



SAP Ariba – Order Confirmation Guide

Tabreed & Group Entities


June 2022

Confirm you order

Tabreed & Group Entities sent a new Purchase Order 4100000314



"Tabreed & Group Entities" <ordersender-prod@ansmtp.ariba.com>
To

 If there are problems with how this message is displayed, click here to view it in a web browser.



4100000314.htm
36 KB

Tabreed & Group Entities sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Tabreed & Group Entities

Tabreed & Entitie selected the SAP Business Network as their electronic transacting provider.

As our preferred supplier, Tabreed & Entitie invites you to register your company on the SAP Business Network and start transacting with us electronically.

Please click on process order to confirm the order.

Process order

- Open the email notification of the PO you received
- Click on **process order**

Confirm you order

- The link in the email will take you to a sign-in page on Ariba
- Upon login, it will take you to the respective PO and related actions (order confirmation, invoice etc.)

The screenshot displays the Ariba Purchase Order interface for PO number 4300000600. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The 'From' field is populated with 'Customer National Central Cooling Company PJSC'. The 'To' field is empty. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. On the right, a summary box shows 'Purchase Order (New) 4300000600' with an amount of 750.00 AED and version 1.

Purchase Order: 4300000600

Done

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice ▾

Order Detail Order History

From: Customer
National Central Cooling Company PJSC
Accelerator Building,Masdar City,-TABREED
000000 Abu Dhabi
United Arab Emirates
Phone:
Fax:

To:

Purchase Order (New)
4300000600
Amount: 750.00 AED
Version: 1

Create Order Confirmation ▾
Confirm Entire Order
Update Line Items
Reject Entire Order

From: Customer
National Central Cooling Company PJSC
Accelerator Building,Masdar City,-TABREED
000000 Abu Dhabi
United Arab Emirates
Phone:
Fax:

Confirm you order

Confirming PO

Exit Next

- 1 Confirm Entire Order
- 2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #:

Associated Purchase Order #: 4300000600

Customer: Tabreed

Supplier Reference:

1. Enter Confirmation Number (any number you use to identify the order confirmation).
2. Specify estimate completion (or delivery/shipment) date information. It applies to all line items.
3. Click **next** when finished.
4. Review the order confirmation and click **submit**.
5. Your order confirmation is sent to your customer.