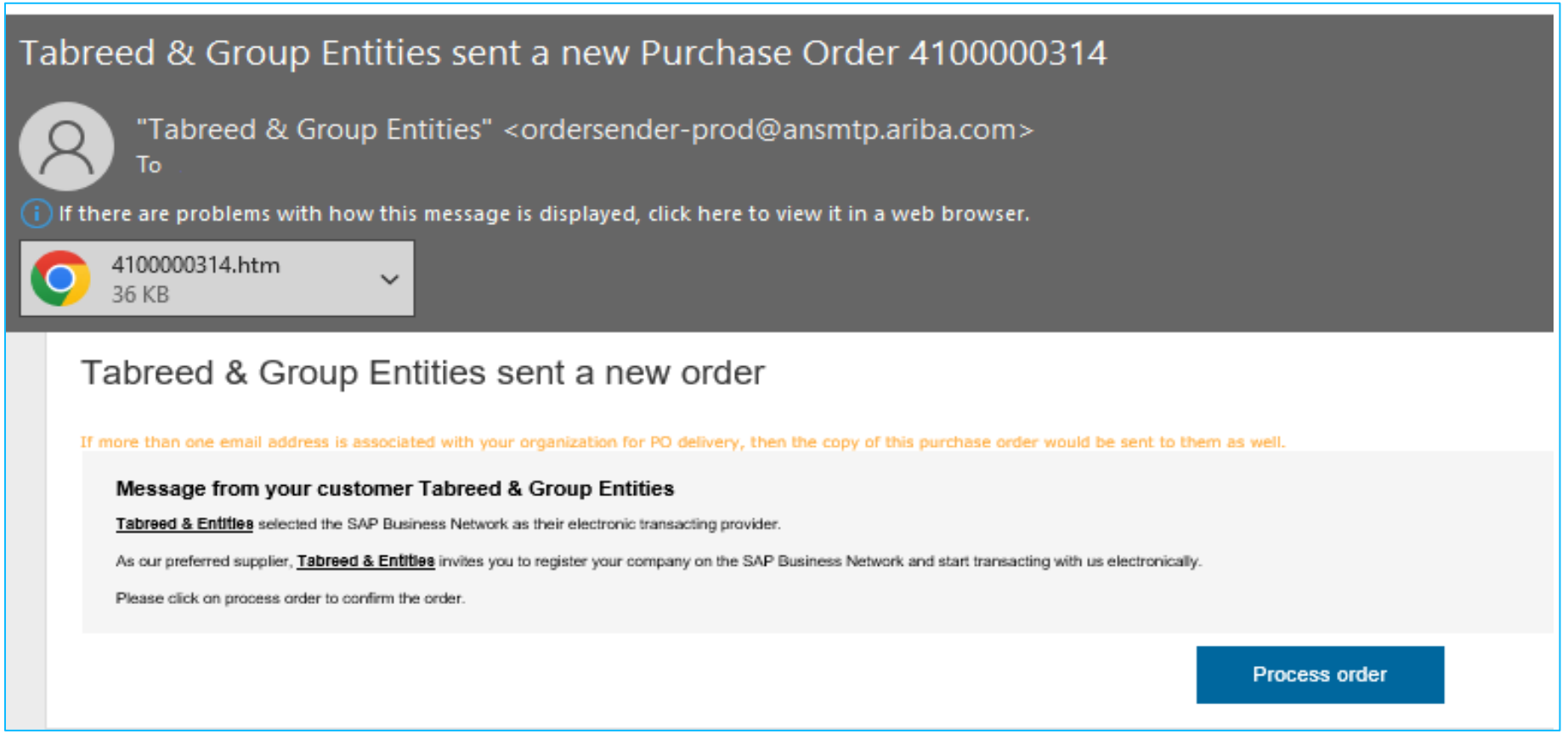
SAP Ariba – Order Confirmation Guide

Tabreed & Group Entities

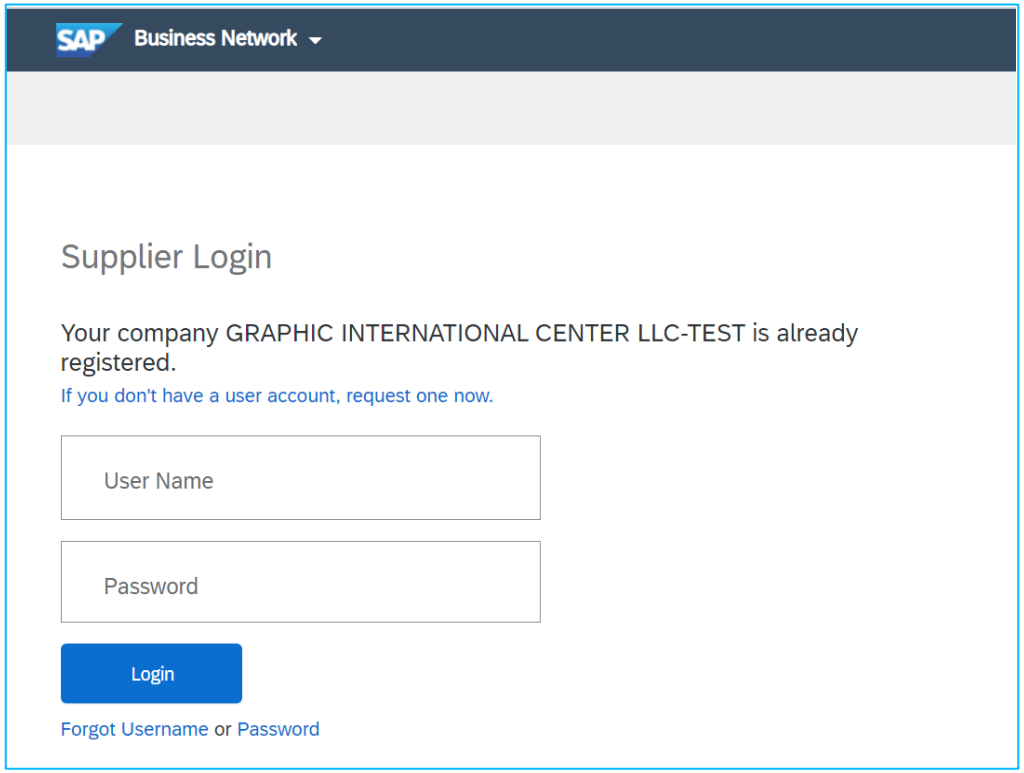
January 2023

Confirm your order



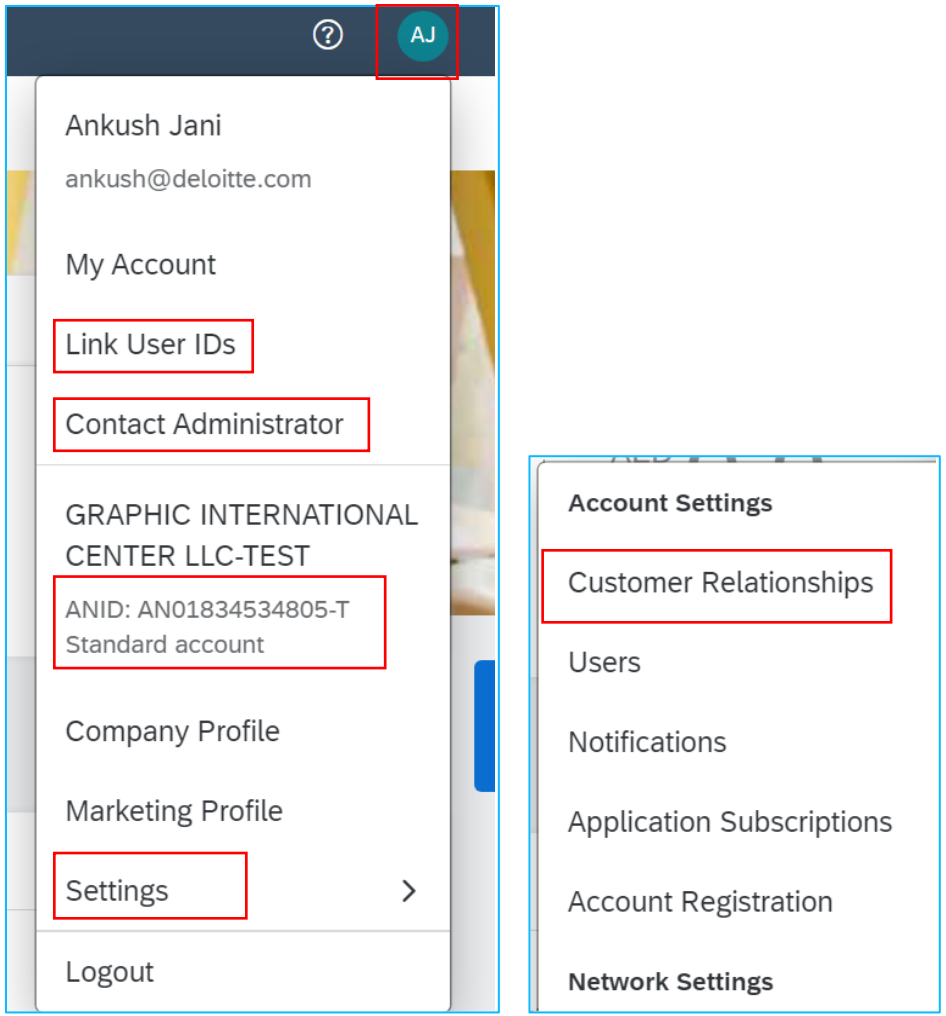
- Open the email notification of the PO you received
- Click on "**Process order**"

Confirm your order



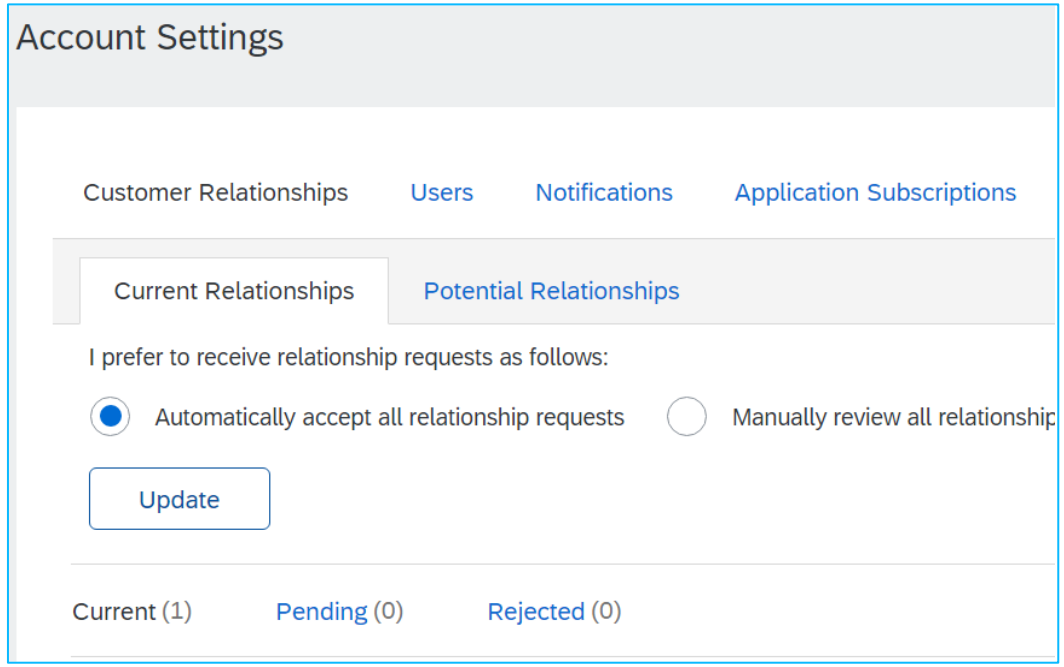
- Once you click on **Process Order**, the link in the email will direct you to the Ariba login page as displayed in the screenshot.
- If you already have an account with Ariba, sign-in using the credentials linked to your Ariba Account.
- If you already have an Ariba account, but Tabreed is not your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

