

ArcelorMittal Europe Supplier Functional Training Order Confirmation

Public



ON24 Screen Overview: Audience

Supplier Summit

Slides

Buyer Inc.
Supplier Summit

Public

THE BEST RUN **SAP**

Q&A Widget

Q&A

New question submission has been disabled by the organizer

Speaker Bio

Aleina Lightburn
Supplier Education Specialist
SAP

Aleina Lightburn is a Supplier Education Specialist at SAP where she is focused on training and educating suppliers on the value and benefits of the SAP Business Network. Aleina delivers webinars and functional trainings to an international audience in English and Czech.

Sabrina Mikeska
Supplier Education Specialist
SAP

Sabrina is an Education Process Lead at SAP where she is focused on training and educating suppliers on the value and benefits of the SAP Business Network. She delivers webinars and functional trainings to an international audience in German & English.

Resource List

- Presentation
- SAP Business Network Supplier Training
- Frequently Asked Supplier Questions (FAQ Document)
- SAP Business Network Intro
- Order Confirmation - Demo Video
- Ship Notice - Demo Video
- Accept TRR - Registration - Demo Video
- Configure Routing Notifications (Orders) - Demo Video
- Help Center - Demo Video
- Supplier Fees (Euro) - Demo Video

Information

Welcome to this event!

[Technical Tips](#)

- Supported browsers are Microsoft Edge, Google Chrome and Mozilla Firefox.

Hide/unhide widgets

Hide/unhide widgets

List with Resources

Speaker Information

POWERED BY ON24

Slide View (maximise with icon in up right corner)

Technical Information

List with Resources

Speaker Information

Agenda

Speaker Introductions

Arcelor Mittal Europe Initiative

- Initiative Overview

Order Confirmations

- Order Confirmation creation in Ariba
- Next steps

Support resources & Contact

Q & A



Speaker Introductions



ArcelorMittal

Alexandre Lefebvre

ARIBA Project Director

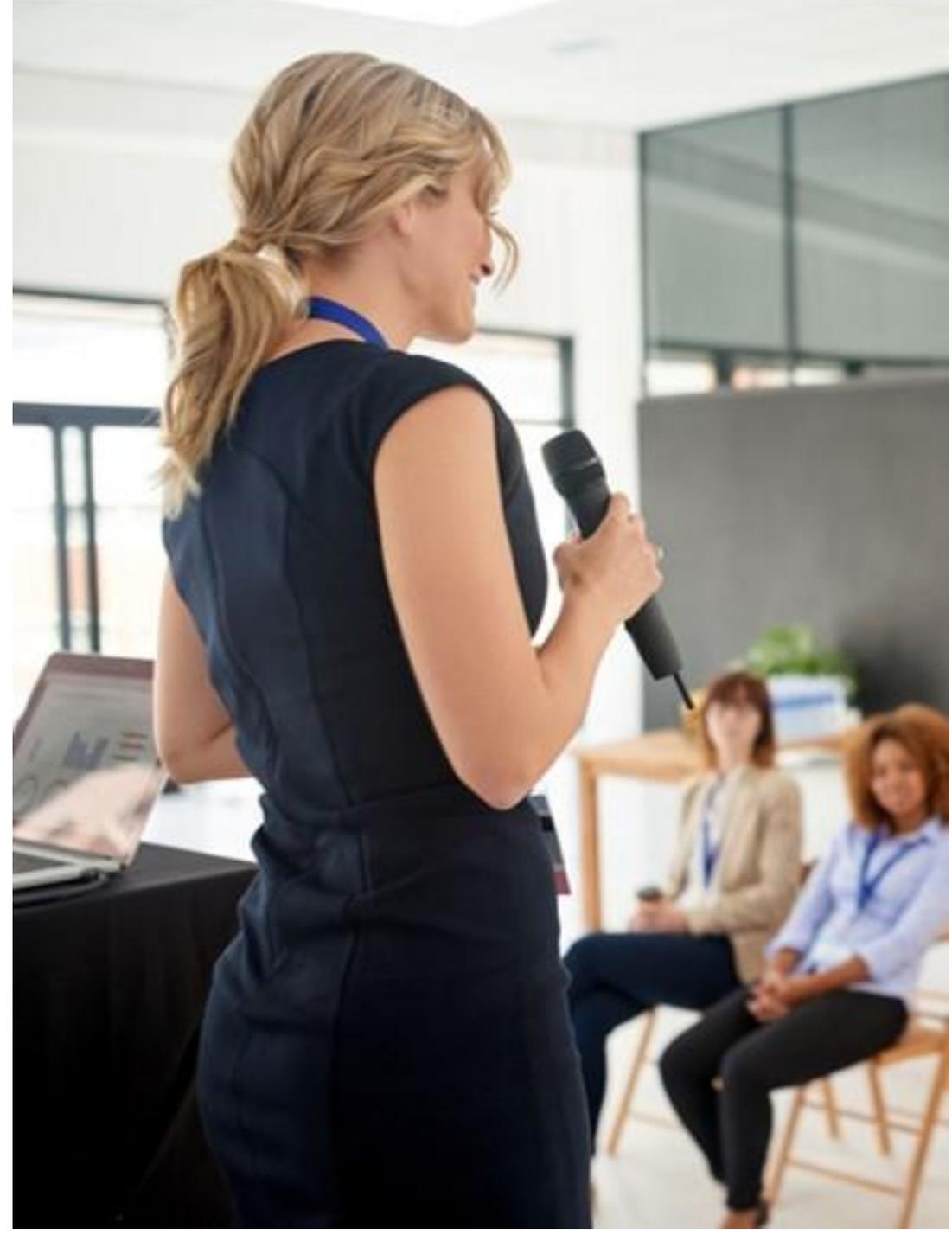
Lucas Ivanauskas

ARIBA Business Consultant



Vildana Uštović

Education Specialist



ArcelorMittal Europe Initiative Overview



AM Europe – Flat Products and SAP Ariba®

Context & Objectives



- **ArcelorMittal Europe - Flat products** has embarked on a digitalization journey for its procurement department with several objectives:



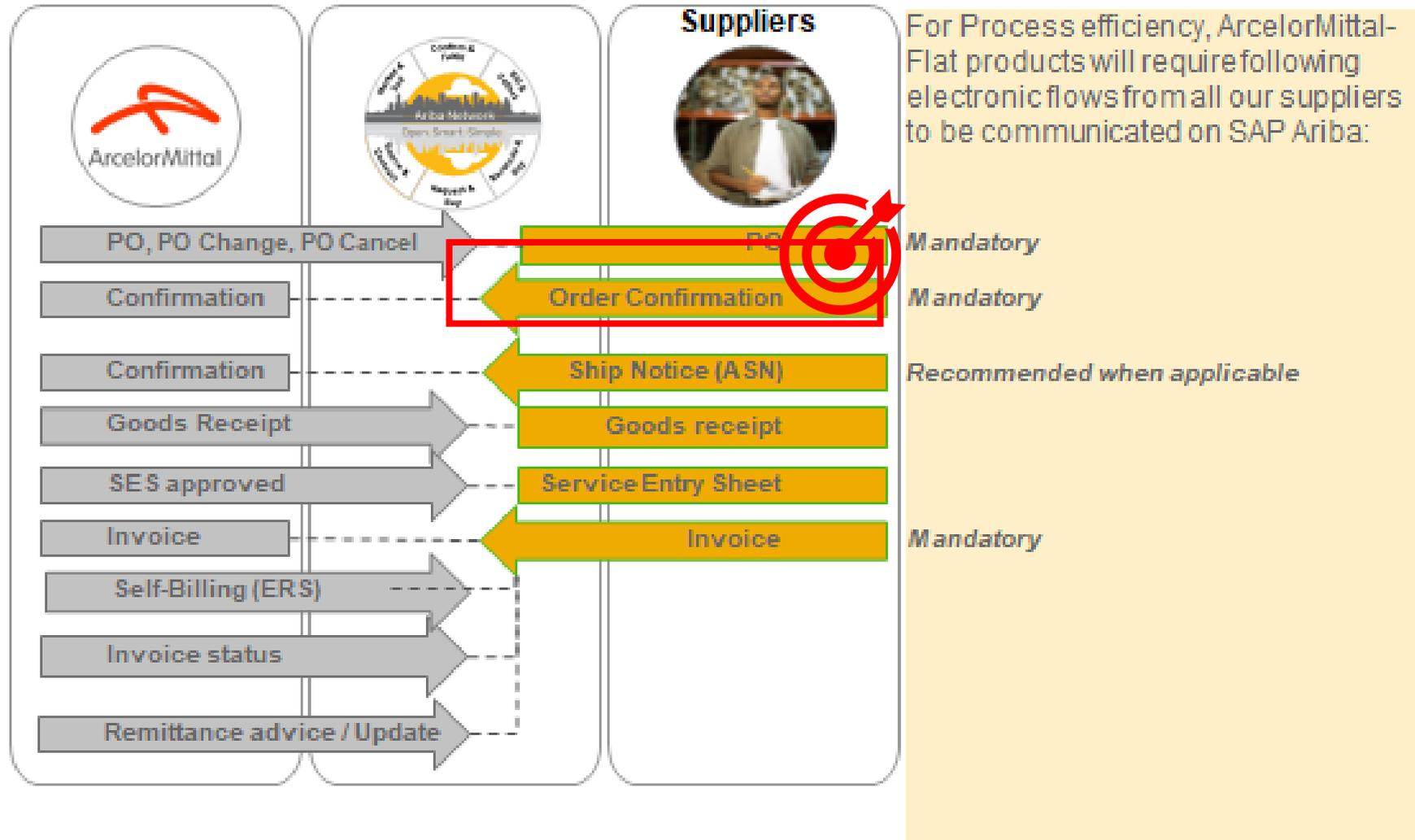
- Within its project of **deploying a source-to-pay solution**, ArcelorMittal Europe- Flat products has opened platforms to digitalize exchanges with its suppliers :
 - digiPACE lvalua® is already available to manage sourcing events, contracts, supplier master data and
 - **SAP Ariba® is to manage all purchase orders (POs), to send POs confirmation and reception, as well as to manage invoicing with all our suppliers.**
- SAP Ariba® platform is being used by more than 4000 suppliers as of today. In this context, ArcelorMittal Europe – Flat Products is keen to highlight the importance of Order Confirmation in the source-to-pay process and in a logic of continuous improvement, we want to achieve a 100% Order Confirmation rate in Ariba Network

AM Europe – Flat Products and SAP Ariba®

Detailed flows



ArcelorMittal



AM Europe – Flat Products & SAP Ariba Benefits



- **Why ARIBA Order Confirmation is crucial** in the source-to-pay process for **ArcelorMittal Europe – Flat Products**
- The **key benefits** of the Order Confirmation :



AM Europe – Flat Products & SAP Ariba

Why is important to confirm?



ArcelorMittal

- **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 **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**.
- To keep this project rolling, **we would like our suppliers to:**
 - Listen to this summit and ask any questions
 - **Confirm unconfirmed orders**
 - **Confirm future orders**



