



Italmatch Purchasing Portal

Purchase Order Collaboration

Summary



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Platform for Purchase Order Collaboration

Italmatch is implementing important changes to improve its supplier and order management process and has decided to equip itself with a new and advanced Portal.

The new Purchasing Portal is based on the Ariba platform, which can provide a protected global network dedicated to the exchange of commercial transactions and in particular, to the management of collaborative processes relating to purchase orders.

The Purchasing Portal will serve as the central platform for accepting and managing orders.

The new platform will guarantee transaction security, compliance with the policies applied to the purchasing processes by Italmatch and the tools to proceed with the Acceptance and Management of Orders quickly and efficiently.

In order to operate with Italmatch, it is sufficient to have a Standard Account; it is therefore not necessary to switch to an Enterprise account (account subject to usage costs).

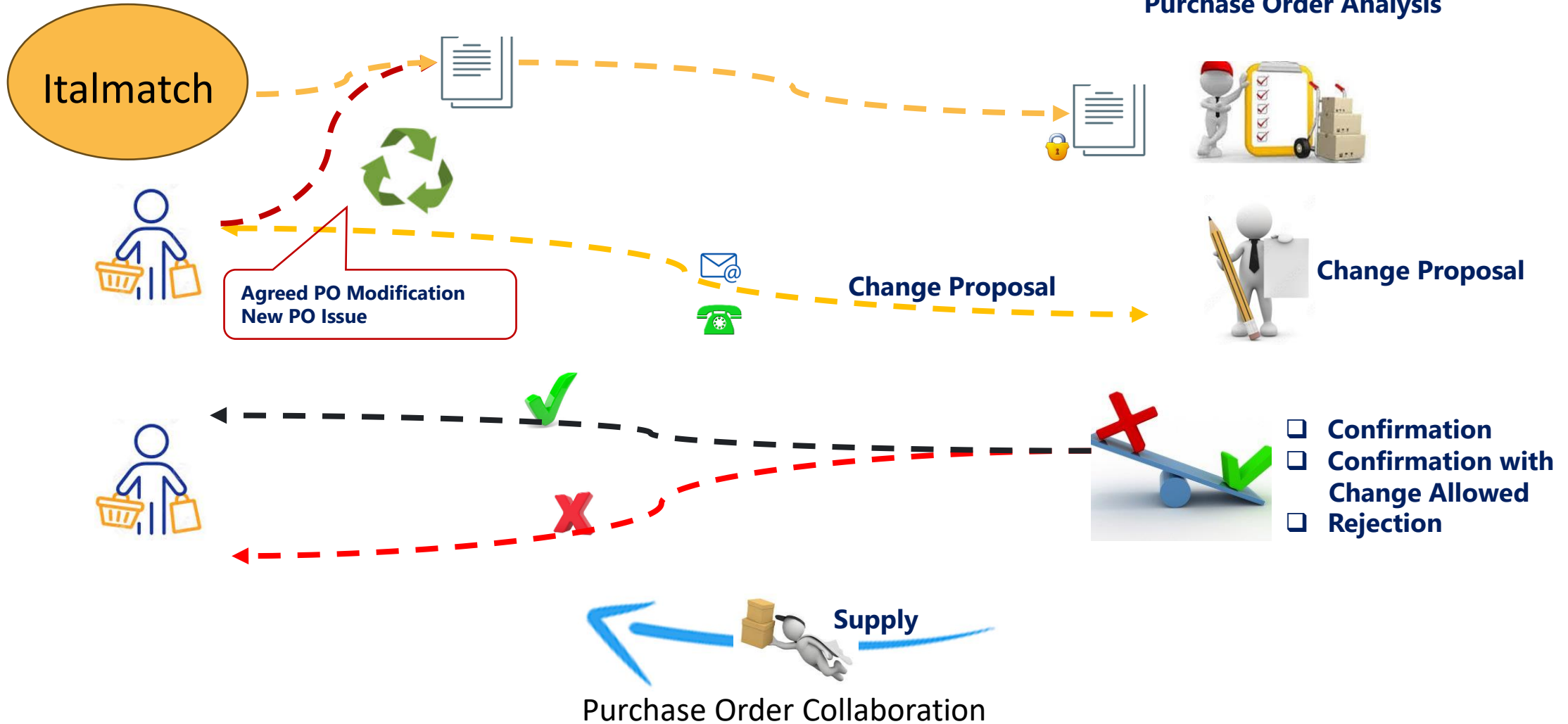
General information on the Purchasing Process via

