



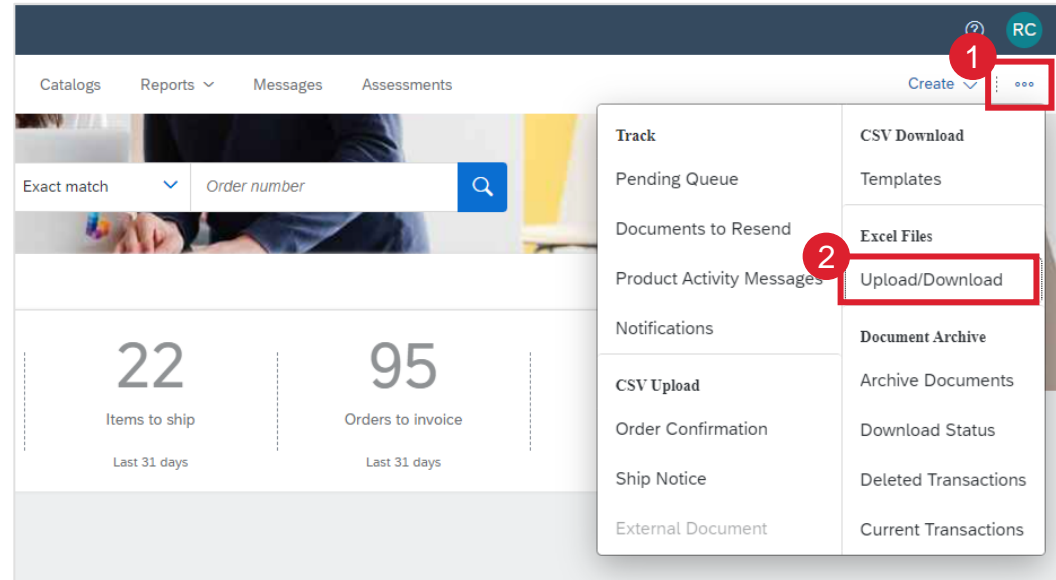
MASS UPLOAD ORDER CONFIRMATION **SUPPLIER TRAINING GUIDE**

ORDER CONFIRMATION

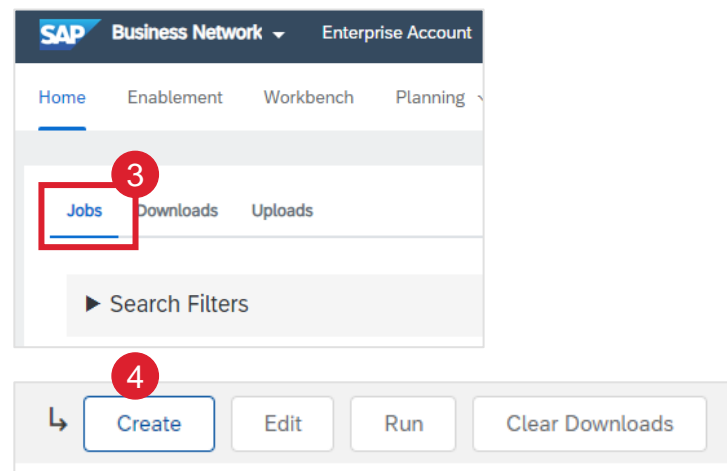
MASS OC UPLOAD – CREATE DOWNLOAD TEMPLATE

From the home screen:

1. Click “...” button in the upper right-hand corner of the screen.
2. Under Excel Files select **Upload/Download**
3. Screen will display **Jobs** tab. Any previously created download jobs will be displayed here.
4. Click **Create** at the bottom of the screen.



Note: CSV upload/download is not configured. You must use the Excel Files upload/download.



ORDER CONFIRMATION

MASS OC UPLOAD – CREATE DOWNLOAD TEMPLATE

Create/Edit Job:

1. Provide name of the report job.
2. Select **Order Confirmation** job type.
3. Select **Honeywell** as customer.
4. Data type selection should be **Need By**.
5. Select **Date Range** parameters.
6. Click **Save**.

