



Order confirmation in SAP Business Network

Vitro Transaction process – Course 1

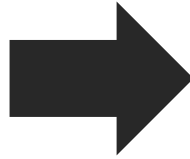


Agenda

- 01 [Introduction to Order Confirmation](#)
- 02 [Order confirmation process](#)
- 03 [Comprehension Test](#)
- 04 [Next steps](#)



How to complete this course?



Training documents

- ✓ Introduction to order confirmation
- ✓ Order confirmation process



8 minutes

Comprehension test

- ✓ Complete the comprehension test in Microsoft Forms
- ✓ Review the test answers



4 minutes

01

Introduction to Order Confirmation



Transaction process on SAP Business Network



SAP Business Network terminology

Purchase order

It is a commercial document where a buyer requests and commits to the acquisition of a good or service from a third-party supplier. Agreed types, quantities and prices are indicated.

Purchase order confirmation

In a confirmation, the supplier agrees to deliver:



The specified quantities of products.



Fullfill with agreed Prices.



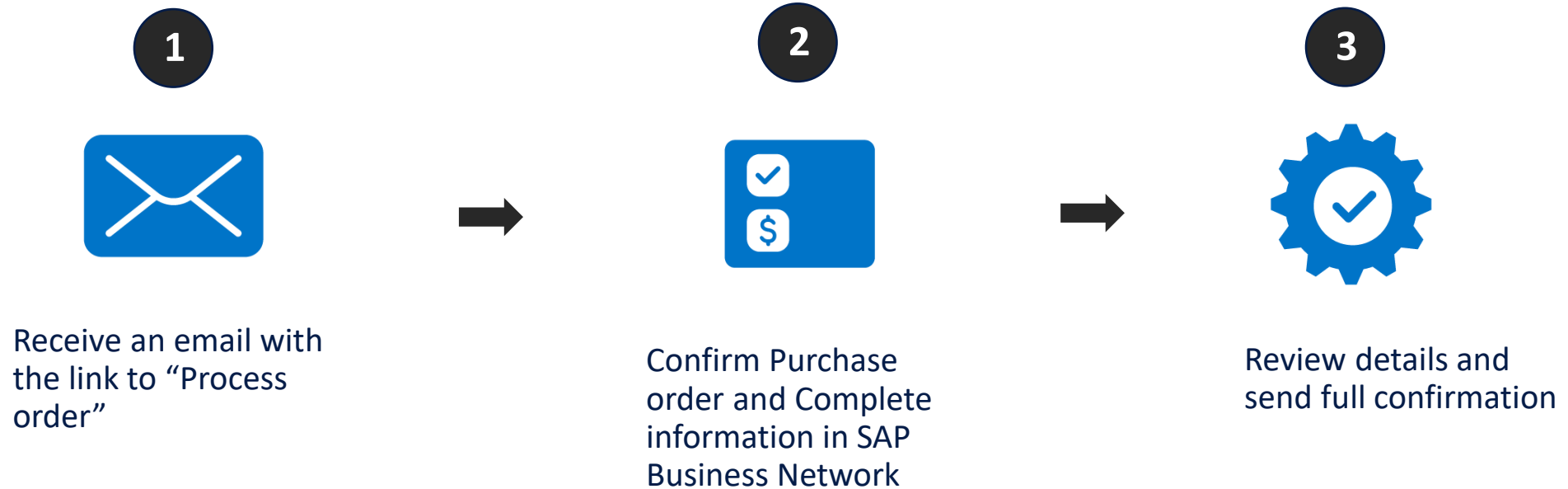
Fulfill with the delivery dates.

