

Supplier Training Document:

SAP Business Network - Supply Chain Collaboration

Purchase Order – Change – Confirmation

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1. General information about SBN and the cooperation between Buyer and Supplier

What is SAP Business Network (SBN)

SAP Business Network is a cloud-based platform that helps companies digitize and optimize their business processes and collaboration with trading partners. It brings together various networks such as the Ariba Network, SAP Logistics Business Network, and SAP Fieldglass to enable seamless and efficient collaboration

Benefits for customers and suppliers

Transparency and visibility: SBN improves transparency and visibility along the entire supply chain, enabling better planning and faster response to change.

Efficiency and automation: By digitizing and automating transactions and processes, companies can increase operational efficiency and reduce costs.

Compliance and risk management: SBN helps organizations comply with internal and external regulations and mitigate risk by providing configurable business rules and access to supplier profile data.

Module: SAP BN PO Collaboration

The Purchase Order Collaboration module supports the entire process from order and order confirmation to shipment notification, goods receipt and invoicing. It improves traceability and visibility of all steps in the procurement process.

Collaboration and resilience: The platform promotes closer collaboration between trading partners, which increases supply chain resilience and improves the ability to respond to disruptions.

2. Supplier Profile - Important Attitudes from the Supplier's Perspective

You have already carried out the basic settings with SAP. Here is a summary of the most important points.

1. Account Setting

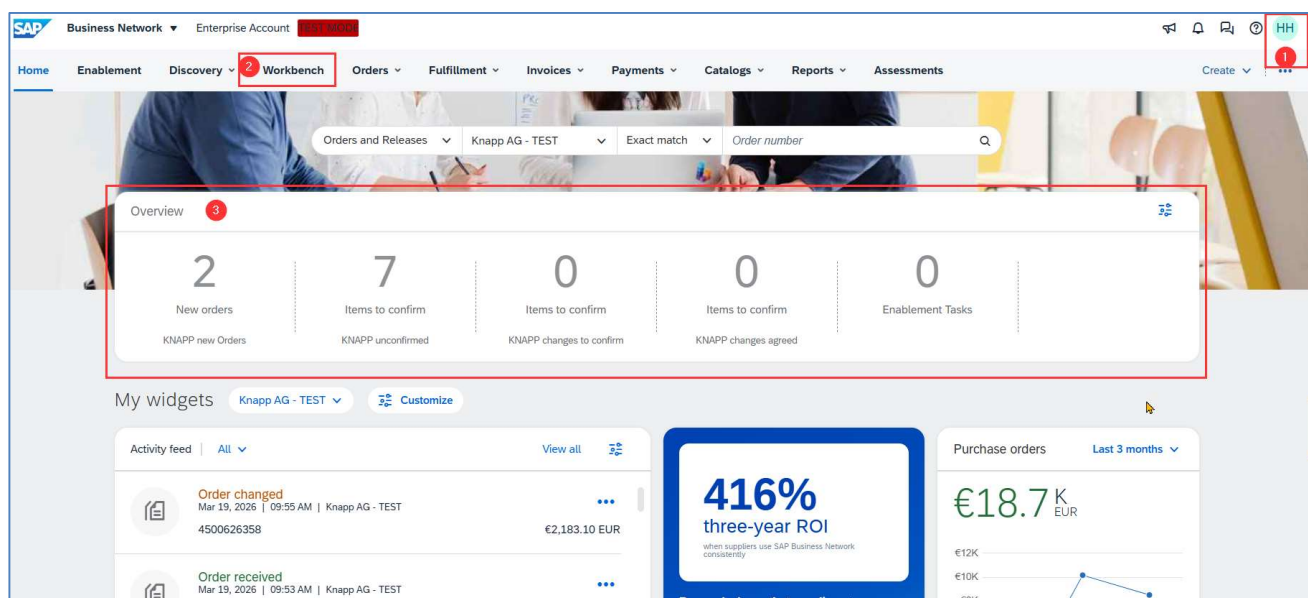
In this menu item you will find the most important settings for your user account, your company profile and other settings. Here you can define, for example, how you want to be notified about new Purchase Orders.

2. Dashboard

This shows the most recently processed orders or other documents in the form of tiles; this is the so-called "Workbench".

