



Manual – Confirm PO

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Login to the SAP Business Network

Supplier sign-in

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

Have you visited our supplier community?



Find the resources you need, including demos, webinars, blogs, peer-to-peer engagement, and more, to maximize the value of your supplier account on the network.

Learn More

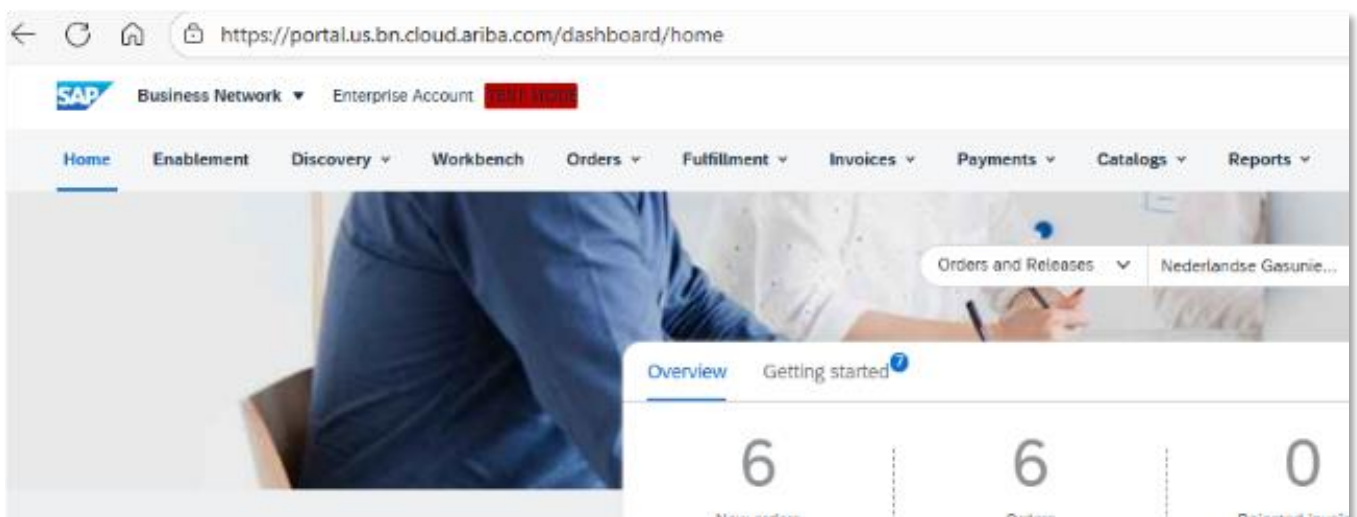
Go to service.ariba.com and login as a supplier.

Go to the Workbench in the dashboard

If an order contains line items that are temporarily unavailable or no longer offered, you can confirm the parts of the order that you can deliver, other line items can be set to 'backorder' or 'reject'.

To submit an order confirmation:

Click **Workbench** or **Orders**



Find your purchase order number

1. Click the PO number you want to confirm. Typically a 10-digit number starting with 45000-.

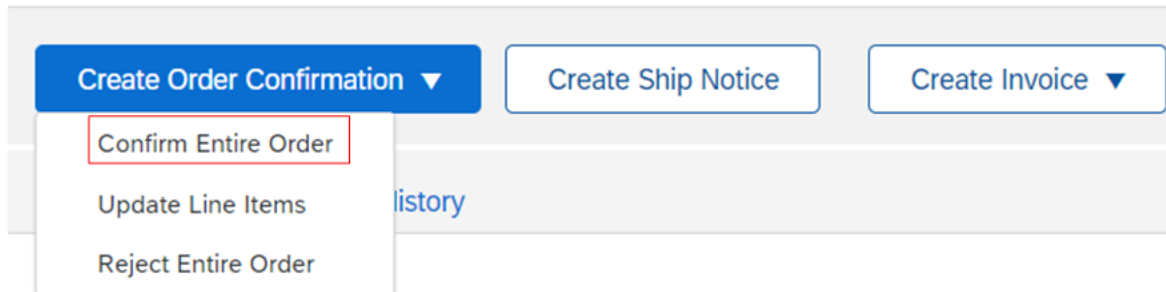
The screenshot displays the SAP Business Network Workbench interface. At the top, there's a navigation bar with tabs like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The Workbench section shows a summary of various order types: New orders (6), Orders (6), Rejected invoices (0), Remittances (€ 0.0 EUR), Early payment offers (€ 0.0 EUR), Scheduled payments (€ 0.0 EUR), Open postings (0), and Matched Leads (0). Below this, the 'New orders (6)' section is active, showing a list of orders with filters for Customers, Order numbers, Creation date (Last 31 days), Order status (Include), Company codes, and Purchasing organization. The list includes columns for Order Number, Customer, Amount, Date, and Order Status. The data shows several orders from 'Nederlandse Gasunie N.V. - TEST' with amounts ranging from €1 to €8590 EUR, all dated between October 27, 2025, and November 18, 2025, and all with a status of 'New'.

