



# **ORDER COLLABORATION**

## **SUPPLIER TRAINING GUIDE**

**Honeywell**



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# **INTRODUCTION**

# INTRODUCTION

Purchase Order Collaboration aims at streamlining Honeywell – Supplier interaction.

The central component is the Ariba Network that provides:

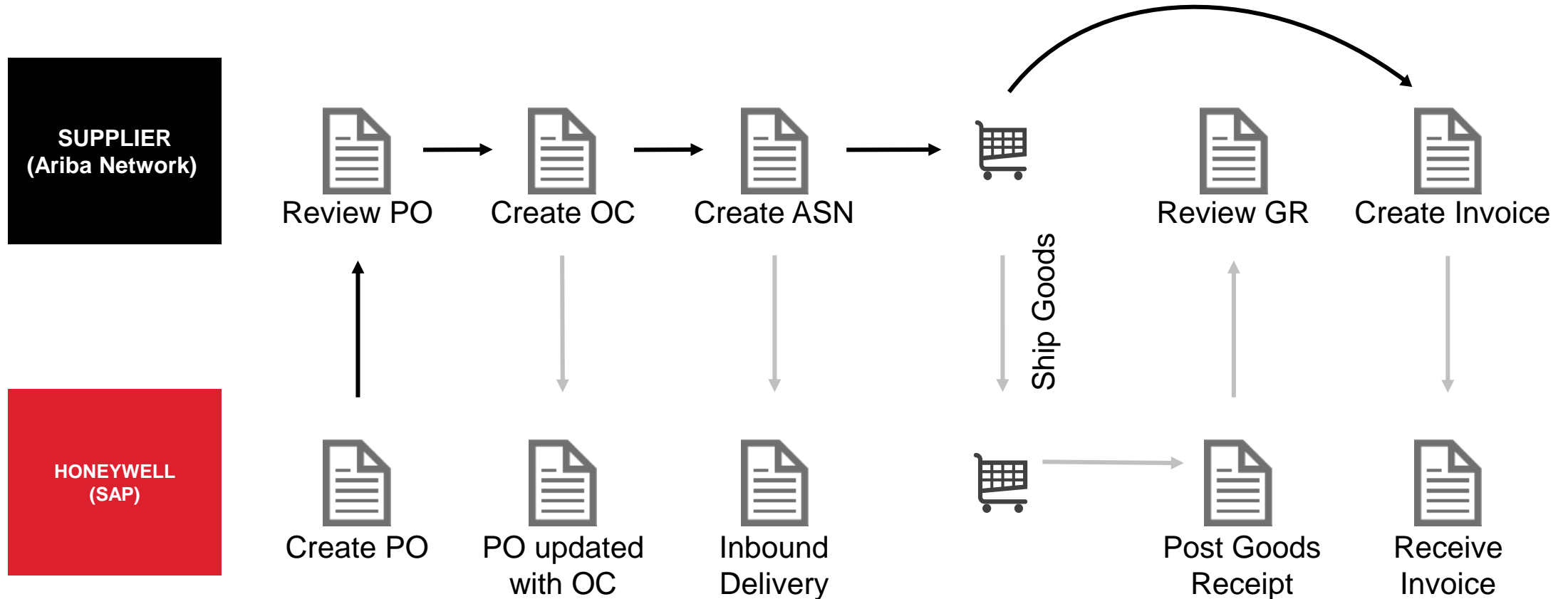
- A real time insight into the same shared information for both Buyer and Supplier.
- Error avoidance by making sure that requested, delivered and invoiced match up.
- Enablement of automatic synchronization with Supplier's and Buyer's back end systems.

# PO COLLABORATION DOCUMENTS

Document	Description
Purchase Order (PO)	<ul style="list-style-type: none"><li>▪ Header Item and Delivery dates.</li><li>▪ 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.</li><li>▪ Structure</li><li>▪ A purchase order (PO) consists of a document header and several items.</li><li>▪ 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.</li></ul>
Order Confirmation (OC)	<ul style="list-style-type: none"><li>▪ Item level confirmation.</li><li>▪ A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by Honeywell. It also serves to confirm the (lines of the) purchase order.</li></ul>
Advanced Shipping Notification (ASN)	<ul style="list-style-type: none"><li>▪ Header Item and packaging details.</li><li>▪ An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</li><li>▪ Structure</li><li>▪ An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.</li><li>▪ ASN is also the path to obtain the necessary barcode label for your shipment.</li></ul>
Goods Receipt (GR)	<ul style="list-style-type: none"><li>▪ Header and Item.</li><li>▪ A Goods Receipt is a posting in Honeywell 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.</li><li>▪ Structure</li><li>▪ A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.</li></ul>

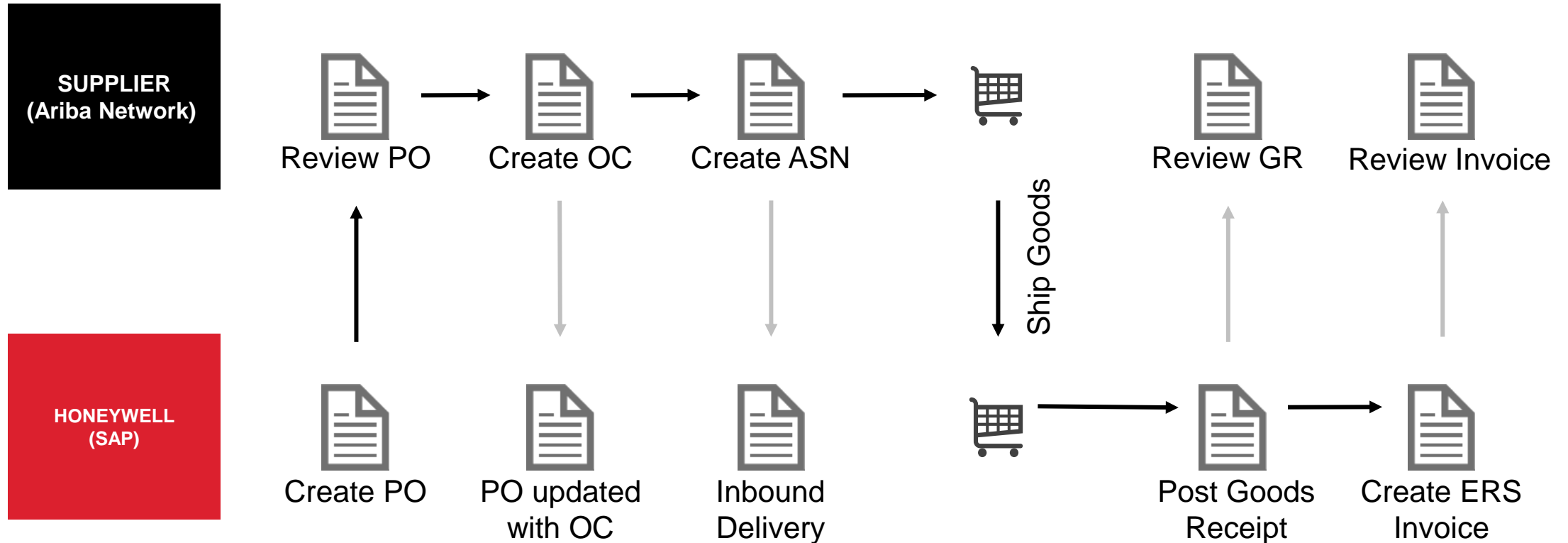
# PO COLLABORATION WORKFLOW DIAGRAM

## ARIBA NETWORK INVOICE PROCESS



# PO COLLABORATION WORKFLOW DIAGRAM

## ERS INVOICE PROCESS



# MODES OF INTEGRATION AND AUTOMATION

Ariba allows suppliers to work in different modes:



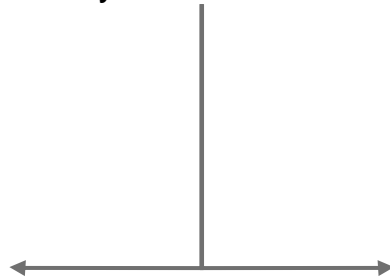
**Ariba Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.



