

Ariba Network Commerce Automation User Manual Create Order Confirmation

Objective

The goal of this user manual is to:

- Understand the process of how to Create an Order Confirmation on Ariba Network

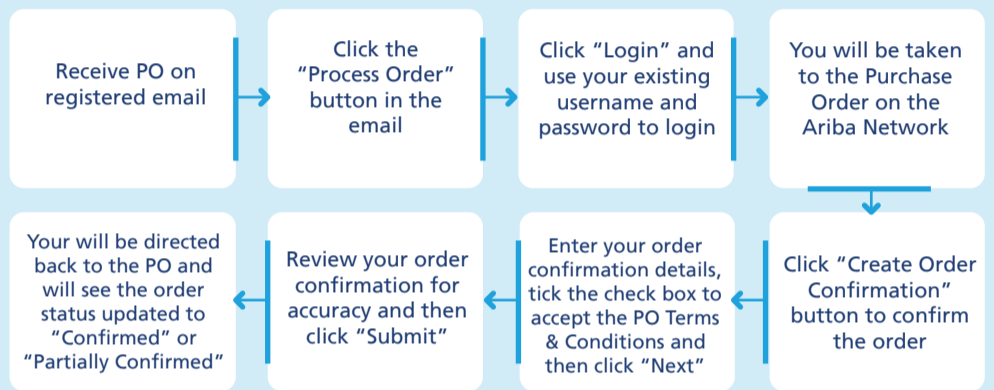
Target Audience:

Supplier User



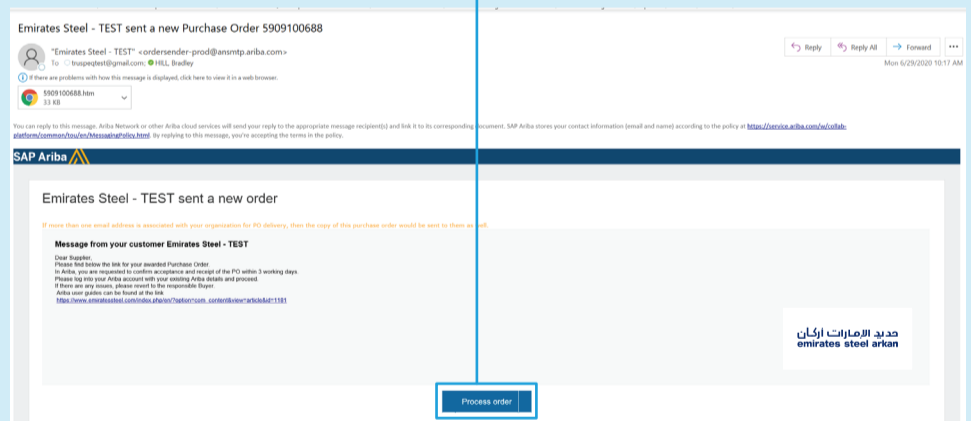
Create Order Confirmation

Order Confirmation Process

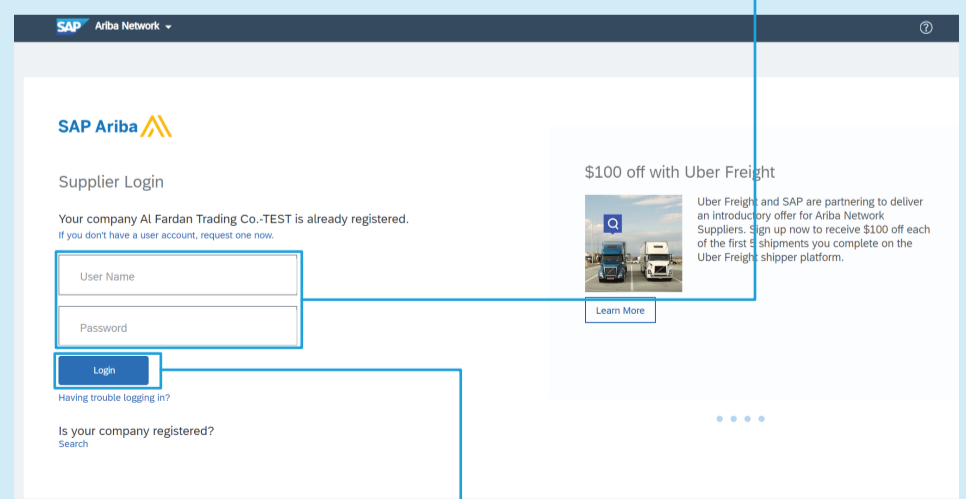


You will receive an email notification of the PO on Ariba Network each time Emirates Steel sends you a PO

