

Ariba Network Purchase Order Guide



Boehringer
Ingelheim



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1. Introduction

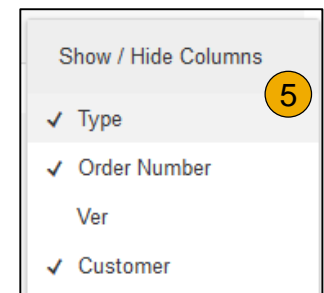
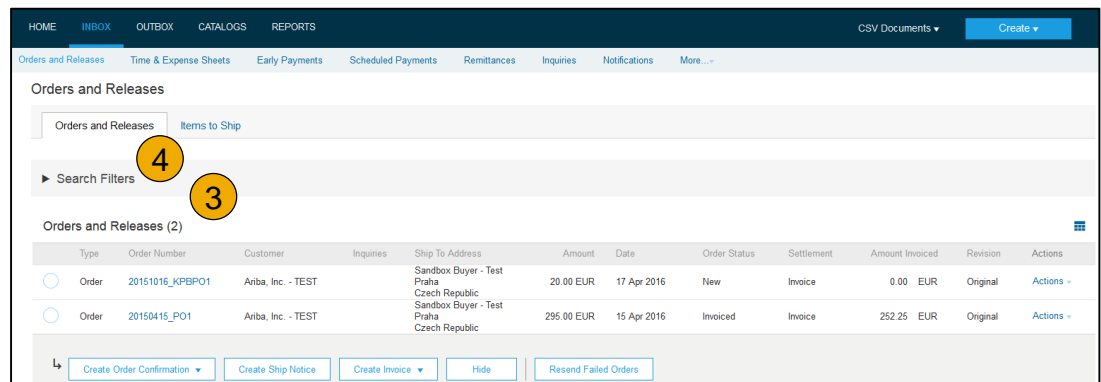
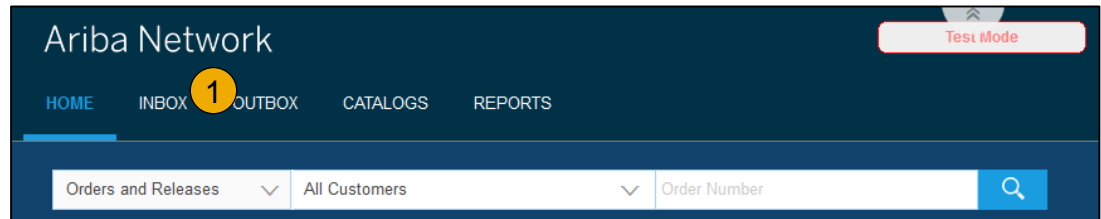
Introduction

. **Boehringer-Ingelheim e-Procurement Process**

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

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 Boehringer-Ingelheim.
3. **Click** the link on the Order Number column 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

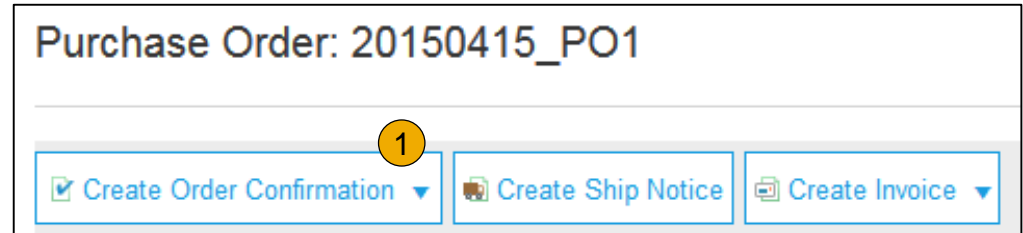


Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

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

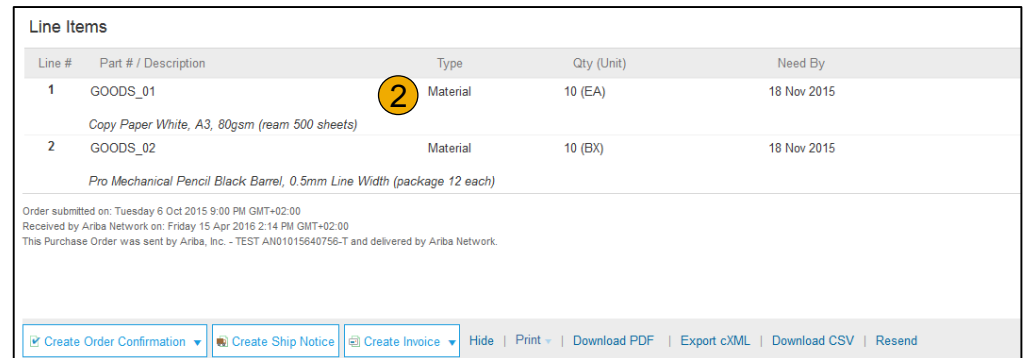
Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value



Purchase Order: 20150415_PO1

1

Create Order Confirmation Create Ship Notice Create Invoice



Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By |
|--------|--|------------|------------|-------------|
| 1 | GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) | 2 Material | 10 (EA) | 18 Nov 2015 |
| 2 | GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each) | Material | 10 (BX) | 18 Nov 2015 |

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Boehringer-Ingelheim wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. At the bottom of the purchase order is the Sub

