



ORDER COLLABORATION

SUPPLIER TRAINING GUIDE

Honeywell

SAP

TABLE OF CONTENTS

Introduction

- Introduction
- Documents
- Workflow Diagram
- Modes of Integration and Automation

Portal User Interaction

- Purchase Order
- Individual Order Confirmation
- Mass Order Confirmation
- Finished Goods Receipt

Appendix

INTRODUCTION

INTRODUCTION

Purchase Order Collaboration aims at streamlining Honeywell – Supplier interaction.

The central component is the Ariba Network that provides:

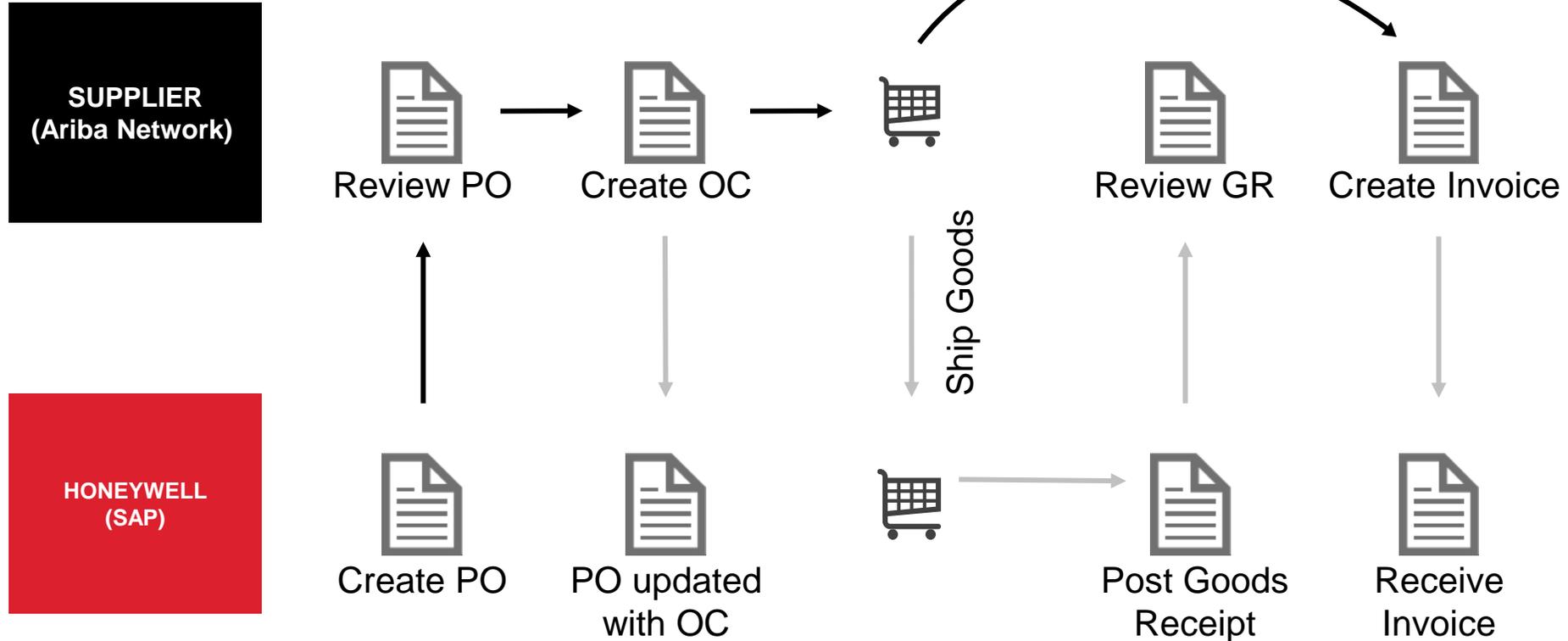
- A real time insight into the same shared information for both Buyer and Supplier.
- Error avoidance by making sure that requested, delivered and invoiced match up.
- Enablement of automatic synchronization with Supplier's and Buyer's back end systems.

PO COLLABORATION DOCUMENTS

Document	Description
Purchase Order (PO)	<ul style="list-style-type: none">▪ Header Item and Delivery dates.▪ A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.▪ Structure▪ A purchase order (PO) consists of a document header and several items.▪ The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.
Order Confirmation (OC)	<ul style="list-style-type: none">▪ Item level confirmation.▪ A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by Honeywell. It also serves to confirm the (lines of the) purchase order.
Goods Receipt (GR)	<ul style="list-style-type: none">▪ Header and Item.▪ A Goods Receipt is a posting in Honeywell System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.▪ Structure▪ A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.

