

# SAP Ariba Network Supplier

Order Confirmations Guide



# Introduction to Order Confirmations



1. The order confirmation document is sent by suppliers which will confirm that the purchase order has been accepted
2. It is also an agreement to fulfil the order sent by the customer
3. For direct materials, suppliers will be expected to respond to the order with an order confirmation
4. Once you receive the order via the Ariba Network, you can confirm the quantities (fully or partially), the delivery dates and the amount
5. Please note that you will need to submit a new order confirmation for every purchase order sent by Ericsson
6. Automatic reminders will be sent to the supplier from the Ariba Network for unconfirmed orders if there is no order confirmation after a specified number of days from the order date.

# Order Confirmation

## Allowed Actions



There are multiple options that Ariba provides in order for you to confirm or reject your orders. These are based on the following order confirmation processes:

1. **Individual PO management** – If there is a smaller volume of POs to be confirmed, you can go to the individual PO and click on the order confirmation button to partially or fully confirm the PO.

Here you will see the following options against the PO:

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates
- **Split** action allows you to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale (This can only be one from the workbench)

2. **Multiple POs to be managed: One-step confirmation** – Where there are multiple POs that need to be confirmed at the same time, you should use the sub-tab items to confirm for a one-step action

**Please note** that it is not possible to propose changes, split a single PO line into several confirmation, and reject quantities with this option.

### 3. Mass OC upload

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation. This can be done via CSV or excel. If you choose this option you will be able to update line items.

# Order Confirmation

## Allowed Actions

It is possible to confirm your orders from the Workbench:

1. Select the **Orders** tile
2. Identify the right document and click on the **Actions** button
3. Select an action
4. The same actions are available from the PO screen, Click **Create Order Confirmation** button

Or  
5. confirm, update or reject your orders from the **Orders/Orders and Releases** tab

6. Identify the right document in Orders and releases sub-tab and click on the **Create Order Confirmation** button

7. Or click **Actions**

The screenshots illustrate the following steps:

- 1**: SAP Business Network Workbench dashboard showing 126 Orders, 42 New orders, and 52 Items to confirm (all for the last 31 days).
- 2**: Table view showing an order with number 4526165884 and an 'Actions' button.
- 3**: Dropdown menu for the 'Actions' button, showing options: Confirm entire order, Update line items.
- 4**: Purchase Order screen for 4526165884 with a 'Create Order Confirmation' button.
- 5**: Dropdown menu for the 'Create Order Confirmation' button, showing options: Confirm Entire Order, Update Line Items, Reject Entire Order.
- 6**: Orders and Releases sub-tab showing a 'Create Order Confirmation' button.
- 7**: Dropdown menu for the 'Create Order Confirmation' button, showing options: Confirm Entire Order, Update Line Items.



# Order Confirmation

## Manage Individual PO – Confirm Entire Order



1. Select **Confirm** entire order action
2. Complete the mandatory fields in the Order Confirmation Header
3. Review the Line Items
4. Click **Next** button in the bottom of the screen when finished
5. Review the order confirmation and select the next action:
  - Click on **Previous** to go the previous page
  - Click on **Submit** to send order confirmation to the buyer
  - Click on **Exit** to leave the page without saving any changes

| Order Number | Type  | Actions |
|--------------|-------|---------|
| 4526165884   | Order | ...     |

1

Confirm entire order

Update line items

Confirming PO

2

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OCGFH123

Associated Purchase Order #: 4524252461

Customer: Ericsson - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:\*

Est. Delivery Date:\*

Comments:

3

| Line # | Part # | Customer Part # | Revision Level | Qty (Unit)  | Need By     | Unit Price  | Subtotal     | Customer Location |
|--------|--------|-----------------|----------------|-------------|-------------|-------------|--------------|-------------------|
| 10     |        | SXK1092341/1    |                | 3.000 (PCE) | 28 Dec 2021 | \$63.83 USD | \$191.49 USD |                   |

Description: ASSEMBLED PARTS/RMA bracket Configuratio

The buyer has marked this as **Completed**

Schedule Lines

Current Order Status:  
3.000 Confirmed As Is

4

Next

5

Previous

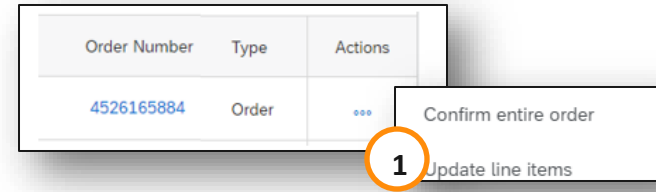
Submit

Exit

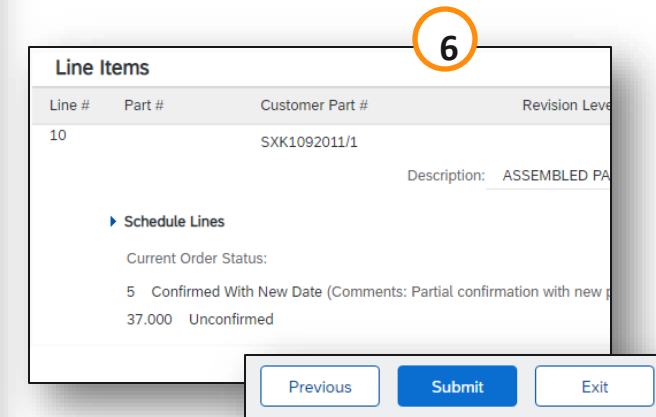
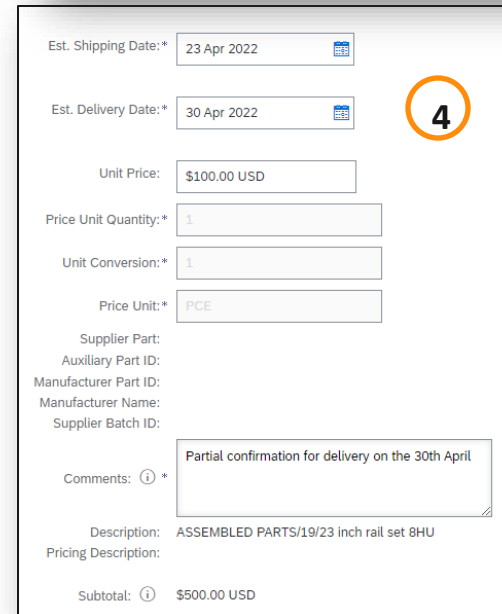
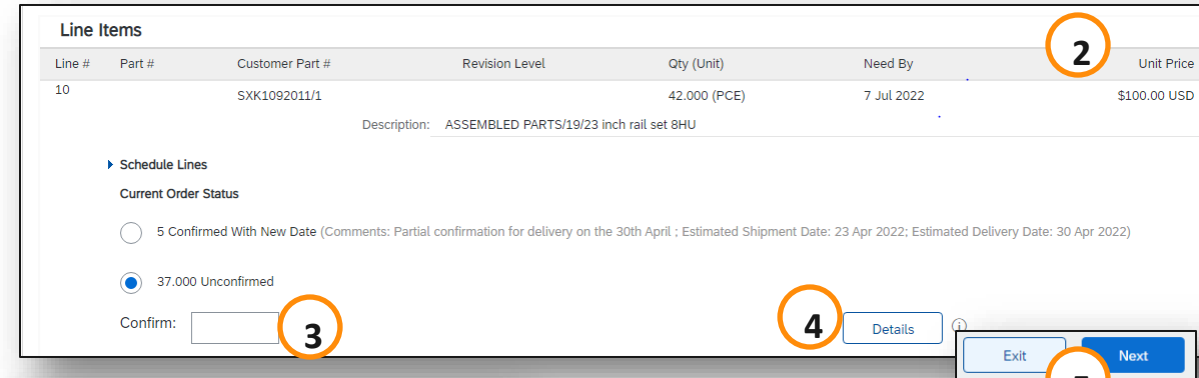
**Note\*** Once the order confirmation is submitted, the order status will display as Confirmed

