



SAP Ariba 

Feature at a glance

Enhancement to items to confirm list feature

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Target GA: July 2018

CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

Introducing: Enhancement to items to confirm list feature

Customer challenge

In the order collaboration process, suppliers need to efficiently process the incoming new and changed purchase orders.

The process of confirming orders quickly and correctly can be very challenging because of the sheer volume of data and the level of detail required.

In the current solution, the supplier must confirm Purchase Orders on a per document basis, which can be inefficient when there is a high number of line items to be confirmed across multiple POs.

Meet that challenge with

SAP Ariba

This feature displays an actionable work list of purchase order line items due to be confirmed.

The list enables the supplier to view and quickly confirm many purchase order line items simultaneously, including confirming across multiple purchase orders.

Experience key benefits

For the supplier this will reduce complexity, improved usability, and decrease number of steps required to view large number of purchase order lines and perform single as well as mass confirmations.

For the buyer this facilitates the order acknowledgement communication process to ensure he has confirmation that the supplier can meet his demands.

Solution area

Operational Procurement / Ariba Network / Supplier

Implementation information

This feature is “on” by default

Prerequisites and Limitations

None

Feature at a Glance

Introducing: Enhancement to items to confirm list feature

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More... ▾

Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship

▶ Search Filters

Items to Confirm (10)

| <input type="checkbox"/> | Order Number | Item | Part # | Customer | Ordering Address | Requested Qty | Unconfirmed Qty | Qty to Confirm | Need By ↑ | Actions |
|--------------------------|--------------|------|-------------|-----------------------|------------------|---------------|-----------------|----------------|-------------|-----------|
| <input type="checkbox"/> | PO1939 | 1 | 0 | Cirrus Atlantic Suite | Not Specified | 10 (PK) | 10 (PK) | | 27 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1939 | 2 | 3509505 | Cirrus Atlantic Suite | Not Specified | 15 (EA) | 15 (EA) | | 27 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 1 | 1000-200 | Cirrus Atlantic Suite | Not Specified | 1 (CS) | 1 (CS) | | 29 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 2 | 0 | Cirrus Atlantic Suite | Not Specified | 1 (PK) | 1 (PK) | | 29 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 3 | 1000-0010PK | Cirrus Atlantic Suite | Not Specified | 1 (EA) | 1 (EA) | | 29 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 4 | 1112747A | Cirrus Atlantic Suite | Not Specified | 1 (EA) | 1 (EA) | | 29 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 5 | 3509505 | Cirrus Atlantic Suite | Not Specified | 1 (EA) | 1 (EA) | | 29 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1940 | 1 | 1010-0507 | Cirrus Atlantic Suite | Not Specified | 1 (CS) | 1 (CS) | | 3 Jul 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1940 | 2 | 10378016 | Cirrus Atlantic Suite | Not Specified | 7 (EA) | 7 (EA) | | 3 Jul 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1940 | 3 | 1001-0010 | Cirrus Atlantic Suite | Not Specified | 5 (CS) | 5 (CS) | | 3 Jul 2018 | Actions ▾ |

↳

- New “Items to Confirm” tab
- Shows all PO line items that need to be confirmed
- Rows shown are at the PO line item level;
- Default sort is “Need By” date
- Actions at both the individual row level and at the mass selection level
- Click on “Search Filters” to see additional search options

Feature at a Glance

Introducing: Enhancement to items to confirm list feature - **Search Filters**

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship

▼ Search Filters

Customer: All Customers Add more Part #: Look Up

Order Number: ⓘ Customer Part #: Look Up

Need by Date Range: Other ⓘ Ordering Address ID:

Start Date: * 13 Jun 2018 ⓘ View: Only items that can be confirmed ⓘ
 All items with unconfirmed quantity ⓘ
 Only fully confirmed items ⓘ

End Date: * 21 Jul 2018 ⓘ

Category: All ⓘ

Number of Results: 500

Items to Confirm (10)

| <input type="checkbox"/> | Order Number | Item | Part # | Customer | Ordering Address | Requested Qty | Unconfirmed Qty | Qty to Confirm | Need By ↑ | Actions |
|--------------------------|--------------|------|----------|-----------------------|------------------|---------------|-----------------|----------------|-------------|-----------|
| <input type="checkbox"/> | PO1939 | 1 | 0 | Cirrus Atlantic Suite | Not Specified | 10 (PK) | 10 (PK) | | 27 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1939 | 2 | 3509505 | Cirrus Atlantic Suite | Not Specified | 15 (EA) | 15 (EA) | | 27 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 1 | 1000-200 | Cirrus Atlantic Suite | Not Specified | 1 (CS) | 1 (CS) | | 29 Jun 2018 | Actions ▾ |
| <input type="checkbox"/> | PO1930 | 2 | 0 | Cirrus Atlantic Suite | Not Specified | 1 (PK) | 1 (PK) | | 29 Jun 2018 | Actions ▾ |

