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.

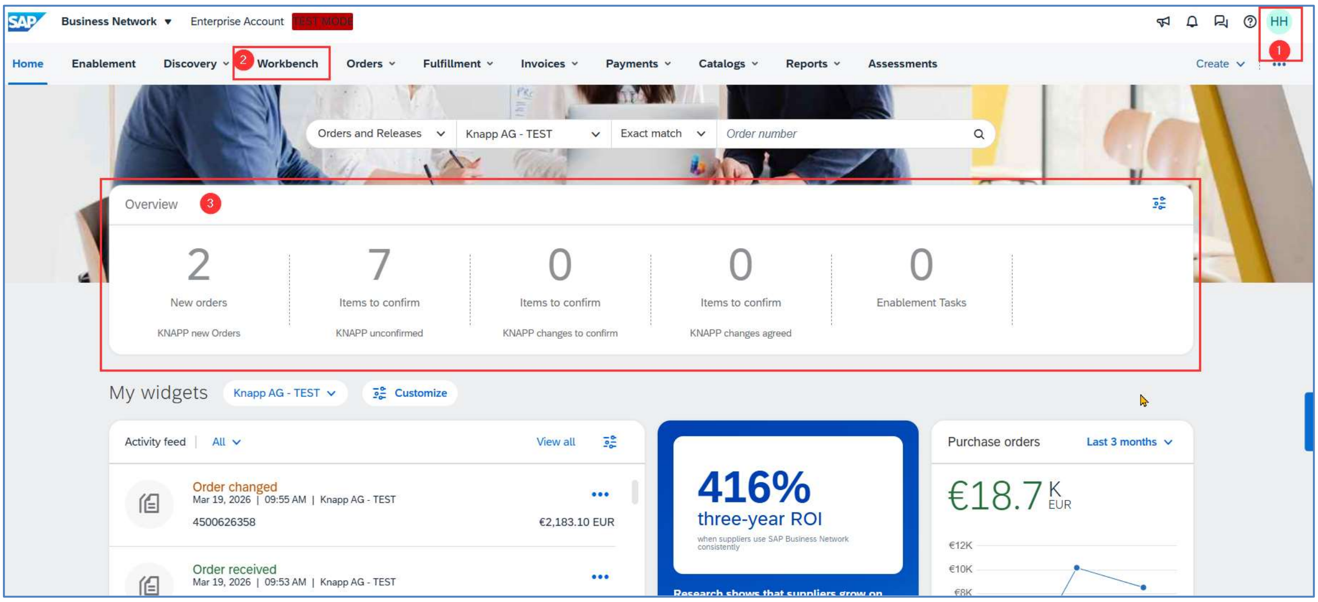
2. Supplier Profile - Important Attitudes from the Supplier's Perspective

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

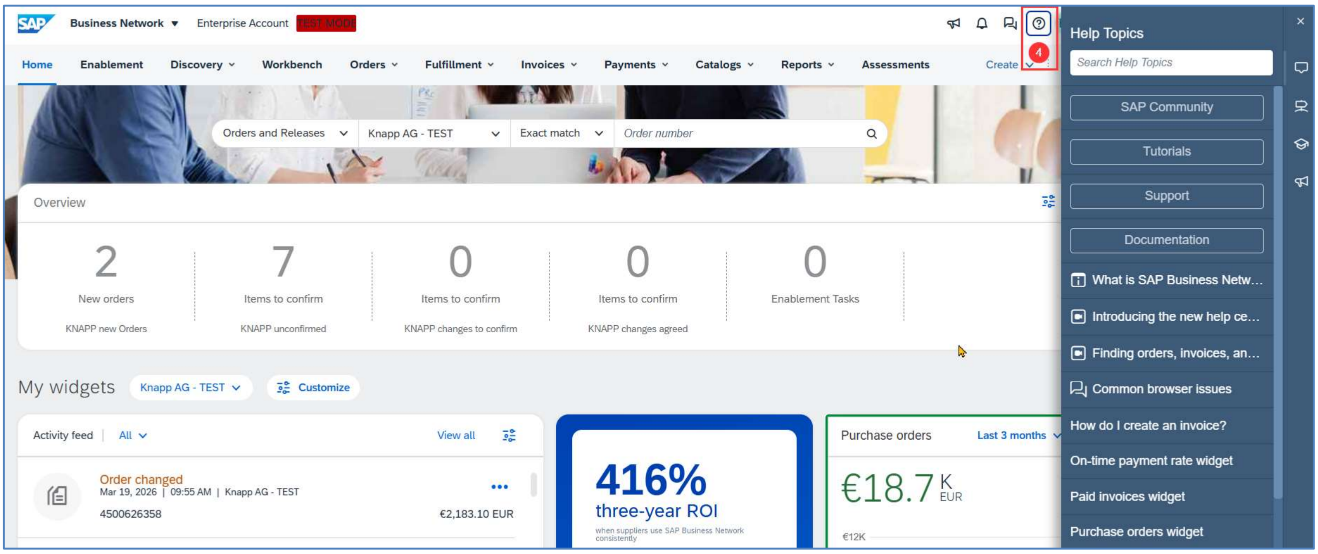
1. **Account Setting**
   In this menu item you will find the most important settings for your user account, your company profile and other settings. Here you can define, for example, how you want to be notified about new Purchase Orders.

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.



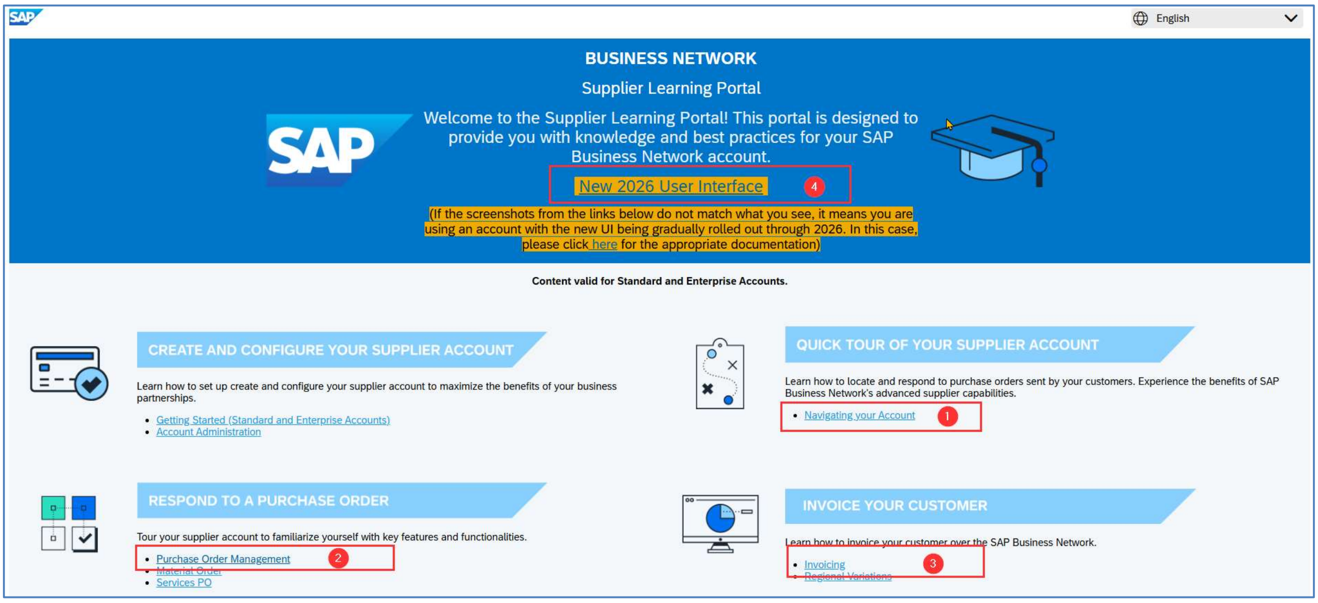
4. **SAP Online Help**
   SAP offers comprehensive online help, which can be accessed by clicking on the question mark.



