

Ariba PO Confirmation

via Ariba Network



intel[®]

Sign in to Ariba Network

<https://service.ariba.com/Supplier.aw/125009078/aw?awh=r&awssk=Ce4WMq5g&dard=1>

The screenshot displays the SAP Ariba Network interface. At the top, the header includes the 'Ariba Network' logo, a user profile icon, and 'Company Settings'. Below this is a navigation bar with tabs for HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, REPORTS, and CSV Documents. A search bar is present with filters for 'Orders and Releases' and 'All Customers', and a search input field labeled 'Order Number'. The main content area is titled 'Orders, Invoices and Payments' and includes summary statistics: 1 Order to Invoice, 0 Invoices Rejected, 1 New Purchase Order, and 0 Pinned Documents. Below the statistics is a table with the following data:

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO2002	ACME Insurance	New	\$128.15 USD	19 Sep 2016	\$0.00 USD	Select

The SAP Ariba logo is visible in the bottom left corner of the interface.



Orders and Releases ▾

All Customers ▾

Order Number



Orders, Invoices and Payments

All Customers ▾

Last 14 days ▾

1

Orders to Invoice

Invoices

If your customer does not accept order confirmations, the button for creating them will be greyed out and you won't be able to send them.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO2002	ACME Insurance	New	\$128.15 USD	19 Sep 2016	\$0.00 USD	Select ▾

Go to *Inbox* to view and select the *Purchase Order*

Ariba Network

HOME **INBOX** OUTBOX CATALOGS ENABLEMENT TASKS REPORTS CSV Docu

Orders and Releases ▾ All Customers ▾ Order Number 🔍

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

1 Orders to Invoice 0 Invoices Rejected 1 New Purchase Orders 0 Pinned Documents More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO2002	ACME Insurance	New	\$128.15 USD	19 Sep 2016	\$0.00 USD	Select ▾

SAP Ariba

Click at the *Order Number*

Orders and Releases

Orders and Releases Items to Ship

► Search Filters

Orders and Releases (3)

Type	Order Number	Customer	Ship To Address	Amount	Date ↓	Order Status
<input type="radio"/>	Order	PO8305	Giganto New York, NY United States	\$27,770.00 USD	19 Sep 2016	New
<input type="radio"/>	Order	PO8301	Giganto New York, NY United States	\$2,049.00 USD	19 Sep 2016	New
<input type="radio"/>	Order	PO7002	ACME Insurance San Francisco, CA United States	\$128.15 USD	19 Sep 2016	New

↳ [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Manage Time & Expenses](#)

- Before PO is confirmed by the supplier. The PO status is shown as **New**.
- Order Confirmation gives you 3 options – Confirm Entire Order / Update Line Items / Reject Entire Order.
- **Confirm Entire Order** – You agree to fulfill all ordered items
- **Reject Entire Order** – You reject the entire order
- **Update Line Items** - You update the order by changing the line items (this option might not be available)

Purchase Order: PO2002 Done

✔ Create Order Confirmation
Create Ship Notice
Create Invoice
Hide
Print
Download PDF
Export cXML
Download CSV
Reser

Confirm Entire Order

Update Line Items

Reject Entire Order

Order History

<p>From: ACME Insurance 456 Oak Street El Paso, TX 79901 United States</p>	<p>To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900</p>	<p>Purchase Order (New) PO2002 Amount: \$128.15 USD Version: 1</p>
--	--	---

Payment Terms ⓘ 2.50% 30 Routing Status: Sent

<p>Ship All Items To</p> <hr/> <p>ACME Insurance 550 Commerce Court San Francisco, CA 94010 United States</p>	<p>Bill To</p> <hr/> <p>ACME Insurance 456 Oak Street El Paso, TX 79901 United States</p>	<p>Deliver To</p> <hr/> <p>Robert Jenkins</p>
--	--	--

Confirm Entire Order

To Confirm an Order, Select *Confirm Entire Order*. Enter an order confirmation number which is any value from your internal system such as your processing application

▼ Order Confirmation Header


Confirmation #:

Associated Purchase Order #: PO2002


Customer: ACME Insurance

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		

▼ Order Confirmation Header

Confirmation #: OC2200

Associated Purchase Order #: PO2002

Customer: ACME Insurance

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

You can optionally fill in other details such Estimated Shipping Date, Shipping Cost, Tax cost and Comment

Associated Purchase Order #: PO2002
Customer: ACME Insurance
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		


The total size of all attachments cannot

Enter the *Comment*

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		


The total size of all attachments cannot exceed 10MB

- You can also add attachments for example you might have a doc describing your product Returned Policy.
- You can insert any file by attaching it to the Order Confirmation and this will be visible to the person who ordered the item.

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		

The total size of all attachments cannot exceed 10MB

Notice the ordered quantity is confirmed, click *Next*

Name	Size (bytes)	Content Type
No items		

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price
1	7266A Desk Organizer, Oak	5 (EA)	\$25.63 US

Current Order Status: 5 Confirmed

Click *Submit* to send the order confirmation

Confirmation Update

Confirmation #: OC2200

Supplier Reference:

Comments: Thank you for your order!

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	7266A Desk Organizer, Oak	5 (EA)	\$25.63 USD	\$128.15 USD

Current Order Status: **5 Confirmed**

[Previous](#) [Submit](#) [Exit](#)

The Purchase Order status changes to **Confirmed**. The Order Confirmation number display in the related document. Click *Done*

Purchase Order: PO2002 Done

Create Order Confirmation Create Ship Notice Create Invoice

From: ACME Insurance 456 Oak Street El Paso, TX 79901 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (Confirmed) PO2002 Amount: \$128.15 USD Version: 1
---	---	--

Payment Terms ⓘ
2.50% 30

Order Response Comment
Thank you for your order!

Ship All Items To ACME Insurance	Bill To ACME Insurance	Deliver To Robert Jenkins
--	----------------------------------	-------------------------------------

Reject Entire Order

To Reject a Purchase Order. Select the *Order Number*

Orders and Releases

Orders and Releases Items to Ship

► Search Filters

Orders and Releases (3)

	Type	Order Number	Customer	Ship To Address	Amount	Date ↓	Order
<input type="radio"/>	Order	PO8305	Giganto	Giganto New York, NY United States	\$27,770.00 USD	20 Sep 2016	New
<input type="radio"/>	Order	PO8301	Giganto	Giganto New York, NY United States	\$2,049.00 USD	20 Sep 2016	New
<input type="radio"/>	Order	PO2002	ACME Insurance	ACME Insurance San Francisco, CA United States	\$128.15 USD	20 Sep 2016	Conf

↳ [Create Order Confirmation ▼](#) [Create Ship Notice](#) [Create Invoice ▼](#) [Manage Time & Expenses](#)

You might need to reject an order due to outdated item or incorrect pricing

Purchase Order: PO8301 Done

Create Order Confirmation Create Ship Notice Create Invoice

From: Giganto 123 Main Street New York, NY 10012 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (New) PO8301 Amount: \$2,049.00 USD
--	---	--

Payment Terms ⓘ ⏱ Routing Status: Sent
2.50% 30

Ship All Items To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Bill To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Deliver To <hr/> Robert Jenkins
--	--	---

Select *Reject Entire Order*

Purchase Order: PO8301 Done

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

Order History

From:
Giganto
123 Main Street
New York, NY 10012
United States

To:
Workchairs, Inc.
123 Burnside Street
Portland, OR 97201
United States
Phone: 408-543-4000
Fax: 408-543-3900

Purchase Order
(New)
PO8301
Amount: \$2,049.00 USD

Payment Terms ⓘ
2.50% 30

Routing Status: Sent

<p>Ship All Items To</p> <hr/> <p>Giganto 123 Main Street New York, NY 10012 United States</p>	<p>Bill To</p> <hr/> <p>Giganto 123 Main Street New York, NY 10012 United States</p>	<p>Deliver To</p> <hr/> <p>Robert Jenkins</p>
--	--	--

Enter the Confirmation Number and reason for the rejection. The detailed information lets your customer know what needs to do next. Click *Reject Order*.

Purchase Order: PO8301 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Reser

Order Detail **Order History**

From:
Giganto
123 Main Street
New York, NY 10012
United States

Payment Terms ⓘ
2.50% 30

Ship All Items To

Giganto
123 Main Street
New York, NY 10012
United States

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Comments:

Routing Status: Sent

Purchase Order
(w)
08301
ount: \$2,049.00 USD

NEW YORK, NY 10012
United States

The Order Status changed to **Rejected**. The person who created the order will see the rejection and they can read your comment.

Purchase Order: PO8301 Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

From: Giganto 123 Main Street New York, NY 10012 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (Rejected) PO8301 Amount: \$2,049.00 USD
--	---	---

Payment Terms i 2.50% 30 Routing Status: Acknowledged

Ship All Items To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Bill To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Deliver To <hr/> Robert Jenkins
--	--	---

Click *Done*

Purchase Order: PO8301 [Done](#)

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

[Order Detail](#) | [Order History](#)

From: Giganto 123 Main Street New York, NY 10012 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (Rejected) PO8301 Amount: \$2,049.00 USD
--	---	---

Payment Terms ⓘ
2.50% 30

Routing Status: Acknowledged

Ship All Items To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Bill To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Deliver To <hr/> Robert Jenkins
--	--	---

Update Line Items

To change/update the line item. If your customer allows it, you can send the order confirmation that changes the order item or quantity. Click at the Order Number

Orders and Releases

Orders and Releases Items to Ship

► Search Filters

Orders and Releases (3)

Type	Order Number	Customer	Ship To Address	Amount	Date ↓	Order Status	Se
Order	PO8305	Giganto	Giganto New York, NY United States	\$27,770.00 USD	20 Sep 2016	New	Inv
Order	PO8301	Giganto	Giganto New York, NY United States	\$2,049.00 USD	20 Sep 2016	Rejected	Inv
Order	PO2002	ACME Insurance	ACME Insurance San Francisco, CA United States	\$128.15 USD	20 Sep 2016	Confirmed	Inv

↳ [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Manage Time & Expenses](#)

To change an order, select the *Update Line Items*. If your customer doesn't allow these changes, this option isn't available.

Purchase Order: PO8305 Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Reserve

Confirm Entire Order
Update Line Items
Reject Entire Order

Order History


From: Giganto 123 Main Street New York, NY 10012 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (New) PO8305 Amount: \$27,770.00 USD
--	---	---

Payment Terms ⓘ 2.50% 30 Routing Status: Sent

Ship All Items To Giganto 123 Main Street New York, NY 10012 United States	Bill To Giganto 123 Main Street New York, NY 10012 United States	Deliver To Robert Jenkins
--	--	-------------------------------------

Enter the order confirmation number

▼ Order Confirmation Header * Indicates required field

Confirmation #: 


Associated Purchase Order #: PO8305

Customer: Giganto


Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: 

Est. Shipping Cost:

Est. Delivery Date: 

Est. Tax Cost:

Comments:

Line Items

You can enter the shipping and tax of each item by checking the box

▼ Order Confirmation Header * Indicates required field

Confirmation #:


Associated Purchase Order #: PO8305

Customer: Giganto


Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: 

Est. Shipping Cost:

Est. Delivery Date: 

Est. Tax Cost:

Comments:

You can confirm backorder or reject specific quantity

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	72652	15 (EA)	\$1,500.00 USD	\$22,500.00 USD
Task cubicle with 5-foot walls				
Current Order Status				
<input checked="" type="radio"/> 15 Unconfirmed				
Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ				
2	27728	100 (EA)	\$17.20 USD	\$1,720.00 USD
Workstation Bookcase, 4 Shelf				
Current Order Status				
<input checked="" type="radio"/> 100 Unconfirmed				
Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ				
3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD

What is Backorder?

