



Supplier guidelines

Purchase Order Management

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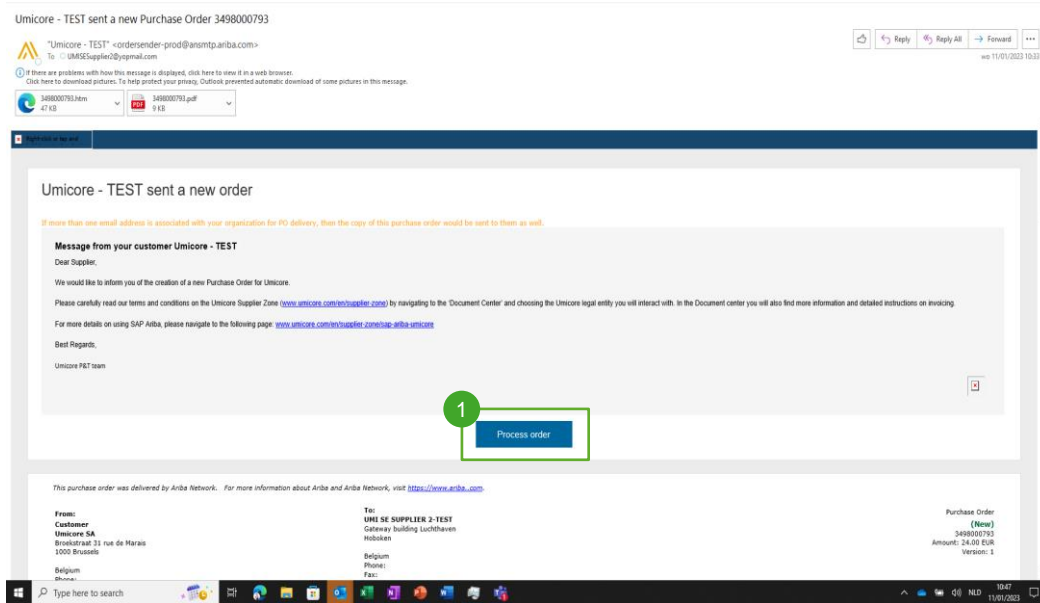


Purchase Order Management



Responding to a PO from a Standard Account

Responding to a PO from a Standard Account



If you are using a **Standard Account**, you will also receive the PO (Purchase order) via an **interactive email**.

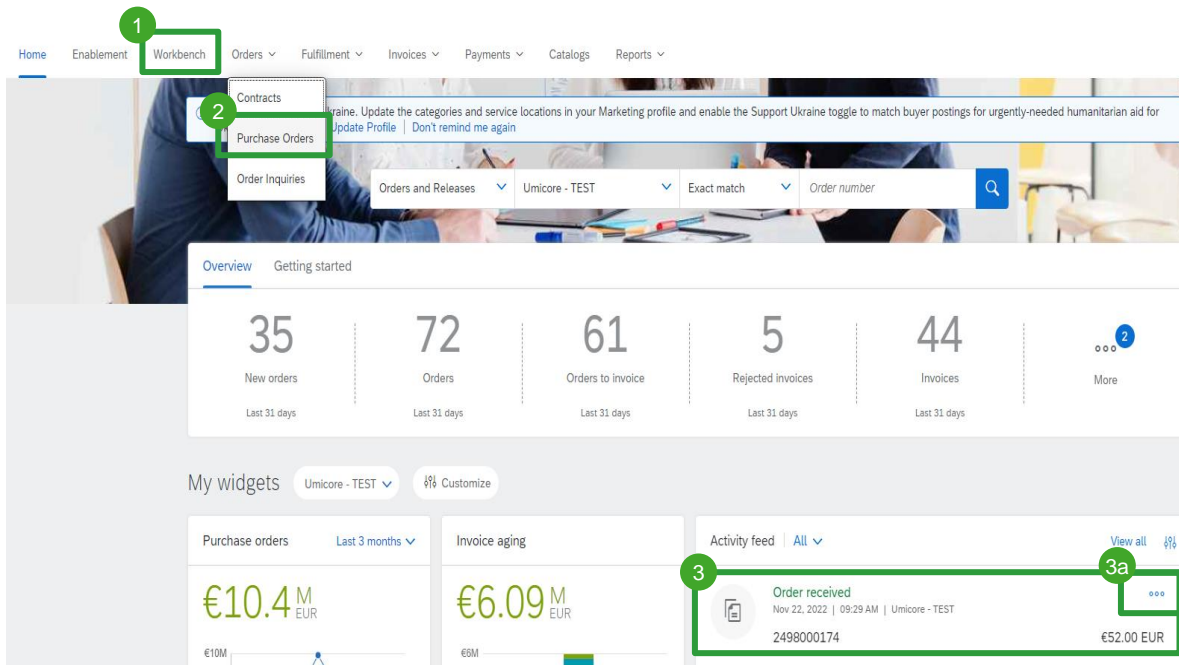
- 1 To respond to the PO, click on **“Process Order”** button
 - 2 **Log in** to your SAP Business Network account.
Note: When connecting for the first time, you might be prompted to check for duplicate accounts prior to creating a new one.
- i For more information on Standard Account, go to the training material **“Account creation and configuration on the SAP Ariba Network”**



