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SAP ARIBA

Guide for Orders



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Workbench – Orders

Navigation paths to the desired order

1. Workbench – Orders – Orders and Releases

or

2. Orders/New Orders

Workbench – Orders

The screenshot displays the SAP Business Network Workbench – Orders interface. The navigation menu includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The 'Orders' menu is expanded, showing 'Orders and Releases' (highlighted with a blue circle '1') and 'Order Inquiries'. A search bar is present with the text 'Orders and Releases' and a search icon. Below the navigation is a dashboard with the following metrics:

- 25 Orders (Last 31 Tage) (highlighted with a blue circle '2')
- 7 New orders (Last 31 Tage)
- 1 Changed orders (Last 31 days)
- 7 Items to confirm (Last 31 days)
- 11 Items to ship (Last 31 days)
- More (highlighted with a blue circle '2')

Below the dashboard are three widgets:

- Purchase orders:** Last 3 months. Total value: 4.16M CHF. A line chart shows a downward trend from Nov to Jan.
- Activity feed:** All. Shows three 'Order received' entries with details like date, time, and amount.
- Shipment tracking:** Includes a 'Purchase order number' input field, a 'Track' button, and a world map.



Workbench – Orders

Navigation paths to the desired order

3. Enter order number (partial or exact match)

or

4. Click directly on the desired order number

Orders

25 Orders (Last 31 days) | 7 Items to confirm (Last 31 days) | 11 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 7 New orders (Last 31 days) | 1 Changed orders (Last 31 days) | 0 Orders to invoice (Last 31 days) | 0 Orders to Summary invoice (Last 31 days)

Orders (25)

Filter bearbeiten | Last 31 days

Customers: Auswahl treffen oder eingeben

Order numbers: **3** Wert eingeben (Partial match selected, Exact match unselected)

Creation date: Last 31 days

Order status: Include

Company codes: Auswahl treffen oder eingeben

Mehr anzeigen | Anwenden | Zurücksetzen

Resend Failed Orders

External Document Type	Order Number 4	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Aktionen
NB	0003519016	Rolls-Royce Solutions - TEST	\$119658.6 USD	Jan 22, 2024	New		...
NB	0003519015	Rolls-Royce Solutions - TEST	\$7011.48 USD	Jan 22, 2024	New		...
NB	0003519014	Rolls-Royce Solutions - TEST	\$66477 USD	Jan 22, 2024	New		...



Workbench – Orders

5. Clicking on the Actions button allows you to confirm the order



6. Confirm entire order or Update line items

Workbench – Orders

Workbench

32 Orders (Letzte 31 Tage) | 2 New orders (Letzte 31 Tage) | 4 Changed orders (Last 31 days) | 3 Items to confirm (Last 31 days) | 14 Items to ship (Last 31 days) | 0 Pinned documents

Orders (32)

▼ Edit filter | Save filter | Last 31 days

Customers: Select or type selections

Order numbers: Type selection (Partial match selected)

Creation date: Last 31 days

Order status: Include

Company codes: Select or type selections

Show more

Order Number	Date	Customer	External Document Type ↓	Order Status	Ship To Address	Actions
0003518946	Jan 15, 2024	Rolls-Royce Solutions - TEST	YBD	Confirmed	Commission BlueFire-Genie Finesse, Nürnberg, Ger...	Hide
0003519036	Jan 30, 2024	Rolls-Royce Solutions - TEST	YBD	Changed	Commission BlueFire-Genie Finesse, Nürnberg, Ger...	Acknowledged

Context menu actions: Confirm entire order (5), Update line items (6), Reject entire order, Create ship notice, Create service sheet, Standard invoice, Create credit memo, Create line-item credit memo, Create line-item debit memo, Hide, Actions



Order status in ARIBA

There are various order statuses for orders placed via SAP Ariba:

External Document Type	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced
YBD	0003518581	Rolls-Royce Solutions - TEST	\$21034.44 USD	Nov 16, 2023	Changed	
YREP	0003518578	Rolls-Royce Solutions - TEST	\$14191.2 USD	Nov 16, 2023	New	
NB	0003518577	Rolls-Royce Solutions - TEST	\$7095.6 USD	Nov 16, 2023	Partially Confirmed	
YBD	0003518576	Rolls-Royce Solutions - TEST	\$0.02 USD	Nov 16, 2023	New	
YBD	0003518565	Rolls-Royce Solutions - TEST	\$7095.6 USD	Nov 16, 2023	Confirmed	
YBD	0003518562	Rolls-Royce Solutions - TEST	\$7095.6 USD	Nov 15, 2023	Changed	
YBD	0003518573	Rolls-Royce Solutions - TEST	\$10517.22 USD	Nov 15, 2023	Changed	
YBD	0003518575	Rolls-Royce Solutions - TEST	\$7011.48 USD	Nov 15, 2023	Shipped	
YBD	0003518556	Rolls-Royce Solutions - TEST	\$10517.22 USD	Nov 15, 2023	Shipped	
YBD	0003518555	Rolls-Royce Solutions - TEST	\$10517.22 USD	Nov 15, 2023	New	
	000512814000010FOR	Rolls-Royce Solutions - TEST	\$192938.46 USD	Nov 15, 2023	Partially Shipped	
YBE	0003518550	Rolls-Royce Solutions - TEST	\$59130 USD	Nov 13, 2023	New	
NB	0003518549	Rolls-Royce Solutions - TEST	\$59130 USD	Nov 13, 2023	New	



Order status in ARIBA

There are four different order statuses for orders placed via SAP Ariba:

“New”	New order
“Confirmed”	The order has been confirmed (order confirmation).
“Changed”	A change to the order has been sent but has not yet been confirmed. This status may also appear if a shipping notification has already been raised. After a change to an order, the order revision changes from “Original” to “Changed”. In addition, a new version of the order is created.
“Shipped”/“Partially shipped”	All or some of the order items have been shipped.
“Rejected”	If the amounts are outside the tolerance limits (upper or lower delivery limits), the buyer may refuse confirmation.
“Cancelled”	Order has been cancelled



Type of external document in ARIBA

For orders placed via SAP Ariba there are five different types of external document:

"NB"	Purchase Order
"YBD"	Purchase Order
"YREP"	Repair order
"YBE"	Replacement purchase order
"YEM"	Sample order
"DB"	Dummy order
"YBF"	Production
"YBM"	Automatically generated order
"YBS"	Service
"YBV"	Sales
"YBI"	Investment order

EinkOrganisation: 1000 Rols-Royce Sol.GmbH

Konditionssätze				
Lieferant	Bel...	Bezeichnung	Rolle	Partner
21015218	DB	Honor	LS	ARIBA_CIG
21015218	NB	Honor	LS	ARIBA_CIG
21015218	YBD	Honor	LS	ARIBA_CIG
21015218	YBE	Honor	LS	ARIBA_CIG
21015218	YBF	Honor	LS	ARIBA_CIG
21015218	YBM	Honor	LS	ARIBA_CIG
21015218	YBS	Honor	LS	ARIBA_CIG
21015218	YBV	Honor	LS	ARIBA_CIG
21015218	YEM	Honor	LS	ARIBA_CIG
21015218	YREP	Honor	LS	ARIBA_CIG



Workbench – Filter function

The filter function enables precisely defined search criteria.

Exact match:

You have to enter 000

before the order number.

(E.g. 0003519016)

In this case the expected

delivery date must be set to

“NONE” in the layout and

the filter then saved.

The screenshot shows the SAP Business Network Orders Workbench interface. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders (selected), Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation, there are several key performance indicators (KPIs) for the last 31 days: 211 Orders, 7 Items to confirm, 11 Items to ship, 0 Return items, 7 New orders, 1 Changed orders, 0 Orders to invoice, and 0 Orders to Summary Invoice.

The main section is titled "Orders (211)" and includes a "Filter bearbeiten" button and a "Last 365 days" filter. The filter criteria are as follows:

- Customers: Auswahl treffen oder eingeben
- Order numbers: Wert eingeben, Partial match selected, Exact match unselected
- Creation date: Last 365 days
- Order status: Include, Auswahl treffen oder eingeben
- Company codes: Auswahl treffen oder eingeben
- Purchasing organizations: Auswahl treffen oder eingeben
- Customer locations: Wert eingeben
- Order type: All
- Routing status: All
- Min amount: (empty)
- Max amount: (empty)
- Currency: CHF
- Orders with inquiry only: (unchecked)
- Visibility: Not hidden

The screenshot shows the SAP Business Network Order details page for a specific order. The filter criteria are as follows:

- Filter bearbeiten | Filter speichern | Letzte 31 Tage (vollständig versandte Artikel...) (vollständig erhaltene Artikel...) (vollständig in Bearbeitung sein)
- Kunden: Auswahl treffen oder eingeben
- Bestellnummern: Wert eingeben
- Erstellungsdatum: Letzte 31 Tage
- Erwartetes Lieferdatum: None (highlighted in yellow)
- Kundenstandorte: Wert eingeben
- Versand bis zum: Kein
- Buchungskategorie: Auswahl treffen oder eingeben
- Teilweise Übereinstimmung (selected)
- Exakte Übereinstimmung (unselected)

