



SAP Ariba 

Feature at a Glance

Excel order confirmation upload/download

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: **Excel order confirmation upload/download**

Ease of implementation

Low touch / simple

Geographic relevance

Global

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.

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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.

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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)

The screenshot displays the 'Downloads' section of the Ariba Supply Chain Collaboration interface. The main content area features a table of jobs with the following columns: Name, Type, Created, Changed, and Modified By. The table lists various jobs such as FU_OC_KT, FU_OC, FU_INV, FU_FCST, FU_SMI_D, FU_OC_2, OC_FU, FU_fcst, FU_commit, FUTrust, FU_target, FU_bes, FU_RR_2018_05_OC, FU_RR_2018_05, and FU_SMI. At the bottom of the table, there are buttons for 'Create', 'Edit', and 'Run'. A red box highlights the 'Create' button, and a tooltip 'Created a new job' is visible below it. The right sidebar contains a search bar and a list of help topics, including 'How do I submit an invoice?', 'Why can't I find a purchase order?', 'I need help accessing a sourcing event', 'I need help with invoicing', 'I need help with purchase orders', 'I need help with payment', 'I need help connecting with a customer', 'Webinar: Creating Electronic Catalogs', 'When will my invoice will be paid?', 'What should I do if my invoice has been rejected?', 'Training sessions with live Q&A', 'Order confirmations are now easier, faster, better, and smarter', 'Collaborative Supply Chain 2.0: Supporting robust processes for direct materials procurement', 'Collaborative Supply Chain 2.0: Invoice enhancements for self-selling and scheduling agreement releases', 'Collaborative Supply Chain 2.0: List of "Items to confirm"', and 'How to create a service sheet'. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'QUALITY', 'PLANNING', 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 15:44 on 07.08.2018.

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The screenshot displays the SAP Ariba Supplier portal interface. A modal window titled "Create/Edit Job" is open, showing search criteria for a job. The "Name" field contains "FU_OC_KT" and the "Type" dropdown is set to "Order Confirmation", which is highlighted with a red box. Other search criteria include "Customer: LOB APJ Buyer 1 - TEST", "Product group: Line of Business", and "Date type: Need By". The background shows a list of jobs with columns for Name, Type, and Date. The sidebar on the left contains search filters and a list of jobs. The bottom of the screen shows the SAP Ariba logo and system information.

Name	Type	Date	Created By
FU_OC_KT	Order Confirmation	14 Jun 2018 2:48:53 AM	Sourabh Kothari
FU_OC	Order Confirmation	14 Jun 2018 2:48:53 AM	Sourabh Kothari
FU_INV	Inventory	6 Jun 2018 1:46:58 AM	Sourabh Kothari
FU_FCST	Forecast	30 May 2018 12:27:58 PM	Sourabh Kothari
FU_SML_D	Inventory	17 May 2018 8:11:52 AM	Sourabh Kothari
FU_OC_2	Order Confirmation	16 May 2018 5:05:06 AM	Sourabh Kothari
OC_FU	Order Confirmation	30 Apr 2018 5:34:26 AM	Sourabh Kothari
FU_fcst	Forecast	23 Apr 2018 11:27:04 PM	Sourabh Kothari
FU_commit	Forecast	20 Apr 2018 4:56:54 AM	Sourabh Kothari
FUtarget	Forecast	10 Apr 2018 3:09:38 AM	Sourabh Kothari
FU_les	Forecast	10 Apr 2018 3:07:36 AM	Sourabh Kothari
FU_RR_2018_05_OC	Order Confirmation	9 Apr 2018 7:46:34 AM	Sourabh Kothari
FU_RR_2018_05	Inventory		
FU_SMI	Inventory		

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The screenshot displays the Ariba Supply Chain Collaboration interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'QUALITY', 'PLANNING', 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. The 'UPLOAD/DOWNLOAD' menu is active. Below the navigation, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. A 'Search Filters' section is present. The main content area shows a table of downloads with columns: Job Name, Type, Last Run, Last Run By, Status, and File. The 'Status' column for the 'FU_OC_KT' job is highlighted in red, showing 'Queued'. A 'Refresh Status' button is highlighted in red at the bottom left.

