



SAP Ariba 

SAP SCC Order Collaboration Supplier Training Guide

INTERNAL



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THE BEST RUN 

Agenda

Order Collaboration

- ✦ Introduction
- ✦ Order Collaboration Documents
- ✦ Order Collaboration Workflow Diagram
- ✦ Different Modes of Integration/ Automation

Order Collaboration Portal User Interaction

- ✦ Purchase Order
- ✦ Order Confirmation
- ✦ Advanced Shipping Notice

Support

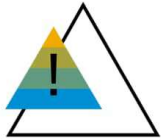
Appendix

Order Collaboration

In this Chapter You Will Learn About ...

- ... reasons for Accelleron's initiative for going to Ariba
- ... what are the benefits of using purchase order collaboration
- ... what does the interaction look like
- ... what are the possible integration modes

Overview



Challenges

- Fragmented system landscape with many interfaces
 - e.g. ASCC, ProSupply+, Achilles, Rapid Ratings
- Platforms reach end of life or are not developed further
- Manual processes (e.g. sending files in emails)
- Missing functionality



Objectives

- End-to-end integration across all platforms
- Digitize & accelerate transactional processes
- Globally standardized processes (e.g. supplier registration & qualification)
- Improve overall data quality and completeness

Why Ariba Network?



World's Largest Trading Community over \$3 trillion

- Helps active Global 2000 buyers find your products and services.
- Best in class expertise, experience, and advice for B2B eCommerce and Integration



Single Point for Business Collaboration

- Manage leads, proposals, contracts, orders, invoices, and payments.
- Collaborate with multiple customers.



Works With How You Do Business

- Access a wide range of transaction options.
- Use many browsers, formats, languages, and currencies.

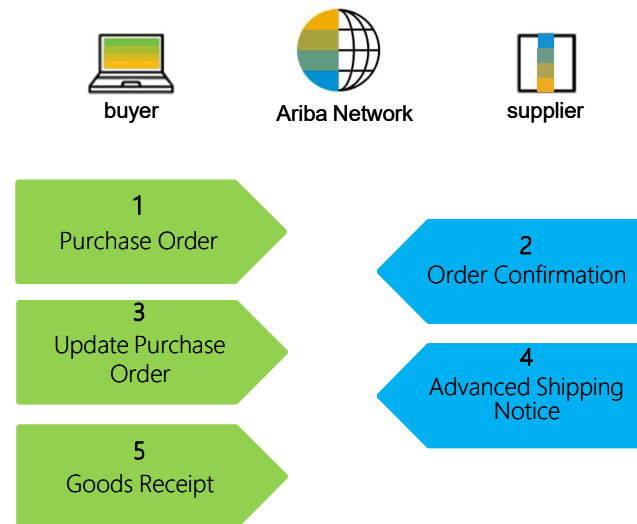
Benefits of Order Collaboration:

- A real time insight into the same shared information for both Buyer and Supplier
- Error avoidance by making sure that requested and delivered match up
- Possibility of direct integration between Supplier and Buyer back end systems

PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header, Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure:</p> <p>A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm the (lines of the) purchase order. It is possible to create entire order as well and partial order confirmation.</p>
Advanced Shipping Notice (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notice is a document from a Supplier to a Buyer that provides details of an imminent shipment. It is mandatory for all suppliers to issue ASN for outgoing shipments. No Goods Receipt can be created without ASN, which may lead to late payments.</p> <p>Structure:</p> <p>An Advanced Shipping Notice consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Structure:</p> <p>A Goods Receipt is a system posting that contains a header and one or more items. The posting typically refers to an Advanced Shipping Notice or a Purchase Order.</p>

PO Collaboration Workflow Diagram



Different Modes of Integration/ Automation

Ariba Network allows supplier to work in different modes.

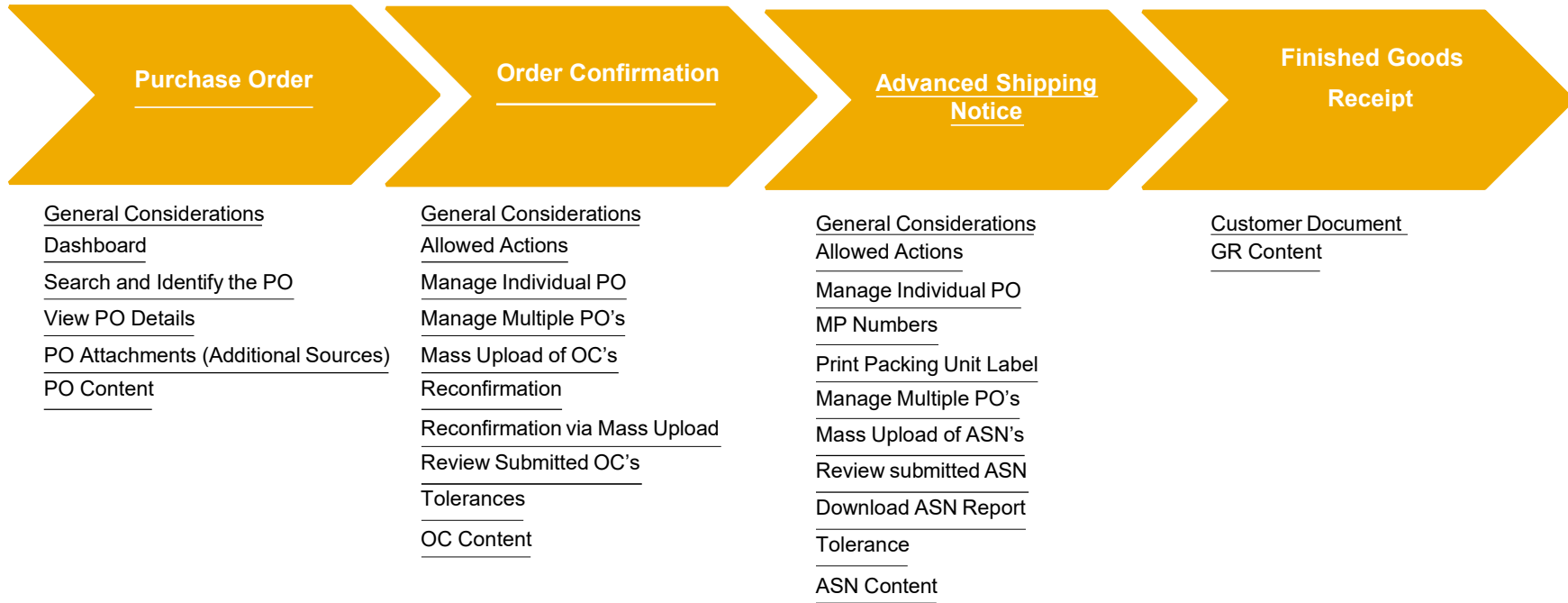
- **Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.
- **Mobile App:** Not supported at this stage of the project.
- **Full System Integration:** Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.

Order Collaboration Portal User Interaction

In this Chapter You Will Learn About ...

- ... how to read purchase order screen
- ... how to manage order confirmations
- ... how to manage advance shipping notices
- ... how to read goods receipt screen

Order Collaboration Portal Interaction



Purchase Order

In this Chapter You Will Learn About ...

- ... a quick overview about basic navigation
- ... how to search for purchase orders
- ... how to view purchase order details
- ... how to access purchase order attachments

The screenshot shows the SAP Ariba Seller Dashboard interface. Key elements include:

- 1:** Business Network logo and navigation bar.
- 2:** Search bar with filters for 'Orders and Releases' and 'Exact match'.
- 3:** Overview and Getting started tabs.
- 4:** My widgets section, including a 'Purchase orders' widget showing a chart of €179K EUR and a 'Company profile' widget showing 50% completion.
- 5-10:** Navigation menu items: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports.
- 11:** Create button.
- 12:** More options menu.
- 13:** Help icon.
- 14:** User settings icon.

1. **SAP Business Network Home** takes you to front page.
2. Quick **search bar** helps you to search transactions by customer and/or order number by using the drop-down menus.
3. Personalized **Overview tile bar** helps you focus on the most important tasks
4. Customizable **widgets** for purchase order volume etc.
5. **Transaction workbench** is where you will find all your documents quickly. Tiles provide a filtered view.
6. **Orders** – contains orders sent to you
7. **Fulfillment** – contains documents you sent e.g. to Accelleron (order confirmation, ASN, etc.)
8. **Invoices and payments** – not in use with Accelleron yet
9. **Catalogs** – some Accelleron vendors may be contacted to setup catalogs especially for indirect material (separate initiative)
10. **Reports** – create and run reports
11. **Create** button has invoice related features that are not in use with Accelleron yet
12. **“More” (...)** option allows **mass uploads/downloads** (Order confirmations, ASN) and **tracking** place for pending transaction queue, failed documents, notifications etc.
13. **Help** – quick access to FAQs, Documentation and support
14. Under **User settings** (with your initials) you can find also your company settings and account settings and ANID.

Purchase Order

General Considerations

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

PurchaseOrder

Search and Identify the PO (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select any of **Orders** tile.
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:

- If the order can not be found in search, please check PO instructions or contact Accelleron.
- For more info on how to manage your workbench and create specific tiles please refer to [Supply Chain Collaboration General Functionality Process Guide](#).

The screenshot shows the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. Below this, there are five summary tiles: 'New orders' (1), 'Orders' (8), 'Items to confirm' (0), 'Changed orders' (1), and 'Pinned documents' (0). The 'Orders' tile is selected. Below the tiles is a filter section with various criteria: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Order numbers' filter is set to 'Type selection' with 'Partial match' selected. Below the filters is a table of purchase orders.

Order Number	Version	Customer	Date	Company Code	Order Status	Revision	Actions
2203846947	3	Test Customer	Apr 29, 2021, 9:41:31 AM	Test Company	Changed	Changed	...
2203846950	2	Test Customer	Apr 29, 2021, 10:19:39 AM	Test Company	Shipped	Changed	...
45850399	1	Test Customer	May 4, 2021, 2:51:58 PM	Test Company	Shipped	Original	...
2203846960	1	Test Customer	May 5, 2021, 5:55:21 PM	Test Company	Shipped	Original	...

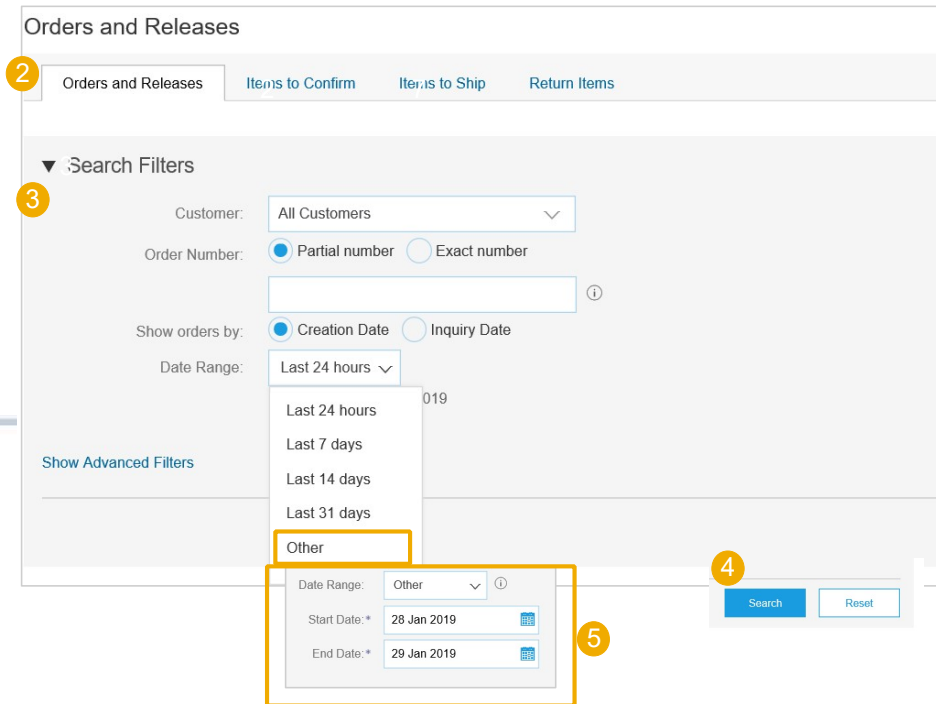
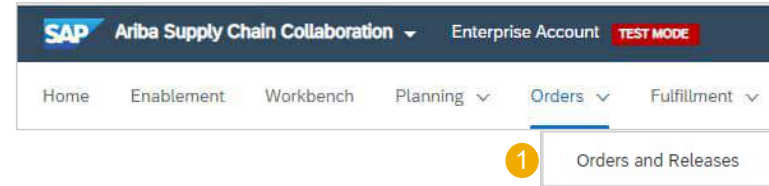
Purchase Order

Search and Identify the PO (From the Orders Tab)

From the Homepage:

1. Click on **Orders/ Orders and Releases**.
2. Go to **Orders and Releases** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left-hand side of your screen.
4. Enter your search criteria and click **Search**.
5. List of displayed Purchase orders pre-default contain only orders for certain time range. Select **Other** to adjust the range.
6. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact Accelleron.



