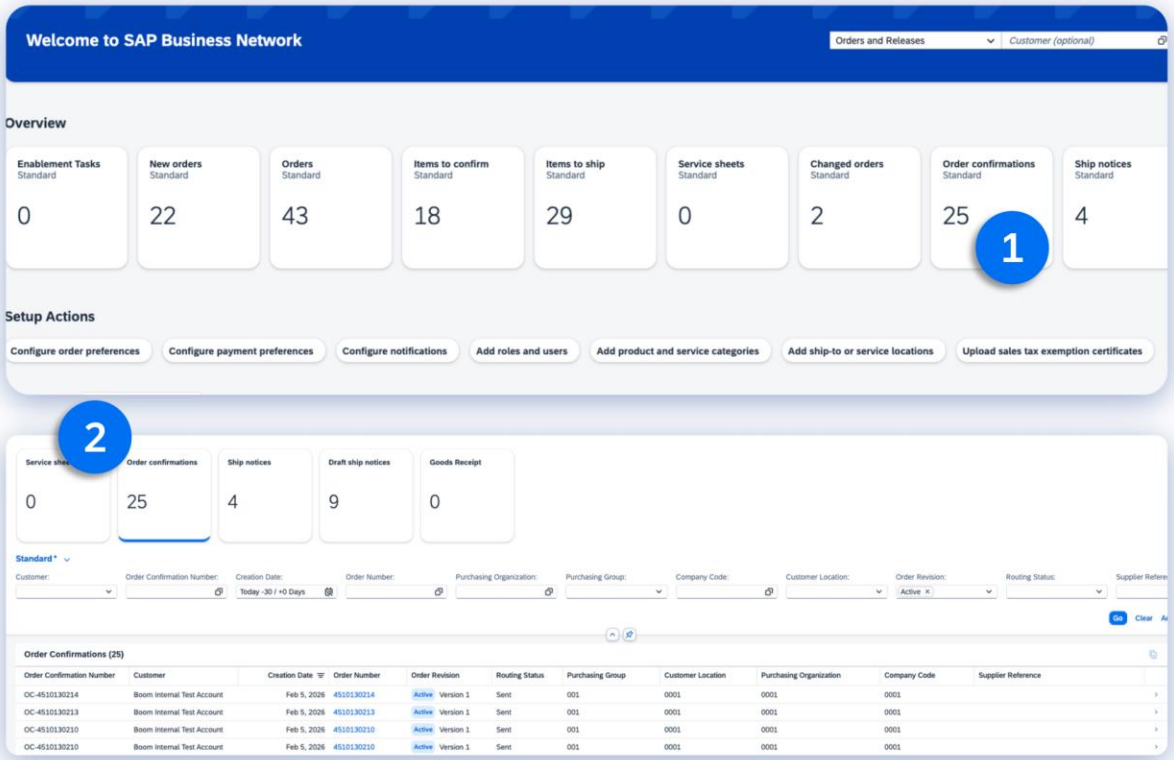
dormakaba

SAP Business Network
Supplier Guide: Order Confirmation

Feature: Access Order Confirmations

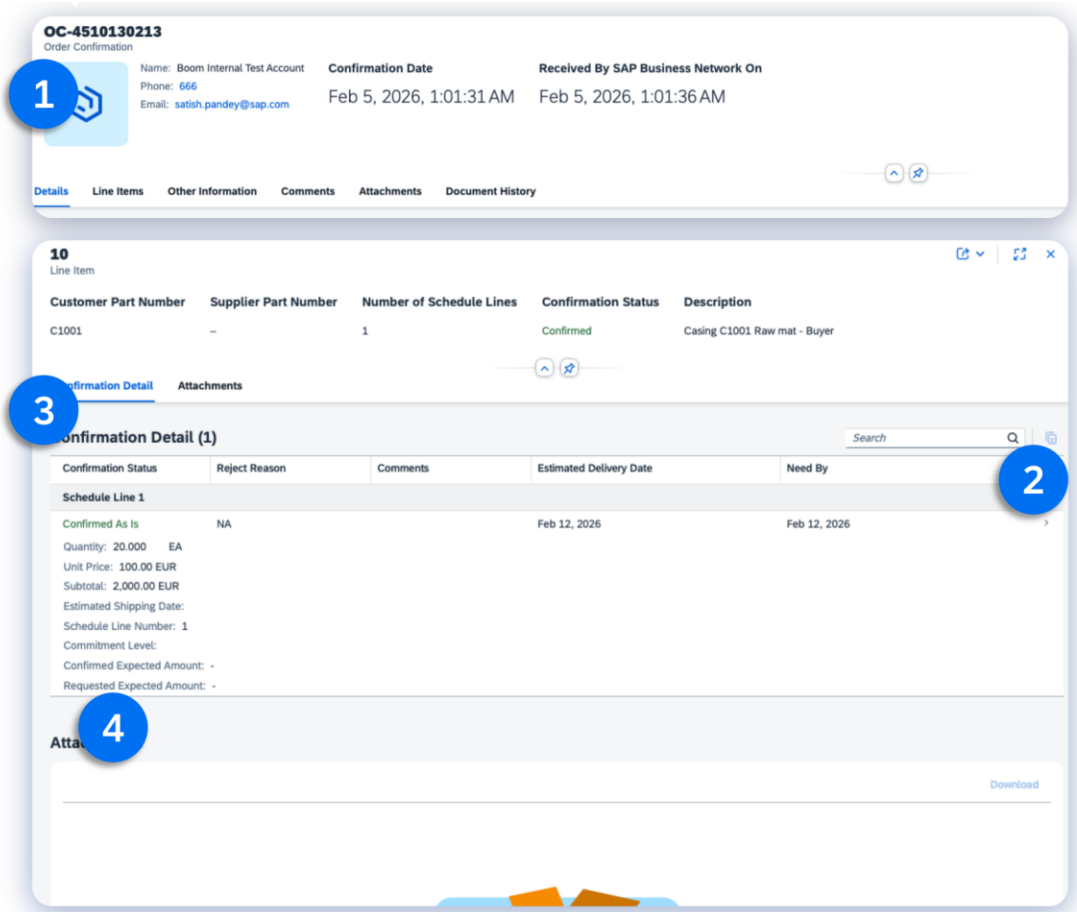
Quickly find and access existing order confirmations



1. The homepage provides direct access to order confirmations from the **Overview** section. Click on the tile to view all order confirmations from the **Workbench**.
2. Easily filter and search through the list of order confirmations.

