


Submitting order confirmations

The **Order Confirmation (OC)** document confirms an acceptance of a PO.

	<p><u>As your organisation's authorised user for accessing POs</u>, follow this guide for instructions on how to submit order confirmations.</p> <p>This guide assumes prior knowledge of basic navigation and workbench configuration.</p> <p>Related Sydney Water guide:</p> <p>Navigating our POs</p> <p>Related SAP video tutorials:</p> <p>Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.</p> <p>The workbench (3:23 Mins)</p> <p>Order confirmation (4:13 Mins)</p>
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Minimum requirements

You must be created as a user of the Ariba account your organisation has linked with Sydney Water for transactions (i.e., the network) with permission **Inbox and Order Access**.

- Email businessconnect@sydneywater.com.au if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
- [Contact your Ariba account administrator](#) to understand the roles and permissions that have been assigned to you.

Refer to SAP documentation [Permissions you can assign to users](#) for the full list of Ariba permissions. Creating users and allocating permissions on your Ariba account is the responsibility of your administrator, not Sydney Water.

Standard

Provide OC reference number following the format **OC-Your Document Type[Your Document Number]**:

- OC-SO[Your Sales Order], e.g., OC-SO800012, or
- OC-WO[Your Work Order], e.g., OC-WO400034, or
- OC-JN[Your Job Number], e.g., OC-JN200056.

You cannot use the same OC reference number across different POs.

1. Create OC for 48* POs

POs starting with 48* must be confirmed in full using the **Confirm Entire Order** option. The option **Update line items** must not be used for 48* POs. If there is an error on the PO, contact the buyer indicated under the **Order Detail** screen.

The screenshot shows the 'Purchase Order: 048' screen. At the top right is a 'Done' button. Below it are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. There are also download, refresh, and menu icons. Below these are tabs for 'Order Detail' (highlighted in yellow) and 'Order History'. The main content area features the Sydney Water logo. On the left, 'From:' information for SYDNEY WATER CORPORATION is listed. In the center, 'To:' information for the buyer is shown. On the right, 'Purchase Order (New)' details are provided, including the amount of \$2,530.00 AUD and a 'Track Order' button. At the bottom left, 'Payment Terms' and 'Contact Information' are visible. At the bottom right, the 'Routing Status' is 'Sent'. A red box highlights the 'Buyer.Contact' section, which includes the name 'Shirley CHALMIAN', email 'shirley.chalman@sydneywater.com.au', and phone '+61 2 9550 4444'. A blue callout box labeled 'Buyer's contact details' points to this section.

If you are trying to propose PO deviation for a 47* PO, refer to [2. Creating OC for 47* POs](#) for steps on how to use the **Update line items** option.

1.1 Create OC for Individual PO

1.1.1 Confirm entire order via Order Detail screen

In the **Order Detail** screen:

1. Click **Create Order Confirmation**.
2. Click **Confirm Entire Order**.

Proceed to [1.1.3 Enter OC details](#).

This screenshot is similar to the previous one but includes annotations. A red circle with the number '1' is placed over the 'Create Order Confirmation' button. A red box highlights the 'Create Order Confirmation' dropdown menu, which is open to show four options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red circle with the number '2' is placed over the 'Confirm Entire Order' option. A blue box highlights the 'Update Line Items' option, which is crossed out with a red line, indicating it should not be used for 48* POs.

1.1.2 Confirm entire order via workbench

1. Select **Orders** tile.
2. Click **Edit filter** if existing filters need to be changed.
3. Identify the PO to be confirmed. Click the **☰** button.
4. Select **Confirm entire order**.

Proceed to [1.1.3 Enter OC details](#).

Workbench

68 Orders (Last 365 days)

2 New orders (Last 31 days)

4 Changed orders (Last 31 days)

0 Items to confirm (Last 31 days)

6 Orders (Last 31 days)

Orders (68)

[Edit filter](#) | Save filter | Last 365 days | New | Not hidden

Order Number	Order Status	Ship To Address	Customer	Amount	Date	Actions
048-98	New	SYDNEY WATER CORPORATION, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$2,530.00 AUD	Jul 13, 2022	...
048-10	New	SYDNEY WATER CORPORATION, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$100,000.00 AUD	Jul 18, 2022	SW Gen Purc. Order ...
048-16	New	SYDNEY WATER CORPORATION, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$2,300.00 AUD	Jul 19, 2022	SW Gen Purc. Order ...

