

Accelerating Essity's Digital Transformation

PURCHASE ORDER COLLABORATION

(consignment materials)



Audience: Essity Suppliers



Direct Materials



Purchase Order Collaboration (consignment materials)

Course Objectives

By the end of this course, you should be able to:

- 1 Understand the Consignment Process Flow within the SAP Business Network
- 2 Know how to search, view, and display change/cancellation of Consignment Purchase Order
- 3 Confirm a Consignment Purchase Order
- 4 Create and submit Advance Ship Notice, if required
- 5 Check if the goods were received
- 5 Understand how to view Consignment Movements



Purchase Order Collaboration (consignment materials)

Topic

1

Introduction

Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

Goods Receipt

Consignment Movement

Course Summary



Purchase Order Collaboration (consignment materials)

Introduction

The supplier sends consignments to the buyer but retains ownership of the consignments until the buyer pays for the consignments the buyer consumes, through a pre-arranged purchase-order method. Consignments stocked in the buyer's warehouses or production facilities are not paid for until they have been used.

The transfer of ownership, and often of location, to the buyer at the time of consumption is called a consignment movement.

All Consignment PO's are sent to suppliers thru SAP Business Network platform.

Minimum and mandatory task is sending a confirmation of Purchase Orders via SAP Business Network, if there is a Control Key setup as **required before shipping** on the Purchase Order document.

Purchase Order Collaboration (consignment materials)

Topic

Introduction

2

Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

Goods Receipt

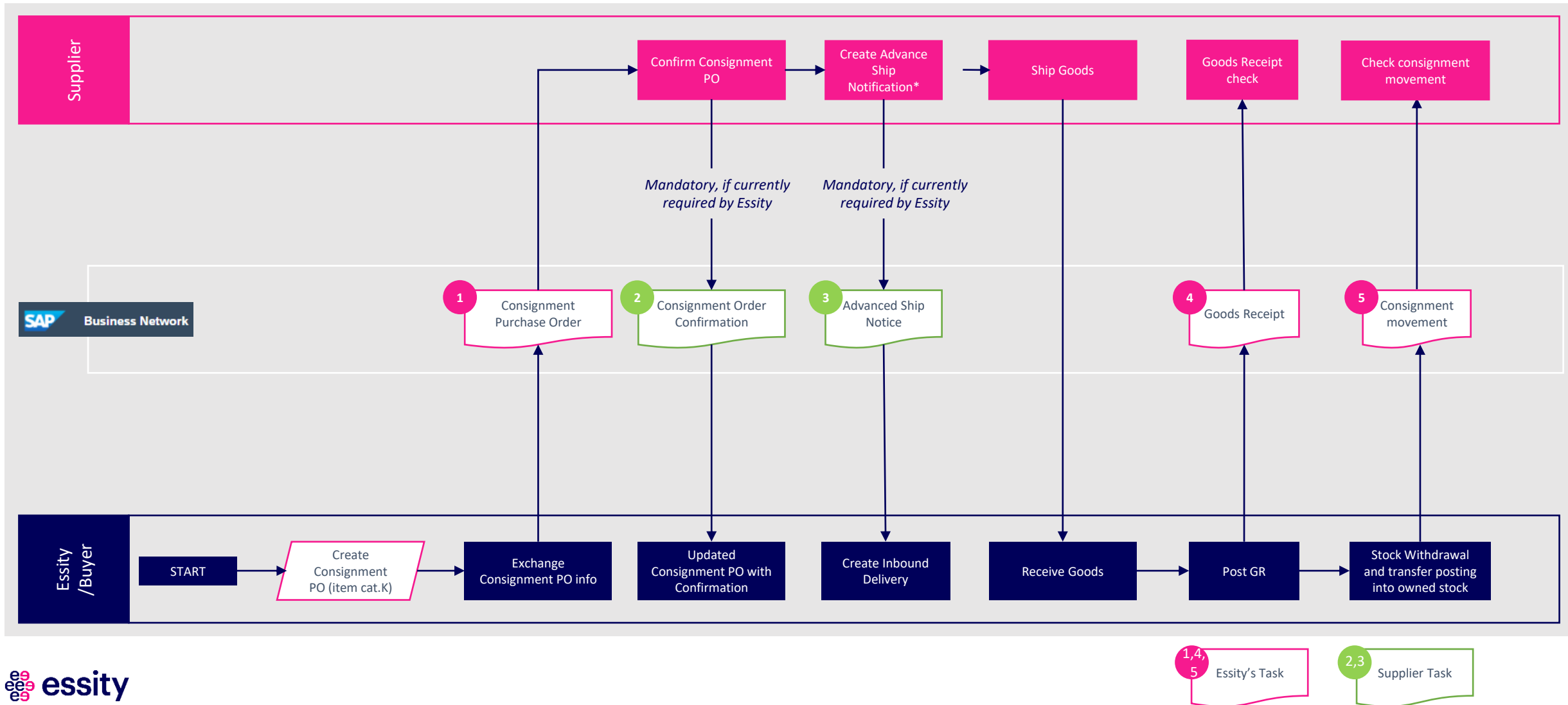
Consignment Movement

Course Summary



Purchase Order Collaboration (consignment materials)

Consignment Purchase Order Process



Purchase Order Collaboration (consignment materials)

Topic

Introduction

Consignment Process Flow

3

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

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Purchase Order Collaboration (consignment materials)

Consignment Purchase Order (1/2)

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports

Create

Orders and Releases

Order Inquiries

Orders

27 Orders

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

0 Changed orders Last 31 days

0 Orders to invoice Last 31 days

0 Orders with service line Last 31 days

Edit filter

Customers

Select or type selections

Order numbers

Type selection

Partial match Exact match

Creation date

Last 31 days

Order status

Include Select or type...

Company codes

Select or type selections

Purchasing organizations

Select or type selections

Customer locations

Type selection

Order type

All

Routing status

All

Min amount

Max amount

Currency

SEK

Inquiry date

None

Visibility

All

Apply Reset Cancel

Resend Failed Orders

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Settlement	Actions
--------------	----------	--------	------	--------------	-----------------	------------	---------

- 1 Click the **Orders** tab, then click **Orders and Releases** in order to display respective consignment Purchase Order.
- 2 The list of consignment Purchase Orders will be displayed under **tile: Orders**.
- 3 Click on **Edit filter** to expand on the list of filters. Advanced search filters allow you to search adequate PO or display list of POs using a specific attributes.
Hint: It is good to select 365 days as Creation Date
- 4 Using specific filtering criteria, you can search exact Purchase Order number by using **Exact match** under Order numbers filter or you can display wider range of POs.
- 5 Once filters will be selected, please click **Apply** button.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order (2/2)

Resend Failed Orders

7

6

Type	Company Code	Order Number	Version	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Actions
Order	SE01 Essity Hygiene and Health AB	4300001088	1	Essity Health and Hygiene - TEST		Falkenberg Factory, Falkenberg, Sweden		0.00 SEK	Mar 28, 2022, 10:00:31 AM	...
Order	SE01 Essity Hygiene and Health AB	4300001082	1	Essity Health and Hygiene - TEST		Falkenberg Factory, Falkenberg, Sweden		0.00 SEK	Mar 22, 2022, 8:01:03 AM	...

Orders

27

0

Items to confirm

Last 31 days

Orders (27)

> Edit filter | Last 365 days

Type	Company Code
Agreement	SE01 Essity Hygiene and Health
Agreement	SE01 Essity Hygiene and Health
Agreement	SE01 Essity Hygiene and Health
Agreement	SE01 Essity Hygiene and Health
Agreement	SE01 Essity Hygiene and Health
Agreement	SE01 Essity Hygiene and Health
Agreement	SE01 Essity Hygiene and Health
Order	SE01 Essity Hygiene and Health

Table setting

Table columns

Date and time

Use drag and drop to configure the table columns to be displayed and their order

Available columns

Displayed columns

Pin

Purchasing Organization

Purchasing Group

Type

Company Code

Order Number

Version

Customer

Inquiries

Ship To Address

Ordering Address

Apply

Cancel

The list of consignment Purchase Orders will be displayed in the table under Filtering section.

6 The table can be customized by clicking table setting icon.

In **table settings icon**, you can
A configure the table to hide or display columns.

Please **Drag and drop** column headers to hide or display.

B Click **Apply** button for the table columns to update.

