

Ariba Network Purchase Order Guide

Baker Hughes 



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1. Introduction

Introduction

Procure-to-Pay Process

Dear Valued Supplier,

- This document contains training for your organization around transacting purchase orders and order confirmations with Baker Hughes Entities that are live on Ariba.

Interacting with and transmitting invoices through the Ariba Network will soon be required to conduct business with Baker Hughes (including legacy GE Oil and Gas entities). All standard accounts are offered for free. Additionally, for most suppliers there are NO fees associated with the Baker Hughes buyer relationship. To confirm, contact Supplier.Enablement@bakerhughes.com.

If you are currently using the iSupplier portal for any of the below:

- Request for Quotations (RFQ) Process
- Document Sharing (Bill of Material/ Quality & Standard Documentation)
- Order management (PO Confirmation / Date management)

Please continue using iSupplier. **This Initiative will only impact Electronic Invoicing**



2. Purchase Order Management

To View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Baker Hughes.
3. **Search** filters allows you to search using multiple criteria.
4. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search
5. **Click** the blue calendar icon on the right of your screen to change the columns you want to see. You can also group orders by customer, order status, etc.
6. **Click** the link on the Order Number column to view the purchase order details

Orders and Releases

Orders and Releases (100+)

Type	Order Number	Customer	Inquiries	Amount	Date ↓
<input type="radio"/> Order	4500443144	GE Oil and Gas Operations, LLC - TEST		\$21,639.91 USD	31 May 2019
<input type="radio"/> Order	4500443141	GE Oil and Gas Operations, LLC - TEST		\$27,026.08 USD	31 May 2019

Show / Hide Columns

- Type
- Order Number
- Ver
- Customer

Orders and Releases (100+)

Type	Order Number ↑	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
▶ Customer: GE Oil and Gas Operations, LLC - TEST (100)											

Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

Note: If you have configured Electronic Order Routing but you didn't receive a copy of the order via email, cXML or EDI properly you can always Resend a PO by clicking the **Resend** button. To set up Electronic Order Routing see Account Configuration Guide pg 16-19. You also have the option to click **Export cXML** to save a copy of the cXML source information. Click **Order History** for diagnosing problems and for auditing total value

2. The **Line Items section** describes the ordered items. Each line describes the part number, the quantity of items Baker Hughes wants to purchase, the need by date and the price. The order sub-total can be seen at the bottom right of the screen. Click on details to view additional details about the item.

Purchase Order: 4500443144

1

[Create Order Confirmation](#) [Create Invoice](#) [Create Quality Notification](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#)

From:
HOUSTON - 16250 PORT NW
DRIVE
16250 PORT NW DRIVE
HOUSTON , TX 77041-266
United States
Phone: + () 861056057572

To:
BHGE TestSupplier5 - TEST
KURUMBAPALAYAM MAIN ROAD KALAPATTI
Cypress , TX 77429
United States
Phone: +1 (555) 5555
Fax:
Email: krista.rousch@sap.com

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Purchase Order Detail

- 1. Baker Hughes requires that you reference the PDF copy of your PO for PO specific details such as shipping instruction, documentation requirements and any other pertinent information.**
PO PDF can be found under attachments.

Other Information
Company Code: 1811
Supplier must reference the attached PDF copy of the purchase order for Standard Terms, link to BHGE Standard Terms of Purchase, special shipping instructions, and other pertinent information. If a PDF copy is not attached, supplier must reference BHGE Standard Terms of Purchase at the following link: <http://www.bhge.com/supplier-center>
View less »

Attachments
📎 1010152235.pdf (application/pdf)

1

- 2. Click** on show item details to see if any drawings or other attachments have been included.

