

The Synlait logo is rendered in a bold, white, sans-serif font. It is centered horizontally and positioned in the upper half of the page. The background features a vibrant pink and white abstract design with flowing, liquid-like shapes that create a sense of movement and depth.

# Synlait

## SAP BUSINESS NETWORK ORDER COLLABORATION

Supplier Training Guide

# ORDER COLLABORATION

## PURCHASE ORDER

### Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases:**

1. Select any of the **Orders** tile.
2. Use **filters** to identify the right document.
3. Search results will appear. Click the **settings** icon to customize the view.
4. Click **export** button to download data in Excel.
5. Open PO by clicking its **number**.

**Note:** If the order can not be found in search, please check PO instructions or contact [Synlait](#).

The screenshot shows 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'. Below this is a dashboard with four tiles: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271). A filter panel is visible below the dashboard, with various filters for Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. Below the filter panel is a table of search results with columns for Order Number, Customer, Amount Invoiced, and Actions. The first row shows Order Number 4500003734 and Customer SCC Delivery Team - Global H19 Client 400 - TEST.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

# ORDER COLLABORATION

## PURCHASE ORDER

### View PO Details

1. View the details of your order and allowed actions.
2. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, schedule lines and others.
5. You can configure your view by clicking configure icon.
6. You will be able to see the **Synlait** heading address in the upper left side of the PO.

Purchase Order: 4500008865 Done

1 Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ Create Quality Notification ⏴ ⏵ ⋮

Order Detail Order History

6 **Synlait**

From:  
Synlait Milk Limited  
1028 Heselton Road  
Rakaia CAN  
7783  
New Zealand  
Phone:    
Fax:  

To:  
BParnau Supplier - TEST  
Phone:    
Fax:    
Email:  

Purchase Order  
(New)  
4500008865  
Amount: \$20.00 USD  
Version: 1

2 Track Order

3 **Line Items**

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1		FGPCDG01	Material			10.000 (BO) ⓘ	25 Aug 2022 <a href="#">CEST</a> 25 Aug 2022 <a href="#">Buyer time</a>	\$2.00 USD	\$20.00 USD		4 <span style="margin-left: 10px;">Show Item Details</span> <span style="margin-left: 10px;">⚙️</span> 5
Description: Finished Good DG 5l												<ul style="list-style-type: none"> <li>✓ Status</li> <li>✓ Control Keys</li> <li>4 <span style="margin-left: 10px;">Details</span> ✓ ___INTERNALAW_CommentsList</li> <li>✓ Attachment</li> <li>✓ Accounting</li> <li>✓ Quality Certificates</li> <li>✓ Schedule Lines</li> <li>✓ Other Information</li> </ul>

# ORDER COLLABORATION

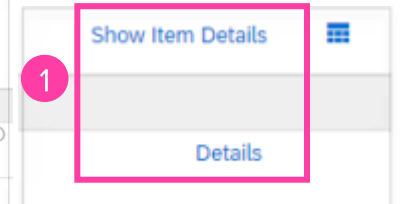
## PURCHASE ORDER

### View PO Details – Line-Item Level

To view the details of the line level:

1. Click on **Show Item Details** or **Details** on the righthand side of the Line Items
2. Detail of item status (previously confirmed or previously shipped items).
3. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
4. Below Control keys – there might be customer comments available.
5. Schedule line details the quantities planned for specified delivery dates.
6. Additional details might be provided in Other information section.

Line Items					
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return
10	1	S_BP001	BP001	Material	
Description: Lager					
<b>2</b> Status					
1 Shipped		Shipment Id: ASN00229			
1,000.000 Unconfirmed					
<b>3</b> Control Keys					
Order Confirmation: not allowed					
Ship Notice: allowed					
Invoice: is not ERS					
<b>4</b> Comments					
Materialbestelltext:		https://www.haascnc.com/			
<b>5</b> Schedule Lines					
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)		
1	11 Jul 2022 2:00 PM CEST		1,000.000 (PCE)		
	11 Jul 2022 <a href="#">Buyer time</a>				
<b>6</b> Other Information					
Receiving Type:		4			
External Line Number:		10			
Estimated days for inspection:		7			
Classification Domain:		ERPCommodityCode			
Classification Code:		YBPM01			
Classification Domain:		ERPCommodityCodeDescription			
Classification Code:		Ersatzteile			



# ORDER COLLABORATION

## PURCHASE ORDER

### View PO Details – Edited PO

If buyer edited a PO, PO status will appear as **Changed**.

