

Order Confirmation

-Supplier guide-

Version 01/2024

SAP Ariba 

The SAP Ariba logo features the text "SAP Ariba" in a blue sans-serif font, followed by a stylized yellow and orange icon consisting of three upward-pointing chevrons.

SAP ARIBA - ORDER CONFIRMATION

Table of Content:

- 1. Login to the SAP Business Network**
2. Accessing Purchase Order
3. Order Confirmation without changes
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1. Login to the SAP Business Network

You can register with the SAP Business Network (formerly Ariba Network) at the following link:

<https://service.ariba.com/Supplier.aw/>

Preferred browsers are Microsoft Edge and Mozilla Firefox.

The first time you receive an order from STIHL via the SAP Business Network, you will need to create a new free Standard Ariba account. Please follow the SAP link below to create an account:

[Get Ready to Transact](#)

https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_ci8ubdfs

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2. Accessing Purchase Order

Orders from STIHL are sent via the SAP Business Network.

Suppliers with an existing Ariba connection to STIHL can open the order by logging into their SAP Business Network. There they can view the order.

A copy of the order is also sent by e-mail, depending on the supplier's SAP Business Network settings. The supplier's order confirmation to STIHL should be sent via the SAP Business Network.

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2. Accessing Purchase Order

- 1 Open the SAP Business Network and navigate to the **"Workbench"** tab.
- 2 Search for the order in the list below or enter the order number directly in the **"Order numbers"** field and filter by this number.
- 3 The order can then be opened by clicking on the order number.
- 4 Suppliers with a standard SAP Network Account can only respond to an order via the **"Actions"** button.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discover', 'Workbench' (highlighted with a red box and '1'), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below the navigation bar, the 'Workbench' section shows six summary cards: '35 New orders', '60 Orders', '10 Orders with service line', '3 Changed orders', '7 Items to confirm', and '21 Orders to invoice'. The main content area is titled 'New orders (35)' and includes a filter section with 'Order numbers' (highlighted with a red box and '2'), 'Creation date', and 'Order status'. The 'Order numbers' field contains 'Type selection' and has radio buttons for 'Partial match' (selected) and 'Exact match'. Below the filter section is a table of orders. The first row is highlighted with a red box and '3' around the order number '4400003603'. The 'Actions' column for this row is highlighted with a red box and '4'.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4400003603	ANDREAS STIHL AG & Co. KG - TEST	€92 EUR	Jan 24, 2024	New		...

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Table of Content:

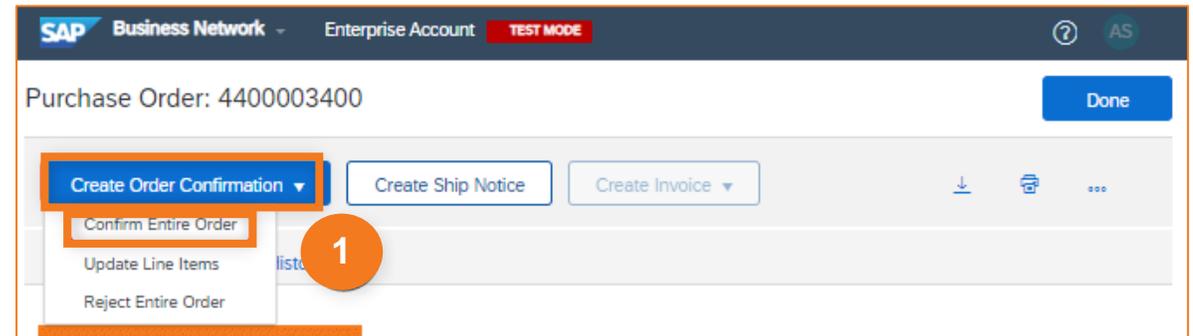
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3. Order Confirmation without changes