ARIBA

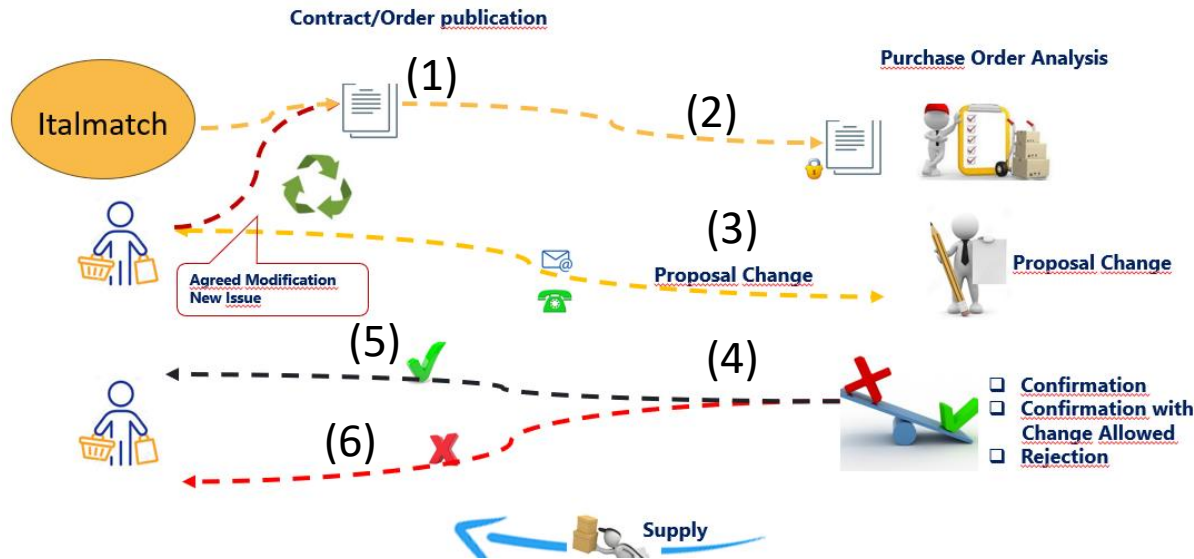
Process – Overview

Contract/Order publication

Purchase Order Analysis



Process – Send/Confirm Purchase Order



(1)-Purchase Order Publication	The document is made available to the supplier on the Ariba Platform
(2)-Purchase Order Analysis by Supplier	The supplier carries out an analysis of the document to ascertain the possibility of guaranteeing the requested supply in terms of Articles, Quantities and Delivery Dates.

(3)-Proposal for change	The supplier can propose a modification to the requested supply:
(4)-Possible issuing of new version of Order with agreed changes	The order is placed with constraints that limit its modification. In the event of exceeding the limits, it is necessary to contact the Order manager and verify the possibility of a modification to the supply constraints
(5)-Acceptance	Acceptance of supply establishes the assumption of the supply obligations indicated in the Order
(6)-Rejection	The refusal must be associated with a justification detailing the reasons that prevent the supply

Process – Purchase Order Publication



(1) The Purchase document generated by one of the Italmatch companies is published.

The document is then:

(2) Sent to the Ariba platform where it will be available for consultation

(3) Attached to a notification sent to the supplier via email from which it is still possible to access the Ariba platform

Access to Italmatch Documents



Direct access on Ariba

The screenshot shows the SAP Business Network interface for a purchase order. At the top, it displays 'SAP Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main header shows 'Purchase Order: 0070312761' and a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The interface is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, showing the 'Italmatch Chemicals' logo and contact information. The 'From' field lists 'Customer Italmatch Chemicals S.p.A.' with address 'Via Magazzini del cotone-17, 16128 Genova, GE, Italy'. The 'To' field lists 'CLOUD3 S.R.L.-TEST' with address 'PIAZZA CAMILLO GOLGI 28c, 16011 ARENZANO, Arezzo, Italy'. The 'Purchase Order' summary shows '(New) 0070312761', 'Amount: 120.00 EUR', and 'Version: 1'. A 'Track Order' button is located at the bottom right.



A new purchase order from Italmatch Chemicals Spa is waiting for your response on SAP Business Network.



Hello Oleon NV-TEST,

Italmatch Chemicals Spa would like to invite you to connect with us on SAP Business Network.

To access the purchase order, please click on process order and register on SAP Business Network for free account