Feature: Order Confirmation Details Page

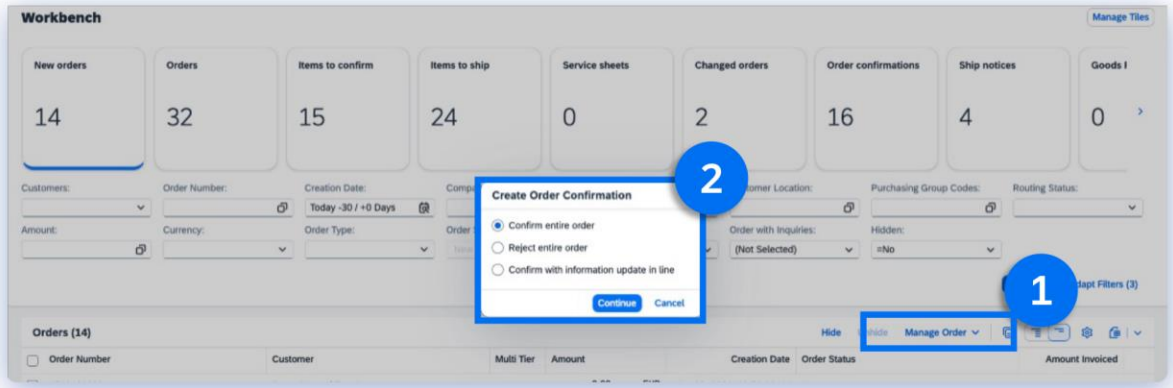
Key capabilities

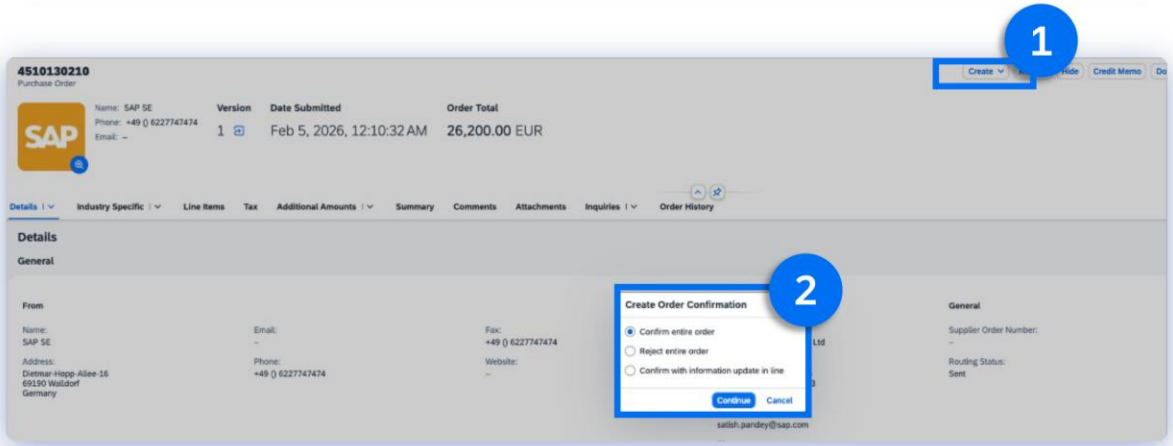


1. Key Order Confirmation attributes are displayed in a dedicated **object header** for quick orientation.
2. Related content is organized using **tab-based navigation** (for example, Details, Line Items, Comments, Attachments, Document History).
3. **Line items** are presented in a responsive table with clearer emphasis on confirmation-relevant fields.
4. **Attachments** and **comments** are displayed in dedicated sections, improving discoverability.

