

SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) CommScope Supplier Training Guide

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THE BEST RUN 

CommScope Supplier Training

Introductions



Jeffrey Espiritu

Sr Manager Indirect Procurement

CommScope



Nate Smith

Network Deployment Lead

SAP Ariba

CommScope Supplier Training

How To Use The ON24 Platform

1. View of Presentation
2. Module Navigation Bar (Hide/Unhide specific modules)
3. Question and Answer Feature
4. Resource List

The screenshot displays the SAP Ariba ON24 platform interface. At the top, the SAP Ariba logo is on the left, and 'THE BEST RUN SAP' is on the right. The main content area shows a presentation slide titled 'Presentation' with the word 'Welcome' in large yellow letters. A yellow circle with the number '1' is overlaid on the top-left corner of the slide. Below the slide, a navigation bar contains icons for help (question mark), play, Q&A, and resources. A yellow circle with the number '2' is overlaid on the play icon. On the right side, a 'Resource List' panel is visible, containing links for 'Success Sessions Registration', 'Best Practice Webinar Series', 'SAP Ariba Help Center', and 'SAP Ariba Network Information'. A yellow circle with the number '4' is overlaid on the top-right corner of this panel. Below the resource list is a 'Q&A' section with a text input field and a 'Submit' button. A yellow circle with the number '3' is overlaid on the input field. The background of the interface is a dark blue space-themed image with a cityscape at night.

CommScope Supplier Training

Overall Training Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

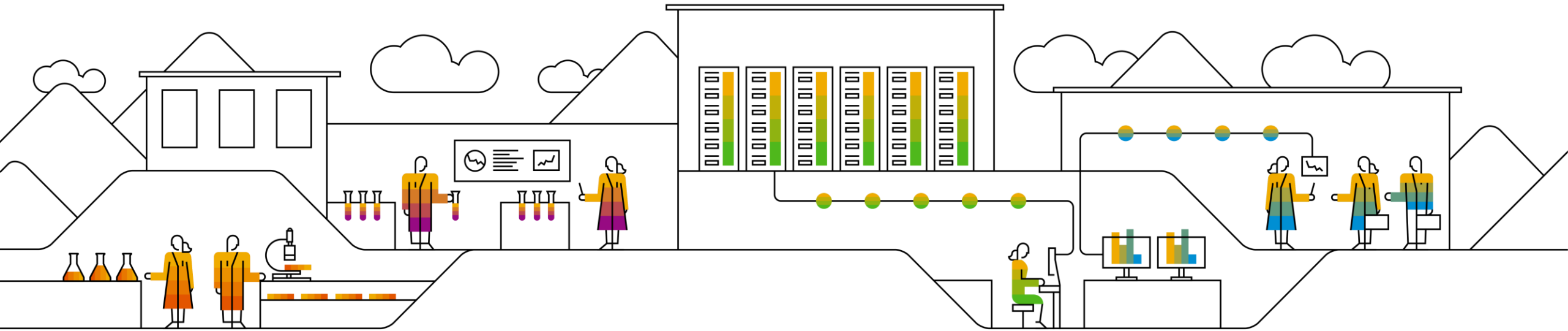
Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC)

Overview and Scope

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CommScope Supplier Training

Lesson 1 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

- Project Overview
- Project Compliance
- Project Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

CommScope Ariba Project Overview and Scope

Ariba Project Overview




Project Overview

- Implement new business processes where Supply Chain documents will be exchanged electronically through the Ariba Network
- Improve Supplier communications and collaboration
- Mitigate Supply Chain disruptions
- Provide a scalable solution for future growth

CommScope Ariba Project Overview and Scope

Ariba Project Compliance



Project Compliance

- Use of Ariba tools and processes is required for suppliers that do business with CommScope
- Requirements messaging will be communicated in written (email) communications to suppliers as well as in Supplier Meetings and Trainings

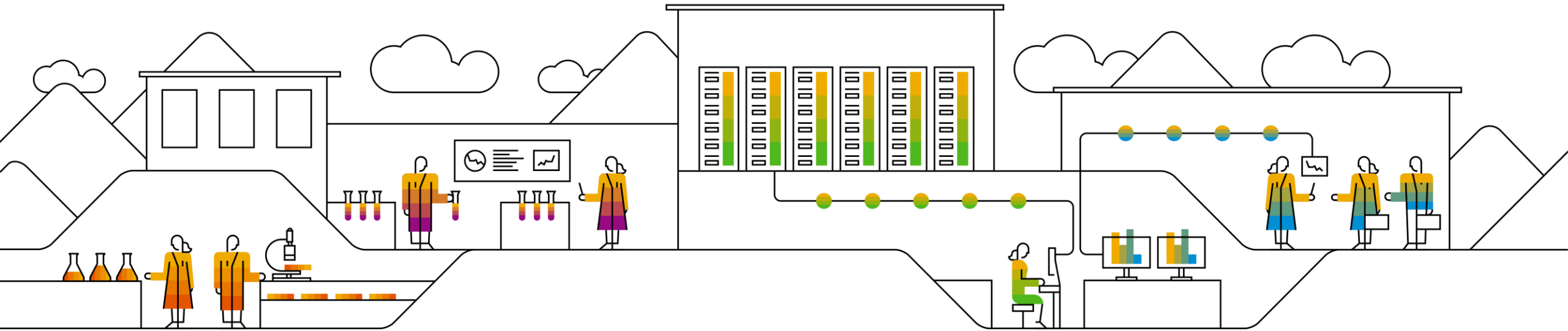
CommScope Ariba Project Overview and Scope

Ariba Project Scope



Project Scope

- **Forecast** - sent to Supplier from CommScope via Ariba
- **Forecast Commitment**- sent to CommScope from Supplier via Ariba
- **Purchase Order / Purchase Order Change / Consignment PO / Multi-Tier Purchase Orders / Scheduling Agreements / Sub Contractor Purchase Order** - sent to Supplier from CommScope via Ariba
- **PO Confirmation** - sent to CommScope from Supplier via Ariba
- **Advanced Shipping Notice (ASN)** - sent to CommScope from Supplier via Ariba
- **Barcode Labels** – Printable by Supplier during ASN creation
- **Goods Receipt** - sent to Supplier from CommScope via Ariba
- **Returns** – Processed in Ariba



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SAP Ariba Supply Chain Collaboration (SCC)

Access and Navigation

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CommScope Supplier Training

Lesson 2 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

- Accessing Ariba
- Navigating within Ariba
- Searching in Ariba

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration


Lesson 10: Ariba Support

Appendix

Ariba Access, Navigation, and Administration

Accessing Ariba

- 1. Go to <http://supplier.ariba.com>**
NOTE: Google Chrome is the recommended Internet Browser but others will work
- 2. Enter Username & Password**
- 3. Click Login to access your Production account.**

SAP Ariba 

Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

Ariba Access, Navigation, and Administration

Ariba Navigation and Homepage

1. **Main Menu**
2. **Dashboard View** – This area of Ariba can be used to quickly access New PO's or PO's that are past due for shipping.
3. **Company Settings** - Location for most items needed by an Administrator.
4. **Help Center** - Dynamic help and links to support, documentation, and how to videos
5. **Only** the “Customers Shown” will appear on the Dashboard View. If needed, Customers can be added or removed by clicking the “All Customers” dropdown menu

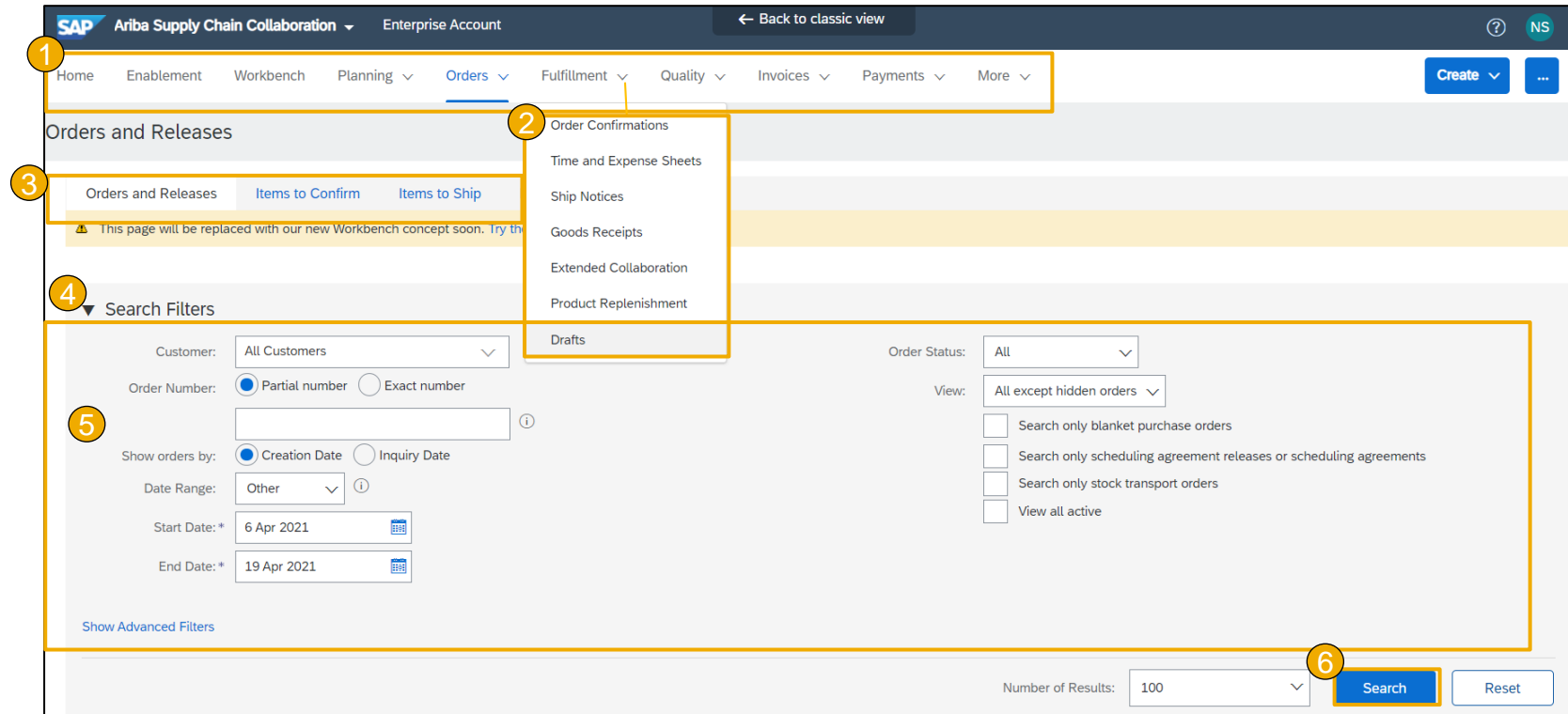
The screenshot displays the SAP Ariba Supply Chain Collaboration Enterprise Account dashboard. The top navigation bar (1) includes a main menu with options like Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and Reports. A search bar (5) is located below the navigation bar, showing 'Orders and Releases', 'SCC Gallegos', and 'Exact match' filters. The dashboard view (2) features a 'Getting started' section with a '2' for Enablement Tasks and '0' for New orders, Changed orders, Orders to invoice, and Rejected invoices, all for the last 31 days. Below this is a 'My widgets' section with a 'Customize' button and four widgets: Purchase orders (Last 3 months), Invoice aging, Company profile (35% Completed), and My leads (no open leads). A help center icon (4) is visible in the top right corner.

NOTE: Your view might be slightly different depending on how your company might already be using Ariba.

Ariba Access, Navigation, and Administration

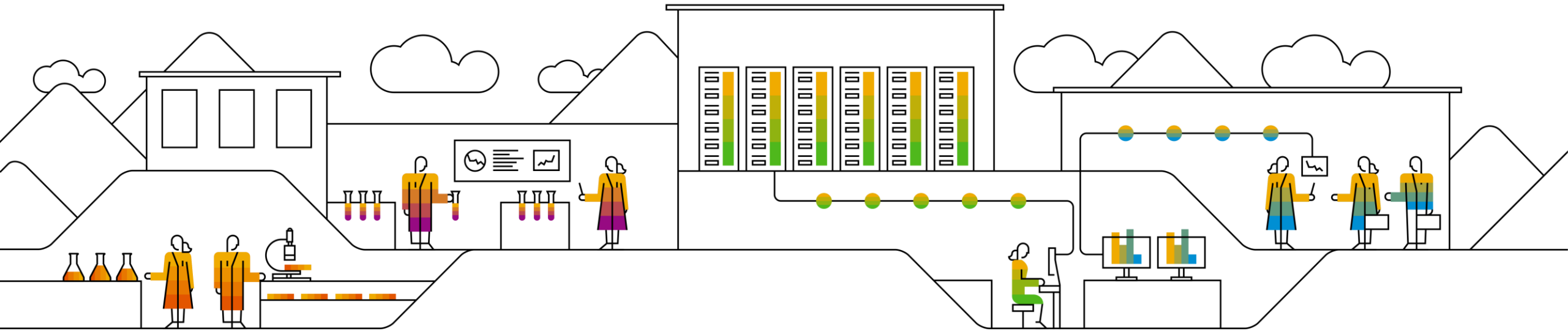
Searching in Ariba

1. Detailed Tabs
2. Sub Tabs
3. Detailed Sub Tabs
4. Searching
5. Search Criteria
6. Search Execution



NOTE: The “Date Range” Search Criteria is limited to a maximum of 38 days. Please be very careful when using these search criteria's since this could prevent you from seeing certain data outside the selected date ranges.

Available Search Filters vary from Ariba tab to tab



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Forecast Collaboration

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Lesson 3 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Forecasts
- Creating Forecast Commitments

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

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Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

Forecast Collaboration

Introduction

- The forecast collaboration feature enables Buyers to share their forecast with their suppliers. This then allows the suppliers to schedule operations, purchase raw materials and plan capacity accordingly.
- Additionally, the feature enables Suppliers to make commitments. The Buyer can use those commitments for their public constrained based planning.
- Forecast Collaboration is used for planning processes only and data exchanged on a Forecast does not necessarily obligate either the Buyer or Supplier to provide or fulfill a Purchase Order.
- The forecast collaboration feature provides the following to suppliers:
 - A simple table view of buyer forecast demand.
 - The ability to commit to forecast quantities based on supplier capacity and inventory.
 - Daily, weekly, monthly, and yearly time-bucket views of forecast demand.
 - Integration with other ERP and planning systems, both for buyers and for suppliers

Forecast Collaboration

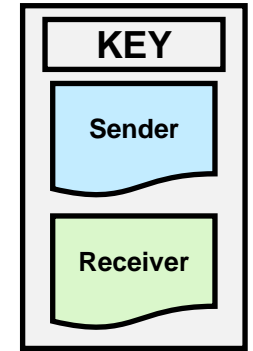
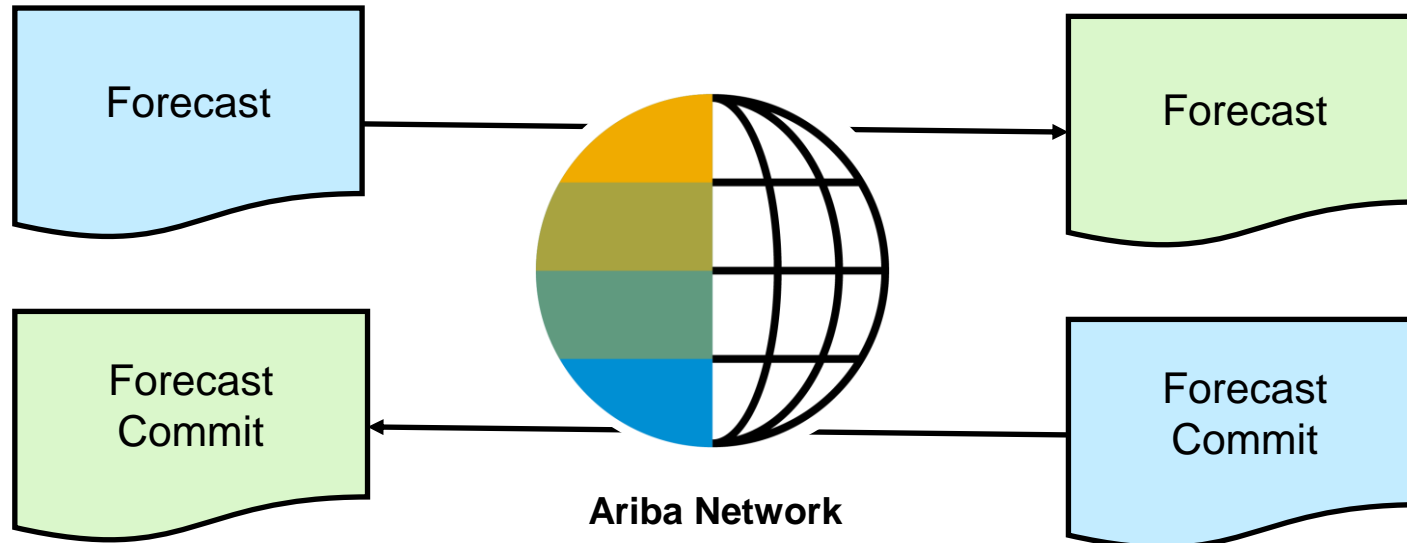
Document Description

Document	Description
Forecast	A plan that can be shared by CommScope to their Suppliers related the quantity and timing of when they plan to purchase product from your company
Forecast Commitment	A commitment that is provided by the Supplier based on CommScope's Forecast. The Forecast Commitment informs CommScope of your ability to meet their Forecasted items

Forecast Collaboration

Workflow

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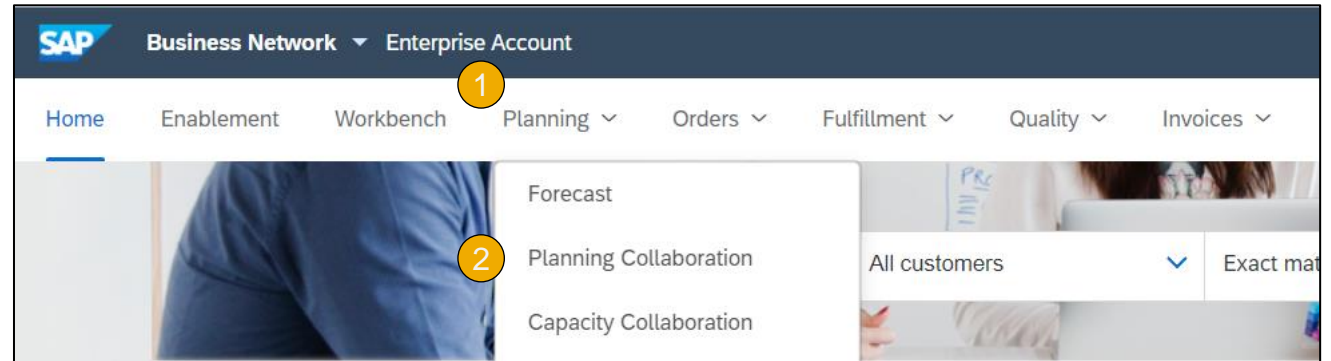


Supplier

Forecast Collaboration

Search For and Identify Forecasts

1. Click on **Planning** tab.
2. From the dropdown list select **Planning Collaboration**.
3. Search filters allow to identify specific forecast. Enter search criteria into any of the filter fields as desired.
4. Click **Search**.



This screenshot shows the 'Forecast' search filters section. A yellow circle labeled '3' points to the 'Search filters' dropdown. The filters are organized into two columns:

Customer	<input type="text"/>	Line of business	<input type="text"/>
Customer part no.	<input type="text"/>	Product family	<input type="text"/>
Supplier part no.	<input type="text"/>	Product subfamily	<input type="text"/>
Customer location	<input type="text"/>	Program code	<input type="text"/>
Planner code	<input type="text"/>	Part type	<input type="text"/>
Part category	<input type="text"/>	Part status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

At the bottom left, there is a link '> Part attributes'. At the bottom right, there are 'Search' and 'Reset' buttons, with a yellow circle labeled '4' pointing to the 'Search' button.

Forecast Collaboration





Forecast Overview in Ariba

1. Review the search results.
2. You can configure the view by clicking the configure button.
3. To view forecast details click the icon on the right hand side of you screen.

Planning Collaboration

> Search filters 2

« Page 1 »

Customer	Customer part no.	Supplier part no. ↑	Customer location	Lead time	Part status	Last customer update	Last supplier update	Stock Unit	Planner Code	Process type	System	
CommScope - TEST	980975-1		US87 (CommScope Connectivity LLC)	7	Active	30 Apr 2021 8:56:52 AM		EA	US87	Forecast	CHILD1	1 
CommScope - TEST	980975-1		US87 (CommScope Connectivity LLC)	7	Active	4 Jun 2021 11:14:10 AM		EA	US87	Forecast	CS3005	
CommScope - TEST	994187-2		US46 (CS Tech-Reynosa (MT))		Active	4 Jun 2021 8:42:32 AM	4 Jun 2021 9:09:03 AM	EA	US46	Forecast	CHILD1	3 
CommScope - TEST	994187-2		US46 (CS Tech-Reynosa (MT))		Active	10 Jun 2021 2:05:10 PM	10 Jun 2021 2:12:53 PM	EA	US46	Forecast	CS3005	

- Supplier part no.
- Customer location
- Lead time
- Part status
- Last customer update
- Last supplier update

Forecast Collaboration

View Forecast Data

- Supplier can view forecast details:
 - current stock on hand
 - part details shared by the customer
 - forecasted quantities
- Supplier can set the **View by** criteria and **Starting date** as desired.
- Color coding eases the processing of data in the UI.

Forecast details

Customer	Customer location	Part no.	Part description
CommScope - TEST	CS Tech-Reynosa (MT)	994187-2	SCREW,SELF-TAP,TYPE AB,COMBO PAN HD

View by: Weekly
Starting from: 06/21/2021

> Chart

[Stock on hand: 0 \(EA\)](#) | [Part details](#)

Key figures	21 Jun 2021 Week25	28 Jun 2021 Week26	5 Jul 2021 Week27	12 Jul 2021 Week28	19 Jul 2021 Week29
Order forecast					
Cumulative forecast	0	0	0	0	
Forecast commit		4			
Cumulative forecast commit	0	4	4	4	4
Cumulative commit vs cumulative forecast	0	4	4	4	4
Previous forecast					
Cumulative previous forecast	0	0	0	0	0
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	0
Forecast deviation (Forecast commit - Order forecast)	0	4	0	0	0
Forecast change (Order forecast - Previous forecast)	0	0	0	0	0
Previous forecast commit		4			
Upside forecast					

Forecast Collaboration

Commit to a Forecast

From the Forecast details screen:

1. Review forecasted quantities and click **Send data**.
2. Confirmation notice will appear.
3. Suppliers can commit quantities using any time-series view: **Daily**, **Weekly**, **Monthly**, and **Yearly**.
4. If a buyer sets a commit freeze horizon, suppliers see the freeze in effect in all time-series views.
5. When the supplier saves data using a different time series granularity than the previous one used, a popup warning appears.

The screenshot shows the 'Forecast details' screen for 'BP SCC Buyer - TEST' with part number '2937' and customer location 'Czech Rep BP 1'. The 'View by' is set to 'Daily' and 'Starting from' is '10/15/2020'. A 'Send Data' button is highlighted with callout 1. A table shows forecast data for dates from 15 Oct 2020 to 24 Oct 2020, with callout 4 pointing to the 15th and 16th. Two popups are shown: callout 2 is a success message 'Your data for the next 365 days has been sent to the customer.' and callout 5 is a warning 'You are saving commit in a time bucket that is different from the time bucket in which commit was saved last time. This might lead to overwriting of previously committed data. Do you want to proceed?'.

Key figures	15 Oct 2020	16 Oct 2020	17 Oct 2020	18 Oct 2020	19 Oct 2020	20 Oct 2020	21 Oct 2020	22 Oct 2020	23 Oct 2020	24 Oct 2020
Order forecast										
Cumulative forecast	0	0	0	0	0	0	0	0	0	0
Forecast commit										

Forecast Collaboration


Edit Forecast Data Prior to Committing

Supplier is able to edit and send a snapshot of their inventories divided per categories as aligned with the customer.

From the Forecast details screen:


1. Click **Stock on hand**.
2. Click **Edit** to update the quantities.
3. Once done, click **Save** or **Save and Send**. In the latter case updated quantities will be sent to the customer.
4. Stock quantities will be recalculated.

1 [Stock on hand: 36 \(EA\)](#) | [Part details](#)

Key figures	21 Nov 2019	22 Nov 2019	23 Nov 2019
Order forecast			3
Cumulative forecast	0	0	3
Forecast commit 			0
Cumulative forecast commit	0	0	0

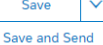
Stock on hand 36 (EA)

Category	Buyer own	Supplier own
Unrestricted		1
Quality		2
Blocked		3
Special stock		
Stock in transit		4
Subcontracting		5
Consignment		
Unrestricted		6
Blocked		7
Quality		8

2 

Stock on hand 36 (EA)

Category	Buyer own	Supplier own
Unrestricted		<input type="text" value="1"/>
Quality		<input type="text" value="2"/>
Blocked		<input type="text" value="3"/>
Special stock		
Stock in transit		<input type="text" value="4"/>
Subcontracting		<input type="text" value="5"/>
Consignment		
Unrestricted		<input type="text" value="6"/>
Blocked		<input type="text" value="7"/>
Quality		<input type="text" value="8"/>

3 

4 [Stock on hand: 30 \(EA\)](#) | [Part details](#)

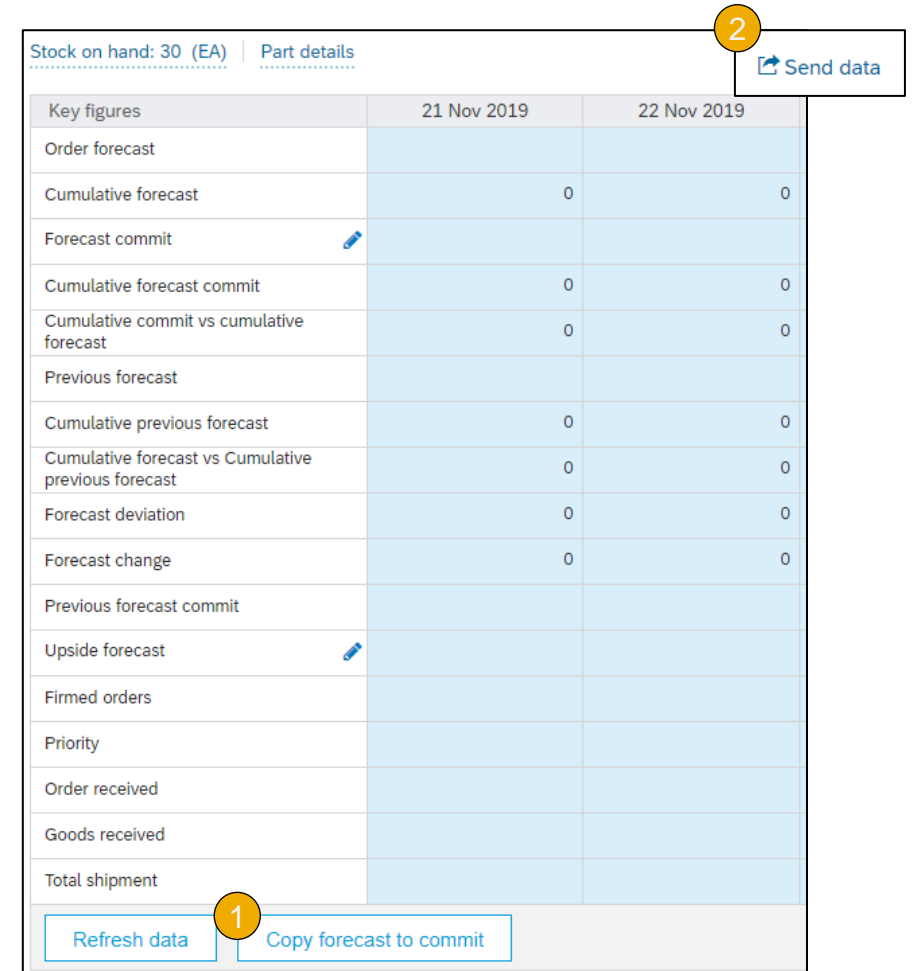
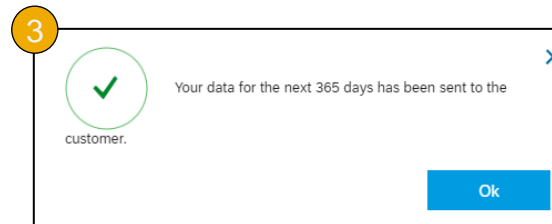
Forecast Collaboration

Copy Forecast Data Prior to Committing

Supplier is able to copy quantities from order forecast key figure to forecast commit key figure.

From the Forecast details screen:

1. Click **Copy forecast to commit**. Forecast quantities will get updated.
2. Click **Send data** on the right hand side of your screen.
3. Confirmation notice will appear.



The screenshot shows the "Forecast details" screen for a part with "Stock on hand: 30 (EA)". The table displays key figures for two dates: 21 Nov 2019 and 22 Nov 2019. A yellow circle with the number "2" is at the top right, pointing to the "Send data" button. A yellow circle with the number "1" is at the bottom, pointing to the "Copy forecast to commit" button.

Key figures	21 Nov 2019	22 Nov 2019
Order forecast		
Cumulative forecast	0	0
Forecast commit		
Cumulative forecast commit	0	0
Cumulative commit vs cumulative forecast	0	0
Previous forecast		
Cumulative previous forecast	0	0
Cumulative forecast vs Cumulative previous forecast	0	0
Forecast deviation	0	0
Forecast change	0	0
Previous forecast commit		
Upside forecast		
Firmed orders		
Priority		
Order received		
Goods received		
Total shipment		



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Purchase Order Collaboration

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CommScope Supplier Training

Lesson 4 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Purchase Orders
- Order Confirmation Collaboration
- Advanced Shipping Notice Collaboration
- Goods Receipt Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

Purchase Order Collaboration

Introduction

Purchase Orders

- Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.
- The central component is the Ariba Network that provides:
 - A real time insight into the same shared information for both Buyer and Supplier.
 - Error avoidance by making sure that requested, delivered and invoiced match up.

Order Confirmations

- 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 the Buyer.
- Suppliers can also suggest modifications of the purchase order (price, quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by the buying organization before fulfillment of the order.

Advanced Shipping Notifications

- 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 via Ariba
- 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.
 - Entering comments on the Advanced Shipping Notices is not required but comments can be added when deemed relevant.

Goods Receipts

- The goods receipt document is sent by buyers to suppliers in Ariba
- The goods receipts is the document that indicates the goods or services that were fulfilled against a purchase order have been received by the buyer
- Goods receipts in Ariba are informational only. No Supplier action is required against a goods receipt

Purchase Order Collaboration

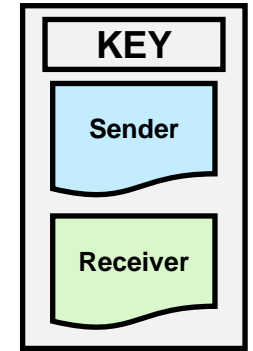
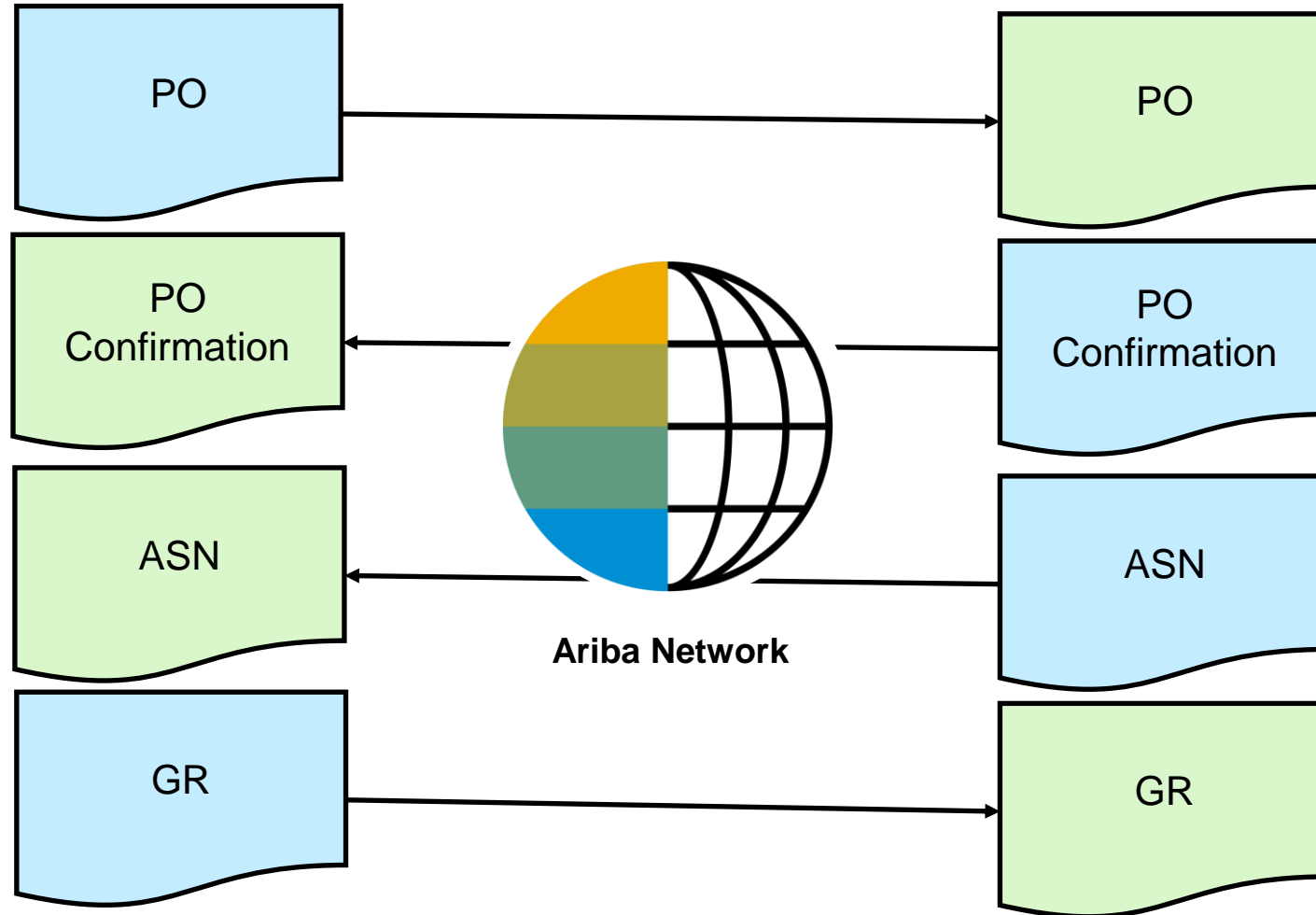
Document Description

Document	Description
Purchase Order (PO)	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.
Order Confirmation (OC)	A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.
Advanced Shipping Notification (ASN)	An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment. An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. Barcode Labels can be printed at the time of ASN Creation.
Goods Receipt (GR)	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.

Purchase Order Collaboration

Workflow

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Purchase Order Collaboration

Select a Purchase Order

1. Purchase Orders can be searched for using one of the Search methods outlined in the previous lesson
2. Click order number to view the purchase order details.

Orders and Releases (100+)									
	Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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

Purchase Order Collaboration

View Purchase Order Header Details

1. View the details of your order and allowed actions.
2. View the comments.
3. Incoterms passed at the Header Level

The screenshot displays the SAP Purchase Order Collaboration interface for Purchase Order 4500052892. The interface is divided into several sections:

- Header:** Shows the Purchase Order number (4500052892) and a 'Done' button.
- Actions:** A row of buttons for 'Create Order Confirmation', 'Create Invoice', and 'Create Quality Notification', along with download, refresh, and menu icons.
- Order Detail / Order History:** A tabbed interface with 'Order Detail' selected.
- From/To Information:**
 - 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: [redacted].
- Purchase Order Summary:** Purchase Order (New) 4500052892, Amount: \$20.00 AUD, Version: 1.
- Comments:** A section titled 'Comments' with a text area containing: 'Header text:Header text comment Deadlines:Header deadlines comment Terms of delivery:Header Terms of delivery comment Shipping instructions:Header Shipping instructions comment'.

The screenshot shows the 'Attachments' and 'Transport Terms Information' sections:

- Attachments:** A list containing a PDF file named 'PO_8003700383.pdf' (application/pdf; charset=UTF-8).
- Transport Terms Information:** Delivery Terms: Transport Condition, Transport Terms: FOB (Free on board), Transport Location: COL KNOXVILLE TN.

Purchase Order Collaboration

View Purchase Order Line Item Details (1 of 2)

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		2918	Material			10.0 (EA)	26 Nov 2018	\$2.00 AUD	\$20.00 AUD	

Description: BP TST 2918

Buttons: Show Item Details, Hide Item Details, Details

Dropdown Menu:

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

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 item level 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 #	Delivery Date
1	8 Dec 2018 9:33 A
2	10 Jan 2019 12:00

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

8 Schedule Lines

Schedule Line #	Delivery Date
1	8 Dec 2018 9:33 A
2	10 Jan 2019 12:00

Transport Terms Information

Delivery Terms:	Transport Condition
Transport Terms:	FOB (Free on board)
Transport Location:	Origin

Purchase Order Collaboration

View Purchase Order Line Item Details (1 of 2)

1. View Line item tax information
2. View Drawing information of Material on the Line Item

1

Tax						
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
J1	13.00		RMB609.63 CNY			

2

Other Information	
Document number:	CPR_0030155
Name:	212412-000-CPR-AA-0
Revision Level:	AA
Version:	00

Purchase Order Collaboration

Create Order Confirmation From PO

You can confirm, update or reject your orders on the Portal.

