



PURCHASE ORDERS

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

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GENERAL CONSIDERATIONS

- **Orders** will reflect information such as
 - Honeywell and Supplier's address
 - Payment terms
 - Remit-to and Sold-to information
 - Transportation terms
 - Line-item details
 - Related documents linked to the PO such as invoices, ASN, confirmations, receipt, etc.
- **Line-Items** will display
 - Status (whether confirmed / received / invoiced or not)
 - Estimated delivery date
 - If invoicing or ASN is allowed on the line
 - Tax information
 - Contract Reference, etc.
- If any of the values are incorrect or missing, reach out to PO buyer to get it updated.
- You can filter a vary of POs based on their status from Ariba's workbench. Click Workbench and then Customize to add the tiles based on your needs.
- Purchase Order **Routing status** refers to the status of the Email sent from Ariba to supplier's email address set up by supplier's administrator. Routing status do not reflect the PO status, **Order Status** does.
 - Unconfirmed POs will trigger reminder emails (Up to 3 per PO).

Order Status	Description
New	New incoming order.
Changed	Honeywell updated PO values.
Obsoleted	PO is undergoing a change. Version number will display a decimal. You will see a warning within the PO "WARNING: PO CHANGE IN PROGRESS BY HONEYWELL. NO ACTION ON PO ALLOWED".
Confirmed	You confirmed delivery date.
Shipped	You shipped the entire order.
Invoiced	PO is fully invoiced.
Received	Honeywell has received material.
Failed	Notification Email couldn't be sent. You can resend failed orders by: 1. Go to Workbench > Orders tile 2. Click on Resend Failed Orders 3. Filter Honeywell as Customer > Click Resend All

SEARCHING AND CONFIRMING A PO

Search

1. Click **Workbench**.
2. Click on **Orders** tile.
 - If not available, click “Customize” and add it.
3. Use **filters** to locate the PO.
 - If you have the PO#, use “Exact match”.
4. Click **Apply**. Order(s) will be displayed below.

Confirm / Acknowledge

5. Click on Order number to confirm.
6. **Review** PO information
 - If data is incorrect, request the correction to PO buyer
7. Click “Create Order Confirmation” and then **Confirm Entire Order**
 - Partial Confirmation is possible. Review Partial confirmation slide
8. Add your confirmation number and click **Next** and then **Submit**
9. Your PO status will update to **Confirmed**

Note:

- To **Reconfirm** an order, click on “Create Order Confirmation” and then “Update Line Item”
- If the order is **not found**, look by Exact match, increase date range or change filter “visibility” field to “All Orders”, otherwise escalate to SCCportalhelp@honeywell.com

The screenshots show the following steps:

- Screenshot 1:** The SAP Business Network 'Workbench' page. The 'Workbench' tab is selected and highlighted with a red box and a red circle with the number 1.
- Screenshot 2:** The 'Orders' tile is highlighted with a red box and a red circle with the number 2. The tile shows '20 Orders' and '7 Invoices'.
- Screenshot 3:** The 'Orders (20)' filter section. The 'Edit filter' button is highlighted with a red box and a red circle with the number 3. Below it, the 'Customers' field is set to 'Honeywell - TEST'.
- Screenshot 4:** The 'Apply' button is highlighted with a red box and a red circle with the number 4. Below it, the 'Order Number' field is set to '4420018835'.
- Screenshot 5:** The 'Purchase Order: 4420018833' confirmation screen. The 'Create Order Confirmation' dropdown menu is highlighted with a red box and a red circle with the number 7. Below it, the 'Confirmation #' field is highlighted with a red box and a red circle with the number 8. At the bottom, the 'Purchase Order (Confirmed)' status is highlighted with a red box and a red circle with the number 9.

DELIVERY DATE UPDATE AND PARTIAL CONFIRMATION

Update Delivery Date

1. Go to **Workbench > Orders** tile > locate PO using filters > Click **Apply > Open PO**
2. Click "Create Order Confirmation" and then **Update Line Items**
3. Complete your confirmation #. Scroll down to the **Line items** section and complete the **Confirm** field with the quantity you want to get the delivery date updated
 - At this point, if you enter partial quantity, you would be **Partially Confirming** or **Splitting lines**
4. Click on **Details**
5. Update **Est. Delivery Date** for the Quantity entered
6. Click **OK**
7. PO will now reflect confirmed quantity with new Delivery date
 - You can repeat the process from 3-5 until the full quantity has been updated with accurate Delivery Date.
 - Do not leave quantity without confirming delivery date.
8. Click **Next** and then **Submit**
9. Your PO status will update to **Confirmed**

Note

- There might be tolerances in Delivery Date. If an error shows, touch base with PO buyer.

