

SAP Ariba 

SAP SCC Scheduling Agreement Release Supplier Training Guide

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PUBLIC



THE BEST RUN 

Agenda

Administrative Topics

Scheduling Agreement Release

- Introduction
- Scheduling Agreement Release Process Workflow
- Scheduling Agreement Release Documents

Scheduling Agreement Release Portal User Interaction

- Overall Considerations
- Scheduling Agreements
- Advanced Ship Notice
- Goods Receipt
- Invoicing

Reports

Support

Appendix

Administrative Topics

1. Training decks(pdf) can be downloaded from the Resource box in the corner of your screen.
2. To re-watch the training recording, use your registration link that you received previously or use the link in the email that you will receive tomorrow. You can forward these links to others for them to use. The recording link will be on T-Mobile's Supplier Information Portal as well.
3. Please ask questions during this session as your attendance equates to you signing off on this training. Look for an invitation to an additional Q&A session on Thursday.

4. Steps to get a login or to get access to certain functionality on the Ariba screens:

- Find out within your company who your Ariba Administrator is and contact them to set you up as a user with the access you need to complete your tasks.
- See the Quick Start Guide for steps to create users and roles with access to specific screens.

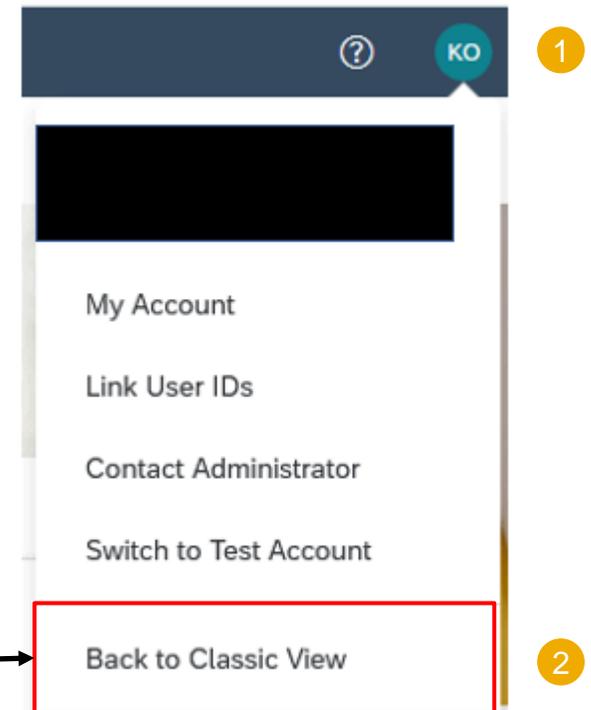
5. Steps to create a test account

- See the Quick Start Guide for steps to create a test account.

6. Steps to switch to Classic View

Note: The Ariba Network is in the process of rolling out a new User Interface. However in order for you to have the functionality required to complete T-Mobile's Supply Chain collaboration transactions, you will need to use the old User Interface referred to as the Classic View.

- Click the initials in the circle in top right corner
- Click to Classic View



7. **After go live on 3/29, T-Mobile Demand Team will be in touch with you before your first live scheduling agreement.**

Before You Begin



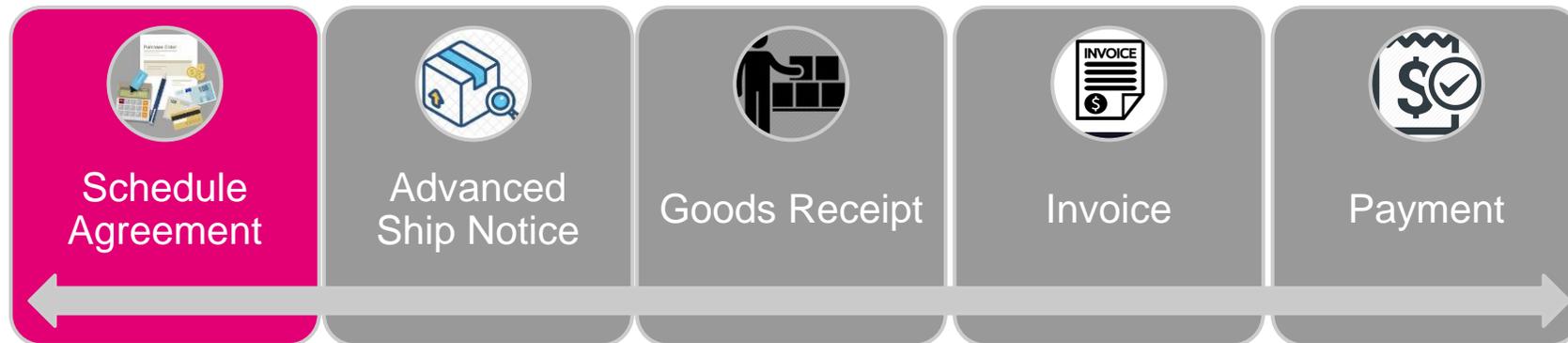
Each of these 5 Steps builds upon its predecessor

Each one is a point of collaboration across the Ariba Network

Each one is directly tied to the success or failure of the invoice submission



Schedule Agreements



Scheduling Agreement Releases

In this Chapter You Will Learn About ...

- ... Frequently Asked Questions related to PO's and Schedule Agreement Releases
- ... Scheduling Agreement Collaboration Process
- ... Scheduling Agreement Documents

PO and Scheduling Agreement Releases Frequently Asked Questions

When to use current vs. new process:

- **Indirect purchases** will continue to be submitted via purchase order. These will be sent as 850's POs for EDI suppliers.
- **Existing Direct Purchase Orders:**
 - ASNs and invoices should be processed as they are done today. The ASN approval process is the same as today.
 - If a supplier runs out of items on an existing PO, resolve the issue using the current process.
 - Old Direct PO's take priority over the new Schedule Agreement Releases. Ship to the old Direct PO's first.
 - Suppliers will use the existing Ariba process to search for PO's. They will uncheck the Scheduling agreement only box and change the partial order search criteria from 5500 to 450.
 - Open PO reports will stop once old PO's are completed. The Open PO report will not be used for Scheduling Agreements. Suppliers will run Ariba Order reports for Schedule Agreements.
- **New Direct purchase orders will be created as schedule agreement releases** instead. PO's will no longer be created. Suppliers will use the new processes on Ariba to create ship notices and invoices. These will be sent as 862 Schedule Agreements for EDI suppliers.
- If you have **notifications** set up in Ariba to send PO's to you via email, then you will also receive Schedule Agreements this way.
- **New Schedule Agreement Releases:**
 - The new process described in this training is only applicable to orders going to the TMO Arlington, Texas Warehouse. Market Direct orders will be processed as they are today and you will get those PO's via email.
 - If you cannot fulfill something in the Urgent/Firm zone, follow the same business process that you use today.
 - The schedule agreement release will not replace the 6-month rolling forecast. T-Mobile is also now utilizing the Ariba Network forecasting functionality. If you require access to see that forecasting data, please have your admin grant you access to the Planning Visibility tab.
 - For the ASN approval process, enter the Ariba ASN# instead of the ASN approval number/shipping notification number from the sFTP process

Integration (i.e. EDI) related information

- Suppliers can create Schedule Agreements, ASNs, and Invoices via EDI integrations. Implementation Guidelines can be found on T-Mobile's Supplier Information Portal.
- Notify your T-Mobile contact if your company is interested in moving to this transaction method.
- Integrated suppliers will receive an 850/schedule agreement letting them know what product is being ordered.
- It will be followed by an 862 which will inform them when they can ship a product.
- Ariba can also send an 861 Goods Receipt.

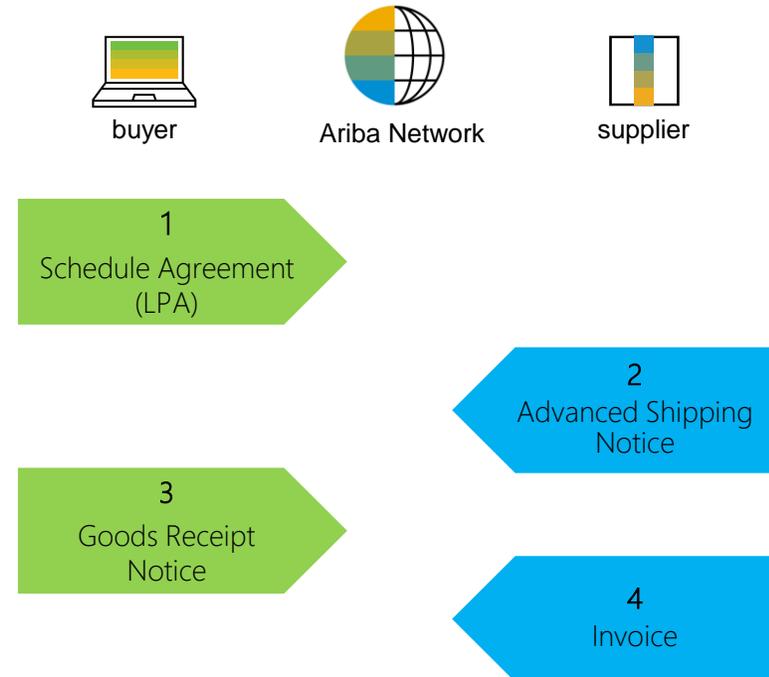
Introduction

- 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 that define the summary quantity and validity date for specific items to be provided by supplier.
 - **Scheduling Agreement Release** is a release of schedule lines stating quantities and dates for specific shipments of a material. The type of Schedule Agreement will be LPA.
- Use Cases:
 - 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 are also communicated in the trade-off or forecast horizon.
- Benefits:
 - Improved visibility into availability of supply.
 - Greater transparency for suppliers into longer term and near-term demands of T-Mobile.
 - Flexible invoicing options, including self-billing and supplier-generated invoicing (increased billing accuracy).

Note: Suppliers can only invoice at the Scheduling Agreement Release level and not at the Scheduling Agreement level.

Scheduling Agreement Release Process Workflow

1. Buyer performs a planning run (MRP). Based on demand created, a Purchase Requisition is created in SAP ECC which is referenced in the process of creating a Scheduling Agreement.
2. Supplier ships the goods ordered.
3. Buyer receives the goods ordered.
4. Supplier sends invoice.



Scheduling Agreement Release Documents

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.
Advanced Ship Notice	Provides details for shipment of specific quantities of materials/goods.
Goods Receipt	T-Mobile confirmation of final product receipt.
Invoice	Binding document which reflects the amount to be paid, along with the details of the material provided to T-Mobile.

Scheduling Agreement Release Portal User Interaction

In this Chapter You Will Learn About ...