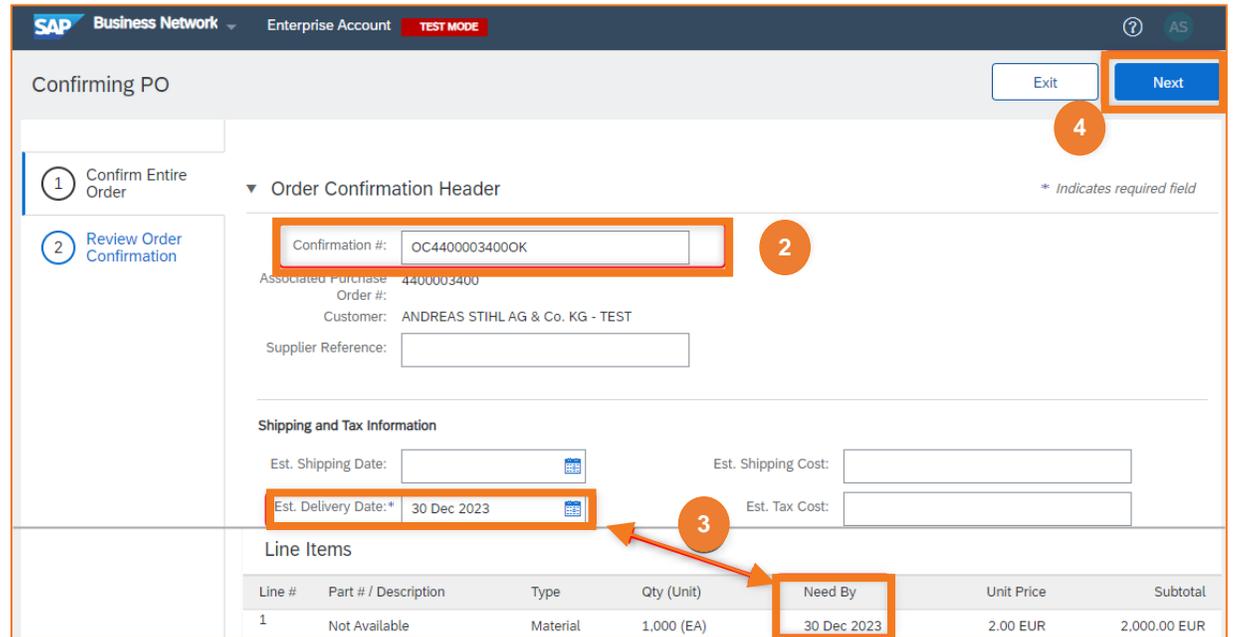
- 1 Click on **"Create order confirmation"** and then select **"Confirm entire order"**.



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3. Order Confirmation without changes

- 2 An order confirmation number can be entered in the "**Confirmation no.**" Field.
- 3 The "**Estimated delivery date**" must be entered as a mandatory field.
If the expected delivery date does not match the required date ("**Required on**"), a new version of the order will be created. The new version must be approved by STIHL.
- 4 Click on "Next" to send the order confirmation to STIHL in the next step by clicking on the "**Submit**" button.



Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: OC4400003400OK

Associated Purchase: 4400003400

Order #: 4400003400

Customer: ANDREAS STIHL AG & Co. KG - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:* 30 Dec 2023

Est. Tax Cost:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	1,000 (EA)	30 Dec 2023	2.00 EUR	2,000.00 EUR

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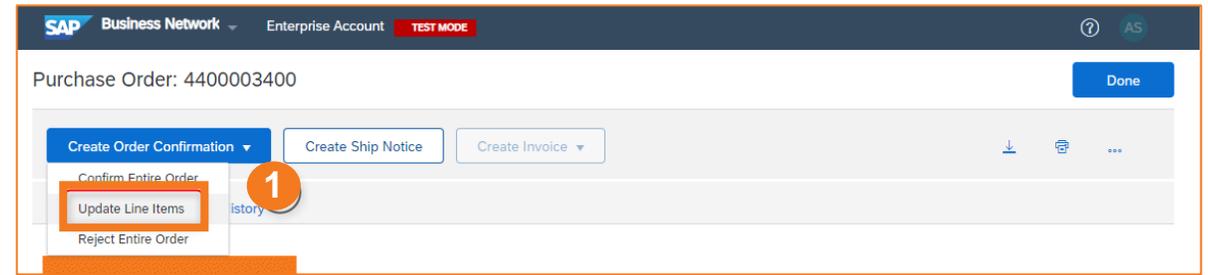
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4. Order Confirmation with changes

