



# Goods Purchase Order Processing

We are Fortescue

# Content



1. Confirming an Entire Goods Purchase Order
2. Confirming a Goods Purchase Order with:
  - a. Multiple delivery dates
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  - a. UOM incorrect
  - b. Currency incorrect
  - c. Requesting additional lines for freight or additional charges
4. Creating a Ship Notice (Optional)

# Goods Purchase Order Processing

## 1. How to Confirm an Entire Goods Purchase Order in SAP Business Network



The Purchase Order has been reviewed, and the pricing and quantity is correct. All the goods ordered can be provided at the required date.

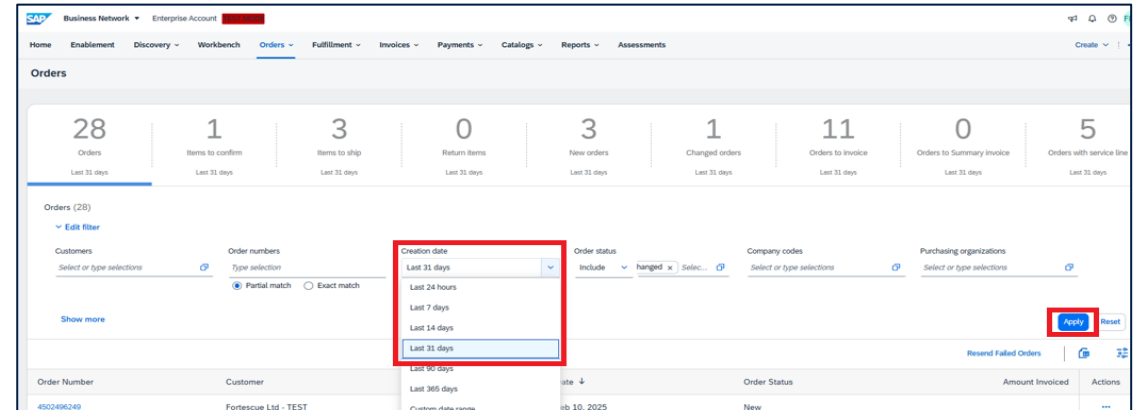
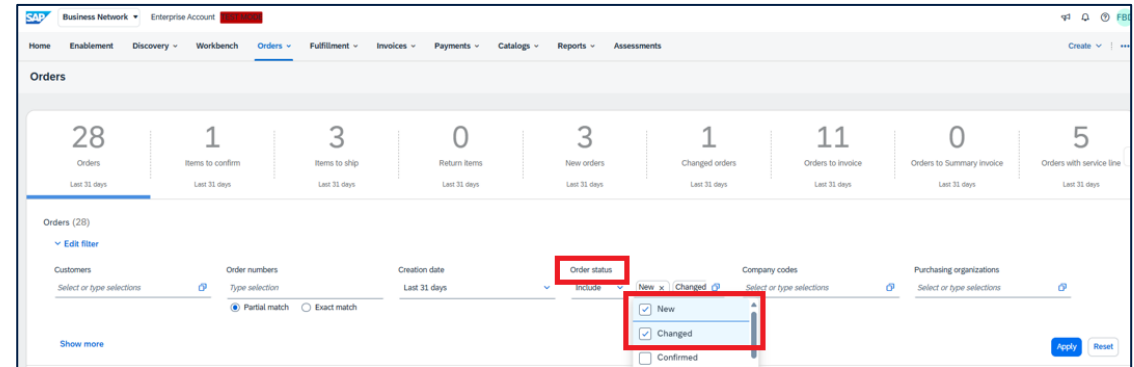
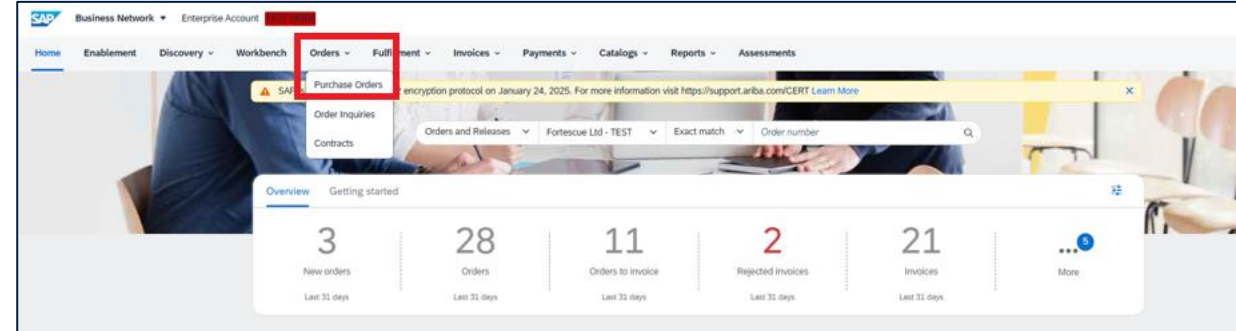
### Note:

1. The process of Confirming an Entire Order should only be actioned if all the requested items and quantities on the PO can be supplied by the required date.
2. By accepting the PO, you are agreeing with Fortescue's PO terms and conditions

# Confirm the Entire Purchase Order



1. From the SBN Home Page, navigate to **Orders** and select **Purchase Orders**
2. Under **Order Status**, select **New** and **Changed**
3. If required, change the **Creation Date** filter from the default 31 days to a longer period, i.e. 90 days
4. Click on **Apply**



# Confirm the Entire Purchase Order



- 5. All the Purchase Orders that require confirmation will be displayed
- 6. Select the Purchase Order number to be reviewed and confirmed

The screenshot shows the SAP Business Network 'Orders' page. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders (selected), Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation is a summary dashboard with seven cards: Orders (8), Items to confirm (1), Items to ship (3), Return items (0), New orders (3), Changed orders (1), and Orders to invoice (11). Below the dashboard is a filter section for 'Orders (8)' with options for 'Last 90 days' and 'New, +1'. There are also filters for Customers, Order numbers, Creation date (Last 90 days), Order status (Include: changed x), and Company codes. A 'Show more' link is visible. Below the filters is a table of orders with columns: Order Number, Customer, Amount, Date, and Order Status. A red box highlights the first four rows of this table.

Order Number	Customer	Amount	Date	Order Status
4502496249	Fortescue Ltd - TEST	\$3030 AUD	Feb 10, 2025	New
4502496234	Fortescue Ltd - TEST	\$8797.3 AUD	Feb 4, 2025	Changed
4502496225	Fortescue Ltd - TEST	\$111000 AUD	Feb 3, 2025	New
4502496207	Fortescue Ltd - TEST	\$917.37 AUD	Jan 31, 2025	New

This screenshot shows a detailed view of a purchase order. At the top, there are 'Show more' and 'Apply' buttons. Below is a table with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. A red box highlights the 'Order Number' column in the first row.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4502496249	Fortescue Ltd - TEST	\$3030 AUD	Feb 10, 2025	New		...

# Confirm the Entire Purchase Order



- 7. At top left of page, click on **Create Order Confirmation**
- 8. Select **Confirm Entire Order**

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Details
20	1	8981392021 CYLINDER,BRK WHL,REAR	000000000003133043	Material		5,000 (EA)	5 Feb 2025	\$242.29 AUD	\$1,211.45 AUD	\$121.15 AUD	<a href="#">Details</a>
30	1	8981392031 CYLINDER,BRK WHL,REAR	000000000003133044	Material		1,000 (EA)	5 Feb 2025	\$331.65 AUD	\$331.65 AUD	\$33.17 AUD	<a href="#">Details</a>
40	1	8981392041 CYLINDER,BRK WHL,REAR	000000000003133045	Material		7,000 (EA)	5 Feb 2025	\$127.31 AUD	\$891.17 AUD	\$89.12 AUD	<a href="#">Details</a>

Order submitted on: Wednesday 29 Jan 2025 8:00 PM GMT+08:00  
Received by SAP Business Network on: Wednesday 29 Jan 2025 1:01 PM GMT+08:00  
This Purchase Order was sent by Fortescue Ltd - TEST AN01011736185-T and delivered by SAP Business Network.

Sub-total: \$3,351.64 AUD  
Est. Total Tax: \$ 335.18 AUD  
Est. Grand Total: \$3,686.82 AUD

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ⌵ ⌵ ⋮

Done

Create Order Confirmation ▾

- Confirm Entire Order**
- Update Line Items History
- Reject Entire Order

# Confirm the Entire Purchase Order



- 9. Enter a **Confirmation Number #** (mandatory field). This is a unique identifier that can be used to identify the order confirmation.
- 10. The **Supplier Reference** field is optional. This information is not transferred to the buyer's ERP system
- 11. Enter the **Estimated Delivery Date** (mandatory field). The date entered will be applied to all items on the PO
- 12. Entering **Comments** is optional for and can be used to convey any information to the buyer
- 13. Click on **Next**

