



PURCHASE ORDERS

SAP BUSINESS NETWORK

SUPPLIER GUIDE

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GENERAL CONSIDERATIONS

- **Orders** will reflect information such as
 - Solstice 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	Solstice updated PO values.
Obsoleted	PO is undergoing a change. Version number will display a decimal. You will see a warning within the PO " <i>WARNING: PO CHANGE IN PROGRESS BY SOLSTICE. NO ACTION ON PO ALLOWED</i> ".
Confirmed	You confirmed delivery date.
Shipped	You shipped the entire order.
Invoiced	PO is fully invoiced.
Received	Solstice 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 Solstice 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@solstice.com

The screenshots illustrate the following steps:

1. SAP Business Network interface, Enterprise Account TEST MONT, Workbench tab selected.
2. Workbench tile 'Orders' selected.
3. 'Edit filter' dropdown menu open, showing 'Last 365 days'.
4. 'Apply' button highlighted.
5. Search results for Order Number 4420018835, Customer Solstice - TEST.
6. 'Create Order Confirmation' dropdown menu open, showing options: Confirm Entire Order, Update Line Items, Reject Entire Order.
7. 'Next' button highlighted.
8. 'Order Confirmation Header' section, Confirmation # field.
9. 'Purchase Order (Confirmed)' status.

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)

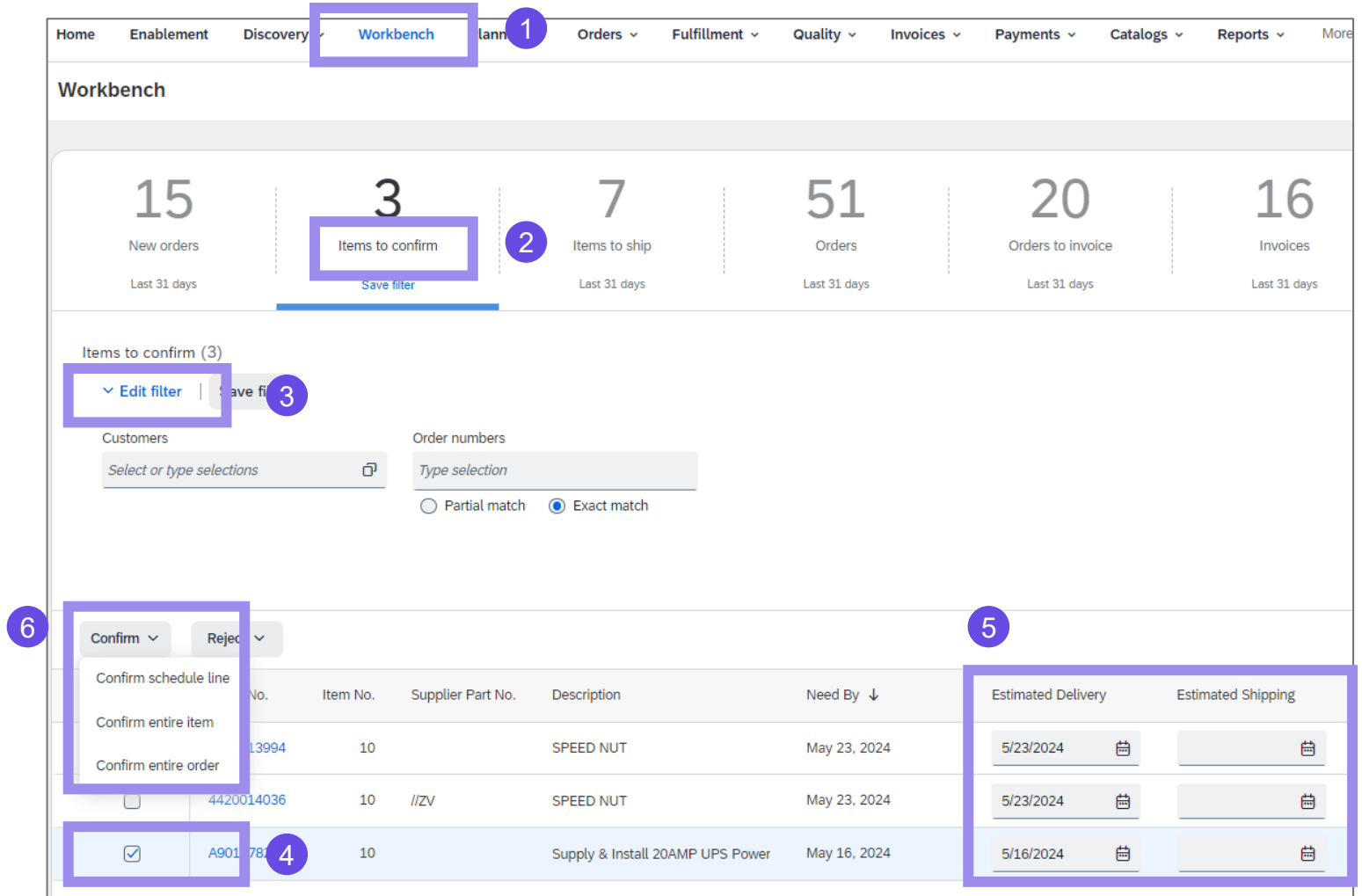
☒ 400 Confirmed With New Date (Schedule line number: 1; 1)

Next **Submit**

Purchase Order
(Confirmed)

MASS PO CONFIRMATION

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.



Workbench

15 New orders Last 31 days

3 Items to confirm Last 31 days

7 Items to ship Last 31 days

51 Orders Last 31 days

20 Orders to invoice Last 31 days

16 Invoices Last 31 days

Items to confirm (3)

▼ Edit filter Save filter

Customers Select or type selections

Order numbers Type selection

☐ Partial match ☒ Exact match

Confirm Reject

Confirm schedule line

Confirm entire item

Confirm entire order

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

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*)

The screenshot shows the 'Account Registration' page with a sidebar menu. The 'Settings' link is highlighted with a blue box and a circled '1'. Below it, the 'Network Settings' section is expanded, showing 'Electronic Order Routing' and 'Electronic Invoice Routing' links. The 'Electronic Order Routing' link is highlighted with a blue box and a circled '2'. The 'Electronic Invoice Routing' link is also highlighted with a blue box and a circled '2'. The 'Routing Method' dropdown is set to 'Email'. The 'Options' section shows the 'Email address' field with the value 'Supplier@example.com,supplier2@example.com'. The 'Include document in the email message' checkbox is checked, and the 'Attach PDF document in the email message' checkbox is also checked. The 'To email addresses (one required)' field shows the same email addresses.

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

The screenshot shows the 'Network Settings' page with four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is selected and highlighted with a blue box and a circled '2'.

Note:

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

QUICK REFERENCE GUIDE

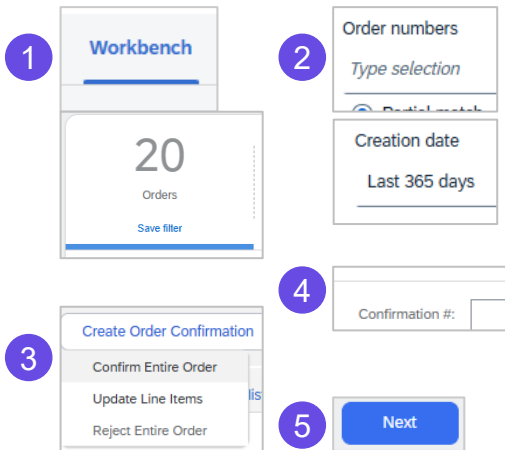
PURCHASE ORDERS

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@solstice.com

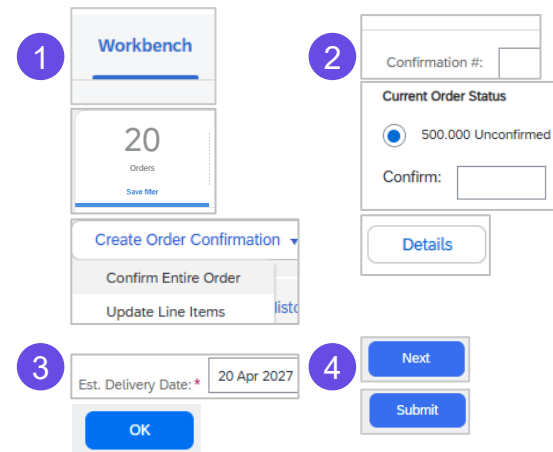
PO SEARCH AND PO ACK.

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

