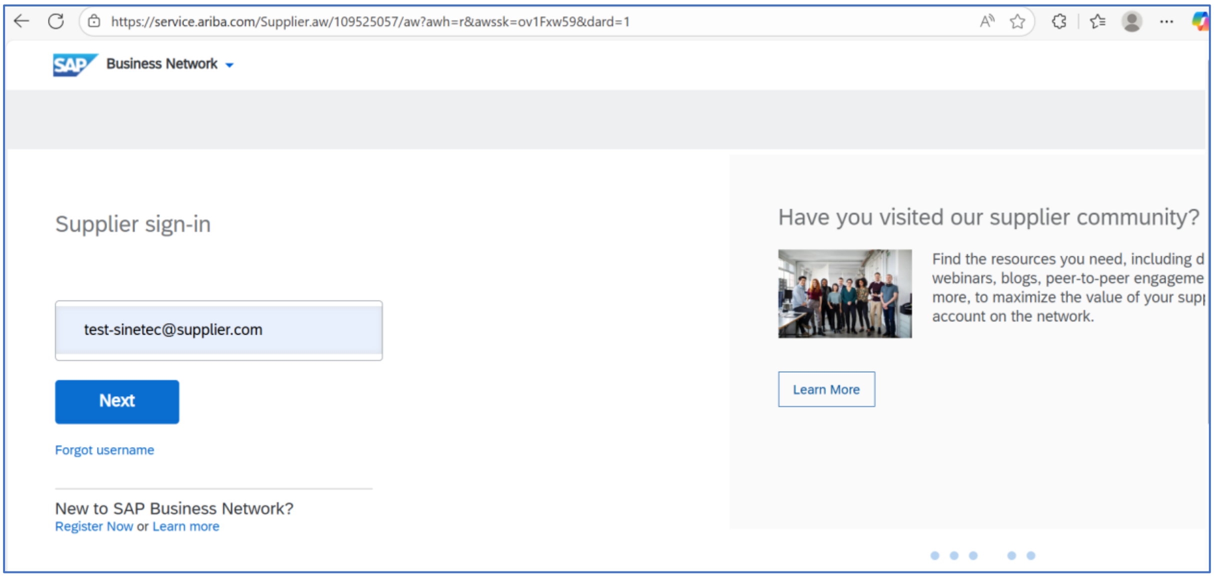
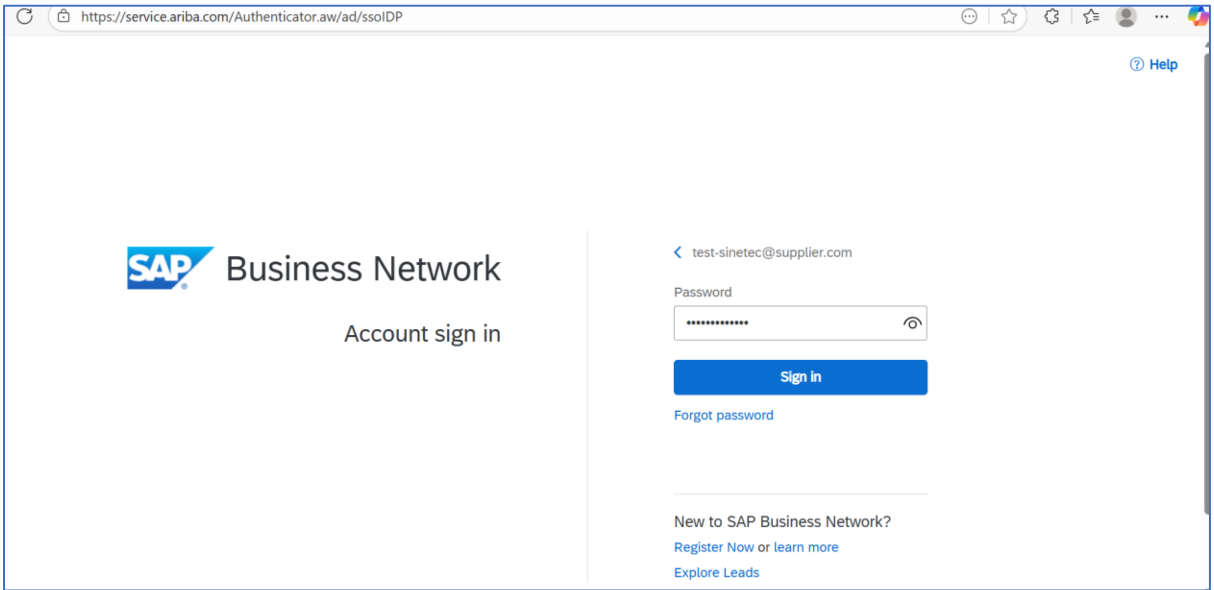
Create An Order Confirmation In ARIBA Network

An Order Confirmation is to be created by the Supplier to acknowledge and accept a Purchase Order received from Air India

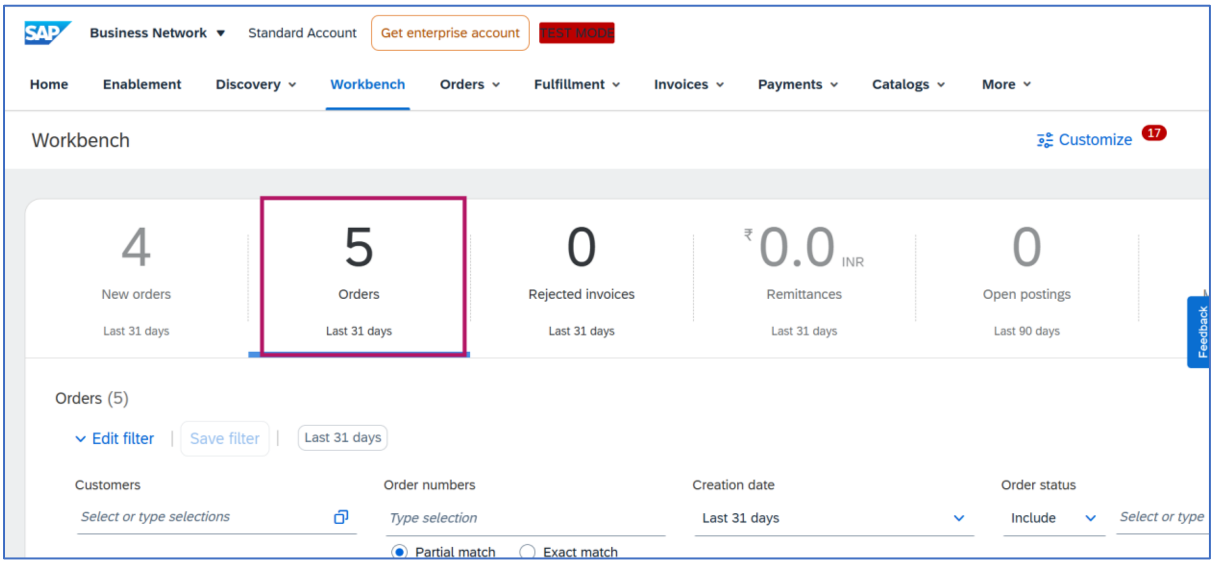
- To create an order confirmation in ARIBA Network, Log in using your ARIBA network credentials