# Order Confirmation

## Manage Individual PO – Update Line Items



1. If you select **Update Line Items**, you can confirm and update line item information. Order confirmations have a Header and a line items section
  - At line item level, you can confirm the quantity and price fully or partially and leave a comment
2. Confirm the full or partial quantity in the **Confirm** box
3. Click on the **Details** button at a line level to modify information about the shipping and delivery dates or add comments. (The price can only be modified if it falls within the tolerance, otherwise this will bring up an error.) Once completed, click OK to return to main screen
4. After confirming all requested items, click on the **Next** button in the bottom of the screen
5. Review the order confirmation and click on the **Submit** to send it to buyer's system. Click on **Exit** to leave the page without saving any changes. Click on **Previous** to return to line items update



**Note:** You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message

**Note:** Attachments cannot be sent a header or line item level, any important information should be sent via email

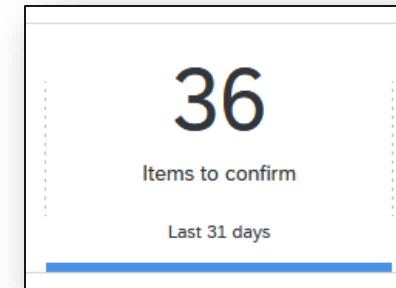
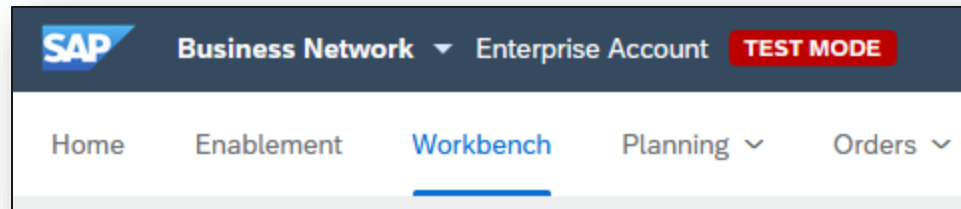
# Order Confirmation

## Manage Individual PO – Split Lines



Split action is available from the **Workbench/ Items to Confirm** tile.

1. Click on the line and on the Actions icon - Split action allows to add (or remove) split lines as necessary, directly in the confirmation table
2. Split icon indicates which lines are added via the split action
3. Adjust dates and quantities as appropriate for your split rationale
4. Delete split line if necessary



| <input type="checkbox"/>              | Customer        | Type  | Order No. ↓ | Manufacturer Name | Unit Price | Quantity | Price Unit | Item No. | Schedule Line No. | Supplier Part No. | Description         | Need By      | Actions |
|---------------------------------------|-----------------|-------|-------------|-------------------|------------|----------|------------|----------|-------------------|-------------------|---------------------|--------------|---------|
| <input checked="" type="checkbox"/>   | Ericsson - TEST | Order | 4526383502  |                   |            | 1        | PCE        | 20       | 1                 |                   | TRANSCEIVER/ARUS B4 | Jun 14, 2022 | ...     |
| <input checked="" type="checkbox"/> ↔ | Ericsson - TEST | Order | 4526383502  |                   |            | 1        | PCE        | 20       | 1                 |                   | TRANSCEIVER         |              | ...     |
| <input type="checkbox"/>              | Ericsson - TEST | Order | 4526383502  |                   |            | 1        | PCE        | 10       | 1                 |                   | TRANSCEIVER         |              | ...     |
| <input type="checkbox"/>              | Ericsson - TEST | Order | 4526383502  |                   |            | 1        | PCE        | 30       | 1                 |                   | TRANSCEIVER         |              | ...     |

- 3 Update line items
- 1 Split
- 4 Delete
- Create quality notification

# Order Confirmation

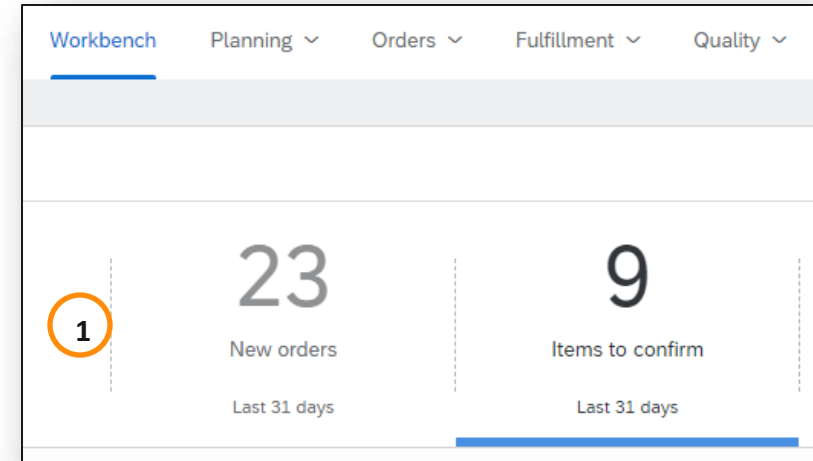
## Manage Multiple POs (From the Workbench)



Where multiple POs need to be confirmed at the same time, you should use the **Items to Confirm** Workbench tile or tab. It summarises all line items across different POs and gives you the possibility to confirm multiple lines at once.

From the Workbench:

1. Click **Items to Confirm** tile
2. Use filters to identify the right items
3. Select items to confirm, scroll across to add in **Estimated Shipping** and check **Estimated Delivery**, quantity etc.
4. Click on **Confirm**



Items to confirm (9)

2 > Edit filter | Save filter | Next 90 days | Last 31 days | Exclude confirmation not all... , +1 | Exclude fully shipped

3

| Estimated Shipping                      | Estimated Delivery                        | Quantity To Confirm                 | Confirmed Unit Price               |
|---|---|-------------------------------------|------------------------------------|
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="Jun 14, 2022"/> | <input type="text" value="16"/> PCE | <input type="text" value="1"/> USD |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="Jun 14, 2022"/> | <input type="text" value="16"/> PCE | <input type="text" value="1"/> USD |

4



# Order Confirmation

## Manage Multiple POs (From the Workbench)

5. Select any of the actions from the dropdown
6. Review confirmation and add in **Confirmation number** and
7. Click **Submit** to send it to the buyer system

**Note:** It is not possible to propose price changes, split a single PO line into several confirmations

Items to confirm (9)

> Edit filter | Save filter | Next 90 days | Last 31 days | Exclude confirmation not all... , +1 | Exclude fully shipped

Confirm ▼ | Reject ▼

5

- Confirm schedule line
- Confirm entire item
- Confirm entire order

| Customer                            | Ordering Address   | Type   | Order No. ↓ | M          |
|-------------------------------------|--|--|-------------|------------|
| Ericsson - TEST                     | ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China | Order  | 4526381469  |            |
| <input checked="" type="checkbox"/> | Ericsson - TEST  | ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China | Order       | 4526381201 |
| <input checked="" type="checkbox"/> | Ericsson - TEST  | ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China | Order       | 4526380873 |
| <input checked="" type="checkbox"/> | Ericsson - TEST  | ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China | Order       | 4526380872 |

Review items to confirm

| Schedule Line No.   | Need By      | Ship By | Requested Quantity | Requested Unit Price | Quantity To Confirm | Estimated Shipping |
|---|--------------|---------|--------------------|----------------------|---------------------|--------------------|
| Customer: Ericsson - TEST   Order No.: 4526383502   Confirmation number: OCR123 |              |         |                    |                      |                     |                    |
| Item No.: 20   Supplier Part No.:   Description: TRANSCEIVER/ARUS B4            |              |         |                    |                      |                     |                    |
| 1   | Jun 14, 2022 |         | 16.00 PCE          | \$1.00 USD           | 16.00 PCE           | Jun 15, 2022       |

Submit | Cancel

7

# Order Confirmation

## Reject Order Confirmations in the Workbench – Not allowed

Please note that order confirmations cannot be rejected. This refers to the entire order and individual line items.

In the workbench, if you go to **Items to Confirm** and select a PO, you can see that the reject button will not be faded and will display as clickable, however if you click on the reject button you will receive an error.

**Note:** If there is an issue with the PO please contact the buyer in order for them to change or send a new PO

The screenshot shows the 'Workbench' navigation bar with tabs for 'Planning', 'Orders', 'Fulfillment', and 'Quality'. A circled '1' highlights the 'Items to confirm' card, which displays a count of 9 items for the last 31 days. The 'New orders' card shows a count of 23 items for the last 31 days.

This screenshot shows the 'Items to confirm (6)' list. A circled '2' highlights the 'Reject' dropdown menu, which is open and shows two options: 'Reject entire item' and 'Reject entire order'. The list includes a table with columns for checkboxes, customer names, and order types.

This screenshot shows the 'Items to confirm (6)' list with a red error message overlaid on a row. The error message reads: 'The buyer has specified that entire item cannot be rejected.' The row details are: Customer: Ericsson - TEST, Ordering Address: ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China, Type: Order.

This screenshot shows the 'Items to confirm (6)' list with a red error message overlaid on a row. The error message reads: 'The buyer has specified that entire order cannot be rejected.' The row details are: Customer: Ericsson - TEST, Ordering Address: ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China, Type: Order.

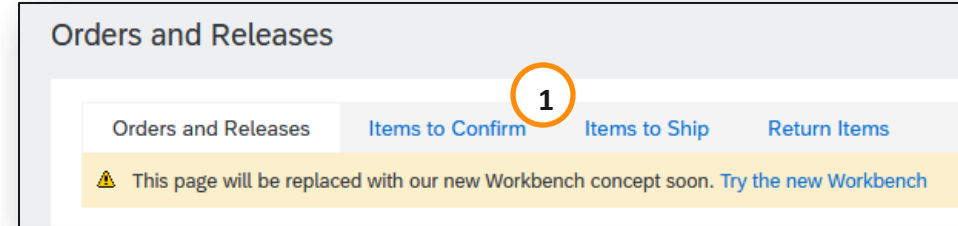
# Order Confirmation

## Manage Multiple PO's (From the Orders Tab)



From the Orders/ Orders and Releases tab:

1. Go to Items to **Confirm sub-tab**
2. Identify relevant items to confirm using **Search Filters**
3. In the Status field you can specify the items to be identified. Click **Search**
4. Select the lines you wish to confirm
5. Scroll across to confirm dates



| Items to Confirm (49)               |       |              |      |          |                   |  |
|-------------------------------------|-------|--------------|------|----------|-------------------|--|
|                                     | Type  | Order Number | Item | Part No. | Customer Part No. | Description                              |
| <input checked="" type="checkbox"/> | Order | 4526380442   | 10   |          | SXX1092341/1      | ASSEMBLED PARTS/RMA bracket Configuratio |
| <input checked="" type="checkbox"/> | Order | 4526380456   | 10   |          | SXX1092341/1      | ASSEMBLED PARTS/RMA bracket Configuratio |

| Qty to Confirm                          | Need By ↑   | Estimated Shipping                      | Estimated Delivery                      | Supplier Batch ID    |
|---|-------------|---|---|----------------------|
| <input type="text" value="6"/><br>(PCE) | 30 May 2022 | <input type="text" value="2 Jun 2022"/> | <input type="text" value="6 Jun 2022"/> | <input type="text"/> |

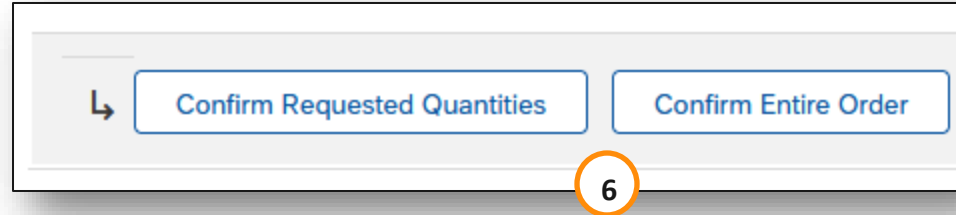
# Order Confirmation

## Manage Multiple PO's (From the Orders Tab)



6. Select one of the allowed actions:

- To confirm entire order without any updates, click **Confirm Entire Order** button
- To confirm requested quantity without changes **click Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date



7. Review confirmation and click **Submit** to send it to buyer system

**Note:** You are able to confirm up to 20 items at once

It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option

CONFIRMATION REVIEW

Items to Confirm Total: 2

| Line No. ↑  | Part No. | Customer Part No. | Customer        | Estimated Shipping | Estimated Delivery | Supplier Batch ID | Confirm Qty | Need By     | Ship By |
|---|----------|-------------------|-----------------|--------------------|--------------------|-------------------|-------------|-------------|---------|
| ▼ Order No.: 4526380442 (1)                           |          |                   |                 |                    |                    |                   |             |             |         |
| 10  |          | SXK1092341/1      | Ericsson - TEST | 2 Jun 2022         | 6 Jun 2022         |                   | 6 (PCE)     | 30 May 2022 |         |
| Description: ASSEMBLED PARTS/RMA bracket Configuratio |          |                   |                 |                    |                    |                   |             |             |         |
| ▼ Order No.: 4526380456 (1)                           |          |                   |                 |                    |                    |                   |             |             |         |
| 10  |          | SXK1092341/1      | Ericsson - TEST | 2 Jun 2022         | 6 Jun 2022         |                   | 6 (PCE)     | 30 May 2022 |         |
| Description: ASSEMBLED PARTS/RMA bracket Configuratio |          |                   |                 |                    |                    |                   |             |             |         |



7

# Order Confirmation

## FCA Shipments



Regarding FCA shipments please note that the delivery date should be equal to the handover date. So both shipment and delivery date can have the same date

| Shipping and Tax Information |   |
|------------------------------|---|
| Est. Shipping Date:*         | 15 Jun 2022  |
| Est. Delivery Date:*         | 15 Jun 2022  |
| Comments:                    | <input type="text"/>  |


|                                       |
|---------------------------------------|
| <b>Transport Terms Information</b>    |
| Delivery Terms: Transport Condition   |
| Transport Terms: FCA ( Free Carrier ) |
| Transport Location: KUNSHAN           |

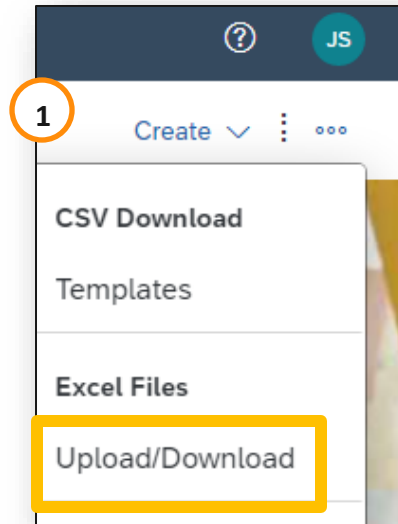
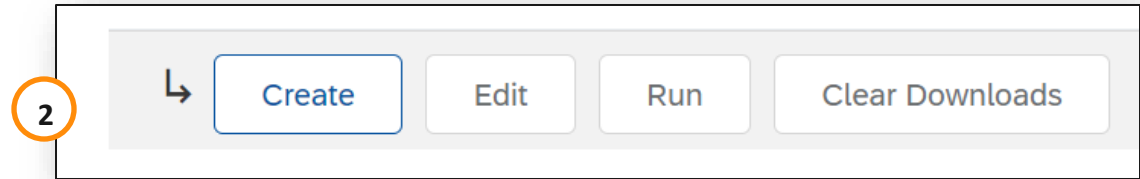
# Order Confirmation

## Mass OC Upload – Create OC report



From the Homepage:

1. Click on the  button and go to Upload/Download
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as Order confirmation. Once finished, save it
4. The report will appear in the Jobs list. Select it and click Run
5. Refresh the status and this should change to completed, then click on the download icon to download the report



Create/Edit Job

\* Name: OCTYPE123

\* Type: Order Confirmation

Job Search Criteria

\* Customer: Ericsson - TEST

Order type: All

Order number:

Product group: Line of Busine

Date type:  Need By  Ship By

Date Range: Current Date | 365 Days

Search by:  Line item date range  Schedule line date range

Supplier part number:

Buyer part number:

Location:

Planner code:


Include already-confirmed data

Do not include data from new orders

Cancel Save

Please note\*

- You can extract up to 10000 lines. Set Date Range value in search filters to narrow down your search
- The generated Excel file now excludes items that are fully shipped, fully received, or both

| Job Name | Type               | Last Run              | Last Run By | Status    | File  |
|----------|--------------------|-----------------------|-------------|-----------|---|
| test GFH | Order Confirmation | 6 May 2022 5:03:20 AM | Grace Hall  | Completed |  |

4

# Order Confirmation

## Mass OC Upload – Create OC report



| Confirmation Number | Order Number | Type  | Order Version | Order Date | Customer Location | Shipping Currency | Shipping Money | Tax Currency | Tax Amount | Comment | Item Line number | Schedule Line Number | Commitment Level | Current Status | Item Type | Item Supplier Pa ID |
|---------------------|--------------|-------|---------------|------------|-------------------|-------------------|----------------|--------------|------------|---------|------------------|----------------------|------------------|----------------|-----------|---------------------|
|                     | 4526380597   | Order |               | 1 #####    |                   |                   |                |              |            |         |                  | 10                   | 1                | Unconfirmed    | accept    |                     |
|                     | 4526380614   | Order |               | 2 #####    |                   |                   |                |              |            |         |                  | 10                   | 1                | Unconfirmed    | accept    |                     |
|                     |              |       |               |            |                   |                   |                |              |            |         |                  |                      |                  |                |           |                     |
|                     |              |       |               |            |                   |                   |                |              |            |         |                  |                      |                  |                |           |                     |
|                     |              |       |               |            |                   |                   |                |              |            |         |                  |                      |                  |                |           |                     |
|                     |              |       |               |            |                   |                   |                |              |            |         |                  |                      |                  |                |           |                     |
|                     |              |       |               |            |                   |                   |                |              |            |         |                  |                      |                  |                |           |                     |

**Note:** You should always download the latest excel template from the Ariba Network in case any columns or updates have been made to the excel. Never reuse a previously saved template, this could cause errors

# Order Confirmation

## Mass OC Upload – Date Update



To update **the delivery date** for the full line only, follow the below steps:

1. Fill your confirmation number
2. Change the Item delivery date column populated with your new date
3. Item type: leave the field as “accept”

Leave the other columns without any change.

**Delete the lines that you do not want to confirm for now. Right click and delete the row, do not select the line and press the delete key this will cause the file to error when you try to load it**

**Note:** Some of the columns are hidden on the excel file to show the required fields in the image above

The screenshot shows the SAP Ariba interface. At the top left is the SAP Ariba logo. Below it, the word 'Confirmations' is displayed with a circled '1' next to it. To the right, the time 'UTC-07:00' is shown with a circled '2' next to it. On the far right, there is a menu icon with a circled '3' next to it. Below these elements is a table with the following columns: Confirmation Number, Order Number, Order Version, Order Date, Item Type, and Item Delivery Date. The table contains several rows of data, including CONF3505291435 and CONF3505291437.

| Confirmation Number | Order Number | Order Version | Order Date | Item Type | Item Delivery Date |
|---------------------|--------------|---------------|------------|-----------|--------------------|
|                     | 3505291419   |               | 4 #####    | accept    | 07 Mar 2022        |
|                     | 3505291421   |               | 1 #####    | accept    | 07 Mar 2022        |
| CONF3505291435      | 3505291435   |               | 1 #####    | accept    | 07 Mar 2022        |
| CONF3505291437      | 3505291437   |               | 1 #####    | accept    | 07 Mar 2022        |
|                     | 3505291457   |               | 1 #####    | accept    | 07 Mar 2022        |



# Order Confirmation

## Mass OC Upload – Split of a Line into Multiple Delivery Dates



If you need to split quantity of a line item into multiple delivery dates, follow the steps below.  
Example: Line item with 60 items to be delivered by 7<sup>th</sup> March. 35 items delivered on the 7<sup>th</sup> March and 25 items delivered on the 28<sup>th</sup> March.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 35 in the initial line, and 25 in the 2nd line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates. **(Example)**
4. Adjust the dates accordingly for each of the lines

**Note:** The total of the quantity in each line must always be equal to the initial order line quantity

| Confirmation Number | Order Number | Order Version | Order Date              | Item Type | Item Quantity | Item Unit Of Measure | Item Delivery Date |
|---------------------|--------------|---------------|-------------------------|-----------|---------------|----------------------|--------------------|
|                     | 3505291437   | 1             | 09 Feb 2022 05:00:00 AM | accept    | 60            | PCE                  | 07 Mar 2022        |

| Confirmation Number | Order Number | Order Version | Order Date              | Item Type | Item Quantity | Item Unit Of Measure | Item Delivery Date |
|---------------------|--------------|---------------|-------------------------|-----------|---------------|----------------------|--------------------|
|                     | 3505291437   | 1             | 09 Feb 2022 05:00:00 AM | accept    | 60            | PCE                  | 07 Mar 2022        |
|                     | 3505291437   | 1             | 09 Feb 2022 05:00:00 AM | accept    | 60            | PCE                  | 07 Mar 2022        |

| Confirmation Number | Order Number | Order Version | Order Date              | Item Type | Item Quantity | Item Unit Of Measure | Item Delivery Date |
|---------------------|--------------|---------------|-------------------------|-----------|---------------|----------------------|--------------------|
| CONF3505291436      | 3505291437   | 1             | 09 Feb 2022 05:00:00 AM | accept    | 35            | PCE                  | 07 Mar 2022        |
| CONF3505291437      | 3505291437   | 2             | 09 Feb 2022 05:00:00 AM | accept    | 25            | PCE                  | 28 Mar 2022        |

# Order Confirmation

## Mass OC Upload – Reupload the Template 1



From the **Uploads/Downloads** screen:

1. Click on **Uploads** sub-tab
2. Click **Upload** button. A new window will pop up
3. Fill in the name for your file upload and a customer name
4. In the type field choose Order Confirmation
5. Click **Browse** and select the file
6. Click **Upload**

**Note:** Do not use the link “Download template”

If you do not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file

The screenshot shows the 'Uploads' sub-tab selected in the top navigation bar, indicated by a circled '1'. Below the navigation bar is a 'Search Filters' section. The main content area displays a table of uploads with the following data:

| Name | Type        | Last Uploaded          | Last Uploaded By | Status | File              | Log               |
|------|-------------|------------------------|------------------|--------|-------------------|-------------------|
| vg2  | Ship Notice | 17 Mar 2022 8:17:49 AM | John Smith       | Failed | <a href="#">↓</a> | <a href="#">↓</a> |

At the bottom of the table, there is an 'Upload' button and a 'Refresh Status' button. The 'Upload' button is circled with a '2'.

The screenshot shows the 'Upload File' dialog box. It contains the following fields and buttons:

- \* Name: VG2 (circled with a '3')
- \* Customer: Ericsson Test
- \* Type: Order Confirmation (dropdown menu, circled with a '4')
- File: + Choose file (button, circled with a '5')
- Upload (button, circled with a '6')
- Cancel (button)

