

Vendor Guide/Guide du fournisseur: Change Request for Purchase Orders (POs) / Demande de modification pour les bons de commande (BC)

Objective/Objectif

This guide provides clear instructions for vendors to request changes to Purchase Orders (POs) in **SAP Business Network**. / Ce guide fournit des instructions claires aux fournisseurs pour demander des modifications aux bons de commande (BC) dans **SAP Business Network**.

You can request changes to: / Vous pouvez demander des modifications pour:

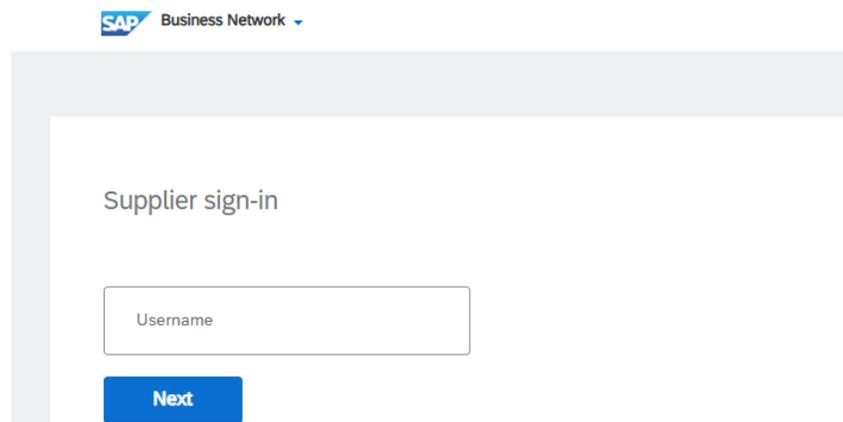
- Price / Prix
- Quantity / Quantité
- Delivery Date / Date de livraison
- Vendor Material Number / Numéro de matériel du fournisseur
- Comments (mandatory) / Commentaires (obligatoire)

All change requests are submitted through SAP Business Network. The buyer will review and either accept or reject your request. / Toutes les demandes de modification sont soumises via SAP Business Network. L'acheteur examinera la demande et l'acceptera ou la rejettera.

Process/Processus

Step 1: Log In / Étape 1 : Se connecter

Log in to your [SAP Business Network Supplier](#) account. / Connectez-vous à votre compte fournisseur [SAP Business Network Supplier](#).



The screenshot shows the SAP Business Network Supplier sign-in interface. At the top left, there is the SAP Business Network logo. Below it, the text "Supplier sign-in" is displayed. There is a text input field labeled "Username" and a blue button labeled "Next".

Step 2: Navigate to Orders / Étape 2 : Accéder aux commandes

Click on the **Orders** tab in the main menu. / Cliquez sur l'onglet **Commandes** dans le menu principal.

The screenshot shows the SAP Business Network interface for the 'Orders' section. The main menu at the top includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders' (highlighted), 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. Below the menu is a search bar with 'Orders and Releases' selected, a dropdown for 'Anheuser-Busch InBe...', and a search field for 'Order number'. The dashboard displays five summary cards: 'New orders' (2), 'Orders' (9), 'Items to confirm' (2), 'Items to ship' (2), and 'Orders to invoice' (9). At the bottom, there are filters for 'My widgets' (Anheuser-Busch InB...), 'Activity feed' (All), 'View all', 'Purchase orders' (Last 3 months), and 'Invoice aging'.

Step 3: Locate the PO / Étape 3 : Localiser le bon de commande (BC)

Find the order you want to change. You can filter by: / Trouvez la commande que vous souhaitez modifier. Vous pouvez filtrer par:

- Order number / Numéro de commande
- Creation date / Date de création
- Order status / Statut de la commande

Click the PO to open it. / Cliquez sur le bon de commande pour l'ouvrir.

The screenshot shows the SAP Business Network interface for the 'Orders' section. The main menu at the top includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders' (highlighted), 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. Below the menu is a search bar with 'Orders and Releases' selected, a dropdown for 'Anheuser-Busch InBe...', and a search field for 'Order number'. The dashboard displays five summary cards: 'New orders' (2), 'Orders' (9), 'Items to confirm' (2), 'Items to ship' (2), and 'Orders to invoice' (9). At the bottom, there are filters for 'My widgets' (Anheuser-Busch InB...), 'Activity feed' (All), 'View all', 'Purchase orders' (Last 3 months), and 'Invoice aging'.