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

ArcelorMittal Europe

Order Confirmation creation in Ariba

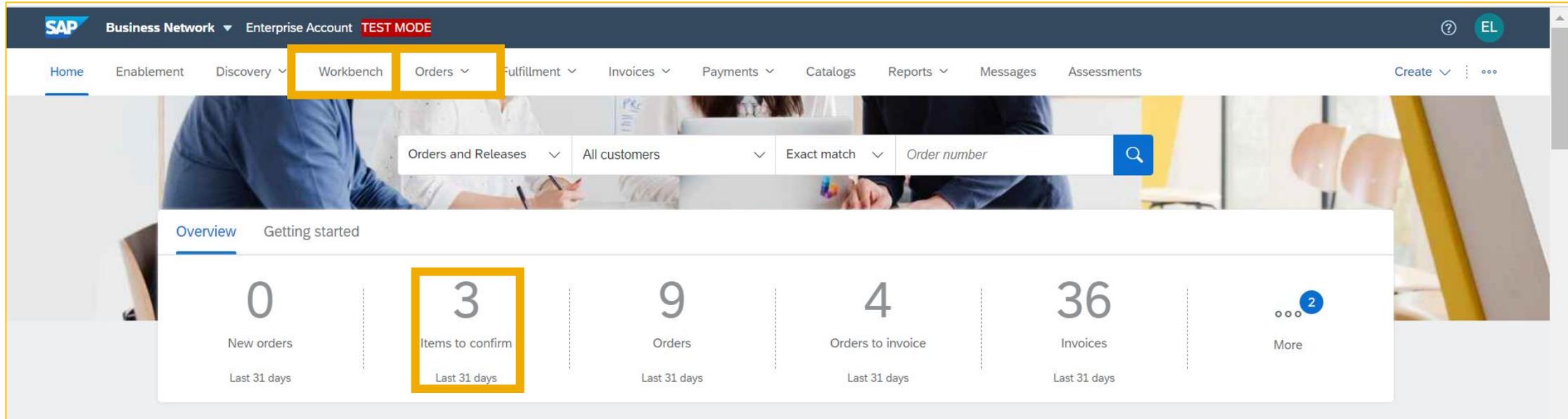
ArcelorMittal Useful Links



ArcelorMittal

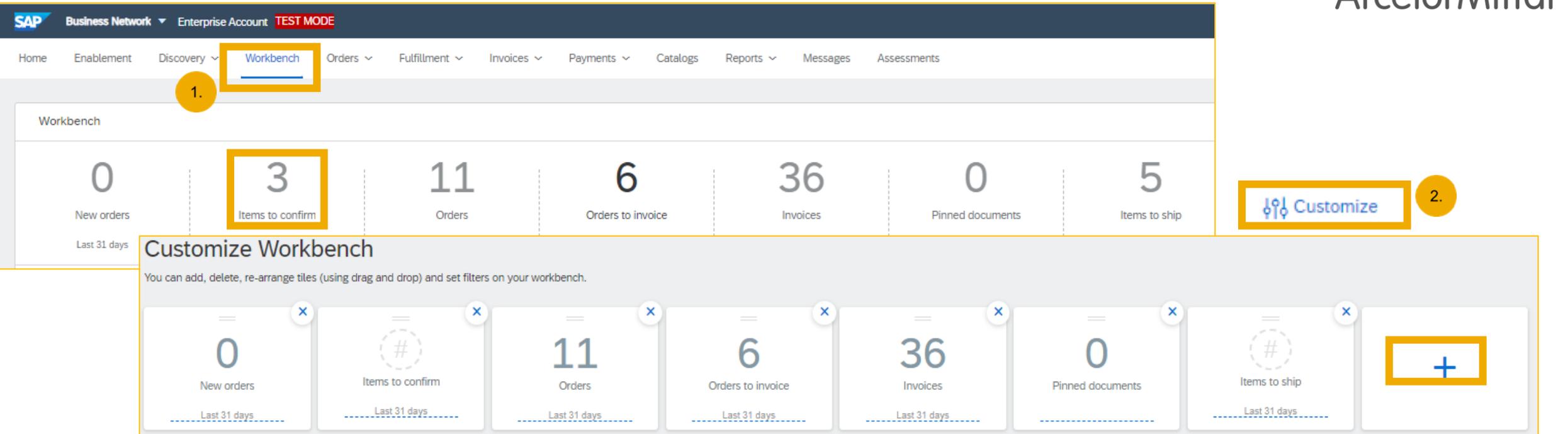
- Supplier Business Network => <https://supplier.ariba.com>
- ArcelorMittal Order Confirmation guide for suppliers => [Order Confirmation Guide](#)

How to access to the Purchase Order in Ariba



1. Login on your Ariba Network account via the following link : <https://supplier.ariba.com>
2. Access to the Orders tab through **Workbench** or **Orders** or by building a **Widget** on your homepage

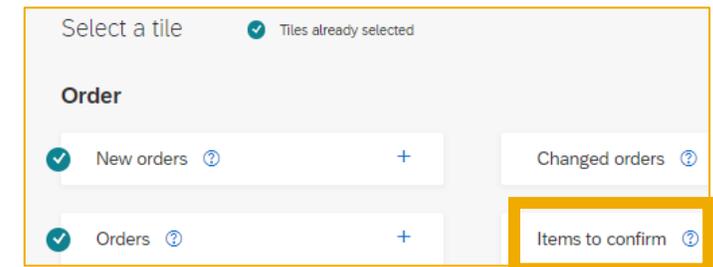
How to add the Widget « Items to Confirm » in the Homepage



The screenshot shows the SAP Business Network Workbench interface. The 'Workbench' menu item is highlighted with a yellow box and a '1.' callout. The 'Items to confirm' widget is highlighted with a yellow box. A 'Customize' button is also highlighted with a yellow box and a '2.' callout. The 'Customize Workbench' dialog is open, showing a '3.' callout pointing to the '+' button for adding a new tile.

Widget	Count
New orders	0
Items to confirm	3
Orders	11
Orders to invoice	6
Invoices	36
Pinned documents	0
Items to ship	5

1. It is possible to change the **Workbench** tiles of your homepage
2. Its is possible to add a tile “**Items to Confirm**” to see all the items to confirm
3. Once enabled, this tile is **easily accessible from your home page** and redirects you directly to **the items to be confirmed**



The 'Select a tile' dialog shows a list of tiles under the 'Order' category. The 'Items to confirm' tile is selected and highlighted with a yellow box.

Tile	Status
New orders	Selected
Orders	Selected
Items to confirm	Selected

How to filter by PO status

Orders

9 Orders Last 31 days

3 Items to confirm Last 31 days

5 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

0 Changed orders Last 31 days

4 Orders to invoice Last 31 days

Orders (9)

[Edit filter](#) | Last 31 days

Customers:

Order numbers:

Creation date: Last 31 days

Order status: Include

Partial match Exact match

[Show more](#)

[Resend Failed Orders](#)

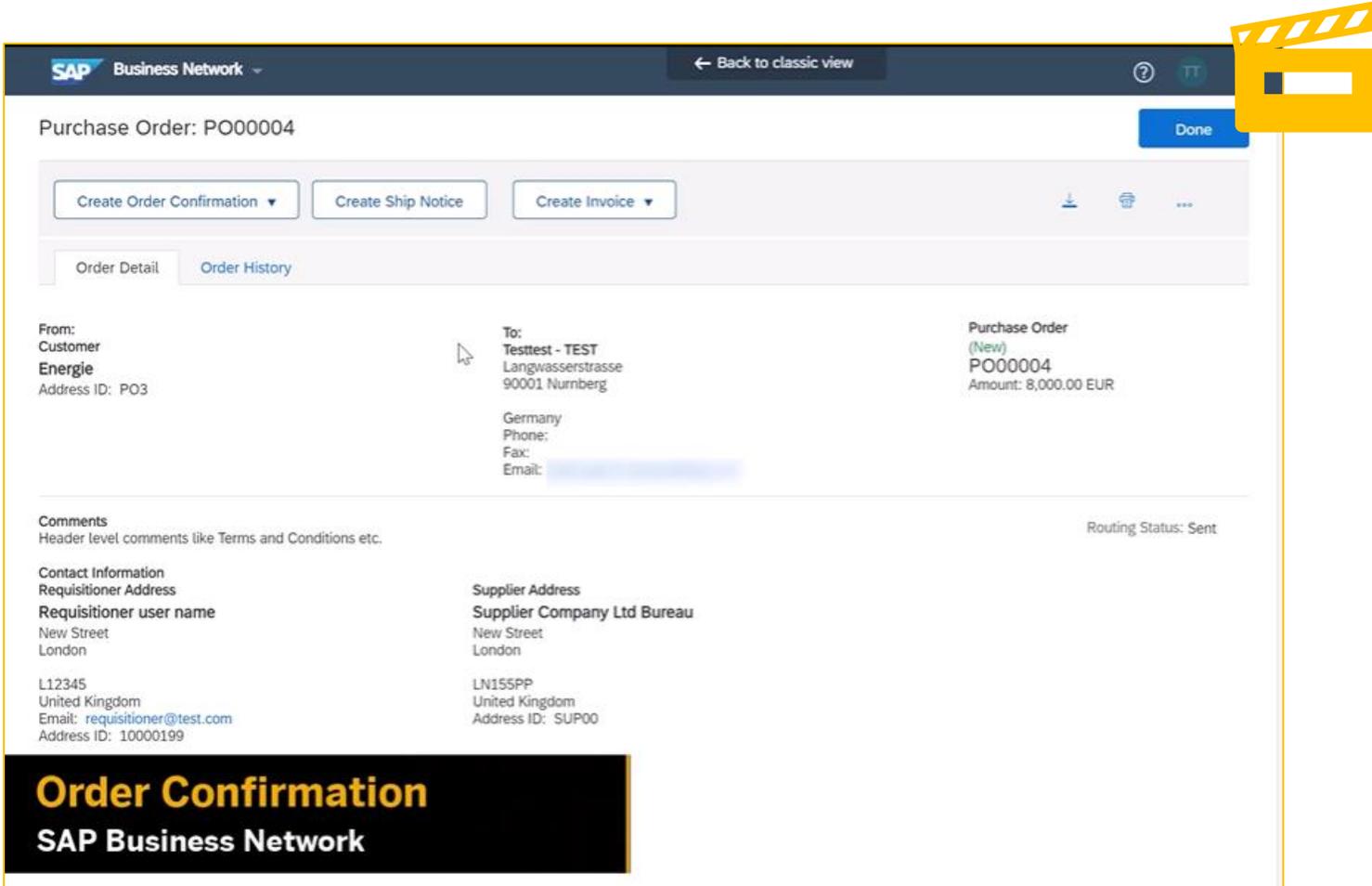
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4002739210	ArcelorMittal Europe	€40 EUR	Sep 13, 2023	Partially Invoiced	€12 EUR	⋮
4002739203	ArcelorMittal Europe	€800 EUR	Sep 12, 2023	Invoiced	€800 EUR	⋮