02

Order confirmation Process



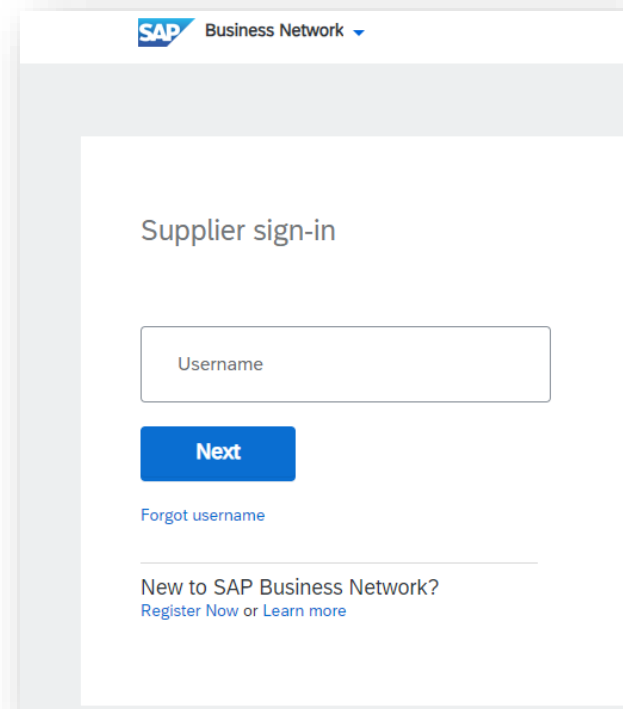
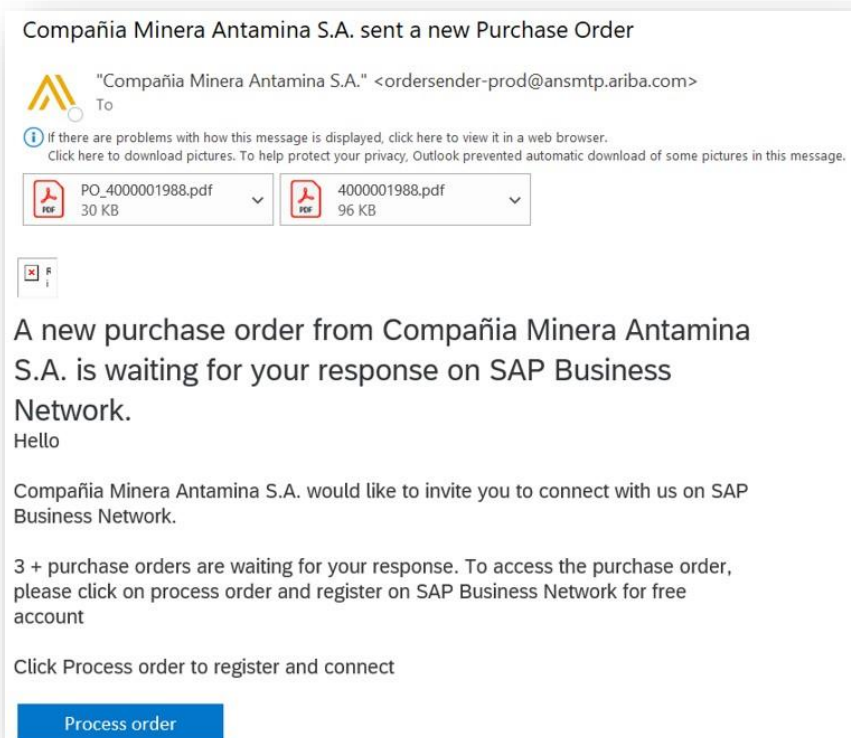
Order confirmation process



