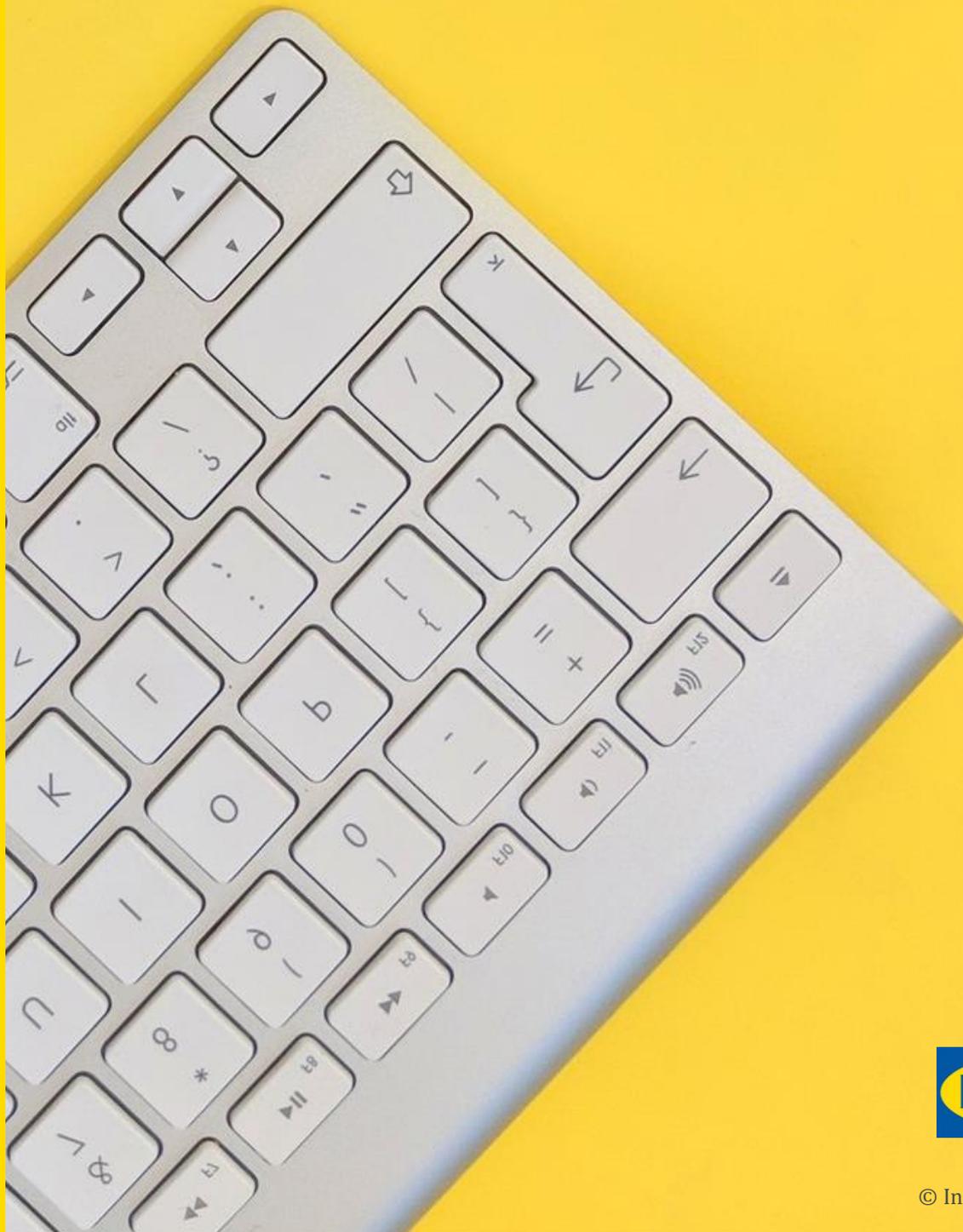


User Guide

Supplier - Order Confirmations in Ariba Network

June 2022
Version: 1



Contents

1	Using this Document	2
2	Introduction to Ariba for Suppliers	2
3	Order Confirmations in Ariba Network	2
3.1	Types of Order Confirmation	3
4	Logging on to Ariba Network	4
5	How do I? Create an Order Confirmation	5
5.1	Open the Purchase Order	5
5.2	Create Order Confirmation – Confirm Entire Order	6
5.2.1	Create Order Confirmation – Confirm Entire Order - Header	6
5.2.2	Create Order Confirmation – Confirm Entire Order – Line Items	7
5.2.3	Create Order Confirmation – Confirm Entire Order – Review	8
5.2.4	Order Confirmation Correction Required.....	8
5.2.5	Exit Order Confirmation Creation.....	8
5.2.6	Order Confirmation is Ready for Submission	9
5.3	Create Order Confirmation – Update Line Items	10
5.3.1	Create Order Confirmation – Update Line Items - Header	10
5.3.2	Create Order Confirmation – Update Line Items – Line Items (Goods)	11
5.3.3	Create Order Confirmation – Update Line Items – Line Items (Services)	13
5.3.4	Create Order Confirmation – Update Line Items – Review	14
5.3.5	Order Confirmation Correction Required.....	14
5.3.6	Exit Order Confirmation Creation.....	14
5.3.7	Order Confirmation is Ready for Submission	15
5.4	Create Order Confirmation – Reject Entire Order.....	16
5.5	What happens next?	17

1 Using this Document

This User Guide is designed to be used as a reference document for suppliers for the creation of order confirmations in Ariba Network for Ingka Group (IKEA) Purchase Orders.

2 Introduction to Ariba for Suppliers

Ariba Network connects suppliers and customers, buyers and sellers, enabling them to do business together.

Ingka Group uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Ariba Network is the recommended method for suppliers to transact with Ingka Group, e.g. send invoices.

