



# Feature at a Glance

## Order Confirmation Enhancements

Johan Holm, SAP Ariba  
Target GA: December, 2018

CONFIDENTIAL

# Feature at a Glance

## Introducing: Order Confirmation Enhancements

Ease of implementation



Some complexity

Geographic relevance



Global

### Customer challenge

Today, the user is not prompted to take action if an order confirmation is sent with a different price or delivery date. If the user takes action, there's no system support to easily create a change order to include the changes.

This leads to poor user experience, mistakes, increased procurement support workload, and unnecessary invoice exception handling and processing time.

### Solution area

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

### Meet that challenge with SAP Ariba

This feature includes several enhancements to the order confirmation functionality in Ariba Procurement solutions. The functionality includes

- Improve how OC information is shown to the user in the UI.
- Enhance email notifications related to order confirmations.
- Allow users to change the PR/PO based on the order confirmation. For example, if supplier confirmed the order partially and proposes a different delivery date, customer should be able to easily identify the changes and apply those in a Change Order.

### Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a **Service Request (SR)**.

Parameter name:

- Application.Procure.EnableOrderConfirmation

### Experience key benefits

This feature introduces user friendly collaboration support around the order confirmation process to improve user experience and lessen invoice exception handling.

### Prerequisites and Limitations

- The user should be part of the Purchasing Manager group to access the feature.
- The configuration should allow Change Orders, i.e. parameters such as Application.Purchasing.RestrictChangeOrderAction should be disabled.

Current release limitations:

- Integration of the Order Confirmation to the ERP is not included in this release
- The notification to take action on an Order Confirmation does not show up on a users ToDo portlet in this release (planned)

## Feature at a Glance

### Introducing: Order Confirmation Enhancements



### Detailed feature information

This feature introduces the ability for a user to "Review Order Confirmation" and take action through a Change Order. This allows for closer collaboration with the suppliers when suppliers confirm, partially confirm, or reject an order when submitting an Order Confirmation. Reviewing an Order Confirmation introduces a new screen graphically highlighting the changes for the user. In short, the process is;

1. Requester create a Requisition
2. The Requisition is approved and a Purchase Order is created and sent to the supplier via the Ariba Network
3. The supplier review the Purchase Order
4. The supplier Confirms the entire order, Partially confirm, or Reject the order
5. The user **Review Order Confirmation** (new option)
6. The user select items to **Apply Changes** to a Change Order (new screens)
7. The user Submit the Change Order
8. The supplier again review the Purchase Order

# Feature at a Glance

## 5(1): User create a Purchase Order and send to supplier

The user creates a Requisition and sends to the supplier.

On the order, a new option to “Review Order Confirmation” is available for Purchasing Managers.

The Order Confirmation Status remains “Unconfirmed” until the supplier submits an Order Confirmation.

The screenshot displays the SAP interface for Purchase Order PO2428 - Internet backup. The status is 'Ordered'. A navigation bar at the top includes buttons for Change, Cancel, Receive, Print, Create Advance Payment, Resend to Supplier, and Review Order Confirmation. Below this is a tabbed menu with Summary, Approval Flow, Receipts, Invoices, Payments, Messages, and History. The main content area shows order details: Order ID: PO2428, Version: 1, Order Confirmation Status: Unconfirmed, Title: Internet backup, Purchasing Unit: US001, Supplier: Boilermaker Inc., Contact: Boilermaker HQ, Close Order: Open, and My Labels: Apply Label... The 'Line Items' section shows one line item with a table of details. Below the table are various status indicators and a contact section for Boilermaker HQ.

Type	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Discount	Net Amount	Charges	Taxes	Amount
	PR92449	100	each	100pentabyte disk stack	MASS-STORAGE	\$1,000.00 USD		\$100,000.00 USD		\$9,000.00 USD	\$109,000.00 USD

Additional details for the line item:  
Acknowledged: 0  
Confirmed Quantity: 0  
Shipped Quantity: 0  
Received Quantity: 0  
Received Amount: \$0.00 USD  
Invoiced Quantity: 0  
Invoiced Amount:  
Reconciled Quantity: 0  
Reconciled Amount: \$0.00 USD  
Contact: Boilermaker HQ  
Commodity Code: Data storage and backup  
Material Group: 007 (Services)  
Purch Org: 3000 (IDES USA)  
Vendor: VDR1533050 (Boilermaker Inc.)  
Line Item Text:

# Feature at a Glance

## 5(2): Supplier review order on the Ariba Network

The supplier reviews the Purchase Order on the Ariba Network, where he can use Create Order Confirmation to:

- Confirm Entire Order to accept order conditions and pricing
- Update line items to partially accept items, backorder items, set shipping dates and prices, and edit item prices
- Reject Entire Order

Purchase Order: PO2428 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

**Order Detail** | Order History

**From:**  
New York  
691 Broadway  
NEW YORK, NY 10001  
United States  
Phone: +1 (3) 4833500  
Fax: +1 (3) 4833501

**To:**  
Boilermaker Inc  
359 Northwestern Ave  
W Lafayette, IN 47996  
United States  
Phone:  
Fax:  
Email: daniel.schunk@sap.com, boilermakersupplier@gmail.com

**Purchase Order (New)**  
**PO2428**  
Amount: \$100,000.00 USD  
Version: 1

**Payment Terms** Routing Status: Sent  
NET 0

**Comments**  
Comment Type: Terms and Conditions  
Body: All purchases made by SAP Ariba are subject to SAP Ariba Terms and Conditions of Purchase in effect at the date this purchase order ("Order") is issued to you, which can be found at the following uniform res. ... [View more](#)

**Contact Information**  
**Supplier Account**  
**Boilermaker HQ**  
My desk  
New York  
4876 Northwestern Ave  
W Lafayette, IN 47996  
United States  
Email: work  
Address ID: AD135147204

**Other Information**  
Company Code: 3000  
Purchasing Unit Name: US001

**Ship All Items To**  
New York  
691 Broadway  
NEW YORK, NY 10001  
United States  
Ship To Code: 3000  
Phone: +1 (3) 4833500  
Fax: +1 (3) 4833501  
Email: johan.holm@sap.com  
GST ID:

**Bill To**  
New York  
691 Broadway  
NEW YORK, NY 10001  
United States  
Phone: +1 (3) 4833500  
Fax: +1 (3) 4833501

**Deliver To**  
My desk  
New York

**Line Items** [Show Item Details](#)

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	Tax	
1	MASS-STORAGE	Material	100 (EA) ⓘ	\$1,000.00 USD	\$100,000.00 USD	\$9,000.00 USD	<a href="#">Details</a>
	100pentabyte disk stack						

Order submitted on: Tuesday 30 Oct 2018 12:29 PM GMT+01:00  
Received by Ariba Network on: Tuesday 30 Oct 2018 12:29 PM GMT+01:00  
This Purchase Order was sent by Cirrus Atlantic Suite AN01037602217-T and delivered by Ariba Network.

Sub-total: \$ 100,000.00 USD  
Est. Total Tax: \$ 9,000.00 USD  
Est. Grand Total: \$ 109,000.00 USD

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

# Feature at a Glance

## 5(3): Supplier confirms order

In this example, the supplier updates line items and provides

- Estimated Shipping and Delivery dates
- Shipping information
- Confirm some items and backorder others.

Under the Details screen additional changes can be made, such as Changed Pricing and Provide Comments

The screenshot displays the SAP Confirming PO interface. At the top, there are 'Exit' and 'Next' buttons. The main area is divided into several sections:

- Order Confirmation Header:** Includes fields for Confirmation # (OC2428-1), Associated Purchase Order # (PO2428), Customer (Cirrus Atlantic Suite), and Supplier Reference.
- SHIPPING AND TAX INFORMATION:** Contains checkboxes for shipping and tax information, estimated shipping and delivery dates (31 Oct 2018 and 5 Nov 2018), and estimated shipping and tax costs (\$500.00 USD).
- Attachments:** A table showing no items are attached.
- Line Items:** A table with one item: Line # 1, Part # / Description MASS-STORAGE, Qty (Unit) 100 (EA), Unit Price \$1,000.00 USD. Below this table, there are 'Confirm' (60) and 'Backorder' (40) fields, a 'Details' button, and 'Reject All' and 'Add Attachment' options.

An inset window titled 'Details' is shown, providing a more granular view of the selected line item. It includes fields for shipping and delivery dates, unit price (\$1,200.00 USD), supplier part (MASS-STORAGE), and a comment: 'Slightly more expensive due to increase in part prices.' The subtotal for this item is \$60,000.00 USD.

# Feature at a Glance

## 5(4): User review order confirmation

When an order confirmation is sent, an email notification\* is sent to the user and the Order Confirmation Status is updated. New statuses are introduced;

- Confirmed with changes
- Partially confirmed with changes

The user can use Review Order Confirmation.