1

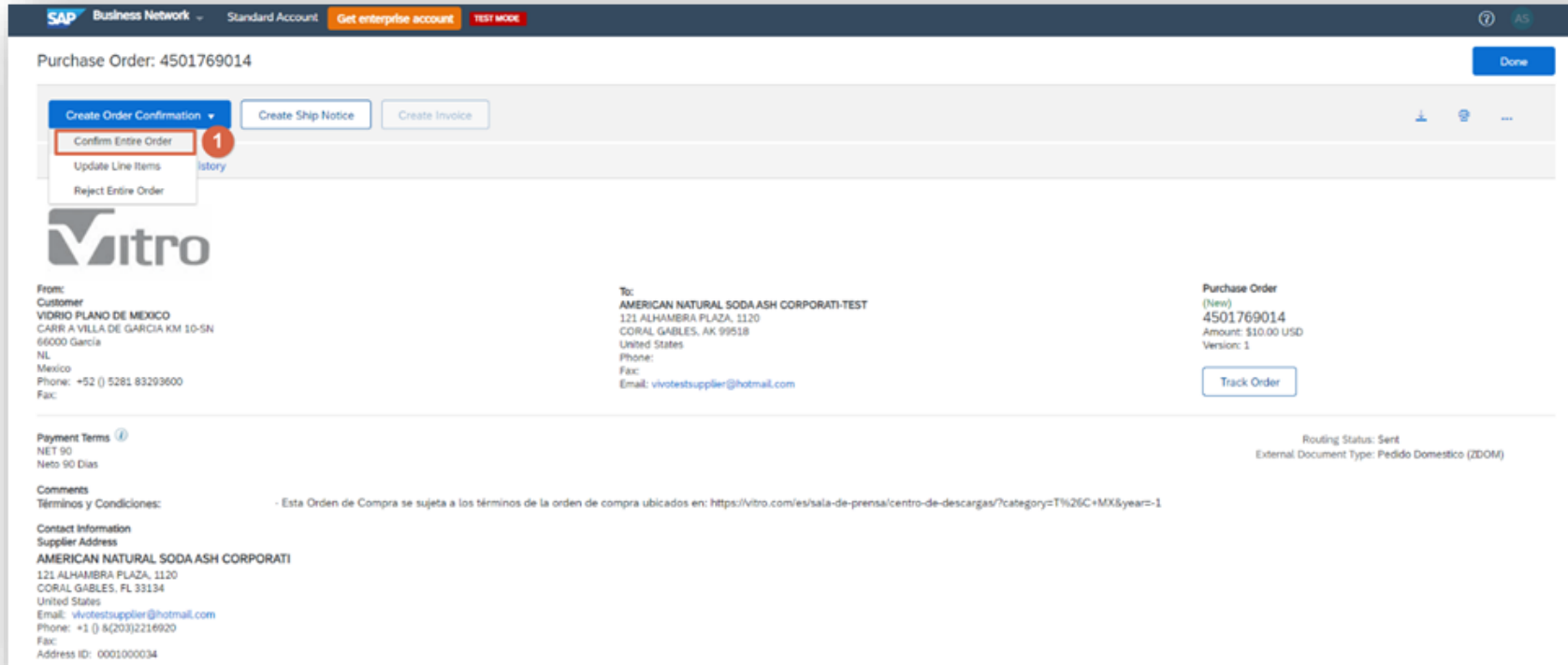
Receive an email with the link to “Process order”

1. Search for the purchase order that your customer sent to you in the email of your organization's administrator user. The mail that sends the order will always be ordersender-prod@ansmtv.ariba.com
2. Select “Process order”
3. Log in with your user and password displayed on Vitro



2 Complete information in SAP Business Network

1. Once logged in, in the order view select “Confirm Order”. There are 3 options:



Purchase Order: 4501769014

Create Order Confirmation ▼ Create Ship Notice Create Invoice

Confirm Entire Order 1
Update Line Items
Reject Entire Order

Vitro

From: Customer
VIDRIO PLANO DE MEXICO
CARR A VILLA DE GARCIA KM 10-5N
66000 Garcia
NL
Mexico
Phone: +52 () 5281 83293600
Fax:

To: AMERICAN NATURAL SODA ASH CORPORATI-TEST
121 ALHAMBRA PLAZA, 1120
CORAL GABLES, FL 33134
United States
Phone:
Fax:
Email: vivotestsupplier@hotmail.com

Purchase Order
(New)
4501769014
Amount: \$10.00 USD
Version: 1
Track Order

Payment Terms ⓘ
NET 90
Neto 90 Dias

Comments
Términos y Condiciones: - Esta Orden de Compra se sujeta a los términos de la orden de compra ubicados en: <https://vitro.com/es/sala-de-prensa/centro-de-descargas/?category=T%26C+MX&year=-1>

Contact Information
Supplier Address
AMERICAN NATURAL SODA ASH CORPORATI
121 ALHAMBRA PLAZA, 1120
CORAL GABLES, FL 33134
United States
Email: vivotestsupplier@hotmail.com
Phone: +1 () 8(203)2216920
Fax:
Address ID: 0001000034

Routing Status: Sent
External Document Type: Pedido Domestico (ZDOM)

1. Confirm complete order, confirm all items in the order.

2. Confirm line items, use this option if some articles of order are not available.

3. Reject complete order: This option is NOT recommended, as once rejected it cannot be returned.

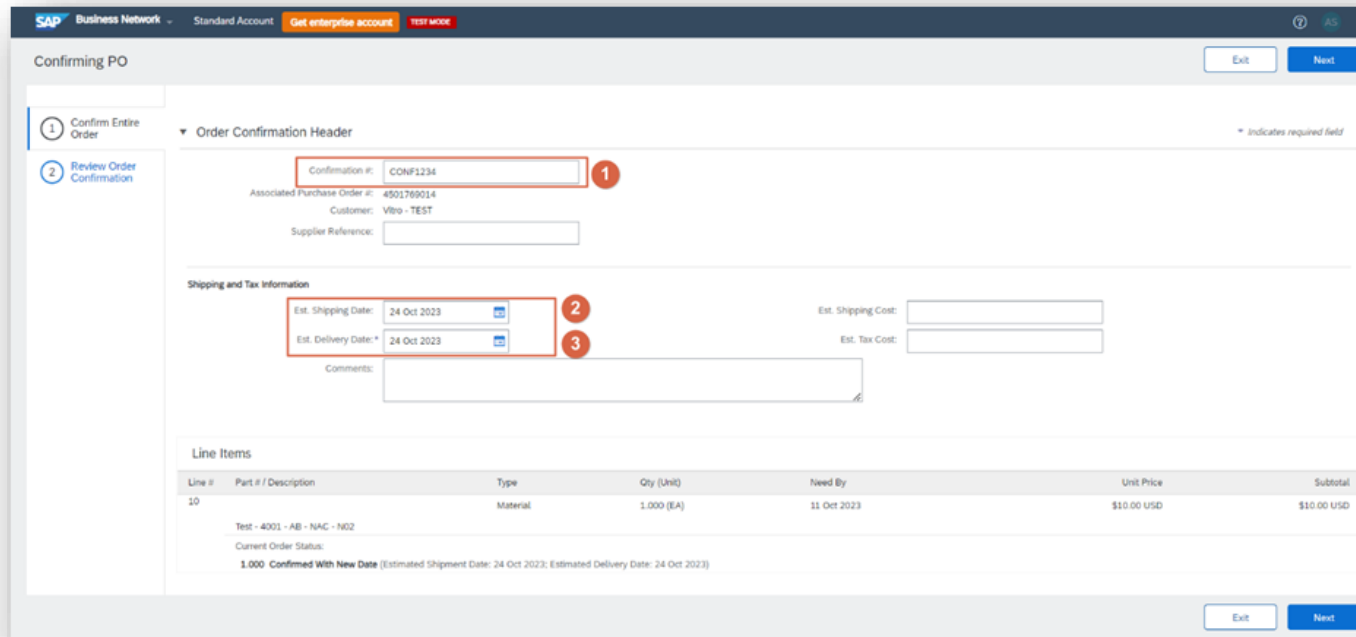
2

Complete information in SAP Business Network

2. Complete the requested information, taking into account the mandatory fields marked with an asterisk (*)

Confirmation number: assign a confirmation value. It is recommended to enter “CONF + last 4 digits of the request”.
Example: CONF4321.

Estimated delivery date: enter the estimated date at which the last delivery of the material will take place. If you don't have this data, you can put it in the box where the confirmation document is being sent.



SAP Business Network - Standard Account - Get enterprise account - TEST MODE

Confirming PO

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: CONF1234

Associated Purchase Order #: 4501769014

Customer: Vtro - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 24 Oct 2023

Est. Delivery Date: 24 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments:

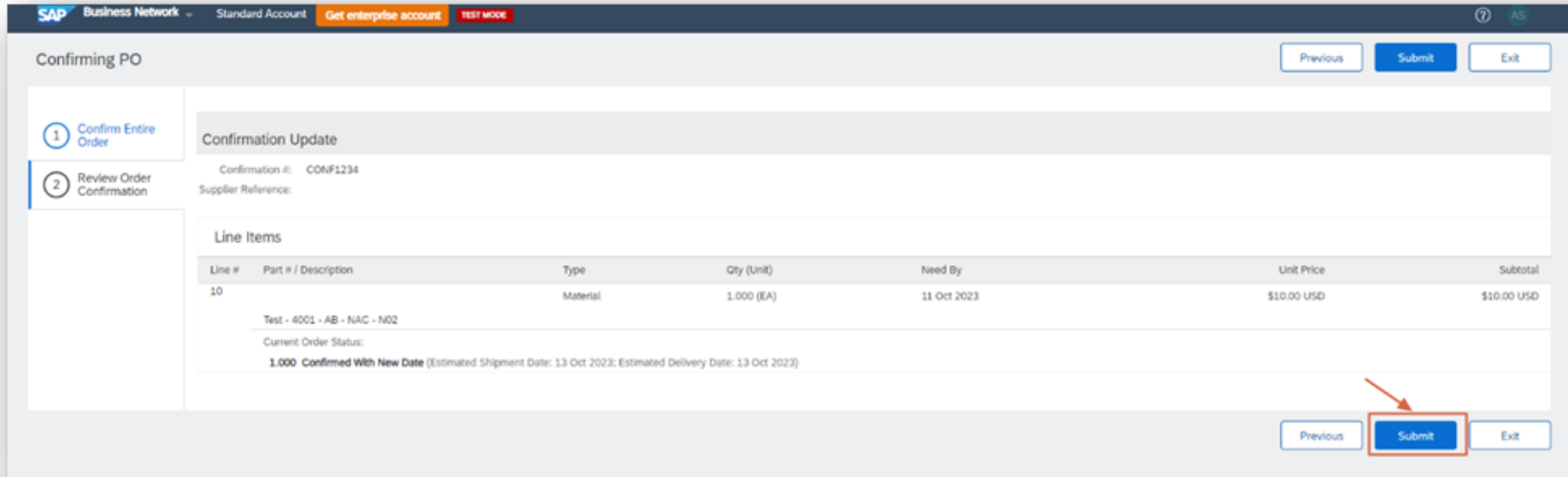
Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|------------------------------|----------|------------|-------------|-------------|-------------|
| 10 | Test - 4001 - AB - NAC - N02 | Material | 1.000 (EA) | 11 Oct 2023 | \$10.00 USD | \$10.00 USD |

Current Order Status:
1.000 Confirmed With New Date (Estimated Shipment Date: 24 Oct 2023; Estimated Delivery Date: 24 Oct 2023)

3 Review details and send full confirmation

1. Review the Order confirmation data and if everything is correct, select “Send”



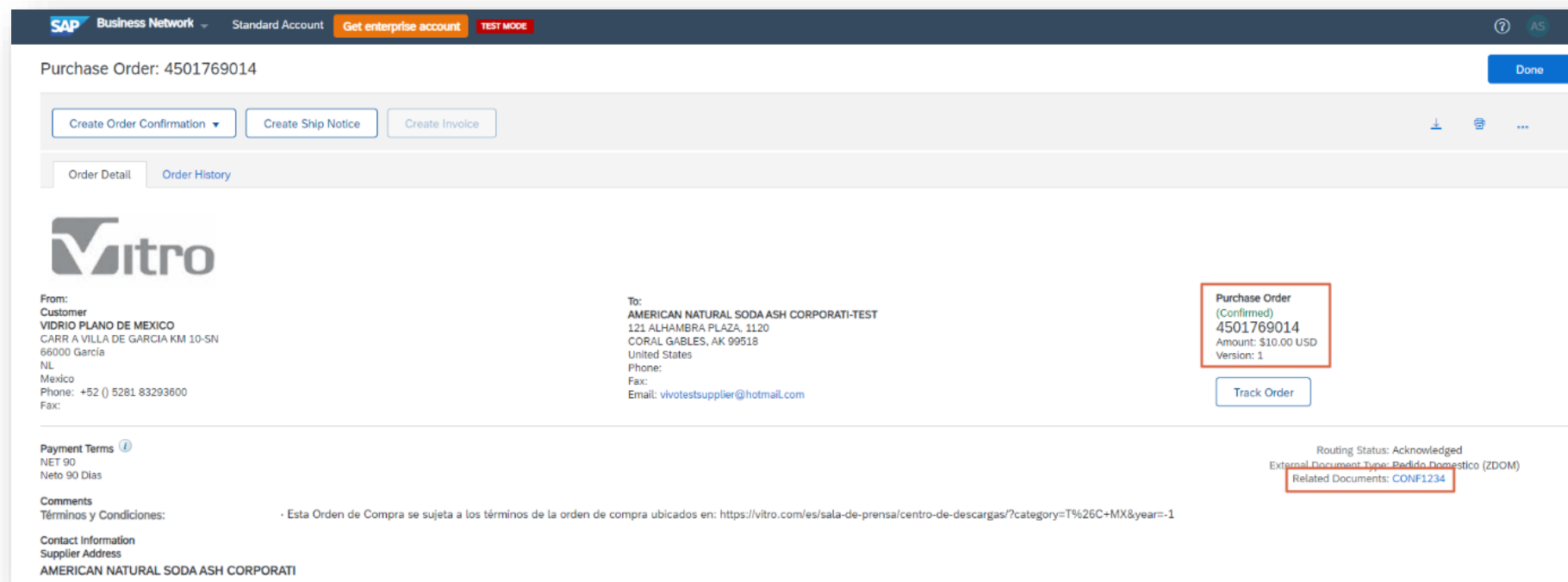
The screenshot shows the SAP Business Network interface for a 'Confirming PO'. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main header area shows 'Confirming PO' with 'Previous', 'Submit', and 'Exit' buttons. On the left, a sidebar contains two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation', with the second step being the active one. The main content area is divided into sections: 'Confirmation Update' with fields for 'Confirmation #:' (CONF1234) and 'Supplier Reference:'. Below this is the 'Line Items' section, which contains a table with the following data:

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|------------------------------|----------|------------|-------------|-------------|-------------|
| 10 | Test - 4001 - AB - NAC - N02 | Material | 1.000 (EA) | 11 Oct 2023 | \$10.00 USD | \$10.00 USD |

Below the table, the 'Current Order Status:' is displayed as '1.000 Confirmed With New Date (Estimated Shipment Date: 13 Oct 2023; Estimated Delivery Date: 13 Oct 2023)'. At the bottom right, there are 'Previous', 'Submit', and 'Exit' buttons, with a red arrow pointing to the 'Submit' button.

3 Review details and send full confirmation

2. It will be redirected upon request. The order status must change to “Confirmed” and in the related documents section, the order confirmation reference will appear.



The screenshot displays the SAP Business Network interface for a Purchase Order. The header includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main title is 'Purchase Order: 4501769014' with a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing the Vitro logo and contact information for both the customer (VIDRIO PLANO DE MEXICO) and the supplier (AMERICAN NATURAL SODA ASH CORPORATI-TEST). A summary box on the right highlights the 'Purchase Order (Confirmed) 4501769014' with an amount of \$10.00 USD and a 'Track Order' button. The 'Payment Terms' section shows 'NET 90' and 'Neto 90 Dias'. The 'Comments' section includes a link to terms and conditions. The 'Contact Information' section shows the supplier address. The 'Related Documents' section lists 'CONF1234'.

Purchase Order: 4501769014

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

Vitro

From:
Customer
VIDRIO PLANO DE MEXICO
CARR A VILLA DE GARCIA KM 10-SN
66000 Garcia
NL
Mexico
Phone: +52 () 5281 83293600
Fax:

To:
AMERICAN NATURAL SODA ASH CORPORATI-TEST
121 ALHAMBRA PLAZA, 1120
CORAL GABLES, AK 99518
United States
Phone:
Fax:
Email: vivotestsupplier@hotmail.com

Purchase Order (Confirmed)
4501769014
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms
NET 90
Neto 90 Dias

Comments
Términos y Condiciones: Esta Orden de Compra se sujeta a los términos de la orden de compra ubicados en: <https://vitro.com/es/sala-de-prensa/centro-de-descargas/?category=T%26C+MX&year=-1>

Contact Information
Supplier Address
AMERICAN NATURAL SODA ASH CORPORATI
121 ALHAMBRA PLAZA, 1120

Routing Status: Acknowledged
External Document Type: Pedido Domestico (ZDOM)
Related Documents: CONF1234

Additional Resources

We invite you to validate in detail the support material provided.



[Order
Confirmation
Manual](#)



[Order
Confirmation
Tutorial Video](#)



[Vitro Support
Channel](#)

03

Comprehension Test



Comprehension test

Next, we present an evaluation that reflects your understanding of the knowledge acquired during this course.

Thank you for completing this to provide information to your client who is ready to start transacting on SAP Business Network. This is a requirement to start transacting with your client.

We ask that you complete all evaluation fields and participate at least once in representing your organization. If you have any additional questions about the process, please don't hesitate to contact our support team through the channel habilitacionproveedores@vitro.com

We appreciate your collaboration.



[Clic Here to access the evaluation](#)

04

Next Steps



Next steps

December 15

Summit of full
transaction process

**December 15 - January 8
January 22**

Access to self-
training material

Start receiving
purchase orders in
SAP Business
Network

