

# Ariba Network Purchase Order Guide



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# Introduction

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## **Maple Leaf e-Procurement Process**

- This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with Maple Leaf through the Ariba Network

# Purchase Order Documents

## Supported / Not Supported by Maple Leaf Foods on Ariba Network

Supported	Not Supported
<ul style="list-style-type: none"><li>• New Purchase Orders</li><li>• Change/Cancel Orders</li><li>• Catalog Orders</li><li>• Non-Catalog Orders</li><li>• Service Orders</li><li>• Legacy Orders</li></ul> <p><i>At Go Live and cut-over to Ariba Network, Maple Leaf Foods will send POs that are open and outstanding to Ariba Network as Legacy Orders. Any PO dated within the past 6-months and still open (unbilled items remain on the PO) will be sent to the Ariba Network. Legacy orders are not delivered to the supplier beyond the Ariba Network Supplier Inbox, but are present on the Ariba Network so that all subsequent invoices can be sent through the Ariba Network. Legacy purchase orders appear in your online Inbox and contain the comment, <b>“This purchase order has already been fulfilled.”</b> You can use a legacy purchase order to create a standard invoice through Ariba Network.</i></p>	<ul style="list-style-type: none"><li>• Blanket Purchase Orders (BPO)</li><li>• Purchase Orders with attachments</li></ul>



# Fulfillment Documents

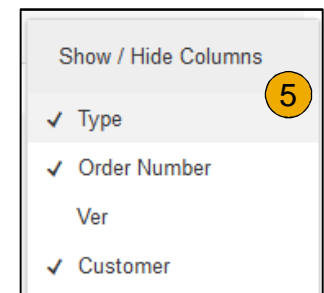
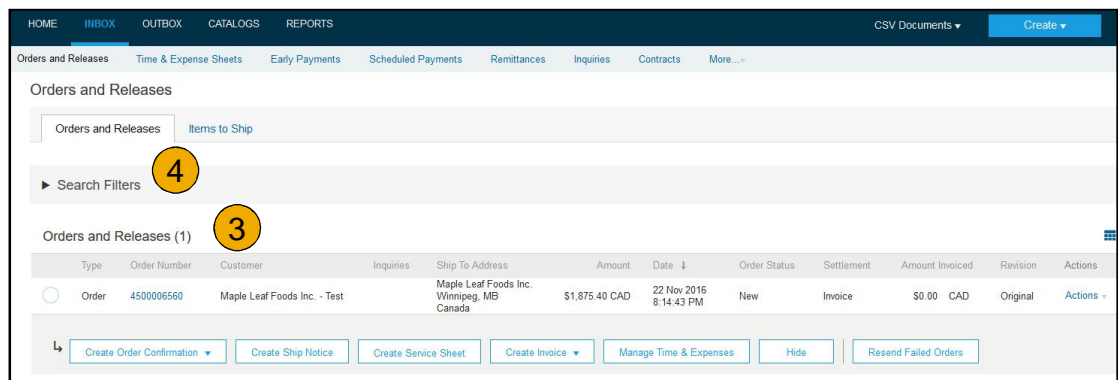
## Supported / Not Supported by Maple Leaf Foods on Ariba Network

Supported	Not Supported
<ul style="list-style-type: none"><li>• Order Confirmations<ul style="list-style-type: none"><li>• Confirm Entire Order</li><li>• Update Line Item Status (Confirm, Reject)</li><li>• Reject Entire Order</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>Backorder status</b> <i>Maple Leaf Foods typically <u>does not allow backordered</u> status. Please contact the Buyer directly to discuss options if items are backordered.</i></li><li>• Ship Notices</li><li>• Service Sheets through Ariba Network</li></ul>



# View Purchase Orders

1. Click on **Inbox** tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Maple Leaf.
3. Click the **Order Number** to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click **Search**.





# Purchase Order Detail

1. View the details of your order.

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

2. **Line Items** section describes the ordered items. Each line describes a quantity of items Maple Leaf wants to purchase.

3. Set the status of each line item by sending order confirmations clicking **Create Order Confirmation**. At the bottom of the purchase order is the Subtotal.

