

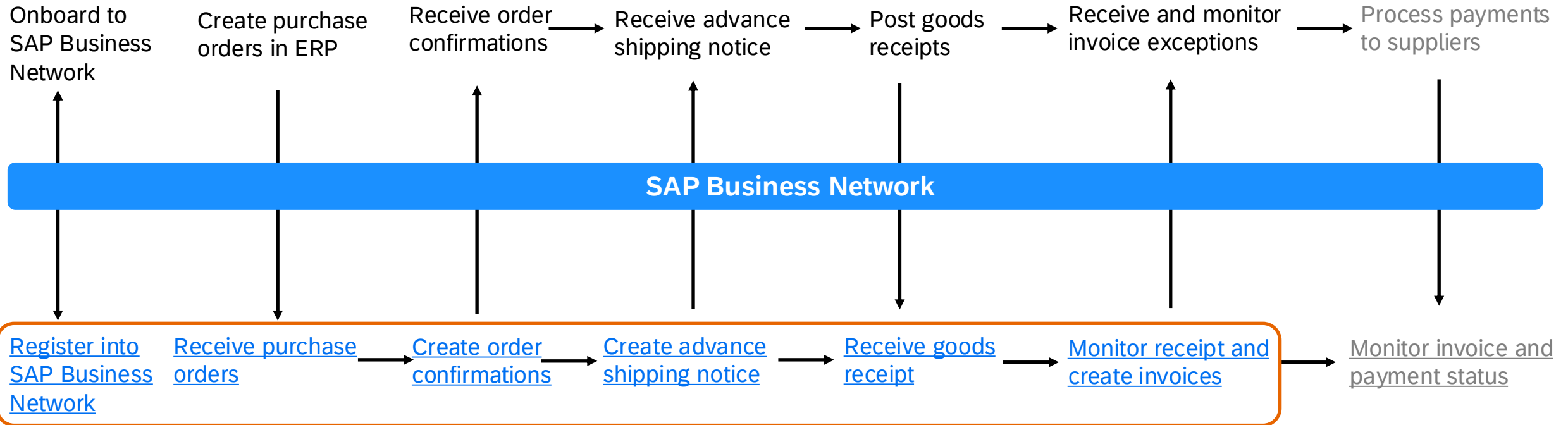
# Welcome to SAP Business Network on SAP BTP

## Confirm Your Order



# End-to-end Collaboration in SAP Business Network on BTP

## Buyers



## Suppliers

# Introducing: Order Confirmation - SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Order Confirmation

**Persona:** Supplier users

## Description:

- Enable complete order confirmation lifecycle management within Commerce Automation. Suppliers generate order confirmations via portal or B2B integration while buyers gain real-time visibility into order acceptance, pricing validation, and delivery commitments.

## Key Benefits:

- Easy-to-use experience for Order Confirmation generation and processing for suppliers.
- Improves performance of the application during Order Confirmation creation and submission.

# Feature: Access Order Confirmations



## Quickly find and access existing order confirmations

1. The homepage provides direct access to order confirmations from the **Overview** section. Click on the tile to view all order confirmations from the Workbench.
2. Easily filter and search through the list of order confirmations

Welcome to SAP Business Network

Orders and Releases | Customer (optional)

### Overview

Enablement Tasks Standard 0	New orders Standard 22	Orders Standard 43	Items to confirm Standard 18	Items to ship Standard 29	Service sheets Standard 0	Changed orders Standard 2	<b>Order confirmations</b> Standard 25	Ship notices Standard 4
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### Setup Actions

Configure order preferences | Configure payment preferences | Configure notifications | Add roles and users | Add product and service categories | Add ship-to or service locations | Upload sales tax exemption certificates

### Order Confirmations Workbench

Service sheets: 0 | **Order confirmations: 25** | Ship notices: 4 | Draft ship notices: 9 | Goods Receipt: 0

Standard \* | Customer: | Order Confirmation Number: | Creation Date: Today -30 / +0 Days | Order Number: | Purchasing Organization: | Purchasing Group: | Company Code: | Customer Location: | Order Revision: Active X | Routing Status: | Supplier Reference: | Go | Clear |

Order Confirmation Number	Customer	Creation Date	Order Number	Order Revision	Routing Status	Purchasing Group	Customer Location	Purchasing Organization	Company Code	Supplier Reference
OC-4510130214	Boom Internal Test Account	Feb 5, 2026	4510130214	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130213	Boom Internal Test Account	Feb 5, 2026	4510130213	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	

