



Supplier Handbook

Agenda

1. **Confirm the Order**
 2. **Confirm the entire Order**
 3. **Partially confirm the Order**
 4. **Reject the entire Oder**
 5. **Create an Advanced Ship Notice**
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Confirm the Order Overview

- 1 Create order confirmation
 - Confirm entire order
 - Update line items
 - Reject entire order
- 2 Create ship notice
- 3 Create Invoice
- 4 Print order or download PDF
- 5 Help Center
- 6 Comments
- 7 Attachments
- 8 Order
 - Shipping address, billing address and recipient
 - Line Items

If the “create invoice” button is grey out the customer might require you to create an order confirmation first or does not use invoicing.

The screenshot shows the SAP Ariba Network interface for Purchase Order 4500000733. The interface includes a top navigation bar with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area is divided into several sections:

- Header:** Purchase Order: 4500000733, with buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', and 'Resend'.
- Order Details:** From: Plant 1 DE, Neurottr. 16, 69190 Walldorf, BW, Germany. To: Office Supplier - TEST, Bayerstraße 5, 80335 München, Bayern, Germany. Purchase Order (New) 4500000733, Amount: 46.99 EUR, Version: 1.
- Comments:** Comment Body: Urgent! Comment By: Neuberger, Laura. Comment Date: 2020-02-02T23:32:08-08:00. View more >
- Other Information:** Company Code: 1010, Purchasing Unit Name: DE.
- Attachments:** How_to_reach_CS.PDF (application/pdf).
- Ship All Items To:** Plant 1 DE, Neurottr. 16, 69190 Walldorf, BW, Germany. Ship To Code: 1010. Email: Laura.Neuberger@ap-solut.com.
- Bill To:** Plant 1 DE, Neurottr. 16, 69190 Walldorf, BW, Germany.
- Deliver To:** Building 3 Laura Neuberger, Plant 1 DE.
- Line Items:**

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Details
1	002054	Material	3 (EA)	20 Feb 2020	11.70 EUR	35.10 EUR	6.67 EUR	Details
	Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert							
2	002064	Material	5 (EA)	20 Feb 2020	0.89 EUR	4.45 EUR	0.85 EUR	Details
	Textmarker swing® cool, Keilspitze, 1-4mm, Schreibf.: blau							
3	002083	Material	2 (EA)	20 Feb 2020	3.72 EUR	7.44 EUR	1.41 EUR	Details
	Schere, Edelst., ergon, Griff, Kst., sw/ro, L: 25,5cm							
- Summary:** Sub-total: 46.99 EUR, Est. Total Tax: 8.93 EUR, Est. Grand Total: 55.92 EUR.
- Footer:** SAP © 2019 SAP SE or an SAP affiliate company. All rights reserved. SAP Ariba Privacy Statement, Security Disclosure, Terms of Use.

Numbered callouts (1-8) point to specific UI elements: 1 points to the 'Create Order Confirmation' dropdown; 2 points to the 'Create Ship Notice' button; 3 points to the 'Create Invoice' button; 4 points to the 'Print' and 'Download PDF' buttons; 5 points to the 'Help Center' icon; 6 points to the 'Comments' section; 7 points to the 'Attachments' section; 8 points to the 'Ship All Items To' section.

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2. Confirm the entire Order

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5. Create an Advanced Ship Notice

5.

Confirm the Entire Order

Overview

Create Order Confirmation

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

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #:

Associated Purchase Order #: 4500000733

Customer: Apsolut DSAPP Test

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery* Date: Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file selected.

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	002054 Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert	3 (EA)	20 Feb 2020	11.70 EUR	35.10 EUR	6.67 EUR
	Current Order Status:	3 Confirmed As Is				
2	002064 Textmarker swing® cool, Keilspitze, 1-4mm, Schreibf.: blau	5 (EA)	20 Feb 2020	0.89 EUR	4.45 EUR	0.85 EUR
	Current Order Status:	5 Confirmed As Is				

When selecting “confirm entire order” the order is confirmed as ordered by the customer. However, the delivery date can be adjusted. The customer might also require you to fill out field that are not marked as required (*) e.g. est. shipping date

1 Confirm Entire Order

2 Review Order Confirmation

Confirming PO

Confirmation Update

Confirmation #: OC54332

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	002054 Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert	3 (EA)	20 Feb 2020	11.70 EUR	35.10 EUR	6.67 EUR
	Current Order Status:	3 Confirmed With New Date (Estimated Delivery Date: 20 Feb 2020)				
2	002064 Textmarker swing® cool, Keilspitze, 1-4mm, Schreibf.: blau	5 (EA)	20 Feb 2020	0.89 EUR	4.45 EUR	0.85 EUR
	Current Order Status:	5 Confirmed With New Date (Estimated Delivery Date: 20 Feb 2020)				

Confirm the Entire Order Overview

- 1 Order confirmation header
 - Confirmation number
 - Associated purchase order number
 - Customer
 - Supplier reference
- 2 Shipping and tax information
- 3 Attachments (might not be available)
- 4 Line items
 - Automatic confirmation of all line items with requested quantities and prices

1 Confirm Entire Order

2 Review Order Confirmation

* Indicates required field

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500000733

Customer: Apsolut DSAPP Test

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery* Date:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file selected.

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	002054 Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert	3 (EA)	20 Feb 2020	11.70 EUR	35.10 EUR	6.67 EUR
Current Order Status:						
3 Confirmed As Is						
2	002064 Textmarker swing® cool, Keilspitze, 1-4mm, Schreibf.: blau	5 (EA)	20 Feb 2020	0.89 EUR	4.45 EUR	0.85 EUR
Current Order Status:						
5 Confirmed As Is						

Agenda

1. Confirm the Order

2. Confirm the entire Order

3. Partially confirm the Order

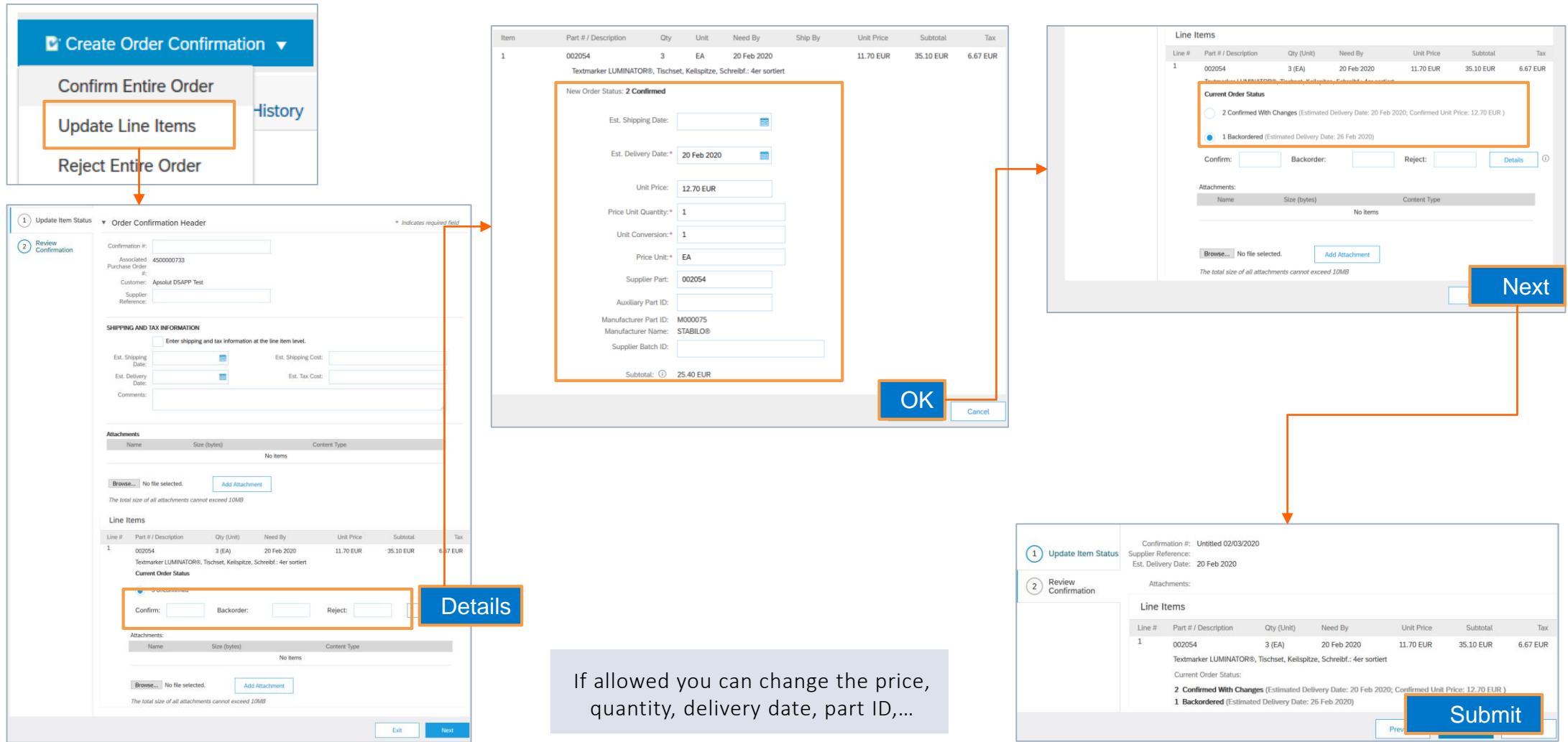
4. Reject the entire Order

5. Create an Advanced Ship Notice

5.

