

Summary

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- 3. How to reject full Purchase Order
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- 6. How to request for a quantity change
- 7. How to change delivery date
- 8. How to split delivery
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 - b) How to change delivery date
 - c) How to request for a price change
- 10. Focus on Framework orders
- 11. ArcelorMittal confirmation business rules





- Order Confirmation plays a **critical role** in ensuring smooth transactions between our organizations.
- It is **the formal agreement of an order placed by our organization**, and the subsequent agreement between the buyer and the supplier, and not a technical acknowledgment.
- By confirming the order, you affirm your commitment to fulfilling the specified requirements within the agreed-upon terms and conditions of the order, such as price, quantity or delivery date.



ArcelorMittal is relying on you to confirm 100% of your upcoming Purchase Orders



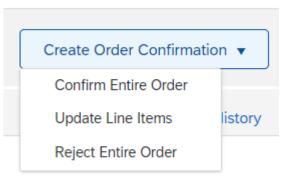
From the PO, to create an Order Confirmation, please select **Create Order Confirmation** to display a drop-down menu with 3 types of confirmations:

- 1. **Confirm Entire Order**: you accept the order as a whole, both for prices and quantities. If you change the delivery date, this new date will be applied to all lines.
- 2. **Update line items**: you want to change certain conditions of the order, such as a price, quantity or delivery date.

3. **Reject Entire Order**: you do not agree with the order. Enter a comment to explain your rejection.

Supplier Business Network URL : https://supplier.ariba.com

Purchase Order: 400273958



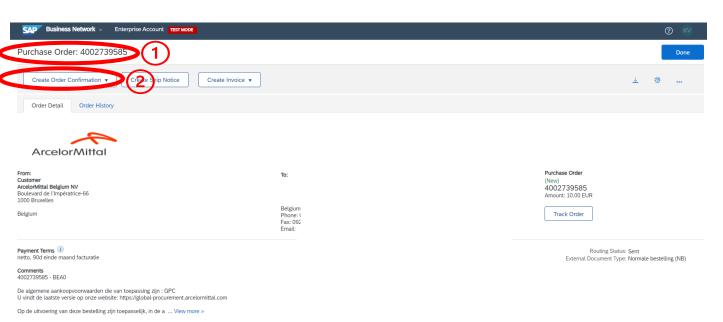




• For a request of price and quantity change, as long as ArcelorMittal has not accepted the price and quantity change, the order price will remain the same.

• If you request to **change the price or quantity** and ArcelorMittal **accepts this proposal**, you must **fully confirm** the second version.



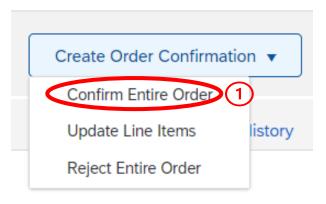


- Once you enter in the Ariba Network, find the related PO
- 2. From the PO, click on **Create Order Confirmation**

Supplier Business Network URL : https://supplier.ariba.com



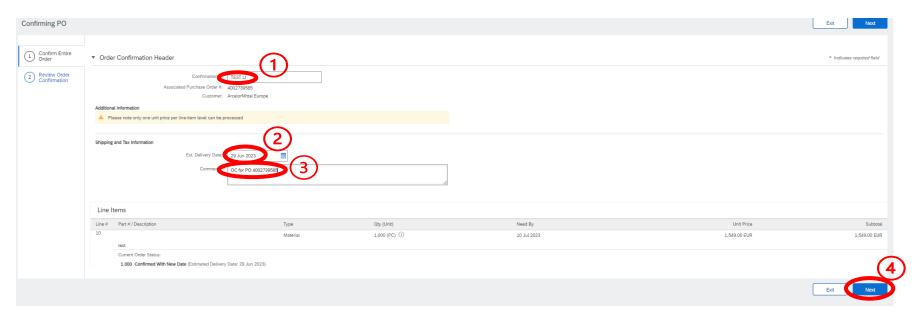
Purchase Order: 400273958



1. Click on **Confirm Entire Order** (If all the PO Terms & Conditions are agreed)

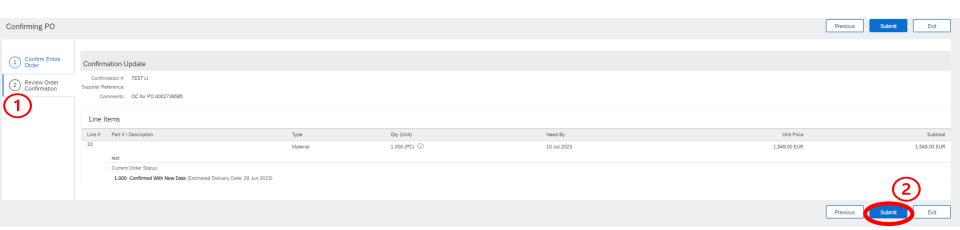






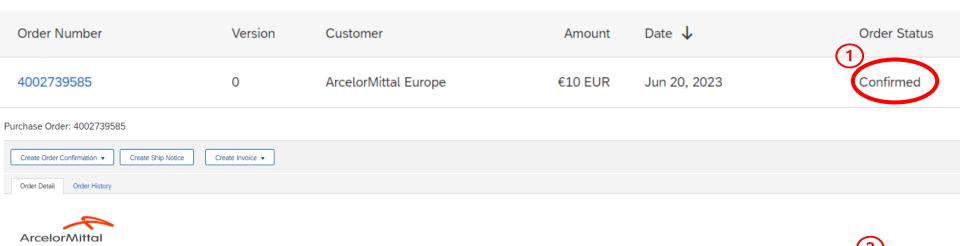
- 1. Enter a **Confirmation Number**, which is any number you use to identify PO confirmation
- 2. Each line in the PO confirmation will inherit the delivery date indicated on the purchase order header. If you specify an **Estimated Delivery Date**, this one will apply to all item upon submitting
- 3. Enter a comment in the **Comments** field. Note that comment is mandatory field to fulfill
- 4. Click **Next** to proceed with the confirmation





- 1. Review your Order Confirmation information
- 2. Click **Submit** to submit your PO confirmation to ArcelorMittal
- 3. Your PO is confirmed



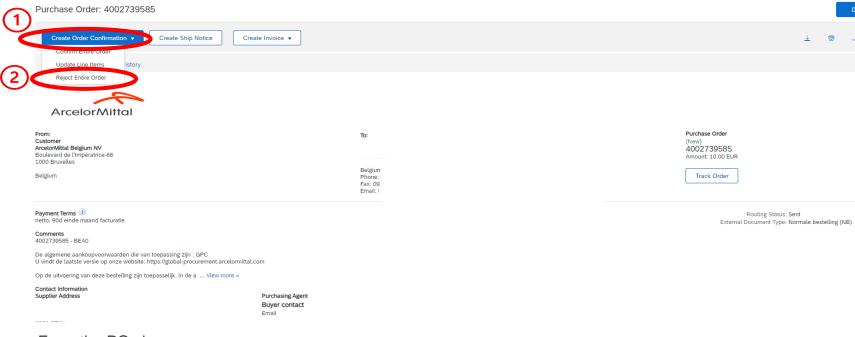


To:

- 1. The status of your PO then changes from New to Confirmed
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget



Customer ArcelorMittal Belgium NV Boulevard de l'Impératrice-66 1000 Bruxelles

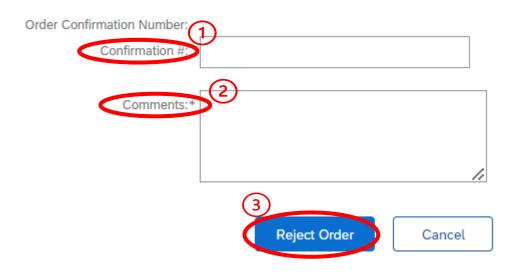


From the PO view:

- Click on the Create Order Confirmation button.
- 2. Select **Reject Entire Order**

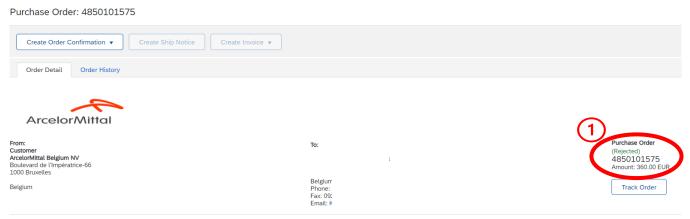


REJECT ENTIRE ORDER



- 1. Enter a confirmation number
- 2. Enter a reason for rejecting the order in the **Comments** field. Comments field is mandatory
- 3. Select Reject Order

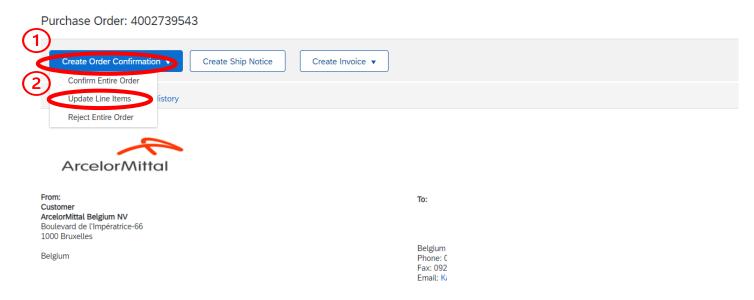




Order Number	Version	Customer	Amount	Date 🔱	Order Status
4850101575	0	ArcelorMittal Europe	€360 EUR	Jun 8, 2023	Rejected

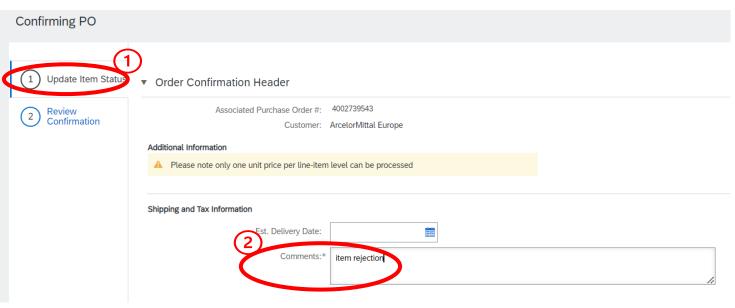
- 1. The status of your PO then changes to Rejected.
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget.





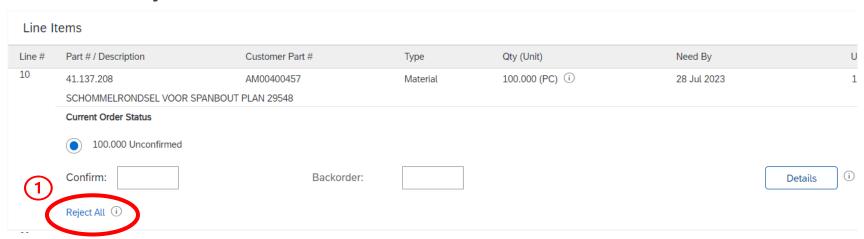
- 1. To reject 1 item, select Create Order Confirmation on the purchase order screen, to display the following options :
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Select **Update Line Items**





- 1. In the Update Item Status Header, you will retrieve information from the previous PO confirmation submitted
- 2. Add a **Comment** to explain the update of the item rejection





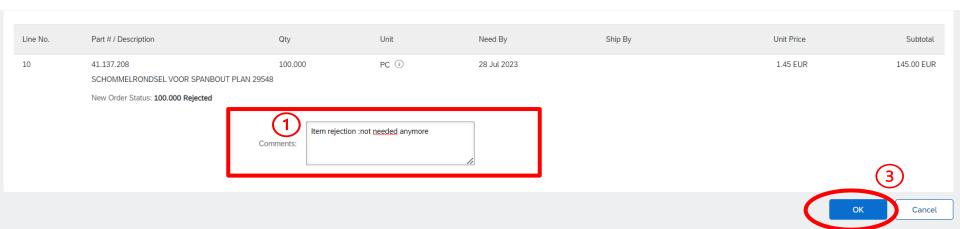
In the Line Items section:

1. Click on Reject All below the item to reject



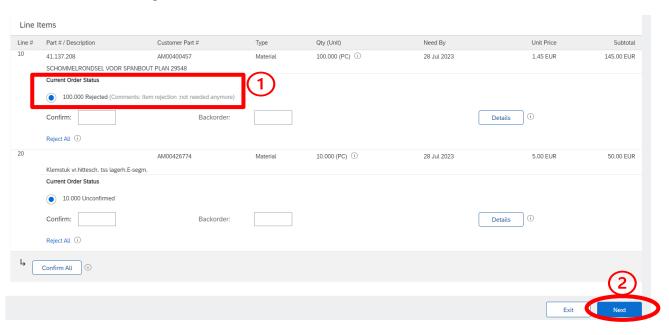
Reject All: for ArcelorMittal, it is not possible to reject part of the quantities in a line-item.





