



Fortescue™

Services Purchase Order Processing

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Service Purchase Order Processing

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



The Purchase Order has been reviewed, and the pricing is correct. All the service line items can be provided.

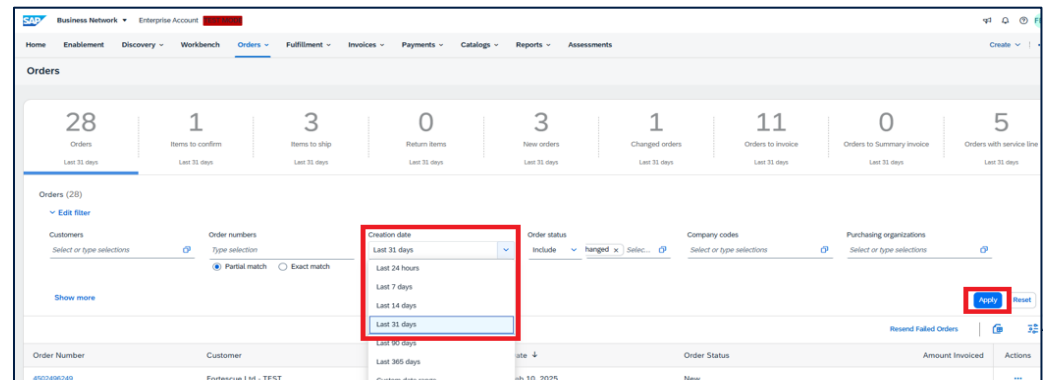
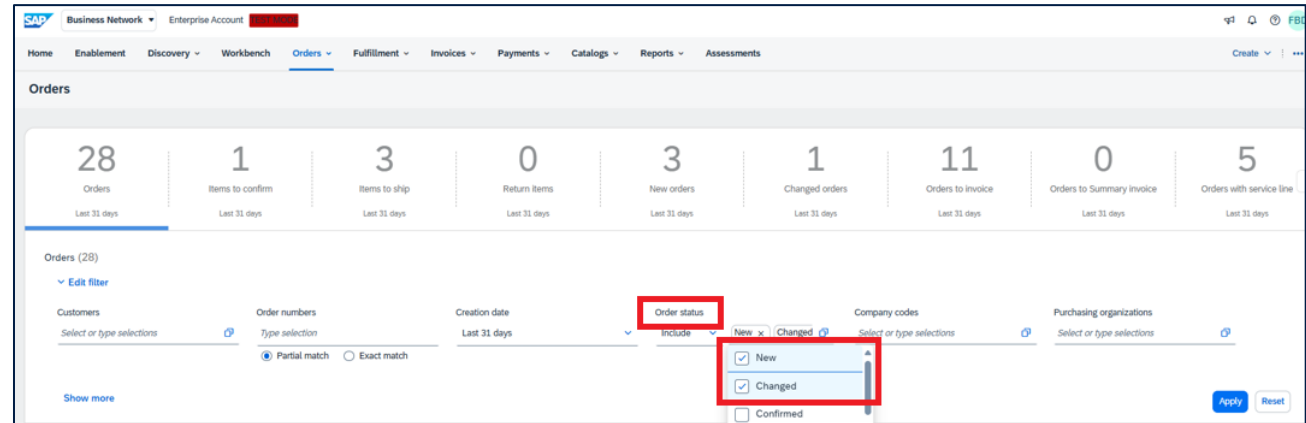
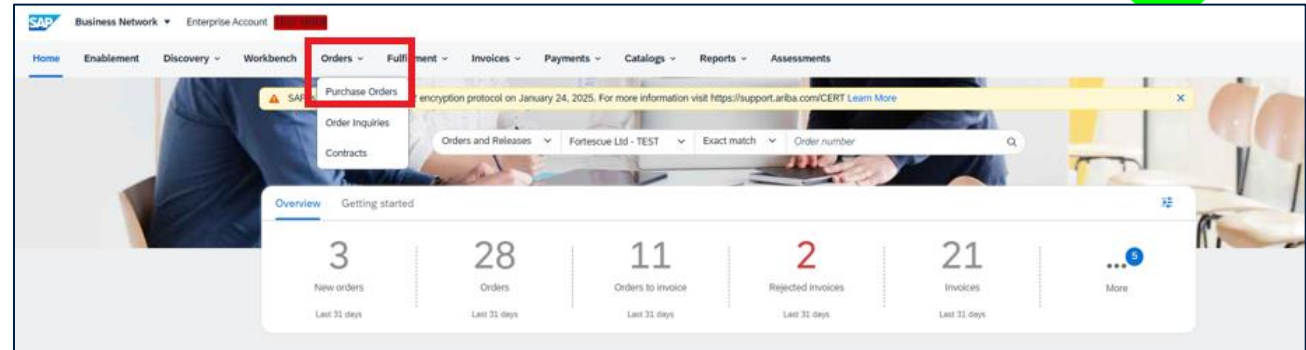
Note:

1. The process of Confirming an Entire Order should only be actioned if the pricing and quantity on all lines are correct.
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 is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below this 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', 'Order status', and 'Company codes'. A 'Show more' link is visible below the filters. The main part of the screenshot is a table of orders, which is highlighted with a red border. The table has columns for 'Order Number', 'Customer', 'Amount', 'Date', and 'Order Status'.

