

SUPPLIER USER GUIDE FOR ARIBA

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2. Issuance of Order Confirmation



1. Review of Purchase Order


Via ARIBA Supplier Network

Review of Purchase Order

Purchase Order: 450006749 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History



SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

From:
Customer
Singapore University of Technology and Design
8 Somapah Road
Singapore 487372
Singapore

To:
Construction Company Singapore A
Orchard Road
Singapore 238823
Singapore
Phone: +65 (6554) 2345
Fax:
Email: dlwaribatesting@gmail.com

Purchase Order (New)
450006749
Amount: \$20.00 SGD
Version: 1

Track Order

Payment Terms i
NET 30
within 30 days Due net

Routing Status: Sent
External Document Type: Purchase Order (PO)

Comments

We can review two parts of the Purchase Order document:

- 1 The header level
- 2 The line items level.

2

Line Items Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10		Item Text:	Material		10.000 (EA)	16 May 2023	\$2.00 SGD	\$20.00 SGD	<a>Details
		PO Item 1							

Order submitted on: Friday 13 Oct 2023 12:00 PM GMT+08:00
Received by SAP Business Network on: Friday 13 Oct 2023 8:58 AM GMT+08:00
This Purchase Order was sent by Singapore University of Technology and Design (SUTD) - TEST AN01690289821-T and delivered by SAP Business Network.

Sub-total: \$20.00 SGD

TRAILBLAZING A BETTER WORLD BY DESIGN.



Review of Purchase Order

The screenshot shows a web interface for reviewing a purchase order. At the top, it displays 'Purchase Order: 4500006749' and a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A dropdown menu is open, showing 'Download PDF' and 'Download CSV' options. The main content area has two tabs: 'Order Detail' (selected) and 'Order History'. The 'Order Detail' tab contains four callout boxes:

- 1a**: A box containing the SWT logo and the text: 'SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN', 'From: Customer', 'Singapore University of Technology and Design', '8 Somapah Road', 'Singapore 487372', 'Singapore'.
- 1b**: A box containing the text: 'To: Construction Company Singapore A', 'Orchard Road', 'Singapore 238823', 'Singapore', 'Phone: +65 (6554) 2345', 'Fax:', 'Email: dlwaribatesting@gmail.com'.
- 1c**: A box containing the text: 'Purchase Order (New)', '4500006749', 'Amount: \$20.00 SGD', 'Version: 1', and a 'Track Order' button.
- 1d**: A box containing the text: 'Purchase Order (New)', '4500006749', 'Amount: \$20.00 SGD', 'Version: 1', and a 'Track Order' button. This box is highlighted with a yellow border.

- 1 The header level will indicate:
 - 1a Who the purchase order is from;
 - 1b Who it was sent to;
 - 1c Status of the Purchase Order;
 - 1d Amount due on this Purchase Order.



Review of Purchase Order

Purchase Order: 4500006749

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

1e Download PDF Download CSV

1f All Details Print Screen Contents Only

1g Payment Terms *i*
NET 30
within 30 days Due net

Comments

1h All prices indicated in this Purchase Order (PO) are exclusive of GST. All invoices shall be billed to SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN and indicate ... [View more »](#)

[CONFIDENTIAL]

1. All purchases are subject to SUTD and/or its related entities standard terms and conditions published on SUTD website (<http://www.sutd.edu.sg/procurement.aspx>), e ... [View more »](#)

Notes to Supplier:

(Attn: Supplier) Please refer to quotation (Ref: 8801130121) dated 15Jan 2023.

Contact Information

- 1 The header level will indicate:
 - 1e You have the option to download a copy of the Purchase Order in PDF format;
 - 1f Or print a copy of the Purchase Order.
- 1g The payment terms
- 1h Reminders/instructions on how to transact with SUTD.

TRAILBLAZING A BETTER WORLD BY DESIGN.