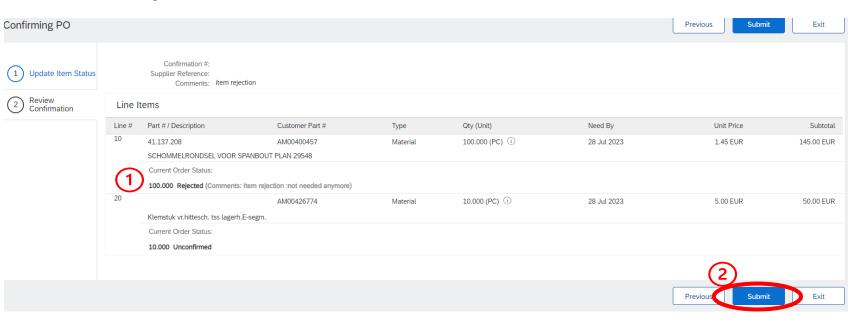
- 1. Add a comment on the **Comments** field to explain the reason of the reject
- 2. Note that rejecting an item will **reject the entire quantity of that item**
- 3. Click on "OK" to go back to the main screen for confirming PO





- 1. In the Line Items section, a new line Rejected corresponding to the rejected item is displayed in the Current Order Status
- 2. If all is OK, click on Next





- 1. Review the information of the updated line items
- 2. Click on Submit



Purchase Order: 4002739543

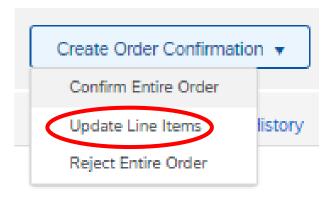


- 1. The status of your PO is **updated**
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget



- Within the purchase order, you have the possibility to modify details such as :
 - 1. The price
 - 2. The quantity
 - 3. The delivery date associated with the items included
- This allows you to adapt and **refine the order** according to evolving circumstances, ensuring that it aligns precisely with your **requirements** and preferences.
- All these processes are explained in the following <u>Chapter 5</u>, <u>Chapter 6</u> and <u>Chapter 7</u>





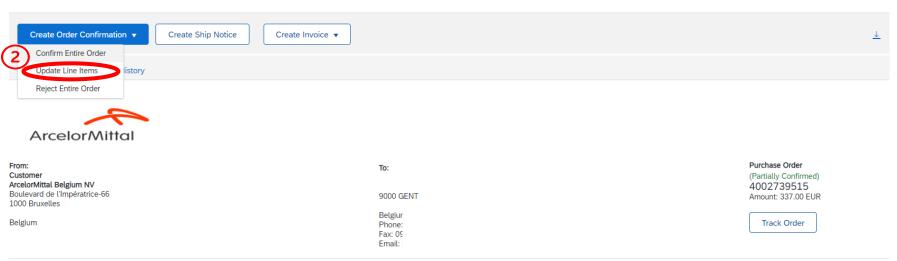
• You have the possibility to update **the price** of the articles included in the purchase order.

 This must be done via the **Update Line Items** available on the Purchase Order screen.

 When confirming at item level (only for material POs, not for service POs), each item line must be confirmed separately.

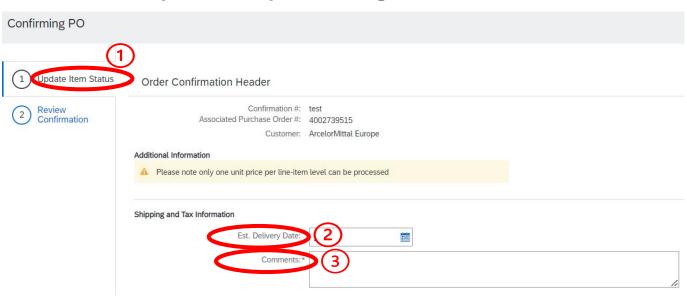


Purchase Order: 4002739515



- To request for a price change, select Create Order Confirmation on the purchase order screen, to display the following options:
 - Confirm Entire Order
 - 2. Update Line Items
 - 3. Reject Entire Order





- 1. In the **Update Item Status Header**, you will retrieve information from the previous PO confirmation submitted
- 2. Add an **Estimated Delivery Date** if needed. Each line in the PO confirmation will inherit this delivery date if it is indicated on the purchase order header
- 3. Add a **Comment** to explain the update of the price change

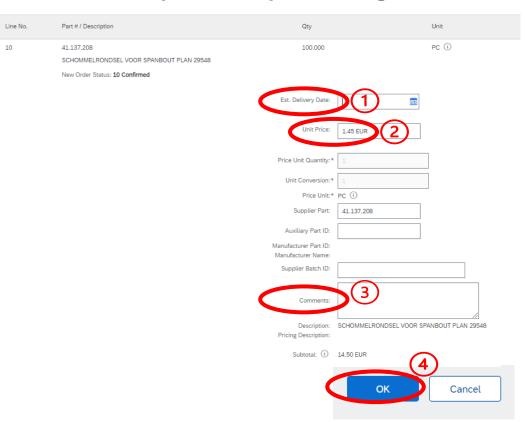


Line Items Part # / Description Unit Price Line# Type Qty (Unit) Need By 10 100.000 (PC) ① 41.137.208 24 Jul 2023 1.45 EUR Material SCHOMMELRONDSEL VOOR SPANBOUT PLAN 29548 **Current Order Status** 90 Unconfirmed Confirm: Backorder:

In the Line Items section, if you need to modify the line-item data:

- 1. Add the updated quantity to confirm in the field **Confirm**
- 2. Click on **Details**

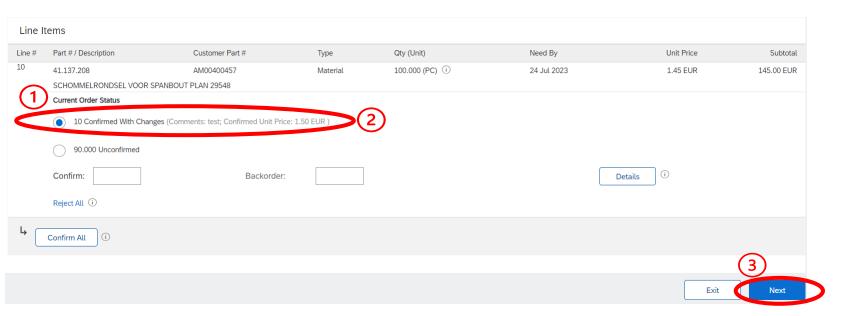




If the price has changed:

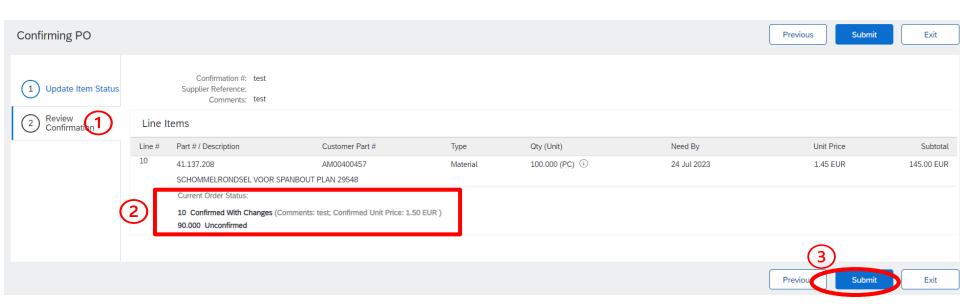
- 1. Add the Estimated Delivery Date if needed
- 2. Add the updated price in the field Unit Price
- Add a comment in the Comments field
- 4. Click on **OK** once completed to go-back on the main screen