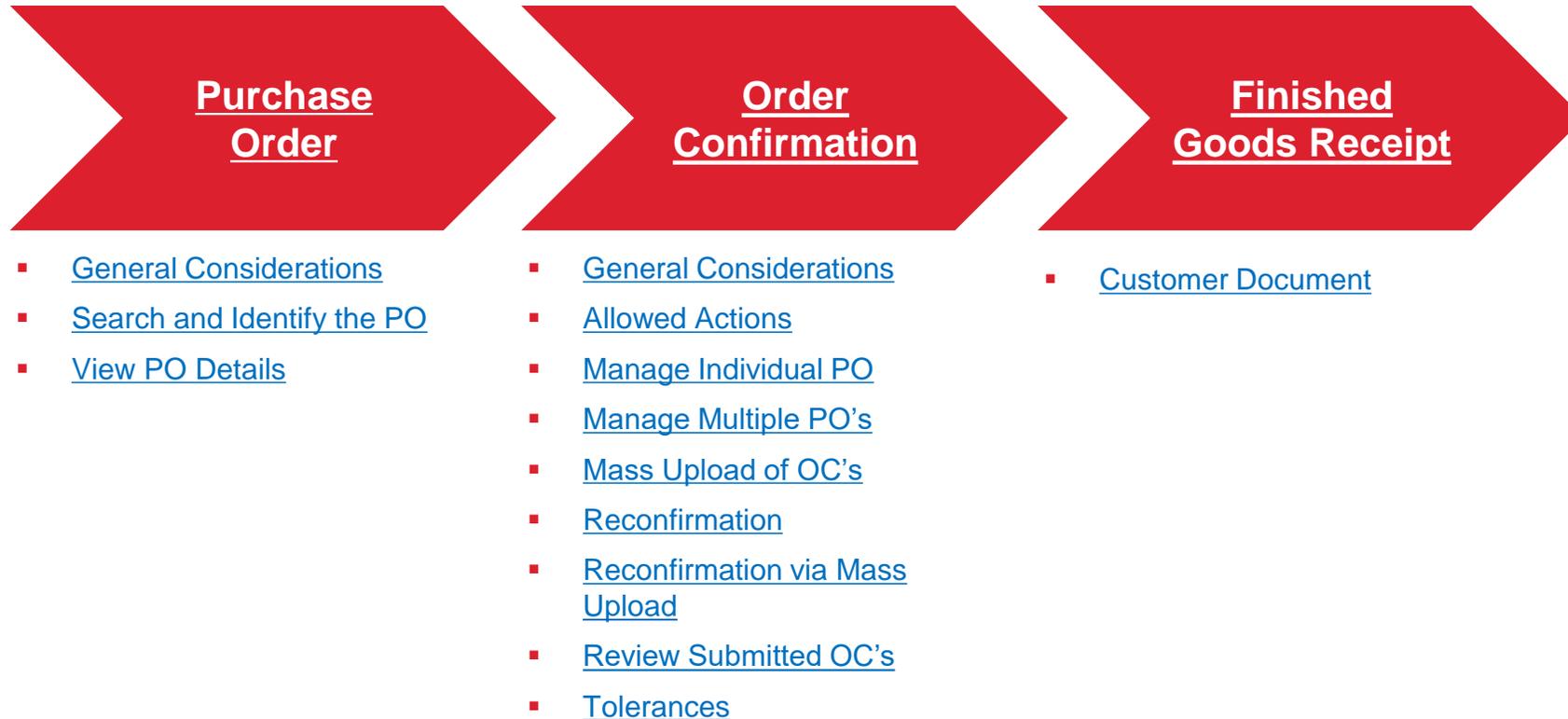
PO COLLABORATION WORKFLOW DIAGRAM

ARIBA NETWORK INVOICE PROCESS



PORTAL USER INTERACTION

ORDER COLLABORATION PORTAL INTERACTION



PURCHASE ORDER

PURCHASE ORDER

GENERAL CONSIDERATIONS

PO collaborations are handled through documents exchanged within the network.

Changes can be compared between versions in the Ariba Network.

If a PO is undergoing change and the PO version is not complete a draft version of the previously complete version of the PO output will be available on the Ariba Network. The supplier will be unable to act upon a draft version and can act upon complete versions only.

A PDF copy of each PO, and any other intrinsic attachments, will be available for download from the Ariba Network.

PURCHASE ORDER

GENERAL CONSIDERATIONS – DATA MIGRATION OF OPEN ORDERS

Once a supplier has been fully enabled to transact with Honeywell on the Ariba Network all existing orders which are not completely paid will be migrated over to Ariba Network upon supplier enablement completion.

Orders will need to be closed by issuing the remaining transactions over the Ariba Network.

Fulfilled orders which have been migrated to Ariba Network will have a banner indicating this status.

Actions which have already been performed against the legacy PO will not be available on the Ariba Network. For example; an order which has been invoiced, but not paid, will migrate to the Ariba Network but the capability to create another invoice will be disabled.

Purchase Order: 4400317471

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

⚠ This purchase order has already been fulfilled.

PURCHASE ORDER

SEARCH AND IDENTIFY THE PO (FROM THE WORKBENCH)

From the Homepage:

1. Click **Workbench**.
2. Select any of the **Orders** tile. [Workbench tile definitions](#)
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Click **export** button to download data in Excel.
6. Open PO by clicking its **number**.

Note:

- If the order can not be found in search, please check PO instructions or contact Honeywell.
- For more info on how to manage your workbench and create specific tiles please refer to **General Functionality Guide**.

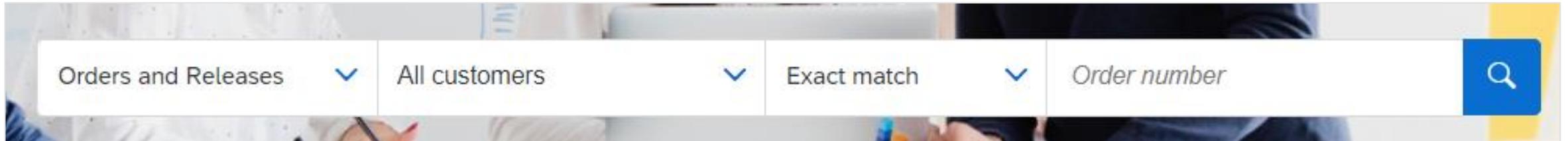
The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a red box and a '1'), 'Planning', and 'Orders'. Below the navigation bar is a dashboard with four tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. A red circle '2' is placed over the '22 Changed orders' tile. Below the dashboard is a filter section with a red circle '3' over the 'Edit filter' header. The filter section includes fields for Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. A red circle '4' is placed over the 'configure' button (represented by a gear icon). Below the filter section is a table of search results with a red circle '5' over the 'export' button (represented by a document icon). The table has columns for Order Number, Customer, Amount Invoiced, and Actions. A red circle '6' is placed over the first row, which contains the order number '4500003734' and the customer 'SCC Delivery Team - Global H19 Client 400 - TEST'.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

PURCHASE ORDER

SEARCH AND IDENTIFY THE PO (FROM HOME PAGE)

You can search for PO as well from the Portal Home page by using either Customer name or order number.



Note: If the order can not be found in search, please check PO instructions or contact Honeywell.

PURCHASE ORDER

VIEW PO DETAILS

1. View the details of your order and allowed actions.

Header details:

2. **Customer** heading address on the upper left side of the PO. This contains a link to email the Honeywell Buyer.
3. **Supplier** details. This reflects the information from your Ariba supplier account.
4. **Payment Terms**, additional text from Buyer, and **E-Invoice indicator**. The Electronic Invoice flag AN requires the invoice to be submitted on Ariba Network. See Invoicing Guide for details.
5. Supplier **Sold-To** party, from the details in Honeywell SAP.
6. Review that **Remit To** address is correct. Payment will be made to this account and is determined by Honeywell SAP configuration. Contact buyer for necessary changes.
7. Here you can find the **.pdf copy of the PO** and any other attachments for download.

Purchase Order: 4400316579

1. [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#)

2. **From:**
Customer
Honeywell Products & Solutions Sarl
Z.A. La Pièce 16
1180 Rolle
Switzerland
Buyer's e-mail: Andres.ReyesHernandez@Honeywell.com

3. **To:**
Supplier Address
SUPPLIER NAME
123456, STREET
10000 CITY,STATE, COUNTRY
Phone:
Fax:
Email: Pritesh.Shetty@Honeywell.com, nitin

4. **Payment Terms** ⓘ
0.000 % 180
Net 180 Days
Comments
Additional Data: Electronic Invoice : AN

5. **Contact Information**
Supplier Address
SUPPLIER NAME
123456, STREET
10000 CITY,STATE, COUNTRY

6. **Remit To**
Supplier Address
SUPPLIER NAME
123456, STREET
10000 CITY,STATE, COUNTRY

7. **Attachments**
📎 [4400317458.pdf](#)

PURCHASE ORDER

VIEW PO DETAILS - CONTINUED

1. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
2. **Related Documents** links. These will take you the documents associated with the PO if existing: order confirmation, goods receipt, invoice, etc.
3. Honeywell **Ship-To** address
4. Honeywell **Bill-To** address
5. **Deliver-To** address, for consignee, if applicable.
6. Line Items section describes the ordered items.
7. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and other.
8. You can configure your view by clicking configure icon.

Note: If related document links are not active, you must resize your screen or scroll down.

1 Purchase Order (Received)
4400317348
Amount: \$50.00 USD
Version: 1
[Track Order](#)

2 Routing Status: Acknowledged
External Document Type: Standard PO (ZNB)
[Related Documents: 5000065773](#)

3 Ship All Items To
Honeywell Products & Solutions Sarl
Pioneer Business Park
Ellesmere Port
Cheshire
CH65 1AQ
United Kingdom
Ship To Code: 4436
Phone: + () -
Fax: + () -

4 Bill To
Honeywell Products & Solutions Sarl
Z.A. La Pièce 16
1180 Rolle
Switzerland

5 Deliver To

6 Line Items

Line #	No. Schedule Lines	Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		Material	10.000	1 Aug	\$5,000.00	\$50.00	\$0.00 USD	Details

7 [Show Item Details](#) **8**

For more detailed purchase order management please refer to [Help Center documentation](#).

PURCHASE ORDER

VIEW PO DETAILS – LINE LEVEL

1. Click **Details** or **Show Item Details** to review more information about the line items such as control keys, scheduling lines and others:
2. Detail of item status (previously confirmed or previously shipped items).
3. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
4. Ship To information.
5. Tax Information.
6. Contract Reference.
7. Batch information if any.
8. Schedule line details the quantities planned for specified delivery dates.
9. Additional details might be provided in Other information section.

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #
10	1	Not Available	1011027HS-ES

Description: EYE PROT CLEAR LENS

2 Status
10.000 Unconfirmed

3 Control Keys
Order Confirmation: required before shipping
Ship Notice: allowed
Invoice: is not ERS

4 Ship To
Honeywell Safety Products
2520 S Walnut Road
Freeport, Illinois 61032
United States
Ship To Code:
Phone:
Fax:

5 Tax

Tax Category	Tax Rate (%)
10	0

6 Contract Number
4600016535

1 [Show Item Details](#)

Customer Location

[Details](#)

7 Information on Ship Notice [Required]

Supplier Batch

8 Schedule Lines

Schedule Line #	Delivery Date
1	9 Jun 2022 6:00 AM CDT 9 Jun 2022 Buyer time

9 Other Information

Receiving Type: 4
customerPartNo: 1011027HS-ES
External Line Number: 00010
Estimated days for inspection: 1
Classification Domain: ERPCommodityCode
Classification Code: N4B2
Classification Domain: ERPCommodityCodeDescription
Classification Code: Corrugated package

PURCHASE ORDER

PO STATUSES

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed	The order is in progress. If you update part of a purchase order, Ariba Network reports the partial status for the entire purchase order.
Partially Shipped	For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Partially Serviced	
Partially Invoiced	
Shipped	You shipped the entire order.
Invoiced	The order is fully invoiced.
Received Partially	Statutes for receipts that are sent by Honeywell from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line-item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Received	
Returned	
Failed	Ariba Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.

PURCHASE ORDER

PO STATUSES – UNDERGOING CHANGE – VERSION NOT COMPLETE

If a PO is undergoing change in Honeywell ERP and the PO version is not complete, a draft version of the previously complete version of the PO output and related documents will be available on the Ariba Network. The supplier will be unable to act upon a draft version and can act upon subsequent completed version only.

1. PO status will show **Obsoleted**.
2. Version will follow **x.1** numbering format.
3. Warning message will display across PO header details.
4. Upon release of complete version, a new PO output with Order Status **Changed** will be available on the Ariba Network.

1 **Purchase Order**
(→ **Obsoleted**)
4412099105
Amount: \$2,768.35 USD
Version: 1.1 (**Previous Version**)

2

3 **WARNING: PO CHANGE IN PROGRESS BY HONEYWELL. NO ACTION ON PO ALLOWED**

4

Order Number	Customer	Date ↓	Order Status	Version	Revision
4412099105	Honeywell - TEST	Jun 9, 2022	Confirmed	2	Changed
4412099105	Honeywell - TEST	Jun 9, 2022	Obsoleted	1.1	Changed
4412099105	Honeywell - TEST	Jun 9, 2022	Obsoleted	1	Original

INDIVIDUAL ORDER CONFIRMATION

ORDER CONFIRMATION

GENERAL CONSIDERATIONS

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfill the order as proposed by Honeywell.
- Order Confirmations are **required** for all POs.
- Suppliers can suggest modifications to the purchase order delivery dates through the order confirmation document.

Order Detail Order History

From:
Customer
Salisbury Electrical Safety LLC
4091 Azalea Drive
North Charleston, South Carolina 29405
United States

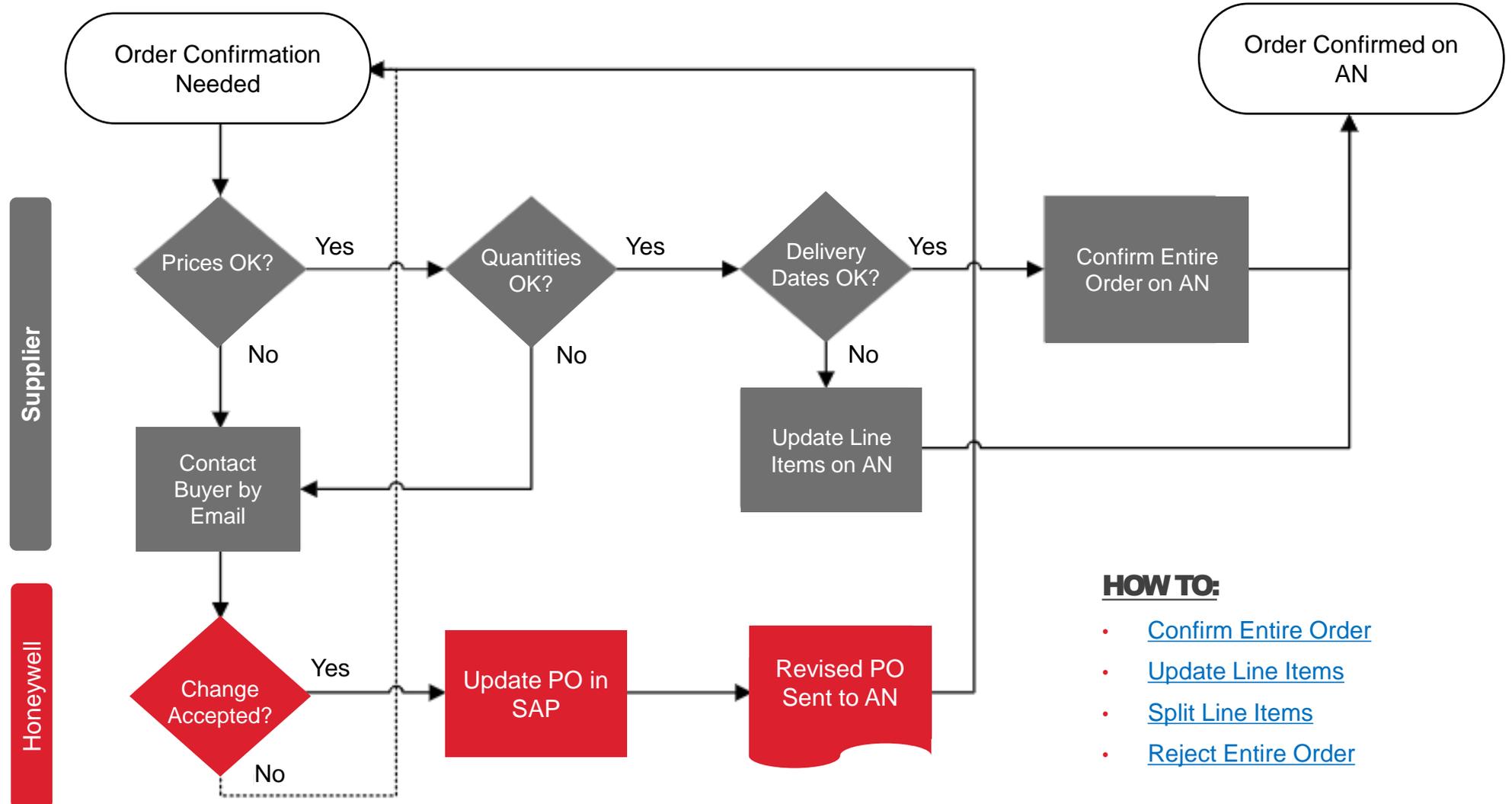
Buyer's e-mail: example@honeywell.com

⚠ Before confirming this purchase order verify the following information is correct: Payment Terms, Remit-To Address, Pricing and Quantity, for any necessary change contact the buyer for this PO.

