

SAP Ariba Network Supplier

Order Confirmations Guide



Introduction to Order Confirmations



1. The order confirmation document is sent by suppliers which will confirm that the purchase order has been accepted
2. It is also an agreement to fulfil the order sent by the customer
3. For direct materials, suppliers will be expected to respond to the order with an order confirmation
4. Once you receive the order via the Ariba Network, you can confirm the quantities (fully or partially), the delivery dates and the amount
5. Please note that you will need to submit a new order confirmation for every purchase order sent by Ericsson
6. Automatic reminders will be sent to the supplier from the Ariba Network for unconfirmed orders if there is no order confirmation after a specified number of days from the order date.

Order Confirmation

Allowed Actions



There are multiple options that Ariba provides in order for you to confirm or reject your orders. These are based on the following order confirmation processes:

1. **Individual PO management** – If there is a smaller volume of POs to be confirmed, you can go to the individual PO and click on the order confirmation button to partially or fully confirm the PO.

Here you will see the following options against the PO:

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates
- **Split** action allows you to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale (This can only be one from the workbench)

2. **Multiple POs to be managed: One-step confirmation** – Where there are multiple POs that need to be confirmed at the same time, you should use the sub-tab items to confirm for a one-step action

Please note that it is not possible to propose changes, split a single PO line into several confirmation, and reject quantities with this option.

3. Mass OC upload

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation. This can be done via CSV or excel. If you choose this option you will be able to update line items.

Order Confirmation

Allowed Actions

It is possible to confirm your orders from the Workbench:

1. Select the **Orders** tile
2. Identify the right document and click on the **Actions** button
3. Select an action
4. The same actions are available from the PO screen, Click **Create Order Confirmation** button

Or

5. Confirm, update or reject your orders from the **Orders/Orders and Releases** tab
6. Identify the right document in Orders and releases sub-tab and click on the **Create Order Confirmation** button
7. Or click **Actions**

The screenshots illustrate the following steps:

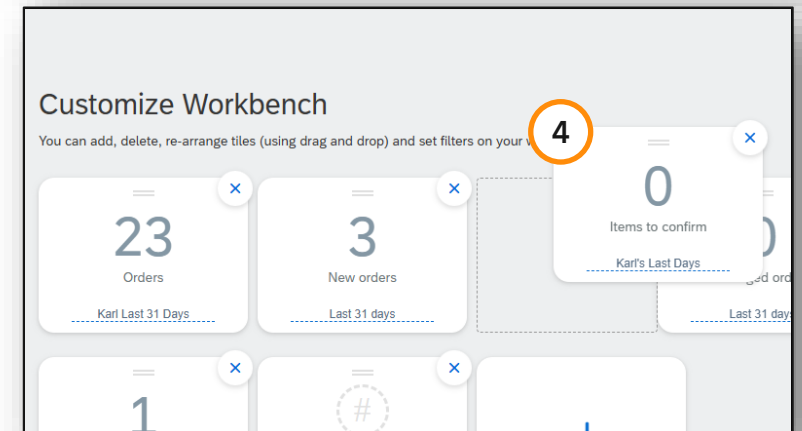
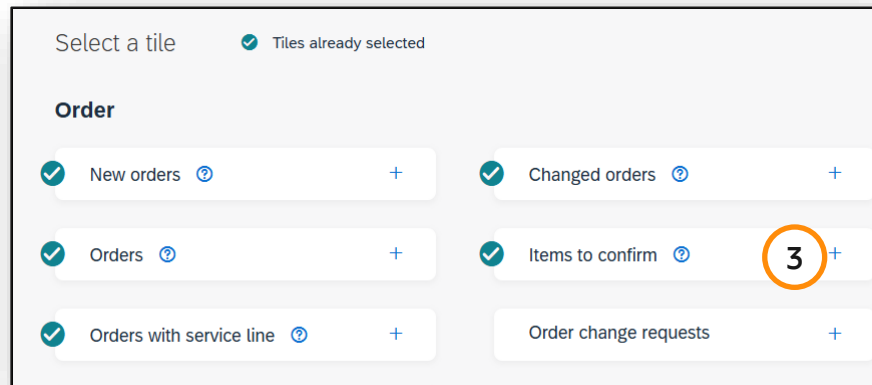
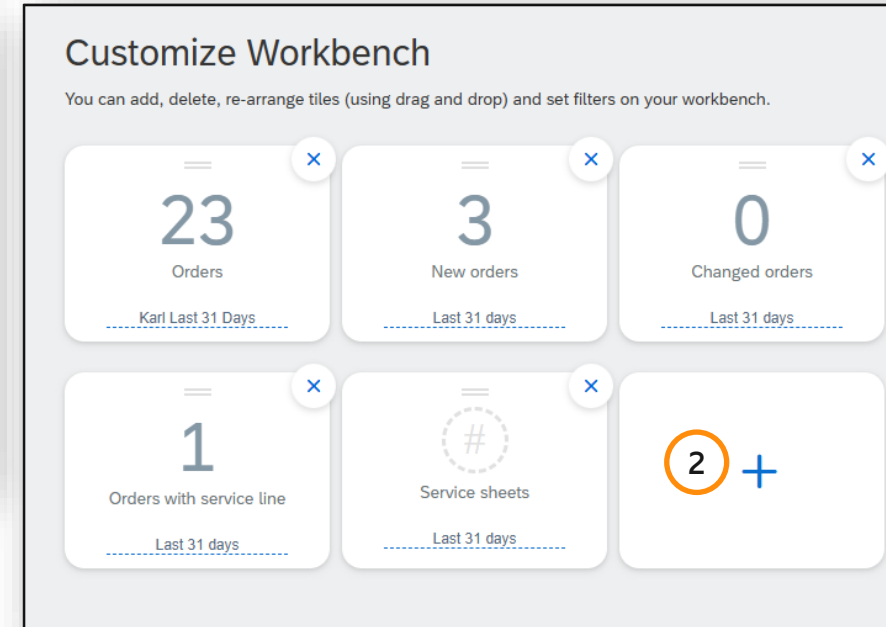
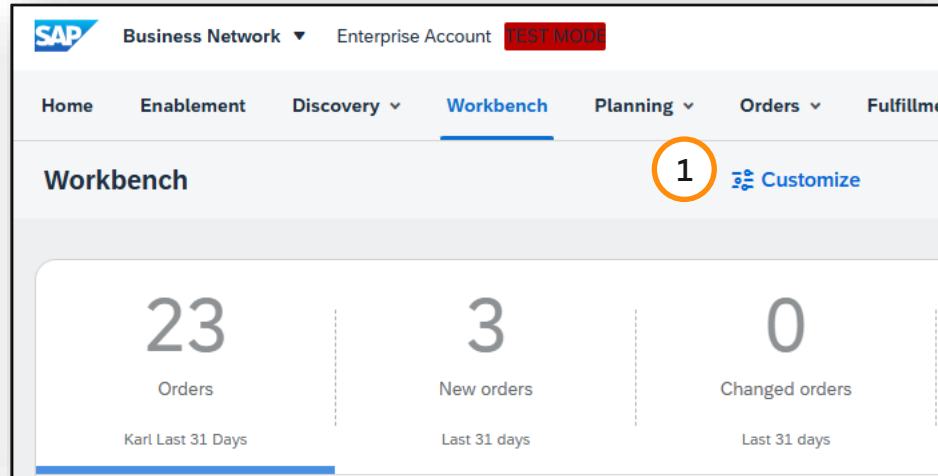
- Workbench Dashboard:** Shows three tiles: 'Orders' (126), 'New orders' (42), and 'Items to confirm' (52). The 'Orders' tile is circled with a '1'.
- Order Table:** A table with columns 'Order Number', 'Type', and 'Actions'. The 'Actions' button is circled with a '2'.
- Actions Menu:** A dropdown menu showing 'Confirm entire order' and 'Update line items'. The 'Update line items' option is circled with a '3'.
- Purchase Order Screen:** Shows 'Purchase Order: 4526165884'. The 'Create Order Confirmation' button is circled with a '4'.
- Create Order Confirmation Menu:** A dropdown menu showing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Create Order Confirmation' button is circled with a '5'.
- Order Screen:** Shows 'Order 4526380683'. The 'Create Order Confirmation' button is circled with a '6'.
- Actions Menu:** A dropdown menu showing 'Confirm Entire Order' and 'Update Line Items'. The 'Actions' button is circled with a '7'.