Notes:

- Date Range selection will capture all unconfirmed orders with Need By date within the chosen parameters. Example: Default selection Current Date Minus will only capture orders with past-due Need By dates.
- Include already-confirmed data check box will show all orders, only use this if attempting to re-confirm orders.

Create/Edit Job

* Name: Order Confirmation

* Type: Select

Please select a job type.

h Filters

* Name: Order Confirmation

* Type: Order Confirmation

Job Search Criteria

* Customer: Honeywell - TEST

i Order type: All

Order number:

Product group: Line of Business

Date type: ☒ Need By ☐ Ship By

Date Range: Current Date +/- 365 Days

i Search by:

Supplier part number:

Buyer part number:

Location:

Planner code:

☐ Include already-confirmed data

☐ Do not include data from new orders

Cancel Save

ORDER CONFIRMATION

MASS OC UPLOAD – RUN REPORT JOB / DOWNLOAD TEMPLATE

From the **Jobs** tab:

1. Find and select the correct Job name.
2. Click **Run** at the bottom of the screen.

From the **Downloads** tab:

3. Job status will initially show as **Processing**.
4. Click **Refresh Status** at the bottom of the screen.
5. Job status will change to **Completed**.
6. Click the download icon from the **File** column.

Jobs Downloads Uploads

► Search Filters

Jobs

Name	Type	Created
Order Confirmation	Order Confirmation	27 Jun 2023 8:01:22 AM

Create Edit **Run** Clear Downloads

Jobs Downloads Uploads

► Search Filters

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
Order Confirmation	Order Confirmation	27 Jun 2023 8:04:42 AM	Ramanan Chandrasekaran	Processing	

Refresh Status

Jobs Downloads Uploads

► Search Filters

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
Order Confirmation	Order Confirmation	27 Jun 2023 8:04:42 AM	Ramanan Chandrasekaran	Completed	Download

ORDER CONFIRMATION


MASS OC UPLOAD – FILL UPLOAD TEMPLATE

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

1. Enter your **Confirmation Number** in the first column.
2. Review the PO item **Delivery Date**. Leave as-is to confirm the requested date or update with your new date.
3. Save file.

Notes:

- DO NOT edit any other columns.
- DO NOT change the format of the Delivery Date column.
- All PO lines on the template will be confirmed. Delete any lines that you do not want to confirm.
- Delete all PO lines with 'x.1' Order Version format. These are in revision and the new version is not yet released. These orders cannot be updated.

	A	B	C	D	E	F
1	 Confirmations Time Zone: UTC+05:30					
2						
3						
4	Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location
5		4501002908	Order	2	13 Apr 2022 12:30:00 AM	"1344 UOP LLC"
6		4501005342	Order	5	13 May 2022 12:30:00 AM	"1320 UOP Mobile"
7		4501005344	Order	1	13 May 2022 12:30:00 AM	"1320 UOP LLC DISTRIB"

	V	W	X	Y	Z
	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount
	STN	30 Jun 2023	30 Jun 2023		325
	KGM	17 Sep 2022	17 Sep 2022		42.64
	LBR	13 Aug 2022	13 Aug 2022		424.88

ORDER CONFIRMATION

MASS OC UPLOAD – SPLIT OF A LINE INTO MULTIPLE DELIVERY DATES

If you need to split the quantity of a line item into multiple delivery dates, follow the steps below.

1. Copy the row of the line item which you want to split and insert the same copied row below it.
2. In the **Confirmation Quantity** field enter the number of items to be shipped per each of the split delivery dates.
3. Adjust the **Delivery Date** accordingly for each of the lines.
4. Save file.

Note: The total of the Confirmation Quantity in each line must always be equal to the initial line Requested Quantity. Only adjust the Confirmation quantity and leave the Requested Quantity unchanged.