1. You can **sort your orders by most recent or oldest**, creation date or order status

2. You can filter **by the status of each PO**

Video : Create an Order Confirmation in Ariba

- Video Link : [How to create Order Confirmation in Ariba Network](#)



SAP Business Network ← Back to classic view

Purchase Order: PO00004 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:
Customer
Energie
Address ID: PO3

To:
Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(New)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc. Routing Status: Sent

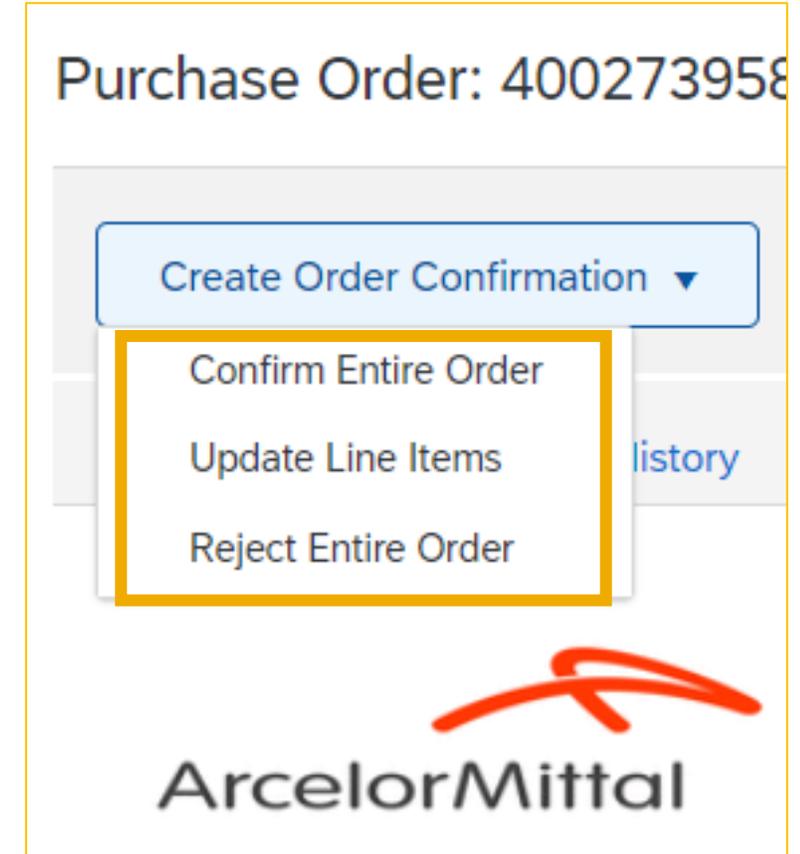
Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Order Confirmation
SAP Business Network

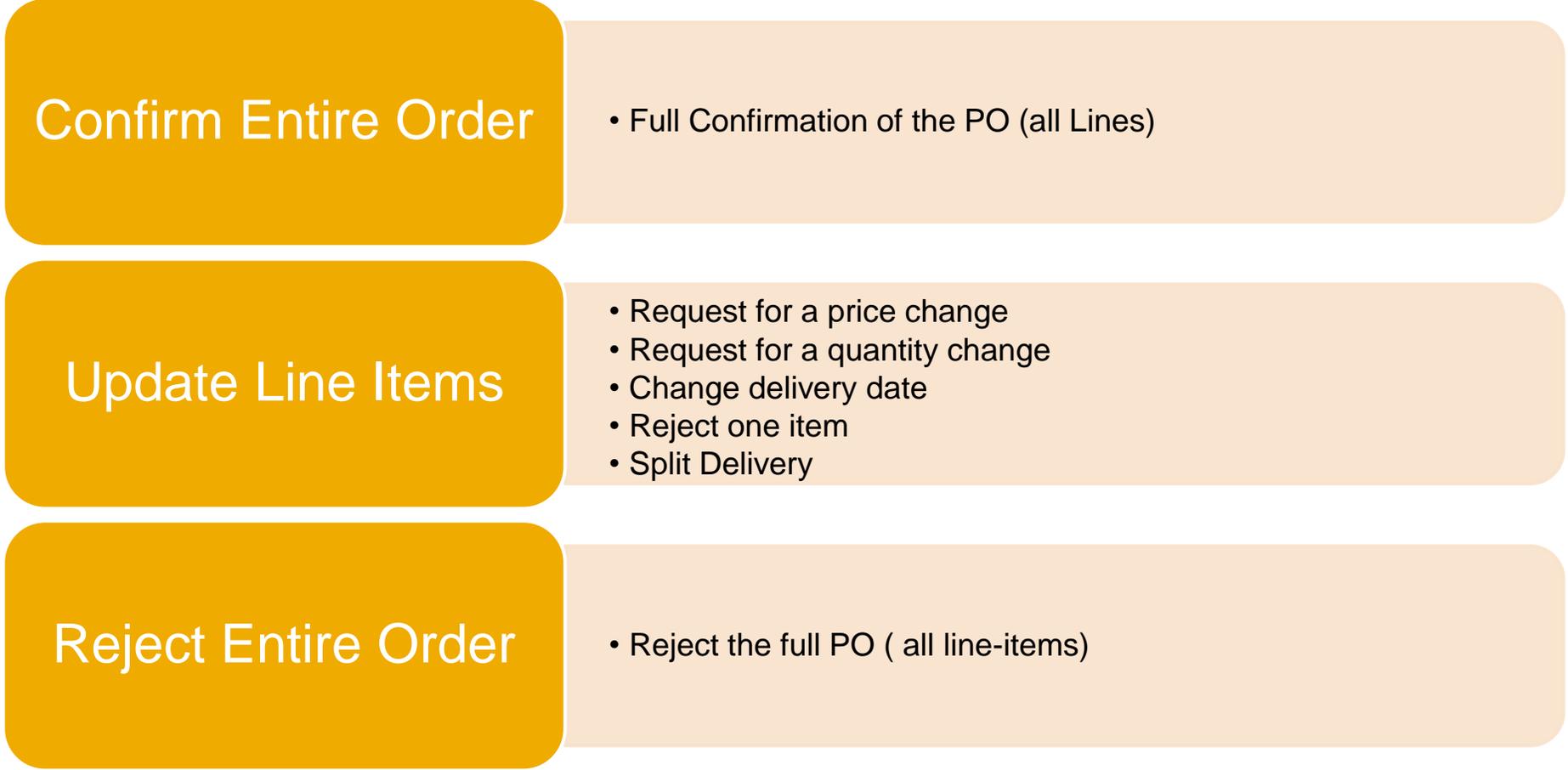
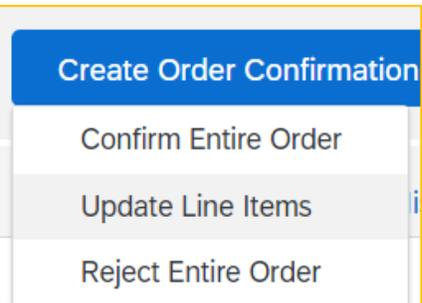
Order Confirmation