Note: For any changes needed to the **Payment Terms, Remit-To Address, Pricing or Quantity**, please contact the Honeywell Buyer. The contact email has been provided in the details the Purchase Order.

ORDER CONFIRMATION

GENERAL PROCESS FLOW



HOW TO:

- [Confirm Entire Order](#)
- [Update Line Items](#)
- [Split Line Items](#)
- [Reject Entire Order](#)

AN: Ariba Network
PO: Purchase Order

ORDER CONFIRMATION

ALLOWED ACTIONS

Ariba Network provides multiple options to confirm your orders:

1. Individual PO management. With a low volume of POs you may simply go to each PO and click on the **Create Order Confirmation** button that will allow you to confirm fully or partially the PO. The system will propose you the following buttons:

- *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 delivery dates.
- *Split* action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.
- *Reject entire order:* This option has been disabled.

Note: in case the order needs to be rejected, please contact the buyer associated with the PO. The contact email has been provided in the details of the Purchase Order.

2. Multiple POs to be managed: one-step confirmation. In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.

Note: It is not possible to propose price changes, split a single PO line into several confirmations, 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 (file upload). Choosing this option, you will be able to update line-item delivery dates.

ORDER CONFIRMATION

ALLOWED ACTIONS

From the **Workbench**:

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



2

Order Number	Type	Actions
4500003734	Order	...

3

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

4

Purchase Order: 4400316563

Create Order Confirmation

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Note: For more info on how to manage your workbench and create specific tiles please refer to General Functionality Guide.

ORDER CONFIRMATION

MANAGE INDIVIDUAL PO – CONFIRM ENTIRE ORDER

This slide explains how to 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 **Previous** to go to the previous page.
 - Click **Submit** to send order confirmation to Honeywell.
 - Click **Exit** to leave the page without saving any changes.

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

The screenshot shows the 'Confirm Entire Order' workflow. Callout 1 points to the 'Confirm Entire Order' button in the Actions menu. Callout 2 points to the 'Order Confirmation Header' section, which includes fields for Confirmation #, Associated Purchase Order # (4400316097), Customer (Honeywell - TEST), and Supplier Reference. Callout 3 points to the 'Line Items' table. Callout 4 points to the 'Next' button at the bottom. Callout 5 points to the 'Submit' button at the bottom.

Order Number	Type	Actions
4500003734	Order	Confirm Entire Order Update Line Items Reject Entire Order

Confirming PO

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4400316097

Customer: Honeywell - TEST

Supplier Reference:

Shipping and Tax Information

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10				100.000 (DAY)	14 Jul 2022 CDT 14 Jul 2022 Buyer time	\$5.00 USD	\$500.00 USD	\$0.00 USD

Description: Quote # SW-NQ-4187

Exit Next Previous Submit Exit

For more detailed purchase order management please refer to [Help Center documentation](#).

ORDER CONFIRMATION

MANAGE INDIVIDUAL PO – REJECT ENTIRE ORDER

The option to **Reject Entire Order** has been disabled.

1. Contact Honeywell Buyer by email to request order rejection.
2. Email subject line must include reference to the PO number and provide a reason for rejection.
3. Upon PO cancellation in SAP by Honeywell the status will update to Obsoleted on the Ariba Network.

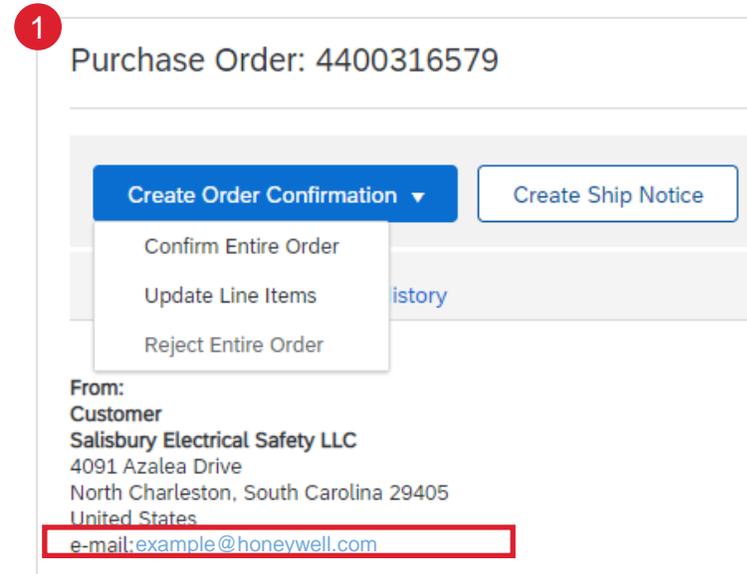
1

Purchase Order: 4400316579

Create Order Confirmation ▼ Create Ship Notice

Confirm Entire Order
Update Line Items
Reject Entire Order

From:
Customer
Salisbury Electrical Safety LLC
4091 Azalea Drive
North Charleston, South Carolina 29405
United States
e-mail: example@honeywell.com

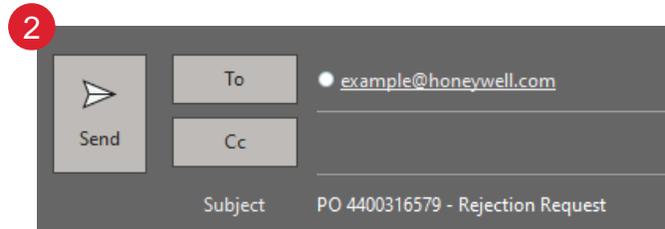


2

Send To example@honeywell.com

Cc

Subject PO 4400316579 - Rejection Request



3

Purchase Order
(+ Obsoleted)



Note: The action to Reject Entire Order remains visible but has been disabled and is not clickable.

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 a **header** level, you can add comments, attachments and further order confirmation details.
 - At a **line** level, you can confirm items, fully or partially.
2. Click **Details** button at a line level to modify information about delivery dates or add comments. Once completed, click OK to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order confirmation and click **Submit** to send it to buyer's system. Click Exit to leave the page without saving any changes. Click Previous to return line items update.

