

# Purchase Order Status Guide

## Introduction

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](#).



## Learning Objectives

At the end of this job aid, **you will be able to:**



Create an Order Confirmation.



Create a Ship Notice.



Reject a Purchase Order.

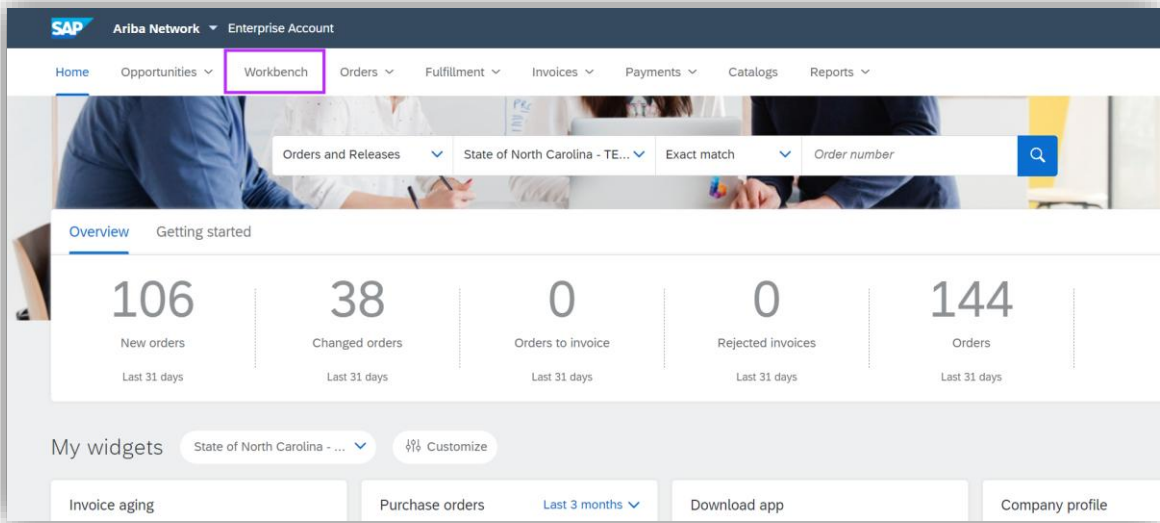
# Purchase Order Status Guide

## Creating an Order Confirmation

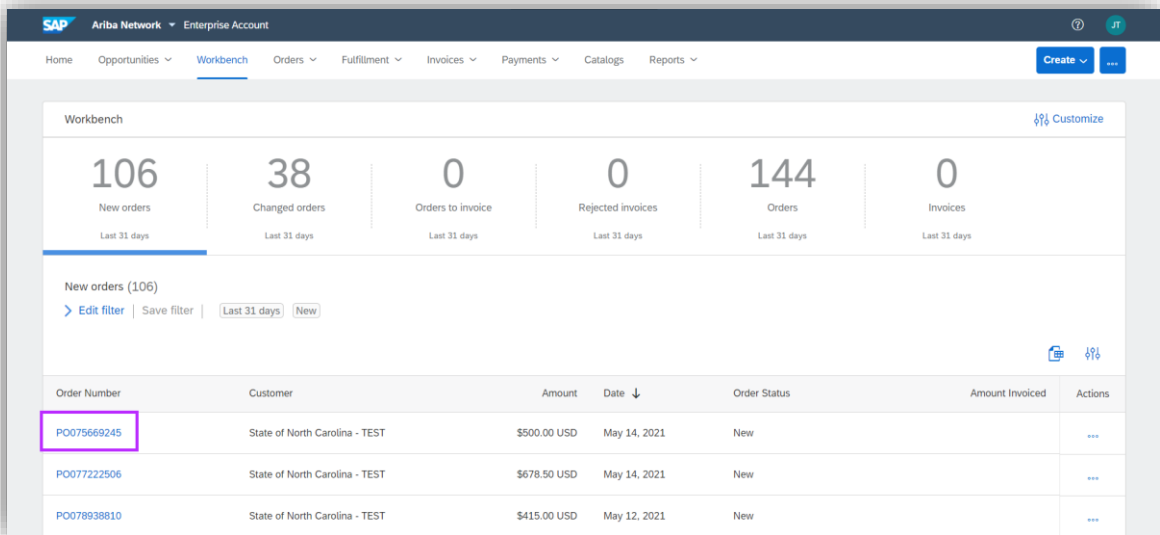
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When an order is received, the vendor can confirm they accept the order and agree to fill the items or requested service. If an order contains line items or services that are temporarily unavailable or no longer offered, vendors can confirm the parts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

