



PURCHASE ORDERS

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

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GENERAL CONSIDERATIONS

- **Orders** will reflect information such as
 - Honeywell and Supplier's address
 - Payment terms
 - Remit-to and Sold-to information
 - Transportation terms
 - Line-item details
 - Related documents linked to the PO such as invoices, ASN, confirmations, receipt, etc.

- **Line-Items** will display
 - Status (whether confirmed / received / invoiced or not)
 - Estimated delivery date
 - If invoicing or ASN is allowed on the line
 - Tax information
 - Contract Reference, etc.

- If any of the values are incorrect or missing, reach out to PO buyer to get it updated.

- You can filter a vary of POs based on their status from Ariba's workbench. Click Workbench and then Customize to add the tiles based on your needs.

- Purchase Order **Routing status** refers to the status of the Email sent from Ariba to supplier's email address set up by supplier's administrator. Routing status do not reflect the PO status, **Order Status** does.
 - Unconfirmed POs will trigger reminder emails (Up to 3 per PO).

Order Status	Description
New	New incoming order.
Changed	Honeywell updated PO values.
Obsoleted	PO is undergoing a change. Version number will display a decimal. You will see a warning within the PO "WARNING: PO CHANGE IN PROGRESS BY HONEYWELL. NO ACTION ON PO ALLOWED".
Confirmed	You confirmed delivery date.
Shipped	You shipped the entire order.
Invoiced	PO is fully invoiced.
Received	Honeywell has received material.
Failed	Notification Email couldn't be sent. You can resend failed orders by: <ol style="list-style-type: none"> 1. Go to Workbench > Orders tile 2. Click on Resend Failed Orders 3. Filter Honeywell as Customer > Click Resend All

SEARCHING AND CONFIRMING A PO

Search

1. Click **Workbench**.
2. Click on **Orders** tile.
 - If not available, click “Customize” and add it.
3. Use **filters** to locate the PO.
 - If you have the PO#, use “Exact match”.
4. Click **Apply**. Order(s) will be displayed below.

Confirm / Acknowledge

5. Click on Order number to confirm.
6. **Review** PO information
 - If data is incorrect, request the correction to PO buyer
7. Click “Create Order Confirmation” and then **Confirm Entire Order**
 - Partial Confirmation is possible. Review Partial confirmation slide
8. Add your confirmation number and click **Next** and then **Submit**
9. Your PO status will update to **Confirmed**

Note:

- To **Reconfirm** an order, click on “Create Order Confirmation” and then “Update Line Item”
- If the order is **not found**, look by Exact match, increase date range or change filter “visibility” field to “All Orders”, otherwise escalate to SCCportalhelp@honeywell.com

The screenshot shows the SAP Business Network Workbench interface. The 'Workbench' tab is selected. There are three tiles: 'Orders' (20), 'Invoices' (7), and 'Orders to invoice' (0). The 'Orders' tile is highlighted with a red box and a '2' in a red circle. Below the tiles, there are filter options for 'Customers', 'Order numbers', and 'Company codes'. The 'Order numbers' filter is set to 'Last 365 days'. The 'Apply' button is highlighted with a red box and a '4' in a red circle. At the bottom, a table shows the search results:

Order Number	Customer	Amount Invoiced	Act
4420018835	Honeywell - TEST	\$5000 USD	

The screenshot shows the 'Create Order Confirmation' dropdown menu. The options are: 'Create Order Confirmation', 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Create Order Confirmation' option is highlighted with a red box and a '7' in a red circle.

The screenshot shows the 'Order Confirmation Header' form. The 'Confirmation #' field is highlighted with a red box and an '8' in a red circle. The 'Next' button is also highlighted with a red box.

The screenshot shows the 'Purchase Order (Confirmed)' status. The text 'Purchase Order (Confirmed)' is highlighted with a red box and a '9' in a red circle.

DELIVERY DATE UPDATE AND PARTIAL CONFIRMATION

Update Delivery Date

1. Go to **Workbench > Orders** tile > locate PO using filters >Click **Apply > Open PO**
2. Click “Create Order Confirmation” and then **Update Line Items**
3. Complete your confirmation #. Scroll down to the **Line items** section and complete the **Confirm** field with the quantity you want to get the delivery date updated
 - At this point, if you enter partial quantity, you would be **Partially Confirming** or **Splitting lines**
4. Click on **Details**
5. Update **Est. Delivery Date** for the Quantity entered
6. Click **OK**
7. PO will now reflect confirmed quantity with new Delivery date
 - You can repeat the process from 3-5 until the full quantity has been updated with accurate Delivery Date.
 - Do not leave quantity without confirming delivery date.
8. Click **Next** and then **Submit**
9. Your PO status will update to **Confirmed**

Note

- There might be tolerances in Delivery Date. If an error shows, touch base with PO buyer.

Purchase Order: 4420018833

Create Order Confirmation ▾

Confirm Entire Order

Update Line Items history 2

Reject Entire Order

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10		09789		Material	500.000	15 Jan 2025 <small>CST</small>
				(EA)		15 Jan 2025

Description: NUT,HEX 5/16-18 ZN

Buyer time

Schedule Line No. ↑

1

15 Jan 2025 CST

15 Jan 2025 Buyer time

Current Order Status

500.000 Unconfirmed 3

Confirm:

Details ⓘ 4

OK 6

▼ Schedule Lines

Schedule Line No. ↑

1

Current Order Status 7

100 Confirmed As Is (Schedule line number: 1;)

400 Confirmed With New Date (Schedule line number: 1;)

Next 8 **Submit**

Purchase Order
(Confirmed) 9

New Order Status: 100 Confirmed 5

Schedule Line: ⓘ Line number 1 - quantity 500 - date 15 Jan 2025

Est. Delivery Date: * 20 Apr 2027 ST

Unit Price: \$100.00 USD

MASS PO CONFIRMATION

1. Click **Workbench**.
2. Click on **Items to Confirm** tile.
 - If not available, click “Customize” and add it.
3. Use **Filters** to locate the POs and then **Apply**.
 - Recommended by “Exact match” or Date range.
4. Orders will be displayed below, **Select** those to confirm.
5. Update Estimated Delivery date.
6. Click **Confirm**.
7. Follow as indicated in Ariba and complete process.

