

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:

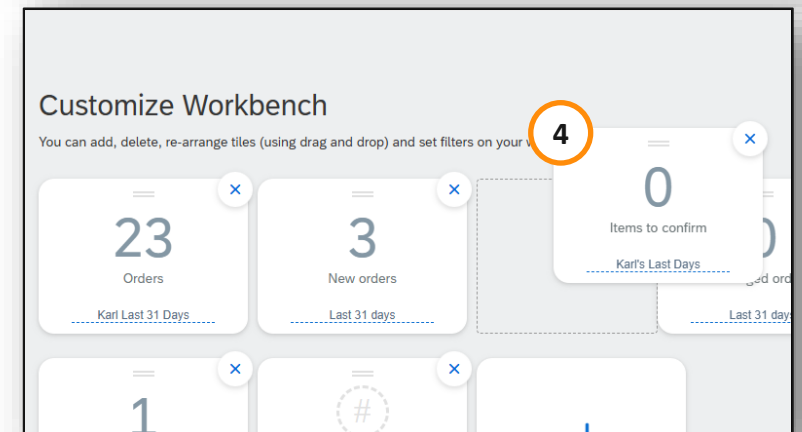
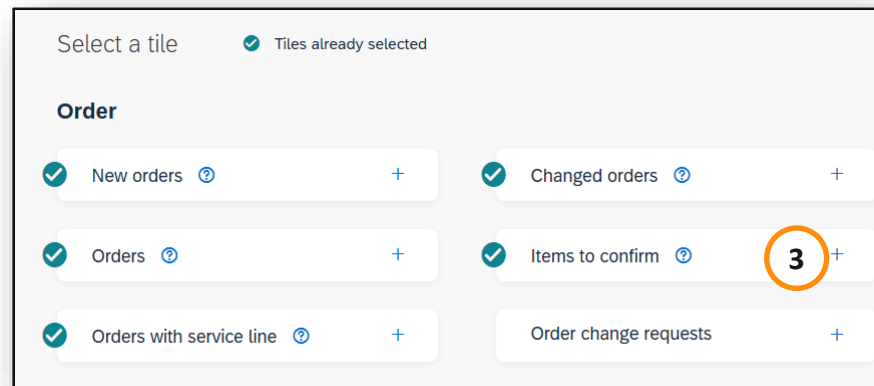
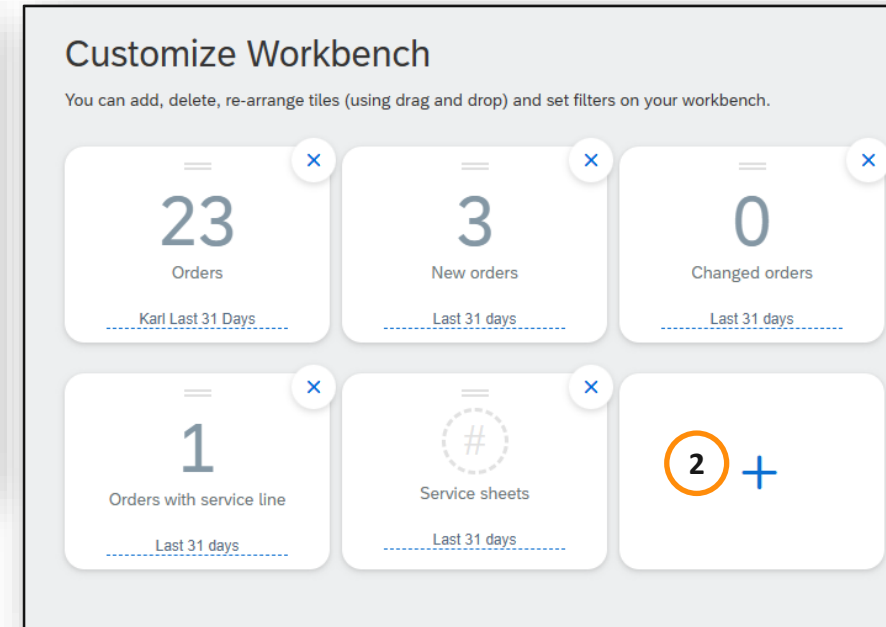
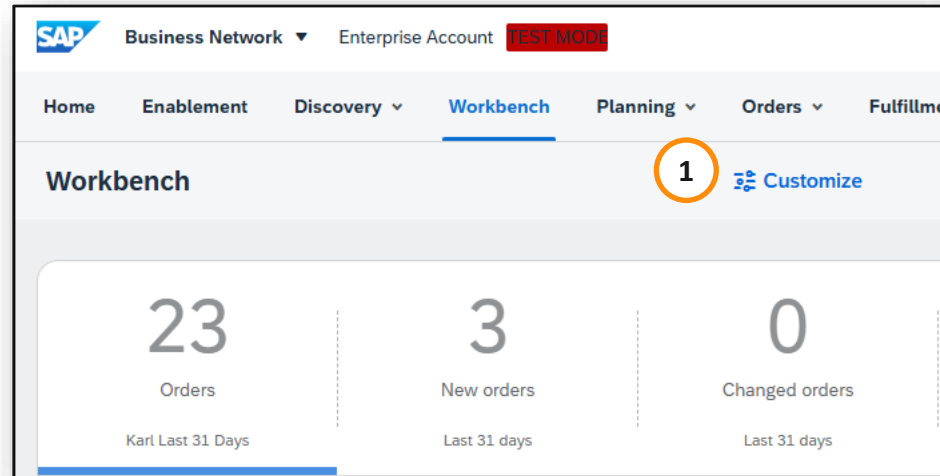
- Workbench Dashboard:** Shows three tiles: 126 Orders, 42 New orders, and 52 Items to confirm.
- Order Table:** A table with columns: Order Number, Type, and Actions. The first row shows Order Number 4526165884, Type Order, and an Actions button.
- Actions Menu:** A dropdown menu for the Actions button with options: Confirm entire order, Update line items.
- Purchase Order Screen:** Shows the Purchase Order: 4526165884 screen with a Create Order Confirmation button.
- Create Order Confirmation Menu:** A dropdown menu for the Create Order Confirmation button with options: Confirm Entire Order, Update Line Items, Reject Entire Order.
- Order Details Screen:** Shows the Order 4526380683 screen with a Create Order Confirmation button.
- Create Order Confirmation Menu (Order Details):** A dropdown menu for the Create Order Confirmation button with options: Confirm Entire Order, Update Line Items.

Order Confirmation

Workbench - Add or change the placement of the tile “Items to confirm”



1. Select **Customize**
2. Click “+” to add tiles
3. Find **Items to Confirm** and click “+” to add
4. Drag and drop to place the tile in the right order and then click **Apply** to exit the customization



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

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

Order Number	Type	Actions
4526165884	Order	...

1
Confirm entire order
Update line items

2

Confirming PO

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 Items								
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

PreviousSubmitExit

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

The screenshots show the following steps:

1. A menu with 'Confirm entire order' and 'Update line items' (circled 1).
2. The 'Line Items' table showing a single item with a 'Confirm' box (circled 2).
3. The 'Confirm' box set to 37,000 Unconfirmed (circled 3).
4. The 'Details' button (circled 4) and the 'Confirm' box (circled 3).
5. The 'Details' form with fields for shipping dates, unit price, and comments (circled 5).
6. The 'Next' button (circled 5) and the 'Details' form (circled 6).
7. The 'Previous', 'Submit', and 'Exit' buttons (circled 6).

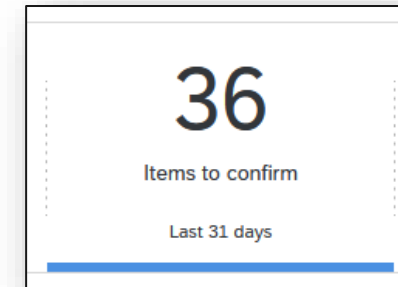
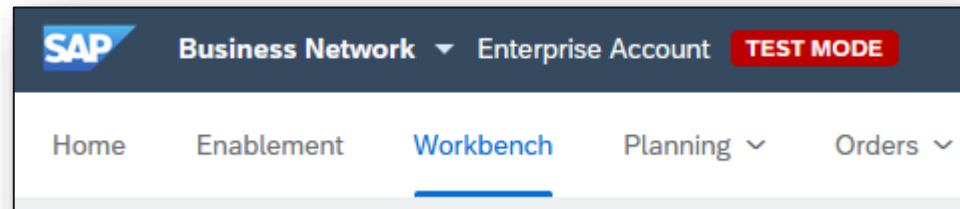
Order Confirmation

Manage Individual PO – Split Lines

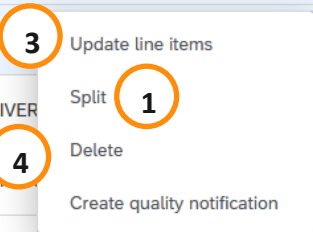


Split action is available from the **Workbench/ Items to Confirm** tile.

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



Confirm ▾		Reject ▾													
<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	...		
2 <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		...		



Order Confirmation

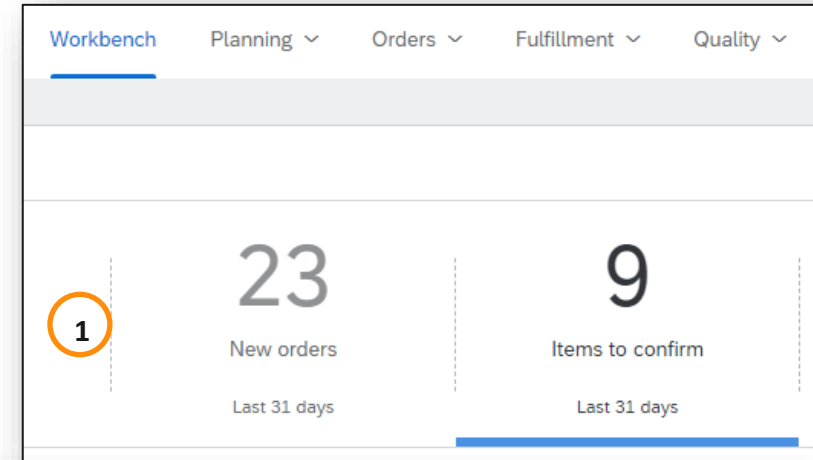
Manage Multiple POs (From the Workbench)



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

[Confirm](#) [Reject](#)

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

	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 <input type="text" value="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

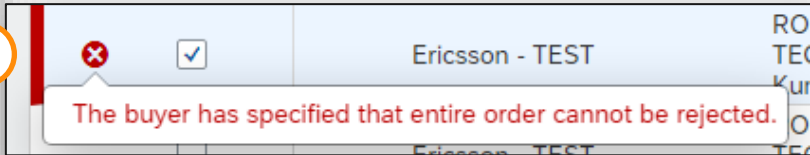
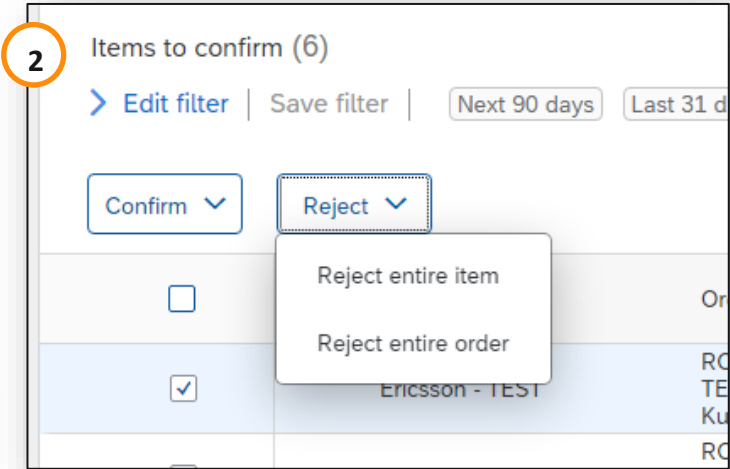
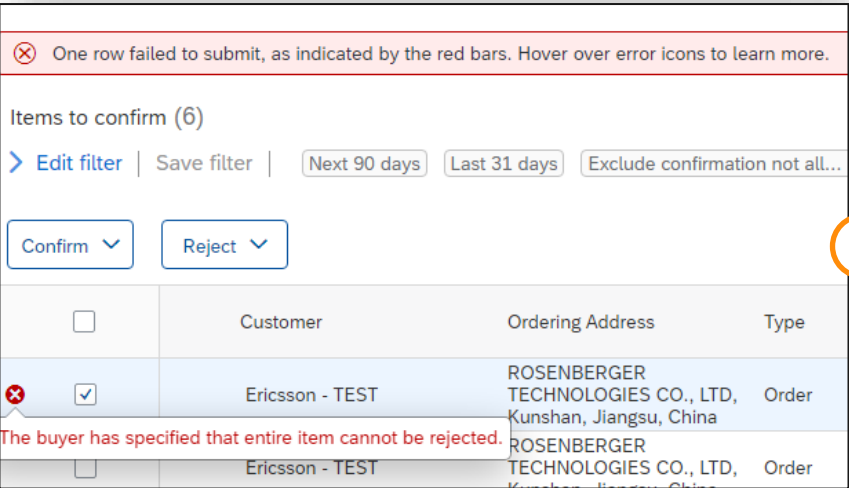
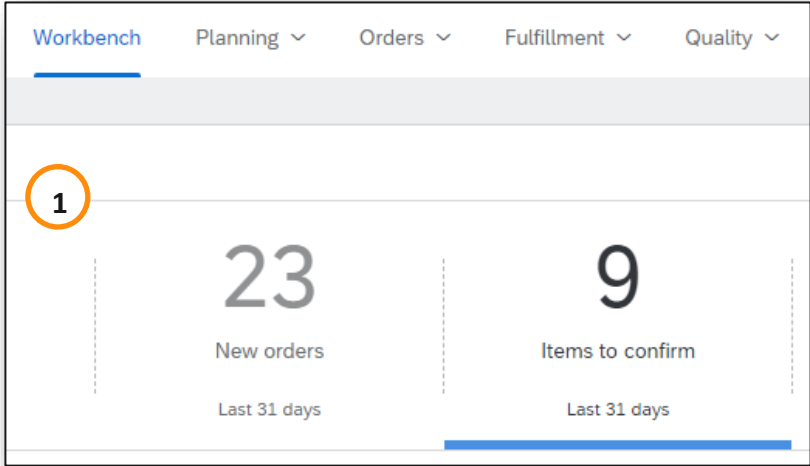
Order Confirmation

