

# MANDATORY TESTING OF DIGITAL ORDER REQUEST

*GUIDANCE FOR SUPPLIERS*

HENKEL@SAP ARIBA



# MANDATORY TESTING OF DIGITAL ORDER REQUEST

## AGENDA

01 User Roles set-up

02 How to find Purchase Order in Ariba

03 Order Confirmation

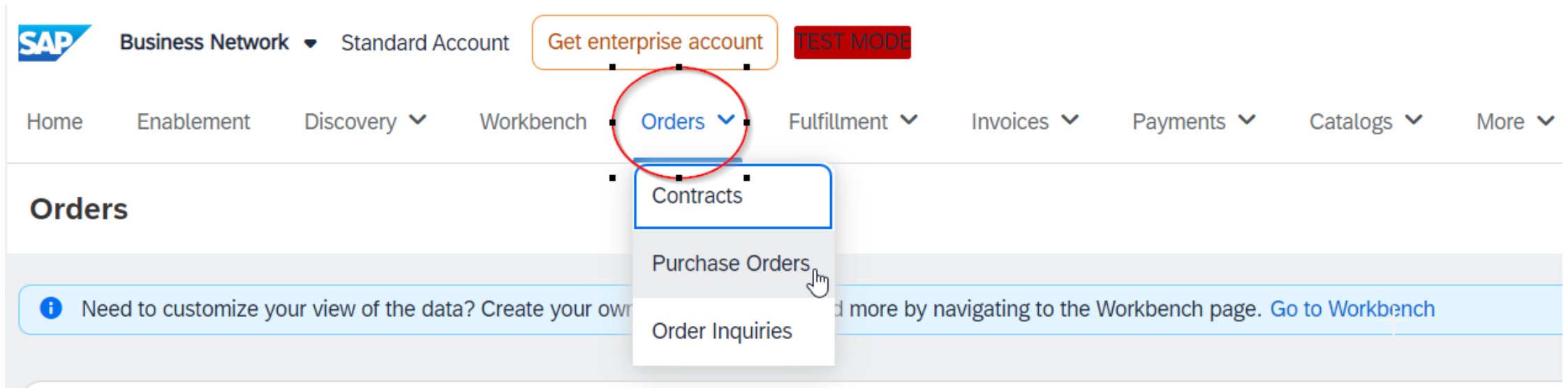
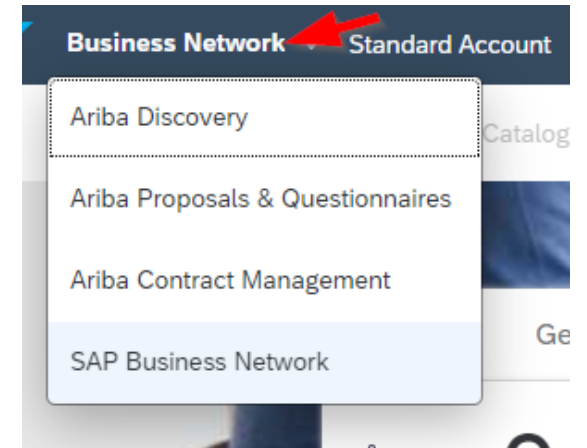
# USER ROLES SET-UP

**You are now enabled and can receive Orders from Henkel and respond to them through SAP-Ariba. Now we need your help to check if everything works properly. For this purpose, we have sent you a Testing Order. Please follow the instructions provided in this guidance deck.**

- For the correct set up of who shall **receive the notifications** about the Orders and who will have access to them, please refer to your “Company Settings”
- The default set up is an e-mail notification to the account admin of your company. We recommend to check this setting and **set up the correct notification receivers** as soon as possible, other users need to be added first
- **MORE INFORMATION**  
For more information on how to set up your account, roles, notifications and much more, please refer to [the SAP Ariba Supplier Support page](#) or use [SAP Ariba Help Center](#) directly through your account

# HOW TO FIND PURCHASE ORDER IN Ariba NETWORK

- Go to the „**Ariba/SAP Business Network**“ page. It can be changed by clicking on the **small arrow** or text next to SAP logo.  
Once you have received the corresponding Henkel Purchase Order, please proceed with the order confirmation:
- Click on “**Orders**” and then choose **Purchase Orders** option.



