

# 2. Processing Purchase Orders

2.0 Create an Order Confirmation

# Process Purchase Order (PO) on SAP Business Network

In SAP Business Network, you can create different types of documents:

- Order Confirmation.
- Service Sheet.
- Ship Notice.
- Invoice.

In this guide, we will be focusing on 'Create Order Confirmation'.

The screenshot shows the SAP Business Network interface. At the top left, there is a logo for SAP Business Network, followed by 'Enterprise Account' and a red 'TEST MODE' button. On the right, there are help and translation icons. Below the header, the text 'Purchase Order: 3200029150' is displayed, with a blue 'Done' button to its right. A horizontal bar contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a blue border. To the right of these buttons are icons for download, print, and a menu. Below this bar are two tabs: 'Order Detail' and 'Order History'.

**dsm-firmenich** ●●●

From:  
DSM Food Specialities France SAS  
15 Rue des Comtesses de Flandres  
59113 Seclin

To:  
DSM Test Supplier 3  
3403 Adelaide St  
sing 999999  
Singapore  
PS: 3200029150

Purchase Order  
(New)  
3200029150  
Amount: 45.69 EUR  
Version: 1

# Process Purchase Order (PO) on SAP Business Network

Via email

It is also possible to process SAP Business Network orders via received emails.

1. First you will receive an email from SAP Business Network.
2. Read through the email and click on '**Process the order**' in this screenshot '**Traiter la commande**'.

*You will be directed to the SAP Business Network and can now continue with the next steps.*

1

Comment lier le bon de commande interactif au compte ARIBA à partir de votre e-mail  
Veuillez vous assurer que cette adresse e-mail peut accepter les e-mails avec des bons de commande interactifs de [ordersender-prod@ansmfp.ariba.com](mailto:ordersender-prod@ansmfp.ariba.com)  
Cet e-mail contient un bouton « traiter la commande ». Lorsque vous cliquez sur ce lien, vous pouvez lier le bon de commande à votre compte Ariba existant ou, si vous n'avez pas de compte Ariba, vous pouvez en créer un.  
Veuillez également regarder cette vidéo où cela est expliqué.  
Voici le lien : <https://support.ariba.com/item/view/188046> [support.ariba.com]

#### Informations Complémentaires:

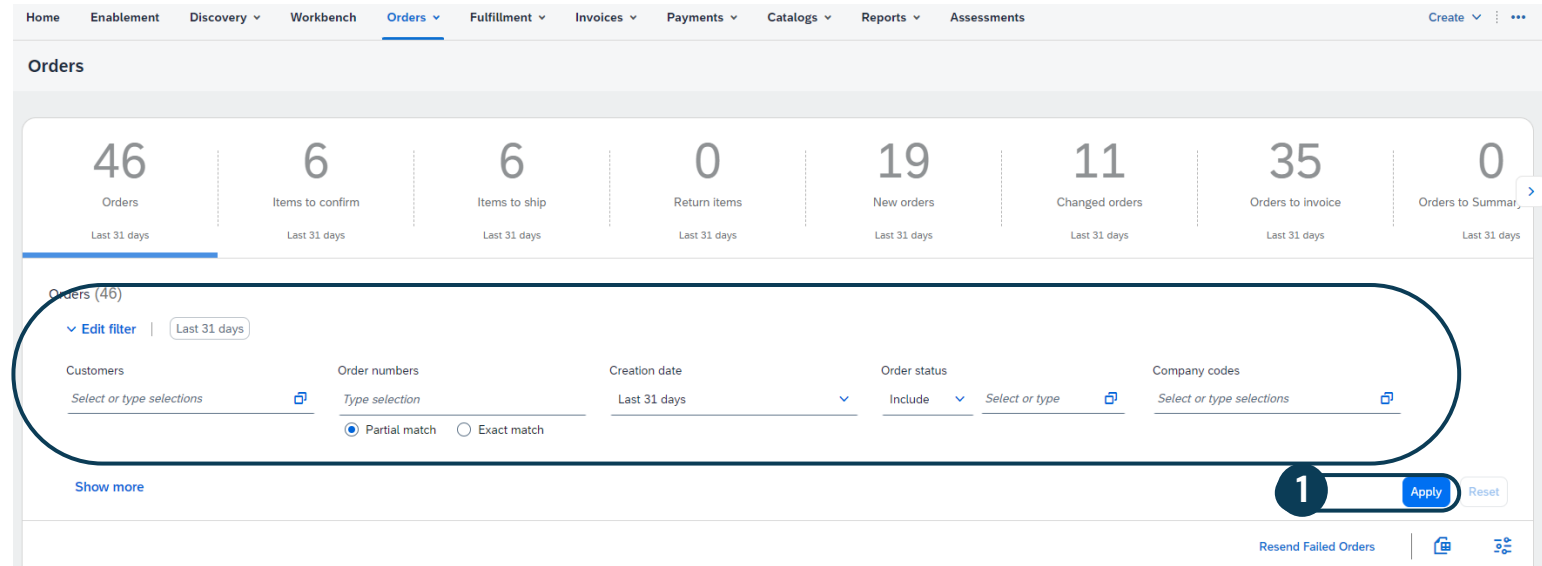
Suivez le bouton Traiter la commande ci-dessous pour créer un compte standard Ariba Network GRATUIT. Vous pouvez également utiliser un compte Ariba Network existant à partir du bouton Traiter la commande.  
Pour plus d'informations et accéder à des didacticiels rapides sur Ariba Network, veuillez cliquer sur ce lien [https://support.ariba.com/Adapt/Ariba\\_Network\\_Supplier\\_Training/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/) [support.ariba.com]  
De plus, l'équipe DSM Supplier Enablement organise des webinaires hebdomadaires montrant comment facturer sur le réseau et créer un compte standard Ariba Network. Si vous souhaitez vous inscrire, veuillez envoyer un e-mail à [supplier.enablement@dsm-firmenich.com](mailto:supplier.enablement@dsm-firmenich.com)