# Feature: Order Confirmation Details Page

**OC-4510130213**  
Order Confirmation

Name: Boom Internal Test Account    **Confirmation Date**    Received By SAP Business Network On  
Phone: 666    Feb 5, 2026, 1:01:31 AM    Feb 5, 2026, 1:01:36 AM  
Email: satish.pandey@sap.com

1

Details   Line Items   Other Information   Comments   Attachments   Document History

**10**  
Line Item

Customer Part Number	Supplier Part Number	Number of Schedule Lines	Confirmation Status	Description
C1001	-	1	Confirmed	Casing C1001 Raw mat - Buyer

3

Confirmation Detail   Attachments

Confirmation Detail (1)

Confirmation Status	Reject Reason	Comments	Estimated Delivery Date	Need By
<b>Schedule Line 1</b>				
Confirmed As Is	NA		Feb 12, 2026	Feb 12, 2026
Quantity: 20.000 EA				
Unit Price: 100.00 EUR				
Subtotal: 2,000.00 EUR				
Estimated Shipping Date:				
Schedule Line Number: 1				
Commitment Level:				
Confirmed Expected Amount: -				
Requested Expected Amount: -				

2

Att

4

Download



## Key capabilities

1. Key Order Confirmation attributes are displayed in a dedicated object header for quick orientation.
2. Related content is organized using tab-based navigation (for example, Details, Line Items, Comments, Attachments, Document History).
3. Line items are presented in a responsive table with clearer emphasis on confirmation-relevant fields.
4. Attachments and comments are displayed in dedicated sections, improving discoverability.

# Feature: Order Confirmation Creation



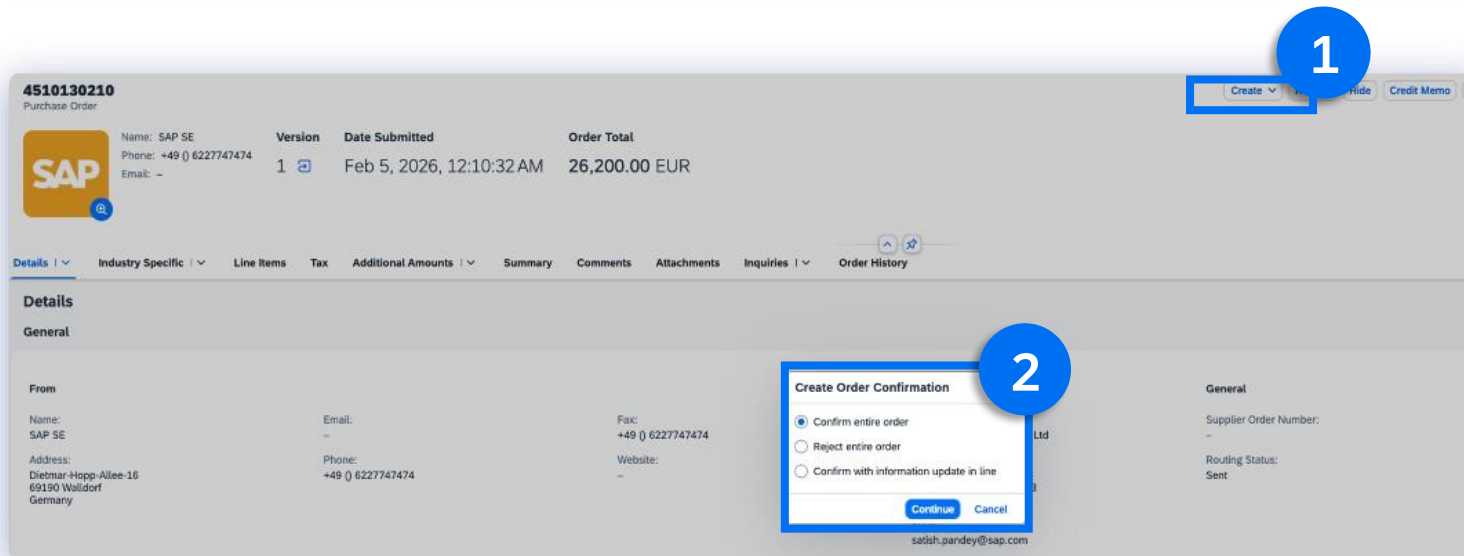
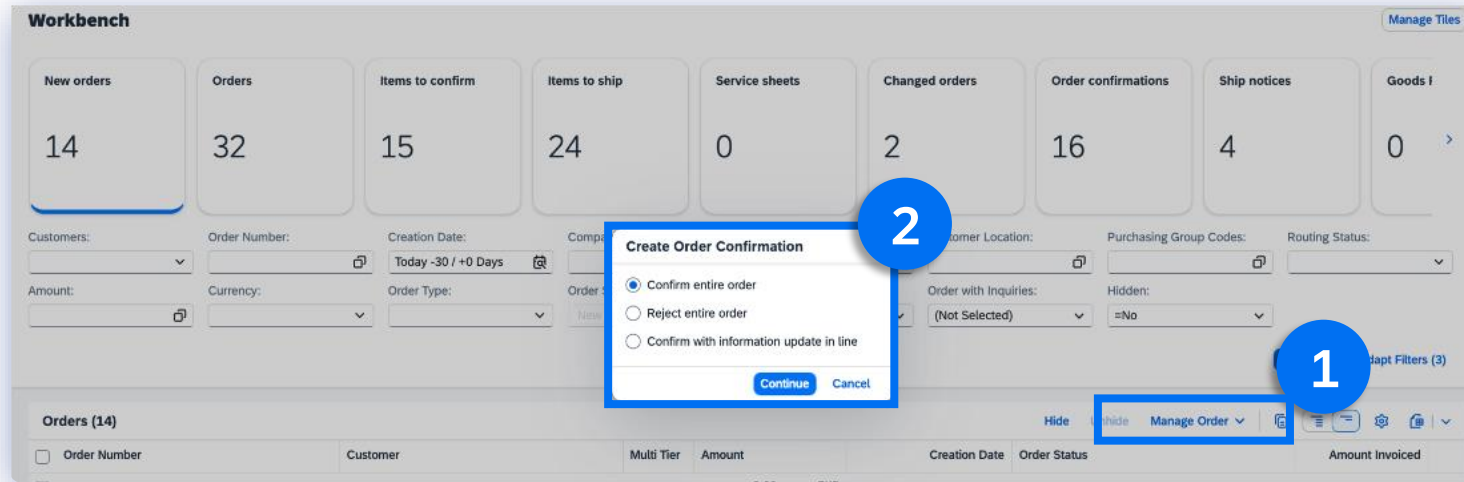
## Create order confirmations from the Workbench or from an order