3. **Note:** You can always Resend a PO which was not sent to your email address, cXML or EDI properly by clicking the **Resend** button. Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value

Purchase Order: 4500006585

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

[Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail

Order History



1

To:

Maple Leaf Foods Inc. - TEST

6985 Financial Drive,

Mississauga ON L5N 0A1

Canada

Phone: +44 () 1234567

Fax:

Email: [NoReplyAribaCS@ariba.com](mailto:NoReplyAribaCS@ariba.com)

Purchase Order

(New)

4500006585

Amount: \$9,795.50 CAD

Line Items							Show Item Details
Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
10	Not Available	Material	10.000 (EA)	21 Nov 2016	\$82.54 CAD	\$825.40 CAD	<a href="#">Details</a>
	52151504						
20	Not Available	Material	15.000 (EA)	21 Nov 2016	\$70.00 CAD	\$1,050.00 CAD	<a href="#">Details</a>
	78131600						
Order submitted on: Tuesday 22 Nov 2016 8:14 PM GMT-05:00 Received by Ariba Network on: Tuesday 22 Nov 2016 8:14 PM GMT-05:00 This Purchase Order was sent by Maple Leaf Foods Inc. - Test AN01001613460-T and delivered by Ariba Network.							Sub-total: \$ 1,875.40 CAD
<div> <div> <div>Create Order Confirmation</div> <div>Create Ship Notice</div> <div>Create Invoice</div> </div> <div> <a href="#">Hide</a>   <a href="#">Print</a>   <a href="#">Download PDF</a>   <a href="#">Export cXML</a>   <a href="#">Download CSV</a>   <a href="#">Resend</a> </div> </div>							



# Create Order Confirmation: Confirm Entire Order

This slide explains how to Confirm Entire Order. (See following slides for other status options.)

1. From the PO view, click the **Create Order Confirmation** button and select to **Confirm Entire Order**.
2. Enter a **Confirmation Number** which is any number you use to identify the order confirmation.
3. If you specify **Est. Shipping Date** or **Est. Delivery Date**, it is applied for all line items. (Note: Use the **Update Line Items** option to specify different delivery dates for each item).
4. Click **Next** when finished.
5. Review the order confirmation and click **Submit**.
6. Your order confirmation is sent to Maple Leaf.

Purchase Order: 4500006560

1 **Create Order Confirmation** Create Ship Notice Create Invoice

Confirm Entire Order  
Update Line Items  
Reject Entire Order

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:  2

Associated Purchase Order #: 4500847460

Customer: Maple Leaf Foods Inc. - Test

Supplier Reference:

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date:  3 Est. Shipping Cost:

Est. Delivery Date: \*  Est. Tax Cost:

Comments:

Line Items					
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	120.000 (EA)	24 Nov 2016	\$123.00 CAD	\$14,760.00 CAD
Cup, SEB, Hot, 12oz, 500/box					
Current Order Status: 120.000 Confirmed (Estimated Delivery Date: 30 Nov 2016 )					
20	Not Available	12.000 (EA)	24 Nov 2016	\$1.00 CAD	\$12.00 CAD
Frozen					
Current Order Status: 12.000 Confirmed (Estimated Delivery Date: 30 Nov 2016 )					
Exit Next 4					

Once the order confirmation is submitted, the Order Status will display as Confirmed.

# Create Order Confirmation: Update Line Items

1. Select **Update Line Items**, to set the status of each line item separately.
2. Fill in the requested information in the Order Confirmation Header section. Enter a **Confirmation #**. If **Est. Shipping Date** and **Est. Delivery Date** are the same for all line items, enter dates at the header section. Otherwise, leave blank and use the **Details** button on each line item to specify different dates for each item.
3. Scroll down to view the line items and choose among possible values below. Enter the appropriate quantity in each box for the selected status(es). See following slides for more details.
  4. **Confirm** – You received the PO and will send the ordered items.
  5. **Backorder** – Items are backordered. **Important:** Maple Leaf Foods typically does not allow backordered status. Please contact the Buyer directly to discuss options if items are backordered.
  6. **Reject** – Enter a reason why these items are rejected in the **Comments** field by clicking the **Details** button.

