

Supplier actions in SAP business network: Data self-maintenance, PO confirmation, ASN, SES and invoices



Order to Receipt (O2R) Digital Guide

Note to reviewer: This digital guide template can also be used to explain contextual information such as process overview, features and benefits, roles and responsibilities, frequently asked questions, in addition to explaining a process using steps and screenshots.



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Learning objectives

In this digital guide, you will be able to:

- Review purchase order (PO) details in SAP Business Network (SBN) and verify key procurement information.
- Create and manage Order Confirmations (OCs), with and without deviations, for material and service POs.
- Create and submit Advanced Shipping Notifications (ASNs), including shipping, delivery, and milestone information, and understand when ASN updates are required.
- Create and monitor Service Entry Sheets (SES), including full and partial SES submissions, and track their approval status.
- Perform supplier activities in SBN from PO review through order confirmation, shipping notification, and service entry processing.

Supplier actions in SAP business network



View Purchase Order

In this section, you will learn how to view the PO details in SBN.



Step instructions

Step 1: Log in to SBN. The supplier **Home** screen is displayed.

The screenshot displays the SAP Business Network Home screen for a supplier. The top navigation bar includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' badge. Below this is a secondary navigation bar with tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, and More. A search bar is positioned below the navigation bar, with filters for 'Orders and Releases', 'BP International Limit...', 'Exact match', and a search input field labeled 'Order number'. The main content area features a 'Getting started' section with five key metrics: 79 Orders to invoice, 547 Orders, 237 Orders with service line, 117 Service sheets, and 62 Invoices, all for the last 31 days. Below this is a 'My widgets' section with a 'Supplier Success Hub' widget showing a message about AI innovations, an 'Activity feed' widget showing an 'Order received' event on Aug 05, 2026, and a 'Purchase orders' widget showing a total of €15.5M.

Metric	Value	Period
Orders to invoice	79	Last 31 days
Orders	547	Last 31 days
Orders with service line	237	Last 31 days
Service sheets	117	Last 31 days
Invoices	62	Last 31 days

Activity	Date	Time	Order ID	Amount
Order received	Aug 05, 2026	02:10 PM	4500008880	€2,000.00 EUR

Purchase orders	Amount
Total	€15.5M

Supplier actions in SAP business network

Step 2: Click the **Orders** expand icon.

Step 3: Select the **Purchase Orders** option from the drop-down menu.

The screenshot displays the SAP Business Network interface. At the top, the 'Orders' menu is expanded, and the 'Purchase Orders' option is selected. The interface shows a dashboard with five key metrics: 79 Orders to invoice, 547 Orders, 237 Orders with service line, 117 Service sheets, and 62 Invoices, all for the last 31 days. Below the dashboard, there is a 'My widgets' section with a 'Supplier Success Hub' and an 'Activity feed'. The 'Activity feed' shows an 'Order received' event on Aug 05, 2026, for BP International Limited-TE... with a value of €2,000.00 EUR. On the right, a 'Purchase orders' widget shows a total value of €15.5 M.

Metric	Value	Period
Orders to invoice	79	Last 31 days
Orders	547	Last 31 days
Orders with service line	237	Last 31 days
Service sheets	117	Last 31 days
Invoices	62	Last 31 days

Event	Date	Time	Supplier	Value
Order received	Aug 05, 2026	02:10 PM	BP International Limited-TE...	€2,000.00 EUR

Category	Value
Purchase orders	€15.5 M

Supplier actions in SAP business network

Step 4: The Orders screen is displayed. Enter the PO number in the **Order numbers** field.

Step 5: Click the **Apply** button.

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Business Network' and 'Enterprise Account'. Below it, a menu bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Orders' tab is selected. A notification bar at the top says: 'Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. Go to Workbench'. Below this, a dashboard shows six metrics: '547 Orders Last 31 days', '125 Items to confirm Last 31 days', '139 Items to ship Last 31 days', '11 Return items Last 31 days', '344 New orders Last 31 days', and '45 Changed orders Last 31 days'. The main section is titled 'Orders (547)' and includes an 'Edit filter' link. Under 'Customers', there's a search bar with the text '4500008877' and a 'Type selection' dropdown. A green circle with the number '4' is placed above this search bar. Below the search bar, there are radio buttons for 'Partial match' (selected) and 'Exact match'. To the right, there are filters for 'Creation date' (Last 31 days) and 'Order status' (Include). A green circle with the number '5' is placed above the 'Apply' button, which is highlighted with a green box. Below the filters, there's a 'Resend Failed Orders' link and a 'Reset' button. At the bottom, a table header is visible with columns: 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'.

Supplier actions in SAP business network

Step 6: The required PO is displayed. Click the **Order Number** link from the result.

1 Orders (Last 31 days) | 125 Items to confirm (Last 31 days) | 139 Items to ship (Last 31 days) | 11 Return items (Last 31 days) | 344 New orders (Last 31 days) | 45 Changed orders (Last 31 days)

Orders (1)

▼ Edit filter | 4500008877 Last 90 days

Customers: Select or type selections | Order numbers: 4500008877 x Type selection | Creation date: Last 31 days | Order status: Include ▼ Select or type

Partial match (selected) | Exact match

Show more | Apply | Reset

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500008877	BP International Limited-TEST	6-20 EUR	Aug 5, 2026	New		...

Step 7: The **Purchase Order** screen is displayed, containing the **Order Detail** and **Order History**.

SAP Business Network - Enterprise Account - TEST MODE

Purchase Order: 4500008877

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

TEST

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanaqueñas-6
28050 Madrid
Madrid
Spain
Phone:
Fax:

To: FERROVIAL CONSTRUCCION S.A.
DE LAS NACIONES) 42
28042 Madrid
Cádiz
Spain
Phone: +1 12345678
Fax:
Email: sourava.mohanty@bp.com

Purchase Order (New)
4500008877
Amount: -20.00 EUR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 60
60 Dias Fecha Factura neto

Contact Information
Supplier Address
FERROVIAL CONSTRUCCION S.A.
CALLE RIBERA DEL LOIRA (PQ E PTA.
28042 MADRID
Madrid
Spain
Email: castquantumustapprov@bp.com
Phone: +34629807342
Fax: +340964281969
Address ID: 4100027580
Buyer ID: 4100027580

Other Information
Company Code: ES11
Purchase Group: G01
Purchase Organization: GES0
Customer VAT/Tax ID: ESA28135846
Party Additional ID: 4100027580

Routing Status: Sent
External Document Type: Standard PO (ZNB)

Feedback

Messages

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Supplier actions in SAP business network

OC creation without deviation for material/service

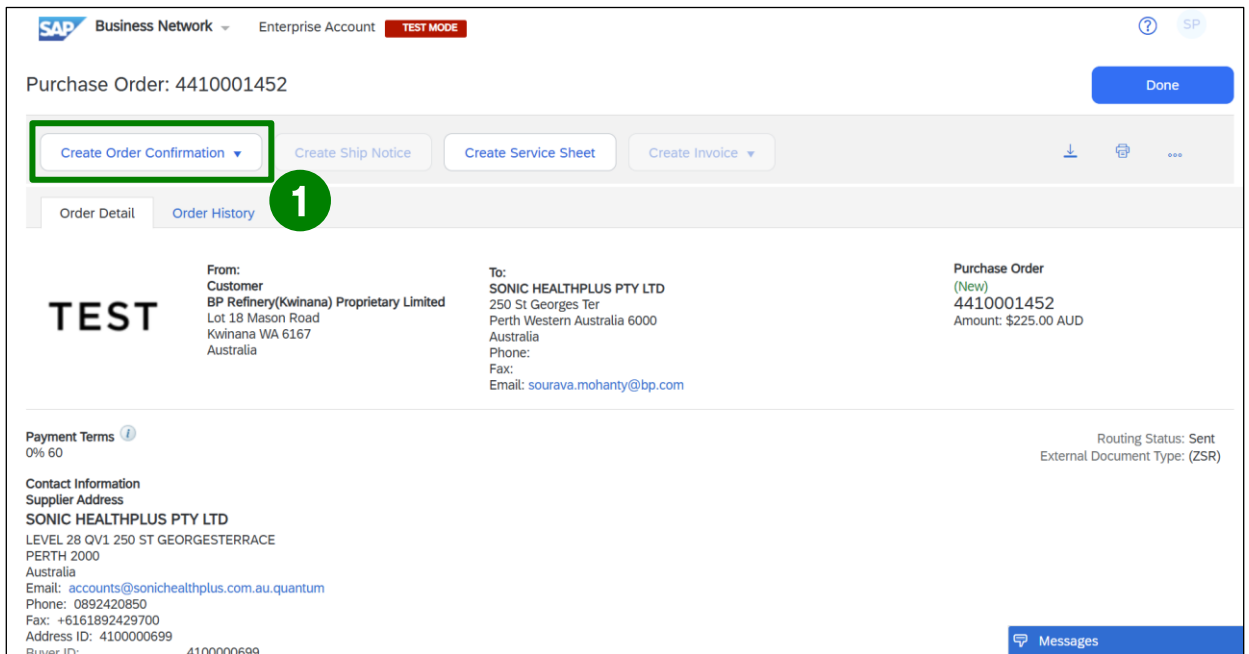
In this section, you will learn how to create an Order Confirmation (OC)/Purchase Order Request (POR) without deviations for a material/service.