Traiter la commande 2

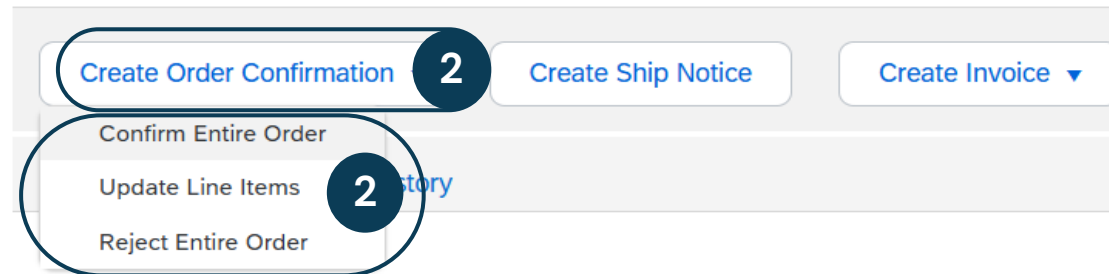
*Note: Please ensure that you whitelist Ariba in your mailbox to prevent emails from being directed to the spam/junk folder.*

# Create Order Confirmation

1. Click on the order you want to confirm. To find your order go to “**edit filter**”, select ‘**dsm-firmenich**’, apply the filters, and Select ‘**Extract Match**’ and ‘**Apply**’.
2. Go to the ‘**Create order confirmation**’ button. Select one of three options:
  - If you choose **Confirm Entire Order**, you will enter an estimated delivery date *Note: this cannot be changed*
  - If you choose **Update Line Items**, you will confirm one line but not all line items.
  - If you **Reject the Order**, give a reason, e.g., Wrong Price or Quantity and provide correct information.



Purchase Order: 3200029164



# Create Order Confirmation

3. Complete the '**Order Confirmation Header**' with your own confirmation number.
4. Select the '**Estimated Shipping Date**' and '**Estimated Delivery Date**'.
5. Provide Comments in case the '**Estimated Shipping Date**' or '**Estimated Delivery Date**' differ from your customers '**Need by Date**' mentioned on the Purchase Order\*.
6. If needed, you can add an **Attachment** to your Order Confirmation.

*\*Note: If only header comments is available then header text comes in the OC. If both header and line item comments are there, only line item comments are available in the PR.*

▼ Order Confirmation Header

Confirmation #: 123456789 **3**

Associated Purchase Order #: 3200029164

Customer: DSM - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: \* 6 Jan 2025  **4**

Est. Delivery Date: \* 9 Jan 2025

Est. Shipping Cost:

Est. Tax Cost:

Comments:  **5**

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment **6**

*The total size of all attachments cannot exceed 100MB*

# Create Order Confirmation

- 7. In case you made a change, e.g., adjusted the **Estimated Shipping / Delivery Date**, this information is added here.
- 8. If your Order Confirmation is finalized, click on **'Submit'**.

**Confirmation Update**

Confirmation #: 123456789  
Supplier Reference:  
Attachments:

**Line Items**

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	301035579	Material	1 (EA) ⓘ	31 Dec 2024	15.23 EUR	15.23 EUR
Greeting Card						
Current Order Status:						
1 <b>Confirmed With New Date</b> (Estimated Shipment Date: 6 Jan 2025; Estimated Delivery Date: 9 Jan 2025)						

Navigation: Previous **Submit**

# Create Order Confirmation

9. After submitting the Order Confirmation, the Purchase Order status will be updated to **Confirmed**.

10. The Order Confirmation you just created is available to view under **'Related Documents'**.

All Documents, e.g., Service Sheets, Order Confirmation, and Invoice related to a certain Purchase Order, will be available in this **'Related Documents'** overview.

Order Number	Customer	Amount	Date ↓	Order Status
<a href="#">3200029164</a>	DSM - TEST	€15.23 EUR	Dec 23, 2024	<b>9</b> Confirmed

Purchase Order: 3200029164 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) ⌵ 📄 ⋮

[Order Detail](#) [Order History](#)

**dsm-firmenich** ●●●

From:  
DSM Food Specialities France SAS  
15 Rue des Comtesses de Flandres  
59113 Seclin  
France  
Email: [fss-postoffice.dbs@dsm.com](mailto:fss-postoffice.dbs@dsm.com)

To:  
DSM Test Supplier 3  
3403 Adelaide St  
sing 999999  
Singapore  
Phone: +91 9923043358  
Fax:  
Email: [Ariba-MO-IT-Support-Team@dsm.com](mailto:Ariba-MO-IT-Support-Team@dsm.com)

Purchase Order  
(Confirmed)  
3200029164  
Amount: 15.23 EUR  
Version: 1

[Track Order](#)

Payment Terms ⓘ  
NET 30  
Within 30 days Due net

**10** Routing Status: Acknowledged  
Related Documents: [123456789](#)

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