



Supplier Training



SAP Ariba SCC

ALSTOM
• mobility by nature •

Agenda



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01

Introduction

Introduction

Alstom leads a main improvement program, called **Ariba Project**, for **Direct and Indirect procurement processes and tools**.

For Indirect procurement main objectives are to improve procurement compliancy, efficiency and performance, user experience and solution use by employee.

For **Direct procurement** main objectives are to **standardise collaboration for all Alstom businesses** (Rolling Stock & Component, Service and Digital & Integrated System) and **enhance supplier management**,

In order to reach these, we are implementing **SAP Ariba solution** for global procurement that will replace the ALTeS, e-pass and ASCOT systems.

In parallel, the INSPIRE project is replacing the DIP solution for supplier invoice processing.

These **projects** will help to **standardize and improve our way of working, both internally and with suppliers**.

Introduction

A central portal to enhance supplier collaboration

- Better interface
- Cloud solution: easy to maintain, refresh, collect data
- Long term simplification in supplier management



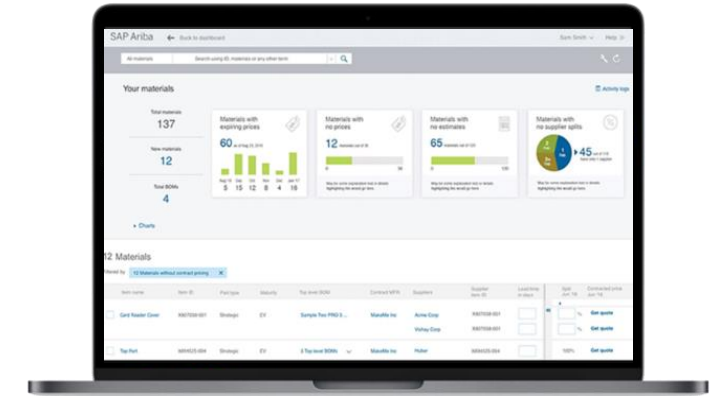
Supplier relationship

- International network allowed through new Ariba solution
- Improving the relationship, monitoring and follow-up with suppliers

Supplier Adoption

- Global portal, key asset to develop supplier capabilities
- Free portal for suppliers to register and start doing business with Alstom

Direct Procurement



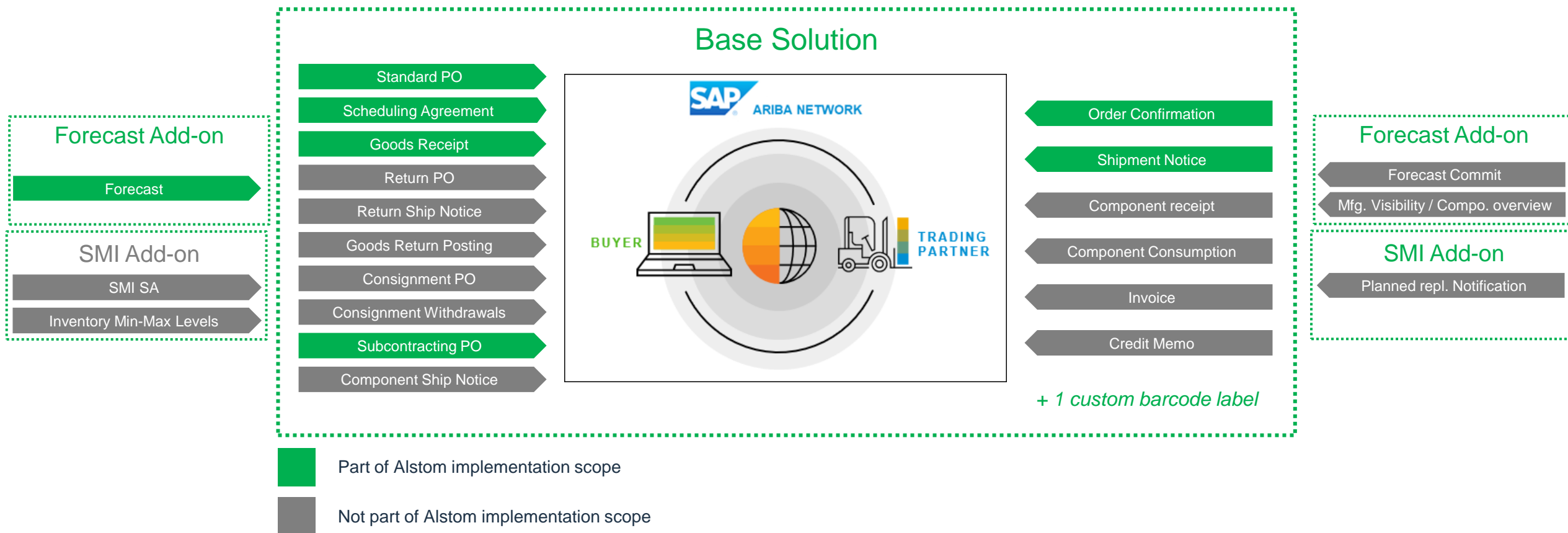
Benefits

Planning optimization

- Better visibility and forecast to improve planification
- Procurement process simplification

Ariba Supply Chain Collaboration Overview

What is Ariba Supply Chain Collaboration ?

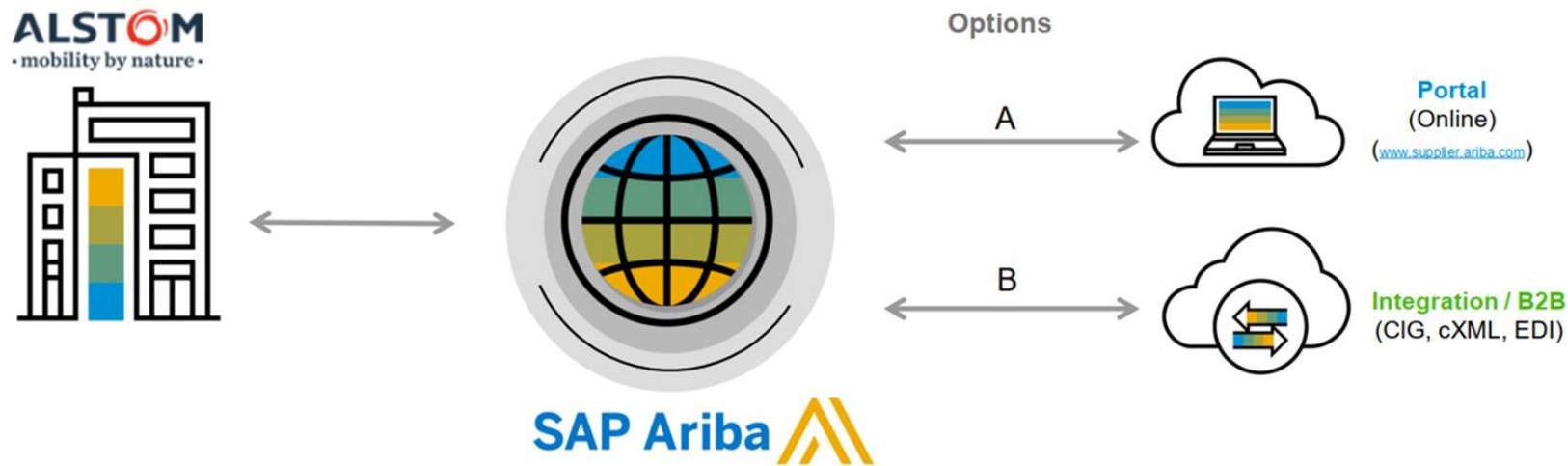


Ariba SCC

Different Modes of Integration

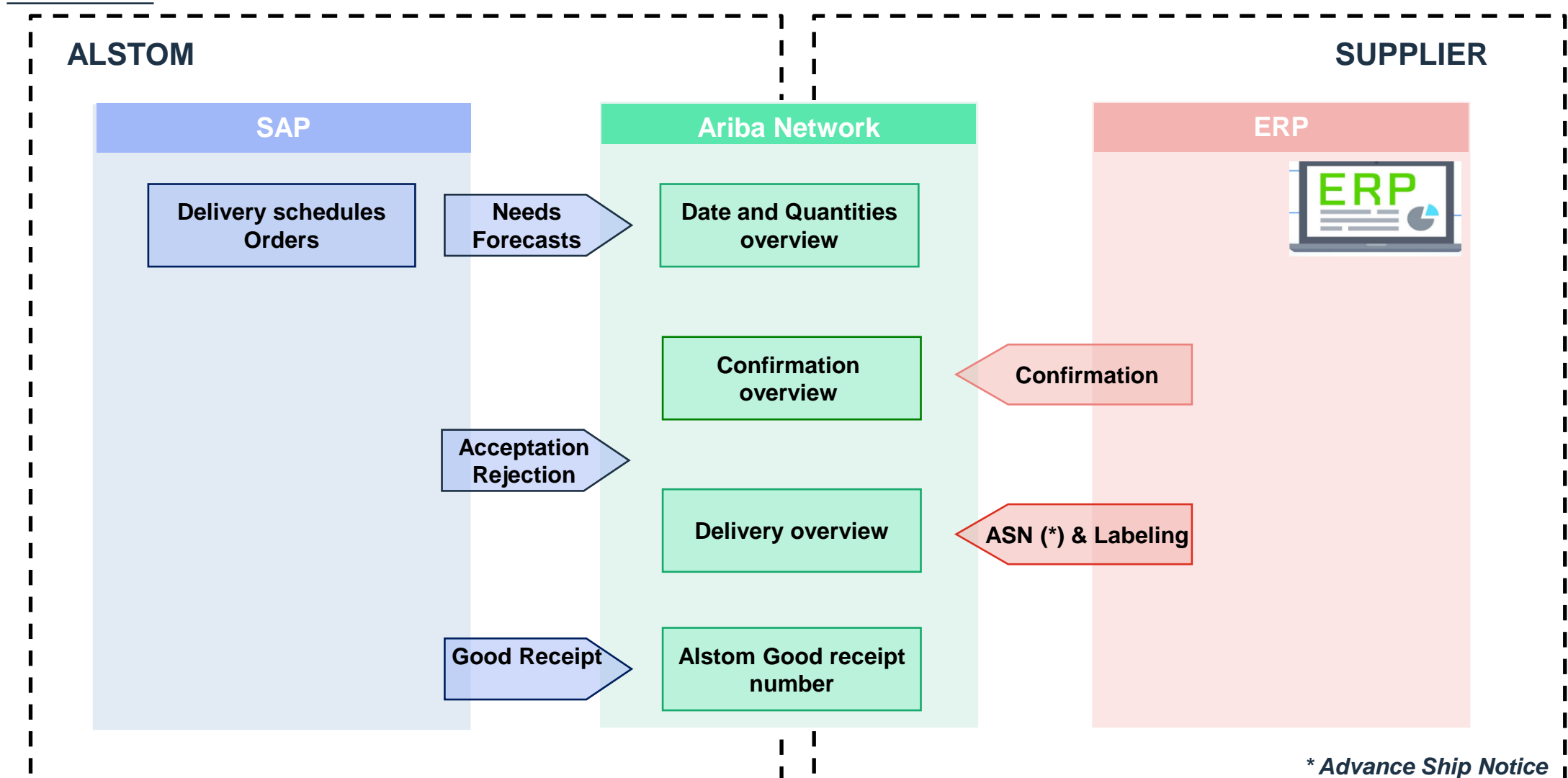
Ariba Network allows supplier to work in different modes.

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



* Some suppliers take a hybrid approach – some documents might be handled in Portal and some through Integration

Collaboration Workflow



02

Training objectives

Objectives



- **Manage** the flows of **information** between the supplier and its Alstom customer sites,
- **Deal with Alstom needs**, communicated through several kind of material planning documents,
- **Commit** on required deliveries in dates and quantities,
- **Inform** Alstom of any **deliveries through Advance Shipping Note and labelling**,
- **Benefit** from SAP Ariba SCC **appropriated tools** and processes.

03

User access and login

User access and login

In this Chapter You Will Learn About ...

- ~ How to connect you for the first time
- ~ How to logging in
- ~ How to access to My account
- ~ How to linking my User ID's

PRE-REQUIST : Supplier must be registered in SAP Ariba and users created (Please refer to Quick Start Guide)

User access and login

General information

- Which **Web browser** can be used for SAP Ariba SCC ?

Microsoft edge is preconized but others can be used 

- How to manage language for SAP Ariba SCC ?

Language for SAP ARIBA SCC connection is **your current language of your web browser**

User access and login

First Time Access

Once the System Administrator has created an access for you, two emails will be triggered from Ariba Commerce Cloud.

You will receive two emails,

- The **first email** - Contains your Username, this is in an email format and may or may not be your actual email.
- The **second email** - Contains a temporary Password.

Use the link on the first email to access the Ariba Network, enter the Username from the email,

Then

Enter the Temporary Password on the second email.

The image shows two screenshots of emails from Ariba Commerce Cloud. The first email, labeled '1', is titled 'Your User ID on the Ariba Account' and contains a username in a blue box. It includes a link to <https://service.ariba.com/Supplier.aw/ad/sp?anp=Ar> and another link to <https://integration.ariba.com>. The second email, labeled '2', is titled 'Your password on the Ariba Network Account' and contains a temporary password 'KMH5maJ4' in a blue box. Both emails include instructions for logging in and a list of steps to follow after the first login.

User access and login

Logging In

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

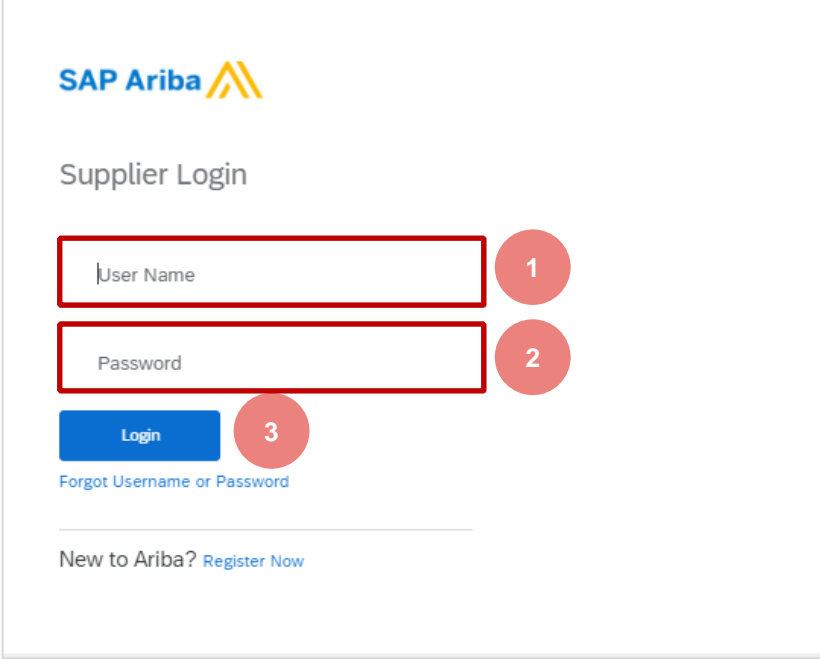
Go to
<https://service.ariba.com/Supplier.aw/125013038/aw?awh=r&awssk=KrlIXInd&dard=1>

To login :

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

Forgot Username or Password

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



SAP Ariba

Supplier Login

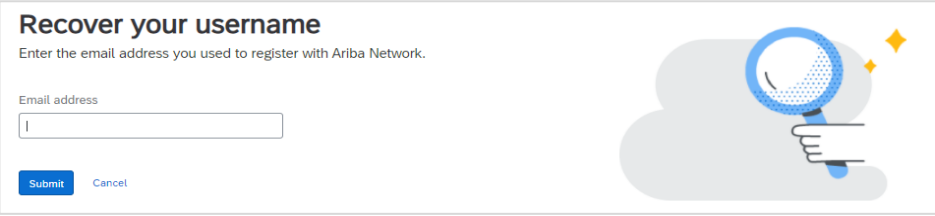
User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)



Recover your username

Enter the email address you used to register with Ariba Network.

Email address

Submit Cancel

User access

Accessing “My Account”

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

Note: Only change information that requires Updates.

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

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

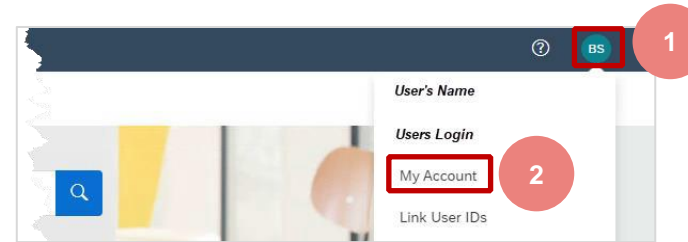
Note: All changes will trigger and email to confirm that you have requested the changes.

1. Click on your user **Initials**
2. Click on **My Account**

The **My Account** screen is displayed

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

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



This screenshot shows the 'My Account' settings page. At the top right, a red circle with the number '3' highlights the 'Save' button. The page is divided into 'Account Settings' and 'Mobile Settings' tabs. Under 'Account Information', there are fields for Username, Email Address, First Name, Middle Name, and Last Name. The 'Business Role' dropdown menu is open, showing a list of roles: Accounts Receivables, Business Owner, Customer Service, E-Commerce, Field Services, Finance, Information Technology, Manager, Marketing, Order Management, Sales, Service Administrator, Shipping, Treasury, and Other. A red arrow points from the 'Information Technology' option in the dropdown to the 'Marketing' option in the list. The 'Preferences' section at the bottom includes fields for Preferred Language (English), Preferred Timezone (CET), and Default Currency (Euro), along with a checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox'.

User access

Linking your User ID's

When you have more than one login across different buyers, or you need to access another user's account during periods of leave you can link the accounts for easier access.

There are two different ways to link an account :

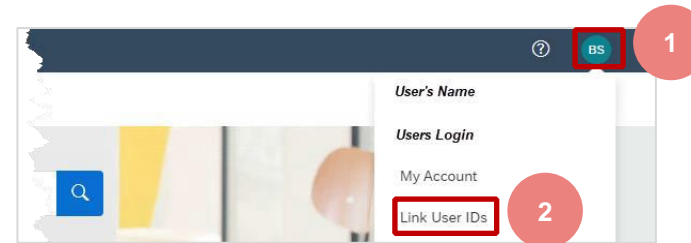
- **Approval Needed:** Use this processes when another user is going on extended leave and you need to access their account during that time.
- **No Approval Needed:** Use this account when you have multiple logins across multiple buyers
 1. Click on your user **Initials**
 2. Select **Link User ID's**The Link User ID's screen is displayed.

Select the option required :

Approval Needed: Enter the username of the account you wish to access then click on **Send link Request**.

No Approval Needed: Enter the username, enter the password, then click on Link Accounts.

Note: You must be the account holder for No Approval needed.

A screenshot of the 'Link User IDs' form. The title is 'Link User IDs'. Below the title, there is a paragraph: 'If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:'. Below this are two bullet points: 'Log in to all your accounts using one username and password' and 'Switch between your multiple accounts'. The form is divided into two sections: 'APPROVAL NEEDED' and 'NO APPROVAL NEEDED'. The 'APPROVAL NEEDED' section has the text 'Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.' and a form with a 'Username:*' label and a text input field, followed by a blue 'Send link request' button. The 'NO APPROVAL NEEDED' section has the text 'Enter the username and password of another account to which you want to link.' and a form with 'Username:*' and 'Password:*' labels and text input fields, followed by a blue 'Link accounts' button. At the bottom right of the form is a blue 'Cancel' button.

User access

Contact the system Administrator

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

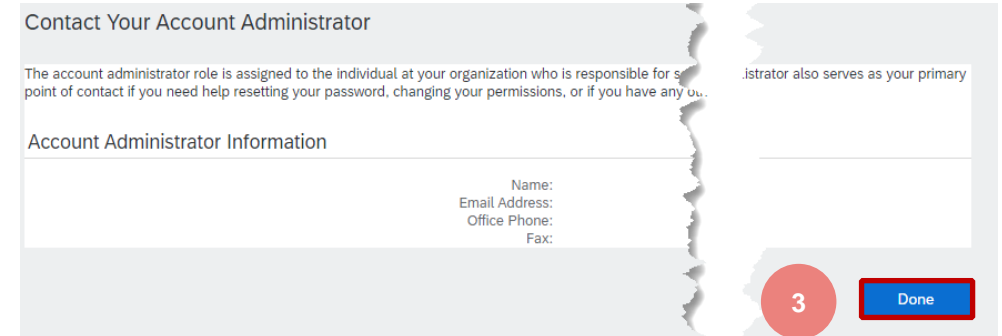
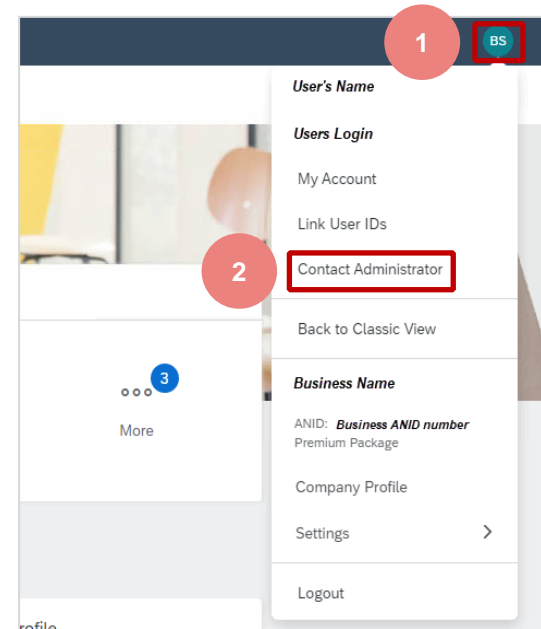
Contact the Business System Administrator when:

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

1. Click on your user **Initials**
2. Select **Contact Administrator** from the drop-down list

There are different options to contact the System Administrator, use the option wanted

3. Click on **Done** to Return to the page you accessed the drop-down list from



04

Seller Dashboard / Home page

Seller Dashboard / Home page

In this Chapter You Will Learn About ...

- ~ How to understand screen overview
- ~ How to understand and customize Tabs
- ~ How to understand Tiles Bar
- ~ How to read Screen Tiles



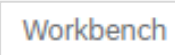
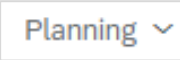


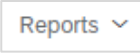
Seller Dashboard

Tabs Information

The first screen seen after logging in is the Seller Dashboard or Home page as the Home tab is highlighted.








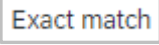

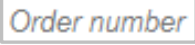
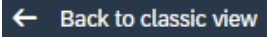







Note: that only the processes that your Buyer uses, and the permissions set by your System Administrator determines what tabs are visible on the Seller Dashboard /Home page

The following table provides users with information about the tab, field or selection option:

Name of Item	Tab, Field or Selection	Description / Use
SAP business Network Header		The SAP Business Network is displayed. There is a drop list that provides access to other items such as Sourcing and Quota
Home tab		The first screen viewed after logging in has the Home tab selected
Workbench Tab		This is where you find all your documents by creating preferred views using filters to make transacting easier
Planning Tab		This is a Supply Chain Collaboration only process and is for suppliers providing direct goods. Refer to the Planning Guides
Orders Tab		The orders tab displays all Purchase Orders sent from buyers in the Ariba Network, including change and inquires purchase orders
Fullfillment Tab		This is a Supply Chain Collaboration only process and is for suppliers providing direct goods. Refer to the Fulfillment Guides
Reports Tab		Reports can be extracted for information in the Ariba network

Seller Dashboard

Fields Information

Name of Item	Tab, Field or Selection	Description/Use	Name of Item	Tab, Field or Selection	Description/Use
Message Tab		The messages tab is used to send messages to the buyer	Getting Started Tab		if there are any further tasks required to ensure that transacting through the Ariba Network is smooth
Create Drop Down		The create drop down shows options for creating specific documents such as an Order Confirmation or Ship Notice	Orders and Releases Field		The document options that you can complete a search on, the default is Orders & Releases
More		The ... (more) button allows users to create CSV/PDF documents and tracking information	Customer Selection Option		The list of customers that you are transacting with, users can choose specific customers or leave it in the default of All Customers
User Initials		The initials of the User name	Exact Match Option		Choose either Exact Match or Partial match to the document required
Help		Provides access to the help topic pane, what's new, guided tours, documentation and support	Order Number Search		Enter the number of the document you are searching for,
Back to Classic View		This is a temporary option, once you have entered Classic view you cannot revert back to the Seller Dashboard without logging back in	Commence Search		A magnifying glass triggers a search or indicates that a search can be conducted
Feedback Option		Feedback can be provided on the home page	Drop down Menu Available		Indicates that there is a drop down list of options
Overview		The overview button is on the seller dashboard/home page provides it is customizable	More options available		The ellipsis icon with More indicates that there is more information by clicking on it
My Widgets		Widgets are the boxes that contain information, widgets can be set by the user to provide the information required by that user	Export		Allows users to export information into an Excel format

Seller Dashboard Screen Overview

1. Access to Help

2. **Username Initials** – a drop down provides applicable accesses

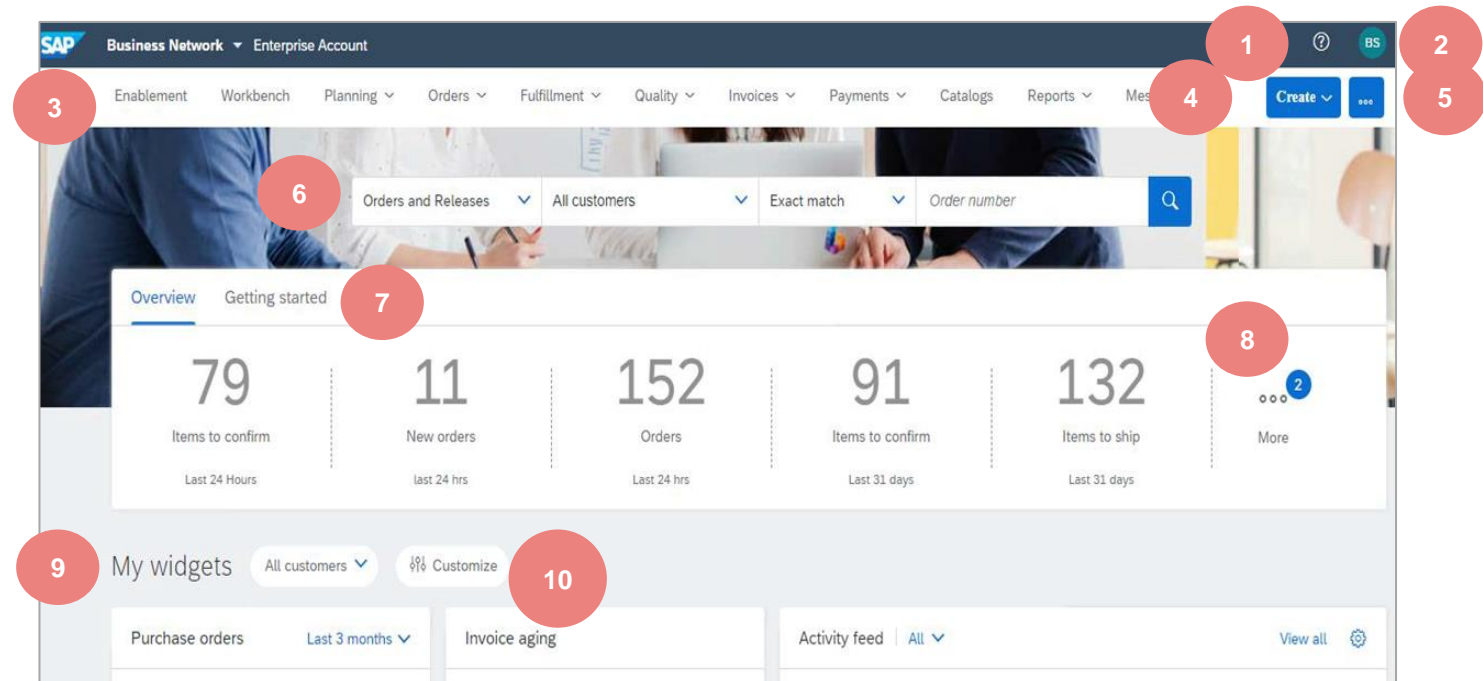
3. **Accessible Tabs** – the tabs that you have permissions to access

4. **Create** – a drop down that provides short cuts to processes, can be accessed from others screen

5. **... (More)** – a drop down provides access to track, CSV upload and CSV download options-can also be accessed from other screens

6. **Quick search options** – Allows searching for selected parameters from the Seller Dashboard /Home page

7. **Overview Bar** – helps to focus on important tasks related to orders and Invoices



8. **More** – indicates there are more tiles

9. **My Widgets** – Allows users to change the identify what widget they want to see on the Seller Dashboard /Home page

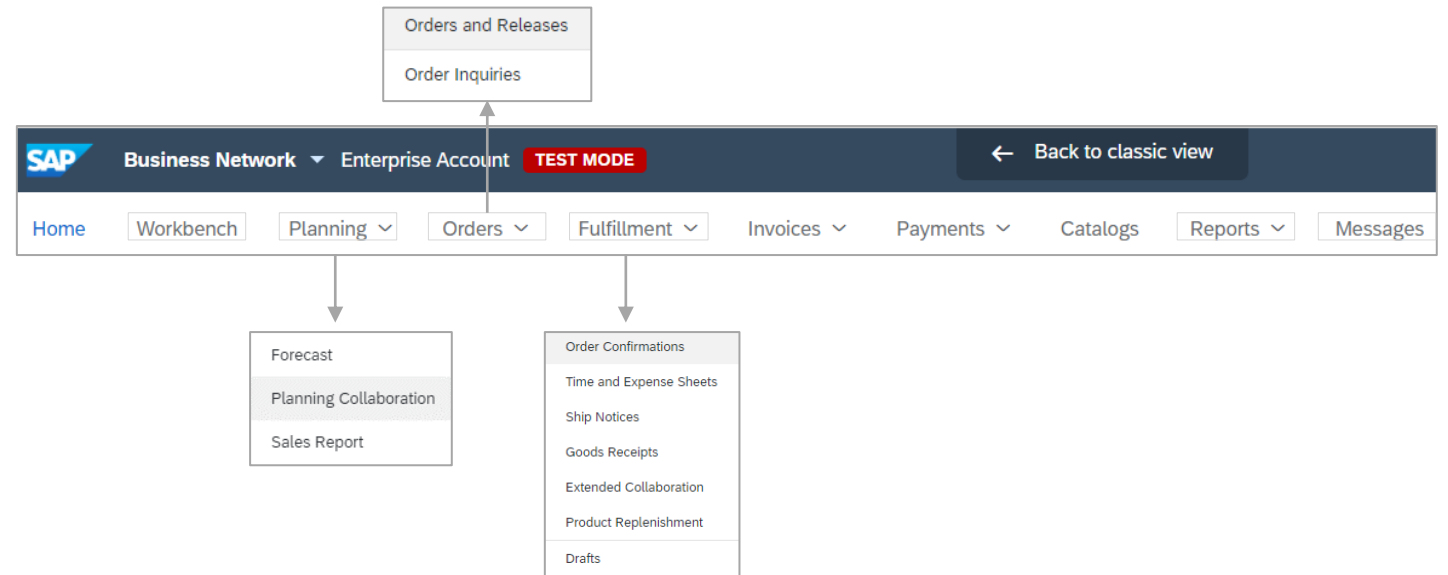
10. **Customize** – Shows the available options for My Widgets

Seller Dashboard

Tabs overview

When working with tabs, remember:

- The Tabs that each User can see is based on the permissions assigned by your Businesses System Administrator and the required processes determined from the Buyer.
- Not all tabs have drop down lists
- Not all shown down list selections may be available
- The order of the tabs cannot be changed



tabs relevant for supplier using business Network with Alstom

Screen Tab - Workbench

Information

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

To access the Workbench, click on the **Workbench tab**

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

The screenshot shows the Transaction Workbench interface. At the top, there is a navigation bar with tabs: Home, Workbench (highlighted with a red box), Planning, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button and a menu icon are on the right. Below the navigation bar, the 'Workbench' section displays four tiles: 'New orders' (1), 'Items to confirm' (11), 'Changed orders' (3), and 'Orders' (19). A 'Customize' button is in the top right of this section. Below the tiles, there is a section for 'Orders (19)' with 'Edit filter' and 'Save' buttons, and a 'Last 31 days' filter. A table below shows order details with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains two rows of data. Numbered callouts (1-6) point to: 1. Customize button, 2. Items to confirm tile, 3. Active filters section, 4. Export button, 5. Settings button, and 6. Actions column in the table.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
7000088376	Alstom - TEST	₹0.00 INR	Jun 4, 2021	Confirmed		...
560005376300020FOR	Alstom - TEST	₹800,000.00 INR	Jun 6, 2021	Changed		...



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

Screen Tab - Workbench

Customize

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

- Customer
- Type of Document or process
- Time frame


Tiles provide a filtered view, from the Workbench Screen:

1. Click on **Customize** 

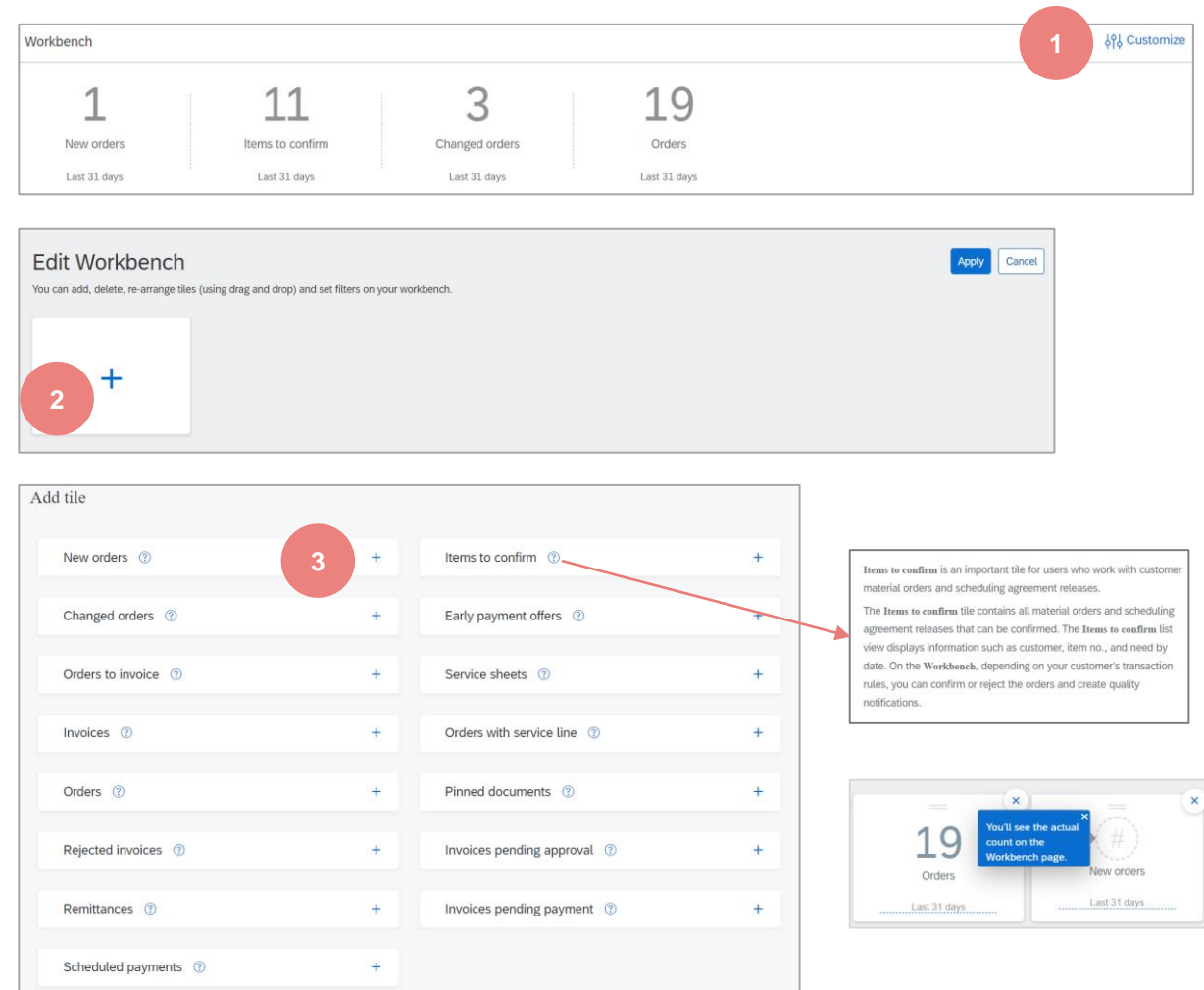
2. To add a Tile, **click on +**

A list of all the available tiles appear.


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

The  provides further information about the tile

3. **Click on the +** at the end of the tile you wish to add
The Tile is added



Workbench

1  Customize

1 New orders Last 31 days

11 Items to confirm Last 31 days

3 Changed orders Last 31 days


19 Orders Last 31 days


Edit Workbench Apply Cancel


You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.


2 +


Add tile


New orders  3 +


Items to confirm  +


Changed orders  +


Early payment offers  +


Orders to invoice  +


Service sheets  +


Invoices  +


Orders with service line  +


Orders  +


Pinned documents  +

Rejected invoices  +

Invoices pending approval  +

Remittances  +

Invoices pending payment  +

Scheduled payments  +

Items to confirm is an important tile for users who work with customer material orders and scheduling agreement releases. The Items to confirm tile contains all material orders and scheduling agreement releases that can be confirmed. The Items to confirm list view displays information such as customer, item no., and need by date. On the Workbench, depending on your customer's transaction rules, you can confirm or reject the orders and create quality notifications.

19 Orders Last 31 days

You'll see the actual count on the Workbench page.

New orders Last 31 days

Screen Tab - Workbench


Customize

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

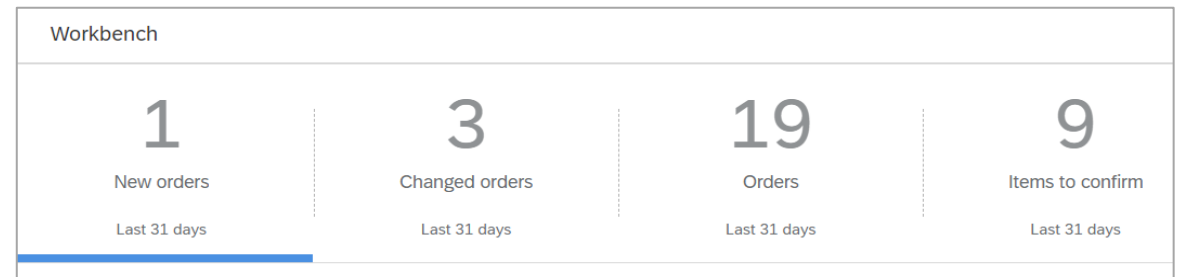
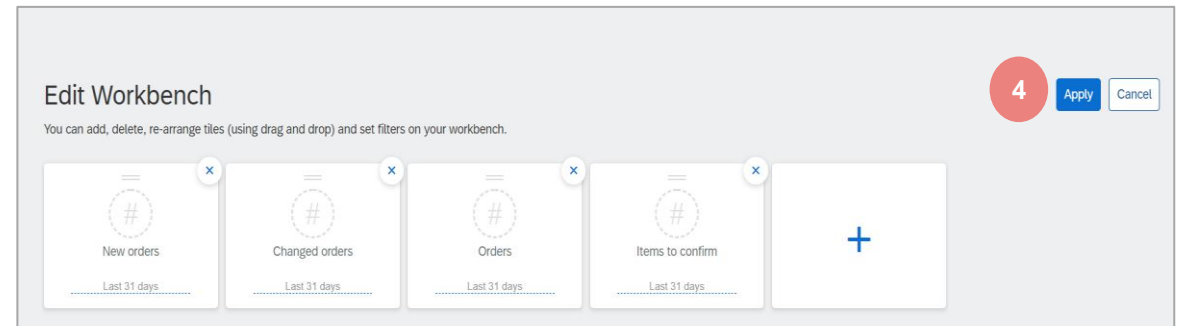
Tiles can be moved, hover over the **≡≡≡** when a hand appears holds down the mouse button and move to the desired tile position.

The information above the dotted line can be changed from the default to reflect something else, for example “Jane’s View”

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

- Further Tiles can be added by clicking on the **+**
 - To remove tiles, Click on the 
4. Once you have added and removed the required Tiles, click on **Apply**

Drag and drop any of the workbench tiles to re-arrange the order in which they appear, and the tile order will appear in the overview bar of the homepage.



Screen Tab - Workbench

Edit filter

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

- Customer
- Order numbers
- Customer Location

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

The process remains the same irrespective of the tile used:

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

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

3. **Choose** the options from the available filters, once all parameters have been selected
4. Click on **Apply**, the filters appear next the Edit Filter selection.

The screenshot shows the 'Workbench' interface with four tiles: 'New orders (2)', 'Changed orders (3)', 'Orders (21)', and 'Items to confirm (10)'. The 'New orders (2)' tile is selected, and its 'Edit filter' button is highlighted with a red circle (1). The filter configuration panel is open, showing various filter categories: 'Customers' (checkbox), 'Order numbers' (text input), 'Creation date' (dropdown menu), 'Order status' (dropdown), 'Company codes' (text input), 'Purchasing organizations' (checkbox), 'Customer locations' (text input), 'Routing status' (dropdown), 'Min amount', 'Max amount', and 'Currency' (dropdown). The 'Creation date' dropdown is open, showing options like 'Last 31 days', 'Last 24 hours', etc. The 'Customer locations' filter has '5103' selected. The 'Apply' button is highlighted with a red circle (4). Below the filter panel, a table displays filtered data:

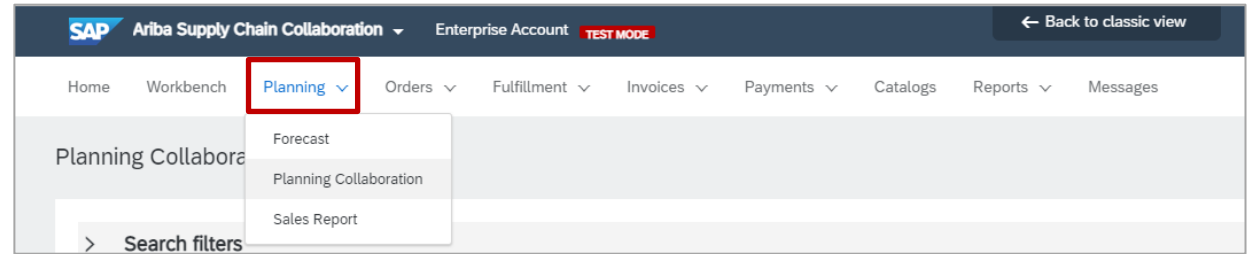
Ship To Address	Customer Location	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
Alstom Transport India Limited, (Tada), Chittoor District, 01, India	5103	560005377400010FOR	Alstom - TEST	₹2,000,000.00 INR	Jun 9, 2021	New		...
Alstom Transport India Limited, (Tada), Chittoor District, 01, India	5103	560005377400020FOR	Alstom - TEST	₹8,000,000.00 INR	Jun 9, 2021	New		...

Screen Tab – Planning Information

The Transaction provides access to forecast data.

To access, click on Planning Tab

- Relevant selection is **Planning Collaboration**



Planning Collaboration

> Search filters

Page 1

Customer	Customer part no.	Supplier part no.	Customer location	Lead time	Part status	Last customer update	Last supplier update	Stock					
								Stock on hand	Stock levels	Unit	10 weeks projection		
Alstom - TEST	0000000000000000132		5102 (ATIL - RSC CBE)					Quantity	Status	Min	Max		
Alstom - TEST	0000000000000000054		5102 (ATIL - RSC CBE)										
Alstom - TEST	DTR0000535094		5102 (ATIL - RSC CBE)	112									
Alstom - TEST	DTR0000536088		5102 (ATIL - RSC CBE)	98									
Alstom - TEST	DTR0000476036		5102 (ATIL - RSC CBE)	60									

Forecast details

Customer: Alstom - TEST, Customer location: ATIL - RSC CBE, Part no.: 0000000000000000132, Part description: Repairs: non-compliant Prod Part (NCR)

View by: Daily, Starting from: 06/09/2021

Starting from: 9 Jun 2021

Chart

Stock on hand: 0 (EA) | Part details | Send Data

Key figures	9 Jun 2021	10 Jun 2021	11 Jun 2021	12 Jun 2021	13 Jun 2021	14 Jun 2021	15 Jun 2021	16 Jun 2021	17 Jun 2021	18 Jun 2021
Order forecast										
Cumulative forecast	0	0	0	0	0	0	0	0	0	0
Previous forecast										
Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0
Forecast change	0	0	0	0	0	0	0	0	0	0
Firmed orders										

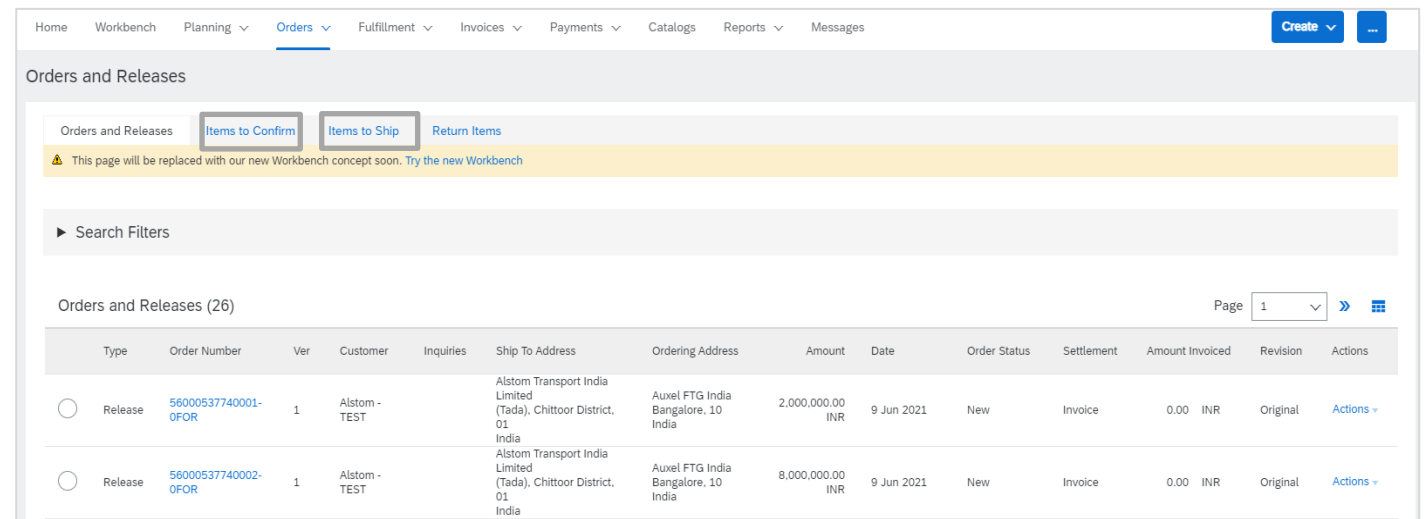
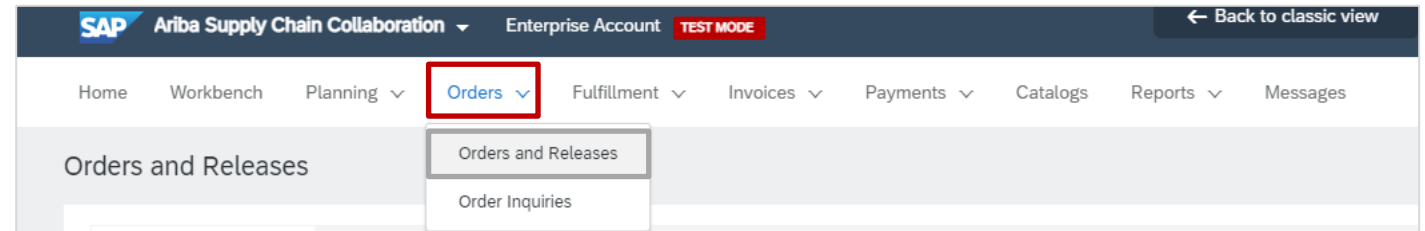
Screen Tab – Orders Information

The Transaction provides access to order and releases. To access, click on Orders Tab.

Relevant selection is **Orders and Releases**.

Note: supplier access to sub-Tab :

- Item to confirm
- **Item To ship**

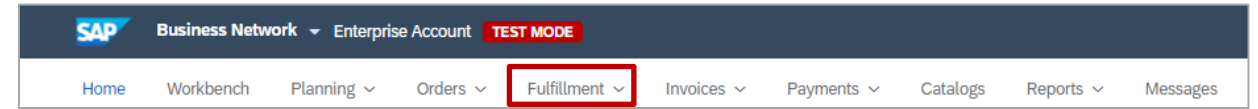


Screen Tab – Fulfillment Information

The Transaction provides access to different Tabs to fulfill activity.

Relevant Tabs are :

- **Orders Confirmations** : overview of all Order Confirmation done and status,
- **Ship Notices** : overview of all ASN done and status,
- **Goods receipts** : overview of all GR done and status,
- **Extended Collaboration** : access to component inventory,



Order Confirmations
Time and Expense Sheets
Ship Notices
Goods Receipts
Extended Collaboration
Product Replenishment
Drafts

Order Confirmations

Search Filters

Order Confirmations (17)

Confirmation ID	Customer	Order #
OC_IM10062021_A	Alstom - TEST	560005378800010FOR
OC_IM06062021_01	Alstom - TEST	560005262200010FOR
TESTOCT	Alstom - TEST	4100546499
OC_ZSNC	Alstom - TEST	560005262200010FOR
OC_IM04062021	Alstom - TEST	560005378300010FOR
OC_040621	Alstom - TEST	7000088276

Extended Collaboration

Multi-Tier Orders | Component Inventory | Component Shipments | Return Shipments | Consignment Movements | Multi-Tier Shipments | Component Receipts | Component Consumption | Multi-Tier Quality Inspection

Search Filters

Component Inventory (2)

Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)
Alstom - TEST	ATIL - RSC CBE	DTR0025244770	COMPONENT HOLDER TABS H08/14SDH-2					16.00 (EA)
Alstom - TEST	ATIL - RSC CBE	DTR0000440633	BUSBAR BATTERY CHARGER					1.00 (EA)

Screen Tab – Reports Information

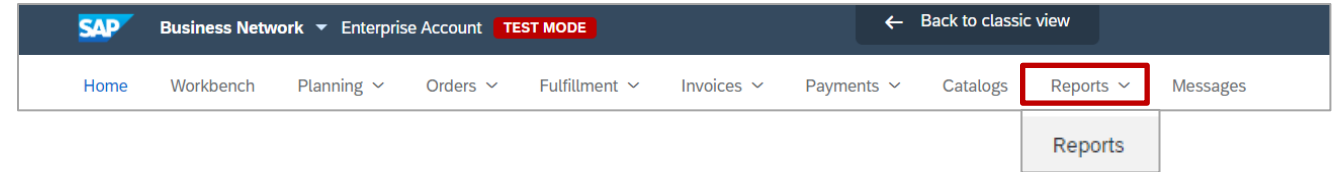
Suppliers can extract reports on specific documents to identify where in the process a document is as for example Ship notice pending.

Report headings cannot be adjusted, however, once a report is extracted the information contained within the report can be used.

The available reports include but are not limited to:

- Order
- Confirmation
- Goods Receipt
- Ship Notice

Each report may have a different time span for reporting information on, however if you require a report that has a maximum 14 days time span it can be for 14 days up to two years in the past.

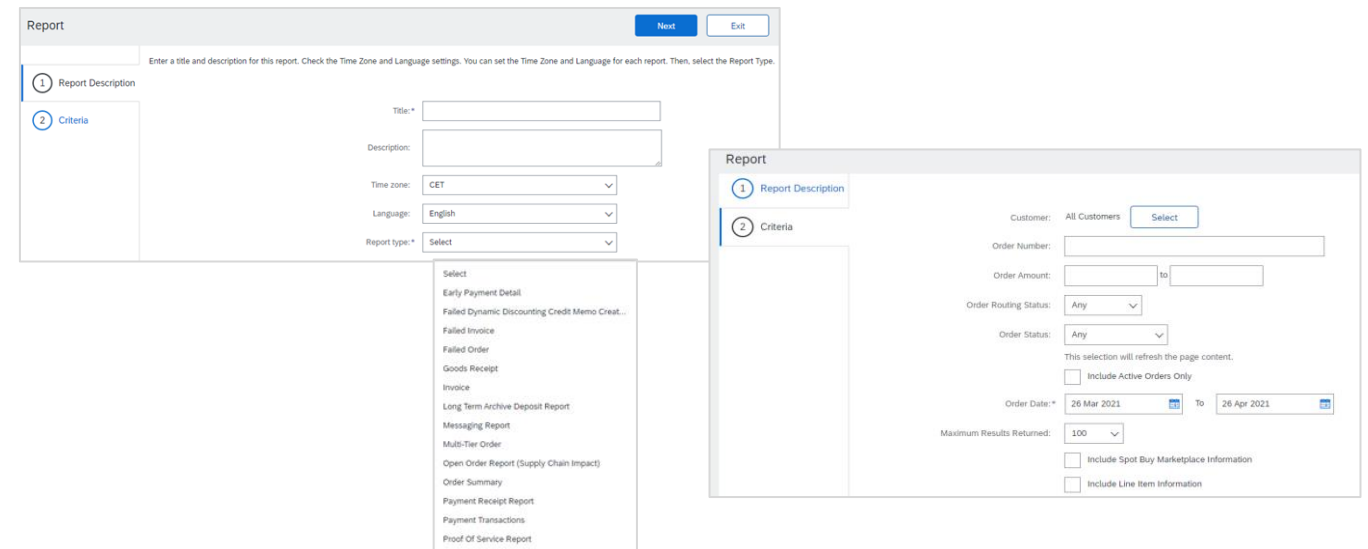


Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
<input type="radio"/> Good reception	Manual	Goods Receipt	Processed	1 Jun 2021	
<input checked="" type="radio"/> Overview report	Manual	Order	Processed	3 Jun 2021	

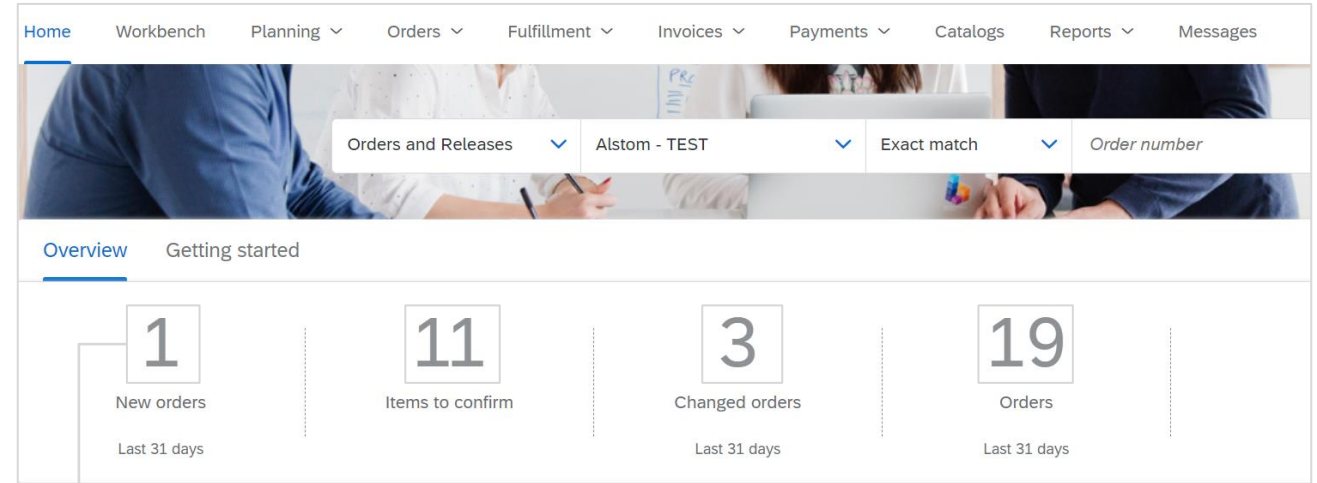


Seller Dashboard

Tile bar Overview

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

- The Overview tile bar can be personalized so that a user can keep track of order as part of their jobs
- The time frames (hours & days) shown on the tiles can be changed based on the user's requirements
- You can access each tile by clicking on
- The name of each tile can be adjusted to reflect the needs to the user
- Tiles can be added or removed



Numbering indicate quantity of items lines pending

Tile: New orders information

1

New orders

Last 31 days

This tile allow supplier to have quick access to new orders

New orders (1)

[> Edit filter](#) | [Save filter](#) | [Last 31 days](#) [New](#)

Order Number	Customer	Amount	Date ↓	Order Status
560005262200010FOR	Alstom - TEST	₹4,766,512.40 INR	Jun 7, 2021	New



New order : new document (Schedule Agreement or Purchase Order) with version 1.

Tile: Item to confirm information

11

Items to confirm

This tile allow supplier to have quick access to all lines to confirm

Items to confirm (11)

> [Edit filter](#) | [Save filter](#) | [Last 365 days](#) | [5100](#) | [Exclude confirmation not all... , +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Confirm](#) v | [Reject](#) v

▼	Item No.	Shipping Instructions	Schedule Line No.	Supplier Part No.	Description	Need By	Ship By ↑
▼	Customer: Alstom - TEST Order No.: 560005376300020FOR						
<input type="checkbox"/>	20		1		CONNECTORS X1 FOR EPAC	Jul 19, 2021	Jul 18, 2021
▼	Customer: Alstom - TEST Order No.: 560005374200010FOR						
<input type="checkbox"/>	10		1		BUS BAR ONIX 1032-L2-750_3 LAYERS	Jun 7, 2021	Jun 6, 2021
<input type="checkbox"/>	10		2		BUS BAR ONIX 1032-L2-750_3 LAYERS	Jun 14, 2021	Jun 13, 2021



All lines : from Schedule Agreement and Purchase Orders.

Tile: Changed orders information

3

Changed orders

Last 31 days

This tile allow supplier to have quick access to Changed Orders

Changed orders (3)

[> Edit filter](#) | [Save filter](#) | [Last 31 days](#) [Changed](#)

Order Number	Customer	Amount	Date ↓	Order Status
560005376300020FOR	Alstom - TEST	₹800,000.00 INR	Jun 6, 2021	Changed
560005374200030FOR	Alstom - TEST	₹80,400,000.00 INR	Jun 6, 2021	Changed
4100546244	Alstom - TEST	₹144,855.72 INR	Jun 2, 2021	Changed



Changed Order : documents (Schedule Agreement or Purchase Order) for which Alstom changed quantities or dates.

Tile: Orders information

19

Orders

Last 31 days

This tile allow supplier to have quick overview of all documents

Orders (19)

[> Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Order Number ↓	Customer	Amount	Date	Order Status
7000088376	Alstom - TEST	₹0.00 INR	Jun 4, 2021	Confirmed
560005376300020FOR	Alstom - TEST	₹800,000.00 INR	Jun 6, 2021	Changed
560005376300010FOR	Alstom - TEST	₹520,000.00 INR	Jun 6, 2021	Confirmed
560005374300020FOR	Alstom - TEST	₹57,000,000.00 INR	Jun 6, 2021	Partially Received



For schedule agreement, in case of

- Deliveries already done
- Date or quantities modification made

document will be not visible in Changed Order and Order status remains “Partially Received” in Orders reports. Changes will be visible with “Item to confirm” with new lines to confirm

Seller Dashboard

My Widgets

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

The My widgets section can be customized by:

- Buyer
- Tile Type

All Items in Blue can be clicked on to:

- Provide more information

Change time frame of the information

- Update parts of the Ariba Network

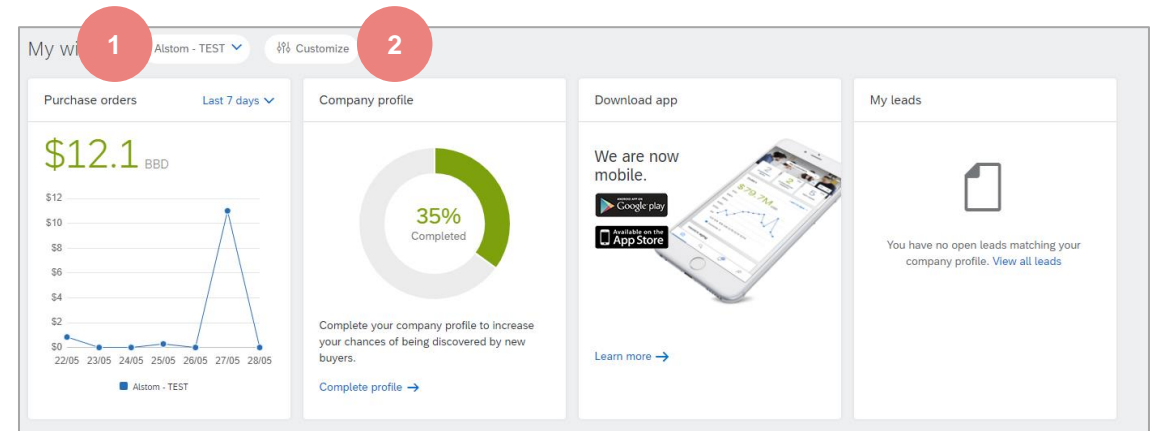
To Display Customers that you work with:

1. Click on **All Customers** drop down and make your selection

- To Customize:
- 2. Click on **Customize** and make your selection, refer to **Customizing My Widget**

- My Widgets provides users the options to display information relevant to their function

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

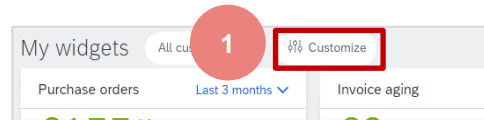


Customize My widgets

Add or remove files

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

1. Click On **Customize**



The Customize my widgets screen is displayed:

⊖ removed the widget from the list

+ adds the selected widget to the list

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

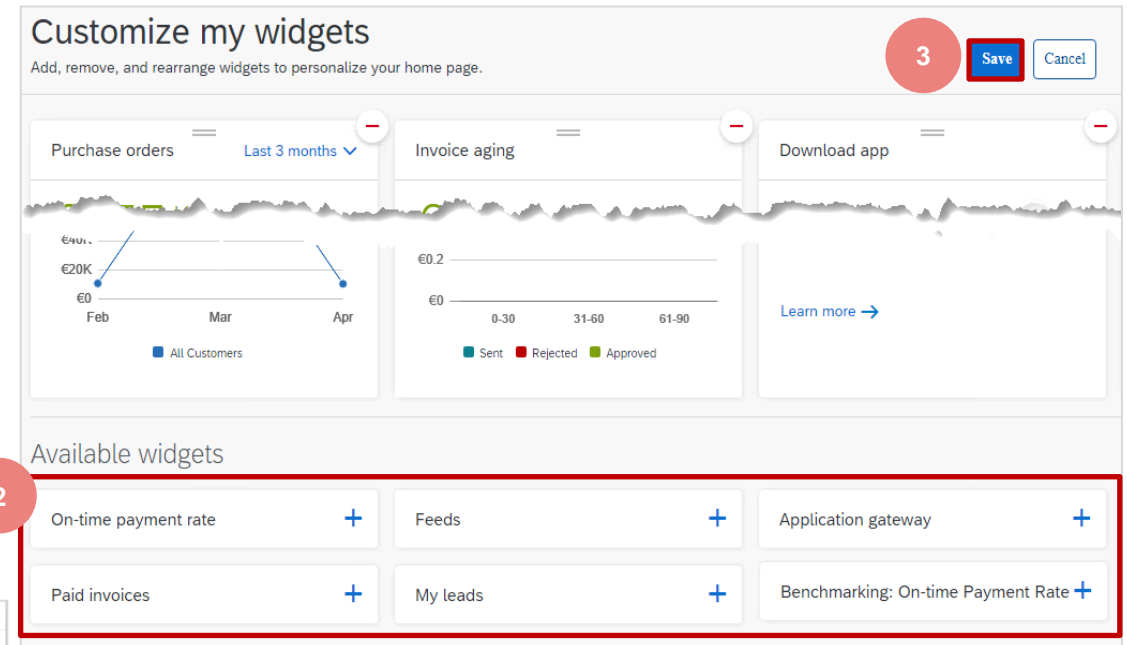
2. Select the widget/s required from **Available widgets**

3. Click on **Save**

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

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

Widgets cannot be customized by customer



Seller Dashboard

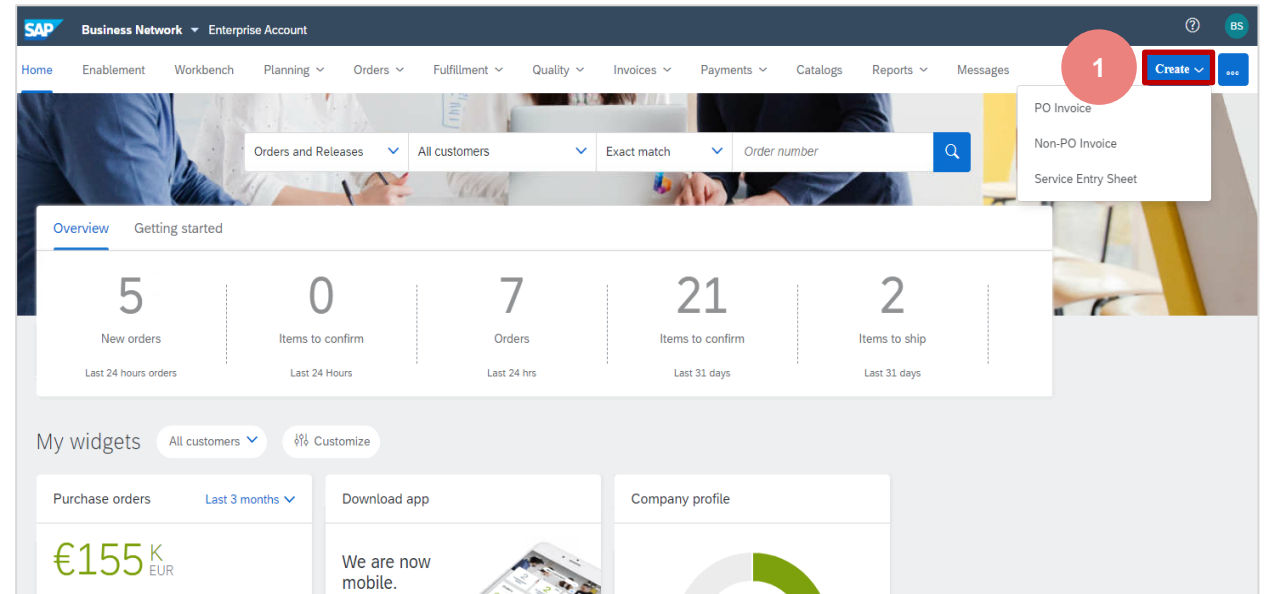
Create Selection - Overview

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

The options available are based on the documents that are transacted with your Buyer, however, using this selection is general rather than specific to a document.

To create documents such as Order Confirmations, Ship Notices and Invoices refer to the applicable training documents on the relevant business Supplier Information Portal (SIP)

1. Click on **Create** to display the drop-down list



Seller Dashboard

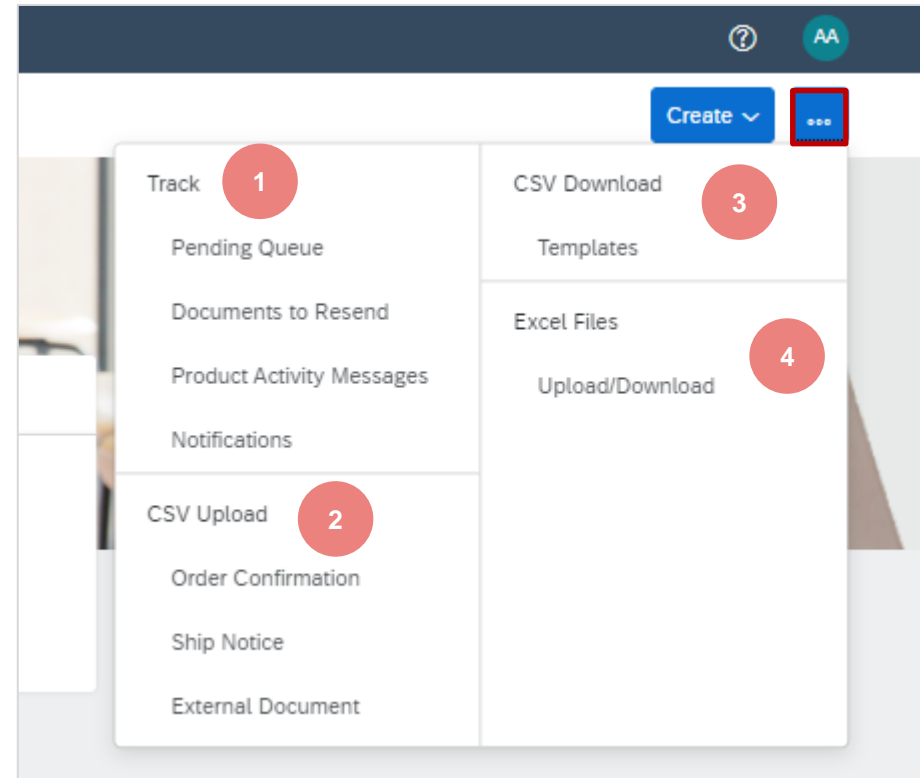
ooo(More) Selection - Overview

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

There are 4 separate options, they are:

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

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



ooo More Selection

Pending Queue Screen - information

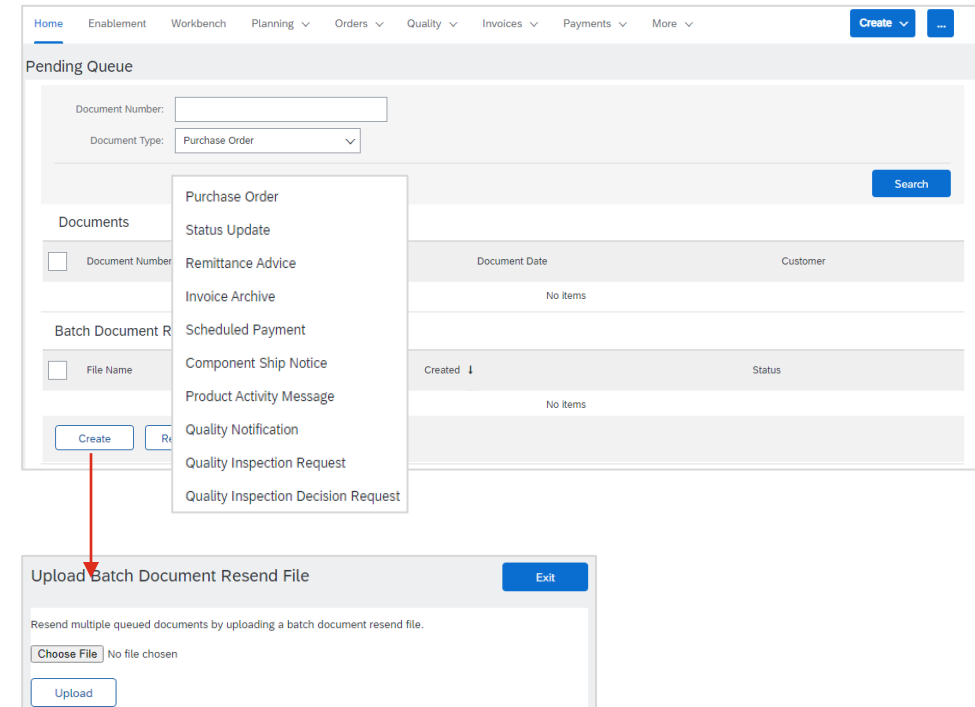
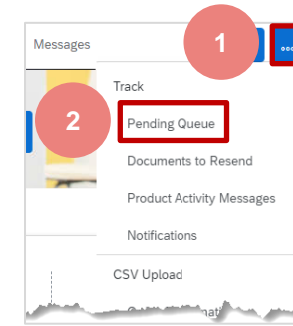
The **Pending Queue** provides users with information on documents that are in a pending status and identifies any resent documents.

Track options provide Supply Chain Collaboration Suppliers the ability to track the documents they have sent using CSV, cXML or Excel formats.

1. Click on 
2. Select **Pending Queue**

Users can search for a specific document and/order a specific document type by selecting it from the drop-down list.

To activate a search, click on Search, any results are displayed
Use **Create under** Batch Resend Files when requested to do so by your Buyer or Support Centre



ooo More Selection

Documents to Resend - information

The **Documents to Resend** identifies what documents a Supplier is required to resend due to errors or system issues.

To Resend a Document either action by:

Opening the Document:

- Click on the **Document Number**
- Click on **Edit and Resubmit**
- Correct the errors
- Complete the document flow
- Click on **Submit**

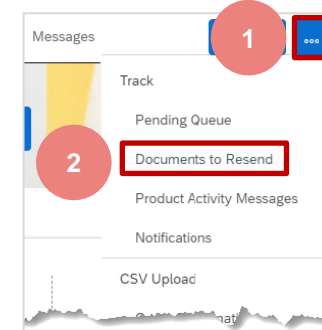
Clicking on Actions

- Select resend

Use Search Filters to locate a specific document, by completing the required fields

Use **Search Filters** to locate specific documents for :

- Recipient
- Document Type
- Document number
- Resolution Status
- Last Error Category
- Allows specific dates to be searched

A screenshot of the 'Documents to Resend' web interface. The top navigation bar includes links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More, along with 'Create' and a menu icon. The main content area is titled 'Documents to Resend' and contains a 'Search Filters' section with the following fields: Recipient (no value), Payload ID, Document Type (All), and Document Number. On the right, there are options for Resolution Status (Show unresolved entries selected), Last Error Category (All), and Date Range (Last 31 days, 23 Mar 2021 - 22 Apr 2021). Below the filters are 'Reset' and 'Search' buttons. The results section shows 'Documents to Resend (0)' and a table with columns: Recipient, Payload ID, Document Type, Document Number, Last Failed, Last Error Category, and Actions. The table currently displays 'None found in the date range'.

ooo More Selection

Product Activity Messages - information

Product Activity Messages provide Supply Chain Collaboration suppliers with information about the product they sell to a specific Buyer.

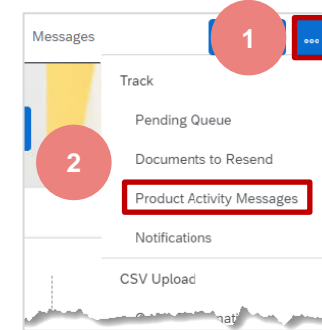
Only Suppliers that use cXML can access the information on the Product Activity screen.

The status of the Product Activity document is Shown

Use Search Filters to locate specific documents for:

- Specific Customers
- Document ID
- Predefined date range in days
- Allows specific dates to be searched
- Routing Status

Note: To enter a date range select "Other" and enter a date range of 31 days or less

A screenshot of the 'Product Activity' screen in a web application. The top navigation bar includes links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More, along with a 'Create' button. The main content area is titled 'Product Activity' and features a search filter section with the following fields: Customer (set to 'All Customers'), Document ID, Date Range (set to 'Other'), Start Date (9 Apr 2021), End Date (22 Apr 2021), Routing Status (set to 'All'), and a checkbox for 'Show copy documents'. Below the filters is a 'Number of Results' dropdown set to '100' and 'Search' and 'Reset' buttons. The main table displays a list of product activity documents with columns for Document ID, Multi-Tier, Customer, Date, and Status. The table shows five rows of data, all with a status of 'Sent' and a link to 'Export cXML'.

Document ID	Multi-Tier	Customer	Date	Status
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:23:56 PM	Sent
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:23:12 PM	Sent
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:18:44 PM	Sent
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:18:31 PM	Sent
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	18 Mar 2021 2:30:46 AM	Sent

ooo More Selection Notifications - information

Notifications provides suppliers with information when Purchase Orders are update, modified or changed.

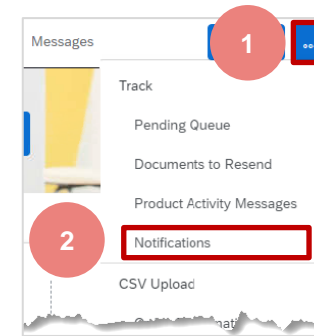
Notifications is for information only and provides suppliers with a list of notifications relating to documents, there is no action required and notifications can be deleted.

Search filters

To delete with Notifications:

Select the documents by clicking in the radio button only one item can be deleted at a time

There is no requirement to delete Notifications from the list



The screenshot shows the 'Notifications' page in a software interface. The page has a navigation bar at the top with links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. There is a 'Create' button and a menu icon on the right. Below the navigation bar, the page title is 'Notifications'. There is a search filter section with a radio button and a dropdown menu labeled 'Type'. Below this, it says 'No Items'. There is a section titled 'List of Notifications' with a table. The table has columns for Subject, Message, Alert, and Created. The table contains several rows of notification data. At the bottom of the table, there is a 'Delete' button.

Subject	Message	Alert	Created ↑
<input type="radio"/> Order Changed : 550000016100010FOR	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$70.00	Order 550000016100010FOR has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	5 Mar 2021
<input type="radio"/> Order Received : 4500002901	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$500.00	A new order 4500002901 for \$money\$EUR\$500.00 from {2} has been received	5 Mar 2021
<input type="radio"/> Order Changed : 4500002901	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$500.00	Order 4500002901 has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	6 Mar 2021
<input type="radio"/> Order Changed : 4500002901	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$600.00	Order 4500002901 has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	6 Mar 2021
<input type="radio"/> Order Received : 4500002902	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$900.00	A new order 4500002902 for \$money\$EUR\$900.00 from {2} has been received	6 Mar 2021
<input type="radio"/> Order Changed : 4500002902	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$920.00	Order 4500002902 has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	6 Mar 2021

ooo More Selection

CSV Upload - information

The CSV format is used in Ariba to provide make transacting with Buyers easier by providing Suppliers the ability to perform a large upload from their ordering system or ERP.

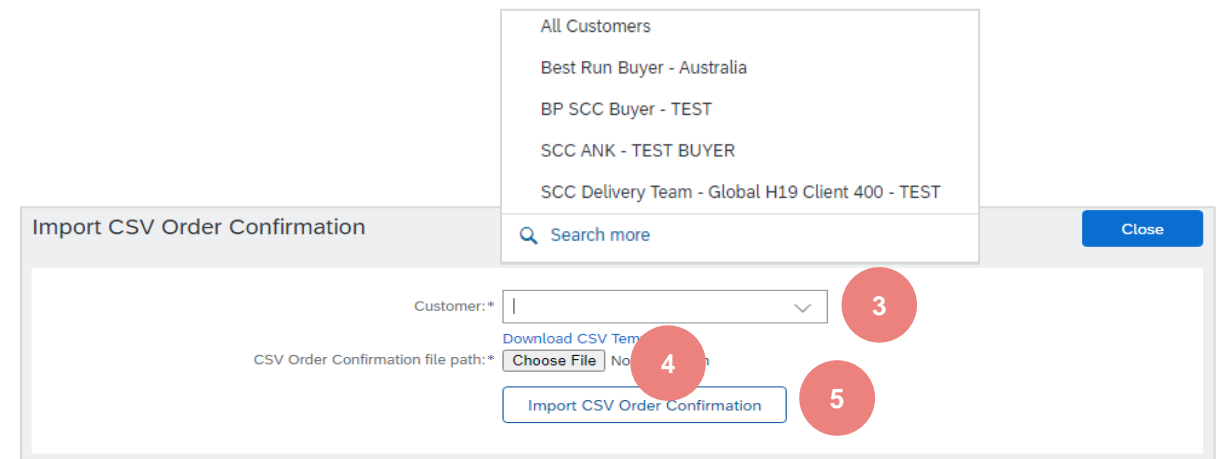
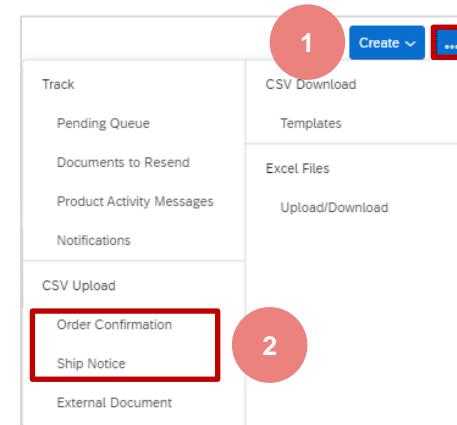
CSV file Upload must be supported and approved by the Buyer, using this functionality when not approved will create issues within the Ariba Network but may also have a monetary impact of your business.

A CSV file must be based on the template required by the Buyer

To Upload a CSV:

1. Click on ...
2. Click on the **CSV Upload** Type
3. Select the **Customer you** are uploading the CSV for using the drop-down list
4. Click on **Choose File**, Select the file and click on open
5. Click on **Import CSV XXXX**

Note: Greyed out items are not available for selection



ooo More Selection

CSV Download information & How to

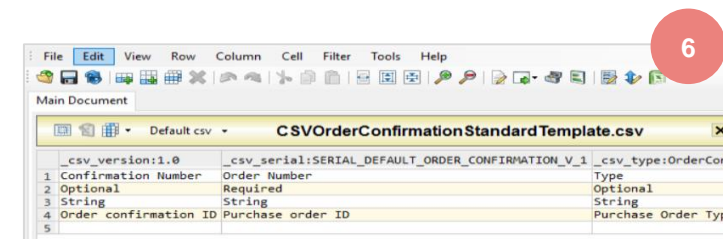
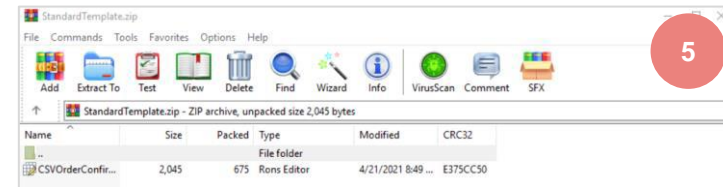
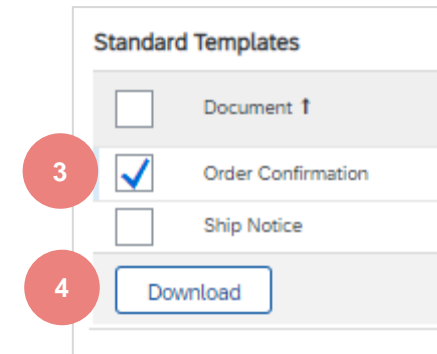
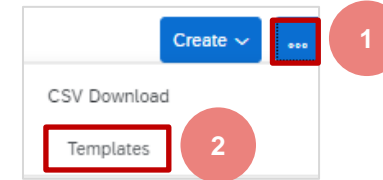
Prior to downloading CSV Templates and using CSV files, confirm that this functionality and process are accepted by your Buyer and is part of transacting using the Ariba Network.

There are **two types** of CSV Templates:

- Standard Templates – based on Ariba Network best practice information
- Customer Templates – updated to include Buyer specific fields when required

To Upload a CSV:

1. Click on ...
2. Click on the **CSV Download Templates**
3. Click the template you wish to download
4. Click on **Download**
5. Locate the download icon on the bottom of your screen, click to open, the screen is displayed
6. Click to open, save to access and add information prior to upload



ooo More Selection

Excel Upload / Download information

Excel files are used by Suppliers to provide large amounts of data from their ordering system or ERP to their Buyer. Only use this process if it accepted by your Buyer

The upload/download functionality is for Suppliers to perform mass uploads using Excel format files that are specific for transacting using Supply Chain Collaboration.

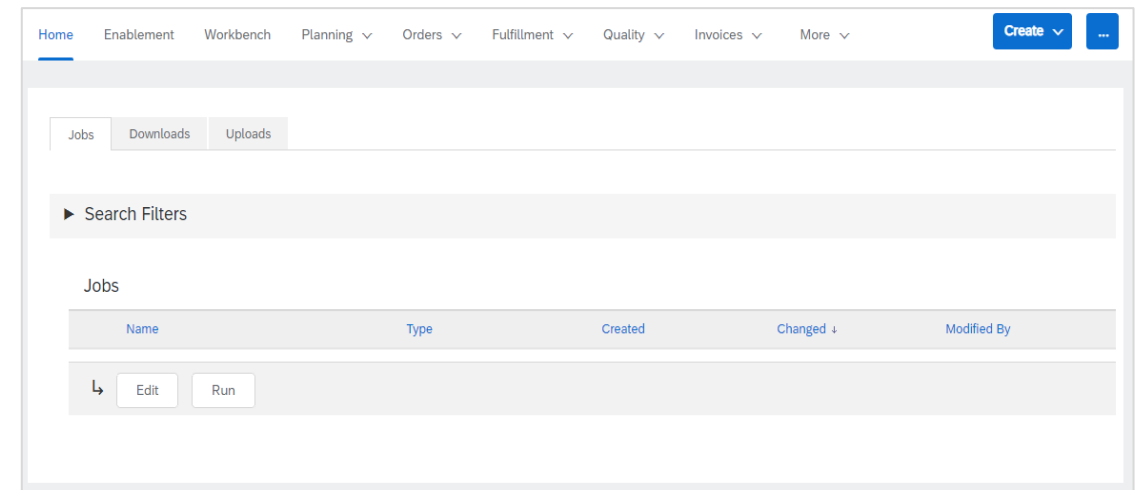
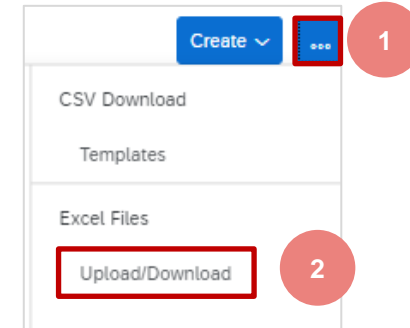
Supply Chain Collaboration templates contain additional fields such as customer and supplier part numbers and purchase order revision level.

For Suppliers to transact using Excel Files they will need support and approval to do so and are for mass uploads of information not currently supported by CSV file upload such as Order Confirmation.

There are 3 Tabs in the **Upload/Download** selection, they are:

- **Jobs** – create, edit and run jobs
- **Downloads** – lists the files extracted during the Jobs **run** process
- **Uploads** – templates for available upload/download types

Note: Refer to the applicable guide for specific processes and each different type of mass upload will contain different fields to set parameters



ooo More Selection

Excel Upload / Download: Job Tab - information

The Jobs tab is the tab that is displayed when Upload/Download selection is made from the drop-down list

- Jobs are created based on the parameters set by the user
- The Types of jobs available are based on the Buyer requirements
- Job types once created and be edited or rerun
- Further options are displayed based on the selection made
- A Job needs to be created for it to appear in the Downloads Tab

The screenshot shows the 'Jobs' tab in a software application. At the top, there is a navigation bar with options like Home, Inbox, Outbox, Quality, Planning, Catalogs, Enablement Tasks, Reports, Document Archive, and More. Below this, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. A 'Search Filters' section is visible. The main area displays a table of jobs with columns for Name, Type, Created, Changed, and Modified By. The table contains five rows of job data. Below the table, there are buttons for 'Create', 'Run', and 'Clear Downloads'. A 'Create/Edit Job' dialog box is open, showing a form with fields for Name (TEST), Type (Consignment), Customer (AusNet Services Ltd), Start date (6 Mar 2021), End date (5 May 2021), Supplier part number, Buyer part number, and Location. A 'Save' button is highlighted with a red circle.

Name	Type	Created	Changed ↓	Modified By
Jen test	Quality Notification	29 Apr 2021 12:34:15 AM	29 Apr 2021 12:34:15 AM	
BP-FRC-ATTR-T1	Forecast	15 Apr 2021 1:49:01 AM	15 Apr 2021 1:49:01 AM	
test maria	Order Confirmation	8 Feb 2021 6:57:54 AM	8 Feb 2021 6:57:54 AM	
SAR_OC	Order Confirmation	29 Jan 2021 5:37:41 AM	29 Jan 2021 5:37:41 AM	
F1	Forecast			

- Click on **Create**
- Enter a job **Name**
- Select the **Type** of job from the drop down
- Click on **Save**

- The job will appear in the screen

The 'Create/Edit Job' dialog box is shown with the following fields and values:

- * Name: TEST
- * Type: Consignment
- * Customer: AusNet Services Ltd
- Start date: 6 Mar 2021
- End date: 5 May 2021
- Supplier part number: (empty)
- Buyer part number: (empty)
- Location: (empty)

A 'Save' button is highlighted with a red circle.

ooo More Selection

Excel Upload / Download: Running a Job- information

Use run job after a job has been created and you wish to view the information.

The Jobs tab is the tab that is displayed when Upload/Download selection is made from the drop-down list

1. Select the Job you wish to run
 2. Click **Run**
- The Downloads tab screen will be displayed with a status of processing
 - The length of time varies depending on the amount of data
 - Click on Refresh Status is required
 - It is ready to download when *Completed* is displayed

Name	Type	Created	Changed ↓
BPTST2012041	Consignment	4 Dec 2020 7:44:41 AM	4 Dec 2020 7:44:41 AM
BPTST1	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
1127			
CNS REP	Consignment	15 Nov 2019 3:42:58 AM	15 Nov 2019 3:42:58 AM

Job Name	Type	Last Run ↓	Status
BPTST2012041	Consignment	4 May 2021 9:11:32 PM	Processing
Jen test	Quality Notification	29 Apr 2021 12:34:58 AM	Completed ↓
BP-FRC-ATTR-T1	Forecast	15 Apr 2021 1:49:12 AM	Completed ↓
SAR_OC	Order Confirmation	29 Jan 2021 5:38:00 AM	Completed ↓
F1	Forecast	25 Jan 2021 12:30:01 AM	Completed ↓
BPTST2012041	Consignment	4 Dec 2020 7:44:45 AM	Completed ↓
BPTST1	Consignment	4 Dec 2020 7:40:40 AM	Completed ↓

ooo More Selection

Excel Upload / Download: Editing a Job- information

Use Edit a job when you have already created a data set and wish to extract the same data but for different dates, part numbers or locations.

The Jobs tab is the tab that is displayed when Upload/Download selection is made from the drop-down list

1. Select the Job you wish to run
2. Click **Edit**
 - Update the required fields
3. Once all edits have been made click on **Save**

Name	Type	Created	Changed ↓
BPTST2012041	Consignment	4 Dec 2020 7:44:41 AM	4 Dec 2020 7:44:41 AM
BPTST1	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
1127	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
CNS REP	Consignment	15 Nov 2019 3:42:58 AM	15 Nov 2019 3:42:58 AM

Create/Edit Job

* Name : BPTST2012041 * Type : Consignment

Job Search Criteria

* Customer : BP SCC Buyer - TEST Supplier part number :
Start date : 1 Nov 2020 Buyer part number : BPO07
End date : 4 Nov 2020 Location :

Save

ooo More Selection

Excel Upload / Download: Downloads Tabs - information

The **Downloads** tab shows downloads that have been generated

Only jobs with a complete status can be downloaded

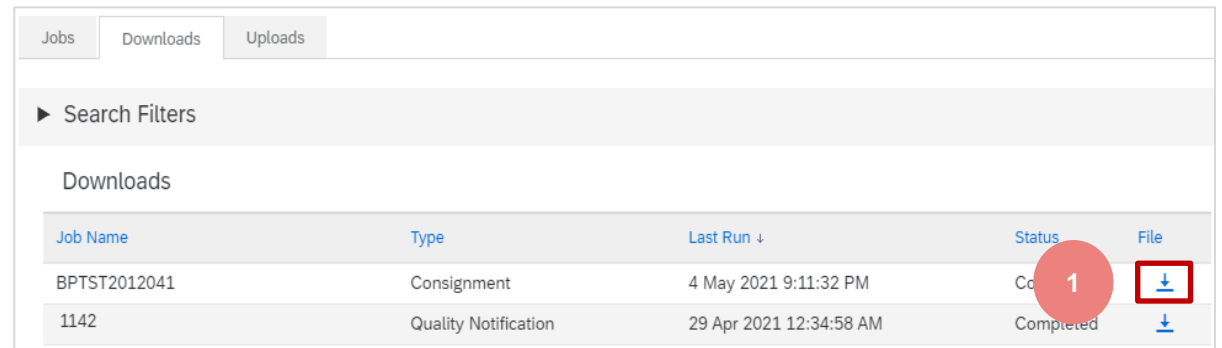
1. Click on **File** next to the job you wish to open
2. The Excel file will open at the bottom of the page, click to open



The Excel spreadsheet is displayed

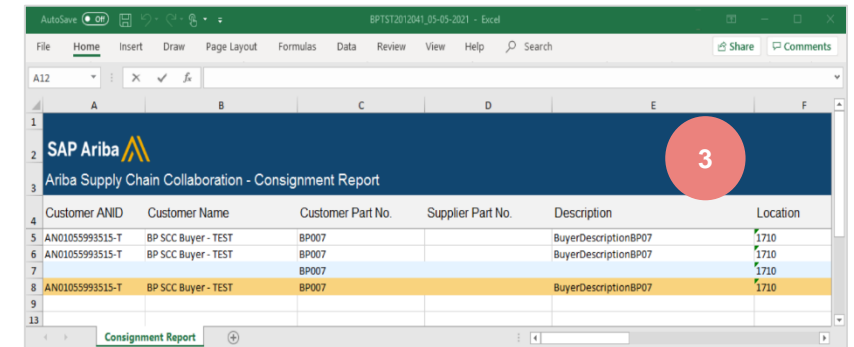
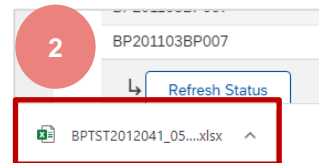
3. Information is added prior to upload based on the Buyer requirements

Note: Do not add or remove columns from the downloaded job

Information can be added; however, all mandatory fields must be completed, the mandatory fields are based on the information contained within the applicable guides.



Job Name	Type	Last Run ↓	Status	File
BPTST2012041	Consignment	4 May 2021 9:11:32 PM	Completed	
1142	Quality Notification	29 Apr 2021 12:34:58 AM	Completed	



Customer ANID	Customer Name	Customer Part No.	Supplier Part No.	Description	Location
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710

ooo More Selection

Excel Upload / Download: Upload Tabs - information

The **Uploads** tab shows a list of the uploads you have loaded into the Ariba Network.


1. **Status** of the upload
2. **File** that can be downloaded
3. **Log** to identify the errors generated during the upload process

Name	Type	Last Uploaded	Status	File	Log
BP-FRC-UPL-ATTR	Forecast	15 Apr 2021 1:52:32 AM	Completed	↓	↓
SAR-OC	Order Confirmation	29 Jan 2021 5:42:49 AM	Failed	↓	↓
1130	Forecast	5 Nov 2020 2:30:58 AM	Completed With Errors	↓	↓
Forecast Excel	Forecast	20 Nov 2019 8:24:14 AM	Failed	↓	↓
MV Test	Manufacturing Visibility	5 Nov 2019 1:57:22 AM	Failed	↓	↓
OC Recon	Order Confirmation	30 Oct 2019 7:37:01 AM	Completed With Errors	↓	↓
RO test	Replenishment	30 Oct 2019 3:09:42 AM	Failed	↓	↓
price enhanc int enblmnt	Order Confirmation	22 Oct 2019 12:55:27 AM	Completed	↓	↓

Seller Dashboard tricks

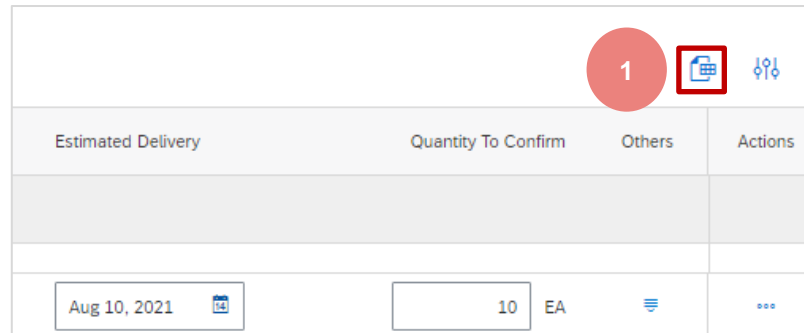
Table Option Export

Table Options Extract provide users to extract data with excel file.

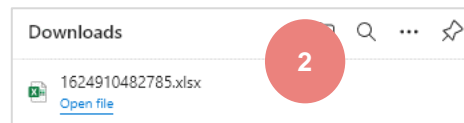
Screens with a  indicate there is an opportunity to extract information shown on a screen


Not all screens will provide a Table Option Export

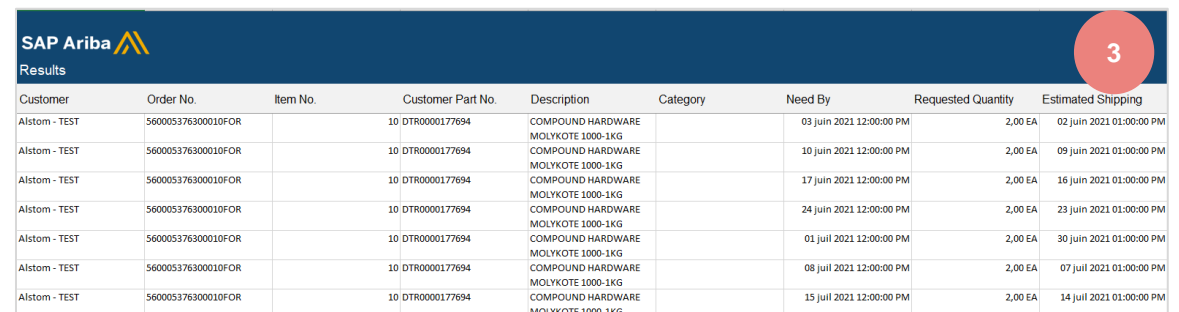
1. Click **Export**
2. The Excel file will open at the bottom of the page, click to open
3. Information is available on Excel file



Estimated Delivery	Quantity To Confirm	Others	Actions
Aug 10, 2021	10	EA	...



Downloads
 1624910482785.xlsx Open file




Customer	Order No.	Item No.	Customer Part No.	Description	Category	Need By	Requested Quantity	Estimated Shipping
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		03 juin 2021 12:00:00 PM	2,00 EA	02 juin 2021 01:00:00 PM
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		10 juin 2021 12:00:00 PM	2,00 EA	09 juin 2021 01:00:00 PM
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		17 juin 2021 12:00:00 PM	2,00 EA	16 juin 2021 01:00:00 PM
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		24 juin 2021 12:00:00 PM	2,00 EA	23 juin 2021 01:00:00 PM
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		01 juillet 2021 12:00:00 PM	2,00 EA	30 juin 2021 01:00:00 PM
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		08 juillet 2021 12:00:00 PM	2,00 EA	07 juillet 2021 01:00:00 PM
Alstom - TEST	560005376300010FOR		10 DTR0000177694	COMPOUND HARDWARE MLYKOTE 1000-1KG		15 juillet 2021 12:00:00 PM	2,00 EA	14 juillet 2021 01:00:00 PM

Seller Dashboard tricks

Table option settings

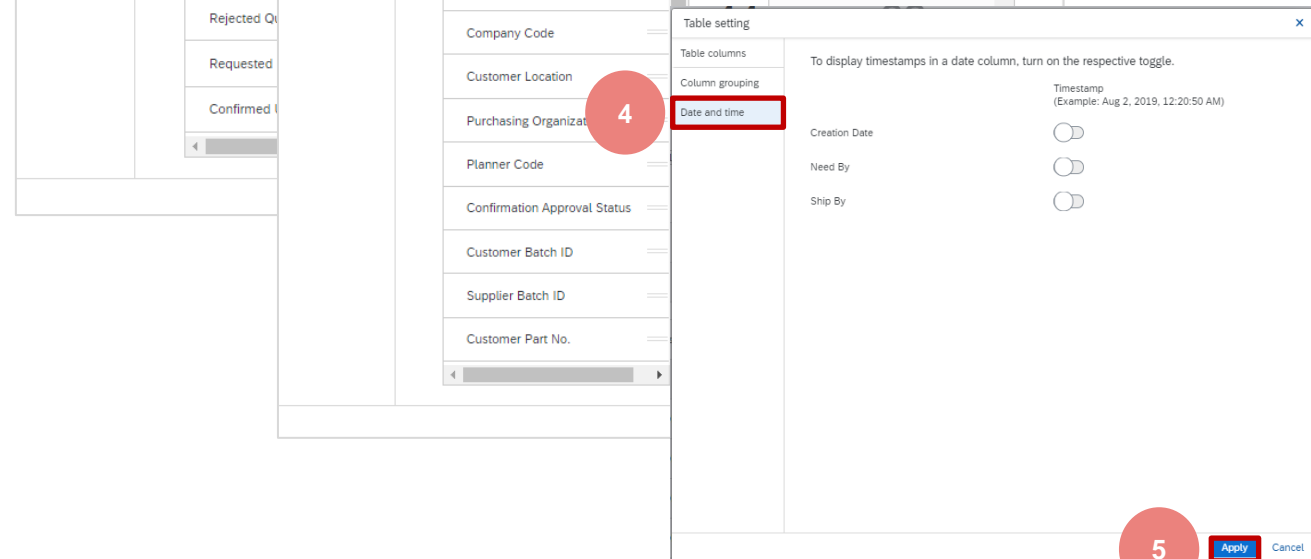
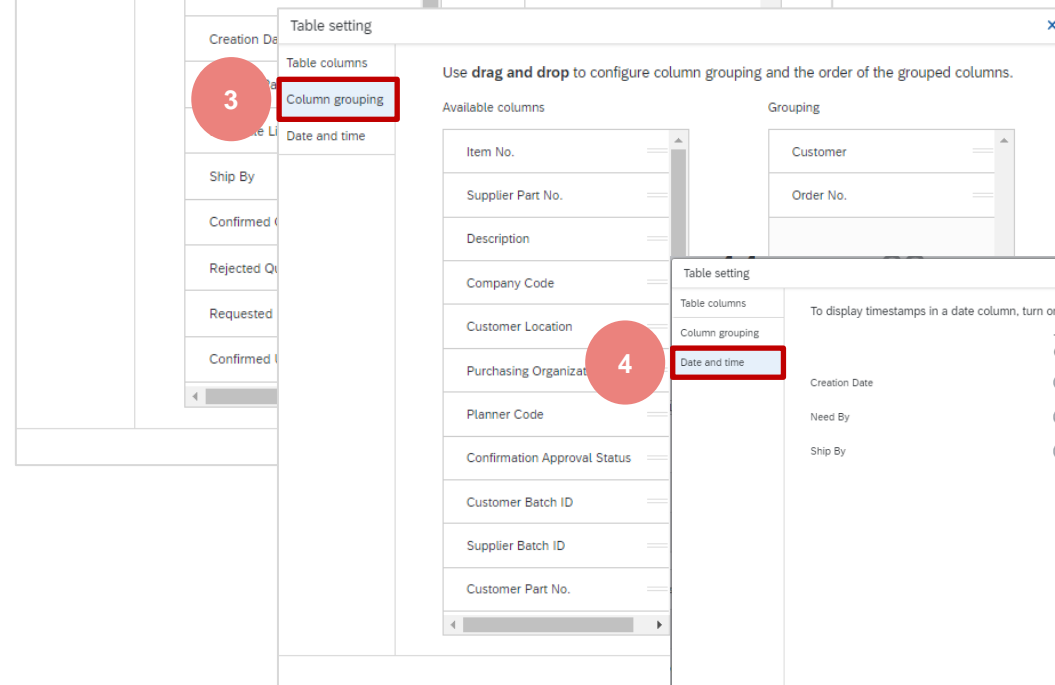
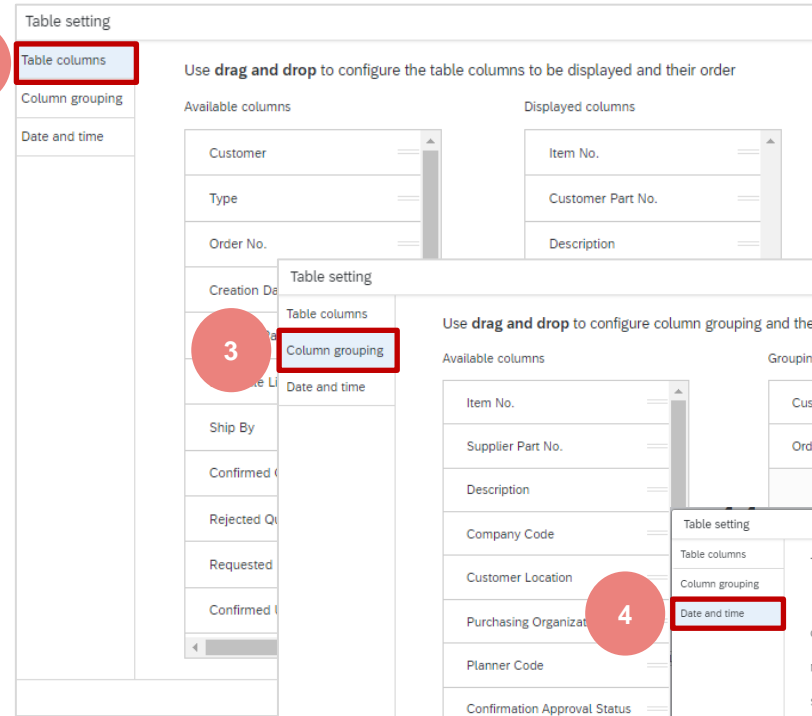
Table Options settings provide users with the option to personalize the way information is displayed, it does not replicate across other users.

The table options settings changes the view of the information in the information ribbon on the screen.

Screens with a  indicate there is an opportunity to extract information shown on a screen

1. Click **Settings**
2. **Table columns:** Use drag and drop to configure the table columns to be displayed and their order
3. **Column grouping:** Use drag and drop to configure grouping and the order of the grouped columns
4. **Date and Time :** To display timestamps in a date column, turn on the respective toggle.
5. Once finished, Save

Suppliers can sort by a set of the options listed




Seller Dashboard tricks

Table Options Menu

Table Options Menu provide users with the option to personalize the way information is displayed, it does not replicate across other users.

The table options menu changes the view of the information in the information ribbon on the screen

Not all screens will provide a Table Menu Options option
Screens with a  indicate there is an opportunity to personalize how the information is shown on a screen

Different screens provides a different list of options based on the information contained within the scree

Suppliers can sort by a set of the options listed

Show / Hide Columns

- Type
- Order Number
- Ver
- Customer
- Inquiries
- Ship To Address
- Ordering Address
- Amount
- Date
- Order Status
- More...

Group by Column

- Customer
- Ship To Address
- Order Status

Export to Excel

- Export all Rows
- Export Current Page

Date Display

- Show Time

Table Size

- 100
- 200
- 300

Show / Hide Columns

- Document ID
- Multi-Tier
- Customer
- Date
- Status

Group by Column

- Customer
- Status

Export to Excel

- Export all Rows
- Export Current Page

Show / Hide Columns

- Subject
- Message
- Alert
- Created

Group by Column

- Created

Export to Excel

- Export all Rows
- Export Current Page

Examples of various Show/Hide columns in Table Options Menus

Show / Hide Columns OK Cancel

<input type="checkbox"/>	Column Name
<input checked="" type="checkbox"/>	Type
<input checked="" type="checkbox"/>	Order Number
<input checked="" type="checkbox"/>	Ver
<input checked="" type="checkbox"/>	Customer
<input type="checkbox"/>	Inquiries
<input checked="" type="checkbox"/>	Ship To Address
<input type="checkbox"/>	Ordering Address

Column Headings vary by screen – users can determine the columns they wish to view

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
------	-----------	----------	-----------	---------------	--------------	--------	--------------	------------	------	--------	------------------	------------------

Reminder

Customize home page

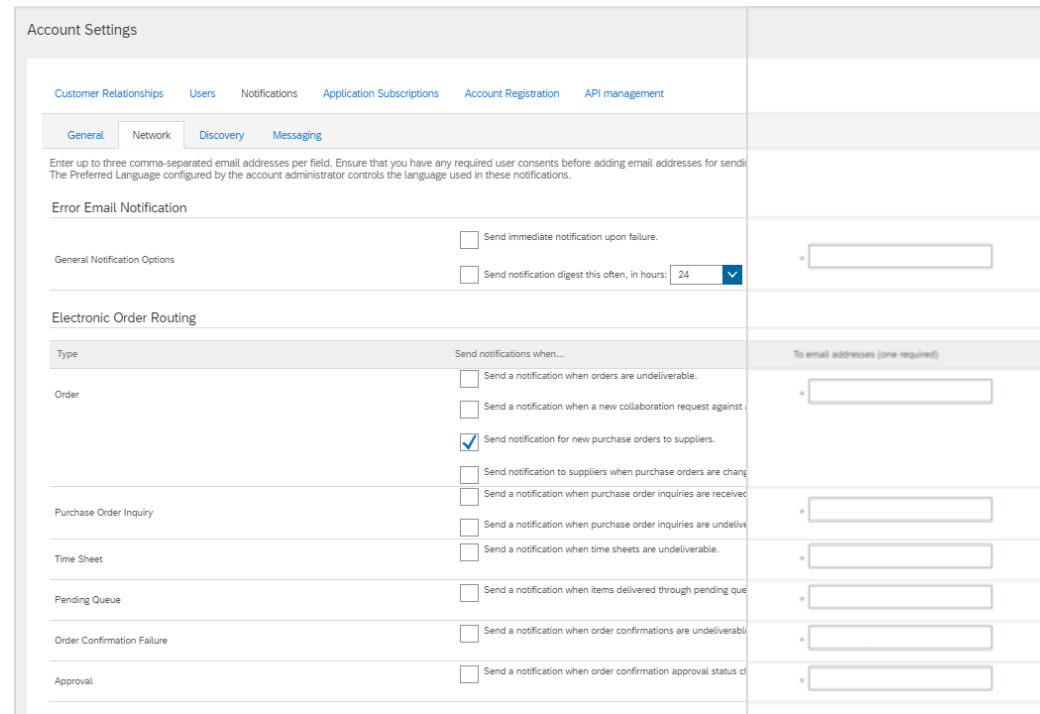
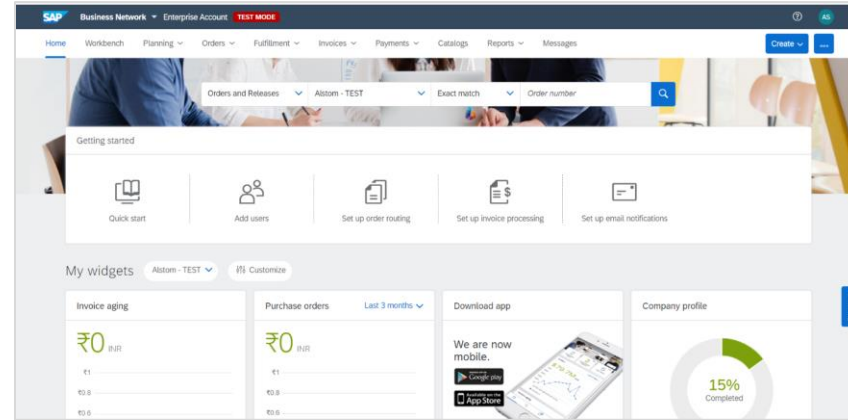
First time access, supplier must customize his home page

1. **Create Tiles Bar** with workbench
2. Customize “My widgets” is needed
3. **Activate e-mail notification** is needed

Suppliers can receive e-mail notifications for some events.

Option must be ticked , and e-mail address of users fulfilled in account settings of Account Administrator.

Note: Only Account Administrator can configure notifications(Cf. Quick start Guide)



05

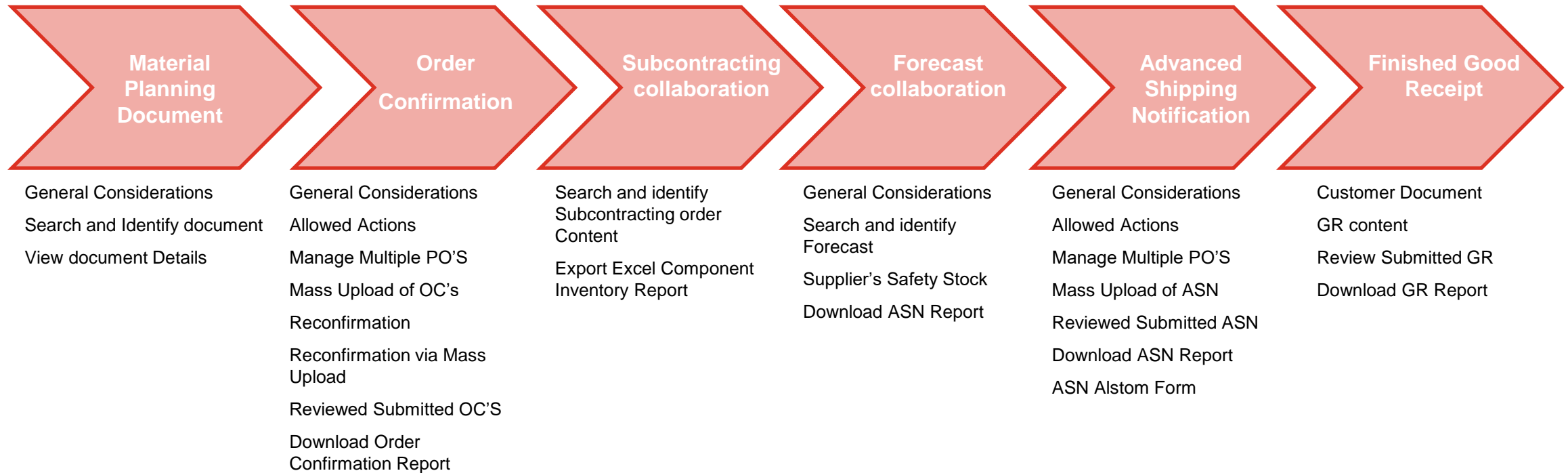
Order Collaboration Portal User Interaction

Order Collaboration Portal User Interaction

In this Chapter You Will Learn About ...

- ~ How to read Material Planning document screen
- ~ How to manage order confirmation
- ~ How to manage shipping notices
- ~ How to print label
- ~ How to read goods receipt screen

Order Collaboration Portal Interaction



Material Planning document

In this Chapter You Will Learn About ...

- ~ How to search for Material Planning document
- ~ How to view Material Planning document details

Material Planning document

General considerations

- ❑ Material Planning Document types used by Alstom are :
 - Spot Order (41XXX)
 - Call-off (49XXX) created in reference to contract (46XXX)
 - Schedule Agreement (56XXX) created in reference to contract (46XXX)
 - Repair Order (70XXX)

- ❑ Documents changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the Ariba Network.

- ❑ Supplier Part number is visible in SAP Ariba SCC only if supplier code is fulfilled in ERP by Alstom. Send list of correspondence to your contact. Update will be managed by Alstom.

Material Planning document

General considerations

- Spot Order → one document

Orders and Releases			
Type	Order Number ↓	Ver	Supplier
▼ Ship To Address: ALSTOM TRANSPORT INDIA LIMITED , Coimbatore, IN-TN , India (1)			
Order	7000088445	4	Auxel FTG - TEST

Ship All Items To		Bill To				
ALSTOM TRANSPORT INDIA LIMITED Survey No. S.381 to 387, Chidanaick Coimbatore Tamil Nadu 641402 India Ship To Code: 5102 Email: ingrid.magnosi@alstomgroup.com Location Code: 5102 storageLocationID: 0001		ALSTOM Transport India Limited Phone: Fax: Buyer ID:				
Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Category
10	1			DTR0000076850	Material	Subcontract
Description: INDICATOR EMERGENCY PB						
20	1	→ New		DTR0000076850	Material	
Description: INDICATOR EMERGENCY PB						

Material Planning document

General considerations

- Schedule Agreement Release + item → one document

Orders and Releases			
Type	Order Number ↓	Ver	Supplier
▼ Ship To Address: Alstom Transport India Limited , (Tada), Chittoor District, 01 , India (6)			
Release	560005377400020FOR	6	Auxel FTG - TEST

Schedule Lines							
Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1		2 Jun 2021 12:00 PM CEST 2 Jun 2021 Buyer time	1 Jun 2021 1:00 PM CEST	2 (EA)	2.00 (EA)		Firm
2		9 Jun 2021 12:00 PM CEST 9 Jun 2021 Buyer time	8 Jun 2021 1:00 PM CEST	2 (EA)	4.00 (EA)		Firm
3		16 Jun 2021 12:00 PM CEST 16 Jun 2021 Buyer time	15 Jun 2021 1:00 PM CEST	2 (EA)	6.00 (EA)		Firm
4		23 Jun 2021 12:00 PM CEST 23 Jun 2021 Buyer time	22 Jun 2021 1:00 PM CEST	2 (EA)	8.00 (EA)		Firm
5		30 Jun 2021 12:00 PM CEST 30 Jun 2021 Buyer time	29 Jun 2021 1:00 PM CEST	2 (EA)	10.00 (EA)		Firm
6		7 Jul 2021 12:00 PM CEST 7 Jul 2021 Buyer time	6 Jul 2021 1:00 PM CEST	2 (EA)	12.00 (EA)		Firm
11		14 Jul 2021 12:00 PM CEST 14 Jul 2021 Buyer time	13 Jul 2021 1:00 PM CEST	2 (EA)	14.00 (EA)		Firm

SAR numbering :



560000537700020FOR

SA number item FORecast strategy

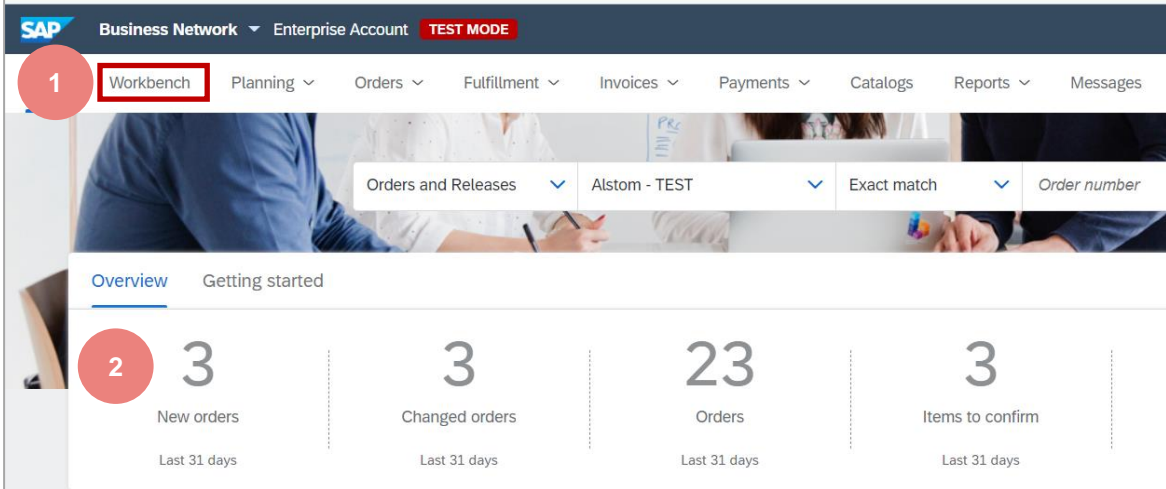
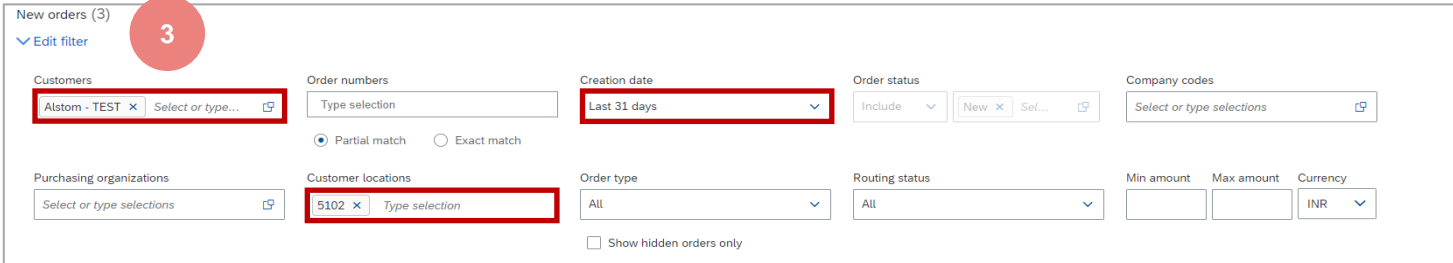
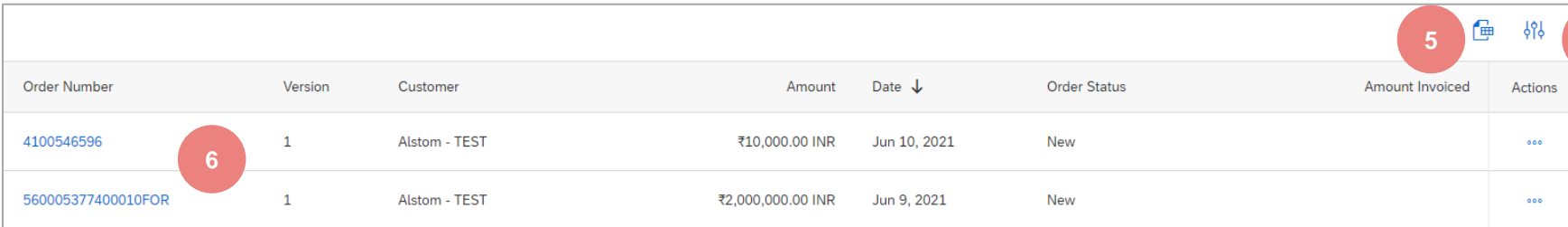
Material Planning document

Search and identify documents (from the Workbench)

From the Homepage:

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

Note: For more info on how to manage your workbench and create specific tiles please refer to page 24.

Order Number	Version	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4100546596	1	Alstom - TEST	₹10,000.00 INR	Jun 10, 2021	New		...
560005377400010FOR	1	Alstom - TEST	₹2,000,000.00 INR	Jun 9, 2021	New		...

Material Planning document

View PO details

Purchase Order: 4100546596

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

ALSTOM

From: ALSTOM Transport India Limited
Phone:
Fax:

To: TEST

Phone:
Fax:
Email:

Purchase Order (New)
4100546596
Amount: 10,000.00 INR
Version: 1

Done

1. View the details of your order and **allowed actions**.
2. **Order History** is available in the appropriate tabs
3. View information
 - From (Customer)
 - To (supplier)
 - Document type (status, number, Amount & Version)
 - View information
4. To exit, click **Done**

Note : Version allows you to track the changes that have been done

Material Planning document

View PO details

4. View the details
 - Payment Terms
 - Vendor information
 - Attachments
 - Transport terms information
5. View the details
 - Ship to address (Customer)

Note : **Attachments** will be used **only** for dedicated case for **Alstom Service** sites to share documents, reports, photos etc.

The screenshot shows a PO details page with the following sections:

- Payment Terms**: 0.000% 60, Payable within 60 days.
- Contact Information**: Supplier Address, Email, Phone, Fax, Address ID, Buyer ID.
- Attachments**: ZARI_TEST_ATTACHMENT.xlsx (application/vnd.ms-excel; charset=UTF-8).
- Transport Terms Information**: Delivery Terms: Transport Condition, Transport Terms: DAP (Delivered at place), Transport Location: Alstom Coimbatore.
- Ship All Items To**: ALSTOM TRANSPORT INDIA LIMITED, Ship To Code: 5102, Email, Location Code: 5102, storageLocationID: 0001.
- Bill To**: ALSTOM Transport India Limited, Phone, Fax, Buyer ID: 5100.
- Deliver To**: (Empty field).

Red callouts are present: a red circle with the number '4' is positioned between the Contact Information and Attachments sections, and a red circle with the number '5' is positioned over the Ship All Items To section.

Material Planning document

View PO details

6

Line Items

Show Item Details

7

8

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		DTR0017168438	Material			1,000.000 (MTR)	14 Jun 2021	10.00 INR	10,000.00 INR	

Description: GT.H. 38/2.41/(2/1)/NFF00-608

Order submitted on: Thursday 10 Jun 2021 12:00 PM GMT+02:00
Received by Ariba Network on: Thursday 10 Jun 2021 2:32 PM GMT+02:00
This Purchase Order was sent by Alstom - TEST AN01546588864-T and delivered by Ariba Network.

Sub-tota

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

6. Line items section describes the ordered items

- Material code (Customer)
- Firm quantity
- Need by date
- Unit Price
- Sub total
- Etc.

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

8. You can configure your view by clicking configure icon.

Material Planning document

View PO details – Line Level

1. Detail of item status (previously confirmed or previously shipped items).
2. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
3. Comments of customer might be available.
4. Schedule line details the quantities planned for specified delivery dates.
5. Name of Material Planner in charge of the material

1	Status 1.000 Unconfirmed				
2	Control Keys Order Confirmation: required before shipping Ship Notice: allowed Invoice: is not ERS Invoice Verification Type: goods receipt				
3	Comments Item text: Please read this comment Quality Notification N° XXXX Deliver to this adress				
4	Schedule Lines <table border="1"><thead><tr><th>Schedule Line #</th><th>Delivery Date</th></tr></thead><tbody><tr><td>1</td><td>24 Aug 2021 12:00 PM CEST 24 Aug 2021 Buyer time</td></tr></tbody></table>	Schedule Line #	Delivery Date	1	24 Aug 2021 12:00 PM CEST 24 Aug 2021 Buyer time
Schedule Line #	Delivery Date				
1	24 Aug 2021 12:00 PM CEST 24 Aug 2021 Buyer time				
5	Material Planner Name: Vignesh MANOHARAN				

Material Planning document

Scheduling Agreement : Header Level

View the header level information:

1. View the details of your order and allowed actions.
2. Processing and release history is available in the appropriate tabs.
3. From information (Buyer) / To information (Supplier)
4. Document type, status, number and version
5. View the details: Payment Terms, Vendor information, Transport terms information
6. Routine Status and related documents (OC & Ship notice numbers)
7. Ship to , Bill to information

The screenshot displays the 'Scheduling Agreement Release: 560005384900010FOR' page. At the top right, there is a 'Done' button. Below the title bar, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', which are highlighted by a red box and labeled '1'. Below these buttons are three tabs: 'Release', 'Processing History', and 'Release History', with 'Release' selected and labeled '2'. The main content area features the ALSTOM logo and contact information for both 'From' and 'To' parties, labeled '3'. To the right of the contact information, there is a summary box for the 'Scheduling Agreement Release' with document type, status, number, and version, labeled '4'. Below the contact information, there are sections for 'Payment Terms', 'Scheduling Agreement ID', 'Contact Information', and 'Supplier Address', labeled '5'. To the right of these sections, there is a 'Routing Status' box showing 'Sent', 'Effective Date', 'Expiration Date', and 'Related Documents', labeled '6'. At the bottom, there are three boxes for 'Ship All Items To', 'Bill To', and 'Deliver To', with 'Ship All Items To' and 'Bill To' containing specific company and address information, labeled '7'.

Material Planning document

Scheduling Agreement : Line Level

The Line Item section includes :

1. Details :

- Customer part number
- Material Type
- Quantity in firm period
- 1st Need date
- Unit price
- Etc.

2. Detail of item status (previously confirmed or previously shipped items).

3. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier

4. Release information show end of firm or tradeoff Zone, and release type.

Line Item									
	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price
1	10		DTR0000484901	Material			12.000 (EA)	2 Jun 2021	100,000.00 INR
Description: C-SLOT SST 28X14X2 L250									
2	Status 12.000 Unconfirmed								
3	Control Keys Order Confirmation: required before shipping Ship Notice: allowed Invoice: is not ERS								
4	Release Information End of Firm Zone: 7 Jul 2021 12:00 PM CEST Release Type: Forecast								

Material Planning document

Scheduling Agreement : Line Level

Schedule Lines section includes :

1. Details by schedule line :

- Delivery Date
- Ship Date
- Quantity
- Cumulative scheduled qty
- Received quantity
- Commitment level (Firm, tradeoff, forecast)

Note : ship date is automatically calculated if Alstom maintains transportation time in dedicated table in ERP.

2. Name of **Material Planner** in charge of the material

3. Other information

- Contract Number & Contract item
- Target quantity : global quantity ordered
- Open Quantity : remaining quantity to schedule
- Release version

Schedule Lines								Page 1	»
Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level		
11		7 Jun 2021 12:00 PM CEST Buyer time	6 Jun 2021 1:00 PM CEST	4 (EA)	16.00 (EA)		Firm		
12		14 Jun 2021 12:00 PM CEST Buyer time	13 Jun 2021 1:00 PM CEST	12 (EA)	28.00 (EA)		Firm		
13		21 Jun 2021 12:00 PM CEST Buyer time	20 Jun 2021 1:00 PM CEST	8 (EA)	36.00 (EA)		Firm		
14		28 Jun 2021 12:00 PM CEST Buyer time	27 Jun 2021 1:00 PM CEST	8 (EA)	44.00 (EA)		Firm		
15		5 Jul 2021 12:00 PM CEST Buyer time	4 Jul 2021 1:00 PM CEST	12 (EA)	56.00 (EA)		Firm		
34		6 Jul 2021 12:00 PM CEST Buyer time	5 Jul 2021 1:00 PM CEST	4 (EA)	60.00 (EA)		Firm		
16		12 Jul 2021 12:00 PM CEST Buyer time	11 Jul 2021 1:00 PM CEST	16 (EA)	76.00 (EA)		Forecast		
35		20 Jul 2021 12:00 PM CEST Buyer time	19 Jul 2021 1:00 PM CEST	16 (EA)	92.00 (EA)		Forecast		

2	Material Planner Name:	
3	Other information	
	Contract Number:	4600024328
	Contract Item:	00010
	Target Quantity:	313.000
	Open Quantity:	46.000
	Release Version:	14

Material Planning document

Scheduling Agreement : Release versions

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

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

Orders and Releases (10)

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

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

Create Ship Notice | Create Invoice | **Show Changes** | Hide | Print

Schedule Lines

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

Material Planning document

Scheduling Agreement : release comparison

Comparison between two different releases using Tab **Release History**

1. **Select** release that you want to compare with other
2. Click **Compare**
3. **Select second release** to compare with the first one
4. Click on **Compare**

Release Detail Processing History **Release History**

Compare

Release Type: Forecast
Scheduling Agreement ID: 5600053792

Releases

Version ↓	Submitted On
<input checked="" type="radio"/> 3	14 Jun 2021 3:57 PM CEST
<input type="radio"/> 2	14 Jun 2021 3:15 PM CEST
<input type="radio"/> 1	14 Jun 2021 1:44 PM CEST

COMPARE RELEASES SELECT A RELEASE TO COMPARE. THE LATEST CHANGE WILL BE MARKED IN ORANGE.

Releases

Version ↓	Submitted On
<input type="radio"/> 3	14 Jun 2021 3:57 PM CEST
<input type="radio"/> 2	14 Jun 2021 3:15 PM CEST
<input checked="" type="radio"/> 1	14 Jun 2021 1:44 PM CEST

Compare Cancel

Material Planning document

Scheduling Agreement : release comparison

5. Comparison between release are available.
The edits will be highlighted in orange.

Release Detail
Processing History
Release History

Compare

Comparing SAR version 3 with version 1

Release Type: Forecast
Scheduling Agreement ID: 5600053792

Releases

5

Line Item										
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	
10	9	→ Edited		AD00003264387	Material			12.000 (EA)	15 Jun 2021	CEST
									15 Jun 2021	Buyer time
									18 Jun 2021	CEST
									18 Jun 2021	Buyer time

Schedule Lines									
Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level	
15	→ New		15 Jun 2021 12:00 PM CEST	14 Jun 2021 1:00 PM CEST	4 (EA)	4.00 (EA)		Firm	
16	→ New		17 Jun 2021 12:00 PM CEST	16 Jun 2021 1:00 PM CEST	4 (EA)	8.00 (EA)		Firm	
17	→ New		22 Jun 2021 12:00 PM CEST	21 Jun 2021 1:00 PM CEST	4 (EA)	12.00 (EA)		Firm	

Material Planning document Statuses

Status	Description
New	Initial status of a new incoming document. Action was not yet performed by the supplier.
Changed	New version of an existing document. Your customer has changed the original order with new information.
Canceled	Document has been deleted in GSI by Alstom
Obsoleted	The obsolete version of a changed or cancelled document (old version).
Confirmed	Document totally confirmed by Supplier
Shipped	Document totally shipped by Supplier
Received	Document received in GSI, and GR is fully posted
Partially confirmed	Document with partial quantity confirmed
Partially shipped	Document with partial shipment
Partially received	Document with partial GR posted in GSI

Purchase Order Routing Status

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

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

Reminders of Unconfirmed Orders

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

SAP Ariba

Dear Solene Test - TEST,

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

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

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

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

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

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

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Order Confirmation (OC)

In this Chapter You Will Learn About ...

- ~ How to manage order confirmation from the workbench
- ~ How to mass upload order confirmations
- ~ Where to view submitted order confirmations
- ~ Order confirmation content and fields description



Order confirmation

General Consideration

The order confirmation document is sent by suppliers as an acceptance of delivery schedule.

The order confirmation is an agreement to fulfil the order as proposed by the Buyer.

Suppliers can also suggest modifications of the material planning documents (quantity, delivery date) through the order confirmation document.

These changes will be accepted or rejected by Material Planners.

Order confirmation

Allowed Actions

Ariba Network provides multiple options to confirm orders:

1. Individual Order management

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

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, or dates.
- **Split** action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

2. Single / Multiple Orders to be managed: one-step confirmation

In case of multiple Order to be confirmed at the same time, you should use **Items to Confirm** from workbench.

Order confirmation

Allowed Actions

3. Multiple Orders to be managed: one-step confirmation

In case of multiple Order to be confirmed at the same time, you should use Order Tabs ,Orders & release menu, and the sub-tab **Items to Confirm** for a one-step action.

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

4. Mass OC upload

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

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

Options 2 & 4 are recommended. Other options are detailed in appendix 01.

Order confirmation

Alstom rules for Supplier

SUPPLIER MUST

- **Fully confirm** line items : all firm schedule lines must be confirmed
- Maintain **delivery date and shipping date** for Order confirmation

SUPPLIER CAN

- Confirm an order multiple times : propose deviation for date and quantity

SUPPLIER CAN'T

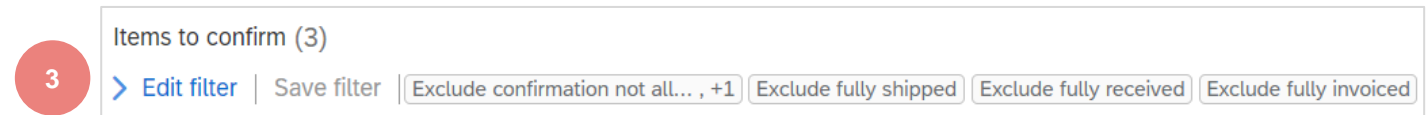
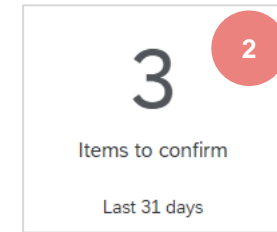
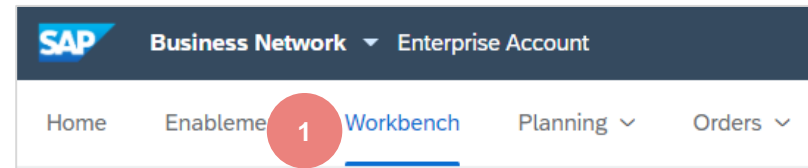
- Reject material planning documents
- Change price
- Create OC for estimated shipping or delivery dates in the past
- Include attachments

Order confirmation

Manage Single / Multiple Orders from the workbench

You should use “Items to Confirm” Workbench tile. It summarizes all line items across different documents and gives you possibility to confirm multiple lines at once.

1. From the **Workbench**:
2. Click **Items to Confirm** tile.
3. Use **filters** to identify the right items.



Items to confirm (40)

[Edit filter](#) | [Save filter](#) | [Last 365 days](#) | [Exclude confirmation not all... , +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Confirm](#) [Reject](#)

Item No.	Customer Part No.	Description	Need By ↑	Requested Quantity	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Others	Actions
Customer: Alstom - TEST Order No.: 560005374200010FOR									
See more rows in this group on previous page									
10	DTR0000416753	BUS BAR ONIX 1032-L2-750_3 LAYERS	Jul 6, 2021	4.00 EA	Jul 5, 2021	Jul 6, 2021	4 EA		...
10	DTR0000416753	BUS BAR ONIX 1032-L2-750_3 LAYERS	Jul 12, 2021	16.00 EA	Jul 11, 2021	Jul 12, 2021	16 EA		...
Customer: Alstom - TEST Order No.: 560005376300020FOR									
20	SP44990874_C	CONNECTORS X1 FOR EPAC	Jul 19, 2021	4.00 EA	Jul 18, 2021	Jul 19, 2021	4 EA		...

Order confirmation

Manage Single / Multiple Orders from the workbench

If you want to **confirm need as required**:

4. Select items to confirm
5. Click **Confirm** and select any of the action from the dropdown
6. Review confirmation, Fulfill Confirmation number (not mandatory)
7. To send it to buyer system, click **Submit**

Items to confirm (40)

[Edit filter](#) | Save filter | [Last 365 days](#) | [Exclude confirmation not all... , +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Confirm](#) | [Reject](#)

	Item No.	Customer Part No.	Description	Need By ↑	Requested Quantity
▼	Customer: Alstom - TEST Order No.: 560005374200010FOR				
▼	< See more rows in this group on previous page				
<input checked="" type="checkbox"/>	10	DTR0000416753	BUS BAR ONIX 1032-L2-750_3 LAYERS	Jul 6, 2021	4.00 EA
<input checked="" type="checkbox"/>	10	DTR0000416753	BUS BAR ONIX 1032-L2-750_3 LAYERS	Jul 12, 2021	16.00 EA
▼	Customer: Alstom - TEST Order No.: 560005376300020FOR				
<input checked="" type="checkbox"/>	20	SP44990874_C	CONNECTORS X1 FOR EPAC	Jul 19, 2021	4.00 EA

Items to confirm (40)

[Edit filter](#) | Save filter | [Last 365 days](#) | [Exclude confirmation not all... , +1](#)

[Confirm](#) | [Reject](#)

- Confirm schedule line
- Confirm entire item
- Confirm entire order

	Item No.	Customer Part No.
▼	Customer: Alstom - TEST Order No.: 560005374200010FOR	
▼	< See more rows in this group on previous page	
<input checked="" type="checkbox"/>	10	DTR0000416753

Review Schedule line to confirm


Schedule Line No.	Need By	Ship By
Customer: Alstom - TEST Order No.: 560005377400020FOR Confirmation number <input type="text" value="CONF_001"/>		
Item No.: 20 Supplier Part No.: Description: KIT-INSULATION		
1	Jun 2, 2021	Jun 1, 2021

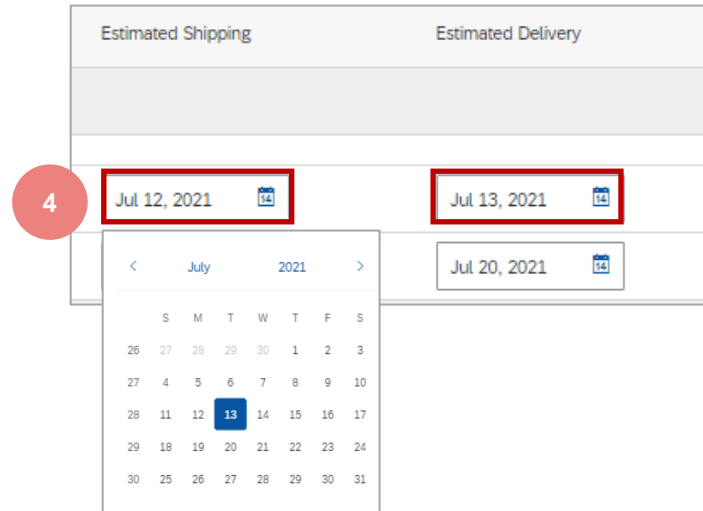
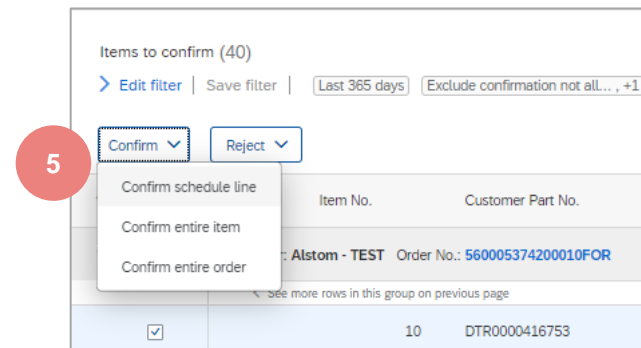
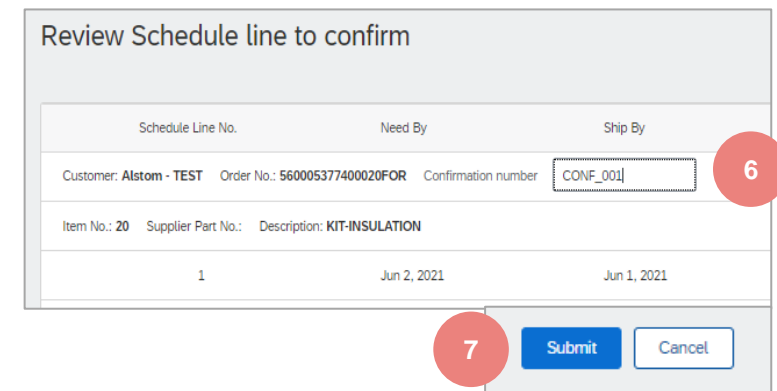
[Submit](#) [Cancel](#)

Order confirmation

Manage Single / Multiple Orders – Change dates

If you want to **change date** required by the customer:

4. Select date using calendar 
5. Click **Confirm** and select any of the action from the dropdown
6. Review confirmation, Fulfill Confirmation number (not mandatory)
7. To send it to buyer system, click **Submit**

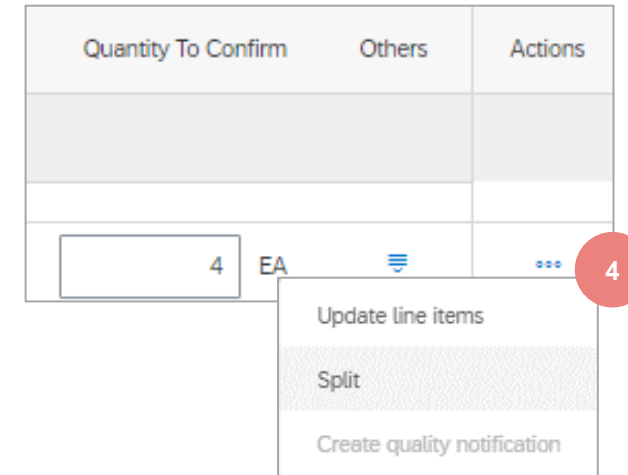
Order confirmation

Manage Single / Multiple Orders - Split Lines

You want to **change quantity** required by the customer:

Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.

4. Click **...** and select **Split**
5. Adjust dates and quantities as appropriate for your split rationale.
6. Split icon indicates which lines are added via the split action.



Note : The total of the quantity in each line must always be equal to the initial order line quantity.

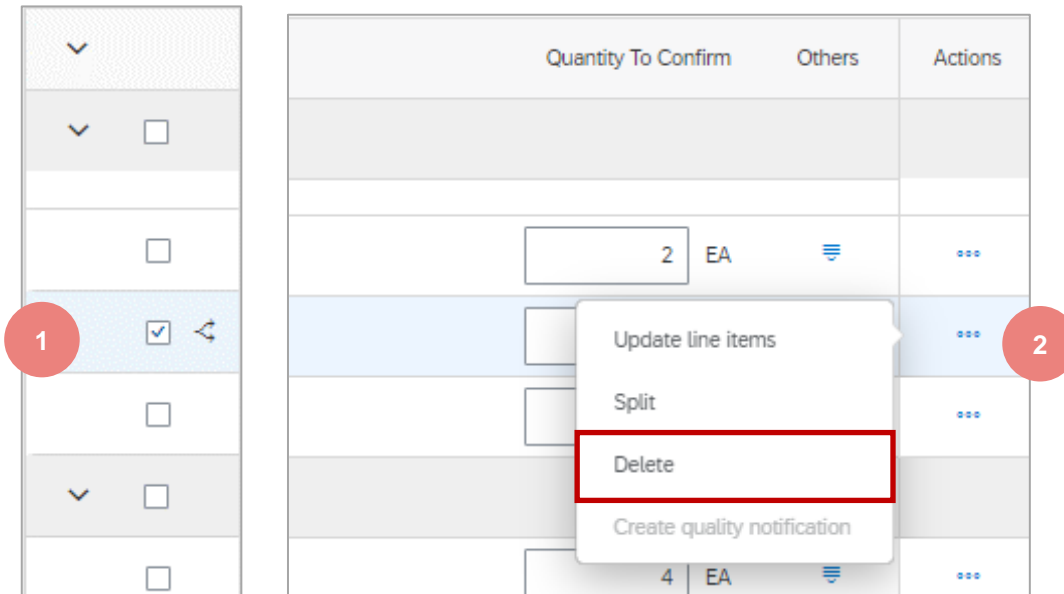
	Item No.	Customer Part No.	Description	Need By ↑	Requested Quantity	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Others	Actions
✓	Customer: Alstom - TEST Order No.: 560005374200010FOR									
	← See more rows in this group on previous page									
6	10	DTR0000416753	BUS BAR ONIX 1032-L2-750_3 LAYERS	Jul 6, 2021	4.00 EA	Jul 13, 2021	Jul 13, 2021	2 EA		...
6	10	DTR0000416753	BUS BAR ONIX 1032-L2-750_3 LAYERS	Jul 6, 2021	4.00 EA	Jul 13, 2021	Jul 13, 2021	2 EA		...

Order confirmation

Manage Single / Multiple Orders – Delete Splited Lines

Delete splited line action is available

1. **Select** line splited
2. Click **...** and **delete**



Order confirmation


OC failed

You submitted order confirmation, but error occurs.

1. Click on the **error icon**  to review explanations

Workbench





4 New orders Last 31 days | 7 Changed orders Last 31 days | 4 Items to confirm Last 31 days | 35 Orders Last 31 days | 30 Items to confirm CONFIRMED

 4 rows failed to submit, as indicated by the red bars. Hover over error icons to learn more.

Items to confirm (4)

[Edit filter](#) | [Save filter](#) | [560005384000010FOR](#) | [Next 90 days](#) | [Last 31 days](#) | [Exclude confirmation not all... +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#)

[Confirm](#) [Reject](#)

	Customer Part No.	Item No.	Supplier Part No.	Description	Need By ↑	Ship By
▼ <input checked="" type="checkbox"/>	Customer: Alstom - TEST Order No.: 560005384000010FOR					
 <input checked="" type="checkbox"/>	DTR0000000411	10		O-RING 20.00-2.00	Jul 26, 2021	
 <input checked="" type="checkbox"/>	DTR0000000411	10		O-RING 20.00-2.00	Aug 2, 2021	
 <input checked="" type="checkbox"/>	DTR0000000411	10		O-RING 20.00-2.00	Aug 9, 2021	
 <input checked="" type="checkbox"/>	DTR0000000411	10		O-RING 20.00-2.00	Aug 16, 2021	

Order confirmation

OC failed

▼	☑	Customer: Alstom - TEST Order No.: 560005384000010FOR				
1	✖	☑	DTR0000000411	10	O-RING 20.00-2.00	Jul 26, 2021
The value entered is outside the range allowed by the buyer. Enter a value between 39 and 39. Item quantity is 39.						
	✖	☑	DTR0000000411	10	O-RING 20.00-2.00	Aug 2, 2021

This message explain that supplier didn't fully confirm line items. Some firmed schedule lines are missing in "item to confirm" list.

2. Review criteria for filter "Need by Date"

Range date is from today + period indicate

Workbench

4

New orders

Last 31 days

7

Changed orders

Last 31 days

4

Items to confirm

Last 31 days

35

Orders

Last 31 days

30

Items to confirm

CONFIRMED

Items to confirm (4)

▼ Edit filter

Customers

Order numbers

Customer locations

Need by date

2

Partial match
 Exact match

Order confirmation

OC failed

3. Select option **Custom date range**
4. Define your date range
 - Select 1st date of the range in the past (2 months from today)
 - Select end date (6 or 7 months, till one year from today)
5. Once finished, **Apply** to confirm new date range
6. Don' forget to **Apply** to register your new criteria for this filter

Need by date

Next 90 days

None

Last 7 days

Today

Next 7 days

Next 14 days

Next 31 days

Next 90 days

Next 365 days

Custom date range

Custom date range

Date range is limited to 365 days

5/1/2021 - 5/1/2021

< May 2021 >

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Custom date range

Date range is limited to 365 days

5/1/2021 - 4/1/2022

< May 2022 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Apply

Apply Reset Cancel

Order confirmation

OC failed

All firm lines are now available in “Item to confirm”

7. Confirmed all lines by changing date in the past, and / or splitting date.

Items to confirm (8)

> Edit filter | Save filter | 560005384000010FOR | 5/1/2021 - 4/1/2022 | Last 31 days | Exclude confirmation not all... , +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced

Confirm ▾ | Reject ▾


Customer Part No.	Item No.	Supplier Part No.	Description	Need By ↑	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Actions
Customer: Alstom - TEST Order No.: 560005384000010FOR												
✓	DTR0000000411	10	O-RING 20.00-2.00	Jul 5, 2021		1.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Jul 5, 2021	1	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Jul 12, 2021		3.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Jul 12, 2021	3	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Jul 12, 2021		3.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Jul 12, 2021	3	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Jul 19, 2021		6.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Jul 19, 2021	6	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Jul 26, 2021		8.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Jul 26, 2021	8	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Aug 2, 2021		5.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Aug 2, 2021	5	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Aug 9, 2021		6.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Aug 9, 2021	6	EF ...
✓	DTR0000000411	10	O-RING 20.00-2.00	Aug 16, 2021		7.00 EA	0.00 EA	₹100.00 INR	mm/dd/yyyy	Aug 16, 2021	7	EF ...

Field is not allowed in the past

Order confirmation

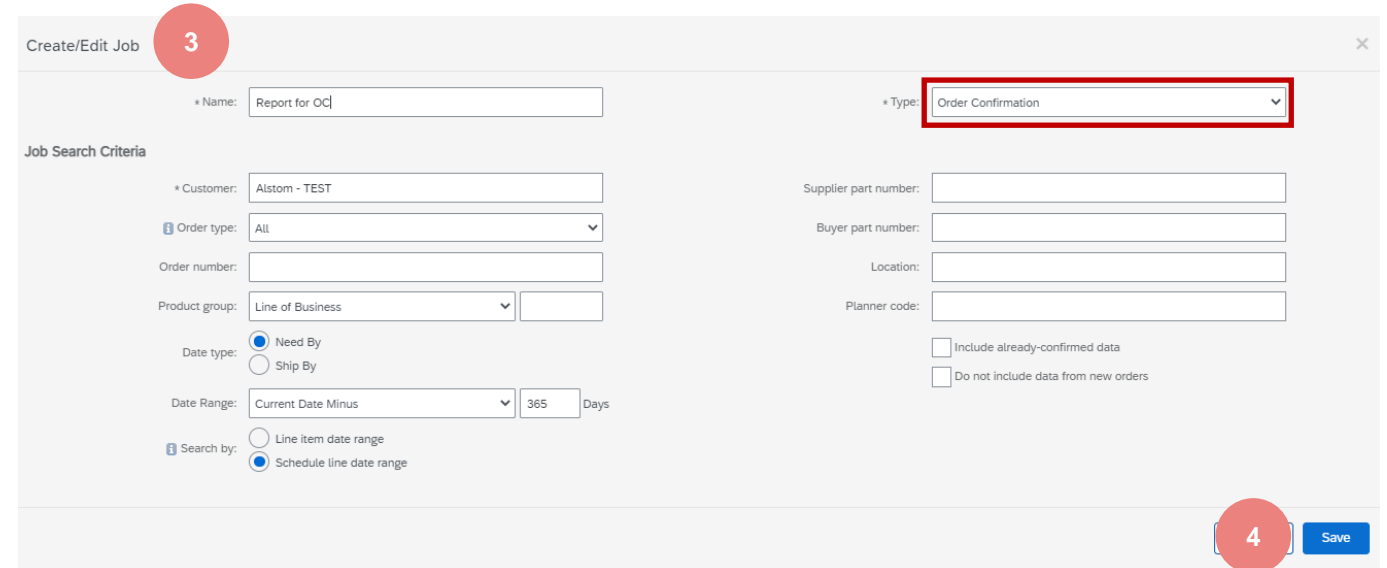
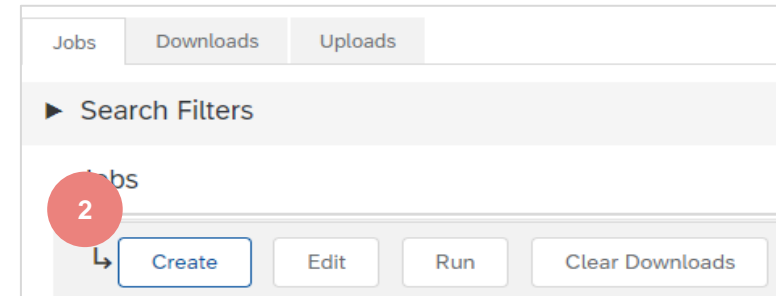
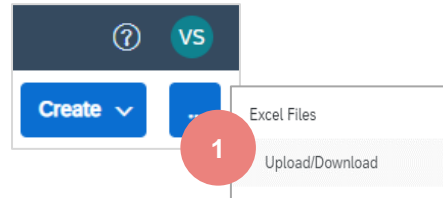
Mass Order Confirmation Upload – Create Order Confirmation Report

From the Homepage:

1. Click  button & **Upload/ Download**.
2. In the Jobs section, click **Create** button
3. Prepopulate all mandatory fields.
 - **Name** of the report
 - type **Order confirmation**.
 - Customer : **Alstom**
 - Order type : **All**
 - Date type : **Need by**
 - Search by : **Schedule line date range**
4. Once finished, **Save** it.

Note:

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



Create/Edit Job

Name: Report for OC

Type: Order Confirmation

Customer: Alstom - TEST

Order type: All

Order number:

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:

Buyer part number:

Location:

Planner code:

Include already-confirmed data

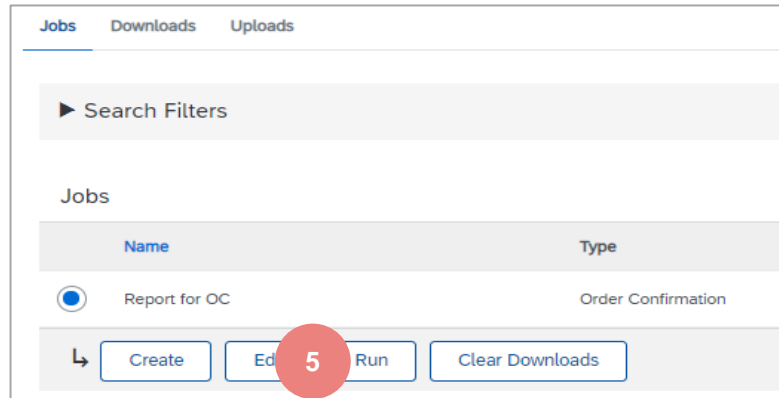
Do not include data from new orders

Save


Order confirmation

Mass Order Confirmation Upload – Run Order Confirmation Report

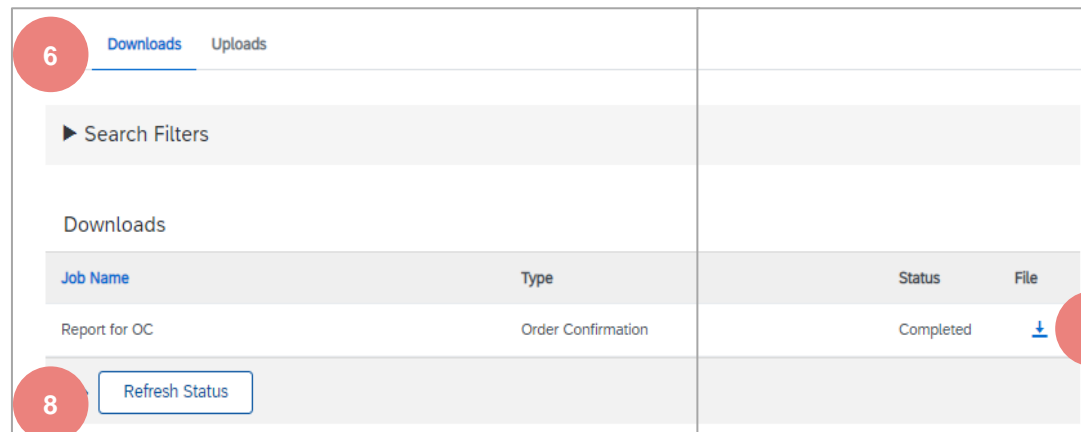
5. The report will appear in the Jobs list. Select it and click **Run**.



6. The report will appear in the **Download** sub-tab.

7. To download a report, click on the icon  on right hand of the screen.


8. Use **Refresh Status** button to update report status to Completed.



Order confirmation

Mass Order Confirmation Upload – Order Confirmation Report Template

9. Open excel file and check data

A	B	C	D	E	T	U	V	W	X	Y	Z	AA
 Confirmations Time Zone: UTC-07:00												
Confirmation Number	Order Number	Type	Order Version	Order Date	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount	Item Unit Price Currency
	7000089156	Order	1	17 mai 2022 03:00:00 AM	1	1	EA	07 juin 2022	07 juin 2022	05/06/2022	100	EUR

Order confirmation


Mass Order Confirmation Upload – Date Update

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

1. Fill your confirmation number (not mandatory)
2. **Change the Item delivery date column & item shipment date** populated with your new dates.

Leave the other columns without any change.

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

A	B	C	D	E
				
Confirmations		Time Zone: UTC-07:00		
Confirmation Number	Order Number	Type	Order Version	Order Date
OC123445678	7000089156	Order	1	17 mai 2022 03:00:00 AM
OC123445678	7000089156	Order	1	17 mai 2022 03:00:00 AM
OC123445678	7000089156	Order	1	17 mai 2022 03:00:00 AM
OC123445678	7000089156	Order	1	17 mai 2022 03:00:00 AM

Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount
10	10	EA	07 juin 2022	07 juin 2022	05/06/2022	100
20	20	EA	07 juin 2022	07 juin 2022	05/06/2022	100
30	30	EA	07 juin 2022	07 juin 2022	05/06/2022	100
40	40	EA	07 juin 2022	07 juin 2022	05/06/2022	100

1

2

Order confirmation

Mass Order Confirmation Upload – Split of a Line Into Multiple Delivery Dates

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

Example: Line item with 20 items to be delivered by June 7th. 5 items delivered on June 7th and 15 items delivered June 30th.

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

Note:

The total of the quantity in each line must always be equal to the initial order line quantity.

In case of price update, the price of the different confirmation lines against a single PO line must always be identical.

Confirmation Number	Order Number	Type	Order Version	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount
OC123445678	7000089156	Order	1	10	10	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	20	20	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	30	30	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	40	40	EA	07 juin 2022	07 juin 2022	05/06/2022	100



Confirmation Number	Order Number	Type	Order Version	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount
OC123445678	7000089156	Order	1	10	10	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	20	20	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	20	20	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	30	30	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	40	40	EA	07 juin 2022	07 juin 2022	05/06/2022	100

Confirmation Number	Order Number	Type	Order Version	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount
OC123445678	7000089156	Order	1	10	10	EA	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	5	5	A	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	15	15	A	07 juin 2022	30 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	30	30	A	07 juin 2022	07 juin 2022	05/06/2022	100
OC123445678	7000089156	Order	1	40	40	A	07 juin 2022	07 juin 2022	05/06/2022	100



Order Confirmation

Mass Order Confirmation – Reupload the Template

From the **Uploads/Downloads** screen:

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

Note:

Do not use the link “Download template”.

If you do not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file.

The screenshot shows the 'Uploads' sub-tab selected in the top navigation bar (1). Below it is a 'Search Filters' section and an 'Uploads' table with columns: Name, Type, Last Uploaded, and Last Uploaded By. The table is empty, showing 'No uploads found.' (2). Below the table are 'Upload' and 'Refresh Status' buttons. The 'Upload File' dialog box is open, showing the following fields: '*Name:' with the value 'Mass OC_April' (3), 'Customer:' with the value 'BP SCC Buyer - TEST', and '*Type:' with a dropdown menu set to 'Order Confirmation' (4). The 'File:' field has a 'Browse...' button (5). At the bottom of the dialog box are 'Upload' and 'Cancel' buttons (6).

Order Confirmation

Mass Order Confirmation Upload – Reupload the Template

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

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

Order Confirmation

Reconfirmation from the Workbench

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

From the **Workbench**:

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

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A large tile on the right indicates '13 Items to confirm' with a 'Save filter' button. Below this, a filter bar shows 'Items to confirm (13)' and several filter buttons: '> Edit filter', 'Save filter', 'Exclude confirmation not all... , +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. The main content area displays a table with columns for quantity, unit, and dates. The table header shows 'Customer: Alstom - TEST' and 'Order No.: 560005376300010FOR'. The table has two rows, each with '2.00 EA' and two date columns. A context menu is open over the table, showing 'Update line items' and 'Create quality notification' options, with a red circle '3' highlighting the 'Update line items' option.

Quantity	Unit	Start Date	End Date	Actions
2.00	EA	Jun 2, 2021	Jun 3, 2021	Update line items Create quality notification
2.00	EA	Jun 9, 2021	Jun 10, 2021	

Order Confirmation

Reconfirmation from the Workbench

When reviewing the document again, you will see the split of your previously confirmed quantity.

You want to **change date for line already confirmed.**

4. Select correct line for change (blue circle)
5. Select the **Details**.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
10		DTR0000524487		4.000 (EA)	20 Jul 2021

Description: BUSBAR 750V

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date
1	20 Jul 2021 CEST 20 Jul 2021 Buyer time
2	31 Aug 2021 CEST 31 Aug 2021 Buyer time
3	26 Oct 2021 CEST 26 Oct 2021 Buyer time
4	27 Oct 2021 CEST 27 Oct 2021 Buyer time

Current Order Status

4 1 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 20 Jul 2021 - defaulted from Requested Delivery Date in order)

1 Confirmed As Is (Schedule line number: 2; Estimated Delivery Date: 31 Aug 2021 - defaulted from Requested Delivery Date in order)


1 Confirmed As Is (Schedule line number: 3; Estimated Delivery Date: 26 Oct 2021 - defaulted from Requested Delivery Date in order)

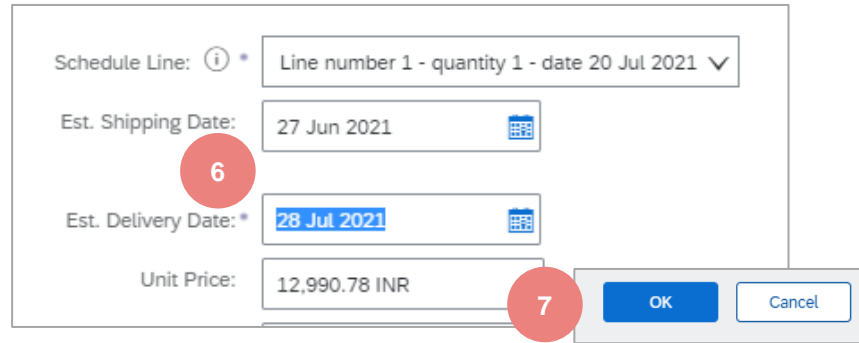
1 Confirmed As Is (Schedule line number: 4; Estimated Delivery Date: 27 Oct 2021 - defaulted from Requested Delivery Date in order)

Confirm: Backorder: 5 [Details](#) ⓘ

Order Confirmation

Reconfirmation from the Workbench

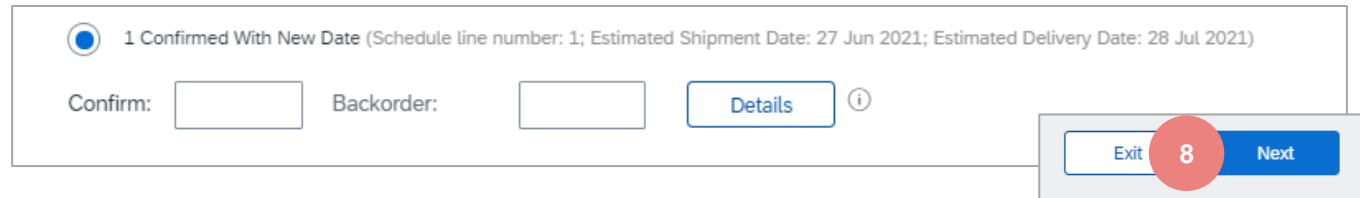
6. Change date using calendar 
 - Est Shipping Date
 - Est Delivery Date



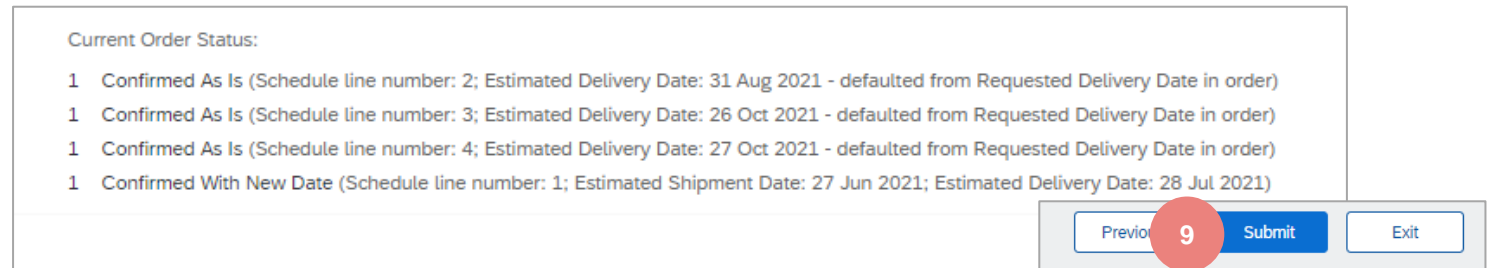
7. Click **OK**

New proposal is taken in account

8. Click **NEXT**



9. Click **Submit**



Order Confirmation

Reconfirmation from the Workbench

You want to **split quantity for line already confirmed.**

4. Select correct line for change (blue circle)
5. To split, fill the quantity in the cell “confirm”
6. Select the **Details**.

In this case : 3 parts already confirmed for July 27th, supplier split quantity from 3 parts into two lines 1 & 2 parts;

Line Items							
Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By	Customer Location
10		DTR3000018807		Subcontract	6.000 (EA)	29 Jun 2021	
Description: Kit of 2 PCBA							
▼ Schedule Lines							
Schedule Line No. ↑	Commitment Level	Delivery Date	Quantity (Unit)				
1	Firm	29 Jun 2021 CEST 29 Jun 2021 Buyer time	3 (EA)				
▶ Components							
2	Firm	27 Jul 2021 CEST 27 Jul 2021 Buyer time	3 (EA)				
▶ Components							
Current Order Status							
<input type="radio"/>	3 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 29 Jun 2021 - defaulted from Requested Deliv						
<input checked="" type="radio"/>	3 Confirmed As Is (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 27 Jul 2021 - defaulted from Requested Deliv						
Confirm:	<input type="text" value="1"/>	<input type="button" value="Details"/>	<input type="button" value="i"/>				

Order Confirmation

Reconfirmation from the Workbench

6. Change date using calendar
 - Est Shipping Date
 - Est Delivery Date
7. Click **OK**

Schedule Line: ⓘ * Line number 2 - quantity 3 - date 27 Jul 2021 - commitment level firm ▾

Est. Shipping Date: 8 Aug 2021 📅

Est. Delivery Date: * 9 Jul 2021 📅

Unit Price: 200,000.00 INR

OK Cancel

New proposal is taken in account

8. Click **NEXT**
9. Click **Submit**

Current Order Status

- 3 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 29 Jun 2021 - defaulted from Requested Delivery Date in order)
- 2 Confirmed As Is (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 27 Jul 2021 - defaulted from Requested Delivery Date in order)
- 1 Confirmed With New Date (Schedule line number: 2; Commitment level: firm; Estimated Shipment Date: 9 Aug 2021; Estimated Delivery Date: 10 Aug 2021)

Next

Current Order Status:

- 3 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 29 Jun 2021 - defaulted from Requested Delivery Date in order)
- 2 Confirmed As Is (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 27 Jul 2021 - defaulted from Requested Delivery Date in order)
- 1 Confirmed With New Date (Schedule line number: 2; Commitment level: firm; Estimated Shipment Date: 9 Aug 2021; Estimated Delivery Date: 10 Aug 2021)


Pre Submit Exit

Order Confirmation

Reconfirmation via Mass Upload – Create Order Confirmation Report

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

From the Homepage:

1. Click  button **Upload/ Download**
2. In the Jobs section, click **Create** button
3. Prepopulate all mandatory fields. Set a type as **Order confirmation**
4. Once finished, **Save** it.
5. The report will appear in the Jobs list. Select it and click **Run**.

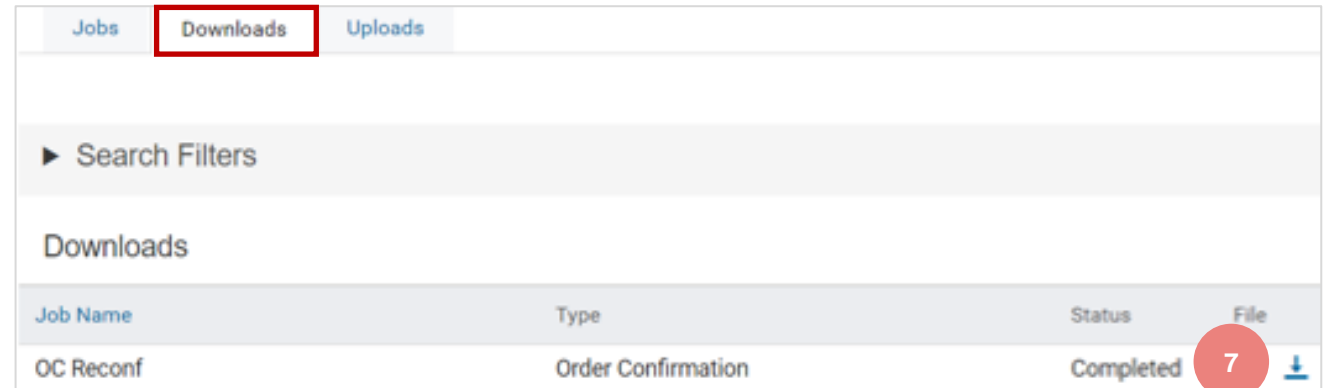
The screenshot illustrates the ALSTOM system interface for creating an order confirmation report. It is divided into three main sections:


- Top Navigation:** A dark blue bar with a help icon, a 'VS' icon, and a 'Create' dropdown menu. A red circle '1' highlights the 'Upload/Download' button in the dropdown menu.
- Jobs Section:** A panel with tabs for 'Jobs', 'Downloads', and 'Uploads'. It features a 'Search Filters' section and a table of jobs. A red circle '2' highlights the 'Create' button in the 'Jobs' section. A table with columns 'Name' and 'Type' shows a job named 'test maria' of type 'Order Confirmation'. A red circle '5' highlights the 'Run' button below the table.
- Create/Edit Job Form:** A modal window for creating or editing a job. A red circle '3' highlights the 'Name' field, which contains 'Report for OC'. A red box highlights the 'Type' dropdown menu, which is set to 'Order Confirmation'. Other fields include 'Customer' (Alstom - TEST), 'Order type' (All), 'Product group' (Line of Business), 'Date type' (Need By), 'Date Range' (Current Date Minus 365 Days), and 'Search by' (Schedule line date range). A red circle '4' highlights the 'Save' button at the bottom right.

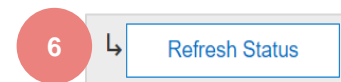
Order Confirmation

Reconfirmation via Mass Upload – Run Order Confirmation Report

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



Job Name	Type	Status	File
OC Reconf	Order Confirmation	Completed	



Note:

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

For more details how to confirm Order Confirmation via Excel file refer to [Mass Order Confirmation Upload](#) chapter.

Order Confirmation

Reconfirmation via Mass Upload – Reupload the Template

From the **Upload/Download** screen:

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

Note:

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

Name	Type	Last Uploaded	Last Uploaded By
No uploads found.			

* Name: OC_reconfirmation

* Customer: Alstom - TEST

* Type: Order Confirmation

File: Report_for_OC_16-06-2021.xlsx

Download templates

Upload Cancel

Order Confirmation

Reconfirmation via Mass Upload – Reupload the Template

Reupload fails or is completed with error

1. Download the Log information
2. Check errors explanation
3. Fix errors in excel file.
4. Reupload the file again

Uploads			
Name	Status	File	Log
OC_reconfirmation	Failed	↓	↓

Results									
Excel upload failed with the following errors									
Mapping failure: Delivery date is not allowed in the past for line number (10), order number (560005377400010FOR).									
There were errors found in the uploaded excel file. Please fix and re-upload.									

Item Delivery Date	Item Shipment Date	It
16 juin 2021	16 juin 2021	A
17 juin 2021	17 juin 2021	

Upload File

Name: OC_reconfirmation Type: Order Confirmation

Customer: Alstom - TEST


File: [Report_for_OC_16-06-2021.xlsx](#)

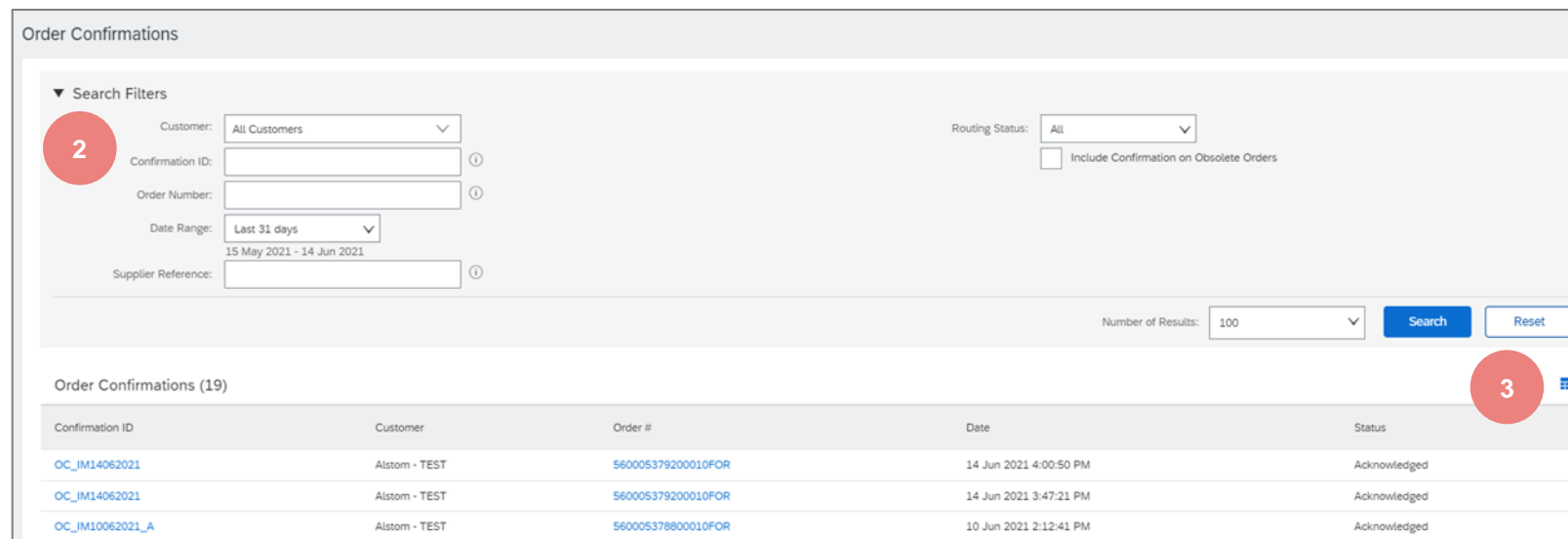
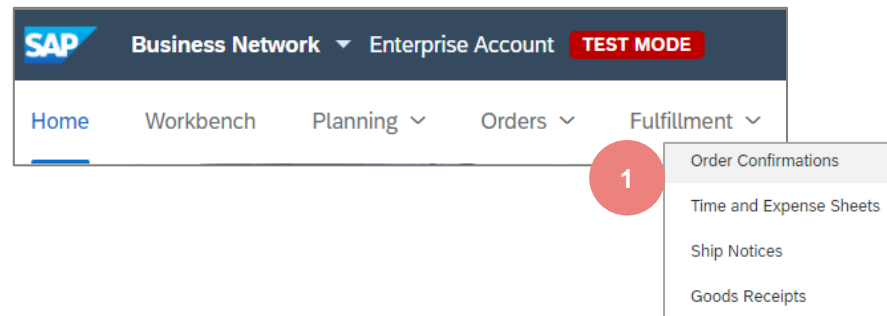
[Download templates](#)

Order Confirmation

Review Submitted Order Confirmations

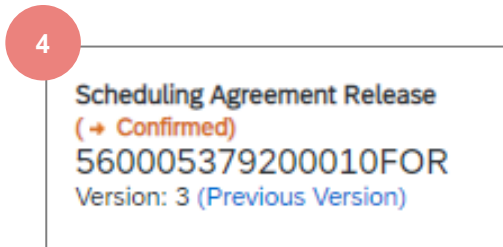
From the Homepage:

1. Submitted order confirmations can be viewed from **Fulfillment / Order Confirmations**.
2. Use search filters to identify the right document.
3. Configure data view by clicking configure button. 
4. You can review confirmation as well from the PO screen in the Related Documents.



The screenshot displays the 'Order Confirmations' search interface. It includes search filters for Customer, Confirmation ID, Order Number, Date Range, and Supplier Reference. A red circle with the number '2' highlights the search filter section. The 'Routing Status' is set to 'All'. The 'Number of Results' is set to 100. A 'Search' button and a 'Reset' button are visible. Below the search filters, there is a table of 19 order confirmations. A red circle with the number '3' highlights the table area.

Confirmation ID	Customer	Order #	Date	Status
OC_IM14062021	Alstom - TEST	560005379200010FOR	14 Jun 2021 4:00:50 PM	Acknowledged
OC_IM14062021	Alstom - TEST	560005379200010FOR	14 Jun 2021 3:47:21 PM	Acknowledged
OC_IM10062021_A	Alstom - TEST	560005378800010FOR	10 Jun 2021 2:12:41 PM	Acknowledged



The screenshot shows a confirmation message: 'Scheduling Agreement Release (+ Confirmed) 560005379200010FOR Version: 3 (Previous Version)'. A red circle with the number '4' highlights the confirmation message.

Order Confirmation

Review Submitted Order Confirmations

Example of order confirmation sent to Buyer.

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

Order Confirmation: CONF305

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

[Detail](#) [History](#)

1 Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: [6007625305](#)

2

Line Items

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

Description: Test description

3

Current Order Status:

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

Order Confirmation

Download Order Confirmation Report

Order report consolidates detailed information from purchase orders.

The report can include **schedule-line information**.

From the Homepage:

1. Click **Reports**
2. In report Templates , Click **Create**
3. Fulfill criteria

- Title
- Time zone
- Language

And select Report type : report Order

4. Click **Next**

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A red circle with the number '1' highlights the 'Reports' menu. Below this is the 'Report Templates' section, which is currently empty. A red circle with the number '2' highlights the 'Create' button. The 'Create' form includes fields for 'Title' (with the value 'Order Confirmations'), 'Description', 'Time zone' (set to 'CET'), 'Language' (set to 'English'), and 'Report type' (set to 'Order'). A red circle with the number '3' highlights the 'Report type' dropdown. At the bottom right, a red circle with the number '4' highlights the 'Next' button.

Title ↑	Schedule Type	Report Type	Status	Last Run
<i>No items</i>				

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

Title: *

Description:

Time zone:

Language:

Report type: *

Order Confirmation

Download Order Confirmation Report

5. To create a report template, enter your criteria and fulfill all mandatory fields.

Select

- include Line item information
- Include Schedule Line information

6. Once finished, click **Submit**

5

Customer: All Customers

Order Number:

Order Amount: to

Order Routing Status:

Order Status:

This selection will refresh the page content.

Include Active Orders Only

Order Date: * To

Maximum Results Returned:

Include Spot Buy Marketplace Information

Include Line Item Information

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

6

Order Confirmation

Download Order Confirmation Report

7. Select the report template you've created and click **Run**.
8. Use **Refresh Status** button to update the status.
9. When the status changes to **Processed**, click **Download**.

Report Templates									
Title ↑	Schedule Type	Report Type	Status	Last Run					
<input checked="" type="radio"/> Order Confirmations	Manual	Order	Processed	15 Jun 2021					
7	Run	9	Download	Edit	Copy	Delete	Create	Refresh Status	8

Order Confirmation

Download Order Confirmation Report

10. Open excel file and check data

SAP Ariba																
Schedule Lines																
Document Number	PO Version	Order Status	Line Number	Part Number	Customer Part Number	Customer Batch ID	Supplier Batch ID	Schedule Line Number	Delivery Date	Ship Date	Schedule Line Quantity	Schedule Line UOM	Commitment Code	Cumulative Schedule Line	Cumulative UOM	Storage Location
7000088396	3	Changed	10		DTR0000416753			1	24 Aug 2021 12:00 PM GMT+02:00	23 Aug 2021 1:00 PM GMT+02:00	1	EA				0001
7000088376	3	Received	10		DTR0000440954			1	30 Jun 2021 12:00 PM GMT+02:00	29 Jun 2021 1:00 PM GMT+02:00	12	EA				0001
560005379200010FOR	3	Confirmed	10		AD00003264387			7	13 Jul 2021 12:00 PM GMT+02:00	12 Jul 2021 1:00 PM GMT+02:00	4	EA	forecast	16	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			8	20 Jul 2021 12:00 PM GMT+02:00	19 Jul 2021 1:00 PM GMT+02:00	2	EA	forecast	18	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			9	27 Jul 2021 12:00 PM GMT+02:00	26 Jul 2021 1:00 PM GMT+02:00	2	EA	forecast	20	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			10	3 Aug 2021 12:00 PM GMT+02:00	2 Aug 2021 1:00 PM GMT+02:00	2	EA	forecast	22	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			11	10 Aug 2021 12:00 PM GMT+02:00	9 Aug 2021 1:00 PM GMT+02:00	4	EA	forecast	26	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			12	17 Aug 2021 12:00 PM GMT+02:00	16 Aug 2021 1:00 PM GMT+02:00	2	EA	forecast	28	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			15	15 Jun 2021 12:00 PM GMT+02:00	14 Jun 2021 1:00 PM GMT+02:00	4	EA	firm	4	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			16	17 Jun 2021 12:00 PM GMT+02:00	16 Jun 2021 1:00 PM GMT+02:00	4	EA	firm	8	EA	0001
560005379200010FOR	3	Confirmed	10		AD00003264387			17	22 Jun 2021 12:00 PM GMT+02:00	21 Jun 2021 1:00 PM GMT+02:00	4	EA	firm	12	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			41	10 Jun 2021 12:00 PM GMT+02:00	9 Jun 2021 1:00 PM GMT+02:00	23	EA	firm	23	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			42	15 Jun 2021 12:00 PM GMT+02:00	14 Jun 2021 1:00 PM GMT+02:00	53	EA	firm	76	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			52	8 Jul 2021 12:00 PM GMT+02:00	7 Jul 2021 1:00 PM GMT+02:00	90	EA	firm	166	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			53	12 Aug 2021 12:00 PM GMT+02:00	11 Aug 2021 1:00 PM GMT+02:00	11	EA	forecast	177	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			54	9 Sep 2021 12:00 PM GMT+02:00	8 Sep 2021 1:00 PM GMT+02:00	1	EA	forecast	178	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			55	14 Oct 2021 12:00 PM GMT+02:00	13 Oct 2021 1:00 PM GMT+02:00	4	EA	forecast	182	EA	0001
560005378800010FOR	2	Changed	10		DTR0000076850			56	11 Nov 2021 11:00 AM GMT+01:00	10 Nov 2021 12:00 PM GMT+01:00	1	EA	forecast	183	EA	0001

Subcontracting Collaboration

In this Chapter You Will Learn About ...

- ~ The parts of subcontracting collaboration
- ~ Components management



Introduction

Subcontracting collaboration is the outsourcing of part of the manufacturing process of a product to a third-party (supplier/ contract manufacturer).

More specifically, subcontracting collaboration is an outsourcing of certain production activities that were previously performed by the manufacturer to a third-party.

A company may outsource the manufacture of certain components for the product or outsource the assembly of the product.

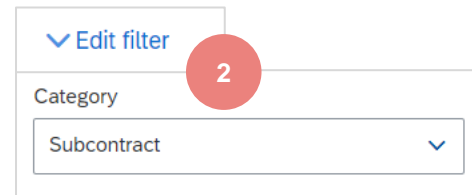
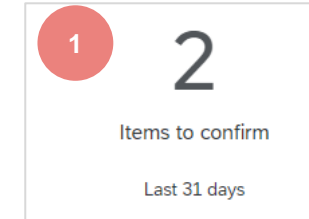
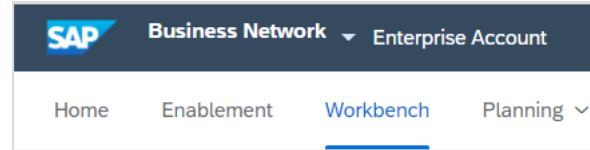
Nowadays, outsourcing companies have become specialists in a multitude of services for manufacturers including design, production, assembly, and distribution.

Subcontracting Purchase Orders and Releases

Search and Identify – Items to Confirm for Subcontracting items

From the Homepage:

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



	Item No.	Customer Part No.	Description	Category	Need By ↑	Requested Quantity	Estimated Shipping	Estimated Delivery	Actions
Customer: Alstom - TEST Order No.: 560005374300020FOR									
<input type="checkbox"/>	20	DTR3000043197	CR0038853 ELOCO TB to supplier scop	Subcontract	Jun 8, 2021	4.00 EA	Jun 7, 2021	Jun 8, 2021	...
<input type="checkbox"/>	20	DTR3000043197	CR0038853 ELOCO TB to supplier scop	Subcontract	Jun 15, 2021	4.00 EA	Jun 14, 2021	Jun 15, 2021	...
<input type="checkbox"/>	20	DTR3000043197	CR0038853 ELOCO TB to supplier scop	Subcontract	Jul 29, 2021	172.00 EA	Jul 28, 2021	Jul 29, 2021	...
<input type="checkbox"/>	20	DTR3000043197	CR0038853 ELOCO TB to supplier scop	Subcontract	Aug 10, 2021	10.00 EA	Aug 9, 2021	Aug 10, 2021	...

Subcontracting Purchase Orders and Releases

Review Subcontracting Order Content

Review the line items section in subcontracting Purchase Order layout. List of component is not available for Schedule Agreement

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

Line Items													Show Item Details
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	→ Edited		DTR0000000449	Material	Subcontract			1.000 (EA)	29 Jun 2021 CEST 29 Jun 2021 Buyer time 28 Jun 2021 CEST 28 Jun 2021 Buyer time			1 Details
Description: PANEL													

Schedule Lines					Show Schedule Line Details
Schedule Line #	Change	Delivery Date	Ship Date	Quantity (Unit)	
1	→ Edited	29 Jun 2021 12:00 PM CEST 29 Jun 2021 Buyer time 28 Jun 2021 12:00 PM CEST 28 Jun 2021 Buyer time	28 Jun 2021 1:00 PM CEST 27 Jun 2021 1:00 PM CEST	1.000 (EA)	2 Show Components


Components						
Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
00010_0001_0001	DTR0000000449				24 Jun 2021	1.000 (EA)
PANEL						

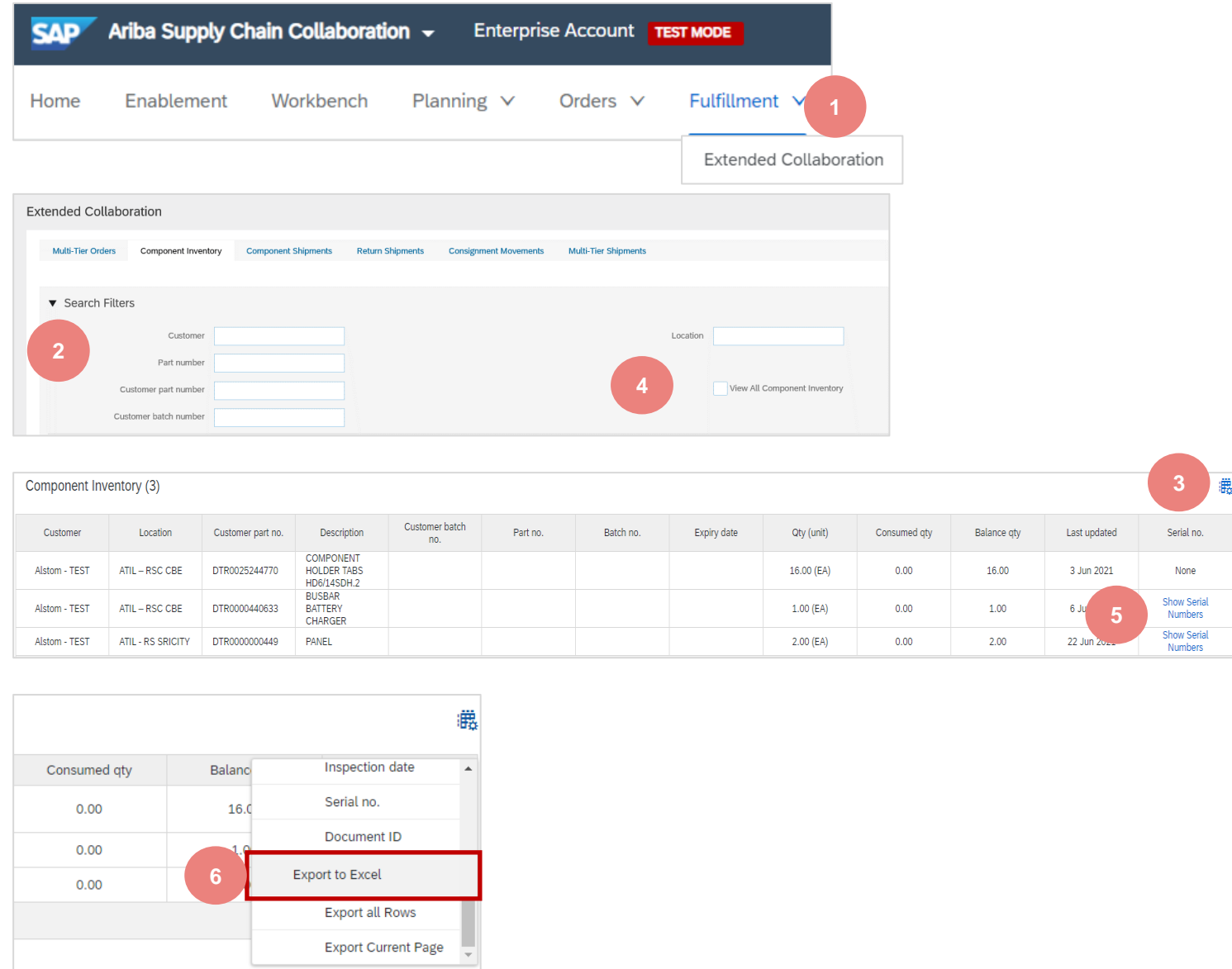
Component Management

Component Inventory

Component inventory allows supplier to overview quantity of components send by the customer.

For Alstom, data will be available only for collective / common stock strategy. An adjustment will be done for any kind of stock.

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



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Extended Collaboration'. Below this, the 'Component Inventory' section is active, displaying search filters for Customer, Location, Part number, Customer part number, and Customer batch number. A table titled 'Component Inventory (3)' shows three records with columns for Customer, Location, Customer part no., Description, Customer batch no., Part no., Batch no., Expiry date, Qty (unit), Consumed qty, Balance qty, Last updated, and Serial no. A context menu is open over the table, highlighting the 'Export to Excel' option.

Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated	Serial no.
Alstom - TEST	ATIL - RSC CBE	DTR0025244770	COMPONENT HOLDER TABS HD6/14SDH.2					16.00 (EA)	0.00	16.00	3 Jun 2021	None
Alstom - TEST	ATIL - RSC CBE	DTR0000440633	BUSBAR BATTERY CHARGER					1.00 (EA)	0.00	1.00	6 Jun 2021	Show Serial Numbers
Alstom - TEST	ATIL - RS SRICITY	DTR0000000449	PANEL					2.00 (EA)	0.00	2.00	22 Jun 2021	Show Serial Numbers

Forecast Portal User Interaction

In this Chapter You Will Learn About ...

- ~ How to view forecast collaboration data
- ~ How to upload Excel For forecast commit

Introduction

The forecast collaboration feature enables Buyers to share their forecast with their suppliers. This then allows the suppliers to schedule operations, purchase raw materials and plan capacity accordingly.

The forecast collaboration feature provides the following to suppliers:

- A simple table view of buyer forecast demand
- Daily, weekly, monthly, and yearly time-bucket views of forecast demand
- Integration with other ERP and planning systems, both for buyers and for suppliers

No commitment is required by Alstom **for forecast**.

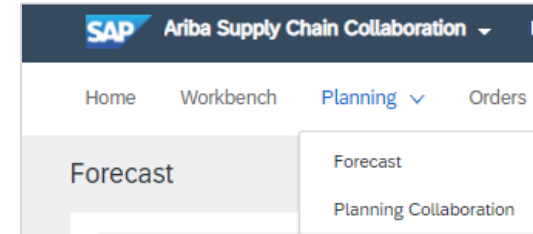
The supplier logs on to Ariba Network to view forecast demand data or download the forecast demand data to a CSV file.

Forecast Data

General considerations

Two different tabs are available for **Planning**:

1. **Forecast**
2. **Planning Collaboration**



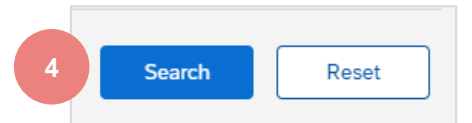
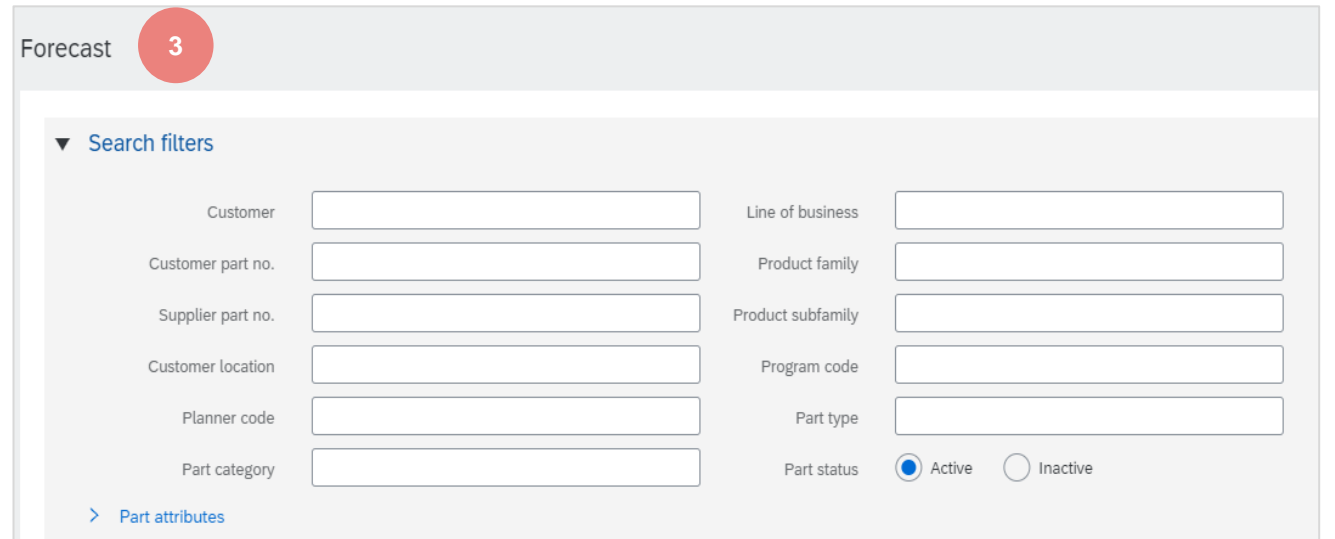
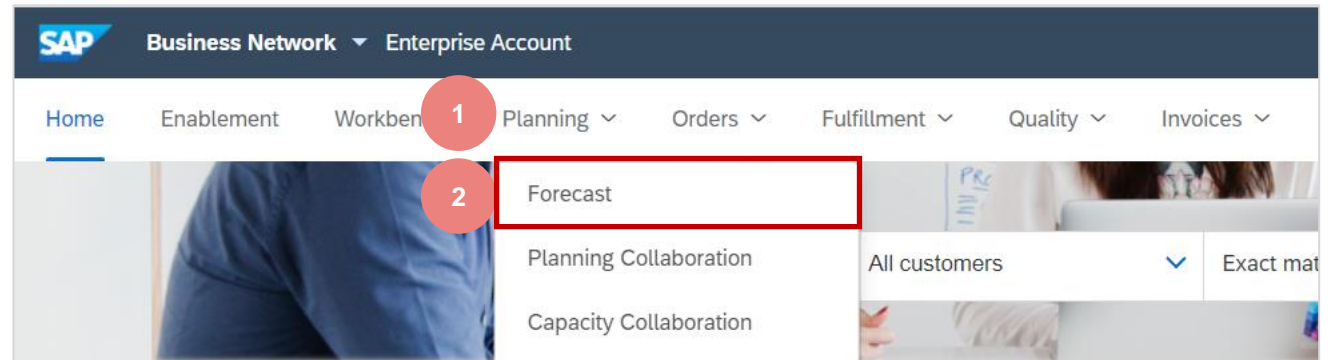
Supplier view not only forecasted demands but also all ordered quantities via Purchase Order, call-off or Schedule Agreement. It is a global overview of Alstom needs.

Data are updated on weekly basis.

View Forecast Data

Search and Identify Forecast

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



View Forecast Data

Search Filters Description

Field	Description
Customer	Customer identification.
Customer Part Number	Customer's material number.
Supplier Part Number	Vendor's material number.
Customer Location	Customer Plant.
Planner Code	Customer planner identification.
Show Unique Part and Plant	Once checked, the result screen will show key figures for both supplier managed inventory and forecast data.
Part Category	Part Category as aligned with the customer.
Line of Business	Line of Business as aligned with the customer.
Product Family	Product Family as aligned with the customer.
Product Sub-Family	Product Sub-Family as aligned with the customer.
Program Code	Program Code of Business as aligned with the customer.
Part Type	Part Type as aligned with the customer.
Process Type	Specifies whether the part is using Replenishment Order for SMI (can be combined with Forecast).
Part Status	Specifies if the part is active or inactive.

View Forecast Data

Forecast Overview

Forecast

Search Filters

1 Alstom - TEST Forecast

Product Details

Customer: Alstom - TEST
Customer Part #: N00000008300
Supplier Part #: ASSEMBLY BUS BAR
Description: ASSEMBLY BUS BAR
Lead Time: 120

Customer Planner:
Phone:
Email:
Customer Location: ATL - RSC CBE
Ship To Location: S.F.No.41, Kangeyampalayam VI Coimbatore Tamil Nadu

Close

2

3


Customer Part #	Line of Business	Customer Location	Unit	Last Modified	Actions	19 Jul 2021		20 Jul 2021		21 Jul 2021	
						Forecast	Ordered	Forecast	Ordered	Forecast	Ordered
DTR0000536088		5102	EA	22 Jun 2021 1:46:21 PM	2	0		0		12	
DTR0000535094		5102	EA	22 Jun 2021 1:46:21 PM							
DTR0000524487		5102	EA	22 Jun 2021 1:46:21 PM				1			

4 Download CSV

Page 1

Forecast

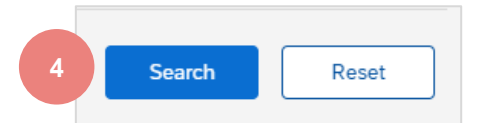
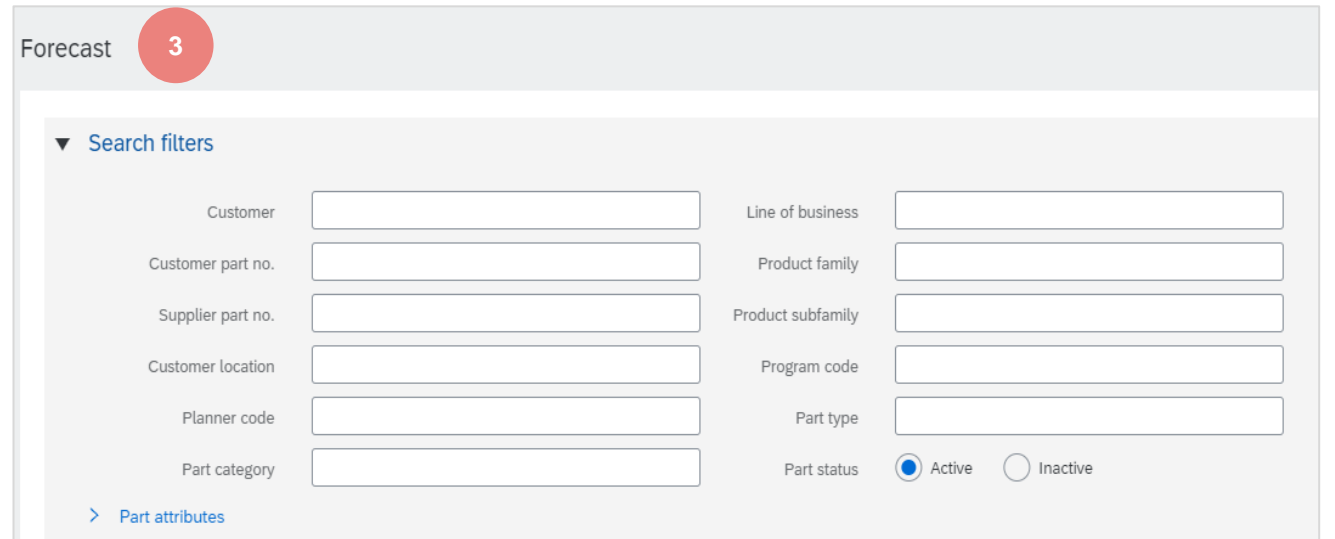
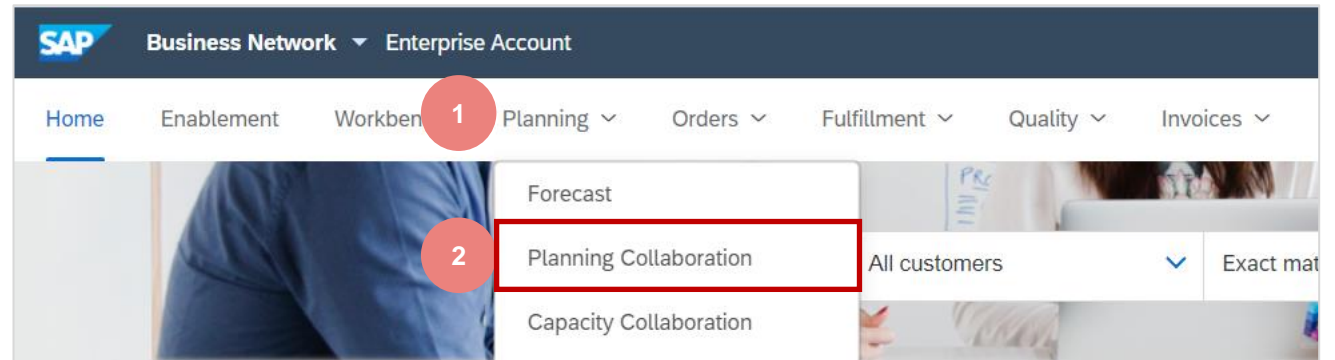
- ✓ Customer Part #
- Supplier Part #
- ✓ Line of Business
- Product Family
- Product SubFamily
- Program Code
- Part Category
- Part Type
- ✓ Customer Location
- Lead Time
- Inventory
- ✓ Unit
- ✓ Last Modified
- ✓ Actions
- ✓ Ordered

1. Review the search results.
2. Click **Actions** to view product details
3. You can configure the view by clicking the configure button. 
4. Download CSV file

View Forecast Data



Search and Identify Global forecast

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




View Forecast Data

Global forecast

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

Customer	Customer part no.	Customer location	Last customer update	
Alstom - TEST	000000000000000132	5102 (ATIL – RSC CBE)	8 Jun 2021 4:55:37 AM	
Alstom - TEST	000000000000000054	5102 (ATIL – RSC CBE)	8 Jun 2021 4:55:37 AM	
Alstom - TEST	DTR3000018807	5102 (ATIL – RSC CBE)	9 Jun 2021 5:13:24 AM	
Alstom - TEST	NO00000085301	5102 (ATIL – RSC CBE)	22 Jun 2021 1:46:21 PM	

« Page 2 » 

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

View Forecast Data

Global Forecast Data

Customer	Customer location	Part no.	Part description
Alstom - TEST	ATIL - RS SRICITY	DTR0017168438	GT.H. 38/2.41/(2/1)/NFF00-608

3

View by:

Weekly

▼

Starting from:

06/28/2021

📅

1
Starting from: 28 Jun 2021

<
>

> Chart

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

Key figures	28 Jun 2021 Week26	5 Jul 2021 Week27	12 Jul 2021 Week28	19 Jul 2021 Week29	26 Jul 2021 Week30	2 Aug 2021 Week31	9 Aug 2021 Week32	16 Aug 2021 Week33	23 Aug 2021 Week34	30 Aug 2021 Week35
Order forecast				219				4		
Cumulative forecast	0	0	0	219	219	219	219	223	223	223
Previous forecast				2				4		
Cumulative previous forecast	0	0	0	2	2	2	2	6	6	6
Cumulative forecast vs Cumulative previous forecast	0	0	0	217	217	217	217	217	217	217
Forecast change	0	0	0	217	0	0	0	0	0	0
Firmed orders				1						
Order received										
Total shipment										
Safety Stock										

Refresh data

Last customer updated 30 Jun 2021 9:19:11 AM

1. Supplier can view forecast details
2. forecasted quantities
3. Supplier can set the **View by** criteria and **Starting date** as desired

View Global Forecast Data


Key Figures Description

Key Figures	Description	Data Source
Order forecast	Customer shared demand	Buyer standard
Cumulative forecast	Customer previous + current demand	Buyer calculated
Previous forecast	Historic demand	Buyer standard
Cumulative previous forecast	Cumulative historic demand	Buyer calculated
Cumulative forecast vs Cumulative previous forecast	Cumulative forecast - Cumulative previous forecast	Network calculated
Forecast change	Order forecast – Previous forecast	Network calculated
Firmed orders	Buyer confirmed orders within the firm zone.	Network calculated
Total shipment	Based on total receipts by the Buyer for each time bucket.	Network calculated
Safety Stock *	Quantity planned in safety stock	Supplier (manual data)

* Fulfilment of safety stock is mandatory only for some Indian Supplier.


View Forecast Data

Safety Stock

1. Click icon 
2. Register data
3. Once finished, **Save**

Key figures

Total shipment

Safety Stock 

Key figures	28 Jun 2021 Week26	5 Jul 2021 Week27	12 Jul 2021 Week28	19 Jul 2021 Week29	26 Jul 2021 Week30	2 Aug 2021 Week31	9 Aug 2021 Week32	16 Aug 2021 Week33	23 Aug 2021 Week34	30 Aug 2021 Week35
Order forecast				12	12	36	36	12	12	12
Cumulative forecast	0	0	0	12	24	60	96	108	120	132
Previous forecast			24	12	12	48	24	12	12	12
Cumulative previous forecast	0	0	24	36	48	96	120	132	144	156
Cumulative forecast vs Cumulative previous forecast	0	0	-24	-24	-24	-36	-24	-24	-24	-24
Forecast change	0	0	-24	0	0	-12	12	0	0	0
Firmed orders		2			4					
Order received										
Total shipment	0				0					
Safety Stock	<input type="text" value="10"/>	<input type="text" value="12"/>	<input type="text" value="14"/>	<input type="text" value="16"/>	<input type="text" value="18"/>	<input type="text" value="20"/>	<input type="text" value="22"/>	<input type="text" value="24"/>	<input type="text" value="26"/>	<input type="text" value="28"/>

Cancel **Save**

View Forecast Data

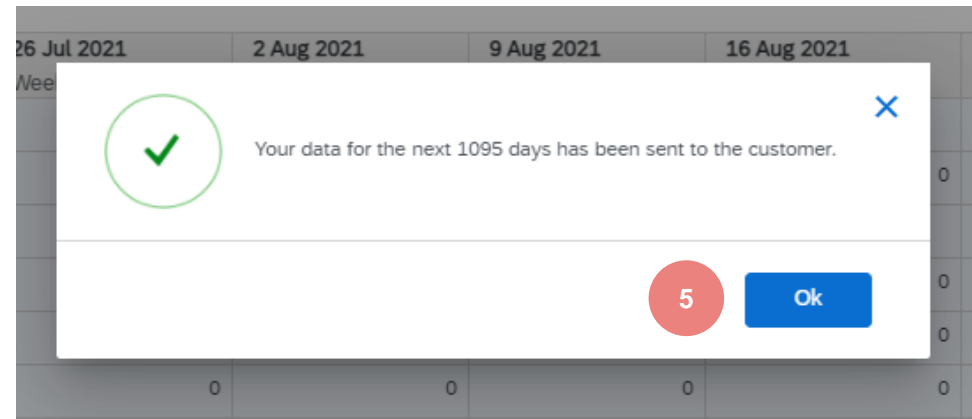
Safety Stock

4. Click **Send Data**

Last sent 11 Jul 2021 3:40:59 4 [Send Data](#)

16 Aug 2021 Week33	23 Aug 2021 Week34	30 Aug 2021 Week35	6 Sep 2021 Week36
			12
0	0	0	12
			12
0	0	0	12

5. Confirm by clicking **OK**




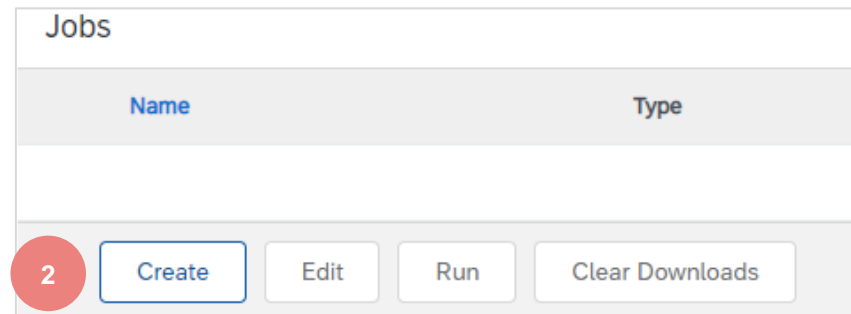
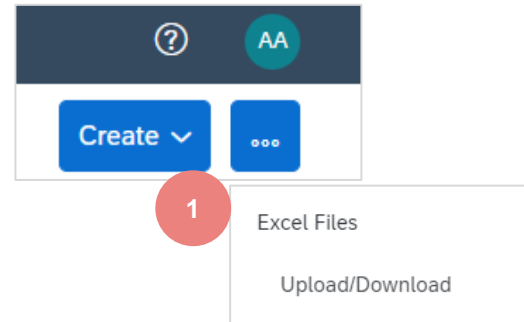
View Forecast Data

Download Report Forecast Data

Forecast report consolidates all forecast data

From the Homepage:

1. Click  and **Upload/Download** Excel files
2. In the Jobs section, click **Create** button



View Forecast Data

Download Report Forecast Data

3. Prepopulate all mandatory fields. Set a type as **Forecast**

Note : tick option download planning item attributes on all rows to be able to filter date easily in excel file exported.

4. Once finished, **Save** it

Create/Edit Job

* Name: * Type:

Job Search Criteria

* Customer:

Supplier part number:

Buyer part number:

Product family:

Product sub-family:

Location:

Download planning item attributes on all rows

Program code:

Planner code:

Part category:

Part type:

Manufacturing type:

Line of business:

* Time period:

Years to download:

Buyer last modified:

Supplier last modified:

View Forecast Data

Download Report Forecast Data

5. Select the report template you've created and click **Run**.
6. Use **Refresh Status** button to update the status.
7. When the status changes to **Processed**, click **Download**.

Jobs		
Name	Type	Created
<input checked="" type="radio"/> Forecast	Forecast	22 Jun 2021 3:04:00 PM
↳ <input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="Run"/> <input type="button" value="Clear Downloads"/>		

Downloads					
Job Name	Type	Last Run	Last Run By	Status	File
Forecast	Forecast	22 Jun 2021 3:04:40 PM		Complete	<input type="button" value="Download"/>
<input type="button" value="Refresh Status"/>					

View Forecast Data

Download Report Forecast Data

8. Open Csv file

SAP Ariba										Ariba Supply Chain Collaboration - Forecast																		
Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Unit	Key figures	28 Jun 2021	5 Jul 2021	12 Jul 2021	19 Jul 2021	26 Jul 2021	2 Aug 2021	9 Aug 2021	16 Aug 2021	23 Aug 2021	30 Aug 2021	6 Sep 2021	13 Sep 2021	20 Sep 2021	27 Sep 2021	4 Oct 2021	11 Oct 2021	18 Oct 2021	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Order Forecast					12	12	36	36	12	12	12		36	24	12	12	24	36
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Cumulative forecast	0	0	0	12	24	60	96	108	120	132	132	168	192	204	216	240	276	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Previous forecast			24	12	12	48	24	12	12	12	12	24	36		24	24	24	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Cumulative previous for	0	0	24	36	48	96	120	132	144	156	168	192	228	228	252	276	300	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Cumulative Forecast vs f	0	0	-24	-24	-24	-36	-24	-24	-24	-24	-24	-36	-24	-36	-24	-36	-24	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Forecast change	0	0	-24	0	0	-12	12	0	0	0	-12	12	-12	12	-12	12	0	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Firmed orders		2			4													
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Order received																		
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Shipments	0				0													
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL - RSC CE98	22 Jun 2021 1EA			Safety Stock	10	12	14	16	18	20	22	24	26	28								

Advanced Shipping Notice (ASN)

In this Chapter You Will Learn About ...

- ~ what is an advanced shipping notification
- ~ what are the benefits of using advanced shipping notification
- ~ how to manage advanced shipping notification
- ~ how to view submitted advanced shipping notification

Advanced Shipping Notice

General Considerations

WHAT IS ASN?

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

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

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

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

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

WHY TO USE ASN?

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

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

Planning

- Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
- Special unloading and Quality Assurance persons and equipment's, floor and rack space can be prepared.
- In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.

Execution

- The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, etc.

Administration

- Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

Advanced Shipping Notice

Alstom rules

SUPPLIER MUST:

- Create an order confirmation before creating a ship notice
- ship dates
- Create one ASN by material document
- In case of partial delivery, the supplier must reconfirm the remaining quantity to be delivered

SUPPLIER CAN:

- Create ASN with partial quantity
- Edit existing ship notice, if completion status of ASN status is Open
- Cancel existing ship notice if completion status of ASN status is Open
- Include attachments if require by Alstom

SUPPLIER CAN'T:

- Create ASN with deliveries dates in the past

Advanced Shipping Notice

Allowed actions

Ariba Network provides multiple options to maintain ASN.

1. Individual document management.

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

2. Multiple Items management.

In case of multiple lines of documents to be shipped, you should use the sub-tab **Items to Ship** in Tab Orders & Releases

3. Mass shipping notification upload.

In case of a high number of lines to be shipped, you may choose to notify via mass notification (file upload).

Options 2 & 3 are recommended methods. Option 1 is detailed in appendix 02.

Advanced Shipping Notice

Multiple items Management

Use **Items to Ship** tile in **Orders/ Orders and Releases**.

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

1. Click **Items to ship**

1. Identify right items using **Search filters**

For example

- order number
- customer or supplier parts
- need date
- date range

Attention: In case of partial delivery, the supplier must reconfirm the remaining quantity to be delivered

The screenshot shows the 'Orders and Releases' interface. At the top, there is a navigation bar with 'Orders' selected. Below it, the 'Orders and Releases' section is visible, with 'Items to Ship' highlighted by a red box and a red circle with the number '1'. The 'Search Filters' section is expanded, showing fields for Customer, Order Number (with 'Partial number' selected), Part #, Customer Part #, and Supplier Batch ID, each with a 'Look Up' button. To the right, there are options for 'Show orders by' (radio buttons for 'Need by date' and 'Ship by date'), 'Search By' (dropdown for 'Schedule Line Date Range'), 'Date Range' (dropdown for 'Next 7 days'), and 'View' (dropdown for 'Only items that can be shipped'). A red circle with the number '2' is placed between the search filters and the view options. A red bracket on the left groups the search filters, and a red bracket on the right groups the view options. At the bottom left, there is a 'Show Advanced Filters' link.



Orders tab will be replaced with new Workbench concept soon.

Advanced Shipping Notice

Multiple items Management

Attention: In case of partial delivery, the supplier must reconfirm the remaining quantity to be delivered

Note: You can choose lines with different “Need-by” dates for the same shipping notice, but document (Purchase Order or Schedule agreement) must be the same.

Only one document by ASN

3. Select lines
4. Click **Create Ship notice.**

Items to Ship (3)						
	Need By	Customer Part No. ↓	Description	Order Number	Item	Category
▼ Ship To: ALSTOM TRANSPORT INDIA LIMITED Survey No. S.381 to 387, Chidanaick , Coimbatore , 22 , 641402 , Ir						
<input checked="" type="checkbox"/>	21 Jun 2021	DTR0018181161	ADHESIVE, NEOPRENE 1400 TUBE	560005380800040FOR	40	
<input checked="" type="checkbox"/>	18 Jun 2021	DTR0000274036	MICRO AMPLIFIED DU112-S1697-2 10S	560005380800020FOR	20	
<input checked="" type="checkbox"/>	21 Jun 2021	DTR0000214776	TRAIN ROUTER SWITCH	560005380800030FOR	30	

4

Advanced Shipping Notice

Multiple PO's Management – Populate the Fields

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

Populate the mandatory and relevant fields in the header section.

5. Enter **Packing Slip ID** = Your internal Delivery note Number as you mention it on invoice
6. Enter **Delivery Date**

SHIPPING

Packing Slip ID: * IM_18062021_A01 5
! Required field

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date: * 20 Jun 2021 6
! Required field

Advanced Shipping Notice

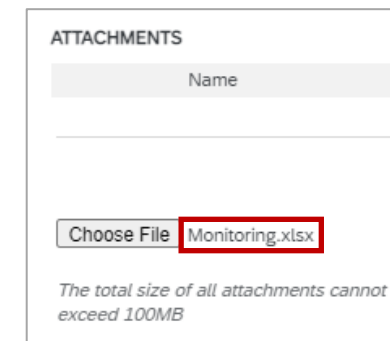
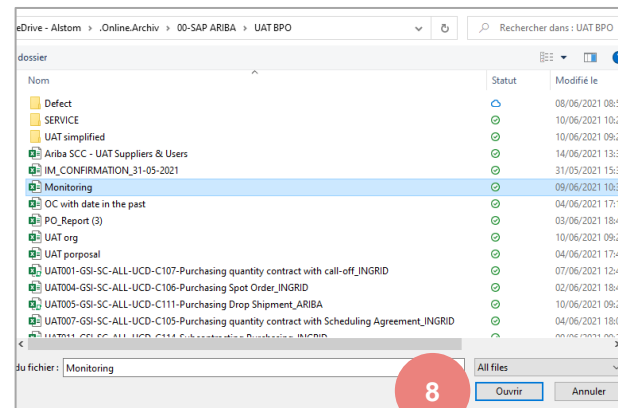
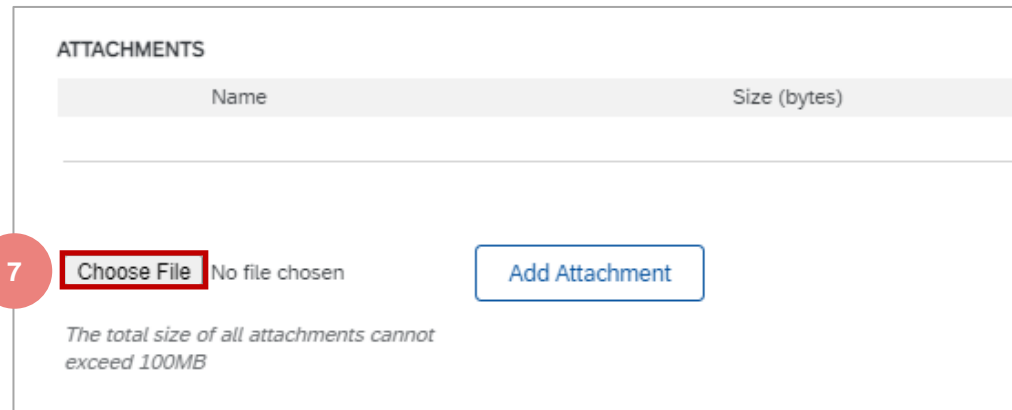
Multiple PO's Management – Populate the Fields

If needed, or required add Attachment

For example : Certificates, reports of repairs

7. Click **Choose File**

8. Select document to add



Advanced Shipping Notice

Multiple PO's Management – Populate the Fields

9. If needed, adjust **quantity** line per line.

Partial delivery is possible

Order Items			
Order No.	Line No.	Part No.	Customer Part No.
560005380800040FOR	40		DTR0018181161
Description: ADHESIVE, NEOPRENE 1400 TUBE			
Shipment Status Total Item Due Quantity: 4 EA			
Line		Ship Qty	
1		1	

10. Fill **complementary information** if required

- Supplier Batch ID
- Production Date
- Expiry Date

Order Items							
Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Cu
560005380800040FOR	40		DTR0018181161	4.000	EA		510
Description: ADHESIVE, NEOPRENE 1400 TUBE							
Shipment Status Total Item Due Quantity: 4 EA							
Line		Ship Qty	Supplier Batch ID	Production Date	Expiry Date		
1		1					

Advanced Shipping Notice

Multiple PO's Management – Populate the Fields

If needed, fill **Serial numbers** line per line.

11. Click **Add Details**

12. Populate the serial number of the first item

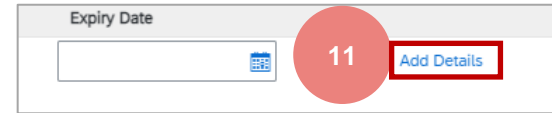
To **add** more Serial number, Click **Add Asset**

Please fill out only one serial number per asset field.

If you have many serial numbers to populate, you can use the serial number upload tool. (Cf. Appendix XX), click **Manage Serial Numbers**.

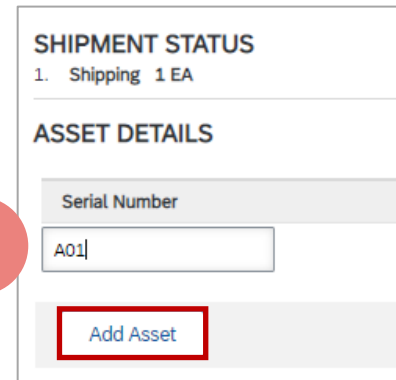
To **remove** Serial Number, Click **Remove**

13. Once finished, click **Next**



Expiry Date

11 Add Details



SHIPMENT STATUS

1. Shipping 1 EA

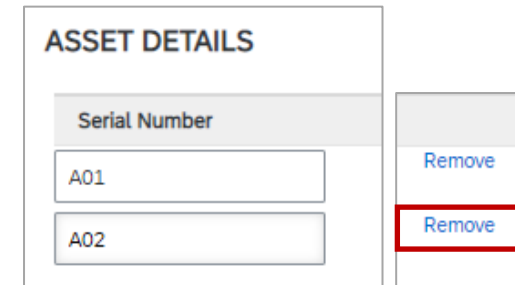
ASSET DETAILS

Serial Number

A01

Add Asset

12

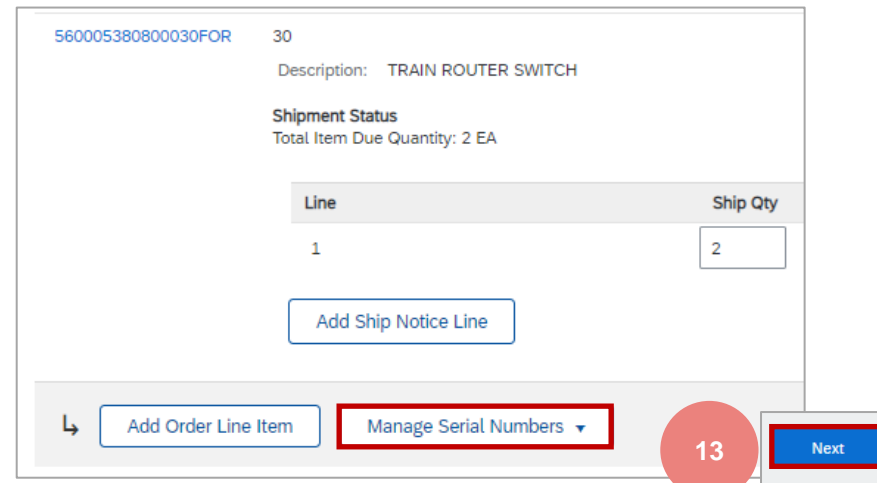


ASSET DETAILS

Serial Number

A01 Remove

A02 Remove



560005380800030FOR 30

Description: TRAIN ROUTER SWITCH

Shipment Status

Total Item Due Quantity: 2 EA

Line	Ship Qty
1	2

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers Next

13

Advanced Shipping Notice

Review Before Submitting

Detailed overview before to submit.

if you need to **correct data**, click **Previous**, and correct it.

Then you can

13. **Save**, to create a draft

Note: Saved draft will not be sent to the customer.

14. **Submit ASN**

Order No.	Line No.	Part No.	Customer Part No.	Qty
560005380800040FOR	40		DTR0018181161	4.000
Description: ADHESIVE, NEOPRENE 1400 TUBE				
SHIPMENT STATUS				
1. Shipping 1 EA				
ASSET DETAILS				
Show Serial Numbers List				
Serial Number		Asset Tag		
DTR0018181161_01				
HAZARD DETAILS				
Hazard details not provided for this line item.				
DELIVERY DETAILS				
		Delivery Terms:	Transport Condition	
		Description:	--	
		Shipping Payment Method:	Mixed	
PACKAGING				
Package information not provided for this line item.				

Navigation buttons: Previous, Download, 13, Save, Submit, 14

Advanced Shipping Notice

Draft

To save a draft document click **Save** on the top of ASN screen.
The saved ASN will be saved for 60 days.


The draft can be accessed, modified or delete from **Fulfillment/Drafts**.

1. Select **Ship notice**
2. Click **Edit** to modify the document and finalize it
3. Click **Delete** to delete draft

The screenshot displays the ALSTOM system interface. At the top, a blue 'Save' button is visible. Below it, a 'Create Ship Notice' section contains a green information message: 'Ship notice "IM_18062021_A01" is saved. The saved ship notice will be kept until 17 Aug 2021.' The main interface shows a navigation menu with 'Home', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. The 'Fulfillment' menu is open, showing options like 'Order Confirmations', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Drafts' option is highlighted with a red box. Below the navigation, the 'Drafts' section is active, displaying a table with columns for 'Packing Slip ID #' and 'Alstom - TEST'. A row is shown with the ID 'IM_18062021_A01'. At the bottom, 'Edit' and 'Delete' buttons are visible, with red circles and numbers 1, 2, and 3 indicating the steps: 1 for selecting the draft, 2 for clicking 'Edit', and 3 for clicking 'Delete'.

Advanced Shipping Notice Download – Create Mass ASN

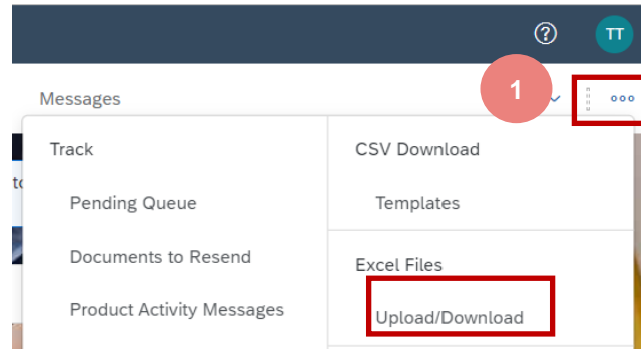
From the home page:

1. Click  and then excel files: Upload/Download
2. In the Jobs section, click Create
3. Pre-populate all fields
Mandatory: Report Name
Client: Alstom
Type: Dispatch Notice
4. Once completed, Save.

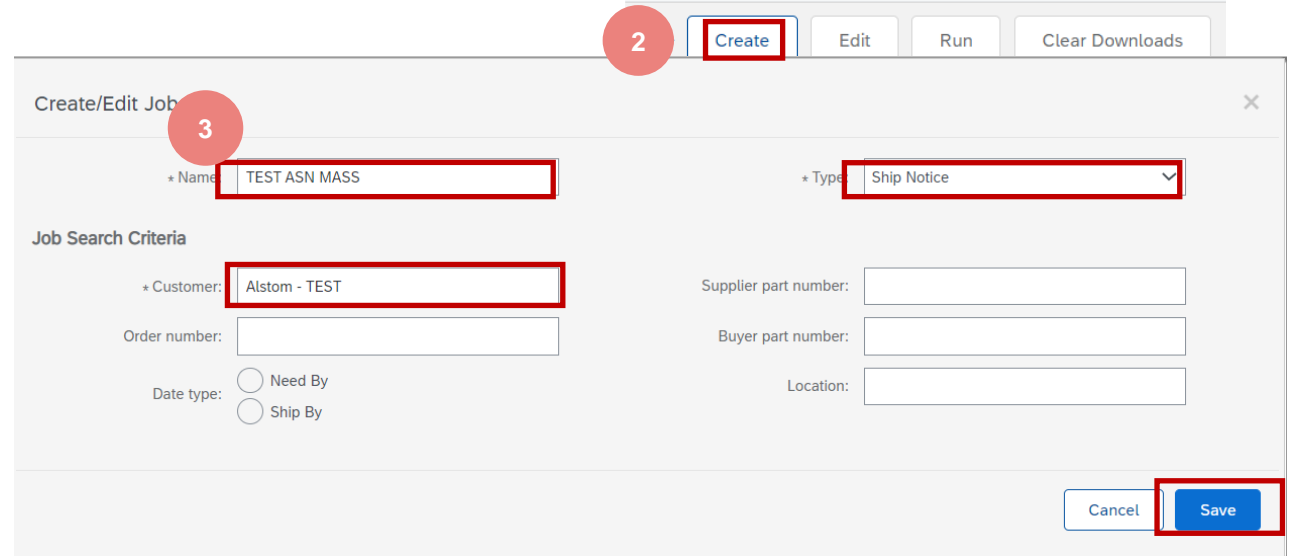
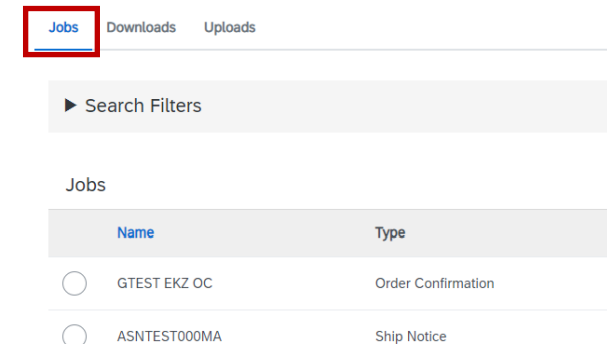
Note:

You can extract up to 10000 rows. Set the Date Range value in the search filters to refine the search.

The generated Excel file now excludes items that are fully sent, fully received, or both.




Attention: In case of partial delivery, the supplier must reconfirm the remaining quantity to be delivered



Advanced Shipping Notice

Download – Create Mass ASN

5. The report appears in the Jobs list. Select it and click Run.
6. the report appears on the downloads tab.
7. To download a report, click the icon on the right side of the screen.
8. **Update status** to update the status of the report to Save. 

Jobs Downloads Uploads

► Search Filters

Jobs


Name	Type
<input type="radio"/> GTEST EKZ OC	Order Confirmation
<input type="radio"/> ASNTEST000MA	Ship Notice

↳ Create Edit **Run** Clear Downloads

Jobs **Downloads** Uploads

► Search Filters

Downloads

Job Name	Type	Last Run ↓	Last Run By	Status	File
ASNTEST000MA	Ship Notice	30 Mar 2022 7:43:29 AM	TEST SCC TEST SCC	Completed	

↳ Refresh Status

Advanced Shipping Notice

Download – Create Mass ASN

9. Open the Excel file and check the data

9

SAP Ariba							
Ship Notices		Time Zone:		UTC-04:00			
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date
	2022-03-15T08:10:33-07	4100549548	2021-12-23T03:00:00-08				2022-06-21T04:00:00-07
	2022-03-15T08:10:33-07	4100549521	2021-12-21T03:00:00-08				2022-06-21T04:00:00-07
	2022-03-15T08:10:33-07	4100549518	2021-12-21T03:00:00-08				2022-01-24T03:00:00-08
	2022-03-15T08:10:33-07	4100550823	2022-03-15T04:00:00-07				2022-03-29T04:00:00-07
	2022-03-15T08:10:33-07	560005429100010FOR	2022-03-14T04:00:00-07				2022-04-19T04:00:00-07
	2022-03-15T08:10:33-07	560005444300010FOR	2022-03-03T03:00:00-08				2021-12-15T03:00:00-08
	2022-03-15T08:10:33-07	560005444300010FOR	2022-03-03T03:00:00-08				2022-04-15T04:00:00-07
	2022-03-15T08:10:33-07	560005445600010FOR	2022-03-09T03:00:00-08				2022-03-15T04:00:00-07
	2022-03-15T08:10:33-07	560005445600010FOR	2022-03-09T03:00:00-08				2021-12-15T03:00:00-08
	2022-03-15T08:10:33-07	560005445600010FOR	2022-03-09T03:00:00-08				2022-04-15T04:00:00-07
	2022-03-15T08:10:33-07	560005445600010FOR	2022-03-09T03:00:00-08				2022-05-15T04:00:00-07
	2022-03-15T08:10:33-07	560005445600010FOR	2022-03-09T03:00:00-08				2022-06-15T04:00:00-07

Advanced Shipping Notice

Download – Create Mass ASN

1. Enter/edit in the Excel file all mandatory columns marked with asterisks, as well as for any additional fields deemed necessary

Delete the rows that you do not want to confirm at this time.

SAP Ariba										
Ship Notices										
Time Zone: UTC-04:00										
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date			
BL001	2022-03-15T08:10:33-07:00	560005445600010FOR	2022-03-09T03:00:00-08:00			2022-03-01T04:00:00-07:00	2022-03-15T04:00:00-07:00			
BL001	2022-03-15T08:10:33-07:00	560005445600010FOR	2022-03-09T03:00:00-08:00			2022-03-01T04:00:00-07:00	2022-03-15T04:00:00-07:00			
BL002	2022-03-15T08:10:33-07:00	560005445600010FOR	2022-03-09T03:00:00-08:00			2022-03-01T04:00:00-07:00	2022-03-15T04:00:00-07:00			
BL002	2022-03-15T08:10:33-07:00	560005445600010FOR	2022-03-09T03:00:00-08:00			2022-05-01T04:00:00-07:00	2022-05-15T04:00:00-07:00			
BL002	2022-03-15T08:10:33-07:00	560005445600010FOR	2022-03-09T03:00:00-08:00			2022-05-01T04:00:00-07:00	2022-05-15T04:00:00-07:00			

Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number	Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure (*)	Item Unit Price Currency (*)	Item Unit Price Amount (*)	Item Description	Item Hazard Cod	Item Hazard Domain	Agreement Type
10	10		3387652	50	EA	UD	335,2	NUT H LOCK 2 SLOTS M12			order
20	10		3387652	50	EA	UD	335,2	NUT H LOCK 2 SLOTS M12			schedule_agreement
10	10		3387652	50	EA	UD	335,2	NUT H LOCK 2 SLOTS M12			
20	10		3387652	25	EA	UD	335,2	NUT H LOCK 2 SLOTS M12			
30	10		3387652	50	EA	UD	335,2	NUT H LOCK 2 SLOTS M12			

Avis d'expédition

Téléchargement– Fractionnement d'une ligne en plusieurs dates de livraison

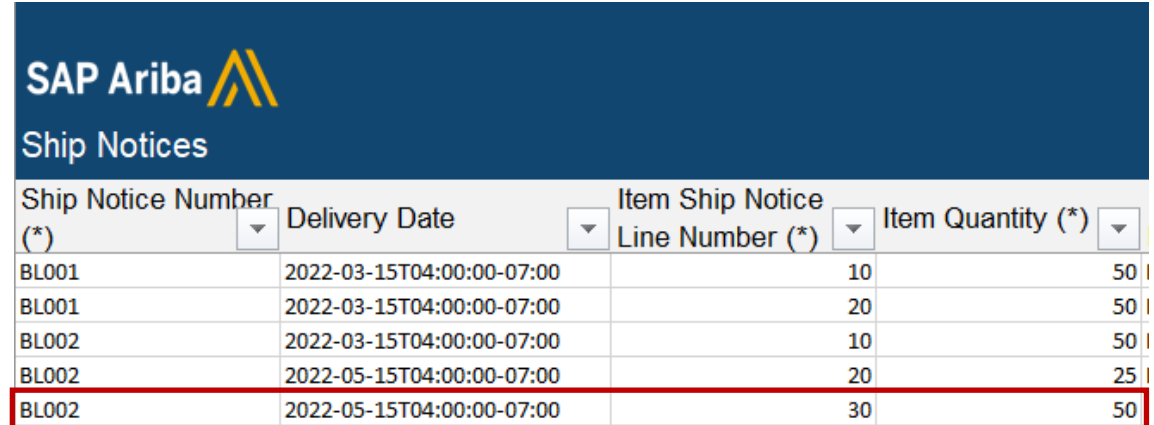
Si vous devez fractionner la quantité d'un article en plusieurs dates de livraison, suivez les étapes ci-dessous.

Exemple: Poste 30 du BL002 avec 50 pièces à livrer

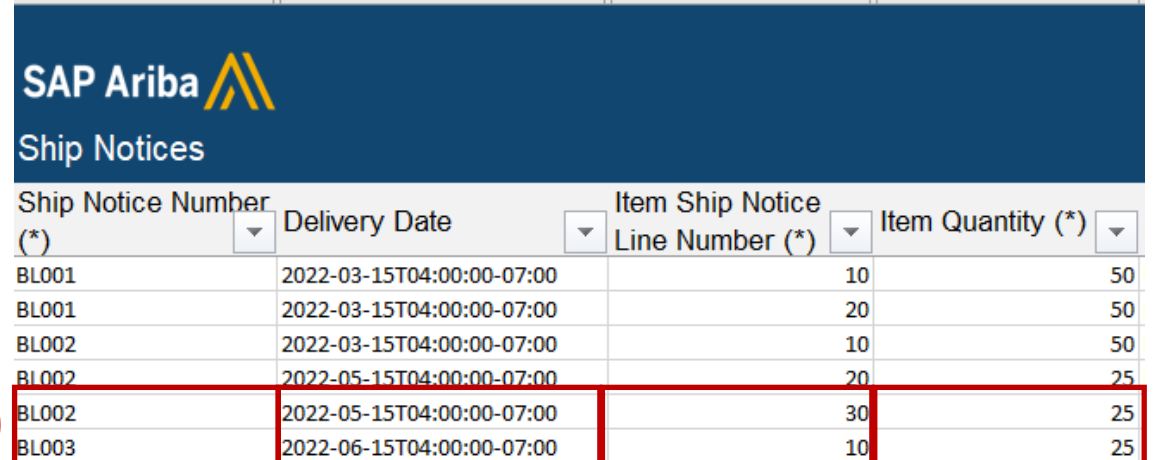
1. Copier la ligne initiale
2. Saisissez le numéro du BL sur la seconde ligne
3. Entrez la position de l'article dans le BL
4. Entrer les quantités à livrer sur la seconde ligne et réduisez les quantités sur la première ligne.
5. Ajustez les dates en conséquence pour chacune des lignes.

Note:

Le total de la quantité de chaque ligne doit toujours être égal à la quantité initiale de la ligne de commande.



Ship Notice Number (*)	Delivery Date	Item Ship Notice Line Number (*)	Item Quantity (*)
BL001	2022-03-15T04:00:00-07:00	10	50
BL001	2022-03-15T04:00:00-07:00	20	50
BL002	2022-03-15T04:00:00-07:00	10	50
BL002	2022-05-15T04:00:00-07:00	20	25
BL002	2022-05-15T04:00:00-07:00	30	50



Ship Notice Number (*)	Delivery Date	Item Ship Notice Line Number (*)	Item Quantity (*)
BL001	2022-03-15T04:00:00-07:00	10	50
BL001	2022-03-15T04:00:00-07:00	20	50
BL002	2022-03-15T04:00:00-07:00	10	50
BL002	2022-05-15T04:00:00-07:00	20	25
BL002	2022-05-15T04:00:00-07:00	30	25
BL003	2022-06-15T04:00:00-07:00	10	25

Advanced Shipping Notice Download – Create Mass ASN

From the Downloads screen:

1. Click the Uploads subtab.
2. Click Uploads
3. **Fill in the file upload name and client name.**
4. In the Type field, choose Shipping Notice.
5. Click Upload and select the file.

Note:

Do not use the "Download Template" link.

If you do not want to create ASNs on certain lines at the time of download, remember to delete them from the download file.

The screenshot shows the 'Downloads' screen with the 'Uploads' subtab selected. A red circle with the number '1' is positioned above the 'Uploads' tab. Below the navigation tabs, there is a 'Search Filters' section. Underneath, the 'Uploads' section contains a table with columns for 'Name', 'Type', and 'Last Uploaded'. At the bottom of the 'Uploads' section, there is an 'Upload' button and a 'Refresh Status' button. A red circle with the number '2' is positioned below the 'Upload' button.

The screenshot shows the 'Upload File' dialog box. It contains several input fields: '* Name' with the value 'GTest EKZ', '* Customer' with the value 'Alstom - TEST', and '* Type' with the value 'Ship Notice'. A red circle with the number '3' is positioned to the left of the '* Name' field. A red circle with the number '4' is positioned in the top right corner of the dialog box. Below the input fields, there is a '+ Choose file' button. A red circle with the number '5' is positioned to the right of the '+ Choose file' button. At the bottom right of the dialog box, there are 'Upload' and 'Cancel' buttons. A red circle with the number '5' is positioned above the 'Upload' button.

Advanced Shipping Notice

Download – Create Mass ASN

- The status column shows the status of file processing
If the status is "processing in progress, click Update Status
if the status is "Completed" Asn are created

Jobs Downloads **Uploads**

► Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
ASNTESTMA02	Ship Notice	30 Mar 2022 7:53:12 AM	TEST SCC TEST SCC	Completed	↓	↓

Advanced Shipping Notification

Contents

Ship Notice Number	Supplier 's Delivery Note Number
Ship Notice Date	Creation date of the ASN. Format must be always YYYY-MM-DDT12:00:00+XX:00 (following supplier Time Zone)
Order ID	Document number (Ariba format)
Delivery Date	Delivery date
Item Ship Notice Line Number	Line number of the ASN
Item Line Number	Item Line number of the document
Item Quantity	Quantity shipped
Item Unit Of Measure	unit of Measure
Item Unit Price Currency	Price currency
Item Unit Price Amount	Item unit price of the document

Advanced Shipping Notification

Individual PO Management – Edit ASN

EDITION rule: a shipping notice can be modified before Good reception.

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

Fill modification and save ASN.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment' (highlighted with a red circle '1'). A 'Ship Notices' dropdown menu is visible. The main content area is titled 'Ship Notices' and contains search filters: Customer (All Customers), Packing Slip ID (TESTASN_IM10062021), Order Number, Date Range (Last 14 days, 6 Jun 2021 - 19 Jun 2021), and Supplier Reference. A table below shows one shipping notice with Packing Slip ID TESTASN_IM10062021, Customer Alstom - TEST, and Order # 7000088376. A red circle '2' highlights the Packing Slip ID field, and a red circle '3' highlights the Packing Slip ID in the table. Below the table, a detailed view of the shipping notice 'TESTASN_IM10062021' is shown, with a red circle '4' highlighting the 'Edit' button.

Advanced Shipping Notification

Individual PO Management – Cancel ASN

CANCELATION rule: a shipping notice can be deleted before Good reception.

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

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

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A red circle with the number '1' highlights the 'Fulfillment' menu. A dropdown menu is open, showing 'Ship Notices'. Below this, the 'Ship Notices' search filters are displayed. A red circle with the number '2' highlights the 'Packing Slip ID' field, which contains 'TESTASN_IM10062021'. Below the search filters, a table titled 'Ship Notices (1)' is shown. A red circle with the number '3' highlights the 'Packing Slip ID' column, which contains 'TESTASN_IM10062021'. Below the table, a red circle with the number '4' highlights the 'Cancel' button in the action bar. To the right of the 'Cancel' button is a 'Cancel Ship Notice?' dialog box with a 'Yes' button highlighted by a red box.

SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning **1** Fulfillment

Ship Notices

Ship Notices

Search Filters

Customer: All Customers

Packing Slip ID: **2** TESTASN_IM10062021

Order Number:

Date Range: Last 14 days

6 Jun 2021 - 19 Jun 2021

Supplier Reference:

Ship Notices (1)

Packing Slip ID	Customer	Order #
3 TESTASN_IM10062021	Alstom - TEST	7000088376

Ship Notice: TESTASN_IM10062021

4 Cancel Edit Print Export cXML Download PDF

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes No

Advanced Shipping Notification

Review Submitted ASN

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

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

Ship Notices

Ship Notices (1)

Packing Slip ID	Customer	Order #
OC_04062021_01	Alstom - TEST	4900081753

Order Items

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

Attachment(s):

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

Related Documents: [4900081753](#)
[5004072475](#)

Purchase Order
[+ Received](#)
 4900081753
 Amount: 248,593.12 INR
 Version: 2 ([Previous Version](#))

Routing Status: Acknowledged
 External Document Type: PO/Contract (ZNC)
 Related Documents: [5004072475](#)
[OC_04062021_01](#)
[OC_IM03062021_03](#)

Advanced Shipping Notification

Download ASN Report

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

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

From the Homepage:

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

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports' (marked with a red circle 1). Below this is the 'Report Templates' section, which contains a table with columns: Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The table lists one entry: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status, and '23 Apr 2020' last run date. Below the table are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create' (marked with a red circle 2), and 'Refresh Status'. The 'Report' form is shown below, with a red circle 3 highlighting the 'Report Description' field. The form includes fields for 'Title' (ASN Report), 'Description', 'Time zone' (Singapore), 'Language' (English), and 'Report type' (Ship Notice, highlighted with a red box). Below the form is another table with columns: Title, Schedule Type, Report Type, Status, and Last Run. The table lists one entry: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status (highlighted with a red box), and '23 Apr 2020' last run date. Below this table are buttons for 'Run' (marked with a red circle 4), 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status' (marked with a red circle 5). A red circle 6 highlights the 'Download' button.

Advance Shipping Notice

In this Chapter You Will Learn About ...

~ How to print Alstom ASN form



Advance Shipping Notice

Introduction

Advanced Shipping Notification improve the efficiency and quality of the goods receipt and delivery process.

Alstom ask also to supplier to **print label** of each ASN and **join it with all others mandatory documents** required for delivery.

Alstom will refuse parts if labels are not available for receipt.

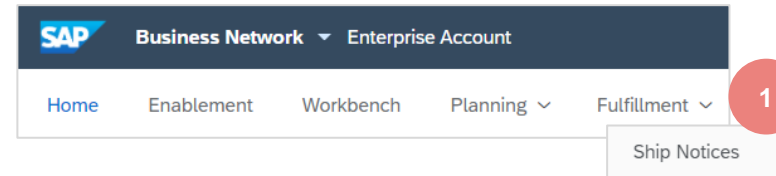
Advance Shipping Notice

Mandatory action

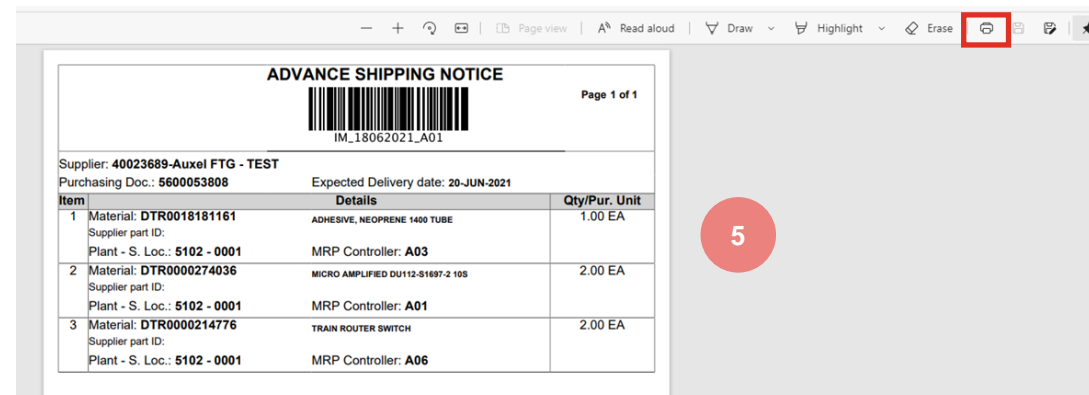
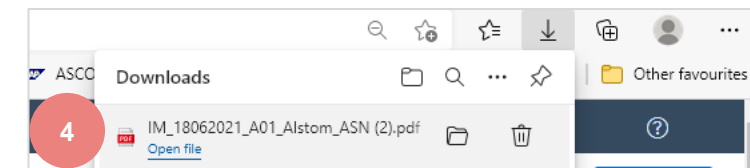
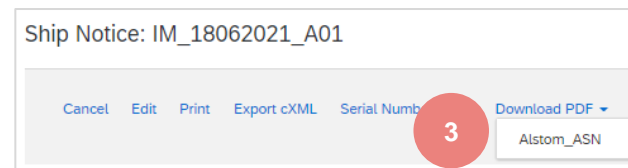
Alstom require label of each ASN created by supplier.

From the Homepage:

1. Go to **Fulfillment/ Ship Notices**.
2. Click on **Packing Slip ID** of ship notice
3. Click **Download PDF / Alstom ASN**
4. **Download pdf file**
5. **Print document**



Packing Slip ID	Customer	Order #
IM_18062021_A01	Alstom - TEST	Multiple



Finished Goods Receipt

In this Chapter You Will Learn About ...

- ~ Where to find customer document
- ~ How extract report

Finished Good Receipt

Customer Document Review

Finished good receipt is available on the Portal once Finished Good is received by Customer.

When finish good receipt reaches the Portal, the correspondent

- PO status is being automatically updated to **Received**.
- SA status is being automatically updated to **Partially Received**

Finished good receipt belongs to the list of documents related documents.

Order Number	Customer	Amount	Date ↓	Order Status
7000088376	Alstom - TEST	₹0.00 INR	Jun 4, 2021	Received

Order Number	Customer	Amount	Date ↓	Order Status
560005380600010FOR	Alstom - TEST	₹1,805,718.42 INR	Jun 20, 2021	Partially Received

Purchase Order
(+ Received)
7000088376
Amount: 0.00 INR
Version: 3 (Previous Version)

Routing Status: Acknowledged
External Document Type: Repair PO Order (ZNER)
Related Documents: [5004072782](#)
TESTASN_JM10062021
OC_040621

Advanced Shipping Notification

Review Good Receipt

1. To view Goods Receipts, go to **Fulfillment/ Goods Receipts**
2. Use search filters to identify the right document
3. List of Goods receipt

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A red circle with the number '1' highlights the 'Fulfillment' dropdown menu, which is expanded to show 'Goods Receipts'. Below this, a red circle with the number '2' highlights the 'Search Filters' section, which includes fields for Customer (set to 'All Customers'), Receipt ID, Buyer Location Code, Order Number, Start Date (9 Jun 2021), and End Date (22 Jun 2021). A red circle with the number '3' highlights the table of Goods Receipts (8) below the filters.

Receipt Number	Reference	Customer
5004073001	560005380600010FOR	Alstom - TEST
5004072782	7000088376	Alstom - TEST
5004072475	4900081753	Alstom - TEST
5004072456	560005374300020FOR	Alstom - TEST

Advanced Shipping Notification

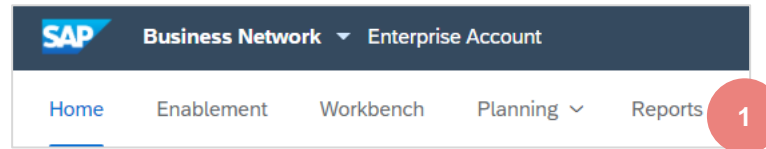
Download Goods Receipts Report

Goods Receipts report consolidates detailed information from goods receipts and their related purchase documents and goods receipts.

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

From the Homepage:

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



Title ↑	Schedule Type	Report Type	Status	Last Run
<input type="radio"/> IM_Goods Receipts	Manual	Goods Receipt	Processed	22 Jun 2021

Run Download Edit Copy Delete Create Refresh Status

Report

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

1 Report Description

2 Criteria

Title:* IM_Goods Receipts

Description:

Time zone: America/Los_Angeles

Language: English

Report type:* Goods Receipt

Next Exit

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created
<input checked="" type="radio"/> IM_Goods Receipts	Manual	Goods Receipt	Processed	22 Jun 2021		22 Jun 2021

4 Run 6 Download Edit Copy Delete Create 5 Refresh Status

06

Notifications

Notifications

Network Email Notifications considerations

Buyer can receive notification by e-mail for events selected.

Only account administrator have access. He has to fulfil e-mail address of users.

All buyers will receive all notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	+
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	+
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	+
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	+
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	+
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	+
Approval	<input type="checkbox"/> Send a notification when order confirmation approval status changes.	+

Set Up Your Account

Network Email Notifications

This step to configure “Email Notifications”:

1. Please Click on “XX ID”



2. Go to “Settings”

3. Select “Notifications” and select “Network” tab

4. Tick the chosen boxes, enter one to three Email addresses for notifications and **Save**

The screenshot shows the SAP Business Network Enterprise Account settings page. The user profile icon in the top right is highlighted with a red circle and the number 1. A dropdown menu is open, with 'Notifications' highlighted by a red circle and the number 3. Within the 'Notifications' dropdown, the 'Settings' option is highlighted by a red circle and the number 2. The 'Network' tab in the 'Account Settings' section is highlighted by a red circle and the number 3. The 'Save' button at the bottom right of the settings page is highlighted by a red circle and the number 4.

07

Documentation & Learning

Supplier Information Portal

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

- The SIP contains information that is specific to transacting with a Buyer
- The SIP provides information that is both generic and specific for transacting with each Buyer
- Each Buyer may have different process requirements
- Links are blue
- ADAPT is a online training for generic processes as may not be displayed
- Summit and Training Sessions can be accessed from the SIP, suppliers can watch sessions using an On-Demand process. A supplier registers to access the content and can watch at a time the suits

The screenshot displays the SAP Ariba Supplier Information Portal. At the top, there is a navigation bar with 'SAP Help Center Home' and links for 'Home', 'Learning', and 'Contact us'. Below this is a search bar with the text 'How can we help you?' and a search input field. A suggestion below the search bar reads 'Try "cancel order", "email notifications", "user authorization"'. The main content area is titled 'Find answers from your buyers' and shows three placeholder cards for 'Buyer company name'. A red circle with the number '1' is placed over the first card. Below these cards is a 'See More' link. The main header of the portal reads 'Welcome to the Supplier Information Portal' and 'SAP Ariba'. A red circle with the number '2' is placed over the SAP Ariba logo. The main content area is titled 'What information are you looking for?' and contains several tiles: 'Adapt Training Link', 'Supplier Information Session', 'Ariba Network General Resources', 'Integration & Catalog', 'Standard Account Information', and 'Training Guides & Videos'. A 'Support Methods for Getting Your Specific Questions Answered' section is at the bottom.

Alstom Materials

In order to find Alstom Documents in the SAP Business Network, please follow the steps described below :

1. Please Click on your **XX ID**

2. Go to **"Settings"**



3. Select **"Customer Relationships"**

4. Select **"Current"** and scroll down

5. Next to Alstom, click on **SIP Alstom**

The screenshot shows the SAP Business Network interface. At the top right, a user profile icon with 'TT' is highlighted with a red circle '1'. A dropdown menu is open, with 'Settings' highlighted by a red circle '2'. Inside the 'Settings' menu, 'Customer Relationships' is highlighted by a red circle '3'. Below this, the 'Account Settings' page is shown, with the 'Current Relationships' tab selected. The 'Current (1)' link is highlighted by a red circle '4' and a red box. Below the 'Current Customers' section, a table lists customers. The 'SIP Alstom' link in the 'Supplier Information Portal' column is highlighted by a red circle '5' and a red box.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
Alstom - TEST	AN01546588864-T	Trading	28 Jan 2021	SIP Alstom	Default	Actions

Sap Ariba documentation & Learning

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

Provides quick access to certificate updates and information about past changes.

Access to updates for “Release Readiness” which contains content for Suppliers on a quarterly basis, providing information about changes, enhancements and functionality.

Suppliers can also access On-Demand success sessions that provide further information on features and functionality of the network.

Click on the required folder where any subcategories will be displayed, select the required information.

Success Sessions are on-demand sessions that suppliers can watch at a time that suits.



The screenshot shows the SAP Help Center Learning Center interface. The top navigation bar includes 'Home', 'Learning', and 'Contact us'. The main heading is 'Documentation & Learning', with a sub-heading: 'This section offers product documentation, release updates, tutorials, and other resources.' Below this, there are two tabs: 'Ariba Network Supplier' (selected) and 'Tutorials'. A list of categories is shown with expandable arrows: Administration, Development, Getting Started, Integration, and End User Information. At the bottom of the list are two links: 'Certificate Update Portal' and 'Supplier Release Readiness'. On the right side, there is a 'Success Sessions' section featuring a video thumbnail of a person at a laptop displaying a line chart. Below the thumbnail, the text reads 'On-demand quick tips and longer webcasts' and a 'Watch now' link.

08

Help Options

Help information

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

Generic Help – that is general in nature about SAP Ariba

Buyer Specific – that provides information specific to transacting with the Buyer


The options are:

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



Active onscreen Help

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

To activate onscreen help:

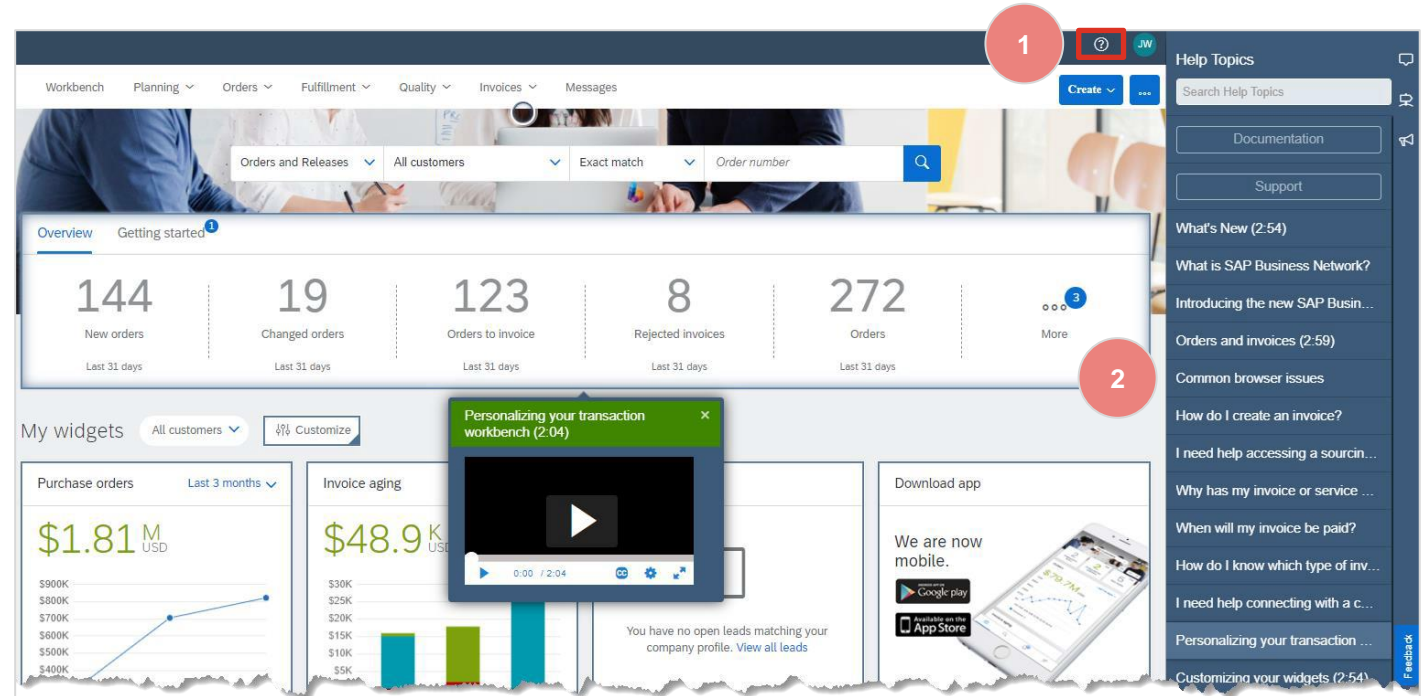
1. Click on the 

Blue boxes will appear around each section

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

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

Note: the available help is displayed in the Help Topics Pane



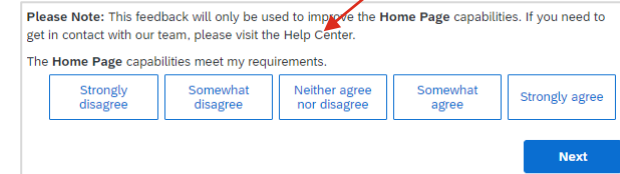
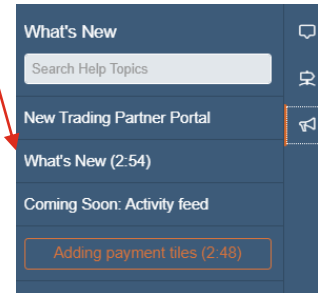
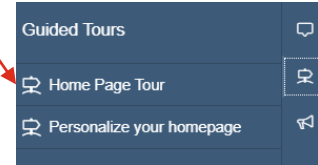
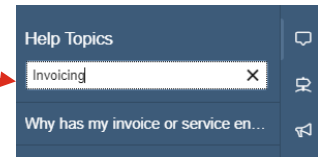
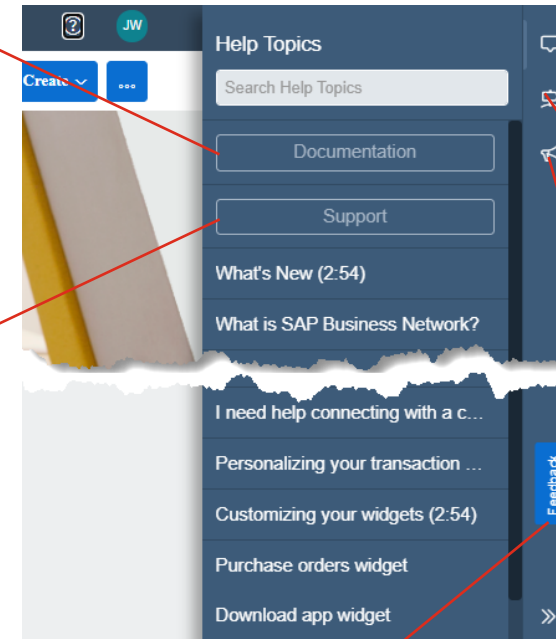
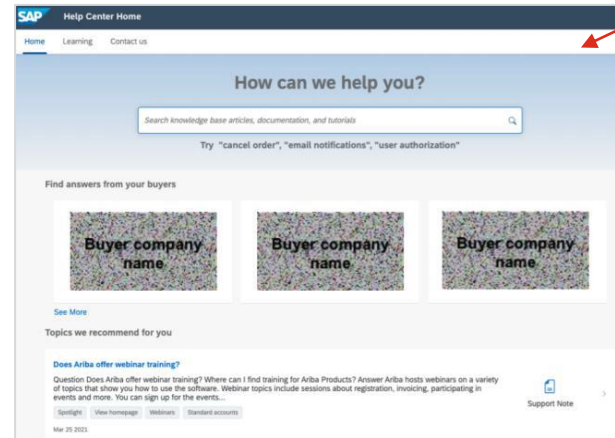
Help Topic Pane

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

The options available on the Seller Dashboard/home page:

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

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



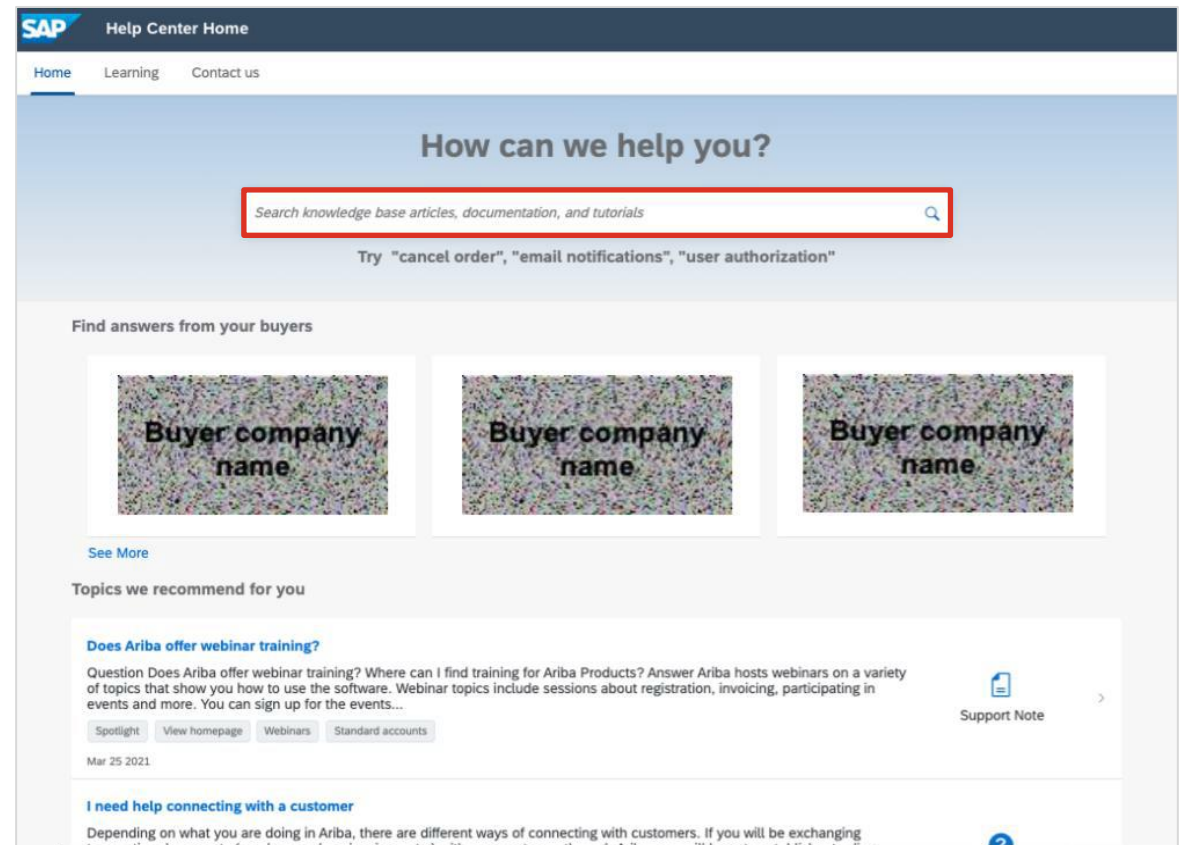
Help Centre Home page

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

There are 3 tabs available:

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

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



Guided Help

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

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

The recommendation are matched to the words entered in your search based on previous Frequently Asked Questions (FAQ's)

The blue bubbles provide access to further information on how to correct or perform processes associated with the query you have entered

Anything in blue can be selected to provide further information

Continue to next step opens a form with a series of questions to identify the support that is required


The screenshot displays the SAP Help Center 'Contact us' interface. At the top, there's a navigation bar with 'Home', 'Learning', and 'Contact us'. Below this, a search bar contains the word 'Invoice'. A section titled 'Answer this to help us tailor your support experience' contains several buttons: 'Create new invoice', 'Create credit memo', 'Raise another invoice against PO' (highlighted in yellow), 'Invoice was rejected', 'Edit and resubmit invoice', 'Receive payment', and 'Something else'. Below the buttons, there's a text block explaining the 'Include' column in invoices, followed by 'Additional Information' and a link to 'How do I add tax, special handling, discounts, payment terms, or comments to an invoice?'. At the bottom, there's a 'Continue to next step' button.

Contact us (Ariba)

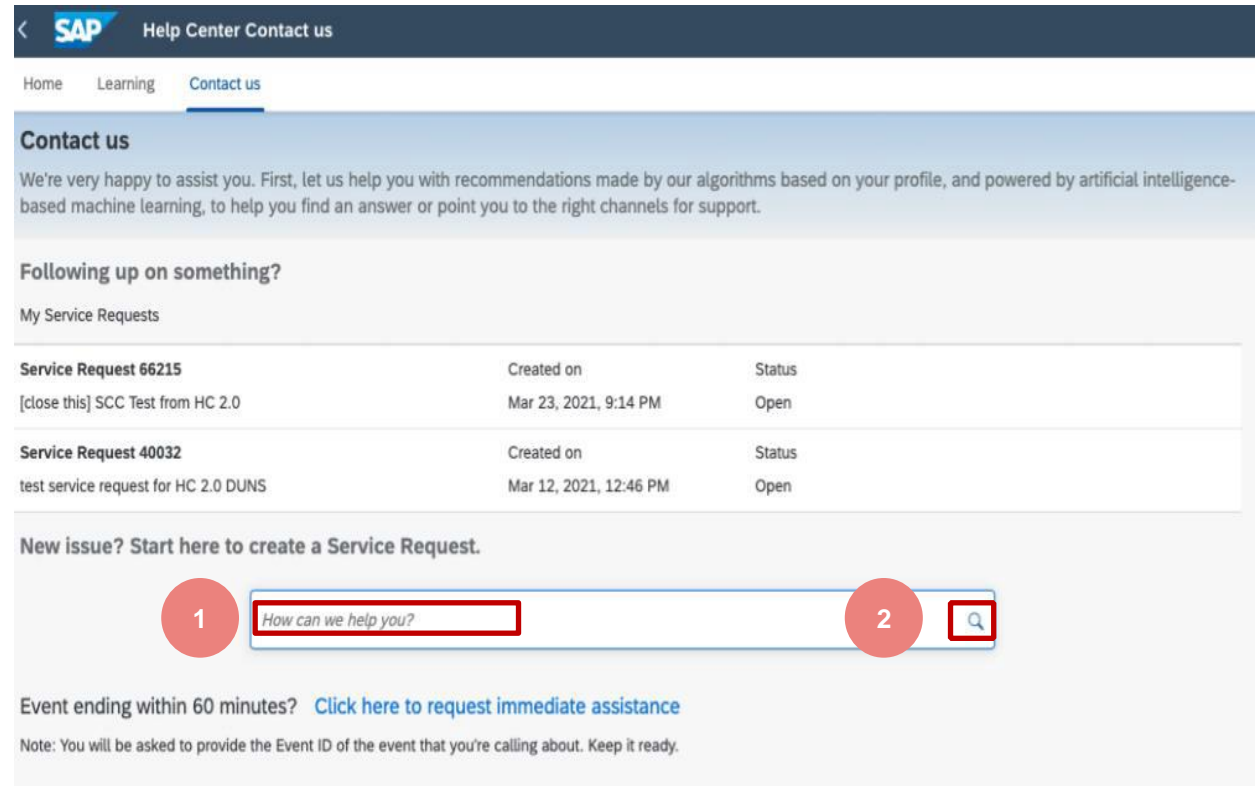
The **Contact Us** tab provides access to:

- Open Services Requests
- Closed Services Request
- Access to Help Options based on information entered into a form
- Four Sourcing Suppliers Only priority access for supplier who have an RFQ or RFI ending in 60 minutes

Service Requests are call that have been made to the Help Centre about issues, functionality or system issues

1. To create a new **Service Request**, enter the type of service request you require
2. Click on the  to start the process

If you have an Event ending within 60 minutes and are unable to provide a quote, click on the **“Click here to request immediate assistance”**



SAP Help Center Contact us

Home Learning **Contact us**

Contact us


We're very happy to assist you. First, let us help you with recommendations made by our algorithms based on your profile, and powered by artificial intelligence-based machine learning, to help you find an answer or point you to the right channels for support.

Following up on something?

My Service Requests

Service Request	Created on	Status
[close this] SCC Test from HC 2.0	Mar 23, 2021, 9:14 PM	Open
Service Request 40032	Created on	Status
test service request for HC 2.0 DUNS	Mar 12, 2021, 12:46 PM	Open

New issue? Start here to create a Service Request.

1 2 

Event ending within 60 minutes? [Click here to request immediate assistance](#)

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

Contact Us

Accessing further Help

Further assistance should be accessed when the previous options did not provide the information required

1. Click on the **Continue to next step** button on the bottom of the Contact Us tab screen

The Contact Us form is open on the screen, many fields will be pre-populated based on the information previously captured, however review the information on the form and enter information into all fields that have an asterisks

All fields with an asterisks must be completed you cannot move onto the next step in a process without all fields with an asterisks having information provided

A Recommendations Pane is displayed, this provides information based on the query entered

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

2. Click on One last step to

The screenshot shows the SAP Help Center 'Contact us' page. At the top, a search bar contains the query 'How do I cancel or delete an invoice or credit memo?' and a 'Continue to next step' button is highlighted with a red box and a red circle containing the number '1'. The main form area is titled 'Contact us' and includes a 'Requested language of support' dropdown set to 'English'. Below this, a section titled '1. Tell us what you need help with.' contains several required fields (marked with asterisks): 'Subject' (pre-filled with 'pre req'), 'Full description' (pre-filled with 'I need help completing my pre-req for [buyer name] so i can complete event DOC#####'), 'Attachments' (with a file named 'Picture1.png'), 'Issue type' (set to 'Event participation'), 'Issue area' (set to 'Completing pre-requisites'), 'Document or Event Number' (pre-filled with 'DOC#####'), and 'Company that invited you' (pre-filled with '[Buyer Name]'). A 'Top Recommendations' pane on the right lists several help topics, with the first two highlighted. Below the main form, a section titled '2. How does this impact your normal business processes?' has a 'Business Impact' dropdown set to 'Information request'. At the bottom, a section titled '3. Please review your contact information for correctness:' contains fields for 'First name', 'Last name', 'Username', 'Company', 'Email', 'Phone', 'Extension', 'Confirm phone', and 'Ariba Network ID'. A 'One last step' button is highlighted with a red box and a red circle containing the number '2'. A red arrow points from the 'Continue to next step' button to the 'One last step' button.

Contact Us

Recommended Help

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

✦ The Recommendations are based on the issues type, Supplier type (direct supply source suppliers) and Support Availability

1. Select the method you wish to use by clicking on the radio button
2. Click on **Submit**

✦ Once you have clicked on Submit, information to access the Help is provided

✦ Ensure any attachments required have been provided, use back to add an attachment to the Contact Us form

✦ If the issue has been resolved or the information has been found to assist click on Cancel

SAP Help Center Contact us

Home Learning Contact us

Contact us

We're here to help you. Please provide as much information as possible so our support agents can respond to you faster.

Choose this contact method for the fastest resolution of your issue:

Recommended
1 Email
A support engineer will respond to your Service Request by email.

Other methods you may choose:

Live chat: open
2 You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.
Note: Pop-ups need to be enabled in your browser.

Phone
3 A support engineer will respond to your Service Request by phone.
 Do not record my phone call.

Back Submit Cancel



A

Appendix: Order Confirmation Manage Individual document

Order Confirmation

Manage Individual PO – Confirm Entire Order

This slide explains how to Confirm Entire Order.

From Order / **Order and releases Tab** :

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

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

Order Number	Type	Actions
4500003734	Order	⋮

1

Confirm entire order

Update line items

Reject entire order

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

2

Order Confirmation Header

Confirmation #: 456789

Associated Purchase Order #: 4500053069

Customer: BP SCC Buyer - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: *

Comments:

3

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

Description: BP TST 2921

► Schedule Lines

Current Order Status:

4

Next

5

Previous Submit Exit

Order Confirmation

Manage Individual PO – Update Line Items

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

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

The screenshot illustrates the 'Update Line Items' process in four steps:

- Header Section:** A table with columns 'Order Number', 'Type', and 'Action'. The 'Action' column for order number '4500003734' (Type: Order) has a menu with options: 'Confirm entire order', 'Update line items' (highlighted with a red box and '1'), and 'Reject entire order'.
- Line Items Section:** A table with columns 'Line #', 'Part #', 'Customer Part #', 'Revision Level', 'Qty (Unit)', 'Need By', 'Unit Price', and 'Subtotal'. The first row shows Line # 10, Part # BP-QM-01, Qty 1.0 (EA), Need By 7 Mar 2019, Unit Price \$2.00 AUD, and Subtotal \$2.00 AUD. Below the table, there are sections for 'Description: BP TST QM 01', 'Schedule Lines', and 'Current Order Status' (1 Confirmed With Changes). There are input fields for 'Confirm:' and 'Backorder:', and buttons for 'Confirm Based on Schedule Lines', 'Exit', and 'Next'.
- Details Section:** A 'Details' button is highlighted with a red box and '3'.
- Bottom Section:** A 'Submit' button is highlighted with a red box and '4', along with 'Previous' and 'Exit' buttons.

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

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

1. Extend the schedule lines to see the requested delivery dates.
2. Click on **Confirm based on Schedule Lines**.
3. Select the Schedule Lines you wish to confirm and click on **Create status**.
4. The new status will appear and decrease unconfirmed quantities.
5. To choose a referenced schedule line click **Details**.
6. Chose a reference schedule line from the dropdown.

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

The screenshot shows the 'CONFIRM BASED ON SCHEDULE LINES' interface. It includes a 'Current Order Status' section with radio buttons for '20.0 Confirmed As Is (Estimated)' and '15.0 Unconfirmed'. A 'Confirm:' input field and a 'Reject All' button are also present. The 'Schedule Lines' table lists three lines with their respective delivery dates and quantities. A 'Details' button is visible next to the first line. A dropdown menu for 'Choose a schedule line' is shown, listing four options with their quantities and dates.

Schedule Line #	Delivery Date	Ship By	Quantity (Unit)
1	15 Sep 2018		20.0 (PCE)
2	16 Nov 2018		10.0 (PCE)
3	1 Nov 2018		5.0 (PCE)

Schedule Line	Quantity	Date
Line number 1	30	24 Jul 2020
Line number 2	30	27 Jul 2020
Line number 3	30	31 Jul 2020
Line number 4	10	7 Aug 2020

Order Confirmation

Manage Individual PO – Split Lines

Split action is available from the **Workbench/ Items to Confirm** tile.

1. Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
2. Split icon indicates which lines are added via the split action.
3. Adjust dates and quantities as appropriate for your split rationale.
4. Delete split line if necessary.

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning Orders

6 Items to confirm Last 31 days

Confirm Reject

Item No. ↑	Supplier Part No.	Description	Requested Quantity	Confirmed Quantity	d U	Actions
Customer: BP SCC Buyer - TEST Order No.: BP255000008400010FOR						
10	Non Catalo...	BuyerDescriptionBP05SN	10.00 EA	0.00 EA	€2	...
10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA	0.00 EA	€2	...
10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA			<ul style="list-style-type: none"> 3 Update line items 1 Split 4 Delete Create quality notification

B

Appendix: Advanced Shipping Notification, Manage Individual document

Advanced Shipping Notification

– Create ASN

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

From the **Workbench**:

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

OR

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

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

OR

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

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

SAP Business Network Enterprise Account

Home Enablement Workbench Planning

1 7
Items to ship
Last 31 days

2 Items to ship (7)
> Edit filter | Save filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

3 Create ship notice

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

4 Search Filters

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

5 Create Ship Notice

5 Ship Notice

Purchase Order: 4500003734

6 Create Order Confirmation Create Ship Notice

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. The Packing Slip ID is a mandatory field. Enter the supplier unique delivery number.
2. Provide shipping/ delivery date.
3. Upload tool to attach additional documents if needed.

The screenshot shows a web form titled "Ship Notice Header". It contains several input fields and a section for attachments. Three red circles with numbers 1, 2, and 3 are overlaid on the form to highlight specific areas:

- 1**: Points to the "Packing Slip ID:*" text input field.
- 2**: Points to the "Delivery Date:*" date picker field.
- 3**: Points to the "Add Attachment" button.

Other visible fields include "Invoice No.", "Requested Delivery Date: --", "Ship Notice Type" (dropdown), "Shipping Date" (date picker), "Hazard Type" (dropdown), and "Is Divisible" (checkbox). The "Attachments" section has a table header "Name" and a "Choose File" button with the text "No file chosen". A note at the bottom states: "The total size of all attachments cannot exceed 100MB".

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

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

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

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

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

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6008458069	1		Test customer part1	30.0	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1	2 Remove

Description: Test description

Shipment Status
Total Item Due Quantity: 30 PCE

Confirmation Status
Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	
1	100		Add Details

3 Add Ship Notice Line

4 Add Order Line Item Manage Serial Numbers

Advanced Shipping Notification

Individual PO Management – Line Level – Manage Line Items

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

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

The screenshot illustrates the process of adding a line item to a shipping notice. It is divided into five numbered steps:

- Step 1:** A button labeled "Add Order Line Item" is highlighted with a red circle and the number 1.
- Step 2:** A list of PO lines is shown. The first line is selected with a checkmark. A red circle with the number 2 is placed over the checkmark.
- Step 3:** A blue button labeled "Add Selected Items" is highlighted with a red circle and the number 3.
- Step 4:** The details of the added line are shown. A table with columns "Line", "Ship Qty", and "Supplier Batch ID" is visible. The "Ship Qty" field contains "6.0" and is highlighted with a red circle and the number 4.
- Step 5:** A "Remove" button is highlighted with a red circle and the number 5.

Line	Ship Qty	Supplier Batch ID
1	6.0	

Advanced Shipping Notification

Individual PO Management – Line Level – Serial Numbers

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

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

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

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

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

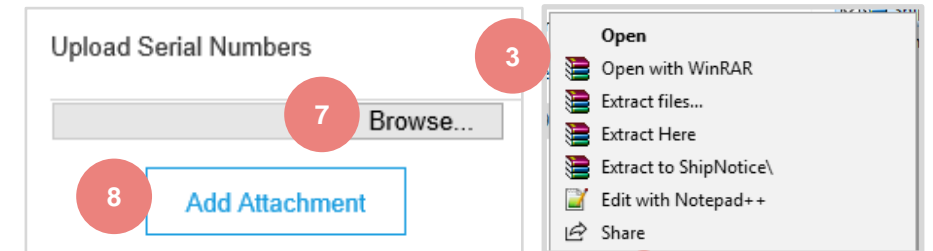
SHIPMENT STATUS	
1. Shipping 11.000 EA	
ASSET DETAILS	
Serial Number	Asset Tag
123	
Add Asset	
▶ HAZARD DETAILS	
▶ DELIVERY DETAILS	

Advanced Shipping Notification

Individual PO Management – Line Level – Serial Numbers Upload Tool

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

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



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

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

Advanced Shipping Notification

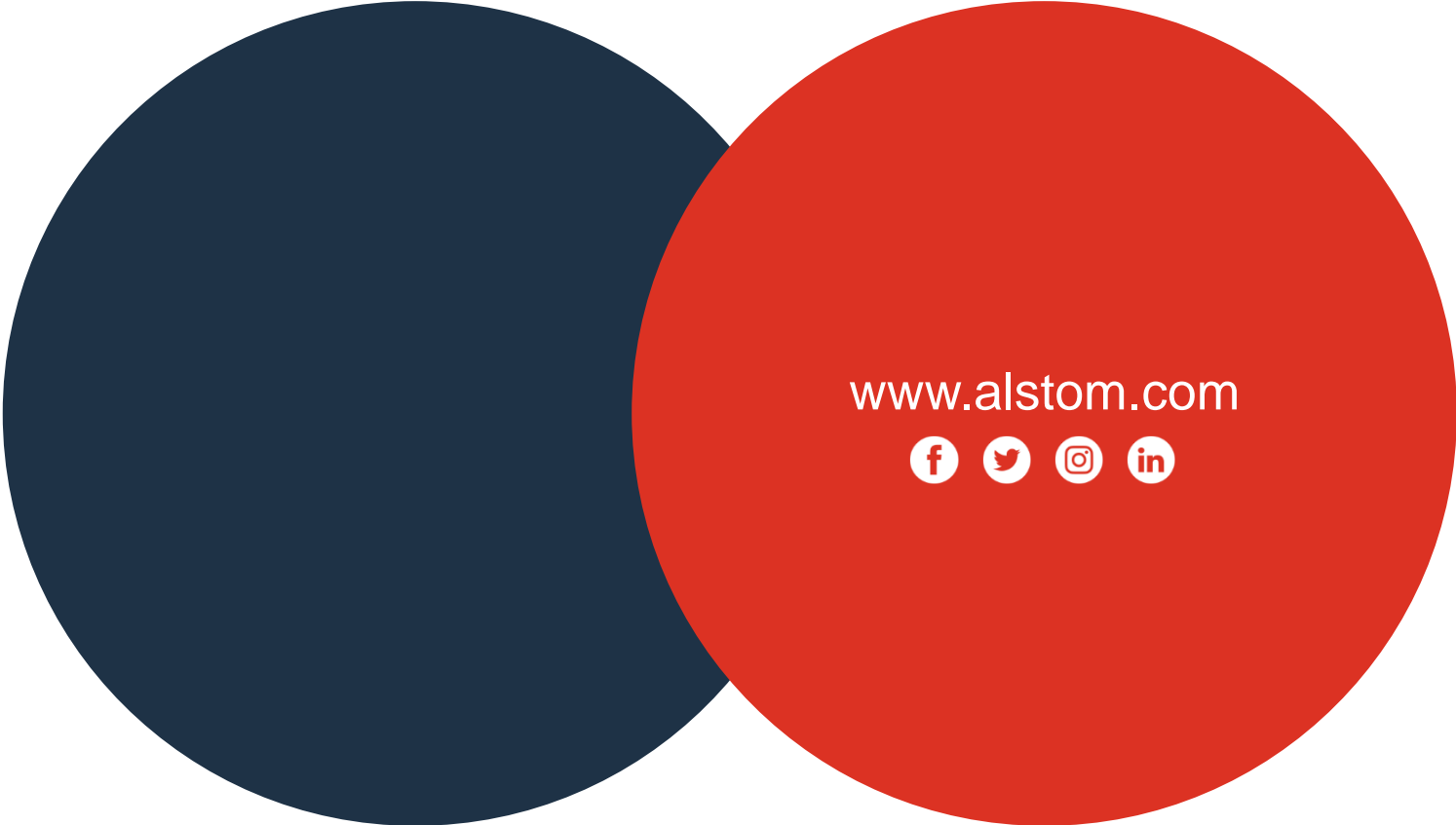
Individual PO Management – Review Before Submitting

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

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. At the top, there are three buttons: 'Save', 'Exit', and 'Next'. A red circle with the number '1' is positioned above the 'Save' button. Below this, a message box states 'Edit Ship Notice.' and a green notification bar indicates 'Ship notice "21212121" is saved. The saved ship notice will be kept until 11 Nov 2018.' A red circle with the number '2' is placed above the 'Edit Ship Notice.' text.

The main interface shows the 'Drafts' section with tabs for 'Invoices', 'Ship Notices', and 'Service Sheets'. A red circle with the number '3' is above the 'Drafts' header. The 'Ship Notices' tab is selected, and a red circle with the number '4' is above it. Below the tabs, there is a table with columns for 'Packing Slip ID #' and 'Customer'. A red circle with the number '5' is above the 'Edit' button in the table.

Thank you.



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