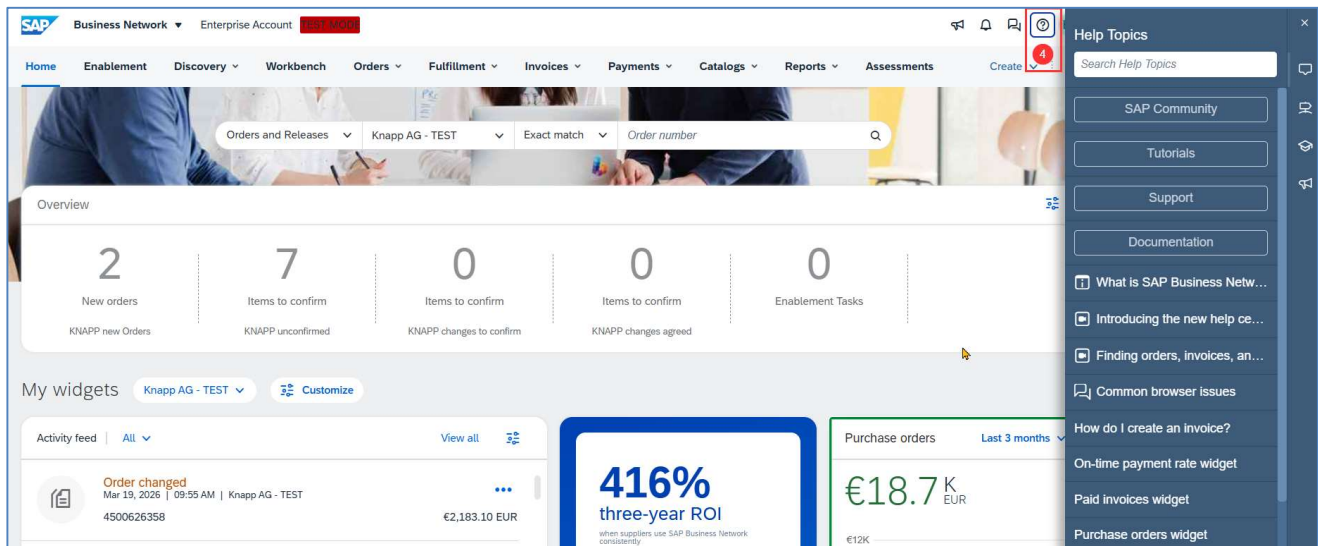
3. Workbench

By clicking on a tile or on the Workbench menu item, you can open it and adjust. This is important because KNAPP offers customer-specific filter options for order confirmations.



4. SAP Online Help

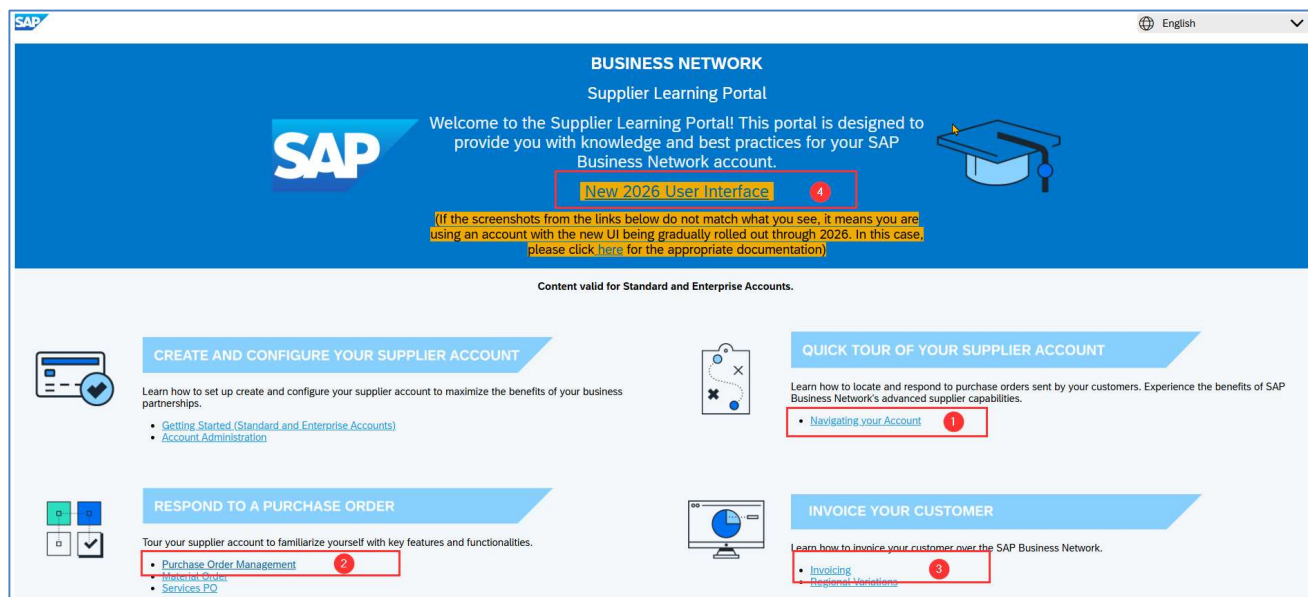
SAP offers comprehensive online help, which can be accessed by clicking on the question mark.



