Supplier Training

SAP Ariba SCC

ALSTOM
• mobility by nature •

Agenda

Screen Overview
Tabs overview & screen Tabs
Tile bar overview
My widgets
Create Selection
More Selection
Seller Dashboard Tricks
Reminder

Agenda

Agenda

Agenda

Agenda

01 Introduction

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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**.

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Introduction

A central portal to enhance supplier collaboration

- Better interface

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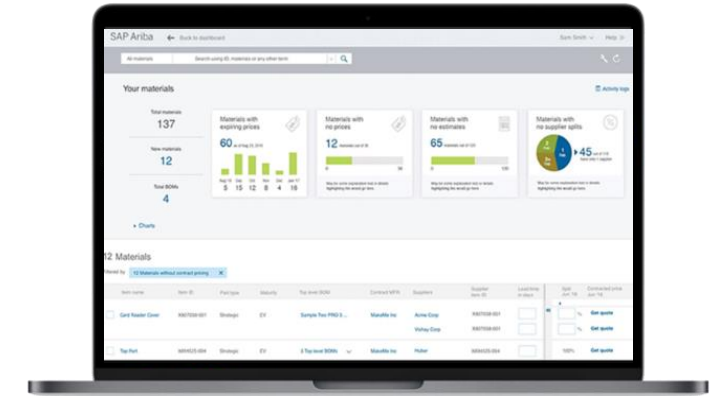
- Long term simplification in supplier management

Benefits

Supplier relationship

- International network allowed through new Ariba solution

- Improving the relationship, monitoring and follow-up with suppliers

Planning optimization

- Better visibility and forecast to improve planification

- Procurement process simplification

Supplier Adoption

- Global portal, key asset to develop supplier capabilities

- Free portal for suppliers to register and start doing business with Alstom

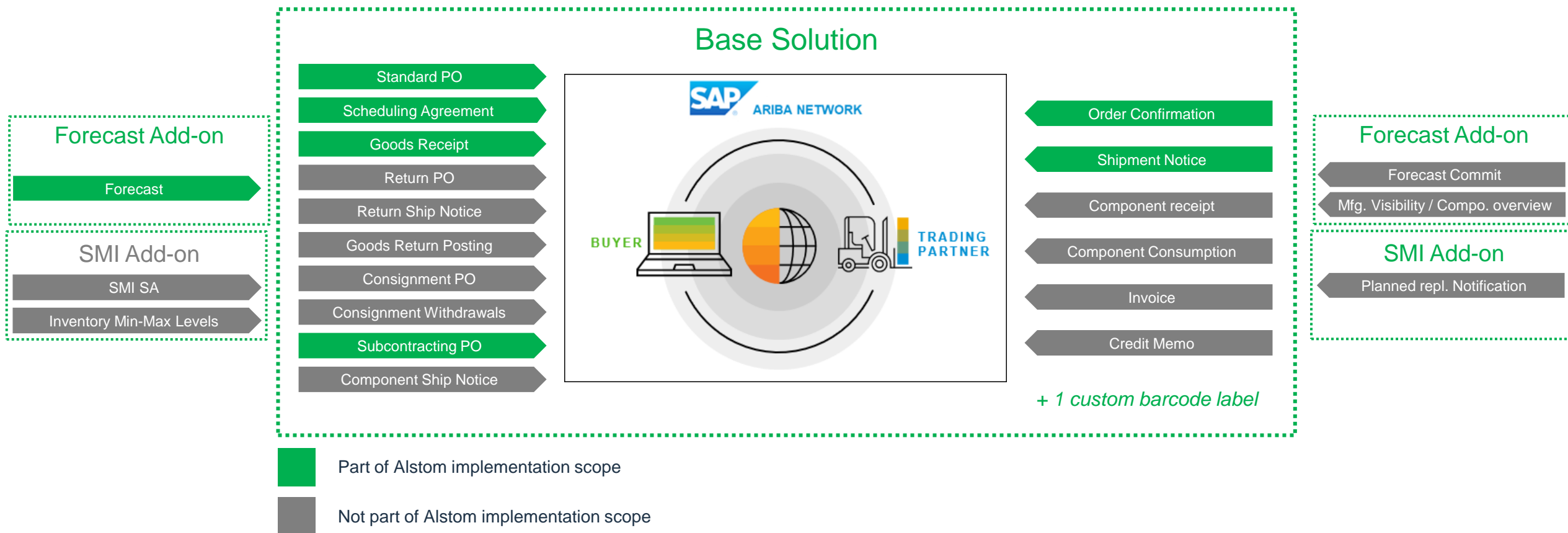# Ariba Supply Chain Collaboration Overview
What is Ariba Supply Chain Collaboration ?

Base Solution

Standard PO

Scheduling Agreement

Goods Receipt

Return PO

Return Ship Notice

Goods Return Posting

Consignment PO

Consignment Withdrawals

Subcontracting PO

Component Ship Notice

Forecast Add-on

Forecast

SMI Add-on

SMI SA

Inventory Min-Max Levels

SAP ARIBA NETWORK

BUYER

TRADING PARTNER

Order Confirmation

Shipment Notice

Component receipt

Component Consumption

Invoice

Credit Memo

Forecast Add-on

Forecast Commit

Mfg. Visibility / Compo. overview

SMI Add-on

Planned repl. Notification

+ 1 custom barcode label

Part of Alstom implementation scope

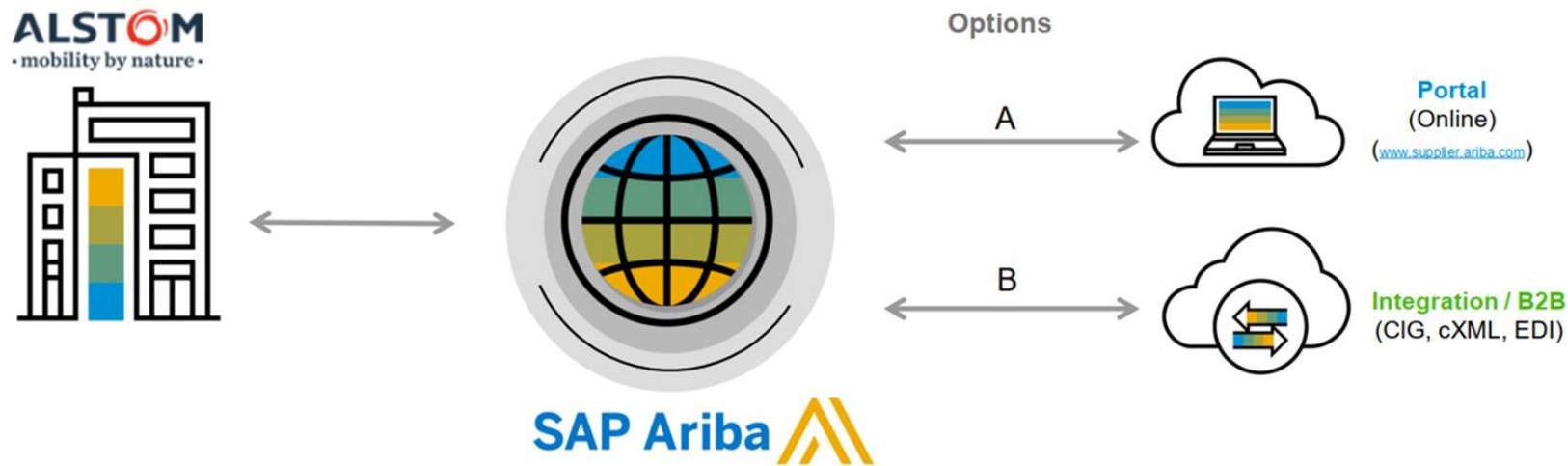Not part of Alstom implementation scope
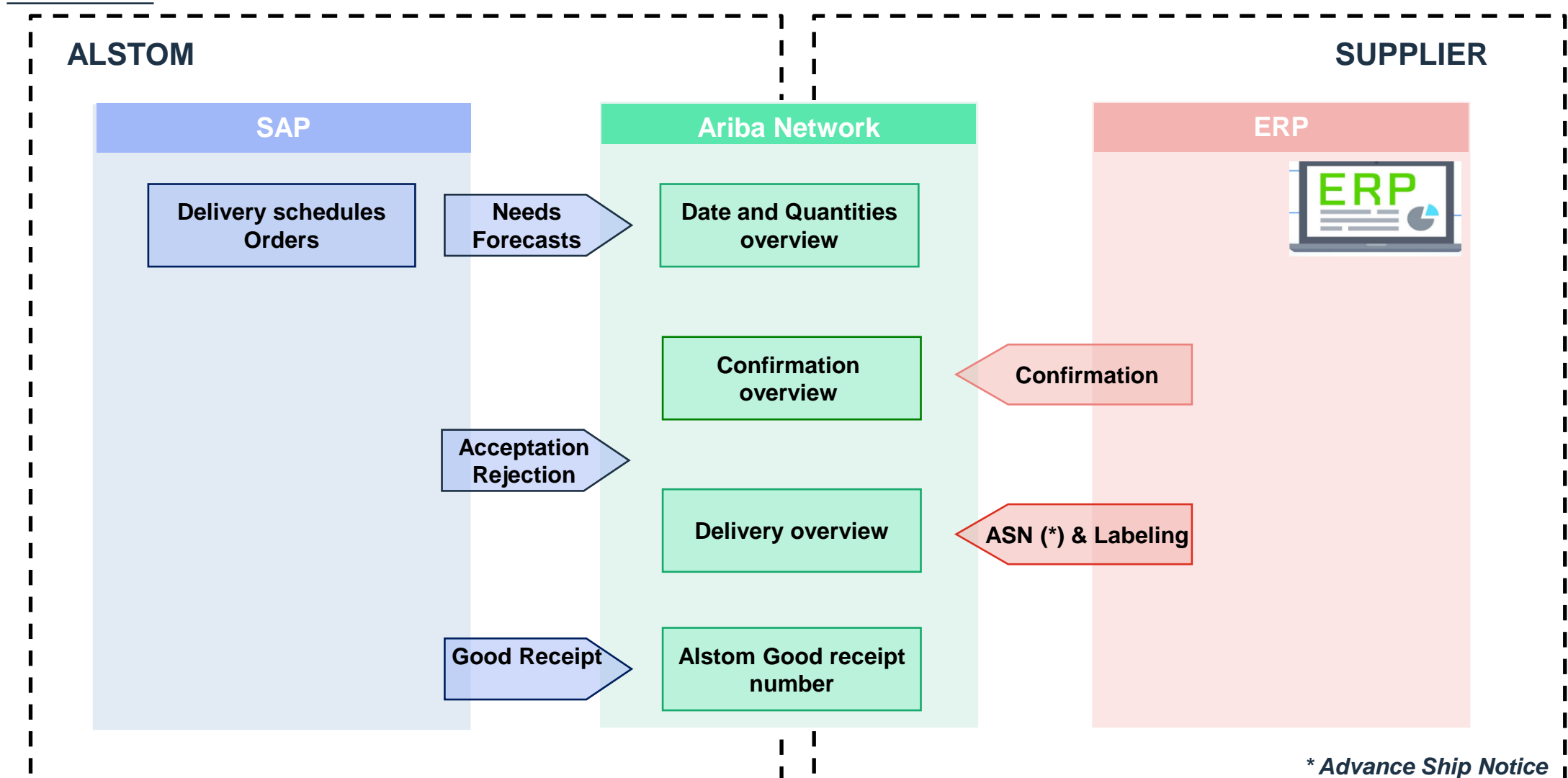
Ariba SCC
Different Modes of Integration

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.

ALSTOM — mobility by nature · SAP Ariba · Options · A — Portal (Online) (www.supplier.ariba.com) · B — Integration / B2B (CIG, cXML, EDI)

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

Collaboration Workflow

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SUPPLIER

SAP	Ariba Network	ERP

SAP
- Delivery schedules Orders

Needs Forecasts →

Ariba Network
- Date and Quantities overview
- Confirmation overview
- Delivery overview
- Alstom Good receipt number

← Acceptation Rejection

Good Receipt →

ERP

← Confirmation

← ASN (*) & Labeling

Advance Ship Notice

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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

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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**

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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.

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=KrIlXlnd&dard=1
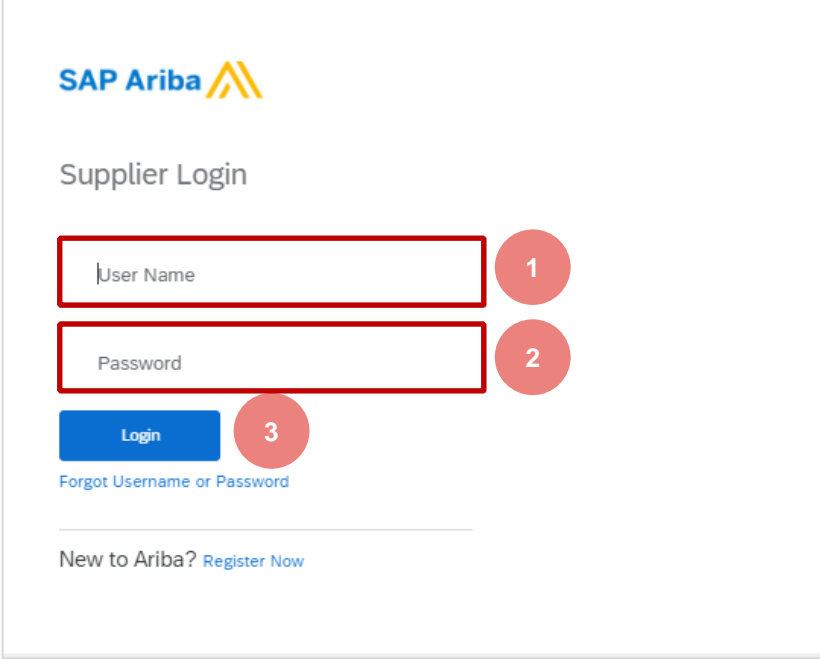
To login :

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
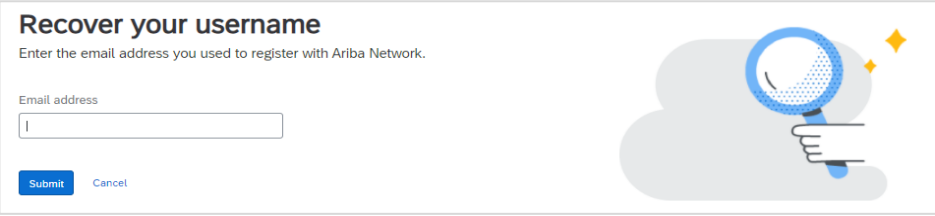
User Name   **1**

Password   **2**

Login   **3**

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

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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.

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.

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
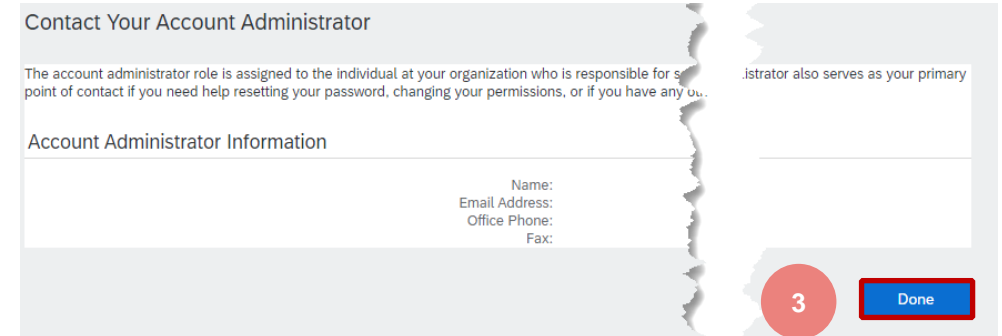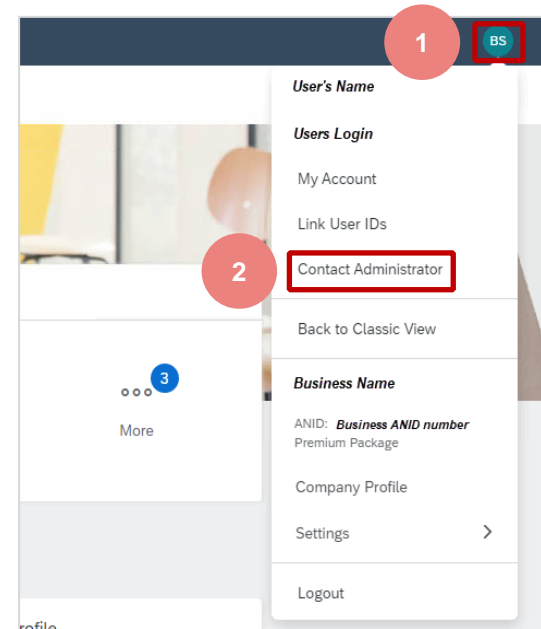
04

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
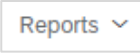
~ How to read Screen Tiles
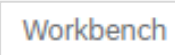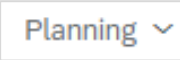
Seller Dashboard
Tabs Information

The first screen seen after logging in is the Seller Dashboard or Home page as the Home tab is highlighted.
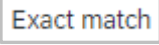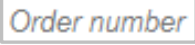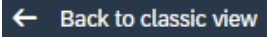
Note: that only the processes that your Buyer uses, and the permissions set by your System Administrator determines what tabs are visible on the Seller Dashboard /Home page

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	SAP Business Network	The SAP Business Network is displayed. There is a drop list that provides access to other items such as Sourcing and Quota
Home tab	Home	The first screen viewed after logging in has the Home tab selected
Workbench Tab	Workbench	This is where you find all your documents by creating preferred views using filters to make transacting easier
Planning Tab	Planning	This is a Supply Chain Collaboration only process and is for suppliers providing direct goods. Refer to the Planning Guides
Orders Tab	Orders	The orders tab displays all Purchase Orders sent from buyers in the Ariba Network, including change and inquires purchase orders
Fullfillment Tab	Fulfillment	This is a Supply Chain Collaboration only process and is for suppliers providing direct goods. Refer to the Fulfillment Guides
Reports Tab	Reports	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	Messages	The messages tab is used to send messages to the buyer	Getting Started Tab	Getting started ❶	if there are any further tasks required to ensure that transacting through the Ariba Network is smooth
Create Drop Down	Create ⌄	The create drop down shows options for creating specific documents such as an Order Confirmation or Ship Notice	Orders and Releases Field	Orders and Releases	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	All customers	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	JW	The initials of the User name	Exact Match Option	Exact match	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	Order number	Enter the number of the document you are searching for,
Back to Classic View	← 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	Feedback can be provided on the home page	Drop down Menu Available	⌄	Indicates that there is a drop down list of options
Overview	Overview	The overview button is on the seller dashboard/home page provides it is customizable	More options available	••• More	The ellipsis icon with More indicates that there is more information by clicking on it
My Widgets	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

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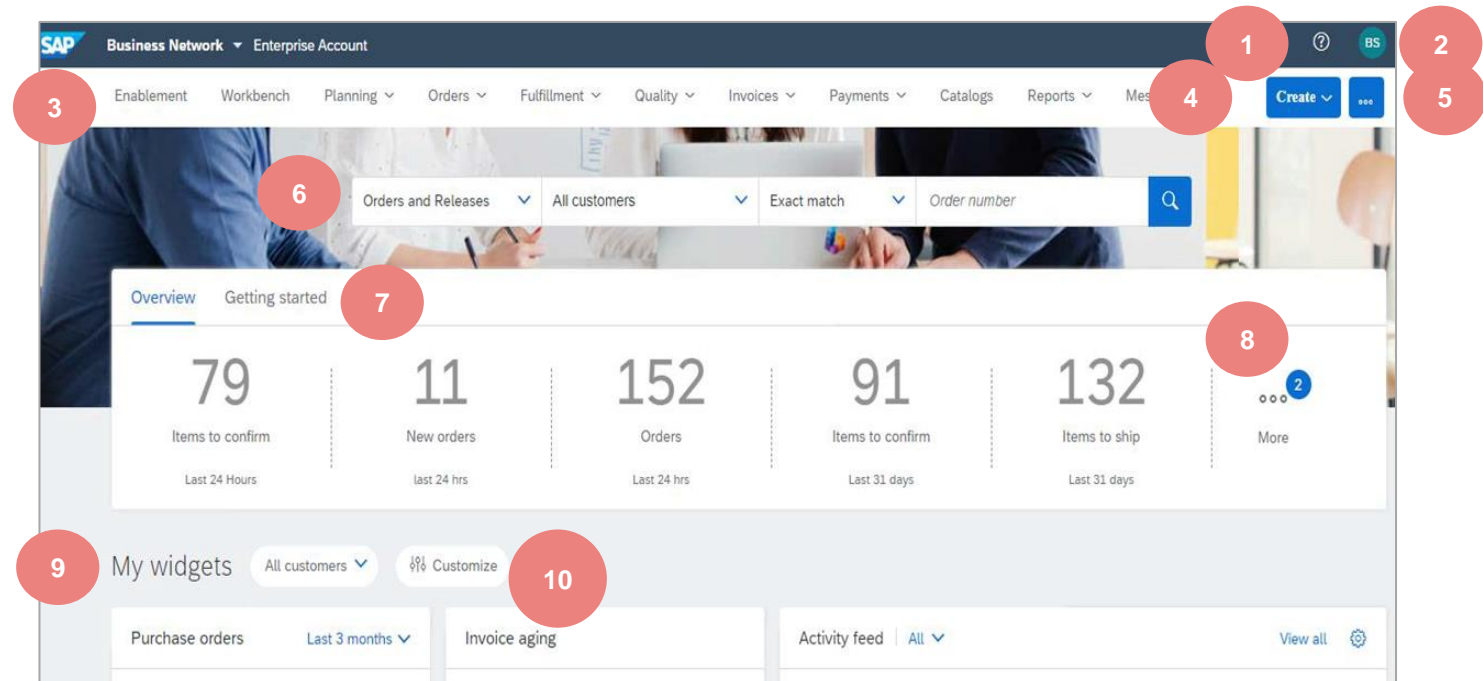
8. **More** – indicates there are more tiles

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

Orders and Releases

Order Inquiries

SAP | **Business Network** ▾ Enterprise Account | **TEST MODE** | ← Back to classic view

Home | Workbench | Planning ˅ | Orders ˅ | Fulfillment ˅ | Invoices ˅ | Payments ˅ | Catalogs | Reports ˅ | Messages

Forecast

Planning Collaboration

Sales Report

Order Confirmations

Time and Expense Sheets

Ship Notices

Goods Receipts

Extended Collaboration

Product Replenishment

Drafts

Notes

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

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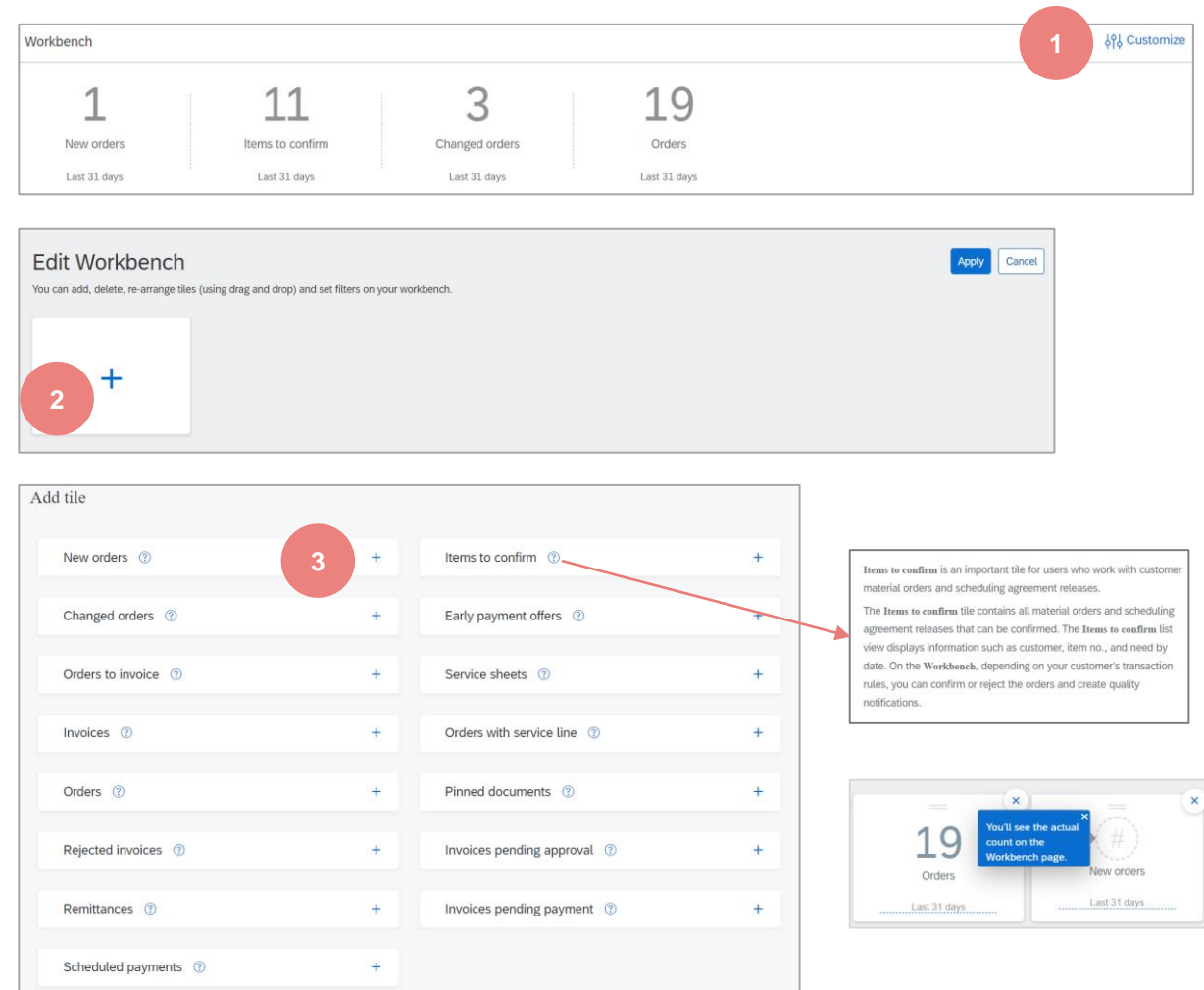
2. To add a Tile, **click on** ＋

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 ⑦ provides further information about the tile

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

Screen Tab - Workbench
Customize

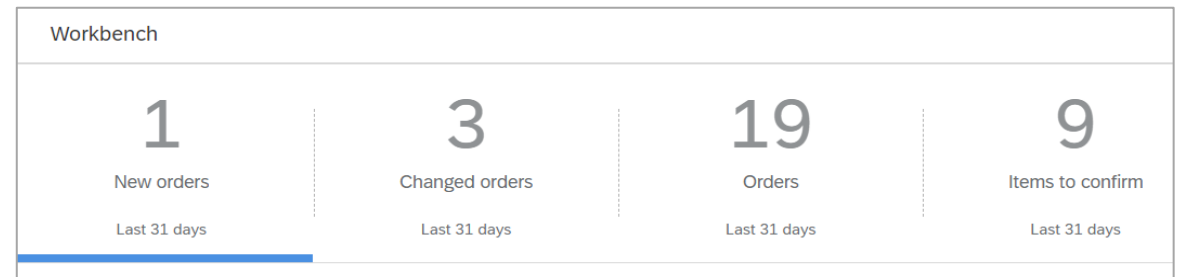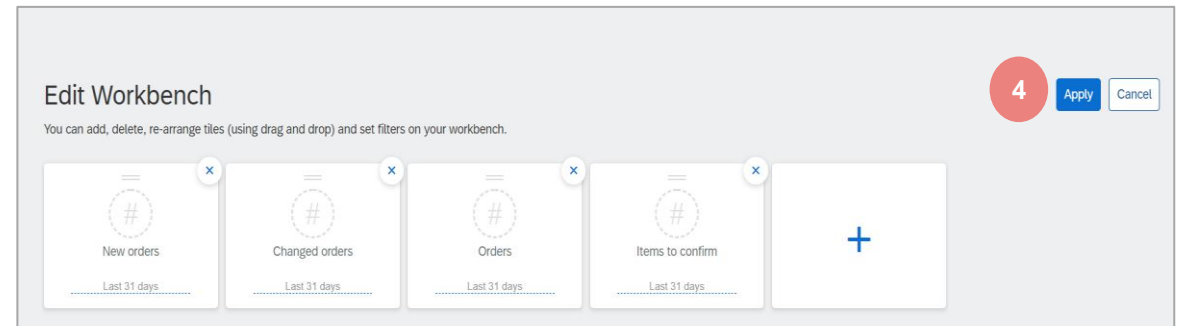When a Tile is added to the Workbench, it appears at the end of the list.

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.

Edit Workbench

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

| # New orders Last 31 days | # Changed orders Last 31 days | # Orders Last 31 days | # Items to confirm Last 31 days | + |

4 Apply Cancel

Workbench

1	3	19	9
New orders	Changed orders	Orders	Items to confirm
Last 31 days	Last 31 days	Last 31 days	Last 31 days

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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.

Screen Tab – Planning
Information

The Transaction provides access to forecast data.

To access, click on Planning Tab

- Relevant selection is **Planning Collaboration**

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**
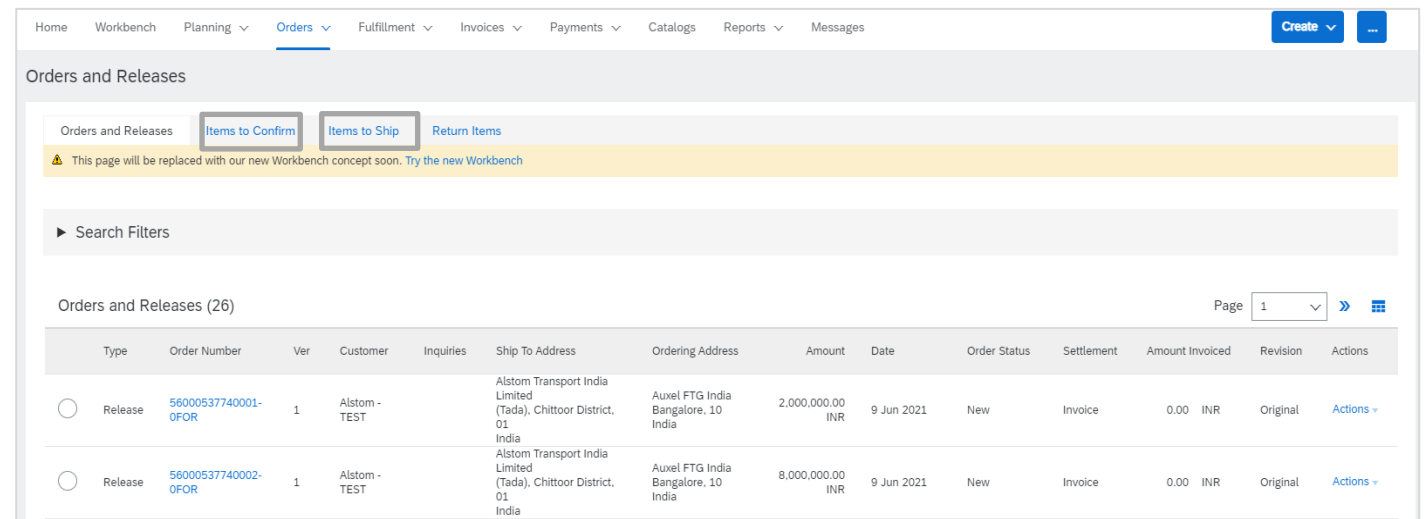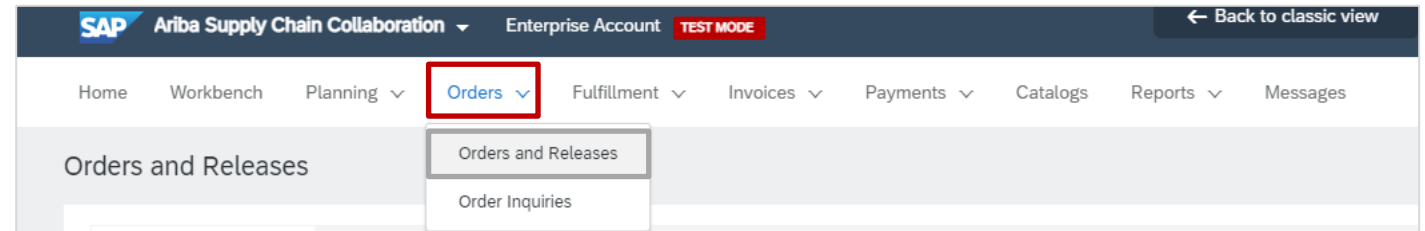
Screen Tab – Fulfillment
Information

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,

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.

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 theirs 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
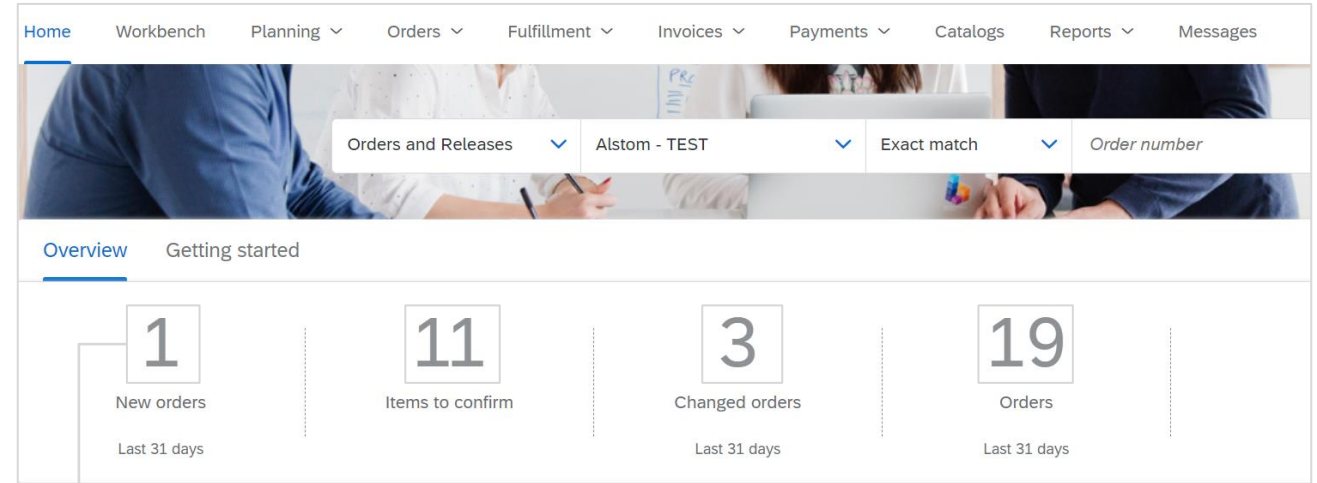
Numbering indicate quantity of items lines pending

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 ∨   Reject ∨

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

All lines : from Schedule Agreement and Purchase Orders.

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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

This tile allow supplier to have quick overview of all documents

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

Orders (19)
> Edit filter | Save filter | Last 31 days

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.
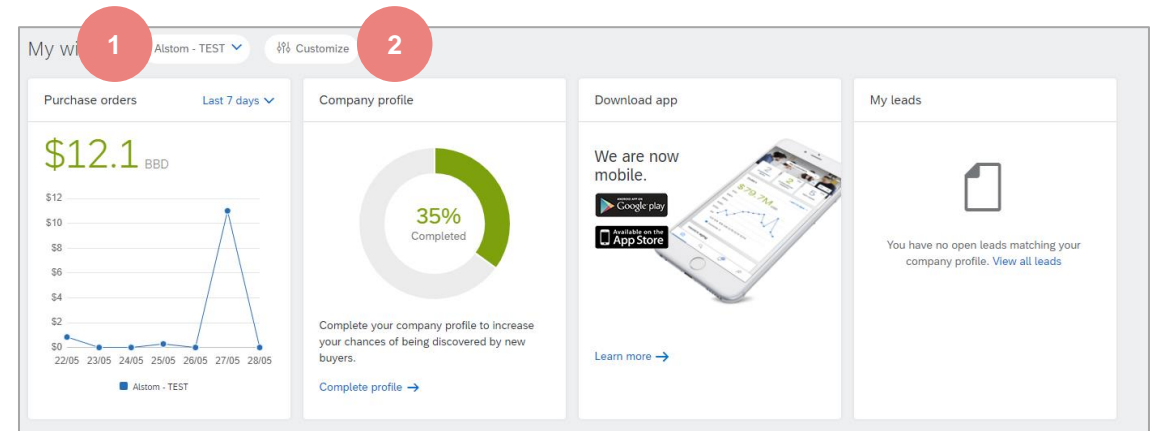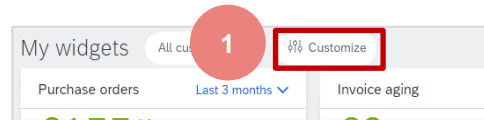
Customize My widgets
Add or remove tiles

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
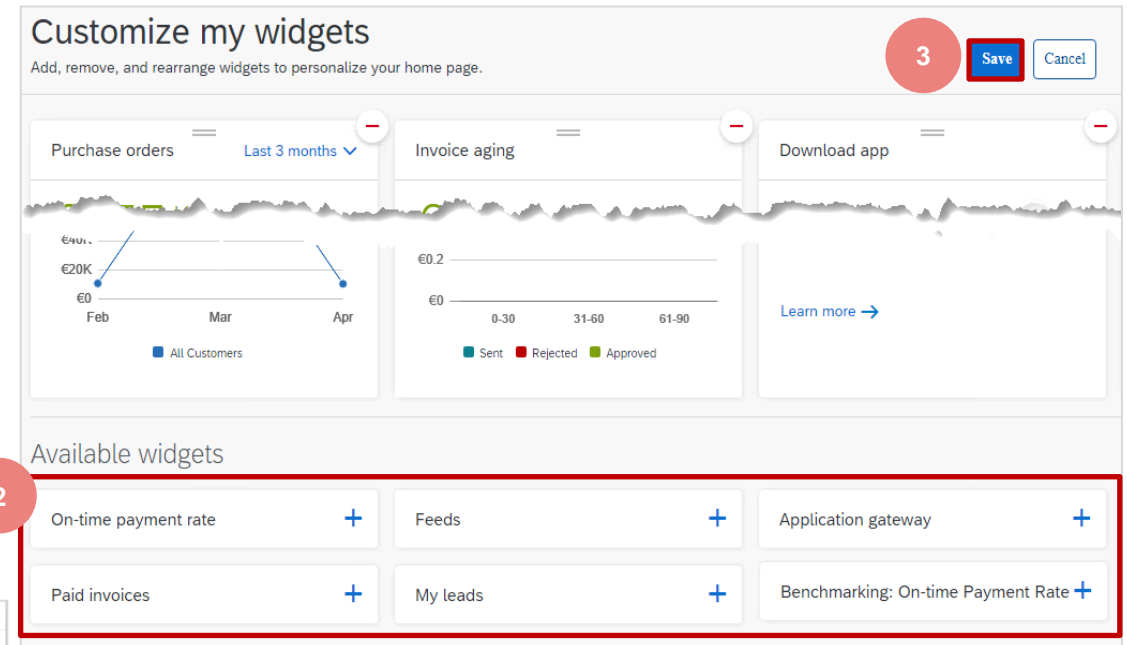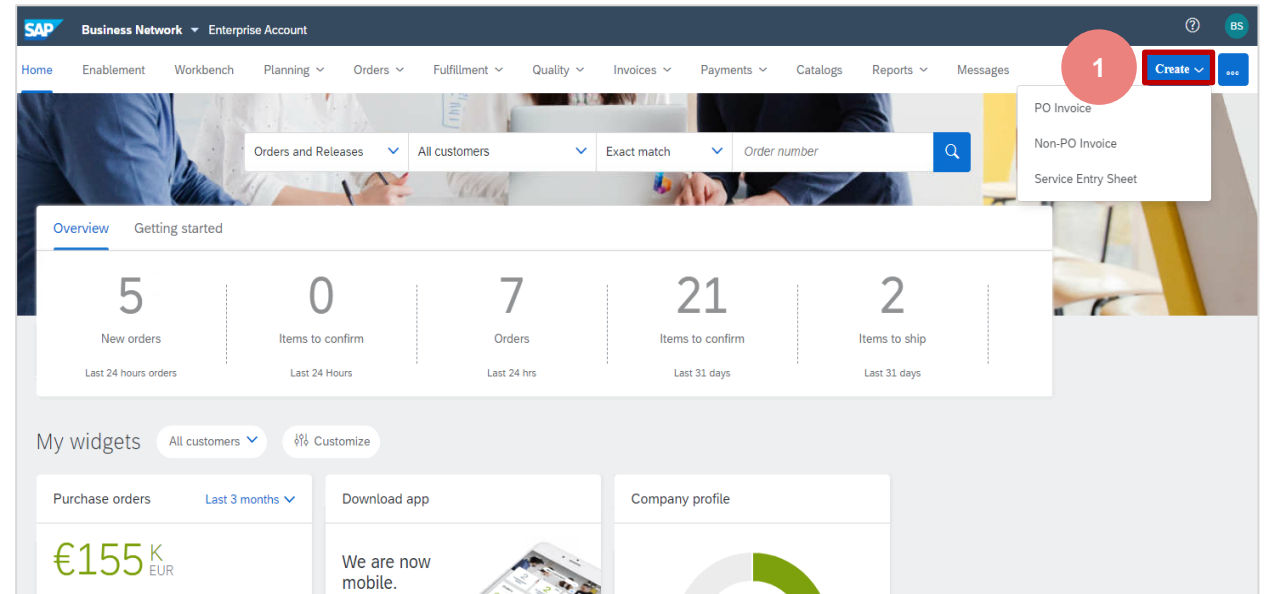
Seller Dashboard
Create Selection - Overview

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.
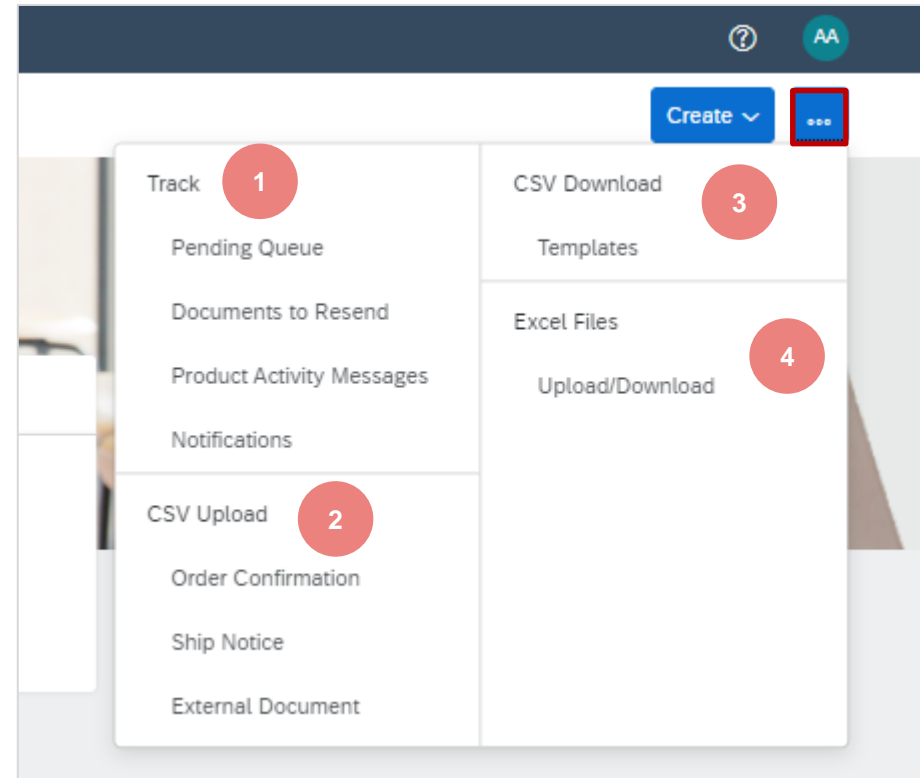
ooo More Selection
## Pending Queue Screen - information

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
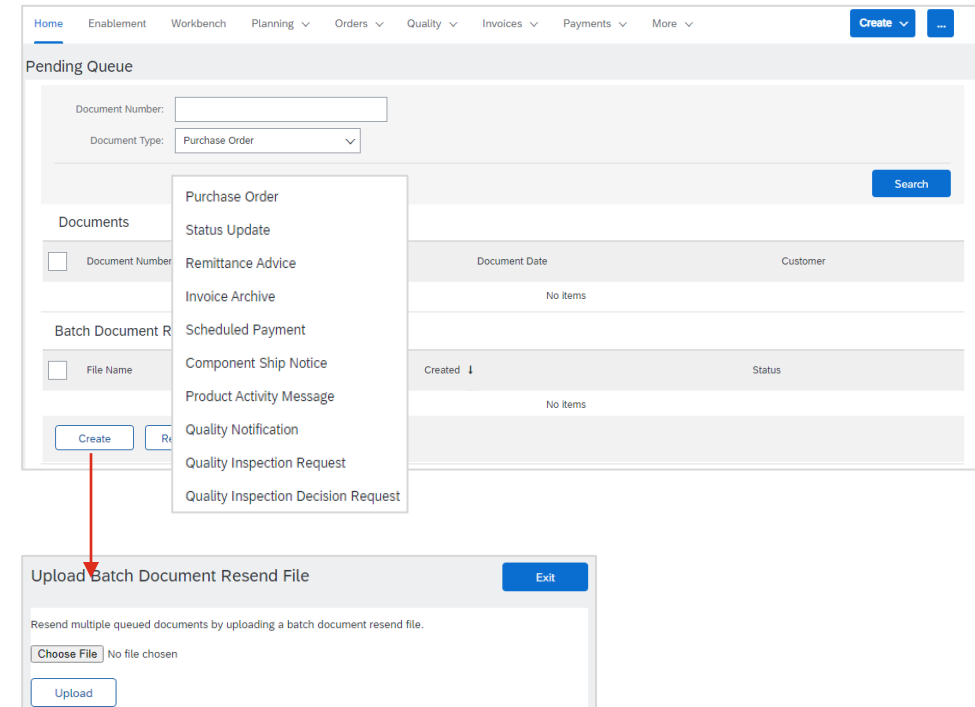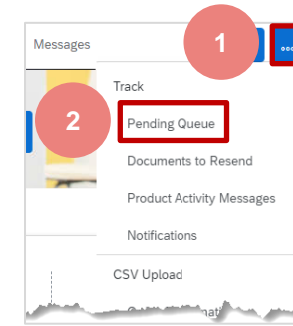
ooo More Selection
Documents to Resend - information

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
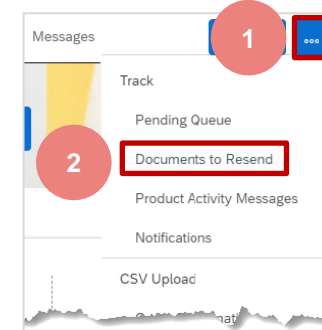- Complete the document flow
- Click on **Submit**

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

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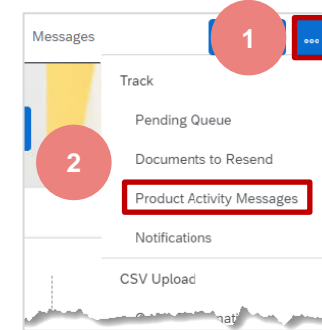
Only Suppliers that use cXML can access the information on the Product Activity screen.

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

ooo More Selection
Notifications - information

Notifications provides suppliers with information when Purchase Orders are update, modified or changed.
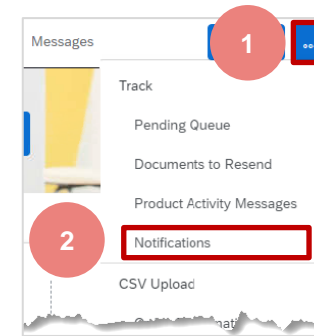
Notifications is for information only and provides suppliers with a list of notifications relating to documents, there is no action required and notifications can be deleted.
Search filters

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

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
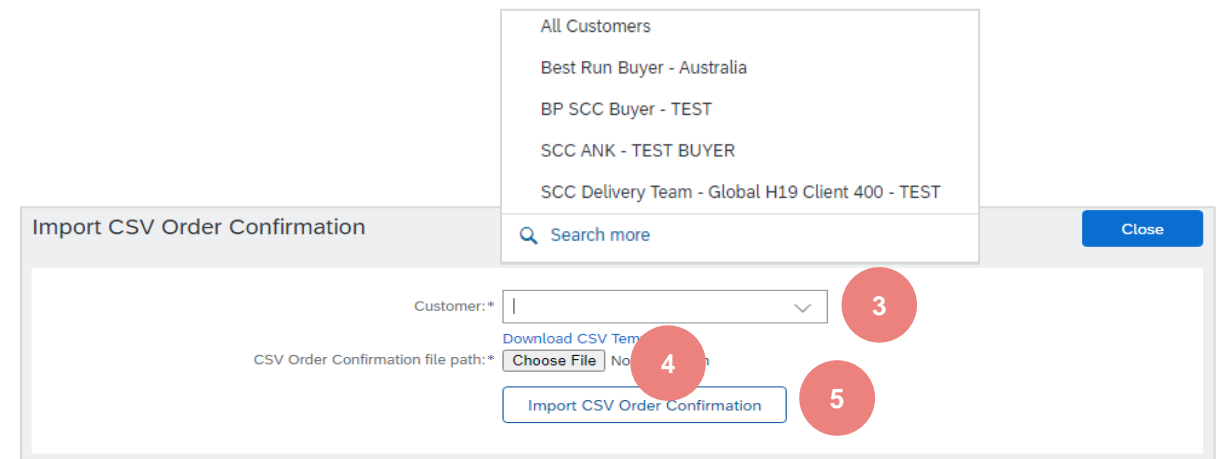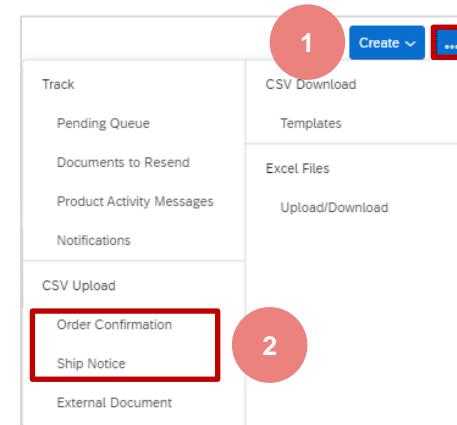
ooo More Selection
CSV Download information & How to

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
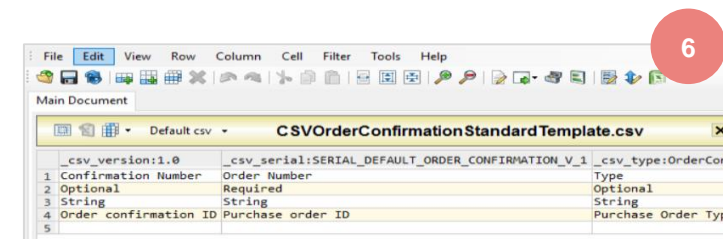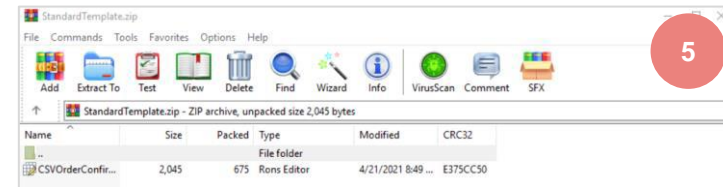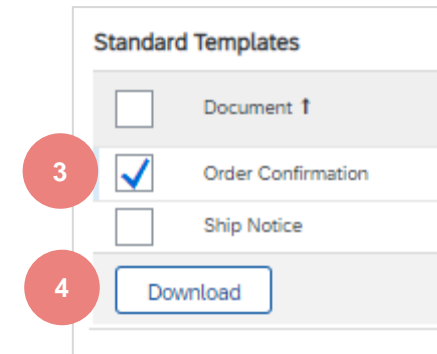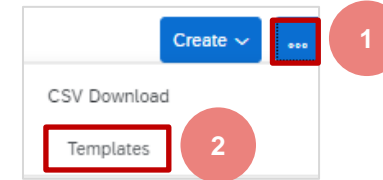
ooo More Selection
Excel Upload / Download information

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
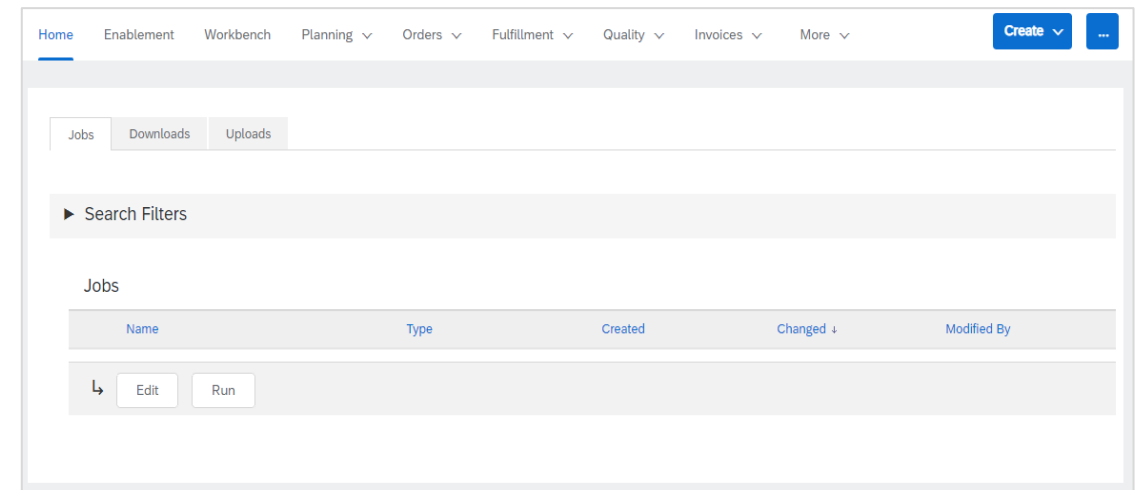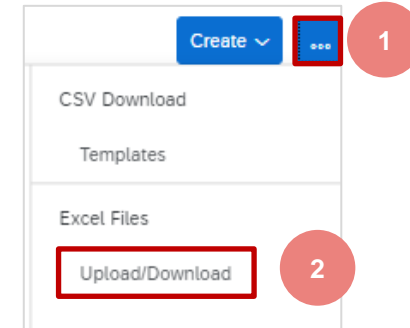
ooo More Selection
Excel Upload / Download: Job Tab - information

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

1. Click on **Create**
2. Enter a job **Name**
3. Select the **Type of** job from the drop down
4. Click on **Save**

- The job will appear in the screen

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 date
- Click on Refresh Status is required
- It is ready to download when *Completed* is displayed

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**

| Jobs | Downloads | Uploads |

▶ Search Filters

Jobs

Name	Type	Created	Changed ↓
(1) 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	ecast	928 AM	5 No 20 0 2:27:45
CNS REP	Consignment	15 Nov 2019 3:42:58 AM	15 Nov 2019 3:42:58 AM

↳ **(2)** Run

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 : BP007

End date : 4 Nov 2020   Location :

(3) Save

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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
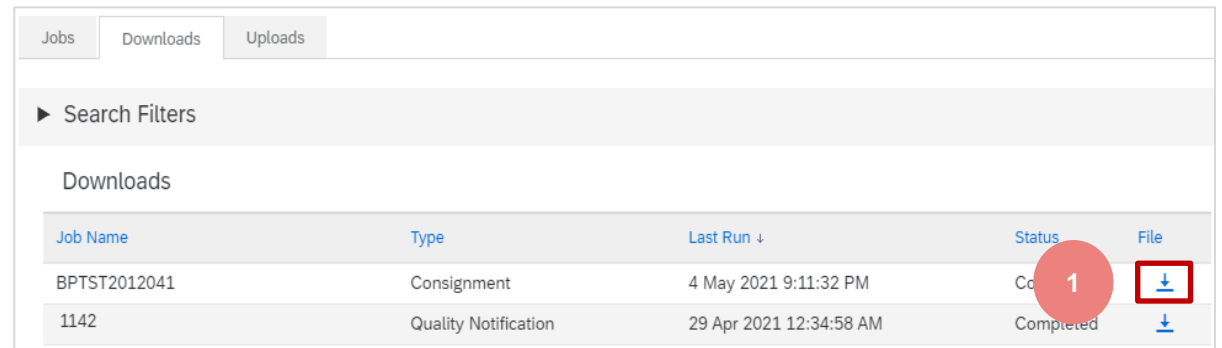
1. Click on **File** next to the job you wish to open

2. The Excel file will open at the bottom of the page, click to open

The Excel spreadsheet is displayed
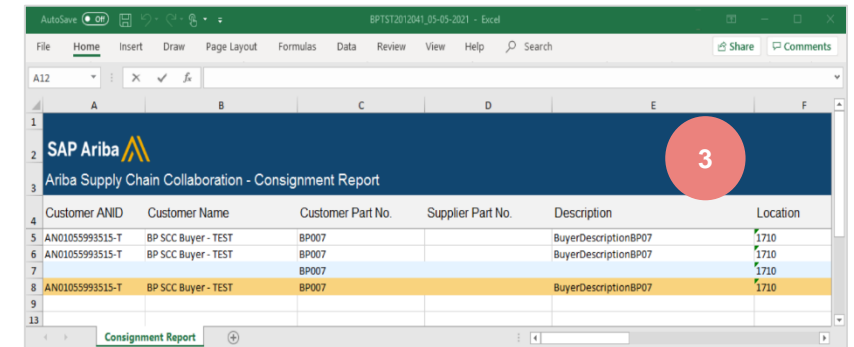
3. Information is added prior to upload based on the Buyer requirements

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.

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

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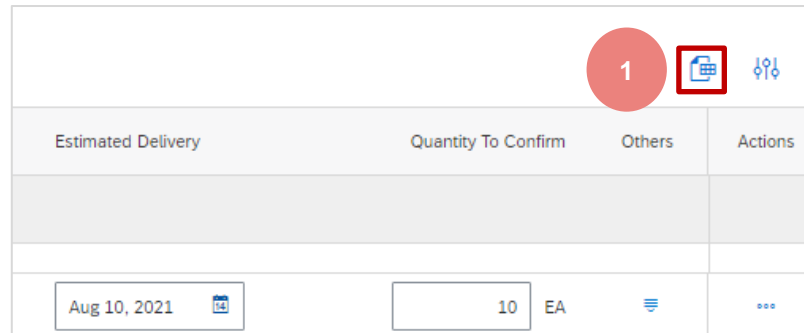
Seller Dashboard tricks
Table Option Export

Table Options Extract provide users to extract data with excel file.
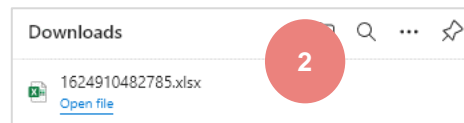
Screens with a indicate there is an opportunity to extract information shown on a screen

Not all screens will provide a Table Option Export
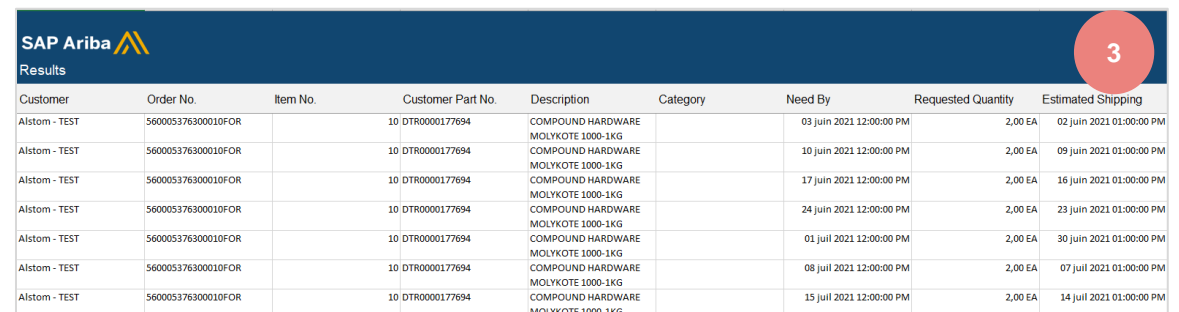
1. Click **Export**

2. The Excel file will open at the bottom of the page, click to open

3. Information is available on Excel file

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. **Tabs columns**: Use drag and drop to configure the table columns to be displayed and theirs 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
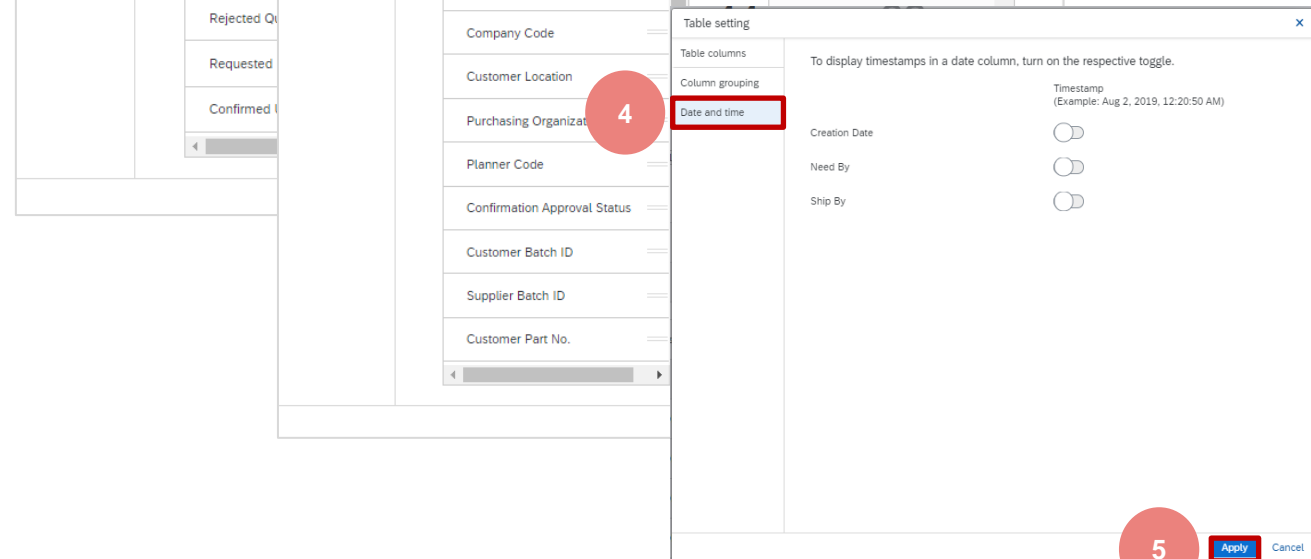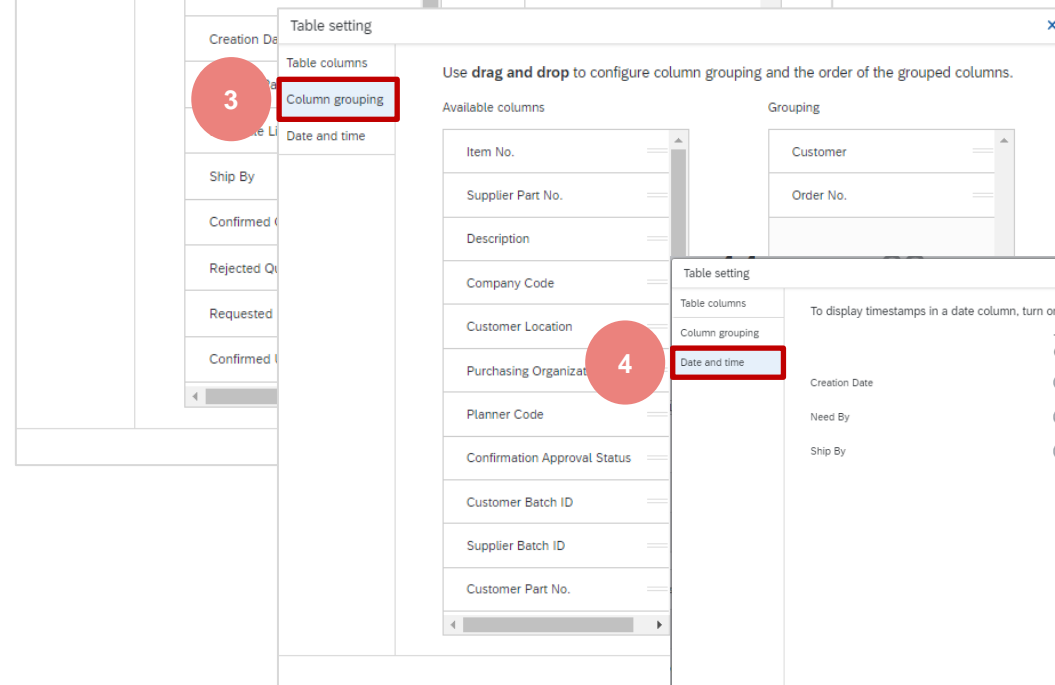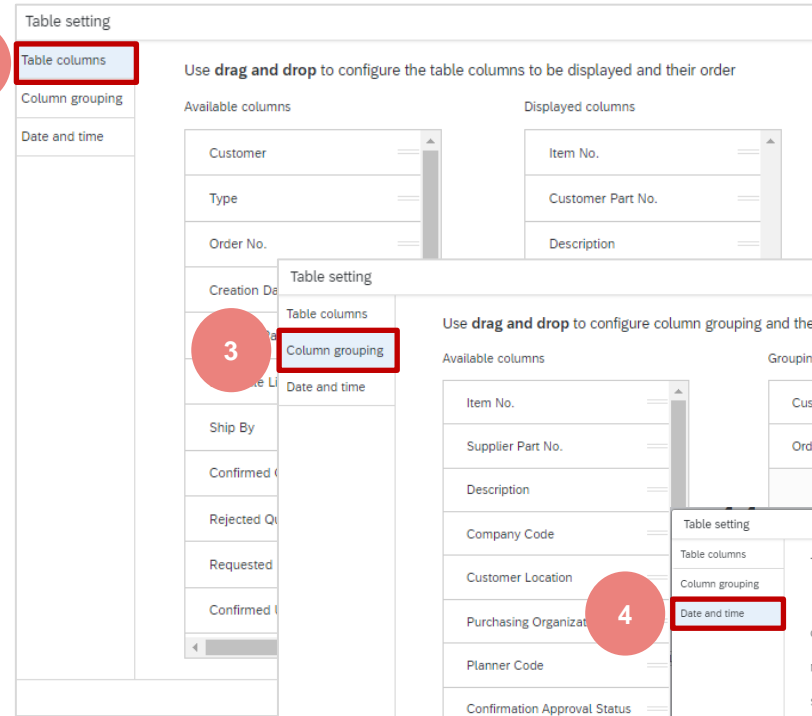
Seller Dashboard tricks
Table Options Menu

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]

	Column Name
☐	
☑	Type
☑	Order Number
☑	Ver
☑	Customer
☐	Inquiries
☑	Ship To Address
☐	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)
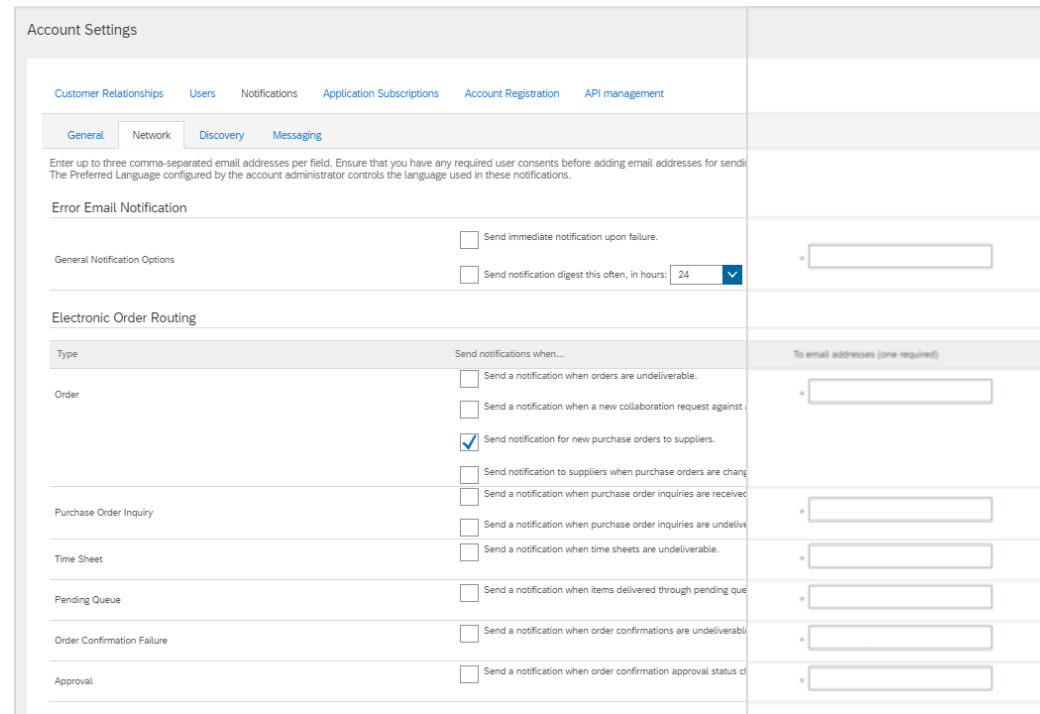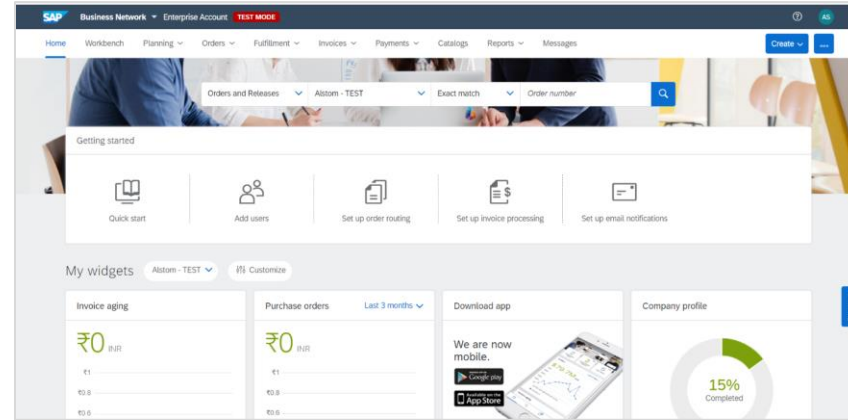
05 Order Collaboration Portal User Interaction

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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	Order Confirmation	Subcontracting collaboration	Forecast collaboration	Advanced Shipping Notification	Finished Good Receipt
General Considerations	General Considerations	Search and identify Subcontracting order Content	General Considerations	General Considerations	Customer Document
Search and Identify document	Allowed Actions	Export Excel Component Inventory Report	Search and identify Forecast	Allowed Actions	GR content
View document Details	Manage Multiple PO'S		Supplier's Safety Stock	Manage Multiple PO'S	Review Submitted GR
	Mass Upload of OC's		Download ASN Report	Mass Upload of ASN	Download GR Report
	Reconfirmation			Reviewed Submitted ASN	
	Reconfirmation via Mass Upload			Download ASN Report	
	Reviewed Submitted OC'S			ASN Alstom Form	
	Download Order Confirmation Report				

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 ne manage 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

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

Bill To

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

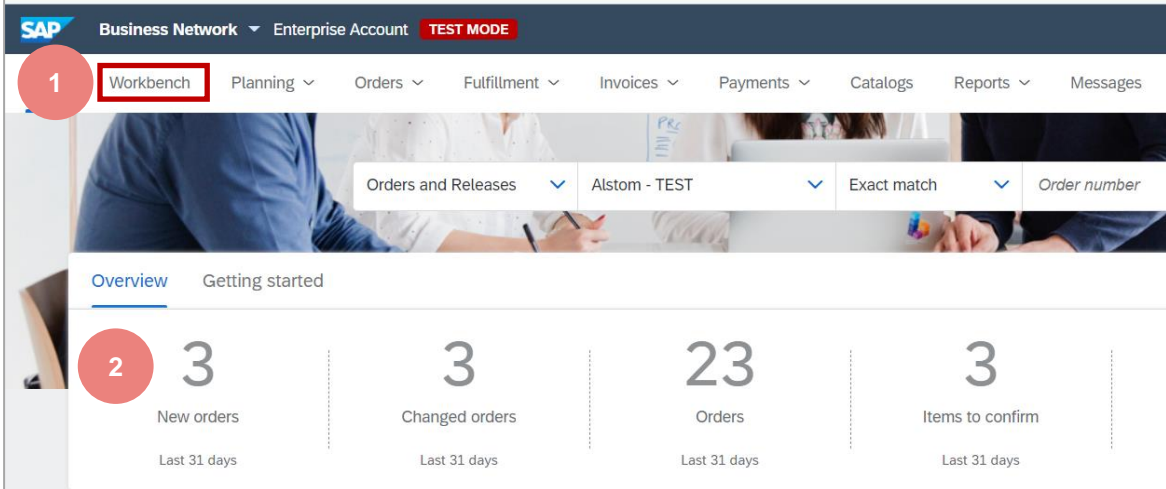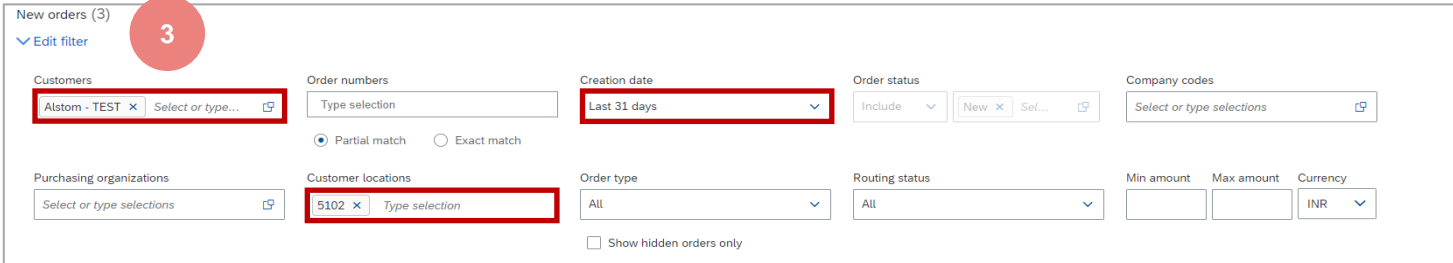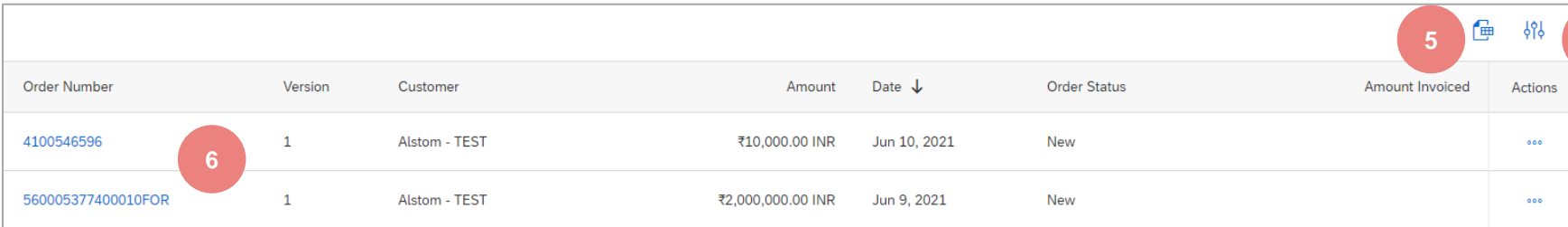SA number   item   FORecast strategy

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.

Material Planning document
View PO details

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.

Payment Terms ⓘ
0.000% 60
Payable within 60 days

Contact Information
Supplier Address

Email:
Phone:
Fax:
Address ID:
Buyer ID:

4

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	Bill To	Deliver To
ALSTOM TRANSPORT INDIA LIMITED	ALSTOM Transport India Limited	
	Phone:	
	Fax:	
	Buyer ID: 5100	
Ship To Code: 5102		
Email:		
Location Code: 5102		
storageLocationID: 0001		

5

Material Planning document
View PO details

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 |

Comments
3 Item text: Please read this comment
Quality Notification N° XXXX
Deliver to this adress

Schedule Lines

Schedule Line #	Delivery Date
4 1	24 Aug 2021 12:00 PM CEST
	24 Aug 2021 Buyer time

Material Planner
5   Name: Vignesh MANOHARAN

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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

Material Planning document
Scheduling Agreement : Line Level

The Line Item section includes :

1. Details :

    • Customer part number
    • Material Type
    • Quantity in firm period
    • 1rst 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

Status

2   12.000 Unconfirmed

Control Keys

3   Order Confirmation: required before shipping

Ship Notice: allowed

Invoice: is not ERS

Release Information

4   End of Firm Zone: 7 Jul 2021 12:00 PM CEST

Release Type: Forecast

ALSTOM

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 (1)   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 7 Jun 2021 Buyer time	6 Jun 2021 1:00 PM CEST	4 (EA)	16.00 (EA)		Firm
12		14 Jun 2021 12:00 PM CEST 14 Jun 2021 Buyer time	13 Jun 2021 1:00 PM CEST	12 (EA)	28.00 (EA)		Firm
13		21 Jun 2021 12:00 PM CEST 21 Jun 2021 Buyer time	20 Jun 2021 1:00 PM CEST	8 (EA)	36.00 (EA)		Firm
14		28 Jun 2021 12:00 PM CEST 28 Jun 2021 Buyer time	27 Jun 2021 1:00 PM CEST	8 (EA)	44.00 (EA)		Firm
15		5 Jul 2021 12:00 PM CEST 5 Jul 2021 Buyer time	4 Jul 2021 1:00 PM CEST	12 (EA)	56.00 (EA)		Firm
34		6 Jul 2021 12:00 PM CEST 6 Jul 2021 Buyer time	5 Jul 2021 1:00 PM CEST	4 (EA)	60.00 (EA)		Firm
16		12 Jul 2021 12:00 PM CEST 12 Jul 2021 Buyer time	11 Jul 2021 1:00 PM CEST	16 (EA)	76.00 (EA)		Forecast
35		20 Jul 2021 12:00 PM CEST 20 Jul 2021 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
		🚚	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 wan to compare with other

2. Click **Compare**

3. **Select second release** to compare with the first one

4. Click on **Compare**

Material Planning document
Scheduling Agreement : release comparison

5. Comparison between release are available.

The edits will be highlighted in orange.

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.

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**

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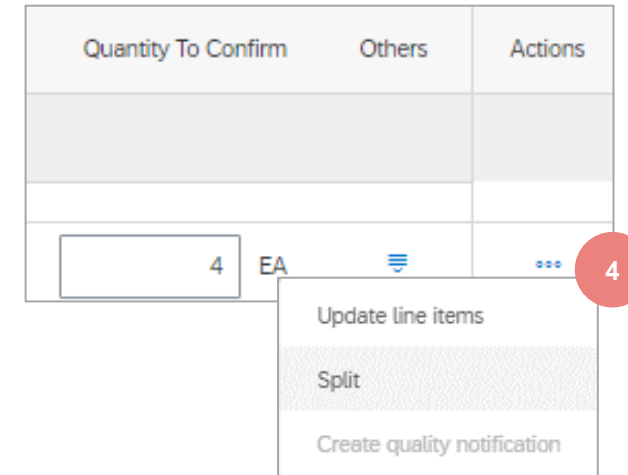
Note : The total of the quantity in each line must always be equal to the initial order line quantity.

Quantity To Confirm		Others	Actions
4	EA	☰	••• 4

Update line items

Split

Create quality notification

		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 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**
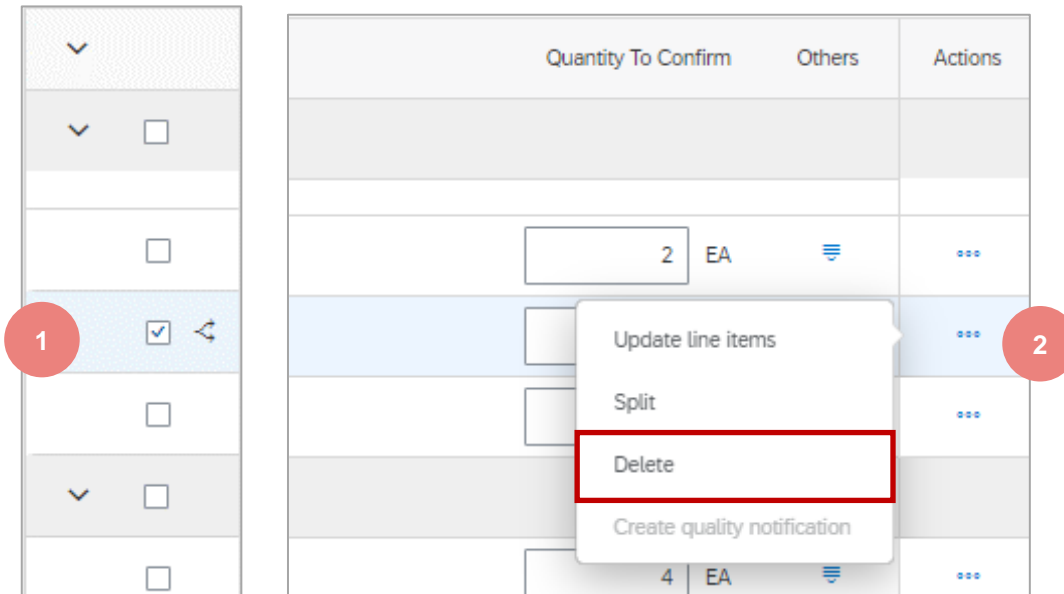
Order confirmation
OC failed

___

You submitted order confirmation, but error occurs.

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

Order confirmation
OC failed

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

Order confirmation
OC failed

3. Select option **Custom date range**

4. Define your date range
   - Select 1rst 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

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.

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.

Order confirmation
Mass Order Confirmation Upload – Run Order Confirmation Report

5. The report will appear in the Jobs list. Select it and click **Run**.
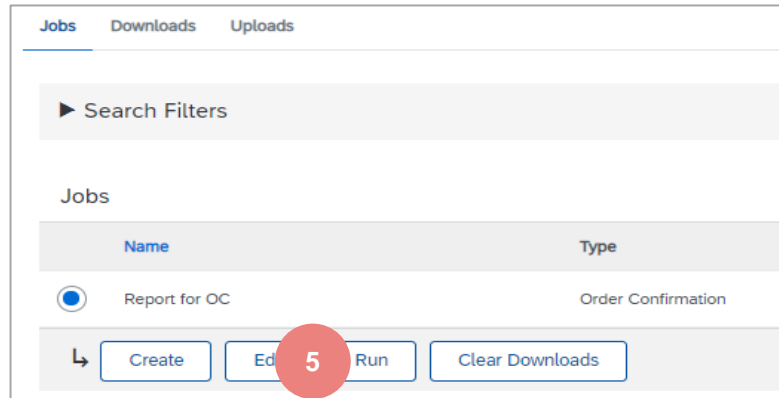
6. The report will appear in the **Download** sub-tab.

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.
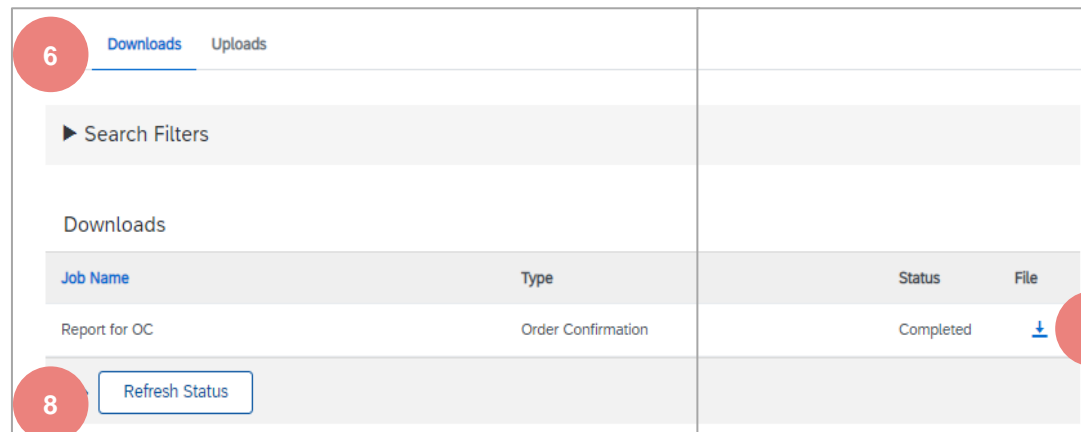
Order confirmation
Mass Order Confirmation Upload – Order Confirmation Report Template

9. Open excel file and check data

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

T	U	V	W	X	Y	Z	AA
Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	Item Unit Price Amount	Item Unit Price Currency
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
SAP Ariba					
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.

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.

Order Confirmation

Mass Order Confirmation Upload – Reupload the Template

7. 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.

8. 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.

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.

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**.

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**

Schedule Line: ⓘ * | Line number 1 - quantity 1 - date 20 Jul 2021 ▾

Est. Shipping Date: | 27 Jun 2021 📅

6

Est. Delivery Date: * | 28 Jul 2021 📅

Unit Price: | 12,990.78 INR

7 | OK | Cancel

◉ 1 Confirmed With New Date (Schedule line number: 1; Estimated Shipment Date: 27 Jun 2021; Estimated Delivery Date: 28 Jul 2021)

Confirm: [ ] Backorder: [ ] | Details | ⓘ

Exit | **8** | Next

Current Order Status:

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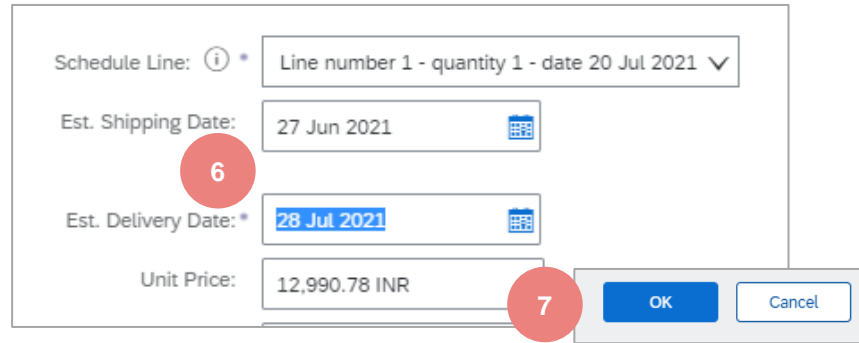
1 Confirmed As Is (Schedule line number: 4; Estimated Delivery Date: 27 Oct 2021 - defaulted from Requested Delivery Date in order)

1 Confirmed With New Date (Schedule line number: 1; Estimated Shipment Date: 27 Jun 2021; Estimated Delivery Date: 28 Jul 2021)

Previous | **9** | Submit | Exit

ALSTOM

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;

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**

Schedule Line: ⓘ *	Line number 2 - quantity 3 - date 27 Jul 2021 - commitment level firm ⌄
Est. Shipping Date:	8 Aug 2021 📅

6

Est. Delivery Date: *	9 Jul 2021 📅
Unit Price:	200,000.00 INR

7 [OK] [Cancel]

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)

[E...] **8** [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...] **9** [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**.

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.
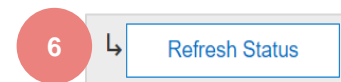
Note:

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.

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	↓	↓

(1)

Results
Excel upload failed with the following errors **(2)**
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 A
16 juin 2021	16 juin 2021	
17 juin 2021	17 juin 2021	

(3)

Upload File

(4) Name: OC_ reconfirmation   Type: Order Confirmation
Customer: Alstom - TEST
File: ↓ Report_for_OC_16-06-2021.xlsx
Download templates

Upload   Cancel
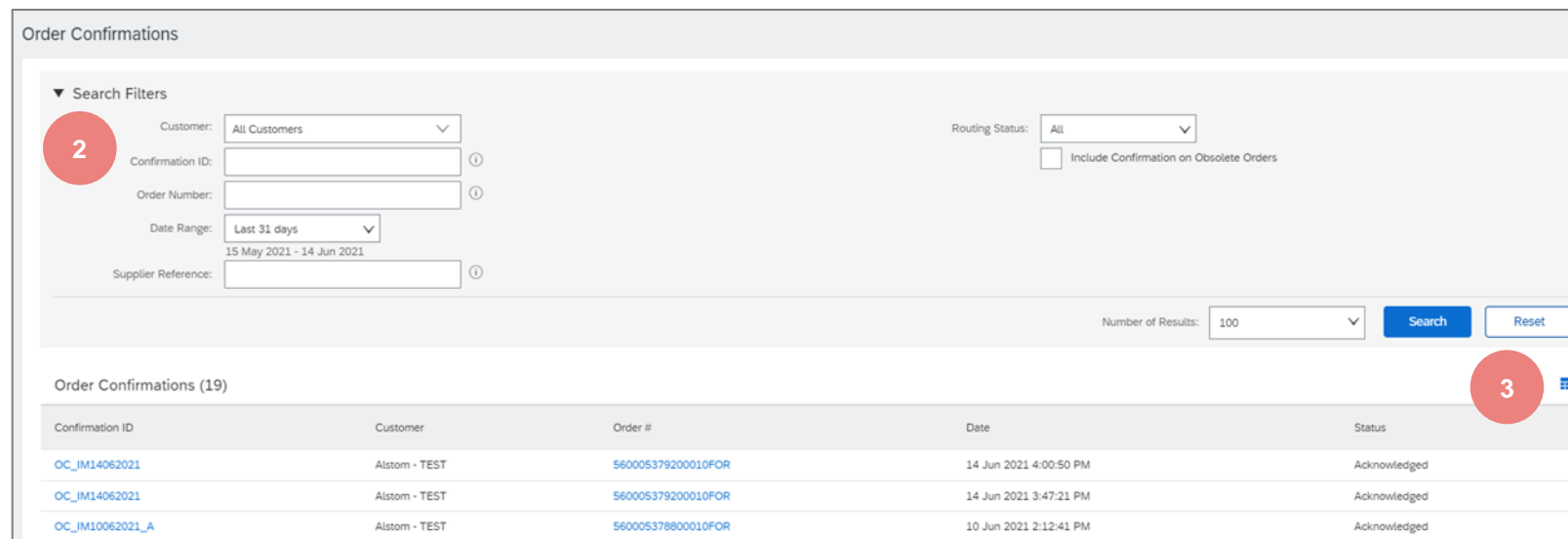
Order Confirmation
Review Submitted Order Confirmations
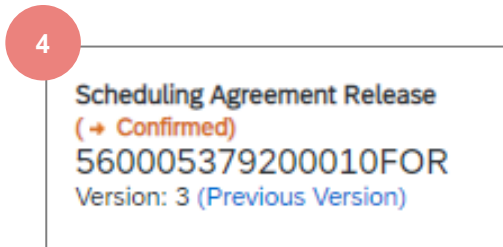
From the Homepage:

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.

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

Line Items

2

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

Current Order Status:

3   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**

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**

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**.

Order Confirmation
Download Order Confirmation Report

10. Open excel file and check data

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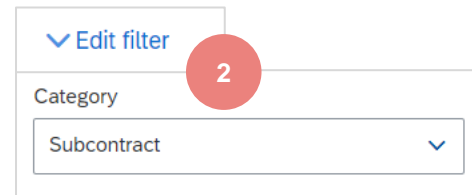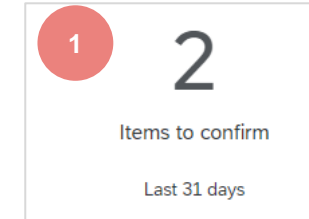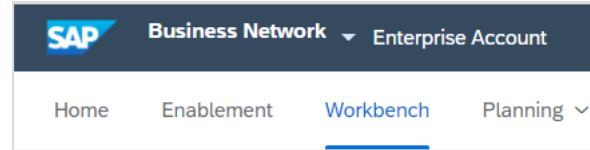
Nowadays, outsourcing companies have become specialists in a multitude of services for manufacturers including design, production, assembly, and distribution.

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.

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**.**

Component Management
Component Inventory

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

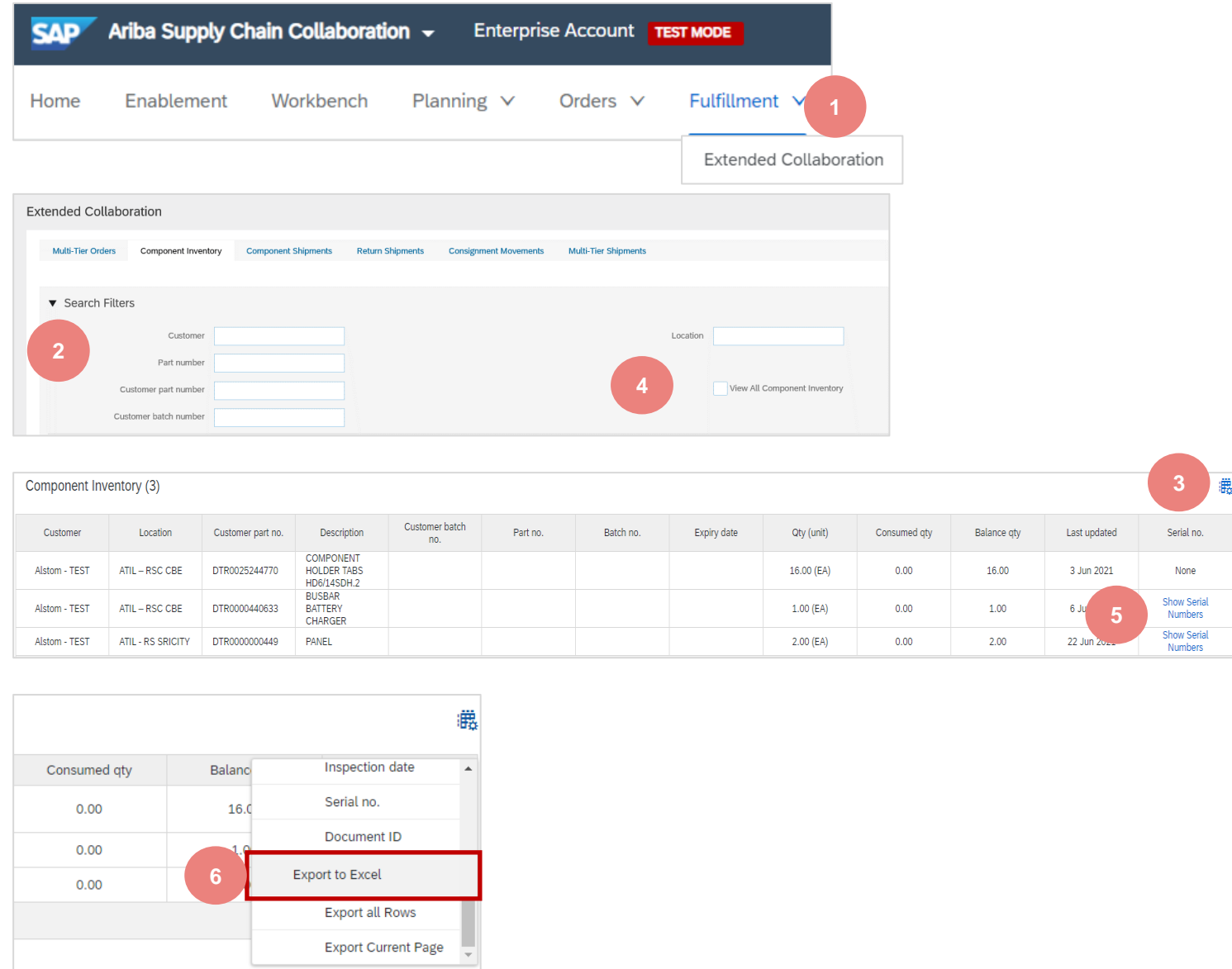For Alstom, data will be available only for collective / common stock strategy. An adjustment will be done for any kind of stock.

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**

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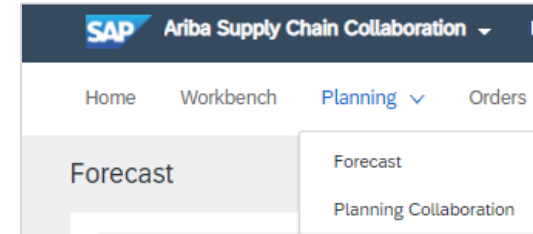
Supplier view not only forecasted demands but also all ordered quantities via Purchase Order, call-off or Schedule Agreement. It is a global overview of Alstom needs.

Data are updated on weekly basis.

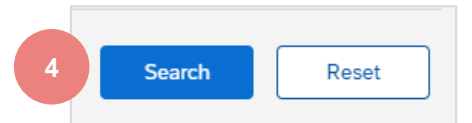# View Forecast Data
Search and Identify Forecast

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**.
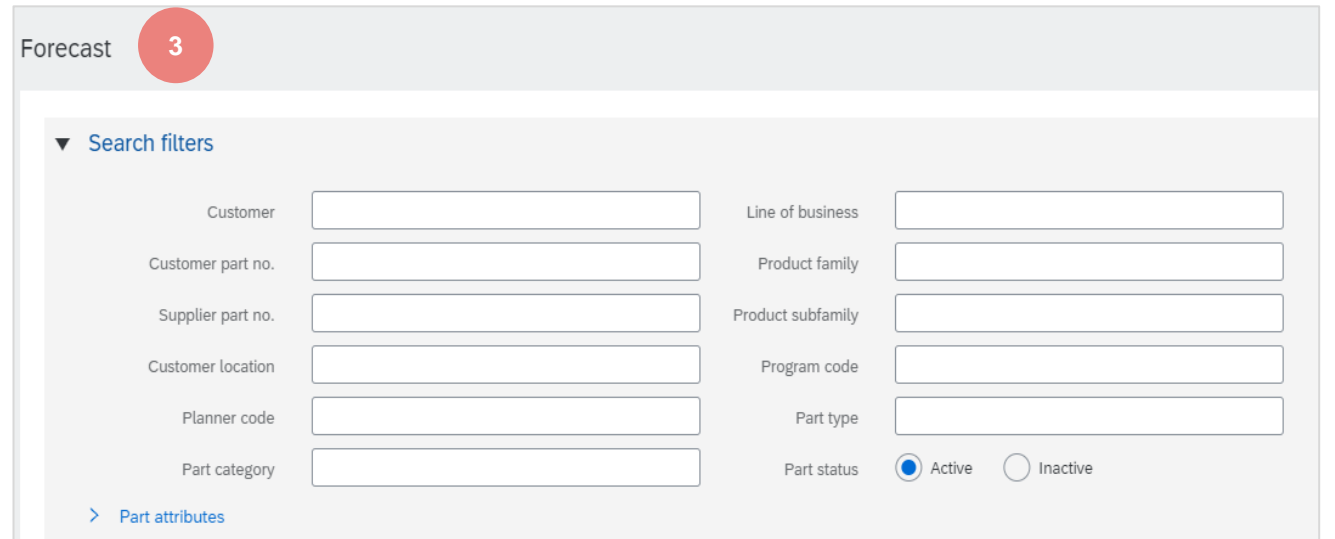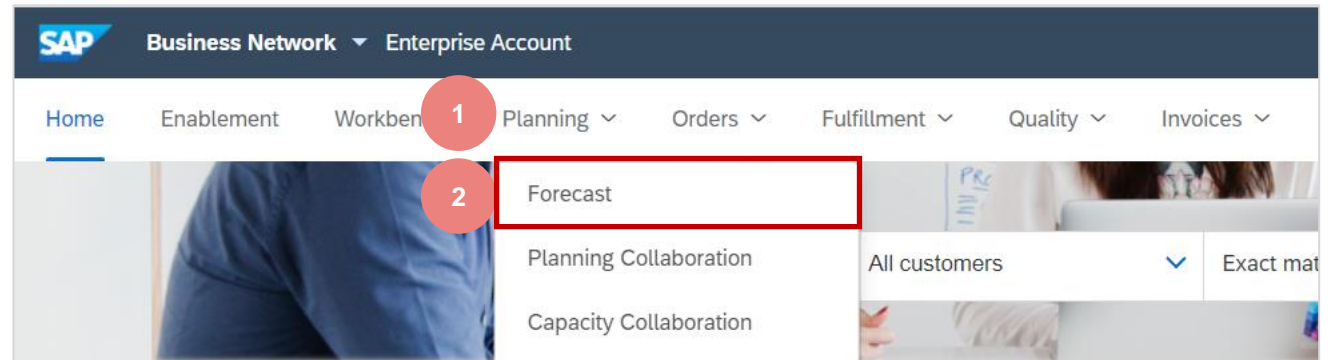
View Forecast Data
Search Filters Description

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

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**.

131
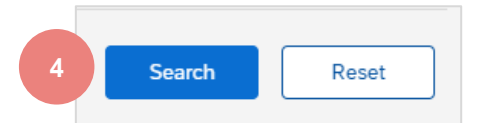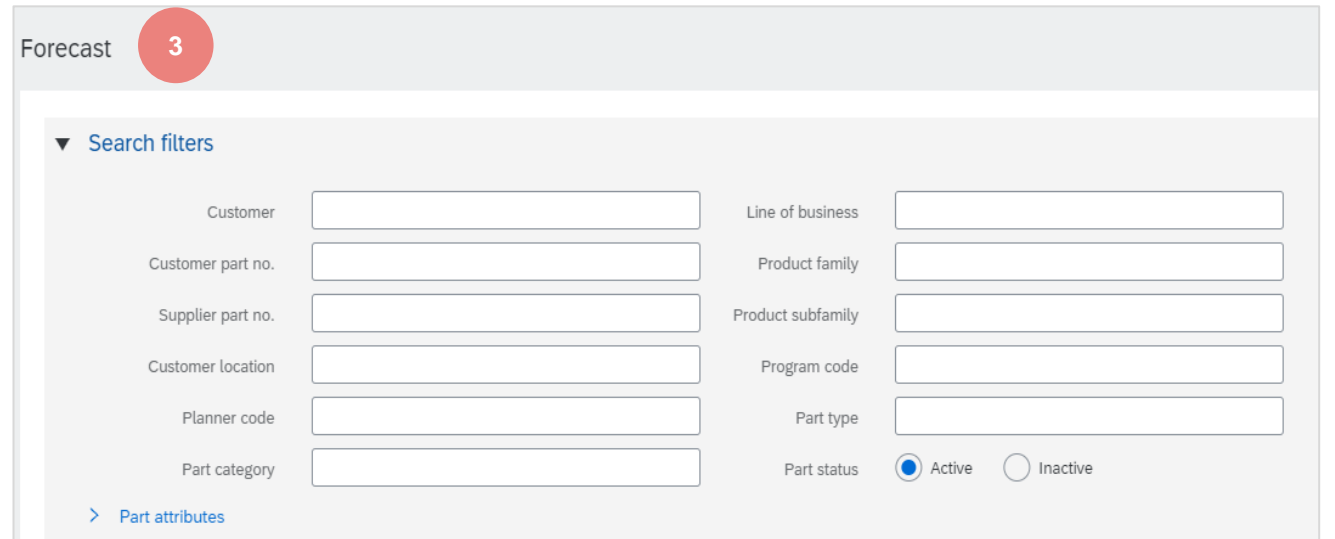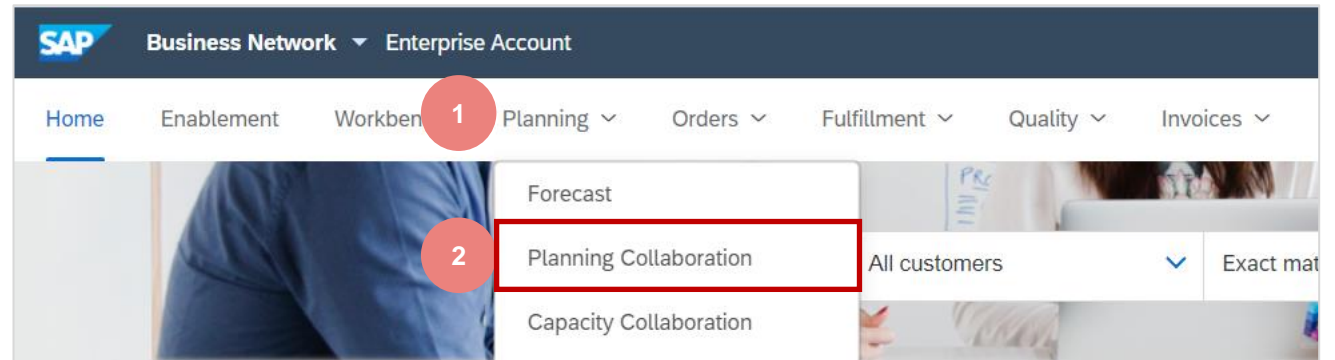
View Forecast Data
Global forecast

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.

View Forecast Data
Global Forecast Data

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	✏️

1

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	10	12	14	16	18	20	22	24	26	28

2

3 Cancel   Save

ALSTOM

View Forecast Data
Safety Stock

4. Click **Send Data**

5. Confirm by clicking **OK**
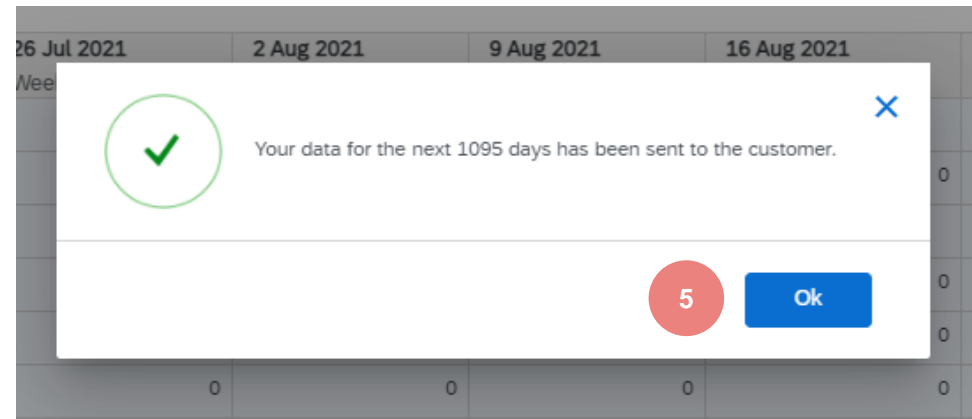
View Forecast Data
Download Report Forecast Data

Forecast report consolidates all forecast data

From the Homepage:

1. Click [ooo] and **Upload/Download** Excel files

2. In the Jobs section, click **Create** button
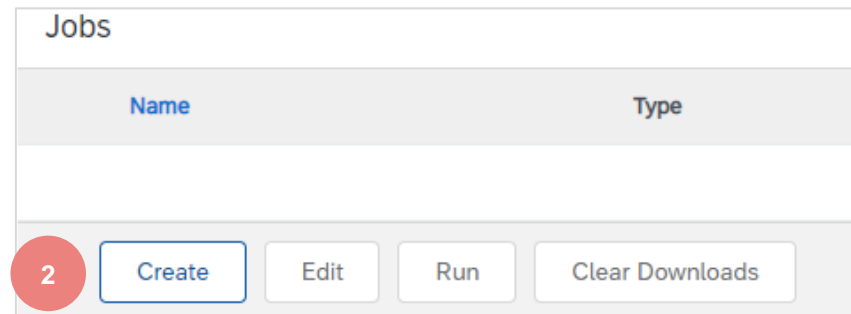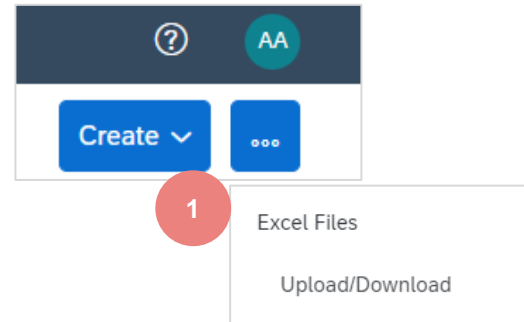
View Forecast Data
Download Report Forecast Data

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

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**.

View Forecast Data
Download Report Forecast Data

8. Open Csv file

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	EA	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	EA	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	EA	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	EA	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	EA	Cumulative Forecast vs	0	0	-24	-24	-24	-36	-24	-24	-24	-24	-36	-24	-36	-24	-36	-36	-24
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL – RSC CE98		22 Jun 2021	EA	Forecast change	0	0	-24	0	0	-12	12	0	0	0	-12	12	-12	12	-12	0	12
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL – RSC CE98		22 Jun 2021	EA	Firmed orders		2			4												
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL – RSC CE98		22 Jun 2021	EA	Order received																	
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL – RSC CE98		22 Jun 2021	EA	Shipments	0				0												
AN01546588864-T	Alstom - TEST	DTR0000536088		BUS BAR ONIX 1052-L2-1500	5102	ATIL – RSC CE98		22 Jun 2021	EA	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.

ALSTOM

Advanced Shipping Notice
Multiple items Management

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

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

Orders tab will be replaced with new Workbench concept soon.

Advanced Shipping Notice
Multiple items Management

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 , In						
☑	21 Jun 2021	DTR0018181161	ADHESIVE, NEOPRENE 1400 TUBE	560005380800040FOR	40	
☑	18 Jun 2021	DTR0000274036	MICRO AMPLIFIED DU112-S1697-2 10S	560005380800020FOR	20	
☑	21 Jun 2021	DTR0000214776	TRAIN ROUTER SWITCH	560005380800030FOR	30	

3

4   Create Ship Notice

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
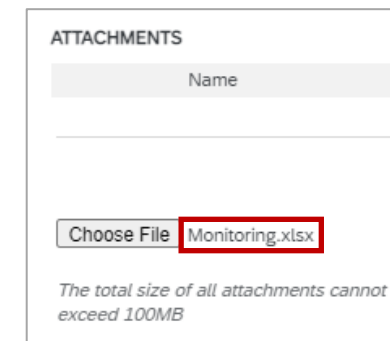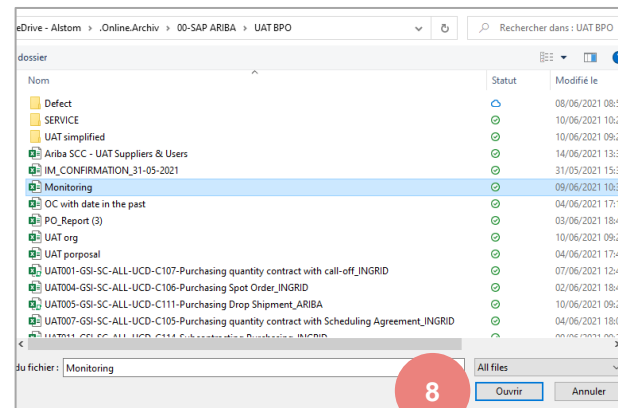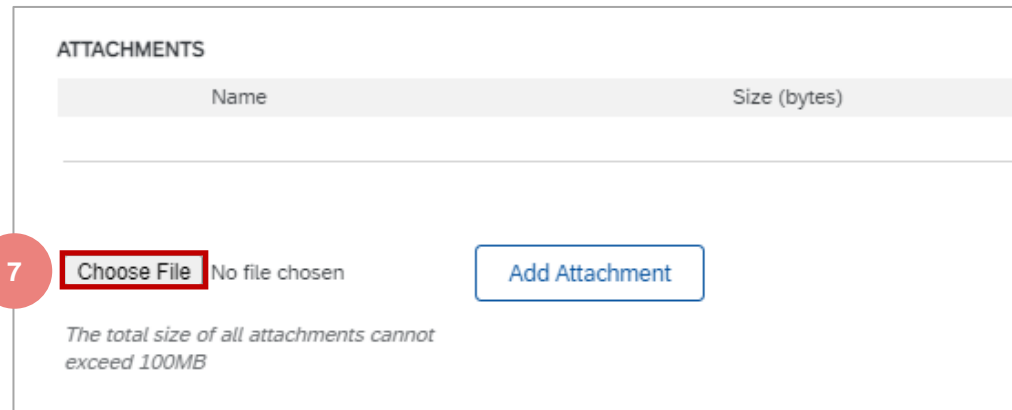
Advanced Shipping Notice
Multiple PO's Management – Populate the Fields

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

Partial delivery is possible

10. Fill **complementary information** if required
    - Supplier Batch ID
    - Production Date
    - Expiry Date

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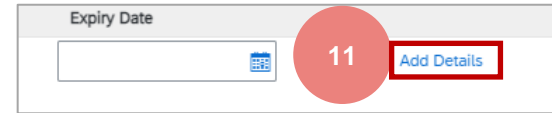
To **add** more Serial number, Click **Add Asset**

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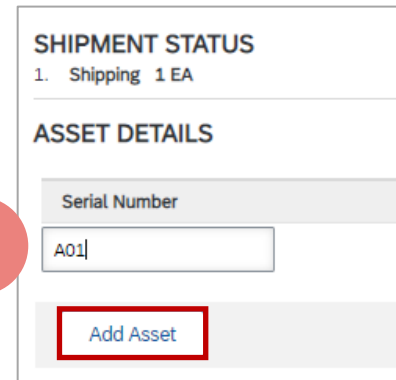
To **remove** Serial Number, Click **Remove**

13. Once finished, click **Next**
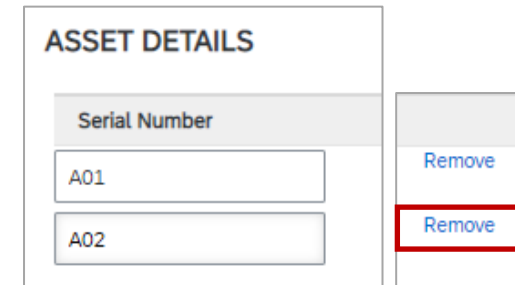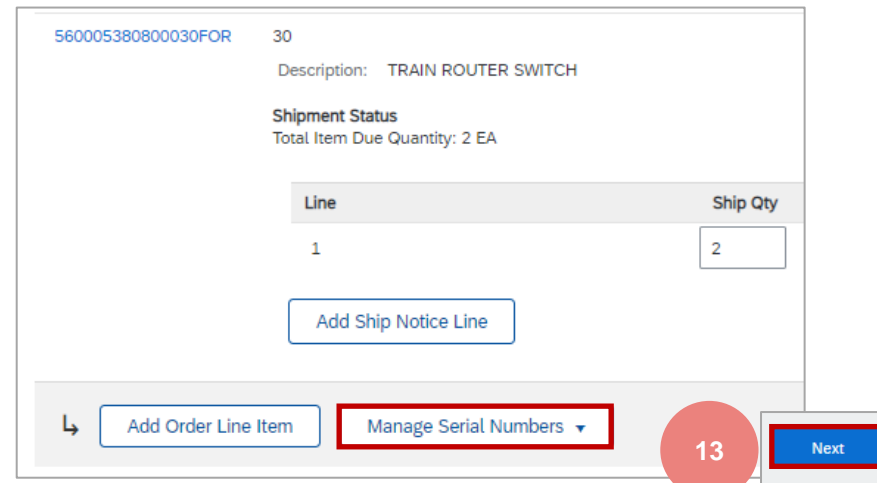
Advanced Shipping Notice
Review Before Submitting

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

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

Advanced Shipping Notice
Download – Create Mass ASN

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

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.
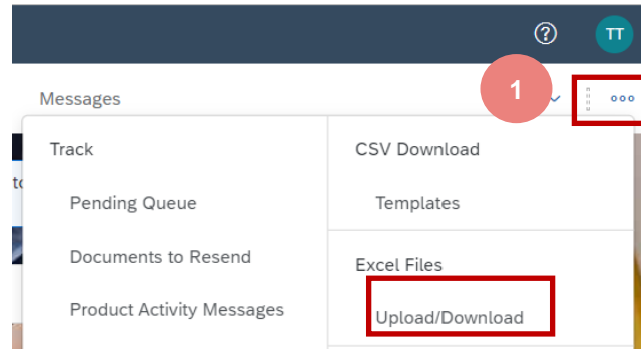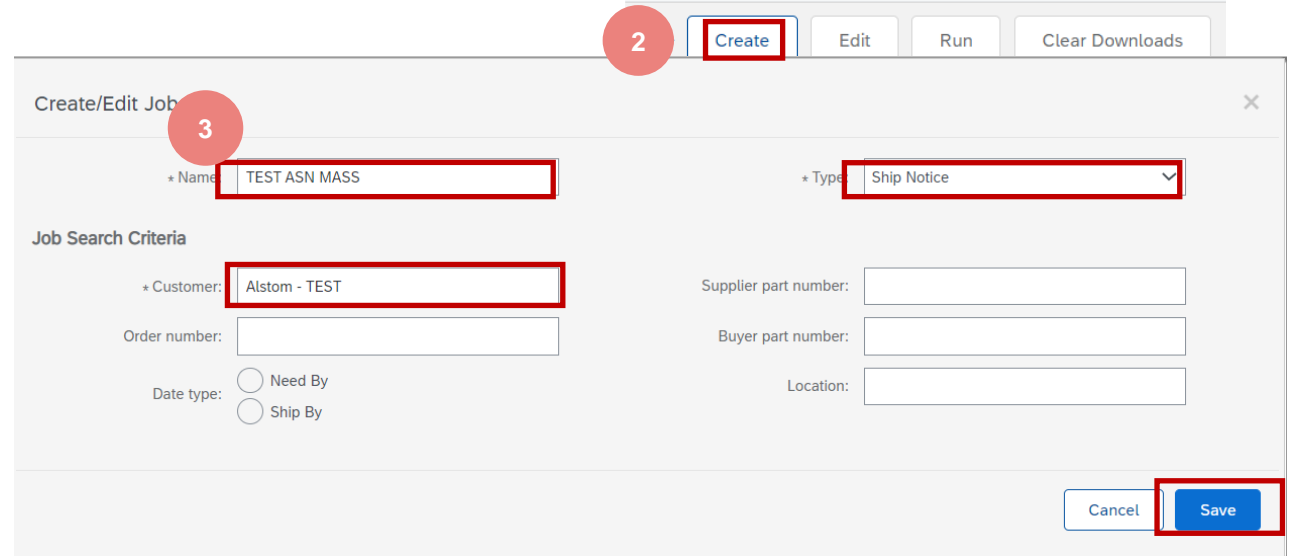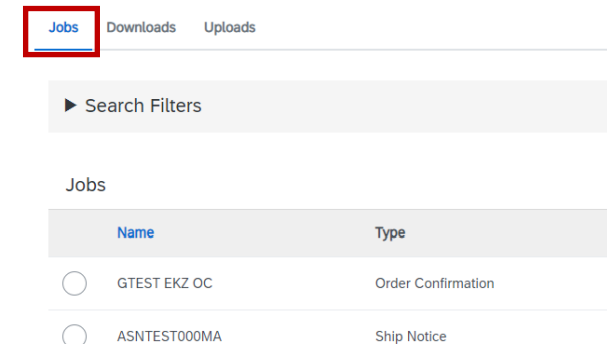
Advanced Shipping Notice
Download – Create Mass ASN

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
○ GTEST EKZ OC	Order Confirmation
○ 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

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	S
	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.

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

Ship Notices — Time Zone: UTC-04:00

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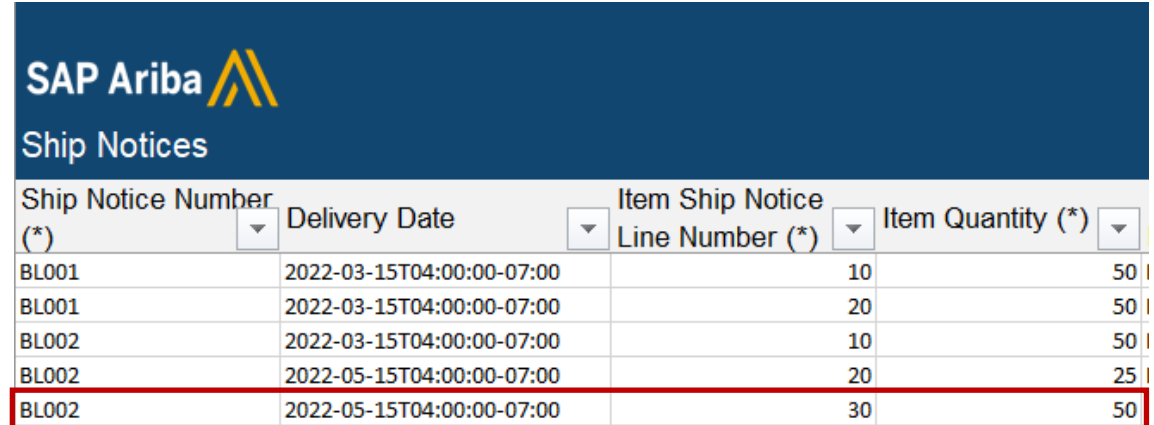
Si vous devez fractionner la quantité d'un article en plusieurs dates de livraison, suivez les étapes ci-dessous.

Exemple: Poste 30 du BL002 avec 50 pièces à livrer
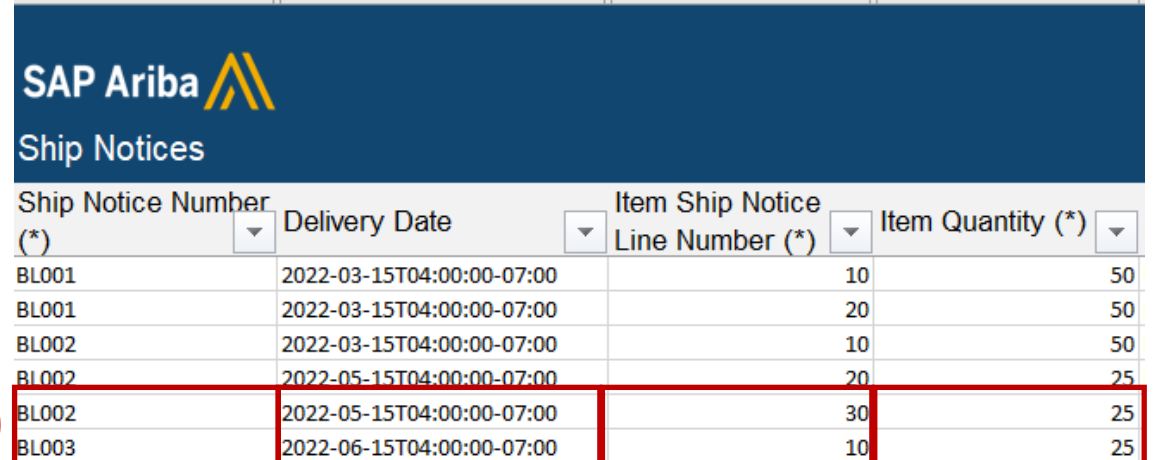
1. Copier la ligne initiale

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.

SAP Ariba

Ship Notices

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

SAP Ariba

Ship Notices

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.

1

Jobs   Downloads   **Uploads**

▶ Search Filters

Uploads

Name	Type	Last Uploaded

↳ Upload   Refresh Status

2

Upload File   **4**   ×

* Name   GTest EKZ   * Type: Ship Notice   ▾

3 tomer: Alstom - TEST

File: + Choose file

5

Upload   Cancel

Advanced Shipping Notice
Download – Create Mass ASN

7. 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.

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

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.

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**

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.

ALSTOM

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
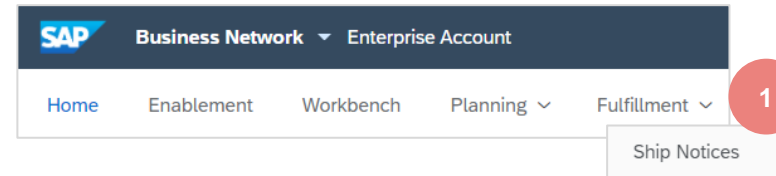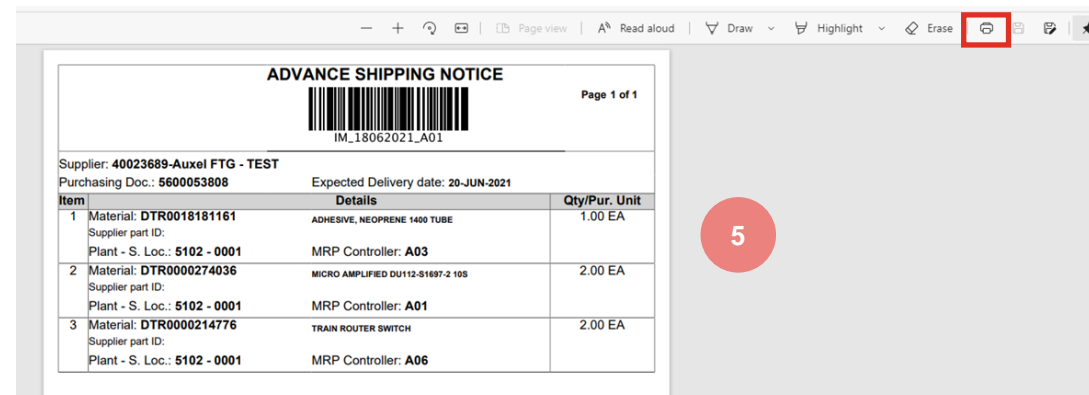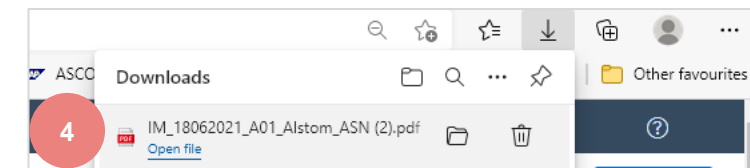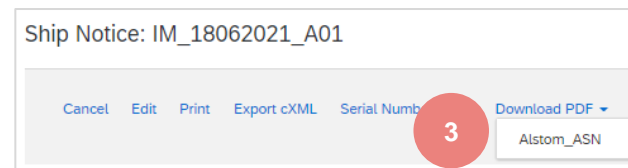
Finished Goods Receipt

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 P Order (ZRER)
Related Documents: 5004072782
TESTASN_IM10062021
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

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**.

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

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**

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

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**

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.

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 ⑦

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
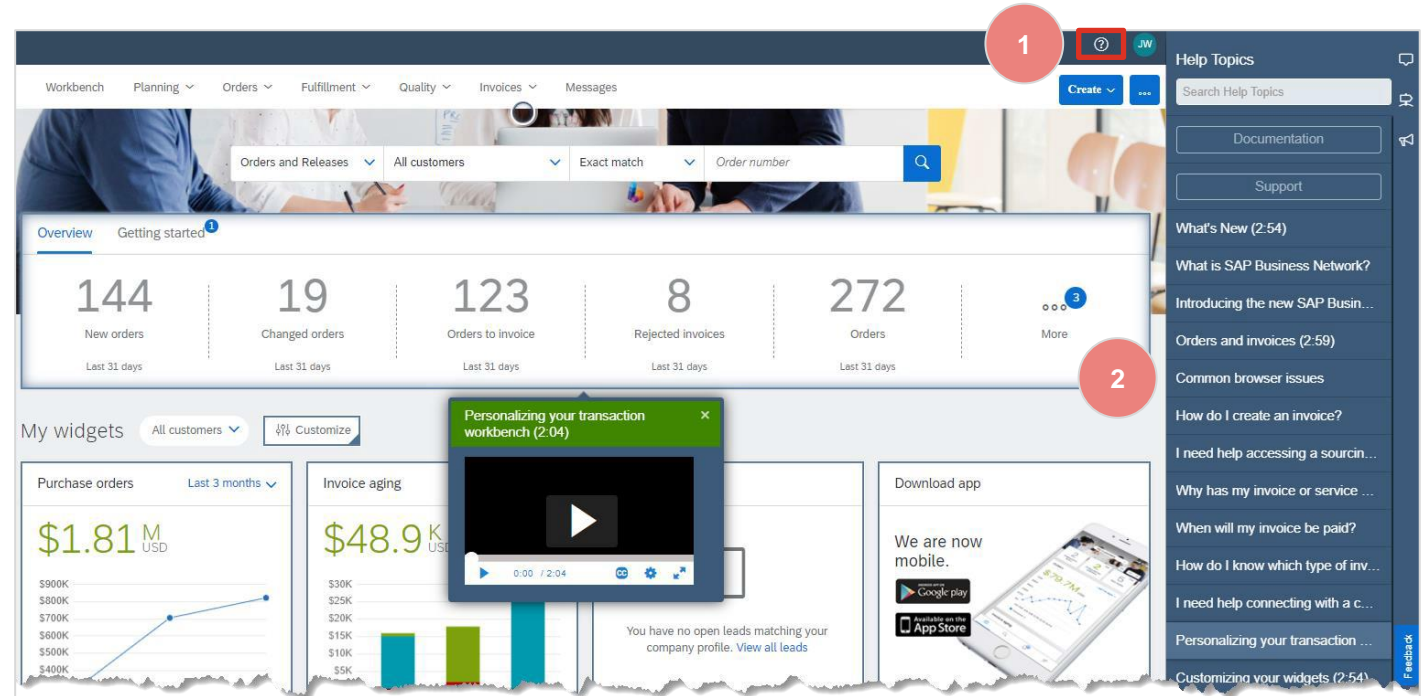
Help Topic Pane

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
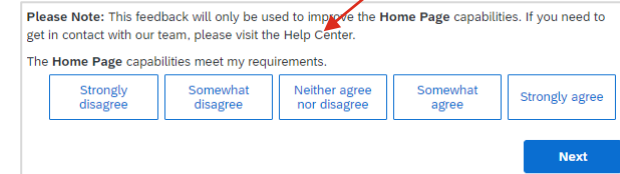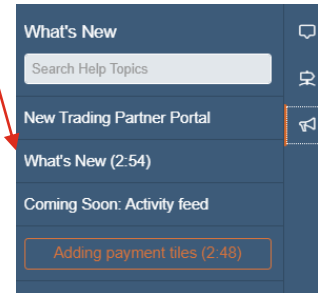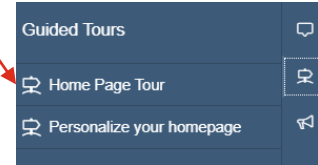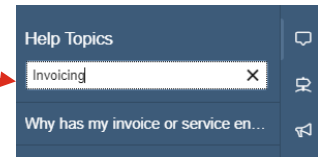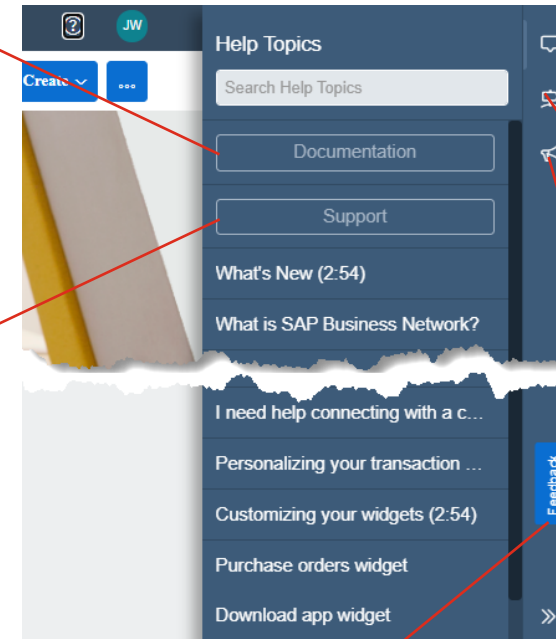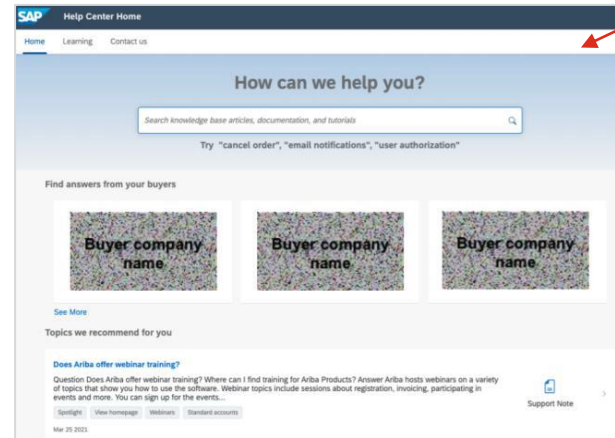
Help Centre Home page

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
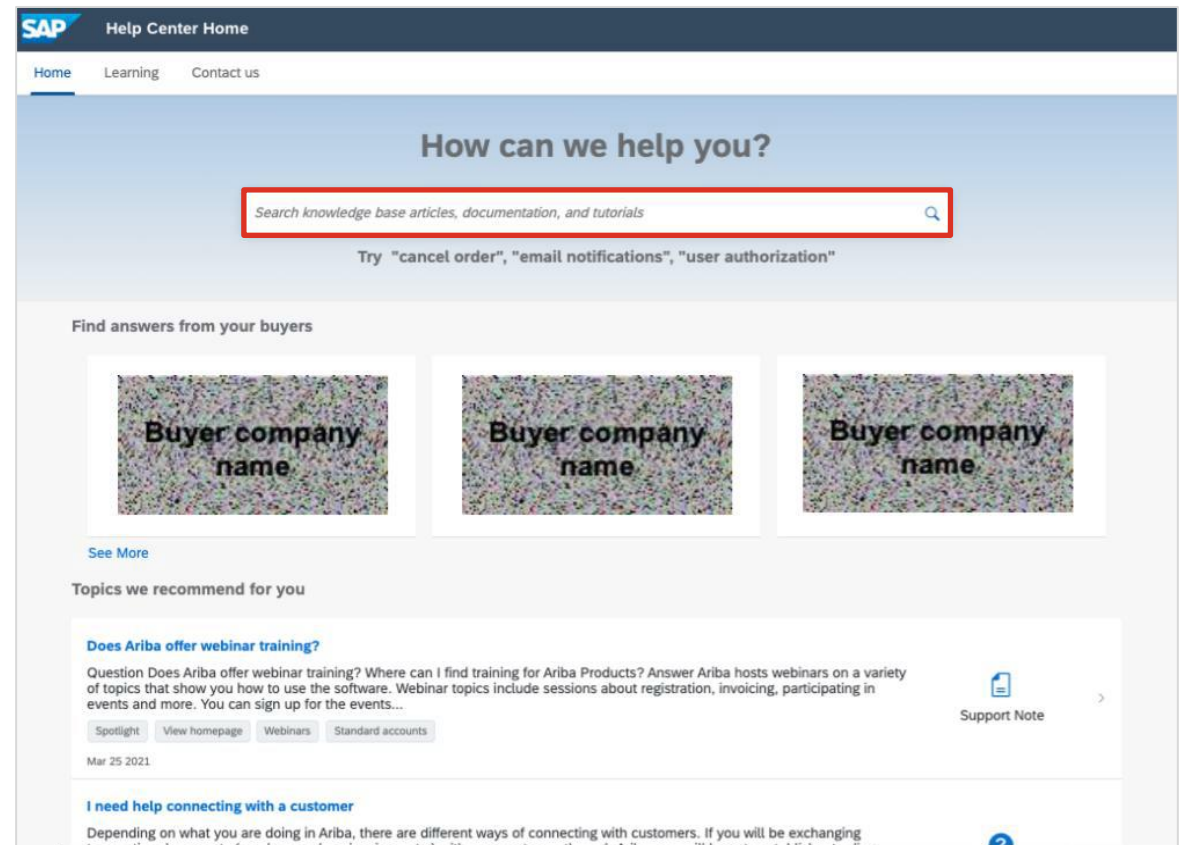
Guided Help

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

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"**

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

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

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 conformation 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 Confirmation
Manage Individual PO – Update Line Items

1. 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.

2. 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.

3. After confirming all requested items, click **Next** button in the bottom of the screen.

4. 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.

Order Confirmation
Manage Individual PO – Confirm Based on Schedule Lines

When you have various schedule lines with different delivery date, you [c...] 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 choosin[...] this option.

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.

B

Appendix: Advanced Shipping Notification, Manage Individual document

ALSTOM

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.

ALSTOM

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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.

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.

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.

1

Add Order Line Item

2 ☑ 20 Sep 2018   148708   6008375888   6 (PCE)   6 (PCE)

3 Add Selected Items

6008375888   2   148708   **Test customer part1**   6.0   PCE   20 Sep 2018   12.00 CHF   72.00 CHF   **5** Remove

Description: ›   **Test description**

4

Line		Ship Qty	Supplier Batch ID	
1		6.0		Add Details

Shipment Status
Total Item Due Quantity: 6.0 PCE

Confirmation Status
Total Confirmed Quantity: 0 PCETotal Backordered Quantity:

ALSTOM

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.
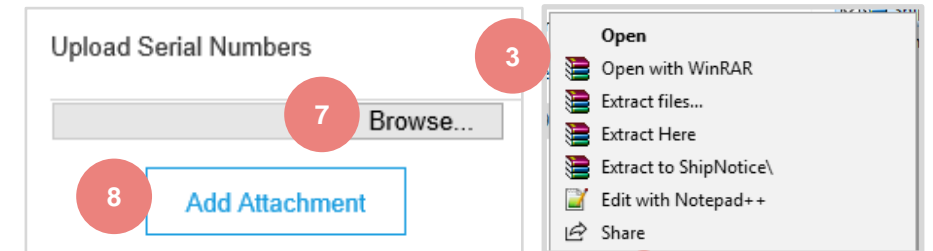
Advanced Shipping Notification
Individual PO Management – Line Level – Serial Numbers Upload Tool

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.
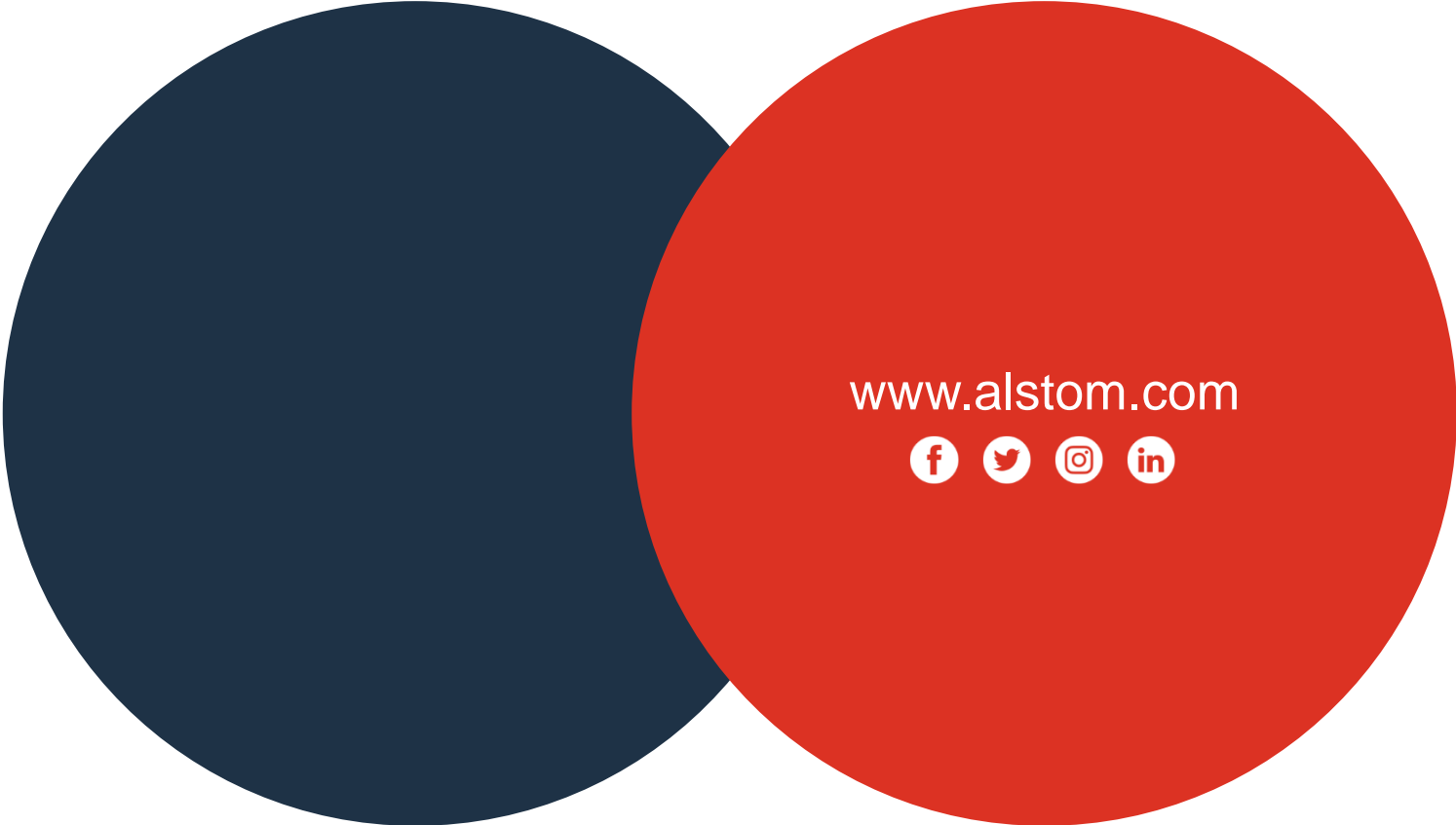
Advanced Shipping Notification
Individual PO Management – Review Before Submitting

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.

1

| Save | Exit | Next |

2 Edit Ship Notice.

ⓘ Ship notice "21212121" is saved. The saved ship notice will be kept until 11 Nov 2018.

SAP Ariba Supply Chain Collaboration ▾

Home   Enablement   Workbench   Planning ▾   Orders ▾   Fulfillment ▾

3

Drafts

4

Invoices   Ship Notices   Service Sheets

Ship Notices

Packing Slip ID #   Customer

5

↳   Edit   Delete

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Thank you.

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