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: CONF-96198

Associated Purchase Order #: 4502496198

Customer: Fortescue Ltd - TEST

Supplier Reference:

Shipping Information

Est. Delivery Date: 5 Feb 2025

Comments: Stock is available for all the different materials. It will be delivered on time

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	8981392011 CYLINDER,BRK WHL,REAR	000000000003133042	Material	3.000 (EA)	5 Feb 2025	\$305.79 AUD	\$917.37 AUD	\$91.74 AUD
	Current Order Status:							
	3.000 Confirmed As Is							
20	8981392021 CYLINDER,BRK WHL,REAR	000000000003133043	Material	5.000 (EA)	5 Feb 2025	\$242.29 AUD	\$1,211.45 AUD	\$121.15 AUD
	Current Order Status:							
	5.000 Confirmed As Is							
30	8981392031 CYLINDER,BRK WHL,REAR	000000000003133044	Material	1.000 (EA)	5 Feb 2025	\$331.65 AUD	\$331.65 AUD	\$33.17 AUD
	Current Order Status:							
	3.000 Confirmed As Is							
40	8981392041 CYLINDER,BRK WHL,REAR	000000000003133045	Material	7.000 (EA)	5 Feb 2025	\$127.31 AUD	\$891.17 AUD	\$89.12 AUD
	Current Order Status:							
	7.000 Confirmed As Is							

Exit Next

# Confirm the Entire Purchase Order



- 14. Review the information on the **Order Confirmation** screen
- 15. Click on **Submit**
- 16. You will return to the **Purchase Order** screen. The order status will now indicate that the order has been **Confirmed**

Confirming PO

Confirmation Update

Please check details  
Confirmation #: CONF-96198  
Supplier Reference:  
Comments: Stock is available for all the different materials. It will be delivered on time.

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	8981392011 CYLINDER,BRK WHL,REAR	000000000003133042	Material	3.000 (EA)	5 Feb 2025	\$305.79 AUD	\$917.37 AUD	\$91.74 AUD
Current Order Status: 3.000 Confirmed With Comments (Estimated Delivery Date: 5 Feb 2025)								
20	8981392021 CYLINDER,BRK WHL,REAR	000000000003133043	Material	5.000 (EA)	5 Feb 2025	\$242.29 AUD	\$1,211.45 AUD	\$121.15 AUD
Current Order Status: 5.000 Confirmed With Comments (Estimated Delivery Date: 5 Feb 2025)								
30	8981392031 CYLINDER,BRK WHL,REAR	000000000003133044	Material	1.000 (EA)	5 Feb 2025	\$331.65 AUD	\$331.65 AUD	\$33.17 AUD
Current Order Status: 1.000 Confirmed With Comments (Estimated Delivery Date: 5 Feb 2025)								
40	8981392041 CYLINDER,BRK WHL,REAR	000000000003133045	Material	7.000 (EA)	5 Feb 2025	\$127.31 AUD	\$891.17 AUD	\$89.12 AUD
Current Order Status: 7.000 Confirmed With Comments (Estimated Delivery Date: 5 Feb 2025)								

Purchase Order  
(Confirmed)  
4502496198  
Amount: \$3,351.64 AUD  
Version: 1

Track Order

Routing Status: Acknowledged  
External Document Type: Standard PO (NB)  
Related Documents: CONF-96198



# Goods Purchase Order Processing

## 2. How to Confirm a Purchase Order at Line-Item Level in SAP Business Network



The Purchase Order has been reviewed and a delivery date, price change or quantity discrepancy has been identified.

Update the required line item/s with the relevant information.

# Confirm the Purchase Order with Changes



1. Follow steps 1 – 7 of How to Confirm an Entire Goods Purchase Order
2. At top left of page, click on **Create Order Confirmation**
3. Select **Update Line Items**
4. Enter a **Confirmation Number #** (mandatory field). This is a unique identifier that can be used to identify the order confirmation.
5. The **Supplier Reference** field is optional. This information is not transferred to the buyer's ERP system
6. Enter the quantity to confirm, backorder or reject
7. Click on the **Details** icon to provide more information on suggested changes

Purchase Order: 4502791324

Create Order Confirmation ▾

Confirm Entire Order [History](#)

**Update Line Items**

Reject Entire Order

Order Confirmation Header

Confirmation #: \* **CONF-91324**

Associated Purchase Order #: 4502791324

Customer: Fortescue Ltd - TEST ⚠ Fortescue Ltd - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

Shipping Information

Est. Delivery Date:

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	NPN Sheet 6100 x 1200 x 20mm - 5083 H321 R28	Material	2,000 (EA)	29 Mar 2025	\$500.00 AUD	\$1,000.00 AUD

Current Order Status

2,000 Unconfirmed

Confirm: **2** Backorder:  Reject:  [Details](#) ⓘ

# Confirm the Purchase Order with Changes



- 8. Enter the **Est. Delivery Date** and/or **Unit Price** that must be updated
- 9. Entering **Comments** is optional and can be used to convey any information to the buyer
- 10. Click on **OK**
- 11. Review the details on the next page and click **Submit** to send the change order
- 12. The PO status changes to **Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part: NPN  
 Auxiliary Part ID:  
 Manufacturer Part ID:  
 Manufacturer Name:  
 Supplier Batch ID:

Comments: ⓘ \*

Description: Sheet 6100 x 1200 x 20mm - 5083 H321 R28  
 Pricing Description:

Subtotal: ⓘ \$1,000.00 AUD

Please check details: Confirmation #: CONF-91324  
 Supplier Reference:

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	NPN Sheet 6100 x 1200 x 20mm - 5083 H321 R28	Material	2,000 (EA)	29 Mar 2025	\$500.00 AUD	\$1,000.00 AUD	\$100.00 AUD

Current Order Status:  
**2 Confirmed With New Date** (Comments: There has been a price increase for this item and we can only provide 2 days later; Estimated Delivery Date: 31 Mar 2025)

Previous **Submit** Exit

**Purchase Order**  
 (Confirmed)  
 4502791324  
 Amount: \$1,000.00 AUD  
 Version: 1

# Goods Purchase Order Processing

## 3. How to Reject an Entire Purchase Order in SAP Business Network



The Purchase Order has been reviewed, and the following have been determined:

- The material number on PO is no longer available, an alternative can be provided;
- The UOM (unit of measure) for an item is incorrect;
- The order currency is not matching the quote or contract;
- GST applicable/not applicable.

# Reject the Entire Purchase Order



- 1. Follow steps 1 – 6 of How to Confirm an Entire Goods Purchase Order
- 2. At bottom left of page, click on **Create Order Confirmation**
- 3. Select **Reject Entire Order**

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
20	1	8981392021 CYLINDER,BRK WHL,REAR	000000000003133043	Material		5.000 (EA)	5 Feb 2025	\$242.29 AUD	\$1,211.45 AUD	\$121.15 AUD	<a href="#">Details</a>
30	1	8981392031 CYLINDER,BRK WHL,REAR	000000000003133044	Material		1.000 (EA)	5 Feb 2025	\$331.65 AUD	\$331.65 AUD	\$33.17 AUD	<a href="#">Details</a>
40	1	8981392041 CYLINDER,BRK WHL,REAR	000000000003133045	Material		7.000 (EA)	5 Feb 2025	\$127.31 AUD	\$891.17 AUD	\$89.12 AUD	<a href="#">Details</a>

Order submitted on: Wednesday 29 Jan 2025 8:00 PM GMT+08:00  
Received by SAP Business Network on: Wednesday 29 Jan 2025 1:01 PM GMT+08:00  
This Purchase Order was sent by Fortescue Ltd - TEST AND01011780185-T and delivered by SAP Business Network.

Sub-total: \$3,351.64 AUD  
Est. Total Tax: \$ 335.18 AUD  
Est. Grand Total: \$3,686.82 AUD

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Done

Create Order Confirmation ▼

Confirm Entire Order

Update Line Items [History](#)

Reject Entire Order

# Reject the Entire Purchase Order



4. Enter a **Confirmation #** (this is a mandatory field)
5. Select the relevant **Rejection Reason** from the drop-down list (this is a mandatory field)
6. Enter a **Comment** in the optional field. This can include information or a message to the Purchasing Officer to support the rejection
7. The entire purchase order (all line items) is rejected
8. The purchase order status is updated to **Rejected**

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #: \* CONF-0001

Rejection Reason: Please Select ▼

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #: CONF-91324

Rejection Reason: Please Select ▼

Comments: ADD MORE INFORMATION/DETAIL HERE

Reject Order Cancel

**Purchase Order**  
(Rejected)  
4502791324  
Amount: \$1,000.00 AUD  
Version: 1

# Goods Purchase Order Processing

## 4. How to Create a Ship Notice (Optional)



- The Ship Notice is the delivery information and is sent to Fortescue to advise them of the ship date for the materials.
- The Ship Notice is only applicable for goods and repair items and can only be done for confirmed lines on the PO.