- From the PO, you need to click on **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, or split the delivery.
 3. **Reject Entire Order**: you do not agree with the whole order.
- All these confirmation possibilities **are explained in the videos on previous slides.**



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

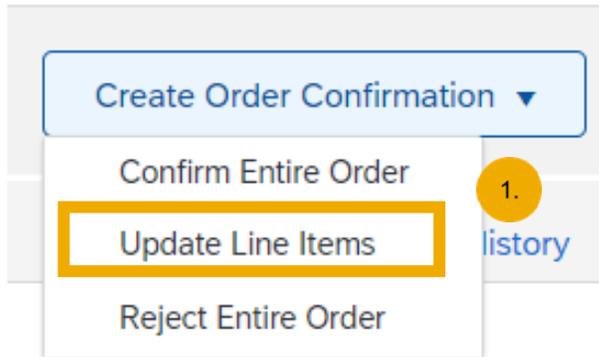
Order Confirmation creation in Ariba



Reject one item

- Rejection of one item is managed **at line-item level**

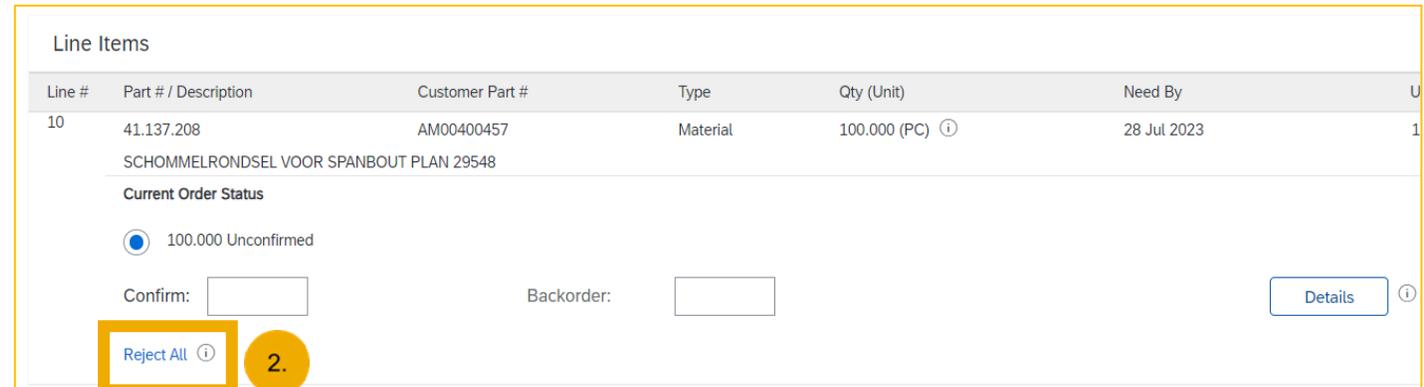
Purchase Order: 400273958



Create Order Confirmation ▼

- Confirm Entire Order
- Update Line Items**
- Reject Entire Order

History



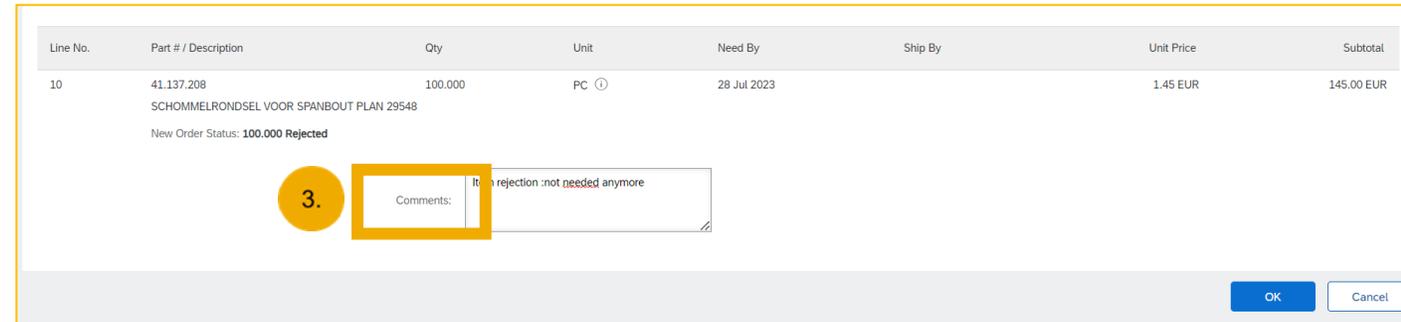
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	U
10	41.137.208 SCHOMMELRONDESEL VOOR SPANBOUT PLAN 29548	AM00400457	Material	100.000 (PC) ⓘ	28 Jul 2023	1

Current Order Status

100.000 Unconfirmed

Confirm: Backorder: Details ⓘ

Reject All ⓘ 2.



Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	41.137.208 SCHOMMELRONDESEL VOOR SPANBOUT PLAN 29548	100.000	PC ⓘ	28 Jul 2023		1.45 EUR	145.00 EUR