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.



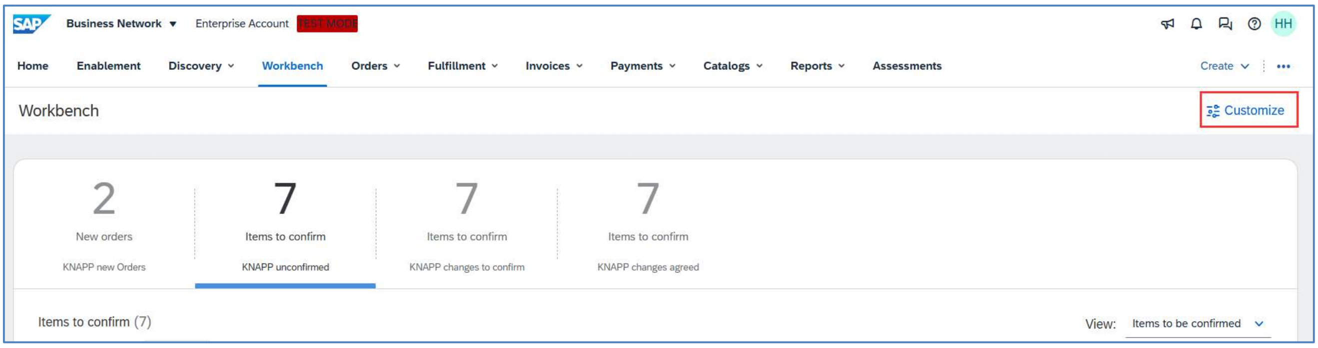
The following training videos are recommended:

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

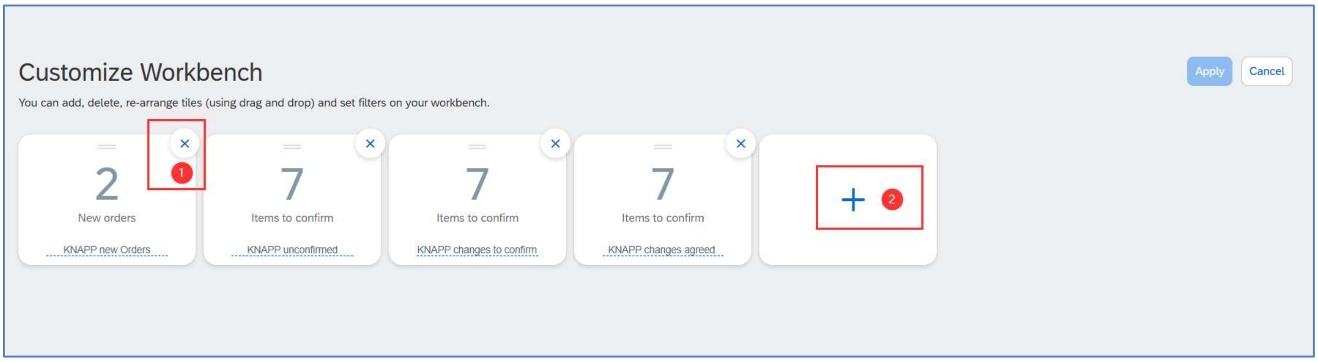
The Workbench offers you an overview of all orders to be processed, you can customize the individual tiles.

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

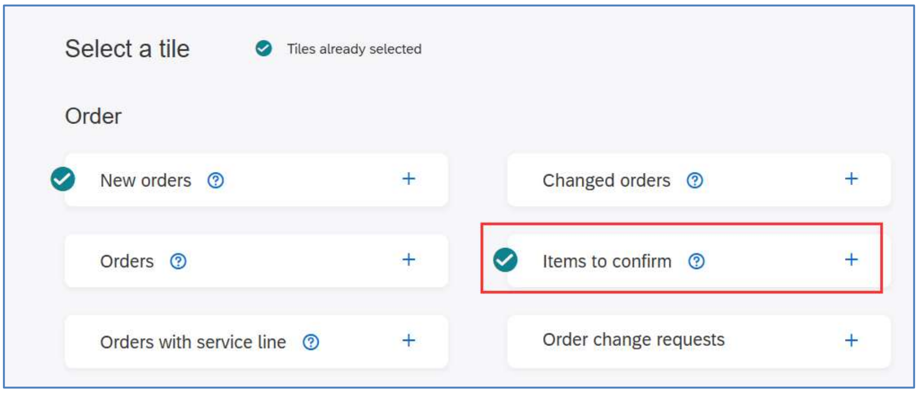


Then you can delete the individual tiles by clicking on (1) **X**

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.



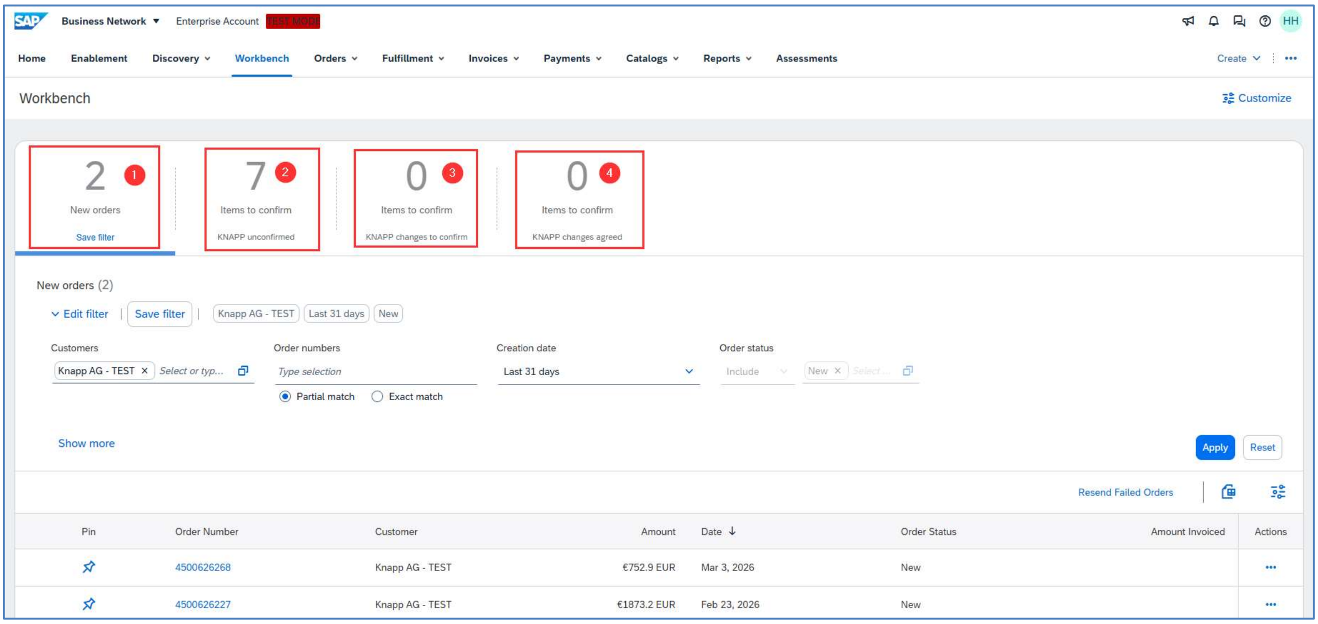
KNAPP provides a **customer-specific filter criterion**, with which you can divide the orders to be confirmed into the following tiles.

