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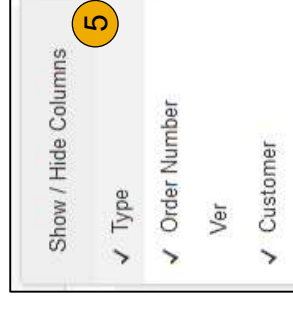
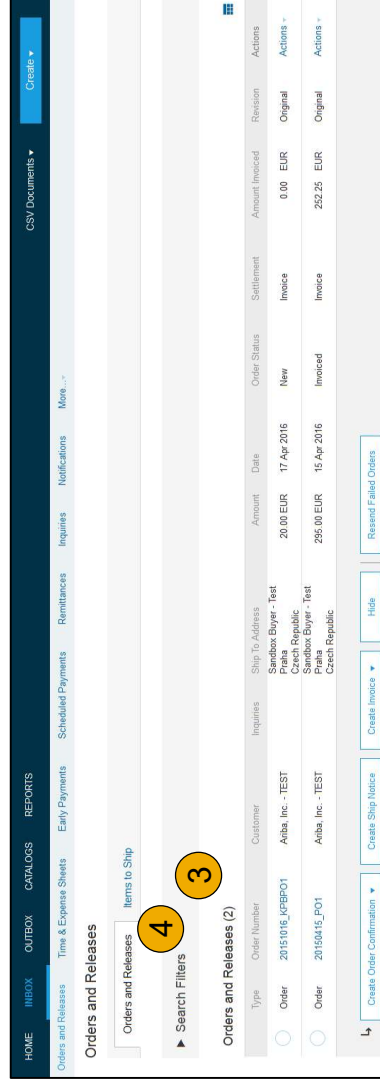
Introduction

. **General Electric Power e-Procurement Process**

- This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with General Electric Power 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 General Electric Power.
- 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

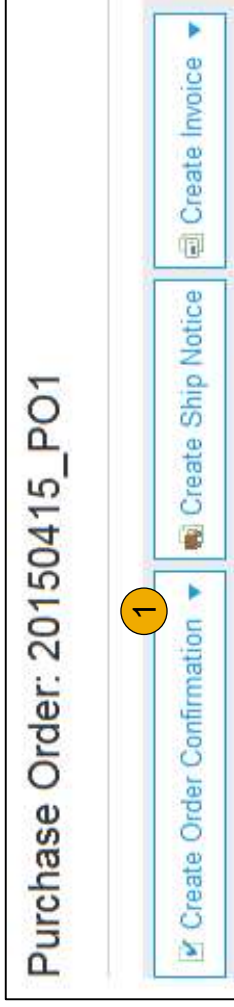


Purchase Order Detail

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



Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	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 5:00 PM GMT+02:00
Received by Alibaba network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Alibaba, Inc. - TEST AHO1015840758-T and delivered by Alibaba network.

Buttons: Create Order Confirmation | Create Ship Notice | Create Invoice | Resend | Download PDF | Export cXML | Download CSV

2. **Line Items section** describes the ordered items. Each line describes a quantity of items General Electric Power wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation.

Create Order Confirmation: Confirm Entire Order

This slide explains how to Confirm Entire Order.

- 1. Enter Confirmation Number** which is any number you use to identify the order confirmation.
- 2. If you specify Est. Shipping Date or Est. Delivery Date** information, it is applied for all line items.
- 3. Click Next** when finished.
- 4. Review** the order confirmation and click Submit.
- 5. Your order confirmation is sent to General Electric Power.**

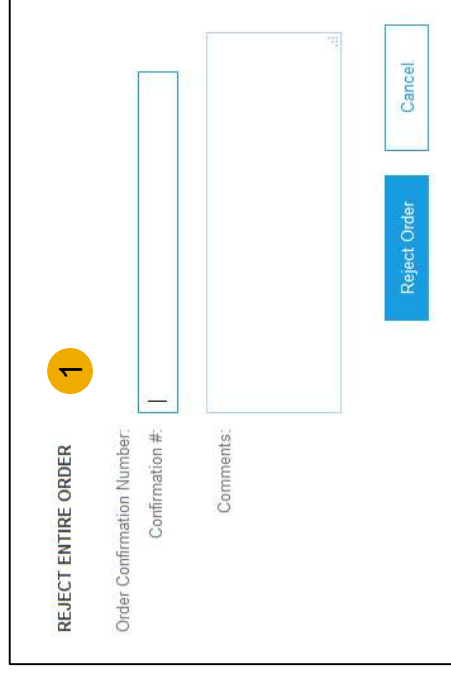
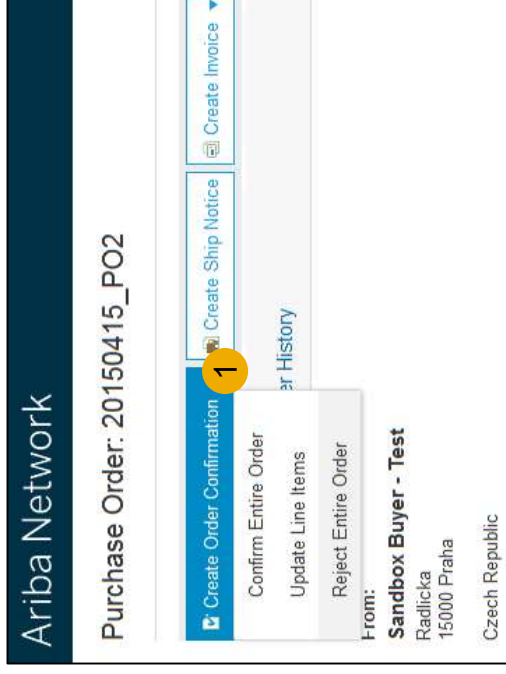
The screenshot shows the SAP 'Confirming PO' interface. At the top, there are 'Exit' and 'Next' buttons. The main area is divided into sections. On the left, a sidebar contains 'Confirm Entire Order' (1) and 'Reverse Order Confirmation' (2). The main content area has a 'Confirming PO' header with 'Confirm Entire Order' (1) and 'Reverse Order Confirmation' (2). Below this, there are fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', 'Addr. No.', 'TEST', and 'Supplier Reference'. A 'SHIPPING AND TAX INFORMATION' section contains fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Comments', 'Est. Shipping Cost', and 'Est. Tax Cost'. A '3' callout points to the 'Next' button at the top right.

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.

Create Order Confirmation: Reject Entire Order

- 1. From the PO view**, click the **Create Order Confirmation** button and select to **Confirm Entire Order**, **Update Line Items** or **Reject Entire Order**.
- 2. Enter a reason for rejecting** the order in case your buyer requires so

This example demonstrates the **Reject Entire Order** option. (Updating with Different Status will be explained later in the presentation)



Create Order Confirmation: Update Line Items

- 1. Select** Update Line Items, to set the status of each line item.
- 2. Fill** in the requested information (the same as for Confirm All option).
- 3. Scroll** down to view the line items and choose among possible values:
- 4. Confirm** – You received the PO and will send the ordered items.
- 5. Backorder** – Items are **NOI** to be backordered. This feature is not available with General Electric Power.
 - Confirm entire line quantity as-is, reject entire line quantity as-is, or enter different date/price for entire line quantity
- 6. Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Purchase Order: 20150415_PO2

1 Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirming PO

1 Update Item Status
2 Review Confirmation

Confirmation #
Associated Purchase Order # 20150415_PO2
Customer Inc. - TEST
Supplier Reference

SHIPPING AND TAX INFORMATION

Est. Shipping Date
Est. Delivery Date

Enter shipping and tax information at the line item level.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy/Paper White, A3, 80gsm (ream 500 sheets)
CURRENT ORDER STATUS

10 Unconfirmed
Confirm: 4 Backorder: 5 Reject: 6

Details

Confirm Order: Update Line Items - Backorder

- 1.** Enter the quantity backordered in the Backorder data entry field.
- 2.** Click Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
- 3.** 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.

- 4.** Click Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) CURRENT ORDER STATUS 10 Unconfirmed	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Backorder: Confirm: Reject: Details

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) New Order Status: 1 Backordered	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Est. Shipping Date: Est. Delivery Date:
Comments:

Confirm Order: Update Line Items - Price Change

- 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. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
- 4.** Update the Description as needed and click OK when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) CURRENT ORDER STATUS 10 Unconfirmed	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Confirm: Backorder: Reject: Details

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) New Order Status: 1 Confirmed	10	EA	18 Nov 2015

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

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 #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)
CURRENT ORDER STATUS
● 10 Unconfirmed

Confirm: Backorder: Reject: Details 2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) New Order Status: 1 Rejected	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Rejection Reason: * Please Select

Comments:

OK 3 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 General Electric Power.
- 3. The Order Status will display** as 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: 20150415_PO2

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

Order Detail | Order History

From: Sandbox Buyer - Test
Raalicka
15000 Praha
Czech Republic

To: Ariba_TestSupplier - TEST
Radlicka 320114
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

Done

5

3

Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 235.00 EUR

Routing Status: Acknowledged
Related Documents: 312

Deliver To

Create Ship Notice

- 1. 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.
- 2. 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.

Ship Notice Header

SHIPPING

Packing Slip ID:*

Invoice #:

Requested Delivery Date: --

Ship Notice Type:*

Actual Shipping Date:*

Actual Delivery Date:*

Gross Volume:

Gross Weight:

Unit

Ariba Network

Purchase Order: 20150415_PO2

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide | Print

Create a ship notice for the purchase order

Order Detail

Order History

3.

Create Ship Notice using your Ariba **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required. Also check if Deliver to information is correct. Click OK.

Carrier Name:

Service Level:

Manage Carrier

Preferred Carriers

Default Carriers

Airborne Express

DHL

FedEx

UPS

US Postal Service

Other

VIEW/EDIT ADDRESSES

* Address required/valid

SHIP FROM

Name: Benator Buyer - Test

Department Name:

ADDRESS

Address 1: Realitica

Address 2:

Postal Code: 15000

City: Praha

State:

Country: Czech Republic [CZ]

DELIVER TO

Name: Benator Buyer - Test

Department Name:

ADDRESS

Address 1: Realitica

Address 2:

Postal Code: 15000

City: Praha

State:

Country: Czech Republic [CZ]

This selection will refresh the page content.

OK

Delivery Terms and Transportation Details

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

DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	Delivered at Terminal	Delivery Condition
Delivery Terms Description:		Despatch Condition
Transport Terms Description:		Transport Condition
		Incoterms
		Ex Works
		Free Carrier

2. **Shipping Payment Method** is required for advance ship notices. If Other is selected, Shipping Payment Method must be entered in order to submit the transaction.

Shipping Payment Method:*	Other
	Account
	Collect
	Prepaid By Seller
	Mixed
	Other
Unit	Sealing

Create Ship Notice - Details

- 1. Scroll down** to view line item information and update the quantity shipped for each line item.
- 2. Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented
- 3. Add Order Line Item** is a feature not currently supported by General Electric Power
- 4. Click Next** to proceed to review your Ship Notice.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

[Add Ship Notice Line](#)

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

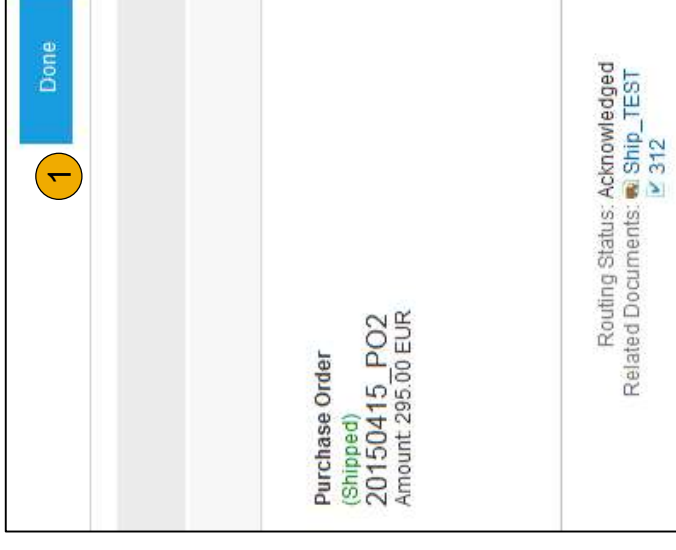
Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	10			

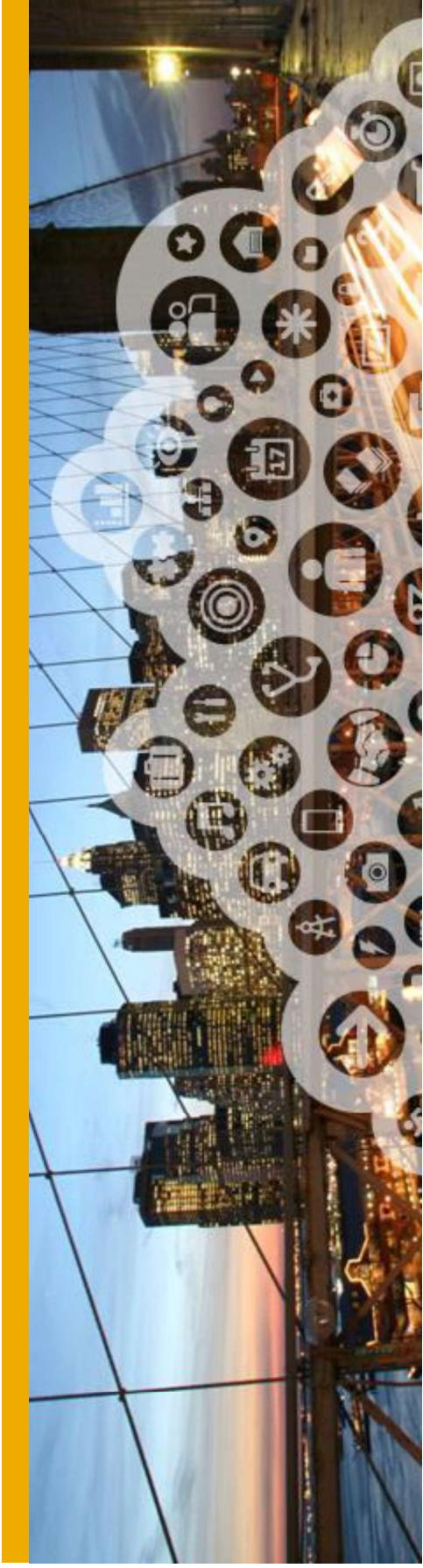
[Add Order Line Item](#) [Add Ship Notice Line](#) [Add Details](#)

[Next](#) [Exit](#)

Submit Ship Notice

- 1. After reviewing** your Ship Notice, click Submit to send Ship Notice to General Electric Power. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
- 2. 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.
- 3. Click Done** to return to the Home page.