1. Click the "Process Order" button to sign in with your existing Emirates Steel Ariba Account



2. Enter your existing Username and Password

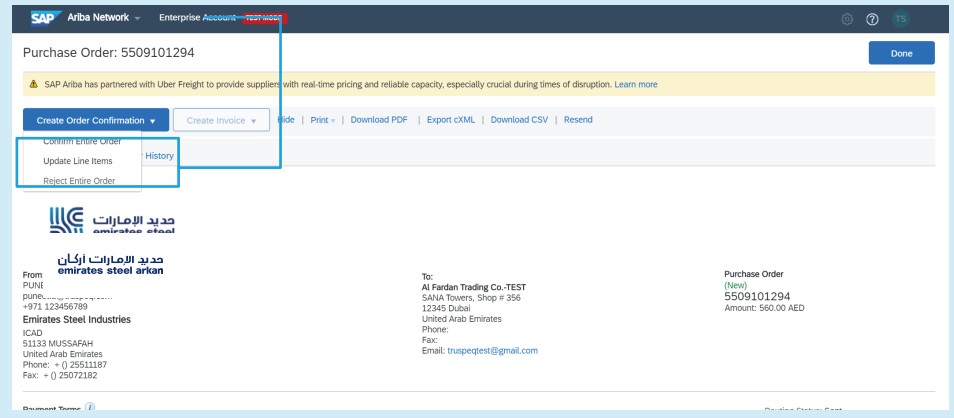


3. Click "Login" button

Ariba Network Commerce Automation User Manual

Create Order Confirmation

4. Click "Create Order Confirmation" button and click on "Confirm Entire Order"



Purchase Order: 5509101294

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 Invoice Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

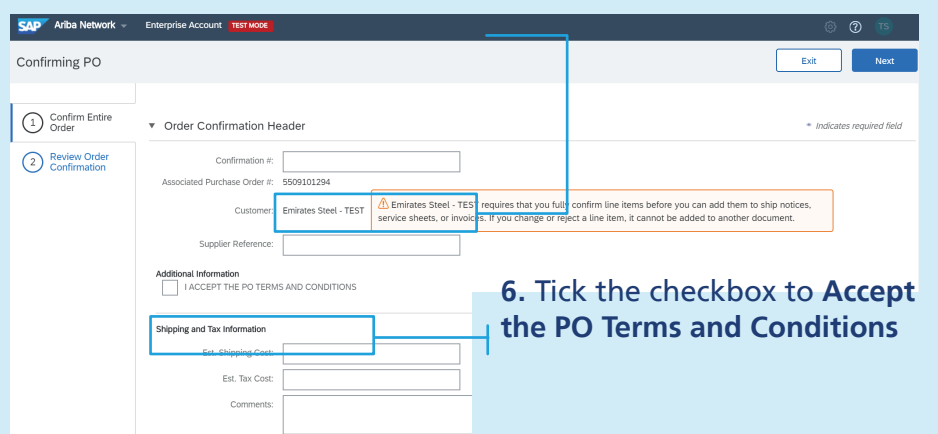
History

From: PUNE
Emirates Steel Industries
ICAD: 5133 MUSSAFAH
United Arab Emirates
Phone: + (0) 25511187
Fax: + (0) 25072182

To: Al Fardan Trading Co-TEST
SANA Towers, Shop # 356
12345 Dubai
United Arab Emirates
Phone:
Fax:
Email: truseqtest@gmail.com

Purchase Order (New)
5509101294
Amount: 560.00 AED

5. Enter your Order Confirmation



Confirming PO

Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 5509101294

Customer: Emirates Steel - TEST ⚠️ Emirates Steel - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

Additional Information
 I ACCEPT THE PO TERMS AND CONDITIONS

Shipping and Tax Information
Est. Shipping Cost:
Est. Tax Cost:
Comments:

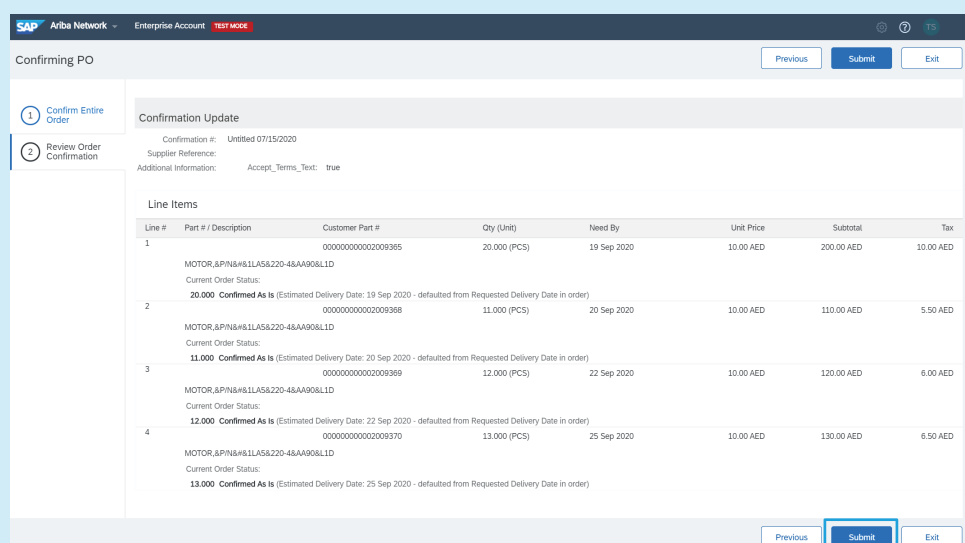
6. Tick the checkbox to Accept the PO Terms and Conditions

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MOTOR.&PIN̫A5&220-4&AA90&L1D Current Order Status: 20.000 Confirmed As Is (Estimated Delivery Date: 19 Sep 2020 - defaulted from Requested Delivery Date in order)	00000000002009365	20.000 (PCS)	19 Sep 2020	10.00 AED	200.00 AED	10.00 AED
2	MOTOR.&PIN̫A5&220-4&AA90&L1D Current Order Status: 11.000 Confirmed As Is (Estimated Delivery Date: 20 Sep 2020 - defaulted from Requested Delivery Date in order)	00000000002009368	11.000 (PCS)	20 Sep 2020	10.00 AED	110.00 AED	5.50 AED
3	MOTOR.&PIN̫A5&220-4&AA90&L1D Current Order Status: 12.000 Confirmed As Is (Estimated Delivery Date: 22 Sep 2020 - defaulted from Requested Delivery Date in order)	00000000002009369	12.000 (PCS)	22 Sep 2020	10.00 AED	120.00 AED	6.00 AED
4	MOTOR.&PIN̫A5&220-4&AA90&L1D Current Order Status: 13.000 Confirmed As Is (Estimated Delivery Date: 25 Sep 2020 - defaulted from Requested Delivery Date in order)	00000000002009370	13.000 (PCS)	25 Sep 2020	10.00 AED	130.00 AED	6.50 AED

Exit Next

7. Click "Next" button

Ariba Network allows you to review your order confirmation for accuracy before you Submit



Confirming PO

Previous Submit Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 07/15/2020

Supplier Reference:

Additional Information: Accept_Terms_Text: true

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	MOTOR.&PIN̫A5&220-4&AA90&L1D Current Order Status: 20.000 Confirmed As Is (Estimated Delivery Date: 19 Sep 2020 - defaulted from Requested Delivery Date in order)	00000000002009365	20.000 (PCS)	19 Sep 2020	10.00 AED	200.00 AED	10.00 AED
2	MOTOR.&PIN̫A5&220-4&AA90&L1D Current Order Status: 11.000 Confirmed As Is (Estimated Delivery Date: 20 Sep 2020 - defaulted from Requested Delivery Date in order)	00000000002009368	11.000 (PCS)	20 Sep 2020	10.00 AED	110.00 AED	5.50 AED
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Previous Submit Exit

7. Click "Submit" button

Click on the icon to watch the video guide

