How to perform Order Confirmation and Ship Notice

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Receipt of Purchase Order

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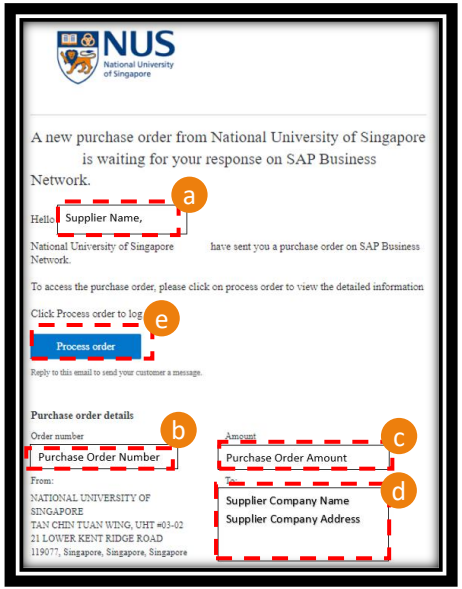
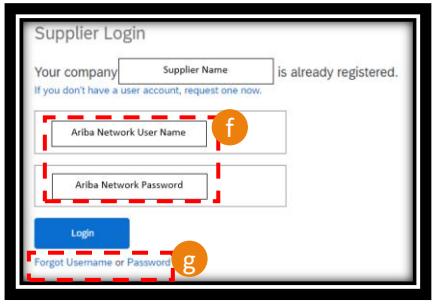
Receipt of Purchase Order (1/3)





Congratulation, you have received a Purchase Order ("PO") from NUS. Once a PO is created, the registered email shall receive an email notification from Ariba and the email sender shall bear the domain "@ansmtp.ariba.com".

In this email, it contains:

a) Supplier Name,

b) Purchase Order Number,

c) Purchase Order Amount,

d) Supplier Company Name and Registered Address.

To proceed with the PO processing, Click on "Process Order" (e) and log in with your existing Ariba Network credential (f). Should you forget your password or username, you can click on "Forget Username or Password" (g).

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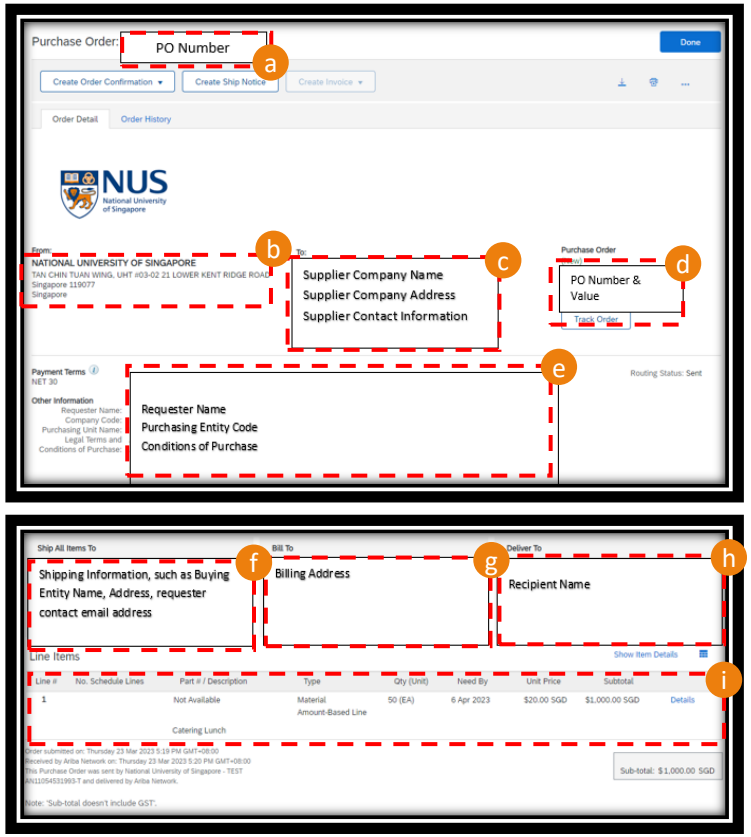
Receipt of Purchase Order (2/3)



After clicking on the “Process Order” and logging in, you shall be brought to the Purchase Order View, where you can view the following information:

a) Purchase Order Number,

b) Billing Entity,

c) Supplying Entity Name, Address and Contact Information,

d) Purchase Order Number and Value,

e) Requester Name, Purchasing Entity Code, Conditions of Purchase,

f) Shipping Information,

g) Billing Entity and Address,

h) Recipient Name and Contact Information, and

i) Line items information such as item description, quantity, unit price, currency, subtotal, etc. Note that subtotal does not include Goods and Services Tax (“GST”).

