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An SAP Company

Ariba Network

Purchase Order, Order Confirmation and Ship Notice Guide

Cognizant



Cognizant



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MANAGE CASH

Agenda

- ▶ Introduction
- ▶ Purchase Order Management
- ▶ Order Confirmations
- ▶ Ship Notices
- ▶ Ariba Network Support

Introduction

Cognizant e-Procurement Process

This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with **cognizant** through the Ariba Network.



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1– Purchase Order Management



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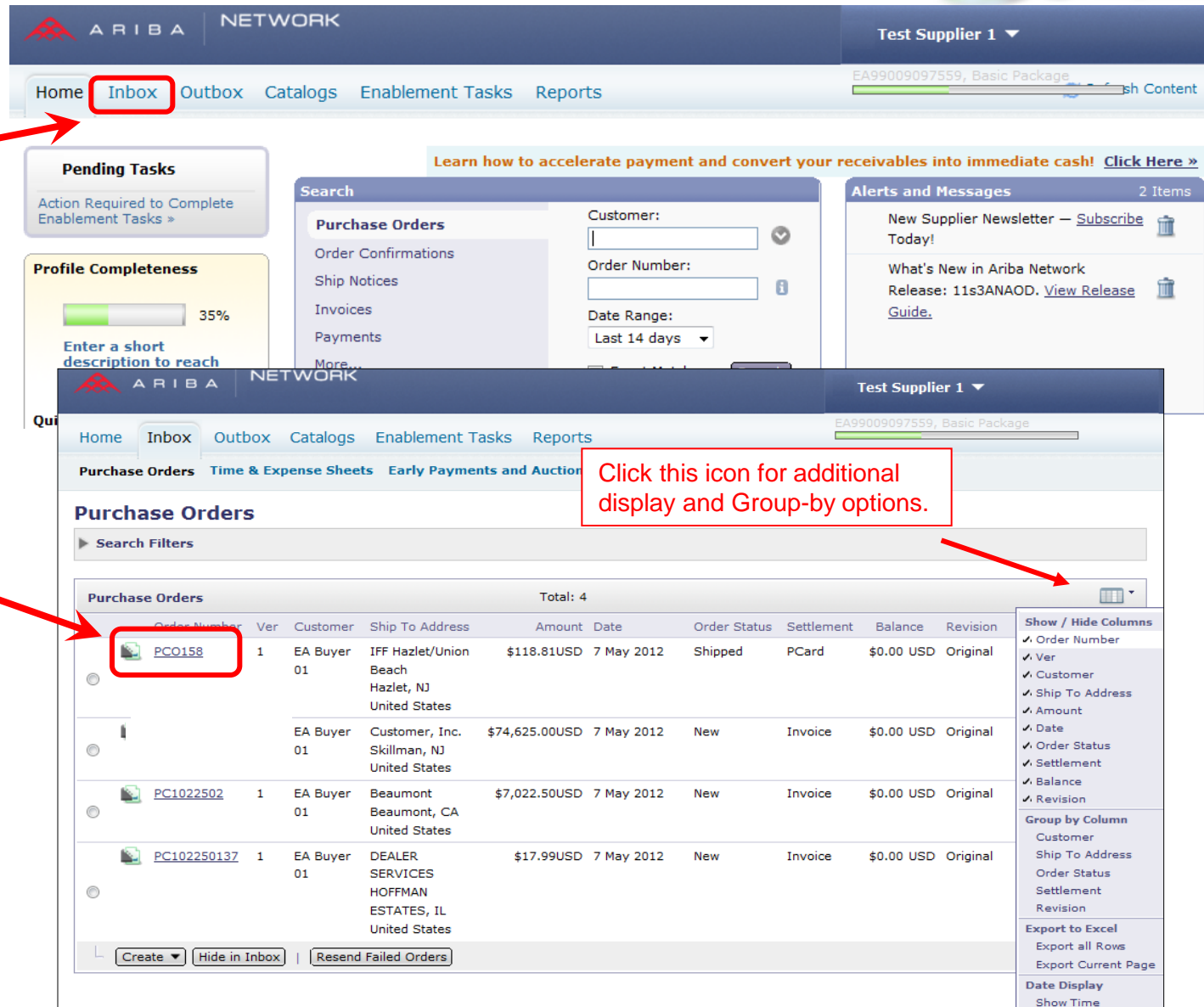


View Purchase Orders

Click on **Inbox** tab to manage your Purchase Orders.

Inbox presented as a list of the Purchase Orders received, by Cognizant.

Click a link in the **Order Number** column to view the purchase order details.



The screenshot shows the Ariba Network interface. The top navigation bar includes 'Home', 'Inbox' (highlighted with a red box), 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. Below the navigation bar, there are sections for 'Pending Tasks', 'Profile Completeness' (35%), and 'Search'. The 'Search' section has filters for 'Customer', 'Order Number', and 'Date Range'. The 'Alerts and Messages' section shows two items: 'New Supplier Newsletter' and 'What's New in Ariba Network'. The main content area displays a list of 'Purchase Orders' with columns: Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Settlement, Balance, and Revision. The first row is highlighted with a red box around the 'Order Number' column. A red arrow points from the text 'Click a link in the Order Number column to view the purchase order details.' to this box. Another red arrow points from the text 'Click this icon for additional display and Group-by options.' to a small icon in the top right corner of the table. The table shows four purchase orders, with the first one being 'PCO158'.

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
PCO158	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original
		EA Buyer 01	Customer, Inc. Skillman, NJ United States	\$74,625.00USD	7 May 2012	New	Invoice	\$0.00 USD	Original
PC1022502	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original
PC102250137	1	EA Buyer 01	DEALER SERVICES HOFFMAN ESTATES, IL United States	\$17.99USD	7 May 2012	New	Invoice	\$0.00 USD	Original

Search filters allow you to search using multiple criteria.

Click the arrow next to **Search Filters** to display the query fields. Enter your criteria and click **Search**.

Once you find the order, click on the order number to view it.



