



Creating Order Confirmations

How to create an Order Confirmation on the SAP Business Network to Confirm a Micron Order

Confirm Entire Order

1. From the **Orders** view on the Workbench, click an Order and select **Create Order Confirmation**
2. Enter Confirmation Number which is any number you use to identify the order confirmation.
3. If you specify **Est. Shipping Date** or **Est. Delivery Date** information, it is applied for all line items.
4. You can group related line items or kit goods so that they can be processed as a unit.
5. Click **Next** to review the confirmation. Click **Submit**.
6. Your order confirmation is sent to Micron.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO1

Customer: Ariba, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Reject Entire Order

1. From the **Orders** view on the **Workbench**, click the **Create Order Confirmation** button and select to **Confirm Entire Order**, **Update Line Items** for individual line items or **Reject Entire Order**
2. Enter a reason for rejecting the order in case your buyer requires.

This example demonstrates the **Reject Entire Order** option. (Updating with Different Statuses will be explained on the next few slides.)

Update Line Items

1. Select **Update Line Items**, to set the status
2. Fill in the requested information (the same as for **Confirm All** option).
3. Scroll down to view the line items and choose:
 - Confirm: You received the PO and will send the ordered items.
 - Backorder: Items are backordered. Once they available in stock, generate another confirmation
 - Reject: Enter a reason why these items are rejected in the Comments field.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject:

Details ⓘ

Line #	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: 1 Rejected

Rejection Reason: Please Select

Comments:

OK Cancel

Finalize Updated Line Items

1. Continue to update the status for each line item on the purchase order. Once finished, click **Next**.
2. Review the order confirmation and click **Submit**. Your order confirmation is sent to Micron
3. The Order Status displays as **Partially Confirmed** if items backordered or not fully confirmed.
4. Generate another order confirmation to set them to confirm if needed.
5. Click Done to return to the Inbox.

Purchase Order: 4509942578

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order

Update Line Items history

Reject Entire Order

From: Micron Technology Utah LLC
4000 North Flash Drive
Lehi, UT 84043
United States
Phone: + (1) 801-768-5300
Fax:

To: Supplier TEST1 for Micron (AMAT, MKS, Tax Testing, etc)
1000 Applied Materials Way
Boise, ID 83706
United States
Phone:
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order: 20150415_PO2

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

From: Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To: Ariba_TestSupplier - TEST
Radlicka 3201/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com