

How to confirm your order

To be able to create an invoice or a Service Entry Sheet, it is necessary to create an order confirmation.

The first step is always to retrieve the purchase order which you want to invoice

(If you did not yet set up your account, please see “Manual account set-up SAP BN” or contact purchasing@50hertz.com)

1. Go to <https://supplier.ariba.com> and log in with your username and password.

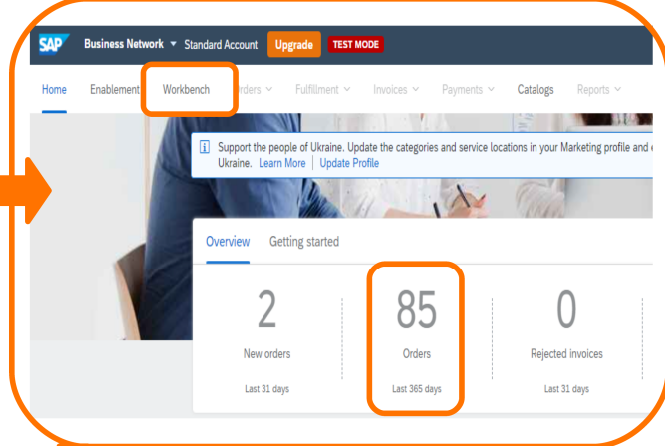
Supplier Login

User Name

Password

Login

Forgot Username or Password

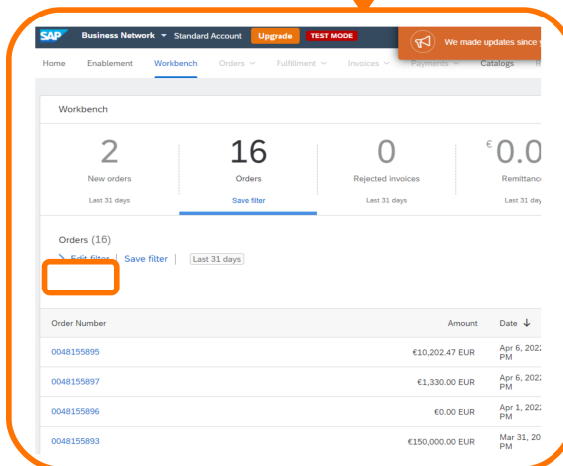


2. Either click on “Orders” (in the middle of the screen) or on “Workbench” (on the top-left).

3. Now you see a list of all purchase orders which you’ve received via SAP Business Network.

NB: A filter is likely still active!

It’s best to click on ‘Edit filter’ and change ‘last 31 days’ to ‘last 365 days’, then ‘apply’ and ‘save filter’.



Creation date

Last 31 days

Last 24 hours

Last 7 days

Last 14 days

Last 31 days

Last 90 days

Last 365 days

Custom date range

Apply

Only see a big “+” in the “workbench”?

Click on it, select “orders” and finally



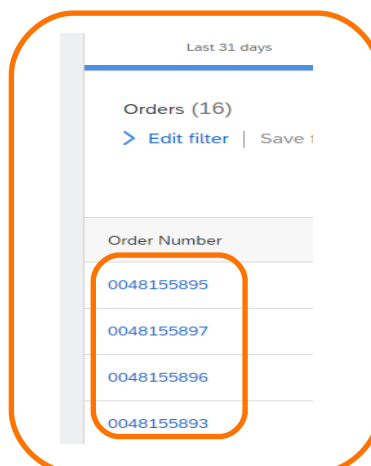
Let’s get some results - add tiles to personalize your Workbench

