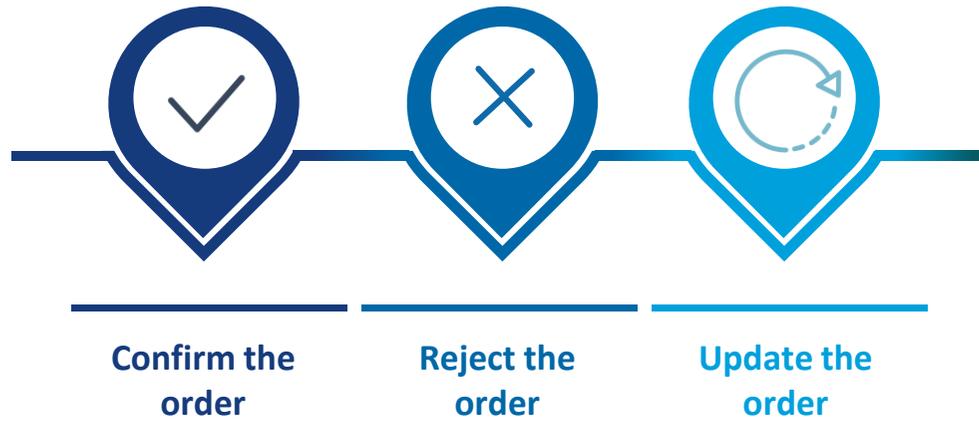




Supplier guidelines

How to respond to a purchase order

Table of content





How to respond to a Purchase Order

Order Confirmation

General acknowledgement of the PO

When faced with a PO, you will typically need to acknowledge the PO by means of an **Order Confirmation**. This can consist of different actions:

1. **Confirm** the PO fully or partially
2. **Propose modifications** to the PO. In such cases you'll typically need to wait for Buyer approval and the next version of the PO. This ensures full alignment on the order between you and the Buyer.
3. **Reject** the PO

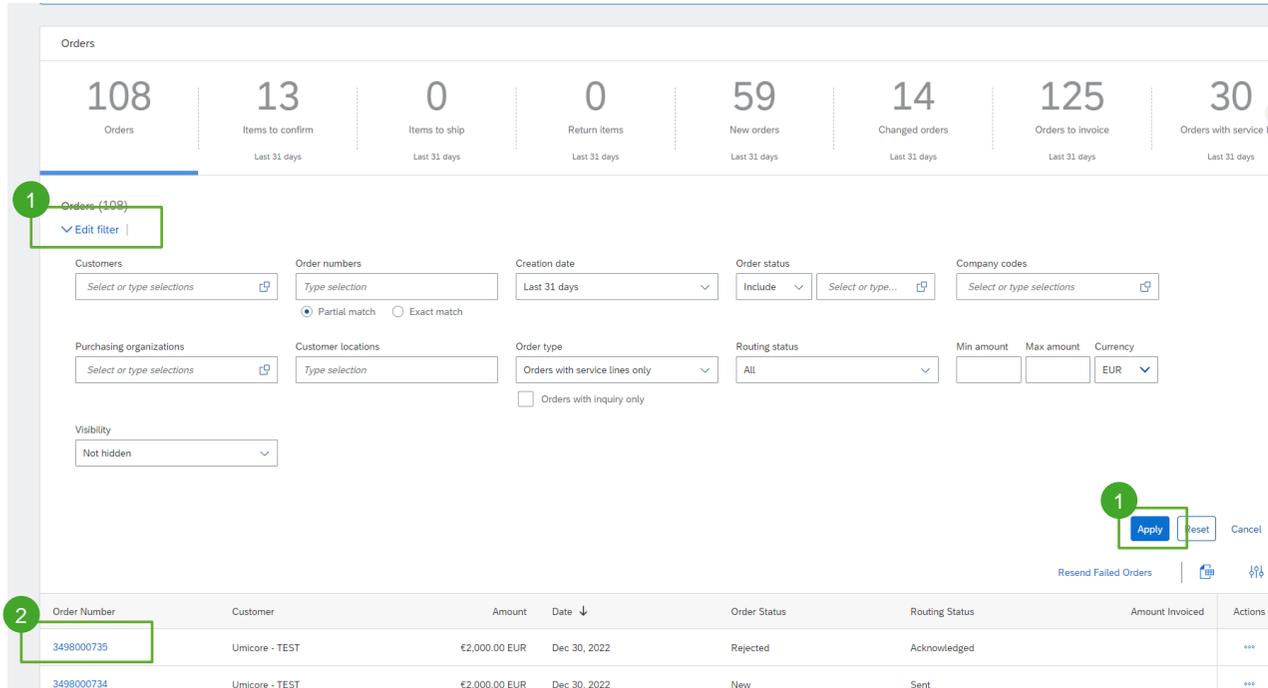
 Additional information:

For a **Service PO**, you could be asked to send a Service Sheet. Please refer to the "Send a Service Entry Sheet" materials on how to act upon a Service PO



Confirm the order

Locate the correct Purchase Order



Orders

108 Orders | 13 Items to confirm | 0 Items to ship | 0 Return items | 59 New orders | 14 Changed orders | 125 Orders to invoice | 30 Orders with service lines

1 **108 Orders (108)** [Edit filter](#)

Customers: Order numbers: Creation date: Order status: Company codes:

Partial match Exact match

Purchasing organizations: Customer locations: Order type: Routing status: Min amount: Max amount: Currency:

Orders with inquiry only

Visibility:

1 **Apply**

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Routing Status	Amount Invoiced	Actions
3498000735	Umicore - TEST	€2,000.00 EUR	Dec 30, 2022	Rejected	Acknowledged		***
3498000734	Umicore - TEST	€2,000.00 EUR	Dec 30, 2022	New	Sent		***

2 **Order Number**

Log in to your account on supplier.ariba.co and locate the list of all purchase orders via Orders > Purchase Orders

- 1 Use **“Edit filter”** options to retrieve the correct list of Purchase Order and click on **“Apply”**
- 2 In the list of Purchase Order, click on the **order number** of the Purchase order you wish to confirm

Confirm entire order



The screenshot shows the SAP Business Network interface for a purchase order. At the top, the header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The purchase order number is 3498000733. A 'Done' button is visible in the top right. Below the header, there is a toolbar with buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a green circle and a number '3'. A dropdown menu is open under this button, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Confirm Entire Order' option is highlighted with a green box. Below the toolbar, the Umicore logo is displayed. The main content area is divided into three columns: 'From: Customer' (Umicore SA, Belgium), 'To: DELOITTE BELGIUM (UMD)-TEST' (Belgium), and 'Purchase Order' (3498000733, Amount: 2,000.00 EUR). At the bottom, there is a 'Payment Terms' section (0.000% 30) and a 'Comments' section with a note: 'Please read the document in the attachment for purchase order and delive...'. The routing status is 'Sent' and the external document type is 'External PO (2011)'.

- 3 On the top left of the purchase order details, click on “Create Order Confirmation” and select “Confirm Entire Order”

Additional information:

- i Please note that this feature should only be used when you agree with the PO price, the quantity and the delivery date.

Confirm entire order



SAP Business Network Enterprise Account TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

4

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 2497000069

Customer: Umicore - TEST

Supplier Reference:

Shipping and Tax Information

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		000000000000565023	Material	1.000 (PCE)	24 Mar 2023	700.00 EUR	700.00 EUR