3 Order Confirmations in Ariba Network

What?

An order confirmation is used to confirm receipt and acceptance of a Purchase Order and advise details of goods delivery/service provision.

Who?

Suppliers are requested to create order confirmations in Ariba Network for both goods and service purchase orders.

Why?

Order confirmations are requested so that Ingka Group knows whether a purchase order will be delivered as ordered.

When?

Order confirmations should be created as soon as possible after a supplier receives a Purchase Order from Ingka Group in Ariba Network.

3.1 Types of Order Confirmation

There are 3 types of order confirmation available in Ariba:

1. Confirm Entire Order

Use when the same supply details apply to all the Purchase Order items.

2. Update Line Items

Use when not all Purchase Order items have the same supply details e.g. different delivery date.

3. Reject Entire Order

Use when unable to accept/supply a Purchase Order.

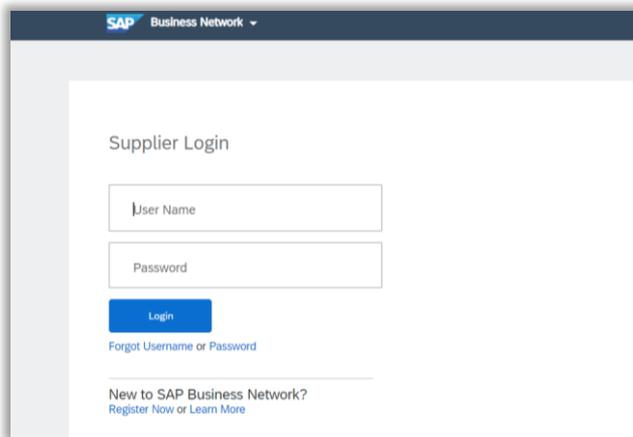
Note: Each of the above different types of order confirmation are documented in separate sections of this document.

4 Logging on to Ariba Network

1. Access the Ariba Network by using the link below:

service.ariba.com

2. The **Supplier Login** page is displayed.

The image shows a screenshot of the SAP Business Network Supplier Login page. At the top, there is a dark blue header with the SAP logo and the text 'Business Network'. Below the header, the page title 'Supplier Login' is centered. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. Underneath the button, there is a link for 'Forgot Username or Password'. At the bottom of the form area, there is a section for new users: 'New to SAP Business Network?' followed by links for 'Register Now' and 'Learn More'.

3. Enter your user name in the **User Name** field.

Hint: User name is in email format.

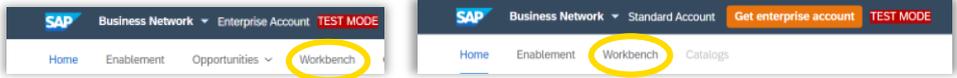
4. Enter your password in the **Password** field.

5. Click **Login**.

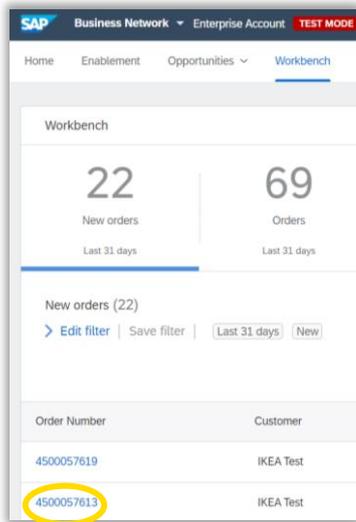
5 How do I? Create an Order Confirmation

5.1 Open the Purchase Order

1. On the **Business Network** screen click on **Workbench**.



2. Click on the **Orders** tile.
3. A list of Purchase Orders is displayed.

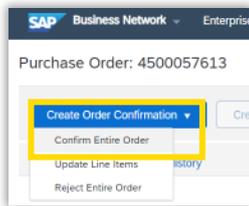


4. Click on the Order Number 45nnnnnnnn of the Purchase Order to be confirmed.
Tip: Edit filter search criteria if the required Purchase Order is not shown e.g. update Creation date range.
5. The selected Purchase Order (PO) is displayed.
 Review the PO details to check that it is the correct PO.
6. Identify which type of order confirmation is appropriate for the Purchase Order.
 If the type of order confirmation is:
 - a. Confirm Entire Order go to section **5.2**
 - b. Update Line Items go to section **5.3**
 - c. Reject Entire Order go to section **5.4**

5.2 Create Order Confirmation – Confirm Entire Order

Create this type of order confirmation when the same supply details apply to all the Purchase Order items.

1. Click on **Create Order Confirmation** then select **Confirm Entire Order**.



5.2.1 Create Order Confirmation – Confirm Entire Order - Header

1. The **Confirming PO** screen is displayed.
2. **Order Confirmation Header**
Note: Fields marked with * must be completed.

The screenshot displays the 'Confirming PO' screen. On the left, there are two steps: '1 Confirm Entire Order' (active) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #:
- Associated Purchase Order #: 4500057613
- Customer: IKEA Test
- Supplier Reference:

Below this is the 'Shipping and Tax Information' section with the following fields:

- Est. Shipping Date: (with a calendar icon)
- Est. Shipping Cost:
- Est. Delivery Date: (with a calendar icon)
- Est. Tax Cost:
- Comments:

3. **Confirmation#:**
Enter your order confirmation number.
4. **Shipping and Tax Information**

4.1 For Goods:

Est. Shipping Date:

Enter the date on which you expect to ship the goods

Tip: Use the calendar to select a date or enter the date manually.

Est. Delivery Date:

Enter the date on which you expect to deliver the goods

Tip: Use the calendar to select a date or enter the date manually.

4.2 For Services:

Est. Completion Date:

Enter the date on which you expect to have completed the work.

Tip: Use the calendar to select a date or enter the date manually.

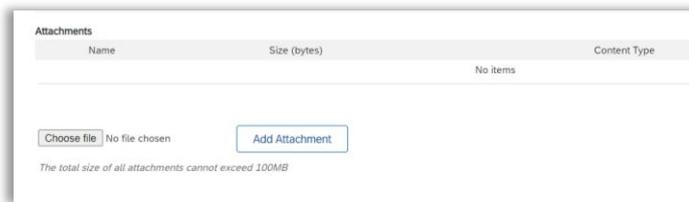
5. Comments

Enter comments as applicable.

6. Attachments

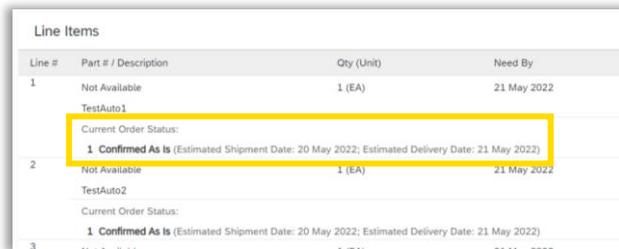
Add **Attachments** as applicable:

a. Choose file then click Add Attachment



5.2.2 Create Order Confirmation – Confirm Entire Order – Line Items

1. Scroll down to the **Line Items** section of the screen.
2. Status shows as confirmed.



Note 1:

Confirmed As Is - delivery date matches the buyer specified need by date

Confirmed New – delivery date does not match buyer specified need by date

Note 2: The estimated dates entered in the order confirmation header are shown against each line item.

3. Click **Next**.

5.2.3 Create Order Confirmation – Confirm Entire Order – Review

1. The **Confirmation Update** screen is displayed.



2. Review the Order Confirmation.
3. If having reviewed the order confirmation you:
 - a. Need to make corrections go to section **5.2.4**
 - b. Want to cancel the order confirmation go to section **5.2.5**
 - c. Are ready to submit the order confirmation go to section **5.2.6**

5.2.4 Order Confirmation Correction Required

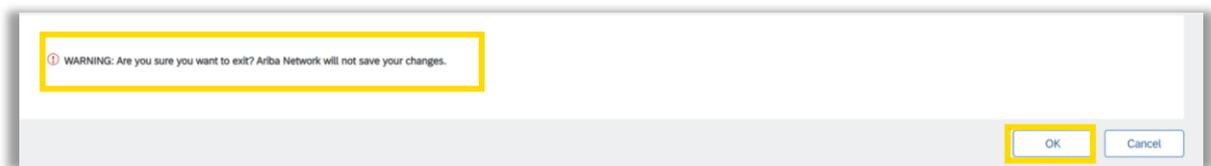
If you have identified that there are errors in the order confirmation that need to be corrected:

1. Click **Previous** to return to the previous screen and make the required changes.

5.2.5 Exit Order Confirmation Creation

If you want to cancel creation of the order confirmation:

1. Click **Exit** to cancel the creation of the order confirmation.

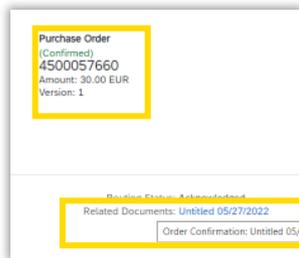


2. A warning message is displayed
WARNING: Are you sure you want to exit? Ariba Network will not save your changes.
3. Click **OK** to exit order confirmation creation without saving the changes made.

5.2.6 Order Confirmation is Ready for Submission

If the order confirmation is ready to send to Ingka Group:

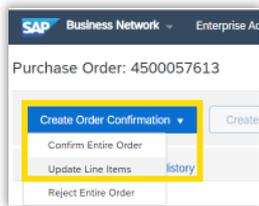
1. Click **Submit** to submit the order confirmation.
2. The Purchase Order is displayed.
3. The Purchase Order status shows as **Confirmed** and the Order Confirmation document is shown in the **Related Documents** section of the **Purchase Order**.



5.3 Create Order Confirmation – Update Line Items

Create this type of order confirmation when not all Purchase Order items have the same supply details e.g. different delivery date.

1. Click on **Create Order Confirmation** then select **Update Line Items**.



5.3.1 Create Order Confirmation – Update Line Items - Header

1. The **Confirming PO** screen is displayed.

2. **Order Confirmation Header**

Note: Fields marked with * must be completed.

The screenshot displays the 'Confirming PO' screen. The 'Order Confirmation Header' section includes the following fields:

- Confirmation #: (empty text box)
- Associated Purchase Order #: 4500057613
- Customer: IKEA Test
- Supplier Reference: (empty text box)

 The 'Shipping and Tax Information' section contains:

- A checkbox labeled 'Enter shipping and tax information at the line item level' which is currently unchecked.
- Est. Shipping Date: (calendar icon)
- Est. Delivery Date: (calendar icon)
- Est. Shipping Cost: (empty text box)
- Est. Tax Cost: (empty text box)
- Comments: (empty text area)

3. **Confirmation#:**
Enter your order confirmation number

4. **Shipping and Tax Information**

4.1 For Goods:

Select the checkbox **Enter shipping and tax information at the line item level**.

