

# How to create a batch order confirmation in Excel

You can use an Excel template to upload a batch order confirmation.

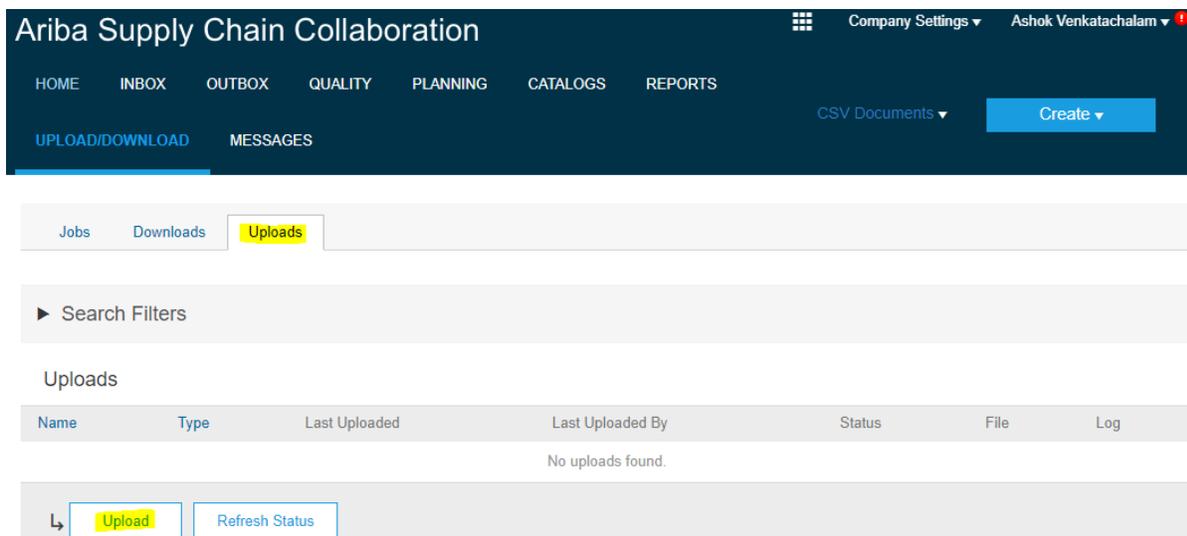
## Template

Use the below template for uploading bulk order confirmation on Ariba Network



## Procedure

1. Logon to supplier Ariba Network (<https://service.ariba.com/SCMSupplier.aw>) with your credentials
2. Go to **Upload/Download** > **Uploads** menu option and click the **Upload** button.

A screenshot of the Ariba Supply Chain Collaboration web application. The top navigation bar includes "HOME", "INBOX", "OUTBOX", "QUALITY", "PLANNING", "CATALOGS", and "REPORTS". Below this, there are "UPLOAD/DOWNLOAD" and "MESSAGES" tabs. A "Create" button is visible. The main content area shows a "Jobs" section with "Downloads" and "Uploads" tabs. The "Uploads" tab is active, displaying a "Search Filters" section and a table with columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The table currently shows "No uploads found." At the bottom of the "Uploads" section, there are "Upload" and "Refresh Status" buttons.

3. In the **Upload File** popup, enter a **Name** for upload, select **Order Confirmation** from the **Type** dropdown, select the **Customer**, select the file to upload, and click **Upload**.

**Note:** Click this hyperlink → [OC File Format](#) to check the batch order confirmation file format and requirement

4. Click **Refresh Status** to check the processing status.
  - a) If the status is '**Completed**', the upload is successful

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC_5051138810_4	Order Confirmation	6 Jun 2019 7:43:27 AM	Tester Seven	Completed	<a href="#">↓</a>	

- b) If the status is '**Failed**', the upload is unsuccessful. Then, download the log file to check the for the root cause of issue. Once the issue is identified, fix the issue and reload the file by following the steps (2-4) again

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC-5051138810-5	Order Confirmation	6 Jun 2019 9:29:10 AM	Tester Seven	Failed	<a href="#">↓</a>	<a href="#">↓</a>