MOTORREDUCTOR SEW : BF57 DRN80M4TFIC

Current Order Status:
1.000 Confirmed As Is

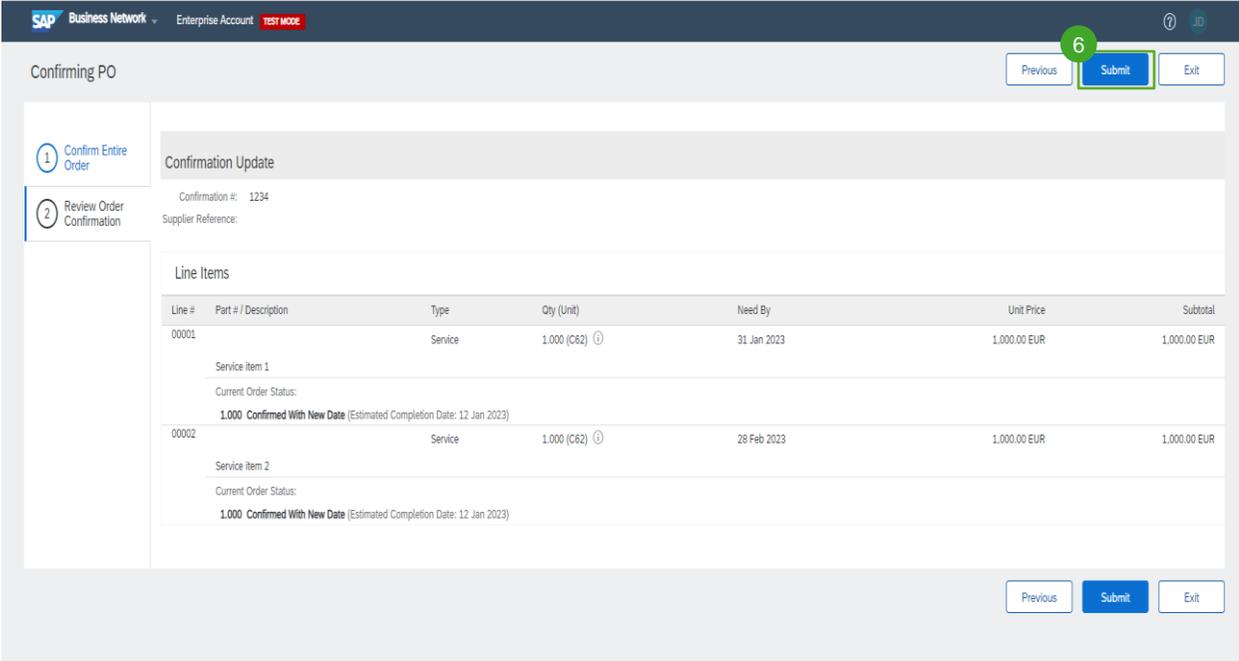
Exit Next

Exit Next

4 Enter Confirmation Number (which is any number you use to identify the order confirmation)

5 Click Next when finished.

Review the order confirmation



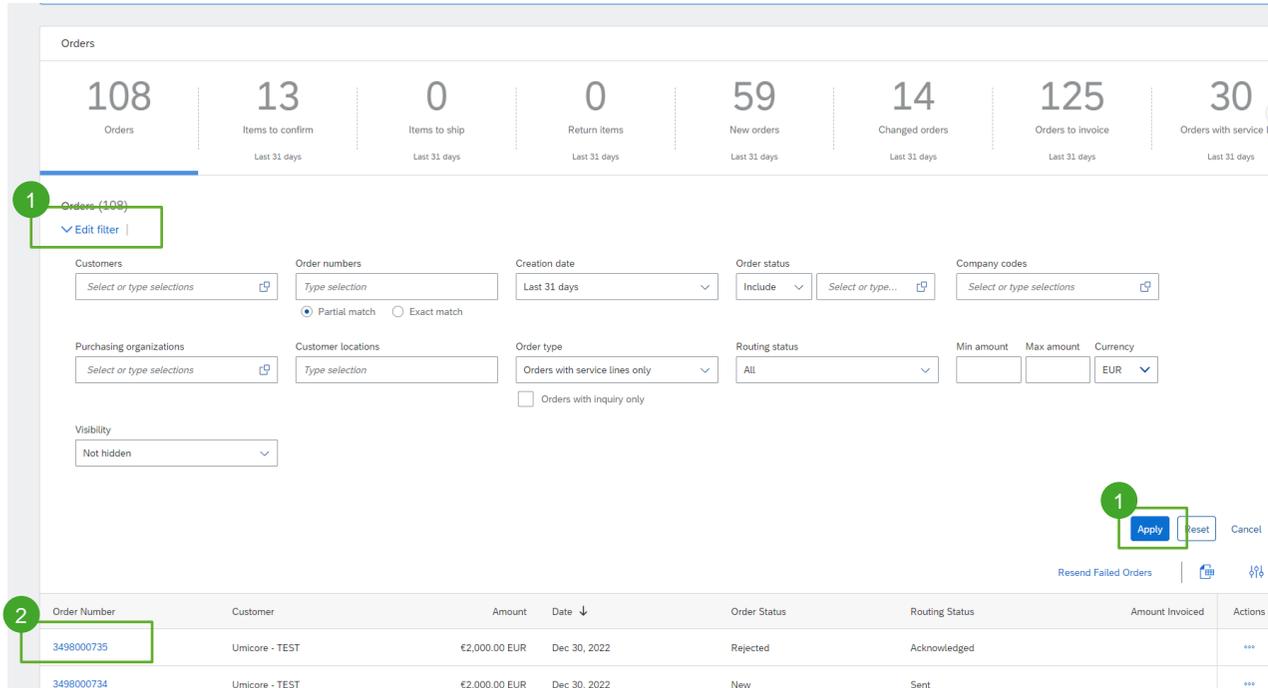
The screenshot displays the SAP Business Network interface for reviewing an order confirmation. The top navigation bar includes the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. The main header shows 'Confirming PO' and navigation buttons: 'Previous', 'Submit', and 'Exit'. A green circle with the number '6' highlights the 'Submit' button. On the left, a sidebar contains two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation', with the second step being active. The main content area is titled 'Confirmation Update' and shows 'Confirmation #: 1234' and 'Supplier Reference:'. Below this is a 'Line Items' table with two rows of service items. Each row includes a 'Current Order Status' section with the text '1.000 Confirmed With New Date (Estimated Completion Date: 12 Jan 2023)'. At the bottom, there are 'Previous', 'Submit', and 'Exit' buttons.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001		Service	1.000 (C62)	31 Jan 2023	1.000,00 EUR	1.000,00 EUR
Service Item 1						
Current Order Status: 1.000 Confirmed With New Date (Estimated Completion Date: 12 Jan 2023)						
00002		Service	1.000 (C62)	28 Feb 2023	1.000,00 EUR	1.000,00 EUR
Service Item 2						
Current Order Status: 1.000 Confirmed With New Date (Estimated Completion Date: 12 Jan 2023)						

- 6 Review the order confirmation, then click Submit.

Reject the order

Locate the correct Purchase Order



Orders

108 Orders | 13 Items to confirm | 0 Items to ship | 0 Return items | 59 New orders | 14 Changed orders | 125 Orders to invoice | 30 Orders with service lines

1 **Orders (108)**
▼ Edit filter |

Customers: Select or type selections
Order numbers: Type selection
Creation date: Last 31 days
Order status: Include | Select or type...
Company codes: Select or type selections

Purchasing organizations: Select or type selections
Customer locations: Type selection
Order type: Orders with service lines only
Routing status: All
Min amount: | Max amount: | Currency: EUR
 Orders with inquiry only

Visibility: Not hidden

1 **Apply** | Reset | Cancel

Resend Failed Orders | [Print] [Refresh]

Order Number	Customer	Amount	Date ↓	Order Status	Routing Status	Amount Invoiced	Actions
3498000735	Umicore - TEST	€2,000.00 EUR	Dec 30, 2022	Rejected	Acknowledged		***
3498000734	Umicore - TEST	€2,000.00 EUR	Dec 30, 2022	New	Sent		***

Log in to your account on supplier.ariba.co and locate the list of all purchase orders via Orders > Purchase Orders

- 1 Use **“Edit filter”** options to retrieve the correct list of Purchase Order and click on **“Apply”**
- 2 In the list of Purchase Order, click on the **order number** of the Purchase order you wish to reject