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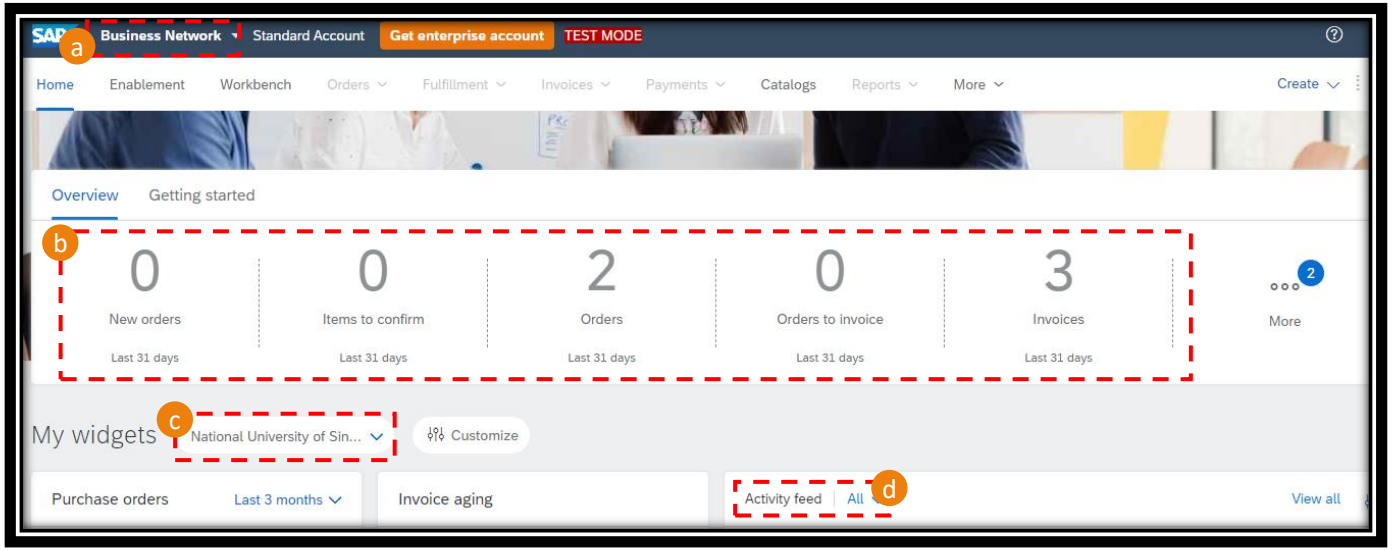
Receipt of Purchase Order (3/3)

Alternatively, you can view the Purchase Order in your Ariba Network Dashboard by following the below steps:

1) Visit “supplier.ariba.com”,

2) Under “Business Network” (a), you can view a dashboard of “New Orders”, “Items to confirm”, “Orders to Invoice” and etc. (b). Click on the respective tiles to view the order information in details,

3) You may toggle between your client list (c) and review the “Activity Feed” (d) to look through the list of recent activities, such as Changes in Order Status, Order Received, etc.



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Order Confirmation

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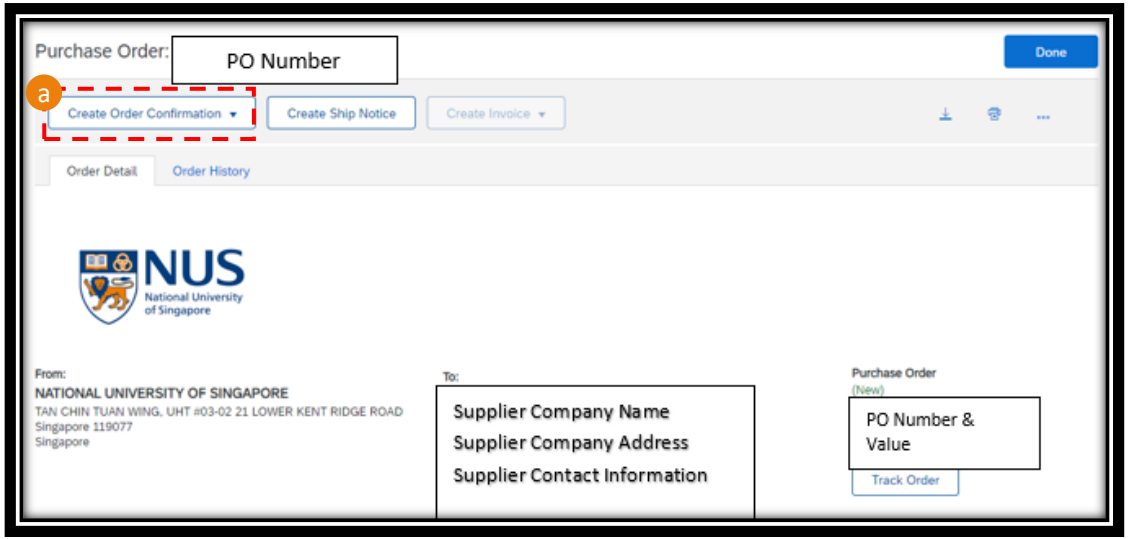
Order Confirmation (1/7)

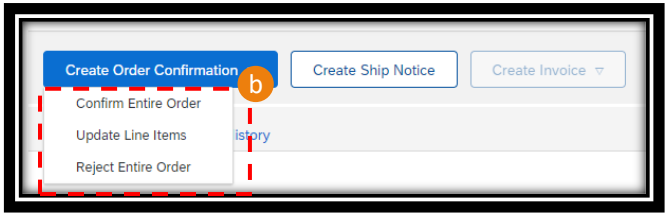
To perform Order Confirmation, follow the below steps:

1) Go to the particular Purchase Order,

2) Click on “Create Order Confirmation” (a),

3) There would be 3 options, “Confirm Entire Order”, “Update Line Items” and “Reject Entire Order” (b). Click the appropriate option for your action.





Click:

- “Confirm Entire Order” when you like to confirm the order for all the items in a particular PO.
- “Update Line Items” when you like to perform partial PO confirmation
- “Reject Entire Order” when you like to reject all the items in a particular PO.

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Order Confirmation (2/7)

4a) When click “Confirm Entire Order”, you would be prompted to:

- Enter the Confirmation Reference (a),
- Estimated Shipping and Delivery Information as such dates, comment, etc. (b),
- Attach document (if applicable) (c) – Size limit of 100MB. Click on “Choose File” and then “Add Attachment”.
- Confirm on the line item(s) and corresponding quantity (d), and
- Click “Next” to proceed (e).