Purchase Order Detail

Purchase Order Detail

How to open the PO detail

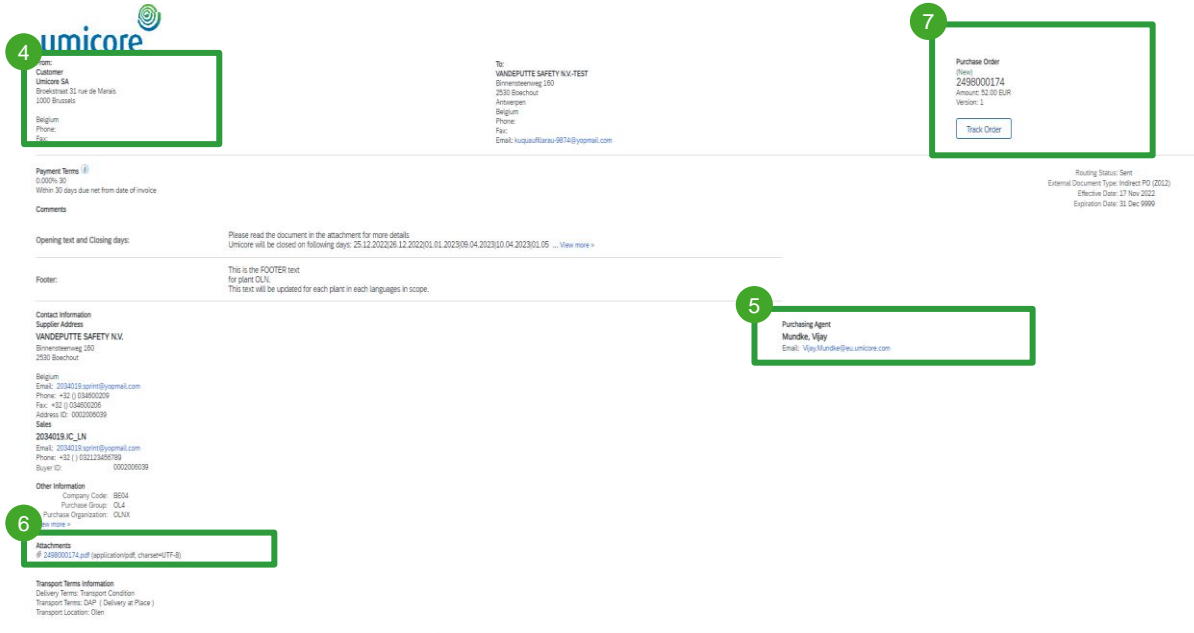


To open up the list of detailed Purchase Orders on your account on supplier.ariba.com, there are 3 options:

- 1 Click on the **Workbench** button
- 2 Click on the **Orders dropdown** and then click on the **Purchase Orders** button
- 3 Go to **Homepage** and see in your activity feed the newly received orders. By clicking on the **3 dots**, you will be redirected to the PO details.