- A. Log in to Ariba Network at [supplier.ariba.com](https://supplier.ariba.com).
- B. Click **'Workbench'** in the upper left of the home page.



- C. Click on the **'Order Number'** hyperlink to open the order.

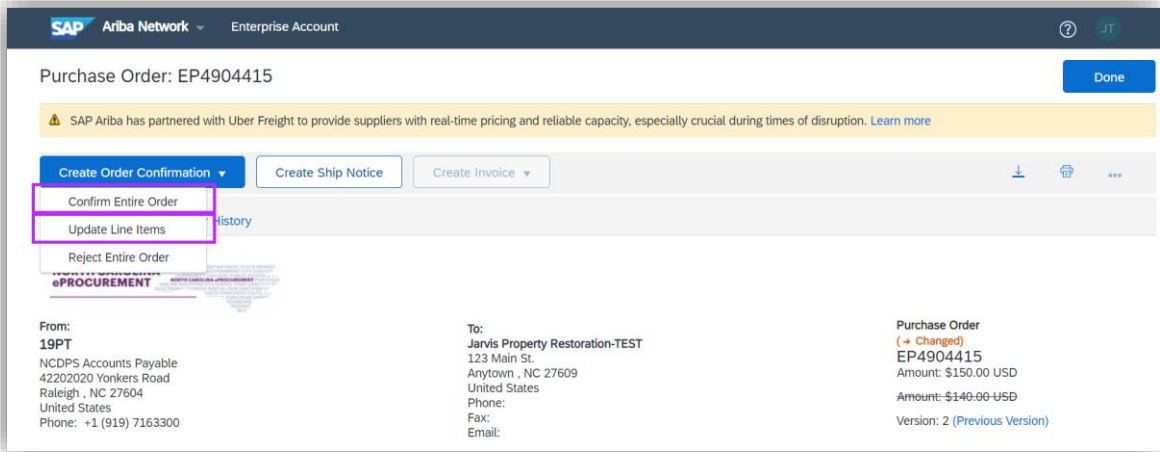


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D. Click **'Create Order Confirmation,'** and select **'Confirm Entire Order'** or **'Update Line Items'** in the drop-down menu.

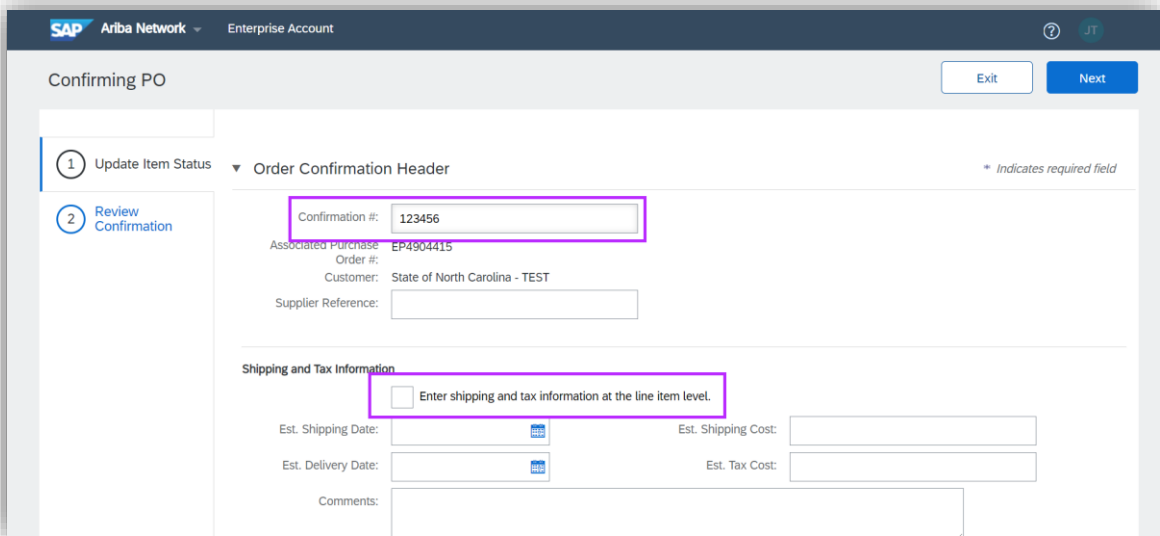
I. Selecting **'Confirm Entire Order'** allows the vendor to confirm all lines at the same time.

