

NC eProcurement

Purchase Order Status Guide

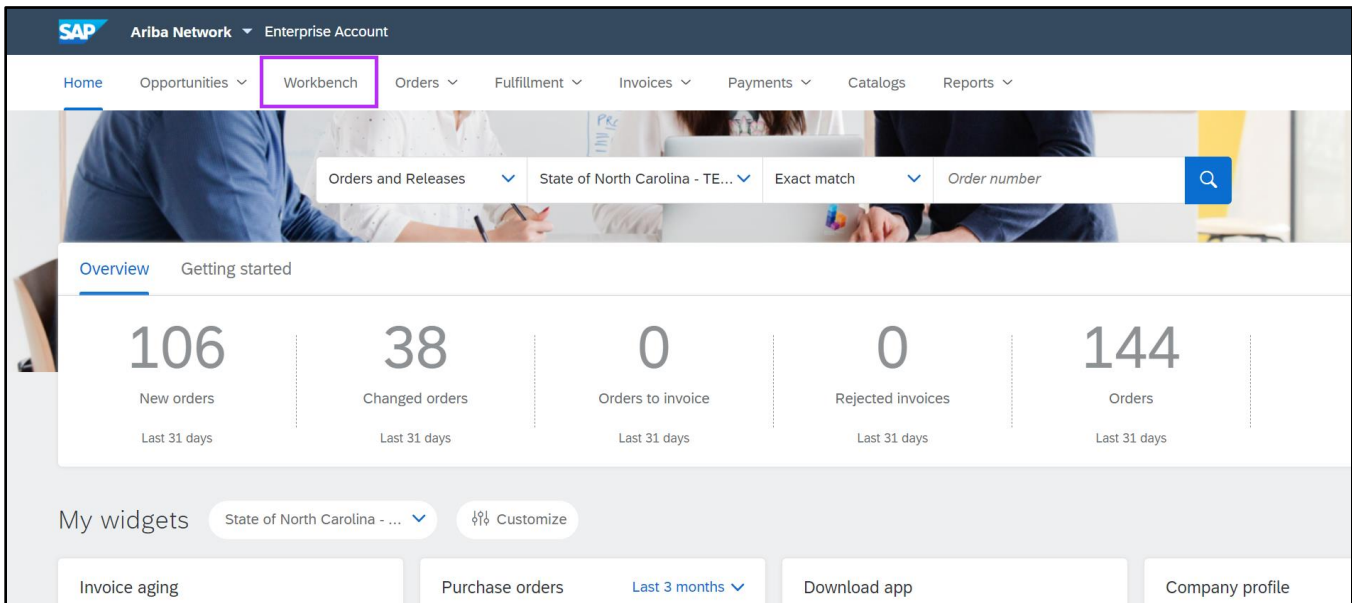
Vendors using an Ariba Network account to do business with the state of North Carolina can create order confirmations to indicate that they have agreed to accept the purchase order from the buyer, and ship notices to indicate that items have been sent out. Indicating either of these will change the **'Status'**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

1. Log in to Ariba Network at supplier.ariba.com.
2. Click **'Workbench'** in the upper left of the home page.



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

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		...

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.

Use **'Confirm Entire Order'** to accept the entire purchase order at once, or **'Update Line Items'** to update line item details one by one, if applicable.

From:
19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh , NC 27604
United States
Phone: +1 (919) 7163300

Jarvis Property Restoration-TEST
123 Main St.
Anytown , NC 27609
United States
Phone:
Fax:
Email:

Purchase Order
(+ Changed)
EP4904415
Amount: \$150.00 USD
Amount: \$140.00 USD
Version: 2 (Previous Version)

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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 the vendor chose **'Update Line Items'** and 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.'**

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"/> Details ⓘ					
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"/> Details ⓘ					