7 The table can be extracted to the Excel file by clicking page icon.

8 Click the order number to view the consignment PO details.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Header Data

Purchase Order: 4300001106 Done

1

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

[Confirm Entire Order](#) [Update Line Items](#) [Reject Entire Order](#) [History](#)

From:
Customer
Essity Hygiene and Health AB
405 03 Göteborg
Sweden
Phone: +46 (0) 46 317460000
Fax: +46 (0) 46 317461005

Address:
Essity Hygiene and Health AB
Sweden
Phone:
Fax:
Email:

Purchase Order
(Partially Received)
4300001106
Amount: 6,750.00 SEK
Version: 1
[Track Order](#)

Payment Terms ⓘ
0.000% 30
30 dagar netto

Contract Number
5300001049

Other Information
Company Code: SE01
Purchase Group: PP1
Purchase Organization: SE80
Requester: DEHANTJ
Party Additional ID: 0100027220
[View less](#)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: EXW (Fritt fabrikk)
Transport Location: 0

Ship All Items To
Essity Hygiene and Health AB
Bäckvägen 62
463 33 Lilla Edet
Sweden
Ship To Code: SEF1
Location Code: SEF1
Storage Location ID: 1050

Bill To
Essity Hygiene and Health AB
SE-838 80 Frösön
Sweden
Phone:
Fax:
Email:
Buyer ID: SE01

Deliver To

3

Routing Status: Acknowledged
External Document Type: Standardbeställning (NB)
Related Documents: 5000001237
OC1106

View the details of your order and allowed actions.

1 The allowed actions are enabled for suppliers

The rejection of the consignment Purchase Order is not allowed by supplier.

2 Review the **Payment Terms, Transport Terms and other information** and in case of incorrectness of the data please contact Essity.

3 On the right corner of document there is a **Routing status** displayed.

In **Related Documents** section the correlated documents will be listed down i.e., Order Confirmation, Advanced Ship Notice or Goods Receipt.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Line Item

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1			Material	Consignment			1,300,000 (MTR)	9 Aug 2021			

Description: NW-SB,40g/m²,PH0,W90,C015Z,01200

Status

500.000 Unconfirmed

Control Keys

Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

Control Keys

Order Confirmation: required before shipping
Ship Notice: not allowed

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Jul 2021 7:00 PM CST		500.000 (MTR)

Other Information

Receiving Type: 4
External Line Number: 10
Estimated days for inspection: 0
Classification Domain: ERPCommodityCode
Classification Code: L004
Classification Domain: ERPCommodityCodeDescription
Classification Code: Finished Goods

1

2

3

4

!

1 The **Line Items** section provides more information about ordered items. Consignment purchase order has line-item category labelled “**Consignment**.”

2 Click the **Details** or **Show Item Details** button to review more information about the order such as control keys, schedule lines, and others.

3 Detail of item status (previously confirmed, previously shipped or Unconfirmed) is displayed.

4 **Control Keys** displays whether order confirmations or ship notice are allowed/required or not.

! If the Order Confirmation is **required before shipping**, supplier must send Order Confirmation to Essity. If the Control Key is allowed, Order Confirmation is optional. Same applies to Ship Notice

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order Status

Purchase Order: 4300000652

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

From:
Essity Hygiene and Health AB
Bäckstengatan-5
405 03 Göteborg
Sweden
Phone: + (0) 46 317460000
Fax: + (0) 46 317461005

To:

Phone:
Fax:
Email: 1

Purchase Order
(+ Changed)
4300000652
Amount: 16,000.00 EUR
Amount: 5,000.00 EUR
Version: 2 (Previous Version)

Line Items

Show Item Details

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	+ Edited			Material			600.000 600.000 (MTR)	20 Jul 2021 17-Jul-2021	10.00 EUR	6,000.00 EUR 5,000.00 EUR	Details
20	1	+ New			Material			1,000.000 (MTR)	27 Jul 2021	10.00 EUR	10,000.00 EUR	Details

Order submitted on: Tuesday 13 Jul 2021 7:00 PM GMT+08:00
Received by Ariba Network on: Tuesday 13 Jul 2021 11:19 PM GMT+08:00
This Purchase Order was sent by Essity Health and Hygiene - TEST AN01578232138-T and delivered by Ariba Network.

Sub-total: - 5,000.00 -EUR

Sub-total: 16,000.00 EUR

Purchase Order: 4300000654

Done

Create Invoice

Order Detail Order History

From:
Essity Hygiene and Health AB
Bäckstengatan-5
405 03 Göteborg
Sweden
Phone: + (0) 46 317460000
Fax: + (0) 46 317461005

To:
Test SDC Supplier - TEST

Fax:
Email:

Purchase Order
(+ Cancelled)
4300000654
Amount: 6,000.00 EUR
Version: 1 (Previous Version)

1 Modified consignment POs has the order status is reflected in the right corner of the document; previous values are crossed out, while new values are displayed in orange text.

2 In the **Line Items** section, the **Change** column indicates whether the line item was Edited or New.

3 **Cancelled PO** has the order status “Cancelled”, no further actions can be performed on canceled PO.

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Purchase Order Collaboration (consignment materials)

New Consignment Purchase Order–Email notification

Reply all | Delete | Junk | Block

Essity Health and Hygiene - TEST sent a new Purchase Order 4300000640

P Ariba

Essity Health and Hygiene - TEST sent a new order

If more than one email address is associated with this email, please use the email address in the header to ensure you receive all relevant information.

Your customer sent you this order through Ariba Network.

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit [ariba.com](#).

From:

Essity Hygiene and Health AB

Bäckströmsgatan-5

405 03 Göteborg

Sweden

Phone: + (1) 46 317460000

Fax: + (1) 46 317461005

Payment Terms

0.000 % 60

within 60 days Due net

Contact Information

Supplier Address

004

Other Information

Company Code: SE01

Purchase Group: 001

Purchase Organization: SE80

Requester: DEHJLFT

Party Additional ID: 100000004

Transport Terms Information

Delivery Terms: Transport Condition

Transport Terms: EXW (Ex Works)

Transport Location: SE

Ship All Items To

Falkenberg Factory

Wälsjöbergsvägen 14C 14C

311 32 Falkenberg

Sweden

Ship To Code: SEF2

Phone: + (1) 46 (0)346 55800

Fax: + (1) 46 (0)346 55850

Location Code: SEF2

StorageLocationID: 2020

Bill To

Essity Hygiene and Health AB

Bäckströmsgatan-5

405 03 Göteborg

Sweden

Phone: + (1) 46 317460000

Fax: + (1) 46 317461005

Buyer ID: SE01

Deliver To

Line Items

Line #	No.	Schedule Lines	Part # / Description	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1				Material	Subcontract			1,876,000 (TRP)	19 Jul 2021	10.00 EUR	18,760.00 EUR	

Control Keys

Order Confirmation: not allowed

Ship Notice: not allowed

Invoice: is not ERS

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	19 Jul 2021 7:00 PM HKT		1,876,000 (TRP)

Components

Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
10_1_0003					11 Jul 2021	18,760.000 (CON)
10_1_0002					11 Jul 2021	18,760.000 (CON)
10_1_0001					12 Jul 2021	18,760.000 (HBT)
10_1_0004					11 Jul 2021	18,760.000 (CON)

Other Information

Receiving 4

Type

External Line 10

Number

Estimated 0

days for inspection:

Classification ERPCommodityCode

Domain

Classification L004

Code

Classification ERPCommodityCodeDescription

Domain

Classification Finished Goods

Code

Transport Terms Information

Delivery Terms:Transport Condition

1 Suppliers will receive email notification for new consignment POs that have been created by Essity.

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Purchase Order Collaboration (consignment materials)

Change Consignment Purchase Order – Email notification

Essity Health and Hygiene - TEST has changed Purchase Order 5500000019 sent to you on Mon 7/23/2021 5:45 PM

1

SAP Ariba

Essity Health and Hygiene - TEST changed an order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>

From: Essity Health and Hygiene AB
Bäckstugatan
405 03 Göteborg
Sweden
Fax: + (46) 317461005

SAP B2B ID: 100000019
Sweden
Phone: + (46) 317461005
Fax: + (46) 317461005
Email: john.kennedy.uy.est@essity.com

Scheduling Agreement
(Partially Received)
5500000019
Amount: 1,093,300.00 EUR
Amount: 998,666.00 EUR
Version: 9

Payment Terms
0.000 % 15
within 15 days Due net

Contract Number
5500000019

Contact Information
Customer Address:
Sweden
Phone: + (46) 317461005
Fax: + (46) 317461005
Buyer ID: 100000011
URL

Ship All Items To:
Falkenberg Factory
Kivikatorpsvägen 14C 14C
311 32 Falkenberg
Sweden
Ship To Code: SEP2
Phone: + (46) 317461005
Fax: + (46) 317461005
buyerLocationIDDomain:
MRPArea:
storageLocationID:
SEP2
0010

Bill To:
Essity Health and Hygiene AB
Bäckstugatan
405 03 Göteborg
Sweden
Fax: + (46) 317461005

Deliver To:

Line #	No.	Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Cumulative Shipped Qty (Unit)	Adjusted Cumulative Shipped Qty (Unit)	Customer Location
10	12		→ Edited			Material			10,933.000 998,666.000 (MTR)	4 Jun 2021	100.00 EUR 99.00 EUR	1,093,300.00 EUR 998,666.00 EUR	200 (MTR)	200 (MTR)	

Control Keys
Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

Contract Number
5500000019

Schedule Lines

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
2			4 Jun 2021 4:00 AM PDT		300 (MTR)	500.00 (MTR)		Firm
6			15 Jun 2021 4:00 AM PDT		400 (MTR)	900.00 (MTR)		Firm
9			24 Jun 2021 4:00 AM PDT		1,000 (MTR)	1,900.00 (MTR)		Firm
10			29 Jun 2021 4:00 AM PDT		2,000 (MTR)	3,900.00 (MTR)		Firm
14			7 Jul 2021		1,000 (MTR)	4,900.00 (MTR)		Firm

- 1 Suppliers can receive email notification displaying up to three changed items in an order (line items and schedule lines) with all changed fields within them, along with their original values.
- As this notification displays only a few changes to the order, you are prompted to log in to SAP Business Network to see if more changes have been made.
- This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.

