

Order Processing

How to **Confirm Entire Purchase Orders** in the SAP Business Network



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

“I have reviewed the PO and determined that pricing and quantity is accurate, and I can supply all of the line items ordered at the required date provided on the PO, so I confirm the entire order”

Video Link	Link
Version Number	1.0

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

Confirm Entire Order

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Click the **Order Number** of the Purchase Order you wish to confirm. Refer to [Locating and Reviewing Purchase Orders](#) to learn how to action this process.
3. Click the **Create Order Confirmation** drop-down, then, click **Confirm Entire Order**



Note: The process of **Confirming an Entire Order** should only be actioned when you can supply **ALL** the requested items and quantities on the Purchase Order

Note: By accepting the PO, you are agreeing with agreeing with Rio Tinto terms and conditions

1 From the SAP Business Network Home Page, navigate to the **Orders** drop-down menu and click **Orders and Releases**.

2 In the **Orders** section, click the **Order Number** of the Purchase Order you wish to confirm. The order number **3000968964** is highlighted in the screenshot.

3 In the **Create Order Confirmation** dropdown menu, click **Confirm Entire Order**.

Order Metrics (Last 31 days):

- Orders: 2
- Items to confirm: 16
- Items to ship: 26
- Return Items: 0
- New orders: 28
- Changed orders: 11
- Orders to invoice: 38
- Orders to Summary Invoicing: 0

Orders (2) Table:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000968964	Rio Tinto - TEST	\$10000 AUD	Nov 2, 2023	Invoiced	\$10000 AUD	...

Purchase Order: 3000968964

Create Order Confirmation dropdown menu options:

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

To: Rio Tinto Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone: +61 (0) 8 9327 2327
Fax: +61 (0) 8 9327 2346
Buyer ABN: 351107210248

Purchase Order (+ Invoiced): 3000968964
Amount: \$10,000.00 AUD
Version: 2 (Previous Version)

Track Order

Confirm Entire Order (2/2)

4. Enter a **Confirmation Number (#)**
5. Enter the **Estimated Delivery Date**
6. Click **Next** to review the **Confirmation Update** and ensure all the details are accurate
7. Click **Submit**
8. You will be returned to the **Purchase Order Screen** where the *order status* will now indicate that the order has been **Confirmed**



Note: The confirmation number is a unique identifier for the order. You can select any number to identify the order confirmation.

SAP Business Network - Enterprise Account

Confirming PO

Order Confirmation Header

Confirmation #: * 123456789

Supplier Reference: 12345678

Shipping Information

Est. Delivery Date: * 29 Nov 2023

Est. Shipping Cost:

Est. Tax Cost:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
2				Material	10.0 (EA)	9 Nov 2023	\$1,000.00 AUD	\$10,000.00 AUD	

Description: Line 1

Schedule Lines

Current Order Status:

10.0 Confirmed With New Date (Estimated Delivery Date: 29 Nov 2023)

Next

Confirmation Update

Confirmation #: 123456789

Supplier Reference: 12345678

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
2				Material	10.0 (EA)	9 Nov 2023	\$1,000.00 AUD	\$10,000.00 AUD	

Description: Line 1

Schedule Lines

Current Order Status:

10.0 Confirmed With New Date (Estimated Delivery Date: 29 Nov 2023)

Submit

Purchase Order: 3000969046

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

From: Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

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

Purchase Order (Confirmed)
3000969046
Amount: \$40,000.00 AUD
Version: 1

Track Order

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.