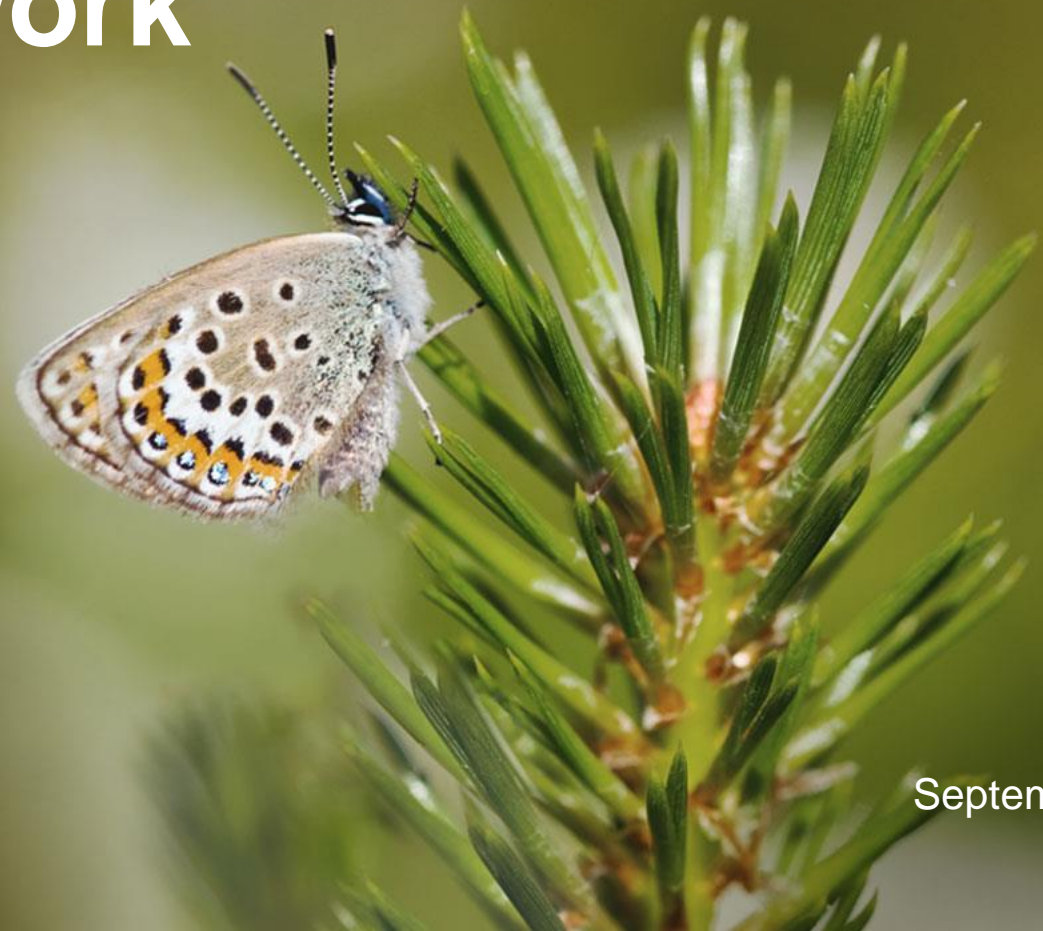


Order Confirmation Management on SAP Business Network

Supplier Guide



September 2023

Agenda



INITIAL STEPS

Order Confirmation – initial steps

CONFIRMATION
OF ENTIRE PO

Confirmation of entire order

CONFIRMATION
OF LINE ITEMS

Confirmation and update of line item details

BACKORDER

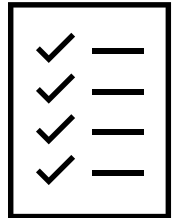
Partial confirmation / backorder

CONFIRMATION
UPDATE

Order Confirmation update

SUPPORT

Support information



- ❑ This guide is divided for sections to which you can navigate by clicking on the buttons available on the left side.
- ❑ Hyperlinks will navigate to related page of the guide or to the webpage with more details about specific subject.

