



SAP OFS Order Collaboration Supplier Training Guide

2021 - 2022

Public



Agenda

Order Collaboration

- Order Collaboration Documents
- Order Collaboration Workflow Diagram
- Different Modes of Integration/ Automation

Order Collaboration Portal User Interaction

- Purchase Order
- Order Confirmation
- Advanced Shipping Notice
- Extended Collaboration (Consignment and Subcontracting)
- Finished Goods Receipt
- Invoice

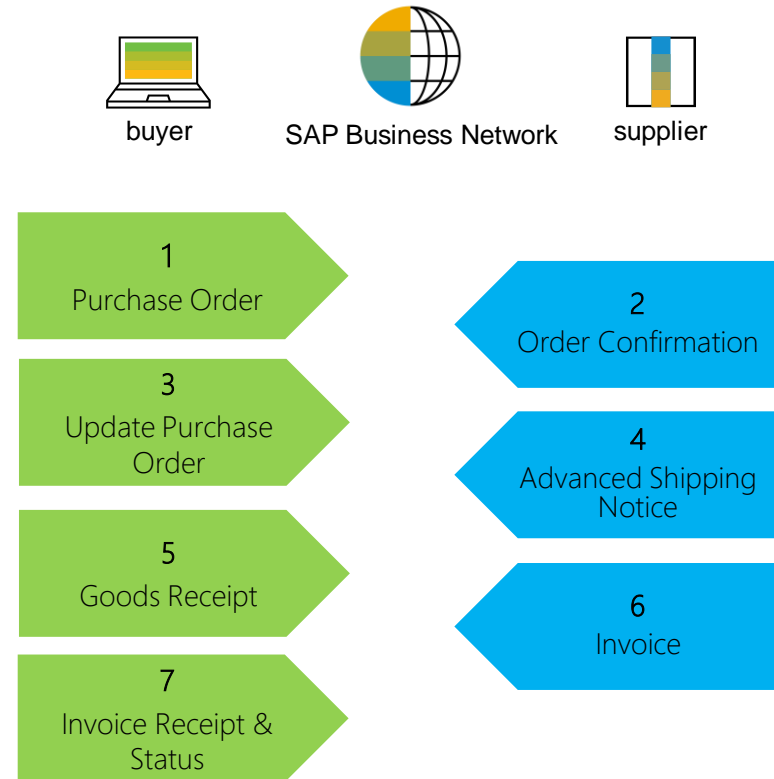
Support

Appendix

PO Collaboration Documents

Document	Description
Purchase Order (PO) PO Changes Consignment Order Subcontracting Order	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.</p> <p>An ASN must be submitted for inventory line items. If an ASN is not submitted, the goods cannot be received.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Structure</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.</p>

PO Collaboration Workflow Diagram for Direct



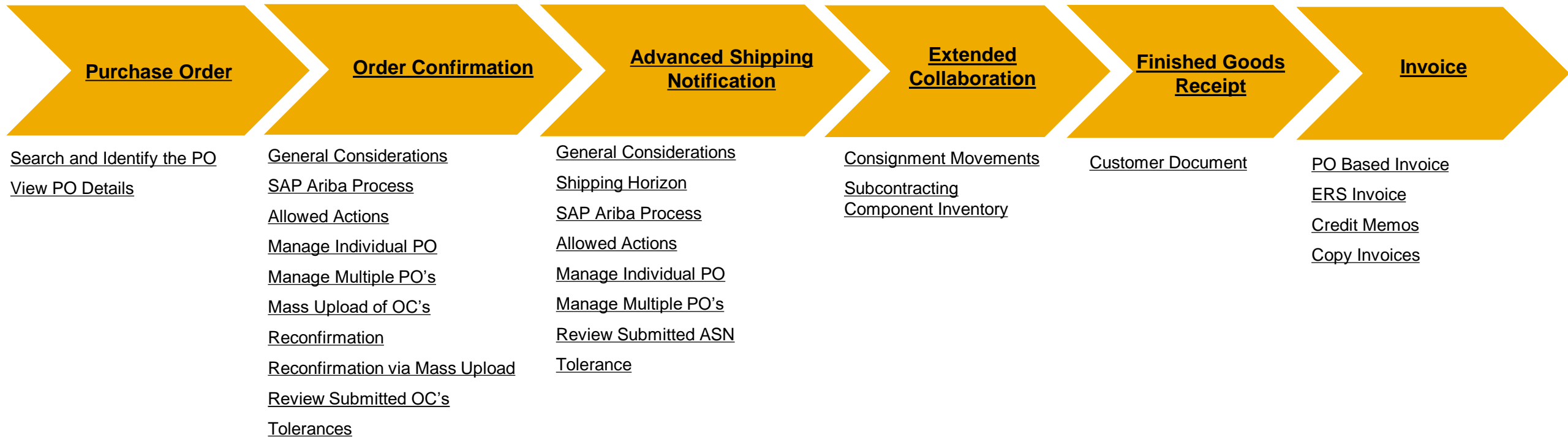
Different Modes of Integration/ Automation



SAP Business Network allows supplier to work in different modes.

- **Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.
- **Full System Integration:** SAP Business Network allows to electronically integrate with the network. For technical details please refer to your Buyer.

Order Collaboration Portal Interaction



Purchase Order

General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.
- Baker Hughes will send Purchase Order, Purchase Order Changes, Consignment, and Sub-Consignment Purchase Orders.
 - **Consignment Orders:** the item category will be listed as Consignment. Suppliers will not submit invoices through the SAP Business Network for Consignment orders. Suppliers will follow the standard order confirmation, advanced shipping notification, as required by the purchase order control keys.
 - **Subcontracting Orders:** the item category will be listed as Subcontracting. Suppliers will follow the standard order confirmation, advanced shipping notification, and invoicing as required by the purchase order control keys.

Purchase Order

Search and Identify the PO (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select any of **Orders** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Click **export** button to download data in Excel.
6. Open PO by clicking its **number**.

Note:

- If the order can not be found in search, please check PO instructions or contact [Customer].
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' tab is selected. Below the navigation bar, there are four summary tiles: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271). Below these tiles is a filter section with various options like 'Customers', 'Order numbers', 'Creation date', 'Order status', 'Company codes', 'Purchasing organizations', 'Customer locations', 'Order type', 'Routing status', 'Min amount', 'Max amount', and 'Currency'. At the bottom, there is a table with columns 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The table contains one row with the order number '4500003734' and customer 'SCC Delivery Team - Global H19 Client 400 - TEST'. Numbered callouts (1-6) indicate the steps described in the text.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

Purchase Order

Search and Identify the PO – from Orders and Releases

1. Go to **Orders** tab to manage your purchase orders.
2. Go to **Purchase Orders** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left hand side of your screen.
4. Advanced search filters allow you to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact Baker Hughes.

Orders and Releases (100+)

Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input type="radio"/>	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is selected. Below the navigation bar, there are tabs for 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Purchase Orders' tab is active. The main area is titled 'Orders and Releases' and contains a 'Search Filters' section. The search filters include:

- Customer: All Customers (dropdown)
- Order Number: Partial number (selected) or Exact number (radio buttons)
- Show orders by: Creation Date (selected) or Inquiry Date (radio buttons)
- Date Range: Last 24 hours (selected) or Last 7 days, Last 14 days, Last 31 days (dropdown menu)
- Other: Other (dropdown) with Start Date (28 Jan 2019) and End Date (29 Jan 2019) (calendar pickers)

 A 'Show Advanced Filters' link is visible below the search filters. At the bottom right, there are 'Search' and 'Reset' buttons.

Purchase Order

Search and Identify the PO – from Items to Confirm/ Items to Ship

1. Go to **Orders** tab to manage your purchase orders.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left hand side of your screen.
4. Enter your search criteria and click **Search**.
5. It is possible to set the **Date Range** filter to “None” to search across all the PO’s matching other search criteria.
6. Category can be selected to view only Consignment or Subcontracting orders
7. Click order number to view the purchase order details.
8. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note: If the order can not be found in search, please check PO instructions or contact Baker Hughes.

Orders and Releases (100+)

Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is selected. Below the navigation bar, there are sub-tabs: 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Items to Confirm' sub-tab is active. A search filter panel is open, showing various filters: 'Customer' (All Customers), 'Order Number', 'Planner Code', 'Product Group' (Line Of Business), 'Need by Date Range' (None), and 'Category' (All). A 'Search' button and a 'Reset' button are at the bottom right.

Purchase Order

View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. View the details of your order and allowed actions.
2. Line Items section describes the ordered items.
 - Category type is listed on the line item level.
3. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.
4. You can configure your view by clicking configure icon.

Purchase Order: 4500052892 Done

Create Order Confirmation Create Invoice Create Quality Notification Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From:
BestRun Australia BP
168 Walker Street
North Sydney NSW 2060
Australia
Phone: +61 () (02) 9935 4 500
Fax: +61 () (02) 9935 4 999

To:
BParnau Supplier - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States
Phone: +420 (111) 1111111
Fax:
Email: bogdan.parnau@sap.com

Purchase Order
(New)
4500052892
Amount: \$20.00 AUD
Version: 1

2

Line Items

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1	→ Edited		H078785000G00	Material	Subcontract			20.000 (EA) ⓘ	22 Mar 2021	\$100.00 USD	\$2,000.00 USD	\$0.00 USD Details

3

Show Item Details

4

Hide Item Details

- ✓ Status
- ✓ Control Keys
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

Purchase Order

View PO Details – Line Level

1. Detail of item status (previously confirmed or previously shipped items).
2. **Control keys** show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
3. Below Control keys – there might be customer comments available.
4. **Schedule line details** the quantities planned for specified delivery dates.
5. Additional details might be provided in Other information section.
6. Batch information, if any.
7. Additional sources: access to documents hosted by the Customer.
8. Review the incoterm information.

Line Items

Line #	Part #	Customer Part #	Type
10		2918	Material

Description: BP TST 2918

1

Status

100.0 Unconfirmed

2

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

3

Comments

Item text comments

4

Schedule Lines

Schedule Line #

1

5

Other Information

productType: 0

productTypeText: Standard

customerPartNumber: 2918

External Line Number: 10

6

Batch Information

Customer Batch ID: GENERIC

7

Additional Sources

Source Name

[ZJ2_CRT_803_MAI03_A](#)

[ZJ2_CRT_803_MAI03_A_EMP](#)

Schedule Lines

Schedule Line #

1

Delivery Date

8 Dec 2018 9:33 A

2

10 Jan 2019 12:00

8

Other Information

Incoterms Information

Incoterm Code: EXW (La Chaux-de-Fonds.)

Order Confirmation

General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by Baker Hughes.
- Suppliers can also suggest modifications of the purchase order (quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by Baker Hughes before fulfillment of the order.

Current Process

SAP Process

Buyer creates PDF version of PO and sends to supplier via email



PO will become visible in portal automatically

Supplier may respond with confirmation and/or deviations with requests to have buyer update PO for resubmission



Supplier confirms order in portal that will notify buyer of any changes to **quantity and date** to be approved

Order Confirmation

Allowed Actions

SAP Business Network provides multiple options to confirm your orders:

1. Individual PO management

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to fully or partially confirm the PO. The system will propose you the following buttons:

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, or dates.

2. Multiple POs to be managed: one-step confirmation

In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.

Note: It is not possible to split a single PO line into several confirmations with this option.

3. Mass OC upload

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload).

Choosing this option you will be able to update line items.

Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

From the **Workbench**:

1. Select **Orders** tile.
2. Identify the right document and click **Actions** button.
3. Select an action.
4. The same actions are available from the **PO screen**. Click **Create Order Confirmation** button.

OR

5. Confirm, update or reject your orders from the **Orders/ Purchase Orders** tab.
6. Identify the right document in Orders and Releases sub-tab and click **Create Order Confirmation** button.
7. Or click **Actions**.

Note:

- **Orders tab will be replaced with new Workbench concept soon.**
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot shows the SAP Business Network Enterprise Account interface. The 'Workbench' tab is highlighted with a yellow box and a circled '1'. Below the navigation bar, there are three statistics tiles: '92 New orders Last 90 days', '22 Changed orders Last 90 days', and '263 Orders' with a 'Save filter' link. A circled '5' is placed over the 'Orders' dropdown menu in the top navigation bar.

The screenshot shows a table with columns 'Order Number', 'Type', and 'Actions'. The first row contains '4500003734' and 'Order'. A circled '2' is over the 'Actions' column. A dropdown menu is open, showing options: 'Confirm entire order' (circled '3'), 'Update line items', and 'Reject entire order'.

The screenshot shows the 'Purchase Order: 4500003734' detail page. A blue button labeled 'Create Order Confirmation' (circled '4') is visible, along with a 'Create Ship Notice' button. A dropdown menu is open from the 'Create Order Confirmation' button, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

The screenshot shows an order detail page for 'Order 4500003679'. A circled '6' is over the 'Create Order Confirmation' button. A circled '7' is over the 'Actions' dropdown menu, which is open and shows options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

Order Confirmation

Manage Individual PO – Confirm Entire Order

For detailed order confirmation management please refer to Help Center documentation.

This slide explains how to Confirm Entire Order.

1. Select the option **Confirm entire order** in the Actions drop-down list.
2. Complete the mandatory fields in **the Order Confirmation Header**.
3. Review the **Line Items**.
4. Click **Next** button in the bottom of the screen when finished.
5. Review the order confirmation and select the next action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send order confirmation to the buyer.
 - Click **Exit** to leave the page without saving any changes.

Notes: Once the order confirmation is submitted, the order status will display as **Confirmed**.

The screenshot shows the SAP Order Confirmation interface. At the top, a blue button labeled "Create Order Confirmation" has a dropdown menu open, with "Confirm Entire Order" highlighted by a yellow box and a circled "1". Below this is the "Confirming PO" section, which includes a "Order Confirmation Header" and "SHIPPING AND TAX INFORMATION". The "Order Confirmation Header" has fields for "Confirmation #:" (456789), "Associated Purchase Order #:" (4500053069), "Customer:" (BP SCC Buyer - TEST), and "Supplier Reference:". The "SHIPPING AND TAX INFORMATION" section has fields for "Est. Shipping Date:", "Est. Delivery Date:+" (with a plus sign), and "Comments:". A blue "Next" button is located below the "Order Confirmation Header" section, with a circled "4" next to it. Below the "Next" button is the "Line Items" section, which contains a table with columns "Line #", "Part #", "Customer Part #", "Revision Level", and "Qty (Unit)". The table has one row with values: "10", "2921", "2921", and "70.0 (EA)". Below the table is a "Schedule Lines" section with a "Current Order Status:" field. At the bottom of the screen, there are three buttons: "Previous", "Submit", and "Exit". The "Submit" button is highlighted in blue, and a circled "5" is next to it.

1 Confirm Entire Order

2 Order Confirmation Header

3 Line Items

4 Next


5 Previous Submit Exit

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10	2921	2921		70.0 (EA)

Order Confirmation

Manage Individual PO – Update Line Items

For detailed order confirmation management please refer to Help Center documentation.