II. Selecting **'Update Line Items'** allows vendors indicate order confirmation details for each line individually.



E. In the **'Order Confirmation Header'** section, enter a confirmation number. Confirmation numbers are chosen by the vendor based on their own internal processes.

I. Choose **'Enter the shipping and tax information at the line item level'** if the vendor chose **'Update Line Items'** and want to enter the estimated shipping date or comments for each confirmed line item.



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F. 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.


I. For material items, enter numeric values in one or both of the 'Confirm' or 'Backorder' fields.

II. For service items, choose 'Confirm' or 'Reject.'

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal	Tax
1	Not Available Term Contract Statewide Line 1	11 (EA)	\$10.00 USD	\$110.00 USD	\$0.00 USD
Current Order Status					
<input checked="" type="radio"/> 11 Unconfirmed					
Confirm: <input type="text"/>		Backorder: <input type="text"/>		<a href="#">Details</a> ⓘ	
2	Not Available Term Contract Agency Specific Line 2	1 (EA)	\$10.00 USD	\$10.00 USD	\$0.00 USD
Current Order Status					
<input checked="" type="radio"/> 1 Unconfirmed					
Confirm: <input type="text"/>		Backorder: <input type="text"/>		<a href="#">Details</a> ⓘ	

G. Click 'Details' within a line item to do any of the following:

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

 Shipping information fields will not appear until quantities are updated in the 'Confirm' or 'Backordered' fields for the selected line.

II. Click 'OK' when finished updating the line-item details.

SAP Ariba Network - Enterprise Account

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1	Not Available Term Contract Statewide Line 1	11	EA			\$10.00 USD	\$110.00 USD	\$0.00 USD

New Order Status: 11 Confirmed

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

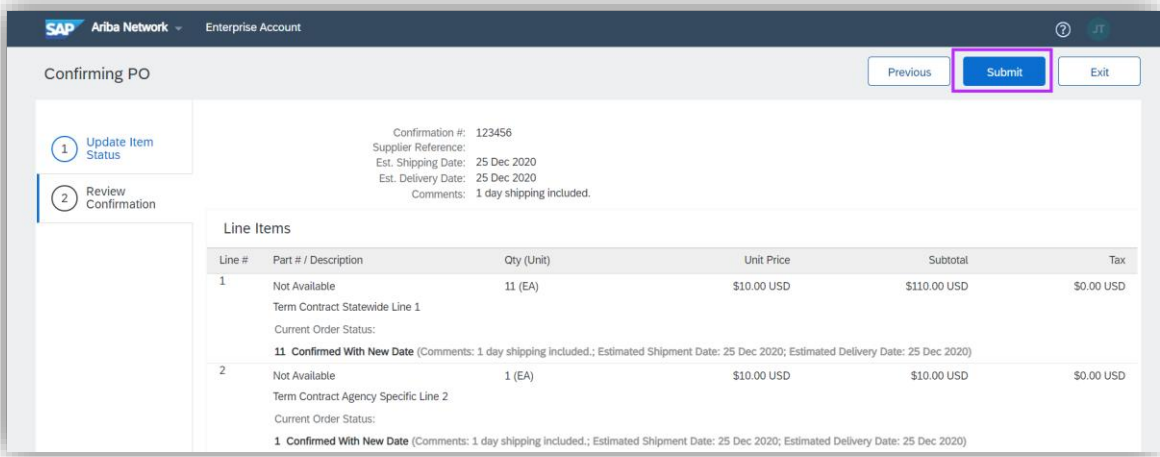
Supplier Batch ID:

Comments: ⓘ

Description: Term Contract Statewide Line 1

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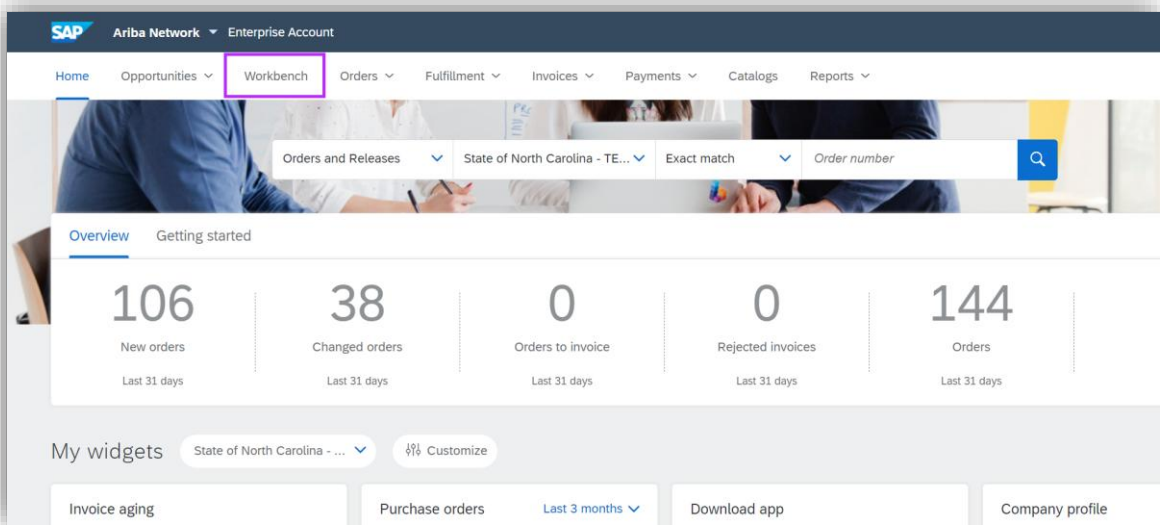
- H. When finished updating each line item on the purchase order, click **'Next'** to review the details of the order confirmation.
- I. Click **'Submit'** to send the order confirmation to the buyer and return to the purchase order details page, completing the order confirmation process.



## Creating a Ship Notice

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

- A. Log in to Ariba Network at [supplier.ariba.com](https://supplier.ariba.com).
- B. Click **'Workbench'** in the upper-left of the home page.



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C. Click the 'Order Number' for the order that is being shipped.

The screenshot shows the SAP Ariba Network Workbench interface. At the top, there are navigation tabs: Home, Opportunities, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Create' button is visible in the top right. Below the navigation is a 'Workbench' section with a 'Customize' icon. The main area displays six statistics for the last 31 days: 106 New orders, 38 Changed orders, 0 Orders to invoice, 0 Rejected invoices, 144 Orders, and 0 Invoices. Below these statistics is a section for 'New orders (106)' with filters for 'Edit filter', 'Save filter', 'Last 31 days', and 'New'. A table lists the new orders with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The first row, PO075669245, is highlighted with a purple box.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO075669245	State of North Carolina - TEST	\$500.00 USD	May 14, 2021	New		...
PO077222506	State of North Carolina - TEST	\$678.50 USD	May 14, 2021	New		...
PO078938810	State of North Carolina - TEST	\$415.00 USD	May 12, 2021	New		...

D. Click 'Create Ship Notice' at the top of the purchase order.

The screenshot shows the SAP Ariba Network Purchase Order: EP4904422. At the top, there are navigation tabs: Home, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Done' button is visible in the top right. Below the navigation is a 'Purchase Order: EP4904422' section with a 'Done' button. A yellow banner at the top states: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. Below the banner are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a purple box), and 'Create Invoice'. Below the buttons are tabs for 'Order Detail' and 'Order History'. The main area displays the 'SHIP NOTICE HEADER' section with 'From' and 'To' information. The 'From' information is: 19PT, NCDPS Accounts Payable, 42202020 Yonkers Road, Raleigh, NC 27604, United States, Phone: +1 (919) 7163300. The 'To' information is: Jarvis Property Restoration-TEST, 123 Main St., Anytown, NC 27609, United States, Phone: [blank], Fax: [blank], Email: [blank]. The 'Purchase Order' information is: (New), EP4904422, Amount: \$5,000.00 USD, Version: 1.

