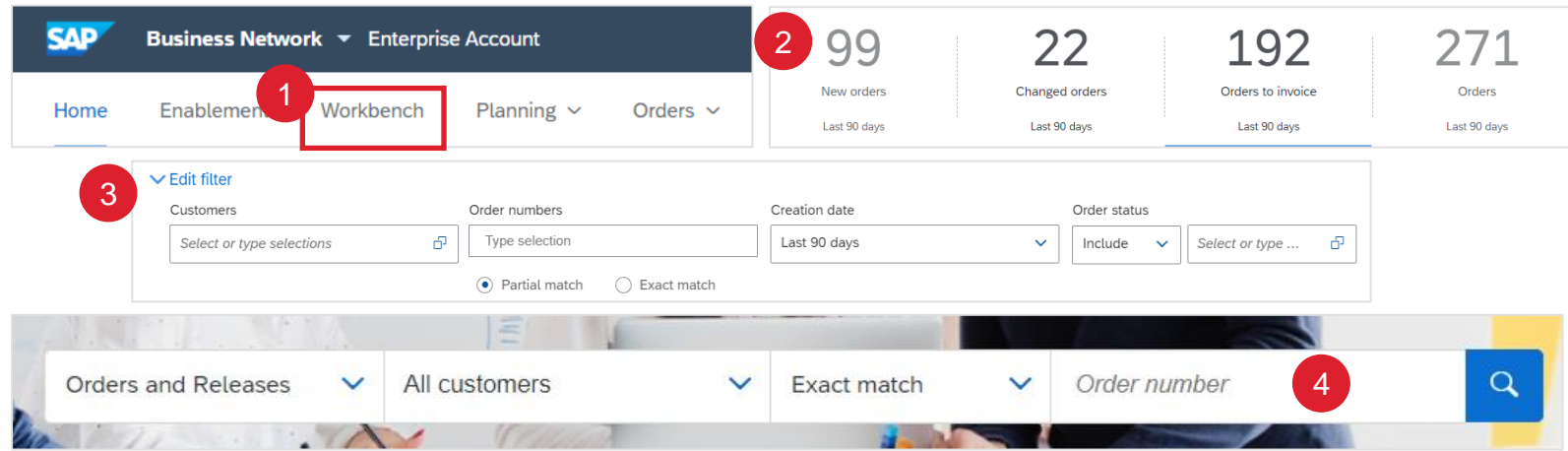# QRG – SEARCH PO & PO CONFIRMATION

Honeywell

In this Quick Reference Guide: **WE EXPLORE HOW TO VIEW PO & PO CONFIRMATION OPTIONS**

SEARCH PO FROM WORKBENCH
From the Homepage:
1. Click **Workbench**.
2. Select any of the **Orders** tile.
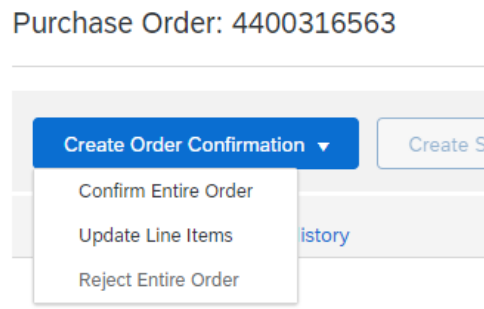3. Use **filters** to identify the right document. Search results will appear.

SEARCH PO FROM HOMEPAGE
From the Homepage:
4. Search customer name or order number.