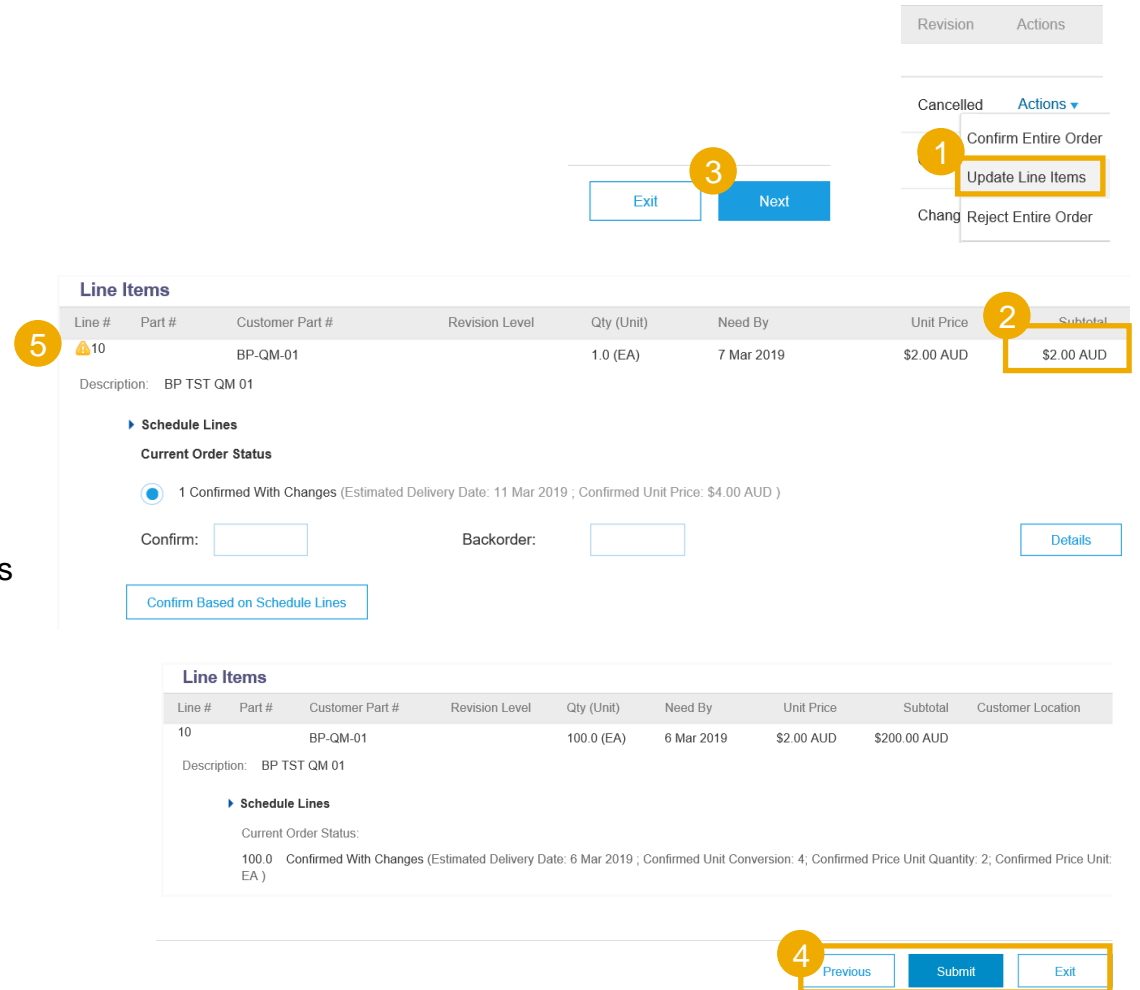
- If you select **Update Line Items**, you can confirm, and update line item information. Order confirmations have a **header** and a **line** items section.
 - At a **header** level, you can add comments, attachments and further order confirmation details.
 - At a **line** level, you can confirm, fully or partially.
- Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click OK to return to main screen.
- After confirming all requested items, click **Next** button in the bottom of the screen.
- Review the order confirmation and click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.
- If any changes to the PO need to be approved by the buyer, a  will be next to the Line #. You can view if the buyer approved, under the Details section of the Purchase order.

Status

1 Confirmed With New Date (Estimated Delivery Date: 31 May 2020 EDT / 31 May 2020 Buyer time)

Buyer confirmation approval status | Approved

Notes: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.



The screenshot shows the SAP Order Confirmation interface. At the top right, there are buttons for 'Revision' and 'Actions'. Below this, a 'Cancelled' button and an 'Actions' dropdown menu are visible. The dropdown menu includes options: 'Confirm Entire Order', 'Update Line Items' (highlighted with a yellow box and a '1' in a circle), 'Change', and 'Reject Entire Order'. In the center, there are 'Exit' and 'Next' buttons, with the 'Next' button highlighted by a yellow box and a '3' in a circle. Below this is the 'Line Items' section, which contains a table with columns: Line #, Part #, Customer Part #, Revision Level, Qty (Unit), Need By, Unit Price, and Subtotal. A yellow box highlights the 'Subtotal' column for line 10, with a '2' in a circle. The table shows line 10 with a warning icon (a triangle with an exclamation mark) next to the line number. Below the table, there is a 'Description' field, a 'Schedule Lines' section, and a 'Current Order Status' section. The status is '1 Confirmed With Changes (Estimated Delivery Date: 11 Mar 2019 ; Confirmed Unit Price: \$4.00 AUD)'. There are 'Confirm' and 'Backorder' input fields, and a 'Details' button. A 'Confirm Based on Schedule Lines' button is also present. At the bottom, there are 'Previous', 'Submit', and 'Exit' buttons, with the 'Submit' button highlighted by a yellow box and a '4' in a circle.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10		BP-QM-01		1.0 (EA)	7 Mar 2019	\$2.00 AUD	\$2.00 AUD

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		BP-QM-01		100.0 (EA)	6 Mar 2019	\$2.00 AUD	\$200.00 AUD	

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

For detailed order confirmation management please refer to Help Center documentation.

When you have various schedule lines with different delivery date, you can alternatively **confirm per schedule line**:

1. Extend the schedule lines to see the requested delivery dates.
2. Click on **Confirm based on Schedule Lines**.
3. Select the Schedule Lines you wish to confirm and click on **Create status**.
4. The new status will appear and decrease unconfirmed quantities.

Notes: You are not able to change quantities, price or delivery date when choosing this option.

CONFIRM BASED ON SCHEDULE LINES

Current Order Status: 20.0 Confirmed As Is (Estimated I) 15.0 Unconfirmed

Confirm:

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

Latest Confirmed Delivery Date: None

Schedule Lines

<input type="checkbox"/>	Schedule Line # ↑	Delivery Date	Ship By	Quantity (Unit)
<input checked="" type="checkbox"/>	1	15 Sep 2018		20.0 (PCE)
<input type="checkbox"/>	2	16 Nov 2018		10.0 (PCE)
<input type="checkbox"/>	3	1 Nov 2018		5.0 (PCE)

1 Schedule Lines

Schedule Line # ↑	Delivery Date	Ship By
1	15 Sep 2018	
▶ Components		
2	16 Nov 2018	
▶ Components		
3	1 Nov 2018	
▶ Components		

Current Order Status: 35.0 Unconfirmed

Confirm:

[Details](#) ⓘ

[Reject All](#) ⓘ

2 [Confirm Based on Schedule Lines](#) [Edit Components](#)

Order Confirmation

Manage Multiple PO's (From the Workbench)

For detailed order confirmation management please refer to Help Center documentation.

In case of **multiple POs** to be confirmed at the same time, you should use “Items to Confirm” Workbench tile or tab. It summarizes all line items across different POs, and gives you possibility to confirm multiple lines at once.

From the **Workbench**:

1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm**.
4. Select any of the action from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

Note:

- It is not possible to propose price changes, or split a single PO line into several confirmations with this option.

The screenshot illustrates the SAP Business Network Workbench interface for managing order confirmations. It features a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A summary tile indicates '3 Items to confirm' for the last 31 days. Below this, a filter bar allows users to refine the list with options like 'Exclude confirmation not all...', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A table displays the items to be confirmed, with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. A 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The 'Confirm' button is highlighted with a yellow box. At the bottom, a 'Submit' button is visible, indicating the final step in the process.

Item No.	Supplier Part No.	Requested U	Actions
Customer: SCC Delivery Team - Global H19 CI			
10	S_BP001	€1	...
Customer: SCC Delivery Team - Global H19 CI			
30	S_BP0011	€0	...

Order Confirmation

Manage Multiple PO's – from Items to Confirm

For detailed order confirmation management please refer to Help Center documentation.

In case of **multiple POs** to be confirmed at the same time, you should use the tab “items to confirm”. The “items to confirm” tab summarizes for you all line items across different POs, and gives you possibility to confirm multiple lines at once.

Note: it is not possible to propose price changes, or split a single PO line into several confirmations with this option.

1. Go to **Orders/ Purchase Orders/ Items to Confirm** sub-tab.
2. Identify relevant items to confirm using **Search Filters**.
3. In the Status field you can specify the items to be identified.
4. After entering search criteria click **Search**.
5. You can configure your view of identified items by clicking configure icon on the right hand of your screen.

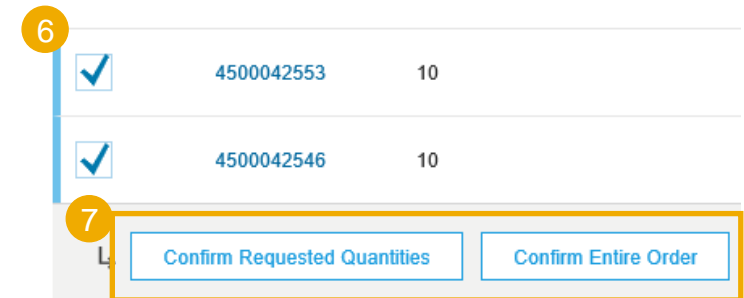
The screenshot displays the SAP Ariba Supply Chain Collaboration interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. Below this, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is selected, and the 'Items to Confirm' sub-tab is active. A search filter dropdown menu is open, showing options: 'Only items that can be confirmed', 'All items with unconfirmed quantity', 'Only fully confirmed items', 'Items awaiting buyer response or supplier reconfirmation', 'Items approved by buyer', and 'Items rejected by buyer'. The 'Search' button is highlighted with a yellow box. A 'Reset' button is also visible. The page number is set to 1. The table below the search area has columns for 'Purchase ID', 'Schedule Line', and 'Actions'.

Order Confirmation

Manage Multiple PO's – from Items to Confirm

For detailed order confirmation management please refer to Help Center documentation.

6. Select the lines you wish to confirm.
7. Select one of the allowed actions:
 - To confirm entire order without any updates, click **Confirm Entire Order** button.
 - To confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date.
8. Review confirmation and click **Submit** to send it to buyer system.



Note: You are able to confirm up to 20 items at once.

CONFIRMATION REVIEW

Items to Confirm

Total: 4

Line No. ↑	Part No.	Customer Part No.	Customer	Estimated Shipping	Estimated Delivery	Supplier Batch ID	Confirm Qty	Need By	Ship By
▼ Order No.: 4500053034 (2)									
10	SUP_2917_2	2917	BP SCC Buyer - TEST				11 (EA)	11 Mar 2019	
Description: BP TST 2917									

Schedule Lines

Schedule Line #	Estimated Shipping Date	Estimated Delivery Date	Requested Delivery Date	Supplier Batch ID	Quantity (Unit)
1		11 Mar 2019	11 Mar 2019		11 (EA)

8


Submit

Cancel

Order Confirmation


Mass OC Upload – Create OC Report

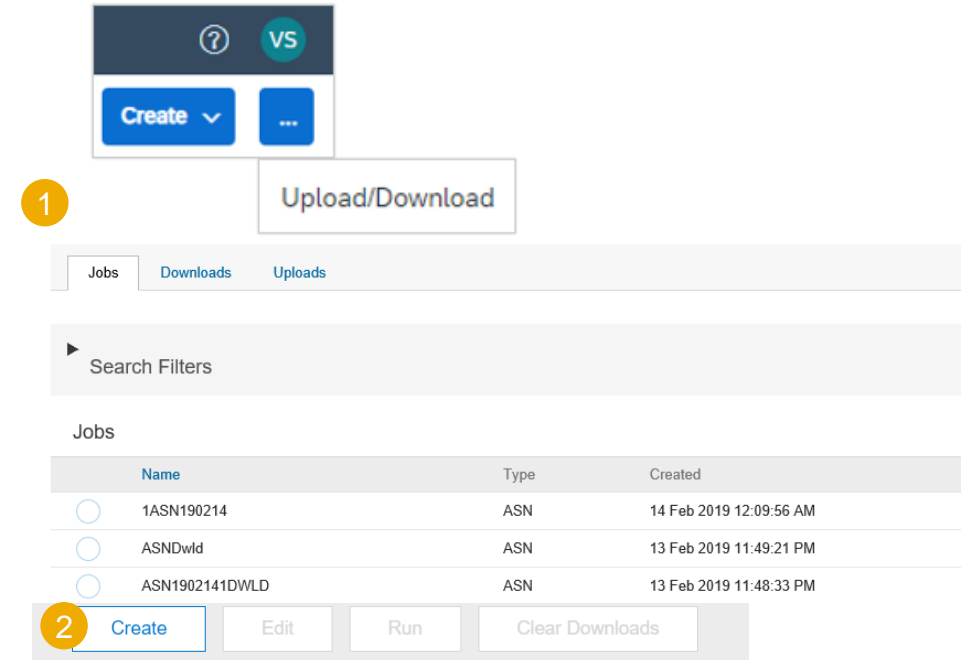
For detailed order confirmation management please refer to Help Center documentation.

1. Go to  button/ **Upload/ Download** tab, **Jobs** sub-tab.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields:
 - Enter a name for the report.
 - Set a type as **Order confirmation**.
 - Select a customer name.
4. Enter other **Job Search** Criteria if needed. You can choose if you'd like to include already confirmed data or do not include new data in the report.
5. Once done, click **Save**.
6. The report will appear in the Jobs list. Select it and click **Run**.

Notes: You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.

Jobs	
Name	Type
<input checked="" type="radio"/> 123abc	Order Confirmation
<input type="radio"/> 1ASN190214	ASN
<input type="radio"/> ASNDwid	ASN
<input type="radio"/> ASN1902141DWLD	ASN





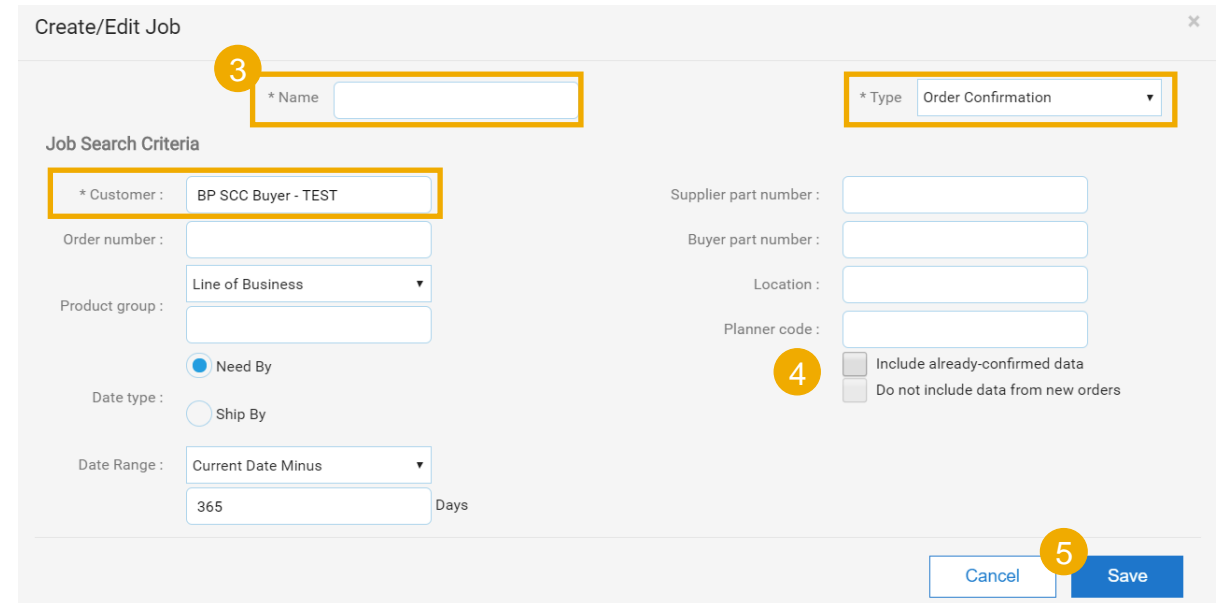
Upload/Download

Jobs Downloads Uploads

Search Filters

Jobs

Name	Type	Created
<input type="radio"/> 1ASN190214	ASN	14 Feb 2019 12:09:56 AM
<input type="radio"/> ASNDwid	ASN	13 Feb 2019 11:49:21 PM
<input type="radio"/> ASN1902141DWLD	ASN	13 Feb 2019 11:48:33 PM



Create/Edit Job

* Name

* Type

Job Search Criteria

* Customer :

Order number :

Product group :

Date type : Need By Ship By

Date Range : Days

Supplier part number :

Buyer part number :

Location :

Planner code :

Include already-confirmed data
 Do not include data from new orders

Order Confirmation

Mass OC Upload – Run OC Report

For detailed order confirmation management please refer to Help Center documentation.

