

VENDOR Process: Search, Find & Confirm PO in Ariba

Team(s): External Vendor

Role(s): Contact at external vendor

Process Value: To locate a PO from GE and ensure its processed accurately and in a timely manner

Frequency: As Needed

Volume: N/A

Trigger: Process occurs when Ariba notifies vendor of new POs.

Background Information:

To invoice GE for parts or services, vendors must first confirm the appropriate PO lines. The vendor will use the Ariba system to locate the proper POs and confirm POs/PO lines - this will allow them to then generate an invoice to be sent to GE.

If there's an error on the PO (i.e. quantities, prices, etc.), contact your GE buyer and request a correction prior to confirmation. If a PO is confirmed with an error, the PO will need to be reconfirmed after amending the PO.

Links Used:

Ariba Dashboard – External facing portal for vendor use to manage POs and invoices

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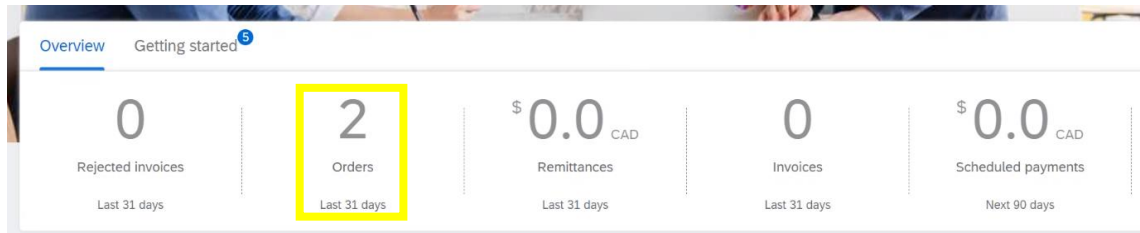
Search, Find & Confirm PO

Vendor notified of new PO

1. The vendor will receive an email from Ariba notifying them of a new PO and instructing vendor to confirm it.

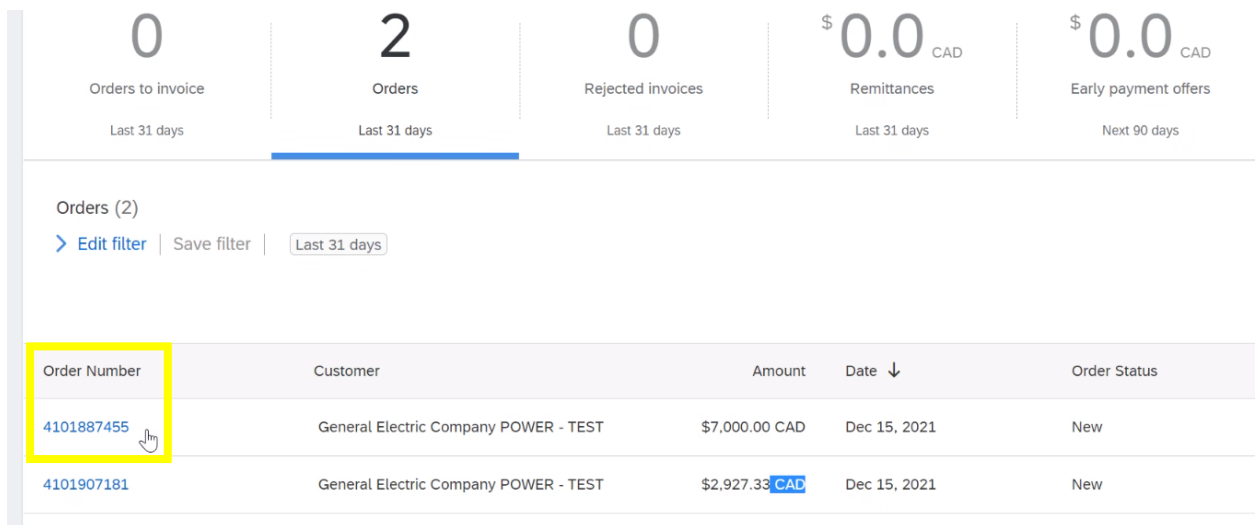
Vendor finds PO on Ariba dashboard

1. Vendor logs into the Ariba dashboard.
2. Vendor checks home page dashboard for the PO under the “Orders” section. Click on the number (i.e. the “2” below) to bring up list of PO’s.