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 is a close-up view of the bottom of the SAP Business Network 'Orders' page. It shows a 'Show more' link and a 'Resend Failed Orders' button. Below is a table with columns for 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. The first row of the table is highlighted with a red border.

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. The **Purchase Order** will have status **New**
- 8. Each line item will also display the child/sub lines underneath.
- 9. Click on **Create Order Confirmation**
- 10. Select **Confirm Entire Order**

Order Detail | Order History

Fortescue.

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

To: [Redacted]
 Adelaide Ice
 Perth Western Australia 6000
 Australia
 Phone:
 Fax: 08 9209 2666
 Email: bn.test.admin@fortescue.com

Purchase Order (New) 4502496321
 Amount: \$69,000.00 AUD
 Version: 1

Ship All Items To: Chichester Metals Pty Ltd, Nullagine Road, Cloudbreak Access R, Newman WA 6753, Australia. Ship To Code: 1001, Location Code: 1001.

Bill To: Chichester Metals Pty Ltd, 256 St Georges Terrace, Perth WA 6000, Australia. Phone: Fax: Buyer ID: 1010.

Deliver To: Final Destination, 1001 - Cloudbreak..

Line #	N	Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
00010	1			Service			3 Mar 2025		\$69,000.00 AUD	\$6,900.00 AUD
			Service P2P Cycle Testing	Service		18,000 (HUR)		\$1,500.00 AUD	\$27,000.00 AUD	
			Functional Testing Efforts	Service		35,000 (HUR)		\$1,200.00 AUD	\$42,000.00 AUD	
			Development Efforts							

Order submitted on: Monday 24 Feb 2025 12:00 PM GMT+08:00
 Received by SAP Business Network on: Monday 24 Feb 2025 9:21 AM GMT+08:00
 This Purchase Order was sent by Fortescue Ltd - TEST AN01011736185-T and delivered by SAP Business Network.

Sub-total: \$ 69,000.00 AUD
 Est. Total Tax: \$ 6,900.00 AUD
 Est. Grand Total: \$ 75,900.00 AUD

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Done

Create Order Confirmation

Confirm Entire Order

Update Line Items | History

Reject Entire Order

Confirm the Entire Purchase Order



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

▼ Order Confirmation Header * Indicates required field

Confirmation #: *

Associated Purchase Order #: 4503081375

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. Completion Date: *

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 00010		Service		5 Apr 2026 CST		\$4,250.00 AUD	\$425.00 AUD
				5 Apr 2026 Buyer time			
	SES Amount Test						
	Current Order Status:						
	Confirmed As Is						
00010.10		Service	85.000 (H)		\$50.00 AUD	\$4,250.00 AUD	
	Testing efforts-10						

Confirm the Entire Purchase Order



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

Confirmation Update

Please check details
Confirmation #: CONF-91326
Supplier Reference:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
00010	Bulk PO for testing	Service		31 Mar 2025
	Current Order Status: Confirmed As Is (Estimated Completion Date: 31 Mar 2025)			
00010.10	0000000000 SBN Testing PO	Service	100.000 (EA)	

Purchase Order
(Confirmed)
4502791326
Amount: \$100.00 AUD
Version: 1

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: CONF-91326

Service Purchase Order Processing

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



The Purchase Order has been reviewed, and the pricing or quantity is incorrect.

Changes cannot be made to line items for a service order, the entire PO must be rejected with sufficient notes to request a change order.

Reject the Entire Purchase Order

30. Follow steps 1 - 9
31. Select **Reject Entire Order**
32. Enter a **Confirmation Number #** (mandatory field). This is a unique identifier that can be used to identify the order confirmation
33. Select an appropriate **Rejection Reason** from the drop-down selection (mandatory field)
34. Entering **Comments** is optional and can be used to convey information or a message to the Purchasing Officer to support the rejection
35. The entire purchase order (all line items) is rejected
36. The purchase order status is updated to **Rejected**
37. Click on **Next**

The screenshot shows the SAP Business Network interface for a purchase order (4502496321). The interface includes a header with the SAP logo and 'Enterprise Account'. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The main content area displays the Fortescue logo and contact information for Chichester Metals Pty Ltd. A 'Payment Terms' section indicates '14 Days from Invoice Receipt Date'. The 'Contact Information' section lists the supplier address for AIRWELL GROUP PTY LTD. A 'Rejection Reason' dropdown menu is open, showing options such as '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)', and 'Other'. The 'Comments' field is also visible.

The screenshot shows the purchase order confirmation screen. The purchase order is highlighted in red, indicating it is rejected. The order details are: Purchase Order (Rejected) 4502496199, Amount: \$917.37 AUD, Version: 1. Below the order details, there is a 'Track Order' button. At the bottom, the routing status is 'Acknowledged', the external document type is 'Standard PO (NB)', and the related documents are 'CONF 1A'.