



# SWAROVSKI

HOW TO CREATE AN ORDER  
CONFIRMATION ON ARIBA



[procurement.swarovski.com](http://procurement.swarovski.com)



# SWAROVSKI

To confirm whole order with same estimated delivery date click on **Confirm Entire Order**.

Purchase Order: 0046903081

Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

## SWAROVSKI

From:  
D. Swarovski KG  
Swarovskistraße 30  
6112 Wattens

Austria  
Phone: + ( ) 43/5224/500  
Fax:

To:  
Swarovski Test Account 1 - TEST  
Straße 1  
8111 Wattens

Austria  
Phone: +43 (555) 666666  
Fax:  
Email: ralph.kerschbaumer@swarovski.com

Purchase Order  
(New)  
0046903081  
Amount: 900.00 EUR

Payment Terms *i*  
NET 14  
14 Tage netto

Routing Status: Sent

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

### Order Confirmation Header

\* Indicates required field

Confirmation #: CONF\_20171117

Associated Purchase Order #: 0046903081

Customer: D. Swarovski KG - TEST

Supplier Reference:

enter a confirmation number and est. delivery date

### SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: 20 Nov 2017

Est. Tax Cost:

Comments:

### Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB

### Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1		000000001000001491	30.000 (PCS)	17 Nov 2017	10.00 EUR	300.00 EUR
Test PO 20171117 Current Order Status: 30.000 Confirmed With New Date (Estimated Delivery Date: 20 Nov 2017)						
2		000000001000001490	40.000 (PCS)	17 Nov 2017	15.00 EUR	600.00 EUR
Test Po 20171117_2 Current Order Status: 40.000 Confirmed With New Date (Estimated Delivery Date: 20 Nov 2017)						

all line items are automatically updated with entered delivery date

Click on **Next** and **Submit** if order confirmation is correct:

# SWAROVSKI

Confirming PO

- 1 Confirm Entire Order
- 2 Review Order Confirmation

**Confirmation Update**

Confirmation #: CONF\_20171117  
 Supplier Reference:  
 Attachments:

**Line Items**

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Test PO 20171117 Current Order Status: 30.000 Confirmed With New Date (Estimated Delivery Date: 20 Nov 2017)	000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR
2	Test Po 20171117_2 Current Order Status: 40.000 Confirmed With New Date (Estimated Delivery Date: 20 Nov 2017)	000000001000001490	40.000 (PCS) ⓘ	17 Nov 2017	15.00 EUR	600.00 EUR

If there are different delivery dates for the line items click on **Update Line Items:**

Purchase Order: 0046903081

Done

- Create Order Confirmation
- Create Ship Notice
- Create Invoice
- Hide
- Print
- Download PDF
- Export cXML
- Download CSV
- Resend
- Confirm Entire Order
- Update Line Items
- Reject Entire Order

# SWAROVSKI

From:  
 D. Swarovski KG  
 Swarovskistraße 30  
 6112 Wattens

Austria  
 Phone: + ( ) 43/5224/500  
 Fax:

To:  
 Swarovski Test Account 1 - TEST  
 Straße 1  
 8111 Wattens

Austria  
 Phone: +43 (555) 666666  
 Fax:  
 Email: ralph.kerschbaumer@swarovski.com

Purchase Order  
 (New)  
 0046903081  
 Amount: 900.00 EUR

Payment Terms ⓘ  
 NET 14  
 14 Tage netto

Routing Status: Sent

Confirming PO

- 1 Update Item Status
- 2 Review Confirmation

**Order Confirmation Header**

\* Indicates required field

Confirmation #: CONF\_20171117  
 Associated Purchase Order #: 0046903081  
 Customer: D. Swarovski KG - 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:

# SWAROVSKI

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1		000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR

Test PO 20171117

Current Order Status

30.000 Unconfirmed

enter quantity which should be confirmed and click on **Details** to enter an estimated delivery date for the selected quantity

Confirm:  Backorder:  Reject:   ⓘ

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1		30.000	PCS ⓘ	17 Nov 2017		10.00 EUR	300.00 EUR

Test PO 20171117

New Order Status: 30.000 Confirmed

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Pricing Description:

Subtotal: ⓘ 297.00 EUR

The price can be changed within a specific limit (for example EUR 10 has been ordered instead of EUR 9.90).  
 If the ordered price is not correct and you cannot change it because it is not within the limit (for example 10 EUR instead of 100 EUR), please contact your contact person from Swarovski purchasing department and ask for changing the original purchase order

# SWAROVSKI

## Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1		000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR

Test PO 20171117

Current Order Status **Current Order Status will then be updated with changes**

30.000 Confirmed With Changes (Estimated Delivery Date: 20 Nov 2017 , Confirmed Unit Price: 9.90 EUR )

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

### Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen

[Add Attachment](#)

The total size of all attachments cannot exceed 10MB

2	-	000000001000001490	40.000 (PCS) ⓘ	17 Nov 2017	15.00 EUR	600.00 EUR
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Test Po 20171117\_2

Current Order Status

40.000 Unconfirmed **in case of different shipping dates within one line item it is also possible to update the quantities with different dates**

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

### Attachments:

Name	Size (bytes)	Content Type
No items		

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
2	-	40.000	PCS ⓘ	17 Nov 2017		15.00 EUR	600.00 EUR

Test Po 20171117\_2

New Order Status: **10.000 Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Pricing Description:

Subtotal: ⓘ 150.00 EUR

[OK](#)

[Cancel](#)

# SWAROVSKI

## Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1		000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR

Test PO 20171117

### Current Order Status

30.000 Confirmed With Changes (Estimated Delivery Date: 20 Nov 2017 ; Confirmed Unit Price: 9.90 EUR)

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

### Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen

[Add Attachment](#)

The total size of all attachments cannot exceed 10MB

2	-	000000001000001490	40.000 (PCS) ⓘ	17 Nov 2017	15.00 EUR	600.00 EUR
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Test Po 20171117\_2

### Current Order Status

10.000 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2017)

30.000 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
2	-	40.000	PCS ⓘ	17 Nov 2017		15.00 EUR	600.00 EUR
	Test Po 20171117_2						

New Order Status: **30.000 Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Pricing Description:

Subtotal: ⓘ 450.00 EUR

[OK](#)

[Cancel](#)

# SWAROVSKI

1 Update Item Status

2 Review Confirmation

Confirmation #: CONF\_20171117  
Supplier Reference:

Attachments:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Test PO 20171117	000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR
Current Order Status:						
30.000 Confirmed With Changes (Estimated Delivery Date: 20 Nov 2017 ; Confirmed Unit Price: 9.90 EUR )						
2	Test Po 20171117_2	000000001000001490	40.000 (PCS) ⓘ	17 Nov 2017	15.00 EUR	600.00 EUR
Current Order Status:						
10.000 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2017 )						
30.000 Confirmed With New Date (Estimated Delivery Date: 22 Nov 2017 )						

After entering the data click on **Next** and **Submit** if everything is correct

If you realize after some time that the est. shipping date will take longer than expected and you have already submitted the order confirmation, you can always click **update line items** to update the order confirmation afterwards.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Test PO 20171117	000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR
Current Order Status						
<input checked="" type="radio"/> 30 Confirmed With Changes (Estimated Delivery Date: 20 Nov 2017 ; Confirmed Unit Price: 9.90 EUR )						
Confirm: <input style="background-color: #FFFF00;" type="text" value="30"/> Backorder: <input type="text"/> Reject: <input type="text"/> <input style="background-color: #90EE90;" type="button" value="Details"/> ⓘ enter quantity, click on <b>Details</b> and change the est. shipping date (for example to 22 Nov 2017)						
Line Items						
Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Test PO 20171117	000000001000001491	30.000 (PCS) ⓘ	17 Nov 2017	10.00 EUR	300.00 EUR
Current Order Status:						
30 Confirmed With Changes (Estimated Delivery Date: 22 Nov 2017 ; Confirmed Unit Price: 9.90 EUR )						
2	Test Po 20171117_2	000000001000001490	40.000 (PCS) ⓘ	17 Nov 2017	15.00 EUR	600.00 EUR
Current Order Status:						
10 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2017 )						
30 Confirmed With New Date (Estimated Delivery Date: 22 Nov 2017 )						

if all dates are correct now the changed order confirmation can be submitted again and will be updated automatically on Swarovski side