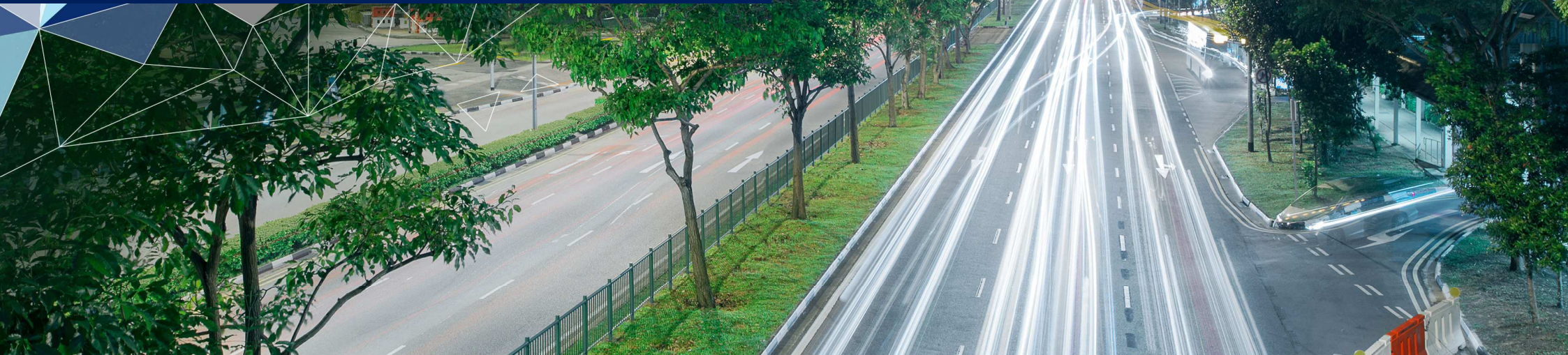


SAP Ariba Training

Order confirmation

Anna Sakova, Marc Rehn | Logistics / Supply Chain
Management | 24.11.2021

WE SHAPE
FUTURE
MOBILITY



MAHLE

Order Confirmation

In this Chapter You Will Learn About ...

Learning Focus

1. Different allowed actions for Items to Confirm
2. Individual Purchase Orders (PO's) management
 - How to Confirm Entire Order
 - How to Update Line Items
 - How to Confirm based on Schedule Items
 - How to Split Items
3. Multiple Purchase Orders (PO's) management
4. How to mass upload Order Confirmations and create an Order Confirmation Report
5. Reconfirmations of Order Confirmations
6. Where to view Submitted Order Confirmations
7. Tolerances for quantity and for delivery date

Order Confirmation

General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by MAHLE.
- Suppliers can suggest modifications of the Purchase Order (quantity or delivery date) through the order confirmation document, but only if MAHLE added tolerances on that concerned Purchase Order. The quantities or dates are also adjustable only within those defined limits.
- In case of any changes (quantity or date), this needs to be communicated to MAHLE.
- These changes need to be accepted and adjusted by the buying organization of MAHLE before fulfillment of the order.

Order Confirmation

Allowed Actions

Ariba Network provides multiple options to confirm your orders:

1. Individual PO management

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to confirm fully or partially the PO. The system will propose you the following buttons:

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change.
- **Reject entire order:** the full rejection of an entire order **is not possible**.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities or dates.
- **Split** action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

2. Multiple POs to be managed: one-step confirmation

In case of multiple POs to be confirmed at the same time, you should use the sub-tab **Items to Confirm** for a one-step action.

Note: It is not possible to propose price changes, split a single PO line into several confirmations, 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 (file upload). Choosing this option you will be able to update line items.

Order Confirmation

Allowed Actions – Option 1: Workbench – Items to Confirm 1/2

- You can confirm or update your orders. Rejection is not allowed.
- From the **Workbench**:
 1. Select **Items to Confirm** tile.
 2. Use the Filter to identify the items to confirm
 3. Use the filter by customer part number, if you want to search according to the part number
 4. Use the filter Need by date, if relevant.
 5. Select the items according to the confirmation, shipping or receiving status
 6. Click on Apply, to search according to the selected filters.
- **Note:** Some filters for confirmation, shipping or receiving status are already set as a standard, but you are allowed to change them.

The screenshot displays the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Workbench, Planning, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button is visible in the top right corner. The main content area shows a 'Workbench' section with several tiles representing different order metrics: 0 New orders, 40 Changed orders, 108 Orders, 54 Orders to invoice, 3 Items to ship, and 274 Items to confirm. The 'Items to confirm' tile is highlighted with a blue bar and a circled '1'. Below this, there are filter options: 'Edit filter', 'Save filter', and several exclusion filters like 'Next 90 days', 'Last 365 days', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A circled '2' points to the 'Edit filter' button. The 'Items to confirm (274)' section contains a grid of filter fields. A circled '3' points to the 'Part numbers' field. A circled '4' points to the 'Need by date' field. A circled '5' points to the 'Confirmation status' field. A circled '6' points to the 'Apply' button. At the bottom, three detailed views of filter selection are shown: 'Confirmation status' with 'Exclude confirmation not allowed' and 'Exclude fully confirmed' checked; 'Shipping status' with 'Exclude fully shipped' checked; and 'Receiving status' with 'Exclude fully received' checked.

Order Confirmation

Allowed Actions – Option 1: Workbench – Items to Confirm 2/2

1. Choose the items for confirmation.
2. Enter the Estimated Shipping Date.
3. In that line you can also see the Estimated Delivery date and Quantity to Confirm.
4. If do you want to send the quantities to two different dates, click on ... to use the functionality **Split**
5. You will double that concerned line and you can split the quantities according to the shipping and delivery date.
6. If do you want to change the quantities or delivery date, click on **Update line items**.

Workbench

2 New orders
40 Changed orders
1 Orders
55 Orders to invoice
6 Items to ship
2 Items to confirm

Items to confirm (2)

Customer Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Estimated Delivery	Actions
70355135	ZHM_0003_...02_0005Abscheider	Nov 20, 2021		2,000.00 H87	0.00 H87	€5.92 EUR	mm/dd/yyyy	Nov 20, 2021	...
70355135	ZHM_0003_...02_0005Abscheider	Nov 18, 2021		21,000.00 H87	0.00 H87	€5.92 EUR	mm/dd/yyyy	Nov 18, 2021	...

Estimated Shipping: Nov 19, 2021
Estimated Delivery: Nov 20, 2021
Quantity To Confirm: 2000 H87
Confirmed Unit Price: 5.92 EUR

Items to confirm (2)