Step instructions:

Follow steps 1-7 in the **View Purchase Order** section of this guide to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.



SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4410001452 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History 1

TEST

From: Customer
BP Refinery(Kwinana) Proprietary Limited
Lot 18 Mason Road
Kwinana WA 6167
Australia

To: SONIC HEALTHPLUS PTY LTD
250 St Georges Ter
Perth Western Australia 6000
Australia
Phone:
Fax:
Email: sourava.mohanty@bp.com

Purchase Order (New)
4410001452
Amount: \$225.00 AUD

Payment Terms 0% 60

Contact Information
Supplier Address
SONIC HEALTHPLUS PTY LTD
LEVEL 28 QV1 250 ST GEORGETERRACE
PERTH 2000
Australia
Email: accounts@sonichealthplus.com.au.quantum
Phone: 0892420850
Fax: +6161892429700
Address ID: 4100000699

Routing Status: Sent
External Document Type: (ZSR)

Buyer ID: 4100000699 Messages

Supplier actions in SAP business network

Step 2: Select the **Confirm Entire Order** option from the drop-down list.

The screenshot shows the SAP Business Network interface for a Purchase Order (4410001452). The 'Create Order Confirmation' dropdown menu is open, and 'Confirm Entire Order' is selected, indicated by a green circle with the number 2. The interface includes a 'TEST' label, a 'From' section for the customer (BP Refinery(Kwinana) Proprietary Limited), a 'To' section for the supplier (SONIC HEALTHPLUS PTY LTD), and a 'Purchase Order' section with details like 'Amount: \$225.00 AUD'.

Step 3: The **Confirming PO** screen is displayed. Enter the required details in **Order Confirmation Header** section without any deviation.

Note: If the purchase order is a material purchase order, the delivery date will be the same as the **Need By** date.

Step 4: Click the **Next** button.

The screenshot shows the 'Confirming PO' screen. The 'Order Confirmation Header' section is highlighted with a green box and a green circle with the number 3. The 'Next' button is highlighted with a green box and a green circle with the number 4. The 'Order Confirmation Header' section contains fields for Confirmation #, Associated Purchase Order #, Customer, and Supplier Reference. The 'Shipping and Tax Information' section contains a Comments field. The 'Line Items' section is visible at the bottom, showing a table with columns: Line #, Part # / Description, Type, Qty (Unit), Need By, Unit Price, Subtotal, and Tax.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Non-Catalog-Item Professoant services	Lean Service	15.0 (HUR)	16 Jun 2026	\$15.00 AUD	\$225.00 AUD	\$22.50 AUD

Supplier actions in SAP business network

Step 5: The **Confirmation Update** screen is displayed. Review the order confirmation details and click the **Submit** button.

SAP Business Network Enterprise Account TEST MODE

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: # 4410001452

Supplier Reference:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Non-Catalog-Item	Lean Service	15.0 (HUR)	16 Jun 2026	\$15.00 AUD	\$225.00 AUD	\$22.50 AUD

Professional services

Current Order Status:

15.0 Confirmed As Is (Service Period [Start: 16 Jun 2026 - End: 16 Jun 2026] - defaulted from Service Period in order)

Previous Submit Exit

Note: The order confirmation (OC) gets interfaced with SAP S/4HANA. If the buyer checks that no approval flow is triggered in SAP Fiori, as in this example, it is because there was no deviation created in the OC.

SAP Purchase Order Item

4410001452 /

10

Standard

Edit

Tax Pricing Schedule Lines Supplier Confirmation Control Supplier Confirmations Account Assignment Notes Attachments Process Flow

Supplier Confirmations

Confirmations (1) Standard

Sequential ...	Confirm. Ca...	Start Date	End Date	Service Performer	Delivery Date	Time	Quantity
1	AB	16.06.2026	16.06.2026		16.06.2026	00:00:00	15.000 HR

Expected Value: 0.00 AUD

Confirmation: 5900000364

Account Assignment

[Go back to the top](#)

Supplier actions in SAP business network



OC creation with deviation for material

In this section, you will learn how to create an OC with deviations for a material PO.



Step instructions

Follow steps 1-7 in the **View Purchase Order** section of this guide to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4410001493

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History 1

TEST

From: Customer
BP Refinery(Kwinana) Proprietary Limited
Mason Road-Lot 18
Kwinana Australie-Occident. 6167
Australia
Phone:
Fax:

To: MTG 02
Police Line Road
Witham St. Hughes
Lincolnshire
Pune
Maharashtra 411005
India
Phone:
Fax:
Email: Sit2testsupplier102@bp.com

Purchase Order (Shipped)
4410001493
Amount: \$269.06 AUD
Version: 1

Track Order

Feedback

Payment Terms ⓘ
0.000% 7
dans les 7 jours sans déduction

Contact Information
Supplier Address
MTG 02
Link road
Pune
Maharashtra 411005
India

Routing Status: Acknowledged
External Document Type: Cde ach. standard (ZNB)
Related Documents: Test
Untitled 06/18/2026

Messages

Supplier actions in SAP business network

Step 2: Select the **Update Line Items** option from the drop-down list.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4410000169

Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order **2** Update Line Items Reject Entire Order

TEST

From: Customer
BP Energía España S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: AUTORIDAD PORTUARIA CASTELLON
12100 test
CALLE PUERTO MUELLE SERRANO
12100 Castellón de la Plana
Barcelona
Spain
Phone:
Fax:
Email: oscar.joseph@bp.com

Purchase Order
(Served)
4410000169
Amount: 100.00 EUR

feedback

Step 3: Enter the confirmation ID in the **Confirmation #** field.

Step 4: In the **Line Items** section, update the line item details:

- Enter the required quantity in the **Confirm** field, to confirm the quantity ordered.
- Click the **Details** button.

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #: OC9404 **3**

Associated Purchase Order #: 450009404
Customer: BP International Limited-TEST
Supplier Reference:

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:
Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		00000000200105168		Material	10.000 (EA)	23 Sep 2026	10.00 EUR	100.00 EUR

Description: RELAY: ON-DELAY,125VDC,2NO,2NC,2PDT

Schedule Lines

Current Order Status

☒ 10.000 Unconfirmed **4a**

Confirm: 7 Backorder: Reject:

4b Details

Confirm Based on Schedule Lines

Supplier actions in SAP business network

Step 5: Review and update the following information related to the deviations:

- **Est. Delivery Date:** enter the delivery date or pick it from the calendar.
- **Unit Price:** enter the price per unit.
- **Price Unit:** validate the price unit.
- **Comments:** enter comments regarding the information added/updated in the fields above.

Note: Fields marked with an **asterisk*** are mandatory.

Step 6: Click the **OK** button.

The screenshot displays the SAP Business Network interface for a purchase order line item. The line item details are as follows:

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		000000000200105168	10.000	EA ⓘ	23 Sep 2026		10.00 EUR	100.00 EUR	CA01

Description: RELAY: ON-DELAY,125VDC,2NO 2NC,2PDT
New Order Status: 7 Confirmed

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: * EA ⓘ

Supplier Part:
Auxiliary Part ID:
Manufacturer Part ID: 7012 PDT
Manufacturer Name: 9300009722
Supplier Batch ID:

Comments: ⓘ *

Description: RELAY: ON-DELAY,125VDC,2NO 2NC,2PDT
Pricing Description:
Subtotal: ⓘ 70.00 EUR

OK Cancel

Supplier actions in SAP business network

Step 7: The deviation details are updated in the **Line Items** section.

Step 8: Click the **Next** button.

Confirming PO

Exit **Next**

1 Update Item Status ▼ Order Confirmation Header

2 Review Confirmation

Confirmation #* OC9404

Associated Purchase Order #: 4500009404

Customer: BP International Limited-TEST

Supplier Reference:

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

7

8

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		000000000200105168		Material	10.000 (EA)	23 Sep 2026	10.00 EUR	100.00 EUR

Description: RELAY: ON-DELAY.125VDC.2NO.2NC.2PDT

► Schedule Lines

Current Order Status

☐ 7 Confirmed With Changes (Comments: Updating Qty, date and the price; Estimated Delivery Date: 29 Sep 2026; Confirmed Unit Price: 12.00 EUR)

☒ 3.000 Unconfirmed

Confirm: Backorder: Reject: Details ⓘ

Confirm Based on Schedule Lines

Confirm All ⓘ

Supplier actions in SAP business network

Step 9: Review the order confirmation (OC) details and click the **Submit** button. The **Order Confirmation** screen is displayed.

