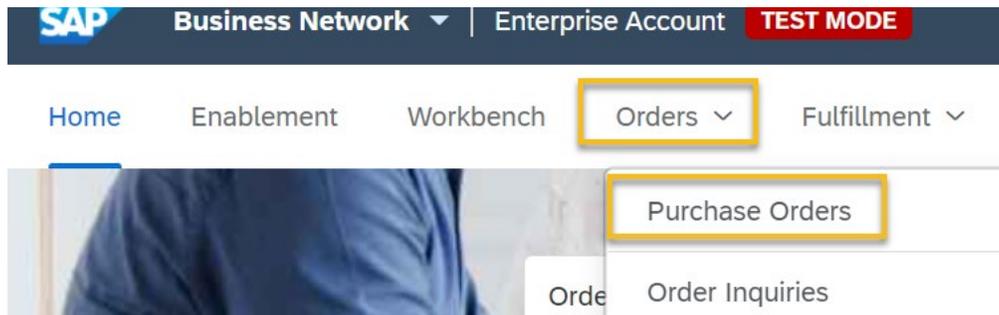


Create Order Confirmation – Ariba Network

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.



▼ Search Filters

Customer: ○

Order Number: Partial number Exact number

(i)

Buyer Location Code: (i)

Invoice Number: (i)

Show orders by: Creation Date Inquiry Date

Date Range: ▼

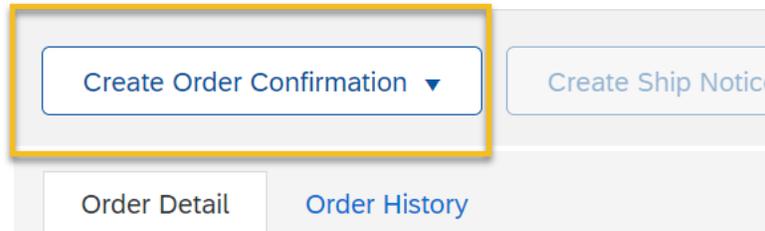
2 Feb 2022 - 4 Mar 2022

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



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.

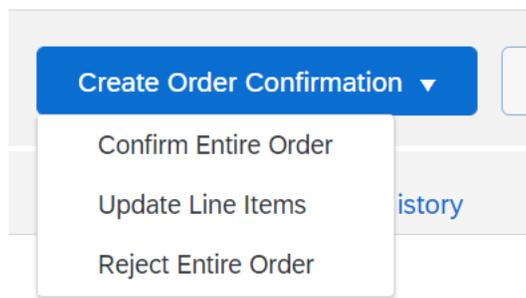
Purchase Order: 4500276801



From:
Dakota Prairie Refining
PO BOX 599701
SAN ANTONIO , TX 78259-9701
United States

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

Purchase Order: 4500276801



5. When confirming the entire order, Confirmation Number and Estimated Delivery date are required.
 - a. If the items are already delivered, just select today's date as these cannot be back dated.
 - b. Click Next > Submit.

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500276801

Customer: Marathon Petroleum Company LP - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:*

Est. Tax Cost:

Comments:

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:  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.
 - a. NOTE: Partial rejections are not accepted.
 - b. When rejecting an entire order, please provide comments so buyers can process accordingly.
 - c. Reject Orders will need to be re-processed into new 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: