A large red triangle graphic on the left side of the slide, pointing to the right.

# CREATING AN ORDER CONFIRMATION GUIDANCE FOR SUPPLIERS

Henkel@SAP Ariba

# AGENDA

- 01** User roles set up
- 02** How to find Purchase order in Ariba
- 03** Order confirmation

## ▶ USER ROLES SET UP

**You are now enabled and can receive Orders from Henkel and respond to them through SAP-Ariba. Now we need your help to check if everything works properly. For this purpose, we have sent you a Testing Order. Please follow the instructions provided in this guidance deck.**

- For the correct set up of who shall **receive the notifications** about the Orders and who will have access to them, please refer to your “Company Settings”
- The default set up is an e-mail notification to the account admin of your company. We recommend to check this setting and **set up the correct notification receivers** as soon as possible, other users need to be added first
- For more information on how to set your account up and for the roles and notifications, please refer to [the SAP Ariba Administrator Quick-Start Guide](#) or use [SAP Ariba Help Center](#) directly through your account

# ▶ HOW TO FIND PURCHASE ORDER IN ARIBA NETWORK

Please login to your Ariba account and make sure you are on the „**Ariba/Business Network**“ page. It can be changed by clicking on the small arrow or text next to SAP logo.

Once you have received the corresponding Henkel *Purchase Order*, please proceed with the **Order Confirmation**:

1. Select Orders and Releases
2. Choose “Henkel”
3. Insert PO number you received or just let the field empty (to find all Henkel PO’s)
4. “Search”

The screenshot displays the SAP Business Network interface. At the top, the SAP logo is followed by a dropdown menu set to "Business Network" and the text "Enterprise Account". Below this is a navigation bar with links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The main content area features a search bar with four numbered steps: 1. "Orders and Releases" (dropdown), 2. "Henkel" (dropdown), 3. "Order number" (text input), and 4. a search icon. Below the search bar, there are two tabs: "Overview" and "Getting started". The "Overview" tab is active, showing a dashboard with five cards: "13 New orders", "25 Changed orders", "0 Orders to invoice", "0 Rejected invoices", and "39 Orders". Each card includes a "Last 31 days" label.

# ▶ ORDER CONFIRMATION

## There are two different ways how to confirm Purchase Order:

- Standard account, you have received an email (screenshot below) with order confirmation button.
- Enterprise account, please follow steps on the next slide.

**ARIBA | NETWORK**

Dear **SupplierT010**,

Your customer **ABC Buyer** sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email.

If you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.

Sincerely,  
**The Ariba Network Team**  
<http://www.ariba.com>

**Message from Buyer**

**We expect you to send Order Confirmation** Network. Without registration you can buttons below.

**In case of question contact us**

- International number: +44 20 1
- Email: [AribaNetwork@abcbya](mailto:AribaNetwork@abcbya)

Kind regards, **Henry Miller, CPO**

ABC Buyer  
New York, NY 10021  
United States

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

**From:**  
Accounts Payable  
**ABC Buyer (Bill To)**  
1500, ABC Street  
El Paso, TN 99999-9999  
United States

**To:**  
**SupplierT010** Purchase Order  
350 Commerce Court (New)  
Neenah, WI 54956 1001T010D05  
United States Amount: \$400.00 USD  
Phone:  
Fax:  
Email: [p.schrader@sap.com](mailto:p.schrader@sap.com)

**Payment Terms**  
0.5 % 10 NET 30

**Contact Information**  
Website: <http://www.BuyersA-clark.com/termConditions.cfm>

**freightTerms:** Collect  
**deliveryTerms:** Shipping Point  
**specialAnnouncements:** specialAnnouncements  
Customer VAT/Tax ID: BuyVATid\_12345

