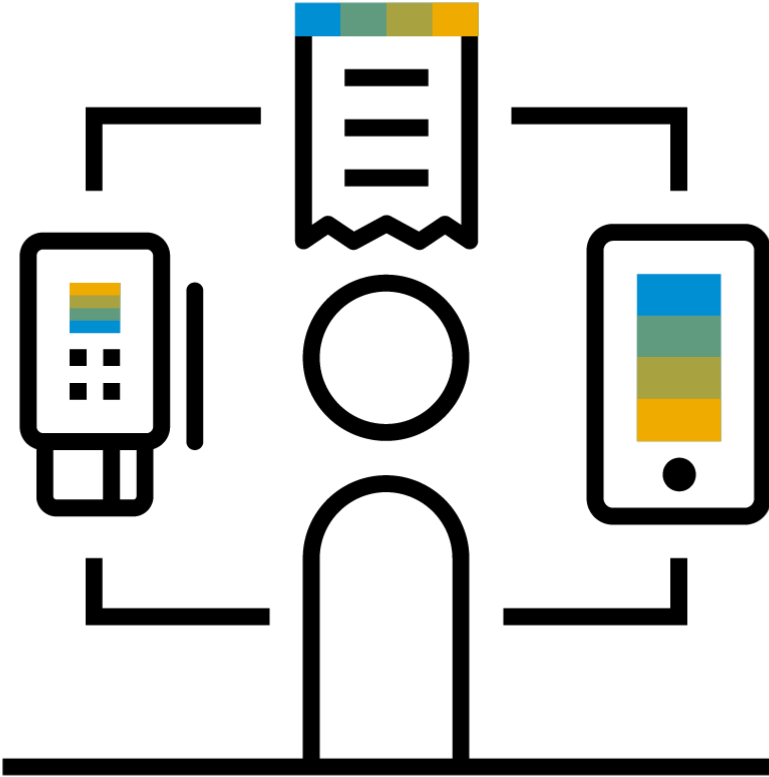


# National Grid

## Creating an Order Confirmation

PUBLIC



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.

Purchase Order: 6200014491

From: NGUSA Service Company  
 Waltham, MA 02451  
 United States

To: Test SIT3 Supplier 5 - TEST  
 Falmouth, MA 02540-2912  
 United States  
 Phone:  
 Fax:  
 Email:

Purchase Order (New)  
 6200014491  
 Amount: \$10,000.00 USD  
 Version: 1

Payment Terms: NET 30

Other Information  
 Purchase Group Name:  
 Company Code: 5110  
 Purchasing Unit Name: NGUS  
 Legal Terms and Conditions: T's & C's / Shipping / Tax - Latest

Ship All Items To: MAINTENANCE PLANT CO 5110 OPS  
 WALTHAM, MA 02451  
 United States  
 Ship To Code: 1100

Bill To: NGUSA Service Company  
 Waltham, MA 02451  
 United States

Deliver To: MAINTENANCE PLANT CO 5110 OPS

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available	Material		10 (EA)	13 Apr 2023	\$1,000.00 USD	\$10,000.00 USD

Sub-total: \$10,000.00 USD

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** **B**

Est. Shipping Date: 11 Apr 2023  
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		

**D**  
Browse... No file selected. Add Attachment  
The total size of all attachments cannot exceed 100MB

**E**

**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  
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:
- Order **Confirmation** Number
  - You may add **Shipping** and **Tax** information (*optional*)
  - You may add **attachments** (*optional*)
    - **Browse** for your file and click **add attachment**
  - Add the number of units you are:
    - **Confirming**
    - **Backordering**
    - **Rejecting**
  - 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.

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header \* Indicates required field

2 Review Confirmation

Confirmation #:  **A**

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

**Shipping and Tax Information**

Enter shipping and tax information at the line item level.

Est. Shipping Date:  **B** Est. Shipping Cost:

Est. Delivery Date:  Est. Tax Cost:

Comments:

**Attachments**

Name	Size (bytes)	Content Type
No Items		

No file selected.  **C**

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 TEST NON INVENTORY PO	Material	10 (EA)	13 Apr 2023	\$1,000.00 USD	\$10,000.00 USD

**Current Order Status**

10 Unconfirmed **D**

Confirm:  Backorder:  Reject:  **E**  ⓘ

**Attachments**

Name	Size (bytes)	Content Type
No Items		

No file selected.

The total size of all attachments cannot exceed 100MB

ⓘ

4. Continued

- f) For backordered items
  - Select **Estimated delivery date** (required)
  - Add **Comments** (required)
- g) For rejected items
  - Select a **Rejection reason** (required)
  - Add **Comments** (required)
- h) For confirmed 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**.

The screenshot displays a procurement system interface for a 'TEST NON INVENTORY PO'. The main table shows a single line item with a quantity of 10 EA, a need by date of 13 Apr 2023, and a unit price of \$1,000.00 USD. Below the table, there are three sections for order status updates: 'Backordered' (status 3), 'Rejected' (status 2), and 'Confirmed' (status 5). Each section has fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Rejection Reason' (for rejected items), and 'Add comments'. A 'Subtotal' of \$5,000.00 USD is shown at the bottom right. At the bottom of the screen, there are 'OK' and 'Cancel' buttons. Below the main interface, a 'Line Items' section shows a table with columns for Line #, Part # / Description, Type, Qty (Unit), Need By, Unit Price, and Subtotal. Below this table, there is a 'Current Order Status' section with radio buttons for '2 Rejected', '5 Confirmed With New Date', and '3 Backordered'. There are also fields for 'Confirm', 'Backorder', and 'Reject', and an 'Attachments' section with a 'Confirm All' button.

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**.

Confirming PO Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

**Confirmation Update**

Confirmation #: OC6200014491

Supplier Reference:

Comments: Comments are optional.

Attachments:

**Full Order Confirmation Summary**

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

Previous Submit Exit

Confirming PO Previous Submit Exit

1 Update Item Status

2 Review Confirmation

Confirmation #: OC6200014491

Supplier Reference:

Attachments:

**Updated Line Items/Partial Order Confirmation Summary**

**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						
Current Order Status:						
<b>2 Rejected</b> (Rejection Reason: Unable to Supply Item; Comments: Add comments)						
<b>5 Confirmed With New Date</b> (Comments: Add comments; Estimated Delivery Date: 24 Apr 2023)						
<b>3 Backordered</b> (Comments: Add comments; Estimated Delivery Date: 8 May 2023)						

Previous Submit Exit

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**.

### REJECT ENTIRE ORDER

Order Confirmation Number: A

Confirmation #:

Rejection Reason: B

Rejection Reason:

Comments: C

Provide additional comments for rejecting entire order.

- Please Select**
- Duplicate Order
  - Incorrect Delivery Date
  - Incorrect Description
  - Incorrect Price
  - Incorrect Quantity
  - Incorrect Stock/Part Number
  - Incorrect Supplier Code Used
  - Incorrect UOM
  - Not our Product Line
  - Unable to Supply Item(s)
  - Other

# Thank you.

Contact information:

For business related questions, contact National Grid - [NationalGridAriba@nationalgrid.com](mailto:NationalGridAriba@nationalgrid.com)

For SAP Business Network related questions, visit the [National Grid Supplier Information Portal](#)