- ... the parts of Scheduling Agreements
- ... how to manage scheduling agreements and releases
- ... how to submit Advanced Shipment Notices against Scheduling Agreements

Overall Considerations

Open PO Report (Current)

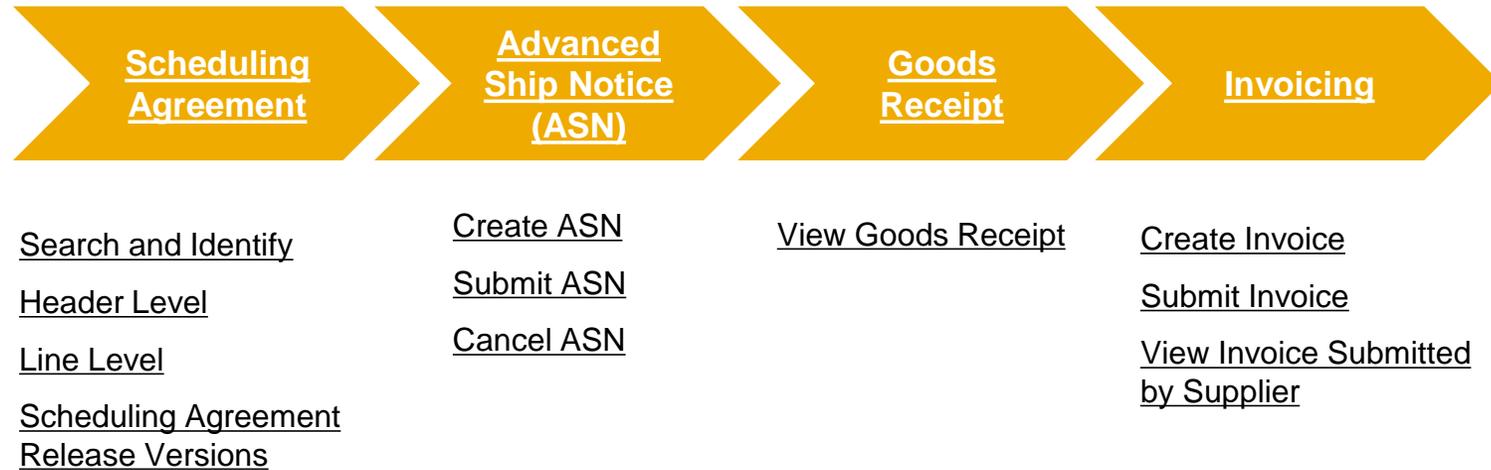
<p>Urgent Column Expectation to deliver in 2 Weeks</p>	<p>Estimated Inbound Columns (1 & 2 Weeks) Forward view (subject to change)</p>	<p>Estimated Inbound Columns (3 & 4 Weeks) Forward view (subject to change)</p>
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Schedule Agreement Releases (Future)

<p>Firm Zone Expectation to deliver in 2 Weeks</p>	<p>Trade off Zone Forward view (subject to change)</p>	<p>Forecast Zone Forward view (Subject to change)</p>
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Scheduling Agreement Release Portal User Interaction



Scheduling Agreement

Search and Identify (From the Workbench)

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, a secondary navigation bar shows 'Home', 'Enablement', 'Workbench' (selected), and 'Planning'. A large tile on the right shows '263 Orders' for the 'Last 90 days' period.

The 'Edit filter' section contains the following filters:

- 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
- Show hidden orders only

Below the filters, a table displays the search results:

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

Scheduling Agreement

Search and Identify (From the Orders Tab)

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. **Supplier can only invoice against the Scheduling Agreement Release (Type Release). They cannot invoice against the Schedule Agreement.**
4. You can configure the view by clicking configure icon.
5. To view the scheduling agreement, click on its number.

Note: Do not invoice until the shipment is received or you will get an error. Have your administrator turn on the notification to send you an email when a new receipt is received

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is selected, leading to the 'Orders and Releases' page. The page has sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Orders and Releases' sub-tab is active, showing search filters. The filters include: Customer (All Customers), Order Number (Partial number selected), Order Status (All), View (All except hidden orders), Show orders by (Creation Date selected), and Date Range (Last 31 days). A checkbox 'Search only scheduling agreement releases or scheduling agreements' is checked. Below the filters, a table titled 'Orders and Releases (7)' shows two results:

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

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
Done

Create Order Confirmation ▾
Create Invoice ▾
Create Quality Notification

Release Detail
Processing History
Release History

From:
SAP A.G.
 Dietmar-Hopp-Allee 16
 69190 Walldorf
 08
 Germany
 Phone: +49 (0) +496227761730

To:
Supplier ABC - TEST
 210 Liberty Ave
 Pittsburgh, PA 15222
 United States
 Phone:
 Fax:
 Email: Eugene.mack@sap.com, Eugenemack75@gmail.com

Scheduling Agreement ID
 8700000152

Contact Information
Supplier Address
Bluna
 Lott Court
 15668 Murrysville

Germany
 Email:
marc.de.vries@sap.com
 Phone: +49 (0) 080156562
 Fax: +49 (0) 062277474747
 Address ID: II-001_DEV
 buyerID: II-001_DEV

Transport Terms Information
 Delivery Terms: Transport Condition
 Transport Terms: CPT

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

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

3 Ship All Items To

Werk 0001 Pittsburgh
 4117 Lott Court

Bill To

SAP A.G.
 Dietmar-Hopp-Allee 16

Deliver To

Scheduling Agreement

Line 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.

1 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

2 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

3

Notes:

- If there is a price discrepancy, you would follow the same process as today and your contacts are the same.
- Like today, lines cannot have multiple Part numbers.
- Items in the Firm Zone will have that status on the Ariba screen as well as the delivery date will be tomorrow, today or in the past.
- The Delivery Date can only be viewed after clicking on the schedule agreement release.

Scheduling Agreement

Scheduling Agreement Release Versions

Note that with Scheduling Agreement Releases there are different versions depending on if T-Mobile 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.

