

SAP BUSINESS NETWORK

Order Collaboration

Table of contents

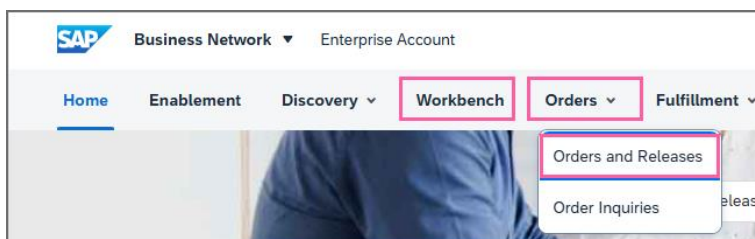
The following table of contents contains hyperlinks. Select a content line to jump to that section.

Purchase orders.....	2
View a purchase order	2
View details of a purchase order.....	3
View line item details of a purchase order	3
Edited purchase orders.....	4
Order confirmation.....	5
Overview of order confirmation actions.....	5
Use filters to find an order.....	6
Confirm entire order (Orders tile).....	7
Update line items (Orders tile).....	8
Reject entire order (Orders tile).....	10
Split a line item for an order (Items to confirm tile)	11
Confirm multiple purchase orders (Items to confirm tile)	12
Reconfirm order	13
Use filters to find a confirmed order	13
Update and reconfirm a line item	14
Reconfirm a purchase order.....	16
Review submitted order confirmations.....	17
Tolerances for line items	18

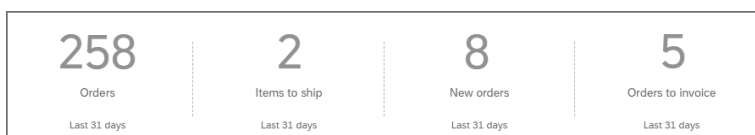
Purchase orders

View a purchase order

1. Purchase orders can be viewed from either the:
 - **Workbench**; or
 - **Orders** menu, then select **Orders and Releases**.



2. Select any of the **Orders** tiles.



3. Filters can be used to display the relevant purchase orders. In the **Edit filter** section, add relevant criteria, for example **Customers** or **Creation date**. Select **Show more** for more filter options. Select **Apply** to apply the criteria.

4. The system displays any purchase orders that satisfy the filter criteria.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
1200015744	Synlait Milk Limit	\$25 NZD	Mar 27, 2025	New		...
1200015743	Synlait Milk Limit	\$130 NZD	Mar 25, 2025	Shipped		...
1100008463	Synlait Milk Limit	\$45 NZD	Mar 18, 2025	Invoiced	\$45 NZD	...

5. **Optional:** Select **Settings** to customise the table of purchase orders. Refer to the **General Functionality Supplier Guide** for more details on how to do this.
6. Select **Order Number** to open and view a purchase order.
7. **Optional:** Select **Export** to download the list of purchase orders into a spreadsheet. Refer to the **General Functionality Supplier Guide** for more details on how to do this.

View details of a purchase order

From the displayed purchase order, the system displays the following:

- **(1) Order processing** – The options available for order processing depend on the purchase order and where it is in processing. In the example, the order has just been received.
- **(2) Copy the order** – Download an electronic copy of the order or print a copy of the order for your records.
- **(3) Done** – Select **Done** to return to the list of purchase orders.
- **(4) Customer** – The order header displays the customer logo and contact details.
- **(5) Order history** – From the order header, access details of the order history.
- **(6) Track order** – From the order header, access order tracking.

Purchase Order: 1200015744

1 Create Order Confirmation Create Ship Notice Create Invoice

2

Order Detail Order History 5

Synlait

From: Synlait Milk Limited
1028 Heslerston Road
Rakula CAH
7783
New Zealand
Phone:
Fax:

To: Supplier@sap.com

Phone:
Fax:
Email:

Purchase Order
(New)
1200015744
Amount: \$25.00 NZD
Version: 1

6 Track Order

3 Done

- **(7) Line items** – Scroll down to view the **Line Items** section. The system displays each item ordered. In the example, there is only one item ordered.
- **(8) Details** – Select **Details** or **Show Item Details** to review more information about each line item on the order. When the information is displayed, these options change to **Summary** and **Hide Item Details**.
- **(9) Table options menu** – Select the **Table Options Menu** for more options to customise the information displayed for each the line item.

Line Items 7

8 Show Item Details

Line #	No. Schedule Lines	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	00000000004000226	Material		5.000 (EA)	1 Apr 2025	\$5.00 NZD	\$25.00 NZD	

9 Details

Description: SOAP LIQUID HAND UNPERFUMED

View line item details of a purchase order

From the **Line Items** section, the system displays details for each line item. To display the line item details:

8. View the purchase order.
9. Scroll down to the **Line Items** section.
10. Select **Details** or **Show Item Details**.

