

# NC eProcurement

## Purchase Order Status Guide

STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOLS  
**NORTH CAROLINA ePROCUREMENT PURCHASE**  
ONLINE SHOPPING STATEWIDE TERM CONTRACTS  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

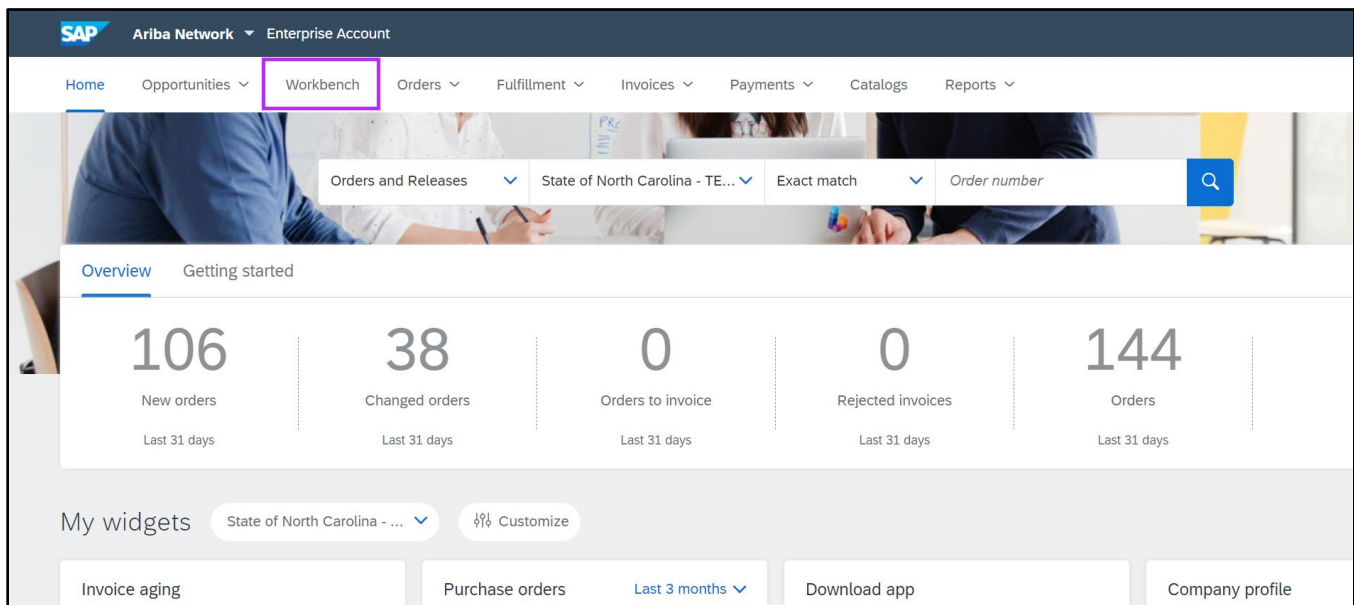
Vendors using an Ariba Network account to do business with the state of North Carolina can create order confirmations to indicate that they have agreed to accept the purchase order from the buyer, and ship notices to indicate that items have been sent out. Indicating either of these will change the **'Status'** 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](https://supplier.ariba.com).
2. Click **'Workbench'** in the upper left of the home page.



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QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

- 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 bar, the Workbench section 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, there is a section for 'New orders (106)' with links for 'Edit filter', 'Save filter', and buttons for '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 three orders are highlighted with a red 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		...

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

The screenshot shows the SAP Ariba Network Purchase Order confirmation screen for Purchase Order: EP4904415. At the top, there is a 'Done' button. Below the header, a yellow banner contains a message about SAP Ariba's partnership with Uber Freight. The main section features three buttons: 'Create Order Confirmation' (selected), 'Create Ship Notice', and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red box highlights the 'Confirm Entire Order' and 'Update Line Items' options. A callout box with an arrow pointing to these options contains the text: '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.' Below the buttons, there is a 'History' link. At the bottom, there is a 'From:' section with contact information for NCDPS Accounts Payable and Jarvis Property Restoration-TEST. On the right, there is a 'Purchase Order' section with details: EP4904415, Amount: \$150.00 USD, Amount: \$140.00 USD, and Version: 2 (Previous Version).

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QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

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

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PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

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.

SAP Ariba Network Enterprise Account

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: \$10.00 USD

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments: ① \*

Click **'OK'** when finished with the line item.

