# SYNLAIT TRAINING GUIDE

# PURCHASE ORDER MANAGEMENT

# Synlait

PURCHASE ORDERS - BASIC

- CONFIDENTIAL -

# <mark>PURCHASE ORDER MANAGEMENT</mark>

## Responding to a PO from a Standard Account

If you are using a **Standard Account**, you will receive the Purchase Order via interactive email. You can then respond to the PO by clicking on the *Process Order* button.

Then log in to your Ariba Network account. When connecting for the first time you might be prompted to check for duplicate accounts prior to creating a new one.

Further dedicated instructions on **Standard Account** are available on this page and in video format.)
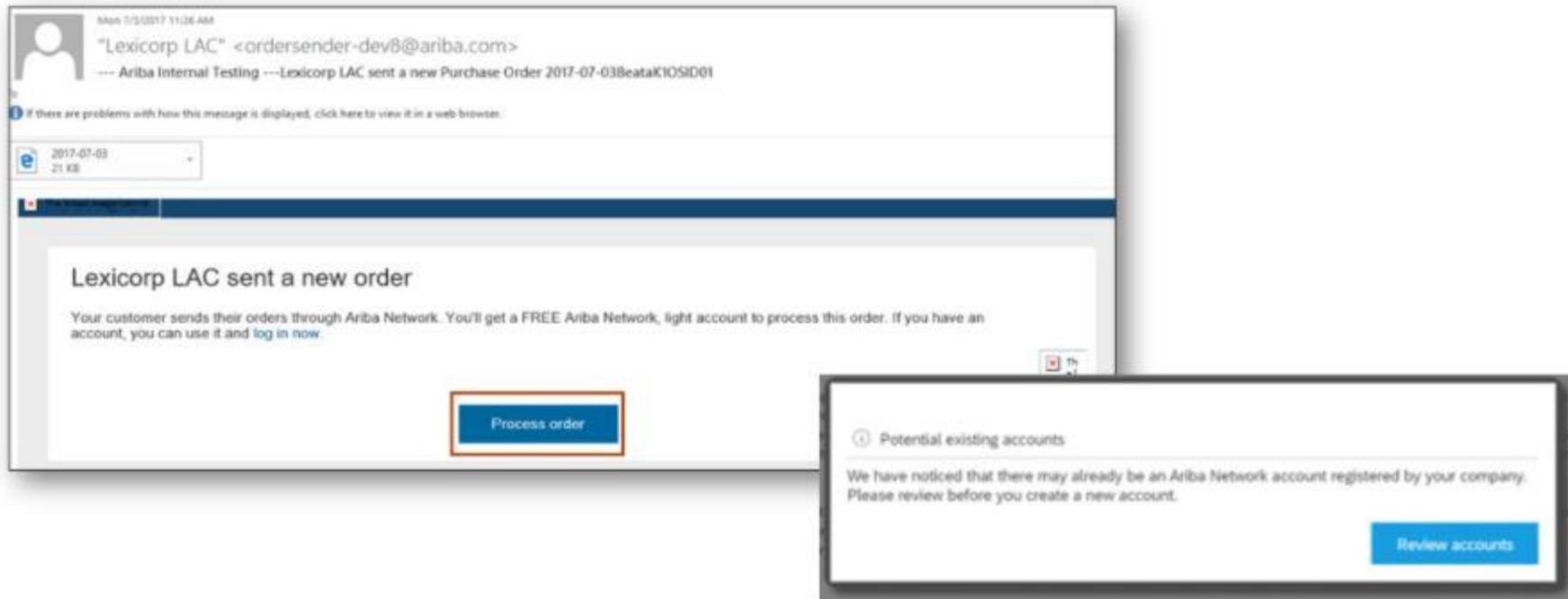
# PURCHASE ORDER MANAGEMENT

## Purchase Order Detail

Find your PO from the Homepage, the Workbench or the *Orders* tab.

Click on the order number to open the PO.

The order **header** includes the order date and information about the buying organization and supplier. If the PO contains any attachment, they will also be displayed as hyperlinks in the header.

The **Line Items** section describes the ordered items. Each line displays the description, type, quantity and pricing of the items your Buyer wants to purchase.

The Purchase Order can be of different types: Material PO, Service PO, Blanket PO... The type of PO and Transacting Rules defined by your Buyer determine the documents you need to create as a response (PO Confirmation, Ship Notice, Service Sheet).

Additional Options:
You can always resend a PO which was not sent to your email address, by clicking the *Resend* button (1).

# PURCHASE ORDER MANAGEMENT

## General Purchase Order Details

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed upon prices for products or services the seller will provide to the buyer.
- A PO can be of different types, typically either for Material/Goods or for Services. The subsequent responses depend on the PO type and on the requirements from your customer.