Procedure:

1. Click the **Account Settings** icon and choose **Settings > Notifications**.
2. Select the **Network** tab and go to the **Electronic Order Routing** section.
3. Check the **Send notification to suppliers when purchase orders are changed** checkbox.
4. Click the **Save** button.

Purchase Order Collaboration (consignment materials)

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Order Confirmation

Order Confirmation – Other Information

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Purchase Order Collaboration (consignment materials)

Order Confirmation

Order Confirmation - indicates that supplier agreed to ship items to your customer. It can be initiated either via clicking 'Orders' or 'Items to Confirm tile'.



Order Confirmation options:		
Individual consignment PO can be confirmed via “Orders” tile (page 17) or , from “Items to confirm” (page 20)	Rejecting orders is not allowed by Essity.	Multiple consignment POs to be confirmed at the same time, you should use “Items to Confirm” tile (page 20)

Purchase Order Collaboration (consignment materials)

Order Confirmation – Individual PO (1/3)

via Orders

The screenshot shows the SAP Business Network 'Orders' page. At the top, a navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' (annotated with 1) and 'Order Inquiries'. Below this is a summary dashboard with tiles for 'Orders' (19, annotated with 2), 'Items to confirm' (18), 'Items to ship' (0), 'Return items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). Below the dashboard is a table of orders. The first row is highlighted with a blue box and labeled 'A'. An arrow points from this row to a detailed view of Purchase Order 4300001032. In this detailed view, the 'Create Order Confirmation' button is highlighted with a blue box and labeled 3. A dropdown menu for this button shows options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Confirm Entire Order' option is highlighted with a blue box and labeled 4. The main table of orders is as follows:

Order Number	Type	Customer	Status	Amount Invoiced	Actions
4305000005	Order	Essity Health and Hygiene			...
4300001105	Order	Essity Health and Hygiene			...
4300001033	Order	Essity Health and Hygiene			...
4300001032	Order	Essity Health and Hygiene - TEST	New	16,734.00 SEK	...
4300000731	Order	Essity Health and Hygiene - TEST	New	0.00 SEK	...
4300000720	Order	Essity Health and Hygiene - TEST	New	0.00 SEK	...

Please follow the next steps to confirm individual PO, if there is no PO change needed. In case of any data incorrectness please contact Essity.

- 1 Click on **Orders>Orders and Releases**
 - 2 Select **Orders** tile.
 - 3 Identify the right document (you can review the Order upfront by clicking on its Order ID) and click under **Actions**.
 - 4 Select an action: **Confirm entire order**
- A** The same actions are available from the **PO screen**. Click **Create Order Confirmation** button after clicking on specific Purchase Order Number.



NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Individual PO (2/3)

via Orders

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OC642

Associated Purchase Order #: 4300000585

Customer: Essity Health and Hygiene - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 14 Nov 2022

Est. Delivery Date*: 25 Nov 2022

Comments:

Attachments

Name	Size (bytes)
No items	

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

5 Enter the **Confirmation Number** which is any number you use to identify the order confirmation.

6 Specify the **Est. Delivery Date**. The delivery date should be the same as on the Purchase Order document, otherwise you will encounter the error message and the Order Confirmation will not be submitted.

7 If you would like to add any supportive documentation i.e., certificate of analysis, click the **Choose File** button, select the file and then click the **Add Attachment** button to enclose document (maximum attachment size is 100MB).

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Purchase Order Collaboration (consignment materials)

Order Confirmation – Individual PO (3/3)

via Orders

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				Material	5,601,000 (PCS)	25 Nov 2022	3.24 SEK	181.47 SEK	
Description: STIC									

Schedule Lines

Current Order Status:

5,601,000 Confirmed As Is (Estimated Shipment Date: 14 Nov 2022; Estimated Delivery Date: 25 Nov 2022)

Pricing Details

Unit Details

Unit Conversion	Price Unit	Order Unit
1	PCS	PCS

Price Details

Price	Price Unit	Quantity	Price Unit
3.24 SEK	100		PCS

Exit

Next

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC642

Supplier Reference:

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				Material	5,601,000 (PCS)	25 Nov 2022	3.24 SEK	181.47 SEK	
Description: STICKER									

Schedule Lines

Current Order Status:

5,601,000 Confirmed As Is (Estimated Shipment Date: 14 Nov 2022; Estimated Delivery Date: 25 Nov 2022)

Pricing Details

Unit Details

Unit Conversion	Price Unit	Order Unit
1	PCS	PCS

Price Details

Price	Price Unit	Quantity	Price Unit
3.24 SEK	100		PCS

Previous

Submit

Exit

Please review the Order Confirmation details.

8 The order will be confirmed as unchanged. The information is also reflected in Schedule Lines section: **“Confirmed As Is”**.

9 Click **Next** button in order to go to the final step of the Order Confirmation creation.

10 In order to send the Order Confirmation to Essity please click **“Submit”** button.

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Purchase Order Collaboration (consignment materials)

Order Confirmation – Multiple POs (1/2)

via Items to Confirm

The screenshot displays the SAP S/4HANA Purchase Order Collaboration interface. The top navigation bar includes tabs for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and Reports. The 'Orders' tab is selected, and a dropdown menu shows 'Orders and Releases' (highlighted with a red box and number 1) and 'Order Inquiries'. Below the navigation bar, a dashboard shows several tiles: 'Orders' (0), 'Items to confirm' (18, highlighted with a red box and number 2), 'Items to ship' (0), 'Return items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). The 'Items to confirm' tile is expanded, showing a list of 18 items. A red box and number 3 highlight the 'Edit filter' link. Below the list, there are various filter options: Customers, Order numbers, Customer locations, Need by date, Ship by date, Creation date (set to 'Last 365 days'), Company codes, Purchasing organizations, Purchasing groups, Ordering address IDs, Part numbers, Customer part numbers, Product group, Planner codes, Order type, Category, Stock transfer type, Ship from location, Supplier batch ID, Confirmation approval status, Confirmation status, Shipping status, Receiving status, Invoicing status, and External document type. A red box and number 4 highlight the 'Apply' button at the bottom right.

Please follow the next steps to confirm multiple POs:

- 1 Go to **Orders>Orders and Releases**.
- 2 Click on **“Items to confirm”** tile.
- 3 Use **Edit filters** to identify the right items.
Hint: Please select filter Last 365 days for „Creation date”
- 4 Click the blue **Apply** button.

NOTE



Sending Order Confirmation via **Items to Confirm** option can be also used to submit OC for a single Purchase Order.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Multiple POs (2/2)

Customer: Essity Health and Hygiene - TEST **Order No.:** 4300001032

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
4300001032	Jul 15, 2022		50,000.00 H87	0.00 H87	135.00 SEK
4300001032	May 25, 2022		312.00 H87	0.00 H87	32.00 SEK

Customer: Essity Health and Hygiene - TEST **Order No.:** 4300001033

4300001033	Jul 15, 2022		50,000.00 H87	0.00 H87	135.00 SEK
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Confirm Reject

Order No.	Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
Essity Health and Hygiene - TEST Order No.: 4300000720										
4300000720	10		STI	Mar 1, 2022		100.00 PCS	0.00 PCS			

Review items to confirm

Customer: Essity Health and Hygiene - TEST Order No.: 4300001032	Confirmation number	
Item No.: 10 Supplier Part No.: Description: L		
1 Jul 15, 2022		50,000.00 H87 135.00 SEK 50,000.00 H87
Customer: Essity Health and Hygiene - TEST Order No.: 4300001033	Confirmation number	
Item No.: 10 Supplier Part No.: Description: L		
1 Jul 15, 2022		50,000.00 H87 135.00 SEK 50,000.00 H87

Submit Cancel

- 5 Select items to confirm.
- 6 Click **Confirm** and select **Confirm entire order** from the action dropdown.
- 7 You can insert the confirmation number which is any number you use to identify the order confirmation.
- 8 Review confirmation and click **Submit** to send it to buyer system.