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #:

Supplier Reference:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	13A686292	13A686292	Material	1.000 (EA)	25 Jun 2026	\$269.06 AUD	\$269.06 AUD

PAINT_ANY : FINISH , PIPELINE GREY , 5L

Current Order Status:

1.000 Confirmed With New Date (Estimated Delivery Date: 20 Jun 2026)

Previous Submit Exit

Step 10: Click the **History** tab to validate the OC status.

Step 11: Click the **Done** button.

SAP Business Network - Enterprise Account TEST MODE

Order Confirmation: OC9404

Done Previous

Export CXML

Detail History

Order Confirmation: OC9404

Routing Status: Acknowledged

Received By SAP Business Network On: 26 Aug 2026 10:38:16 AM GMT+05:30

Submitted By: SGS TECNOS S.A.

To: BP International Limited-TEST

History

Status	Comments	Changed By	Date and Time
	The document is ready to be picked up by the recipient.	CommunityWeb-109572065	26 Aug 2026 10:44:03 AM
	The document has been transferred to the next integration point.	CommunityWeb-109572065	26 Aug 2026 10:44:03 AM
Acknowledged	Success	TXNDocSupplierApp-109558050	26 Aug 2026 10:44:04 AM

Export CXML

Done Previous

Supplier actions in SAP business network

Note: The OC gets interfaced with SAP S/4HANA. The buyer checks that the approval flow is triggered in SAP Fiori as PO created with deviation. The buyer can view the changes made by the supplier and **Approve** or **Reject** the workflow

The screenshot displays the SAP Fiori 'My Inbox' interface. On the left, a list of tasks is shown under the heading 'All Tasks (46)'. The first task is 'Approve Supplier Confirmation 5900000719' with a 'Medium' priority. The main area shows the details for this task, titled 'Release of Supplier Confirmation' and 'Approve Supplier Confirmation 5900000719'. It indicates the task is for 'Ariba S2C to S4' and was created on 'Aug 26, 2026, 10:44 AM'. Below the task details, there are four icons representing different actions: 'Info', 'Calendar', 'Attachments', and 'Links', each with a '0' next to it. A 'Submit Decision' dialog box is open in the foreground, showing the message 'You selected "Approve".' and a 'Decision Note:' field with the placeholder text 'Add Note (Optional)'. The dialog has 'Submit' and 'Cancel' buttons at the bottom.

Note: Once the workflow is approved by the buyer, the purchase order is updated with the OC details, and a new version of the PO is sent to SBN with the **Changed** status. The supplier must fully reconfirm the purchase order without any changes to proceed.

[Go back to the top](#)

Supplier actions in SAP business network



OC creation with deviation for lean services

In this section, you will learn how to create an OC with deviations for a lean services PO, including start date, end date, price, and quantity.



Step instructions

Follow steps 1-7 in the **View Purchase Order** section of this guide, to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4410000169

Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History 1

TEST

From: Customer
BP Energía España S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: AUTORIDAD PORTUARIA CASTELLON
12100 test
CALLE PUERTO MUELLE SERRANO
12100 Castellón de la Plana
Barcelona
Spain
Phone:
Fax:
Email: oscar.joseph@bp.com

Purchase Order (Served)
4410000169
Amount: 100.00 EUR

Feedback

Payment Terms ⓘ
0% 60

Contact Information
Supplier Address
AUTORIDAD PORTUARIA CASTELLON
CALLE PUERTO MUELLE SERRANO
12100 CASTELLON DE LA PLANA
Spain
Phone: 0964310039
Address ID: 4100035460

Routing Status: Acknowledged
External Document Type: (ZSR)
Related Documents: 2100000009_SES169
SES169
OC169

Messages

Supplier actions in SAP business network

Step 2: Select the **Update Line Items** option from the drop-down list.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4410000169

Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order

Update Line Items

Reject Entire Order

TEST

From: Customer
BP Energía España S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
Spain
Email: noreply@sap.com

To: AUTORIDAD PORTUARIA CASTELLON
12100 test
CALLE PUERTO MUELLE SERRANO
12100 Castellón de la Plana
Barcelona
Spain
Phone:
Fax:
Email: oscar.joseph@bp.com

Purchase Order (Served)
4410000169
Amount: 100.00 EUR

Feedback

Step 3: Enter the confirmation ID in the **Confirmation #** field.

Step 4: In the **Line Items** section, update the line item details:

- Enter the required quantity in the **Confirm** field, to confirm the quantity ordered.
- Click the **Details** button.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #: OC9405

Associated Purchase Order #: 4500005405

Customer: BP International Limited-TEST

Supplier Reference:

Shipping and Tax Information

Enter tax information at the line item level.

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non-Catalog-Item			Lean Service	10.0 (HUR)	2 Sep 2026	100.00 EUR	1,000.00 EUR	210.00 EUR	

Description: test

Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: 8

Reject All

Details

Confirm All

Supplier actions in SAP business network

Step 5: Review and if required update the following information:

- **Start Date:** enter the start date or select it from the calendar.
- **End Date:** enter the start date or select it from the calendar.
- **Unit Price:** validate the price unit.

Step 6: Enter comments regarding the information added/updated in the **Comments** field.

Note: Fields marked with an **asterisk*** are mandatory.

Step 7: Click the **OK** button.

The screenshot displays the SAP Business Network interface for a purchase order line item. The interface includes a header bar with the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. Below the header is a table with columns: Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Tax, and Customer Location. The table contains one line item (Line No. 10) with a description of 'test'. Below the table, there are several input fields and a comments section. The 'Start Date' field is set to '25 Aug 2026', the 'End Date' field is set to '17 Sep 2026', and the 'Unit Price' field is set to '150.00 EUR'. The 'Price Unit Quantity' field is set to '1', and the 'Unit Conversion' field is set to '1'. The 'Price Unit' field is set to 'HUR'. The 'Comments' field contains the text 'Updating Price and dates for the confirmed quantity'. The 'Subtotal' field is set to '1,200.00 EUR'. The 'OK' button is located at the bottom right of the interface. Green circles with numbers 5, 6, and 7 are overlaid on the image to indicate the steps: 5 points to the date and price fields, 6 points to the comments field, and 7 points to the OK button.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10	Non-Catalog-Item		10.0	HUR	2 Sep 2026		100.00 EUR	1,000.00 EUR	210.00 EUR	CA01

Description: test

Start Date: 25 Aug 2026
End Date: 17 Sep 2026
New Order Status: Confirmed

Start Date: 25 Aug 2026
End Date: 17 Sep 2026
Unit Price: 150.00 EUR

Price Unit Quantity: 1
Unit Conversion: 1
Price Unit: HUR
Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:

Comments: Updating Price and dates for the confirmed quantity

Description: test
Pricing Description:
Subtotal: 1,200.00 EUR

OK Cancel

Supplier actions in SAP business network

Step 8: The deviation details are updated on the screen.

Step 9: Click the **Next** button.

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #: OC9405
Associated Purchase Order #: 4500009405
Customer: BP International Limited-TEST
Supplier Reference:

Shipping and Tax Information

☐ Enter tax information at the line item level.
Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non-Catalog-Item			Lean Service	10.0 (HUR)	2 Sep 2026	100.00 EUR	1,000.00 EUR	210.00 EUR	

Description: test

Schedule Lines

Current Order Status

☐ Confirmed With Changes (Comments: Updating Price and dates for the confirmed quantity; Service Period [Start: 25 Aug 2026 - End: 17 Sep 2026] ; Confirmed Unit Price: 150.00 EUR)

☒ 2.0 Unconfirmed

Confirm:

Details

Reject All

Step 10: Review the order confirmation details and click the **Submit** button.

SAP Business Network Enterprise Account TEST MODE

Confirming PO

Previous Submit Exit

1 Update Item Status 2 Review Confirmation

Confirmation #: OC9405
Supplier Reference:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non-Catalog-Item			Lean Service	10.0 (HUR)	2 Sep 2026	100.00 EUR	1,000.00 EUR	210.00 EUR	

Description: test

Schedule Lines

Current Order Status

☐ Confirmed With Changes (Comments: Updating Price and dates for the confirmed quantity; Service Period [Start: 25 Aug 2026 - End: 17 Sep 2026] ; Confirmed Unit Price: 150.00 EUR)

☐ 2.0 Unconfirmed

Previous Submit Exit

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Supplier actions in SAP business network

Step 11: Approval flow gets triggered in Fiori as the Order Confirmation (OC) is submitted with deviation.