- Filters: customer, order number, need by date range, part number.
- Three views provides flexibility
 - Can be used as an actionable worklist (view “Only items that can be confirmed”)
 - Can be used as include orders that do not require confirmation (views “All items with unconfirmed quantity” and “Only fully confirmed items”)
- Part number view allows entries of multiple part numbers

Feature at a Glance

Introducing: Enhancement to items to confirm list feature - Part number lookup

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship

▼ Search Filters

Customer: All Customers Add more

Order Number:

Need by Date Range: Other

Start Date: * 13 Jun 2018

End Date: * 21 Jul 2018

Category: All

Part #: **1000-200, 1001-0010** Look Up

Customer Part #: Look Up

Ordering Address ID:

View: Only items that can be confirmed All items with unconfirmed quantity Only fully confirmed items

Number of Results: 500

Items to Confirm (2)

| <input type="checkbox"/> | Order Number | Item | Part # | Customer | Ordering Address | Requested Qty | Unconfirmed Qty | Qty to Confirm | Need By |
|--------------------------|--------------|------|-----------|-----------------------|------------------|---------------|-----------------|----------------|------------|
| <input type="checkbox"/> | PO1930 | 1 | 1000-200 | Cirrus Atlantic Suite | Not Specified | 1 (CS) | 1 (CS) | | 29 Jun 20 |
| <input type="checkbox"/> | PO1940 | 3 | 1001-0010 | Cirrus Atlantic Suite | Not Specified | 5 (CS) | 5 (CS) | | 3 Jul 2018 |

PARTS

Part # / Description :

Page 1

| Part # | Description | Customer |
|---|---|-----------------------|
| <input type="checkbox"/> 0 | ClipTip Pipette Tips, 300 | Cirrus Atlantic Suite |
| <input type="checkbox"/> 1000-0010PK | Nalgene Polycarbonate Imhoff Settling Cone and Rack | Cirrus Atlantic Suite |
| <input checked="" type="checkbox"/> 1000-200 | Price Configuration Test 1000-200 PYREX® Griffin Beakers, Graduated, Corning®: PYREX Brand Griffin Beaker 10mL not graduated. Low form beaker with spout. Uniform wall thickness offers optimum balance between thermal shock resistance and mechanical strength. Extra large marking spot. Meets ASTM E960 specifications. | Cirrus Atlantic Suite |
| <input checked="" type="checkbox"/> 1001-0010 | Nalgene Acrylic Imhoff Cone Rack | Cirrus Atlantic Suite |
| <input type="checkbox"/> 100628 | JUICE ORANGE 100% NECTAR THICK | Cirrus Atlantic Suite |
| <input type="checkbox"/> 100677 | JUICE CRNBRY CKTAIL NCTR THICK | Cirrus Atlantic Suite |
| <input type="checkbox"/> 1010-0507 | Nalgene Settlemeter Kit | Cirrus Atlantic Suite |
| <input type="checkbox"/> 101329 | CONTAINER FOIL RND 7 | Cirrus Atlantic Suite |
| <input type="checkbox"/> 10265168 | Ring, Retaining; Labconco; For use with XPert Bulk Powder Filtered Systems, Stations and Enclosures; Type 304 SS; Mount to the work surface, secures inner source container bag; Includes six fasteners; 23.8 in. OD; Inner Dia.: 17.50 | Cirrus Atlantic Suite |
| <input type="checkbox"/> 10265171 | Ring, Retaining; Labconco; For use with XPert Bulk Powder Filtered Systems, Stations and Enclosures; Type 304 SS; Mount to the work surface, secures inner source container bag; Includes six fasteners; 23.8 in. OD; Inner Dia.: 11.50 | Cirrus Atlantic Suite |

– Search by item part numbers

Feature at a Glance

Introducing: Enhancement to items to confirm list feature – **Single row actions**