**Full System Integration:** Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.



**Manual:** The Supplier can manually enter the data in Portal and upload



**Excel:** The Supplier can utilize Excel options to upload data.

# **PORTAL USER INTERACTION**

# ORDER COLLABORATION PORTAL INTERACTION

## Purchase Order

- [General Considerations](#)
- [Search and Identify the PO](#)
- [View PO Details](#)

## Order Confirmation

- [General Considerations](#)
- [Allowed Actions](#)
- [Manage Individual PO](#)
- [Manage Multiple PO's](#)
- [Mass Upload of OC's](#)
- [Reconfirmation](#)
- [Reconfirmation via Mass Upload](#)
- [Review Submitted OC's](#)
- [Tolerances](#)

## Advanced Shipping Notification

- See Supplier Information Portal for ASN Guide

## Finished Goods Receipt

- [Customer Document](#)

**PURCHASE ORDER**

# **PURCHASE ORDER**

## **GENERAL CONSIDERATIONS**

PO collaborations are handled through documents exchanged within the network.

Changes can be compared between versions in the Ariba Network.

If a PO is undergoing change and the PO version is not complete a draft version of the previously complete version of the PO output will be available on the Ariba Network. The supplier will be unable to act upon a draft version and can act upon complete versions only.

A PDF copy of each PO, and any other intrinsic attachments, will be available for download from the Ariba Network.

# PURCHASE ORDER

## GENERAL CONSIDERATIONS – DATA MIGRATION OF OPEN ORDERS

Once a supplier has been fully enabled to transact with Honeywell on the Ariba Network all existing orders which are not completely paid will be migrated over to Ariba Network upon supplier enablement completion.

Orders will need to be closed by issuing the remaining transactions over the Ariba Network.

Fulfilled orders which have been migrated to Ariba Network will have a banner indicating this status.

Actions which have already been performed against the legacy PO will not be available on the Ariba Network. For example; an order which has been invoiced, but not paid, will migrate to the Ariba Network but the capability to create another invoice will be disabled.

Purchase Order: 4400317471

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

⚠ This purchase order has already been fulfilled.

# PURCHASE ORDER

## SEARCH AND IDENTIFY THE PO (FROM THE WORKBENCH)

From the Homepage:

1. Click **Workbench**.
2. Select any of the **Orders** tile. [Workbench tile definitions](#)
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Click **export** button to download data in Excel.
6. Open PO by clicking its **number**.

### Note:

- If the order can not be found in search, please check PO instructions or contact Honeywell.
- 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 Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a red box and a red circle '1'), 'Planning', and 'Orders'. Below the navigation bar, there are four summary tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. A red circle '2' is placed over the '22 Changed orders' tile. Below the tiles is the 'Edit filter' section, which contains various search filters: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. A red circle '3' is placed over the 'Order numbers' filter. Below the filters is a 'configure' button (a gear icon) with a red circle '4' next to it. Below the configure button is a table of search results. The table has columns for 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. A red circle '5' is placed over the 'Amount Invoiced' column. The first row of the table shows the order number '4500003734' (with a red circle '6' next to it), the customer 'SCC Delivery Team - Global H19 Client 400 - TEST', and an ellipsis in the 'Actions' column.

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

# PURCHASE ORDER

## SEARCH AND IDENTIFY THE PO (FROM HOME PAGE)

You can search for PO as well from the Portal Home page by using either Customer name or order number.



A horizontal search bar with a white background and a blue search button on the right. The search bar contains four dropdown menus: 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. The text 'Order number' is italicized. The search button is a blue square with a white magnifying glass icon.

**Note:** If the order can not be found in search, please check PO instructions or contact Honeywell.

# PURCHASE ORDER

## VIEW PO DETAILS

1. View the details of your order and allowed actions.

Header details:

2. **Customer** heading address on the upper left side of the PO. This contains a link to email the Honeywell Buyer.
3. **Supplier** details. This reflects the information from your Ariba supplier account.
4. **Payment Terms**, additional text from Buyer, and **E-Invoice indicator**. The Electronic Invoice flag AN requires the invoice to be submitted on Ariba Network. See Invoicing Guide for details.
5. Supplier **Sold-To** party, from the details in Honeywell SAP.
6. Review that **Remit To** address is correct. Payment will be made to this account and is determined by Honeywell SAP configuration. Contact buyer for necessary changes.
7. Here you can find the **.pdf copy of the PO** and any other attachments for download.
8. Review **Transportation Terms**. This information will determine how to complete delivery to Honeywell and which ASN process will be followed.

Purchase Order: 4400316579

1 [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#)

2 **From:**  
Customer  
Honeywell Products & Solutions Sarl  
Z.A. La Pièce 16  
1180 Rolle  
Switzerland  
Buyer's e-mail: [Andres.ReyesHernandez@Honeywell.com](mailto:Andres.ReyesHernandez@Honeywell.com)

3 **To:**  
**Supplier Address**  
SUPPLIER NAME  
123456, STREET  
10000 CITY,STATE, COUNTRY  
Phone:  
Fax:  
Email: [Pritesh.Shetty@Honeywell.com](mailto:Pritesh.Shetty@Honeywell.com), [nitin@Honeywell.com](mailto:nitin@Honeywell.com)

4 **Payment Terms** ⓘ  
0.000 % 180  
Net 180 Days  
**Comments**  
**Additional Data:** Electronic Invoice : AN

5 **Contact Information**  
**Supplier Address**  
SUPPLIER NAME  
123456, STREET  
10000 CITY,STATE, COUNTRY

6 **Remit To**  
**Supplier Address**  
SUPPLIER NAME  
123456, STREET  
10000 CITY,STATE, COUNTRY

7 **Attachments**  
📎 [4400317458.pdf](#)

8 **Transport Terms Information**  
Transport Terms: EXW ( Ex Works )  
Transport Location: Destination

# PURCHASE ORDER

## VIEW PO DETAILS - CONTINUED

1. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
2. **Related Documents** links. These will take you the documents associated with the PO if existing: order confirmation, goods receipt, invoice, etc.
3. Honeywell **Ship-To** address
4. Honeywell **Bill-To** address
5. **Deliver-To** address, for consignee, if applicable.
6. Line Items section describes the ordered items.
7. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and other.
8. You can configure your view by clicking configure icon.

**Note:** If related document links are not active, you must resize your screen or scroll down.

**1** Purchase Order (Received)  
4400317348  
Amount: \$50.00 USD  
Version: 1  
[Track Order](#)

**2** Routing Status: Acknowledged  
External Document Type: Standard PO (ZNB)  
[Related Documents: 5000065773](#)

**3** Ship All Items To  
Honeywell Products & Solutions Sarl  
Pioneer Business Park  
Ellesmere Port  
Cheshire  
CH65 1AQ  
United Kingdom  
Ship To Code: 4436  
Phone: + () -  
Fax: + () -

**4** Bill To  
Honeywell Products & Solutions Sarl  
Z.A. La Pièce 16  
1180 Rolle  
Switzerland

**5** Deliver To

**6** Line Items

Line #	No. Schedule Lines	Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		Material	10.000	1 Aug	\$5,000.00	\$50.00	\$0.00 USD	<a href="#">Details</a>

**7** [Show Item Details](#) **8**

For more detailed purchase order management please refer to [Help Center documentation](#).