Purchase Order Detail

Order header



4 Umicore logo

7 Purchase Order
Name: 2490000174
Amount: 52.00 EUR
Version: 1
[Track Order](#)

5 Purchasing Agent
Mundke, Vjey
Email: Vjey.Mundke@umicore.com

6 Attachments
2490000174.pdf (application/pdf; charset=UTF-8)

Customer:
Umicore SA
Broekstraat 31 rue de Meris
1000 Brussels
Belgium
Phone:
Site:

To:
VANDEPUTTE SAFETY N.V.-TEST
Sivierensweg 200
2510 Breechout
Antwerpen
Belgium
Phone:
Fax:
Email: huquauffrau-9874@ypmail.com

Payment Terms:
0.000% 30
Within 30 days due net from date of invoice

Routing Status: Sent
External Document Type: Indirect PO (2012)
Effective Date: 17 Nov 2022
Expiration Date: 31 Dec 9999

Comments:
Opening text and Closing days: Please read the document in the attachment for more details
Umicore will be closed on following days: 25.12.2022,26.12.2022,01.01.2023,08.04.2023,10.04.2023,01.05. ... [View more >](#)

Footer:
This is the FOOTER text
for plant OLN.
This text will be updated for each plant in each languages in scope.

Contact Information
Supplier Address
VANDEPUTTE SAFETY N.V.
Sivierensweg 200
2510 Breechout
Belgium
Email: 2034019.apr@ypmail.com
Phone: +32 (0)54600208
Fax: +32 (0)54600208
Address ID: 0002006039
Sales
2034019_IC_LN
Email: 2034019.apr@ypmail.com
Phone: +32 (0)0223495799
Buyer ID: 0002006039

Other Information
Company Code: BE04
Purchase Group: OLN
Purchase Organization: OLNXX
[View more >](#)

Attachments
2490000174.pdf (application/pdf; charset=UTF-8)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: DAP (Delivery at Place)
Transport Location: Olen

When clicking on the PO number you would like to view, you can see the following information in the PO header:

- 4 Information on the buying organization
- 5 Information on the responsible purchasing agent
- 6 Hyperlinks to attachments
- 7 Order status and number

Purchase Order Detail

Line items

The screenshot shows a table of Purchase Order Line Items. The table has columns for Line #, No. Schedule Lines, Part # / Description, Customer Part #, Type, Return, Qty (Unit), Need By, Unit Price, and Subtotal. A single line item is visible with a quantity of 2,000 PCE and a unit price of 26.00 EUR, totaling 52.00 EUR. Below the table, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Callout 10 points to the 'Create Order Confirmation' and 'Create Invoice' buttons. Callout 9 points to the 'Download PDF', 'Download CSV', and 'Export cXML' buttons. Callout 8 points to the 'Resend' button. Below the main interface, there are three expanded dropdown menus: 1) 'Create Order Confirmation' with options: Confirm Entire Order, Update Line Items, Reject Entire Order. 2) 'Create Invoice' with options: Standard Invoice, Credit Memo, Line-Item Credit Memo. 3) A menu with options: Download PDF, Download CSV, Export cXML, Resend, Hide.