Review of Purchase Order

Contact Information
Construction Company Singapore A
Orchard Road
Singapore 238823
Singapore
dlwaribateesting@gmail.com

Ship All Items To	Bill To	Deliver To
Singapore University of Technology and Design 8 Somapah Road Singapore 487372 Singapore Ship To Code: 1100 Phone: +65 (0) 6303 6600	Singapore University of Technology and Design 8 Somapah Road Singapore 487372 Singapore	Sashi, 64888888 Block 888, #88-88 Changi South Avenue 1, Singapore 488888

Line Items Show Item Details

- 1 The header level will indicate:
- 1i Address details.;

TRAILBLAZING A BETTER WORLD BY DESIGN.



Review of Purchase Order

2 The header level Line Items of the PO indicates:

2a Description of the line item;

2b Type of the line item;

2c Quantity of the line item;

2d When the line item will be delivered;

2e Unit price;

2f Subtotal.

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Details
10		Item Text: PO Item 1	Material		10.000 (EA)	16 May 2023	\$2.00 SGD	\$20.00 SGD	Details

Order submitted on: Friday 13 Oct 2023 12:00 PM GMT+08:00
Received by SAP Business Network on: Friday 13 Oct 2023 8:58 AM GMT+08:00
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Review of Purchase Order

Show Item Details

Unit Price	Subtotal	
\$2.00 SGD	\$20.00 SGD	Details

2 The header level Line Items of the PO indicates

2g To view additional details of the line item, can click the Details link.

2h Click the "Summary" link to hide the additional details again.

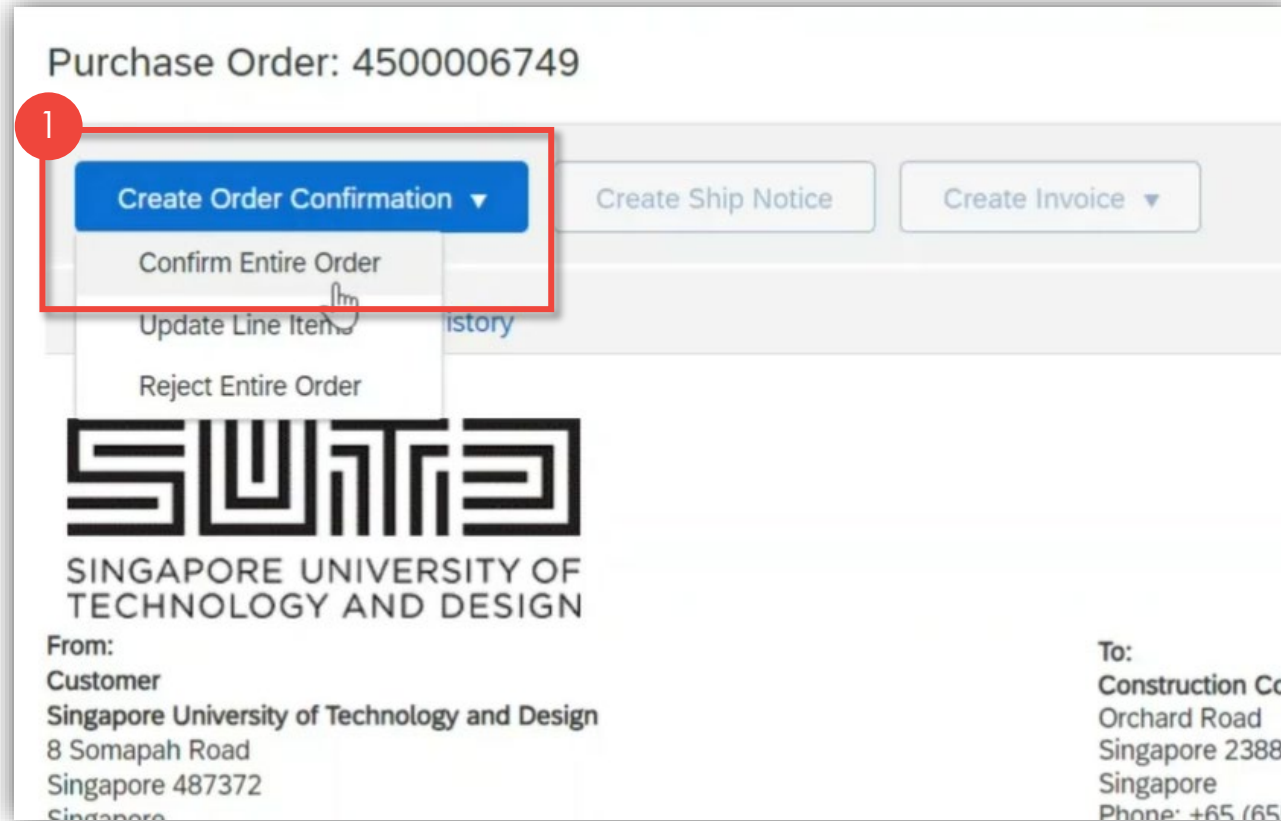
#	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
		Item Text: PO Item 1	Material		10.000 (EA)	16 May 2023	\$2.00 SGD	\$20.00 SGD	Summary
Status 10.000 Unconfirmed									
Comments Non-Catalog PO Item									
Other Information Classification Domain: ERPCommodityCode Classification Code: STATILIES									