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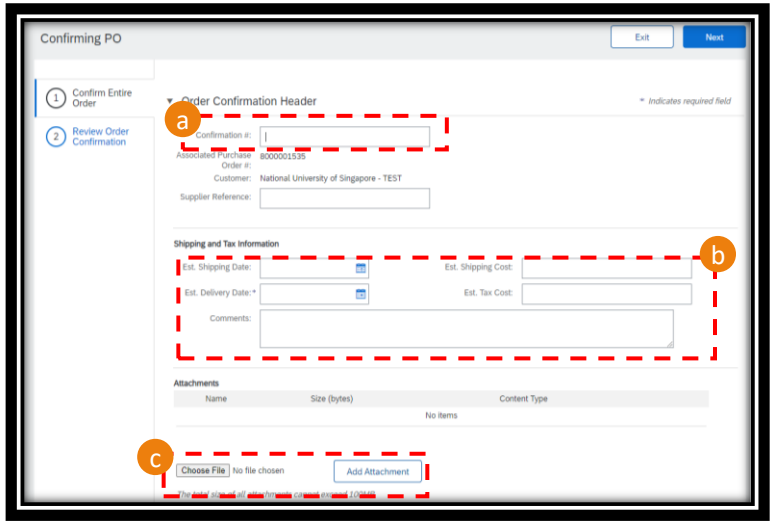
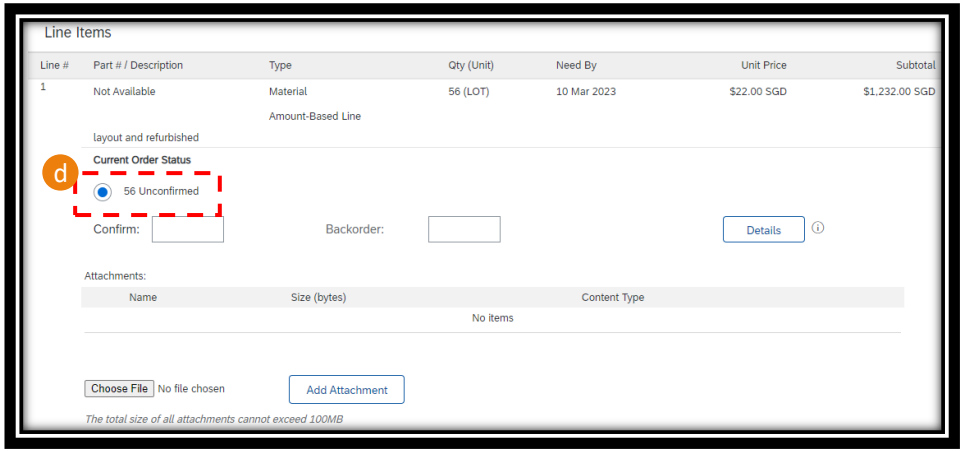
Order Confirmation (3/7)

4b) When click “Update Line Item”, you would be prompted to:

- Enter the Confirmation Reference (a),
- Estimated Shipping and Delivery Information as such dates, comment, etc. (b),
- Attach document (if applicable) (c) – Size limit of 100MB. Click on “Choose File” and then “Add Attachment”,
- Click on the button (d) to confirm all the quantity in the particular items,





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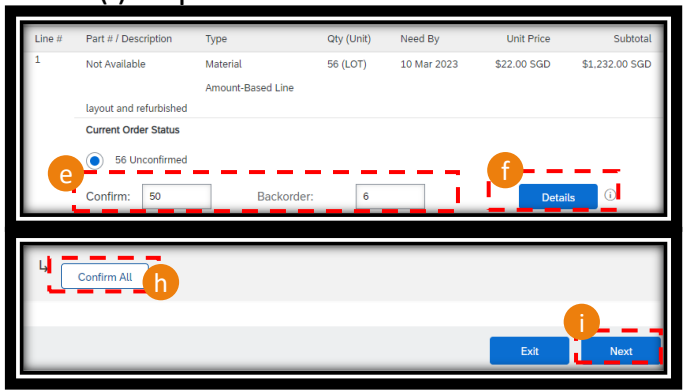
Order Confirmation (4/7)

- If, as a supplier, you are not able to confirm all the quantity of a particular PO line item, key the confirmed quantity in the "Confirm" and backfill quantity in "Backorder" fields (e). Note the quantity to be confirmed plus the backorder quantity cannot exceed the ordered quantity,
- Click on "Details" (f) and enter the Shipping / Delivery Date of the confirmed and backorder quantity (g),
- Click "OK" to go back to previous page,
- Repeat the same for all line items,
- You may click "Confirm All" (h) if you would like to confirm the Entire Order instead, and
- Click "Next" (i) to proceed.



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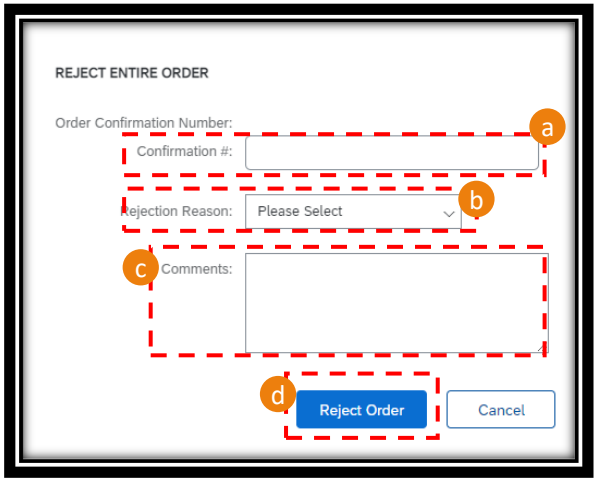
Order Confirmation (5/7)

4c) When click “Reject Entire Order”, you would be prompted to:

- Enter the Confirmation Reference (a),
- Choose the appropriate Rejection Reason (b) such as Duplicate Order, Incorrect Details (Price, Quantity, Description, Delivery Date), Inability to Supply, etc.,
- Enter Comments (c) to provide more information on the rejection, and
- Click “Reject Order” (d) to proceed.