The screenshot shows the SAP Fiori 'My Inbox' interface. The main task is 'Release of Supplier Confirmation'. A modal window titled 'Approve Supplier Confirmation 5900000726' is open, displaying 'Ariba S2C to S4' and 'Created on Aug 27, 2026, 1:38 PM'. Below this, there are icons for information, calendar, and links. A 'Submit Decision' dialog is overlaid on the modal, showing 'You selected "Approve."' and a 'Decision Note' field with the placeholder 'Add Note (Optional)'. The dialog has 'Submit' and 'Cancel' buttons. A green box highlights the task details and the dialog. A green circle with the number 11 is at the bottom center.

Step 12: Once the approval is successful:

- The OC details get updated in the **Confirmations** tab.
- The PO gets updated with deviations.

The screenshot shows the SAP Fiori 'Purchase Order Item' interface. The 'Supplier Confirmation Control' tab is selected. A table titled 'Confirmations (1)' is highlighted with a green box. The table has columns: Sequential, Confirm. Ca..., Start Date, End Date, Service Performer, Delivery Date, Time, Quantity, Expected Value, and Confirmation. The first row shows: 1, AB, 25.08.2026, 17.09.2026, OutsourcedServOth (624290000), 17.09.2026, 00:00:00, 8.000 HR, 0.00 EUR, 5900000726. Below the table is the 'Account Assignment' section, showing 'Purchase Order Item Account Assignments (1)'. The first row shows: 1, MASS TEST 2026 (ES11000001), OutsourcedServOth (624290000), 0.0. A green circle with the number 12 is at the bottom right.

Supplier actions in SAP business network

Step 13: The updated PO is available in SBN, and the previous version becomes obsolete.

Purchase Order: 4500009405

Create Invoice

Order Detail Order History

TEST

TEST

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: SGS TECNOS S.A.
SGS TECNOS S.A.
Adelaide South Australia 5001
Australia
Phone: +1 12345678
Fax:
Email: sourava.mohanty@bp.com

Purchase Order (Obsoleted)
4500009405
Amount: 1,000.00 EUR

Payment Terms 0% 60

Contact Information
Supplier Address
SGS TECNOS S.A.
CALLE TRESPADERNE 29
28042 MADRID
28
Spain
Email: carloquantumustapro@bp.com
Phone: 608736875
Fax: +3434913138080
Address ID: 4100029579
Buyer ID: 4100029579

Other Information

Routing Status: Acknowledged
External Document Type: (ZSR)
Related Documents: 4500009405
OC9405

Step 14: Re-confirm the updated PO without any deviations. Once the OC gets interfaced with SAP S/4HANA (Fiori), no approval flow gets triggered as there was no deviation created.

Purchase Order: 4500009405

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order

TEST

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: SGS TECNOS S.A.
SGS TECNOS S.A.
Adelaide South Australia 5001
Australia
Phone: +1 12345678
Fax:
Email: sourava.mohanty@bp.com

Purchase Order (+ Changed)
4500009405
Amount: 1,200.00 EUR
Amount: 1,000.00 EUR
(Previous Version)

Payment Terms 0% 60

Contact Information
Supplier Address
SGS TECNOS S.A.
CALLE TRESPADERNE 29
28042 MADRID
28
Spain
Email: carloquantumustapro@bp.com
Phone: 608736875
Fax: +3434913138080
Address ID: 4100029579
Buyer ID: 4100029579

Other Information
Party Additional ID: 4100029579
Customer VATTax ID: ESA28139846

Attachments
PO_4500009405/27.08.2026/10.14.01.pdf (application/octet-stream)

Routing Status: Sent
External Document Type: (ZSR)

[Go back to the top](#)



OC creation with deviation for limit services

In this section, you will learn how to create an OC with deviations for a limit services PO.



Step instructions

Follow steps 1-7 in the **View Purchase Order** section of this guide, to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.

SAP Business Network | Enterprise Account | TEST MODE

Purchase Order: 4410001438

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

1

TEST

From:
Customer
BP Energía España S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To:
EMVAK-FRITZ EMDE, S.L.
(CENTRO DE CARGA AEREA, EDIF CARGOPARC)
Rambla Exposición,101
08800 BARCELONA
Barcelona
Spain
Phone:
Fax:
Email: sourava.mohanty@bp.com

Purchase Order
(Partially Serviced)
4410001438
Amount: 50,000.00 EUR

Contact Information
Supplier Address
EMVAK-FRITZ EMDE, S.L.
Rambla Exposición,101
08800 BARCELONA

Spain
Email: emvak@emvak.com.quantum
Phone: 670379994
Address ID: 4100001882
Buyer ID: 4100001882

Routing Status: Sent
External Document Type: (ZSR)
Related Documents: BPFGS4PE00003919

Messages

Supplier actions in SAP business network

Step 2: Select the **Update Line Items** option from the drop-down list.

Purchase Order: 4410001438

TEST

From: Customer
BP Energía España S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: EMVAK-FRITZ EMDE, S.L.
(CENTRO DE CARGA AEREA. EDIF CARGOPARC)
Rambla Exposición,101
08800 BARCELONA
Barcelona
Spain
Phone:
Fax:
Email: sourava.mohanty@bp.com

Purchase Order
(Partially Serviced)
4410001438
Amount: 50,000.00 EUR

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice ▼

Confirm Entire Order Update Line Items (2) Reject Entire Order

Step 3: Enter the confirmation ID in the **Confirmation #** field.

Step 4: In the **Line Items** section:

- Select the **Confirm** radio button.
- Click the **Details** button.

Confirming PO

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #: OC9406 (3)

Associated Purchase Order #: 4500009406
Customer: BP International Limited-TEST
Supplier Reference:

Shipping and Tax Information

Enter tax information at the line item level.
Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non-Catalog-Item			limit	Service		2 Sep 2026		500.00 EUR	105.00 EUR	

Description: Test limit

Schedule Lines

Unconfirm Confirm (4a) Details (4b) Reject - Please specify a reason: Please Select

Confirm All

Supplier actions in SAP business network

Step 5: Review and if required update the following information:

- **Start Date:** enter the start date or select it from the calendar.
- **End Date:** enter the end date or select it from the calendar.
- **Comments:** enter comments regarding the information added/updated.

Note:

- Fields marked with an **asterisk*** are mandatory.
- For enhanced limit POs, the expected Value can only be decreased.

Step 6: Click the **OK** button.

The screenshot displays the SAP Business Network interface for a purchase order line item. The line item is identified by Line No. 10 and is a Non-Catalog-Item. The description is ELimitP. The quantity is 10, and the unit price is 10,500.00 EUR. The start date is 15 Jun 2026, the end date is 15 Jun 2026, and the expected value is 50,000.00 EUR. The new order status is 1 Confirmed. A green box highlights the fields for Start Date, End Date, Expected Value, and Comments, with a green circle containing the number 5 next to it. The OK button is highlighted with a green circle containing the number 6.

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	Non-Catalog-Item ELimitP Start Date: 15 Jun 2026 End Date: 15 Jun 2026 Expected Value: 50,000.00 EUR New Order Status: 1 Confirmed						10,500.00 EUR	

Start Date: 15 Jun 2026
End Date: 15 Jun 2026
Expected Value: 50,000.00 EUR
Comments: ⓘ *
Description: ELimitP

OK Cancel

Supplier actions in SAP business network

Step 7: The **Confirming PO** screen is displayed. Click the **Next** button.

Confirming PO

Exit **Next**

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #: OC9406
Associated Purchase Order #: 4500009406
Customer: BP International Limited-TEST
Supplier Reference:

Shipping and Tax Information

☐ Enter tax information at the line item level.
Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non-Catalog-Item			limit	Service		2 Sep 2026		500.00 EUR	105.00 EUR	

Description: Test limit

Schedule Lines

☒ Confirm ☐ Reject - Please specify a reason: Please Select

Details (Comments: test; Service Period [Start: 25 Aug 2026 - End: 10 Sep 2026] ; Expected Value: 500.00 EUR - defaulted from Expected Value in order)

Confirm All

Step 8: Review the Order Confirmation (OC) details and click the **Submit** button.