– Row actions

- Confirm Entire Order: even though the row shows only one line item of a purchase order, the entire purchase order can be confirmed in a single click
- Confirm Requested Quantity: confirms the single purchase order line item
- Update Line Item: takes user to the confirmation wizard to confirm the purchase order line item, as well as make adjustments (e.g. quantity, date)
- Reject Requested Quantity: rejects the single PO line item

The screenshot shows the SAP S/4HANA 'Items to Confirm' interface. The table lists 10 items with columns for Order Number, Item, Part #, Customer, Ordering Address, Requested Qty, Unconfirmed Qty, Qty to Confirm, and Need By. A red box highlights the 'Actions' column for the first row, which has opened a dropdown menu with the following options: 'Confirm Entire Order', 'Confirm Requested Quantity', 'Update Line Item', and 'Reject Requested Quantity'. Below the table, there are buttons for 'Confirm Requested Quantities' and 'Confirm Entire Order'. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'CSV Documents'. The right sidebar contains a search bar and a list of help topics.

| | Order Number | Item | Part # | Customer | Ordering Address | Requested Qty | Unconfirmed Qty | Qty to Confirm | Need By | Actions |
|--------------------------|--------------|------|-------------|-----------------------|------------------|---------------|-----------------|----------------|-------------|---------|
| <input type="checkbox"/> | PO1939 | 1 | 0 | Cirrus Atlantic Suite | Not Specified | 10 (PK) | 10 (PK) | | 27 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1939 | 2 | 3509505 | Cirrus Atlantic Suite | Not Specified | 15 (EA) | 15 (EA) | | 27 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1930 | 1 | 1000-200 | Cirrus Atlantic Suite | Not Specified | 1 (CS) | 1 (CS) | | 29 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1930 | 2 | 0 | Cirrus Atlantic Suite | Not Specified | 1 (PK) | 1 (PK) | | 29 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1930 | 3 | 1000-0010PK | Cirrus Atlantic Suite | Not Specified | 1 (EA) | 1 (EA) | | 29 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1930 | 4 | 1112747A | Cirrus Atlantic Suite | Not Specified | 1 (EA) | 1 (EA) | | 29 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1930 | 5 | 3509505 | Cirrus Atlantic Suite | Not Specified | 1 (EA) | 1 (EA) | | 29 Jun 2018 | Actions |
| <input type="checkbox"/> | PO1940 | 1 | 1010-0507 | Cirrus Atlantic Suite | Not Specified | 1 (CS) | 1 (CS) | | 3 Jul 2018 | Actions |
| <input type="checkbox"/> | PO1940 | 2 | 10378016 | Cirrus Atlantic Suite | Not Specified | 7 (EA) | 7 (EA) | | 3 Jul 2018 | Actions |
| <input type="checkbox"/> | PO1940 | 3 | 1001-0010 | Cirrus Atlantic Suite | Not Specified | 5 (CS) | 5 (CS) | | 3 Jul 2018 | Actions |

Feature at a Glance

Introducing: Enhancement to items to confirm list feature - **Multi row actions**

CONFIRMATION REVIEW

Total: 3

Items to Confirm

| Line # | Part # | Customer Part # | Customer | Estimated Shipping | Estimated Delivery | Supplier Batch ID | Confirm Qty | Need By | Ship By |
|---|-----------|-----------------|-----------------------|--------------------|--------------------|-------------------|-------------|-------------|---------|
| ▼ Order #: PO1930 (2) | | | | | | | | | |
| 4 | 1112747A | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (EA) | 29 Jun 2018 | |
| Description: Dispenser, Glove, Acrylic, Screws and wall anchors included; Capacity 1 Box; 3-1/2D x 10-1/8W x 5-1/4 in H (9 x 26 x 13cm); 1/EA | | | | | | | | | |
| 5 | 3509505 | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (EA) | 29 Jun 2018 | |
| Description: Tripp Lite Portable 4-Port USB 3.0 Superspeed Mini Hub w/ Built In Cable | | | | | | | | | |
| ▼ Order #: PO1940 (1) | | | | | | | | | |
| 1 | 1010-0507 | | Cirrus Atlantic Suite | | 3 Jul 2018 | | 1 (CS) | 3 Jul 2018 | |
| Description: Nalgene Settlemeter Kit | | | | | | | | | |

