ERICSSON ≋

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How to initiate a partial confirmation in EB ASP flow

From 10th of November 2012 it will be possible for some Ericsson legal entities to submit a partial confirmation.

In order to allow suppliers to receive partial payments for Purchase Orders created in Ericsson Buyer (SRM. This function, called "Partial Confirmation", allows a supplier to request for a partial quantity payment. The supplier should only confirm a "Partial Confirmation" at the request of the Ericsson Project Manager to ensure that the project manager will approve the request. If the partial confirmation is requested by mistake, it will be rejected by the Ericsson Project Manager.

If the purchase order line order quantity is 2, you CAN submit a confirmation for quantity of 1 or 0,20 for a line item, you will still have the possibility to create a confirmation for the rest of the Purchase Order.

Enabling Partial GR functionality for a company would only open up the quantity field for edit, while creating all new confirmation documents irrespective of whether the PO is old or new. Hence Partial GR would work for all POs in the system including those previously issued.

This quick guide is used when vendor (ASP) initiates a request for partial confirmation of service.

1. Vendor (ASP) logon to **eBusinessportal.**
   https://ebusiness.ericsson.net/
2. Fill in your **User ID and Password**
   Note: User After the 19th of May 2012 some ASP user will log-in with Email as User ID. If you are one of these users, then you will be transferred to a page that will inform you that you now have to use your e-mail address as your new User ID.
3. Click on the **Ericsson Buyer link** under the Tools and Applications.
4. Click on Ericsson Buyer tab
5. Click on the **Ericsson Buyer icon** and a new window will be open.

6. Click on **External Confirmation** in the Detailed Navigation Panel.
7. Enter PO number in the field Purchase Order number and click on **Search** button or use the timeframe from the drop down box to get a list of POs.

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8. **Select/Mark** the PO line from the result.
9. Click on '**Continue**' button at the top to create a confirmation.

Search Purchase Order

⊘ Continue

1. To create a confirmation, you must have a Purchase Order as a reference
2. Search for the required Purchase Order by using the Search Criteria below

Purchase Order Number: [   ]   Item Description: [   ]
Timeframe: Last 30 Days   ▼

[Search]

Note: If all lines in the Purchase Order have been approved for payment under earlier confirmation, no documents will display when attempting to perform new search for confirmation request.

🛇 No documents correspond to search criteria

You can check confirmation request submittals and status by using ASP Report - Vendor Confirmation Report, reviewing the **Tracking** tab within the Purchase Order or reviewing the **Related Documents** tab within the PO line item details.

When clicked on 'Start' button, Create confirmation page opens. **Enter** Reference document number and change the delivery date if required.

Vendor can enter Confirmation Name and reference document no. in order to find this confirmation later.

10. From 10th of November 2012 it will be possible for some Ericsson legal entities to submit a partial confirmation. For example if the purchase order line order quantity is 2, you CAN submit a confirmation for quantity of 1. You still have 1 qty to confirm at a later state.

It is also possible to create a partial confirmation in percentage.

11. This example, a 70% early payment is being allowed by the Ericsson Project Manager. (The percentages in this example are for training purposes, you will be instructed by your Ericsson Project Manager if partial payments are allowed in your project and the percentages permitted. If you are not instructed, then you are only permitted to confirm the entire line amount which is the default value.

To confirm completion of 70%, the supplier enters a quantity of .70 (70%). The supplier then clicks CONFIRM.

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The supplier then clicks YES when prompted.

The 70% confirmation is completed.

When the final 30% can be confirmed as completed, the supplier selects the purchase order in the External Confirmation menu as shown earlier in this document. Note that the system shows the remaining quantity that can be confirmed, called the "Outstanding Quantity". The supplier enters the "Confirm Quantity" of .30 which is the remaining 30%. The supplier then clicks CONFIRM.

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The supplier then clicks YES when prompted.

Confirm Document

Items with quantities greater than zero or which have the Last Delivery checkbox selected will be confirmed. Continue?

[Yes] [No]

The final 30% confirmation is completed.

The purchase order of $3200 in total in this example may be viewed. As show below, after approval by the Ericsson Project Manager it is confirmed at 70% ($2240) and later for 30% ($960).

Display Purchase Order:9300494622   Help

Purchase Order Number 9300494622   Purchase Order Type Purchase Order   Status Ordered   Document Date 13.09.2012   Total Value (Gross) 3.200,00 USD   Supplier 3S NETWORK INC

[Edit] [Close] | [Print Preview] | [Refresh] | [Check]

Overview | Header | Items | Notes and Attachments | Approval | **Tracking**

▼ History

View: US Dollar ▼   Filter Settings

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Purchase Order	Bid Invite Test for Z Product Category		9300494622	Ordered	13.09.2012	3.200,00	USD
Confirmation	Bid Invite Test for Z Product Category		2012/5001533093	Approved	02.11.2012	2.240,00	USD
Confirmation	Bid Invite Test for Z Product Category		2012/5001533094	Approved	02.11.2012	960,00	USD

If a Partial Confirmation Document is created, the system will not allow to raise the next document, unless the earlier one is approved and posted in ONE (Erícsson internal ERP system).

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System will throw error stating already a confirmation document is awaiting approval.