This close-up shows the 'Shipping and Tax Information' section with the checkbox 'Enter shipping and tax information at the line item level' checked.

4.2 For Services:

Select the checkbox **Enter tax information at the line item level**.

Enter tax information at the line item level.

5. Attachments

Add **Attachments** as applicable:

a. Choose file then click **Add Attachment**

Name	Size (bytes)	Content Type
No items		

Choose file No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

5.3.2 Create Order Confirmation – Update Line Items – Line Items (Goods)

1. Scroll down to the **Line Items** section of the screen.
2. For each line item:
 - a. Enter the appropriate **quantity** in each of the **Confirm, Backorder or Reject** boxes
 - b. Click **Details**.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
1	Not Available TestAuto1	1 (EA)	21 May 2022	10.00 EUR

Current Order Status

1 Unconfirmed

Confirm: 1 Backorder: Reject: Details ⓘ

3. For items identified as **Confirm** or **Backorder**:
 - a. Enter the Estimated shipping and delivery dates
 - b. Enter comments as applicable
 - c. Click **OK**

The screenshot shows a form for a 'Not Available' item (TestAuto1) with a quantity of 1 and a unit price of 10.00 EUR. The 'New Order Status' is 'Confirmed'. A yellow box highlights the 'Est. Shipping Date', 'Est. Shipping Cost', and 'Est. Delivery Date' fields. Below these are fields for 'Est. Tax Cost', 'Unit Price' (10.00 EUR), 'Supplier Part' (Not Available), 'Auxiliary Part ID', 'Manufacturer Part ID', 'Manufacturer Name', and 'Supplier Batch ID'. A 'Comments' text area is also present. At the bottom right, there is a blue 'OK' button.

4. For items identified as **Reject**:

The screenshot shows a table with one line item (Line No. 3, Part # / Description: Not Available, Qty: 1, Unit: EA, Need By: 21 May 2022, Ship By: , Unit Price: 10.00 EUR). The 'New Order Status' is 'Rejected'. A yellow box highlights the 'Rejection Reason' dropdown menu, which is open and shows options: 'Please Select', 'Incorrect Delivery Date', 'Incorrect Description', 'Incorrect Price', 'Incorrect Quantity', 'Incorrect Stock/Part Number', 'Incorrect UOM', 'Unable to Supply Item', and 'Other'. A 'Comments' text area is also visible. At the bottom right, there is a blue 'OK' button.

- a. Select the appropriate **Rejection Reason** from the dropdown list.
 - b. Enter **Comments** as applicable
 - c. Click **OK**
5. Repeat steps 2 – 4 for each item on the Purchase Order.
6. Once entries have been completed for all line items click **Next**.

5.3.3 Create Order Confirmation – Update Line Items – Line Items (Services)

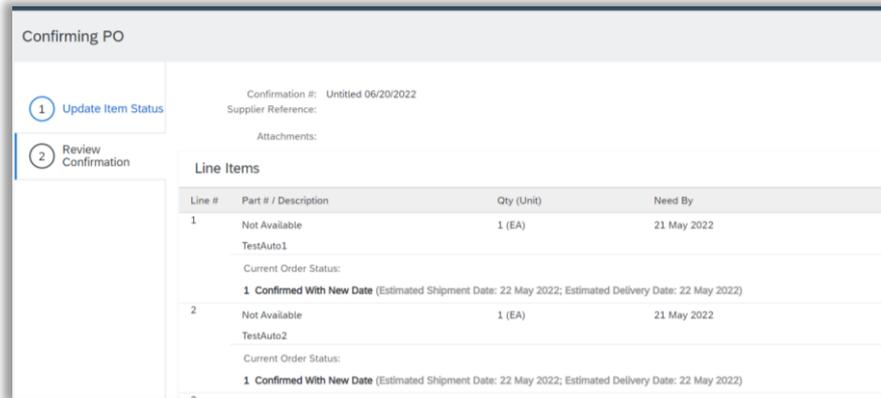
1. Scroll down to the **Line Items** section of the screen.
2. For each line item select the appropriate radio button **Confirm** or **Reject**.