Order Number	Customer	Amount	Date ↓	Order Status
4600021019	Nederlandse Gasunie N.V. - TEST	€83.2 EUR	Nov 18, 2025	New
4600021015	Nederlandse Gasunie N.V. - TEST	€85.9 EUR	Nov 18, 2025	New
4600021016	Nederlandse Gasunie N.V. - TEST	€8590 EUR	Nov 18, 2025	New
4600021011	Nederlandse Gasunie N.V. - TEST	€2 EUR	Nov 12, 2025	New
4600020944	Nederlandse Gasunie N.V. - TEST	€1 EUR	Oct 28, 2025	New
4600020943	Nederlandse Gasunie N.V. - TEST	€1 EUR	Oct 27, 2025	New

Note that when you search for your purchase order on your SAP Business Network workbench, most workbench **filters** are set to the **last 31 days by default**. If your purchase order was created outside of the time period, it won't be visible right away. Edit the filter to extend the date range to "Last 365 days", manually choose a date range, or *search for* a specific purchase order number.

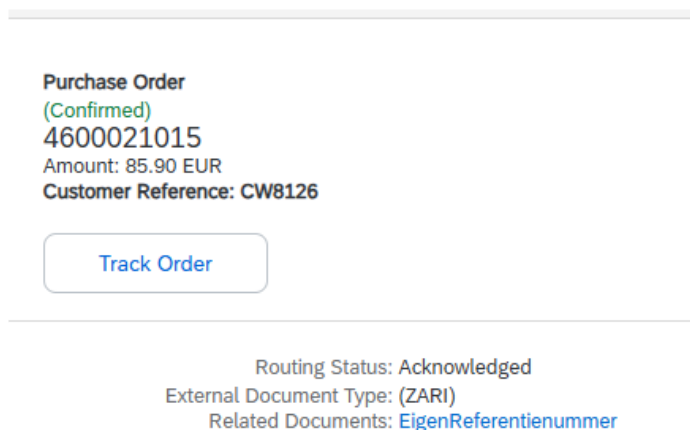
Bevestig de PO – Confirm entire order

Purchase Order: 2200003758



Click Create **Order Confirmation** > **Confirm entire order** (you have the option to accept all lines or reject/reject all lines).

Reject is not recommended, we only use **change and accept**. If something is not right, please contact purchaseorders@gasunie.nl



s.

In the **Order Confirmation Header section**, enter your own confirmation number. This can be your own confirmation number or the PO number followed by OC of Order Confirmation (example: 45000000001OC). You also enter the estimated **delivery date** in the Est. Delivery Date field. If this changes or is delayed, follow the same steps and click on Confirm order again to change the date. It is also important to add an attachment, which is mandatory

Confirming PO

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 1
Associated Purchase Order #: 4600021015
Customer: Nederlandse Gasunie N.V. - TEST
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:
Est. Delivery Date:
Est. Shipping Cost:
Est. Tax Cost:
Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

[Bestand kiezen](#) Geen bestand gekozen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	10	Material	1.0 (EA)	1 Dec 2025	85.90 EUR	85.90 EUR

SpecialChar - ASCII safety test: 1|].
Current Order Status:
1.0 Confirmed As Is

Shipping and Tax Information

Est. Shipping Date: 25 Nov 2025
Est. Delivery Date:
Est. Shipping Cost:
Est. Tax Cost:
Comments: Hele order wordt rond aangegeven datum verzonden