The screenshot displays the Workbench interface with the following elements:

- Navigation Bar:** Home, Enablement, Discovery, **Workbench** (1), Plans, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, More.
- Summary Tiles:** 15 New orders, **3 Items to confirm** (2), 7 Items to ship, 51 Orders, 20 Orders to invoice, 16 Invoices. All tiles show "Last 31 days" and a "Save filter" link.
- Items to confirm (3):** Filter controls including "Edit filter" (3), "Customers" (Select or type selections), "Order numbers" (Type selection), and radio buttons for "Partial match" and "Exact match".
- Table:** A table with columns for Item No., Supplier Part No., Description, Need By, Estimated Delivery, and Estimated Shipping. The third row is highlighted in blue and selected with a checkbox (4).

Item No.	Supplier Part No.	Description	Need By	Estimated Delivery	Estimated Shipping
13994	10	SPEED NUT	May 23, 2024	5/23/2024	
4420014036	10 //ZV	SPEED NUT	May 23, 2024	5/23/2024	
A90178	10	Supply & Install 20AMP UPS Power	May 16, 2024	5/16/2024	
- Actions:** A dropdown menu (6) is open over the table, showing options: Confirm schedule line, Confirm entire item, and Confirm entire order. The "Confirm" button (6) is also visible at the top of the table.
- Estimated Delivery/Shipping:** A red box (5) highlights the date and calendar icon for the selected row's Estimated Delivery date.

EMAIL NOTIFICATIONS

ELECTRONIC ROUTING

ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

Orders notification recommendations

- Payment Remittances
- Send notification for new purchase orders to suppliers.
- Send notification to suppliers when purchase orders are changed.

Invoice notification recommendations

- Invoice Failure
- Invoice Status Change
- Invoice Created Automatically from Receipts (*if you are ERS*)

Account Registration **1** Settings

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Logout

Routing Method **2**

Options

Email address:

Attach cXML document in the email message

Include document in the email message

Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Attach PDF document in the email message

To email addresses (one required)

• supplier@example.com,supplier2@exai

REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click "Settlement" tab
3. Configure as needed. Recommended to set up:

Payment Remittance notification recommendations

- Payment Remittance
- Payment Remittance Status Updates

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **2** Settlement

Note:

- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

QUICK REFERENCE GUIDE

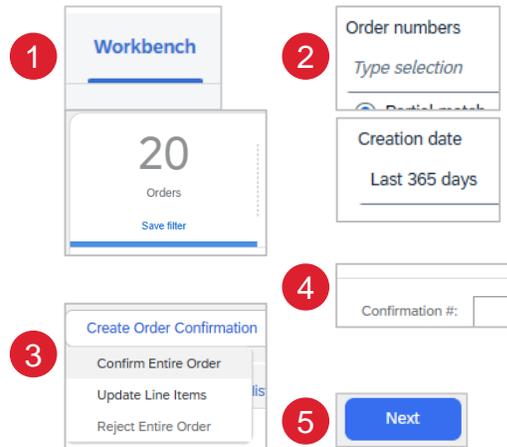
PURCHASE ORDERS

GENERAL CONSIDERATIONS

- If PO information is incorrect, request support from PO buyer.
- POs can be confirmed individually or in mass
- Order status is not equal as Routing status. They refer to the PO and Email status, respectively.
- You can add more useful Tiles to your Workbench by clicking "Customize"
- POs not showing in Ariba or GR or invoices not showing in 'related documents' must be escalated to SCCportalhelp@honeywell.com

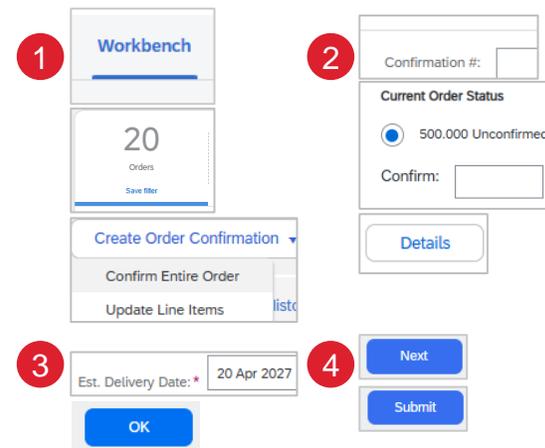
PO SEARCH AND PO ACK.

1. Go to Workbench > Order tile
2. Use Filters to locate PO > Apply > Click on PO number
3. Click Create Order Confirmation > Confirm Entire Order
4. Enter your Confirmation# > Review PO
5. Click Next



DELIVERY DATE AND PARTIAL ACK.

1. Go to Workbench > Orders tile > locate PO using filters > Click Apply > Open PO > Create Order Confirmation > Update Line Items
2. Complete your confirmation #. > Enter Qty to confirm (If you enter less Qty than total, It will be a Partial confirmation) > Details
3. Update Delivery Date (for the Quantity entered) > OK
4. Click Next > Submit



MASS PO ACK.

1. Go to Workbench > items to confirm tile > locate POs using filters > Click Apply
2. Select POs to confirm together
3. Update Delivery Date
4. Confirm > Select 'confirmation' type as needed