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

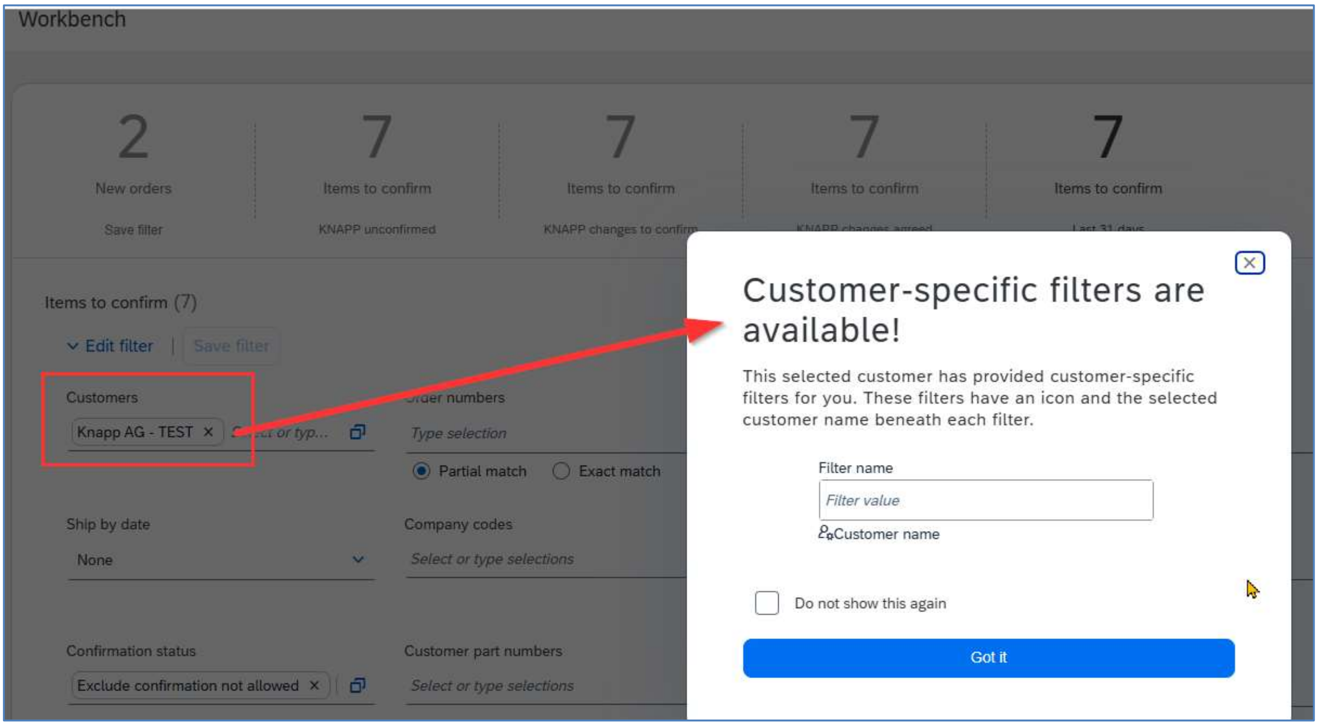
2. **KNAPP unconfirmed**
   All order items that have **not yet been confirmed** are displayed in this tile on **item level**.

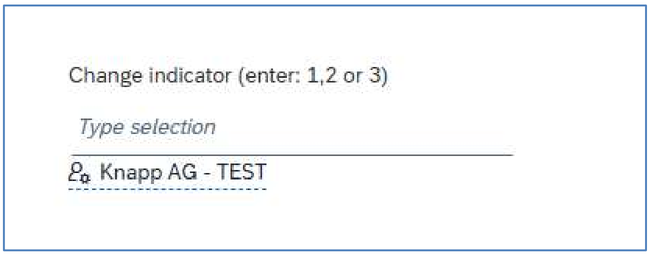
3. **KNAPP changes to confirm**
   Order change items are displayed here that have not yet been pre-agreed and therefore **need to be checked and confirmed**.

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".



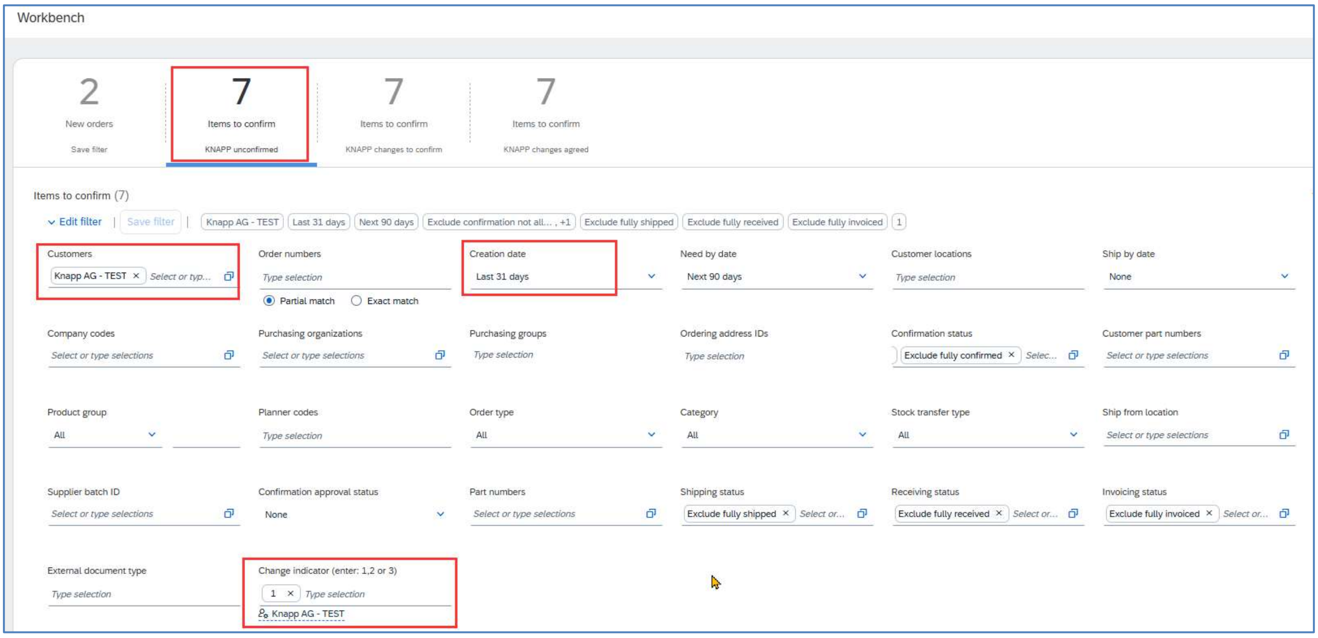
The filter criterion "Change indicator" with the values 1, 2 or 3 will only be visible if you have selected "KNAPP" as the customer.