Type	Order Number	Ver.	Customer	Date	Order Status	Company Code	Revision	Actions
Ship To Address	ABB Automation GmbH, Friedberg, Germany (1)							
Order	2203787003	1	Test Customer	26 Feb 2021 1:49:20 PM	New	2050 Test Company	Original	Actions
Ship To Address	ABB Automation GmbH, Hamburg, Germany (3)							
Order	2203786809	1	Test Customer	11 Feb 2021 2:06:30 PM	Partially Shipped	2050 Test Company	Original	Actions
Order	2203786811	1	Test Customer	11 Feb 2021 2:07:17 PM	Confirmed	2050 Test Company	Original	Actions
Order	2203786850	1	Test Customer	11 Feb 2021 2:07:57 PM	Shipped	2050 Test Company	Original	Actions

6

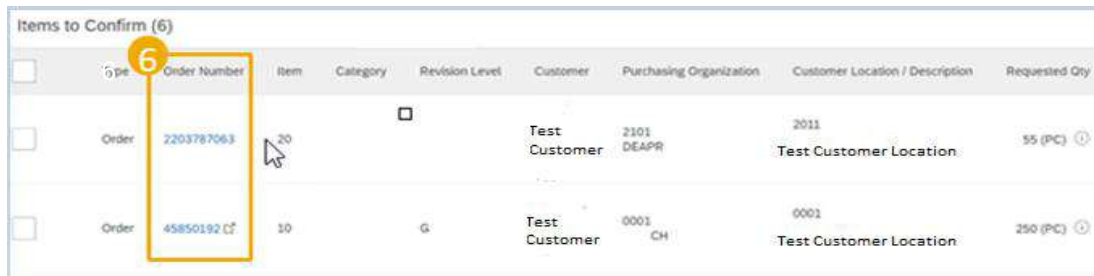
Purchase Order

Search and Identify the PO (From the Orders Tab, Items to Confirm or Items to Ship)

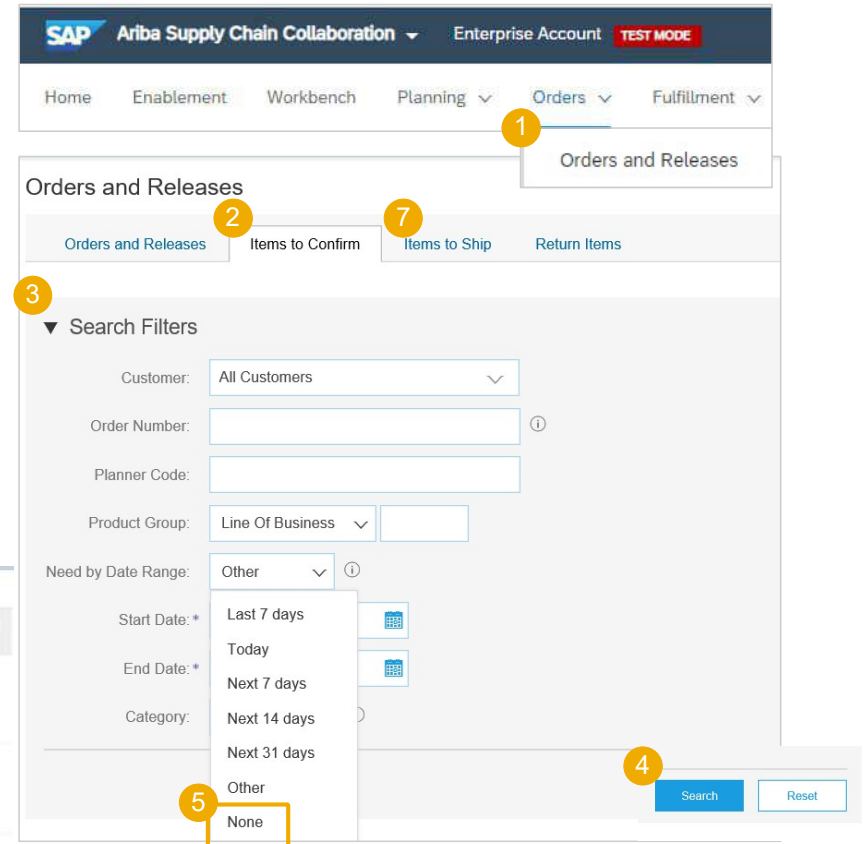
From the Homepage:

1. Click on **Orders/ Orders and Releases**.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. Enter your search criteria and click **Search**.
5. It is possible to set the **Date Range** filter to “None” to search across all the PO’s matching other search criteria.
6. Click order number to view the purchase order details.
7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note: If the order can not be found in search, please check PO instructions or contact Accelleron.



Type	Order Number	Item	Category	Revision Level	Customer	Purchasing Organization	Customer Location / Description	Requested Qty
Order	2203787063	30			Test Customer	2101 DEAPR	2011 Test Customer Location	55 (PC)
Order	45850192	30	G		Test Customer	0001 CH	0001 Test Customer Location	250 (PC)



SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Customer: All Customers

Order Number:

Planner Code:

Product Group: Line Of Business

Need by Date Range: Other

Start Date: * Last 7 days Today Next 7 days

End Date: * Next 14 days Next 31 days

Category:

Other None

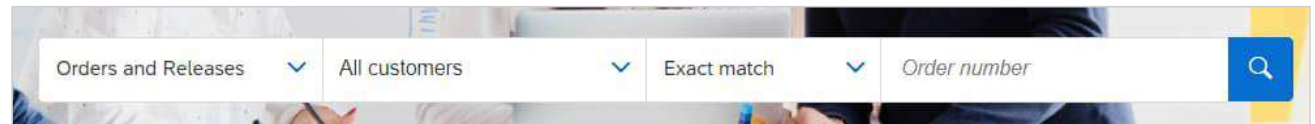
Search Reset

Purchase Order

Search and Identify the PO – from the Home page

You can search for PO as well from the Portal Home page by using either Customer name or order number.

Note: If the order can not be found in search, please check PO instructions or contact Accelleron.



Purchase Order

View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. View the details of your order and allowed actions.
2. Line Items section describes the ordered items.
3. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines, links to documentation and others.
4. You can configure your view by clicking configure icon.

Note: Unless confirmed otherwise, it is **obligatory** for all suppliers to confirm new orders and issue an ASN upon goods shipment.

Purchase Order: 45837275

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

Create Order Confirmation Create Invoice

Order Detail Order History

A/I

From: Customer
Switzerland Ltd, Turbocharging
Bruggenstrasse-71a
5400
Switzerland
Phone: + () +41 58 585 7777

To:
test vendor account modified to contain several vendors
Supplier Straße 1
Address line 2
68309 Mannheim
Baden-Württemberg
Germany
Phone: +1 (123) 123
Fax:
Email: test.email.ch.com

Purchase Order (Shipped)
45837275
Amount: 10,000.00 EUR

Please refer to attachments in PO transaction detail.

2 Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	ocation	Summary
10		2918	Material			10.0 (EA)	26 Nov 2018	\$2.00 AUD	\$20.00 AUD			
Description: BP TST 2918												

Show Item Details

Hide Item Details

Details


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

Purchase Order

View PO Details – continued

1. **IMPORTANT!** Legal note – please read.
2. Agreed **payment terms**.
3. **Comments**, if any.
4. Accelleron contact person
5. Link to the **Terms and Conditions**
6. **Sales Agent** from the supplier organization
7. Supplier contact details
8. Other information
9. **IMPORTANT!** Attachments – this is where the official, legal Purchase Order in PDF format can be found. Other relevant attachments (technical drawings, plans, spreadsheets etc.) can be found in the **“Additional Sources”** section on line-level.
10. Review the **Incoterms** information. In case of discrepancies, please contact Accelleron.

Order Detail
Order History



From:
Customer
Switzerland Ltd, Turbocharging
Bruggstrasse-71a
5400
Switzerland
Phone: + () +41 58 585 7777

To:
test vendor account containing several test vendors
Supplier Straße 1
address line 2
68309 MannheimCity
Baden-Württemberg
Germany
Phone: +1 (123) 123
Fax:
Email: test.email.ch.com

Purchase Order
(New)
45837359
Amount: 3,000.00 EUR

1 Legal Note
Elements of Contract
The valid Order is attached below in the "Attachments" section. The Order (incorporating the ABB General Terms and Conditions for Purchase of Goods and/or Services, ABB GTC, see link in section "Terms") and all documents available through the links under "Additional Sources" (accessible in the "Line Items" by clicking on section "Details") constitute in their entirety the Contract. No other agreements are valid for this Order, unless expressly agreed in writing by the Parties (generally valid in framework agreements or individually for the Order).

2 Payment Terms
2.000% 14
0.000% 60
Innerhalb von 14 Tagen 2% Skonto, 60 Tage netto

3 Comments
Kopftext:Hallo Lieferant Die Po ist dringend - Vorzug prüfen.

4 Contact Information
Purchasing Agent
Schmid Nicola
Email: test.email.ch.com
Phone: + () 058 585 3134

7 Supplier Address
Ariba Test Supplier
Teststrasse 01
12345 Berlin
Germany
Email: test.email.ch.com
Phone: + () 0567891111

5 Terms
Website: [Terms and Conditions](#)

6 Sales
Hr. Must
Phone: + () dummy number

8 Other Information
Purchase Group: 550
Purchase Organization: 0001
Customer VAT/Tax ID: CHE-118.265.869 MWST
Supplier VAT ID: DE184603003
Party Additional ID: 510269
[View less >](#)

9 Attachments
[PurchaseOrder_0045837359.PDF](#) (application/pdf; charset=UTF-8)

10 Incoterms Information
Incoterm Code: FCA
Incoterm Location: Wu Berlin

ius: Sent
per: Normalbestellung (NB)

Purchase Order

View PO Details

For more detailed purchase order management please refer to Help Center documentation.

Note: Be aware that “ship to”, “bill to”, “deliver to” and “from” details may not be the same within one Purchase Order.

Ship to – the address where the goods/services should be delivered

Deliver to – may give additional details for the ship to address.

Bill to – the entity that the bill (invoice) should be addressed to

From – the Accelleron entity that issued the Purchase Order

Detailed explanation of order statuses is available in the [Appendix section](#).

Purchase Order: 45837275 Done

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

Create Order Confirmation Create Invoice

Order Detail Order History

<p>From: Customer Switzerland Ltd, Turbocharging Bruggstrasse-71a 5400 Switzerland Phone: + () +41 58 585 7777</p>	<p>To: test vendor account modified to contain several vendors Supplier Straße 1 Address line 2 68309 Mannheim Baden-Württemberg Germany Phone: +1 (123) 123 Fax: Email: Test.email.ch.com</p>	<p>Purchase Order (Shipped) 45837275 Amount: 10,000.00 EUR</p>
---	--	---

Please refer to attachments in PO transaction detail.

Ship All Items To	Bill To	Deliver To
<p>Switzerland Ltd, Turbocharging Fabrikstrasse 5 / Warenannahme Terminal B 5400 Baden Aargau Switzerland Ship To Code: 0001 Phone:</p>	<p>Switzerland Ltd, Turbocharging GBS-06 PO Box 310 5401 Baden Switzerland Email: test.email.ch.com</p>	<p>test.email.ch.com</p>

Purchase Order

View PO Details – Line Level

1. Detail of item status (previously confirmed or previously shipped items)
2. **Important! Control Keys** show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier. Click [here](#) for Control Keys statuses.
3. Below Control keys – there might be customer **comments** available
4. **Ship to** information, if available on line-level.
5. Accounting data - may be displayed for internal customer processes
6. **Additional sources**: access to documents hosted by Accelleron.
(See the next slide for details)
7. Schedule line details: the quantities planned for specified delivery dates

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)
10		1KGZ067856	Material			2.000 (PCE)

Description: 6GK1162-3AA00 CP 1623

1	Status
	2.000 Unconfirmed

2	Control Keys
	Order Confirmation: required before shipping
	Ship Notice: allowed
	Invoice: is not ERS

3	Comments
	Kommunikationsprozessor CP 1623 PCI express X1 (3, 3V/12V) zum Anschluss an Industrial Ethernet (10/100/1000 Mbit/s) mit 2-Port-S freigegeben ab SIMATI ... View more »

4	Ship To
	ABB AG
	Hänchener Str. 14
	03050 Cottbus
	Germany
	Ship To Code: 2310

5	Accounting
	GeneralLedger ID 42100000
	WBSElement ID 0240125520.64.2.0001
	Percentage Percentage 100.00

6	Additional Sources
	Source Name Version
	Linked item documents 001
	Linked header documents 001

7	Schedule Lines
	Schedule Line # Delivery Date
	1 28 Oct 2020 12:00 PM CET

Order Confirmation

In this Chapter You Will Learn About ...

- ... how to manage order confirmations
- ... where to view submitted order confirmations
- ... order confirmation content and fields description

Order Confirmation

General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by the Buyer.
- The order confirmation is mandatory and needs to be submitted within 5* days after receipt of purchase order.
- Suppliers can also suggest modifications of the purchase order (quantity or delivery date) through the order confirmation document, if buyer has allowed it.

*) some Accelleron entities require the confirmation within shorter timespan already, so pls follow the procedure agreed with them or mentioned in the PO attachment

Order Confirmation

Allowed Actions

Ariba Network provides multiple options to confirm or reject* your orders:

1. Individual PO management

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to confirm fully or partially 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.
- ***Reject entire order:** Accelleron does not support the order rejection option, if you cannot accept the order, please contact Accelleron representative outside of the system
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities or dates.

2. Multiple POs to be managed: one-step confirmation

In case of multiple POs to be confirmed at the same time, you should use the sub-tab **Items to Confirm** for a one-step action.

Note: It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.

3. Mass OC upload

In case of a high number of PO 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.

Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

From the **Workbench**:

1. Select **Orders** tile.
2. Identify the right document and click **Actions**
3. Select an action.
4. The same actions are available from the **PO screen**. Click **Create Order Confirmation** button.

OR

5. Confirm, update or reject* your orders from the **Orders/ Orders and Releases** tab.
6. Identify the right document in Orders and Releases sub-tab and click **Create Order Confirmation** button.
7. Or click **Actions**.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to [Supply Chain Collaboration General Functionality Process Guide](#)

***Reject entire order:** Accelleron does not support the order rejection option, if you cannot accept the order, please contact Accelleron representative outside of the system

The screenshot illustrates the SAP Business Network interface for order management. It shows the navigation path from the Workbench to the Orders and Releases tab, then to a specific order (4500003734). The interface highlights the 'Actions' menu and the 'Create Order Confirmation' button, which is used to confirm, update, or reject the order.

1 Select **Orders** tile.

2 Identify the right document and click **Actions**

3 Select an action.

4 The same actions are available from the **PO screen**. Click **Create Order Confirmation** button.

5 Confirm, update or reject* your orders from the **Orders/ Orders and Releases** tab.

6 Identify the right document in Orders and Releases sub-tab and click **Create Order Confirmation** button.

7 Or click **Actions**.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to [Supply Chain Collaboration General Functionality Process Guide](#)

***Reject entire order:** Accelleron does not support the order rejection option, if you cannot accept the order, please contact Accelleron representative outside of the system

Order Confirmation

Manage Individual PO – Confirm Entire Order

For detailed order confirmation management please refer to Help Center documentation.

This slide explains how to Confirm Entire Order.

