ARP402 - Managing Purchase Orders in SAP Ariba Buying and Invoicing

OEM: SAP • Code: ARP402

COURSE DESCRIPTION

This course covers end-to-end Purchase Order (PO) management within SAP Ariba Buying and Invoicing. Participants will learn to navigate the PO lifecycle, interpret order statuses, and apply order-splitting logic. The curriculum covers manual and bulk dispatch methods via the SAP Business Network, data exports to external systems, and fulfillment tracking. Learners will also master critical order modifications, including amendments, cancellations, advanced forced system actions, and executing individual or bulk PO closures.

AUDIENCE PROFILE

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Database Administrator
- Industry Specialist
- System Administrator
- Technology Consultant
- Trainer
- User

PREREQUISITES

Essential

- ARP400 Creating Requisitions in SAP Ariba Buying and Invoicing (or equivalent experience)

Recommended

- ARP401 Receiving Purchase Orders in SAP Ariba Buying and Invoicing

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Define the end-to-end Procure to Pay process and Purchase Order lifecycle
- Identify the meaning and progression of Purchase Order statuses

- Summarize the logic of Purchase Order splitting to identify use cases
- Differentiate between user roles and responsibilities related to Purchase Orders
- Evaluate Purchase Order routing methods to determine the most effective options
- Execute manual Purchase Order dispatch for suppliers not on the SAP Business Network
- Execute bulk sending of multiple Purchase Orders to the SAP Business Network
- Demonstrate Purchase Order import and export functionality to process bulk integration
- Navigate to a Purchase Order to review relevant details
- Interpret Purchase Order history to track changes
- Analyze supplier responses and fulfillment updates to detect discrepancies or delays
- Apply changes to modify existing Purchase Orders and assess implications on procurement timelines
- Execute Purchase Order cancellations and analyze the effects on fulfillment and invoicing
- Demonstrate a force order in situations of failed Purchase Order dispatch
- Demonstrate a Purchase Order force cancellation and explain the appropriate scenarios
- Apply the appropriate steps to close a Purchase Order
- Execute mass Purchase Order closures using administrative tools

COURSE OUTLINE

Module 1: Introducing Purchase Order Management

- Lesson 1: Define the Purchase Order Lifecycle
- Lesson 2: Determine Purchase Order Statuses
- Lesson 3: Evaluate PO Splitting
- Lesson 4: Purchase Order Roles and Responsibilities

Module 2: Dispatching Purchase Orders

- Lesson 1: Evaluate Order Routing Methods
- Lesson 2: Perform Manual Purchase Order Processes
- Lesson 3: Execute Bulk Order Dispatches to the SAP Business Network
- Lesson 4: Export Purchase Orders to External Systems

Module 3: Viewing and Interpreting Purchase Order Information

- Lesson 1: Access Purchase Order Details
- Lesson 2: Interpret PO History and Versioning Information
- Lesson 3: Analyze Supplier Fulfillment Processes

Module 4: Modifying and Managing Active Purchase Orders

- Lesson 1: Change a Purchase Order
- Lesson 2: Cancel a Purchase Order
- Lesson 3: Initiate a Force Order Action
- Lesson 4: Trigger a Force Cancel Action

Module 5: Create and Manage Purchase Order Amendments

- Lesson 1: Close Individual Purchase Orders
- Lesson 2: Execute Bulk PO Closures