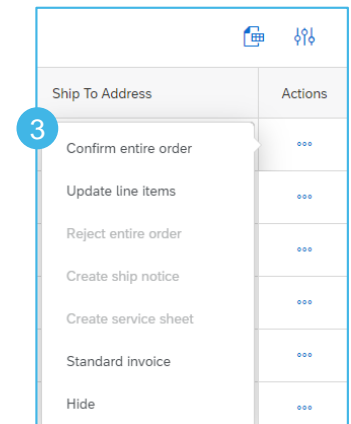
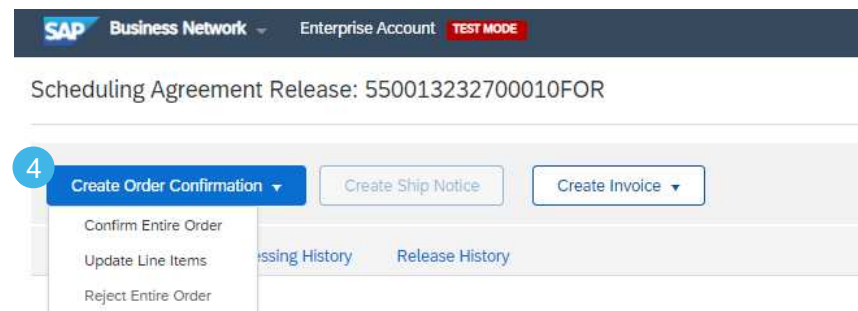
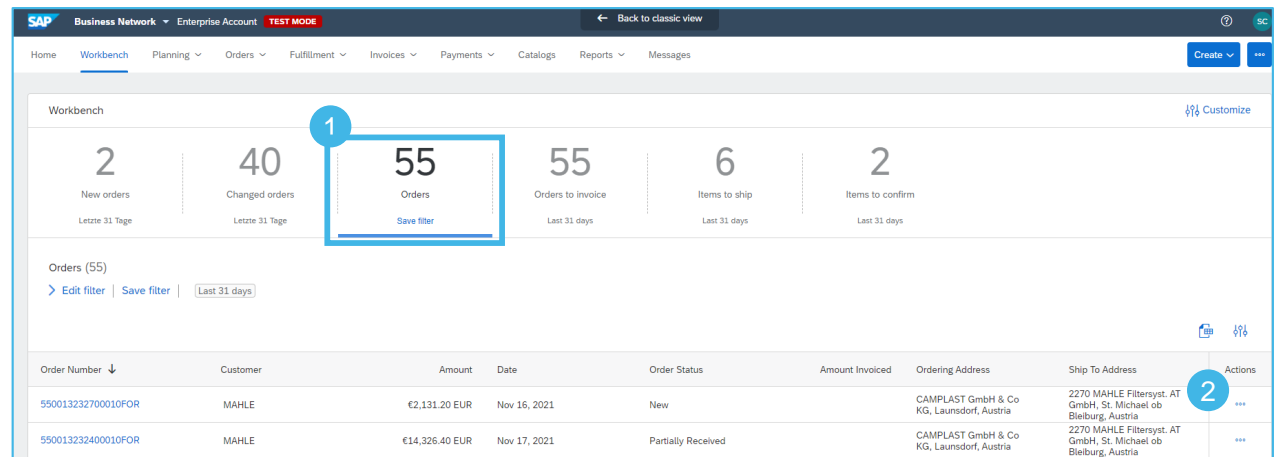
Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Confirmed Unit Price	Others	Actions
21	2,000.00 H87	0.00 H87	€5.92 EUR	Nov 19, 2021	Nov 20, 2021	2000 H87	5.92		Update line items
21	2,000.00 H87	0.00 H87	€5.92 EUR	Nov 19, 2021	Nov 20, 2021	2000 H87	5.92		Split
21	21,000.00 H87	0.00 H87	€5.92 EUR	mm/dd/yyyy	Nov 18, 2021	21000 H87	5.92		Create quality notification

- **Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

Order Confirmation

Allowed Actions – Option 2: Workbench – Orders

- You can confirm or update your orders. Rejection is not allowed.
 - From the **Workbench**:
1. Select **Orders** tile.
 2. Identify the right document and click **Actions** button.
 3. Select an action. There are two possibilities – **Confirm Entire Order** or **Update Line Items**. The option **Reject Entire Order** is not possible.
 4. The same actions are available from the Scheduling Agreement or Purchase Order screen. Click on **Create Order Confirmation** button to select the right option.
- **Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



Order Confirmation

Allowed Actions – Option 3: Orders – Orders and Releases

- You can confirm or update your orders. Rejection is not allowed.
- From the **Orders/ Orders and Releases**:
 1. Confirm or update your orders from the **Orders/ Orders and Releases** tab.
 2. Go to the sub-tab **Items to Confirm**
 3. Identify the right document with using the **Filters**
 4. There are options **Confirm Requested Quantities** or **Confirm Entire Order**.
 5. You can choose the same functionalities also via **Actions**. There is one additional option **Update Line Items**, if do you want to change quantities or dates.
- **Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

SAP Business Network Enterprise Account TEST MODE

Home Workbench Planning **Orders** Fulfillment Invoices Payments Catalogs Reports Messages

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Items to Confirm (1)

Type	Order Number	Item	Part No.	Customer Part No.	Description	Revision Level	Customer	Customer Location / Description	Ordering Address
Release	550013232700010FDR	10	70355135	70355135	ZHM_0003_-02_0005Abscheider		MAHLE	2270 MAHLE Filtersyst. AT GmbH	CAMPLAST GmbH & Co KG Launsdorf Austria

Confirm Requested Quantities Confirm Entire Order

Requested Qty	Unconfirmed Qty	Qty to Confirm	Need By ↑	Estimated Shipping	Estimated Delivery	Supplier Batch ID	Schedule Line	Actions
26,000 (PCE) ⓘ	26,000 (PCE) ⓘ		16 Nov 2021 CET 16 Nov 2021 Buyer time					Edit / View Actions Confirm Entire Order Confirm Requested Quantity Update Line Item Reject Requested Quantity

Order Confirmation – Manage individual PO

Confirm Entire Order: Workbench – Items to Confirm

For detailed order confirmation management please refer to Help Center documentation.

This slide explains how to Confirm Entire Order.

1. Go to the **Workbench** and tab **Items to Confirm**
2. Use the filters to select the correct items.
3. Select the item with a flag. Adjust the estimated shipping, delivery and quantity to confirm.
4. Click on **Confirm** and choose **Confirm entire order**.
5. Enter the Confirmation number.
6. Click on **Submit**.

Notes: Once the order confirmation is submitted, the order status will display as **Confirmed**.

The screenshot shows the SAP Business Network Workbench interface. At the top, there are several cards representing different order statuses: 2 New orders, 40 Changed orders, 1 Orders, 56 Orders to invoice, 41 Items to ship, and 3 Items to confirm. The 'Items to confirm' card is selected. Below this, there are filter options like 'Next 90 days', 'Last 31 days', etc. A table lists items to confirm with columns for Supplier Part No., Description, Need By, Ship By, Requested Quantity, Confirmed Quantity, Requested Unit Price, Estimated Shipping, Estimated Delivery, Quantity To Confirm, and Confirmed Unit Price. Three callouts (2, 3, 3) point to the filter area, the 'Confirm' button, and the 'Quantity To Confirm' column respectively.

This is a close-up of the 'Confirm' dropdown menu. It shows three options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. A callout (4) points to the 'Confirm entire order' option.

This screenshot shows the 'Review orders to confirm' dialog box. It has a header 'Review orders to confirm' and a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. Below the table, there is a form with fields for 'Customer: MAHLE', 'Order No.: 4503627797', 'Confirmation number', and 'Item No.: 10'. A callout (5) points to the 'Need By' field. At the bottom right, there are 'Submit' and 'Cancel' buttons, with a callout (6) pointing to the 'Submit' button.

Order Confirmation – Manage individual PO

Confirm Entire Order: Workbench – Orders 1/2

For detailed order confirmation management please refer to Help Center documentation.

This slide explains how to Confirm Entire Order.

1. Go to the **Workbench** and tab **Orders**.
2. Click on ... to choose the action **Confirm entire order**.
3. Complete the mandatory fields in the **Order Confirmation Header**.