You will still be able to see previous versions of the document.

The changes will be displayed in the Line items section:

1. In case buyer updated the PO, line item will be marked as Edited.
2. In case buyer deleted the line item – as Deleted



**From:**  
**Synlait Milk Limited**  
1028 Heselton Road  
Rakaia CAN  
7783  
New Zealand  
Phone: +1 (0) 666-6666-666  
Fax:

**To:**  
**SCC Supplier - TEST**  
210 Sixth Avenue,  
Pittsburgh, PA 15222  
United States  
Phone: +1 (123) 4567890  
Fax: +1 (123) 9876540  
Email:

**Purchase Order**  
**(→ Changed)**  
**4500016972**  
Amount: \$30,000.00 USD  
Version: 2 (Previous Version)

[Track Order](#)

1

### Line Items

Line #	No. Schedule Lines	Change	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	1	→ Edited	Material	13.000 12.000-(EA) ⓘ	15 Apr 2024 <a href="#">CEST</a> 15 Apr 2024 <a href="#">Buyer time</a>	\$19.96 USD	\$259.48 USD
						\$20.67 USD	\$248.04 USD

Description: SEMI23,PD,Subcont

2

### Line Items

Line #	No. Schedule Lines	Change	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		→ Deleted	Material	1,000.000 (EA) ⓘ	30-Apr-2024	\$20 USD	\$20,000.00 USD

Description: RAW03, MTS, ME Integration, A

# ORDER COLLABORATION

## ORDER CONFIRMATION

1. The order confirmation document is sent by suppliers as an acceptance of a purchase order.
2. The order confirmation is an agreement to fulfil the order as proposed by the Buyer.
3. Suppliers can also suggest modifications of the purchase order (price, quantity, delivery date) through the order confirmation document.
4. These changes need to be accepted by the buying organization before fulfilment of the order.
5. If the Buyer has used 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.
6. Custom attributes can be included for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

# 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.
- **Reject entire order:** will propose only to fill a comment option, explain the full rejection.

**Note:** Communicate with Synlait's Buyer to discuss the rejection with any additional information that might not have been included in the initial rejection notice and comments.

- **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 to add (or remove) split option, 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.

# 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.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a secondary navigation bar has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' and 'Releases'. Below the navigation, there are three summary tiles: '92 New orders Last 90 days', '22 Changed orders Last 90 days', and '263 Orders' with a 'Save filter' link. Below these is a table with columns 'Order Number', 'Type', and 'Actions'. The table contains one row: '4500003734', 'Order', and '...'. A dropdown menu is open for the '...' action, showing 'Confirm entire order', 'Update line items', and 'Reject entire order'. Below the table, a 'Purchase Order: 4500003734' section shows a 'Create Order Confirmation' button with a dropdown menu containing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order', and a 'Create Ship Notice' button.

Order Number	Type	Actions
4500003734	Order	...

**4** Purchase Order: 4500003734

Confirm entire order  
Update line items  
Reject entire order

Create Order Confirmation  
Confirm Entire Order  
Update Line Items  
Reject Entire Order

Create Ship Notice



# 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**.

Order Number	Type	Actions
4500003734	Order	<a href="#">Confirm entire order</a> <a href="#">Update line items</a> <a href="#">Reject entire order</a>

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500008899

Customer: SCC Delivery Team - Global H19 Client 400 - TEST

Supplier Reference:

---

Shipping and Tax Information

Comments:

---

Attachments

Name	Size (bytes)

3 Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10	S103	KKC_PROD_103		Subcontract	10.000 (EA) ⓘ

Description: KKC Prod 103

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date
1	30 Jul 2022 CEST 30 Jul 2022 Buyer time

► Components

Current Order Status:  
**10.000 Confirmed As Is** (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time)

4 Next

5 Previous Submit Exit

# ORDER CONFIRMATION

## Manage Individual PO – Confirm Entire Order

This slide explains how to Confirm Entire Order.