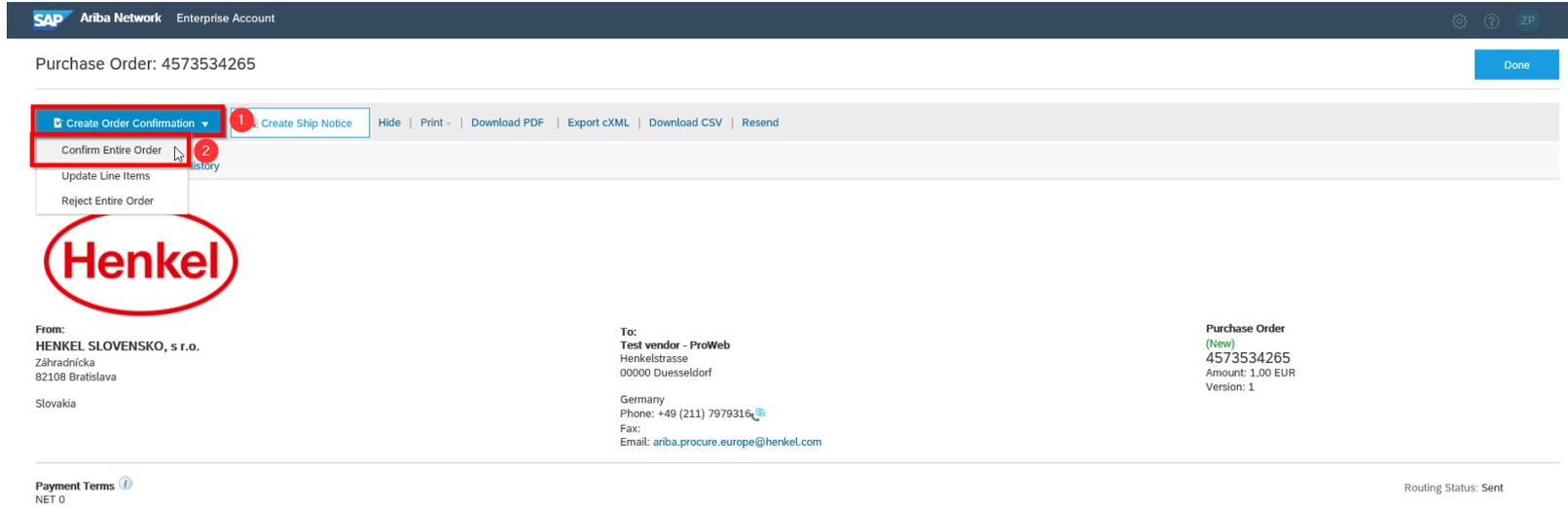
Ship All Items To <b>ABC Buyer (Ship To)</b>	Bill To Accounts Payable	Deliver To Jenks Manufacturing Hill
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Amount Invoiced	Revision	Actions
Rp0.00 IDR	Original	<b>Actions ▼</b>
RMB0.00 CNY	Changed	Actions ▼

If you have not received the e-mail, you can resend it by clicking on actions – resend copy.

# ▶ ORDER CONFIRMATION

With **Enterprise account**, you can create Order Confirmation directly from your Ariba account:



The screenshot displays the SAP Ariba Network Enterprise Account interface for a Purchase Order (4573534265). A dropdown menu is open, highlighting the 'Create Order Confirmation' option. The menu also includes 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red circle highlights the 'Henkel' logo, and a red box highlights the 'Create Order Confirmation' dropdown. A red circle with the number '2' is next to the 'Confirm Entire Order' option. A red circle with the number '1' is next to the 'Create Ship Notice' button. The interface also shows 'Payment Terms' (NET 0) and 'Routing Status: Sent'.

Purchase Order: 4573534265 Done

**Create Order Confirmation** | **Create Ship Notice** | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order | Update Line Items | Reject Entire Order

**Henkel**

**From:**  
HENKEL SLOVENSKO, s r.o.  
Záhradnícka  
82108 Bratislava  
Slovakia

**To:**  
Test vendor - ProWeb  
Henkelstrasse  
00000 Duesseldorf  
Germany  
Phone: +49 (211) 7979316  
Fax:  
Email: ariba.procure.europe@henkel.com

**Purchase Order**  
(New)  
4573534265  
Amount: 1,00 EUR  
Version: 1

**Payment Terms**  
NET 0

Routing Status: Sent

# ▶ ORDER CONFIRMATION

As there are no other required fields, click on „Next“ button

The screenshot shows the SAP 'Confirming PO' screen. The 'Next' button is highlighted with a red box. The form contains the following fields:

- Confirmation #:
- Associated Purchase Order #: 459215477
- Customer: Henkel
- Supplier Reference:
- Additional Information: Company Code: 4424
- Shipping and Tax Information:
  - Est. Shipping Date:
  - Est. Shipping Cost:
  - Est. Delivery Date:
  - Est. Tax Cost:
  - Comments:

Please note, that Order Confirmation is required only for test purposes. For real orders this remains recommended.