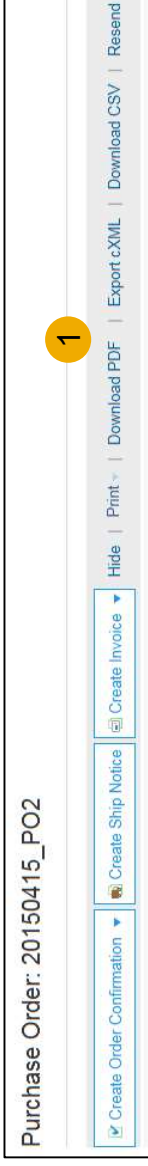


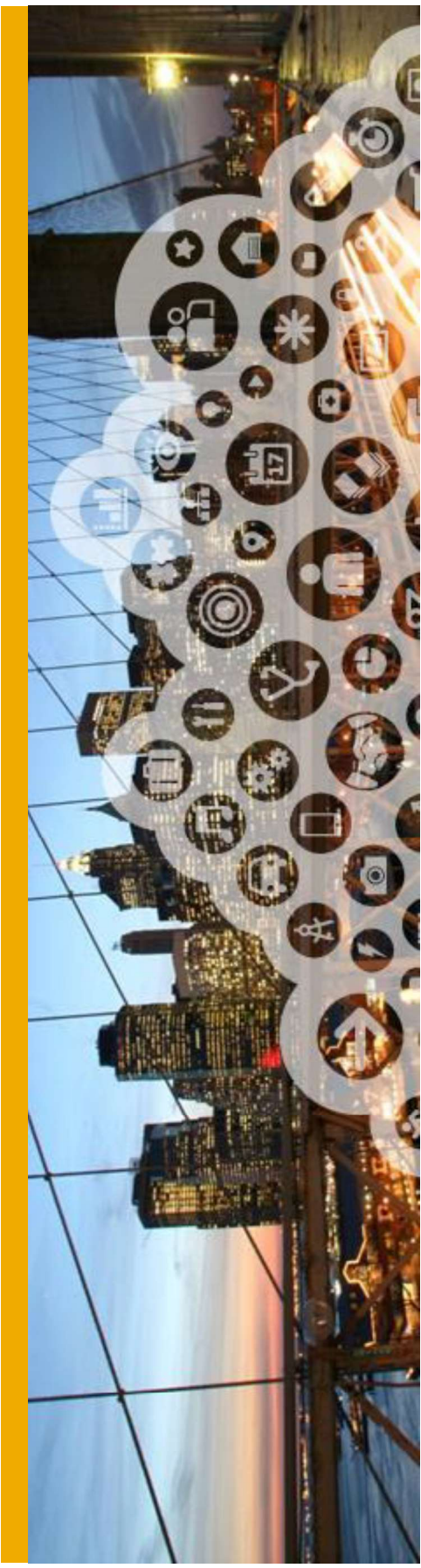
5. PDF Generation

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].



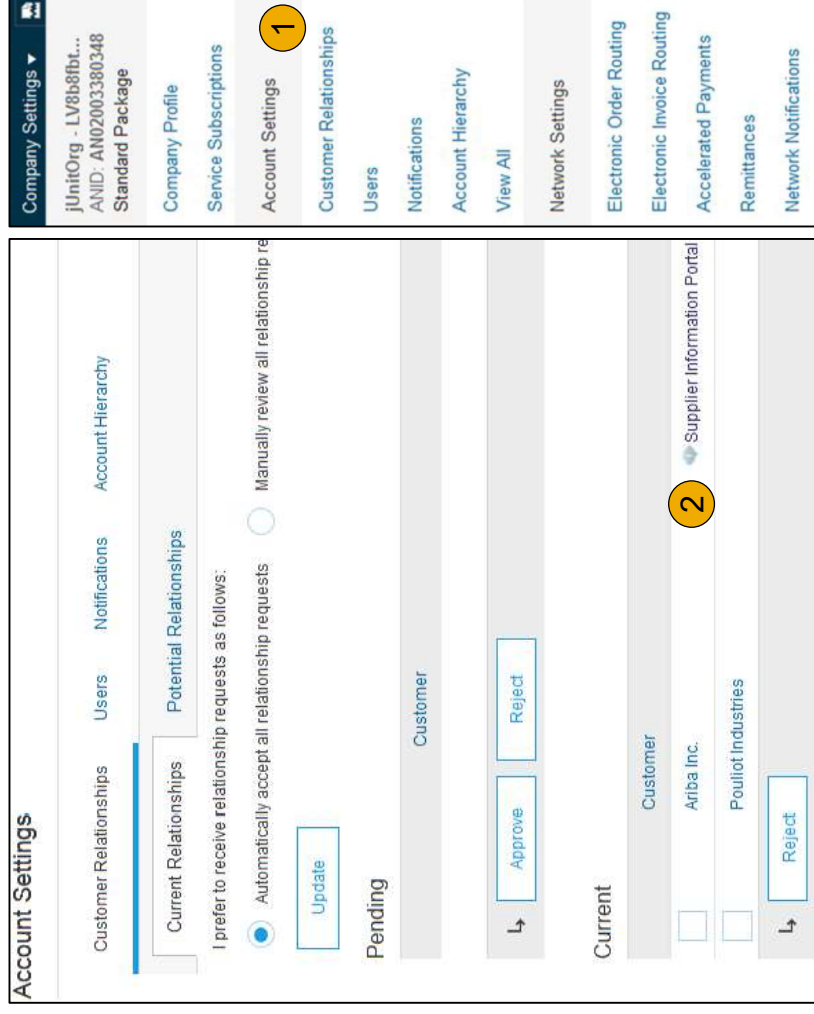


6. Ariba Network Support

Training and Resources

General Electric Power Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to General Electric Power to view the following presentations to learn more about transacting with General Electric Power :
 - Account Configuration Guide
 - General Electric Power Purchase Order Guide
 - General Electric Power Invoice Guide

