INDRA GROUP

SAP Business Network

Supplier Guide



October 2026

01 SAP Business Network Order Management.

02 New Order Notification and Display.

03 Order Confirmation.

1. Full Order Confirmation.

2. Partial Order Confirmation.

04 Order Delay.

1. Full Order Delay.

2. Partial Order Delay.

05 Order Rejection.

1. Full Order Rejection.

2. Partial Order Rejection.

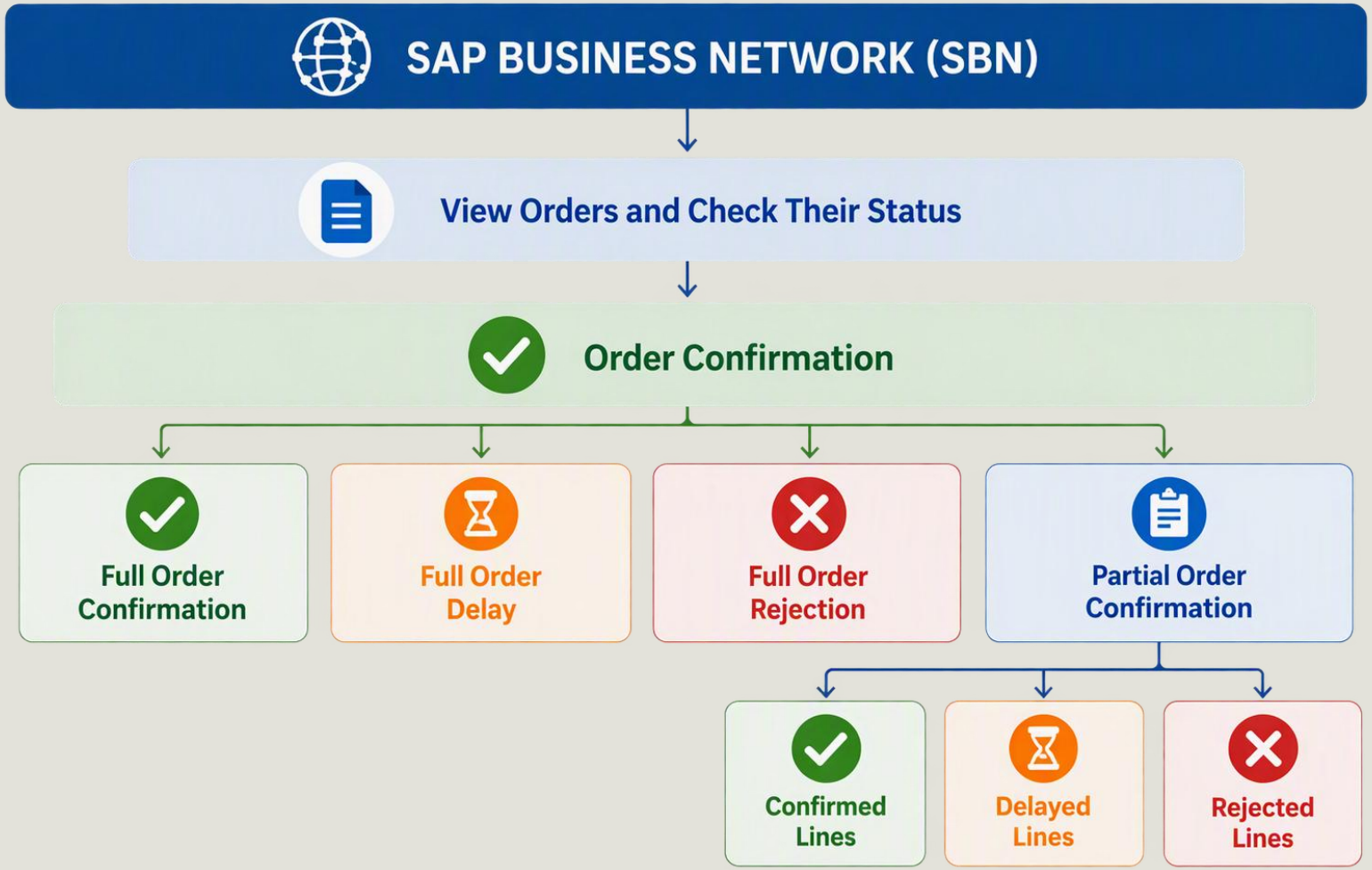
06 Appendices.

INDRA GROUP

01

Order management in SAP Business Network

Order Management in SAP Business Network



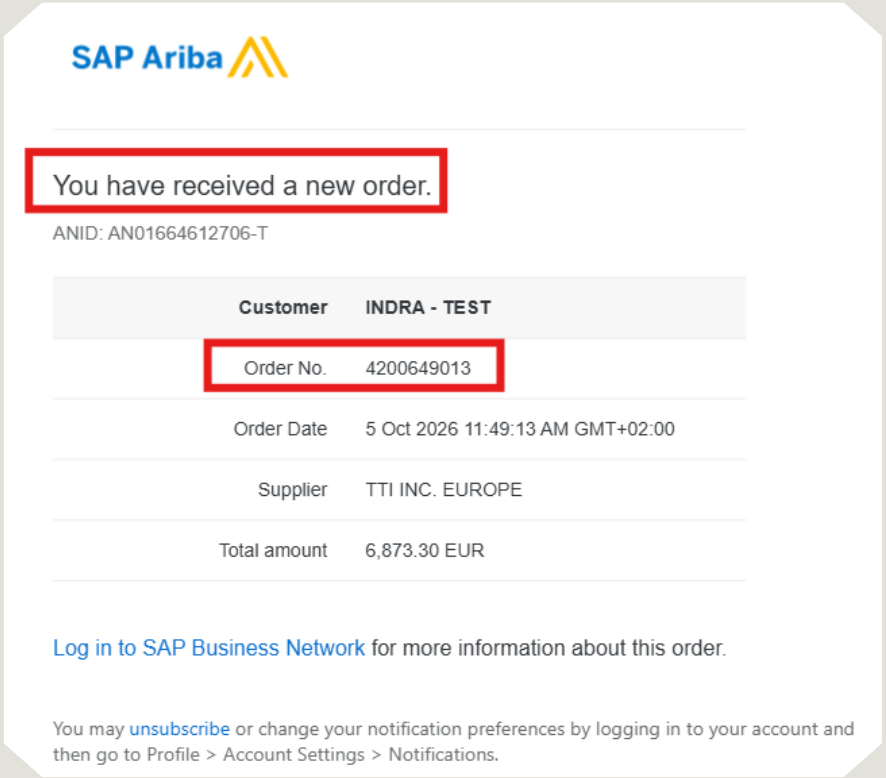
INDRA GROUP

02

New order notification and display

Notification of New Order Received

- We will receive an email notification informing us of the new order.
- In the email body, we will see relevant order details (customer, order number, date, and amount).


SAP Ariba

You have received a new order.

ANID: AN01664612706-T

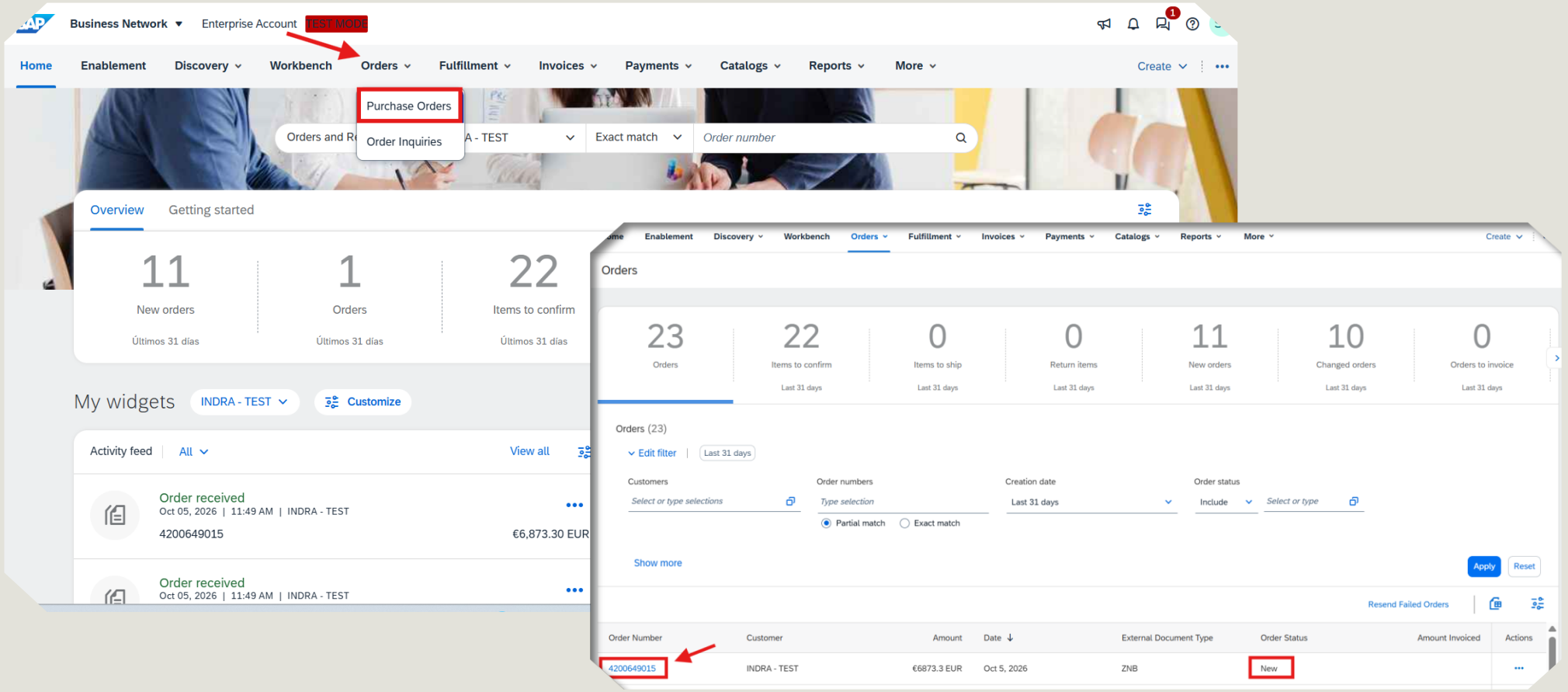
Customer	INDRA - TEST
Order No.	4200649013
Order Date	5 Oct 2026 11:49:13 AM GMT+02:00
Supplier	TTI INC. EUROPE
Total amount	6,873.30 EUR

Log in to SAP Business Network for more information about this order.

You may unsubscribe or change your notification preferences by logging in to your account and then go to Profile > Account Settings > Notifications.

Viewing the Order in SBN (1/4)

- After accessing SBN, either from the email notification or by directly entering the URL https://service.ariba.com/Authenticator.aw/ad/ssoIDP we will be able to view the order with a New status.
- By clicking on the order number, we will see the details related to that order.

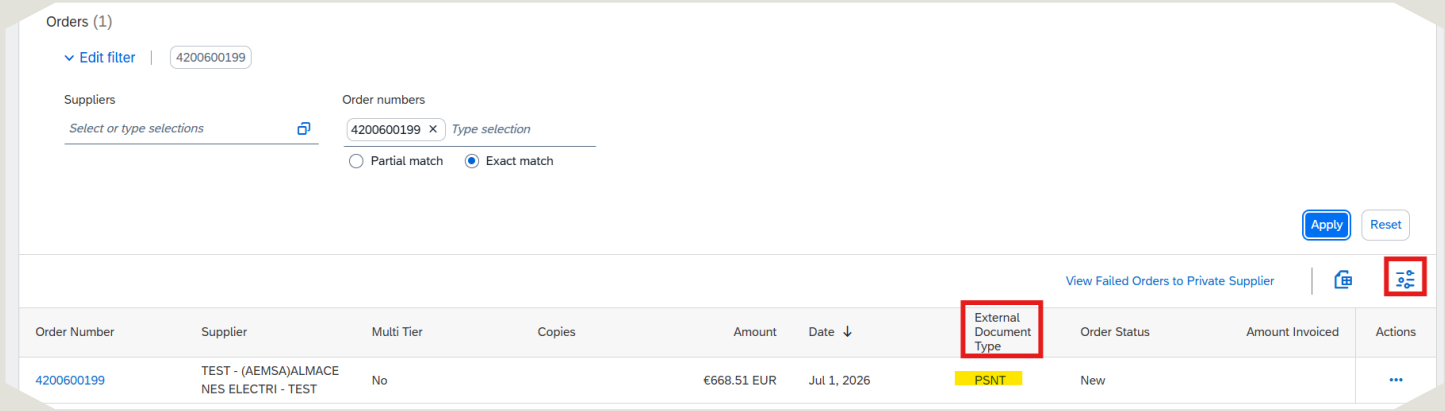


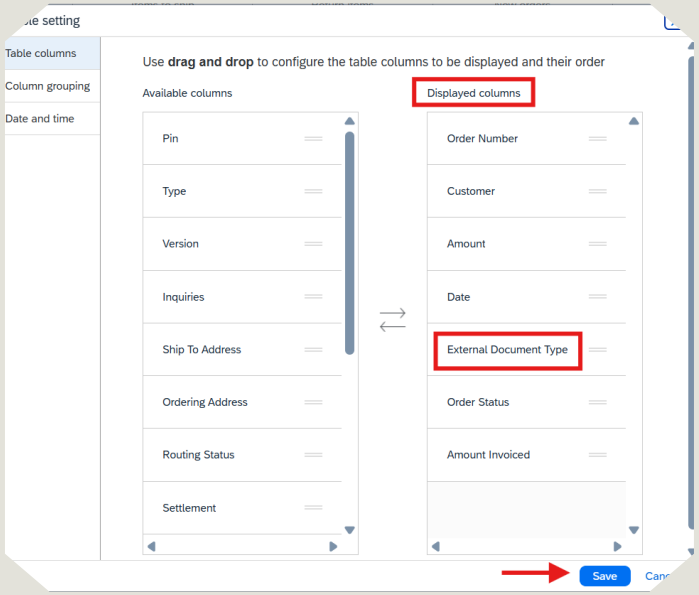
Viewing the Order in SBN (2/4)

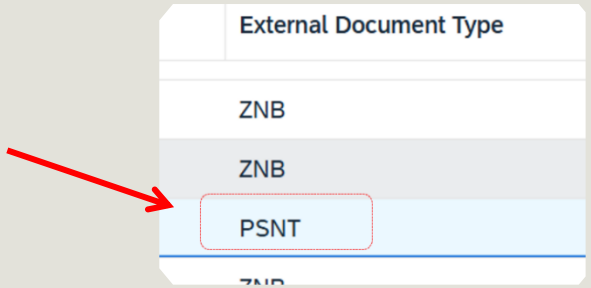
- Both orders published for the first time and modified orders that were previously communicated to the supplier through other channels (the former Supplier Portal or email) and have therefore been republished will appear in the platform as "new" orders. To distinguish between them, we will need to review the column called "External Document Type".

