Purchase Order

For both GST and Non-GST Suppliers
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The Purchase Order (PO) is the source document for the order and all subsequent documents are created from PO.

A PO is a commercial document issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services the seller will provide to the buyer.

Receiving a PO from your buyer constitute an offer to buy products or services.

NTU PO number format: 9100123456.
Procure-to-Pay (P2P) Process

- **Raise Purchase Requisition (PR)**
  - NTU raises a Requisition
  - After the Requisition is approved, a Purchase Order will be issued.

- **Purchase Order (PO)**
  - Suppliers receive the copy of the purchase order via Email
  - Suppliers sign up / log in to their Ariba Network Account
  - Suppliers review the Purchase Order
  - Upon PO acceptance, suppliers are to process order and arrange delivery

- **Goods Receipt (GR)**
  - Suppliers are required to submit a Delivery Order / Service Delivery form with each good / service delivery
  - NTU performs Goods Receipt in the system

- **Invoice**
  - Suppliers submit an invoice
  - NTU will do invoice reconciliation and proceed to payment

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1 Suppliers may use pre-existing login credentials created for the Ariba Supplier Network site for PO & Invoicing (Standard Account) and / or Ariba Discovery/ or Ariba Sourcing.
   For suppliers new to NTU, relationship established upon Supplier’s receipt of first NTU PO via Ariba Network

2 **Order Confirmation** and **Ship Notice** are not compulsory prior to E-Invoice submission. For order confirmation/acknowledgement, please email to the requester directly.
How to find and retrieve Purchase Order in Ariba

There are 2 methods to access the purchase order in Ariba:
(A) By PO interactive email (page 6 to 7)
(B) By searching for PO number in Ariba account Workbench (page 8 to 10)
How to find and retrieve Purchase Order in Ariba

(A) By PO interactive email

From the PO interactive email that is sent to your designated email address for receiving PO, click on **Process order** button to proceed. Refer to example below.

PO email is sent from ordersender-prod@anssmtp.ariba.com
How to find and retrieve Purchase Order in Ariba

(A) By PO interactive email

(i) After clicking the Process Order button, proceed to login to your Ariba account.

(ii) If this is your first PO and you do not have any customer trading relationship with NTU, you will be asked to login to the Ariba account you wish to transact with. Click **Use existing account** and login to your account. Once you have logged in successfully, this account has established a trading relationship with NTU.

If you do not have an existing Ariba account to login, click **Create new account** to register an Ariba standard account, then return to the PO email and login again.

After you have logged in successfully, proceed to page 11.
How to find and retrieve Purchase Order in Ariba

(B) Search for PO number in Ariba account Workbench

NOTE: Only if your Ariba account has established a trading relationship with NTU.

To check on customer trading relationship, go to https://supplier.ariba.com/ and login to your Ariba account:

(i) Click on your account profile at the top right corner (green circle with your account initials),
(ii) In the pop-up menu, select Settings,
(iii) Under Account Settings, select Customer Relationships,
(iv) Under Customer Relationships, click on Current Relationships tab,
(v) Check the Current tab to ensure “Nanyang Technological University” appears under Customer, this means your account has an active trading relationship with NTU.
How to find and retrieve Purchase Order in Ariba

(B) Search for PO number in Ariba account Workbench

Login to your Ariba account: https://supplier.ariba.com/
1. Click on Workbench tab,
2. Click on Orders tile,
3. Click on Edit filter,
4. Under Customers field, select “Nanyang Technological University”,
5. Under Order numbers field, enter the PO number and select Exact match,
6. Click Apply button.
How to find and retrieve Purchase Order in Ariba

(B) Search for PO number in Ariba account Workbench

7. Under the search results, click on the PO number to access the order details.
How to find and retrieve Purchase Order in Ariba

PO page where you can view the order details, create and submit e-invoice.

User guide for “E-invoicing for Purchase Order” is available at the [NTU supplier portal](#).
## Order Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>New</strong></td>
<td>Initial state. This is a new purchase order.</td>
</tr>
<tr>
<td><strong>Changed</strong></td>
<td>Existing purchase order has been canceled or replaced (&quot;obsoleted&quot;) by this subsequent (changed) order.</td>
</tr>
<tr>
<td><strong>Confirmed</strong></td>
<td>All sub-quantities are confirmed.</td>
</tr>
<tr>
<td><strong>Failed</strong></td>
<td>Ariba SN experienced a problem routing the order to the supplier. Suppliers can resend failed orders.</td>
</tr>
<tr>
<td><strong>Shipped</strong></td>
<td>Final state. All sub-quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again.</td>
</tr>
<tr>
<td><strong>Invoiced</strong></td>
<td>All ordered quantities have been invoiced.</td>
</tr>
<tr>
<td><strong>Partially Shipped</strong></td>
<td>Some of the ordered quantities have been shipped.</td>
</tr>
<tr>
<td><strong>Partially Invoiced</strong></td>
<td>Some of the ordered quantities have been invoiced.</td>
</tr>
<tr>
<td><strong>Partially Rejected</strong></td>
<td>Some of the ordered quantities have been rejected.</td>
</tr>
<tr>
<td><strong>Obsoleted</strong></td>
<td>Purchase order that has been replaced by a subsequent (changed) order.</td>
</tr>
<tr>
<td><strong>Received</strong></td>
<td>NTU has received all the items requested in the PO.</td>
</tr>
<tr>
<td><strong>Partially Received</strong></td>
<td>NTU has received some of the items requested in the PO.</td>
</tr>
</tbody>
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