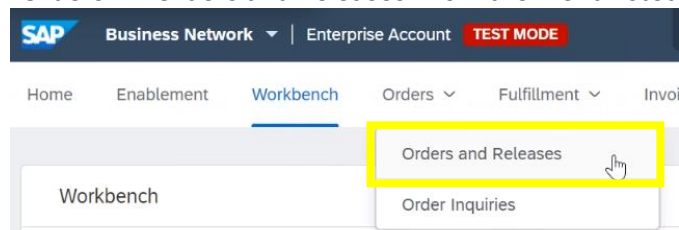
Note: If the vendor logs in 31 days after PO creation, the PO will not be displayed on the home page. The # of days a PO appears on the home page can be adjusted in your settings.

3. The list of orders will expand below – click on the proper order number under the left “Order Number” column.



If PO is not Listed:

- a. If you cannot find the PO you’re looking for (or it’s been beyond 31 days), select “Orders” > “Orders and Releases” from the menu listed across the top.



- b. The Orders and Releases page will appear. If your PO is not listed, use the search filters to find it.

Orders and Releases

Orders and Releases (100+)

Type	Order Number ↓	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Docu
Order	4200210064	0	General Electric Company POWER - TEST		FieldCore Service Solutions ST. LAURENT, QC Canada	HAZMASTERS INC Ajax, ON Canada	\$400.00 USD	2 Jul 2021	New	

Select “Exact number” and type in the order number.

▼ Search Filters

Customer: All Customers

Order Number:* Partial number Exact number

4101887455

c. You can narrow your search with the additional filter fields below.

Orders (130)

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 365 days

Order status: Include Select or

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

Routing status: All

Min amount: Max amount: Currency: CAD

Show hidden orders only

□ Vendor opens PO details

4. Select your PO (or multiple POs if needed) from the search results.

Orders and Releases (1)

Type	Order Number ↓	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status
Order	4101887455	5	General Electric Company POWER - TEST		GE Renewable Energy Canada Inc. Brossard, QC Canada	USINAGE DEUX RIVES INC Sainte Victoire Qc, QC Canada	\$7,000.00 CAD	15 Dec 2021	New

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Hide Show

5. If “Order Status” says “New”, the vendor needs to confirm the orders, as stated in the “Actions” column.

Note: Watch out for the “Order Status” column – All workable POs will state “New” or “Current”. If a PO status was revised, the current version is rendered obsolete. Watch for any “Obsolete” order status; the PO will just be a “snapshot” and not actions can be taken against that PO.

Orders and Releases (1)

Type	Order Number ↓	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status
Order	4101887455	5	General Electric Company POWER - TEST		GE Renewable Energy Canada Inc. Brossard, QC Canada	USINAGE DEUX RIVES INC Sainte Victoire Qc, QC Canada	\$7,000.00 CAD	15 Dec 2021	New

id	Purchasing Organization	Purchasing Group	Settlement	Amount Invoiced	Revision	Actions
id	CA10 GE RE Brossard	GM7 FL Indirect CAD	Invoice	\$0.00 CAD	Original	Actions + General Electric Company POWER - TEST requires you to fully confirm line items before creating invoices.

- First, check the PO status. Click on the PO number to see the PO details. The details will display each line in the PO, as well as the type of product/service, quantity, and price. You can check the status of the PO under “Status” – below it’s listed as “Unconfirmed” which prevents invoicing.