The changed information is highlighted for the user to review

PO2428 - Internet backup Status: **Ordered**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and [More](#)

[Change](#) [Cancel](#) [Receive](#) [Print](#) [Create Advance Payment](#) [Resend to Supplier](#) [Review Order Confirmation](#)

[Summary](#) [Approval Flow](#) [Receipts](#) [Invoices](#) [Payments](#) [Messages](#) [History](#)

Order ID: PO2428  
Version: 1  
Order Confirmation Status: Partially Confirmed  
Title: Internet backup  
Purchasing Unit: US001  
Supplier: Boilermaker Inc.  
Contact: Boilermaker HQ  
Close Order: Open  
My Labels: Apply Label...+

▼ Line Items

1 Line Item

Type	No.	Qty	Unit	Description	Supplier Part Number	Price	Amount
	1	100	each	100pentabyte disk stack	MASS-STORAGE	\$1,000.00 USD	\$100,000.00 USD

Quantity	Confirmation Type	Unit	Part#	Description	Price	Comment	Expected Delivery Date	Sales/Use Tax Amount	Expected Ship Date
60	Accepted with changes	each	MASS-STORAGE	100pentabyte disk stack	\$1,200.00 USD	Slightly more expensive due to increase in part prices.	Mon. 03 Dec, 2018		Fri, 30 Nov, 2018
40	Backordered	each	MASS-STORAGE	100pentabyte disk stack	\$1,000.00 USD	FedEx	Mon. 05 Nov, 2018		Wed, 31 Oct, 2018

Quantity	Confirmation Type	Unit	Part#	Description	Price	Comment	Expected Delivery Date	Sales/Use Tax Amount	Expected Ship Date
100001				Sales Tax					

[Apply Changes](#) [Done](#)

Please complete the missing or invalid information indicated below.

# Feature at a Glance

## 5(5): User Apply Changes, create and Submit Change Order

When reviewing the order confirmation, the user can select the relevant changed lines and Apply Changes to a change order.

Optionally, the entire requisition can be viewed if other changes are desired.

The changed order, with an updated version number, is sent to the supplier to review and confirm.

### Review Order Confirmation

Review the details in the order confirmation and accept the appropriate lines to create a change order.

PO2428: Internet backup | Items: 1 | Total: \$109,000.00 USD

Done

Type	No.	Qty	Unit	Description	Supplier Part Number	Price	Amount
	1	100	each	100pentabyte disk stack	MASS-STORAGE	\$1,000.00 USD	\$100,000.00 USD

Quantity	Confirmation Type	Unit	Part#	Description	Price	Comment	Expected Delivery Date	Sales/Use Tax Amount	Expected Ship Date
60	Accepted with changes	each	MASS-STORAGE	100pentabyte disk stack	\$1,000.00 USD		Mon, 03 Dec, 2018		Fri, 30 Nov, 2018
40	Backorder				\$1,200.00 USD	Slightly more expensive due to increase in part prices.			

PR92449-V2: Internet backup

Review the line items in the order, change or delete line items as necessary, and then submit the changes for approval. When you change an order, you are actually changing the requisition from which the order originated. [Click here to change requisition PR92449 directly.](#)

Purchase Order PO2428

These items correspond to line items on the requisition from which the order originated.

Submit Exit

No.	Type	Description	Qty	Unit	Price	Discount	Net Amount	Charges	Taxes	Amount
1		100pentabyte disk stack	60	each	\$1,200.00 USD		USD \$120,000.00 USD		\$10,800.00 USD	\$130,800.00 USD

Supplier Part #: MASS-STORAGE  
Commodity Code: Data storage and backup  
Material Group: 007 (Services)  
Purch Org: 3000 (IDES USA)  
Vendor: VDR1533050 (Boilermaker Inc.)  
Line Item Text:  
Contact: Boilermaker HQ  
Payment Terms: 0001

Actions

Apply Changes



## Feature at a Glance

### Limitations: Order Confirmation Enhancements

#### Limitations in this release

In this release of the Order Confirmation Enhancements, following limitations apply;

- The action to review an order confirmation does not show up on the user To Do in SAP Ariba
- Order Confirmations are not integrated to the ERP (from SAP Ariba Buying)