Job Name	Type	Last Run	Last Run By	Status	File
FU_OC_KT	Order Confirmation	7 Aug 2018 6:38:28 AM	Sourabh Kothari	Queued	
FU_OC	Order Confirmation	19 Jun 2018 7:30:28 AM	Sourabh Kothari	Completed	↓
FU_INV	Inventory	14 Jun 2018 5:02:04 AM	Sourabh Kothari	Completed	↓
FU_FCST	Forecast	14 Jun 2018 4:45:50 AM	Sourabh Kothari	Completed	↓
FU_OC_2	Order Confirmation	6 Jun 2018 1:47:07 AM	Sourabh Kothari	Completed	↓
OC_FU	Order Confirmation	30 May 2018 12:28:07 PM	Sourabh Kothari	Completed	↓
FU_fcst	Forecast	17 May 2018 8:11:59 AM	Sourabh Kothari	Completed	↓
FU_commit	Forecast	16 May 2018 5:05:16 AM	Sourabh Kothari	Completed	↓
FU_trest	Forecast	30 Apr 2018 5:34:36 AM	Sourabh Kothari	Completed	↓
FU_target	Forecast	23 Apr 2018 11:27:10 PM	Sourabh Kothari	Completed	↓
FU_tes	Forecast	20 Apr 2018 4:56:58 AM	Sourabh Kothari	Completed	↓
FU_RR_2018.05_OC	Order Confirmation	10 Apr 2018 3:09:43 AM	Sourabh Kothari	Completed	↓
FU_RR_2018.05	Inventory	10 Apr 2018 3:07:43 AM	Sourabh Kothari	Completed	↓
FU_SMI	Inventory	9 Apr 2018 7:46:43 AM	Sourabh Kothari	Completed	↓
FU	Build priority	4 Apr 2018 2:00:57 AM	Sourabh Kothari	Completed	↓

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Job Name	Type	Last Run	Last Run By	Status	File
FU_OC_KT	Order Confirmation	7 Aug 2018 6:38:28 AM	Sourabh Kothari	Completed	↓
FU_OC	Order Confirmation	19 Jun 2018 7:30:28 AM	Sourabh Kothari	Completed	↓
FU_INV	Inventory	14 Jun 2018 5:02:04 AM	Sourabh Kothari	Completed	↓
FU_FCST	Forecast	14 Jun 2018 4:45:50 AM	Sourabh Kothari	Completed	↓
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FU_RR_2018_05_OC	Order Confirmation	10 Apr 2018 3:09:43 AM	Sourabh Kothari	Completed	↓
FU_RR_2018_05	Inventory	10 Apr 2018 3:07:43 AM	Sourabh Kothari	Completed	↓
FU_SMI	Inventory	9 Apr 2018 7:46:43 AM	Sourabh Kothari	Completed	↓
FU	Build priority	4 Apr 2018 2:00:57 AM	Sourabh Kothari	Completed	↓

A context menu is open over the download icon for the job 'FU_OC_KT', showing the following options:

- Open
- Always open files of this type
- Show in folder
- Cancel

The taskbar at the bottom shows the file 'FU_OC_KT_07-Aug...xlsx' is open in Excel.

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The Excel order confirmation template download file includes the following fields that were previously not available in the CSV file but are now available in both formats

- 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

Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currenc	Tax Amount	Comment	Item Line	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision	Item Quantity	Item Unit Of	Item Deliver
	4500069697		22 Mrz 2018 04:00:00 PM						10	accept	Non Catalog Item	CMR-300		1	EA	#####
	4500070638		27 Mrz 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-MF-AS-0001		1	EA	#####
	4500071634		03 Apr 2018 04:00:00 PM						10	accept	Non Catalog Item	CMR-300		1	EA	#####
	4500074696		19 Apr 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-FU-0001		2	EA	#####
	4500074696		19 Apr 2018 04:00:00 PM						20	accept	Non Catalog Item	PROC-FU-0001		5	EA	#####
	4500076657		29 Apr 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-FU-0001		10	EA	#####
	4500078236		07 Mai 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-FU-0001		100	EA	#####
	4500079634		15 Mai 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-MC-HE-0001		23	EA	#####
	4500079651		15 Mai 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-MC-HE-0001		1	EA	#####
	4500079990		17 Mai 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-FU-0001		2	EA	#####
	4500081204		23 Mai 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-IM-SD-2016		1	EA	#####
	4500082080		28 Mai 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-LS-AB-9999		1	EA	#####
	4500086216		18 Jun 2018 04:00:00 PM						10	accept	Non Catalog Item	PROC-FU-0001		10	EA	#####
	4500086369		19 Jun 2018 04:00:00 PM						10	accept	FUXYZ	PROC-FU-0001		10	EA	#####
	4500086370		19 Jun 2018 04:00:00 PM						10	accept	FUXYZ	PROC-FU-0001		5	EA	#####
	4500086370		19 Jun 2018 04:00:00 PM						20	accept	FUABC	PROC-FU-SMI		10	EA	#####

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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.

Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit	Item Delivery Date	Item Shipment	Item Unit Price
450098578		22 Aug 2018 04:00:00 PM						10	accept	FUXYZ	PROC-FU-0001		2	A	23 Aug 2018	22 Aug 2018	200

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. ⓘ



Require delivery dates for order confirmations and ship notices.



Require an estimated shipping date on order confirmations.



Require an actual or estimated shipping date on ship notices.



Feature at a Glance

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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 Downloads Uploads

► Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OCReUpload	OrderConfirmationUpload	12 Sep 2018 7:48:46 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

H13

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Results																	
2	Excel upload failed with the following errors																	
3	Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error: This customer does not accept a change in the supplier ID at the line-item level on order confirmations.																	
4	There were errors found in the uploaded excel file. Please fix and re-upload.																	
5																		

Feature at a Glance

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.

