

SAP Ariba 📈

Feature at a Glance Excel order confirmation upload/download

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CONFIDENTIAL



Customer challenge

There is additional information that suppliers need to view or edit when confirming orders through the mass upload/download option: Customer Part Number, Supplier Part Number, Revision ID, Purchase Order Version and Price and Currency. However, these columns were not part of the current order confirmation template.

Meet that challenge with SAP Ariba

With the Excel order confirmation upload/download feature, suppliers can upload or download order confirmation information in Excel format, in addition to CSV format. The template (both Excel and CSV formats) now includes additional fields: customer and supplier part numbers, material revision level, purchase order version, and price and currency information.

Experience key benefits

Customer's suppliers are now able to view and edit additional information during the order confirmation mass download/upload process. In particular, they can now edit Supplier Part Number and Unit Price and Currency if allowed by the customer through default transaction rules.

Suppliers can now download and upload order confirmation information in Excel format, in addition to CSV format.

Solution area

SAP Ariba Supply Chain Collaboration

Implementation information

This feature is "on" by default for customers of **SAP Ariba SCC for Buyers.**

Prerequisites and Limitations

This feature requires that the buyer system has been entitled for SAP Ariba Supply Chain Collaboration, and that a buyer administrator has enabled the supplier for SAP Ariba Supply Chain Collaboration. Service orders can't be confirmed by mass upload or download.

Ease of implementation Geographic relevance Low touch / simple Global

Buyer settings

This feature is affected by the following default transaction rules:

Allow suppliers to edit the Supplier Part ID and Auxiliary Part ID fields on order confirmations at the line-item level

When enabled, suppliers can edit an existing value in the Supplier Part Number field.

Apply line item unit price tolerance to order confirmations

When enabled, if suppliers edit an existing value in the Unit Price field, the new value must be within the set tolerance.

Allow suppliers to change the currency for unit price on order confirmations

When enabled, suppliers can edit an existing value in the Currency field.

However, Buyers do not have to enable these rules to use the feature.

Introducing: Excel order confirmation upload/download

On the Upload/Download > Downloads page, the order confirmation template is downloaded in Excel format instead of CSV format. (The order confirmation template in CSV format can still be downloaded from the CSV Documents > Order Confirmation CSV page)

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Refresh Status

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- Customer Part Number
- Supplier Part Number Editable if transaction rule 'Allow suppliers to edit the Supplier Part ID and Auxiliary Part ID fields on order confirmations at the line-item level is enabled
- Revision ID The material revision level
- Purchase Order Version

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Introducing: Excel order confirmation upload/download

For a particular purchase order (450098578 in the example below) the supplier might want to change the quantity and/or delivery date in the order confirmation, for this the corresponding fields in the excel need to be overwritten/changed accordingly. System will take into consideration the tolerance rules for qty changes before the upload is successful.

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If the buyer has activated default transaction rules such as 'Require an estimated shipping date on order confirmation' the corresponding fields have to be maintained, otherwise during the file upload and validation process an error is raised and the order confirmation is not posted.

Allow suppliers to send ship notices only after receiving acceptance of inspection results. (i)	\checkmark	
Require delivery dates for order confirmations and ship notices.	\checkmark	
Require an estimated shipping date on order confirmations.	\checkmark	
Require an actual or estimated shipping date on ship notices.	\checkmark	

Introducing: Excel order confirmation upload/download

Fields in the Excel file that are tied to Buyer transaction rules allowing editing of Supplier Part Number or Currency, are not locked for editing by the Supplier. The Supplier can still update those fields in the Excel file, but the upload of the file will fail if the related Buyer transaction rule is not enabled to allow editing. The Supplier will see the reason in the error log.

Jobs Downlo	ads L	ploads															
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Introducing: Excel order confirmation upload/download

On the Upload/Download > Uploads page, enter a job Name, select job Type Order Confirmation

enter the customer name in the Customer field, browse for the excel sheet on your local drive and press the Upload button to start the job.

Ariba Network Supplier ×	0			θ -	o ×			
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▼ Search Filters				wse FU_OC_KT1_23-Aug-2018_11_56_55.xlsx				Why can't I find a purchase order?
Name Type	Order Confirmation	 Search Filters 		load templates				I need help accessing a sourcing
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Start date		Name	Ту			[Upload Cancel	i need help with purchase orders
End date	Manufacturing Planning Visibility: Inventor	10_001_12	Or					i need help with payment
	Manufacturing Planning Visibility: Supplier		OrderConfirmationUpload	15 Aug 2018 2:57:33 AM	Sourabh Kothari	Completed	<u>+</u>	I need help connecting with a
	Order Confirmation	FU_test_4 FU_test_3	OrderConfirmationUpload OrderConfirmationUpload	10 Aug 2018 12:48:10 AM 10 Aug 2018 12:43:58 AM	Sourabh Kothari Sourabh Kothari	Completed	± ±	customer
		FU xlsx	OrderConfirmationUpload	9 Aug 2018 11:39:43 PM	Sourabh Kothari	Failed	± ±	Webinar: Creating Electronic Catalogs
	Forecast	FU_xlsx_1	OrderConfirmationUpload	9 Aug 2018 11:35:33 PM	Sourabh Kothari	Failed	± ±	When will my invoice will be paid?
Uploads	Inventory	RA_OC_UP	OrderConfirmationUpload	9 Aug 2018 6:42:12 AM	Sourabh Kothari	Failed	<u>+</u> <u>+</u>	
Name Type Last Uploaded		FU_OC	OrderConfirmationUpload	7 Aug 2018 7:26:08 AM	Sourabh Kothari	Failed	± ±	been rejected?
		FU3	Inventory	30 Apr 2018 5:41:02 AM	Sourabh Kothari	Failed	<u>+</u> <u>+</u>	Training sessions with live Q&A
		FU2	Inventory	30 Apr 2018 5:40:16 AM	Sourabh Kothari	Failed	± ±	Order confirmations are now easier, faster, better, and smarter
		FU	Forecast	30 Apr 2018 5:38:50 AM	Sourabh Kothari	Failed	<u>+</u> <u>+</u>	Collaborative Supply Chain 2.0:
		FU_SMI_9Apri	Inventory	9 Apr 2018 7:49:44 AM	Sourabh Kothari	Failed	<u>+</u> <u>+</u>	Supporting robust processes for direct materials procurement
		FU_GSK	Inventory	29 Mar 2018 7:15:24 AM	Sourabh Kothari	Failed	<u>+</u> <u>+</u>	Collaborative Supply Chain 2.0:
		UpFU	Inventory	29 Mar 2018 1:14:44 AM	Sourabh Kothari	Failed	<u>+</u> <u>+</u>	Invoice enhancements for self- billing and scheduling agreement releases
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								Collaborative Supply Chain 2.0: List of "items to confirm"
								How to create a service sheet
								SAP Ariba supply chain
		SAP Ariba						View more
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If the file upload has been processed successfully the job has status **Completed**.

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FU_OC_KT3 Orde	erConfirmationUpload	23 Aug 2018 3:20:06 AM	Sourabh Kothari	Completed	<u>+</u>							

The order confirmation message is visible in the suppliers outbox.

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THANK YOU