



How to confirm Purchase Order (PO) in Ariba

There are two possibilities to proceed with Order acknowledgement :

- a. **Confirm Entire Order** : Supplier should “Confirm Entire Order” if the PO meets all the requirements with the exception of delivery date. Confirmation Number and Delivery Date are required on all confirmations.
- b. **Reject Entire Order** : Supplier should “Reject Entire Order” if the PO has incorrect Pricing/Quantity, Pay term, Material description.

a. Confirm Entire Order

How to confirm an Ariba PO from Momentive

Order Number	Customer	Amount	Date	Order
4502309487	Momentive Performance Materials-TEST	\$2,500.00 USD	Mar 3, 2022	New
4502309484	Momentive Performance Materials-TEST	\$1,000.00 USD	Mar 3, 2022	New
4502309485	Momentive Performance Materials-TEST	\$1,000.00 USD	Mar 3, 2022	New
4502309480	Momentive Performance Materials-TEST	\$0.00 USD	Mar 3, 2022	New

Click Order numbers to manage each PO



✓ Confirm orders within 7 workdays

✓ 2 type of Order Confirmation:

- **Confirm Entire Order:** If vendors want to confirm full order
- **Reject Entire Order:** If vendors want to reject order

Order Confirmation

Customer: MOMENTIVE, LLC
290 HUDSON STREET, 11TH FLOOR, NEW YORK, NY 10014-2001, USA
Phone: +1 212 305 0000

Supplier: Momentive Enterprise Test Supplier 1-TEST
5078 Main Street, Pittsburgh, PA 15202, United States
Phone: +1 201 305 0000

Purchase Order: 4502309487, Amount: \$2,500.00 USD

Click order confirmation to manage this order

Delivery Date to be confirmed (screenshot)



Ariba Confirmation# : The Confirmation# can be anything like the Sale Order# or the date on which you are confirming our order or the Purchase order number itself. You can enter any number there and then Select the required status of Confirm Entire Order

b. Reject Entire Order

How to Reject Ariba PO from Momentive

SAP Business Network - Standard Account - Upgrade TEST MODE - Back to Classic view

Purchase Order: 4502309359

Create Order Confirmation - Create Order - Create Invoice

Cancel Order - Update Line Items - History

Reject Entire Order

Click on Reject Entire Order

To: SHANGHAI Test CO.,LTD-TEST 123456

Purchase Order (New) 4502309359 Amount: RMB240.00 CNY Version: 1

Track Order

Routing Status: Sent External Document Type: 标准采购订单 (NB)

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: Test-0223

Comments: reject with reasons

Reject Order Cancel

Input reasons for rejection & click on Reject Order



NOTE : Once you receive the revised PO from Momentive it is mandatory to confirm the revised PO to be able to invoice through Ariba.

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