ARIBA NETWORK

Test Supplier 1 ▼

Home Inbox Outbox Catalogs Enablement Tasks Reports

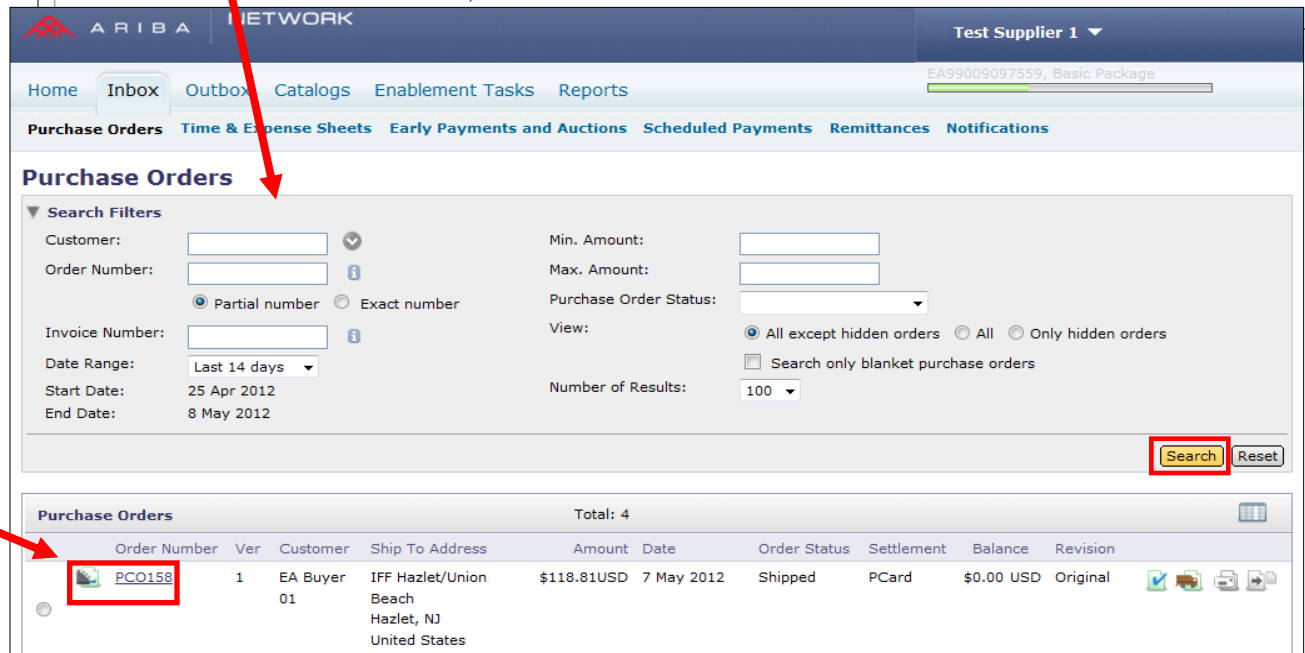
Purchase Orders Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications

Purchase Orders

▶ Search Filters

Purchase Orders Total: 4

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
PCO158	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original



ARIBA NETWORK

Test Supplier 1 ▼

Home Inbox Outbox Catalogs Enablement Tasks Reports

Purchase Orders Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications

Purchase Orders

▼ Search Filters

Customer: ▼

Order Number: ⓘ

☒ Partial number ☐ Exact number

Invoice Number: ⓘ

Date Range: Last 14 days ▼

Start Date: 25 Apr 2012

End Date: 8 May 2012

Min. Amount:

Max. Amount:

Purchase Order Status:

View: ☒ All except hidden orders ☐ All ☐ Only hidden orders

☐ Search only blanket purchase orders

Number of Results: 100 ▼

Search **Reset**

Purchase Orders Total: 4

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
PCO158	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original

3

Purchase Order Detail

Note: You can always Resend PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button

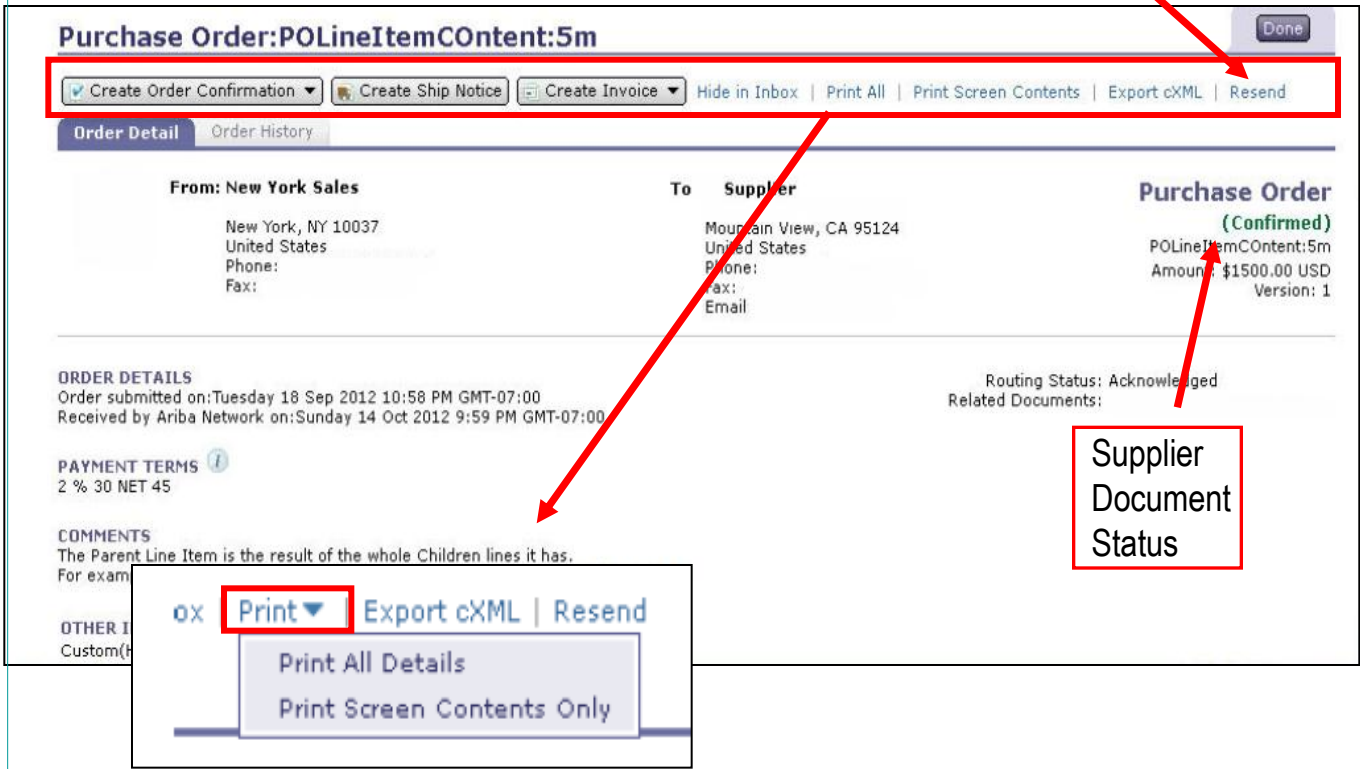
View the details of your order.

