Ariba Network
Purchase Order Guide

ARIBA®

An SAP Company

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Introduction

Campbell Soup e-Procurement Process

This document contains training for your organization around transmitting purchase orders, order confirmations and ship notices with Campbell Soup through the Ariba Network.

A copy of this document will be posted to the Supplier Portal for future reference.

Purchase Order Management

View Purchase Orders

Click on **Inbox** tab to manage your Purchase Orders.

Your **Inbox** will contain a list of Purchase Orders sent to you from Campbell Soup.

Search filters allows you to search using multiple criteria. Click the **arrow** next to Search Filters to display the query fields. Enter your criteria and click **Search**

Click the link in the **Order Number** column to view the purchase order details.

Click this icon for additional display and Group-by options.

Purchase Order Detail
Header section

View the details of your order.
The order header includes the order date and information about Campbell Soup and the supplier that is being sent the order.

There are options available for **Create Confirmation, Create Ship Notice, Create Invoice** or **Print.**

Additional options:
- **Resend** to reprocess orders with failed status or test changes made to order routing settings
- **Export cXML** to save a copy of the cXML source information
- **Order History** for diagnosing problems and for auditing

Purchase Order: EP60   Done

[✔ Create Order Confirmation ▾] [📖 Create Ship Notice] [🖹 Create Invoice ▾]   Hide from Inbox | Print ▾ | Export cXML | Resend

Order Detail   Order History

From: Campbell Soup-WHQ
1 Campbell Place
Camden, NJ 08103
United States

To: Campbell Soup Company Supplier - TEST - NA
500 STAPLES DR
FRAMINGHAM, MA 01702
United States
Phone:
Fax:
Email: vince.borzillo@campbellsoup.com

Purchase Order
(New)
EP60
Amount:$784.00 USD
Version: 1

PAYMENT TERMS ⓘ
NET 35

Routing Status: Sent

SHIP ALL ITEMS TO
Campbell AK Sales Office
400 AIRLANE DR
Adhoc St2
Adhoc St3
Benton, AK 72015
United States
Ship To Code: AD19265999
Phone: +1 (501) 7785411
Fax: +1 (507) 7786335
Email: test@Test.com

BILL TO
Campbell Soup-WHQ
1 Campbell Place
Camden, NJ 08103
United States

DELIVER TO
Sales Office AK
Campbell AK Sales Office

Purchase Order Detail
Header section

Review **Payment Terms** information also displayed in the Header section.

Ship To and **Bill To** information appear in the header section.

The Requestors Phone & Email address are provided. All questions should be directed to this person

Scroll down to view the **Line Items** and purchase order sub-total at the bottom of order.

PAYMENT TERMS (i)
NET 35

Routing Status: Sent

SHIP ALL ITEMS TO
Campbell AK Sales Office
400 AIRLANE DR
Adhoc St2
Adhoc St3
Benton, AK 72015
United States
Ship To Code: AD19265999
Phone: +1 (501) 7785411
Fax: +1 (507) 7786335
Email: test@Test.com

BILL TO
Campbell Soup-WHQ
1 Campbell Place
Camden, NJ 08103
United States

DELIVER TO
Sales Office AK
Campbell AK Sales Office

LINE ITEMS   Show Item Details

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	
1	SWI54033 *Swingline Finger Tips*	100 (EA)	23 Jul 2014	$4.20 USD	$420.00 USD	Details
2	649335 *SMEAD Expansion Wallet*	100 (EA)	23 Jul 2014	$3.64 USD	$364.00 USD	Details

Sub-total: $ 784.00 USD

Order submitted on: Friday 18 Jul 2014 9:07 PM GMT-04:00
Received by Ariba Network on: Friday 18 Jul 2014 9:07 PM GMT-04:00
This Purchase Order was sent by Campbell Soup Company - TEST AN01012036393-T and delivered by Ariba Network.

☑ Create Order Confirmation ▼ | 🚚 Create Ship Notice | 📄 Create Invoice ▼ | Hide from Inbox | Print ▼ | Export cXML | Resend

At the bottom, the purchase order **Sub-total** is displayed.

Purchase Order Detail
Line Items

Click the **Details/Summary** links to show or hide item details including Status.

The **Line Items** section describes the ordered items.

Each line describes a quantity of items Campbell Soup wants to purchase.

Set the status of each line item by sending order confirmations clicking **Create Order Confirmation**.