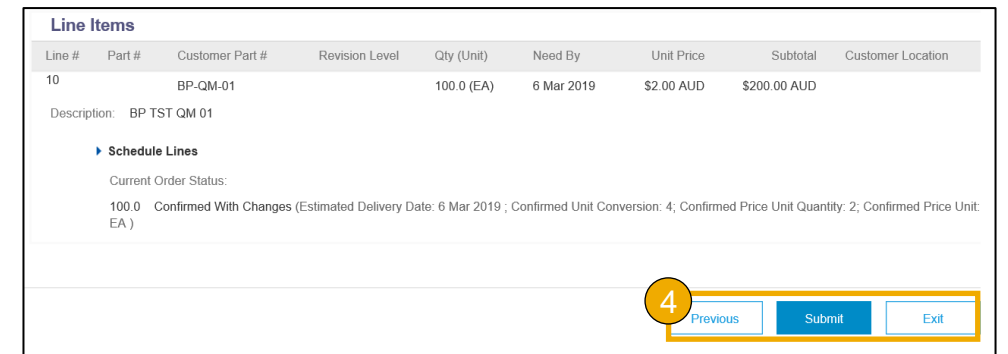
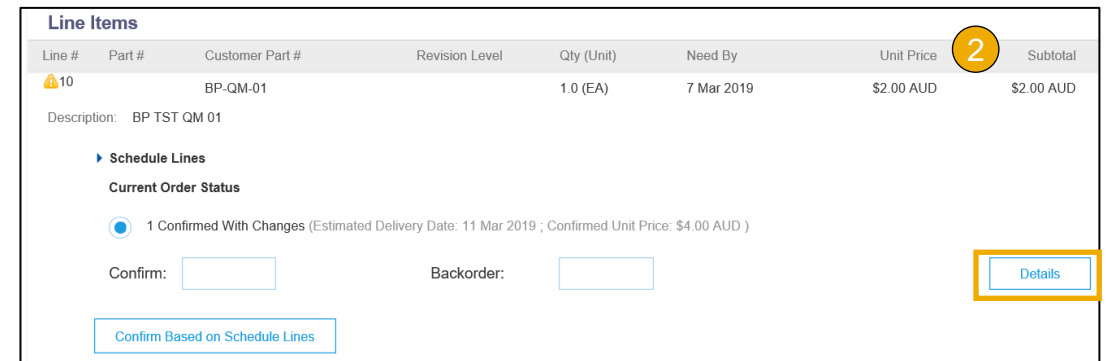
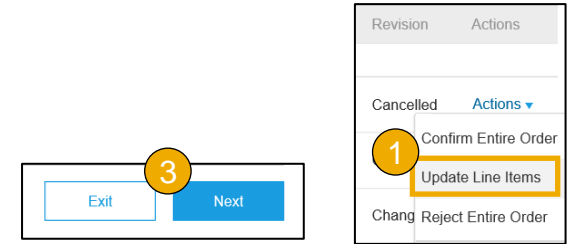
1. Go to **Orders / Orders and Releases**.
 2. Search filters will help you to identify the PO you need to manage. Enter search criteria and click **Search**.
 3. To reset search criteria click **Reset**.
 4. Search results will appear. Select your order and click **Create Order confirmation**.
 5. Select from the drop down required action.
- Or
6. On the right hand side of your screen click **Actions** and select required action from the dropdown.
 7. You can create order confirmation as well from the **PO screen** by clicking **Create Order Confirmation**.

The screenshot displays the SAP Ariba Supply Chain Collaboration Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A search bar is present with filters for 'Releases', 'SCC Gallegos', 'Exact match', and 'Order number'. Below the search bar, the 'Search Filters' section shows 'Customer: All Customers' and 'Order Number: * Partial number Exact number' with the value '4500053312'. The search results table, titled 'Orders and Releases (1)', contains one entry: 'Order 4500053312' for 'BP SCC Buyer - TEST' with a status of 'Shipped'. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The 'Actions' column for the selected order shows a dropdown menu with options: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A detailed view of the 'Purchase Order: 4500053312' is shown, including contact information for 'BP SCC Buyer - TEST' and 'BParmau Su'. The 'Actions' dropdown menu on the right side of the screen shows options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

Purchase Order Collaboration

Create Order Confirmation From PO – Update Line Items

- If you select **Update Line Items**, you can confirm, reject 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 or reject items, 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.



Purchase Order Collaboration

Create Order Confirmation From PO – Confirm Based on Scheduled Lines

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.
5. To choose a referenced schedule line click **Details**.
6. Chose a reference schedule line from the dropdown.

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

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](#) ⓘ

4

Current Order Status

20.0 Confirmed As Is (Estimated)

15.0 Unconfirmed

Confirm:

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

3

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

	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)

2

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

5

6

Schedule Line: ⓘ * Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

Choose a schedule line

- Line number 1 - quantity 30 - date 24 Jul 2020
- Line number 2 - quantity 30 - date 27 Jul 2020
- Line number 3 - quantity 30 - date 31 Jul 2020
- Line number 4 - quantity 10 - date 7 Aug 2020

Purchase Order Collaboration

Create Order Confirmation From Items to Confirm

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, split a single PO line into several confirmations, and reject quantities with this option.

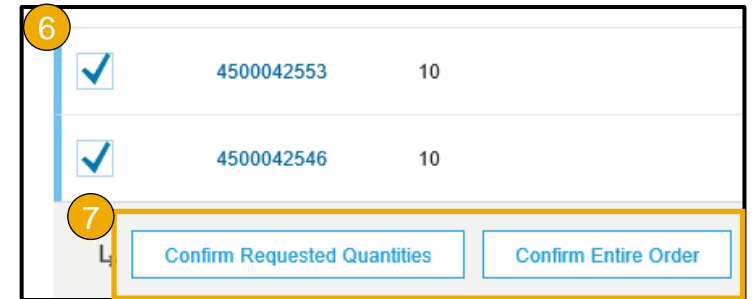
1. Go to **Orders / Orders and Releases/ Items to Confirm** sub-tab.
2. Identify relevant items to confirm using **Search Filters**.
3. In the Status field you can specify the items to be identified.
4. After entering search criteria click **Search**.
5. You can configure your view of identified items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

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Orders' menu is expanded, showing 'Orders and Releases' and 'Order Inquiries'. The 'Orders and Releases' sub-tab is selected, and the 'Items to Confirm' sub-tab is active. A 'Search Filters' section is visible, with a 'Status' dropdown menu 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 'Number of Results' field is also visible. At the bottom, there are 'Search' and 'Reset' buttons, and a 'Page 1' dropdown with a configure icon.

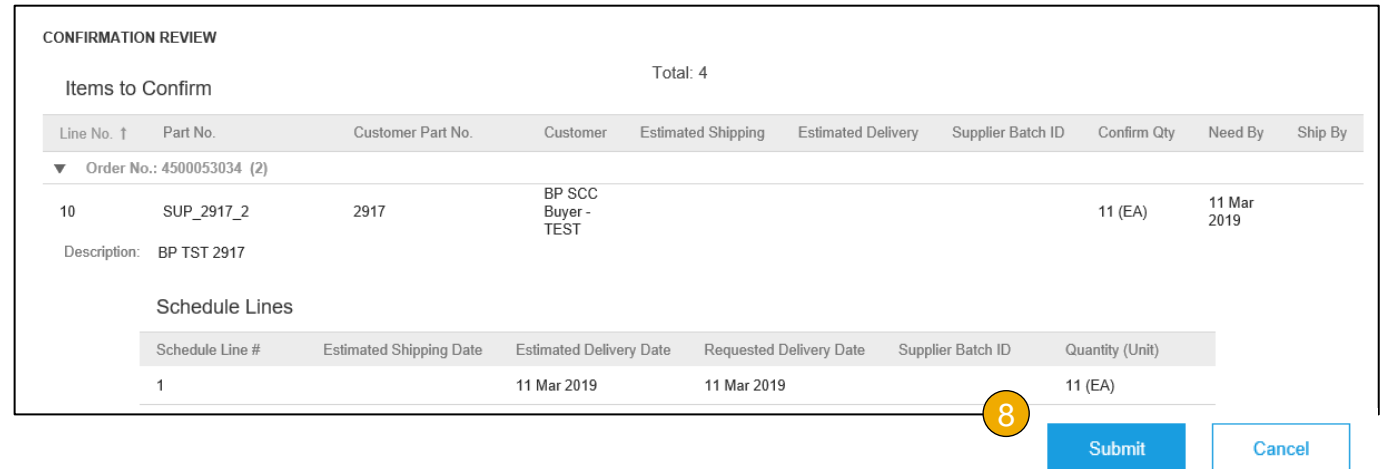
Purchase Order Collaboration

Create Order Confirmation From Items to Confirm

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.



Purchase Order Collaboration

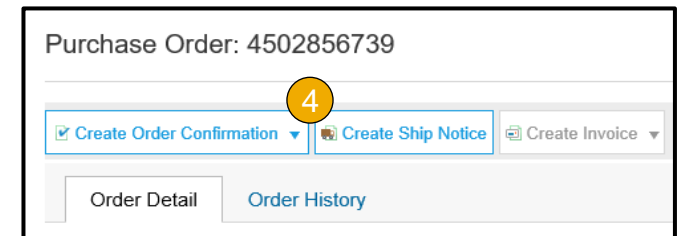
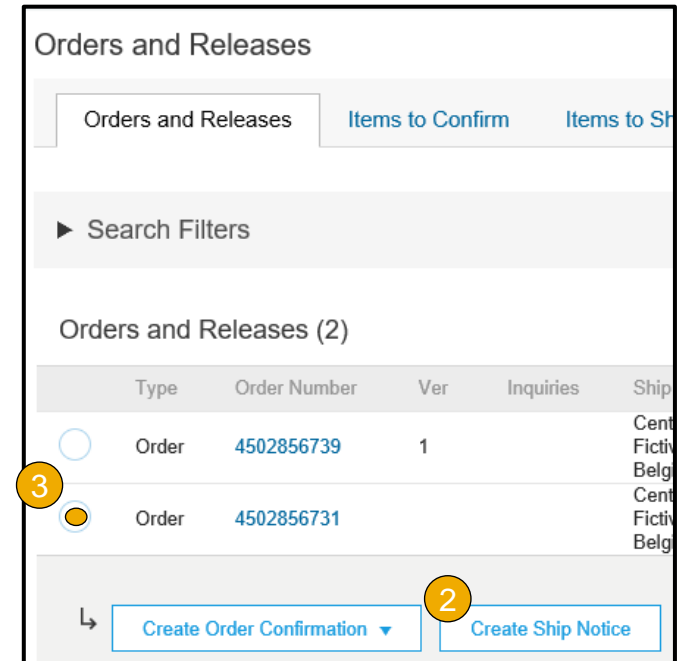
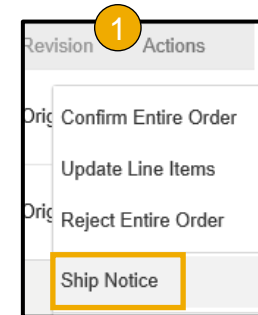
Create Advanced Shipping Notice From PO

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

Access the order worklist from your **Orders / Orders and releases** tab:

1. Click **Actions** on the PO line for direct access to the data entry page.
2. You can create ASN as well by selecting PO and clicking **Create Ship Notice** button on the bottom of the screen.
3. You can also create ASN from the PO screen. For this open PO by clicking it's number.
4. Click **Create Ship Notice** button at the top of the PO page.

NOTE: Suppliers will see a “Pack Items” button when creating an ASN but they should not click this button.



Purchase Order Collaboration

Create Advanced Shipping Notice From PO

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 Ariba Network account.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date.
7. Upload tool to attach additional documents if needed.
8. In section “additional fields”, provide comments if needed.

The screenshot displays the 'Shipping PO' form interface. At the top, there are two address sections: 'SHIP FROM' (Supplier test - TEST, Geneva, Switzerland) and 'DELIVER TO' (Buyer test - TEST, Prague, Czech Republic). Below these is the 'Ship Notice Header' section, which includes fields for 'SHIPPING' (Packing Slip ID, Invoice No.), 'Requested Delivery Date', 'Ship Notice Type' (a dropdown menu), 'Shipping Date', and 'Delivery Date'. There are also fields for 'Hazard Type' and 'is Divisible'. The 'Attachments' section features a 'Choose File' button, a 'No file chosen' status, and an 'Add Attachment' button, with a note that the total size of attachments cannot exceed 100MB. At the bottom, the 'Additional Fields' section contains 'Reason for Shipment' and 'Comments' text areas. Eight yellow callout circles with numbers 1 through 8 are overlaid on the form to indicate specific areas of interest: 1 points to the 'Deliver To' address, 2 to the 'Ship From' address, 3 to the 'Packing Slip ID' field, 4 to the 'Invoice No.' field, 5 to the 'Ship Notice Type' dropdown, 6 to the 'Delivery Date' field, 7 to the 'Add Attachment' button, and 8 to the 'Additional Fields' section.

Purchase Order Collaboration

Create Advanced Shipping Notice From PO – CommScope Key Fields

Fill out the requested information on the Shipping PO form.

1. Carrier Information should be entered for CommScope Shipments.
2. Country of Origin should be entered for CommScope Shipments
3. Allowable CommScope Tolerances will be passed in the Comments section
4. Attachments should be added for Serialized items. There is a reminder of this in the Additional Information area of the ASN.
5. Pricing Details can be found on the ASN Line Item

SHIPPING

Packing Slip ID: ASN 409

Notice Date: 2 Jun 2021

Service Level: --

Requested Delivery Date: --

Ship Notice Type: --

Actual Shipping Date: 10 Jun 2021

Actual Delivery Date: 22 Jun 2021 12:00:00 PM

Related Documents: 8003700409

TRACKING

1 Carrier Name: DANZAS

Tracking No.: TR123456

Tracking Date: 10 Jun 2021

Bill of Lading No.: BL123456

Package ID: --

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Serial Numbers	Country*
1	0				0 / 0 Complete	(no value)

2 Add Country* Details Origin: (no value), Andorra, United Arab Emirates

Add Ship Notice Line

Comments Tolerances:

3

OC - Quantity Tolerance (Lower/Upper -%):99.0/).

OC - Time Tolerance (Lower/Upper -):/).

OC - Price Tolerance (Lower/Upper -%): 0.00/ 0.00).

ASN - Quantity Tolerance (Lower/Upper -%):99.0/).

ASN - Time Tolerance (Lower/Upper -):/).

ASN - Price Tolerance (Lower/Upper -%): 0.00/ 0.00). ... [View less >>](#)

Gross Volume: --

Gross Weight: --

Total Length: --

Total Width: --

Total Height: --

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition

Shipping Payment Method: 201

Delivery Terms Description: --

Transport Terms: CIF

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
CIF	--	--	--	--	--

ADDITIONAL INFORMATION

Reason for Shipment: --

Comments: 1

4 Please confirm that attachment is needed for serial number managed materials: YES

misc: true

Government Issued Shipping ID: --

Document Title: --

Supplier Reference: --

Transit Direction: --

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Loc
8003700411	10		ATC200-LITE-USB	50.000	EA	3 Jun 2021		RMB241.52 CNY	RMB12,076.00 CNY	CN10

Description: RET CONTROLLER

5 Pricing Details

Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	EA	EA	\$35.01 USD	1,000	EA

Purchase Order Collaboration

Create Advanced Shipping Notice From PO

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).
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 slid ID and delivery date.

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

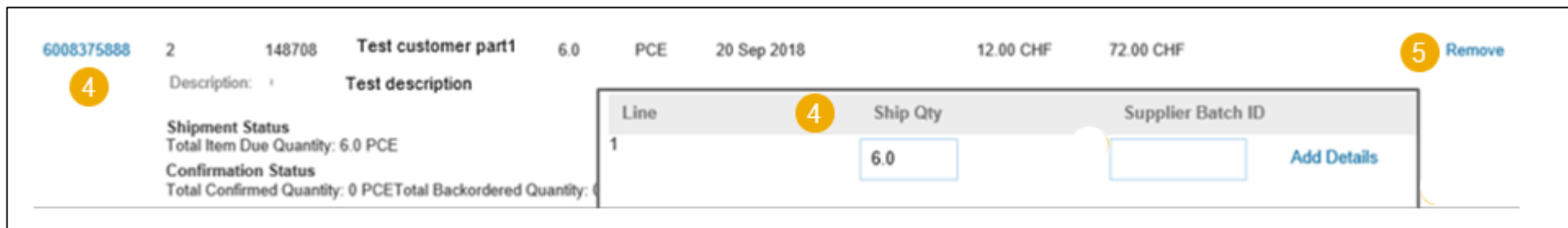
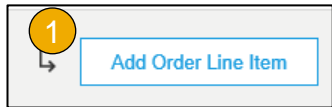
Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6008458069	1		Test customer part1	30.0	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1	2 Remove
Description: Test description											
Shipment Status Total Item Due Quantity: 30 PCE											
Confirmation Status Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE											
Line 1 Ship Qty 10 Supplier Batch ID Add Details											
3 Add Ship Notice Line											
Add Order Line Item Manage Serial Numbers											

Purchase Order Collaboration

Create Advanced Shipping Notice From PO

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.

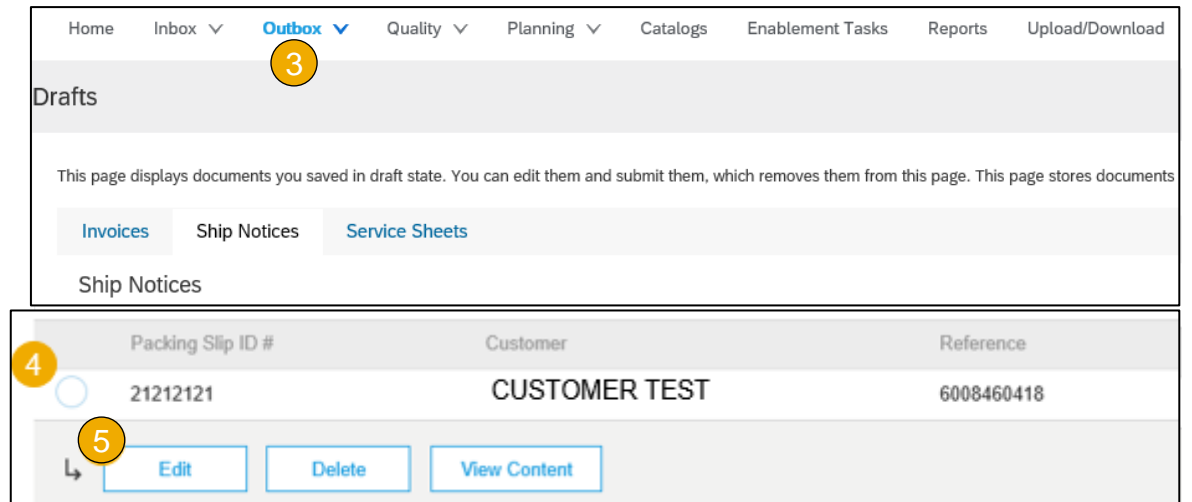
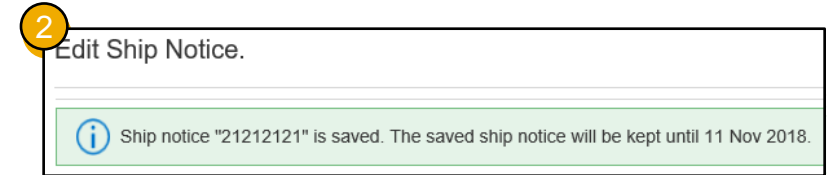
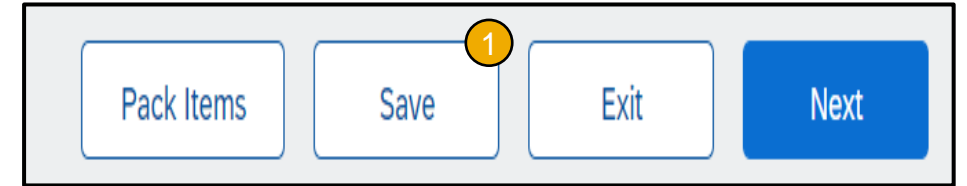
1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity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



Purchase Order Collaboration

Create Advanced Shipping Notice From PO

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 **Outbox/Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.



Purchase Order Collaboration

Create Advanced Shipping Notice From PO

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. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

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



Create Ship Notice

Confirm and submit this document.

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, Is divisible: No

TRACKING: Tracking information not provided

DIMENSIONS: Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customs
6006450934	1		123123	30.0	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

123	
222	
333	

Navigation buttons: Previous, Save, Submit. The 'Submit' button has a yellow circle with the number 5 next to it. The 'Previous' button has a yellow circle with the number 6 next to it. The 'Actual Delivery Date' field has a yellow circle with the number 2 next to it. The 'Qty' field in the table has a yellow circle with the number 3 next to it. The 'Serial Number' field in the table has a yellow circle with the number 4 next to it.

Purchase Order Collaboration

Advanced Shipping Notice Pack Items

- Prior to clicking Next, Suppliers should click “Pack Items” to enter in the Quantity field that amount of each product that will appear on each Pallet. Then click “Next”
- Example, if the Ship Notice is for a Quantity of 14 and each Pallet will contain a Quantity of 2, 2 should be entered in the Quantity field. This will cause a total of 7 Labels to generate (Quantity per Pallet divided by total Quantity of the Ship Notice)
- **NOTE:** Failure to update the Quantity will result in a different label being created for every item on the Ship Notice



Define packaging instructions

Exit Next

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

Summary

Number of items 1

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
30.1	4500520967	0G23570STOR CTRL PNL 8KW ENCL PORT BACK		14 EA

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
∨						
∨	0G23570STOR CTRL PNL 8KW ENCL		2	0	0	EA
Pallet	0G23570STOR - Pallet	Contains	0G23570STOR CTRL PNL 8KW			KG

Purchase Order Collaboration

Advanced Shipping Notice Pack Items

- During the “Confirm Packing” Step, Suppliers should confirm the items in Ariba are accurate based on what and how the material will actually be shipped. If everything looks accurate, click “Next”
- If something does not look accurate, Suppliers can
 - Either click “Define Instructions” near the top or bottom of the Page to return to the previous screen.
 - Or click “Edit” near the details Pallet View of the Ariba Screen.
 - The “Edit” process is outlined on the next slide

Confirm packing plan

Save Define Instructions Next

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
30.1	4500520967	0G23570STOR CTRL PNL 8KW ENCL PORT BACK		14 EA	14 of 14	100.00%

Packing hierarchy [What's this?](#)

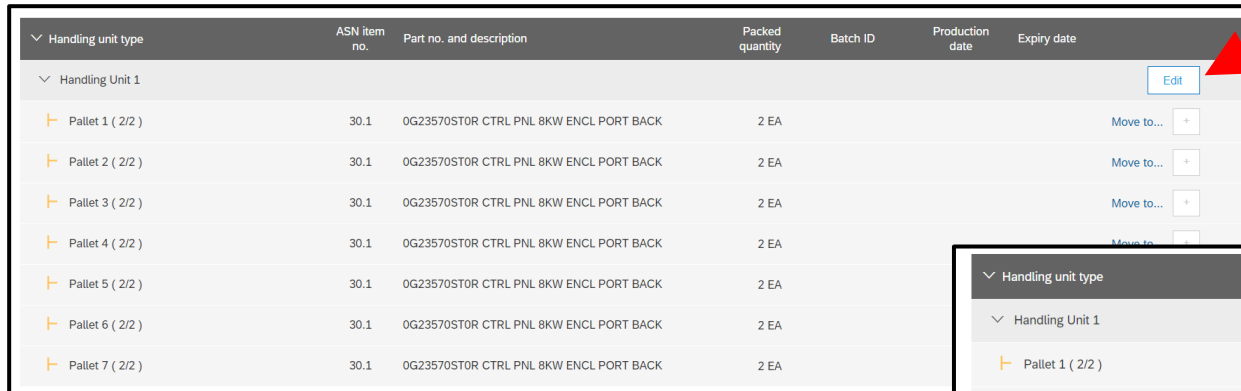
Pallet 7

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
Pallet 1 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 2 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 3 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 4 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 5 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 6 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 7 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...

Purchase Order Collaboration

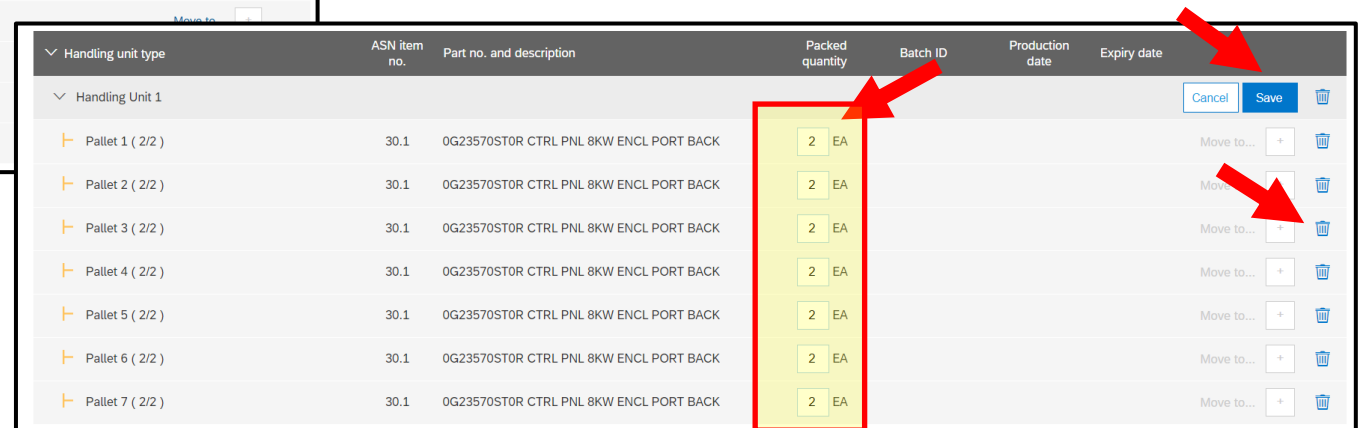
Advanced Shipping Notice Pack Items

- If a Supplier clicked “Edit” during the Confirm Packing step, the Quantity fields can be adjust. The Supplier can use this to change the number of items that appear on each pallet.
- The Supplier can also use this time to delete any unneeded lines.
 - This is done by clicking the small garbage can icon to the right of each line item that needs delete.
 - The garbage can icon next to the Save button will delete all line items
- After all changes have been made, the Supplier should click Save then Next (as outlined on the previous slide).



A screenshot of a table interface showing a list of pallets. The table has columns for Handling unit type, ASN item no., Part no. and description, Packed quantity, Batch ID, Production date, and Expiry date. A red arrow points to an 'Edit' button located at the top right of the table.

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
Pallet 1 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 2 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 3 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 4 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 5 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 6 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 7 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			



A screenshot of the same table interface, but with a red box highlighting the 'Packed quantity' column. A red arrow points to the 'Save' button at the top right. Another red arrow points to a trash icon next to the 'Move to...' button for the first row.

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
Pallet 1 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 2 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 3 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 4 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 5 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 6 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 7 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			

Purchase Order Collaboration

Advanced Shipping Notice Pack Items

- The “Print Labels” step of the process is where the Supplier can print a label from Ariba for each pallet that is being shipped.
- This is done by either:
 - Clicking the “Print all labels” link to print all the labels associated with this Ship Notice
 - Clicking the small printer icon to the right of each line item to print the labels one by one.
- A PDF copy of the label(s) will appear at the bottom of the page.
- The Supplier should then open and print the PDF label(s) then click Next to Submit the ASN. The printed labels should then be affixed to the pallets
 - **NOTE:** The submission process of the ASN has not changed.

Print labels

Save Exit Next

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

✓ You're all set to print labels and confirm this ship notice.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
30.1	4500520967	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK		14 EA	14 of 14	100.00%

Packing hierarchy [What's this?](#)

Pallet 7

[Print all labels](#)

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1								
Pallet 1 (2/2)	30.1	00047	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 2 (2/2)	30.1	00048	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 3 (2/2)	30.1	00049	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 4 (2/2)	30.1	00050	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 5 (2/2)	30.1	00051	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 6 (2/2)	30.1	00052	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 7 (2/2)	30.1	00053	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				

pdfTempFile17969....pdf

Purchase Order Collaboration

Barcode Label Example

- Opening the PDF will produce a label(s) similar to the document pictured below. A individual label will appear for each line item of the ASN
- Labels should then be affixed to the physical product that is being shipped to CommScope

COMMScope®	
(1P) PROD ID:	980975-1
	
(3P) UPC PROD ID:	HU00000146
	
(Q) QUANTITY:	10
	
PRODUCT DESCRIPTION Ariba PO1-Test Gaurav	
For RoHS Inquiries CommScope Inc. Corke Abbey, Bray Co. Dublin, Ireland Attn: Legal Department	Made in XX LB/XX KG

From: Supplier Name 0000117756	TO: CommScope Connectivity LLC - Greens 8420 Triad Drive Greensboro NC 27409
(3S) PKG ID:	HU00000146
	
(14K) CUST PO - LN No:	8003666527 + 00010
	
(P) CUST PROD ID:	
(7Q) QUANTITY:	10EA
	
(1P) SUPP. PROD ID:	980975-1
	
DESCRIPTION: Ariba PO1-Test Gaurav	
CUST REF:	
PACKAGE COUNT:	PACKAGE WEIGHT:

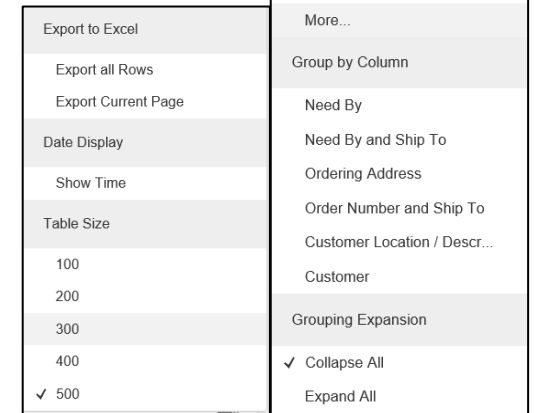
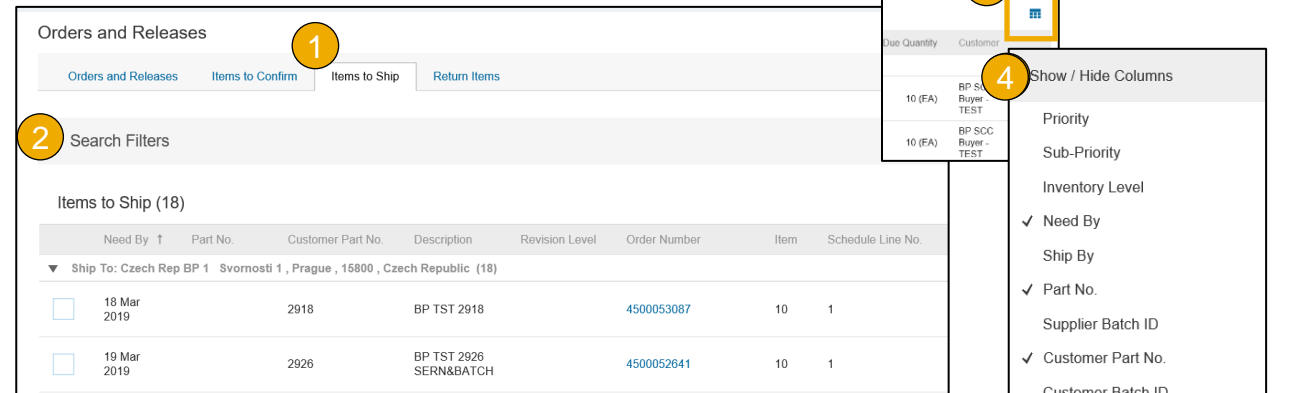
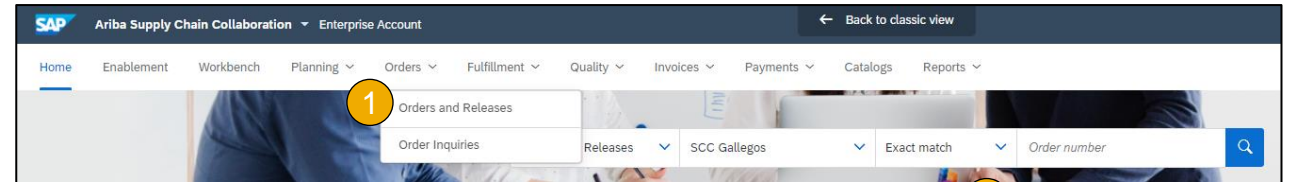
Purchase Order Collaboration

Create Advanced Shipping Notice From Items to Ship

- 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.

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



Purchase Order Collaboration

Create Advanced Shipping Notice From Items to Ship

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.

The screenshot shows the 'Search Filters' interface. On the left, under the heading 'Search Filters', there are several input fields: 'Customer:' with a dropdown menu set to 'All Customers' (callout 1), 'Order Number:' with radio buttons for 'Partial number' (selected) and 'Exact number', and three empty input fields for 'Part #:', 'Customer Part #:', and 'Supplier Batch ID:', each with a 'Look Up' button. A 'Show Advanced Filters' link is at the bottom left (callout 4). On the right, there are options for 'Show orders by:' with radio buttons for 'Need by date' (selected) and 'Ship by date', a 'Search By:' dropdown menu set to 'Schedule Line Date Range' (callout 2), a 'Date Range:' dropdown menu set to 'Other', and date pickers for 'Start Date:*' (5 Apr 2020) and 'End Date:*' (13 May 2020). Below these are a 'View:' dropdown menu set to 'Only items that can be shipped' (callout 3), a checkbox for 'View by PO priority', and a checkbox for 'Search only scheduling agreement releases or scheduling agreements'.

Note:

- 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 overdelivery, use the **Order Number: Exact number** 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 tab even if the full quantity has already been shipped for as long as order`s expiration date has not been reached.

Purchase Order Collaboration

Create Advanced Shipping Notice From Items to Ship

1. Review line items and create a shipping notification by selecting the relevant purchase orders **per one single ship to address and one single delivery 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 Ariba 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.

Ship To: Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)

<input type="checkbox"/>	18 Mar 2019	2918	4500053087	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST	
<input checked="" type="checkbox"/>	19 Mar 2019	2926	4500052641	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST	
<input checked="" type="checkbox"/>	19 Mar 2019	2926	4500052667	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST	

2 Create Ship Notice Create Quality Notification **4** !A ship notice can have only one location.

Purchase Order Collaboration

Create Advanced Shipping Notice From Items to Ship

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.

1

Ship Notice Header

SHIPPING

Packing Slip ID: *

! Ship Notice # must be alphanumeric and is limited to 19

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date: *

! Required Field

4500052641 10 2926 10.0 EA 19 Mar 2019 \$10.00 AUD \$100.00 AUD 8540 4 Remove

Description: BP TST 2926 SERN&BATCH

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF Add Details

[Add Ship Notice Line](#)

4500052667 10 2926 10.0 EA 19 Mar 2019 \$10.00 AUD \$100.00 AUD 8540 4 Remove

Description: BP TST 2926 SERN&BATCH

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF Add Details

[Add Ship Notice Line](#)

5 [Add Order Line Item](#) 3 [Manage Serial Numbers](#)

Purchase Order Collaboration

Create Advanced Shipping Notice From Items to Ship

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	Item	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			
Description: Description test 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	9.0			Add Details				
	1	5.0			Add Details				
	1	6.0			Add Details				
Add Ship Notice Line									
6008450901	4	123ABC	Description test	10.0	PCE	15 Oct 2018			
Description: Description test Shipment Status Total Item Due Quantity: 10 PCE Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE									
	Line	Ship Qty	Supplier Batch ID						
	1	2.0		Add Details					

Purchase Order Collaboration

Viewing Goods Receipts

- Finished good receipt is available on the Portal once Finished Good is received by [Customer].
- 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](#)

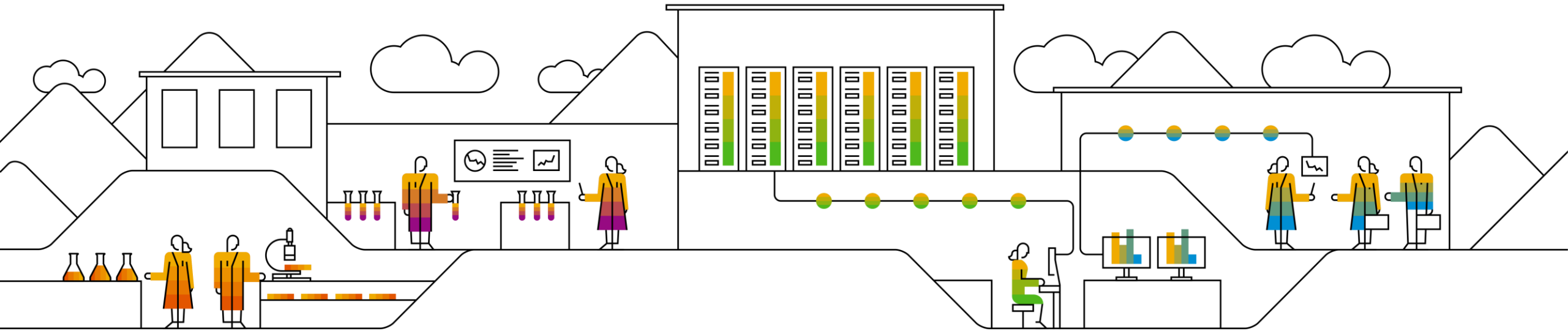
From: NALA CLAQ1BUYER2
1230 Lincoln Avenue
NEW YORK , NY 10019
United States

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:													



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Multi-Tier Collaboration

COMMSCOPE®

THE BEST RUN 

CommScope Supplier Training

Lesson 5 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Multi-Tier Purchase Orders
- Order Confirmation Collaboration
- Advanced Shipping Notice Collaboration
- Goods Receipt Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

Multi-Tier Collaboration

Introduction

- A multi-tier supply chain involves a Buyer and multiple Suppliers collaborating together to produce a finished product.
- Multi-tier order collaboration provides end-to-end visibility and collaboration features for a multi-tier ordering process. It allows supply chain partners to view copies of orders, order confirmations, and ship notices (with financial fields masked) and create component receipts after receiving shipments. Buyers can manage their copy documents and view component shipments and receipts from tiered suppliers.
- Multi-tier order collaboration allows supply chain partners to do the following:
 - Contract manufacturers can view copies of orders, order confirmations, and ship notices on the Ariba Network.
 - Contract manufacturers can submit new component receipts on the Ariba Network as well as cancel them.
 - All supply chain partners can specify a routing preference (cXML or Online) for order response documents and copy documents.