SAP Training Portal for Suppliers

https://support.ariba.com/SBN_Supplier_Learning_Portal

The SAP training portal helps you create and configure your SAP Business Network account and provides you with best practice examples and videos on all topics related to setting up SAP Business Network and processing order confirmations and entering invoices.



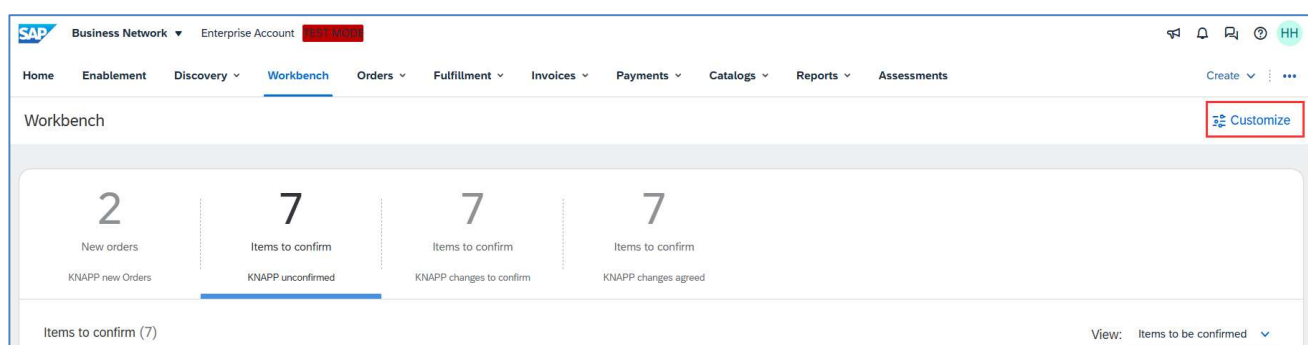
The following training videos are recommended:

1. [Account Overview](#)
2. [Create Order Confirmation \(Header Level\)](#)
[Create Purchase Order Confirmation \(Item Level\)](#)
3. [Create invoices](#)
4. [NEW 2026 User Interface](#) → SAP will implement a new interface and all partners on the current SBN will be migrated in 2026.

3. Workbench customization

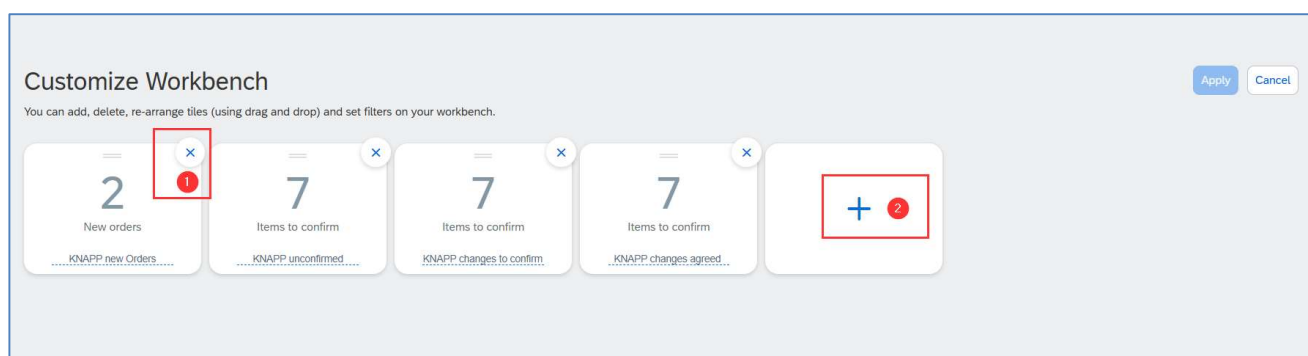
The Workbench offers you an overview of all orders to be processed, you can customize the individual tiles.

To do this, click on the "Customize" button.