Order Confirmation – initial steps



INITIAL STEPS

CONFIRMATION
OF ENTIRE PO

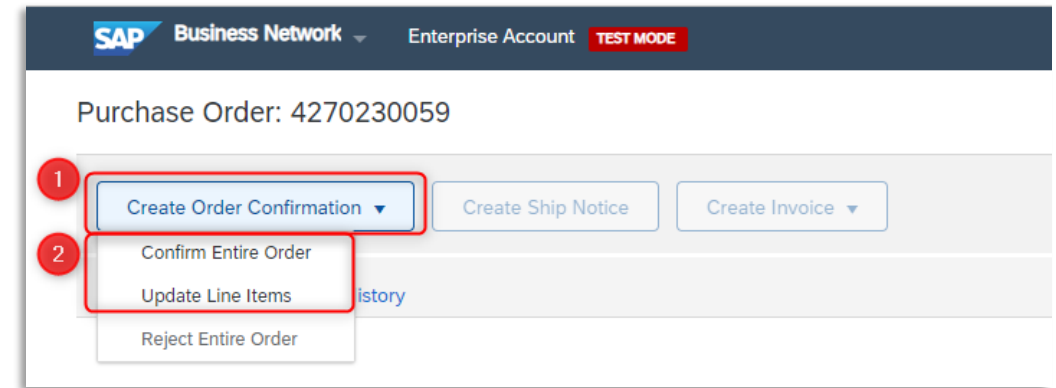
CONFIRMATION
OF LINE ITEMS

BACKORDER

CONFIRMATION
UPDATE

SUPPORT

To create an Order Confirmation, enter the order, click on the “Create Order Confirmation” button and then choose one of the two options:



1. Confirm Entire Order

1. It allows for confirming order as is with updating delivery date.
2. It doesn't allow for price change or partial confirmation

2. Update Line items

1. Allows for updating item line details (price, quantity, delivery date)
2. Allows for partial confirmation or splitting delivery for different dates

Confirmation of entire order



INITIAL STEPS

CONFIRMATION OF ENTIRE PO

CONFIRMATION OF LINE ITEMS

BACKORDER

CONFIRMATION UPDATE

SUPPORT

▼ Order Confirmation Header

Confirmation #: * 0012345

Associated Purchase Order #: 4270230059

Customer: UPM - TEST

Supplier Reference:

Shipping and Tax Information

Est. Delivery Date: * 24 Jul 2023

Comments:

Confirmation ID (free text)

Delivery date

Additional comments (if applicable)

Attachments

Name	Size (bytes)
------	--------------

1 Choose File No file chosen

2 Add Attachment

The total size of all attachments cannot exceed 10MB

You can add an attachment by clicking “Choose file” and then “Add Attachment”

Confirm your entry by clicking

Next

and then

Submit

Confirmation of line items



INITIAL STEPS

CONFIRMATION
OF ENTIRE PO

CONFIRMATION
OF LINE ITEMS

BACKORDER

CONFIRMATION
UPDATE

SUPPORT

Fill header information same as in [previous slide](#).

1. Find a line you want to confirm
2. Enter confirmed quantity
3. Click “Details” button

On the next step, you can update details like price per unit or add additional comments for a specific order line.

Line #	Part # / Description	Type	Qty (Unit)	Unit Price
10	test order	Material	1.000 (wet ton) ⓘ	100.00 EUR
Current Order Status				
<input checked="" type="radio"/> 1.000 Unconfirmed				
Confirm: <input type="text" value="1"/>		Backorder: <input type="text"/>	<input type="button" value="Details" ⓘ=""/>	

Unit Price:

Comments:

Additional comment for item line...

Partial confirmation / backorder (1/2)



INITIAL STEPS

CONFIRMATION OF ENTIRE PO

CONFIRMATION OF LINE ITEMS

BACKORDER

CONFIRMATION UPDATE

SUPPORT

To split your delivery for separate dates or quantities you can do it by using “Update line items”.