SAP Business Network Enterprise Account TEST MODE

Home Workbench Planning Orders Fulfillment Invoices Payments Catalogs Reports Messages

Workbench

2 New orders (Letzte 31 Tage) | 40 Changed orders (Letzte 31 Tage) | **56 Orders (Save filter)** | 56 Orders to invoice (Last 31 days) | 41 Items to ship (Last 31 days) | 3 Items to confirm (Last 31 days)

Orders (56)
> Edit filter | Save filter | Last 31 days

Order Number ↓	Customer	Amount	Date	Order Status
550013232700010FOR	MAHLE	€2,131.20 EUR	Nov 16, 2021	New
550013232400010FOR	MAHLE	€14,326.40 EUR	Nov 17, 2021	Partially Received
550013232100010FOR	MAHLE	€16,161.60 EUR	Nov 16, 2021	Partially Received

Actions

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice
- Hide

SAP Business Network Enterprise Account TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Order #: 550013232700010FOR

Customer: MAHLE

Supplier Reference:

Shipping and Tax Information

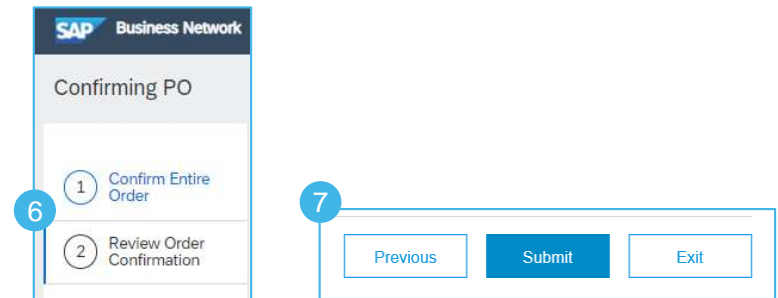
Order Confirmation – Manage individual PO

Confirm Entire Order: Workbench – Orders 2/2

For detailed order confirmation management please refer to Help Center documentation.

4. Review the **Line Items**.
5. Click **Next** button in the bottom of the screen when finished.
6. Review the order confirmation.
7. Click **Previous** to go to the previous page. Click **Submit** to send order confirmation to the buyer. Click **Exit** to leave the page without saving any changes.

Notes: Once the order confirmation is submitted, the order status will display as **Confirmed**.



4

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		70355135		Material	26,000.000 (PCE) ⓘ	16 Nov 2021 CET	5.92 EUR	1,539.20 EUR	
				Invoicing not possible		16 Nov 2021 Buyer time			
Description: ZHM_0003__-02_0005Abscheider									
▼ Schedule Lines									
Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)					
1	Firm	16 Nov 2021 CET 16 Nov 2021 Buyer time		3,000 (PCE) ⓘ					
2	Firm	18 Nov 2021 CET 18 Nov 2021 Buyer time		21,000 (PCE) ⓘ					
3	Firm	20 Nov 2021 CET 20 Nov 2021 Buyer time		2,000 (PCE) ⓘ					
Current Order Status:									
3,000	Confirmed As Is	(Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 16 Nov 2021 CET / 16 Nov 2021 Buyer time)							
21,000	Confirmed As Is	(Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 18 Nov 2021 CET / 18 Nov 2021 Buyer time)							
2,000	Confirmed As Is	(Schedule line number: 3; Commitment level: firm; Estimated Delivery Date: 20 Nov 2021 CET / 20 Nov 2021 Buyer time)							

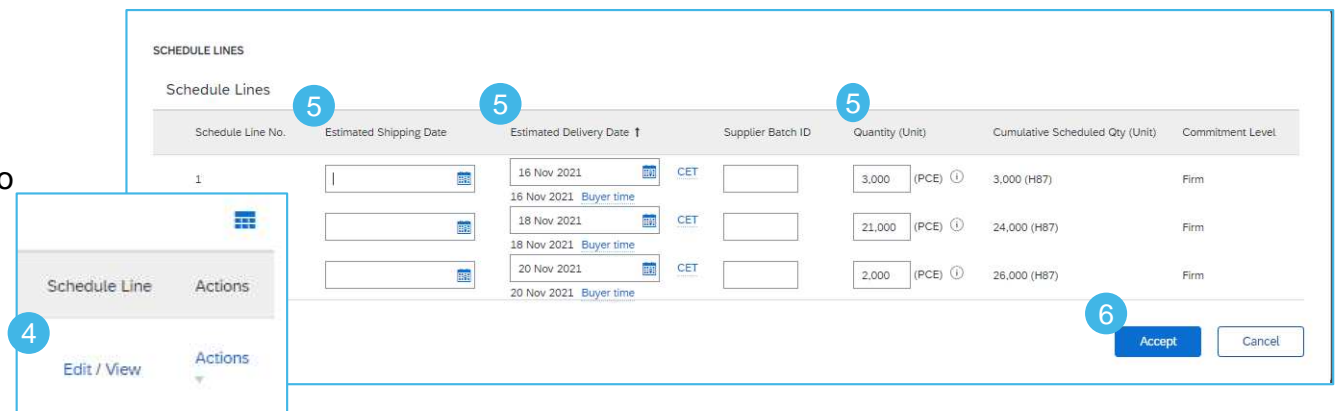
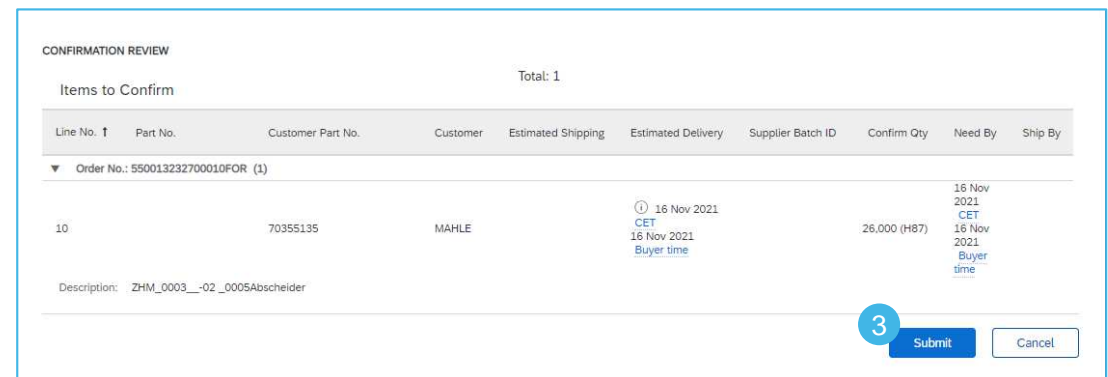
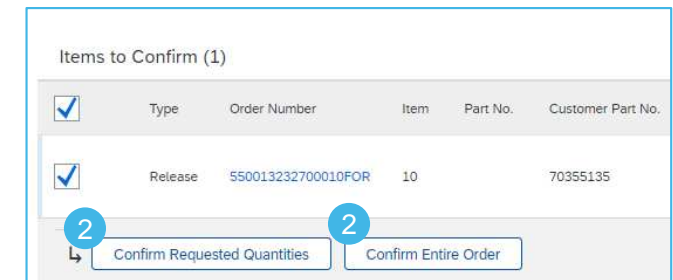
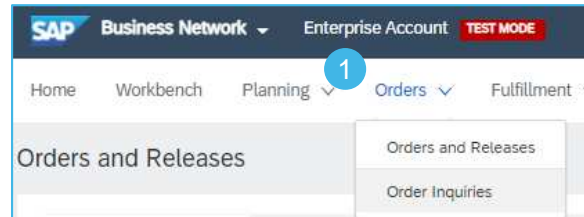
5

Next

Order Confirmation – Manage individual PO

Confirm Entire Order: Orders – Orders and Releases

1. You can confirm or update your orders from the **Orders/ Orders and Releases**
2. If do you mark the item, which you want to confirm, mark the line and click on **Confirm Requested Quantities or Confirm Entire Order**.
3. You will receive a confirmation review. Click on **Submit** to confirm the original quantities and dates.
4. If do you want to change the quantities or the estimated shipping and delivery date, click on **Edit/View**.
5. Now you can enter the estimated shipping date, delivery date and quantity.
6. Click on **Accept** to finalize the confirmation.