# PURCHASE ORDER

## VIEW PO DETAILS – LINE LEVEL

1. Click **Details** or **Show Item Details** to review more information about the line items such as control keys, scheduling lines and others:
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. Ship To information.
5. Tax Information.
6. Contract Reference.
7. Batch information if any.
8. Schedule line details the quantities planned for specified delivery dates.
9. Additional details might be provided in Other information section.

### Line Items

Line #	No. Schedule Lines	Part #	Customer Part #
10	1	Not Available	1011027HS-ES

Description: EYE PROT CLEAR LENS

**2** **Status**  
10.000 Unconfirmed

**3** **Control Keys**  
Order Confirmation: required before shipping  
Ship Notice: allowed  
Invoice: is not ERS

**4** **Ship To**  
**Honeywell Safety Products**  
2520 S Walnut Road  
Freeport, Illinois 61032  
United States  
Ship To Code:  
Phone:  
Fax:

**5** **Tax**

Tax Category	Tax Rate (%)
10	0

**6** **Contract Number**  
4600016535

**1** [Show Item Details](#)

Customer Location

[Details](#)

**7** **Information on Ship Notice [Required]**  
Supplier Batch

**8** **Schedule Lines**

Schedule Line #	Delivery Date
1	9 Jun 2022 6:00 AM CDT 9 Jun 2022 <a href="#">Buyer time</a>

**9** **Other Information**  
Receiving Type: 4  
customerPartNo: 1011027HS-ES  
External Line Number: 00010  
Estimated days for inspection: 1  
Classification Domain: ERPCommodityCode  
Classification Code: N4B2  
Classification Domain: ERPCommodityCodeDescription  
Classification Code: Corrugated package

# PURCHASE ORDER

## PO STATUSES

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed	The order is in progress. If you update part of a purchase order, Ariba Network reports the partial status for the entire purchase order.
Partially Shipped	For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Partially Serviced	
Partially Invoiced	
Shipped	You shipped the entire order.
Invoiced	The order is fully invoiced.
Received Partially	Statutes for receipts that are sent by Honeywell from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line-item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Received	
Returned	
Failed	Ariba Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.

# PURCHASE ORDER

## PO STATUSES – UNDERGOING CHANGE – VERSION NOT COMPLETE

If a PO is undergoing change in Honeywell ERP and the PO version is not complete, a draft version of the previously complete version of the PO output and related documents will be available on the Ariba Network. The supplier will be unable to act upon a draft version and can act upon subsequent completed version only.

1. PO status will show **Obsoleted**.
2. Version will follow **x.1** numbering format.
3. Warning message will display across PO header details.
4. Upon release of complete version, a new PO output with Order Status **Changed** will be available on the Ariba Network.

1 **Purchase Order**  
( → **Obsoleted**)  
4412099105  
Amount: \$2,768.35 USD  
2 Version: 1.1 (**Previous Version**)

3 **WARNING: PO CHANGE IN PROGRESS BY HONEYWELL. NO ACTION ON PO ALLOWED**

4

Order Number	Customer	Date ↓	Order Status	Version	Revision
4412099105	Honeywell - TEST	Jun 9, 2022	Confirmed	2	Changed
4412099105	Honeywell - TEST	Jun 9, 2022	Obsoleted	1.1	Changed
4412099105	Honeywell - TEST	Jun 9, 2022	Obsoleted	1	Original

# **INDIVIDUAL ORDER CONFIRMATION**

# 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 fulfill the order as proposed by Honeywell.
- Order Confirmations are **required** for all POs.
- Suppliers can suggest modifications to the purchase order delivery dates through the order confirmation document.

Order Detail    Order History

**From:**  
**Customer**  
**Salisbury Electrical Safety LLC**  
4091 Azalea Drive  
North Charleston, South Carolina 29405  
United States

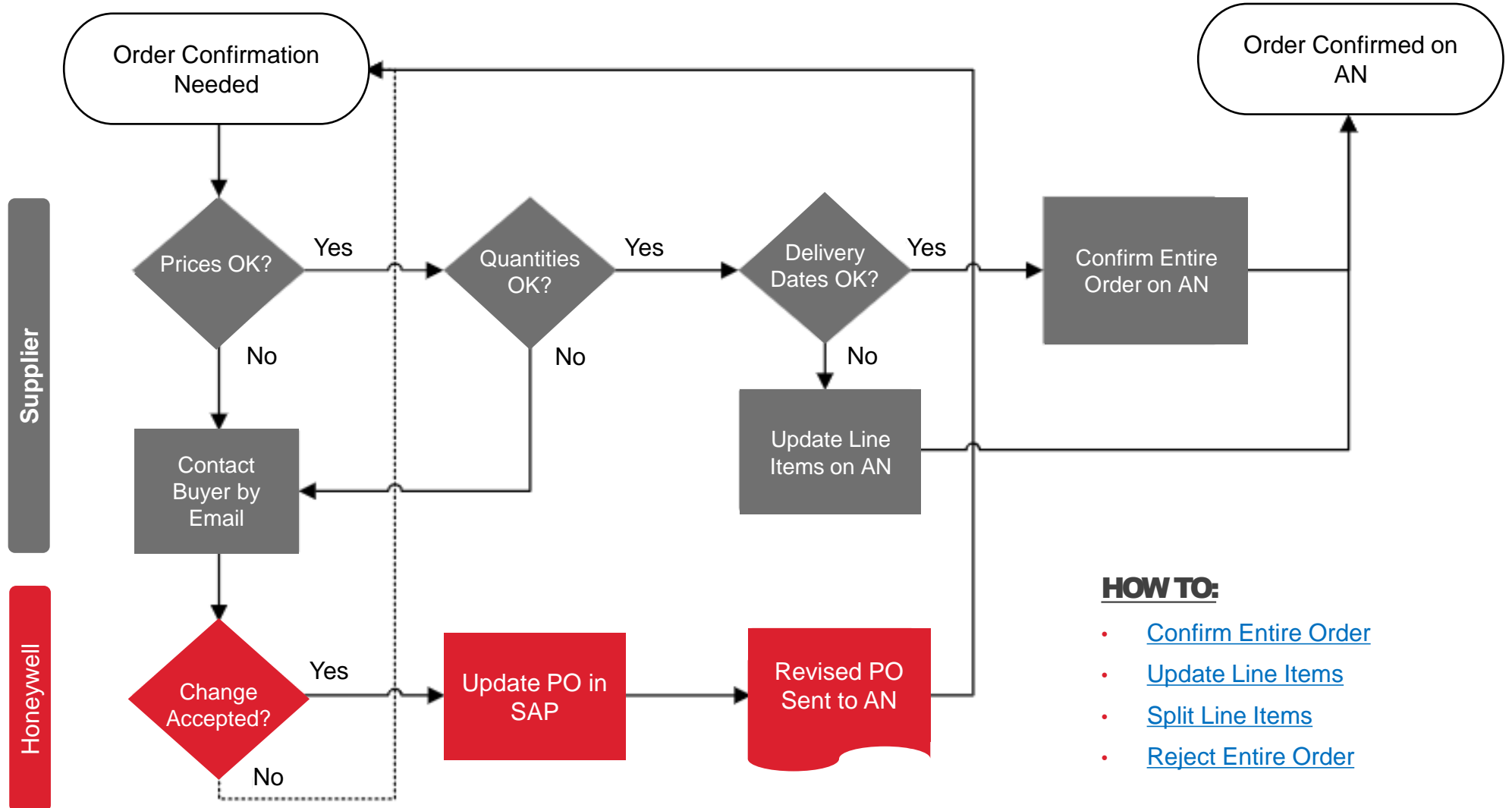
Buyer's e-mail: [example@honeywell.com](mailto:example@honeywell.com)

⚠ Before confirming this purchase order verify the following information is correct: Payment Terms, Remit-To Address, Pricing and Quantity, for any necessary change contact the buyer for this PO.

**Note:** For any changes needed to the **Payment Terms, Remit-To Address, Pricing or Quantity**, please contact the Honeywell Buyer. The contact email has been provided in the details the Purchase Order.

# ORDER CONFIRMATION

## GENERAL PROCESS FLOW



### HOW TO:

- [Confirm Entire Order](#)
- [Update Line Items](#)
- [Split Line Items](#)
- [Reject Entire Order](#)

AN: Ariba Network  
PO: Purchase 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 **Create 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 delivery dates.
- *Split* action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.
- *Reject entire order:* This option has been disabled.

**Note:** in case the order needs to be rejected, please contact the buyer associated with the PO. The contact email has been provided in the details of the Purchase Order.

**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.

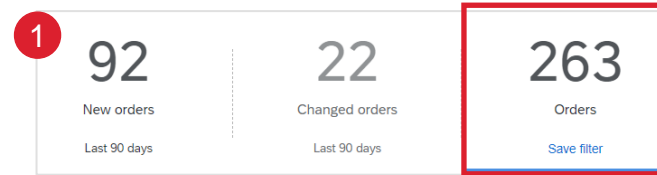
**3. Mass OC upload.** In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload). Choosing this option, you will be able to update line-item delivery dates.

# ORDER CONFIRMATION

## ALLOWED ACTIONS

From the **Workbench**:

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



2

Order Number	Type	Actions
4500003734	Order	...

3

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

4

Purchase Order: 4400316563

Create Order Confirmation

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

**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 – 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 the next action:
  - Click **Previous** to go to the previous page.
  - Click **Submit** to send order confirmation to Honeywell.
  - Click **Exit** to leave the page without saving any changes.

**Note:** 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 'Order Confirmation Header' section, which includes fields for Confirmation #, Associated Purchase Order # (4400316097), Customer (Honeywell - TEST), and Supplier Reference. Callout 3 points to the 'Line Items' table. Callout 4 points to the 'Next' button at the bottom. Callout 5 points to the 'Submit' button at the bottom.

Order Number	Type	Actions
4500003734	Order	Confirm Entire Order Update Line Items Reject Entire Order

Confirming PO

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4400316097

Customer: Honeywell - TEST

Supplier Reference:

Shipping and Tax Information

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10				100.000 (DAY)	14 Jul 2022 <a href="#">CDT</a> 14 Jul 2022 <a href="#">Buyer time</a>	\$5.00 USD	\$500.00 USD	\$0.00 USD

Description: Quote # SW-NQ-4187

Exit Next Previous **Submit** Exit

For more detailed purchase order management please refer to [Help Center documentation](#).

# ORDER CONFIRMATION

## MANAGE INDIVIDUAL PO – REJECT ENTIRE ORDER

The option to **Reject Entire Order** has been disabled.

1. Contact Honeywell Buyer by email to request order rejection.
2. Email subject line must include reference to the PO number and provide a reason for rejection.
3. Upon PO cancellation in SAP by Honeywell the status will update to Obsoleted on the Ariba Network.

**Note:** The action to Reject Entire Order remains visible but has been disabled and is not clickable.

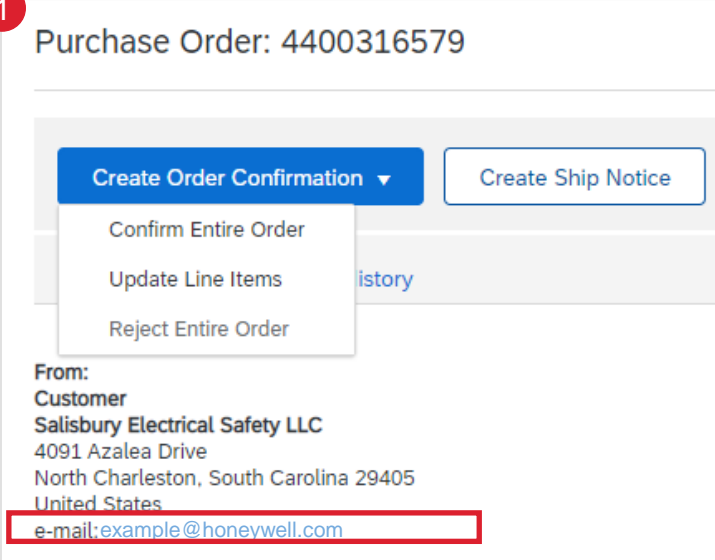
1

Purchase Order: 4400316579

Create Order Confirmation ▼ Create Ship Notice

Confirm Entire Order  
Update Line Items  
Reject Entire Order

From:  
Customer  
Salisbury Electrical Safety LLC  
4091 Azalea Drive  
North Charleston, South Carolina 29405  
United States  
e-mail: [example@honeywell.com](mailto:example@honeywell.com)




2

Send To example@honeywell.com

Cc

Subject PO 4400316579 - Rejection Request



3

Purchase Order  
(+ Obsoleted)



# ORDER CONFIRMATION

## MANAGE INDIVIDUAL PO – UPDATE LINE ITEMS

1. If you select Update Line Items, you can confirm 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 items, fully or partially.
2. Click **Details** button at a line level to modify information about 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.

### Note:

- If there is a need to request changes to the PO pricing or quantities, please contact the Honeywell buyer by email.
- You can submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

Order Number	Type	Actions
4500003734	Order	<div style="border: 1px solid red; padding: 2px;"> <span style="border: 1px solid red; padding: 2px;">1</span> <a href="#">Confirm Entire Order</a>  <a href="#">Update Line Items</a>  <a href="#">Reject Entire Order</a> </div>

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	28009-ES		Consignment	30,000 (EA)	6 Jun 2022 <a href="#">CDT</a> 6 Jun 2022 <a href="#">Buyer time</a>		
Description: AS1000HAT SHEET								
▼ Schedule Lines								
Schedule Line No. 1			Delivery Date			Ship By		
1			6 Jun 2022 <a href="#">CDT</a> 6 Jun 2022 <a href="#">Buyer time</a>					
Current Order Status								
<input checked="" type="radio"/> 30,000 Unconfirmed								
Confirm: <input type="text"/>			Backorder: <input type="text"/>					
! The buyer does not accept comments with order confirmations containing unconfirmed items.								
			<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">3</span> <input type="button" value="Exit"/> <input type="button" value="Next"/> </div>			<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">2</span> <input type="button" value="Details"/> </div>		

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Not Available	28009-ES		Consignment	30,000 (EA)	6 Jun 2022 <a href="#">CDT</a> 6 Jun 2022 <a href="#">Buyer time</a>			\$0.00 USD	
Description: AS1000HAT SHEET										
▼ Schedule Lines										
Schedule Line No. 1			Delivery Date			Ship By			Quantity (Unit)	
1			6 Jun 2022 <a href="#">CDT</a> 6 Jun 2022 <a href="#">Buyer time</a>						30,000 (EA)	
Current Order Status:										
30 Confirmed As Is (Schedule line number: 1: Estimated Delivery Date: 6 Jun 2022 - defaulted from Requested Delivery Date in order)										
							<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">4</span> <input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Exit"/> </div>			

# ORDER CONFIRMATION

## MANAGE INDIVIDUAL PO – UPDATE LINE ITEMS 2 - DETAILS

1. Click the **Details** button at a line level to modify information about delivery dates or add comments.
2. Provide new **Est. Delivery Date**.
3. **Comments** can be provided if needed.
4. Provide **Date Change Reason**.
5. Review the order confirmation and select the **Cancel** or **OK** to return to the previous page.

The screenshot displays the 'Schedule Lines' interface. At the top, a table shows 'Schedule Line No. 1' with 'Delivery Date' and 'Ship By' columns. Below this, the 'Current Order Status' is '30,000 Unconfirmed'. A 'Details' button is highlighted with a red box. Below the table, a table lists line items, with line 10 selected. The 'New Order Status' is '10 Confirmed'. The 'Details' panel for line 10 shows the 'Est. Delivery Date' set to '7 Jul 2022' (marked with a red circle 2), 'Unit Price' of '\$510.67 USD', and 'Price Unit Quantity' of '1'. The 'Comments' field is empty (marked with a red circle 3). The 'Date change reason' is '(no value)' (marked with a red circle 4). A list of constraints is shown on the right, including 'Labor Capacity Constraint', 'Sub-Tier Supplier Labor Capacity Constraint', 'Machine Capacity Constraint', 'Sub-Tier Supplier Machine Capacity Constraint', 'Sub-Tier Supply Shortage', 'HON Consigned/Subcon Material Flow', 'Transition Issues', 'Engineering Changes / Redesign', 'Part Phasing Out/Phased Out (Last Time Buy)', 'Government Source GSI', 'Supplier Quality Issues', 'Outside Process Issues', and 'Part Pricing / Contract Issues'. The 'OK' and 'Cancel' buttons are at the bottom right (marked with a red circle 5).

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
10	Not Available	VLC-505-EX	10.000	EA	28 Jun 2022 CDT 28 Jun 2022 Buyer time

Description: VLC-505 (VN) EXn Zone 2

New Order Status: **10 Confirmed**

Schedule Line: ① \* Line number 1 - quantity 10 - date 28 Jun 2022

Est. Delivery Date: \* 7 Jul 2022 CDT  
7 Jul 2022 Buyer time

Unit Price: \$510.67 USD

Price Unit Quantity: \* 1

Unit Conversion: \* 1

Price Unit: \* EA

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: VLC-505 (VN) EXn Zone 2

Pricing Description:

Subtotal: ① \$5,106.70 USD

Date change reason: (no value)

OK Cancel

- Labor Capacity Constraint
- Sub-Tier Supplier Labor Capacity Constraint
- Machine Capacity Constraint
- Sub-Tier Supplier Machine Capacity Constraint
- Sub-Tier Supply Shortage
- HON Consigned/Subcon Material Flow
- Transition Issues
- Engineering Changes / Redesign
- Part Phasing Out/Phased Out (Last Time Buy)
- Government Source GSI
- Supplier Quality Issues
- Outside Process Issues
- Part Pricing / Contract Issues

# ORDER CONFIRMATION

## MANAGE INDIVIDUAL PO – CONFIRM BASED ON SCHEDULE LINES

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

1. Expand the schedule lines to see the requested delivery dates.
2. Click on Confirm Based on Schedule Lines.
3. Select the Schedule Lines you wish to confirm and click on Create status.
4. The new status will appear and decrease unconfirmed quantities.
5. To choose a referenced schedule line click Details.
6. Chose a reference schedule line from the dropdown.

**Note:** You are not able to change quantities, price or delivery date when choosing this option.

The screenshot illustrates the 'Confirm Based on Schedule Lines' process in a software interface. It is divided into several sections:

- Schedule Lines Table:** A table with columns 'Schedule Line No.', 'Delivery Date', and 'Ship By'. It shows one line with a quantity of 10,000. The status is 'Unconfirmed'. A 'Details' button is visible next to the line.
- Confirm Based on Schedule Lines Dialog:** A dialog box with a 'Confirm Based on Schedule Lines' button. It shows the 'Current Order Status' as '10.000 Unconfirmed' and a 'Confirm' input field.
- CONFIRM BASED ON SCHEDULE LINES Dialog:** A dialog box with a 'Create Status' button. It shows the 'Latest Confirmed Delivery Date' as 'None' and a table of schedule lines with checkboxes. The table has columns 'Schedule Line No.', 'Delivery Date', 'Ship By', and 'Quantity (Unit)'. It shows one line with a quantity of 10,000 (EA).
- Choose a schedule line Dropdown:** A dropdown menu with a 'Choose a schedule line' button. It shows a list of schedule lines with their respective quantities and dates.

Red numbered callouts (1-6) indicate the sequence of steps: 1. Expand the schedule lines to see the requested delivery dates. 2. Click on Confirm Based on Schedule Lines. 3. Select the Schedule Lines you wish to confirm and click on Create status. 4. The new status will appear and decrease unconfirmed quantities. 5. To choose a referenced schedule line click Details. 6. Chose a reference schedule line from the dropdown.

# ORDER CONFIRMATION

## MANAGE INDIVIDUAL PO – SPLIT LINES

1. Split action is available from the **Workbench > Items to Confirm** tile.
2. Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
3. Split icon indicates which lines are added via the split action.
4. Adjust dates and quantities as appropriate for your split rationale.
5. Delete split line if necessary.

The screenshot illustrates the SAP Business Network interface for managing purchase order confirmation. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. A red box highlights the 'Workbench' tab, labeled with a red '1'. To the right, a tile displays '6 Items to confirm' and 'Last 31 days', with a red '2' next to it. Below the navigation bar, a table shows a context menu for a row, with options: 'Update line items' (labeled '4'), 'Split' (labeled '3'), 'Delete' (labeled '5'), and 'Create quality notification'. A red arrow points from the 'Split' option to the confirmation table below. The table has 'Confirm' and 'Reject' buttons at the top left. The table header includes columns for 'Item No.', 'Supplier Part No.', 'Description', 'Estimated Shipping', and 'Actions'. The table body shows two rows for 'AS1000HAT SHEET' with a quantity of 10, both marked as 'Not Available'. The first row has a checkmark in the 'Actions' column, and the second row has a checkmark and a left-pointing arrow in the 'Actions' column.

Item No.	Supplier Part No.	Description	Estimated Shipping	Actions
10	Not Available	AS1000HAT SHEET	mm/dd/yyyy	...
10	Not Available	AS1000HAT SHEET	mm/dd/yyyy	...

For more detailed purchase order management please refer to Help Center documentation.

# ORDER CONFIRMATION

## MANAGE MULTIPLE PO'S (FROM THE WORKBENCH)

In case of **multiple POs** are to be confirmed at the same time, you should use **Items to Confirm** Workbench tile. 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, or 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 Workbench interface. At the top, the navigation bar shows 'Business Network' and 'Enterprise Account'. Below it, a summary tile indicates '3 Items to confirm' for the last 31 days. The main area shows a table of items to confirm, with a 'Confirm' dropdown menu open over the first row. The dropdown menu options are 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The first row in the table is highlighted, showing a quantity of 10 and a price of €1. The 'Submit' button is visible at the bottom of the interface.

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

**MASS ORDER CONFIRMATION**

# ORDER CONFIRMATION

## MASS OC UPLOAD – CREATE OC REPORT

From the Homepage:

1. Click “...” button then **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.

The screenshot illustrates the process of creating an Order Confirmation (OC) report in four steps:

- Step 1:** A user interface element with a "Create" dropdown and a "..." button is shown. A red circle with the number "1" is placed over the "..." button. A dropdown menu is open, showing "Excel Files" and "Upload/Download".
- Step 2:** The "Jobs" section of the interface is shown. A red circle with the number "2" is placed over the "Create" button.
- Step 3:** The "Create/Edit Job" form is shown. A red circle with the number "3" is placed over the form. The "Name" field contains "OC Test" and the "Type" dropdown is set to "Order Confirmation". A red box highlights the "Type" dropdown. Below the form, the "Job Search Criteria" section shows the "Customer" field set to "Honeywell - TEST".
- Step 4:** The "Jobs" list is shown. A red circle with the number "4" is placed over the "Run" button for the "OC Test" job.