- If the "External Document Type" column is not displayed in the overview panel, we will click the "Settings" button and move the "External Document Type" field to the displayed Columns section.

- Orders identified with the acronym PSNT are republished orders that have undergone modifications. These orders were previously communicated to the supplier through the former Supplier Portal or by email.

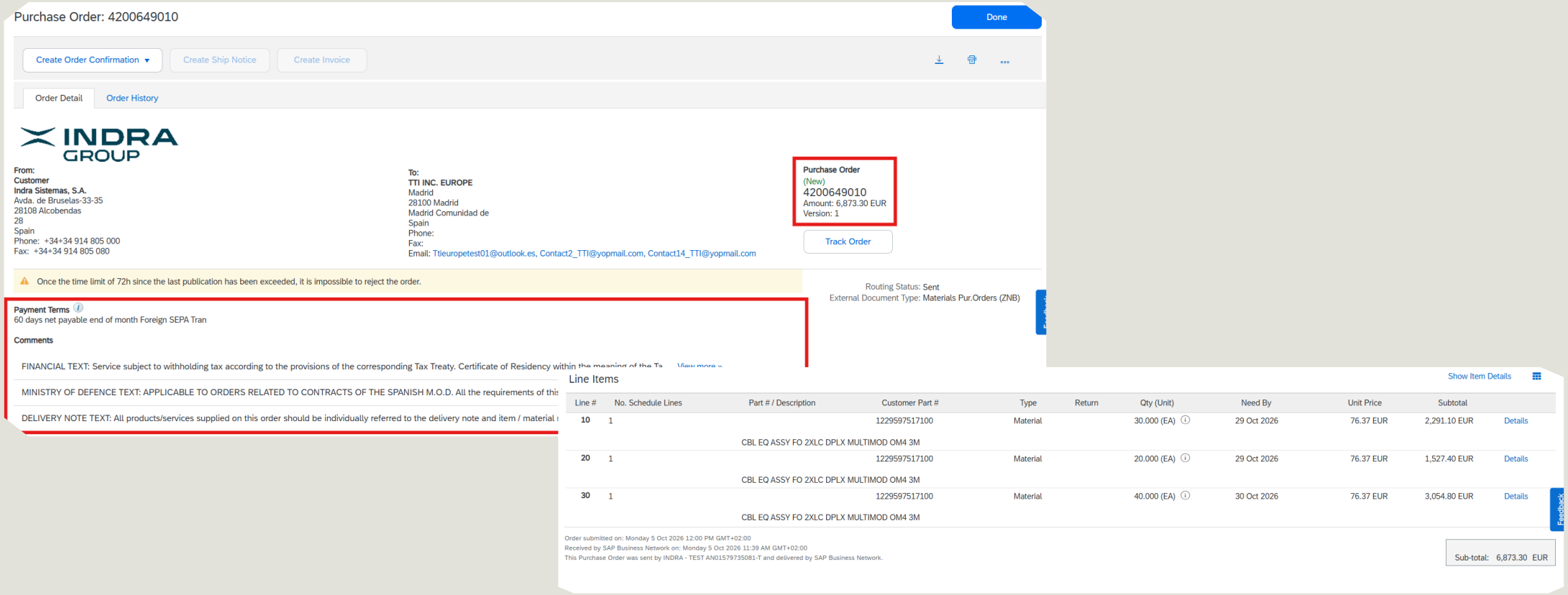






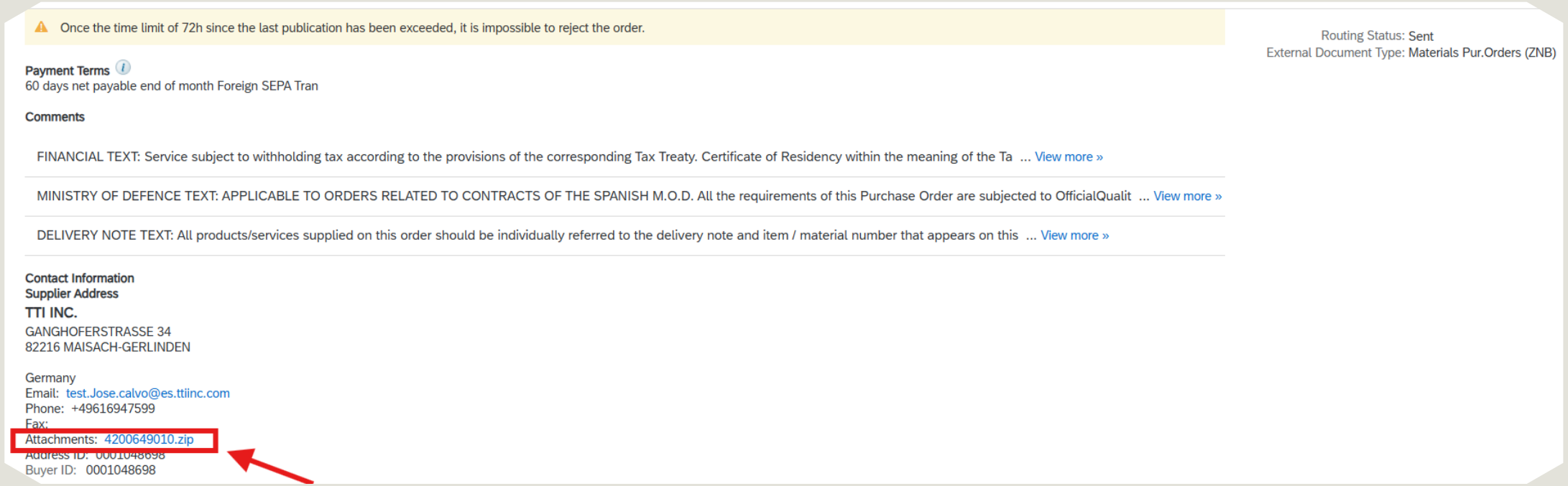
Viewing the Order in SBN (3/4)

- Next, we will be able to view the order status (New), the payment terms, and the messages sent by the buyer.
- We will also be able to view the details for each order line item.



Viewing the Order in SBN (4/4)

- We will be able to access and download the documentation associated with the order by clicking on the .zip file.



INDRA GROUP

03

Order Confirmation

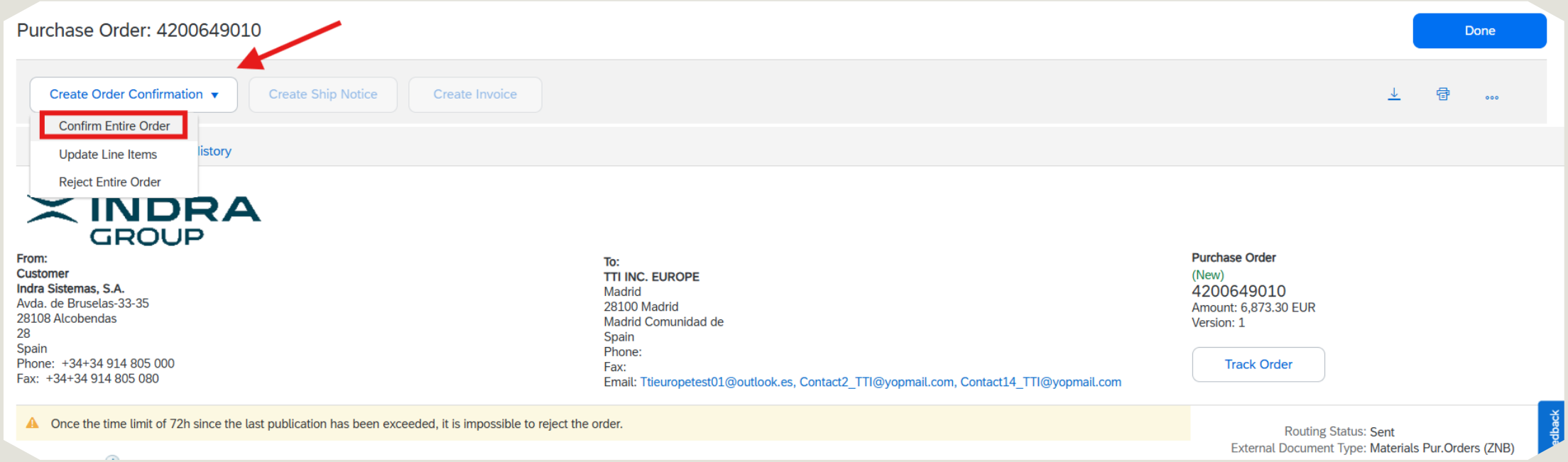
INDRA GROUP

03.1

Create Full Order Confirmation

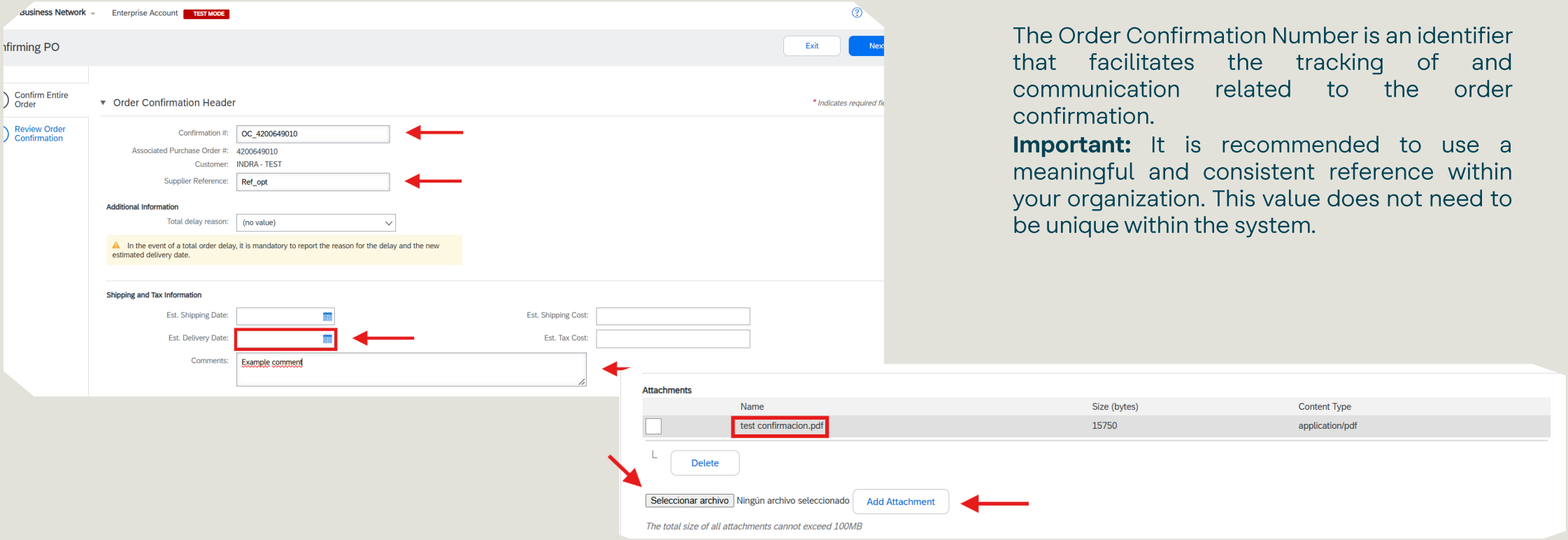
Create Full Order Confirmation

- We will click the **Create Order Confirmation** drop-down menu and select the **Confirm Entire Order** option**.**



Create Full Order Confirmation

Next, we will enter a **Confirmation Number** (up to 20 characters) and, optionally, we will be able to add a reference, comments, and attachments.



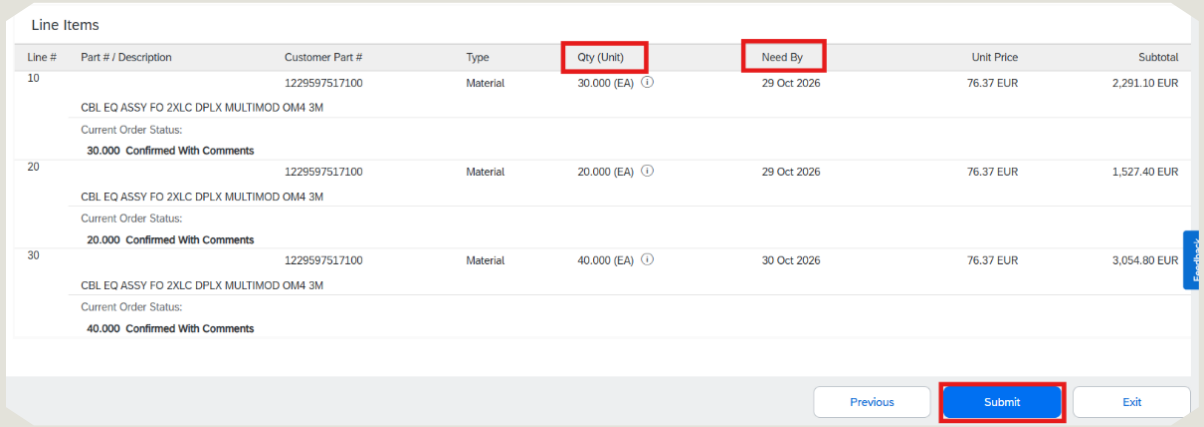
The Order Confirmation Number is an identifier that facilitates the tracking of and communication related to the order confirmation.

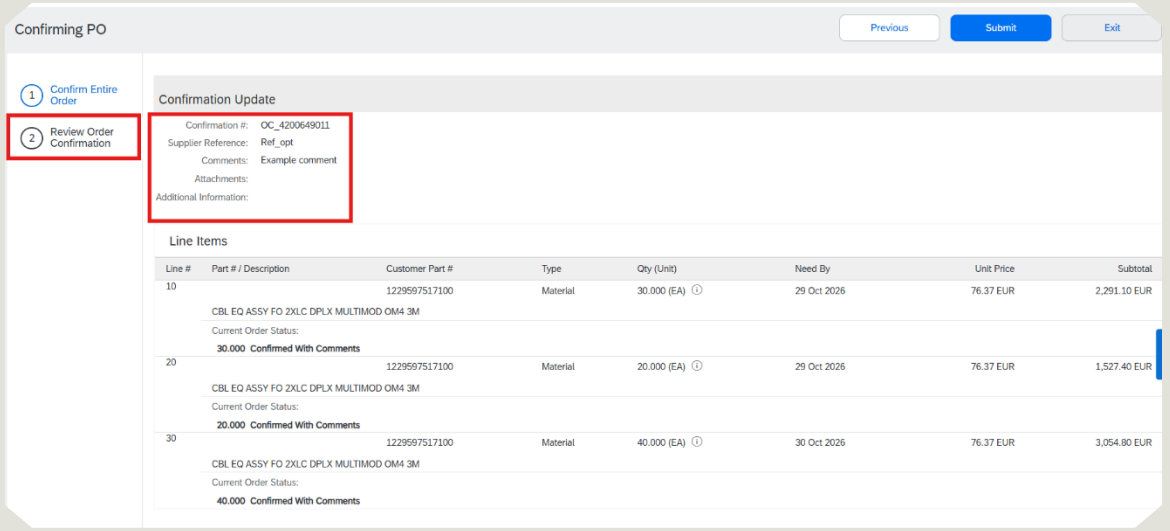
Important: It is recommended to use a meaningful and consistent reference within your organization. This value does not need to be unique within the system.