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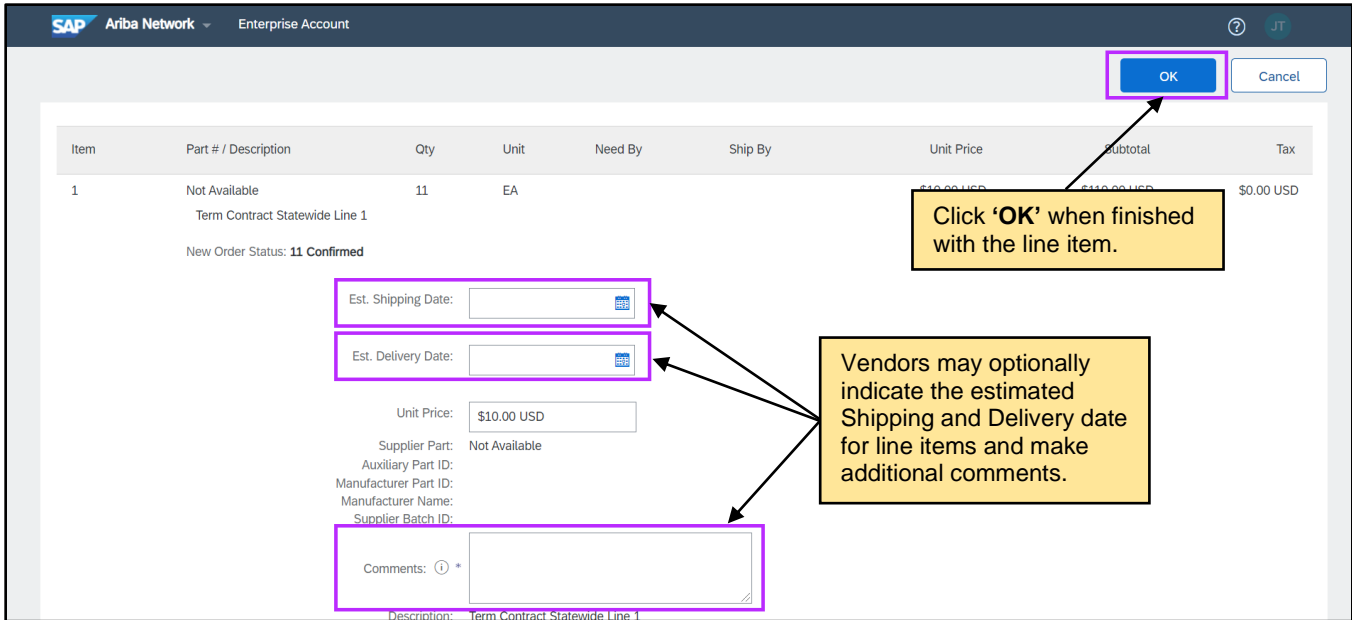
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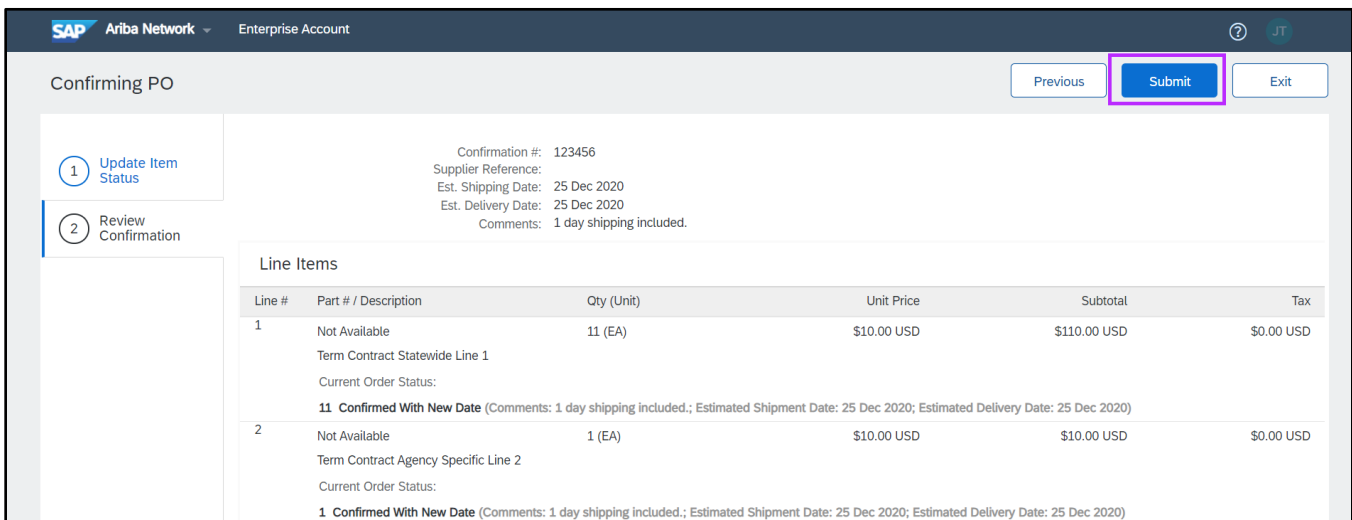
7. Click **'Details'** within a line item to do any of the following:
 - a. Edit shipping dates, delivery dates, and comments.

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.



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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 **'Workbench'** in the upper-left of the home page.