The screenshot shows the SAP Scheduling Agreement Release interface. It includes a table of releases, a toolbar with action buttons, and a detailed 'Schedule Lines' table. Annotations 1-4 highlight specific features: 1. 'Order Status' (Changed), 2. 'Previous Version' link, 3. 'Show Changes' button, and 4. Edited quantities 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

[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 (PC)	235.00 (PC)	Firm
					420.000 (PC)	230.00 (PC)	
	→ Edited		12 Sep 2017 8:00 AM EDT		20.000 (PC)	255.00 (PC)	Firm
						250.00 (PC)	
	→ Edited		15 Sep 2017 8:00 AM EDT		96.000 (PC)	351.00 (PC)	Firm
						346.00 (PC)	

Advanced Ship Notice

Create ASN (From the 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 highlighted. To the right, two summary tiles are visible: 'Orders' with a count of 27 and 'Items to Ship' with a count of 7. Below the navigation bar, a table lists orders. The first row shows an order number '550000018100030FOR' of type 'Release'. An action menu is open for this order, showing the 'Create ship notice' option. Below this, a detailed view of an order item is shown. The 'Create ship notice' button is highlighted. The table below shows the order details for 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST'. The selected item has an order number '4500003719', item number '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		...

Advanced Ship Notice

Create ASN

1. Click **Orders/ Orders and Releases** drop down.
2. Select **Orders and Releases/ Items to Ship** sub-tab.
3. Use the search filters to identify the desired items to ship. 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
4. Click on the Look Up option to find a part number. The part number is 4 or 5 numbers with leading zeros totaling 18 digits

Orders and Releases

Orders and Releases **2** Items to Confirm Items to Ship Return Items

3 Search Filters

Customer: All Customers

Order Number: Partial number Exact number

Part #: **4** Look Up

Customer Part #: Look Up

Supplier Batch ID: Look Up

Show Advanced Filters

Show orders by: Need by date Ship by date

Search By: Schedule Line Date Range

Date Range: Other

Start Date: 22 Feb 2021

End Date: 22 Mar 2021

View: Only items that can be shipped

View by PO priority

Search only scheduling agreement releases or scheduling agreements

Search only stock transport orders

PARTS

Customer Part # / Description :

Customer Part # ↑	Description	Customer	
<input type="checkbox"/>	000000000000006573	GROUND KIT 1 1/4In PRE-FORMED	T-Mobile, USA. POD TEST ACCOUNT - VT3/TP3

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

Part #: **4** Look Up

Customer Part #: Look Up

Supplier Batch ID: Look Up

Advanced Ship Notice

Create ASN

1. Select all items to ship. Select more than one if applicable. (All items must be in the firm zone for the check box to be present).
2. Click **Create Ship Notice**.
3. Alternately, click a truck icon on the right hand side of your screen to create ASN.

Items to Ship (15)

	Need By	Part No.	Customer Part No. ↑	Description	Revision Level	Order Number	Item	
1	<input checked="" type="checkbox"/>	8 Mar 2021	Non Catalog Item	GROUND KIT 1 1/4In PRE-FORMED		550000131900002JIT	2	 3

2

↳

Note:

- You can create a single ship notice containing items from several SARs that all are due by the same date (or within the same firm zone window).
- Limit a truck to 5 ASNs.
- Don't have an ASN span multiple trucks.
- A supplier can combine Ariba ASNs with Legacy ASNs on the same truck.
- If you need to ship more, work with your demand team to release more.
- If you receive a release and it is processed, but you can't ship within the 2 weeks lead time, notify your contact on the demand team to in order to ship systematically later.
- A supplier can create an ASN and deliver in the same day. However, T-Mobile prefers that they don't do that.

Advanced Ship Notice

Create ASN

1. Fulfill all mandatory fields and fields required by T-Mobile. Required fields have an asterisk.
2. The Packing Slip is equivalent to the ASN number (shipping number).
3. Choose the Ship Notice Type (Estimated/Actual)
4. Click **Add Details** to add additional information, such as serial numbers, etc.
5. Click Add Order Line Item to return to the search screen to add more of the same parts that were on another page in the previous search screen. Or, add lines with different parts.

Create Ship Notice
Pack Items
Save
Exit
Next

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

* Indicates required field

SHIP FROM

TRIANGLE TEST T-MOBILE SUPPLIER Update Address

Bellevue , WA
United States

DELIVER TO

E930-Tech National Distribution Cen Update Address

Arlington , TX
United States

▼ Ship Notice Header

SHIPPING

Packing Slip ID: ASN0000000000408

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date: 📅

Delivery Date: 📅

Hazard Type:

Code:

Is Divisible:

▶ Dimensions

TRACKING

Carrier Name:

Service Level:

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
55000013190002JIT	2	Non Catalog Item	00000000000006573	1,000	EA		Remove
Description: GROUND KIT 1 1/4In PRE-FORMED							

Shipment Status
Total Item Due Quantity: 1,000 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	1,000	<input type="text"/>	<input type="text" value=""/> 📅	<input type="text" value=""/> 📅

[Add Details](#) 4

[Add Ship Notice Line](#)

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

Advanced Ship Notice

Search and add additional line items to ASN being created with different Part#

1. Repeat search with different part number than before.
2. Switch to the page containing the additional items and select all items to be included.
3. Scroll to the far right to click on Add Selected Items.

▼ Search Filters

Order Number: Partial number Exact number

ⓘ

Part #: Look Up

Customer Part #: 000000000000006527 Look Up

Supplier Batch ID: Look Up

2

<input checked="" type="checkbox"/>	8 Mar 2021	Non Catalog Item	000000000000006527	ADAPTER KIT ROUND MEMBER 2In -3In .	550000130900001JIT	1
-------------------------------------	------------	------------------	--------------------	-------------------------------------	--------------------	---

500 (EA) 500 (EA) 3

T-Mobile, USA. POD TEST ACCOUNT - VT3/TP3

Add Selected Items Cancel

Advanced Ship Notice

Create ASN

The screen will return to the ASN that is in progress and the additional line item is now present.

1. Once done, click **Next**.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
550000131900002JIT	2	Non Catalog Item	000000000000006573	1,000	EA		
Description: GROUND KIT 1 1/4In PRE-FORMED							
Shipment Status Total Item Due Quantity: 1,000 EA							
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			
1	<input type="text" value="1,000"/>	<input type="text"/>	Add Details				
<input type="button" value="Add Ship Notice Line"/>							
550000121800002JIT	2	Non Catalog Item	000000000000006573	2	EA		
Description: GROUND KIT 1 1/4In PRE-FORMED							
Shipment Status Total Item Due Quantity: 2 EA							
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			
1	<input type="text" value="2"/>	<input type="text"/>	Add Details				
<input type="button" value="Add Ship Notice Line"/>							
550000130900001JIT	1	Non Catalog Item	000000000000006527	500	EA		
Description: ADAPTER KIT ROUND MEMBER 2In -3In .							
Shipment Status Total Item Due Quantity: 500 EA							
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			
1	<input type="text" value="500"/>	<input type="text"/>	Add Details				
<input type="button" value="Add Ship Notice Line"/>							

1

Advanced Ship Notice

Submit ASN

1. Review all information entered.
2. Click **Submit** to send Advanced Ship Notice to T-Mobile.

1

Create Ship Notice Previous Save Submit Exit 2

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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Advanced Ship Notice

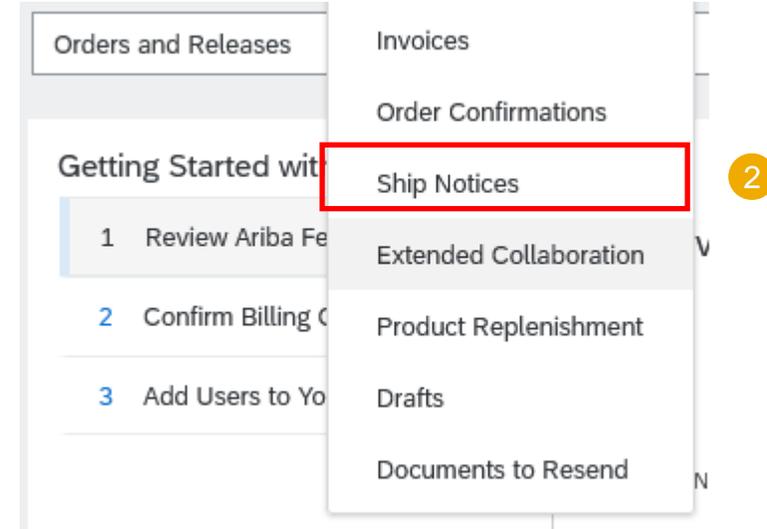
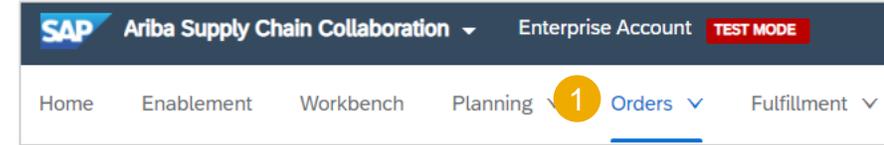
Find and Print ASN

1. Click on Outbox
2. Click on Ship Notices
3. At the top of the Ship Notice, you can click on Print to print the Ship Notice..

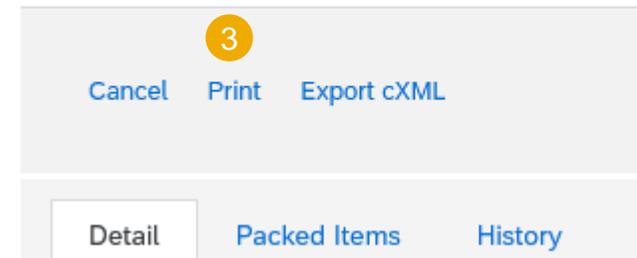
Note: There is no change to how you generate your packing slip.

High Jump Appointment Notes:

1. Create your high jump appointment AFTER the ASN creation.
2. To create your high jump appointment, you will need to enter the ASN number also known as the Ariba Packing Slip ID in the container code or ID. Include all zeroes or enter the number like this (ASN0-001)
3. If you don't use High Jump, you will still create a ship notice as the transportation company will need the ASN number or packing slip ID from Ariba. Also, your freight carriers can submit appointments on your behalf. You can get access by reaching out to Alfredo.Rendon@T-Mobile.com.



Ship Notice: ASN0000000000538



Advanced Ship Notice

Cancel ASN

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

Cancellation rule: a shipping notice can be cancelled until the day before the expected delivery.

1. Go to **Fulfillment/ Ship Notices**.
2. Use search filters to identify the right item.
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.

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment

Ship Notices

Search Filters

Ship Notices (127)

Packing Slip ID	Customer
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST

Ship Notice: 2ASN190329

Cancel Edit Print Export cXML Download PDF

Advanced Shipping Notification

Mass ASN Upload – Download CSV Template

1. Click on the 3 dots on the right side of the screen.
2. Click on **Templates** under **CSV Download** from the drop-down menu.
3. Check the box next to the **Ship Notice**
4. Click **Download**.
5. Save the file.

Note:

If you are interested in using this process, please reach out to donnie.henderson53@t-mobile.com.

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Business Network', 'Enterprise Account', and 'TEST MODE'. A 'Back to classic view' link is visible. The main navigation menu includes 'Home', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is present in the top right corner. The main content area shows a dashboard with four metrics: 'Orders' (195), 'Items to confirm' (0), 'Orders with service line' (0), and 'Orders to invoice' (24). A sidebar on the right contains a 'Track' section with options like 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', and 'Notifications'. Below this is a 'CSV Upload' section with 'Order Confirmation'. A dropdown menu is open, showing 'CSV Download' and 'Templates'. The 'Ship Notice' option is checked, and a 'Download' button is visible. A yellow bar at the bottom of the interface contains a dialog box asking 'Do you want to open or save StandardTemplate.zip from service.ariba.com?' with 'Open' and 'Save' buttons.

Advanced Shipping Notification

Mass ASN Upload – Update and Upload CSV Template

1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.
2. From the Portal homepage, click on the 3 dots.
3. Select **Ship Notice under CSV Upload** from the drop down.
4. Select T-Mobile.
5. Click on Browse to find the CSV template on 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.

Notes:

- You can upload several ship notices from one CSV file.
- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.
- If you are interested in using this process, please reach out to donnie.henderson53@t-mobile.com.
- A supplier must complete training and testing steps before this process can be used.

1

UTF-8																			
_csv_versi	_csv_serie	_csv_type	_csv_template:Standard Template																
Ship Notice	Ship Notice	Order ID	Order Date	Service Level	Shipment	Shipment	Delivery Date	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										
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship To na	Ship To									

2

3

Import CSV Ship Notice

4

5

6

Customer: *

[Download CSV Templates](#)

CSV Ship Notice file path: *

Upload Errors

7

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

Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices**.
2. Or to related order screen, Related Documents section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders.
4. 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

1 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	

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

2 Routing Status: Acknowledged
Related Documents: Ship_TEST

3 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:					
4500053069	20		2918	80.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1. Shipped 20 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					

4 Attachment(s):

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

Advanced Shipping Notification

Download ASN Report

ASN report consolidates detailed information from ship notices and their related Scheduling Agreement Releases and goods receipts.

The report can include **schedule-line information** from Scheduling Agreement Releases 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 displays the SAP Business Network interface. At the top, there is a navigation bar with 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below this is a menu with options like 'Home', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible in the top right.

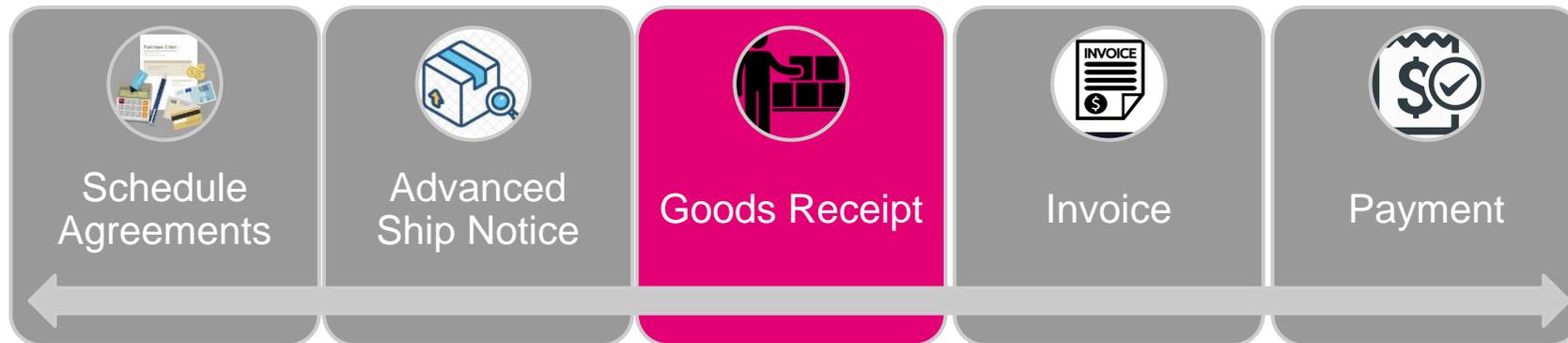
The main content area is titled 'Reports'. It contains a table of 'Report Templates' with columns: Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The table shows one entry: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, and a 'Processed' status as of '23 Apr 2020'. Below the table are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'.

A 'Report' form is shown below the table, with a '3' callout. It has two sections: '1 Report Description' and '2 Criteria'. The 'Criteria' section includes fields for 'Title' (ASN Report), 'Description', 'Time zone' (Singapore), 'Language' (English), and 'Report type' (Ship Notice). The 'Report type' field is highlighted with a yellow box.

At the bottom, the 'Report' table is shown again, with a '4' callout on the 'Run' button, a '6' callout on the 'Download' button, and a '5' callout on the 'Refresh Status' button. The 'Status' column for the 'ASN REPORT' entry is highlighted with a yellow box and labeled 'Processed'.



Goods Receipt



Goods Receipt

View Goods Receipt

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.

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment

Goods Receipts

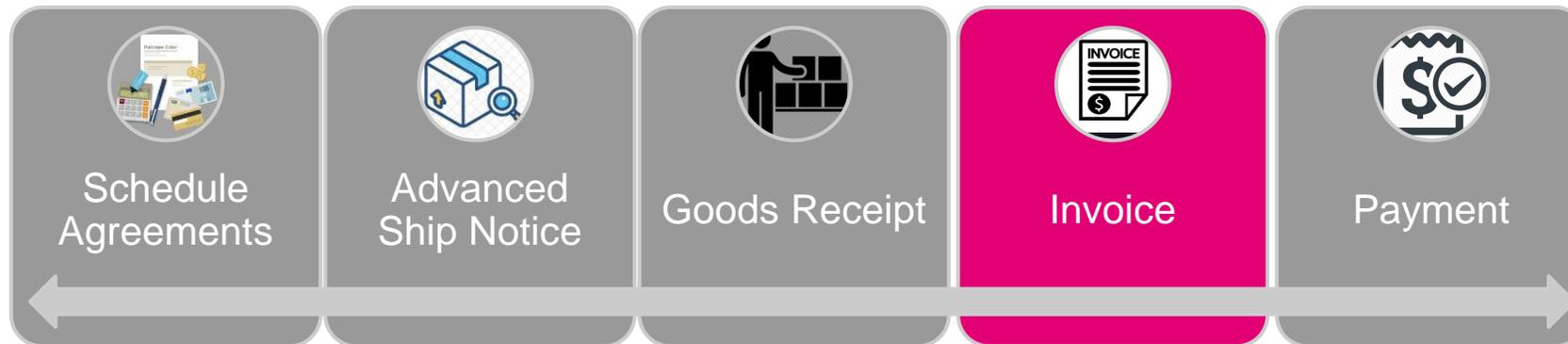
Search Filters

Goods Receipts (71)

Receipt Number	Reference
171050000016312021	4500003720
171050000016302021	4500003718



Invoice



Invoicing

Create Invoice 1 Search and Identify Scheduling Agreement (From the Workbench)

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.
4. To view the scheduling agreement, click on its number. **Supplier can only invoice against the Scheduling Agreement Release (Type Release). They cannot invoice against the Schedule Agreement.**
5. Configure the columns you see.
6. Click Action button on the right hand side of your screen and select **Standard Invoice**.

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A large tile on the right displays '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
- Show hidden orders only: (unchecked)

The search results table is as follows:

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

Numbered callouts in the image indicate: 1. The '263 Orders' tile; 2. The 'Order type' dropdown; 3. The 'Edit filter' button; 4. The search result row; 5. The column configuration icon; 6. The 'Standard invoice' action button.

Note: Do not invoice until the shipment is received or you will get an error. Have your administrator turn on the notification to send you an email when a new receipt is received.

Invoicing

Create Invoice 2 - Search and Identify (From the Orders Tab)

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. **Supplier can only invoice against the Scheduling Agreement Release (Type Release). They cannot invoice against the Schedule Agreement.**
4. You can configure the view by clicking configure icon.
5. To view the scheduling agreement, click on its number.

Note: Do not invoice until the shipment is received or you will get an error. Have your administrator turn on the notification to send you an email when a new receipt is received

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is selected, leading to the 'Orders and Releases' page. The page has sub-tabs: 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Orders and Releases' sub-tab is active, showing search filters. The filters include: Customer (All Customers), Order Number (Partial number selected), Order Status (All), View (All except hidden orders), Show orders by (Creation Date selected), and Date Range (Last 31 days). A checkbox 'Search only scheduling agreement releases or scheduling agreements' is checked. Below the filters, a table titled 'Orders and Releases (7)' shows two results:

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

Invoicing

Create Invoice 2

For more details on invoice management please refer to documentation in your supplier account **Help Center** or to **SCC Supplier Invoicing Guide**.

1. Fulfill all mandatory fields.
2. Confirm line items included on invoice.
3. Edit quantity (if needed).
4. Edit Unit Price (If needed).
5. Click **Next**.

Note:

- Most information from the scheduling agreement release will auto populate onto the Invoice.
- The firm schedule line information from the scheduling agreement release will auto populate on the invoice.

1 Create Invoice

▼ Invoice Header

Summary

Release: 550000016500010JIT

Invoice #*:

Invoice Date*: 7 Aug 2019

Service Description:

Supplier Tax ID:

Remit To: Demo SCC Supplier ▼

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% Sales Tax / Tax exempt ▼ Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	✔	MATERIAL	KP1	SCC DEMO RUN DO NOT CHANGE	SCC_DEMO	10	EA	\$100.00 USD	\$1,000.00 USD

Pricing Details

Price Unit: EA Price Unit Quantity: 1
Unit Conversion: 1 Description:

Line Item Actions ▼

Open Error Dump ⓘ
[Show XML](#)

Update
Save
Exit
5 Next

Invoicing

Submit Invoice

For more details on invoice management please refer to documentation in your supplier account Help Center or to SCC Supplier Invoicing Guide.

1. Verify all information was entered correctly via the invoice review page.
2. Click **Submit** to send Invoice to Customer.

1
2

Create Invoice

Previous
Save
Submit
Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Singapore. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 13423564
 Invoice Date: Wednesday 7 Aug 2019 3:13 PM GMT-04:00
 Scheduling Agreement Release: 550000016500010JIT
 Scheduling Agreement ID: 5500000165

Subtotal: **\$1,000.00 USD**
 Total Tax: \$0.00 USD
 Total Gross Amount: \$1,000.00 USD
 Total Amount without Tax: \$1,000.00 USD
 Total Net Amount: \$1,000.00 USD
 Amount Due: **\$1,000.00 USD**

REMIT TO:

SCC NAMER Supplier - TEST

Postal Address:
 Demo SCC Supplier
 198 Gardiner Street
 Melbourne VIC 2517
 Australia
 Remit To ID: 17300002

BILL TO:

Company Code 1710

Postal Address:
 Deer Creek
 Palo Alto , CA
 United States
 Address ID: 1710-SUPL1

SUPPLIER:

Alternative

Postal Address:
 23434
 Address 2
 Singapore 543123
 Singapore

BILL FROM:

SCC NAMER Supplier - TEST

Postal Address:
 17625
 Rainwater Drive
 Alpharetta , GA 30009
 United States

SHIPPING INFORMATION:

SHIP FROM:

SCC NAMER Supplier - TEST

Postal Address:
 17625
 Rainwater Drive
 Alpharetta , GA 30009

SHIP TO:

Plant 1 US

Postal Address:
 3475 Deer Creek
 Palo Alto , CA 94304
 United States

Invoicing

View Invoice Submitted by Customer

For more details on invoice management please refer to documentation in your supplier account **Help Center** or to **SCC Supplier Invoicing Guide**.