Line Items

2

Show Item Details

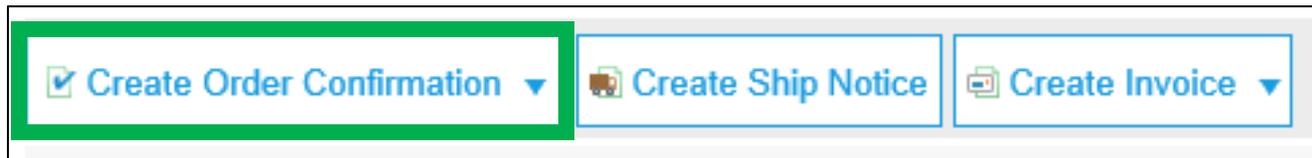
Line #	Change	Part #	Customer Part #	Type	Return	Buyer Part ID	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
10		Not Available		Material			1.000 (DR)	28 Feb 2018	\$999,999,999.00 USD	\$999,999,999.00 USD		Details

Description: Test material



3. Order Confirmations

Please keep in mind that not all Baker Hughes entities require Order Confirmation (OC). Please confirm orders that have the Create Order Confirmation option available. (if grayed out or unavailable then it is not required)



Create Order Confirmation: Confirm Entire Order

This slide explains how to Confirm Entire Order **IF NO CHANGES ARE NEEDED TO ANY LINE.**

- Review Need by Dates, Quantity and Unit Price for each line.**
- If no changes are needed to any lines** click Confirm Order and select Confirm Entire Order. **If changes are needed proceed to slide 13 for instruction.**
- Enter Confirmation Number** which is any number you use to identify the order with i.e., your internal sales order. The maximum length allowed is 35 characters.
- Enter estimated Delivery Date.** Delivery date should include ship date + transit time. **DO NOT** put data in est. shipping cost or tax cost fields.
- Click Next** when finished.

2

Purchase Order: 1010152235

The screenshot shows a SAP interface with a dropdown menu for 'Create Order Confirmation'. The menu options are 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Confirm Entire Order' option is highlighted. There are also buttons for 'Create Ship Notice' and 'Create Invoice'.

The screenshot shows the SAP Order Confirmation Header and Line Items screen. The 'Confirmation #' field is circled in red and labeled '3'. The 'Est. Delivery Date' field is circled in red and labeled '4'. The 'Est. Shipping Cost' and 'Est. Tax Cost' fields are crossed out with a large red X. The 'Line Items' table shows one item with a quantity of 1,000 (EA) and a need by date of 28 Feb 2018. The current order status is '1,000 Confirmed As Is'.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Not Available			1,000 (EA)	28 Feb 2018	\$10,000.00 USD	\$10,000.00 USD	

5

Create Order Confirmation: Confirm Entire Order

6. Review the order confirmation and click **Submit**
7. Your order confirmation is sent to Baker Hughes. PO status is displayed as "Confirmed"
8. You can find a copy of the order confirmation

Purchase Order: 5050890678 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Create Quality Notification](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#)

Order Detail | Order History

From: Dresser, LLC - Jacksonville
 12970 Normandy Boulevard
 Jacksonville, FL 32221
 United States
 Phone: +1 844VALVEGE
To: BHGE Test Supplier 13 - TEST
 123 Main
 Cincinnati, OH 45202
 United States
 Phone:
 Fax:
 Email: krista.rousch@sap.com

7 Purchase Order (Confirmed)
 5050890678
 Amount: 200.00 EUR

8 Routing Status: Acknowledged
 Related Documents: 0C0878

Payment Terms: NET 30
 GE Internal Billing System

[Previous](#) | [Submit](#) | [Exit](#)

Confirming PO

1 Update Item Status

2 Review Confirmation

SHIPPING: Please refer to the PO for shipping estimation and dates.
 Confirmation #: 45004431410C
 Supplier Reference:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Not Available	ZGMWS-5-2B#1		7.000 (EA)	25 Aug 2019	\$1,607.20 USD	\$11,250.40 USD	
Description: PISTON POWER								
Schedule Lines Current Order Status: 7 Confirmed With New Date (Comments: update to delivery date; Estimated Delivery Date: 23 Aug 2019)								
20	Not Available	Z4591		8.000 (EA)	25 Aug 2019	\$1,971.96 USD	\$15,775.68 USD	
Description: PISTON, KVSR 16 1/4" X 18" - TIN PLATE								
Schedule Lines Current Order Status: 8 Confirmed With New Date (Comments: update to delivery date; Estimated Delivery Date: 19 Aug 2019)								