Order Confirmation

Workbench - Add or change the placement of the tile "Items to confirm"



1. Select **Customize**
2. Click "+" to add tiles
3. Find **Items to Confirm** and click "+" to add
4. Drag and drop to place the tile in the right order and then click **Apply** to exit the customization



Order Confirmation

Manage Individual PO – Confirm Entire Order



1. Select **Confirm** entire order action
2. Complete the mandatory fields in the Order Confirmation Header
3. Review the Line Items
4. Click **Next** button in the bottom of the screen when finished
5. Review the order confirmation and select the next action:
 - Click on **Previous** to go the previous page
 - Click on **Submit** to send order confirmation to the buyer
 - Click on **Exit** to leave the page without saving any changes

Note* Once the order confirmation is submitted, the order status will display as Confirmed

Order Number	Type	Actions
4526165884	Order	...

1
Confirm entire order
Update line items

2

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OCGFH123

Associated Purchase Order #: 4524252461

Customer: Ericsson - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:*

Est. Delivery Date:*

Comments:

3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		SXK1092341/1		3,000 (PCE)	28 Dec 2021	\$63.83 USD	\$191.49 USD	
Description: ASSEMBLED PARTS/RMA bracket Configuratio								
The buyer has marked this as Completed								
Schedule Lines								
Current Order Status:								
3,000 Confirmed As Is								

4

Next

5

Previous

Submit

Exit

Order Confirmation

Manage Individual PO – Update Line Items

1. If you select **Update Line Items**, you can confirm and update line item information. Order confirmations have a Header and a line items section
 - At line item level, you can confirm the quantity and price fully or partially and leave a comment
2. Confirm the full or partial quantity in the **Confirm** box
3. Click on the **Details** button at a line level to modify information about the shipping and delivery dates or add comments. (The price can only be modified if it falls within the tolerance, otherwise this will bring up an error.) Once completed, click OK to return to main screen
4. After confirming all requested items, click on the **Next** button in the bottom of the screen
5. Review the order confirmation and click on the **Submit** to send it to buyer's system. Click on **Exit** to leave the page without saving any changes. Click on **Previous** to return to line items update

Note: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message

Note: Attachments cannot be sent a header or line item level, any important

Order Number: 4526165884, Type: Order, Actions: ...

Confirm entire order
1 Update line items

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price
10		SXK1092011/1		42.000 (PCE)	7 Jul 2022	\$100.00 USD

Description: ASSEMBLED PARTS/19/23 inch rail set 8HU

Schedule Lines

Current Order Status

☐ 5 Confirmed With New Date (Comments: Partial confirmation for delivery on the 30th April ; Estimated Shipment Date: 23 Apr 2022; Estimated Delivery Date: 30 Apr 2022)

☒ 37.000 Unconfirmed

Confirm:

Details

Exit Next

Est. Shipping Date: 23 Apr 2022

Est. Delivery Date: 30 Apr 2022

Unit Price: \$100.00 USD

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit: PCE

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments: Partial confirmation for delivery on the 30th April

Description: ASSEMBLED PARTS/19/23 inch rail set 8HU

Pricing Description:

Subtotal: \$500.00 USD

Line Items

Line #	Part #	Customer Part #	Revision Level
10		SXK1092011/1	

Description: ASSEMBLED PARTS/19/23 inch rail set 8HU

Schedule Lines

Current Order Status:

5 Confirmed With New Date (Comments: Partial confirmation with new price)

37.000 Unconfirmed

Previous Submit Exit

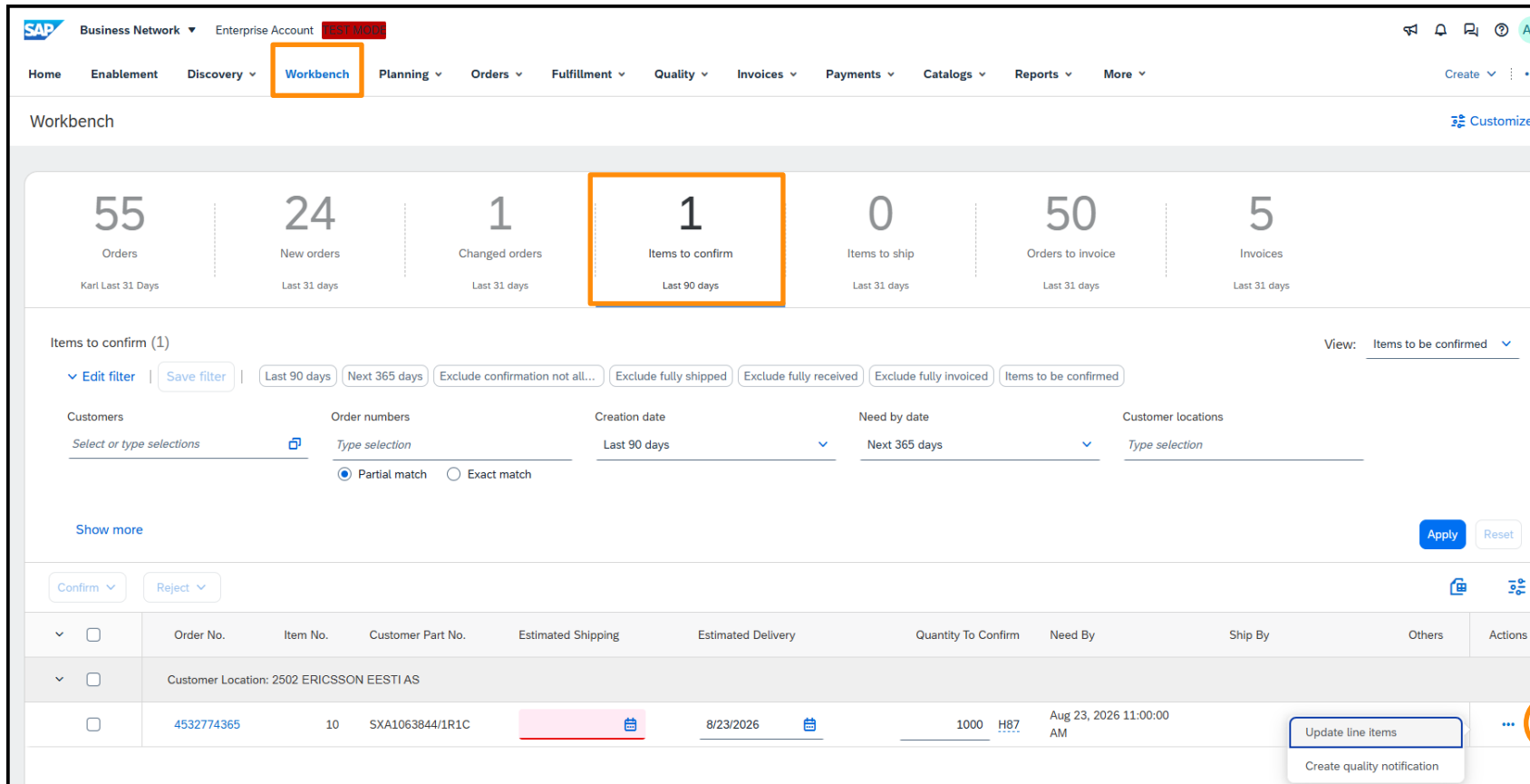
Order Confirmation

Manage Individual PO – Split Lines (1/3)



Split action is available from the **Workbench/ Items to Confirm** tile.