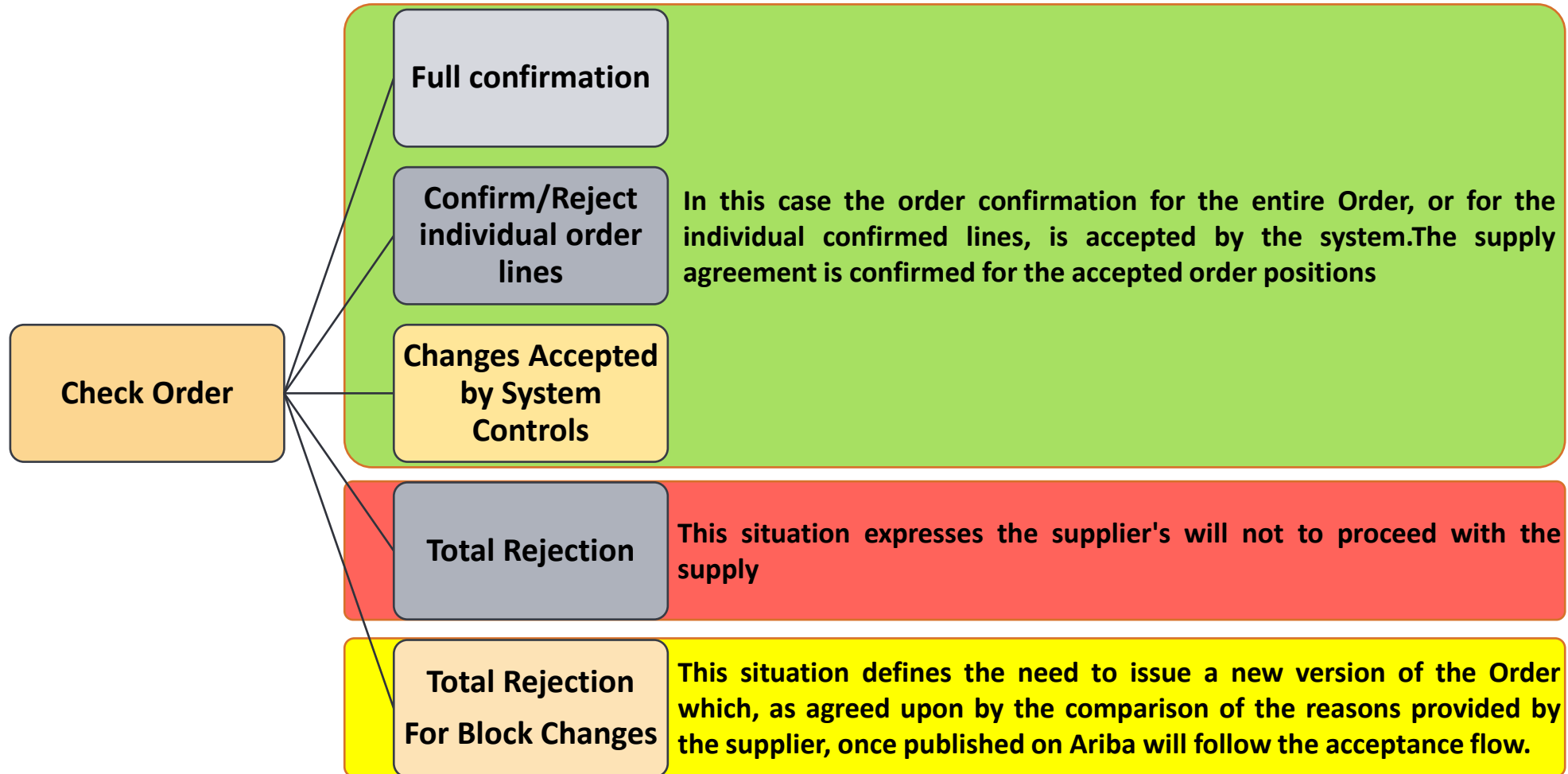
Click Process order to register and connect

[Process order](#)

Reply to this email to send your customer a message. If your company received this email by mistake, you can [stop receiving purchase orders](#) via SAP Business Network.

Access via mail

Process – Check Purchase Order Constraints



Instructions for use – User Manual for

ARIBA

Summary

- Purchase Order Search and View**

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 - Search and Identify the Purchase Order from the "Orders" section **Pag.14**
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- Viewing Purchase Order Details**

 - Viewing Purchase Order Details **Pag.17**
 - Viewing Purchase Order Details"Order Items" **Pag.18**

Purchase Order Search and Identification

To search for a purchase order from the Home Page:

1. Click on "Workbench"
2. Select one of the Purchase Orders panes
3. Use the search filters to find the correct document
4. Open the Purchase Order by clicking on the corresponding number
5. To download the data in Excel use the Export button

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Opportunities Discovery Workbench Orders Fulfillment Invoices Payments More Create

Workbench

17 Orders Last 31 days

0 Orders to invoice Last 31 days

0 Orders with service line Last 31 days

0 Invoices Last 31 days

0 Pinned documents

0 Open postings Last 90 days

Orders (17)

▼ Edit filter filter | Last 31 days

Customers Order numbers Creation date Order status

Select or type selections Type selection Last 31 days Include Select or type

Partial match Exact match

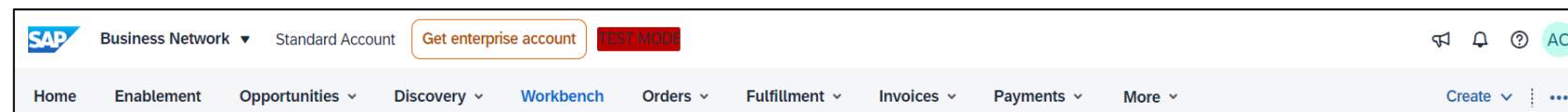
Show more Apply Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount I	Actions
0070312761	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024	New		...
0070312760	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024	Confirmed		...
0070312759	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024	Confirmed		...