2. Issuance of Order Confirmation

Via ARIBA Supplier Network

Issuance of Order Confirmation



Order Confirmation document allows Suppliers to inform SUTD that they can deliver the goods/services. Do note that this document is not mandatory for SUTD. Suppliers can skip this document and can directly issue the Invoice for the Purchase Order issued by SUTD

To issue the Order Confirmation:

- 1 Click "Create Order Confirmation" button. Choose "Confirm Entire Order".

Issuance of Order Confirmation

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

1 Confirmation #: CO002

Associated Purchase Order #: 450006749

Customer: Singapore University of Technology and Design (SUTD) - TEST

Supplier Reference:

Shipping and Tax Information

2 Est. Shipping Date*: 8 Nov 2023

Est. Shipping Cost:

Est. Delivery Date: 8 Nov 2023

Est. Tax Cost:

Comments:

3 Attachments

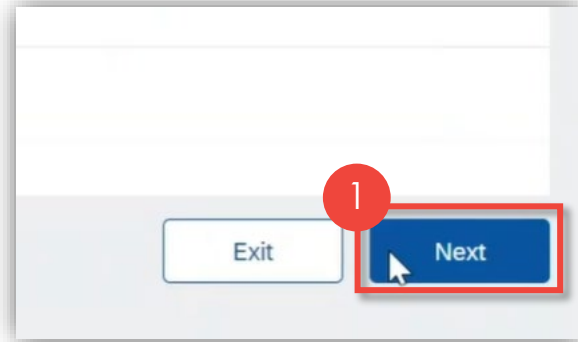
Name	Size (bytes)
No items	

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

- 1 Please input an order confirmation number.
- 2 You then need to input an estimate shipping date and estimate delivery date.
- 3 You also have the option to attach a supporting document for this order confirmation. Do note that attachment is optional for order confirmation

Issuance of Order Confirmation



You can now submit the order confirmation.

1 To do this, click the "Next" button.

You will be taken to the "Review Order Confirmation" screen to review the details.

2 If there is a need to update the document before submission, can click the "Previous" button.

3 To submit the Order Confirmation button, click the "Submit" button.

A screenshot of the 'Review Order Confirmation' screen. The top navigation bar contains 'Previous', 'Submit', and 'Exit' buttons. The 'Previous' button is highlighted with a red box and a red circle containing the number '2', and the 'Submit' button is highlighted with a red box and a red circle containing the number '3'. The main content area shows a 'Confirmation Update' section with fields for 'Confirmation #', 'Supplier Reference', and 'Attachments'. Below this is a 'Line Items' table with columns for 'Line #', 'Part # / Description', 'Type', 'Qty (Unit)', 'Need By', 'Unit Price', and 'Subtotal'. The table contains one item with a quantity of 10,000 and a unit price of \$2.00 SGD. At the bottom, the 'Current Order Status' is displayed as '10.000 Confirmed With New Date' with estimated shipment and delivery dates.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: CO002