Confirming PO

Previous **Submit** Exit

1 Update Item Status 2 Review Confirmation

Confirmation #: Untitled 06/20/2026
Supplier Reference:

Line Items

Line #	Part # / Description	Item Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Non-Catalog-Item ELimitP	limit	Service		15 Jun 2026		50,000.00 EUR	10,500.00 EUR

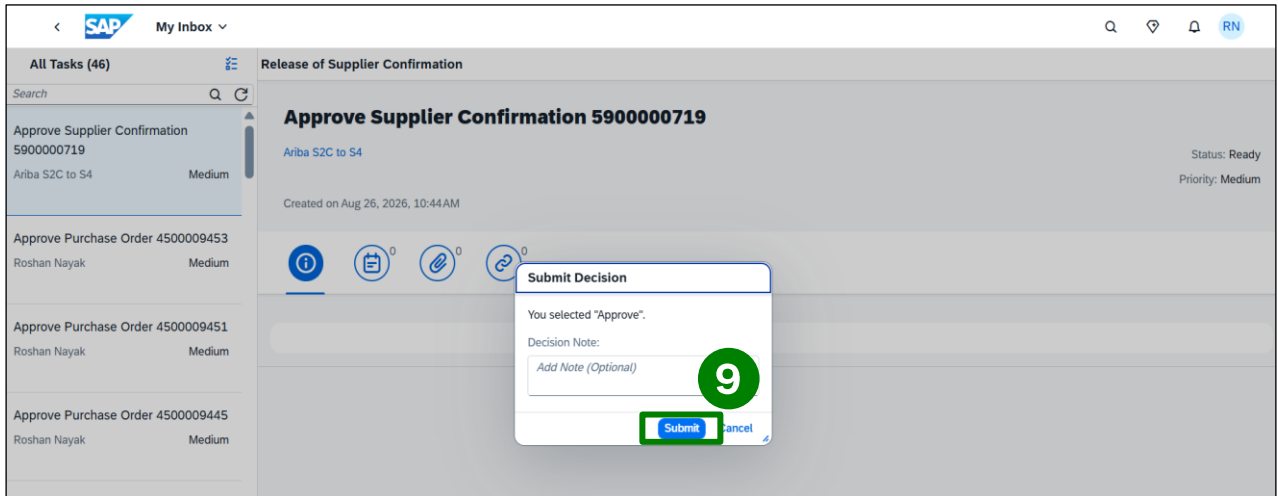
Current Order Status:

1 Confirmed With Comments (Comments: OK; Service Period [Start: 15 Jun 2026 - End: 15 Jun 2026] - defaulted from Service Period in order ; Expected Value: 50,000.00 EUR - defaulted from Expected Value in order)

Previous **Submit** Exit

Supplier actions in SAP business network

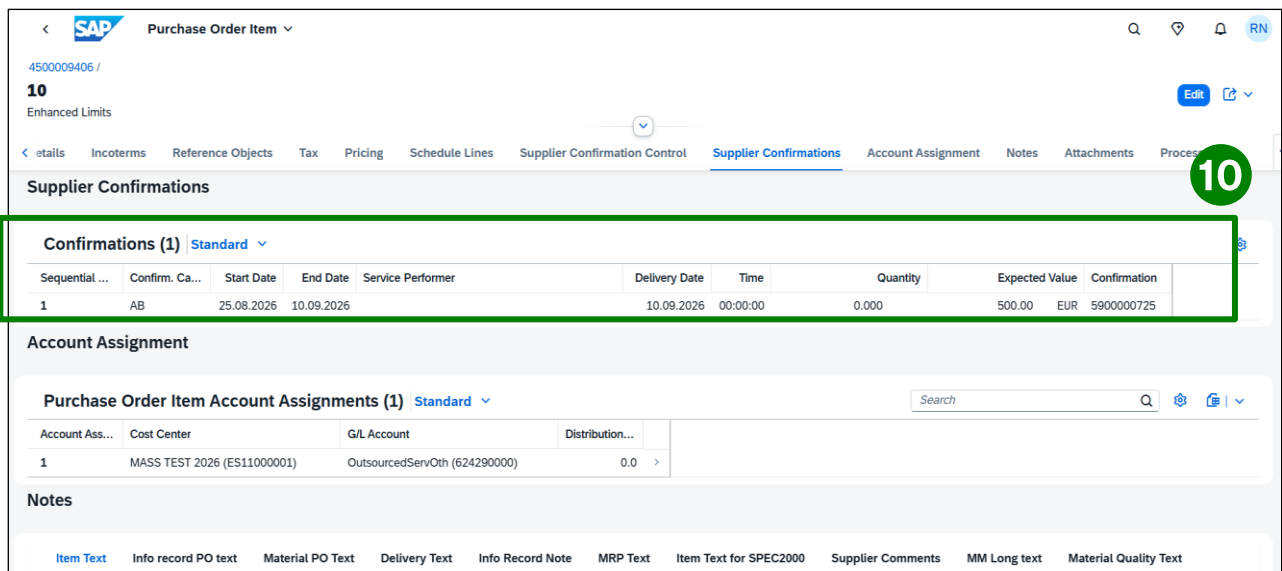
Step 9: Approval flow gets triggered in Fiori as the OC is submitted with deviation.



The screenshot shows the SAP Fiori 'My Inbox' interface. The main task is 'Approve Supplier Confirmation 5900000719' with a status of 'Ready' and a priority of 'Medium'. A 'Submit Decision' dialog box is open, indicating that the user has selected 'Approve'. The dialog includes a 'Decision Note' field and a 'Submit' button. A green circle with the number 9 is overlaid on the dialog.

Step 10: Once the approval is successful:

- The OC details gets updated in the **Confirmations** tab.
- The PO gets updated with deviations.



The screenshot shows the SAP Fiori 'Purchase Order Item' interface. The 'Supplier Confirmations' tab is active, displaying a table of confirmations. The table has columns for Sequential, Confirm. Ca., Start Date, End Date, Service Performer, Delivery Date, Time, Quantity, Expected Value, and Confirmation. A green box highlights the first row of the table. A green circle with the number 10 is overlaid on the right side of the screen.

Sequential ...	Confirm. Ca...	Start Date	End Date	Service Performer	Delivery Date	Time	Quantity	Expected Value	Confirmation
1	AB	25.08.2026	10.09.2026		10.09.2026	00:00:00	0.000	500.00 EUR	5900000725

Supplier actions in SAP business network

Step 11: The updated PO is available in SBN, and the previous version becomes obsolete.

SAP Business Network - Enterprise Account - TEST MODE

Purchase Order: 4500009406

Done Previous

Create Invoice

Order Detail Order History

TEST

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: SGS TECNOS S.A.
SGS TECNOS S.A.
Adelaide South Australia 5001
Australia
Phone: +1 12345678
Fax:
Email: sourava.mohanty@tp.com

Payment Terms ⓘ
0% 60

Contact Information
Supplier Address
SGS TECNOS S.A.
CALLE TRESPADERNE 29
28042 MADRID
28
Spain
Email: castquantumustapprov@tp.com
Phone: 608736875
Fax: +3434913138080
Address ID: 4100029579
Buyer ID: 4100029579

Other Information
Party Additional ID: 4100029579
Customer VAT/Tax ID: ESA28135846

Routing Status: Acknowledged
External Document Type: (ZSR)
Related Documents: 4500009406
OC9406
OC9406

Purchase Order
(Obsoleted)
4500009406
Amount: 500.00 EUR

Step 12: Re-confirm the updated PO with no deviations. Once the OC gets interfaced with SAP S/4HANA (Fiori), no approval flow gets triggered as there were no deviations created.

SAP Business Network - Enterprise Account - TEST MODE

Purchase Order: 4500009406

Done Previous

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

TEST

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: SGS TECNOS S.A.
SGS TECNOS S.A.
Adelaide South Australia 5001
Australia
Phone: +1 12345678
Fax:
Email: sourava.mohanty@tp.com

Payment Terms ⓘ
0% 60

Contact Information
Supplier Address
SGS TECNOS S.A.
CALLE TRESPADERNE 29
28042 MADRID
28
Spain
Email: castquantumustapprov@tp.com
Phone: 608736875
Fax: +3434913138080
Address ID: 4100029579
Buyer ID: 4100029579

Other Information
Party Additional ID: 4100029579
Customer VAT/Tax ID: ESA28135846

Attachments
PO_4500009406/27.08.2026/09.17.01.pdf (application/octet-stream)

Routing Status: Sent
External Document Type: (ZSR)

Purchase Order
(+ Changed)
4500009406
Amount: 300.00 EUR
Amount: 500.00 EUR
(Previous Version)

[Go back to the top](#)



Submit ASN for material PO

In this section of the digital guide, you will learn how to create and submit an Advanced Shipping Notification (ASN) for a material PO.

What is an ASN?

An ASN informs bp that materials have been shipped and provides shipment, delivery, and milestone information before the goods arrive.

When is an ASN required?

ASN submission is required for material POs at sites where 3PL integration is not deployed (CAS and KWI in Release 1).

Note: ASN is not required for service POs.



Step instructions

Follow steps 1-7 in the **View Purchase Order** section of this guide, to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Supplier actions in SAP business network

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (4410001255). The 'Create Order Confirmation' button is highlighted with a green box, and a red circle with the number 1 is placed over it. The interface includes a header with 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below the header, the Purchase Order number is displayed. A navigation bar contains 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main content area shows 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, displaying 'TEST' and 'From: Customer BP Refinery(Kwinana) Proprietary Limited'. The 'To:' field shows 'CAMCO ENGINEERING PTY LTD'. The 'Purchase Order' section displays '(New) 4410001255', 'Amount: \$200.00 AUD', and 'Version: 1'. A 'Track Order' button is visible. The 'Payment Terms' section shows 'Before 25th of the Next Month Due Net'. The 'Contact Information' section shows 'Supplier Address' for 'CAMCO ENGINEERING PTY LTD'. The 'Other Information' section shows 'Company Code: AU1M' and 'Purchase Group: G01'. A 'Messages' button is in the bottom right corner.