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Delivery Date/Price (1/2)

Error message

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OC1106
Associated Purchase Order #: 4300001106
Customer: Essity Health and Hygiene - TEST
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:
Est. Delivery Date: 22 Sep 2022
! The delivery date you entered is outside the range allowed by the buyer. Enter the date 15 Jul 2022.

Comments:

Attachments

Name Size (bytes) Content Type

No items

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10		21717		Material	50,000.000 (H87)	15 Jul 2022

Description: LAB

Items to confirm (17)

Edit filter | Last 365 days | Exclude confirmation not all... +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced

Confirm v Reject v

	Order No.	Item No.	Supplier Part No.	Description	Need By	Requested Quantity	Quantity To Confirm	Confirmed Quantity	Confirmed Unit Price	Requested Unit Price	Estimated Delivery	Others
	Customer: Essity Health and Hygiene - TEST	Order No.: 4300000573										
	4300000573	10		LAB		12001 PCS	0.00 PCS		160 SEK	135.00 SEK	6/8/2022	

Sub-total exceeds the allowed limit of 1620.14 SEK
The Unit Price calculated exceeds the tolerance limit specified by the buyer (0: 4300000573)

Price Deviation

For Direct materials, no deviations allowed either for Delivery Date or Price! It applies to Order Confirmation and Advanced Ship notice.

If a value is entered that is out of the tolerance, an error message will be displayed, and the document cannot be submitted.

! The Delivery Date Deviation message: „ **!The delivery date you entered is outside the range allowed by the buyer. Enter the date...**”

! The Price Deviation message: „ **-Sub-total exceeds the allowed limit of
- The Unit Price calculated exceeds the tolerance limit specified by buyer**”

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Quantity (2/2)

Error message

Current Order Status

☒ 12,001.000 Unconfirmed

Confirm:

Backorder:

! The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 12,001.00 and 12,001.00 inclusive.

Confirm Based on Schedule Lines

Quantity Deviation

For Direct materials, no deviations allowed for Quantity unless tolerance is specified exactly in the PO

If a value is entered that is out of the tolerance, an error message will be displayed, and the document cannot be submitted.

! The Quantity Deviation message: „The quantity you entered is outside the range allowed by the buyer. Enter quantity between...and... Inclusive”

NOTE



When confirming an order, it is generally not allowed to deviate from the ordered quantity and delivery date, but certain POs can have varying tolerance. Please refer to slides 24-25.

In case a need to adjust the order, please contact Essity directly.

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Quantity Tolerance (1/2)

The screenshot displays the 'Orders' section of the Essity Purchase Order Collaboration interface. At the top, there is a navigation bar with tabs: Home, Enablement, Workbench, Planning, Orders (selected), Fulfillment, Quality, Invoices, Payments, Catalogs, and Reports. Below the navigation bar, a message states: 'Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. Go to Workbench'. The main content area shows a summary of orders with eight metrics: 14 Orders, 0 Items to confirm, 0 Items to ship, 0 Return items, 0 New orders, 0 Changed orders, 0 Orders to invoice, and 0 Orders with service line. Below this, a table lists orders with columns: Type, Order Number, Version, Amount, Customer, Date, and Routing Status. The first order is highlighted with a red box and a red circle with the number 1. The second order is also highlighted with a red box. Below the table, there is a section for 'Purchase Order: 4300001082' with buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. At the bottom right, there is a dropdown menu with options: 'Download PDF', 'Download CSV', and 'Export cXML'. A red circle with the number 2 is placed over the 'Export cXML' option.

Type	Order Number	Version	Amount	Customer	Date	Routing Status
Order	4300001082	1	0.00 SEK	Essity Health and Hygiene - TEST	Mar 22, 2022 8:01:03 AM	Sent
Order	4300001088	1	0.00 SEK	Essity Health and Hygiene - TEST	Mar 28, 2022 10:00:31 AM	Acknowledged

For Direct materials, no deviations allowed for Quantity unless tolerance is specified exactly in the PO

- 1 In order to check exact quantity tolerance on specific Purchase Order, please display the document by clicking on its number.
- 2 Export Purchase Order to cXML document by clicking the arrow icon in the top right corner of displayed document

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Quantity Tolerance (2/2)

```
<Lower>
  <Tolerances>
    <QuantityTolerance>
      <Percentage percent="5.0"></Percentage>
    </QuantityTolerance>
  </Tolerances>
</Lower>
<Upper>
  <Tolerances>
    <QuantityTolerance>
      <Percentage percent="5.0"></Percentage>
    </QuantityTolerance>
  </Tolerances>
</Upper>
```

For Direct materials, no deviations allowed for Quantity unless tolerance is specified exactly in the PO

3 The tolerance for lower and upper delivery would be indicated in Tolerance segment.

If there would be no value indication, it means that Quantity deviation is not allowed and supplier must deliver exact quantity from the order.

In case a need to adjust the order, please contact Essity directly.

Purchase Order Collaboration (consignment materials)

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Order Confirmation

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Order Confirmation – Other Information

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Course Summary



Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Review submitted Order Confirmation (1/2)

1 In the menu bar, click the **Fulfillment** tab and chose **Order Confirmation**.

2 Use search filters to identify the right document.

3 Configure data view by clicking the Table options menu, if needed.

4 In order to display the details of confirmed order, you can click on the Order Confirmation number.

Confirmation ID	Customer	Order #	Date	Status
OC1107	Essity Health and Hygiene - TEST	4300001107	8 Jul 2022 5:24:31 PM	Acknowledged
OC1106	Essity Health and Hygiene - TEST	4300001106	8 Jul 2022 5:18:27 PM	Acknowledged
OC1104	Essity Health and Hygiene - TEST	4300001104	8 Jul 2022 4:34:00 PM	Acknowledged
OC1102	Essity Health and Hygiene - TEST	4300001102	8 Jul 2022 1:20:57 PM	Acknowledged
OC1101	Essity Health and Hygiene - TEST	4300001101	7 Jul 2022 12:53:58 PM	Acknowledged
OC1099	Essity Health and Hygiene - TEST	4300001099	6 Jul 2022 7:10:24 PM	Acknowledged

NOTE



You can review confirmation as well from the PO screen in the Related Documents.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Review submitted Order Confirmation (2/2)

Order Confirmation: OC1107

Done

Print

Export cXML

5

Detail

History

Confirmation #: OC1107

Notice Date: 8 Jul 2022

Purchase Order: 4300001107

Est. Delivery Date: 15 Jul 2022

Line Items

6

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1		217		50,000.000 (H87)	15 Jul 2022		135.00 SEK	6,750.00 SEK	

7

Detail

History

Order Confirmation: OC1107

Routing Status: Acknowledged

To: Essity Health and Hygiene - TEST

Received By Ariba Network On: 8 Jul 2022 5:24:31 PM GMT+02:00

Submitted By: TEST SCC SUPPLIER 18

History

8

Status	Comments
	Route document to end point CIG of system id PA1CLNT100 of org AN01578232138
Acknowledged	Success
	The document has been transferred to the next integration point.
	The document is ready to be picked up by the recipient.
!	The recipient has processed the document and has acknowledged the processing. Reason: OK - Purchasing document 4300001107 successfully processed

- 5 You can see the details of Order confirmation in the **Detail** tab: Confirmation number, Notice Date, Purchase Order number and estimated delivery date.
- 6 Below you can see the Line Items with more details i.e., Pricing Information.
- 7 In **History** tab you will be able to see Routing status and comments.
- ! If the Order Confirmation was sent correctly, then in the last line there will be an information displayed: „The recipient has processed the document and has acknowledged the processing. Reason: OK- Purchasing document successfully processed”

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Unconfirmed Orders – Email notification

Confirm orders from your buyers



AribaNetworkAdmin@ariba.com
Mon 7/12/2021 5:00 AM
To: I

SAP Ariba



Hello Test SCC Supplier - TEST,

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
4300000634	Essity Health and Hygiene - TEST	9 Jul 2021	New
4300000633	Essity Health and Hygiene - TEST	9 Jul 2021	New
4300000632	Essity Health and Hygiene - TEST	9 Jul 2021	New
4300000631	Essity Health and Hygiene - TEST	9 Jul 2021	New
4600001120	Essity Health and Hygiene - TEST	9 Jul 2021	Changed
5500000038	Essity Health and Hygiene - TEST	9 Jul 2021	New
5500000037	Essity Health and Hygiene - TEST	9 Jul 2021	Changed
4300000625	Essity Health and Hygiene - TEST	8 Jul 2021	New
5300000002	Essity Health and Hygiene - TEST	8 Jul 2021	New
4300000624	Essity Health and Hygiene - TEST	8 Jul 2021	New

The list contains up to 100 of the most recent unconfirmed orders only.