Supplier Reference:

Attachments: sample attachment.pdf

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	Item Text: PO Item 1	Material	10.000 (EA)	16 May 2023	\$2.00 SGD	\$20.00 SGD

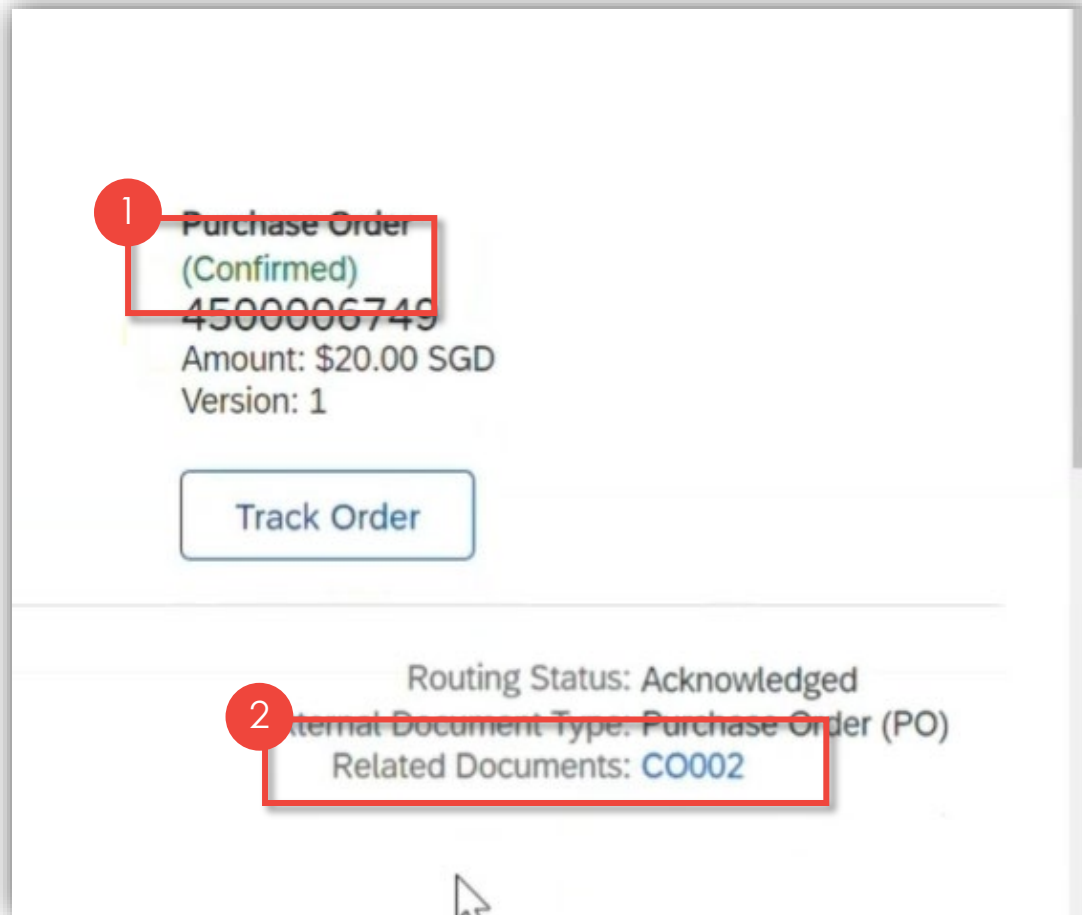
Current Order Status:

10.000 Confirmed With New Date (Estimated Shipment Date: 8 Nov 2023; Estimated Delivery Date: 8 Nov 2023)

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Issuance of Order Confirmation



You will then be taken to the Purchase Order screen.

- 1 The status is updated to "Confirmed"
- 2 Order Confirmation document is reflected in the "Related Documents" section.