1. Click on the line and on the **Actions** icon – **Update line items** 



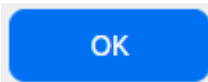
The screenshot shows the SAP Business Network Workbench interface. The 'Workbench' tab is selected in the top navigation bar. The 'Items to confirm' tile is highlighted with an orange box. Below the tiles, the 'Items to confirm (1)' section is visible, showing a table of items to confirm. The table has columns for Order No., Item No., Customer Part No., Estimated Shipping, Estimated Delivery, Quantity To Confirm, Need By, Ship By, Others, and Actions. The first row shows an item with Order No. 4532774365, Item No. 10, and Customer Part No. SXA1063844/1R1C. The 'Actions' column for this item shows a dropdown menu with the option 'Update line items' highlighted, which is also circled with an orange circle and the number 1.

Order No.	Item No.	Customer Part No.	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Need By	Ship By	Others	Actions
4532774365	10	SXA1063844/1R1C		8/23/2026	1000	H87	Aug 23, 2026 11:00:00 AM		Update line items Create quality notification

Order Confirmation

Manage Individual PO – Split Lines (2/3)

1. Start by setting a **shipping date** and a **delivery date** for the first delivery
2. Then scroll down and set the quantity of the first delivery, in this example 1 pcs out of a total of 2 pcs
3. Click on **Details**
4. Confirm the details by clicking



▼ Order Confirmation Header

Confirmation #:

Split Confirmation

Associated Purchase Order #:

4532862925

Customer:

Ericsson AB - TEST

Supplier Reference:

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

1

Est. Shipping Date:*

17 Aug 2026

Est. Delivery Date:

24 Aug 2026

Comments:

Est. Shipping Cost:

Est. Tax Cost:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10	1/BYB 501 180 R1K	1/BYB501180		Material	2.000 (PCE) ⓘ	30 Jun 2026 CEST
						30 Jun 2026 Buyer time

Description:

CABINET FRAME/Metric Pitch H=1800 D={300

► Schedule Lines

Current Order Status

☒ 2.000 Unconfirmed

2

Confirm:

1

3

[Details](#) ⓘ

Confirm Based on Schedule Lines

Attachments:

Name	Size (bytes)	Content Type
No items		

Order Confirmation

Manage Individual PO – Split Lines (3/3)



- 1. Now one partial delivery has been confirmed
- 2. Repeat the steps for the unconfirmed quantity: Set a quantity and then click **Details**
- 3. In the details tab you can now set a different shipment date and delivery date. Click OK to confirm
- 4. Now the full qty is confirmed with different dates. Click Next to get a summary view and submit the confirmations

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price
10	1/BYB 501 180 R1K	1/BYB501180		Material	2.000 (PCE)	30 Jun 2026 CEST 30 Jun 2026 Buyer time	20.00 SEK

Description: CABINET FRAME/Metric Pitch H=1800 D=(300)

Schedule Lines

Current Order Status

1

☐ 1 Confirmed With New Date (Estimated Shipment Date: 17 Aug 2026; Estimated Delivery Date: 24 Aug 2026 [CEST](#) / 24 Aug 2026 [Buyer time](#))

2

☒ 1.000 Unconfirmed

2

Confirm:

2

[Details](#)

[Confirm Based on Schedule Lines](#)

Attachments:

Line No.	Part No.	Customer Part No.	Qty	Unit
10	1/BYB 501 180 R1K	1/BYB501180	2.000	PCE

Description: CABINET FRAME/Metric Pitch H=1800 D=(300)

New Order Status: 1 Confirmed

3

Est. Shipping Date: *

Est. Delivery Date: *

Schedule Lines

Current Order Status

4

☐ 1 Confirmed With New Date (Estimated Shipment Date: 17 Aug 2026; Estimated Delivery Date: 24 Aug 2026 [CEST](#) / 24 Aug 2026 [Buyer time](#))

☒ 1 Confirmed With New Date (Estimated Shipment Date: 24 Aug 2026; Estimated Delivery Date: 31 Aug 2026 [CEST](#) / 31 Aug 2026 [Buyer time](#))

Confirm:

[Details](#)

Order Confirmation

Manage Individual PO – Split Lines



Previous Submit

Confirmation #: Split Confirmation
Supplier Reference:
Est. Shipping Date: 17 Aug 2026
Est. Delivery Date: 24 Aug 2026

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Custo
10	1/BYB 501 180 R1K	1/BYB501180		Material	2.000 (PCE) ⓘ	30 Jun 2026 CEST 30 Jun 2026 Buyer time	20.00 SEK	40.00 SEK	
Description: CABINET FRAME/Metric Pitch H=1800 D=(300									

► Schedule Lines

Current Order Status:

- 1 Confirmed With New Date (Estimated Shipment Date: 17 Aug 2026; Estimated Delivery Date: 24 Aug 2026 [CEST](#) / 24 Aug 2026 [Buyer time](#))
- 1 Confirmed With New Date (Estimated Shipment Date: 24 Aug 2026; Estimated Delivery Date: 31 Aug 2026 [CEST](#) / 31 Aug 2026 [Buyer time](#))

Previous Submit

Order Confirmation

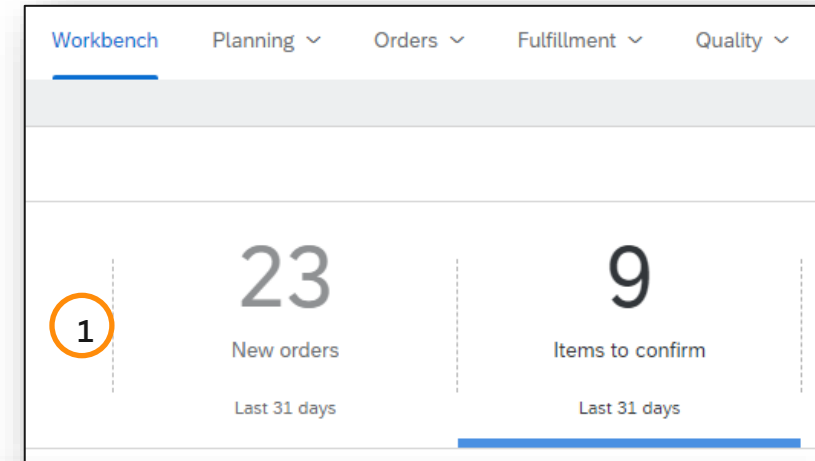
Manage Multiple POs (From the Workbench)



Where multiple POs need to be confirmed at the same time, you should use the **Items to Confirm** Workbench tile or tab. It summarises all line items across different POs and gives you the possibility to confirm multiple lines at once.

From the Workbench:

1. Click **Items to Confirm** tile
2. Use filters to identify the right items
3. Select items to confirm, scroll across to add in **Estimated Shipping** and check **Estimated Delivery**, quantity etc.
4. Click on **Confirm**



Items to confirm (9)

2 > [Edit filter](#) | [Save filter](#) | [Next 90 days](#) [Last 31 days](#) [Exclude confirmation not all... , +1](#) [Exclude fully shipped](#)

3

Estimated Shipping	Estimated Delivery	Quantity To Confirm	Confirmed Unit Price
mm/dd/yyyy	Jun 14, 2022	16 PCE	1 USD
mm/dd/yyyy	Jun 14, 2022	16 PCE	1 USD

4

[Confirm](#) [Reject](#)

Order Confirmation

Manage Multiple POs (From the Workbench)

5. Select any of the actions from the dropdown
6. Review confirmation and add in **Confirmation number** and
7. Click **Submit** to send it to the buyer system

Note: It is not possible to propose price changes, split a single PO line into several confirmations

Items to confirm (9)

[> Edit filter](#) | [Save filter](#) | [Next 90 days](#) | [Last 31 days](#) | [Exclude confirmation not all... , +1](#) | [Exclude fully shipped](#)

[Confirm](#) [Reject](#)

5

	Customer	Ordering Address	Type	Order No. ↓	M
	Ericsson - TEST	ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China	Order	4526381469	
☒	Ericsson - TEST	ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China	Order	4526381201	
☒	Ericsson - TEST	ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China	Order	4526380873	
☒	Ericsson - TEST	ROSENBERGER TECHNOLOGIES CO., LTD, Kunshan, Jiangsu, China	Order	4526380872	

Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Shipping
Customer: Ericsson - TEST Order No.: 4526383502 Confirmation number OCR123						
Item No.: 20 Supplier Part No.: Description: TRANSCEIVER/ARUS B4						
1	Jun 14, 2022		16.00 PCE	\$1.00 USD	16.00 PCE	Jun 15, 2022

[Submit](#) [Cancel](#)

7

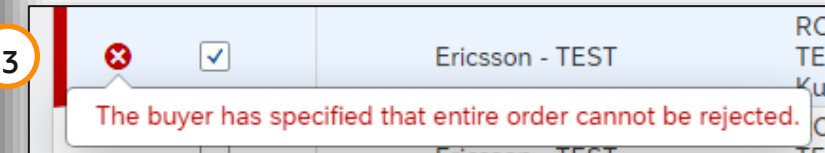
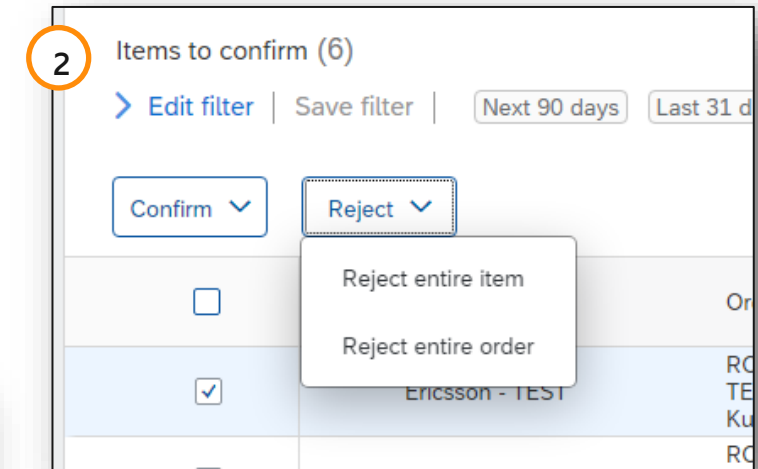
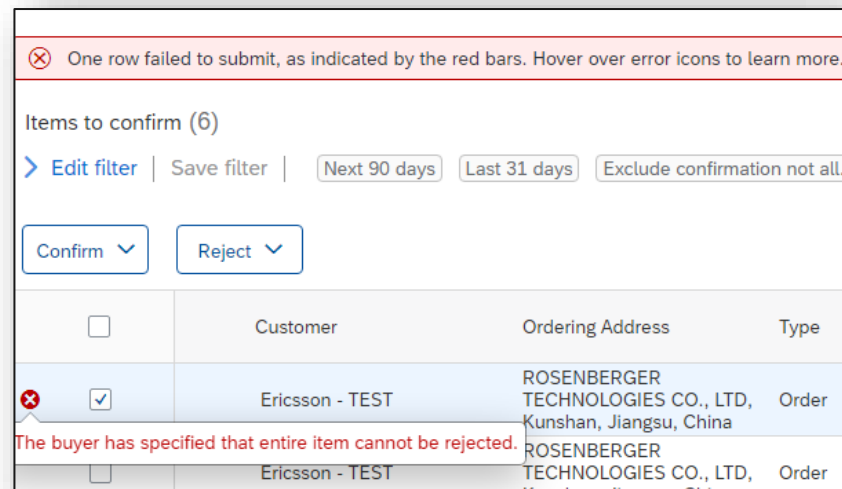
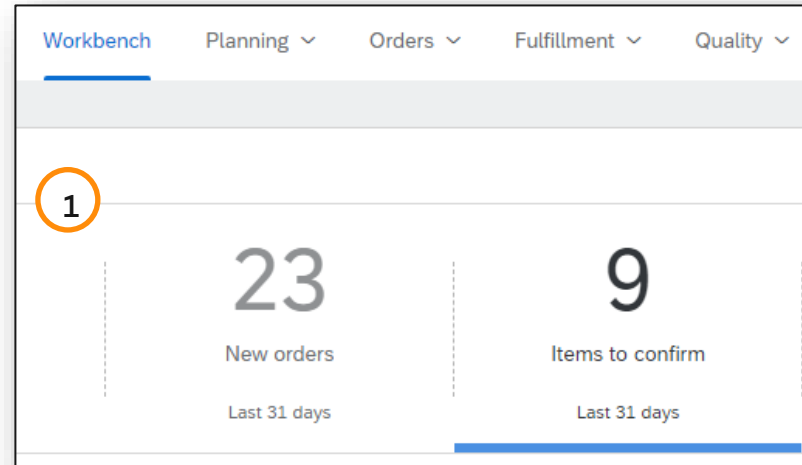
Order Confirmation

Reject Order Confirmations in the Workbench – Not allowed

Please note that order confirmations cannot be rejected. This refers to the entire order and individual line items.

In the workbench, if you go to **Items to Confirm** and select a PO, you can see that the reject button will not be faded and will display as clickable, however if you click on the reject button you will receive an error.

Note: If there is an issue with the PO please contact the buyer in order for them to change or send a new PO



Order Confirmation

Manage Multiple PO's (From the Orders Tab)



From the Orders/ Orders and Releases tab:

1. Go to **Items to Confirm** sub-tab
2. Identify relevant items to confirm using **Search Filters**
3. In the Status field you can specify the items to be identified. Click **Search**
4. Select the lines you wish to confirm
5. Scroll across to confirm dates

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

⚠ This page will be replaced with our new Workbench concept soon. [Try the new Workbench](#)

▼ Search Filters

Customer: All Customers

Order Number:

Planner Code:

Product Group: Line Of Business

Need by Date Range: Other

Start Date: 26 May 2022

End Date: 3 Jul 2022

Category: All

Part #:

Customer Part #:

Supplier Batch ID:

Customer Location:

Ordering Address ID:

Company Code:

Purchasing Organization:

View:

Only Items that can be confirmed

All Items with unconfirmed quantity

Only fully confirmed items

Search only stock transport orders

Number of Results: 500

Search

Reset

Items to Confirm (49)						
	Type	Order Number	Item	Part No.	Customer Part No.	Description
☒	Order	4526380442	10		SXK1092341/1	ASSEMBLED PARTS/RMA bracket Configuratio
☒	Order	4526380456	10		SXK1092341/1	ASSEMBLED PARTS/RMA bracket Configuratio

Qty to Confirm	Need By ↑	Estimated Shipping	Estimated Delivery	Supplier Batch ID
6 (PCE)	30 May 2022	2 Jun 2022	6 Jun 2022	

Order Confirmation

Manage Multiple PO's (From the Orders Tab)

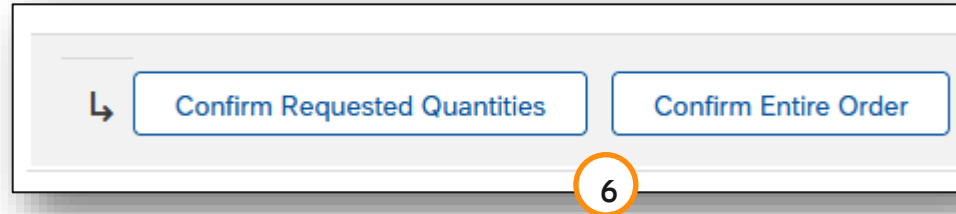
6. Select one of the allowed actions:

- To confirm entire order without any updates, click **Confirm Entire Order** button
- To confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date

7. Review confirmation and click **Submit** to send it to buyer system

Note: You are able to confirm up to 20 items at once

It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option



CONFIRMATION REVIEW									
Items to Confirm									
Total: 2									
Line No. ↑	Part No.	Customer Part No.	Customer	Estimated Shipping	Estimated Delivery	Supplier Batch ID	Confirm Qty	Need By	Ship By
▼ Order No.: 4526380442 (1)									
10		SXK1092341/1	Ericsson - TEST	2 Jun 2022	6 Jun 2022		6 (PCE)	30 May 2022	
Description: ASSEMBLED PARTS/RMA bracket Configuratio									
▼ Order No.: 4526380456 (1)									
10		SXK1092341/1	Ericsson - TEST	2 Jun 2022	6 Jun 2022		6 (PCE)	30 May 2022	
Description: ASSEMBLED PARTS/RMA bracket Configuratio									
							7		
							Submit		
							Cancel		