Partially Confirm the Order

Overview



Partially Confirm the Order

Update line items 1/3

- 1 Order confirmation header
 - Confirmation number
 - Associated purchase order number
 - Customer
 - Supplier reference
- 2 Shipping and tax information
- 3 Attachments (might not be available)
- 4 Line items
 - Order status (confirm, backorder, reject)

The screenshot shows the SAP Order Confirmation Header and Line Items screen. The interface is divided into four numbered sections:

- 1 **Order Confirmation Header**: Contains fields for Confirmation # (OC64432), Associated Purchase Order # (450000733), Customer (Apsolut DSAPP Test), and Supplier Reference.
- 2 **SHIPPING AND TAX INFORMATION**: Includes checkboxes for shipping and tax information at the line item level, and fields for Est. Shipping Date, Est. Delivery Date (20 Feb 2020), Est. Shipping Cost, and Est. Tax Cost.
- 3 **Attachments**: A table showing no items, with a 'Browse...' button and an 'Add Attachment' button. A note states: 'The total size of all attachments cannot exceed 10MB'.
- 4 **Line Items**: A table with columns: Line #, Part # / Description, Qty (Unit), Need By, Unit Price, Subtotal, Tax. The table contains one line item: Line # 1, Part # 002054, Description 'Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert', Qty 3 (EA), Need By 20 Feb 2020, Unit Price 11.70 EUR, Subtotal 35.10 EUR, Tax 6.67 EUR. Below the table is the **Current Order Status** section with radio buttons for '3 Unconfirmed' (selected), 'Confirm', 'Backorder', and 'Reject'. Input fields are present for Confirm (2), Backorder (1), and Reject. A 'Details' button is also visible.

At the bottom of the screen, there are 'Exit' and 'Next' buttons.

In this example three items have been ordered. However, only two are confirmed while one is backordered (cannot be delivered yet, delivery date might vary).

Partially Confirm the Order

Update line items 2/3

- 1 Order status: Backordered
 - Estimated shipping and delivery date
 - Comments
- 2 Oder status: Confirmed
 - Estimated shipping and delivery date
 - Unit price
 - Item information
 - Comments
 - Description

An estimated shipping and delivery date need to be filled in for the backordered units. It is possible to enter an alternative price as well as further item information for the confirmed units. Depending on your customers settings there is a certain tolerance (e.g. 10%) for adjusting price or quantity. You might not be allowed to change the price or quantity at all.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price
1	002054 Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert	3	EA	20 Feb 2020		11.70 EUR

1 New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date: * 20 Feb 2020

Comments:

2 New Order Status: **2 Confirmed**

Est. Shipping Date:

Est. Delivery Date: * 20 Feb 2020

Unit Price: 11.70 EUR

Price Unit Quantity: * 1

Unit Conversion: * 1

Price Unit: * EA

Supplier Part: 002054

Auxiliary Part ID:

Manufacturer Part ID: M000075

Manufacturer Name: STABILO®

Supplier Batch ID:

Description:

Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert

Subtotal: ① 23.40 EUR

OK Cancel

Partially Confirm the Order

Update line items 3/3

- 1 Current order status line #1
 - Changes in brackets
 - Attachments (if available)

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	002054	3 (EA)	20 Feb 2020	11.70 EUR	35.10 EUR	6.67 EUR

Textmarker LUMINATOR®, Tischset, Keilspitze, Schreibf.: 4er sortiert

Current Order Status

- 2 Confirmed With Changes (Estimated Delivery Date: 20 Feb 2020; Confirmed Unit Price: 12.70 EUR)
- 1 Backordered (Estimated Delivery Date: 27 Feb 2020)

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

Attachments:

Name	Size (bytes)	Content Type
No items		

No file selected.