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

The screenshot shows the SAP Ariba Network 'Create Ship Notice' form. At the top, there are navigation tabs: Home, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'TEST MODE' indicator is visible in the top right. Below the navigation is a 'Create Ship Notice' section with 'Save', 'Exit', and 'Next' buttons. A yellow banner at the top states: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. Below the banner is a 'SHIP FROM' section with 'Jarvis Property Restoration-TEST' and 'Update Address' button. The 'SHIP FROM' information is: Anytown, NC, United States. Below the 'SHIP FROM' section is a 'DELIVER TO' section with 'H34' and 'Update Address' button. The 'DELIVER TO' information is: Jacksonville, NC, United States. Below the 'DELIVER TO' section is a 'SHIP NOTICE HEADER' section. The 'SHIP NOTICE HEADER' section has a 'SHIPPING' section with 'Packing Slip ID' (highlighted with a purple box, value: 1234567), 'Invoice No.', and 'Requested Delivery Date'. The 'SHIPPING' section also has a 'TRACKING' section with 'Carrier Name' (UPS), 'Tracking No.' (highlighted with a purple box, value: 123456789101112), 'Tracking Date', and 'Shipout Method'.

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F. In the 'Item' section, do one of the following:

- I. For each line item, enter in the 'Ship Qty' field the number of that item that is included in this shipment.
- II. 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.

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
EP4904415	1	Not Available Term Contract Statewide Line 1		11	EA			\$10.00 USD	\$110.00 USD	\$0.00 USD	<a href="#">Remove</a>
<b>Shipment Status</b> Total Item Due Quantity: 11 EA											
<b>Confirmation Status</b> Total Confirmed Quantity: 11 EA    Total Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	11				<a href="#">Add Details</a>						
<a href="#">Add Ship Notice Line</a>											
EP4904415	2	Not Available Term Contract Agency Specific Line 2		1	EA			\$10.00 USD	\$10.00 USD	\$0.00 USD	<a href="#">Remove</a>
<b>Shipment Status</b> Total Item Due Quantity: 1 EA											
<b>Confirmation Status</b> Total Confirmed Quantity: 1 EA    Total Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	1				<a href="#">Add Details</a>						

G. 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.

Create Ship Notice

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
EP4904415	1	Not Available Term Contract Statewide Line 1		11	EA			\$10.00 USD	\$110.00 USD	\$0.00 USD

**SHIPMENT STATUS**

1. Shipping 11 EA

**ASSET DETAILS**

Serial Number:

Asset Tag:

[Add Asset](#)

▶ HAZARD DETAILS  
▶ DELIVERY DETAILS  
▶ PACKAGING

[OK](#) [Cancel](#)

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H. 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.'**

I. 9. Click **'Submit.'** The Ariba Network sends the ship notice to the buyer and returns the vendor to the purchase order details page.

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Create Ship Notice

Confirm and submit this document.

SHIP FROM	DELIVER TO
Jarvis Property Restoration-TEST 123 Main St. Anytown , NC 27609 United States	H34 NC DEPARTMENT OF PUBLIC SAFETY Jacksonville , NC 28540-0370 United States

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: 1234567 Invoice No.: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: --	Carrier Name: UPS Tracking No.: 123456789101112 Tracking Date: -- Shipping Method: -- Service Level: --