7. The report will appear in the **Download** sub-tab.
8. To download a report click on the icon on right hand of the screen.
9. Use **Refresh Status** button to update report status to Completed.

The screenshot displays the SAP Order Confirmation interface. At the top, there are three tabs: 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is selected and highlighted with a yellow circle containing the number 7. Below the tabs is a 'Search Filters' section. The main content area is titled 'Downloads' and contains a table with the following data:


Job Name	Type	Last Run ↓	Last Run By	Status	File
123abc	Order Confirmation	7 Mar 2019 4:54:01 AM		Completed	↓
1ASN190214	ASN	14 Feb 2019 12:10:03 AM		Completed	↓
ASN1902141DWLD	ASN	13 Feb 2019 11:49:45 PM		Completed	↓

At the bottom left of the interface, there is a blue button labeled 'Refresh Status' with a circular arrow icon, highlighted with a yellow circle containing the number 9. The 'Status' column in the table is highlighted with a yellow box, and the 'File' column header is highlighted with a yellow circle containing the number 8.

Order Confirmation

Mass OC Upload – OC Report Template

For detailed order confirmation management please refer to Help Center documentation.

SAP Ariba 																											
Confirmations																											
Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Delivery	Item Shipment	Item Unit Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier		
	4500053022	2	08 Feb 2019						60	accept	SUP_2917/2917			16	EA	#####		2	AUD								
	4500053022	2	08 Feb 2019						70	accept	SUP_2917/2917			17	EA	#####		2	AUD								
	4500053022	2	08 Feb 2019						80	accept	SUP_2917/2917			18	EA	#####		2	AUD								
	4500053022	2	08 Feb 2019						90	accept	SUP_2917/2917			19	EA	#####		2	AUD								
	4500053025	3	11 Feb 2019						20	accept	SUP_2917/2917			1	EA	#####		2	AUD								

Note: Please make sure to use the latest version of the template available through the Portal.

Order Confirmation

Mass OC Upload – Date Update

To update **the delivery date** for the full line only, follow the below steps:

1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

Leave the other columns without any change.

Delete the lines that you do not want to confirm for now.

1 Confirmation Number	Order Number	Order Version	Order Date	Item Line	3 Item Type	Item Quantity	Item Unit Of	2 Item Delivery Date
-----------------------	--------------	---------------	------------	-----------	-------------	---------------	--------------	----------------------

4 Confirmation Number	Order Number	Order Version	Order Date	Item Line	5 Item Type	Item Supply	Item Custom	Item Quantity	Item Unit Of	Item Delivery Date	Item Unit	6 Item Unit
-----------------------	--------------	---------------	------------	-----------	-------------	-------------	-------------	---------------	--------------	--------------------	-----------	-------------

Order Confirmation

Mass OC Upload – Split of a Line Into Multiple Delivery Dates

If you need to split quantity of a line item into multiple delivery date, follow the steps below.

Example: Line item with 20 items to be delivered by Sept. 11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 5 in the initial line, and 15 in the 2nd line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates.
4. Adjust the dates accordingly for each of the lines.

Note:

- The total of the quantity in each line must always be equal to the initial order line quantity.
- In case of price update, the price of the different confirmation lines against a single PO line must always be identical.


SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	15	PCE	14 Sep 2018

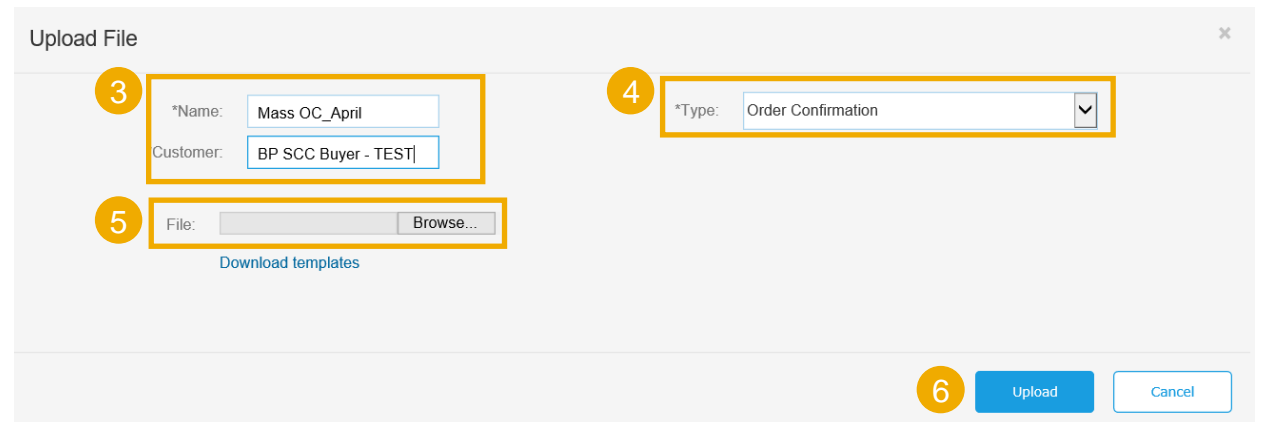
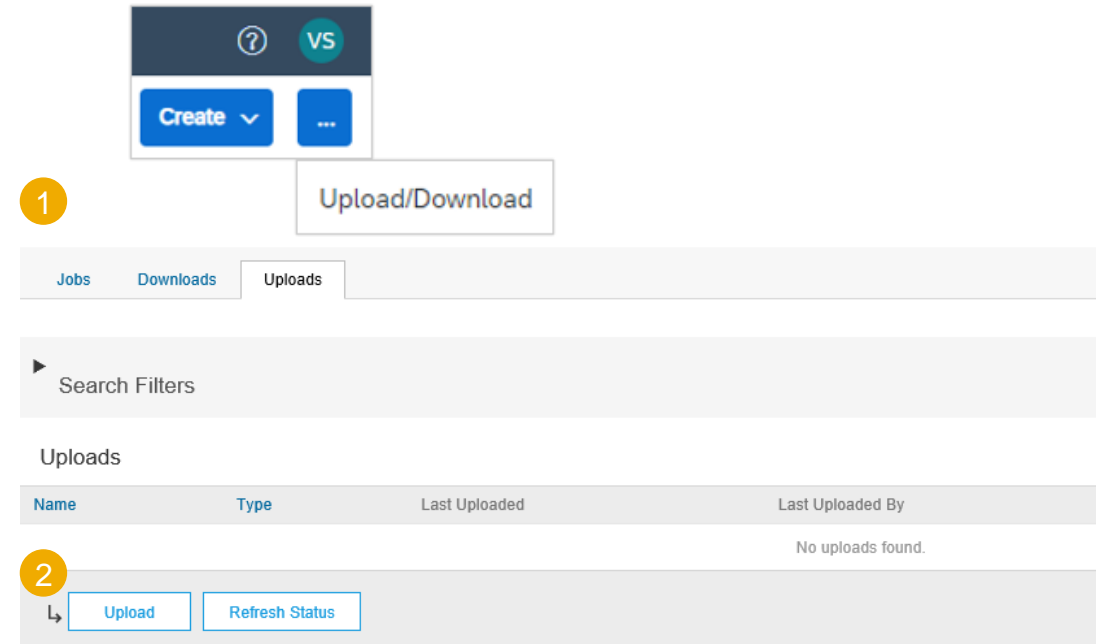
Order Confirmation

Mass OC Upload – Upload the Template

1. Go to  button/ **Upload/ Download** tab/ **Uploads** sub-tab.
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

Note:

- Do not use the link “Download template”.
- If you do not want to confirm some of the lines at the time of upload, delete them from the upload file.



Order Confirmation

Mass OC Upload – Upload the Template

- The status column displays whether upload was successful or not:
 - If upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities, price or date.
 - If the status changes to **Failed**, you need to download the audit log to view the errors.
 - If the status changes to **Completed With Errors**, you need to download the audit log to view the lines with errors.
- You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. **Reupload the corrected file by following the previous steps.**

Uploads				7	8	
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	↓	↓
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

Order Confirmation

Reconfirmation 1 (From the Workbench)

You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Use search filters to identify already confirmed lines.
3. Click Actions button and select **Update line item** on the right hand side of your screen.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A callout box labeled '1' points to a tile titled '13 Items to confirm' with a 'Save filter' button. Below this, a section labeled '2' shows a filter bar with 'Items to confirm (13)' and buttons for 'Edit filter', 'Save filter', and several exclusion filters. Below the filter bar is a table with one row selected. The table header shows 'Customer: BP SCC Buyer - TEST' and 'Order No.: BP1550000008400010FOR'. The table row contains a checkbox, the number '10', a dropdown menu showing 'Non Catalo...', and the text 'BuyerDescriptionBP05SN'. A callout box labeled '3' points to an 'Update line items' button that appears when the table row is selected.

Customer: BP SCC Buyer - TEST		Order No.: BP1550000008400010FOR	
<input checked="" type="checkbox"/>	10	Non Catalo...	BuyerDescriptionBP05SN

Order Confirmation

Reconfirmation 1 (From the Orders Tab)

You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

1. Go to **Orders/ Purchase Orders/ Items to confirm** sub-tab.
2. Use search filters to identify the already confirmed lines.
3. Click **Actions/ Update line item** on the right hand side of your screen.
4. You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).

Orders and Releases

Purchase Orders **Items to Confirm** Items to Ship Return Items

Search Filters

Items to Confirm (3)

	Order Number	Item	Part #	Customer Part #	Description	Revision Level	Customer	Customer Location / Description	Ordering Address
<input type="checkbox"/>	4500053126	10		2918	BP TST 2918		BP SCC Buyer - TEST	8540 Best Run Czech Republic	BP TST V1 ATLANTA, 01 France
<input type="checkbox"/>	4500053127	10		2918	BP TST 2918		BP SCC Buyer - TEST	8540 Best Run Czech Republic	BP TST V1 ATLANTA, 01 France

Supplier Batch ID Schedule Line Actions

Edit / View Actions

- Confirm Entire Order
- Confirm Requested Quantity
- Update Line Item**
- Reject Requested Quantity

Order Confirmation

Reconfirmation

- When reaching the PO again, you will see the split of your previously confirmed quantity, if originally split.
- You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
- You can reconfirm the line only partially and split the line again. Fill the quantity in the cell.

Example: 5 from the 9 items selected by the blue circle. Click details to change only the date of these 5 items.

- The order confirmation will be updated once Submitted.

The screenshot displays the SAP 'Line Items' interface for a purchase order. The main table shows a single line item (Line # 10) with a quantity of 10.0 (PCE) and a need-by date of 15 Oct 2019. Below the table, the 'Current Order Status' section is annotated with a blue circle (5) and a yellow box. It shows two status options: '9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)' and '1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)'. A yellow box (7) highlights the 'Confirm' field with the value '5'. To the right, a 'Details' button is annotated with a blue circle (6) and a yellow box. Further right, another 'Current Order Status' section is annotated with a blue circle (8) and shows three status options, with the third option '5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)' selected with a blue circle.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		part1		10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	

Description: Test description

Schedule Lines

5 Current Order Status

- 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

7 Confirm: 5 Backorder: Reject:

6 Details


8 Current Order Status

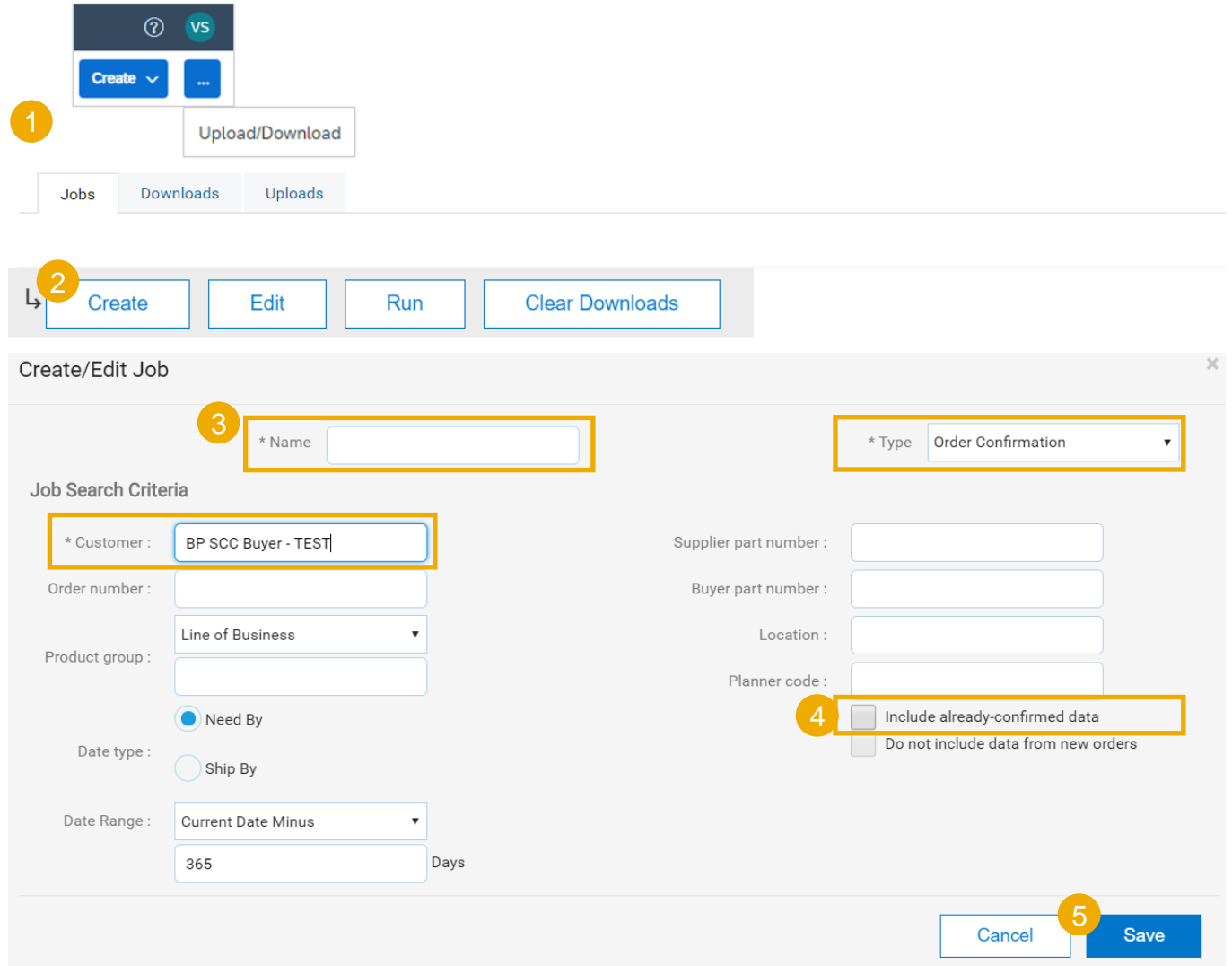
- 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)
- 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)

Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

1. Go to  button/ **Upload/ Download** tab, **Jobs** sub-tab
2. Click **Create** to create a new report..
3. Prepopulate all mandatory fields:
 - Enter a name for the report.
 - Set a type as **Order confirmation**.
 - Select a customer name.
4. Check **Include already confirmed data**.
5. Click **Save**.