Important: A Full Order Confirmation implies acceptance of the delivery dates specified in the order. Therefore, the <Estimated Delivery Date> field must not be entered.

Create Full Order Confirmation

- We will be able to view the details of each line item and then click the **Next** button.

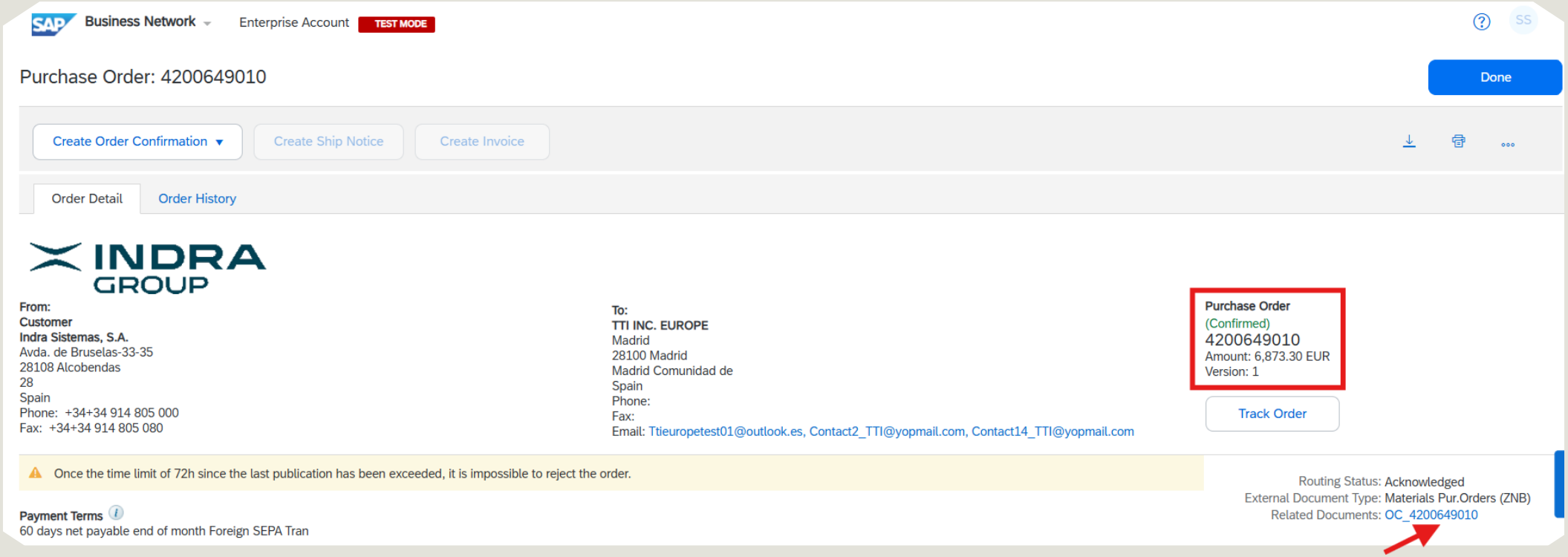




- The next step is to review the confirmation. If everything is correct, we will click the **Submit** button.

Create Full Order Confirmation

The order status will change to **Confirmed**. We will be able to access the confirmation details by clicking on the confirmation document.



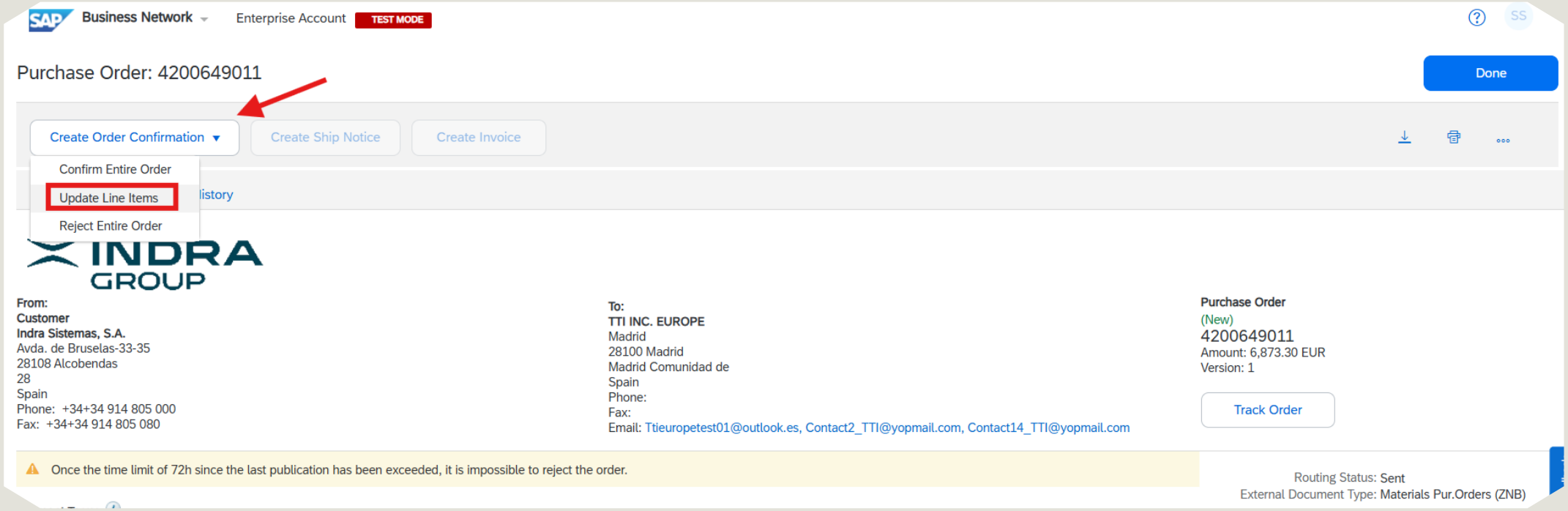
INDRA GROUP

03.2

Create Partial Order Confirmation

Create Partial Order Confirmation

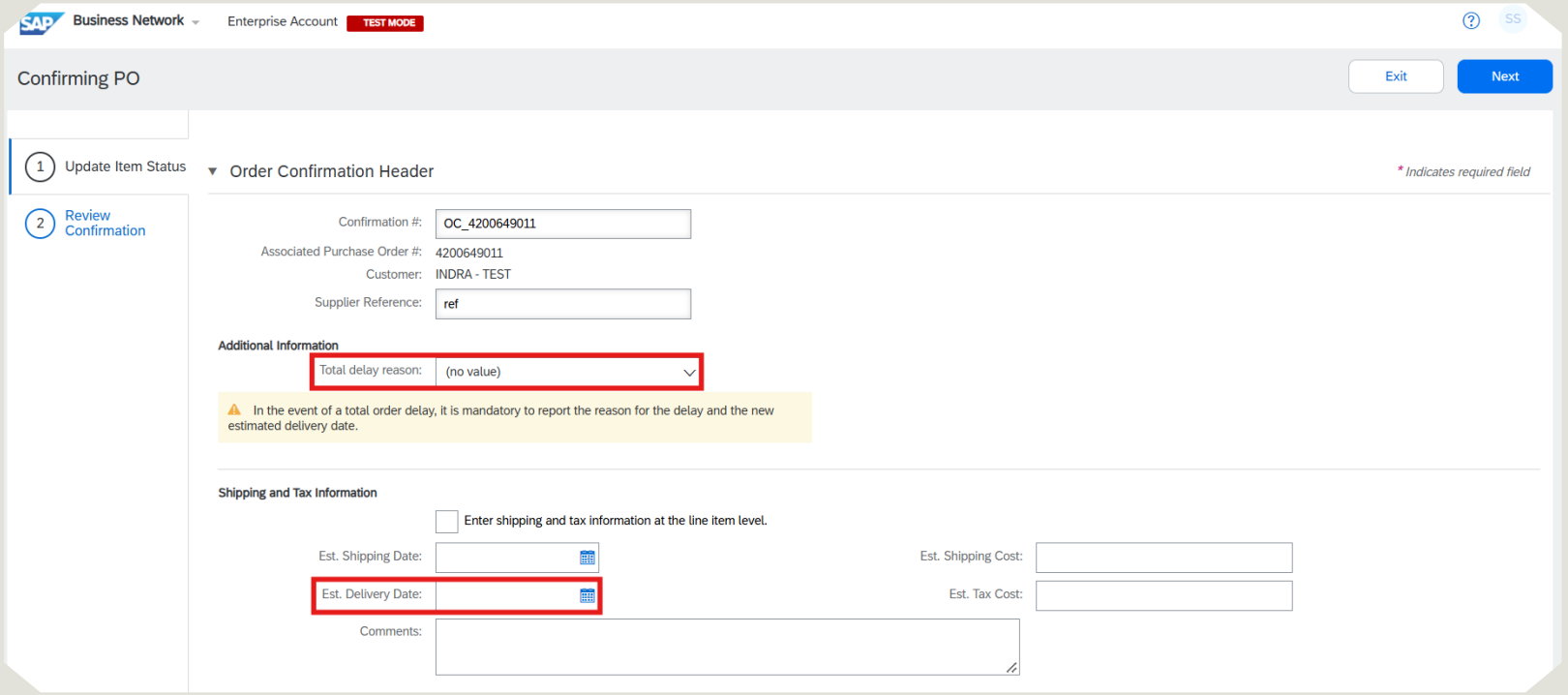
- For an order with multiple line items, we will have the option to confirm one or more line items.
- We will click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option**.**



Create Partial Order Confirmation

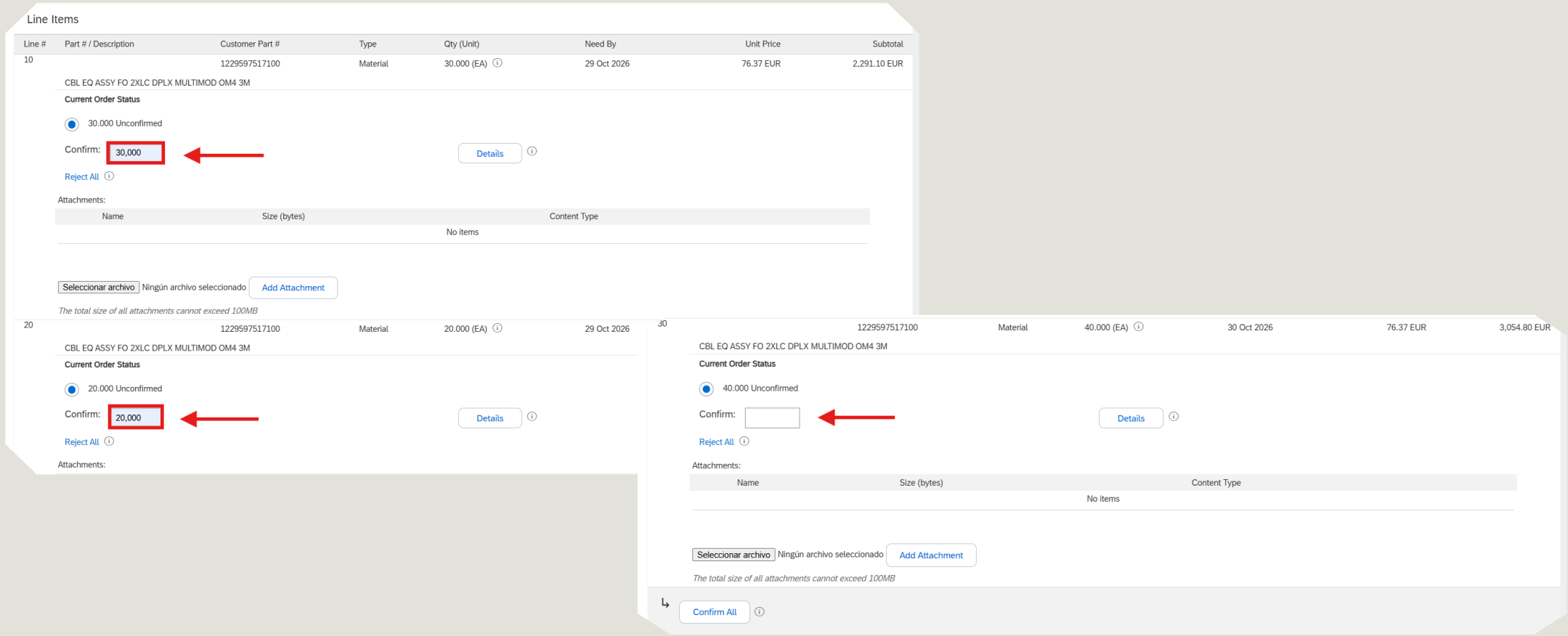
- Next, we will enter a Confirmation Number (up to 20 characters) and, optionally, we will be able to add a reference, comments, and attachments.
- **Important:** We will not enter a value in the **Estimated Delivery Date** field, nor will we select a **Total Delay Reason**, as these fields apply to the order as a whole.

The Order Confirmation Number is an identifier that facilitates the tracking of and communication related to the order confirmation.
Important: It is recommended to use a meaningful and consistent reference within your organization. This value does not need to be unique within the system.



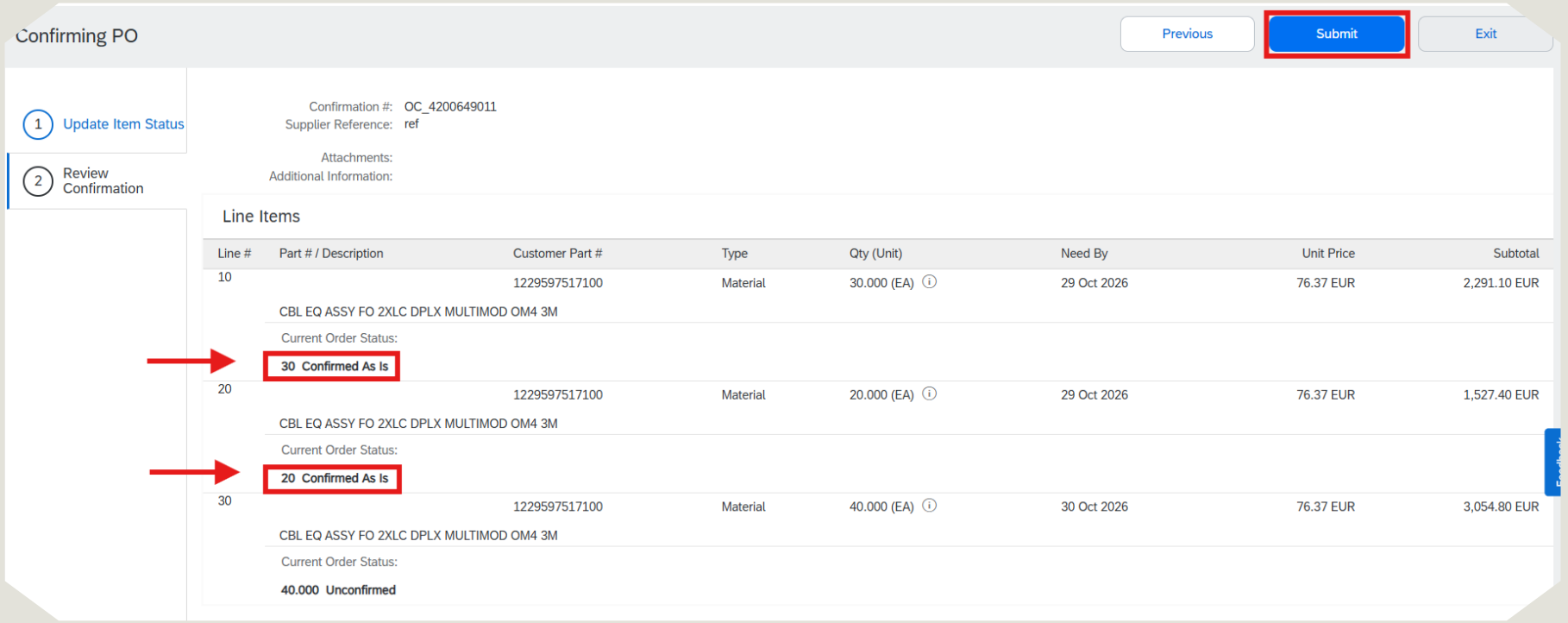
Create Partial Order Confirmation

- We will go to the line item that we want to confirm. In the Confirm field, we will enter the quantity requested in the order.
- As an example, in these screenshots we have an order with three line items and we want to confirm line items 10 and 20. For line item 30, we will not enter any values.



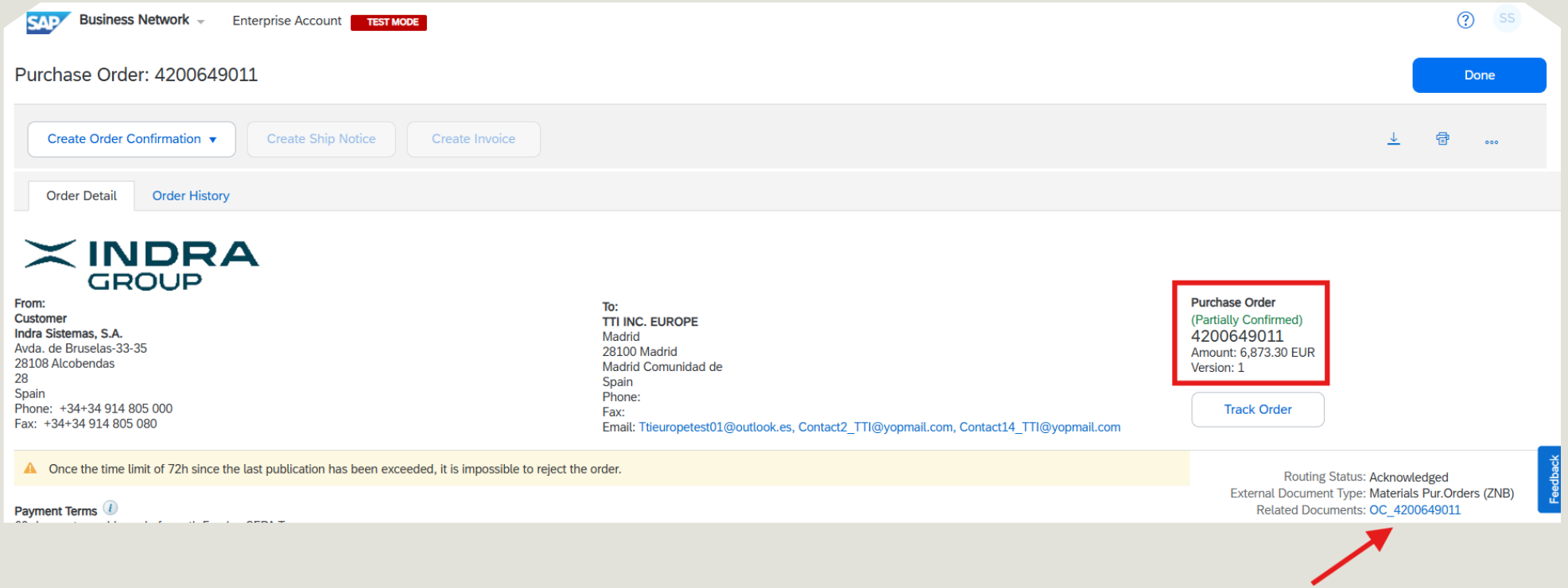
Create Partial Order Confirmation

- After reviewing the confirmation details, we will click the **Submit** button.



Create Partial Order Confirmation

- The order status will change to Partially Confirmed. We will be able to access the confirmation details by clicking on the confirmation document.



INDRA GROUP

04

Order Delay

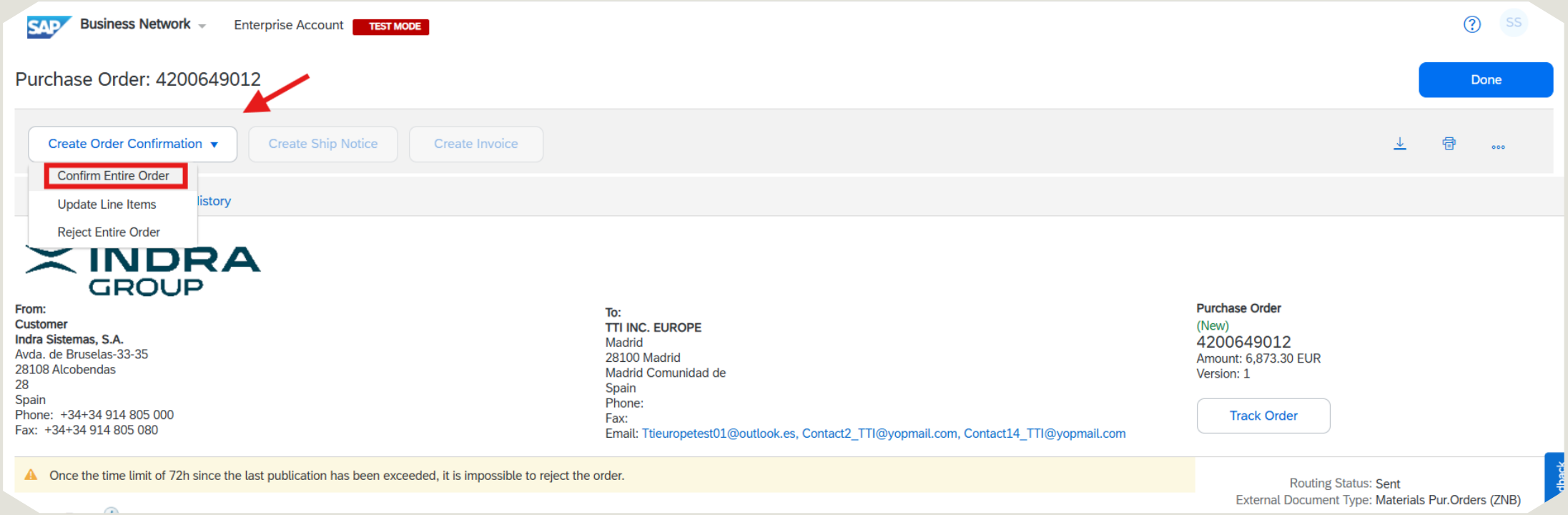
INDRA GROUP

04.1

Full Order Delay

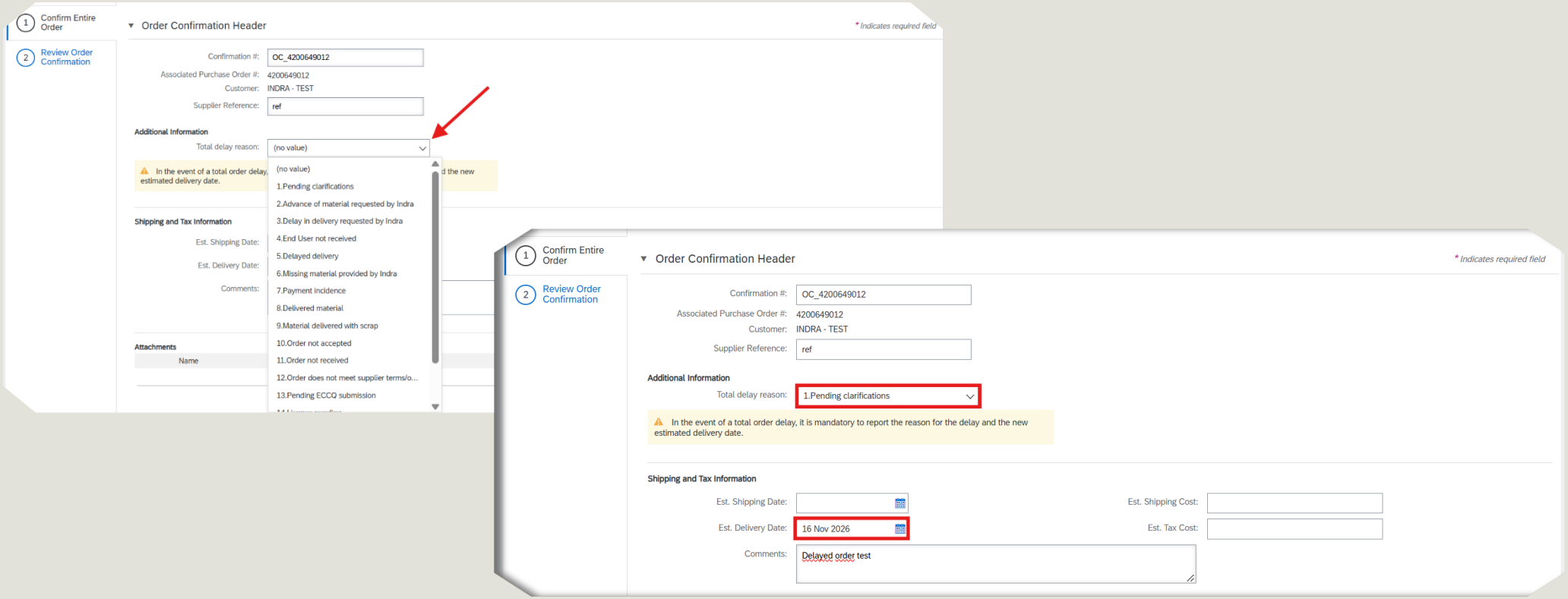
Full Order Delay

- We will click the **Create Order Confirmation** drop-down menu and select the **Confirm Entire Order** option**.**



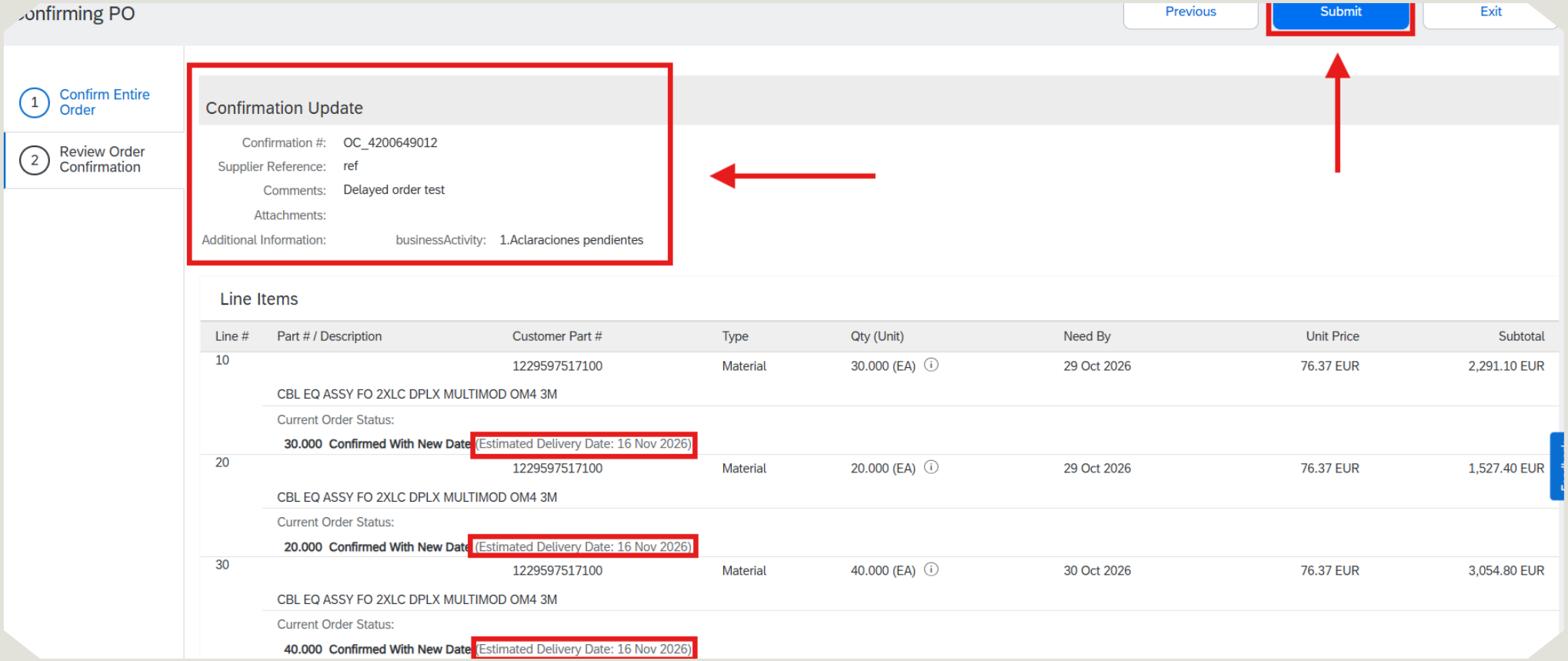
Full Order Delay

- Next, we will enter a Confirmation Number (up to 20 characters) and, optionally, we will be able to add a reference, comments, and attachments.
- It is **mandatory to specify a Delay Reason** (available in the drop-down list) and complete the **Estimated Delivery Date** field (the date entered in this field will be used as the new delivery date for all line items in the order).



Full Order Delay

- We will be able to view and review the confirmation details.
- After reviewing the confirmation, we will click the **Submit** button.



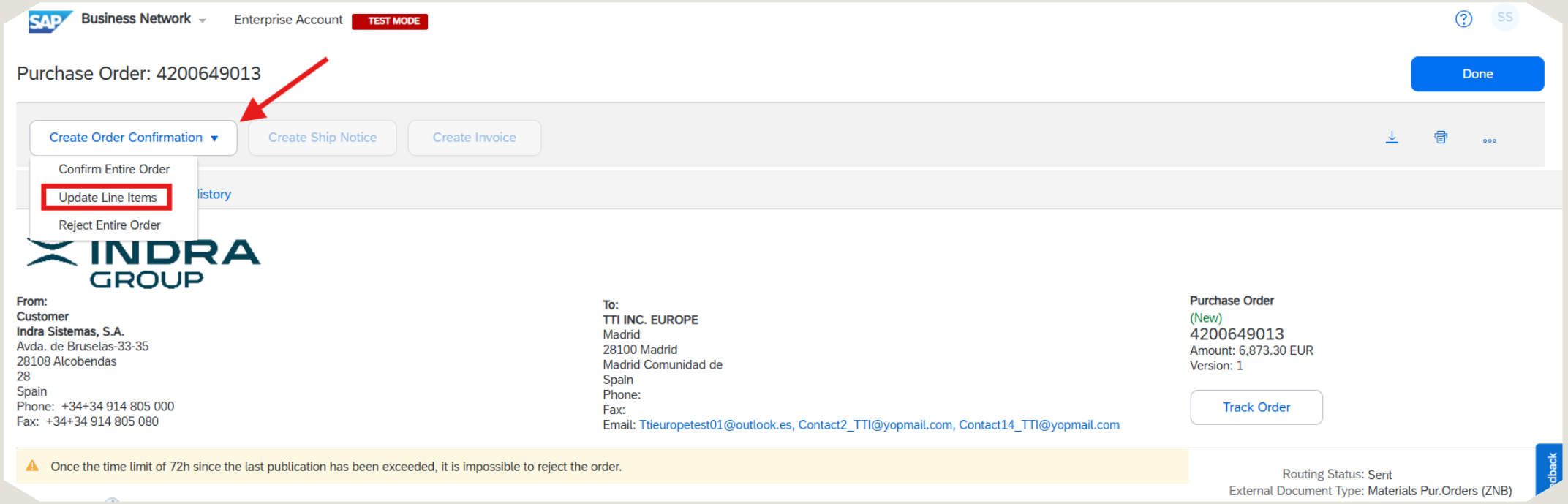
INDRA GROUP

04.2

Partial Order Delay

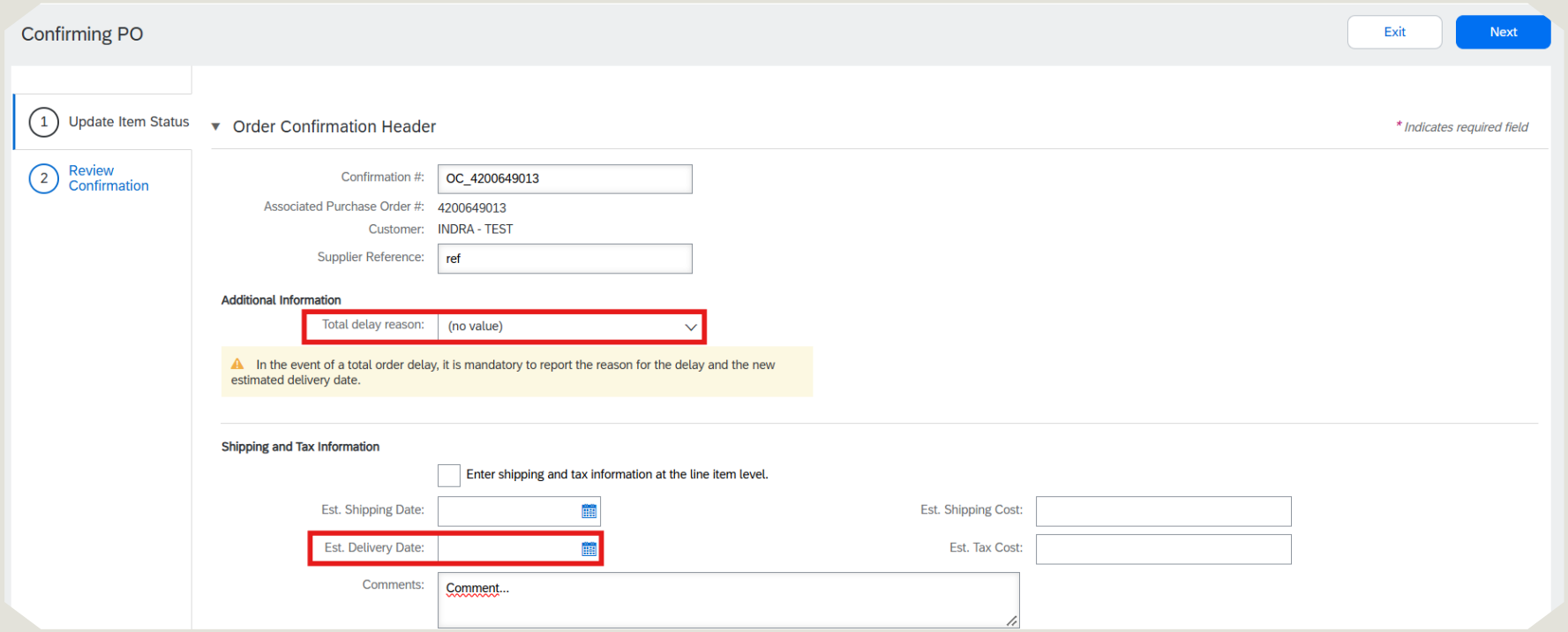
Partial Order Delay

- In an order with multiple line items, we will have the option to delay one or more line items.
- We will click the **Create Order Confirmation** drop-down menu and select the **Update Line Items option.**



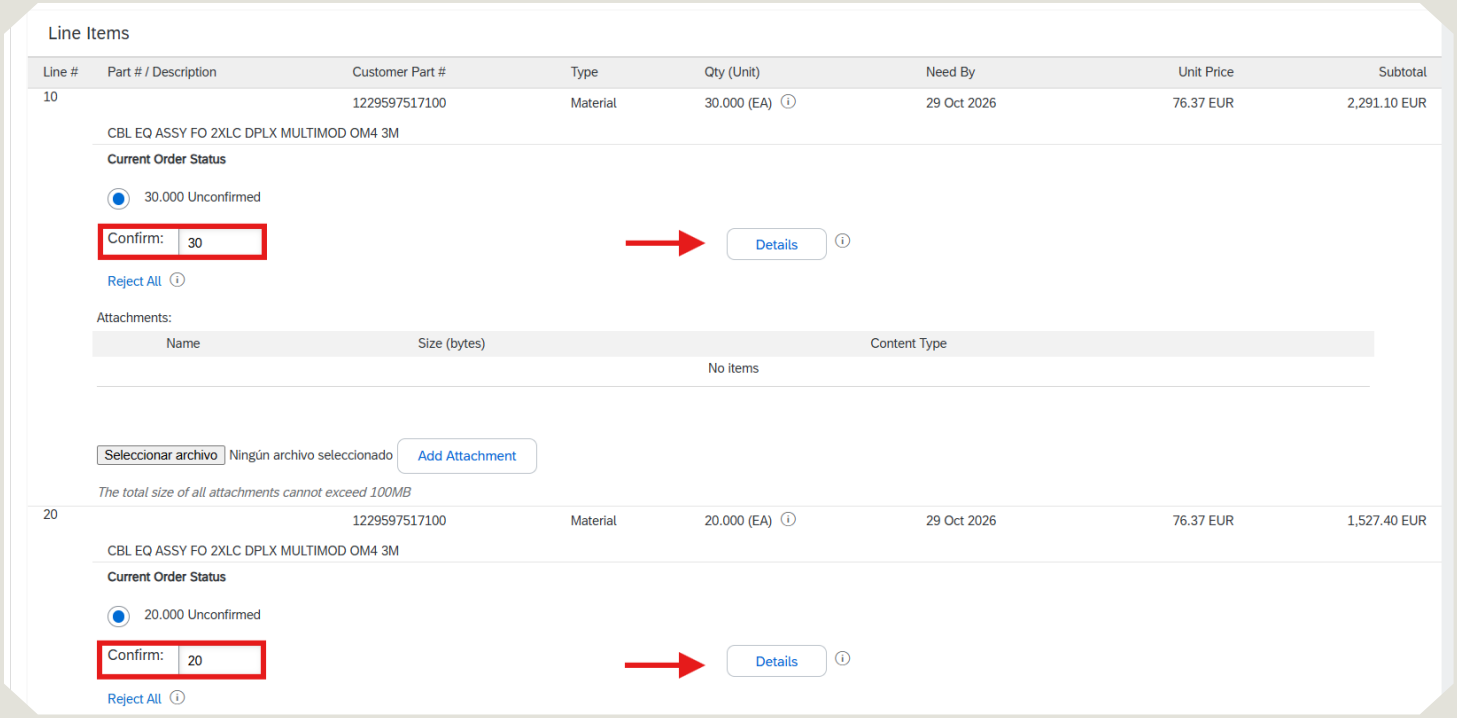
Partial Order Delay

- Next, we will enter a **Confirmation Number** (up to 20 characters) and, optionally, we will be able to add a reference, comments, and attachments.
- **Important**: We will not enter a value in the **Estimated Delivery Date** field, nor will we select a **Total Delay Reason**, as these fields apply to the order as a whole.



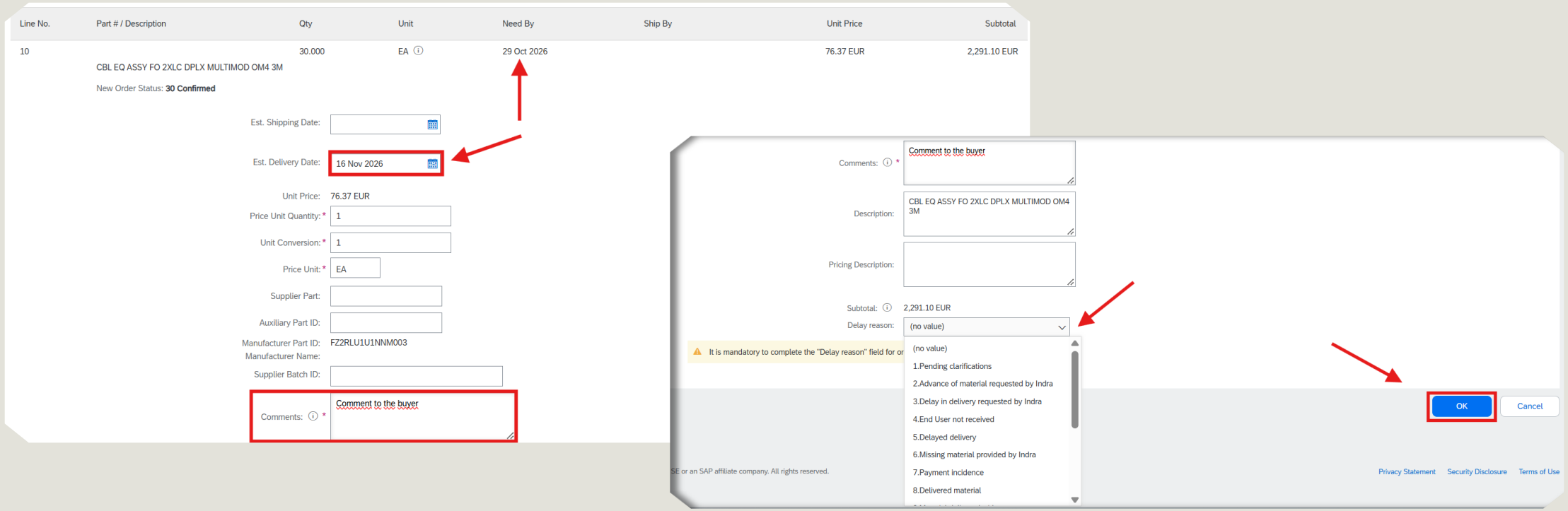
Partial Order Delay

- As an example, for this order we want to delay line items 10 and 20, and each line item will have a different Delay Reason and Estimated Delivery Date.
- We will go to the order line item that we want to process and enter the requested quantity for that line item in the **Confirm** field.
- Next, we will click the **Details** button.



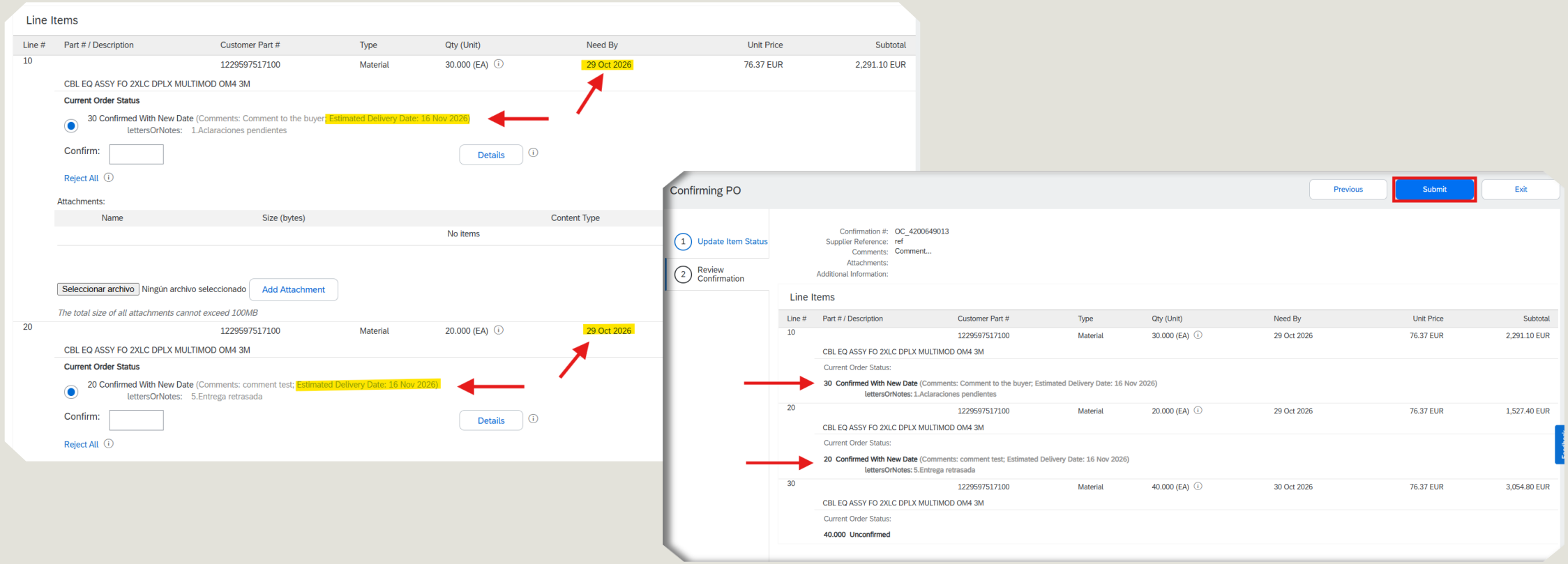
Partial Order Delay

- We will enter the **Estimated Delivery Date**. In this example, the requested date was October 29, 2026, and we will enter November 16, 2026.
- We will select a **Delay Reason** from the drop-down list.
- We will click the **Accept** button.



Partial Order Delay

- After reviewing the confirmation details, we will click the **Next** button (located at the bottom of the page) and then click the **Submit** button.
- **Important**: If Indra accepts the proposed date, we will receive the order again with the updated delivery dates. Otherwise, Indra will cancel the order, and we will receive an update for the cancelled order.



INDRA GROUP

05

Order Rejection

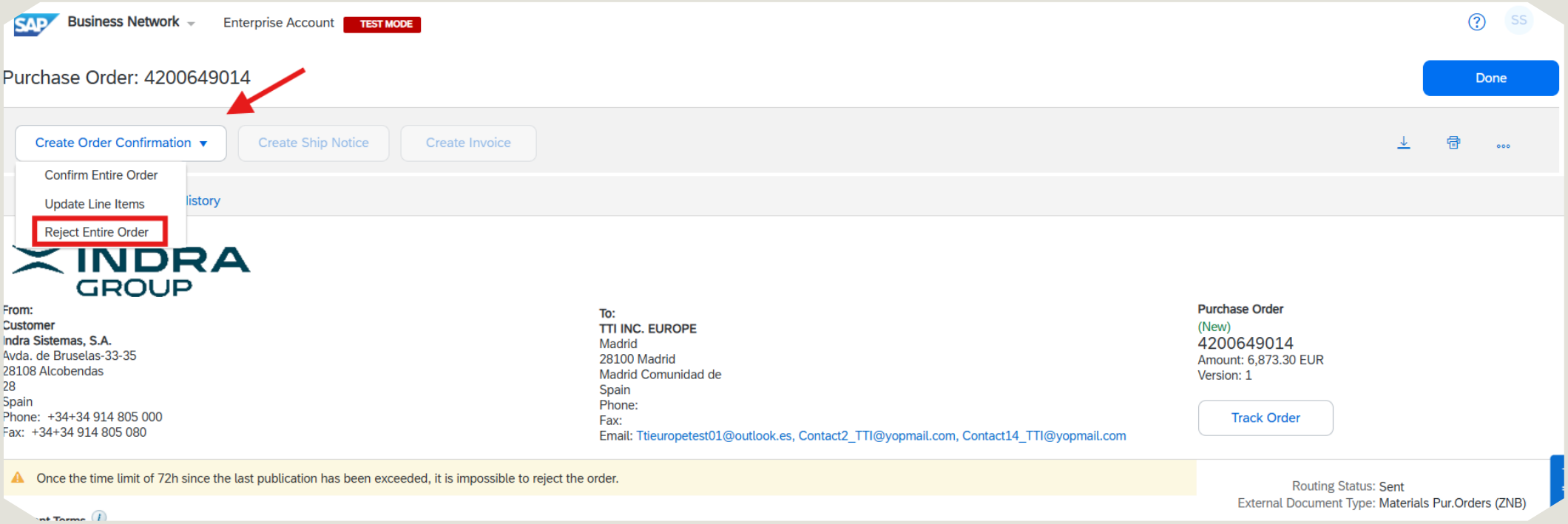
INDRA GROUP

05.1

Full Order Rejection

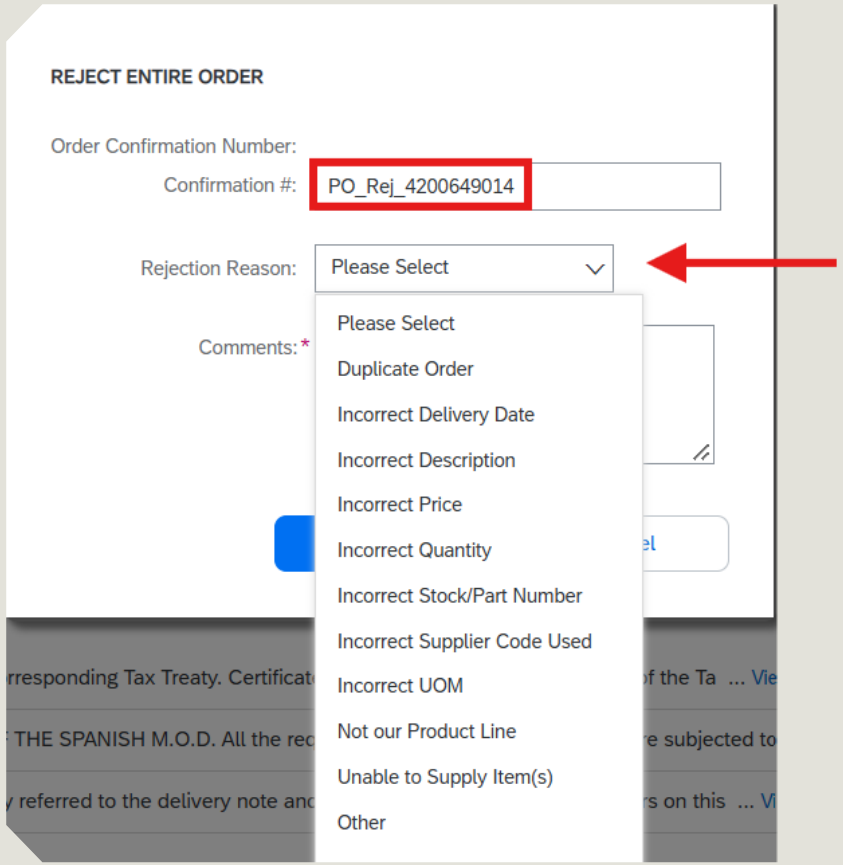
Full Order Rejection

- We will click the **Create Order Confirmation** drop-down menu and select the **Reject Entire Order** option**.**



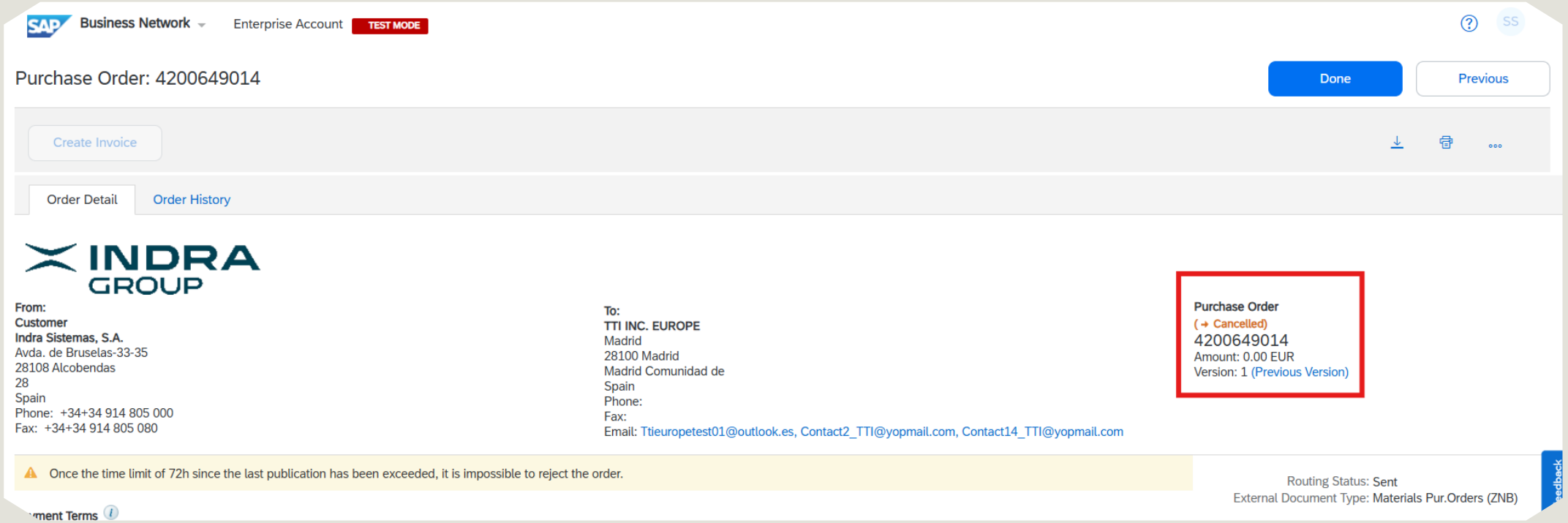
Full Order Rejection

- We will enter a Confirmation Number and then select a **Rejection Reason** from the drop-down list. In addition, we will be required to enter comments.



Full Order Rejection

- The order will change to the <Rejected> status. You can view the details of the rejection by clicking on the document number.



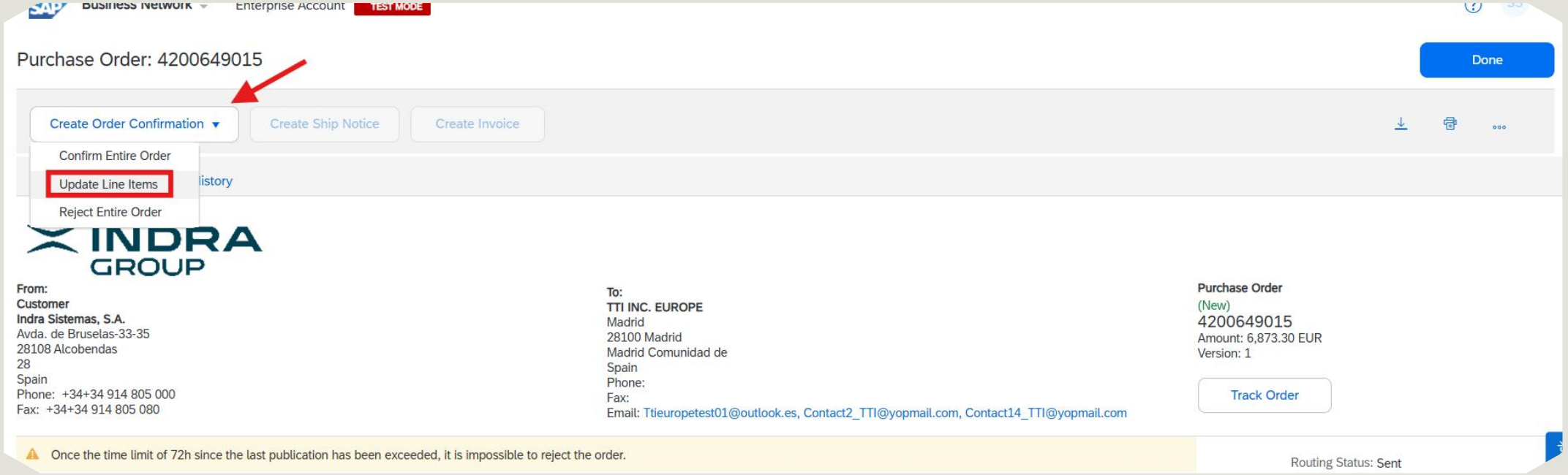
INDRA GROUP

05.2

Partial Order Rejection

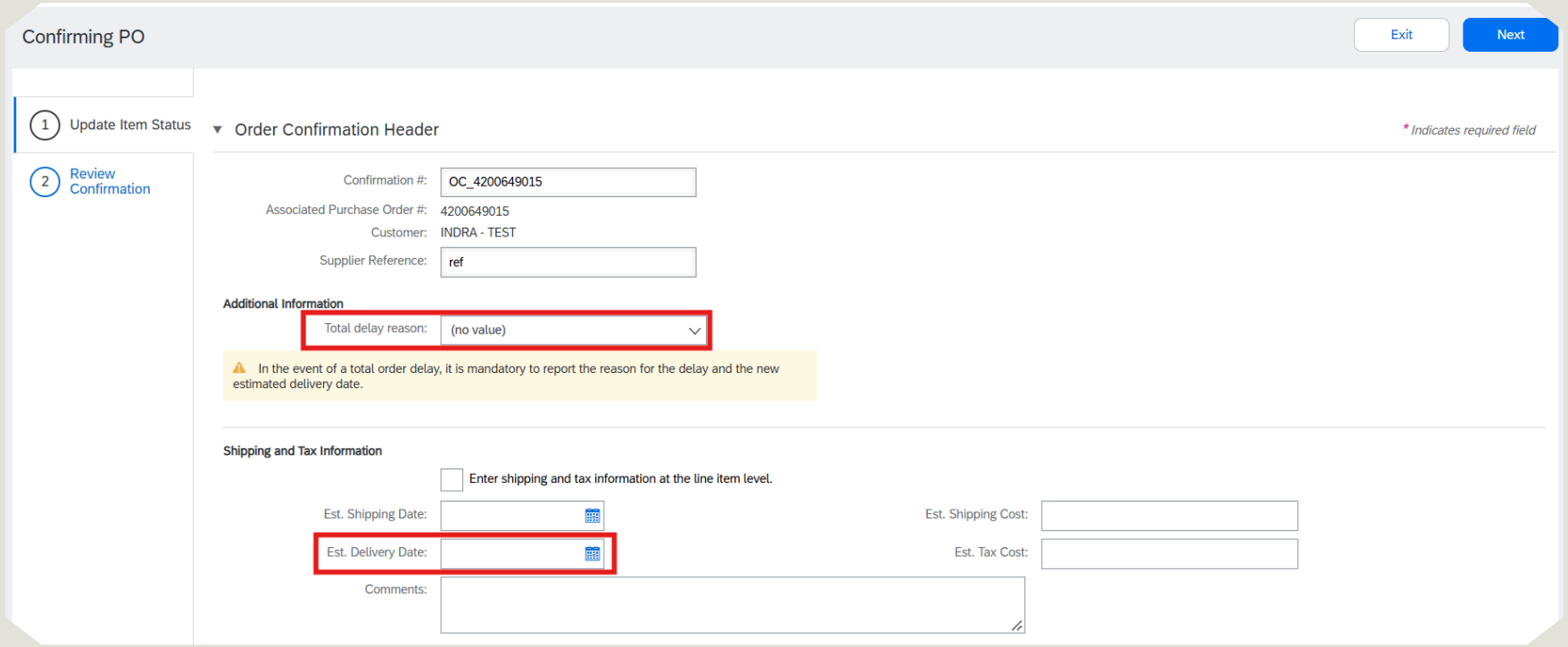
Partial Order Rejection

- In an order with multiple line items, we will have the option to reject one or more line items.
- We will click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option**.**