The order header includes the order date and information about the buying organization and supplier.

There are options available for **Create Confirmation**, **Create Ship Notice**, **Create Invoice** or **Print**.

Additional options:

- **Resend** to reprocess orders with failed status or test changes made to order routing settings
- **Export cXML** to save a copy of the cXML source information
- **Order History** for diagnosing problems and for auditing.



Supplier Document Status

You can select between printing just the screen content or the PO details choosing accordingly in the **Print** menu options.

Line Items section describes the ordered items.

Each line describes a quantity of items
Cognizant wants to purchase.

You can expand or collapse the line item details by clicking at either **Show Items Details** or **Hide Item Details**.

Set the status of each line item by sending order confirmations clicking **Create Confirmation**.

At the bottom of the purchase order is the **Sub-total** value.

LINE ITEMS	
Line #	Part # / Description
▼ 1	Excavation Services Soil Removal
10001	Digging Service Digging a hole
10002	Dirt Removal Service Hauling Dirt Away
10003	Stabilization Services Stabilize Walls with Sprayed Concrete

Show Item Details

Subtotal

\$3,000.00USD

\$1,000.00USD

\$1,000.00USD

\$1,000.00USD

Hide Item Details

Subtotal

\$3,000.00USD

\$1,000.00USD

Summary

Sub-total: \$ 118.81 USD

Create Confirmation

Create Ship Notice

Create Invoice

Hide in Inbox

Print

Export cXML

Resend



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2– Order Confirmations



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Create Order Confirmation

From the PO view, click the **Create Confirmation** button and select to **Confirm All**, **Update** with **Different Status** for individual line items or **Reject Entire Order**.

This example demonstrates the **Confirm All** option. Click **Next**.

(Updating with Different Status will be explained later in the presentation.)

Order Confirmation is mandatory for all PO's from Cognizant

Cognizant

Purchase Order: S03297217 Done

☒ **Create Order Confirmation** ☐ Create Ship Notice ☐ Create Invoice Hide in Inbox | Print | Export cXML | Resend

From: 9999
PO BOX 352
BUFFALO, NY 14240
United States

To: EATestSupplier2
210 Sixth Street
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: dgarda@ariba.com

Purchase Order (New)
S03297217
Amount: \$2440.3177 USD
Version: 1

Routing Status: Sent

OTHER INFORMATION
unitNo: 643478
vendorIDNo: 049
deliveryReference: 20130213
[View more >](#)

SHIP ALL ITEMS TO
HIGH COUNTRY CONFERENCE CENTER
201 W BUTLER AVENUE
FLAGSTAFF, AZ 86001
United States
Ship To Code: 643478
Email: HECTOR.PINEDA@SODEXO.COM

BILL TO
9999
PO BOX 352
BUFFALO, NY 14240
United States

DELIVER TO
HIGH COUNTRY CONFERENCE CENTER

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	
1	4372504 SQUASH YELLOW STRAIGHT NECK MD	1 (CS)	13 Feb 2013	\$34.35USD	\$34.35USD	Details
2	2996445 SAUCE CHILI THAI SWEET/SPICY	1 (CS)	13 Feb 2013	\$43.08USD	\$43.08USD	Details

[Show Item Details](#) Page 1

Confirming PO Next Exit

☒ Confirm Entire Order
☐ Review Order Confirmation

Confirmation #:

Associated Purchase Order #: S03297217

Customer: 12s3 Buyer 01

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	4372504 SQUASH YELLOW STRAIGHT NECK MD	1 (CS)	13 Feb 2013	\$34.35USD	\$34.35USD
Current Order Status: 1 Confirmed					
2	2996445 SAUCE CHILI THAI SWEET/SPICY	1 (CS)	13 Feb 2013	\$43.08USD	\$43.08USD
Current Order Status: 1 Confirmed					



Create Order Confirmation

Enter **Confirmation Number** which is any number you use to identify the order confirmation.

If you specify **Est. Shipping Date** or **Est. Delivery Date** information, it is applied for all line items.

You can group related line items or kit goods and so that they can be processed as a unit.

Click the **Browse** button, select the file, and then click **Add Attachment** to enclose supporting documentation.

Note: Maximum attachment size is 10MB.

Click **Next** when finished.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation #: 123456

Associated Purchase Order #: PCO158

Customer: EA Buyer 01

Shipping and Tax Information

Est. Shipping Date: 10 May 2012

Est. Delivery Date: 15 May 2012

Comments:

Est. Shipping Cost:

Est. Tax Cost:

Next Exit

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal		
1	AD1513 Dining Set	1	12 Sep 2012	\$1,500.00USD	\$1,500.00USD		
1001	1233244 GLOVE PWDR-FREE LATX XS	10 (EA)	12 Sep 2012	\$50.00USD	\$21.25USD	\$15.75USD	
Current Order Status: 10 Confirmed							
Pricing Details							
Unit Details			Price Details				
Unit Conversion	Price Unit	Order Unit	Price	Price Unit	Quantity		
0.1	Box	EA	\$50.00USD	2	Box		
Pricing Description: This PBQ element specifies that 1 Box is 10 EA and the unit price is for 2 Boxes							
1002	1233244 GLOVE PWDR-FREE LATX XS	10 (EA)	12 Sep 2012	\$100.00USD	\$50.00USD	\$21.25USD	\$15.75USD
Current Order Status: 10 Confirmed							

Item Groups

Review the order confirmation and click **Submit**.

Your order confirmation is sent to **Cognizant**.

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.

Confirming PO

- 1 Confirm Entire Order
- 2 Review Order Confirmation

Confirmation Update

Confirmation #: 123456
 Est. Shipping Cost:
 Est. Tax Cost:
 Comments:
 Attachments:

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	19313421	1	EA	3 CABLE EXTENSION		\$118.81USD	\$118.81USD

Current Order Status:

1 Confirmed (Estimated Shipment Date: 10 May 2012 ; Estimated Delivery Date:15 May 2012)

Purchase Order:PCO158

Create Confirmation Create Ship Notice Create Invoice Hide in Inbox Print Export cXML Resend

Order Detail Order History

PURCHASE ORDER
 PCO158
 Version: 1

ROUTING STATUS
 Acknowledged

ORDER STATUS
 Confirmed

RELATED DOCUMENTS

[Order Confirmation:123456](#)

Order submitted on:Monday 7 May 2012 7:14 PM GMT+02:00
 Received by Ariba Network-Early Access on:Monday 7 May 2012 7:58 PM GMT+02:00



Confirm Order with Different Status



Select **Update with Different Status**, to set the status of each line item.