Below the filter criteria, there is a table showing the order details:

Bestellnummer	Artikelnummer	Teilern des Lieferanten	Beschreibung	Lieferdatum	Versand bis zum	Angeforderte Menge	Versandte Menge
Kunde: Rolls-Royce Solutions - TEST	Lieferanschrift: Commission BlueFire-Genie Firenze, Nürnberg, DEU	Lieferdatum: 02.11.2023					
0000519016	10	725731.0002	TURBOCHARGER KSH 676 508 1.23.6/R	None (highlighted in yellow)		20 PCE	0 PCE



Notes and attachments to orders in ARIBA

2. In addition, there are notes that relate to the individual order items:

They can be found by clicking on the Details button.

Attachments
0003518581.pdf (application/pdf; charset=UTF-8) @ [Attachments](#) (application/octet-stream; charset=UTF-8)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: FOB (Free on board)
Transport Location: SHANGHAI

Ship All Items To

Germany
Ship To Code: 0100
Location Code: 0100
Storage Location ID: 1000

Bill To

0002

Deliver To

Line Items Show Item Details

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	Details
10	1			X52610100038	Material			36,000 (PCE)	2 Dec 2023	\$584.29 USD	\$21,034.44 USD		Details

Description: [Transportation and storage](#)

Order submitted on: Thursday 16 Nov 2023 11:00 AM GMT+01:00
Received by SAP Business Network on: Thursday 16 Nov 2023 11:22 AM GMT+01:00
This Purchase Order was sent by Rolls-Royce Solutions - TEST A801763479635-7 and delivered by SAP Business Network.

Sub-total: \$21,034.44 USD

Create Order Confirmation ▼ Create Ship Notice Create Invoice

Done



Notes and attachments to orders in ARIBA

Line Items												Hide Item Details	
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1			X52610100038	Material			36.000 (PCE)	2 Dec 2023	\$584.29 USD	\$21.034.44 USD		Summary
Description: TRANSFORMER KVM (7A-0008) (23-A)													
Status													
36.000 Unconfirmed													
Control Keys													
Order Confirmation: required before shipping													
Ship Notice: allowed													
Invoice: is not ERS													
Invoice Verification Type: goods receipt													
Comments													
Item text: Beispiel Text - Item Note													
Additional Material Info:													
Weight : 27.000 Kilogram													
Type : GTA 5008													
Drawing : X526101000064/000/E													
Schedule Lines													
Schedule Line #	Handover Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date								
1	2 Dec 2023 11:00 AM CET		36.000 (PCE)										
Transport Terms Information													



Notes and attachments to orders in ARIBA

3. On the Attachments tab you can find the order in PDF format and other documents where applicable.

Attachments: PDF document, packing specifications and, if applicable, packing lists. Uploading drawings is not allowed. You should click on the documents to open and check them.

Important: only the attachments in the header area are transferred to SCC Monitor.

The screenshot displays the ARIBA Order Detail page for a purchase order. The page is divided into several sections:

- Order Detail / Order History:** Tabs at the top.
- Header:** Includes the Rolls-Royce logo, a contact list (Customer, Supplier, etc.), and a 'Purchase Order' summary with order number 0003518581, amount \$21,034.44 USD, and version 2. A 'Track Order' button is present.
- Payment Terms:** 'within 75 days Due net'.
- Comments:** A 'Header text' section with the note 'Beispiel Text - Header Note'. Below it are fields for 'Supplier Address', 'Item', 'Quantity', 'Unit of Measure', 'Material Group', 'Material', 'Material Description', 'Material Unit of Measure', 'Material Unit of Measure', 'Material Unit of Measure', and 'Material Unit of Measure'. There is also a 'Comments' field with a 'View more' link.
- Other Information:** 'Customer VAT/Tax ID: DE811121844'.
- Attachments:** A yellow highlighted section containing two files: '0003518581.pdf (application/pdf; charset=UTF-8)' and 'Beispiel Text - Header Note.pdf (application/octet-stream; charset=UTF-8)'. The second file is highlighted in yellow.
- Transport Terms Information:** 'Delivery Terms: Transport Condition', 'Transport Terms: FOB (Free on board)', and 'Transport Location: SHANGHAI'.
- Routing Status:** 'Sent', 'External Document Type: Dispo purchase order (YBD)'.



Where do you find saved comments?