Feature: Order Confirmation Creation

Create order confirmations from the Workbench or from an order





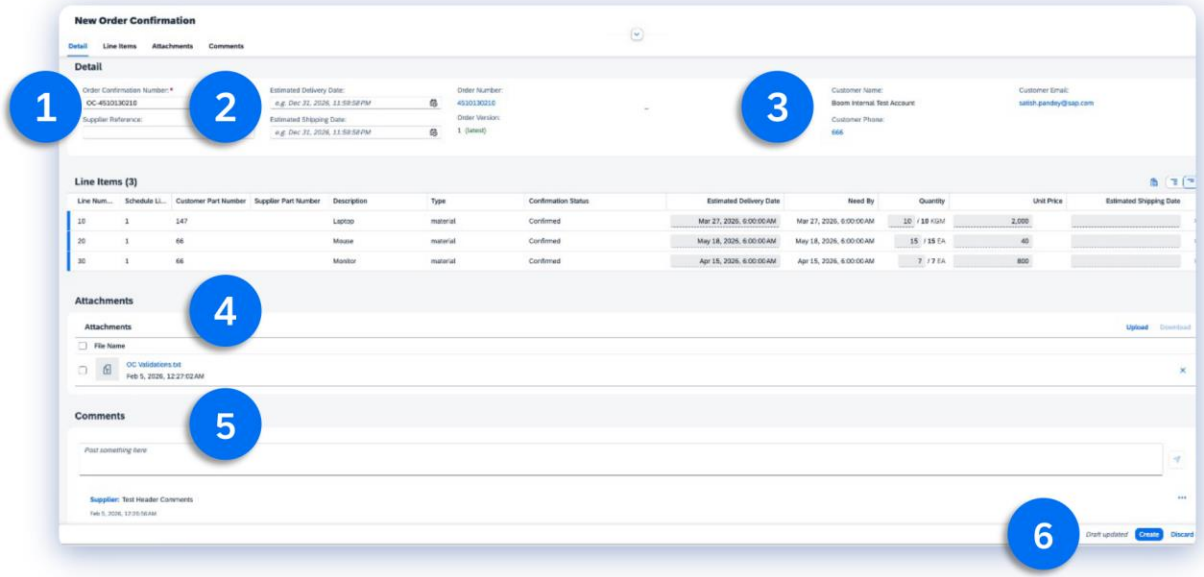
From Workbench

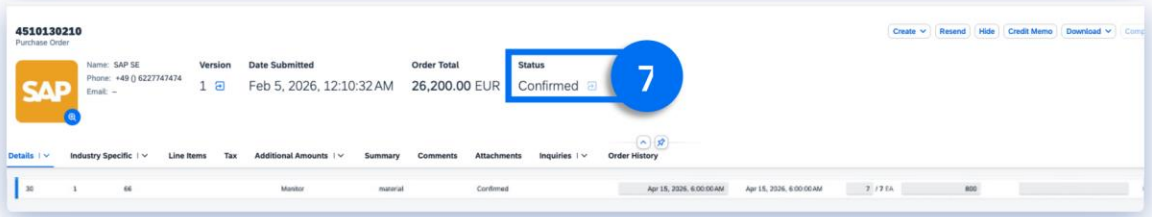
1. Start the confirmation process from the order list, improving usability and enabling faster response times by selecting **Manage Order > Order Confirmation**.
2. Confirm action from the dialog by selecting **Confirm entire order**, **Reject entire order**, or **Confirm with information update inline**.