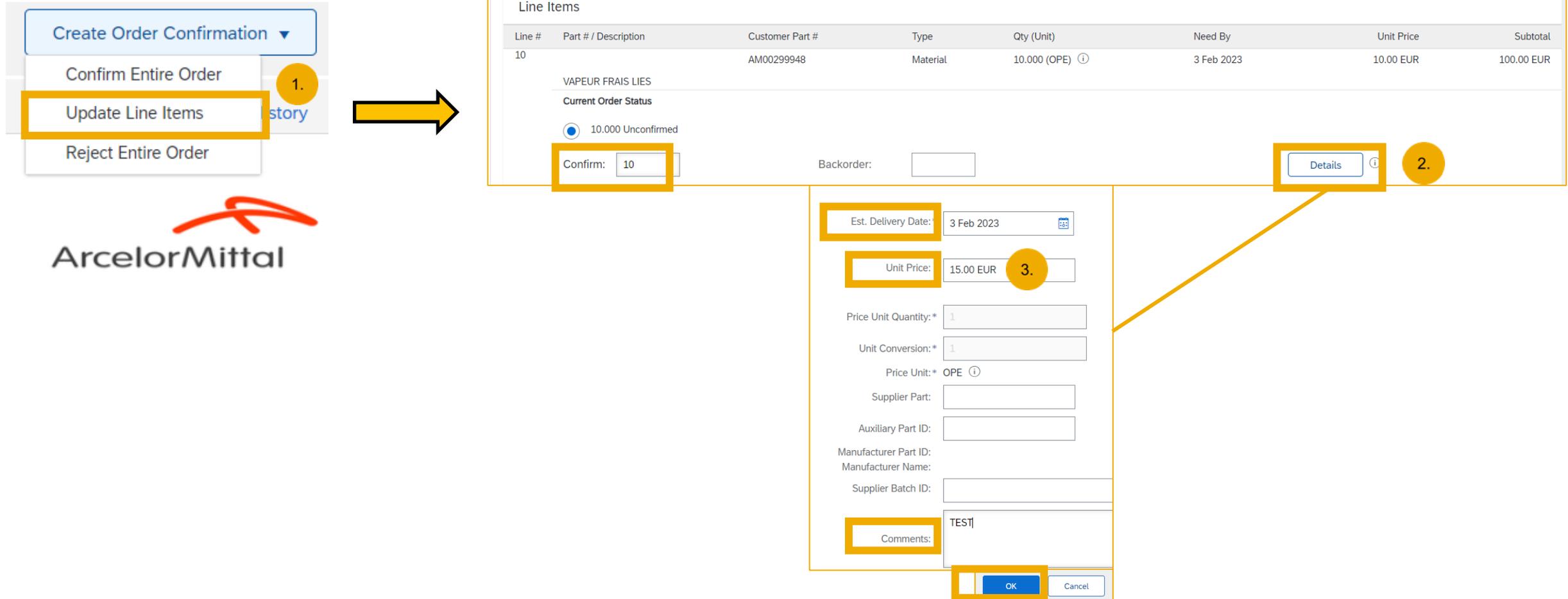
New Order Status: **100.000 Rejected**

3. OK Cancel

The entire process is available on the Supplier Guide on Order Confirmation is accessible through the following : [Order Confirmation Guide](#)

Request for a price change

- Request for a price change means **you do not accept the price in the PO**



The screenshot illustrates the process of requesting a price change for a line item in an order confirmation. On the left, a dropdown menu under 'Create Order Confirmation' includes 'Update Line Items', which is highlighted with a yellow box and a '1.' callout. A yellow arrow points to the main interface. The 'Line Items' table shows a single item (Line # 10) with a unit price of 10.00 EUR. Below the table, the 'Current Order Status' is '10.000 Unconfirmed'. A 'Confirm' field is set to '10'. A 'Details' button is highlighted with a yellow box and a '2.' callout. The details panel shows the 'Unit Price' field set to '15.00 EUR', highlighted with a yellow box and a '3.' callout. Other fields include 'Est. Delivery Date' (3 Feb 2023), 'Price Unit Quantity' (1), 'Unit Conversion' (1), 'Price Unit' (OPE), 'Supplier Part', 'Auxiliary Part ID', 'Manufacturer Part ID', 'Manufacturer Name', and 'Supplier Batch ID'. A 'Comments' field contains 'TEST'. At the bottom, 'OK' and 'Cancel' buttons are visible.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	VAPEUR FRAIS LIES	AM00299948	Material	10.000 (OPE)	3 Feb 2023	10.00 EUR	100.00 EUR

Current Order Status: 10.000 Unconfirmed

Confirm: 10

Backorder:

Details

Est. Delivery Date: 3 Feb 2023

Unit Price: 15.00 EUR

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit: OPE

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments: TEST

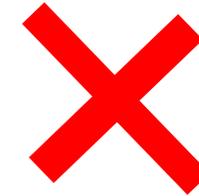
OK Cancel

The entire process is available on the Supplier Guide on Order Confirmation is accessible through the following : [Order Confirmation Guide](#)

It is not possible to change a price on Backordered items



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



Line Items			
Line #	Part # / Description	Type	Qty (Unit)
10		Material	5.000 (PC) ⓘ
test PO flow			
Current Order Status:			
5 Confirmed With Changes (Comments: TEST; Confirmed Unit Price: 99.00 EUR)			

Line Items			
Line #	Part # / Description	Type	Qty (Unit)
10		Material	5.000 (PC) ⓘ
test PO flow			
Current Order Status:			
3 Confirmed With Changes (Comments: TEST; Confirmed Unit Price: 99.00 EUR)			
2 Backordered (Comments: price change; Estimated Delivery Date: 6 Jul 2023)			

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



ArcelorMittal

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



Line Items			
Line #	Part # / Description	Customer Part #	Type
10	VAPEUR INDUSTRIELLE	AM00299949	Material
Current Order Status:			
2 Confirmed With Changes (Comments: TEST; Confirmed Unit Price: 11.00 EUR)			
1 Confirmed With Changes (Comments: TEST; Confirmed Unit Price: 13.00 EUR)			

Partial confirmation is not allowed for materials PO



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Partial confirmation is not allowed for materials PO



DON'T : make a partial confirmation of the PO

Line #	Part # / Description	Customer Part #	Type
10	VAPEUR INDUSTRIELLE	AM00299949	Material

Current Order Status

3.000 Unconfirmed

Confirm: Backorder:



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

Line #	Part # / Description	Customer Part #	Type
10	VAPEUR INDUSTRIELLE	AM00299949	Material

Current Order Status

3.000 Unconfirmed

Confirm: Backorder:

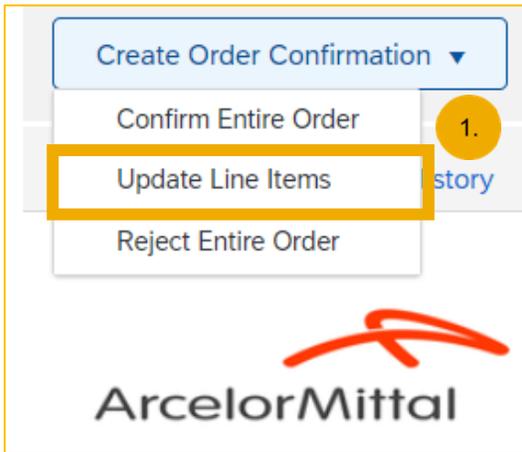
[Reject All](#) ⓘ

Request for a quantity change



ArcelorMittal

- Request for a quantity change means **you do not accept the quantity in the PO**
- To change the quantity, it is mandatory to **confirm the quantity that can be delivered** and let the **remaining quantities as Unconfirmed**



Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	VAPEUR INDUSTRIELLE	AM00299949	Material	3.000 (TO)	1 Aug 2023	9.00 EUR	27.00 EUR
Current Order Status							
3.000 Unconfirmed							
Confirm: <input type="text" value="2"/>		Backorder: <input type="text"/>		Details ⓘ			
Reject All ⓘ							
Confirm All ⓘ							
						3.	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

The entire process is available on the Supplier Guide on Order Confirmation is accessible through the following : [Order Confirmation Guide](#)

Change of the delivery date



ArcelorMittal

- Change of the delivery date means you need to **deliver goods at another date**

The screenshot illustrates the process of changing a delivery date in the ArcelorMittal system. It is divided into three main sections:

- Menu Selection:** A dropdown menu titled "Create Order Confirmation" is shown. The "Update Line Items" option is highlighted with a yellow box and a yellow circle labeled "1".
- Line Items Table:** A table titled "Line Items" displays the following data:

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	VAPEUR FRAIS LIES	AM00299948	Material	10.000 (OPE) ⓘ	3 Feb 2023	10.00 EUR	100.00 EUR

The "Current Order Status" is "10.000 Unconfirmed". A "Confirm:" field is highlighted with a yellow box and contains the value "10".
- Details View:** A detailed view of the selected line item is shown. The "Est. Delivery Date:" field is highlighted with a yellow box and contains "1 Nov 2023". Other fields include "Unit Price: 15.00 EUR", "Price Unit Quantity: 1", "Unit Conversion: 1", "Price Unit: OPE ⓘ", "Supplier Part:", "Auxiliary Part ID:", "Manufacturer Part ID:", "Manufacturer Name:", "Supplier Batch ID:", and "Comments: TEST". A yellow circle labeled "3" is next to the "Est. Delivery Date" field. A "Details" button is highlighted with a yellow box and a yellow circle labeled "2".