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

Please do not reply to this email. If you have any questions, contact the buyer directly.

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Sincerely,
The Ariba Network Team
<https://www.ariba.com>

1 Suppliers will receive up to three automatic reminders for each order that are unconfirmed after a number of days (buyer-specified) from the order date.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Mass Report (1/2)

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button with a dropdown arrow is visible. A user profile icon with three dots is highlighted with a red circle and the number 1. Below the navigation bar, a banner for 'Support the people of Ukraine' is shown. The main content area is divided into 'Overview' and 'Getting started' sections. A 'Jobs' section is visible on the left, with a 'Create' button highlighted by a red circle and the number 3. The 'Create/Edit Job' dialog is open, showing the following fields and options:

- Name:** Order A
- Type:** Order Confirmation (highlighted with a red circle and the number 4)
- Customer:** Essity Health and Hygiene - TEST
- Order type:** All
- Order number:** (empty field)
- Product group:** Line of Business
- Date type:** ☒ Need By, ☐ Ship By
- Date Range:** Current Date Minus 365 Days
- Search by:** ☒ Line item date range, ☐ Schedule line date range
- Supplier part number:** (empty field)
- Buyer part number:** (empty field)
- Location:** (empty field)
- Planner code:** (empty field)
- Include already-confirmed data:** ☐
- Do not include data from new orders:** ☐
- Buttons:** Cancel, Save (highlighted with a red circle and the number 5)

- 1 From the Homepage chose button with three dots.
- 2 Select **Upload/ Download**.
- 3 In the Jobs section, click **Create** button.
- 4 Set a type as **Order confirmation**
Prepopulate all mandatory fields.
- 5 Once finished, click **Save** button it.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information (5/5)

Mass Report (2/2)

JobsDownloadsUploads

► Search Filters

Jobs

Name	Type	Created	Changed	Modified By
Order A	Order Confirmation	7 Sep 2022 6:07:49 AM	7 Sep 2022 6:07:49 AM	TEST SCC SUPPLIER 18

↳

Create

Edit

Run

Clear Downloads

JobsDownloadsUploads

► Search Filters

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
Order A	Order Confirmation	7 Sep 2022 6:10:08 AM	TEST SCC SUPPLIER 18	Completed	

↳

Refresh Status

- The report will appear in the Jobs list.
- 6 Select it and click **Run**. The report will appear in the **Download** sub-tab.
- 7 Use **Refresh Status** button to update report status to Completed.
- 8 To download it click on the icon on right hand of the screen.

NOTE



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

The generated Excel file **excludes** items that are fully shipped, fully received, or both.

Purchase Order Collaboration (consignment materials)

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Order Confirmation – Other Information

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Advanced Ship Notice

Goods Receipt

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Course Summary



Purchase Order Collaboration (consignment materials)

Advanced Ship Notice

A supplier sends Ship Notice to inform buyers of upcoming delivery of ordered materials.

It contains information on the handling units (pallets/boxes/reels), material number, batch number, quantity, and identity as a SSCC (Serial Shipping Container Code) and Reel ID for a reel materials. In case of quality issues, this makes it possible for Essity to trace the reel or box used and can quickly find the rest of the material from the same batch.

The Purchase Order document contains the information in Control Keys section, if Advanced Ship Notice is allowed/not allowed.

Control Keys
Order Confirmation: required before shipping
Ship Notice: not allowed

Control Keys
Order Confirmation: required before shipping
Ship Notice: allowed

Ship Notice with Despatch CSV Attachment:

- Supplier creates Ship Notice against an order in SAP Business Network and attaches the despatch CSV file
- Once it reaches Essity, this will be used as basis for generating the Inbound Delivery in backend.
- Please follow the next slides to know how to create Advance Ship Notice and upload CSV file. The only allowed format is .csv.

Purchase Order Collaboration (consignment materials)

CSV requirements

Required only, if there is currently such a requirement

Header Name	Description
Material number	ESSITY material number
Pallet Quantity	Specify the quantity held in a pallet. Should follow the Unit of measure in the Order. Total of pallet quantity in the file should match the shipped quantity in the Ariba Ship Notice.
Vendor Batch id	Suppliers' production identification/production Lot Number (will be used by Essity in case of Q incident). Should be same as second barcode on pallet label. Maximum 20 characters, numbers, letters and signs are ok. Supplier can use one batch ID per SSCC code. Using multiple batch IDs for 1 SSCC code is not allowed.
SSCC	18 digits and may not start with "0". Should be same number as third barcode on pallet label. The code structure of the SSCC is as follows: P MMMMMMMM SSSSSSSS C P: Packaging indicator. It's recommended in the EAN world that the packaging indicator be set to 3, unidentified package. M: Supplier number. Seven figures indicating the supplier. This ID is given the supplier by the national EAN organisation. S: Series of numbers. Nine figures used to give a unique Id to the handling unit. The company that code marks the unit is responsible for this number series. The combination of supplier ID and this number should be unique. C: Check figure. The calculation of this check figure is based on the preceding figures. An EAN standard algorithm is used for this calculation.
Shipment id	Unique ID per shipment. One dispatch per shipment (can be equal Despatch id). Maximum 16 characters, numbers, letters and signs are ok.
Despatch id	Unique ID, one or many per shipment e.g. a rolling load number. Maximum 16 characters, numbers, letters and signs are ok.
Timestamp	Date is required. Hour, minute and second is preferred. Format that is ok: 2018-02-12 10:23:15.
Fixed value	In the as-is process Essity is not using this field and instructed vendor to default value to "xx"
Number of reels	a) Number of reels per pallet. b) Or number of boxes (non-reel material, for example glue) per pallet. Field may not start with "0". No decimals.
Reel id	Enter the unique Reel ID or Box ID. Should be same number as the number in reel barcode label. Max 18 characters, number, letters and signs are ok. If you have an Application identifier, this should not be included. For example if label has (21) 12234567, despatch should have 12234567.
Reel quantity	Quantity held per Reel or Box. Should follow the same Unit of measure in the Order. If total reel quantity for a pallet does not match pallet quantity 100%, it is ok. Deviation due to rounding is accepted as long as the difference is less than half of the last Reel. Decimals are allowed upto 3 decimal places. Sample: 28400.234
Essity Supplier id	Supplier ID provided by ESSITY. Can be different supplier ID for different plants.
Essity Factory id	Essity Plant ID
Order	(Optional but recommended to add) Purchase Order # or the Scheduling Agreement #
Line Item	(Optional but recommended to add) Line-item number

Purchase Order Collaboration (consignment materials)

CSV sample

The despatch CSV file will contain the following information:

- Semicolon delimited file
- No header fields on the actual file
- Total of 15 columns (with 2 optional)
- (.) dot should be used for decimals (please remember to not use comma (,))
- The quantity inserted in the despatch file should be in the same UoM as on the Purchase Order

Please generate the files with encoding UTF-8 only

The only acceptable format of the file is .csv. Suppliers are not allowed to upload different despatch file formats i.e.: .txt, .xls

Traceability at Pallet Level (sample below is having 5 pallets and assigned to different vendor batches) – Non reels

desfile_supplierName_date2022.csv														
1	2415800;36.865;FS0625-A;373107913003707135;BRD2415800;BRD2415800;2022-01-19	05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10												
2	2415800;36.865;FS0625-B;373107913003707142;BRD2415800;BRD2415800;2022-01-19	05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10												
3	2415800;36.865;FS0625-C;373107913003707159;BRD2415800;BRD2415800;2022-01-19	05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10												
4	2415800;36.865;FS0625-D;373107913003707166;BRD2415800;BRD2415800;2022-01-19	05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10												
5	2415800;36.865;FS0625-E;373107913003707173;BRD2415800;BRD2415800;2022-01-19	05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10												

Traceability at Reel Level (sample below is having 2 pallets with 2 reels on each) - Reels

desfile_supplierName_date.csv	
1	1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A1;62.5;100060465;SEF2;4300000744;10
2	1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A2;62.5;100060465;SEF2;4300000744;10
3	1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A3;62.5;100060465;SEF2;4300000744;10
4	1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A4;62.5;100060465;SEF2;4300000744;10

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (1/4)

Required only, if there is such a requirement currently

The screenshot shows the SAP Business Network interface. The 'Orders' tab is selected, and the 'Orders and Releases' sub-tab is active. The 'Items to ship' tile is highlighted, showing a count of 12. The 'Table settings' dialog is open, allowing users to drag and drop columns to configure the table display. The dialog has 'Available columns' and 'Displayed columns' sections. The 'Apply' button is highlighted.

Revision Level	Order No.	Item No.	Schedule Line No.	Commitment Level	Ordering Address	Actions
	5500000572	10	104	Firm		...
	5500000572	10	105	Firm		...