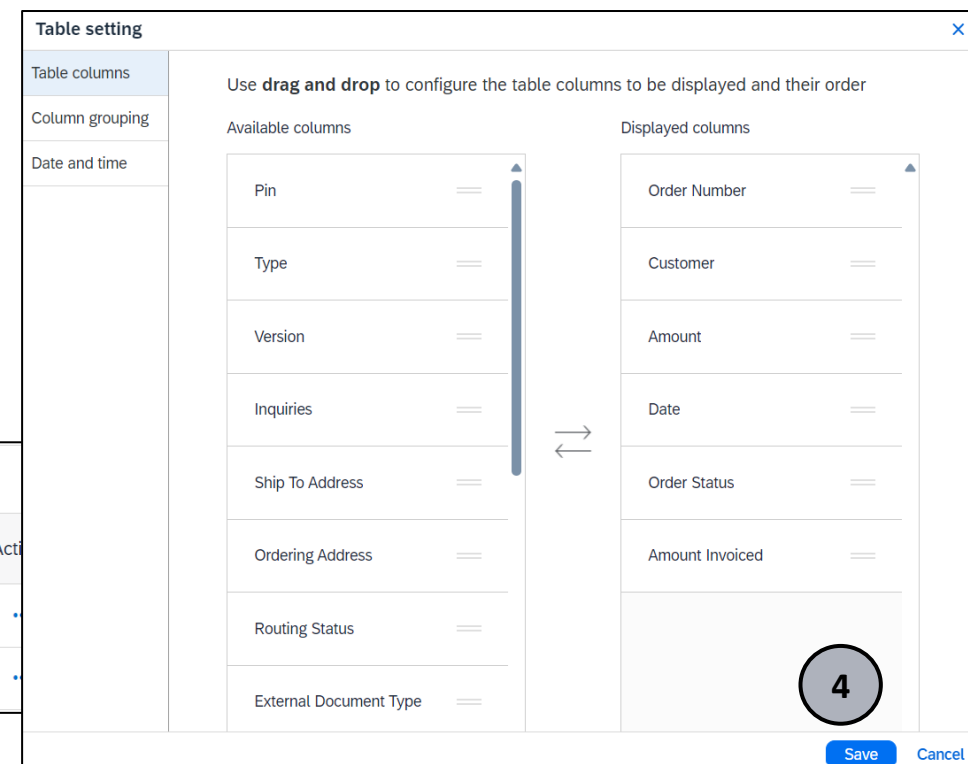
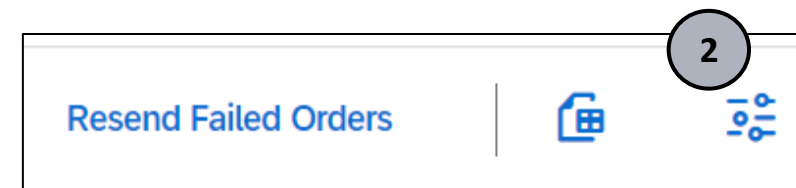
Customizing the Purchase Order View



You can customize the work views.

Example: To display the Purchasing Group in the purchase order view, from the Main Page:

1. Click on 'Workbench'
2. Click on "Settings"
3. Drag the Purchasing Group into the display column
4. Click on "Save"
5. The Purchasing Group will appear with its identifier

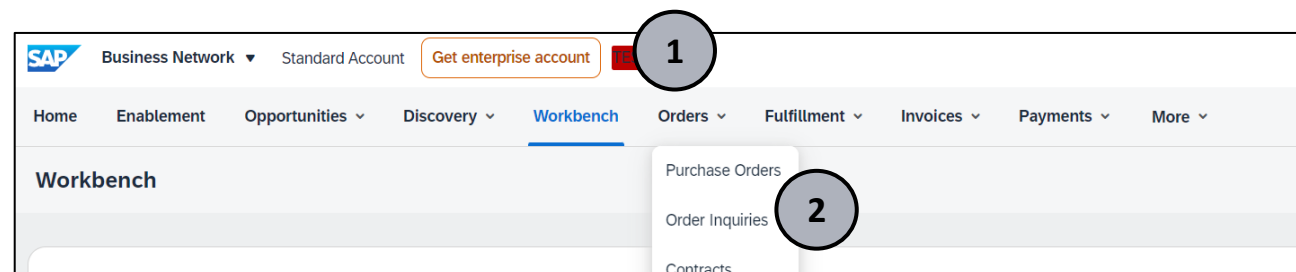


External Document Type	Company Code	Order Number	Customer	Amount	Date ↓	Order Status	Amou	Acti
NB	CH25 Italmatch Chemicals S.p.A.	0070312761	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024	New		
NB	CH25 Italmatch Chemicals S.p.A.	0070312760	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024	Confirmed		

