




# SAP Ariba – Order Confirmation Guide


Tabreed & Group Entities


January 2023

# Confirm your 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 & Entities selected the SAP Business Network as their electronic transacting provider.

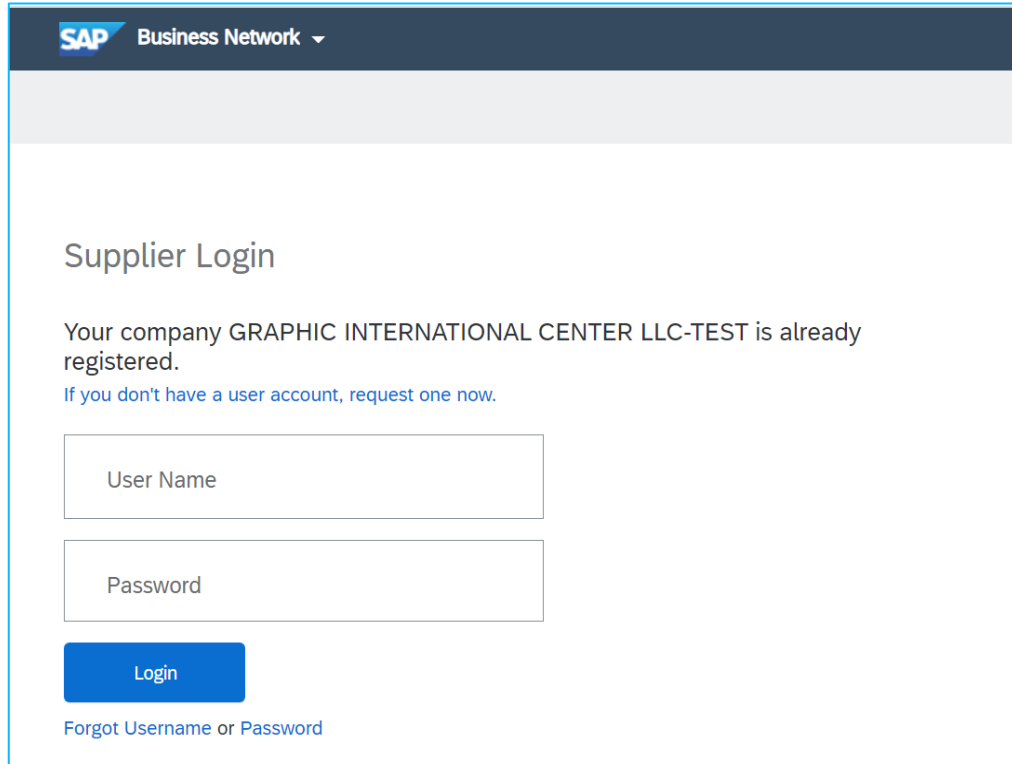
As our preferred supplier, Tabreed & Entities invites you to register your company on the SAP Business Network and start transacting with us electronically.

Please click on process order to confirm the order.

[Process order](#)

- Open the email notification of the PO you received
- Click on “**Process order**”