Multi-Tier Collaboration

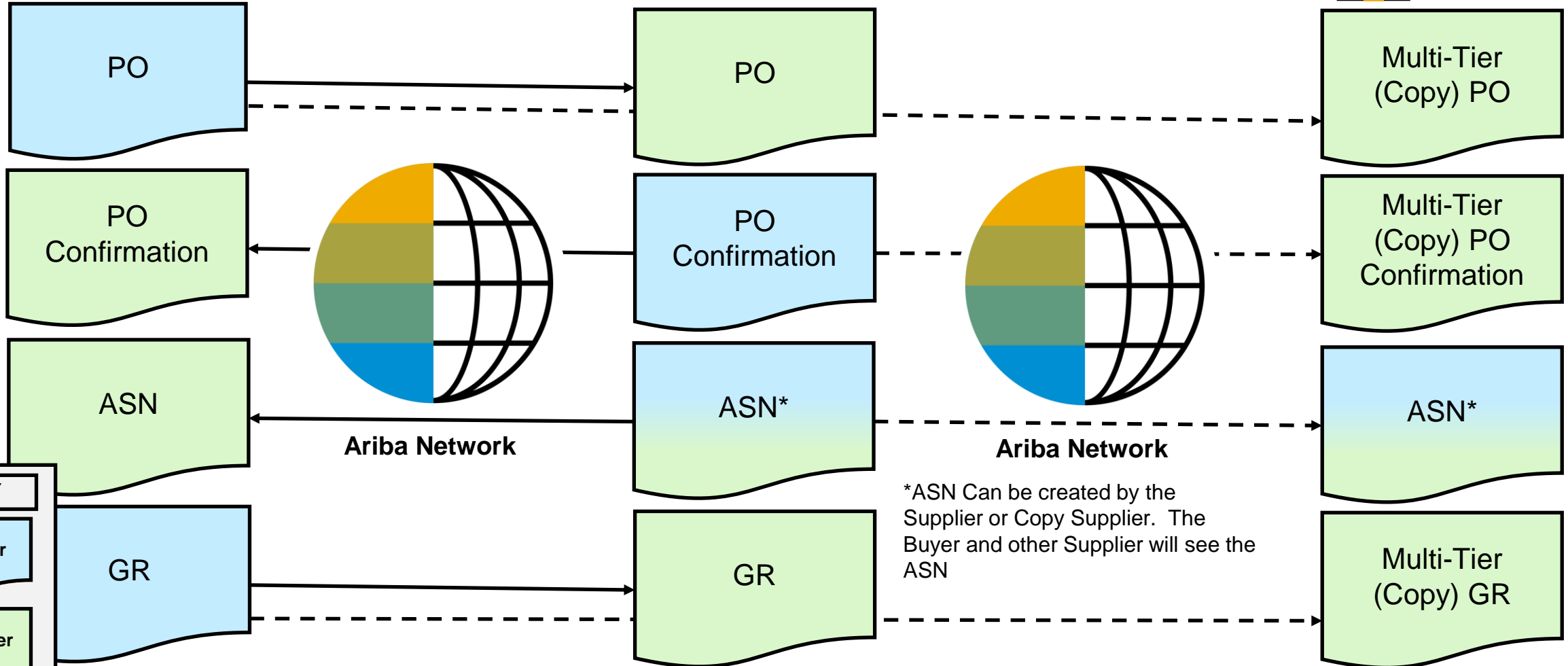
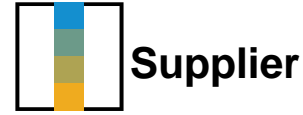
Document Description

Document	Description
Copy of Multi-Tier Order	Orders sent to tier two (and lower) suppliers to provide products and services to a supplier at the next higher level in the chain.
Copy of Multi-Tier Order Confirmation	Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.
Copy of Multi-Tier Ship Notice	Shipments to another supplier instead of to the OEM buyer. Users can select multiple component ship notices to perform an action, such as creating a component receipt.
Goods Receipt	Receipt which can refer to a component or assembly.

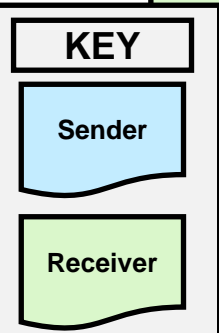
Multi-Tier Collaboration

Workflow

COMMSCOPE®



*ASN Can be created by the Supplier or Copy Supplier. The Buyer and other Supplier will see the ASN



Multi-Tier Collaboration

Search for and Identify a Multi-Tier PO

When applicable, a copy of the PO will be sent to necessary parties (ie. logistics providers). The copy PO only needs to be received and understood.

From the Homepage:

1. Click on **Fulfillment/ Extended Collaboration**.
2. Select **Multi-tier Orders** sub-tab to manage copy orders.
3. Search filters allow you to search using multiple criteria. Enter your search criteria and click **Search**.
4. List of displayed Purchase orders pre-default contain only orders for certain time range.
5. Click configure icon to manage your view.
6. 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 [Customer].

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. A callout box labeled '1' points to the 'Extended Collaboration' link under the 'Fulfillment' menu. The main content area is titled 'Extended Collaboration' and has several tabs: 'Multi-Tier Orders' (labeled '2'), 'Component Inventory', 'Component Shipments', 'Component Receipts', and 'Compon'. Below the tabs is a 'Search Filters' section with the following fields: 'Customer' (set to 'All Customers'), 'Order Status' (set to 'All'), 'Order Number' (empty), 'Creation Date' (set to 'Last 31 days'), and radio buttons for 'Partial number' (selected) and 'Exact number'. A callout box labeled '4' points to the 'Order Number' field. At the bottom right of the search filters, there is a 'Search' button (labeled '3') and a 'Reset' button. Below the search filters is a table titled 'Multi-Tier Orders (100+)'. The table has columns for Type, Order Number, Version, Customer, Ship From Partner, Ship To Address, Date, Order Status, and Revision. The first row shows an Order with Order Number 4500089990, Customer Stratus Atlantic, Ship From Partner LOB NALA Supplier 9, Ship To Address CSC Mfg atlanta, GA United States, Date 4 Feb 2020, Order Status Shipped, and Revision Original. The second row shows an Order with Order Number 4500088995, Customer Stratus Atlantic, Ship From Partner LOB NALA Supplier 9, Ship To Address CSC Mfg atlanta, GA United States, Date 30 Jan 2020, Order Status Shipped, and Revision Original. A callout box labeled '6' points to the 'Order Number' column header. At the bottom right of the table, there is a 'Page 1' dropdown and a 'Search' button (labeled '5').

Multi-Tier Collaboration

Search for and Identify a Multi-Tier PO

An Buyer can send a copy of an order to tiered suppliers. Such multi-tier orders mask all financial information.

Orders and Releases

Original Supplier

Orders and Releases

Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (7)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500054730	3	csc_buyer		SAP AG Walldorf Germany	4,620.00 EUR	29 Jun 2016	Partially Shipped	Invoice	0.00 EUR	Changed	Actions

Multi-Tier Orders (2)

Receiving Supplier


Type	Order Number	Ver	Customer	Ship to Partner	Ship To Address	Date	Order Status	Revision
Order	4500054730	3	csc_buyer	csc_supplier1	SAP AG Walldorf Germany	29 Jun 2016	Partially Shipped	Changed

Multi-Tier Collaboration

Multi-Tier PO Details

1. View order details.
2. **Line Items** section describes the ordered items.
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.
5. View documents related to copy order – order confirmation, ASN.
6. View order history.

1 Order Detail
 5 Order History





From:
 IDES US INC
 1230 Lincoln Avenue
 NEW YORK , New York 10019
 United States
 Phone: + () 212-345-0983
 Fax: + () 212-345-5693


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

Purchase Order
 (Shipped)
 4500088995

within 14 days 3 % cash discount within 30 days 2 % cash discount within 45 days Due net

Contact Information
Supplier Address
Component Supplier
 13 St Luis
 Atlanta , Georgia 30345
 United States
 Phone:
 Fax:
 Address ID: 000009090

4 Routing Status: Acknowledged
 Related Documents:  [ASN88995](#)
 [ACK88995](#)

2 Line Items
 3 Show Item Details 
4

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Customer Location	
10	Non Catalog Item	PROC-IM-MI-4230	Material			20.000 (EA)	30 Jan 2020		Details
Description: Mill Insert 490R-140420M-PM 4230									

Order submitted on: Thursday 30 Jan 2020 12:00 AM GMT+01:00
 Received by Ariba Network on: Thursday 30 Jan 2020 11:45 AM GMT+01:00
 This Purchase Order was sent by Stratus Atlantic AN01022502404-T and delivered by Ariba Network.

Multi-Tier Collaboration

View Order Confirmations on a Multi-Tier PO

From the Related documents in copy order screen:

1. View copy order confirmation by clicking its number.
2. View the details. Copy order confirmations mask all financial and sensitive information.
3. View copy order confirmation history.

The screenshot displays the SAP Multi-Tier Collaboration interface. On the right, a 'Purchase Order (Shipped) 4500088995' is shown. Below it, the 'Routing Status: Acknowledged' and 'Related Documents' section lists 'ASN88995' and 'ACK88995'. A yellow arrow points from the 'ACK88995' link to the main 'Order Confirmation: ACK88995' screen. The main screen has a 'Detail' tab (marked with a yellow circle '2') and a 'History' tab (marked with a yellow circle '3'). The 'Detail' view shows the following information:

- Confirmation #: ACK88995
- Notice Date: 30 Jan 2020
- Purchase Order: 4500088995
- Est. Shipping Date: 30 Jan 2020
- Est. Delivery Date: 31 Jan 2020

The 'Line Items' section contains a table with the following data:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Customer Location
10	Non Catalog Item	PROC-IM-MI-4230		20.000 (EA)	30 Jan 2020		

Additional information for Line Item 10:

- Description: Mill Insert 490R-140420M-PM 4230
- Current Order Status: 20.000 Confirmed With New Date (Estimated Shipment Date: 30 Jan 2020; Estimated Delivery Date: 31 Jan 2020)

Multi-Tier Collaboration

View ASN on a Multi-Tier PO

From the Related documents in copy order screen

1. View copy ASN by clicking its number.
2. View ASN details. Copy ASN masks all financial and sensitive information.
3. View Order Items.
4. Click Show Item Details or Show Details to view more information.
5. View Transport Details and ASN History.

The screenshot displays the SAP Multi-Tier Collaboration interface. At the top right, a box shows the 'Purchase Order (Shipped) 4500088995'. Below it, a 'Routing Status: Acknowledged' section includes 'Related Documents: ASN88995' and 'ACK88995'. A yellow arrow points from this section to the 'Order Items' table below. The 'Ship Notice: ASN88995' section features tabs for 'Detail', 'Transport Details', and 'History', with 'Detail' selected. Below this are 'SHIP FROM' and 'DELIVER TO' sections with their respective addresses. The 'Order Items' table is highlighted with a yellow circle '3' and includes a 'Show Item Details' link (circled '4').

SHIP FROM
 LOB NALA Supplier 9
 Postal Address:
 PO12129
 Pittsburgh , PA 15222
 United States

DELIVER TO
 CSC Mfg
 Postal Address:
 Main DEKALB
 atlanta , GA 30345
 United States
 Address ID: 3200

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Customer Location
4500088995	10	Non Catalog Item	PROC-IM-MI-4230	20.000	EA	30 Jan 2020		3200
Description: Mill Insert 490R-140420M-PM 4230								
SHIPMENT STATUS								
1. ▶ Shipped 20 EA Show Details Download PDF								

Multi-Tier Collaboration

View ASN from Multi-Tier Shipments

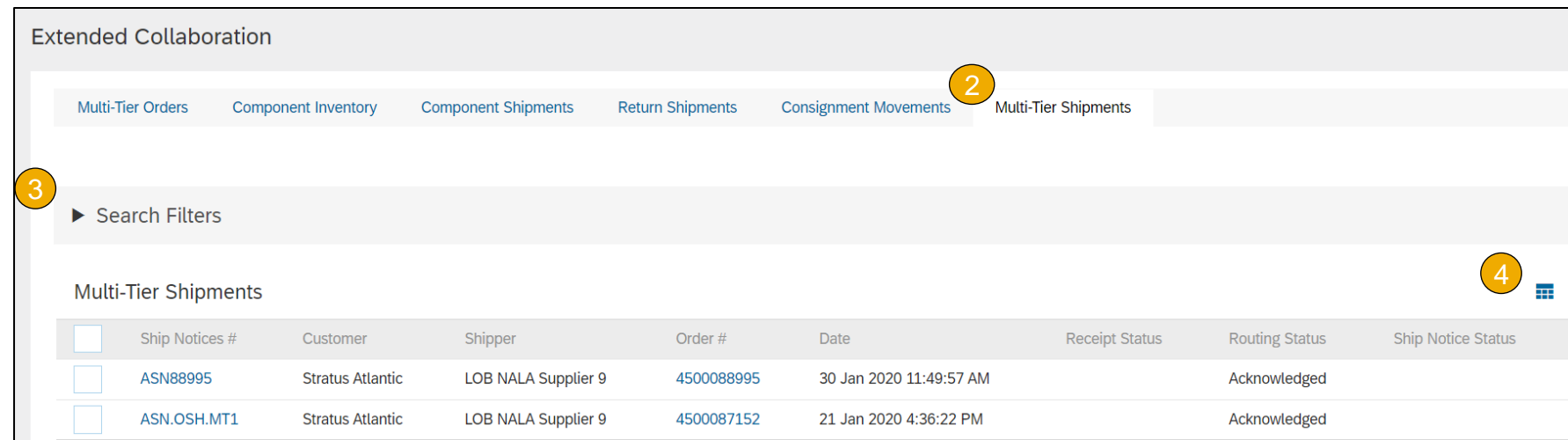
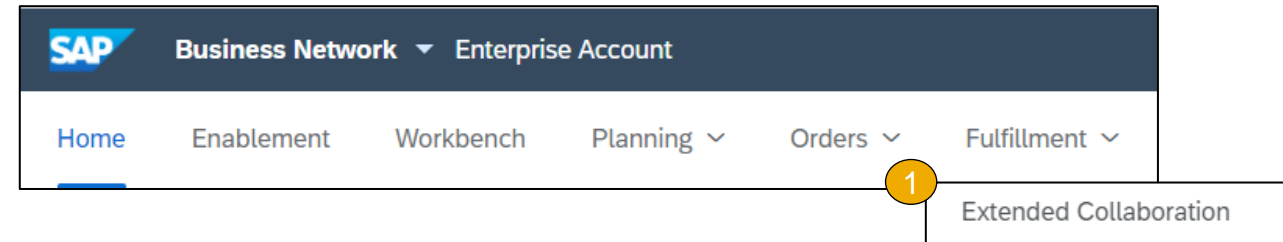
You can view Copy ASN as well from the Multi-Tier sub-tab.

From the Homepage:.

1. Click on **Fulfillment/ Extended Collaboration**.
2. Select **Multi-Tier Shipments** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. You can configure your view using configure button.

Note:

- For long term PO agreements that typically are valid for a year and have line items with **unlimited overdelivery**, use the **Order Number**: Exact number 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 tab even if the full quantity has already been shipped for as long as order's expiration date has not been reached.



Multi-Tier Collaboration

Create ASN on a Multi-Tier PO

From the Homepage:

1. Click on **Fulfillment/ Extended Collaboration**.
2. Choose **Multi-Tier Items to Ship** in sub-menu.
3. You will see items that need to be shipped. You can filter your orders using search filters. Advanced search filters allow more refined search.
4. Select the right item and click **Create Ship Notice**.

The screenshot shows the SAP Business Network Enterprise Account interface. The navigation menu includes Home, Enablement, Workbench, Planning, Orders, and Fulfillment. The Fulfillment menu is expanded to show Extended Collaboration. Under Extended Collaboration, the Multi-Tier Items to Ship sub-menu is selected. The Search Filters section includes fields for Customer, Order Number, Part #, Customer Part #, and Supplier Batch ID, along with search options like 'Need by date' and 'Ship by date'. The main content area displays a table of items to ship, with the 'Create Ship Notice' button highlighted for the selected item.

Need By	Part No.	Customer Part No.	Description	Revision Level	Order Number	Item	Schedule Line No.	Commitment Level	Ordering Address	Customer Location / Description	Manufacturer Part ID	Manufacturer Name	Requested Quantity	Shipped Quantity	Due Quantity	Customer	Supplier
1 Nov 2018	SUPPLIER PART ID	000000000000002847	CIG test material for 8500		4500018207	10	1		Digi storage - ATLANTA, GA, United States				10 (EASymbol)	3 (EASymbol)	7 (EASymbol)	NA BI CIG ECC Buyer - TEST	Ariba Beta Supplier

Multi-Tier Collaboration

Create ASN on a Multi-Tier PO

From new ASN screen:

1. Fulfill all required fields marked by asterisk, but will also be based on customer requirement (I.e. Packing Slip ID).
2. You can choose your carrier from the list provided. Please note that tracking no. becomes required once a carrier is chosen.
3. A few other fields are provided to add more visibility to your customer.

The screenshot shows the 'Create Ship Notice' form. It is divided into several sections:

- SHIP FROM:** Sandbox Supplier, brisbane QLD, Australia.
- DELIVER TO:** CMX, New York, NY, United States.
- SHIP NOTICE HEADER:** Contains fields for SHIPMENT, TRACKING, and other details.

Annotations:

- 1:** Points to the 'SHIP FROM' and 'DELIVER TO' sections.
- 2:** Points to the 'SHIP NOTICE HEADER' section.
- 3:** Points to the 'TRACKING' section, which includes a 'Tracking No.*' field highlighted in red.

The 'TRACKING' section includes a dropdown for 'Carrier Name' (set to FedEx), a 'Tracking No.*' field (highlighted in red), and a list of carriers under 'Preferred Carriers' and 'Default Carriers'.

Carrier Name	Manage Carrier
FedEx	Manage Carrier
Tracking No.*	Preferred Carriers
Bill of Lading No.:	Linfox
Tracking Date 2:	Linfox2
Shipping Method	Default Carriers
Service Level:	Airborne Express
	Consolidated Freightways
	DHL
	EGL Eagle Global Logistics
	EmeryWorldwide
	FedEx

Multi-Tier Collaboration

Create ASN on a Multi-Tier PO

4. Your line items are found at the bottom of your ASN.
5. The Qty is populated from your PO, along with the Need By/ delivery date.
6. Chose your ship quantity by line below. Your Ship Qty cannot exceed the order quantity.
7. Once you have completed all required fields, click **Next**” You can also save a draft for 50 days.
8. Once you click **Next**, you will be asked to confirm your ASN before submitting.
9. Once you confirm all information, click **Submit**.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Customer Location
4500018207	10	SUPPLIER PART ID	00000000000002847	10,000	EASymbol	1 Nov 2018		

Description: CIG test material for 8500

Shipment Status
Total Item Due Quantity: 7 EASymbol

Confirmation Status
Total Confirmed Quantity: 0 EASymbol

Total Backordered Quantity: 0 EASymbol

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	7,000			

Buttons: Save, Exit, Next

Buttons: Previous, Save, Submit, Exit

SHIP FROM
Sandbox Supplier
115t
brisbane QLD 4001
Australia

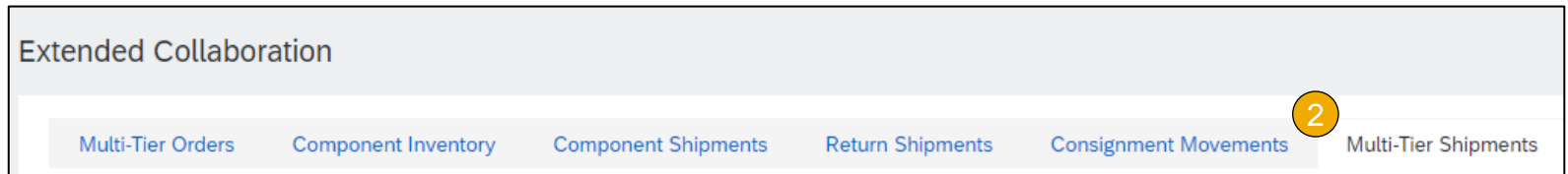
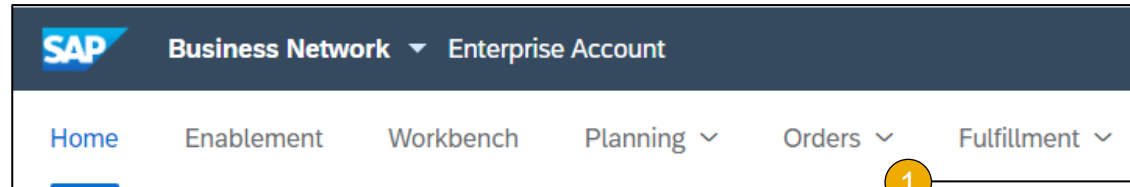
DELIVER TO
CMX
115t
New York, NY 10001
United States

Multi-Tier Collaboration

Create Component Receipt on a Multi-Tier PO

From the Homepage:

1. Click on **Fulfillment/ Extended Collaboration**.
2. Choose **Multi-Tier Shipments** in sub-menu
3. Select shipment lines.
4. Click **Create Component Receipt**.



Multi-Tier Shipments

Ship Notices #	Customer	Shipper	Order #	Date	Receipt Status	Routing Status	Ship Notice Status
asn_main	NA BI CIG ECC Buyer - TEST	Ariba Beta Supplier	4500018277	26 Dec 2018 6:05:34 PM		Sent	
edit_1	NA BI CIG ECC Buyer - TEST	Ariba Beta Supplier	4500018207	13 Dec 2018 7:08:54 AM		Sent	

Create Component Receipt

Multi-Tier Collaboration

Create Component Receipt on a Multi-Tier PO

From new GR screen:

5. Add Your Receipt Number and Receipt Date.
6. Confirm number received.
7. Select Next.
8. Review Receipt and Submit.

Create Receipt Next Exit

* Indicates required field

SHIP FROM
Ariba Beta Supplier
155 Ariba Way
Sunnyvale, CA 94549
United States

SHIP TO
CMX
11St
New York, NY 10001
United States
Email:

5

Additional Fields
Comments:

Components

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	00000000000002847		SUPPLIER PART ID	<input type="text"/>	1	EA	1	EA	edit_1	1	4500018207	10

CIG test material for 8500

Turn on Error Dump
Hide/Show XML

7 Next Exit

8 Previous Submit Exit



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Returns Collaboration

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CommScope Supplier Training

Lesson 6 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Return Purchase Orders
- Viewing Return Ship Notices

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

Returns Collaboration

Introduction

- Ariba Network supports the capability to process return orders. Buyers can return goods that they've purchased from a vendor and receive credit for them. Purchase orders can now include return items, that is, items that are being returned to the supplier.
- Returns can occur for many different reasons, including:
 - Warranty
 - Non-compliance by the supplier (goods failed quality inspection)
 - Reaching the end of life of equipment
 - Damaged or defective product
 - Equipment upgrade
 - Overstock
 - Delivery error
- Return items can be included on regular orders.

Returns Collaboration

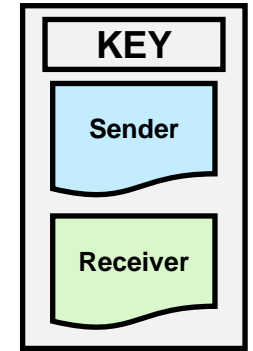
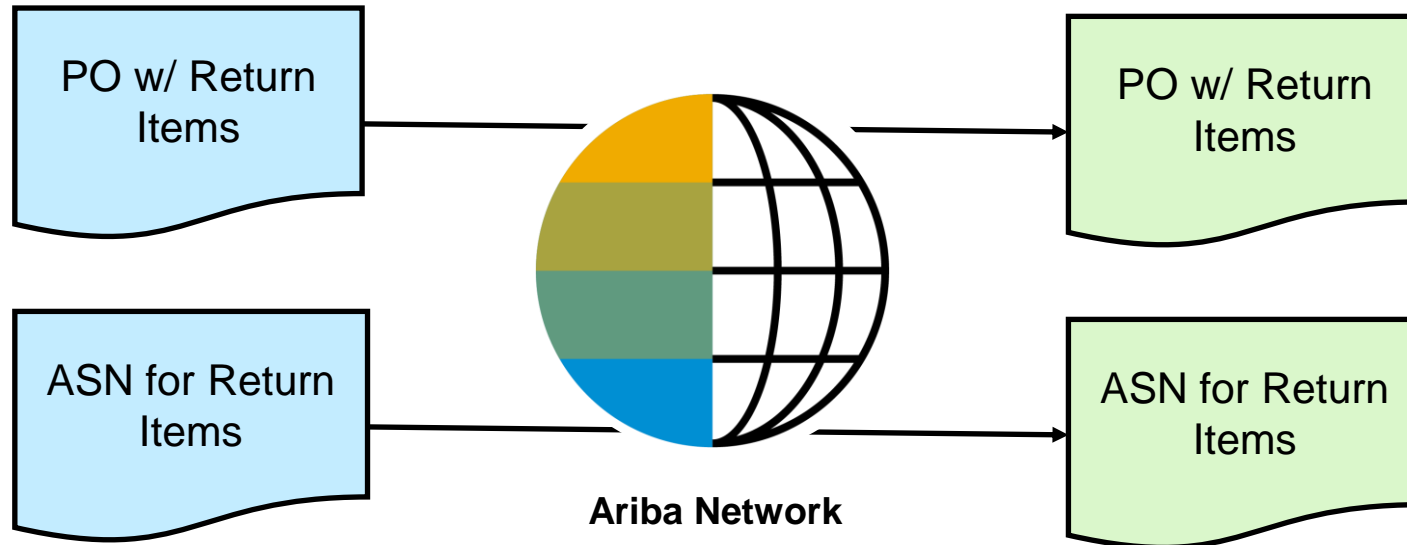
Document Description

Document	Description
Purchase Order Lines with Return Items	Purchase order that contains a return PO line item (negative quantity will reflect in purchase order)
Return Ship Notice (ASN)	Ship Notice sent to supplier from buying organization to alert supplier return items have been shipped

Returns Collaboration

Workflow

COMMSCOPE®



Returns Collaboration

View Return Purchase Orders

1. To access a Return PO Line Item, click on the **Orders** tab of your supplier account.
2. Select **Orders and Releases** from the dropdown list.
3. Click on the **Return Items** sub-tab.
4. Use the specific search criteria to populate return items. Advanced filters allow more refined search.
5. To view the return item, click on the order number.

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Orders' tab is selected, and a dropdown menu is open, showing 'Orders and Releases' and 'Order Inquiries'. The 'Return Items' sub-tab is selected. A yellow banner below the sub-tabs reads: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below this is the 'Search Filters' section with fields for Customer, Order Number, Part No., Customer Part No., Creation Date, Start Date, End Date, and View. The 'Number of Results' is set to 500. The 'Return Items (2)' table is displayed below, with the first row highlighted. A 'Credit Memo for Return Items' button is visible at the bottom left.

Order Number	Item	Date	Part #	Customer Part #	Description	Customer	Customer Batch ID	Return Quantity
4500074710	10	21 Nov 2019	RS-TEMP-10S	JMM-DSD-001	Copper Wire Coaxial - 25 LB Roll	Stratus Atlantic		10 (EA)
4500074554	10	20 Nov 2019	RS-TEMP-10S	JMM-DSD-001	Copper Wire Coaxial - 25 LB Roll	Stratus Atlantic		10 (EA)

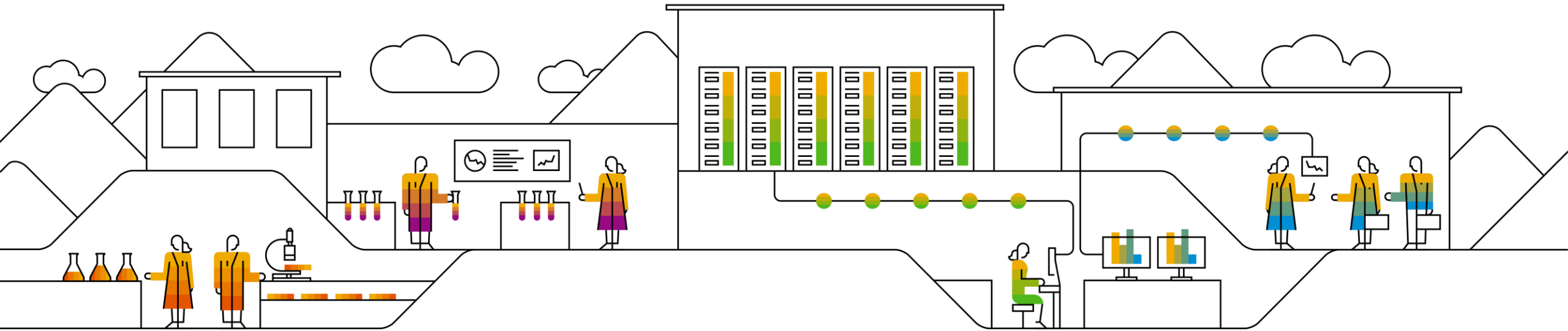
Returns Collaboration

View Return Purchase Ship Notices – New User Interface

1. To view your Return Ship Notice, click on the **Fulfillment** tab.
2. Select the **Extended Collaboration** from the dropdown list.
3. Click on the **Return Shipments** sub-tab to view all return shipment notices.
4. Use the specific search criteria to populate return items.
5. To view the return ship notice, click on its number.

The screenshot displays the SAP Ariba Supply Chain Collaboration Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Fulfillment' dropdown menu is open, showing options like 'Order Confirmations', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Extended Collaboration' sub-tab is selected. Below this, the 'Return Shipments' sub-tab is active. The 'Search Filters' section includes a 'Customer' dropdown set to 'All Customers', a 'Ship Notice #' input field, a 'Date Range' dropdown set to 'Last 14 days' (showing '13 Nov 2019 - 26 Nov 2019'), and a 'Routing Status' dropdown set to 'All'. The 'Return Ship Notices' table below shows two entries:

Ship Notice #	Customer	Order #	Date
80019209	Stratus Atlantic	4500074710	21 Nov 2019 2:20:04 PM
80019207	Stratus Atlantic	4500074554	20 Nov 2019 9:15:45 PM



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Scheduling Agreement Release Collaboration

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CommScope Supplier Training

Lesson 7 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Scheduling Agreements
- Advanced Shipping Notice Collaboration
- Goods Receipt Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

Scheduling Agreement Release Collaboration

Introduction

- Scheduling Agreement is a form of outline purchase agreement under which materials are procured on predetermined dates within a certain period of time. There are two forms of Scheduling Agreements as listed below:
 - Scheduling Agreement is a purchasing document that contains schedule lines stating quantities and dates for specific shipments of a material.
 - Scheduling Agreement Release is a release of schedule lines within the scheduling agreement.
- Use Cases of Scheduling Agreements include:
 - Pricing & terms are agreed upon for the time period (horizon).
 - Quantity should cover the horizon needs.
 - Smaller quantities requested on “scheduled” basis.
 - Delivery is on an “ASAP” basis (short term or immediately).
 - Mid-to-long term requirements also communicated in the trade-off or forecast horizon.
- Benefits of Scheduling Agreements include:
 - Improved visibility into availability of supply.
 - Greater transparency for suppliers into longer term and near-term demands of their customers.
 - Flexible invoicing options, including self-billing and supplier-generated invoicing (increased billing accuracy).

Scheduling Agreement Release Collaboration

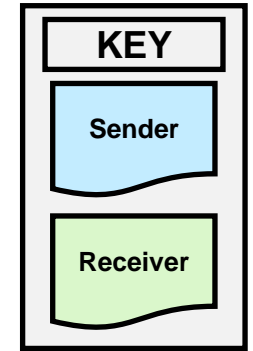
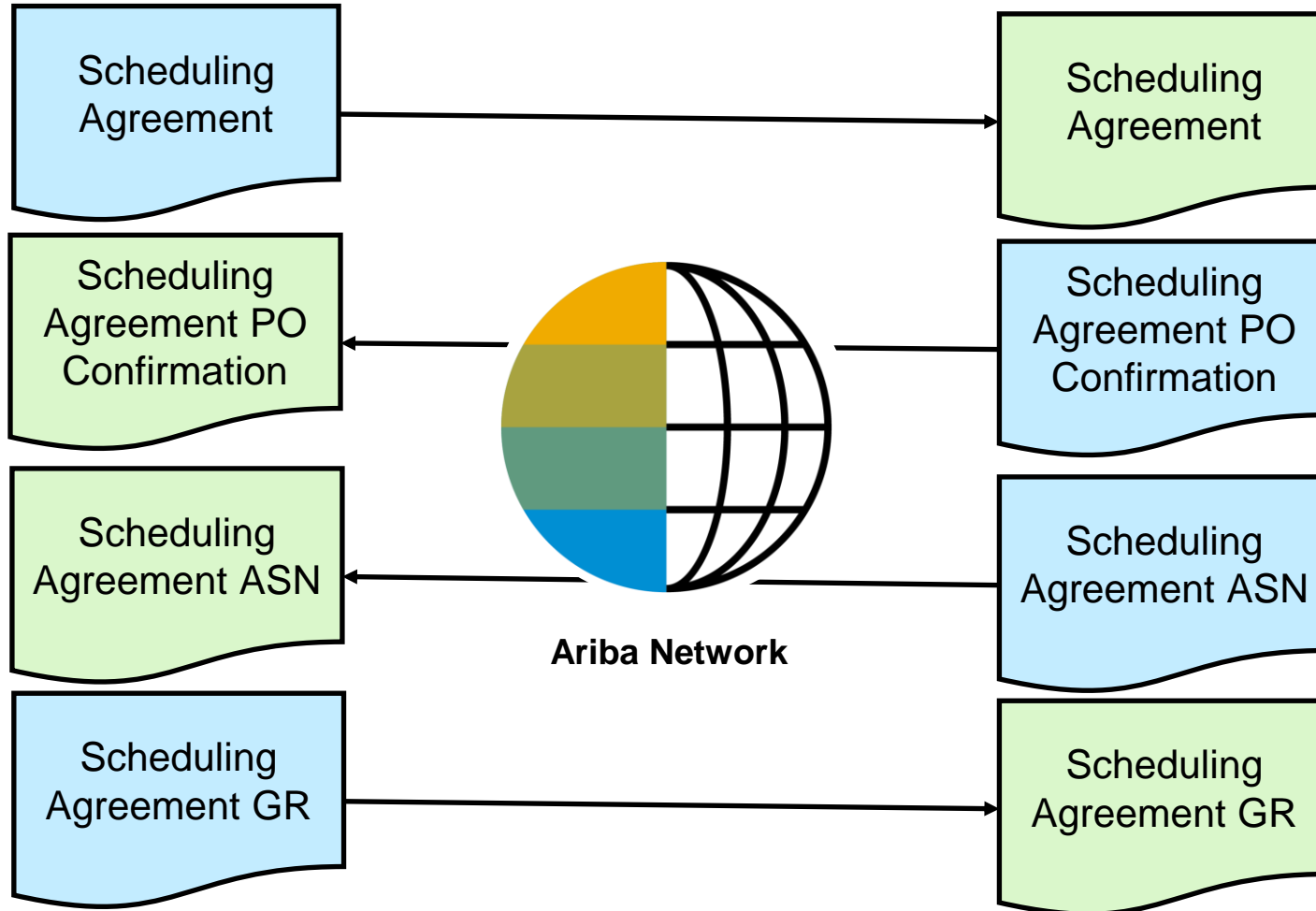
Document Description

Document	Description
Scheduling Agreement	Defines the actual agreement of quantities and dates for the shipments desired for a period of time
Scheduling Agreement Release	Defines releases of quantities and dates for the shipments desired for a period of time
Order Confirmation	Confirms scheduling agreement or scheduling agreement releases for firm schedule lines.
Advanced Ship Notice	Provides details for shipment of specific quantities of materials/goods

Scheduling Agreement Release Collaboration

Workflow

COMMSCOPE®



Scheduling Agreement Release Collaboration

Scheduling Agreement Release Zones

Zone	Description
Firm Zone	Schedule Lines in this zone are binding If cancelled, the vendor is entitled to charge both production and Material costs
Trade-Off Zone	Schedule Lines in this zone instruct the vendor that they can buy materials required for production If cancelled, the vendor is entitled to charge only for material costs
Planning Zone	Schedule Lines in this planning/forecast zone are advisory There is no commitment on the part of the ordering party

Scheduling Agreement Release Collaboration

Search for and Identify – Workbench View

From the Homepage:

1. Click **Workbench/ Orders** tile.
2. Use filters to identify the right item. Set order type as **Scheduling agreements only**.
3. Search results will appear. You can configure the view by clicking configure icon.
4. To view the scheduling agreement, click on its number.

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 'SAP Business Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A summary card on the right shows '263 Orders' for the 'Last 90 days' period.

The 'Edit filter' section contains several search criteria:

- Customers: Select or type selections
- Order numbers: Type selection
- Creation date: Last 90 days
- Order status: Include
- Company codes: Select or type selections
- Purchasing organizations: Select or type selections
- Customer locations: Type selection
- Order type: Scheduling agreements only
- Routing status: All
- Min amount: (empty)
- Max amount: (empty)
- Currency: EUR

The search results table is as follows:

Order Number	Type	Actions
550000018200010FOR	Release	...
BP1550000008400010FOR	Release	...

Scheduling Agreement Release Collaboration

Search for and Identify – Orders Tab View

From the Homepage:

1. Click **Orders/ Orders and Releases**.
2. In the Orders and Releases sub-tab use search filters to identify the right item. Select **Search only scheduling agreement releases or scheduling agreements**.
3. Search results will appear. You can configure the view by clicking configure icon.
4. To view the scheduling agreement, click on its number.

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

▼ Search Filters

Customer: All Customers

Order Number: Partial number Exact number

Show orders by: Creation Date Inquiry Date

Date Range: Last 31 days
11 Apr 2021 - 11 May 2021

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only stock transport orders

View all active

Search only service purchase orders

Orders and Releases (7)

Type	Order Number	Ver	Order Status	Revision	Actions
Release	550000018100030FOR	3	Changed	Changed	Actions
Release	550000018200010FOR	1	Shipped	Original	Actions

Scheduling Agreement Release Collaboration

Scheduling Agreement Header Level

View the header level information:

1. Document Type, status, number and version.
2. From Information (Buyer)/ To Information (Supplier)
3. Ship to/Bill To Information
4. Routing Status
5. Processing and release history is available in the appropriate tabs.

Scheduling Agreement Release: 870000015200010JIT

Create Order Confirmation Create Invoice Create Quality Notification

Release Detail Processing History Release History

1 Scheduling Agreement Release (New) 870000015200010JIT Version: 1

2 From: SAP A.G. Dietmar-Hopp-Allee 16 69190 Walldorf 08 Germany Phone: +49 () +496227761730 To: Supplier ABC - TEST 210 Liberty Ave Pittsburgh, PA 15222 United States Phone: Fax:

3 Ship All Items To Werk 0001 Pittsburgh 4117 Lott Court

4 Routing Status: Sent Effective Date: 4 Oct 2017 Expiration Date: 29 Sep 2018

5 Scheduling Agreement ID 8700000152 Contact Information Supplier Address Bluna Lott Court 15668 Murrysville Germany Phone: +49 () 080156562 Fax: +49 () 062277474747 Address ID: II-001_DEV buyerID: II-001_DEV Transport Terms Information Delivery Terms: Transport Condition Transport Terms: CPT

Bill To SAP A.G. Dietmar-Hopp-Allee 16 Deliver To

Scheduling Agreement Release Collaboration

Scheduling Agreement Item Level

1. The Line Item section includes detailed Commitment Information, including Release Information and Commitment Level
2. Schedule Lines (Delivery Schedules) for Line Items contain date and quantity for each schedule line
3. Commitment Levels of schedule lines indicate one of three zones.

Line Item											
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Unit Price	Subtotal	Previous Received Qty (Unit)	Cumulative Received Qty (Unit)	Cumulative Shipped Qty (Unit)
10		DICE-DP-0700	Material			3.0 (EA)	10.00 EUR	30.00 EUR		0.0 (EA)	0 (EA)
Description: 30A Speed Controller											
Release Information											
End of Firm Zone: 28 Apr 2019 6:00 AM EDT											
End of Tradeoff Zone: 28 Feb 2019 5:00 AM EST											
Release Type: JIT											
Release Number: 1											
Schedule Lines											
Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level				
1		5 Mar 2019 5:00 AM EST		3.0 (EA)	3.0 (EA)		Firm				
2		5 Mar 2019 5:00 AM EST		4.0 (EA)	7.0 (EA)		Tradeoff				
3		5 Mar 2019 5:00 AM EST		4.0 (EA)	11.0 (EA)		Forecast				

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Versions

Note that with Scheduling Agreement Releases there are different versions depending on if the customer sends a change Release to the Ariba Network.

1. Versions are noted in your Inbox and also in the status detail of your release.
2. Older Versions are viewable by clicking the **Previous Version** hyperlink.
3. In order to view the changes on the Release, click the **Show Changes** in bottom of the document screen.
4. The edits will be highlighted in orange.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision
Release	52000004780001-0JIT	5			C5_2001 Upper saddle River, NJ United States			6 Sep 2017	Changed	Invoice	\$0.00 USD	Changed

Scheduling Agreement Release
 (+ Changed)
 520000047800010JIT
 Version: 5 ([Previous Version](#))

[Create Ship Notice](#)
[Create Invoice](#)
[Show Changes](#) | [Hide](#) | [Print](#)

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Commitment Level
4			7 Sep 2017 8:00 AM EDT		110.000 (PC)	110.00 (PC)	Firm
	→ Edited		10 Sep 2017 8:00 AM EDT		125.000 120.000 (PC)	235.00 230.00(PC)	Firm
	→ Edited		12 Sep 2017 8:00 AM EDT		20.000 (PC)	255.00 250.00(PC)	Firm
	→ Edited		15 Sep 2017 8:00 AM EDT		96.000 (PC)	351.00 346.00(PC)	Firm

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Order Confirmation Options

Supplier can confirm scheduling agreement or scheduling agreement release by clicking **Create Order Confirmation** button from the following screens:

1. Inbox/ Orders and Releases tab.
2. SA/ SAR screen.
3. Inbox/ Items to Confirm

1

Orders and Releases (8)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address
<input checked="" type="radio"/>	Agreement	5500000272	1	SCC ANK - TEST BUYER	Plant 1 US Palo Alto, CA United States	Demo SCC Supplier Melbourne, VIC Australia

↳ [Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

2

Scheduling Agreement Release: 550000028100010JIT

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#)

3

Items to Confirm (66)

<input type="checkbox"/>	Type	Order Number	Item	Part No.	Customer Part No.	Description
<input type="checkbox"/>	Release	550000027700010JIT	10	Non Catalog Item	SCC_TRN13	SCC_Training_Mat_13

↳ [Confirm Requested Quantities](#) [Confirm Entire Order](#) [Create Quality Notification](#)

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Order Confirmation Confirm or Reject

Suppliers **can** confirm or reject entire scheduling agreement and scheduling agreement release for **firm** schedule lines

From the **Workbench/ Orders** tile screen:

1. Identify the right item and click Actions button.
2. Chose action from the dropdown. New window will appear.
3. Fulfill all mandatory fields and submit

OR

From **Orders and Releases** screen:

4. Select the document and click **Create Order Confirmation**.

Note:

- Supplier **cannot** confirm or reject entire scheduling agreement or scheduling agreement release if it contains schedule lines with other than firm commitment level (e.g. tradeoff, forecast). Error message will appear. In this case supplier is able to confirm firm schedule lines via **Update Line Items** action.
- Orders tab will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Scheduling Agreement Release Collaboration interface. It shows the 'Orders and Releases (1)' screen with a table of orders and a dropdown menu for 'Create Order Confirmation'.

Order Number	Type	Actions
550000018100030FOR	Release	...

The dropdown menu for 'Create Order Confirmation' includes the following options:

- Confirm entire order
- Update line items
- Reject entire order

The 'Confirming PO' window shows the following details:

- Confirm Entire Order
- Review Order Confirmation
- Order Confirmation Header
- Confirmation #: []
- Associated Order #: 550000028100010JIT
- Customer: SCC ANK - TEST BUYER
- Supplier Reference: []

The 'Orders and Releases (1)' screen shows the following table:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address
Agreement	5500000280	1	SCC ANK - TEST BUYER		Plant 1 US Palo Alto, CA United States	Demo SCC Supplier Melbourne, VIC Australia

The 'Create Order Confirmation' dropdown menu includes the following options:

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

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Order Confirmation Update Line Items

From the **Workbench/ Orders** tile screen:

1. Identify the right item and click Actions button.
2. Chose action from the dropdown. New window will appear.
3. Fulfill all mandatory fields and click **Confirm Based on Schedule Lines**.

OR

From **Orders and Releases** screen:

4. Select the document and click **Create Order Confirmation**.

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

A screenshot of a table with columns 'Order Number', 'Type', and 'Actions'. The 'Order Number' is '550000018100030FOR' and the 'Type' is 'Release'. A circled '1' is over the 'Actions' column. A dropdown menu is open, showing 'Confirm entire order', 'Update line items', and 'Reject entire order'. A circled '2' is over the 'Update line items' option.

A screenshot of the 'Orders and Releases (1)' screen. It shows a table with columns 'Type', 'Order Number', 'Ver', and 'Customer'. The 'Type' is 'Agreement', 'Order Number' is '5500000280', 'Ver' is '1', and 'Customer' is 'SCC ANK - TEST BUYER'. Below the table, there are buttons for 'Create Order Confirmation' and 'Create Ship Notice'. A circled '4' is over the 'Create Order Confirmation' button, which has a dropdown menu open showing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Update Line Items' option is highlighted with a yellow box.

A screenshot of the 'Line Items' screen. It shows a table with columns 'Line #', 'Part #', 'Customer Part #', 'Revision Level', 'Qty (Unit)', 'Need By', 'Unit Price', 'Subtotal', and 'Customer Location'. The 'Line #' is '1', 'Part #' is 'AX4518', 'Qty (Unit)' is '20 (PK)', 'Need By' is '20 Dec 2019', 'Unit Price' is '\$15.60 USD', and 'Subtotal' is '\$312.00 USD'. Below the table, there is a 'Schedule Lines' section with a table showing 'Schedule Line No.', 'Commitment Level', 'Delivery Date', 'Ship By', and 'Quantity (Unit)'. The 'Schedule Line No.' is '1', 'Commitment Level' is 'Firm', 'Delivery Date' is '10 Dec 2019', and 'Quantity (Unit)' is '10 (EA)'. Below the 'Schedule Lines' section, there is a 'Current Order Status' section with a radio button for '20 Unconfirmed'. Below that, there is a 'Confirm' field and a 'Details' button. A circled '3' is over the 'Confirm Based on Schedule Lines' button.

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Order Confirmation Update Line Items

1. Update delivery date and quantity of schedule lines. Note, that only firm schedule lines are displayed on confirmation page.
2. Once done, click **Create status**.
3. Confirmation status is created.
4. Click **Details** to add additional information.
5. You can chose a referenced schedule line from the dropdown.
6. Once done, click **Next** and proceed with order confirmation submission.

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

<input type="checkbox"/>	Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
<input type="checkbox"/>	5	Firm	29 Apr 2020 CEST 29 apr 2020 Buyer time		<input type="text" value="0"/>
<input type="checkbox"/>	6	Firm	1 May 2020 CEST 1 mag 2020 Buyer time		<input type="text" value="0"/>

2

3 Current Order Status

10 Confirmed With New Date (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 11 Dec 2019)

10 Confirmed As Is (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 20 Dec 2019 - defaulted from Requested Delivery Date in order)

Confirm:

Reject All ⓘ

4 ⓘ

5

Schedule Line: ⓘ * ▼

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price: \$10.00 USD

6

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Create ASN - Workbench

From the **Workbench** tab:

1. Select **Orders** tile.
2. Identify the right document and click Action button and select **Create ship notice**.

OR

3. Use **Items to Ship** tile.
4. Identify the right items using filters. Select them and **Create Ship Notice**.

Note:

- You can create ASN per multiple scheduling lines. For more information refer to the **PO Collaboration Guide/ ASN Management** or to **Help Center** documentation.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot illustrates the SAP Business Network Workbench interface. At the top, the navigation bar shows 'SAP Business Network' and 'Enterprise Account'. Below it, the 'Workbench' tab is active. On the right, two summary tiles are visible: 'Orders' with a count of 27 and 'Items to ship' with a count of 7. The main table displays a list of scheduling agreements. The first row is highlighted, showing 'Order Number: 550000018100030FOR', 'Type: Release', and an 'Actions' column with a menu icon. A callout box labeled '2' points to the 'Create ship notice' option in the actions menu. Below this, a second screenshot shows a filtered view of items. A callout box labeled '4' points to the 'Create ship notice' button at the top left of the table. The table has columns for 'Order No.', 'Item No.', 'Supplier Part', 'Commitment', and 'Actions'. The first row is expanded to show 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST'. The second row is selected, showing 'Order No.: 4500003719', 'Item No.: 10', and 'Supplier Part: S_BP0011'.

Order Number	Type	Actions
550000018100030FOR	Release	...

Order No.	Item No.	Supplier Part	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST				
4500003719	10	S_BP0011		...

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Create ASN – Orders Tab

1. Click **Orders/ Orders and Releases**.
2. Use **Items to Ship** sub-tab.
3. Use the search filters to identify the right items. Advanced search filters allow more refined search. Select the below criteria to narrow down your search:
 - Only items that can be shipped
 - Search only scheduling agreement releases or scheduling agreements
4. Select desired items to ship and click **Create Ship Notice**.
5. Alternately, click a truck icon on the right hand side of your screen to create ASN.

Note:

- You can create ASN per multiple scheduling lines. For more information refer to the PO Collaboration Guide/ ASN Management or to Help Center documentation.

Orders and Releases

Sub-tabs: Orders and Releases, Items to Confirm, **Items to Ship**, Return Items

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

Part #: [Look Up](#)

Customer Part #: [Look Up](#)

Supplier Batch ID: [Look Up](#)

Show orders by: Need by date Ship by date

Search By: Schedule Line Date Range [i](#)

Date Range: Other [i](#)

Start Date:* 11 Apr 2021 [i](#)

End Date:* 19 May 2021 [i](#)

View: Only items that can be shipped [i](#)

View by PO priority [i](#)

Search only scheduling agreement releases or scheduling agreements

Search only stock transport orders

[Show Advanced Filters](#)

Items to Ship (2)

Priority	Sub-Priority	Inventory Level	Need By	Ship By	Part No.	Supplier Batch ID	Order Number	Item
▼ Ship To: Atlanta 867 1 300 Peach tree street South , ATLANTA , GA , 30310 , United States (2)								
<input checked="" type="checkbox"/>			25 Nov 2019		KKG LPA MATERIAL		550000043600010JIT	10 i
<input type="checkbox"/>			22 Nov 2019		CS-20KG		550000044200010JIT	10 i

[Create Ship Notice](#) [Create Quality Notification](#)

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Create ASN

1. Fulfill all mandatory fields and fields required by your customer.
2. Review and edit if needed order items details.
3. Click **Add Details** to add additional information, such as serial numbers, etc.
4. Once done, click **Next**.

Create Ship Notice Save Exit **Next**

* Indicates required field

SHIP FROM Supplier ABC - TEST Update Address Pittsburgh, PA United States	DELIVER TO Mack Inc Update Address Pittsburgh, PA United States
--	--

1 **Ship Notice Header**

SHIPPING Packing Slip ID:* <input type="text" value="test1234"/> Invoice No.: <input type="text"/> Requested Delivery Date: -- Ship Notice Type: <input type="text" value="Select"/> Shipping Date: <input type="text" value="19 Mar 2019"/> Delivery Date: <input type="text" value="20 Mar 2019"/> Hazard Type: <input type="text" value="Select"/> Is Divisible: <input type="checkbox"/>	TRACKING Carrier Name: <input type="text" value="Airborne Express"/> Tracking No.: <input type="text" value="1242325435"/> Bill of Lading No.: <input type="text" value="1213245646"/> Tracking Date: <input type="text"/> Shipping Method: <input type="text" value="Air"/> Service Level: <input type="text"/> Code: <input type="text"/>
---	---

► Dimensions

2 **Order Items**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location												
550000043600010JIT	10	KKG LPA MATERIAL	KKGLPAMM01	250.000	EA		3200 Remove												
Description: KKG Scheduling Agreement FG																			
Shipment Status Total Item Due Quantity: 150 EA																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>150.000</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: right;"> 3 Download Add PDF Details accountingCode: <input type="text"/> </td> </tr> </tbody> </table>								Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		1	150.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	3 Download Add PDF Details accountingCode: <input type="text"/>
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date															
1	150.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	3 Download Add PDF Details accountingCode: <input type="text"/>														

4

Download PDF
Save
Exit
Next

Scheduling Agreement Release Collaboration

Scheduling Agreement Release Create ASN

1. Review all information entered.
2. Click **Submit** to send Advanced Ship Notice to Customer.

1 Create Ship Notice Previous Save **Submit** Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
Supplier ABC - TEST 210 Liberty Ave Pittsburgh, PA 15222 United States	Mack Inc 8 Allegheny Center Pittsburgh, PA 15212 United States

SHIPPING	TRACKING
Packing Slip ID: 124325446	Carrier Name: Airborne Express
Invoice #: --	Carrier Code: --
Requested Delivery Date: --	Tracking No.: 132432155
Ship Notice Type: --	Bill of Lading No.: 3143155
Actual Shipping Date: --	Tracking Date: --
Actual Delivery Date: --	Shipping Method: Air
Is divisible: No	Service Level: --

DIMENSIONS
Gross Volume: --
Gross Weight: --
Total Length: --
Total Width: --
Total Height: --

DELIVERY AND TRANSPORT INFORMATION	
Delivery Terms: Transport Condition	Shipping Payment Method: Account
Delivery Terms Description: --	Shipping Contract Number: --
Transport Terms Description: --	Shipping Instructions: --
Is sensitive: No	

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
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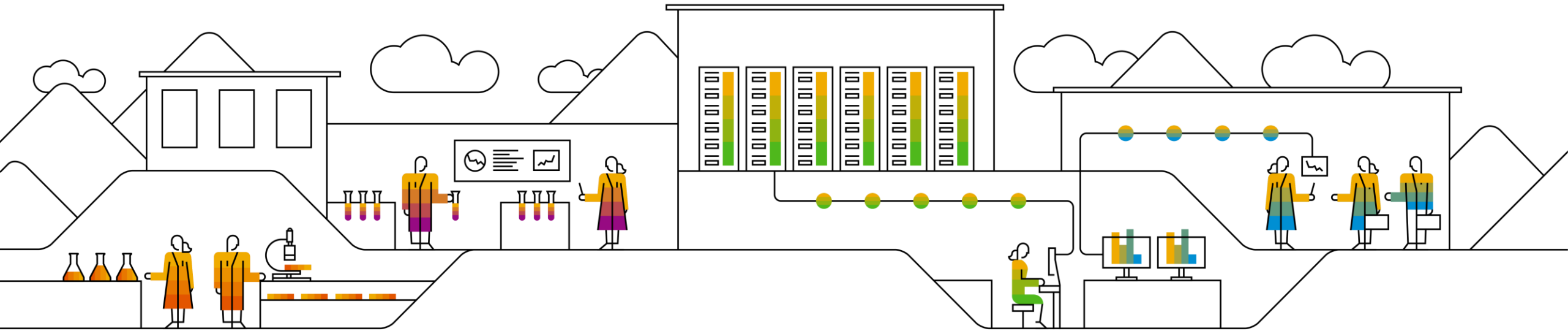
Scheduling Agreement Release Collaboration

Scheduling Agreement Release View Goods Receipts

1. Click on Fulfillment tab.
2. Select from the drop down list **Receipts**.
3. Use search filters to ease the navigation.
4. Review search results. Click receipt number to view receipt details.

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes the SAP logo, 'Ariba Supply Chain Collaboration', 'Enterprise Account', and a 'TEST MODE' indicator. Below this, a secondary navigation bar contains tabs for 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' tab is selected and highlighted with a blue underline and a yellow circle containing the number '1'. Under the 'Fulfillment' tab, a dropdown menu is open, showing 'Receipts' as the selected option, marked with a yellow circle containing the number '2'. Below the navigation, the main content area is titled 'Goods Receipts' and features a 'Search Filters' section, marked with a yellow circle containing the number '3'. The search results are displayed as a table with the heading 'Goods Receipts (71)'. The table has two columns: 'Receipt Number' and 'Reference'. The first row shows '171050000016312021' and '4500003720'. The second row shows '171050000016302021' and '4500003718'. A yellow circle containing the number '4' is positioned over the first receipt number in the table.

Receipt Number	Reference
171050000016312021	4500003720
171050000016302021	4500003718



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Sub Contracting Collaboration

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THE BEST RUN 

CommScope Supplier Training

Lesson 8 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Sub Contracting PO's
- Order Confirmation Collaboration
- Component Advanced Shipping Notice Collaboration
- Component Goods Receipt Collaboration
- Component Inventory Report
- Finished Good Advanced Shipping Notice Collaboration
- Finished Goods Receipt

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

Sub Contracting Collaboration

Introduction

- Subcontracting collaboration is the outsourcing of part of the manufacturing process of a product to a third-party (supplier/ contract manufacturer).
- More specifically, subcontracting collaboration is an outsourcing of certain production activities that were previously performed by the manufacturer to a third-party.
- A company may outsource the manufacture of certain components for the product or outsource the assembly of the product.
- Nowadays, outsourcing companies have become specialists in a multitude of services for manufacturers including design, production, assembly, and distribution.

Sub Contracting Collaboration

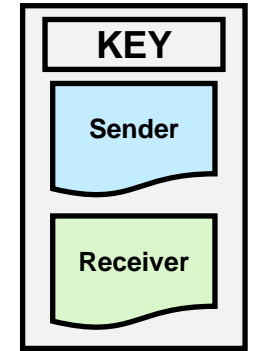
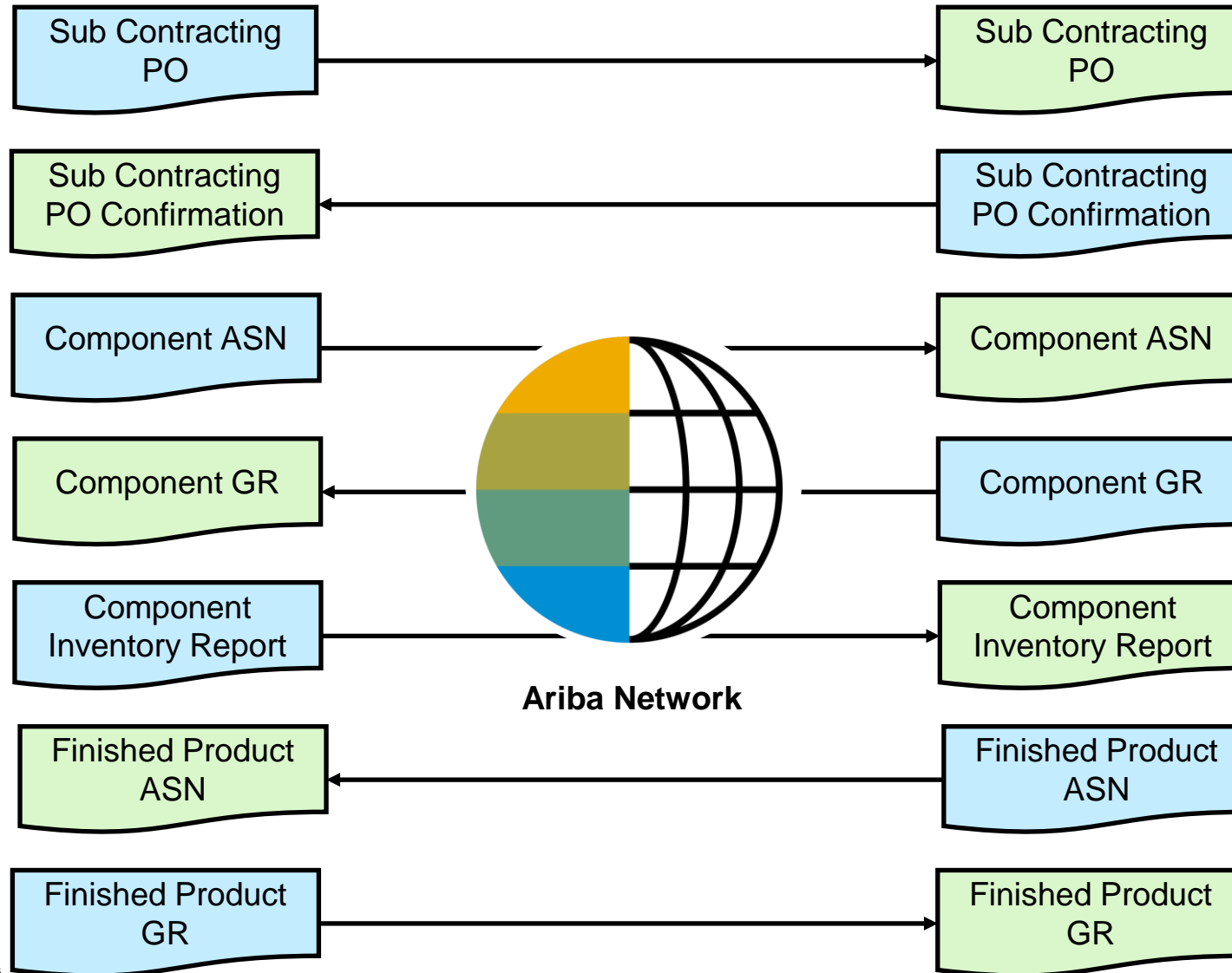
Document Description

Document	Description
Subcontracting Purchase Order	<p>A subcontracting purchase order is a purchase order that is sent from a buyer to a contract manufacturer to request the production and delivery of finished goods.</p> <p>The subcontracting purchase order has been enhanced to carry, not only item level and schedule line level information, but also subcontracting component information. Subcontracting components are the raw materials that are used for manufacturing the finished goods specified at the item level.</p>
Order Confirmation incl. Component	<p>Acknowledgement of subcontracting purchase order with components' details.</p> <p>Component handling possibilities: add, delete, duplicate, quantity updates.</p>
Component Ship Notice	<p>A component ship notice is a type of ship notice that informs the contract manufacturer of the shipment of subcontracting components.</p>
Component Receipt	<p>A component receipt is a type of goods receipt that informs the customer of the receipt of subcontracting components. The contract manufacturer can issue the component receipt against one or more component ship notices.</p>
Component Inventory	<p>A component inventory report has been added to inform suppliers about quantities of components available for manufacturing.</p>
Backflush: Ship Notice optionally containing Component Consumption	<p>The ship notice message has been enhanced to include consumption details in a backflush component message. A backflush component consumption message is a type of ship notice request that informs the buyer of the completion of finished goods from subcontracting components. Unlike real-time component consumption reporting, backflush reporting is done only once, at the end of the production process.</p>
Real-time: Report Consumption Message	<p>A real-time component consumption message informs the buyer of consumption of components at any phase of the production cycle.</p>
Finish Goods Receipt	<p>Customer confirmation of final product receipt</p>

Sub Contracting Collaboration

Workflow

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Supplier

Sub Contracting Collaboration

Search for and Identify Sub Contracting PO from Workbench

From the Homepage:

1. Click on **Workbench/ Items to Confirm** tile.
2. Use filters to identify the order. Set category as **Subcontracting**.
3. You can identify Subcontracting PO as well using **Items to ship** tile.
4. Search results will appear. To view the order click its number.
5. To configure your view click configure button.
6. To export data click on export button.

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 'SAP Business Network' and 'Enterprise Account', with tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. Below this, a filter dropdown is set to 'Subcontract' (labeled 2). To the right, two summary tiles are shown: 'Items to ship' with a count of 6 (labeled 3) and 'Items to confirm' with a count of 2 (labeled 1), both for the last 31 days. Below the filters, there are 'Confirm' and 'Reject' buttons. A table of results is displayed with columns: Item No., Supplier Part No., Description, Need By, Esti, and Actions. The first row shows a customer: 'SCC Delivery Team - Global H19 Client 400 - TEST' and an order number: '4500003594' (labeled 4). The table also features an export button (labeled 6) and a configure button (labeled 5).

Sub Contracting Collaboration

Search for and Identify Sub Contracting PO from Orders Tab

From the Homepage:

1. Click **Orders/ Orders and Releases**.
2. Use search filters in the **Items to Confirm** sub-tab. Set category as **Subcontracting**.
3. Check the box in case you would like to view **only refurbishment or replacement** subcontracting types.
4. You can identify your order as well from the **Items to Ship** sub-tab.
5. To open order click its number.
6. To configure your view click configure button.

Note:

- 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 number** 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 tab even if the full quantity has already been shipped for as long as order`s expiration date has not been reached.

The screenshot illustrates the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. Below it, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A callout box labeled '1' points to the 'Orders' menu item. A secondary menu shows 'Orders and Releases' with a callout box labeled '1'. Below this, three sub-tabs are visible: 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A callout box labeled '4' points to the 'Items to Ship' tab. Underneath, a 'Search Filters' section is shown. A callout box labeled '2' points to the 'Category' dropdown menu, which is set to 'Subcontract'. A callout box labeled '3' points to the 'Only Replacement and Refurbishment' checkbox, which is currently unchecked. Below the search filters, a table titled 'Items to Confirm (1)' is displayed. A callout box labeled '6' points to a grid icon in the top right corner of the table. The table has columns for 'Type', 'Order Number', 'Item', 'Schedule Line', and 'Actions'. A single row is visible with 'Order' as the type, '4500003734' as the order number, '10' as the item, and 'Edit / View' as the schedule line. A callout box labeled '5' points to the order number '4500003734'. The 'Actions' column contains a dropdown menu labeled 'Actions'.

Sub Contracting Collaboration

Sub Contracting PO Content

Review the line items section in subcontracting purchase order layout.

1. Click **Details** to view the schedule lines.
2. Click **Show Components** to view the components.

Line Items											Show Item Details	
Line #	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	
10		DR-SM-501	Material	Subcontract Regular			5.0 (EA)	13 Dec 2018	\$100.00 USD	\$500.00 USD	3200	1 Details
Description: Submarine Generator 1,400kW 440V DC												

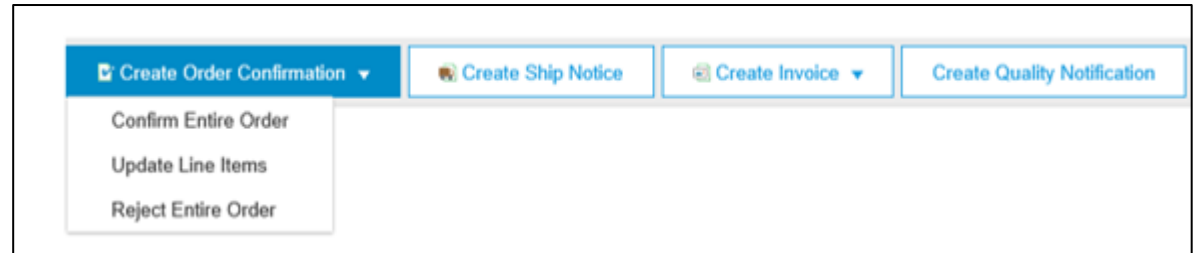
Schedule Lines				Show Schedule Line Details
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	
1	13 Dec 2018 7:00 PM CET		5.0 (EA)	2 Show Components

Sub Contracting Collaboration

Sub Contracting PO Confirmation Allowed Actions

- You can confirm entire order. Component details can be reviewed only.
- You can update line items. Component details can be edited.
- You can reject entire order.

Note: Please align with the customer components editability options.



Sub Contracting Collaboration

Sub Contracting PO Confirm Entire Order

1. Expand **Schedule lines** to view Component section.
2. Expand **Components** to view the details.

The screenshot displays the 'Line Items' section of an SAP purchase order. It shows a main line item (Line # 10) for a subcontracted part (PROC-IM-RF-7002) with a quantity of 10.0 (EA). The description is 'Olympus EM1 Mark II Body'. Below this, the 'Schedule Lines' section is expanded, showing a single schedule line (Schedule Line # 1) with a delivery date of 24 Dec 2018. The 'Components' section is also expanded, showing five sub-components (Lines 2-6) with their respective quantities and descriptions: Evaporator Fan (50.0 EA), Defroster Heater (50.0 EA), Temperature Control (50.0 EA), Compressor (50.0 EA), and Drain Pan (50.0 EA). The current order status is '10.0 Confirmed As Is'.

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10		PROC-IM-RF-7002		Subcontract Regular	10.0 (EA)

Description: Olympus EM1 Mark II Body

1 Schedule Lines

Schedule Line #	Delivery Date
1	24 Dec 2018

2 Components

Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)
	Evaporator Fan			
2	PROC-IM-CM-7200			50.0 (EA)
	Defroster Heater			
3	PROC-IM-CM-7300			50.0 (EA)
	Temperature Control			
4	PROC-IM-CM-7400			50.0 (EA)
	Compressor			
5	PROC-IM-CM-7500			50.0 (EA)
	Drain Pan			

Current Order Status:
10.0 Confirmed As Is

Sub Contracting Collaboration

Sub Contracting PO Confirmation Update Line Items

1. Click **Edit Components** button. The new window will pop up.
2. You are allowed to perform the following actions:
 - Edit batches.
 - Edit quantities (only for the checked component lines).
 - Add component line.
 - Delete component line.
3. Click **Revert All Edits** to reset all changes (according to subcontracting order).
4. Click **Cancel** to exit the window without saving any changes.

Note: Please align with the customer components editability options.

Line #	Part #	Customer Part #	Revision Level	Category
10	PROC-IM-RF-7002			Subcontract Regular

Description: Olympus EM1 Mark II Body

▶ Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: Backorder:

Usage	Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Quantity	Unit
<input checked="" type="checkbox"/>	1	PROC-IM-CM-7100 Evaporator Fan	<input type="text"/>		<input type="text"/>	50.0	EA
<input checked="" type="checkbox"/>	2	PROC-IM-CM-7200 Defroster Heater	<input type="text"/>		<input type="text"/>	50.0	EA
<input checked="" type="checkbox"/>	3	PROC-IM-CM-7300 Temperature Control	<input type="text"/>		<input type="text"/>	50.0	EA
<input checked="" type="checkbox"/>	4	PROC-IM-CM-7400 Compressor	<input type="text"/>		<input type="text"/>	50.0	EA
<input checked="" type="checkbox"/>	5	PROC-IM-CM-7500 Drain	<input type="text"/>		<input type="text"/>	50.0	EA

Sub Contracting Collaboration

Viewing Component Shipments

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment

Extended Collaboration

Extended Collaboration

Multi-Tier Orders Component Inventory **Component Shipments** Return Shipments Consignment Movements Multi-Tier Shipments

2 Search Filters

Customer: All Customers

Ship Notice #:

Date Range: Other

Start Date: 19 Nov 2018

End Date: 20 Dec 2018

Number of Results: 100 Search Reset

3

Component Ship Notices

Page 1 4

Ship Notices #	Customer	Order #	Date ↓	Routing Status
80019496	NALA CLAQ1BUYER2	Non-PO	17 Dec 2018 10:13:34 PM	Sent
80019497	NALA CLAQ1BUYER2	Non-PO	17 Dec 2018 6:05:27 PM	Sent

1. Click **Fulfillment/ Extended Collaboration/ Component Shipments**.
2. Expand **Search Filters** to display the query fields.
3. Click **Search**. Matching results will appear at the bottom of your screen. Open and view component shipment by clicking its number.
4. You can use the configure function:
 - To configure your orders view by adding/ removing extra columns.
 - To export the results list.

Sub Contracting Collaboration

Viewing Component Shipments

Component Ship Notice: 80000047

Create Component Receipt

Print

Export cXML

Detail

History

SHIP FROM

Shipping Point 1710 - Address Name

3475 Deer Creek
Palo Alto , CA 94304-1355
United States
Phone:
SHIP
TO:

SHIP TO

Domestic US Subcontractor A
GILES RD
Blacksburg , VA 24060-7206
United States
Phone: +1 () 999 326 5303
SHIP
TO:
Email: info@17100007.com

SHIPPING

Ship Notice #: 80000047
Notice Date: 14 Jul 2020
Actual Shipping Date: 9 Jul 2020
Actual Delivery Date: 9 Jul 2020

TRACKING

Tracking No.:
Routing Status: Sent

Comments:

Components

1

Show Item Details

Line #	Customer Part # / Description	Customer Batch #	Expiry Date	Part #	Batch #	Quantity	Unit	Order #
10	RM33 <i>RAW33,PD,Subcontracting</i>					10.0	PC	
20	RM34 <i>RAW34,PD,Subcontracting</i>					10.0	PC	

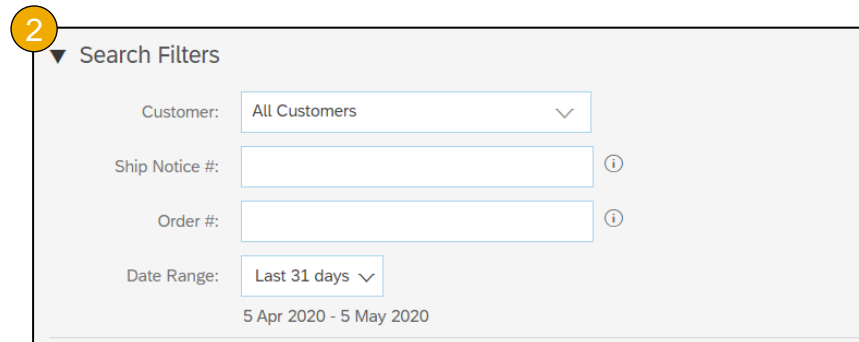
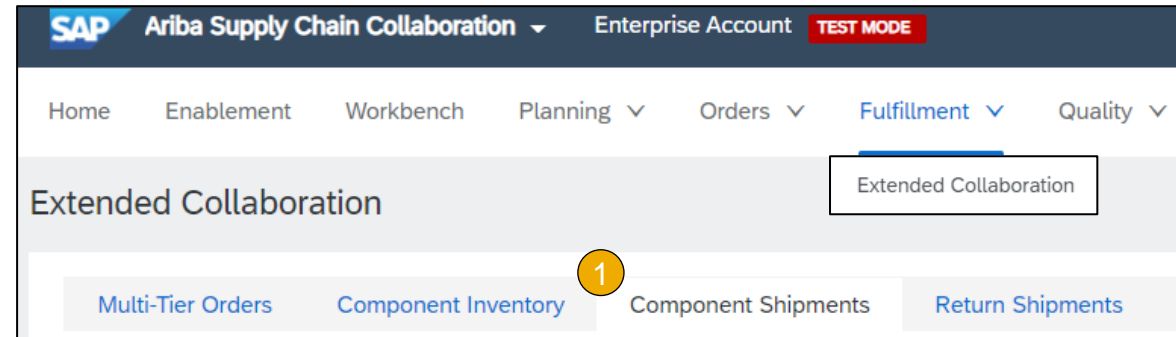
1. To view components details, such as serial numbers and asset tags, click **Show Item Details**.

Sub Contracting Collaboration

Create Component Receipts

1. Click **Fulfillment, Extended Collaboration, Component Shipments**.
2. Identify the component ship notice using search filters.
3. Select the desired component ship notice by clicking the box.
4. Click **Create** component receipt button.

Note: You can create a component receipt as well from the component shipment screen.



Sub Contracting Collaboration

Create Component Receipts

Fulfill all mandatory fields to be able to submit component receipt.

Note: Supplier to give 'Receipt #' same as 'Shipment Reference #' while submitting Component Receipt in Ariba for Multi-tier shipments

Create Receipt

[Next](#) [Exit](#)

* Indicates required field

SHIP FROM

Atlanta Shipping Point
867 1 300 Peach tree street South
Atlanta , GA 30310
United States
Email:

SHIP TO

Plant 3200 Atlanta
Main Dekalb
Atlanta , GA 30345
United States
Email:

Receipt #: *

Receipt Date: * 20 Dec 2018

Additional Fields

Comments:

Components

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	PROC-IM-CM-7100			<input type="text"/>	<input type="text" value="25.0"/>	EA	25.0	EA	80019498			10
	Evaporator Fan											
2	PROC-IM-CM-7200			<input type="text"/>	<input type="text" value="25.0"/>	EA	25.0	EA	80019498			20
	Defroster Heater											

Sub Contracting Collaboration

View Component Inventory Report

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' menu is expanded, showing 'Extended Collaboration' and 'Component Inventory'. The 'Component Inventory' tab is selected. Below the tabs, there 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.

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

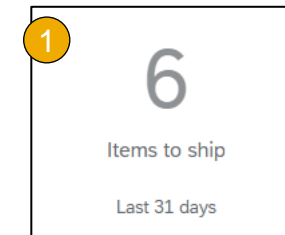
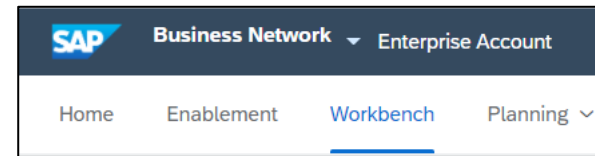
Navigation icons: << < 1 > >>

Sub Contracting Collaboration

Sub Contracting PO ASN Creation from Workbench

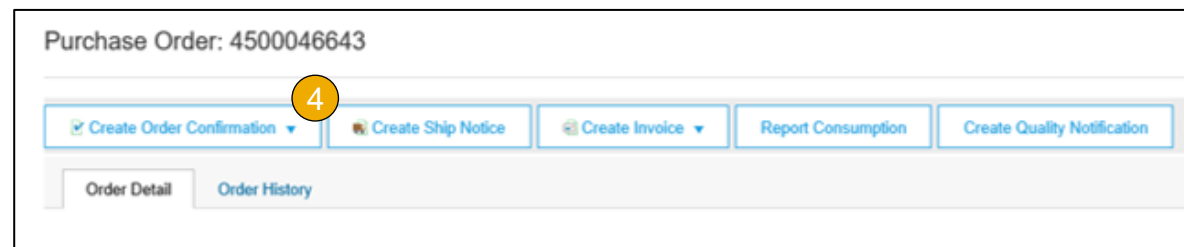
1. Click **Workbench, Items to Ship** tile.
2. Identify the right order and select it.
3. Click **Create Ship Notice** button.
4. You can create ship notice as well from purchase order screen.

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



The screenshot shows a 'Create ship notice' button at the top left, with a yellow circle '3' next to it. Below the button is a table with columns: Order No., Item No., Supplier Part No., and Description. The table has two rows. The first row is a header row. The second row is a summary row for a customer: 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST' and 'Ship To Address: Storage Locaiton 1'. The third row is a data row with the following values: Order No. 4500003719, Item No. 10, Supplier Part No. S_BP0011, and Description RAW13, PD, Lohnbearbeitung. A yellow circle '2' is next to a checkbox in the first column of this row, which is checked.

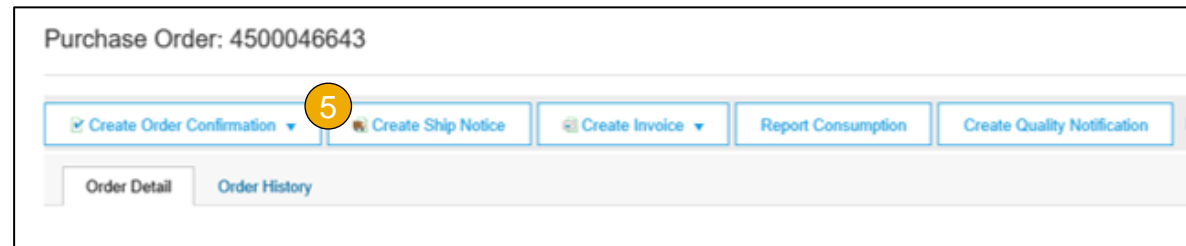
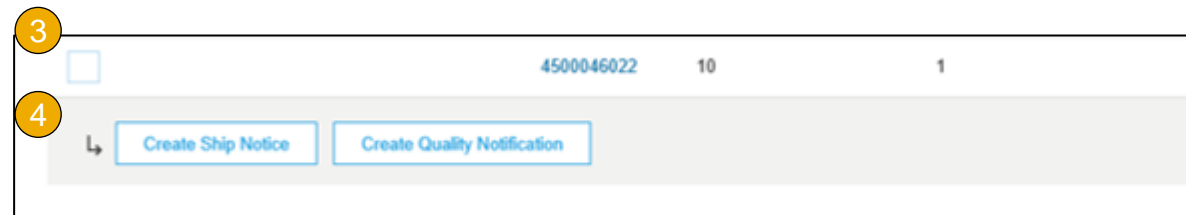
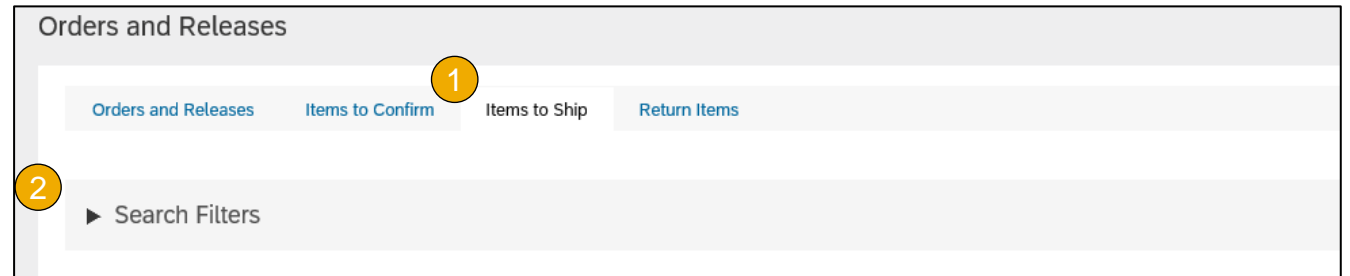
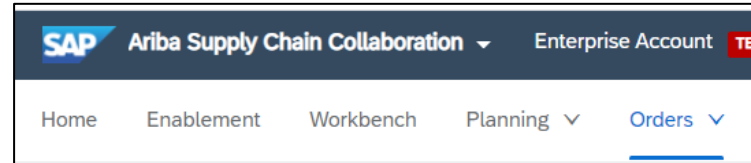
	Order No.	Item No.	Supplier Part No.	Description
Customer: SCC Delivery Team - Global H19 Client 400 - TEST	Ship To Address: Storage Locaiton 1			
<input checked="" type="checkbox"/>	4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung



Sub Contracting Collaboration

Sub Contracting PO ASN Creation from Orders Tab

1. Click **Orders/ Orders and Releases/ Items to Ship**.
2. Search filters allow you to search using multiple criteria. Expand **Search Filters** to display the query fields.
3. Identify the subcontracting order. Select identified order by checking the box.
4. Click **Create Ship Notice** button.
5. You can create ship notice as well from purchase order screen.



Sub Contracting Collaboration

Sub Contracting PO ASN Allowed Actions

1. You can remove order items.
2. You can add details, such as serial numbers, retail and delivery details and others.
3. You can add ship notice line.
4. You can download pdf.
5. You can submit component consumption document, return to the previous page or exit without saving.

The screenshot displays the 'Order Items' section of a SAP interface. It features a table with columns for Order #, Line #, Part #, Customer Part #, Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location. The first row shows order # 4500046643, line # 10, part # PROC-IM-RF-7002, quantity 20.0, unit EA, need by date 28 Dec 2018, unit price \$120.00 USD, subtotal \$2,400.00 USD, and customer location 3200. A 'Remove' button is located to the right of the first row, marked with a circled '1'. Below the table, there is a section for 'Shipment Status' and 'Confirmation Status'. Further down, there is a table with columns for Line, Ship Qty, Supplier Batch ID, Production Date, and Expiry Date. The first row of this table shows line 1, ship qty 20, and empty fields for Supplier Batch ID, Production Date, and Expiry Date. A 'Download PDF' button is located to the right of the Production Date field, marked with a circled '4'. An 'Add Details' button is located to the right of the Expiry Date field, marked with a circled '2'. A 'Add Ship Notice Line' button is located below the first row of the second table, marked with a circled '3'. At the bottom right, there are three buttons: 'Previous', 'Submit', and 'Exit', with the 'Submit' button marked with a circled '5'.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500046643	10		PROC-IM-RF-7002	20.0	EA	28 Dec 2018		\$120.00 USD	\$2,400.00 USD	3200	Remove 1

Description: Refrigerator

Shipment Status
Total Item Due Quantity: 20 EA
Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	20				Download PDF 4 Add Details 2

[Add Ship Notice Line](#) 3

[Previous](#) [Submit](#) 5 [Exit](#)

Sub Contracting Collaboration

Sub Contracting PO ASN Allowed Actions

1. You can add a component.
2. You can copy order quantities.
3. You can clear all quantities.
4. You can duplicate a component.
5. You can use Look up functionality to review stock figures. **Note:** Please align with the customer components editability options.

Create Ship Notice OK Cancel

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4500046643	10		PROC-IM-RF-7002	20.0	EA	28 Dec 2018		\$120.00 USD	\$2,400.00 USD	3200
Description: Refrigerator										
SHIPMENT STATUS										
1. Shipping 20 EA										
Consumed Components										
Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Quantity	Unit	Actions			
1	PROC-IM-CM-7100 Evaporator Fan	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
2	PROC-IM-CM-7200 Defroster Heater	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
3	PROC-IM-CM-7300 Temperature Control	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
4	PROC-IM-CM-7400 Compressor	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
5	PROC-IM-CM-7500 Drain Pan	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			

1 Add Component 2 Copy Order Quantities 3 Clear All Quantities 4 Duplicate 5 Look Up

Sub Contracting Collaboration

View Finished Goods GR (Goods Receipt)

Finished goods receipt is available on the Portal once Finished Goods are received by CommScope

Finished goods receipt belongs to the list of PO related documents.

When finish goods 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

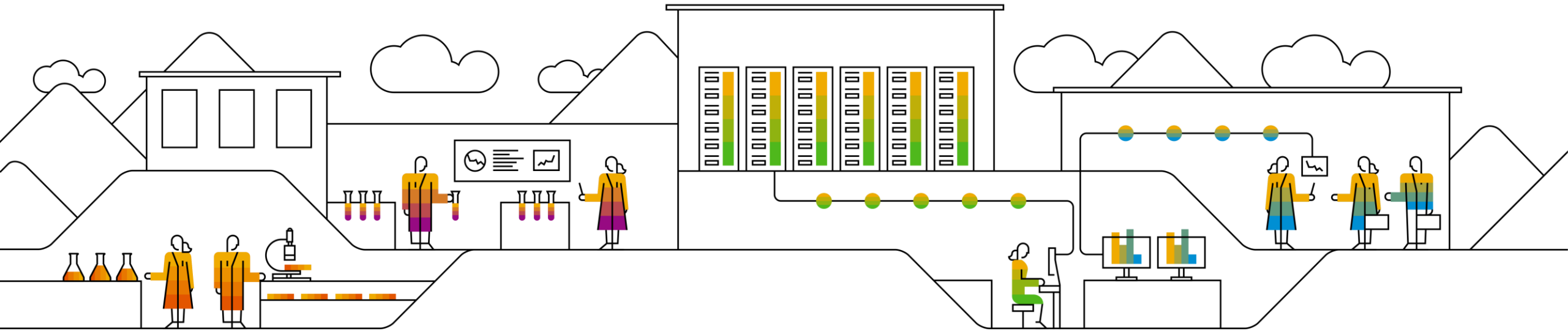
To: LOB NALA Supplier 9
PO12129
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email:

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:



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC) Consignment Collaboration

COMMSCOPE®

THE BEST RUN 

CommScope Supplier Training

Lesson 9 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

- Introduction, Document Description, and Workflow
- Viewing and Understanding Consignment Purchase Orders
- Order Confirmation Collaboration
- Advanced Shipping Notice Collaboration
- Goods Receipt Collaboration
- Consignment Movements

Lesson 10: Ariba Support

Appendix

Consignment Collaboration

Introduction

- Most manufacturing and distribution companies (with the exception of make-to-order firms) hold inventory at the customer's in the form of finished goods. This enables quick reactions in case of fluctuations in demand.
- Provides buyers and suppliers with end-to-end visibility of movements related to consigned inventory
- Benefits of Consignment Collaboration within Ariba
 - Provide real-time information of consigned inventory status to Suppliers
 - Improves reconciliation time
 - Improves Supplier service level resulting in reduced replenishment lead times and stock-outs

Consignment Collaboration

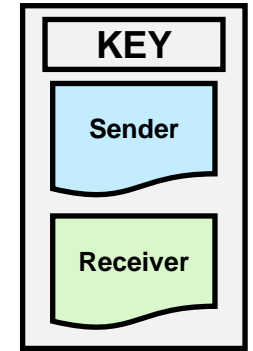
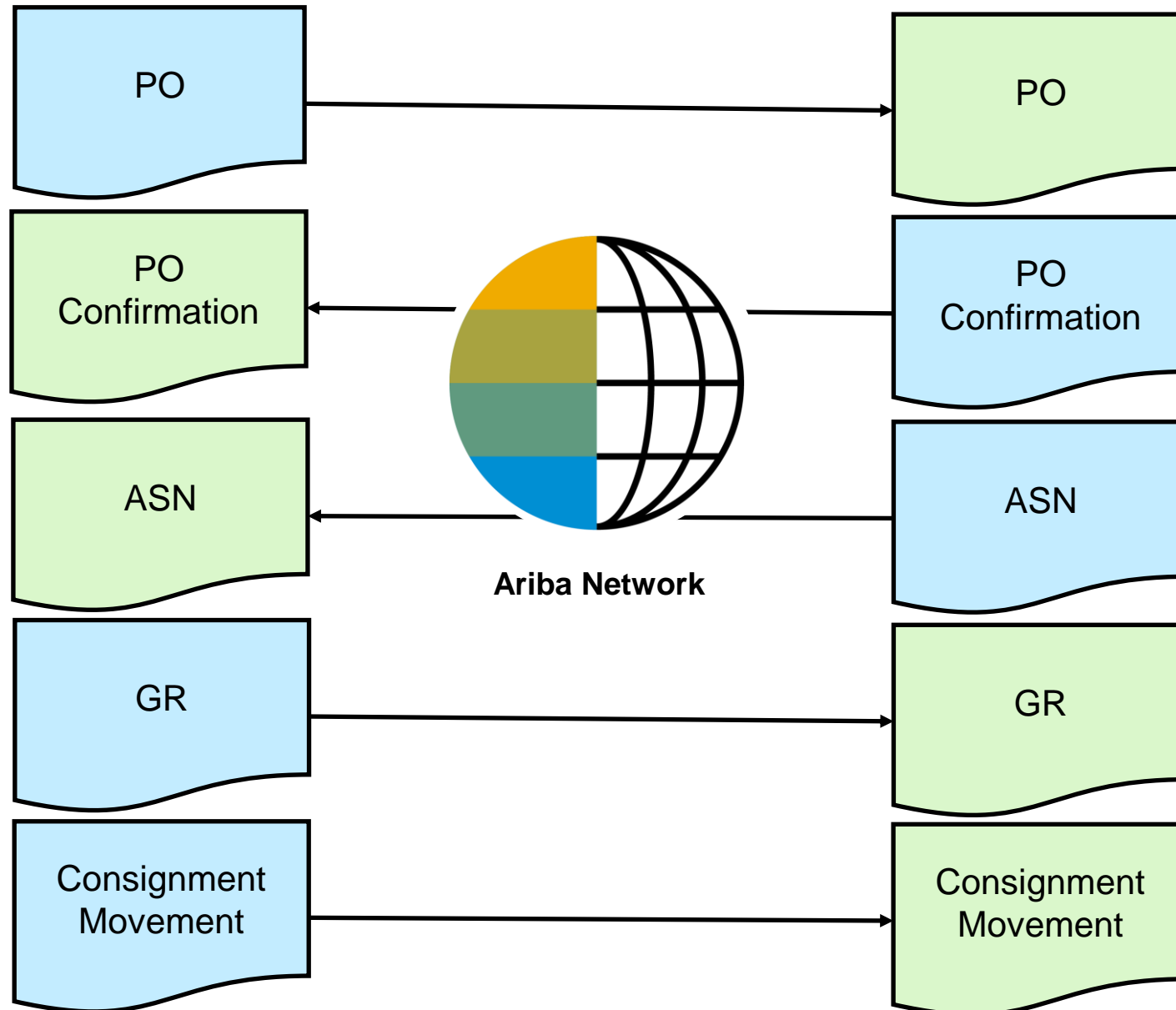
Document Description

Document	Description
Purchase Order (PO)	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.
Order Confirmation (OC)	A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.
Advanced Shipping Notification (ASN)	An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment. An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. Barcode Labels can be printed at the time of ASN Creation.
Goods Receipt (GR)	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.
Consignment Movements	Withdrawals done by the customer from consigned stocks.

Consignment Collaboration

Workflow

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Consignment Collaboration

Search for and Identify Consignment PO from Workbench

From the Homepage:

1. Click on **Workbench**.
2. You can use **Items to Confirm** and **Items to Ship** tiles to search for Consignment orders.
3. Enter specific search criteria in the Workbench search filters. Set order category as **Consignment**.

Note: For more information about Workbench tiles configuration please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The 'Workbench' menu item is highlighted with a yellow circle '1'. Below the navigation bar, there are two summary tiles: 'Items to ship' with a value of 22 and 'Items to confirm' with a value of 14, both for the last 31 days. A yellow circle '2' is placed above these tiles. Below the summary tiles is a search filter section titled 'Edit filter'. It contains various search criteria: Customers, Order numbers, Customer locations, Need by date, Ship by date, Creation date, Company codes, Purchasing organizations, Purchasing groups, Ordering address IDs, Part numbers, Customer part numbers, Product group, Planner codes, Order type, and Category. The 'Category' dropdown is set to 'Consignment' and is highlighted with a yellow circle '3'.

Consignment Collaboration

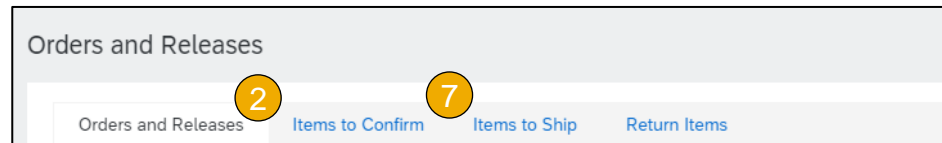
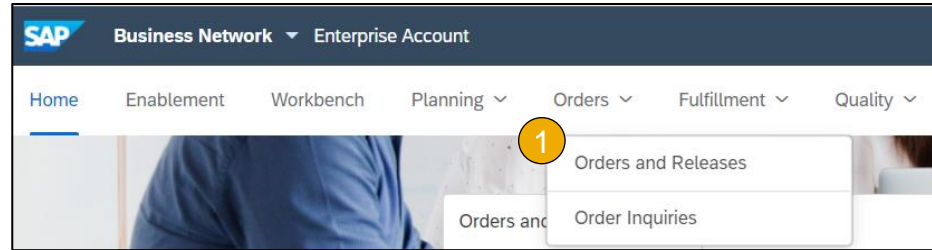
Search for and Identify Consignment PO from Orders Tab

From the Homepage:

1. Click on **Orders/ Orders and Releases**.
2. Select **Items to Confirm**.
3. Use search filters to identify the order. Select **Consignment** in the **Category** field.
4. Choose other required parameters and click **Search**.
5. Search results will appear. You can add **Category** column to your view by clicking on **configure** icon on the right hand side of your screen.
6. Consignment as a category will be reflected as well on the line item level in the PO screen.

OR

7. Follow the same process from **Orders/ Orders and Releases/ Items to Ship** sub-tab.



Items to Confirm (4)

Order Number ↓	Item	Category	Part #	Customer Part #	Description	Customer	Customer L
4500042368	10	Consignment	Non Catalog Item	CMR-300	CMR Component 300	Stratus Atlantic	3200 Atlanta
4500042165	10	Consignment	Non Catalog Item	CMR-300	CMR Component 300	Stratus Atlantic	3200 Atlanta

Configure icon (marked with a yellow circle 5) shows a list of columns to be added to the view:

- Order Number
- Item
- Category
- Part #
- Customer Part #

Line Items (6)

Line #	Part #	Customer Part #	Type	Category
10	Non Catalog Item	CMR-300	Material	Consignment

Description: CMR Component 300

Consignment Collaboration

Create Order Confirmation From PO

You can confirm, update or reject your orders on the Portal.

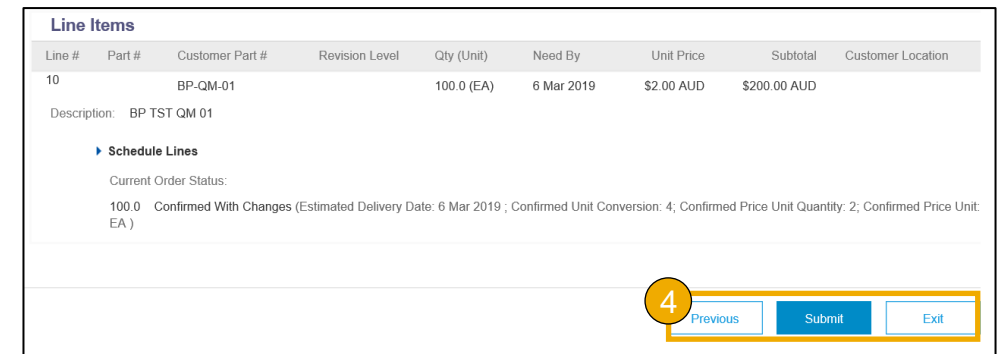
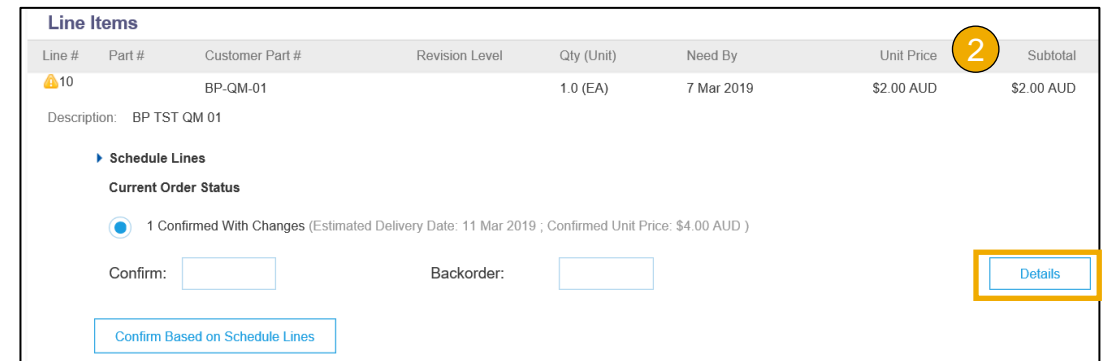
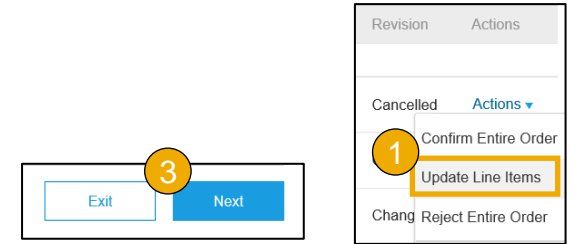
1. Go to **Orders / Orders and Releases**.
 2. Search filters will help you to identify the PO you need to manage. Enter search criteria and click **Search**.
 3. To reset search criteria click **Reset**.
 4. Search results will appear. Select your order and click **Create Order confirmation**.
 5. Select from the drop down required action.
- Or
6. On the right hand side of your screen click **Actions** and select required action from the dropdown.
 7. You can create order confirmation as well from the **PO screen** by clicking **Create Order Confirmation**.

The screenshot displays the SAP Ariba Supply Chain Collaboration Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A search bar is present with filters for 'Releases', 'SCC Gallegos', 'Exact match', and 'Order number'. Below the search bar, the 'Search Filters' section shows 'Customer: All Customers' and 'Order Number: * Partial number Exact number' with the value '4500053312'. The search results table, titled 'Orders and Releases (1)', contains one entry: 'Order 4500053312' for 'BP SCC Buyer - TEST' with a status of 'Shipped'. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The 'Actions' column for the order is expanded, showing options: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A detailed view of the 'Purchase Order: 4500053312' is shown, with a 'Create Order Confirmation' dropdown menu open, listing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. Another 'Actions' dropdown menu is visible on the right, also listing these three options. Numbered callouts (1-7) highlight key UI elements: 1 points to the 'Orders' menu, 2 to the 'Search' button, 3 to the 'Reset' button, 4 to the 'Create Order Confirmation' button, 5 to the dropdown menu, 6 to the 'Actions' column, and 7 to the 'Create Order Confirmation' dropdown in the PO detail view.

Consignment Collaboration

Create Order Confirmation From PO – Update Line Items

- If you select **Update Line Items**, you can confirm, reject 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 or reject items, 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.



Consignment Collaboration

Create Order Confirmation From PO – Confirm Based on Scheduled Lines

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.
5. To choose a referenced schedule line click **Details**.
6. Chose a reference schedule line from the dropdown.

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

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](#) ⓘ

2 [Confirm Based on Schedule Lines](#)

5 [Details](#) ⓘ

6 [Choose a schedule line](#)

Schedule Line: ⓘ * Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

- Line number 1 - quantity 30 - date 24 Jul 2020
- Line number 2 - quantity 30 - date 27 Jul 2020
- Line number 3 - quantity 30 - date 31 Jul 2020
- Line number 4 - quantity 10 - date 7 Aug 2020

Current Order Status

20.0 Confirmed As Is (Estimated)

15.0 Unconfirmed

Confirm:

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

4

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

	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)

3 [Confirm Based on Schedule Lines](#)

Consignment Collaboration

Create Order Confirmation From Items to Confirm

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, split a single PO line into several confirmations, and reject quantities with this option.

1. Go to **Orders / Orders and Releases/ 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.

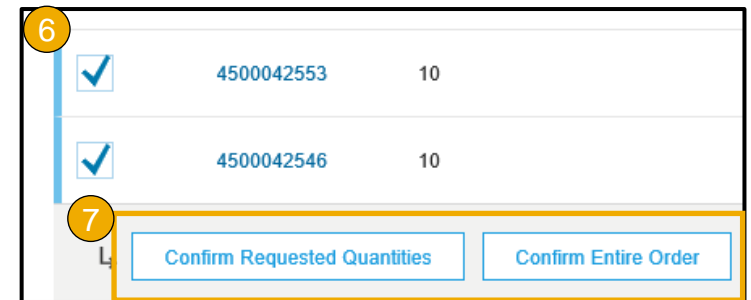
The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' and 'Order Inquiries'. The 'Orders and Releases' sub-tab is selected, and the 'Items to Confirm' sub-tab is active. A 'Search Filters' section is visible, with a 'Status' dropdown menu 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 'Number of Results' field is also visible. At the bottom, there are 'Search' and 'Reset' buttons, and a 'Page 1' dropdown menu with a configure icon.

Consignment Collaboration

Create Order Confirmation From Items to Confirm

6. Select the lines you wish to confirm.
7. 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

Total: 4

Items to Confirm

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

Consignment Collaboration

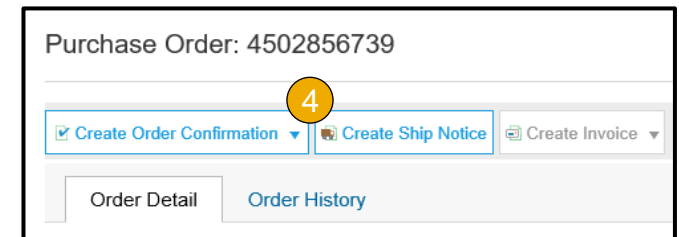
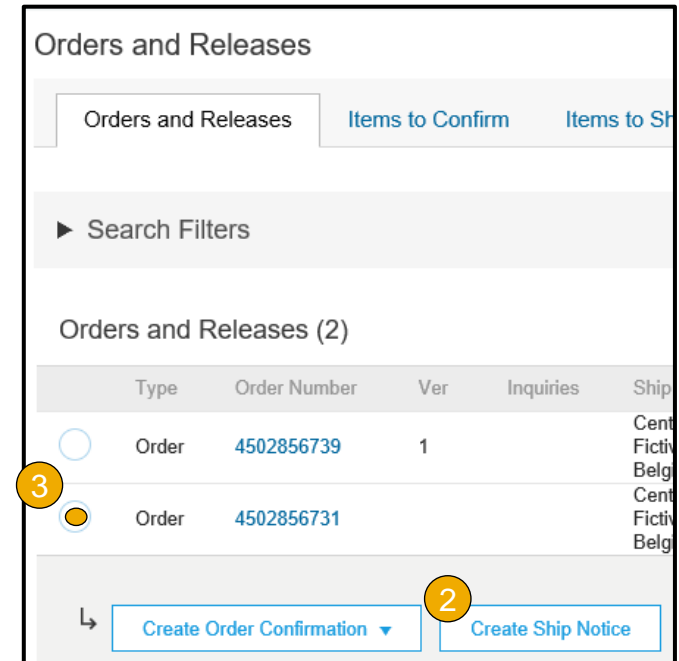
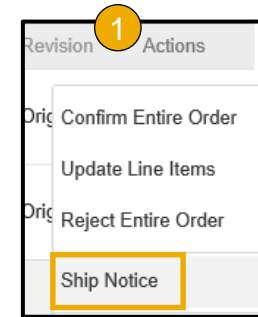
Create Advanced Shipping Notice From PO

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

Access the order worklist from your **Orders / Orders and releases** tab:

1. Click **Actions** on the PO line for direct access to the data entry page.
2. You can create ASN as well by selecting PO and clicking **Create Ship Notice** button on the bottom of the screen.
3. You can also create ASN from the PO screen. For this open PO by clicking it's number.
4. Click **Create Ship Notice** button at the top of the PO page.

NOTE: Suppliers will see a “Pack Items” button when creating an ASN but they should not click this button.



Consignment Collaboration

Create Advanced Shipping Notice From PO

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 Ariba Network account.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date.
7. Upload tool to attach additional documents if needed.
8. In section “additional fields”, provide comments if needed.

The screenshot displays the 'Shipping PO' form interface. At the top, there are two main sections: 'SHIP FROM' (left) and 'DELIVER TO' (right). The 'SHIP FROM' section shows 'Supplier test - TEST' with address 'Geneva, Switzerland'. The 'DELIVER TO' section shows 'Buyer test - TEST' with address 'Prague, Czech Republic'. Below these is the 'Ship Notice Header' section, which includes a 'SHIPPING' sub-section with fields for 'Packing Slip ID' (marked 3), 'Invoice No.' (marked 4), 'Requested Delivery Date', 'Ship Notice Type' (marked 5), 'Shipping Date' (marked 6), and 'Delivery Date' (marked 6). There are also 'Hazard Type' and 'is Divisible' checkboxes. The 'Attachments' section (marked 7) features a 'Choose File' button, 'No file chosen' text, and an 'Add Attachment' button, with a note that the total size of attachments cannot exceed 100MB. At the bottom, the 'Additional Fields' section (marked 8) contains 'Reason for Shipment' and 'Comments' text areas.

Consignment Collaboration

Create Advanced Shipping Notice From PO

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).
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 slid ID and delivery date.

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

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	Supplier Batch ID
1	10	

Add Details

Add Ship Notice Line

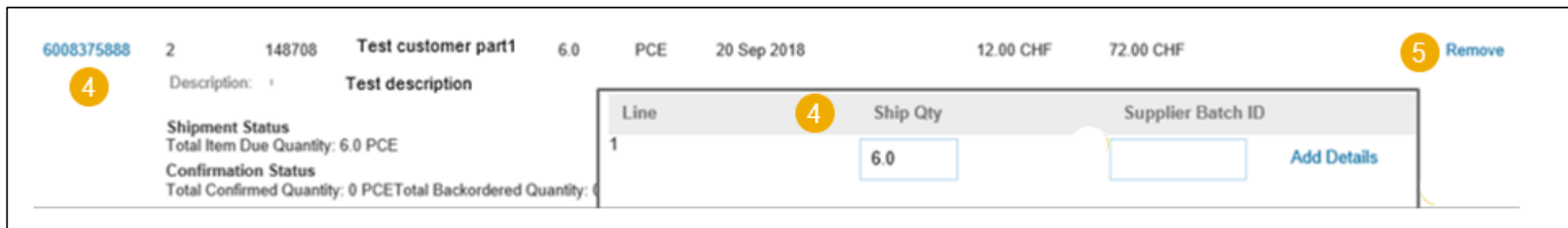
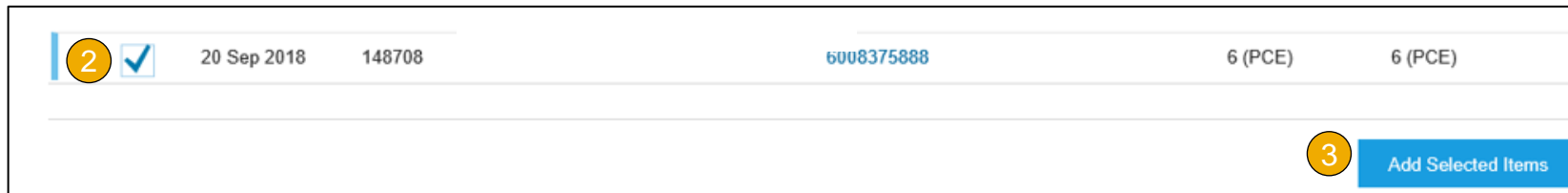
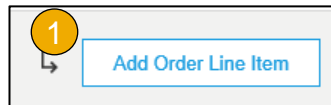
Add Order Line Item Manage Serial Numbers

Consignment Collaboration

Create Advanced Shipping Notice From PO

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.

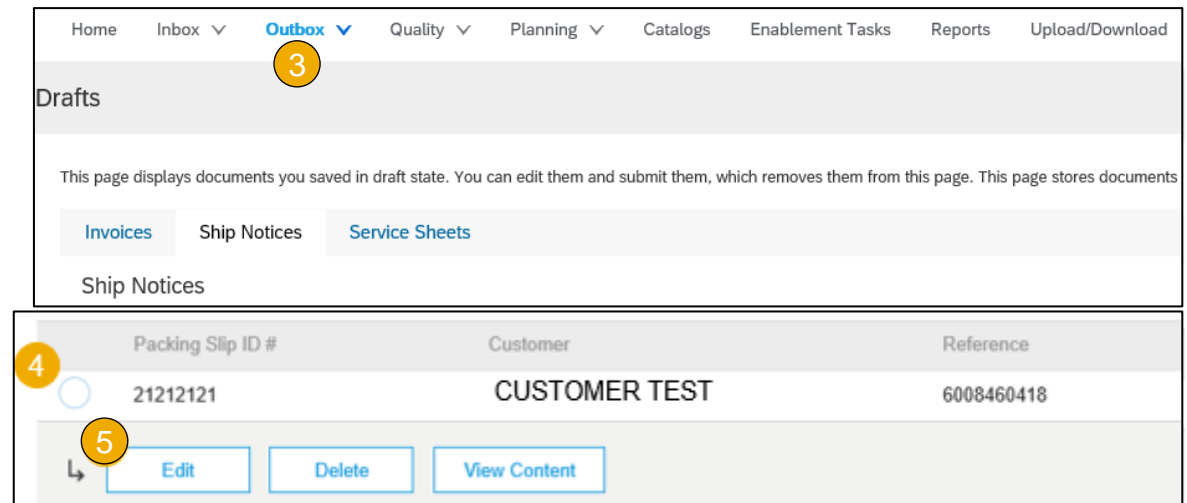
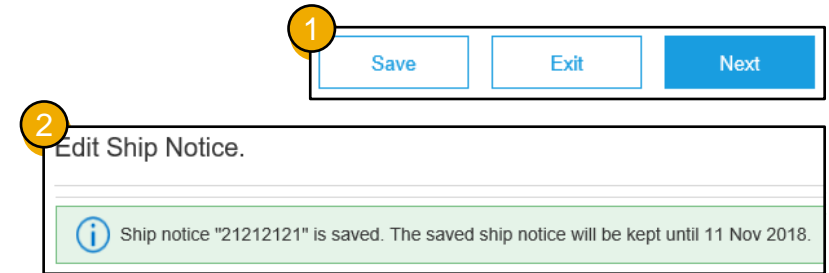
1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity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



Consignment Collaboration

Create Advanced Shipping Notice From PO

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 **Outbox/Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.



Consignment Collaboration

Create Advanced Shipping Notice From PO

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. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

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

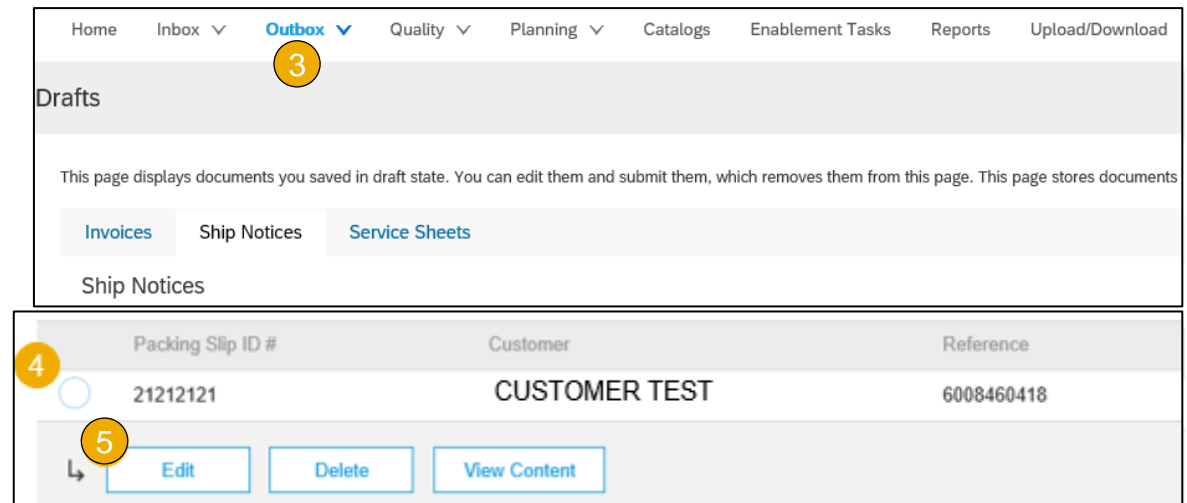
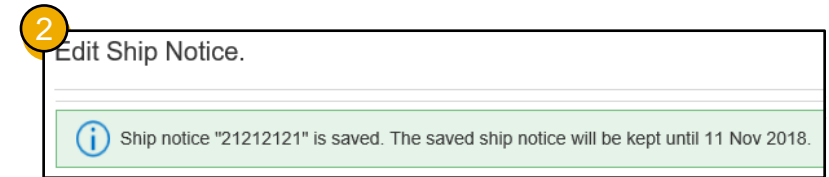
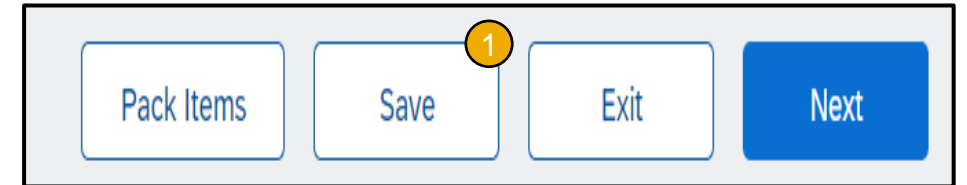
The screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Save', 'Exit', and 'Next' (callout 1). Below this, there are buttons for 'Previous', 'Save', and 'Submit' (callouts 5 and 6). The main content area is divided into several sections:

- 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 (callout 3), Unit, Need By, Ship By, Unit Price, Subtotal, Customs. The first row shows: 6000450934, 1, 123123, 123123, 30.0, PCE, 15-Oct-2018, 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 (callout 4), Asset Tag. The serial numbers listed are 123, 222, and 333.

Consignment Collaboration

Create Advanced Shipping Notice From PO

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 **Outbox/Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.

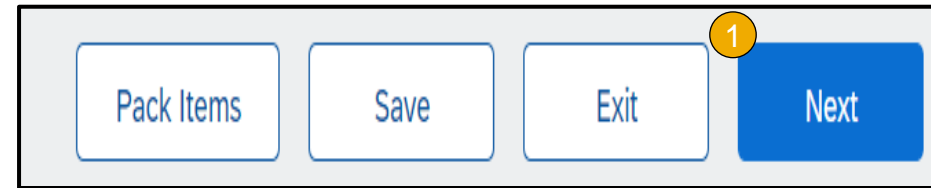


Consignment Collaboration

Create Advanced Shipping Notice From PO

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. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

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



Create Ship Notice

Confirm and submit this document.

