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.

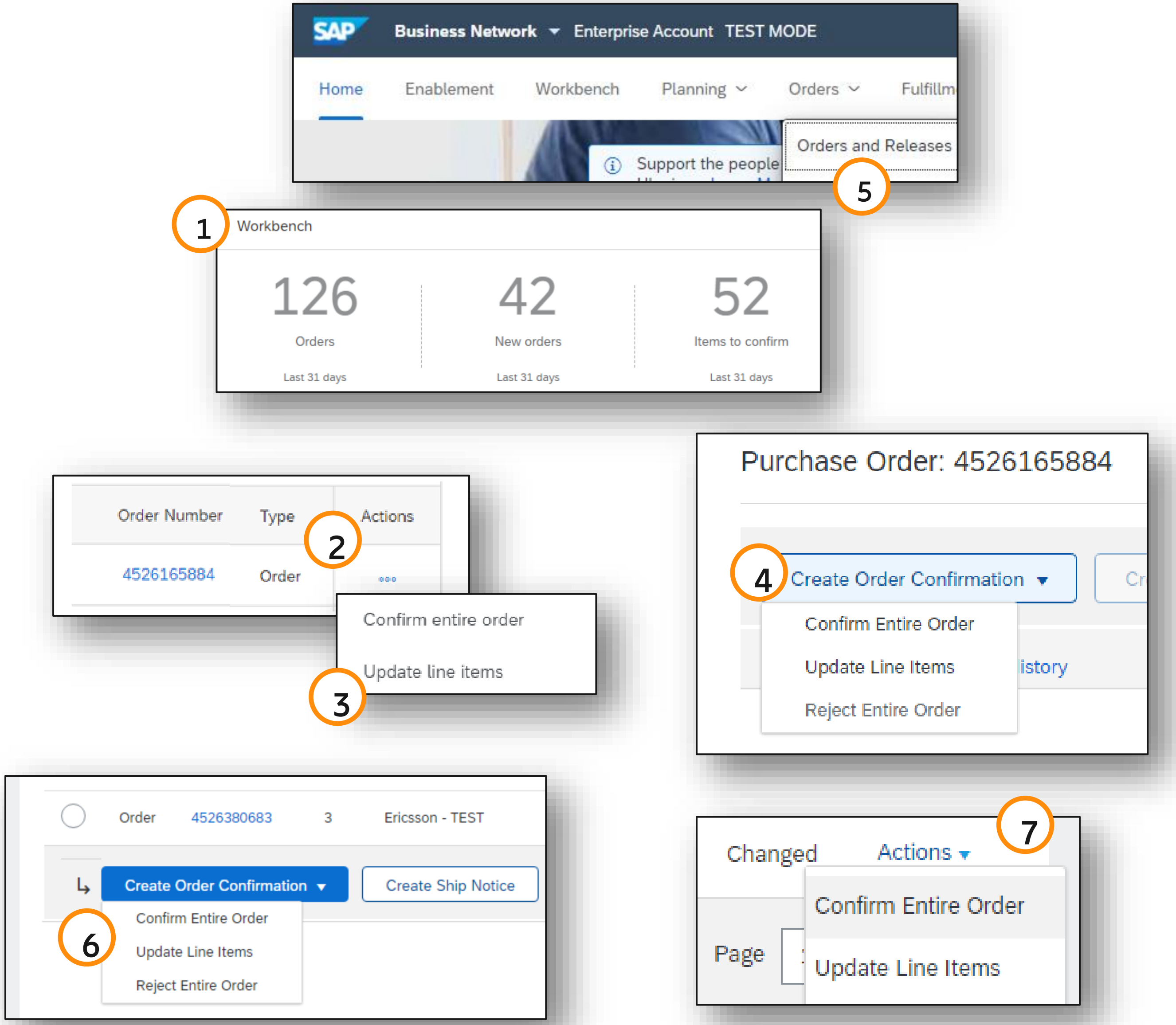
Order Confirmation
Allowed Actions

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

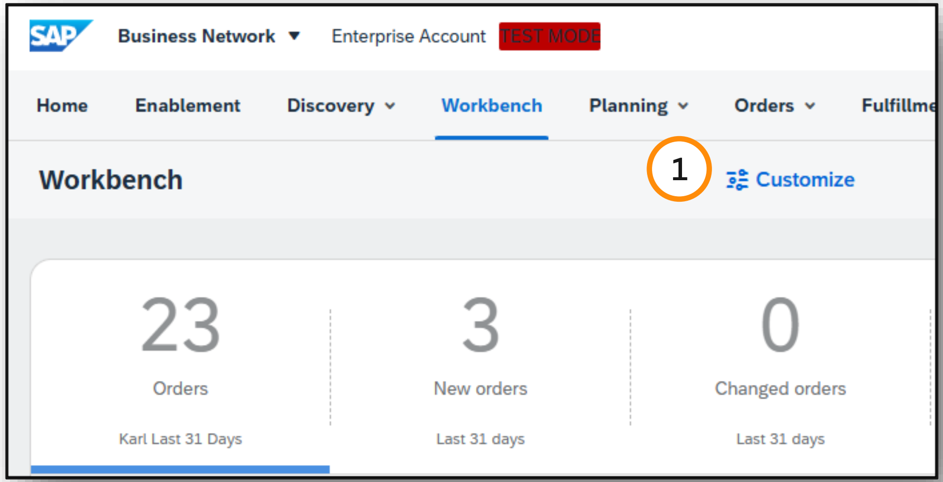
5. Confirm, update or reject your orders from the **Orders/Orders and Releases tab**
6. Identify the right document in Orders and releases sub-tab and click on the **Create Order Confirmation** button
7. Or click **Actions**

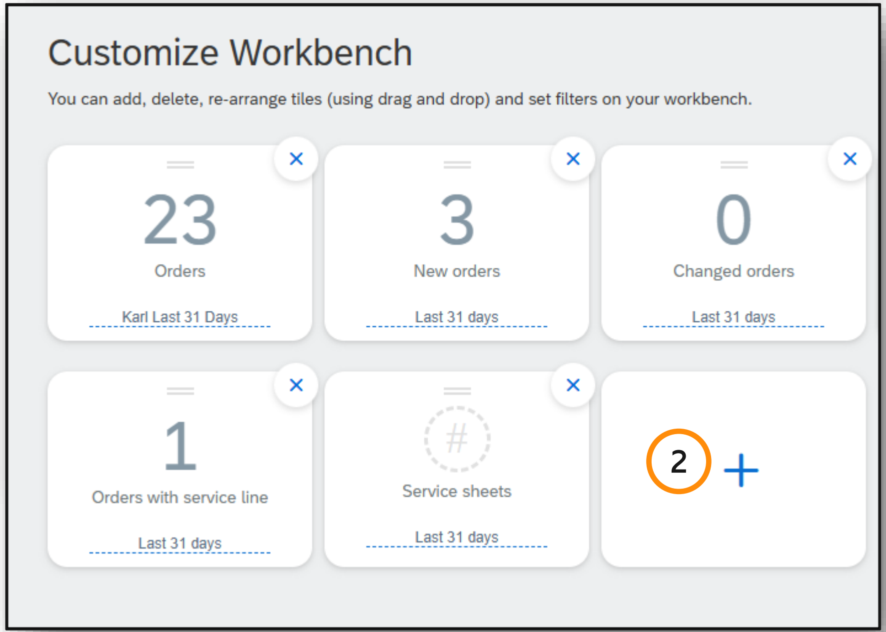


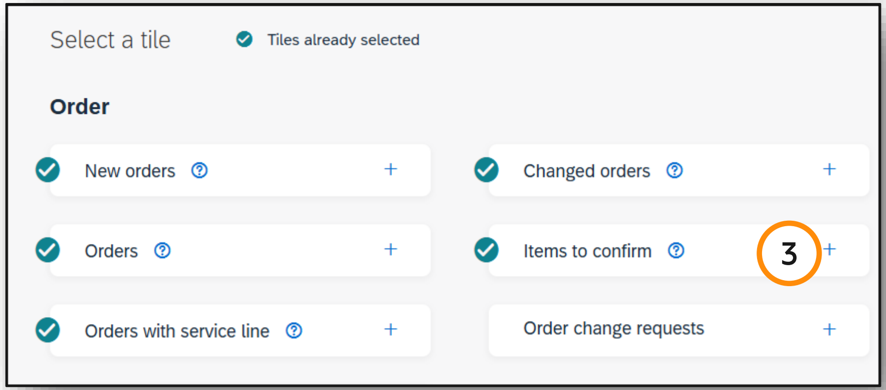
Order Confirmation

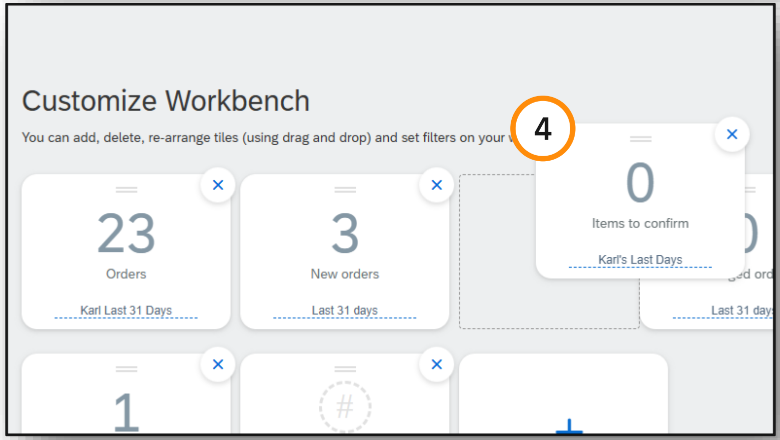
Workbench - Add or change the placement of the tile "Items to confirm"

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









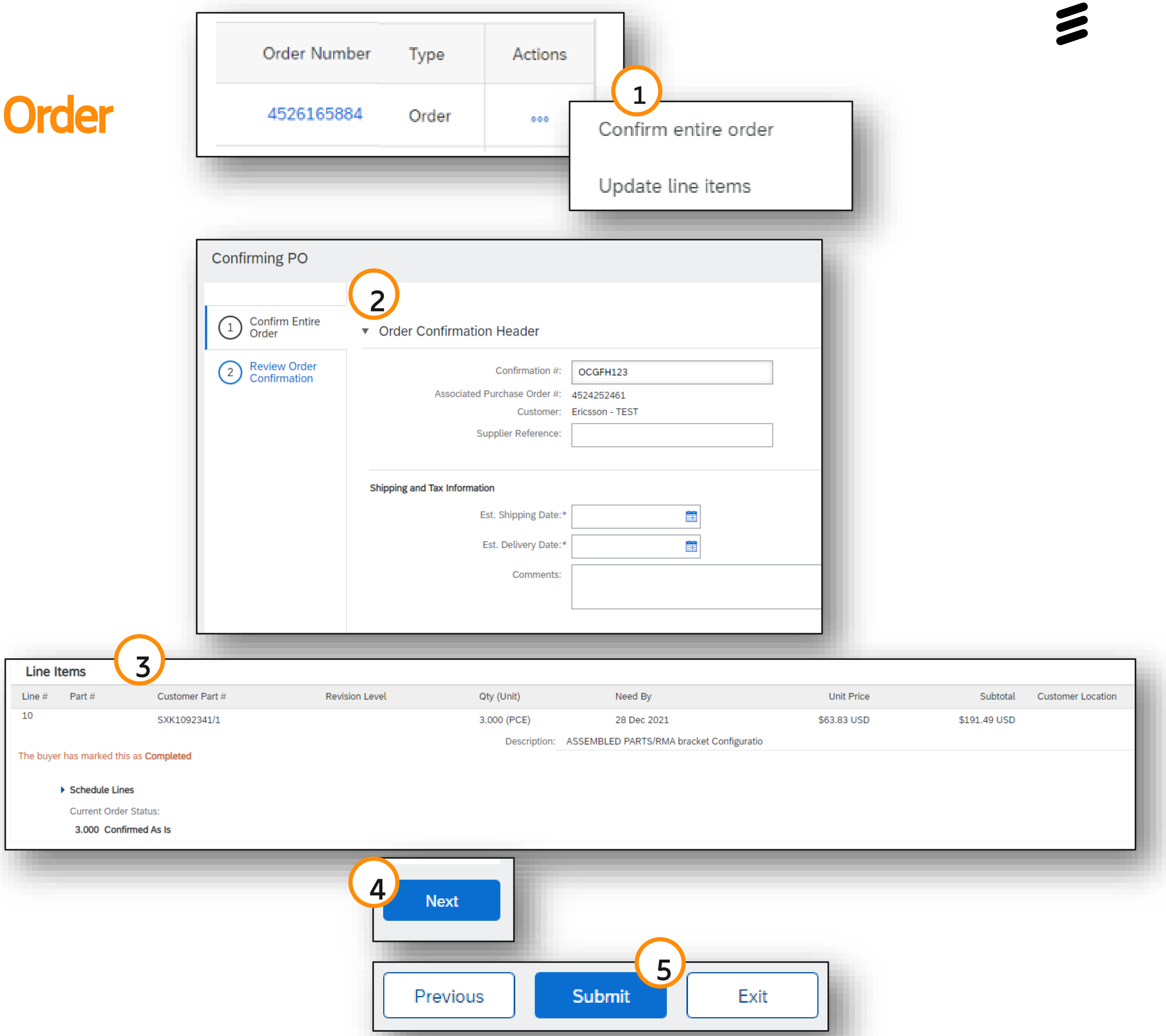
Order Confirmation

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



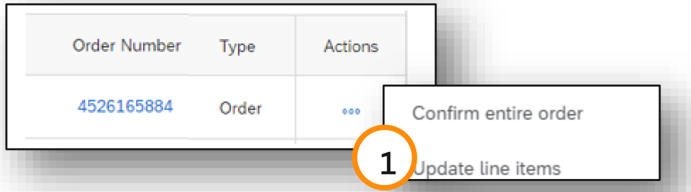
Order Confirmation

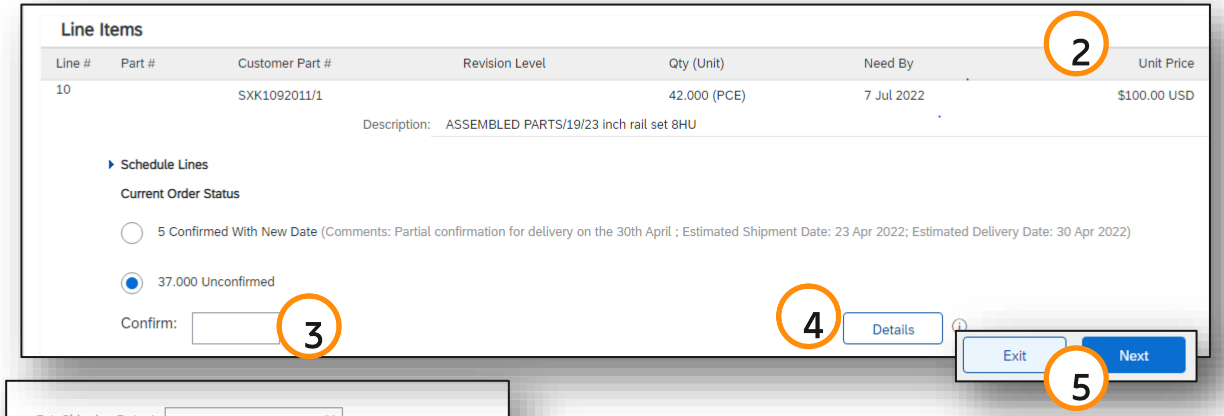
Manage Individual PO – Update Line Items

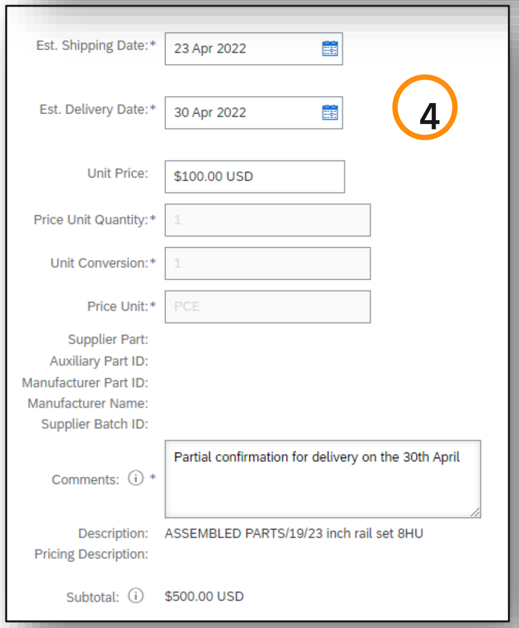
1. If you select **Update Line Items**, you can confirm and update line item information. Order confirmations have a Header and a line items section
   - At line item level, you can confirm the quantity and price fully or partially and leave a comment
2. Confirm the full or partial quantity in the **Confirm** 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

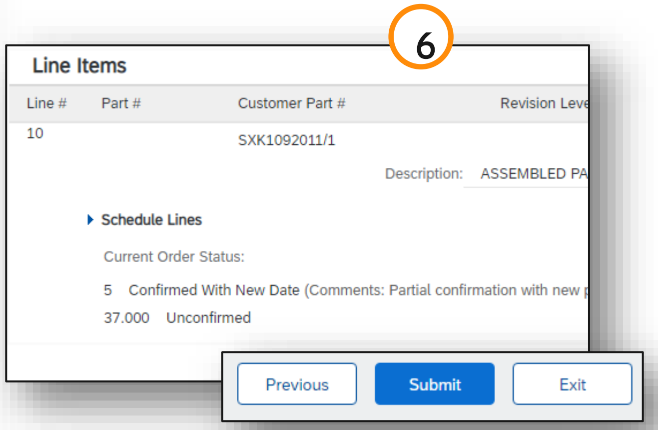
Note: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message

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







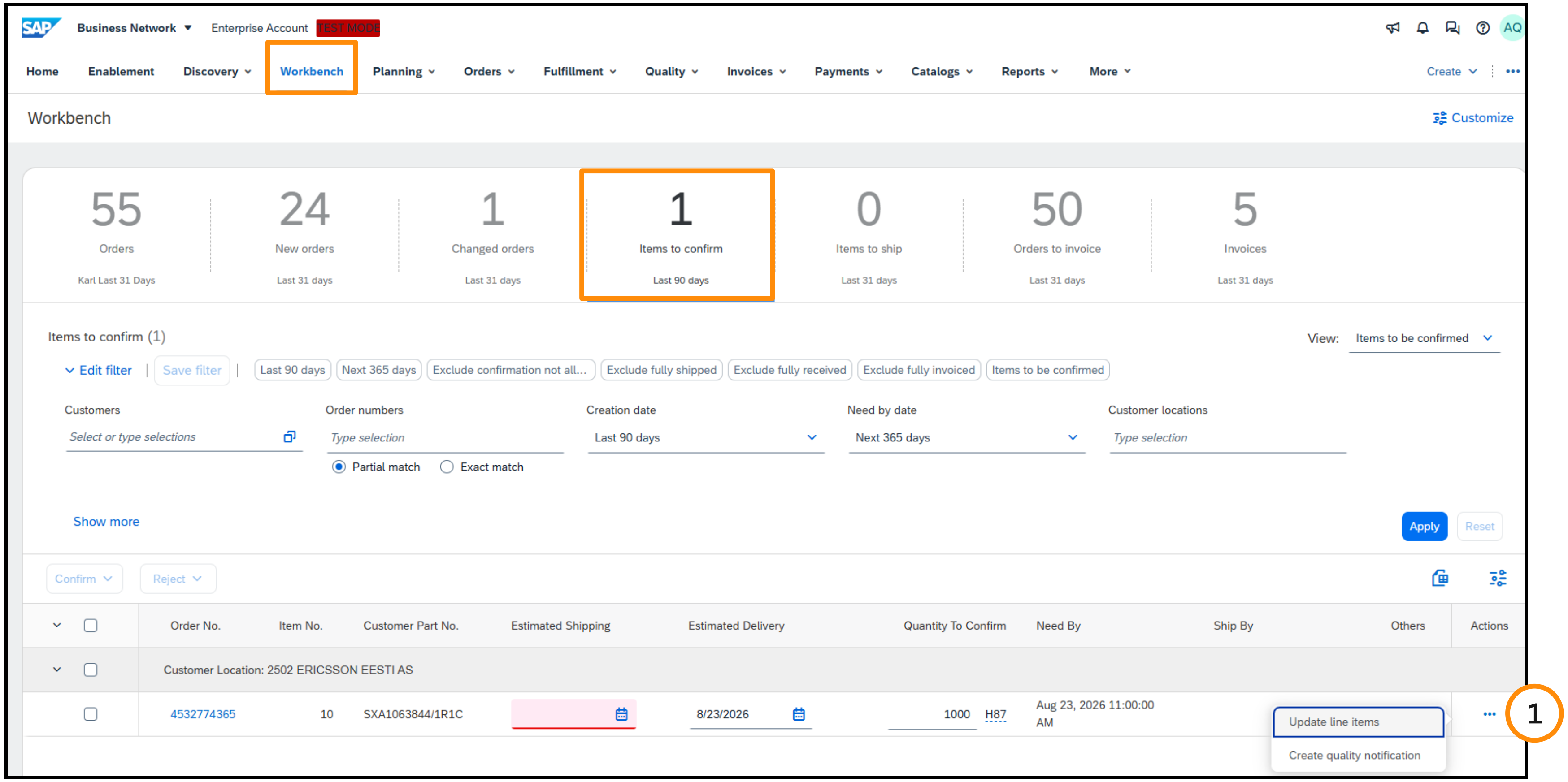


Order Confirmation

Manage Individual PO – Split Lines (1/3)

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

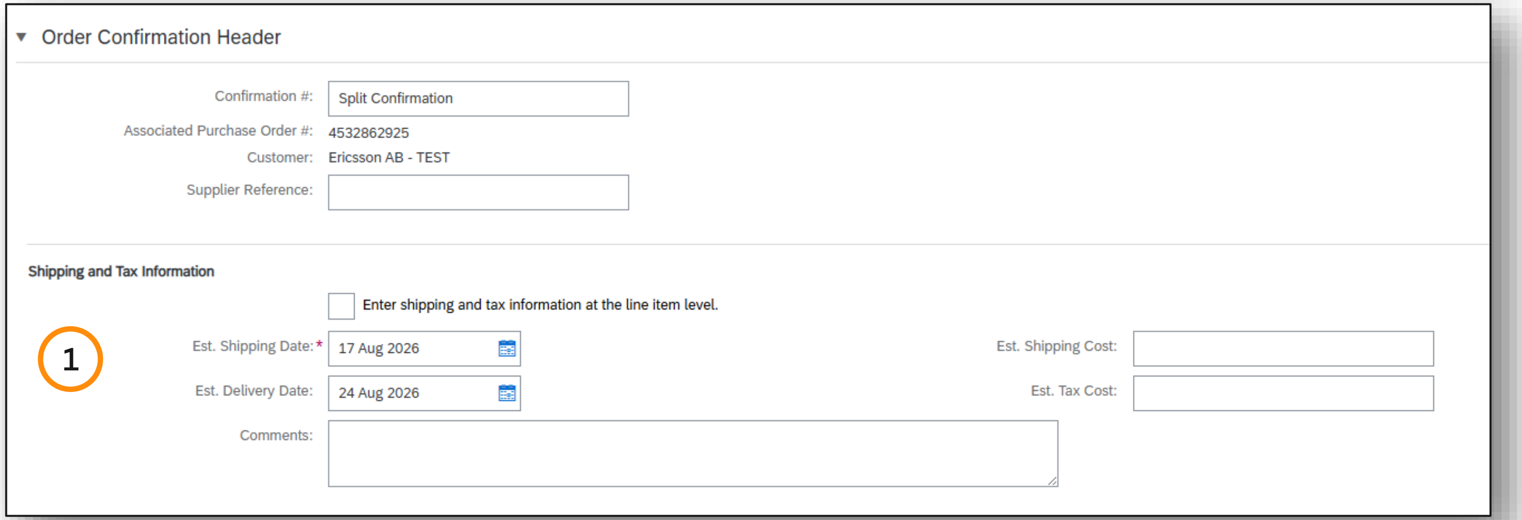
1. Click on the line and on the **Actions** icon – **Update line items** •••

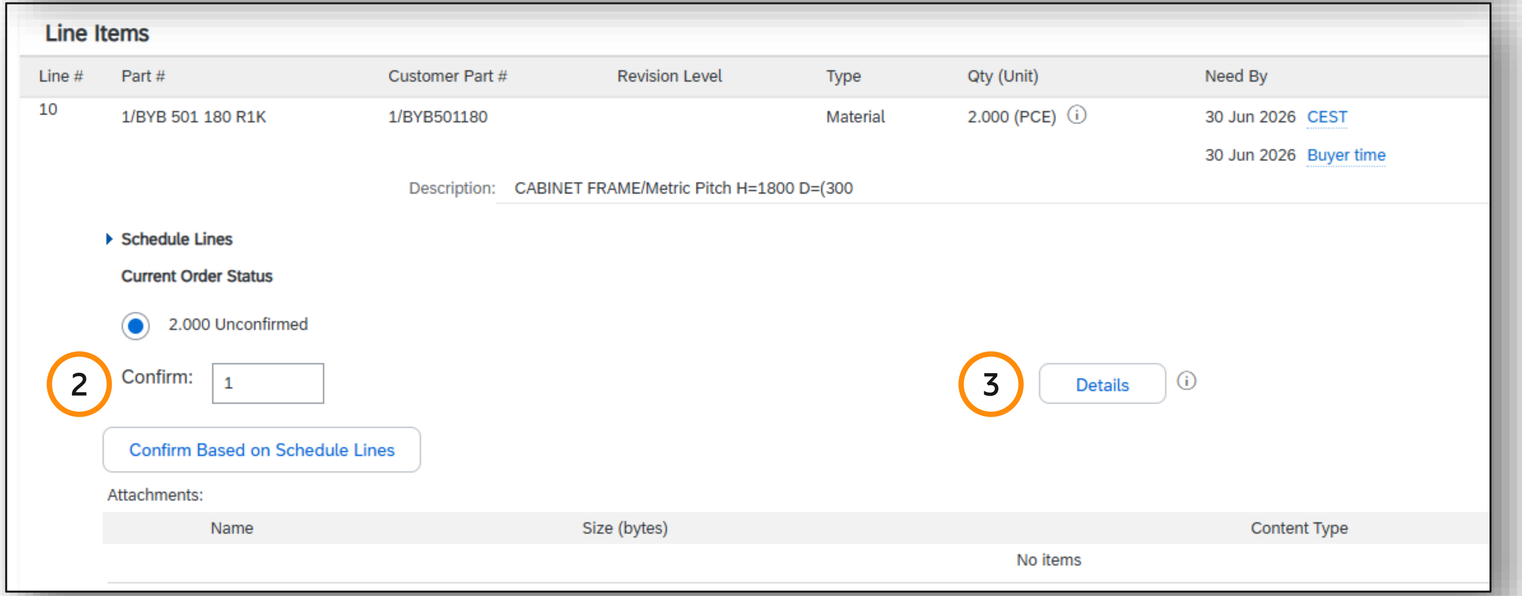


Order Confirmation

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 OK

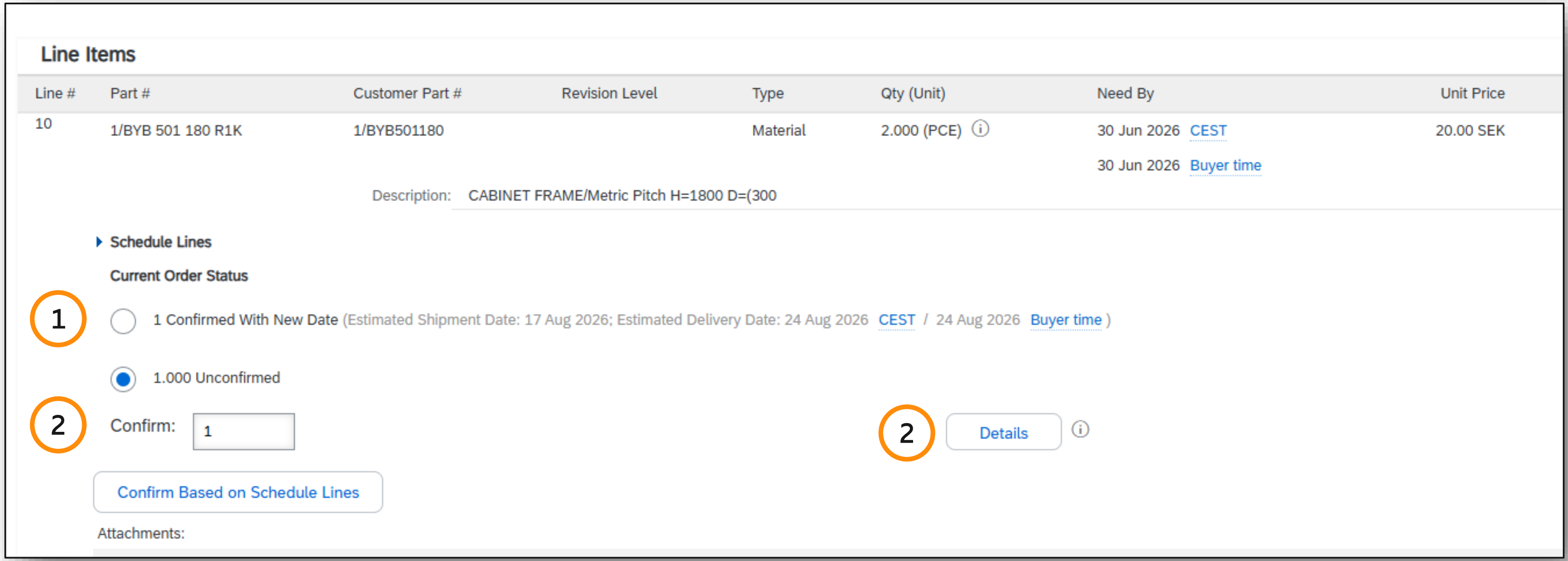


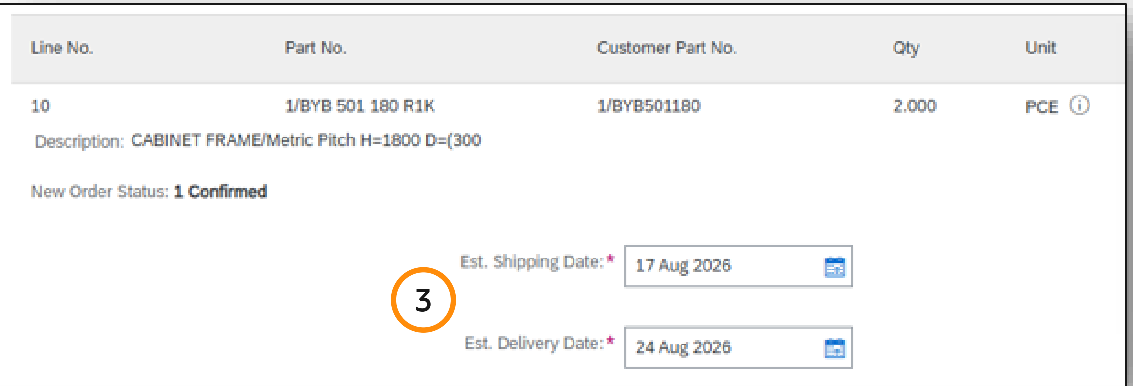


Order Confirmation

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





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

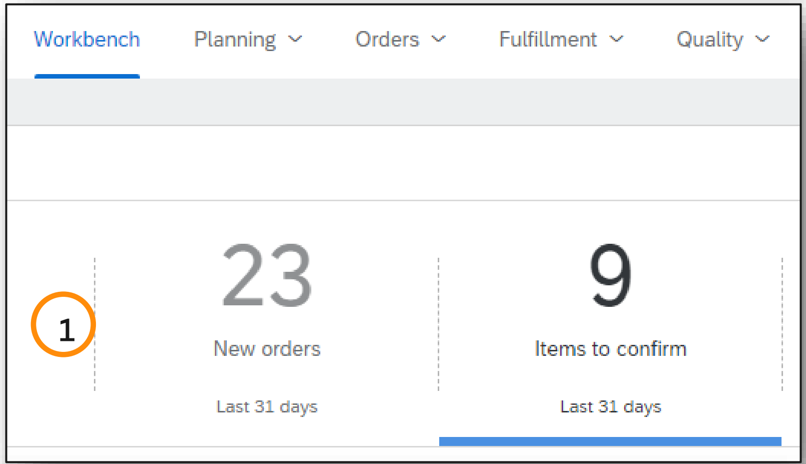
Order Confirmation

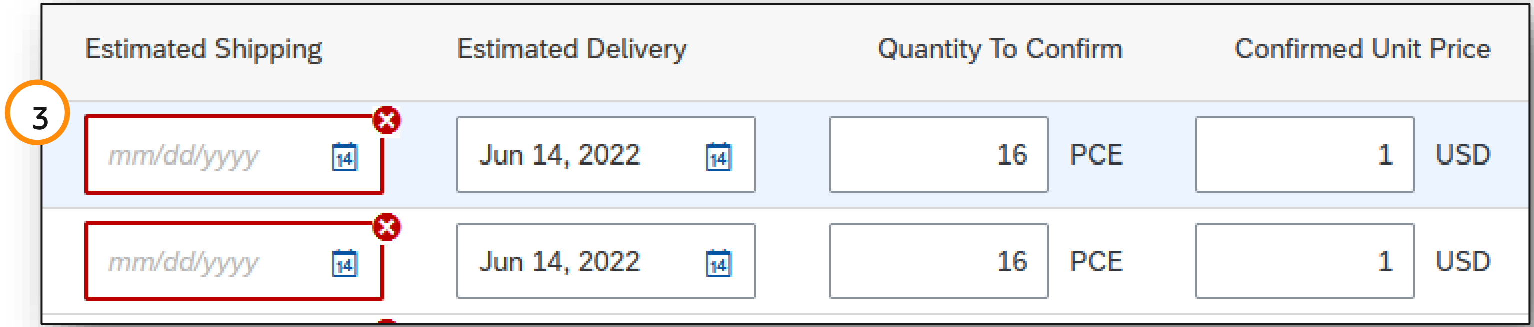
Manage Multiple POs (From the Workbench)

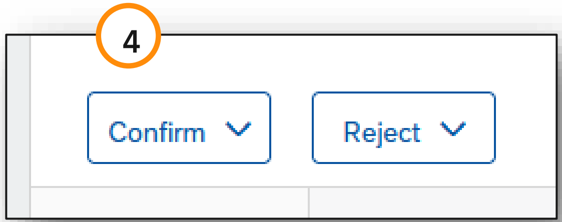
Where multiple POs need to be confirmed at the same time, you should use the **Items to Confirm** Workbench tile or tab. It summarises all line items across different POs and gives you the possibility to confirm multiple lines at once.

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**





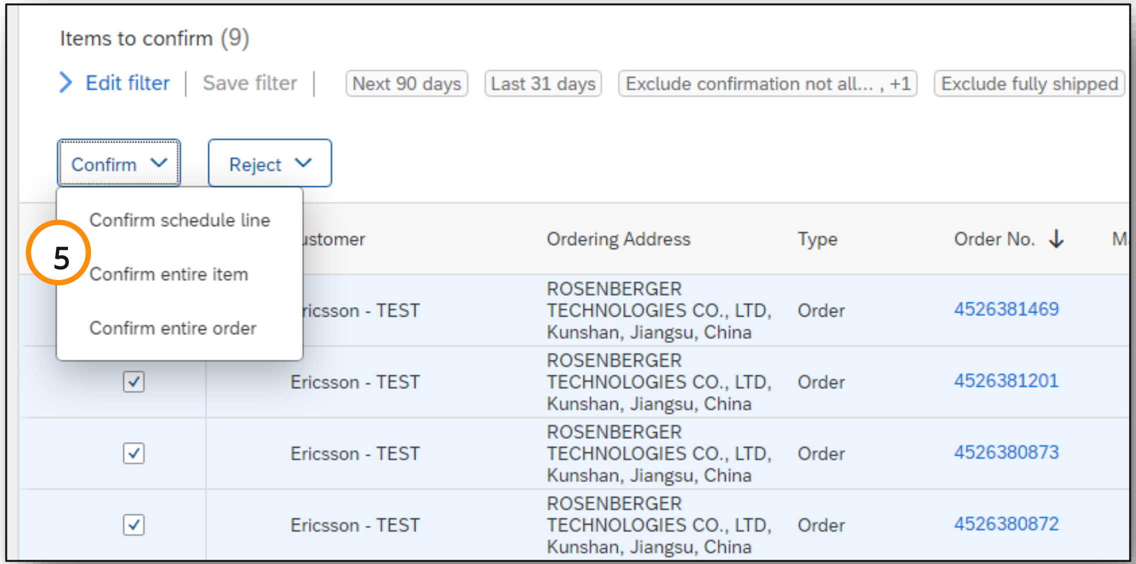


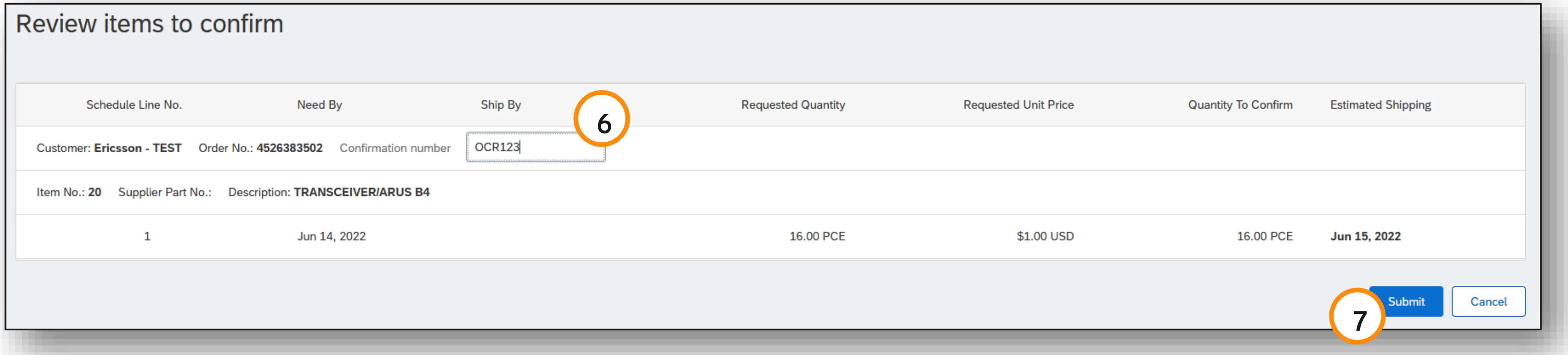
Order Confirmation

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





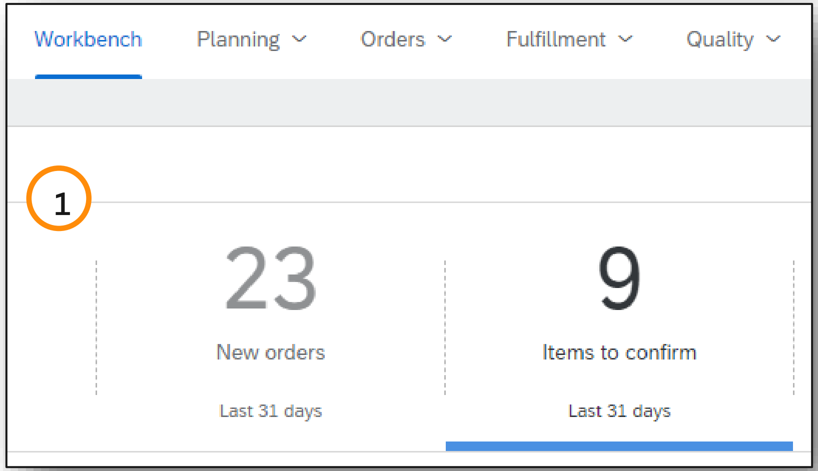
Order Confirmation

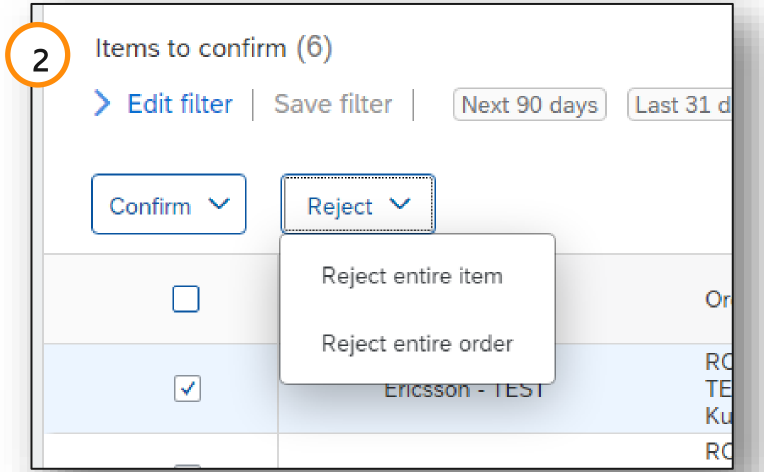
Reject Order Confirmations in the Workbench – Not allowed

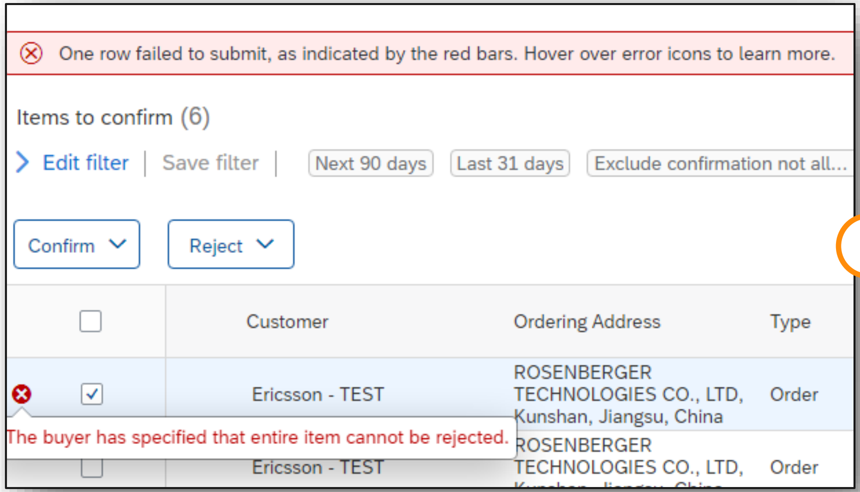
Please note that order confirmations cannot be rejected. This refers to the entire order and individual line items.

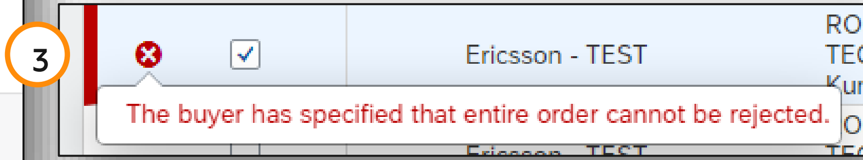
In the workbench, if you go to **Items to Confirm** and select a PO, you can see that the reject button will not be faded and will display as clickable, however if you click on the reject button you will receive an error.

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







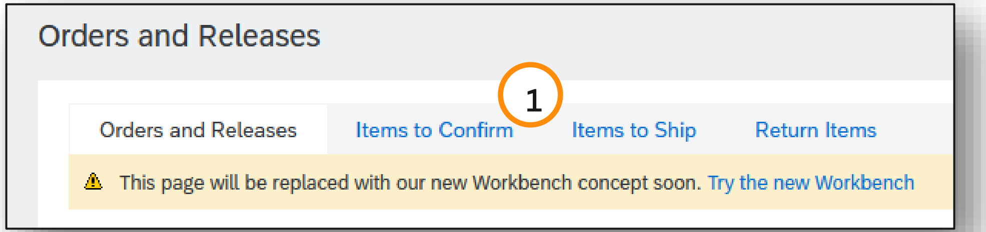


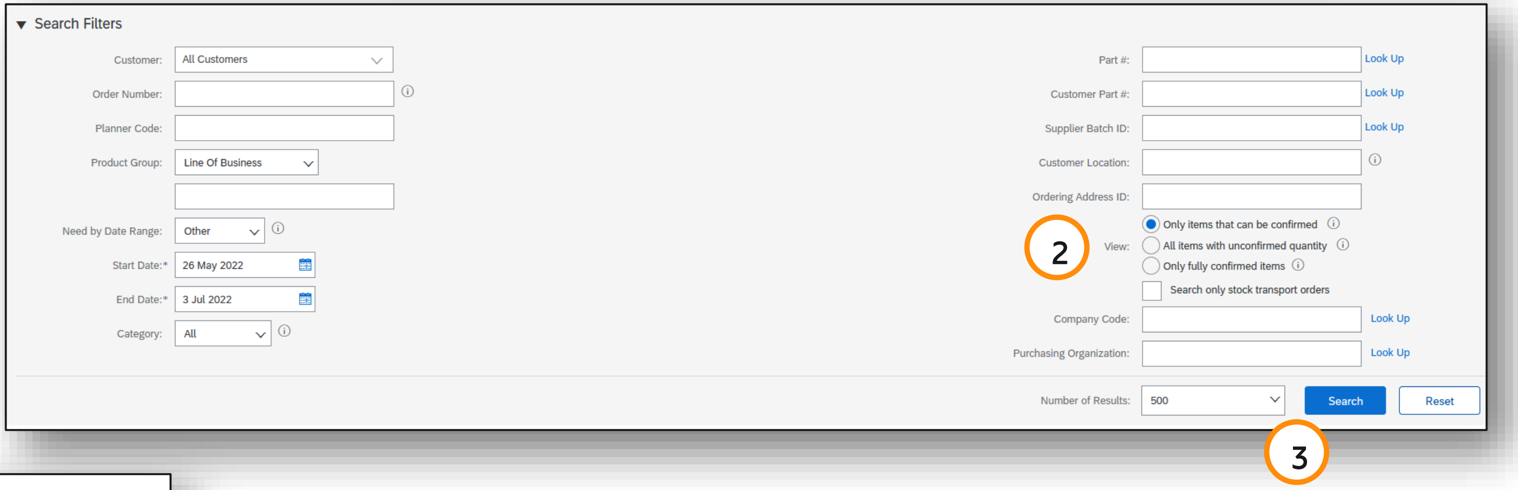
Order Confirmation

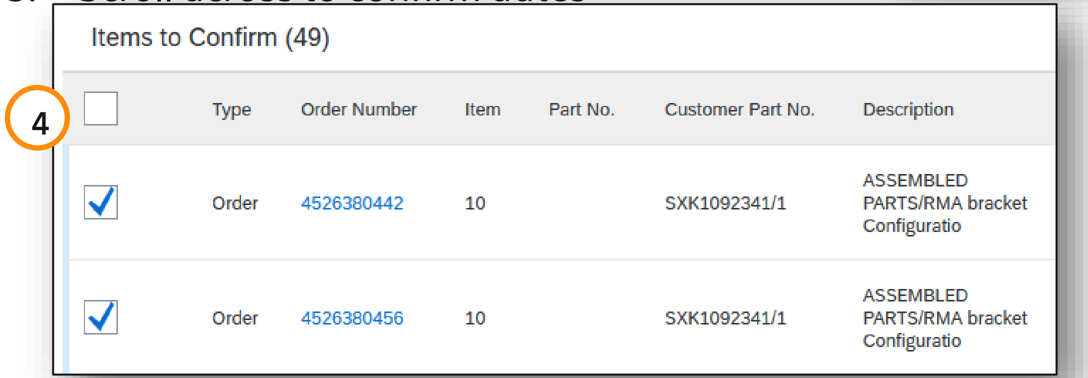
Manage Multiple PO's (From the Orders Tab)

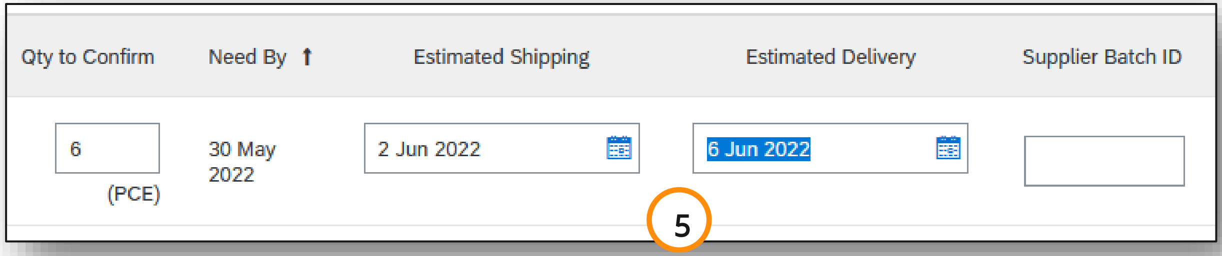
From the Orders/ Orders and Releases tab:

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









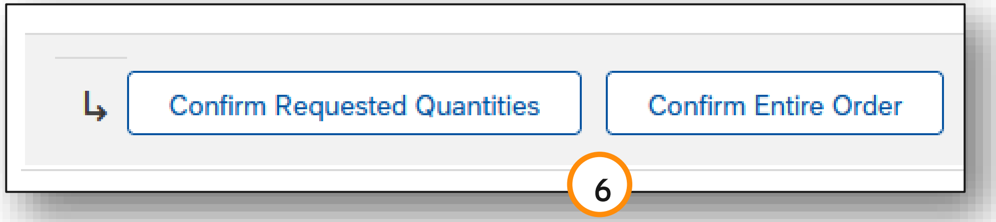
Order Confirmation

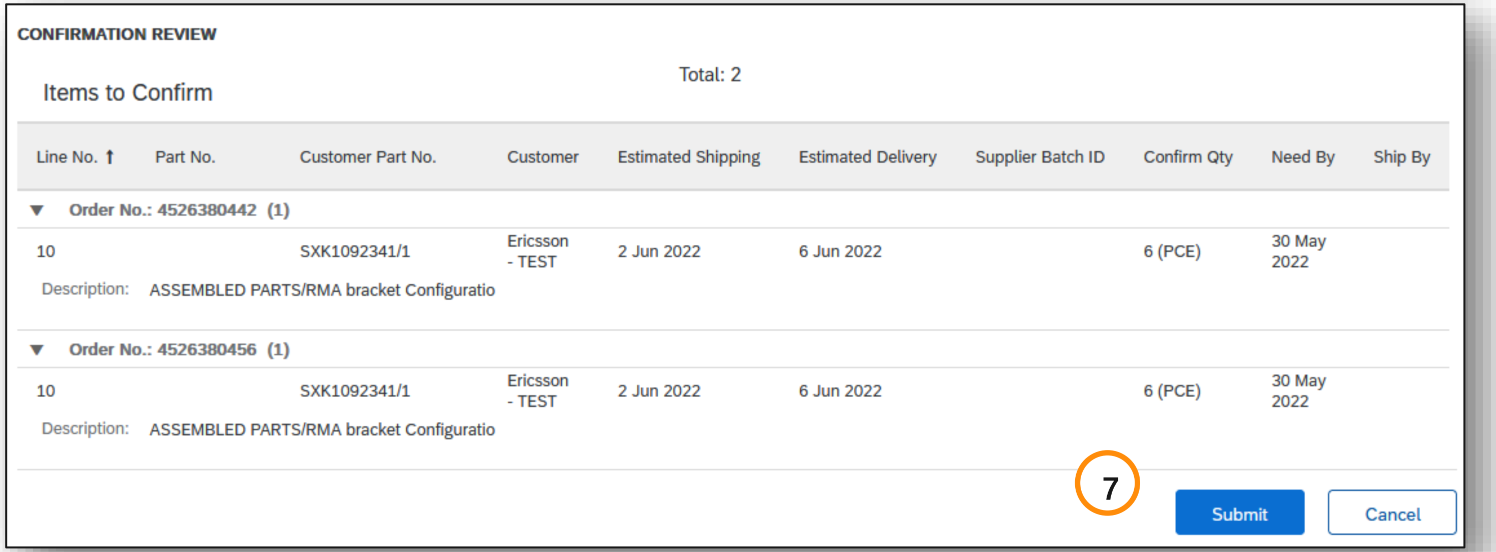
Manage Multiple PO's (From the Orders Tab)

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



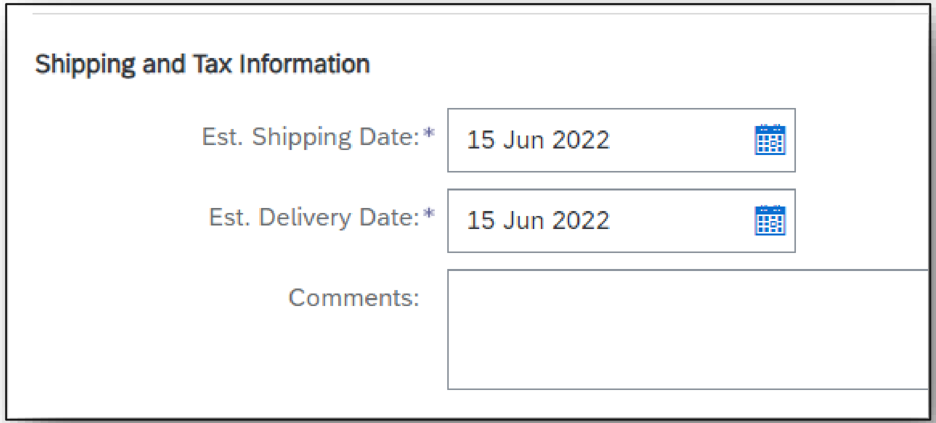


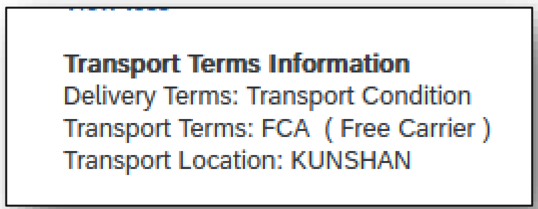
Line No.	Part No.	Customer Part No.	Customer	Estimated Shipping	Estimated Delivery	Supplier Batch ID	Confirm Qty	Need By	Ship By
Order No.: 4526380442 (1)									
10		SXK1092341/1	Ericsson - TEST	2 Jun 2022	6 Jun 2022		6 (PCE)	30 May 2022	
Description:	ASSEMBLED PARTS/RMA bracket Configuratio								
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								

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



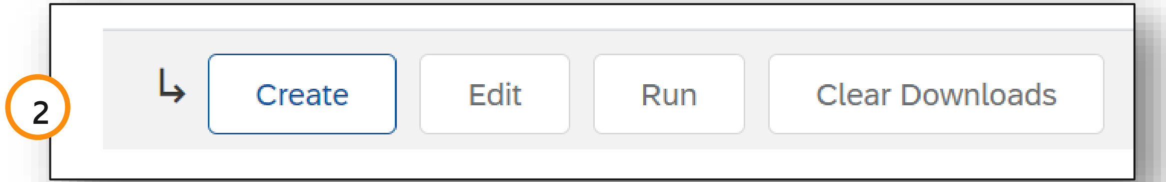


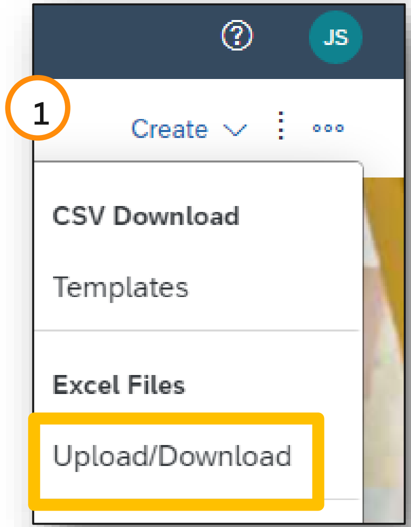
Order Confirmation

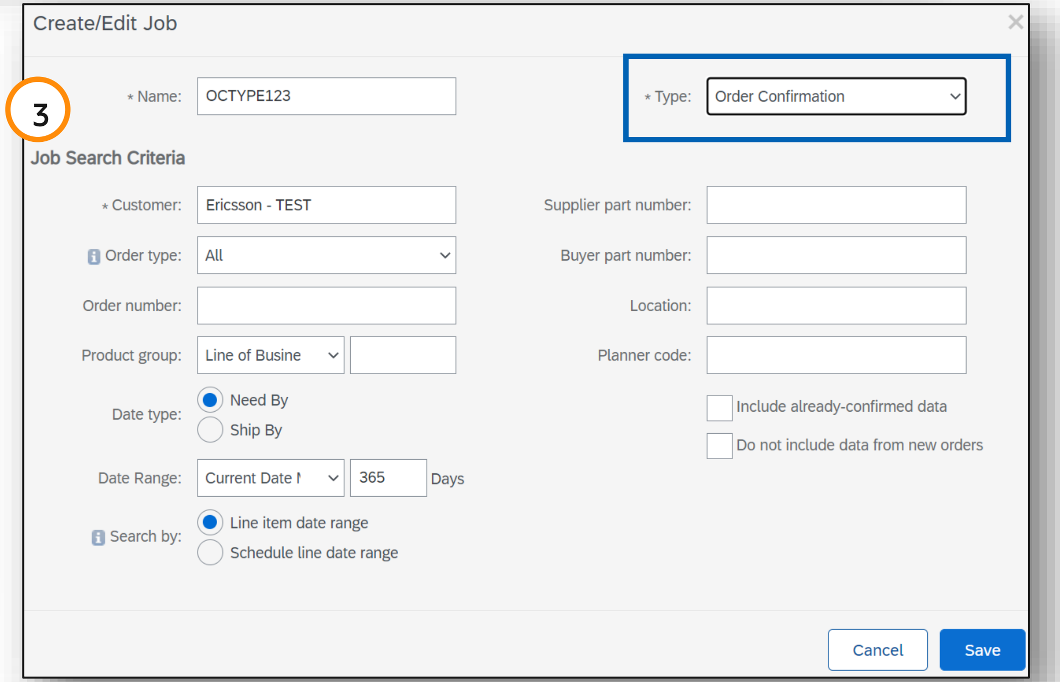
Mass OC Upload – Create OC report

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

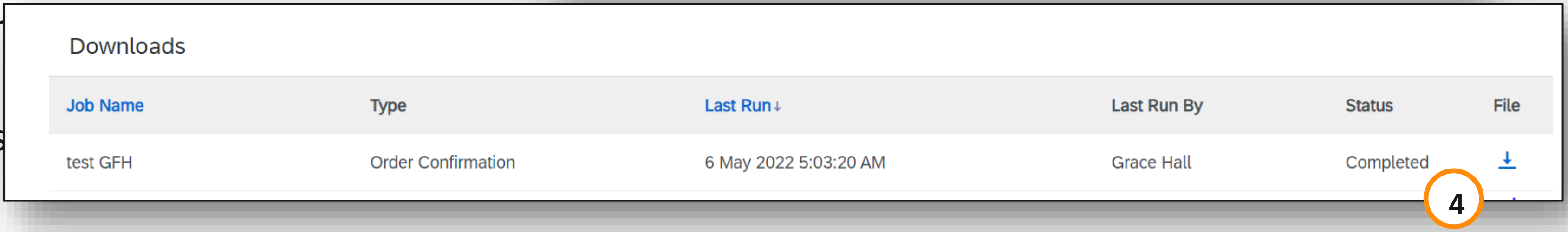






Please note*

- 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



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																	

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

SAP Ariba

Confirmations UTC-07:00

Confirmation Number (1)	Order Number	Order Version	Order Date	Item Type (2)	Item Delivery Date (3)
	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

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

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

SAP Ariba

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

SAP Ariba

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

1

SAP Ariba

Confirmations UTC-07:00

4

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

3

2

Order Confirmation

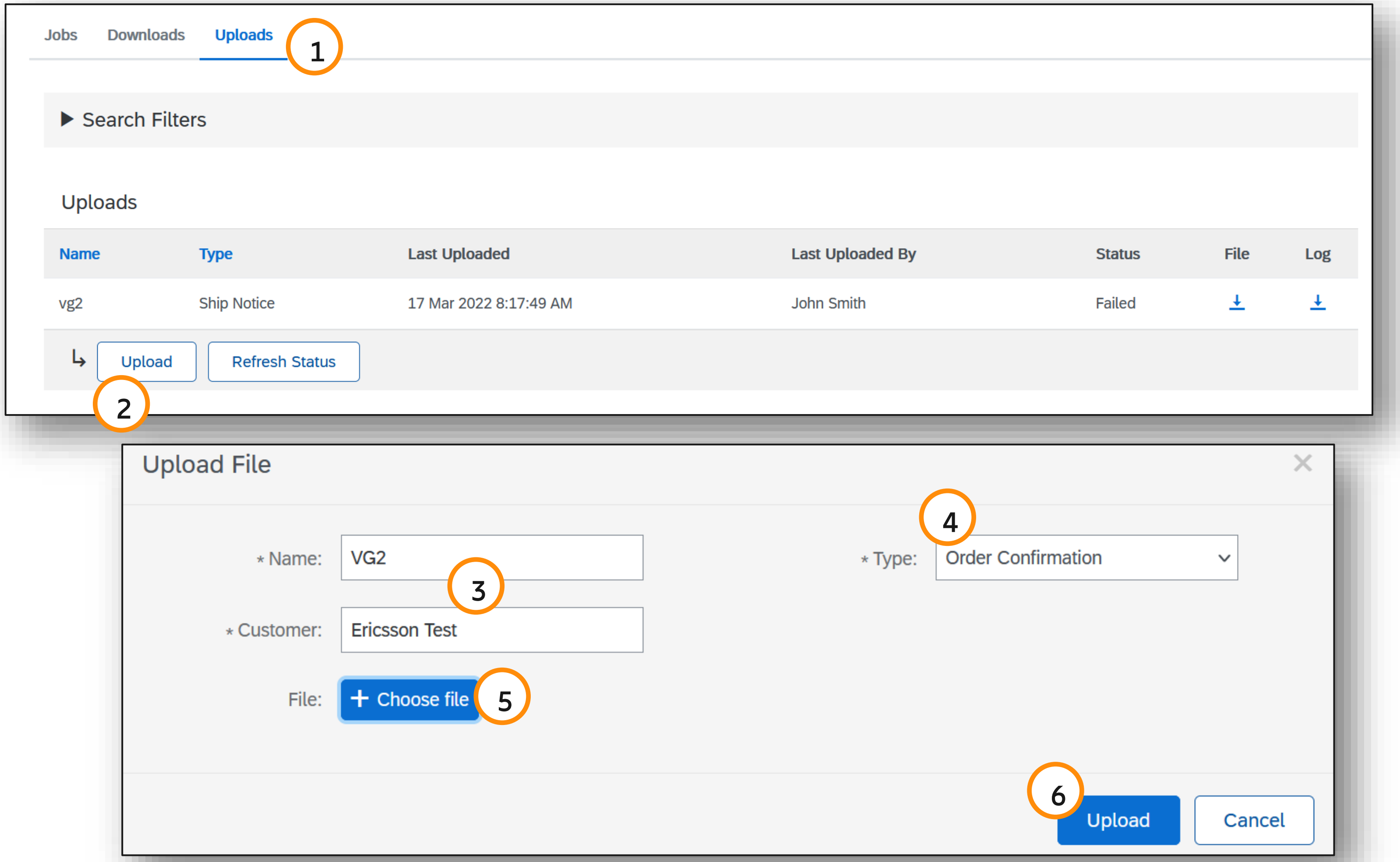
Mass OC Upload – Reupload the Template 1

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



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

7 8

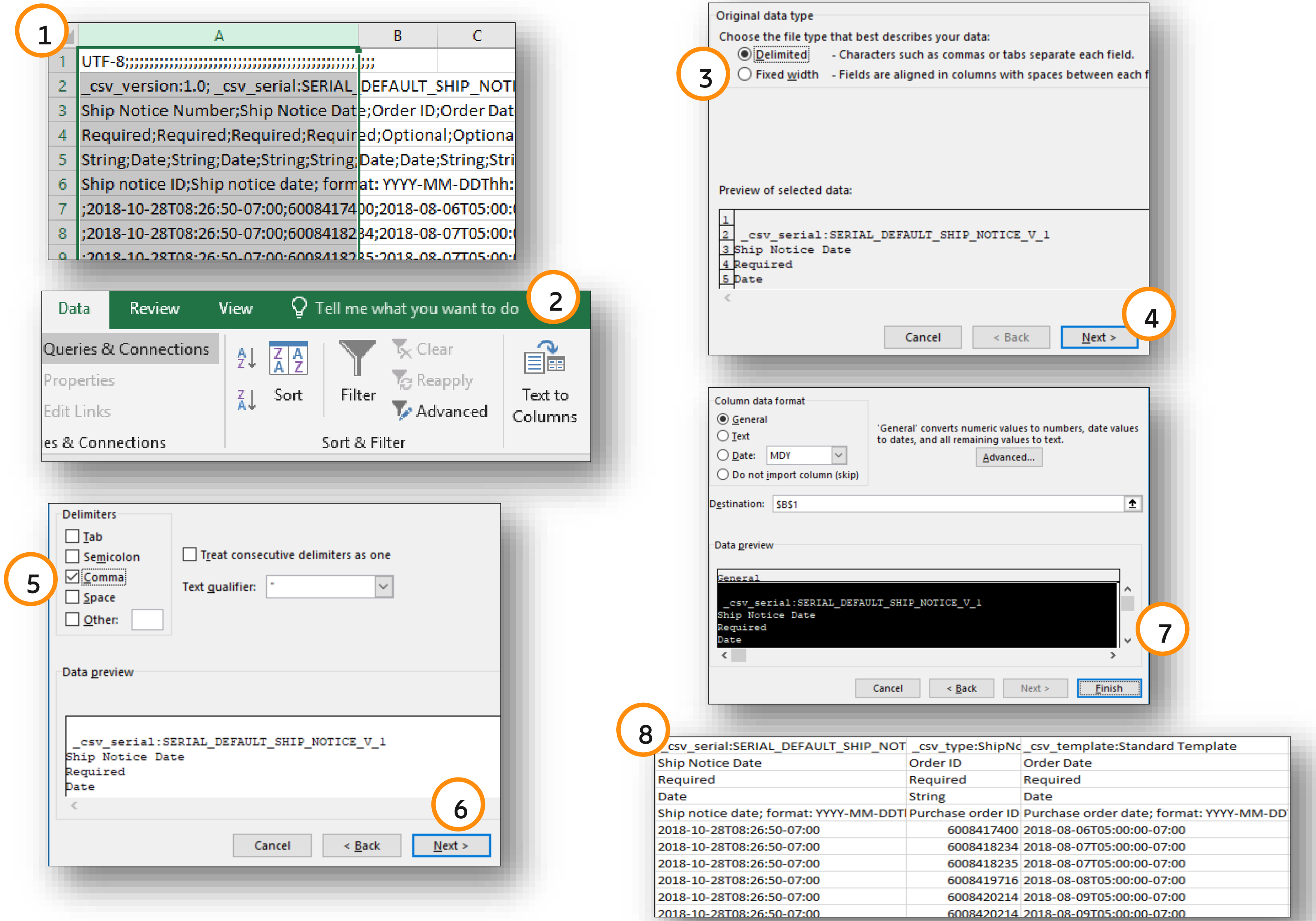
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	⤓	⤓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	⤓	⤓
PO.Tipos	Order Confirmation	18 Feb 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:

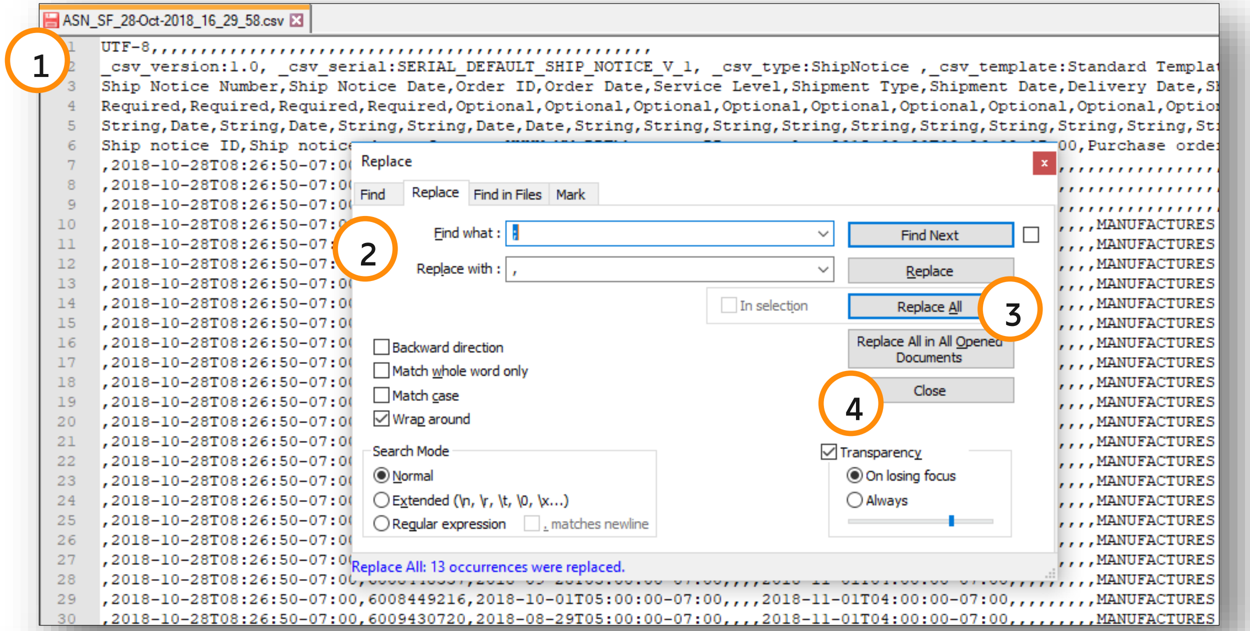
1. Select the first column containing all concatenated data
2. Click on Data > Text to columns
3. Select “**delimited**”
4. Click **Next**
5. In “delimiters” screen select “comma” and un-select everything else
6. Click **Next**
7. Do not edit next page. Click **Finish**
8. The data will appear in columns

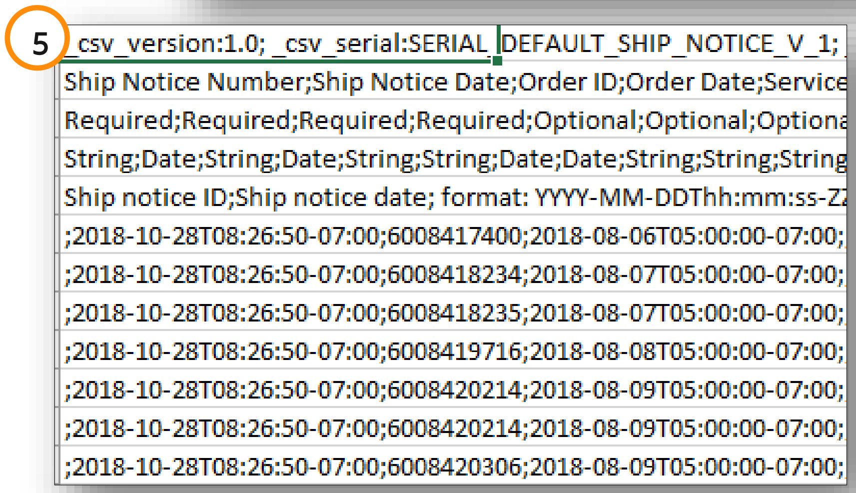


Order Confirmation

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

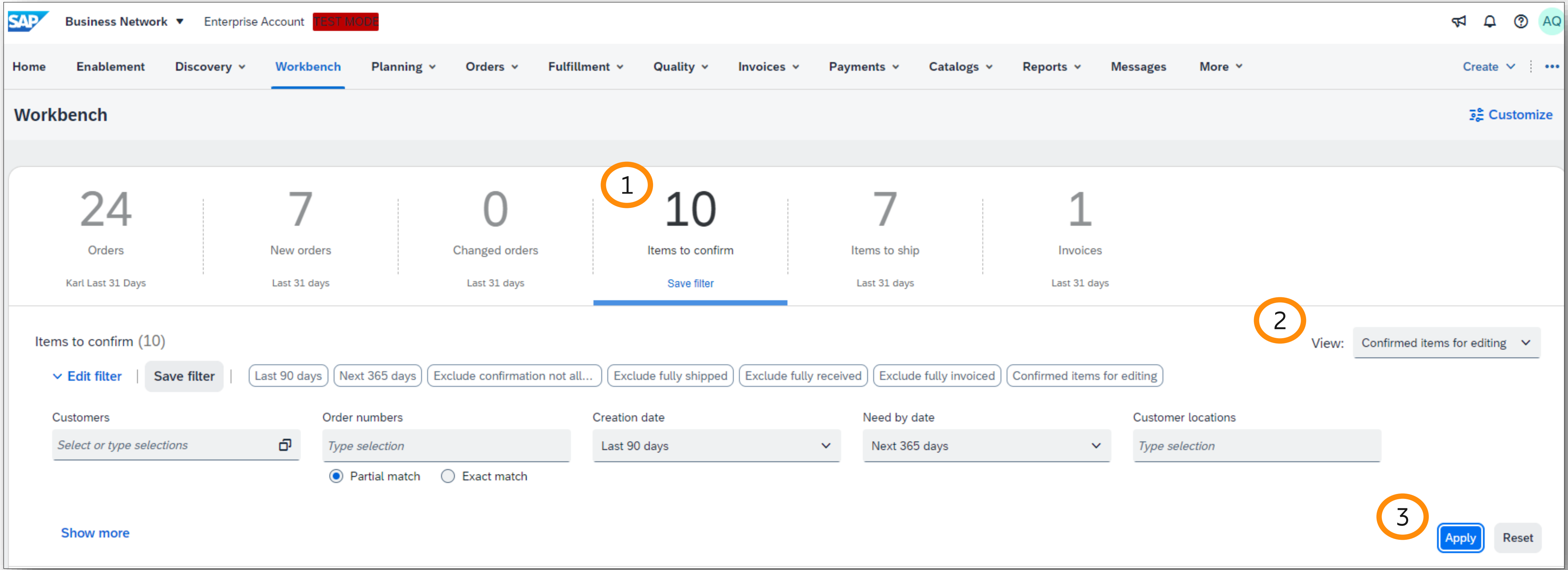




Order Confirmation

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)

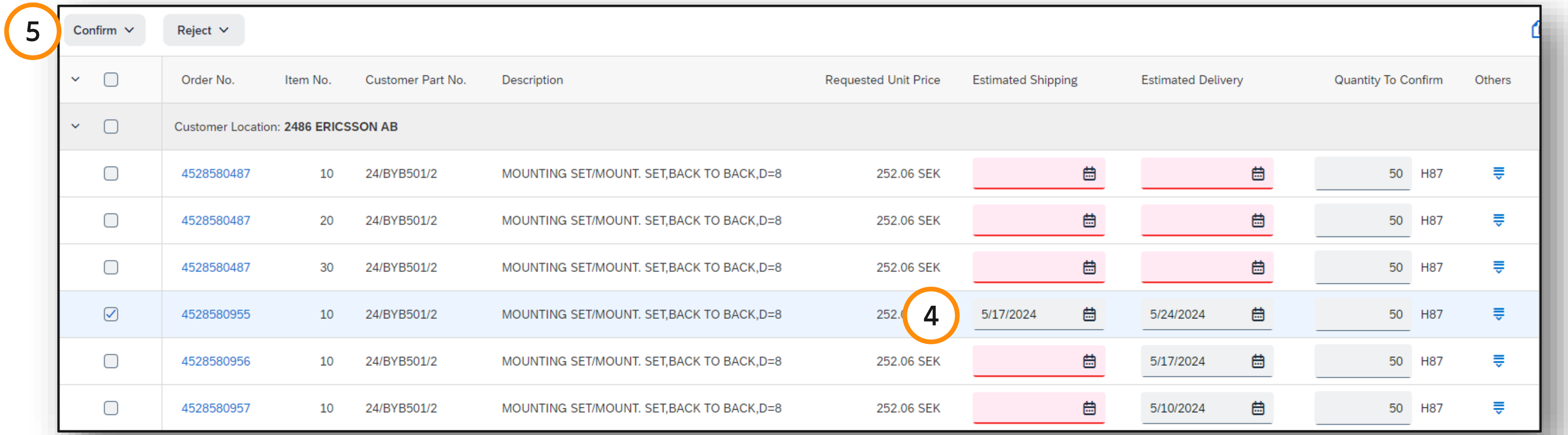


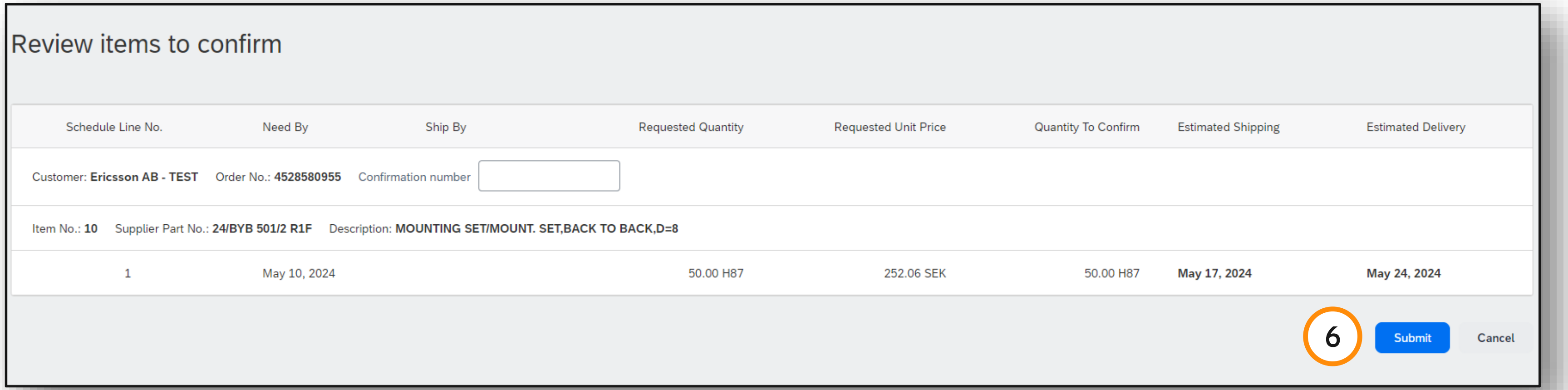
Order Confirmation

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**





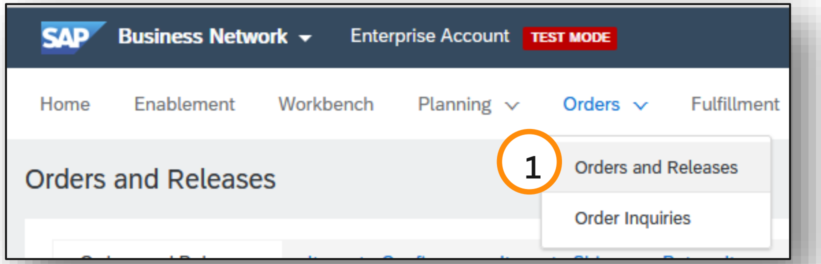
Order Confirmation

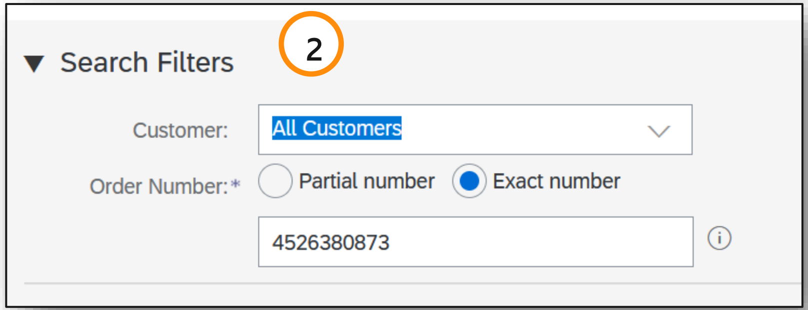
Reconfirmation 1 (From the Orders Tab)

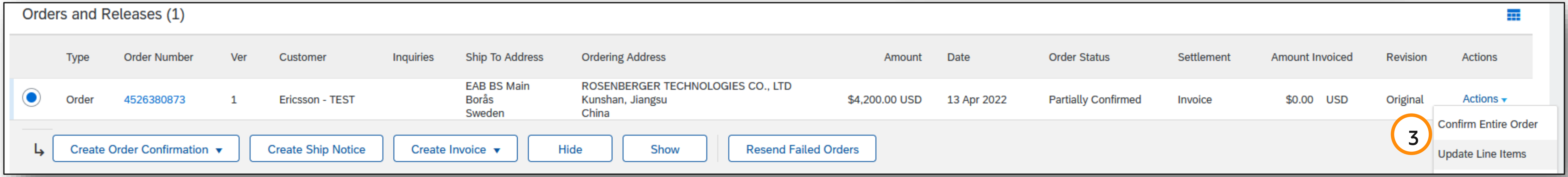
From Orders/ Orders and Releases:

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”)



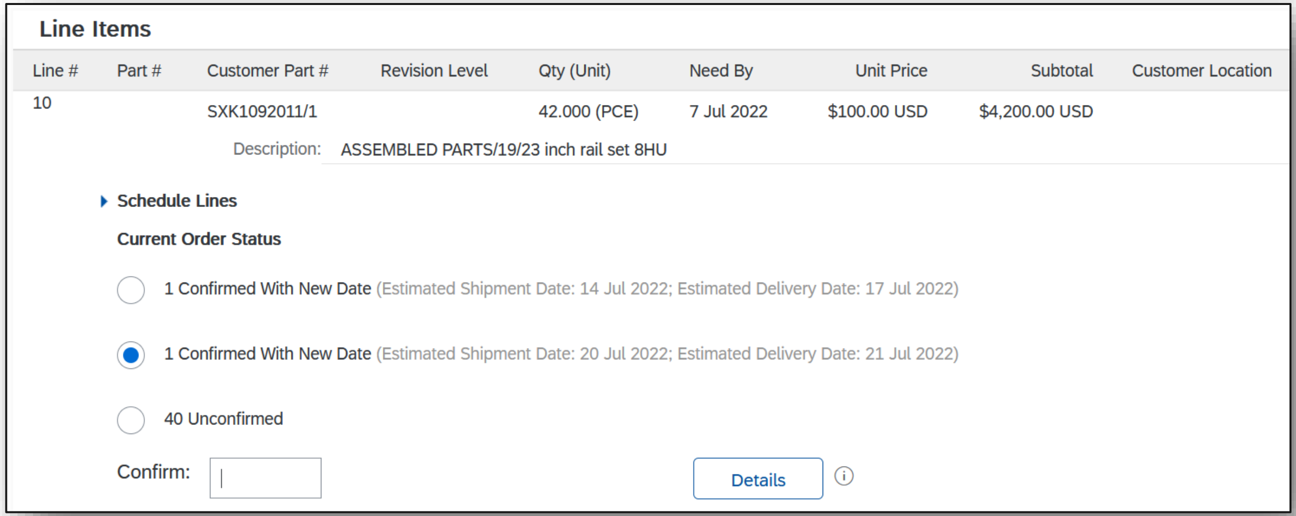


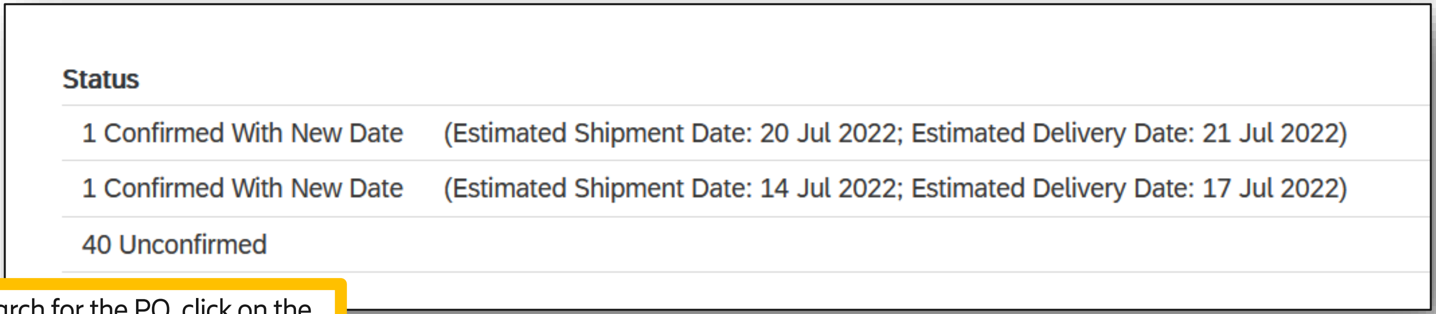


Order Confirmation

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





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

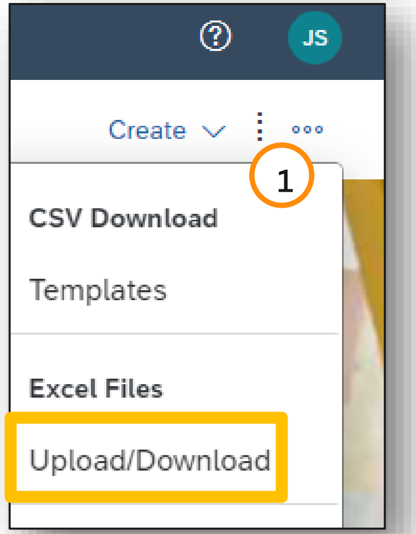
Order Confirmation

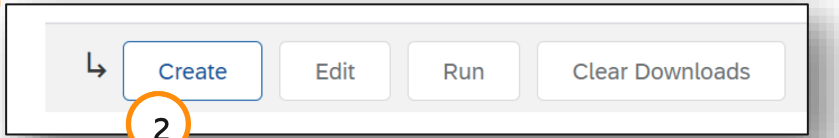
Reconfirmation via Mass Upload – Create OC Report

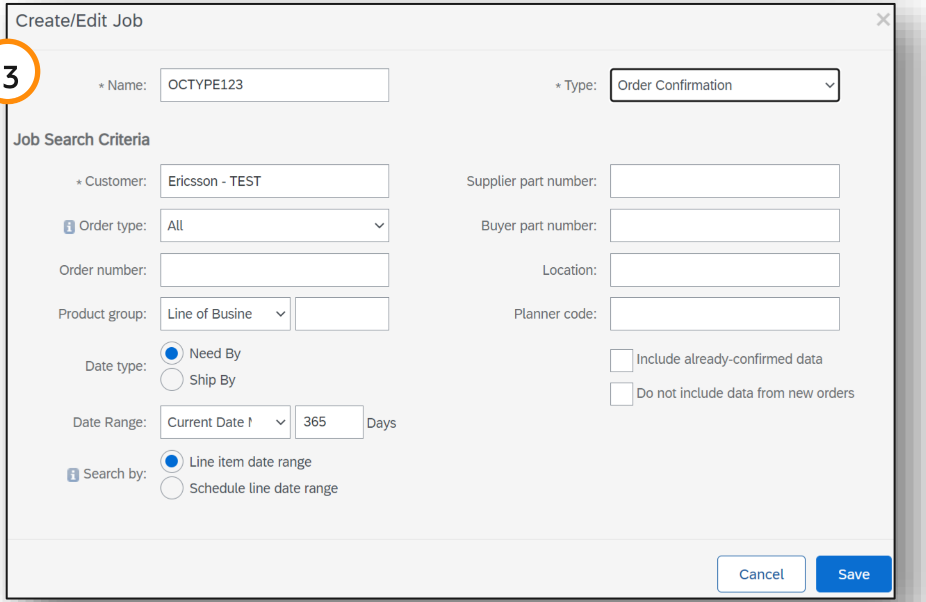
With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

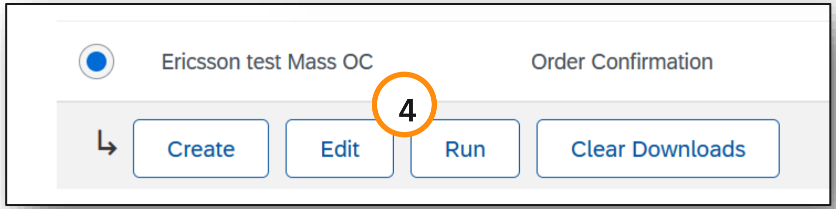
From the Homepage:

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









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	

Refresh Status

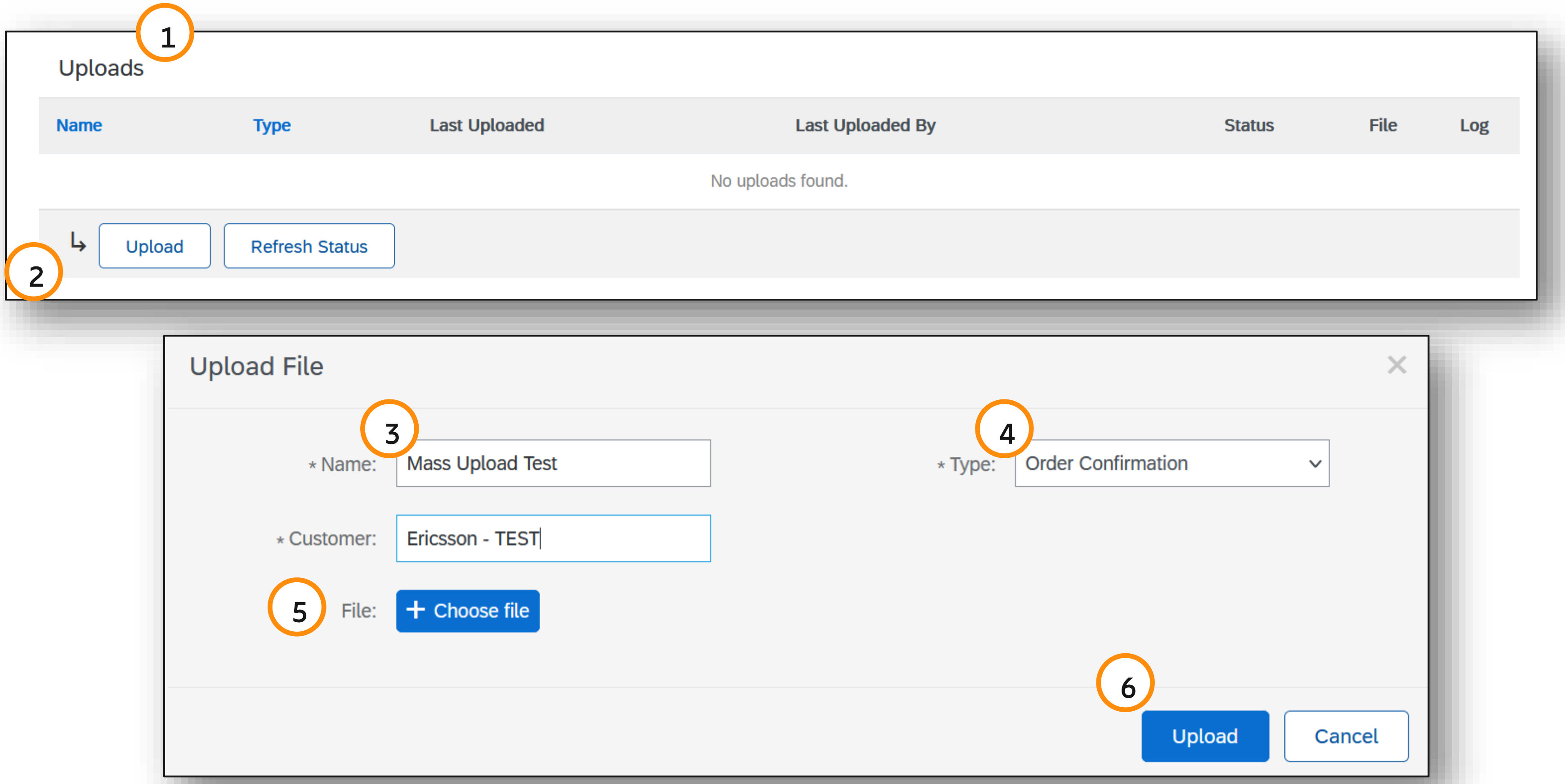
Order Confirmation

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

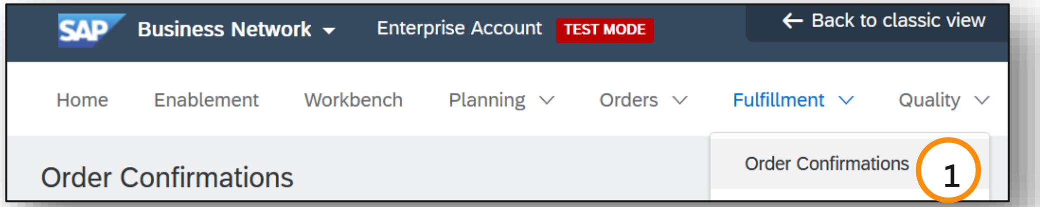


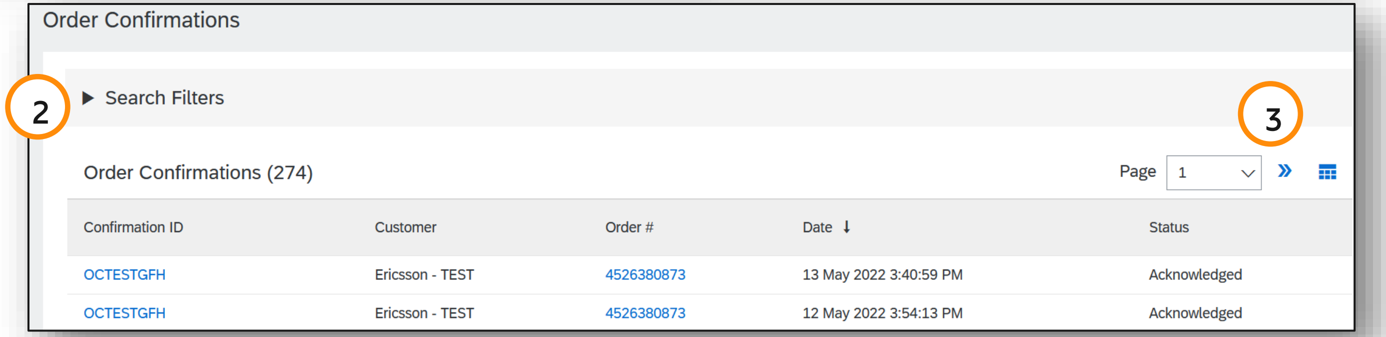
Order Confirmation

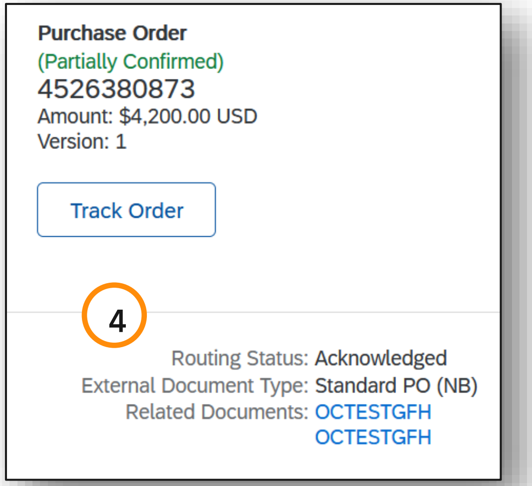
Review Submitted Order Confirmations 1

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







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

Confirmation #: OCTESTGFH
Notice Date: 13 May 2022
Purchase Order: 4526380873

Line Items

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:

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