Attachments

	Name	Size (bytes)	Content Type
☐	Samenvatting_BISL.pdf	36150	application/pdf
☐	logo_dh.png	27046	image/png

L

Delete

[Bestand kiezen](#) Geen bestand gekozen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	10	Material	1.0 (EA)	1 Dec 2025	85.90 EUR	85.90 EUR

SpecialChar - ASCII safety test: 1|].
Current Order Status:
1.0 Confirmed With Comments (Estimated Shipment Date: 25 Nov 2025)

Exit

Next

https://service.ariba.com/Supplier.aw/109534056/aw?awh=r&awssk=7kk8Fbmh

SAP Business Network Enterprise Account TEST MODE

Confirming PO

Previous Submit Exit

1 Update Item Status

2 Review Confirmation

Confirmation #: HierJeOrderNummerInvullen.1
 Supplier Reference:
 Est. Shipping Date: 14 Jul 2026
 Comments: Plaats hier informatie over de bestelling. Bijvoorbeeld, leverancier zal de pijp medio maart produceren.
 Attachments: Samenvatting_BISL.pdf

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	9 SpecialChar - 1, 1. %w, 3-4, ---, ...	Material	1.0 (EA)	1 Dec 2025	49.70 EUR	49.70 EUR
1 Confirmed With Comments (Comments: Plaats hier informatie over de bestelling. Bijvoorbeeld, leverancier zal de pijp medio maart produceren.; Estimated Shipment Date: 14 Jul 2026) Attachments: logo_dh.png						
20	4 SpecialChar - 2H; + O; 2H4O, R = ...	Material	1.0 (EA)	1 Dec 2025	33.50 EUR	33.50 EUR
1 Backordered (Comments: Plaats hier informatie over de bestelling. Bijvoorbeeld, leverancier zal de pijp medio maart produceren.; Estimated Shipment Date: 14 Jul 2026) Attachments: afwezig.eml						

Previous Submit Exit

Click Next to review the conformation, and then click Submit. The order has now been confirmed. Then click on 'Done'. Then you will see that the new status is 'Confirmed'.

Purchase Order: 4600021019

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

gasunie

From:
Customer
NV Nederlandse Gasunie
Concourslaan 17
9727 KC Groningen
Netherlands
Phone: + (0) 050-5219111
Fax: + (0) 050-5219111

To:
Test Jeroen Schipper-TEST
Concourslaan 17
9727 KC Groningen
Netherlands
Phone: 050 521 9111
Fax:
Email: testjeroenschipper@gmail.com

Purchase Order
(Confirmed)
4600021019
Amount: €3.20 EUR
Customer Reference: CW8126

Track Order

Payment Terms ⓘ
0% 30
Verschuldigd binnen 30 dagen - Pay within 30 days

Comments
Terms and Conditions: *All purchases made by Gasunie are subject to the General Terms and Conditions (hereinafter: T&C) of Gasunie as stated on the purchase order, 'Relevant T&C' at the line item details.
The relevant T&C can be found at www.gasunie.nl ... [View more >](#)

Contact Information

Routing Status: Acknowledged
 External Document Type: (ZARI)
 Related Documents: HierJeOrderNummerInvu...
 HierJeOrderNummerInvu...

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4600021019	Nederlandse Gasunie N.V. - TEST	€83.2 EUR	Nov 18, 2025	New		...
4600021015	Nederlandse Gasunie N.V. - TEST	€85.9 EUR	Nov 18, 2025	Confirmed		...
4600021016	Nederlandse Gasunie N.V. - TEST	€8590 EUR	Nov 18, 2025	New		...
4600021011	Nederlandse Gasunie N.V. - TEST	€2 EUR	Nov 12, 2025	New		...
4600020944	Nederlandse Gasunie N.V. - TEST	€1 EUR	Oct 28, 2025	New		...
4600020943	Nederlandse Gasunie N.V. - TEST	€1 EUR	Oct 27, 2025	New	€0 EUR	...