# HOW TO FIND PURCHASE ORDER IN Ariba NETWORK

- Click on the tile **Orders** – Ariba will list all Purchase Orders received from all your customers
- If necessary, **Edit the filter** to provide relevant results (e.g. to show results for 365 days)
- You can use the **search bar** below to search for a particular PO from particular customer.

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Discovery Workbench **Orders** Fulfillment Invoices Payments

## Orders

2 Orders Last 31 days

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

Orders (2)

▼ Edit filter | Last 31 days

Customers  
Select or type selections

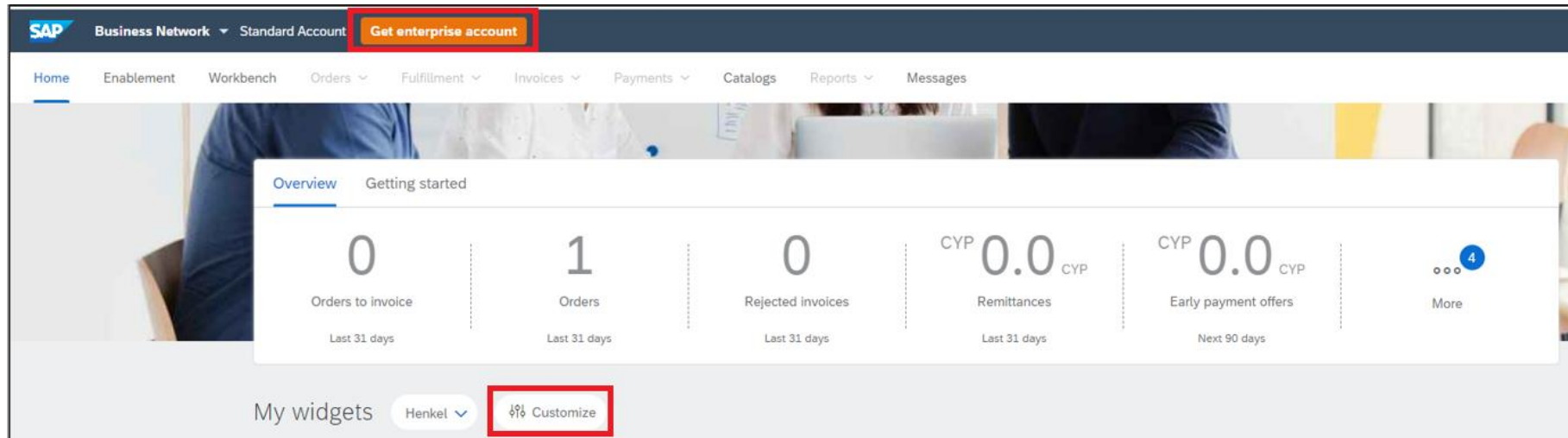
Order numbers  
Type selection

Creation date  
Last 31 days

Partial match  Exact match

# NOTES FOR STANDARD ACCOUNT

- Your Standard account can be upgraded to Enterprise by clicking on „Get Enterprise account“ button on the top. Enterprise account has more functions and support, but it is **NOT FREE**. Fees are calculated based on your transactions.
- **DO NOT UPGRADE** your account unless you understand this and are willing to pay your fees. Henkel is not responsible for paying them once you decide to upgrade.
- If you just created your Standard account, it is quite possible that you will not see any buttons for Orders in your Workbench show on previous slide.
- **CUSTOMIZE**  
Workbench can be modified by clicking on „Customize“. Please follow this video to understand how to edit your Workbench. [Workbench guide for Standard Account](#)



# ORDER CONFIRMATION VALID FOR ENTERPRISE AND STANDARD ACCOUNT

- You can create Order Confirmation directly from your Ariba account.
- Click on PO number, then hit drop down button **“Create Order Confirmation”** and select **„Confirm Entire Order”**