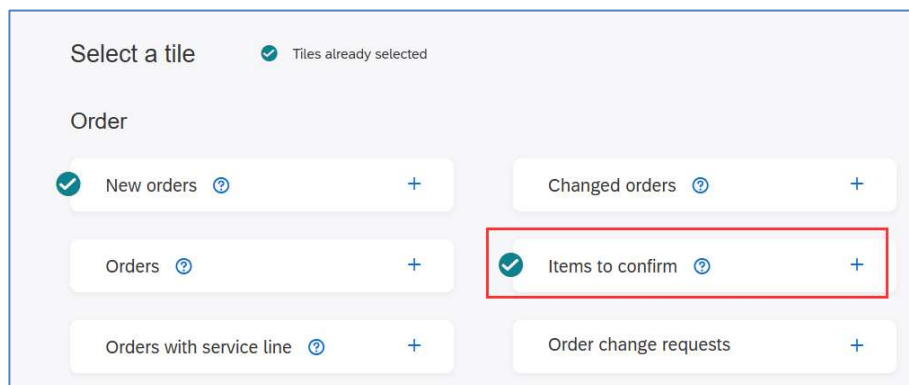


Then you can delete the individual tiles by clicking on (1) X

or you can add new ones by clicking on (2) +



If you have clicked on + to add a new tile, you need to select the category – in the below example I want to add new tile for “**Items to confirm**” – next you would rename the tile and last adjust the filter criteria.



KNAPP provides a **customer-specific filter criterion**, with which you can divide the orders to be confirmed into the following tiles.

1. KNAPP new Orders

Here, all new orders that have **not yet been processed** are displayed at **header level**.

2. KNAPP unconfirmed

All order items that have **not yet been confirmed** are displayed in this tile on **item level**.

3. KNAPP changes to confirm

Order change items are displayed here that have not yet been pre-agreed and therefore **need to be checked and confirmed**.

4. KNAPP changes agreed - already by e-mail or telephone

All order change items that have already been agreed with you in advance by KNAPP Purchasing are displayed here. Therefore, these items do not have to be confirmed or can be confirmed "quickly".

Pin	Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
★	4500626268	Knapp AG - TEST	€752.9 EUR	Mar 3, 2026	New		...
★	4500626227	Knapp AG - TEST	€1873.2 EUR	Feb 23, 2026	New		...

The filter criterion "Change indicator" with the values 1, 2 or 3 will only be visible if you have selected "KNAPP" as the customer.

Customer-specific filters are available!

This selected customer has provided customer-specific filters for you. These filters have an icon and the selected customer name beneath each filter.

Filter name	Filter value
Customer name	Knapp AG - TEST

☐ Do not show this again

Got it

Change indicator (enter: 1,2 or 3)

Type selection

Knapp AG - TEST

Filter settings for **KNAPP unconfirmed**

→ Change indicator value = 1

Workbench

2 New orders Save filter

7 Items to confirm **KNAPP unconfirmed**

7 Items to confirm KNAPP changes to confirm

7 Items to confirm KNAPP changes agreed

Items to confirm (7)

▼ Edit filter | Save filter | Knapp AG - TEST | Last 31 days | Next 90 days | Exclude confirmation not all... +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced | 1

Customers: Knapp AG - TEST × Select or type... □

Order numbers: Type selection

Creation date: Last 31 days ▼

Need by date: Next 90 days ▼

Customer locations: Type selection

Ship by date: None ▼

Company codes: Select or type selections □

Purchasing organizations: Select or type selections □

Purchasing groups: Type selection

Ordering address IDs: Type selection

Confirmation status: Exclude fully confirmed × Select... □

Customer part numbers: Select or type selections □

Product group: All ▼

Planner codes: Type selection

Order type: All ▼

Category: All ▼

Stock transfer type: All ▼

Ship from location: Select or type selections □

Supplier batch ID: Select or type selections □

Confirmation approval status: None ▼

Part numbers: Select or type selections □

Shipping status: Exclude fully shipped × Select or... □

Receiving status: Exclude fully received × Select or... □

Invoicing status: Exclude fully invoiced × Select or... □

External document type: Type selection

Change indicator (enter: 1,2 or 3): 1 × Type selection

Knapp AG - TEST

Filter settings for **KNAPP changes to confirm**:

→ Change Indicator Value = 3

Workbench

2
New orders
Save filter

7
Items to confirm
KNAPP unconfirmed

0
Items to confirm
KNAPP changes to confirm

7
Items to confirm
KNAPP changes agreed

Items to confirm (0)