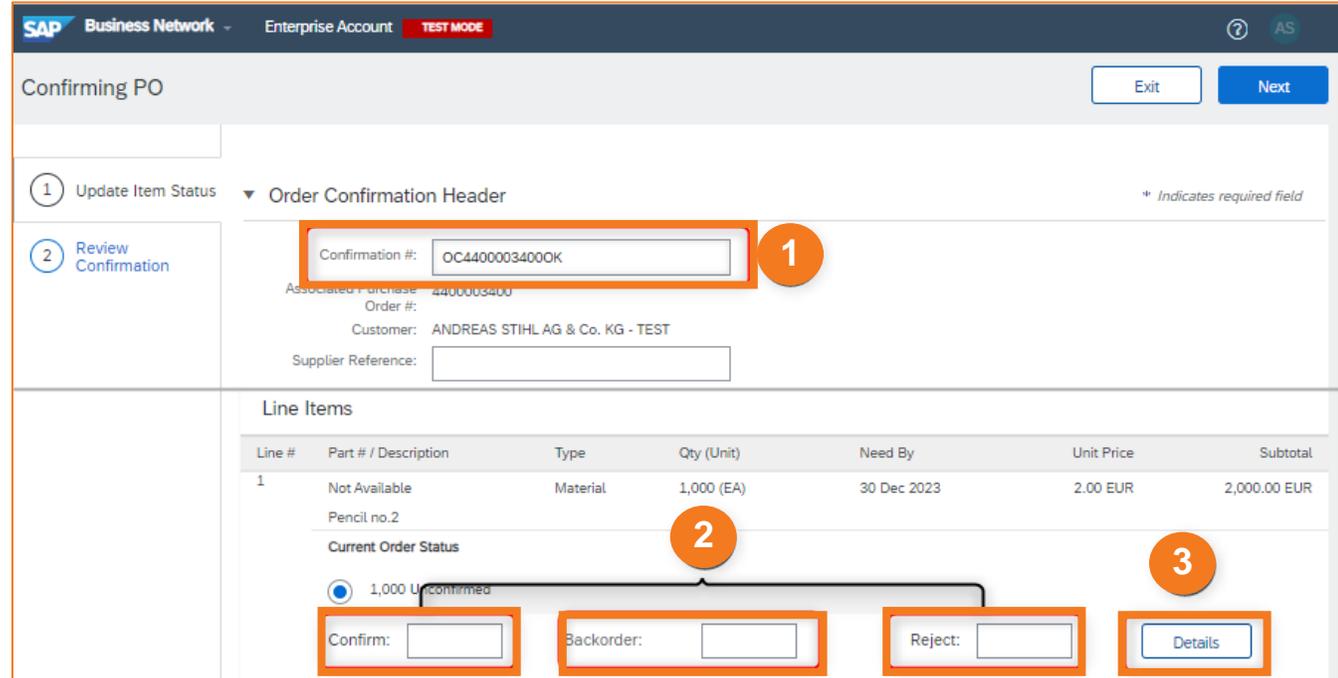
- 1 Click on "Create order confirmation" and then select "Update items".



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4. Order Confirmation with changes

- 1 An order confirmation number can be entered in the "**Confirmation no.**" field.
- 2 The quantity entry can be edited for each item.
The requested quantity can be confirmed, reordered or rejected.
- 3 After entering the quantity, click on "**Details**" to enter the note and the expected delivery date.
- 4 Confirm the details with "**OK**".



The screenshot shows the SAP Business Network interface for an order confirmation. The header section includes a 'Confirming PO' field and buttons for 'Exit' and 'Next'. The 'Order Confirmation Header' section contains fields for 'Confirmation #:' (OC4400003400OK), 'Associated Purchase Order #:', 'Order #:', 'Customer:', and 'Supplier Reference:'. The 'Line Items' table shows one item with a quantity of 1,000 (EA) and a unit price of 2.00 EUR. The 'Current Order Status' section shows '1,000 Unconfirmed' and buttons for 'Confirm:', 'Backorder:', 'Reject:', and 'Details'.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Pencil no.2	Material	1,000 (EA)	30 Dec 2023	2.00 EUR	2,000.00 EUR

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4. Order Confirmation with changes

- 5 Click on "**Next**" to view the summary of the processing of the order confirmation.
- 6 Click on "**Submit**" to send the order confirmation to STIHL.

A new version of the order will be generated as soon as STIHL has approved the order confirmation with the changes.

Approved

If STIHL rejects the changes, the supplier will be informed of the rejected items by e-mail.

Rejected

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5. Reject Purchase Order

- 1 Click on **"Create order confirmation"** and then select **"Reject Entire Order"**.
- 2 Enter the confirmation number and select the reason for rejection in the drop-down menu.
Reasons for the rejection should be described in the note.
- 3 Click on **"Reject order"**.

