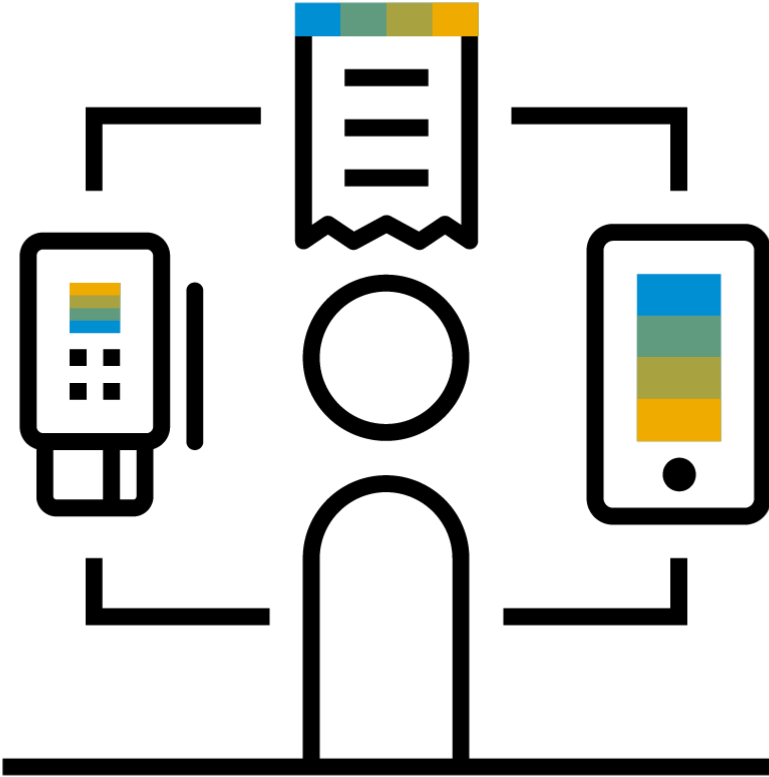SAP Ariba

National Grid
Creating an Order Confirmation

PUBLIC

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1. Once you locate your Purchase Order and are reviewing its details, click **Create Order Confirmation** and select either:

   a) **Confirm Entire Order**

      a) If you selected Confirm Entire Order, go to step **2**

   b) **Update Line Items** (*partial confirmation*)

      a) If you selected Update Line Items, go to step **4**
         Selecting Update Line Items allows you to partially confirm, backorder and/or reject items

   c) **Reject Entire Order**

      a) If you selected Reject Entire Order, go to step **8.**

**NOTES

- Purchase Order Confirmations are **optional**. You are not required to create an Order Confirmation prior to creating Ship Notices and/or an Invoice.

2. To **Confirm Entire Order**, complete the following fields:

    a) Order **Confirmation** Number *(required)*

    b) Select an
- **Estimated shipping** date *(optional)*
- **Estimated delivery** date *(required)*

    c) You may add **comments** *(optional)*

    d) You may add **attachments** *(optional)*
- **Browse** for your file and click **add attachment**

    e) When you populate estimated shipping and delivery dates, your **line item**(s) will reflect this information.

3. Once you've filled out all necessary fields, click **Next**.

Confirming PO

[Exit] [Next]

1. Confirm Entire Order
2. Review Order Confirmation

▼ Order Confirmation Header

* Indicates required field

Confirmation #: OC6200014491 **A**

Associated Purchase Order #: 6200014491
Customer: National Grid (new) - TEST
Supplier Reference: [ ]

Shipping and Tax Information

Est. Shipping Date: 11 Apr 2023 **B**
Est. Delivery Date: * 17 Apr 2023

Est. Shipping Cost: [ ]
Est. Tax Cost: [ ]

C Comments: Comments are optional.

Attachments

Name	Size (bytes)	Content Type
	No items	

[Browse...] No file selected. [Add Attachment] **D**

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	10 (EA)	13 Apr 2023	$1,000.00 USD	$10,000.00 USD
	TEST NON INVENTORY PO					

E

Current Order Status:
    10 **Confirmed With New Date** (Estimated Shipment Date: 11 Apr 2023; Estimated Delivery Date: 17 Apr 2023)

[Exit] [Next]

4. To **Update Line Items**, complete the following fields:

a) Order **Confirmation** Number

b) You may add **Shipping** and **Tax** information *(optional)*

c) You may add **attachments** *(optional)*

   ▪ **Browse** for your file and click **add attachment**

d) Add the number of units you are:

   ▪ **Confirming**

   ▪ **Backordering**

   ▪ **Rejecting**

e) Click on **Details** to add additional details to items being confirmed, backordered and/or rejected *(required)*

*repeat steps D through H if you have multiple line items.

4. *Continued*

f) For <u>backordered</u> items

- Select **Estimated delivery date** *(required)*
- Add **Comments** *(required)*

g) For <u>rejected</u> items

- Select a **Rejection reason** *(required)*
- Add **Comments** *(required)*

h) For <u>confirmed</u> items

- Select **Estimated delivery date** *(required)*
- Add **Comments** *(required)*

i) Click **OK.**

5. Your partial order confirmation will reflect details on the items you are backordering, confirming, and/or rejecting. Once you have reviewed these details, click **Next**.

6. Review the details of your order confirmation or partial confirmation.

7. Once you have verified the information and are ready to proceed, click **Submit.**

Full Order Confirmation Summary

Updated Line Items/Partial Order Confirmation Summary

8. To **Reject Entire Order**, complete the following fields:

   a) Order **Confirmation** Number *(required)*

   b) Select a **Rejection Reason** *(required)*

   c) Add additional comments if desired.

9. Once you've filled out all necessary fields, click **Reject Order.**

Thank you.

Contact information:

For business related questions, contact National Grid - NationalGridAriba@nationalgrid.com

For SAP Business Network related questions, visit the National Grid Supplier Information Portal

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