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, Is divisible: No

TRACKING: Tracking information not provided

DIMENSIONS: Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer
5000450934	1	123123	123123	30.0	PCE	15-Oct-2018	15-Oct-2018	10.00 CHF	300.00 CHF	

Description: MAIL PANTH MM H ATT FER IND OR GR SER

SHIPMENT STATUS: 1. Shipping 4.0 PCE

ASSET DETAILS: Serial Number, Asset Tag

Serial Number	Asset Tag
123	
222	
333	

Navigation buttons: Previous, Save, Submit

Consignment Collaboration

Advanced Shipping Notice Pack Items

- Prior to clicking Next, Suppliers should click “Pack Items” to enter in the Quantity field that amount of each product that will appear on each Pallet. Then click “Next”
- Example, if the Ship Notice is for a Quantity of 14 and each Pallet will contain a Quantity of 2, 2 should be entered in the Quantity field. This will cause a total of 7 Labels to generate (Quantity per Pallet divided by total Quantity of the Ship Notice)
- **NOTE:** Failure to update the Quantity will result in a different label being created for every item on the Ship Notice



Define packaging instructions

Exit Next

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels 5 Review ship notice

Summary

Number of items 1

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
30.1	4500520967	0G23570STOR CTRL PNL 8KW ENCL PORT BACK		14 EA

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
∨ 0G23570STOR CTRL PNL 8KW ENCL			2	0	0	KG

Pallet 0G23570STOR - Pallet Contains 0G23570STOR CTRL PNL 8KW

Consignment Collaboration

Advanced Shipping Notice Pack Items

- During the “Confirm Packing” Step, Suppliers should confirm the items in Ariba are accurate based on what and how the material will actually be shipped. If everything looks accurate, click “Next”
- If something does not look accurate, Suppliers can
 - Either click “Define Instructions” near the top or bottom of the Page to return to the previous screen.
 - Or click “Edit” near the details Pallet View of the Ariba Screen.
 - The “Edit” process is outlined on the next slide

Confirm packing plan

Save Define Instructions Next

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
30.1	4500520967	0G23570STOR CTRL PNL 8KW ENCL PORT BACK		14 EA	14 of 14	100.00%

Packing hierarchy [What's this?](#)

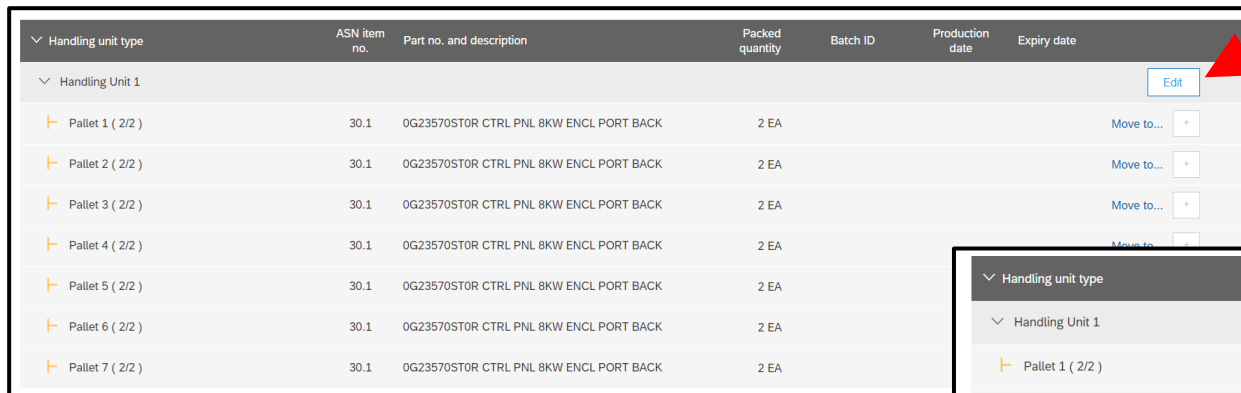
Pallet 7

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
Pallet 1 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 2 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 3 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 4 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 5 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 6 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...
Pallet 7 (2/2)	30.1	0G23570STOR CTRL PNL 8KW ENCL PORT BACK	2 EA				Move to...

Consignment Collaboration

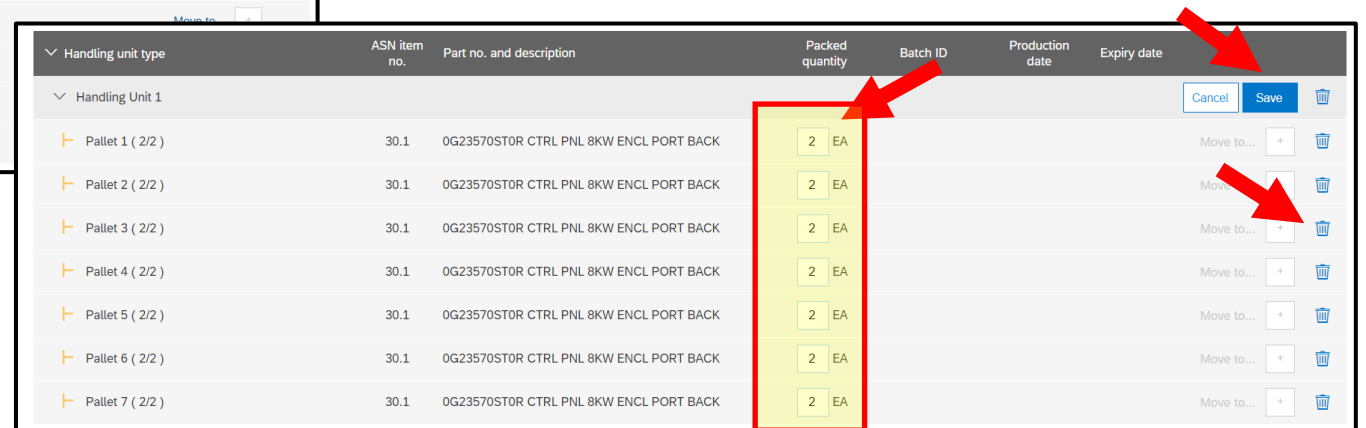
Advanced Shipping Notice Pack Items

- If a Supplier clicked “Edit” during the Confirm Packing step, the Quantity fields can be adjust. The Supplier can use this to change the number of items that appear on each pallet.
- The Supplier can also use this time to delete any unneeded lines.
 - This is done by clicking the small garbage can icon to the right of each line item that needs delete.
 - The garbage can icon next to the Save button will delete all line items
- After all changes have been made, the Supplier should click Save then Next (as outlined on the previous slide).



A screenshot of a table interface showing a list of pallets. The table has columns for Handling unit type, ASN item no., Part no. and description, Packed quantity, Batch ID, Production date, and Expiry date. A red arrow points to an 'Edit' button located at the top right of the table.

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
Pallet 1 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 2 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 3 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 4 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 5 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 6 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 7 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			



A screenshot of the same table interface, but with a red box highlighting the 'Packed quantity' column. A red arrow points to the 'Save' button at the top right of the table. Another red arrow points to a trash icon next to the 'Move to...' button for the first row.

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
Pallet 1 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 2 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 3 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 4 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 5 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 6 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			
Pallet 7 (2/2)	30.1	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK	2 EA			

Consignment Collaboration

Advanced Shipping Notice Pack Items

- The “Print Labels” step of the process is where the Supplier can print a label from Ariba for each pallet that is being shipped.
- This is done by either:
 - Clicking the “Print all labels” link to print all the labels associated with this Ship Notice
 - Clicking the small printer icon to the right of each line item to print the labels one by one.
- A PDF copy of the label(s) will appear at the bottom of the page.
- The Supplier should then open and print the PDF label(s) then click Next to Submit the ASN. The printed labels should then be affixed to the pallets
 - **NOTE:** The submission process of the ASN has not changed.

Print labels

Save Exit **Next**

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

✓ You're all set to print labels and confirm this ship notice.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
30.1	4500520967	OG23570ST0R CTRL PNL 8KW ENCL PORT BACK		14 EA	14 of 14	100.00%

Packing hierarchy [What's this?](#)

Pallet 7

[Print all labels](#)






Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1								
Pallet 1 (2/2)	30.1	00047	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 2 (2/2)	30.1	00048	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 3 (2/2)	30.1	00049	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 4 (2/2)	30.1	00050	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 5 (2/2)	30.1	00051	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 6 (2/2)	30.1	00052	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				
Pallet 7 (2/2)	30.1	00053	OG23570ST0R CTRL PNL 8KW ENCL	2 EA				

pdfTempFile17969...pdf

Consignment Collaboration

Barcode Label Example

- Opening the PDF will produce a label(s) similar to the document pictured below. A individual label will appear for each line item of the ASN
- Labels should then be affixed to the physical product that is being shipped to CommScope

VENDOR BATCH : test	PRODUCTION DATE : 07-MAR-21
 test	 07-MAR-21
MATERIAL NUMBER : 00000000001000661	
 00000000001000661	
MATERIAL DESCRIPTION :	
***** NOT TOUCH	
QTY : 4300	UOM : LBR
PO NUMBER : 4100001251	PACKING SLIP : ASN0000035
 4100001251	
 (400)4100001251(240)00000000001000661(92)test(11)07-MAR-21	

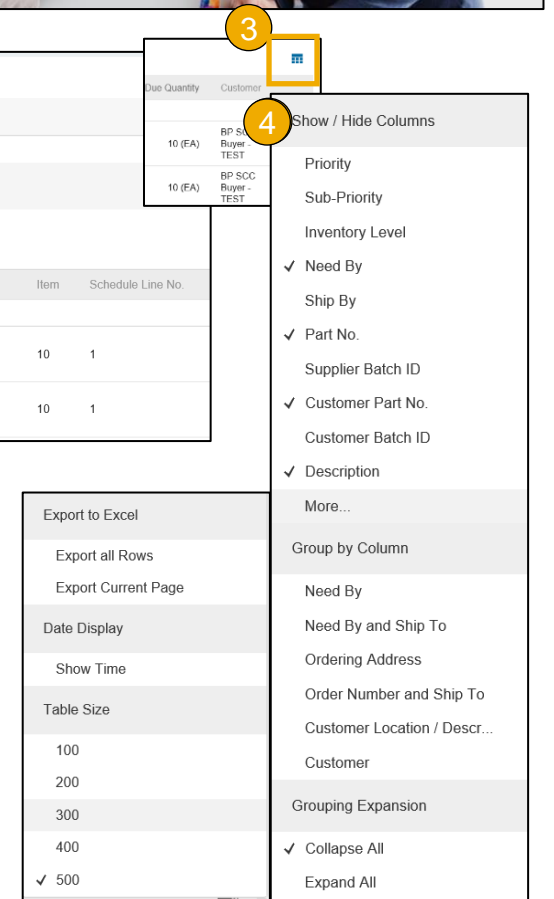
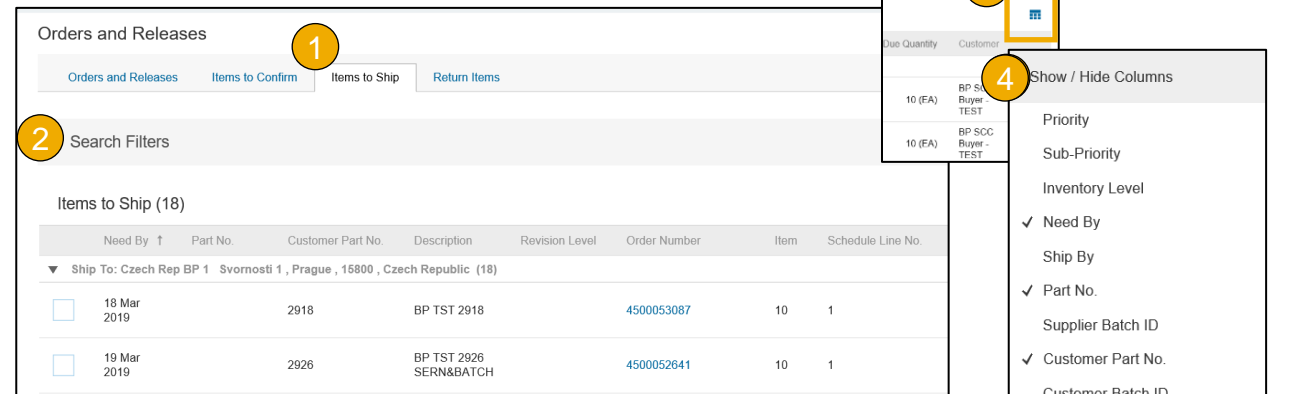
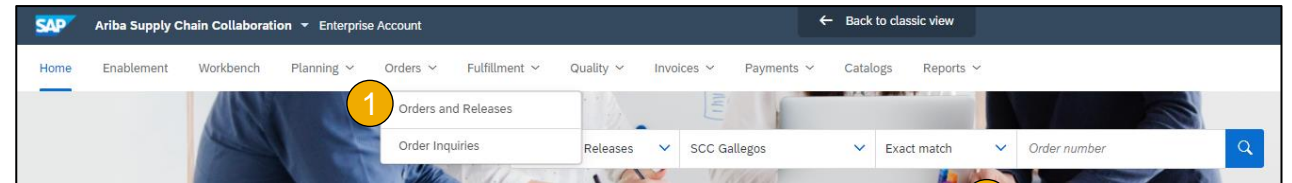
Consignment Collaboration

Create Advanced Shipping Notice From Items to Ship

- 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.

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



Consignment Collaboration

Create Advanced Shipping Notice From Items to Ship

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.

The screenshot shows the 'Search Filters' interface. On the left, under the heading 'Search Filters', there are several input fields: 'Customer:' with a dropdown menu set to 'All Customers' (callout 1), 'Order Number:' with radio buttons for 'Partial number' (selected) and 'Exact number', and three empty text boxes for 'Part #:', 'Customer Part #:', and 'Supplier Batch ID:', each with a 'Look Up' button. A 'Show Advanced Filters' link is at the bottom left (callout 4). On the right, there are options for 'Show orders by:' with radio buttons for 'Need by date' (selected) and 'Ship by date', a 'Search By:' dropdown menu set to 'Schedule Line Date Range' (callout 2), a 'Date Range:' dropdown menu set to 'Other', and two date pickers for 'Start Date:*' (5 Apr 2020) and 'End Date:*' (13 May 2020). Below these are a 'View:' dropdown menu set to 'Only items that can be shipped' (callout 3), a checkbox for 'View by PO priority', and a checkbox for 'Search only scheduling agreement releases or scheduling agreements'.

Note:

- 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 overdelivery, use the **Order Number: Exact number** 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 tab even if the full quantity has already been shipped for as long as order`s expiration date has not been reached.

Consignment Collaboration

Create Advanced Shipping Notice From Items to Ship

1. Review line items and create a shipping notification by selecting the relevant purchase orders **per one single ship to address and one single delivery 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 Ariba 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 a table of purchase order lines with the following data:

Delivery Date	Quantity	PO Number	EA	EA	Buyer	Icon
18 Mar 2019	2918	4500053087	0 (EA)	10 (EA)	BP SCC Buyer - TEST	Truck icon (grey)
19 Mar 2019	2926	4500052641	0 (EA)	10 (EA)	BP SCC Buyer - TEST	Truck icon (blue)
19 Mar 2019	2926	4500052667	0 (EA)	10 (EA)	BP SCC Buyer - TEST	Truck icon (blue)

Below the table, the action bar contains:

- 1**: Callout pointing to the "Ship To" header: "Ship To: Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)".
- 2**: Callout pointing to the "Create Ship Notice" button.
- 3**: Callout pointing to the truck icons in the table.
- 4**: Callout pointing to the error message: "! A ship notice can have only one location."

Consignment Collaboration

Create Advanced Shipping Notice From Items to Ship

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.

1

Ship Notice Header

SHIPPING

Packing Slip ID: *

! Ship Notice # must be alphanumeric and is limited to 19

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date: *

! Required Field

4500052641 10 2926 10.0 EA 19 Mar 2019 \$10.00 AUD \$100.00 AUD 8540 4 Remove

Description: BP TST 2926 SERN&BATCH

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF Add Details

[Add Ship Notice Line](#)

4500052667 10 2926 10.0 EA 19 Mar 2019 \$10.00 AUD \$100.00 AUD 8540 4 Remove

Description: BP TST 2926 SERN&BATCH

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF Add Details

[Add Ship Notice Line](#)

5 [Add Order Line Item](#) 3 [Manage Serial Numbers](#)

Consignment Collaboration

Create Advanced Shipping Notice From Items to Ship

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	Item	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																							
Description: Description test Shipment Status Total Item Due Quantity: 20 PCE Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE																													
<table border="1"> <thead> <tr> <th>4</th> <th>Line</th> <th>5</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td></td> <td>9.0</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>1</td> <td></td> <td>5.0</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>1</td> <td></td> <td>6.0</td> <td><input type="text"/></td> </tr> </tbody> </table>										4	Line	5	Ship Qty	Supplier Batch ID		1		9.0	<input type="text"/>		1		5.0	<input type="text"/>		1		6.0	<input type="text"/>
4	Line	5	Ship Qty	Supplier Batch ID																									
	1		9.0	<input type="text"/>																									
	1		5.0	<input type="text"/>																									
	1		6.0	<input type="text"/>																									
<input type="button" value="Add Ship Notice Line"/>																													
6008450901	4	123ABC	Description test	10.0	PCE	15 Oct 2018																							
Description: Description test Shipment Status Total Item Due Quantity: 10 PCE Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE																													
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2.0</td> <td><input type="text"/></td> </tr> </tbody> </table>										Line	Ship Qty	Supplier Batch ID	1	2.0	<input type="text"/>														
Line	Ship Qty	Supplier Batch ID																											
1	2.0	<input type="text"/>																											
<input type="button" value="Add Details"/>																													

Consignment Collaboration

Viewing Goods Receipts

- Finished good receipt is available on the Portal once Finished Good is received by [Customer].
- 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:

Consignment Collaboration

View Consignment Movements

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: There is a Consignment report available for the suppliers. Check [Appendix](#) for more details.

The screenshot shows the SAP Business Network Enterprise Account interface. The navigation menu includes Home, Enablement, Workbench, Planning, Orders, Fulfillment, and Quality. The Fulfillment menu is expanded, showing Extended Collaboration. Under Extended Collaboration, the Consignment Movements sub-tab is selected. The Search Filters section includes fields for Customer (All Customers), Part #, Customer Part #, Movement Date Range (Other), Start Date (2 Mar 2021), and End Date (30 Apr 2021). There are checkboxes for 'Show consignment movements that are not settled' and 'Show consignment movements that are not invoiced'. Search and Reset buttons are at the bottom right. A table titled 'Consignment Movements (4)' is shown below, with a 'configure' icon (6) and an arrow pointing to an 'Export to Excel' dialog box (7) with options for 'Export all Rows' and 'Export Current Page'.

Customer Part No./Description	Part No.	Settlement	Invoice No.
<input type="checkbox"/> BP0011 RAW13, PD, Lohnbearbeitung	S_BP0011		
<input type="checkbox"/> BP0011 RAW13, PD, Lohnbearbeitung	S_BP0011		



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC)

Ariba Support

COMMSCOPE®

THE BEST RUN 

CommScope Supplier Training

Lesson 10 Agenda

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

- Types of Support
- Types of Documentation
- Supplier Information Portal
- Contacting Ariba Support

Appendix

Ariba Support

Types of Support

There are a number of help options available to Suppliers, there are two types of help:

- ❖ **Generic Help** – that is general in nature about SAP Ariba
- ❖ **Buyer Specific** – that provides information specific to transacting with the Buyer

The options are:

- ❖ **Active Onscreen Help** – provides users with information on the screen, only available on the Seller Dashboard/Home page and Workbench
- ❖ **Help Topics Pane** – provides users with access to different types of help, the help provided in the pane is general in nature and can be a document, and FAQ or a video clip
- ❖ **Help Centre Home Page** – provides users with a query entry field to provide self help options and is the first tab
- ❖ **Guided Help** – takes users through possible options relating to their query
- ❖ **Documentation & Learning** – options and access to documentation and video clips
- ❖ **Contact Us** – users completing the Contact Us form will be directed to the help that best suits their query and the type of account they have
- ❖ **Supplier Information Portal (SIP)** – provides users with information that is specific for transacting with a Buyer using the Ariba Network

Ariba Support

On-Screen Help

Onscreen help allows users to identify the areas they require help with while not leaving the Seller Dashboard/Home page

To activate onscreen help:

1. Click on the

- ❖ Blue boxes will appear around each section

2. Click on the ? on the corner of the field further help is required with, only sections with the provides help information

- ❖ The example shows a training clip that a user can watch there are some fields that will contain steps others with information only

- ❖ **Note:** the available help is displayed in the Help Topics Pane

The screenshot displays the Ariba Seller Dashboard interface. At the top, there is a navigation bar with tabs for Workbench, Planning, Orders, Fulfillment, Quality, Invoices, and Messages. A search bar is present with filters for 'Orders and Releases', 'All customers', and 'Exact match', and a search input field containing 'Order number'. Below the navigation bar, there is a summary section with five cards: 'New orders' (144), 'Changed orders' (19), 'Orders to invoice' (123), 'Rejected invoices' (8), and 'Orders' (272). A 'More' button with a notification badge (3) is also visible. The main content area is titled 'My widgets' and includes a 'Customize' button. A video player is overlaid on the dashboard, titled 'Personalizing your transaction workbench (2:04)'. On the right side, there is a 'Help Topics' pane with a search bar and a list of help topics, including 'Documentation', 'Support', 'What's New (2:54)', 'What is SAP Business Network?', 'Introducing the new SAP Busin...', 'Orders and invoices (2:59)', 'Common browser issues', 'How do I create an invoice?', 'I need help accessing a sourcin...', 'Why has my invoice or service ...', 'When will my invoice be paid?', 'How do I know which type of inv...', 'I need help connecting with a c...', 'Personalizing your transaction ...', and 'Customizing your widgets (2:54)'. A 'Feedback' button is located at the bottom of the Help Topics pane. Two yellow callout boxes with numbers 1 and 2 are present: box 1 points to a question mark icon in the top right corner of the dashboard, and box 2 points to the 'Help Topics' pane.

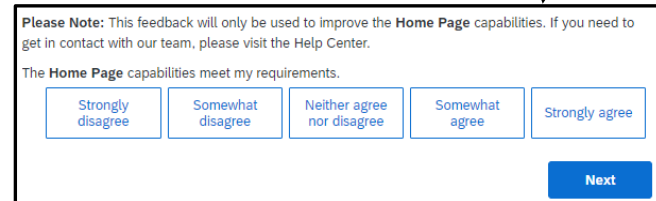
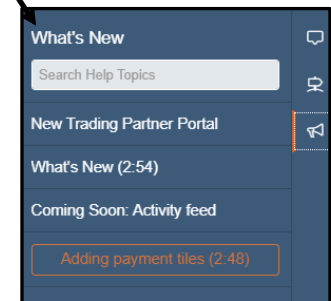
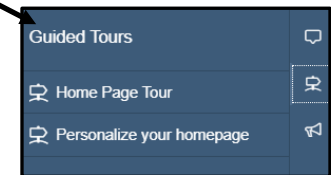
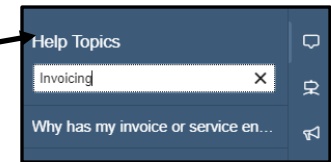
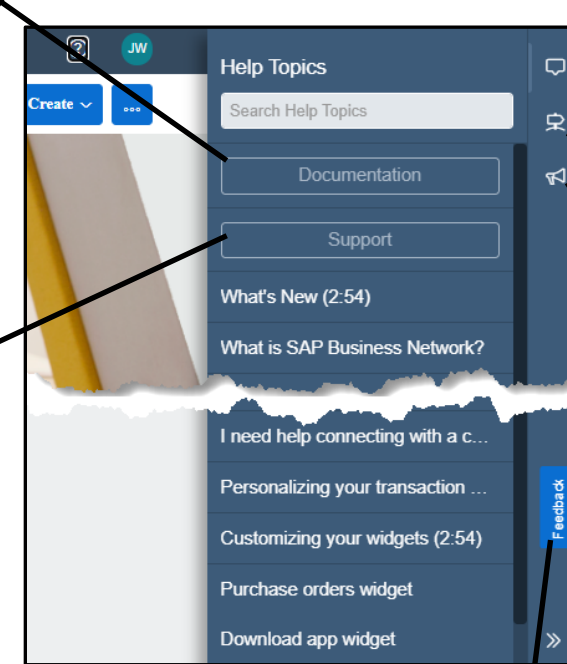
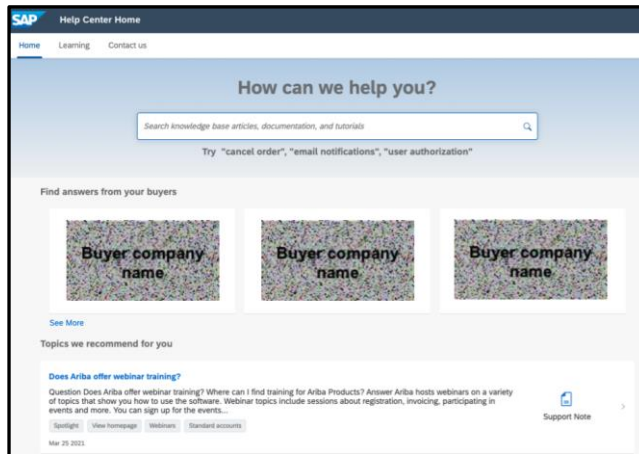
Ariba Support

Help Topic Pane

- ❖ **Note:** All information contained within the Help Topics Pane is generic, to access Buyer specific requirements for transacting using the Ariba Network, refer to Accessing the Supplier Information Portal

The options available on the Seller Dashboard/home page:

- 1) Enter a search topic into the **Search Help Topics** field
- 2) Access **Guided Tours** on the Seller Dashboard/Home page
- 3) See What's New
- 4) Click on **Documentation** to locate generic documents to complete items in the Ariba Network
- 5) Click on **Support** to receive Hep Centre assistance



- ❖ >> Closes the Help Topics pane
- ❖ Feedback can be provided on the Homepage

Ariba Support

Help Center Home Page

The **Help Centre Home** page gives suppliers access to further information, documentation and options for help

There are 3 tabs available:

- ❖ **Home** – Provides access to Buyer Supplier Information Portals
- ❖ **Learning** – provides access to generic Ariba Network documentation and videos
- ❖ **Contact Us** – complete the form to gain access to other options for assistance such as:
 - ❖ Email
 - ❖ Return Phone call
 - ❖ Chat

❖ **“How can we help you?”** is displayed, enter your query into the field, to activate the search click on the magnifying glass () or press Enter on your keyboard

SAP Help Center Home

Home Learning Contact us

How can we help you?

Search knowledge base articles, documentation, and tutorials

Try "cancel order", "email notifications", "user authorization"

News highlight

Welcome to Help Center 2.0

Find answers from your buyers

Name of Buyer Name of Buyer Name of Buyer

[See more](#)

Topics we recommend for you

Coming May 21: New portal for Enterprise accounts

Welcome to the New Supplier Portal and Workbench Watch the video below to learn what's new for Enterprise account users . Click the icons to the right for additional videos! Note: Videos are only available in English, German, French, Italian, Chinese, Japanese, Spanish, and Portuguese Discovering new insights in the...

[View homepage](#) [Supplier workbench](#)

May 6, 2021

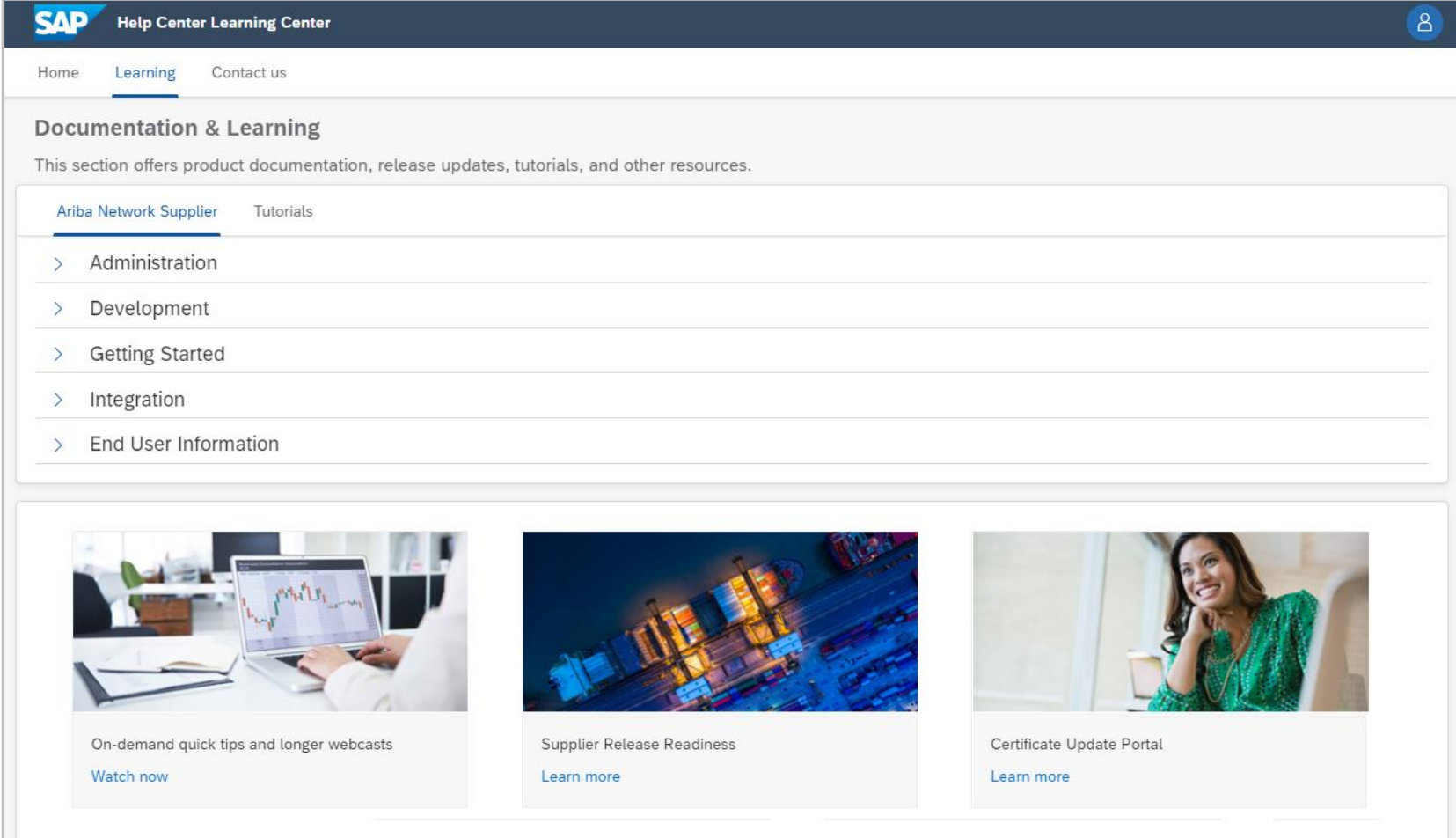
Article

Ariba Support

Documentation and Learning

On the **Documentation & Learning** tab is browsable Product documentation from help.sap.com

- ❖ Provides quick access to certificate updates and information about past changes
- ❖ Access to updates for “Release Readiness” which contains content for Suppliers on a quarterly basis, providing information about changes, enhancements and functionality
- ❖ Suppliers can also access On-Demand success sessions that provide further information on features and functionality of the network
- ❖ Click on the required folder where any subcategories will be displayed, select the required information
- ❖ Success Sessions are on-demand sessions that suppliers can watch at a time that suits



The screenshot shows the SAP Help Center Learning Center interface. At the top, there is a dark blue header with the SAP logo and the text "Help Center Learning Center". Below the header, there are navigation links for "Home", "Learning" (which is highlighted), and "Contact us". The main content area is titled "Documentation & Learning" and includes a sub-header "Ariba Network Supplier" and "Tutorials". A list of categories is displayed with expandable arrows: Administration, Development, Getting Started, Integration, and End User Information. Below this list, there are three featured content cards. The first card shows a person working on a laptop with a line graph on the screen, titled "On-demand quick tips and longer webcasts" with a "Watch now" link. The second card shows a night view of a port with colorful shipping containers, titled "Supplier Release Readiness" with a "Learn more" link. The third card shows a smiling woman in a green sequined top, titled "Certificate Update Portal" with a "Learn more" link.

Ariba Support

Guided Help

The **Contact Us** tab provides access to Guided Help (Assistance) which provides Suppliers with options to their query based on the information entered into the “How can we help” field

It also starts the Service Request (help) process that identifies the recommended help options based on algorithms, account type and best help option

- ❖ The recommendation are matched to the words entered in your search based on previous Frequently Asked Questions (FAQ's)
- ❖ The blue bubbles provide access to further information on how to correct or perform processes associated with the query you have entered
- ❖ Anything in blue can be selected to provide further information
- ❖ Continue to next step opens a form with a series of questions to identify the support that is required

The screenshot shows the SAP Help Center 'Contact us' page. At the top, there is a navigation bar with 'Home', 'Learning', and 'Contact us' (highlighted). Below the navigation bar, there is a search bar containing the text 'Invoicing'. The page displays several AI-based recommendations for frequently asked questions (FAQs) related to invoicing. Each recommendation includes a question, a brief answer, and a 'FAQ' label with a date. The recommendations are:

- How do I enable the PDF Invoicing feature?** Question: How do I enable the PDF Invoicing feature? Resolution: You can enable the PDF Invoicing feature by following the below steps: Sign in to the Ariba Network . In the top right corner, click Account Settings > Settings. Date: Sep 23, 2020.
- What are the available Close Order options and how can we change them?** Question: When trying to close the Order we see multiple options, how can we change that? And is there a way to restrict users from selecting some of the options? Answer: The possible Close Options are as follows: Closed For Change :. Date: Dec 17, 2020.
- How do I view my customer's transaction rules?** (partially visible)

Below the recommendations, there is a section titled 'Choose from the options below to continue.' with the question 'What do you need to do?'. The options are presented as buttons: 'Create new invoice', 'Create credit memo', 'Raise another invoice against PO', 'Invoice was rejected', 'Edit and resubmit invoice', 'Receive payment', and 'Something else' (highlighted in yellow).

At the bottom of the page, there is a 'Can't find what you're looking for?' section with a 'Contact us' button.

Ariba Support

Contact Ariba Support

After clicking on the **Contact us** you can access other help options

1. Click on the **Contact us** button on the bottom of the Contact Us tab screen
 - ❖ The Contact Us form is open on the screen, many fields will be pre-populated based on the information previously captured, however review the information on the form and enter information into all fields that have an asterisks
 - ❖ All fields with an asterisks must be completed you cannot move onto the next step in a process without all fields with an asterisks having information provided
 - ❖ A Recommendations Pane is displayed, this provides information based on the query entered

Note: For Supply Chain Collaboration Suppliers (Direct Suppliers) ensure you select SCC from the drop down menu

2. Click on **One last step**

Can't find what you're looking for? Contact us 1

Home Learning **Contact us**

Requested language of support: English [Change?](#)
Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject:* Invoicing
Full description:* Affected items, expected results, etc.
Attachment:
Issue type:*
Issue area:*
Affected buyers:
PO/Invoice Number:

2. How does this impact your normal business processes?
Business Impact:*

3. Please review your contact information for correctness:

First name:*
Last name:*
Username:
Company:*
Email:*
Phone:*
Extension:
Confirm phone:*
 My phone number is correct.
Ariba Network ID:*

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

One last step 2

Administration
API
AribaPay
Catalogs
Integration
Invoice or Service Sheet
Purchase Orders or Change Orders
Subscription fees
Supply Chain Collaboration
Trading or customer relationships

Ariba Support

Contact Ariba Support

Based on the information provided, Suppliers will be shown a list of customised options indicating the channel that can provide assistance

- ❖ The Recommendations are based on the issues type, Supplier type (direct supply source suppliers) and Support Availability
1. Select the method you wish to use by clicking on the radio button
 2. Click on **Submit**
- ❖ Once you have clicked on Submit, information to access the Help is provided
 - ❖ Ensure any attachments required have been provided, use back to add an attachment to the Contact Us form
 - ❖ If the issue has been resolved or the information has been found to assist click on Cancel

The screenshot shows the SAP Help Center 'Contact us' page. The header includes the SAP logo and navigation links for Home, Learning, and Contact us. The main content area is titled 'Choose this contact method for the fastest resolution of your issue:'. It features a radio button selection for 'Phone', which is marked as 'Recommended'. Below this, there is a description: 'A support engineer will respond to your Service Request by phone.' and a box showing 'Estimated wait time in minutes: 2'. There is also a checkbox for 'Do not record my phone call.' Below the 'Phone' option, there is another section titled 'Other methods you may choose:' with a radio button for 'Live chat: open'. A description for live chat states: 'You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.' and a note: 'Note: Pop-ups need to be enabled in your browser.' At the bottom right, there are three buttons: 'Back', 'Submit', and 'Cancel'. A yellow circle with the number '1' is placed over the 'Phone' radio button, and a yellow circle with the number '2' is placed over the 'Submit' button.

Ariba Support

Supplier Information Portal

Each Buyer that a Supplier transacts with will have the Supplier Information Portal (SIP) displayed

- The SIP contains information that is specific to transacting with a Buyer

1. Select the SIP required
2. Locate and select the information required

- The SIP provides information that is both generic and specific for transacting with each Buyer

- Each Buyer may have different process requirements

- Links are blue

- ADAPT is a online training for generic processes as may not be displayed

- Summit and Training Sessions can be accessed from the SIP, suppliers can watch sessions using an On-Demand process. A supplier registers to access the content and can watch at a time the suits

The screenshot shows the Ariba Support Supplier Information Portal. At the top, it asks "How can we help you?" and includes a search bar with the placeholder text "Search knowledge base articles, documentation, and tutorials". Below the search bar, there is a suggestion: "Try 'cancel order', 'email notifications', 'user authorization'".

The main content area is divided into sections:

- News highlight:** A banner for "Welcome to Help Center 2.0".
- Find answers from your buyers:** Three cards, each with a computer icon and the text "Name of Buyer". A yellow circle with the number "1" is overlaid on the first card.

On the right side of the page, there is a header for "Supplier Information" and the "SAP Ariba" logo with a yellow circle containing the number "2".

Below the main content, there is a grid of resource cards:

- Adapt Training Link:** Includes an envelope icon and a link to "Click Here".
- Supplier Information Session:** Includes a handshake icon and the text "Review a recording introducing you to our Ariba Network Initiative and all its details. Coming Soon".
- Ariba Network General Resources:** Includes a lightbulb icon and a link to "Ariba Network Introductory Video".
- Integration & Catalog:** Includes a shopping cart icon and the text "Documentation regarding catalog & integrations processes for transacting via the Ariba Network. Coming Soon".
- Standard Account Information:** Includes a play button icon and links to "Standard Account Welcome Page", "Self-Help Portal", "Supplier Info Pack", and "Functional Training Video".
- Training Guides & Videos:** Includes a book icon and the text "Learn how to transact with Coming Soon".

At the bottom, there is a section titled "Support Methods for Getting Your Specific Questions Answered:" with a list of instructions: "My account is not working properly and I have a technical issue: Contact the Ariba Support Team by clicking on the question mark in the upper right-hand corner of your account then Support to submit a service request to Ariba Support. Be as clear as possible in your communication and provide any screenshots to expedite your request."