Purchase Order: 4500006560

Confirming PO

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500006560

Customer: Maple Leaf Foods Inc. - Test

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	10.000 (EA)	21 Nov 2016	\$82.54 CAD	\$825.40 CAD
52151504					
Current Order Status					
<input checked="" type="radio"/> 10.000 Unconfirmed					
Confirm: <input type="text"/> <input type="button" value="Backorder"/> <input type="button" value="Reject"/> <input type="button" value="Details"/>					

# Confirm Order: Update Line Items

## Confirm with Changes: Price, Part, etc.

1. Enter the quantity in the **Confirm** data entry field.
2. Click **Details** to enter the details regarding the price change.
3. Note the new price in the **Unit Price** field on the Status Details page for the line item.
4. Item substitutions for the requested part can also be communicated using the **Supplier Part** field.
5. Enter a **Comment** regarding the changes, if needed.
6. Click **OK** when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	10.000 (EA)	21 Nov 2016	\$82.54 CAD	\$825.40 CAD
52151504					
Current Order Status					
<input checked="" type="radio"/> 10.000 Unconfirmed					
Confirm:	1	Backorder:	1	Reject:	
					Details ⓘ

Item	Part # / Description	Qty	Unit	Need By
10	Not Available	10.000	EA	21 Nov 2016
52151504				
New Order Status: 1 Confirmed				
Est. Shipping Date:				
Est. Delivery Date: *				
Unit Price: \$82.54 CAD				
Price Unit Quantity: * 1				
Unit Conversion: * 1				
Price Unit: * EA				
Supplier Part:				
Batch ID:				
Comments:				



# Confirm Order: Update Line Items - Reject

1. Enter the quantity in the **Reject** data entry field to reject item.
2. Click the **Details** button to enter a reason for the rejection in the **Comments** field on the Status Details page.
3. Click **OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	10.000 (EA)	21 Nov 2016	\$82.54 CAD	\$825.40 CAD

52151504

Current Order Status

☒ 10.000 Unconfirmed

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

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Not Available	10.000	EA	21 Nov 2016		\$82.54 CAD	\$825.40 CAD

52151504

New Order Status: **1 Rejected**

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 Maple Leaf.
3. The Order Status will display as **Confirmed** or **Partially Confirmed** if items were 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: 4500006560

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

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



To:  
Maple Leaf Foods Inc. - TEST  
6985 Financial Drive,  
Mississauga ON L5N 0A1  
Canada  
Phone: +44 ( ) 1234567  
Fax:  
Email: NoReplyAribaCS@ariba.com

[Done](#)

5

Purchase Order  
(Confirmed)  
4500847065  
Amount: \$495.00 CAD

3

Routing Status: Acknowledged  
Related Documents: [Untitled 11/23/2016](#)

# Create Order Confirmation: Reject Entire Order

This example demonstrates the **Reject Entire Order** option.

1. From the PO view, click the **Create Order Confirmation** button and select **Reject Entire Order**.
2. Enter a **Confirmation #**.
3. Enter **Comments** explaining the reason for rejecting the order.
4. Click **Reject Order**.

Purchase Order: 4500006560

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order  
Update Line Items  
Reject Entire Order 1

REJECT ENTIRE ORDER

Order Confirmation Number:

2 Confirmation #:

Comments: 3

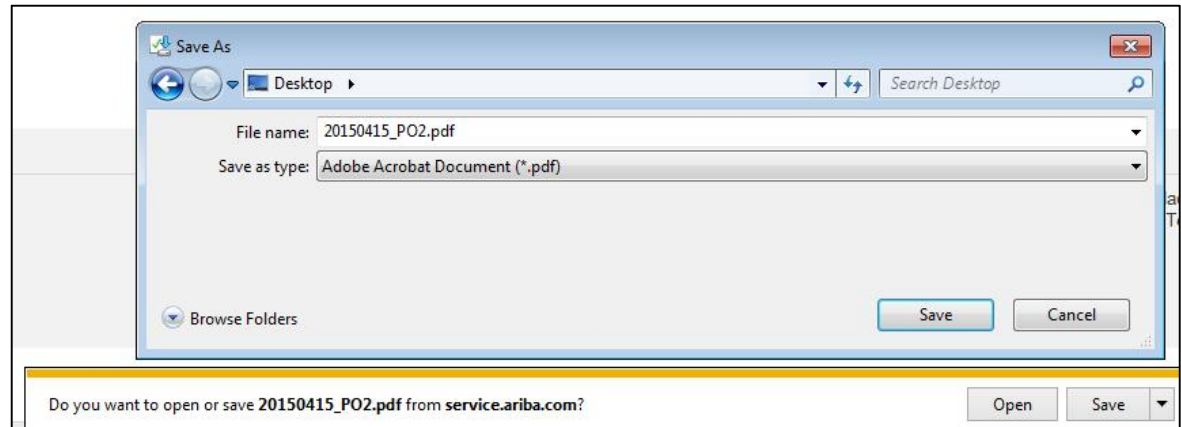
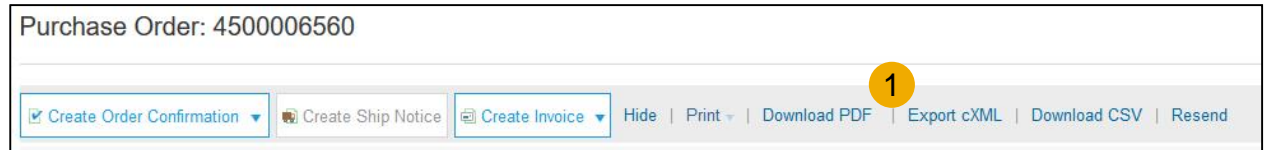
4