Purchase Order: 4420018833

Create Order Confirmation ▾

Confirm Entire Order

Update Line Items [History](#)

Reject Entire Order

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10		09789		Material	500.000	15 Jan 2025 CST
				(EA)		15 Jan 2025 Buyer time

Description: NUT,HEX 5/16-18 ZN

Schedule Line No. ↑

1	15 Jan 2025 CST
	15 Jan 2025 Buyer time

Current Order Status

☒ 500.000 Unconfirmed

Confirm:

[Details](#) ⓘ

New Order Status: **100 Confirmed**

Schedule Line: ⓘ Line number 1 - quantity 500 - date 1

Est. Delivery Date: * 20 Apr 2027 [CST](#)

Unit Price: \$100.00 USD

OK

▼ Schedule Lines

Schedule Line No. ↑

1

Current Order Status

☐ 100 Confirmed As Is (Schedule line number: 1; 1)

☒ 400 Confirmed With New Date (Schedule line number: 1; 1)

Next **Submit**

Purchase Order
(Confirmed)

MASS PO CONFIRMATION

OPTION 1 – PORTAL

1. Click **Workbench**.
2. Click on **Items to Confirm** tile.
 - If not available, click “Customize” and add it.
3. Use **Filters** to locate the POs and then **Apply**.
 - Recommended by “Exact match” or Date range.
4. Orders will be displayed below, **Select** those to confirm.
5. Update Estimated Delivery date.
6. Click **Confirm**.
7. Follow as indicated in Ariba and complete process.

The screenshot displays the Ariba Workbench interface. At the top, the 'Workbench' tab is selected (1). Below the navigation bar, there are six summary tiles: '15 New orders', '3 Items to confirm' (2), '7 Items to ship', '51 Orders', '20 Orders to invoice', and '16 Invoices'. The 'Items to confirm' tile is highlighted with a red box and a red circle with the number 2. Below these tiles, the 'Items to confirm (3)' section is shown. It includes a filter bar with an 'Edit filter' button (3) and a 'Save filter' button. Below the filter bar, there are two input fields: 'Customers' and 'Order numbers'. The 'Order numbers' field has a 'Type selection' dropdown with 'Partial match' and 'Exact match' options. Below the input fields, there is a table with three rows of data. The first row is highlighted with a red box and a red circle with the number 4. The second row is highlighted with a red box and a red circle with the number 5. The third row is highlighted with a red box and a red circle with the number 6. The table has columns for 'Item No.', 'Supplier Part No.', 'Description', 'Need By', 'Estimated Delivery', and 'Estimated Shipping'. The 'Estimated Delivery' and 'Estimated Shipping' columns have date pickers.

Item No.	Supplier Part No.	Description	Need By	Estimated Delivery	Estimated Shipping
13994	10	SPEED NUT	May 23, 2024	5/23/2024	
4420014036	10	SPEED NUT	May 23, 2024	5/23/2024	
A901781	10	Supply & Install 20AMP UPS Power	May 16, 2024	5/16/2024	

MASS PO CONFIRMATION

OPTION 2 – EXCEL

1. Click “...” at top-right corner > **Upload/Download**
2. Click **Jobs > Create**
3. Complete **Create/Edit Job > Save**
 - Name: Assign a name to your batch
 - Type: Order Confirmation
 - Customer: Honeywell
4. Select your created batch > **Run**
5. Click **Refresh Status** until it changes to **Completed** > Click **download icon**
6. From Downloaded Excel, complete **Confirmation Number** and **Delivery Date** columns as needed and Save your file
 - Do not change format or other column's data.
 - Delete rows that won't be confirmed
 - Delete rows with a decimal in **Order Version** column which are under review
 - To **Split lines**: Copy-paste row and adjust **Confirmation Quantity** and Delivery dates ensuring Conf. Qty. matches original.
7. Go back to Ariba and click **Uploads**
8. Click **Upload** > Complete requested information and upload your excel file
9. Click **Upload**
10. Click **Refresh Status** until it changes to **Completed** > Click **download icon**
 - If it shows **Failed** go to next page

The screenshots show the following steps:

1. In the 'Upload/Download' menu, the 'Excel Files' option is highlighted.
2. In the 'Jobs' list, the 'Create' button is highlighted.
3. In the 'Create/Edit Job' form, the 'Name' field is set to 'OC MM/DD/AAAA' and the 'Type' is set to 'Order Confirmation'.
4. In the 'Jobs' list, the 'Run' button is highlighted.
5. In the 'Jobs' list, the 'Refresh Status' button is highlighted.
6. In the 'Confirmation' spreadsheet, the 'Confirmation Number' and 'Delivery Date' columns are highlighted.
7. In the 'Uploads' section, the 'Upload' button is highlighted.
8. In the 'Upload File' dialog, the 'File' field is highlighted.
9. In the 'Upload File' dialog, the 'Upload' button is highlighted.
10. In the 'Jobs' list, the 'Status' column is highlighted.

MASS PO CONFIRMATION

OPTION 2 – EXCEL TROUBLESHOOTING GUIDELINES

When upload status shows **Failed** proceed to download **Log**

- Do not use same previous downloaded files. Run a new download job as Order information could have changed.
- Do not include order version with decimals. These are currently in revision, and the new version is not yet released.
- Once Orders are mass confirmed they cannot be mass reconfirmed if date needs to be changed.