Vendors may optionally indicate the estimated Shipping and Delivery date for line items and make additional comments.

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.

SAP Ariba Network Enterprise Account

Confirming PO

Confirmation #: 123456

Supplier Reference:

Est. Shipping Date: 25 Dec 2020

Est. Delivery Date: 25 Dec 2020

Comments: 1 day shipping included.

Line Items

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: <b>11 Confirmed With New Date</b> (Comments: 1 day shipping included.; Estimated Shipment Date: 25 Dec 2020; Estimated Delivery Date: 25 Dec 2020)					
2	Not Available Term Contract Agency Specific Line 2	1 (EA)	\$10.00 USD	\$10.00 USD	\$0.00 USD
Current Order Status: <b>1 Confirmed With New Date</b> (Comments: 1 day shipping included.; Estimated Shipment Date: 25 Dec 2020; Estimated Delivery Date: 25 Dec 2020)					

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](https://supplier.ariba.com).
2. Click **'Workbench'** in the upper-left of the home page.

SAP Ariba Network Enterprise Account

Home Opportunities **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports

Orders and Releases State of North Carolina - TE... Exact match Order number

Overview Getting started

106 New orders Last 31 days

38 Changed orders Last 31 days

0 Orders to invoice Last 31 days

0 Rejected invoices Last 31 days

144 Orders Last 31 days

My widgets State of North Carolina - ... Customize

Invoice aging Purchase orders Last 3 months Download app Company profile

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

SAP Ariba Network Enterprise Account

Home Opportunities **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports

Create

Workbench Customize

106 New orders Last 31 days

38 Changed orders Last 31 days

0 Orders to invoice Last 31 days

0 Rejected invoices Last 31 days

144 Orders Last 31 days

0 Invoices Last 31 days

New orders (106)

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

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PO075669245	State of North Carolina - TEST	\$500.00 USD	May 14, 2021	New		...
PO07722506	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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SOURCING  
BIDDING  
BUY

- 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

- 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

⚠ 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](#)

\* 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: info  
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	<a href="#">Remove</a>										
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 11 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 11 EA      Total Backordered Quantity: 0 EA</p> <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> <p><a href="#">Add Ship Notice Line</a></p>												Line	Ship Qty	Supplier Batch ID	1	11					
Line	Ship Qty	Supplier Batch ID																			
1	11																				
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>										
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 1 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 1 EA      Total Backordered Quantity: 0 EA</p> <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> <p><a href="#">Add Details</a></p>												Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	1	1			
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																	
1	1																				

Clicking **'Remove'** will remove a chosen line item from this notice, but it will remain available on 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.

SAP Ariba Network Enterprise Account

Create Ship Notice

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

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](#)

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QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

- 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](https://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 interface. At the top, there's a navigation bar with 'Home', 'Opportunities', 'Workbench' (selected), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. Below this, a 'Workbench' section displays six statistics: 106 New orders, 38 Changed orders, 0 Orders to invoice, 0 Rejected invoices, 144 Orders, and 0 Invoices. Below these statistics, there's a section for 'New orders (106)' with filters for '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 is highlighted with a red box, showing Order Number PO075669245, Customer State of North Carolina - TEST, Amount \$500.00 USD, Date May 14, 2021, and Order Status New.

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 interface for a specific Purchase Order: EP4904759. At the top, there's a navigation bar with 'SAP Ariba Network' and 'Enterprise Account'. Below this, a section for 'Purchase Order: EP4904759' displays a message about SAP Ariba's partnership with Uber Freight. Below the message, there's a section with three buttons: 'Create Order Confirmation' (selected), 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button has a dropdown menu open, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order' (highlighted with a red box). Below the dropdown menu, there's a section for 'From:' and 'To:' information. The 'From:' section includes '19PT', 'NCDPS Accounts Payable', '42202020 Yonkers Road', 'Raleigh, NC 27604', 'United States', and 'Phone: +1 (919) 7163300'. The 'To:' section includes 'Jarvis Property Restoration-TEST', '123 Main St.', 'Anytown, NC 27609', 'United States', 'Phone:', 'Fax:', and 'Email:'. To the right of the 'To:' section, there's a section for 'Purchase Order (New)', 'EP4904759', 'Amount: \$333.00 USD', and 'Version: 1'.

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SOURCING  
BIDDING  
BUY

- 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

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

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

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