



# Tata Chemicals Supply Chain Collaboration

## Order Confirmation

Supplier Training Guide



(Formerly as, Ariba Network)

# Agenda

## Order Confirmation

- Introduction
- Type of Order confirmation

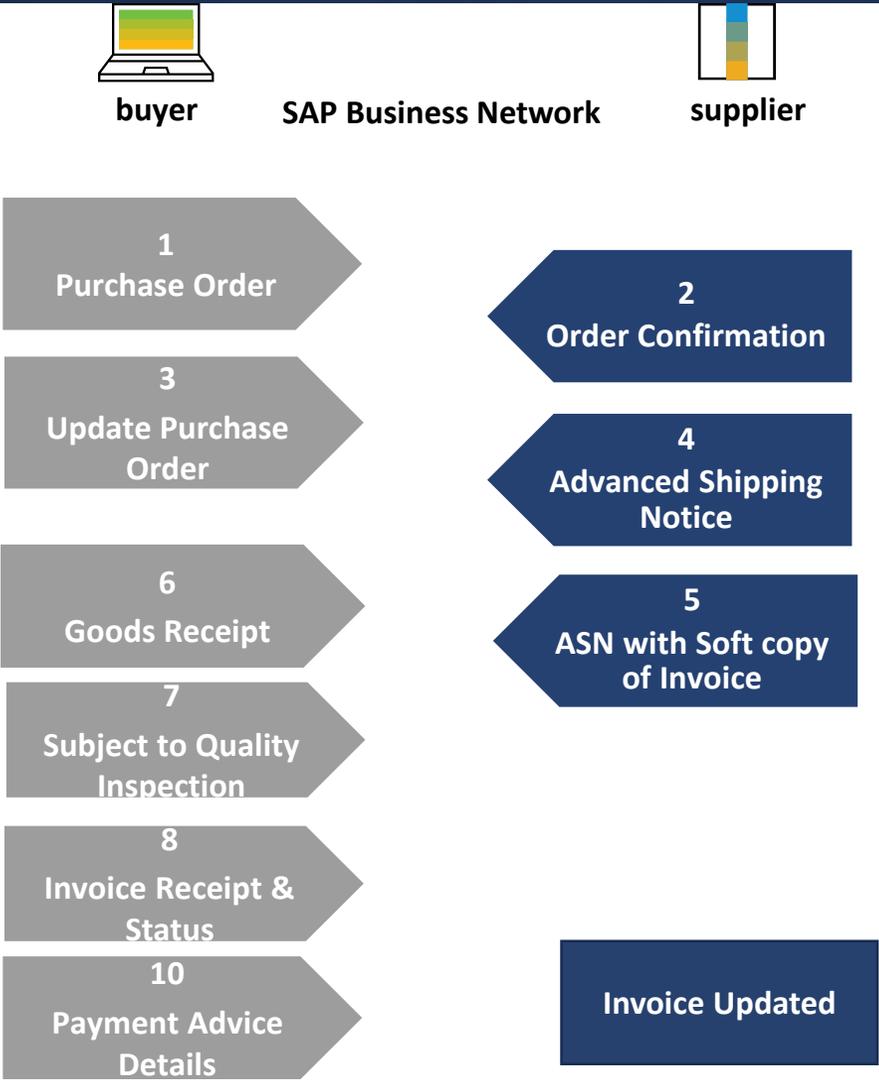
## Order Confirmation Portal User Interaction

- Order Confirmation

# PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and number of items. A soft copy of Supplier Invoice must be added in ASN [Advance Shipping Notification].</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p>
Invoice Receipt (IR)	<p>Invoice document is a posting in Buyer system for the goods which were accepted by customer. It marks completion of Invoicing process, which further leads to payment clearing stage.</p> <p>Payment advice is a posting in Buyer system for the invoices pending for payment. It marks an intimation that customer has paid an invoice.</p>

# PO Collaboration Workflow Diagram



# Order Confirmation

In this Chapter You Will Learn About ...

... how to manage order confirmations

... where to view submitted order confirmations

... order confirmation content and fields description

# 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 the Buyer.
- Suppliers can also suggest modifications of the purchase order (price, quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by the buying organization before fulfillment of the order.
- The customer can use the “temporary unit price functionality”. In this case the supplier must confirm all temporary unit prices in the line items to include in the order confirmation. If any temporary unit price is not confirmed, it will block the next step of creating the order confirmation. A warning message shows in each line item that has a quantity in the Confirm field but the temporary unit price is unconfirmed.
- Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

# Order Confirmation

## Allowed Actions

SAP Business Network provides multiple options to confirm or reject 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.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates.