## Other Information

- Terms and conditions are found under 2
- PO level attachment can be viewed under the Attachments area (3)

**Payment Terms** *(i)*
0.000% 30
30 Days from Invoice Date

**Contact Information**
Buyer.Contact
**Siow Fong CHEN**
Email: procurement@synlait.com

**Supplier Address**
**Ariba Test Supplier**
3800 E Destination Park
Appleton , WI 54920
United States
Email: siowfong_test@zag.team
Phone: + () (920) 944 9983
Fax:
Address ID: 0002000010

**Other Information**
Company Code: 1000
Purchase Group: 101
Purchase Organization: 1000
Requester: SFCHEN
Party Additional ID: 0002000010
View less »

**Attachments**
📎 Test_note.txt (text/plain; charset=UTF-8)   ③

**Transport Terms Information**
Delivery Terms: Transport Condition
Transport Terms: DAP ( Delivered at Place )
Transport Location: Lyttelto

Terms and Conditions   ②

# PURCHASE ORDER MANAGEMENT

## Other Information

- If there are more than one delivery address (at line item level), the address will be updated on each line (4)
- Tax details are also available at the item level (5)
- If order confirmation and shipping notification is required/available, it will be enabled on the screen (6)

| Line # | No. Schedule Lines | Part # / Description | Customer Part # | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | Storage Location |
|--------|-------------------|---------------------|-----------------|------|--------|-----------|---------|-----------|----------|-----|------------------|
| 10 | 1 | | 000000000004000012 | Material | | 50.000 (EA) ⓘ | 4 Sep 2021 | $14.95 NZD | $747.50 NZD | $112.13 NZD | 2002 |
| | | Innoculation Loops Blue 10µL | | | | | | | | | |

**Status**

50.000 Unconfirmed

**Control Keys**

| Order Confirmation: allowed |
|---|
| Ship Notice: allowed |
| Invoice: is not ERS |
| Invoice Verification Type: goods receipt |

**Ship To**

**Synlait Dunsandel**

1028 Heslerton Road
Rakaia CAN
7783
New Zealand

Ship To Code:            1001

**Tax**

| Tax Category | Tax Rate (%) | Taxable Amount | Tax Amount | Tax L | Description | Exempt Detail |
|--------------|-------------|----------------|-----------|-------|-------------|---------------|
| P1 | 15 | $747.50 NZD | $112.13 NZD | | | |

## Purchase Order: 1100000780

| Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ |
|---|---|---|

# PURCHASE ORDER MANAGEMENT

## Other Information

- If freights are agreed with customer, check out the freight charges (7)
- Note that total charges are without freight

Line Items | Show Item Details

| Line # | No. Schedule Lines | Part # / Description | Customer Part # | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | Storage Location | |
|--------|-------------------|---------------------|-----------------|------|--------|-----------|---------|-----------|----------|-----|-----------------|---|
| 10 | 1 | | 000000000004000012 | Material | | 50.000 (EA) ⓘ | 4 Sep 2021 | $14.95 NZD | $747.50 NZD | $112.13 NZD | 2002 | Details |
| | | Innoculation Loops Blue 10µL | | | | | | | | | | |
| 20 | 1 | | 000000000004000014 | Material | | 20.000 (EA) ⓘ | 31 Aug 2021 | $13.59 NZD | $271.80 NZD | $40.77 NZD | 2002 | Details |
| | | Trichloroacetic acid 500g | | | | | | | | | | |

### Allowances and Charges

| Type | Description | Service Code | Start Date | End Date | Amount | Percentage (%) | Original Price | Level |
|------|-------------|--------------|-----------|----------|--------|---------------|---------------|-------|
| Charge | Freight - Dom Road | ZF01 | | | $50.00 NZD | | | |

Order submitted on: Monday 30 Aug 2021 12:00 PM GMT+12:00
Received by Ariba Network on: Monday 30 Aug 2021 2:52 PM GMT+12:00
This Purchase Order was sent by Synlait Milk Limit - TEST AN01524854269-T and delivered by Ariba Network.

Sub-total: $1,019.30 NZD
Est. Total Tax: $  152.90 NZD
Est. Grand Total: $1,172.20 NZD

Purchase Order: 1100000780

Done

Create Order Confirmation ▾    Create Ship Notice    Create Invoice ▾

↓    🖶    ⋯

Download PDF

Download CSV

Export cXML

Order Detail    Order History

## Create PDF of Purchase Order

1. Select the "Download PDF" hyperlink to download the PO as a PDF document.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore, the detail is not included in the PDF generated.

# Synlait

Mt Hutt, Canterbury, New Zealand