CommScope Supplier Training

Thank You



Jeffrey Espiritu

Sr Manager Indirect Procurement

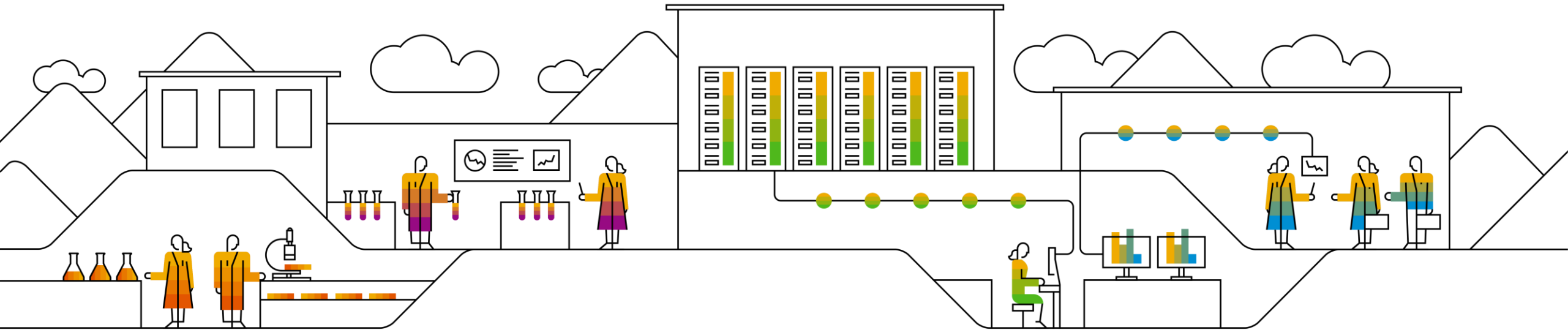
CommScope



Nate Smith

Network Deployment Lead

SAP Ariba



SAP Ariba 

SAP Ariba Supply Chain Collaboration (SCC)

Appendix

COMMSCOPE®

THE BEST RUN 

CommScope Supplier Training

Appendix Contents

Lesson 1: CommScope Ariba Project Overview and Scope

Lesson 2: Ariba Access and Navigation

Lesson 3: Forecast Collaboration

Lesson 4: Purchase Order Collaboration

Lesson 5: Multi-Tier Collaboration

Lesson 6: Returns Collaboration

Lesson 7: Scheduling Agreement Release Collaboration

Lesson 8: Sub Contracting Collaboration

Lesson 9: Consignment Collaboration

Lesson 10: Ariba Support

Appendix

- Ariba Access and Navigation
- Ariba User Interface Customizations
- Order Confirmation Creation and Advanced Shipping Notices from Uploads
- Forecast Uploads

Ariba Access

Logging Into Ariba

After logging in, the blue ribbon at the top of the screen will display **SAP Business Network**

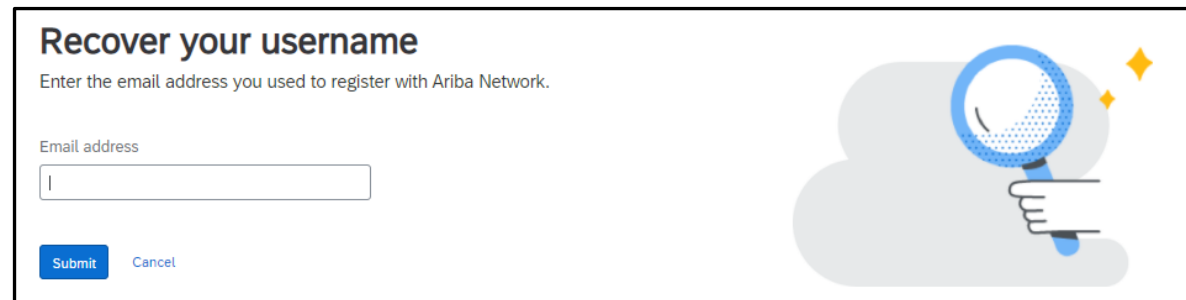
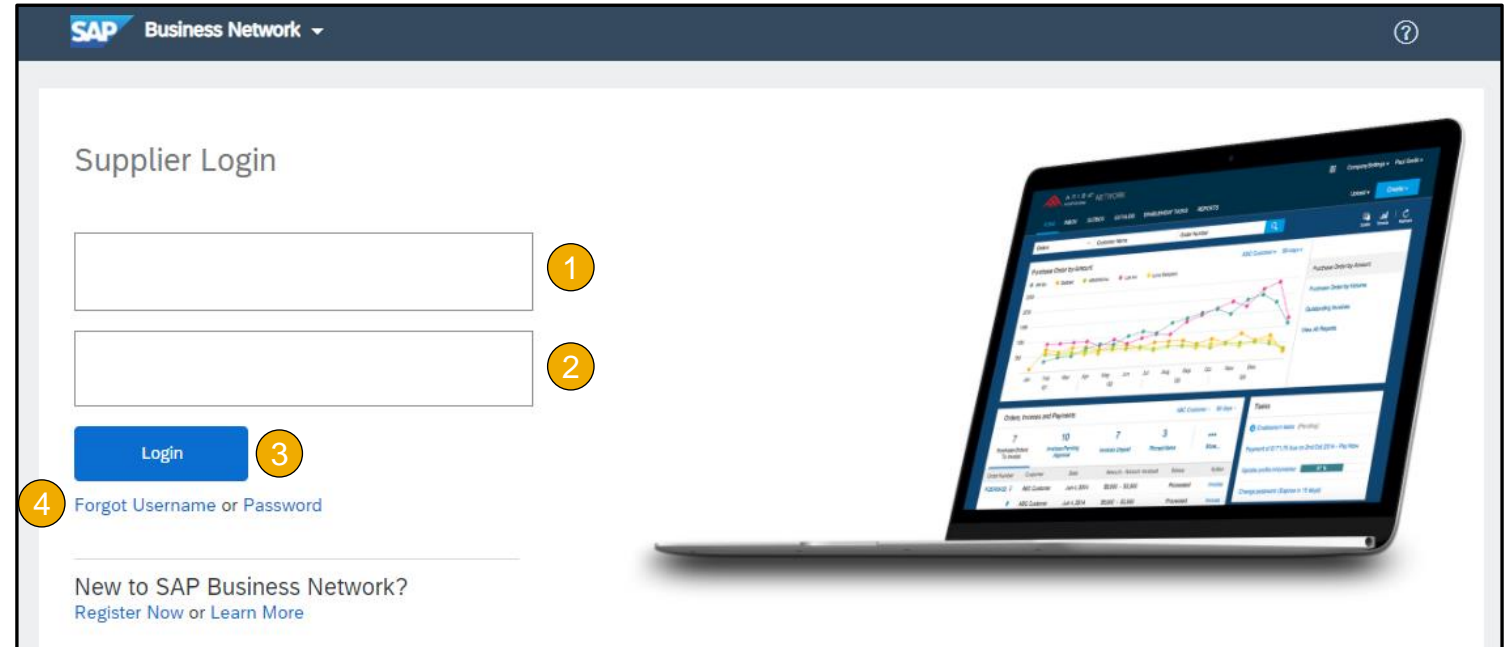
➤ Go to <https://supplier.ariba.com>

To Login:

1. Enter **Username**
2. Enter your **Password**
3. Click on **Login**
4. If you have forgotten your User name or password, click on **Forgot Username or Password**

Forgot Username or Password

- 1) Enter your **email OR username**
- 2) Click **Submit**
- 3) An email from Ariba Commerce Cloud will be sent to the registered email address



Ariba Access

Contacting System Ariba

The System Administrator creates users, applies permissions and should be contacted when there is questions, updates or changes to your log in profile

Contact the Business System Administrator when:

- ❖ You need permissions to access a tab required for your role
- ❖ You need to have you password reset

1. Click on your user **Initials**
2. Select **Contact Administrator** from the drop down list
 - ❖ There are different options to contact the System Administrator, use the option wanted
3. Click on **Done** to Return to the page you accessed the drop down list from

The screenshot illustrates the Ariba user interface. At the top right, there is a user profile card with a search icon and a 'More' button (3). A dropdown menu is open, listing options like 'User's Name', 'Users Login', 'My Account', 'Link User IDs', 'Contact Administrator' (2), and 'Back to Classic View'. Below the dropdown, there is a 'Business Name' section with 'ANID: Business ANID number' and 'Premium Package'. A 'Company Profile' section is also visible. A modal dialog titled 'Contact Your Account Administrator' is overlaid, containing a message about the administrator's role and a form for 'Account Administrator Information' with fields for Name, Email Address, Office Phone, and Fax. A 'Done' button (3) is at the bottom right of the modal.

Ariba Access

Accessing My Account

- ❖ Accessing “My Account” allows users to make updates to their SAP Business Network Account

Note: Only change information that requires updates

Changes in My Account should only be completed when required, for example:

- ❖ A name Change
- ❖ Business Role Change
- ❖ Changing your Password

Note: All changes will trigger and email to confirm that you have requested the changes

1. Click on your user **Initials**

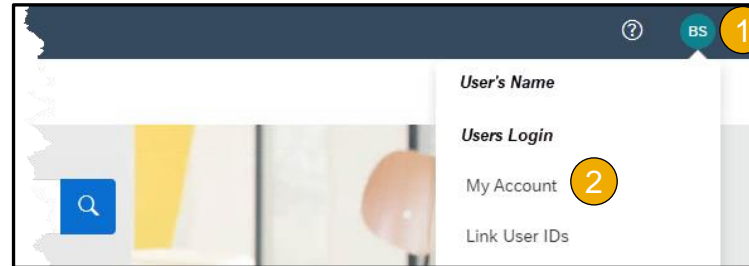
2. Click on **My Account**

➤ The **My Account** screen is displayed

Note: that your System Administrator has entered the information while creating your account

❖ Update the required fields

3. Click on **Save**, a green ribbon indicates the changes have been saved successfully a red ribbon indicates that information is missing or incorrect



My Account

Account Settings [Mobile Settings](#)

* Indicates a required field

Account Information

Username:* ⓘ
[Change Password](#)

Email Address:*

First Name:*

Middle Name:

Last Name:* ⓘ
[Personal Information Change Log](#)

Business Role: ⓘ

Preferences

Preferred Language: ⓘ

Preferred Timezone:* ⓘ

Default Currency:* Euro ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Manager
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

Ariba Access

Homepage Overview

- 1) **Access to Help**
- 2) **User Name Initials** – a drop down provides applicable accesses
- 3) **... (More)** – a drop down provides access to track, CSV upload and CSV download options- can also be accessed from other screens
- 4) **Create** – a drop down that provides short cuts to processes, can be accessed from other screen
- 5) **Accessible Tabs** – the tabs that you have permissions to access
- 6) **Quick search options** – Allows searching for selected parameters from the Seller Dashboard /Home page
- 7) **Overview Bar** – helps to focus on important tasks related to orders and Invoices
- 8) **More** – indicates there are more tiles
- 9) **My Widgets** – Allows users to change the identify what widget they want to see on the Seller Dashboard /Home page
- 10) **Customize** – Shows the available options for My Widgets

The screenshot displays the SAP Business Network Enterprise Account homepage. The interface includes a top navigation bar with the SAP logo, 'Business Network', and 'Enterprise Account'. Below this is a secondary navigation bar with tabs for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button and a user profile icon are also present. A search bar is located below the navigation, with a dropdown menu for 'Orders and Releases' and a search filter for 'All customers'. The main content area features a 'Overview' bar with five key metrics: 79 Items to confirm (Last 24 Hours), 11 New orders (last 24 hrs), 152 Orders (Last 24 hrs), 91 Items to confirm (Last 31 days), and 132 Items to ship (Last 31 days). Below the overview bar is a 'My widgets' section with a 'Customize' button and a list of widgets including 'Purchase orders', 'Invoice aging', and 'Activity feed'. The page is annotated with numbered callouts (1-10) pointing to various UI elements.

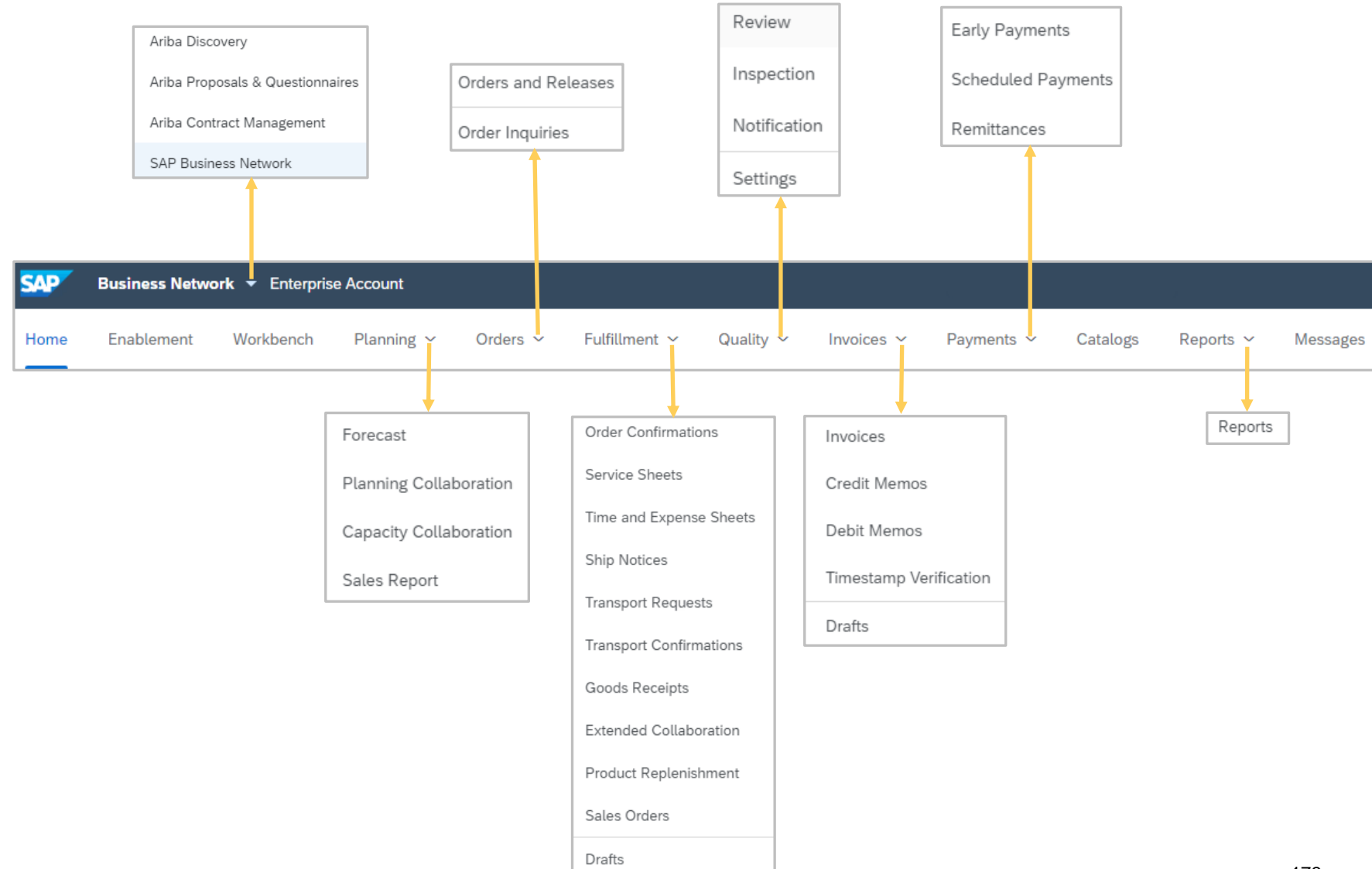
Ariba Access

Homepage Tabs Overview

- ❖ Only the tabs that your Businesses System Administrator has assigned to you will appear, contact your System Administrator if you require other tabs to access required processes

When working with tabs, remember:

- ❖ The Tabs that each User can see is based on the permissions assigned by your Businesses System Administrator and the required processes determined from the Buyer
- ❖ Not all tabs have drop down lists
- ❖ Not all shown down list selections may be available
- ❖ Some functions can only be performed by the System Administrator
- ❖ The order of the tabs cannot be changed
- ❖ Refer to the Supplier Information Portal for your Buyer for more information about the processes required



Ariba Access

Tile Bar Overview

The overview bar help suppliers focus on specific tasks related to orders and invoices, tiles can be customized, each tile takes the user to the Workbench

- ❖ The Overview tile bar can be personalized so that a user can keep track of order and/or invoices as part of their job
- ❖ Where there is a number in the indicates that there are more tiles to display in Overview
- ❖ A number indicates that there are more tiles to view, click on More and the tiles will be displayed
- ❖ The time frames (hours & days) shown on the tiles can be changed based on the user's requirements
- ❖ You can access each tile by clicking on it
- ❖ The name of each tile can be adjusted to reflect the needs to the user
- ❖ Tiles can be added or removed
- ❖ Personalisation enables suppliers to prioritise and keep track or order and invoices

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A search bar is located below the navigation. The main content area features a 'Overview' tile bar with the following data:

Tile	Value	Time Frame
New orders	5	Last 24 hours orders
Items to confirm	0	Last 24 Hours
Orders	7	Last 24 hrs
Items to confirm	21	Last 31 days
Items to ship	2	Last 31 days

A 'More' button with a '3' notification is located to the right of the tile bar. Below the tile bar, there are several widgets: 'Purchase orders' showing €155K, 'Invoice aging' showing €0, 'Download app' with a mobile phone icon, and 'Company profile' showing 40% Completed. A yellow box highlights the Overview tile bar, and a yellow arrow points from the 'More' button to a larger, detailed view of the tile bar below.

Ariba Access

My Widgets

Widgets that show insights such as invoice aging, leads, purchase order volume and more can be selected, use widgets to gain insights into your Buyer

The My widgets section can be customized by:

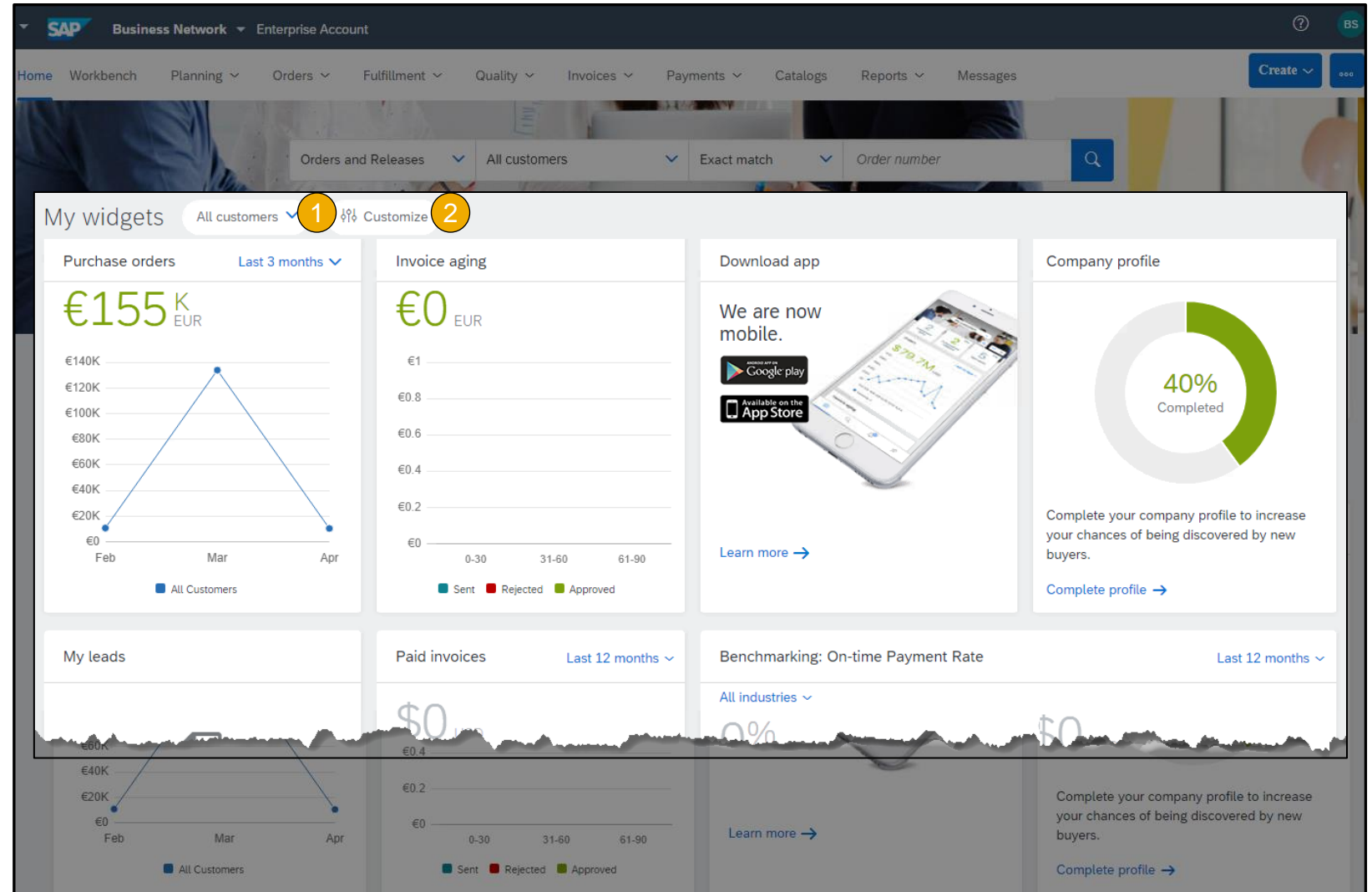
- Buyer
- Tile Type

All Items in Blue can be clicked on to:

- Provide more information
- Change time frame of the information
- Update parts of the Ariba Network

- To Display Customers that you work with:
 - 1) Click on **All Customers** drop down and make your selection
- To Customize:
 - 2) Click on **Customise** and make your selection, refer to **Customising My Widgets**
- My Widgets provides users the options to display information relevant to their function

Note: Not all widgets are the same size, some are larger, also some widgets provide bar graphs, pie graphs, line graphs or information only



Ariba Access

My Widgets - Customize

Widgets can be customized to provide information on the Seller Dashboard/Home page

1. Click On **Customize**

The Customize my widgets screen is displayed:

❖ Hover over the **Available widgets** name to display a Preview of the widget and what data it shows

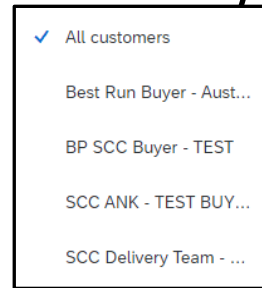
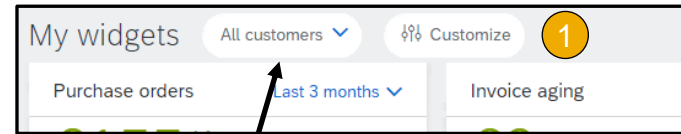
2. Select the widget/s required from **Available widgets**

3. Click on **Save**

❖ The widget is now added to the Seller Dashboard/ Home Page

Note: Clicking on All Customers and selecting a customer from the drop down list the information on the widget is displayed.

❖ Widgets cannot be customised by customer



Ariba Access

Additional Functionality

The ... **(More)** selection provides a list of actions, be aware that not all actions are accepted by your Buyer

There are 4 separate options, they are:

1. **Track** – allows users to view documents that are in different statuses and opportunities to create, open and review documents displayed
2. **CSV Upload** – users upload CSV files they have created using the templates that the Buyer has uploaded for specific documents
3. **CSV Download** – provides the available templates for specific documents and the format they must be in
4. **Excel Files** – the upload/download can be used to transact with Buyers using excel file format

❖ **Note:** Any items that are greyed out are not available for selection and not all Buyers accept CSV files, confirm with your Buyer prior to using this process

The screenshot displays the Ariba Access user interface. At the top, there are navigation tabs for 'Logs', 'Reports', and 'Messages', along with a 'Create' button and a 'More' menu icon. Below this is a search bar with a dropdown menu set to 'atch' and a search input field containing 'Order number'. The main content area features three large cards: '91 Items to confirm' (Last 31 days), '132 Items to ship' (Last 31 days), and a 'More' button with a blue circle containing the number '2'. A 'More' menu is open on the right side, listing several actions: 'Track' (1), 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload' (2), 'Order Confirmation', 'Ship Notice', 'External Document', 'CSV Download' (3), 'Templates', 'Excel Files' (4), and 'Upload/Download'. The bottom of the screen shows a 'Download app' button and a 'Company profile' link.

Ariba Access

Additional Functionality

The **Create** enables suppliers to create the available options from the Dashboard/Home page

- ❖ The options available are based on the documents that are transacted with your Buyer, however, using this selection is general rather than specific to a document
 - ❖ To create documents such as Order Confirmations, Ship Notices and Invoices refer to the applicable training documents on the relevant business Supplier Information Portal (SIP)
1. Click on **Create** to display the drop down list

The screenshot displays the SAP Business Network Enterprise Account dashboard. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A 'Create' button with a dropdown arrow is highlighted, and its menu is open, showing options: 'PO Invoice', 'Non-PO Invoice', and 'Service Entry Sheet'. Below the navigation bar, there is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match', and a search input field containing 'Order number'. The main dashboard area features a 'Getting started' section with five key metrics: '5 New orders (Last 24 hours orders)', '0 Items to confirm (Last 24 Hours)', '7 Orders (Last 24 hrs)', '21 Items to confirm (Last 31 days)', and '2 Items to ship (Last 31 days)'. Below this, the 'My widgets' section includes 'Purchase orders (Last 3 months)', 'Download app', and 'Company profile'. A large green widget shows '€155 K EUR' and another widget says 'We are now mobile.' with a smartphone image.

Transactional Workbench

Workbench Information

The Transaction Workbench provides one location for users to find documents that relate to their role

❖ Tiles provide filtered views of information and are customizable, tiles can be created and saved with the ability to name the tile and determine the numbers of days of information to be displayed

❖ To access the Workbench click on the Workbench tab

1. **Customize** – allows users display the tiles based on their requirements
2. **Export** – allows users to export a specific tiles information to an Excel spreadsheet
3. **Settings** – users can change the settings based on their requirements
4. **Actions** – allows users to perform actions without opening the document first
5. **Active Filters** – indicate the active filters for the tile displayed and the filters attached
6. **Tiles** – allows users to display the information required

The screenshot displays the SAP Transactional Workbench interface. The top navigation bar includes tabs for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, and Messages, along with a 'Create' button. The main content area is titled 'Workbench' and features a 'Customize' button. Below this, there are five summary tiles: 'New orders' (110), 'Items to confirm' (21), 'Items to ship' (2), 'Orders to invoice' (197), and 'Orders with service line' (1). Each tile includes a 'Save filter' button and a time range selector. Below the tiles, a section titled 'New orders (110)' shows filter options: 'Edit filter', 'Save filter', 'Last 90 days', and 'New'. A table below this section lists three new orders with columns for Order Number, Customer, Amount, Date, Order Status, and Actions. The table data is as follows:

Order Number	Customer	Amount	Date	Order Status	Actions
4500003641	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New	...
4500003640	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New	...
4500003593	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 21, 2021	New	...

Transactional Workbench

Customized Tiles

The transaction Workbench allows users to display the information they require for faster access and it can be customized by:

- ❖ Customer
- ❖ Type of Document or process
- ❖ Time frame

❖ Tiles provide a filtered view, from the Workbench Screen:

1. Click on Customize
2. To add a Tile, click on +

A list of all the available tiles appear,

Note: Multiple Tiles with the same name, for example, New orders and have them for different customers or time periods

The ? provides further information about the tile

3. Click on the + at the end of the tile you wish to add

The Tile is added

The screenshot illustrates the SAP Transactional Workbench interface and its customization options. At the top, a navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and a 'Create' button. The main 'Workbench' area displays five tiles: 'New orders' (110), 'Items to confirm' (21), 'Items to ship' (2), 'Orders to invoice' (197), and 'Orders with service line' (1). A 'Customize' button is located in the top right of this area, marked with a yellow circle '1'. Below this, an 'Edit Workbench' dialog box is open, showing a grid of the same five tiles and a '+' button to add more, marked with a yellow circle '2'. The dialog includes an 'Add tile' section with a list of available tiles: 'New orders', 'Changed orders', 'Orders to invoice', 'Rejected invoices', 'Orders', 'Invoices', 'Remittances', 'Scheduled payments', 'Items to ship', 'Early payment offers', 'Invoices pending payment', 'Invoices pending approval', 'Service sheets', 'Orders with service line', and 'Pinned documents'. A yellow circle '3' highlights the '+' button next to 'Early payment offers'. A tooltip for 'Pinned Documents' explains its use with the SAP Ariba Supplier mobile app. A final inset shows a tile with a count of '1' and a blue callout box stating: 'You'll see the actual count on the Workbench page.'

Transactional Workbench

Customized Tiles

When a Tile is added to the Workbench it appears at the end of the list

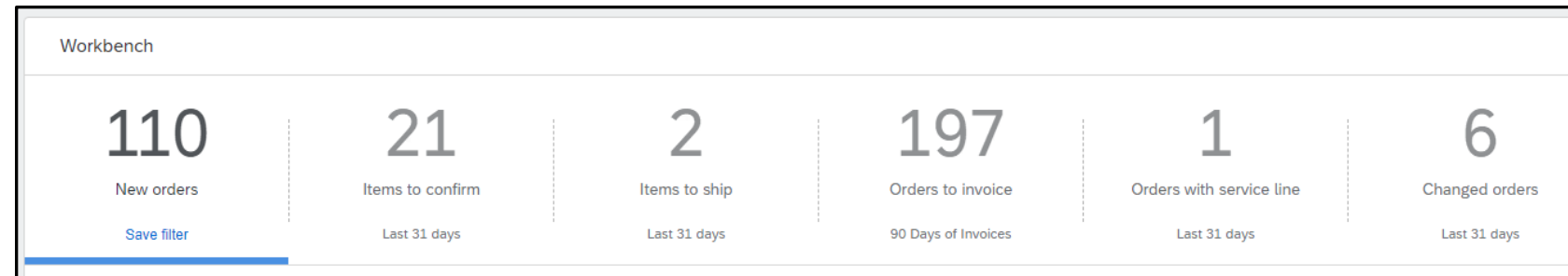
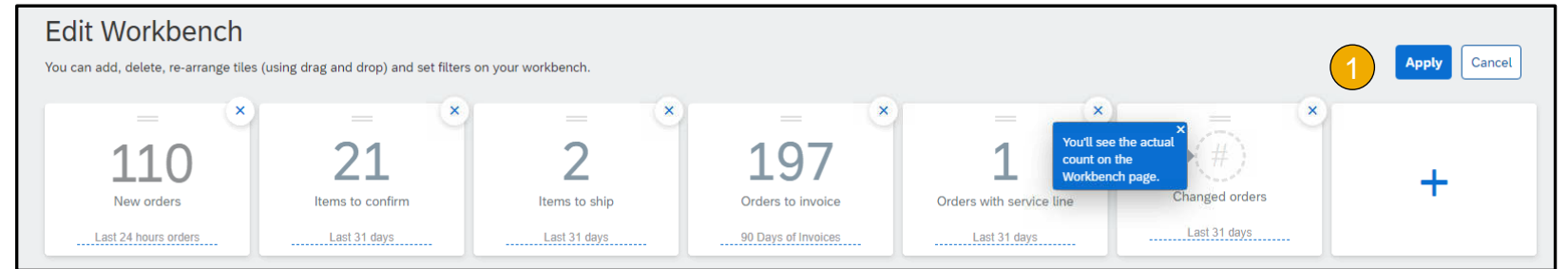
- ❖ Tiles can be moved, hover over the when a hand appears holds down the mouse button and move to the desired tile position
- ❖ The information above the dotted line can be changed from the default to reflect something else, for example “Jane’s View”

Note: The pop up box indicates that the number of Changed Orders does not appear in the Customize view

Further Tiles can be added by clicking on the +

To remove tiles, Click on the X

1. Once you have added and removed the required Tiles, click on Apply
- ❖ Drag and drop any of the workbench tiles to re-arrange the order in which they appear and the tile order will appear in the overview bar of the homepage



Transactional Workbench

Export Data

The information contained within each tile can be exported into an excel format document

1. Click on the Tile to display the information
2. Click on the icon

The Spreadsheet is shown as an icon at the bottom of the screen

3. Click to open, the spreadsheet is displayed

Spreadsheets can be used to perform matching to your ordering system or ERP (for non-integrated suppliers)

❖ **Note:** Only one tile at a time can be exported

The screenshot displays the SAP Transactional Workbench interface. At the top, there are six summary tiles: 'New orders' (110), 'Items to confirm' (21), 'Items to ship' (2), 'Orders to invoice' (197), 'Orders with service line' (1), and 'Changed orders' (6). The 'Items to confirm' tile is selected and highlighted with a blue bar and a yellow circle containing the number '1'. Below this, there are filter options like 'Next 90 days', 'Last 31 days', and 'Exclude confirmation not all...'. A 'Confirm' button is visible. At the bottom right of the main table, there is a yellow circle with the number '2' and an icon representing a spreadsheet. An overlay window titled 'SAP Ariba Results' is shown at the bottom, displaying a table of order data. A yellow circle with the number '3' is placed over the spreadsheet icon in the bottom right corner of the overlay.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced
4500003620	SCC Delivery Team - Global H19 Client 400 - TEST				
4500003619	SCC Delivery Team - Global H19 Client 400 - TEST				
4500003618	SCC Delivery Team - Global H19 Client 400 - TEST				
1619397429392.xlsx	1619397407198.xlsx	1619397399732.xlsx			
3641	SCC Delivery Team - Global H19 Client 400 - TEST	100.00 EUR	24 Apr 2021 05:51:30 AM	New	
3640	SCC Delivery Team - Global H19 Client 400 - TEST	100.00 EUR	24 Apr 2021 05:44:20 AM	New	
3631	SCC Delivery Team - Global H19 Client 400 - TEST	140.00 EUR	23 Apr 2021 01:06:14 AM	Partially Received	
3620	SCC Delivery Team - Global H19 Client 400 - TEST	33.00 EUR	22 Apr 2021 10:51:41 PM	Partially Shipped	
4500003619	SCC Delivery Team - Global H19 Client 400 - TEST	10.00 EUR	22 Apr 2021 08:06:16 PM	Partially Shipped	
4500003618	SCC Delivery Team - Global H19 Client 400 - TEST	10.00 EUR	22 Apr 2021 07:51:22 PM	Partially Shipped	
4500003616	SCC Delivery Team - Global H19 Client 400 - TEST	10.00 EUR	22 Apr 2021 05:34:07 PM	Changed	

Transactional Workbench

Table Settings

The Workbench table Settings allow suppliers to identify the table headings displayed

The headings provide information without opening the document

- ❖ Some table headings can be sorted by clicking on the heading in the heading ribbon

To change the **Table column** headings:

1. Click on the icon

Screen opens the Table Settings menu

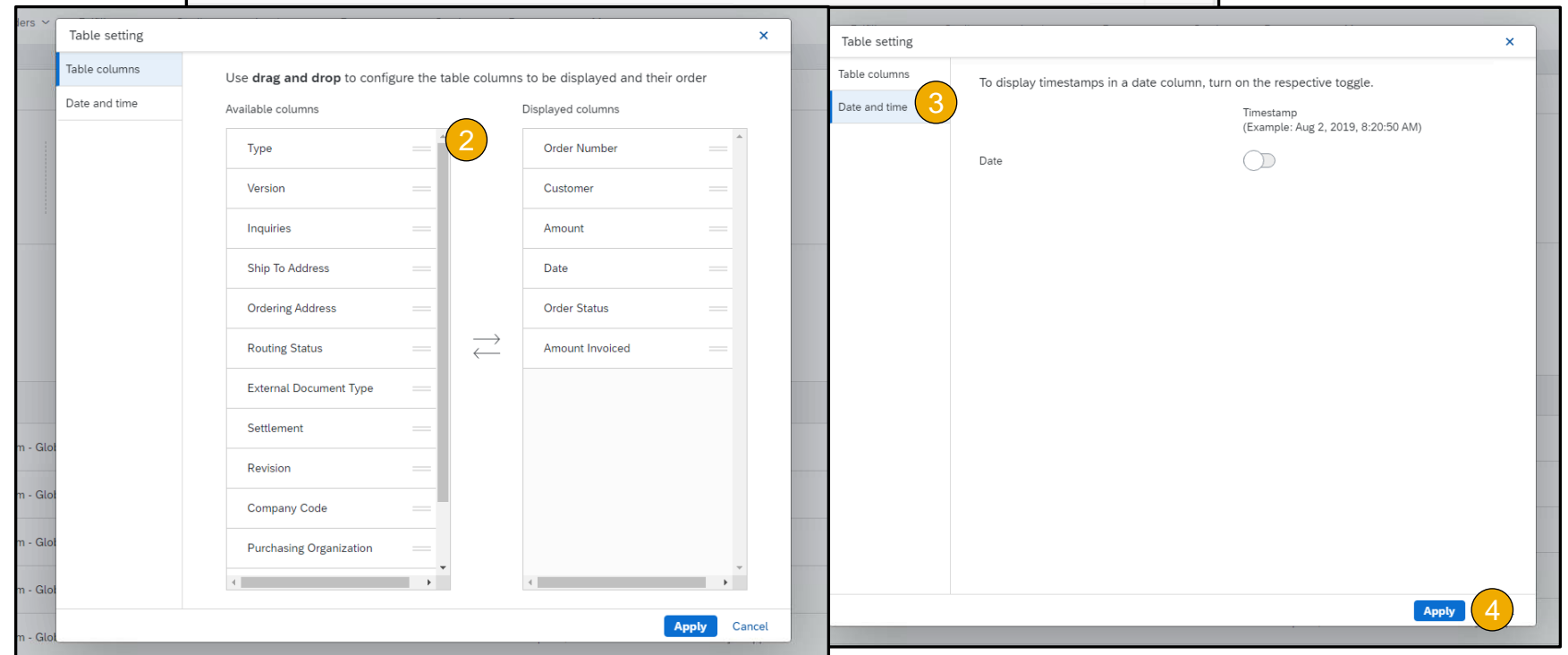
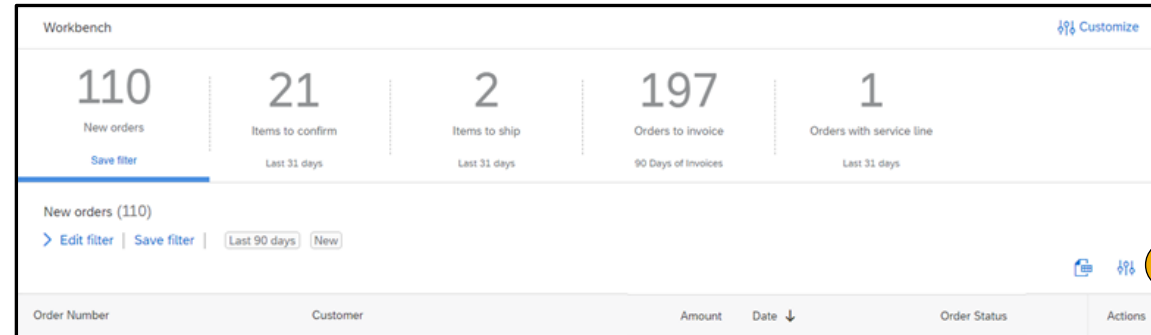
2. Hover over the = until it turns into a hand, drag and drop from one column to the other

To change the table settings Date and Time information

3. Click on **Date and Time** in the side menu

Once all updates have been made

4. Click on **Apply**



Transactional Workbench

Edit Filter

The Edit Filter allows users to filter tiles by parameters such as:

- ❖ Customer
- ❖ Date
- ❖ Status
- ❖ Customer Locations
- ❖ Order Type
- ❖ Routing

❖ Each Tile has its own set of filters, review the filters and select the ones that are required based on the Tile and the parameters associated with it.

The process remains the same irrespective of the tile used:

1. Click on the Tile you want to customize
2. Click on **Edit filter**

Note: The available parameters are displayed, some selections will have a Checkbox while others a drop down list

Choose the options from the available filters, once all parameters have been selected

3. Click on **Apply**, the filters appear next the Edit Filter selection

The screenshot displays the SAP Transactional Workbench interface. At the top, there are five summary tiles: 'New orders' (110), 'Items to confirm' (21), 'Items to ship' (2), 'Orders to invoice' (197), and 'Orders with service line' (1). The 'Orders to invoice' tile is highlighted with a yellow circle '1'. Below the tiles, the 'New orders (110)' section is shown, with an 'Edit filter' button circled in yellow and labeled '2'. The main table below shows a list of orders with columns for Order Number, Customer, Amount, Date, Order Status, and Actions. A row is visible for order 4500003641.