Orders



Apply

4. Finally, click on your **order number (in blue)** on the left of the workbench, to go to the document itself.



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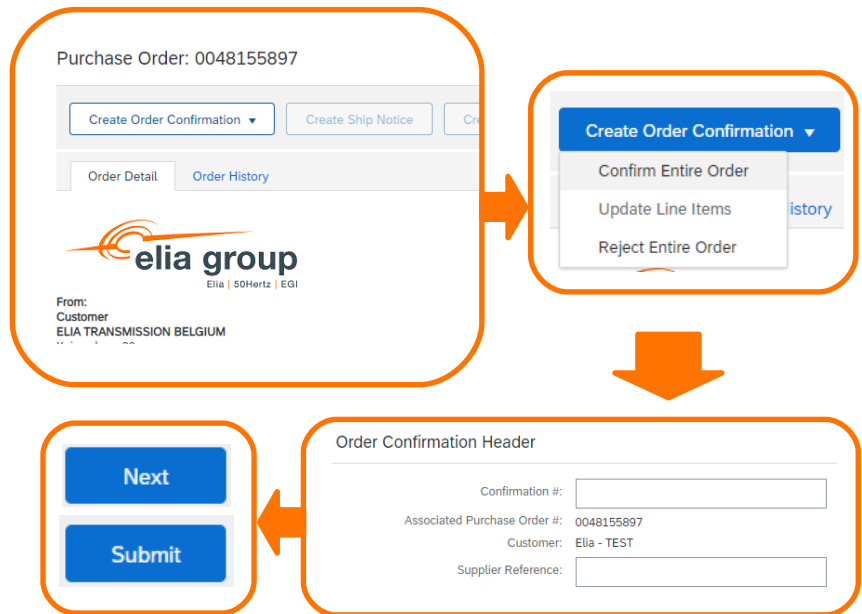
It's best to always verify first if your order is correct. If it is, it should be **confirmed**. **This is a prerequisite for invoicing**. If you spot a delivery date, a price or a quantity which is wrong, it's important to **reject** the order and **explain why!**

If the PO isn't correct, you cannot make a correct invoice!

The Order is correct —> Confirm your Order

1. On the order, click on “**Create order confirmation**” on the top-left or bottom-left of the screen, then “**Confirm entire order**”

2.
- **Optional** If you want to, you can give the order confirmation document your own number,
- **Necessary** Click on “**next**” and “**submit**” directly. The confirmation is sent!



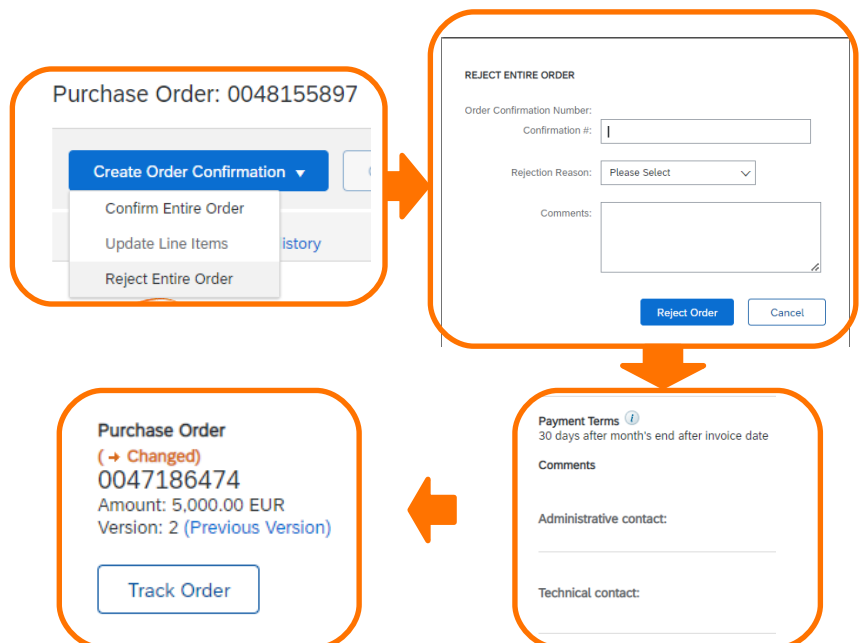
The Order is incorrect —> Reject the Order

If say, a unit price or a delivery date, is not correct on the order, it's best to **reject** it. Here's how:

1. On the order, click on “**Create order confirmation**” on the top-left or bottom-left of the screen, then “**Reject entire order**”.

2.
- **Optional** If you want to, you can give the order confirmation document your own number,
- **Necessary** Select a **reason** and **explain** what's wrong. Click on “**Reject order**”.

3. These comments will go to the **technical contact on the PO** and if he/she approves, you will receive a **second, corrected version** of the PO which you can invoice.



4. If the adjusted version takes too long to arrive, **send an e-mail to one of the contact persons on the order**.