### Note:

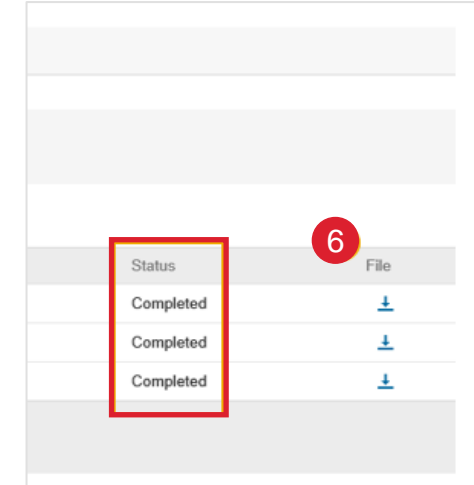
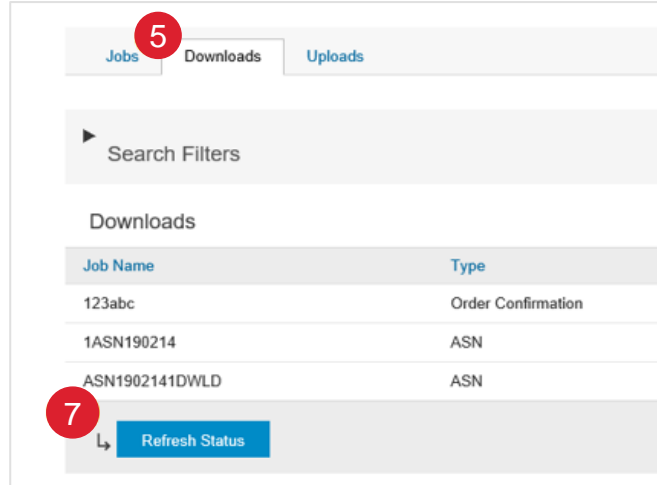
- You can extract up to 10000 lines. Set Date Range value in search filters to narrow down your search.
- The generated Excel file now excludes items that are fully shipped, fully received, or both.

For more detailed purchase order management please refer to [Help Center documentation](#).

# ORDER CONFIRMATION


## MASS OC UPLOAD – RUN OC REPORT

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.



# ORDER CONFIRMATION

## MASS OC UPLOAD – OC REPORT TEMPLATE

SAP Ariba 																										
Confirmations																										
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 Delivery	Item Shipment	Item Unit Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supp	
	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							

**Note:**

- Please make sure to use the latest version of the template available through the Portal.
- Documents with an Order Version n.1 e.g., 1.1, 2.1 are undergoing change in Honeywell SAP. Delete these rows before re-upload or else the file will fail. More on the change PO concept here: [link](#)

# ORDER CONFIRMATION

## MASS OC UPLOAD – DATE UPDATE

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

1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

Leave the other columns without any change.

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



1	Confirmation Number	Order Number	Order Version	Order Date	Item Line	3	Item Type	Item Quantity	Item Unit Of	2	Item Delivery Date
---	---------------------	--------------	---------------	------------	-----------	---	-----------	---------------	--------------	---	--------------------



4	Confirmation Number	Order Number	Order Version	Order Date	Item Line	5	Item Type	Item Supply	Item Custom	Item Quantity	Item Unit Of	Item Delivery Date	Item Unit	6	Item Unit
---	---------------------	--------------	---------------	------------	-----------	---	-----------	-------------	-------------	---------------	--------------	--------------------	-----------	---	-----------

**Note:** All dates must be maintained in DD MM YYYY format or else there will be an error during upload.

# 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.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 5 in the initial line, and 15 in the 2<sup>nd</sup> line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates.
4. Adjust the dates accordingly for each of the lines.

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	2	accept	10	PCE	11 Sep

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	2	accept	10	PCE	11 Sep
	6007624647	2	19 Jun	2	accept	10	PCE	11 Sep

1

2

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	2	accept	5	PCE	12 Sep
OC6007624647	6007624647	2	19 Jun	2	accept	15	PCE	14 Sep

3

4

**Example:** Line item with 20 items to be delivered by Sept. 11<sup>th</sup>. 5 items delivered on Sept. 12<sup>th</sup> and 15 items delivered Sept. 14<sup>th</sup>.

**Note:** The total of the quantity in each line must always be equal to the initial order line quantity.

# ORDER CONFIRMATION

## MASS OC UPLOAD – REUPLOAD THE TEMPLATE

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**.
7. The status column displays whether the upload was successful or not:
  - If the upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities, price 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.
8. 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.

**Note:** Do not use the link “Download template”. 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 image shows a sequence of screenshots illustrating the upload process. Step 1 shows the 'Uploads' sub-tab selected. Step 2 shows the 'Upload' button. Step 3 shows the 'Upload File' dialog with fields for '\*Name:' (Mass OC\_April) and 'Customer:' (BP SCC Buyer - TEST). Step 4 shows the '\*Type:' dropdown set to 'Order Confirmation'. Step 5 shows the 'File:' field with a 'Browse...' button. Step 6 shows the 'Upload' button. Step 7 shows a table with columns 'Status', 'File', and 'Log'. The 'Status' column has a row highlighted in yellow for 'Completed With Errors'. Step 8 shows the 'File' and 'Log' columns with blue arrows indicating download links.

Status	File	Log
Completed	↓	↓
Completed	↓	↓
Completed	↓	↓
Completed	↓	↓
Completed With Errors	↓	↓
Failed	↓	↓

# ORDER CONFIRMATION

## RECONFIRMATION 1 (FROM THE 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 Honeywell.

From the Workbench:

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

The screenshot shows the SAP Business Network Workbench interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench' (which is active), and 'Planning'. A tile on the right displays '13 Items to confirm' with a 'Save filter' link. Below the navigation, a section titled 'Items to confirm (13)' contains filter buttons: 'Edit filter', 'Save filter', 'Exclude confirmation not all... , +1', 'Exclude fully shipped', and 'Exc'. A table below lists items with columns for 'Item No.', 'Supplier Part No.', 'Description', and 'Need By'. The first row is expanded to show 'Customer: Honeywell - TEST' and 'Order No.: 4490002158'. The second row is selected, showing '10', 'Not Available', 'AS1000HAT SHEET', and 'Jun 6, 2022'. An 'Update line items' button is visible on the right side of the table.

Item No.	Supplier Part No.	Description	Need By
Customer: Honeywell - TEST Order No.: 4490002158			
10	Not Available	AS1000HAT SHEET	Jun 6, 2022

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

# ORDER CONFIRMATION

## RECONFIRMATION 2 (FROM THE WORKBENCH)

4. When reviewing the PO again, you will see the previously confirmed quantity.
5. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
6. The order confirmation will be updated.

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		VLC-505-EX		100.000 (EA)	13 Jul 2022 <a href="#">CDT</a> 13 Jul 2022 <a href="#">Buyer time</a>	\$512.71 USD	\$51,271.00 USD	\$0.00 USD	

Description: EXPLOSION PROOF ESD PANEL-TEST

▶ **Schedule Lines**

Current Order Status

1  100 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 13 Jul 2022 - defaulted from Requested Delivery Date in order)

Confirm:  Backorder:

[Confirm Based on Schedule Lines](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

2 [Details](#) ⓘ

3 **Status**

100 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 14 Jul 2022 [CDT](#) / 14 Jul 2022 [Buyer time](#))

# 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:

1. Click “...” button and then **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**.
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.

The screenshots show the following steps:

1. From the homepage, click the “...” button and select **Upload/Download**.
2. In the **Jobs** section, click the **Create** button.
3. In the **Create/Edit Job** form, enter a name (e.g., “OC Test”) and select **Order Confirmation** as the type.
4. In the **Jobs** list, click the **Run** button for the created job.
5. In the **Downloads** sub-tab, click the **Refresh Status** button.
6. The job status changes to **Completed**, and a download icon is visible next to it.

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**.