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



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

Orders and Releases

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

⚠ This page will be replaced with our new Workbench concept soon. [Try the new Workbench](#)

▼ Search Filters

Customer: All Customers

Order Number:

Planner Code:

Product Group: Line Of Business

Need by Date Range: Other

Start Date: 26 May 2022

End Date: 3 Jul 2022

Category: All

Part #: Look Up

Customer Part #: Look Up

Supplier Batch ID: Look Up

Customer Location: Look Up

Ordering Address ID: Look Up

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

☐ Search only stock transport orders

Company Code: Look Up

Purchasing Organization: Look Up

Number of Results: 500 Search Reset

Items to Confirm (49)

	Type	Order Number	Item	Part No.	Customer Part No.	Description
<input checked="" type="checkbox"/>	Order	4526380442	10		SXK1092341/1	ASSEMBLED PARTS/RMA bracket Configuratio
<input checked="" type="checkbox"/>	Order	4526380456	10		SXK1092341/1	ASSEMBLED PARTS/RMA bracket Configuratio

Qty to Confirm	Need By ↑	Estimated Shipping	Estimated Delivery	Supplier Batch ID
6 (PCE)	30 May 2022	2 Jun 2022	6 Jun 2022	

Order Confirmation

Manage Multiple PO's (From the Orders Tab)

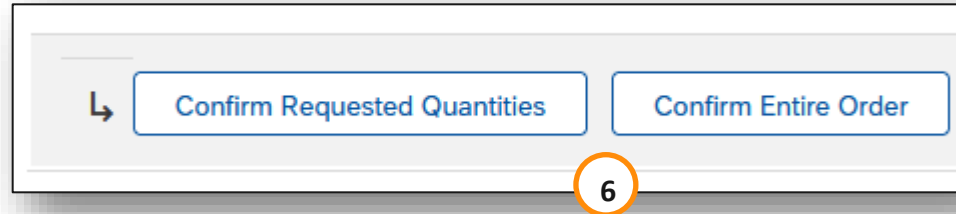
6. Select one of the allowed actions:

- 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

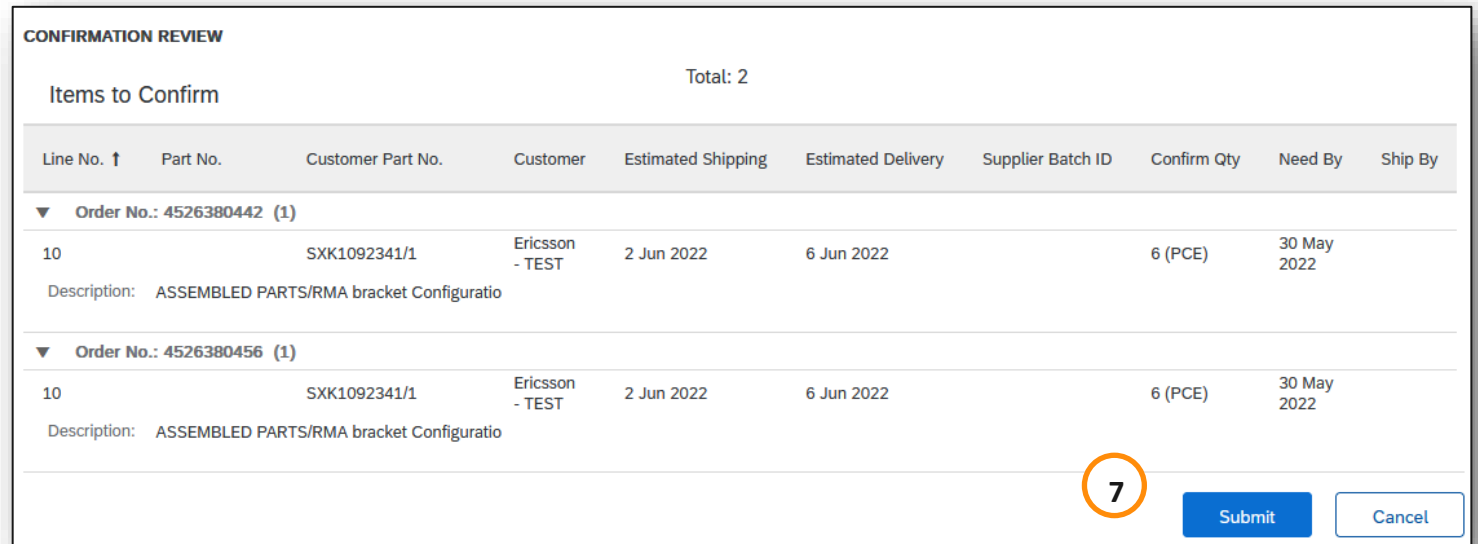
7. Review confirmation and click **Submit** to send it to buyer system