Order Confirmation

FCA Shipments



Regarding FCA shipments please note that the delivery date should be equal to the handover date. So both shipment and delivery date can have the same date

Shipping and Tax Information

Est. Shipping Date: * 15 Jun 2022 

Est. Delivery Date: * 15 Jun 2022 

Comments:

Transport Terms Information

Delivery Terms: Transport Condition

Transport Terms: FCA (Free Carrier)

Transport Location: KUNSHAN

Order Confirmation

Mass OC Upload – Create OC report

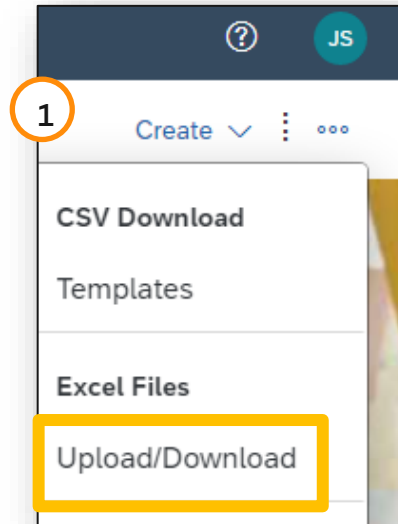
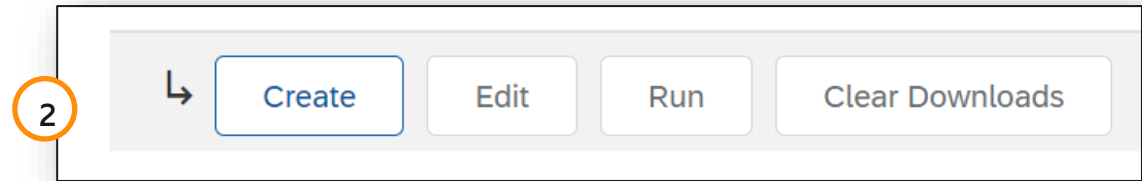


From the Homepage:

1. Click on the  button and go to Upload/Download
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as Order confirmation. Once finished, save it
4. The report will appear in the Jobs list. Select it and click Run
5. Refresh the status and this should change to completed, then click on the download icon to download the report

Please note*

- You can extract up to 10000 lines. Set Date Range value in search filters to narrow down your search
- The generated Excel file now excludes items that are fully shipped, fully received, or both



Create/Edit Job

* Name: OCTYPE123

* Type: Order Confirmation

Job Search Criteria

* Customer: Ericsson - TEST

Order type: All

Order number:

Product group: Line of Busine

Date type: ☒ Need By ☐ Ship By

Date Range: Current Date 365 Days

Search by: ☒ Line item date range ☐ Schedule line date range

Supplier part number:

Buyer part number:

Location:

Planner code:

☐ Include already-confirmed data

☐ Do not include data from new orders

Cancel Save

Downloads					
Job Name	Type	Last Run	Last Run By	Status	File
test GFH	Order Confirmation	6 May 2022 5:03:20 AM	Grace Hall	Completed	

4

Order Confirmation

Mass OC Upload — Create OC report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2	SAP Ariba 																
3	Confirmations		Time Zone:		UTC-07:00												
4	Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Schedule Line Number	Commitment Level	Current Status	Item Type	Item Supplier Pa ID
5		4526380597	Order		1 #####							10	1		Unconfirmed	accept	
6		4526380614	Order		2 #####							10	1		Unconfirmed	accept	
7																	
8																	
9																	
10																	

Note: You should always download the latest excel template from the Ariba Network in case any columns or updates have been made to the excel. Never reuse a previously saved template, this could cause errors

Order Confirmation

Mass OC Upload – Date Update



To update **the delivery date** for the full line only, follow the below steps:

1. Fill your confirmation number
2. Change the Item delivery date column populated with your new date
3. Item type: leave the field as "accept"

Leave the other columns without any change.

Delete the lines that you do not want to confirm for now. Right click and delete the row, do not select the line and press the delete key this will cause the file to error when you try to load it

Note: Some of the columns are hidden on the excel file to show the required fields in the image above

SAP Ariba



Confirmations

UTC-07:00

1

2

3

Confirmation Number	Order Number	Order Version	Order Date	Item Type	Item Delivery Date
	3505291419	4	#####	accept	07 Mar 2022
	3505291421	1	#####	accept	07 Mar 2022
CONF3505291435	3505291435	1	#####	accept	07 Mar 2022
CONF3505291437	3505291437	1	#####	accept	07 Mar 2022
	3505291457	1	#####	accept	07 Mar 2022

Order Confirmation

Mass OC Upload – Split of a Line into Multiple Delivery Dates

If you need to split quantity of a line item into multiple delivery dates, follow the steps below.
Example: Line item with 60 items to be delivered by 7th March. 35 items delivered on the 7th March and 25 items delivered on the 28th March.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 35 in the initial line, and 25 in the 2nd line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates. **(Example)**
4. Adjust the dates accordingly for each of the lines

Note: The total of the quantity in each line must always be equal to the initial order line quantity



Confirmations UTC-07:00

Confirmation Number	Order Number	Order Version	Order Date	Item Type	Item Quantity	Item Unit Of Measure	Item Delivery Date
	3505291437	1	09 Feb 2022 05:00:00 AM	accept	60	PCE	07 Mar 2022



Confirmations UTC-07:00

Confirmation Number	Order Number	Order Version	Order Date	Item Type	Item Quantity	Item Unit Of Measure	Item Delivery Date
	3505291437	1	09 Feb 2022 05:00:00 AM	accept	60	PCE	07 Mar 2022
	3505291437	1	09 Feb 2022 05:00:00 AM	accept	60	PCE	07 Mar 2022



Confirmations UTC-07:00

Confirmation Number	Order Number	Order Version	Order Date	Item Type	Item Quantity	Item Unit Of Measure	Item Delivery Date
CONF3505291436	3505291437	1	09 Feb 2022 05:00:00 AM	accept	35	PCE	07 Mar 2022
CONF3505291437	3505291437	2	09 Feb 2022 05:00:00 AM	accept	25	PCE	28 Mar 2022

Order Confirmation

Mass OC Upload – Reupload the Template 1



From the **Uploads/Downloads** screen:

1. Click on **Uploads** sub-tab
2. Click **Upload** button. A new window will pop up
3. Fill in the name for your file upload and a customer name
4. In the type field choose Order Confirmation
5. Click **Browse** and select the file
6. Click **Upload**

Note: Do not use the link “Download template”

If you do not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file

The screenshot shows the 'Uploads' tab selected in the top navigation bar. Below the navigation bar, there is a 'Search Filters' section. The main content area displays a table of uploads. The table has columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. A single row is visible with the following data: Name: vg2, Type: Ship Notice, Last Uploaded: 17 Mar 2022 8:17:49 AM, Last Uploaded By: John Smith, Status: Failed, File: (download icon), Log: (download icon). Below the table, there are two buttons: 'Upload' and 'Refresh Status'. The 'Upload' button is circled with a '2'.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
vg2	Ship Notice	17 Mar 2022 8:17:49 AM	John Smith	Failed	Download	Download

The screenshot shows the 'Upload File' dialog box. It has a title bar with a close button. The main area contains three input fields: '* Name:' with the value 'VG2', '* Customer:' with the value 'Ericsson Test', and '* Type:' with a dropdown menu showing 'Order Confirmation'. Below these fields is a 'File:' label followed by a blue button with a plus icon and the text 'Choose file'. At the bottom right, there are two buttons: 'Upload' and 'Cancel'. The 'Upload' button is circled with a '6'.

* Name: VG2

* Customer: Ericsson Test

* Type: Order Confirmation

File: [+ Choose file](#)

[Upload](#) [Cancel](#)

Order Confirmation

Mass OC Upload – Reupload the Template 2



7. The status column displays whether upload was successful or not:
 - If upload is successful, the status will turn to **Completed**. Order status will be updated with confirmed quantities, or date
 - If the status changes to **Failed**, you need to download the audit log to view the errors
 - If the status changes to **Completed With Errors**, you need to download the audit log to view the lines with errors
8. You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. Reupload the corrected file by following the previous steps

Jobs Downloads Uploads						
Search Filters						
Uploads						
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	↓	↓
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

Order Confirmation

Mass OC Upload – Opening in Excel Format

Open the .csv file with Excel. If you do not see the columns properly filled in, follow the steps below:

1. Select the first column containing all concatenated data
2. Click on Data > Text to columns
3. Select "delimited"
4. Click **Next**
5. In "delimiters" screen select "comma" and un-select everything else
6. Click **Next**
7. Do not edit next page. Click **Finish**
8. The data will appear in columns

1

	A	B	C
1	UTF-8;.....		
2	_csv_version:1.0;_csv_serial:SERIAL_DEFAULT_SHIP_NOTI		
3	Ship Notice Number;Ship Notice Date;Order ID;Order Date		
4	Required;Required;Required;Required;Optional;Optional		
5	String;Date;String;Date;String;Date;Date;String;Stri		
6	Ship notice ID;Ship notice date; format: YYYY-MM-DDThh:		
7	;2018-10-28T08:26:50-07:00;6008417400;2018-08-06T05:00:		
8	;2018-10-28T08:26:50-07:00;6008418234;2018-08-07T05:00:		
9	;2018-10-28T08:26:50-07:00;6008418235;2018-08-07T05:00:		

2

Data Review View Tell me what you want to do

Queries & Connections Properties Edit Links es & Connections

Sort Filter Reapply Advanced Text to Columns

5

Delimiters

☐ Tab ☐ Semicolon ☒ Comma ☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

_csv_serial:SERIAL_DEFAULT_SHIP_NOTICE_V_1
Ship Notice Date
Required
Date

6

3

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1
2 _csv_serial:SERIAL_DEFAULT_SHIP_NOTICE_V_1
3 Ship Notice Date
4 Required
5 Date

4

7

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$B\$1

Data preview

General

_csv_serial:SERIAL_DEFAULT_SHIP_NOTICE_V_1
Ship Notice Date
Required
Date

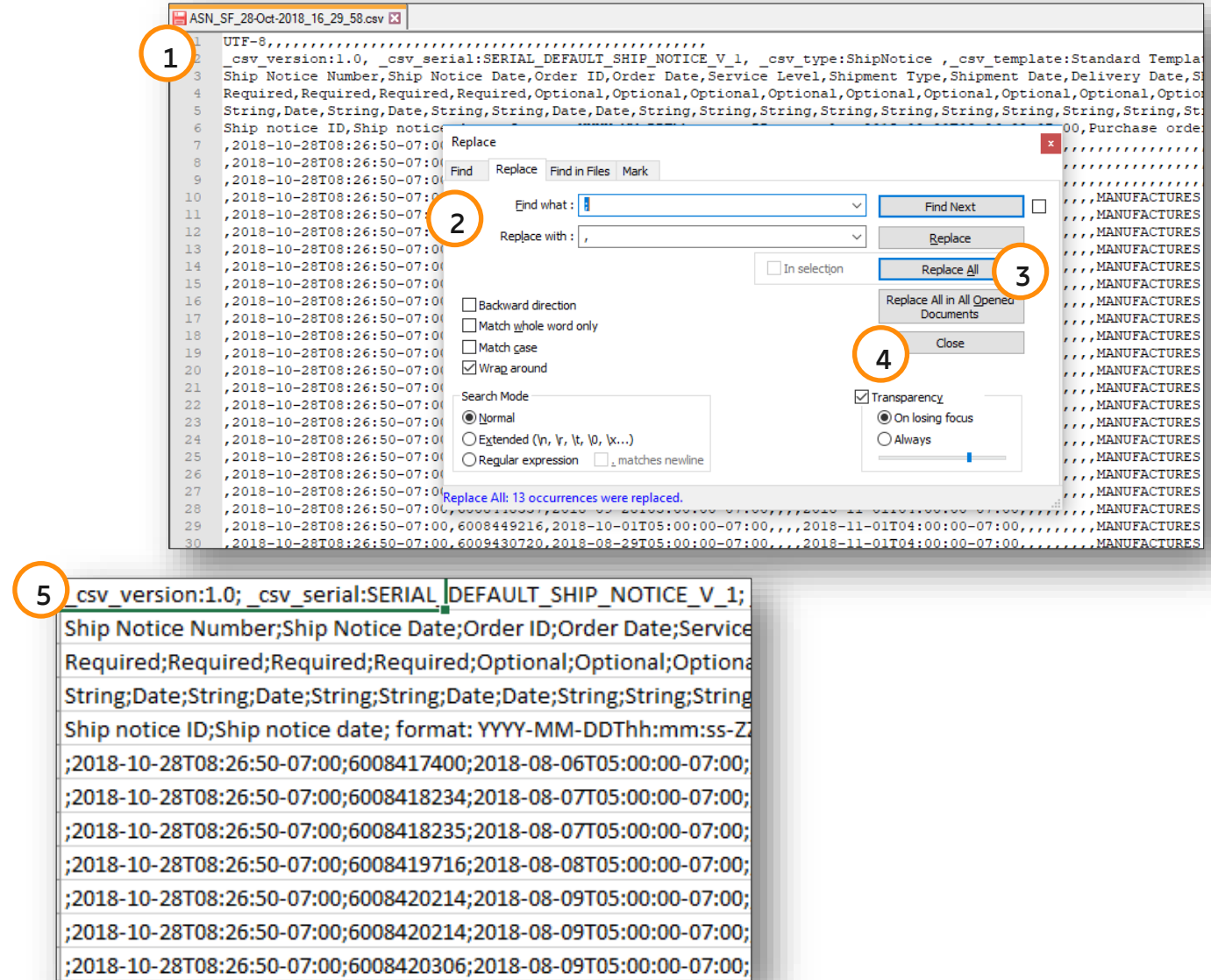
8

_csv_serial:SERIAL_DEFAULT_SHIP_NOT	_csv_type:ShipNc	_csv_template:Standard Template
Ship Notice Date	Order ID	Order Date
Required	Required	Required
Date	String	Date
Ship notice date; format: YYYY-MM-DDThh:	Purchase order ID	Purchase order date; format: YYYY-MM-DD
2018-10-28T08:26:50-07:00	6008417400	2018-08-06T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418234	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418235	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008419716	2018-08-08T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008420214	2018-08-09T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008420214	2018-08-09T05:00:00-07:00

Order Confirmation

Mass OC Upload – Reupload in Correct Format for AN

1. If you had to perform the steps of the previous slide (problems to open comma-separated file in Excel), you will need to follow these steps to reupload your saved .csv file onto Ariba Network
2. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H
3. In **Find what** field enter ; (semi-colon), in **Replace with** field enter , (comma)
4. Click **Replace all**
5. Click **Close**. Save the file and close it
6. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into Ariba



Order Confirmation

Reconfirm PO 1 (From the Workbench)

1. Go to the **items to confirm** tab
2. Select the view “**Confirmed items for editing**”
3. Click **apply**. If required, check the other filters (for example "need by date" must contain a value)

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench' (selected), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'More'. The 'Workbench' section shows a summary of various order-related metrics: 24 Orders, 7 New orders, 0 Changed orders, 10 Items to confirm (highlighted with a red circle and the number 1), 7 Items to ship, and 1 Invoices. Below this, the 'Items to confirm (10)' section is active, showing a 'View: Confirmed items for editing' dropdown (highlighted with a red circle and the number 2). The filter section includes buttons for 'Edit filter', 'Save filter', and various time-based filters. Below the filters, there are sections for 'Customers', 'Order numbers', 'Creation date', 'Need by date', and 'Customer locations'. The 'Need by date' section has a dropdown menu set to 'Next 365 days'. At the bottom right, there is an 'Apply' button (highlighted with a red circle and the number 3) and a 'Reset' button.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports Messages More

Workbench Customize

24 Orders Karl Last 31 Days

7 New orders Last 31 days

0 Changed orders Last 31 days

10 Items to confirm Save filter

7 Items to ship Last 31 days

1 Invoices Last 31 days

Items to confirm (10)

View: Confirmed items for editing

Edit filter Save filter Last 90 days Next 365 days Exclude confirmation not all... Exclude fully shipped Exclude fully received Exclude fully invoiced Confirmed items for editing

Customers Select or type selections

Order numbers Type selection

Creation date Last 90 days

Need by date Next 365 days

Customer locations Type selection

Partial match Exact match

Show more

Apply Reset

Order Confirmation

Reconfirm PO 2 (From the Workbench)



Purchase orders in scope for reconfirmation should now be visible:

- 4. Update the **estimated shipping date** and **estimated delivery date**.
- 5. Press **Confirm** and select **Confirm Entire Item**
- 6. Review the update and press **Submit**

5

Confirm		Reject								
✓	☐	Order No.	Item No.	Customer Part No.	Description	Requested Unit Price	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Others
✓	☐	Customer Location: 2486 ERICSSON AB								
☐		4528580487	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK			50	H87
☐		4528580487	20	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK			50	H87
☐		4528580487	30	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK			50	H87
☒		4528580955	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK	5/17/2024	5/24/2024	50	H87
☐		4528580956	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK		5/17/2024	50	H87
☐		4528580957	10	24/BYB501/2	MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8	252.06 SEK		5/10/2024	50	H87

Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Shipping	Estimated Delivery
Customer: Ericsson AB - TEST Order No.: 4528580955 Confirmation number							
Item No.: 10 Supplier Part No.: 24/BYB 501/2 R1F Description: MOUNTING SET/MOUNT. SET,BACK TO BACK,D=8							
1	May 10, 2024		50.00 H87	252.06 SEK	50.00 H87	May 17, 2024	May 24, 2024

6

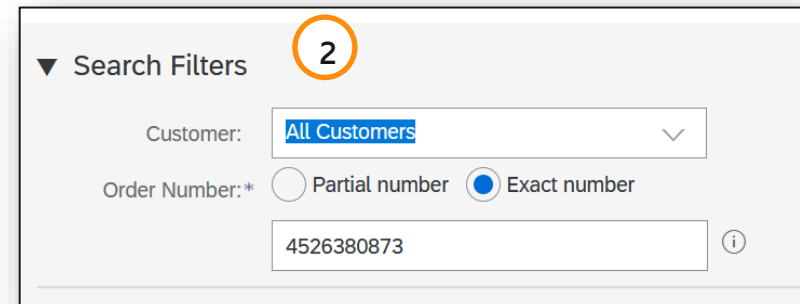
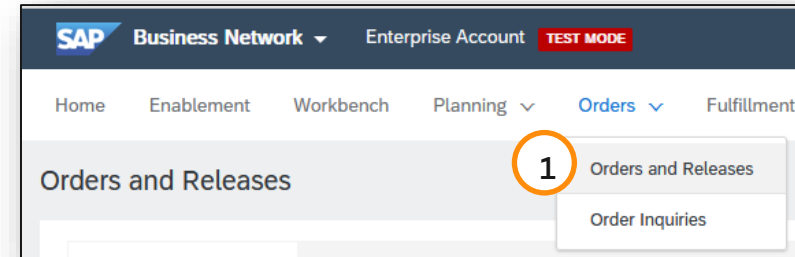
Order Confirmation

Reconfirmation 1 (From the Orders Tab)

From Orders/ Orders and Releases:

1. Click on Items to confirm sub-tab
2. Use search filters to identify already confirmed lines
3. Click **Actions/ Update line item** on the right-hand side of your screen
4. Follow the same instructions that can be found on slide 23 to complete the process

Note: It is also possible to open the PO and reconfirm from the PO screen. (See chapter "Individual PO confirmation")



Orders and Releases (1)													
Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
☒ Order	4526380873	1	Ericsson - TEST		EAB BS Main Borås Sweden	ROSENBERGER TECHNOLOGIES CO., LTD Kunshan, Jiangsu China	\$4,200.00 USD	13 Apr 2022	Partially Confirmed	Invoice	\$0.00 USD	Original	Actions
Create Order Confirmation Create Ship Notice Create Invoice Hide Show Resend Failed Orders													
													3 Confirm Entire Order Update Line Items

Order Confirmation

Reconfirmation 2



1. If you need to update the previously confirmed quantity, you can review the PO and review the split of the previously confirmed quantity
2. You can change the delivery date and shipping date in the shipping and tax section
3. Update the previously updated confirmed items by clicking on the circle next to the line and fill in the quantity in the **Confirm** box
4. Example can be splitting the previously confirmed 2 lines and providing different dates
5. The order confirmation will be updated

Line Items								
Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		SXK1092011/1		42.000 (PCE)	7 Jul 2022	\$100.00 USD	\$4,200.00 USD	
Description: ASSEMBLED PARTS/19/23 inch rail set 8HU								
Schedule Lines								
Current Order Status								
☐ 1 Confirmed With New Date (Estimated Shipment Date: 14 Jul 2022; Estimated Delivery Date: 17 Jul 2022)								
☒ 1 Confirmed With New Date (Estimated Shipment Date: 20 Jul 2022; Estimated Delivery Date: 21 Jul 2022)								
☐ 40 Unconfirmed								
Confirm:						Details ⓘ		

Status

- | | |
|---------------------------|--|
| 1 Confirmed With New Date | (Estimated Shipment Date: 20 Jul 2022; Estimated Delivery Date: 21 Jul 2022) |
| 1 Confirmed With New Date | (Estimated Shipment Date: 14 Jul 2022; Estimated Delivery Date: 17 Jul 2022) |
| 40 Unconfirmed | |

Search for the PO, click on the PO order number and click on details

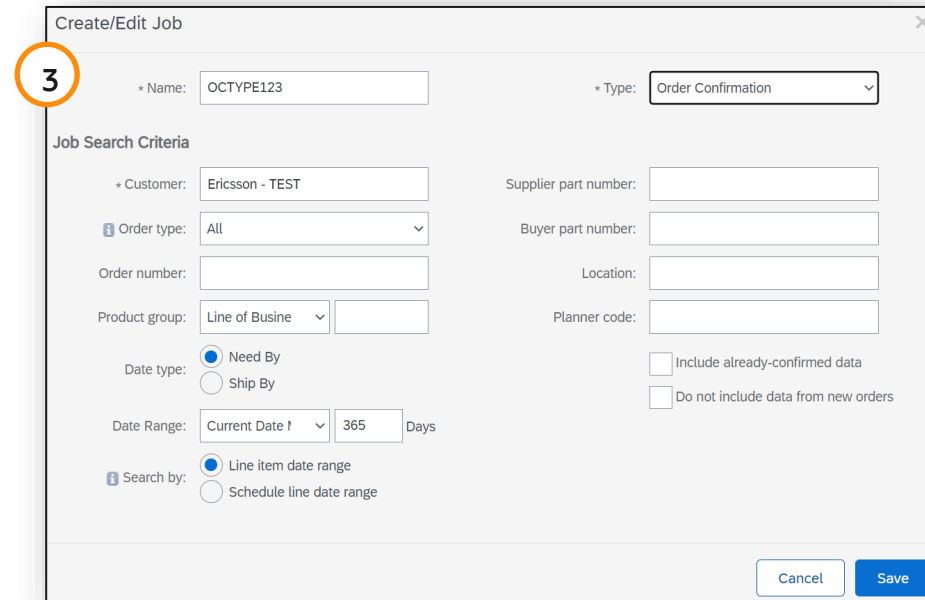
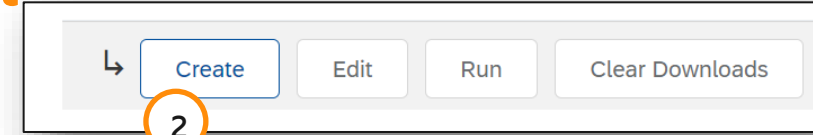
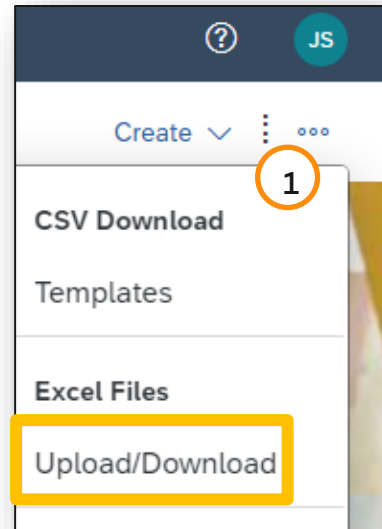
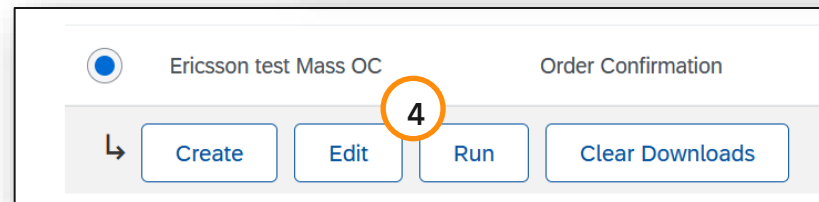
Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

From the Homepage:

1. Click  button/ Upload/ Download
2. In the Jobs section, click **Create** button
3. Prepopulate all mandatory fields. Set a type as Order confirmation. Once finished, save it
4. The report will appear in the Jobs list. Select it and click Run

A screenshot of a 'Create/Edit Job' form. The form contains several fields: 'Name' (OCTYPE123), 'Type' (Order Confirmation), 'Customer' (Ericsson - TEST), 'Order type' (All), 'Order number', 'Product group' (Line of Busine), 'Date type' (Need By), 'Date Range' (Current Date + 365 Days), 'Supplier part number', 'Buyer part number', 'Location', 'Planner code', and checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'. A red circle with the number '3' is placed over the 'Name' field.

Order Confirmation

Mass OC Upload – Run OC Report



5. You will be transferred to **Downloads** sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**
6. Download the Excel report and save it at your computer

Downloads					
Job Name	Type	Last Run ↓	Last Run By	Status	File
Ericsson test Mass OC	Order Confirmation	10 May 2022 9:00:11 AM	John Smith	Completed	↓
Ericsson test Mass OC	Order Confirmation	15 Feb 2022 4:48:49 AM	John Smith	Completed	↓
5 → Refresh Status 6					

Order Confirmation

Reconfirmation via Mass Upload – Reupload the Template



From the Upload/Download screen:

1. Go to **Uploads** sub-tab
2. Click **Upload** button. A new window will pop up
3. Fill in the name for your file upload and a customer name
4. In the type field choose Order Confirmation
5. Click **Browse** and select the file
6. Click **Upload**

Note: If reupload fails or is completed with errors, download the Log information. After errors are fixed, try to reupload the file again

The screenshot shows the 'Uploads' sub-tab interface. At the top, the word 'Uploads' is followed by a circled '1'. Below it is a table with columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The table is currently empty, displaying 'No uploads found.' Below the table, there is a circled '2' next to a right-pointing arrow, followed by two buttons: 'Upload' and 'Refresh Status'.

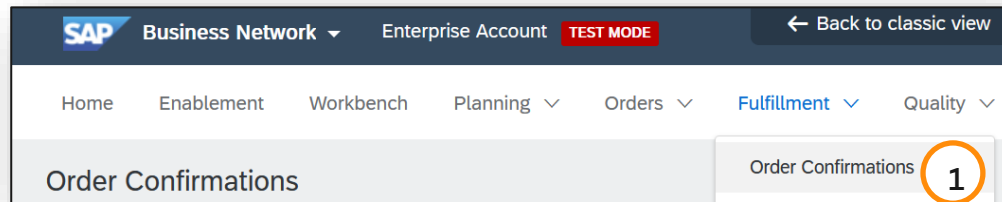
The screenshot shows the 'Upload File' dialog box. It contains several fields and buttons: a circled '3' next to the '* Name:' field which contains 'Mass Upload Test'; a circled '4' next to the '* Type:' dropdown menu which is set to 'Order Confirmation'; a '* Customer:' field containing 'Ericsson - TEST|'; a circled '5' next to the 'File:' label and a '+ Choose file' button; and a circled '6' next to the 'Upload' and 'Cancel' buttons at the bottom right.

Order Confirmation

Review Submitted Order Confirmations 1

From the Homepage:

1. Submitted order confirmations can be viewed from **Fulfillment / Order Confirmations**
2. Use search filters to identify the right document
3. Configure data view by clicking configure button
4. You can review conformation as well from the PO screen in the Related Documents



The screenshot shows the 'Order Confirmations' page. A red circle with the number 2 highlights the 'Search Filters' section. A red circle with the number 3 highlights the 'Configure' button (represented by a grid icon) in the top right corner of the table. The table displays two rows of order confirmation data.

Order Confirmations (274)				
Confirmation ID	Customer	Order #	Date ↓	Status
OCTESTGFH	Ericsson - TEST	4526380873	13 May 2022 3:40:59 PM	Acknowledged
OCTESTGFH	Ericsson - TEST	4526380873	12 May 2022 3:54:13 PM	Acknowledged

The screenshot shows a 'Purchase Order' detail view. The order is 'Partially Confirmed' with ID 4526380873, an amount of \$4,200.00 USD, and version 1. A 'Track Order' button is visible. The 'Routing Status' is 'Acknowledged', and the 'External Document Type' is 'Standard PO (NB)'. The 'Related Documents' section lists 'OCTESTGFH' and 'OCTESTGFH'. A red circle with the number 4 highlights the 'Related Documents' section.

Purchase Order
(Partially Confirmed)
4526380873
Amount: \$4,200.00 USD
Version: 1

[Track Order](#)

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: [OCTESTGFH](#)
[OCTESTGFH](#)

Order Confirmation

Review Submitted Order Confirmations 2



Here is an example of the order confirmation on the buyer side

1. Confirmation reference and purchase order reference
2. Original requested date and quantity
3. Actions from supplier:
 - Confirmations of 2 items "As requested"
 - Confirmation of 8 items with updated delivery date

[Resend](#) [Print](#) [Export cXML](#)

Detail

History

1

Confirmation #: OCTESTGFH
Notice Date: 13 May 2022
Purchase Order: [4526380873](#)

Line Items

2

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1		SXK1092011/1		42.000 (PCE)	7 Jul 2022		\$100.00 USD	\$4,200.00 USD	

Description: ASSEMBLED PARTS/19/23 inch rail set 8HU

Current Order Status:

2

1 Confirmed With New Date (Estimated Shipment Date: 14 Jul 2022; Estimated Delivery Date: 17 Jul 2022)

1 Confirmed With New Date (Estimated Shipment Date: 20 Jul 2022; Estimated Delivery Date: 21 Jul 2022)

40 Unconfirmed

Additional PO Order confirmation awareness

Calendar



- When you enter a shipping date, the calendar will always start on today's date rather than the requested need by date
- This is normal Ariba behaviour and cannot be changed

The screenshot displays a web form for PO Order confirmation. It features two main columns: 'Estimated Shipping' and 'Estimated Delivery'. The 'Estimated Shipping' column has a date input field that is currently empty, with a calendar icon to its right. A calendar pop-up is visible, showing the month of June 2022. The date '1' is highlighted in blue. The 'Estimated Delivery' column has three date input fields, each containing the text '30 May 2022' and a calendar icon to its right.

Estimated Shipping		Estimated Delivery	
		30 May 2022	
		30 May 2022	
		30 May 2022	