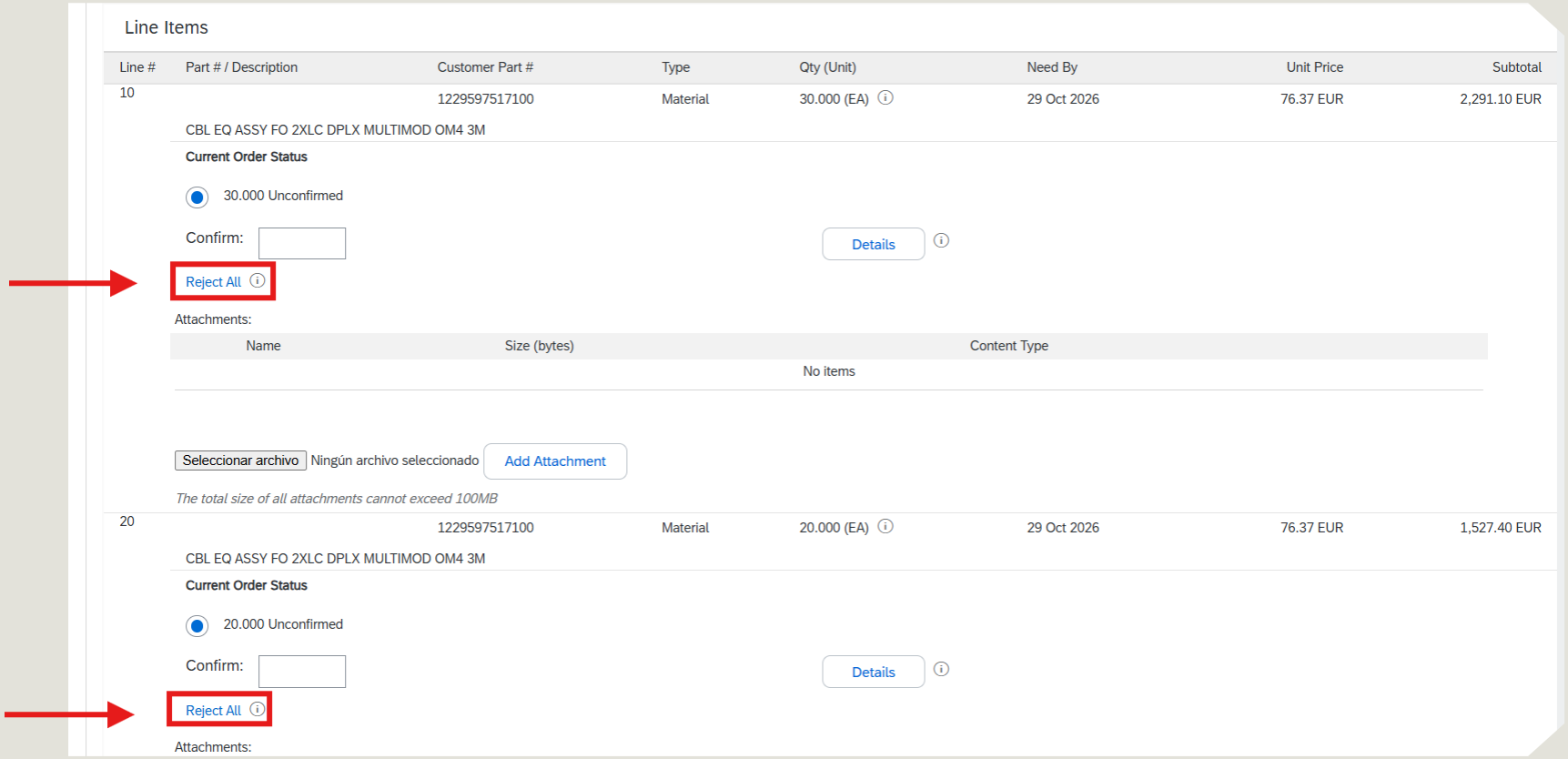
Partial Order Rejection

- Next, we will enter **a Confirmation Number** (up to 20 characters) and, optionally, we will be able to add a reference, comments, and attachments.
- **Important**: We will not complete the Estimated Delivery Date field or select a **Total Delay Reason**, as these fields apply to the order as a whole.



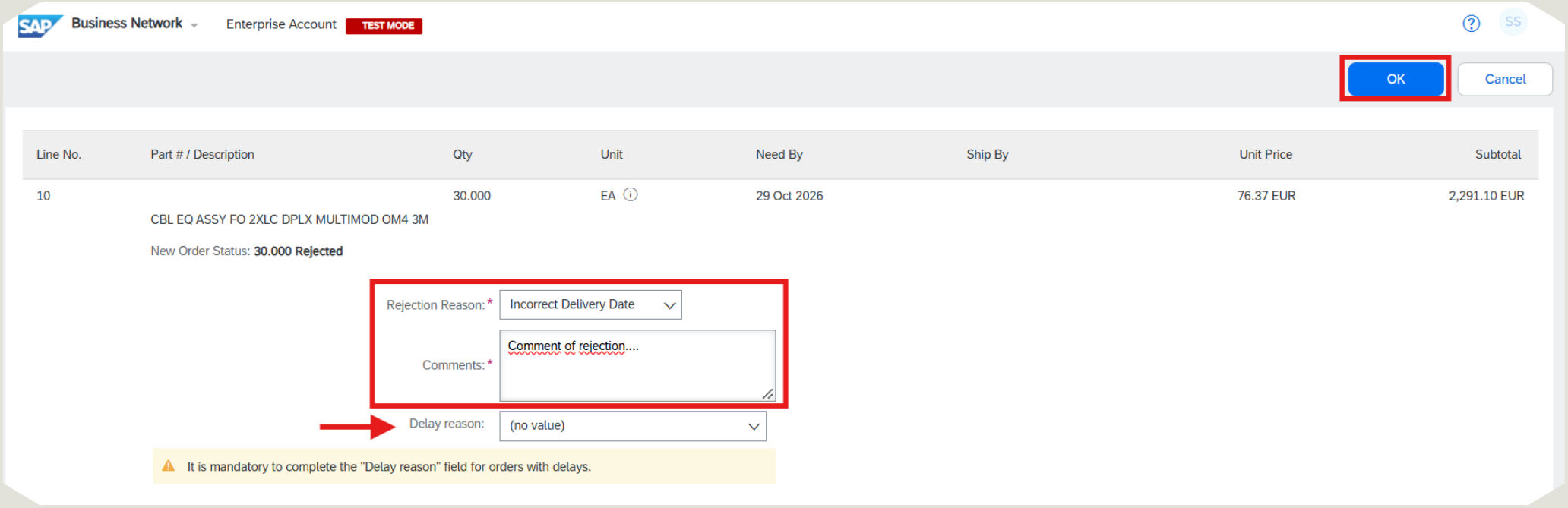
Partial Order Rejection

- In this example, we want to reject line items 10 and 20. We will go to the corresponding line items and click the **Reject All** button.



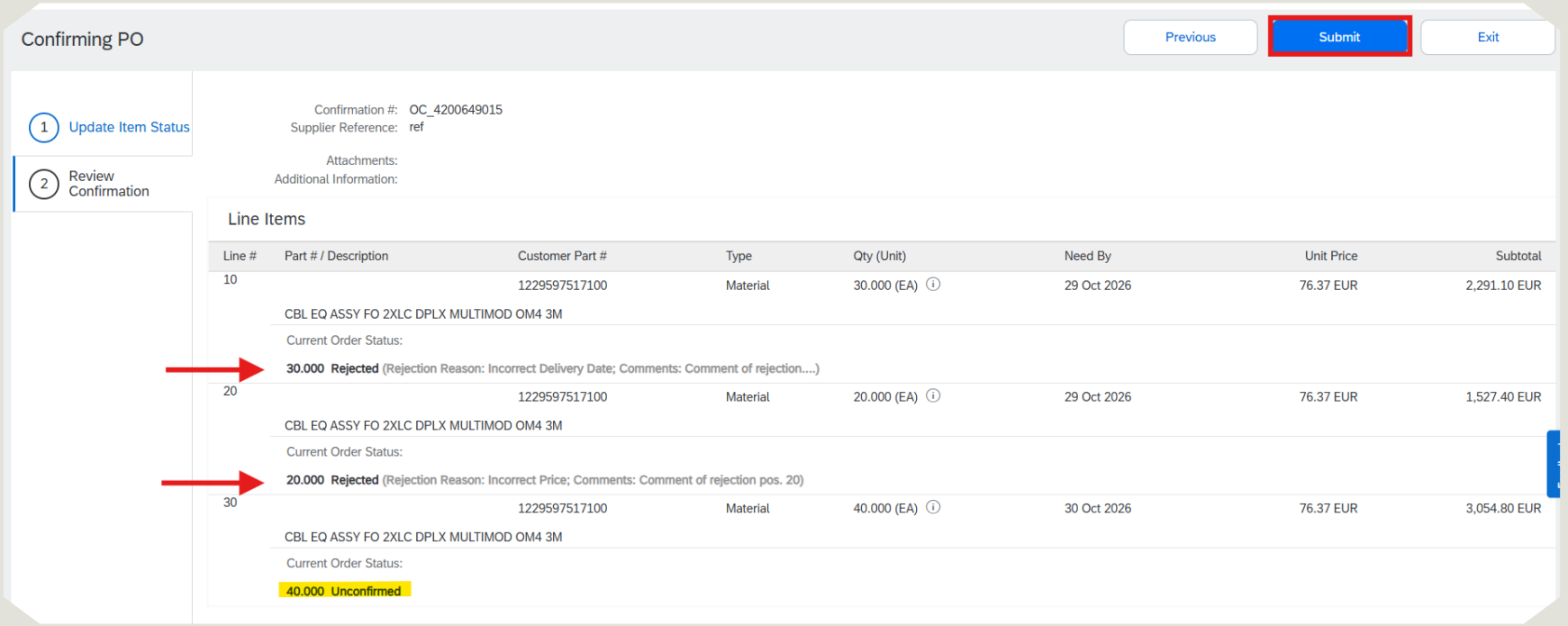
Partial Order Rejection

- By clicking the **Reject All** button, we will be taken to the following screen. On this screen, it is mandatory to specify a **Rejection Reason** and enter a **Comment**.
- **Important:** We will not select a **Delay Reason**, as in this case we are processing a rejection.
- The next step is to click the **Accept** button.



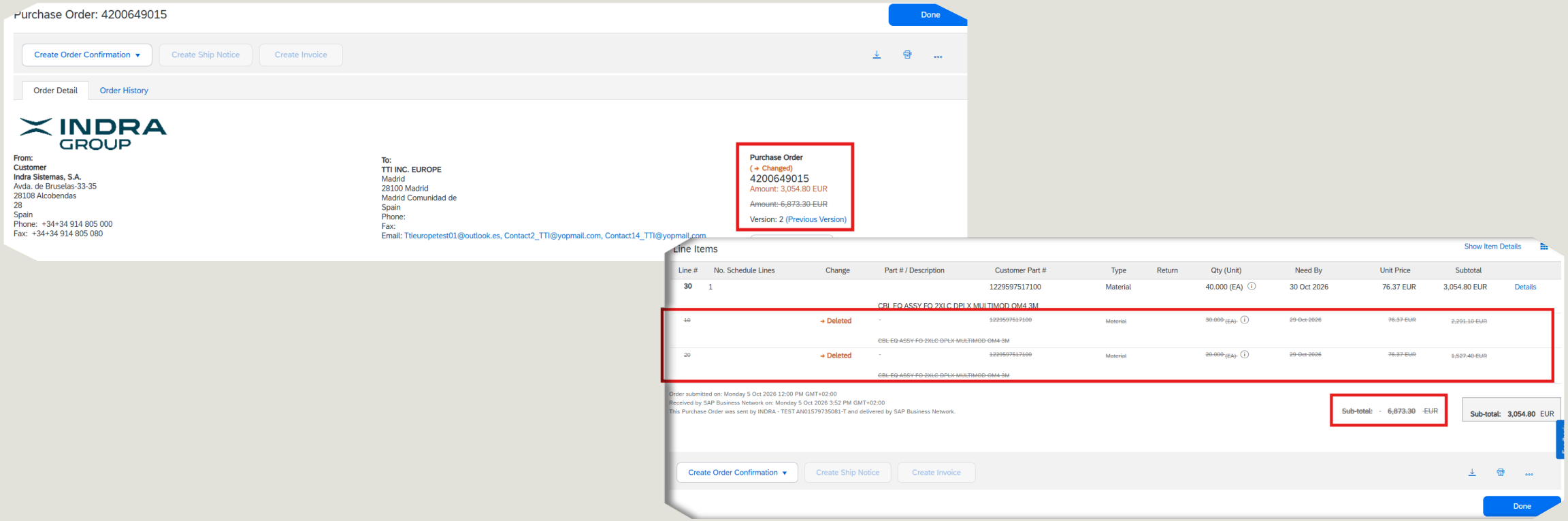
Partial Order Rejection

- We will click the **Next** button (located at the bottom of the page) and proceed to review the confirmation.
- Please note that line items 10 and 20 are being rejected, while line item 30 will remain pending confirmation. After reviewing the details, we will click the **Submit** button.



Partial Order Rejection

- **Important**: After clicking the **Submit** button, if we have rejected any line items, we will receive the modified order back (with a Changed status) without the rejected line items. As a result, the total order amount will also be updated.



INDRA GROUP

06

Appendices

Supplier Transition to NEXT GEN

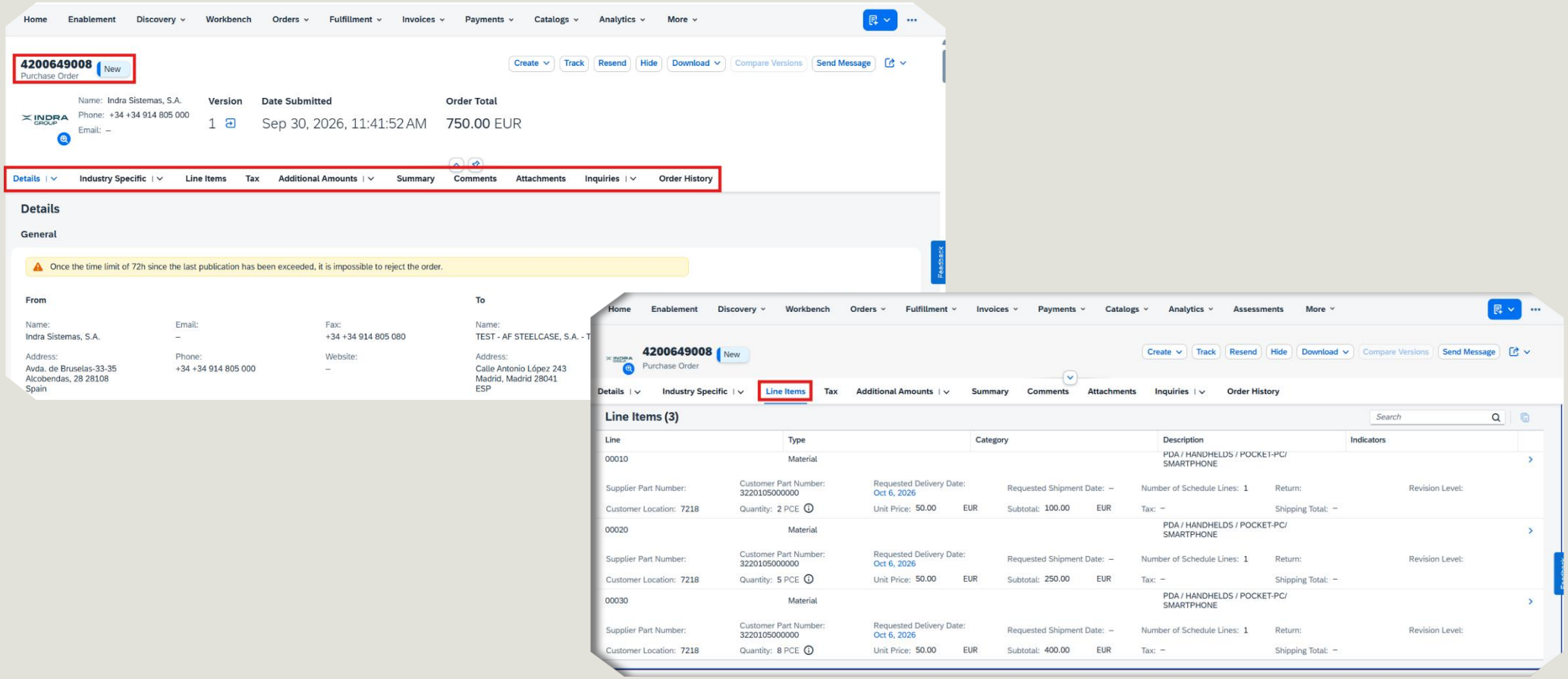
SAP Business Network is continuously evolving and improving. Over the coming months, suppliers will be progressively transitioned to the SAP Business Network Next Gen experience.