The 'Orders to invoice (197)' section is expanded, showing the 'Edit filter' dialog. The dialog includes several filter categories: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Routing status, Min amount, Max amount, and Currency. The 'Creation date' dropdown menu is open, showing options like 'Last 90 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', 'Last 365 days', and 'Custom date range'. The 'Last 90 days' option is selected and highlighted. At the bottom right of the dialog, there is an 'Apply' button circled in yellow and labeled '3', along with 'Reset' and 'Cancel' buttons.

Transactional Workbench

Save Filter

Save Filter allows users to save the parameters for a tile, edit filter only edits the view at the moment a user makes filter changes but is not saved until Save Filter is performed

Once all parameters have been set

1. Click on **Save Filter**

Confirm the description, this can be changed to reflect a specific customer or other description

2. Click on **Save**

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The main content area features a 'Workbench' section with six tiles: 'Changed orders' (0), 'Orders to invoice' (339), 'Rejected invoices' (13), 'Orders' (564), 'Invoices' (221), and 'New orders' (194). Below these tiles, a table titled 'Changed orders (0)' is visible, with columns for 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', and 'Amount Invoiced'. A 'Save filter' dialog box is open in the foreground, displaying the text: 'Before you save this filter, we recommend that you add a description for easy identification.' The dialog also shows a preview of the filter: '0 Changed orders Last 31 days'. A 'Save' button is located at the bottom right of the dialog.

Purchase Order Collaboration

Create Order Confirmation From Upload

1. Click on the box with 3 Dots under your initials and click Upload / Download under the Excel Files heading
2. Click the **Jobs** sub-tab, 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**.

Note:

- You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.
- The generated Excel file now **excludes** items that are fully shipped, fully received, or both.

The screenshot shows the SAP navigation bar with 'Upload/Download' highlighted. Below it, the 'Jobs' sub-tab is active, and the 'Create' button is highlighted with a '1'. The 'Jobs' list shows several entries, with the first one selected. The 'Create' button is highlighted with a '2'.

Name	Type	Created
123abc		
1ASN190214	ASN	14 Feb 2019 12:09:56 AM
ASNDwld	ASN	13 Feb 2019 11:49:21 PM
ASN1902141DWLD	ASN	13 Feb 2019 11:48:33 PM

The 'Create/Edit Job' dialog box is shown. The 'Name' field is highlighted with a '3'. The 'Type' dropdown is set to 'Order Confirmation'. The 'Customer' field is highlighted with a '4'. The 'Save' button is highlighted with a '5'.

Job Search Criteria

- * Customer: BP SCC Buyer - TEST
- Order number: []
- Product group: Line of Business
- Date type: Need By Ship By
- Date Range: Current Date Minus 365 Days

Supplier part number: []
 Buyer part number: []
 Location: []
 Planner code: []

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

Cancel Save

Purchase Order Collaboration

Create Order Confirmation From Upload

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 Purchase Order Collaboration interface. At the top, there are three tabs: 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is active, indicated by a yellow circle with 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 columns: 'Job Name', 'Type', 'Last Run', 'Last Run By', 'Status', and 'File'. The table lists three jobs, all with a status of 'Completed'. A yellow box highlights the 'Status' column, and a yellow circle with the number 8 is placed above the 'File' column. At the bottom left, there is a blue button labeled 'Refresh Status' with a yellow circle and the number 9 next to it.

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	↓

Purchase Order Collaboration

Create Order Confirmation From Upload



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						

Purchase Order Collaboration

Create Order Confirmation From Upload

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”.

To update **the price** for the full line, follow the below steps:

4. Fill your confirmation number (You cannot use the same confirmation number across different orders. Populating a confirmation number is also optional, you may leave it blank).
5. Set Item Type as “detail”.
6. Update Item Unit with your new price.

Leave the other columns without any change.

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

The image shows two screenshots of the SAP Ariba interface, specifically the 'Confirmations' table. The top screenshot highlights columns 1 through 3, and the bottom screenshot highlights columns 4 through 6.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date	Item Unit	Item Unit	Item Unit	Item Unit	Item Unit	Item Unit

Purchase Order Collaboration

Create Order Confirmation From Upload

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

Purchase Order Collaboration

Create Order Confirmation From Upload

1. For the Classic View Go to **Upload/Download, Uploads** sub-tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
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 moment of upload, do not forget to delete them from the upload file.

Home Inbox ▾ Outbox ▾ Quality ▾ Planning ▾ Catalogs Enablement Tasks Reports Upload/Download

Jobs Downloads Uploads

Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By
No uploads found.			

Upload Refresh Status

TRACK EXCEL FILES

Pending Queue Upload/Download

Documents To Resend

Product Activity Messages

Notifications

CSV UPLOAD

Order Confirmation

Ship Notice

External Document

CSV DOWNLOAD

Templates

Upload File

*Name: Mass OC_April

Customer: BP SCC Buyer - TEST

*Type: Order Confirmation

File: Browse...

Download templates

Upload Cancel

Purchase Order Collaboration

Create Order Confirmation From Upload

- 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	↓	↓

Purchase Order Collaboration

Create Order Confirmation From Upload

Open the .csv file with Excel. If you do not see the columns properly filled in, follow the steps below:

1. Select the first column containing all concatenated data.
2. Click on Data > Text to columns.
3. Select “delimited”.
4. Click **Next**.
5. In “delimiters” screen select “comma” and un-select everything else.
6. Click **Next**.
7. Do not edit next page. Click **Finish**.
8. The data will appear in columns.

The screenshots illustrate the following steps:

1. Selecting the first column in Excel.
2. Clicking on Data > Text to columns.
3. Selecting "Delimited" in the Text to Columns wizard.
4. Clicking Next in the Text to Columns wizard.
5. Selecting "Comma" as the delimiter in the Delimiters screen.
6. Clicking Next in the Delimited step.
7. Clicking Finish in the Column data format screen.
8. The resulting table with columns: Ship Notice ID, Order ID, Order Date.

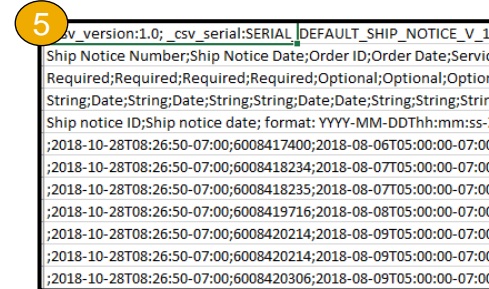
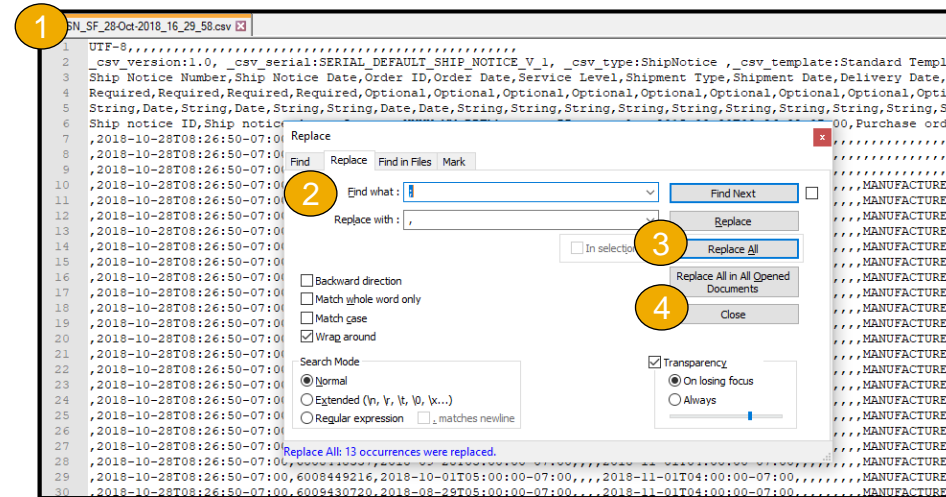
Ship Notice ID	Order ID	Order Date
2018-10-28T08:26:50-07:00;6008417400	6008417400	2018-08-06T05:00:00-07:00
2018-10-28T08:26:50-07:00;6008418234	6008418234	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00;6008419716	6008419716	2018-08-08T05:00:00-07:00
2018-10-28T08:26:50-07:00;6008420214	6008420214	2018-08-09T05:00:00-07:00
2018-10-28T08:26:50-07:00;6008420214	6008420214	2018-08-09T05:00:00-07:00

Purchase Order Collaboration

Create Order Confirmation From Upload

If you had to perform the steps of the previous slide (problems to open comma-separated file in Excel), you will need to follow these steps to reupload you saved .csv file into Ariba Network.

1. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H
2. In **Find what** field enter ; (semi-colon), in **Replace with** field enter , (comma).
3. Click **Replace all**.
4. Click **Close**. Save the file and close it.
5. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into Ariba.

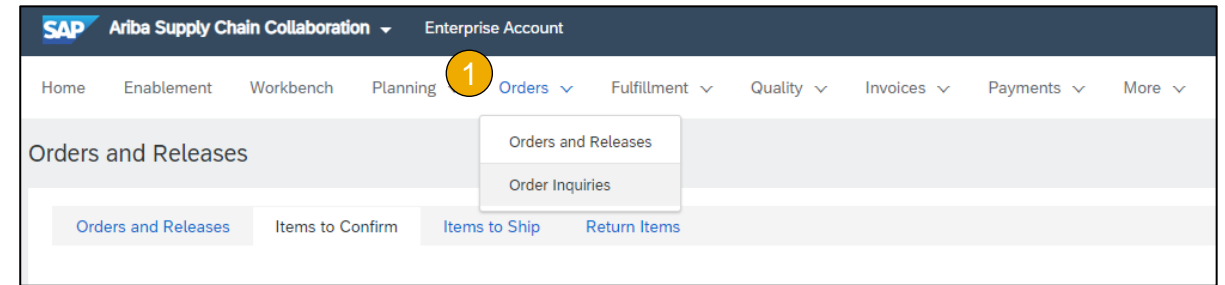
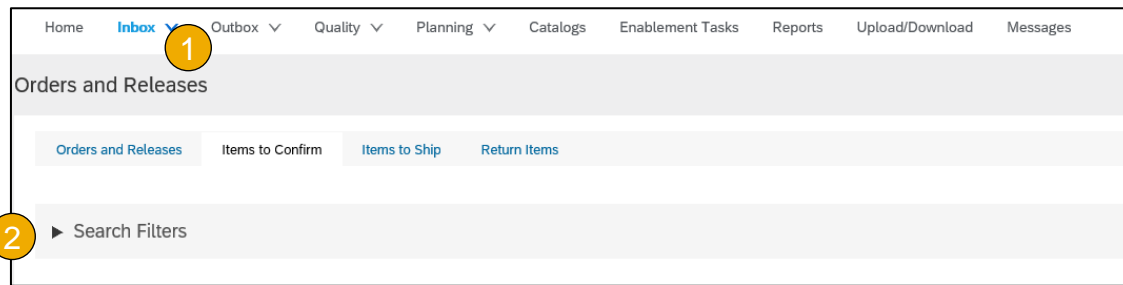


Purchase Order Collaboration

Create Order Confirmation From Upload

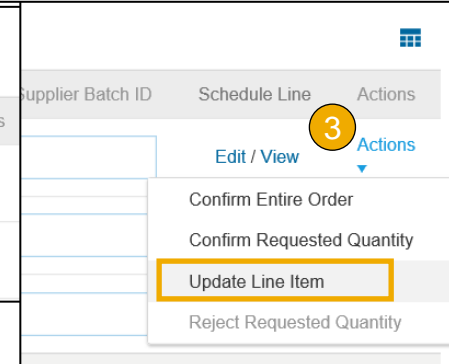
You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on Ariba Network and will resend a new confirmation to the Buyer.

1. For the Classic View Go to **Inbox/ Order and Releases/ Items to confirm** sub-tab. For the New User Interface click on **Orders / Orders and Releases / Items to Confirm**
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”).



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



Purchase Order Collaboration

Create Order Confirmation From Upload

5. When reaching the PO again, you will see the split of your previously confirmed quantity.
6. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
7. 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 also on details to change only the date of these 5 items.

8. The order confirmation will be updated.

The screenshot displays the 'Line Items' section of a SAP Purchase Order. The table below shows the details for Line # 10.

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: 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)

Purchase Order Collaboration

Create Order Confirmation From Upload

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. For Classic View Go to **Upload/ Download** tab, **Jobs** sub-tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
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 displays the SAP Purchase Order Collaboration interface. At the top, a navigation bar includes 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Upload/Download'. Below this is a sub-tab bar with 'Jobs', 'Downloads', and 'Uploads'. A 'Create' button is highlighted with a yellow circle and the number 1. Below the sub-tab bar are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. A 'Create/Edit Job' form is shown below, with a 'Name' field and a '* Type' dropdown menu set to 'Order Confirmation', both highlighted with yellow circles and the number 3. The 'Job Search Criteria' section includes fields for '* Customer' (set to 'BP SCC Buyer - TEST'), 'Order number', 'Product group' (set to 'Line of Business'), 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'. The 'Date type' is set to 'Need By' and the 'Date Range' is 'Current Date Minus' with a value of '365' days. A checkbox labeled 'Include already-confirmed data' is checked and highlighted with a yellow circle and the number 4. At the bottom right, 'Cancel' and 'Save' buttons are visible, with the 'Save' button highlighted with a yellow circle and the number 5. A sidebar on the right shows a 'TRACK' menu with 'EXCEL FILES' and 'Upload/Download' options, also highlighted with a yellow circle and the number 1.

Purchase Order Collaboration

Create Order Confirmation From Upload

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.

Jobs Downloads Uploads

Search Filters

Jobs

Name	Type
<input checked="" type="radio"/> OC Reconf	Order Confirmation

Create Edit Run Clear Downloads

Jobs Downloads Uploads

Search Filters

Downloads

Job Name	Type	Status	File
OC Reconf	Order Confirmation	Completed	

Refresh Status

Purchase Order Collaboration

Create Order Confirmation From Upload

1. For Classic View Go to **Upload/ Download** tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
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:

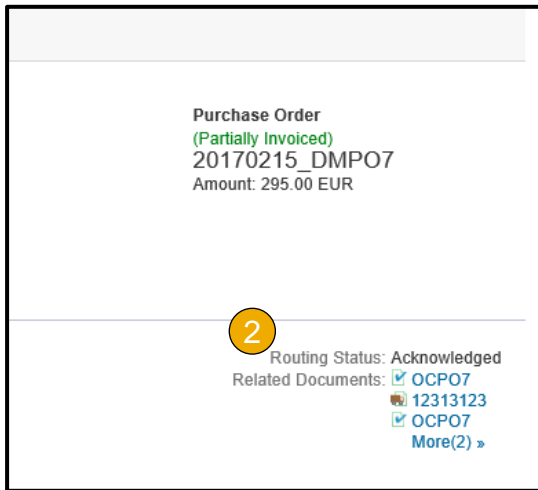
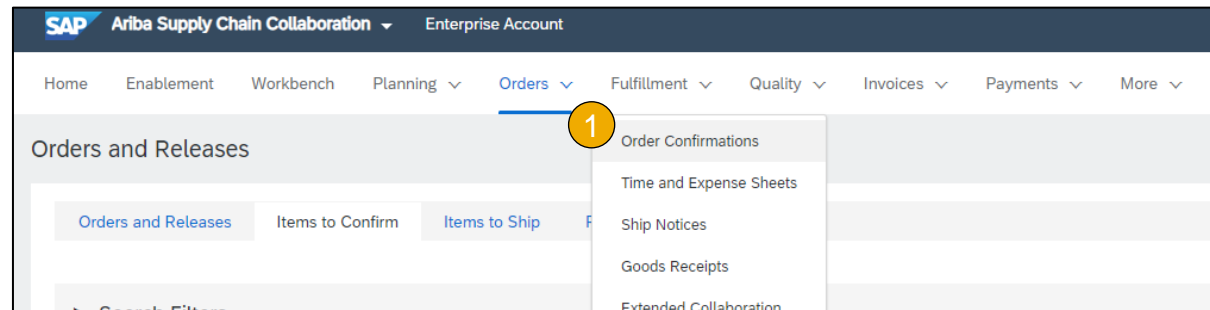
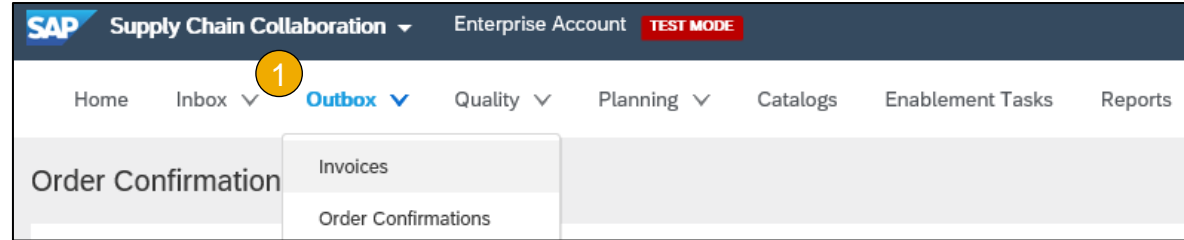
If reupload fails or is completed with errors, download the Log information. After errors are fixed, try to reupload the file again.

The image displays two screenshots from the SAP Purchase Order Collaboration interface. The top-left screenshot shows the 'Upload/Download' tab in the classic view, with a navigation bar at the top and a table of uploads below. A yellow circle '1' highlights the 'Upload/Download' link in the navigation bar, and another yellow circle '2' highlights the 'Upload' button at the bottom of the table. The top-right screenshot shows a dropdown menu with a yellow circle '1' highlighting the 'EXCEL FILES' option. The bottom screenshot shows the 'Upload File' dialog box with yellow circles '3', '4', '5', and '6' highlighting the '*Name' field (containing 'Mass OC_April'), the '*Type' dropdown (set to 'Order Confirmation'), the 'File' field with a 'Browse...' button, and the 'Upload' button at the bottom right, respectively.

Purchase Order Collaboration

Create Order Confirmation From Upload

1. For the Classic View, Submitted order confirmations can be viewed from **Outbox, Order Confirmation** sub-tab. Search filters are available. For the New User Interface, Submitted order confirmations can be viewed from **Fulfillment, Order Confirmation** sub-tab. Search filters are available
2. Or from the PO view, you may click the link under the Related Documents.



Search Filters

Order Confirmations (17)

Confirmation ID	Customer	Order #
<input checked="" type="checkbox"/> OCPO7	Ariba sro - TEST	20170215_DMPO7
<input checked="" type="checkbox"/> OCPO7	Ariba sro - TEST	20170215_DMPO7

Purchase Order Collaboration

Create Order Confirmation From Upload

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)

Purchase Order Collaboration

Advanced Shipping Notice From Upload

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 and Asset Tag, if needed.
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.

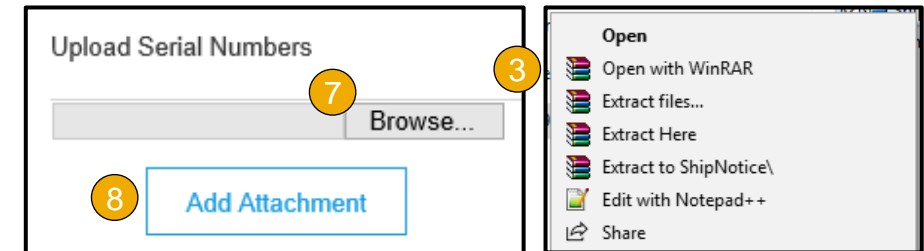
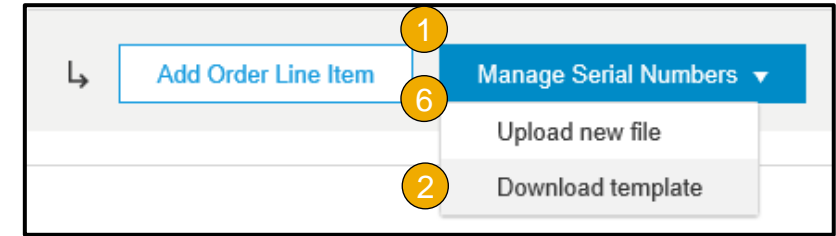
The screenshot displays a web interface for 'SHIPMENT STATUS'. Under the heading '1. Shipping 11.000 EA', there is a section titled 'ASSET DETAILS'. This section contains a table with two columns: 'Serial Number' and 'Asset Tag'. The 'Serial Number' column has a text input field containing the value '123'. The 'Asset Tag' column has an empty text input field. Below the table is a button labeled 'Add Asset'. At the bottom of the interface, there are two expandable sections: 'HAZARD DETAILS' and 'DELIVERY DETAILS', each with a right-pointing arrow icon. Two yellow circular callout boxes with numbers '1' and '2' are overlaid on the left side of the form. Callout '1' points to the 'Serial Number' input field, and callout '2' points to the 'Add Asset' button.

Purchase Order Collaboration

Advanced Shipping Notice From Upload

1. Click **Manage Serial Numbers** in the shipping notice screen.
2. Choose **Download template** from the dropdown list.
3. Extract and save the .zip file on your computer.
4. Open the file in Excel. If you do not see the columns like on the screen, see Appendix.
5. Enter the serial numbers in the **Item Serial Number** column. Save the changes. The other columns are prefilled automatically, do not edit them.
6. To upload the updated file, choose **Upload new file** in the dropdown list.
7. Browse your computer and select the file.
8. Click **Add attachment**.

Note: When shipping partial quantity (for example 5 out of 10), you can delete the remaining unneeded 5 lines, and update the total item quantity (column G) to 5 on each line.



4

8859_1 Code page 8859_1 is for Western European values. For more information see the documentation for Supplier Enablement Automation.

5

Ship Notice	Order ID	Item Line	Item Suppl	Item Custc	Item Ship	Item Quan	Item Batc	Item prod	Item expir	Batch Qu	Item Serial Number	Item Asset
Optional	Required	Required	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional
String	String	Integer	String	String	Integer	Decimal	String	Date	Date	Decimal	String	String
Ship notice	Purchase c	Purchase c	Supplier Pa	Item custo	Ship notice	Item quan	Item batch	Productior	Expiration	Batch Qu	Item serial number	Item asset
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	

Purchase Order Collaboration

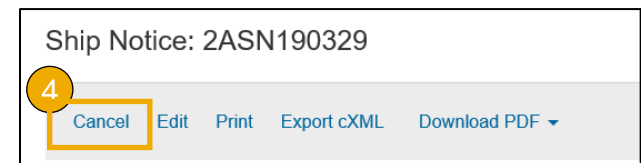
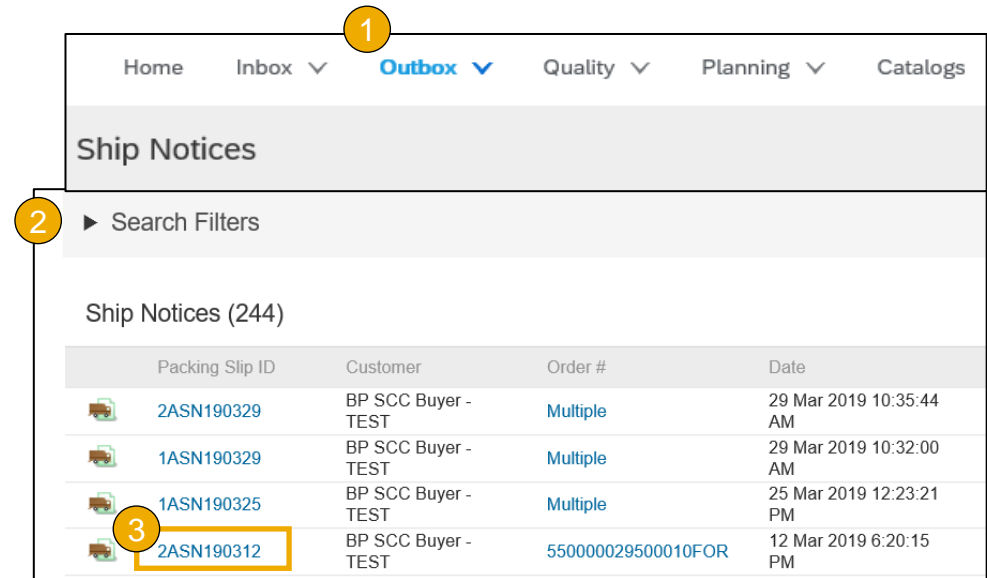
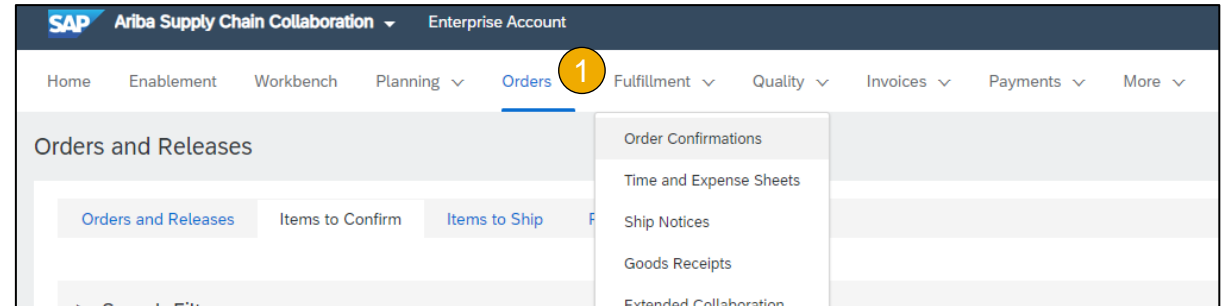
Advanced Shipping Notice From Upload

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 day before the expected delivery.

1. For the Classic View go to **Outbox / Ship Notices**. For the New User Interface go to **Fulfillment / 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.



Purchase Order Collaboration

Advanced Shipping Notice From Upload

1. For the Classic View Go to **CSV Documents**. For the New User Interface click on the box with the **3 dots** under your initials and click **Templates** under the CSV Download heading
2. Select **CSV Templates** from the drop down menu.
3. Select **Ship Notice** and click **Download**.
4. Save the file.

Note:

If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.

The image illustrates the process of downloading CSV templates in SAP. It is divided into four numbered steps:

- Step 1:** The user is in the SAP interface. A blue 'Create' button and a three-dot menu icon are visible. A yellow circle with the number '1' is next to the three-dot icon.
- Step 2:** A dropdown menu is open, showing options like 'TRACK', 'EXCEL FILES', 'Pending Queue', 'Documents To Resend', 'Product Activity Messages', 'Notifications', 'CSV UPLOAD', 'Order Confirmation', 'Ship Notice', 'External Document', and 'CSV DOWNLOAD'. The 'Templates' option under 'CSV DOWNLOAD' is highlighted. A yellow circle with the number '2' is next to it.
- Step 3:** A 'Standard Templates' dialog box is shown. It has a list of templates: 'Document ↑', 'Order Confirmation', and 'Ship Notice'. The 'Ship Notice' option is checked with a blue checkmark. A 'Download' button is at the bottom. A yellow circle with the number '2' is next to the dialog box.
- Step 4:** A file download dialog box is shown. It asks 'Do you want to open or save StandardTemplate.zip from service.ariba.com?'. There are 'Open' and 'Save' buttons. A yellow circle with the number '4' is next to the dialog box.

Purchase Order Collaboration

Advanced Shipping Notice From Upload

1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.
2. From the Portal homepage go to **CSV Documents**.
3. Select **Ship Notice CSV** from the drop down.
4. Select the customer.
5. Browse the updated template from your computer.
6. Click **Import CSV Ship Notice**.
7. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.
8. Fix the errors accordingly and reupload the file following the same steps.

1

Ship Notice	Ship Notice	Order ID	Order Date	Service Level	Shipment	Shipment	Delivery Date	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship To	Ship To
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String	String	String	String	String	String
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship from	Ship To na	Ship To

Home | Inbox | Outbox | Quality | Planning | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages | Documents | Create

2

3

- Upload
 - Order Confirmation CSV
 - 4 Ship Notice CSV
 - Download
 - CSV Templates

Import CSV Ship Notice

4 Customer: *

5 Download CSV Templates

6 CSV Ship Notice file path: * Browse...

8

6 Import CSV Ship Notice

Upload Errors

Document Number	Error ↑
	The first line of the file specifies unsupported encoding (

7

Download Errors

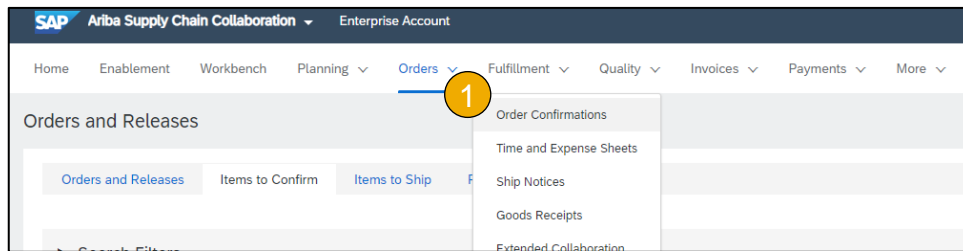
Notes:

- You can upload several ship notices from one CSV file, but they need to be for the same customer.
- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.

Purchase Order Collaboration

Advanced Shipping Notice From Upload

1. For the Classic View To view submitted ASN go to **Outbox / Ship Notices**. For the New User Interface, click on **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.



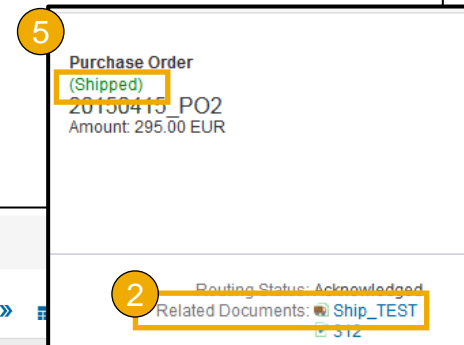
Home Inbox **Outbox** Quality Planning Catalogs Enablement Tasks

Ship Notices

Search Filters

Ship Notices (244)

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 Items

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:					
00053069	20		2918	80.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1. Shipped 20 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					

Attachment(s):

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

Purchase Order Collaboration

Advanced Shipping Notice From Upload

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 illustrates the SAP Ariba Supply Chain Collaboration interface for creating and running an ASN report. It is divided into several sections:

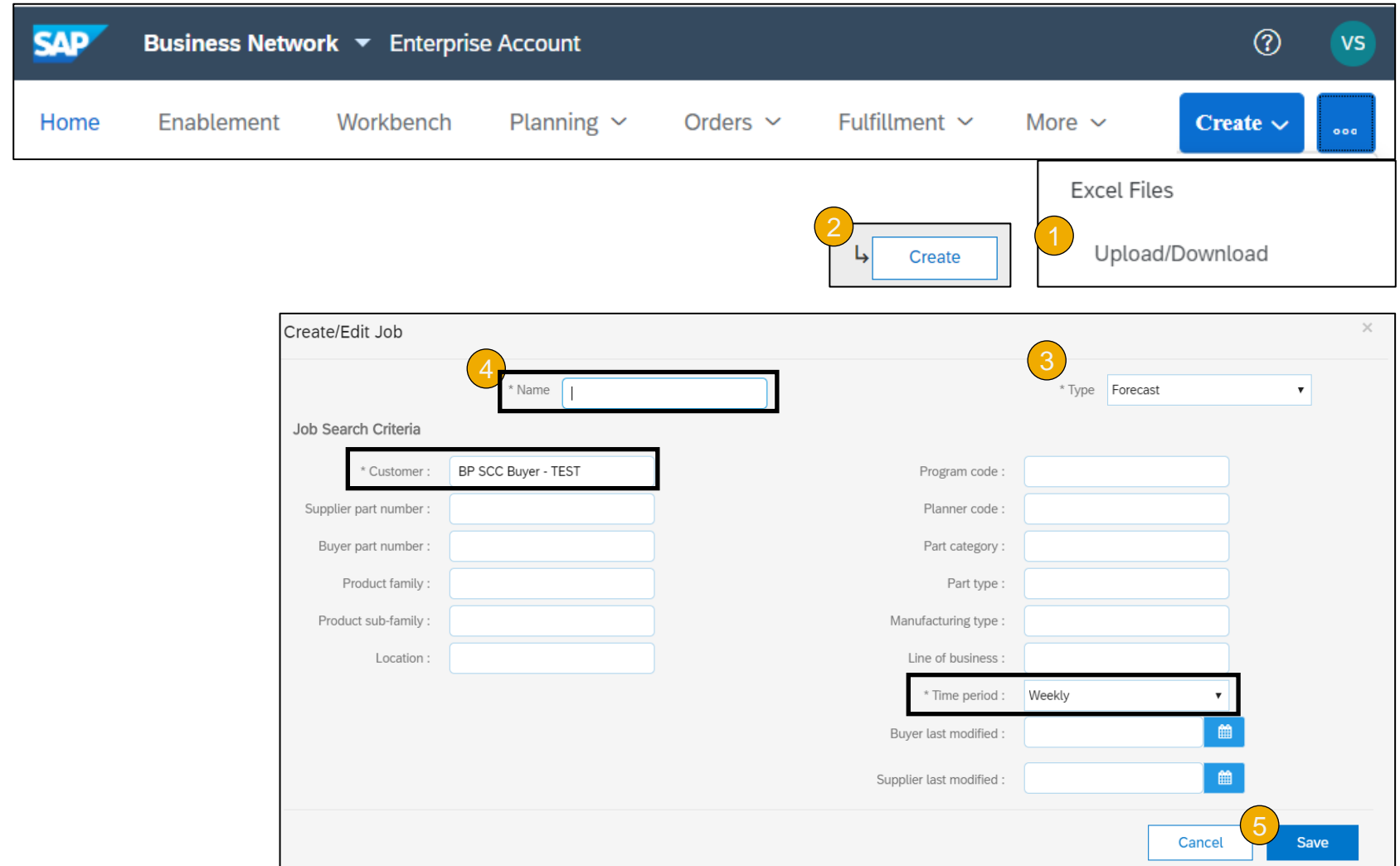
- Top Navigation:** Shows the 'Reports' menu item highlighted with a circled '1'.
- Reports Section:** Contains a 'Report Templates' table with one entry: 'ASN REPORT'.
- Report Creation Form:** A form titled 'Report' with a 'Criteria' tab selected. It includes fields for 'Title' (ASN Report), 'Description', 'Time zone' (Singapore), 'Language' (English), and 'Report type' (Ship Notice, highlighted with a yellow box). A 'Create' button is circled with a '2'.
- Report List:** A table showing the created report: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status (highlighted with a yellow box), and a last run date of '23 Apr 2020'. A 'Run' button is circled with a '4'.
- Bottom Navigation:** Shows the 'Refresh Status' button circled with a '5'.

Forecast Collaboration

Excel Upload – Create a Job

From the Home page:

1. Click  button and select **Upload/Download** from the drop down.
2. In the Jobs sub-tab click **Create** in the bottom of the screen to create a new Job. New window will appear.
3. Set job type as **Forecast**.
4. Minimum required is to fulfill all mandatory fields:
 - Job name
 - Customer name
 - Time period
5. Click **Save**.



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 contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'More'. A 'Create' button is visible in the top right. A dropdown menu is open, showing 'Excel Files' and 'Upload/Download' (callout 1). A 'Create' button is highlighted in the dropdown (callout 2). Below the dropdown, the 'Create/Edit Job' window is open. It features a form with the following fields and callouts: '* Name' (callout 4), '* Type' set to 'Forecast' (callout 3), '* Customer' set to 'BP SCC Buyer - TEST', and '* Time period' set to 'Weekly' (callout 5). Other fields include 'Supplier part number', 'Buyer part number', 'Product family', 'Product sub-family', 'Location', 'Program code', 'Planner code', 'Part category', 'Part type', 'Manufacturing type', 'Line of business', 'Buyer last modified', and 'Supplier last modified'. At the bottom right, 'Cancel' and 'Save' buttons are present, with 'Save' highlighted (callout 5).

Forecast Collaboration

Excel Upload – Download a Job

1. Select the job you created and click **Run**. You will be transferred to Downloads sub-tab.
2. Click **Refresh** status to update job status to Completed.
3. Download a job by clicking the icon.
4. Save Excel file on your computer. Update the qualities you desire within the file.

Note:

- If a buyer sets a commit freeze horizon, a **Forecast** job downloaded by a supplier from the **Upload/Download** tab applies the freeze to any time-series view the download uses: **Daily, Weekly, Monthly, and Yearly**.
- When the buyer sets the preferred time series granularity to a value other than **All**, suppliers can edit and commit Excel files **only in the preferred time series granularity selected by the buyer**.

The screenshot shows the SAP Ariba Forecast Collaboration interface. At the top, there are buttons for 'Create', 'Edit', 'Run' (highlighted with a '1'), and 'Clear Downloads'. Below this, there are tabs for 'Jobs', 'Downloads' (highlighted with a '2'), and 'Uploads'. A 'Refresh Status' button is also visible. The main area displays a table of jobs with columns for Job Name, Type, Last Run, Last Run By, Status, and File. A job named 'ForecastExcel' is shown with a status of 'Completed' and a download icon (highlighted with a '3').

Job Name	Type	Last Run	Last Run By	Status	File
ForecastExcel	Forecast	20 Nov 2019 8:19:03 AM	Volha Smalianchuk	Completed	

Below the job list, there is a section for 'SAP Ariba Ariba Supply Chain Collaboration - Forecast' with a table of forecast data:

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Product family	Product subfamily
AN01055993515-T	BP SCC Buyer - TEST	2918		BP TST 2918	8540	Czech Rep 0		8 Oct 2018			

Forecast Collaboration

Excel Upload – Upload a Job

1. To upload updated Excel file go to **Uploads** sub-tab.
2. Click **Upload**. New window will appear.
3. Enter a job name and set the type as **Forecast**.
4. Browse the file from your computer.
5. Click **Upload**.
6. Status indicates whether upload was successful:
 - **Failed** – upload failed due to errors. Download Log file, fix the errors and reupload.
 - **Completed with errors** – the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.
 - **Completed** – the file has been successfully submitted.

The screenshot shows the 'Uploads' sub-tab selected in the top navigation bar (1). Below it, the 'Upload' button is highlighted (2). The 'Upload File' dialog box is open, showing a text input field for the job name (3) and a dropdown menu for the type, currently set to 'Forecast' (4). The 'Choose file' button is also visible. At the bottom right of the dialog, the 'Upload' button is highlighted (5).

The screenshot shows the 'Uploads' table with the following columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The 'Status' column contains the following entries: Failed, Failed, Completed With Errors, Failed, and Completed. The 'File' and 'Log' columns contain download icons for each row. A yellow box highlights the 'Status', 'File', and 'Log' columns for the first two rows (6).

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
				Failed	↓	↓
				Failed	↓	↓
				Completed With Errors	↓	↓
				Failed	↓	↓
				Completed	↓	↓