The ArcelorMittal logo is visible in the bottom left corner.

Framework Order 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



For the Framework orders, **it is not possible to :**

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

Services PO

- To change the delivery date of a service PO, there are 3 possibilities:
 - Change the delivery date **at header level** via Update Line Items => change in the delivery date will apply for all service lines in the order
 - Change the delivery date **at header level** via Confirm Entire Order => change in the delivery date will apply for all service lines in the order
 - Change the delivery date **at item level** via Update Line Items => change of the delivery date will apply for a single service line in the order
- 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**

Services PO

! Split the quantity for services PO is not supported



Line #	Part # / Description	Customer Part #	Type
▼ 10			Service
10.10	TEST 10	3489017	Service
IMPRIME AUTORISATION DE TRAVAIL X200 Q5			
Current Order Status			
<input checked="" type="radio"/> 7.000 Unconfirmed			
Confirm:	<input type="text" value="7"/>	Reject:	<input type="text"/>



Line #	Part # / Description	Customer Part #	Type
▼ 10			Service
10.10	TEST 10	3489017	Service
IMPRIME AUTORISATION DE TRAVAIL X200 Q5			
Current Order Status			
<input checked="" type="radio"/> 7.000 Unconfirmed			
Confirm:	<input type="text" value="3"/>	Reject:	<input type="text"/>

Unconfirmed Orders email reminders



ArcelorMittal

2.

Other Notifications

Reminder of Unconfirmed Orders



Send reminders of unconfirmed orders. This notification depends upon a customer rule.

* test@gmail.com,test1@gmail.com

1.

The screenshot shows a user menu in SAP Ariba. The 'Notifications' option is highlighted with a yellow box. Below it, the 'Settings' option is also highlighted with a yellow box and has a right-pointing arrow next to it. The user's name 'EL' is visible in the top right corner of the menu.

3.

The screenshot shows an email reminder from SAP Ariba. The subject is 'Confirm orders from your buyers'. The sender is 'AribaNetworkAdmin@ariba.com'. The email body contains a table of unconfirmed orders and instructions for the recipient.

Confirm orders from your buyers

AribaNetworkAdmin@ariba.com <ordersender-prod@ansmtp.ariba.com>
À ○
En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web.

SAP Ariba

Hello SONY Corp. LTD-TEST 1,

Your customers sent you purchase orders through [SAP Business Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
4500004057	Acxias DSAPP	18 Sep 2023	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly. Please do not reply to this email. If you have any questions, contact the buyer directly.

© 1996–2019 Ariba, Inc. All rights reserved.

Sincerely,
The SAP Business Network Team
<https://www.ariba.com>

ArcelorMittal Europe **Assistance**

Supplier Information Portal



My Account
Link User IDs
Contact Administrator
Account Settings
Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration

J LE CORVAISIER-TEST
ANID: AN01404113191-T
Premium Package
Company Profile
Marketing Profile
Settings >

1.

Account Settings

Customer Relationships | Users | Notifications | Application Subscriptions | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:
 Automatically accept all relationship requests Manually review all relationship requests

[Update](#)

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter
Customers
 [+](#)

[Apply](#) [Reset](#)

<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal
<input type="checkbox"/>	ArcelorMittal Europe	AN01095774884-T	Trading	30 Apr 2018	[icon]

2.

Portal Content | Reference Documents | Transaction Rules

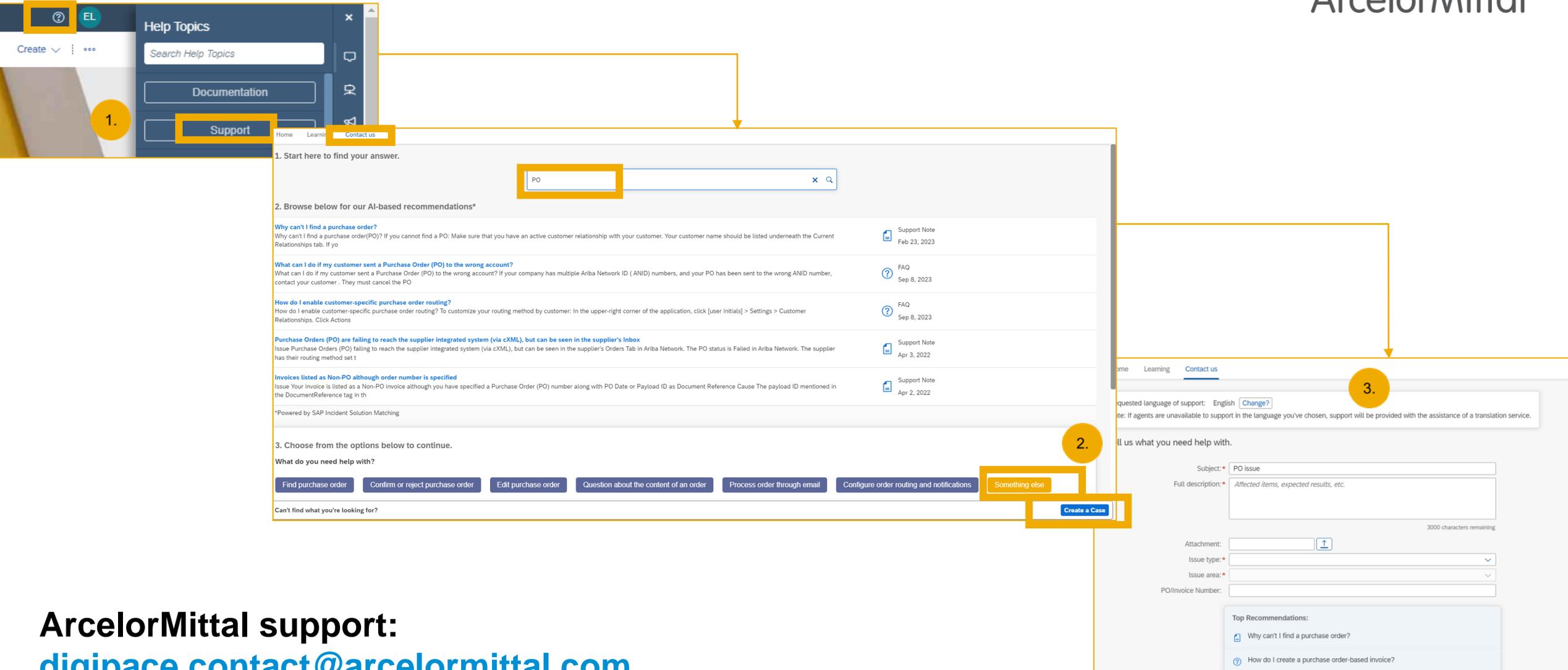
Welcome to **ArcelorMittal Europe - Flats products** information portal.
Please access all necessary project-related files in the "reference documents" section.
You can review the following documents:

- [Quick start guide](#)
- [Configuration Guide](#)
- [Purchase Order Guide](#)
- [Invoice Guide](#)
- [FAQ ArcelorMittal EN](#)
- [Order Confirmation Guide](#)

- Technical documents for integrated suppliers (available soon)

3.