The screenshot shows the 'Uploads' sub-tab selected. A red circle '1' is placed over the 'Uploads' tab. Below the tabs is a 'Search Filters' section. Underneath is a table with columns: Name, Type, Last Uploaded, and Last Uploaded By. The table is currently empty, displaying 'No uploads found.' A red circle '2' is placed over the 'Upload' button at the bottom left of the table area.

The screenshot shows the 'Upload File' dialog box. A red circle '3' is placed over the '\*Name:' field, which contains 'Mass OC\_April'. A red circle '4' is placed over the '\*Type:' dropdown menu, which is set to 'Order Confirmation'. A red circle '5' is placed over the 'File:' field, which includes a 'Browse...' button. A red circle '6' is placed over the 'Upload' button at the bottom right of the dialog box. There is also a 'Cancel' button next to it. A 'Download templates' link is visible below the file field.

**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

From the Homepage:

- Submitted order confirmations can be viewed from **Fulfillment > Order Confirmations**.
- Use search filters to identify the right document.
- Configure data view by clicking configure button.
- You can review conformation as well from the PO screen in the Related Documents.

Example of order confirmation sent to Buyer.

- Confirmation reference and purchase order reference.
- Original requested date and quantity.
- Actions from supplier.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Quality'. The 'Fulfillment' menu is expanded, and 'Order Confirmations' is selected. A search filter box shows 'Order Confirmations (311)' with a 'Page 1' dropdown and a 'Status' filter set to 'Acknowledged'. A table lists one confirmation with ID '10C3733' for 'SCC Delivery Team'. To the right, a 'Purchase Order (Received)' summary shows PO number '4490002212', amount '\$11.11 USD', and a 'Track Order' button. Below this, routing status is 'Acknowledged' with related documents 'R12345' and 'C1234'. The main view shows 'Order Confirmation: C1234' with tabs for 'Detail' and 'History'. Key details include 'Confirmation #: C1234', 'Notice Date: 3 Jun 2022', and 'Purchase Order: 4490002212'. The 'Line Items' table has one item with 'Qty (Unit): 9.000 (EA)' and 'Need By: 4 Jul 2022'. The 'Current Order Status' is '9 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 4 Jul 2022 - defaulted from Requested Delivery Date in order)'. Red circles and boxes highlight these specific elements.

# ORDER CONFIRMATION

## TOLERANCES

Honeywell may apply specific date tolerance rules on each order. In case your modifications are not allowed, you will see the **error message** with additional instructions.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
10	Not Available	28009-ES	30.000	EA	6 Jun 2022 <a href="#">CDT</a> 6 Jun 2022 <a href="#">Buyer time</a>
Description: AS1000HAT SHEET					
New Order Status: <b>30 Confirmed</b>					
Schedule Line: ⓘ * <input type="text" value="Line number 1 - quantity 30 - date 6 Jun 2022"/>					
Est. Delivery Date: * <input type="text" value="1 Nov 2021"/>					
! Delivery date cannot be earlier than order date <a href="#">CDT</a> 1 Nov 2021 <a href="#">Buyer time</a>					

# ORDER CONFIRMATION

## OC CONTENT

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Free text / Default if left blank
Order Confirmation Header	Associated Purchase Order#	Customer Purchase Order reference	Prepopulated	Customer ERP
Order Confirmation Header	Customer	Customer name	Prepopulated	Customer ERP
Order Confirmation Header	Supplier Reference	Supplier Sales Order Number	Optional	Free text
Order Confirmation Header	Attachments	Uploaded by Supplier	Optional	Upload

**FINISHED GOOD RECEIPT**

# FINISHED GOOD RECEIPT

## CUSTOMER DOCUMENT REVIEW

- Finished good receipt is available on the Portal once Finished Good is received by Honeywell.
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Type	Order Number ↓	Order Status
Order	4500046708	Received

Receipt: 300050000054222019

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

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

**From:**  
 NALA CLAQ1BUYER2  
 1230 Lincoln Avenue  
 NEW YORK , NY 10019  
 United States

Item	Order Line Number	Part #	Cus	Type	Unit Rate	Amount	Status
Purchase Order: 4500046708 (Closed For Receiving)							
1	10		GBS	Received			

Description:

[Done](#) | [Previous](#)

0000054222019  
2019

Routing Status: Sent

Related Documents: [4500046708](#)

# **APPENDIX**

# ARIBA WORKBENCH TILES

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench:

Workbench Tile	Definition
New orders	The <b>New orders</b> tile contains all orders and scheduling agreement releases with the status New. The <b>New orders</b> list view displays information such as customer, ship to address, and amount. On the <b>Workbench</b> , depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Changed orders	The <b>Changed orders</b> tile contains all orders and scheduling agreement releases with the status changed. The <b>Changed orders</b> list view displays information such as customer, ship to address, and amount. On the <b>Workbench</b> , depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Orders to invoice	The <b>Orders to invoice</b> tile contains orders that are ready to invoice based on your customer's transaction rule settings. The <b>Orders to invoice</b> list view displays information such as order number, customer, amount, and status. On the <b>Workbench</b> , you can create invoices for these orders.
Invoices	The <b>Invoices</b> tile contains all invoices, regardless of their status. The <b>Invoices</b> list view displays information such as customer, invoice number, reference document, invoice amount, and status. On the <b>Workbench</b> , depending on your customer's transaction rules, you can view the invoice and any referenced documents.
Orders	The <b>Orders</b> tile contains all orders and scheduling agreement releases, regardless of their status. The <b>Orders</b> list view displays information such as customer, ship to address, and amount. On the <b>Workbench</b> , depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Scheduled payments	The <b>Scheduled Payments</b> tile contains all scheduled payments with a payment date within the next 90 days, regardless of their status. The <b>Scheduled Payments</b> list view displays information such as scheduled payment date, settlement days, remaining days, and amount due. Consider creating custom scheduled payment tiles to better manage unique customer requirements, such as those who require the creation of credit memos.
Items to confirm	The <b>Items to confirm</b> tile contains all material orders and scheduling agreement releases that can be confirmed. The <b>Items to confirm</b> list view displays information such as customer, item no., and need by date. On the <b>Workbench</b> , depending on your customer's transaction rules, you can confirm or reject the orders and create quality notifications.

# PURCHASE ORDER ROUTING STATUS

This status **Does Not Reflect** the status of the goods. This is only related to document processing on the Network.

- **Sent (new POs):** Ariba Network sent the order to the supplier account.
- **Acknowledged:** the supplier has started to process the order on the portal (has started to resend confirmations or shipping notice), or the supplier has received the order in his ERP (in case of EDI integration).
- **Failed:** Ariba Network experienced issues in routing the order to the suppliers. In case of order notified via email, this is usually due to a wrong recipient email address (see account configuration guide >> electronic order routing). In case of EDI integration, this will detect a technical issue of processing the order in supplier ERP.

# REMINDERS OF UNCONFIRMED ORDERS

- In case POs remain unconfirmed in your Ariba Network Portal Inbox, a reminder will be sent via email to your account administrator.
- Reminders will cease once you start processing the PO.
- You will receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email
- At the beginning of every week, Ariba Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).

**SAP Ariba**

Dear Solene Test - TEST,

This is a reminder for the following orders sent to your Ariba Network account that are unconfirmed.

Please log into your account or click on the Order Number link to review the order details and create an order confirmation.

Order Number	Customer	Order Date	Order Status
<a href="#">20151016_DMPO3</a>	Ariba sro - TEST	8 Oct 2015	New
<a href="#">20151016_DMPO7</a>	Ariba sro - TEST	8 Oct 2015	New

The above list contains up to 100 of the newest unconfirmed orders only. You can find all unconfirmed orders in your online Inbox, filtering by New and Changed orders.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

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# PURCHASE ORDER

## SEARCH AND IDENTIFY THE PO (FROM THE ORDERS TAB) 1

From the Homepage:

1. Click on **Orders > Orders and Releases**.
2. Go to **Orders and Releases** sub-tab.
3. Use search filters to identify the right document.
4. Advanced search filters allow to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. Click order number to view the purchase order details.