Order Confirmation – Ariba Network ID (ANID)

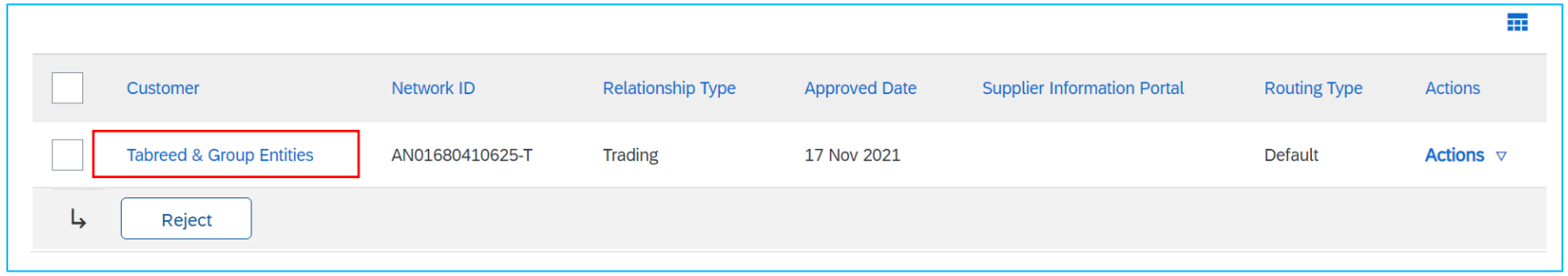


- Enter the same username & password used during registration.
- Verify and confirm your Ariba Network ID (ANID), by clicking on the **User Initials** on the top right of your screen.
- Click on **settings > customer relationships** and verify if Tabreed is included in your customer list (see next page).
- 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**.

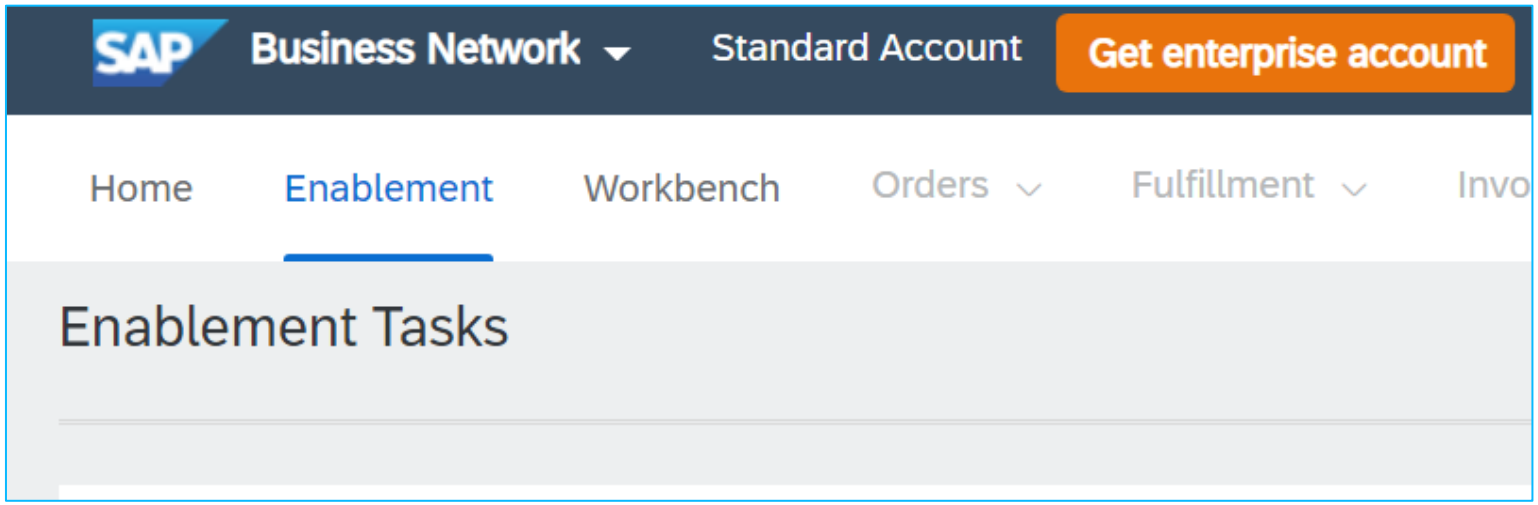
Order Confirmation – Customer Relationship Establishment