You can use “confirm” and “backorder” combined:

1. Enter quantities (they must sum to a line total quantity)
2. Click Details

Fill information about items to be shipped and items to be backordered.

Note: backorder functionality only allows to fill delivery date and additional comments:

Line #	Part # / Description	Type	Qty (Unit)	Unit Price
10		Material	10.000 (wet ton) ⓘ	1,000.00 EUR
test order				
Current Order Status				
<input checked="" type="radio"/> 10.000 Unconfirmed				
Confirm: <input type="text" value="3"/>		Backorder: <input type="text" value="7"/>		
				Details ⓘ

Line No.	Part # / Description	Qty	Unit	Need By
10		10.000	wet ton ⓘ	30 Aug 2023
test order				
New Order Status: 7 Backordered				
Est. Shipping Date:		<input type="text"/>		
Est. Delivery Date: *		<input type="text" value="30 Aug 2023"/>		
Comments:		<input type="text" value="7 items backordered due to delivery delays at manufacturer..."/>		
New Order Status: 3 Confirmed				
Est. Shipping Date:		<input type="text"/>		
Est. Delivery Date: *		<input type="text" value="30 Aug 2023"/>		
Unit Price:		<input type="text" value="1,000.00 EUR"/>		

Partial confirmation / backorder (2/2)



INITIAL STEPS

CONFIRMATION OF ENTIRE PO

CONFIRMATION OF LINE ITEMS

BACKORDER

CONFIRMATION UPDATE

SUPPORT

In a similar way you can split one delivery for different dates without using “backorder” functionality.

1. Enter first quantity and click “Details”

2. Fill the details like in previous step. After that, you’ll be transferred to confirmation window
3. Enter quantities the same way as in point 1
4. Please remember not to leave any open, unconfirmed quantities.
5. Just before sending confirmation, SAP Business Network will show you a summary:

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price
10		Material	10.000 (wet ton)	30 Aug 2023	1,000.00 EUR

test order

Current Order Status

- 5 Confirmed With New Date (Estimated Delivery Date: 22 Aug 2023)
- 3 Confirmed With New Date (Estimated Delivery Date: 24 Aug 2023)
- 2 Confirmed With New Date (Estimated Delivery Date: 27 Aug 2023)

Confirm: Backorder: Details

Confirmation Update



INITIAL STEPS

CONFIRMATION
OF ENTIRE PO

CONFIRMATION
OF LINE ITEMS

BACKORDER

**CONFIRMATION
UPDATE**

SUPPORT

If you want to send an update on you order confirmation, please:

1. Enter already confirmed Purchase Order
2. Same as in previous steps, at the top of the page you'll have a button "Create Order Confirmation"
3. Choose either you want to send an update on whole order or just a single item line
4. Fill the data you want to update, same as in previous steps
5. Send the confirmation.

SAP Business Network and UPM's backend system will automatically recognize that you are updating your order confirmation and make appropriate changes to the order.

Support



INITIAL STEPS



SAP Business Network Registration and Configuration Support
Email: Join.Ariba@upm.com

CONFIRMATION OF ENTIRE PO



Supplier Enablement Business Process Support
Email: Join.Ariba@upm.com

CONFIRMATION OF LINE ITEMS



UPM Information Portal:
<https://www.upm.com/about-us/for-suppliers/join-upm-on-the-sap-business-network/>

BACKORDER

CONFIRMATION UPDATE

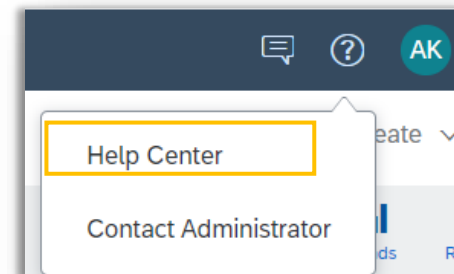


SAP UPM Supplier Information Portal:
https://support.ariba.com/item/view/204685_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1

SUPPORT



SAP Support Global Customer Support is available on your account under the question mark as Help Center



UPM **BIOFORE**
BEYOND FOSSILS

