

Ariba Network Order Confirmation

An Order Confirmation through Ariba Network is required for BSC. This ensures to us that purchase orders have been received and are being processed.

If an order contains line items or services that are temporarily unavailable or no longer offered, you can confirm the parts of the order that you can fulfill, back-order other line items, or reject line items.

To submit an order confirmation:

- For Full-User Suppliers: On the **Orders and Releases** tab of your **Inbox**, click the order number you want to (partially) confirm.
- For Light Account Suppliers: Access the purchase order from the links in the interactive email.

1. Click **Create Order Confirmation > Update Line Items**.
2. In the **Order Confirmation Header** section, enter a confirmation number. The confirmation number is a supplier-generated field; you can include up to 16 characters. You can also add estimated shipping cost, estimated tax, and comments.
3. Enter an **Estimated Shipping Date**. This date is only an estimate and is not be used for supplier performance measurement.
 - a. For Service orders, enter the date the service is expected to be done, or the last date the PO will be effective.
4. Do one of the following:
 - a. For material items, enter numeric values in one or more of the **Confirm, Backorder, and Reject fields**
 - b. For service items, choose **Confirm** or **Reject**.
5. Click **Details** within a line item and do any of the following:
 - a. Edit shipping and delivery dates, shipping and tax cost information, advanced pricing information, and comments.
 - b. For rejected quantities, choose a **Rejection Reason**. If you select **Other** for the **Rejection Reason** field, you need to enter a value in the **Comments** field.
6. Click **OK** when you have finished updating the line-item details.
7. Click **Next**.
8. Click **Submit** to send the order confirmation to your customer and return to the purchase order details page.

Additional Information

- You can confirm partial orders or update advanced pricing details only if your customers have configured their accounts to allow you to confirm orders or update advanced pricing details at the line level.
- You can confirm partial service orders only if your customers have configured their accounts to allow you to confirm orders at the line level and to enter service details on order confirmations.
- You can partially or fully reject line items only if your customers allow it.