- 1. In the Line Items section, a new line **Confirmed With Changes** corresponding to the price change is displayed in the **Current Order Status**
- 2. This new Current Order Status is displayed with the updated price and the quantity
- 3. If all is OK, click on **Next**



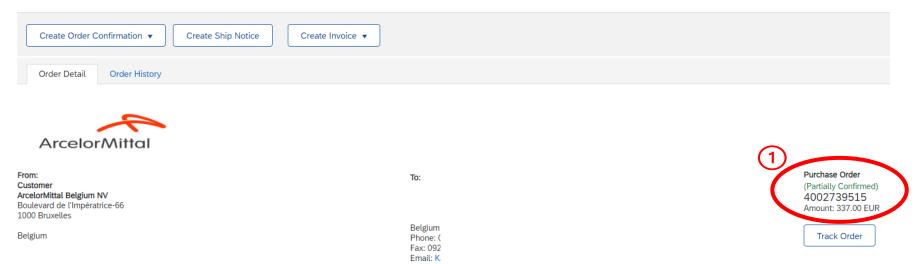


- 1. Review the information of the updated line items
- 2. The line Confirmed With Changes corresponding to the price change is displayed
- 3. Click **Submit** to submit the price change

In this case, for the item, we have 90 quantities in "unconfirmed". Items that are unconfirmed are considered as not delivered.



Purchase Order: 4002739515



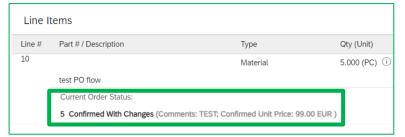
- 1. The status of your PO is updated
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget



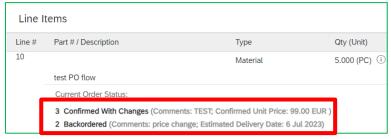


It is not possible to change a price on **Backordered** items To make a price change, **all items** must be **Confirmed**



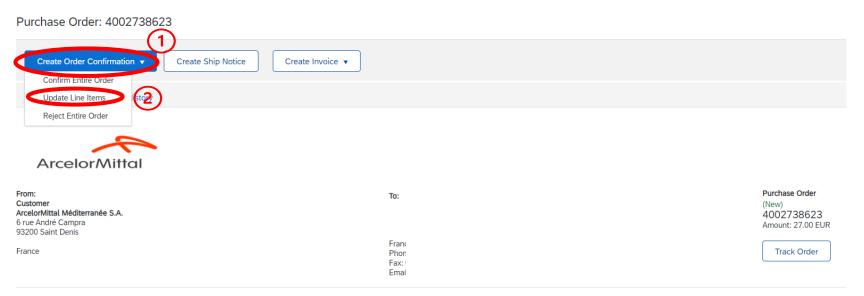






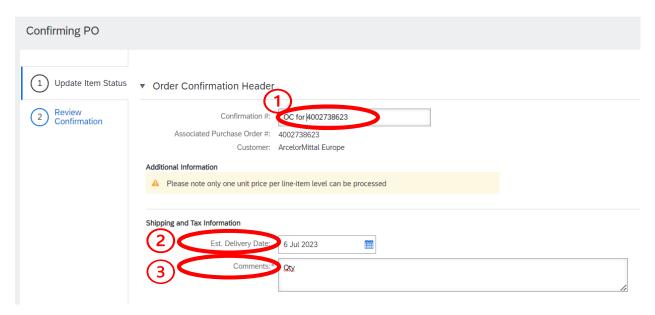


6. How to request for a quantity change



- 1. To request for a quantity change, select Create Order Confirmation on the purchase order screen, to display the following options:
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Select Update Line Items

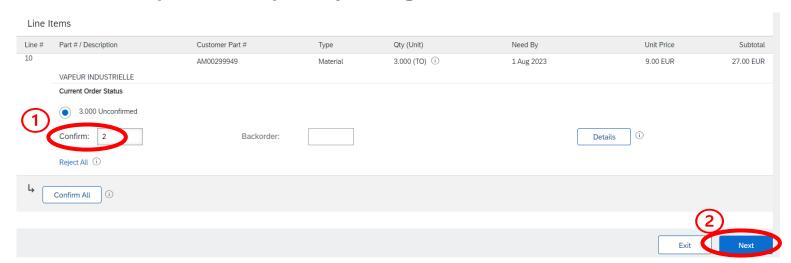




In the Update Item Status Header:

- 1. Add the **Confirmation #** to identify the confirmation
- 2. Add an **Estimated Delivery Date** if needed. Each line in the PO confirmation will inherit this delivery date if it is indicated on the purchase order header
- 3. Add a Comment to explain the quantity change

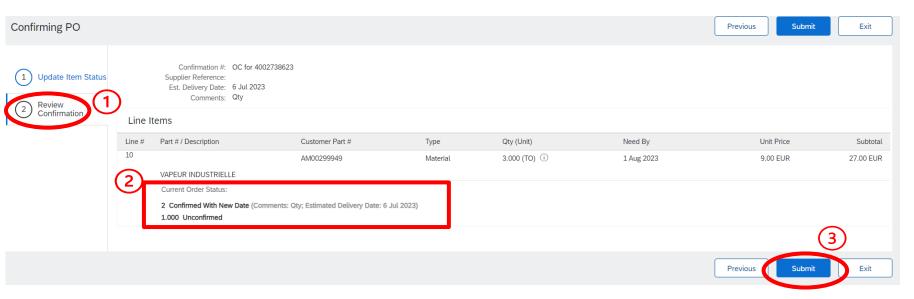




In the Line Items section, if you need to modify the quantity:

- 1. Add the updated quantity to change and confirm in the field **Confirm.** It is important leave the remaining quantities as **Unconfirmed** in order to change the quantity
- 2. Click on Next





- 1. Review the information of the updated line items
- 2. 2 lines are displayed:
 - a) 2 items Confirmed With New Date corresponding to the new confirmed quantity
 - b) 1 Unconfirmed item
- 3. Click Submit to submit the confirmed quantity

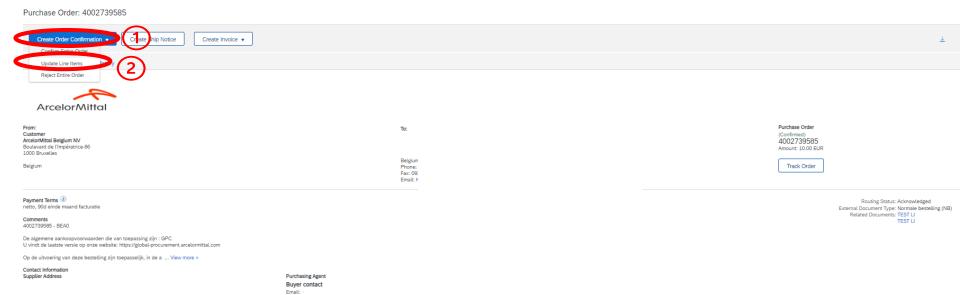


Purchase Order: 4002738623



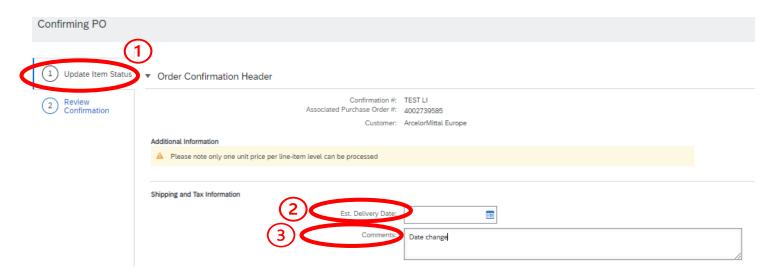
- 1. The status of your PO is **updated**
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget





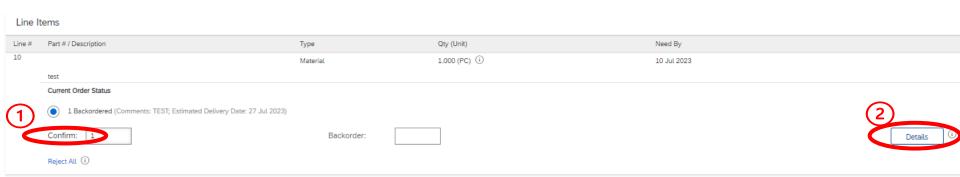
- 1. To request for a delivery date change, select **Create Order Confirmation** on the purchase order screen, to display the following options:
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Select **Update Line Items**





- 1. In the **Update Item Status Header**, you will retrieve information from the previous PO confirmation submitted
- 2. Add an **Estimated Delivery Date** if needed. Each line in the PO confirmation will inherit this delivery date if it is indicated on the purchase order header.
- 3. Add a **Comment** to explain the update of the change

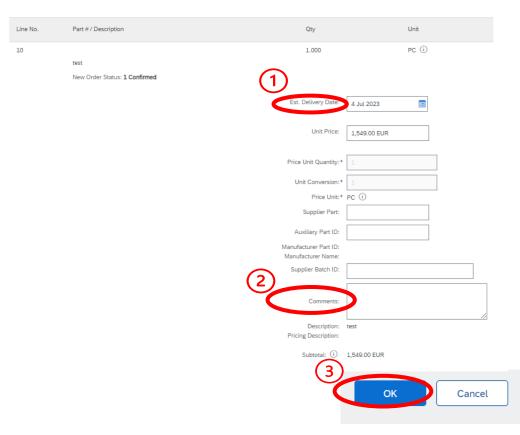




In the Line Items section, if you need to modify the line-item delivery date :

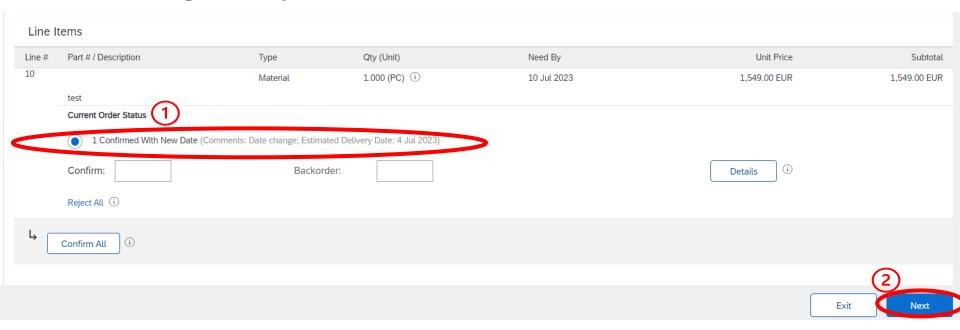
- 1. Add the correct quantity to confirm in the fields **Confirm**
- 2. Click on **Details**





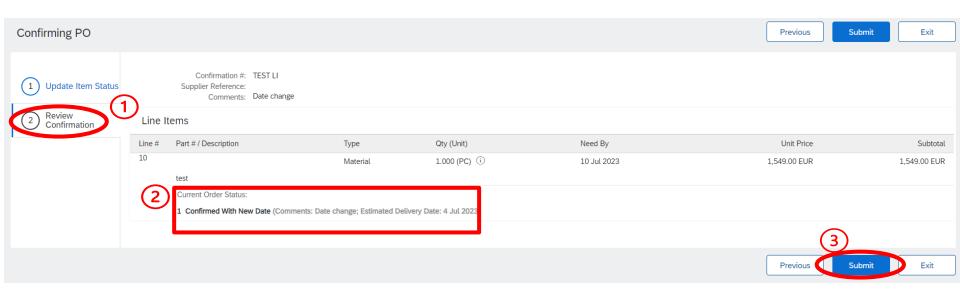
- 1. Add the new Delivery Date
- 2. Add a comment in the "Comments" field
- 3. Click on "OK" once completed to go-back on the main screen





- 1. In the Line Items section, a new line **Confirmed With New Date** corresponding to the delivery date change is displayed in the **Current Order Status**
- 2. If All is OK and click on Next

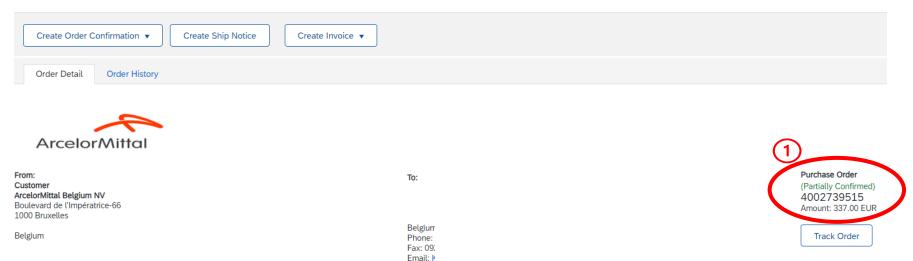




- 1. Review the information of the updated line items
- 2. The line "Confirmed With New Date" corresponding to the delivery date change is displayed
- 3. Click on Submit

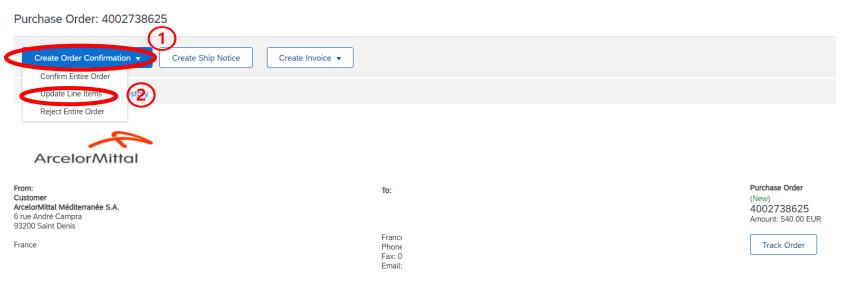


Purchase Order: 4002739515



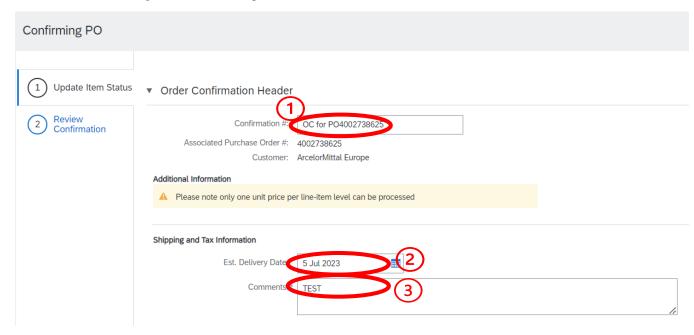
- 1. The status of your PO is **updated**
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget.





- 1. To reject 1 item, select **Create Order Confirmation** on the purchase order screen, to display the following options:
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Select **Update Line Items**

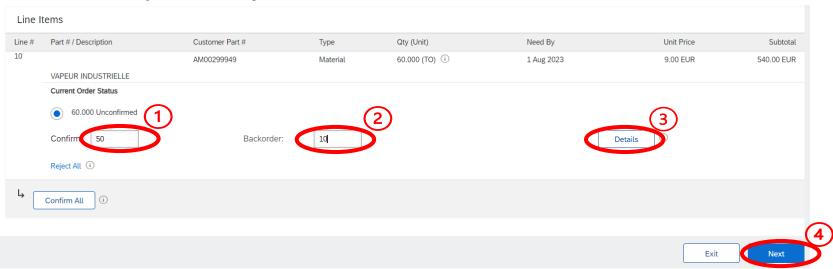




In the **Update Item Status Header**:

- 1. Add the **Confirmation #** to identify the confirmation
- 2. Add an **Estimated Delivery Date** if needed. Each line in the PO confirmation will inherit this delivery date if it is indicated on the purchase order header
- 3. Add a Comment

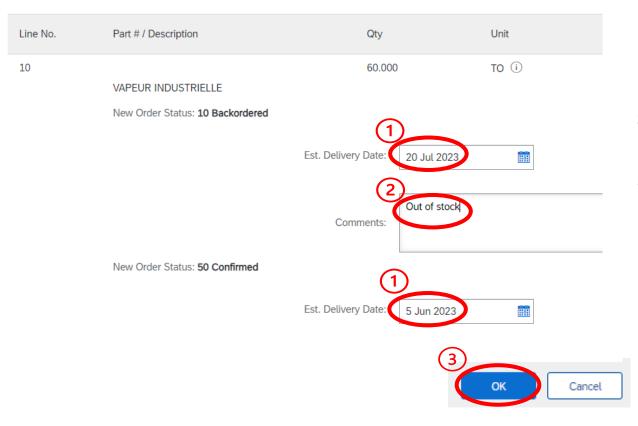




In the Line Items section, to split the delivery:

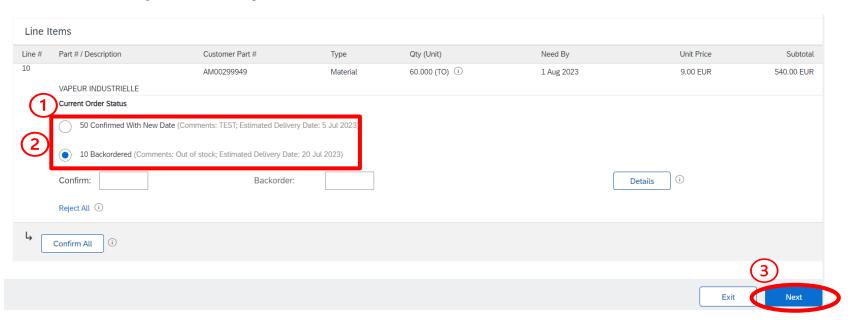
- 1. Add the correct quantity to confirm in the field **Confirm**
- 2. Add the correct quantity to backorder in the field **Backorder**. Backorder will permit to postpone the quantity to a later date. For example, if the item is no longer in stock at a specific date, it is possible to change the quantity to be confirmed and defer the delivery
- 3. Click on **Details**
- 4. Click on Next





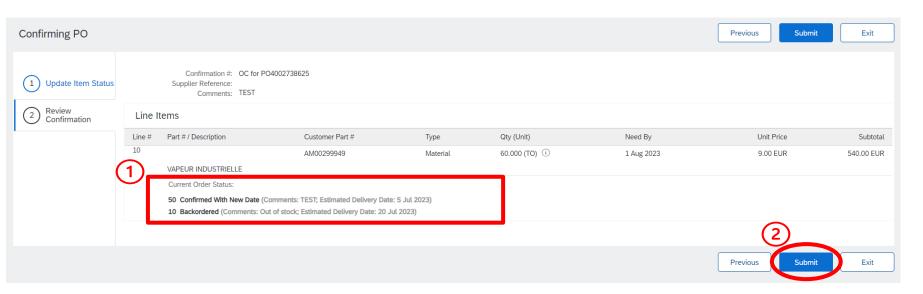
- Add the **delivery dates** for the quantity to be backordered and the quantity to be confirmed. Here, part of the delivery will be deferred to the 20 July.
- 2. Add a comment in the **Comments** section
- 3. Click on "OK"





- 1. In the Line Items section, 2 lines are displayed in the Current Order Status:
 - a) Confirmed With New Date corresponding to the new confirmed quantity
 - b) Backordered for the quantity to deliver later
- 2. This new **Current Order Status** is displayed with the updated delivery information and quantities: 50 items will be delivered on 5th July and 10 items will be delivered on 20th of July
- 3. Select this line if all is OK and click on **Next**





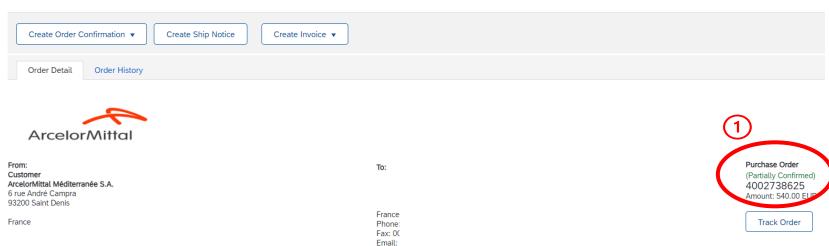
- 1. Review the information of the updated line items
- 2. Click **Submit** to submit the confirmed and backordered quantities



Note that it is not possible to split the delivery with a backorder and combine it with a price change. (See Chapter 5)



Purchase Order: 4002738625



- 1. The status of your PO is **updated**
- 2. You can view this status in the **PO document page** or in the list of POs in the **Orders** widget



9.a. Focus on services: How to request for a quantity change

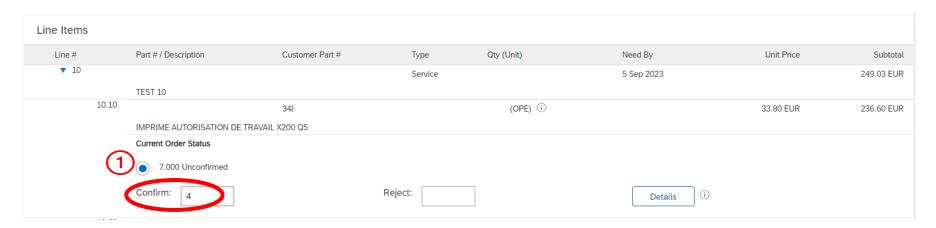
9.a. Focus on services: How to request for a quantity change



To change a quantity for a service PO, it is mandatory to :

- 1. Confirm the update quantity to change
- 2. Let the remaining quantities in Unconfirmed
- 3. Follow then the procedure described on **Chapter 6 "How to request for a quantity change"**

As supplier, if I confirm 4 units out of 7, then the service only consumes 4 units. It is not possible to confirm the remaining quantities afterwards in the same version of the PO.