The screenshot displays the Ariba Supply Chain Collaboration interface. The main navigation bar includes HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, REPORTS, **UPLOAD/DOWNLOAD**, and MESSAGES. The 'Uploads' tab is active, showing search filters for Name, Date range (Last uploaded, Start date, End date), and Type (Order Confirmation, All, Manufacturing Planning Visibility: All, etc.).

An 'Upload File' dialog is open, showing the following fields:

- *Name: FU_OC_KT1
- *Customer: LOB APJ Buyer 1 - TEST
- *Type: Order Confirmation (highlighted with a red box)
- File: FU_OC_KT1_23-Aug-2018_11_56_55.xlsx

The dialog also features a 'Browse...' button, a 'Download templates' link, and 'Upload' and 'Cancel' buttons (the 'Upload' button is highlighted with a red box).

The background shows a table of uploads with the following data:

Name	Type	Upload Date	Uploaded By	Status	Download	Refresh
FU_OC1	OrderConfirmationUpload	15 Aug 2018 2:57:33 AM	Sourabh Kothari	Completed	↓	
FU_test_4	OrderConfirmationUpload	10 Aug 2018 12:48:10 AM	Sourabh Kothari	Completed	↓	
FU_test_3	OrderConfirmationUpload	10 Aug 2018 12:43:58 AM	Sourabh Kothari	Failed	↓	↓
FU_xlsx	OrderConfirmationUpload	9 Aug 2018 11:39:43 PM	Sourabh Kothari	Failed	↓	↓
FU_xlsx_1	OrderConfirmationUpload	9 Aug 2018 11:35:33 PM	Sourabh Kothari	Failed	↓	↓
RA_OC_UP	OrderConfirmationUpload	9 Aug 2018 6:42:12 AM	Sourabh Kothari	Failed	↓	↓
FU_OC	OrderConfirmationUpload	7 Aug 2018 7:26:08 AM	Sourabh Kothari	Failed	↓	↓
FU3	Inventory	30 Apr 2018 5:41:02 AM	Sourabh Kothari	Failed	↓	↓
FU2	Inventory	30 Apr 2018 5:40:16 AM	Sourabh Kothari	Failed	↓	↓
FU	Forecast	30 Apr 2018 5:38:50 AM	Sourabh Kothari	Failed	↓	↓
FU_SMI_9Apr	Inventory	9 Apr 2018 7:49:44 AM	Sourabh Kothari	Failed	↓	↓
FU_GSK	Inventory	29 Mar 2018 7:15:24 AM	Sourabh Kothari	Failed	↓	↓
UpFU	Inventory	29 Mar 2018 1:14:44 AM	Sourabh Kothari	Failed	↓	↓

At the bottom of the dialog, there are 'Upload' and 'Refresh Status' buttons.

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If the file upload has been processed successfully the job has status **Completed**.

The screenshot displays the Ariba Supply Chain Collaboration interface. The browser address bar shows the URL: <https://service.ariba.com/SCMSupplier.aw/128481087/aw?awh=r&awssk=xuQSNd>. The page title is "Ariba Supply Chain Collaboration" and it includes a "Test Mode" indicator. The navigation menu includes: HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, REPORTS, **UPLOAD/DOWNLOAD**, and MESSAGES. The "Uploads" tab is selected, showing a table of upload jobs. The table has columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. One job is listed with the status "Completed", which is highlighted with a red box.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
FU_OC_KT3	OrderConfirmationUpload	23 Aug 2018 3:20:06 AM	Sourabh Kothari	Completed	↓	

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The order confirmation message is visible in the suppliers outbox.

The screenshot displays the Ariba Supply Chain Collaboration web application. The browser tab is titled "Ariba Network Supplier". The address bar shows the URL: <https://service.ariba.com/SCMSupplier.aw/128481087/aw?awh=r&awssk=xuQSNd>. The page header includes "Ariba Supply Chain Collaboration" and "Test Mode". The navigation menu includes "HOME", "INBOX", "OUTBOX", "QUALITY", "PLANNING", "CATALOGS", "REPORTS", "UPLOAD/DOWNLOAD", and "MESSAGES". The "OUTBOX" menu is expanded, showing "Invoices", "Order Confirmations", "Ship Notices", "Transport Confirmations", "Service Sheets", "Extended Collaboration", and "More...". The "Order Confirmations" section is active, showing a search filter and a table of order confirmations. The table has 80 entries and is on page 1. The first entry is highlighted, and its status "Acknowledged" is enclosed in a red box.

Confirmation ID	Customer	Order #	Date	Status
<input checked="" type="checkbox"/> OC-1535019607494	LOB APJ Buyer 1 - TEST	4500098578	23 Aug 2018 12:20:08 PM	Acknowledged

THANK YOU