Search and Identify the Purchase Order from the “Orders” section

To search for a purchase order from the “Orders” section, from the Home Page:

1. Click on “Orders”
2. Go to the Orders subsection
3. Use the search filters to find the correct document
4. Add the selection criteria and click “Apply”
5. The list of Orders displayed contains a time range setting by default.
6. Click on the Purchase Order number to view Order details



Orders (17)

[Edit filter](#)

Customers
Select or type selections

Order numbers
Type selection
 Partial match Exact match
 Last 31 days

Order status
Include *Select or type*

Company codes
Select or type selections

Purchasing organizations
Select or type selections

Customer locations
Type selection

Order type
All
 Orders with inquiry only

Routing status
All

Min amount Max amount Currency: EUR Visibility: Not hidden

[Show less](#)

[Apply](#) [Reset](#)

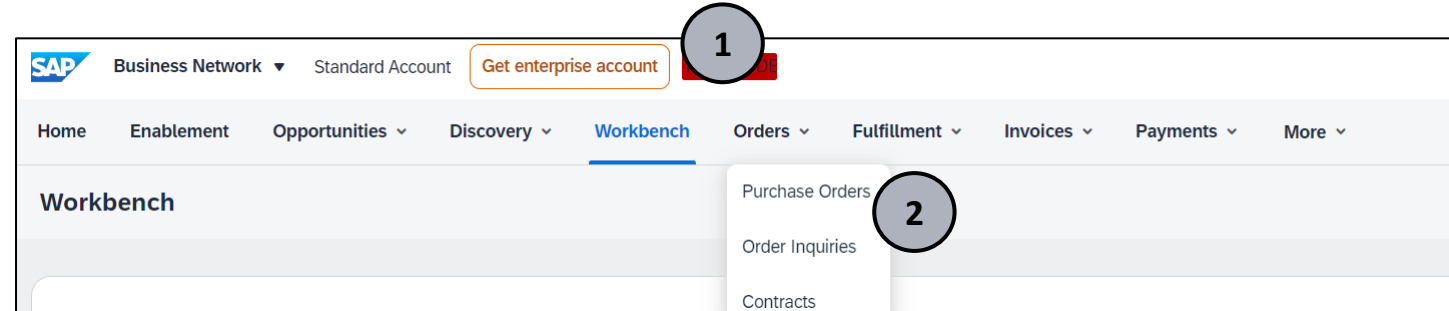
Order Number	Customer	Amount	Date ↓
0070312761	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024
0070312760	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024
0070312759	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024

Search and Identify the Purchase Order from the “Orders” section

You can also filter the order view by a time range.

From the Main Page:

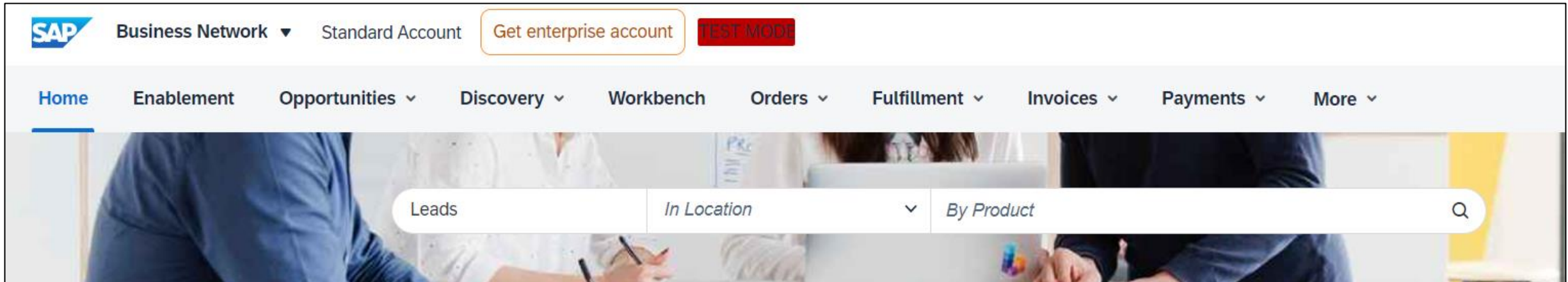
1. Click on “Orders”
2. Navigate to the items to confirm the subsection
3. Search filters allow you to search using multiple criteria
4. Add the selection criteria and click “Apply”
5. You can set a time range by filtering on “None” to search among all Orders that meet the selected criteria
6. Click on the Purchase Order number to view the Order details



Order Number	Customer	Amount	Date ↓
0070312761	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024
0070312760	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024
0070312759	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024

Search and Identify Purchase Order from the “Home Page”

From the home page you can search for a Purchase Order by entering the Customer's name or Order number as input



Viewing Purchase Order Details


- 1) The "Order Details" section allows you to view the details of the Order and the actions allowed
- 2) The Order Items section defines the items of the Order
- 3) Click on "Details / "View Details" to have more information about the Order such as control keys.

