

Quick Reference Guide

Order Confirmation via the Ariba Network

The following is a basic step-by-step guide for AT&T suppliers to create an Order Confirmation transaction on the Ariba Supplier Network.

Logging in:

- Go to <http://supplier.ariba.com>.
- Enter Username and Password; click the **Log In** button.
- Click the **Inbox** tab.
- Click the desired **Order Number** hyperlink to view the PO details.
- Check the **Routing Status** of the PO. If the status reads “**Failed**” then click the **Resend** button to resend the PO to your account; if the status reads “**Sent**”, click the **Create Confirmation** button.

On the Generate Order Confirmation page:

- Select **Confirm All** to confirm the entire order, or **Update with Different Status** to specify which line item quantities are confirmed, backordered, and/or rejected.
- Click the **Next** button.

On the Confirm Entire Order page:

- Enter **Confirmation #**.
- Click the **Next** button.

On the Update Item Status Screen:

- Enter **Confirmation #**.
- Scroll down and update the **Confirm**, **Backorder**, and **Reject** quantities text boxes for each line item.
- Click the **Next** button.

On the Review Order Confirmation page:

- Review the Order Confirmation for accuracy.
- Click the **Previous** button to make corrections on a previous screen.
- Click the **Submit** button to submit your Order Confirmation to the Ariba SN.
- Your submitted Order Confirmation is stored in your Ariba SN **Outbox** tab, under **Order Confirmations**.

Once submitted, your electronic order confirmation will be sent from the Ariba SN to AT&T.