1.1.3 Enter OC details

1. In the **Confirming PO** screen, enter the OC reference number based on the [Standard](#).
2. Note that the **PO quantity** and **Need By** date are automatically adopted as the **confirmation quantity** and **Estimated Delivery Date**, respectively.
3. Click **Next**.

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Confirming PO Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: OC-SO800012 1
Associated Purchase Order #: 0471...20
Customer: Sydney Water Corporation Ltd - SIT
Supplier Reference:

⚠ Sydney Water Corporation Ltd - SIT requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000001...17		Material	10,000 (EA) ⓘ	1 Dec 2022	\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	

Description: SPLIT

Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	1 Dec 2022		10,000 (EA) ⓘ

Current Order Status:
10,000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Dec 2022)

Exit Next 3

4. Click **Submit**.

Confirming PO Previous Submit Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: OC-SO800012
Supplier Reference:
Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000001...17		Material	10,000 (EA) ⓘ	1 Dec 2022	\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	

Description: SPLIT

Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	1 Dec 2022		10,000 (EA) ⓘ

Current Order Status:
10,000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Dec 2022 - defaulted from Requested Delivery Date in order)

Previous Submit Exit 4

1.2 Create OC for Multiple POs

If **multiple POs** need to be confirmed at the same time, use the workbench tile **Items to Confirm**. It displays all POs pending confirmation and allows **multiple POs** to be confirmed at once. From the **Workbench**:

1. Click **Items to confirm** tile.
2. Click **Edit filter** if existing filters need to be changed.
3. Tick **Select All** to confirm **all POs** that match the filter criteria, **or**
4. Tick relevant **POs** that need to be confirmed.

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5. Click **Confirm**.

6. Click **Confirm entire order** to confirm POs per the selection in (3) or (4).

The screenshot shows the 'Workbench' interface with a navigation bar at the top. The main area displays a summary of order statistics: 31 Orders, 22 New orders, 0 Changed orders, 29 Items to confirm (highlighted with a red box and a '1' callout), 0 Items to ship, 0 Service sheets, and 6 Orders to invoice. Below the summary, there are filters for 'Items to confirm (29)', including 'Last 365 days', 'Exclude confirmation not all...', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line' (3), 'Confirm entire item' (4), and 'Confirm entire order' (6). The table below lists items to confirm with columns for Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. The first item is for 'Sydney Water Corporation Ltd - SIT' with Order No. 041200014, a need by date of Sep 27, 2022, and a requested quantity of 5.00 EA.

7. In the **Review orders to confirm** screen, enter the OC reference number based on the [Standard](#).

8. Click **Submit**. Each PO must have a different OC reference number.

The screenshot shows the 'Review orders to confirm' screen. It features a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. The first row shows a customer 'Sydney Water Corporation Ltd - SIT' with Order No. 041200014 and a confirmation number 'OC-SO800012' (highlighted with a red box and a '7' callout). A text box provides instructions: 'Provide OC reference number following the format OC-Your Document Type[Your Document Number].' with examples: 1. OC-SO[Your Sales Order], e.g., OC-SO800012, or 2. OC-WO[Your Work Order], e.g., OC-WO400034, or 3. OC-JN[Your Job Number], e.g., OC-JN200056. The second row shows the same customer with Order No. 041200014 and a confirmation number 'OC-WO400034' (highlighted with a red box). The table shows a requested quantity of 5.00 EA and a requested unit price of \$3,000.00 AUD. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box and a '8' callout.

Important information:

We **do not accept**:

1. Partial order confirmation via options **Confirm schedule line** and **Confirm entire item**, and
2. **Reject** order confirmation.

If there is an error on the PO, contact the buyer indicated under the **Order Detail** screen.

Purchase Order: 048 [redacted]

Done

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

Sydney WATER

From:
Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 2 8849 6900
Fax:

To:
[redacted]
[redacted]
[redacted]
Australia
Phone: [redacted]
Fax: +61 1-
Email: [redacted]

Purchase Order
(New)
048 [redacted]
Amount: \$2,530.00 AUD
Version: 1

Track Order

Payment Terms
[redacted]
[redacted]

Routing Status: Sent
External Document Type: ZGEN (SW Gen Purc. Order)

Contact Information
Supplier Address
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

Buyer Contact
Shelia CHARLIAN
Email: [redacted]
Phone: + (0) 2 8849 6900

Buyer's contact details

2. Create OC for 47* POs

2.1 Update Line Items

The **Update Line Items** option allows changes to unit price or delivery date to be proposed for approval by our Supply Chain team.

