

# Quick Reference Guide

**Supplier - Create an Order Confirmation in Ariba Network**

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Version: 1



# 1 Introduction

This Quick Reference Guide (QRG) is designed to be used by suppliers as a reference document for the creation of order confirmations in Ariba Network.

If more detail is required, please refer to: **User Guide – Supplier – Order Confirmations**

## 2 Create an Order Confirmation

Step	Action
1.	Logon to the Ariba Network
2.	Open the Purchase Order to be confirmed.  There are 3 types of order confirmation available:  <b>Confirm Entire Order</b> Use when all Purchase Order items have the same supply details e.g. delivery date – go to step <b>4</b>
3.	<b>Update Line Items</b> Use when not all Purchase Order items have the same supply details e.g. different delivery date – go to step <b>10</b>  <b>Reject Entire Order</b> Use when unable to accept/supply order – go to step <b>19</b>

### Create Order Confirmation – Confirm Entire Order

Step	Action
4.	Click on <b>Order Confirmation</b> then select <b>Confirm Entire Order</b> from the dropdown list.
5.	<b>Order Confirmation Header</b> Fields marked with * must be completed.
<b>Note</b>	<b>Confirmation#</b> Please enter an order confirmation number.
6.	Add comments and attachments as applicable.
7.	Click on the <b>Next</b> button.
8.	Review the order confirmation.
9.	Click on the <b>Submit</b> button

### Create Order Confirmation – Update Line Items

Step	Action
10.	Click on <b>Order Confirmation</b> then select <b>Update Line Items</b> from the dropdown list.
11.	<b>Order Confirmation Header</b> Fields marked with * must be completed.
<b>Note</b>	<b>Confirmation#</b> Please enter an order confirmation number.
12.	Scroll down to the <b>Line Items</b> section of the screen.
13.	Enter the appropriate <b>quantity</b> in each of the <b>Confirm, Backorder</b> or <b>Reject</b> boxes
14.	Click on <b>Details</b> . Fields marked with * must be completed. Add comments as applicable.
15.	Repeat steps 13 and 14 for each item on the Purchase Order.
16.	Click on the <b>Next</b> button.
17.	Review the order confirmation.
18.	Click on the <b>Submit</b> button

### Create Order Confirmation – Reject Entire Order

Step	Action
19.	Click on <b>Order Confirmation</b> then select <b>Reject Entire Order</b> from the dropdown list.
<b>Note</b>	<b>Confirmation#</b> Please enter an order rejection confirmation number.
20.	<b>Rejection Reason:</b> Select the appropriate rejection reason from the dropdown list.
21.	<b>Comments:</b> Enter comments to explain why the order is being rejected.
22.	Click <b>Reject Order</b> .

#### What happens next?

The order confirmation is automatically submitted to Ingka Group (IKEA) via Ariba Network.

#### For further support:

Please visit the [Vendor Portal - Vendor Portal \(ingka.com\)](https://ingka.com), you will be able to get support via the Procurement page