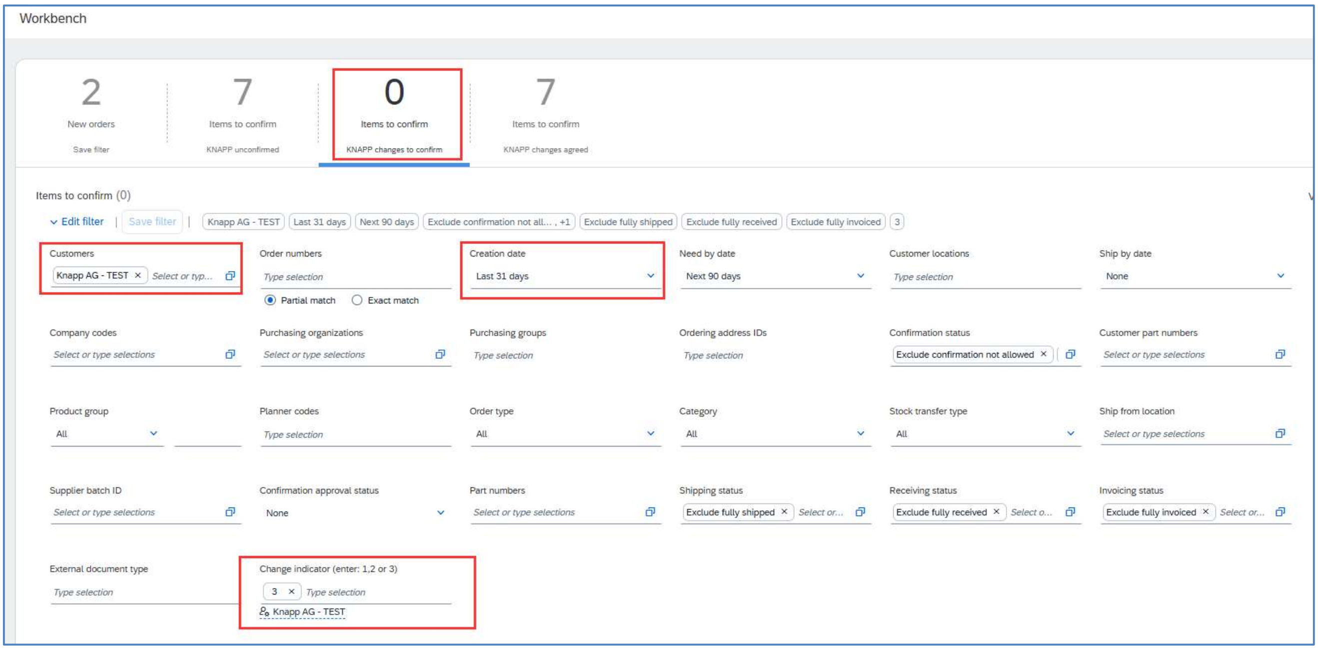
Filter settings for **KNAPP unconfirmed**

→ Change indicator value = 1



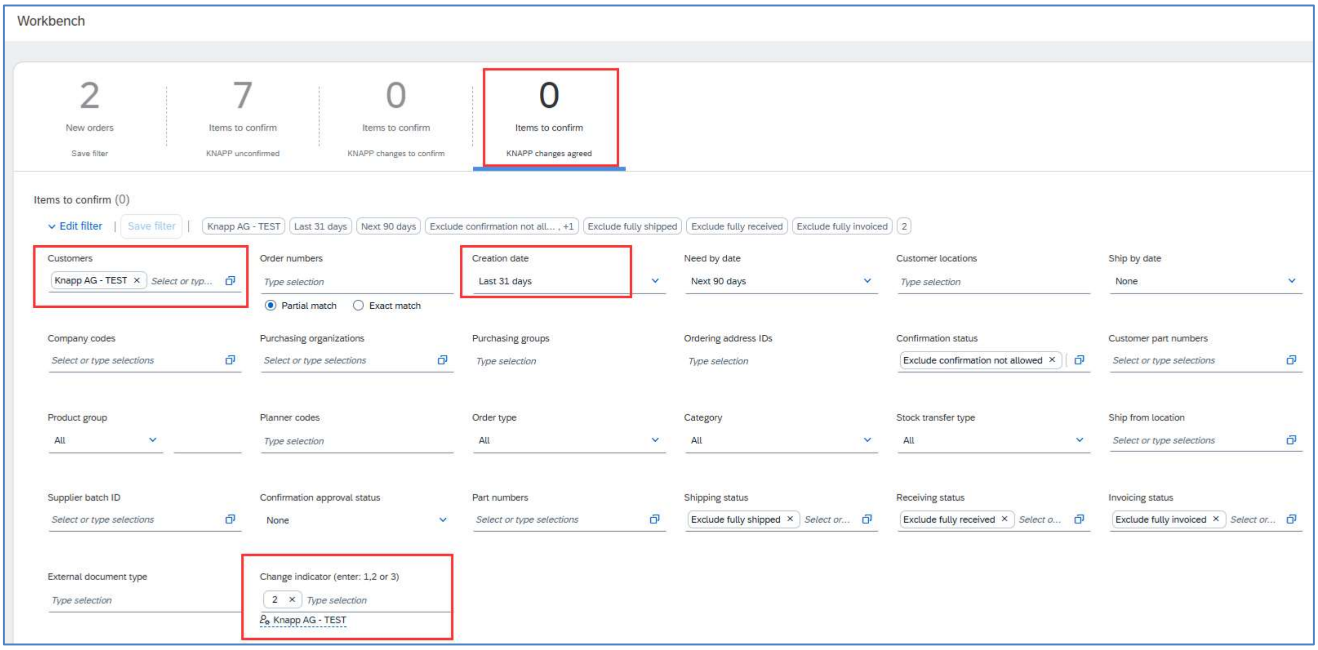
Filter settings for **KNAPP changes to confirm**:

→ Change Indicator Value = 3



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

→ Change indicator value = 2



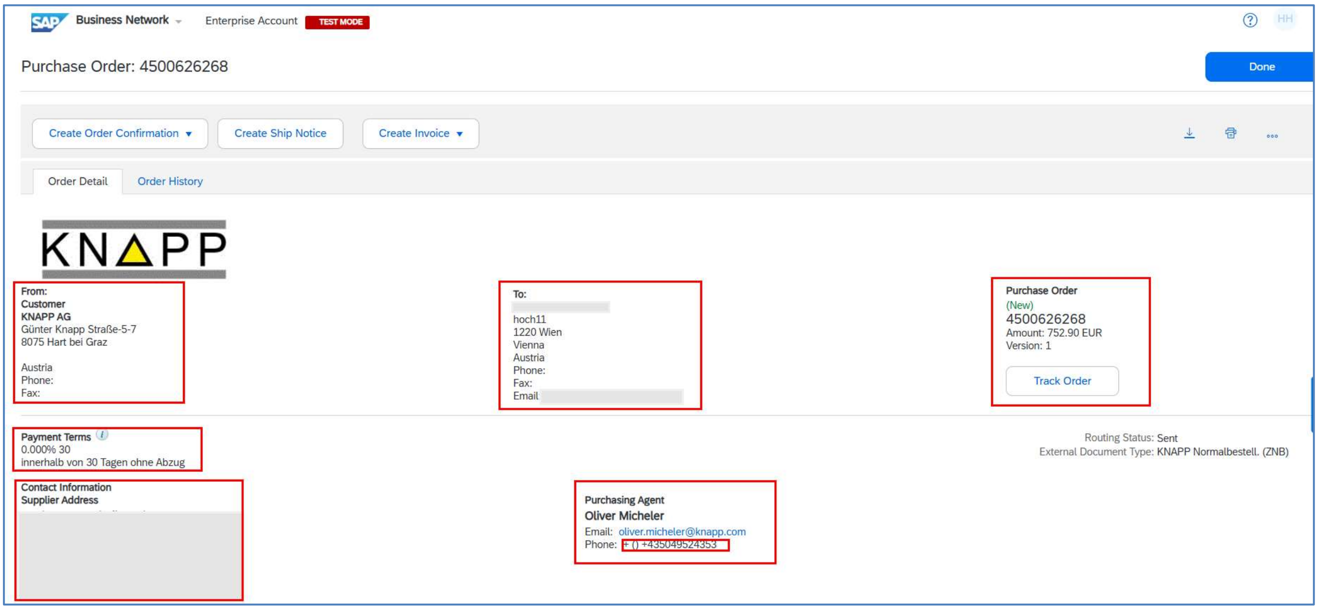
4. PO Collaboration - Document Exchange

4.1. Orders

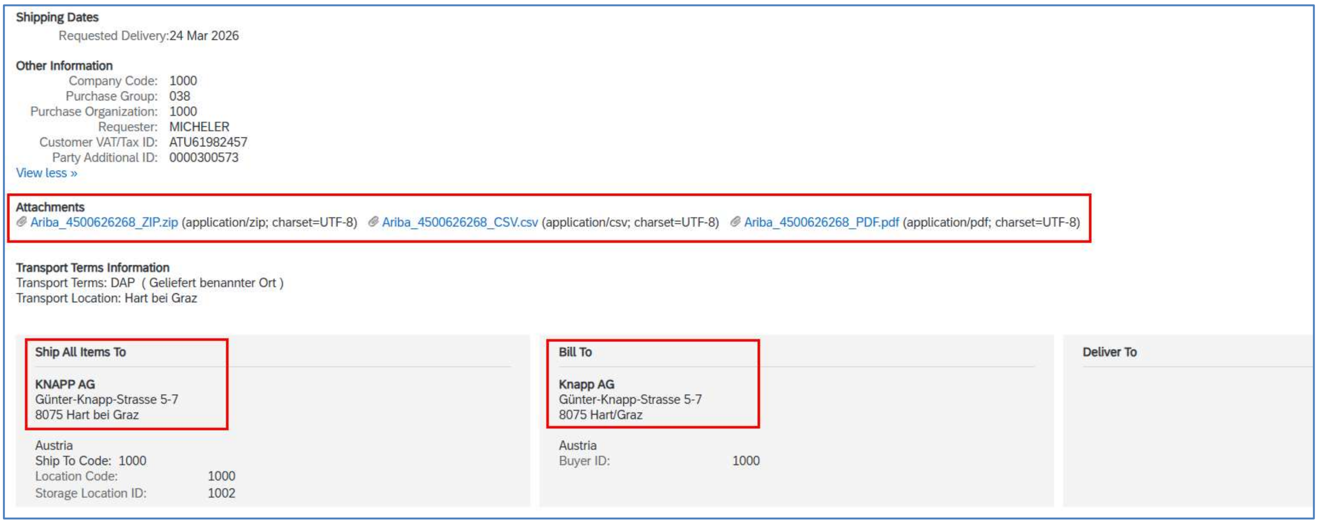
All order information that you have received by e-mail so far can also be found on SBN.

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.



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

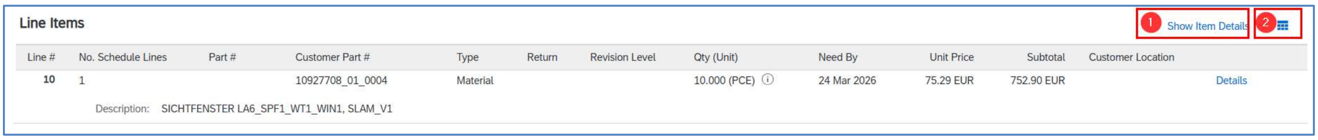
Bill To
Knapp AG
Günter-Knapp-Strasse 5-7
8075 Hart/Graz
Austria
Buyer ID: 1000

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

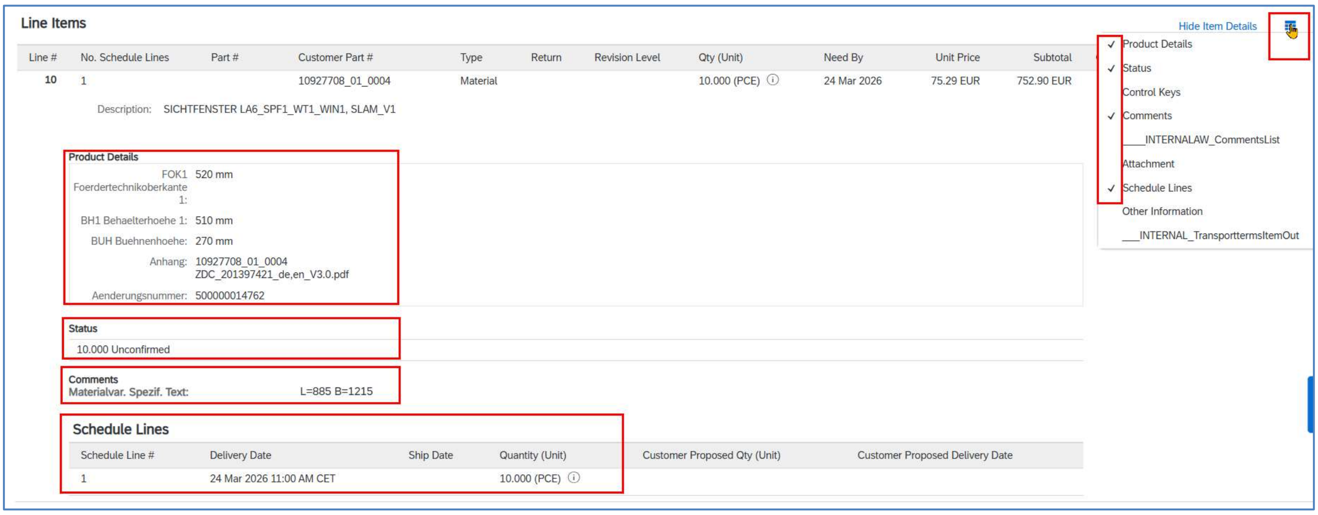
Description: SICHTFENSTER LA6_SPF1_WT1_WIN1, SLAM_V1

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.



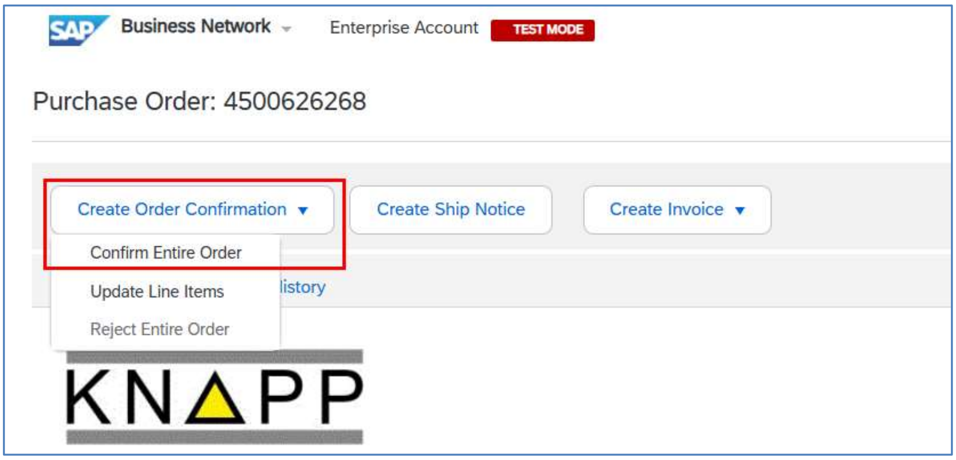
4.2. Order confirmation

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.

