operations Trust Routing Status: Sent

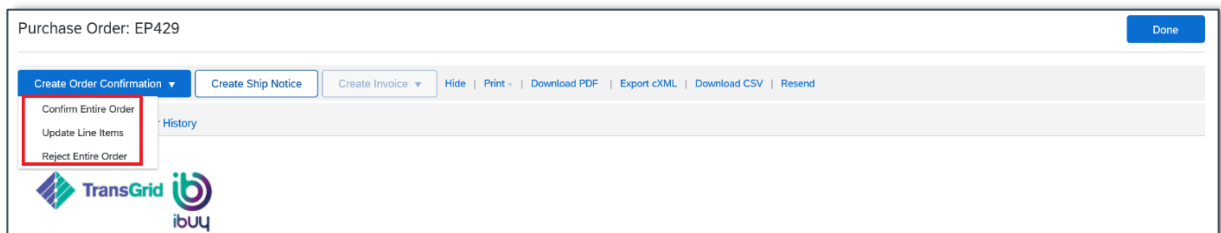


All suppliers have the option of creating an order confirmation or creating an invoice.



Network Equipment Suppliers are required to create a Shipping Notice prior to the creation of an invoice.

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



Purchase Order: EP429 Done

Order Detail | Order History

Confirm Entire Order

Update Line Items

Reject Entire Order

From:
TransGrid Head Office Deliveries
2
Melbourne VIC 3000
Australia

To:
EA Wires
400 La Trobe Street
Melbourne Victoria 3000
Australia
Phone:
Fax:
Email: Yvonne.Rocha-Zempel@excaterateds2p.com

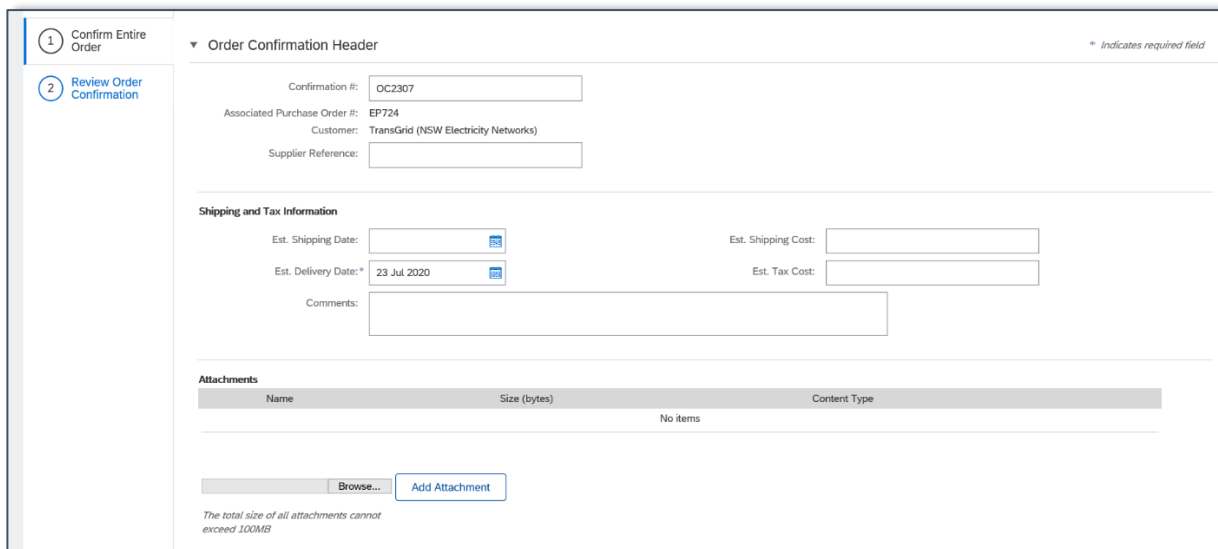
Purchase Order (New)
EP429
Amount: \$4,000.00 AUD
Version: 1

Other Information
Purchasing Unit: GRID
Purchasing Unit Name: TransGrid Operations Trust Routing Status: Sent

If you need to...	Definition	Then ...
Confirm Entire Order	Agree to fulfill all ordered items.	Go to section 2.2
Update Line Items	Agree to fulfill part of the order.	Go to section 2.3
Reject Entire Order	You reject the entire order.	Go to section 2.4

2.2 Confirming Entire Order

- a. Select **Confirm Entire Order**. The *Confirming PO* screen displays.