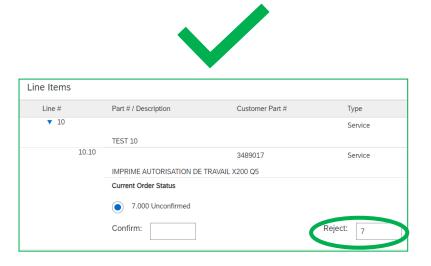


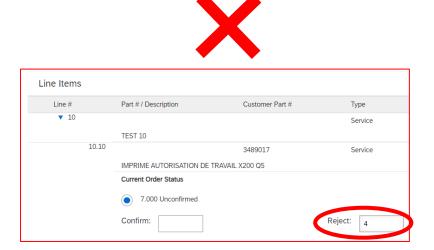


9.a. Focus on services: How to request for a quantity change

It is not possible to reject a part of a line quantity in a service PO.

If a line level quantity is rejected, the entire line quantity must be rejected.







9.b. Focus on services : How to change delivery date

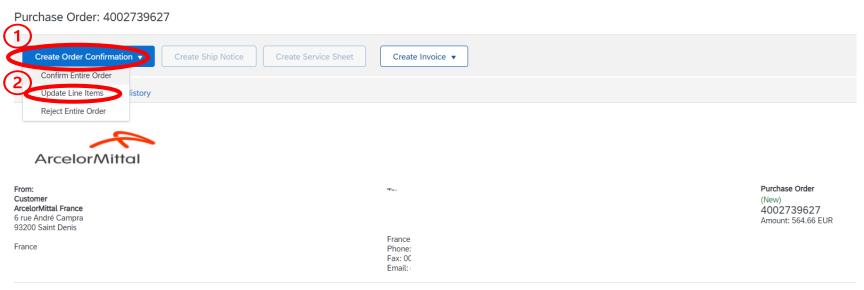
9.b. Focus on services: How to change delivery date

To change the delivery date of a service PO, there are 3 possibilities:

- 1. Change the delivery date at header level via **Update Line Items**
- 2. Change the delivery date at **header level** via **Confirm Entire Order**
- 3. Change the delivery date at <u>item level</u> via **Update Line Items**



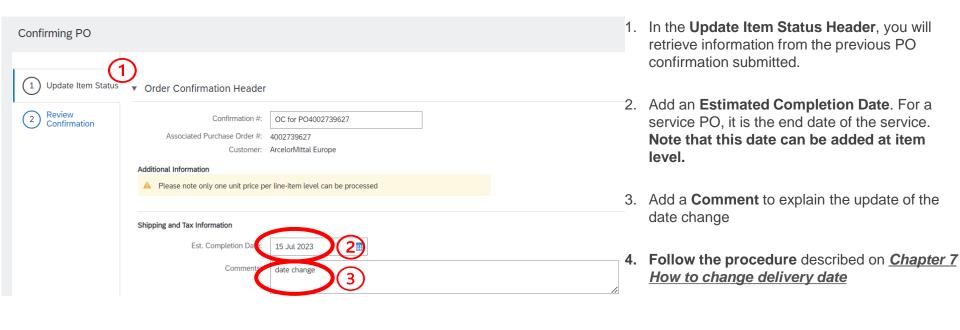
9.b. Focus on services: How to change delivery date via Update Line Items



- 1. To change the delivery date of a service PO, select **Create Order Confirmation** on the purchase order screen, to display the following options:
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Click on **Update Line Items**



9.b. Focus on services: How to change delivery date via Update Line items



Change in the delivery date will **apply for all service lines in the order**All service lines will **have the same delivery date**



9.b. Focus on services: How to change delivery date via Confirm Entire Order

Purchase Order: 4002738604

Create Ship Notice



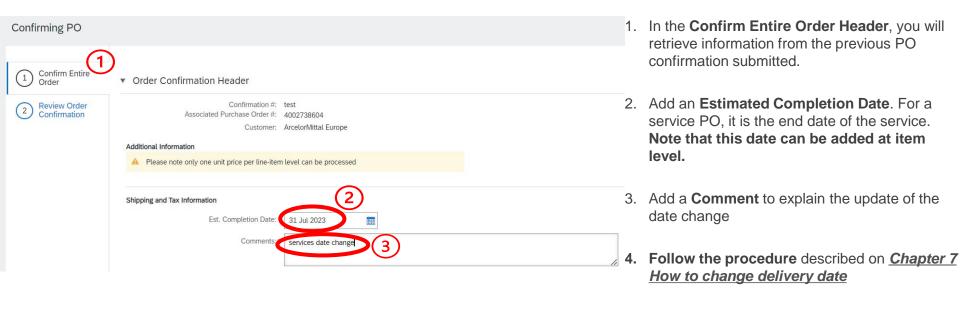
1. To change the delivery date of a service PO, select **Create Order Confirmation** on the purchase order screen, to display the following options:

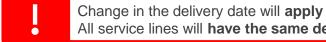
Create Invoice v

- a) Confirm Entire Order
- b) Update Line Items
- c) Reject Entire Order
- Click on Confirm Entire Order



9.b. Focus on services: How to change delivery date via Confirm Entire Order





Change in the delivery date will apply for all service lines in the order All service lines will have the same delivery date



9.b. Focus on services: How to change delivery date at item level

Purchase Order: 4002738598

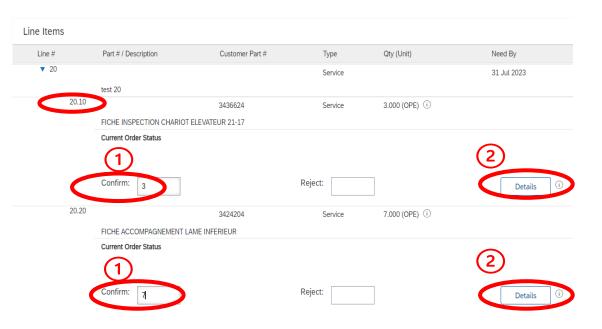


From: Customer ArcelorMittal Méditerranée S.A. 6 rue André Campra 93200 Saint Denis