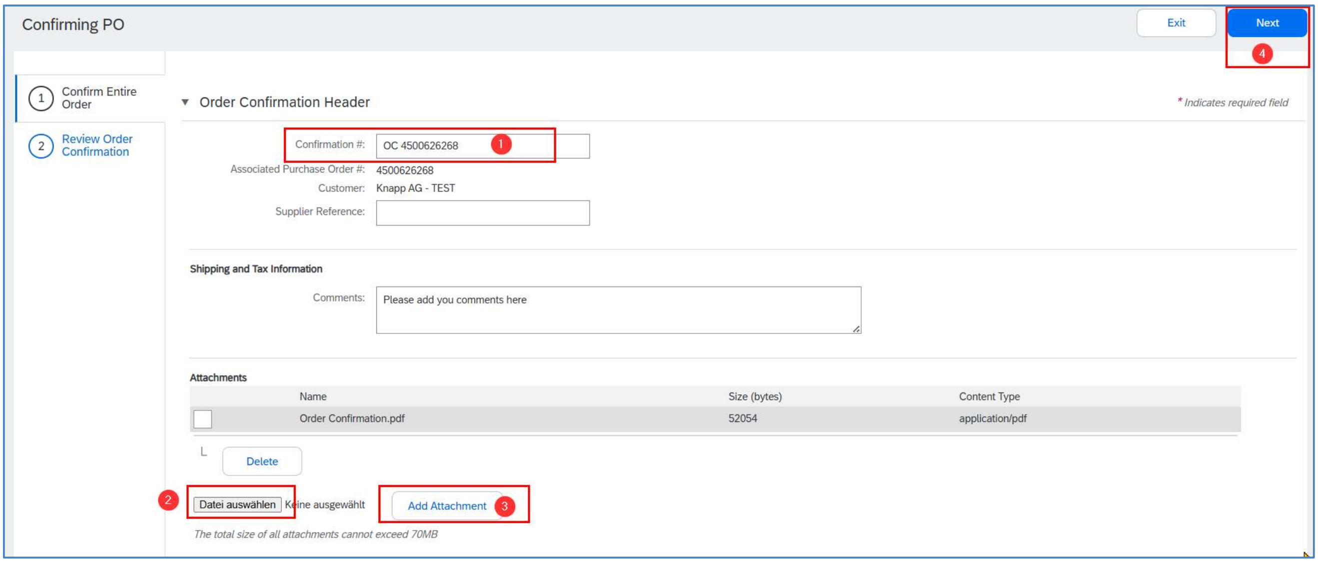
4.2.1 Confirm Order Completely

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

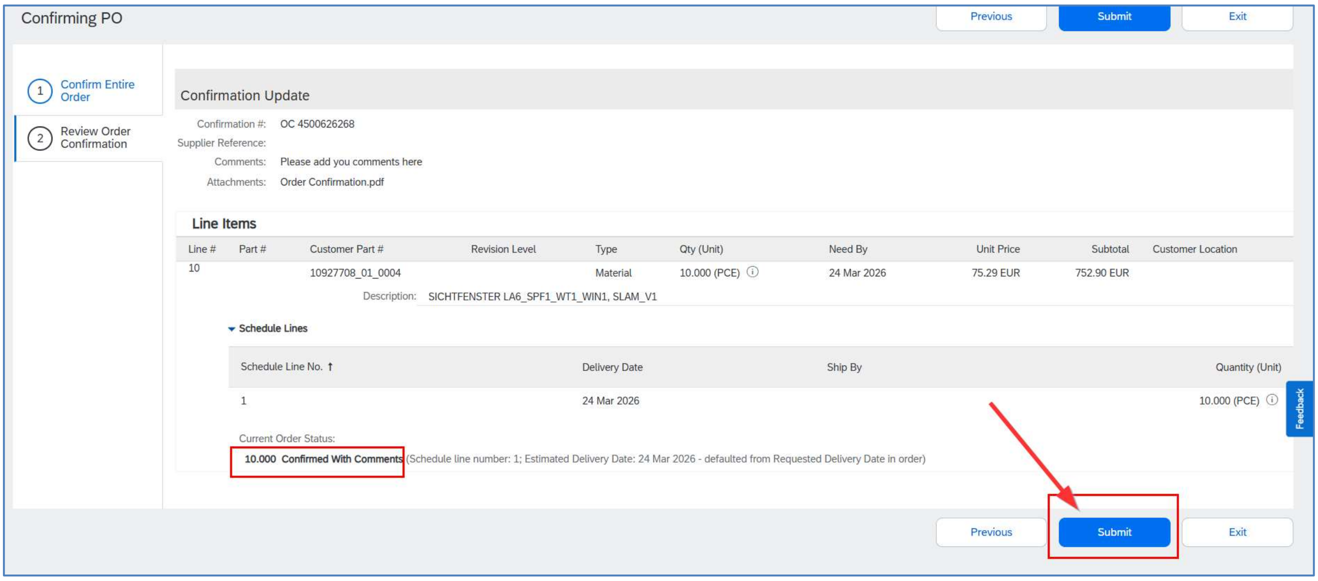


After that, you need to fill in (1) confirmation number and you can upload a document by first selecting the (2) file and adding it as a (3) attachment.

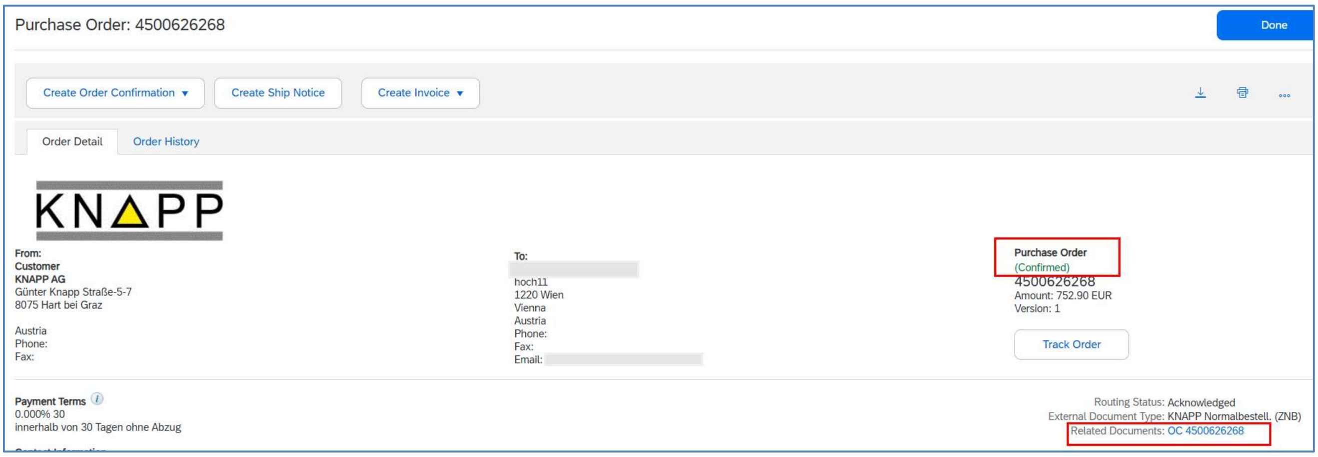
After that, click (4) Next.