Note:

- If there is a need to request changes to the PO pricing or quantities, please contact the Honeywell buyer by email.
- You can submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

Order Number	Type	Actions
4500003734	Order	<div style="border: 1px solid red; padding: 2px;"> 1 Confirm Entire Order Update Line Items Reject Entire Order </div>

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	28009-ES		Consignment	30,000 (EA)	6 Jun 2022 CDT 6 Jun 2022 Buyer time		
Description: AS1000HAT SHEET								
▼ Schedule Lines								
Schedule Line No. 1			Delivery Date			Ship By		
1			6 Jun 2022 CDT 6 Jun 2022 Buyer time					
Current Order Status								
<input checked="" type="radio"/> 30,000 Unconfirmed								
Confirm: <input type="text"/>			Backorder: <input type="text"/>					
! The buyer does not accept comments with order confirmations containing unconfirmed items.								
			3					
			Exit			Next		

2 Details ⓘ

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Not Available	28009-ES		Consignment	30,000 (EA)	6 Jun 2022 CDT 6 Jun 2022 Buyer time			\$0.00 USD	
Description: AS1000HAT SHEET										
▼ Schedule Lines										
Schedule Line No. 1			Delivery Date			Ship By			Quantity (Unit)	
1			6 Jun 2022 CDT 6 Jun 2022 Buyer time						30,000 (EA)	
Current Order Status:										
30 Confirmed As Is (Schedule line number: 1: Estimated Delivery Date: 6 Jun 2022 - defaulted from Requested Delivery Date in order)										
							4			
							Previous Submit Exit			

ORDER CONFIRMATION

MANAGE INDIVIDUAL PO – UPDATE LINE ITEMS 2 - DETAILS

1. Click the **Details** button at a line level to modify information about delivery dates or add comments.
2. Provide new **Est. Delivery Date**.
3. **Comments** can be provided if needed.
4. Provide **Date Change Reason**.
5. Review the order confirmation and select the **Cancel** or **OK** to return to the previous page.

1 Schedule Lines

Schedule Line No.	Delivery Date	Ship By
1	6 Jun 2022 CDT 6 Jun 2022 Buyer time	

Current Order Status
 30,000 Unconfirmed

Confirm: Backorder:

Details

! The buyer does not accept comments with order confirmations containing unconfirmed items.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
10	Not Available	VLC-505-EX	10,000	EA	28 Jun 2022 CDT 28 Jun 2022 Buyer time

Description: VLC-505 (VN) EXn Zone 2

New Order Status: **10 Confirmed**

Schedule Line: ① * Line number 1 - quantity 10 - date 28 Jun 2022

2 Est. Delivery Date: * CDT
7 Jul 2022 Buyer time
Unit Price: \$510.67 USD

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part: Not Available
Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:
Supplier Batch ID:

3 Comments:

Description: VLC-505 (VN) EXn Zone 2
Pricing Description:

Subtotal: ① \$5,106.70 USD

4 Date change reason:

5

- Labor Capacity Constraint
- Sub-Tier Supplier Labor Capacity Constraint
- Machine Capacity Constraint
- Sub-Tier Supplier Machine Capacity Constraint
- Sub-Tier Supply Shortage
- HON Consigned/Subcon Material Flow
- Transition Issues
- Engineering Changes / Redesign
- Part Phasing Out/Phased Out (Last Time Buy)
- Government Source GSI
- Supplier Quality Issues
- Outside Process Issues
- Part Pricing / Contract Issues

ORDER CONFIRMATION

MANAGE INDIVIDUAL PO – CONFIRM BASED ON SCHEDULE LINES

When you have various schedule lines with different delivery date, you can alternatively confirm per schedule line:

1. Expand the schedule lines to see the requested delivery dates.
2. Click on Confirm Based on Schedule Lines.
3. Select the Schedule Lines you wish to confirm and click on Create status.
4. The new status will appear and decrease unconfirmed quantities.
5. To choose a referenced schedule line click Details.
6. Chose a reference schedule line from the dropdown.

Note: You are not able to change quantities, price or delivery date when choosing this option.

The screenshot illustrates the 'Confirm Based on Schedule Lines' process in a software interface. It is divided into several sections:

- Schedule Lines Table:** A table with columns 'Schedule Line No.', 'Delivery Date', and 'Ship By'. It shows one line with delivery dates '9 Jun 2022 CDT' and '9 Jun 2022 Buyer time'. A red circle '1' is next to the table header.
- Current Order Status:** Shows '10.000 Unconfirmed' with a radio button selected. A 'Confirm:' input field and a 'Backorder:' input field are present. A red circle '2' is next to the 'Confirm Based on Schedule Lines' button.
- CONFIRM BASED ON SCHEDULE LINES Dialog:** A modal dialog with 'Latest Confirmed Delivery Date: None' (red circle '3'). It contains a table of schedule lines with checkboxes. The first line is checked. A 'Create Status' button and a 'Cancel' button are at the bottom. A red circle '4' is next to the 'Create Status' button.
- Current Order Status (Dialog):** Shows '5 Confirmed As Is (Schedule line nu' and '5.000 Unconfirmed' with a radio button selected. A 'Confirm:' input field and a 'Confirm Based on Schedule Lines' button are present. A red circle '5' is next to the 'Details' button in the main interface.
- Schedule Line Dropdown:** A dropdown menu titled 'Choose a schedule line' with options: 'Line number 1 - quantity 30 - date 2', 'Line number 2 - quantity 30 - date 2', 'Line number 3 - quantity 30 - date 3', and 'Line number 4 - quantity 10 - date 7'. A red circle '6' is next to the dropdown.

ORDER CONFIRMATION

MANAGE INDIVIDUAL PO – SPLIT LINES

1. Split action is available from the **Workbench > Items to Confirm** tile.
2. Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
3. Split icon indicates which lines are added via the split action.
4. Adjust dates and quantities as appropriate for your split rationale.
5. Delete split line if necessary.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a red box and a red circle '1'), 'Planning', and 'Orders'. To the right, a tile shows '6 Items to confirm' with a red circle '2' and 'Last 31 days'. Below the navigation bar, a table is shown with a context menu open over one of the rows. The menu items are: 'Update line items' (with a red circle '4'), 'Split' (with a red circle '3'), 'Delete' (with a red circle '5'), and 'Create quality notification'. A red arrow points from the 'Split' option to the confirmation table below. The confirmation table has 'Confirm' and 'Reject' buttons at the top. The table columns are: Item No., Supplier Part No., Description, Estimated Shipping, and Actions. The table contains two rows for 'AS1000HAT SHEET' with a quantity of 10. The first row has a checkmark in the 'Item No.' column and a date field. The second row has a checkmark and a left-pointing arrow in the 'Item No.' column and a date field.

Item No.	Supplier Part No.	Description	Estimated Shipping	Actions
10	Not Available	AS1000HAT SHEET	mm/dd/yyyy	...
10	Not Available	AS1000HAT SHEET	mm/dd/yyyy	...

For more detailed purchase order management please refer to Help Center documentation.

ORDER CONFIRMATION

MANAGE MULTIPLE PO'S (FROM THE WORKBENCH)

In case of **multiple POs** are to be confirmed at the same time, you should use **Items to Confirm** Workbench tile. It summarizes all line items across different POs and gives you 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 and click **Confirm**.
4. Select any of the action from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

Note:

- It is not possible to propose price changes, split a single PO line into several confirmations, or reject quantities with this option.
- For more info on how to manage your workbench and create specific tiles please refer to General Functionality Guide.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A tile on the right shows '3 Items to confirm' for the last 31 days. Below this, a filter bar allows for 'Edit filter', 'Save filter', and various exclusion options. A table lists items with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. A 'Confirm' dropdown menu is open, showing options like 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. Two checkboxes in the table are highlighted with a red box. At the bottom, a 'Submit' button is visible.

Item No.	Supplier Part No.	Requested U	Actions
	Customer: SCC Delivery Team - Global H19 CI		
	10	S_BP001	€1 ...

