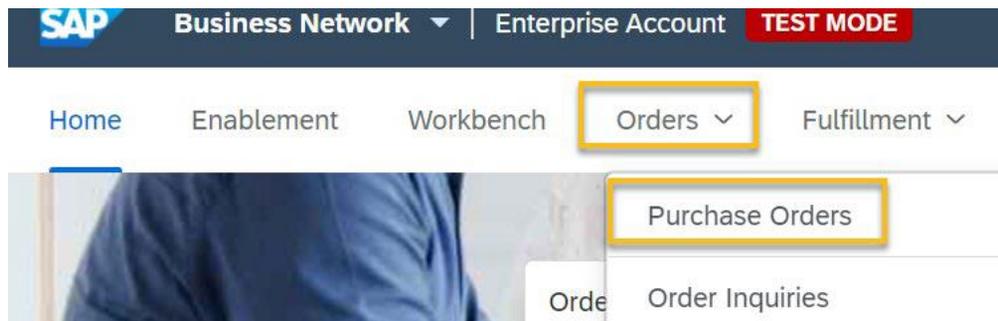


Create Order Confirmation – Ariba Network

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



Orders (397)

▼ Edit filter

Customers <input type="text" value="Select or type selections"/>	Order numbers <input type="text" value="Type selection"/> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	Creation date <input type="text" value="Last 31 days"/>	Order status <input type="text" value="Include"/>	Company codes <input type="text" value="Select or type selections"/>	Purchasing organizations <input type="text" value="Select or type selections"/>	Customer locations <input type="text" value="Type selection"/>
Order type <input type="text" value="All"/>	Routing status <input type="text" value="All"/>	Min amount <input type="text"/>	Max amount <input type="text"/>	Currency <input type="text" value="USD"/>	Visibility <input type="text" value="Not hidden"/>	

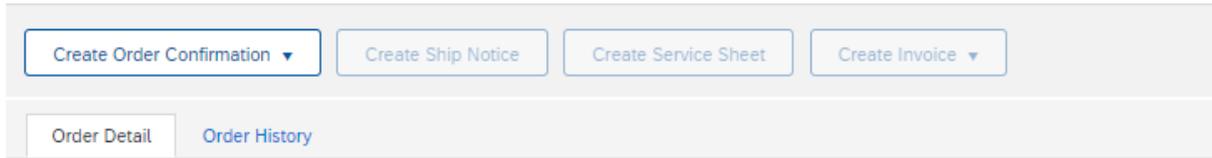
Orders with inquiry only

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

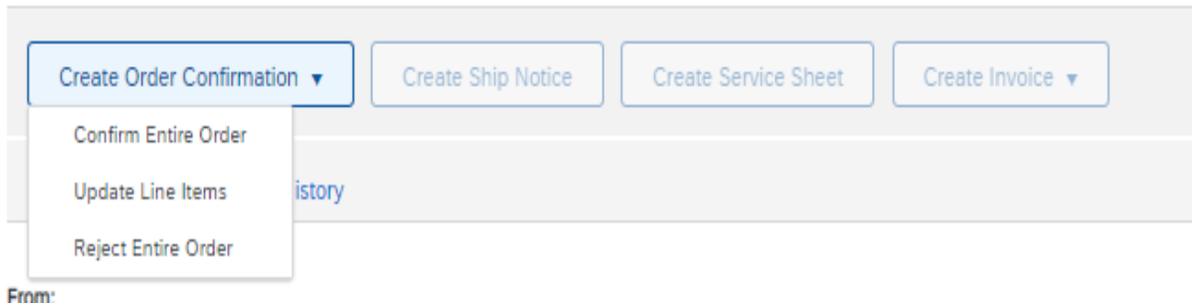
3. If the PO is already confirmed, the Create Invoice button will be white, and a Confirmation document will be available under Related Documents.
 - a. If not confirmed, the Create Invoice will be grayed out until confirmation is completed.
 - b. For some blanket orders, the confirmation is not required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

Purchase Order: 4900001780



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

Purchase Order: 4900001780



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

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4900001780

Customer: Marathon Petroleum Affiliate - TEST

Supplier Reference:

Shipping and Tax Information

Est. Completion Date:*

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)
00010	NOT AVAILABLE Test	Service	

Order Confirmation Header

* Indicates required field

Confirmation #:

Associated Purchase Order #: 4900001780

Customer: Marathon Petroleum Affiliate - TEST

Supplier Reference:

Shipping and Tax Information

Est. Completion Date:*

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00010	NOT AVAILABLE Test	Service		27 Jul 2023		\$3,456.00 USD
Current Order Status:						
Confirmed With New Date (Estimated Completion Date: 5 May 2023)						
00010.10	test	Service	1.000 (CS2)		\$3,456.00 USD	\$3,456.00 USD

Exit Next

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: CON1760
Supplier Reference:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
▼ 00010	NOT AVAILABLE	Service		27 Jul 2023		\$3,456.00 USD
	Test					
	Current Order Status:					
	Confirmed With New Date (Estimated Completion Date: 5 May 2023)					
00010.10		Service	1.000 (C52)		\$3,456.00 USD	\$3,456.00 USD
	test					

Previous **Submit** 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

2 Review Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500276798

Customer: Marathon Petroleum Company LP - TEST

Supplier Reference:

Est. Delivery Date: 4 Mar 2022

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Need By	Unit
10		7 Sep 2021	\$1,975.00

EATON LABOR ON UPS

Current Order Status

1 Backordered (Estimated Delivery Date: 4 Mar 2022)

Confirm:

Backorder:

[Details](#) ⓘ

[Reject All](#) ⓘ

↳ [Confirm All](#) ⓘ

7. To reject the order, select the Reject Entire Order option and fill in all fields then Reject Order.

- NOTE: Partial rejections are not accepted.
- When rejecting an entire order, please provide comments so buyers can process accordingly.
- 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 #:

Rejection Reason:

Comments:

[Reject Order](#)

[Cancel](#)