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



Confirm Requested Quantities Confirm Entire Order



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									

Submit Cancel

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:

Transport Terms Information

Delivery Terms: Transport Condition

Transport Terms: FCA (Free Carrier)


Transport Location: KUNSHAN

Order Confirmation

Mass OC Upload – Create OC report

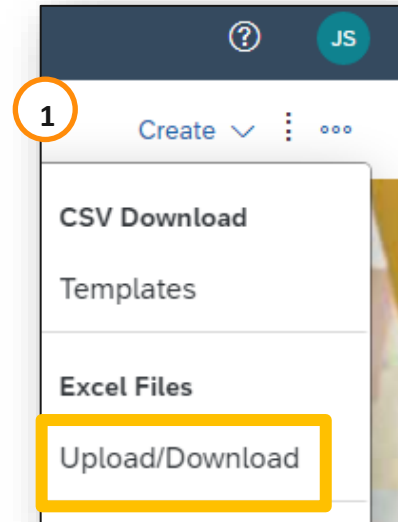
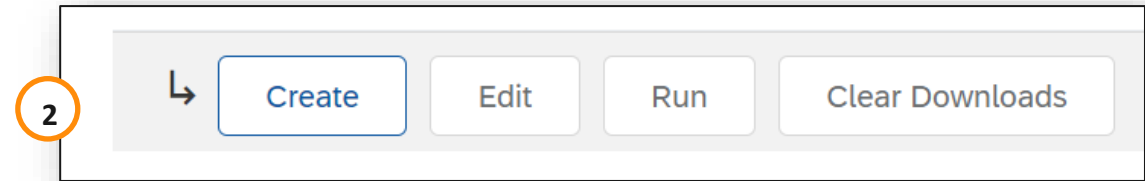


From the Homepage:

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

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



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


Downloads					
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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2	SAP Ariba 																
3	Confirmations		Time Zone:		UTC-07:00												
4	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
5		4526380597	Order		1 #####							10		1	Unconfirmed	accept	
6		4526380614	Order		2 #####							10		1	Unconfirmed	accept	
7																	
8																	
9																	
10																	

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

SAP Ariba



Confirmations

UTC-07:00

1

2

3

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 7th March. 35 items delivered on the 7th March and 25 items delivered on the 28th 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

SAP Ariba								
Confirmations			UTC-07:00					
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	

SAP Ariba								
Confirmations			UTC-07:00					
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	

SAP Ariba								
Confirmations			UTC-07:00					
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. Below the navigation bar is a 'Search Filters' section. The main content area displays a table of uploads with columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. A single row is visible with the name 'vg2', type 'Ship Notice', and status 'Failed'. Below the table are two buttons: 'Upload' and 'Refresh Status'. The 'Upload' button is circled with a '2'. An 'Upload File' dialog box is open in the foreground. It contains fields for '* Name:' (VG2), '* Customer:' (Ericsson Test), and '* Type:' (Order Confirmation). There is a '+ Choose file' button and 'Upload' and 'Cancel' buttons at the bottom. Numbered circles 1 through 6 indicate the steps: 1 points to the 'Uploads' tab, 2 to the 'Upload' button, 3 to the '* Name:' field, 4 to the '* Type:' dropdown, 5 to the '+ Choose file' button, and 6 to the 'Upload' button in the dialog.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
vg2	Ship Notice	17 Mar 2022 8:17:49 AM	John Smith	Failed	Download	Log

Upload File

* Name: VG2

* Customer: Ericsson Test

* Type: Order Confirmation

File: [+ Choose file](#)

Upload Cancel

Order Confirmation

Mass OC Upload – Reupload the Template 2



7. 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
8. 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	↓	↓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	↓	↓
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

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

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**

3. Choose the file type that best describes your data:

- ☒ Delimited - Characters such as commas or tabs separate each field.
- ☐ Fixed width - Fields are aligned in columns with spaces between each field.

4. Next >

5. Column data format

- ☒ General - 'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
- ☐ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