1. Under **Order Detail** screen, click **Create Order Confirmation**.
2. Click **Update Line Items**.

Purchase Order: 047 [redacted]

Done

Create Order Confirmation | Confirm Entire Order | Create Invoice

Order Detail | Order History | Update Line Items | Reject Entire Order

1. In the **Confirming PO** screen, enter the OC reference number.
2. To attach supporting documents, click **Choose File**. Add document from your local drive.
3. Click **Add Attachment**.
4. The added document will appear in **Attachments** table.

Important information:

Note of the following recommended attachments:

- Supply / urgent supply POs - technical specifications or warranty certificates
- Repair / urgent repair POs – repair report after condition assessment / photos / other information about the item

2.2.1 Supply / Urgent Supply PO

Supply orders can be confirmed with or without backorder. Backorder represents the order quantity that cannot be fulfilled in the same delivery.

If backorder applies **and** if the unit price on the PO needs to be updated, submit unit price deviation for approval first by following [2.2.1.1 Unit price and/or delivery date deviation without backorder](#). Once unit price deviation is approved, then submit order confirmation with backorder by following [2.2.1.2 Delivery date deviation with backorder](#).

2.2.1.1 Unit price and/or delivery date deviation without backorder

To confirm **without** backorder:

1. Confirm the full quantity.
2. Click **Details** to propose an update in unit price **and/or** estimated delivery date.

Submitting order confirmations

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		00000001036		Material	10,000 (EA)	31 Oct 2022	\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	

Description: DRIVE

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	31 Oct 2022		10,000 (EA)

Current Order Status

10,000 Unconfirmed

Confirm: Backorder: Details

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen Do not attach documents at the line-item level.

The total size of all attachments cannot exceed 10MB

3. Enter proposed **Unit Price** and/or **Est. Delivery Date** and provide justification in the **Comments**.

4. Click **OK**.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10		00000001036	10,000	EA	31 Oct 2022		\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	1000

Description: DRIVE

New Order Status: **10 Confirmed**

Schedule Line: Line number 1 - quantity 10 - date 31 Oct 2022

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

Unit Conversion:

Price Unit: EA

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: M3

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: DRIVE

Pricing Description:

Subtotal: \$1,000.00 AUD

5. Scroll down to the **Line Items** section and note of confirmation details. Click **Next**.

Submitting order confirmations

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000010	36	Material	10.000 (EA)	31 Oct 2022	\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	

Description: DRIVE

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	31 Oct 2022		10.000 (EA)

Current Order Status

10 Confirmed With Changes (Schedule line number: 1; Comments: Incorrect price on PO. Delivery date updated based on confirmation from supplier in Germany. ; Estimated Delivery Date: 31 Jan 2023; Confirmed Unit Price: \$1,000.00 AUD)

Confirm: Backorder: [Details](#)

[Confirm Based on Schedule Lines](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 10MB

[Confirm All](#)

[Exit](#) [Next](#)

6. Review and click **Submit** to send the proposed changes for approval.

Confirming PO

Confirmation #: Untitled 12/14/2022
Supplier Reference:
Attachments:

1 Update Item Status

2 Review Confirmation

• The order confirmation for this item needs buyer approval.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000010	36	Material	10.000 (EA)	31 Oct 2022	\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	

Description: DRIVE

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	31 Oct 2022		10.000 (EA)

Current Order Status:

10 Confirmed With Changes (Schedule line number: 1; Comments: Incorrect price on PO. Delivery date updated based on confirmation from supplier in Germany. ; Estimated Delivery Date: 31 Jan 2023; Confirmed Unit Price: \$1,000.00 AUD)

[Previous](#) [Submit](#) [Exit](#)

Alternatively, click **Exit** to leave the page without saving any changes or click **Previous** to return to **Update Item Status** page.

