



SUBCONTRACTING COLLABORATION

SUPPLIER TRAINING GUIDE

Honeywell



TABLE OF CONTENTS

Introduction

- Introduction
- Documents
- Workflow Diagram
- Modes of Integration and Automation

Portal User Interaction

- Subcontracting PO and Releases
- Subcontracting Order Confirmation
- Finished Goods Shipment
- Finished Goods Receipt
- Limitations

Appendix

INTRODUCTION

INTRODUCTION

- **Subcontracting** collaboration is the outsourcing of part of the manufacturing process of a product to a third-party (supplier/ contract manufacturer).
- More specifically, subcontracting collaboration is an outsourcing of certain production activities that were previously performed by the manufacturer to a third-party.
- A company may outsource the manufacture of certain components for the product or outsource the assembly of the product.
- Nowadays, outsourcing companies have become specialists in a multitude of services for manufacturers including design, production, assembly, and distribution.

SUBCONTRACTING COLLABORATION

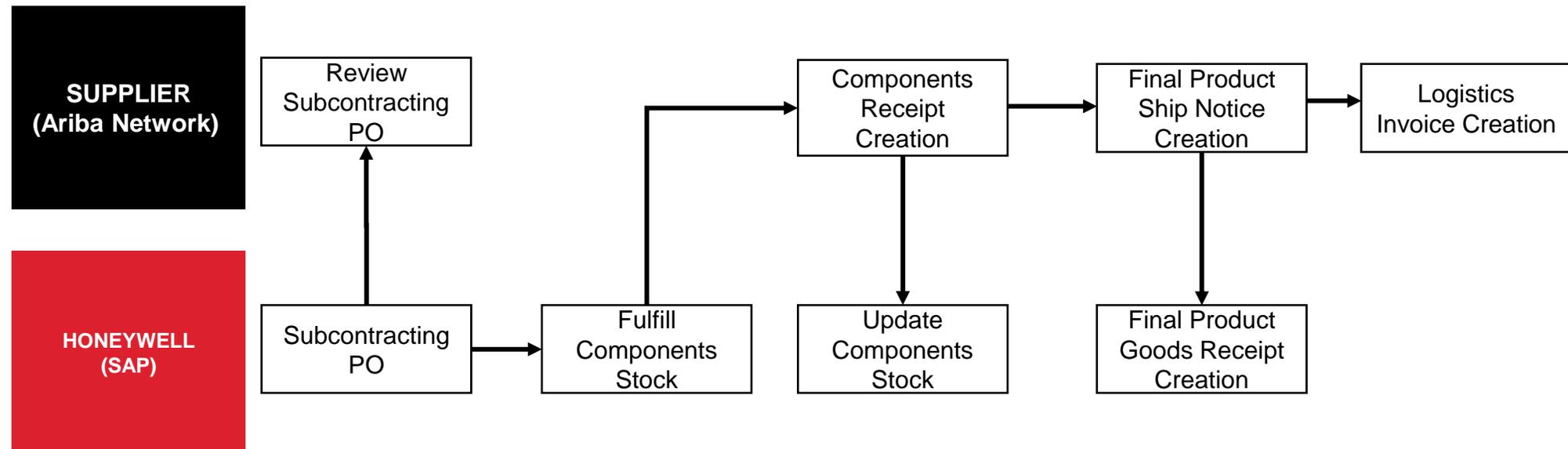
DOCUMENTS

Document	Description
Subcontracting Purchase Order	<p>A subcontracting purchase order is a purchase order that is sent from a buyer to a contract manufacturer to request the production and delivery of finished goods.</p> <p>The subcontracting purchase order has been enhanced to carry, not only item level and schedule line level information, but also subcontracting component information. Subcontracting components are the raw materials that are used for manufacturing the finished goods specified at the item level.</p>
Order Confirmation incl. Component	<p>Acknowledgement of subcontracting purchase order with components' details.</p> <p>Component handling possibilities: add, delete, duplicate, quantity updates.</p>
Component Ship Notice	<p>A component ship notice is a type of ship notice that informs the contract manufacturer of the shipment of subcontracting components.</p>
Component Receipt	<p>A component receipt is a type of goods receipt that informs the customer of the receipt of subcontracting components. The contract manufacturer can issue the component receipt against one or more component ship notices.</p>
Component Inventory Real-time: Report	<p>A component inventory report has been added to inform suppliers about quantities of components available for manufacturing.</p>
Consumption Message	<p>A real-time component consumption message informs the buyer of consumption of components at any phase of the production cycle.</p>
Finish Goods Receipt	<p>Customer confirmation of final product receipt</p>

SUBCONTRACTING COLLABORATION

WORKFLOW DIAGRAM

- Honeywell sends a subcontracting order.
- Supplier confirms the order.
- Honeywell provides components.
- Supplier confirms the receipt of the components.
- Honeywell updates the component stock figures.
- Supplier ships the final product.
- Honeywell confirms the receipt of the final product.
- Supplier invoices the subcontracting order.



MODES OF INTEGRATION AND AUTOMATION

Ariba allows suppliers to work in different modes:



Ariba Portal: The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.



Full System Integration: Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.



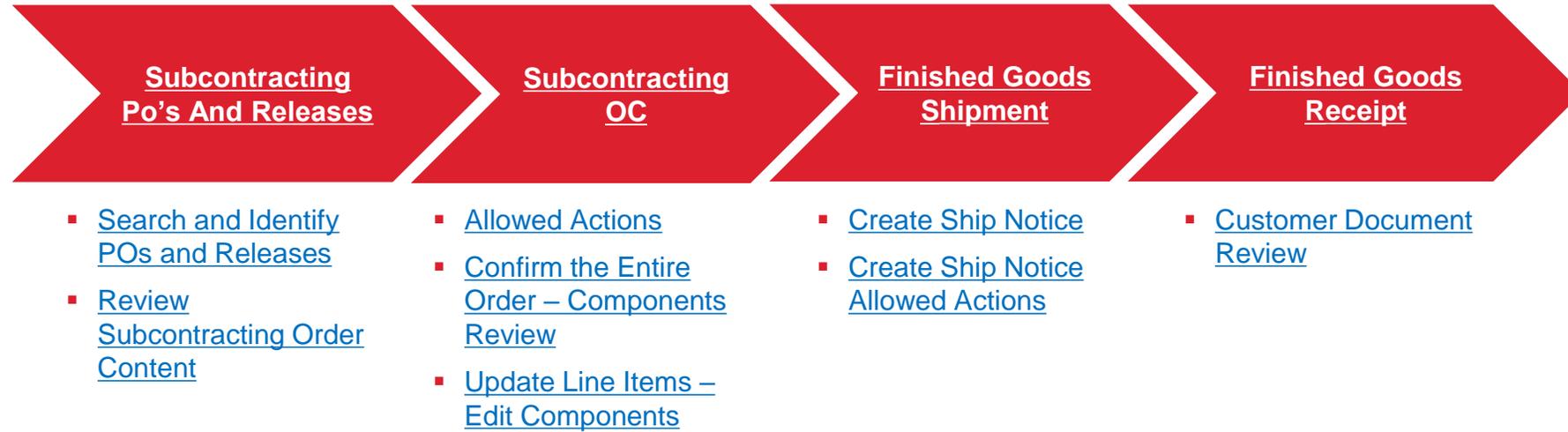
Manual: The Supplier can manually enter the data in Portal and upload



Excel: The Supplier can utilize Excel options to upload data.

PORTAL USER INTERACTION

PORTAL INTERACTION



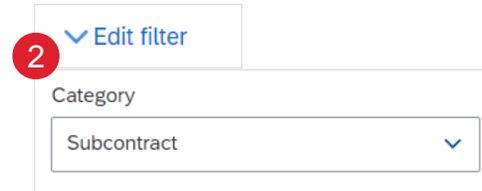
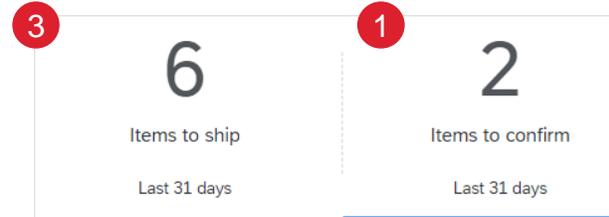
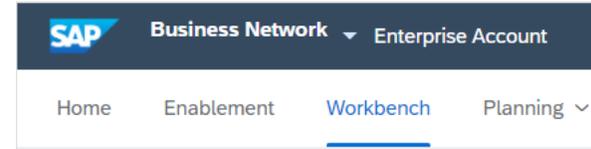
SUBCONTRACTING POs AND RELEASES

SUBCONTRACTING PO'S AND RELEASES

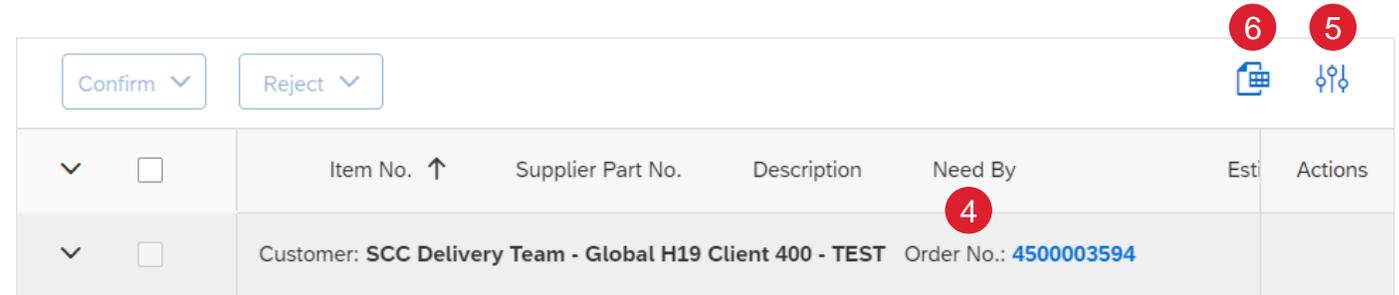
FIND – ITEMS TO CONFIRM / ITEMS TO SHIP (FROM THE WORKBENCH)

From the Homepage:

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



Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



SUBCONTRACTING PO'S AND RELEASES

REVIEW SUBCONTRACTING ORDER CONTENT

Review the line items section in subcontracting purchase order layout.

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

Line Items											Show Item Details	
Line #	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	1
10		DR-SM-501	Material	Subcontract Regular			5.0 (EA)	30 Jun	\$100.00 USD	\$500.00 USD	3200	Details
Description: Submarine Generator 1,400kW 440V DC												

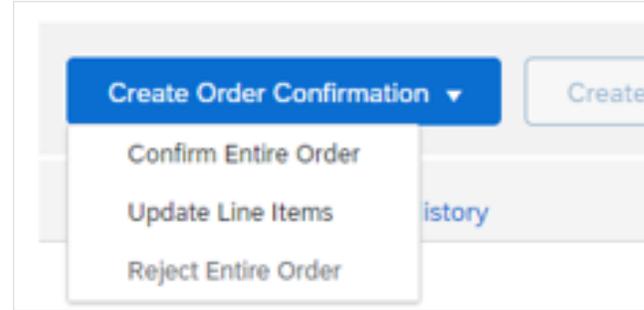
Schedule Lines					Show Schedule Line Details
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	2	Show Components
1	13 Dec 7:00 PM CET	30 Jun 7:00 AM EDT	5.0 (EA)		

SUBCONTRACTING OC

SUBCONTRACTING ORDER CONFIRMATION

ALLOWED ACTIONS

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



Note: For any changes needed to the **Payment Terms, Remit-To Address, Pricing or Quantity**, please contact the Honeywell Buyer. The contact email has been provided in the details the Purchase Order.

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

SUBCONTRACTING ORDER CONFIRMATION

CONFIRM ENTIRE ORDER – COMPONENTS REVIEW

1. Expand **Schedule lines** to view Component section.
2. Expand **Components** to view the details.

The screenshot displays a web-based interface for reviewing order components. At the top, a 'Line Items' section shows a table with columns for Line #, Part #, Customer Part #, Revision Level, Category, and Qty (Unit). Line 10 is expanded to show a description of 'Olympus EM1 Mark II Body' and a 'Schedule Lines' section. The 'Schedule Lines' section shows a table with columns for Schedule Line # and Delivery Date, with line 1 having a delivery date of :30 Jun. Below this, the 'Components' section is expanded to show a table with columns for Line, Customer Part # / Description, Customer Batch #, Part #, and Quantity (Unit). The components listed are: Evaporator Fan, Defroster Heater, Temperature Control, Compressor, and Drain Pan. At the bottom, the 'Current Order Status' is shown as '10.0 Confirmed As Is'.

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10		PROC-IM-RF-7002		Subcontract Regular	10.0 (EA)

Description: Olympus EM1 Mark II Body

1 Schedule Lines

Schedule Line #	Delivery Date
1	:30 Jun

2 Components

Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)
	Evaporator Fan			
2	PROC-IM-CM-7200 Defroster Heater			50.0 (EA)
3	PROC-IM-CM-7300 Temperature Control			50.0 (EA)
4	PROC-IM-CM-7400 Compressor			50.0 (EA)
5	PROC-IM-CM-7500 Drain Pan			50.0 (EA)

Current Order Status:
10.0 Confirmed As Is

SUBCONTRACTING ORDER CONFIRMATION

UPDATE LINE ITEMS – EDIT COMPONENTS

1. Click **Edit Components** button. The new window will pop up.
2. You are allowed to perform the following actions:
 - Edit batches.
 - Edit quantities (only for the checked component lines).
 - Add component line.
 - Delete component line.
3. Click **Revert All Edits** to reset all changes (according to subcontracting order).
4. Click **Cancel** to exit the window without saving any changes.

Note: Please align with the customer components editability options.

Line Items

Line #	Part #	Customer Part #	Revision Level	Category
10		PROC-IM-RF-7002		Subcontract Regular

Description: Olympus EM1 Mark II Body

► Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm: Backorder:

Components

Usage	Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Quantity	Unit	
<input checked="" type="checkbox"/>	1	PROC-IM-CM-7100 Evaporator Fan	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	2	PROC-IM-CM-7200 Defroster Heater	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	3	PROC-IM-CM-7300 Temperature Control	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	4	PROC-IM-CM-7400 Compressor	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	5	PROC-IM-CM-7500 Drain P	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>

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

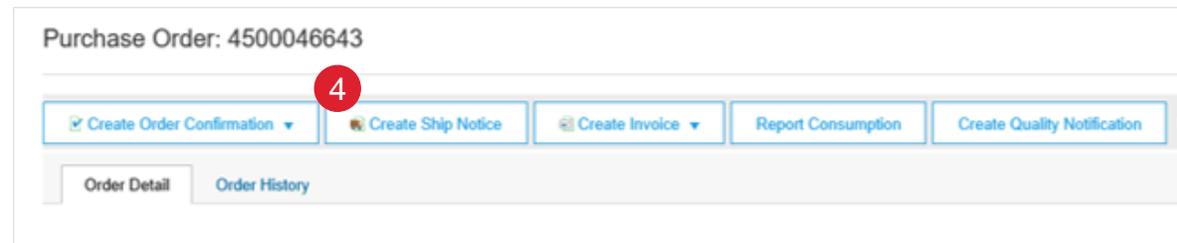
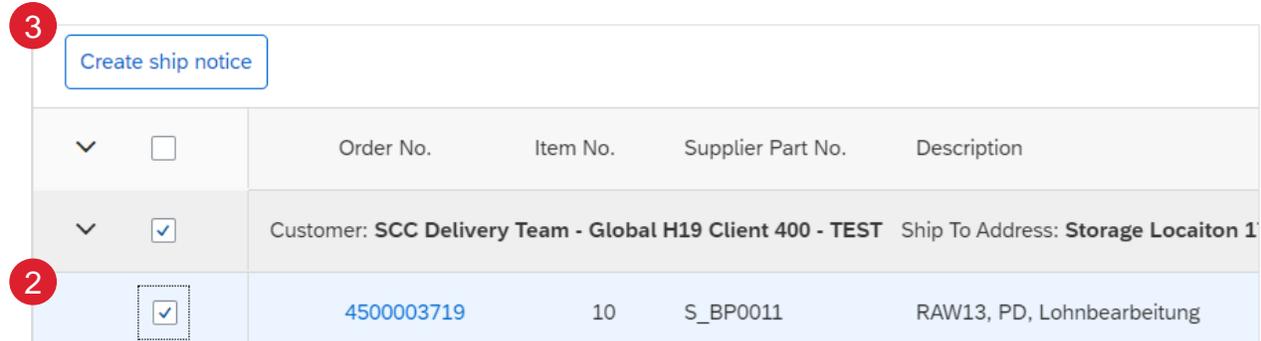
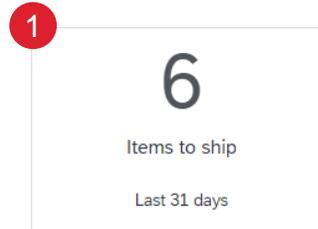
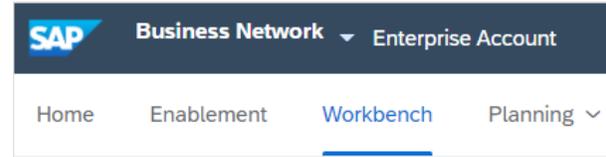
FINISHED GOODS SHIPMENT

FINISHED GOODS SHIPMENT

CREATE SHIP NOTICE (FROM THE WORKBENCH)

1. Click **Workbench, Items to Ship** tile.
2. Identify the right order and select it.
3. Click **Create Ship Notice** button.
4. You can create ship notice as well from purchase order screen.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



For detailed ship notice management please refer to the SCC PO Collaboration Supplier Guide or Help Center.

FINISHED GOODS SHIPMENT

CREATE SHIP NOTICE ALLOWED ACTIONS

You can:

1. Remove order items.
2. Add details, such as serial numbers, retail and delivery details and others.
3. Add ship notice line.
4. Download pdf.
5. Submit component consumption document, return to the previous page or exit without saving.

Order Items											
Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500046643	10		PROC-IM-RF-7002	20.0	EA	28 Dec 2018		\$120.00 USD	\$2,400.00 USD	3200	1 Remove
Description: Refrigerator											
Shipment Status Total Item Due Quantity: 20 EA											
Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	4 Download PDF	2 Add Details					
3 <input type="button" value="Add Ship Notice Line"/>											
5 <input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Exit"/>											

FINISHED GOODS SHIPMENT

CREATE SHIP NOTICE – ADDING COMPONENTS

You can:

1. Add a component.
2. Copy order quantities.
3. Clear all quantities.
4. Duplicate a component.
5. Use Look up functionality to review stock figures.

The screenshot shows the 'Create Ship Notice' application interface. It is divided into two main panels. The left panel contains a table with columns: Order #, Line #, Part #, Customer Part #, Qty, and Unit. The main entry is for Order # 4500046643, Line # 10, Part # PROC-IM-RF-7002, Qty 20.0, and Unit EA. Below this is a 'SHIPMENT STATUS' section showing '1. Shipping 20 EA'. Underneath is a 'Consumed Components' table with columns: Line, Customer Part # / Description, and Customer Batch #. This table lists five components: 1. PROC-IM-CM-7100 (Evaporator Fan), 2. PROC-IM-CM-7200 (Defroster Heater), 3. PROC-IM-CM-7300 (Temperature Control), 4. PROC-IM-CM-7400 (Compressor), and 5. PROC-IM-CM-7500 (Drain Pan). Each component has a 'Look Up' button next to its Customer Batch # field. At the bottom of the left panel are three buttons: 'Add Component' (callout 1), 'Copy Order Quantities' (callout 2), and 'Clear All Quantities' (callout 3). The right panel has 'OK' and 'Cancel' buttons at the top, and a 'Customer Location' field with the value '3200'. Below this is a table with columns: Unit and Actions. It lists 'EA' for each component with a 'Duplicate' button (callout 4). A 'Look Up' button (callout 5) is also present in the 'Customer Batch #' column of the 'Consumed Components' table.

Order #	Line #	Part #	Customer Part #	Qty	Unit
4500046643	10		PROC-IM-RF-7002	20.0	EA

Description: Refrigerator

SHIPMENT STATUS
1. Shipping 20 EA

Consumed Components

Line	Customer Part # / Description	Customer Batch #	Look Up
1	PROC-IM-CM-7100 Evaporator Fan	<input type="text"/>	Look Up
2	PROC-IM-CM-7200 Defroster Heater	<input type="text"/>	Look Up
3	PROC-IM-CM-7300 Temperature Control	<input type="text"/>	Look Up
4	PROC-IM-CM-7400 Compressor	<input type="text"/>	Look Up
5	PROC-IM-CM-7500 Drain Pan	<input type="text"/>	Look Up

Buttons: Add Component (1), Copy Order Quantities (2), Clear All Quantities (3)

Customer Location: 3200

Unit	Actions
EA	Duplicate (4)
EA	Duplicate

FINISHED GOODS RECEIPT

FINISHED GOODS RECEIPT

CUSTOMER DOCUMENT REVIEW

Finished goods receipt is available on the Portal once Finished Goods are received by Honeywell.

Finished goods receipt belongs to the list of PO related documents.

When finish goods receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Type	Order Number ↓	Customer	Order Status	
<input type="radio"/>	Order	4500046708	NALA CLAQ1BUYER2	Received

Receipt: 300050000054222019
Done [Previous](#)

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

Detail [History](#)

From:
 NALA CLAQ1BUYER2
 1230 Lincoln Avenue
 NEW YORK , NY 10019
 United States

To:
 LOB NALA Supplier 9
 PO12129
 Pittsburgh , PA 15222
 United States
 Phone:
 Fax:
 Email:

Receipt:

Receipt #: 300050000054222019
 Receipt Date: 18 Jan 2019

Routing Status: Sent
[Related Documents: 4500046708](#)

LIMITATIONS

LIMITATIONS

- If a subcontracting purchase order has been uploaded or downloaded via CSV, a supplier will not see the component details on the downloaded subcontracting purchase order.
- No mass upload functionality for component receipts.

APPENDIX

FINISHED GOODS SHIPMENT

CREATE SHIP NOTICE (FROM THE ORDERS TAB)

1. Click **Orders > Orders and Releases > Items to Ship**.
2. Search filters allow you to search using multiple criteria. Expand **Search Filters** to display the query fields.
3. Identify the subcontracting order. Select identified order by checking the box.
4. Click **Create Ship Notice** button.
5. You can create ship notice as well from purchase order screen.

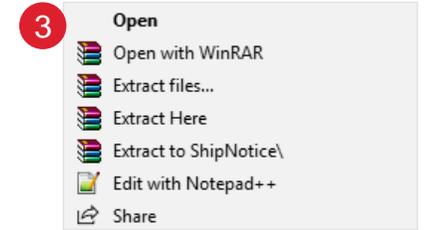
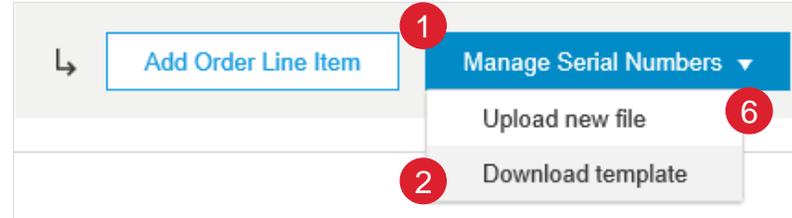
The screenshot illustrates the SAP Ariba Supply Chain Collaboration interface for creating a ship notice. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. The main navigation menu shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, highlighting 'Orders and Releases'. Below this, the 'Orders and Releases' section is active, with tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A red circle '1' highlights the 'Items to Ship' tab. A 'Search Filters' button is visible below the tabs, with a red circle '2' next to it. A table of orders is displayed, with a red circle '3' next to a checkbox in the first row. The table has columns for a checkbox, a purchase order number (4500046022), a quantity (10), and a unit (1). Below the table, a red circle '4' highlights the 'Create Ship Notice' button. At the bottom, the 'Purchase Order: 4500046643' screen is shown, with a red circle '5' highlighting the 'Create Ship Notice' button among other options like 'Create Order Confirmation', 'Create Invoice', 'Report Consumption', and 'Create Quality Notification'.

For detailed ship notice management please refer to the SCC PO Collaboration Supplier Guide or Help Center.

SERIAL NUMBERS UPLOAD TOOL

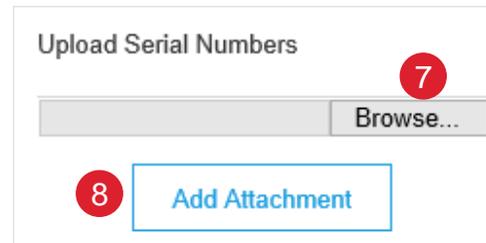
You can manage your serial numbers in a bulk using upload tool available from you Supplier Portal.

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



This screenshot shows an Excel spreadsheet with a table. The 'Item Serial Number' column is highlighted with a red box and a red circle with the number 5. The table has the following columns: Ship Notice, Order ID, Item Line, Item Supplier, Item Customer, Item Ship, Item Quantity, Item Batch, Item Product, Item Expiration, Batch Quantity, Item Serial Number, and Item Asset. The first row of data contains the value '123' in the 'Item Serial Number' column. A red circle with the number 4 is also present in the top left corner of the table area.

Ship Notice	Order ID	Item Line	Item Supplier	Item Customer	Item Ship	Item Quantity	Item Batch	Item Product	Item Expiration	Batch Quantity	Item Serial Number	Item Asset
Optional	Required	Required	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional
String	String	Integer	String	String	Integer	Decimal	String	Date	Date	Decimal	String	String
Ship notice	Purchase c	Purchase c	Supplier P	Item custo	Ship notice	Item quan	Item batch	Productio	Expiration	Batch Qua	Item serial number	Item asset
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	



COMPONENT SHIPMENT REPORT

CREATE REPORT

You can create a Component Shipment report in Excel to show selected information from multiple component ship notices.

From the Homepage:

1. Click **Reports > Reports**.
2. Click **Create**.
3. Enter the Title of the report and Select Report type **Component Shipment**.
4. Click **Next**.
5. Enter the report criteria and click **Submit**.

More information on each field is provided in the Component Shipment report criteria description.

The screenshot displays the SAP Ariba Network interface in TEST MODE. The navigation menu includes Home, Planning, Orders, Fulfillment, Quality, Invoices, Administration, Reports, and Messages. The Reports dropdown menu is open, showing the Reports option. The Report Templates table is empty, and the Create button is highlighted. The Report configuration screen shows the following fields: Title, Description, Time zone (Asia/Kuala_Lumpur), Language (English), and Report type (Component Shipment). The Next button is highlighted. The final Report configuration screen shows the following fields: Customer (All Customers), Component Ship Notice No., Tracking Number, Order Number, Shipping Organization, Receipt Status (All), Show Ship Notice By (Ship Notice Date), Date (4 Jul 2022 to 4 Aug 2022), and Maximum Results Returned (100). The Submit button is highlighted.

COMPONENT SHIPMENT REPORT

CRITERIA DESCRIPTION

Field	Description
Customer	Choose a customer name, or use the default value (All Customers)
Component Ship Notice No.	To report on a component ship notice with a specific number, enter the number in the text box. This field is case sensitive.
Tracking Number	Enter the tracking number associated with the component ship notice.
Order Number	To report on an order with a specific number, enter the number in the text box. This field is case sensitive.
Shipping Organization Code	Enter the code for the organization that ships the components.
Receipt Status	Choose one or more statuses (Open, Partially Received, or Fully Received), or use the default value (All).
Show Ship Notice By	Choose which type of date from the ship notice to show and the date range to include. Choices are either Ship Notice Date, Estimated Delivery Date, or Actual Shipping Date
Maximum Results Returned	Choose the maximum number of records returned by the report. The report supports up to 30.000 records.

COMPONENT SHIPMENT REPORT

EXCEL SHEETS

The Component Shipment Excel report organizes the information it retrieves in the following sheets:

- **Component Shipment:** Lists all component shipments sent to suppliers at item level. Details include the names of the customer, supplier, and carrier, component details, and shipping details.
- **Serial Numbers:** Lists the serial numbers associated with specific component shipments. Details include component ship-notice information, customer and supplier batch IDs, and component serial numbers.
- **Component Receipt Line Item:** Includes component receipt numbers, line numbers, quantities, dates, and status.

The screenshot displays the SAP Ariba interface for the Component Shipment report. The top header shows the SAP Ariba logo and the report title 'Component Shipment'. Below the header is a table with the following columns: Customer ANID, Customer, Component Ship Notice No., Component Ship Notice Line No., Tracking Number, Supplier, Shipping Organization, Creation Date, Receipt Status, Customer Part No., and Customer Part Description. Row 6 contains the text 'Report generated on 3 Feb 2022 2:48 AM GMT+01:00'. At the bottom, a navigation bar shows three tabs: 'Component Shipment' (highlighted with a red box), 'Serial Numbers', and 'Component Receipt Line Item'. A search bar and navigation arrows are also visible in the bottom right corner.

Customer ANID	Customer	Component Ship Notice No.	Component Ship Notice Line No.	Tracking Number	Supplier	Shipping Organization	Creation Date	Receipt Status	Customer Part No.	Customer Part Description
Report generated on 3 Feb 2022 2:48 AM GMT+01:00										

SUBCONTRACTING PO'S AND RELEASES

FIND – ITEMS TO CONFIRM / ITEMS TO SHIP (FROM THE ORDERS TAB)

From the Homepage:

1. Click **Orders > Orders and Releases**.
2. Use search filters in the **Items to Confirm** sub-tab. Set category as **Subcontracting**.
3. Check the box in case you would like to view **only refurbishment or replacement** subcontracting types.
4. You can identify your order as well from the **Items to Ship** sub-tab.
5. To open order click its number.
6. To configure your view click configure button.

Note:

- For long term PO agreements that typically are valid for a year and have line items with unlimited over delivery, use the **Order Number: Exact number** filter on the **Items to Ship** or Multi-tier Items to Ship tabs to create ship notices for the PO until the expiration date is reached.
- An item with **unlimited quantity tolerance** still appears on the Items to Ship tab even if the full quantity has already been shipped for as long as order's expiration date has not been reached.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. Below it, a secondary navigation bar has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' as the selected option. Below this, a search filter bar for 'Items to Confirm' is shown. It includes a 'Category' dropdown set to 'Subcontract', an information icon, and a checkbox for 'Only Replacement and Refurbishment'. Below the search filters, there are three tabs: 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. The 'Items to Confirm' tab is active. Below the tabs, there is a 'Search Filters' section. At the bottom, a table titled 'Items to Confirm (1)' is displayed. The table has columns for 'Type', 'Order Number', 'Item', 'Schedule Line', and 'Actions'. The first row shows an 'Order' with 'Order Number' 4500003734 and 'Item' 10. The 'Actions' column contains 'Edit / View' and 'Actions'.