1 In order to create Advance Ship Notice please click the **Orders** tab, then click **Orders and Releases**.

2 Click on the **Items to Ship** tile.

3 The table can be customized by clicking the **table settings icon** to show the list of available and displayed columns.

In **table settings icon**, you can configure the table to hide or display columns.

Please **Drag and drop** column headers to hide or display.

4 Click **Apply** button for the table columns to update.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (2/4)

Required only, if there is such a requirement currently

The screenshot shows the 'Items to ship' section of a software interface. It includes a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Need By, Ship By, Commitment Level, Requested Quantity, Shipped Quantity, and Actions. A row is highlighted with a blue background, showing Order No. 4300000646, Item No. 10, and a need by date of Feb 21, 2022. The interface also features a 'Create ship notice' button and an 'Order numbers' section with a search bar and radio buttons for 'Partial match' and 'Exact match'.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	Shipped Quantity	Re	Actions
4300000646	10	BO,6		1	Feb 21, 2022			10.00 PCS	0.00 PCS		...

- 5 If you are going to create Advance Ship Notice for single Purchase Order, please expand the **Edit filter** section.
- 6 In the **Order numbers** section, select the **Exact match** radio button then enter the exact Purchase Order number.
- 7 Click the **Apply** button to see the result.
- 8 Select the delivery schedule line for shipping.
- 9 Click on **Create ship notice** button. Next steps are indicated for ASN process creation with CSV file submission.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (3/4)

Required only, if there is such a requirement currently

Create Ship Notice

* Indicates required field

SHIP FROM	DELIVER TO
SIT_DIRECT_SUP_v3	Essity Hygiene and Health AB Falkenberg Sweden

Update Address

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID:* Invoice No.: Requested Delivery Date: -- Ship Notice Type: Select	Carrier Name: Service Level:
Shipping Date:* Delivery Date:* 5 May 2022 12:00 PM G	

Please note that Essity can only accept attachments in .CSV format. Please do not attach files in other formats as these files will not be processed.

Hazard Type: Select
Is Divisible: ☐

Code:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

- 11** Check the **SHIP FROM** and **DELIVER TO** information.
- Fill out the obligatory information on the form:
- 12** The **Packing Slip ID** is any number you use to identify the Ship Notice.
- 13** Select the **Shipping Date** and the **Delivery Date**.
- 14** Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. It is a mandatory step. Click the **Add Attachment** button. **The format of the despatch file must be .csv. Please only upload 1 file.**

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (4/4)

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:*

Transport Condition

Shipping Payment Method:*

Other

Delivery Terms Description:

Shipping Contract Number:

Transport Terms Description:

Shipping Instructions:

Transport Terms

Equipment Identification Code

Gross Volume

Unit

Gross Weight

Unit

Sealing Party Code

Seal ID

Other

DDP

Add Transport Term

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4300000117	10		10	100.000	KGM	20 Oct 2021				SEF2

Description:

Shipment Status

Total Item Due Quantity: 100 KGM

Confirmation Status

Total Confirmed Quantity: 0 KGM

Total Backordered Quantity: 0 KGM

Line

Ship Qty

Supplier Batch ID

SSCC Number

Production Date

Expiry Date

1

100.000

Add Ship Notice Line

Add Order Line Item

Manage Serial Numbers

Save

Exit

Next

SAP Business Network

Enterprise Account

TEST MODE

Back to classic view

Create Ship Notice

Previous

Save

Submit

Exit

- Please provide **Delivery Terms** from drop down list.
- Select **Shipping Payment Method**. If the selected Payment Method is ,Other' please insert n/a in the following field.
- Ship Quantity** is automatically populated from the Purchase Order.

- There is no need to indicate **Supplier Batch ID (Material ID) and SSCC Number**. Those information will be automatically taken from CSV attachment.
- Click the **Next** button to proceed to review your Ship Notice.
 - Then click **Submit** button.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice Routing Status

Required only, if there is such a requirement currently

1

Order Confirmations

2

Ship Notices

Service Sheets

Time and Expense Reports

Goods Receipts

Extended Collaboration

Product Replenishment

Sales Orders

Drafts

Home

Enablement

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

Payments

Catalogs

Reports

Support the people of Ukraine. Update your locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. [Learn More](#) | [Update Profile](#)

Essity Health and Hygiene - ...

Exact match

Order number

Search

1

New orders

Last 31 days

2

Items to confirm

Last 31 days

2

Items to ship

Last 31 days

0

Orders to invoice

Last 31 days

3

More

Ship Notices

Search Filters

Ship Notices (27)

Packing Slip ID	Customer	Order #	Date ↑	Completion Status	Receipt Status	Routing Status
ASN1050	Essity Health and Hygiene - TEST	4300001050	15 Feb 2022 4:52:37 PM			Obsoleted
ASN1051	Essity Health and Hygiene - TEST	4300001051	15 Feb 2022 5:06:43 PM			Acknowledged
ASN1053	Essity Health and Hygiene - TEST	4300001053	15 Feb 2022 5:52:11 PM			Failed

- 1

All submitted Advanced Ship notices are displayed under **Fulfillment** section.
- 2

Select **Ship Notices** from the dropdown list.
- 3

The **Routing status** informs if the document has been processed successfully. Supplier should review the status of submitted Advanced Shipping in order to reprocess the document in case of failure.

Obsoleted – document has been cancelled

Acknowledged – document has been submitted to Essity

Failed – document has been rejected

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Acknowledged

Required only, if there is such a requirement currently

SAP Business Network Enterprise Account TEST MODE Back to classic view

Ship Notice: ASN840 Done

Edit Export cXML

Detail History

Ship Notice: ASN840 To: Essity Health and Hygiene - TEST

Routing Status: Acknowledged

Received By Ariba Network On: 19 Aug 2021 11:24:18 PM GMT+08:00

Submitted By: SCC Supplier

History

Status	Comments	Changed By	Date and
	Processing cXML	SCMSupplierQueueProcessor-125039048	19 Aug 2021 11:24:28 PM
	Processing cXML item	SCMSupplierQueueProcessor-125013075	19 Aug 2021 11:24:31 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-124996066	19 Aug 2021 11:24:32 PM
	The document has been transferred to the next integration point.	CommunityWeb-124996066	19 Aug 2021 11:24:32 PM
Acknowledged	Success	CXML StatusUpdateRequest	19 Aug 2021 11:24:33 PM
	The recipient has processed the document and has acknowledged the processing. Reason: OK - 0001 inbound delivery/deliveries created (nos. 180000647 to 180000647)	CommunityWeb-124996066	19 Aug 2021 11:24:35 PM

- Essity is validating correctness of the Despatch file attached on the Ship Notice. If validation passes, then Routing Status will be shown as **Acknowledged**. Open the **Ship Notice** page and select the adequate Ship Notice number.
- 1 Click the **History** tab.
- 2 Check the confirmation message shown in the comment that the document has been processed in the receiving system and the Inbound Delivery ID.

NOTE If ASN routing status is already Acknowledged, **supplier should not edit/delete the ASN**. The inbound delivery is already generated in the backend system and changes is no longer allowed.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (1/2)

Required only, if there is such a requirement currently

Ship Notice: ASN1053

Cancel Edit Print Export cXML

Detail History

Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods

Ship Notice: ASN1053

Cancel Edit Export cXML

Detail History

Ship Notice: ASN1053
Routing Status: Failed
Received By Ariba Network On: 15 Feb 2022 5:52:11 PM GMT+01:00
Submitted By:

History

Status	Comments
	Processing XML
	Processing cXML item
	The document has been transferred to the next integration point.
	The document is ready to be picked up by the recipient.
Acknowledged	Success
	Receipt of the document has not been confirmed by the trading partner. Reason: Not Acceptable - Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods
Failed	Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods

Essity is validating correctness of the Despatch file attached on the Ship Notice.

1 Open the **Ship Notice** page (Fulfillment tab) and select the adequate Ship Notice number.

2 The rejection reason will be displayed in **Detail** and **History** section.

If validation fails, then Routing Status will be shown as **Failed** and Supplier is expected to cancel Failed ASN and resubmit the corrected Ship Notice.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (2/2)

Required only, if there is such a requirement currently

Ship Notice: ASN1053

3 Cancel Edit Export cXML

Detail History

Ship Notice: ASN1053
Routing Status: Failed
Received By Ariba Network On: 15 Feb 2022 5:52:11 PM GMT+01:00
Submitted By:

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

4 Yes No

Ship Notices (1)

Packing Slip ID	Customer	Order #	Date ↓	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN1053	Essity Health and Hygiene - TEST	4300001053	15 Feb 2022 5:52:11 PM			Obsoleted	Canceled

5

- 3 Click the **Cancel** button.
- 4 Click **Yes**, in order to confirm cancelation of Advanced Ship Notice.
- 5 Once the document will be canceled the **Routing Status** and **Ship Notice Status** will be changed.