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



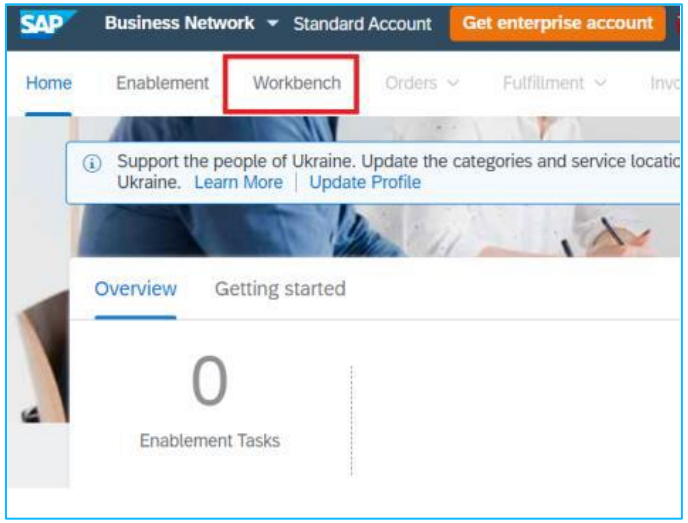
Order Confirmation – Enablement Tasks

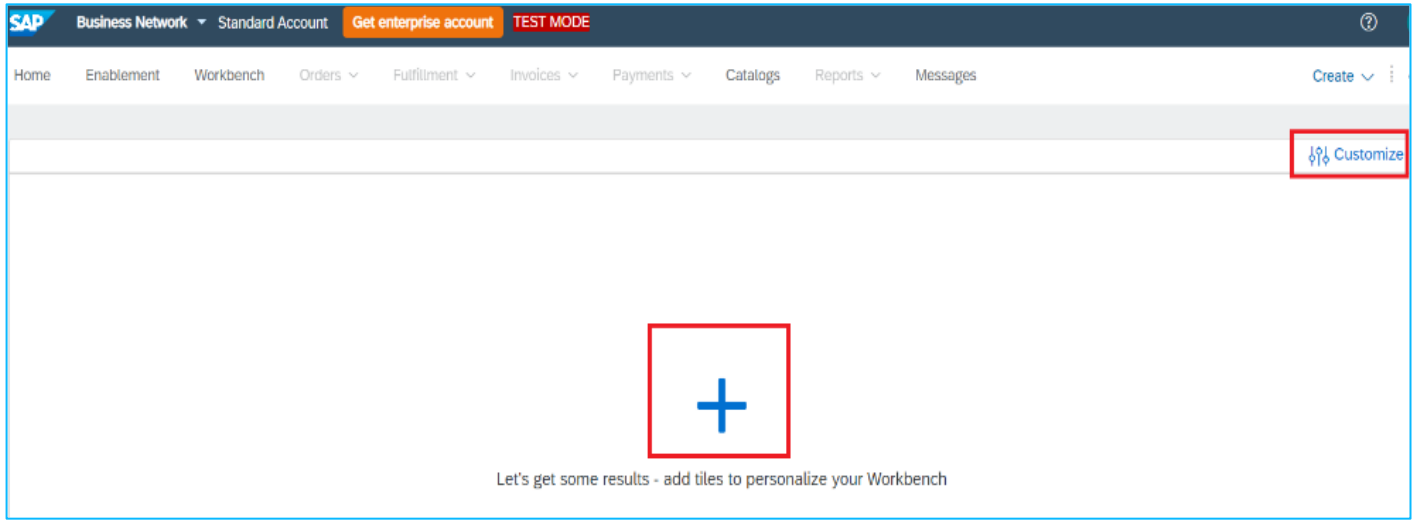


- On the **Enablement** tab under the SAP logo, check if all the enablement tasks are completed from your end.
- If any task is pending with Tabreed, contact supplierrelations@tabreed.ae.

Order Confirmation – Adding Tiles in your workbench

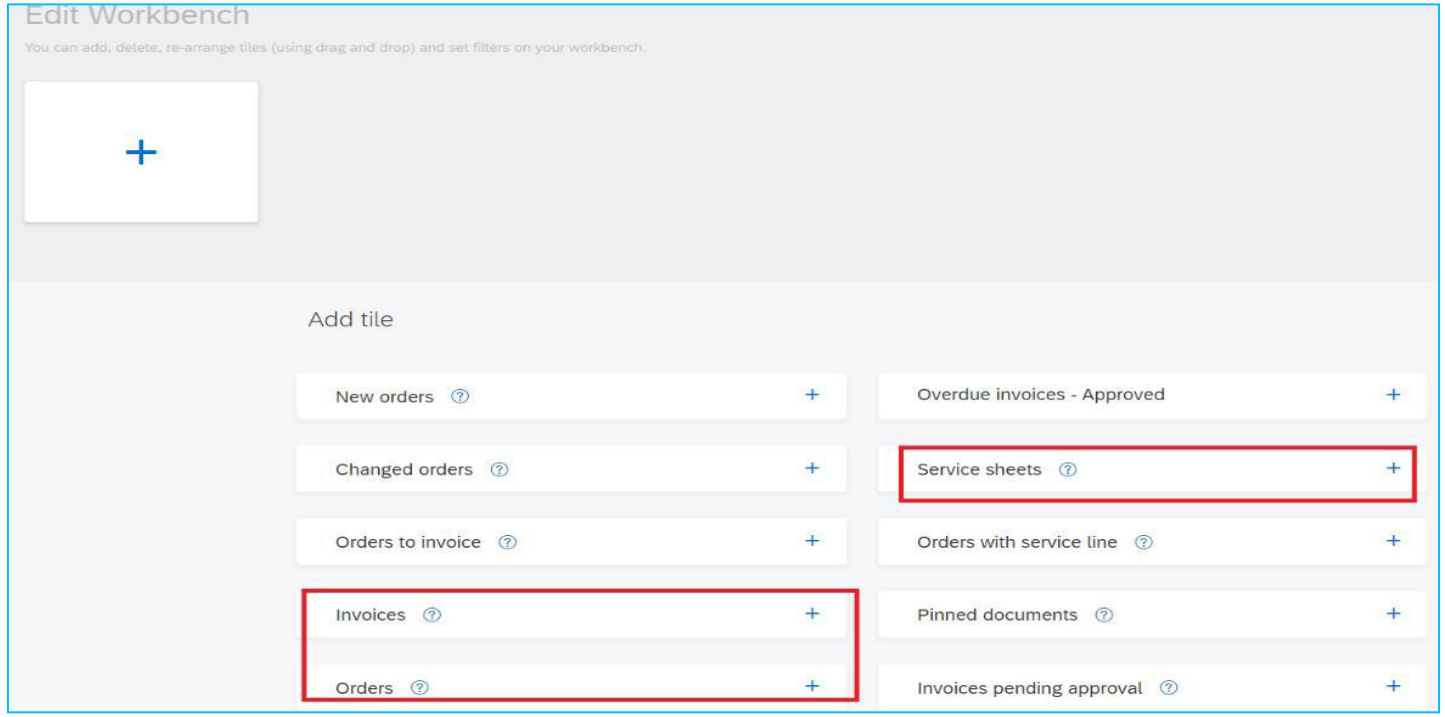
- To add tiles (such as POs, Invoicing etc.) in your **workbench**, click on **customize** and click on the "**+**" button.





