Create Order Confirmation – Ariba Network

1. Log into Ariba Network and search for the Purchase Order that needs confirmed.

Orders (397) ∨ Edit filter Customers Select or type selections a. Expand the Search Filter section to search for the exact PO number or adjust other filters to just see MPC relevant POs. PO #s are cap sensitive.

					11		
		Home	Enablement	Workbench	Orders 🗸	Fulfillment \sim	
			17		Purchase	e Orders	
		123		C C	Orde Order Ind	quiries	
(207)							
(397) filter							
(397) filter ımers		Order numbers	Creation date	Order status	Company codes	Purchasing organizations	Customer locations
(397) filter amers ect or type selections	ß	Order numbers Type selection	Creation date	Order status	Company codes	Purchasing organizations	Customer locations Type selection
(397) filter amers ect or type selections	ß	Order numbers Type selection O Partial match	Creation date Last 31 days	Order status	Company codes	Purchasing organizations Select or type selections	Customer locations Type selection
: (397) filter ect or type selections rtype	B	Order numbers <i>Type selection</i> Partial match () Exact match Routing status	Creation date Last 31 days	Order status V Include Y Visibility	Company codes	Purchasing organizations	Customer locations
(397) filter omers ect ar type selections r type	C C	Order numbers <i>Type selection</i> Partial match C Exact match Routing status All	Creation date Last 31 days Min amount Max amount Currence USD	Order status V Include y Visibility V Not hidden	Company codes st [9] Select or type selections	Purchasing organizations	Customer locations [9] Type selection
(397) filter xmers xct or type selections type Orders with inquiry only	₽ ×	Order numbers <i>Type selection</i> Partial match C Exact match Routing status All	Creation date Last 31 days Min amount Max amount Currency V USD	Order status Include Select or type sel Y Visibility Not hidden	Company codes	Purchasing organizations	Customer locations Type selection

2. Once you have found the correct PO, click on the blue order number to open the PO.

Order Number	Customer
4900001780	Marathon Petroleum Affiliate - TEST

- 3. If the PO is already confirmed, the Create Invoice button will be white, and a Confirmation document will be available under Related Documents.
 - a. If not confirmed, the Create Invoice will be grayed out until confirmation is completed.
 - b. For some blanket orders, the confirmation is not required prior to invoicing, though it's highly recommended.

Purchase Order: 4900001780

[Create Order Confirmation 🔻	Create Ship Notice	Create Service Sheet	Create Invoice 🔻
	Order Detail Order History			

4. You have the option to confirm the full order, update line items (confirm partial), or reject the full order.

Purchase Order: 4900001780

Create Order Confirmation	Create Ship Notice Create Service Sheet Create Invoice 🔻
Confirm Entire Order Update Line Items	istory
Reject Entire Order	

- 5. When confirming the entire order, Confirmation Number and Estimated Completion/Delivery date (completion dates for services and delivery dates for materials) are required.
 - a. If the items are already delivered, just select today's date as these cannot be back dated.
 - b. Click Next > Submit.

Confirming PO					
1 Confirm Entire Order	 Order Confirmatio 	n Header			
2 Review Order Confirmation		Confirmation #: Associated Purchase Order #: Customer: Supplier Reference:	 4900001780 Marathon Petroleum Affiliate - TEST		
	Shipping and Tax Information	on Est. Completion Date:* Comments:			<i>i</i>
	Line Items				
	Line #	Part # / Description	Туре	Qty (Unit)	
	♥ 00010	NOT AVAILABLE Test	Service		
Torday Confirmat	in Varder				8 Instrument and field
- Order Comma	Continuation #: CON1780 Associated Purchase Order #: 4000001780 Customer: Marathon Petroleum Supplier Reference:	ABGare - TEST			induates reporter res
Shipping and Tax Inform	tion				
	Est. Completion Date:1 5 May 2023 Comments:	8	Est. Tax Cost:		
Line Items					
Line #	Part # / Description	Type Qt	y (Unit) Need By	Unit Price	Subtotal
▼ 00010	NOT AVAILABLE Test	Service	27 Jul 2023		\$3,456.00 USD
00010.	Current Order Status: Confirmed With New Date (Estimated Completio 10	n Date: 5 May 2023) Service 1.0	00 (C62) ()	\$3,456.00 USD	\$3,456.00 USD
					Exit Next

Confirming PO							Previous Submit	Exit
Confirm Entire Order Review Order Confirmation	Confirmation Update Confirmation #: CON1780 SuppGer Reference:							
	Line Items	Part & Paradala	•	01-10-11	Next Re-	Helt Direct		
	▼ 00010	NOT AVAILABLE	Service	dð (nus)	need by 27 Jul 2023	Unit Price		\$3,456.00 USD
		Test Current Order Status: Confirmed With New Date (Estimated Completion Date: 5 May 20	(23)					
	00010.10	test	Service	1.000 (C62) ①		\$3,456.00 USD		\$3,456.00 USD
							Previous	Exit

- 6. For a partial confirmation (Update Line Items), enter Confirmation Number, Est Delivery Date, and enter how many items can be confirmed and how many may be back ordered.
 - a. Once complete, click Next and Submit.
 - b. Any items that are not confirmed will not be available for invoicing until all have been confirmed.
 - c. Repeat the process for confirm entire order when ready to confirm the rest of your items.

1 Update Item Status	 Order Confirmation 	n Header
2 Review Confirmation	Confirmation #: Associated Purchase Order #: Customer: Supplier Reference:	978967 4500276798 Marathon Petroleum Company LP - TEST

E	st. Delivery Date: 4 Mar 2022 Comments:		Est. Tax Cost:		
Line I	tems		Need Dr.		l Inii
10	EATON LABOR ON UPS		Need By 7 Sep 2021		975.00
	Current Order Status 1 Backordered (Estimated Deliver Confirm:	ry Date: 4 Mar 2022) Backorder:		Details (i)
Ļ	Reject All (i) Confirm All (i)				

- 7. To reject the order, select the Reject Entire Order option and fill in all fields then Reject Order.
 - a. NOTE: Partial rejections are not accepted.

- b. When rejecting an entire order, please provide comments so buyers can process accordingly.
- c. Rejected Orders will need to be re-processed into new Purchase Orders in Marathon's system.

Please **DO NOT** reject orders for pricing or description updates. Instead, reach out to the Buyer via email to update the PO and send a change through to the Ariba Network.

REJECT ENTIRE ORDER	
Order Confirmation Number: Confirmation #:	9678
Rejection Reason:	Please Select V
Comments:	
	1
	Reject Order Cancel