Reject the order



SAP Business Network Enterprise Account TEST MODE

Purchase Order: 3498000733

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

3 Confirm Entire Order

3 Update Line Items history

Reject Entire Order

umicore

From: Customer
Umicore SA
Broekstraat 31 rue de Marais
1000 Brussels
Belgium
Phone:
Fax:

To: DELOITTE BELGIUM (UMD)-TEST
Gateway building Luchthaven Brussel
1930 Zaventem
Belgium
Phone:
Fax:
Email: trogregravacri-2369@yopmail.com

Purchase Order
(New)
3498000733
Amount: 2.000.00 EUR
Version: 1

Payment Terms ⓘ
0.000% 30
Within 30 days due net from date of invoice

Routing Status: Sent
External Document Type: External PO (2011)

Comments

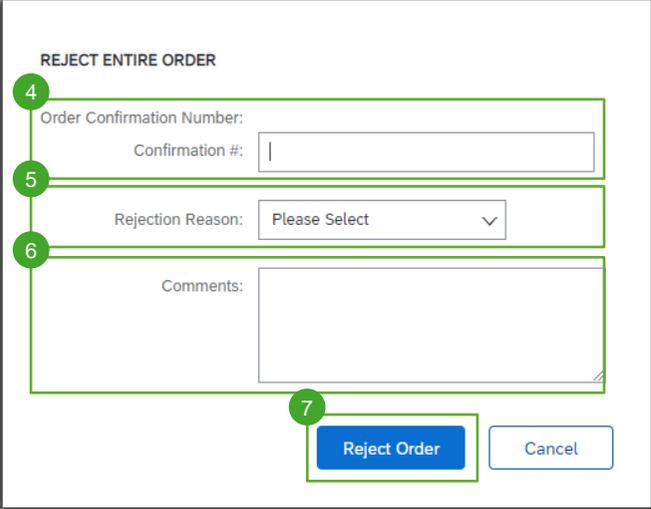
Please read the document in the attachment for purchase order and delive

- 3 On the top left of the purchase order details, click on “Create Order Confirmation” and select “Reject Entire Order”

Additional information:

- i This feature should be used when you can not deliver the requested goods / services. Umicore will typically cancel the order afterwards.

Reject entire order



REJECT ENTIRE ORDER

4 Order Confirmation Number:
Confirmation #:

5 Rejection Reason:

6 Comments:

7

Purchase (New) 349800
Amount:
Version: 1

attachment for purchase
ing days: 01.01.2023|09.0

71 11,,VAT BE 0401 574 852
té Anonyme,,Fax.: +32-2-227 79

- 4 Enter Confirmation Number
- 5 Select the Rejection Reason
- 6 Add potential comments.
- 7 Click Reject Order. details, click on "Create Order Confirmation" and select "Reject Entire Order"

Reject entire order



SAP Business Network Enterprise Account TEST MODE

Purchase Order: 3498000733 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

umicore

From:
Customer
Umicore SA
Broekstraat 31 rue de Marais
1000 Brussels

To:
DELOITTE BELGIUM (UMD)-TEST
Gateway building Luchthaven Brussel
1930 Zaventem

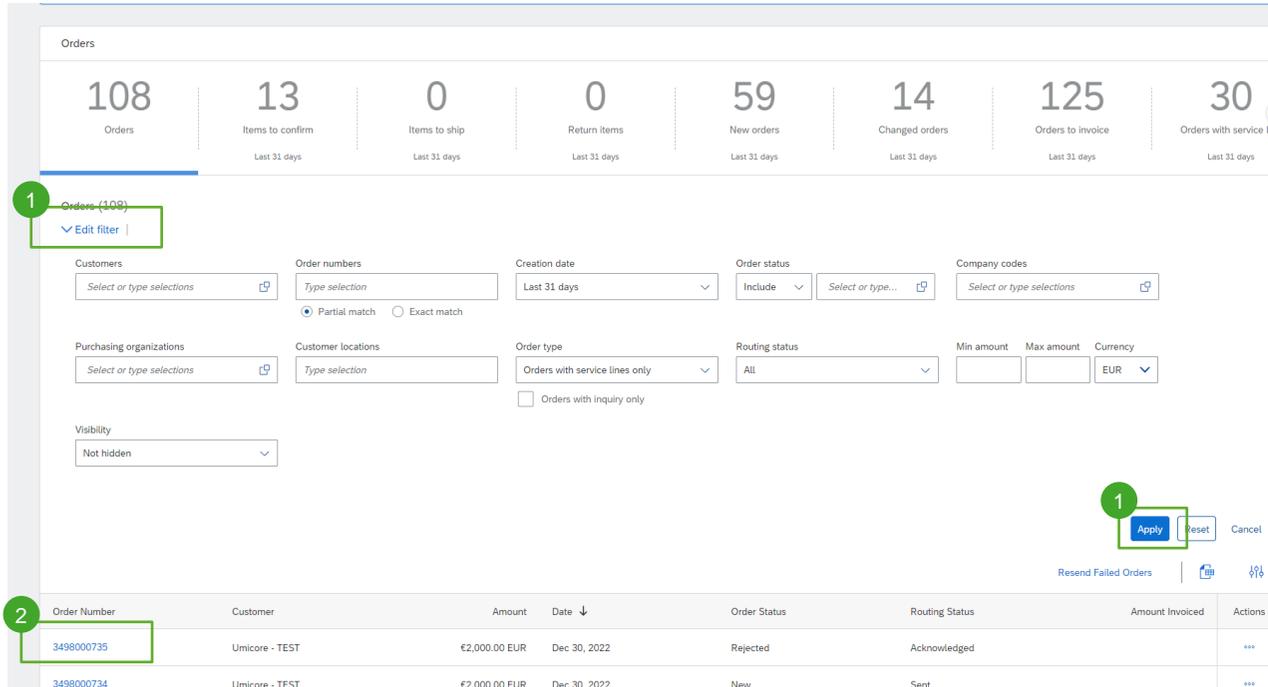
Belgium
Phone:
Fax:
Email: trogregravaci-2369@yopmail.com

8 Purchase Order
(Rejected)
3498000733
Amount: 2,000.00 EUR
Version: 1

- 8 Purchase order status will now show as "Rejected"

Update the order

Locate the correct Purchase Order



Orders

108 Orders

13 Items to confirm
Last 31 days

0 Items to ship
Last 31 days

0 Return items
Last 31 days

59 New orders
Last 31 days

14 Changed orders
Last 31 days

125 Orders to invoice
Last 31 days

30 Orders with service lines
Last 31 days

1 Orders (108)
Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include Select or type...

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: Orders with service lines only

Routing status: All

Min amount: Max amount: Currency: EUR

Visibility: Not hidden

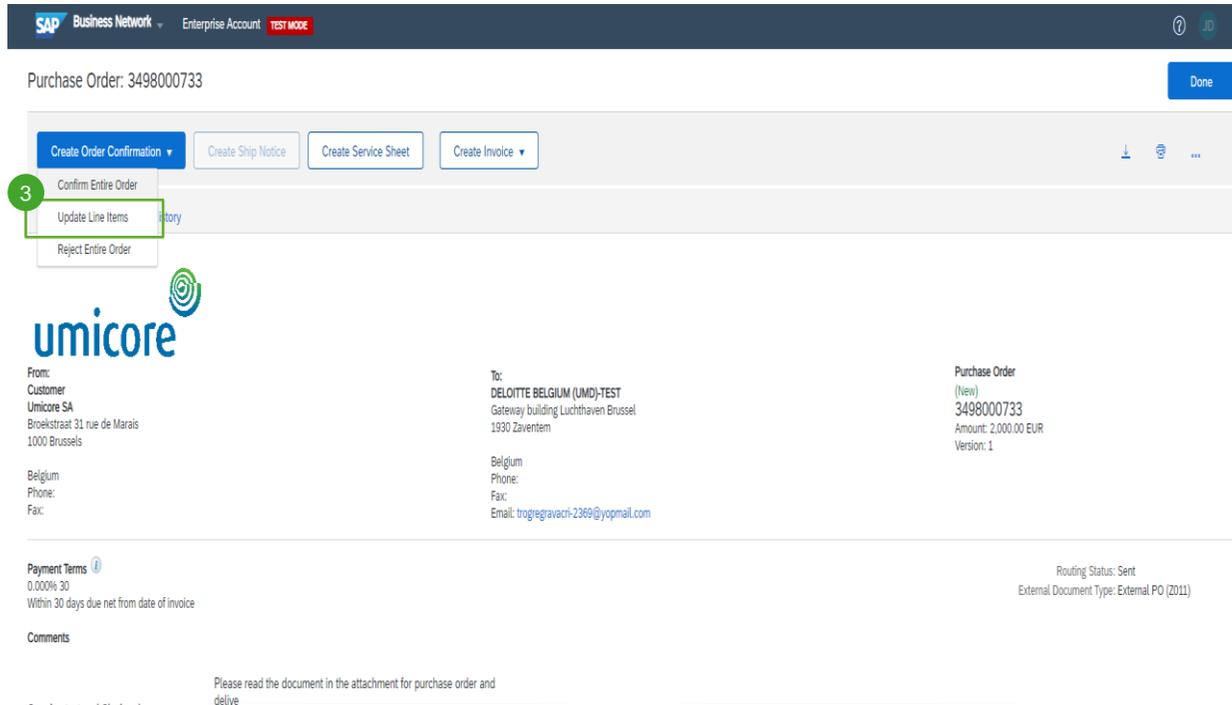
Apply Reset Cancel

Order Number	Customer	Amount	Date ↓	Order Status	Routing Status	Amount Invoiced	Actions
3498000735	Umicore - TEST	€2,000.00 EUR	Dec 30, 2022	Rejected	Acknowledged		***
3498000734	Umicore - TEST	€2,000.00 EUR	Dec 30, 2022	New	Sent		***

Log in to your account on supplier.ariba.co and locate the list of all purchase orders via Orders > Purchase Orders

- 1 Use “**Edit filter**” options to retrieve the correct list of Purchase Order and click on “**Apply**”
- 2 In the list of Purchase Order, click on the **order number** of the Purchase order you wish to update

Update the order



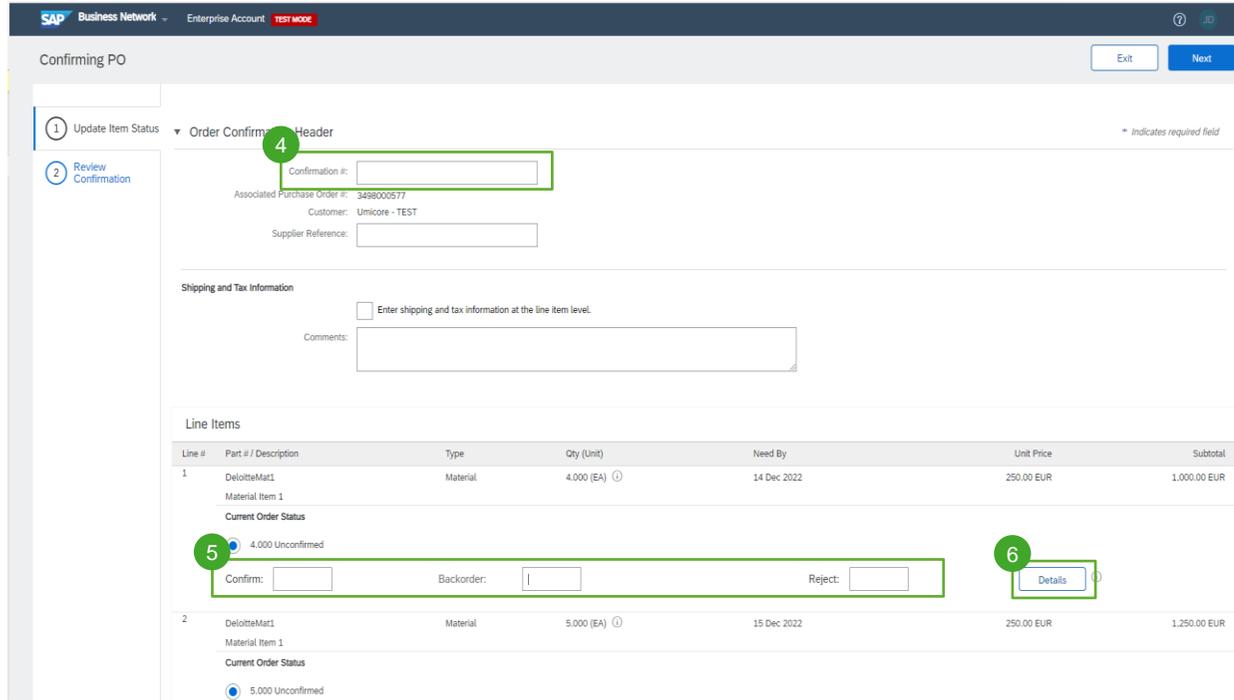
The screenshot shows the SAP Business Network interface for a purchase order. At the top, the header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The purchase order number '3498000733' is displayed. A 'Done' button is in the top right. Below the header is a toolbar with buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A green circle with the number '3' highlights the 'Update Line Items' option. Below the toolbar is the Umicore logo and contact information for both the customer and the supplier. The customer information includes 'Umicore SA' and 'Broekstraat 31 rue de Marais 1000 Brussels'. The supplier information includes 'DELOITTE BELGIUM (UMD)-TEST' and 'Gateway building Luchthaven Brussel 1930 Zaventem'. The purchase order details show '(New) 3498000733', 'Amount: 2.000.00 EUR', and 'Version: 1'. The routing status is 'Sent' and the external document type is 'External PO (2011)'. Payment terms are '0.000% 30' and 'Within 30 days due net from date of invoice'. A 'Comments' section is at the bottom with a note: 'Please read the document in the attachment for purchase order and delive'.

- 3 On the top left of the purchase order details, click on “Create Order Confirmation” and select “Update line items”

Additional information:

- i This feature should be used if you want to request an update to the price or delivery date. This will not automatically create a new version of the PO. The buyer can still reject the proposed changes and cancel the PO.