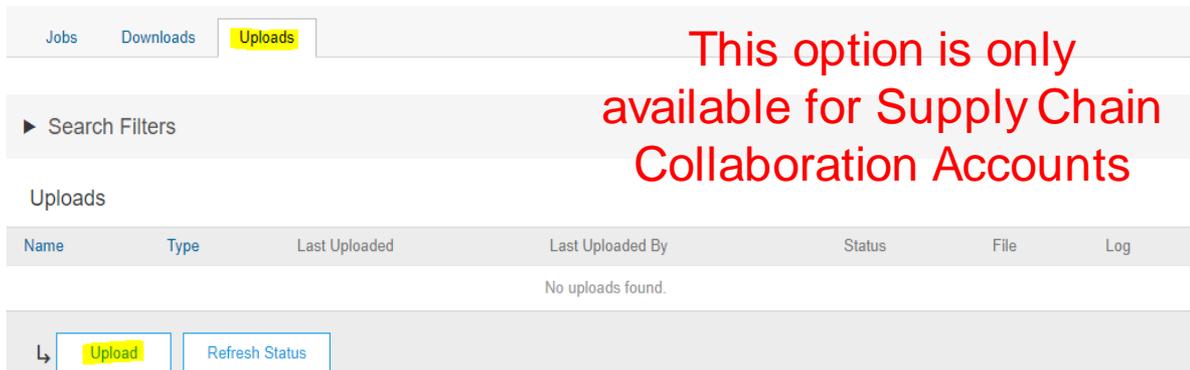
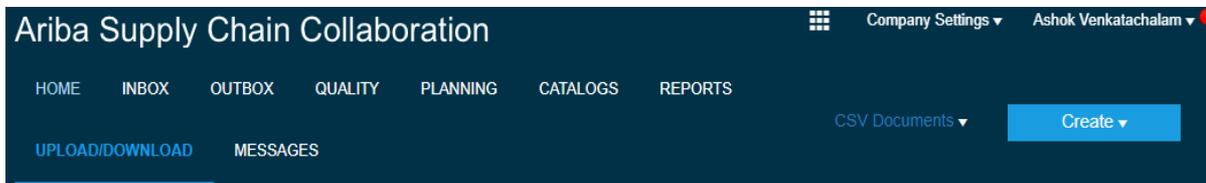
[Previous](#) | [Submit](#) | [Exit](#)

6

Create Order Confirmation: Mass PO confirmation via Excel Upload

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

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.
3. Use template for uploading bulk order confirmation that is on Ariba Network Supplier Information Portal. Check OC File Format slide to check the batch order confirmation file format and requirement.
4. 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.
5. Check OC File Format slide to check the batch order confirmation file format and requirement



Create Order Confirmation: Mass PO confirmation via Excel Upload ... continued

- 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.

Ariba Supply Chain Collaboration

HOME INBOX

Jobs Downloads

Search Filters

Uploads

Name

Upload File

Name: OC_5051138504

Type: Order Confirmation

Customer: GE Oil and Gas Operations, I

File: Choose File OC_TEST_06..._40_0.xlsx

Download templates

Upload Cancel

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

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Jobs Downloads Uploads

Search Filters

Uploads

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	Download	Log

Upload Refresh Status

Create Order Confirmation: Mass PO confirmation via Excel Upload ... continued

If the status is 'Failed', the upload is unsuccessful. Then, download the log file to check the for the root cause of issue. Check the slide on Common Upload Errors to learn more about failures. Once the issue is identified, fix the issue and reload the file by following the steps (2-4) again.

Uploads

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	↓	↓

↳ [Upload](#) [Refresh Status](#) [Link to download log file](#)

Order Confirmation (OC) File Format Requirements

Batch Order confirmation file format with column requirement and sample values

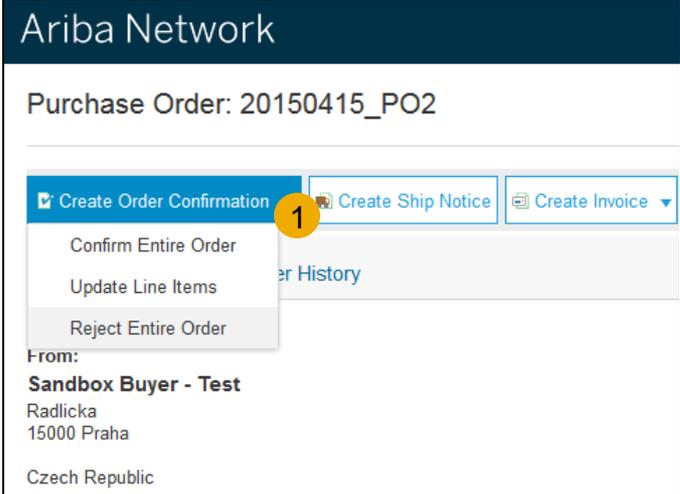
Column Name	Required / Optional	Sample Value	Comments
Confirmation Number	Optional	OC-5051138154	Order confirmation ID. If not entered, system creates a random #. E.g., OC-1559830582373
Order Number	Required	5051138154	Purchase order ID
Order Version	Optional		Leave it blank
Order Date	Required	18 Apr 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 (accept or detail or backordered or reject). For Price change (variance), the item type should be detail
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