Step 2: Select the **Confirm Entire Order** option from the drop-down list.

The screenshot shows the same SAP Business Network interface as Step 1, but with the 'Create Order Confirmation' button expanded into a drop-down menu. The 'Confirm Entire Order' option is highlighted with a green box, and a red circle with the number 2 is placed over it. The rest of the interface remains the same, including the header, navigation bar, and main content area.

Supplier actions in SAP business network

Step 3: The **Confirming PO** screen is displayed. Enter or update the date in the **Est. Delivery Date** field.

Step 4: Click the **Next** button.

SAP Business Network - Enterprise Account TEST MODE

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

4

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4410001255

Customer: BP International Limited-TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: * 20 Jun 2026

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		00000000015373003	Material	100.000 (EA)	14 Apr 2026	\$20.00 AUD	\$200.00 AUD

TAPE_SFTY_BARR : DANGER, DO NOT ENTER N

Supplier actions in SAP business network

Step 5: Review the order confirmation (OC) details and click the **Submit** button.

Confirming PO

Previous **Submit** Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 06/20/2026
Supplier Reference:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		000000000015373003	Material	100.000 (EA)	14 Apr 2026	\$20.00 AUD	\$200.00 AUD

TAPE_SFTY_BARR : DANGER, DO NOT ENTER N

Current Order Status:
100.000 Confirmed With New Date (Estimated Delivery Date: 20 Jun 2026)

Pricing Details

Unit Details ①

Unit Conversion	Price Unit	Order Unit
1	EA	EA

Price Details ①

Price	Price Unit	Quantity	Price Unit
\$20.00 AUD	10		EA

Step 6: Click the **Order History** tab to validate the OC status.

Purchase Order: 4410001255

Order Detail **Order History**

Purchase Order: 4410001255
Order Status: Confirmed
Submitted On: 25 May 2026 4:30:00 PM GMT+05:30

From Customer: BP International Limited-TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The document has received by SAP Business Network.	CommunityWeb-109572065	25 May 2026 4:38:21 PM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109572065	25 May 2026 4:38:21 PM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109572065	25 May 2026 4:38:21 PM
	The order was queued.	TXNDocSupplierApp-109542055	25 May 2026 4:38:24 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109572065	25 May 2026 4:38:26 PM
Sent	Email order was sent to sourava.mohanty@bp.com.	OrderDispatcher - Email	25 May 2026 4:38:26 PM
	Email order was sent to sourava.mohanty@bp.com.	TXNDocSupplierApp-109535060	25 May 2026 4:38:26 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109572065	25 May 2026 4:38:26 PM
Confirmed	Untitled 06/20/2026	CAMCO ENGINEERING PTY LTD	20 Jun 2026 6:20:31 PM

Messages

Supplier actions in SAP business network

Step 7: Click the **Create Ship Notice** button.

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) 4410001255. The interface is in 'TEST MODE' and shows the 'Order Detail' tab. The 'Create Ship Notice' button is highlighted with a green box, and a green circle with the number 7 is placed over it. The interface includes a header with the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below the header, the PO number '4410001255' is displayed. A navigation bar contains buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main content area shows the 'Order Detail' tab with a 'TEST' label. It includes contact information for the customer (BP Refinery(Kwinana) Proprietary Limited) and the supplier (CAMCO ENGINEERING PTY LTD). The 'Payment Terms' section indicates 'Before 25th of the Next Month Due Net'. The 'Contact Information' section provides the supplier's address, email, phone, and fax. The 'Other Information' section shows the company code 'AU1M' and purchase group 'G01'. The 'Routing Status' is 'Acknowledged', and the 'External Document Type' is 'Standard PO (ZNB)'. The 'Related Documents' section shows 'Untitled 06/20/2026'. A 'Track Order' button is also visible.

Purchase Order: 4410001255

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

7

TEST

From: Customer
BP Refinery(Kwinana) Proprietary Limited
Mason Road-Lot 18
Kwinana Western Australia 6167
Australia
Phone:
Fax:

To: CAMCO ENGINEERING PTY LTD
Vulcan Rd
Perth Western Australia 6155
Australia
Phone:
Fax:
Email: sourava.mohanty@bp.com

Purchase Order
(Confirmed)
4410001255
Amount: \$200.00 AUD
Version: 1

Track Order

Payment Terms
Before 25th of the Next Month Due Net

Contact Information
Supplier Address
CAMCO ENGINEERING PTY LTD
18-20 VULCAN ROAD CANNING
CANNING VALE 6155
Australia
Email: admin@camcoeng.com.au.quantum
Phone: +610894552200
Fax: +6161894552118
Address ID: 4100000683
Buyer ID: 4100000683

Other Information
Company Code: AU1M
Purchase Group: G01

Routing Status: Acknowledged
External Document Type: Standard PO (ZNB)
Related Documents: Untitled 06/20/2026

Feedback

Messages

Supplier actions in SAP business network

Step 8: The **Create Ship Notice** screen is displayed. Enter the details in the following fields:

- **Packing Slip ID**
- **Shipping Date**
- **Delivery Date**
- **Milestone Status**
- **Milestone Date**
- **Custom Declaration Number**
- **Attachments** (if required)

Note: Update the **Delivery Date** whenever shipment milestones change to provide bp with the latest expected delivery information and support accurate receipt planning.

SAP Business Network Enterprise Account TEST MODE

Create Ship Notice

Download PDF Save Exit Next

* Indicates required field

SHIP FROM Update Address
MESAL MONTAJES ELECTRICOS
Adelaide SAU
Australia

DELIVER TO Update Address
Castellon Refinery
Castellon
Castellon
Spain

▼ Ship Notice Header

SHIPPING

Packing Slip ID: ASN0454

Invoice No.:

Requested Delivery Date:

Ship Notice Type: Select

Shipping Date: 25 Aug 2026

Delivery Date: 10 Sep 2026

Hazard Type: Select

Is Divisible: ☐

TRACKING

Carrier Name:

Service Level:

Milestone Status: Collection, Pick Up Completed

Milestone Date: 25 Aug 2026

Customs Declaration Number: CDN0454

Code:

Dimensions

Supplier actions in SAP business network

Step 9: Click the **Next** button.

ie

Ship Qty

Supplier Batch ID

Country of Origin

Production Date

Expiry Date

Total number of packages

Download PDF

Add Details

100.000

- Select Country -

Add Ship Notice Line

Information

Manufacturer Part ID: B0384A8344

Details

Details ⓘ

Price Details ⓘ

Conversion	Price Unit	Order Unit	Price	Price Unit	Quantity	Price Unit
	EA	EA	\$20.00 AUD	10		EA

9

Download PDF

Save

Exit

Next

Company. All rights reserved.

Privacy Statement

Security Disclosure

Terms of Use

Step 10: Click the **Submit** button.

SAP Business Network

Enterprise Account

TEST MODE

?

CP

Create Ship Notice

Previous

Download PDF

Save

Submit

Exit

Confirm and submit this document.

SHIP FROM

CAMCO ENGINEERING PTY LTD

Vulcan Rd

Perth WAU 6155

Australia

DELIVER TO

Kwinana Energy Hub

18 Mason Road, Kwinana Beach

Kwinana WAU 6966

Australia

Ship Notice Header

SHIPPING

Packing Slip ID: 124567

Invoice No.: --

Requested Delivery Date: --

Ship Notice Type: --

Actual Shipping Date: 20 Jun 2026

Actual Delivery Date: 22 Jun 2026 12:00:00 PM

Gross Volume: --

Gross Weight: --

TRACKING

Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition

Shipping Payment Method: 100

10

Supplier actions in SAP business network

Step 11: Click the **Order History** tab to validate the OC status.

Step 12: Click the **Done** button.

Purchase Order: 4410001255

Order Detail | **Order History** 11

Purchase Order: 4410001255
Order Status: Shipped
Submitted On: 25 May 2026 4:30:00 PM GMT+05:30 12

From Customer: BP International Limited-TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The document has received by SAP Business Network.	CommunityWeb-109572065	25 May 2026 4:38:21 PM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109572065	25 May 2026 4:38:21 PM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109572065	25 May 2026 4:38:21 PM
	The order was queued.	TXNDocSupplierApp-109542055	25 May 2026 4:38:24 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109572065	25 May 2026 4:38:26 PM
Sent	Email order was sent to sourava.mohanty@bp.com.	OrderDispatcher - Email	25 May 2026 4:38:26 PM
	Email order was sent to sourava.mohanty@bp.com.	TXNDocSupplierApp-109535060	25 May 2026 4:38:26 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109572065	25 May 2026 4:38:26 PM
Confirmed	Untitled 06/20/2026	CAMCO ENGINEERING PTY LTD	20 Jun 2026 6:20:31 PM

Note:

- **2-Step Goods Receipt:** After ASN submission, bp creates an inbound delivery and monitors shipment progress. Goods receipt is completed when the materials are physically received and processed at the receiving site.
- The ASN details are updated in SAP S/4HANA, and the buyer can check in the **Confirmations** tab along with the **Inbound Delivery** number and **Milestone** details.