Update the order

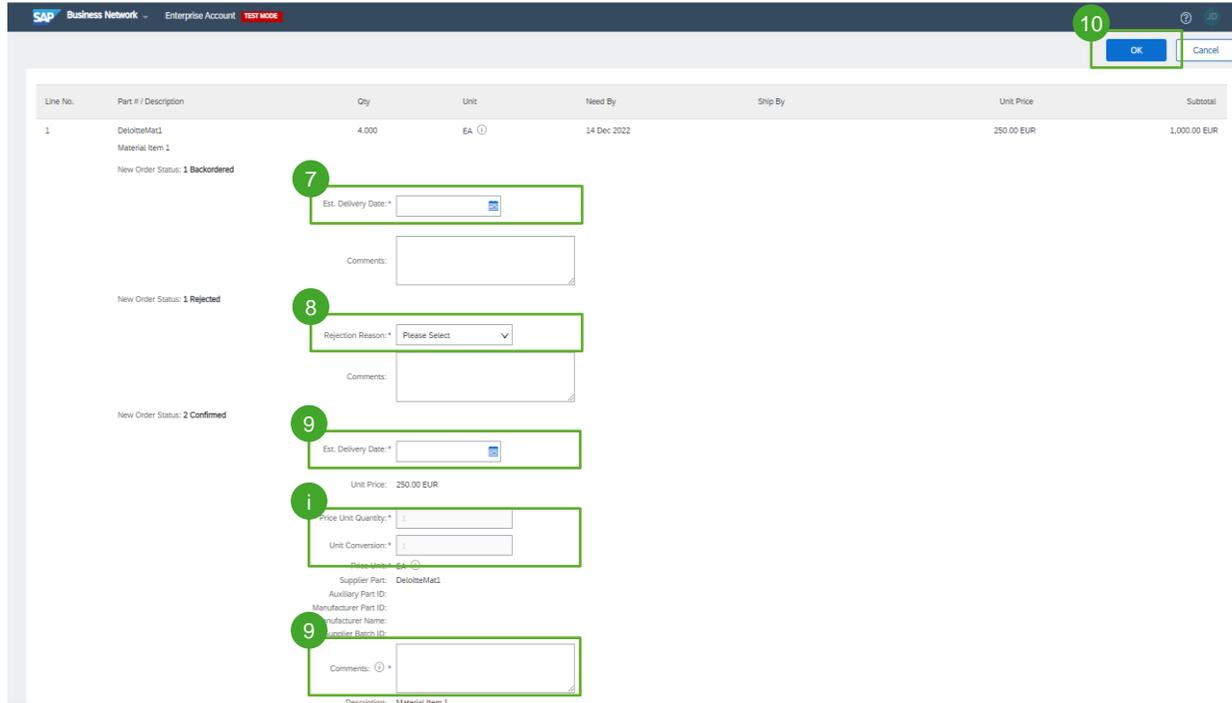


The screenshot shows the SAP Business Network 'Confirming PO' interface. The header section includes a 'Confirmation #' field (annotated with 4), 'Associated Purchase Order #' (3498000577), 'Customer' (Umicore - TEST), and 'Supplier Reference'. The 'Shipping and Tax Information' section has a checkbox for 'Enter shipping and tax information at the line item level.' and a 'Comments' field. The 'Line Items' table is as follows:

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	DeloitteMat1	Material	4,000 (EA)	14 Dec 2022	250.00 EUR	1,000.00 EUR
	Material Item 1					
	Current Order Status					
	4,000 Unconfirmed					
	Confirm: <input type="text"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>			
	<input type="button" value="Details"/>					
2	DeloitteMat1	Material	5,000 (EA)	15 Dec 2022	250.00 EUR	1,250.00 EUR
	Material Item 1					
	Current Order Status					
	5,000 Unconfirmed					

- 4 Complete an order confirmation number of your choosing
- 5 Complete per line item, the items you can confirm, will need to backorder and will reject
- 6 Click on "Details" to specify the confirmed, backorder and rejected items

Update the order



The screenshot displays the SAP Business Network interface for updating an order. The main table shows one line item with a quantity of 4,000 EA, a need-by date of 14 Dec 2022, and a unit price of 250.00 EUR. Below the table, three sections are visible, each with a form for updating the order status:

- Backordered:** Includes a date picker for 'Est. Delivery Date' (marked with a green circle 7) and a text area for 'Comments'.
- Rejected:** Includes a dropdown menu for 'Rejection Reason' (marked with a green circle 8) and a text area for 'Comments'.
- Confirmed:** Includes a date picker for 'Est. Delivery Date' (marked with a green circle 9), a text input for 'Unit Price' (250.00 EUR), a text input for 'Price Unit Quantity' (1), a text input for 'Unit Conversion', and a text area for 'Comments' (marked with a green circle 9).

At the top right of the interface, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a green circle 10.

7 For backorder items, specify the new delivery date

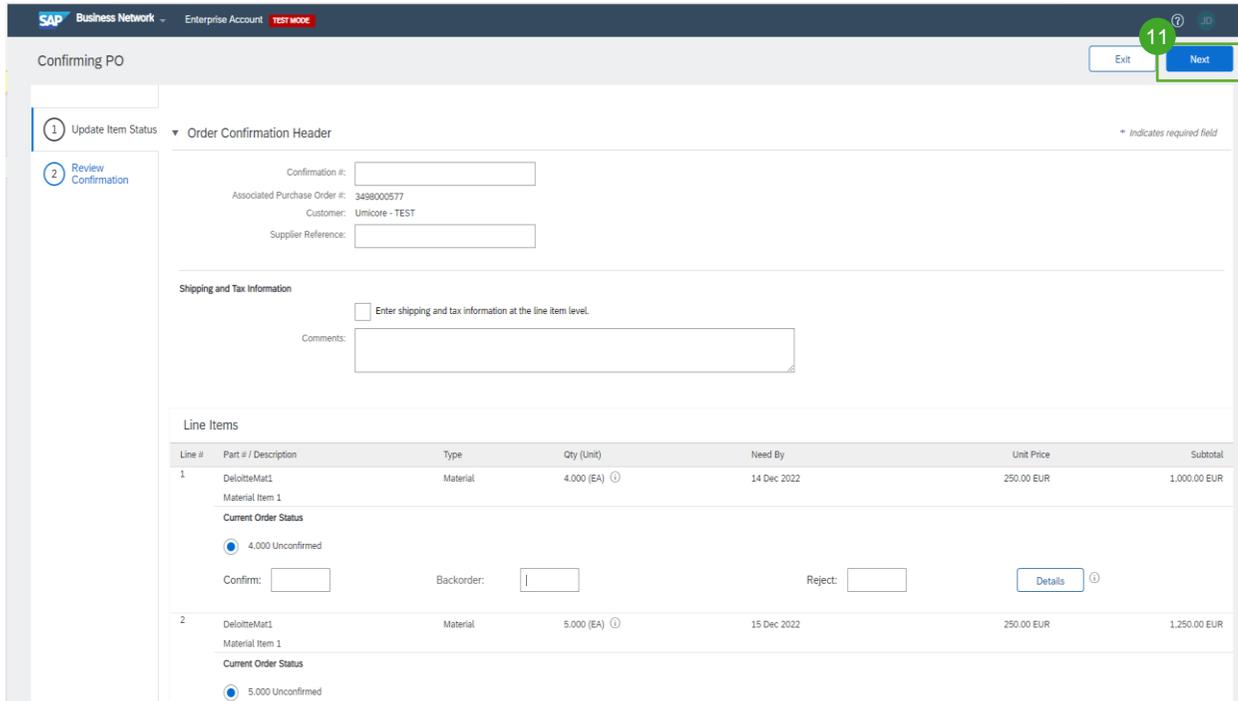
8 For rejected items, select the rejection reason