LINE ITEMS						Show Item Details
Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	
1	SWI54033 *Swingline Finger Tips*	100 (EA)	23 Jul 2014	$4.20 USD	$420.00 USD	Summary

STATUS

50 Unconfirmed	
50 Confirmed As Is	(Estimated Shipment Date: 30 Jul 2014; Estimated Delivery Date: 31 Jul 2014)

ACCOUNTING

Percentage	Percentage	100
GL Account	ID	0086012600
Cost Center	ID	USFI000378

OTHER INFORMATION

Requester:	Vince Borzillo
PR No.:	PR110

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	
2	649335 *SMEAD Expansion Wallet*	100 (EA)	23 Jul 2014	$3.64 USD	$364.00 USD	Summary

Change Orders

Campbell Soup may also send Change Orders. These will be noted with the word "Changed".

Links to previous versions of the purchase order and related documents appear for easy access.

Edits and changes will be highlighted.

Suppliers should also confirm Change Orders.

Order Confirmations

Create Order Confirmation

From the PO view, click **the Create Order Confirmation** button. Within the drop menu, there are options to select **Confirm Entire Order, Update Line Items** to provide status details for individual line items or **Reject Entire Order**. Campbell does not require Order Confirmations but it is <u>Preferred.</u>

See examples of each option on the following slides.

Create Order Confirmation
Confirm Entire Order

This slide explains how to **Confirm Entire Order.**

Enter the **Confirmation Number,** which is any number you choose to use to identify the order confirmation.

If you specify **Est. Shipping Date** or **Est. Delivery Date** information, it is applied to all line items.

You can group related line items or kit goods so that they can be processed as a unit.

Click **Next** when finished.

Review the order confirmation and click **Submit**.

Your order confirmation will be sent to Campbell Soup.

Confirming PO

Next ▶   Exit

1 | Confirm Entire Order
2 | Review Order Confirmation

▽ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: EP60
Customer: Campbell Soup Company - TEST

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:
Comments:

ATTACHMENTS

Name   Size (bytes)   Content Type
The file size cannot exceed 10MB
Add Attachment   Choose File   No file chosen

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	SWI54033 *Swingline Finger Tips*	100	EA	23 Jul 2014	$4.20 USD	$420.00 USD
	Current Order Status: 100 Confirmed					
2	649335 *SMEAD Expansion Wallet*	100	EA	23 Jul 2014	$3.64 USD	$364.00 USD
	Current Order Status: 100 Confirmed					

Once the order confirmation is submitted, the Order Status will display as **Confirmed**. When viewing documents online, links to all related documents are displayed. Click **Done** to return to the Inbox.

Public

Create Order Confirmation
Update Line Items

Select **Update Line Items** to set the status of each line item.

Fill in the requested information.

Scroll down to view the line items and choose among possible values:

- **Confirm** – You received the PO and will send the ordered items.

- **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

- **Reject** – Enter a reason for rejecting these items in the **Comments** field by clicking the **Details** button.

Confirm Order: Update Line Items
Confirm Line Item

Enter the quantity in the **Confirm** data entry field.

Click **Details** to enter item details such as shipping and delivery dates or comments.

** NOTE: If changes are needed to Price, Part, etc. Campbell requests that you Reject the incorrect line item with Comments advising the Requestor to make changes to the PO and re-submit *(see slide 16)***.**

Campbell does not accept Item substitutions. If a substituted item is needed please Reject the line item as noted above with Comments.

Click **OK** when done.

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	SWI54033 *Swingline Finger Tips*	100	EA	23 Jul 2014	$4.20 USD	$420.00 USD

Current Order Status:
◉ 100 Unconfirmed

Confirm 100 Backorder ___ Reject ___ [Details]
Edit item details, enter comments etc.

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	SWI54033 *Swingline Finger Tips*	100	EA	23 Jul 2014	$4.20 USD	$420.00 USD

New Order Status: **100 Confirmed**

Est. Shipping Date: _____
Est. Delivery Date: _____
* Unit Price: $4.50 USD
Supplier Part: SWI54033
Comments: _____
Description: Swingline Finger Tips

Subtotal: $420.00 USD

Note: Campbell does not allow changes to **Unit Price** or **Supplier Part** on the Order Confirmation. Reject the line item if Price or Part are incorrect and use the Comments to request changes to the PO.

Confirm Order: Update Line Items
Backorder

Enter the quantity backordered in the **Backorder** data entry field.

Click **Details** to enter **Comments** and **Estimated Shipping** and **Delivery Dates** for the backordered items on the **Status Details** page.

Click **OK** when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

Click **Next**.

Confirm Order: Update Line Items
Reject

Enter the quantity in the **Reject** data entry field to reject item.

Click the **Details** button to enter a reason for the rejection in the **Comments** field on the **Status Details** page.