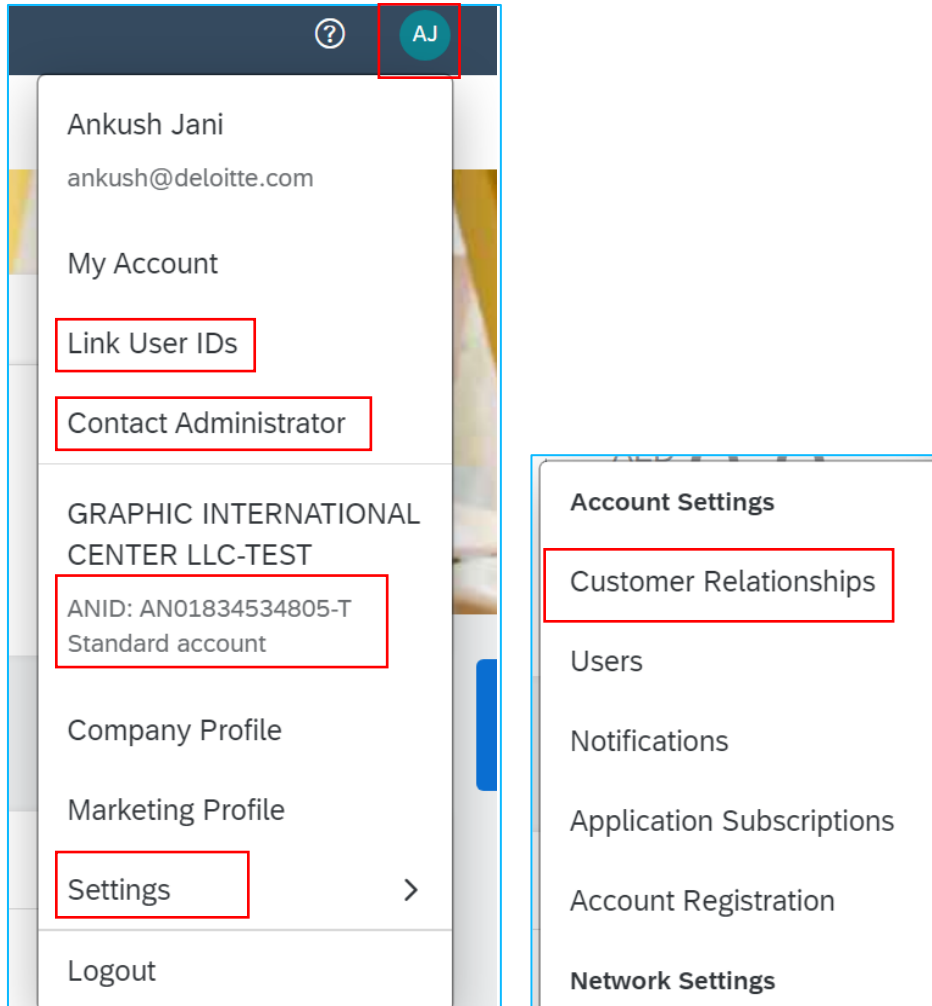
# Confirm your order



The screenshot shows the SAP Business Network Supplier Login page. At the top, there is a dark blue header with the SAP logo and 'Business Network' with a dropdown arrow. Below the header, the page title 'Supplier Login' is displayed. A message states: 'Your company GRAPHIC INTERNATIONAL CENTER LLC-TEST is already registered.' followed by a link: 'If you don't have a user account, request one now.' There are two input fields: 'User Name' and 'Password'. Below the fields is a blue 'Login' button. At the bottom left, there is a link: 'Forgot Username or Password'.

- Once you click on **Process Order**, the link in the email will direct you to the Ariba login page as displayed in the screenshot.
- If you already have an account with Ariba, sign-in using the credentials linked to your Ariba Account.
- If you already have an Ariba account, but Tabreed is not your customer yet on the system, please contact [supplierrelations@tabreed.ae](mailto:supplierrelations@tabreed.ae).
- If you are not registered in Ariba yet, please contact [supplierrelations@tabreed.ae](mailto:supplierrelations@tabreed.ae).

# Order Confirmation – Ariba Network ID (ANID)



- Enter the same username & password used during registration.
- Verify and confirm your Ariba Network ID (ANID), by clicking on the **User Initials** on the top right of your screen.
- Click on **settings > customer relationships** and verify if Tabreed is included in your customer list (see next page).
- If you are unable to view 'customer relationships', click on **Contact Administrator** to contact your administrator in order to link your account to Tabreed, by clicking on **link user IDs**.