1. In the order, click Track Order

Bestellauftrag: 0003519481

Bestellungsbestätigung erstellen • Versandbenachrichtigung erstellen Rechnung erstellen

Bestelldetails Bestellhistorie

	Von: Kunde Commission BlueFire Soesterweg 74200 Heilbronn Baden-Württemberg Deutschland Telefon: + (0) 90912 40-0 Fax: + (0) 90912 409247	An: GARRETT MOTION SAUL-TEST Z.A. La Place 10-10 1180 Rode Schweiz Telefon: Fax: E-Mail: kenny.calkin@ps.rolls-royce.com	Bestellauftrag (Bestätigt) 0003519481 Betrag: \$13.000,00 USD Version: 1 Auftrag verfolgen
--	--	--	--

2. Overview of the various order confirmations

Bestellauftragsverfolgung

0003519481 **Bestätigt** Datum der Bestellungserstellung: März 11, 2024 Kunde: Rolls-Royce Solutions - TEST

Letzte 10 Meilensteine | Alle Dokumente

Bestellauftrag erstellt
🕒 März 11, 2024 3:04 Pm
🔗 0003519481

Bestellauftrag bestätigt
🕒 März 12, 2024 2:12 Pm
🔗 AB 1903

Bestellauftrag bestätigt
🕒 März 12, 2024 2:20 Pm
🔗 AB 1903
Historie anzeigen



Where do you find saved comments?

3. Click on one of the order confirmations and the comment/note previously entered will be displayed.

Details Historie

Bestätigungsnr.: AB 1903
Datum der Mitteilung: 12. März. 2024
Bestellauftrag: 0003519481

Anmerkungen: Hallo Hallo Hallo

Bestätigungsnr.: AB 1903
Datum der Mitteilung: 12. März. 2024
Bestellauftrag: 0003519481

Anmerkungen: Hey Hey Hey



Order confirmation (AB)

In SAP ARIBA there are two ways of confirming orders.

1. Confirm entire order:

Entire order is confirmed without any changes.

2. Update line items:

**Order is confirmed with changes to order details.
(delivery deadline, item quantities, splits, etc.)**



Confirm Entire Order

Select this option if the entire order can be confirmed without any changes.

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 0003519015. The interface is in 'TEST MODE' and displays various actions and details for the PO.

Actions:

- Create Order Confirmation (dropdown menu)
- Create Ship Notice
- Create Invoice

Dropdown Menu Options:

- Confirm Entire Order** (highlighted)
- Update Line Items History
- Reject Entire Order

PO Details:

- Rolls-Royce Logo:** Visible in the top left of the PO details section.
- PO Number:** 0003519015
- Amount:** \$7,011.48 USD
- Version:** 1
- Routing Status:** Sent
- External Document Type:** Standard PO (NB)

Payment Terms: within 75 days Due net

Other Information: Customer VAT/Tax ID: DE81121844

Attachments: 0003519015.pdf (application/pdf; charset=UTF-8)



Confirm Entire Order

2. Confirmation:
enter order confirmation
number

3. Need By date:
Please note: the delivery
date cannot be changed.
Confirm as per order.

4. Click Next

5. Click on Submit to
send off the order
confirmation.

Confirming PO Exit Next **4**

1 Confirm Entire Order
2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #: **Order confirmation number** **2**
Associated Purchase Order #: 0003519015
Customer: Rolls-Royce Solutions - TEST
Supplier Reference:

Shipping and Tax Information
Delivery Date or Est. Delivery Date is the same as Handover Date
Comments:

Attachments
Name Size (bytes) Content Type
No Items

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	725731-0010	X52610100038		Material	12.000 (PCE)	9 Feb 2024 3	\$584.29 USD	\$7.011.48 USD	

Description: TURBOCHARGER ASM GTA 5008 1.23 AIR

Confirming PO Previous Submit Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: Order confirmation number
Supplier Reference:
Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	725731-0010	X52610100038		Material	12.000 (PCE)	9 Feb 2024	\$584.29 USD	\$7.011.48 USD	

Description: TURBOCHARGER ASM GTA 5008 1.23 AIR

▼ Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	9 Feb 2024		12.000 (PCE)

Current Order Status:
12.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 9 Feb 2024 - defaulted from Requested Delivery Date in order)

Previous Submit Exit



Update Line Items

Change of delivery deadline with no change to quantities.
(Without splitting)

Confirmation:
enter order confirmation number

Scroll down to line items

Enter quantity

Click details

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: OC3641821
Associated Purchase Order #: 0003641821
Customer: Rolls-Royce Solutions - TEST
Supplier Reference: **OC Number**

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Cost:

Delivery Date or Est. Delivery Date is the same as Handover Date

Handover Date:

Est. Tax Cost:

Comments:

Attachments

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		8801840429		Material	100.000 (PCE) ⓘ	31 Jan 2025	33.72 EUR	3,372.00 EUR
Description: HUELSE								
▼ Schedule Lines								
Schedule Line No. ↑			Delivery Date		Ship By		Quantity (Unit)	
1			31 Jan 2025				100.000 (PCE) ⓘ	
Current Order Status								
<input checked="" type="radio"/> 100 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 31 Jan 2025 - defaulted from Requested Delivery Date in order)								
Confirm: 100			Backorder: <input type="text"/>			Details ⓘ		
<input type="button" value="Confirm Based on Schedule Lines"/>								
Attachments:								
Name			Size (bytes)		Content Type		No items	



Update Line Items

Change of delivery deadline
with no change to
quantities.
(Without splitting)

Enter schedule line
and estimated delivery date

Click "OK"
Click "Next"

Click "Submit"

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		8801840429	100.000	PCE ⓘ	31 Jan 2025		33.72 EUR	3.372.00 EUR	0100

Description: HUELSE
New Order Status: 100 Confirmed

Schedule Line: ⓘ * Line number 1 - quantity 100 - date 31 Jan 2025 ▾

Est. Delivery Date: ⓘ * 31 Jan 2025 ⓘ

Unit Price: 33.72 EUR

Price Unit Quantity: *

Unit Conversion: *

Price Unit: * PCE ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments: ⓘ *

Description: HUELSE
Pricing Description:

Subtotal: ⓘ 3.372.00 EUR

OK Cancel



Update Line Items

Confirmation with change of quantity (split)

Update order confirmation number

See next slide for further steps on the Item tab.

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #:

Associated Purchase Order #: 0003519004

Customer: Rolls-Royce Solutions - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Cost:

Delivery Date or Est. Delivery Date is the same as Handover Date

Handover Date:

Est. Tax Cost:

Comments:

Attachments



Update Line Items

Confirmation with change of quantity (split order)

1. Quantity for first partial shipment.

2. Click Details

Under “Add Attachment” you can upload an order confirmation which will then be transferred to our SAP system.

Attachments

Name	Size (bytes)	Content Type
No items		

Keine Datei ausgewählt

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	725732-0012	XT0210100010		Material	10.000 (PCE)	26 Apr 2024	\$591.30 USD	\$5.913.00 USD	
Description: EXHAUST TURBOCHARGER									

▼ **Schedule Lines**

Schedule Line No.	1	Delivery Date	Ship By	Quantity (Unit)
2		26 Apr 2024		10.000 (PCE)

Current Order Status

10.000 Unconfirmed

Confirm: Backorder: Details

Attachments:



Update Line Items

1. A separate delivery deadline must be specified for each partial shipment

2. Price details

3. Comments: here you can enter price differences, comments, etc.

4. Click OK

OK Cancel

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	725732-0012	XT0210100010	10.000	PCE	26 Apr 2024		\$591.30 USD	\$5,913.00 USD	0100

Description: EXHAUST TURBOCHARGER

New Order Status: 5 Confirmed

Schedule Line: Line number 2 - quantity 10 - date 26 Apr 2024 1

Est. Delivery Date: 2

Unit Price: \$591.30 USD

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID: 3

Comments:

Description: EXHAUST TURBOCHARGER

Pricing Description:

Subtotal:



Update Line Items

Here you can review all details again (quantity, price, delivery deadlines, etc.).

Clicking Submit confirms the order.

SAP Business Network Enterprise Account TEST MODE

Confirming PO

Confirmation #: Order confirmation number
Supplier Reference:
Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	725732-0012	XT0210100010		Material	10.000 (PCE)	26 Apr 2024	\$591.30 USD	\$5,913.00 USD	
Description: EXHAUST TURBOCHARGER									

Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
2	26 Apr 2024		10.000 (PCE)

Current Order Status:
5 Confirmed With New Date (Schedule line number: 2; Comments: Comment...; Estimated Delivery Date: 17 Apr 2024)
5.000 Unconfirmed



Update Line Items

1. Click on Items To Confirm
2. Select the desired order number
3. Enter shipping and delivery date
4. Enter quantity to be confirmed, either in total or for individual items

Another way of updating line items or confirming the entire order:

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Workbench

30 Orders Letzte 31 Tage

4 New orders Letzte 31 Tage

1 Changed orders Last 31 days

3 Items to confirm Last 31 days

14 Items to ship Last 31 days

0 Pinned documents

Items to confirm (3) View: Items to be confirmed

Edit filter Save filter Last 31 days Next 90 days Exclude confirmation not all... +1 Exclude fully shipped Exclude fully received Exclude fully invoiced

Customers Order numbers Creation date Need by date Customer locations

Select or type selections Type selection Last 31 days Next 90 days Type selection