[Edit filter](#) | [Save filter](#) |
 [Knapp AG - TEST](#) |
 [Last 31 days](#) |
 [Next 90 days](#) |
 [Exclude confirmation not all... +1](#) |
 [Exclude fully shipped](#) |
 [Exclude fully received](#) |
 [Exclude fully invoiced](#) (3)

Customers Knapp AG - TEST X Select or typ...	Order numbers Type selection ☒ Partial match ☐ Exact match	Creation date Last 31 days	Need by date Next 90 days	Customer locations Type selection	Ship by date None
Company codes Select or type selections	Purchasing organizations Select or type selections	Purchasing groups Type selection	Ordering address IDs Type selection	Confirmation status Exclude confirmation not allowed X Select or...	Customer part numbers Select or type selections
Product group All	Planner codes Type selection	Order type All	Category All	Stock transfer type All	Ship from location Select or type selections
Supplier batch ID Select or type selections	Confirmation approval status None	Part numbers Select or type selections	Shipping status Exclude fully shipped X Select or...	Receiving status Exclude fully received X Select or...	Invoicing status Exclude fully invoiced X Select or...
External document type Type selection	Change indicator (enter: 1,2 or 3) 3 X Type selection Knapp AG - TEST				

Filter settings tuned for **KNAPP changes agreed - already by e-mail or telephone**

→ Change indicator value = 2

Workbench

2
New orders
Save filter

7
Items to confirm
KNAPP unconfirmed

0
Items to confirm
KNAPP changes to confirm

0
Items to confirm
KNAPP changes agreed

Items to confirm (0)

[Edit filter](#) | [Save filter](#) |
 [Knapp AG - TEST](#) |
 [Last 31 days](#) |
 [Next 90 days](#) |
 [Exclude confirmation not all... +1](#) |
 [Exclude fully shipped](#) |
 [Exclude fully received](#) |
 [Exclude fully invoiced](#) (2)

Customers Knapp AG - TEST X Select or typ...	Order numbers Type selection ☒ Partial match ☐ Exact match	Creation date Last 31 days	Need by date Next 90 days	Customer locations Type selection	Ship by date None
Company codes Select or type selections	Purchasing organizations Select or type selections	Purchasing groups Type selection	Ordering address IDs Type selection	Confirmation status Exclude confirmation not allowed X Select or...	Customer part numbers Select or type selections
Product group All	Planner codes Type selection	Order type All	Category All	Stock transfer type All	Ship from location Select or type selections
Supplier batch ID Select or type selections	Confirmation approval status None	Part numbers Select or type selections	Shipping status Exclude fully shipped X Select or...	Receiving status Exclude fully received X Select or...	Invoicing status Exclude fully invoiced X Select or...
External document type Type selection	Change indicator (enter: 1,2 or 3) 2 X Type selection Knapp AG - TEST				