Create Order Confirmation: DO NOT Reject Entire Order

1. **DO NOT Reject Entire Order** – if there is something wrong other than a price or date change, contact the buyer to get a corrected Purchase Order



Ariba Network

Purchase Order: 20150415_PO2

Create Order Confirmation **1** Create Ship Notice Create Invoice

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

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Create Order Confirmation: Update Line Items

1. If you need to change something on a specific line i.e., price or delivery date **click** on Create Order Confirmation and **Select** Update Line items

Update Line Item Field Definitions:

- **Confirmation #** – any number you use to identify the order with i.e., your internal sales order.
- **SKIP the Shipping and Tax Information** and scroll down to view the line items. **DO NOT** enter information in these fields.
- **Confirm box** – This is where you enter the QTY you are confirming and indicates that you have received the order and will ship this QTY.
- **Backorder box** – **DO NOT USE**
- **Reject box** – **DO NOT USE**

Purchase Order: 20150415_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order **1** Update Line Items Order History

Reject Entire Order

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirming PO

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO2
Customer: Alpha, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: Details

Create Order Confirmation: Update Line Items with Multiple Delivery Dates

If you need to confirm a line with a split shipment (partial QTY will ship on one date and the balance on another)

1. Choose Update Line Items.
2. Fill in your confirmation number.
3. Scroll past the Shipping and Tax Information down to view the line items.
4. Enter the first QTY you plan to ship
5. Click on Details
6. Enter your estimated delivery date (this is the date the parts will arrive to Baker Hughes dock.
7. Enter a comment about the split shipment and click OK.

Note: no backorder or reject quantity is allowed.

20 Not Available 01-2109 10,000 (EA) 29 Jul 2018

Description: TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE

Est. Delivery Date: 29 Jul 2018

Unit Price: \$89.00 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:

4 Confirm: 6 Backorder: Reject: Details 5

6

7 Comments:

Purchase Order: 20150415_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order 1 Update Line Items Order History

Reject Entire Order

From: Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic

Confirming PO

1 Update Item Status Order Confirmation Header

2 Review Confirmation

2 Confirmation #: Associated Purchase Order #: 20150415_PO2 Customer: Aniba, Inc. - TEST Supplier Reference:

3 SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Delivery Date:

Create Order Confirmation: Update Line Items with Multiple Delivery Dates

- You will be taken back to the order confirmation screen where you will see the first quantity you confirmed and the delivery date. You will see any remaining quantity on the line as unconfirmed.
- Repeat** steps 4-7 for any additional quantities shipping
- Click Next** to review order confirmation
- Click Submit** to send your confirmation to Baker Hughes

Note: no backorder or reject quantity is allowed.

20	Not Available	01-2109	10.000 (EA)	29 Jul 2018
Description: TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE				
Schedule Lines				
Current Order Status				
8	<input type="radio"/>	6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018)		
	<input checked="" type="radio"/>	4.000 Unconfirmed		
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> Details ⓘ

20	Not Available	01-2109	10.000 (EA)	29 Jul 2018
Description: TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE				
Schedule Lines				
Current Order Status				
9	<input type="radio"/>	6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018)		
	<input checked="" type="radio"/>	4 Confirmed With New Date (Comments: partial delivering 7/29, balance delivering 8/6 ; Estimated Delivery Date: 6 Aug 2018)		

Confirm Order: Update Line Items - Price or Date Change

1. **Choose update line items.**
2. **Enter** the quantity in the Confirm data entry field.
3. **Click** Details to enter the details regarding the price or date change.
4. **Enter** your estimated delivery date. This is the date goods will arrive to Baker Hughes
5. **Note** the new price in the Unit Price field
6. **Enter** a Comment regarding the price change.
7. **Update** the Description as needed and click OK when done.