Partial match Exact match

Show more Apply Reset

Confirm	Reject	Item No.	Supplier Part No.	Description	Need By	Requested Quantity	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Others	Actions
<input type="checkbox"/>	<input type="checkbox"/>	Customer: Rolls-Royce Solutions - TEST	Order No.: 0003518946								
<input type="checkbox"/>	<input type="checkbox"/>	10	725732-0012	EXHAUST TURBARGER	Feb 26, 2024	7 PCE		2/26/2024	7 PCE		
<input type="checkbox"/>	<input type="checkbox"/>	Customer: Rolls-Royce Solutions - TEST	Order No.: 0003518973								



Update Line Items

Confirmations that are subject to approval (outside upper/lower tolerance limits) must be approved first.

Once approved, the order must be confirmed again.



Attachments
@ 0003518568.pdf (application/pdf; charset=UTF-8)

Transfered Items Information:
Delivery Status: Transfered (Completed)
Transfered Items: 4(0) / Line ordered: 1
Transfered Locations: 1(0)

Original Item To	Item To	Deliver To
Description: Transfered (Completed) Item #: Quantity: Unit Price: Subtotal: Customer Location:	Description: Transfered (Completed) Item #: Quantity: Unit Price: Subtotal: Customer Location:	

Order confirmations for one or more line items require buyer approval.

Line Items Show Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	12110-001	XT0210100010	Material			18.000 (PCE)	17 Dec 2023	\$591.30 USD	\$10,643.40 USD	Details

Description: [Transfered \(Completed\)](#)

Order submitted on: Thursday 16 Nov 2023 11:00 AM GMT+01:00
 Received by SAP Business Network on: Thursday 16 Nov 2023 11:36 AM GMT+01:00
 This Purchase Order was sent by Rolls-Royce Solutions - TEST AN01763479635-T and delivered by SAP Business Network.

Sub-total: \$10,643.40 USD

Line Items Hide Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	12110-001	XT0210100010	Material			18.000 (PCE)	17 Dec 2023	\$591.30 USD	\$10,643.40 USD	Summary

Description: [Transfered \(Completed\)](#)

Status
50 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 30 Jan 2024)

Buyer confirmation approval status | Approved awaiting change order
 Comments: Quantity ok

Control Keys
 Order Confirmation: required before shipping
 Ship Notice: allowed
 Invoice: is not ERS
 Invoice Verification Type: goods receipt

Comments
 Additional Material Info: Weight : 28.000 Kilogram
 Dimension : G15523
 Type : GTA_5523
 Drawing : FDH00000000000209087/000/H

Schedule Lines

Schedule Line #	Handover Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
-----------------	---------------	-----------	-----------------	------------------------------	---------------------------------



Update Line Items

View after approval.

The Purchase Order shows you the changes as follows:

You can also see the changes in the details of the item:

Line #	No.	Schedule Lines	Change	POC #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	2		Edited	10/1/18-18812	KT021010030	Material			34.000 \$8.000 (PCE)	17 Dec 2023	\$591.30 USD	\$20,104.20 USD	000-643-40-USD

Sub-total: \$ 20,104.20 USD



Update Line Items

Under Details you can view the approved changes.

Supplier Address
Name: [\[Link\]](#)
City: [\[Link\]](#)
Country: [\[Link\]](#)
Address: [\[Link\]](#)
Phone: [\[Link\]](#)
Fax: [\[Link\]](#)
E-mail: [\[Link\]](#)

Buyer
Name: [\[Link\]](#)
E-mail: [\[Link\]](#)

Other Information
[\[Link\]](#)

Attachments
@ 0003518579.pdf (application/pdf; charset=UTF-8)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: FOB (Free on board)
Transport Location: SHANGHAI

Ship All Items To

[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)

Bill To

[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)
[\[Link\]](#)

Deliver To

Line Items Show Item Details

Line #	No. Schedule Lines	Change	Item #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	2	→ Edited	[Link]	XT0210100010	Material			34.000 336996(PCE)	17 Dec 2023	\$591.30 USD	\$20,104.20 USD	
											\$16,643,464 USD	



Update Line Items

Under Details you can view the approved changes.

Line Items

Hide Item Details

Line #	No. Schedule Lines	Change	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	2	+ Edited	XT0210100010	Material			34.000 18.000-(PCE)	17 Dec 2023	\$591.30 USD	\$20.104.20 USD	Summary

Description: EXHAUST TURBOCHARGER

Status

32 Confirmed As Is (Schedule line number: 2; Estimated Delivery Date: 20 Dec 2023 - defaulted from Requested Delivery Date in order)

2 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 17 Dec 2023 - defaulted from Requested Delivery Date in order)

Buyer confirmation approval status | Approved

Comments: Beispiel Kommentar des Einkäufers. Example comment from the buyer.