Check the appendix section below → [Common upload errors](#) to see the list of common errors that might occur during the upload

## Appendix:

➤ Batch Order confirmation file format with column requirement and sample values:

Column Name	Required / Optional	Sample Value	Comments
Confirmation Number	Optional	OC-5051138154	Order confirmation ID. If not entered, system creates a random #. E.g., OC-1559830582373
Order Number	Required	5051138154	Purchase order ID
Order Version	Optional		Leave it blank
Order Date	Required	18 Apr 2019 12:40:29 AM	Purchase order date; format: DD MMM YYYY hh:mm:ss AM/PM
Shipping Currency	Optional	USD	Shipping currency
Shipping Money	Optional	2	Estimated shipping cost
Tax Currency	Optional	USD	Tax currency
Tax Amount	Optional	3	Tax amount
Comment	Optional	NA	Comments about the order confirmation
Item Line number	Required	10	Purchase order line number for the item
Item Type	Required	accept	Order confirmation type for the item ( <b>accept</b> or <b>detail</b> or <b>backordered</b> or <b>reject</b> ). For Price change (variance), the item type should be <b>detail</b>
Item Supplier Part ID	Optional	000004043-658-0000	Supplier Part ID
Item Customer Part ID	Optional	100004	Customer Part ID
Item Revision Level	Optional		Leave it blank
Item Quantity	Required	1	Item quantity
Item Unit Of Measure	Required	EA	UN/CEFACT unit of measure code; for example, EA for each or PK for pack
Item Delivery Date	Optional	01 Jul 2019	Item delivery date; format: DD MMM YYYY
Item Shipment Date	Optional	24 Jun 2019	Item shipment date; format: DD MMM YYYY
Item Unit Price Amount	Optional	18	Item Unit Price
Item Unit Price Currency	Optional	USD	Item Price Currency
Item Shipping Currency	Optional	USD	Item shipping currency
Item Shipping Amount	Optional	2	Item shipping cost
Item Tax Currency	Optional	USD	Item tax currency
Item Tax Amount	Optional	3	Item tax amount
Item Comment	Optional / Required	Updated line price	Comments about the confirmation for an item. Item Comment are required when an order confirmation line item has changes (like Price update)
Item Supplier Batch Number	Optional	1	Item supplier batch ID

➤ **Common upload errors:**

#	Error	Reason
1	Value 5/9/19 for Field Order Date of type DateTime in row 5 has invalid format	This error is due to the invalid date. Order Date field value should have the valid date format. Valid format: DD MMM YYYY hh:mm:ss AM/PM (18 Apr 2019 12:40:29 AM)
2	Value 7/9/19 for Field Item Delivery Date of type Date in row 5 has invalid format	This error is due to the invalid Item Delivery Date. Item Delivery Date field value should have the valid date format. Valid format: DD MMM YYYY (01 Jul 2019)
3	OC-4: orderDate 2019-04-17T21:40:29-07:00 in OrderReference element does not match the original orderDate 2019-04-18T09:14:29-07:00 in PO.	Order Date should exactly match the order date (with timestamp) when the order got created on Ariba Network
4	Comments are required when an order confirmation line item has changes for line 10.	When the Item Type is 'Detail' and has line item price updates, then Item Comments are required to be entered
5	Invalid type (accept) for item with price. It should use type (detail) instead. Related to order 5051138810 in line number 10 - Field itemUnitPriceAmount.	When there is line item Price change (variance), the item type should be detail. If the line item type is other than detail, system throws this error
6	The quantity for line item 10 falls outside the range (0 - 300.00) allowed by the buyer.	0% tolerance set for quantity variance. Suppliers are not allowed to increase the quantity than what is requested on the PO.
7	Mapping failure: There is more than one current order with number (5051138504) for line number 10.	Due to a system issue, if there is more than 1 PO with same PO # on AN then system throws this error. Mostly, this is a rare system error and the data needs to be corrected to proceed further
8	No valid data found in uploaded document. Make sure you entered correct values.	If the file is uploaded without any data (only header), system throws this error during upload