3. For items identified as **Reject**:

- a. Select the appropriate **Rejection Reason** from the dropdown list.
 - b. Enter **Comments** as applicable
4. Repeat steps 2 – 3 for each item on the Purchase Order.
5. Once entries have been completed for all line items click **Next**.

5.3.4 Create Order Confirmation – Update Line Items – Review

1. Review the Order Confirmation.



2. If having reviewed the order confirmation you:
 - a. Need to make corrections go to section 5.3.5
 - b. Want to cancel the order confirmation go to section 5.3.6
 - c. Are ready to submit the order confirmation go to section 5.3.7

5.3.5 Order Confirmation Correction Required

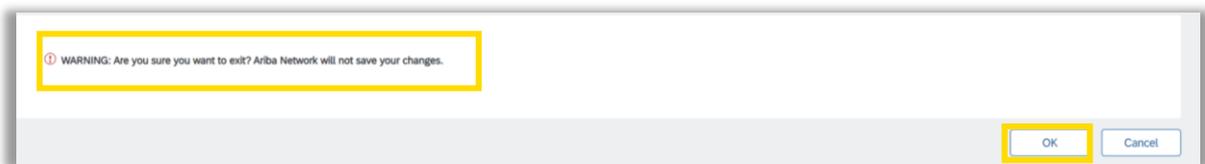
If you have identified that there are errors in the order confirmation that need to be corrected:

1. Click **Previous** to return to the previous screen and make the required changes.

5.3.6 Exit Order Confirmation Creation

If you want to cancel the order confirmation:

1. Click **Exit** to cancel the creation of the order confirmation.

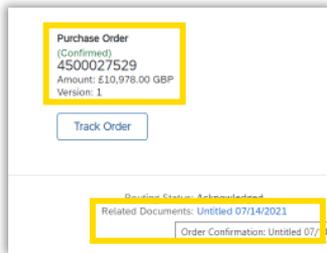


2. A warning message is displayed
WARNING: Are you sure you want to exit? Ariba Network will not save your changes.
3. Click **OK** to exit order confirmation creation without saving the changes made.

5.3.7 Order Confirmation is Ready for Submission

If the order confirmation is ready to send to Ingka Group:

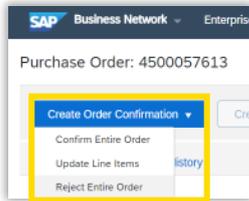
1. Click **Submit** to submit the order confirmation.
2. The Purchase Order is displayed.
3. The Purchase Order status shows as **Partially Confirmed/Confirmed** depending on the updates made and the Order Confirmation document is shown in the **Related Documents** section of the **Purchase Order**.



5.4 Create Order Confirmation – Reject Entire Order

Create this type of order confirmation when unable to accept/supply a Purchase Order.

1. Click on **Create Order Confirmation** then select **Reject Entire Order**.



2. The **Reject Entire Order** pop up window is displayed.

The 'REJECT ENTIRE ORDER' pop-up window contains the following fields and buttons:

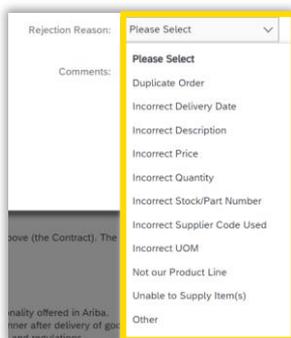
- Order Confirmation Number:** Confirmation #:
- Rejection Reason:** Please Select (dropdown menu)
- Comments:**
- Buttons:** Reject Order, Cancel

3. **Confirmation#:**

Enter your order rejection confirmation number.

4. **Rejection Reason:**

Select the appropriate rejection reason from the dropdown list



5. **Comments:**

Enter comments as applicable.

6. Click **Reject Order**.

7. The Purchase Order is displayed.
8. The Purchase Order status shows as **Rejected**.

5.5 What happens next?

The order confirmation is automatically submitted to Ingka Group via Ariba Network.

The Ingka Group buyer will be able to see the order confirmation details for the Purchase Order.

For further support:

Please visit the [Vendor Portal - Vendor Portal \(ingka.com\)](https://ingka.com), you will be able to get support via the Procurement page