

Service Order Confirmation

How to Update Line Items Price Notification in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

“There have been price changes to the cost of service I provide, so I update the required line items in the service purchase order”

Version Number

1.0

[Click here for further context on the Service Order Processing Process](#)

Update Line Items Price Notification (1/3)

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Click the **Order Number** to open the Purchase Order
3. Click **Create Order Confirmation** drop-down, then, click **Update Line Items**
4. Enter the **Confirmation Number (#)**
5. Enter the **Estimated Completion Date**
6. Scroll down to **Line Items** and click the **Confirm** radio button on the relevant line item. (*Confirm refers to the quantity of a specific line item in a purchase order that the supplier confirms to be delivered*)
7. Click **Details**



Note: This process is only applicable for orders that indicate a **New Order Status**

Note: The **Completion Date** must align with the initial PO Date to avoid triggering a change of PO, which will need to be resent Rio Tinto

The screenshot displays the SAP Business Network interface for an Enterprise Account. The navigation menu includes Home, Enablement, Discovery, Workbench, Orders, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The 'Orders' section is active, showing a table of orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The first order, 3122945034, is highlighted, and its status is 'New'. A lightbulb icon is placed next to the 'New' status.

Step 1: The 'Orders' dropdown menu is open, and 'Orders and Releases' is selected.

Step 2: The 'Order Number' 3122945034 is highlighted in the table.

Step 3: The 'Create Order Confirmation' dropdown menu is open, and 'Update Line Items' is selected.

Step 4: The 'Confirmation #:*' field is populated with '123456789SBN'.

Step 5: The 'Est. Completion Date' field is populated with '22 Nov 2023'.

Step 6: The 'Confirm' radio button is selected for the 'Line Items' section.

Step 7: The 'Details' button is clicked.

The 'Order Confirmation Header' section shows the following information:

- Confirmation #:* 123456789SBN
- Associated Purchase Order #: 3122945034
- Customer: Rio Tinto - TEST
- Supplier Reference: [Empty field]

The 'Shipping and Tax Information' section shows:

- Enter tax information at the line item level. [Checked]
- Est. Completion Date: 22 Nov 2023
- Est. Tax Cost: [Empty field]
- Comments: [Empty text area]

The 'Line Items' table has the following columns: Line #, Part #, Customer Part #, Revision Level, Type, Qty (Unit), Need By, Unit Price, Subtotal, Customer Location. The 'Schedule Lines' section shows the 'Confirm' radio button selected.

Update Line Items Price Notification (2/3)

8. Enter the **Estimated Completion Date**
9. Enter the updated **Unit Price**
10. Provide details relating to the price increase or decrease in the *Comments* section
11. Click **Ok**
12. Repeat Steps 6 to 11 for all line items that are being confirmed
13. Click **Next** to review the **Order Confirmation** and ensure all the details are accurate



Note: The **Completion Date** must align with the initial PO Date, to avoid triggering a change of PO, which will be sent to Rio Tinto for approval.

Note: Fields including Price unit Quantity, Unit Conversion and Price Unit are greyed out and cannot be adjusted. Contact Rio Tinto to request a changed Purchase Order where items are incorrect.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
20			1.0	SRV	20 Dec 2023		\$2,000.00 CAD	\$2,000.00 CAD	2636

Description: Testing Service 1
New Order Status: 1.0 Confirmed

8 Est. Completion Date:* 22 Nov 2023

9 Unit Price: \$2,000.00 CAD

Price Unit Quantity:* 1
Unit Conversion:* 1
Price Unit:* SRV

Supplier Part:
Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:

10 Comments: * Exchange Rate Fluctuations

Description: Testing Service 1
Pricing Description:
Subtotal: \$2,000.00 CAD

11 OK Cancel

30 Service 1.0 (SRV) 20 Dec 2023 \$3,000.00 CAD \$3,000.00 CAD
Description: Testing Service 1

12 Schedule Lines

Unconfirm
 Confirm
 Reject - Please specify a reason: Please Select

Details
Confirm Based on Schedule Lines

13 Exit Next

Update Line Items Price Notification (3/3)

14. Click **Submit**. You will be returned to the **Purchase Order Screen** where the order status will now indicate that the order has been **Partially Confirmed / Confirmed**

15. Click **Done**



Note: For the order status to be **Confirmed**, all line items **MUST** be confirmed. If any line items remain unconfirmed, the order will show as **Partially Confirmed**, requiring you to complete the order confirmation process for the remaining line items.

Confirming PO

Confirmation #: 123456789SBN
Supplier Reference:
Est. Completion Date: 12 Dec 2023

1 Update Item Status
2 Review Confirmation

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				Service	1.0 (SRV)	20 Dec 2023	\$1,000.00 CAD	\$1,000.00 CAD	
Description: Testing Service 1									
Schedule Lines									
Current Order Status:									
1.0 Confirmed With New Date (Estimated Completion Date: 22 Nov 2023)									
20				Service	1.0 (SRV)	20 Dec 2023	\$2,000.00 CAD	\$2,000.00 CAD	
Description: Testing Service 1									
Schedule Lines									
Current Order Status:									
1.0 Confirmed With New Date (Comments: Exchange Rate Fluctuations; Estimated Completion Date: 12 Dec 2023)									
30				Service	1.0 (SRV)	20 Dec 2023	\$3,000.00 CAD	\$3,000.00 CAD	
Description: Testing Service 1									
Schedule Lines									
Current Order Status:									
1.0 Unconfirmed									

14 Submit

SAP Business Network Enterprise Account

Purchase Order: 3122945034

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

From: Rio Tinto Alcan Inc
400-1190 Avenue des Canadiens-de-Montreal
Montreal QC H3B 0E3
Canada
Phone: +1 () 877-300-3110
Fax: +1 () 514-848-8116
Buyer ABN: 100119213RT0001

To: Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

15 Done

Purchase Order (Partially Confirmed)
3122945034
Amount: \$10,000.00 CAD
Version: 1

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.