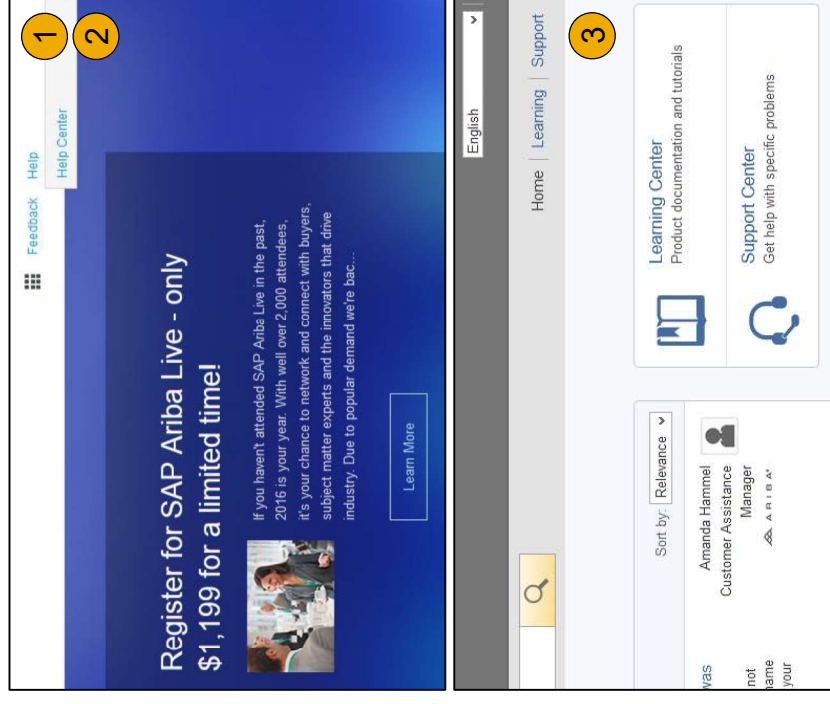


Training and Resources

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.

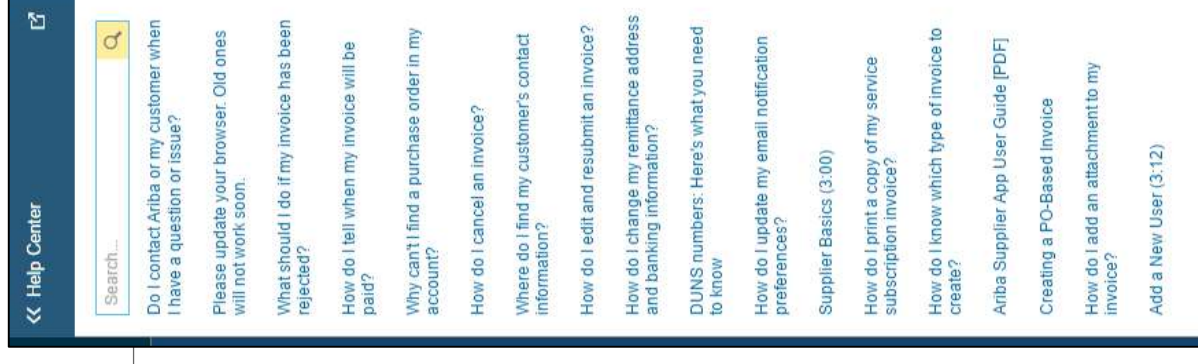


Training and Resources

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.



The screenshot shows the Ariba Help Center interface. At the top left, there is a navigation bar with a back arrow, the text "Help Center", and a magnifying glass icon. Below this is a search bar with the placeholder text "Search..." and a magnifying glass icon. The main content area displays a list of help topics, each with a question mark icon and a brief description. The topics listed are:

- Do I contact Ariba or my customer when I have a question or issue?
- Please update your browser. Old ones will not work soon.
- What should I do if my invoice has been rejected?
- How do I tell when my invoice will be paid?
- Why can't I find a purchase order in my account?
- How do I cancel an invoice?
- Where do I find my customer's contact information?
- How do I edit and resubmit an invoice?
- How do I change my remittance address and banking information?
- DUNS numbers: Here's what you need to know
- How do I update my email notification preferences?
- Supplier Basics (3:00)
- How do I print a copy of my service subscription invoice?
- How do I know which type of invoice to create?
- Ariba Supplier App User Guide [PDF]
- Creating a PO-Based Invoice
- How do I add an attachment to my invoice?
- Add a New User (3:12)



Training and Resources

Ariba Network standard documentation and useful links

Useful Links

- **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 GE_Power_enablement@ariba.com for any questions regarding registration, configuration, or general Ariba Network questions.
- **General Electric Power Business Process Support**
Please contact the General Electric Power Supplier Enablement team at AribaSuppliers.Support@ge.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).

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