Line Items

Show Item Details

Line #	No. Schedule Lines	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	00000000004000226	Material	5.000 (EA)	1 Apr 2025	\$5.00 NZD	\$25.00 NZD	

Details

Description: SOAP LIQUID HAND UNPERFUMED

The system displays the following:

- **(1) Status** – The status of the line item, for example **Confirmed** or **Shipped**.
- **(2) Control Keys** – Actions that are applicable to this line item.
- **(3) Comments** – Any comments added by the customer about the line item.
- **(4) Schedule Lines** – Details of the quantity planned to be delivered, and the delivery date.
- **(5) Other Information** – Any other additional details about the line item.

Line Items					
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return
10	1		00000000004000284	Material	
Description: HANDLE 1500MM BLACK ULTRA HYG					
1 Status					
10 Shipped		Shipment Id: ASN1200015743			
10.000 Confirmed With New Date		(Estimated Delivery Date: 25 Mar 2025)			
Buyer confirmation approval status Approved					
2 Control Keys					
Order Confirmation: allowed					
Ship Notice: allowed					
Invoice: is not ERS					
Invoice Verification Type: goods receipt					
3 Comments					
Item Text: HANDLE 1500MM BLACK ULTRA HYG					
4 Schedule Lines					
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)		
1	24 Mar 2025 12:00 pm NZDT		10.000 (EA) ⓘ		
5 Other Information					
External Line Number: 00010					
Estimated days for inspection: 14					
Classification Domain: ERPCommodityCode					
Classification Code: 2303					
Classification Domain: ERPCommodityCodeDescription					
Classification Code: Hyg Clean & Laundry					
Transport Terms Information					
Delivery Terms: Transport Condition					
Transport Terms: DAP					
Transport Location: Lyttelton Port					

Edited purchase orders

If a customer edits a purchase order, the purchase order status appears as **Changed**.

You can still view previous versions of the purchase order.

Order Detail	Order History
Synlait	
From: Synlait Milk Limited 1028 Heslerton Road Rakala CAN 7783 New Zealand Phone: Fax:	To: Supplier@sap.com Phone: Fax: Email:
Purchase Order (→ Changed) I200015544 Amount: \$6.00 NZD Version: 2 (Previous Version)	
Track Order	

The **Line Items** section displays any changes. Where the customer:

- Updates the purchase order, the line item is marked as **Edited**.

Line Items							
Line #	No. Schedule Lines	Change	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	1	→ Edited	Material	13.000 ±2.000-(EA) ⓘ	15 Apr 2024 CEST 15 Apr 2024 Buyer time	\$19.96 USD	\$259.48 USD
Description: SEMI23,PD,Subcont						\$20.67 USD	\$248.04 USD

- Deletes the line item, it is marked as **Deleted**.

Line Items							
Line #	No. Schedule Lines	Change	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		→ Deleted	Material	1,000,000-(EA) ⓘ	30 Apr 2024	\$20 USD	\$20,000.00 USD
Description: RAW03,MTS,ME Integration,A							

Order confirmation

The **Order Confirmation** is sent by suppliers as an acceptance of a purchase order. It is an agreement to fulfil the order as proposed by the customer.

Suppliers can also suggest modifications of the purchase order (price, quantity, delivery date) through the **Order Confirmation**. These changes need to be accepted by the customer before fulfilment of the order.

If the customer has used the **Temporary Unit Price** function, the supplier must confirm all temporary unit prices, for each line item, in the **Order Confirmation**. If any temporary unit price is not confirmed, it blocks the next step of creating the **Order Confirmation**. A warning message shows in each line item that has a quantity in the **Confirm** field, but the temporary unit price is unconfirmed.

Custom attributes can be included for order confirmations and purchase orders. Custom attributes contain additional information to improve communication between the customer and supplier.

Overview of order confirmation actions

SAP Business Network provides multiple actions for purchase orders:

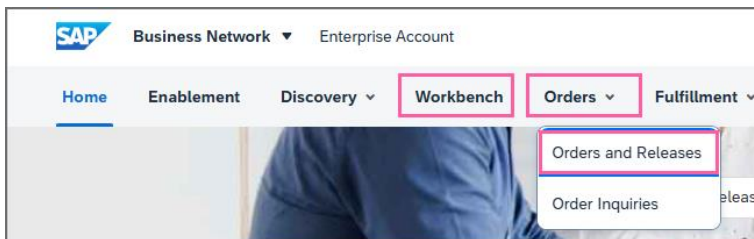
- **Individual purchase order management** - With a low volume of purchase orders, you may simply go to each order and select **Order Confirmation**. This allows you to fully or partially confirm the order. The system presents the following actions:
 - **Confirm entire order** – This action enables you to quickly confirm an order without any changes.
 - **Update line items** – This action allows you to modify for a line item, the quantities to confirm, backorder and reject. You can also update prices and dates for individual line items.
 - **Reject entire order** – This action enables you to reject an order. A comment may be included to explain the rejection.
 - **Split** – This action enables you to split a line item into several lines and manage each line separately.

- **Multiple purchase order management** – Multiple orders can be confirmed in a single step. You cannot propose price changes when confirming multiple orders. Instead, use the split action to split the line item to change. This creates several items that can be managed separately.

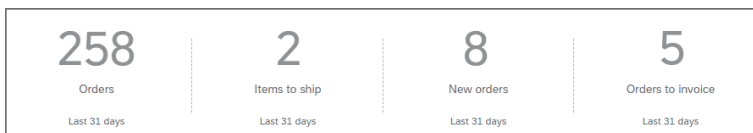
Use filters to find an order

11. Purchase orders can be viewed from either the:

- **Workbench**; or
- **Orders** menu, then select **Orders and Releases**.



12. Select any of the **Orders** tiles.



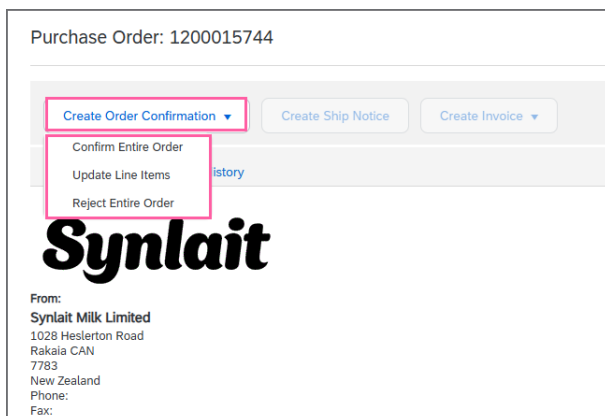
13. Filters can be used to display the relevant purchase orders. In the **Edit filter** section, add relevant criteria, for example **Customers** or **Creation date**. Select **Show more** for more filter options. Select **Apply** to apply the criteria.

14. The system displays any purchase orders that satisfy the filter criteria.

15. From the list of orders, you can complete the order confirmation. Select **Actions (...)**, and from the menu, select the appropriate option.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
1200015744	Synlait Milk Limit	\$25 NZD	Mar 27, 2025	New		Confirm entire order
1200015743	Synlait Milk Limit	\$130 NZD	Mar 25, 2025	Shipped		Update line items
1100008463	Synlait Milk Limit	\$45 NZD	Mar 18, 2025	Invoiced		Reject entire order

16. Alternatively, select **Order Number** to open and view a purchase order. From the open purchase order, select **Create Order Confirmation**.



Purchase Order: 1200015744

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

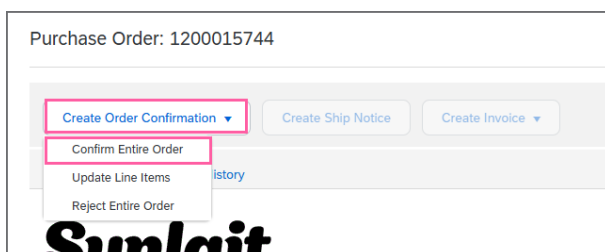
Synlait

From:
Synlait Milk Limited
1028 Heslerton Road
Rakia CA19
7783
New Zealand
Phone:
Fax:

Confirm entire order (Orders tile)

This action enables you to quickly confirm an order without any changes. For an individual order, to confirm the entire order:

17. Select **Confirm Entire Order**.



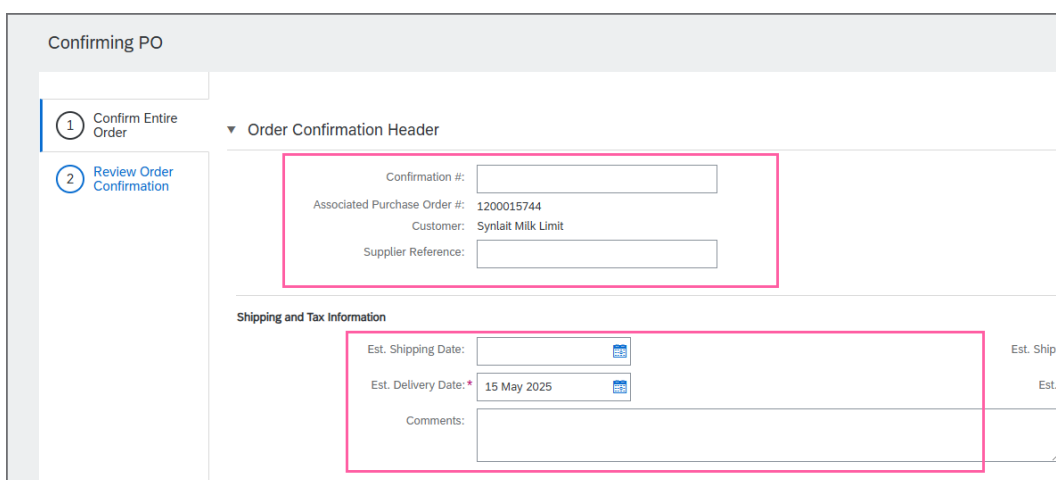
Purchase Order: 1200015744

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

Synlait

18. In the **Order Confirmation Header** section, complete the information as required.





Confirming PO

1 Confirm Entire Order
2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:
Associated Purchase Order #: 1200015744
Customer: Synlait Milk Limit
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 
Est. Delivery Date: 15 May 2025 
Comments:

19. Scroll down to the **Line Items** section and review the line items.

Line Items						
Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10		00000000004000226		Material	5,000 (EA) ⓘ	1 Apr 2025
Description: SOAP LIQUID HAND UNPERFUMED						
▶ Schedule Lines Current Order Status: 5,000 Confirmed With New Date (Estimated Delivery Date: 15 May 2025)						

20. Select **Next**.

21. Review the order confirmation and select one the following:

- **Previous** – Return to the previous screen.
- **Submit** – Send the order confirmation to the customer.
Note: Once the order confirmation is submitted, the order status changes to **Confirmed**.
- **Exit** – Leave the page without saving any changes.

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 04/28/2025
 Supplier Reference:
 Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		00000000004000226		Material	5,000 (EA) ⓘ	1 Apr 2025	\$5.00 NZD	\$25.00 NZD

Description: SOAP LIQUID HAND UNPERFUMED

▶ Schedule Lines
 Current Order Status:
5,000 Confirmed With New Date (Estimated Delivery Date: 15 Apr 2025)

Update line items (Orders tile)

This action allows you to modify for a line item, the quantities to confirm, backorder and reject. You can also update prices and dates for individual line items. For an individual order, to confirm individual line items:

22. Select **Update Line Items**.

Purchase Order: 1200015744

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

Confirm Entire Order

Update Line Items history

Reject Entire Order

23. In the **Order Confirmation Header** section, complete the information as required.

Order Collaboration Supplier
Guide

8

14/07/2025

Confirming PO

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #:
Associated Purchase Order #: 1200015744
Customer: Synlait Milk Limit
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:
Est. Delivery Date: 15 May 2025
Comments:

24. Scroll down to the **Line Items** section.

25. Review all line items and enter a quantities for **Confirm**, **Backorder** and **Reject**.

Note: This must be completed for every line item. You will receive an error message if this is not done.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		00000000004000226		Material	5.000 (EA)	1 Apr 2025	\$5.00 NZD	\$25.00 NZD

Description: SOAP LIQUID HAND UNPERFUMED

Schedule Lines

Current Order Status

5.000 Unconfirmed

Confirm:
Backorder:
Reject:
Details

26. Select **Details** for a line level to modify information about the price, shipping and delivery dates or add a comment.

27. Select **Next**.

28. Review the order confirmation and select one the following:

- **Previous** – Return to the previous screen.
- **Submit** – Send the order confirmation to the customer.
Note: Once the order confirmation is submitted, the order status changes to **Confirmed**.
- **Exit** – Leave the page without saving any changes.

Confirming PO

Previous
Submit
Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 04/28/2025
Supplier Reference:
Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		00000000004000226		Material	5.000 (EA)	1 Apr 2025	\$5.00 NZD	\$25.00 NZD

Description: SOAP LIQUID HAND UNPERFUMED

Schedule Lines

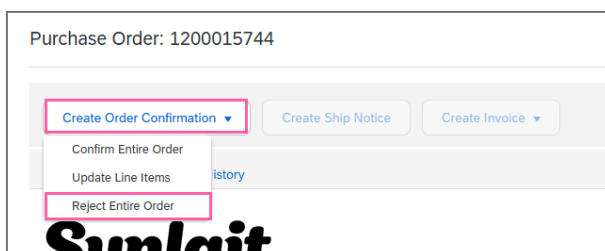
Current Order Status:

5.000 Confirmed With New Date (Estimated Delivery Date: 15 Apr 2025)

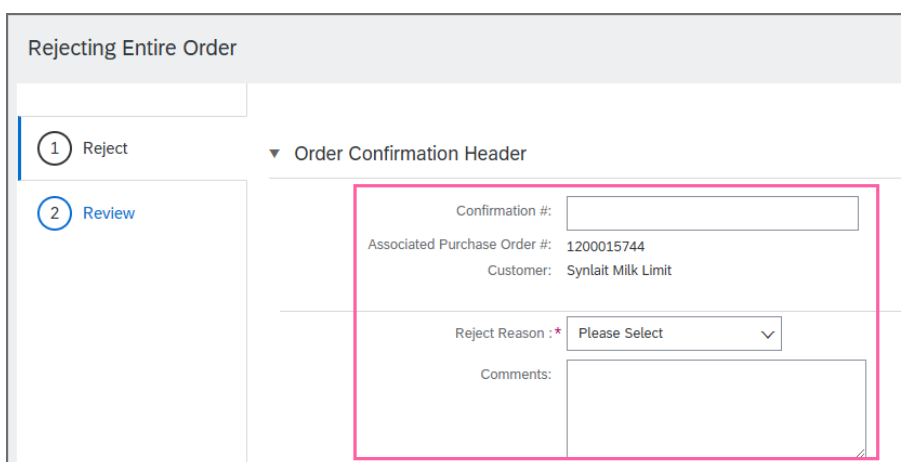
Reject entire order (Orders tile)

This action enables you to reject an order. For an individual order, to reject the entire order:

29. Select **Reject Entire Order**.



30. In the **Order Confirmation Header** section, complete the information as required, including **Reject Reason** and **Comment**.



31. Scroll down to the **Line Items** section and review the line items.

Line Items						
Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10		000000000004000226		Material	5.000 (EA) ⓘ	1 Apr 2025
Description: SOAP LIQUID HAND UNPERFUMED						
Schedule Lines						
Current Order Status:						
5.000 Confirmed With New Date (Estimated Delivery Date: 15 May 2025)						

32. Select **Next**.

33. Review the order rejection and select one the following:

- **Previous** – Return to the previous screen.
- **Submit** – Send the order rejection to the customer.
Note: Once the order rejection is submitted, the order status changes to **Rejected**.
- **Exit** – Leave the page without saving any changes.

Rejecting Entire Order

Previous Submit Exit

1 Reject

2 Review

Confirmation Update

Confirmation #: Untitled 04/29/2025

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		000000000004000226		Material	5,000 (EA)	1 Apr 2025	\$5.00 NZD	\$25.00 NZD	

Description: SOAP LIQUID HAND UNPERFUMED

Schedule Lines

Current Order Status:

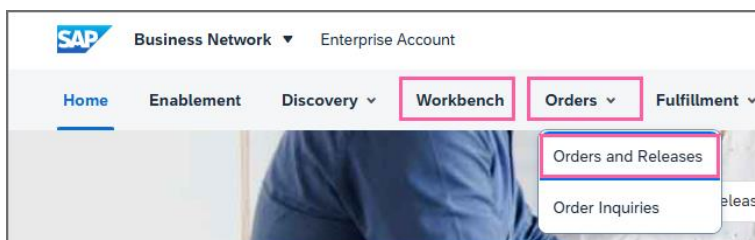
5,000 Rejected

Split a line item for an order (Items to confirm tile)

The **Split** action enables you to split a line item into several lines and managed separately. To split a line item:

34. Access the purchase orders from either the:

- **Workbench;** or
- **Orders** menu, then select **Orders and Releases**.



35. Select the **Items to confirm** tile.



36. Filters can be used to display the relevant items to confirm. In the **Edit filter** section, add relevant criteria, for example **Customers** or **Creation date**. Select **Show more** for more filter options. Select **Apply** to apply the criteria.

Items to confirm (4)

▼ Edit filter

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 365 days

Partial match Exact match

Show more

Apply Reset

37. The system displays any items to confirm that satisfy the filter criteria.

38. Locate the relevant item.

39. For the item, select **Actions (...)**, and select an option from the menu:

- **Update line items** – This action allows you to modify for a line item, the quantities to confirm, backorder and reject. You can also update prices and dates for individual line items.
- **Split** – This action enables you to split a line item, so that it can be managed as a separate order.
- **Delete** – Delete the line item from the order.

Item No.	Supplier Part No.	Description	Need By	Requested Quantity	Confirmed Quantity	Estimated Shipping	Estimated Delivery	Quantity	Action
10		Chain wheel	Jul 31, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Jul 31, 2022		...
10		Chain wheel	Aug 1, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 1, 2022		...
10		Chain wheel	Aug 17, 2022	17.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 17, 2022		...
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...

40. Review the orders and select **Submit**.

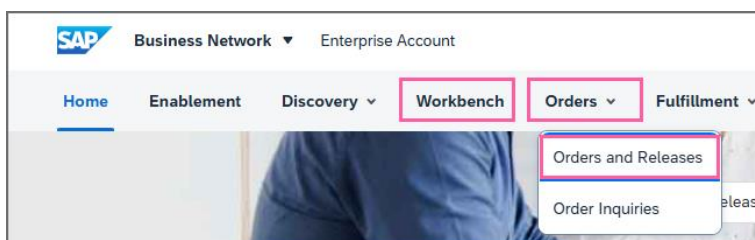
Confirm multiple purchase orders (Items to confirm tile)

Multiple orders can be confirmed in a single step. You cannot propose price changes when confirming multiple orders. Instead, use the split action to split the line item to change. This creates several items that can be managed separately.

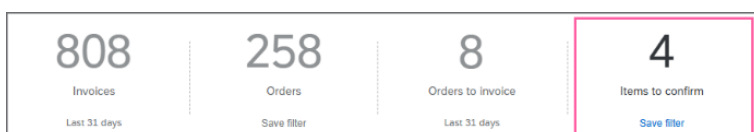
To confirm multiple purchase orders:

41. Access the purchase orders from either the:

- **Workbench**; or
- **Orders** menu, then select **Orders and Releases**.



42. Select the **Items to confirm** tile.



43. Filters can be used to display the relevant items to confirm. In the **Edit filter** section, add relevant criteria, for example **Customers** or **Creation date**. Select **Show more** for more filter options. Select **Apply** to apply the criteria.

Items to confirm (4)

[Edit filter](#)

Customers Order numbers Creation date

Select or type selections Type selection Last 365 days

☒ Partial match ☐ Exact match

[Show more](#) [Apply](#) [Reset](#)

44. The system displays any items to confirm that satisfy the filter criteria.
45. Select (tick) the relevant orders.

No.	Supplier Part No.	Description ↓	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
Customer: Synlait Milk Limit Order No.: 1100008362									
<input checked="" type="checkbox"/>	10	SOAP LIQUID HAND UNPERFUMED	May 24, 2025		6 EA	6 EA	\$15.69 NZD		...
Customer: Synlait Milk Limit Order No.: 1100008389									
<input type="checkbox"/>	10	SOAP LIQUID HAND UNPERFUMED	May 23, 2025		5 EA		\$15.69 NZD		...

46. From the **Confirm** menu, select the applicable action:
- **Confirm schedule line**
 - **Confirm entire item**
 - **Confirm entire order**
47. Review the orders and select **Submit**.

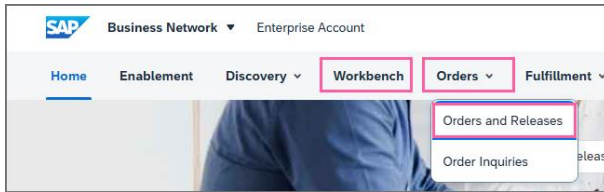
Reconfirm order

When there are changes to a confirmed order, you need to reconfirm the order. An example is when there is a delay, and a line item is updated with a new delivery date. This will resend the confirmation to the customer.

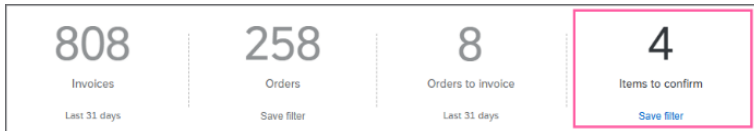
Use filters to find a confirmed order

To find a confirmed order:

48. Access the purchase orders from either the:
- **Workbench**; or
 - **Orders** menu, then select **Orders and Releases**.



49. Select the **Items to confirm** tile.



50. Filters can be used to display the relevant items to confirm. In the **Edit filter** section, add relevant criteria, for example **Customers** or **Creation date**. Select **Show more** for more filter options. Useful filters include:

- In **View**, select **Confirmed items for editing**; and
- In **Confirmation status**, select an option as appropriate.

51. Select **Apply** to apply the criteria.

52. The system displays any items to confirm that satisfy the filter criteria.

Update and reconfirm a line item

To update and reconfirm a line item, from the list of orders:

53. For the item, select **Actions (...)**, and select **Update line items**.

Item No. ↑	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
Customer: Synlait Milk Limit	Order No.: 1100008389								
10		SOAP LIQUID HAND UNPERFUMED	May 23, 2025		5 EA	0 EA			Update line items

54. In the **Order Confirmation Header** section, update the information as required.

Confirming PO

1 Update Item Status
2 Review Confirmation

Order Confirmation Header

Confirmation #:
Associated Purchase Order #: 1100008180
Customer: Synlait Milk Limit
Supplier Reference:

Shipping and Tax Information
☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:
Est. Delivery Date:
Comments:

55. Scroll down to the **Line Items** section.

56. If you have already split the line item, you may see additional details of this split in **Current Order Status**, which can then be split again.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		000000000004000226		Material	5.000 (EA)	1 Apr 2025	\$5.00 NZD	\$25.00 NZD
Description: SOAP LIQUID HAND UNPERFUMED								

Schedule Lines
Current Order Status
☒ 5,000 Unconfirmed

Confirm:
Backorder:
Reject:
Details

57. Review the line item and update quantities for **Confirm**, **Backorder** or **Reject** as required.

58. Select **Details** for a line level to modify information about the price, shipping and delivery dates or add a comment.

59. Select **Next**.

60. Review the order confirmation and select one the following:

- **Previous** – Return to the previous page.
- **Submit** – Send the order confirmation to the customer.
Note: Once the order confirmation is submitted, the order status changes to **Confirmed**.
- **Exit** – Leave the page without saving any changes.

Example: The details below show an order for 10 units

The **Current Order Status** shows that in the previous confirmation, the delivery is split between two deliveries, 9 units and 1 unit.

The delivery of 5 of the 9 units needs to be postponed to another date. The above instructions to reconfirm an order are used to split and update the line item.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		part1		10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	

Description: Test description

► Schedule Lines

Current Order Status

☒ 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)

☐ 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

Confirm: Backorder: Reject: [Details](#)

In **Current Order Status**, the 9 units are selected.

In **Confirm**, a quantity of 5 units is added.

Details is used to set a new delivery date for the 5 units.

Once the reconfirmation is submitted, the **Current Order Status** will show the three delivery dates.

Current Order Status

☐ 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)

☐ 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

☒ 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)

Reconfirm a purchase order

To reconfirm one or more orders, from the list of orders:

61. Select (tick) the relevant orders.

No.	Supplier Part No.	Description ↓	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
Customer: Synlait Milk Limit Order No.: 1100008362									
<input checked="" type="checkbox"/>	10	SOAP LIQUID HAND UNPERFUMED	May 24, 2025		6 EA	6 EA	\$15.69 NZD		...
Customer: Synlait Milk Limit Order No.: 1100008389									
<input type="checkbox"/>	10	SOAP LIQUID HAND UNPERFUMED	May 23, 2025		5 EA		\$15.69 NZD		...

62. From the **Confirm** menu, select the applicable action:

- **Confirm schedule line**
- **Confirm entire item**
- **Confirm entire order**

63. Review the orders and select **Submit**.

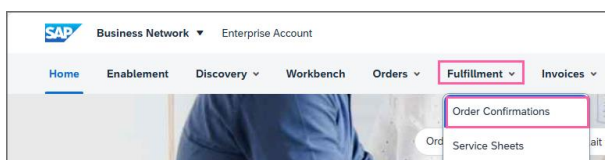
Review submitted order confirmations

Once orders are confirmed, you can review these from:

- The **Fulfillment** tab; or
- Viewing an order.

To review an order confirmation from the **Fulfillment** tab:

64. From the **Fulfillment** tab, select **Order Confirmations**.



65. Filters can be used to display the relevant purchase orders. In the **Edit filter** section, add relevant criteria, for example **Customers** or **Creation date**. Select **Show more** for more filter options. Select **Apply** to apply the criteria.

A screenshot of the SAP Business Network 'Order confirmations (83)' filter section. It features a 'Filter' button, a date range 'Last 365 days' with a 'No' button, and four filter categories: 'Customers', 'Confirmation Numbers', 'Order Numbers', and 'Creation Date'. Each category has a 'Type selection' dropdown with 'Partial match' and 'Exact match' options. A 'Show more' button is at the bottom left, and 'Apply' and 'Reset' buttons are at the bottom right. The 'Filter' button and 'Show more' button are highlighted with red boxes.

66. The system displays any order confirmations that satisfy the filter criteria.

67. Locate the relevant order confirmation and select the **Confirmation Number** to display the confirmation.

Confirmation Number	Customer	Creation Date ↓	Order Number	Order Version	Supplier Reference	Routing Status
OC743	Synlait Milk Limit	Mar 25, 2025	1200015743	1		Acknowledged
conf123	Synlait Milk Limit	Mar 18, 2025	1100008463	1		Acknowledged
conf123	Synlait Milk Limit	Mar 18, 2025	1100008461	1		Acknowledged

To review an order confirmation from an order:

68. Open and view the purchase order as detailed in the [View a purchase order](#) section.

69. Select the order confirmation from **Related Documents**.

Order Detail
Order History

Synlait

From:
Synlait Milk Limited
1028 Heslerton Road
Rakaia CAN
7783
New Zealand
Phone:
Fax:

To:
Supplier@sap.com

Phone:
Fax:
Email:

Purchase Order
(Shipped)
1200015743
Amount: \$130.00 NZD
Version: 1

Track Order

Payment Terms ⓘ
20th of Month Following Invoice Date

Contact Information
Supplier Address

Buyer Contact

Routing Status: Acknowledged
External Document Type: Synlait PO MRP (ZF02)
Related Documents: ASN1200015743
OC743

The following is an example of an order confirmation sent to a customer. The order confirmation includes:

- (1) The **Confirmation #** and **Purchase Order** numbers.
- (2) The ordered **Quantity** and **Need By** date.
- (3) The **Current Order Status**, including actions by the supplier:
 - Confirmation of 2 units by the requested delivery date.
 - Confirmation of 8 units with an updated delivery date.

Order Confirmation: CONF305

Print
Export cXML

Detail
History

Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: 6007625305

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	504890-1	CRMX008GMM		10.0 (PCE)	25 Jul 2018		121.60 CHF	1,216.00 CHF

Description: VIS OR GR SIMI RH POL DT=1.3 L=2.1

Current Order Status:

2 Confirmed As Is (Estimated Delivery Date: 25 Jul 2018)
8 Confirmed With New Date (Estimated Delivery Date: 26 Jul 2018)

Tolerances for line items

When placing an order, your customer may apply specific tolerance rules to line items.

70. When your modifications are not allowed, the system displays an **error message** including additional instructions.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		CR00077562		3.0 (PCE)	3 Apr 2017

Description: VIS BRACELET GRAIN RIZ OJ 12MM

► **Schedule Lines**

Current Order Status

3.0 Unconfirmed

Confirm: Backorder:

! The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 1.50 and 4.50 inclusive.

71. The customer can configure types of deviations for quantity, delivery date, or price. This allows certain suppliers to exceed tolerances if the customer approves the order confirmation.

Order confirmations for one or more line items require buyer approval.

Line Items

Line #	Deliveries	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By
10	1		BP001	Material			100.000 (PCE)	29 Dec 2020 CET 29 Dec 2020 Buyer time

• The order confirmation for this item awaits buyer approval.

Status

111 Confirmed With Changes (Estimated Delivery Date: 29 Dec 2020 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: 13.00 EUR)

Buyer confirmation approval status | Awaiting approval

72. After you submit an order confirmation that requires customer approval, the system creates the **Approval Request**.

Approval Request: 10C#1984_AR Done Previous

[Print](#) [Export XML](#)

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

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
4500001984	10	10C#1984	2020-12-29 12:00:00 America/Los_Angeles	100	PCE	Awaiting approval

Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason
	111		13.00 EUR	Price
				Quantity

73. The **Approval Request** can be accessed from the **Order Confirmation** screen, in **Related Documents**.

Order Confirmation: 10C#1984 Done Previous

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

Confirmation #: 10C#1984
Notice Date: 21 Dec 2020
Purchase Order: [4500001984](#)
Est. Delivery Date: 29 Dec 2020

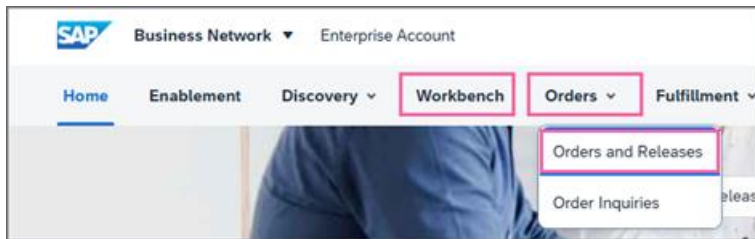
Related Documents: 10C#1984_AR

Line Items

Line #	Deliveries	Part #	Customer Part #	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1		BP001	100.000 (PCE)	29 Dec 2020 CET 29 Dec 2020 Buyer time		10.00 EUR	1,000.00 EUR	

74. To find **Order Confirmations** that are waiting for the customer's approval, access these from the:

- **Workbench**; or
- **Orders** menu, select **Orders and Releases**.



75. Select the **Items to confirm** tile.



76. Apply filters as required to assist the location of the relevant **Items to confirm**.

Items to confirm (4) View: Confirmed items for editing

[Edit filter](#)

Customers: [Select or type selections](#)

Order numbers: [Type selection](#)

Need by date: [Next 90 days](#)

Confirmation approval status: [None](#)

☒ Partial match ☐ Exact match

[Show less](#) [Apply](#) [Reset](#)