Common audit log error messages:

- **Message:** *Error: The quantity for schedule line X for line item XX falls outside the range (0 - XX.00) allowed by the buyer. Please contact support with the Error Reference Number: ANERR-XX for more details*
 - **Cause:** The PO line is already confirmed in Ariba.
 - **Solution:** Remove the line from template and re upload.
- **Message:** *Error: An item (Line number xx) has a control key disallowing order confirmation. Please contact support with the Error Reference Number*
 - **Cause:** The PO is locked for editing by Honeywell and the new version is not released yet.
 - **Solution:** Delete the x.1 change versions from the upload file.

Status	File	Log
Failed	↓	↓

Results									
Excel upload failed with the following errors									
The Order 4422738034 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									
The Order 4422738221 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									
The Order 4422738240 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									
The Order 4422738243 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									
The Order 4422738244 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									
The Order 4422738250 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									
The Order 4422738424 has the following errors:									
Mapping generates invalid cXML: cXML Post failed with ResponseCode: 400 and Message: Error:The qua									

EMAIL NOTIFICATIONS

ELECTRONIC ROUTING

ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

Orders notification recommendations

- Payment Remittances
- Send notification for new purchase orders to suppliers.
- Send notification to suppliers when purchase orders are changed.

Invoice notification recommendations

- Invoice Failure
- Invoice Status Change
- Invoice Created Automatically from Receipts (*if you are ERS*)

Account Registration **1** Settings

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Logout

Routing Method **2** Email

Options

Email address: Supplier@example.com,supplier2@example.com

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☒ Attach PDF document in the email message

To email addresses (one required)

supplier@example.com,supplier2@exai

REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click "Settlement" tab
3. Configure as needed. Recommended to set up:

Payment Remittance notification recommendations

- Payment Remittance
- Payment Remittance Status Updates

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement 2**

Note:

- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

QUICK REFERENCE GUIDE

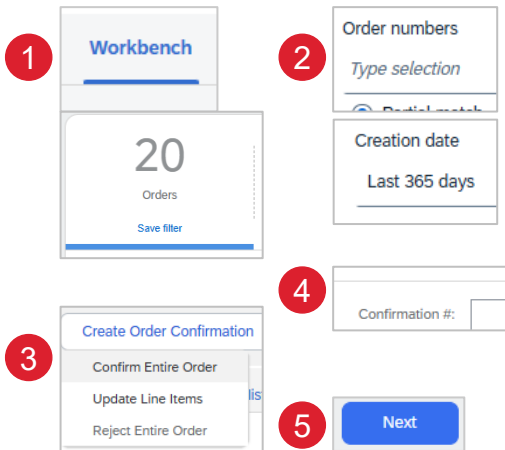
PURCHASE ORDERS

GENERAL CONSIDERATIONS

- If PO information is incorrect, request support from PO buyer.
- POs can be confirmed individually or in mass
- Order status is not equal as Routing status. They refer to the PO and Email status, respectively.
- You can add more useful Tiles to your Workbench by clicking "Customize"
- POs not showing in Ariba or GR or invoices not showing in 'related documents' must be escalated to SCCportalhelp@honeywell.com

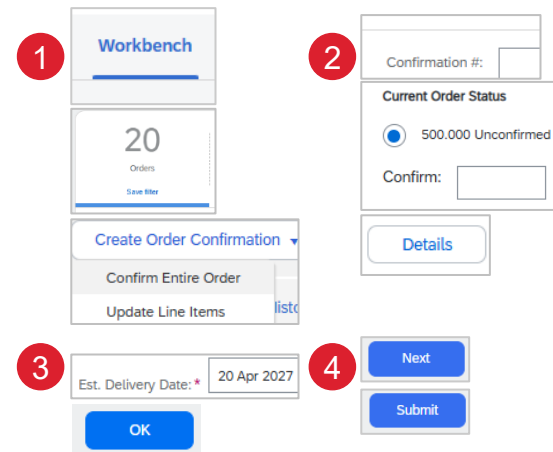
PO SEARCH AND PO ACK.

1. Go to Workbench > Order tile
2. Use Filters to locate PO > Apply > Click on PO number
3. Click Create Order Confirmation > Confirm Entire Order
4. Enter your Confirmation# > Review PO
5. Click Next



DELIVERY DATE AND PARTIAL ACK.

1. Go to Workbench > Orders tile > locate PO using filters > Click Apply > Open PO > Create Order Confirmation > Update Line Items
2. Complete your confirmation #. > Enter Qty to confirm *(If you enter less Qty than total, It will be a Partial confirmation)* > Details
3. Update Delivery Date *(for the Quantity entered)* > OK
4. Click Next > Submit



MASS PO ACK.

1. Go to Workbench > items to confirm tile > locate POs using filters > Click Apply
2. Select POs to confirm together
3. Update Delivery Date
4. Confirm > Select 'confirmation' type as needed