# Order Confirmation

## Mass OC Upload – Reupload the Template 2



- The status column displays whether upload was successful or not:
  - If upload is successful, the status will turn to **Completed**. Order status will be updated with confirmed quantities, or date
  - If the status changes to **Failed**, you need to download the audit log to view the errors
  - If the status changes to **Completed With Errors**, you need to download the audit log to view the lines with errors
- You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. Reupload the corrected file by following the previous steps

| Jobs Downloads Uploads |                    |                        |  |                       |                   |                   |  |
|------------------------|--------------------|------------------------|--|-----------------------|-------------------|-------------------|--|
| Search Filters         |                    |                        |  |                       |                   |                   |  |
| Uploads                |                    |                        |  |                       |                   |                   |  |
| Name                   | Type               | Last Uploaded          | Last Uploaded By                       | Status                | File              | Log               |  |
| PO.Tipos.3             | Order Confirmation | 18 Feb 2019 1:37:17 PM | jU-987ODQ0t5a14890d1003652331 lastName | Completed             | <a href="#">↓</a> | <a href="#">↓</a> |  |
| PO.Tipos.2             | Order Confirmation | 18 Feb 2019 1:06:25 PM | jU-987ODQ0t5a14890d1003652331 lastName | Completed             | <a href="#">↓</a> | <a href="#">↓</a> |  |
| PO.Tipos               | Order Confirmation | 18 Feb 2019 1:04:01 PM | jU-987ODQ0t5a14890d1003652331 lastName | Completed             | <a href="#">↓</a> | <a href="#">↓</a> |  |
| PO.GTUp4               | Order Confirmation | 15 Feb 2019 9:11:50 AM | jU-987ODQ0t5a14890d1003652331 lastName | Completed             | <a href="#">↓</a> | <a href="#">↓</a> |  |
| PO.GTUp3               | Order Confirmation | 15 Feb 2019 9:06:12 AM | jU-987ODQ0t5a14890d1003652331 lastName | Completed With Errors | <a href="#">↓</a> | <a href="#">↓</a> |  |
| PO.GTUp2               | Order Confirmation | 15 Feb 2019 8:53:50 AM | jU-987ODQ0t5a14890d1003652331 lastName | Failed                | <a href="#">↓</a> | <a href="#">↓</a> |  |

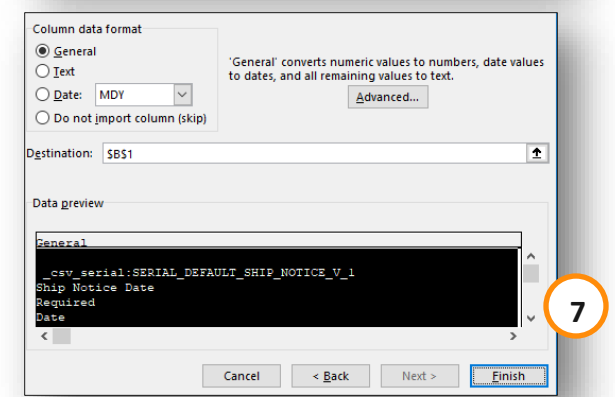
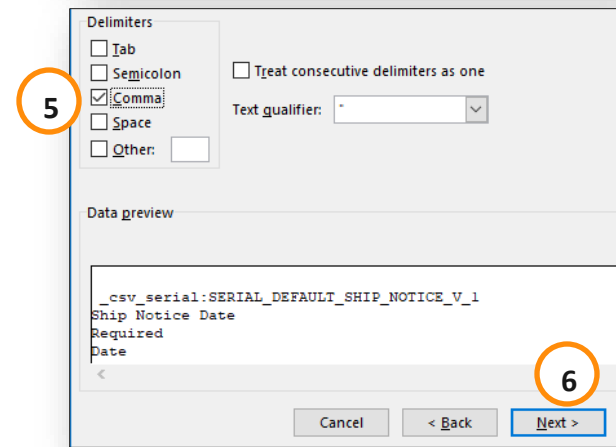
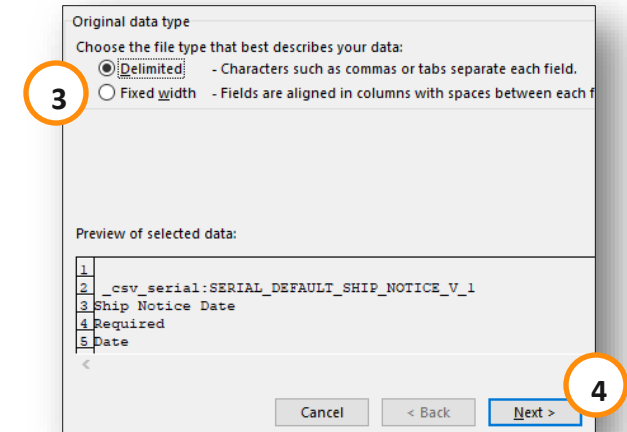
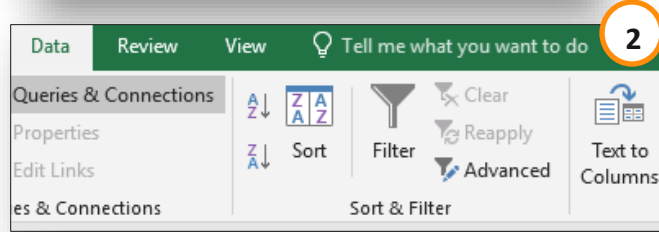
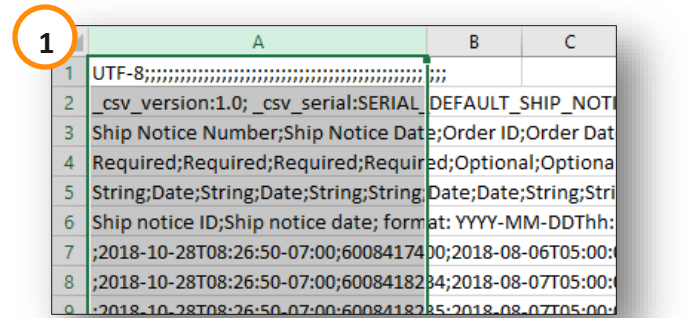
# Order Confirmation

## Mass OC Upload – Opening in Excel Format



Open the .csv file with Excel. If you do not see the columns properly filled in, follow the steps below:

1. Select the first column containing all concatenated data
2. Click on Data > Text to columns
3. Select “delimited”
4. Click **Next**
5. In “delimiters” screen select “comma” and un-select everything else
6. Click **Next**
7. Do not edit next page. Click **Finish**
8. The data will appear in columns

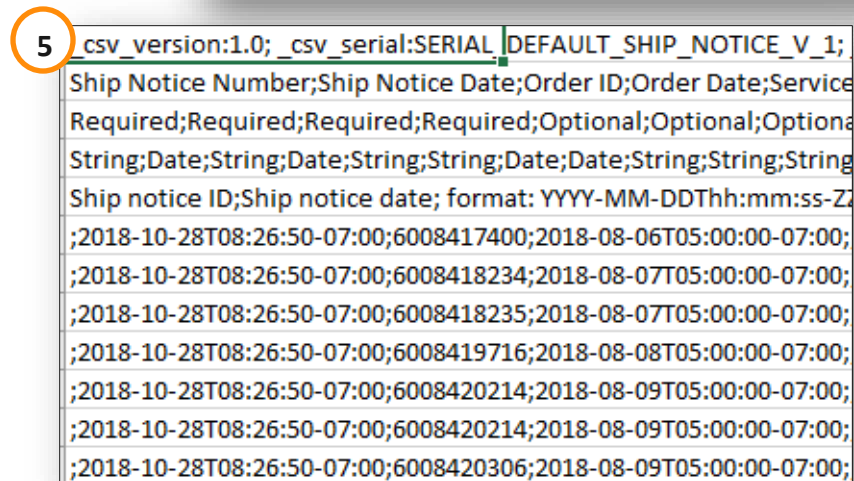
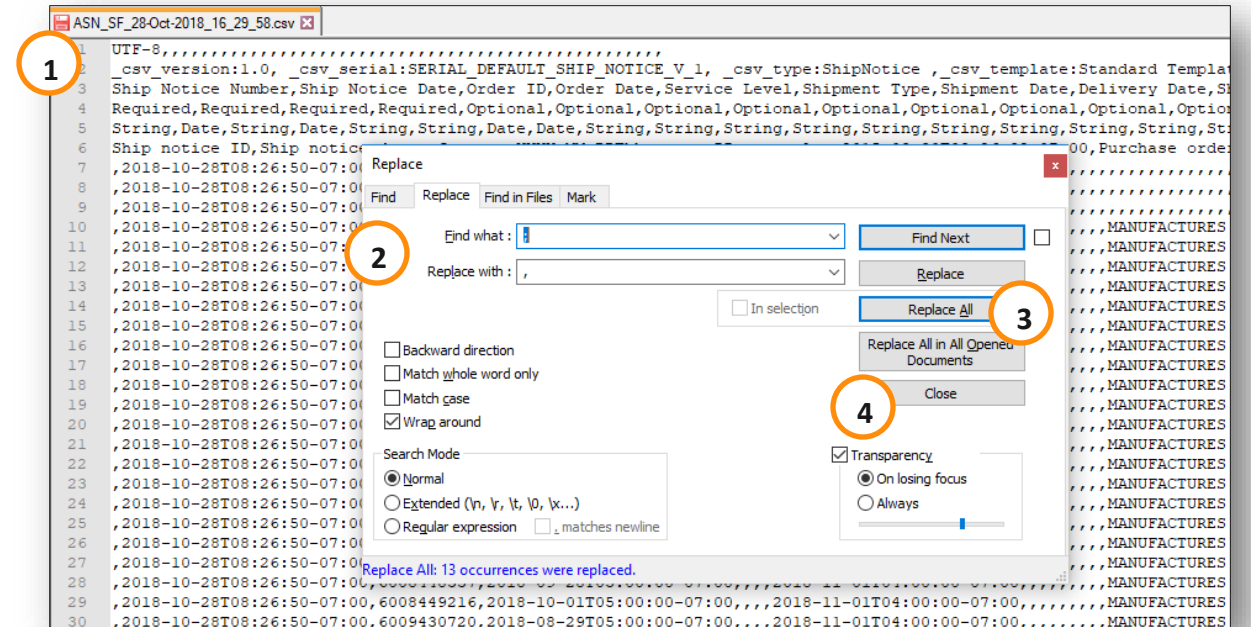