Step 4: Create Order Confirmation / Étape 4 : Créer une confirmation de commande

To request a change, create an **Order Confirmation** – update line items. / Pour demander une modification, créez une confirmation de commande et mettez à jour les articles de ligne.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4501895945

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order



From:
Customer
Labatt Brewing Company Ltd
Queens Quay West-207
Toronto ON M5J 1A7
Canada
Phone: +32 () +1 416 361 5050
Fax:

To:
CROWN LIFT TRUCKS ULC-TEST
3430 GRIFFITH ST.
MONTREAL QC H4T 1A7
Canada
Phone: +297 1
Fax:
Email: abitestsupplier@gmail.com

Purchase Order
(New)
4501895945
Amount: \$10,000.00 CAD
Version: 1

Track Order

Step 5: Confirm PO Details / Étape 5 : Confirmer les détails du bon de commande

On the **Confirming PO** page: / Sur la page de confirmation du bon de commande :

- Enter a **Confirmation Name** / Saisir un **nom de confirmation**
- Fill in the **Quantity** (partial, full, or over the amount if required) / Remplir la **quantité** (partielle, totale ou supérieure si nécessaire)
- Click **Details** to request changes / Cliquer sur **Détails** pour demander des modifications

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #:

Associated Purchase Order #: 4501895945

Customer: Anheuser-Busch InBev SA - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		00000000050230201	Material	1,000.000 (PCE) ⓘ	30 Nov 2025	\$10.00 CAD	\$10,000.00 CAD	\$1,300.00 CAD

Invoicing not possible

GLOVE:ANSELL:23-491:103320 WINTER HIMZ

Current Order Status

1,000.000 Unconfirmed

Confirm: Backorder: Reject: ⓘ

Step 6: Enter Change Request Information / Étape 6 : Saisir les informations de la demande de modification

In the details window, complete the following fields: / Dans la fenêtre des détails, remplissez les champs suivants :

- Estimated Shipping Date / Date d'expédition estimée
- Estimated Delivery Date → Use this field if requesting a new delivery date / Date de livraison estimée → Utilisez ce champ si vous demandez une nouvelle date de livraison
- Unit Price → Use this field if requesting a price change / Prix unitaire → Utilisez ce champ si vous demandez une modification de prix
- Supplier Part Number → Use this field if proposing a new vendor material number / Numéro de pièce fournisseur → Utilisez ce champ si vous proposez un nouveau numéro de matériel fournisseur
- Auxiliary Part ID and Supplier Batch ID → Optional (not reviewed) / ID de pièce auxiliaire et ID de lot fournisseur → Optionnel (non examiné)
- Comment → Mandatory. Provide a clear explanation of your requested change. / Commentaire → Obligatoire. Fournissez une explication claire de la modification demandée.

Click **OK** when finished.

SAP Business Network - Enterprise Account TEST MODE

OK Cancel

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	GLOVE:ANSELL:23-491:103320 WINTER HIVIZ	1,000,000	PCE	30 Nov 2025		\$10.00 CAD	\$10,000.00 CAD	\$1,300.00 CAD

New Order Status: **50 Confirmed**

Est. Shipping Date: * 22 Nov 2025

Est. Delivery Date: * 30 Nov 2025

Unit Price: 20

Price Unit Quantity: * 1

Unit Conversion: * 1

Price Unit: * PCE

Supplier Part: NEW PART

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments: * Price and part change.

Description: GLOVE:ANSELL:23-491:103320 WINTER HIVIZ

Pricing Description:

Subtotal: 5000.00 CAD

OK Cancel

Step 7: Review Order Status / Étape 7 : Vérifier le statut de la commande

Check the order status. If correct, click **Next**. / Vérifiez le statut de la commande. Si tout est correct, cliquez sur **Suivant**.

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		00000000050230201	Material	1,000.000 (PCE)	30 Nov	\$10.00 CAD	\$10,000.00	\$1,300.00 CAD
			Invoicing not possible	ⓘ	2025		CAD	

GLOVE:ANSELL:23-491:103320 WINTER HIVIZ

Current Order Status

50 Confirmed With Changes (Comments: Price and part change.; Confirmed Part Number: NEW PART; Estimated Shipment Date: 22 Nov 2025; Estimated Delivery Date: 30 Nov 2025 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: \$20.00 CAD)

950.000 Unconfirmed

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

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

ⓘ

Step 8: Review and Submit / Étape 8 : Vérifier et soumettre

Review all details carefully, then click **Submit**. / Vérifiez attentivement tous les détails, puis cliquez sur **Soumettre**.