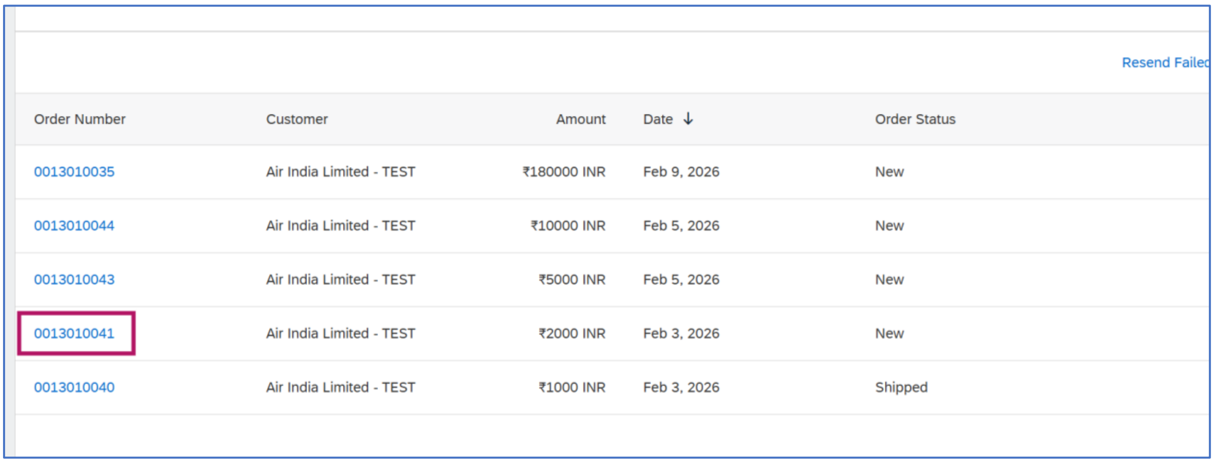


AIR INDIA

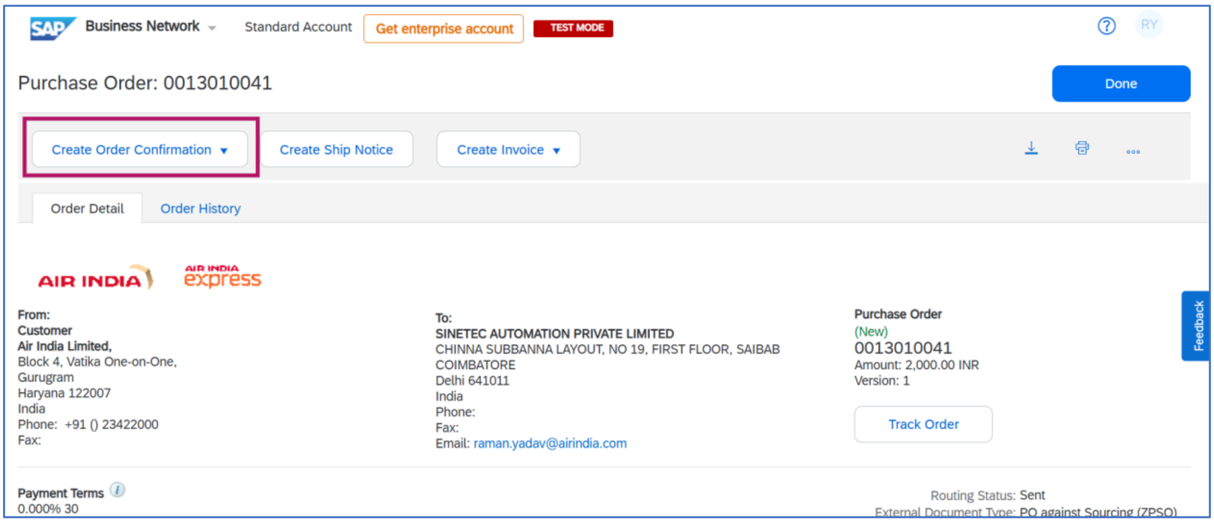
- On the ARIBA Network dashboard, in the Home Tab, Go to overview section, and click on Orders.



- All the orders will be displayed.
- Click on the order number against which order confirmation is to be created.



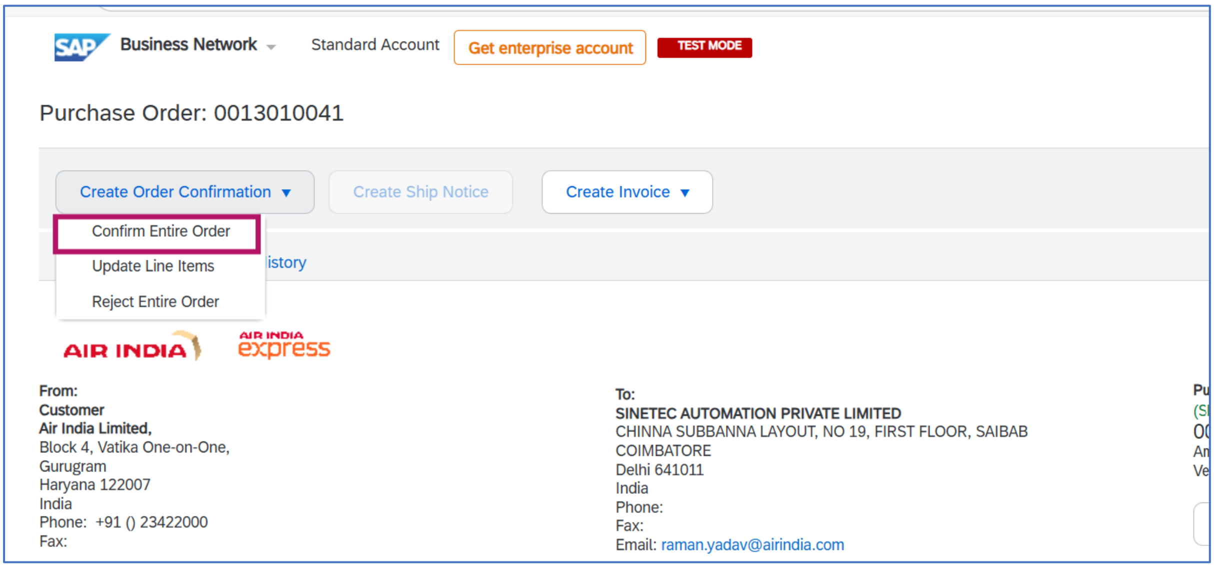
- The purchase order will be displayed.
- Go to Create Order Confirmation Tab