|   | _csv_serial:SERIAL_DEFAULT_SHIP_NOT      | _csv_type:ShipNc  | _csv_template:Standard Template         |
|---|--|-------------------|---|
| 8 | Ship Notice Date                         | Order ID          | Order Date                              |
|   | Required                                 | Required          | Required                                |
|   | Date                                     | String            | Date                                    |
|   | Ship notice date; format: YYYY-MM-DDThh: | Purchase order ID | Purchase order date; format: YYYY-MM-DD |
|   | 2018-10-28T08:26:50-07:00                | 6008417400        | 2018-08-06T05:00:00-07:00               |
|   | 2018-10-28T08:26:50-07:00                | 6008418234        | 2018-08-07T05:00:00-07:00               |
|   | 2018-10-28T08:26:50-07:00                | 6008418235        | 2018-08-07T05:00:00-07:00               |
|   | 2018-10-28T08:26:50-07:00                | 6008419716        | 2018-08-08T05:00:00-07:00               |
|   | 2018-10-28T08:26:50-07:00                | 6008420214        | 2018-08-09T05:00:00-07:00               |
|   | 2018-10-28T08:26:50-07:00                | 6008420214        | 2018-08-09T05:00:00-07:00               |

# Order Confirmation

## Mass OC Upload – Reupload in Correct Format for AN

1. If you had to perform the steps of the previous slide (problems to open comma-separated file in Excel), you will need to follow these steps to reupload your saved .csv file onto Ariba Network
2. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H
3. In **Find what** field enter ; (semi-colon), in **Replace with** field enter , (comma)
4. Click **Replace all**
5. Click **Close**. Save the file and close it
6. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into Ariba



# Order Confirmation

## Reconfirm PO 1 (From the Workbench)

1. Go to the **items to confirm tab**
2. Select the view “**Confirmed items for editing**”
3. Click **apply**. If required, check the other filters (for example "need by date" must contain a value)

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench' (selected), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'More'. The 'Workbench' section shows a dashboard with six metrics: Orders (24), New orders (7), Changed orders (0), Items to confirm (10), Items to ship (7), and Invoices (1). The 'Items to confirm' metric is circled with a '1'. Below the dashboard, the 'Items to confirm (10)' section is active, showing a 'View: Confirmed items for editing' dropdown circled with a '2'. The filter section includes 'Edit filter', 'Save filter', and various filter buttons like 'Last 90 days', 'Next 365 days', 'Exclude confirmation not all...', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. There are also filter fields for 'Customers', 'Order numbers', 'Creation date', 'Need by date', and 'Customer locations'. The 'Apply' button is circled with a '3'.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports Messages More Create

Workbench Customize

24 Orders Karl Last 31 Days

7 New orders Last 31 days

0 Changed orders Last 31 days

10 Items to confirm Save filter

7 Items to ship Last 31 days

1 Invoices Last 31 days

Items to confirm (10)

View: Confirmed items for editing

Edit filter Save filter Last 90 days Next 365 days Exclude confirmation not all... Exclude fully shipped Exclude fully received Exclude fully invoiced Confirmed items for editing

Customers Select or type selections

Order numbers Type selection

Creation date Last 90 days

Need by date Next 365 days

Customer locations Type selection

Partial match Exact match

Show more

Apply Reset

# Order Confirmation

## Reconfirm PO 2 (From the Workbench)



Purchase orders in scope for reconfirmation should now be visible:

4. Update the **estimated shipping date** and **estimated delivery date**.
5. Press **Confirm** and select **Confirm Entire Item**
6. Review the update and press **Submit**

5

| <input type="checkbox"/>            | Order No.  | Item No. | Customer Part No. | Description                              | Requested Unit Price | Estimated Shipping                      | Estimated Delivery                      | Quantity To Confirm | Others |
|-------------------------------------|------------|----------|-------------------|--|----------------------|---|---|---------------------|--------|
| Customer Location: 2486 ERICSSON AB |            |          |                   |  |                      |   |   |                     |        |
| <input type="checkbox"/>            | 4528580487 | 10       | 24/BYB501/2       | MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 | 252.06 SEK           | <input type="text" value=""/>           | <input type="text" value=""/>           | 50 H87              |        |
| <input type="checkbox"/>            | 4528580487 | 20       | 24/BYB501/2       | MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 | 252.06 SEK           | <input type="text" value=""/>           | <input type="text" value=""/>           | 50 H87              |        |
| <input type="checkbox"/>            | 4528580487 | 30       | 24/BYB501/2       | MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 | 252.06 SEK           | <input type="text" value=""/>           | <input type="text" value=""/>           | 50 H87              |        |
| <input checked="" type="checkbox"/> | 4528580955 | 10       | 24/BYB501/2       | MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 | 252.06 SEK           | 5/17/2024 <input type="text" value=""/> | 5/24/2024 <input type="text" value=""/> | 50 H87              |        |
| <input type="checkbox"/>            | 4528580956 | 10       | 24/BYB501/2       | MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 | 252.06 SEK           | <input type="text" value=""/>           | 5/17/2024 <input type="text" value=""/> | 50 H87              |        |
| <input type="checkbox"/>            | 4528580957 | 10       | 24/BYB501/2       | MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 | 252.06 SEK           | <input type="text" value=""/>           | 5/10/2024 <input type="text" value=""/> | 50 H87              |        |

Review items to confirm

| Schedule Line No.  | Need By      | Ship By | Requested Quantity | Requested Unit Price | Quantity To Confirm | Estimated Shipping | Estimated Delivery |
|--|--------------|---------|--------------------|----------------------|---------------------|--------------------|--------------------|
| Customer: Ericsson AB - TEST Order No.: 4528580955 Confirmation number <input type="text" value=""/>   |              |         |                    |                      |                     |                    |                    |
| Item No.: 10 Supplier Part No.: 24/BYB 501/2 R1F Description: MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8 |              |         |                    |                      |                     |                    |                    |
| 1  | May 10, 2024 |         | 50.00 H87          | 252.06 SEK           | 50.00 H87           | May 17, 2024       | May 24, 2024       |