Click **OK** when done.

Public

Confirm Order: Review & Submit

Continue to update the status for **each line item on the purchase order**.

Once finished, click **Next** to proceed to the review page.

Review and click **Submit**.

Your order confirmation will be sent to Campbell Soup.

The Order Status will display as **Partially Confirmed** if items were backordered or not fully confirmed.

Generate another order confirmation to set them to confirm if needed.

Click **Done** to return to the Inbox.

Create Order Confirmation:
Reject Entire Order

From the PO view, click **the Create Order Confirmation** button. From the drop menu, you can choose to **Confirm Entire Order, Update Line Items** for individual line items or **Reject Entire Order**.

The entire order should be rejected with comments if the information on the PO is not correct like price or unit of measure. If the order is not revised prior to creating an invoice, you will be limited to what can be revised on the invoice and potential delay payment for the item.

Provide comments explaining the reason for rejection.

Ship Notices

Create Ship Notice

Create **Ship Notices** once items are shipped. Multiple ship notices per purchase order may be sent. Click the **Create Ship Notice** button. Campbell does not require Ship Notices but it is <u>Preferred.</u>

Purchase Order: EP60   Done

☑ Create Order Confirmation ▼ | 🖼 Create Ship Notice | ▣ Create Invoice ▼ | Hide from Inbox | Print ▼ | Export cXML | Resend

Order Detail   Order History

Fill out the requested information on the Ship Notice form.

The **Packing Slip ID** is any number you choose to use to identify the Ship Notice.

Choose **Carrier Name** and then **Tracking #** and **Shipping Method** will appear.

Enter Shipping and **Delivery Dates**.

Create Ship Notice   Next ▶ Exit

* Indicates required field

▽ Ship Notice Header

SUMMARY

*Packing Slip ID:	[ ]
Invoice #:	[ ]
Ship Notice Type:	Select ▾
Actual Shipping Date:	[ ] 📅
Actual Delivery Date:	[ ] 📅

Carrier Name: Select
Service Level: [   ]

Review **Ship From and Deliver To** information by clicking on **View/Edit Addresses.**

Ship From: **Campbell Soup Company Supplier - TEST - NA**
FRAMINGHAM, MA
United States

Deliver To: **Campbell AK Sales Office**
Benton, AK
United States

View/Edit Addresses

Public   20

Ship Notice: Attachments and Additional Information

Attachments can also be added to the ship notice.

ATTACHMENTS

Name	Size (bytes)	Content Type

The file size cannot exceed 10MB

[Add Attachment] [Choose File] No file chosen

▼ ADDITIONAL FIELDS

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference Number:

Transit Direction:

Ship Notice: Line Items

Scroll down to view line item information.

Update the **quantity shippe**d for **each** line item.

If not shipping a line item, enter 0.

Click **Next** to review your Ship Notice.

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	SWI54033 *Swingline Finger Tips*	100	EA	23 Jul 2014	$4.20 USD	$420.00 USD

Shipped: 100 of 100 Confirmed As Is

Batch ID: [ ]

[Details]

| 2 | 649335 *SMEAD Expansion Wallet* | 100 | EA | 23 Jul 2014 | $3.64 USD | $364.00 USD |

Shipped: 50 of 100 Backordered (Estimated Delivery Date: 28 Jul 2014)

Batch ID: [ ]

[Details]

[Next ▶] [Exit]

Public

Ship Notice: Item Details

Click **Details** to enter additional line item information such as Instructions for Hazardous materials or Serial Numbers / Asset Tags.

Public

Submit Ship Notice

After reviewing your Ship Notice, click **Submit.**

Ship Notices provide improved communications to help avoid unnecessary calls to order support department.

After submitting your Ship Notice, the **Order Status** will be updated to **Shipped**.

Submitted Ship Notices can be viewed from **Outbox** or by clicking the link under the Related Documents from the PO View.

Click **Done** to return to the **Home** page.

Terms & Conditions

Campbell Soup Terms & Conditions

Campbell Soup Terms and Conditions (T&C's) will be provided to the Supplier via a URL. All suppliers must review the T&C's upon receipt of the Purchase Order.