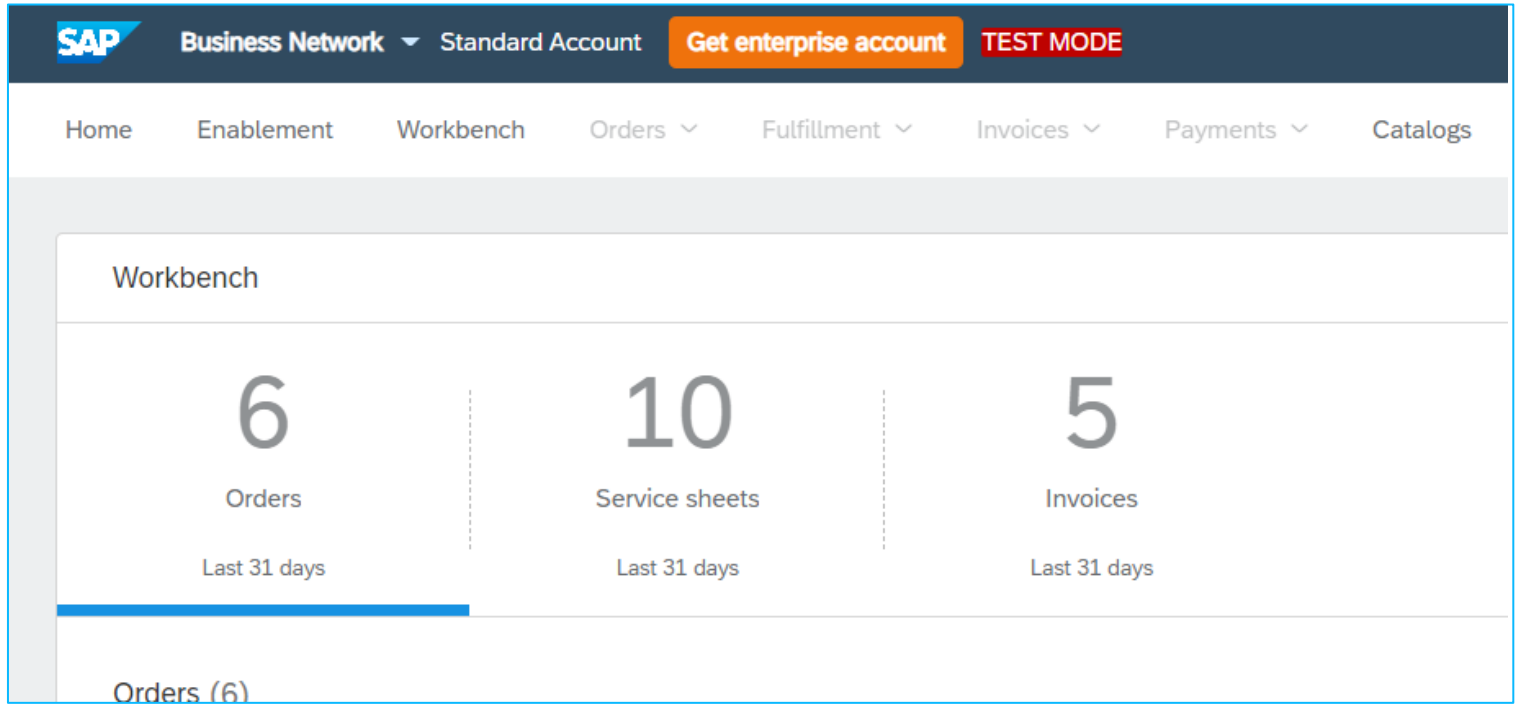
Order Confirmation – Adding Tiles in your workbench