4. PO Collaboration - Document Exchange

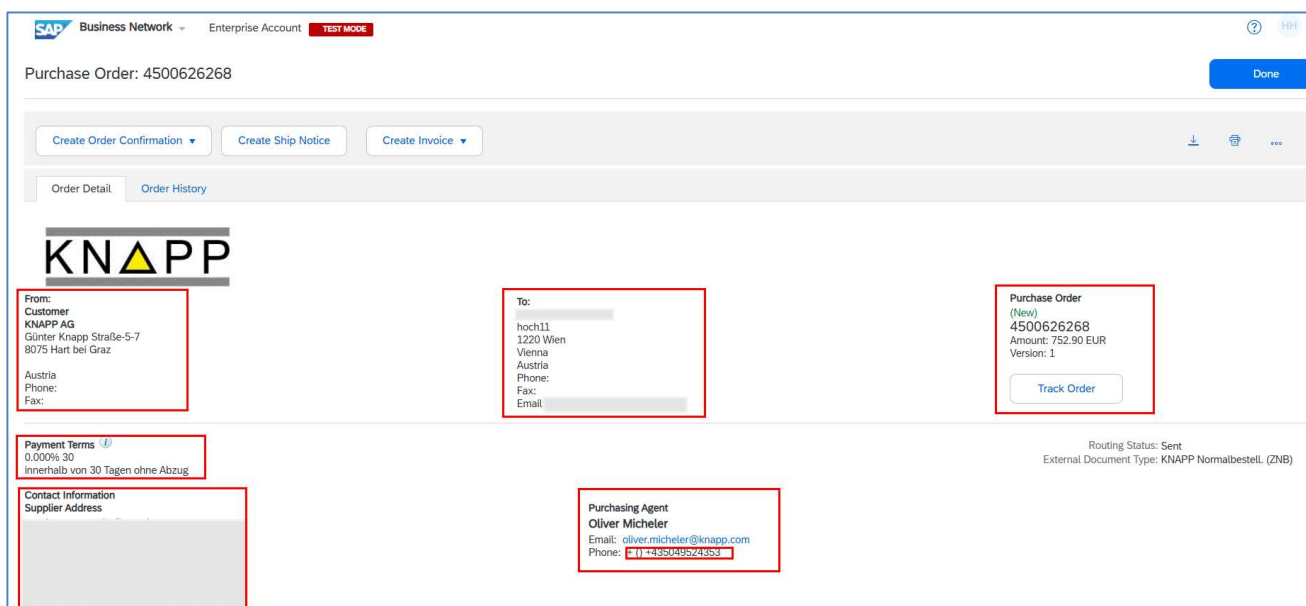
4.1. Orders

All order information that you have received by e-mail so far can also be found on SBN.

Header information:

1. KNAPP Customer Address
2. Your address (supplier address)
3. Order number with the version number

If there is an order change, it will be displayed here, and you can jump back to the previous versions at any time.



SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4500626268

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

KNAPP

From: Customer
KNAPP AG
 Günter Knapp Straße 5-7
 8075 Hart bei Graz
 Austria
 Phone:
 Fax:

To:
 hoch11
 1220 Wien
 Vienna
 Austria
 Phone:
 Fax:
 Email:

Purchase Order
 (New)
 4500626268
 Amount: 752.90 EUR
 Version: 1
 Track Order

Payment Terms
 0.000% 30
 innerhalb von 30 Tagen ohne Abzug

Contact Information
 Supplier Address

Purchasing Agent
 Oliver Micheler
 Email: oliver.micheler@knapp.com
 Phone: +43 5 04952 4353

Routing Status: Sent
 External Document Type: KNAPP Normalbestell. (ZNB)

1. Attachments:

- zip file → contains the drawing files and/or specifications
- PDF file → Order form
- csv file → Machine Processing Position Details

2. Delivery address → : If this is filled at head levels, it applies to all items

3. Billing address

Shipping Dates
 Requested Delivery: 24 Mar 2026

Other Information
 Company Code: 1000
 Purchase Group: 038
 Purchase Organization: 1000
 Requester: MICHELER
 Customer VAT/Tax ID: ATU61982457
 Party Additional ID: 0000300573
[View less »](#)

Attachments
[Ariba_4500626268_ZIP.zip](#) (application/zip; charset=UTF-8)
 [Ariba_4500626268_CSV.csv](#) (application/csv; charset=UTF-8)
 [Ariba_4500626268_PDF.pdf](#) (application/pdf; charset=UTF-8)

Transport Terms Information
 Transport Terms: DAP (Geliefert benannter Ort)
 Transport Location: Hart bei Graz

Ship All Items To
KNAPP AG
 Günter-Knapp-Strasse 5-7
 8075 Hart bei Graz
 Austria
 Ship To Code: 1000
 Location Code: 1000
 Storage Location ID: 1002

Bill To
Knapp AG
 Günter-Knapp-Strasse 5-7
 8075 Hart/Graz
 Austria
 Buyer ID: 1000

Deliver To

Line items:

If you click on the (1) *Show Item Details button*, you can display further details such as the feature configuration, the material variant specification and the classification.

Please note that to view these details, the options in (2) have been selected.

Line Items											1 Show Item Details 2
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		10927708_01_0004	Material			10.000 (PCE) ⓘ	24 Mar 2026	75.29 EUR	752.90 EUR	Details
Description: SICHTFENSTER LA6_SPF1_WT1_WIN1_SLAM_V1											

Product details: Material configuration, drawing and specification files are displayed here.

Status: This shows the confirmed/unconfirmed quantity.

Comments: The material variant specification text is displayed here.

Schedule Lines: If there are multiple delivery schedules, they are displayed here.

