

SAP Business Network for SCC

Order Collaboration
Supplier Training Guide



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
- Finished Goods Receipt

Appendix

Order Collaboration

In this Chapter You Will Learn About ...

- ... what are the benefits of using purchase order collaboration
- ... what does the interaction look like
- ... what are the possible integration modes

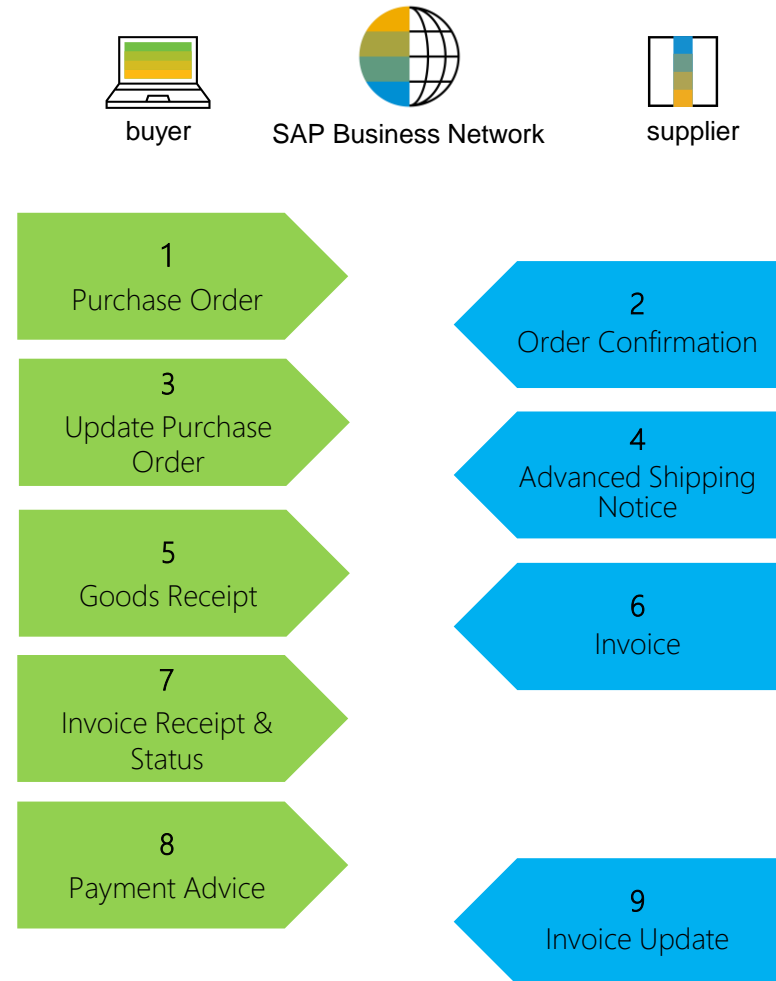
Introduction

- Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.
- The central component is the SAP Business Network that provides:
 - A real time insight into the same shared information for both Buyer and Supplier.
 - Error avoidance by making sure that requested, delivered and invoiced match up.
 - Enablement of automatic synchronization with Supplier's and Buyer's 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.</p> <p>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 or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification 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 an 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 contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.</p>

PO Collaboration Workflow Diagram



Different Modes of Integration/ Automation

SAP Business Network allows supplier to work in different modes.

- **Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.
- **Full System Integration:** SAP Business 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 shipping notices
- ... how to read goods receipt screen

Order Collaboration Portal Interaction



General Considerations
Search and Identify the PO
View PO Details
PO Content

General Considerations
Allowed Actions
Manage Individual PO
Manage Multiple PO's
Mass Upload of OC's
Reconfirmation
Reconfirmation via Mass Upload
Review Submitted OC's
Tolerances
OC Content

General Considerations
Allowed Actions
Manage Individual PO
Manage Multiple PO's
Mass Upload of ASN's
Review Submitted ASN
Download ASN Report
Tolerance
ASN Content

Customer Document
GR Content

Purchase Order

In this Chapter You Will Learn About ...

- ... how to search for purchase orders
- ... how to view purchase order details
- ... purchase order content and fields description

Purchase Order

General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.
- Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

Purchase Order

Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases:**

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

Note:

- If the order can not be found in search, please check PO instructions or contact [Customer].
- For more info on how to manage your workbench and create specific tiles please refer to **the next slide**.

The screenshot shows the SAP Business Network Enterprise Account interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. Below this, there are four summary tiles: '99 New orders', '22 Changed orders', '192 Orders to invoice', and '271 Orders', all for the 'Last 90 days' period.

Below the tiles is a filter section with the following options:

- Customers:** Select or type selections
- Order numbers:** Type selection, Partial match (selected), Exact match
- Creation date:** Last 90 days
- Order status:** Include, Select or type ...
- Company codes:** Select or type selections
- Purchasing organizations:** Select or type selections
- Customer locations:** Type selection
- Order type:** All
- Routing status:** All
- Min amount:** (empty)
- Max amount:** (empty)
- Currency:** EUR
- Show hidden orders only

At the bottom, there is a table with the following data:

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

Workbench

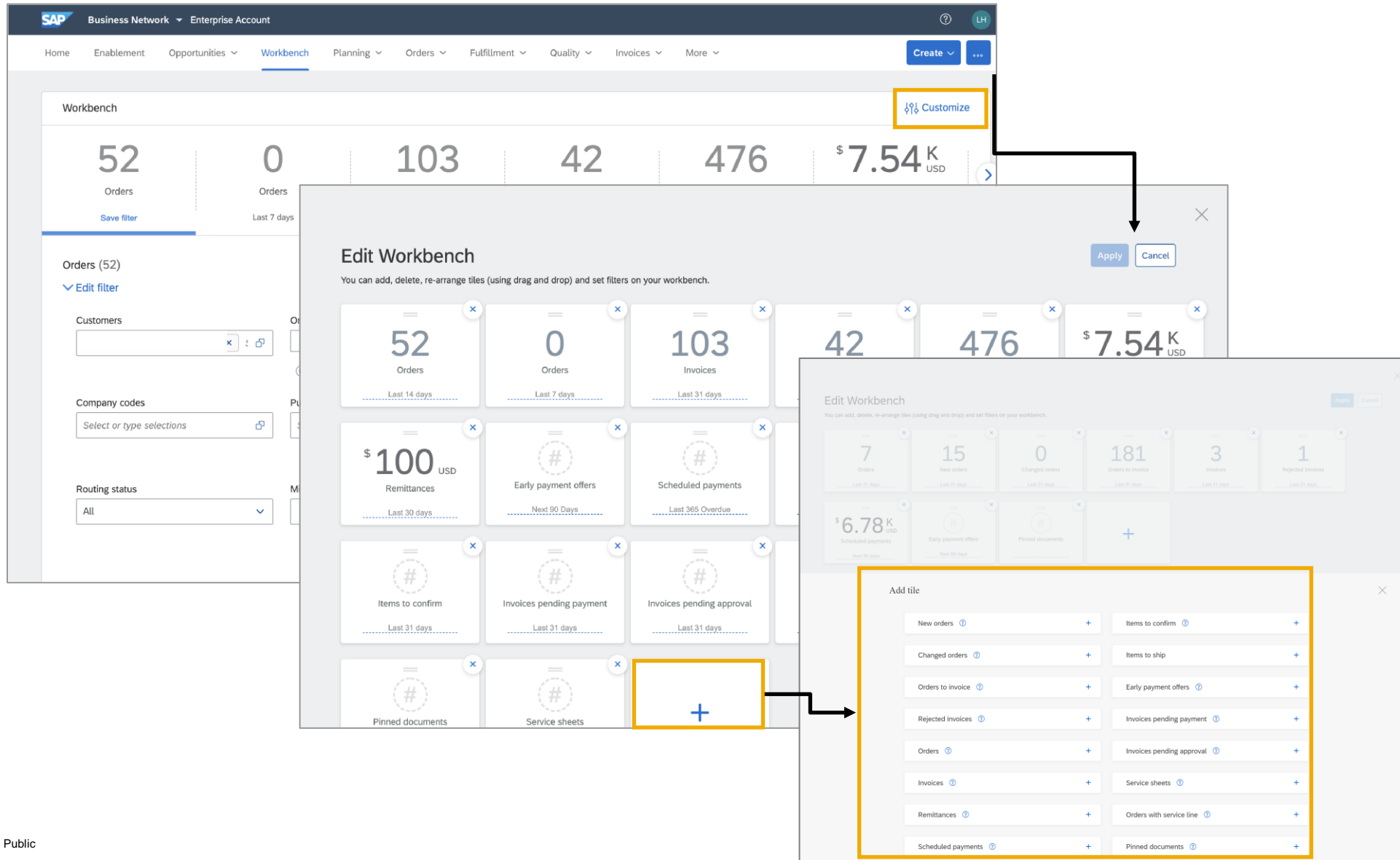
Customize Workbench

The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.

To add a tile, click on the “+” icon. This will bring up a list of available tiles. Click on the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.

To remove a tile, click on the “x” icon on the top right of the tile.

To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.



The screenshot displays the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Opportunities, Workbench (selected), Planning, Orders, Fulfillment, Quality, Invoices, and More. A 'Create' button and a 'Customize' icon (a gear with a plus sign) are visible in the top right. The main dashboard shows several key metrics: 52 Orders (Last 7 days), 0 Orders (Last 7 days), 103 Invoices (Last 31 days), 42 Invoices (Last 31 days), 476 Invoices (Last 31 days), and \$7.54 K USD (Last 31 days). A 'Save filter' button is located below the metrics.

The 'Edit Workbench' modal is open, showing a grid of tiles. Each tile has a title, a value, and a time period. The tiles are: 52 Orders (Last 14 days), 0 Orders (Last 7 days), 103 Invoices (Last 31 days), 42 Invoices (Last 31 days), 476 Invoices (Last 31 days), \$7.54 K USD (Last 31 days), \$100 USD Remittances (Last 30 days), Early payment offers (Next 90 Days), Scheduled payments (Last 365 Overdue), Items to confirm (Last 31 days), Invoices pending payment (Last 31 days), Invoices pending approval (Last 31 days), Pinned documents, and Service sheets. A '+' icon is highlighted in the bottom right corner of the grid.

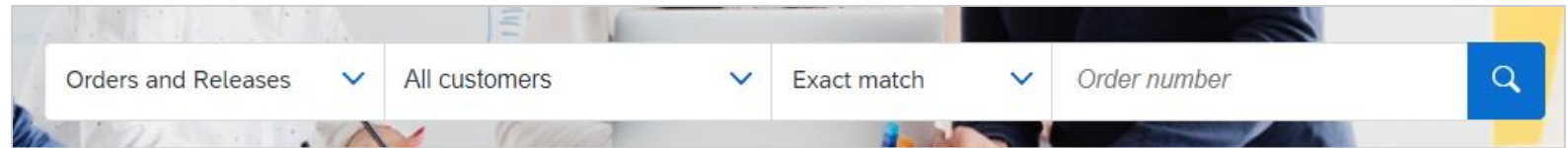
The 'Add tile' dialog is open, showing a list of available tiles with a '+' icon next to each one. The tiles are: New orders, Changed orders, Orders to invoice, Rejected invoices, Orders, Invoices, Remittances, Scheduled payments, Items to confirm, Items to ship, Early payment offers, Invoices pending payment, Invoices pending approval, Service sheets, Orders with service line, and Pinned documents.