Some Purchase Orders will include Direct Pay Permit language in the Header of the Purchase Order. PO's with this language should not include sales and use tax charges on the Invoice.
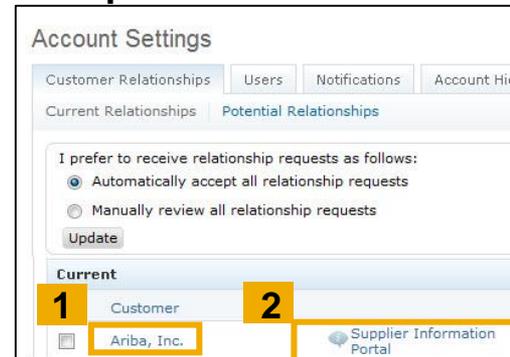
** screen shot pending

Ariba Network Support

Training and resources
Campbell Soup Supplier Information Portal

Buyer specific information is available in the Supplier Information Portal. Select your company name in the top right corner and then click the **Customer Relationships** link.

1 Select Campbell Soup Company to view **transaction rules**:

- o Customer Invoice Rules determine what you can enter when you create invoices.

2 Select **Supplier Information Portal** to view the following presentations to learn more about transacting with Campbell Soup:

- o Supplier Registration / Supplier Membership
- o Account Configuration Guide
- o Purchase Order, Confirmation and Ship Notice Guide
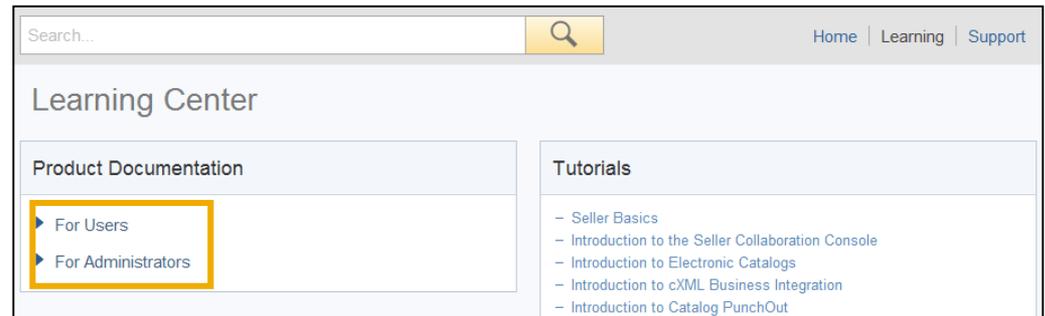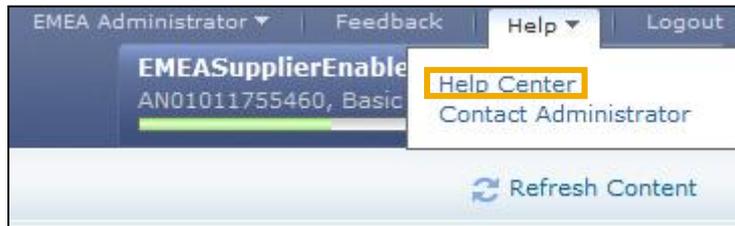- o Campbell Soup Invoicing Guide

Training and resources
Ariba Network standard documentation and useful links

Go to: http://supplier.ariba.com

Click on the **Help** link in the upper right hand corner of the page to access **Help Center.** In **Learning** center there is **Product Documentation** available for Users or Administrators.

Useful Links

- **Ariba Supplier Membership page** - http://www.ariba.com/suppliermembership

- **Ariba Network Hot Issues and FAQs** - https://connect.ariba.com/anfaq.htm

- **Ariba Cloud Statistics** – http://trust.ariba.com
  Detailed information and latest notifications about product issues and planned downtime—if any—during a given day

- **Ariba Discovery** - http://www.ariba.com/solutions/discovery-for-suppliers.cfm

- **Ariba Network Notifications** - http://netstat.ariba.com
  Information about downtime, new releases and new features

Who should you contact?

Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

  Please contact CampbellSoupEnablement@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **Campbell Soup Business Process Support**

  Please contact the Campbell Soup Supplier Enablement team at Supplier_Enablement@CampbellSoup.com for business-related questions.

Supplier Support Post Go-Live

- **Ariba Network Support for Actively Transacting Suppliers**

Region	Contact Number
US/Canada Toll Free	1-866-31ARIBA (1-866-312-7422)
North/South America	+1-412-222-6170
Europe, Middle East and Africa	+44 (0) 20 7187 4185 00 800 22227422 (toll free number for France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland & UK)
Asia Pacific	+65 6311 4585

Supplier support post Go-Live
Help Center

Go to http://supplier.ariba.com.

If you forgot your username or password click on the link **Forgot Username** or **Forgot Password.**

To access our Help Center, log into your account or go to http://supplier.ariba.com.
Click the **Help** link in top right corner.
Click **Help Center** and go to **Support** section.

Search for any topic you would like to know more about. If none of the articles answer your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our webform. Select Problem Type. Note Campbell Soup in the **Issue Description**.