Fill in the requested information (the same as for **Confirm All** option)

Scroll down to view the line items and choose among possible values:

Confirm – You received the PO and will send the ordered items.

Backorder – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

Reject – Enter a reason why these items are rejected in the **Comments** field by clicking the **Details** button.

Purchase Order: POEATST10

☒ Create Order Confirmation

☐ Create Ship Notice

☐ Create Invoice

Hide in Inbox

Print

Export cXML

Resend

Confirm Entire Order

Update Line Items

History

Reject Entire Order

FROM: BAYTOWN REFINERY
PO Box 4646
Houston, TX 772104646
United States

TO: EATestSupplier2
210 Sixth Street
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: dgarda@ariba.com

PAYMENT TERMS
NET 27

CONTACT INFORMATION
Sales
WHOLESALE ELECTRIC SUPPLY CO
PO BOX 1913
DEER PARK, TX 77536
United States
Phone: + () 2814796055
Fax: + () 1713-431-0474
Address ID: 2019894

Item	Part # / Description	Qty (Unit)
10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)
Current Order Status:		
<input checked="" type="radio"/> 1,000 Unconfirmed		
Confirm <input type="text" value="500"/> Backorder <input type="text" value="500"/> Reject <input type="text"/>		
<input type="button" value="Details"/>		
20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)
Current Order Status:		
<input checked="" type="radio"/> 200 Unconfirmed		
Confirm <input type="text"/> Backorder <input type="text"/> Reject <input type="text" value="200"/>		
<input type="button" value="Details"/>		
L <input type="button" value="Confirm All"/>		



Confirm Order with Different Status - Backorder

Enter the quantity backordered in the **Backorder** data entry field.

Click **Details** to enter **Comments** and **Estimated Shipping and Delivery Dates** for the backordered items on the **Status Details** page.

Click **OK** when done.

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

Click **Next**.

Confirming PO

- 1 Update Item Status
- 2 Review Confirmation

Confirmation #: OC456_PART
Associated Purchase Order #: POEATST10
Customer: 12s3 Buyer 03

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)	30 Aug 2007	\$0.61USD	\$610.00USD
Current Order Status:					
<input checked="" type="radio"/> 1,000 Unconfirmed					
Confirm <input type="text" value="500"/> Backorder <input type="text" value="500"/> Reject <input type="text"/>					
<input type="button" value="Details"/>					
20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)	30 Aug 2007	\$0.29USD	\$58.00USD
Current Order Status:					
<input checked="" type="radio"/> 200 Unconfirmed					
Confirm <input type="text" value="200"/> Backorder <input type="text"/> Reject <input type="text"/>					
<input type="button" value="Details"/>					
<input type="button" value="Confirm All"/>					

10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)	30 Aug 2007	\$0.61USD	\$610.00USD
New Order Status: 500 Backordered					
Est. Shipping Date:		<input type="text" value="15 Mar 2013"/>			
Est. Delivery Date:		<input type="text" value="20 Feb 2013"/>			
Comments:		<input type="text" value="Backordered until March 15, 2013"/>			
New Order Status: 500 Confirmed					
Est. Shipping Date:		<input type="text" value="25 Feb 2013"/>			
Est. Delivery Date:		<input type="text" value="28 Feb 2013"/>			
* Unit Price:		<input type="text" value="\$0.61USD"/>			
Supplier Part:		<input type="text" value="06000874X"/>			
Comments:		<input type="text"/>			
Description:		<input type="text" value="SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I"/>			
Subtotal:		\$305.00USD			

Enter the quantity in the **Confirm** data entry field.

Click **Details** to enter the details regarding the price change.

Note the new price in the **Unit Price** field on the **Status Details** page for the line item. Enter a **Comment** regarding the price change, if needed.


Item substitutions for the requested part can also be communicated using the **Supplier Part** field.


Update the **Description** as needed.

Click **OK** when done.

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)	30 Aug 2007	\$0.61USD	\$610.00USD


New Order Status: **500 Backordered**


Est. Shipping Date: 

Est. Delivery Date: 

Comments:

New Order Status: **500 Confirmed**

Est. Shipping Date: 


Est. Delivery Date: 

*Unit Price:

Supplier Part:

Comments:

Description:

Subtotal:  \$305.00USD

Enter the quantity in the **Reject** data entry field to reject item.

Click the **Details** button to enter a reason for the rejection in the **Comments** field on the **Status Details** page.

Click **OK** when done.

20

06000875X
SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI

200 (EA)

Current Order Status:

☒ 200 Unconfirmed

Confirm
 Backorder
 Reject

Details

Item	Part # / Description	Qty (Unit)
20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)
New Order Status: 200 Rejected		
Comments:		<div>This part has been discontinued, Please contact your Sales Representative for acceptable substitutions.</div>

Continue to update the status for **each line item on the purchase order**. Once finished, click **Next** to proceed to the review page.

Review the order confirmation and click **Submit**. Your order confirmation is sent to **Cognizant**.

Confirming PO

Next **Exit**

1 Update Item Status

2 Review Confirmation

Confirmation #:

Associated Purchase Order #: SO701793

Customer: GSOEAAN49

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
The file size cannot exceed 10MB		
<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="button" value="Add Attachment"/>		

Page 1

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Ext. Price
1	5889407	2	CS	NAPKIN DISP XPRESSNP NAT	24 Sep 2010	\$39.29USD	\$78.58USD
Current Order Status: <input checked="" type="radio"/> 2 Unconfirmed Confirm <input type="text"/> Backorder <input type="text"/> Reject <input type="text"/> <input type="button" value="Details"/>							
2	6890810	2	CS	TOPPING PIZZA BEEF CKD	24 Sep 2010	\$22.36USD	\$44.72USD
Current Order Status: <input checked="" type="radio"/> 2 Unconfirmed Confirm <input type="text"/> Backorder <input type="text"/> Reject <input type="text"/> <input type="button" value="Details"/>							



Confirm Order with Different Status



The Order Status will display as **Partially Confirmed** if items were backordered or not fully confirmed.

Generate another order confirmation to set them to confirm if needed.

Click **Done** to return to the Inbox.

