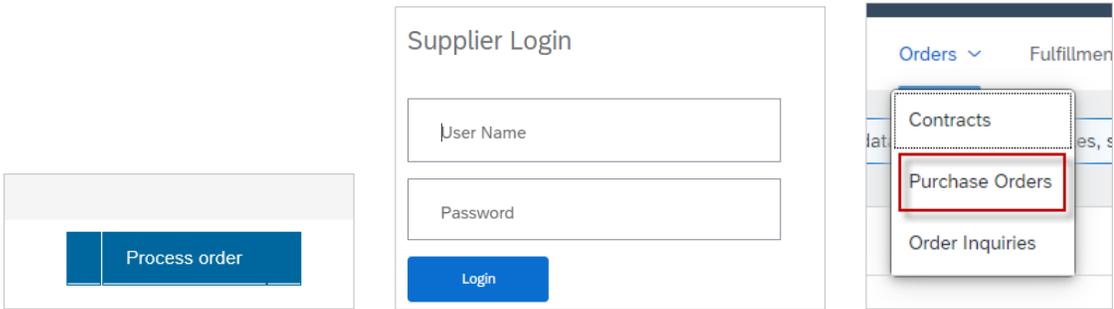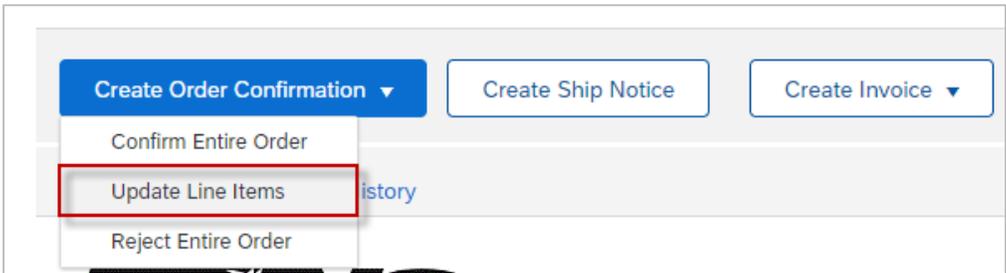Use the following guide to request price updates using the Order Confirmation process in SAP Business Network.

1. Open the purchase order – click the blue **Process Order** button in the purchase order email notification, or login to the SAP Business Network (https://supplier.ariba.com) and search for the Order.

2. From the open Purchase Order, click **Create Order Confirmation** and then **Update Line Items**.

3. Under Line Items, click the **Details** button.

4. Enter new pricing in the **Unit Price** field and enter a **Comment** explaining the price change.

Unit Price:	$10.00 USD
Price Unit Quantity:*	1
Unit Conversion:*	1
Price Unit:*	EA
Supplier Part:	
Auxiliary Part ID:	
Manufacturer Part ID: Manufacturer Name:	
Supplier Batch ID:	
Comments: ⓘ *	

5. Confirm or update any other line items on the order and then click **Submit**.

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available Material 01	Material	1,111.000 (EA)	15 Mar 2023	$10.00 USD	$11,110.00 USD

Current Order Status:

5 Confirmed With New Date (Comments: Anything; Estimated Shipment Date: 30 Mar 2023; Estimated Delivery Date: 31 Mar 2023)
5 Backordered (Estimated Shipment Date: 29 Mar 2023; Estimated Delivery Date: 31 Mar 2023)
1,101.000 Unconfirmed

Previous | Submit | Exit

6. The Sourcing Buyer at Norfolk Southern will review your price change request and send a change order to confirm the new pricing or to cancel the items.

7. For questions about the items ordered or pricing, please email your corresponding Sourcing Buyer listed on the purchase order.

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: Free On Board (Free On Board)

PurchaseGroup: Sourcing ████████████ Buyer@nscorp.com
Company Code: C230

NS Material Freight Routing Instructions
NS Purchase Order Terms & Conditions
Sales & Use Tax Direct Pay Permits/Exemptions