The Line Items section at the bottom of the Purchase Order describes the ordered items. Each line displays the description, type, quantity and pricing of the items your Buyer wants to purchase information on the buying organization

- 8 You can always resend a PO which was not sent to your email address, cXML or EDI by clicking on the Resend button
- 9 The Export cXML button allows you to save a copy of the cXML source information for diagnosing problems and for auditing total value.
- 10 Starting from the PO, you can also create an Order Confirmation or an Invoice

Create PDF of Purchase Order

Create PDF of Purchase Order



SAP Business Network Enterprise Account TEST MODE

Purchase Order: 3498000737 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

umicore

From:
Customer
Umicore SA
Broekstraat 31 rue de Marais
1000 Brussels
Belgium
Phone:
Fax:

To:
VANDEPUITTE SAFETY NV-TEST
Sinnereensing 160
2930 Boechout
Antwerpen
Belgium
Phone:
Fax:
Email: kuquauffilarau-9874@yopmail.com

Purchase Order
(New)
3498000737
Amount: 180.00 EUR
Version: 1

Track Order

Payment Terms
0.000% 30
Within 30 days due net from date of invoice

Routing Status: Sent
External Document Type: External PO (2011)

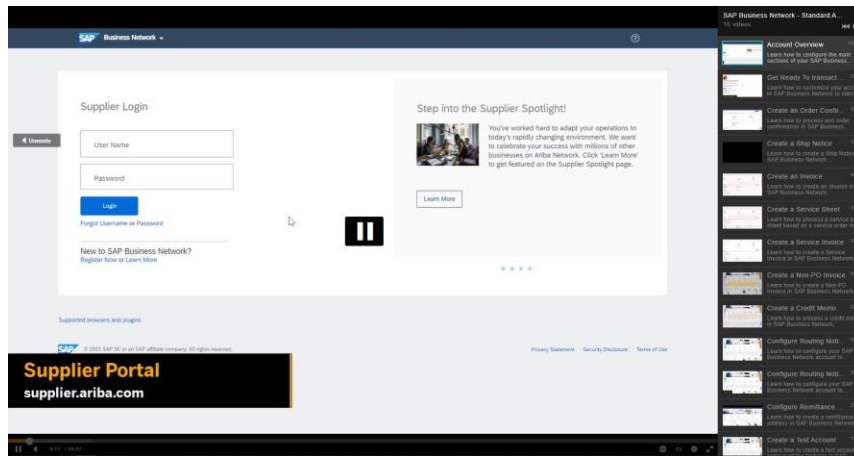
Comments

Please read the document in the attachment for purchase order delivery instructions

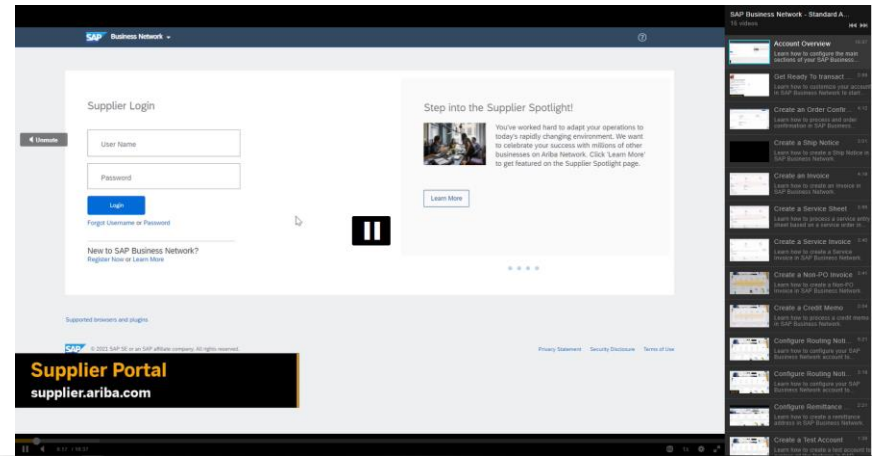
- 11 In the Purchase Order detail, select the Download PDF hyperlink to download the PO as a PDF document.

Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:



[Click here for English](#)



[Click here for French](#)



For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team (ariba.supplier.support@umicore.com)

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materials for a better life