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 mandatory and value are required to be entered.
Procure to Pay (P2P) Cycle

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

2. **Purchase Order**
   - 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
   - Suppliers submit Order Confirmation Shipment Notice (optional)

3. **Goods Receipt**
   - Suppliers are required to submit a Delivery Order / Service Delivery form with each good / service delivery
   - NTU issues a Goods Receipt in the system

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

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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.
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

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Initial state. This is a new purchase order.</td>
</tr>
<tr>
<td>Changed</td>
<td>Existing purchase order has been canceled or replaced (&quot;obsoleted&quot;) by this subsequent (changed) order.</td>
</tr>
<tr>
<td>Confirmed</td>
<td>All sub-quantities are confirmed.</td>
</tr>
<tr>
<td>Failed</td>
<td>Ariba SN experienced a problem routing the order to the supplier. Suppliers can resend failed orders.</td>
</tr>
<tr>
<td>Shipped</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>Invoiced</td>
<td>All ordered quantities have been invoiced.</td>
</tr>
<tr>
<td>Partially Shipped</td>
<td>Some of the ordered quantities have been shipped.</td>
</tr>
<tr>
<td>Partially Invoiced</td>
<td>Some of the ordered quantities have been invoiced.</td>
</tr>
<tr>
<td>Partially Rejected</td>
<td>Some of the ordered quantities have been rejected.</td>
</tr>
<tr>
<td>Obsoleted</td>
<td>Purchase order that has been replaced by a subsequent (changed) order.</td>
</tr>
<tr>
<td>Received</td>
<td>NTU has received all the items requested in the PO.</td>
</tr>
<tr>
<td>Partially Received</td>
<td>NTU has received some of the items requested in the PO.</td>
</tr>
</tbody>
</table>