MASS ORDER CONFIRMATION

ORDER CONFIRMATION

MASS OC UPLOAD – CREATE OC REPORT

From the Homepage:

1. Click “...” button then **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.

The screenshot illustrates the process of creating an Order Confirmation (OC) report. It is divided into four numbered steps:

- Step 1:** A user interface element with a 'Create' dropdown and a three-dot menu is shown. A red circle with the number '1' highlights the three-dot menu. A dropdown menu is open, showing 'Excel Files' and 'Upload/Download' options.
- Step 2:** The 'Jobs' section of the interface is shown. A red circle with the number '2' highlights the 'Create' button in the 'Jobs' list.
- Step 3:** The 'Create/Edit Job' form is shown. A red circle with the number '3' highlights the form. The 'Name' field contains 'OC Test' and the 'Type' dropdown is set to 'Order Confirmation'. A red box highlights the 'Type' dropdown. Below the form, the 'Job Search Criteria' section shows the 'Customer' field set to 'Honeywell - TEST'.
- Step 4:** The 'Jobs' list is shown with the 'OC Test' job selected. A red circle with the number '4' highlights the 'Run' button for this job.

Note:

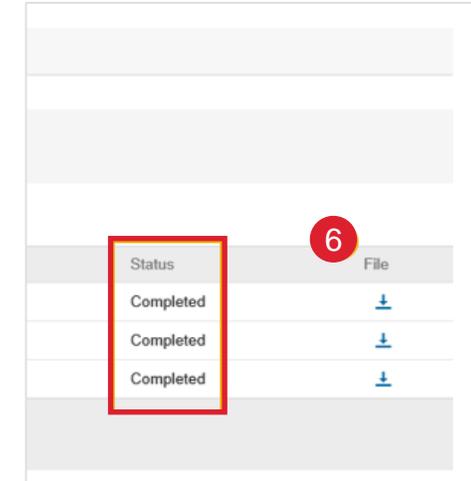
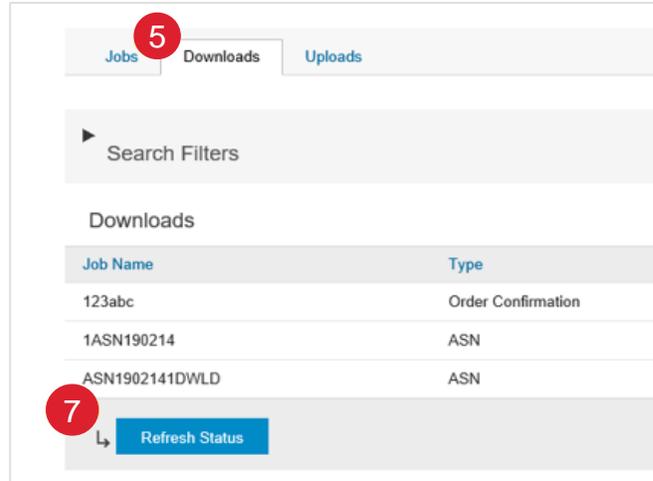
- You can extract up to 10000 lines. Set Date Range value in search filters to narrow down your search.
- The generated Excel file now excludes items that are fully shipped, fully received, or both.

For more detailed purchase order management please refer to Help Center documentation.

ORDER CONFIRMATION

MASS OC UPLOAD – RUN OC REPORT

5. The report will appear in the Download sub-tab.
6. To download a report, click on the icon on right hand of the screen.
7. Use Refresh Status button to update report status to Completed.



ORDER CONFIRMATION

MASS OC UPLOAD – OC REPORT TEMPLATE

SAP Ariba 																										
Confirmations																										
Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Delivery	Item Shipment	Item Unit Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supp	
	4500053022	2	08 Feb 2019						60	accept	SUP_2917	2917		16	EA	#####		2	AUD							
	4500053022	2	08 Feb 2019						70	accept	SUP_2917	2917		17	EA	#####		2	AUD							
	4500053022	2	08 Feb 2019						80	accept	SUP_2917	2917		18	EA	#####		2	AUD							
	4500053022	2	08 Feb 2019						90	accept	SUP_2917	2917		19	EA	#####		2	AUD							
	4500053025	3	11 Feb 2019						20	accept	SUP_2917	2917		1	EA	#####		2	AUD							

Note:

- Please make sure to use the latest version of the template available through the Portal.
- Documents with an Order Version n.1 e.g., 1.1, 2.1 are undergoing change in Honeywell SAP. Delete these rows before re-upload or else the file will fail. More on the change PO concept here: [link](#)

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.



1	Confirmation Number	Order Number	Order Version	Order Date	Item Line	3	Item Type	Item Quantity	Item Unit Of	2	Item Delivery Date
---	---------------------	--------------	---------------	------------	-----------	---	-----------	---------------	--------------	---	--------------------



4	Confirmation Number	Order Number	Order Version	Order Date	Item Line	5	Item Type	Item Supply	Item Custom	Item Quantity	Item Unit Of	Item Delivery Date	Item Unit	6	Item Unit
---	---------------------	--------------	---------------	------------	-----------	---	-----------	-------------	-------------	---------------	--------------	--------------------	-----------	---	-----------

Note: All dates must be maintained in DD MM YYYY format or else there will be an error during upload.

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 date, follow the steps below.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 5 in the initial line, and 15 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.
4. Adjust the dates accordingly for each of the lines.

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun	2	accept	10	PCE	11 Sep

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun	2	accept	10	PCE	11 Sep
	6007624647	2	19 Jun	2	accept	10	PCE	11 Sep

1

2

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun	2	accept	5	PCE	12 Sep
OC6007624647	6007624647	2	19 Jun	2	accept	15	PCE	14 Sep

3

4

Example: Line item with 20 items to be delivered by Sept. 11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

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

ORDER CONFIRMATION

MASS OC UPLOAD – REUPLOAD THE TEMPLATE

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**.
7. The status column displays whether the upload was successful or not:
 - If the upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities, price 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.

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 image shows a three-step process for uploading an order confirmation template. Step 1 shows the 'Uploads' sub-tab selected in the 'Jobs > Downloads > Uploads' navigation. Step 2 shows the 'Upload' button being clicked. Step 3 shows the 'Upload File' dialog where the name is 'Mass OC_April' and the customer is 'BP SCC Buyer - TEST'. Step 4 shows the 'Type' dropdown set to 'Order Confirmation'. Step 5 shows the 'File' field with a 'Browse...' button. Step 6 shows the 'Upload' button being clicked. Step 7 shows the resulting upload list with columns for Status, File, and Log. The 'Completed With Errors' row is highlighted in yellow. Step 8 shows the blue arrow in the File column being clicked to download the file.

Status	File	Log
Completed	↓	↓
Completed	↓	↓
Completed	↓	↓
Completed	↓	↓
Completed With Errors	↓	↓
Failed	↓	↓

ORDER CONFIRMATION

RECONFIRMATION 1 (FROM THE WORKBENCH)

You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on Ariba Network and will resend a new confirmation to Honeywell.

From the Workbench:

1. Go to Items to confirm tile.
2. Use search filters to identify already confirmed lines.
3. Click Actions button and select **Update line item** on the right-hand side of your screen.

