

Service Order Confirmation

How to **Confirm and Finalise an Entire Order** 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 is accurate, and I can provide the service line items, so I confirm the entire order”

Version Number	1.0
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Note: This process is also applicable for Evaluated Receipt Settlement (ERS) Service Purchase Orders

[Click here for further context on the Service 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
3. Click the **Create Order Confirmation** drop-down, then, click **Confirm Entire Order**
4. Enter the **Confirmation Number**
5. Enter the **Estimated Completion 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: This process only applicable for orders that indicate a **New Order Status**

1 Orders

2 3122944957

3 Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

4 Confirmation #: * 34561234

Associated Purchase Order #: 3122944957

Customer: Rio Tinto - TEST

Supplier Reference:

5 Est. Completion Date: * 22 Nov 2023

Est. Tax Cost:

6 Next

7 Submit

8 Purchase Order (Confirmed) 3122944957 Amount: \$26,971.75 USD Version: 1

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

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3122944957	Rio Tinto - TEST	\$26971.75 USD	Nov 22, 2023	New	\$26106.35 USD	...
3100252060	Rio Tinto - TEST	\$15 AUD	Nov 21, 2023	New		...

Confirming PO

Confirm Entire Order

Review Order Confirmation

Order Confirmation Header

Confirmation #: * 34561234

Associated Purchase Order #: 3122944957

Customer: Rio Tinto - TEST

Supplier Reference:

Shipping and Tax Information

Est. Completion Date: * 22 Nov 2023

Est. Tax Cost:

Confirmation Update

Confirmation #: 34561234

Supplier Reference:

Line Items

Schedule Lines

Current Order Status:

1.0 Confirmed With New Date (Estimated Completion Date: 22 Nov 2023)

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.