

Purchase Order



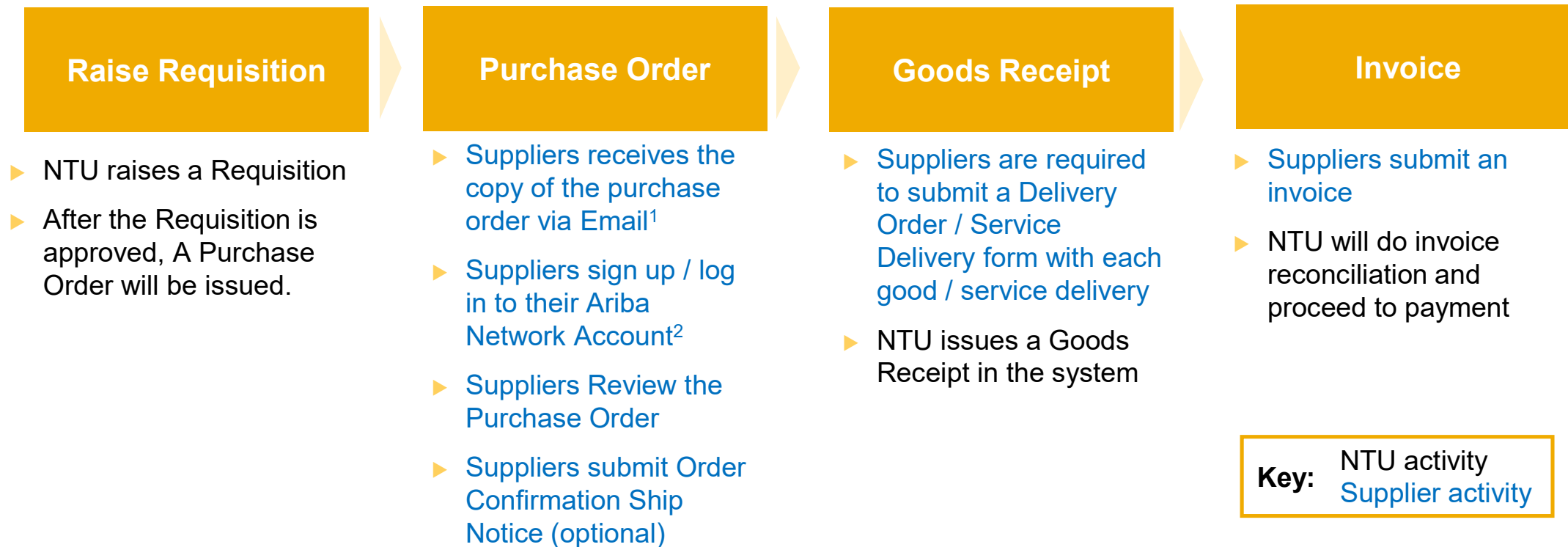
Introduction

- ❖ 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 an Order from your buyer constitute an offer to buy products or services

- ❖ Fields with * are a mandatory and value are required to be entered.

Procure to Pay (P2P) Cycle



¹ Enterprise Account Suppliers will receive the copy of the PO in their Ariba Network Account to process as well

² 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

How to Retrieve the Purchase Order using Ariba Network

1. **Log in** to your Ariba Network Account.
2. Click **Workbench**. Select **Orders** tile from the Workbench.
3. Click **Edit Filter**. Make necessary filtering for you to view the PO that you need to action.
4. Click **Apply**. Result will display at the lower part.
5. Click the ... (**More**) under **Actions**. Select **Send me a copy to take action on**.
6. Click **Send**. You will be receiving the copy of the PO on your email address.

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

Workbench

Upgrade your account to take advantage of advanced features

0 New orders
Last 31 days

1 Orders
Last 31 days

2

0 Remittances
Last 31 days

0 Early payment offers
Next 90 days

0 Scheduled payments
Next 90 days

0 Orders to invoice
Last 31 days

0 Invoices
Last 31 days

0 Pinned documents

Orders (1)

Edit filter

Customers
Select or type selections

Order numbers
Type selection

Creation date
Last 365 days

Order status
Include

Company codes
Select or type selections

Purchasing organizations
Select or type selections

Customer locations
Type selection

Order type
All

Routing status
All

Min amount
Max amount
Currency
SGD

Show hidden orders only

Apply Reset Cancel

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
910000827	Nanyang Technological University - TEST	\$10.00 SGD	Apr 7, 2021	Changed		Send me a copy to take... Confirm entire order