Note: no backorder or reject quantity is allowed.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: **2** Backorder: Reject: **3** [Details](#)

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date: **4**

5 Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

Comments: **6**

Confirm Order: Update Line Items – Price or Date Change

8. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
9. **Review** the order confirmation and **ensure that you see Current order status reflecting the changes you submitted.** Click **Submit.** Your order confirmation is sent to Baker Hughes.
10. **A copy** of your order confirmation can be found under Related Documents.
11. **The Order Status will display** as Partially Confirmed if items were not fully confirmed.
 - **Generate** another order confirmation to set them to confirm if needed.
 - **Click Done** to return to the Inbox.

The screenshot displays the SAP Line Items interface for a purchase order. It shows two line items (10 and 20) for 'HYDRAULIC FLUID LUBRICANT MOBIL DTE 24'. The interface includes sections for 'Schedule Lines', 'Current Order Status', 'Confirm', 'Reject All', and 'Attachments'. A red arrow points from a 'Submit' button in the top right (labeled 8) to a 'Next' button in the bottom right (labeled 7). A red circle highlights the 'Create Order Confirmation' button (labeled 9), and another red circle highlights the 'Done' button (labeled 10). The bottom of the screen shows a notification for a 'Purchase Order (Partially Confirmed) 20150415_PO2' with an amount of 295.00 EUR.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	972200004-779-0000		10,000 (GLL)	27 Feb 2018	\$66.00 USD	\$660.00 USD
20	Not Available	972200004-779-0000		10,000 (GLL)	27 Feb 2018	\$66.00 USD	\$660.00 USD

Confirm Order: Update Line Items - Price Change – Baker Hughes Process

1. When a price change is submitted via Order Confirmation the PO will change to confirmed
2. Do not ship an order with price or delivery date change until a change order is received or a Baker Hughes buyer reaches out directly.

Note: Once Baker Hughes buyer starts to process your price change request, the order status will change to “Cancelled”

The screenshot displays the Ariba Supply Chain Collaboration interface. At the top, there are navigation tabs like HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, REPORTS, and UPLOAD/DOWNLOAD. Below this, there are sections for 'Orders and Releases' and 'Line Items'. A table lists several orders with columns for Type, Order Number, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The 'Line Items' section shows a table with columns for Line #, Part #, Customer Part #, Revision Level, Qty (Unit), Need By, and Unit Price. Below the line items, there are sections for 'Schedule Lines', 'Current Order Status' (with a dropdown menu showing '25,000 Unconfirmed'), 'Confirm' and 'Backorder' buttons, 'Reject All', and 'Confirm Based on Schedule Lines'. There is also an 'Attachments' section at the bottom.

How to view all items that are pending Confirmation

1. Click on “Items to Confirm” tab
2. Shows all PO line items that need to be confirmed
3. Rows shown are at the PO line item level; schedule lines can be viewed through the “View Schedule” link
4. Default sort is “Need By” date
5. Actions can be taken at both the individual row level and at the mass selection level
6. Click on “Search Filters” to see additional search options

The screenshot displays the SAP 'Orders and Releases' interface. The 'Items to Confirm' tab is active, showing a table of pending items. The interface includes a navigation bar at the top with tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments and Auctions', 'Scheduled Payments', 'Remittances', 'Notifications', and 'More...'. Below the navigation bar, there are sub-tabs for 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A 'Search Filters' section is visible, followed by a table titled 'Items to Confirm' with a total of 12 items. The table columns are: Order Number, Item, Part # / Description, Customer, Requested Qty, Unconfirmed Qty, Need By Date, and Schedule. Each row includes a checkbox for selection and links for 'View Schedule' and 'Actions'. At the bottom of the table, there are buttons for 'Confirm Requested Quantities' and 'Confirm Entire Orders'. Numbered callouts (1-6) highlight key UI elements: 1 points to the 'Items to Confirm' tab, 2 points to the 'Confirm' buttons, 3 points to the 'View Schedule' link, 4 points to the 'Need By' date column, 5 points to the 'Actions' link, and 6 points to the 'Search Filters' section.