1. Select the option **Confirm entire order** in the Actions drop-down list.
2. Complete the mandatory fields in **the Order Confirmation Header**.
3. Review the **Line Items**.
4. Check the price and tick the mandatory field. If you disagree, please approach the responsible buyer
5. Click **Next** button in the bottom of the screen when finished.
6. Review the order confirmation and select the next action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send order confirmation to the buyer.
 - Click **Exit** to leave the page without saving any changes.

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

Be aware that **Confirm entire order** will update the entire quantity of the order with the specified delivery date. If you have previously confirmed partial delivery, those delivery dates will be overwritten with the date used for the entire order confirmation.

The screenshot shows the SAP Order Confirmation interface. It is divided into several sections:

- Shipping and Tax Information:** Located at the top, it includes a checkbox for "Enter shipping and tax information at the line item level." and fields for "Est. Shipping Date" and "Est. Delivery Date". A red warning box below it states: "Please tick this box if you accept the price stated. In case of discrepancies, please contact the relevant buyer before confirming." (This text is repeated twice in the image).
- Confirming PO:** A section with a dropdown menu for "Confirm Entire Order" (highlighted with callout 1) and other options like "Update Line Items" and "Reject Entire Order". A "Next" button is located below this menu (callout 5).
- Order Confirmation Header:** Contains fields for "Confirmation #:" (456789), "Associated Purchase Order #:" (4500053069), "Customer:" (BP SCC Buyer - TEST), and "Supplier Reference:". Callout 2 points to this header area.
- SHIPPING AND TAX INFORMATION:** Includes fields for "Est. Shipping Date", "Est. Delivery Date:*" (with a calendar icon), and a "Comments:" field.
- Line Items:** A table with columns: Line #, Part #, Customer Part #, Revision Level, Qty (Unit). It shows one line item: Line # 10, Part # 2921, Customer Part # 2921, Revision Level, Qty (Unit) 70.0 (EA). Description: BP TST 2921. Below the table is a "Schedule Lines" section with "Current Order Status:".
- Navigation:** At the bottom right, there are three buttons: "Previous" (callout 6), "Submit" (highlighted in blue), and "Exit".

Order Confirmation

Manage Individual PO – Update Line Items

For detailed order confirmation management please refer to Help Center documentation.

1. If you select **Update Line Items**, you can confirm or update line item information. Order confirmations have a **header** and a **line** items section.
2. At a **header** level, you can add order confirmation details (Confirmation #, internal reference or shipping and delivery dates).
3. At a **line** level, you can **confirm** items, fully, **partially** or backorder. By confirming quantity you communicate to your buyer that you have those quantities in stock ready for shipping at the confirmed dates.

Backordered items are not in stock currently and will be shipped once available, however this functionality is not currently in use by Accelleron.

Example: You **partially** confirm 5 pc at a specific date.

4. Click **Details** button at a line level to modify information about shipping and delivery date.

The screenshot displays the SAP Order Confirmation interface. On the left, an 'Actions' dropdown menu is open, with 'Update Line Items' highlighted and circled with a '1'. The main area is titled 'Confirming PO' and contains two sections: 'Order Confirmation Header' and 'Line Items'.

The 'Order Confirmation Header' section is circled with a '2' and contains the following fields:

- Confirmation #: testOC
- Associated Purchase Order #: 2203685105
- Customer: ABB – Asea Brown Boveri Ltd. - TEST
- Supplier Reference: (empty)
- Shipping and Tax Information: Enter shipping and tax information at the line item level.
- Est. Shipping Date: (calendar icon)
- Est. Delivery Date: (calendar icon)

The 'Line Items' section contains a table with the following data:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		HZTL458442P0001	A	10.000 (PC) ⓘ

Below the table, the description is 'Gasaustrittsentwaesserung'. There is a 'Schedule Lines' section with a 'Current Order Status' of '10.000 Unconfirmed', circled with a '3'. Below this, there are input fields for 'Confirm: 5' and 'Backorder: (empty)', both circled with a '3'. To the right of these fields is a 'Details' button with an information icon, circled with a '4'. At the bottom, there is a 'Confirm Based on Schedule Lines' button.

Order Confirmation - continued

Manage Individual PO – Update Line Items

For detailed order confirmation management please refer to Help Center documentation.

5. Fill in the details for the confirmed items. Once completed, click OK to return to the main screen.
6. Check the price and tick the mandatory field. If you disagree, please approach the responsible buyer
7. After confirming all requested items, click **Next** button in the bottom of the screen.
8. 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 to line items update.

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Please tick this box if you accept the price stated. In case of discrepancies, please contact the relevant buyer before confirming.

Please tick this box if you accept the price stated. In case of discrepancies, please contact the relevant buyer before confirming.

Line No.	Part No.	Customer Part No.	Qty	Unit
10		3ADV050015P0048	10.000	PCE

Description: Durchgangs-Reihenklemme PDU2,5/4/3AN

New Order Status: **5 Confirmed**

Pricing Details

Unit Details	Price Unit	Order Unit
Unit Conversion	PCE	PCE

5

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Description: Durchgangs-Reihenklemme PDU2,5/4/3AN

Pricing Description:

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		HZTL458442P0001	A	10.000 (PC)	28 Oct 2020	100.00 EUR	1.000.00 EUR	

Description: Gasaustrittsentweässerung

[Schedule Lines](#)

Current Order Status:

5 Confirmed With New Date (Estimated Delivery Date: 1 Nov 2020)

5.000 Unconfirmed

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

For detailed order confirmation management please refer to Help Center documentation.

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

1. Extend the schedule lines to see the delivery dates requested by Accelleron.
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.

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

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		HZTL120075P0002	B	100.000 (PC) ⓘ

Description: Luftsaugstutzen axial

1 ▾ **Schedule Lines**

Schedule Line No. ↑	Delivery Date
1	15 Oct 2020
2	18 Sep 2020

Current Order Status

100.000 Unconfirmed

Confirm: Backorder:

2

Current Order Status

50.000 Confirmed As Is | 50.000 Unconfirmed

Confirm:

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

<input type="checkbox"/>	Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
<input type="checkbox"/>	1	15 Oct 2020		50.000 (PC) ⓘ
<input checked="" type="checkbox"/>	2	18 Sep 2020		50.000 (PC) ⓘ

Order Confirmation

Manage Multiple PO's – (From the Workbench)

For detailed order confirmation management please refer to [Help Center documentation](#).

In case of **multiple POs** to be confirmed at the same time, you should use the tab “items to confirm” Workbench tile or tab. The “items to confirm” tab summarizes for you all line items across different POs, and gives you possibility to confirm multiple lines at once.

From the **Workbench**:

1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm**.
4. Select any of the action from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

Note: it is not possible to propose price changes*, split a single PO line into several confirmations, and reject quantities with this option. For more info on how to manage your workbench and create specific tiles please refer to [Supply Chain Collaboration General Functionality Process Guide](#)

*Price changes cannot be proposed for Accelleron through this system. Contact buyer outside the system, if necessary.

The screenshot illustrates the SAP Business Network Workbench interface for managing order confirmations. It shows the 'Items to confirm' section with 3 items. The interface includes a navigation bar with 'Workbench' selected, a summary tile for 'Items to confirm' (3 items), a filter bar, a table of items with checkboxes for selection, a dropdown menu for actions, and a 'Submit' button.

1. Items to confirm (3)

2. Edit filter | Save filter | Exclude confirmation not all... , +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced

3. Confirm | Reject

4. Confirm schedule line | Confirm entire item | Confirm entire order

Item No. ↑	Supplier Part No.	Requested U	Actions
Customer: SCC Delivery Team - Global H19 CI			
10	S_BP001	€1	...
Customer: SCC Delivery Team - Global H19 CI			
30	S_BP0011	€0	...

5. Submit | Cancel

Order Confirmation

Manage Multiple PO's (From the Orders Tab)

For detailed order confirmation management please refer to Help Center documentation.

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

1. Go to **Items to Confirm** sub-tab.
2. Identify relevant items to confirm using **Search Filters**.
3. In the **Status** field you can specify the items to be identified. Click **Search**.
4. Select the lines you wish to confirm.
5. Select one of the allowed actions:
 - To confirm entire order without any updates, click **Confirm Entire Order** button.
 - To confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date.
6. Review confirmation and click **Submit** to send it to buyer system.

Note:

- ✦ You are able to confirm up to 20 items at once.

The screenshot shows the 'Orders and Releases' interface. At the top, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow circle '1' highlights the 'Items to Confirm' tab. Below the tabs is a 'Search Filters' section with a yellow circle '2' next to it. A dropdown menu for 'Status' is open, showing options like 'Only items that can be confirmed', 'All items with unconfirmed quantity', 'Only fully confirmed items', 'Items awaiting buyer response or supplier reconfirmation', 'Items approved by buyer', and 'Items rejected by buyer'. A yellow circle '3' is next to the 'Status' dropdown. Below the dropdown is a 'Number of Results' field. To the right of the dropdown are 'Search' and 'Reset' buttons, with a yellow circle '4' next to the 'Search' button. Below the search area is a table with two rows. The first row has a checked checkbox, the ID '4500042553', and the quantity '10'. The second row has a checked checkbox, the ID '4500042546', and the quantity '10'. A yellow circle '5' is next to the table. Below the table are two buttons: 'Confirm Requested Quantities' and 'Confirm Entire Order', with a yellow circle '6' next to them. To the right of these buttons are 'Submit' and 'Cancel' buttons, with a yellow circle '7' next to the 'Submit' button.

Order Confirmation

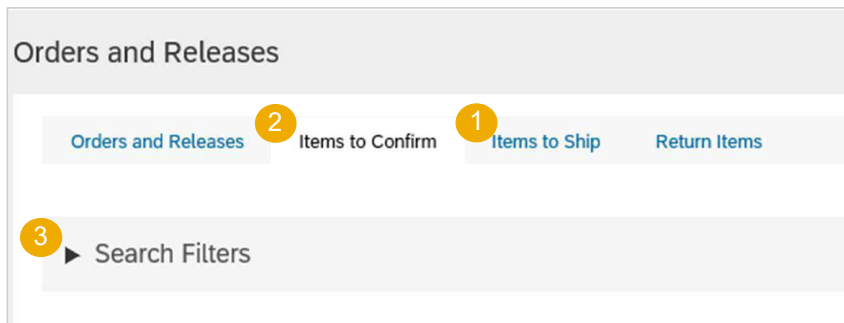
Reconfirmation 1 (From the Orders Tab)

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

From **Orders/ Orders and Releases**:

1. In order to modify existing OC, go to **Items to ship subtab**.
2. In case your buyer (Accelleron) changes quantity or need by date, you will find the order in Orders and Releases / **Items to confirm** subtab.
3. Use search filters to identify already confirmed lines.
4. Click **Actions/ Update line item** on the right-hand side of your screen.

You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).



Items to Confirm (1)				
<input checked="" type="checkbox"/>	Type ↑	Order Number	Schedule Line	Actions
<input checked="" type="checkbox"/>	Order	4500003734	Edit / View	4 Actions ▾

Update Line Item

Order Confirmation

Reconfirmation 2

- When reaching the PO again, you will see the split of your previously confirmed quantity.
- You can reconfirm the line only partially and split the line again. Fill the quantity in the cell.
- Example:** 5 from the 9 items selected by the blue circle. Click also on **details** to change only the date of these 5 items.
- You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
- Enter the new date in the details screen.
- The order confirmation will be updated.

Line No.	Part No.	Customer Part No.	Qty
10		123	10.000

Description: Geh.-deckel mit Stellungsanz neuer Lack

New Order Status: **5 Confirmed**

8

Est. Shipping Date:

Est. Delivery Date:*

Unit Price:

Price Unit Quantity:*

Unit Conversion:*

Price Unit:* PCE ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Description: Geh.-deckel mit Stellungsanz neuer Lack

Pricing Description:

Subtotal: ⓘ EUR

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		7947123		10.000 (PCE) ⓘ

Description: Geh.-deckel mit Stellungsanz neuer Lack

► Schedule Lines

5 Current Order Status

9 Confirmed With New Date (Estimated Delivery Date: 15 Sep 2020)

1 Confirmed With New Date (Estimated Delivery Date: 17 Sep 2020)

6 Confirm: Backorder:

7 ⓘ

9 Current Order Status

4 Confirmed With New Date (Estimated Delivery Date: 15 Sep 2020)

1 Confirmed With New Date (Estimated Delivery Date: 17 Sep 2020)

5 Confirmed With New Date (Estimated Delivery Date: 21 Sep 2020)

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Order Confirmation

Reconfirmation 1 (From the Workbench)

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

From the **Workbench**:

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

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar shows 'SAP Business Network' and 'Enterprise Account'. Below this, the 'Workbench' tab is active. A tile on the right indicates '13 Items to confirm' with a 'Save filter' button. Below the navigation, a section titled 'Items to confirm (13)' contains filter buttons: '> Edit filter', 'Save filter', 'Exclude confirmation not all... +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A table below shows order details for 'Customer: BP SCC Buyer - TEST' and 'Order No.: BP155000008400010FOR'. The table has columns for selection, quantity (10), item description (Non Catalo...), and order description (BuyerDescriptionBP05SN). A '3' callout points to an 'Update line items' button next to the order description.

Selection	Quantity	Item Description	Order Description	Actions
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	10	Non Catalo...	BuyerDescriptionBP05SN	Update line items

Note: For more info on how to manage your workbench and create specific tiles please refer to [Supply Chain Collaboration General Functionality Process Guide](#).

Order Confirmation

Review Submitted Order Confirmations 1

From the Homepage:

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

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, showing 'Order Confirmations' as the selected option. Below this, a 'Search Filters' section is visible. The main content area shows a table of 'Order Confirmations (311)' with columns for 'Confirmation ID', 'Customer', and 'Status'. Two rows are visible, both with a status of 'Acknowledged'. A 'Page 1' indicator and a 'Configure' button are also present. A detailed view of a 'Purchase Order (Partially Invoiced)' is shown below the table, with a 'Routing Status: Acknowledged' and 'Related Documents' section listing 'OCPO7' documents.

Confirmation ID	Customer	Status
10C3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
10C3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

Purchase Order
(Partially Invoiced)
20170215_DMPO7
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: OCPO7
 12313123
 OCPO7
[More\(2\) »](#)

Order Confirmation

Review Submitted Order Confirmations 2

Example of order confirmation sent to Buyer:

1. Confirmation reference and purchase order reference.
2. Original requested date and quantity.
3. Actions from supplier:
 - a) Confirmations of 2 items “As requested”.
 - b) 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

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

Description: Test description

3 Current Order Status:

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

Order Confirmation

Tolerances

Your Customer may apply specific tolerance rules on each order.
In case your modifications are not allowed, you will see the error message with additional instructions.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		Test customer part1		3.0 (PCE)	3 Apr 2017
Description		Test description			

▶ Schedule Lines

Current Order Status



3.0 Unconfirmed

Confirm:

Backorder:

R€

! The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 1.50 and 4.50 inclusive.

Advanced Shipping Notice

In this Chapter You Will Learn About ...

- ... what is an advanced shipping notice
- ... what are the benefits of using advanced shipping notice
- ... how to manage advanced shipping notice
- ... how to manage MP numbers*
- ... how to print shipping labels
- ... how to view submitted advanced shipping notice

Advanced Shipping Notice

General Considerations

WHAT IS ASN?

An Advanced Shipping Notice 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.

IMPORTANT!

- Use of ASN is mandatory when collaborating with Accelleron ASN may or may not be mandatory for other Accelleron business units, as determined in PO Confirmation Key section.
- **Accelleron cannot receive your goods without the ASN in place**, which may cause payment delays
- ASN can only be created if the Order Confirmation has been created first
- ASN content must be equal to the physical delivery

WHY TO USE ASN?

Advanced Shipping Notices 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, 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

Allowed Actions

- Ariba Network provides multiple options to maintain ASN.

1. Individual PO management.

With a low volume of POs you may simply go to the PO and click the Create shipping Notice button that will allow you to fill individual shipment Notice per PO.

2. Multiple PO's management.

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

3. Mass Shipping Notice upload.

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

Advanced Shipping Notice

Individual PO Management – Create ASN

Items to ship may be temporarily unavailable in the tiles of Workbench. You can find Items to ship from "Orders" however.

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

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**.

The screenshot illustrates the SAP Business Network interface for creating a shipping notice. It is divided into two main sections: 'Workbench' and 'Orders and Releases'.

Workbench Section:

- Step 1:** A tile labeled 'Items to ship' with a large number '7' and 'Last 31 days' is highlighted.
- Step 2:** The 'Items to ship (7)' view shows a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. A row is selected with a checkmark in the 'Commitment' column.
- Step 3:** A 'Create ship notice' button is visible in the top right of the table view.

Orders and Releases Section:

- Step 4:** The 'Orders and Releases' tab is active, showing a 'Search Filters' table with columns: Type, Order Number, Ver, Customer, and Actions. A row for 'Order 4500003734' is selected.
- Step 5:** An 'Actions' dropdown menu is open, showing a 'Ship Notice' option.
- Step 6:** A 'Create Ship Notice' button is highlighted in the bottom right of the screen.

Orders and Releases Detail View:

Purchase Order: 4500003734

Buttons: Create Order Confirmation, Create Ship Notice

Advanced Shipping Notice

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not edit the “Ship From” address. By default this is your company address in your Ariba Network account.
2. Do not modify the “Deliver To” address at the top.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number. **Do not make it too long** (max 35 characters).
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping date and delivery date (mandatory).
7. If available, provide tracking details.
8. For international deliveries, please provide Gross Volume and Gross Weight in the Dimensions Section.
9. **Note:** Volume and Weight is also required on line level. To access dimensions on line level, click ‘Add details’ and then expand the ‘Packaging’ section.

The screenshot shows the 'Shipping PO' form with the following sections and callouts:

- 1 SHIP FROM:** test vendor account containing several test vendors. MannheimCity, Baden-Württemberg, Germany. [Update Address](#)
- 2 DELIVER TO:** Switzerland Ltd, Turbocharging. Baden, Switzerland.
- Ship Notice Header:**
 - 3 SHIPPING:** Packing Slip ID:*
 - 4** Invoice No.:
 - 5** Ship Notice Type: Select
 - 6** Shipping Date: [Calendar](#)
 - Delivery Date:*
- 7 TRACKING:** Carrier Name: [Dropdown](#)
Service Level:
- 8 Dimensions:**

Gross Volume:	<input type="text"/>	Unit:	<input type="text"/>
Gross Weight:	<input type="text"/>	Unit:	<input type="text"/>
Length:	<input type="text"/>	Unit:	<input type="text"/>
Width:	<input type="text"/>	Unit:	<input type="text"/>
Height:	<input type="text"/>	Unit:	<input type="text"/>
- 9** Country of Origin: No. of Labels: 1. [Download PDF](#) [Add Details](#)
- [HAZARD DETAILS](#)
- [DELIVERY DETAILS](#)
- [PACKAGING](#)

Advanced Shipping Notice

Individual PO Management – Create ASN – Header Level - continued

Fill out the requested information on the Shipping PO form.

10. Use Choose File and Add Attachment buttons to **attach additional documents** if needed, for example delivery slips, dimension protocols, inspection certificate 3.1, customs invoice etc.
11. Once the attachments are saved, please accept the mandatory tick
12. Optional delivery and transport information.
13. In section “additional fields”, provide comments if needed.

The screenshot shows the 'ATTACHMENTS' section with a table listing an existing attachment: 'customs invoice.docx' (20055 bytes, application/vnd.openxmlformats-officedocument.wordprocessingml.document). Below this are 'Delete', 'Choose File', and 'Add Attachment' buttons. A note states: 'The total size of all attachments cannot exceed 100MB!'. The 'DELIVERY AND TRANSPORT INFORMATION' section includes fields for 'Delivery Terms' (Transport Condition), 'Delivery Terms Description', and 'Transport Terms Description'. A dropdown menu for 'Delivery Terms' is open, showing options like 'Collected By Customer', 'Delivered at Terminal', etc. Other fields include 'Shipping Payment Method' (Account), 'Shipping Contract Number', and 'Shipping Instructions'. Below this is a table for 'Transport Terms' with columns for 'Equipment Identification Code' and 'Gross Volume'. The 'Additional Fields' section contains 'Reason for Shipment' and 'Comments' text areas.

Note: Please do not change the delivery or incoterm when creating the ASN. In case of incorrect information, please contact the Accelleron buyer.

The screenshot shows the 'SHIPPING' section with fields for 'Packing Slip ID' (45947679_LA1), 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type' (Select), 'Shipping Date', and 'Delivery Date' (25 Nov 2024). A red banner at the bottom contains the following text: 'The attachment of delivery notes is mandatory. In addition, the necessary quality documents shall be attached, based on requirements specified on the purchase order. If there is any question, please approach the responsible buyer directly.' Below the banner, a smaller version of the same text is visible.

Advanced Shipping Notice

Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the shipping 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 is possible).
2. Click **Remove** button to exclude the whole line from this shipping Notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's or other details 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 slip ID and delivery date.

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

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
2203644811	10		7947123	10.000	PCE	22 Sep 2020		EUR	EUR	2011	2 Remove

Description: Geh.-deckel mit Stellungsanz neuer Lack

Shipment Status
 Total Item Due Quantity: 10 PCE

Confirmation Status
 Total Confirmed Quantity: 10.000 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Country of Origin	
1	1 10					4 Download PDF Add Details

3 Add Ship Notice Line

↳ Add Order Line Item Manage Serial Numbers

Advanced Shipping Notice

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. You cannot submit lines with negative or zero quantity. Click **Remove** button if you need to delete a complete PO line from your document.

The screenshot shows the SAP Advanced Shipping Notice interface. It includes a header with a search bar and a table of PO lines. A callout '1' points to the 'Add Order Line Item' button. A callout '2' points to a search filter for '20 Sep 2018'. A callout '3' points to the 'Add Selected Items' button. A callout '4' points to the 'Ship Qty' field in a detailed view of a line item. A callout '5' points to the 'Remove' button in a table view of the same line item. The table view shows columns for Order No., Line No., Part No., Customer Part No., Revision Level, Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location. The detailed view shows fields for Line, Ship Qty, and Supplier Batch ID, along with shipment and confirmation status information.

Advanced Shipping Notice

Individual PO Management – Line Level – MP Numbers

MP numbers (Materialprüfnummer) are created by Accelleron technical department in order to keep track of certain specialized parts.

If applicable, MP numbers will be communicated to you directly by Accelleron outside of Ariba. When creating Advanced Ship Notices for such parts, please enter the related MP number for each.

1. On line item level, click “**Add Details**”
2. Populate the MP number of the first item.
3. Click on **Add asset** to add additional MP numbers. Please fill out only one MP number per asset field.

Note: If you have many MP numbers to provide, you can use the **MP number upload** tool described on the [next slides](#).

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

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
45837280	10		HZTL120075P0002	B	100.000	PC	18 Sep 2020		100.00 EUR	10,000.00 EUR	0001

Description: Luftsaugstutzen axial

Shipment Status
Total Item Due Quantity: 60 PC

Confirmation Status
Total Confirmed Quantity: 100.000 PC | Total Backordered Quantity: 0 PC

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Country of Origin	No. of Labels
1	10.000					2

1 Download PDF Add Details

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Download PDF Save Exit Next

Order No.	Line No.	Part No.	Customer Part No.	Qty
45796863	10	VENDOR MATERIAL XXX	HZTL319394P0016	1.000

Description: Schraube M16 Tx50

SHIPMENT STATUS
1. Shipping 1.000 PCE

ASSET DETAILS

Serial Number	Asset tag / MP number

3 Add Asset

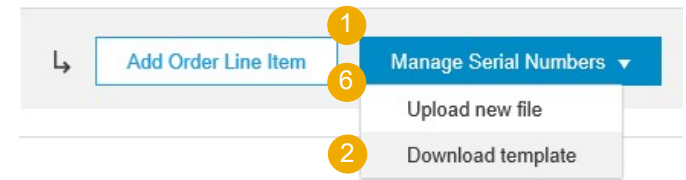
- ▶ HAZARD DETAILS
- ▶ DELIVERY DETAILS
- ▶ PACKAGING

Advanced Shipping Notice

Individual PO Management – Line Level – MP Numbers Upload Tool

1. Click **Manage Serial Numbers** (MP 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 MP numbers in the **Item Asset Tag** 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.

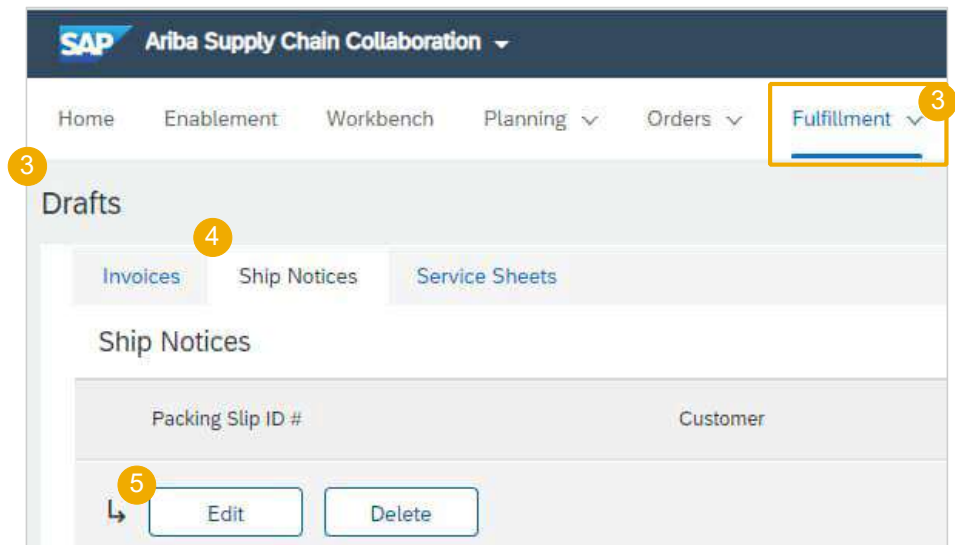
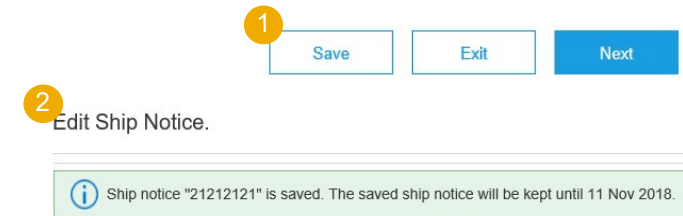


Ship Notice Number	Purchase Order ID	Item Line Number	Item Supplier	Item Customer	Item Ship Notice	Item Quantity	Item Batch ID	Item productio	Item expiration	Batch Quantity	Item Serial	Item Asset Tag
test	45796863	10	VENDOR MA'	HZTL319394F		1	1					test MP1
test	45796864	11	VENDOR MA'	HZTL319394F		1	1					test MP2
test	45796865	12	VENDOR MA'	HZTL319394F		1	1					test MP3
test	45796866	13	VENDOR MA'	HZTL319394F		1	1					test MP4
test	45796867	14	VENDOR MA'	HZTL319394F		1	1					test MP5
test	45796868	15	VENDOR MA'	HZTL319394F		1	1					test MP6
test	45796869	16	VENDOR MA'	HZTL319394F		1	1					test MP7
test	45796870	17	VENDOR MA'	HZTL319394F		1	1					test MP8
test	45796871	18	VENDOR MA'	HZTL319394F		1	1					test MP9
test	45796872	19	VENDOR MA'	HZTL319394F		1	1					test MP10
test	45796873	20	VENDOR MA'	HZTL319394F		1	1					test MP11
test	45796874	21	VENDOR MA'	HZTL319394F		1	1					test MP12
test	45796875	22	VENDOR MA'	HZTL319394F		1	1					test MP13
test	45796876	23	VENDOR MA'	HZTL319394F		1	1					test MP14
test	45796877	24	VENDOR MA'	HZTL319394F		1	1					test MP15
test	45796878	25	VENDOR MA'	HZTL319394F		1	1					test MP16
												test MP17

Advanced Shipping Notice

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.



Advanced Shipping Notice

Individual PO Management – Submit the Final Document

1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity
4. And review the serial numbers and MP numbers, if applicable.
5. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

Note: After submitting your shipping Notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

The screenshot shows the 'Create Ship Notice' form with the following sections and callouts:

- Buttons:** 'Save', 'Exit', 'Next' (Callout 1), 'Previous', 'Save', 'Submit' (Callout 5).
- SHIP FROM:** TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS.
- DELIVER TO:** TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS.
- SHIPPING:** Packing Slip ID: 222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, **Actual Delivery Date: 30 Oct 2018** (Callout 2), is dimension: tag.
- TRACKING:** Tracking information not provided.
- DIMENSIONS:** Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --.
- Order Items Table:**

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer
009040934	1		123123	300	PCE	15 Oct 2018		10 00 CHF	300 00 CHF	
Description: MAIL FANTH MM W ATT FER RD OR GR SER										
- SHIPMENT STATUS:** 1 * Shipping 4.0 PCE
- ASSET DETAILS:**

Serial Number	Asset Tag
123	
222	
333	

Advanced Shipping Notice

Individual PO Management – Line Level – Print Packing Unit Label

Ariba Network platform offers possibility of printing out **Packing Unit Labels** for goods being shipped

1. Once you have entered shipped qty (quantity to be printed **(a)**), number of labels to be printed **(b)** and populated MP numbers (if applicable), click “save”.
2. Click “**Download PDF**” to access the labels. If the download button doesn’t work, go to Slide 81(Packing Unit Labels)
3. Click on **Packing Unit Label**, review (a this stage you can still change the ASN should this be necessary) and submit. Once the ASN has been submitted no changes are possible.
4. You can also access labels from **Fulfillment/Ship Notices** (or from **related documents** on PO, see next slide for more details).
5. Select **Download PDF/Packing Unit Label**



Attention: If you see be following error: “Failed to load PDF document”, please make sure that you submit, not only save, the ASN.

Advanced Shipping Notice

Individual PO Management – Cancel ASN

It is **not possible to update** a shipping notice after the document is sent. Sometimes suppliers need to **cancel** the document and create a new one if the original had wrong information or failed for some reason.

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

1. Go to **Fulfillment/ Ship Notices**.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.
5. Alternatively, you can find the ship notice(s) in the **Related documents** on the PO layout, dig into the relevant one and do the cancellation there.

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

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A yellow box highlights the 'Fulfillment' menu, with a '1' in a yellow circle next to it. Below the menu, a 'Ship Notices' dropdown is visible. The main content area is titled 'Ship Notices' and includes a 'Search Filters' section. Below this, a table lists 'Ship Notices (127)' with columns for 'Packing Slip ID', 'Customer', 'Order #', and 'Ship Notice Status'. A yellow box highlights the 'Packing Slip ID' column, with a '3' in a yellow circle next to it. The table contains two rows of data:

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

The screenshot shows the detail view for 'Ship Notice: 2ASN190329'. Below the title, there is a toolbar with buttons for 'Cancel', 'Edit', 'Print', 'Export cXML', and 'Download PDF'. A yellow box highlights the 'Cancel' button, with a '4' in a yellow circle next to it.

The screenshot shows the detail view for a 'Purchase Order (Shipped)'. The order number is 2203846980, with an amount of 3.00 EUR and version 1. Below this, the 'Routing Status' is 'Acknowledged' and the 'External Document Type' is 'Standard PO (NB)'. The 'Related Documents' section is highlighted with a yellow box, with a '5' in a yellow circle next to it. The related documents list includes 'ShippingID' and 'Test Occ 50 Notice: Shippi'.

Advanced Shipping Notice

Multiple PO's Management

In case of multiple lines of PO's to be shipped and delivered to the same address on the same estimated delivery date, you should use **Items to Ship** tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs, 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. Go to **Orders/ Orders and Releases/ Items to Ship** tab.
2. Use search filters to identify the items you need to ship.
3. You can configure your view of items by clicking the icon on the right hand side of the screen.
4. The drop down list with configure options will appear. Select "More" to have all available fields visible.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' menu is highlighted with a yellow box and a circled '1'. Below it, the 'Orders and Releases' section has tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Items to Ship' tab is selected and highlighted with a yellow box and a circled '2'. A search filter bar is visible below the tabs. The main table displays 'Items to Ship (18)' with columns: Need By, Part No., Customer Part No., Description, Revision Level, Order Number, Item, and Schedule. Two rows are visible, both with a 'Ship To' location of 'Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)'. The first row has a 'Need By' date of '18 Mar 2019', 'Part No.' '2918', 'Description' 'BP TST 2918', 'Order Number' '4500053087', 'Item' '10', and 'Schedule' '1'. The second row has a 'Need By' date of '19 Mar 2019', 'Part No.' '2926', 'Description' 'BP TST 2926 SERNBATCH', 'Order Number' '4500052641', 'Item' '10', and 'Schedule' '1'. On the right side, a configuration dropdown menu is open, showing options like 'Priority', 'Sub-Priority', 'Inventory Level', 'Need By', 'Ship By', 'Part No.', 'Supplier Batch ID', 'Customer Part No.', 'Customer Batch ID', 'Description', and 'More...'. The 'More...' option is highlighted with a yellow box and a circled '4'. A circled '3' points to the configuration icon in the top right corner of the table area.

Advanced Shipping Notice

Multiple PO's Management – Search Filters

Use search filters to identify the items to ship.

1. You may populate an order number or Need by date range (the date range can be set as “none”).
2. Always select **Schedule Line Date Range** option.
3. Choose what items you want to view.
4. Advanced filters are available for more refined search.

The screenshot shows the 'Search Filters' interface. It includes a 'Customer' dropdown menu (callout 1) set to 'All Customers', an 'Order Number' section with radio buttons for 'Partial number' (selected) and 'Exact number', and three input fields for 'Part #', 'Customer Part #', and 'Supplier Batch ID', each with a 'Look Up' button. On the right, there are options for 'Show orders by:' (radio buttons for 'Need by date' and 'Ship by date'), a 'Search By:' dropdown menu (callout 2) set to 'Schedule Line Date Range', a 'Date Range:' dropdown menu set to 'Other', and date pickers for 'Start Date:*' (5 Apr 2020) and 'End Date:*' (13 May 2020). Below these are 'View:' options (callout 3) with a dropdown menu set to 'Only items that can be shipped', and checkboxes for 'View by PO priority' and 'Search only scheduling agreement releases or scheduling agreements'. A 'Show Advanced Filters' link is located at the bottom left (callout 4).

For more information about other search criteria, please check Appendix.

Note: For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

Advanced Shipping Notice

Multiple PO's Management – Create ASN

1. Review line items and create a shipping Notice by selecting the relevant purchase orders **per one single ship to address and one single delivery date**.
2. Click **Create Ship Notice** at the bottom of the page.
3. The truck icon will only allow you to create individual ship Notices (with one PO line as a start). If the icon is colored, a ship Notice was already sent via Ariba Network for this line.
4. You are allowed to combine multiple PO's in one shipping Notice if they are delivered to the same address. Or else, the system will show an error message.

Note: You can choose lines with different “Need-by” dates for the same shipping Notice.

The screenshot displays the SAP Advanced Shipping Notice interface. At the top, a yellow box labeled '1' highlights the 'Ship To' address: 'Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic. (18)'. Below this is a table of PO lines. The first line (18 Mar 2019) has a grey truck icon. The second and third lines (19 Mar 2019) have blue checkmarks in the selection column and colored truck icons. A yellow box labeled '3' highlights these truck icons. At the bottom, a blue button labeled '2' 'Create Ship Notice' is shown next to a red error message box labeled '4' that says '!A ship notice can have only one location.'.

Selection	Delivery Date	Quantity	PO Number	Units	EA	EA	Buyer	Icon
<input type="checkbox"/>	18 Mar 2019	2918	4500053087	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST (Grey Truck)
<input checked="" type="checkbox"/>	19 Mar 2019	2926	4500052641	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST (Blue Truck)
<input checked="" type="checkbox"/>	19 Mar 2019	2926	4500052667	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST (Blue Truck)

Buttons and Messages:

- 2. **Create Ship Notice**
- 4. **!A ship notice can have only one location.**

Advanced Shipping Notice

Multiple PO's Management – Populate the Fields

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

1. Populate the mandatory and relevant fields in the header section.
2. If needed, adjust quantity and serial numbers* line per line.
3. If you have many serial numbers to populate, you can use the serial number upload tool.
4. You can remove order items
5. or add extra PO lines via Add order line items.

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.

The screenshot displays the SAP Shipping Notice management interface. At the top right, a 'Ship Notice Header' section (1) contains fields for 'SHIPPING', 'Packing Slip ID', 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type' (a dropdown menu), 'Shipping Date', and 'Delivery Date'. A red error message states: 'Ship Notice # must be alphanumeric and is limited to 10'. Below this, two order lines are shown. Each line has a 'Remove' button (4). The first line (4500052641) and the second line (4500052667) both have a 'Ship Qty' of 10.0 and a description of 'BP TST 2926 SERN&BATCH'. Below each line is a table with columns: 'Line', 'Ship Qty', 'Supplier Batch ID', 'Production Date', and 'Expiry Date'. The 'Add Ship Notice Line' button (2) is located below the table for each line. At the bottom of the interface, there are two buttons: 'Add Order Line Item' (5) and 'Manage Serial Numbers' (3).

Advanced Shipping Notice

Multiple PO's Management – Line Level

Line level details – information taken from the initial orders:

1. Order numbers
2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship Notice.
3. The **Line number** is the one from the original purchase order.
4. **Schedule lines** from the same purchase order appear as separate ship Notice lines under the PO number.
5. **Serial number** and **quantity** to be shipped must be adjusted on each schedule line.

Items to Ship (58)

Need By	Customer Part #	Description	Order Number	Line #	Schedule Line #	Requested Quantity
16 Oct 2018	12ABC	Description test	6008450934	2	2	9 (PCE)
15 Oct 2018	123ABC	Description test	6008450934	2	1	5 (PCE)
17 Oct 2018	1234ABC	Description test	6008450934	2	3	6 (PCE)
16 Oct 2018	12345ABC	Description test	6008450901	4	2	2 (PCE)

Order Item 6008450934

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By
6008450934	2		12ABC	20.0	PCE	15 Oct 2018

Description: Description test

Shipment Status
Total Item Due Quantity: 20 PCE

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

Line	Ship Qty	Supplier Batch ID
1	9.0	
1	5.0	
1	6.0	

Add Ship Notice Line

Order Item 6008450901

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By
6008450901	4		123ABC	10.0	PCE	15 Oct 2018

Description: Description test

Shipment Status
Total Item Due Quantity: 10 PCE

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

Line	Ship Qty	Supplier Batch ID
1	2.0	

Advanced Shipping Notice

Review Submitted ASN

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

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

1 Ship Notices

► Search Filters

Ship Notices (127) Page 1

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit
4500053068	10		2918	60.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1 Shipped 10 EA Show Details					
Received Quantity: 1 EA					
Released Quantity:					
4500053069	20		2918	60.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1 Shipped 20 EA Show Details					
Received Quantity: 1 EA					
Released Quantity:					

Attachment(s):

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

5 Purchase Order (Shipped)
20130419_PO2
Amount: 295.00 EUR

2 Routing Status: Acknowledged
Related Documents: Ship_TEST

Advanced Shipping Notice

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** tab.

From the Home screen:

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

The screenshot illustrates the SAP Business Network interface for creating and running an ASN report template. The interface is divided into several sections:

- Navigation Bar:** Shows 'Business Network' and 'Enterprise Account'. A yellow circle '1' highlights the 'Reports' dropdown menu.
- Report Templates Table:** A table with columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run. It contains one entry: 'ASN REPORT' (Manual, Ship Notice, Processed, 23 Apr 2020). A yellow circle '2' highlights the 'Create' button below the table.
- Report Form:** A form for creating a new report template. It has a 'Report Description' tab (1) and a 'Criteria' tab (2). The 'Criteria' tab is active, showing fields for Title (ASN Report), Description, Time zone (Singapore), Language (English), and Report type (Ship Notice, highlighted with a yellow box). A yellow circle '3' highlights the 'Criteria' tab.
- Report Templates Table (Second Instance):** A second instance of the table showing the 'ASN REPORT' entry with its status updated to 'Processed'. A yellow circle '4' highlights the 'Run' button, and a yellow circle '5' highlights the 'Refresh Status' button. A yellow circle '6' highlights the 'Download' button.

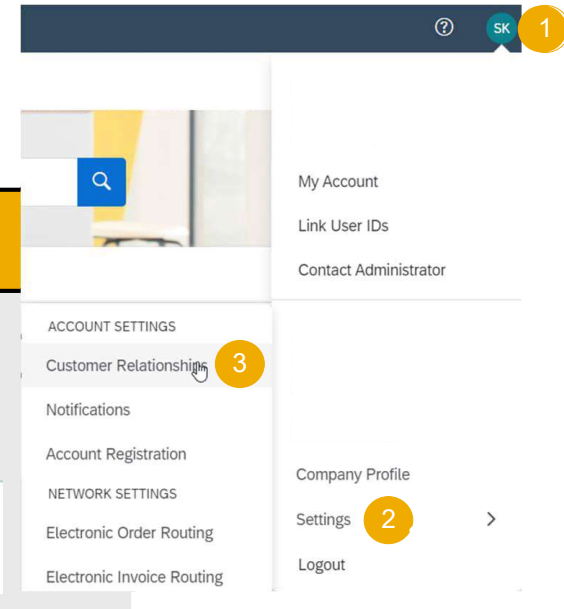
Advanced Shipping Notice

Tolerances

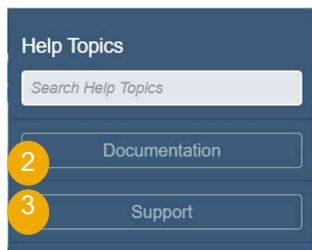
1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
 - ✦ Suppliers can always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates.
 - ✦ Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.
2. In case your modifications are not allowed, you will see an error message.
3. Your buyer **may** set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order. If during ship-notice validation this feature identifies a ship-notice delivery date that is outside the allowed tolerance, it prevents submission of the ship notice. In that case, pls contact the respective buyer at Accelleron to discuss what to do (e.g. postpone delivery/use quicker transport mode).

Types of Support Available

Type of Support	Description
Supplier Information Portal (Location of Accelleron specific Training Guides and Videos)	On the Home screen: 1. Click on Your Initials 2. Click on Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal link on Accelleron row



Help Centre



1. Enter Help Center by selecting question mark from your supplier account
2. Learning Center
 - **Documentation** and User Community
3. **Support** Center
 - Get help by email (Choose from the drop down list of problem type – **Supply Chain Collaboration**) – **create Service Request (SR)**
 - Get help by live chat
 - Request a phone call
 - Attend a live webinar
 - Etc.



Appendix

In this section you will learn about...


- ... order confirmation **mass upload**
- ... advance ship notice **mass upload**
- ... serial numbers mass upload
- ... purchase order statuses
- ... control keys statuses
- ... purchase order routing statuses
- ... reminders of unconfirmed orders
- ... SAP Ariba .csv file management
- ... label printing issues troubleshooting
- ... Accelleron's security recommendations
- ... PO, OC and ASN.
- ...etc.

Order Confirmation

Mass OC Upload – Create OC Report

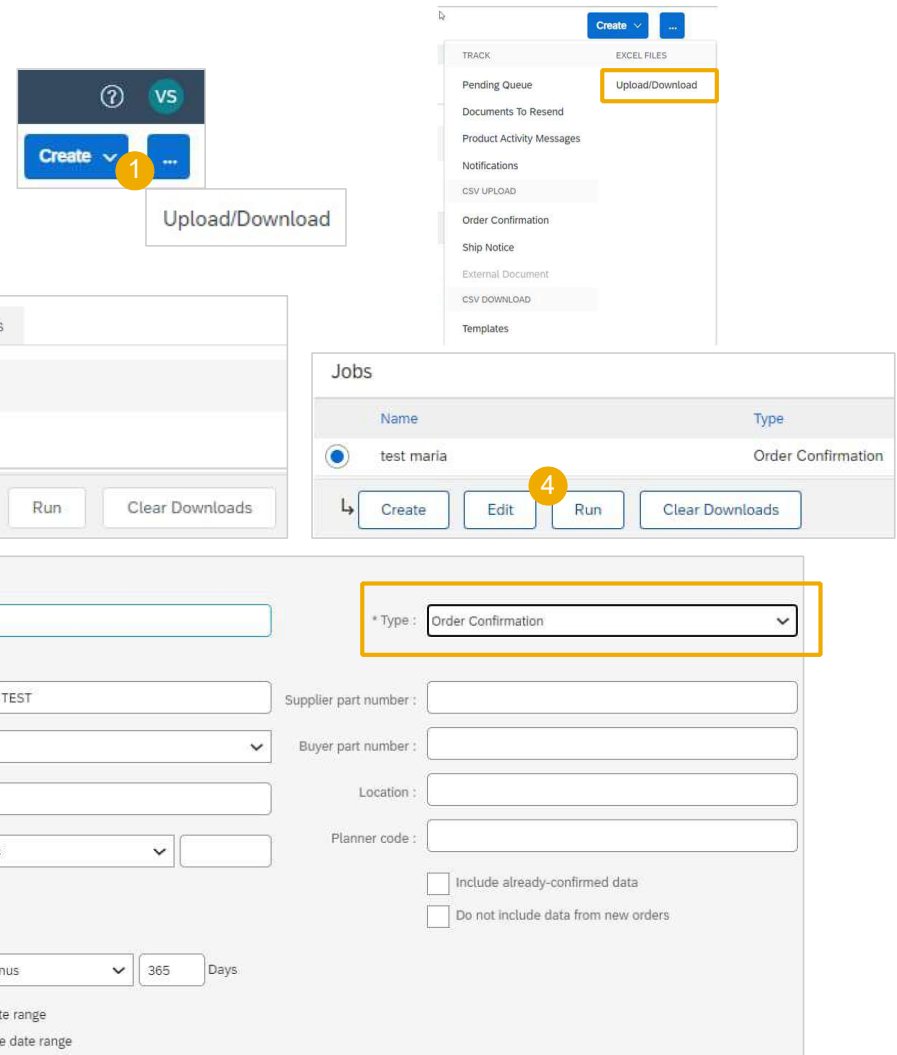
For detailed order confirmation management please refer to Help Center documentation.

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**. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click **Run**.

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.



The screenshot illustrates the SAP interface for creating an Order Confirmation report. It shows a top navigation bar with a 'Create' button and a 'VS' icon. Below this, a 'Jobs' section displays a table with columns for 'Name' and 'Type'. A job named 'test maria' is listed with the type 'Order Confirmation'. Below the table, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. A callout box labeled '1' points to the 'Create' button in the top navigation bar, and another callout box labeled '2' points to the 'Create' button in the 'Jobs' section. A third callout box labeled '3' points to the 'Create/Edit Job' form, which contains various search criteria fields. A fourth callout box labeled '4' points to the 'Run' button in the 'Jobs' section. The 'Create/Edit Job' form includes fields for '* Name', '* Type' (set to 'Order Confirmation'), '* Customer' (BP SCC Buyer - TEST), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Date type' (Need By), 'Date Range' (Current Date Minus 365 Days), and 'Search by' (Line item date range). There are also checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'.

Order Confirmation

Mass OC Upload – Run OC Report

For detailed order confirmation management please refer to Help Center documentation.

7. The report will appear in the **Download** sub-tab.
8. To download a report click on the icon on right hand of the screen.
9. Use **Refresh Status** button to update report status to Completed.

The screenshot shows the SAP Order Confirmation interface. At the top, there are three tabs: 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is selected and highlighted with a yellow circle containing the number 7. Below the tabs is a 'Search Filters' section. The main area displays a table titled 'Downloads' with the following columns: 'Job Name', 'Type', 'Last Run', 'Last Run By', 'Status', and 'File'. The table contains three rows of data, all with a status of 'Completed'. A yellow box highlights the 'Status' column, and a yellow circle with the number 8 is placed above it. At the bottom left of the table, there is a blue button labeled 'Refresh Status' with a yellow circle containing the number 9 next to it.

Job Name	Type	Last Run	Last Run By	Status	File
123abc	Order Confirmation	7 Mar 2019 4:54:01 AM		Completed	
1ASN190214	ASN	14 Feb 2019 12:10:03 AM		Completed	
ASN1902141DWLD	ASN	13 Feb 2019 11:49:45 PM		Completed	

Order Confirmation

Mass OC Upload – OC Report Template

For detailed order confirmation management please refer to Help Center documentation.

SAP Ariba																										
Confirmations																										
Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Delivery	Item Shipment	Item Unit Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier	
	4500053022	2	08 Feb 2019						60	accept	SUP_2917	2917		16	EA	#####		2	AUD							
	4500053022	2	08 Feb 2019						70	accept	SUP_2917	2917		17	EA	#####		2	AUD							
	4500053022	2	08 Feb 2019						80	accept	SUP_2917	2917		18	EA	#####		2	AUD							
	4500053022	2	08 Feb 2019						90	accept	SUP_2917	2917		19	EA	#####		2	AUD							
	4500053025	3	11 Feb 2019						20	accept	SUP_2917	2917		1	EA	#####		2	AUD							

Note: Please make sure to use the latest version of the template available through the Portal.

Order Confirmation

Mass OC Upload – Date Update

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

1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

Please remember Accelleron does not accept **price changes**.

Leave the other columns without any change.

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

SAP Ariba								
1	Confirmations				3			2
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date

Order Confirmation

Mass OC 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: Total of 20 items to be delivered by Sept. 11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

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.

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	10	PCE	11 Sep 2018
	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	10	PCE	11 Sep 2018

1

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM		2 accept	15	PCE	14 Sep 2018

2

3

4

Order Confirmation

Mass OC Upload – Reupload the Template 1

From the **Uploads/Downloads** screen:

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

Note:

- Do not use the link “Download template”.
- If you do not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file.

The screenshot displays the SAP interface for uploading files. At the top, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Uploads' tab is selected and highlighted with a yellow circle labeled '1'. Below the tabs is a 'Search Filters' section. Underneath, there is a table titled 'Uploads' with columns for 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table is currently empty, showing 'No uploads found.' Below the table are two buttons: 'Upload' and 'Refresh Status'. The 'Upload' button is highlighted with a yellow circle labeled '2'. Below the table is an 'Upload File' dialog box. The dialog box has a title bar with a close button. Inside the dialog, there are several fields: '*Name:' with the value 'Mass OC_April', '*Customer:' with the value 'BP SCC Buyer - TEST', '*Type:' with a dropdown menu set to 'Order Confirmation', and 'File:' with a 'Browse...' button. The 'Name' field is highlighted with a yellow circle labeled '3', the 'Type' dropdown is highlighted with a yellow circle labeled '4', and the 'File' field is highlighted with a yellow circle labeled '5'. At the bottom right of the dialog, there are two buttons: 'Upload' and 'Cancel'. The 'Upload' button is highlighted with a yellow circle labeled '6'.

Order Confirmation













Mass OC Upload – Reupload the Template 2

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

Jobs Downloads Uploads

► Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	JU-987ODQ0t5a14890d1003652331 lastName	Completed		
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	JU-987ODQ0t5a14890d1003652331 lastName	Completed		
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	JU-987ODQ0t5a14890d1003652331 lastName	Completed		
PO.GTUUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	JU-987ODQ0t5a14890d1003652331 lastName	Completed		
PO.GTUUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	JU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors		
PO.GTUUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	JU-987ODQ0t5a14890d1003652331 lastName	Failed		

Order Confirmation

Mass OC Upload – Opening in Excel Format

Open the .csv file with Excel. If you do not see the columns properly filled in, follow the steps below:

1. Select the first column containing all concatenated data.
2. Click on Data > Text to columns.
3. Select “delimited”.
4. Click **Next**.
5. In “delimiters” screen select “comma” and unselect everything else.
6. Click **Next**.
7. Do not edit next page. Click **Finish**.
8. The data will appear in columns.

The screenshots illustrate the following steps:

- 1**: Selecting the first column (A1:A10) containing concatenated data.
- 2**: Clicking on the 'Text to Columns' button in the 'Data' tab.
- 3**: In the 'Convert Data from Text to Columns Wizard', selecting 'Delimited' as the original data type.
- 4**: Clicking the 'Next >' button.
- 5**: In the 'Delimiters' section, selecting 'Comma' and unselecting 'Tab', 'Semicolon', 'Space', and 'Other'.
- 6**: Clicking the 'Next >' button.
- 7**: Clicking the 'Finish' button.

The final result shows the data split into columns:

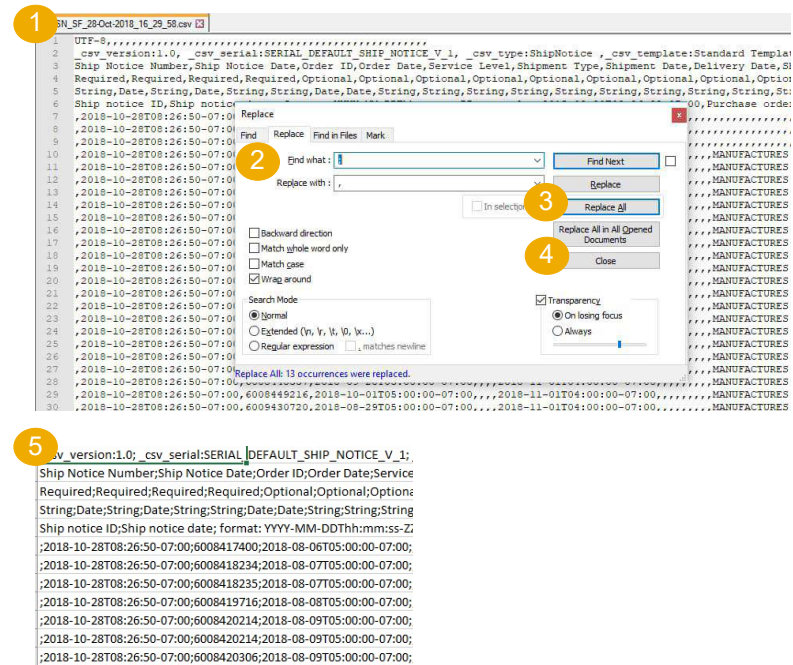
Ship Notice Date	Order ID	Order Date
2018-10-28T08:26:50-07:00	6008417400	2018-08-06T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418234	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418235	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008419716	2018-08-08T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008420214	2018-08-09T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008420214	2018-08-09T05:00:00-07:00

Order Confirmation

Mass OC Upload – Reupload in Correct Format for AN

If you had to perform the steps of the previous slide (problems to open comma-separated file in Excel), you will need to follow these steps to reupload you saved .csv file into Ariba Network.

1. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H
2. In **Find what** field enter ; (semi-colon), in **Replace with** field enter , (comma).
3. Click **Replace all**.
4. Click **Close**. Save the file and close it.
5. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into Ariba.




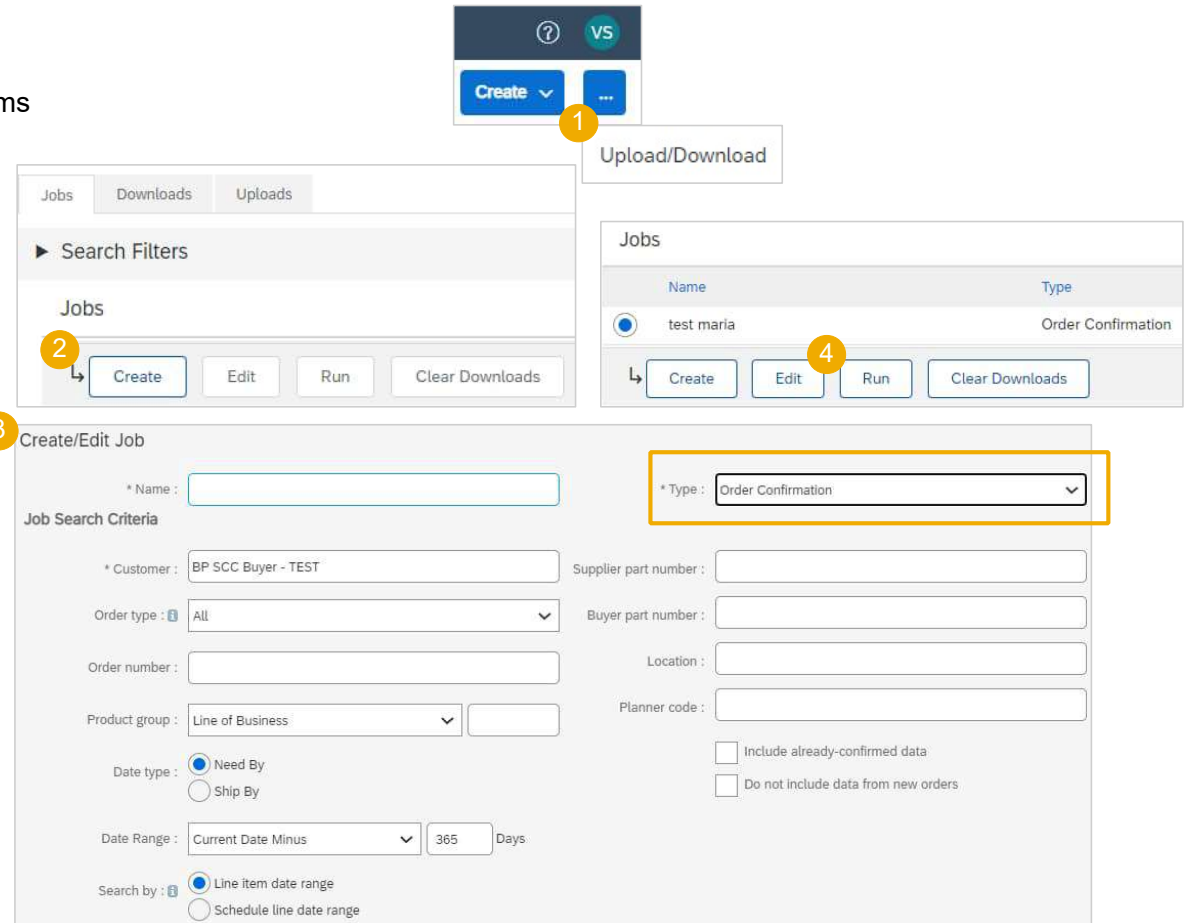
Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

With the order reconfirmation using **Excel upload/download** feature, suppliers can reconfirm partially or 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**. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click **Run**.



The screenshot displays the SAP Order Confirmation interface. At the top, a navigation bar includes a help icon, a 'VS' button, and a 'Create' dropdown menu. A callout box labeled '1' points to the 'Upload/Download' button. Below this, the 'Jobs' section is visible, with a callout box labeled '2' pointing to the 'Create' button. The 'Jobs' list shows a job named 'test maria' with the type 'Order Confirmation'. A callout box labeled '4' points to the 'Run' button in the job's action bar. The 'Create/Edit Job' form is shown below, with a callout box labeled '3' pointing to the '* Type' dropdown menu, which is set to 'Order Confirmation'. The form includes various search criteria fields such as '* Name', '* Customer', 'Order type', 'Order number', 'Product group', 'Date type', 'Date Range', and 'Search by'. Other fields include 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'. There are also checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'.

Order Confirmation

Reconfirmation via Mass Upload – Run OC Report

6. The report will appear in the Jobs list. Select it and click **Run**.
7. You will be transferred to Downloads sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.
8. 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 OC via Excel file refer to slide 74 (Order Confirmation) chapter described above or refer to [Supply Chain Collaboration General Functionality Process Guide](#).

The image displays two screenshots of a software interface. The top screenshot shows the 'Jobs' tab with a table containing one entry: 'OC Reconf' of type 'Order Confirmation'. A blue radio button is selected next to the job name. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Run' button is highlighted with a yellow circle and the number 6. The bottom screenshot shows the 'Downloads' tab with a table containing one entry: 'OC Reconf' of type 'Order Confirmation'. The status is 'Completed', and there is a download icon. A 'Refresh Status' button is located below the table, highlighted with a yellow circle and the number 7. The 'Completed' status is highlighted with a yellow circle and the number 8.

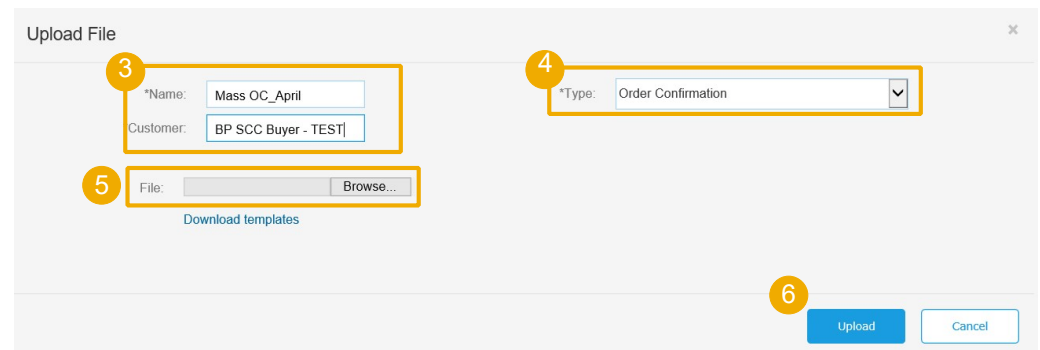
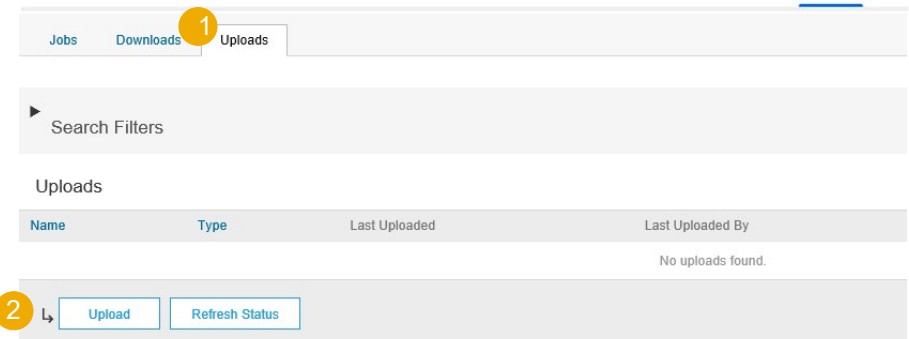
Order Confirmation

Reconfirmation via Mass Upload – Reupload the Template

1. Go to **Upload/Download, 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

Mass OC Upload – Date Update

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

1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

Please remember Accelleron does not accept **price changes**.

Leave the other columns without any change.

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

1 Confirmation Number	Order Number	Order Version	Order Date	3 Item Line	Item Type	Item Quantity	Item Unit Of	2 Item Delivery Date
-----------------------	--------------	---------------	------------	-------------	-----------	---------------	--------------	----------------------

Order Confirmation

Mass OC 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: Total of 20 items to be delivered by Sept.11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

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

SAP Ariba

Confirmations

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba

Confirmations

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba


Confirmations

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	15	PCE	14 Sep 2018

Advanced Shipping Notice

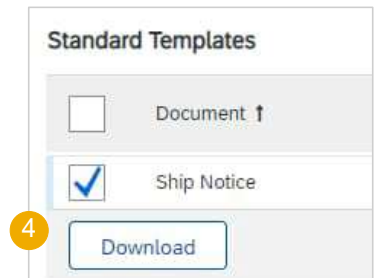
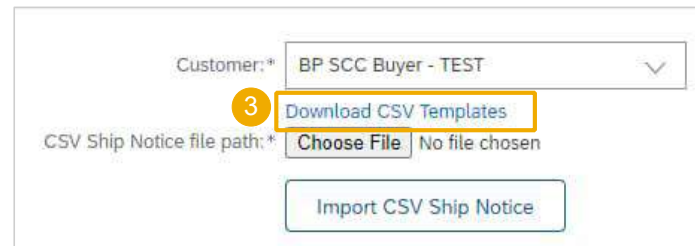
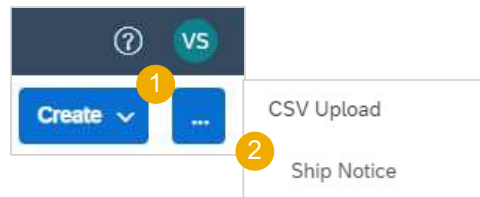
Mass ASN Upload – Download CSV Template

From the Homepage:

1. Click on  button.
2. Select **CSV Upload/ Ship Notice**.
3. Click **Download CSV Templates**.
4. Select **Ship Notice** and click **Download**.
5. Save the file.

Note:

If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.



Advanced Shipping Notice

Mass ASN Upload – Update and Upload CSV Template

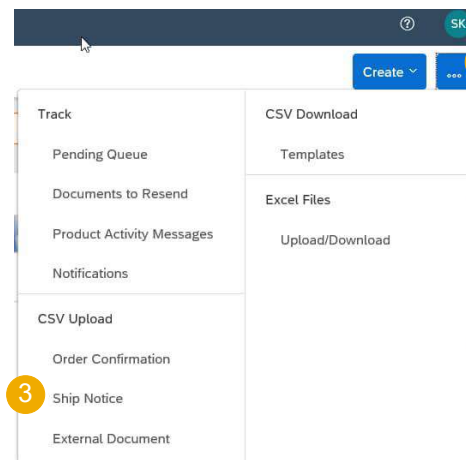
1. Add to the CSV template ship Notice/s data. Fill in all **required** columns. Save and close file.
2. From the Portal homepage go to **...** button
3. Select **CSV Upload / Ship Notice** from the drop down.
4. Select the customer.
5. Browse the updated template from your computer.
6. Click **Import CSV Ship Notice**.
7. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.
8. Fix the errors accordingly and reupload the file following the same steps.

Notes:

- You can upload several ship Notices from one CSV file, but they need to be for the same customer.
- Enter the header information in the first row for the ship Notice. You don't need to repeat the header fields on subsequent rows.

1

UTF-8																				
_csv_ver	_csv_ser	_csv_type	_csv_template	Standard Template																
Ship Notice	Ship Notice	Order ID	Order Date	Service Le	Shipment	Shipment	Delivery D	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship To	Ship To
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String	String	String	String	String	String	String
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship To na	Ship To



Import CSV Ship Notice

4

Customer: *

5

8

Download CSV Templates

6

CSV Ship Notice file path: *

Browse...

Import CSV Ship Notice

Upload Errors

7

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

Download Errors

Purchase Order Statuses

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsolete	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed Partially Shipped	The order is in progress. If you update part of a purchase order, Ariba Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Shipped	You shipped the entire order.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	Ariba Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.
Declined, Accepted, In progress	Not in use for this project

Purchase Order

View PO Details – Line Level – Control Keys

Control Keys provide important information about actions that are allowed/required on the particular line item.

Below, see the list possible statuses:

Control Key	Status
Order Confirmation	Allowed
	Required before Shipping
	Not Allowed
Ship Notice	Allowed
	Not Allowed
Invoice*	is ERS**
	is not ERS

*Invoicing is not in scope for Ariba, however invoice type information is available in the Purchase Order.

When you use **Evaluated Receipt Settlement (ERS), you agree with Accelleron that you will not submit an **invoice** in respect of a purchase order transaction. Instead, the back-end system posts the **invoice** document automatically on the basis of the data in the purchase order and goods **receipts**.

Note: For Ship Notice in 'allowed' status, please assume that the ship note is required and obligatory.

Control Keys

Order Confirmation: required before shipping

Ship Notice: allowed

Invoice: is not ERS

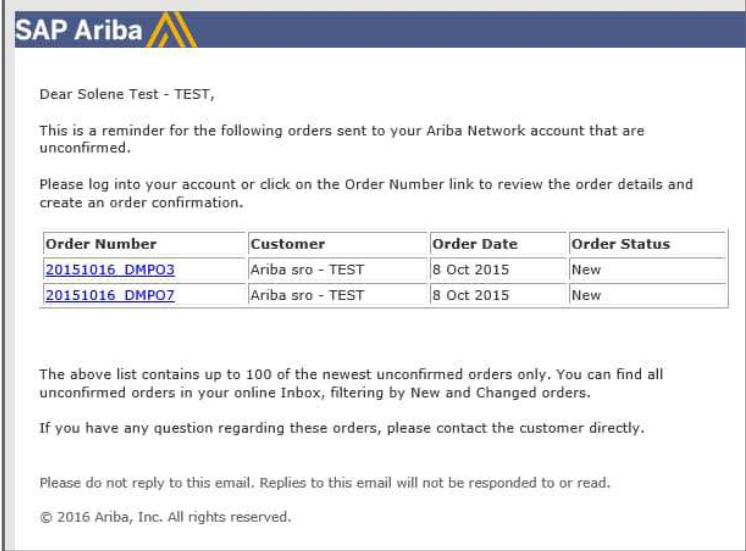
Purchase Order Routing Status

This 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 Notices within the last 30 days to the primary email address for your account (admin).



The screenshot shows an email from SAP Ariba. The header includes the SAP Ariba logo. The body of the email is addressed to 'Dear Solene Test - TEST,' and contains the following text:

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.

© 2016 Ariba, Inc. All rights reserved.