Purchase Order: POEATST10

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide in Inbox

Print

Export cXML

Resend

Order Detail

Order History

From: BAYTOWN REFINERY

PO Box 4646

Houston, TX 772104646

United States

To: EATestSupplier2

210 Sixth Street

Pittsburgh, PA 15222

United States

Phone:

Fax:

Email: dgarda@ariba.com

Purchase Order

(Partially Confirmed)

POEATST10

Amount: \$668 USD

Version: 1

PAYMENT TERMS

NET 27

CONTACT INFORMATION

Sales

WHOLESALE ELECTRIC SUPPLY CO

PO BOX 1913

DEER PARK, TX 77536

United States

Phone: + () 2814796055

Routing Status: Acknowledged

Related Documents: OC456_PART



Reject Entire Order



From the PO view, click the **Create Order Confirmation** button and select to **Reject Entire Order**. Click **Next**.

Purchase Order: POEATST2

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide in Inbox | Print | Export cXML | Resend

Confirm Entire Order

Update Line Items

History

Reject Entire Order

From: BAYTOWN REFINERY
PO Box 4646
Houston, TX 772104646
United States

To: EATestSupplier2
210 Sixth Street
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: dgarda@ariba.com

Purchase Order

(New)

POEATST2

Amount: \$668 USD

Version: 1

PAYMENT TERMS

NET 27

Routing Status: Sent

CONTACT INFORMATION

Sales

WHOLESALE ELECTRIC SUPPLY CO
PO BOX 1913
DEER PARK, TX 77536
United States
Phone: + () 2814796055
Fax: + () 1713-431-0474
Address ID: 2019894

Purchasing Agent

HOU-BRRF BUYER2
Email: gsc.proc.sap.po.ob.fax@buyer.com
Phone: + () 713-680-5162
Fax: + () 713-680-6008

SHIP ALL ITEMS TO

BILL TO



When prompted, enter **Confirmation Number** which is any number you use to identify the order confirmation.

Provide an explanation in the comments text box for the rejection reason. Click **Reject Order** button.

Purchase Order: POEATST2

☒ Create Order Confirmation☐ Create Ship Notice☐ Create Invoice[Hide in Inbox](#) | [Print](#) | [Export cXML](#) | [Resend](#)

Order Detail

Order History

From: BAYTOWN REFINERY
PO Box 4646
Houston, TX 772104646
United States

PAYMENT TERMS ⓘ
NET 27

CONTACT INFORMATION

Sales
WHOLESALE ELECTRIC SUPPLY CO
PO BOX 1913
DEER PARK, TX 77536
United States
Phone: + () 2814796055
Fax: + () 1713-431-0474
Address ID: 2019894

Purchasing Agent
HOU-BRRF BUYER2
Email: gsc.proc.sap.po.ob.fax@buyer.com
Phone: + () 713-680-5162
Fax: + () 713-680-6008

Reject Entire Order

Order Confirmation Number:

Comments:

Upon screen refresh, the entire order will be rejected

Your order rejection is sent to **Cognizant**.

Once the rejection is submitted, the Order Status will display as **Rejected**

Click **Done** to return to the Inbox.

Purchase Order: POEATST2

Done

[Hide in Inbox](#) | [Print](#) | [Export cXML](#) | [Resend](#)

Order Detail Order History

From: BAYTOWN REFINERY
 PO Box 4646
 Houston, TX 772104646
 United States

To: EATestSupplier2
 210 Sixth Street
 Pittsburgh, PA 15222
 United States
 Phone:
 Fax:
 Email: dgarda@ariba.com

Purchase Order
(Rejected)
 POEATST2
 Amount: \$668 USD
 Version: 1

PAYMENT TERMS ⓘ
 NET 27

Routing Status: Acknowledged

CONTACT INFORMATION

Sales
 WHOLESALE ELECTRIC SUPPLY CO
 PO BOX 1913
 DEER PARK, TX 77536
 United States
 Phone: + () 2814796055
 Fax: + () 1713-431-0474
 Address ID: 2019894
Purchasing Agent
 HOU-BRRF BUYER2
 Email: gsc.proc.sap.po.ob.fax@buyer.com
 Phone: + () 713-680-5162
 Fax: + () 713-680-6008



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3– Ship Notices



Cognizant



BUY



SELL



MANAGE CASH



Create Ship Notice

Create Ship Notice using your Ariba account once items were shipped.

Multiple ship notices per purchase order might be sent.

Click the **Create Ship Notice** button.

Purchase Order:POLineItemContent:5mDone

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide in Inbox

Print All

Print Screen Contents

Export cXML

Resend

Order Detail

Order History

From: New York Sales
New York, NY 10037
United States
Phone:
Fax:

To Supplier
Mountain View, CA 95124
United States
Phone:
Fax:
Email

Purchase Order
(Confirmed)
POLineItemContent:5m
Amount: \$1500.00 USD
Version: 1

ORDER DETAILS
Order submitted on:Tuesday 18 Sep 2012 10:58 PM GMT-07:00
Received by Ariba Network on:Sunday 14 Oct 2012 9:59 PM GMT-07:00

Routing Status: Acknowledged
Related Documents:

PAYMENT TERMS ⓘ
2 % 30 NET 45

COMMENTS
The Parent Line Item is the result of the whole Children lines it has.
For example, in the following scenario, the Parent Line Item is the "S [View more >](#)

OTHER INFORMATION
Custom(H):
TestHeader:Sat Aug 18 22:57:02 PDT 2012



Create Ship Notice

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

Enter **Ship From** information. Any field with an asterisk is required.

Check if Deliver to information is correct

Next

Exit

* Packing Slip ID:123456

Carrier Name:DHLThis selection will refresh the page content

* Tracking #:DNL123456Shipping Method:Air

Invoice #:Service Level:

Ship From

Shipping Date:

Name:Test Ariba Supplier 2 - TEST

* Address 1:210 Sixth Avenue

Address 2:

Address 3:

* City:Pittsburgh

* State:Pennsylvania

* Zip:15222

* Country:United States [USA]This selection will refresh the page content

Deliver To

Delivery Date:

Name:Pittsburgh, PA Office

Address 1:Ariba, Inc.