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.

Order Number	Type	Actions
4500003734	Order	<span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px;">1</span>

Confirm entire order

Update line items

Reject entire order

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	S103	KKC_PROD_103		Subcontract	10,000 (EA)	30 Jul 2022 CEST 30 Jul 2022 Buyer time	\$200.00 USD	\$2,000.00 USD	

Description: KKC Prod 103

**Schedule Lines**

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	30 Jul 2022 CEST 30 Jul 2022 Buyer time		10,000 (EA)

**Components**

Current Order Status

10,000 Unconfirmed

Confirm:  Backorder:  Reject:  2 Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

ⓘ

3

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By
⚠️ 10	S103	KKC_PROD_103		Subcontract	10,000 (EA)	30 Jul 2022 CEST 30 Jul 2022 Buyer time

Description: KKC Prod 103

**Schedule Lines**

Schedule Line No. ↑	Delivery Date
1	30 Jul 2022 CEST 30 Jul 2022 Buyer time

**Components**

Current Order Status:

5 Rejected (Rejection Reason: Incorrect Price)

5 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 - defaulted from Requested Delivery Date in order)

4

# ORDER CONFIRMATION

## Manage Individual PO – Reject Entire Order

This example demonstrates the Reject Entire Order option.

1. Select the option **Reject Entire Order**. A new window will appear.
2. Enter your confirmation number.
3. Select a rejection reason from the dropdown list.
4. You might be willing to provide further details for rejection in the **Comments** section.

**Note:** Communicate with Synlait's Buyer to discuss the rejection with any additional information that might not have been included in the initial rejection notice and comments.

5. Click **Next** button in the bottom of the screen when finished.
6. Review the rejected order and select one of the following action:
  - Click **Previous** to go to the previous page.
  - Click **Submit** to send the rejection to the buyer.
  - Click **Exit** to leave the page without saving any changes.

The screenshot shows the 'Rejecting Entire Order' process in a web application. At the top, a table lists order details:

Order Number	Type	Actions
4500003734	Order	... <b>1</b> Reject entire order

Below the table are options: 'Confirm entire order' and 'Update line items'. The 'Rejecting Entire Order' modal window is open, showing a sidebar with '1 Reject' and '2 Review' options. The main area contains a 'Confirmation Update' section with a 'Confirmation #' field (marked with a '2'), 'Associated Purchase Order #' (4500008747), and 'Customer' (SCC Delivery Team - Global H19 Client 400 - TEST). Below this is a 'Reject Reason :\*' dropdown (marked with a '3') set to 'Please Select' and a 'Comments:' text area (marked with a '4'). At the bottom right of the modal are 'Exit' and 'Next' buttons (marked with a '5'). At the very bottom of the screen, a navigation bar contains 'Previous', 'Submit', and 'Exit' buttons (marked with a '6').

**Notes:** Once the order confirmation is rejected, the Order Status will display as **Rejected**.

# ORDER CONFIRMATION

## Manage Individual PO – Update Line Items

- 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.
- 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.
- After confirming all requested items, click **Next** button in the bottom of the screen.
- 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.

Order Number	Type	Actions
4500003734	Order	Confirm entire order <span style="border: 2px solid pink; padding: 2px;">Update line items</span> Reject entire order

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	S103	KKC_PROD_103		Subcontract	10.000 (EA)	30 Jul 2022 CEST 30 Jul 2022 Buyer time	\$200.00 USD	\$2,000.00 USD	

Description: KKC Prod 103

**Schedule Lines**

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	30 Jul 2022 CEST 30 Jul 2022 Buyer time		10.000 (EA)