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A tile on the right shows '13 Items to confirm' with a 'Save filter' button. Below the navigation, there is a section for 'Items to confirm (13)' with filter buttons: 'Edit filter', 'Save filter', 'Exclude confirmation not all... , +1', 'Exclude fully shipped', and 'Exc'. A table below shows the list of items to confirm. The table has columns for 'Item No.', 'Supplier Part No.', 'Description', and 'Need By'. The first row is expanded to show 'Customer: Honeywell - TEST' and 'Order No.: 4490002158'. The second row is selected and has an 'Update line items' button next to it.

Item No. ↑	Supplier Part No.	Description	Need By
10	Not Available	AS1000HAT SHEET	Jun 6, 2022

Note: For more info on how to manage your workbench and create specific tiles please refer to General Functionality Guide.

ORDER CONFIRMATION

RECONFIRMATION 2 (FROM THE WORKBENCH)

4. When reviewing the PO again, you will see the previously confirmed quantity.
5. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
6. The order confirmation will be updated.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		VLC-505-EX		100.000 (EA)	13 Jul 2022 CDT 13 Jul 2022 Buyer time	\$512.71 USD	\$51,271.00 USD	\$0.00 USD	

Description: EXPLOSION PROOF ESD PANEL-TEST

▶ **Schedule Lines**

Current Order Status

1 100 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 13 Jul 2022 - defaulted from Requested Delivery Date in order)

Confirm: Backorder:

[Confirm Based on Schedule Lines](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

2 [Details](#) ⓘ

3 **Status**

100 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 14 Jul 2022 [CDT](#) / 14 Jul 2022 [Buyer time](#))

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 and then **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. 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.

Note: In Excel file you can reconfirm partially or fully confirmed items.

The screenshots show the following steps:

1. From the homepage, click the “...” button and then **Upload/Download**.
2. In the Jobs section, click the **Create** button.
3. In the “Create/Edit Job” form, enter a name (e.g., “OC Test”) and select the type as **Order Confirmation**.
4. In the Jobs list, select the job and click the **Run** button.
5. In the Downloads sub-tab, click the **Refresh Status** button.
6. The job status is updated to **Completed**, and the Excel report can be downloaded.

For more details how to confirm OC via Excel file refer to [Mass OC Upload](#) chapter described above.

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**.

The screenshot shows the 'Uploads' sub-tab selected in a navigation bar. Below the navigation bar is a search filter section. The main content area displays a table with columns: Name, Type, Last Uploaded, and Last Uploaded By. The table is currently empty, showing 'No uploads found.' Below the table are two buttons: 'Upload' and 'Refresh Status'. A red circle with the number '1' is placed over the 'Uploads' tab, and a red circle with the number '2' is placed over the 'Upload' button.

The screenshot shows the 'Upload File' dialog box. It contains several input fields and buttons. A red circle with the number '3' is placed over the '*Name:' field, which contains the text 'Mass OC_April'. A red circle with the number '4' is placed over the '*Type:' dropdown menu, which is set to 'Order Confirmation'. A red circle with the number '5' is placed over the 'File:' field, which includes a 'Browse...' button. A red circle with the number '6' is placed over the 'Upload' button at the bottom right of the dialog. Below the 'File:' field is a link that says 'Download templates'.

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

ORDER CONFIRMATION

REVIEW SUBMITTED ORDER CONFIRMATIONS

From the Homepage:

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

Example of order confirmation sent to Buyer.

- Confirmation reference and purchase order reference.
- Original requested date and quantity.
- Actions from supplier.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Quality'. The 'Fulfillment' menu is expanded, and 'Order Confirmations' is selected. Below the navigation, there is a search filter section with 'Order Confirmations (311)' and a table listing confirmation details. A 'Track Order' button is visible on the right. The main content area shows the details for 'Order Confirmation: C1234', including its status, notice date, and purchase order reference. A table of line items is also shown, detailing the quantity and need-by dates for the confirmed order.

Order Confirmations

Search Filters

Order Confirmations (311)

Confirmation ID	Customer	Status
10C3733	SCC Delivery Team -	Acknowledged

Page 1

Purchase Order (Received)
4490002212
Amount: \$11.11 USD
Version: 1
Supplier Order Number: 1222

Track Order

Routing Status: Acknowledged
External Document Type: VMI Purchase Order (ZV)
Related Documents: 5000064970
R12345
C1234

Order Confirmation: C1234

Detail History

Confirmation #: C1234
Notice Date: 3 Jun 2022
Purchase Order: [4490002212](#)

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
10	1		PK6RLIS-ES		9.000 (EA)	4 Jul 2022

Description: CN 17-5/8X12-1/8X31-1/4 32ECT

Current Order Status:
9 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 4 Jul 2022 - defaulted from Requested Delivery Date in order)

ORDER CONFIRMATION

TOLERANCES

Honeywell may apply specific date tolerance rules on each order. In case your modifications are not allowed, you will see the **error message** with additional instructions.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
10	Not Available	28009-ES	30.000	EA	6 Jun 2022 CDT 6 Jun 2022 Buyer time
Description: AS1000HAT SHEET					
New Order Status: 30 Confirmed					
Schedule Line: ⓘ * <input type="text" value="Line number 1 - quantity 30 - date 6 Jun 2022"/>					
Est. Delivery Date: * <input type="text" value="1 Nov 2021"/>					
! Delivery date cannot be earlier than order date CDT 1 Nov 2021 Buyer time					

ORDER CONFIRMATION

OC CONTENT

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Free text / Default if left blank
Order Confirmation Header	Associated Purchase Order#	Customer Purchase Order reference	Prepopulated	Customer ERP
Order Confirmation Header	Customer	Customer name	Prepopulated	Customer ERP
Order Confirmation Header	Supplier Reference	Supplier Sales Order Number	Optional	Free text
Order Confirmation Header	Attachments	Uploaded by Supplier	Optional	Upload

FINISHED GOOD RECEIPT

FINISHED GOOD RECEIPT

CUSTOMER DOCUMENT REVIEW

- Finished good receipt is available on the Portal once Finished Good is received by Honeywell.
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Type	Order Number ↓	Order Status
Order	4500046708	Received

Receipt: 300050000054222019

[Print](#) | [Export cXML](#)

[Detail](#) | [History](#)

From:
 NALA CLAQ1BUYER2
 1230 Lincoln Avenue
 NEW YORK , NY 10019
 United States

Item	Order Line Number	Part #	Cus	Type	Unit Rate	Amount	Status
Purchase Order: 4500046708 (Closed For Receiving)							
1	10		GBS	received			
Description:							

[Done](#) | [Previous](#)

0000054222019
2019

Routing Status: Sent

Related Documents: [4500046708](#)

APPENDIX

ARIBA WORKBENCH TILES

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench:

Workbench Tile	Definition
New orders	The New orders tile contains all orders and scheduling agreement releases with the status New. The New orders list view displays information such as customer, ship to address, and amount. On the Workbench , depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Changed orders	The Changed orders tile contains all orders and scheduling agreement releases with the status changed. The Changed orders list view displays information such as customer, ship to address, and amount. On the Workbench , depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Orders to invoice	The Orders to invoice tile contains orders that are ready to invoice based on your customer's transaction rule settings. The Orders to invoice list view displays information such as order number, customer, amount, and status. On the Workbench , you can create invoices for these orders.
Invoices	The Invoices tile contains all invoices, regardless of their status. The Invoices list view displays information such as customer, invoice number, reference document, invoice amount, and status. On the Workbench , depending on your customer's transaction rules, you can view the invoice and any referenced documents.
Orders	The Orders tile contains all orders and scheduling agreement releases, regardless of their status. The Orders list view displays information such as customer, ship to address, and amount. On the Workbench , depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Scheduled payments	The Scheduled Payments tile contains all scheduled payments with a payment date within the next 90 days, regardless of their status. The Scheduled Payments list view displays information such as scheduled payment date, settlement days, remaining days, and amount due. Consider creating custom scheduled payment tiles to better manage unique customer requirements, such as those who require the creation of credit memos.
Items to confirm	The Items to confirm tile contains all material orders and scheduling agreement releases that can be confirmed. The Items to confirm list view displays information such as customer, item no., and need by date. On the Workbench , depending on your customer's transaction rules, you can confirm or reject the orders and create quality notifications.

