

Order Processing

How to Update Purchase Orders at a Line-Item Level in the SAP Business Network



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

“I have identified a delivery date discrepancy on the PO, so I make an update to the required line item”

Video Link	Link
Version Number	1.0

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



Update Line Item (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** of the Purchase Order you wish to confirm
3. Click the **Create Order Confirmation** drop-down, then, click **Update Line Items**
4. Enter a **Confirmation Number (#)**
5. Enter the corresponding quantity into the appropriate fields, **Confirm** and **Backorder**
6. Click **Details**



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

The screenshot shows the SAP Business Network interface for an Enterprise Account. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Orders' section is active, displaying a summary of order statistics: 1 Order, 16 Items to confirm, 26 Items to ship, 0 Return items, 28 New orders, 11 Changed orders, 38 Orders to invoice, and 0 Orders to Summary In.

The main table lists purchase orders for 'Rio Tinto - TEST'. The first row, with Order Number 3029030018, is highlighted. A red box labeled '1' points to the 'Orders' dropdown menu, and another red box labeled '2' points to the 'Orders and Releases' option.

The 'Purchase Order: 3029030018' details page is shown below. A red box labeled '3' points to the 'Create Order Confirmation' dropdown menu, and another red box labeled '4' points to the 'Update Line Items' option. The page also displays contact information for 'Rio Test Supplier AU' and 'Buyer ABN: 100119213RT0001'.

The 'Confirming PO' section shows the 'Order Confirmation Header' with a 'Confirmation #' field containing the value '123456789'. A red box labeled '5' points to the 'Confirm' field with the value '8', and another red box labeled '6' points to the 'Details' button. The 'Line Items' table shows one item with a quantity of 10.0 (EA) and a unit price of \$10.00 CAD. The 'Schedule Lines' section shows 'Current Order Status' as '10.0 Unconfirmed'.

Update Line Item (2/3)

7. Click the *calendar icon* to enter in the **Estimated Delivery Date** for each **New order Status**
8. Enter a comment for **Confirmed** items detailing the reason for confirmation
9. Click **Ok** to be returned to the **Order Confirmation screen**
10. Click **Next**



Note: Suppliers update line items for various reasons such as price changes, quantity adjustments, or updating order confirmation with item level comments

SAP Business Network - Enterprise Account

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
1			10.0	EA	2 Jan 2024		\$10.00 CAD	\$100.00 CAD	2623

Description: Regression 3.1 12 Dec

New Order Status: **2 Backordered**

7 Est. Shipping Date:

Est. Delivery Date:*

Comments:

New Order Status: **8 Confirmed**

8 Est. Shipping Date:

Est. Delivery Date:*

Unit Price:

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

8 Comments: *

Pricing Description:

Subtotal: \$80.00 CAD

9 **OK** Cancel

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1				Material	10.0 (EA)	2 Jan 2024	\$10.00 CAD	\$100.00 CAD

Description: Regression 3.1 12 Dec

▸ Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: Backorder: Reject:

10 **Next**

Update Line Item (3/3)

11. Review *Order Confirmation* and make sure that all details are accurate, then, click **Submit**
12. You will be returned to the **Purchase Order Screen** where the *order status* will now indicate that the order has been **Partially Confirmed**

Confirmation #: 123456789
Supplier Reference:

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1				Material	50.0 (EA)	20 Nov 2023	\$100.00 AUD	\$5,000.00 AUD	

Description: Material

► Schedule Lines

Current Order Status:

- 2 Confirmed With Changes (Comments: To be shipped ASAP; Confirmed Part Number: VMN; Estimated Delivery Date: 4 Dec 2023)
- 3 Backordered (Comments: Awaiting supply; Estimated Delivery Date: 4 Dec 2023)
- 45.0 Unconfirmed

Previous **Submit** Exit

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

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Purchase Order
(Partially Confirmed)
3000969086
Amount: \$5,000.00 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.