Help Center



The screenshot illustrates the user journey in the ArcelorMittal Help Center. It is divided into three main sections:

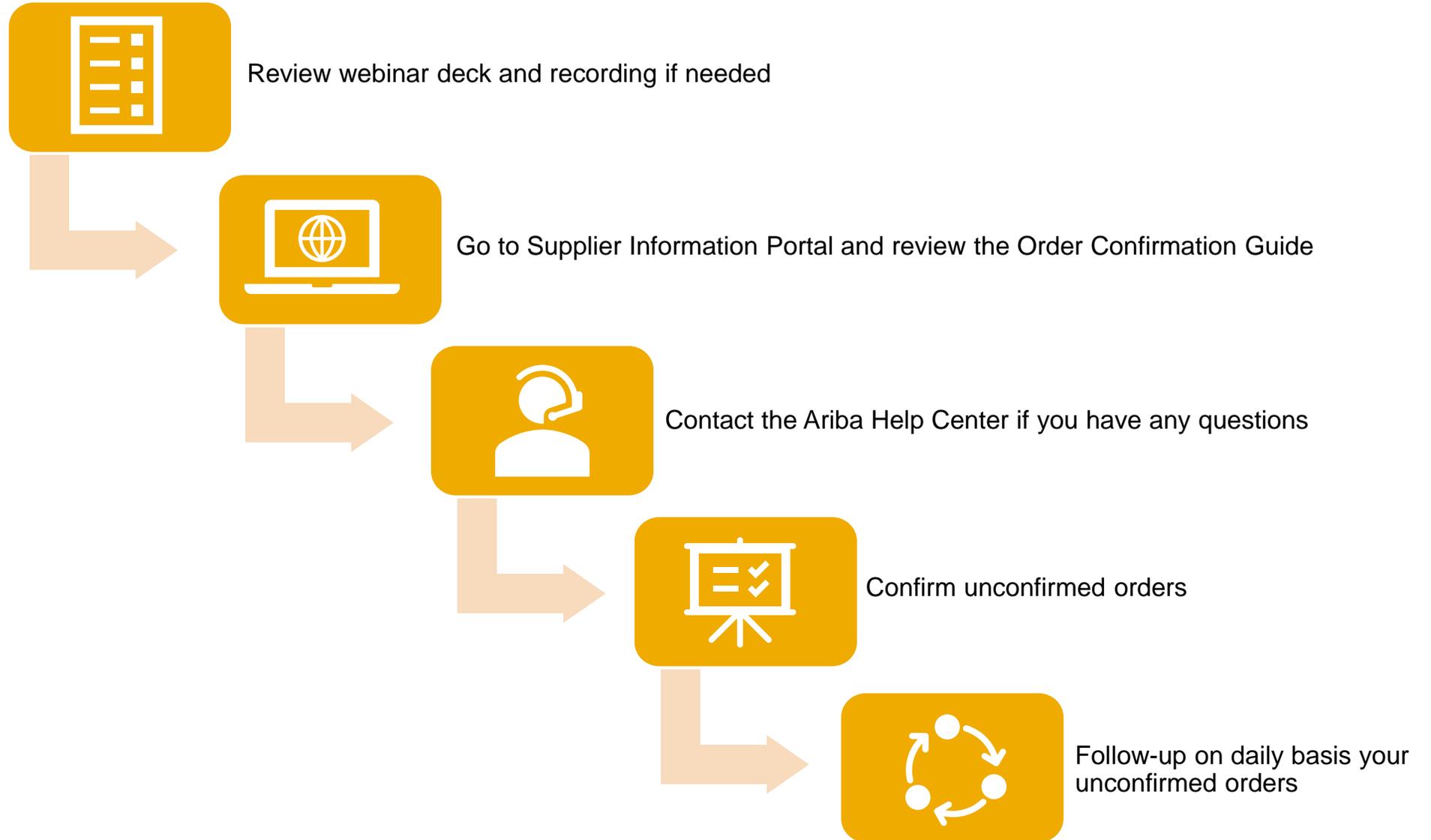
- Search and Recommendations:** The user starts by navigating to the 'Support' section (marked with a '1.'). They use the search bar to enter 'PO'. The system provides AI-based recommendations for common issues, such as 'Why can't I find a purchase order?' and 'How do I enable customer-specific purchase order routing?'.
- Case Creation:** If the user cannot find an answer, they click 'Something else' (marked with a '2.'). This leads to the 'Create a Case' button, which opens a form to submit their request.
- Case Form:** The form includes fields for 'Subject' (pre-filled with 'PO issue'), 'Full description' (pre-filled with 'Affected items, expected results, etc.'), 'Attachment', 'Issue type', 'Issue area', and 'PO/Invoice Number'. A 'Change?' link is available for the language of support, which is currently set to English.

ArcelorMittal support:
digipace.contact@arcelormittal.com

ArcelorMittal Europe

Next Steps

Next Steps



Useful Links

- [Help Center](#)
Conduct keyword searches directly in your account
- [SAP Business Network Training](#)
Learn how to configure and use your account
- [Network Engagement & Adoption Team's Webinars](#)
Bi-monthly webinars with Q&A specifically designed for Trading Partners
- [SAP Cloud Statistics & Notifications](#)
Detailed information and latest notifications about product issues and planned downtime



Demo Videos

How to use and transact on SAP Business Network

Account Overview and Configuration

Account Overview –

Use and customize your account

Configure PO Notifications –

Configure email notifications for purchase orders

User Creation –

Create and administrate account users

Help Center –

Utilize the Help Center and create a support ticket

ArcelorMittal Europe S.A. Transactional Process

Order Confirmation –

Create an Order Confirmation



Contact & Support

- **SAP Business Network Support for Registration and Configuration:**

[Online Form](#)

- **SAP Business Network Support Post Deployment:**

Contact SAP Business Network Customer Support –
Use the Help Center within your account

- [How to contact support](#)

- **Business Related Questions:**

digipace.contact@arcelormittal.com

Questions?

Please submit your questions via the Q&A widget.

Business Related Questions:

digipace.contact@arcelormittal.com

SAP Business Network Onboarding Questions:

[Online Form](#)



Thank you.

