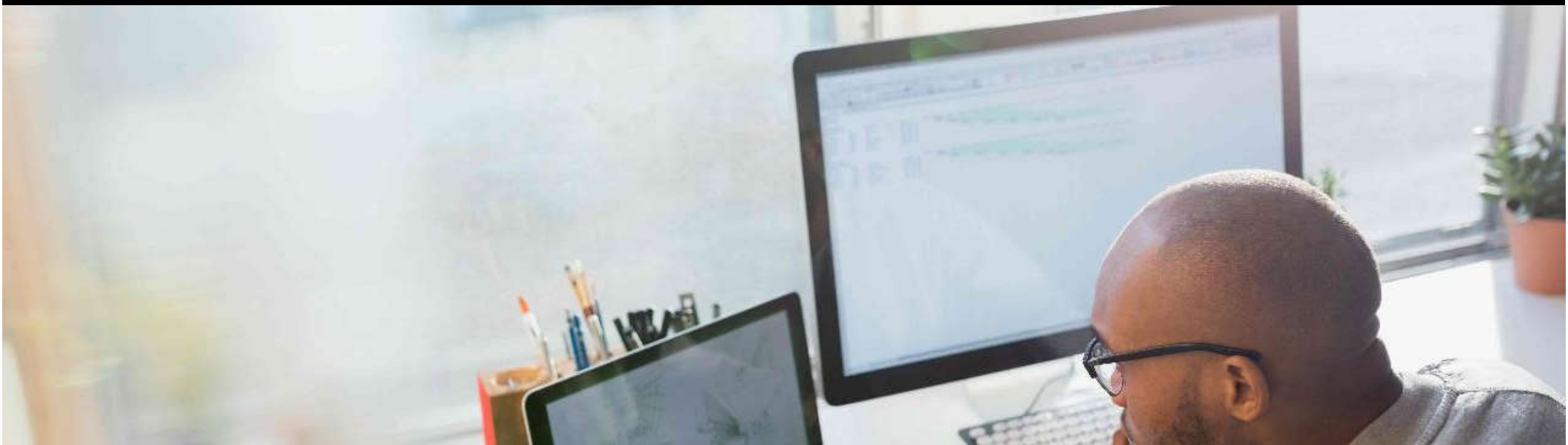


Order Confirmations and Ship Notices



Video Tutorial

How to register and send an order confirmation.

https://uex.ariba.com/auc/node/71089?a_fenb=is&a_lang=en

If you are unable to play the videos, see the step by step instruction in the following slides on how to create order confirmation

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

Remember! Schlumberger does not support the **Reject Entire Order** option.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
NOTE: An estimated shipping date is required on all order confirmations.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. Your order confirmation is sent to Schlumberger.

The screenshot shows a web form titled "Confirming PO". At the top right, there are two buttons: "Exit" and "Next". The form is divided into sections. On the left, there is a navigation pane with two items: "1 Confirm Entire Order" and "2 Review Order Confirmation". The main content area is titled "Order Confirmation Header" and contains the following fields: "Confirmation #:" with a text input field (callout 1), "Associated Purchase Order #:" with the value "20150415_PO1", "Customer:" with the value "Arba, Inc. - TEST", and "Supplier Reference:" with an empty text input field. Below this is a section titled "SHIPPING AND TAX INFORMATION" containing: "Est. Shipping Date:" with a date picker (callout 2), "Est. Shipping Cost:" with a text input field, "Est. Delivery Date:" with a date picker, "Est. Tax Cost:" with a text input field, and a "Comments:" text area. A blue circle with the number "4" is located in the top right corner of the form area.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation

Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415_PO2

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order
Update Line Items **1** History
Reject Entire Order

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirming PO

Update Item Status | Order Confirmation Header

Confirmation # []
Associated Purchase Order # 20150415_PO2
Customer # TEST
Supplier Reference []

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level

Est. Shipping Date []
Est. Delivery Date []

Line Items

Line #	Part # / Description	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015

CURRENT ORDER STATUS

10 Unconfirmed **4**

Confirm: [] Backorder: **5** []

Confirm Order

Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.
4. **Click** Next.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date: 18 Nov 2015

Comments:

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

Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Schlumberger.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#)

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To:
Ariba_TestSupplier - TEST
Radlicka 320 1/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

[Done](#) **5**

3

Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: [4](#) 312

Deliver To

Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items are shipped.
Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

NOTE: An actual or estimated shipping date is *required* on all ship notices.

Ariba Network

Purchase Order: 20150415_PO2

1

Create Order Confirmation Create Ship Notice Create Invoice Hide Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

* Indicates required field

SHIP FROM

Ariba_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

* Indicates required field

SHIP FROM

Name: Ariba_TestSupplier - TEST

Department Name:

ADDRESS:

Address 1: Radnice 2201514

Address 2:

Postal Code: 150 00

City: Praha 5

State:

Country: Czech Republic (CZ)

DELIVER TO

Name: Sanibon Buyer - Test

Department Name:

ADDRESS:

Address 1: Radnice

Address 2:

Postal Code: 15000

City: Praha

State:

Country: Czech Republic (CZ)

4

Cancel OK

Create Ship Notice

Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier
Service Level:	<input type="text"/>	Preferred Carriers
		Default Carriers
		Airborne Express
		DHL
		1 FedEx
		UPS
		US Postal Service
		Other

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Create Ship Notice

Details

1. Scroll down to view line item information and update the quantity shipped for each line item.
2. Click **Next** to proceed to review your Ship Notice.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	<input type="text" value="10"/>

[Add Ship Notice Line](#)

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Details"/>

[Add Ship Notice Line](#)

[Add Order Line Item](#)

2

[Next](#) [Exit](#)

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Schlumberger. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.