Perform necessary correction on the Despatch CSV file and attach to the Ship Notice.

Resubmit the Ship Notice.

Advanced Ship Notice- Failure email notification (1/2)

Recent Ariba Network document failures | Immediate notification



no-reply@ansmtp.ariba.com

Mon 12/6/2021 9:51 PM

To: I

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
ANL-0000009	ShipNoticeDocument ASN1277 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	Receipt of the document has not been confirmed by the trading partner.

If you have any questions regarding this error notification, please contact Ariba Support.

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

© 2018 Ariba, Inc. All rights reserved.

[Unsubscribe](#)

Reply

Reply all

Forward

1 Suppliers can receive email notification when an Advanced Ship Notice **failed**. This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.

Procedure:

1. Click the **Account Settings** icon in the upper right corner
2. Click Settings > **Network Notification**
3. Go to the **Error Email Notification section**, enable **Send immediate notification upon failure**

Advanced Ship Notice- Failure email notification (2/2)

Recent Ariba Network document failures | Immediate notification



no-reply@ansmtp.ariba.com

Mon 12/6/2021 9:51 PM

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If you have any questions regarding this error notification, please contact Ariba Support.

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

© 2018 Ariba, Inc. All rights reserved.

[Unsubscribe](#)

Reply

Reply all

Forward

If desired, you can also enable an option to send a notification digest (an email with summary of failed documents recorded for the chosen time interval)

4. Go to the **Ship Notice** section, enable **Send a notification when ship notices are undeliverable** and **Send notification when a Declined Document status update request is received**

5. Specify the email address to send the notifications in the **To email addresses field**

As this notification displays only a generic failure reason, login to SAP Business Network to see full details



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Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (1/4)

Required only, if there is such a requirement currently

SAP Business Network - Enterprise Account - TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Invoices Payments Catalogs Reports

Orders and Releases

Order Inquiries

Orders

27 Orders

0 Items to confirm Last 31 days

18 Items to ship

0 Return items Last 31 days

0 New orders Last 31 days

0 Changed orders Last 31 days

0 Orders to invoice Last 31 days

0 Orders with service line Last 31 days

Items to ship

Edit filter

Customers: Select or type selections

Order numbers: Type selection

Customer locations: Type selection

Creation date: Last 31 days

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Part numbers: Select or type selections

Customer part numbers: Select or type selections

Product group: All

Category: All

Stock transfer type: All

Ship from location: Select or type selections

Shipping status: Exclude fully shipped, Exclude sh

Receiving status: Exclude fully received, Selec...

Invoicing status: Select or type selections

Storage locations: Select or type selections

Need by date: None

Ship by date: None

Ordering address IDs: Type selection

Order type: All

Confirmation status: Select or type selections

External document type: Type selection

Transport Terms: Select or type selections

Custom date range

Date range is limited to 365 days

7/5/2022 - 7/5/2022

Apply Cancel

Supplier can select materials from different Purchase Orders (only from the same location and delivery date) and consolidate into one Advance Ship Notice.

- 1 Click the **Orders** tab, then click **Orders and Releases**.
- 2 Click on the **Items to Ship** tile.
- 3 In order to display all shipment planned to be delivered on certain delivery date please expand the **Edit filter** section.
- 4 In the **Need by date** field, select the Custom Date Range and indicate exact delivery date. Then please click **Apply** button.
- 5 Click the **Apply** button to see the result.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (2/4)

Required only, if there is such a requirement currently

Items to ship (12)
[Edit filter](#) | [Last 31 days](#) [Exclude fully shipped, +1](#) [Exclude fully received](#)

Create ship notice

☐	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment	Actions
☐	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, 005, SWE								
☐	4300000903	10	1	ADH	1	Apr 15, 2022			...
☐	4300000926	10	1	ADH	1	Apr 18, 2022			...
☐	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE								
☒	4300000801	10	1	ADH	1	Mar 25, 2022			...
☒	4300000802	20	2	ADH	1	Mar 25, 2022			...
☐	5500000107	10	2	ADH	1	Mar 23, 2022		Firm	...
☐	5500000107	10	2	ADH	2	Mar 30, 2022		Firm	...

- 6 Select the specific **order lines** for shipping from the different Purchase Orders.
- 7 Click on **Create ship notice** button.
- Then you will be redirected to the ship notice creation page.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (3/4)

Required only, if there is such a requirement currently

Create Ship Notice

SaveExitNext

SHIP FROM

SCC SUPPLIER 13 - TEST

Sandhamn

Germany

Update Address

DELIVER TO

Falkenberg Factory

Falkenberg

Sweden

Update Address

SHIP NOTICE HEADER

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:*

Delivery Date:*

Hazard Type: Select

Is Divisible: ☐

Dimensions

TRACKING

Carrier Name:

Service Level:

Code:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

8 Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the requested information on the form:

9 The **Packing Slip ID** is any number you use to identify the Ship Notice.

10 Select the **Shipping Date** and **Delivery Date**

11 Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. The file must contain all relevant handling unit information for all the materials in the ship notice line items.

It is a **mandatory** step. Click the **Add Attachment** button.

essity

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Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (4/4)

Required only, if there is such a requirement currently

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Transport Condition

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:

Account

Shipping Contract Number:

Shipping Instructions:

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location															
5500000051	20			2,307,920.000	MTK	2 Nov 2021		0.00 EUR	0.00 EUR	SEP2	Remove														
Description: Shipment Status Total Item Due Quantity: 50,000 MTK Confirmation Status Total Confirmed Quantity: 0 MTK Total Backordered Quantity: 0 MTK																									
<table><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>SSCC Number</th><th>Production Date</th><th>Expiry Date</th><th></th></tr></thead><tbody><tr><td>1</td><td>50,000</td><td></td><td></td><td></td><td></td><td>Add Details</td></tr></tbody></table> Add Ship Notice Line												Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date		1	50,000					Add Details
Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date																				
1	50,000					Add Details																			
5500000052	20			483,840.000	MTK	2 Nov 2021		0.00 EUR	0.00 EUR	SEP2	Remove														
Description: Shipment Status Total Item Due Quantity: 80,640 MTK Confirmation Status Total Confirmed Quantity: 0 MTK Total Backordered Quantity: 0 MTK																									
<table><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>SSCC Number</th><th>Production Date</th><th>Expiry Date</th><th></th></tr></thead><tbody><tr><td>1</td><td>80,640</td><td></td><td></td><td></td><td></td><td>Add Details</td></tr></tbody></table> Add Ship Notice Line												Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date		1	80,640					Add Details
Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date																				
1	80,640					Add Details																			

Add Order Line Item

Manage Serial Numbers

Save

Exit

Next

SAP Business Network

Enterprise Account

TEST MODE

Back to classic view

?

SS

Create Ship Notice

Previous

Save

Submit

Exit

12 Provide **Delivery Terms** from the drop down list

13 Select Shipping **Payment Method**

14 **Ship Quantity** is automatically populated from the Purchase Orders. Please verify this field and amend the planning collaboration page before ASN submission, if there is a quantity difference.

There is no need to indicate Supplier Batch and SSCC Number. This information will be automatically populated from CSV attachment.

16 Click the **Next** button to proceed to review your Ship Notice.

Then click the **Submit** button

17

Purchase Order Collaboration (consignment materials)

Topic

Introduction

Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

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Goods Receipt

Consignment Movement

Course Summary



Purchase Order Collaboration (consignment materials)

Goods Receipt (1/2)

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 4300000701. The header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' link is present. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab shows the following information:

From:
Essity Hygiene and Health AB
Backstengatan-5
405 03 Göteborg
Sweden
Phone: +46 () 46 317460000
Fax: + () 46 317461005

To:
Test SCC Supplier - TEST
Hantverkarg 7
130 39 Sandhamn
Sweden
Phone:
Fax:
Email

Payment Terms ⓘ
0.000% 45
within 45 days Due net

Contact Information
Supplier Address
FABIO PERINI S.P.A.
Via Giovanni Diodati 50
55100 Lucca

Purchase Order (Received)
4300000701
Amount: 13,000.00 EUR
Version: 1

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: CM701, INV701, 5000000845
More Receipt: 5000000845

Annotations: A pink box labeled '1' highlights the 'Purchase Order (Received)' section. A pink box labeled '2' highlights the 'Related Documents' section, specifically the document number '5000000845'.

Essity will send a Goods Receipt notification to supplier for information only that the shipped goods are received. This will update the status of the Purchase Order accordingly in SAP Business Network.

- 1 Alternatively, the list of all Goods Receipts can be under the **Fulfillment** tab.
- 2 Click the **Receipt number** to open it and display the details

Purchase Order Collaboration (consignment materials)

Goods Receipt (2/2)

SAP Business Network

Enterprise Account

TEST MODE

← Back to classic view

?