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal													
10	1		10927708_01_0004	Material			10.000 (PCE) ⓘ	24 Mar 2026	75.29 EUR	752.90 EUR	✓ Product Details ✓ Status ✓ Control Keys ✓ Comments ___ INTERNALAW_CommentsList ___ Attachment ✓ Schedule Lines ___ Other Information ___ INTERNAL_TransporttermsItemOut												
Description: SICHTFENSTER LA6_SPF1_WT1_WIN1, SLAM_V1																							
Product Details FOK1 520 mm Foerdertechnikoberkante I: BH1 Behaelterhoehe 1: 510 mm BUH Buehnenhoehe: 270 mm Anhang: 10927708_01_0004 ZDC_201397421_de,en_V3.0.pdf Aenderungsnummer: 500000014762																							
Status 10.000 Unconfirmed																							
Comments Materialvar. Spezif. Text: L=885 B=1215																							
Schedule Lines <table><tr><th>Schedule Line #</th><th>Delivery Date</th><th>Ship Date</th><th>Quantity (Unit)</th><th>Customer Proposed Qty (Unit)</th><th>Customer Proposed Delivery Date</th></tr><tr><td>1</td><td>24 Mar 2026 11:00 AM CET</td><td></td><td>10.000 (PCE) ⓘ</td><td></td><td></td></tr></table>												Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	1	24 Mar 2026 11:00 AM CET		10.000 (PCE) ⓘ		
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date																		
1	24 Mar 2026 11:00 AM CET		10.000 (PCE) ⓘ																				

Hide Item Details

✓ Product Details

✓ Status

✓ Control Keys

✓ Comments

___ INTERNALAW_CommentsList

___ Attachment

✓ Schedule Lines

___ Other Information

___ INTERNAL_TransporttermsItemOut

4.2. Order confirmation

When you receive an order from KNAPP, you must confirm the delivery date, quantity and price. This order confirmation is transmitted to the KNAPP ERP system via the SAP Business Network. If you submit different data, the order will be adjusted on the KNAPP side. As a result, you will receive an order change, which you will need to confirm again so that the systems show the same data.

These order items are assigned to the tile **"KNAPP changes agreed"** and can be easily confirmed.

4.2.1 Confirm Order Completely

In the order header you will find the action buttons for creating an order confirmation for the entire order.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4500626268

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order Update Line Items Reject Entire Order

KNAPP

After that, you need to fill in (1) confirmation number and you can upload a document by first selecting the (2) file and adding it as a (3) attachment.

After that, click (4) Next.

Confirming PO Exit Next 4

1 Confirm Entire Order 2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: OC 4500626268 1

Associated Purchase Order #: 4500626268

Customer: Knapp AG - TEST

Supplier Reference:

Shipping and Tax Information

Comments: Please add your comments here

Attachments

	Name	Size (bytes)	Content Type
☐	Order Confirmation.pdf	52054	application/pdf

L Delete

2 Datei auswählen Keine ausgewählt 3 Add Attachment

The total size of all attachments cannot exceed 70MB

Then click on "Submit" to forward the order confirmation to KNAPP.

1 Confirm Entire Order

2 Review Order Confirmation

Confirming PO

Previous Submit Exit

Confirmation Update

Confirmation #: OC 4500626268

Supplier Reference:

Comments: Please add you comments here

Attachments: Order Confirmation.pdf

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		10927708_01_0004		Material	10.000 (PCE) ⓘ	24 Mar 2026	75.29 EUR	752.90 EUR	
Description: SICHTFENSTER LA6_SPF1_WT1_WIN1, SLAM_V1									
Schedule Lines									
Schedule Line No. ↑		Delivery Date		Ship By		Quantity (Unit)			
1		24 Mar 2026				10.000 (PCE) ⓘ			
Current Order Status:									
10.000 Confirmed With Comments (Schedule line number: 1; Estimated Delivery Date: 24 Mar 2026 - defaulted from Requested Delivery Date in order)									

Previous Submit Exit

After that, the status of the order will change to "Confirmed".

Purchase Order: 4500626268

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

⌵ ⌵ ⋮

Order Detail

Order History

KNAPP

From:

Customer

KNAPP AG

Günter Knapp Straße-5-7

8075 Hart bei Graz

Austria

Phone:

Fax:

To:

hoch11

1220 Wien

Vienna

Austria

Phone:

Fax:

Email:

Purchase Order

(Confirmed)

4500626268

Amount: 752.90 EUR

Version: 1

Track Order

Payment Terms ⓘ

0.000% 30

innerhalb von 30 Tagen ohne Abzug

Routing Status: Acknowledged

External Document Type: KNAPP Normalbestell. (ZNB)

Related Documents: OC 4500626268

4.2.2 Adjusting Item Data and Confirming the Entire Order

If you have any changes to the delivery date or want to add a delivery schedule or the price is incorrect, please click on the "Update Line Items".