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal
10	1			Service			1.000 (LE)	30 Jul 2020	\$7,000.00 CAD	\$7,000.00 CAD

Description: Warehousing services for Old Hickory

Status

1.000 Unconfirmed

Control Keys

Order Confirmation: allowed

Ship Notice: not allowed

Invoice: not allowed

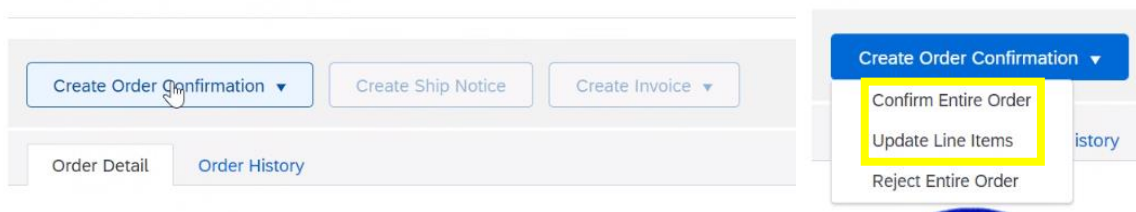
Note: If the PO lists “Service” under “Type”, the PO will also need a service entry sheet to confirm the PO.

Note: If there is any error in the PO, contact your GE buyer a request a correction be made before confirming.

☐ Vendor creates order confirmation

- Click the “Create Order Confirmation” dropdown and select the proper option as detailed below.

Purchase Order: 4101887455



If PO has only 1 line: Select “Confirm Entire Order”

If PO has multiple lines and/or delivery dates: Select “Update Line Items”

To determine the correct course of action depending in the credit memo's circumstances above, expand the options below.

Confirming Entire Order

- a. If confirming an entire order, the following page will appear. Fill in the "Confirmation #" – this can be any value, i.e. a number that aligns to the vendor's system.

The screenshot shows the 'Confirming PO' form with the 'Confirm Entire Order' step selected. The 'Order Confirmation Header' section contains a 'Confirmation #' field highlighted in yellow. Below it are fields for 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. A warning message states: 'General Electric Company POWER - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.' The 'Shipping and Tax Information' section includes fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'.

- b. Populate the delivery dates. Click "Next".

This screenshot is identical to the previous one, but the 'Shipping and Tax Information' section is highlighted in yellow. The 'Confirmation #' field remains highlighted. The warning message and other fields are visible as in the previous screenshot.

Updating Line Items

- a. If updating the line items, the following page will appear. Fill in the "Confirmation #" – this can be any value, i.e. a number that aligns to the vendor's system.

The screenshot shows the 'Confirming PO' form with the 'Update Item Status' step selected. The 'Order Confirmation Header' section contains a 'Confirmation #' field highlighted in yellow, with the value 'CONF#' entered. Below it are fields for 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. A warning message is present: 'General Electric Company POWER - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.' The 'Shipping and Tax Information' section includes a checkbox for 'Enter shipping and tax information at the line item level.' and fields for 'Est. Shipping Date' and 'Est. Shipping Cost'.

- b. Under “Schedule Lines”, click “Confirm”, then select the “Details” button. Populate the delivery dates.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
00010				Service	1.000 (LE)	25 Sep 2019	\$2,927.33	\$2,927.33	CAD

Description: EXTRAWORKS - 4101076260
The buyer has marked this as **Completed**

▶ **Schedule Lines**

Unconfirm
 Confirm

Reject - Please specify a reason:

Attachments:

Name	Size (bytes)	Content Type
No items		

Service Entry Sheets

- a. There’s a slight difference for service entry sheets – Instead of listing an amount, you’ll list quantities, which determines how much will be charged.

Confirming PO

1 Update Item Status ▼ Order Confirmation Header * Indicates

2 Review Confirmation

Confirmation #:*

Associated Purchase Order #: 4102208333

Customer: General Electric Company POWER - TEST

Supplier Reference:

⚠ General Electric Company POWER - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Shipping and Tax Information

Enter shipping and tax information at the line item level.

2. After clicking “Next”, the Review Order Confirmation page will appear. Check the order confirmation info entered and click “Submit”.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: CONF#1

Supplier Reference:

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				Service	1.000 (LE)	30 Jul 2020	\$7,000.00	\$7,000.00	CAD

Description: Warehousing services for Old Hickory

▶ **Schedule Lines**

Current Order Status:

1.000 Confirmed With New Date (Estimated Completion Date: 15 Dec 2021)