From purchase order details page

1. Enable suppliers to create an order confirmation directly from the Purchase Order page by selecting the **Create** menu.
2. Suppliers can confirm all line items, reject all line items, or update individual line items with different statuses, ensuring efficient and accurate order confirmation handling.

Confirm entire order

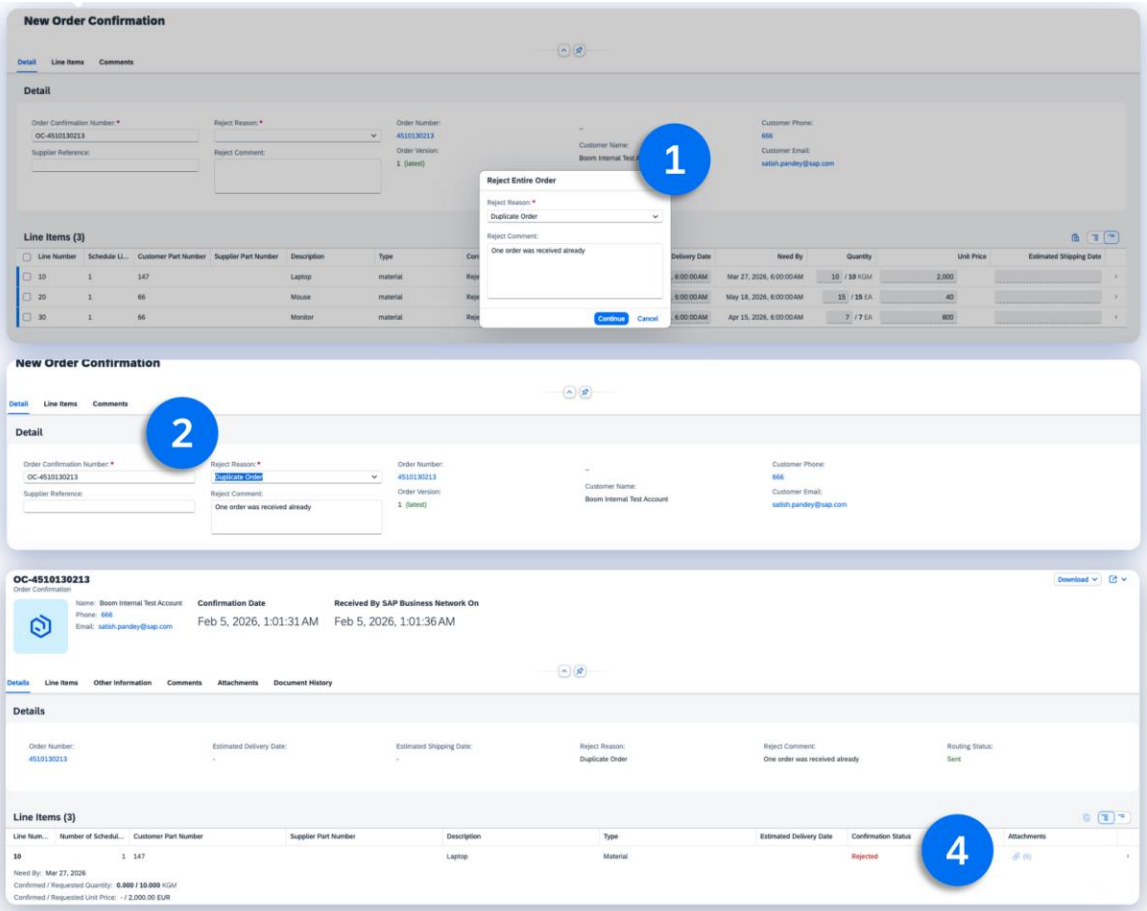




From the confirmation page

1. **Confirmation Number:** Enter a reference number to identify the order confirmation. SAP Business Network autogenerates a confirmation number using the prefix OC-[Purchase Order Number].
2. **Estimated Delivery Date / Estimated Shipping Date:** If provided, the selected date is applied to all line items.
3. Lines displayed as read-only indicate information that should not be editable.
4. **Attachments:** Supplier may attach supporting documents to the order confirmation. Click **Upload**, select the file, and then click **Open Attachment**.
5. **Comments:** Enter comments if needed.
6. Click **Create** to create the order confirmation.
7. The created Order Confirmation is displayed for further validations. Purchase Order status is updated to "Confirmed".