# Order Confirmation – Customer Relationship Establishment

Account Settings

Customer Relationships   Users   Notifications   Application Subscriptions

Current Relationships   Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests    Manually review all relationship requests

Update

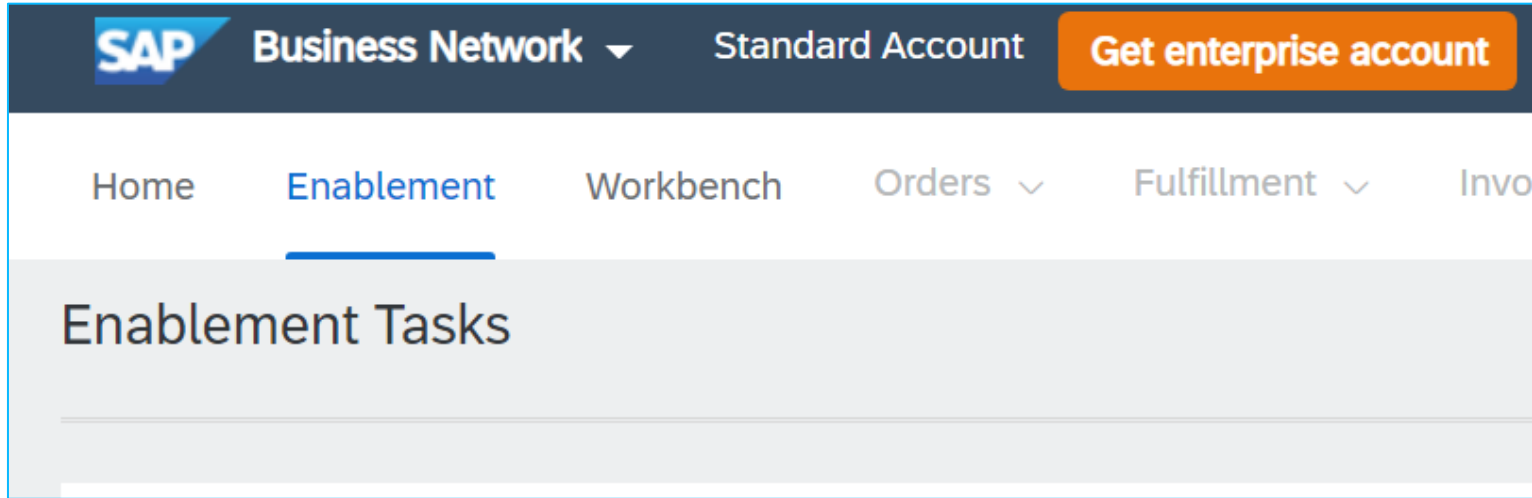
Current (1)   Pending (0)   Rejected (0)

- Under **Customer Relationships**, verify that Tabreed is listed as shown
- If Tabreed does not appear in the list, contact [supplierrelations@tabreed.ae](mailto:supplierrelations@tabreed.ae) to establish the required 'trading relationship' with Tabreed.

<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Tabreed & Group Entities	AN01680410625-T	Trading	17 Nov 2021		Default	Actions ▾