Line Items				
Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	72652 Task cubicle with 5-foot walls		0.00 USD	\$22,500.00 USD
	Current Order Status			
	<input checked="" type="radio"/>	15 Unconfirmed		
	Confirm: <input type="text"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>	Details ⓘ
2	27728 Workstation Bookcase, 4 Shelf	100 (EA)	\$17.20 USD	\$1,720.00 USD
	Current Order Status			
	<input checked="" type="radio"/>	100 Unconfirmed		
	Confirm: <input type="text"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>	Details ⓘ
3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD

“Backordering” means that you will delay shipment until the requested items are available from you or the manufacturer.

To fulfill a line as order, enter the full quantity in the Confirm box

Line Items				
Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	72652	15 (EA)	\$1,500.00 USD	\$22,500.00 USD
Task cubicle with 5-foot walls				
Current Order Status				
<input checked="" type="radio"/> 15 Unconfirmed				
Confirm:	<input type="text" value="15"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ
2	27728	100 (EA)	\$17.20 USD	\$1,720.00 USD
Workstation Bookcase, 4 Shelf				
Current Order Status				
<input checked="" type="radio"/> 100 Unconfirmed				
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ
3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD

You can click *Details* to enter the shipping tax or any comment

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	72652	15 (EA)	\$1,500.00 USD	\$22,500.00 USD
	Task cubicle with 5-foot walls			
	Current Order Status			
	<input checked="" type="radio"/>	15 Unconfirmed		
	Confirm: <input type="text" value="15"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>	Details ⓘ
2	27728	100 (EA)	\$17.20 USD	\$1,720.00 USD
	Workstation Bookcase, 4 Shelf			
	Current Order Status			
	<input checked="" type="radio"/>	100 Unconfirmed		
	Confirm: <input type="text"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>	Details ⓘ
3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD

You can click Details to enter the shipping tax or any comment

15	EA	\$1,500.00 USD	\$22,500.00 USD
Task cubicle with 5-foot walls			
Status: 15 Confirmed			
Est. Shipping Date:	<input type="text" value=" "/>		Est. Shipping Cost: <input type="text"/>
Est. Delivery Date:	<input type="text"/>		Est. Tax Cost: <input type="text"/>
Unit Price:	<input type="text" value="\$1,500.00 USD"/>		
Supplier Part:	<input type="text" value="72652"/>		
Auxiliary Part ID:	<input type="text"/>		
Manufacturer Part ID:	SFG-766		
Manufacturer Name:	Work-Right Cubicles		
Batch ID:	<input type="text"/>		
Comments:	<input type="text"/>		
Description:	<input type="text" value="Task cubicle with 5-foot walls"/>		

Click *OK*

Unit Price:	\$1,500.00 USD
Supplier Part:	72652
Auxiliary Part ID:	
Manufacturer Part ID:	SFG-766
Manufacturer Name:	Work-Right Cubicles
Batch ID:	
Comments:	
Description:	Task cubicle with 5-foot walls
Subtotal: ⓘ	\$22,500.00 USD

OK Cancel

Line 1 is confirmed, you can see the estimated shipping date and shipping cost

Line Items				
Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	72652	15 (EA)	\$1,500.00 USD	\$22,500.00 USD
Task cubicle with 5-foot walls				
Current Order Status				
<input checked="" type="radio"/> 15 Confirmed As Is (Estimated Shipment Date: 21 Sep 2016 ; Estimated Shipping Cost: \$78.05 USD)				
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ
2	27728	100 (EA)	\$17.20 USD	\$1,720.00 USD
Workstation Bookcase, 4 Shelf				
Current Order Status				
<input checked="" type="radio"/> 100 Unconfirmed				
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ

Line 1 is confirmed, you can see the estimated shipping date and shipping cost

	<input checked="" type="radio"/>	15 Confirmed As Is (Estimated Shipment Date: 21 Sep 2016 ; Estimated Shipping Cost: \$78.05 USD)					
	Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/>	<input type="button" value="Details"/> ⓘ
2	27728	100 (EA)	\$17.20 USD	\$1,720.00 USD			
	Workstation Bookcase, 4 Shelf						
	Current Order Status						
	<input checked="" type="radio"/>	100 Unconfirmed					
	Confirm:	<input type="text" value="80"/>	Backorder:	<input type="text" value="20"/>	Reject:	<input type="text"/>	<input type="button" value="Details"/> ⓘ
3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD			
	Dry Erase Writing Board 48-in H x 40-in H						
	Current Order Status						
	<input checked="" type="radio"/>	25 Unconfirmed					
	Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/>	<input type="button" value="Details"/> ⓘ