Submit it, and the order is confirmed!

The screenshot shows the SAP 'Confirming PO' screen after submission. The 'Submit' button is highlighted with a red box. The form displays the following information:

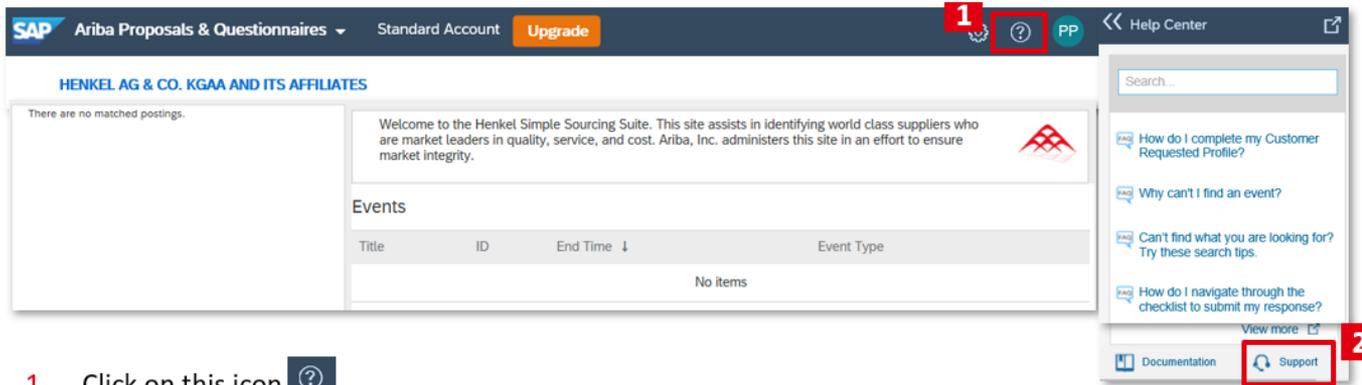
- Confirmation Update: Confirmation #: Untitled 05/06/2020
- Supplier Reference:
- Attachments:
- Additional Information: Company Code: 0297
- Line Items table:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtc
1	Not Available Office furniture: Quotation request	1 (EA)	6 May 2020	1,00 EUR	1,00 E

Current Order Status: **1. Confirmed With New Date** (Estimated Shipment Date: 14 May 2020; Estimated Delivery Date: 15 May 2020)

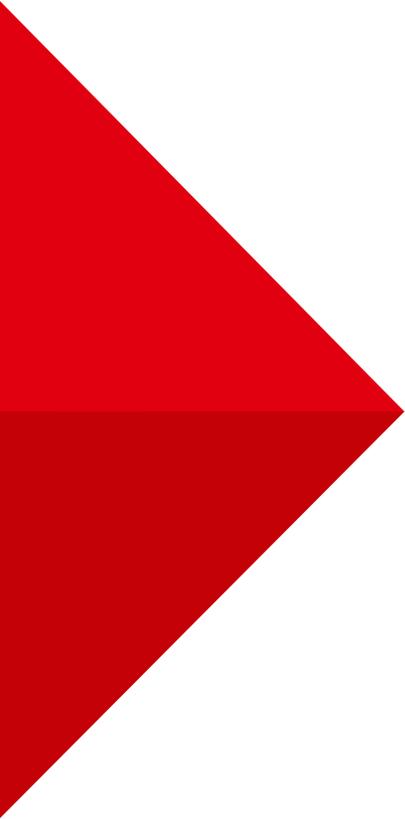
# ▶ DO YOU HAVE ANY QUESTIONS?

In case of any technical issues (*missing access to Ariba Network menu, user related issues, etc.*) or problems with account setup please contact directly **SAP Ariba support**, as you can see below:



1. Click on this icon .
2. Click on **“Support”** button.

In case of questions related to Ordering process, do not hesitate to contact us (Henkel company) via e-mail to the [Henkel Econtent team](#).

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# THANK YOU

FOR FURTHER SUPPORTING MATERIALS PLEASE VISIT OUR [HENKEL@SAP ARIBA WEBPAGE](mailto:HENKEL@SAP ARIBA WEBPAGE)