Order Number	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule
<input type="checkbox"/> dmw-po-101	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-102	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> sub-contract-po-1	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	10 (PK)	10 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-101	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-102	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> sub-contract-po-1	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	10 (PK)	10 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-101	3	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-102	3	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-101	4	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-102	4	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-101	5	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-102	5	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	View Schedule Actions

Items to Confirm List: How to Utilize Search Filters

- 1. Filters:** customer, order number, need by date range, part number.
- 2. Three views** provides flexibility and can be used as an actionable list (view “Only items that can be confirmed”). Can be used as include orders that do not require confirmation (views “All items with unconfirmed quantity” and “Only fully confirmed items”)
- 3. Part number view** allows entries of multiple part numbers.

Home | **Inbox** | Outbox | Catalogs | Reports

Orders and Releases | Time & Expense Sheets | Early Payments and Auctions | Scheduled Payments | Remittances | Notifications | More...

Orders and Releases

Orders and Releases | **Items to Confirm** | Items to Ship

Search Filters

Customer: **1** | Part #: **3**

Order Number: | View: All items with unconfirmed quantity
 Only items that can be confirmed
 Only fully confirmed items

Need by Date Range: Other **2** | Start Date: 8 Jan 2015 | End Date: 22 Jan 2015 | Number of Results: 500

Items to Confirm		Total: 12					
Order Number	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By ↑	Schedule Line
<input type="checkbox"/> dmw-po-101	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	View Schedule Actions
<input type="checkbox"/> dmw-po-102	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	View Schedule Actions

Items to Confirm List: Viewing Schedule Lines

1. Each row represents a purchase order line
2. To view schedule lines and existing confirmations on a purchase order line, click on View Schedule
3. Pop-up window displays two tables **schedule lines** & **Confirmation status lines**

Orders and Releases

Orders and Releases | **Items to Confirm** | Items to Ship

Search Filters

Items to Confirm Total: 2

Order Number ↓	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule Line	Actions
<input type="checkbox"/> dmw-PO-300	1	AX4518 BULLNOSE SHELVES 4 PK	ACME	100 (PK)	100 (PK)	2 May 2015	View Schedule	Actions
<input type="checkbox"/> dmw-PO-300	2	AX4518 BULLNOSE SHELVES 4 PK	ACME	100 (PK)	40 (PK)	2 May 2015	View Schedule	Actions

Confirm Requested Quantities Confirm Entire Orders

1 2

Schedule Lines and Confirmation Statuses 3

Schedule Lines

Schedule Line #	Delivery Date ↑	Quantity (Unit)
1	8 May 2015	20 (PK)
2	15 May 2015	20 (PK)
3	22 May 2015	20 (PK)
4	29 May 2015	20 (PK)
5	5 Jun 2015	20 (PK)

Confirmation Status by Quantity

Delivery Date ↑	Quantity (Unit)	Status
	40 (PK)	Unconfirmed
8 May 2015	20 (PK)	Confirmed
15 May 2015	20 (PK)	Confirmed
22 May 2015	20 (PK)	Confirmed

Done

Items to Confirm List: Single Row Actions

Row actions

- 1. Confirm** Entire Order: even though the row shows only one line item of a purchase order, the entire purchase order can be confirmed in a single click
- 2. Confirm** Requested Quantity: confirms the single purchase order line item
- 3. Update** Line Item: takes user to the confirmation wizard to confirm the purchase order line item, as well as make adjustments (e.g. quantity, date)
- 4. Reject** Requested Quantity: **Please do not reject a confirmation**