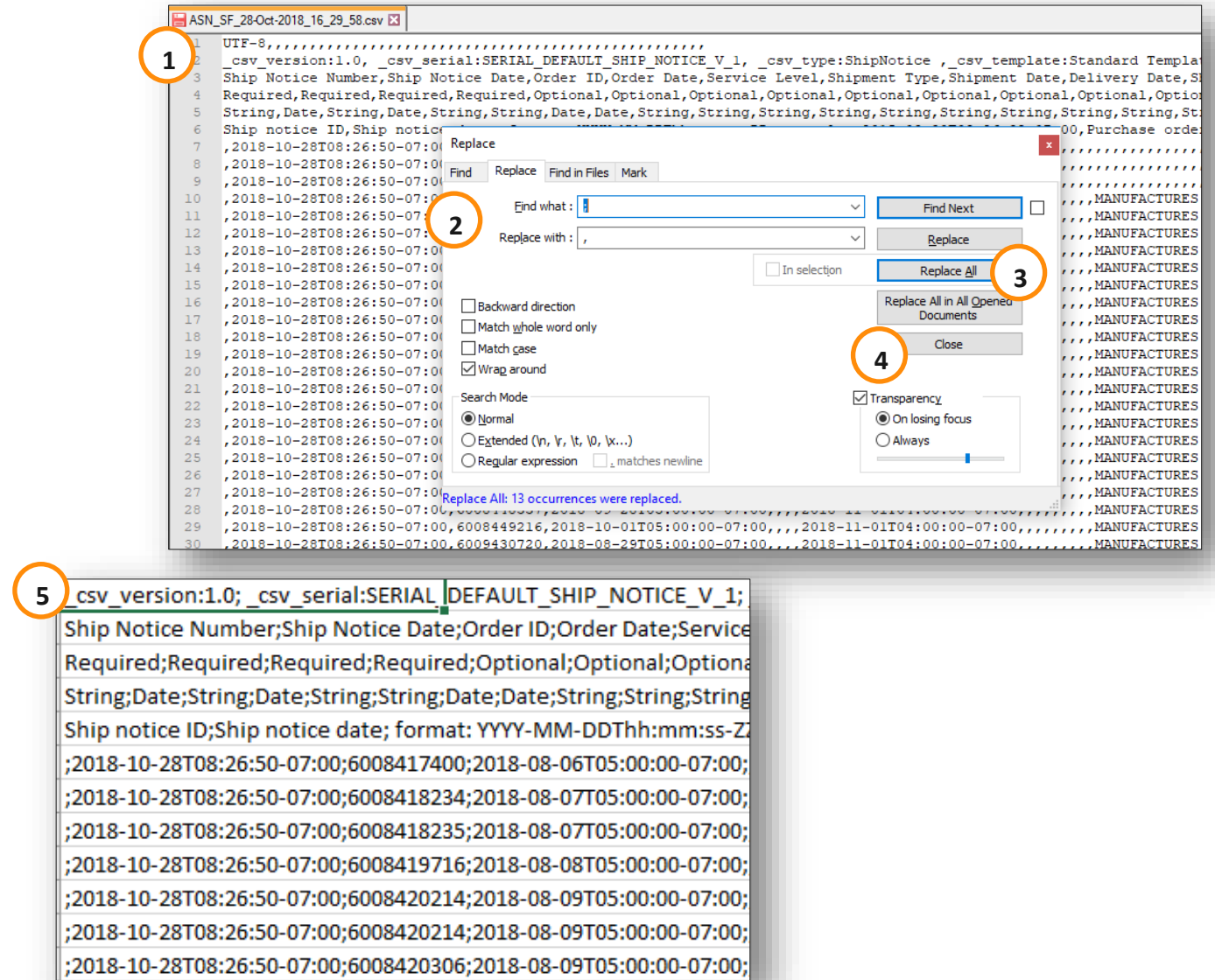
6. Next >

7. Finish

8. Data preview

Ship Notice Date	Order ID	Order Date
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

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 summary of order metrics: 24 Orders (Karl Last 31 Days), 7 New orders (Last 31 days), 0 Changed orders (Last 31 days), 10 Items to confirm (Last 31 days, with a 'Save filter' link), 7 Items to ship (Last 31 days), and 1 Invoices (Last 31 days). The 'Items to confirm (10)' section is expanded, showing a 'View: Confirmed items for editing' dropdown. Below this, there are filter buttons: 'Edit filter', 'Save filter', 'Last 90 days', 'Next 365 days', 'Exclude confirmation not all...', 'Exclude fully shipped', 'Exclude fully received', 'Exclude fully invoiced', and 'Confirmed items for editing'. The 'Customers' section has a 'Select or type selections' input. The 'Order numbers' section has a 'Type selection' input and radio buttons for 'Partial match' (selected) and 'Exact match'. The 'Creation date' section has a 'Last 90 days' dropdown. The 'Need by date' section has a 'Next 365 days' dropdown. The 'Customer locations' section has a 'Type selection' input. At the bottom right, there are 'Apply' and 'Reset' buttons. Three orange circles with numbers 1, 2, and 3 are overlaid on the interface to indicate the steps: 1 is on the 'Items to confirm' metric, 2 is on the 'View: Confirmed items for editing' dropdown, and 3 is on the 'Apply' button.