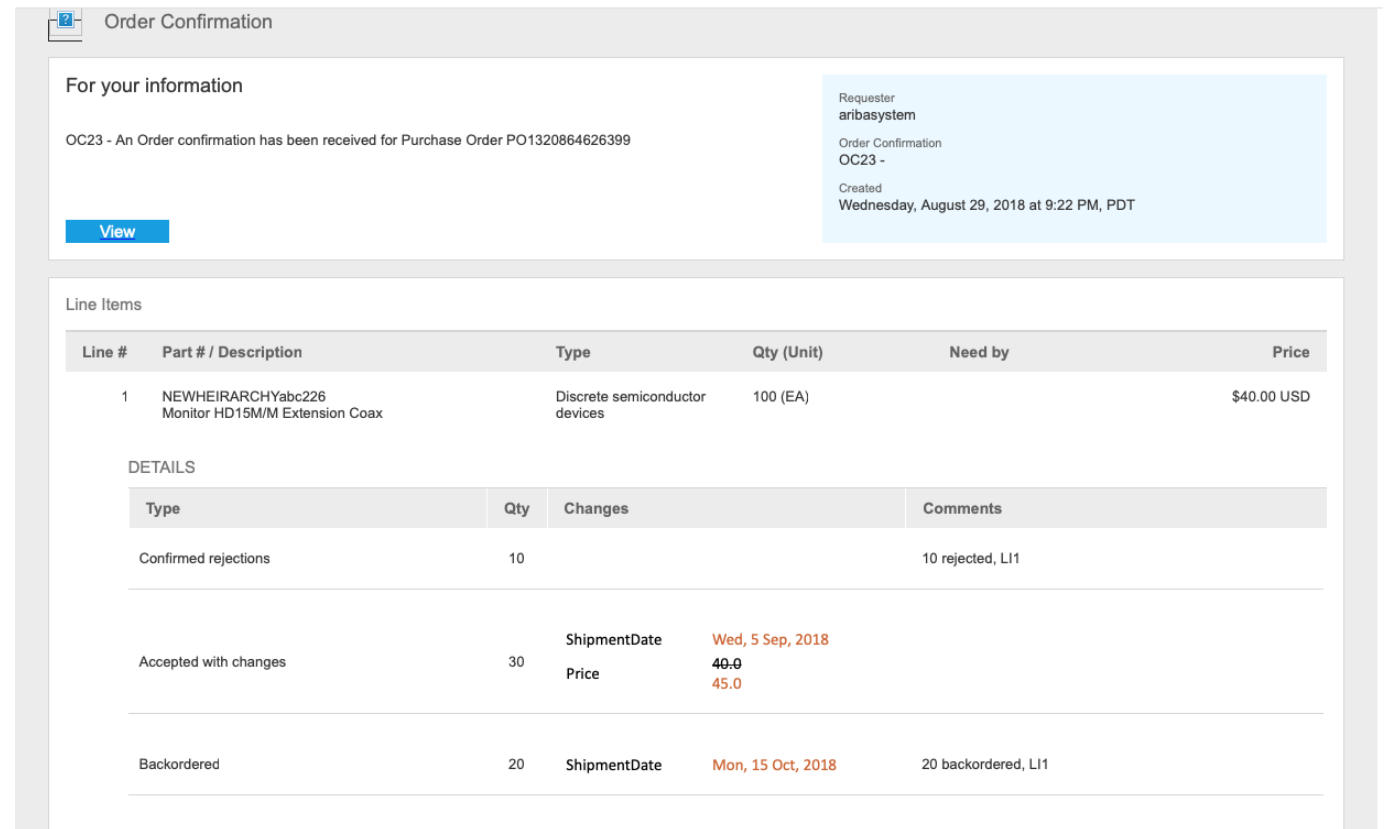
# Feature at a Glance

## Email notification for Order Confirmation

An email notification is sent when an order confirmation is received into SAP Ariba Buying, highlighting the changes done by the supplier.

The email notification is sent to the requester (or preparer) as well as users belonging to the Purchasing Administrator or Customer Administrator groups.

When selecting View, the user is brought to the order in SAP Ariba Buying.



The screenshot shows the SAP Ariba Order Confirmation interface. At the top, there is a header "Order Confirmation" with a document icon. Below this, a section titled "For your information" contains the text "OC23 - An Order confirmation has been received for Purchase Order PO1320864626399" and a blue "View" button. To the right of this section, a light blue box displays metadata: "Requester aribasystem", "Order Confirmation OC23 -", and "Created Wednesday, August 29, 2018 at 9:22 PM, PDT".

Below the "For your information" section is a "Line Items" table with the following columns: Line #, Part # / Description, Type, Qty (Unit), Need by, and Price. The table contains one row for Line # 1, with Part # / Description "NEWHEIRARCHYabc226 Monitor HD15M/M Extension Coax", Type "Discrete semiconductor devices", Qty (Unit) "100 (EA)", and Price "\$40.00 USD".

Below the "Line Items" table is a "DETAILS" section with a table that has columns: Type, Qty, Changes, and Comments. The details table contains three rows:

Type	Qty	Changes	Comments
Confirmed rejections	10		10 rejected, LI1
Accepted with changes	30	ShipmentDate: Wed, 5 Sep, 2018 Price: <del>40.0</del> 45.0	
Backordered	20	ShipmentDate: Mon, 15 Oct, 2018	20 backordered, LI1