ORDER CONFIRMATION - ALLOWED ACTIONS

Ariba Network provides multiple options to confirm your orders:
Individual PO management. The system will propose you the following buttons:
- **Confirm entire order**: will propose only limited actions to quickly confirm an order without any change.
- **Update line items**: this option will allow you to modify information at header and line level to update delivery dates.
- **Split** action allows to add (or remove) split lines, as necessary. Can adjust dates & quantities as appropriate for your split rationale.
- **Reject entire order**: This option has been disabled.
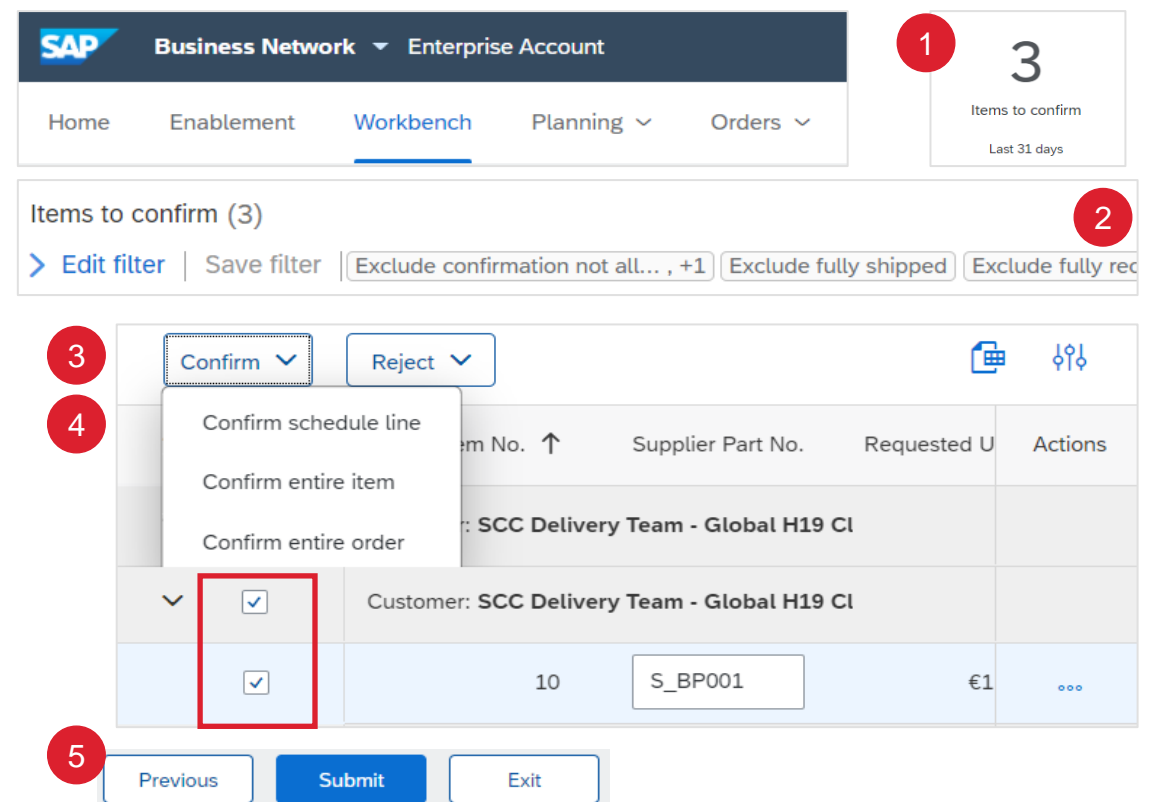
ORDER CONFIRMATION – MULTIPLE POs
Multiple POs to be managed: one-step confirmation. In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.

Note: It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.
In case **multiple POs** are to be confirmed at the same time, you should use **Items to Confirm** Workbench tile. It summarizes all line items across different POs and gives you possibility to confirm multiple lines at once.

From the **Workbench**:
1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm.**
4. Select any of the action from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