# PDF Generation

1. The option to **Download a PDF** version of the PO is available from the PO view.

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the User Interface. Therefore the detail is not included in the PDF generated.







# Training and Resources

## Maple Leaf Supplier Information Portal

1. Select the name of your company in the top right corner and then click the **Customer Relationships** link.
2. Select **Supplier Information Portal** to view the following presentations to learn more about transacting with Maple Leaf:
  - Account Configuration Guide
  - Maple Leaf Purchase Order Guide
  - Maple Leaf Invoice Guide
3. Select **Maple Leaf Foods** to view transactional rules. The Invoice Rules determine what you can enter when you create invoices.

**Account Settings**

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	Action
	Approve Reject

Current

Customer	Action
Maple Leaf Foods Inc.	Supplier Information Portal
	Reject

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

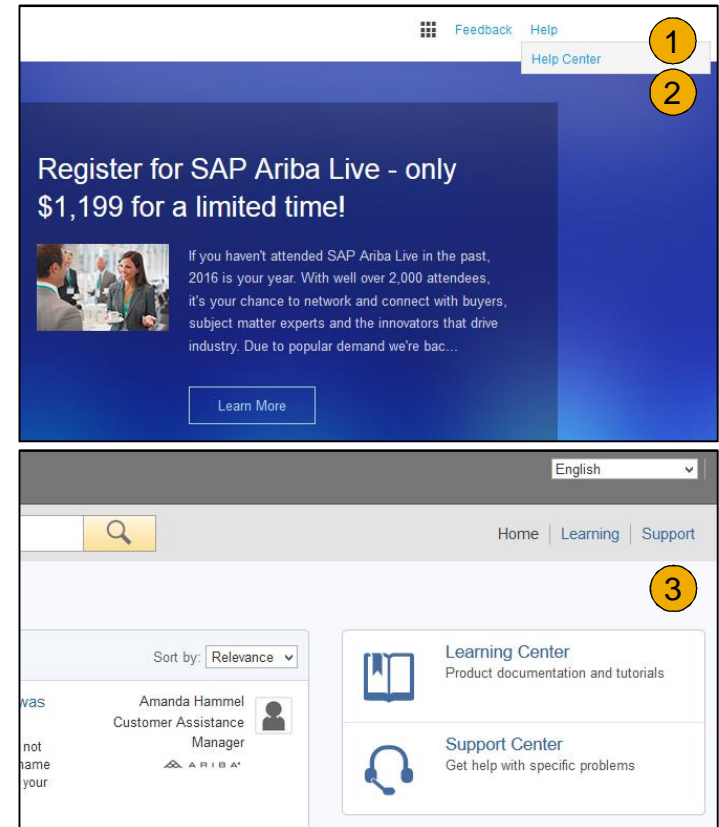
Company Profile  
Service Subscriptions  
Account Settings  
Customer Relationships  
Users  
Notifications  
Account Hierarchy  
View All  
Network Settings  
Electronic Order Routing  
Electronic Invoice Routing  
Accelerated Payments  
Remittances  
Network Notifications

# Training and Resources

## Ariba Network Standard Documentation

1. Go to: <http://supplier.ariba.com> and click the **Help** link.
2. Click **Help Center**.
3. Click on **Learning Center** to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

**Note:** Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.

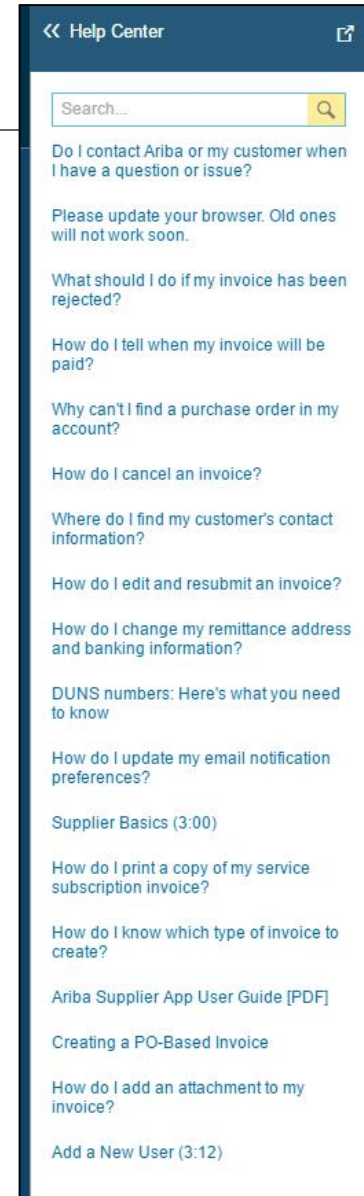


# Training and Resources

## Ariba Network Standard Documentation

From within your Ariba Network account:

1. Click on **Help Center** to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust the content shown.
3. Click **Documentation** (bottom)
4. View Ariba Network Administrator's documentation.



# Training and Resources

## Ariba Network standard documentation and useful links

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### Useful Links

Y **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>

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

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

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

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

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

Y Information about downtime, new releases and new features



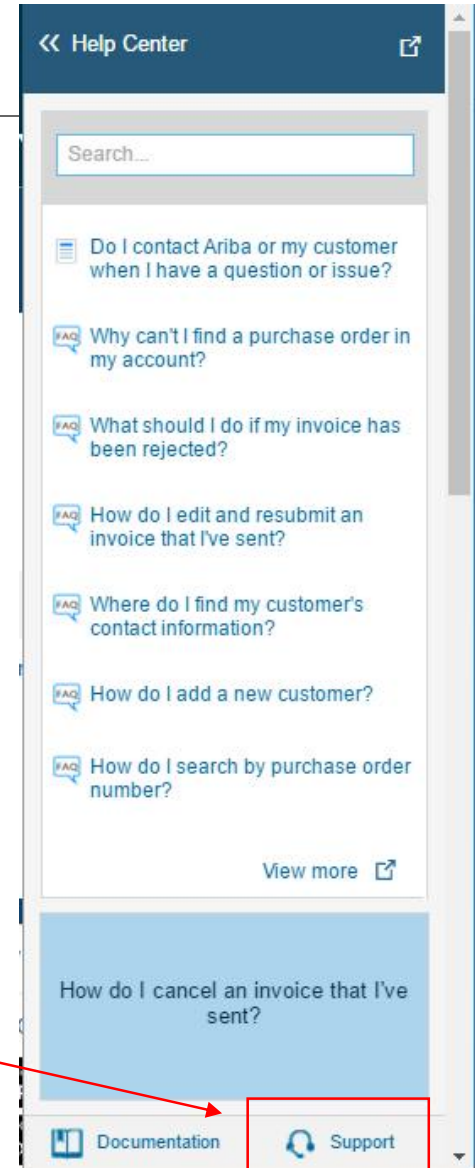
# Who should you contact?

## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**  
Please contact [mlfsupplierenablement@ariba.com](mailto:mlfsupplierenablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.
- **Maple Leaf Business Process Support**  
Please contact the Maple Leaf Supplier Enablement team at [supplierenablement@mapleleaf.com](mailto:supplierenablement@mapleleaf.com) for business-related questions.

## Supplier Support Post Go-Live

- **Ariba Network Help Center** (referenced in previous slides and to right). Accessible through your Ariba Network account (top/right corner). Contact **Support**.



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