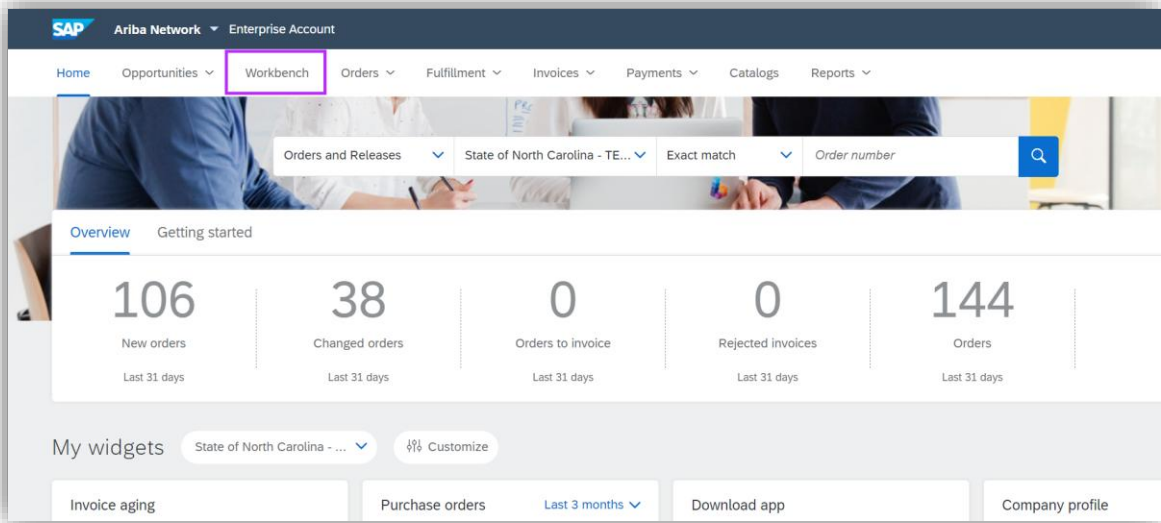
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## Rejecting a Purchase Order

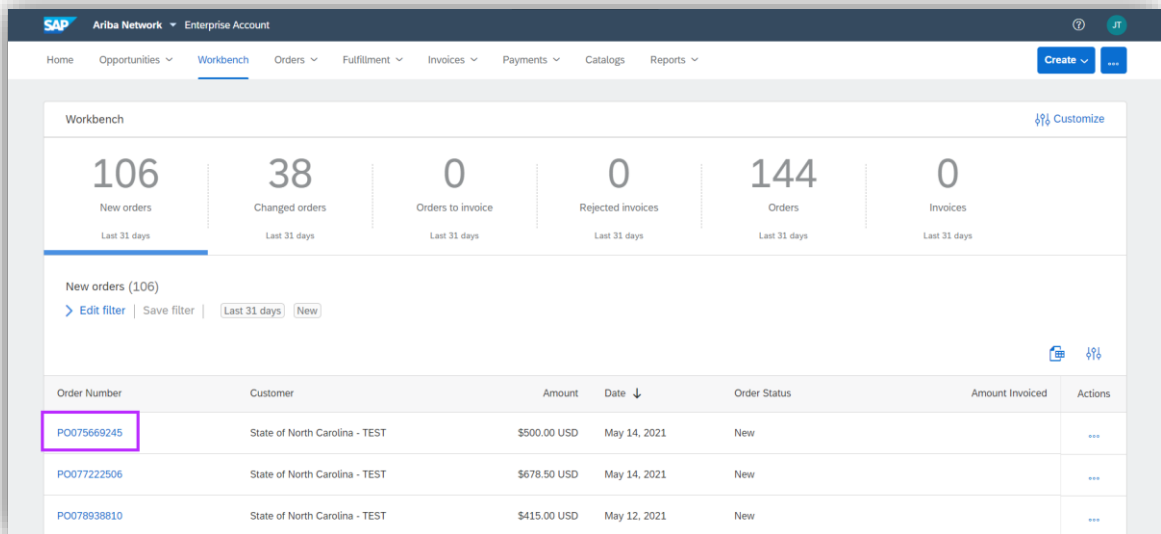
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If an order is for line items or services that are temporarily unavailable or no longer offered, vendors can reject the entire order.

- A. Log in to Ariba Network at [supplier.ariba.com](https://supplier.ariba.com).
- B. Click **'Workbench'** in the upper left of the home page.