### From Workbench:

1. Start the confirmation process from the order list, improving usability and enabling faster response times by selecting **Manage Order** > Order Confirmation.
2. Confirm action from the dialog by selecting **Confirm entire order**, **Reject entire order**, or **Confirm with information update inline**.

### From purchase order details page:

1. Enable suppliers to create an order confirmation directly from the Purchase Order page by selecting on the **Create** menu.
2. Suppliers can **confirm all line items**, **reject all line items**, or **update individual line items with different statuses**, ensuring efficient and accurate order confirmation handling.



# Feature: Confirm Entire Order



**New Order Confirmation**

Detail Line Items Attachments Comments

**Detail**

Order Confirmation Number: OC-4510130210  
Supplier Reference:   
Estimated Delivery Date: e.g. Dec 31, 2026, 11:59:59 PM  
Estimated Shipping Date: e.g. Dec 31, 2026, 11:59:59 PM  
Order Number: 4510130210  
Order Version: 1 (latest)  
Customer Name: Boom Internal Test Account  
Customer Phone: 666  
Customer Email: satish.pandey@sap.com

**Line Items (3)**

Line Num...	Schedule LI...	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date
10	1	147		Laptop	material	Confirmed	Mar 27, 2026, 6:00:00AM	Mar 27, 2026, 6:00:00AM	10 / 10 KGM	2,000	
20	1	66		Mouse	material	Confirmed	May 18, 2026, 6:00:00AM	May 18, 2026, 6:00:00AM	15 / 15 EA	40	
30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00AM	Apr 15, 2026, 6:00:00AM	7 / 7 EA	800	