Address 2:210 Sixth Ave

Address 3:

City:Pittsburgh

State:Pennsylvania

Zip:15222

Country:United States [USA]This selection will refresh the page content

Attachments

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

Note: This section may not appear on your ship notices if your customer has not enabled this option for your ship notices. If enabled, the delivery terms and transportation details can also be specified at the line item level by clicking the DETAILS button for the line item

Ship Notice Header

SUMMARY

*Packing Slip ID: Carrier Name:

Invoice #: Service Level:

Ship Notice Type: Actual

Actual Shipping Date:

Actual Delivery Date:

Ship From: **Test Supplier**
Sunnyvale, CA
United States

Deliver To: **Acme**
Sunnyvale, AL
United States

[View/Edit Addresses](#)

DELIVERY AND TRANSPORT INFORMATION

*Delivery Terms: Despatch Condition

Delivery Terms Description: Delivery at the doorstep

Transport Terms: Other

Transport Terms Description: My Own Terms

Transport description

*Shipping Payment Method: Prepaid By Seller

Shipping Contract Number: 12345

Shipping Instructions: Instructions

Delivery Terms

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
- Ex Works
- Free Carrier
- Delivered at Terminal
- Delivered at Place
- Carriage Paid To
- Carriage and Insurance Paid to
- Delivered Duty Paid
- Free Alongside Ship
- Free on Board
- Cost and Freight
- Cost, Insurance and Freight

Scroll down to view line item information and update the quantity shipped for each line item.

Click the **Browse** button, select the file, and then click **Add Attachment** if necessary to add attachment.

Note: The maximum attachment size is 10MB.

Click **Next** to proceed to review your Ship Notice.

Deliver To

Delivery Date:

Name:

LAGRANGE MEMORIAL HOSPITAL

Address 1:

5101 SOUTH WILLOW SPRINGS ROAD

Address 2:

Address 3:

City:

LA GRANGE

State:

Illinois

Zip:

60525

Country:

United States [USA]

This selection will refresh the page content

Attachments

Name

Size (bytes)

Content Type

The file size cannot exceed 10MB

Browse...

Add Attachment

Page 1

Item	Part #	Qty	Unit	Description	Need By
1	694080	10	CS	CHIX BRST BNLS SKNLS IF 48-4Z KOCH	27 Sep 20:
		Shipped:			
		10	of 10	Confirmed As Is (Estimated Shipment Date: 22 Oct 2010 ; Estimated D	
2	159620	1	CS	OKRA CUT BRD SOUTHERN STYL 4-5#	27 Sep 20:
		Shipped:			
		1	of 1	Confirmed As Is (Estimated Shipment Date: 22 Oct 2010 ; Estimated De	
3	324647	1	CS	APTZR MUSHRM BATRD 6-2# GLDNCRSP	27 Sep 20:
		Shipped:			
		1	of 1	Confirmed As Is (Estimated Shipment Date: 22 Oct 2010 ; Estimated De	

Next

Exit



Submit Ship Notice

After reviewing your Ship Notice, click **Submit** to send Ship Notice to **Cognizant**.

Ship Notices provide improved communications to help avoid unnecessary calls to order support department.

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.

Click **Done** to return to the **Home** page.

Shipping PO

1 Shipping Line Items

2 Review Shipment

Packing Slip ID: 1234JW

Carrier Name:

Tracking #:

Invoice #:

Ship From

Shipping Date:

Address: GSO Test Supplier 2
807 11th Ave
Sunnyvale, CA 94089
United States

Deliver To

Delivery Date:

Previous

Submit

Exit

Purchase Order:GSOP06

Done

Create Confirmation

Create Invoice

Hide in Inbox

Print

Export cXML

Resend

Order Detail

Order History

PURCHASE ORDER

GSOP06

Version: 1

RELATED DOCUMENTS

Ship Notice:1234JW ; Order Confirmation:123456JW

Order submitted on:Wednesday 22 Sep 2010 7:29 PM GMT-07:00

Received by Ariba Network-EA on:Wednesday 22 Sep 2010 10:32 PM GMT-07:00

SUPPLIER

GSO Test Supplier 2
807 11th Ave
Sunnyvale, CA 94089
United States
Phone: 555-555-5555
Fax: 666-666-6666
Email: junk@phoenix.ariba.com

SHIP ALL ITEMS TO

LAGRANGE MEMORIAL HOSPITAL
5101 SOUTH WILLOW SPRINGS ROAD
LA GRANGE, IL 60525
United States
Ship To Code: 455540593
Email: MICHAEL.YORE@SODEXO.COM

ROUTING STATUS

Acknowledged

BILL TO

9999
PO BOX 352
BUFFALO, NY 14240
United States


DELIVER TO

LAGRANGE MEMORIAL HOSPITAL

ORDER STATUS

Shipped

27

 A R I B A[®]
An SAP Company



A R I B A[®]

An SAP Company

4 – Ariba Network Support



Cognizant



BUY



SELL



MANAGE CASH

Training and Resources

Cognizant Supplier Information Portal

Supplier Information Portal contains specific documentation and training material from the home page of your account.

Click the **Administration Navigator** and then click the **Customer Relationship** tab.

The portal link is located next to your customers name in the middle of the screen