↳ Reject

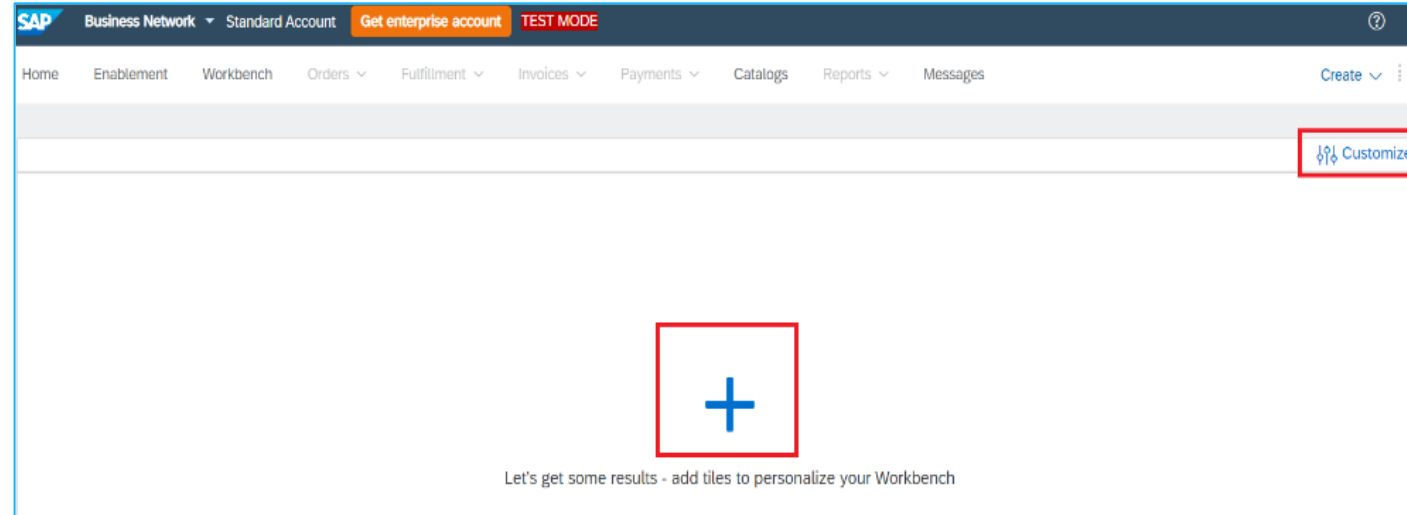
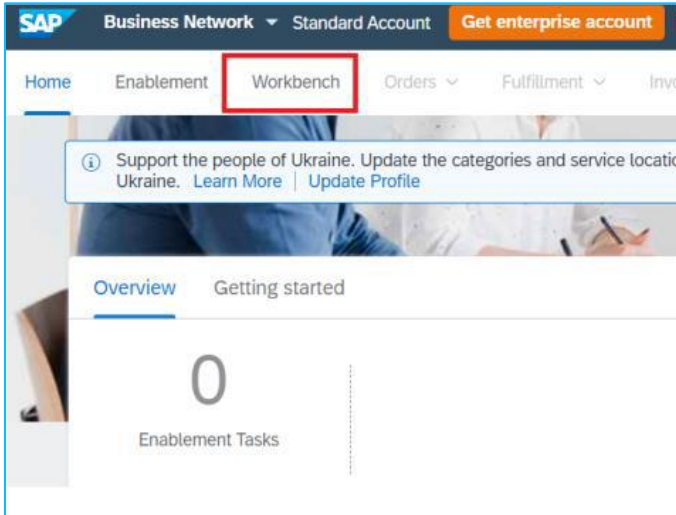
# Order Confirmation – Enablement Tasks



- On the **Enablement** tab under the SAP logo, check if all the enablement tasks are completed from your end.
- If any task is pending with Tabreed, contact [supplierrelations@tabreed.ae](mailto:supplierrelations@tabreed.ae).

# Order Confirmation – Adding Tiles in your workbench

- To add tiles (such as POs, Invoicing etc.) in your **workbench**, click on **customize** and click on the “+” button.



# Order Confirmation – Adding Tiles in your workbench

- Add tiles '**Orders**', '**Service Sheets**' and '**Invoices**'. You will need those to view and process the respective documents.