The screenshot shows the SAP interface for creating an Order Confirmation report. It includes a top navigation bar with 'Jobs', 'Downloads', and 'Uploads' tabs. A 'Create' button is highlighted with a '1' callout. Below it, a 'Create/Edit Job' dialog box is open, showing various input fields and options. A '2' callout points to the 'Create' button in the dialog. A '3' callout points to the '* Name' field. A '4' callout points to the 'Include already-confirmed data' checkbox. A '5' callout points to the 'Save' button at the bottom right.

Jobs Downloads Uploads

1 Create ... Upload/Download

2 Create Edit Run Clear Downloads

Create/Edit Job

3 * Name * Type Order Confirmation

Job Search Criteria

* Customer: BP SCC Buyer - TEST

Order number: Supplier part number:

Product group: Line of Business Buyer part number:

Date type: Need By Location:

Date Range: Current Date Minus Planner code:

365 Days

4 Include already-confirmed data Do not include data from new orders

5 Cancel Save

Order Confirmation

Reconfirmation via Mass Upload – Run OC Report

6. The report will appear in the Jobs list. Select it and click **Run**.
7. You will be transferred to Downloads sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.
8. Download the Excel report and save it at your computer.

Note:


In Excel file you can reconfirm partially or fully confirmed items.

For more details how to confirm OC via Excel file refer to [Mass OC Upload](#) chapter described above.

The image displays two screenshots of a software interface. The first screenshot shows the 'Jobs' tab with a table containing one row: 'OC Reconf' (Type: Order Confirmation). A blue radio button is selected next to the job name. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Run' button is highlighted with a yellow circle and the number 6. The second screenshot shows the 'Downloads' tab with a table containing one row: 'OC Reconf' (Type: Order Confirmation, Status: Completed). A download icon is visible next to the 'Completed' status. A yellow circle with the number 8 is next to the download icon. Below the table is a 'Refresh Status' button, highlighted with a yellow circle and the number 7.

Order Confirmation

Reconfirmation via Mass Upload – Reupload the Template

1. Go to  button/ **Upload/ Download** tab, **Uploads** sub-tab.
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

Note:

If reupload fails or is completed with errors, download the Log information. After errors are fixed, reupload the file again.

1. More options button

2. Upload button

3. *Name: Mass OC_April
Customer: BP SCC Buyer - TEST

4. *Type: Order Confirmation

5. File: Browse...

6. Upload button

Order Confirmation

Review Submitted Order Confirmations

1. Submitted order confirmations can be viewed from **Fulfillment, Order Confirmations** sub-tab. Search filters are available.
2. Or from the PO view, you may click the link under the Related Documents.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A yellow circle with the number '1' highlights the 'Fulfillment' dropdown menu, which is open to show the 'Order Confirmations' sub-tab.

Below the navigation bar, a 'Search Filters' section is visible. The main content area shows 'Order Confirmations (311)' with a page indicator set to '1'. A table lists the following data:

Confirmation ID	Customer	Status
10C3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
10C3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

Below the table, a detailed view of a 'Purchase Order' is shown. The order is 'Partially Invoiced' with ID '20170215_DMPO7' and an amount of '295.00 EUR'. A yellow circle with the number '2' highlights the 'Related Documents' section, which includes a 'Routing Status: Acknowledged' and a list of documents: 'OCPO7 12313123', 'OCPO7', and a 'More(2)' link.

Order Confirmation

Review Submitted Order Confirmations

Example of order confirmation sent to Buyer.

1. Confirmation reference and purchase order reference.
2. Original requested date and quantity.
3. Actions from supplier:
 - a) Confirmations of 2 items “As requested”.
 - b) Confirmation of 8 items with updated delivery date.

Order Confirmation: CONF305

Print Export cXML

Detail History

1 Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: 6007625305

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	504890-1	Test customer part1		10.0 (PCE)	25 Jul 2018		121.60 CHF	1,216.00 CHF

Description: Test description

3 Current Order Status:

- 2 Confirmed As Is (Estimated Delivery Date: 25 Jul 2018)
- 8 Confirmed With New Date (Estimated Delivery Date: 26 Jul 2018)

Order Confirmation

Tolerances

Your Customer may apply specific tolerance rules on each order.

In case your modifications are not allowed, you will see the error message with additional instructions.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		Test customer part1		3.0 (PCE)	3 Apr 2017
Description	Test description				

► Schedule Lines

Current Order Status



3.0 Unconfirmed

Confirm:

Backorder:

Re

! The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 1.50 and 4.50 inclusive.

Advanced Shipping Notification

General Considerations

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.
- Attachments related to the delivery such as Quality documents, certs, or any other specified requirements, should be attached in SAP ASN.

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event.

By sending the information as early as possible, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals.

Inventory related lines require an ASN to be submitted. Without an ASN submitted through SAP, the Goods cannot be received.

WHY TO USE ASN?

Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

The buyer can prepare and notify employees of the imminent arrival of goods and data quality will be higher as manual re-entry of data is avoided. This will have an impact on the following aspects of doing your business:

- Planning
 - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
 - Special unloading and Quality Assurance persons and equipments, floor and rack space can be prepared.
 - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
- Execution
 - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, Country of Origin etc.
- Administration
 - Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

Advanced Shipping Notification

Shipping Horizon

- Shipping Horizon: Shipping Horizon is the time allowed for the supplier prepare paperwork, ship material and Baker Hughes to receive the material into SAP before they are marked LATE. The earliest ASN creation date is calculated by taking the Delivery date on the PO minus the Shipping Horizon.
- Shipping Horizon is for full collaboration suppliers ONLY. If the Order Confirmation control key states 'not allowed', the shipping horizon is not applicable.
- Standard Shipping Horizon is 7 Calendar days for domestic shipments and 30 Calendar days for international shipments.
- Shipping Clearance Requests are required when the supplier wants to ship outside of the approved shipping horizon. Please contact your buyer if you request an update to the Delivery Date in order to ship early. Once the purchase order has been updated with the new delivery date, a new order confirmation is required.
- SAP Business Network will not allow suppliers to complete and submit an ASN on the SAP Business Network if outside of the Shipping Horizon.
- The ship notice control key will be set to 'not allowed' if you are outside the shipping horizon. The Control Keys can be found at the line level by clicking **Details**. Once you are within your shipping horizon, a change PO will be sent updating the ship notice control key to 'allowed'.

Outside Shipping Horizon:

Control Keys
Order Confirmation: required before shipping
Ship Notice: not allowed
Invoice: is not ERS
Invoice Verification Type: goods receipt

Inside Shipping Horizon:

Control Keys
Order Confirmation: required before shipping
Ship Notice: allowed
Invoice: is not ERS
Invoice Verification Type: goods receipt

Current Process

Supplier ships product with physical paperwork with load, potentially without notification

Receiving uses paperwork/PO information to receive goods in system

Supplier does not see receipt status of PO

Supplier would send multiple ASNs for a single shipment



SAP Process

Supplier will create Ship Notice, after confirming order, to notify buyer of shipment. Supplier will attach barcode for shipment to physical paperwork to accompany shipment.

Receiving will use ASN bar code generated from supplier Ship Notice to receive goods.

Supplier will have ability to see receipt status for all PO/ASN as well as individual receipts

Supplier will send a single ASN for a single shipment

Advanced Shipping Notification

Allowed Actions

SAP Business Network provides multiple options to maintain ASN.

1. Individual PO management.

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO.

2. Multiple PO's management.

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

Advanced Shipping Notification

Individual PO Management – Create ASN

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

From **Orders/ Orders and Releases** tab:

4. Identify the right document using **search filters**.
5. Click **Actions/ Ship Notice** or **Create Ship Notice** button.

OR

6. You can also create ASN from the PO screen. Click **Create Ship Notice**.

Note: Orders tab will be replaced with new Workbench concept soon. will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Business Network interface for creating a shipping notice. It is divided into two main sections: the Workbench and the Orders and Releases tab.

Workbench Section:

- 1:** A tile labeled "7 Items to ship" with a sub-label "Last 31 days".
- 2:** A list of items to ship with filters: "Next 90 days", "Last 31 days", "Exclude fully shipped, +1", "Exclude fully received", and "Exclude fully invoiced".
- 3:** A "Create ship notice" button is visible above a table of items.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST	Ship To Address: Storage Locaiton 171C - Address Nam, Palo Alto,					
4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung			...

Orders and Releases Section:

- 4:** The "Orders and Releases" tab is active, showing "Search Filters".
- 5:** A table lists search results for "Order Number 4500003734".

Type	Order Number	Ver	Customer	Actions
Order	4500003734	1	SCC Delivery Team - Global H19 Client 400 - TEST	Actions ▾

5: A "Create Ship Notice" button is shown below the search results table.

6: A "Purchase Order: 4500003734" screen is shown with a "Create Ship Notice" button.

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your SAP Business Network account.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number. **(20 Character Limit)**
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date.
7. Enter Carrier Name & Tracking Information
8. Upload tool to attach additional documents if needed.
9. In section “additional fields”, provide comments if needed.

▼ Ship Notice Header

SHIPPING

3 Packing Slip ID: *

4 Invoice No.:

Requested Delivery Date: --

5 Ship Notice Type:

6 Shipping Date: *

6 Delivery Date: *

Hazard Type:

Code:

Is Divisible:

► Dimensions

TRACKING

7 Carrier Name: *

Tracking No.: *

Bill of Lading No.:

Tracking Date:

Shipping Method:

Service Level:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

9 ▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for each line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what it possible). **Country of Origin is required.**
 - Supplier Batch ID: **15 Character Limit**
2. Click **Remove** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
4. If you click **Add details** button, you can add manually the serial numbers. To be able to click on **Details**, you need to fill at least the packing slip ID and delivery date.

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
6008458069	1		Test customer part1	30.0	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1
Description: Test description										
Shipment Status Total Item Due Quantity: 30 PCE										
Confirmation Status Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE										
Line	Ship Qty	Production Date	Expiry Date	Country of Origin*	Supplier Batch ID:	Statistical Date:				
1	10			(no value)		21 May 2020	Download PDF	Add Details		

3 [Add Ship Notice Line](#)
4

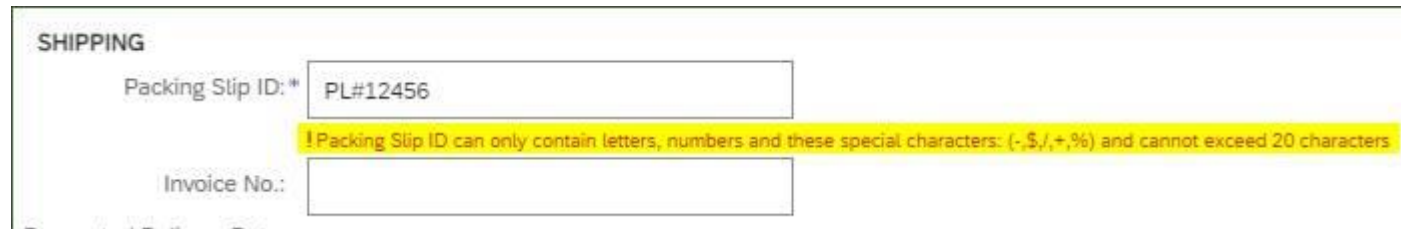
[Add Order Line Item](#)
[Manage Serial Numbers](#)

Advanced Shipping Notification

Individual PO Management – Create ASN – Header/ Line Level Restrictions

Header Level:

- “Packing Slip ID can only contain letters, numbers and these special characters: (-,\$,/+,%) and cannot exceed 20 characters”



SHIPPING

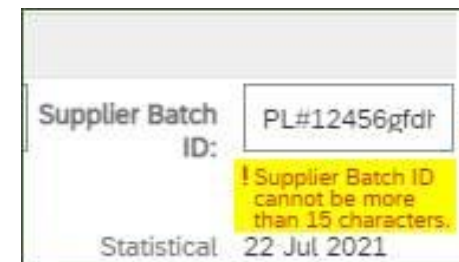
Packing Slip ID:* PL#12456

! Packing Slip ID can only contain letters, numbers and these special characters: (-,\$,/+,%) and cannot exceed 20 characters

Invoice No.:

Line Level:

- “Supplier Batch ID cannot be more than 15 characters”



Supplier Batch ID: PL#12456gfdt

! Supplier Batch ID cannot be more than 15 characters.

Statistical 22 Jul 2021

Advanced Shipping Notification

Individual PO Management – Line Level – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's. Your invoice can only contain PO lines from the same PO.

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
5. Click **Remove** button if you need to delete a complete PO line from your document.

The screenshot illustrates the SAP Advanced Shipping Notification interface. It shows a list of PO lines with a search bar and a filter icon. A line is selected, and the 'Add Selected Items' button is highlighted. The details of the selected line are shown, including the description, shipment status, and quantity. A table below the details shows the line item with a quantity of 6.0 and a supplier batch ID. The 'Add Details' button is highlighted.

Line	Ship Qty	Supplier Batch ID
1	6.0	

Advanced Shipping Notification

Individual PO Management – Line Level – Serial Numbers

Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item.
2. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.

Note: If you have many serial numbers to provide, you can use the **Serial number upload** tool described on the next slides.

If a list of serial numbers is provided in the purchase order, the serial number entered in the ship notice against this PO must be one from the list.

Create Ship Notice

Order #	Line #	Part #	Customer Part #	Qty	Unit
6008458069	1		Test customer part1	30.0	PCE
		Description:	Test description		

SHIPMENT STATUS
1. Shipping 10.0 PCE

ASSET DETAILS
The maximum number of assets you can enter is 10.0, which corresponds to the shipping quantity.

Serial Number	
123	Remove
	Remove

2 [Add Asset](#)

▶ HAZARD DETAILS
▶ PACKAGING

Advanced Shipping Notification

Individual PO Management – Review Before Submitting

1. To save a draft document click **Save** on the top of ASN screen. Saved draft will **not** be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. The draft can be accessed and modified from **Fulfillment/Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.
6. **Click Download PDF to Print barcode and attach with paperwork to be sent with physical shipment.**

To print a custom PDF, select one of the options below:

Number	Name
1.	Ship Notice Label V2
2.	Baker_Hughes_PartBarCode.V4

1

Save Exit Next

2

Edit Ship Notice.

Ship notice "21212121" is saved. The saved ship notice will be kept until 11 Nov 2018.

SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning Orders Fulfillment

3

Drafts

4

Invoices Ship Notices Service Sheets

Ship Notices

Packing Slip ID # Customer

5

Edit Delete

Advanced Shipping Notification

Individual PO Management – Submit the Final Document

1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity
4. And review the serial numbers, if applicable.
5. In case there is information to be edited, click **Previous**.
6. Click **Submit** to send ASN to the customer.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

The screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Save', 'Exit', and 'Next' (callout 1). Below these are 'Previous', 'Save', and 'Submit' buttons (callouts 5 and 6). The main content area is divided into several sections:

- SHIP FROM:** TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS
- DELIVER TO:** TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS
- SHIPPING:** Packing Slip ID: 222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, **Actual Delivery Date: 30 Oct 2018** (callout 2), Is divisible: No
- TRACKING:** Tracking information not provided
- DIMENSIONS:** Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --
- Order Items:** A table with columns: Order #, Line #, Part #, Customer Part #, Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Custom. The first row shows: 5000450934, 1, 123123, 123123, 30.0 (callout 3), PCE, 15-Oct-2018, 10.00 CHF, 300.00 CHF. Description: MAIL PANTH MM H ATT FER IND OR OR SER
- SHIPMENT STATUS:** 1. Shipping 4.0 PCE
- ASSET DETAILS:** Serial Number, Asset Tag. A list of serial numbers: 123, 222, 333 (callout 4).