**Attachments**

Attachments Upload Download

File Name

OC Validations.txt  
Feb 5, 2026, 12:27:02AM

**Comments**

Post something here

Supplier: Test Header Comments  
Feb 5, 2026, 12:26:56AM

Draft updated Create Discard

## From the confirmation page:

1. Confirmation Number: Enter a reference number to identify the order confirmation. BN autogenerate a confirmation number using the prefix OC-[Purchase Order Number]
2. Estimated Delivery Date / Estimated Shipping Date: If provided, the selected date is applied to all line items.
3. Lines displayed as read-only indicate information that should not be editable.
4. Attachments: Supplier may attach supporting documents to the order confirmation. Click **Upload**, select the file, and then click **Open** Attachment.
5. Comments: Enter comments if needed
6. Click **Create** to create the order confirmation
7. Order Confirmation created is displayed for further validations. Purchase Order status is updated to **"Confirmed"**

**4510130210**  
Purchase Order

Create Resend Hide Credit Memo Download Comp

Name: SAP SE  
Phone: +49 (0) 6227747474  
Email: --

Version: 1  
Date Submitted: Feb 5, 2026, 12:10:32 AM  
Order Total: 26,200.00 EUR

Status: Confirmed

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Inquiries Order History

30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00AM	Apr 15, 2026, 6:00:00AM	7 / 7 EA	800	
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# Feature: Reject Order Confirmation



**New Order Confirmation**

Detail Line Items Comments

Order Confirmation Number: OC-4510130213  
Supplier Reference: [Empty]  
Reject Reason: Duplicate Order  
Reject Comment: [Empty]

Order Number: 4510130213  
Order Version: 1 (latest)  
Customer Name: Boom Internal Test Account  
Customer Phone: 666  
Customer Email: satish.pandey@sap.com

**Reject Entire Order**

Reject Reason: Duplicate Order  
Reject Comment: One order was received already

Continue Cancel

Line Number	Schedule L...	Customer Part Number	Supplier Part Number	Description	Type	Quantity	Unit Price	Estimated Shipping Date
10	1	147		Laptop	material	10 / 10 KGM	2,000	
20	1	66		Mouse	material	15 / 15 EA	40	
30	1	66		Monitor	material	7 / 7 EA	800	

## Reject entire orders

1. To reject the entire order, click Create Order Confirmation → **Reject Entire Order**. Select Rejection Reason, provide a comment and click on **Continue**.
2. The provided **Reject Reason** and **Reject Comments** are displayed on the Order Confirmation page. All line items are automatically set to **Rejected** status.
3. Click **Create** to submit the rejected order confirmation.
4. The Order Confirmation page displays all line items with the status set to **Rejected**. The Purchase Order status is updated to **Rejected**, reflecting the supplier's response.

**New Order Confirmation**

Detail Line Items Comments

Order Confirmation Number: OC-4510130213  
Supplier Reference: [Empty]  
Reject Reason: Duplicate Order  
Reject Comment: One order was received already

Order Number: 4510130213  
Order Version: 1 (latest)  
Customer Name: Boom Internal Test Account  
Customer Phone: 666  
Customer Email: satish.pandey@sap.com

**OC-4510130213**  
Order Confirmation

Name: Boom Internal Test Account  
Phone: 666  
Email: satish.pandey@sap.com

Confirmation Date: Feb 5, 2026, 1:01:31 AM  
Received By SAP Business Network On: Feb 5, 2026, 1:01:36 AM

Details Line Items Other Information Comments Attachments Document History

Order Number: 4510130213  
Estimated Delivery Date: -  
Estimated Shipping Date: -  
Reject Reason: Duplicate Order  
Reject Comment: One order was received already  
Routing Status: Sent

**Line Items (3)**

Line Num...	Number of Schedu...	Customer Part Number	Supplier Part Number	Description	Type	Estimated Delivery Date	Confirmation Status	Attachments
10	1	147		Laptop	Material		Rejected	

# Feature: Confirm and update information



4510130214 New  
Purchase Order

Create Resend Hide Credit Memo Download Compare Versions Send Message

Name: SAP SE Version: 1 Date Submitted: Feb 5, 2026, 1:31:00 AM Order Total: 26,200.00 EUR  
Phone: +49 (0) 6227747474  
Email: --

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Inquiries Order History

Details General

From Name: SAP SE Email: -- Fax: +49 (0) 6227747474  
Address: Dietmar-Hopp-Allee-16 69130 Waldorf Germany Phone: +49 (0) 6227747474 Website: --

Create Order Confirmation  
 Confirm entire order  
 Reject entire order  
 Confirm with information update in line  
Continue Cancel

General Supplier Order Number: -- Routing Status: Sent  
External Document External Document Type: NB Description: Standard PO