**Edit Workbench**  
You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

**+**

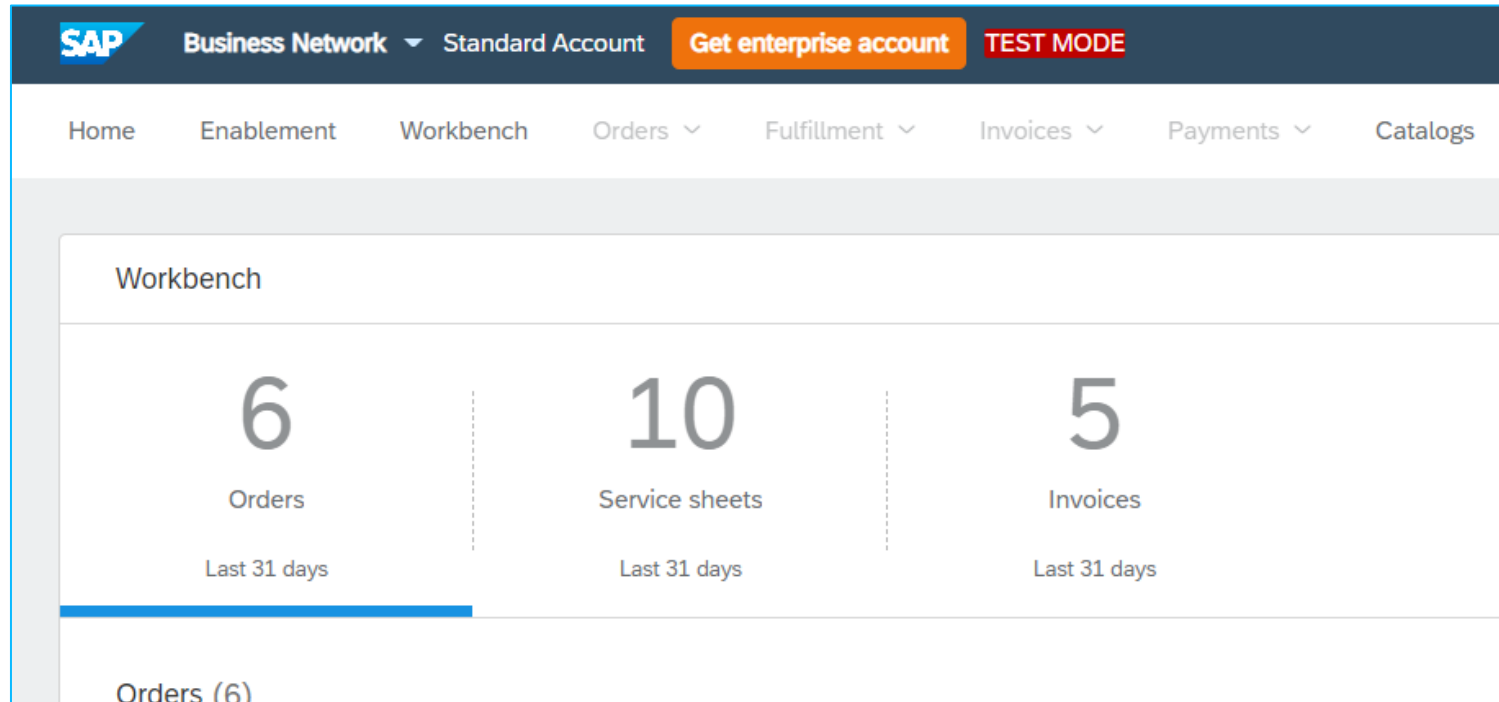
Add tile

New orders ?	+	Overdue invoices - Approved	+
Changed orders ?	+	<b>Service sheets ?</b>	+
Orders to invoice ?	+	Orders with service line ?	+
<b>Invoices ?</b>	+	Pinned documents ?	+
<b>Orders ?</b>	+	Invoices pending approval ?	+



# Order Confirmation – Adding Tiles in your workbench

- Once the tiles are added, this is how the **Home** tab will look like:



The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', a 'Get enterprise account' button, and 'TEST MODE'. Below the header is a navigation menu with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'Catalogs'. The main content area is titled 'Workbench' and features three data tiles. The first tile shows '6 Orders' for the 'Last 31 days'. The second tile shows '10 Service sheets' for the 'Last 31 days'. The third tile shows '5 Invoices' for the 'Last 31 days'. A blue horizontal bar is positioned below the 'Orders' tile, and the text 'Orders (6)' is visible at the bottom left of the workbench area.