6

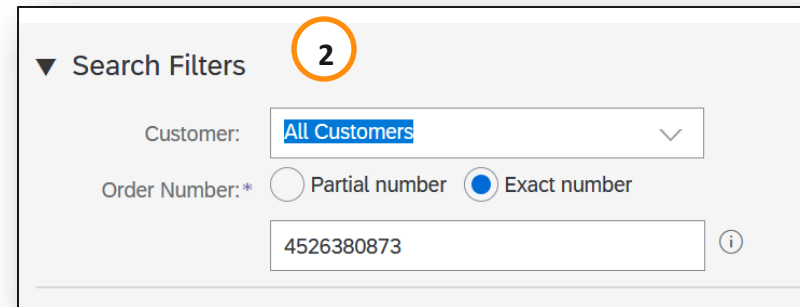
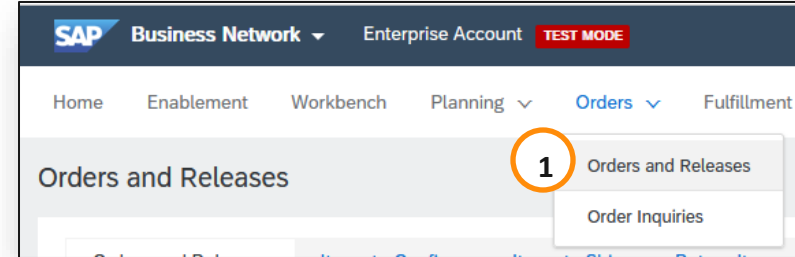
# Order Confirmation

## Reconfirmation 1 (From the Orders Tab)

From Orders/ Orders and Releases:

1. Click on Items to confirm sub-tab
2. Use search filters to identify already confirmed lines
3. Click **Actions/ Update line item** on the right-hand side of your screen
4. Follow the same instructions that can be found on slide 23 to complete the process

**Note:** It is also possible to open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”)



| Type  | Order Number | Ver | Customer        | Inquiries | Ship To Address                | Ordering Address   | Amount         | Date        | Order Status        | Settlement | Amount Invoiced | Revision | Actions |
|-------|--------------|-----|-----------------|-----------|--------------------------------|--|----------------|-------------|---------------------|------------|-----------------|----------|---------|
| Order | 4526380873   | 1   | Ericsson - TEST |           | EAB BS Main<br>Borås<br>Sweden | ROSENBERGER TECHNOLOGIES CO., LTD<br>Kunshan, Jiangsu<br>China | \$4,200.00 USD | 13 Apr 2022 | Partially Confirmed | Invoice    | \$0.00 USD      | Original | Actions |

Below the table, there are several buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide', 'Show', and 'Resend Failed Orders'. On the right side, there is a 'Confirm Entire Order' button (circled with a '3') and an 'Update Line Items' button.



# Order Confirmation

## Reconfirmation 2



1. If you need to update the previously confirmed quantity, you can review the PO and review the split of the previously confirmed quantity
2. You can change the delivery date and shipping date in the shipping and tax section
3. Update the previously updated confirmed items by clicking on the circle next to the line and fill in the quantity in the **Confirm** box
4. Example can be splitting the previously confirmed 2 lines and providing different dates
5. The order confirmation will be updated

| Line #  | Part # | Customer Part # | Revision Level | Qty (Unit)   | Need By    | Unit Price                | Subtotal       | Customer Location |
|---|--------|-----------------|----------------|--------------|------------|---------------------------|----------------|-------------------|
| 10  |        | SXK1092011/1    |                | 42.000 (PCE) | 7 Jul 2022 | \$100.00 USD              | \$4,200.00 USD |                   |
| Description: ASSEMBLED PARTS/19/23 inch rail set 8HU  |        |                 |                |              |            |                           |                |                   |
| Schedule Lines  |        |                 |                |              |            |                           |                |                   |
| Current Order Status  |        |                 |                |              |            |                           |                |                   |
| <input type="radio"/> 1 Confirmed With New Date (Estimated Shipment Date: 14 Jul 2022; Estimated Delivery Date: 17 Jul 2022)            |        |                 |                |              |            |                           |                |                   |
| <input checked="" type="radio"/> 1 Confirmed With New Date (Estimated Shipment Date: 20 Jul 2022; Estimated Delivery Date: 21 Jul 2022) |        |                 |                |              |            |                           |                |                   |
| <input type="radio"/> 40 Unconfirmed  |        |                 |                |              |            |                           |                |                   |
| Confirm: <input type="text"/>   |        |                 |                |              |            | <a href="#">Details</a> ⓘ |                |                   |

| Status   |
|--|
| 1 Confirmed With New Date (Estimated Shipment Date: 20 Jul 2022; Estimated Delivery Date: 21 Jul 2022) |
| 1 Confirmed With New Date (Estimated Shipment Date: 14 Jul 2022; Estimated Delivery Date: 17 Jul 2022) |
| 40 Unconfirmed   |


Search for the PO, click on the PO order number and click on details

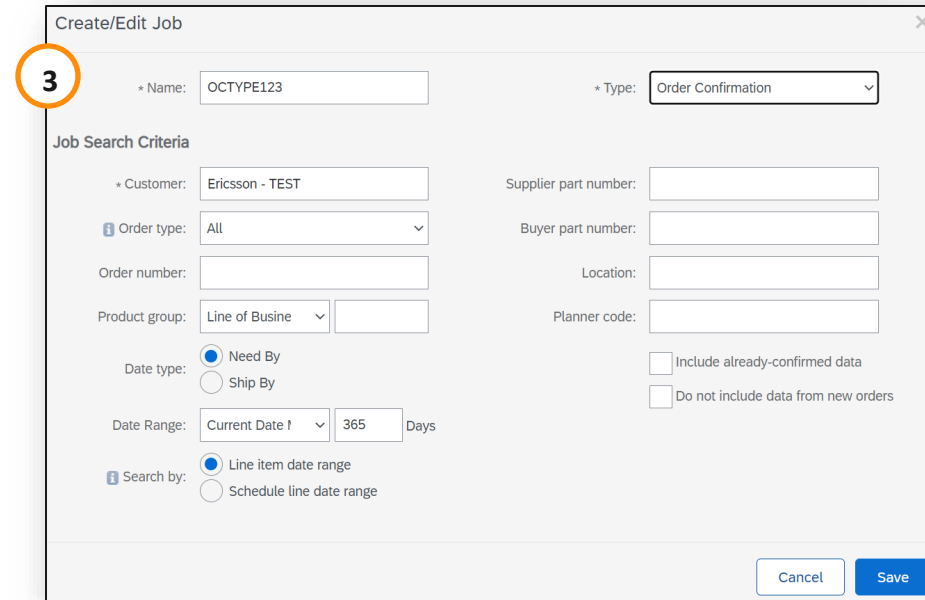
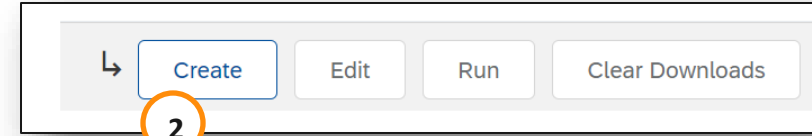
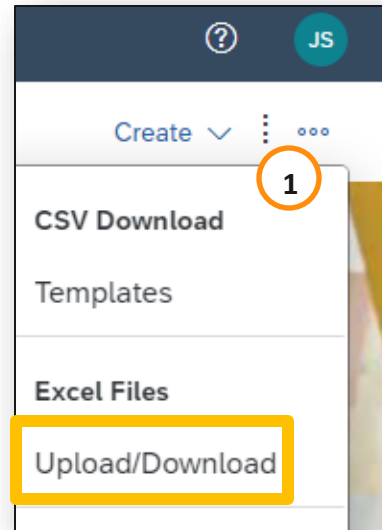
# Order Confirmation

## Reconfirmation via Mass Upload – Create OC Report

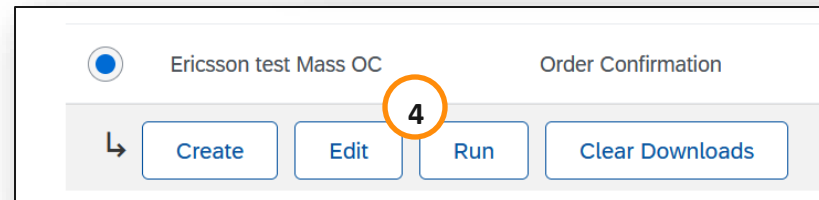
With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

From the Homepage:

1. Click  button/ Upload/ Download
2. In the Jobs section, click **Create** button
3. Prepopulate all mandatory fields. Set a type as Order confirmation. Once finished, save it
4. The report will appear in the Jobs list. Select it and click Run



A screenshot of a 'Create/Edit Job' form. The form contains several fields: '\* Name: OCTYPE123', '\* Type: Order Confirmation', '\* Customer: Ericsson - TEST', 'Order type: All', 'Order number:', 'Product group: Line of Busine', 'Date type: Need By', 'Date Range: Current Date 365 Days', 'Search by: Line item date range', 'Supplier part number:', 'Buyer part number:', 'Location:', and 'Planner code:'. There are also checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'. A red circle with the number '3' is placed over the top left corner of the form.



# Order Confirmation

## Mass OC Upload – Run OC Report



5. You will be transferred to **Downloads** sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**
6. Download the Excel report and save it at your computer

| Job Name              | Type               | Last Run ↓             | Last Run By | Status    | File              |
|-----------------------|--------------------|------------------------|-------------|-----------|-------------------|
| Ericsson test Mass OC | Order Confirmation | 10 May 2022 9:00:11 AM | John Smith  | Completed | <a href="#">↓</a> |
| Ericsson test Mass OC | Order Confirmation | 15 Feb 2022 4:48:49 AM | John Smith  | Completed | <a href="#">↓</a> |

5 → Refresh Status

6

# Order Confirmation

## Reconfirmation via Mass Upload – Reupload the Template



From the **Upload/Download** screen:

1. Go to **Uploads** sub-tab
2. Click **Upload** button. A new window will pop up
3. Fill in the name for your file upload and a customer name
4. In the type field choose Order Confirmation
5. Click **Browse** and select the file
6. Click **Upload**

**Note:** If reupload fails or is completed with errors, download the Log information. After errors are fixed, try to reupload the file again

The screenshot shows the 'Uploads' sub-tab interface. At the top, the word 'Uploads' is displayed with a circled '1' next to it. Below it is a table with columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The table is currently empty, with the text 'No uploads found.' centered below it. At the bottom of the interface, there is a left-pointing arrow followed by two buttons: 'Upload' and 'Refresh Status'. A circled '2' is placed over the 'Upload' button.

The screenshot shows the 'Upload File' dialog box. It contains several input fields and buttons. The first field is labeled '\* Name:' and contains the text 'Mass Upload Test', with a circled '3' next to it. The second field is labeled '\* Type:' and is a dropdown menu showing 'Order Confirmation', with a circled '4' next to it. The third field is labeled '\* Customer:' and contains the text 'Ericsson - TEST'. Below these fields is a 'File:' label followed by a '+ Choose file' button, with a circled '5' next to the label. At the bottom right of the dialog, there are two buttons: 'Upload' and 'Cancel', with a circled '6' next to the 'Upload' button.

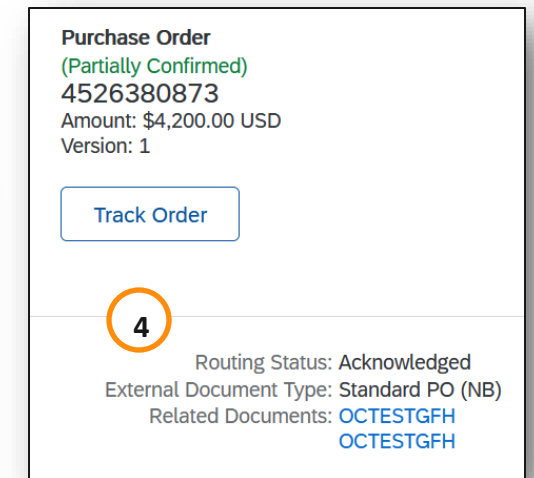
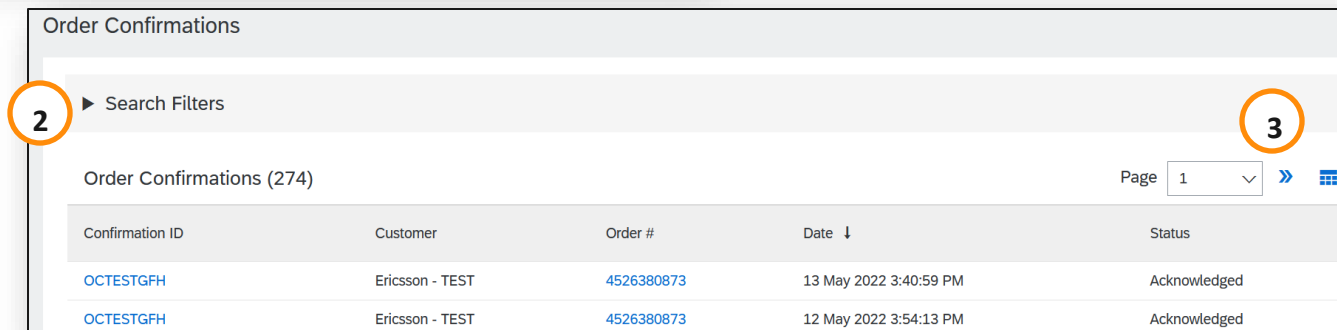
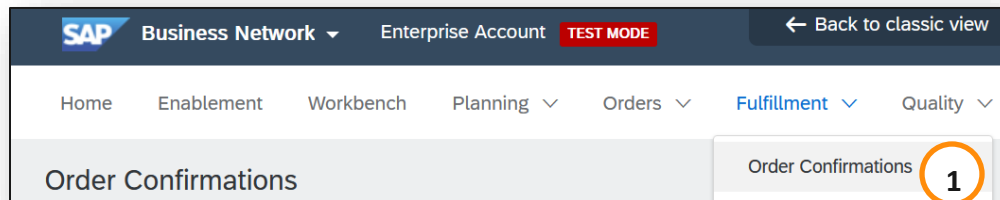
# Order Confirmation

## Review Submitted Order Confirmations 1



From the Homepage:

1. Submitted order confirmations can be viewed from **Fulfillment / Order Confirmations**
2. Use search filters to identify the right document
3. Configure data view by clicking configure button
4. You can review conformation as well from the PO screen in the Related Documents



# Order Confirmation

## Review Submitted Order Confirmations 2



Here is an example of the order confirmation on the buyer side

1. Confirmation reference and purchase order reference
2. Original requested date and quantity
3. Actions from supplier:
  - Confirmations of 2 items “As requested”
  - Confirmation of 8 items with updated delivery date

Resend Print Export cXML

Detail History

**1** Confirmation #: OCTESTGFH  
Notice Date: 13 May 2022  
Purchase Order: [4526380873](#)

Line Items

| Line # | No. Schedule Lines | Part # | Customer Part # | Revision Level | Qty (Unit)   | Need By    | Ship By | Unit Price   | Subtotal       | Customer Location |
|--------|--------------------|--------|-----------------|----------------|--------------|------------|---------|--------------|----------------|-------------------|
| 10     | 1                  |        | SXK1092011/1    |                | 42.000 (PCE) | 7 Jul 2022 |         | \$100.00 USD | \$4,200.00 USD |                   |

Description: ASSEMBLED PARTS/19/23 inch rail set 8HU

Current Order Status:

**2** 1 Confirmed With New Date (Estimated Shipment Date: 14 Jul 2022; Estimated Delivery Date: 17 Jul 2022)  
1 Confirmed With New Date (Estimated Shipment Date: 20 Jul 2022; Estimated Delivery Date: 21 Jul 2022)  
40 Unconfirmed

# Additional PO Order confirmation awareness



## Calendar

- When you enter a shipping date, the calendar will always start on today's date rather than the requested need by date
- This is normal Ariba behaviour and cannot be changed

The screenshot displays a form with two columns: "Estimated Shipping" and "Estimated Delivery". The "Estimated Shipping" field is currently empty. The "Estimated Delivery" field contains the date "30 May 2022". A calendar dropdown is open over the "Estimated Shipping" field, showing the month of June 2022. The calendar grid shows the days of the week (Sun to Sat) and the dates from 1 to 30. The date "1" (Wednesday) is highlighted in blue. The "Estimated Delivery" field also shows a calendar icon, indicating it is also a date field.