New Order Confirmation

Detail Live Items Attachments Comments

Detail

Order Confirmation Number: OC-4510130214 Order Number: 4510130214  
Supplier Reference: -- Order Version: 1 (latest)  
Customer Name: Boom Internal Test Account Customer Email: sathish.pandey@sap.com  
Customer Phone: 666

Line Items (3)

Line Number	Schedule L.	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date	Estimated Start Date	Comments	Subtotal
10	1	147		Laptop		Confirmed	Mar 27, 2026, 6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 18 KGM	2,000	e.g. Dec 31, 2026, 11:59:59 S...			20,000.00 EUR
20	1	66		Mouse		Backordered	May 18, 2026, 6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	e.g. Dec 31, 2026, 11:59:59 S...			600.00 EUR
30	1	66		Monitor		Rejected	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	e.g. Dec 31, 2026, 11:59:59 S...			5,600.00 EUR

Attachments

Attachments Upload Download

No documents available  
Drag and drop files here to upload

Comments

Post something here

## Update in line information

1. Enables suppliers to update **item-level details** directly in the order confirmation.  
- Supports **Unconfirmed**, **Confirmed**, **Backordered**, and **Rejected** for material lines and **split deliveries with different delivery dates** per line item.
2. - Supports **Unconfirmed**, **Confirmed**, and **Rejected** for service items.
3. To proceed, click **Create Order Confirmation** and select **Confirm with information update at line level**.
4. In the Order Confirmation Header section, the Confirmation Number is automatically generated (prefixed with OC and derived from the Purchase Order, for example OC-1234). The supplier can also enter a Supplier Reference.
5. The supplier selects a confirmation status for each line item.
6. The supplier can navigate to the item detail page to provide additional information, such as **Auxiliary Part Number**, **Supplier Batch ID**, and other item-specific details.

# Feature: Order Confirmation from Items to Confirm



## Create order confirmations from Items to Confirm

Items to Confirm

Items to Confirm All Pending Add Lines Merge Edit Multiple

Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
<input type="checkbox"/>	10	1 Casing C1001 Raw mat - Buyer	Confirmed	7 / 10 EA	Mar 12, 2026, 6:00:00... / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	
<input type="checkbox"/>	10	1 Casing C1001 Raw mat - Buyer	Unconfirmed	3 / 10 EA	Mar 12, 2026, 6:00:00AM / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	
4510129999							
<input type="checkbox"/>	10	1 Laptop	Confirmed	5 / 5 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	2,000 / 2,000 EUR	
<input type="checkbox"/>	20	1 Monitor	Confirmed	10 / 10 HUR	Feb 28, 2026, 6:00:00... / Feb 28, 2026, 6:00:00AM	300 / 300 EUR	
<input type="checkbox"/>	30	1 Mouse	Confirmed	7 / 7 KGM	Feb 26, 2026, 6:00:00... / Feb 26, 2026, 6:00:00AM	25 / 25 EUR	
4510130054							
<input type="checkbox"/>	10	1 Casing R1000	Confirmed	25 / 25 KGM	Feb 18, 2026, 6:00:00... / Feb 18, 2026, 6:00:00AM	148 / 148 EUR	
<input type="checkbox"/>	20	1 Casing C1001 Raw mat - Buyer	Confirmed	20 / 20 EA	Feb 12, 2026, 6:00:00... / Feb 12, 2026, 6:00:00AM	100 / 100 EUR	

Items to Confirm

Items to Confirm All Pending Add Lines Merge Edit Multiple

Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
<input type="checkbox"/>	10	1 Casing C1001 Raw mat - Buyer	Confirmed	10 / 10 EA	Mar 12, 2026, 6:00:00... / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	

Items to Confirm

Items to Confirm All Pending Add Lines Merge Edit Multiple

Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510130000							
<input type="checkbox"/>	10	1 Casing C1001 Raw mat (Dist Price)	Confirmed	10 / 10 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	/ EUR	
4510130013							
<input type="checkbox"/>	10	1 Laptop	Confirmed	10 / 10 KGM	e.g. Dec 31, 2026, 1... / Mar 27, 2026, 6:00:00AM	2,000 / 2,000 EUR	20,000.00 EUR
<input type="checkbox"/>	20	1 Mouse	Confirmed	10 / 10 EA	e.g. Dec 31, 2026, 1... / May 18, 2026, 6:00:00AM	40 / 40 EUR	600.00 EUR
<input type="checkbox"/>	30	1 Monitor	Confirmed	7 / 7 EA	e.g. Dec 31, 2026, 1... / Apr 15, 2026, 6:00:00AM	800 / 800 EUR	5,600.00 EUR