Control Keys

Order Confirmation: required before shipping

Ship Notice: allowed

Invoice: Is not ERS

Invoice Verification Type: goods receipt

Comments

Zusätzliche Materialinformatio: Gewicht : 28.000 Kilogramm
Abmessungen : GT5523
Typ : GTA 5523
Zeichnung : FDH0000000000209087/000/H

Schedule Lines

Schedule Line #	Change	Handover Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	+ Edited	17 Dec 2023 11:00 AM CET		2.000 18.000-(PCE)		
2	+ New	20 Dec 2023 11:00 AM CET		32.000 (PCE)		

Transport Terms Information



Update Line Items

Any comments by the buyer should be noted.

The order does not need to be confirmed again.

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	2	→ Edited	725732-0012	XT0210100010	Material			34.000 16.000 (PCE)	17 Dec 2023	\$591.30 USD	\$20.104.20 USD	Summary
											\$10.649.46 USD	
Description: EXHAUST TURBOCHARGER												
Status												
32 Confirmed As Is (Schedule line number: 2; Estimated Delivery Date: 20 Dec 2023 - defaulted from Requested Delivery Date in order)												
2 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 17 Dec 2023 - defaulted from Requested Delivery Date in order)												
Buyer confirmation approval status Approved												
Comments: Beispiel Kommentar des Einkäufers. Example comment from the buyer.												
Control Keys												
Order Confirmation: required before shipping												
Ship Notice: allowed												
Invoice: is not ERS												
Invoice Verification Type: goods receipt												
Comments												
Zusätzliche Materialinformatio: Gewicht : 28.000 Kilogramm Abmessungen : GT15523 Typ : GTA 5523 Zeichnung : FDH00000000000209087/000/H												
Schedule Lines												
Schedule Line #	Change	Handover Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date						
1	→ Edited	17 Dec 2023 11:00 AM CET		2.000 16.000 (PCE)								
2	→ New	20 Dec 2023 11:00 AM CET		32.000 (PCE)								
Transport Terms Information												



Update Line Items

If the confirmed change does not match the required supply situation, the change may also be rejected.

The status “Accepted” indicates that the change has been processed. If the change is rejected, the order reverts to the status “NEW”.

The screenshot displays a dashboard with the following statistics:

- 216 Orders
- 1 New orders
- 1 Changed orders
- 3 Items to confirm
- 14 Items to ship
- 0 Pinned documents

Below the statistics, there is a filter section for "New orders (1)". It includes an "Edit filter" button, a "Save filter" button, and a search input containing "0003518510".

The filter section also has a "Customers" field with a dropdown menu and an "Order numbers" field with a search input containing "0003518510" and a "Type selection" dropdown. There are radio buttons for "Partial match" and "Exact match", with "Exact match" selected.

At the bottom right of the filter section, there are "Apply" and "Reset" buttons.

Below the filter section, there is a table with the following columns: Type, External Document Type, Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

Type	External Document Type	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
Order	NB	0003518510	Rolls-Royce Solutions - TEST	\$7095.6 USD	Nov 8, 2023	New		...



Track Order

The status of the order can be viewed by clicking on Track Order.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main header identifies the 'Purchase Order: 0003518510' and includes a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The interface is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' section features the Rolls-Royce logo, a 'Buyer' contact list, and a 'Seller' contact list. A yellow callout box on the right side of the page contains the text: 'Purchase Order (New) 0003518510 Amount: \$7,095.60 USD Version: 1' and a 'Track Order' button, which is pointed to by a red arrow. The bottom right corner shows 'Routing Status: Acknowledged', 'External Document Type: Standard PO (NB)', and 'Related Documents: 12345'. The 'Payment Terms' section indicates 'within 75 days Due net'. The 'Attachments' section at the bottom lists a PDF document: '0003518510.pdf (application/pdf; charset=UTF-8)'. The 'View less >' link is also visible.



Track Order

This shows all details of order progress from creation and confirmation through to shipping.

Purchase order tracking

0003518617 Shipped

Order creation date: Nov 21, 2023

Customer: Rolls-Royce Solutions - TEST

Total amount: \$59,130.00 USD

Last 10 milestones | All documents

Order created | Order confirmed | Order shipped

Nov 21, 2023 6:14 Am | Nov 21, 2023 6:25 Am | Nov 21, 2023 6:29 Am

0003518617 | OC0003518617 | ASN0003518617

Tracking information

ASN number	Planned delivery date	Estimated arrival date	Planned shipping date	Execution status	Action
ASN0003518617	Nov 30, 2023 7:30 Am				...



