



Order confirmation in SAP Business Network

Vitro Transaction process – Course 1

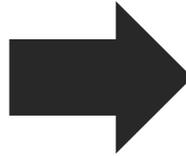


Agenda

- 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



Comprehension test

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



01

Introduction to Order Confirmation

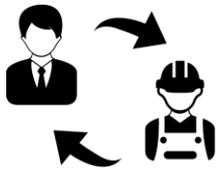


Transaction process on SAP Business Network

SAP S/4 HANA

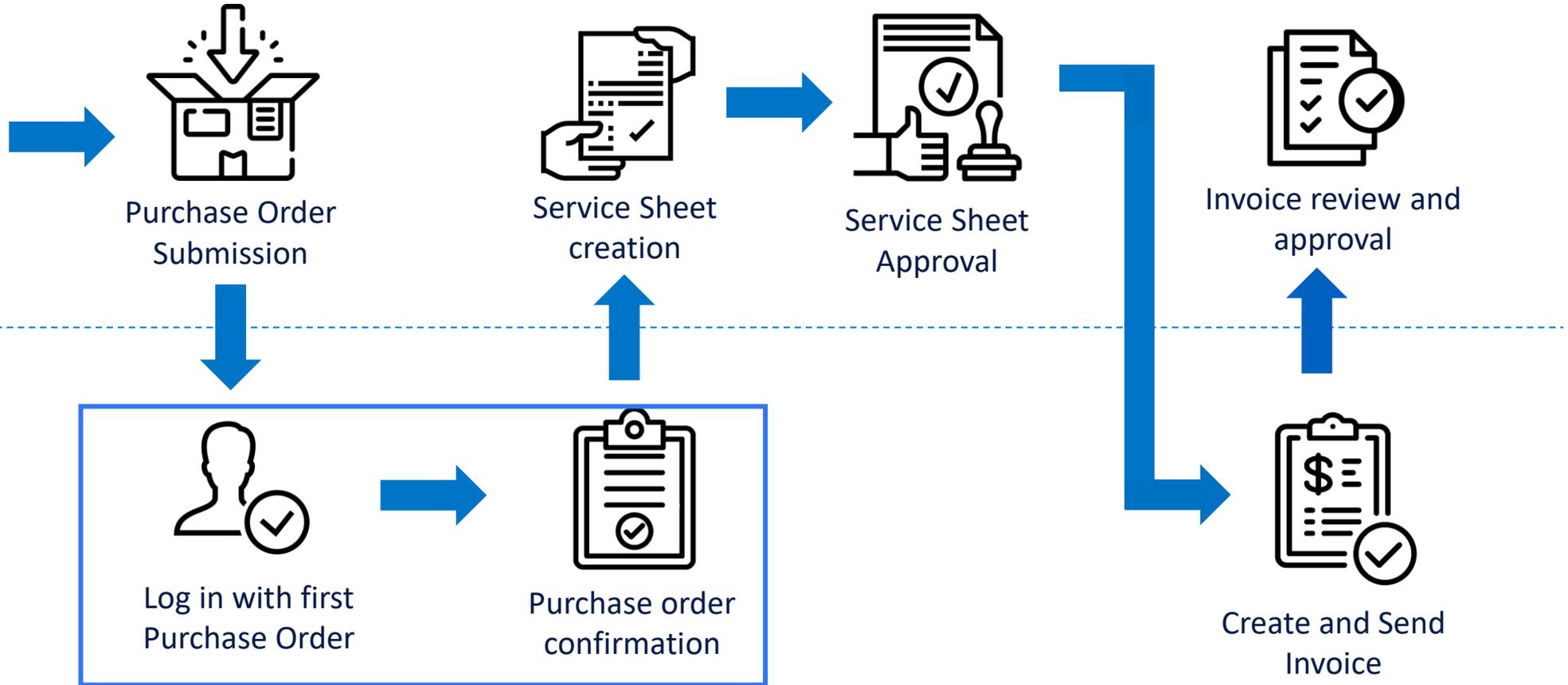


Client



Supplier

SAP Ariba



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.



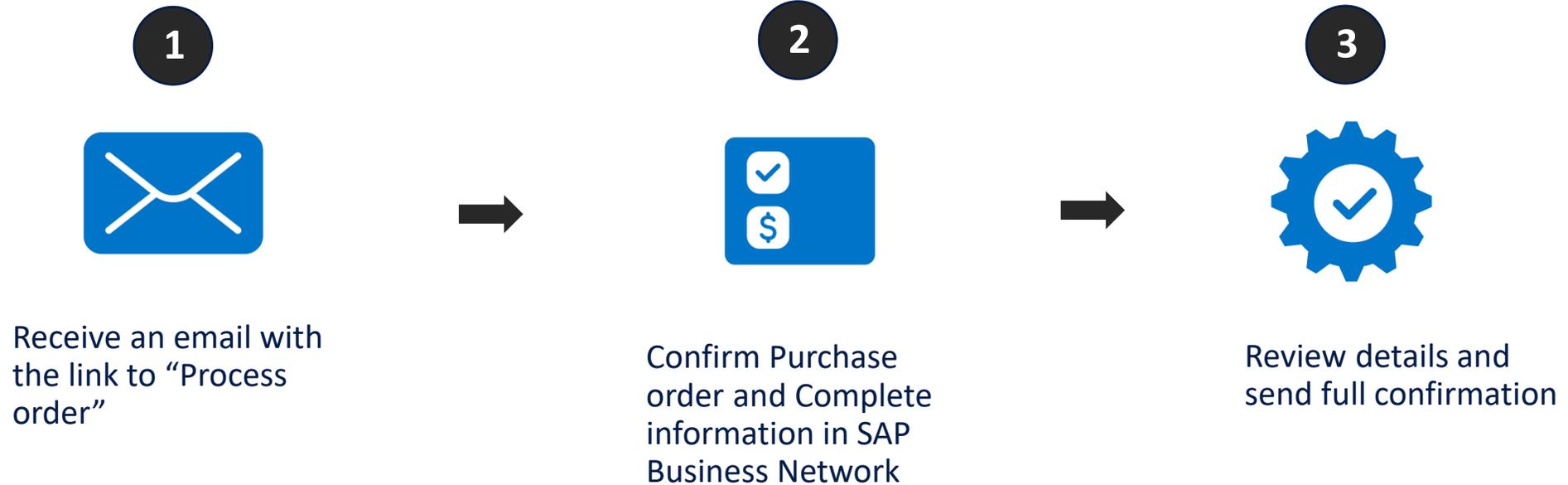
Fulfill with the delivery dates.

02

Order confirmation Process

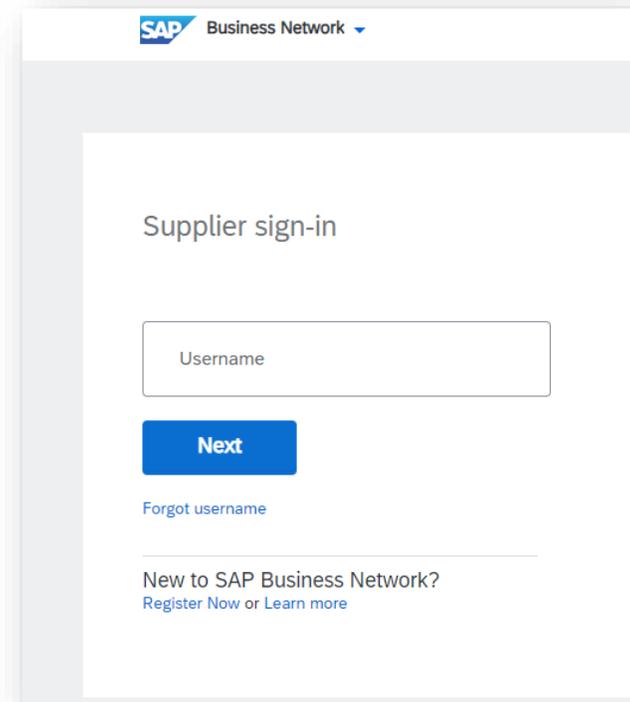
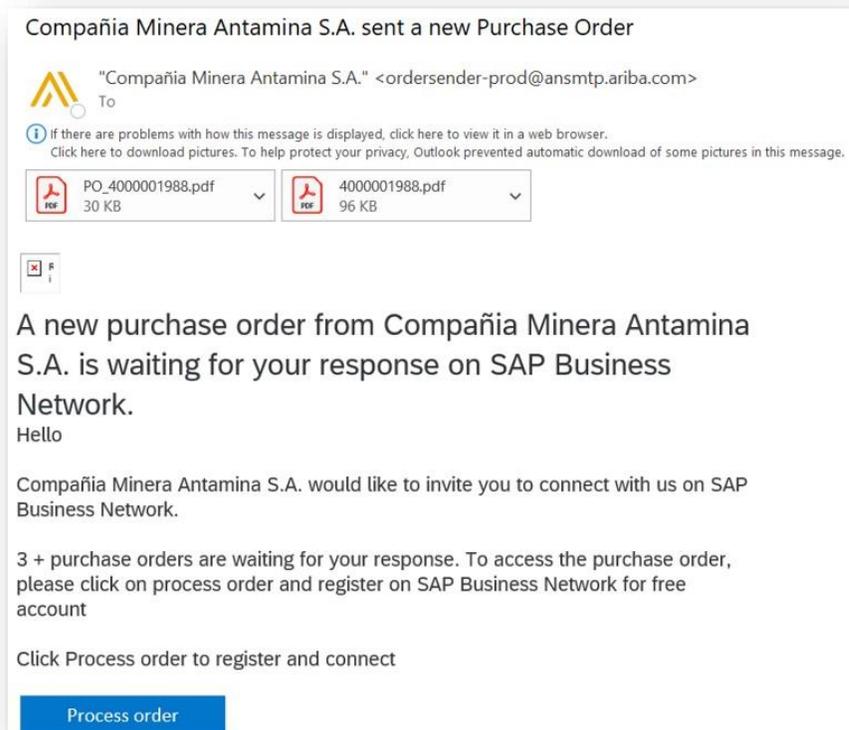


Order confirmation process



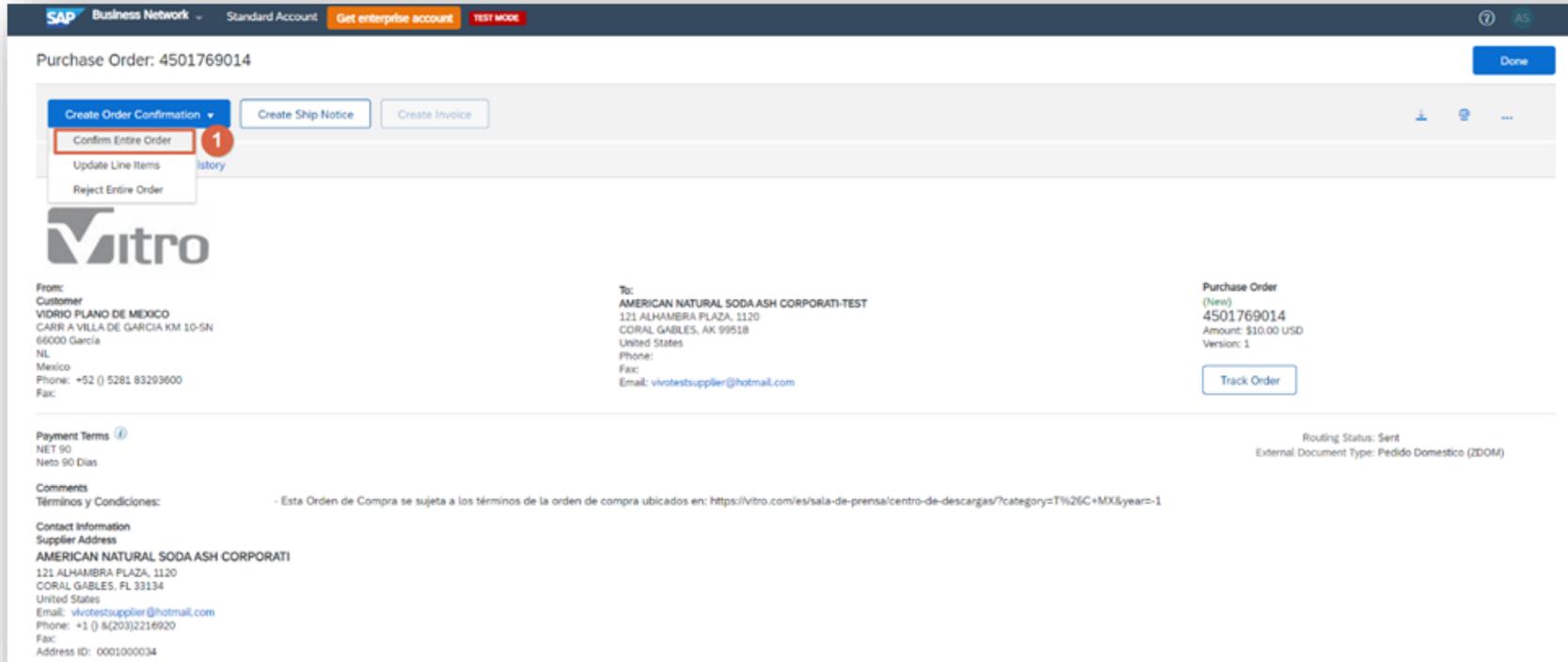
1 Receive an email with the link to “Process order”

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@ansmtp.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:



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.

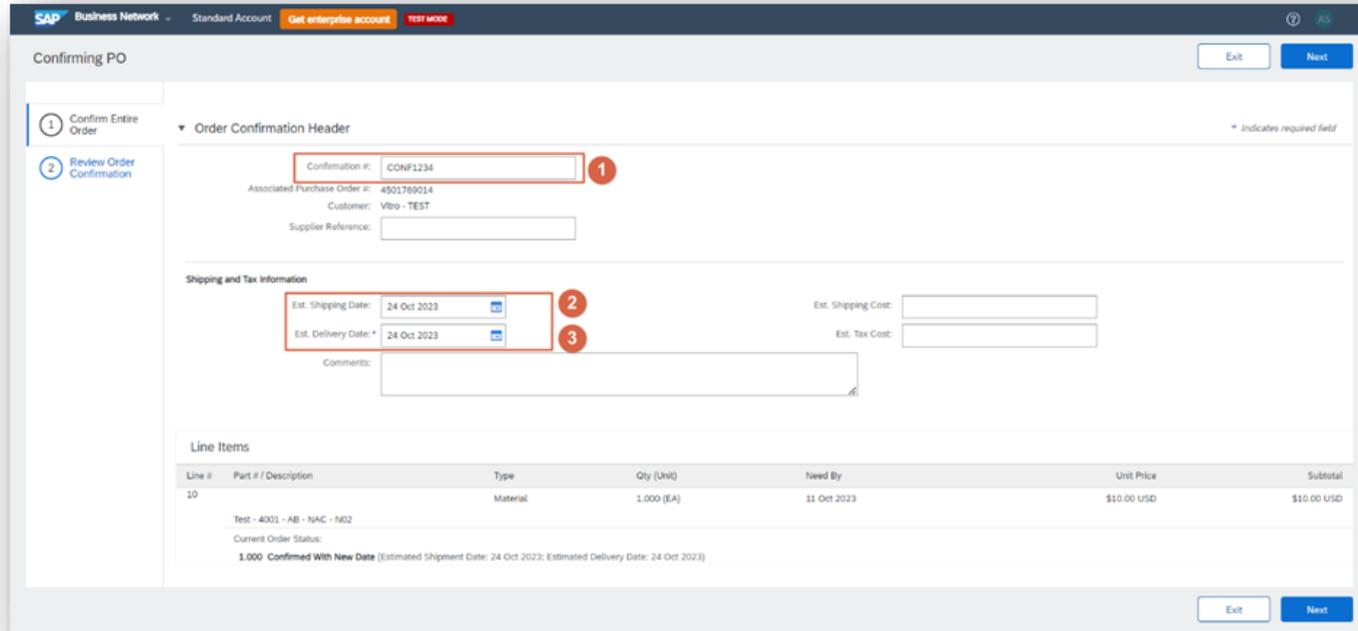
3. Reject complete order: This option is NOT recommended, as once rejected it cannot be returned.

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: Vivo - 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:

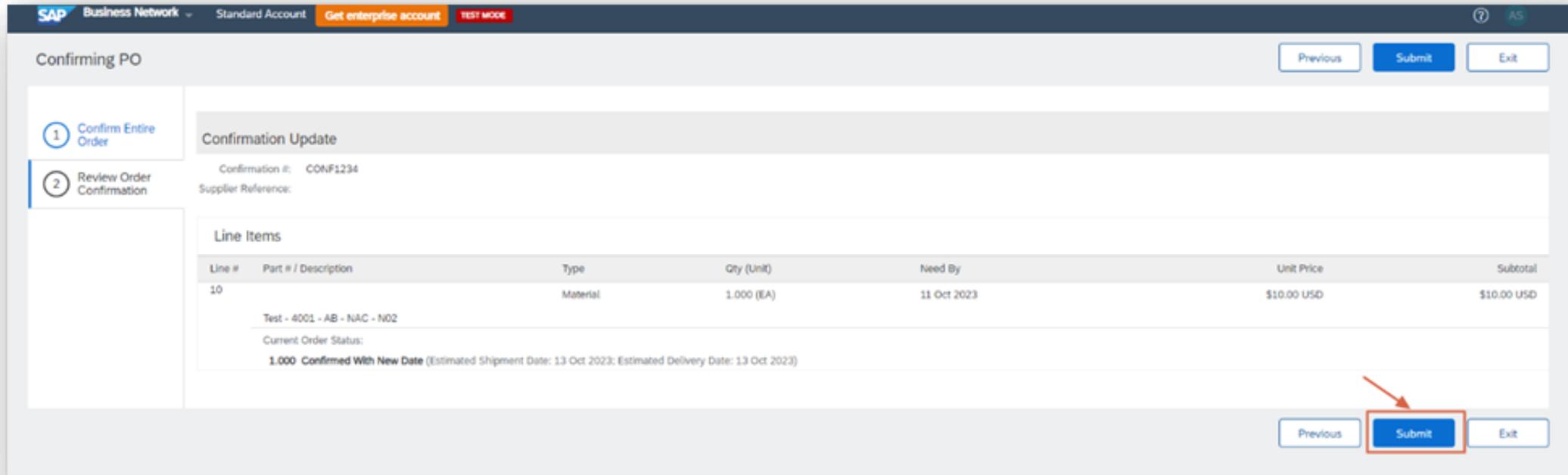
Line Items

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 confirming a purchase order. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main header is 'Confirming PO' with 'Previous', 'Submit', and 'Exit' buttons. A sidebar on the left has two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation', with the second step being active. The main content area is titled 'Confirmation Update' and shows 'Confirmation #: CONF1234' and 'Supplier Reference:'. Below this is a 'Line Items' table with one item: Line # 10, Part # / Description 'Test - 4001 - AB - NAC - N02', Type 'Material', Qty (Unit) '1.000 (EA)', Need By '11 Oct 2023', Unit Price '\$10.00 USD', and Subtotal '\$10.00 USD'. The 'Current Order Status' is '1.000 Confirmed With New Date (Estimated Shipment Date: 13 Oct 2023; Estimated Delivery Date: 13 Oct 2023)'. At the bottom right, the 'Submit' button is highlighted with a red box and a red arrow pointing to it.

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

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 (PO) with ID 4501769014. The header includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main content area shows the PO number and 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 indicates the PO is 'Confirmed' 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 contains a note about the order being subject to terms. The 'Related Documents' section lists 'CONF1234' as a related document. The 'Routing Status' is 'Acknowledged' and the 'External Document Type' is 'Pedido Domestico (ZDOM)'. The 'Contact Information' section shows the supplier address: AMERICAN NATURAL SODA ASH CORPORATI, 121 ALHAMBRA PLAZA, 1120.

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 22**

Access to self-
training material

January 8

Start receiving
purchase orders in
SAP Business
Network