### 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.

# Order Confirmation

## Allowed Actions

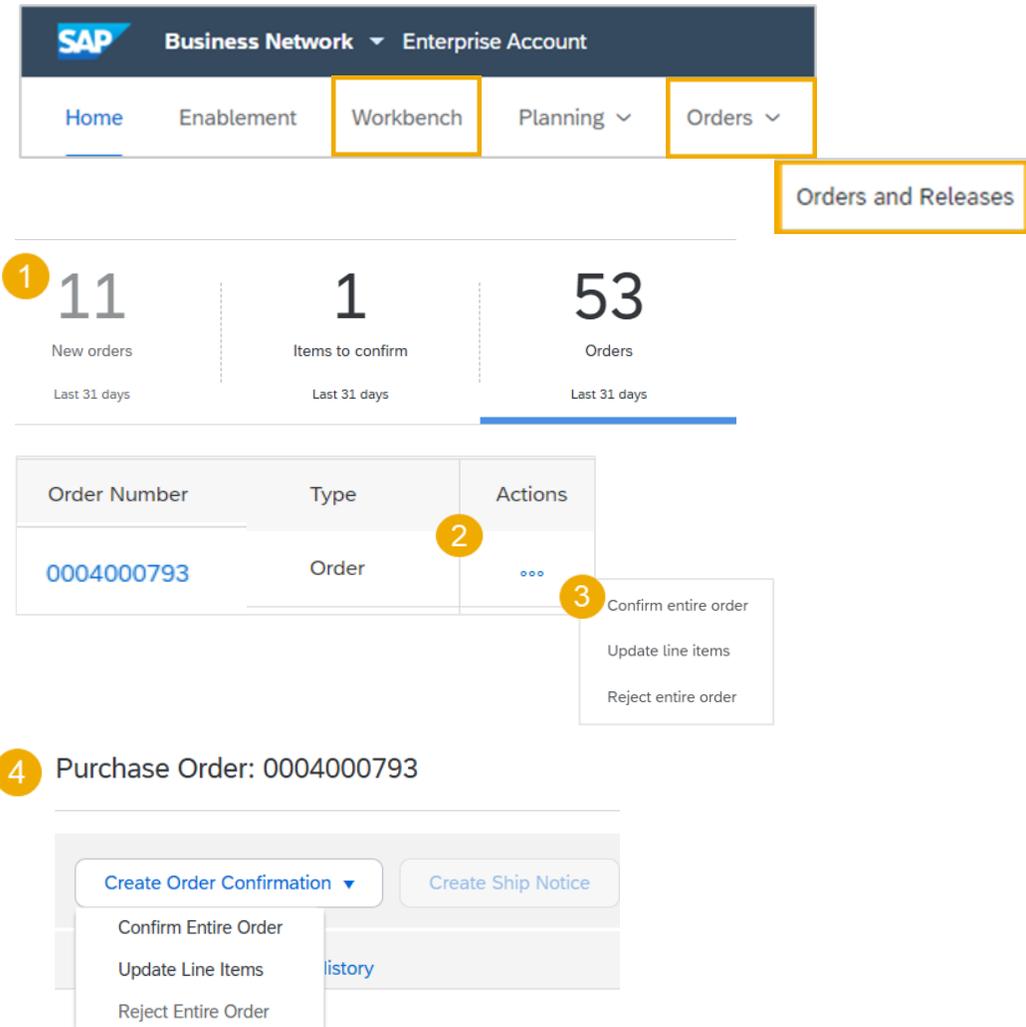
- You can confirm, update or reject your orders.
- From the **Workbench**

OR

- From the **Orders>Orders and Releases:**

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

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



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases'. The main content area displays three tiles: 'New orders' (11), 'Items to confirm' (1), and 'Orders' (53). The 'Orders' tile is highlighted. Below the tiles is a table with columns 'Order Number', 'Type', and 'Actions'. The first row shows '0004000793' under 'Order Number' and 'Order' under 'Type'. The 'Actions' column for this row has a dropdown menu with three options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. The 'Create Order Confirmation' button is highlighted in the top right corner. The 'Purchase Order: 0004000793' is displayed below the table. The 'Create Order Confirmation' button is highlighted in the top right corner. The dropdown menu for the 'Actions' column is open, showing the options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

Order Number	Type	Actions
0004000793	Order	<ul style="list-style-type: none"><li>Confirm entire order</li><li>Update line items</li><li>Reject entire order</li></ul>

# Order Confirmation

## Manage Individual PO – Confirm Entire Order

This slide explains how to 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 one the following action:
  - Click **Previous** to go to the previous page.
  - Click **Submit** to send the 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**.