Purchase Order: 4500626227

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

Confirm Entire Order

Update Line Items

Reject Entire Order

If you want to confirm position 20 completely, you can click on the button (1) "Confirm based on schedule", this will transfer the proposed data.

20 10330618_01_0098 Material 20.000 (PCE) ① 5 May 2026 6.59 EUR 131.80 EUR

Description: FUEHRUNGSSCHIENE NB=270 1 US, STR_GU1B

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	5 May 2026		20.000 (PCE) ①

Current Order Status

☒ 20.000 Unconfirmed

Confirm: Backorder:

① ②

①

Attachments:

Name	Size (bytes)	Content Type
No Items		

Keine ausgewählt

If you can deliver the goods in parts, you can create a delivery schedule for a different delivery date by entering the quantity and pressing the button (2) "Details". The price can also be adjusted here.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price
20		10330618_01_0098	20.000	PCE ⓘ	5 May 2026		6.59 EUR

Description: FUEHRUNGSSCHIENE NB=270 1 US, STR_GU1B

New Order Status: **10 Confirmed**

Schedule Line: ⓘ * Line number 1 - quantity 20 - date 5 May 2026 ▼

Est. Delivery Date: * 20 May 2026 📅

Unit Price: 6.59 EUR

Price Unit Quantity: * 1

Unit Conversion: * 1

Price Unit: * PCE

After you press the okay button you will see the new status, and can go on to confirm the last 10 pieces.

20	10330618_01_0098	Material	20.000 (PCE) ⓘ	5 May 2026	6.59 EUR	131.80 EUR
Description: FUEHRUNGSSCHIENE NB=270 1 US, STR_GU1B						

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	5 May 2026		20.000 (PCE) ⓘ

Current Order Status

☐ 10 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 20 May 2026)

☒ 10.000 Unconfirmed

Confirm: Backorder:

[Details](#) ⓘ

[Confirm Based on Schedule Lines](#)

It should be noted that you can only confirm the total amount here.

4.2.3 Confirming Individual Items

To do this, click on the tile (1) "*KNAPP unconfirmed*" and then select the items to be confirmed to (2). Then click on (3) "*Confirmations*" and select the "*Confirm schedule line*" or "*Confirm entire item*" action.

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price
10		GLEITLEISTE, ROBALON ZE013761	May 5, 2026		5 H87	0 H87	€20.15 EUR
20		FUEHRUNGSSCHIENE NB=270 1 US, STR_GU1B	May 5, 2026		20 H87	0 H87	€6.59 EUR
30		FUEHRUNGSSCHIENE NB=360 1 US, STR_GU1B	May 5, 2026		45 H87	0 H87	€7.83 EUR
40	T13270	FUEHRUNGSSCHIENE NB=540 1 US, STR_GU1B	May 5, 2026		130 H87	0 H87	€9.91 EUR

Confirm items: Enter the (1) "*Confirmation number*" and click on button (2) "*Submit*".

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Knapp AG - TEST Order No.: 4500626227 Confirmation number: OC 12345					
Item No.: 10 Supplier Part No.: Description: GLEITLEISTE, ROBALON ZE013761					
1	May 5, 2026		5.00 H87	€20.15 EUR	5.00 H87
Item No.: 20 Supplier Part No.: Description: FUEHRUNGSSCHIENE NB=270 1 US, STR_GU1B					
1	May 5, 2026		20.00 H87	€6.59 EUR	20.00 H87
Item No.: 30 Supplier Part No.: Description: FUEHRUNGSSCHIENE NB=360 1 US, STR_GU1B					
1	May 5, 2026		45.00 H87	€7.83 EUR	45.00 H87

Items 10 – 30 are confirmed and item 40 is still open.

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price
40	T13270	FUEHRUNGSSCHIENE NB=540 1 US, STR_GU1B	May 5, 2026		130 H87	0 H87	€9.91 EUR

Please note that confirming the last item can only be done under the same Order confirmation number.

If you need to adjust the item please (1) select the item, click on (2) action button and choose (3) “Update line items”, to open the details view to adjust price or delivery date as described above under 4.2.2.

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shippl	Actions
40	T13270	FUEHRUNGSSCHIENE NB=540 1 US, STR_GU1B	May 5, 2026		130 H87	0 H87			Update line items (3)