ORDER CONFIRMATION – MASS UPLOAD POs
Mass OC upload. In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload). Choosing this option, you will be able to update line-item delivery dates.
From the Homepage:
1. Click "**…**" button then **Upload/ Download**.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as **Order confirmation**. Once finished, save.
4. The report will appear in the **Jobs** list. Select it and click **Run**.
5. Update the details like **confirmation number** & **delivery date**
   a. Leave the other columns without any change.
   b. Delete the lines that you do not want to confirm for now.
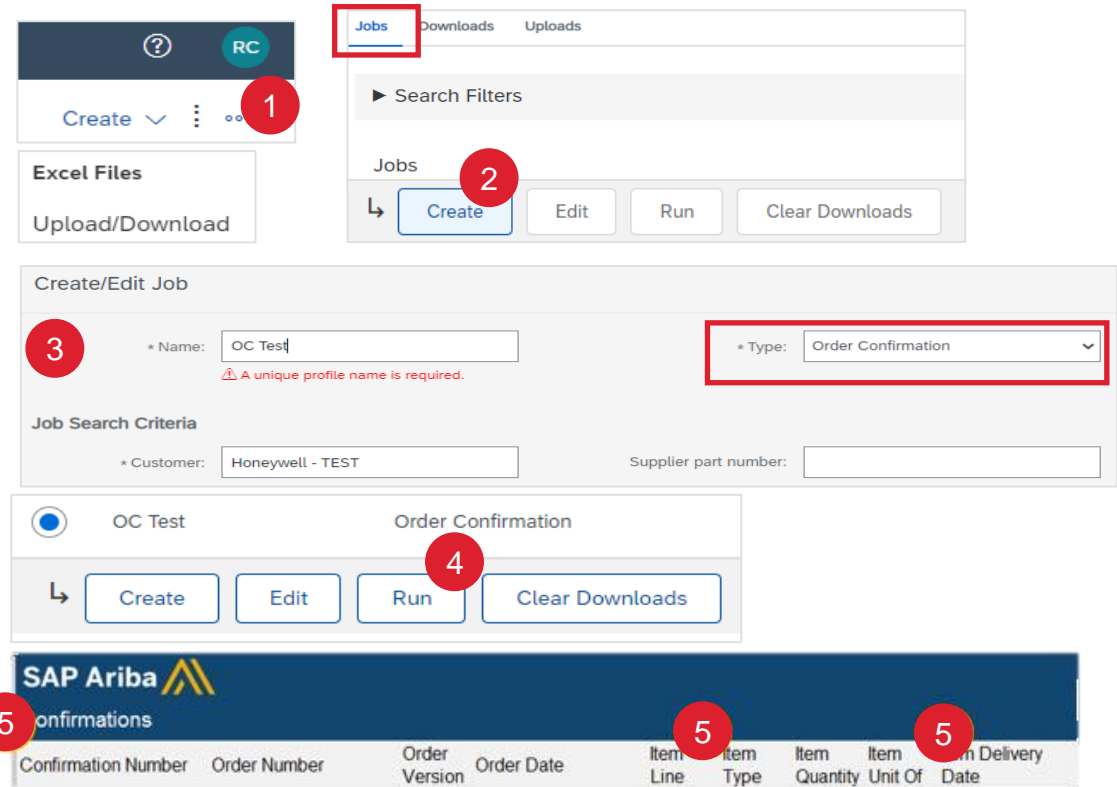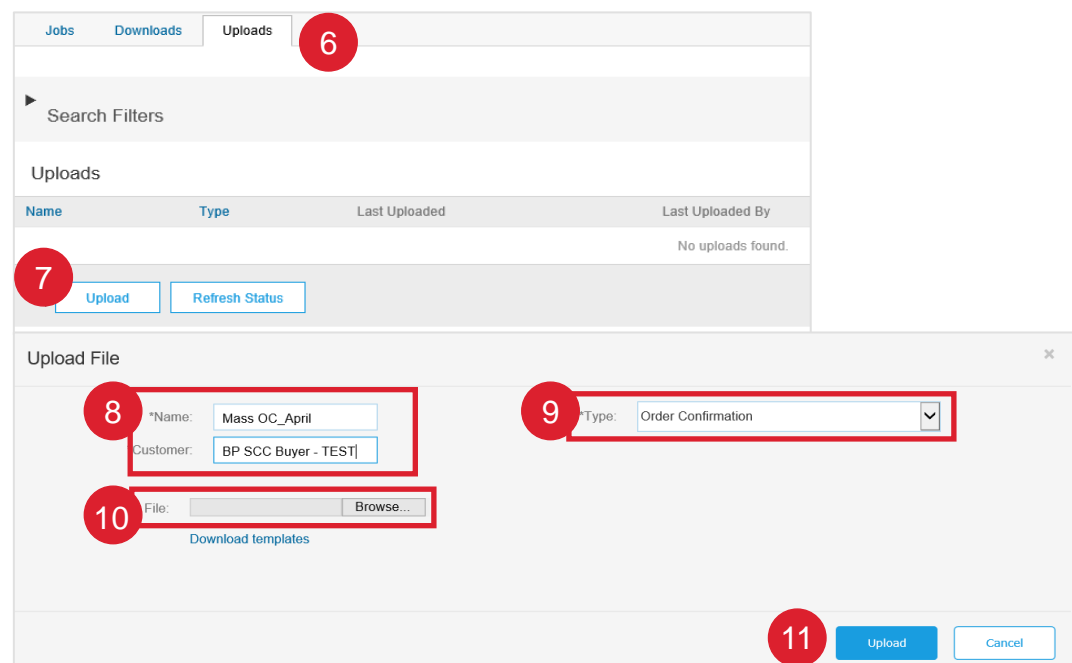
Mass OC upload (cont.)
From the Uploads/Downloads screen:
6. Click on **Uploads** sub-tab.
7. Click **Upload** button. A new window will pop up.
8. Fill in the name for your **file** upload and a **customer** name.
9. In the type field choose **Order Confirmation**.
10. Click **Browse** and select the file.
11. Click **Upload**.