9 For confirmed items, you can updated the delivery date and add comments.

10 Click "OK" to confirm

i If a price update is needed, this will need to be done via the comments in the confirmed items

Update the order



SAP Business Network Enterprise Account TEST MOOD

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 3498000577

Customer: Umicore - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	DeloitteMat1	Material	4.000 (EA)	14 Dec 2022	250.00 EUR	1.000.00 EUR
	Material Item 1					
	Current Order Status					
	<input checked="" type="radio"/> 4.000 Unconfirmed					
	Confirm: <input type="text"/>	Backorder: <input type="text"/>		Reject: <input type="text"/>	<input type="button" value="Details"/>	
2	DeloitteMat1	Material	5.000 (EA)	15 Dec 2022	250.00 EUR	1.250.00 EUR
	Material Item 1					
	Current Order Status					
	<input checked="" type="radio"/> 5.000 Unconfirmed					

11 Click on Next to continue

Update the order

SAP Business Network - Enterprise Account TEST MODE

Confirming PO

12

1 Update Item Status

2 Review Confirmation

Confirmation #: 12345
Supplier Reference:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	DeloitteMat1 Material Item 1	Material	4,000 (EA)	14 Dec 2022	250.00 EUR	1,000.00 EUR
Current Order Status: 1 Rejected (Rejection Reason: Incorrect Description) 2 Confirmed With New Date (Comments: PRICE UPDATE NEEDED: 260 EURO DUE TO INDEXATION; Estimated Delivery Date: 26 Jan 2023) 1 Backordered (Estimated Delivery Date: 24 Mar 2023)						
2	DeloitteMat1 Material Item 1	Material	5,000 (EA)	15 Dec 2022	250.00 EUR	1,250.00 EUR
Current Order Status: 5 Confirmed With New Date (Estimated Delivery Date: 12 Jan 2023)						

12

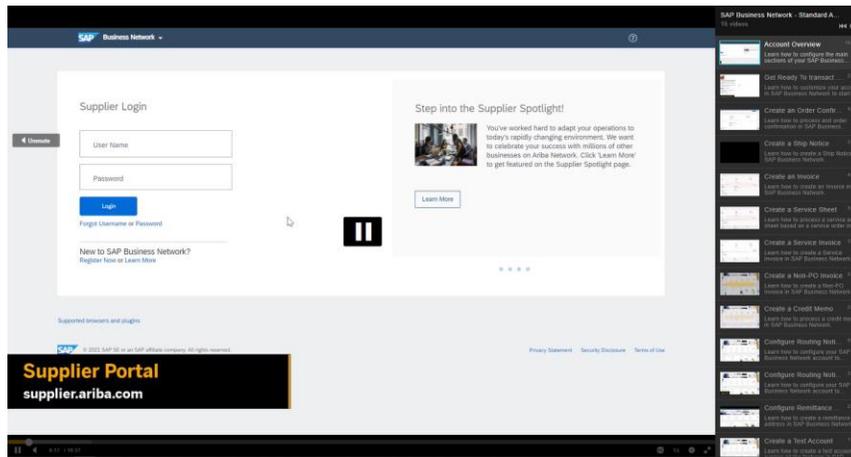
Previous Submit Exit

Previous Submit Exit

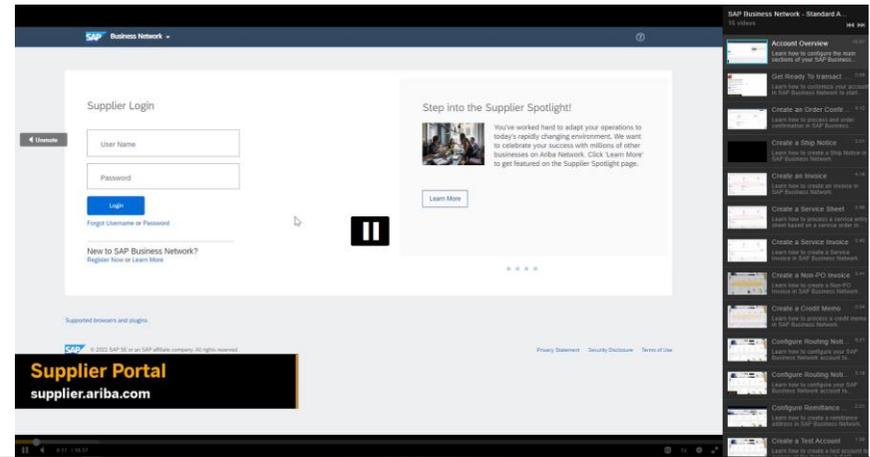
12 Review updated order and click on "submit"

Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:



[Click here for English](#)



[Click here for French](#)



For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team (ariba.supplier.support@umicore.com)

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