Purchase Order: 0070312761 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

Order Detail [Order History](#)

1



From:
 Customer
 Italmatch Chemicals S.p.A.
 Via Magazzini del cotone-17
 16128 Genova
 GE
 Italy
 Phone:
 Fax:

To:
 CLOUD3 S.R.L.-TEST
 PIAZZA CAMILLO GOLGI 28c
 16011 ARENZANO
 Arezzo
 Italy
 Phone:
 Fax:
 Email: amministrazione_cloud3@yopmail.com

Purchase Order
 (New)
 0070312761
 Amount: 120.00 EUR
 Version: 1

[Track Order](#)

Payment Terms ⓘ
 0.000% 30
 30 days after invoice date

Routing Status: Sent
 External Document Type: Ordine acq. standard (NB)

Comments

Line Items

[Show Item Details](#) 

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	3
10	1	HP_937_CYAN	Material		1.000 (PCE)	28 Dec 2024	120.00 EUR	120.00 EUR	Details
		HP 937 confezione da 4							

Order submitted on: Tuesday 17 Dec 2024 11:00 AM GMT+01:00

Received by SAP Business Network on: Tuesday 17 Dec 2024 3:49 PM GMT+01:00

This Purchase Order was sent by Italmatch Chemicals Spa AN11197350475-T and delivered by SAP Business

Network

Sub-total: 120.00 EUR

Viewing Purchase Order Details - "Order Items"

1) Detail on the status of the item (previously confirmed or delivered)

2) Control keys show the actions available on the specific item.

The order indicates what is expected from the Supplier

3) Further details should be provided in the "Other Information" section

Line Items [Hide Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	HP_937_CYAN HP 937 confezione da 4	Material		1.000 (PCE)	28 Dec 2024	120.00 EUR	120.00 EUR	Summary

Status 1

1.000 Unconfirmed

Control Keys 2

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

Comments

Testo posizione: item text

Testo ordine acq. inf.: Info record PO text

Testo ordine acq. materiale: Material po text

Accounting

General Ledger	ID	0000410230
Cost Center	ID	61DQ30
Percentage	Percentage	100.00

3

Schedule Lines

Schedule Line #	Delivery Date	Ship
1	28 Dec 2024 11:00 AM CET	

Other Information

Account Category: K

External Line Number: 00010

Estimated days for inspection: 0

Classification Domain: ERPCommodityCode

Classification Code: A1.01

Order submitted on: Tuesday 17 Dec 2024 11:00 AM GMT+01:00
 Received by SAP Business Network on: Tuesday 17 Dec 2024 3:49 PM GMT+01:00
 This Purchase Order was sent by Italmatch Chemicals Spa AN11197350475-T and delivered by SAP Business Network.

Sub-total: 120.00 EUR

Purchase Order Confirmation



- 1) The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- 2) The order confirmation constitutes an agreement to execute the order as proposed by the Buyer.
- 3) Suppliers may also suggest changes to the purchase order (quantity and/or delivery date) through the order confirmation document.
- 4) These changes, if they comply with the constraints imposed by the buyer, are accepted by the purchasing organization.


Reject a Purchase Order





Controls and Constraints




Summary

-  **How to confirm Purchase Orders**
 - Purchase Order Confirmation **Pag. 21**
 - Purchase Order Confirmation – Confirm entire Order **Pag. 22**
 - Purchase Order Confirmation – Confirm PO line items **Pag. 23**
 - Purchase Order Confirmation – Update PO line items **Pag. 24**

-  **How to Reject a Purchase Order**
 - Refusal of the Purchase Order in its entirety **Pag. 27**

-  **Controls and Constraints**
 - Order modification constraints and limits **Pag. 28**

-  **Assistance**
 - Access and Support Instructions **Pag. 31**



Purchase Order Confirmation

You can Confirm Purchase Orders from the Workbench (see slide 14):

1. Select the Orders pane
2. Identify the correct document and click the "Actions" button
3. Select an action, for example by clicking the "Confirm Entire Order" button.
4. Alternatively, you can Confirm or Update orders from the "Orders" section by identifying the correct document and clicking the "Create Order Confirmation" button

17 Orders (Last 31 days)

0 Orders to invoice (Last 31 days)

0 Orders with service line (Last 31 days)

0 Invoices (Last 31 days)

0 Pinned documents

0 Open postings (Last 90 days)

Orders (17)

▼ Edit filter | Save filter | Last 31 days

Customers: Select or type selections | Order numbers: Type selection | Creation date: Last 31 days | Order status: Include