The screenshot shows the 'Confirm Entire Order' workflow. Callout 1 points to the 'Confirm entire order' button in the Actions menu. Callout 2 points to the 'Confirmation #' field in the Order Confirmation Header. Callout 3 points to the 'Line Items' section. Callout 4 points to the 'Next' button. Callout 5 points to the 'Previous', 'Submit', and 'Exit' buttons.

Order Number	Type	Actions
0004000793	Order	Confirm entire order Update line items Reject entire order

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: \*

Associated Purchase Order #: 0004000793

Customer: Tata Chemicals Limited - TEST

Supplier Reference:

Shipping and Tax Information

Line Items 3

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000009010100519		Material	2.000 (t)	12 Dec 2025	75.00 INR	150.00 INR	7.50 INR	

Description: COAL MAT

Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	12 Dec 2025		2.000 (t)

Current Order Status:  
2.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 12 Dec 2025)

Next 4

Previous Submit Exit 5

# Order Confirmation

## Manage Individual PO – Update Line Items

1. If you select **Update Line Items**, you can confirm, reject and update line item information. Order confirmations have a **header** and a **line items** section.
  - At a **header** level, you can add comments, attachments and further order confirmation details.
  - At a **line** level, you can confirm or reject items, fully or partially.
2. Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click **OK** to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order confirmation and 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.

The screenshot displays the 'Order Confirmation' interface. At the top, there is a table with columns: Order Number, Type, and Actions. The 'Order Number' is 0004000793 and the 'Type' is Order. The 'Actions' column contains a menu with three options: 'Confirm entire order', 'Update line items' (highlighted with a yellow box and a '1' in a yellow circle), and 'Reject entire order'.

Below this is the 'Line Items' section. It features a table with columns: Line #, Part #, Customer Part #, Revision Level, Type, Qty (Unit), Need By, Unit Price, Subtotal, Tax, and Customer Location. The first row shows Line # 10, Part # 00000009010100519, Type Material, Qty 2.000 (t), Need By 12 Dec 2025, Unit Price 75.00 INR, Subtotal 150.00 INR, and Tax 7.50 INR. The description is COAL MAT.

Underneath the table is a 'Schedule Lines' section. It includes a table with columns: Schedule Line No., Delivery Date, Ship By, and Quantity (Unit). The first row shows Schedule Line No. 1, Delivery Date 12 Dec 2025, and Quantity 2.000 (t).

Below the schedule lines is the 'Current Order Status' section. It shows a radio button selected for '2.000 Unconfirmed'. There are input fields for 'Confirm:' and 'Backorder:'. A 'Details' button with a '2' in a yellow circle is located to the right of these fields.

At the bottom of the screen, there is a 'Confirm All' button with a '3' in a yellow circle. To the right, there are 'Exit' and 'Next' buttons.

The bottom part of the screenshot shows the 'Line Items' section again, but with a different 'Current Order Status' section. It shows a radio button selected for '2 Confirmed With Comments (Schedule line number: 1; Comments: test training; Estimated Delivery Date: 12 Dec 2025 - defaulted from Requested Delivery Date in order)'. A '4' in a yellow circle is positioned above the 'Submit' button at the bottom right.

# Order Confirmation

## Manage Multiple PO's

In case of **multiple POs** to be confirmed at the same time, you should use **“Items to Confirm”** tile. It summarizes all line items across different POs, and gives you the possibility to confirm multiple lines at once.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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 actions 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'. The 'Orders' menu is expanded to show 'Orders and Releases'. A tile in the top right corner indicates '3 Items to confirm' for the last 31 days. Below this, the 'Items to confirm (3)' section features a filter bar with options like 'Edit filter', 'Save filter', and various exclusion filters. A 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The main table lists three items for confirmation, all of which are checked. The table header includes columns for 'No.', 'Supplier Part No.', 'Description', 'Need By', 'Estimated', and 'Actions'. The supplier is identified as 'Tata Chemicals Limited - TEST' with order number '0004000795'. At the bottom, a 'Submit' button is highlighted, along with a 'Cancel' button.