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



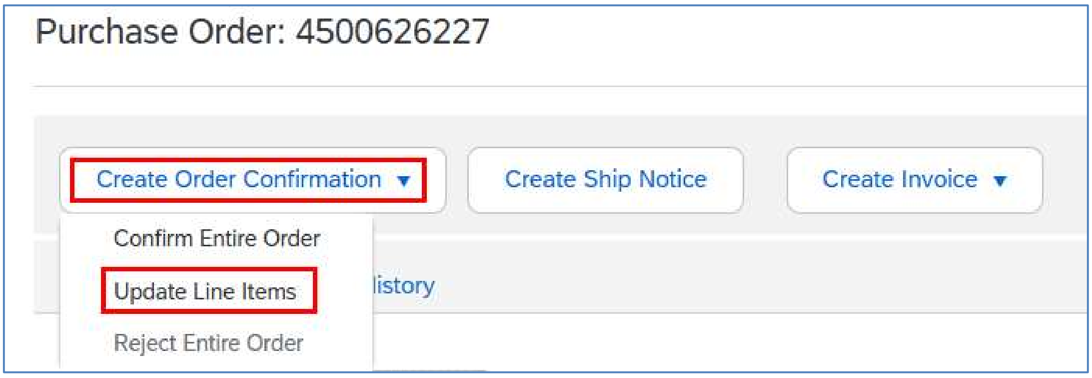
After that, the status of the order will change to "Confirmed".



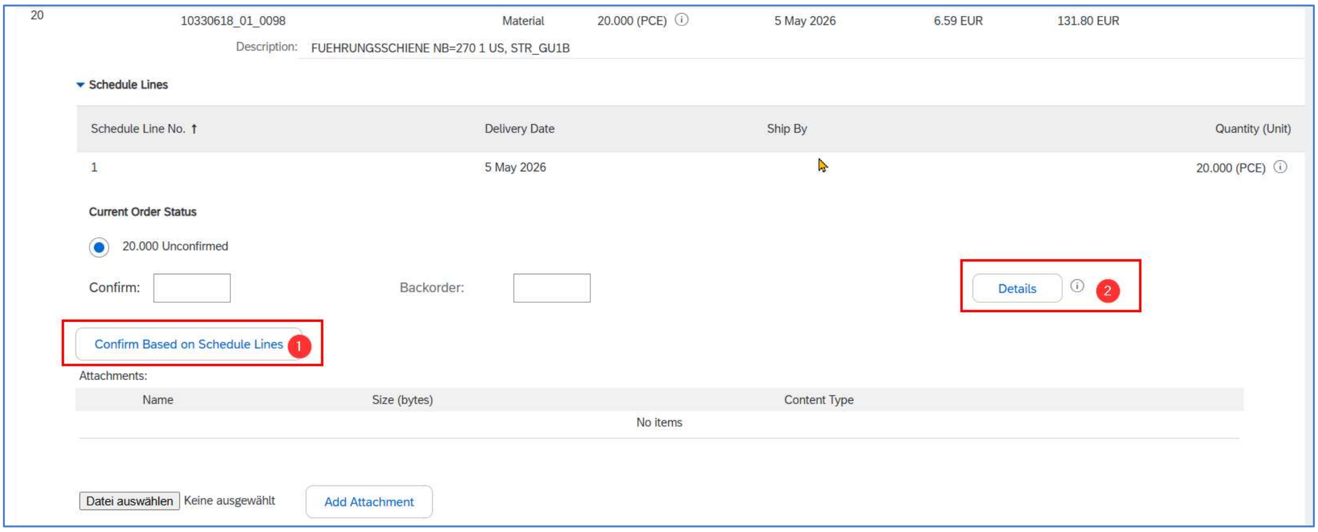
KNAPP

4.2.2 Adjusting Item Data and Confirming the Entire Order

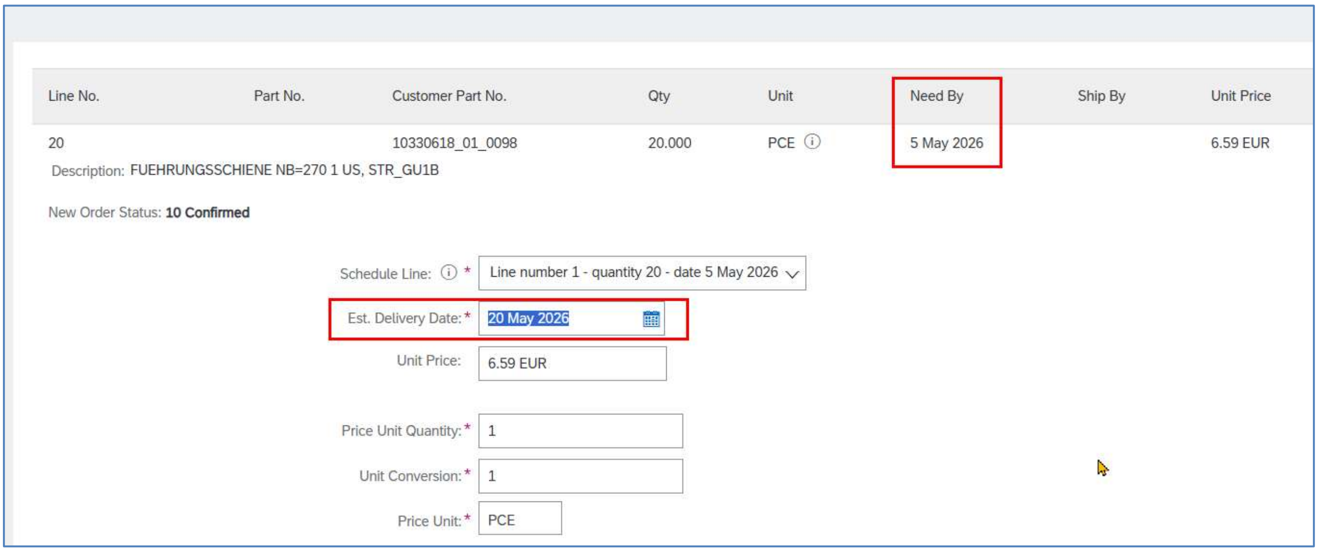
If you have any changes to the delivery date or want to add a delivery schedule or the price is incorrect, please click on the "Update Line Items".



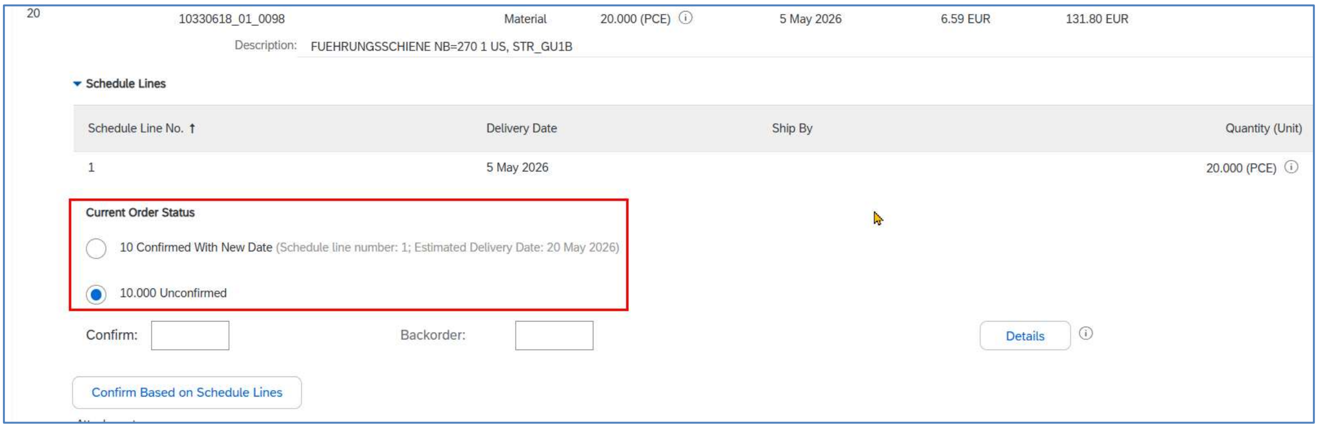
If you want to confirm position 20 completely, you can click on the button (1) "*Confirm based on schedule*", this will transfer the proposed data.