Orders and Releases

Orders and Releases | **Items to Confirm** | Items to Ship

Search Filters

Items to Confirm Total: 15

Order Number ↑	Item	Category	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule Line
<input type="checkbox"/> 4100000061	1	Consignment	AX4518-1 Sensor	CSC 2.0 Buyer	100 (PK)	100 (PK)	23 Apr 2015	View Schedule Actions
<input type="checkbox"/> 4100000062	1	Consignment	AX4618-1 Brake	CSC 2.0 Buyer	100 (PK)	100 (PK)	23 Apr 2015	View Schedule Actions
<input type="checkbox"/> 4100000063	1	Consignment	AX9948-1 Cylinder	CSC 2.0 Buyer	200 (PK)	200 (PK)	24 Apr 2015	View Schedule Actions
<input type="checkbox"/> 4100000064	1	Consignment	10100222099030 Washer Spring	CSC 2.0 Buyer	1,000 (PK)	1,000 (PK)	2 May 2015	View Schedule Actions
<input type="checkbox"/> 4100000067	1	Consignment	10100221 Push Feeder Wheel	CSC 2.0 Buyer	1,000 (PK)	1,000 (PK)	4 May 2015	View Schedule Actions
<input type="checkbox"/> 4100000892	1	Subcontract	AX8992 Refridgerator	CSC 2.0 Buyer	100 (PK)	100 (PK)	28 Apr 2015	View Schedule Actions
<input type="checkbox"/> 4100000893	1	Subcontract	AX8992	CSC 2.0	100 (PK)	100 (PK)	2 May	View Schedule Actions

Context menu for row 3 (4100000063):

1. Confirm Entire Order
2. Confirm Requested Quantity
3. Update Line Item
4. Reject Requested Quantity

Items to Confirm List: Multi-Row Actions

Mass Actions

1. **Confirm** Requested Quantity: confirms all selected purchase order line items
2. **Confirm** Entire Orders: confirms all selected purchase orders (header level)
3. **“Confirmation Review”** pop-up informs the user of the purchase orders / purchase order line items that are being mass confirmed

The screenshot displays the SAP S/4HANA 'Items to Confirm' interface. The main table lists purchase order items with columns for Order Number, Item, Part # / Description, Customer, Confirmed Qty, and Need By. Three items are selected with checkboxes: 'sub-contract-po-1' (2), 'dmw-po-101' (3), and 'dmw-po-102' (5). A yellow circle '1' highlights the 'sub-contract-po-1' row. At the bottom, two buttons are visible: 'Confirm Requested Quantities' (highlighted with a yellow circle '2') and 'Confirm Entire Orders'. Two 'Confirmation Review' pop-up windows are shown. The top pop-up (yellow circle '3') shows a summary for 3 items from three orders. The bottom pop-up (yellow circle '3') shows a summary for 12 items from five orders.

Order Number	Item	Part # / Description	Customer	Confirmed Qty	Need By
<input type="checkbox"/>	dmw-po-101	1	AX4518 BULLNOSE		
<input type="checkbox"/>	dmw-po-102	1	AX4518 BULLNOSE		
<input type="checkbox"/>	sub-contract-po-1	1	AX4518 BULLNOSE		
<input type="checkbox"/>	dmw-po-101	2	AX4518 BULLNOSE SHELVES 4 PK		
<input checked="" type="checkbox"/>	dmw-po-102	2	AX4518 BULLNOSE SHELVES 4 PK	100 (P)	
<input checked="" type="checkbox"/>	sub-contract-po-1	2	AX4518 BULLNOSE SHELVES 4 PK	10 (P)	
<input checked="" type="checkbox"/>	dmw-po-101	3	AX4518 BULLNOSE SHELVES 4 PK	500 (P)	
<input type="checkbox"/>	dmw-po-102	3	AX4518 BULLNOSE SHELVES 4 PK	100 (P)	
<input type="checkbox"/>	dmw-po-101	4	AX4518 BULLNOSE SHELVES 4 PK	500 (P)	
<input type="checkbox"/>	dmw-po-102	4	AX4518 BULLNOSE SHELVES 4 PK	100 (P)	
<input type="checkbox"/>	dmw-po-101	5	AX4518 BULLNOSE SHELVES 4 PK	500 (P)	
<input type="checkbox"/>	dmw-po-102	5	AX4518 BULLNOSE SHELVES 4 PK	100 (P)	



5. Understanding Order Status

Understanding Order status

- 1. PO status will change throughout the order life cycle.** Your inbox can be grouped to view orders by order status, amongst other things.
- 2. In your inbox** under the Orders and Releases tab click on the calendar icon at the right of your screen.
- 3. Under "Group By Columns" select order status.** You will now see all of your POs grouped by order status

2

Group by Column

- Customer
- Inquiries
- Ship To Address
- Ordering Address
- Order Status
- Revision

3

Type	Order Number ↑	C
▶ Order Status: Changed	(2)	
▶ Order Status: Confirmed	(18)	
▶ Order Status: Invoiced	(6)	
▶ Order Status: New	(43)	
▶ Order Status: Obsolete	(8)	
▶ Order Status: Partially Confirmed	(2)	
▶ Order Status: Partially Invoiced	(1)	
▶ Order Status: Partially Shipped	(1)	
▶ Order Status: Received	(3)	
▶ Order Status: Rejected	(2)	
▶ Order Status: Shipped	(14)	

Orders and Releases

Orders and Releases | Items to Confirm | Items to Ship | Return Items

▶ Search Filters

Orders and Releases (100+)



1

Understanding Order status cont.

- **New** – these are new orders pending your review and action
- **Confirmed** – these are orders that you have created order confirmations for. You may also see "Partially confirmed" which means some lines/quantity of the order have not yet been confirmed.
- **Shipped** – these are orders that you have created shipping notices for. You may also see "Partially shipped" indicating that some lines have not been shipped.
- **Invoiced** – these are orders that have invoices created against them. You may also see "Partially Invoiced" indicating that some lines have not yet been invoiced
- **Changed** – these are change POs that require your review and confirmation
- **Rejected** – these are orders that you have rejected
- **Received** – these are orders that have been received into Baker Hughes system
- **Obsoleted** – these are old revisions of POs and cannot be actioned. This likely means that there is a new revision of a PO.

Type	Order Number ↑	C
▶	Order Status: Changed (2)	
▶	Order Status: Confirmed (18)	
▶	Order Status: Invoiced (6)	
▶	Order Status: New (43)	
▶	Order Status: Obsoleted (8)	
▶	Order Status: Partially Confirmed (2)	
▶	Order Status: Partially Invoiced (1)	
▶	Order Status: Partially Shipped (1)	
▶	Order Status: Received (3)	
▶	Order Status: Rejected (2)	
▶	Order Status: Shipped (14)	

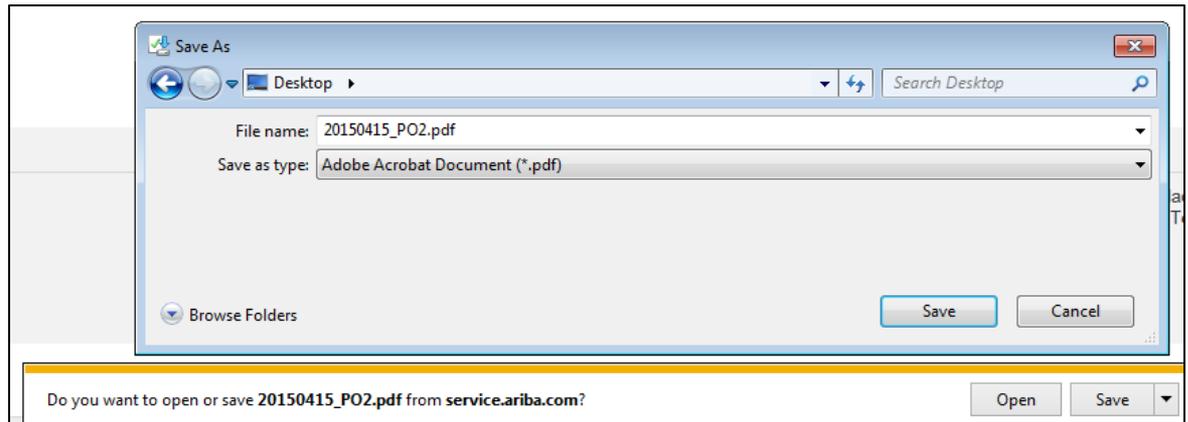
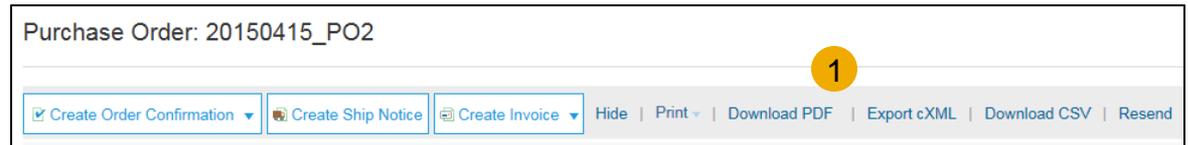


6. PDF Generation

PDF Generation

1. The option to Download a PDF version of the PO is now present as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated [Increased Document Size Support feature].



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