Partial match (selected) | Exact match

Show more | Apply | Reset

External Document Type	Company Code	Order Number	Customer	Amount	Date ↓	Order Status	Amount	Actions
NB	CH25 Italmatch Chemicals S.p.A.	0070312761	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024			Send me a copy to take action
NB	CH25 Italmatch Chemicals S.p.A.	0070312760	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024			Confirm entire order
NB	CH25 Italmatch Chemicals S.p.A.	0070312759	Italmatch Chemicals Spa	€120 EUR	Dec 17, 2024			Update line items
NB	CH25 Italmatch Chemicals S.p.A.	0070312758	Italmatch Chemicals Spa	€120 EUR	Dec 16, 2024			Reject entire order
	CH25 Italmatch Chemicals S.p.A.	0070312753	Italmatch Chemicals Spa	€120 EUR	Dec 16, 2024			Create ship notice
	CH25 Italmatch Chemicals S.p.A.	0070312752	Italmatch Chemicals Spa	€120 EUR	Dec 16, 2024			Create service sheet
	CH25 Italmatch Chemicals S.p.A.	0070312751	Italmatch Chemicals Spa	€120 EUR	Dec 16, 2024			Standard invoice
			Italmatch Chemicals					Create credit memo
			Italmatch Chemicals					Create line-item credit memo

Purchase Order: 0070312761

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

Confirm Entire Order

Update Line Items

Reject Entire Order

Purchase Order Confirmation – Confirm Entire Order

1. Select the action “Confirm Entire Order”
2. Fill in the required fields in the Order Confirmation Header
3. Review the entries
4. When finished, click the Next button at the bottom of the screen



5. Review the order confirmation and select the next action



You can also:

- Click Previous to go to the previous page
- Click Send to send the order confirmation to the buyer
- Click Exit to exit the page without saving changes

Purchase Order: 0070312761

1

Confirm Entire Order
Update Line Items
Reject Entire Order

1 Confirm Entire Order

2 Review Order Confirmation

3

▼ Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 0070312761

Customer: Italmatch Chemicals Spa

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	HP_937_CYAN	Material	1.000 (PCE)	28 Dec 2024	120.00 EUR	120.00 EUR
<p>HP 937 confezione da 4</p> <p>Current Order Status:</p> <p>1.000 Confirmed As Is</p>						

Note: Once the order confirmation is sent, the order status will be displayed as Confirmed

Purchase Order Confirmation – Confirm PO Line Items

By selecting 'Update Order Items', you can confirm and update the information of the individual Order position.

Order confirmations have a Header section and a Line Items section.

At the Header level, you can add comments, attachments and additional confirmation details.

Purchase Order: 0070312761

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

History



Purchase Order Confirmation – PO Line Items Update

1. Click the “Details” button at the Order item level to edit the price information, shipping and delivery dates or add comments
2. Update the expected delivery date with the confirmed delivery date
3. Unit Price: A tolerance limit will be set for the price. If you receive any error messages, contact the buyer
4. Once complete, click OK to return to the main screen.

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	HP_937_CYAN HP 937 confezione da 4	Material	1.000 (PCE)	28 Dec 2024	120.00 EUR	120.00 EUR

Current Order Status

1.000 Unconfirmed

Confirm: Backorder: Reject:

1 Details ⓘ

↳ Confirm All ⓘ

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	HP_937_CYAN HP 937 confezione da 4	1.000	PCE	28 Dec 2024		120.00 EUR	120.00 EUR

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

2

4 OK Cancel

Confirm:

Backorder:

! The buyer does not accept comments with order confirmations containing unconfirmed items.

3

Description: HP 937 confezione da 4

Pricing Description:

Subtotal: ⓘ 120.00 EUR

Purchase Order Confirmation – PO Line Items Update

- 1) Access the “Update Line Items” tab from the main view of a purchase order.
- 2) Access the “Line Items” subsection
- 3) After confirming all the required items, click the “Next” button at the bottom of the screen
- 4) The purchase order confirmation screen will open and you will be able to make a final review of the Order Confirmation
- 5) Click “Submit” to send it to the buyer’s system
- 6) Click “Previous” to return the updated Line Items
- 7) Click “Exit” to exit the page without saving any changes. You can only send the order confirmation after all the required items have been confirmed.

Purchase Order: 0070312761

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order Update Line Items **1**

Line Items **2**

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	HP_937_CYAN HP 937 confezione da 4	Material	1.000 (PCE)	28 Dec 2024	120.00 EUR	120.00 EUR

Current Order Status

1.000 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

[Confirm All](#) ⓘ **3**

Confirming PO **4** [Previous](#) [Submit](#) [Exit](#) [Next](#)

Confirmation #: Untitled 12/18/2024
Supplier Reference:

1 Update Item Status
2 Review Confirmation

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	HP_937_CYAN HP 937 confezione da 4	Material	1.000 (PCE)	28 Dec 2024	120.00 EUR	120.00 EUR

Current Order Status:

1 Confirmed As Is **5** **6** **7**

[Previous](#) [Submit](#) [Exit](#) **3 / 4**

Purchase Order Confirmation – PO Line Items Confirmation

From Orders/Orders & Releases:

1. Click on Items to confirm the subsection of the order you want to confirm
2. Use the search filters to identify the lines that have already been confirmed
3. Click on “Actions” / “Update line items” on the right side of the screen

Note: You can also open the purchase order and reconfirm it from the purchase order screen.