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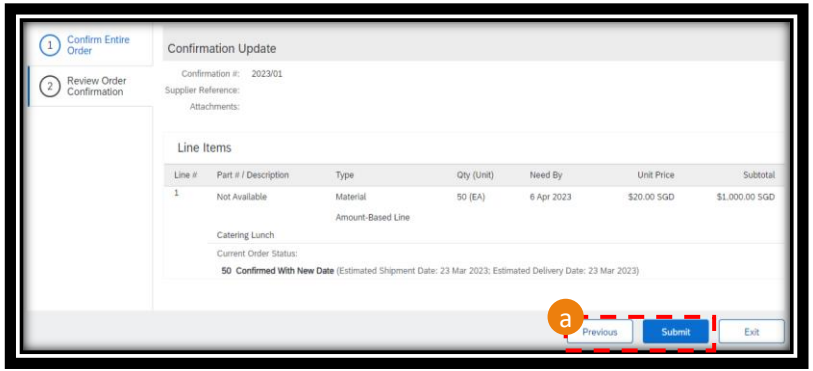
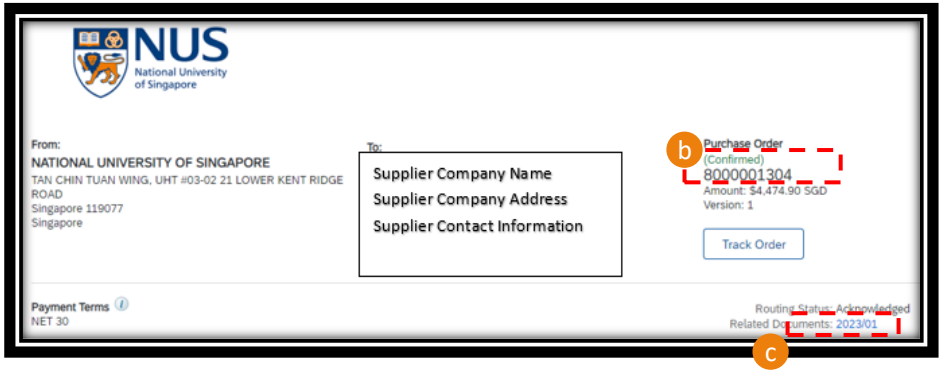
Order Confirmation (6/7)

5) After clicking “Next” for Step 4a and 4b, you would be prompted to review the order confirmation information.

6) If all the information is correct, click “Submit” to proceed. If not, click “Previous” to return to the previous page and amend accordingly (a).

7) Once submitted, the buying entity shall receive a notification and the Order shall change from “New” to “Confirmed” (b). In addition, there shall be a related document populates in the PO (c).





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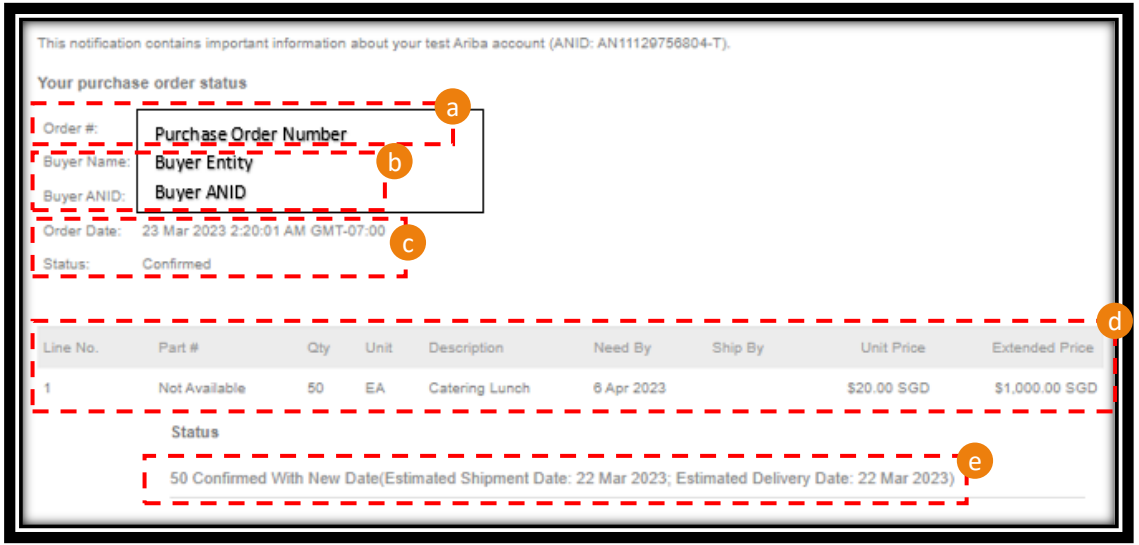
Order Confirmation (7/7)

8) Once the Order has been confirmed, you shall receive an email notification to the registered email address. The email shall come from domain address “@ansmtp.ariba.com”. The email shall contain the following information:

- Purchase Order Number (a),
- Buyer Name / ANID (b),
- Order Date and Status (c),
- PO line information (d), and
- Confirmed Quantity (e).



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Ship Notice

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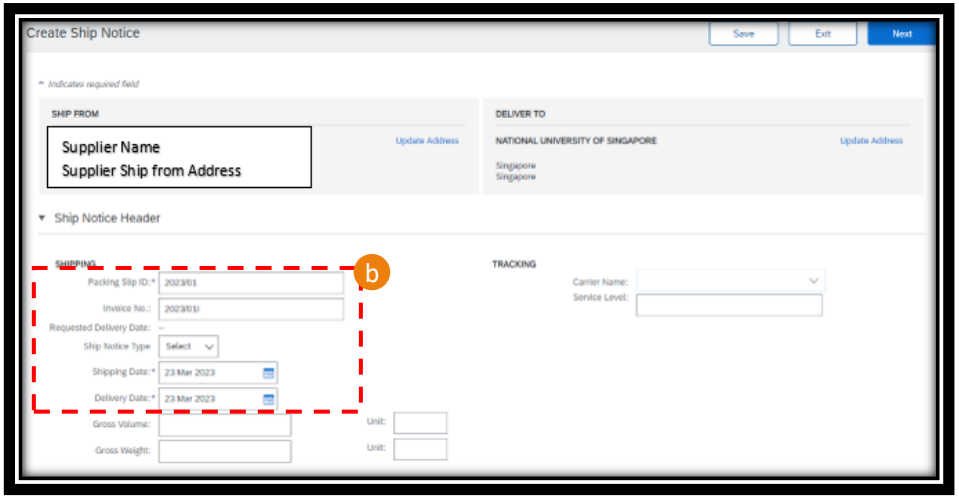
Ship Notice (1/3)

To create Ship Notice, follow the below steps:

1) Go to the particular Purchase Order,

2) Click on “Create Ship Notice” (a),

3) Enter the mandatory information marked with *, such as Packing Slip ID, Shipping Date and Delivery Date (b). Non-mandatory information such as Carrier Name, weight and etc., can be provided as well.