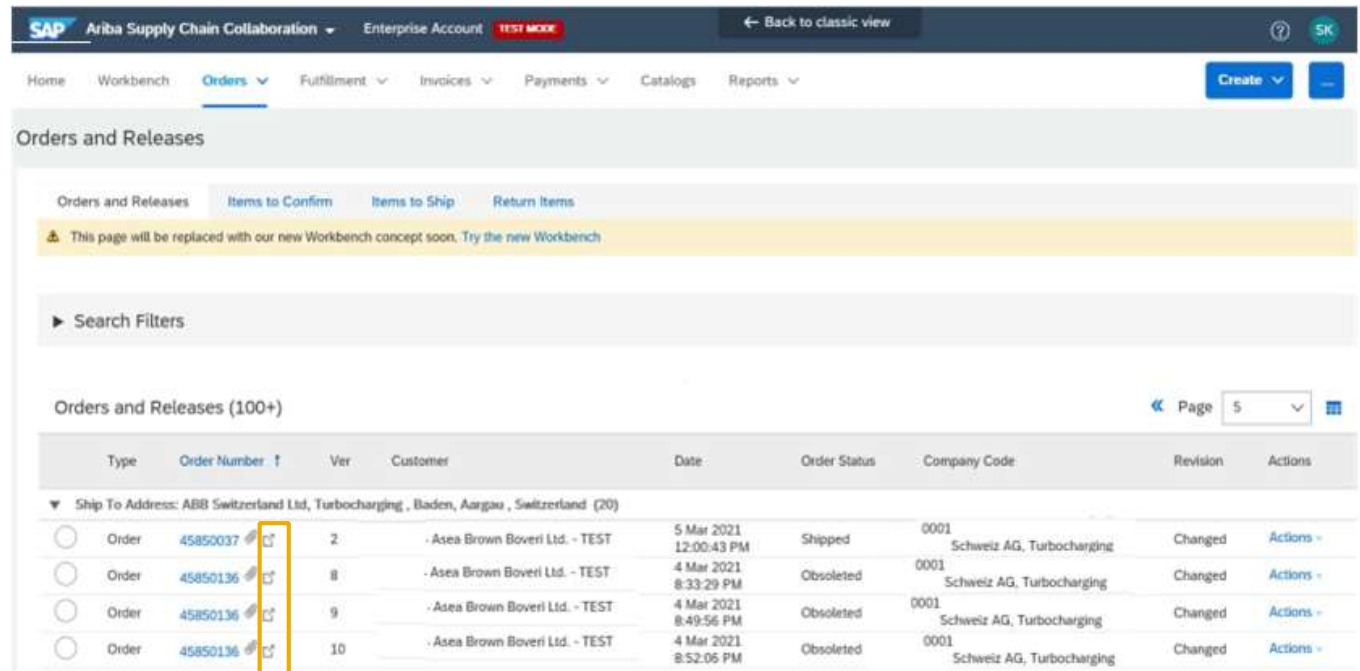
External Information Source Integration

- A marker  is visible on the Ariba Network user interface for suppliers when a link to an external information source is included in a purchase order line item.
- In practical terms this means that there is additional documentation attached to the Purchase Order and you should check the Additional Sources section on the line item level.
- This marker is shown next to the order number on the following tabs/pages:

ORDERS → **Orders and Releases**

ORDERS → **Items to Confirm**

ORDERS → **Items to Ship**



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', 'TEST MODE', and 'Back to classic view'. The main menu has 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is active, showing 'Orders and Releases' with sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow banner indicates a future Workbench update. Below is a 'Search Filters' section and a table of 'Orders and Releases (100+)'. The table has columns for Type, Order Number, Ver, Customer, Date, Order Status, Company Code, Revision, and Actions. A yellow box highlights the external link icon next to the order number 45850136 in the first column of the table.

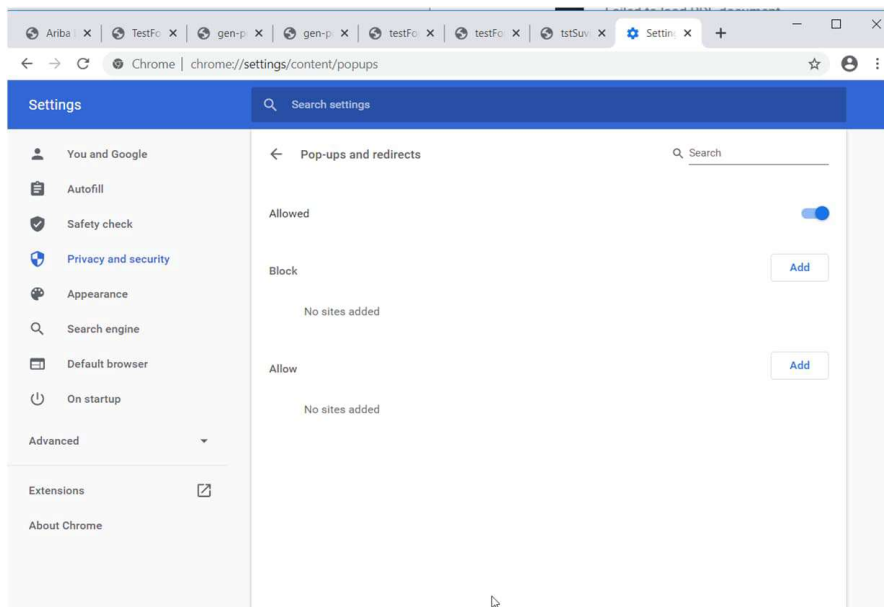
Type	Order Number	Ver	Customer	Date	Order Status	Company Code	Revision	Actions
Order	45850037	2	- Asea Brown Boveri Ltd. - TEST	5 Mar 2021 12:00:43 PM	Shipped	0001 Schweiz AG, Turbocharging	Changed	Actions
Order	45850136	8	- Asea Brown Boveri Ltd. - TEST	4 Mar 2021 8:33:29 PM	Obsoleted	0001 Schweiz AG, Turbocharging	Changed	Actions
Order	45850136	9	- Asea Brown Boveri Ltd. - TEST	4 Mar 2021 8:49:56 PM	Obsoleted	0001 Schweiz AG, Turbocharging	Changed	Actions
Order	45850136	10	- Asea Brown Boveri Ltd. - TEST	4 Mar 2021 8:52:06 PM	Obsoleted	0001 Schweiz AG, Turbocharging	Changed	Actions

Packing Unit Labels

„Download PDF” button not working

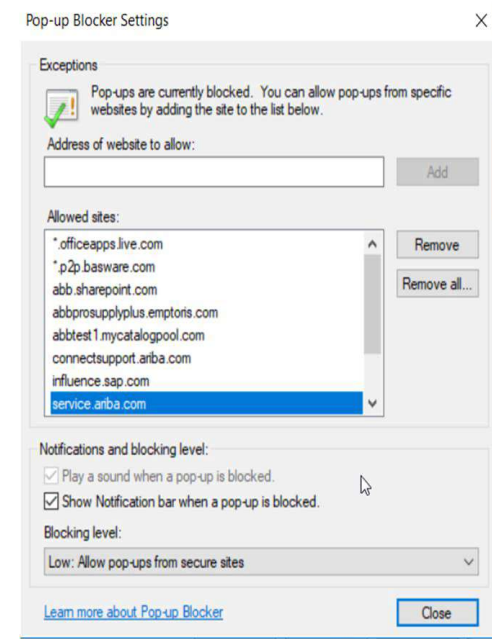
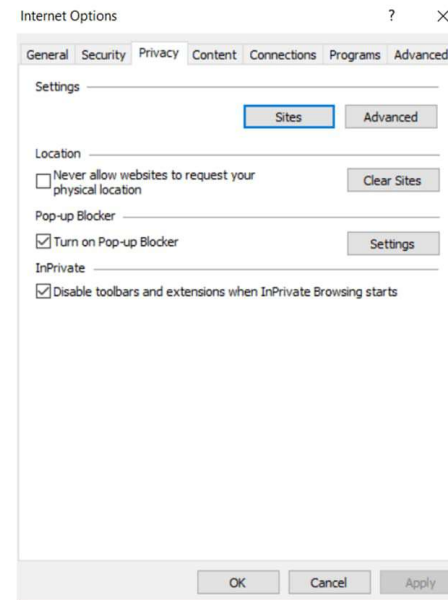
- Depending on the browser you use (Chrome/Edge/Firefox), you may have to change your pop-ups settings to be able to open the labels.
- If not allowed, then the “Download pdf” button e.g. in ship notice (for printing the labels) may not react at all.

Chrome:



Internet Explorer:

Pls note that Internet Explorer not supported by Ariba anymore

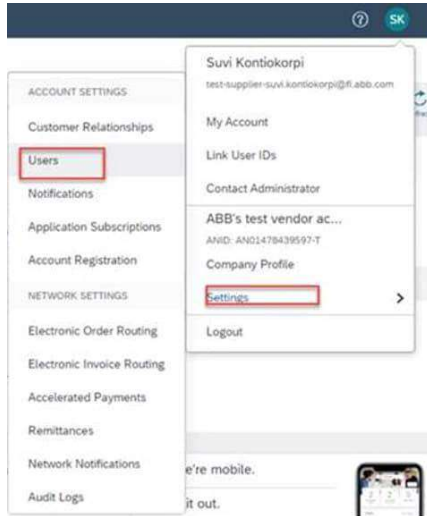


Security Recommendations

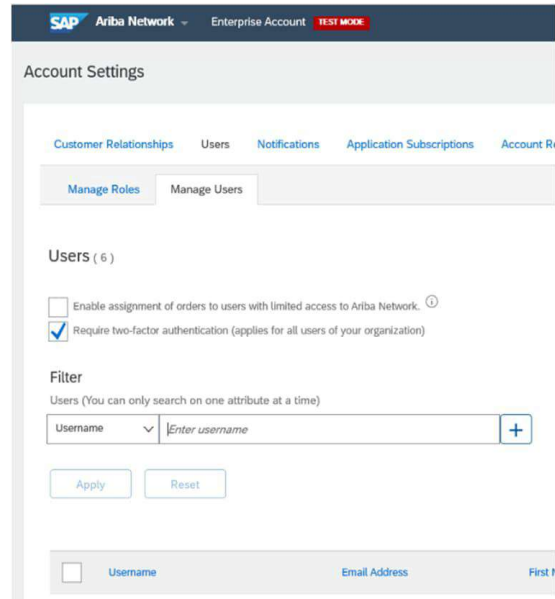
Multi Factor Autentication

- Accelleron's general **recommendation** for suppliers is to enable Multi factor authentication (MFA), the so called two-factor authentication in the Ariba Network Supplier account settings. It requires the user to download e.g. SAP Authenticator application to his mobile device. Here's how to enable the MFA settings on account level:

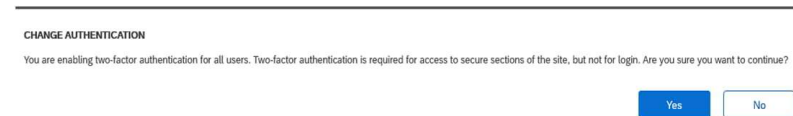
1. Navigate to users>>Settings



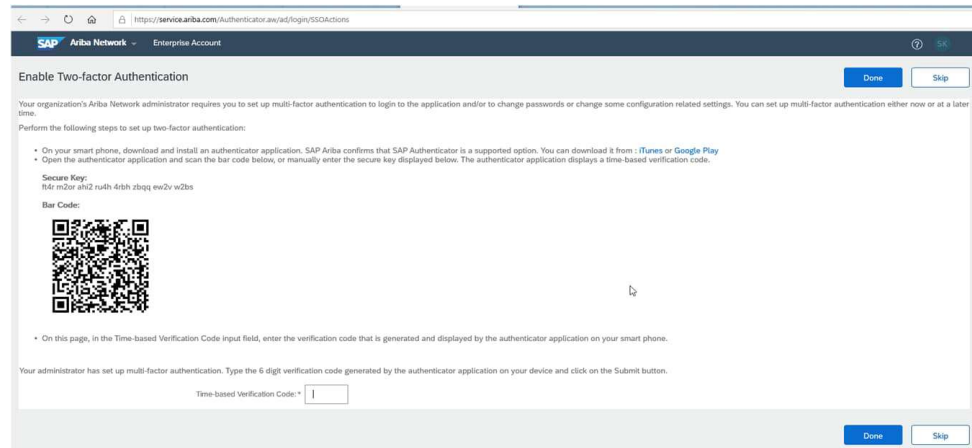
2. Manage Users >> Require two factor authentication



3. Confirm changes



4. User is prompted to set up two factor authentication



Security Recommendations

Working on Trusted Devices

- Suppliers shall access Ariba Network (or Ariba mobile app which is however not yet supported for Accelleron solution) only on trusted devices anti-malware measures in place, as well as the means of ensuring they remain current).

Advanced Shipping Notification

Download ASN Report

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

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

From the Homepage:

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

The screenshot illustrates the SAP Business Network interface for creating and running an ASN report. It is divided into three main sections:

- Report Templates:** A table listing existing report templates. The 'ASN REPORT' template is highlighted, showing it is 'Manual' and of type 'Ship Notice', with a status of 'Processed' and a last run date of '23 Apr 2020'. A 'Create' button is circled in yellow (2).
- Report Form:** A form for creating a new report template. The 'Report type' dropdown is set to 'Ship Notice' and is highlighted with a yellow box (3). Other fields include 'Title' (ASN Report), 'Description', 'Time zone' (Singapore), and 'Language' (English).
- Report List:** A table showing the 'ASN REPORT' template with a status of 'Processed' (highlighted in yellow) and a last run date of '23 Apr 2020'. The 'Run' button is circled in yellow (4), and the 'Refresh Status' button is circled in yellow (5).

Numbered callouts (1-6) correspond to the steps in the instructions:

- 1: Clicking the 'Reports' menu item.
- 2: Clicking the 'Create' button in the Report Templates table.
- 3: Setting the 'Report type' to 'Ship Notice' in the form.
- 4: Clicking the 'Run' button for the 'ASN REPORT' template.
- 5: Clicking the 'Refresh Status' button.
- 6: Clicking the 'Download' button for the 'ASN REPORT' template.

Purchase Order

PO Content

Level	Field	Description	Data Source
Header	From	Buyer account	Network
Header	To	Supplier account	Network
Header	Purchase order	Order number from Customer ERP	Customer ERP
Header	Payment Terms	Payment terms from Customer ERP	Customer ERP

Order Confirmation

OC Content

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation# Confirmation#	Reference entered by Supplier	Yes	Free text
Order Confirmation Header	Associated Purchase Order#	Customer Purchase Order reference	Prepopulated	Customer ERP
Order Confirmation Header	Customer	Customer name	Prepopulated	Customer ERP
Order Confirmation Header	Supplier Reference	Supplier Public Reference number (Sales Order Number)	Optional - TBD	Free text

Advanced Shipping Notice

ASN Content

Level	Field	Description	Mandatory	Data Source
Shipping	Packing Slip ID	Supplier Packing Slip Identification	Yes	Free Text
Shipping	Invoice No	Supplier Invoice Number	Optional - TBD	Free Text
Shipping	Ship Notice Type	Selected to "Actual" or "Estimated"	Optional - TBD	Drop Down List
Shipping	Shipping Date	Shipping Date	Optional - TBD	Date Field

Thank you.