This evolution will not introduce any changes to the functionalities currently available for managing orders, confirmations, delays, or rejections. However, suppliers migrated to the Next Gen experience will benefit from a more modern and intuitive interface designed to simplify navigation, improve information organization, and streamline daily operational activities.

The following sections provide some visual examples of how order confirmation processes are presented for suppliers who have been migrated to the Next Gen experience.

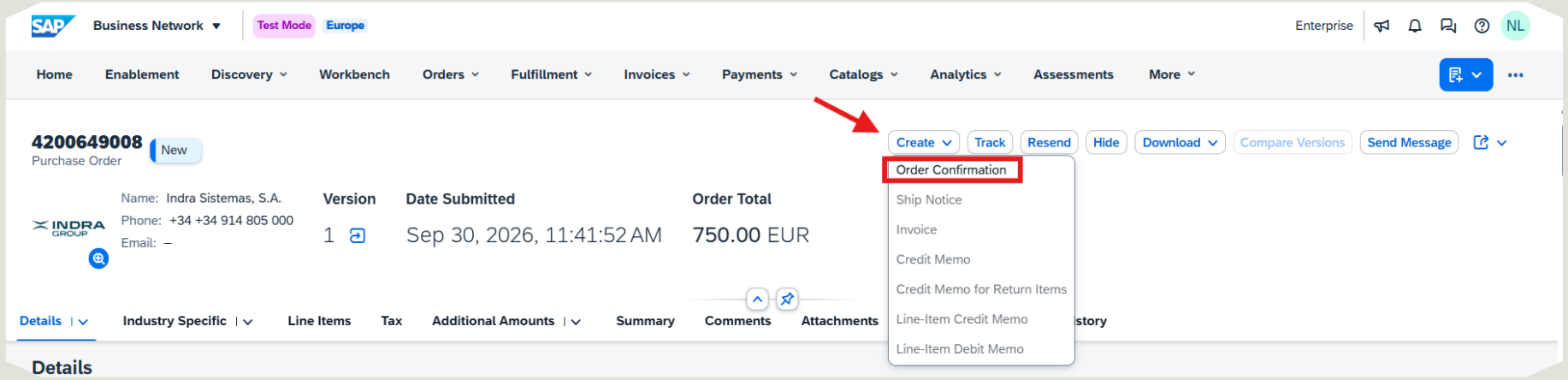
Viewing the Order in SBN

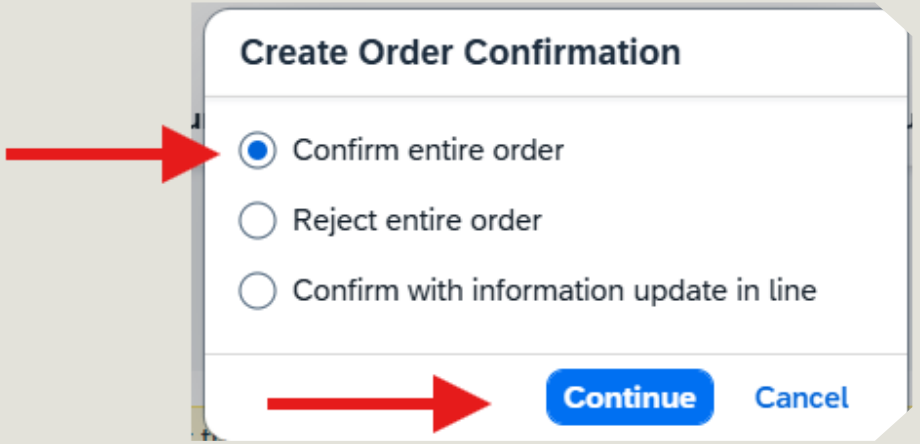
- From the top menu, we will be able to quickly and easily view the different details of the order.



Create Order Confirmation

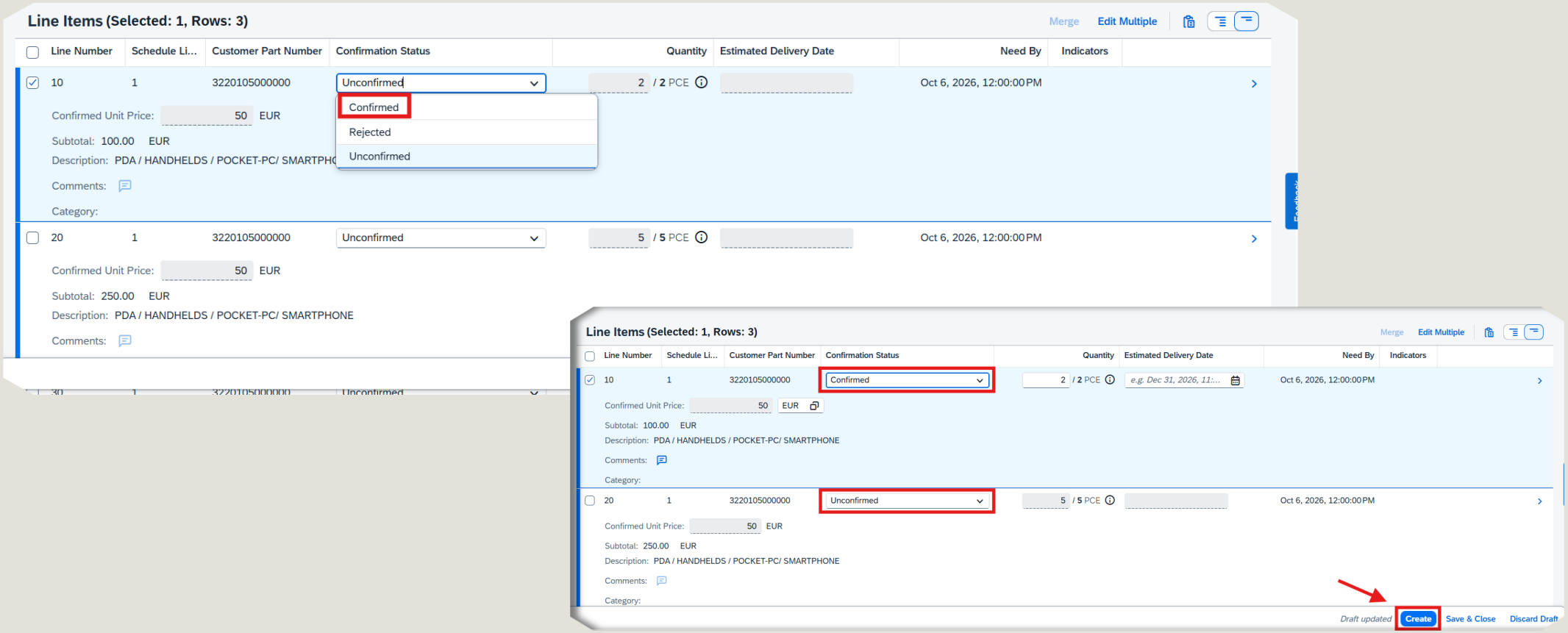
- To create a full order confirmation, we will select Create → Order Confirmation and then choose the desired option. In this example, we will use Full Order Confirmation.





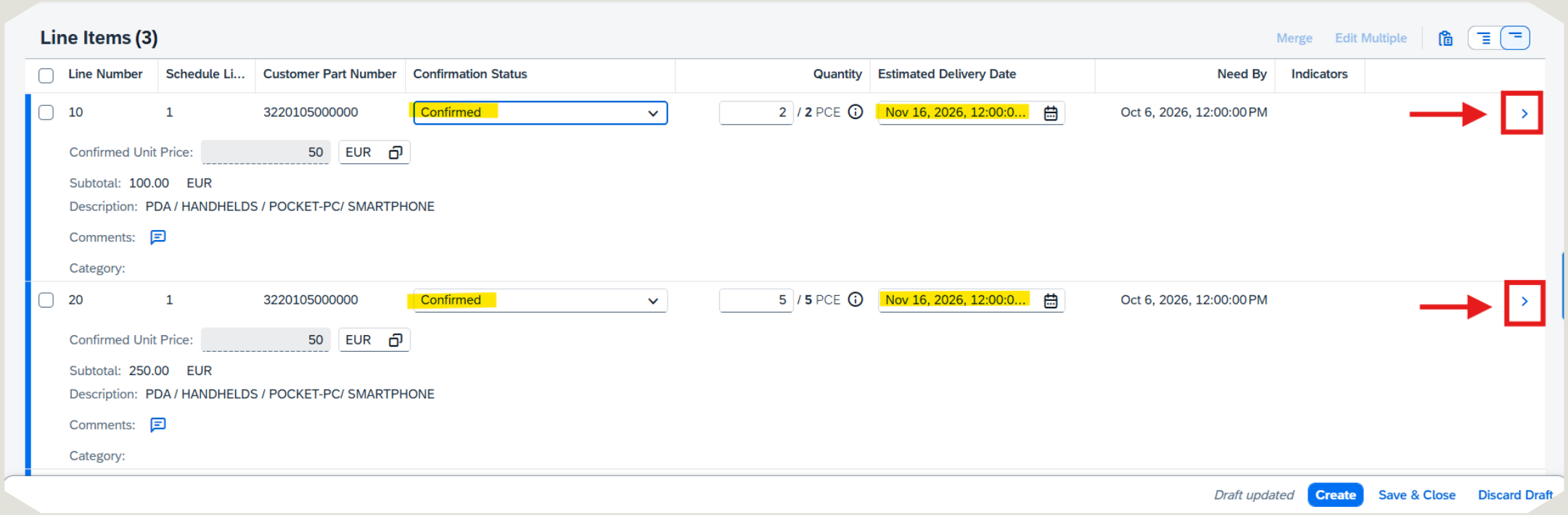
Partial Order Confirmation

- For the individual order line items, we will no longer need to manually enter the quantity to be confirmed. We will only need to change the line item confirmation status to **Confirmed**.



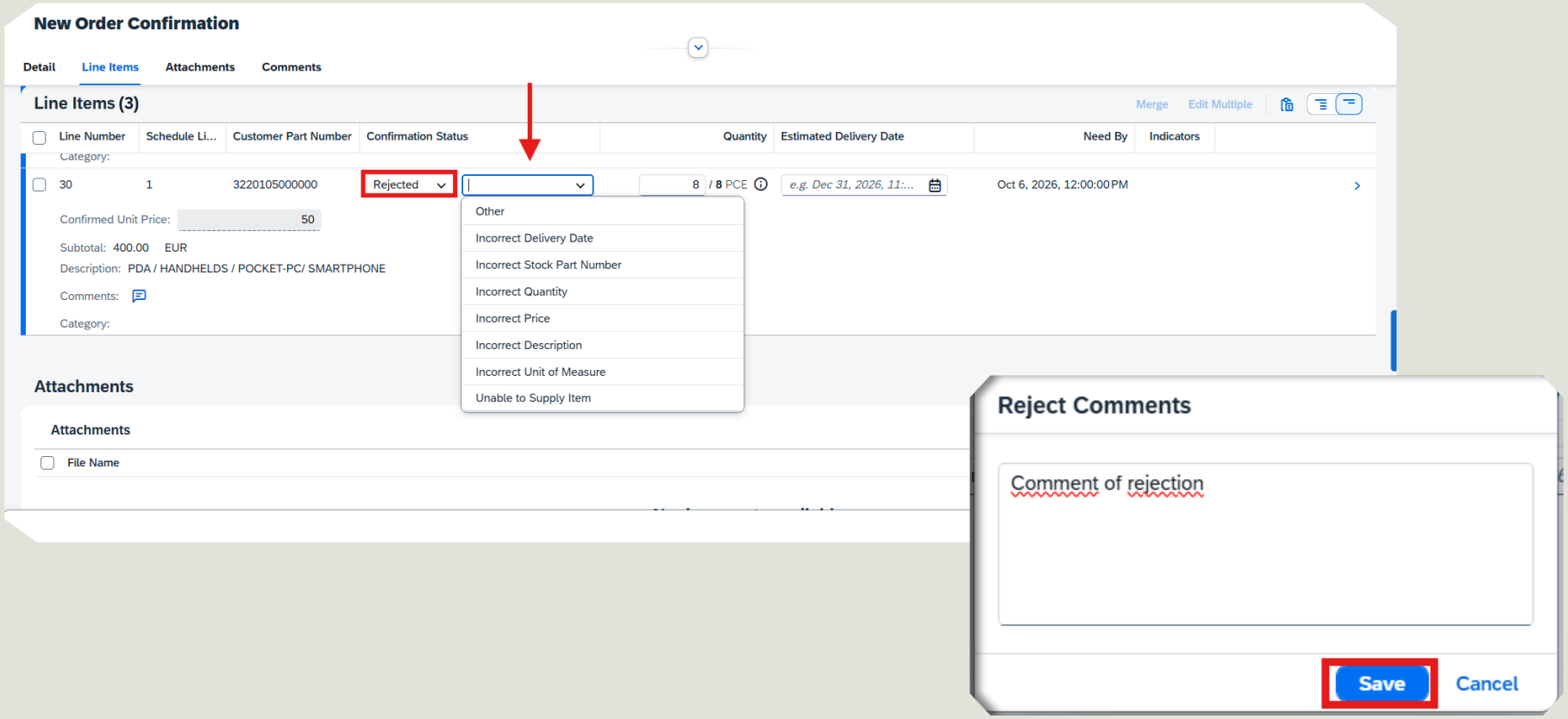
Partial Order Delay

- To delay one or more order line items, we will set the line item status to **Confirmed** and enter the new delivery date.
- We will then click the button displayed in the upper-right corner of each line item that we want to delay in order to specify a **Delay Reason** (mandatory).



Partial Order Rejection

- To reject one or more order line items, we will set the line item status to **Rejected**, select a **Rejection Reason**, and enter a comment.



INDRA GROUP

Tech for the future