T	U	V	W	X	Y	Z	AA
1							
Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount	Item Unit Price Currency
12	12	DR	01 Jul 2023	01 Jul 2023		1606.26	USD

T	U	V	W	X	Y	Z	AA
2							
3							
Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount	Item Unit Price Currency
12	6	DR	01 Jul 2023	01 Jul 2023		1606.26	USD
12	6	DR	01 Jul 2023	15 Jul 2023		1606.26	USD

Example: Original line item with 12 items to be delivered by Jul. 1st . Split to 6 items delivered on Jul. 1st and 6 items delivered Jul. 15th.

ORDER CONFIRMATION

MASS OC UPLOAD – UPLOAD TEMPLATE

From the **Uploads** tab:

1. Click **Upload** at the bottom of the screen.
2. Provide the unique Name of the upload file.
3. Select **Order Confirmation** job type.
4. Select **Honeywell** as customer.
5. Browse to select upload File.
6. Click **Upload**.
7. Job status will initially show as **Processing**.
8. Click **Refresh Status** at the bottom of the screen.
9. Upload Status will be reflected*
10. Click the download icon from the **Log** column.

The status column displays if the upload was successful or not:

- **Completed** – All orders were updated with the confirmed date.
- **Failed** – No orders were updated; you need to download the audit log to view the errors. Correct and resubmit.
- **Completed With Errors** – Some orders were updated; you need to download the audit log to view the lines with errors. Correct and resubmit.

You can download your uploaded file by clicking on the download icon in the File column. Correct the errors. Reupload the corrected file by following the previous steps.

Upload File

* Name: Order Confirmation * Type: Order Confirmation

* Customer: Honeywell - TEST

File: + Choose file

Upload Cancel

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
Order Confirmation	Order Confirmation	27 Jun 2023 9:00:06 AM	Ramanan Chandrasekaran	Processing	↓	

Upload Refresh Status

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
Order Confirmation	Order Confirmation	27 Jun 2023 9:00:06 AM	Ramanan Chandrasekaran	Failed	↓	↓
OCtest3	Order Confirmation	27 Jun 2023 8:53:15 AM	Ramanan Chandrasekaran	Completed	↓	↓

ORDER CONFIRMATION

MASS OC UPLOAD – TROUBLESHOOTING GUIDELINES

Always run a new download job before attempting to mass-confirm orders. Old files may not contain current order details and the discrepancy will cause a failure at upload.

Honeywell orders with order version format 'x.1' are currently in revision and the new version is not yet released. These orders cannot be updated.

Common audit Log error messages:

- 1. Message: Error: The quantity for line-item xx falls outside the range (xx – xx.xx) allowed by the buyer. Please contact support with the Error Reference Number*
 - **Cause:** The PO line is already confirmed in Ariba.
 - **Solution:** Remove the line from template and re-upload.
- 2. Message: Error: An item (Line number xx) has a control key disallowing order confirmation. Please contact support with the Error Reference Number*
 - **Cause:** The PO is locked for editing by Honeywell and the new version is not released yet.
 - **Solution:** Delete the x.1 change versions from the upload file.

SAP Ariba					
Confirmations		Time Zone:		UTC+05:30	
Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location
	4501009866	Order	1	#####	"1320 UOP Mobile"
	4501009867	Order	1	#####	"1320 UOP Mobile"
	4501009868	Order	2	#####	"7077 SEATEX LTD"
	4501009870	Order	1	#####	"7077 SEATEX LTD"
	4501009871	Order	1.1	#####	"1344 Southern Ionics"
	4501009871	Order	1.1	#####	"1344 Southern Ionics"
	4501009872	Order	1	#####	"7077 SEATEX LTD"
	4501009873	Order	3	#####	"1320 UOP Mobile"

Example: Line items with order version indicating Locked for Editing by Honeywell.