[Go back to the top](#)



Create SES

In this section, you will learn how to:

- Verify and create an OC against the PO.
- Submit the SES and confirm its approval in SBN.



Step instructions

Follow steps 1-4 in the **View Purchase Order** section of this guide, to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Supplier actions in SAP business network

Step 1: Review the **Order Status** column to verify that the OC is **Confirmed**.

Step 2: If the OC is confirmed, click the **Actions (...)** icon in the **Actions** column.

Step 3: Select the **Create service sheet** option from the drop-down list.

The screenshot displays the SAP Business Network interface for managing orders. At the top, there are six tabs: 'Orders' (1), 'Items to confirm' (0), 'Items to ship' (0), 'Return items' (0), 'New orders' (9), and 'Changed orders' (3). The 'Orders' tab is selected. Below the tabs, there are filters for 'Customers' (1407), 'Order numbers' (1407), 'Creation date' (Last 31 days), and 'Order status' (Include). A dropdown menu is open for the 'Order status' filter, showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet' (highlighted with a green box and a green circle with the number 3), 'Standard invoice', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'. The main table shows one order with the number 4410001407, customer BP International Limited-TEST, amount \$100 AUD, and date Jun 9, 2026. The 'Order Status' column for this order is 'Confirmed' (highlighted with a green box and a green circle with the number 1). The 'Actions' column for this order has a dropdown menu icon (highlighted with a green box and a green circle with the number 2) which is open, showing the 'Create service sheet' option (highlighted with a green box and a green circle with the number 3).

Order Number	Customer	Amount	Date ↓	Order Status	Actions
4410001407	BP International Limited-TEST	\$100 AUD	Jun 9, 2026	Confirmed	...

Step 4: Enter the **Service Sheet #** in the **Service Sheet Header** section.

Create Service Sheet

Update Save Exit Next

▼ Service Sheet Header ** Indicates required field* Add to Header ▼

Summary

Purchase Order: 4410001407

Service Sheet #: * #4410001407

Service Sheet Date: * 16 Jun 2026

Final Service Sheet: ☐

Service Description:

Subtotal: \$100.00 AUD

Service Start Date:

Service End Date:

Note: On ERS invoices, the value displayed in the **Packing Slip ID** field corresponds to the **SES number**, not a packing slip reference.

No action is required from suppliers. Use the SES number when referencing or tracking invoices in SBN or myTrack.

Step 5: Review the details in the **Service Entry Sheet Lines** section.

5

Service Entry Sheet Lines

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☐	☒ ⓘ Non-Catalog-Item		Lean Service	Planned	5 HUR	\$20.0 AUD	\$100.00 AUD	Delete
test lean								

SERVICE PERIOD

Start Date: * 11 Jun 2026

End Date: 26 Jun 2026

PRICING DETAILS

Price Unit: HUR

Unit Conversion: 1

Price Unit Quantity: 1.0

Description:

COMMENTS

Add Comments:

Step 6: Click the **Next** button.

Create Service Sheet

Update Save Exit Next

6

▼ Service Sheet Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4410001407

Service Sheet #: * #4410001407

Service Sheet Date: * 16 Jun 2026

Final Service Sheet: ☐

Service Description:

Subtotal: \$100.00 AUD

Service Start Date:

Service End Date:

Supplier actions in SAP business network

Step 7: Click the **Submit** button to submit the service sheet.

Create Service Sheet

Previous

Save

Submit

Exit

Confirm and submit this document.

Service Sheet

#4410001407

Date: 16 Jun 2026

Final Service Sheet: No

Purchase Order: 4410001407

Subtotal: \$100.00 AUD

Subtotal: \$100.00 AUD

From

CAMCO ENGINEERING PTY LTD

CAMCO ENGINEERING PTY LTD

Vulcan Rd

Perth Western Australia 6155

Australia

To

BP Refinery (Kwinana) Pro

BP International Limited-TEST

Lot 18 Mason Road

Kwinana WA 6167

Australia

Address ID: AU1M

Service Entry Sheet Lines

Show Item Details

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Lean Service	Non-Catalog-Item test lean	Planned		5 (HUR)	\$20.0 AUD	\$100.00 AUD	Details

Step 8: The **Service Sheet#** is created and displayed on the confirmation page.

SAP Business Network

Enterprise Account

TEST MODE

?

CP

Service Sheet #4410001407 has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

SAP

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Supplier actions in SAP business network

Step 9: The SES workflow will be generated in SAP S/4HANA and after approval of the SES by the SES Releaser, its status is updated to **Approved** in SBN.

My Inbox

All Tasks (45)

Search

[External] Release Service Entry Sheet 1000000586 SES9426_R
Ariba S2C to S4
Medium

Reserved by You

Approve Purchase Order 4500008438
Buyer 1 Castellon
Medium

[External] Release Service Entry Sheet 1000000581 SES9400_R
Ariba S2C to S4
Medium

Approve Maintenance Order
Aman Mundra
Medium

Review PO Accrual 4500008143-00010-01

Release Service Entry Sheet

SES9426_R

1000000586

Info

Calendar

Link

Share

Basic Data

Service Entry Sheet: 1000000586
Name of Service Entry Sheet: SES9426_R
Reference Purchase Order: 4500009426
Posting Date for Goods Receipt: 24.08.2026
Created On (Time Stamp): 24.08.2026, 20:57:53
Created By: RFC_ASBNTEST

Contact

Address: --

Items (1)

Purchase Order Item	Product	Item Description	Product Type Group	Service Performer	Performance Start Date	Stated Quantity	Net Order Price	Price Unit
10		test	Service Service (2)		25.08.2026	3.000 HR	100.00 EUR	1 HR

Open Quantity:

Approve Reject Show Log Claim Forward Suspend

Business Network

Enterprise Account

TEST MODE

Service Sheet: SES9394

Create Invoice Copy SES Create Correction Service Sheet

Detail History

Service Sheet (Approved) SES9394
Date: 24 Aug 2026
Final Service Sheet: No
Purchase Order: 4500009394
ERP SES ID: 1000000579
Subtotal: 800.00 EUR

9

Subtotal: 800.00 EUR

From
SGS TECNOS S.A.
SGS TECNOS S.A.
SGS TECNOS S.A.
Adelaide South Australia 5001
Australia

To
BP Energía España, S.A.U.
BP International Limited-TEST
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Address ID: ES11

Routing Status: Acknowledged
Related Documents: 4500009394

Service Entry Sheet Lines

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1	Lean Service	Non-Catalog-Item test	Planned		8 (HUR)	100.00 EUR	800.00 EUR

Service Entry Summary
Subtotal: 800.00 EUR

Note: If the SES is rejected, the rejection notification is sent to the SES Releaser. In SBN, the supplier can view the SES status as **Rejected** and must create and submit a new SES with the required corrections.

[Go back to the top](#)



Create a partial SES

In this section, you will learn how to:

- Verify and create an OC against the PO.
- Create and submit a partial SES and confirm its approval in SBN.



Step instructions:

Follow steps 1-7 in the **View Purchase Order** section of this guide, to open a Purchase Order.

Click the link to navigate to the [View Purchase Order](#) section to view and follow the steps.

Supplier actions in SAP business network

Step 1: Check whether the order confirmation exists. If not, confirm the order before creating an SES. Click the **Create Order Confirmation** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (4410001451). The 'Create Order Confirmation' button is highlighted with a green box and a red circle with the number 1. The interface includes a header with 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below the header, there are tabs for 'Order Detail' and 'Order History'. The main content area displays the order details, including the 'From' and 'To' information, the 'Purchase Order' status, and the 'Contact Information' for the supplier and customer. The 'From' information is for CAMCO ENGINEERING PTY LTD, and the 'To' information is for CAMCO ENGINEERING PTY LTD. The 'Purchase Order' status is '(Confirmed)' with the number 4410001451 and an amount of \$5,000.00 AUD. The 'Contact Information' section includes the supplier address, email, phone, and fax. The 'Other Information' section includes the Party Additional ID, Customer VAT/Tax ID, and Buyer ID. The 'Order Response Comment' is 'ok'. The 'Routing Status' is 'Acknowledged' with the External Document Type (ZSR) and Related Documents: #4410001451 and #4410001451.

Step 2: Click the **Confirm Entire Order** option from the drop-down list.