PURCHASE ORDER ROUTING STATUS

This status **Does Not Reflect** the status of the goods. This is only related to document processing on the Network.

- **Sent (new POs):** Ariba Network sent the order to the supplier account.
- **Acknowledged:** the supplier has started to process the order on the portal (has started to resend confirmations or shipping notice), or the supplier has received the order in his ERP (in case of EDI integration).
- **Failed:** Ariba Network experienced issues in routing the order to the suppliers. In case of order notified via email, this is usually due to a wrong recipient email address (see account configuration guide >> electronic order routing). In case of EDI integration, this will detect a technical issue of processing the order in supplier ERP.

REMINDERS OF UNCONFIRMED ORDERS

- In case POs remain unconfirmed in your Ariba Network Portal Inbox, a reminder will be sent via email to your account administrator.
- Reminders will cease once you start processing the PO.
- You will receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email
- At the beginning of every week, Ariba Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).

SAP Ariba 

Dear Solene Test - TEST,

This is a reminder for the following orders sent to your Ariba Network account that are unconfirmed.

Please log into your account or click on the Order Number link to review the order details and create an order confirmation.

Order Number	Customer	Order Date	Order Status
20151016_DMPO3	Ariba sro - TEST	8 Oct 2015	New
20151016_DMPO7	Ariba sro - TEST	8 Oct 2015	New

The above list contains up to 100 of the newest unconfirmed orders only. You can find all unconfirmed orders in your online Inbox, filtering by New and Changed orders.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

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PURCHASE ORDER

SEARCH AND IDENTIFY THE PO (FROM THE ORDERS TAB) 1

From the Homepage:

1. Click on **Orders > Orders and Releases**.
2. Go to **Orders and Releases** sub-tab.
3. Use search filters to identify the right document.
4. Advanced search filters allow to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. Click order number to view the purchase order details.

Note:

- If the order can not be found in search, please check PO instructions or contact Honeywell.
- This view will be replaced with the new Workbench concept soon

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, and the 'Orders and Releases' sub-tab is selected. The main content area shows the 'Orders and Releases' search filters, including 'Customer', 'Order Number', 'Show orders by', and 'Date Range'. The 'Date Range' dropdown is open, showing options like 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Other'. The 'Advanced Filters' section is visible, with 'Date Range' set to 'Other', 'Start Date' set to '28 Jan 2019', and 'End Date' set to '29 Jan 2019'. The search results table shows a list of orders, with the first row highlighted. The order number '4500052892' is highlighted in the table.

Type	Order Number	Ver	Customer	In
Order	4500052892	1	BP SCC Buyer - TEST	BP SCC

PURCHASE ORDER

SEARCH AND IDENTIFY THE PO (FROM THE ORDERS TAB) 2

From the Homepage:

1. Click on **Orders > Orders and Releases**.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. It is possible to set the **Date Range** filter to “None” to search across all the PO’s matching other search criteria.
5. Click order number to view the purchase order details.
6. Enter your search criteria and click **Search**.
7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note:

- If the order can not be found in search, please check PO instructions or contact Honeywell.
- This view will be replaced with the new Workbench concept soon

SAP Ariba Supply Chain Collaboration Enterprise Account

Home Enablement Workbench Planning Orders **Orders and Releases**

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Customer: All Customers

Order Number:

Planner Code:

Product Group: Line Of Business

Need by Date Range: Other

Start Date: * Last 7 days Today Next 7 days Next 14 days Next 31 days Other None

End Date: *

Category:

Orders and Releases (100+)

Type ↑	Order Number	Ver	Customer	In
Order	4500052892	1	BP SCC Buyer - TEST	BP SCC

Search Reset

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

Note:

- You can 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.
- This view will be replaced with the new Workbench concept soon

The screenshot shows the 'Orders and Releases' interface. At the top, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A red circle '1' is placed over the 'Items to Confirm' tab. Below the tabs is a 'Search Filters' section with a red circle '2' next to a right-pointing arrow. A dropdown menu for 'Status' is open, showing options like 'Only items that can be confirmed', 'All items with unconfirmed quantity', etc. A red circle '3' is placed over the dropdown. Below the dropdown is a 'Number of Results' field. At the bottom right of the search area, there are 'Search' and 'Reset' buttons, with a red box around the 'Search' button. Below this is a table with two rows. The first row has a checkmark, the ID '4500042553', and the quantity '10'. The second row has a checkmark, the ID '4500042546', and the quantity '10'. A red circle '4' is placed over the first row. Below the table, there are two buttons: 'Confirm Requested Quantities' and 'Confirm Entire Order', with a red box around both and a red circle '5' next to the first button. To the right of these buttons are 'Submit' and 'Cancel' buttons, with a red circle '6' next to the 'Submit' button.

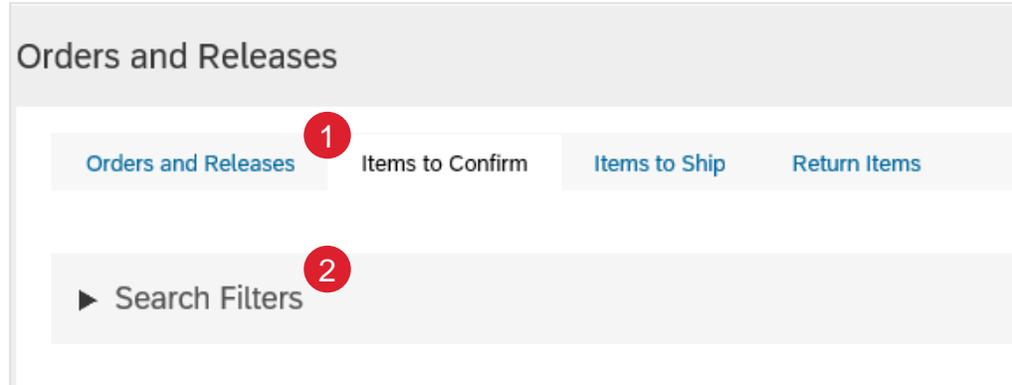
For more detailed purchase order management please refer to [Help Center documentation](#).

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.



Items to Confirm (1)				
<input checked="" type="checkbox"/>	Type ↑	Order Number	Schedule Line	Actions
<input checked="" type="checkbox"/>	Order	4500003734	Edit / View	3 Actions ▾

Update Line Item

Note:

- You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).
- This view will be replaced with the new Workbench concept soon

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.