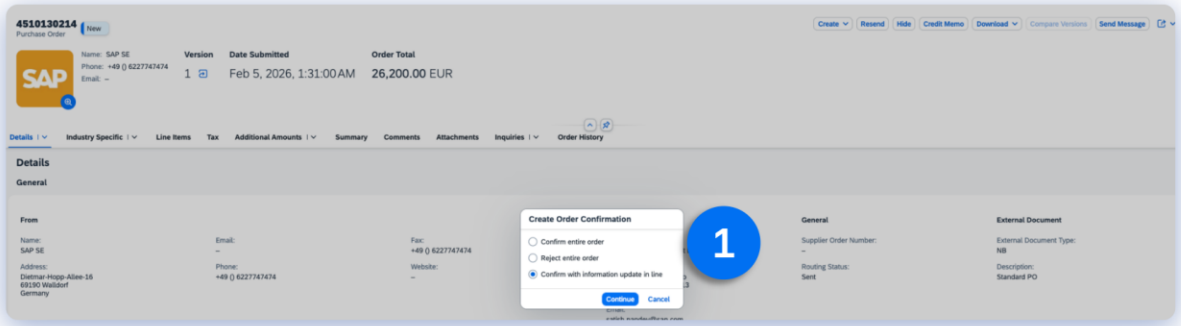
Reject entire orders

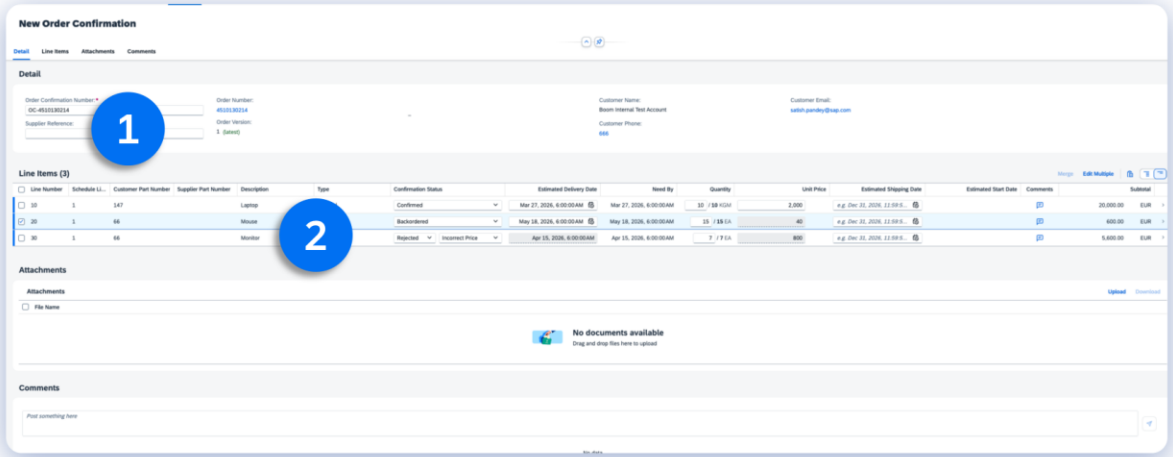


1. To reject the entire order, click **Create Order Confirmation → Reject Entire Order**. Select **Rejection Reason**, provide a comment and click on **Continue**.
2. The provided Reject Reason and Reject Comments are displayed on the Order Confirmation page. All line items are automatically set to **Rejected** status.
3. Click **Create** to submit the rejected order confirmation.
4. The Order Confirmation page displays all line items with the status set to Rejected. The Purchase Order status is updated to **Rejected**, reflecting the supplier's response.