Confirming PO

1 Update Item Status

2 Review Confirmation

Confirmation #: Confirmation1121
Supplier Reference:
Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		00000000050230201	Material	1,000.000 (PCE)	30 Nov 2025	\$10.00 CAD	\$10,000.00 CAD	\$1,300.00 CAD
			Invoicing not possible	ⓘ				

GLOVE:ANSELL:23-491:103320 WINTER HIVIZ

Current Order Status:

50 Confirmed With Changes (Comments: Price and part change.; Confirmed Part Number: NEW PART; Estimated Shipment Date: 22 Nov 2025; Estimated Delivery Date: 30 Nov 2025 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: \$20.00 CAD)

950.000 Unconfirmed

Step 9: Verify Confirmation / Étape 9 : Vérifier la confirmation

After submission, the PO will show as **Confirmed** (or **Partially Confirmed**). / Après la soumission, le bon de commande apparaîtra comme **Confirmé** (ou **Partiellement confirmé**).

You can review the confirmation under **Related Documents**. / Vous pouvez consulter la confirmation sous **Documents associés**.

Purchase Order: 4501895945 Done

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History



From:
Customer
Labatt Brewing Company Ltd
Queens Quay West-207
Toronto ON M5J 1A7
Canada
Phone: +32 () +1 416 361 5050
Fax:

To:
CROWN LIFT TRUCKS ULC-TEST
3430 GRIFFITH ST.
MONTREAL QC H4T 1A7
Canada
Phone: +297 1
Fax:
Email: abitestsupplier@gmail.com

Purchase Order
(Partially Confirmed)
4501895945
Amount: \$10,000.00 CAD
Version: 1

[Track Order](#)

Payment Terms ⓘ
0.000% 90
90 days invoice date

Routing Status: Acknowledged
External Document Type: Standard PO (ZNB)
Related Documents: Confirmation1121

Step 10: Buyer Review and Final Status / Étape 10 : Examen par l'acheteur et statut final

Your change request is sent to the buyer (RPSS). / Votre demande de modification est envoyée à l'acheteur (RPSS).

- The buyer will accept or reject the request. / L'acheteur acceptera ou rejettera la demande.
- If accepted, you will receive the updated PO with status **"Changed."** / Si la demande est acceptée, vous recevrez le bon de commande mis à jour avec le statut **Modifié**.
- To check updated details, return to the **Orders** tab, open the PO, and review the line items. / Pour vérifier les détails mis à jour, retournez à l'onglet **Commandes**, ouvrez le bon de commande et examinez les articles de ligne.

Order Number	Customer	Amount	Date ↓	Order Status
4501895945	Anheuser-Busch InBev SA - TEST	\$1000 CAD	Nov 21, 2025	Changed

Line Items

Show Item Details 

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
 10	1	 Edited	NEW PART	00000000050230201	Material		50.000	30 Nov	\$20.00 CAD	\$1,000.00	\$130.00 CAD	Details
			-		Invoicing not possible		1,000.000 (PCE)	2025			CAD 11,300.00 CAD	
									\$10.00 CAD	\$10,000.00		
											CAD	
GLOVE:ANSELL:23-491:103320 WINTER HIVIZ												

Order submitted on: Friday 21 Nov 2025 11:00 AM GMT-06:00
 Received by SAP Business Network on: Friday 21 Nov 2025 9:33 AM GMT-06:00
 This Purchase Order was sent by Anheuser-Busch InBev SA - TEST AN01393304604-T and delivered by SAP Business Network.

Sub-total: -\$ ~~10,000.00~~ -CAD
 Est-Total-Tax: -\$ ~~1,300.00~~ -CAD
 Est-Grand-Total: -\$ ~~11,300.00~~ -CAD

Sub-total: \$ 1,000.00 CAD
Est. Total Tax: \$ 130.00 CAD
Est. Grand Total: \$ 1,130.00 CAD

End of Process / Fin du processus

You have successfully submitted a change request for a PO in SAP Business Network. / Vous avez soumis avec succès une demande de modification pour un bon de commande dans SAP Business Network.