Advanced Shipping Notification

Individual PO Management – Cancel ASN

It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

Cancellation rule: a shipping notice can be cancelled until the Goods Receipt has been issued by Baker Hughes.

1. Go to **Fulfilment/ Ship Notices**.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.

After ASN cancellation, the items will be visible again in Items to Ship tab and a new shipping notice can be created.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfilment'. A dropdown menu under 'Fulfilment' is open, showing 'Ship Notices' with a yellow circle '1' next to it. Below this, a 'Ship Notices' section has a search filter icon with a yellow circle '2' next to it. A table titled 'Ship Notices (244)' lists several notices. The row for '2ASN190312' is highlighted with a yellow box and a yellow circle '3' next to the 'Packing Slip ID' column. Below the table, a detailed view for 'Ship Notice: 2ASN190329' is shown, with a yellow box around the 'Cancel' button and a yellow circle '4' next to it. Other buttons in this view include 'Edit', 'Print', 'Export cXML', and 'Download PDF'.

Packing Slip ID	Customer	Order #	Date
2ASN190329	BP SCC Buyer - TEST	Multiple	29 Mar 2019 10:35:44 AM
1ASN190329	BP SCC Buyer - TEST	Multiple	29 Mar 2019 10:32:00 AM
1ASN190325	BP SCC Buyer - TEST	Multiple	25 Mar 2019 12:23:21 PM
2ASN190312	BP SCC Buyer - TEST	550000029500010FOR	12 Mar 2019 6:20:15 PM

Advanced Shipping Notification

Multiple PO's Management

This page will be replaced with new Workbench concept soon.

In case of multiple lines of PO's to be shipped and delivered to the same address on the same estimated delivery day, you should use Items to Ship tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Go to **Orders/ Purchase Orders/ Items to Ship** tab.
2. Use search filters to identify the items you need to ship.
3. You can configure your view of items by clicking the icon on the right hand side of the screen.
4. The drop down list with configure options will appear.

Your **shipping notice** can contain PO lines from **different PO's**.
Your **invoice** can only contain PO lines from the **same PO**.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there's a navigation bar with 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. Below that are tabs for 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is active, and within it, the 'Items to Ship' sub-tab is selected. A search filter is applied: 'Ship To: Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)'. A table lists items to ship with columns for 'Need By', 'Part No.', 'Customer Part No.', 'Description', 'Revision Level', 'Order Number', 'Item', and 'Schedule L'. Two items are listed: one for 18 Mar 2019 (BP TST 2918) and one for 19 Mar 2019 (BP TST 2926 SERN&BATCH). On the right side, a 'Show / Hide Columns' dropdown menu is open, showing a list of columns with checkboxes: Priority, Sub-Priority, Inventory Level, Need By, Ship By, Part No., Supplier Batch ID, Customer Part No., Customer Batch ID, Description, More..., Group by Column, Need By, Need By and Ship To, Ordering Address, Order Number and Ship To, Customer Location / Descr..., Customer, Grouping Expansion, Collapse All, and Expand All. Below the table, there are options for 'Export to Excel' (all rows, current page), 'Date Display' (show time), and 'Table Size' (100, 200, 300, 400, 500).

Advanced Shipping Notification

Multiple PO's Management – Search Filters

Use search filters to identify the items to ship.

1. You may populate an order number or Need by date range (the date range can be set as “none”).
2. Always select Schedule Line Date Range option.
3. Choose what items you want to view.
4. Advanced filters are available for more refined search.

For more information about other search criteria, please check Appendix.

Note: For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

The screenshot shows the 'Search Filters' interface with the following elements:

- 1:** Customer dropdown menu set to 'All Customers'.
- 2:** Search By dropdown menu set to 'Schedule Line Date Range'.
- 3:** View dropdown menu set to 'Only items that can be shipped'.
- 4:** 'Show Advanced Filters' button.

Other visible elements include:

- Show orders by: Need by date Ship by date
- Order Number: Partial number Exact number
- Date Range: Other
- Start Date: 5 Apr 2020
- End Date: 13 May 2020
- View by PO priority
- Search only scheduling agreement releases or scheduling agreements

Advanced Shipping Notification

Multiple PO's Management – Create ASN

1. Review line items and create a shipping notification by selecting the relevant purchase orders **per one single ship to address and one single packing list/date**.
2. Click **Create Ship Notice** at the bottom of the page.
3. The truck icon will only allow you to create individual ship notices (with one PO line as a start). If the icon is colored, a ship notice was already sent via SAP Business Network for this line.
4. You are allowed to combine multiple PO's in one shipping notice if they are delivered to the same address. Or else, the system will show an error message.

Note: You can choose lines with different “Need-by” dates for the same shipping notice.

The screenshot displays the SAP Advanced Shipping Notification interface. At the top, a callout '1' points to the 'Ship To' address: 'Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)'. Below this is a table of PO lines. The first line (18 Mar 2019, PO 4500053087) has an unchecked checkbox. The second and third lines (19 Mar 2019, PO 4500052641 and 4500052667) have checked checkboxes. A callout '3' points to the truck icon in the rightmost column of the table. At the bottom, a callout '2' points to the 'Create Ship Notice' button, and a callout '4' points to an error message: '! A ship notice can have only one location.'

Need-by Date	PO Number	Quantity	Unit	EA	Buyer	Truck Icon
18 Mar 2019	4500053087	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST
19 Mar 2019	4500052641	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST
19 Mar 2019	4500052667	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST

Advanced Shipping Notification

Multiple PO's Management – Populate the Fields

The system will create a unique ship notice including multiple PO lines.

1. Populate the mandatory and relevant fields in the header section.
2. If needed, adjust quantity and serial numbers line per line.
3. If you have many serial numbers to populate, you can use the serial number upload tool.
4. You can remove order items
5. Or add extra PO lines via Add order line items.

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.

▼ Ship Notice Header

SHIPPING

1 Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:*

Delivery Date:*

Hazard Type: Select

Is Divisible:

▶ Dimensions

TRACKING

Carrier Name: Test only

Tracking No.:

Bill of Lading No.:

Tracking Date:

Shipping Method: Select

Service Level:

Code:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location															
6008458069	1		Test customer part1	30.0	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1	4 Remove														
<p>Description: Test description</p> <p>Shipment Status Total Item Due Quantity: 30 PCE</p> <p>Confirmation Status Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Production Date</th> <th>Expiry Date</th> <th>Country of Origin*</th> <th>Supplier Batch ID:</th> <th>Statistical Date:</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td></td> <td></td> <td>(no value)</td> <td></td> <td>21 May 2020</td> </tr> </tbody> </table>												Line	Ship Qty	Production Date	Expiry Date	Country of Origin*	Supplier Batch ID:	Statistical Date:	1	10			(no value)		21 May 2020
Line	Ship Qty	Production Date	Expiry Date	Country of Origin*	Supplier Batch ID:	Statistical Date:																			
1	10			(no value)		21 May 2020																			

5 Add Ship Notice Line

3 Add Order Line Item Manage Serial Numbers

Advanced Shipping Notification

Multiple PO's Management

In case of **multiple lines of PO's** to be shipped and **delivered to the same address on the same estimated delivery day**, you should use **Items to Ship tile in your Workbench**. It summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Click **Items to ship** tile in the Workbench.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

OR you can use **Orders/ Orders and Releases** for one-step action.

4. Click **Items to ship**.
5. Identify right items using **Search filters**.
6. Select them and click **Create Ship notice**.

Your **shipping notice** can contain PO lines from **different PO's**.
Your **invoice** can only contain PO lines from the **same PO**.

The screenshot illustrates the SAP Workbench interface for managing shipping notifications. It is divided into two main sections: a summary tile and a detailed table view.

Section 1: Items to Ship Tile (Annotations 1-3)

- Annotation 1:** A summary tile showing '7 Items to ship' for the 'Last 31 days' period.
- Annotation 2:** A filter bar with options: 'Edit filter', 'Save filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'.
- Annotation 3:** A 'Create ship notice' button.

Table 1: Items to Ship (7)

Item	Quantity	Material	Description
4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung
550000018100030FOR	30	S_BP0011	RAW13, PD, Lohnbearbeitung

Section 2: Items to Ship Table (Annotations 4-6)

Annotation 4: The 'Items to Ship' tab is selected in the navigation bar.

Annotation 5: The 'Search Filters' section is expanded.

Table 2: Items to Ship (82)

Priority	Sub-Priority	Inventory Level	Need By ↑	Order Number	Item	Schedule Line No.
▼ Ship To: SCC Delivery Team - Global H19 Client 400 - TEST 3475 Dear Creek , Palo Alto , CA , 943041355 , United States (7)						
			10 Apr 2021	4500003387	10	4
			11 Apr 2021	4500003386	10	3

Annotation 6: A 'Create Ship Notice' button is visible at the bottom of the table.

Advanced Shipping Notification

Multiple PO's Management – Search Filters

Use search filters to identify the items to ship.

- You may populate an order number or Need by date range (the date range can be set as “none”).
- Always select Schedule Line Date Range option.
- Choose order type and category.
- For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.
- For long term PO agreements that typically are valid for a year and have line items with unlimited over delivery, use the **Order Number: Exact match** filter on the **Items to Ship** or Multi-tier Items to Ship tabs to create ship notices for the PO until the expiration date is reached.
- An item with **unlimited quantity tolerance still appears** on the Items to Ship even if the full quantity has already been shipped for as long as order's expiration date has not been reached.

Items to ship (7)

▼ Edit filter

Customers <input type="text" value="Select or type selections"/>	Order numbers <input type="text" value="Type selection"/>	Customer locations <input type="text" value="Type selection"/>	Need by date <input type="text" value="Next 90 days"/>	Ship by date <input type="text" value="None"/>
<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match				
Creation date <input type="text" value="Last 31 days"/>	Company codes <input type="text" value="Select or type selections"/>	Purchasing organizations <input type="text" value="Select or type selections"/>	Purchasing groups <input type="text" value="Type selection"/>	Ordering address IDs <input type="text" value="Type selection"/>
Part numbers <input type="text" value="Select or type selections"/>	Customer part numbers <input type="text" value="Select or type selections"/>	Product group <input type="text" value="All"/>	Planner codes <input type="text" value="Type selection"/>	Order type <input type="text" value="All"/>
Category <input type="text" value="All"/>	Stock transfer type <input type="text" value="All"/>	Ship from location <input type="text" value="Select or type selections"/>	Supplier batch ID <input type="text" value="Select or type selections"/>	Confirmation status <input type="text" value="Select or type selections"/>
Shipping status <input type="text" value="Exclude fully shipped"/> <input type="text" value="Exclude sh"/>	Receiving status <input type="text" value="Exclude fully received"/> <input type="text" value="Selec..."/>	Invoicing status <input type="text" value="Exclude fully invoiced"/> <input type="text" value="Selec..."/>	External document type <input type="text" value="Type selection"/>	Transport Terms <input type="text" value="Select or type selections"/>
Storage locations <input type="text" value="Select or type selections"/>				

Advanced Shipping Notification

Multiple PO's Management – Populate the Fields

The system will create a unique ship notice including multiple PO lines.

1. Populate the mandatory and relevant fields in the header section.
2. If needed, adjust quantity and serial numbers line per line.
3. If you have many serial numbers to populate, you can use the serial number upload tool.
4. You can remove order items
5. or add extra PO lines via Add order line items.

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.

The screenshot displays the SAP Shipping Notification interface. A callout box labeled '1' highlights the 'Ship Notice Header' section, which includes fields for 'SHIPPING', 'Packing Slip ID', 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type', 'Shipping Date', and 'Delivery Date'. A red error message states: '! Ship Notice # must be alphanumeric and is limited to 10'. Below the header, two order lines are shown. Callout '2' points to the 'Ship Qty' field in the first line. Callout '3' points to the 'Add Order Line Item' and 'Manage Serial Numbers' buttons at the bottom. Callout '4' points to the 'Remove' button for each order line. The interface also shows 'Shipment Status' and 'Confirmation Status' for each line.

Advanced Shipping Notification

Multiple PO's Management – Line Level

Line level details – information taken from the initial orders:

1. Order numbers
2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship notice.
3. The **Line number** is the one from the original purchase order.
4. **Schedule lines** from the same purchase order appear as separate ship notice lines under the PO number.
5. **Serial number** and **quantity** to be shipped must be adjusted on each schedule line.

Items to Ship (58)										
	2	Need By	Customer Part #	Description	1	Order Number	4	Items	Schedule Line #	Requested Quantity
<input checked="" type="checkbox"/>	16 Oct 2018	12ABC	Description test	6008450934	2	2	9 (PCE)			
<input checked="" type="checkbox"/>	15 Oct 2018	123ABC	Description test	6008450934	2	1	5 (PCE)			
<input checked="" type="checkbox"/>	17 Oct 2018	1234ABC	Description test	6008450934	2	3	6 (PCE)			
<input checked="" type="checkbox"/>	16 Oct 2018	12345ABC	Description test	6008450901	4	2	2 (PCE)			

Order Item									
1	Order #	3	Line #	Part #	Customer Part #	Qty	Unit	2	Need By
6008450934	2	12ABC	Description test	20.0	PCE	15 Oct 2018	Shipment Status Total Item Due Quantity: 20 PCE Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE		
		4	Line	5	Ship Qty	Supplier Batch ID			
		1	1	9.0	Add Details				
		1	1	5.0	Add Details				
		1	1	6.0	Add Details				
Add Ship Notice Line									
6008450901	4	123ABC	Description test	10.0	PCE	15 Oct 2018	Shipment Status Total Item Due Quantity: 10 PCE Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE		
		1	Line	Ship Qty	Supplier Batch ID				
		1	1	2.0	Add Details				

Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices**.
2. Or to related order screen, Related Documents section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
4. and you will see the files you have attached.
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

1 Search Filters

2 Related Documents: Ship_TEST

3 Order Items

4 Attachment(s): Test_Excel.xlsx

5 Purchase Order (Shipped) 20150415_PO2 Amount: 295.00 EUR

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
2ASN190329	BP SCC Buyer - TEST	Multiple	29 Mar 2019 10:35:44 AM	Completed	Fully Received	Acknowledged	
1ASN190329	BP SCC Buyer - TEST	Multiple	29 Mar 2019 10:32:00 AM			Acknowledged	
1ASN190325	BP SCC Buyer - TEST	Multiple	25 Mar 2019 12:23:21 PM	Completed	Fully Received	Acknowledged	
2ASN190312	BP SCC Buyer - TEST	550000029500010FOR	12 Mar 2019 6:20:15 PM			Sent	

Order #	Line #	Part #	Customer Part #	Qty	Unit
4500053068	10		2918	80.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1. Shipped 10 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					
4500053069	20		2918	80.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1. Shipped 20 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					

Name	Type
Test_Excel.xlsx	application/vnd.openxmlformats-officedocument

Advanced Shipping Notification

Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tab.

From the Home screen:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle '1' highlights the 'Reports' dropdown menu. Below this is a 'Report Templates' table with columns: Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The table contains one entry: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status, and '23 Apr 2020' last run date. Below the table is a toolbar with buttons: 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. A yellow circle '2' highlights the 'Create' button. Below the toolbar is a 'Report' form with a title and description field, and a 'Criteria' section. The 'Criteria' section includes fields for 'Title: *', 'Description:', 'Time zone:', 'Language:', and 'Report type: *'. The 'Report type: *' dropdown is highlighted with a yellow box and a yellow circle '3'. Below the form is another 'Report Templates' table, identical to the one above, but with the 'ASN REPORT' entry selected (indicated by a blue circle) and the 'Status' column highlighted with a yellow box. A yellow circle '4' highlights the 'Run' button in the toolbar below this table. A yellow circle '5' highlights the 'Refresh Status' button, and a yellow circle '6' highlights the 'Download' button.

Title	Schedule Type	Report Type	Status	Last Run	Next Run
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020	

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: * ASN Report

Description:

Time zone: Singapore

Language: English

Report type: * Ship Notice

Title	Schedule Type	Report Type	Status	Last Run
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020

4 Run 6 Download Edit Copy Delete Create 5 Refresh Status

Advanced Shipping Notification

Tolerances

1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
 - Suppliers can always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates.
 - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.
2. In case your modifications are not allowed, you will see an error message.

Consignment Movements

From the Homepage:

1. Click on the **Fulfillment/ Extended Collaboration**.
2. Select **Consignment Movements** sub-tab.
3. Search filters enable searches for consignment movements within specified date ranges, by customer or customer part number. Use **Look up** function to search for the Part and Customer part numbers.
4. Choose the required parameters and click **Search**.
5. To reset search parameters click **Reset**.
6. Click on **configure** icon for table heading options, a tick indicates it is selected.
7. You can extract consignment list in Excel.

Note: Consignment Movements are for informational purposes only. Suppliers do not need to take any action. Suppliers will not submit invoices through the SAP Business Network for Consignment Orders.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Quality'. A dropdown menu under 'Fulfillment' is open, showing 'Extended Collaboration' (marked with a '1'). Below this, the 'Extended Collaboration' section has several tabs: 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', 'Return Shipments', and 'Consignment Movements' (marked with a '2'). The 'Search Filters' section contains several input fields: 'Customer' (set to 'All Customers', marked with a '3'), 'Customer Location', 'Part #' (with a 'Look Up' button), 'Customer Part #' (with a 'Look Up' button), 'Movement Date Range' (set to 'Other'), 'Start Date' (2 Mar 2021), and 'End Date' (30 Apr 2021). There are two checkboxes: 'Show consignment movements that are not settled' (unchecked) and 'Show consignment movements that are not invoiced' (checked). At the bottom right of the search filters, there are 'Search' (marked with a '4') and 'Reset' (marked with a '5') buttons. Below the search filters, a table titled 'Consignment Movements (4)' is shown (marked with a '6'). The table has columns for 'Customer Part No./Description', 'Part No.', 'Settlement', and 'Invoice No.'. Two rows are visible, both with checkboxes in the first column. An arrow points from the table to a 'Export to Excel' panel (marked with a '7') which contains 'Export all Rows' and 'Export Current Page' options.

Component Inventory

Subcontracting Purchase Orders

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Extended Collaboration'. Under 'Extended Collaboration', there are tabs for 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', 'Return Shipments', 'Consignment Movements', and 'Multi-Tier Shipments'. The 'Component Inventory' tab is selected. Below the tabs is a 'Search Filters' section with input fields for 'Customer', 'Location', 'Part number', 'Customer part number', and 'Customer batch number'. A checkbox labeled 'View All Component Inventory' is also present.

1. Click **Fulfillment, Extended Collaboration, Component Inventory**.
2. Expand **Search Filters** to display the query fields. Matched results will appear at the bottom of your screen.
3. You can use configure icon to customize your component inventory view.
4. When the **View all component inventory** checkbox is checked, records with a Balance quantity of 0 are displayed in the Component inventory table. Otherwise, those are hidden.
5. If serial number information is provided, you will be able to review it.

Note: Component Inventory for subcontracting orders is for informational purposes only. Suppliers do not need to take any action.

Subcontracting Orders: the item category will be listed as Subcontracting. Suppliers will follow the standard order confirmation, advanced shipping notification, and invoicing as required by the purchase order control keys.

Component Inventory (2)

Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated	Serial no.
BP SCC Buyer - TEST	Plant 1 US	RM34	RAW34,PD, Subcontracting					30.00 (PC)	0.00	30.00	14 Jul 2020	Show Serial Numbers
BP SCC Buyer - TEST	Plant 1 US	RM33	RAW33,PD, Subcontracting					20.00 (PC)	0.00	20.00	14 Jul 2020	Show Serial Numbers

Navigation icons: << < 1 > >>

Finished Good Receipt

Customer Document Review

- Finished good receipt is available on the Portal once Finished Good is received by Baker Hughes.
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Type	Order Number ↓	Customer	Ship To Address	Order Status
Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019

Done

Previous

[Print](#) | [Export cXML](#)

Detail | [History](#)

From:
NALA CLAQ1BUYER2
1230 Lincoln Avenue
NEW YORK , NY 10019
United States

To:
LOB NALA Supplier 9
PO12129
Pittsburgh , PA 15222
United States
Phone:
Fax:
Email:

Receipt:

Receipt #: 300050000054222019
Receipt Date: 18 Jan 2019

Routing Status: Sent

Related Documents: [4500046708](#)

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500046708 (Closed For Receiving)													
1	10		GBS-WD7-EBM	SBATCH123	0000000695	FINPRODASN123	28 Dec 2018	10.0 EA	Not Specified	Received			
Description:													

Agenda

Invoice Information

- Invoice Rules

Invoice Portal User Interaction

- Invoice Methods:
 - PO/SA/SAR-based invoices
 - ERS Invoices
 - Credit Memos
 - Copy invoices

Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Invoice Reports
- Invoice archival

Review Baker Hughes Invoice Rules

These rules determine what you can enter when you create invoices. From your supplier Portal:

1. Click the **gear** icon in the top right corner of your screen.
2. Select **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Baker Hughes**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If **Baker Hughes** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.

BParnau Supplier - TEST
 ANID: AN01055993613-T
 Premium Package
 Company Profile
ACCOUNT SETTINGS
 Customer Relationships

Current Customers

Filter
 Customers

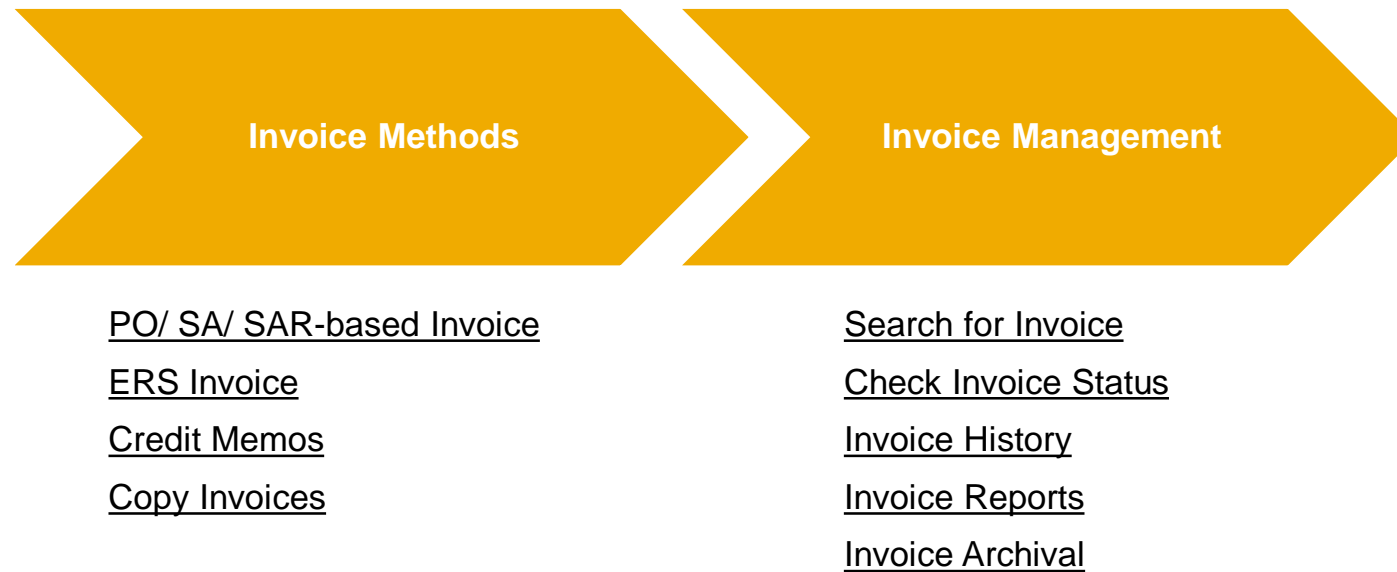
<input type="checkbox"/>	Customer ↑	Network ID	Relationship Type
<input type="checkbox"/>	Best Run Buyer - Australia	AN01047717910-T	Trading
<input type="checkbox"/>	BP SCC Buyer - TEST	AN01055993515-T	Trading
<input type="checkbox"/>	SCC ANK - TEST BUYER	AN01406599227-T	Trading

Invoice Setup

General Invoice Rules

Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	Yes

Invoice Portal User Interaction



PO/ SA/ SAR-Based Invoice

Create Invoice (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Use one of the Workbench **Order** tiles to identify the PO/ SA/ SAR.
3. Use filters to identify the correct reference document.
4. Configure the columns you see.
5. Click Action button on the right hand side of your screen and select **Standard Invoice**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a yellow circle 1), 'Planning', and 'Orders'. Below the navigation bar, there are four summary tiles for 'Last 90 days': 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271). Below the tiles, there is a filter section with 'Edit filter', 'Save filter', and a 'Last 90 days' filter button. A table below shows order details with columns: Order Number, Customer, Amount Invoiced, and Actions. The first row shows Order Number 4500003734 and Customer SCC Delivery Team - Global H19 Client 400 - TEST. The Actions column contains a three-dot menu icon (highlighted with a yellow circle 4). A dropdown menu is open from this icon, showing the option 'Standard invoice' (highlighted with a yellow circle 5).

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

PO/ SA/ SAR-Based Invoice

Create Invoice (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Purchase Orders**.
2. Use search filters to identify reference document.
3. Click order number to open a reference document.
4. Click on the **Create Invoice** button and then choose **Standard Invoice**.
5. Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable. Review your invoice for accuracy on the Review page.
6. If no changes are needed, click **Submit** to send the invoice to Baker Hughes.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

Purchase Orders Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Agreement	5500000146	1	SCC NAMER - TEST 1		Plant 1 JP Tokyo, 13 Japan	DEMO BP TST CIG H87-200 Praga Romania	100.00 EUR	28 Nov 2019

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Hide Resend Failed Orders

Standard Invoice
Credit Memo
Credit Memo for Return Items

PO/ SA/ SAR-Based Invoice

Invoice Header

Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. Select **Remit-To** address from the drop down box if you have entered more than one.
3. Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Comment, Attachment, Shipping Documents.
5. Scroll down to the **Line items** section to select the line items being invoiced.

Note: Support of additional Reference Documents & Dates is applicable for SCC customers only; Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

1 Invoice #: * INV_1084497223

Invoice Date: * 15 Apr 2016

2 Remit To: DEFAULT VALUE

3 Shipping

Header level shipping ⓘ Line level shipping ⓘ

4 * Indicates required field

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

5 Line Items

Insert Line Item Options

Retail Details Tax Category:

Shipping Documents Informational Pricing

No.	Include	Type	Part #
1	<input checked="" type="checkbox"/>	MATERIAL	

Consignment Movement Reference Movement #:

↳

PO/ SA/ SAR-Based Invoice

Line Items

Line Items section shows the line items from the reference document .

1. Review or update **Quantity** for each line item you are invoicing.
2. Click on the line item's **Green slider** to exclude it from the invoice, if line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. Check **Tax Category** and use the drop down to select from the displayed options. Click **Add to Included Lines**.

The screenshot illustrates the SAP Line Items interface with five numbered steps:

- Step 1:** A table with columns 'Quantity', 'Unit', and 'Unit Price'. The values are '10', 'BX', and '25.00 EUR' respectively.
- Step 2:** A table with columns 'No.', 'Include', 'Type', and 'Part #'. The values are '2', a green slider, 'MATERIAL', and 'GOODS_02'. Below the table is a 'Pricing Details' section with 'Price Unit: * BX' and 'Unit Conversion: * 1'. At the bottom are 'Line Item Actions' and 'Delete' buttons.
- Step 3:** The same table as in Step 2, but with a checkmark in the 'Include' column.
- Step 4:** A 'Tax' configuration screen. The 'Category' is 'VAT'. A 'Standard Tax Selections' dropdown menu is open, showing options: Sales, VAT, GST, HST, PST, GST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. The 'Add' button is highlighted.
- Step 5:** A large blue button labeled 'Add to Included Lines'.

PO/ SA/ SAR-Based Invoice

Additional Tax Options & Line Item Shipping

To configure additional tax options click **Configure Tax Menu** under the Tax Category drop down. Create new tax categories and as needed.

1. Select the **Line Item** to apply different tax rates to each line item.
2. Click **Line Item Actions > Add > Tax**. Upon refresh, the Tax fields will display for each selected line item.
3. Click **Remove** to remove a tax line item, if not necessary.
4. Select **Category** within each line item, then either populate the rate (%) or tax amount and click **update**.
5. Enter shipping cost to the applicable line items if line level shipping has been selected.

The screenshot illustrates the SAP interface for configuring taxes and shipping. It is divided into several sections:

- Tax Configuration:**
 - Radio buttons for **Header level tax** (selected) and **Line level tax**.
 - Fields for **Category** (VAT), **Location**, **Description**, **Regime**, **Date Of Pre-Payment**, and **Law Reference**.
 - A dropdown menu for **Standard Tax Selections** with options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and **Configure Tax Menu**.
 - Radio buttons for **Header level shipping** (selected) and **Line level shipping**.
 - A **Remove** button and a **View/Edit Addresses** link.
- Configure Tax Dialog:**
 - Buttons for **OK** and **Ca**.
 - Fields for *** Tax Category** (Sales Tax), *** Rate** (input field), and **Tax Description** (input field).
 - Buttons for **Delete** and **Create**.
- Shipping Details:**
 - Ship From:** Ariba_TestSupplier - TEST, Praha 5, Czech Republic.
 - Ship To:** Sandbox Buyer - Test, Praha, Czech Republic.
 - Deliver To:** Cristian Mihalache, 2nd Floor, SI Team.
 - Shipping Cost:** Shipping Amount: 0.00 EUR, Shipping Date: (calendar icon).

PO/ SA/ SAR-Based Invoice

Review Invoice Allowances and Charges

If Allowances and Charges are included in the reference document, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

1

Invoice Header

Summary

Purchase Order: **4500053489**

Invoice #:
Invoice or Credit Memo already exists.

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To: **BPamauj Supplier - TEST**
Pittsburgh, PA
United States

Bill To: **BP SOC Buyer - TEST**
North Sydney NSW
Australia

2

Allowances and Charges

Service Code:

Description:

Start Date:

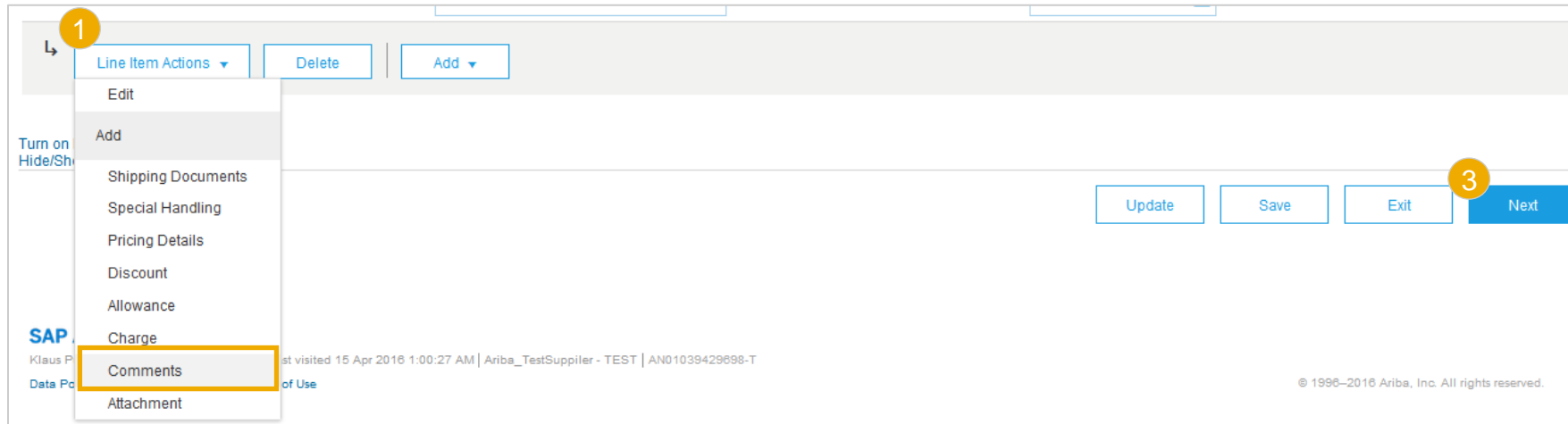
End Date:

Charge:

PO/ SA/ SAR-Based Invoice

Line Item Comments

1. To add comments at the line items select Line Items, then click at **Line Item Actions/ Add/ Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click **Next**. You will be transferred to Review page.