The screenshot shows the SAP Ariba Network Workbench dashboard. The navigation menu includes Home, Opportunities, Workbench (highlighted), Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A search bar is visible with filters for 'Orders and Releases', 'State of North Carolina - TE...', 'Exact match', and 'Order number'. The main dashboard displays five key metrics for the last 31 days: 106 New orders, 38 Changed orders, 0 Orders to invoice, 0 Rejected invoices, and 144 Orders. Below the metrics are sections for 'My widgets' and 'Purchase orders'.

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

The screenshot shows the SAP Ariba Network Workbench dashboard with the 'New orders (106)' section expanded. The 'Order Number' column is highlighted, and the first order, PO075669245, is selected. The table below shows the details of the selected order and other new orders.

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		...

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

Purchase Order: EP4904422 Done

⚠️ 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](#)

Create Order Confirmation ▼ **Create Ship Notice** Create Invoice ▼

Order Detail Order History

NORTH CAROLINA ePROCUREMENT

From: 19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

To: Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

Purchase Order (New)
EP4904422
Amount: \$5,000.00 USD
Version: 1

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.

Create Ship Notice Save Exit Next

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* Indicates required field

SHIP FROM Jarvis Property Restoration-TEST Update Address
Anytown, NC
United States

DELIVER TO H34 Update Address
Jacksonville, NC
United States

▼ Ship Notice Header

SHIPPING
Packing Slip ID: * 1234567
Invoice No.:
Requested Delivery Date: --
Ship Notice Type: Select ▼

TRACKING
Carrier Name: UPS
Tracking No.: * 123456789101112
Tracking Date:
Shipping Method: Select ▼

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

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

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	Remove										
Shipment Status Total Item Due Quantity: 11 EA Confirmation Status Total Confirmed Quantity: 11 EA Total Backordered Quantity: 0 EA																					
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11</td> <td></td> </tr> </tbody> </table>												Line	Ship Qty	Supplier Batch ID	1	11					
Line	Ship Qty	Supplier Batch ID																			
1	11																				
Add Ship Notice Line																					
EP4904415	2	Not Available Term Contract Agency Specific Line 2		1	EA			\$10.00 USD	\$10.00 USD	\$0.00 USD	Remove										
Shipment Status Total Item Due Quantity: 1 EA Confirmation Status Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA																					
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	1	1			
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																	
1	1																				
Add Details																					

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.

SAP Ariba Network Enterprise Account

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](#)

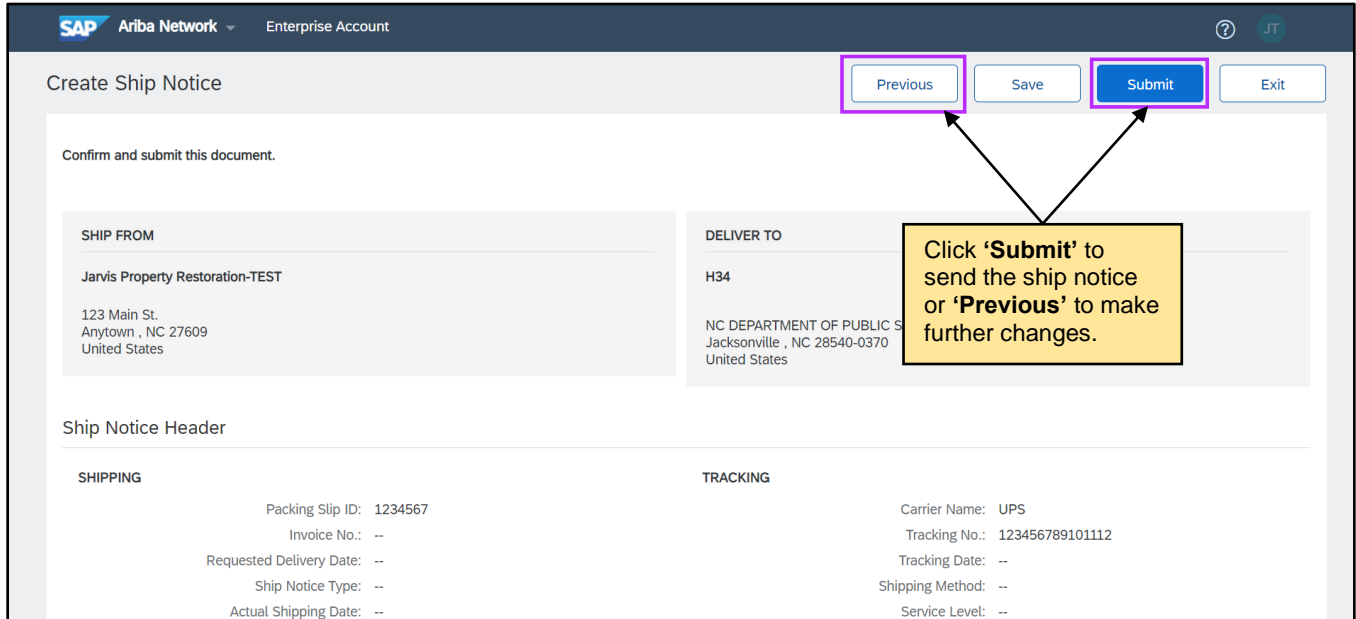
[OK](#) [Cancel](#)

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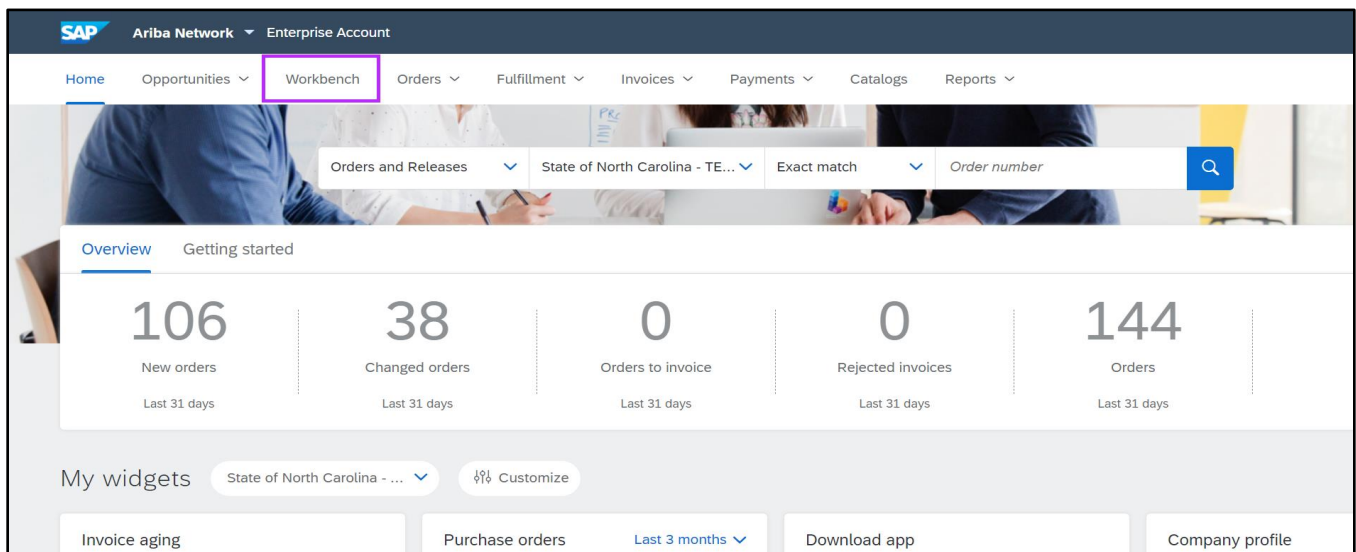
- Click **'Next'** to open the ship-notice review page and confirm the information on the review page. To make changes to any details, click **'Previous.'**
- Click **'Submit.'** The Ariba Network sends the ship notice to the buyer and returns the vendor to the purchase order details page.



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.

- Log in to Ariba Network at supplier.ariba.com.
- Click **'Workbench'** in the upper left of the home page.



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

The screenshot shows the SAP Ariba Network Workbench dashboard. 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 dashboard displays six key metrics 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 metrics is a section for 'New orders (106)' with filters for 'Last 31 days' and 'New'. A table lists the new orders with columns for 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		...

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

The screenshot shows the SAP Ariba Network Purchase Order details for EP4904759. 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: EP4904759' section with a 'Done' button. A warning message is displayed: '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 warning is a section for 'Create Order Confirmation' with a dropdown menu. The dropdown menu is open, showing options: Confirm Entire Order, Update Line Items, and Reject Entire Order (highlighted with a purple box). Below the dropdown is a 'Create Ship Notice' button and a 'Create Invoice' button. At the bottom, there is a contact information section with 'From:' and 'To:' fields. The 'From:' field contains: 19PT, NCDPS Accounts Payable, 42202020 Yonkers Road, Raleigh, NC 27604, United States, Phone: +1 (919) 7163300. The 'To:' field contains: Jarvis Property Restoration-TEST, 123 Main St, Anytown, NC 27609, United States, Phone:, Fax:, Email:. The 'Purchase Order' field contains: (New), EP4904759, Amount: \$333.00 USD, Version: 1.

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- 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.

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason:

Comments:

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

Purchase Order: EP4904759

From: 19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

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

Routing Status: Sent

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

Purchase Order: EP4904759

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](#)

Order Detail | Order History

NORTH CAROLINA ePROCUREMENT

From: 19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

To: Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

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