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 Customer.



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. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, schedule lines and others.
5. You can configure your view by clicking configure icon.
6. If your customer allows, you will be able to see the **Customer** heading address in the upper left side of the PO.

Purchase Order: 4500008865

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

SAP

From: Customer
Company Code 1710 - Address Name 1

To: BParnau Supplier - TEST

Phone: Fax: Email:

Purchase Order (New)
4500008865
Amount: \$20.00 USD
Version: 1

Track Order

3 Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		FGPCDG01	Material			10.000 (BO)	25 Aug 2022 CEST 25 Aug 2022 Buyer time	\$2.00 USD	\$20.00 USD	

Description: Finished Good DG 5L

Show Item Details

Details

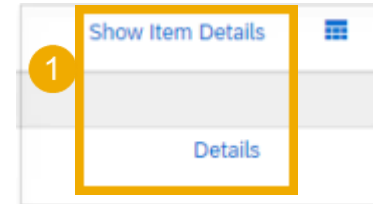
- ✓ Status
- ✓ Control Keys
- ✓ ___INTERNALAW_CommentsList
- ✓ Attachment
- ✓ Accounting
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

Purchase Order

View PO Details – Line Level

To view the details of the line level:

1. Click on **Show Item Details** or **Details**.
2. Detail of item status (previously confirmed or previously shipped items).
3. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
4. Below Control keys – there might be customer comments available.
5. Schedule line details the quantities planned for specified delivery dates.
6. Additional details might be provided in Other information section.



Line Items					
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return
10	1	S_BP001	BP001	Material	
Description: Lager					
2 Status					
1 Shipped		Shipment Id: ASN00229			
1,000,000 Unconfirmed					
3 Control Keys					
Order Confirmation: not allowed					
Ship Notice: allowed					
Invoice: is not ERS					
4 Comments					
Materialbestelltext:		https://www.haascnc.com/			
5 Schedule Lines					
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)		
1	11 Jul 2022 2:00 PM CEST		1,000,000 (PCE) ⓘ		
	11 Jul 2022 Buyer time				
6 Other Information					
Receiving Type:		4			
External Line Number:		10			
Estimated days for inspection:		7			
Classification Domain:		ERPCommodityCode			
Classification Code:		YBPM01			
Classification Domain:		ERPCommodityCodeDescription			
Classification Code:		Ersatzteile			

Order Confirmation

In this Chapter You Will Learn About ...

- ... how to manage order confirmations
- ... how to mass upload 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.
- Suppliers can also suggest modifications of the purchase order (price, quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by the buying organization before fulfillment of the order.
- Supplier may upload attachments (if any) only at header level.

Order Confirmation

Allowed Actions

SAP Business 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:** will propose only to fill a comment in order to explain the full rejection.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates.
- **Split** action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

2. 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**

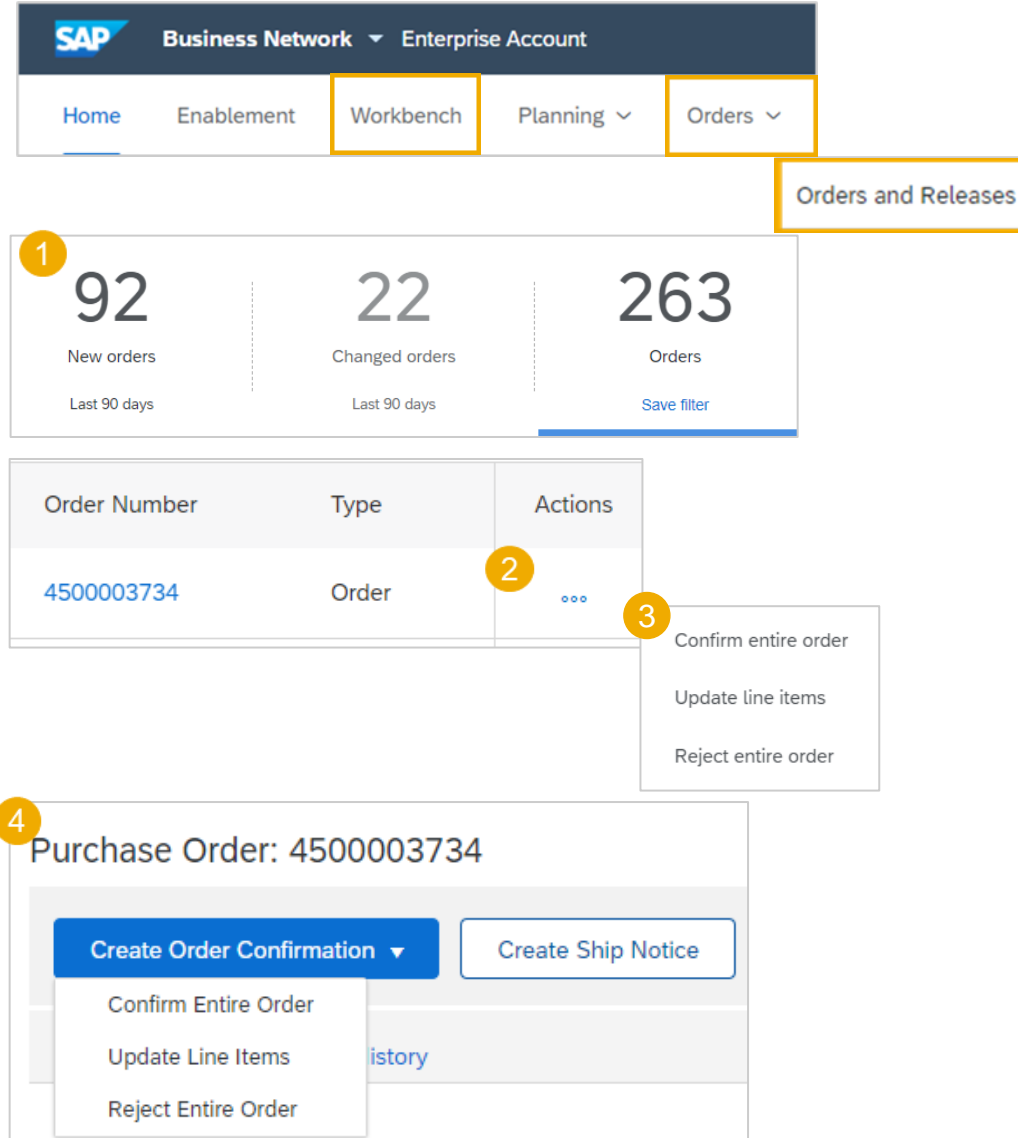
OR

From the **Orders>Orders and Releases:**

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

Note:

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



The screenshot illustrates the SAP Business Network interface for order management. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. A dashboard below displays three key metrics: '92 New orders Last 90 days', '22 Changed orders Last 90 days', and '263 Orders' with a 'Save filter' link. A table lists orders, with one row for '4500003734' of type 'Order'. An 'Actions' column for this row is expanded to show 'Confirm entire order', 'Update line items', and 'Reject entire order'. A separate view for 'Purchase Order: 4500003734' shows a 'Create Order Confirmation' button with a dropdown menu containing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order', alongside a 'Create Ship Notice' button.

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

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

The screenshot shows the 'Confirm entire order' action selected in the Actions column of an order table. Below, the 'Order Confirmation Header' form is visible, with the 'Confirmation #' field highlighted. The 'Line Items' section shows a table with one item: Line # 10, Part # S103, Customer Part # KKC_PROD_103, Revision Level, Category Subcontract, Qty (Unit) 10.000 (EA). The 'Schedule Lines' section shows a delivery date of 30 Jul 2022. The 'Current Order Status' is '10.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time)'. Callouts 1-5 indicate the 'Confirm entire order' button, the 'Confirmation #' field, the 'Line Items' section, the 'Next' button, and the 'Previous', 'Submit', and 'Exit' buttons respectively.

Order Number	Type	Actions
4500003734	Order	...

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: []

Associated Purchase Order #: 4500008899

Customer: SCC Delivery Team - Global H19 Client 400 - TEST

Supplier Reference: []

Shipping and Tax Information

Comments: []

Attachments

Choose File No file chosen Add Attachment

3 Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10	S103	KKC_PROD_103		Subcontract	10.000 (EA) ⓘ

Description: KKC Prod 103

4 Next

5 Previous Submit Exit

Current Order Status: 10.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time)

Order Confirmation

Manage Individual PO – Reject Entire Order

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

This example demonstrates the Reject Entire Order option.

1. Select the option **Reject Entire Order**. A new window will appear.
2. Enter your confirmation number.
3. Select a rejection reason from the dropdown list.
4. You might be willing to provide further details for rejection in the **Comments** section.
5. Click **Next** button in the bottom of the screen when finished.
6. Review the rejected order and select one of the following action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send the rejection to the buyer.
 - Click **Exit** to leave the page without saving any changes.

Notes: Once the order confirmation is rejected, the Order Status will display as **Rejected**.

Order Number	Type	Actions
4500003734	Order	⋮ 1

Confirm entire order

Update line items

Reject entire order

Rejecting Entire Order

1 Reject

2 Review

2 Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500008747

Customer: SCC Delivery Team - Global H19 Client 400 - TEST

3 Reject Reason : *

4 Comments:

5 Exit Next

Rejecting Entire Order

1 Reject

2 Review

Confirmation Update

Confirmation #: OC902

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10	S152	152		100.000 (PCE) ⓘ

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

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

The screenshot displays the 'Order Confirmation' interface. At the top, there is a header table with columns: Order Number, Type, and Actions. The Order Number is 4500003734, and the Type is Order. The Actions column contains a menu icon (three dots) with a circled '1' next to it. A dropdown menu is open, showing three options: 'Confirm entire order', 'Update line items' (highlighted with a yellow border), and 'Reject entire order'.

Below the header is the 'Line Items' section. It features a table with columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. The first row shows Line # 10, Part # S103, Customer Part # KKC_PROD_103, Revision Level, Category Subcontract, Qty (Unit) 10,000 (EA), Need By 30 Jul 2022 CEST, Unit Price \$200.00 USD, Subtotal \$2,000.00 USD, and Customer Location. Below the table, there is a 'Description: KKC Prod 103'.

Under the description, there are sections for 'Schedule Lines', 'Components', 'Current Order Status', and 'Attachments'. The 'Current Order Status' section shows '10,000 Unconfirmed' and has input fields for 'Confirm', 'Backorder', and 'Reject'. A 'Details' button with a circled '2' is next to it. Below this, there are buttons for 'Confirm Based on Schedule Lines' and 'Edit Components'. The 'Attachments' section shows 'No Items' and a 'Choose File' button.

At the bottom of the line items section, there is a 'Confirm All' button with a circled '3' next to it. Below this, there are 'Exit' and 'Next' buttons.

The bottom part of the screenshot shows the 'Line Items' section again, but with a different status. The 'Current Order Status' section shows '5 Rejected (Rejection Reason: Incorrect Price)' and '5 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 - defaulted from Req'. A 'Submit' button with a circled '4' next to it is highlighted, along with 'Previous' and 'Exit' buttons.

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

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

The screenshot shows two panels. The left panel, 'Current Order Status', has a radio button selected for '15.0 Unconfirmed' and a 'Confirm' input field. The right panel, 'CONFIRM BASED ON SCHEDULE LINES', shows a table of schedule lines with line 1 selected. Below the table are 'Create Status' and 'Cancel' buttons.

Schedule Line # ↑	Delivery Date	Ship By	Quantity (Unit)
<input checked="" type="checkbox"/>	1	15 Sep 2018	20.0 (PCE)
<input type="checkbox"/>	2	16 Nov 2018	10.0 (PCE)
<input type="checkbox"/>	3	1 Nov 2018	5.0 (PCE)

The screenshot shows the 'Schedule Lines' section with a table of schedule lines. Below the table is the 'Current Order Status' section with a radio button selected for '35.0 Unconfirmed' and a 'Confirm' input field. A 'Details' button is highlighted. A dropdown menu is open, showing a list of schedule lines to choose from.

Schedule Line # ↑	Delivery Date	Ship By
1	15 Sep 2018	
2	16 Nov 2018	
3	1 Nov 2018	

Current Order Status

35.0 Unconfirmed

Confirm:

Reject All ⓘ

Confirm Based on Schedule Lines

Details ⓘ

Schedule Line: ⓘ * Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

- Line number 1 - quantity 30 - date 24 Jul 2020
- Line number 2 - quantity 30 - date 27 Jul 2020
- Line number 3 - quantity 30 - date 31 Jul 2020
- Line number 4 - quantity 10 - date 7 Aug 2020

Order Confirmation

Manage Individual PO – Split Lines

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

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

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

The image shows the top navigation bar of the SAP Business Network interface. It includes the SAP logo, 'Business Network' with a dropdown arrow, and 'Enterprise Account'. Below this is a secondary navigation bar with 'Home', 'Enablement', 'Workbench' (highlighted with a blue underline), 'Planning' with a dropdown arrow, and 'Orders' with a dropdown arrow. To the right of the navigation bar is a white tile with a large number '6' and the text 'Items to confirm' and 'Last 31 days'.

The screenshot shows a table with columns: Item No., Supplier Part No., Description, Need By, Requested Quantity, Confirmed Quantity, Estimated Shipping, Estimated Delivery, Quantity, and Actions. The table contains five rows of data for 'Chain wheel' items. The fourth row is highlighted in blue and has a checkmark in the 'Confirmed' column. The fifth row has a split icon (two arrows pointing left) in the 'Confirmed' column, which is circled in orange with the number '2'. A context menu is open over the fifth row, listing 'Update line items' (circled in orange with '3'), 'Split' (circled in orange with '1'), 'Delete' (circled in orange with '4'), and 'Create quality notification'. The 'Confirm' and 'Reject' buttons are visible at the top left of the table area.

Item No.	Supplier Part No.	Description	Need By	Requested Quantity	Confirmed Quantity	Estimated Shipping	Estimated Delivery	Quantity	Actions
10		Chain wheel	Jul 31, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Jul 31, 2022		...
10		Chain wheel	Aug 1, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 1, 2022		...
10		Chain wheel	Aug 17, 2022	17.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 17, 2022		...
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...

Order Confirmation

Manage Multiple PO's

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 “**Items to Confirm**” tile. It summarizes all line items across different POs and gives you the possibility to confirm multiple lines at once.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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 actions 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 **SCC General Functionality Guide**.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

1 3
Items to confirm
Last 31 days

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

Mass OC Upload – Create OC Report

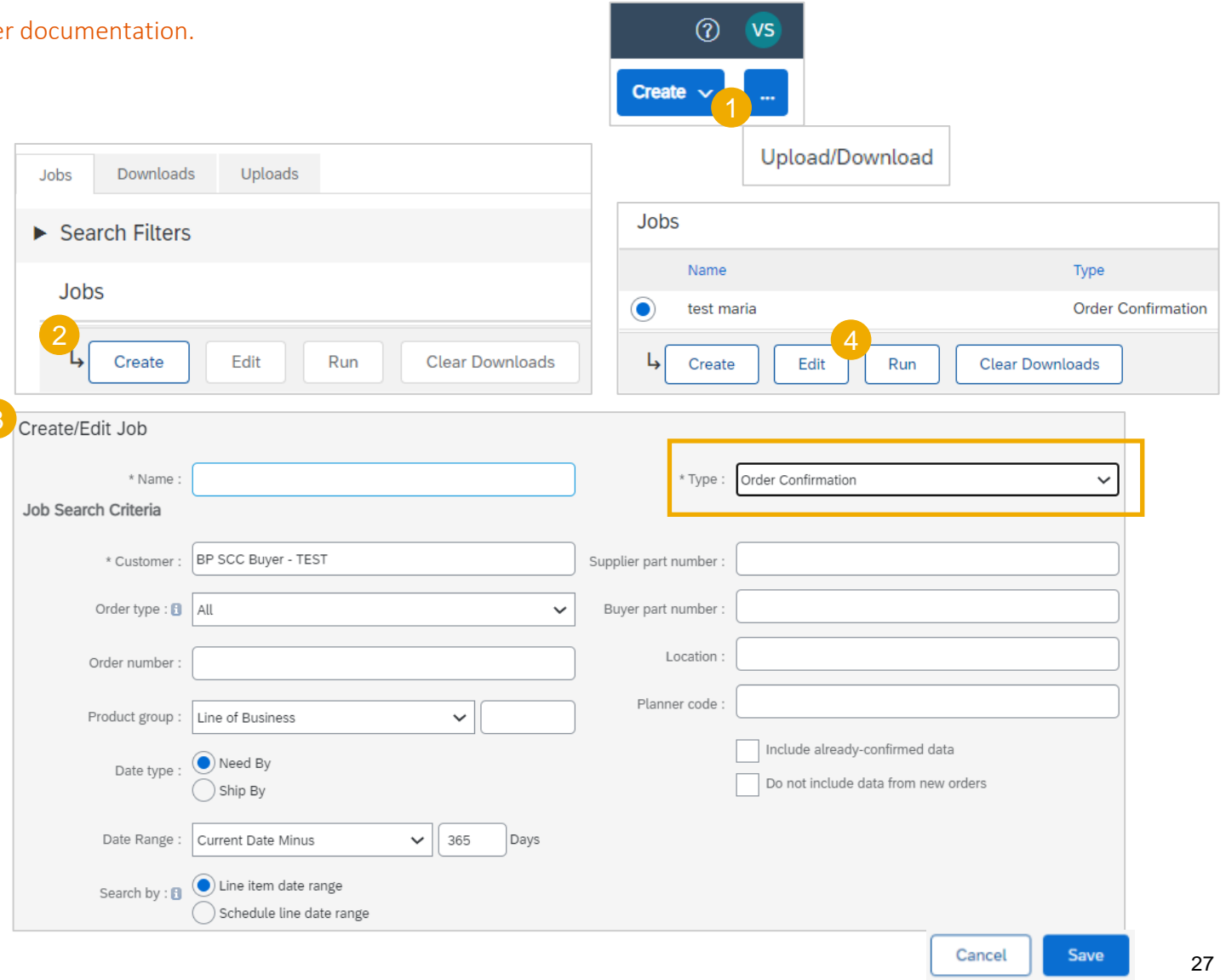
For detailed order confirmation management please refer to Help Center documentation.

From the Homepage:

1. Click  button and select **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 displays the 'Create/Edit Job' form and the 'Jobs' list. The 'Create/Edit Job' form includes the following fields and options:

- * Name :** [Text input field]
- * Type :** [Dropdown menu with 'Order Confirmation' selected]
- Job Search Criteria:**
 - * Customer :** BP SCC Buyer - TEST
 - Order type :** [Dropdown menu with 'All' selected]
 - Order number :** [Text input field]
 - Product group :** [Dropdown menu with 'Line of Business' selected]
 - Date type :** Need By, Ship By
 - Date Range :** [Dropdown menu with 'Current Date Minus' selected] [Text input field with '365'] Days
 - Search by :** Line item date range, Schedule line date range
- Supplier part number :** [Text input field]
- Buyer part number :** [Text input field]
- Location :** [Text input field]
- Planner code :** [Text input field]
- Include already-confirmed data
- Do not include data from new orders

The 'Jobs' list shows a table with columns 'Name' and 'Type'. The first row contains 'test maria' and 'Order Confirmation'. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. A yellow box highlights the 'Order Confirmation' dropdown in the form, and a yellow circle highlights the 'Run' button in the Jobs list.

Order Confirmation

Mass OC Upload – Run OC Report

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

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

The screenshot displays the 'Downloads' sub-tab of a web application. At the top, there are three tabs: 'Jobs', 'Downloads' (highlighted with a yellow circle and the number 5), and 'Uploads'. Below the tabs is a 'Search Filters' section. The main content area is titled 'Downloads' and contains a table with the following data:


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	↓

At the bottom left of the table, there is a blue button labeled 'Refresh Status' (highlighted with a yellow circle and the number 7). The 'Status' column of the table is highlighted with a yellow box (highlighted with a yellow circle and the number 6).

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 or Price 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”.

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

To update **the price** for the full line, follow the below steps:

4. Fill your confirmation number (You cannot use the same confirmation number across different orders. Populating a confirmation number is also optional, you may leave it blank).
5. Set Item Type as “detail”.
6. Update Item Unit with your new price.

SAP Ariba												
Confirmations												
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Supply	Item Custom	Item Quantity	Item Unit Of	Item Delivery Date	Item Unit	Item Unit

Leave the other columns without any change.

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

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

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

Order Confirmation

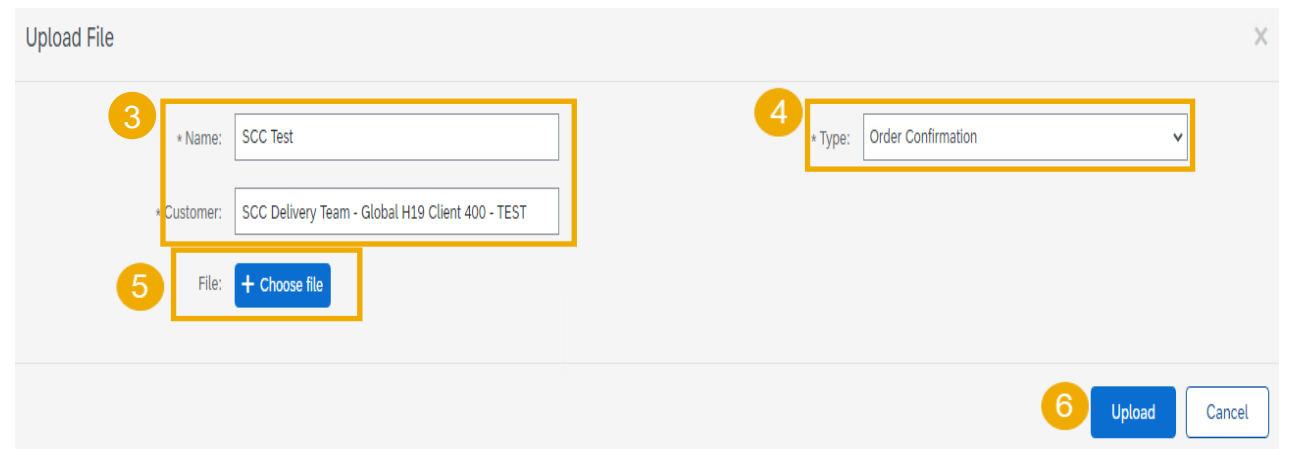
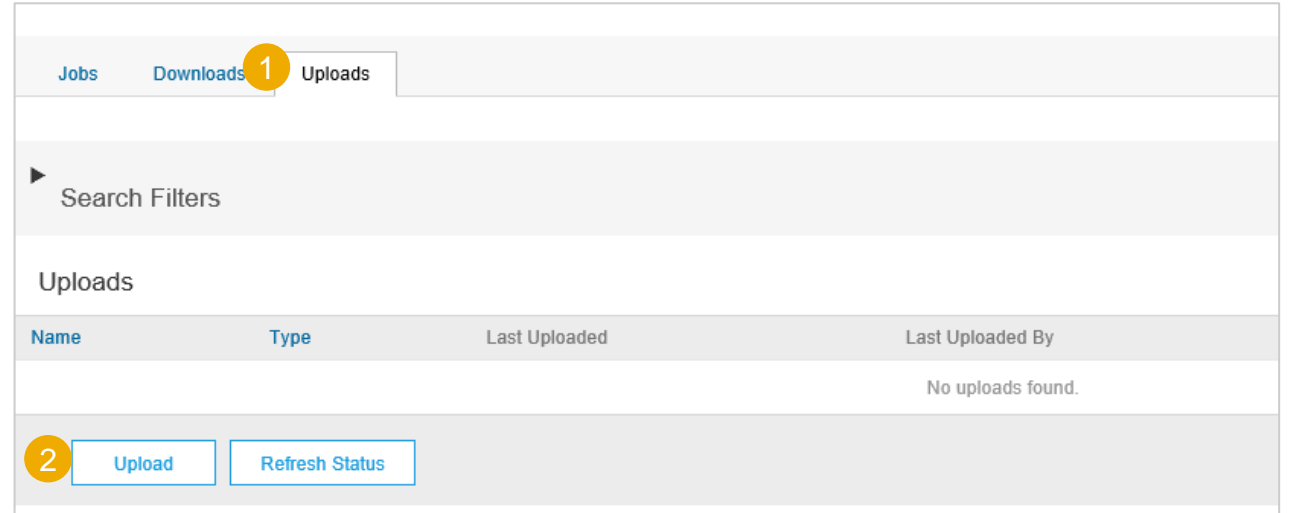
Mass OC Upload – Reupload the Template 1

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 **Choose file** and select the file.
6. Click **Upload**.

Note:

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



Order Confirmation

Mass 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, price 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.

Uploads				7	8	
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	↓	↓
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

Order Confirmation

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 un-select 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:

- Step 1:** Selecting the first column (A) in the Excel spreadsheet.
- Step 2:** Clicking on the 'Data' tab and then 'Text to Columns'.
- Step 3:** In the 'Convert Text to Columns Wizard - Step 1 of 3', selecting 'Delimited' as the file type.
- Step 4:** Clicking the 'Next >' button.
- Step 5:** In the 'Convert Text to Columns Wizard - Step 2 of 3', selecting 'Comma' as the delimiter and unselecting 'Tab', 'Semicolon', 'Space', and 'Other'.
- Step 6:** Clicking the 'Next >' button.
- Step 7:** In the 'Convert Text to Columns Wizard - Step 3 of 3', clicking the 'Finish' button.
- Step 8:** The final result showing the data from the CSV file properly separated into columns in the Excel spreadsheet.

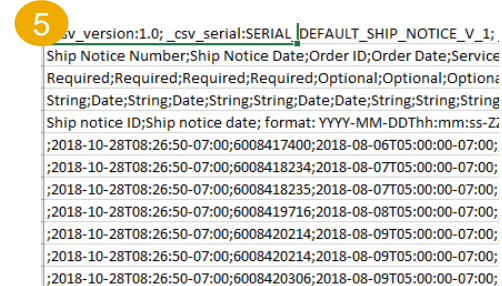
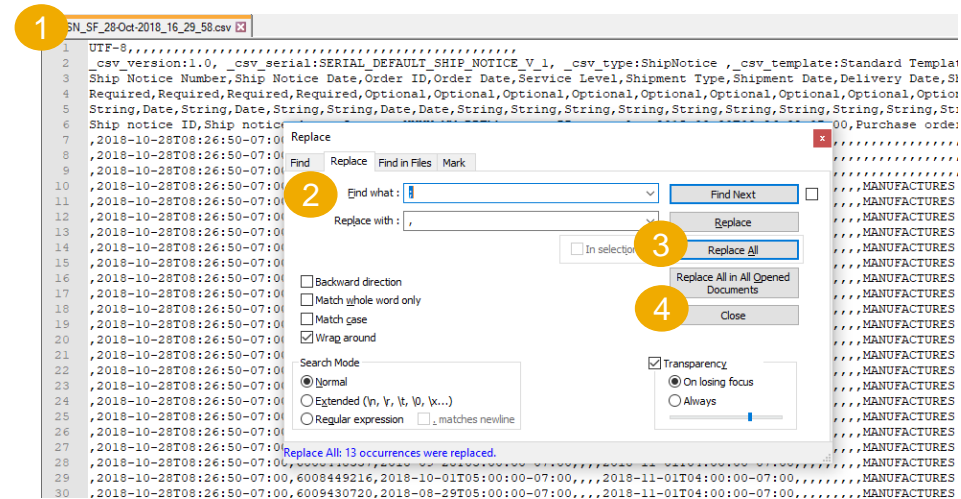
Ship Notice Date	Order ID	Order Date
2018-10-28T08:26:50-07:00	6008417400	2018-08-06T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418234	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418235	2018-08-07T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008419716	2018-08-08T05:00:00-07:00
2018-10-28T08:26:50-07:00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

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 your saved .csv file into SAP Business 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 SAP Business Network.



Order Confirmation


Reconfirmation 1

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

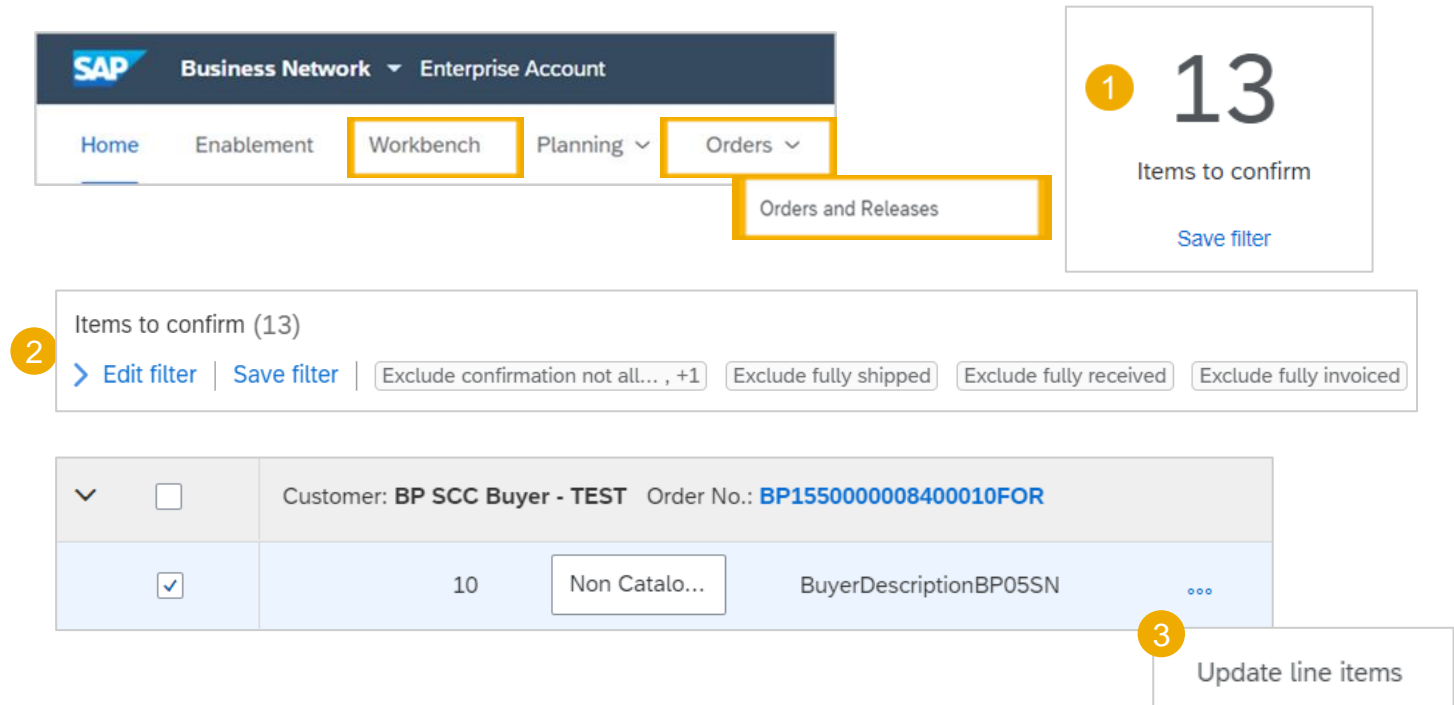
From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  under Actions and select **Update line item**.

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



The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, the 'Workbench' and 'Orders' tabs are highlighted. A callout box labeled '1' shows a tile with '13 Items to confirm' and a 'Save filter' button. Below the navigation, a section labeled '2' shows the 'Items to confirm (13)' header with filter options: '> Edit filter', 'Save filter', 'Exclude confirmation not all... +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. The main table shows a table with columns for selection, customer information, and order details. A callout box labeled '3' points to the 'Update line items' button in the actions column of the table.

	Customer: BP SCC Buyer - TEST	Order No.: BP155000008400010FOR
<input checked="" type="checkbox"/>	10	Non Catalo... BuyerDescriptionBP05SN

Order Confirmation

Reconfirmation 2

1. When reviewing the PO again, you will see the split of your previously confirmed quantity.
2. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
3. 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.

4. The order confirmation will be updated.

The screenshot displays the SAP Line Items interface for line 10. The table below shows the item details:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		part1		10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	

Description: Test description

1 Schedule Lines

1 Current Order Status

- 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

3 Confirm: 5 Backorder: Reject: Details

4 Current Order Status

- 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)
- 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)


The interface includes a 'Schedule Lines' section with a 'Current Order Status' list. A blue circle highlights the first item in the list (9 Confirmed With New Date). A 'Confirm' field is set to 5. A 'Details' button is highlighted with a blue circle. A 'Reject' field is also present.

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 and select **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 system interface for creating and managing jobs. At the top right, there is a 'Create' button with a dropdown arrow and a 'VS' button, both highlighted with a yellow circle and the number 1. Below this, a callout box labeled 'Upload/Download' points to the 'Create' button. In the main 'Jobs' section, there is a 'Create' button highlighted with a yellow circle and the number 2. The 'Create/Edit Job' form is shown below, with the 'Type' dropdown menu highlighted with a yellow box and the number 4. The form contains various fields for job search criteria, including Name, Customer, Order type, Order number, Product group, Date type, Date Range, and Search by. The 'Type' dropdown is set to 'Order Confirmation'. The 'Jobs' list below the form shows a job named 'test maria' with the type 'Order Confirmation', and the 'Run' button is highlighted with a yellow circle and the number 4.

Order Confirmation

Reconfirmation via Mass Upload – Run OC Report

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

Note:

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

For more details how to confirm OC via Excel file refer to [Mass OC Upload](#) chapter described above.

Job Name	Type	Status	File
OC Reconf	Order Confirmation	Completed	

Order Confirmation

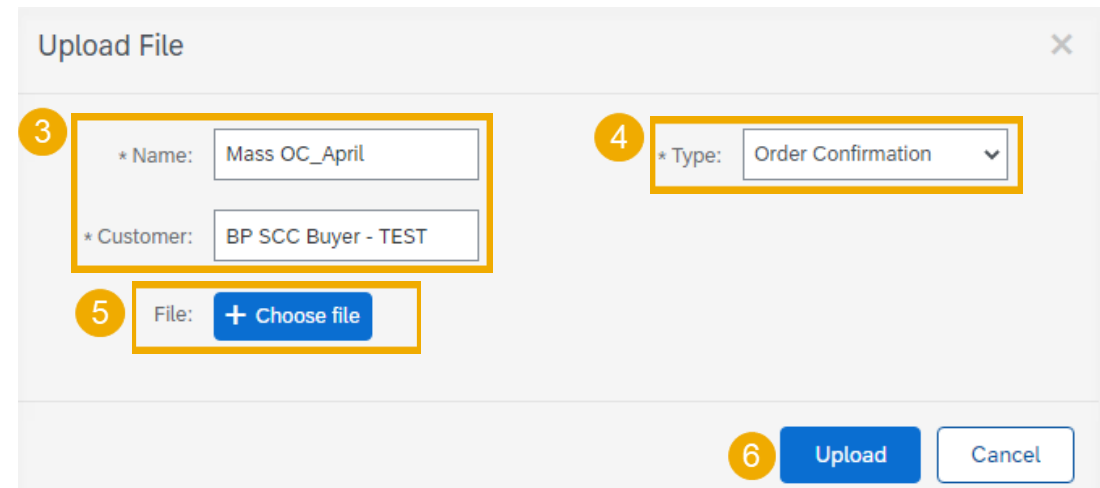
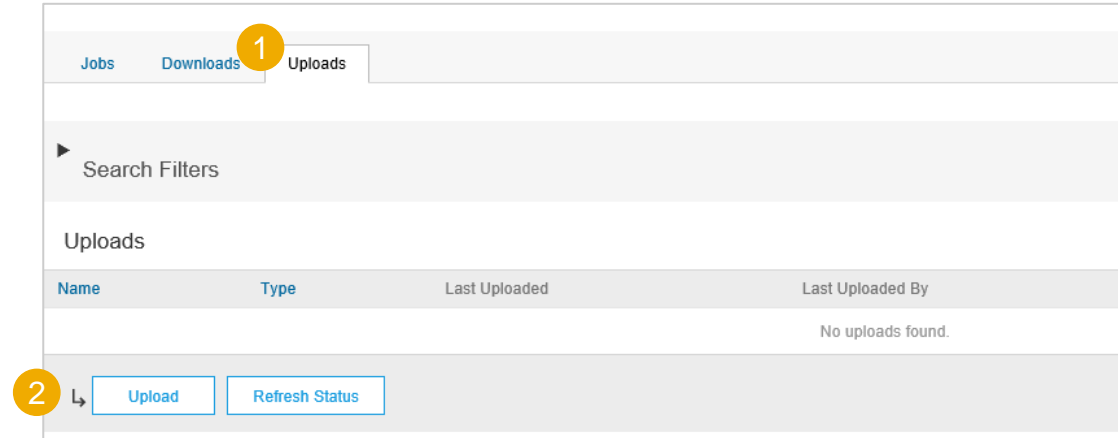
Reconfirmation via Mass Upload – Reupload the Template

From the **Upload/Download** screen:

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

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 the Table options menu.
4. You can review confirmation as well from the PO screen in the Related Documents.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, showing 'Order Confirmations' as the selected option. Below the navigation, a search filter section is visible, followed by a table of 'Order Confirmations (311)'. The table has columns for 'Confirmation ID', 'Customer', and 'Status'. Two rows are shown, both with 'Acknowledged' status. Below the table, a detailed view of a 'Purchase Order' is shown, including its ID '20170215_DMPO7' and amount '295.00 EUR'. At the bottom of this view, the 'Routing Status' is 'Acknowledged' and 'Related Documents' are listed, including 'OCPO7' and '12313123'.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

Order Confirmations

Search Filters

Order Confirmations (311) Page 1

Confirmation ID	Customer	Status
1OC3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
1OC3725	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.

1. In case your modifications are not allowed, you will see the **error message** with additional instructions.
2. Buyers can configure types of deviations for quantity, delivery date, or price. This allows certain suppliers to exceed tolerances if the buyer approves the order confirmation.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		CR00077562		3.0 (PCE)	3 Apr 2017

Description: VIS BRACELET GRAIN RIZ OJ 12MM

- ▶ Test customer part1
 - Test description

3.0 Unconfirmed

Confirm: Backorder:

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

2 ⚠ Order confirmations for one or more line items require buyer approval.

Line Items Hide Item Details

Line #	Deliveries	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		BP001	Material			100.000 (PCE)	29 Dec 2020 CET 29 Dec 2020 Buyer time	10.00 EUR	1,000.00 EUR	Summary

⚠ The order confirmation for this item awaits buyer approval.

Status

111 Confirmed With Changes (Estimated Delivery Date: 29 Dec 2020 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: 13.00 EUR)

Buyer confirmation approval status | Awaiting approval

Control Keys

Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

Order Confirmation

Tolerances

- After submitting order confirmation, that requires customer approval, **Approval Request** document will be created.
- It can be accessed from **order confirmation screen/ Related documents**.

Order Confirmation: 1OC#1984 Done Previous

Print Export cXML

Detail History

Confirmation #: 1OC#1984
 Notice Date: 21 Dec 2020
 Purchase Order: 4500001984
 Est. Delivery Date: 29 Dec 2020

Line Items

Line #	Deliveries	Part #	BuyerDesc
10	1		
<ul style="list-style-type: none"> The order confirmation for this item awaits buyer approval. 			
111	Confirmed With Changes (E		

4 Related Documents: 1OC#1984_AR

Approval Request: 1OC#1984_AR Done Previous

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
4500001984	10	1OC#1984	2020-12-29 12:00:00 America/Los_Angeles	100	PCE	Awaiting approval
Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason		
	111		13.00 EUR	Price		
				Quantity		

Order Confirmation Tolerances

Order Confirmations pending buyer's approval can be identified:

From the **Workbench**

OR

From **Orders > Orders and Releases**:

5. Click on **Items to Confirm** tile.
6. Apply filter: **Items awaiting buyer response or supplier reconfirmation**.

The screenshot shows the SAP Business Network Enterprise Account interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases'. A tile labeled '5' with a large '6' indicates 'Items to confirm' for the 'Last 31 days'. Below this, the 'Items to confirm (6)' section is shown with an 'Edit filter' button and two filter buttons: 'Next 90 days' and 'Last 31 days'. A dropdown menu for 'Confirmation approval status' is open, showing 'None' and 'Items awaiting buyer response or supplier reconfirmation'. A yellow circle with the number '6' highlights the 'Edit filter' button.

Order Confirmation

OC Content

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Defaulted if left blank
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

Note: The remaining OC content is available in the embedded Excel file.



Advanced Shipping Notification

In this Chapter You Will Learn About ...

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

Advanced Shipping Notification

General Considerations

WHAT IS ASN?

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

It can contain details about:

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

WHEN TO USE IT?

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

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

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

Note: Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

WHY TO USE ASN?

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

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

- Planning
 - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
 - Special unloading and Quality Assurance persons and equipment, 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 Notification

Allowed Actions

SAP Business 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 notification 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 notification upload.

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

Note:

- On the home page there is a widget that lets suppliers track the progress of a shipment with the Purchase order. This page consolidates all relevant information about a purchase order's status, history, and execution.

Advanced Shipping Notification

Individual PO Management – Create ASN

An individual shipping notice can be created:

From the **Workbench**

OR

From **Orders>Orders and Releases:**

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

OR

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

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a tile labeled '1' shows '7 Items to ship' for the 'Last 31 days'. A '2' is placed over the 'Edit filter' link, and a '3' is placed over the 'Create ship notice' button. The main content area shows a table of items to ship. The table has columns for 'Order No.', 'Item No.', 'Supplier Part No.', 'Description', 'Schedule Line No.', 'Commitment', and 'Actions'. The first row is expanded to show details: 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST' and 'Ship To Address: Storage Location 171C - Address Name, Palo Alto, CA'. The second row is selected, with a '3' over the checkbox and a '4' over the 'Create Ship Notice' button in the bottom right corner of the interface.

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

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Create Ship Notice form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default, this is your company address in your SAP Business Network account.
3. The Packing Slip ID is a mandatory field. Enter the supplier unique delivery number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date.
7. Attach additional documents (optional).
8. In section “additional fields”, provide comments (optional).

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. It is divided into several sections:

- SHIP FROM (2):** BParneau Supplier - TEST, Pittsburgh, PA, United States. Includes an 'Update Address' link.
- DELIVER TO (1):** Storage Location 171A - Address Nam, Palo Alto, CA, United States. Includes an 'Update Address' link.
- Ship Notice Header:**
 - SHIPPING:**
 - 3:** Packing Slip ID:*
 - 4:** Invoice No.:
 - Requested Delivery Date: --
 - 5:** Ship Notice Type: Select
 - Shipping Date: [Calendar]
 - 6:** Delivery Date: [Calendar]
 - Hazard Type: Select
 - Code: [Text]
 - Is Divisible:
 - TRACKING:**
 - Carrier Name: [Dropdown]
 - Service Level: [Text]
 - Dimensions:** [Section header]
- ATTACHMENTS:**
 - Table with columns: Name, Size (bytes), Content Type. Content: No items.
 - Buttons: Choose File (No file chosen), **7:** Add Attachment.
 - Note: The total size of all attachments cannot exceed 100MB.
- DELIVERY AND TRANSPORT INFORMATION:**
 - 8:** Additional Fields
 - Reason for Shipment: [Text]
 - Comments: [Text]
 - Government Issued Shipping ID: [Text]
 - Document Title: [Text]
 - Supplier Reference: [Text]
 - Transit Direction: [Text]

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part no., quantity, need by, price, etc.).

Scroll down to view the line item information.

1. Update the **quantity** shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the purchase order. Also, over-delivery may apply (the system will show what it possible).
2. Provide the **Supplier Batch ID**.
3. The **Country of Origin** can be selected from the dropdown menu. The Country of origin cannot be entered when the Supplier Batch ID field is empty.
4. Click **Remove** button if you want to exclude the whole line from this ship notice.
5. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
6. If you click the **Add details** button, you can add manually the serial numbers. To be able to click on Add 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
BP450000915	10		BP001	100.000	PCE	23 Sep 2022		\$1.50 CAD	\$150.00 CAD	1710

Description: Chain wheel

Shipment Status
Total Item Due Quantity: 100 PCE

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

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	100		- Select Country -		

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers](#)

Advanced Shipping Notification

Individual PO Management – Line Level – Manage Line Items

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

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

The screenshot illustrates the workflow for adding a line item to a shipping notice. It is divided into three main sections:

- Top Section:** Contains two buttons. The first button, labeled '1', is 'Add Order Line Item'. The second button, labeled '2', is 'Search Filters'.
- Middle Section:** A table listing purchase order lines. The first row is selected, indicated by a checkmark in a blue box. The row contains: a checkmark, the date '20 Sep 2018', the order number '148708', the PO number '0008375888', and the quantity '6 (PCE)'. A blue button labeled '3' 'Add Selected Items' is positioned to the right of the table.
- Bottom Section:** A detailed view of a selected line item. The line number '6008375888' is highlighted with a blue box and labeled '4'. The line details include: '2' (line number), '148708' (order number), 'Test customer part1' (description), '6.0' (quantity), 'PCE' (unit), '20 Sep 2018' (date), '12.00 CHF' (unit price), and '72.00 CHF' (total price). A 'Remove' button is labeled '5'. Below the main details, there is a sub-table with columns 'Line', 'Ship Qty', and 'Supplier Batch ID'. The 'Ship Qty' field contains '6.0' and is labeled '4'. An 'Add Details' button is located to the right of the sub-table.

Advanced Shipping Notification

Individual PO Management – Review Before Submitting

1. To save a draft document click **Save**. The 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. Go to **Ship notices** tab.
5. Select the document and click **Edit** to modify and finalize it.

The screenshot illustrates the SAP Business Network interface for creating and managing draft shipping notices. It is divided into several sections:

- Top Bar:** Contains buttons for 'Save', 'Exit', and 'Next', with a circled '1' next to the 'Save' button.
- Create Ship Notice:** A header section for the current process.
- Message:** A green information box with a circled '2' and an 'i' icon, stating: "Ship notice '123' is saved. The saved ship notice will be kept until 12 Sep 2022."
- Navigation Bar:** Shows 'SAP Business Network Enterprise Account' and a menu with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. A circled '3' is next to 'Fulfillment', and a 'Drafts' button is visible below it.
- Drafts Section:** A sub-section titled 'Drafts' with a descriptive paragraph: "This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days." Below this are tabs for 'Invoices', 'Ship Notices', and 'Service Sheets'. A circled '4' is next to the 'Ship Notices' tab.
- Ship Notices Table:** A table with columns: 'Packing Slip ID #', 'Customer', 'Reference', 'Date Last Modified', and 'Status'. It contains one entry: 'Test ASN' for 'BP SCC Buyer - TEST' with reference 'BP4500000915' and date '4 Nov 2022 1:12:46 PM', with a status of 'Composing'.
- Action Buttons:** Below the table, there are buttons for 'Edit', 'Delete', and 'View Content'. A circled '5' is next to the 'Edit' button.

Advanced Shipping Notification

Individual PO Management – Submit the Final Document

1. Check if all required fields (*) are filled out.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity.
4. Review the serial numbers, if applicable.
5. Click **Next**.
6. Click **Submit** to send ASN to the customer.
7. 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 Customer may validate the Unit of Measure (UOM) value entered by the supplier during the online ship notice creation to avoid failures on the buyer backend system.

The screenshot displays the 'Create Ship Notice' web application interface. It is divided into several sections:

- SHIP FROM:** TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS, PA, United States. Includes an 'Update Address' link.
- DELIVER TO:** TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS, CA, United States.
- Ship Notice Header:** Contains fields for SHIPMENT (Packing Slip ID: 222, Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date), TRACKING (Carrier Name, Service Level), Hazard Type, Is Divisible, and Dimensions (Gross Volume, Gross Weight, Length, Width, Height).
- Order Items:** A table with columns: Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Customer Location. It shows one item: BP450000915, Line 10, Part BP001, Qty 100.000, Unit PCE, Need By 23 Sep 2022, Ship By 22 Sep 2022, Subtotal \$150.00 CAD, Customer Location 1710. Below the table are 'Shipment Status' and 'Confirmation Status' sections, and a table with columns: Line, Ship Qty, Supplier Batch ID, Country of Origin, Production Date, Expiry Date. A 'Download Add PDF Details' link is present.
- Navigation:** Buttons for 'Add Order Line Item', 'Manage Serial Numbers', 'Download PDF', 'Pack Items', 'Save', 'Exit', 'Next', 'Previous', 'Save', 'Submit', and 'Exit' are located at the bottom.

Numbered callouts (1-7) highlight specific fields and actions: 1. Packing Slip ID; 2. Shipping and Delivery Dates; 3. Ship Qty; 4. Supplier Batch ID; 5. Next button; 6. Submit button; 7. Previous button.

Advanced Shipping Notification

Individual PO Management – Cancel ASN

You can **cancel** or **modify** a ship notice by using the **Cancel / Edit** button at the top of the ship notice details page.

You can **edit** a ship notice that has a status of **Sent** only if your customer allows it.

You can **cancel** a ship notice that has a status of **Sent** only if the following items are both true:

- Its goods receipt is fully reversed on your buyer's system.
- It does not have any other related goods receipts.

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** or **Edit**.

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

A ship notice with a fully reversed goods receipt is no longer related to that goods receipt if you cancel the ship notice and create a new ship notice or if you edit the ship notice.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Ship Notices'. The 'Ship Notices' page displays a search filter section, a table with 127 records, and a detailed view for a specific ship notice (2ASN190329) with action buttons: Cancel, Edit, Print, Export cXML, and Download PDF.

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	

Ship Notice: 2ASN190329

Cancel Edit Print Export cXML Download PDF

Advanced Shipping Notification

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 day**, you should use **Items to Ship tile**. It 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.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Click **Items to ship** tile.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

Note:

- You can choose lines with different "Need-by" dates for the same shipping notice.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. A tile labeled '1' shows '7 Items to ship' for the 'Last 31 days'. Below this, a table titled 'Items to ship (7)' is displayed with various filters and a 'Create ship notice' button.

Items to ship (7)				
Edit filter Save filter Next 90 days Last 31 days Exclude fully shipped, +1 Exclude fully received Exclude fully invoiced				
Create ship notice				
Customer: SCC Delivery Team - Global H19 Client 400 - TEST	Ship To Address: Storage Locaiton 171C - Address Nam, F			
<input checked="" type="checkbox"/>	4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung
<input checked="" type="checkbox"/>	550000018100030FOR	30	S_BP0011	RAW13, PD, Lohnbearbeitung

Advanced Shipping Notification

Multiple PO's Management – Search Filters

Use filters to identify the items to ship.

- You may populate an order number or Need by date range (the date range can be set as “none”).
- Choose order type and category.
- For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

Items to ship (7)

▼ Edit filter

Customers <small>Select or type selections</small>	Order numbers <small>Type selection</small>	Customer locations <small>Type selection</small>	Need by date <small>Next 90 days</small>	Ship by date <small>None</small>
<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match				
Creation date <small>Last 31 days</small>	Company codes <small>Select or type selections</small>	Purchasing organizations <small>Select or type selections</small>	Purchasing groups <small>Type selection</small>	Ordering address IDs <small>Type selection</small>
Part numbers <small>Select or type selections</small>	Customer part numbers <small>Select or type selections</small>	Product group <small>All</small>	Planner codes <small>Type selection</small>	Order type <small>All</small>
Category <small>All</small>	Stock transfer type <small>All</small>	Ship from location <small>Select or type selections</small>	Supplier batch ID <small>Select or type selections</small>	Confirmation status <small>Select or type selections</small>
Shipping status <small>Exclude fully shipped × Exclude sh</small>	Receiving status <small>Exclude fully received × Selec...</small>	Invoicing status <small>Exclude fully invoiced × Select...</small>	External document type <small>Type selection</small>	Transport Terms <small>Select or type selections</small>
Storage locations <small>Select or type selections</small>				

Apply
Reset
Cancel

- For long term PO agreements that typically are valid for a year and have line items with unlimited over delivery, use the **Order Numbers: Exact match** 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 even if the full quantity has already been shipped for as long as order's expiration date has not been reached.

Advanced Shipping Notification

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. Click on Add details to display the serial number field.
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.

▼ Ship Notice Header

1

SHIPPING

Packing Slip ID: *

! Required field

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select ▼

Shipping Date:

Delivery Date:

450000841	10	BP002	20.000	PCE	22 Jul 2022	2.00 EUR	40.00 EUR	1710	Remove
Description: Chain									
Shipment Status Total Item Due Quantity: 20 PCE									
Confirmation Status Approved Total Confirmed Quantity: 20 PCE									
Total Backordered Quantity: 0 PCE									
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details				
1	20	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details				
Add Ship Notice Line									
450000841	20	BP002	20.000	PCE	28 Jul 2022	2.00 EUR	40.00 EUR	1710	Remove
Description: Chain									
Shipment Status Total Item Due Quantity: 20 PCE									
Confirmation Status Approved Total Confirmed Quantity: 20 PCE									
Total Backordered Quantity: 0 PCE									
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details				
1	20	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details				
Add Ship Notice Line									
Add Order Line Item									
Manage Serial Numbers ▼									

Advanced Shipping Notification

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 (62)

<input type="checkbox"/>	Need By	Customer Part No.	Description	Order Number ↑	Item	Schedule Line No.	Requested Quantity
<input checked="" type="checkbox"/>	3 Oct 2022	BP009	BDescBP09-BM-SN	450000919	10	1	100 (EA)
<input checked="" type="checkbox"/>	3 Oct 2022	BP009	BDescBP09-BM-SN	450000920	10	1	100 (EA)
<input checked="" type="checkbox"/>	5 Oct 2022	BP001	Chain wheel	450000931	10	1	20 (PCE)
<input checked="" type="checkbox"/>	19 Oct 2022	BP001	Chain wheel	450000939	10	1	10 (PCE)


Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By
450000920	10		BP009	100.000	EA	3 Oct 2022	
Description: BDescBP09-BM-SN Shipment Status Total Item Due Quantity: 100 EA Confirmation Status Approved Total Confirmed Quantity: 100 EA Total Backordered Quantity: 0 EA							
Line	Ship Qty	Supplier Batch ID	Production Date				
1	100						
2	0						
Add Ship Notice Line							
450000931	20		BP001	20.000	PCE	5 Oct 2022	
Description: Chain wheel Shipment Status Total Item Due Quantity: 20 PCE Confirmation Status Approved Total Confirmed Quantity: 20 PCE Total Backordered Quantity: 0 PCE							
Line	Ship Qty	Supplier Batch ID	Production Date				
1	20						

Advanced Shipping Notification

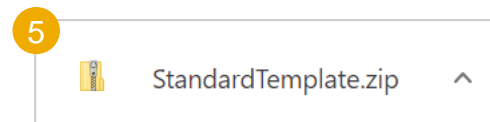
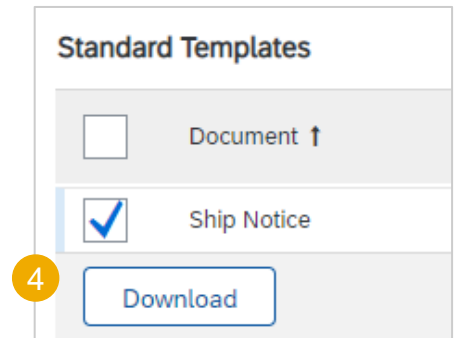
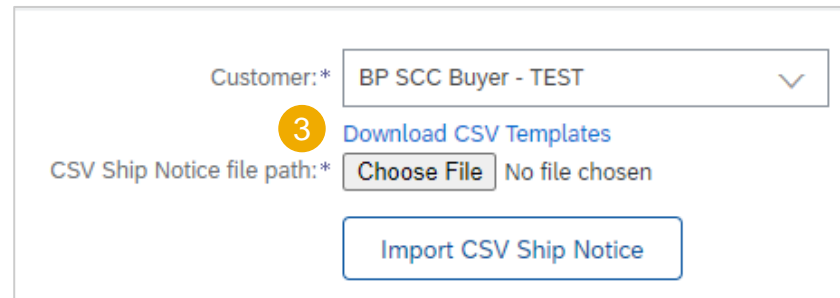
Mass ASN Upload – Download CSV Template

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 Notification

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.

From the Portal homepage go to **CSV Documents**.

From the **CSV Upload/ Ship Notice**:

2. Select the customer.
3. Browse the updated template from your computer. Click **Import CSV Ship Notice**.
4. 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.
5. 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.

Ship Notice	Ship Notice	Order ID	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From
Required	Required	Required	Required	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

2 Customer: *

[Download CSV Templates](#)

CSV Ship Notice file path: * No file chosen

3

- 1 [Create](#) ⌵ ⋮ ⋯
- CSV Upload
- Order Confirmation
- Ship Notice
- External Document

4 Upload Errors


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

5

Advanced Shipping Notification

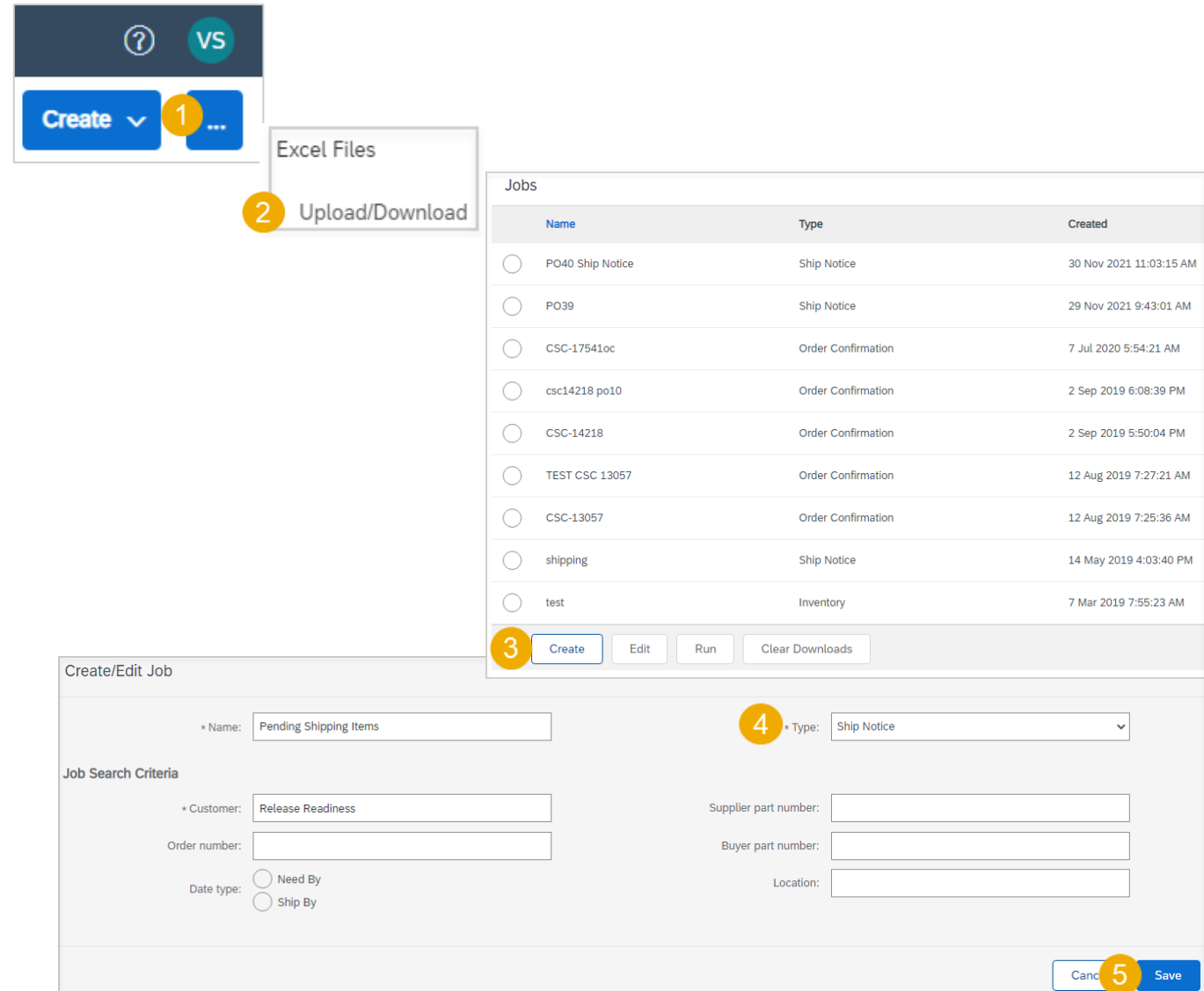
Mass ASN Upload – Download Ship Notice Template

From the Homepage:

1. Click on  button.
2. Select **Upload/Download**.
3. Click **Create**.
4. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*).
5. Click **Save**.

Note:

A generated Ship Notice job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded. When the results of a Ship Notice job exceed the line limit, the generated template shows a notification message that some results were excluded.



The screenshot illustrates the software interface for creating a Ship Notice job. It is divided into several sections:

- Top Navigation:** A dark blue header with a help icon (?), a 'VS' icon, and a 'Create' dropdown menu. A yellow circle '1' highlights the '...' button next to 'Create'.
- Excel Files Dialog:** A white dialog box titled 'Excel Files' with a yellow circle '2' highlighting the 'Upload/Download' button.
- Jobs Table:** A table listing existing jobs with columns for Name, Type, and Created. A yellow circle '3' highlights the 'Create' button below the table.
- Create/Edit Job Form:** A form for creating a new job. It includes:
 - Name:** A text field containing 'Pending Shipping Items'. A yellow circle '4' highlights the asterisk (*) next to the label.
 - Type:** A dropdown menu set to 'Ship Notice'. A yellow circle '4' highlights the asterisk (*) next to the label.
 - Job Search Criteria:** Fields for Customer (Release Readiness), Order number, Date type (Need By/Ship By), Supplier part number, Buyer part number, and Location.
 - Buttons:** 'Create', 'Edit', 'Run', 'Clear Downloads', 'Cancel', and 'Save'. A yellow circle '5' highlights the 'Save' button.

Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template

5. Run the created job of type **Ship Notice**

6. **Download** and open the Excel template.

7. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

Note:

- Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.
- Customers can customize the template. This customization might include a different order of the columns or additional columns that are not in the standard template.

Jobs		
Name	Type	Created
<input checked="" type="radio"/> PO40 Ship Notice	Ship Notice	30 Nov 2021 11:03:15 AM
<input type="radio"/> PO39	Ship Notice	29 Nov 2021 9:43:01 AM
<input type="radio"/> CSC-17541oc	Order Confirmation	7 Jul 2020 5:54:21 AM
<input type="radio"/> csc14218 po10	Order Confirmation	2 Sep 2019 6:08:39 PM
<input type="radio"/> CSC-14218	Order Confirmation	2 Sep 2019 5:50:04 PM
<input type="radio"/> TEST CSC 13057	Order Confirmation	12 Aug 2019 7:27:21 AM
<input type="radio"/> CSC-13057	Order Confirmation	12 Aug 2019 7:25:36 AM
<input type="radio"/> shipping	Ship Notice	14 May 2019 4:03:40 PM
<input type="radio"/> test	Inventory	7 Mar 2019 7:55:23 AM

Status	File
Completed	<input checked="" type="button" value="Download"/>


SAP Ariba											
Ship Notices											
Time Zone: UTC-08:00											
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From Street		
84213214	2021-12-13T16:36:55-08:00	PO-y-20211209-1	2021-12-09T03:00:00-08:00			2022-04-26T06:37:31-07:00	2022-04-26T06:37:31-07:00				
84213215	2021-12-13T16:36:55-08:00	PO-y-20211209-1	2021-12-09T03:00:00-08:00			2022-04-24T06:37:31-07:00	2022-04-24T06:37:31-07:00				
84213216	2021-12-13T16:36:55-08:00	PO-y-20211209-1	2021-12-09T03:00:00-08:00			2022-04-27T09:37:31-07:00	2022-04-27T09:37:31-07:00				
84213217	2021-12-13T16:36:55-08:00	PO-y-20211209-1	2021-12-09T03:00:00-08:00			2022-05-21T09:37:31-07:00	2022-05-21T09:37:31-07:00				

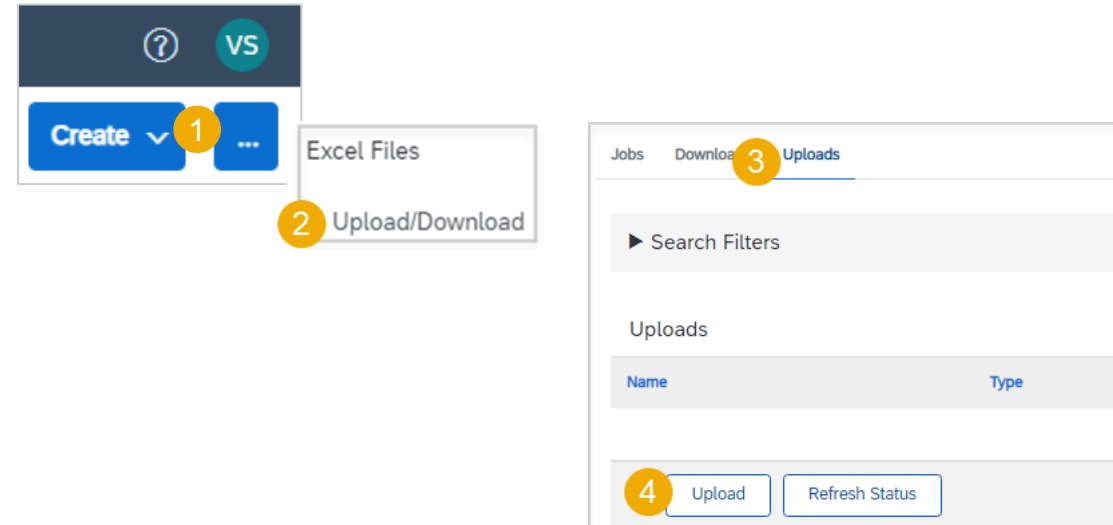
Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number	Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure (*)	Item Unit Price Currency (*)	Item Unit Price Amount (*)	Item Description	Item Hazard Code
		4	2		DS_AX45182-2	21	EA	USD	15.6	BULLNOSE SHELVES 4 F	
		3	2		DS_AX45182-2	11	EA	USD	15.6	BULLNOSE SHELVES 4 F	
		2	1		DS_AX45182-1	11	EA	USD	15.6	BULLNOSE SHELVES 4 F	
		1	1		DS_AX45182-1	21	EA	USD	15.6	BULLNOSE SHELVES 4 F	

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template

From the Home page:

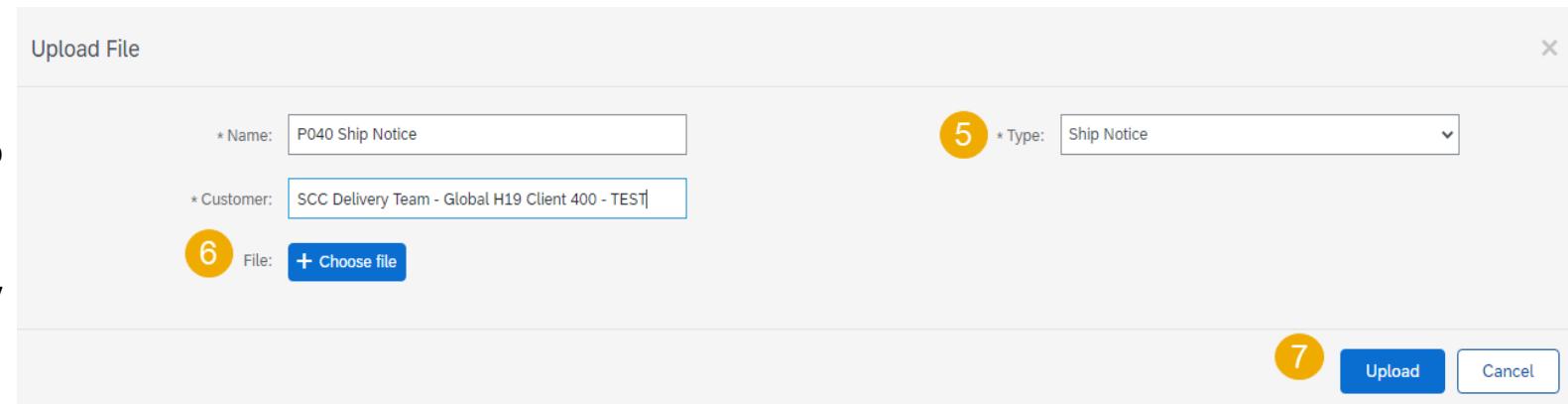
1. Click on  button.
2. Select **Upload/Download**
3. Navigate to **Uploads**
4. Click **Upload**
5. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
6. **Select the Excel file** that should be uploaded to create the ship notice(s)
7. Click **Upload**



Note:

You can upload an edited Ship Notice template that has up to 10,000 lines, in addition to the header lines.

During upload, the Ship Notice template automatically appends the time to certain date fields.



The 'Upload File' dialog box is shown with the following fields and actions:

- * Name: P040 Ship Notice
- * Type: Ship Notice (dropdown menu)
- * Customer: SCC Delivery Team - Global H19 Client 400 - TEST
- File: + Choose file (button)
- Upload (button)
- Cancel (button)

Yellow circles with numbers 5, 6, and 7 highlight the 'Type' dropdown, the 'File' field, and the 'Upload' button respectively.

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template

1. After successful upload the status will be **Completed** and the ship notice is created in SAP Business Network.
2. When errors occur, the **log** can be downloaded to assist with error resolution.

Jobs Downloads Uploads

► Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO40 Ship Notice	Ship Notice	30 Nov 2021 11:09:40 AM	Feature Exploration	1 Completed	↓ 2	↓

Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices**.
2. Or to related order screen, **Related Documents** section.
3. When reviewing the Ship 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. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, highlighting 'Ship Notices' with a circled '1'. Below this, the 'Ship Notices (127)' section is visible, showing a table with columns for 'Packing Slip ID', 'Customer', 'Order #', and 'Ship Notice Status'. Two entries are listed: 'ASN00184' and 'ASN00182', both associated with 'SCC Delivery Team - Global H19 Client 400 - TEST' and order numbers '4500003720' and '4500003717' respectively.

Below the table, the 'Order Items' section is shown. A circled '3' highlights the first item in the table:

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit
4500008882	10	AMAR1234	SP004	25.000	PCE

Description: Gaskets 1mm

SHIPMENT STATUS

1. ▶ Shipped 25 PCE

OTHER INFORMATION

Manufacturer Part ID: 12345
Manufacturer Name: 0017300002

A circled '4' highlights a 'Purchase Order' document in the 'Related Documents' section, which is marked as '(Shipped)'. The document number is '20150415_PO2' and the amount is '295.00 EUR'. Another circled '2' highlights the 'Ship_TEST' document in the 'Related Documents' section.

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 **Next**.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this is a menu bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle with the number '1' is placed over the 'Reports' menu item.

The main content area displays a table titled 'Report Templates'. The table has columns for 'Title', 'Schedule Type', 'Report Type', 'Status', 'Last Run', and 'Next Run'. A single row is visible with the following data: 'ASN REPORT', 'Manual', 'Ship Notice', 'Processed', '23 Apr 2020'. Below the table is a row of action buttons: 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. A yellow circle with the number '2' is placed over the 'Create' button.

Below the table is a form titled 'Report'. A yellow circle with the number '3' is placed over the 'Report Description' tab. The form contains the following fields:

- 'Title: *' with the value 'ASN Report'
- 'Description:' with an empty text area
- 'Time zone:' with a dropdown menu showing 'Singapore'
- 'Language:' with a dropdown menu showing 'English'
- 'Report type: *' with a dropdown menu showing 'Ship Notice', which is highlighted with a yellow border.

Advanced Shipping Notification

Download ASN Report

1. On the Criteria page click on **Select**.
2. Select your customer and click on **Add**, then click on **OK**.
3. Now fill in all the details and click on submit.
4. When the status changes to **Processed**, click **Download**.

Title ↑	Schedule Type	Report Type	Status	Last Run
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020

4

1 Report Description

2 Criteria

Customer: SCC Delivery Team - Global H19 Client 400 - TEST Select 1

Order Number: PO040

Packing Slip ID: PSP040

Show Ship Notice By: Ship Notice Date Delivery Date Shipping Date

Date: * 14 Jun 2022 To 14 Jul 2022

Part No.: 456890

Customer Part No.: 456890

Receipt Status: All

Ship Notice Completion Status: All

Notice Status: All

Items Returned: 100

Reference:

Reference: ⓘ

3
Previous
Submit
Exit

Select customers

Selected Customers

SCC Delivery Team - Global H19 Client 400 - TEST

Company Name:

Customer

Amarsrinivas Eli Buyer Account - TEST

Make-Procurement-Awesome - TEST

Pedro Castro LLC - TEST

SAP SCC DEMO BUYER - TEST

SCC ANK - TEST BUYER

SCC Delivery Team - Global H19 Client 400 - TEST

SCC Delivery Team - NAMER H19 Client 500 - TEST

2 OK Cancel

Advanced Shipping Notification

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 or release. 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.

Advanced Shipping Notification

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

Note: The remaining ASN content is available in the embedded Excel file.



Microsoft Excel
Worksheet

Finished Good Receipt

Customer Document Review

- Finished good receipt is available on the Portal once Finished Good is received by [Customer].
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Order Number	Customer	Amount	Date ↓	Order Status
4500008915	SCC Delivery Team - Global H19 Client 400 - TEST	\$6,250.00 USD	Jul 14, 2022	Received

Receipt: 5000003858

Done Previous

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

Detail History

From:
 SCC Delivery Team - Global H19 Client 400 - TEST
 Derck Creek-1234
 Palo Alto, 94304-1355
 United States

To:
 SCC Supplier - TEST
 210 Sixth Avenue,
 Pittsburgh, PA 15222
 United States
 Phone:
 Fax:
 Email:

Receipt:
 Receipt No.: 5000003858
 Receipt Date: 14 Jul 2022

Routing Status: [Sent](#)
 Related Documents: [4500008915](#)

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500008915 (Closed For Receiving)													
1	10	AMAR1234 SP004				ASN8915	14 Jul 2022	50.000 PCE ⓘ	Not Specified	Received	\$125.00 USD	\$6,250.00 USD	Completed

Description: Gaskets 1mm

Finished Good Receipt

GR Content

Level	Field	Description	Data Source
Header	From	Buyer Account	Network
Header	To	Supplier Account	Network
Header	Receipt#	Receipt Number	Customer ERP
Header	Receipt Date	Date of Goods received and processed	Customer ERP

Note: The remaining GR content is available in the embedded Excel file.



Microsoft Excel
Worksheet

Appendix

In this section you will learn about...

... purchase order statuses

... purchase order routing statuses

... reminders of unconfirmed orders

Purchase Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed With New Date	The order confirmation has a different Start Date or End Date than the order, but no other change.
Confirmed With Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date, End Date , or both.
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	<p>The order is in progress. If you update part of a purchase order, SAP Business 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.</p> <p>For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced.</p>
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
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	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.

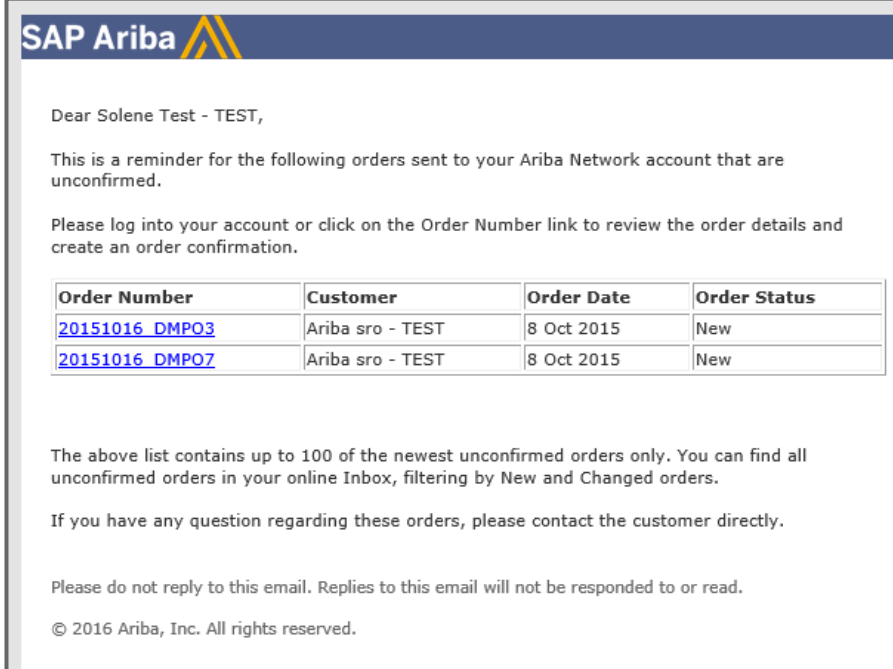
Purchase Order Routing Status

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

Routing Status	Definition
Queued	Initial state. SAP Business Network received the order, but no further action was taken.
Sent	SAP Business Network sent the order to your account.
Acknowledged	You received the order.
Failed	SAP Business Network experienced a problem routing the order to your preferred order routing method. For example, your back-end order fulfillment system could have experienced a problem that prevented SAP Business Network from successfully routing the order. You can resend orders that have a Failed routing status.

Reminders of Unconfirmed Orders

- In case POs remain unconfirmed in your SAP Business Network Account, 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, SAP Business Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).



The screenshot shows an email header with the SAP Ariba logo. The body of the email is addressed to 'Solene Test - TEST' and contains a reminder about unconfirmed orders. It includes a table with two rows of order data and a footer with a copyright notice.

SAP Ariba

Dear Solene Test - TEST,

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

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

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

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

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

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

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Thank you.

Contact information:

