

HOW TO CONFIRM A PURCHASE ORDER



The confirmation of the Purchase Order is **mandatory**.

1 Click on the **Process order** link that you find on the Purchase order interactive email and access the platform using your credentials.

SAP Ariba

Ariba Inc - Excellence Programs - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

1 [Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Headquarters 1450 Global Parkway Sacramento, CA 95802 United States Phone: +1 (916) 4657890 Fax: +1 (916) 4657699	To: Standard Account Demo-TEST 271 North Shore Drive Pittsburgh, PA 15212 United States Phone: +1 (111) 1111111 Fax: Email:	Purchase Order (New) PO16 Amount: \$100.00 USD Version: 1
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Payment Terms
NET 30

2 Click on the **Create Order Confirmation** menu button.

SAP Ariba Network Standard Account Upgrade

Purchase Order: PO16

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

Order Detail Order History

From: Headquarters
1450 Global Parkway

To: Standard Account Demo-TEST
271 North Shore Drive

Purch (New) PO1

3 Select **Confirm Entire Order**.

Purchase Order: PO2002 Done

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

Order Detail Order History

From: ACME Insurance
456 Oak Street
El Paso, TX 79901
United States

To: Workchairs, Inc.
123 Burnside Street
Portland, OR 97201
United States
Phone: 408-543-4000

Purchase Order (New)
PO2002
Amount: \$128.15 USD
Version: 1

4 Enter the order confirmation number.

Order Confirmation Header * Indicates required field

Confirmation #: **4**

Associated Purchase Order #: 4513521878
Customer: Solvay Group - TEST
Supplier Reference:

5 Add the estimated delivery date (mandatory field).

Shipping and Tax Information

Est. Shipping Date: Est. Shipping Cost:

5 Est. Delivery Date: Est. Tax Cost:

6 Comments:

6 You can inform about discrepancies like price, quantity, payment terms or incoterms, in the **Comments** section.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	RSV 3/8", 993220203 Ang, ES20810838 Current Order Status: 6.0 Confirmed As Is	6.0 (EA)	24 Jun 2020	450.00 EUR	2,700.00 EUR

[Exit](#) [Next](#)

Attachments	Name	Size (bytes)	Content Type
No items			

7 If needed, add attachments.

[Browse...](#) [Add Attachment](#) **7**

The total size of all attachments cannot exceed 10MB

8 Check if the quantity is confirmed.

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	Desk Organizer, Oak Current Order Status: 5 Confirmed 8	5 (EA)	\$25.63 USD	\$128.15 USD

9 Click **Next**.

Qty (Unit)	Unit Price	Subtotal
5 (EA)	\$25.63 USD	\$128.15 USD

[Exit](#) [Next](#) **9**

10 Click **Submit** to send the order confirmation.

Confirmation Update

Confirmation #: OC2200
Supplier Reference:
Comments: Thank you for your order!
Attachments:

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	Desk Organizer, Oak Current Order Status: 5 Confirmed	5 (EA)	\$25.63 USD	\$128.15 USD

[Previous](#) [Submit](#) **10** [Exit](#)

11 The Purchase Order status changes to **Confirmed**.

Order Detail Order History

From: ACME Insurance 456 Oak Street El Paso, TX 79901 United States	To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: 408-543-4000 Fax: 408-543-3900	Purchase Order (Confirmed) PO2002 Amount: \$128.15 USD Version: 1
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Payment Terms ⓘ
2.50% 30

Order Response Comment
Thank you for your order!

Routing Status: Acknowledged
Related Documents: OC2200 **11**