EA Test Supplier1 | Feedback | Help | Logout

EA Test Supplier 1 ▾

EA99009097559, Basic Package

Enter a short description to each

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

ARIBA NETWORK

Account Settings

Save Close

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests

☐ Manually review all relationship requests

Update

Pending

Customer	Requested Date ↓
No items	

Approve Reject

Current

Customer	Approved Date ↓	Routing Type
EA Buyer 02	9 Apr 2012	Default

Supplier Information Portal

Review the presentations to learn more about transacting with Cognizant

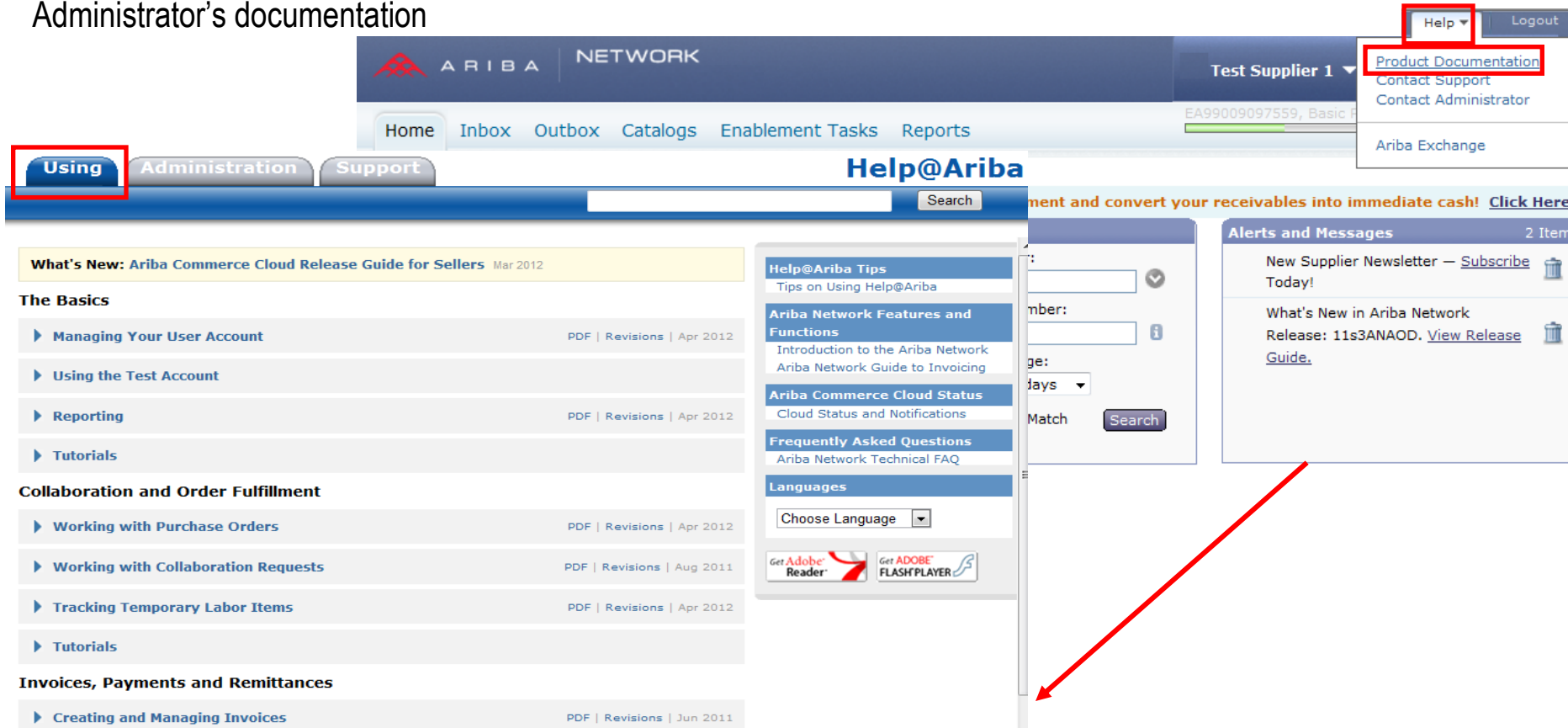
- Account Configuration
- Cognizant Purchase Order Management Guide
- Cognizant Invoicing Guide

Training and Resources

Ariba Network Standard Documentation

Standard Documentation can be accessed also from your account. Click on **Help** button on Home page of your account, **click Product Documentation**

Documentation is found on the **Using** tab. Click the **Administration** tab to view Ariba Network Administrator's documentation



The screenshot displays the Ariba Network user interface. At the top, the 'Help' button is highlighted with a red box and a red arrow. Below it, the 'Product Documentation' dropdown menu is open, showing options like 'Product Documentation', 'Contact Support', and 'Contact Administrator'. The 'Using' tab is also highlighted with a red box. The main content area shows the 'Help@Ariba' section with various links and a search bar. The 'Using' tab is selected, showing a list of documentation topics under 'The Basics' and 'Collaboration and Order Fulfillment'. The 'Administration' tab is also visible, showing a list of documentation topics under 'Invoices, Payments and Remittances'.

Help@Ariba

What's New: [Ariba Commerce Cloud Release Guide for Sellers](#) Mar 2012

The Basics

- Managing Your User Account PDF | Revisions | Apr 2012
- Using the Test Account
- Reporting PDF | Revisions | Apr 2012
- Tutorials

Collaboration and Order Fulfillment

- Working with Purchase Orders PDF | Revisions | Apr 2012
- Working with Collaboration Requests PDF | Revisions | Aug 2011
- Tracking Temporary Labor Items PDF | Revisions | Apr 2012
- Tutorials

Invoices, Payments and Remittances

- Creating and Managing Invoices PDF | Revisions | Jun 2011

Help@Ariba Tips

- Tips on Using Help@Ariba

Ariba Network Features and Functions

- Introduction to the Ariba Network
- Ariba Network Guide to Invoicing

Ariba Commerce Cloud Status

- Cloud Status and Notifications

Frequently Asked Questions

- Ariba Network Technical FAQ

Languages

Choose Language

Get Adobe Reader Get Adobe Flash Player

Alerts and Messages 2 Items

- New Supplier Newsletter — [Subscribe](#) Today!
- What's New in Ariba Network Release: 11s3ANAOD. [View Release Guide](#)

Useful Links

Ariba Supplier Membership page - <http://www.ariba.com/suppliemembership>

Ariba Network Hot Issues and FAQs - <https://connect.ariba.com/anfaq.htm>

Ariba Cloud Statistics – <http://trust.ariba.com>

- Detailed information and latest notifications about product issues and planned downtime—if any—during a given day.

Ariba Discovery - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>

- Information regarding Ariba Discovery for Sellers

Ariba Network Notifications - <http://netstat.ariba.com>

- Information about downtime, new releases and new features

Who Should You Contact?

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Suppliers may contact apacsupplierenablement@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

Cognizant Business Process Support

- Suppliers may contact the Cognizant Supplier Enablement team at supplierenablement@cognizant.com for Cognizant business-related questions.

Supplier Support Post Go-Live

Ariba Network Support for Actively Transacting Suppliers

- Have your Ariba Network ID (ANID) available. It is located at the top right corner of your account home page
- Call the specified number for your region as noted below:

Region	Contact Number
US/Canada Toll Free:	1-866-31ARIBA (1-866-312-7422)
North/South America	+1-412-222-6170
Europe, Middle East and Africa	+44 (0) 20 7187 4185
Asia Pacific	+65 6311 4585

Supplier Support Post Go-Live

Go to <http://supplier.ariba.com>

If you forgot your username or password click on the link **Forgot Username? or Forgot Password?**

If you need to contact support click **Contact Support**



The screenshot shows the Ariba Network login page. At the top, there is a navigation bar with links: GO TO MY: LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES, Register, Feedback, and Help. Below this is the Ariba Network logo. The main content area is titled "Ariba Login" and contains three input fields: Admin Username, Admin Password, and Username. A red arrow points to the "Forgot Username" and "Forgot Password" links below the Username field. To the right of the login fields is a section titled "Join Ariba Network-Early Access!" with a description and a link to "Register as a New Supplier - EA >>". On the far right, there is a sidebar with a dropdown menu. The dropdown menu is open, showing "Product Documentation" and "Contact Support" (which is highlighted with a red box). Below the dropdown is a section titled "Using" with a description and several links: "Introduction to Ariba Supplier Network", "Handling Purchase Orders", "Creating a PO-Based Invoice (Introduction)", and "Creating an Invoice (Advanced Topics)".