- b. 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.
Comments	Enter comments for your customer.

Field	Description
Attachments section	
Add Attachment	Add any relevant documents required for the order.

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

Attachments

Name	Size (bytes)	Content Type
No items		

Browse...

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	PP1-15 ITEM 1.1 Circuit Breakers - Live Tank	3 (EA)	\$2,500.00 AUD	\$7,500.00 AUD

Current Order Status:
3 Confirmed As Is

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

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC2307
Supplier Reference:
Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	PP1-15 ITEM 1.1 Circuit Breakers - Live Tank	3 (EA)	\$2,500.00 AUD	\$7,500.00 AUD

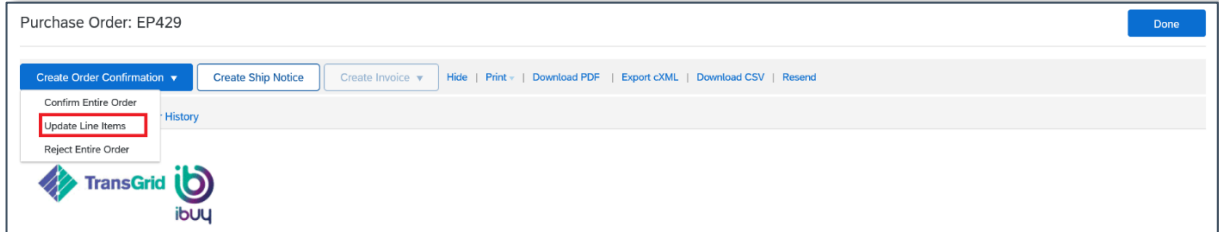
Current Order Status:
3 Confirmed With New Date (Estimated Delivery Date: 23 Jul 2020)

e. Review the Order Confirmation, then click **Submit** button.

💡 End of process.

2.3 Partially Confirming an Order



- a. Select **Update Line Items**.



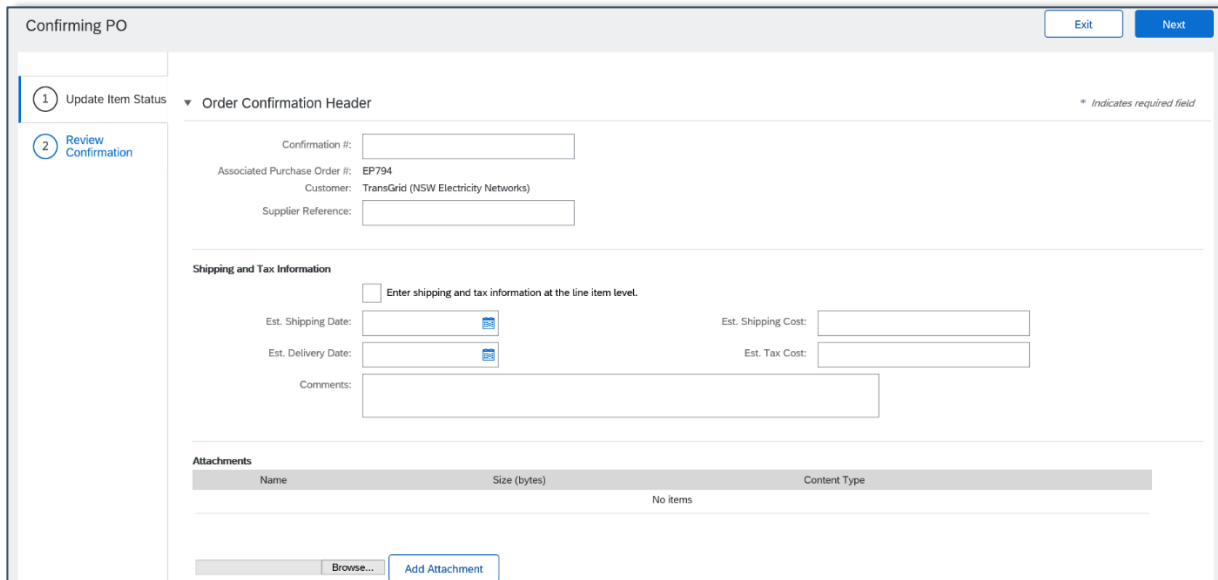
Purchase Order: EP429 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Confirm Entire Order](#)
Update Line Items | [History](#)
[Reject Entire Order](#)

- b. 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 #: EP794

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		

- c. 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 (optional)
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.