- **Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

Order Confirmation – Manage individual PO

Update Line Items 1/3

For detailed order confirmation management please refer to Help Center documentation.

1. If you select **Update Line Items**, you can confirm or update line item information. Order confirmations have a **header** and a **line items** section.
 - At a **header** level, please enter the Order Confirmation number, approximately shipping date and approximately delivery date
 - At a **line** level, you can confirm items, fully or partially.
2. Enter the quantity to confirm for the Purchase Order and Backorder quantity, if you can not confirm all quantity for the same delivery date.
3. Click **Details** button to modify information about estimated delivery date. The price can not be modified.
4. Once completed, click **OK** to return to main screen.

The screenshot displays the SAP Business Network interface for managing individual POs. It is divided into three main sections:

- Top Section:** A table with columns 'Order Number', 'Type', and 'Actions'. The first row shows '4500003734' and 'Order'. The 'Actions' column contains a menu with three options: 'Confirm entire order', 'Update line items' (highlighted with a blue box and callout 1), and 'Reject entire order'.
- Middle Section:** A 'Confirming PO' form. The 'Order Confirmation Header' section includes fields for 'Confirmation #' (with callout 1), 'Associated Purchase Order #' (4503627797), 'Customer' (MAHLE), and 'Supplier Reference'. The 'Shipping and Tax Information' section includes 'Est. Shipping Date' and 'Est. Delivery Date' (with callout 2).
- Bottom Section:** A 'Line Items' table with columns: Line #, Part #, Customer Part #, Revision Level, Type, Qty (Unit), Need By, and Unit Price. The first row shows Line # 10, Part # 79849100, Customer Part # 79849100, Revision Level, Type Material, Qty 500.000 (PCE), Need By 17 Dec 2021 (CET), and Unit Price 34.63 EUR. Below the table, the 'Description' is 'OF__0040__-01 Ventiltraeger'. The 'Schedule Lines' section is expanded. The 'Pricing Details' section includes 'Unit Details' and 'Price Details'. The 'Current Order Status' section shows '500.000 Unconfirmed' (with callout 2) and 'Confirm: 400' (with callout 2). The 'Backorder' section shows '100' (with callout 2). A 'Details' button (with callout 3) is located at the bottom right. At the bottom, there are 'Confirm Based on Schedule Lines' and 'Confirm All' buttons (with callout 4).

Order Confirmation – Manage individual PO

Update Line Items 2/3

For detailed order confirmation management please refer to Help Center documentation.

- If you have entered some quantity as Backorder, please confirm that quantity once more in field Confirm.
 - Click **Details** button to modify information about estimated delivery date for the backorder. The price can not be modified.
 - Once completed, click **OK** to return to main screen.
- Notes:** You are able to submit order confirmation only after **all requested items are confirmed**. Otherwise, you would get an error message.

The screenshot displays the 'Current Order Status' section with two radio button options: '400 Confirmed With New Date' and '100 Backordered'. The '100 Backordered' option is selected. Below this, there are input fields for 'Confirm' (containing '100') and 'Backorder'. A 'Details' button is located to the right of the 'Backorder' field. A 'Confirm Based on Schedule Lines' button is positioned below the input fields. A 'Confirm All' button is located at the bottom left of the main form area. A separate box at the bottom shows the 'Est. Delivery Date' set to '22 Nov 2021' with a calendar icon and 'CET' time zone, and '22 Nov 2021 Buyer time' below it. To the right of this box are 'OK' and 'Cancel' buttons.

Order Confirmation – Manage individual PO

Update Line Items 3/3

For detailed order confirmation management please refer to Help Center documentation.

8. After confirming all requested items, click **Next** button in the bottom of the screen.
9. Review the order confirmation.
10. Click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.

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

Est. Shipping Date: 18 Nov 2021
Est. Delivery Date: 21 Nov 2021

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		79849100		Material	500.000 (PCE)	17 Dec 2021	34.63 EUR	173.15 EUR	

Description: OF__0040__01 Ventiltraeger

Schedule Lines

Pricing Details

Unit Details	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE	PCE	34.63 EUR	100	PCE

Current Order Status

400 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2021 CET / 21 Nov 2021 Buyer time)

100 Backordered (Estimated Delivery Date: 22 Nov 2021 CET / 22 Nov 2021 Buyer time)

Confirm: Backorder: Details

SAP Business Network

Confirming PO

Schedule Lines

Current Order Status:

400 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2021 CET / 21 Nov 2021 Buyer time)

100 Backordered (Estimated Delivery Date: 22 Nov 2021 CET / 22 Nov 2021 Buyer time)

Pricing Details

Unit Details	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE	PCE	34.63 EUR	100	PCE

Order Confirmation – Manage individual PO

Confirm Based on Schedule Lines 1/2

For detailed order confirmation management please refer to Help Center documentation.

- When you have various schedule lines with different delivery date, you can alternatively **confirm per schedule line**:

- Extend the schedule lines to see the requested delivery dates.
- Click on **Confirm Based on Schedule Lines**.
- Select the Schedule Lines you wish to confirm, change the delivery date and quantity, if needed and click on **Create status**.
- The new status will appear and if not all quantities were confirmed, the decrease unconfirmed quantities will appear.
- To see or change a referenced schedule line click **Details**.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)
10		70355135		Material	26,000.000 (PCE)

Description: ZHM_0003_02_0005Abscheider

1 Schedule Lines

Schedule Line No. ↑	Commitment Level	Delivery Date
1	Firm	16 Nov 2021 CET 16 Nov 2021 Buyer time
2	Firm	18 Nov 2021 CET 18 Nov 2021 Buyer time
3	Firm	20 Nov 2021 CET 20 Nov 2021 Buyer time

Pricing Details

Unit Conversion: 1 PCE PCE

Current Order Status: 26,000.000 Unconfirmed

Confirm:

2 Confirm Based on Schedule Lines

3 CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: 20 Nov 2021

Schedule Lines

✓	Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
✓	1	Firm	16 Nov 2021 16 Nov 2021 Buyer time	CET	3,000
✓	2	Firm	18 Nov 2021 18 Nov 2021 Buyer time	CET	21,000
✓	3	Firm	20 Nov 2021 20 Nov 2021 Buyer time	CET	2,000

3 Create Status Cancel

4 Current Order Status

3,000 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 16 Nov 2021 - defaulted from Requested Delivery Date in order)

21,000 Confirmed As Is (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 18 Nov 2021 - defaulted from Requested Delivery Date in order)

2,000 Confirmed As Is (Schedule line number: 3; Commitment level: firm; Estimated Delivery Date: 20 Nov 2021 - defaulted from Requested Delivery Date in order)

Confirm:

Reject All

5 Details

Confirm Based on Schedule Lines

Order Confirmation – Manage individual PO

Confirm Based on Schedule Lines 2/2

For detailed order confirmation management please refer to Help Center documentation.

6. See or change a reference schedule line from the dropdown.
7. After confirming all requested items, click **Next** button in the bottom of the screen.
8. Review the order confirmation.
9. Click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.

- **Notes:** You are not able to change the price.