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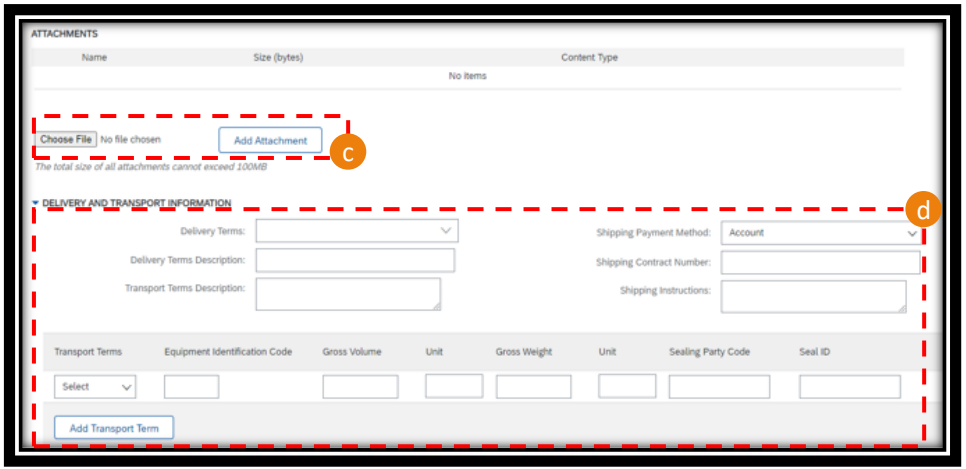
Ship Notice (2/3)

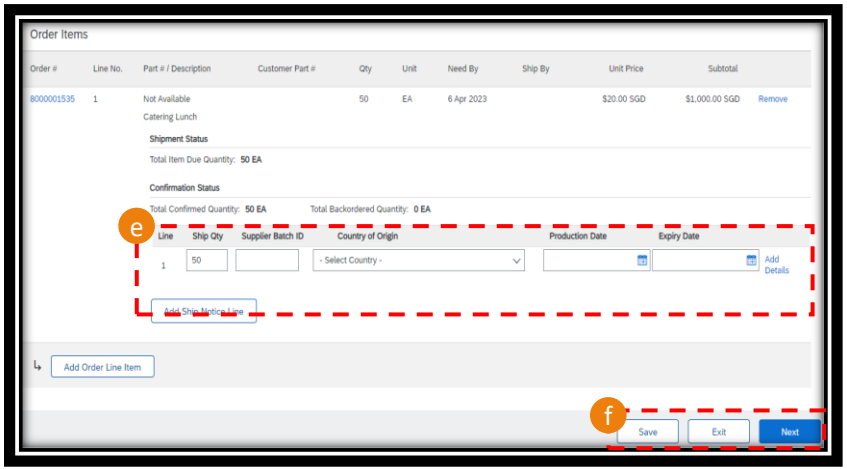
4) Attach document (if applicable) (c) – Size limit of 100MB. Click on “Choose File” and then “Add Attachment”.

5) Complete the Delivery and Transport Information (if applicable) (d),

6) Complete the line item information such as Supplier Batch ID, Country of Origin, Production and Expiry dates (if applicable) (e),

7) Click “Save” to save the entry as draft for 7 days, or “Next” to proceed (f),





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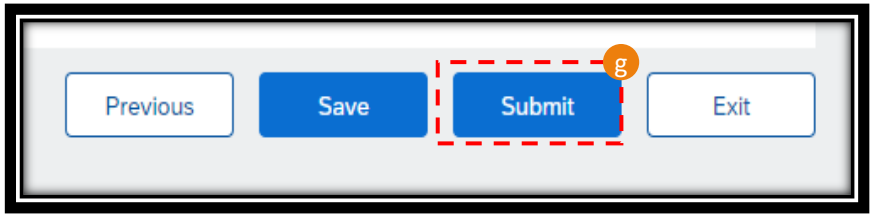
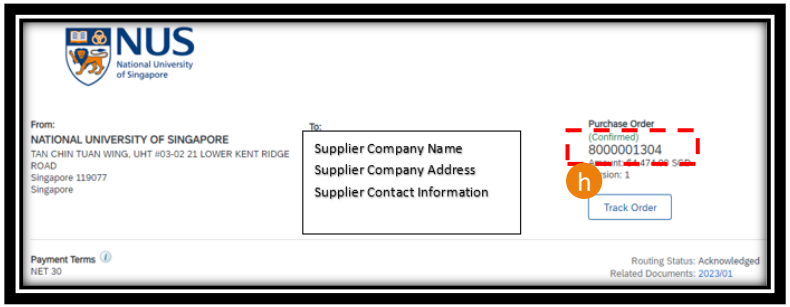
Ship Notice (3/3)

8) If you click on “Next” in the previous step, you would be brought to the summary page. Take a moment to review the ship notice before clicking “Submit” to proceed (g),

9) Under the Purchase Order, the status shall change from “Confirmed” to “Shipped” (h) and the Ship Notice shall appear under the Related Documents, with a hyperlink to your Ship Notice document.