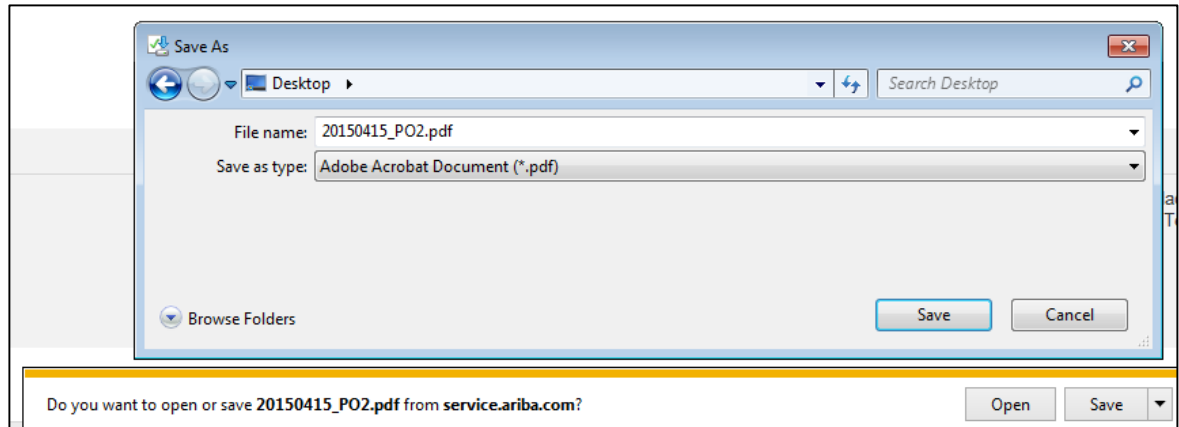
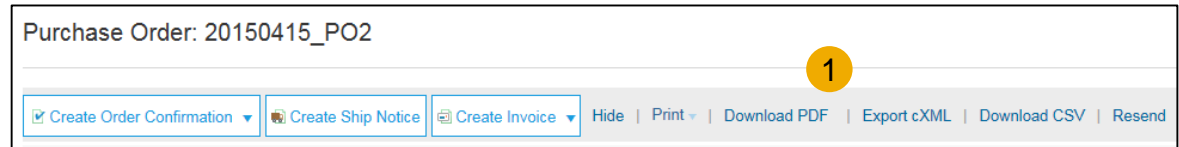


9. PDF Generation

PDF Generation

1. The option to Download a PDF version of the PO is now present as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated [Increased Document Size Support feature].





10. Ariba Network Support

Training and Resources

Boehringer-Ingelheim Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to **Boehringer-Ingelheim** to view the following presentations to learn more about transacting with **Boehringer-Ingelheim**:
 - Account Configuration Guide
 - **Boehringer-Ingelheim Purchase Order Confirmation and Ship Notice Guide**
 - **Boehringer-Ingelheim Invoice Guide**
 - **Supplier Membership Program / Supplier Registration Guide**

The screenshot displays the 'Account Settings' interface. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' section is divided into 'Current Relationships' and 'Potential Relationships'. Under 'Current Relationships', there is a table with columns for 'Customer', 'Ariba Inc.', and 'Pouliot Industries'. The 'Ariba Inc.' row has a checkbox and a 'Supplier Information Portal' link, which is highlighted with a yellow circle and the number '2'. The 'Pouliot Industries' row has a checkbox and a 'Reject' button. The 'Potential Relationships' section is currently empty. Below the 'Current Relationships' section, there is a 'Pending' section with a 'Customer' header and an 'Approve' button. The 'Update' button is located below the 'I prefer to receive relationship requests as follows:' section. On the right side, the 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Service Subscriptions', 'Account Settings' (highlighted with a yellow circle and the number '1'), 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and '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.

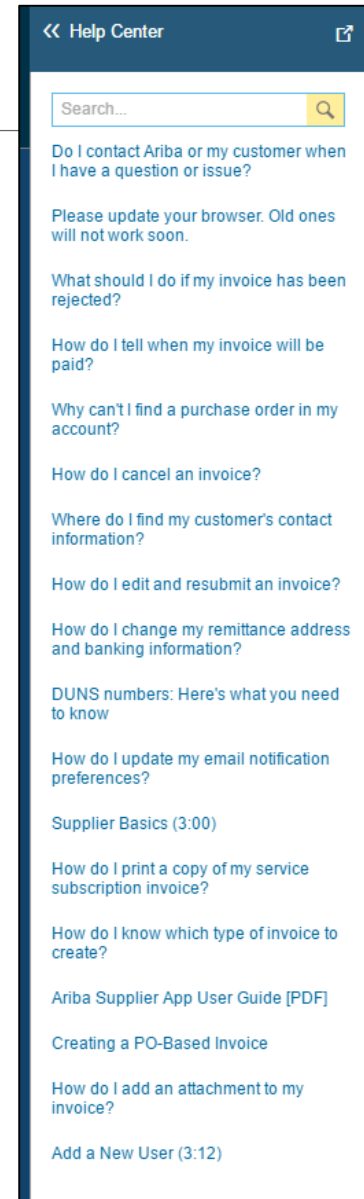
The screenshot shows the SAP Ariba Help Center interface. At the top right, there are links for 'Feedback' and 'Help' (1). Below these is a 'Help Center' dropdown menu (2). The main content area features a promotional banner for 'SAP Ariba Live' with a 'Learn More' button. Below the banner is a search bar and navigation links for 'Home', 'Learning', and 'Support'. The 'Learning Center' (3) and 'Support Center' are highlighted in the main content area.

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

Useful Links

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

Please contact webuy-habilitacion@ariba.com for any questions regarding registration, configuration, Supplier fees, or general Ariba Network questions.

- **Boehringer-Ingelheim Business Process Support**

Please contact the Boehringer-Ingelheim at webuymx.mex@boehringer-ingelheim.com for business-related questions.

- **Supplier Support Post Go-Live**

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