Click *Details* to fill in additional information

<input checked="" type="radio"/> 15 Confirmed As Is (Estimated Shipment Date: 21 Sep 2016 ; Estimated Shipping Cost: \$78.05 USD)				
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ
2	27728	100 (EA)	\$17.20 USD	\$1,720.00 USD
Workstation Bookcase, 4 Shelf				
Current Order Status				
<input checked="" type="radio"/> 100 Unconfirmed				
Confirm:	<input type="text" value="80"/>	Backorder:	<input type="text" value="20"/>	Reject: <input type="text"/> Details ⓘ
3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD
Dry Erase Writing Board 48-in H x 40-in H				
Current Order Status				
<input checked="" type="radio"/> 25 Unconfirmed				
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ

The details are separated in the Backorder and Confirmed Quantity

New Order Status: 20 Backordered	
Est. Shipping Date:	<input type="text"/>
Est. Delivery Date:	<input type="text"/>
Comments:	<input type="text"/>
New Order Status: 80 Confirmed	
Est. Shipping Date:	<input type="text"/>
Est. Delivery Date:	<input type="text"/>
Unit Price:	<input type="text" value="\$17.20 USD"/>
Supplier Part:	<input type="text" value="27728"/>
Auxiliary Part ID:	<input type="text"/>
Manufacturer Part ID:	SFT-20T
Manufacturer Name:	Read-Right Bookcases

Be sure to edit the estimated shipping date for the Backorder items

New Order Status: 20 Backordered	
Est. Shipping Date:	<input type="text" value="12 Oct 2016"/>
Est. Delivery Date:	<input type="text"/>
Comments:	<input type="text" value="We'll ship the 20 backordered item as soon as we receive them."/>
New Order Status: 80 Confirmed	
Est. Shipping Date:	<input type="text"/>
Est. Delivery Date:	<input type="text"/>
Unit Price:	<input type="text" value="\$17.20 USD"/>
Supplier Part:	<input type="text" value="27728"/>
Auxiliary Part ID:	<input type="text"/>
Manufacturer Part ID:	SFT-20T
Manufacturer Name:	Read-Right Bookcases

Click OK

Supplier Part:	27728
Auxiliary Part ID:	
Manufacturer Part ID:	SFT-20T
Manufacturer Name:	Read-Right Bookcases
Batch ID:	
Comments:	
Description:	Workstation Bookcase, 4 Shelf
Subtotal: ⓘ	\$1,376.00 USD

OK Cancel

20 Backordered (Comments: We'll ship the 20 backordered item as soon as we receive them. ; Estimated Shipment Date: 12 Oct 2016)

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

3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD
---	-------	---------	--------------	----------------

Dry Erase Writing Board 48-in H x 40-in H

Current Order Status

25 Unconfirmed

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

[Confirm All](#)

[Exit](#)

If the line item contains an incorrect unit price, part number, or description simply confirm the line, click details and change the value

20 Backordered (Comments: We'll ship the 20 backordered item as soon as we receive them. ; Estimated Shipment Date: 12 Oct 2016)

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

3	88128	25 (EA)	\$142.00 USD	\$3,550.00 USD
---	-------	---------	--------------	----------------

Dry Erase Writing Board 48-in H x 40-in H

Current Order Status

25 Unconfirmed

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

[Confirm All](#)

[Exit](#) [Next](#)

If your customer doesn't allow you to change the line item then reject them and explain why in the comment