Unit Details		Price Unit	Order Unit	Price Details		
Unit Conversion				Price	Price Unit Quantity	Price Unit
1		PCE	PCE	5.92 EUR	100	PCE

Order Confirmation – Manage individual PO Split Lines

For detailed order confirmation management please refer to Help Center documentation.

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

 - Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
 - Split icon indicates which lines are added via the split action.
 - Adjust dates and quantities as appropriate for your split rationale.
 - Delete split line if necessary.

Item No.	Supplier Part No.	Description	Requested Quantity	Confirmed Quantity	d U	Actions
Customer: BP SCC Buyer - TEST Order No.: BP255000008400010FOR						
10	Non Catalo...	BuyerDescriptionBP05SN	10.00 EA	0.00 EA	€2	...
10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA	0.00 EA	€2	...
10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA			...

- Update line items
- Split
- Delete
- Create quality notification

Order Confirmation – Manage multiple PO`s Workbench

For detailed order confirmation management please refer to Help Center documentation.

In case of **multiple POs** to be confirmed at the same time, you should use “Items to Confirm” Workbench tile or tab. It summarizes all line items across different POs, and gives you 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 and click **Confirm**.
4. Select any of the action from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

▪ **Note:**

- It is not possible to propose price changes, split a single PO line into several confirmations and reject quantities with this option.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A tile labeled '1' shows '3 Items to confirm' for the 'Last 31 days'. Below this, a filter bar (callout 2) contains options like 'Edit filter', 'Save filter', and various exclusion filters. A table (callout 3) lists items with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. A dropdown menu (callout 4) is open over the table, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The table rows show items for 'Customer: SCC Delivery Team - Global H19 Cl' with quantities like 10 and 30, and part numbers S_BP001 and S_BP0011. A 'Submit' button (callout 5) is visible at the bottom.

Item No.	Supplier Part No.	Requested U	Actions
	Customer: SCC Delivery Team - Global H19 Cl		
10	S_BP001	€1	...
	Customer: SCC Delivery Team - Global H19 Cl		
30	S_BP0011	€0	...

Order Confirmation – Manage multiple PO`s

Orders Tab

For detailed order confirmation management please refer to Help Center documentation.

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 **View** field you can specify the items to be identified. Click **Search**.
4. Select the lines you wish to confirm.
5. Select one of the allowed actions:
 - To confirm entire order without any updates, click **Confirm Entire Order** button.
 - To change the quantity to confirm or to edit the delivery dates scroll to the right side to make the entries. After that click on **Confirm Requested Quantities** button.
6. 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.

The screenshot displays the 'Orders and Releases' interface with the 'Items to Confirm' sub-tab selected. The interface includes a search filter section (2) with view options (3) such as 'Only items that can be confirmed' and 'All items with unconfirmed quantity'. A table (4) lists items with checkboxes for selection. Below the table are buttons for 'Confirm Requested Quantities' (5) and 'Confirm Entire Order'. At the bottom, there are 'Submit' and 'Cancel' buttons (6).


Requested Qty	Unconfirmed Qty	Qty to Confirm	Need By	Estimated Shipping	Estimated Delivery	Supplier Batch ID	Schedule Line	Actions
1,500 (PCE)	1,500 (PCE)	1,500 (PCE)	6 Sep 2021 CEST 6 Sep 2021 Buyer time		6 Sep 2021 CEST 6 Sep 2021 Buyer time		Edit / View	Actions
3,600 (PCE)	3,600 (PCE)	3,600 (PCE)	19 Sep 2021 CEST 19 Sep 2021 Buyer time		19 Sep 2021 CEST 19 Sep 2021 Buyer time		Edit / View	Actions

Order Confirmation

Mass OC Upload – Create OC Report

For detailed order confirmation management please refer to Help Center documentation.

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**.

▪ **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.

The screenshot illustrates the MAHLE system interface for creating an order confirmation report. It is divided into three main sections:

- Section 1:** The top navigation bar features a 'Create' button (marked with a '1') and a 'VS' button.
- Section 2:** The 'Jobs' list section shows a table with columns for 'Name' and 'Type'. A job named 'test maria' is listed with the type 'Order Confirmation'. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads' (marked with a '4').
- Section 3:** The 'Create/Edit Job' form (marked with a '3') contains various input fields for job details. The '* Type' field is set to 'Order Confirmation' and is highlighted with a red box. Other fields include '* Name', '* Customer' (BP SCC Buyer - TEST), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Date type' (Need By), 'Date Range' (Current Date Minus, 365 Days), and 'Search by' (Line item date range). There are also checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'.

Order Confirmation

Mass OC Upload – Run OC Report

For detailed order confirmation management please refer to Help Center documentation.

5. The report will appear in the **Download** sub-tab.
6. To download a report click on the icon on right hand of the screen.
7. Use **Refresh Status** button to update report status to Completed.

Note: Please make sure to use the latest version of the template available through the Portal.

Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Unit Delivery	Item Shipment	Item Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier
	4500053022	2	08 Feb 2019						60	accept	SUP_2917	2917		16	EA	#####		2	AUD						
	4500053022	2	08 Feb 2019						70	accept	SUP_2917	2917		17	EA	#####		2	AUD						
	4500053022	2	08 Feb 2019						80	accept	SUP_2917	2917		18	EA	#####		2	AUD						
	4500053022	2	08 Feb 2019						90	accept	SUP_2917	2917		19	EA	#####		2	AUD						
	4500053025	3	11 Feb 2019						20	accept	SUP_2917	2917		1	EA	#####		2	AUD						

Order Confirmation

Mass OC Upload – Delivery Date Update

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

1. Fill your confirmation number (You cannot use the same confirmation number across different orders. Populating a confirmation number is also optional, you may leave it blank).
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.
4. The **price can not be updated**.

Leave the other columns without any change.

Delete the lines that you do not want to confirm for now.

Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Item Line number	Schedule Line Number	Commitment Level	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level	Item Quantity	Item Unit Of Measure	Item Delivery Date	Item Shipment Date	Item Unit Price Amount	Item Unit Price Currency
	4503494100	Order	1	*****	2270	10		1	Unconfirmed	accept		70577120		1500	PCE	30 Aug 2021		21,98	EUR
	4503494101	Order	1	*****	2270	10		1	Unconfirmed	accept		70577120		1500	PCE	30 Aug 2021		21,98	EUR

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 date, follow the steps below.

Example:

Line item with 20 pieces to be delivered by Sept. 11th have to be split to => 5 pieces delivered on Sept. 12th and 15 pieces delivered Sept. 14th.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Enter the number of items in the **Item Quantity** field to be shipped per each of delivery dates => write 5 in the initial line, and 15 in the 2nd line you have copied.
4. Adjust the delivery 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.
- The price can not be updated.

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	10	PCE	11 Sep 2018
	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	15	PCE	14 Sep 2018

Order Confirmation

Mass OC Upload – Reupload the Template 1/2

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 templates”.
- 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' sub-tab selected in the top navigation bar (1). Below it is a table with columns 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table is empty, displaying 'No uploads found.' (2). Below the table are 'Upload' and 'Refresh Status' buttons. An 'Upload File' dialog box is open, showing the following fields: '*Name:' with the value 'Mass OC_April' (3), 'Customer:' with the value 'BP SCC Buyer - TEST', and '*Type:' with a dropdown menu set to 'Order Confirmation' (4). The 'File:' field has a 'Browse...' button (5). At the bottom of the dialog are 'Upload' and 'Cancel' buttons (6). A 'Download templates' link is also visible below the file field.

Order Confirmation

Mass OC Upload – Reupload the Template 2/2

- The column **Status** displays whether upload was successful or not:
 - If upload is successful, the status will turn into **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.
- 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.

