Vendors using an Ariba Network account to do business with the state of North Carolina can create order confirmations to indicate that they have agreed to accept the purchase order from the buyer, and ship notices to indicate that items have been sent out. Indicating either of these will change the 'Status' of the purchase order to either 'Confirmed' or 'Shipped.'

For more information on creating an Ariba Network account, see Accessing the Ariba Network.

I. Creating an Order Confirmation

When an order is received, the vendor can confirm they accept the order. If an order contains line items or services that are temporarily unavailable or no longer offered, vendors can confirm the parts of the order they are able to fulfill, back-order line items, or reject line items.

1. Log in to Ariba Network at supplier.ariba.com.

2. Click ‘Inbox’ and select ‘Orders and Releases’ from the upper left of the home page.
3. Click on the ‘Order Number’ hyperlink to open the order.

4. Click ‘Create Order Confirmation,’ and select ‘Confirm Entire Order’ or ‘Update Line Items’ in the drop-down menu.
   a. Selecting ‘Confirm Entire Order’ allows the vendor to confirm all lines at the same time.
   b. Selecting ‘Update Line Items’ allows vendors indicate order confirmation details for each line individually.

5. In the ‘Order Confirmation Header’ section, enter a confirmation number. Confirmation numbers are chosen by the vendor based on their own internal processes.
   a. Choose ‘Enter the shipping and tax information at the line item level’ if vendors want to enter the estimated shipping date or comments for each confirmed line item.
6. Further down the page, vendors can confirm or reject each line item to inform the buyer if their order is possible or needs to be put on backorder.

   a. For material items, enter numeric values in one or both of the ‘Confirm’ or ‘Backorder’ fields.

   b. For service items, choose ‘Confirm’ or ‘Reject’.

7. Click ‘Details’ within a line item to do any of the following:

   a. Edit shipping dates, delivery dates, and comments.

   Note: Shipping information fields will not appear until quantities are updated in the ‘Confirm’ or ‘Backordered’ fields for the selected line.
b. Click ‘OK’ when finished updating the line-item details.

8. When finished updating each line item on the purchase order, click ‘Next’ to review the details of the order confirmation.

9. Click ‘Submit’ to send the order confirmation to the buyer and return to the purchase order details page, completing the order confirmation process.

II. Creating a Ship Notice

Vendors can create ship notices to keep buyers informed about when they can expect to receive the material items they ordered.

1. Log in to Ariba Network at supplier.ariba.com.
2. Click ‘Inbox’ and select ‘Orders and Releases’ from the upper-left of the home page.

3. Click the ‘Order Number’ for the order that is being shipped.
4. Click ‘Create Ship Notice’ at the top of the purchase order.

5. In the ‘Ship Notice Header’ section, enter the information for this shipment. Vendors should provide a Packing Slip ID and Tracking No. if available.

6. In the ‘Item’ section, do one of the following:
   
a. For each line item, enter in the ‘Ship Qty’ field the number of that item that is included in this shipment.

b. To indicate that none of a particular item is included in this shipment, click the ‘Remove’ link to the right of that line item. This link removes the item from the current ship notice, but not from the source purchase order. The item remains available for future ship notices.
7. If vendors need to add additional shipping information on the line item level, click ‘Details’ for the line item to show the ‘Create Ship Notice Shipping Details’ page, and click ‘OK’ once finished.

8. Click ‘Next’ to open the ship-notice review page and confirm the information on the review page. To make changes to any details, click ‘Previous.’
9. Click ‘Submit.’ The Ariba Network sends the ship notice to the buyer and returns the vendor to the purchase order details page.

III. Rejecting a Purchase Order

If an order is for line items or services that are temporarily unavailable or no longer offered, vendors can reject the entire order.

1. Log in to Ariba Network at supplier.ariba.com.

2. Click ‘Inbox’ and select ‘Orders and Releases’ from the upper left of the home page.
3. Click on the ‘Order Number’ hyperlink to open the order.

4. Click ‘Create Order Confirmation,’ and select ‘Reject Entire Order’ in the drop-down menu.
5. The ‘Reject Entire Order’ pop-up will appear with the option to enter a confirmation number, select a rejection reason from the drop-down menu, and leave any other additional comments for the buyer. 

   **Note:** A rejection reason must be selected from the drop-down to reject an order.

   ![Image of Reject Entire Order pop-up]

   *Rejection Reason* is a required field when rejecting an order.

6. The ‘Status’ for the purchase order will be ‘Rejected’ and the buyer will see the new status on the order in NC eProcurement.

   ![Image of Rejected Purchase Order]

   Purchase Order (Rejected) EP4904759
   Amount: $333.00 USD
   Version: 1