Order change by RRP5

Order is shown as changed in the Workbench.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Startseite', 'Aktivierung', 'Discovery', 'Workbench', 'Bestellungen', 'Erfüllung', 'Rechnungen', 'Zahlungen', 'Kataloge', 'Berichte', and 'Beurteilungen'. The 'Workbench' section features a dashboard with six key metrics: 32 Orders (Last 31 Tage), 2 New orders (Last 31 Tage), 4 Changed orders (Last 31 Tage), 3 Items to confirm (Last 31 Tage), 15 Items to ship (Last 31 Tage), and 0 Pinned documents. Below the dashboard, the 'Orders (32)' section is active, showing filter options for Customers, Order numbers, Creation date, Order status, and Company codes. The 'Order status' filter is set to 'Include' and 'Changed'. A table below lists three orders, with the first one highlighted in yellow as 'Changed'.

Order Number	Date	Customer	External Document Type	Order Status	Ship To Address	Routing Status	Actions
0003519036	Jan 30, 2024	Rolls-Royce Solutions - TEST	YBD	Changed	Rolls-Royce Solutions - TEST	Acknowledged	+++
0003518946	Jan 15, 2024	Rolls-Royce Solutions - TEST	YBD	Confirmed	Rolls-Royce Solutions - TEST	Acknowledged	+++
0003518976	Jan 17, 2024	Rolls-Royce Solutions - TEST	YBD	Shipped	Rolls-Royce Solutions - TEST	Acknowledged	+++



Order change by RRPS

Changes are highlighted in colour in the order.

Please check order notes.

The order must now be confirmed again.

Purchase Order: 0003519036

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

Purchase Order (+ Changed) 0003519036
Amount: \$3,547.30 USD
Amount: \$7,095.60 USD
Version: 2 (Previous Version)

Track Order

Routing Status: Acknowledged
External Document Type: Dispo purchase order (YBD)

Example Text / Beispieltext

Ship All Items To Bill To Deliver To

Line Items

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	-> Edited		XT0210100010	Material			6,000 \$2,000 (PCE)	31-Jan-2024 24-Jan-2024	\$991.30 USD	\$3,547.30 USD	Summary

Description: EXHAUST TURBOCHARGER

Status: 6 Unconfirmed

Control Keys: Order Confirmation: required before shipping; Ship Notice: allowed; Invoice: is not ERS; Invoice Verification Type: goods receipt

Comments: Example Text / Beispieltext



Cancellation

1. Where do you find a cancellation?

- On the dashboard under Changed Orders

2. How do you identify a cancellation?

- A completely cancelled order is marked "Cancelled".

Cancellations of individual items are dassed as changes to the order.

The screenshot shows the SAP Business Network Workbench dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation, the Workbench section displays six key metrics: Orders (216), New orders (4), Changed orders (1, highlighted in yellow), Items to confirm (3), Items to ship (14), and Pinned documents (0). Each metric has a 'Save filter' button below it. Below the metrics, there is a section for 'Changed orders (1)'.

The screenshot shows a detailed view of the 'Changed orders (1)' section. It includes a filter bar with 'Last 31 days' and 'Changed' filters. Below the filter bar, there are search and filter options for Customers, Order numbers (with 'Type selection' and 'Partial match' options), Creation date (set to 'Last 31 days'), Order status (set to 'Include'), and Company codes. There are 'Apply' and 'Reset' buttons. Below the filter options, there is a table with the following data:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
0003518977	Rolls-Royce Solutions - TEST	\$35478 USD	Jan 17, 2024	Changed		...



Cancellation

Click on order number

The new status of the order can be seen under Purchase Order.


Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
0003518535	Rolls-Royce Solutions - TEST	\$14403.35 USD	Nov 9, 2023	Changed		...
0003518535	Rolls-Royce Solutions - TEST	\$27698.75 USD	Nov 9, 2023	Obsoleted		...
0003518535	Rolls-Royce Solutions - TEST	\$27698.75 USD	Nov 9, 2023	Obsoleted		...

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 0003518729 Done

Create Invoice

Order Detail Order History



From
Customer
Customer Number
Transaction
Material
Material Number
Material
Phone + (0049) 4101
Fax + (0049) 4101

To
SAP SERVICE CENTER (SAP) (SAP)
ZIT 1.2.1.1000 01 01
Customer
Customer
Phone
Fax

Rolls-Royce Solutions
www.rolls-royce.com

Purchase Order
(+ Cancelled)
0003518729
Amount: \$92,242.80 USD
Version: 1 (Previous Version)



Thank you for your attention!