SAP Ariba Network Enterprise Account

Purchase Order: 4573534265 Done

**Create Order Confirmation** 1 Create Ship Notice 2 history

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order  
Update Line Items  
Reject Entire Order

**Henkel**

**From:**  
HENKEL SLOVENSKO, s r.o.  
Záhradnícka  
82108 Bratislava  
Slovakia

**To:**  
Test vendor - ProWeb  
Henkelstrasse  
00000 Duesseldorf  
Germany  
Phone: +49 (211) 7979316  
Fax:  
Email: [ariba.procure.europe@henkel.com](mailto:ariba.procure.europe@henkel.com)

**Purchase Order**  
(New)  
4573534265  
Amount: 1,00 EUR  
Version: 1

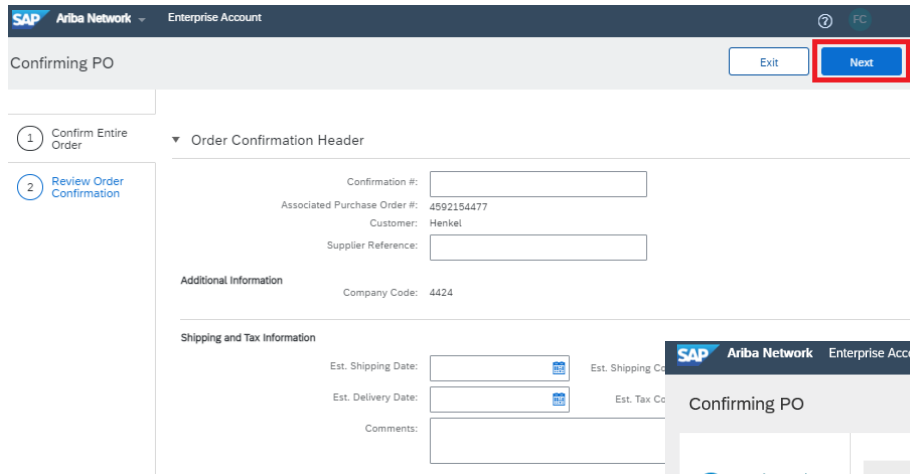
**Payment Terms** i  
NET 0

Routing Status: Sent



# ORDER CONFIRMATION

- As there are no other required fields, click on „**Next**“ button



SAP Ariba Network Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4592154477

Customer: Henkel

Supplier Reference:

Additional Information

Company Code: 4424

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Co:

Est. Delivery Date:

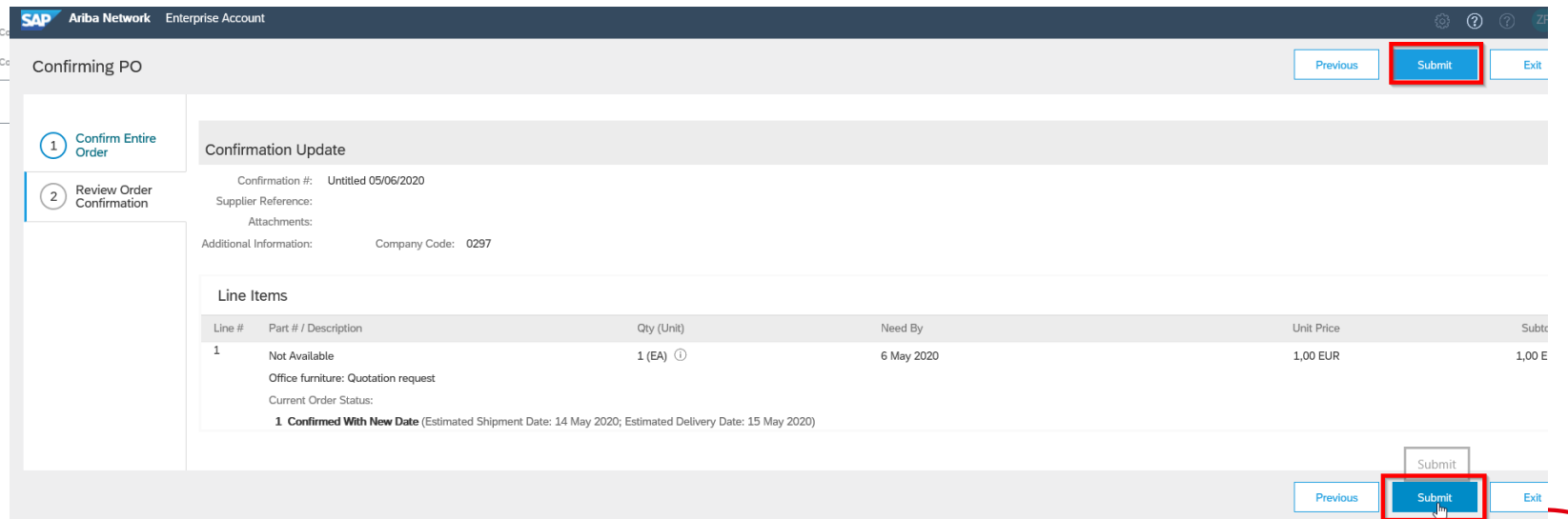
Est. Tax Co:

Comments:

- Submit** it, and the order is confirmed!

## ➤ IMPORTANT

Please note, that Order Confirmation is required **only for test purposes**. For real orders this remains recommended.



SAP Ariba Network Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 05/06/2020

Supplier Reference:

Attachments:

Additional Information: Company Code: 0297

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subt
1	Not Available Office furniture: Quotation request	1 (EA)	6 May 2020	1,00 EUR	1,00 E

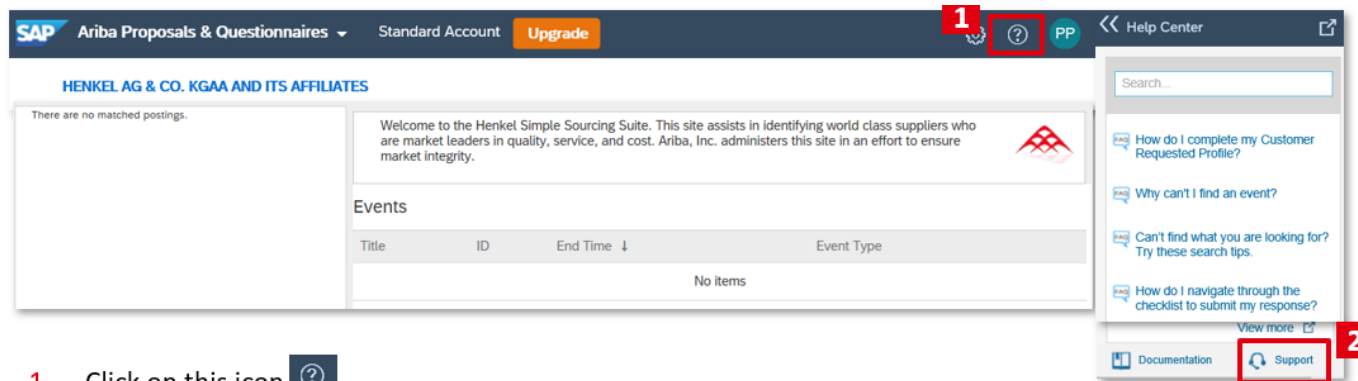
Current Order Status:  
1 Confirmed With New Date (Estimated Shipment Date: 14 May 2020; Estimated Delivery Date: 15 May 2020)


Submit

Previous Submit Exit

# DO YOU HAVE ANY QUESTIONS?

- In case of any technical issues (missing access to Ariba Network menu, user related issues, etc.) or problems with account setup please contact directly **SAP Ariba support**, as you can see below:



1. Click on this icon .
2. Click on "Support" button.

 In case of questions related to Ordering process, do not hesitate to contact us (Henkel company) via e-mail to [ariba.procure.global@henkel.com](mailto:ariba.procure.global@henkel.com)



FOR FURTHER SUPPORTING MATERIALS PLEASE VISIT  
OUR [HENKEL@SAP ARIBA WEBPAGE](#)