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UPDATE EST. DELIVERY DATE

OPTION 1)

From the Homepage:

1. Click **Workbench**.
2. Select **Orders** tile.
3. Use **filters** to identify the right document.
4. Click on the PO# and then **Create Order.**
   Confirmation.
5. Click **Update Line Item.**
6. Scroll down to the line item to update Est. Delivery.
   date and enter the **quantity to confirm.**
7. Click **Details.**
8. The quantity to confirm will be show.
9. Update Est. Delivery Date for the quantity selected.
   1. If the quantity confirmed is less than total line-
      item, this will split the line-item into different
      est. delivery dates as per updated by supplier.
10. Click **OK.**
11. Enter a **confirmation #** and click **OK.**
12. Click **Submit.**
13. Line-item breakdown will now show the new partial
    confirmation.
14. Supplier can now click "Done", Confirm entire order
    or Update Line Item again.
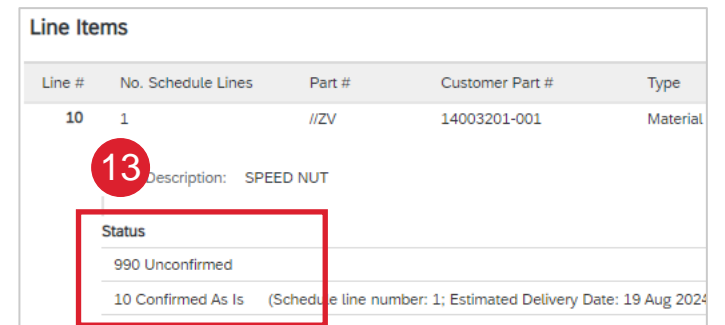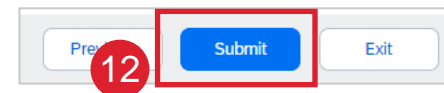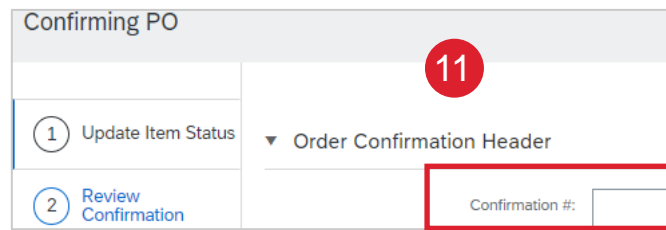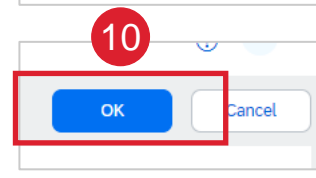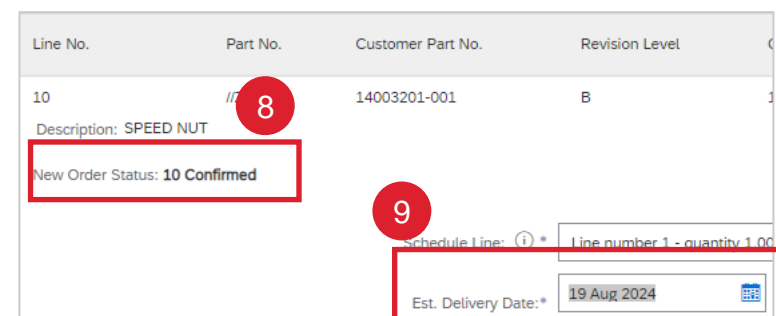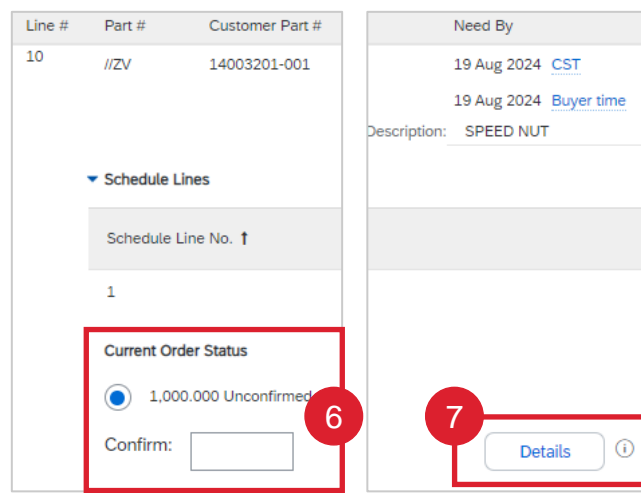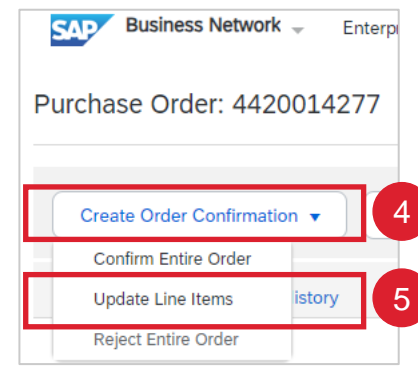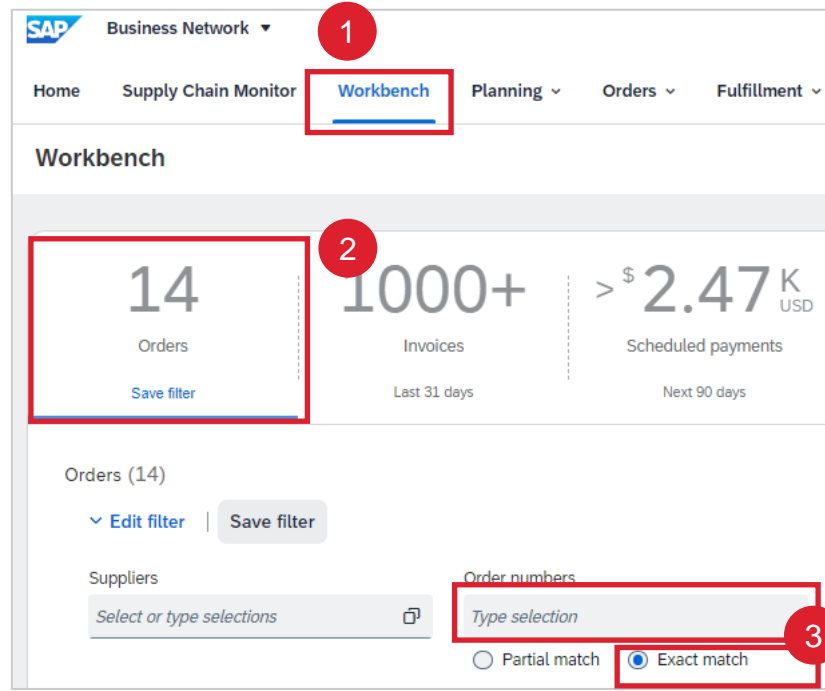
OPTION 2)

1. Click **Workbench**.
2. Select **items to confirm** tile.
3. Use **filters** to identify the right document.
4. **Check** the PO row to be updated.
5. **Edit** Est. Delivery Date as needed.
6. Confirm changes.