7. Since the full quantity was confirmed (i.e., no backorder), the PO status shows a status of **Confirmed**.


8. Click the OC under **Related Documents** to review.

Submitting order confirmations

Purchase Order: 04719000119 Done Previous

Create Order Confirmation Create Ship Notice Create Invoice Download Print More

Order Detail Order History



From: Customer
SYDNEY WATER CORPORATION
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone: + (0) 02 8849 6900
 Fax:

To: **SYDNEY WATER CORP.**
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone:
 Fax:
 Email: sw@sydneywater.nsw.gov.au

7 Purchase Order (Confirmed)
 Amount: \$2,000.00 AUD
 Version: 1
Track Order

Payment Terms ⓘ

Routing Status: Acknowledged
 External Document Type: ZSTK (Supply PO)
8 Related Documents: OC-123
Order Confirmation OC-123

9. Click the automatically generated **Approval Request** document to review.

Order Confirmation: OC-123 Done Previous

Print Export cXML

Detail History

Confirmation #: OC-123
 Notice Date: 14 Dec 2022
 Purchase Order: 04719000119

9 Related Documents: OC-123_AR
Approval Request OC-123_AR

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location	Tax
10	1		0000000010		20.000 (EA)	1 Dec 2022		\$100.00 AUD	\$2,000.00 AUD		\$200.00 AUD

10 The order confirmation for this item needs buyer approval.

20 Confirmed With Changes (Schedule line number: 1; Comments: Parts assessed. Delivery date updated, price updated.; Estimated Delivery Date: 31 Dec 2022; Confirmed Unit Price: \$1,000.00 AUD)

10. A summary of the proposed deviation is shown. Click **Done**.

Approval Request: OC-123_AR **10** Done Previous

Print Export cXML

Detail History

The confirmed quantity should always be equal to the requested quantity. If price deviation and backorder applies, the price deviation must be approved first before submitting order confirmation with backorder.

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
04719000119	10	OC-123	2022-11-30 18:00:00 America/Los_Angeles	20	EA	Awaiting approval

Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason
2022-12-30 18:00:00 America/Los_Angeles	20		\$1,000.00 AUD	Price

2.2.1.2 Delivery date deviation **with** backorder

Important information:

- **Prerequisite:** The unit price must be the final agreed price when confirming the order **with** backorder. If the unit price is incorrect, propose a price deviation first by following [2.2.1.1 Unit price and/or delivery date deviation without backorder](#).

1. Enter the quantity to **Confirm** and the quantity to **Backorder**, the sum of which should equate to the total order quantity for the line item.
2. Click **Details** to propose delivery date deviation.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		0000000100000017		Material	10.000 (EA)	1 Dec 2022	\$10.00 AUD	\$100.00 AUD	\$10.00 AUD

Description: SPLIT

Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	1 Dec 2022		10.000 (EA)

Current Order Status

10.000 Unconfirmed

Confirm: 8 Backorder: 2

Details

Confirm Based on Schedule Lines

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

Do not attach documents at the line-item level.

The total size of all attachments cannot exceed 10MB

3. Confirm **Est. Delivery Date** for the backordered quantity.
4. Provide justification in the **Comments**.
5. Confirm **Est. Delivery Date** for the confirmed quantity.
6. Provide justification in the **Comments**.
7. Click **OK**.

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7 OK Cancel

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10		00000001017	10.000	EA	1 Dec 2022		\$10.00 AUD	\$100.00 AUD	\$10.00 AUD	1000

Description: SPLIT

New Order Status: 2 Backordered

Schedule Line: Line number 1 - quantity 10 - date 1 Dec 2022

Est. Delivery Date: 30 Apr 2023 3

Comments: Replenishment required from manufacturer in Canada. 4

New Order Status: 8 Confirmed

Schedule Line: Line number 1 - quantity 10 - date 1 Dec 2022

Est. Delivery Date: 15 Jan 2023 5

Unit Price: ~~\$10.00 AUD~~ Do not propose unit price deviation as part of order confirmation with backorder process.

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit: EA

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: 17

Manufacturer Name:

Supplier Batch ID:

Comments: This is the earliest possible delivery date for delivery from Melbourne due to Christmas shutdown. 6

8. Scroll down to the **Line Items** section and note of confirmation details. Click **Next**.

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		00000001017		Material	10.000 (EA)	1 Dec 2022	\$10.00 AUD	\$100.00 AUD	\$10.00 AUD

Description: SPLIT

▼ Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	1 Dec 2022		10.000 (EA)

Current Order Status

8 Confirmed With New Date (Schedule line number: 1; Comments: This is the earliest possible delivery date for delivery from Melbourne due to Christmas shutdown.; Estimated Delivery Date: 15 Jan 2023)

2 Backordered (Schedule line number: 1; Comments: Replenishment required from manufacturer in Canada.; Estimated Delivery Date: 30 Apr 2023)