No.	Supplier Part No.	Description	Need By	Estimated	Actions
10		COAL MAT	Dec 12, 2025	12/12/20	...
20		COAL MAT	Dec 12, 2025	12/12/20	...
30		COAL MAT	Dec 12, 2025	12/12/20	...

# Order Confirmation

## Update line item

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

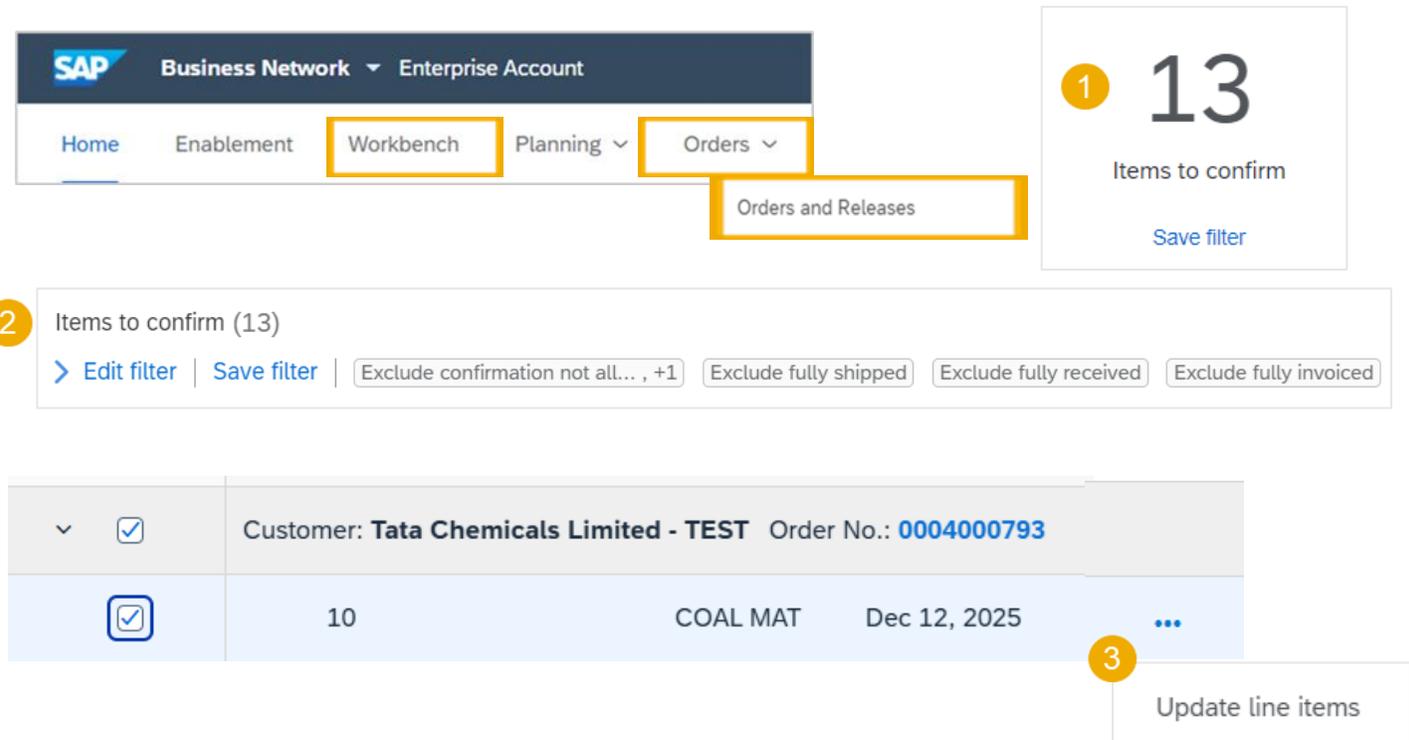
From the **Workbench**

OR

From **Orders>Orders and Releases:**

1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  under Actions and select **Update line item**.