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



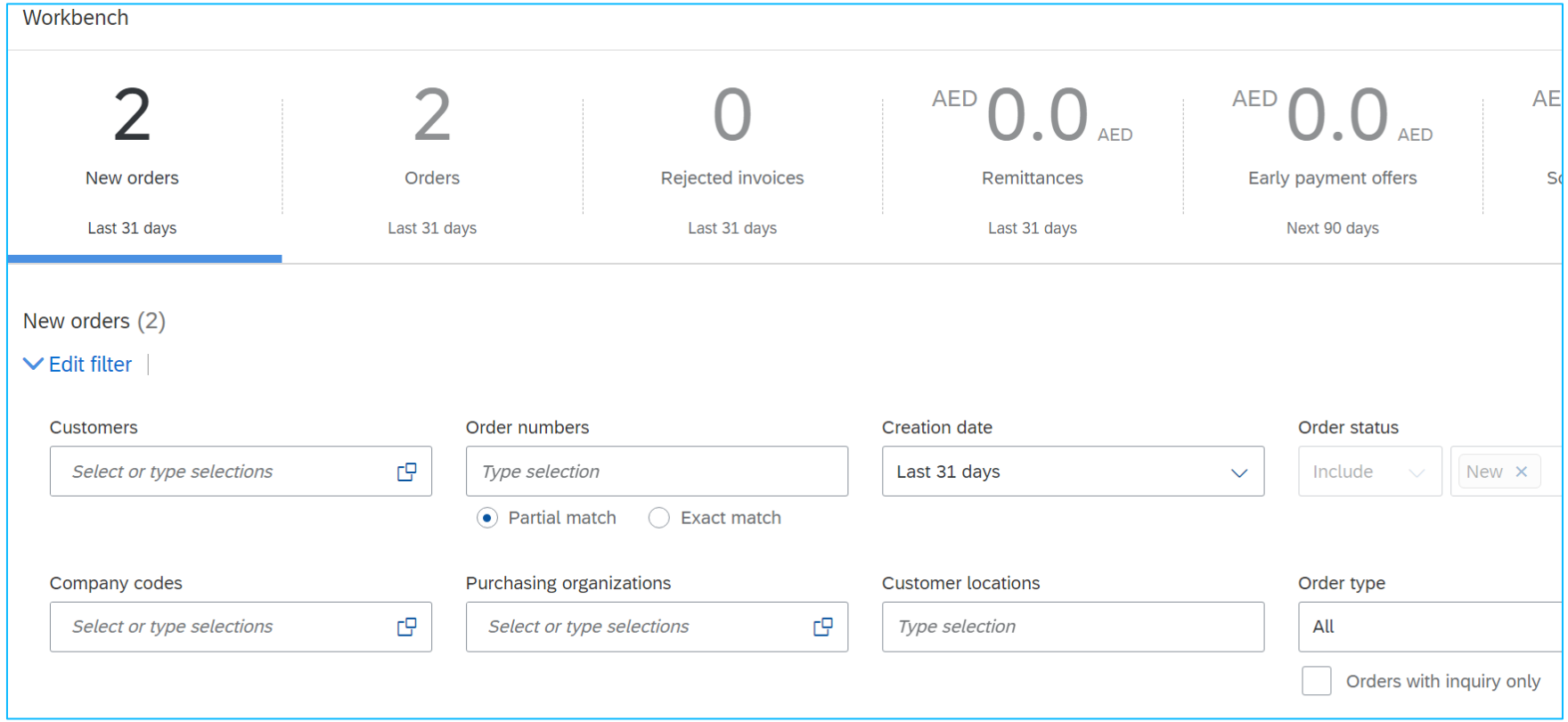
Order Confirmation – Adding Tiles in your workbench

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



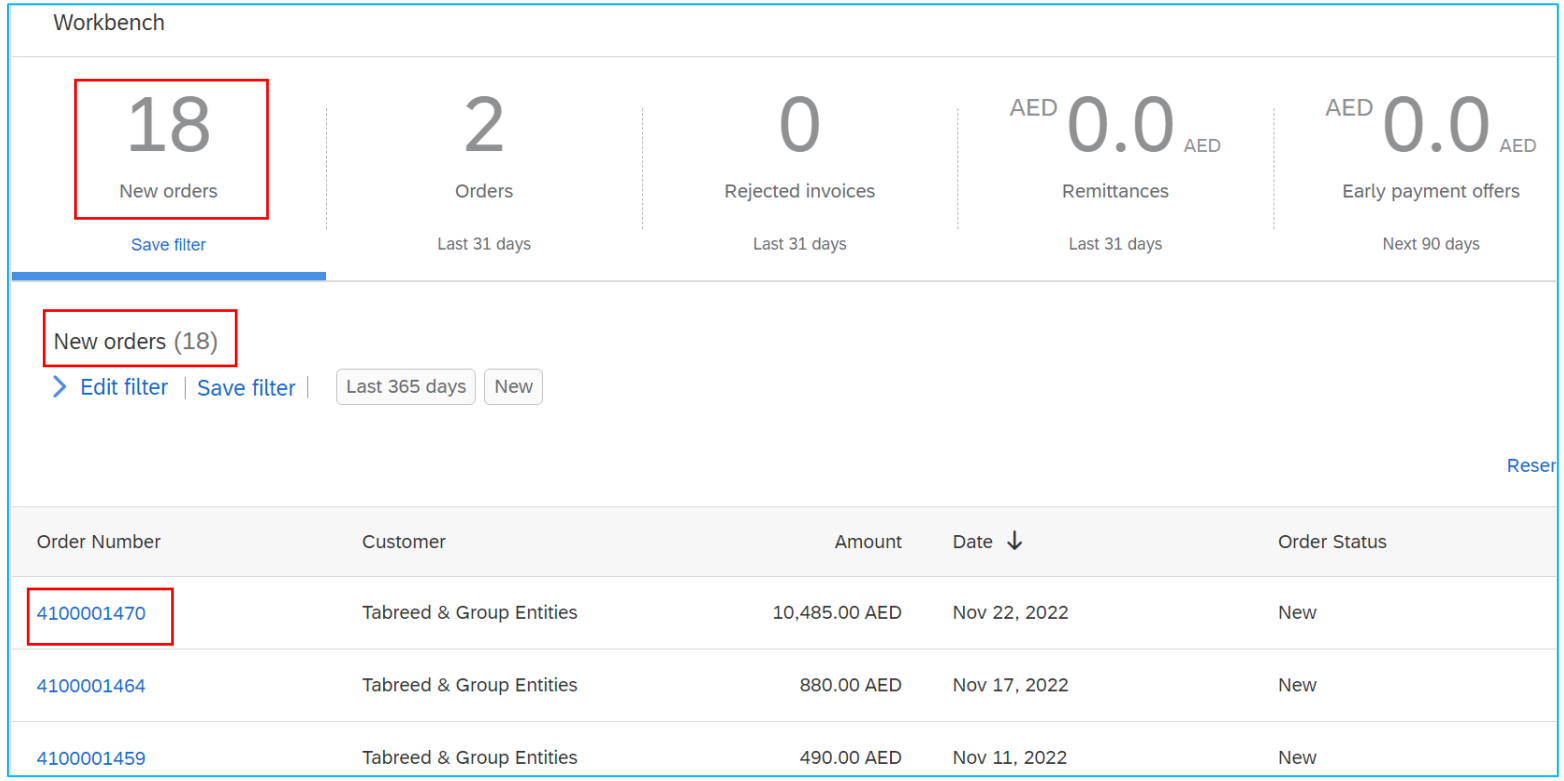
Order Confirmation – Adding Tiles in your workbench