Confirm: Backorder: Details

Confirm Based on Schedule Lines

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All

Exit Next 8

9. Review and click **Submit** to send the proposed changes for approval.

Submitting order confirmations

Confirming PO Previous **Submit** 9 Exit

Confirmation #: OC-S0000123
Supplier Reference:
Attachments:

1 Update Item Status
2 Review Confirmation

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		000000010117		Material	10.000 (EA)	1 Dec 2022	\$10.00 AUD	\$100.00 AUD	\$10.00 AUD
Description: SPLIT									

Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	1 Dec 2022		10.000 (EA)

Current Order Status:
 8 Confirmed With New Date (Schedule line number: 1; Comments: This is the earliest possible delivery date for delivery from Melbourne due to Christmas shutdown.; Estimated Delivery Date: 15 Jan 2023)
 2 Backordered (Schedule line number: 1; Comments: Replenishment required from manufacturer in Canada.; Estimated Delivery Date: 30 Apr 2023)

Alternatively, click **Exit** to leave the page without saving any changes or click **Previous** to return to **Update Item Status** page.

10. Since the full quantity cannot be fulfilled in the same delivery (i.e., backorder), the PO status shows a status of **Partially Confirmed**.

11. Click the OC under **Related Documents** to review.

Purchase Order: **OC-S0000123** Done Previous

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

Sydney WATER

From: Customer SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 02 8849 6900
Fax:

To: **OC-S0000123**
Amount: \$100.00 AUD
Version: 1

10 Purchase Order (Partially Confirmed)
Track Order

Payment Terms **11**

Routing Status: Acknowledged
External Document Type: ZSTK (Supply PO)
Related Documents: **OC-S0000123**

Order Confirmation: OC-S0000123

12. Click the automatically generated **Approval Request** document to review.

Submitting order confirmations

Order Confirmation: OC-SO000123 Done

Print Export cXML

Detail History

Confirmation #: OC-SO000123
Notice Date: 15 Dec 2022
Purchase Order: 047-118

Related Documents: [OC-SO000123 AR](#)
[Approval Request: OC-SO000123_AR](#)

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location	Tax
10	1		000000010-17		10.000 (EA)	1 Dec 2022		\$10.00 AUD	\$100.00 AUD		\$10.00 AUD

Description: SPLIT

Current Order Status:

- 2 Backordered (Schedule line number: 1; Comments: Replenishment required from manufacturer in Canada.; Estimated Delivery Date: 30 Apr 2023)
- 8 Confirmed With New Date (Schedule line number: 1; Comments: This is the earliest possible delivery date for delivery from Melbourne due to Christmas shutdown.; Estimated Delivery Date: 15 Jan 2023)

13. A summary of the proposed deviation is shown. Click **Done**.

Approval Request: OC-SO000123_AR Done Previous

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
047-118	10	OC-SO000123	2022-11-30 18:00:00 America/Los_Angeles	10	EA	Approved

Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price
2023-01-14 18:00:00 America/Los_Angeles	8		
2023-04-29 19:00:00 America/Los_Angeles	2		

2.2.2 Repair / Urgent Repair PO

Repair and urgent repair POs require three OCs which will have the same OC number.

1. Submit OC to acknowledge receipt of PO.
 - Confirm **Unit Price** as is, e.g., \$1.00.
 - Confirm **Est. Delivery Date** as is.
 - Enter **Comments** indicating PO has been received.
2. Submit OC to confirm physical receipt of item and to advise completion date of condition assessment.
 - Confirm **Unit Price** as is, e.g., \$1.00.
 - Confirm **Est. Delivery Date** for the condition assessment.
 - Add Comments indicating physical receipt of item.
3. Submit final OC with repair report attached in the OC header.
 - Confirm actual Unit Price based on condition assessment.
 - Confirm **Est. Delivery Date** of repaired item or return of damaged part.

Submitting order confirmations

- **Add Comments** as required.


Follow [2.1 Update Line Items](#) for steps on how to attach repair report and other useful documentation in the OC header. Then, follow [2.2.1.1 Unit price and/or delivery date deviation without backorder](#) for instructions on how to modify **Unit Price**, **Est. Delivery Date** and **Comments** based on the guidelines provided in this section.