Submit Cancel

– Mass Actions

- Confirm Requested Quantity: confirms all selected purchase order line items
- Confirm Entire Orders: confirms all selected purchase orders (header level)
- “Confirmation Review” pop-up informs the user of the purchase orders / purchase order line items that are being mass confirmed

Search Filters

Items to Confirm (10)

| <input type="checkbox"/> | Order Number | Item | Part # | Customer | Ordering Address |
|-------------------------------------|--------------|------|-------------|-----------------------|------------------|
| <input type="checkbox"/> | PO1939 | 1 | 0 | Cirrus Atlantic Suite | Not Specified |
| <input type="checkbox"/> | PO1939 | 2 | 3509505 | Cirrus Atlantic Suite | Not Specified |
| <input type="checkbox"/> | PO1930 | 1 | 1000-200 | Cirrus Atlantic Suite | Not Specified |
| <input type="checkbox"/> | PO1930 | 2 | 0 | Cirrus Atlantic Suite | Not Specified |
| <input type="checkbox"/> | PO1930 | 3 | 1000-0010PK | Cirrus Atlantic Suite | Not Specified |
| <input checked="" type="checkbox"/> | PO1930 | 4 | 1112747A | Cirrus Atlantic Suite | Not Specified |
| <input checked="" type="checkbox"/> | PO1930 | 5 | 3509505 | Cirrus Atlantic Suite | Not Specified |
| <input checked="" type="checkbox"/> | PO1940 | 1 | 1010-0507 | Cirrus Atlantic Suite | Not Specified |
| <input type="checkbox"/> | PO1940 | 2 | 10378016 | Cirrus Atlantic Suite | Not Specified |
| <input type="checkbox"/> | PO1940 | 3 | 1001-0010 | Cirrus Atlantic Suite | Not Specified |

Confirm Requested Quantities Confirm Entire Order

CONFIRMATION REVIEW

Total: 8

Items to Confirm

| Line # | Part # | Customer Part # | Customer | Estimated Shipping | Estimated Delivery | Supplier Batch ID | Confirm Qty | Need By | Ship By |
|--|-------------|-----------------|-----------------------|--------------------|--------------------|-------------------|-------------|-------------|---------|
| ▼ Order #: PO1930 (5) | | | | | | | | | |
| 1 | 1000-200 | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (CS) | 29 Jun 2018 | |
| Description: Price Configuration Test 1000-200 PYREX Brand Griffin Beaker(s); Graduated; Corning PYREX Brand Griffin Beaker(s); not graduated; Low form beaker with spout. Uniform wall thickness offers optimum balance between thermal shock resistance and mechanical strength. Extra large marking coil. Meets ASTM E900 specifications. | | | | | | | | | |
| 2 | 0 | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (PK) | 29 Jun 2018 | |
| Description: Clear Pyrex Type 300 | | | | | | | | | |
| 3 | 1000-0010PK | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (EA) | 29 Jun 2018 | |
| Description: Nalgene Polycarbonate Inhoff Sealing Cone and Rack | | | | | | | | | |
| 4 | 1112747A | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (EA) | 29 Jun 2018 | |
| Description: Dispenser, Glove, Acrylic, Screws and wall anchors included; Capacity 1 Box; 3-1/2D x 10-1/8W x 5-1/4 in H (9 x 26 x 13cm); 1/EA | | | | | | | | | |
| 5 | 3509505 | | Cirrus Atlantic Suite | | 29 Jun 2018 | | 1 (EA) | 29 Jun 2018 | |
| Description: Tripp Lite Portable 4-Port USB 3.0 Superspeed Mini Hub w/ Built In Cable | | | | | | | | | |
| ▼ Order #: PO1940 (3) | | | | | | | | | |
| 1 | 1010-0507 | | Cirrus Atlantic Suite | | 3 Jul 2018 | | 1 (CS) | 3 Jul 2018 | |
| Description: Nalgene Settlemeter Kit | | | | | | | | | |
| 2 | 10378016 | | Cirrus Atlantic Suite | | 3 Jul 2018 | | 7 (EA) | 3 Jul 2018 | |
| Description: Penicillin-Streptomycin-Doxycycline (100X) | | | | | | | | | |
| 3 | 1001-0010 | | Cirrus Atlantic Suite | | 3 Jul 2018 | | 5 (CS) | 3 Jul 2018 | |
| Description: Nalgene Acrylic Inhoff Cone Rack | | | | | | | | | |

Submit Cancel