How to view Purchase Order

Order Processing: How to view Purchase order

1. From Home page, click "Workbench"

Order Processing: How to view Purchase order

1. Workbench overview – **"New Orders"** tab.

Workbench | Customize 14

The blue bar indicates supplier is at **"New Order"** section

52	30	34	98	14	21	0
New orders	Items to confirm	Items to ship	Orders	Orders to invoice	Invoices	Pinned docu
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	

New orders (52)

> Edit filter | Save filter | Last 31 days | New

Click here to expand filters to use Search function

Sample_Order page Export

Click here to export page to Excel file

Click here to re-arrange table view in workbench according to user's preference

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
8000000374	National University of Singapore - TEST	$100.00 SGD	Nov 15, 2022	New		ooo
8000000372	National University of Singapore - TEST	$100.00 SGD	Nov 14, 2022	New		ooo
8000000365	National University of Singapore - TEST	$300.00 SGD	Nov 14, 2022	New		ooo
8000000359	National University of Singapore - TEST	$580.40 SGD	Nov 11, 2022	New		ooo
8000000357	Singapore - TEST	$2,000.00 SGD	Nov 11, 2022	New		ooo
8000000353	Singapore - TEST	$670.72 SGD	Nov 11, 2022	New		ooo

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Click the Order number to go into the PO for further action (create OC, etc.)

Overview of new orders can be seen in this page.

Supplier can go into each individual order to take action.

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Order Processing: How to view Purchase order

2. Once click into the order, user will be led to **Purchase order** screen.

Click **arrow icon** to download PDF PO copy.

Click **Printer icon** to print the PO

A summary of PO status (New/Changed/etc.) can be seen here

Payment term between Supplier and Buyer (NUS)

Check for any additional comment from Buyer in **Comments**

Order Processing: How to view Purchase order

2. Once click into the order, user will be led to **Purchase order** screen.
(cont. from previous slide)

Attachments
📎 Test.txt (text/plain)

Check for any additional attachment from NUS in the PO under **Attachments** section

Requester's details are under **Deliver To**

Ship All Items To	Bill To	Deliver To
NATIONAL UNIVERSITY OF SINGAPORE	NATIONAL UNIVERSITY OF SINGAPORE	Casual User 2
TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD	TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD	NATIONAL UNIVERSITY OF SINGAPORE
Singapore 119077	Singapore 119077	
Singapore	Singapore	
Ship To Code: N001		
Email: sandesh.karkera@sap.com		

Line Items

View each line item's details by clicking **Show Item Details** at the header or **Details** at every line

Show Item Details ⊞

Line #	No. Schedule Lines	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material	2 (EA)	18 Nov 2022	$1,000.00 SGD	$2,000.00 SGD	Details

SIT_CATBUY_11 - SAP Ariba Buying - Buying Supplier 1 - Description

Order submitted on: Friday 11 Nov 2022 4:33 PM GMT+08:00
Received by Ariba Network on: Friday 11 Nov 2022 4:33 PM GMT+08:00
This Purchase Order was sent by National University of Singapore - TEST AN11054531993-T and delivered by Ariba Network.

Sub-total: $2,000.00 SGD

Note: 'Sub-total doesn't include GST'.

Create Order Confirmation ▾	Create Ship Notice	Create Invoice ▾

Download/Print options are available at the bottom of Purchase Order

- Click **arrow icon** to download PDF PO copy.
- Click **Printer icon** to print the PO

⬇ 🖨 ∘∘∘
All Details
Print Screen Contents Only

Order Processing: How to view Purchase order

SAP Business Network ⌄ | Standard Account | Get enterprise account | TEST MODE | ? | JD

Purchase Order: 8000000357 | [Done]

Order Detail | **Order History** ← Click **"Order History"** to view status history of the purchase order

Purchase Order: 8000000357
Order Status: New
Submitted On: 11 Nov 2022 4:33:03 PM GMT+08:00

From Customer: National University of Singapore - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-124998034	11 Nov 2022 4:33:14 PM
	Email order was sent to nus.supplier.10@outlook.com,chihiro.takimoto@sap.com.	ANPODispatcher-125151013	11 Nov 2022 4:33:16 PM
Sent	Email order was sent to nus.supplier.10@outlook.com,chihiro.takimoto@sap.com.	OrderDispatcher - Email	11 Nov 2022 4:33:16 PM

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1		Not Available	2 (EA)	18 Nov 2022	$1,000.00 SGD	$2,000.00 SGD
		SIT_CATBUY_11 - SAP Ariba Buying - Buying Supplier 1 - Description				

Status

2 Unconfirmed

Sub-total: $2,000.00 SGD

Reference: Order routing statuses and Order statuses

Routing status

Routing Status indicates whether a purchase order or service order is queued, sent, acknowledged, or if routing failed.
Ariba Network displays the following routing statuses for orders:

Routing Status	Definition
Queued	Initial state. Ariba Network received the order but no further action was taken.
Sent	Ariba Network sent the order to your account.
Acknowledged	You received the order.
Failed	Ariba Network experienced a problem routing the order to your preferred order routing method. For example, your back end order fulfillment system could have experienced a problem that prevented Ariba Network from successfully routing the order. You can resend orders that have a **Failed** routing status.

Order status

Order Status indicates where the order stands in regard to your processing of the order. Ariba Network displays the following statuses for orders and releases:

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed With New Date	The order confirmation has a different **Start Date** or **End Date** than the order, but no other change.
Confirmed With Changes	The order confirmation has a different **Expected Value** than the order, and also has a different **Start Date**, **End Date**, or both.
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The **Amount Invoiced** column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, Ariba Network displays **Yes** to indicating that you have submitted invoices.
Failed	Ariba Network experienced a problem routing the order to your account. You can resend failed orders.

Order Status	Definition
Partially Confirmed **Partially Shipped** **Partially Serviced** **Partially Invoiced** **Partially Rejected**	The order is in progress.If you update part of a purchase order, Ariba Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to **Partially Shipped**. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines. For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to **Partially Serviced** until all of the service lines are serviced.
Received **Partially Received** **Returned**	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the **Order Detail** page, each line item-detail section displays the quantity of goods received or returned for that line item, based on the information in the receipts.

SAP Help Portal reference link:
https://help.sap.com/docs/ARIBA_NETWORK_SUPPLIERS/45abc7c531754929a19c6a844bd5d6ec/de295cddf0181014aa978e0b3bfe969a.html

Order Processing: Changed Order

When customer makes changes to a purchase order, customer will cancel/ replace the order by a sending a subsequent (**changed**) order. Supplier will see two lines under same PO number, one with "Obsolete" status and the other with "Changed" status. The PO with "Changed" status is the latest version.

Click the order number to proceed to Purchase Order screen to view the changes

Order status "Changed" is the latest PO version

Order Number	Customer	Amount	Date ↓	Order Status
8000000412	National University of Singapore - TEST	$300.00 SGD	Nov 24, 2022	Changed
8000000412	National University of Singapore - TEST	$200.00 SGD	Nov 22, 2022	Obsoleted

Purchase Order: 8000000412

[Create Order Confirmation ▾] [Create Ship Notice] [Create Invoice ▾]

Order Detail | Order History

Changes/ update done to the PO can be seen as example screenshots.

Purchase order status is updated to Changed

NUS
National University of Singapore

From:
NATIONAL UNIVERSITY OF SINGAPORE
TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD
Singapore 119077
Singapore

To:
Buying Supplier 1
1A
SG 100000
Singapore
Phone:
Fax:
Email: nus.supplier.10@outlook.com

Purchase Order
(→ Changed)
8000000412
Amount: $300.00 SGD
Amount: $200.00 SGD
Version: 2 (Previous Version)

[Track Order]

Line Items

Show Item

Line #	No. Schedule Lines	Change	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1		→ Edited	Not Available	Material	3 2 (EA)	25 Nov 2022	$100.00 SGD	$300.00 SGD $200.00 SGD

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THANK YOU