### Note:

- If the order can not be found in search, please check PO instructions or contact Honeywell.
- This view will be replaced with the new Workbench concept soon

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, and 'Orders and Releases' is highlighted. The 'Orders and Releases' sub-tab is active, showing a search filter section with the following options:

- Customer: All Customers
- Order Number: Partial number (selected), Exact number
- Show orders by: Creation Date (selected), Inquiry Date
- Date Range: Last 24 hours (selected)

The 'Date Range' dropdown menu is open, showing options: Last 24 hours, Last 7 days, Last 14 days, Last 31 days, and Other. The 'Other' option is selected, and the 'Date Range' field is set to 'Other'. The 'Start Date' is set to 28 Jan 2019 and the 'End Date' is set to 29 Jan 2019. The 'Search' button is highlighted.

The 'Orders and Releases (100+)' table shows the following results:

Type	Order Number	Ver	Customer	In
Order	4500052892	1	BP SCC Buyer - TEST	BP SCC

# PURCHASE ORDER

## SEARCH AND IDENTIFY THE PO (FROM THE ORDERS TAB) 2

From the Homepage:

1. Click on **Orders > Orders and Releases**.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. It is possible to set the **Date Range** filter to “None” to search across all the PO’s matching other search criteria.
5. Click order number to view the purchase order details.
6. Enter your search criteria and click **Search**.
7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

### Note:

- If the order can not be found in search, please check PO instructions or contact Honeywell.
- This view will be replaced with the new Workbench concept soon

SAP Ariba Supply Chain Collaboration Enterprise Account

Home Enablement Workbench Planning Orders (1) Orders and Releases

Orders and Releases

Orders and Releases (2) Items to Confirm (7) Items to Ship Return Items

Search Filters (3)

Customer: All Customers

Order Number:

Planner Code:

Product Group: Line Of Business

Need by Date Range: Other (4)

Start Date: \* Last 7 days Today Next 7 days Next 14 days Next 31 days Other None

End Date: \*

Category:

Search (6) Reset

Orders and Releases (5) (100+)

Type ↑	Order Number	Ver	Customer	In
Order	4500052892	1	BP SCC Buyer - TEST	BP SCC

# ORDER CONFIRMATION

## MANAGE MULTIPLE PO'S (FROM THE ORDERS TAB)

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 **Status** 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 confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date.
6. Review confirmation and click **Submit** to send it to buyer system.

### Note:

- You can 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.
- This view will be replaced with the new Workbench concept soon

The screenshot illustrates the 'Orders and Releases' interface. At the top, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Items to Confirm' tab is active. Below the tabs is a 'Search Filters' section. A dropdown menu for 'Status' is open, showing options: 'Only items that can be confirmed', 'All items with unconfirmed quantity', 'Only fully confirmed items', 'Items awaiting buyer response or supplier reconfirmation', 'Items approved by buyer', and 'Items rejected by buyer'. A 'Search' button is highlighted with a red box. Below the search filters is a table with two rows of items, each with a checkmark in the first column. The table columns are 'L', '4500042553', and '10'. The second row has '4500042546' and '10'. Below the table, there are two buttons: 'Confirm Requested Quantities' and 'Confirm Entire Order', both highlighted with a red box. To the right of these buttons are 'Submit' and 'Cancel' buttons, also highlighted with a red box.

L	Item ID	Quantity
<input checked="" type="checkbox"/>	4500042553	10
<input checked="" type="checkbox"/>	4500042546	10

For more detailed purchase order management please refer to [Help Center documentation](#).

# ORDER CONFIRMATION

## RECONFIRMATION 1 (FROM THE ORDERS TAB)

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.

The screenshot shows the 'Orders and Releases' header with four sub-tabs: 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A red circle with the number '1' is placed over the 'Items to Confirm' tab. Below the tabs is a 'Search Filters' section with a right-pointing arrow and a red circle with the number '2'.

The screenshot shows a table titled 'Items to Confirm (1)' with a grid icon in the top right corner. The table has five columns: a checkbox, 'Type', 'Order Number', 'Schedule Line', and 'Actions'. The first row contains a checked checkbox, 'Order', '4500003734', 'Edit / View', and 'Actions'. A red circle with the number '3' is placed over the 'Actions' cell. A tooltip with the text 'Update Line Item' is visible over the 'Actions' cell.

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

### Note:

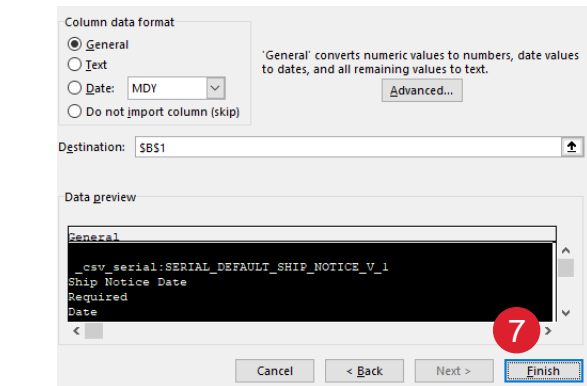
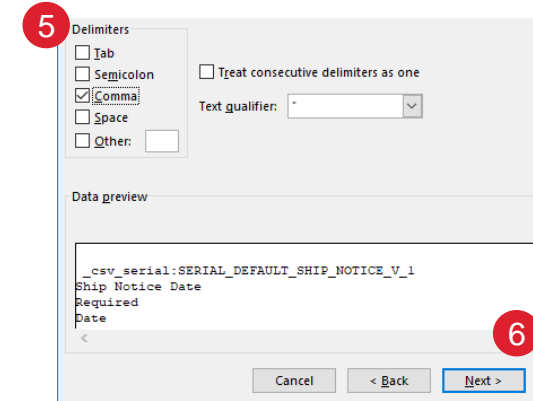
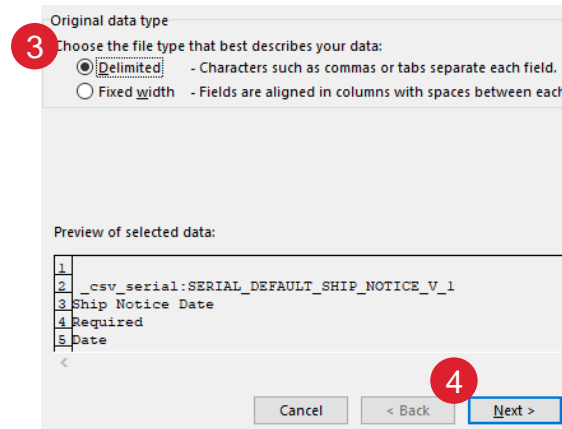
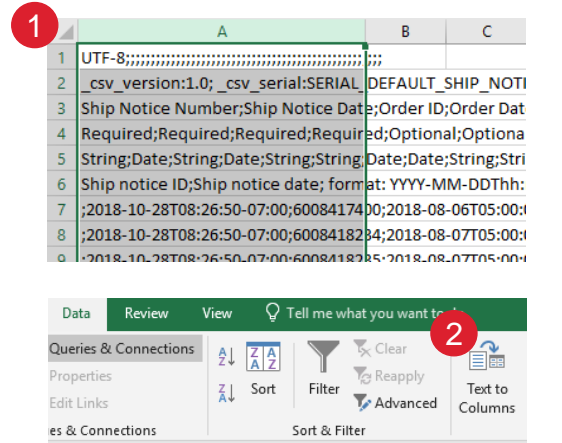
- You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).
- This view will be replaced with the new Workbench concept soon

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



Ship Notice Date	Order ID	Order Date
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 AN

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.