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.



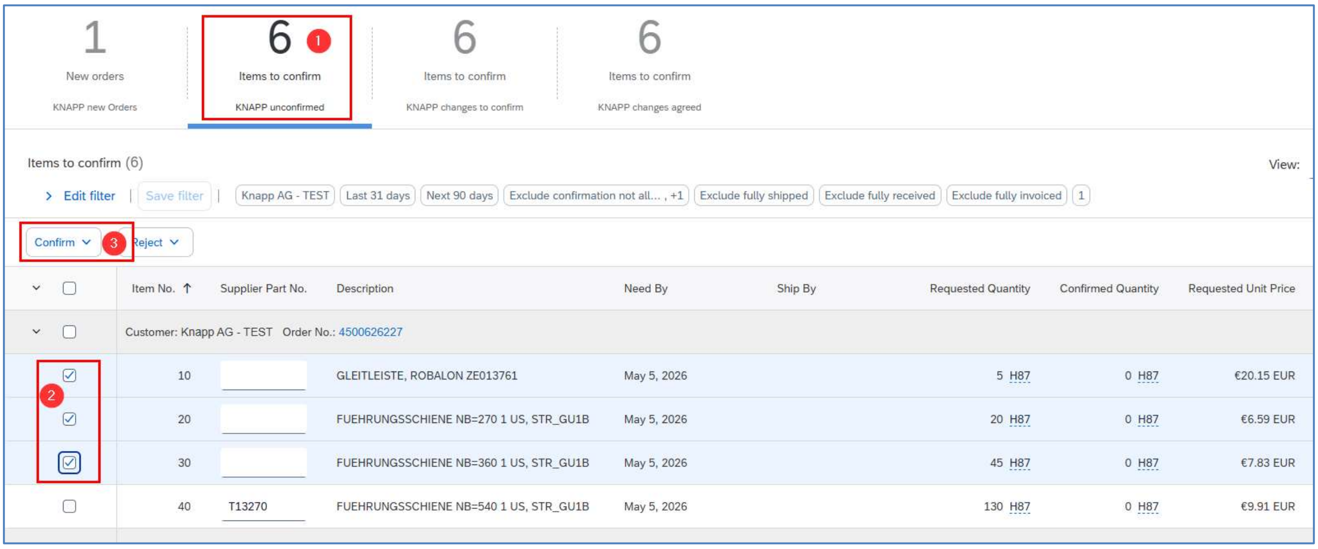
After you press the okay button you will see the new status, and can go on to confirm the last 10 pieces.



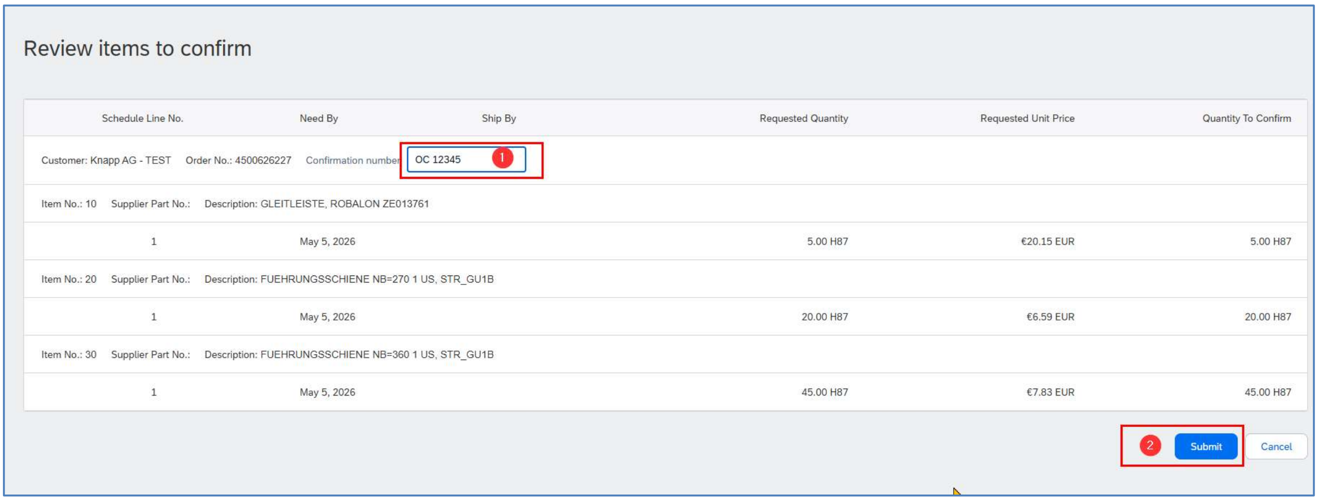
It should be noted that you can only confirm the total amount here.

4.2.3 Confirming Individual Items

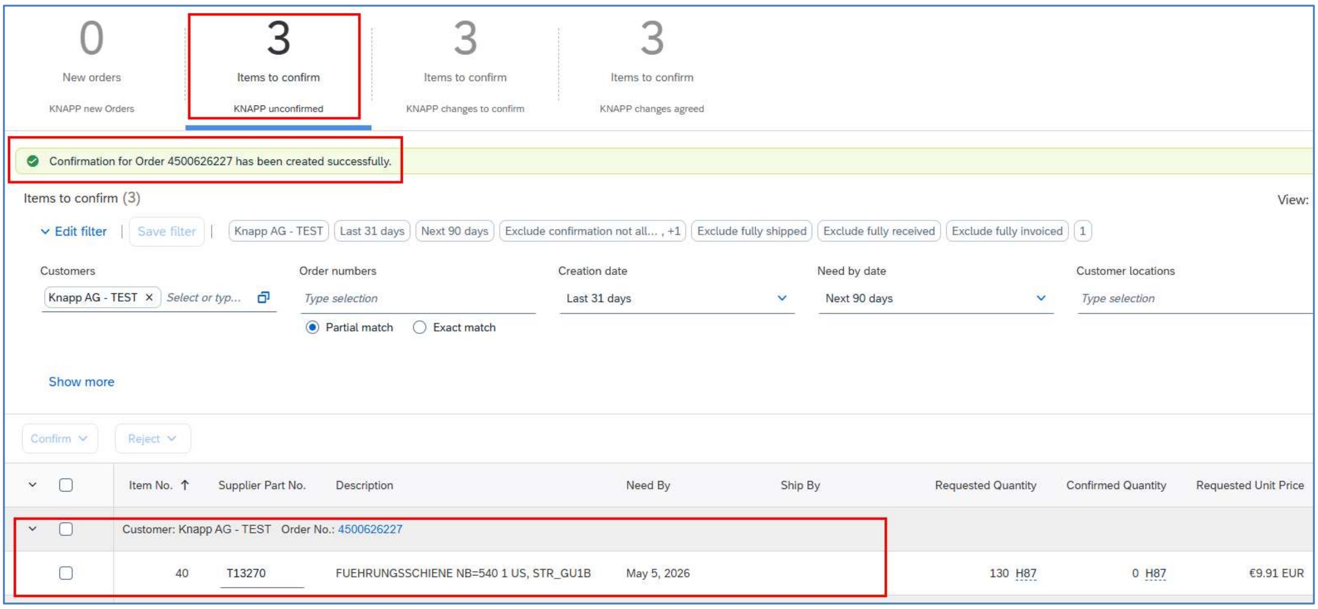
To do this, click on the tile (1) "*KNAPP unconfirmed"* and then select the items to be confirmed to (2). Then click on (3) "*Confirmations"* and select the "*Confirm schedule line*" or "*Confirm entire item*" action.



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



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



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.