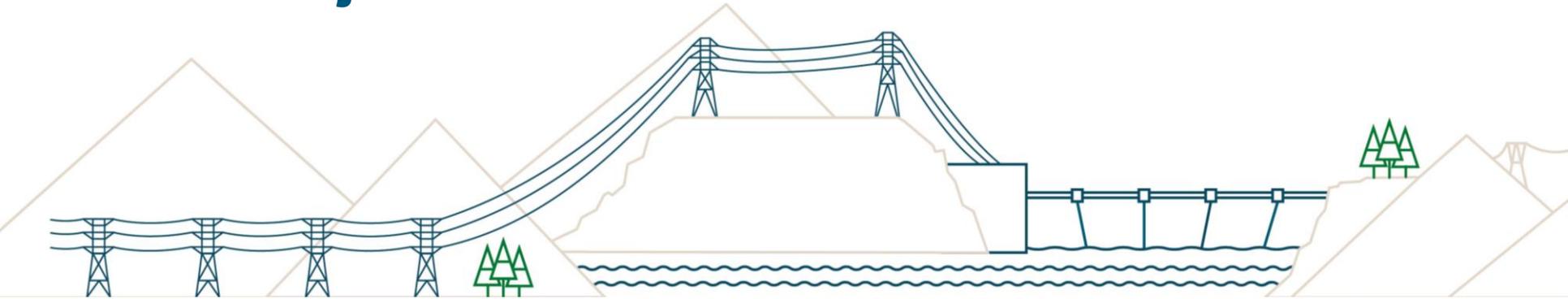


New PO vs. Converted PO

SCA Project



August 2020

Ariba Vendors

Ariba Vendors can identify whether an order number is new or converted from PassPort by checking these details in the Purchase Order.

BC Hydro
Power smart

From:
B.C. HYDRO Accounts Payable
6911 SOUTHPOINT DRIVE
BURNABY British Columbia V3N 4X8
Canada

To:

Payment Terms
0.000% 30
NET DUE 30 DAYS

Comments
ORIGINAL ORDER #: C09194400

PO REVISION: 0

ORDER CONFIRMATION INSTRUCTIONS:
Submit an Order Confirmation if you accept the terms and conditions as stated in the PO. Otherwise contact the Buyer to adjust the PO, or submit your Rejection along with a reason.

SERVICE ENTRY INSTRUCTIONS:
Once services have been rendered, email the Payment Request to the BC Hydro Contract Administrator for creation of the Service Sheet(s). Once approved, the Service Sheet(s) details will be transmitted to Ariba Network and the corresponding Ariba PO will be updated.

INVOICE INSTRUCTIONS:
Submit an Invoice from Ariba only after the PO in Ariba Network shows that goods have been received and/or the services have been accepted by BC Hydro.

PURCHASE ORDER TITLE:

PRIORITY OF DOCUMENTS:
This PO is not intended to in any way alter the terms of any already executed contract for the supply of the goods or services covered by this PO. To the extent of any conflict or inconsistency between the terms of this PO and the terms of any such already executed contract, the terms of the already executed contract shall govern. ...

Purchase Order
(New)
4500000435
Amount:
Version:

Routing S
External Document

Order Status

If the Order Status says “New,” that means the order has not been actioned on. It does **NOT** tell you whether a PO is new or converted.

To view all Order Statuses available in Ariba, see Appendix A.

Purchase Order Number

*All PO numbers in SAP start with numeric four (4).

Original Order # in PassPort

This line will not appear if the Purchase Order is brand new.

Service Entry Instructions

This section indicates that there are **services components** included in the Purchase Order. If an order was converted, those components were generated from the existing contract/order details in PassPort.

To search for all service Purchase Orders, see Appendix B.

Non-Ariba Vendors

Non-Ariba vendors can identify whether a PO is new or converted from PassPort by checking these details in the Purchase Order.

Converted PO

 **BC Hydro**
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PURCHASE ORDER

Vendor:	
Contact :	
Phone :	
Email :	

Information:	
PO number	: 4130008221 Orig.Ord# C106929
Revision	: 0
PO issue/revision date:	
Validity start	:
Validity end	:
Currency	:
Vendor number	:
Sourcing reference	:
Hydro representative	:

If a PO is converted, the “PO number” line will list its Original Order # in PassPort next to the new PO # in SAP.

New PO

 **BC Hydro**
Power smart

PURCHASE ORDER

Vendor:	
Contact :	
Phone :	
Email :	

Information:	
PO number	: 450000470
Revision	: 0
PO issue/revision date:	: Aug 6, 2020
Currency	: CAD
Vendor number	:
Sourcing reference	:
Hydro representative	:

If a PO is brand new, the “PO number” line will only list new PO # in SAP.

**All PO # in SAP start with numeric four (4).*

Appendix A: Order Status

Below are different Order Statuses that may appear on a Purchase Order.

The screenshot shows the SAP Ariba Network search interface. On the left, there are search filters for Customer, Order Number, Buyer Location Code, Invoice Number, and Date Range. A red box highlights the 'Order Status' dropdown menu, which is currently open and showing a list of status options. The 'View' dropdown is also open, showing options like 'All', 'New', 'Changed', etc. Below the filters, there is a table titled 'Orders and Releases (100+)'. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, and Date. The first row shows an 'Order' with a status of 'In Progress' and an amount of '5 A'. The second row shows an 'Order' with a status of 'Rejected' and an amount of '4 A'. The third row shows an 'Order' with a status of 'Obsoleted' and an amount of '4 A'. The fourth row shows an 'Order' with a status of 'Declined' and an amount of '4 A'. The fifth row shows an 'Order' with a status of 'Accepted' and an amount of '4 A'. The table also includes columns for Settlement, Amount Invoiced, Revision, and Actions.

To access this screen, open **SAP Ariba Network > Inbox > Order and Releases > expand 'Search Filter.'**

Appendix B: Look up Service Purchase Orders

How to search for Service Purchase Order Only.

The screenshot displays the SAP Ariba Network interface for searching orders. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main header shows 'Orders and Releases' with sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow banner provides information about SAP Ariba's partnership with Uber Freight. The 'Search Filters' section includes fields for Customer (All Customers), Order Number (Partial number selected), Buyer Location Code, Invoice Number, Show orders by (Creation Date selected), and Date Range (Last 31 days). The Order Status is set to 'All' and the View is 'All except hidden orders'. The 'Search only service purchase orders' checkbox is checked and highlighted with a red box and a red circle containing the number '1'. The 'Search' button is highlighted with a red box and a red circle containing the number '2'. The 'Number of Results' is set to 100.

To access this screen, open **SAP Ariba Network > Inbox > Order and Releases > expand 'Search Filter.'**

1. Check the **'Select only service purchase orders'** box.
2. Click **'Search.'**



BC Hydro

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