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



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases'. A tile on the right indicates '13 Items to confirm' with a 'Save filter' button. Below this, a filter bar shows 'Items to confirm (13)' and several filter options: 'Edit filter', 'Save filter', 'Exclude confirmation not all... +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A table below displays order details for 'Customer: Tata Chemicals Limited - TEST' and 'Order No.: 0004000793'. The table has columns for selection, quantity (10), material (COAL MAT), and date (Dec 12, 2025). A 'More actions' menu is open for the selected row, showing the 'Update line items' option.

Customer: Tata Chemicals Limited - TEST	Order No.: 0004000793
<input checked="" type="checkbox"/>	10 COAL MAT Dec 12, 2025

# Order Confirmation

## Update line item

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 cell.

**Example:** 1 from the 3 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.

### Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		000000009010100519		Material	5.000 (t) ⓘ	12 Dec 2025	75.00 INR	375.00 INR
					Description:	COAL MAT		

### ▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By
1	12 Dec 2025	

### 1 Current Order Status

- 3 Confirmed With New Date (Schedule line number: 1; Comments: Confirmed; Estimated Delivery Date: 1 Nov 2025)
- 2 Confirmed With Comments (Schedule line number: 1; Comments: test; Estimated Delivery Date: 12 Dec 2025 - defaulted from Requested Delivery Date in order)

3 Confirm:

Backorder:

2 [Details](#)

4

### Current Order Status

- 1 Confirmed With New Date (Schedule line number: 1; Comments: Confirmed; Estimated Delivery Date: 20 Oct 2025)
- 2 Confirmed With New Date (Schedule line number: 1; Comments: Confirmed; Estimated Delivery Date: 1 Nov 2025)
- 2 Confirmed With Comments (Schedule line number: 1; Comments: test; Estimated Delivery Date: 12 Dec 2025 - defaulted)

# Order Confirmation

## Item Reconfirmation 1

Suppliers can use the Items to Confirm list to revise eligible confirmed line items and reconfirm them. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

From the **Workbench** OR From **Orders>Orders and Releases**:

1. Go to **Items to confirm** tile.
2. Select **Confirmed items for editing** from the View dropdown list

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', and 'More'. The 'Orders' section is active, showing 'Orders and Releases'. Below this, a dashboard features six tiles: 'Orders' (207), 'Items to confirm' (26), 'Items to ship' (36), 'Return items' (5), 'New orders' (74), and 'Changed orders' (17). The 'Items to confirm' tile is highlighted with a blue bar and a yellow circle with the number '1'. Below the dashboard, the 'Items to confirm (26)' section is visible, with an 'Edit filter' link. The 'View' dropdown menu is open, showing three options: 'Confirmed items for editing' (selected), 'Items to be confirmed', and 'Confirmed items for editing'. A yellow circle with the number '2' is placed next to the selected option.

Category	Count	Time Period
Orders	207	Last 31 days
Items to confirm	26	Last 31 days
Items to ship	36	Last 31 days
Return items	5	Last 31 days
New orders	74	Last 31 days
Changed orders	17	Last 31 days

Items to confirm (26)

View: Confirmed items for editing

Items to be confirmed

Confirmed items for editing

# Order Confirmation

## Item Reconfirmation 2

3. Use the Confirmation status filter to choose which confirmation status types to exclude.
4. To reconfirm a line item, select the desired line item
5. From the Confirm dropdown select one of the options

3 Confirmation status

Exclude unconfirmed  Selec... 

Exclude confirmation not allowed

Exclude unconfirmed

5 **Confirm**

Confirm schedule line  
Confirm entire item  
Confirm entire order

No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity ↑	Confirmed Quantity
Supplier: <b>Tata Chemicals Limited - TEST</b> Order No.: <b>0004000733</b>						
4 <input checked="" type="checkbox"/>	10	COAL MAT	Dec 12, 2025		1 <u>TNE</u>	1 TNE

# Order Confirmation

## Item Reconfirmation 3

6. Click **Submit** on the Review Schedule line to confirm page
7. A confirmation message will appear after your submission.

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

### Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: <b>Tata Chemicals Limited - TEST</b> Order No.: <b>0004000733</b> Confirmation number <input type="text" value="OC-0004000733-1"/>					
Item No.: <b>10</b> Supplier Part No.: Description: <b>COAL MAT</b>					
1	Dec 12, 2025		1.00 TNE	₹75.00 INR	1.00 TNE

6

7  Confirmation for Order 0004000733 has been created successfully.



# 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 the Table options menu.
4. You can review confirmation as well from the PO screen in the Related Documents.