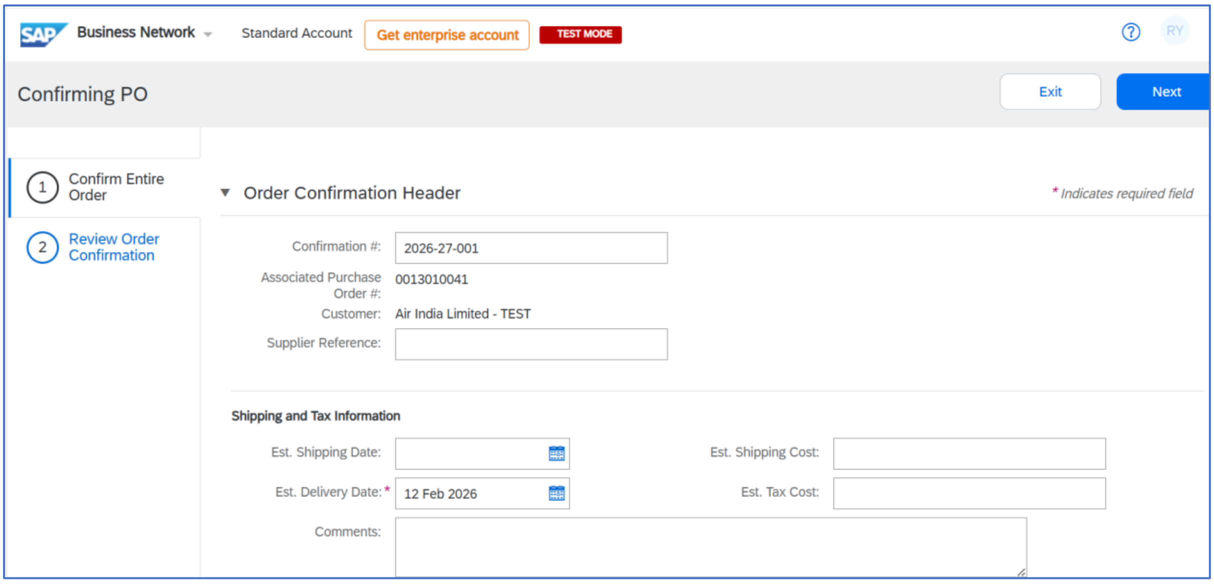
- You can either confirm the entire order or confirm partial order or reject the entire order.

1. **Confirm Entire Order.**

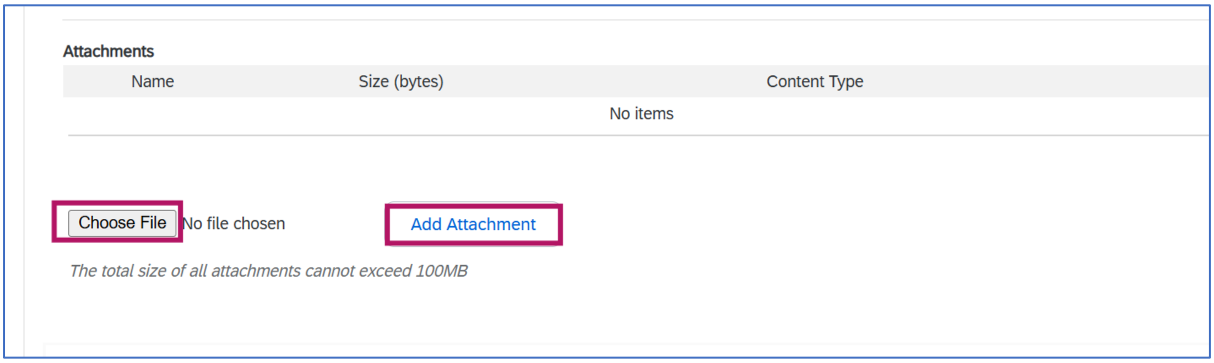
- To accept the full order, Select confirm entire order.

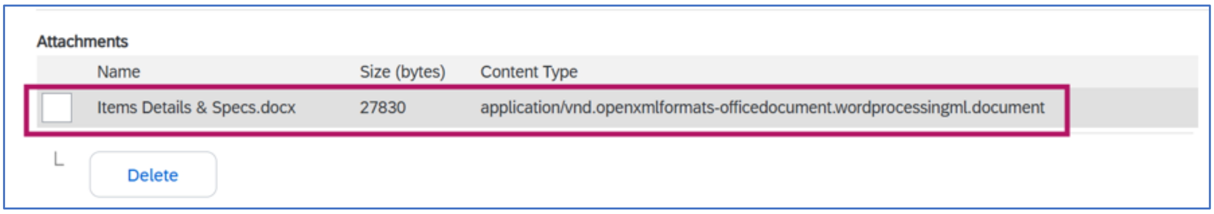


- Enter the confirmation number.
- Enter the estimated delivery date.

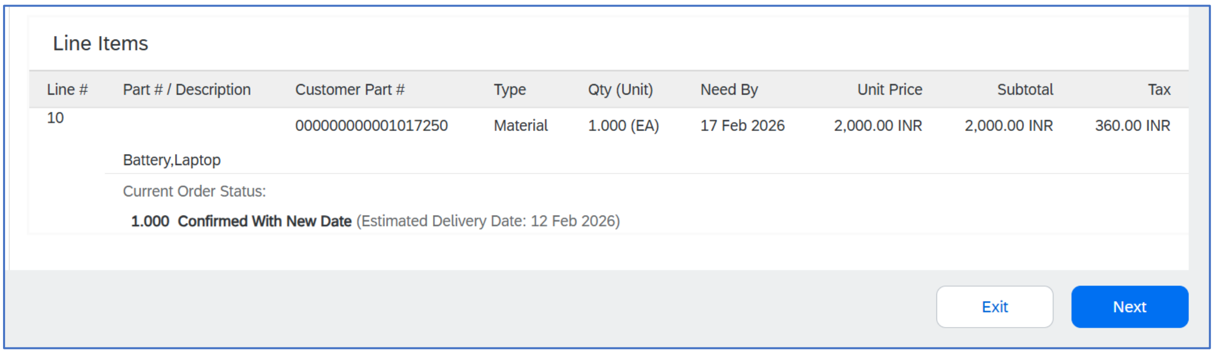


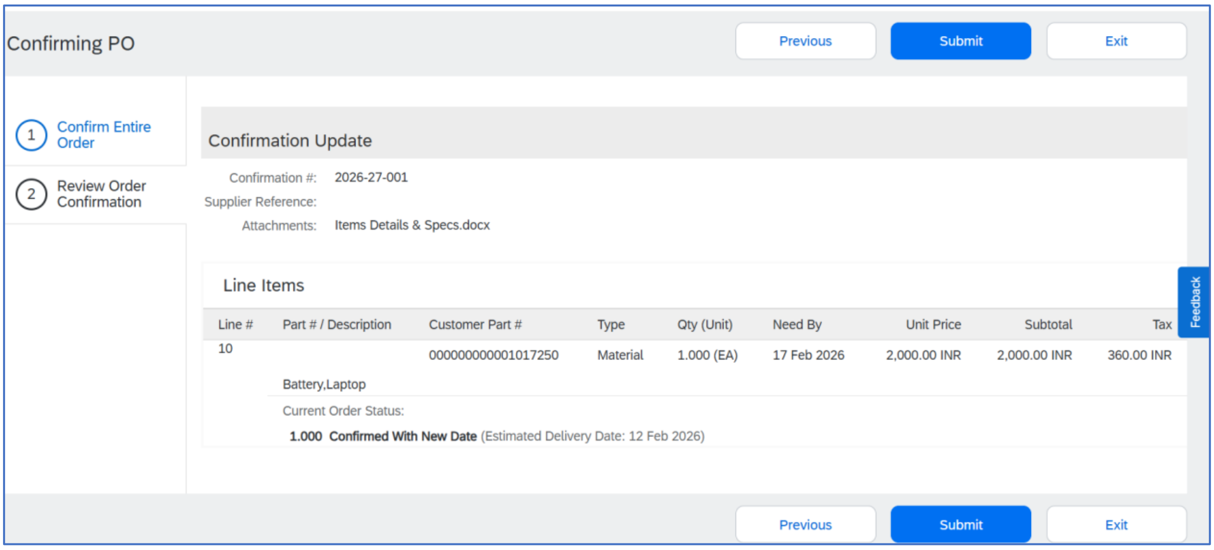
- In the attachment section, to upload any supporting documents, click Choose File, select your document, and then click Add Attachment.



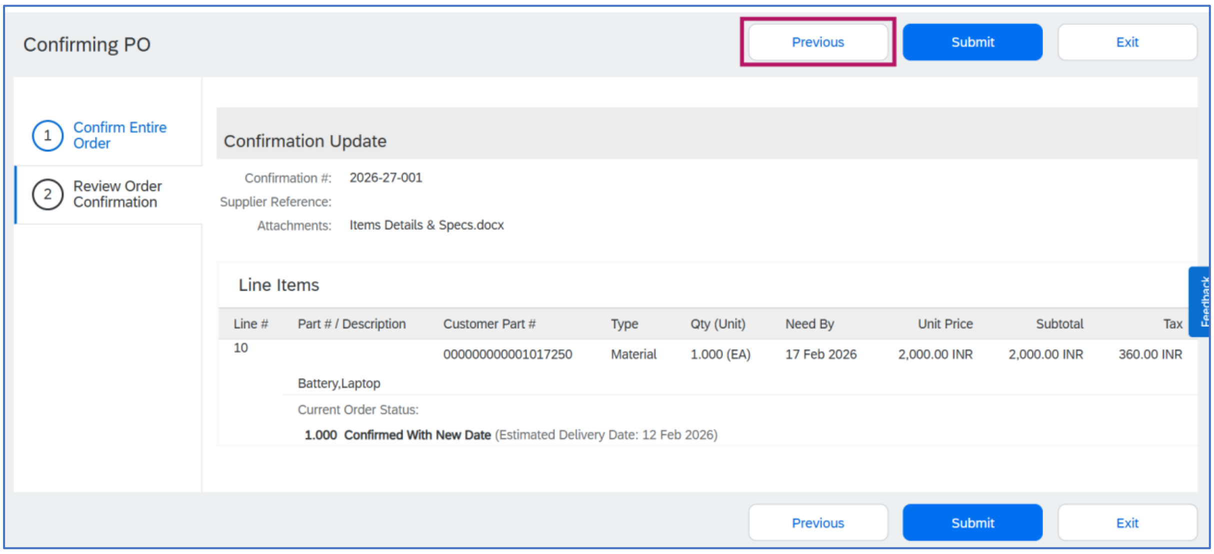


- Review all the details.
- And Click on Next.

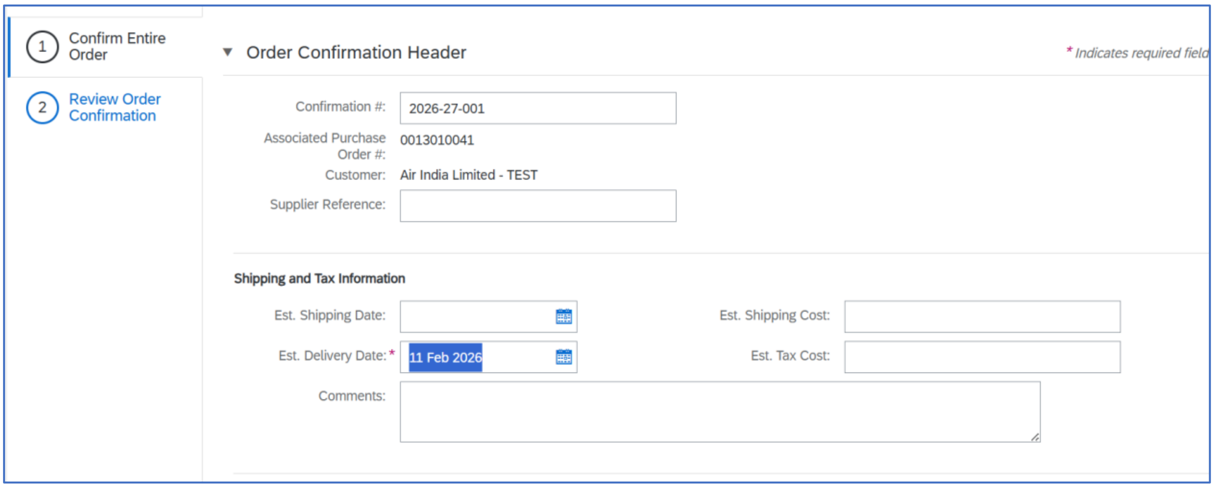




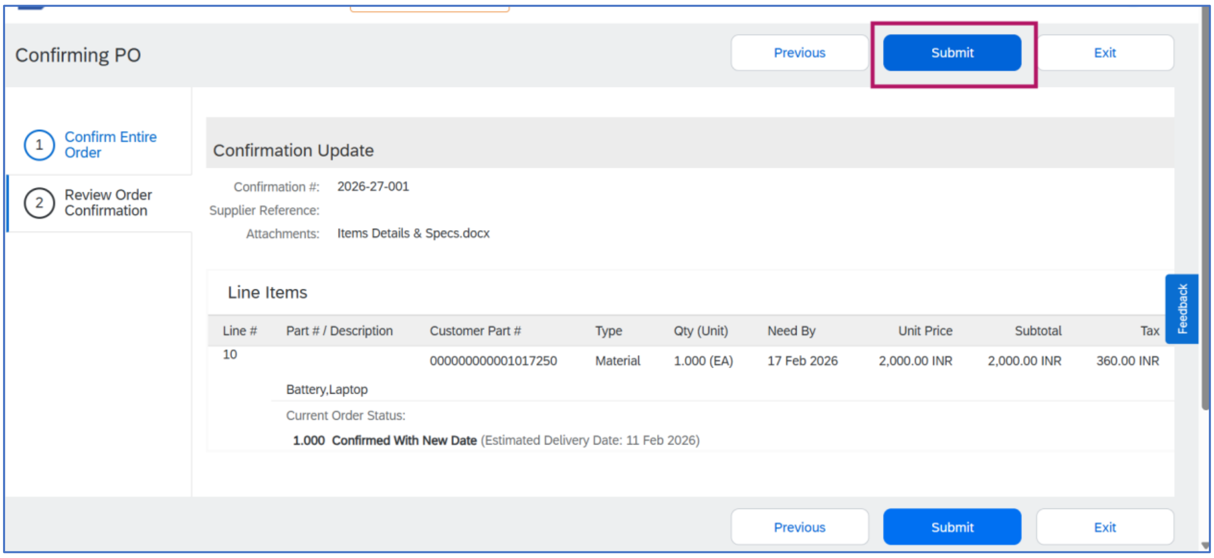
- Click on Previous if any changes are to be made.



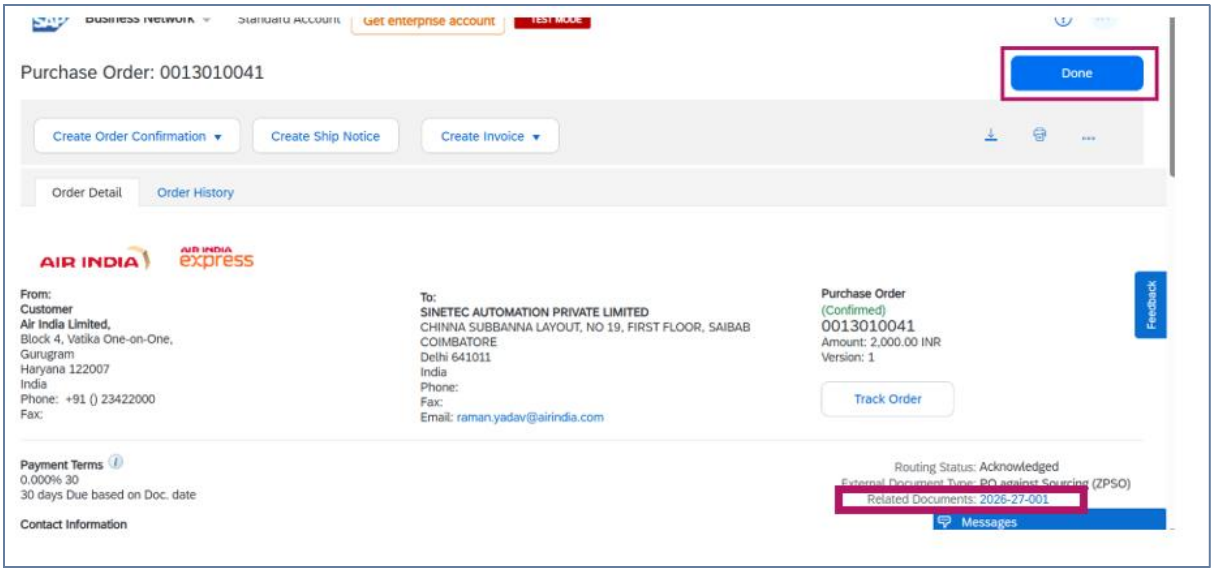
- Make the necessary changes.



- Click on Submit.

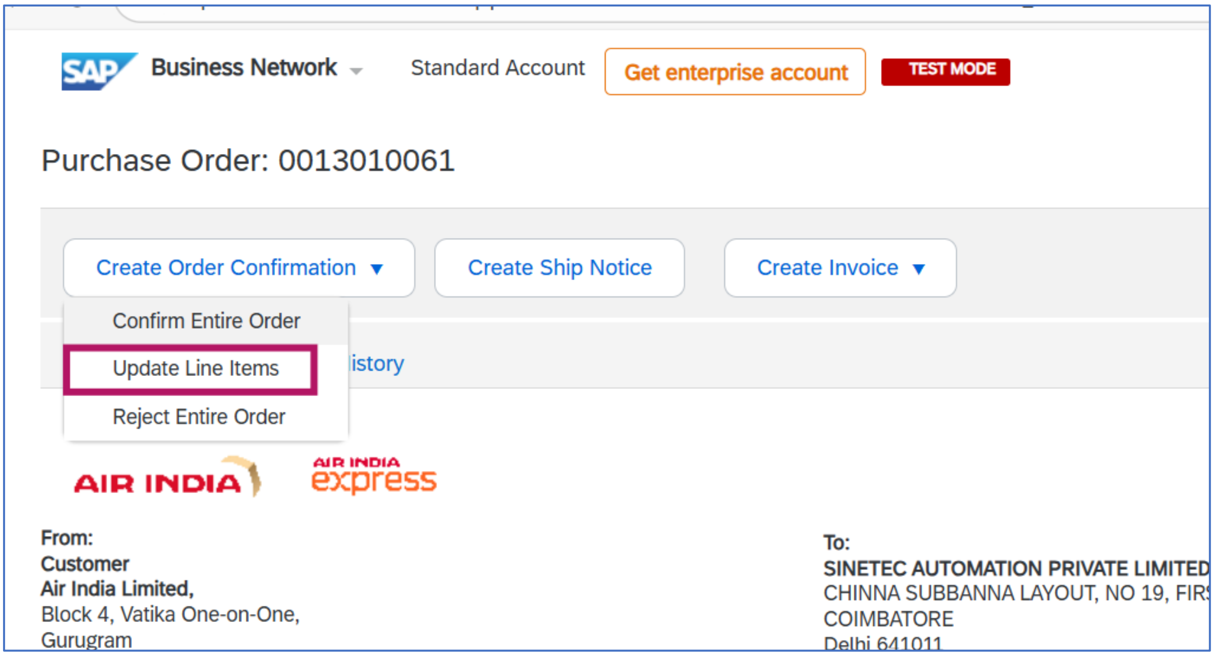


- After submission, confirmation number will be displayed which can be seen by the procurement team.
- Click on Done.

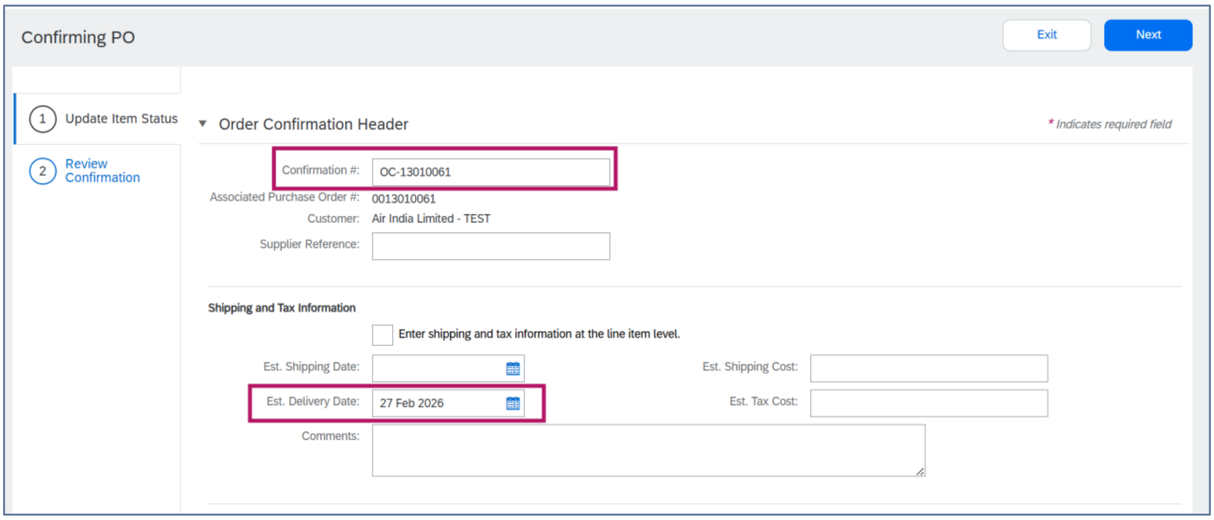


2. To Confirm partial order

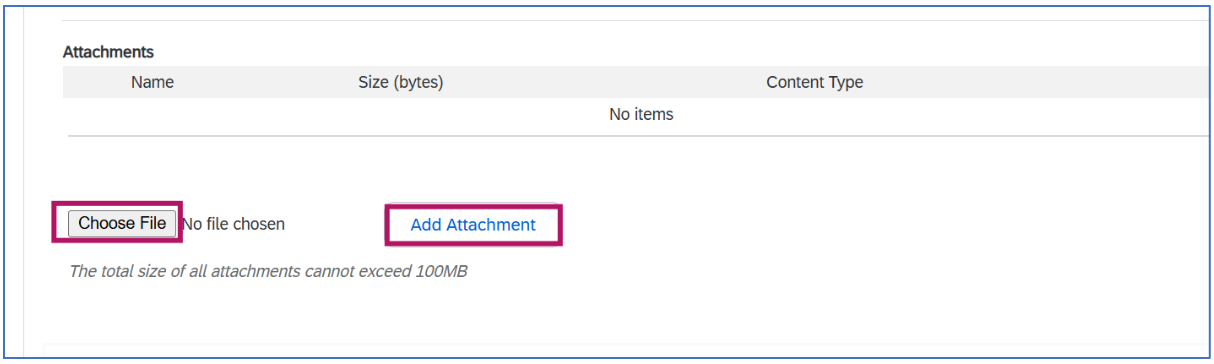
- In Create Order confirmation option, select Update Line Items.

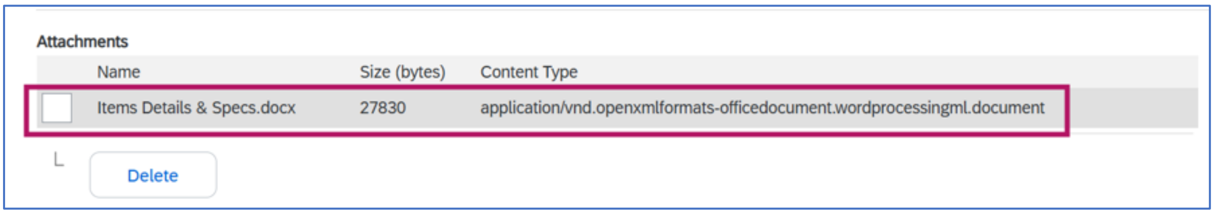


- Enter your Confirmation Number.
- Enter the Estimated Delivery Date.

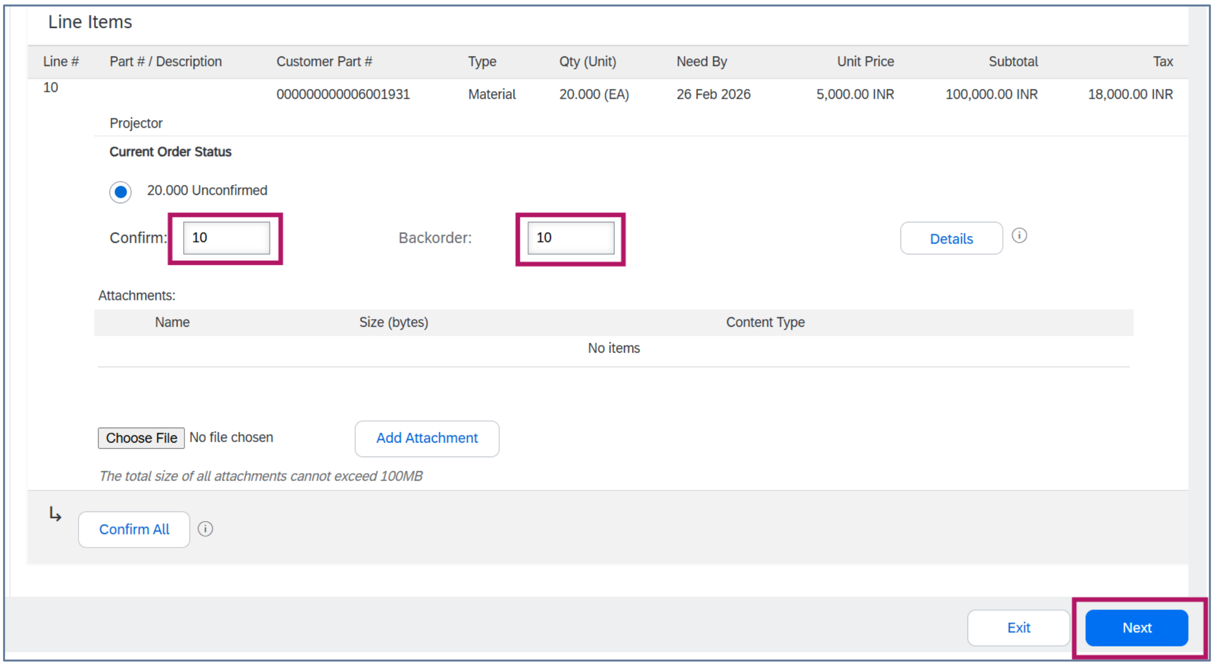


- In the attachments section, to upload any supporting documents, click Choose File, select your document, and then click Add Attachment.

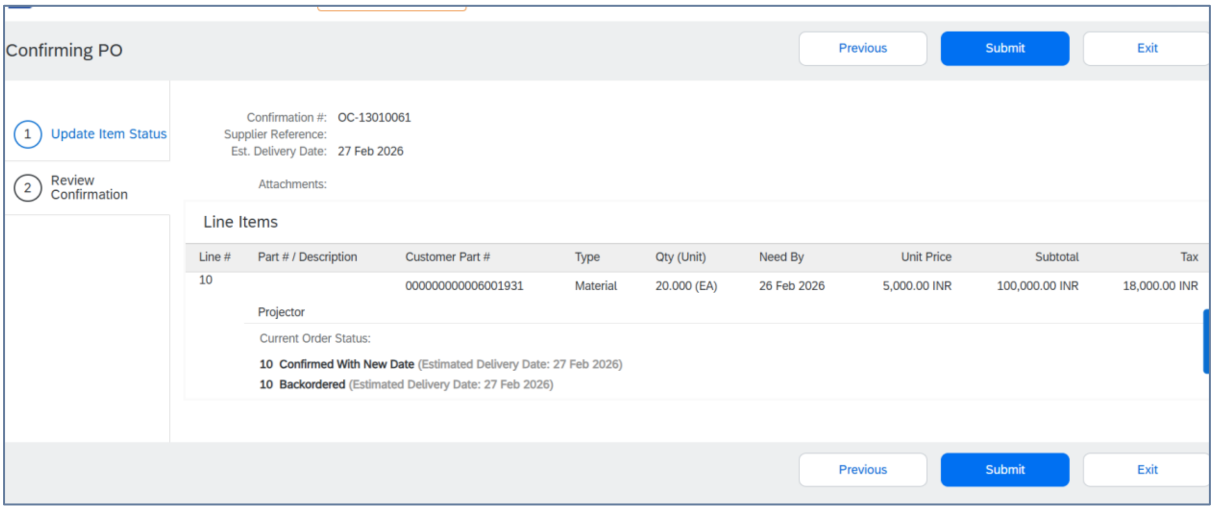




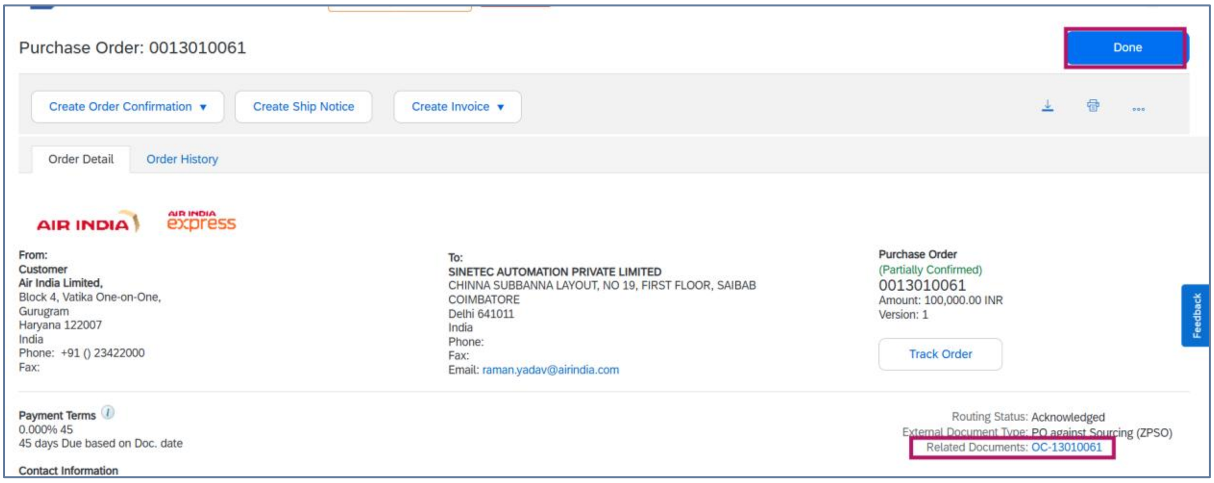
- In the confirm tab, enter the quantity to be confirmed.
- In the backorder tab, enter the balance quantity to be delivered.



- Click on Submit after reviewing all the details.

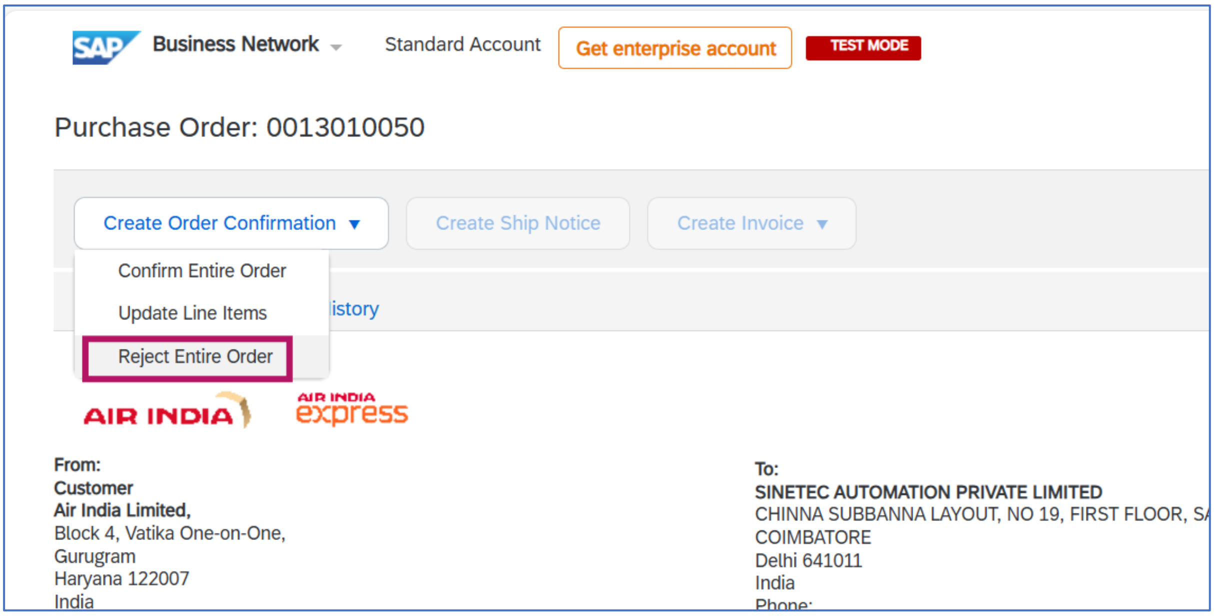


- After submission, confirmation number will be displayed which can be seen by the procurement team.
- Click on Done.

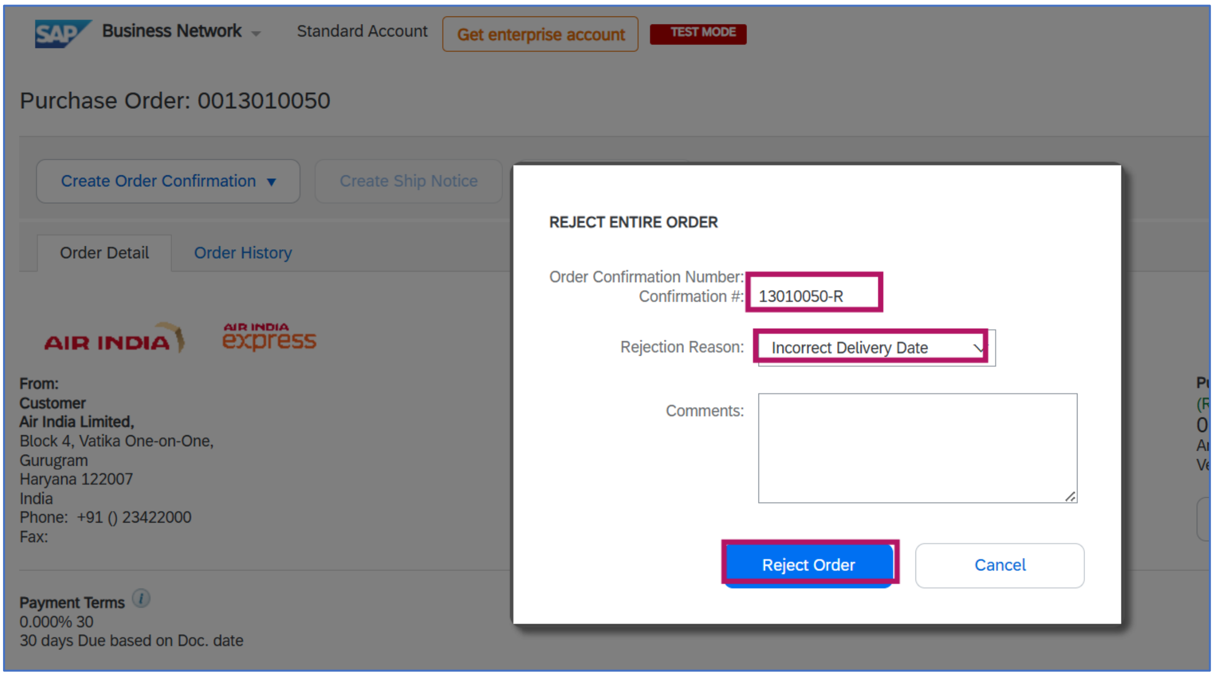


3. To Reject Entire Order.

- In Create Order confirmation option, select Reject Entire Order.



- Enter your Confirmation Number—this is your unique reference.
- Enter reason of rejection
- Click on Reject Order



- After submission, confirmation number will be displayed which can be seen by the procurement team.
- Click on Done.