**Components**

Current Order Status: 10.000 Unconfirmed

Confirm:  Backorder:  Reject:  2 Details ⓘ

Confirm Based on Schedule Lines Edit Components

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Confirm All ⓘ

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By
<span style="color: orange;">⚠</span> 10	S103	KKC_PROD_103		Subcontract	10.000 (EA)	30 Jul 2022 CEST 30 Jul 2022 Buyer time

Description: KKC Prod 103

**Schedule Lines**

Schedule Line No.	Delivery Date
1	30 Jul 2022 CEST 30 Jul 2022 Buyer time

**Components**

Current Order Status:

- 5 Rejected (Rejection Reason: Incorrect Price)
- 5 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 - defaulted from Req)

3 Exit Next

4 Previous Submit Exit

# ORDER CONFIRMATION

## Manage Individual PO – Split Lines

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

1. Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
2. Split icon indicates which lines are added via the split action.
3. Adjust dates and quantities as appropriate for your split rationale.
4. Delete split line if necessary, Click **Next** button in the bottom of the screen when finished.

The screenshot displays the SAP Business Network Enterprise Account interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A 'Workbench' tile shows '6 Items to confirm' for the 'Last 31 days'. Below this is a table with columns: Item No., Supplier Part No., Description, Need By, Requested Quantity, Confirmed Quantity, Estimated Shipping, Estimated Delivery, Quantity, and Actions. The table contains several rows for 'Chain wheel' items. A context menu is open over the last row, showing options: 'Update line items', 'Split', 'Delete', and 'Create quality notification'. A 'Next' button is visible at the bottom of the table.

Item No.	Supplier Part No.	Description	Need By	Requested Quantity	Confirmed Quantity	Estimated Shipping	Estimated Delivery	Quantity	Actions
10		Chain wheel	Jul 31, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Jul 31, 2022		...
10		Chain wheel	Aug 1, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 1, 2022		...
10		Chain wheel	Aug 17, 2022	17.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 17, 2022		...
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...

# 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.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. A tile on the right indicates '1 6 Items to confirm Last 31 days'. Below the navigation, the 'Items to confirm (3)' section is visible. A filter bar contains 'Edit filter', 'Save filter', and several filter buttons: 'Exclude confirmation not all...', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A dropdown menu is open over the table, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The table has columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. The first two rows are highlighted in blue, and their checkboxes in the 'Confirm' column are checked. At the bottom, there are 'Submit' and 'Cancel' buttons.

Item No.	Supplier Part No.	Requested U	Actions
10	S_BP001	€1	...
30	S_BP0011	€0	...

# ORDER CONFIRMATION

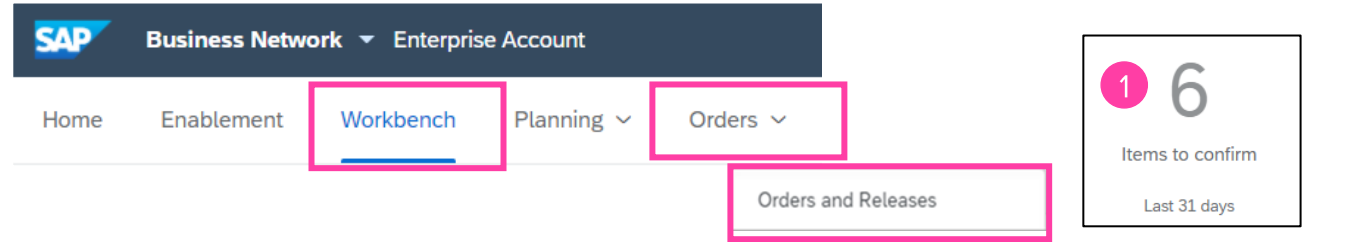
## Manage PO – Update Line Item

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**.

<input type="checkbox"/>	Customer: BP SCC Buyer - TEST	Order No.: BP155000008400010FOR
<input checked="" type="checkbox"/>	10	Non Catalo... BuyerDescriptionBP05SN 

3 **Update line items**

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

# ORDER CONFIRMATION

## Manage PO – 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:** 5 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.

**Line Items**

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	

Description: Test description

▶ Schedule Lines

**1** Current Order Status

- 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019 )
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019 )

**3** Confirm:  Backorder:  Reject:

**2** [Details](#)

**4** Current Order Status

- 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019 )
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019 )
- 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019 )



# ORDER CONFIRMATION

## Item Reconfirmation

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
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

Home Enablement **Workbench** Planning **Orders** Fulfillment Quality More [Create](#)

Orders **Orders and Releases**

207 Orders Last 31 days

**1** 26 Items to confirm Last 31 days

36 Items to ship Last 31 days

5 Return items Last 31 days

74 New orders Last 31 days

17 Changed orders Last 31 days

Items to confirm (26) [Edit filter](#) View: Confirmed items for editing

Customers Order numbers Creation date Need by date

**3** Confirmation status

Exclude unconfirmed [Select...](#)

Exclude confirmation not allowed

Exclude unconfirmed

**5** Confirm Reject

Confirm schedule line

Confirm entire item

Confirm entire order

**4**

Order No.	Schedule Line No.	Supplier Part No.	Description	Current Status	Need By
Customer: SCC Delivery Team - Global H19 Client 400 - TEST	Order No.: 4500014130				
<input checked="" type="checkbox"/>	10	1	AC_Inventory Serial Number	Confirmed	Dec 27, 2023
<input type="checkbox"/>			Customer: SCC Delivery Team - Global H19 Client 400 - TEST		Order No.: 4500012656
<input type="checkbox"/>	10	1	SUPPMAT	Confirmed	Nov 28, 2023

# ORDER CONFIRMATION

## Line Reconfirmation

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 **General Functionality Guide**.

### Review Schedule line to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: <b>SCC Delivery Team - Global H19 Client 400 - TEST</b> Order No.: <b>4500014130</b> Confirmation number <input type="text" value="OCAHS"/>					
Item No.: <b>10</b> Supplier Part No.: Description: <b>AC_Inventory Serial Number</b>					
1	Dec 27, 2023		4.00 H87	\$10.00 USD	4.00 H87

**6**

**7**  Confirmation for Order 4500014130 has been created successfully.

Items to confirm (40) View:

# ORDER CONFIRMATION

## Review Submitted Order Confirmations

From the Homepage:

- Submitted order confirmations can be viewed from Fulfilment > Order Confirmations.
- Use search filters to identify the right document.
- Configure data view by clicking the Table options menu.
- You can review confirmation as well from the PO screen in the Related Documents.



Home Enablement Workbench Planning **Fulfilment**

**Search Filters**

Order Confirmations (311) Page 1

Confirmation ID	Customer	Status
10C3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
10C3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

**Purchase Order**  
(Partially Invoiced)  
20170215\_DMPO7  
Amount: 295.00 EUR

---

Routing Status: **Acknowledged**  
Related Documents: [OCPO7](#)  
[12313123](#)  
[OCPO7](#)  
[More\(2\) >](#)

Example of order confirmation sent to Buyer.

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

Order Confirmation: CONF305

Print Export cXML

Detail **History**

**5** 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

**7** 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

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	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:

R€

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

[Hide Item Details](#)

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 <a href="#">CET</a> 29 Dec 2020 <a href="#">Buyer time</a>	10.00 EUR	1,000.00 EUR	<a href="#">Summary</a>

⚠ 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

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

Order Confirmation: 1OC#1984 Done Previous

Print Export cXML

Detail History

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

4 Related Documents: 1OC#1984\_AR

**Line Items**

Line #	Deliveries	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1									

3 The order confirmation for this item awaits buyer approval.

111 Confirmed With Changes

Approval Request: 1OC#1984\_AR Done Previous

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

Order Confirmations pending buyer's approval can be identified

From the Workbench OR From Orders > Orders and Releases:

- Click on Items to Confirm tile.
- Apply filter: Items awaiting buyer response or supplier reconfirmation.

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning **Orders**

**Orders and Releases**

5 6

Items to confirm

Last 31 days

6 Items to confirm (6)

> Edit filter || Next 90 days Last 31 days

Confirmation approval status

None

None

Items awaiting buyer response or supplier reconfirmation



**Synlait**