# Create a Ship Notice



1. Follow steps 1 – 4 of How to Confirm an Entire Goods Purchase Order
2. Select the **Purchase Order Number** that you want to create ship notice for
3. Click on **Create Ship Notice**
4. Enter the **Packing Slip ID**
5. Enter the **Shipping & Delivery Date**

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4502791321

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

SAP Business Network Enterprise Account TEST MODE

Create Ship Notice

\* Indicates required field

SHIP FROM DELIVER TO

Perth WAU Australia Update Address FMG Central Warehouse Hazelmere WA Australia

Ship Notice Header

SHIPPING TRACKING

Packing Slip ID: \* 12345678

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: \* 26 Mar 2025

Delivery Date: \* 27 Mar 2025

Gross Volume: Unit:

Gross Weight: Unit:

# Create a Ship Notice



- 6. Enter the **Delivery Terms & Shipping Payment Method** (mandatory fields)
- 7. If required, input any additional information such as **Transport Terms, Attachments, Reason for Shipment** and any additional **Comments**.
- 8. Scroll down to the *Order Items* and enter the **Ship Qty** (if the full quantity is not shipped).
- 9. Enter the **Supplier Batch ID, Country of Origin, Production Date** and **Expiry Date** (these fields are optional)
- 10. Click on **Next**

No file chosen 

The total size of all attachments cannot exceed 100MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: \* Transport Condition

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: \* Other

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other <input type="button" value="DDP"/>	ABC123	5.6	3C	2.1	1	321	123

**Additional Fields**

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax												
4502791321	10	TEST-01 CYLINDER,BRK WHL,REAR	000000000003133042	13.000	EA	25 Mar 2025		\$550.84 AUD	\$7,160.92 AUD	\$716.09 AUD												
<p><b>Shipment Status</b> Total Item Due Quantity: 13 EA</p> <p><b>Confirmation Status</b> Total Confirmed Quantity: 13.000 EA    Total Backordered Quantity: 0 EA</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13.000</td> <td><input type="text"/></td> <td>- Select Country -</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	13.000	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																	
1	13.000	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>																	

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# Create a Ship Notice



- 11. Review the **Order Items** to ensure all information is accurate, then, click **Submit**

Ship Notice Header

**SHIPPING**

Packing Slip ID: 12345678  
Invoice No.: --  
Requested Delivery Date: --  
Ship Notice Type: --  
Actual Shipping Date: 26 Mar 2025  
Actual Delivery Date: 27 Mar 2025 12:00:00 PM  
Gross Volume: --  
Gross Weight: --

**TRACKING**

Tracking information not provided.

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition  
Delivery Terms Description: --  
Transport Terms Description: --

Shipping Payment Method: Account  
Shipping Contract Number: --  
Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
DDP	ABC123	5.6 3C ⓘ	2.1 1 ⓘ	321	123

**ADDITIONAL FIELDS**

Additional information not provided.

**Order Items** [Hide Item Details](#)

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502791321	10	TEST-01 CYLINDER,BRK WHL,REAR	00000000003133042	13.000	EA	25 Mar 2025		\$550.84 AUD	\$7,160.92 AUD	\$716.09 AUD

**SHIPMENT STATUS**

▼ 1. Ship Qty: 13.000 EA ⓘ

**ASSET DETAILS**

Asset details not provided for this line item.

▼ **HAZARD DETAILS**

Hazard details not provided for this line item.

▼ **DELIVERY DETAILS**

Delivery Terms: Transport Condition  
Description: --  
Shipping Payment Method: --

Transport Terms: DDP  
Transport Terms Description: --

▼ **PACKAGING**

Package information not provided for this line item.

[Previous](#) [Save](#) [Submit](#) [Exit](#)

# Create a Ship Notice



- 12. You will be returned to the **Purchase Order** screen where the order status will now indicate that the order has been **Shipped**
- 13. Click on **Done**
- 14. **Note:** if the shipment was created for a partial order, you will be required to create another ship notice for the balance of the quantity.

Purchase Order: 4502791321

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History

Fortescue.

From:  
Chichester Metals Pty Ltd  
256 St Georges Terrace  
Perth WA 6000  
Australia  
Phone:  
Fax:

To:  
Adelaide Tce  
Perth Western Australia 6000  
Australia  
Phone:  
Fax: (08) 6250 1111  
Email:

Purchase Order (Shipped)  
4502791321  
Amount: \$7,160.92 AUD  
Version: 1  
Track Order