

Prepared (also subject responsible if other) Madeleine Sjöberg EAB/DCG/		No.		
Approved	Checked	Date 2013-08-16	Rev PA1	Reference

## Confirmation of service

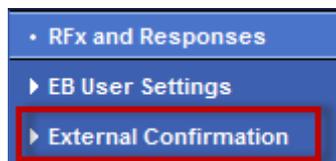
This quick guide is used when vendor (ASP) initiate a request for confirmation of service.

### 1 Vendor (ASP) logon to eBusiness Portal

- 1 Vendor (ASP) logon to **eBusiness portal**.  
**<https://ebusiness.ericsson.net/>**
- 2 Fill in your **User ID and Password**  
Note: User After the 19<sup>th</sup> 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.
- 8 **Select/Mark** the PO line from the result.
- 9 Click on '**Continue**' button at the top to create a confirmation.

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**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.

- 10 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.

- 11 It is not allowed to do partial confirmation on an order quantity for a line item but you do not need to create a confirmation for all line item at the same time. Below is some alternatives how to create a confirmation:

**-Confirm all lines in a PO:** Click on "Copy all outstanding quantities", all lines will be pre-filled with the quantity. Click on Confirm to confirm all lines.

**-Confirm one line in a PO:** Choose the line item and update the quantity in the column "Confirm quantity". Click on Confirm to confirm that line.

**-Confirm several lines in PO but not all lines:** If you have a PO with several lines that should be confirm but a few should be confirmed in a later stage, the easiest way to do this is:

1. Click on "Copy all outstanding quantities", all lines will be pre-filled with the quantity. Mark the line that should not be confirmed at this time. (If you have several lines you need to hold down ctrl when you mark the line.) Click on **Delete** to delete the lines that you have marked. Click on Confirm at the top to confirm the rest of the lines.

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You can delete the line items by clicking on 'Delete' at item level.



If you want to undo the delete items, press 'Undo Deletion' at the top. The line item will appear again.



12 Note that Site ID can be found on item overview screen.

13 Then click on Check button to see any warning or error in the document and click on **Confirm** button on the top.

14 In case confirmation for any item was already raised earlier and is under approval workflow, an error message will be displayed.

 Item 1 is already Awaiting Approval in Confirmation Doc

15 To be able to create a new confirmation, click on **External Confirmation** in the Detailed Navigation Panel and do a new search.

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## 2 Workflow for service confirmation raised by vendor

- 16 Once ASP requests a confirmation after service is delivered, Ericsson user and project manager have to approve before it's finally posted. At any step if the approval is rejected, the confirmation is automatically cancelled.

Now Vendor has raised the request for confirmation of service based on PO. The workflow is triggered and will go to the Ericsson user who raised the original RFx as 1<sup>st</sup> approver. (This approval process depends upon the country and business requirement. In some countries the workflow item will be directly sent to Project manager).

- 17 The Ericsson user receives an email with information.

Approver log on to SRM portal, Check his 'My work' inbox under Home and on the front page to find all awaiting approval items. Find the correct item by naming convention App Conf <Confirmation No><RFx Name> PO No <PO Number>Supplier <Vendor Code>

Click on **Approve** or **Reject** and press **Save** button on the top of screen.

- 18 After the original initiator of the RFx approves the confirmation request, the approval will go to the Project Manager for approval.
- 19 Project Manager logon to SRM Portal, and follow same steps mentioned earlier to approve the confirmation document.
- 20 Once Project Manager approves the confirmation request, the items in PO are finally confirmed. The confirmation number is updated to Purchase Order Tracking tab.
- 21 Either RFx initiator or Project Manager rejects the confirmation request; the confirmation is then treated as cancelled. Vendor has to initiate the process again. Vendor will receive the email when their confirmation request is rejected by Ericsson.