

# Quick reference Guide

## How to confirm a PO w/ Undisclosed amount?

1 Click on "Update Line Items"

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 4704000039. The header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Done' button is visible in the top right. Below the header, there are three main buttons: 'Create Order Confirmation' (which is highlighted with a dropdown menu), 'Create Ship Notice', and 'Create Invoice'. The dropdown menu for 'Create Order Confirmation' is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. To the right of these buttons are icons for download, print, and a menu. Below the buttons, the 'From' and 'To' information is displayed. The 'From' information is for Essity Hygiene and Health AB, and the 'To' information is for Deloitte AB-TEST. The 'Purchase Order' information shows it is a new order with the amount 'Undisclosed' and version '1'. A 'Track Order' button is located at the bottom right of the PO details section.

Purchase Order: 4704000039 Done

**Create Order Confirmation** ▼ Create Ship Notice Create Invoice ▼ Download Print More

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

**From:**  
Essity Hygiene and Health AB  
HBS/FE 106  
Frösön SE-838 80  
Sweden

**To:**  
Deloitte AB-TEST  
Mårdvägen 1  
Kalmar  
393 50 Kalmar  
Sweden  
Phone:  
Fax:  
Email: [anthony.john.c.araja@accenture.com](mailto:anthony.john.c.araja@accenture.com)

**Purchase Order**  
(New)  
4704000039  
Amount:Undisclosed  
Version: 1

Track Order

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2 Under line items click 'Details'

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available	Material Amount-Based Line	1 (PCS)	Undisclosed	Undisclosed

Test GR on amount

**Current Order Status**

1 Unconfirmed

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

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

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3 Select Unit Price 0.01

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available Test GR on amount New Order Status: 1 Confirmed	1	PCS			Undisclosed	Undisclosed

Est. Shipping Date:

Est. Delivery Date:

Undisclosed ⓘ

Unit Price: (no value) v

Supplier Part: (no value)

Auxiliary Part ID: 0.01

Manufacturer Part ID:

Confirmation should be successfully submitted