SS

Receipt: 5000000845

Print | Export cXML

Detail | History

From:

Essity Health and Hygiene - TEST

Bäckstengatan-5

405 03 Göteborg

Sweden

To:

Test SCC Supplier - TEST

Hantverkarg 7

130 39 Sandhamn

Sweden

Phone:

Fax:

Email:

Receipt:

Receipt No.: 5000000845

Receipt Date: 27 Jul 2021

Routing Status: Sent

Related Documents: 4300000701

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: 4300000701 (Closed For Receiving)													
1	10					ASN7012	27 Jul 2021	1,300.000 MTR	Not Specified	Received	10.00 EUR	13,000.00 EUR	Completed
Description:													
Comments													

1 The Receipt details are displayed.

Purchase Order Collaboration (consignment materials)

Topic

Introduction

Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

Goods Receipt

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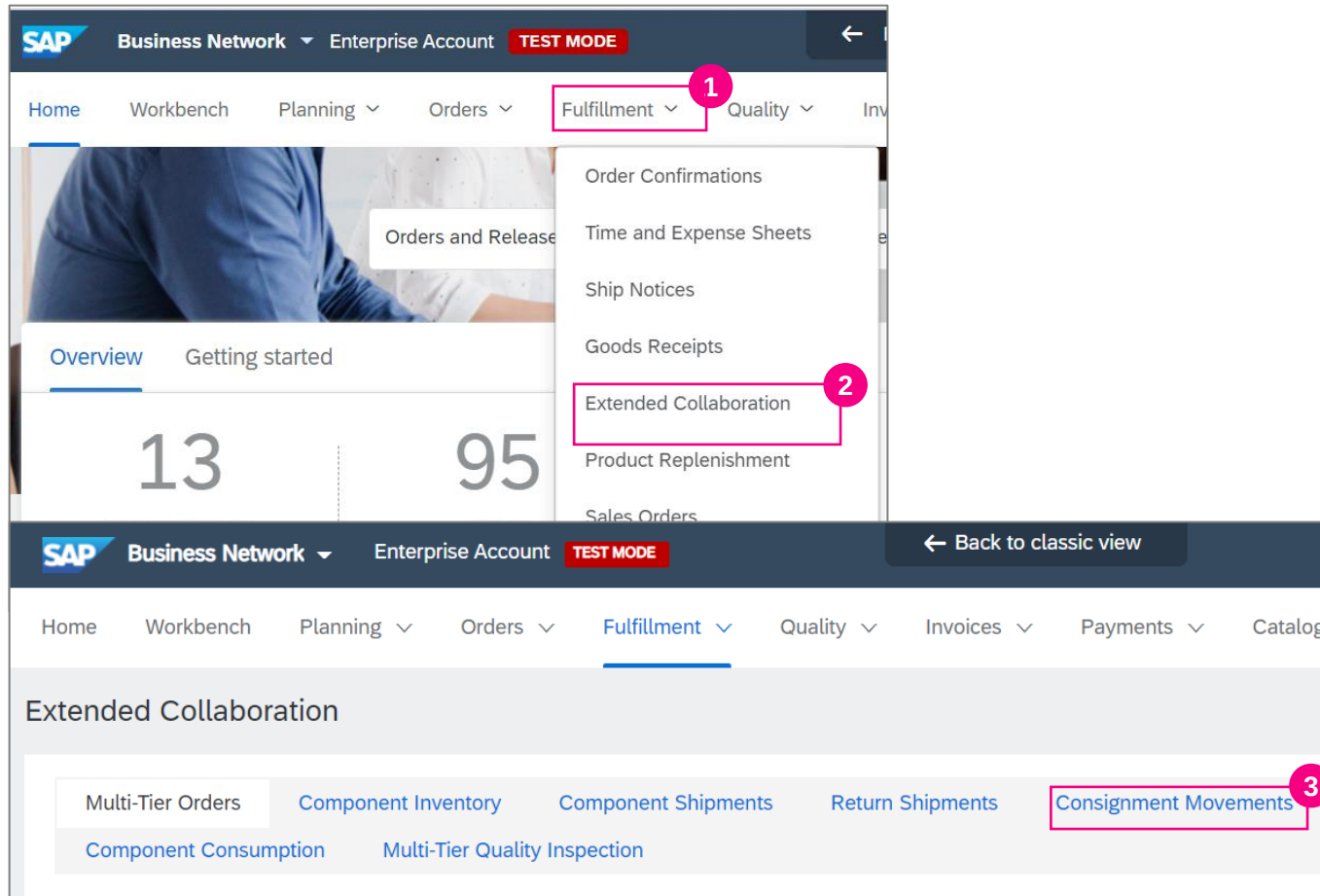
Consignment Movement

Course Summary



Purchase Order Collaboration (consignment materials)

View Consignment Movements (1/2)



SAP Business Network provide visibility to suppliers to view a list of materials on consignment and consignment movements.

1 Click the **Fulfillment** drop-down.

2 Select the **Extended Collaboration** option.

3 Go to the **Consignment Movement** tab.

Purchase Order Collaboration (consignment materials)

View Consignment Movements (2/2)

Consignment Movements (5)

Customer Part No./Description		Part No.	Customer	Customer Location	Movement Date	Movement Qty (Unit)	Amount	Settlement	Movement No.
☐			Essity Health and Hygiene - TEST	SEF2 OWIN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	500 (MTR)	2,765.00 SEK	SE0121000003602022001	SE0149000602712022
☐			Essity Health and Hygiene - TEST	SEF2 OWIN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	800 (MTR)	4,424.00 SEK	SE0121000003602022001	SE0149000602722022
☐			Essity Health and Hygiene - TEST	SEF2 OWIN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE0149000602732022
☐			Essity Health and Hygiene - TEST	SEF2 OWIN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE0149000602742022
☐			Essity Health and Hygiene - TEST	SEF2 OWIN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,700 (MTR)	9,401.00 SEK	SE0121000003602022001	SE0149000602752022

Create Invoice

- 4
- The **Consignment Movements** list shows the Customer, Customer Location (Plant Name), the material under consignment that has been withdrawn, the date, quantity, and equivalent amount.
- 5
- Settlement ID will be shown in the Settlement Column to inform suppliers which withdrawals have been settled.

NOTE

Essity will process the settlement for the materials consumed and send the self-billing document to Supplier via email once the consignment settlement is done - outside of SAP Business Network.

The self-billing process has been put on hold and suppliers receive the withdrawal report as usual.

Purchase Order Collaboration (consignment materials)

Self-billing document sample

1

Falkenberg Factory
Essity Hygiene and Health AB
FBG
FAC_Falkenberg
Kvekatörpsvägen 14C
311 32 Falkenberg
Essity Hygiene and Health AB 405 03 Göteborg

2

essity

Self-billing

Repeat Printout

Page : /

Document no. / Date

Currency

2100000093 / 25.02.2022

EUR

Your vendor number .

Your tax number

Your tax number

The self-billing process is put on hold and suppliers will receive the withdrawal reports in the old way until the new withdrawal reports will be developed and available on SAP Business Network platform.

221

9 EUR / 1 KG

06873,00

Total net value		492,00
Total VAT amount	25%	873,00
Total		1365,00

4

VAT amount in SEK

823,18

Terms of payment .

Related to 25.02.2022:

netto

Settlement date from: 18.02.2022

Settlement date to: 18.02.2022

The supplier agrees to this statement if he does not object within 5 days.

The document collects all data from the above settlement period.

Once the settlement will be done, suppliers will receive a self-billing document via email

- 1

In the upper left corner, the Essity details are displayed
- 2

Supplier details are displayed
- 3

Material withdraw details with:
Material Description, Price, Unit, Quantity, Currency, Net value, VAT Percent, VAT amount and Total amount.
- 4

Terms of Payment with specified date

Purchase Order Collaboration (consignment materials)

Topic

Introduction

Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

Goods Receipt

Consignment Movement

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Course Summary



Purchase Order Collaboration (consignment materials)

Course Summary

The key points to remember from this course are:

- 1 Purchase Order Process includes a consignment Purchase Order, Order Confirmation, Advanced Ship Notice, Goods Receipt and Consignment Movement.
- 2 Suppliers can receive email notification displaying up to three changed items in an order with all changed fields within them, along with their original values.
- 3 An order confirmation indicates that supplier agreed to ship items to your customer. Supplier can confirm individual consignment PO or Multiple consignment POs.
- 4 A supplier sends Advanced Ship Notice to inform buyers of upcoming delivery of ordered materials, if required.
- 5 Essity sends a Goods Receipt information to supplier's portal when the shipped goods are received.
- 6 After the Consignment Movement, settlement will be done by Essity. The self-billing process has been put on hold.



Accelerating Essity's Digital Transformation

Questions

Please contact
SupplierInfo@essity.com

Thank you for your
participation. Join us in
shaping our future!



