Synlait

SYNLAIT TRAINING GUIDE

PURCHASE ORDER MANAGEMENT

- CONFIDENTIAL -

Synlait

PURCHASE ORDERS - BASIC

- CONFIDENTIAL

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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 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: 1100000780										Done
	Create Order Confirmation + Create Ship Notice										Resend
	Order Detail Order History									(\pm)	Hide
	Synlait										
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ce	20 i	Trichlaroacetic acid 500g	00000000004000014	Man	erial	20.000 (EA) ①	31 Aug 2021	\$13.59 NZD	\$271.80 NZD	\$40.77 NZD	Details

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.

Payment Terms 0.000% 30 30 Days from Invoice Date

Contact Information Buyer.Contact

Siow Fong CHEN

Email: procurement@synlait.com

Other Information

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



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

- 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)

No. Schedule Lines Part # / Description Customer Part # Type Return Oty (Unit) Need By Unit Price Subtotal Tax Storage Local 1 000000000000000000012 Material 50.000 (EA) ① 4 Sep 2021 \$14.95 NZD \$747.50 NZD \$112.13 NZD 2002 Innoculation Loops Blue 10µL Status 50.000 Unconfirmed												
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Purchase Order: 1100000780									
Create Order Confirmation 🔻	Create Ship Notice	Create Invoice 🔻							

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 De	tails	•		
Line #	No. Schedule Lines	Part # / Description	Customer Part #	Туре	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Тах	Storage	Location		
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		Trichloroacetic acid 500	g											
Allowa	nces and Charges						7							
Туре	Description		Service Code	Start Date		End Date		Amount	Percentage (%)			Original Price	Level	
Charge	Freight - Dom	n 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.										8	Sub-total: \$ Est. Total Tax: \$ Est. Grand Total: \$	1,019.30 152.90 1,172.20	NZD NZD NZD	

Purchase Order: 1100000780	Done
Create Order Confirmation Create Ship Notice Create Invoice	→ 🖶 Download PDF
Order Detail Order History	Download CSV
	Export cXML

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.