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 unselect everything else.
6. Click **Next**.
7. Do not edit next page. Click **Finish**.
8. The data will appear in columns.

The screenshots illustrate the following steps:

- Step 1:** Selecting the first column (A) containing concatenated data.
- Step 2:** Clicking on Data > Text to Columns.
- Step 3:** Selecting “Delimited” as the file type.
- Step 4:** Clicking **Next**.
- Step 5:** In the “Delimiters” screen, selecting “Comma” and unselecting everything else.
- Step 6:** Clicking **Next**.
- Step 7:** Clicking **Finish**.
- Step 8:** The data is displayed in columns.

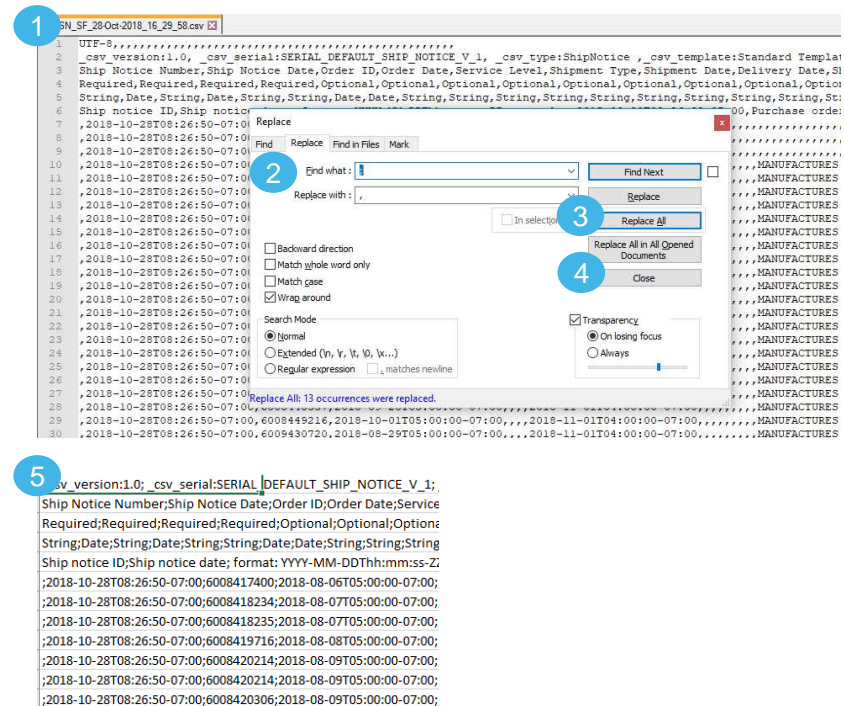
Ship Notice Date	Order ID	Order Date
Required	Required	Required
Date	String	Date
Ship notice date; format: YYYY-MM-DDThh:mm:ss	Purchase order ID	Purchase order date; format: YYYY-MM-DDThh:mm:ss
2018-10-28T08:26:50-07:00	6008417400	2018-08-06T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418234	2018-08-07T05:00:00-07:00
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 Ariba Network

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 you saved .csv file into Ariba Network.

1. Open your saved .csv file in Notepad or similar text editor. Click **Ctrl + H**
2. In **Find what** field enter **;** (semi-colon), in **Replace with** field enter **,** (comma).
3. Click **Replace all**.
4. Click **Close**. Save the file and close it.
5. 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

Reconfirmation: Workbench

You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on Ariba Network and will resend a new confirmation to the Buyer.

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Use search filters “Confirmation status” to identify already confirmed lines.
3. Click Actions button and select **Update line item** on the right hand side of your screen.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot illustrates the SAP Business Network Workbench interface for order confirmation. It is divided into several sections:

- Top Navigation:** SAP Business Network Enterprise Account. The 'Workbench' tab is selected.
- Items to confirm tile (1):** A summary tile showing '13 Items to confirm' and a 'Save filter' button.
- Filter bar (2):** A bar for 'Items to confirm (13)' with an 'Edit filter' button and several filter buttons: 'Exclude confirmation not all... +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'.
- Table:** A table with columns for selection, quantity, and description. One row is highlighted with a checkmark in the selection column. The row details are: Customer: BP SCC Buyer - TEST, Order No.: BP155000008400010FOR, Quantity: 10, Description: Non Catalo..., BuyerDescriptionBP05SN.
- Confirmation status dialog (2):** A dialog box titled 'Confirmation status' with a search bar and a list of filters: 'Exclude confirmation not allowed' (checked), 'Exclude unconfirmed' (checked), 'Exclude partially confirmed' (unchecked), and 'Exclude fully confirmed' (unchecked).
- Action button (3):** An 'Update line items' button located to the right of the table row.

Order Confirmation

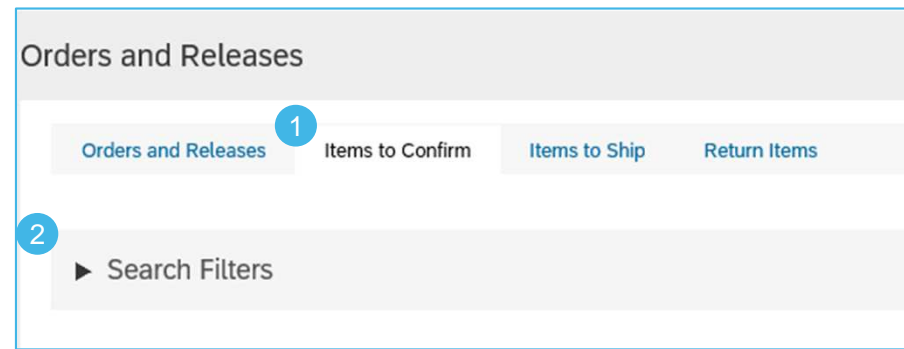
Reconfirmation: Orders – Orders and Releases

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.

Note:

You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).



The screenshot shows a table titled 'Items to Confirm (1)' with a grid icon in the top right corner. The table has the following columns: a checkbox, 'Type ↑', 'Order Number', 'Schedule Line', and 'Actions'. The first row contains a checked checkbox, 'Order', '4500003734', 'Edit / View', and 'Actions'. A blue circle labeled '3' is positioned over the 'Actions' column. Below the table is a button labeled 'Update Line Item'.

<input checked="" type="checkbox"/>	Type ↑	Order Number	Schedule Line	Actions
<input checked="" type="checkbox"/>	Order	4500003734	Edit / View	Actions

The screenshot shows search filter options for 'Items to Confirm'. A blue circle labeled '2' is positioned to the left of the options. The options are: 'Only items that can be confirmed' (selected with a blue radio button), 'All items with unconfirmed quantity', 'Only fully confirmed items', and 'Search only stock transport orders' (with a checkbox).

View: Only items that can be confirmed All items with unconfirmed quantity Only fully confirmed items Search only stock transport orders

Order Confirmation

Reconfirmation

1. When reviewing the PO again, you will see the split of your previously confirmed quantity.
2. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
3. You can reconfirm the line only partially and split the line again. Fill the quantity in the field Confirm, which you want to reconfirm.

Example: 5 (entered in the field Confirm) from the 9 items (selected by the blue circle). Click also on **Details** to change only the date of these 5 items.

4. The order confirmation will be updated.

The screenshot displays the SAP Line Items interface for a purchase order. The main table shows the following data:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		part1		10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	

Below the table, the description is "Test description". The interface is annotated with four numbered steps:


- 1:** A blue circle highlights the "Current Order Status" section, which shows a split of the confirmed quantity: 9 items confirmed with a new date (14 Aug 2019) and 1 item confirmed with a new date (20 Aug 2019).
- 2:** A blue circle highlights the "Details" button, which is used to change the date for the selected items.
- 3:** A blue circle highlights the "Confirm" field, which contains the value "5", indicating the quantity to be reconfirmed.
- 4:** A blue circle highlights the "Current Order Status" section on the right side of the interface, which shows the updated status: 4 items confirmed with a new date (14 Aug 2019), 1 item confirmed with a new date (20 Aug 2019), and 5 items confirmed with a new date (23 Oct 2019).

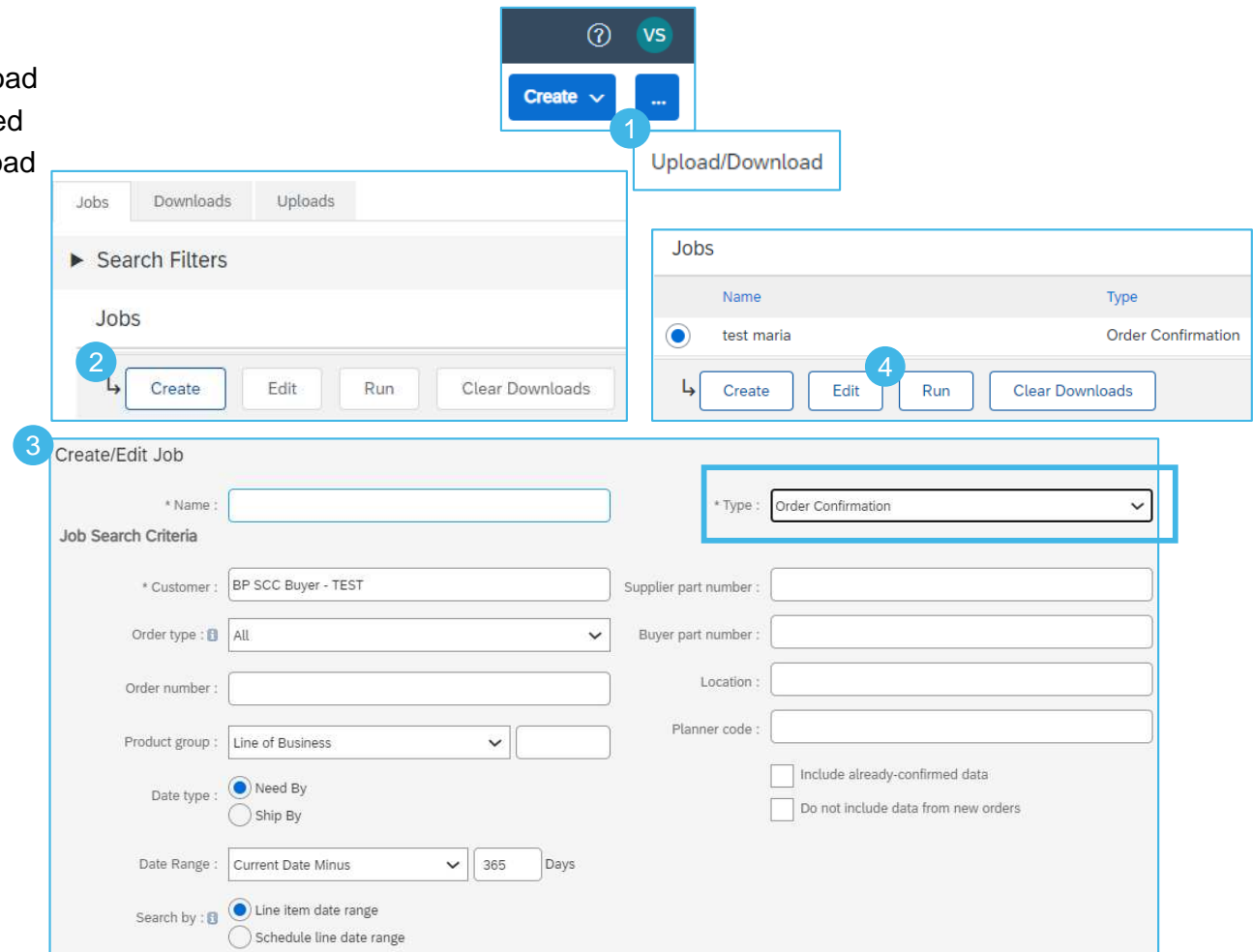
Order Confirmation

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:

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



The screenshot illustrates the MAHLE system interface for creating an order confirmation report. It is divided into three main sections:

- Upload/Download:** A menu at the top right with a 'Create' dropdown and a '...' button. A blue circle with the number 1 highlights the '...' button.
- Jobs:** A section with tabs for 'Jobs', 'Downloads', and 'Uploads'. It includes a 'Search Filters' section and a 'Jobs' list. The 'Jobs' list has columns for 'Name' and 'Type'. A job named 'test maria' is listed with the type 'Order Confirmation'. A blue circle with the number 2 highlights the 'Create' button in the 'Jobs' section.
- Create/Edit Job:** A form for creating or editing a job. It includes fields for 'Name', 'Customer', 'Order type', 'Order number', 'Product group', 'Date type', 'Date Range', 'Search by', 'Supplier part number', 'Buyer part number', 'Location', 'Planner code', 'Include already-confirmed data', and 'Do not include data from new orders'. A blue circle with the number 3 highlights the 'Create/Edit Job' section. A blue circle with the number 4 highlights the 'Type' dropdown menu, which is set to 'Order Confirmation'.

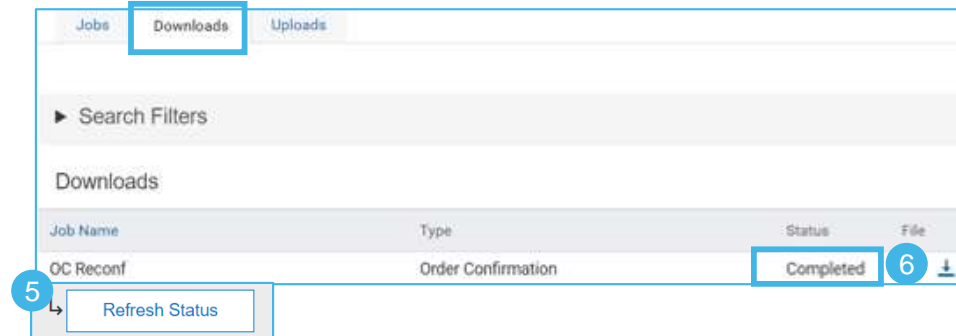
Order Confirmation

Reconfirmation via Mass 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.

- **Note:**

- In Excel file you can reconfirm partially or fully confirmed items.
- For more details how to confirm OC via Excel file refer to [Mass OC Upload](#) chapter described above.



Order Confirmation

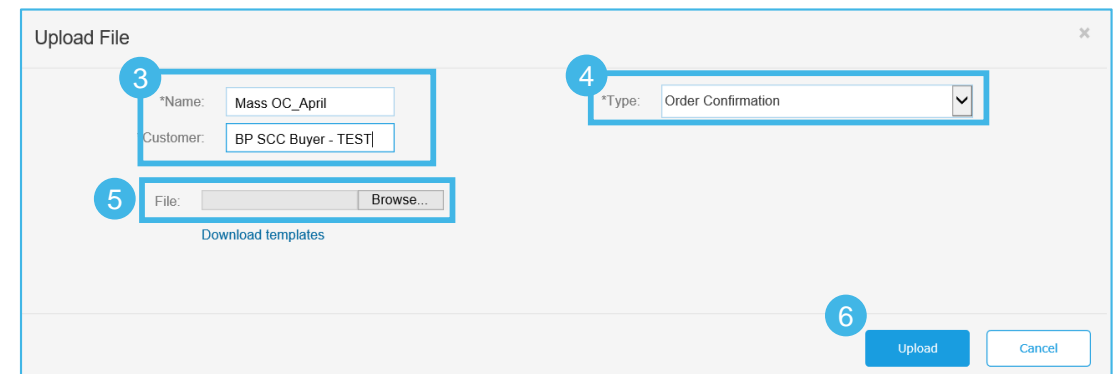
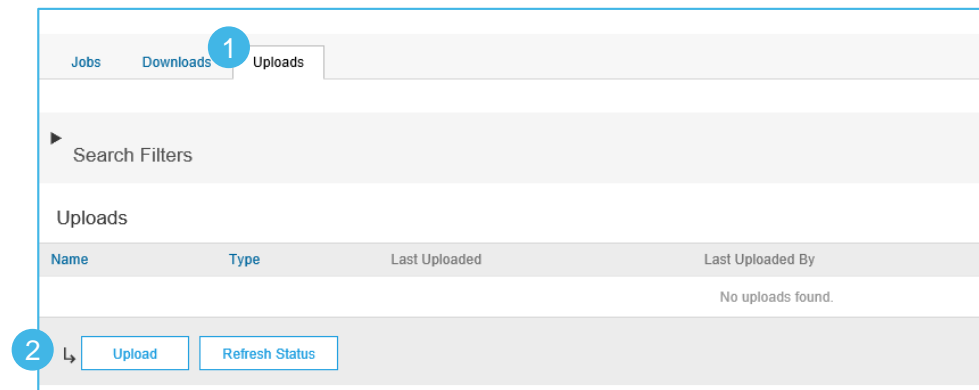
Reconfirmation via Mass Upload – Reupload the Template

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 1/2

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 displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, highlighting 'Order Confirmations' (marked with a blue circle 1).

The main content area shows a search filter section (marked with a blue circle 2) and a table of 'Order Confirmations (311)'. The table has columns for 'Confirmation ID', 'Customer', and 'Status'. The first two rows are visible:

Confirmation ID	Customer	Status
1OC3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
1OC3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

On the right side of the table, there is a 'Page 1' selector and a 'Configure' button (marked with a blue circle 3).

Below the table, a detailed view of a 'Purchase Order' is shown. The order details are: 'Purchase Order (Partially Invoiced) 20170215_DMPO7' with an amount of '295.00 EUR'. At the bottom of this view, the 'Routing Status' is 'Acknowledged' and 'Related Documents' are listed as 'OCPO7' (checked), '12313123' (checked), and 'OCPO7' (checked), with a 'More(2)' link (marked with a blue circle 4).

Order Confirmation

Review Submitted Order Confirmations 2/2

Example of order confirmation sent to Buyer.

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

Order Confirmation: CONF305

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

Detail [History](#)

1 Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: [6007625305](#)

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	504890-1	Test customer part1		10.0 (PCE)	25 Jul 2018		121.60 CHF	1,216.00 CHF

Description: Test description

3 Current Order Status:

- 2 Confirmed As Is (Estimated Delivery Date: 25 Jul 2018)
- 8 Confirmed With New Date (Estimated Delivery Date: 26 Jul 2018)

Order Confirmation

Tolerances for quantity and for delivery date

MAHLE applies specific tolerance rules on each order.

1. In case your modifications are not allowed, you will see the **error message** with additional instructions.
2. MAHLE configures types of deviations for quantity and for delivery date. This allows certain suppliers to exceed tolerances if the buyer approves the order confirmation.

Delivery date tolerance is set for + /- 5 days and is only applied on order confirmations.

Over quantity tolerances are applied on order confirmations and also on shipping notifications. These tolerances are not visible to suppliers at the first moment, only by overcrossing of the defined over delivery tolerance.

Under quantity deliveries are allowed and do not have an impact when posting an order confirmation or shipping notification. There is no warning or error message.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		CR00077562		3.0 (PCE)	3 Apr 2017

Description: VIS BRACELET GRAIN RIZ OJ 12MM

▶ Test customer part1
Test description

3.0 Unconfirmed

Confirm: Backorder:

1 !The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 1.50 and 4.50 inclusive.

2 ⚠ Order confirmations for one or more line items require buyer approval.

Line Items

Line #	Deliveries	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		BP001	Material			100.000 (PCE)	29 Dec 2020 CET 29 Dec 2020 Buyer time	10.00 EUR	1.000.00 EUR	Summary

• The order confirmation for this item awaits buyer approval.

Status

111 Confirmed With Changes (Estimated Delivery Date: 29 Dec 2020 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: 13.00 EUR)

Buyer confirmation approval status | Awaiting approval.

Control Keys

Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

Order Confirmation

Tolerances for quantity and for delivery date

3. After submitting order confirmation, that requires customer approval, **Approval Request** document will be created.
4. It can be accessed from **Fulfillment => Order confirmations => click on Order number => see the Related documents.**

Order Confirmation: 1OC#1984

Print Export cXML

Detail History

Confirmation #: 1OC#1984
Notice Date: 21 Dec 2020
Purchase Order: 4500001984
Est. Delivery Date: 29 Dec 2020

Line Items

Line #	Deliveries	Part #
10	1	

The order confirmation for this item awaits buyer approval.

111 Confirmed With Changes (E)

Approval Request: 1OC#1984_AR

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
4500001984	10	1OC#1984	2020-12-29 12:00:00 America/Los_Angeles	100	PCE	Awaiting approval

Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason
	111		13.00 EUR	Price Quantity

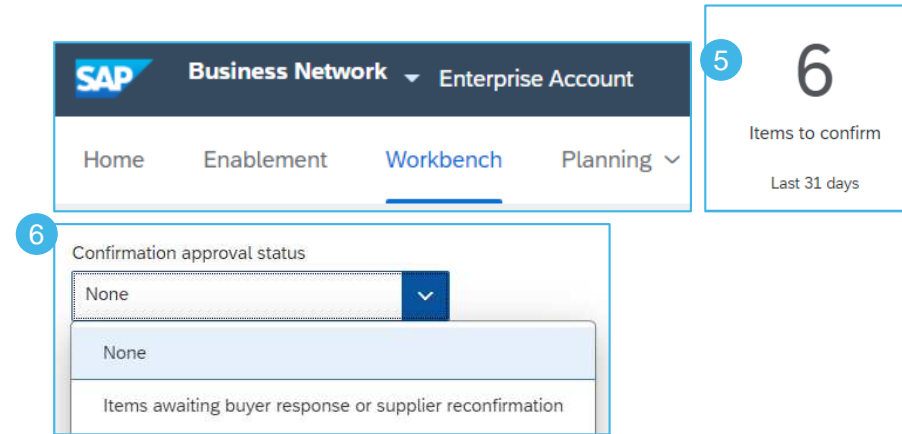
Related Documents: 1OC#1984_AR

Order Confirmation

Tolerances for quantity and for delivery date

- To identify order confirmations pending buyer's approval:

- Click on **Workbench/ Items to Confirm** tile.
- Apply filter - Confirmation approval status: **Items awaiting buyer response or supplier reconfirmation.**



Note: This opportunity to identify order confirmations with pending buyer's approval is not given by following option:

- Click on **Orders and Releases/ Items to Confirm.**
- With this option you can choose only between the possibilities: **Only items that can be confirmed, All items with unconfirmed quantity or Only fully confirmed items**