Edit Lines to Confirm

Standard

Purchase Order Number: Item Number: Description: Customer Part Number: Need By: Confirmation Status:

Item Number	Schedule Line	Description	Confirmation Quantity	Need By	Requested Unit Price	Customer Part Number	Supplier Part Number	Requested Quantity	Shipped Quantity	Received Quantity	Confirmed Quantity	Rejected Quantity	Confirmation Status
4510130000													
<input type="checkbox"/>	30	1 Casing C1001 Raw mat - Buyer	Requested	10	Mar 12, 2026, 6:00:00AM	100.00 EUR		10			0	0	Unconfirmed
<input type="checkbox"/>	40	1 Casing C1001 Raw mat - (Dist + Print P)	Requested	10	Feb 27, 2026, 6:00:00AM	100.00 EUR		10			0	0	Unconfirmed

- Split Quantities:** If you want to deliver quantities on two different dates, enter a partial quantity for the first date. SAP Business Network automatically creates a split line, and assigns the remaining quantity (the purchase order quantity minus the previously confirmed quantity) to the new line.
- Merge:** If you previously split a line and want to revert to the **original purchase order values**, select the split lines that belong to the same purchase order line and click **Merge**. SAP Business Network restores the line to its **original status and values**.
- Add Lines:** Allows suppliers to **add missing line items** to an order confirmation without returning to the previous page. By clicking **Add Lines**, a pop-up displays all **unconfirmed and unselected line items** that belong to the selected purchase order, enabling quick and seamless completion of the confirmation.

# Feature: Order Confirmation via CSV



**1**

Use Quick Links to access the **Upload/Download Jobs** option.

**2**

**Download and Upload**

Search:  Type:  Created On:

[Download Template \(1\)](#) [Upload \(41\)](#)

**Trading Partners (1)**

Organization ID	Customer Name
BNO-10000046080510	CaffeRios buyer4

**CaffeRios buyer4**  
BNO-10000046080510

**3**

**Customer Templates (4)** [Download](#)

File Name	File Format	Template Type
<b>File Format: CSV</b>		
<input type="radio"/> ASN CSV Template.csv	CSV	Standard
<input checked="" type="radio"/> OC CSV Template.csv	CSV	Standard
<input type="radio"/> SES CSV Template.csv	CSV	Standard
<b>File Format: ZIP</b>		
<input type="radio"/> EMV Templates.zip	ZIP	Standard

AutoSave  OC CSV Template (3)

Home Insert Draw Page Layout Formulas Data Review View Automate

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Save As...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	UTF-8																				
2	_csv_version	_csv_serial:SERIAL	_csv_type:Oi	_csv_template:Standard	Template																
3	Confirmation	Order Number	Type	Order Date	Customer Lo	Shipping Cur	Shipping Mor	Tax Currency	Tax Amount	Comment	Item Line nur	Schedule Lin	Commitment	Item Type	Item Quantit	Item Unit Of	Item Delivery	Item Shipme	Item Shipping	Item Shipping	Item Ta
4	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Required	Optional	Optional	Required	Required	Required	Optional	Optional	Optional	Optional	Option
5	String	String	String	Date	String	String	String	Decimal	String	String	Integer	Integer	String	Integer	String	Date	Date	String	Integer	Decimal	String
6	Order confir	Purchase order ID	Purchase Ord	Purchase ord	Item Custom	Shipping curr	Estimated sh	Tax currency	Tax amount	Comments a	Purchase ord	Item Schedu	Schedule Lin	Order confir	Item quantity	UN/CEFACT	Item delivery	Item shipme	Item shipping	Item shipping	Item ta
7																					

## Download and upload order confirmation CSV templates

- To access the **Order Confirmation CSV template**, click **Quick Links** (the blue drop-down) and select **Upload/Download Jobs**.
- Select the **customer** for whom the order confirmations will be created.
- Choose **OC CSV Template.csv** and click **Download**.
- Use the CSV file to **confirm, reject, or backorder** line items. You cannot update a previously submitted order confirmation using CSV. All confirmations in one CSV file must be for the same customer.

# Resources

Getting started?

[\*\*SAP Business Network on BTP Buyer Administration Guide\*\*](#)

More information on:

[\*\*SAP Business Network on BTP Release Readiness Portal\*\*](#)



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