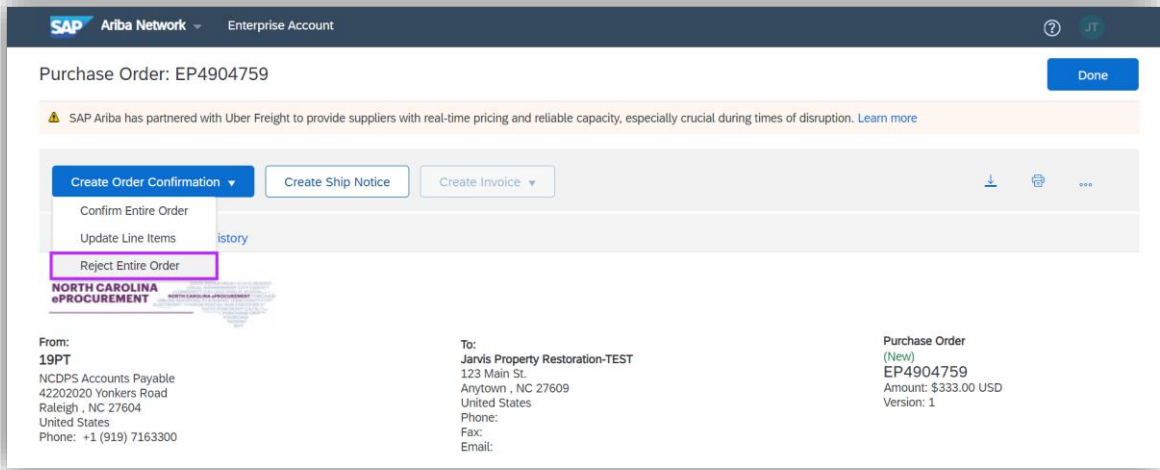


- C. Click on the **'Order Number'** hyperlink to open the order.




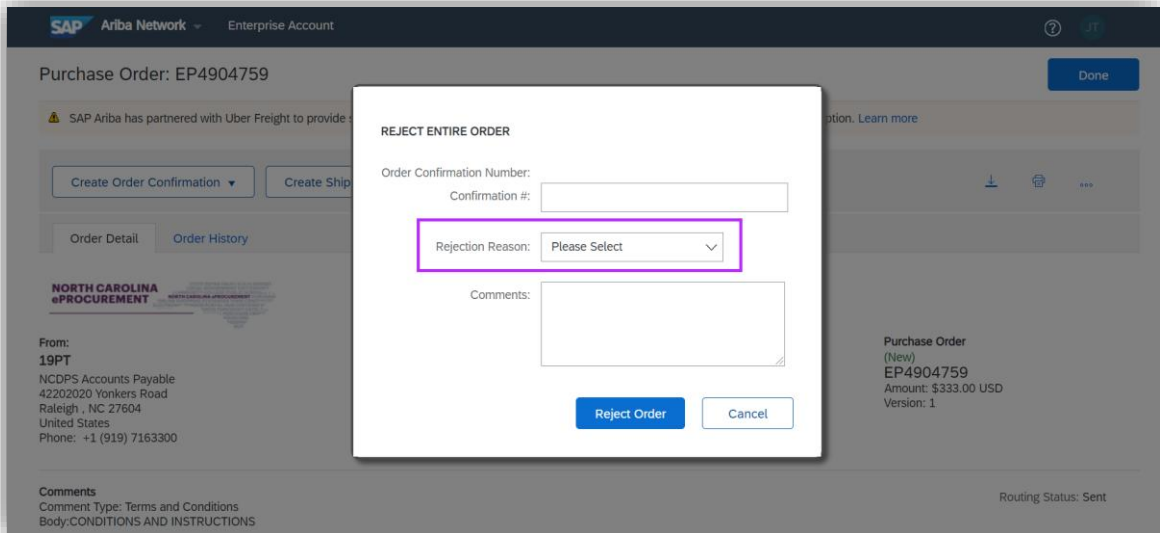
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D. Click 'Create Order Confirmation,' and select 'Reject Entire Order' in the drop-down menu.



E. 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.

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



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F. The 'Status' for the purchase order will be 'Rejected' and the buyer will see the new status on the order in NC eProcurement.