Agenda

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2. Confirm the entire Order

3. Partially confirm the Order

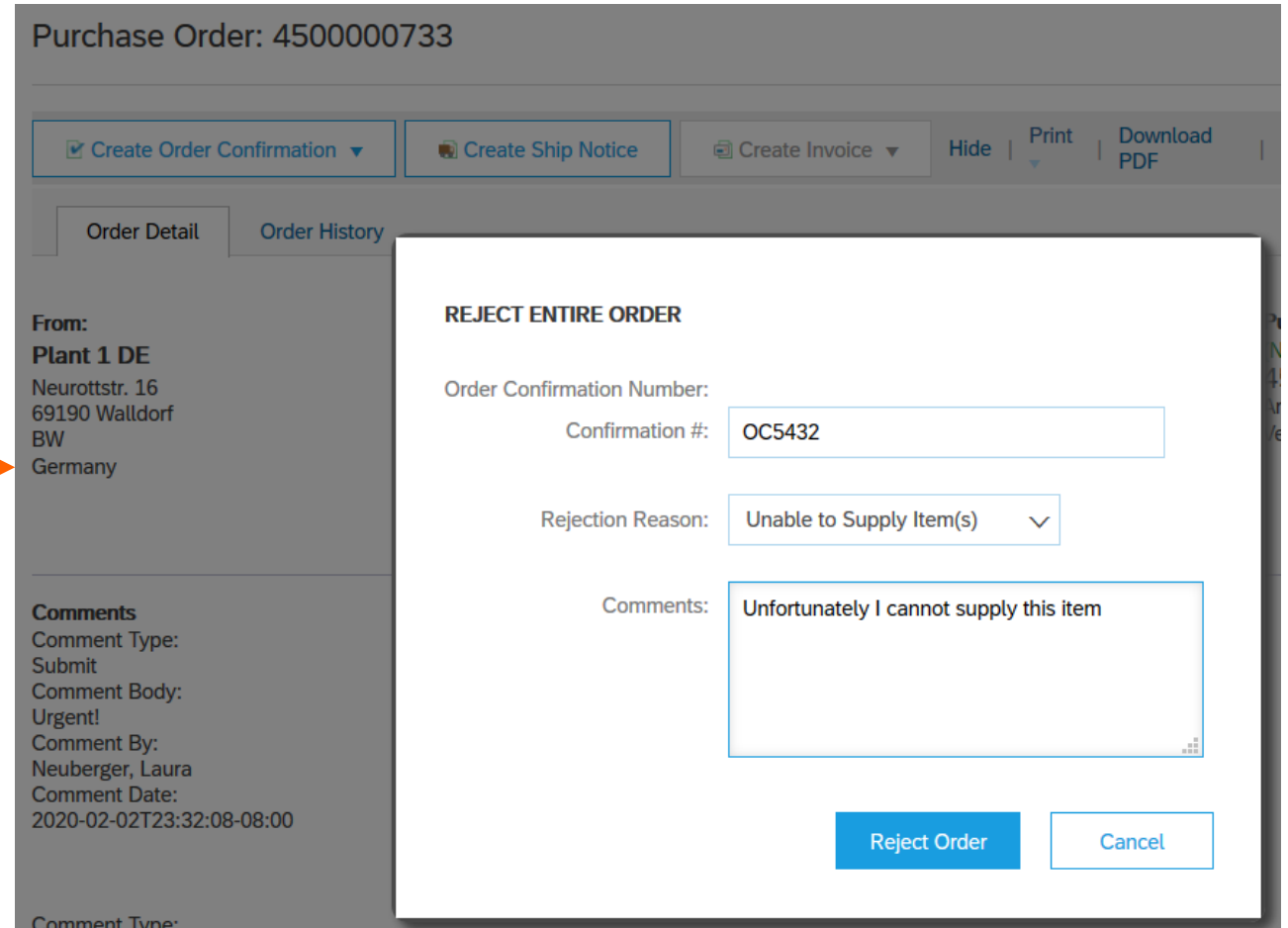
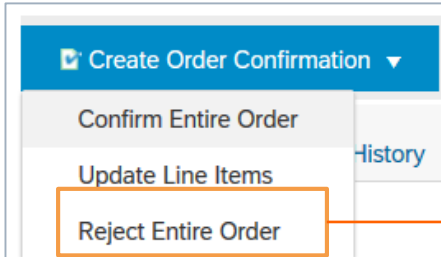
4. Reject the entire Order

5. Create an Advanced Ship Notice

5.

Reject the entire Order

Overview



Before the order can be rejected, a confirmation number, reason and comments need to be inserted.

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Create an Advanced Ship Notice

Overview