Send me a copy to take action

Email the document to ntugsttest@gmail.com

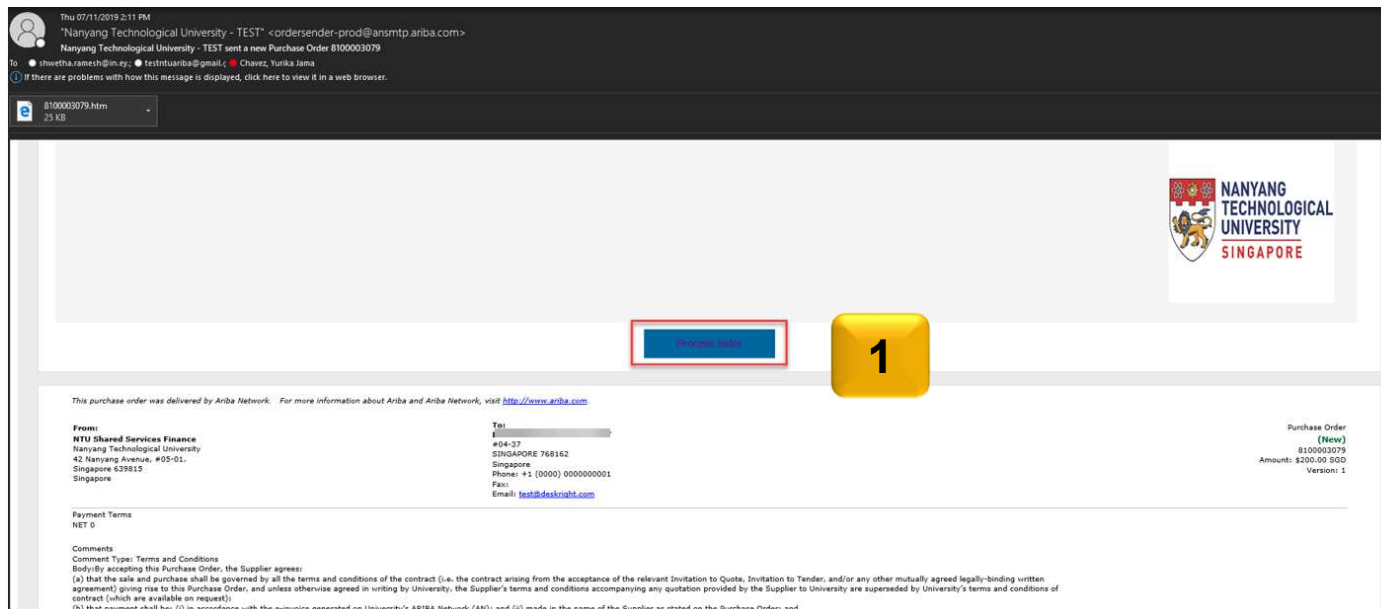
You can change this email address below.

[My Account](#)

Send Cancel

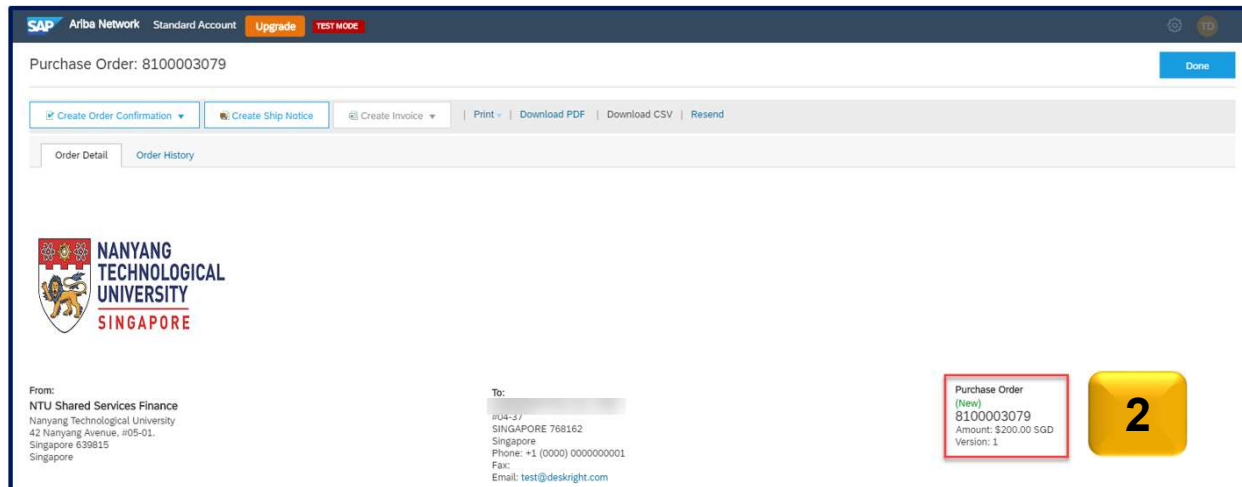
View Purchase Orders via Interactive Email

1. As a Standard Account supplier, you can only monitor the PO status by accessing the email. You can click the **Process order** button and login to your account to view the details of the PO and its status.



View Purchase Orders via Interactive Email (Contd.)

2. You can view the details of the PO on the Purchase Order detail screen.



View Purchase Orders

Order Status Descriptions

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