- 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.



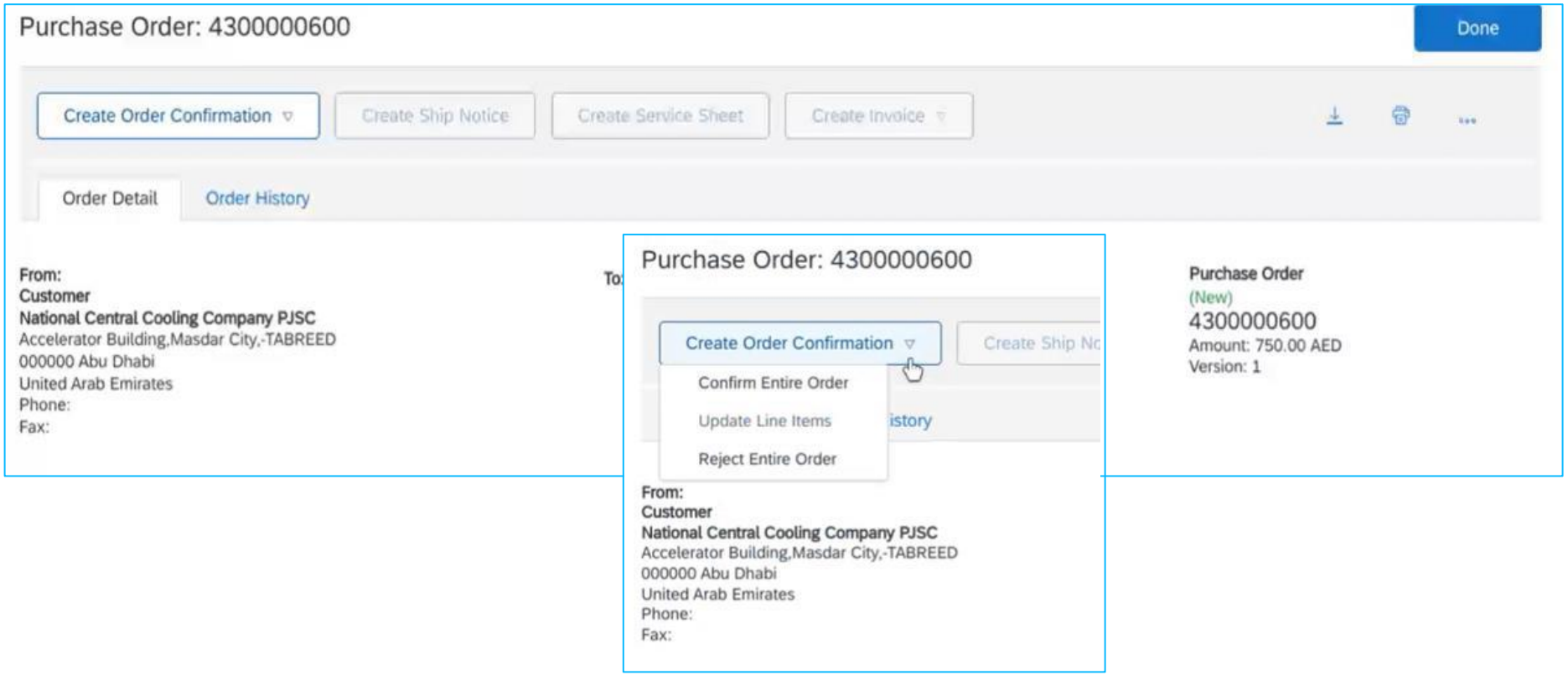
Order Confirmation – Adding Tiles in your workbench