Confirm by line item

Purchase Order: 4600021019

[Create Order Confirmation ▼](#)[Create Ship Notice](#)[Create Invoice ▼](#)

[Confirm Entire Order](#)[Update Line Items](#)[Reject Entire Order](#)



From:
Customer
NV Nederlandse Gasunie
Concourslaan 17
9727 KC Groningen
Netherlands
Phone: + () 050-5219111
Fax: + () 050-5219111

Select the **Update Line Items** option if you want to enter the estimated delivery date or notes for each line item that you confirm.

To confirm on a rule-by-line basis, take the following actions:

- In the fields where a 'backorder' applies, enter how many parts are delayed.
- If the entire material is not yet available, enter the number of the line in the Backorder field.
- This way you go through each line, and then click next to check it
- Then click on Done and you will see that you have partially confirmed the PO. (Partially Ordered)

https://service.ariba.com/Supplier.aw/109534056/aw7awh=r&awssk=7kk8Fbmh#b0

NV Nederlandse Gasunie

Current Order Status

1 Confirmed With Comments

(Comments: Plaats hier informatie over de bestelling. Bijvoorbeeld, leverancier zal de pijp medio maart produceren.; Estimated Shipment Date: 14 Jul 2026)

Confirm:

1

Backorder:

Details ⓘ

Attachments:

	Name	Size (bytes)	Content Type
☐	Samenvatting_BISL.pdf	36150	application/pdf

L

Delete

Bestand kiezen

Geen bestand gekozen

Add Attachment

The total size of all attachments cannot exceed 100MB

20

4

Material

1.0 (EA)

1 Dec 2025

33.50 EUR

33.50 EUR

SpecialChar - 2H₂ + O₂ ≥ 2H₂O, R = ...

Current Order Status

1 Backordered

(Comments: Plaats hier informatie over de bestelling. Bijvoorbeeld, leverancier zal de pijp medio maart produceren.; Estimated Shipment Date: 14 Jul 2026)

Confirm:

1

Backorder:

Details ⓘ

Attachments:

	Name	Size (bytes)	Content Type
☐	logo_dh.png	27046	image/png

L

Delete

Bestand kiezen

Geen bestand gekozen

Add Attachment

The total size of all attachments cannot exceed 100MB

Confirm All ⓘ

Exit

Next

Fill in the backorder, see image.

Purchase Order

(Partially Confirmed)

4600021019

Amount: 83.20 EUR

Customer Reference: CW8126

Track Order

Routing Status: Acknowledged

External Document Type: (ZARI)

Related Documents: [HierJeOrderNummerInv...](#)

Order Number	Customer	Amount	Date ↓	Order Status
4600021019	Nederlandse Gasunie N.V. - TEST	€83.2 EUR	Nov 18, 2025	Partially Confirmed
4600021015	Nederlandse Gasunie N.V. - TEST	€85.9 EUR	Nov 18, 2025	Confirmed
4600021016	Nederlandse Gasunie N.V. - TEST	€8590 EUR	Nov 18, 2025	New
4600021011	Nederlandse Gasunie N.V. - TEST	€2 EUR	Nov 12, 2025	New

gasunie

Change delivery date in the PO

If the delivery date is known and if the delivery date changes, you must click on the PO again and click on confirm entire Order again to change the delivery date in the Delivery Date field. So that Gasunie is aware of the change.

What should I pay extra attention to?

You can confirm the PO within a week after you have received the PO.

Is the delivery time 0-50 days later than the delivery date on the PO? (delayed?) Then you must confirm the PO within a week and fill in the expected delivery date.

Is the delivery time with 50-130 days later than the delivery date on the PO? (delayed?) Then you must confirm the PO within two weeks of receipt.

Is the delivery time with 130+ days later than the delivery date on the PO? (delayed?) Then you must confirm the PO within six weeks of receipt.

The attachment is only added to your order conformation if you have clicked on add, after the file has been chosen!

NEW SBN users: If you have a **Standard account** and this is the first time you have received and processed a purchase order from Gasunie using SAP Business Network, you will find the purchase order email notification in your email box and click on the "Process Order" button/link to log in to your account and view the order details.

Contact opnemen met Expediting

If there are any calamities or other questions regarding the confirmation of a PO, you can contact purchaseorders@gasunie.nl