

# Accelerating Essity's Digital Transformation

## PURCHASE ORDER COLLABORATION

Individual Order Confirmation



Audience: Essity Suppliers  
Indirect Materials



# Purchase Order Collaboration Topic

## 1 Confirm Entire Order

Update Line Items

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Reject Entire Order

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# Purchase Order Collaboration

## Order Confirmation – Confirm Entire Order (1/3)

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Orders' menu is expanded, showing 'Purchase Orders' and 'Order Inquiries'. The dashboard displays metrics for 'Orders (7)', 'Items to confirm', 'Items to ship', 'Return items', 'New orders', and 'Changed orders'. A table of orders is shown below, with the order number '4700205350' highlighted. A context menu is open over this order, showing options like 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red box highlights the 'Confirm entire order' option in the context menu.

Please follow the next steps to confirm individual PO.

- 1 Click on **Orders>Purchase Orders**
  - 2 Select **Orders** tile.
  - 3 Identify the right document (you can review the Order upfront by clicking on its Order ID) and click under **Actions**.
  - 4 Select an action: **Confirm entire order**
- A** The same actions are available from the **PO screen**. Click **Create Order Confirmation** button after clicking on specific Purchase Order Number.

# Purchase Order Collaboration

## Order Confirmation – Confirm Entire Order (2/3)

Confirming PO Exit Next

1 Confirm Entire Order  
2 Review Order Confirmation

Order Confirmation Header \* Indicates required field

Confirmation #:  5

Associated Purchase Order #: 4705000067  
Customer: Essity Health and Hygiene - TEST  
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date:  6

Est. Shipping Cost:   
Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen  7

The total size of all attachments cannot exceed 100MB

5 Enter the **Confirmation Number** which is any number you use to identify the order confirmation.

6 Specify the **Est. Delivery Date**. The delivery date should be the same as on the Purchase Order document, otherwise you will encounter the error message and the Order Confirmation will not be submitted.

7 If you would like to add any supportive documentation i.e., certificate of analysis, click the **Choose File** button, select the file and then click the **Add Attachment** button to enclose document (maximum attachment size is 100MB).

# Purchase Order Collaboration

## Order Confirmation – Confirm Entire Order (3/3)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Test	Material	1 (EA)	1,000.00 EUR	1,000.00 EUR

Current Order Status:  
1 Confirmed As Is

Exit Next

Confirmation Update

Confirmation #: Untitled 11/16/2023  
Supplier Reference:  
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Test	Material	1 (EA)	1,000.00 EUR	1,000.00 EUR

Current Order Status:  
1 Confirmed As Is

Previous Submit Exit

- 8 Please review the Order Confirmation details. The order will be confirmed as unchanged. The information is also reflected in Schedule Lines section: **Confirmed As Is**.
- 9 Click **Next** button in order to go to the final step of the Order Confirmation creation.
- 10 In order to send the Order Confirmation to Essity please click **Submit** button.

# Purchase Order Collaboration

## Unconfirmed Order – Email Notification

Confirm orders from your buyers 

 AribaNetworkAdmin@ariba.com  
Mon 7/12/2021 5:00 AM  
To: |



Hello Test SCC Supplier - TEST,

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
<a href="#">4700000789</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000768</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000432</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000234</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000761</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000890</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000780</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000237</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000888</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New
<a href="#">4700000652</a>	Essity Health and Hygiene - TEST	9 Jul 2022	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. If you have any questions, contact the buyer directly.

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

 Suppliers will receive up to three automatic reminders for each order that are unconfirmed after a number of days (buyer-specified) from the order date.

# Purchase Order Collaboration Topic

Confirm Entire Order

2

Update Line Items

Reject Entire Order



# Purchase Order Collaboration

## Order Confirmation – Update Line Items (1/5)

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Orders' and 'Purchase Orders'. A red box labeled '1' highlights the 'Purchase Orders' dropdown menu. Below this, a dashboard shows various metrics, with a red box labeled '2' around the 'Orders (7)' tile. A table of orders is visible, with a red box labeled 'A' around the order number '4700205350'. A modal window for 'Purchase Order: 4700205350' is open, showing a dropdown menu with 'Update Line Items' highlighted by a red box labeled '4'. Another dropdown menu is open on the right side of the modal, with 'Update line items' highlighted by a red box labeled '4'. A red box labeled '3' is around the 'Actions' column in the table below the modal.

Please follow the next steps to Update Line Items for individual PO.

- 1 Click on **Orders>Purchase Orders**
  - 2 Select **Orders** tile.
  - 3 Identify the right document (you can review the Order upfront by clicking on its Order ID) and click under **Actions**.
  - 4 Select an action: **Update line items**
- A** The same actions are available from the **PO screen**. Click **Create Order Confirmation** button after clicking on specific Purchase Order Number.

# Purchase Order Collaboration

## Order Confirmation – Update Line Items (2/5)

### Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Test	Material	1 (EA)	1,000.00 EUR	1,000.00 EUR

**Current Order Status**

1 Unconfirmed

Confirm:  Backorder:  Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

5 Insert the amount to confirm.

6 Click on **Details**

# Purchase Order Collaboration

## Order Confirmation – Update Line Items (3/5)

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available Test	1	EA			1,000.00 EUR	1,000.00 EUR

New Order Status: **1.00 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:  **7**

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Subtotal: 1,000.00 EUR

**8**

**Undisclosed** ⓘ

Unit Price: (no value) ▾

Supplier Part: (no value)

Auxiliary Part ID: 0.01

Manufacturer Part ID:

**7** The Unit Price will be generated automatically.

**!** In case of Purchase Order with **Undisclosed** amount choose Unit Price value = **0.01** for the system to accept the confirmation successfully.

**8** Click **OK** button

# Purchase Order Collaboration

## Order Confirmation – Update Line Items (4/5)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Test	Material	1 (EA)	1,000.00 EUR	1,000.00 EUR

**Current Order Status** 

1.00 Confirmed As Is

Confirm:  Backorder:  Reject:  [Details](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB

[Confirm All](#)

[Exit](#) [Next](#) 

 The current Order Status will be now reflected as **Confirmed As Is**

 To Proceed to save made changes click **Next**

# Purchase Order Collaboration

## Order Confirmation – Update Line Items (5/5)

Confirming PO

Confirmation #: Untitled 11/16/2023  
Supplier Reference:

Attachments:

1 Update Item Status

2 Review Confirmation

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Test	Material	1 (EA)	1,000.00 EUR	1,000.00 EUR

Current Order Status:  
1.00 Confirmed As Is

Previous Submit Exit

Previous Submit Exit

10 Review the Line Items once again and click the **Submit** button.

# Purchase Order Collaboration Topic

Confirm Entire Order

Update Line Items

**3** Reject Entire Order



# Purchase Order Collaboration

## Order Confirmation – Reject Entire Order

Purchase Order: 4705000067

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order  
Update Line Items  
Reject Entire Order

Purchase Order: 4705000067 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

From: Essity Denmark A/S  
HBS/FE 107  
83880 Frösön  
Sweden

To:

Purchase Order (Confirmed)  
4705000067  
Amount: 1,000.00 EUR  
Version: 1

Track Order

Payment Terms NET 90

Comments  
Comment Type: Terms and Conditions  
Body: Our preferred way is to receive the invoice via email.  
Kindly send the invoice in PDF-format to: [supplierinvoices.NORD](mailto:supplierinvoices.NORD)

Acceptance of this purchase order ... [View more >](#)

Routing Status: Acknowledged  
Related Documents: Untitled 11/16/2023

REJECT ENTIRE ORDER

Order Confirmation Number:  
Confirmation #:

Comments:

Reject Order Cancel

1 In case of rejection of the order, click **Reject Entire Order**

2 Input the reason for rejections in the comments section.

3 Click **Reject Order** button

# Accelerating Essity's Digital Transformation

## Questions

Please contact  
[SupplierInfo@essity.com](mailto:SupplierInfo@essity.com)

Thank you for your participation. Join us in shaping our future!