- 1. To change the delivery date of a service PO at item level, select **Create Order Confirmation** on the purchase order screen, to display the following options:
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Click on **Update Line Items**



9.b. Focus on services: How to change delivery date at item level



In the Line Items section, at the sub-item level:

- Add the correct quantity to confirm in the fields Confirm
- 2. Click on **Details**

To change the delivery date of one item, it is mandatory to change the date of all the sub-items of the same item and add the same delivery date for each sub-item



9.b. Focus on services: How to change delivery date at item level

Line No.	Part # / Description	Qty	Unit	Line No.	Part # / Description	Qty	Unit
20	test 20	1.000	ACT ①	20	test 20	1.000	ACT ①
20.10		3.000	OPE (i)	20.20		7.000	OPE (i)
	FICHE INSPECTION CHARIOT ELEVATEUR 21-17				FICHE ACCOMPAGNEMENT LAME INFERIEUR		
	New Order Status: 3 Confirmed	1)		New Order Status: 7 Confirmed		2
	Est. Complet	ion Date: 9 Aug 2023			Est. Comple	tion Date: 9 Aug 2023	

- 1. Add the new same delivery dates for both the sub-items of the same item
- 2. Follow then the procedure described on Chapter 7 How to change delivery date



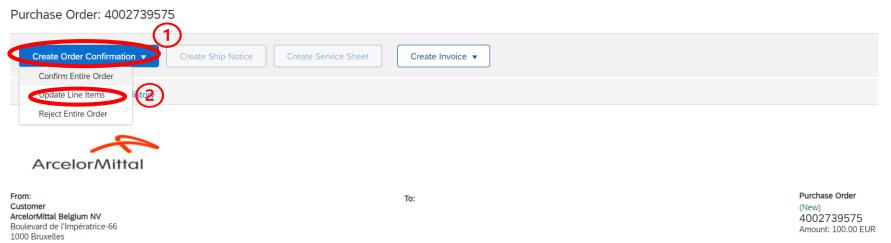
To change the delivery date of one item, it is mandatory to change the date of all the sub-items of the same item and add the same delivery date for each sub-item

If the delivery dates of the sub-items of the same item are different, then the system takes the date of the first sub-item. It is important to not set different delivery dates at sub-item level for the same item.



9.c. Focus on services : How to request for a price change

9.c. Focus on services: How to request for a price change



Belgium

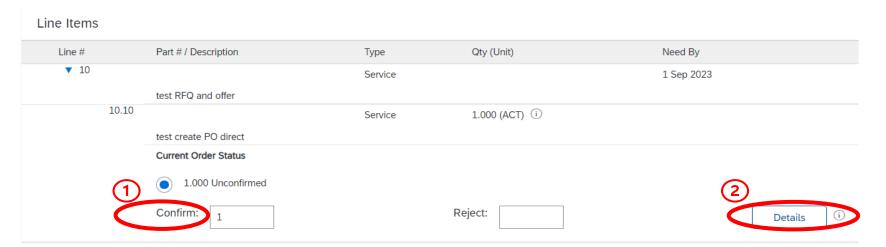
- 1. To request for a change price in a service PO, select **Create Order Confirmation** on the purchase order screen, to display the following options:
 - a) Confirm Entire Order
 - b) Update Line Items
 - c) Reject Entire Order
- 2. Click on **Update Line Items**



9.c. Focus on services: How to request for a price change



To change a price for a service PO, it is the same process as for material PO, but at sub-item level.



In the Line Items section:

- 1. Add the updated quantity to confirm in the field **Confirm** in the sub-item line
- 2. Click on **Details**



9.c. Focus on services: How to request for a price change



To change a price for a service PO, it is the same process as for material PO, but at sub-item level

Line No.	Part # / Description	Qty	Unit	Need
10		1.000	ACT (i)	1 Sep
	test RFQ and offer		_	
10.10		1.000	ACT (i)	
	test create PO direct			
	New Order Status: 1 Confirmed			
	(1) Est. Comple	etion Date:	###	
		Unit Price: 110.00 EUR		
	2	110.00 EUR		
	Price Uni	t Quantity: * 1		
	Unit C	onversion:* 1		
		Price Unit:* ACT (i)		
	Sur	oplier Part:		
	Auxilia	ry Part ID:		
	Manufactur	er Part ID:		
	Manufactu	rer Name:		
	(3)	comments:		
				11

In the **Details** section:

- 1. Add the Estimated Delivery Date if needed
- 2. Add the updated price in the field **Unit Price**
- 3. Add a comment in the Comments field

The rest of the procedure is **the same as the request for price change for materials PO**. *(See Chapter 5)*



10. Focus on Framework orders

10. Focus on Framework orders



Framework orders rules



For the Framework orders, it is possible to:

- 1. Confirm Entire Order
- 2. Reject Entire Order
- 3. Request for a price change: the procedure is the same as the request for a price change for service PO. (See Chapter 9.c)



For the Framework orders, it is not possible to:

- 1. Change the delivery date
- 2. Change the quantity



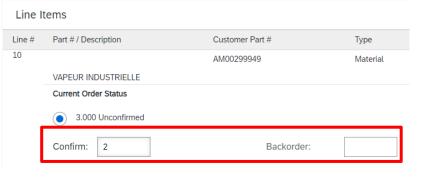


Partial confirmation is not allowed for materials PO

As a supplier, if I confirm 2 items out of 3, and I leave the last item as Unconfirmed, it's equal to a change of the quantity.



DON'T: make a partial confirmation of the PO





DO: Always confirm items and back-order if some materials are currently uncertain to be delivered

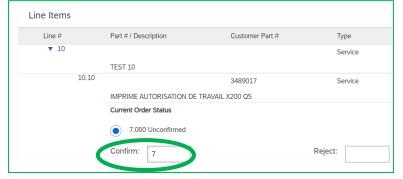
Line I	tems		
Line #	Part # / Description	Customer Part #	Туре
10		AM00299949	Material
	VAPEUR INDUSTRIELLE		
	Current Order Status		
_	3.000 Unconfirmed		
	Confirm: 2	Backorder:	1
	Reject All (i)		



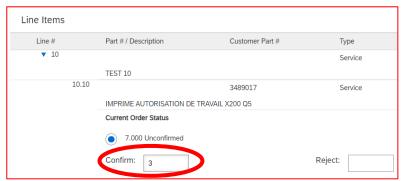


Split the quantity for services PO is not supported











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Add different prices on the same item is not accepted by ArcelorMittal

Line I	ems		
Line #	Part # / Description	Customer Part #	Туре
10		AM00299949	Material
	VAPEUR INDUSTRIELLE		
	Current Order Status:		
	2 Confirmed With Changes (Comment 1 Confirmed With Changes (Comment		



Thank you



