Accelerating Essity's Digital Transformation

PURCHASE ORDER COLLABORATION

(consignment materials)

Audience: Essity Suppliers

Direct Materials

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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

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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.

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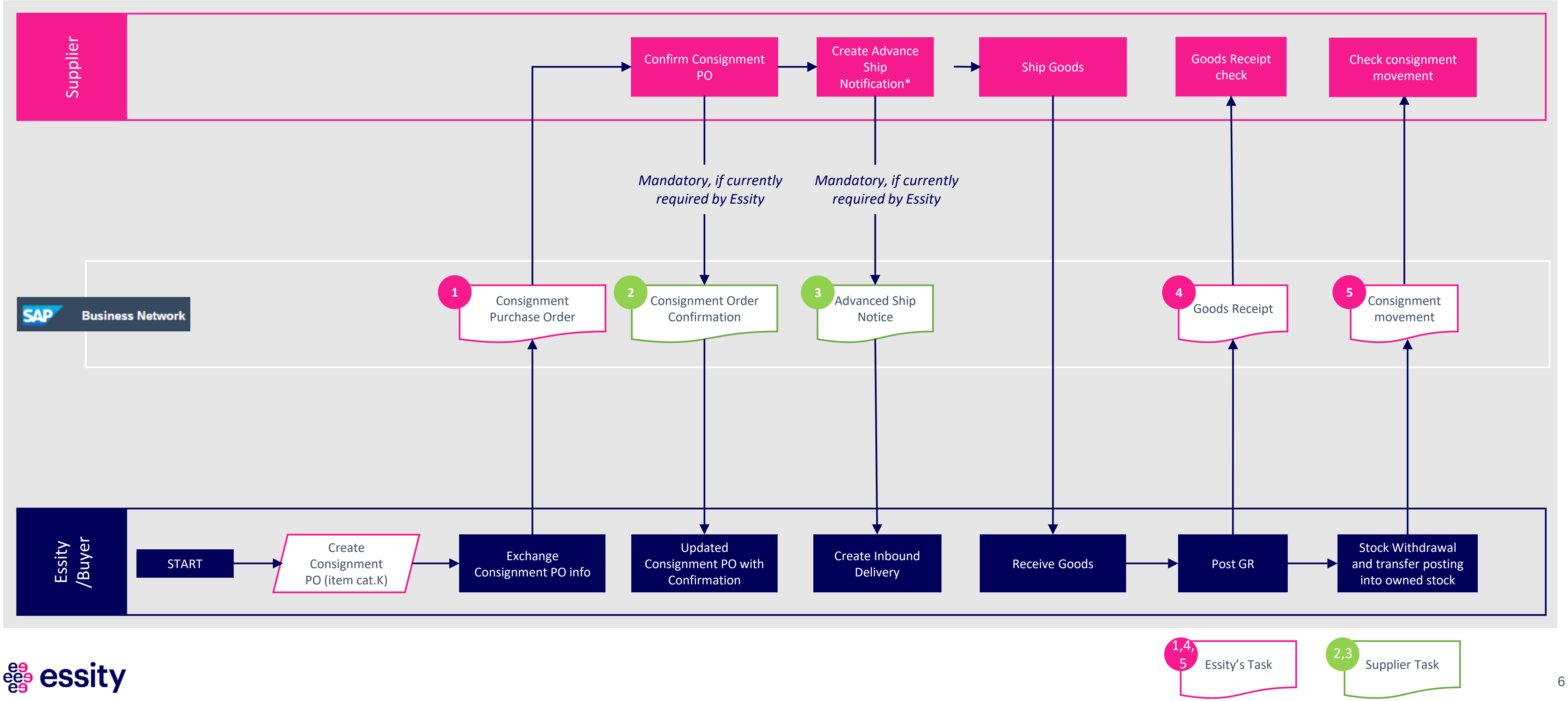
Consignment Purchase Order Process



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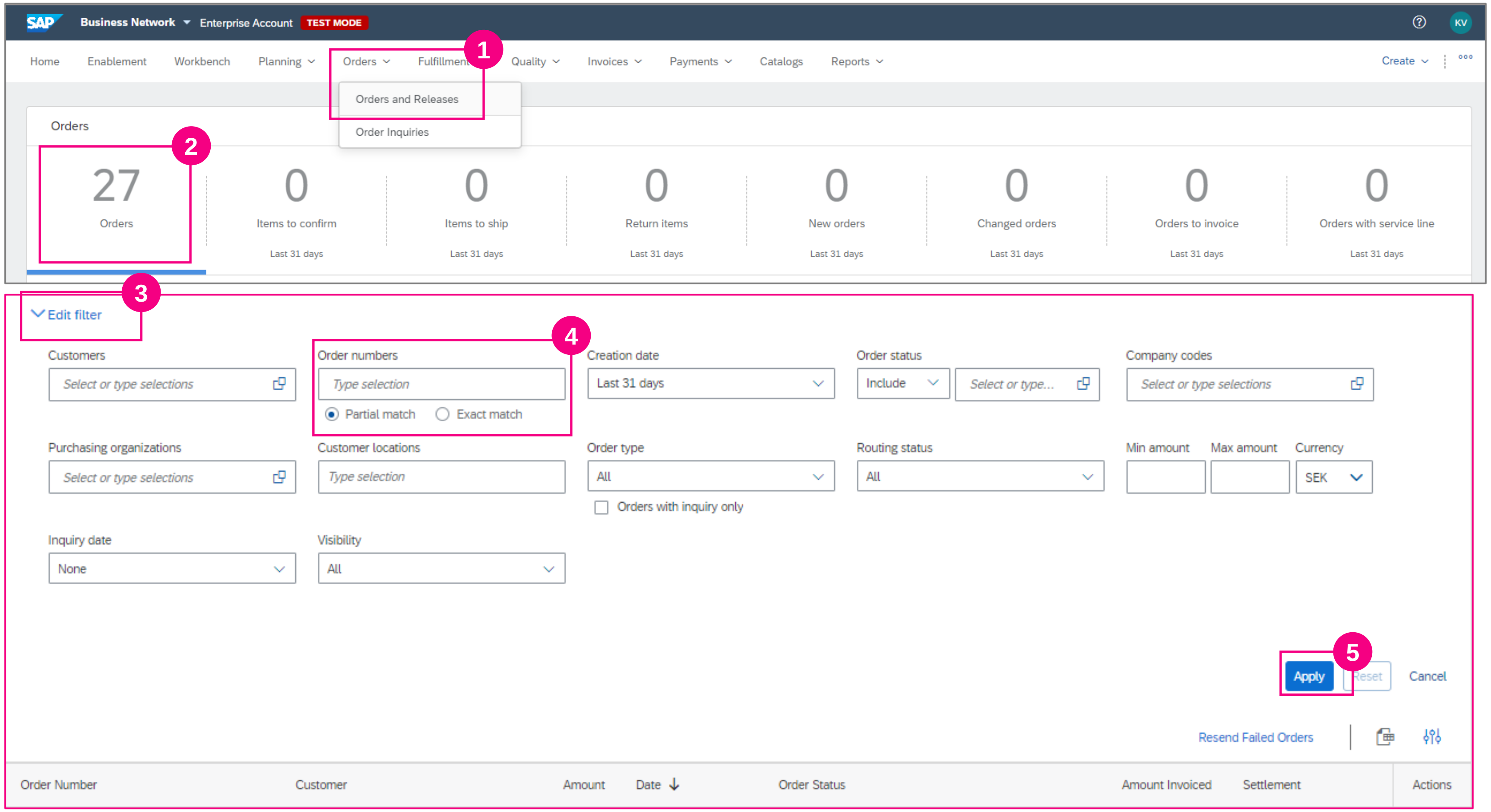
Consignment Purchase Order (1/2)



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.

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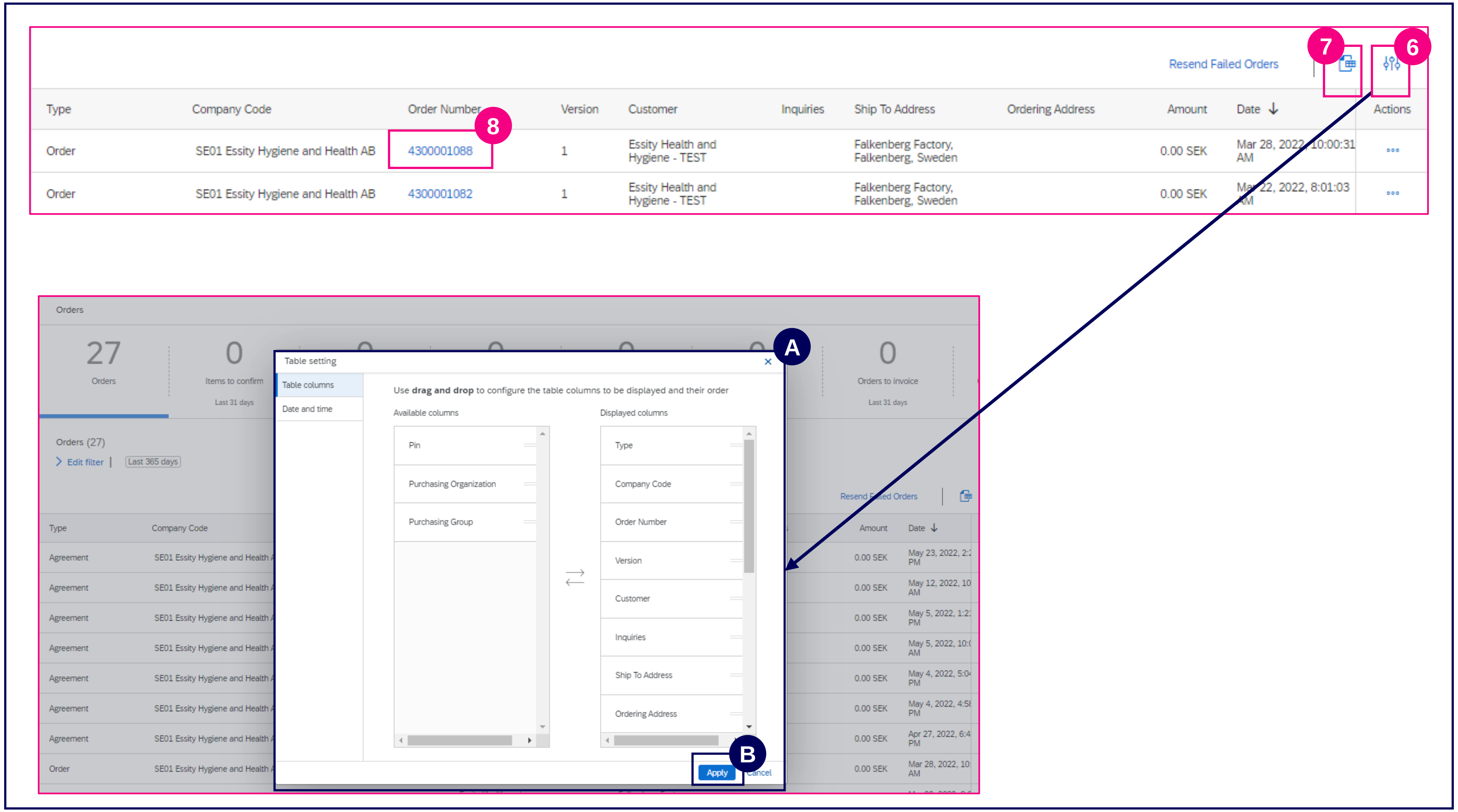
Consignment Purchase Order (2/2)



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.

A In **table settings icon**, you can 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.

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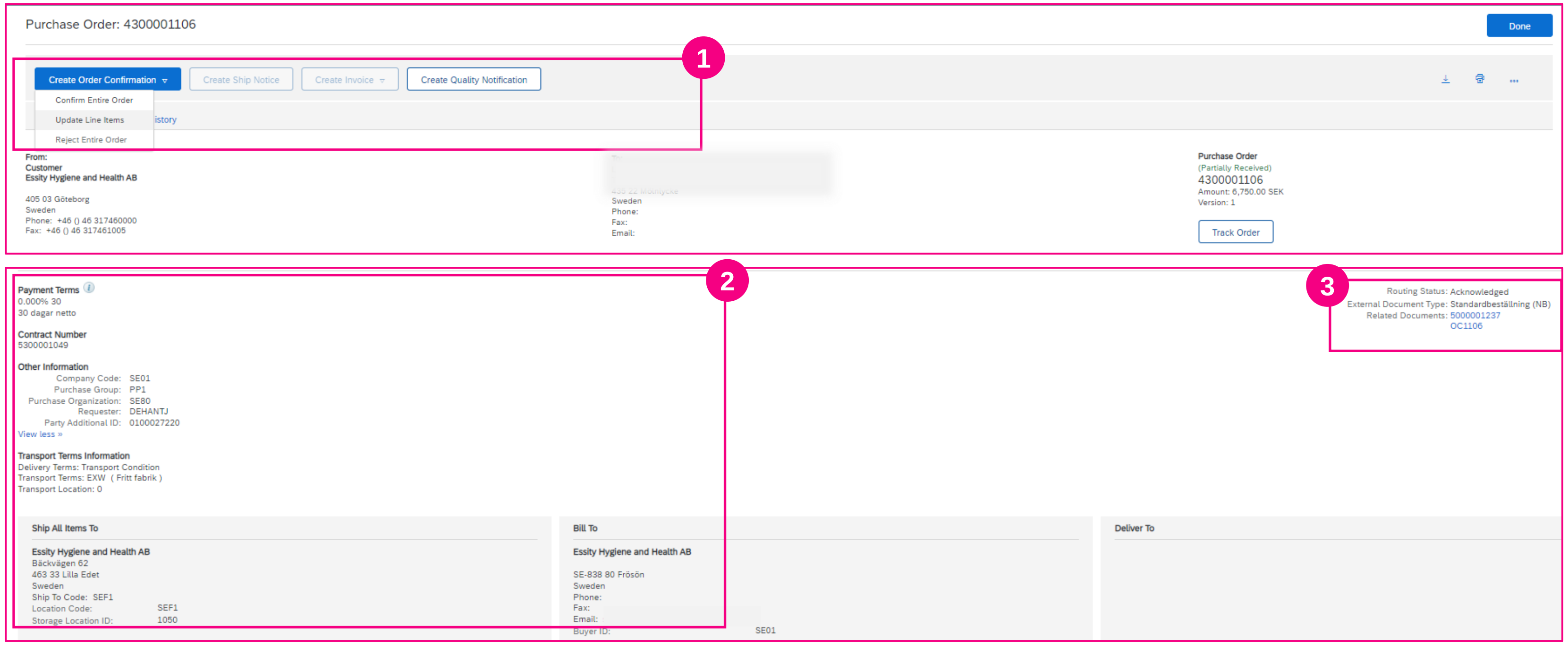
Consignment Purchase Order – Header Data



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.

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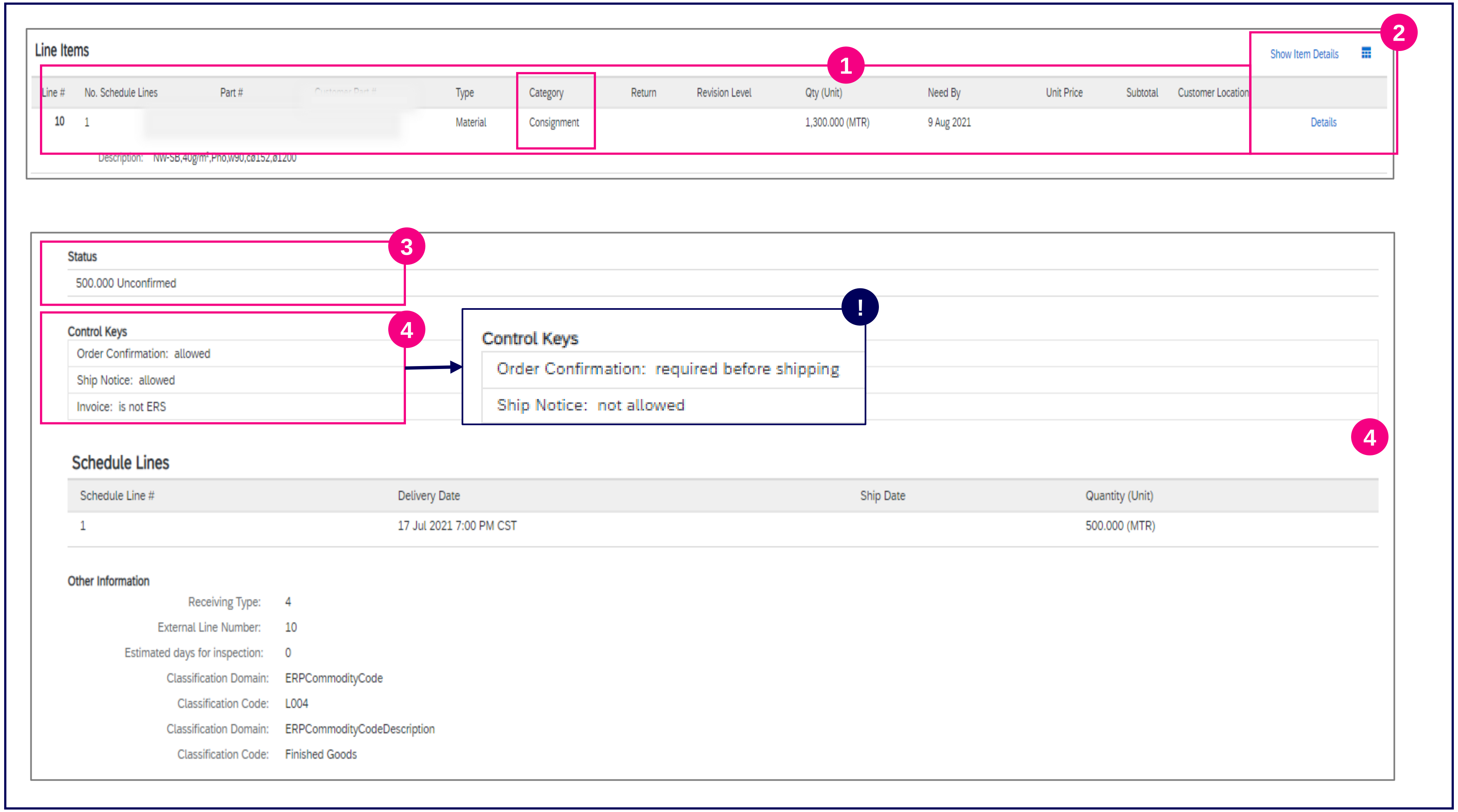
Consignment Purchase Order – Line Item



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

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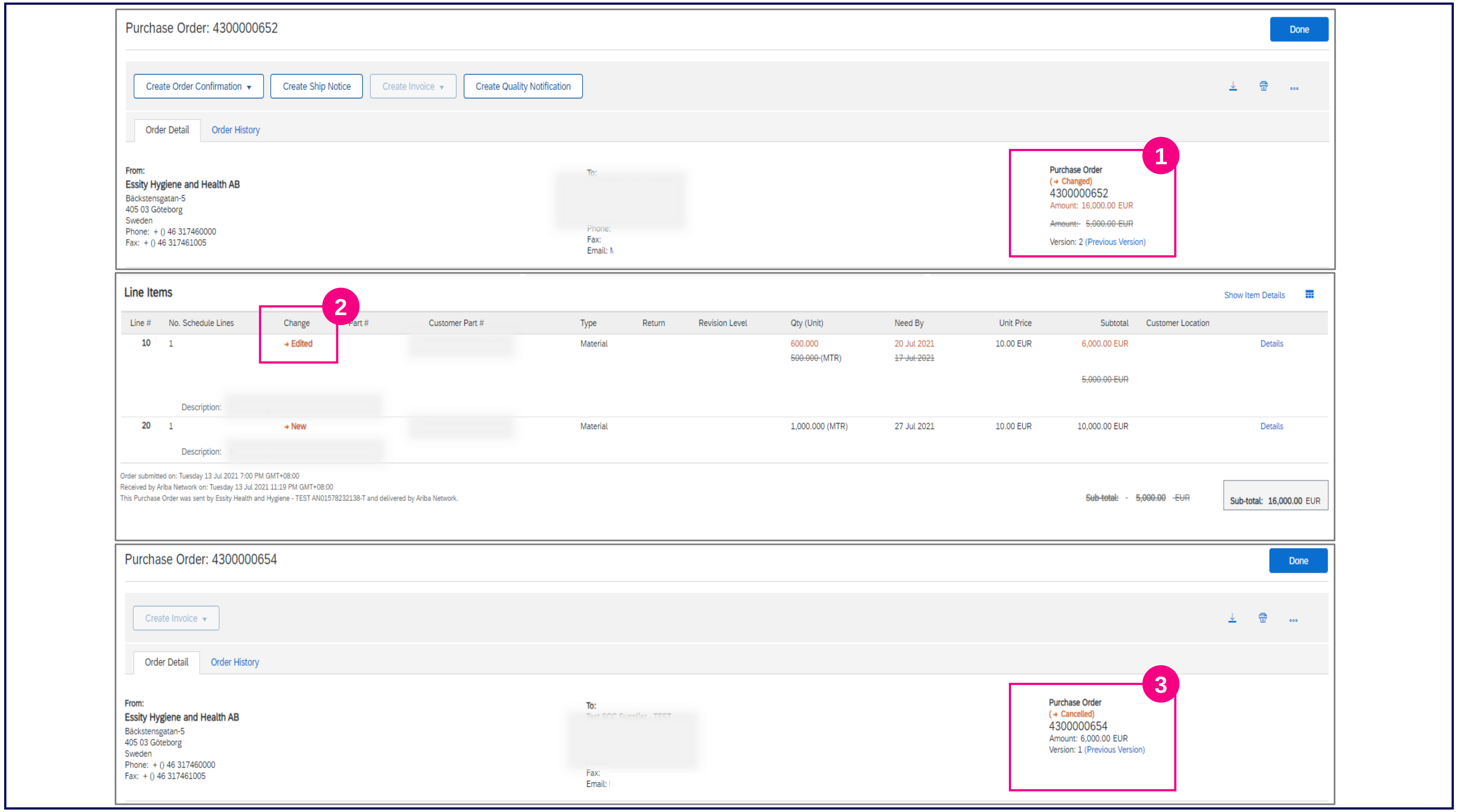
Consignment Purchase Order Status



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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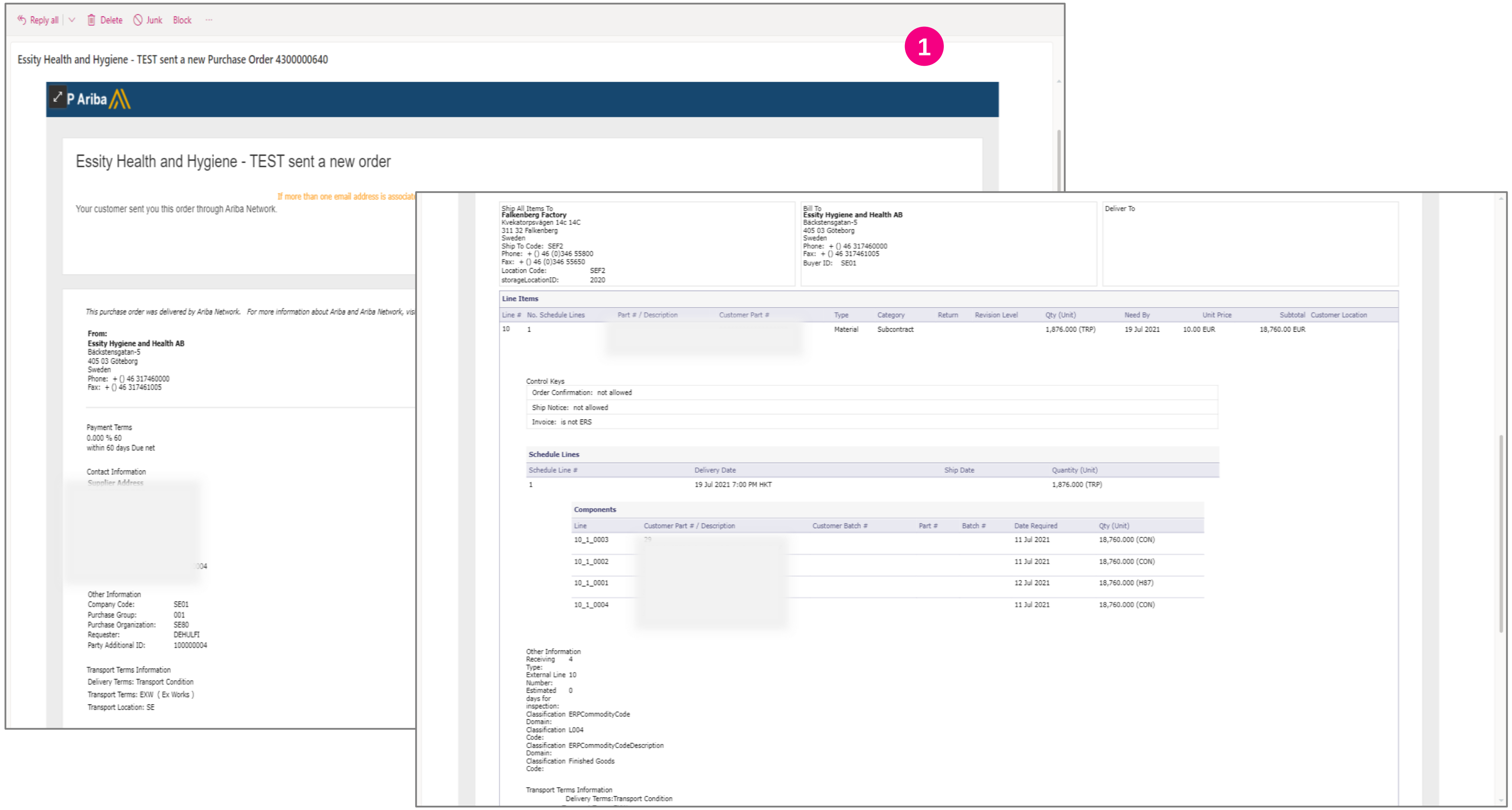
New Consignment Purchase Order–Email notification



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

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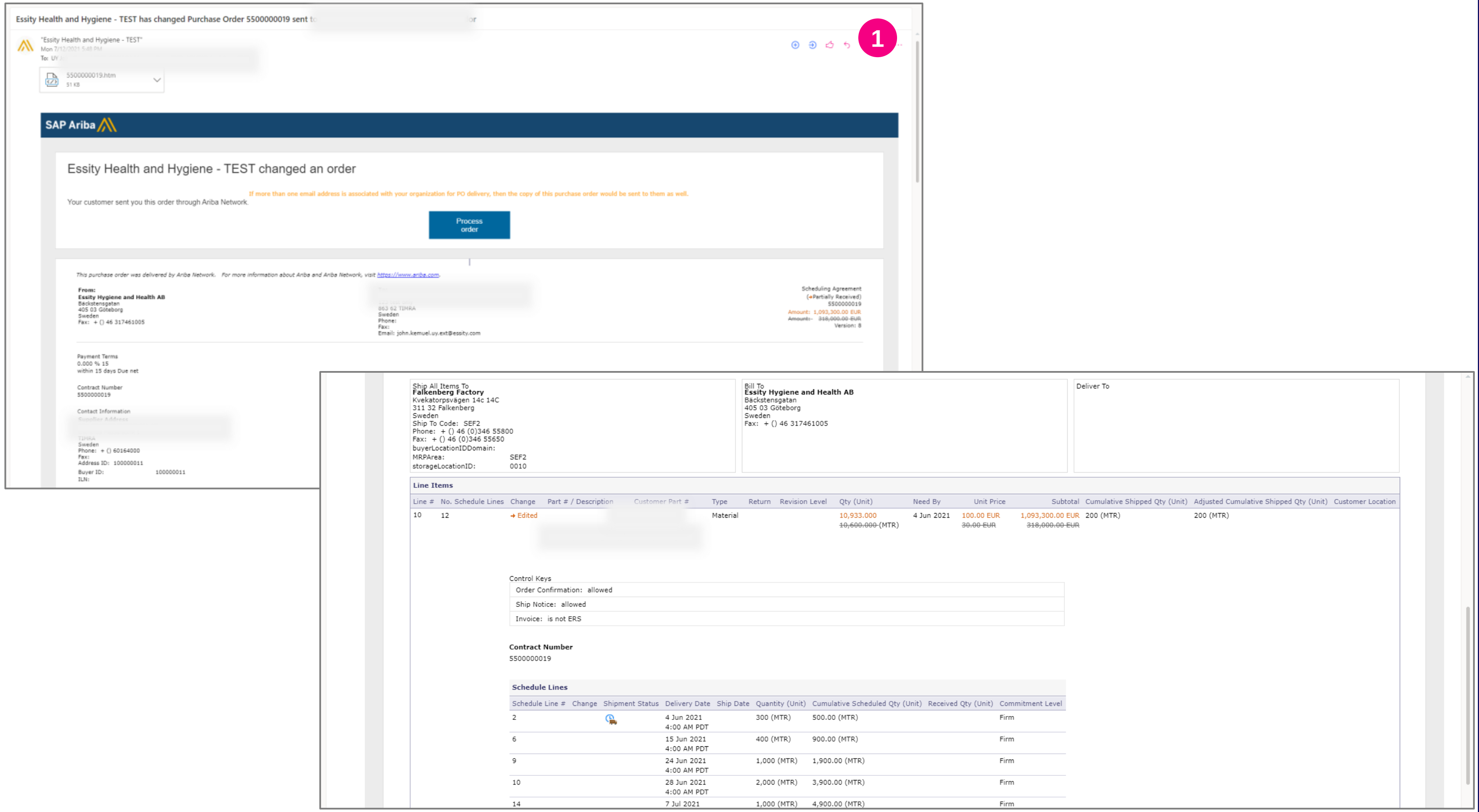
Change Consignment Purchase Order – Email notification



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.

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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)

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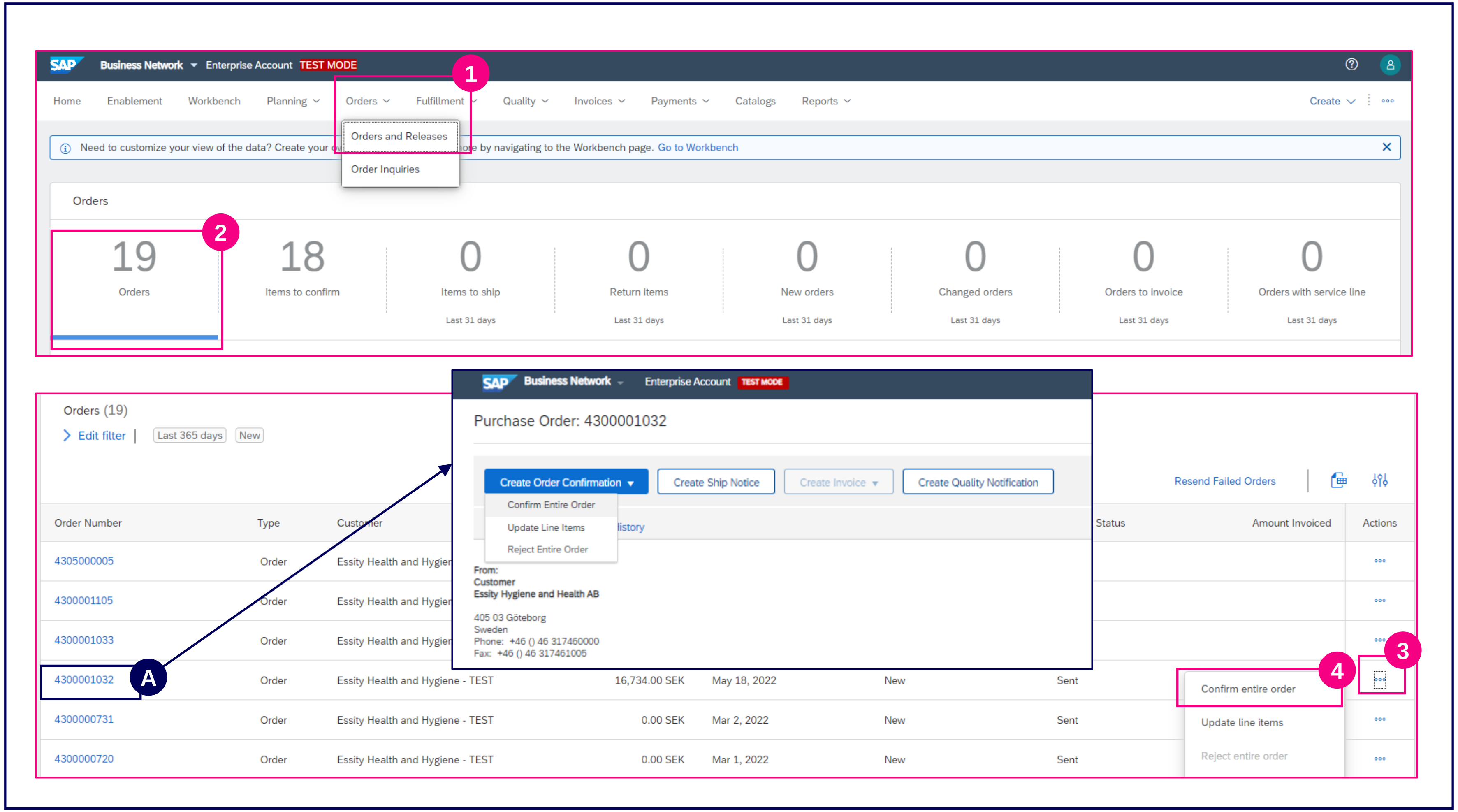
Order Confirmation – Individual PO (1/3)

via Orders



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.

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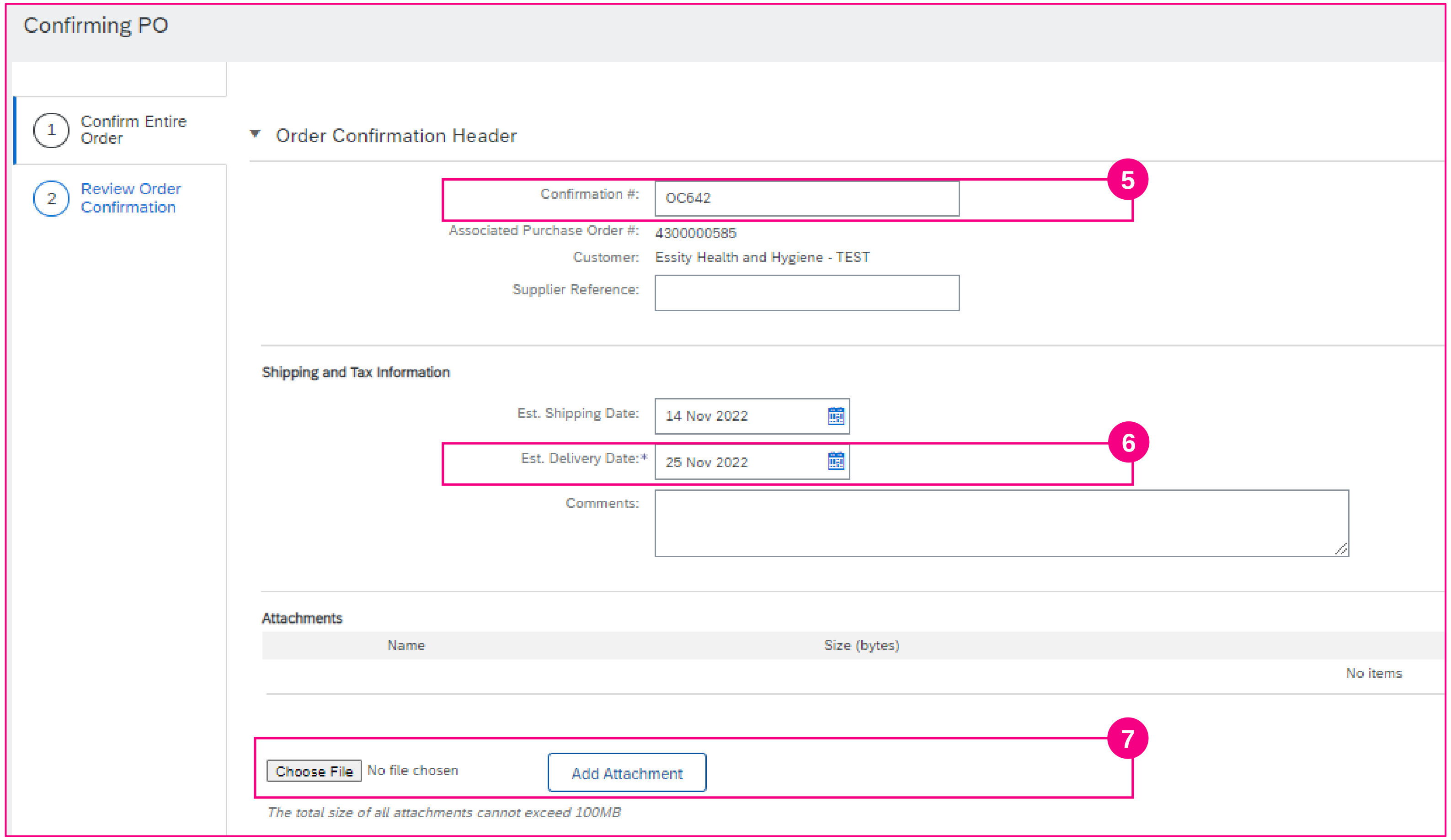
Order Confirmation – Individual PO (2/3)

via Orders



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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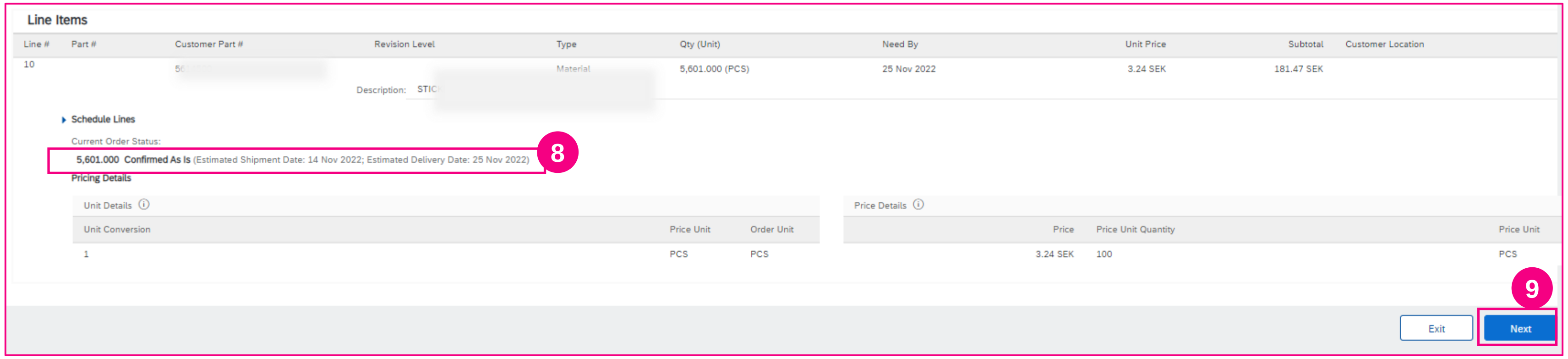
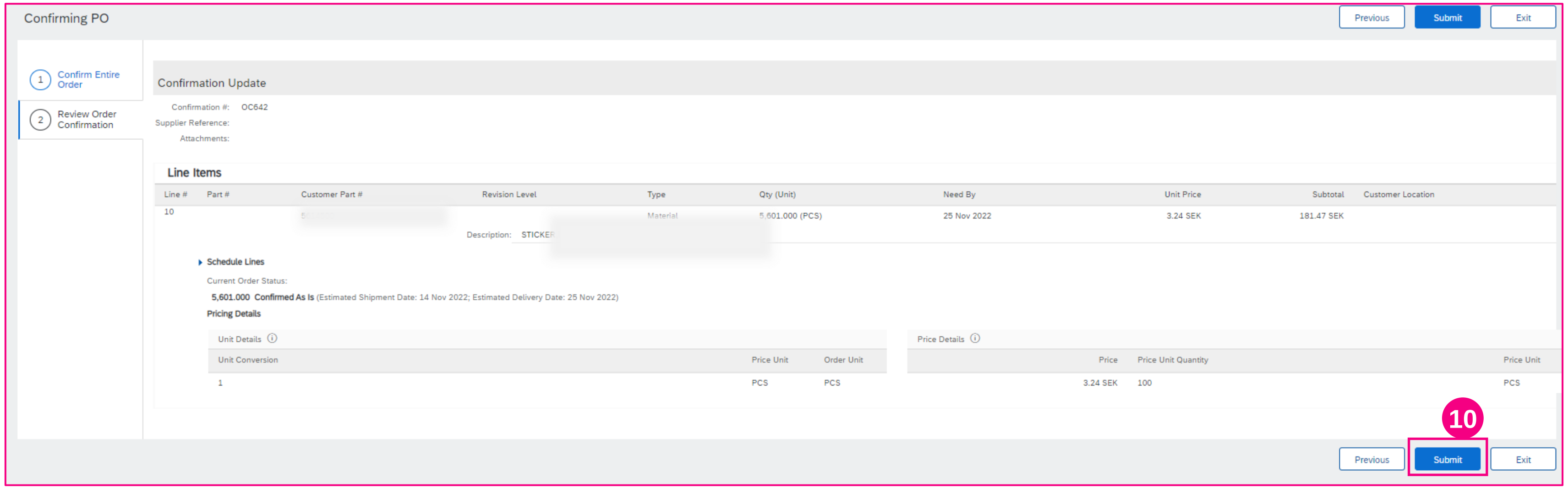
Order Confirmation – Individual PO (3/3)

via Orders





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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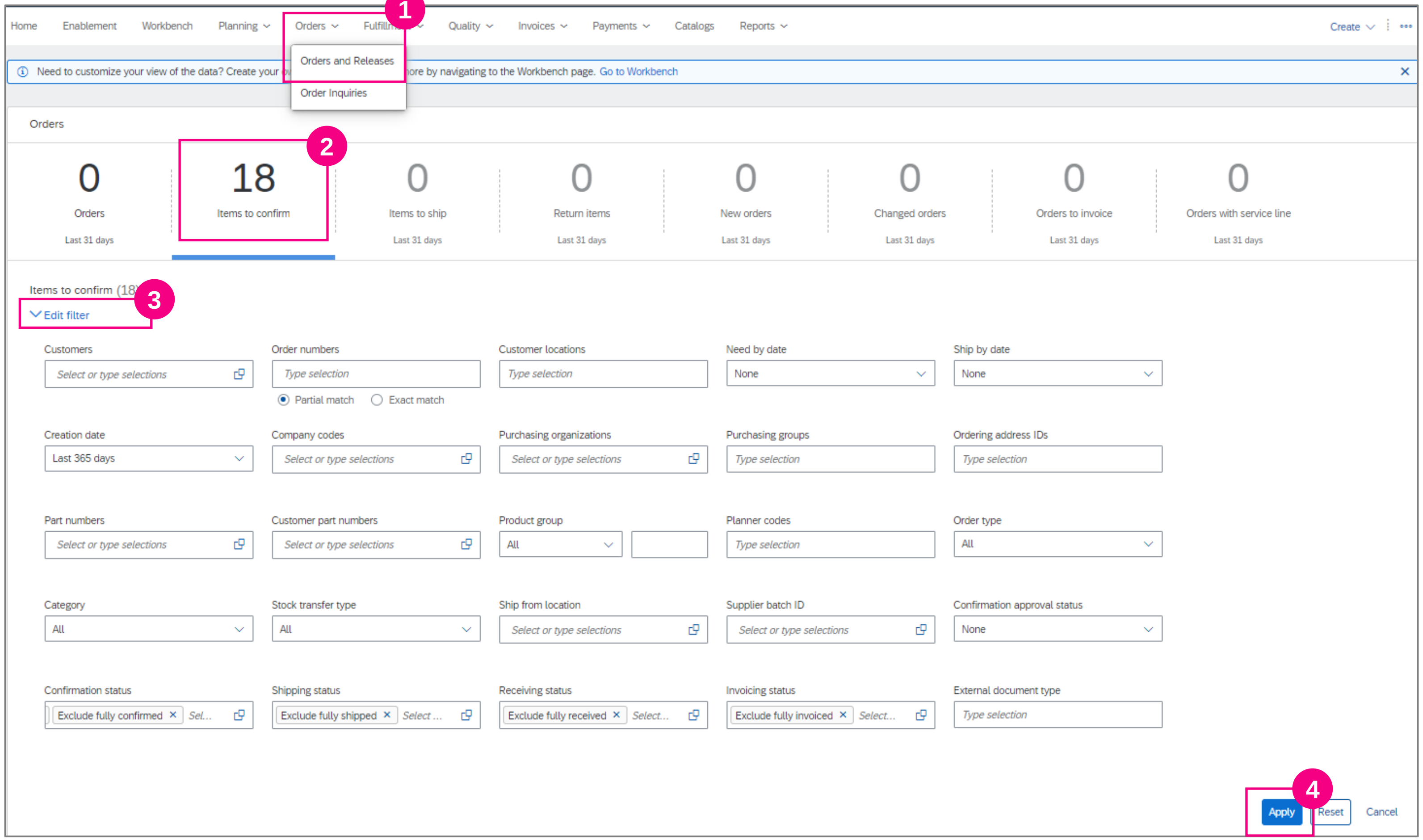
Order Confirmation – Multiple POs (1/2)

via Items to Confirm



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.

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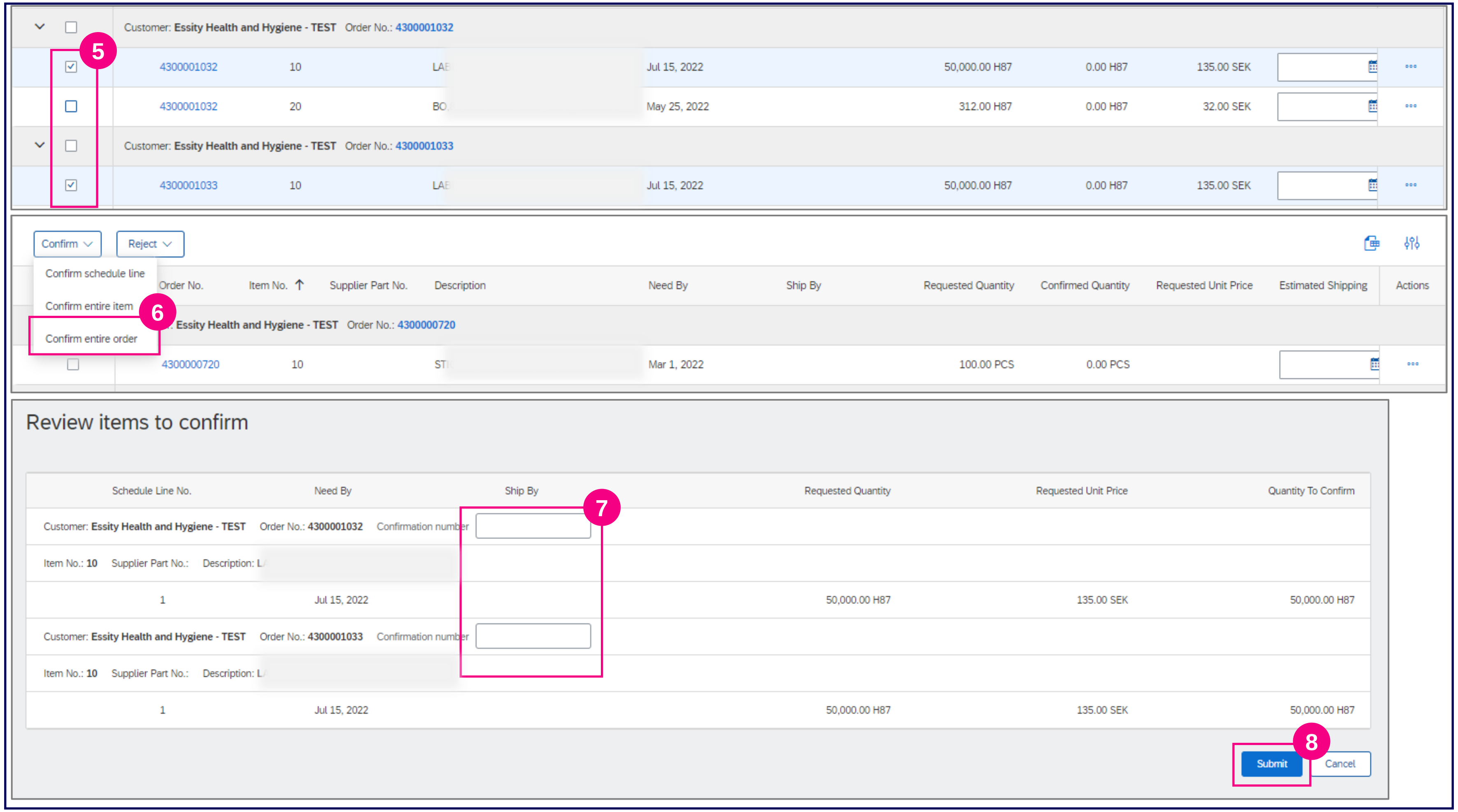
Order Confirmation – Multiple POs (2/2)



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.

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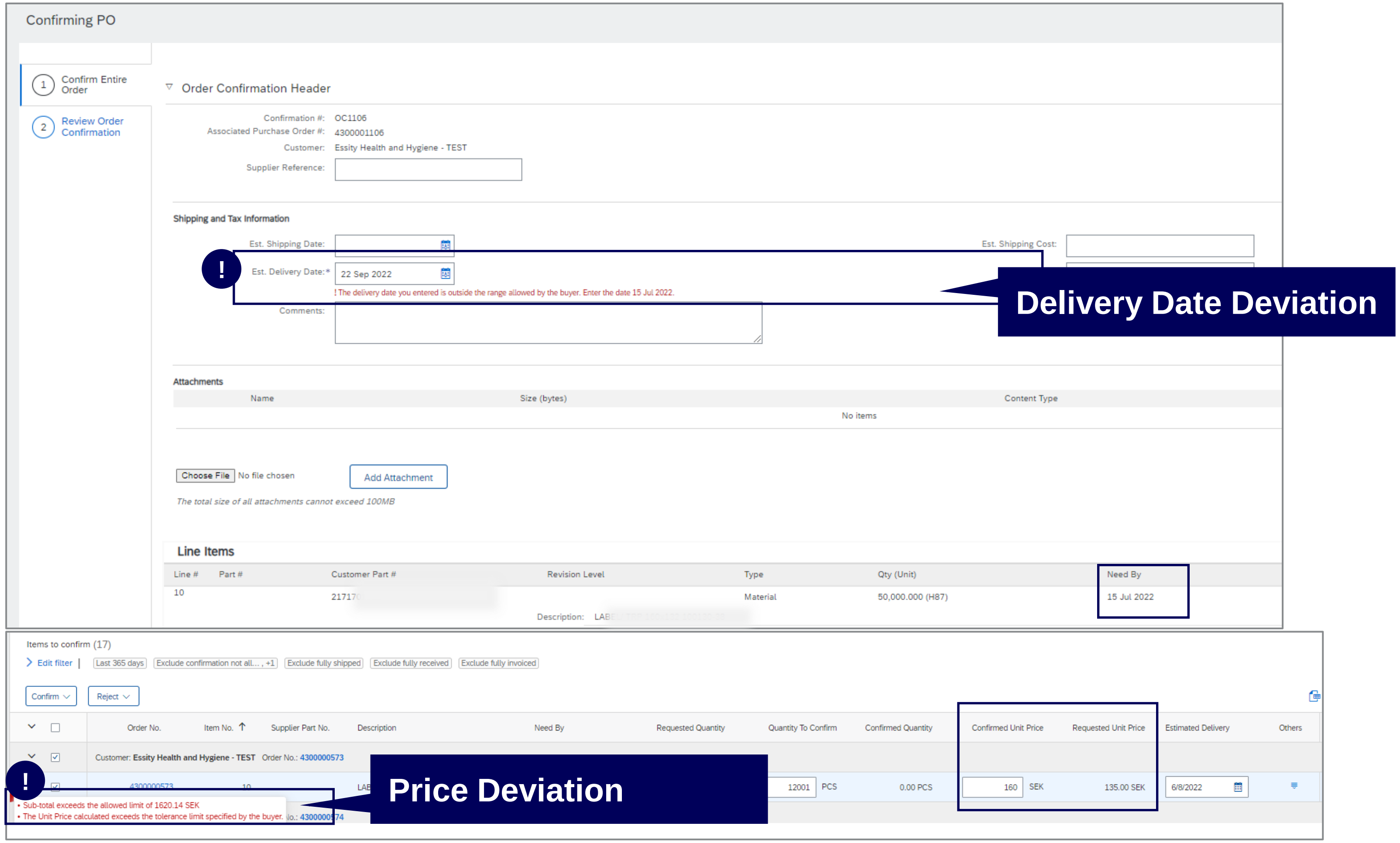
Order Confirmation Deviations – Delivery Date/Price (1/2)

Error message



For Direct materials, no deviations allowed either for Delivery Date or Price! It applies to Order Confrmation 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”

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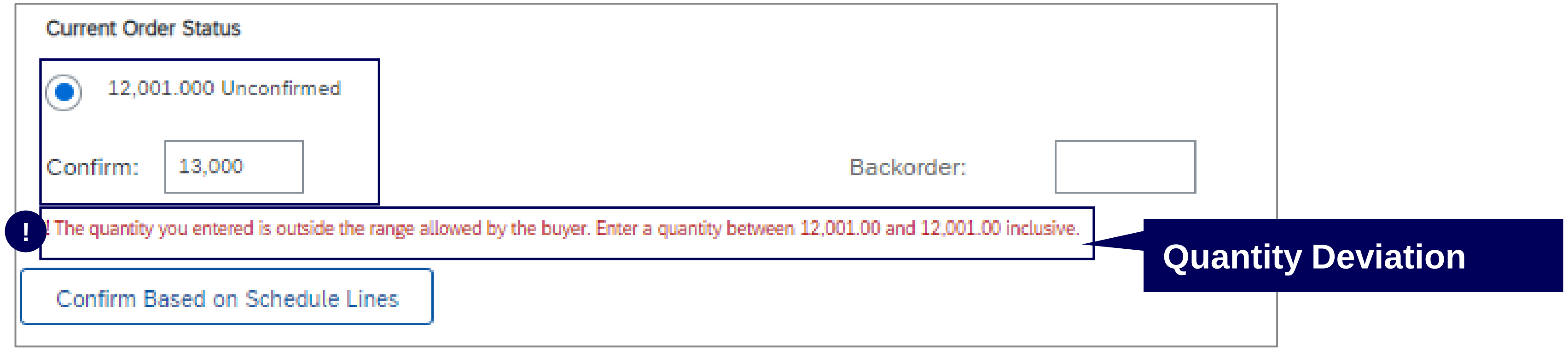
Order Confirmation Deviations – Quantity (2/2)

Error message



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

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.

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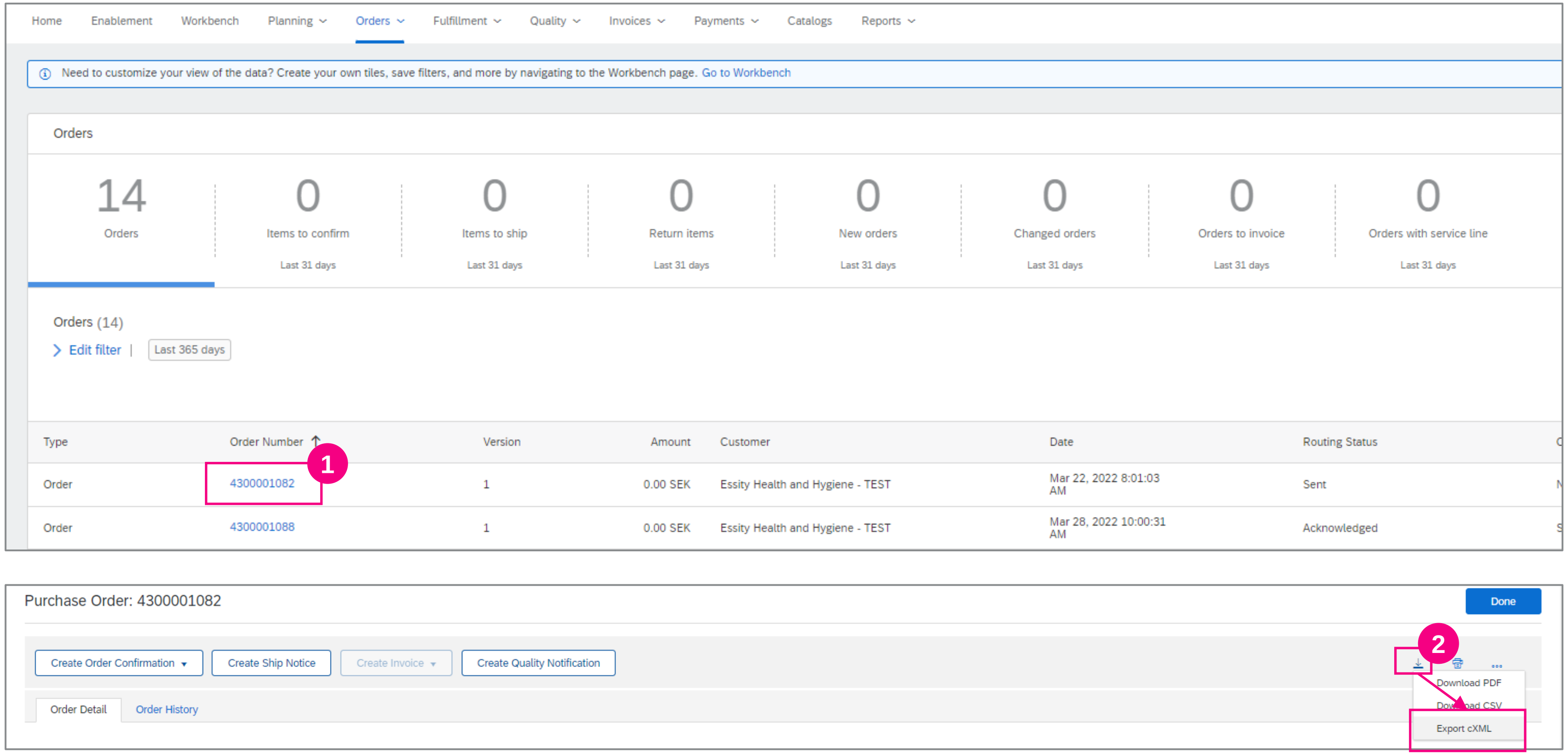
Order Confirmation Deviations – Quantity Tolerance (1/2)



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

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 clocking the arrow icon in the top right corner of displayed document

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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>
```


3

3

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

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.

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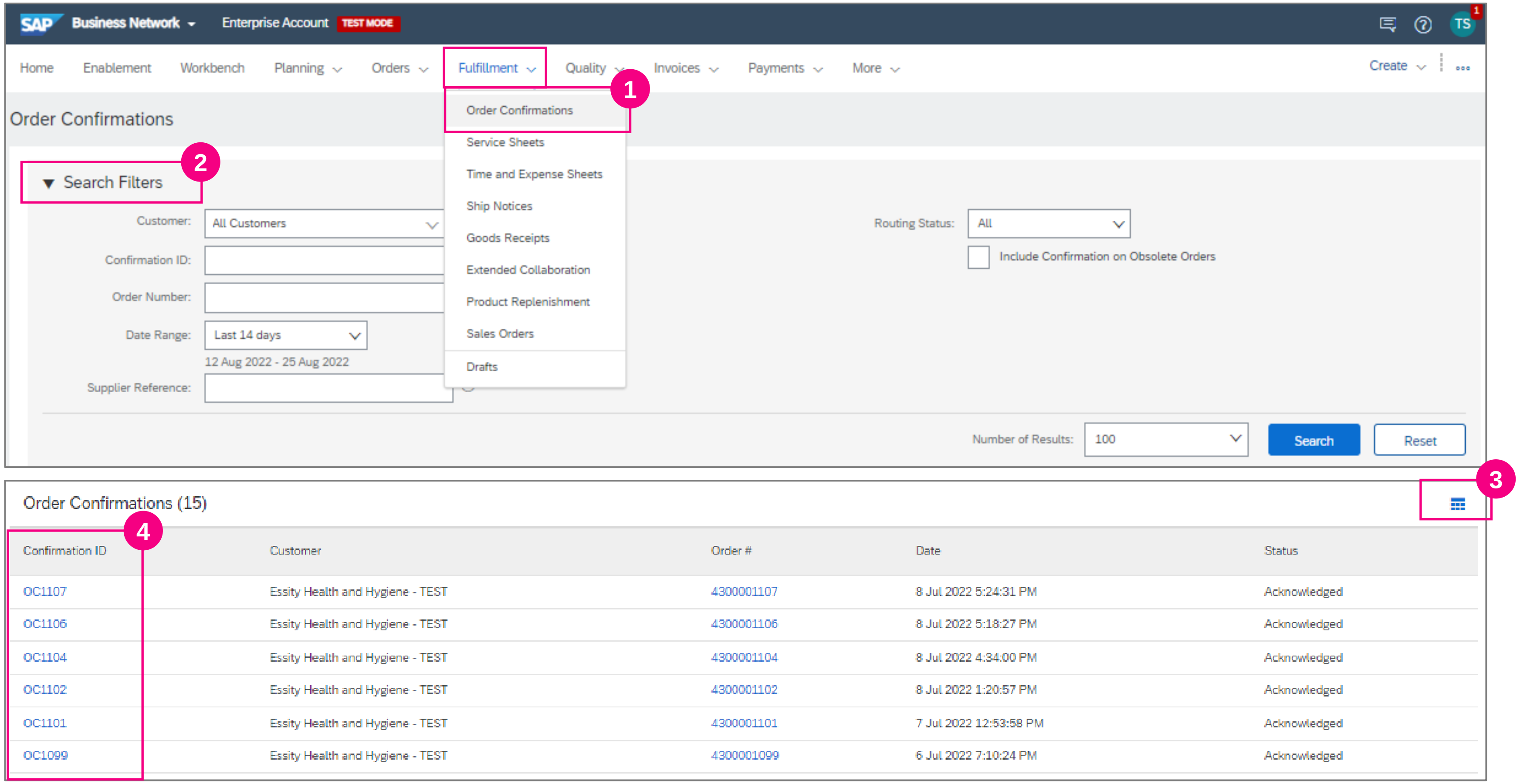
Order Confirmation – Other information

Review submitted Order Confirmation (1/2)



1. In the menu bar, click the **Fulfilment 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.

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

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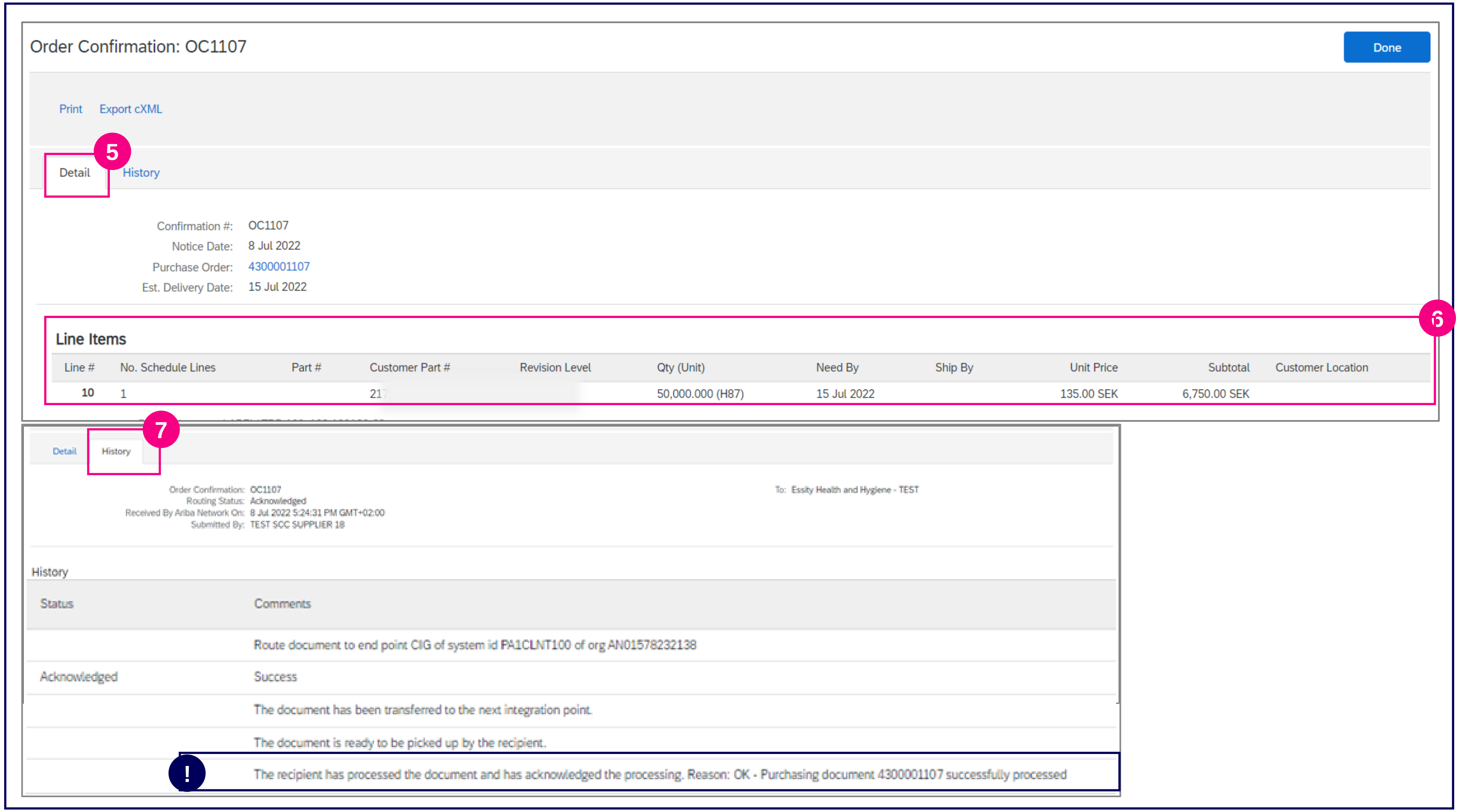
Order Confirmation – Other information

Review submitted Order Confirmation (2/2)



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

1

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

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.

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.

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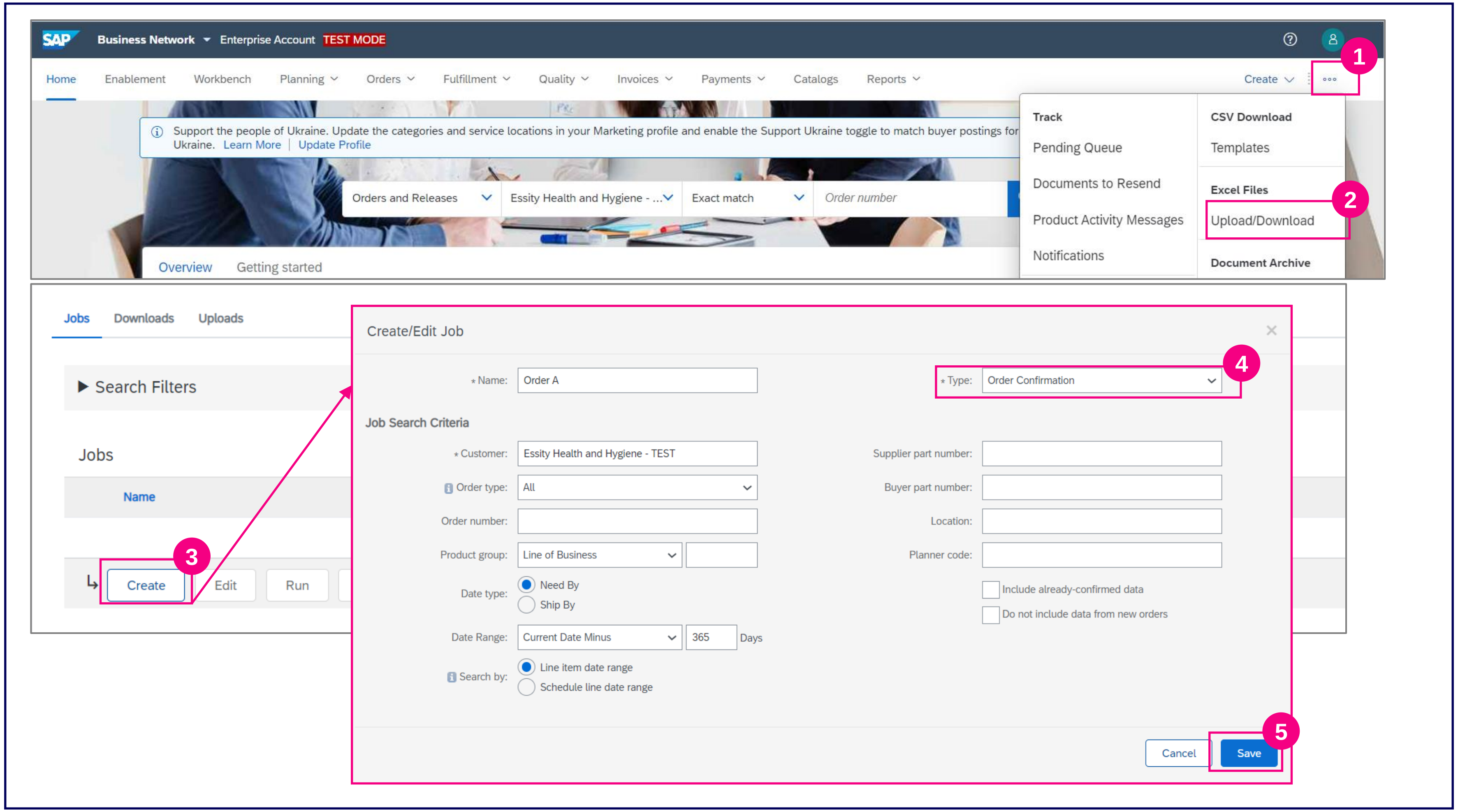
Order Confirmation – Other information

Mass Report (1/2)



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.

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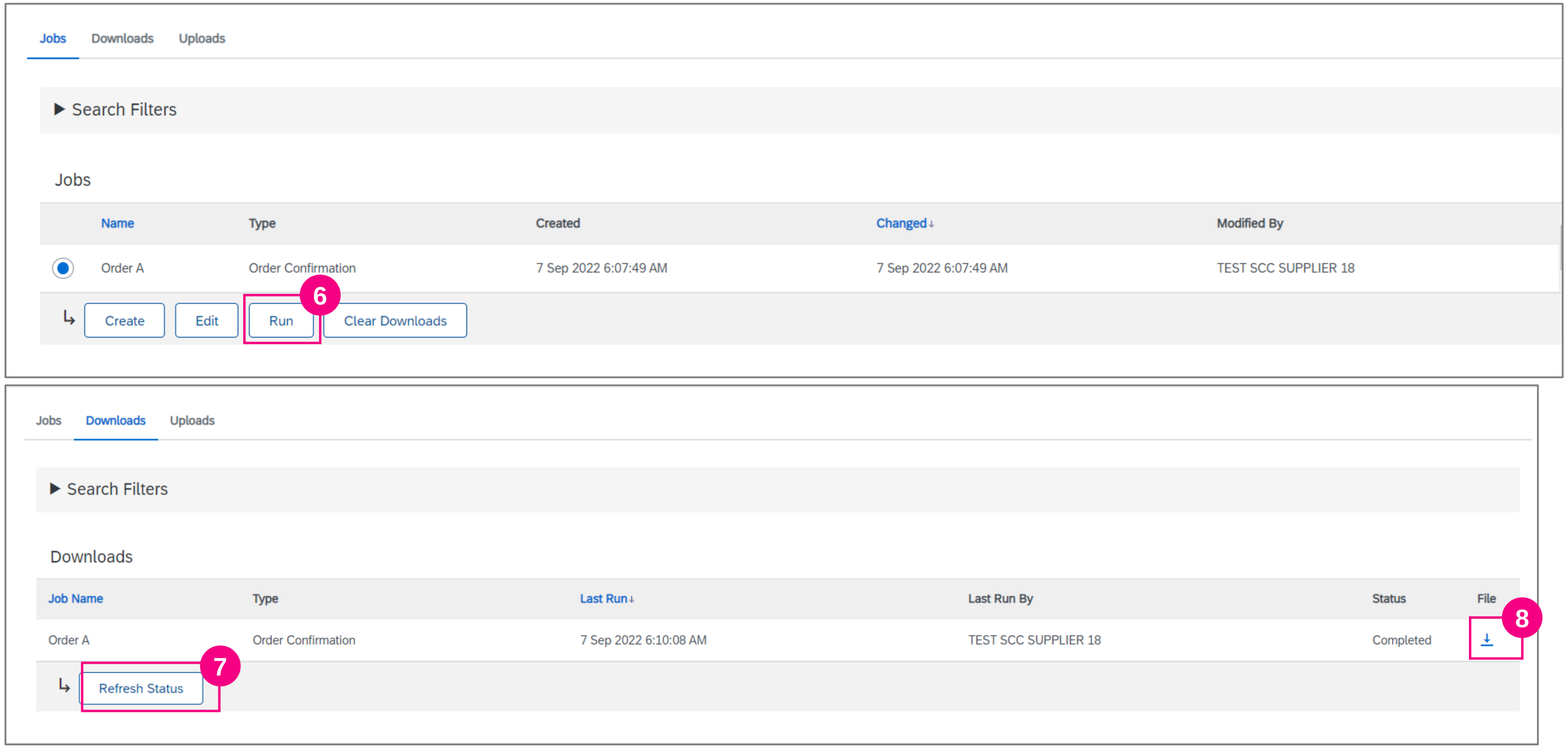
Order Confirmation – Other information (5/5)

Mass Report (2/2)



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.

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Required only, if there is such a requirement currently

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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.

Required only, if there is currently such a requirement

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CSV requirements

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 MMMMMMM SSSSSSSSS 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

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Required only, if there is such a requirement currently

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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

```
2415800;36.865;FS0625-A;373107913003707135;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-B;373107913003707142;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-C;373107913003707159;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-D;373107913003707166;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
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

```
1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A1;62.5;100060465;SEF2;4300000744;10
1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A2;62.5;100060465;SEF2;4300000744;10
1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A3;62.5;100060465;SEF2;4300000744;10
1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A4;62.5;100060465;SEF2;4300000744;10
```

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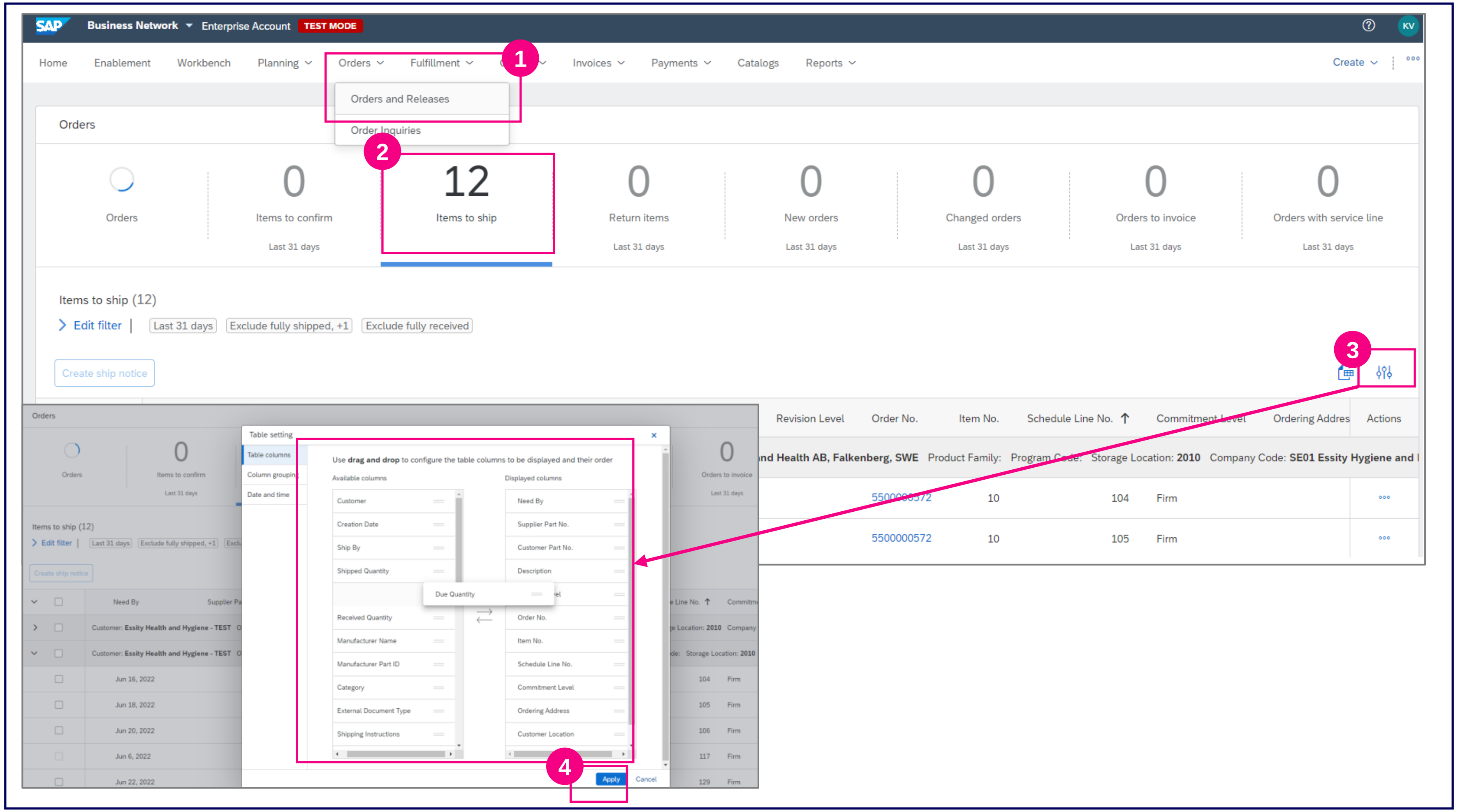
Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (1/4)



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.

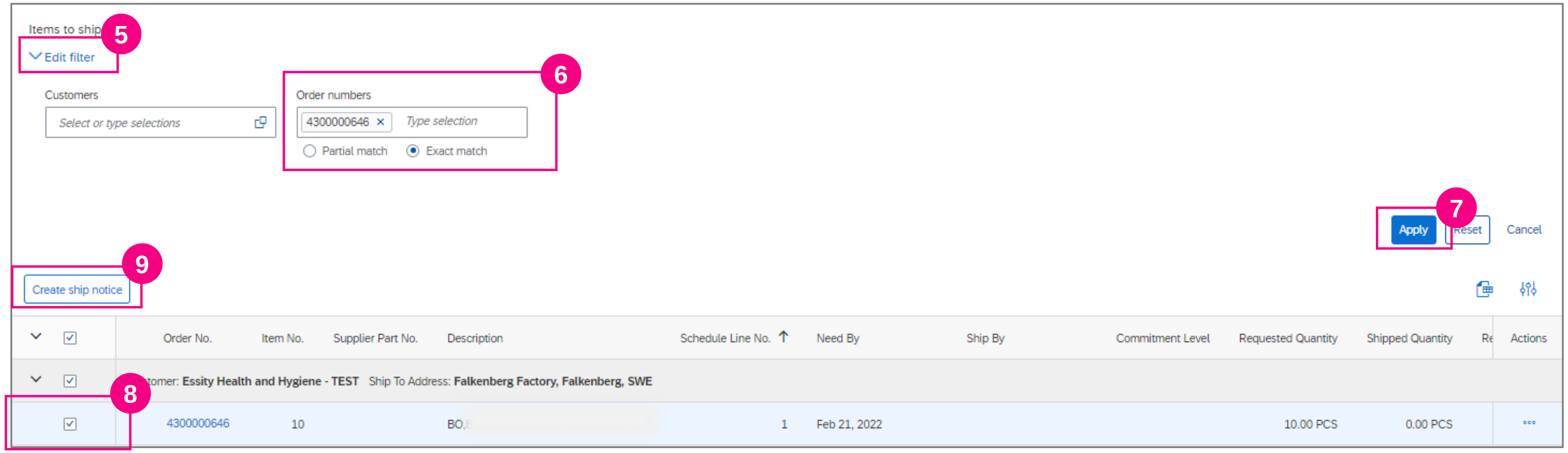
   In **table settings icon**, you can configure the table to hide or display columns.

   Please **Drag and drop** column headers to hide or display.
4. Click **Apply** button for the table columns to update.

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (2/4)



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.

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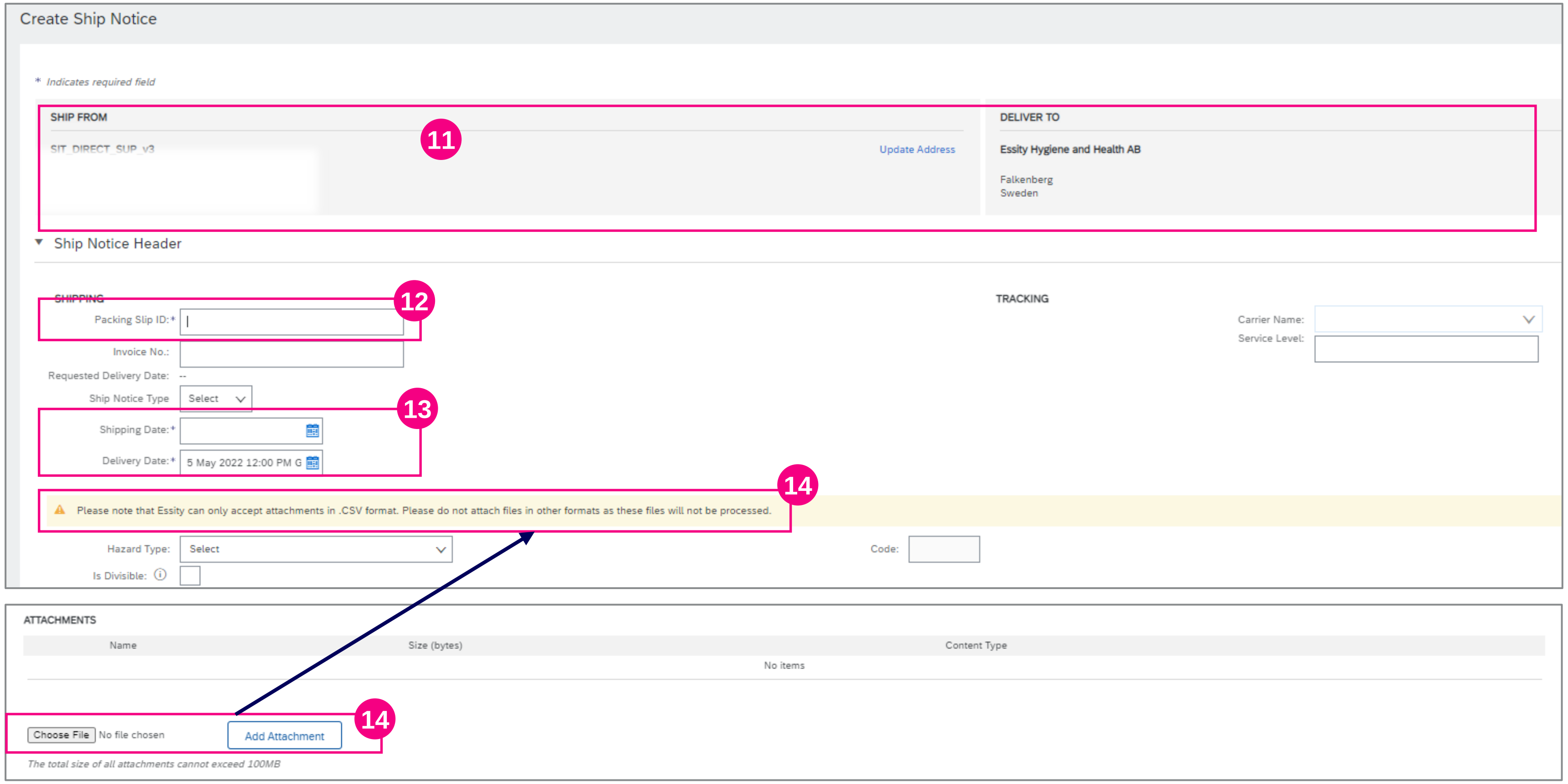
Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (3/4)



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.

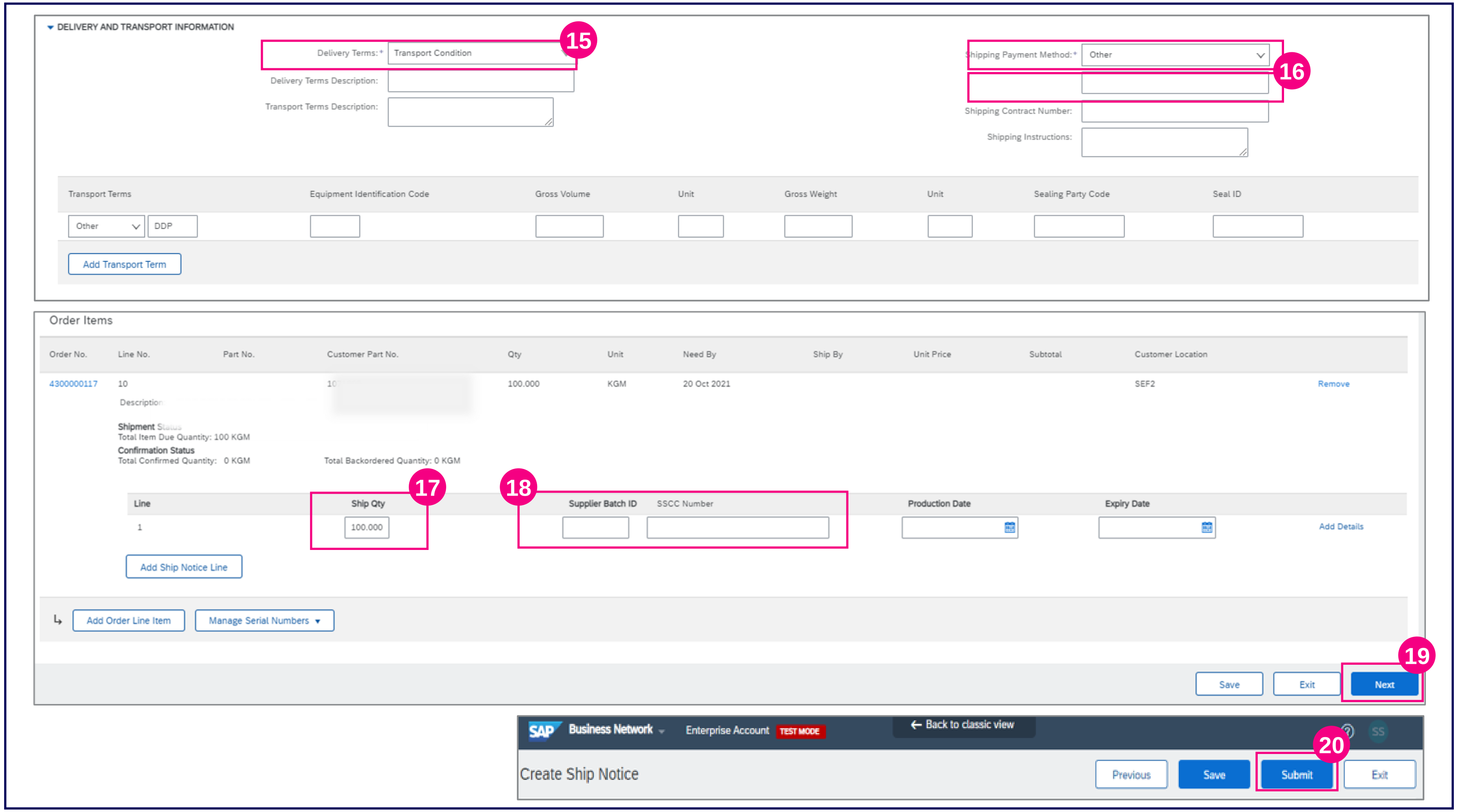
13 Select the **Shipping Date** and the **Delivery Date**.

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.

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (4/4)



15 Please provide **Delivery Terms** from drop down list.

16 Select **Shipping Payment Method.** If the selected Payment Method is ‚Other' please insert n/a in the following field.

17 **Ship Quantity** is automatically populated from the Purchase Order.

18 There is no need to indicate **Supplier Batch ID (Material ID) and SSCC Number. Those information will be automatically taken from CSV attachment.**

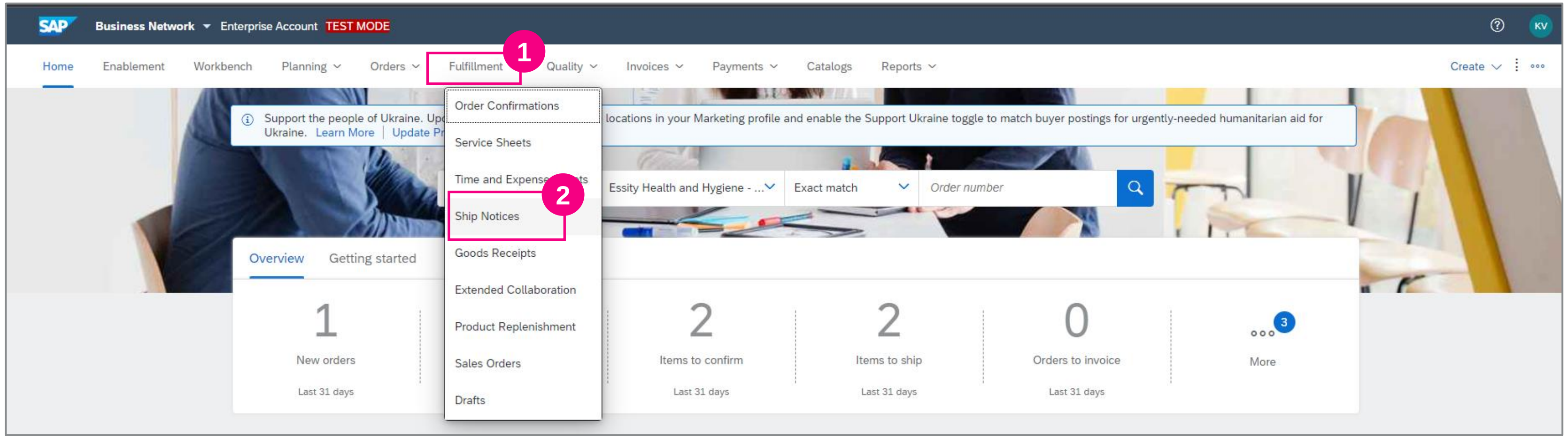
19 Click the **Next** button to proceed to review your Ship Notice.

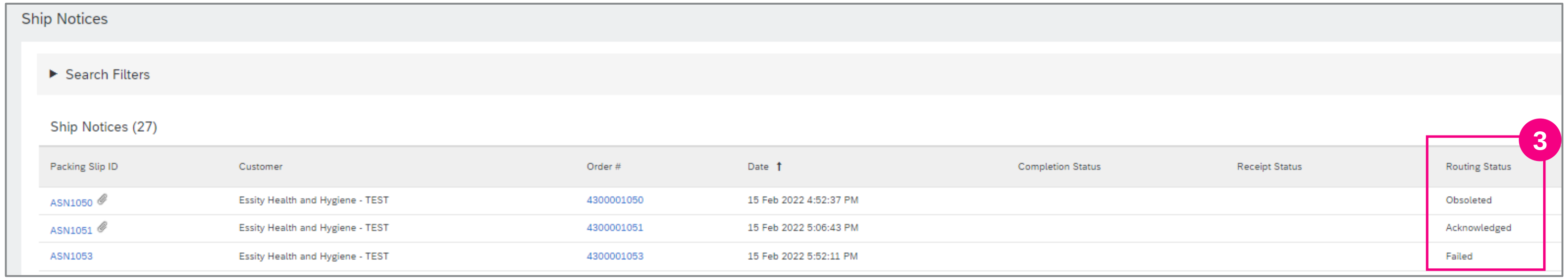
20 Then click **Submit** button.

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice Routing Status





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

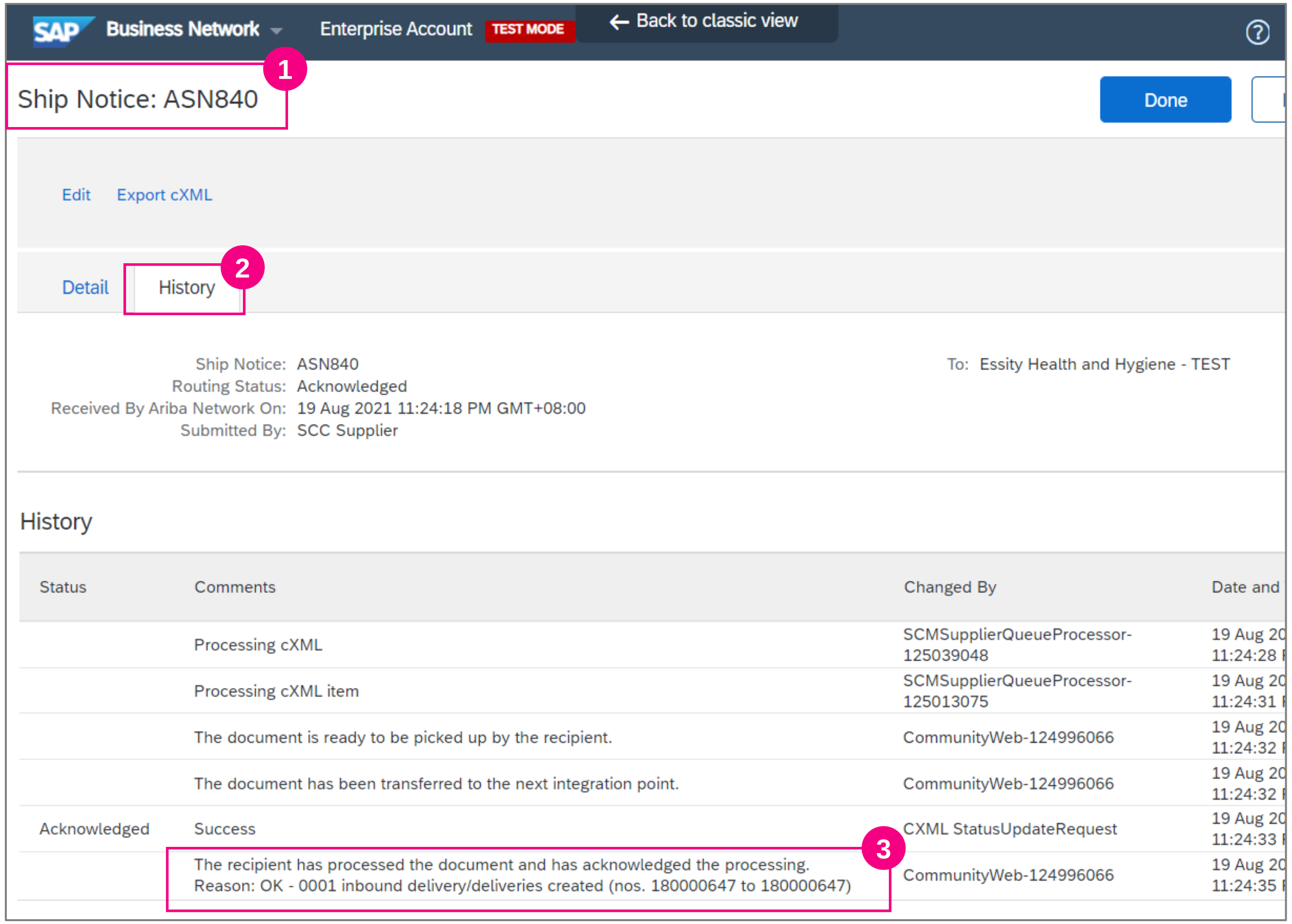
Acknowledged – document has been submitted to Essity

Failed – document has been rejected

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Acknowledged



1. 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.

2. Click the **History** tab.

3. Check the confirmation message shown in the comment that the document has been processed in the receiving system and the Inbound Delivery ID.

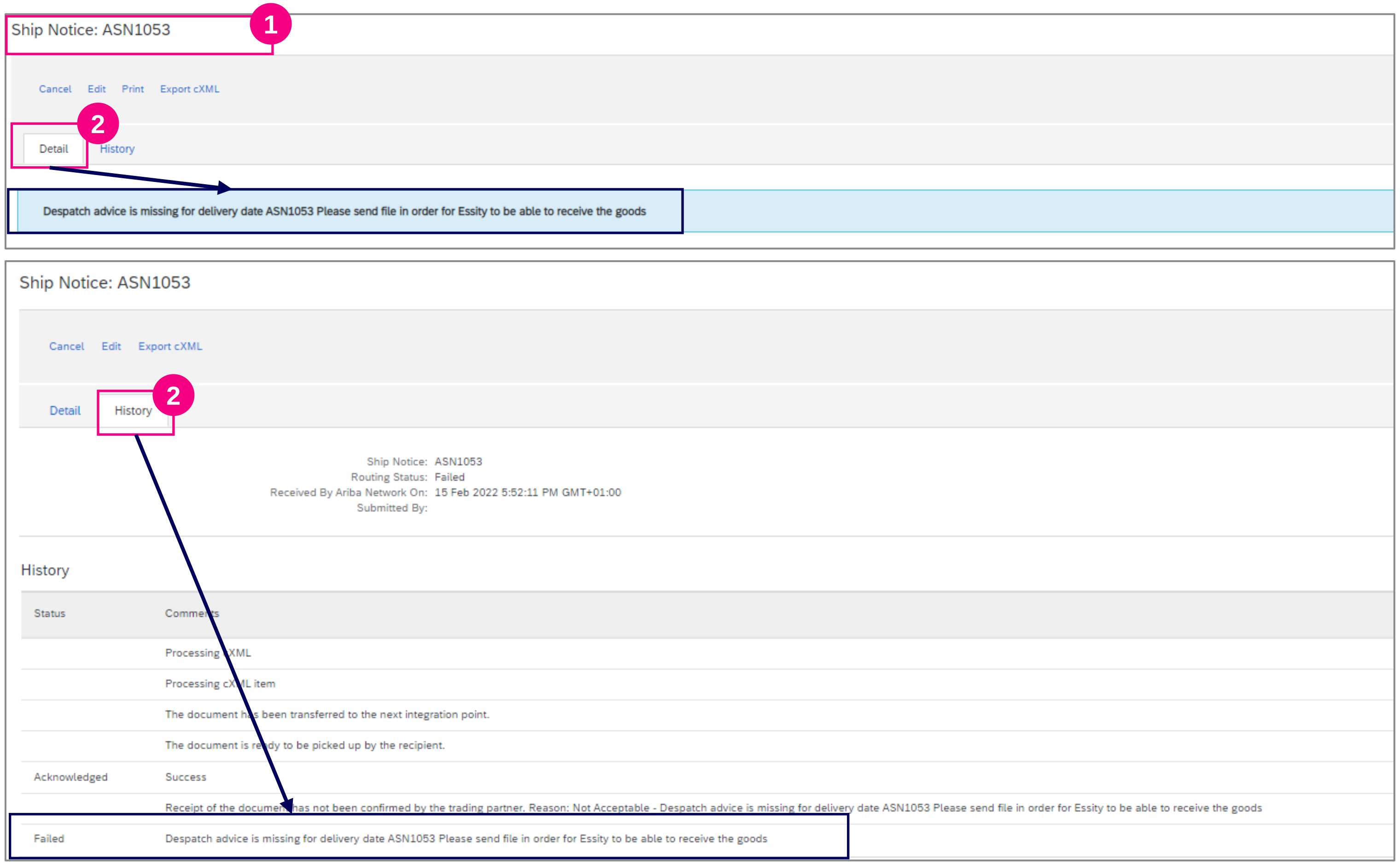
NOTE

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)

Required only, if there is such a requirement currently

Advanced Ship Notice status – Failed (1/2)



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.

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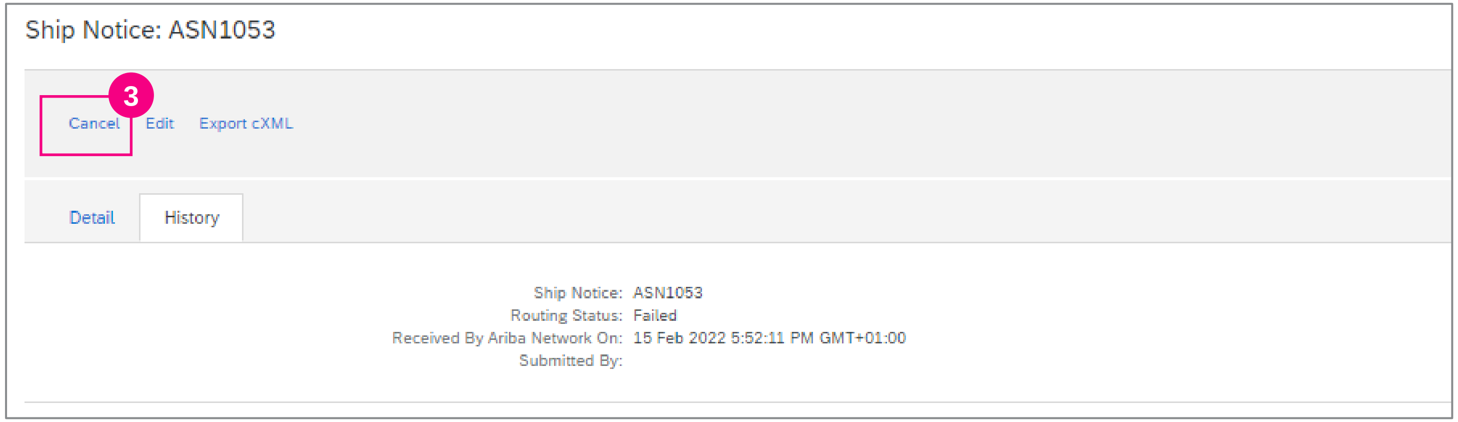
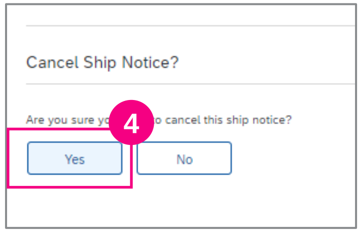
Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (2/2)





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.

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

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

Recent Ariba Network document failures | Immediate notification

1

no-reply@ansmtp.ariba.com
Mon 12/6/2021 9:51 PM
To: E

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.

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**

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

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
To: E

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.

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**

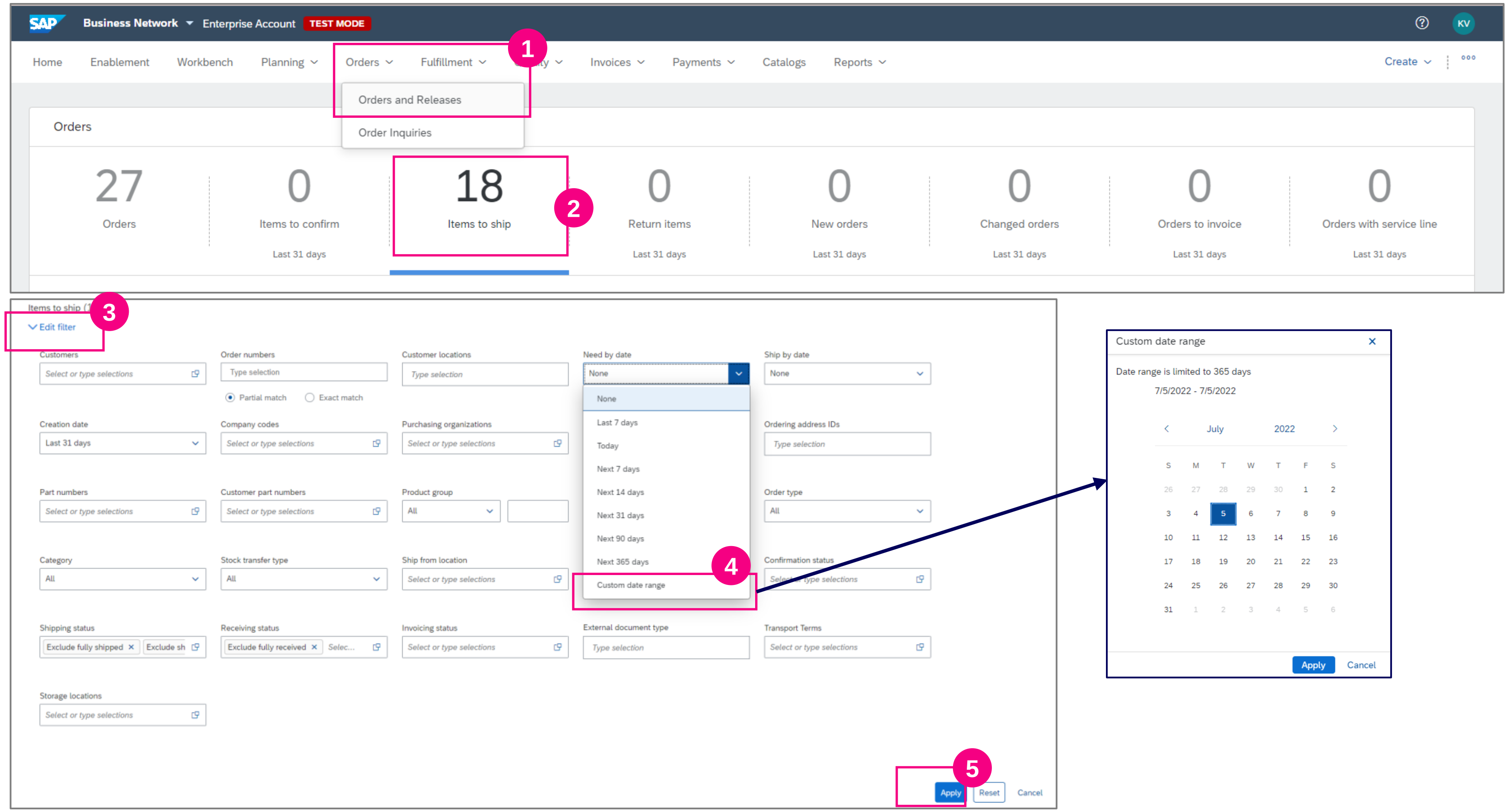
5. Specify the email address to send the notifications in the **To email addresses field**

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

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (1/4)



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.

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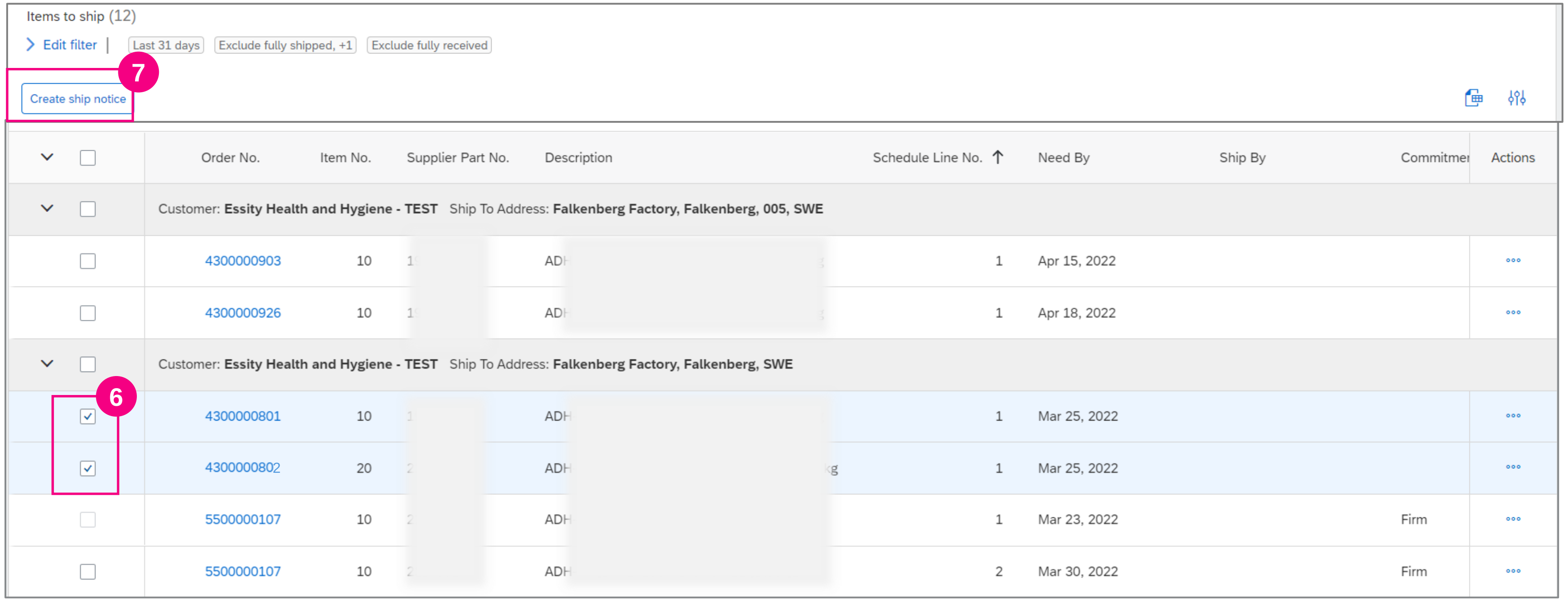
Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (2/4)



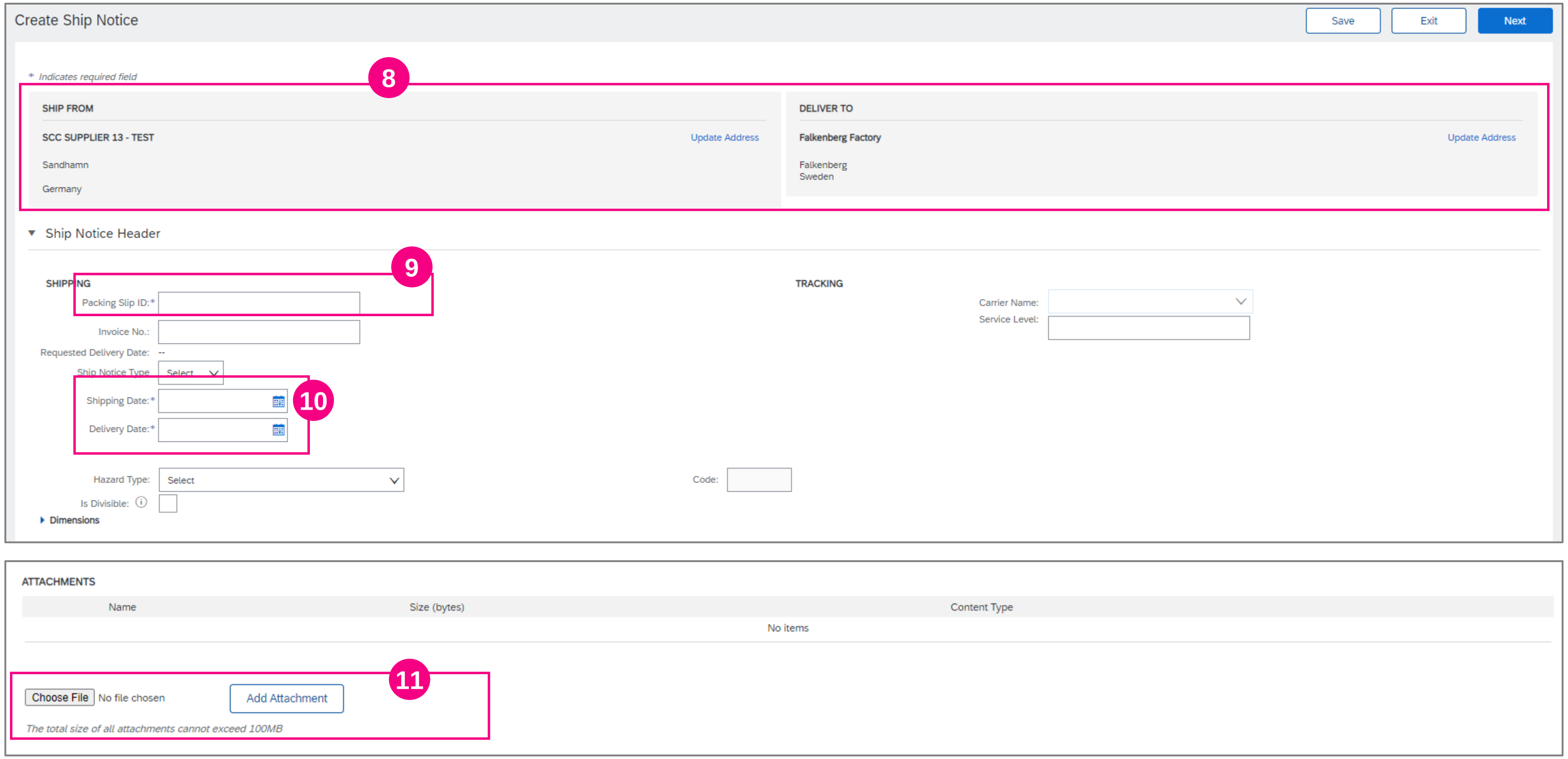
6 Select the specific **order lines** for shipping from the different Purchase Orders.

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)



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**

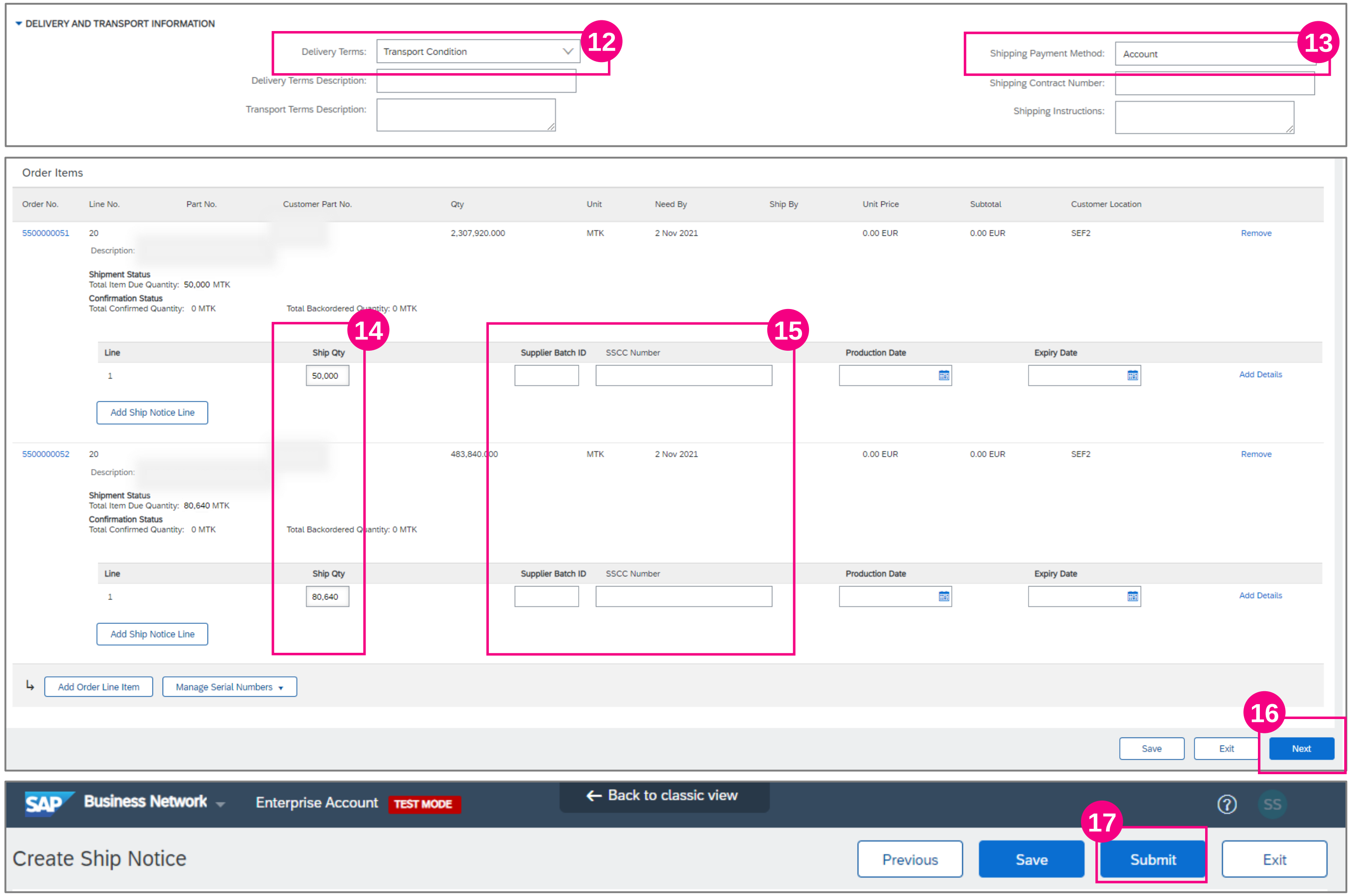
11 Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. The file must contain all relevant handling unit information for all the materials in the ship notice line items.

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

Required only, if there is such a requirement currently

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (4/4)



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.

15 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.

17 Then click the **Submit** button

Purchase Order Collaboration (consignment materials)

Topic

- Introduction
- Consignment Process Flow
- Consignment Purchase Order
- Order Confirmation
- Order Confirmation – Other Information
- Advanced Ship Notice
- 7 **Goods Receipt**
- Consignment Movement
- Course Summary

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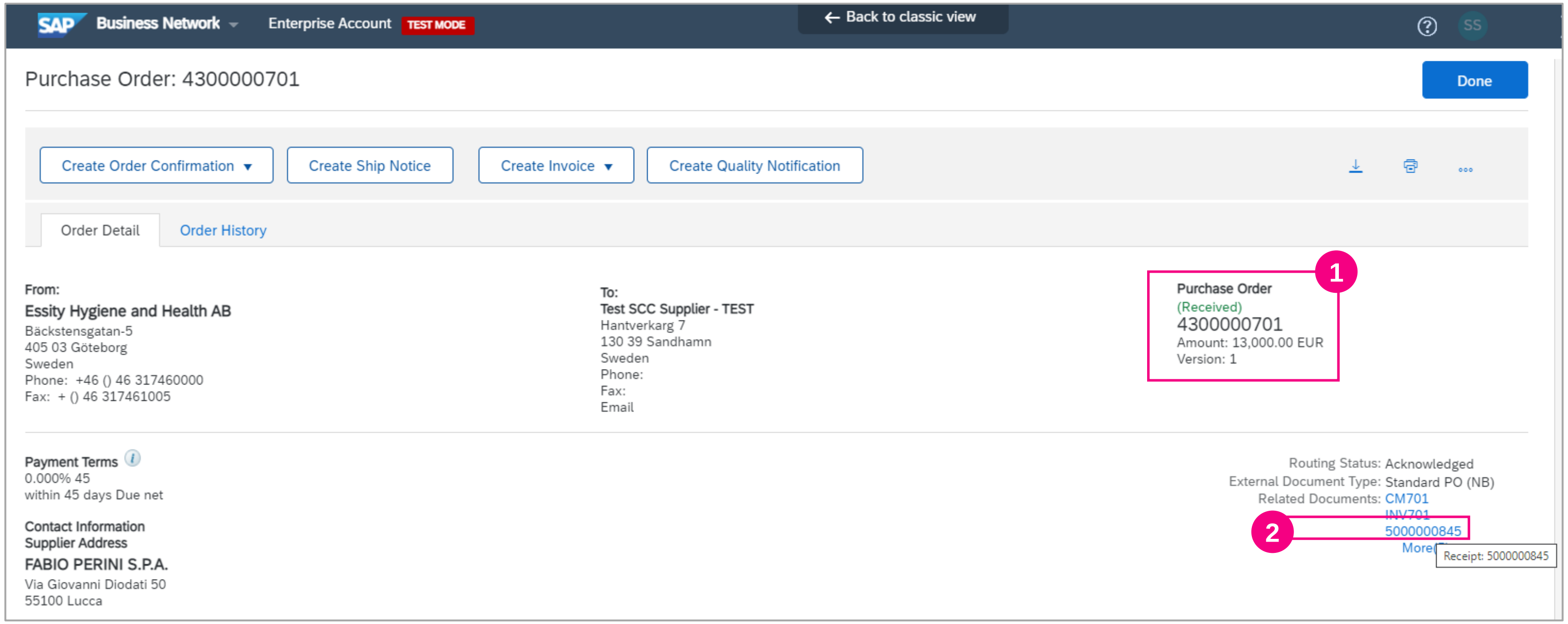
Purchase Order Collaboration (consignment materials)

Goods Receipt (1/2)



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

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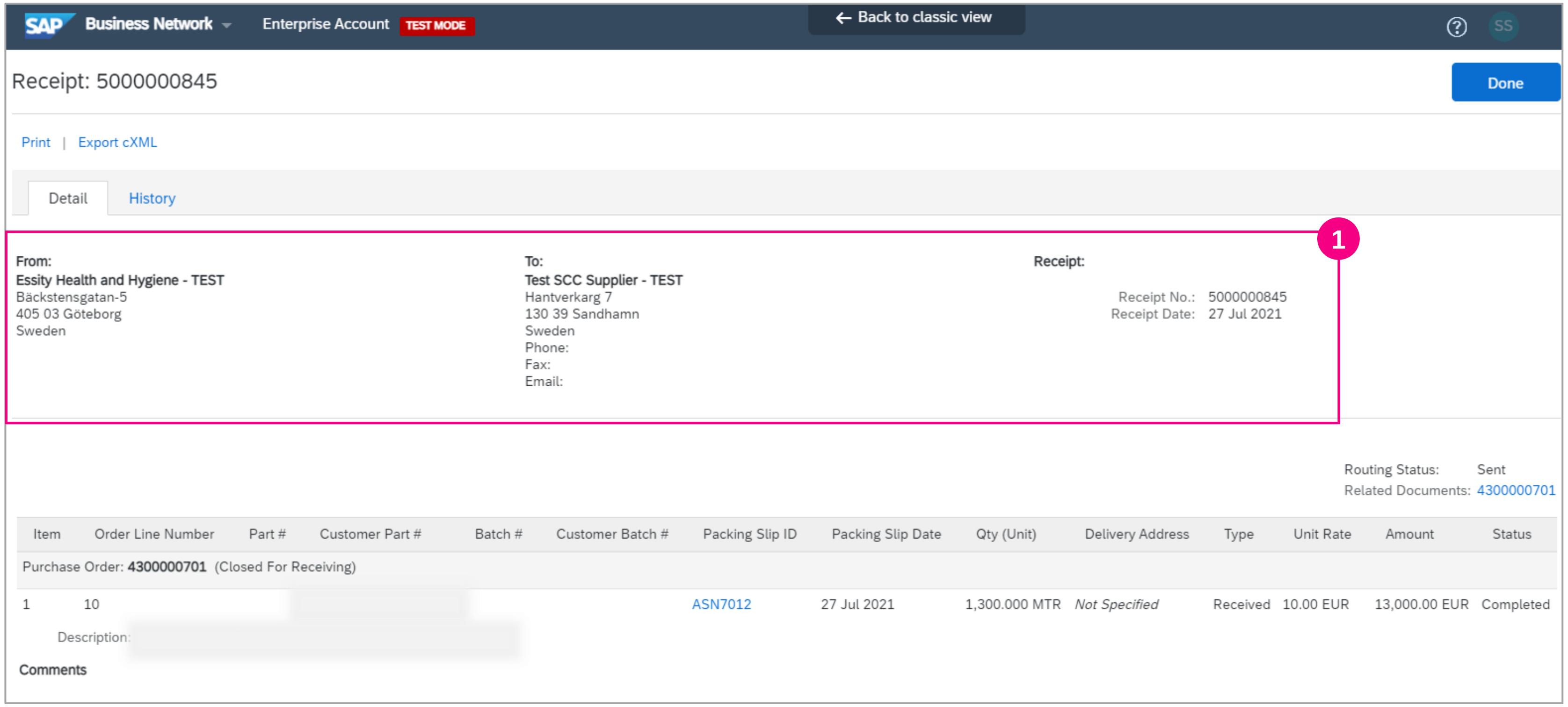
Purchase Order Collaboration (consignment materials)

Goods Receipt (2/2)



1 The Receipt details are displayed.

Purchase Order Collaboration (consignment materials)

Topic

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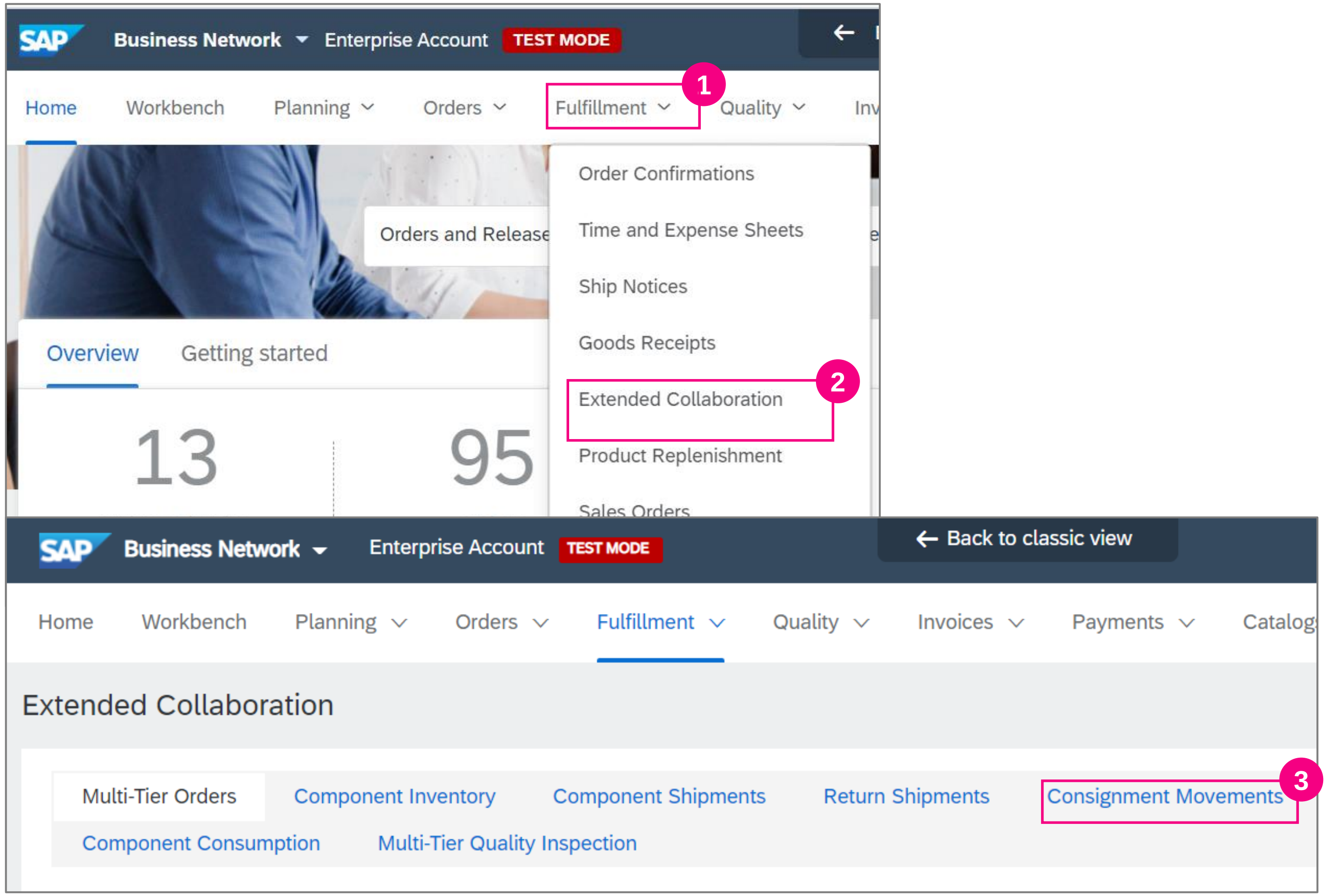
Purchase Order Collaboration (consignment materials)

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.

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Purchase Order Collaboration (consignment materials)

View Consignment Movements (2/2)

Consignment Movements (5)

4

Customer Part No./Description	Part No.	Customer	Customer Location	Movement Date	Movement Qty (Unit)	Amount	Settlement	Movement No.
		Essity Health and Hygiene - TEST	SEF2 *OWN_EU_PCF_SE_FBG_Falkenberg*	30 Mar 2022	500 (MTR)	2,765.00 SEK	SE0121000003602022001	SE014900602712022
		Essity Health and Hygiene - TEST	SEF2 *OWN_EU_PCF_SE_FBG_Falkenberg*	30 Mar 2022	800 (MTR)	4,424.00 SEK	SE0121000003602022001	SE014900602722022
		Essity Health and Hygiene - TEST	SEF2 *OWN_EU_PCF_SE_FBG_Falkenberg*	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE014900602732022
		Essity Health and Hygiene - TEST	SEF2 *OWN_EU_PCF_SE_FBG_Falkenberg*	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE014900602742022
		Essity Health and Hygiene - TEST	SEF2 *OWN_EU_PCF_SE_FBG_Falkenberg*	30 Mar 2022	1,700 (MTR)	9,401.00 SEK	SE0121000003602022001	SE014900602752022

5

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.

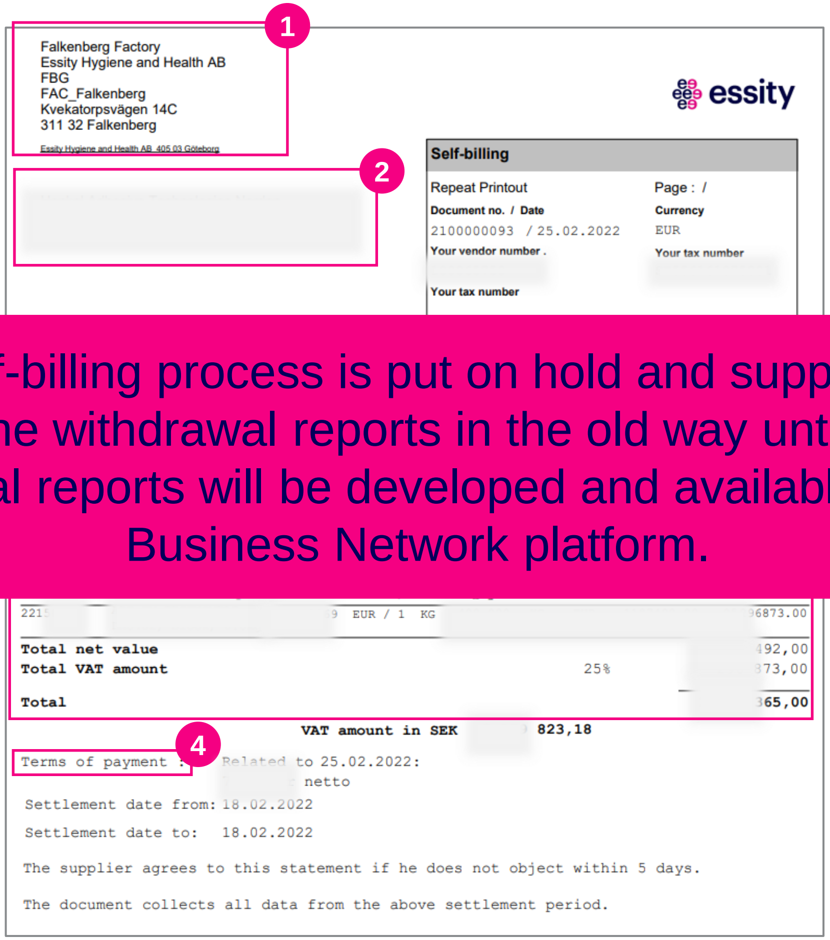
NOTE

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
Kvekatorpsvägen 14C
311 32 Falkenberg

Essity Hygiene and Health AB 405 03 Göteborg

2

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Self-billing

Repeat Printout	Page : /
Document no. / Date	**Currency**
2100000093 / 25.02.2022	EUR
Your vendor number .	**Your tax number**
Your tax number	

221	EUR / 1 KG		6873.00
Total net value			492,00
Total VAT amount		25%	373,00
Total			365,00

VAT amount in SEK 823,18

4

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.

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.

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

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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.

Questions

Please contact
SupplierInfo@essity.com

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

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