iCONNECT

SAP Ariba – Order Confirmation Guide

Tabreed & Group Entities

June 2022

Confirm you order

- Open the email notification of the PO you received
- Click on **process order**

Confirm you order

- The link in the email will take you to a sign-in page on Ariba
- Upon login, it will take you to the respective PO and related actions (order confirmation, invoice etc.)

Confirm you order

1. Enter Confirmation Number (any number you use to identify the order confirmation).
2. Specify estimate completion (or delivery/shipment) date information. It applies to all line items.
3. Click **next** when finished.
4. Review the order confirmation and click **submit**.
5. Your order confirmation is sent to your customer.