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

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal						
1	Not Available Circuit Breakers	5 (EA)	23 Jul 2020	\$2,500.00 AUD	\$12,500.00 AUD						
Current Order Status <input checked="" type="radio"/> 5 Unconfirmed Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ											
Attachments: <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No items</td> </tr> </tbody> </table> <input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/> <small>The total size of all attachments cannot exceed 100MB</small>						Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type									
No items											
2	Not Available Bushings	8 (EA)	23 Jul 2020	\$2,500.00 AUD	\$20,000.00 AUD						
Current Order Status <input checked="" type="radio"/> 8 Unconfirmed Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ											

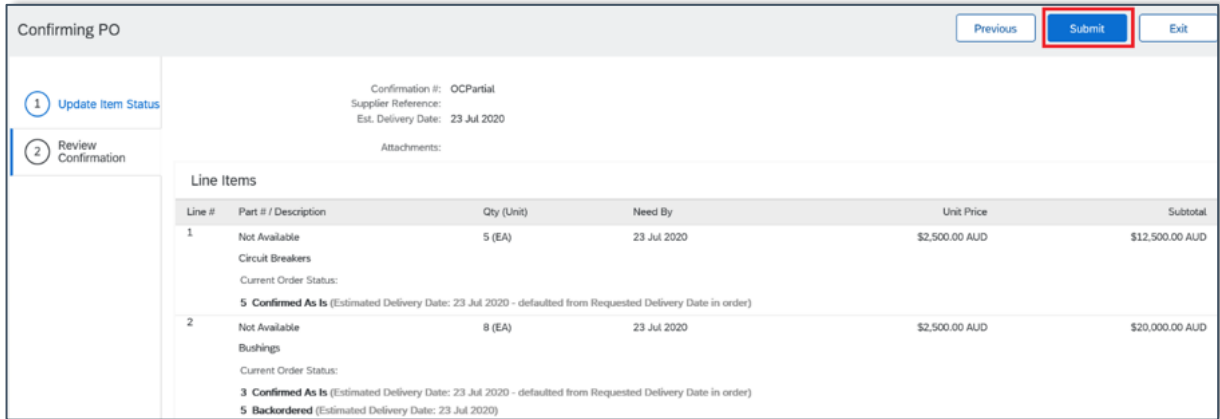
💡 **All suppliers** have the option of Confirming, Backordering or Rejecting the order.

💡 **Backordering** means that you will delay shipment until the requested items are available.

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

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal						
1	Not Available Circuit Breakers	5 (EA)	23 Jul 2020	\$2,500.00 AUD	\$12,500.00 AUD						
Current Order Status <input checked="" type="radio"/> 5 Unconfirmed Confirm: <input type="text" value="5"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ											
Attachments: <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No items</td> </tr> </tbody> </table> <input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/> <small>The total size of all attachments cannot exceed 100MB</small>						Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type									
No items											
2	Not Available Bushings	8 (EA)	23 Jul 2020	\$2,500.00 AUD	\$20,000.00 AUD						
Current Order Status <input checked="" type="radio"/> 8 Unconfirmed Confirm: <input type="text" value="3"/> Backorder: <input type="text" value="5"/> Reject: <input type="text"/> Details ⓘ											

- f. Click **Next** button.




Confirming PO

Confirmation #: OCPartial
Supplier Reference:
Est. Delivery Date: 23 Jul 2020

Attachments:

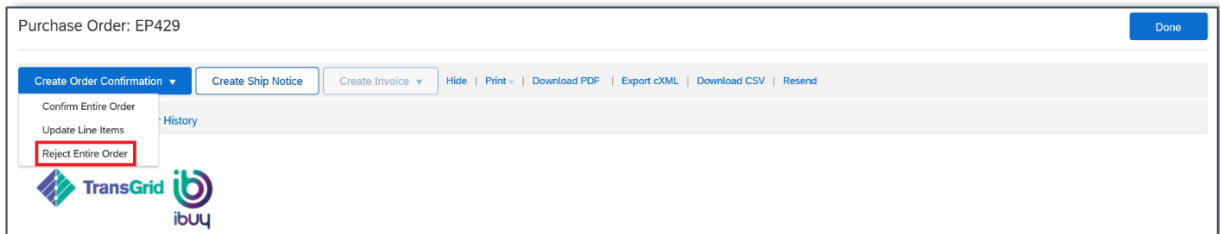
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Circuit Breakers Current Order Status: 5 Confirmed As Is (Estimated Delivery Date: 23 Jul 2020 - defaulted from Requested Delivery Date in order)	5 (EA)	23 Jul 2020	\$2,500.00 AUD	\$12,500.00 AUD
2	Not Available Bushings Current Order Status: 3 Confirmed As Is (Estimated Delivery Date: 23 Jul 2020 - defaulted from Requested Delivery Date in order) 5 Backordered (Estimated Delivery Date: 23 Jul 2020)	8 (EA)	23 Jul 2020	\$2,500.00 AUD	\$20,000.00 AUD

- g. Review the Order Confirmation, then click **Submit** button.
- h. To create another Order Confirmation against the same purchase order, repeat steps in section 2.1 Accessing a Purchase Order from an Enterprise Account.

 End of process.

2.4 Rejecting an Order

- a. Select **Reject Entire Order**.



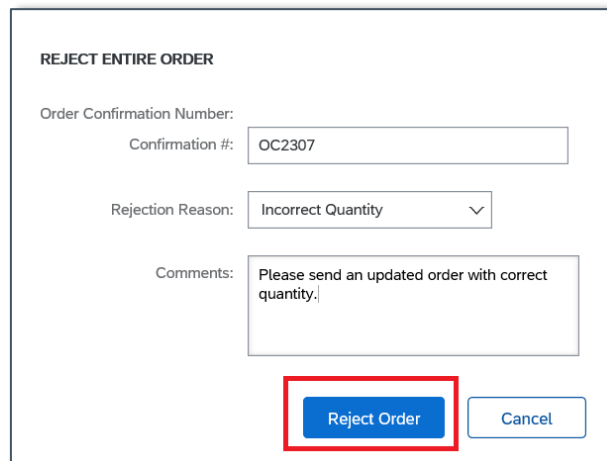
Purchase Order: EP429

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

TransGrid ibuy

- b. The *Reject Entire* screen displays.



REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: OC2307

Rejection Reason: Incorrect Quantity

Comments: Please send an updated order with correct quantity.

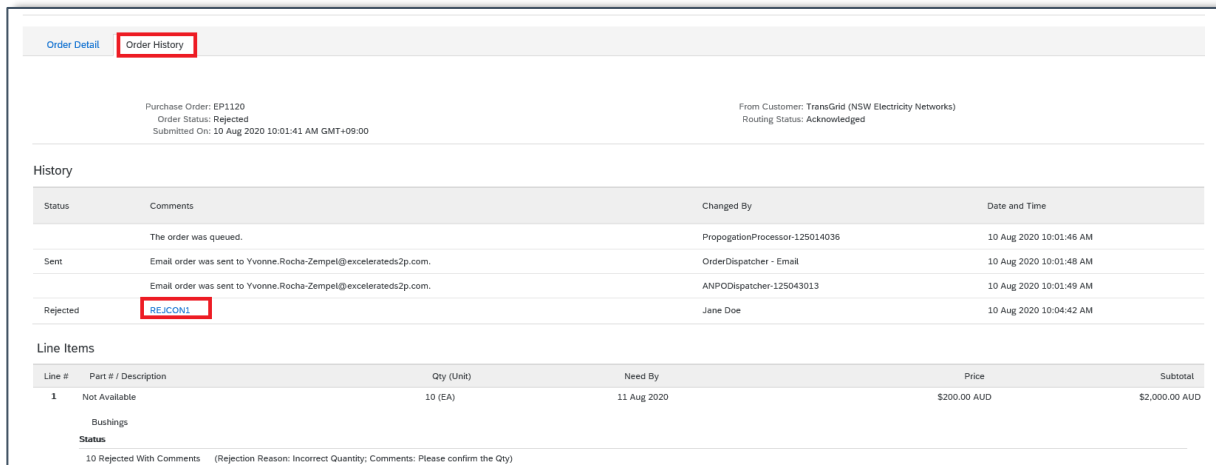
Reject Order Cancel

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

Field	Description
Confirmation #	Enter a Confirmation # which is your unique number for identification. 💡 <i>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)</i>
Rejection Reason	Select from a dropdown list the reason order is being rejected.
Comments	Enter comments for your customer.

d. Click **Reject Order** button.

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



Order Detail **Order History**

Purchase Order: EP1120
Order Status: Rejected
Submitted On: 10 Aug 2020 10:01:41 AM GMT+09:00

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

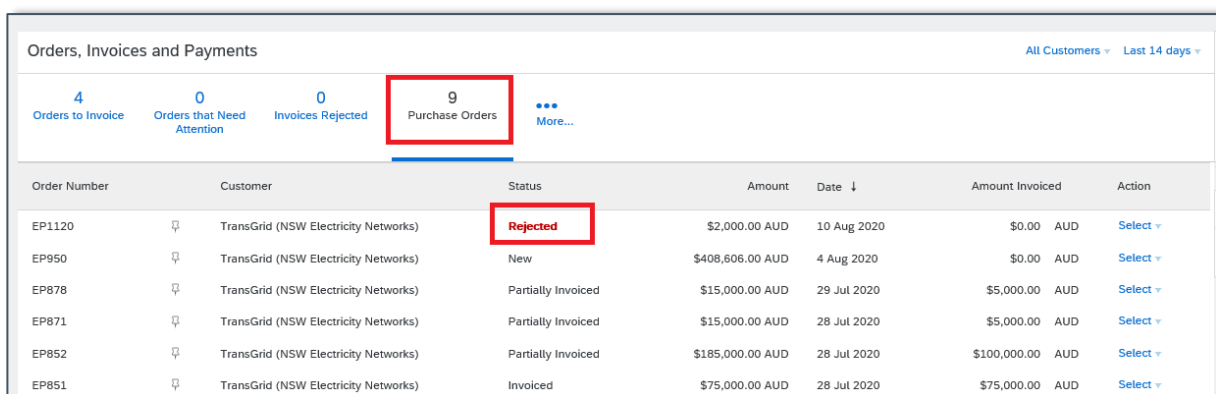
History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropagationProcessor-125014036	10 Aug 2020 10:01:46 AM
Sent	Email order was sent to Yvonne.Rocha-Zempel@accelerateds2p.com.	OrderDispatcher - Email	10 Aug 2020 10:01:48 AM
	Email order was sent to Yvonne.Rocha-Zempel@accelerateds2p.com.	ANPODdispatcher-125043013	10 Aug 2020 10:01:49 AM
Rejected	REJCON1	Jane Doe	10 Aug 2020 10:04:42 AM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	Not Available	10 (EA)	11 Aug 2020	\$200.00 AUD	\$2,000.00 AUD

Bushings
Status
10 Rejected With Comments (Rejection Reason: Incorrect Quantity; Comments: Please confirm the Qty)



Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

4 Orders to Invoice 0 Orders that Need Attention 0 Invoices Rejected **9 Purchase Orders** ⋮ More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
EP1120	TransGrid (NSW Electricity Networks)	Rejected	\$2,000.00 AUD	10 Aug 2020	\$0.00 AUD	Select ▾
EP950	TransGrid (NSW Electricity Networks)	New	\$408,606.00 AUD	4 Aug 2020	\$0.00 AUD	Select ▾
EP878	TransGrid (NSW Electricity Networks)	Partially Invoiced	\$15,000.00 AUD	29 Jul 2020	\$5,000.00 AUD	Select ▾
EP871	TransGrid (NSW Electricity Networks)	Partially Invoiced	\$15,000.00 AUD	28 Jul 2020	\$5,000.00 AUD	Select ▾
EP852	TransGrid (NSW Electricity Networks)	Partially Invoiced	\$185,000.00 AUD	28 Jul 2020	\$100,000.00 AUD	Select ▾
EP851	TransGrid (NSW Electricity Networks)	Invoiced	\$75,000.00 AUD	28 Jul 2020	\$75,000.00 AUD	Select ▾

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

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

💡 End of process.