SAP Business Network Enterprise Account TEST MODE

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

Workbench Customize

24 Orders Karl Last 31 Days

7 New orders Last 31 days

0 Changed orders Last 31 days

10 Items to confirm Last 31 days 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 Partial match Exact match

Creation date Last 90 days

Need by date Next 365 days

Customer locations Type selection

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

Confirm		Reject								
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	<div></div>	<div></div>	50	H87	<div></div>
<input type="checkbox"/>	4528580487	20	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK	<div></div>	<div></div>	50	H87	<div></div>
<input type="checkbox"/>	4528580487	30	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK	<div></div>	<div></div>	50	H87	<div></div>
<input checked="" type="checkbox"/>	4528580955	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK	5/17/2024 <div></div>	5/24/2024 <div></div>	50	H87	<div></div>
<input type="checkbox"/>	4528580956	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK	<div></div>	5/17/2024 <div></div>	50	H87	<div></div>
<input type="checkbox"/>	4528580957	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK	<div></div>	5/10/2024 <div></div>	50	H87	<div></div>

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"/>							
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 Submit Cancel

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 Items

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"/>		Details ⓘ		

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

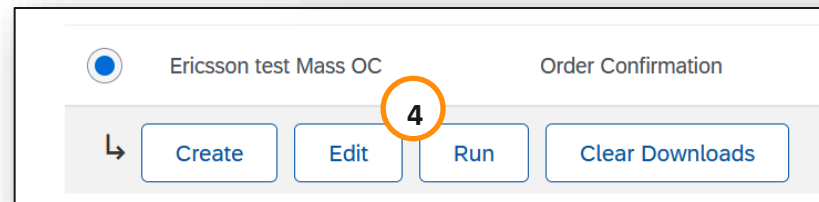
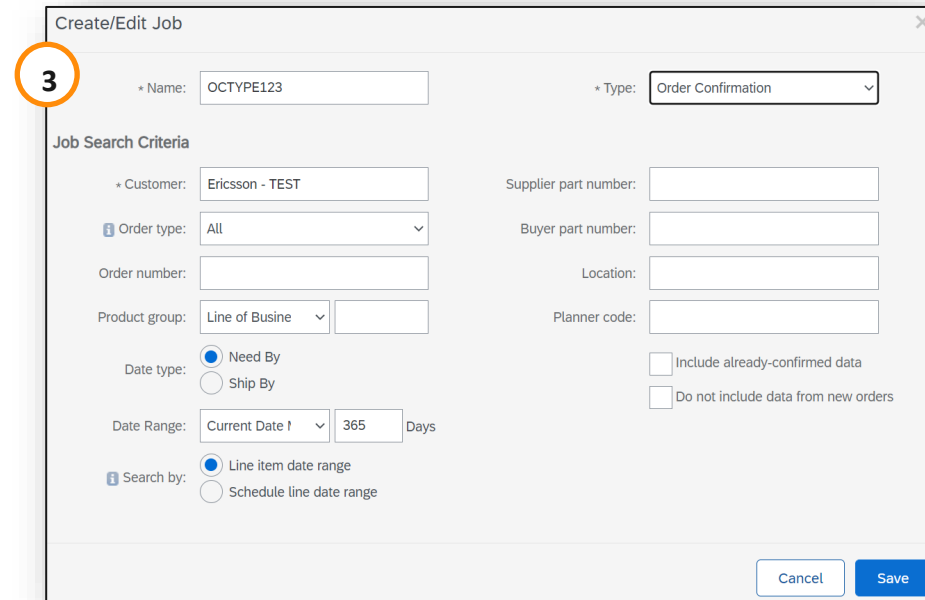
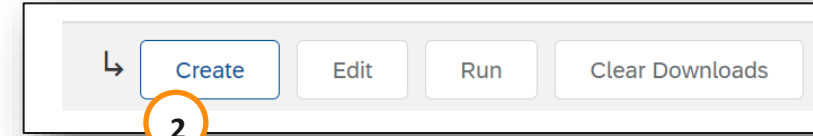
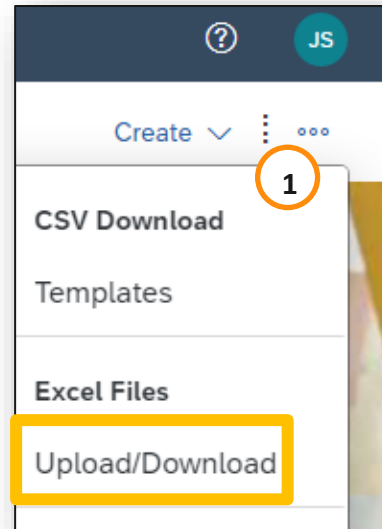
Order Confirmation

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



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

Downloads					
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	↓
Ericsson test Mass OC	Order Confirmation	15 Feb 2022 4:48:49 AM	John Smith	Completed	↓
<div><div>5</div>↳ Refresh Status<div>6</div></div>					

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 image shows two screenshots from a web application. The top screenshot is the 'Uploads' screen, and the bottom screenshot is the 'Upload File' dialog box. Numbered callouts indicate the steps for reuploading a template.

Uploads Screen:

- 1** Points to the 'Uploads' sub-tab header.
- 2** Points to the 'Upload' button in the bottom left corner.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
No uploads found.						