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Invoice Creation

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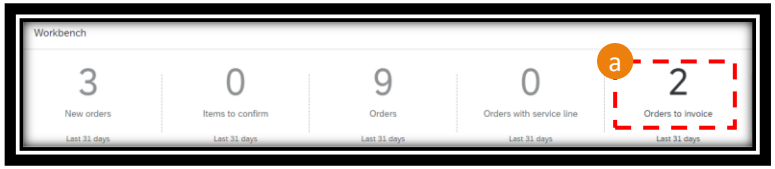
Invoice Creation (1/5)

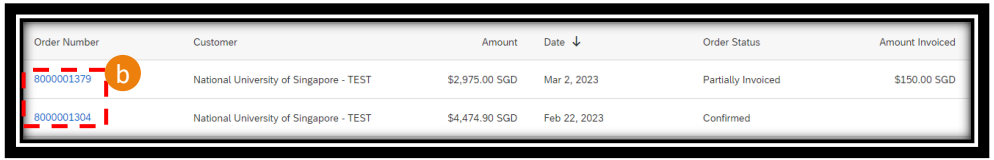
To create invoice, follow the below steps:

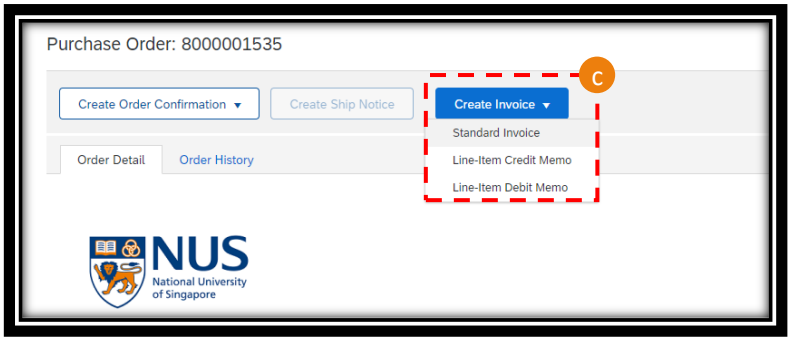
1) Go to the particular Purchase Order from your Workbench by clicking “Orders to Invoice”(a),

2) Click on the Purchase Order, which you would like to create the invoice for (b),

3) Click “Create Invoice” (c) and select the appropriate option. If the “Create Invoice” button is grey out, it means that the Purchase Order has yet to be received by the recipient. Please contact the recipient to complete Goods Receipt from their end.







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Invoice Creation (2/5)

4) Most of the information are populated (d) from the Purchase Order. Please verify and add in the missing information. Be sure to provide all mandatory information, marked with *, such as “Invoice #” and “Invoice Date”.

5) Click “Add to Header” (e) and “Attachment” (f) to attach your invoice copy. Note of the size limit of 100MB. Alternatively, you can scroll down to the “Attachment” section (g). Click “Choose File” and “Add Attachment”. The uploaded attachment(s) would appear at the section below, where you can manage accordingly (h). Note that invoice is mandatory for all invoice creation.

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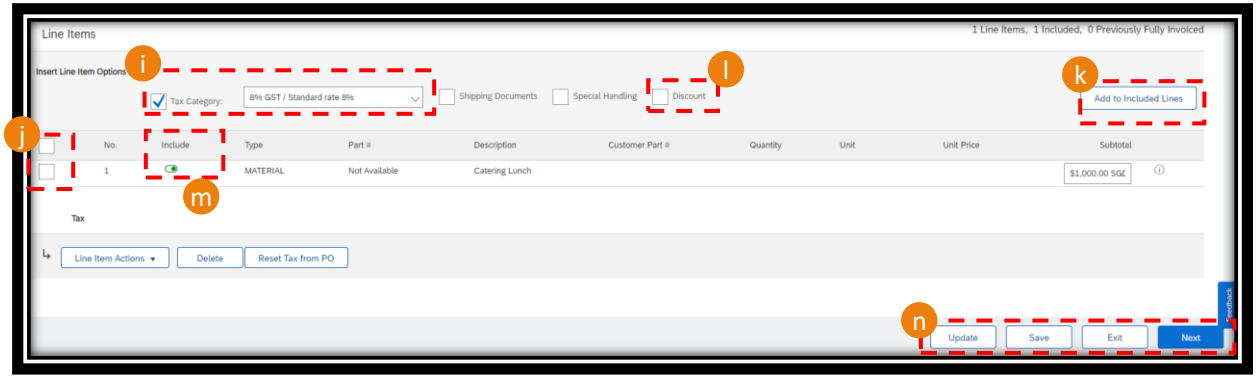
Invoice Creation (3/5)

6) Should local Goods and Services Tax ("GST") be applicable, click on the "Tax Category" and ensure the Tax Description reflected is correct (i). If not, re-select from the drop-down list. Click on the line item(s), where the GST is applicable (j) and click "Add to Included Lines" (k). Note that tax information is a mandatory field and tax category shall be added regardless whether GST is applicable or otherwise. For non-GST items, please select "0% GST / GST Non-Taxable" or "0% GST / Zero Rated 0%". Once added, the tax information shall populate within the line item,

7) Should there be any discount, please follow the above step, but select "Discount" (l) instead of "Tax Category".

8) For partial invoicing, toggle the "Include" button to include/exclude a particular line item in the invoice (m),

9) At any moment, you can click on "Update" to update the invoice information or "Save" to save the information for 7 days (n). Click "Next" to proceed.