# Order Confirmation – Adding Tiles in your workbench

- By default, the workbench displays orders ONLY of the “Last 31 days”,
- You can click on the dropdown to change the **creation date** to “Last 365 days” to access orders older than 31 days.

The screenshot shows a 'Workbench' interface with a summary row of five tiles: 'New orders' (2, Last 31 days), 'Orders' (2, Last 31 days), 'Rejected invoices' (0, Last 31 days), 'Remittances' (AED 0.0, Last 31 days), and 'Early payment offers' (AED 0.0, Next 90 days). Below this is a section for 'New orders (2)' with an 'Edit filter' link. The filter section includes: 'Customers' (input field), 'Order numbers' (input field with 'Partial match' selected), 'Creation date' (dropdown menu set to 'Last 31 days'), 'Order status' (dropdown menu set to 'Include' with a 'New' tag), 'Company codes' (input field), 'Purchasing organizations' (input field), 'Customer locations' (input field), 'Order type' (dropdown menu set to 'All'), and a checkbox for 'Orders with inquiry only'.

# Order Confirmation – Adding Tiles in your workbench

- Orders from the last 365 days are now displayed

Workbench

**18**  
New orders  
[Save filter](#)

**2**  
Orders  
Last 31 days

**0**  
Rejected invoices  
Last 31 days

AED **0.0** AED  
Remittances  
Last 31 days

AED **0.0** AED  
Early payment offers  
Next 90 days

**New orders (18)**  
[> Edit filter](#) | [Save filter](#) | [Last 365 days](#) [New](#)

[Reser](#)

Order Number	Customer	Amount	Date ↓	Order Status
<b>4100001470</b>	Tabreed & Group Entities	10,485.00 AED	Nov 22, 2022	New
4100001464	Tabreed & Group Entities	880.00 AED	Nov 17, 2022	New
4100001459	Tabreed & Group Entities	490.00 AED	Nov 11, 2022	New

# Confirm your order (Step 1)

- To open your new PO, click on the link in the email with the new PO notification
- Upon login, it will take you to the respective PO and related actions (order confirmation, invoice etc.)

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: 4300000600

Create Order Confirmation ▾ Create Ship Notice

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

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

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

## Confirm your order (Step 2)

Confirming PO Exit

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header \* Indicates required field

Confirmation #:	<input type="text" value="S01587"/>
Associated Purchase Order #:	4300000600
Customer:	Tabreed
Supplier Reference:	<input type="text" value="PABX configuration"/>

Please ensure the Order Confirmation Number does not contain more than 16 characters

1. Enter the **confirmation #** (any number you use to identify the order confirmation).
2. Specify estimate completion (or delivery/shipment) date information.
3. If delivery of goods/services have been completed, you can enter today's date.
4. Click **next**.
5. Review the order confirmation and click **submit**.
6. Your order confirmation is sent to Tabreed.

# Next Steps

- If the 'create ship notice' button is active, proceed with creating the ship notice
- If the 'create service sheet' button is active, proceed with creating a service entry sheet (*follow the relevant pdf guide to see the required steps*)

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**  
(Confirmed)  
4300000600  
Amount: 750.00 AED  
Version: 1

# Purchase Order Status (additional information)

- **New:** The PO is not yet opened or confirmed by the Supplier
- **Confirmed:** The Supplier has created Order Confirmation (*see example below*)
- **Shipped:** The Ship Notice was created by the Supplier
- **Received:** The Goods Receipt Note has been posted by Tabreed
- **Serviced:** The Service Entry Sheet has been created by the Supplier
- **Invoiced:** The Invoice has been generated by the Supplier

Purchase Order: 4100001459

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:**  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
99999 PO BOX 2243, Hamdan ST , Abud  
Abu Dhabi  
United Arab Emirates  
Phone:  
Fax:  
Email: [ankush@deloitte.com](mailto:ankush@deloitte.com)

**Purchase Order**  
(Confirmed)  
4100001459  
Amount: 490.00 AED  
Version: 1