The screenshot shows the SAP Business Network interface for a Purchase Order (4410000169). The 'Create Order Confirmation' button is highlighted with a green box, and its drop-down menu is open, showing the 'Confirm Entire Order' option highlighted with a red circle and the number 2. The interface includes a header with 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below the header, there are tabs for 'Order Detail' and 'Order History'. The main content area displays the order details, including the 'From' and 'To' information, the 'Purchase Order' status, and the 'Contact Information' for the supplier and customer. The 'From' information is for BP Energía España S.A. Unipersonal, and the 'To' information is for AUTORIDAD PORTUARIA CASTELLON. The 'Purchase Order' status is '(Served)' with the number 4410000169 and an amount of 100.00 EUR. The 'Contact Information' section includes the supplier address, email, phone, and fax. The 'Other Information' section includes the Party Additional ID, Customer VAT/Tax ID, and Buyer ID. The 'Order Response Comment' is 'ok'. The 'Routing Status' is 'Acknowledged' with the External Document Type (ZSR) and Related Documents: 2100000009_SES169, SES169, and OC169.

Supplier actions in SAP business network

Step 3: The **Confirming PO** screen is displayed. In the **Line Items** section, verify the populated line-item details.

Step 4: Click the **Next** button.

Confirming PO

Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: #4410001451
Associated Purchase Order #: 4410001451
Customer: BP International Limited-TEST
Supplier Reference:

Shipping and Tax Information

Comments:

Line Items

Line #	Part # / Description	Item Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Non-Catalog-Item ElimitKwIP1	limit	Service		16 Jun 2026		\$5,000.00 AUD	\$500.00 AUD

Current Order Status:
Confirmed As Is (Service Period [Start: 16 Jun 2026 - End: 16 Jun 2026] - defaulted from Service Period in order; Expected Value: \$5,000.00 AUD - defaulted from Expected Value in 1 order)

Step 5: Review the order confirmation details and click the **Submit** button.

SAP Business Network Enterprise Account TEST MODE

Confirming PO

Previous Submit Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: #4410001451
Supplier Reference:

Line Items

Line #	Part # / Description	Item Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Non-Catalog-Item ElimitKwIP1	limit	Service		16 Jun 2026		\$5,000.00 AUD	\$500.00 AUD

Current Order Status:
Confirmed As Is (Service Period [Start: 16 Jun 2026 - End: 16 Jun 2026] - defaulted from Service Period in order; Expected Value: \$5,000.00 AUD - defaulted from Expected Value in 1 order)

Supplier actions in SAP business network

Step 6: Click the **Create Service Sheet** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (4500008883). The 'Create Service Sheet' button is highlighted with a green box and a green circle with the number 6. The interface includes sections for Order Detail, Order History, Payment Terms, Contact Information, and Attachments.

TEST

From: Customer
BP Energia España, S.A. Unipersonal
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Email: noreply@sap.com

To: SGS TECNOS S.A.
SGS TECNOS S.A.
Adelaide South Australia 5001
Australia
Phone: +1 12345678
Fax:
Email: sourava.mohanty@bp.com

Purchase Order
(Served)
4500008883
Amount: 1,000.00 EUR

Payment Terms
0% 60

Contact Information
Supplier Address
SGS TECNOS S.A.
CALLE TRESPADARNE 29
28042 MADRID
28
Spain
Email: castquantumutapro@bp.com
Phone: 608738875
Fax: +3434913138080
Address ID: 4100029579
Buyer ID: 4100029579

Other Information
Party Additional ID: 4100029579
Customer VAT/Tax ID: ESA28135846

Attachments
PO_4500008883/05.08.2026/13.23.10.pdf (application/octet-stream)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: POP

Routing Status: Acknowledged
External Document Type: (ZSR)
Related Documents: SE5883
OC283

Step 7: In the **Service Entry Sheet Lines** section, enter the partially received quantity in the **Quantity** field.

Step 8: Click the **Next** button.

Note: For limit services, add the Order Unit in the service line item.

The screenshot shows the 'Service Entry Sheet Lines' section. The 'Qty / Unit' field is highlighted with a green box and a green circle with the number 7. The 'Next' button is highlighted with a green box and a green circle with the number 8.

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☒	Non-Catalog-Item		Limit Service	Unplanned Lean	0.5	\$5,000.0 AUD	\$5,000.00 AUD	Delete

CONTRACT DETAILS
Contract Number: 4710000026

SERVICE PERIOD
Start Date: 16 Jun 2026
End Date: 16 Jun 2026

COMMENTS
Add Comments:

Next

Supplier actions in SAP business network

Step 9: Click the **Submit** button to submit the service entry sheet.

SAP Business Network

Enterprise Account

TEST MODE

?

CP

Create Service Sheet

Previous

Save

Submit

Exit

Confirm and submit this document.

9

Service Sheet

#4410001451

Date: 22 Jun 2026

Final Service Sheet: No

Purchase Order: 4410001451

Subtotal: \$5,000.00 AUD

Subtotal: \$5,000.00 AUD

From

CAMCO ENGINEERING PTY LTD

CAMCO ENGINEERING PTY LTD

Vulcan Rd

Perth Western Australia 6155

Australia

To

BP Refinery (Kwinana) Pro

BP International Limited-TEST

Lot 18 Mason Road

Kwinana WA 6167

Australia

Address ID: AU1M

Service Entry Sheet Lines

Show Item Details

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Limit Service	Non-Catalog-Item ElimitKwiP1	Unplanned Lean		1 (1)	\$5,000.0 AUD	\$5,000.00 AUD	Details

Service Entry Summary

Subtotal: \$5,000.00 AUD

Step 10: The **Service Sheet #** is created and displayed on the confirmation page. The partial SES against the service PO is generated successfully in SBN.

SAP Business Network

Enterprise Account

TEST MODE

?

CP

Service Sheet #4410001451 has been submitted.

10

- Print a copy of the service sheet.
- Exit service sheet creation.

SAP

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Supplier actions in SAP business network

Step 11: The partial SES is automatically sent to SAP S/4HANA.

Once the approver approves the SES in Fiori using the Approve Service Entry Sheets (F0544) app, a GR is posted in SAP S/4HANA, and the SES status changes to **Approved** in SBN.

The screenshot shows the SAP Fiori 'Release Service Entry Sheet' app. The main content area displays the details for 'SES9426_R' (ID: 1000000586). A green box highlights the 'Basic Data' section, which includes the following information:

- Service Entry Sheet: 1000000586
- Name of Service Entry Sheet: SES9426_R
- Reference Purchase Order: 4500009426
- Posting Date for Goods: 24.08.2026
- Receipt: 24.08.2026, 20:57:53
- Created On (Time Stamp): 24.08.2026, 20:57:53
- Created By: RFC_ASBNTTEST

A green circle with the number 11 is placed next to the 'Basic Data' section. The 'Items (1)' table below shows one item:

Purchase Order Item	Product	Item Description	Product Type Group	Service Performer	Performance Start Date	Stated Quantity	Net Order Price	Price Unit
10	test	Service	Service (2)		25.08.2026	3.000 HR	100.00 EUR	1 HR

The 'Open Quantity' is 0. The bottom of the screen shows action buttons: Approve, Reject, Show Log, Claim, Forward, and Suspend.

Supplier actions in SAP business network

Step 12: After the approval in SAP S/4HANA, the SES status gets updated to **Approved** in SBN.

The screenshot displays the SAP Business Network interface for a Service Sheet (SES) with ID SESR6071. The status is 'Approved'. A green box highlights the 'Service Sheet' details, and a green circle with the number '12' is placed next to it. The interface includes buttons for 'Create Invoice', 'Copy SES', and 'Create Correction Service Sheet'. The 'From' and 'To' fields show the supplier and customer information. The 'Service Entry Sheet Lines' table lists one line item with a quantity of 0.2 (HUR) and a unit price of 2,500.00 EUR, resulting in a subtotal of 500.00 EUR. The routing status is 'Acknowledged'.

Service Sheet: SESR6071

Subtotal: 500.00 EUR

Service Sheet
(Approved)
SESR6071
Date: 26 Jun 2026
Final Service Sheet: No
Purchase Order: 4500006071
ERP SES ID: 2000000818
Subtotal: 500.00 EUR

From
Raghu_Test_Sup_bp - TEST
Raghu_Test_Sup_bp - TEST
Kolkata
Kolkata
West Bengal 700135
India

To
BP Energía España S.A. U
BP International Limited-TEST
Calle Quintanadueñas 6
28050 Madrid
28
Spain
Address ID: ES11

Routing Status: Acknowledged
Related Documents: 4500006071

Service Entry Sheet Lines

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Limit Service	Non-Catalog-Item professional services	Unplanned Lean		0.2 (HUR)	2,500.00 EUR	500.00 EUR	Details

Subtotal: **Service Entry Summary**
500.00 EUR

Note: If the SES is rejected, the rejection notification is sent to the SES Releaser. In SBN, the supplier can view the SES status as **Rejected** and must create and submit a new SES with the required corrections.

[Go back to the top](#)