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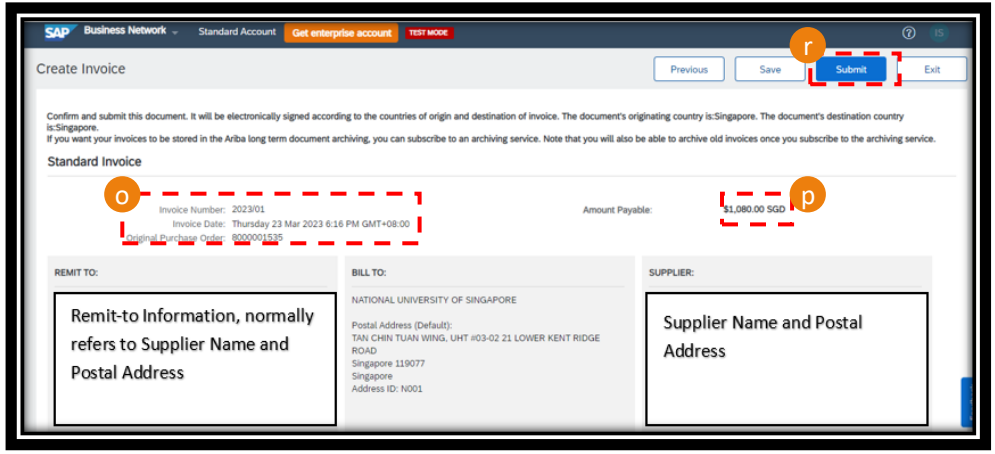
Invoice Creation (4/5)

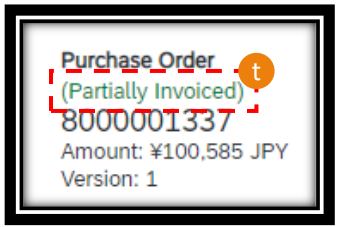
10) After clicking on “Next”, it will bring you to the review page, where you will see the Invoice Number, Date and corresponding PO reference (o) and invoice payable amount (p). Take a moment to review all the information.

11) To proceed with the invoice creation, click on “Submit” (r).

12) Once submitted, the SAP Business Network would show you that the invoice was submitted successfully and you shall have the option to either print a copy of the invoice or to exit the page (s).

13) The Purchase Order status would be updated to “Partially Invoiced” or “Invoiced” (t), with the invoice document hyperlink appearing under the Related Documents.





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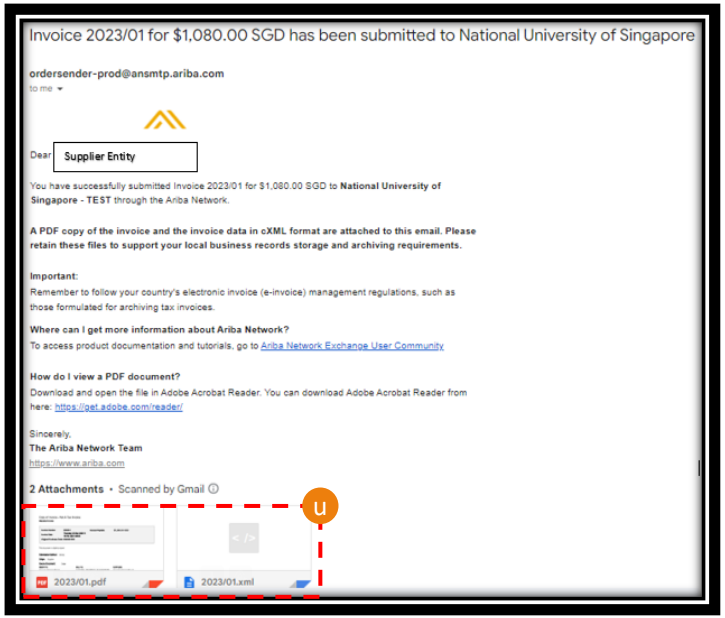
Invoice Creation (5/5)

14) Email shall be sent to the registered email address with the invoice information and to notify your organization that the invoice submission is successful, where you can find the invoice in pdf format attached in the email (u).



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Credit Memo Creation

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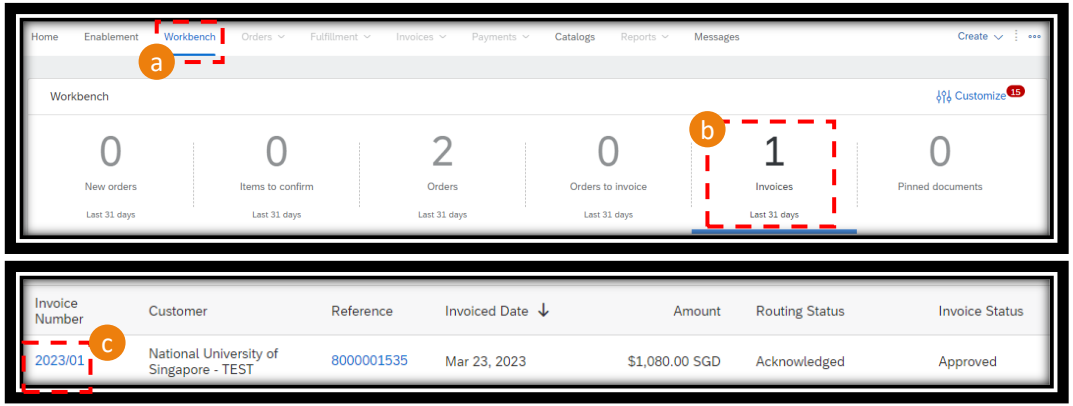
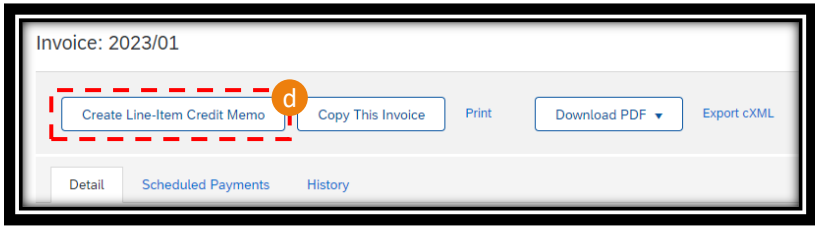
Credit Memo Creation (1/4)

In any event whereby credit memo is required to cancel a particular invoice, follow the below steps:

1) Click on “Workbench” (a),
2) Click on the “Invoice” tile (b) and a list of the invoices that were created would populate,
3) Click on the invoice which the credit memo is to be created for (c),
4) Click “Credit Line-Item Credit Memo” (d),





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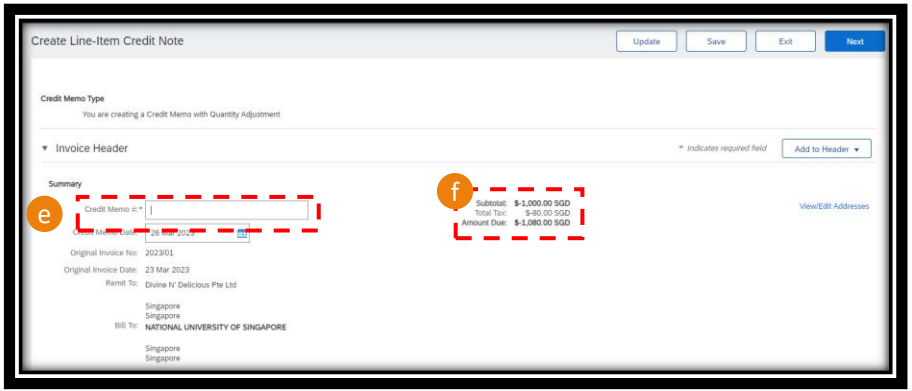
Credit Memo Creation (2/4)

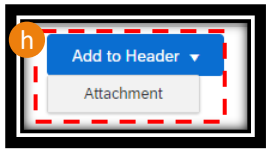
5) Enter the Credit Memo Reference (d). All mandatory fields are marked with *.

6) The “Subtotal”, “Total Tax” and “Amount Due” value (f) are populated from the original invoice. Take a moment to review the figures.

7) Enter the “Reason for Credit Memo” (g).

8) Click “Add to Header” and “Attachment” (h), then “Choose File” (i) and “Add Attachment” (j) to upload the attachment to this document. Note of the size limit of 100MB.





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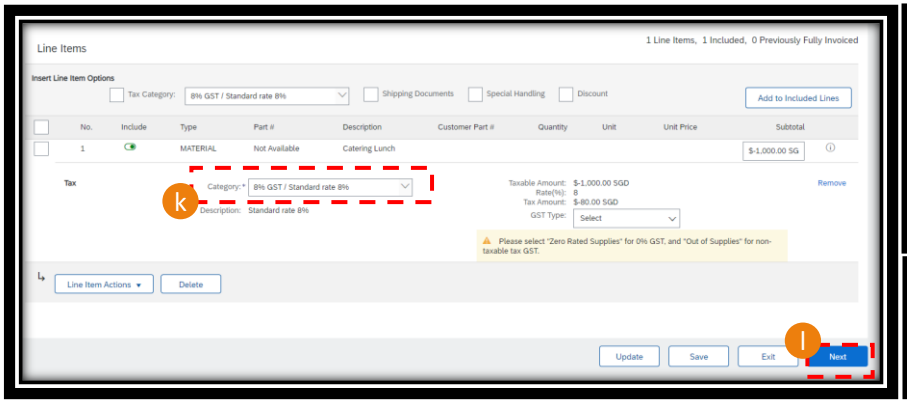
Credit Memo Creation (3/4)

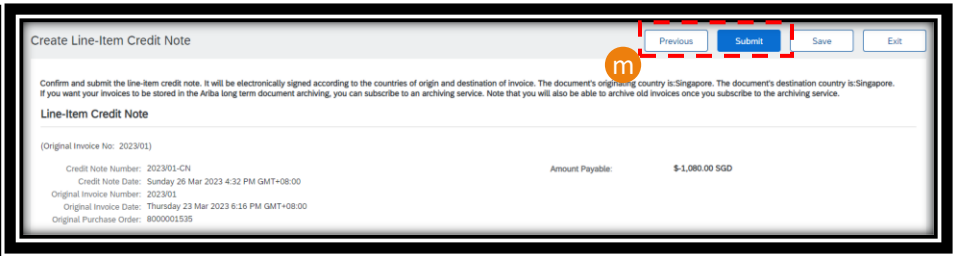
9) Ensure the tax category is correctly reflected (k),

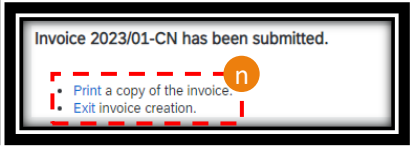
10) Click “Next” (l) to proceed,

11) At the Create Line-Item Credit Note review page, where you will see the credit note information. Take a moment to review all the details before clicking “Submit” to proceed (m). Click “Previous” to amend any details.

12) Once submitted, the SAP Business Network would show you that the credit memo was submitted successfully and you shall have the option to either print a copy of the invoice or to exit the page (n).







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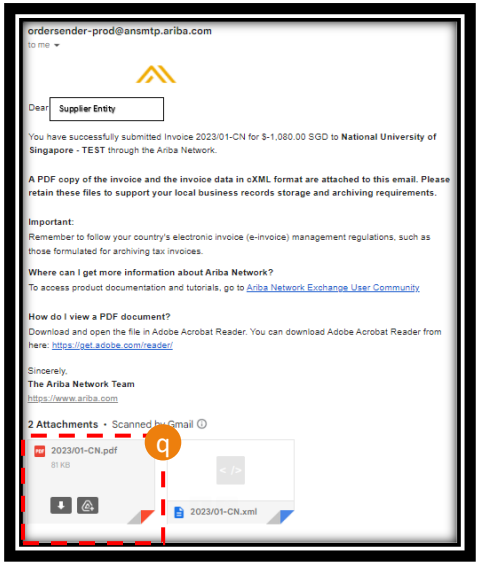
Credit Memo Creation (4/4)

13) The Purchase Order Status shall revert back to “Shipped” (o) if there is a ship notice created or “Confirmed” if there is a order confirmation created.

14) Hyperlinks to the original invoice and credit memo documents will appear under “Related Documents” (p).

15) Email shall be sent to the registered email address with the credit note information and to notify your organization that the credit memo submission is successful, where you can find the credit note in pdf format attached in the email (q).



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THANK YOU

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