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Register Feedback Help

ARIBA NETWORK

Ariba Login

Admin Username:

Admin Password:

Username:

Login

[Forgot Username](#)

[Forgot Password](#)

Join Ariba Network-Early Access!

Register your company on Ariba Network-Early Access, the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.

Register as a New Supplier - EA >>

Product Documentation

Contact Support

Ariba Exchange

Using

Find out how to make the most of your account. View these tutorials to get started.

[Introduction to Ariba Supplier Network](#)

[Handling Purchase Orders](#)

[Creating a PO-Based Invoice \(Introduction\)](#)

[Creating an Invoice \(Advanced Topics\)](#)

Supplier Support Post Go-Live

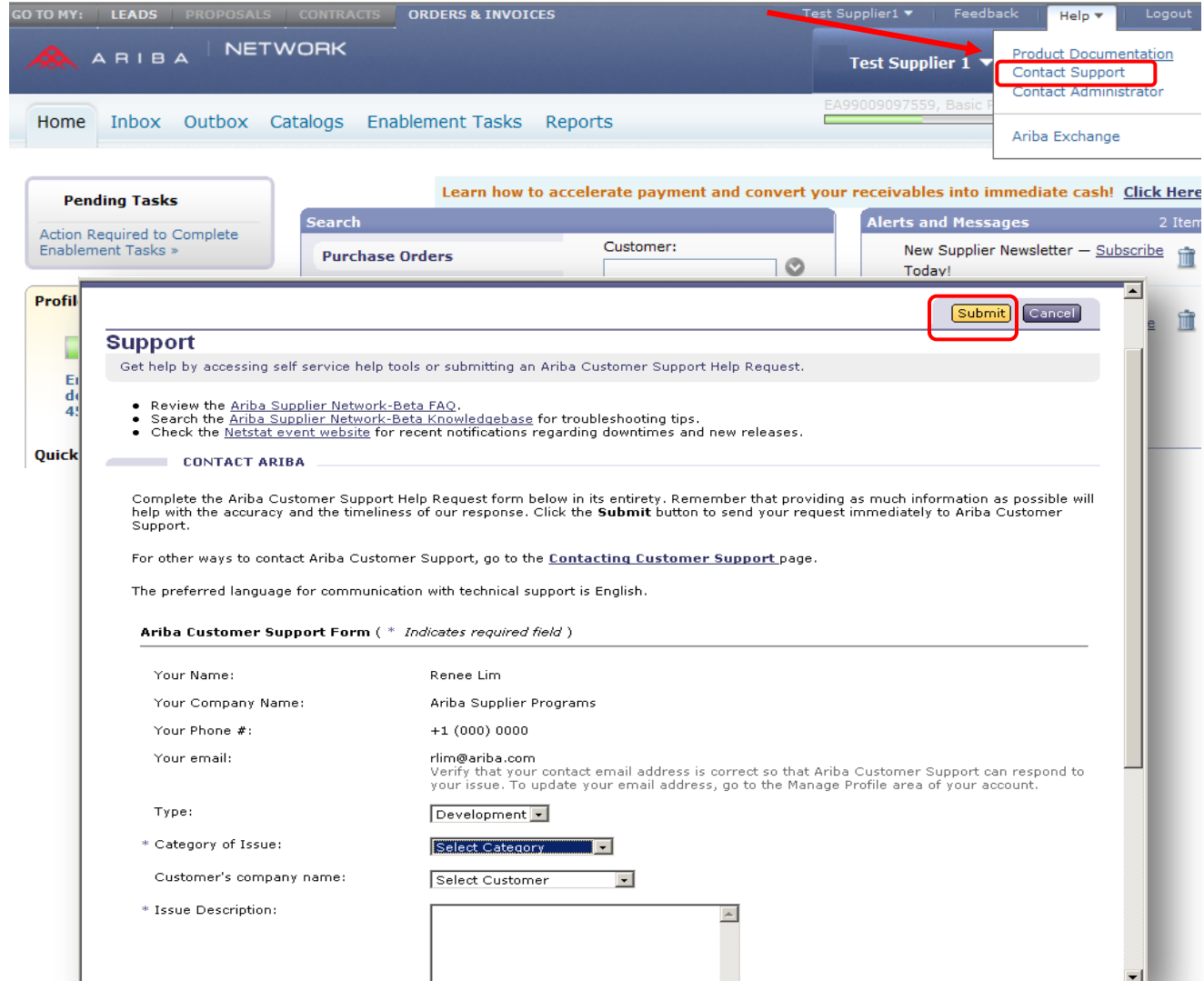
Ariba Network support by Web – Submit Support Ticket

Log into your account.
Click the **Help** link.
Click **Contact Support**.

Fill out web-form.
Select **Category of Issue**.
Note **Cognizant** in the Issue Description.

Reference the Service Request # in future correspondence about the issue.

Click **Submit**



The screenshot displays the Ariba Network web interface. At the top, there are navigation tabs: GO TO MY: LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES. Below these is the Ariba Network logo and a user profile dropdown menu for 'Test Supplier 1'. The dropdown menu is open, showing options: Product Documentation, Contact Support (highlighted with a red box), Contact Administrator, and Ariba Exchange. A red arrow points from the 'Help' link in the top navigation bar to the 'Contact Support' option in the dropdown menu.

Below the navigation bar, there are sections for 'Pending Tasks' (Action Required to Complete Enablement Tasks), 'Search' (Purchase Orders, Customer:), and 'Alerts and Messages' (New Supplier Newsletter - Subscribe Today!).

The main content area is titled 'Support' and contains the following text:

Get help by accessing self service help tools or submitting an Ariba Customer Support Help Request.

- Review the [Ariba Supplier Network-Beta FAQ](#).
- Search the [Ariba Supplier Network-Beta Knowledgebase](#) for troubleshooting tips.
- Check the [Netstat event website](#) for recent notifications regarding downtimes and new releases.

Below this is the 'CONTACT Ariba' section, which includes instructions on how to complete the Ariba Customer Support Help Request form and a link to the 'Contacting Customer Support' page.

The 'Ariba Customer Support Form' section contains the following fields:

- Your Name: Renee Lim
- Your Company Name: Ariba Supplier Programs
- Your Phone #: +1 (000) 0000
- Your email: rlim@ariba.com
- Type: Development
- * Category of Issue: Select Category
- Customer's company name: Select Customer
- * Issue Description: (Empty text area)

The 'Submit' button is highlighted with a red box.