Feature: Confirm and update information

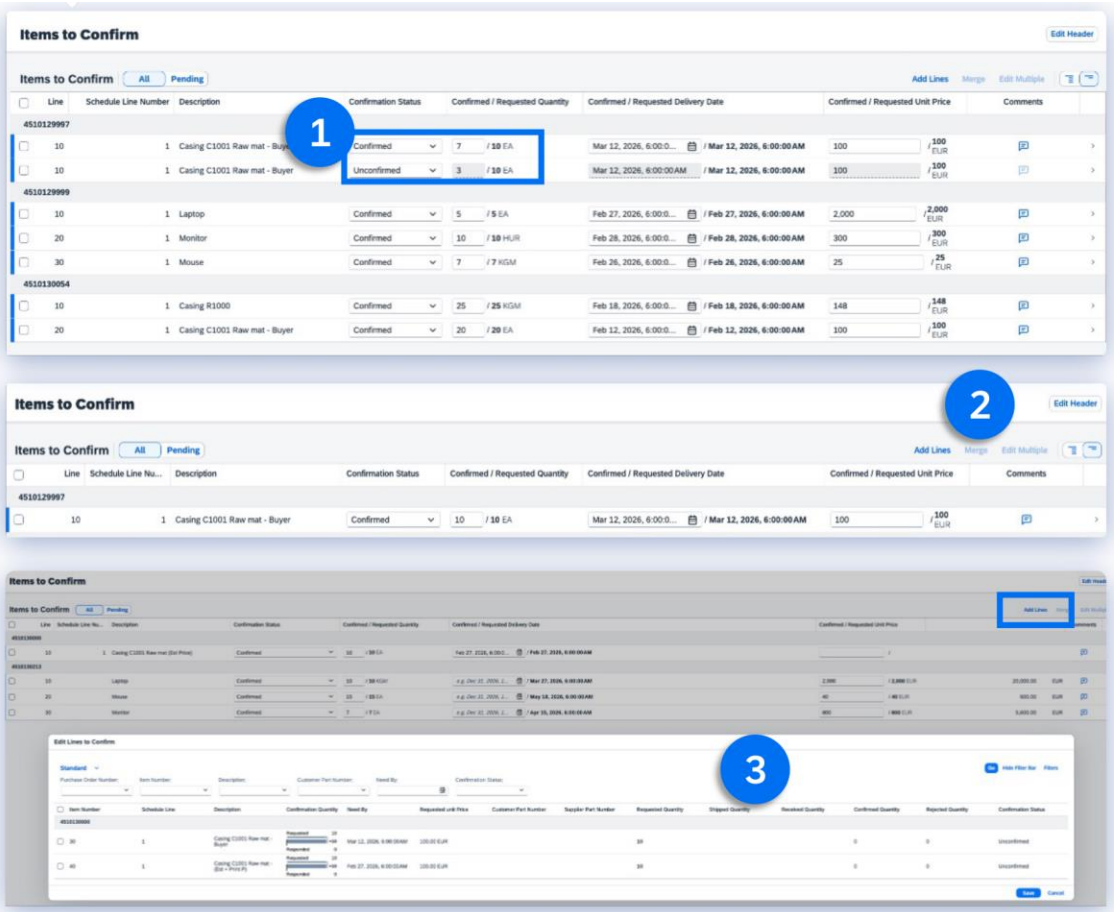
Update in line information





1. Enables suppliers to update item-level details directly in the order confirmation.
   - Supports Unconfirmed, Confirmed, Backordered, and Rejected for material lines and split deliveries with different delivery dates per line item.
2. Supports Unconfirmed, Confirmed, and Rejected for service items.
3. To proceed, click **Create Order Confirmation** and select **Confirm with information update at line level**.
4. In the **Order Confirmation Header** section, the Confirmation Number is automatically generated (prefixed with OC and derived from the Purchase Order, for example OC-1234). The supplier can also enter a **Supplier Reference**.
5. The supplier selects a confirmation status for each line item.
6. The supplier can navigate to the item detail page to provide additional information, such as Auxiliary Part Number, Supplier Batch ID, and other item-specific details.

Create order confirmations from Items to Confirm



1. **Split Quantities:** If you want to deliver quantities on two different dates, enter a partial quantity for the first date. SAP Business Network automatically creates a split line, and assigns the remaining quantity (the purchase order quantity minus the previously confirmed quantity) to the new line.

2. **Merge:** If you previously split a line and want to revert to the original purchase order values, select the split lines that belong to the same purchase order line and click **Merge**. SAP Business Network restores the line to its original status and values.

3. **Add Lines:** Allows suppliers to add missing line items to an order confirmation without returning to the previous page. By clicking **Add Lines**, a pop-up displays all unconfirmed and unselected line items that belong to the selected purchase order, enabling quick and seamless completion of the confirmation.