Ordini

Per personalizzare la visualizzazione dei dati, creare i propri riquadri, salvare filtri e altro ancora passando alla pagina del workbench. [Vai al workbench](#)

17 Ordini
Ultimi 31 giorni

10 Articoli da confermare
Ultimi 31 giorni

18 Articoli da spedire
Ultimi 31 giorni

0 Articoli resi
Ultimi 31 giorni

9 Nuovi ordini
Ultimi 31 giorni

1 Ordini modificati
Ultimi 31 giorni

Ordini (17)

Modifica filtro | Ultimi 31 giorni

Clienti: [Selezionare o digitare le selezioni](#)

Numeri ordine: [Digitare la selezione](#)

Data di creazione: [Ultimi 31 giorni](#)

Stato ordine: [Includi](#) | [Selezionare o dig...](#)

Corrispondenza parziale (selezionato)

Corrispondenza esatta

Espandi

Applica Reimposta

2

Conferma		Rifiuta							
▼	☐	N. articolo ↑	N. parte fornitore	Descrizione	Data di consegna richiesta	Spedizione entro	Quantità richiesta	Quantità confermata	Azioni
▼	☐	Cliente: Italmatch Chemicals Spa N. ordine: 0070312748							
	☐	10	HP_937_CYAN	HP 937 confezione da 4	dic 28, 2024				...
▼	☐	Cliente: Italmatch Chemicals Spa N. ordine: 0070312749							
	☐	10	HP_937_CYAN	HP 937 confezione da 4	dic 28, 2024				...

3

Aggiorna voci

Suddividi

Crea avviso di qualità

Purchase Order Rejection – Entire Purchase Order Rejection

1) Select the action “Reject entire order”

You will access the summary window where you will have to fill:

- 2) Confirmation Number
- 3) Comments

Upon clicking “Reject Order” (4), the Order status will automatically change to “Rejected”



Ordine d'acquisto: 0070312761

Crea conferma d'ordine ▼ Crea avviso di spedizione Crea fattura ▼

Conferma intero ordine
Aggiorna voci d'ordine
Rifiuta intero ordine

1

RIFIUTA INTERO ORDINE

Numero conferma d'ordine:

N. conferma: 2

3 Commenti:

4 Rifiuta ordine Annulla

Order Modification Constraints and Limits



The constraints that Italmatch can assign to the single Order are in relation to:

- Modification of the Unit Price
- Modification of the Quantities
- Modification of the Delivery dates
- Acceptance tolerance on the total quantity of the supply



Order Modification Constraints and Limits

Italmatch can apply tolerance constraints to the individual order.

The issuing standard does not include tolerances, i.e. the possibility of modification for:

Price (Unit cost): NO tolerance currently expected

Delivery dates: NO tolerance currently expected

Quantity

Confirm:	<input type="text" value="20"/>	Backorder:	<input type="text"/>
! The quantity you entered is outside the range allowed by the buyer. Enter a quantity equal to or less than 1.00.			

Note: The system checks the consistency with respect to the imposed constraints and reports any impossibility to proceed.

In the event that the supplier is not able to meet the request contained in the Oda in terms of quantity and dates, and the imposed constraints do not allow him to formulate alternative hypotheses, he must reject the Order.

A possible different supply plan, considered acceptable by the Buyer, must be managed through a reformulation of the Order according to an agreed plan to be sent back to the supplier who will then confirm.

A hand is shown from the bottom, holding a syringe and a coiled tube. The syringe is positioned diagonally across the upper part of the frame, and the tube is coiled in a circular pattern below it. In the background, a laptop screen is visible, displaying some content. The entire scene is dimly lit, with a dark blue overlay.

Assistance on

ARIBA

User Manual – Assistance

The access methods to the new ARIBA Portal are:

Access for Customers already Registered in ARIBA: If you are already registered on Ariba, the operating methods will be the standard ones provided by the portal.

New Registrations: If you are not registered on Ariba, you will need to create an account on this platform. The registration process is very short and is carried out by following the steps indicated below:

- ❑ Step 1: access the address <https://supplier.ariba.com> - SAP Business Network Supplier (ariba.com) –
- ❑ Step 2: Click on “Register now”
- ❑ Step 3: fill out the registration form on the Ariba side - Business Network (ariba.com) - following the instructions given by the platform
- ❑ Step 4: the system will ask for validation of the email address entered
- ❑ Step 5: send Italmatch the email address with which you registered and the related ANID (visible at the top right of your Ariba profile)

For any questions or support the following contact is available:

supplier.onboarding@italmatch.com



Thank you



follow us on:

italmatch.com  