The screenshot displays the SAP Business Network Enterprise Account interface. The navigation bar shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Order Confirmations'. Below this is a 'Search Filters' section. The main content area shows 'Order Confirmations (326)' with a pagination control set to 'Page 2'. A table lists the following data:

Confirmation ID	Customer	Order #	Status
<a href="#">cnf-1</a>	Tata Chemicals Limited - TEST	0004000781	Acknowledged
<a href="#">cnf-1</a>	Tata Chemicals Limited - TEST	0004000780	Acknowledged

Below the table, a detailed view of a 'Purchase Order (Confirmed)' is shown, including the order number 0004000780, amount of 75.00 INR, and version 1. A 'Track Order' button is present. At the bottom, the routing status is 'Acknowledged', the external document type is 'Revenue PO (ZRVP)', and related documents are listed as 'cnf-1'.

# Order Confirmation

## Review Submitted Order Confirmations 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: cnf-1

Done

Previous

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

[Detail](#) [History](#)

**1** Confirmation #: cnf-1  
Notice Date: 30 Jan 2025  
Purchase Order: [0004000780](#)  
Internal reference: oc test

Related Documents: [cnf-1\\_AR](#)

### Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location	Tax
10	1		000000009010100519		1.000 (t) ⓘ	12 Dec 2025		75.00 INR	75.00 INR		3.75 INR

**3** Description: COAL MAT

Current Order Status:

1 Confirmed With Comments (Schedule line number: 1; Comments: oc test; Estimated Delivery Date: 12 Dec 2025 - defaulted from Requested Delivery Date in order)

# Order Confirmation

## Tolerances 1

Your Customer may apply specific tolerance rules on each order.

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

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10		00000009010100519		Material	1.000 (t) ⓘ	12 Dec 2025

Description: COAL MAT

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date
1	12 Dec 2025

Current Order Status

1.000 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.

Confirmation #: CNF-4000719-1  
Supplier Reference:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		00000009010100519		Material	2.000 (t) ⓘ	12 Dec 2025	75.00 INR	150.00 INR	

Description: COAL MAT

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	12 Dec 2025		2.000 (t) ⓘ

Current Order Status:

2 Confirmed With New Date (Schedule line number: 1; Comments: TEST; Estimated Delivery Date: 12 Dec 2026)

• The order confirmation for this item needs buyer approval.

# Order Confirmation

## Tolerances 2

3. After submitting order confirmation, that requires customer approval, **Approval Request** document will be created.
4. It can be accessed from **order confirmation screen/ Related documents**.

Order Confirmation: CNF-4000719-1

Done

Previous

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

[Detail](#) [History](#)

Confirmation #: CNF-4000719-1  
Notice Date: 12 Feb 2025  
Purchase Order: [0004000719](#)

4

Related Documents: [CNF-4000719-1\\_AR](#)

### Line Items

Line #	No. Schedule Lines	Pi
 10	1	
Description: COAL MAT		
Current Order Status:		
2 Confirmed With New Date (Schedule line)		

3

Approval Request: CNF-4000719-1\_AR

Done

Previous

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

[Detail](#) [History](#)

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
0004000719	10	CNF-4000719-1	2025-12-11 22:30:00 America/Los_Angeles	2	TNE	Awaiting approval
Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason		
2026-12-11 22:30:00 America/Los_Angeles	2			Date		

# Order Confirmation

## Tolerances 3

- Order Confirmations pending buyer's approval can be identified
  - From the **Workbench**
  - OR
  - From **Orders > Orders and Releases**:
5. Click on **Items to Confirm** tile.
  6. Apply filter: **Items awaiting buyer response or supplier reconfirmation**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, the main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' and 'Orders' menus are highlighted with yellow boxes. A secondary menu under 'Orders' shows 'Orders and Releases', also highlighted. The main content area features a tile labeled '5' with a large number '6' and the text 'Items to confirm' and 'Last 31 days'. Below this, a section titled 'Items to confirm (6)' includes an 'Edit filter' button (highlighted with a yellow circle '6') and two filter buttons: 'Next 90 days' and 'Last 31 days'. A dropdown menu for 'Confirmation approval status' is open, showing 'None' as the selected option and 'Items awaiting buyer response or supplier reconfirmation' as an available filter option.

# Thank you!!