New Order Status: **25 Confirmed**

Est. Shipping Date:	<input type="text" value=""/>	Est. Shipping Cost:	<input type="text" value=""/>
Est. Delivery Date:	<input type="text" value=""/>	Est. Tax Cost:	<input type="text" value=""/>
Unit Price:	<input type="text" value="\$142.70 USD"/>		
Supplier Part:	<input type="text" value="88128"/>		
Auxiliary Part ID:	<input type="text" value=""/>		
Manufacturer Part ID:	<input type="text" value="WR-48x40"/>		
Manufacturer Name:	<input type="text" value="Write-Right Whiteboards"/>		
Batch ID:	<input type="text" value=""/>		
Comments:	<input type="text" value=""/>		
Description:	<input type="text" value="Dry Erase Writing Board 48-in H x 40-in H"/>		

Click OK and then Click Next

Unit Price:	<input type="text" value="\$142.70 USD"/>
Supplier Part:	<input type="text" value="88128"/>
Auxiliary Part ID:	<input type="text"/>
Manufacturer Part ID:	WR-48x40
Manufacturer Name:	Write-Right Whiteboards
Batch ID:	<input type="text"/>
Comments:	<input type="text"/>
Description:	<input type="text" value="Dry Erase Writing Board 48-in H x 40-in H"/>
Subtotal: ⓘ	\$3,550.00 USD

Click Submit to send the order confirmation to your customer

Task cubicle with 5-foot walls			
Current Order Status:			
15 Confirmed As Is (Estimated Shipment Date: 21 Sep 2016 ; Estimated Shipping Cost: \$78.05 USD)			
2	27728	100 (EA)	\$17.20 USD \$1,720.00 USD
Workstation Bookcase, 4 Shelf			
Current Order Status:			
80 Confirmed As Is			
20 Backordered (Comments: We'll ship the 20 backordered item as soon as we receive them. ; Estimated Shipment Date: 12 Oct 2016)			
3	88128	25 (EA)	\$142.00 USD \$3,550.00 USD
Dry Erase Writing Board 48-in H x 40-in H			
Current Order Status:			
25 Confirmed With Changes (Confirmed Unit Price: \$142.70 USD)			
<input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Exit"/>			

The Purchase Order status changes to Partially Confirmed because you didn't confirm the entire order

Purchase Order: PO8305 Done

Create Order Confirmation Create Ship Notice Create Invoice

From: Giganto 123 Main Street New York, NY 10012 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (Partially Confirmed) PO8305 Amount: \$27,770.00 USD
--	---	---

Payment Terms ⓘ
2.50% 30

Routing Status: Acknowledged
Related Documents: OC2203

Ship All Items To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Bill To <hr/> Giganto 123 Main Street New York, NY 10012 United States	Deliver To <hr/> Robert Jenkins
--	--	---

Later when you received the Backordered items, create another order confirmation to inform your customer that those items are available and will be shipped

Purchase Order: PO8305 Done

Create Order Confirmation Create Ship Notice Create Invoice

From:
Giganto
123 Main Street
New York, NY 10012
United States

To:

Purchase Order
(Partially Confirmed)
305
Total: \$27,770.00 USD

When you receive the backordered items, create another order confirmation to inform your customer that those items are available and will be shipped.

Payment Terms ⓘ
2.50% 30

Routing Status: Acknowledged
Related Documents: OC2203

Ship All Items To	Bill To	Deliver To
Giganto 123 Main Street New York, NY 10012 United States	Giganto 123 Main Street New York, NY 10012 United States	Robert Jenkins

Ariba Support/Technical Assistance

- In case you don't have the log in information, please contact Intel Customer Support and dial the toll-free number based on the country your Supplier ID resides in:
<https://www.intel.com/content/www/us/en/supplier/resources/self-help/contact-us.html>
- How to create Invoice for Ariba PO:
<https://www.intel.com/content/www/us/en/supplier/ariba/documents/creating-an-invoice-for-purchase-order.html>
- The following link has details training/guidance on how to manage PO's, submit and track your invoices via Ariba Network: <https://support.ariba.com/item/view/202376>
- Ariba Network Onboarding for suppliers and other resources:
<https://www.intel.com/content/www/us/en/supplier/ariba-network-onboarding-overview.html>
- For enquiries/support regarding Ariba Network Onboarding issues only for suppliers, please send an email to Intel Ariba Enablement Team at ariba-enablement@intel.com

intel®