- Orders from the last 365 days are now displayed

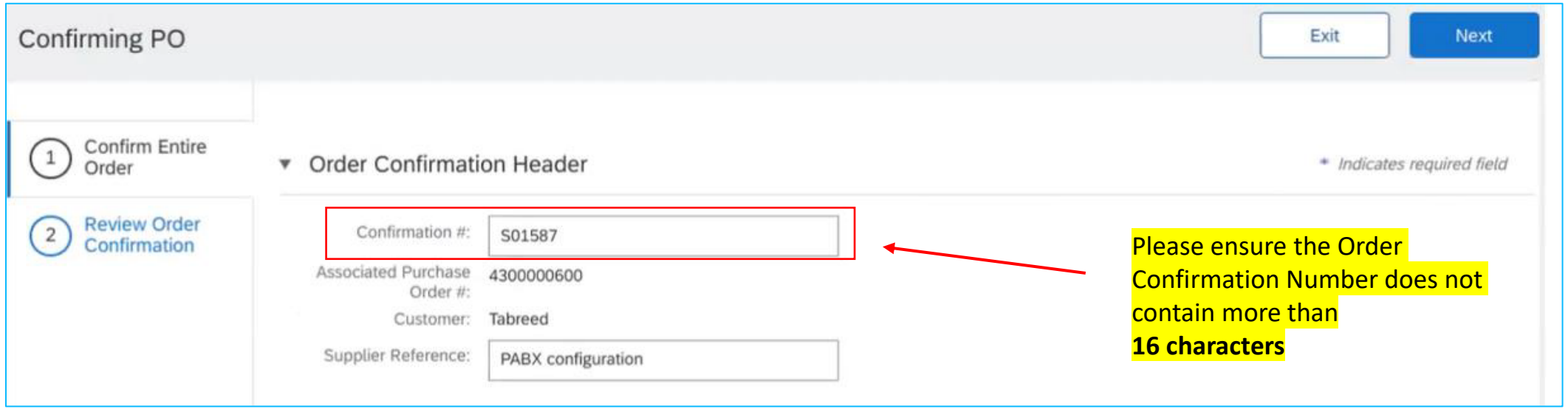


Confirm your order (Step 1)

- 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.)



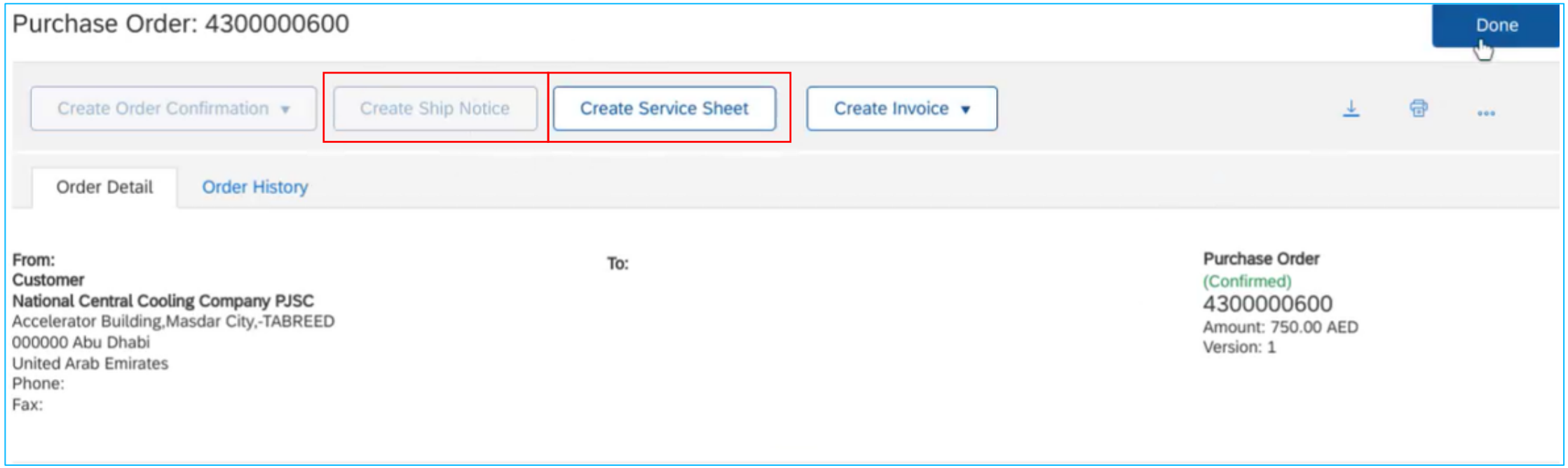
Confirm your order (Step 2)



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.

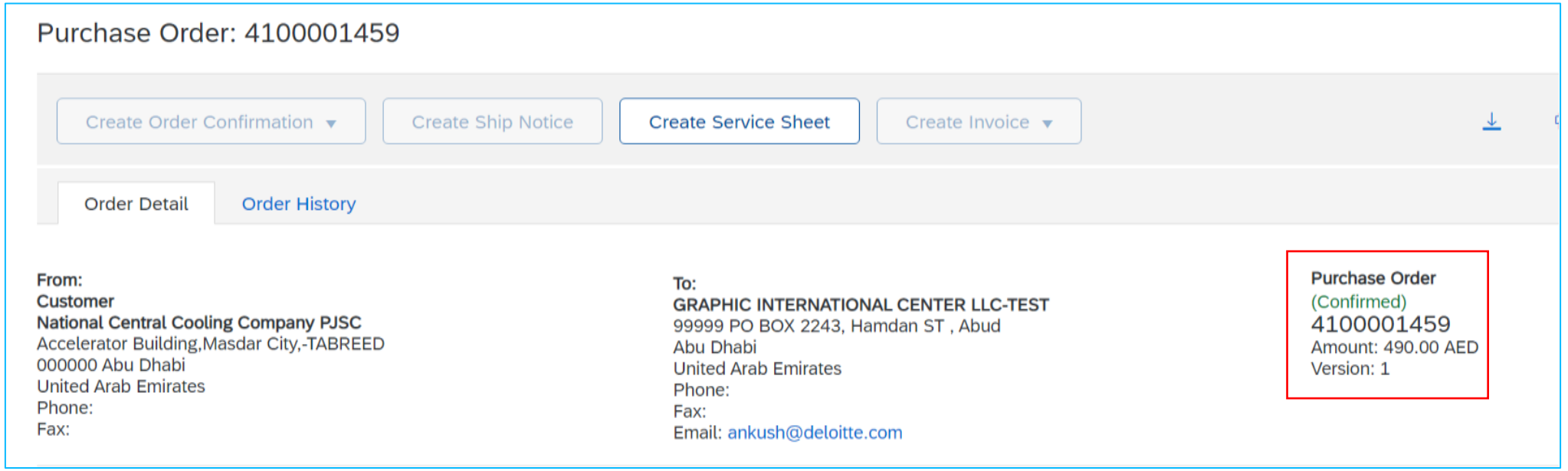
Next Steps

- 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 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



tabreed