1. To view the invoice submitted by customer go to **Invoices/ Invoices**.
2. Use search criteria to identify right items. Select **Show Invoices Submitted from the Customer's System**.
3. View search results.

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment **Invoices**

Invoices

▼ Search Filters

Customer: All Customers

Invoice Number:

Order Number:

Date Range: Last 90 days (11 Feb 2021 - 11 May 2021)

Min. Amount:

Max. Amount:

External Invoice Number:

Status: All

Type: All

Show Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

3 Invoices (4)

Type	Invoice #	Invoice Status
Standard Invoice	INV84_1	Failed
Standard Invoice	1INVCNS939	Sent
Standard Invoice	1900000016	Sent

Invoice

Mass Invoice Upload – Download CSV Template

The Mass Invoice Upload CSV process allows you to upload many invoices into the Ariba System at once.

If you are interested in using this process, please reach out to donnie.henderson53@t-mobile.com.

A supplier must complete training and testing steps before this process can be used.

For further instructions, please see the Ariba Network CSV Invoice Upload Guide that will be provided with the training materials.

Reports

Ariba Network Reports

Suppliers and/or Buyers can leverage the following 'Out Of The Box' Ariba reports to obtain information on **1) Order (includes Schedule Agreement Releases) 2) Goods Receipts 3) Invoices 4) Remittances**. Additionally, the Dashboard can be used to review 'Purchase Order by Volume/Amount'.

1. Go to Reports tab on the home page of your account.
2. Click Create button in the report templates section. New window will pop up.
3. Fill in mandatory fields and choose report type
 - Order Report/ Goods receipt report/ Payment Transactions (for remittance visibility).
4. Click Next to proceed with mandatory report criteria fulfillment and save the template.
 - Order report – select "line item information" followed by "included scheduled line information". This report will show the commit status on the Schedule lines tab. It can be used in place of the Open PO report that will be transitioned out.
5. After report template is created, select it and click Run.
6. Download the report once the job status has switched to "Processed". The report will display 'Open PO' information

Title	Schedule Type	Report Type	Status	Last Run
Serial No. report	Manual	Serial Number Report	Queued	

Run the report template

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

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not...

Report Templates

Run Download Edit Copy Delete **Create** Refresh Status

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the [More](#)

1 Report Description

2 Criteria

3

Title: * Serial No Report

Description:

Time zone: CET

Language: English

Report Type: * Serial Number Report

4 Next Exit

Support

Ariba Types of Support Available

Type of Support(Specify	Description
Account Set up / Access	Contact Supplier's Internal Administrator Reference Quick Start Up Guide
Supplier Information Portal (Location of Training Guide/s and Video/s)	On the Home screen: <ol style="list-style-type: none">1. Click on Company Settings2. Click on Customer Relationships3. Click on Supplier Information Portal
Help Center	Enter from your Supplier account: <ol style="list-style-type: none">1. Learning Center<ul style="list-style-type: none">• Training documentation• User Community2. Support Center<ul style="list-style-type: none">• Get help by email (Choose from the drop-down list of problem type – Supply Chain Collaboration)• Get help by live chat• Request a phone call• Attend a live webinar

T-Mobile Business Support

Type of Support(Specify	Description
Invoicing	APInfo@t-mobile.com
Process	NDC-Inbound@T-Mobile.com
Technical Issue	First Contact: Ariba Help Center (See Previous Slide) Second Contact: AribaDevelopment@t-mobile.com

Appendix

Routing Statuses

Routing Status	Definition
Queued	Initial state. Ariba Network received the order but no further action was taken.
Sent	Ariba Network sent the order to your account.
Acknowledged	You received the order.
Failed	Ariba Network experienced a problem routing the order to your preferred order routing method. For example, your back-end order fulfillment system could have experienced a problem that prevented Ariba Network from successfully routing the order. You can resend orders that have a Failed routing status.

Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, Ariba Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line-item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	Ariba Network experienced a problem routing the order to your account. You can resend failed orders.

Invoice Statuses

Invoice Status	Definition
Canceled	You canceled the invoice and can't make any further changes to it.
Sent	Your customer received the invoice but hasn't approved or rejected it. If your invoice stays in this status for a while, contact your customer to see what needs to happen next. If your customer allows it, you can <u>cancel an invoice</u> with this invoice status.
Rejected	The invoice failed validation on Ariba Network, or <u>T-Mobile rejected the invoice</u> in their invoice processing system. You can <u>edit and resubmit a rejected invoice</u> .
Approved	•If the invoice doesn't have any errors, your customer approves the invoice for payment, which changes the invoice status to Approved . After an invoice reaches Approved status, you can't make changes to it. You'll need to <u>send a credit memo</u> if you made a mistake.
Paid	T-Mobile paid the invoice or is in the process of issuing payment.
Failed	Invoice failed T-Mobile invoicing rules. T-Mobile will not receive this invoice.

Thank you.

Contact information:

Susann Garton

Network Deployment Lead