Upload File Dialog:

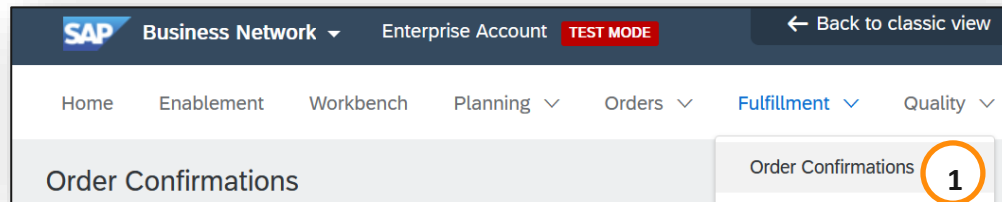
- 3** Points to the '* Name:' text input field containing 'Mass Upload Test'.
- 4** Points to the '* Type:' dropdown menu showing 'Order Confirmation'.
- 5** Points to the 'File:' label next to the '+ Choose file' button.
- 6** Points to the 'Upload' button in the bottom right corner.

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



The screenshot shows the 'Order Confirmations' page. A red circle with the number 2 highlights the 'Search Filters' section. Another red circle with the number 3 highlights the 'Configure' button (represented by a grid icon) in the top right corner of the table. The table displays two order confirmations.

Confirmation ID	Customer	Order #	Date ↓	Status
OCTESTGFH	Ericsson - TEST	4526380873	13 May 2022 3:40:59 PM	Acknowledged
OCTESTGFH	Ericsson - TEST	4526380873	12 May 2022 3:54:13 PM	Acknowledged

The screenshot shows a 'Purchase Order' detail view. The order is 'Partially Confirmed' with ID 4526380873, an amount of \$4,200.00 USD, and version 1. A 'Track Order' button is present. The 'Routing Status' is 'Acknowledged', and the 'External Document Type' is 'Standard PO (NB)'. The 'Related Documents' section lists 'OCTESTGFH' and 'OCTESTGFH'. A red circle with the number 4 highlights the 'Related Documents' section.

Purchase Order
(Partially Confirmed)
4526380873
Amount: \$4,200.00 USD
Version: 1

[Track Order](#)

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: [OCTESTGFH](#)
[OCTESTGFH](#)

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

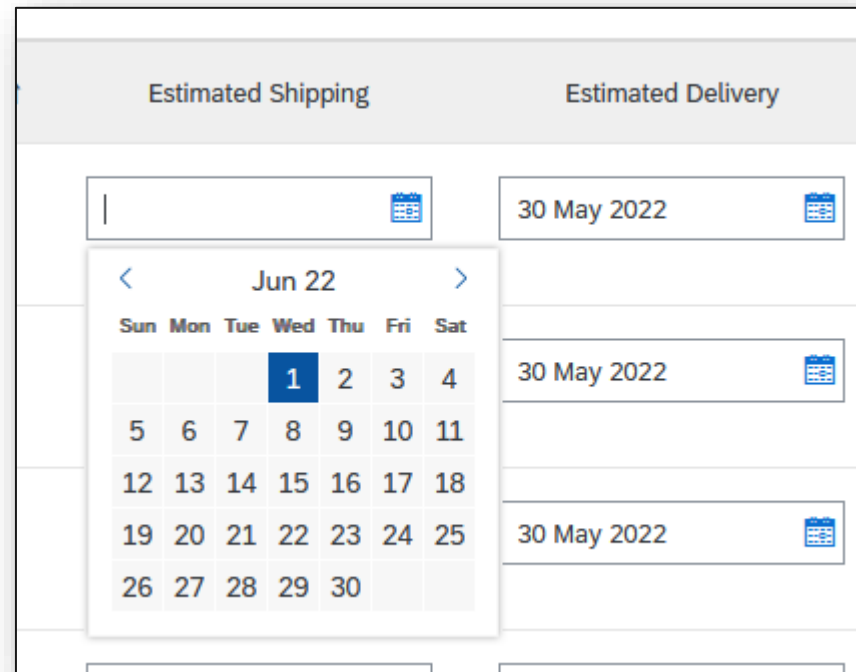
2

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:										
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 main sections: "Estimated Shipping" and "Estimated Delivery". The "Estimated Shipping" section contains a date input field that is currently empty. A calendar dropdown is open, showing the month of June 2022. The calendar grid starts on Sunday, June 1st, and ends on Saturday, June 4th. The date "1" is highlighted in blue. The "Estimated Delivery" section contains three date input fields, each with the date "30 May 2022" entered. Each date input field has a small calendar icon to its right.

Estimated Shipping		Estimated Delivery	
<input type="text"/>		<input type="text" value="30 May 2022"/>	
<input type="text"/>		<input type="text" value="30 May 2022"/>	
<input type="text"/>		<input type="text" value="30 May 2022"/>	