A correctly processed OC for repair/urgent repair PO:

1. Should be associated with three OCs.
2. In **Order Detail>Line Items**, click **Details**.

Purchase Order: **0HTL00L722** Done

Order Detail | Order History



From:
 Customer
 SYDNEY WATER CORPORATION
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone: + () 02 8849 6900
 Fax:

To:
 [Redacted]
 Australia
 Phone:
 Fax:
 Email: [Redacted]

Purchase Order
 (Confirmed)
 [Redacted]
 Amount: \$2,004.20 AUD
 Version: 1

Payment Terms
 [Redacted]

Routing Status: Acknowledged
 External Document Type: ZSTK (Supply PO)
 Related Documents: OC-WO00123, OC-WO00123, OC-WO00123

Order confirmations for one or more line items require buyer approval.

Line Items Show Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		000000010000020	Material			20.000 (EA)	15 Dec 2022	\$100.21 AUD	\$2,004.20 AUD	\$200.42 AUD	

Description: SPLIT VAL PUMP 498 X 567 M3

Order submitted on: Thursday 15 Dec 2022 1:00 PM GMT+11:00
 Received by Ariba Network on: Thursday 15 Dec 2022 4:22 PM GMT+11:00
 This Purchase Order was sent by Sydney Water Corporation Ltd - SIT AN01512668717-T and delivered by Ariba Network.

Sub-total: \$2,004.20 AUD
 Est. Total Tax: \$ 200.42 AUD
 Est. Grand Total: \$2,204.62 AUD

3. Comments associated with each stage are highlighted. It is recommended that each comment is dated for clarity, e.g., **“15/12 PO has been received. 08/01 Repair item received at warehouse... 30/01 Assessment completed. Repair lead time is two months...”**

Comments provided by us as part of OC approval will appear under **Buyer confirmation approval status**.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		00000001000020920	Material			20.000 (EA)	15 Dec 2022	\$100.21 AUD	\$2,004.20 AUD	\$200.42 AUD	Summary

Description: SPLIT VAL PUMP 498 X 567 M3

Status
 20 Confirmed With Changes (Schedule line number: 1; Comments: PO has been received. Repair item received at warehouse. ETA for condition assessment is 30th January. Assessment completed. Repair lead time is two months. ETA for repaired item is 30th March, unit price \$1500.; Estimated Delivery Date: 30 Mar 2023; Confirmed Unit Price: \$1,500.00 AUD)

Buyer confirmation approval status: Awaiting approval

Comments: Approved date and price deviations and update order

Any comments we provide as part of the approval of the OC will appear here.

2.2 Confirm Entire Order

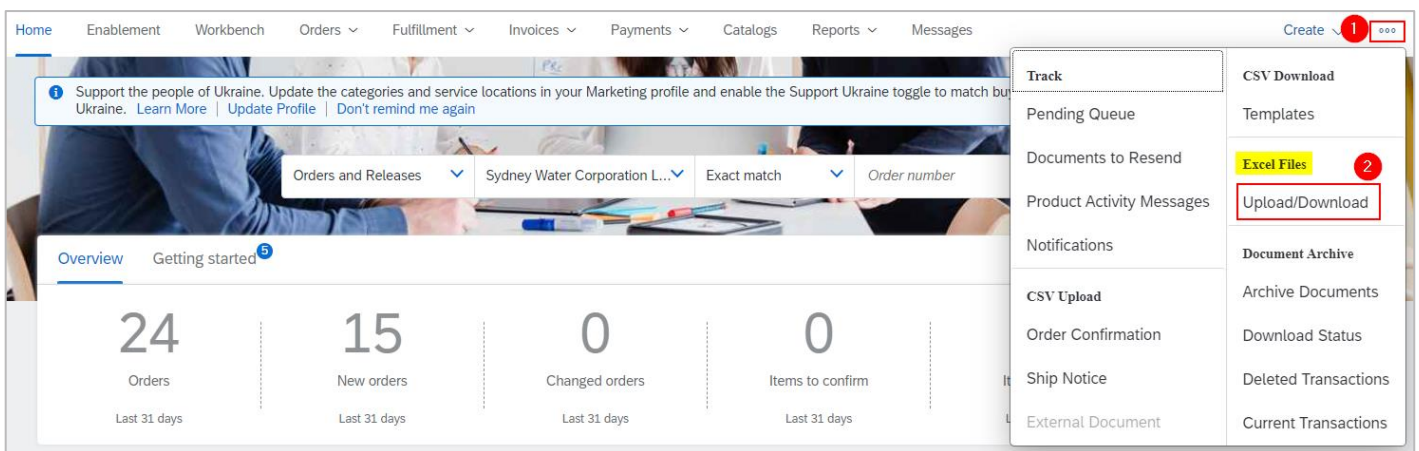
The steps to fully confirm a 47* PO is the same as that of a 48* PO. Refer to [1. Create OC for 48* POs](#) on how to use **Confirm Entire Order** option and [2.1 Update Line Items](#) for guidance on the required attachments for 47* POs.

3. Mass create/update OC

You can extract OC report (up to 10000 lines) in excel and create/update OC by uploading the template.

3.1 Generate OC report

1. From **Home**, click the  button.
2. Click **Upload/Download** under **Excel Files**.



3. In the **Jobs** tab, click **Create**.
4. Provide a report name.
5. Click the dropdown button.
6. Select **Order Confirmation**. Populate all mandatory fields. Specify values in optional fields as required.
7. Click **Save**.

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8. The report will appear in the **Jobs** table. Select the report.

9. Click **Run**. Note that the generated excel file **excludes** items that are fully shipped, fully received, or both.

Name	Type	Created	Changed	Modified By
OC List	Order Confirmation	21 Dec 2022 5:44:40 PM	21 Dec 2022 5:44:40 PM	Sid Watt

3.2 Download OC report

1. Go to the **Downloads** tab.

2. If the status shows as **Processing**, click **Refresh Status**.

3. When the status shows as **Completed**, click the **Download** button.

Job Name	Type	Last Run	Last Run By	Status	File
OC List	Order Confirmation	11 Apr 2022 5:40:29 PM	SCCTESTSUPPLIER SWSCC	Completed	

4. The OC report exports to an excel template in the format required for upload.

SAP Ariba  4						
Confirmations		Time Zone: UTC-07:00				
Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Shipping Currency
CNF_1192	0471001192	Order	1	23 Mar 2022 07:00:00 PM	"1000 POTTS HILL MAIN	
	0471001202	Order	2	24 Mar 2022 07:00:00 PM	"1000 POTTS HILL MAIN	
	0471001202	Order	2	24 Mar 2022 07:00:00 PM	"1000 POTTS HILL MAIN	

3.3 Update OC details


3.3.1 Update OC for the full quantity of a line item

1. Provide OC reference number based on the [Standard](#).
2. Check **Current Status**.
3. Leave **Item type** as “accept” if there is no price deviation. Set **Item Type** as “detail” if there is price deviation (**applicable to 47* POs only**).

Important information:


Applicable to 47* POs only – If price deviation needs to be proposed, submit OC with price deviation first. Once approved, proceed with OC upload with confirmed delivery dates.

4. Change the **Item Delivery Date** as required in the specified format.
 5. Change the **Item Unit Price Amount** as required (**applicable to 47* POs only**).
- Leave the other columns without any change. Delete the lines that you do not want to confirm.

SAP Ariba 									
Confirmations									
Confirmation Number	Order Number	Schedule Line Number	Current Status	Item Type	Item Quantity	Item Unit Of Measure	Item Delivery Date	Item Unit Price Amount	Item Unit Price Currency
CNF_1192	0471001192		1 Unconfirmed - Awaiting approval	accept	5	EA	30 Mar 2022	55.32	AUD
	0471001202		1 Unconfirmed - Rejected	accept	30	EA	28 Mar 2022	120	AUD
	0471001202		1 Unconfirmed	accept	10	EA	28 Mar 2022	110	AUD
	0471001205		1 Unconfirmed	accept	2	EA	27 Mar 2022	11	AUD
CNF_1188	0471001207		1 Unconfirmed - Awaiting approval	accept	9	EA	27 Mar 2022	121.21	AUD
Confirmation_1213	0471001213		1 Unconfirmed - Approved awaiting chi	accept	2	EA	29 Mar 2022	12.32	AUD
	0471001223		2 Unconfirmed - Rejected	accept	10	EA	04 Apr 2022	100.21	AUD

3.3.2 Update OC for split quantity of a line item

You can split the quantity of a line item into multiple delivery dates. For example, a line item with 10 units requested to be delivered by 4th May has actual deliveries of 2 units on 10th May and 8 units on 4th June.

SAP Ariba 							
Confirmations							
Confirmations		Time Zone: UTC-07:00					
Confirmation Number	Order Number	Type	Order Version	Order Date	Item Quantity	Item Unit Of Measure	Item Delivery Date
	0471001308	Order	1	04 May 2022 07:00:00 PM	10	EA	04 May 2022

To split a line item into multiple delivery dates:

1. Copy the initial line.

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Confirmations		Time Zone: UTC-07:00					
Confirmation Number	Order Number	Type	Order Version	Order Date	Item Quantity	Item Unit Of Measure	Item Delivery Date
1	0471001308	Order	1	04 May 2022 07:00:00 PM	10	EA	04 May 2022
	0471001308	Order	1	04 May 2022 07:00:00 PM	10	EA	04 May 2022

2. Provide OC reference number as stated in the [Standard](#).

3. Update the **Item Quantity**. The combined quantity of each line must always be equal to the order quantity.

4. Update the **Item Delivery Date** for each line.

Confirmations		Time Zone: UTC-07:00					
Confirmation Number	Order Number	Type	Order Version	Order Date	Item Quantity	Item Unit Of Measure	Item Delivery Date
2	0471001308	Order	1	04 May 2022 07:00:00 PM	2	EA	10 May 2022
4	0471001308	Order	1	04 May 2022 07:00:00 PM	8	EA	04 Jun 2022

5. Only for 47* POs, if a price deviation needs to be proposed, update **Item Unit Price Amount**.

Confirmations		Time Zone: UTC-07:00					
Confirmation Number	Order Number	Order Date	Item Quantity	Item Unit Of Measure	Item Delivery Date	Item Unit Price Amount	Item Unit Price Currency
5	0471001308	04 May 2022 07:00:00 PM	2	EA	10 May 2022	11	AUD
	0471001308	04 May 2022 07:00:00 PM	8	EA	04 Jun 2022	11	AUD

6. The price of the different OC lines **for the same PO line** must be identical.

Confirmations		Time Zone: UTC-07:00					
Confirmation Number	Order Number	Item Line number	Item Quantity	Item Unit Of Measure	Item Delivery Date	Item Unit Price Amount	Item Unit Price Currency
6	0471001308	10	2	EA	10 May 2022	15	AUD
	0471001308	10	8	EA	04 Jun 2022	15	AUD

Important information:

Applicable to 47* POs only – If price deviation needs to be proposed, submit OC with price deviation first. Once approved, proceed with OC upload with confirmed delivery dates.

3.4 Upload OC updates

To mass upload updates entered in the excel template:

1. Go to **Uploads** tab.
2. Click **Upload**.

Jobs Downloads **Uploads** 1

Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
No uploads found.						

2 Upload Refresh Status

3. Provide a name for the OC update.

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- Click the dropdown button.
- Select **Order Confirmation**.
- Enter "Sydney". The system will generate the list of matching customers. Select **Sydney Water** from the list.
- Click **Choose file**. Add the updated OC excel template from your local drive.
- Click **Upload**.

Upload File

* Name: OC_Update_Dec22

* Customer: Sydney Water Corporation Ltd - SIT

File: + Choose file

* Type: Order Confirmation

Select

- Order Confirmation
- Ship Notice
- Manufacturing Planning Visibility: All
- Manufacturing Planning Visibility: Inventory
- Manufacturing Planning Visibility: Supplier Data
- Order Change Request Response

Upload Cancel

Start by typing 'Sydney' and then select Sydney Water from the generated results.

3.5 Validate upload is successful

- Go to **Uploads** tab.
- The **Status** column displays whether the upload is successful or not.
 - Completed** – Upload is successful, and PO will be updated with confirmed quantities and delivery dates. Proposed price deviations (applicable to 47* POs only) will need to be reviewed and approved by our Supply Chain team. Refer to [1. Create OC for 48* POs](#) for managing incorrect pricing for 48* POs.
- Click the download button under **Log** if the status shows as **Failed** or **Completed with Errors**. This will download the audit log identifying lines requiring correction.
- To correct errors, download your uploaded file by clicking the download button under **File**. Make the necessary amendments. Re-upload the corrected file by following [3.3 Upload OC updates](#).

Jobs Downloads Uploads

Search Filters

Uploads




Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	JU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	JU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	JU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	JU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	JU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	↓	↓
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	JU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

4. Additional information

Do not use the **CSV Download** and **CSV Upload** options.

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5. Support

	<p>Did not find what you're looking for? Access all Sydney Water supplier support resources here.</p>
	<p>To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au.</p>
	<p>For SAP product documentation and supplier support, visit the SAP Help Centre.</p>