PO/ SA/ SAR-Based Invoice

Review, Save, or Submit Invoice

Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice to Baker Hughes
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page. You can keep draft invoices for up to 7 days.

The screenshot displays the SAP Business Network 'Create Invoice' interface. At the top, there are navigation buttons: 'Previous' (marked with a yellow circle '2'), 'Save', 'Submit' (marked with a yellow circle '1'), and 'Exit'. Below this is a 'Create Invoice' header with 'Update' (marked with a yellow circle '3'), 'Save', 'Exit', and 'Next' buttons. The main form area is titled 'Create Invoice' and contains a red error message: '! Please correct the following errors and resubmit'. Under the 'Invoice Header' section, there is a 'Summary' table with the following fields: 'Purchase Order: PO80001005', 'Invoice #:*' (empty field with a red error message '! Required field'), 'Invoice* Date: 22 Apr 2016' (with a calendar icon), and 'Remit To: 333 MAIN ST' (with a dropdown arrow). Below these fields, the text 'Manitoba MB Canada' is displayed, followed by 'Bank Account:' and 'Bill To:'. At the bottom of the page, the SAP Business Network navigation bar is visible, showing 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Invoices'. A dropdown menu is open under 'Invoices', showing 'Drafts' (marked with a yellow circle '4').

Note: In the event of errors, there will be a notification in red where information must be corrected


Evaluated Receipt Settlement Invoice

ERS


- **What is it?** ERS is a paperless invoicing method which creates an invoice once a material “receipt” is entered into the ERP. Suppliers do not submit an invoice. Payment is scheduled per applicable terms (same process as we use for paper or electronic invoices) but the amount is calculated using the receipt quantity and Baker Hughes’s purchase order (PO) unit price at time of receipt.
- **How does it work?** The supplier validates the PO information and ships product knowing the PO price is what will be paid. The ERS process matches the Receipt and PO information to generate a payment voucher, eliminating the need for a paper or electronic invoice.
- **What is the scope?** ERS is only applicable if the ERS flag is listed on a PO. Any questions regarding ERS should be directed to the buyer contact. ERS invoices will be handled outside of SAP.

1

2

 Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

Line #	Part #	Customer Part #	Type	Return
 10	Not Available	103-109-01	Material Invoicing not possible	

Description: 3IN SP 300# FLANGED BODY

Evaluated Receipt Settlement Invoice

ERS Allowed Actions

1. From the purchase order, ERS is flagged directly above the line items, indicating invoicing is not possible for one or more of the line items.
2. The control keys will clearly indicate if an invoice is an ERS invoice
 - Suppliers do not submit invoices for ERS.
3. If you attempt to submit an invoice for an ERS labeled order, SAP will stop the invoicing process with a note indicating items on the order flagged for ERS will not transfer to the invoice.

1

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

Line #	Part #	Customer Part #	Type	Return
⚠ 10	Not Available	103-109-01	Material Invoicing not possible	

Description: 3IN SP 300# FLANGED BODY

Control Keys

Order Confirmation: required before shipping

Ship Notice: allowed

2

Invoice: is ERS

Invoice Verification Type: goods receipt

Add to Header ▾

3



Items flagged for evaluated receipt settlement (ERS) were not transferred to this invoice. Your customer automatically generates invoices for those items on your behalf.

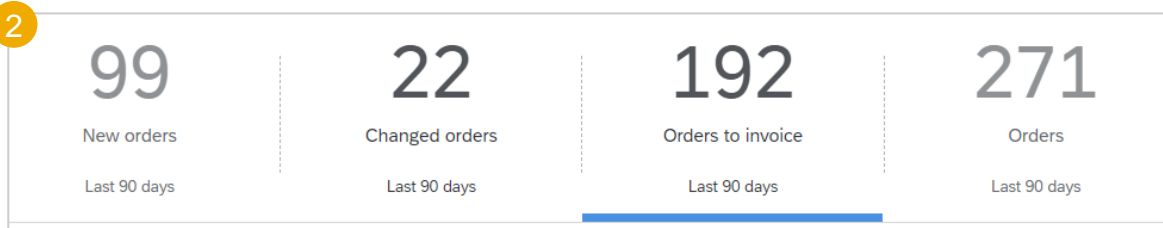
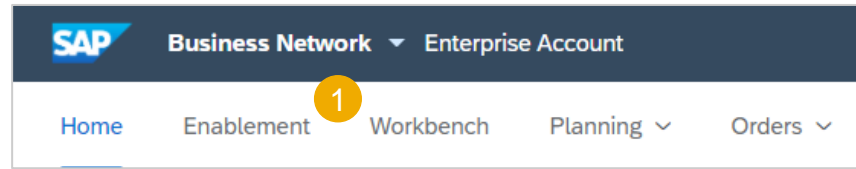
Credit Memo

Header Level (From the Workbench)

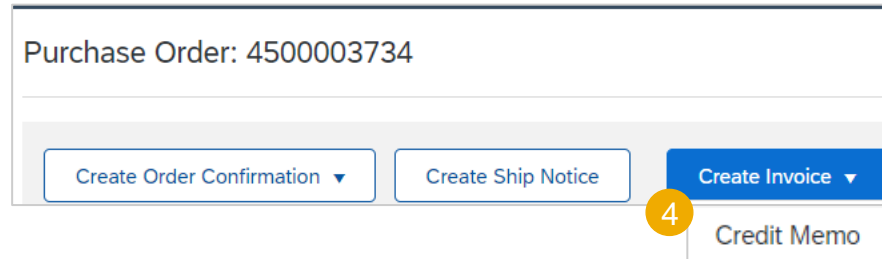
From the Homepage:

1. Click **Workbench**.
2. Select one of the **Orders** tile and identify the PO item.
3. Open order by clicking its number.
4. Click on **Create Invoice** and choose **Credit Memo**.
5. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...



Create Credit Memo

Next Exit

Header Information

Invoice #:

Invoice Date: * 11 Apr 2017

Supplier Account ID #:

Information Only. No action is required from the customer. * Indicates required field

Original PO #: ServicePO1

Customer Reference:

Supplier Reference:

Subtotal: \$-5.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$-5.00 USD

Total Net Amount: \$-5.00 USD

Amount Due: \$-5.00 USD

Previous Submit Exit

This page will be replaced with new Workbench concept soon.

Credit Memo

Header Level

To create a credit memo against an entire invoice:

1. Click the **Orders/ Purchase Orders**.
2. In the Orders and Releases sub-tab select the PO to be credited by clicking the radio button on the PO.
3. Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the Actions dropdown menu.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.

SAP Business Network - Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases **Purchase Orders**

Purchase Orders Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input checked="" type="radio"/> Agreement	5500000146	1	SCC NAMER - TEST 1		Plant 1 JP Tokyo, 13 Japan	DEMO BP TST CIG H87- 200 Praga Romania	100.00 EUR	28 Nov 2019

Create Order Confirmation Create Ship Notice Create Service Sheet **Create Invoice** Hide Resend Failed Orders

Standard Invoice
Credit Memo
Credit Memo for Return Items

Create Credit Memo

Next Exit

Header Information

Invoice #: *

Invoice Date: * 11 Apr 2017

Supplier Account ID #:

Information Only. No action is required from the customer. * Indicates required field

Original PO #: ServicePO1

Customer Reference:

Supplier Reference:

Subtotal: \$-5.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$-5.00 USD
Total Net Amount: \$-5.00 USD
Amount Due: \$-5.00 USD

Previous **Submit** Exit

Credit Memo

Line Level Detail

From the Homepage:

1. Click Invoices/ Invoices.
2. Identify the right invoice document and click **Create Line-Item Credit Memo**.
3. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in. Click **Next**.
4. Review Credit Memo.
5. Click **Submit**.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning **Invoices**

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Summary:

- Subtotal: **\$-32.64 USD**
- Total Tax: **\$-2.28 USD**
- Total Shipping: **\$-12.00 USD**
- Total Gross Amount: **\$-46.92 USD**
- Total Net Amount: **\$-46.92 USD**
- Amount Due: **\$-46.92 USD**

[Previous](#) **Submit** [Exit](#)

[Update](#) [Exit](#) **Next**

Turn on Error Dump [ⓘ]
Hide/Show XML

Copy Invoices

To copy an existing invoice in order to create a new invoice:

1. Click the **Invoices/ Invoices**.
2. Either select the radio button for the invoice you want to copy, and click **Copy** OR open the invoice you want to copy.
3. On the Detail tab, click **Copy This Invoice**.
4. Enter a new invoice number. For VAT lines, make sure the date of supply at the line level is correct. Edit the other fields as necessary.
5. Click **Next**, review the invoice, and **Save** or **Submit** it.

Invoice: INV_20150415

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Invoices

Invoices

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Invoice Header

Summary

Purchase Order: 4500004618

Invoice #:

Invoice Date: 11 Mar 2020

Service Description:

Supplier Tax ID:

Invoice Management

Search for Invoice

Quick Search:

1. Enter invoice details in the Homepage **search filed**, set **Invoices** in the document type.

Refined Search: Allows a refined search of Invoices within up to last 365 days.

2. Click on **Workbench / Invoices tile**.

3. Use filters to specify your search. Select **Baker Hughes** from Customer Drop down menu. Select **Date Range**, up to 90 days for Invoices and Click **Search**.

OR

4. Click on **Invoices/ Invoices**

5. Use search filters.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.
- Invoices tab will be replaced with new Workbench concept soon.

1 Invoices All customers Exact match Invoice Number

2 SAP Business Network Enterprise Invoices Save filter

3 Edit filter

Customers Invoice number Order number Creation date

Select or type selections Type selection Type selection Last 365 days

Partial match Exact match

Invoice status Invoice Type Routing status

All All All

SAP Business Network Enterprise Account Invoices Invoices

5 Search Filters

Customer: All Customers Min. Amount:

Invoice Number: Invoice Number Max. Amount:

Partial number Exact number External Invoice Number:

Order Number: Order Number Status: All

Date Range: Last 90 days Type: All

7 Feb 2021 - 7 May 2021

Show Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Invoice Management

Invoice Status - Routing Status To Your Customer

If you configured your Invoice Notifications, you will receive emails regarding invoice status. You can also check invoice status from the **Invoice Tab** by selecting the **invoice link**.

Routing Status reflects the status of the transmission of the invoice to Baker Hughes via the SAP Business Network.

- **Failed** – Invoice failed Baker Hughes invoicing rules. Baker Hughes will not receive this invoice
- **Queued** – SAP Business Network received the invoice but has not processed it
- **Sent** – SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Baker Hughes invoicing application has acknowledged the receipt of the invoice

Invoice Management

Invoice Status - Review Invoice Status With Your Customer

Invoice Status reflects the status of Baker Hughes's action on the Invoice.

- **Sent** – The invoice is sent to the Baker Hughes but they have not yet verified the invoice against purchase orders and receipts
- **Paid** – Baker Hughes paid the invoice / in the process of issuing payment. Only if Baker Hughes uses invoices to trigger payment.
- **Approved** – Baker Hughes has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Baker Hughes has rejected the invoice or the invoice failed validation by SAP Business Network. If Baker Hughes accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

Invoice Management

Review Invoice History

Access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click **Done**.

Invoice: INV_20150415

Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Invoice Management

Create Invoice Reports

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. The 'Reports' tab is highlighted with a yellow circle '1'. Below the navigation bar, the 'Reports' section contains a table of report templates and a toolbar with buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a yellow circle '2'. Below the toolbar, the 'Report' configuration form is shown. The form has a 'Next' button and an 'Exit' button at the top right. The form is divided into two sections: 'Report Description' and 'Criteria'. The 'Criteria' section contains the following fields: 'Title: *' (text input), 'Description:' (text area), 'Time zone:' (dropdown menu with 'US/Michigan' selected), 'Language:' (dropdown menu with 'English' selected), and 'Report Type: *' (dropdown menu with 'Select' selected). The 'Report Type' field is highlighted with a yellow circle '4'. At the bottom right of the form, there are 'Next' and 'Exit' buttons, with the 'Next' button highlighted by a yellow circle '5'. A yellow circle '3' is placed at the top left of the form area.

Invoice Management

Create Invoice Reports

- Specify **Customer** and **Created Date** in Criteria.
- Click **Submit**.
- Select the report created from the list and click **Download**. The report in CSV format will be downloaded to your computer.

Report Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

6 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 📅 To 28 Feb 2017 📅

7 Previous Submit Exit

Report Templates

Title ↑	Schedule Type	Report Type	Status
<input type="radio"/> AllMyOrders	Manual	Order	Processed
<input type="radio"/> Available columns check	Manual	Order	Processed
<input type="radio"/> BP ORDER	Manual	Order Summary	Processed
<input checked="" type="radio"/> Invoicing Test	Manual	Invoice	Processed

↳ Run 8 Download Edit Copy Delete Create Refresh Status

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. Click the **gear** icon/ **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want SAP to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Invoice Tab, section Archived Invoices).
 - After Archive Immediately started you can either Stop it or Update Frequency any time.
5. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).

The image shows a sequence of five screenshots illustrating the steps to configure invoice archiving in SAP. Step 1 shows the 'NETWORK SETTINGS' menu with 'Electronic Invoice Routing' highlighted. Step 2 shows the 'Tax Invoicing and Archiving' tab selected. Step 3 shows the 'Invoice Archival' section with a 'Configure Invoice Archival' link. Step 4 shows the 'Invoice Archival' configuration page with options for frequency (Weekly selected), start time (11:00 AM), and delivery options (Archive Immediately checked). Step 5 shows the 'Long-Term Document Archiving' section with a checkbox to enable long-term invoice archiving.

1 NETWORK SETTINGS
Electronic Order Routing
Electronic Invoice Routing

Network Settings
Electronic Order Routing Electronic Invoice Routing Accelerated Payments
General Tax Invoicing and Archiving

2 Invoice Archival
Ariba Network can archive your invoices in zip format. The zip files are not included in the D invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately

3 Configure Invoice Archival

4 Invoice Archival
Ariba Network can archive your invoices in zip format. The zip files are not included in the D invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately

Twice Daily
 Daily
 Weekly
 Biweekly
 Monthly
Archiving Start Time: 11 : 0 AM PM Etc/GMT0 ⓘ
 Archive Immediately
Start
 Send archived invoice files to the pending queue for download.
 Send archived invoice files to the Archive Delivery URL.
Archive Delivery URL:
Save Delivery Option

5 Long-Term Document Archiving
Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by can view and download the archived invoices from the Document Archive > Archived Documents page f
 Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving

Support

Types of Support Available

Supplier Information Portal
(Location of Training Guide/s and
Video/s)

On the Home screen:

1. Click on Company Settings
2. Click on Customer Relationships
3. Click on Supplier Information Portal

Supplier Support Post Go-Live

From supplier.ariba.com:

1. Learning Center
 - Training documentation
 - User Community
2. Support Center
 - Get help by email (Choose from the drop down list of problem type – Supply Chain Collaboration), live chat, or request a phone call
 - Attend a live webinar
3. [Ariba Support Team](https://support.ariba.com/AUC_Support_Tab/Contact_Support/) - https://support.ariba.com/AUC_Support_Tab/Contact_Support/

When to Contact

- Technical Questions - Passwords, User Role/Admin Changes, Network Errors, Integration Questions, etc.
- How Do I? - Navigating the site, locating old POs, etc.

Supplier Support During
Deployment/Go-Live

Supplier.Enablement@BakerHughes.com

When to Contact

- Business process related questions
- Supply Chain Collaboration program questions

[Baker Hughes Supplier Enablement Inquiry](#)

When to Contact

- SAP Business Network registration
- Configuration support
- Supplier enablement tasks
- TRR questions
- General enablement questions

Appendix

In this section you will learn about...

- ... SAP Business Network Account Administration
- ... Purchase order statuses
- ... Purchase order routing statuses
- ... Reminders of unconfirmed orders

SAP Business Network Administration

Administrator vs User

Administrator


- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management – including document routing and notifications
- Primary point of contact for users with questions or problems.
- Creates roles and user logins for the account

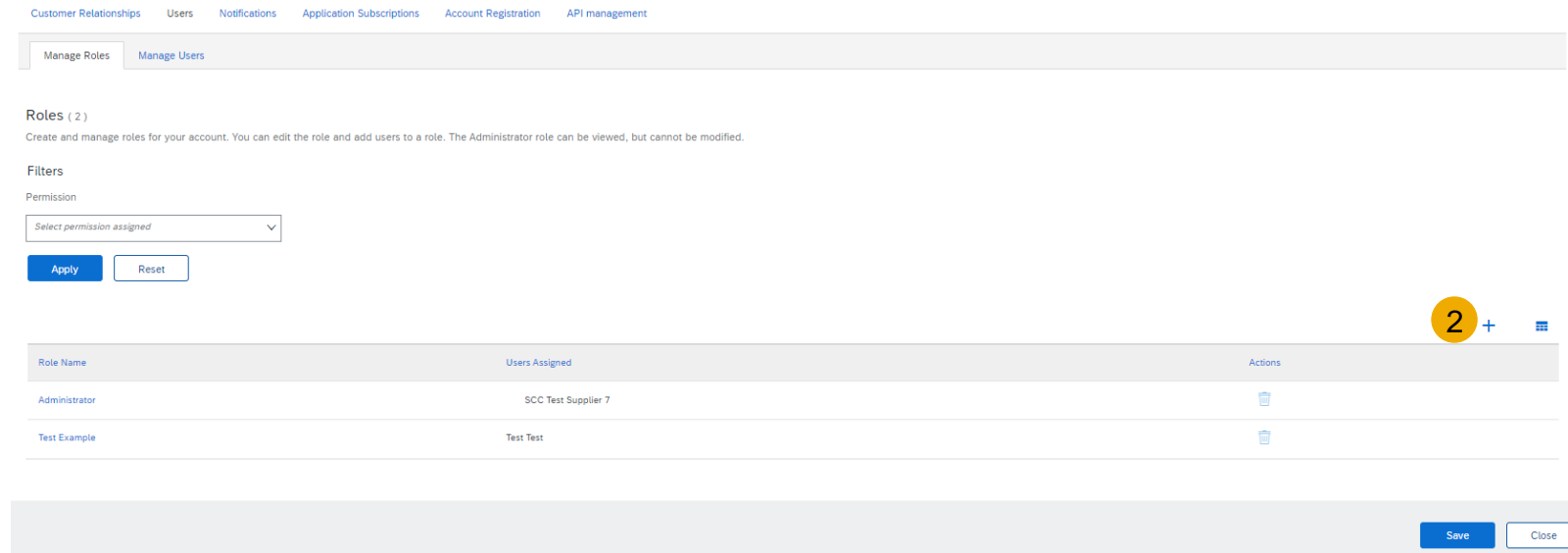
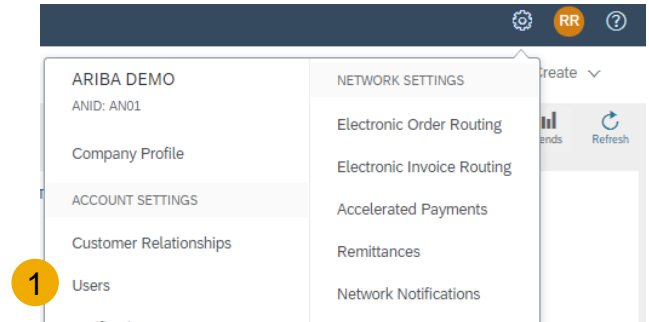
User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the  **Company Settings** menu. The Users page will load.
2. **Click** on the **+** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user(s) actual job responsibilities by checking the proper boxes and click save to create the role.
 1. Roles can be used for multiple users.



Set Up User Accounts

Create Roles and Users (Administrator Only)

4. **To Create** a User Click on Manage User tab

5. **Click** on the + button and add all relevant information about the user including name and contact info.

- Usernames are case-insensitive and must have the form of an email address, but do not have to be a valid email address.
- Usernames can only be used once on the SAP Business Network. You will receive an error if the username already exists
- Usernames can include any Latin character and the underscore (_) and period (.) punctuation marks.

6. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your SAP Business Network account.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users 4

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned
Apply Reset

Role Name	Users Assigned	Actions
Administrator	SCC Test Supplier 7	
Test Example	Test Test	

5 +

Save Close

Role Assignment

Name	Description
Test Example	

6

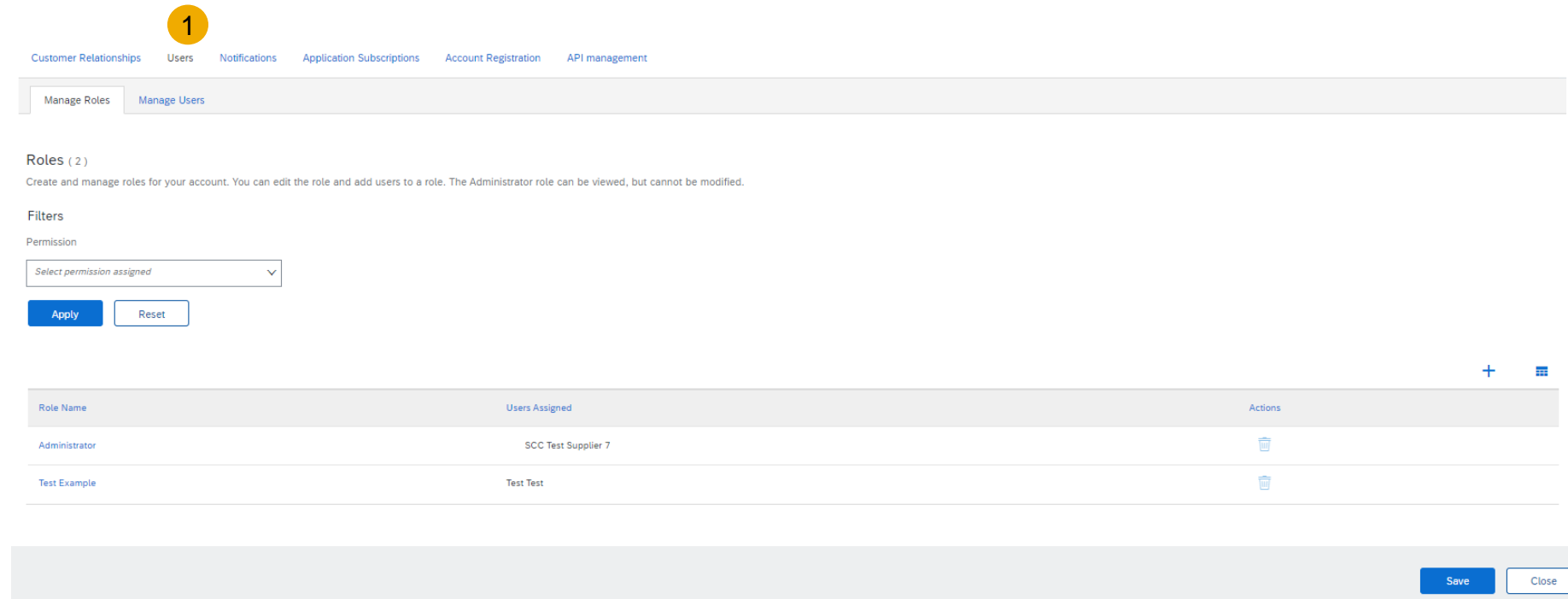
Customer Assignment

Assign to Customer: All Customers Select Customers

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator




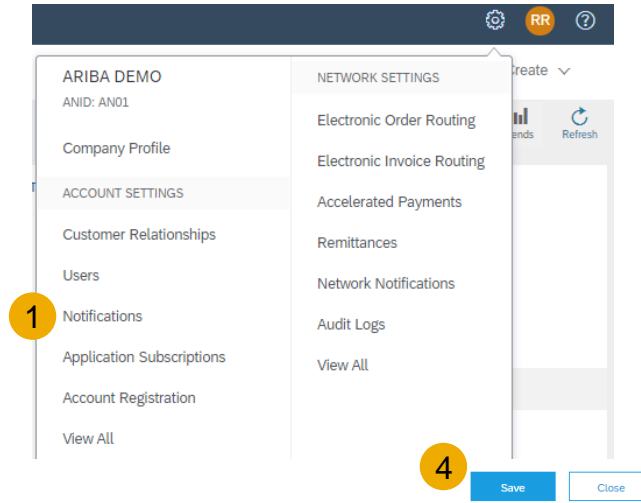
The screenshot displays the SAP user management interface. At the top, there is a navigation bar with tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Users' tab is selected and highlighted with a yellow circle containing the number '1'. Below the navigation bar, there are two tabs: 'Manage Roles' and 'Manage Users', with 'Manage Users' being the active tab. The main content area is titled 'Roles (2)' and includes a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Below this, there is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned'. There are 'Apply' and 'Reset' buttons. At the bottom of the main content area, there is a table with columns for 'Role Name', 'Users Assigned', and 'Actions'. The table contains two rows: 'Administrator' with 'SCC Test Supplier 7' and 'Test Example' with 'Test Test'. Each row has a trash icon in the 'Actions' column. At the bottom right of the interface, there are 'Save' and 'Close' buttons.

Role Name	Users Assigned	Actions
Administrator	SCC Test Supplier 7	
Test Example	Test Test	

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under  Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.
4. Click **Save**



Account Settings

Customer Relationships Notifications

General Network Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Error Email Notification

Send immediate notification upon failure.

General Notification Options

Send notification digest this often, in hours: 24


Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	email@sap.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	email@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	email@sap.com
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	email@sap.com

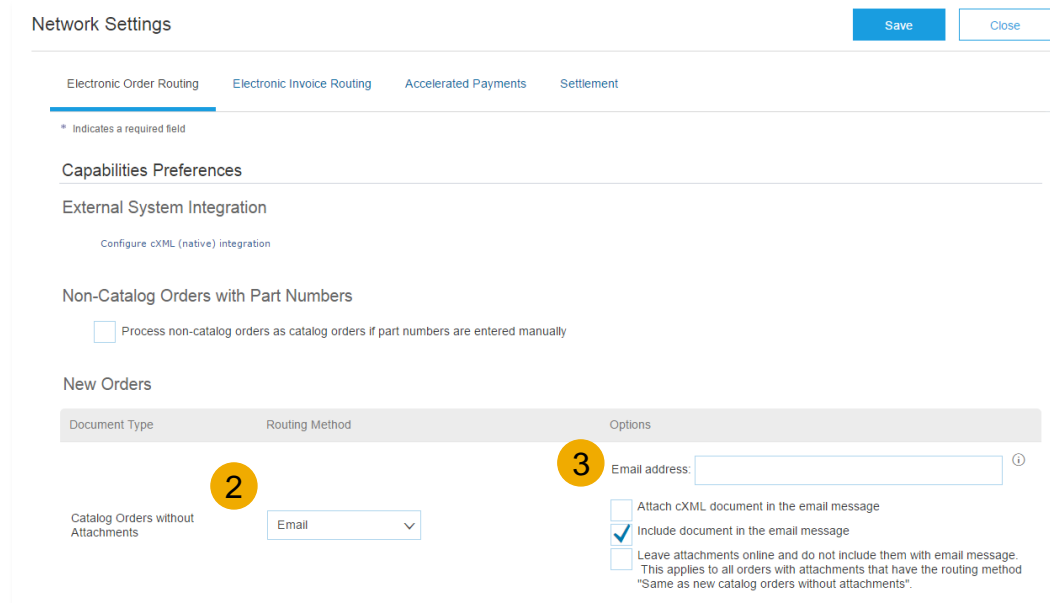
Note: If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent SAP Business Network from failing orders sent to mailboxes responding using an auto-reply feature:
Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting.

When SAP Business Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.

Select Electronic Order Routing Method

1. Click on **Electronic Order Routing** from  Company Settings
2. Choose one of the following routing methods:
 - **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
 - **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
 - **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
 - **cXML/EDI:** Allows you to integrate your ERP system directly with SAP Business Network for transacting with your customer. Please contact supplier.enablement@bakerhughes.com to be connected with a Seller Integrator who will provide more information on configuration.

3. Configure e-mail notifications.



Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Select Electronic Order Routing Method

Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders

Document Type	Routing Method
Catalog Orders without Attachments	Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types

Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	Online
Order Response Documents	Online

Notifications

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI.
3. **It is recommended** to configure **Notifications** to email (the same way as in Order Routing).
4. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online

Tax Classification: _____

Taxation Type: _____

Tax Id: _____ Do not enter dashes

State Tax Id: _____ Do not enter dashes

Regional Tax Id: _____ Do not enter dashes

Vat Id: _____

VAT Registered

VAT Registration Document: <No document>
Upload...

ARIBA DEMO
ANID: AN01

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Purchase Order Statuses

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced	The order is in progress. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Shipped	You shipped the entire order.
Invoiced	The order is fully invoiced.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	SAP Business Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.
Declined, Accepted, In progress	Not in use for this project

Purchase Order Routing Status

This status **DOES NOT REFLECT the status of the goods**. This is only related to document processing on the Network.

- **Sent** (new POs): SAP Business Network sent the order to the supplier account.
- **Acknowledged**: the supplier has started to process the order on the portal (has started to resend confirmations or shipping notice), or the supplier has received the order in his ERP (in case of EDI integration).
- **Failed**: SAP Business Network experienced issues in routing the order to the suppliers. In case of order notified via email, this is usually due to a wrong recipient email address (see account configuration guide >> electronic order routing). In case of EDI integration, this will detect a technical issue of processing the order in supplier ERP.

Reminders of Unconfirmed Orders

- In case POs remain unconfirmed in your SAP Business Network Portal Orders Tab, a reminder will be sent via email to your account administrator.
 - **Orders Tab will be transitioning to the Workbench. Please utilize the Workbench tiles.**
- Reminders will cease once you start processing the PO.
- You will receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email
- At the beginning of every week, SAP Business Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).

Dear Solene Test - TEST,

This is a reminder for the following orders sent to your Ariba Network account that are unconfirmed.

Please log into your account or click on the Order Number link to review the order details and create an order confirmation.

Order Number	Customer	Order Date	Order Status
20151016_DMPO3	Ariba sro - TEST	8 Oct 2015	New
20151016_DMPO7	Ariba sro - TEST	8 Oct 2015	New

The above list contains up to 100 of the newest unconfirmed orders only. You can find all unconfirmed orders in your online Inbox, filtering by New and Changed orders.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

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Thank you.

