

Introduction to SAP Business Network

PO Collaboration
May 2024

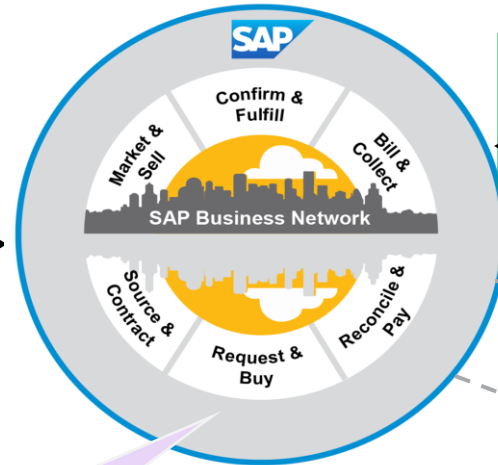
Process Flow

1. [Introduction to SAP Business Network \(Ariba Network / SCC\)](#)
 - How to access SAP Business Network / Supplier Dashboard
 - Supplier Dashboard View
2. [PO Collaboration](#)
 - PO Collaboration Documents
 - Search and Identify the Purchase Orders
 - View PO Details
3. [Order Confirmation \(OC\)](#)
 - Order Confirmation Allowed Actions
 - Order Confirmation Manage Individual PO – Confirm Entire Order
 - Order Confirmation Manage Individual PO – Update Line Items
4. [Advanced Shipping Notification \(ASN\)](#)
 - Create Advanced Shipping Notification
 - Advanced Packaging Handling Units
5. [Goods Receipt](#)
 - Finished Good Receipt Customer Document Review

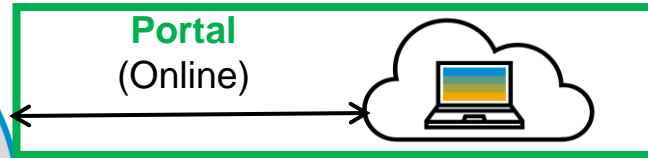
Introduction to SAP Business Network (Ariba Network / SCC)

Collaborative platform that provides support around Procurement & Supply Chain processes

Novartis S/4



Connectivity



Integration



Hybrid Portal + Integration



Suppliers



Process coverage :

- ✓ Make & Buy/ Purchasing
 - Purchase Orders, Order Confirmations
 - Advance Ship Notices, Packaging
 - Return Orders, Credit Memos
 - Sub-contracting components
- ✓ Planning: Forecast Sharing

How to access SAP Business Network / Supplier Dashboard

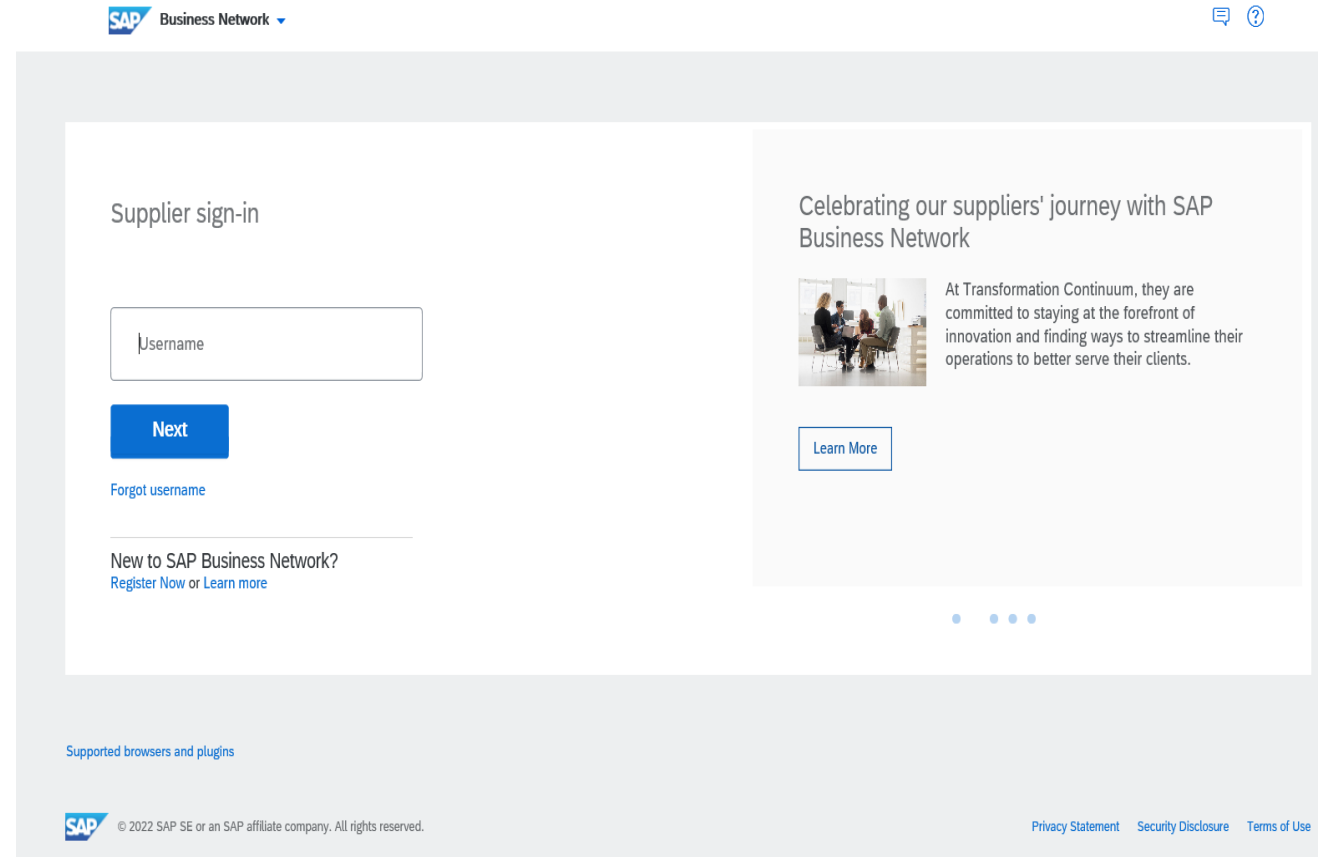
1. Open any web browser like Edge/Chrome
2. Go to URL : www.supplier.ariba.com
3. Login using username and password used at the time of account creation

SAP Business Network will only support the following browser versions:

- Google Chrome (88 or above)
- Microsoft Edge (88 or above)
- Mozilla Firefox (87 or above)
- Apple Safari (15 or above)
- Mobile Safari on iPad (15 or above)

SAP link to latest supported browsers list:

<https://help.sap.com/docs/ariba/ariba-cloud-solutions-technical-requirements/supported-browsers?q=Supported%20browser>



Supplier Dashboard View

SAP Business Network ▾ Enterprise Account **TEST MODE**

Home Enablement Discovery ▾ Workbench Planning ▾ Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs ▾ More ▾ Create ▾ ⋮

Orders and Releases ▾ Novartis - TEST ▾ Exact match ▾ Order number 🔍

Overview **Getting started** ⁵

38 New orders Last 31 days	103 Orders Last 31 days	101 Orders to invoice Last 31 days	0 Rejected invoices Last 31 days	5 Invoices Last 31 days	6 More
---	--------------------------------------	---	---	--------------------------------------	------------------

My widgets **Novartis - TEST** ▾ **Customize**

Purchase orders **Last 3 months** ▾

₺15.1 M TRY

₺14M _____
₺12M _____

Invoice aging

₺5.61 K TRY

₺7K _____
₺6K _____

Activity feed | **All** ▾ **View all**

Order received
May 10, 2024 | 03:19 PM | Novartis - TEST

4500004305 **₺10.00** TRY

PO Collaboration:

1. Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.
2. Purchase Order collaboration (for Direct materials) enables the automated communication of procure-to-pay cycle documents between the NOVARTIS and Supplier.



Note* Invoice and Invoice Updates are not created via SAP Business Network. Process for Invoice is to be continued as per the existing process. E.g. via Email.

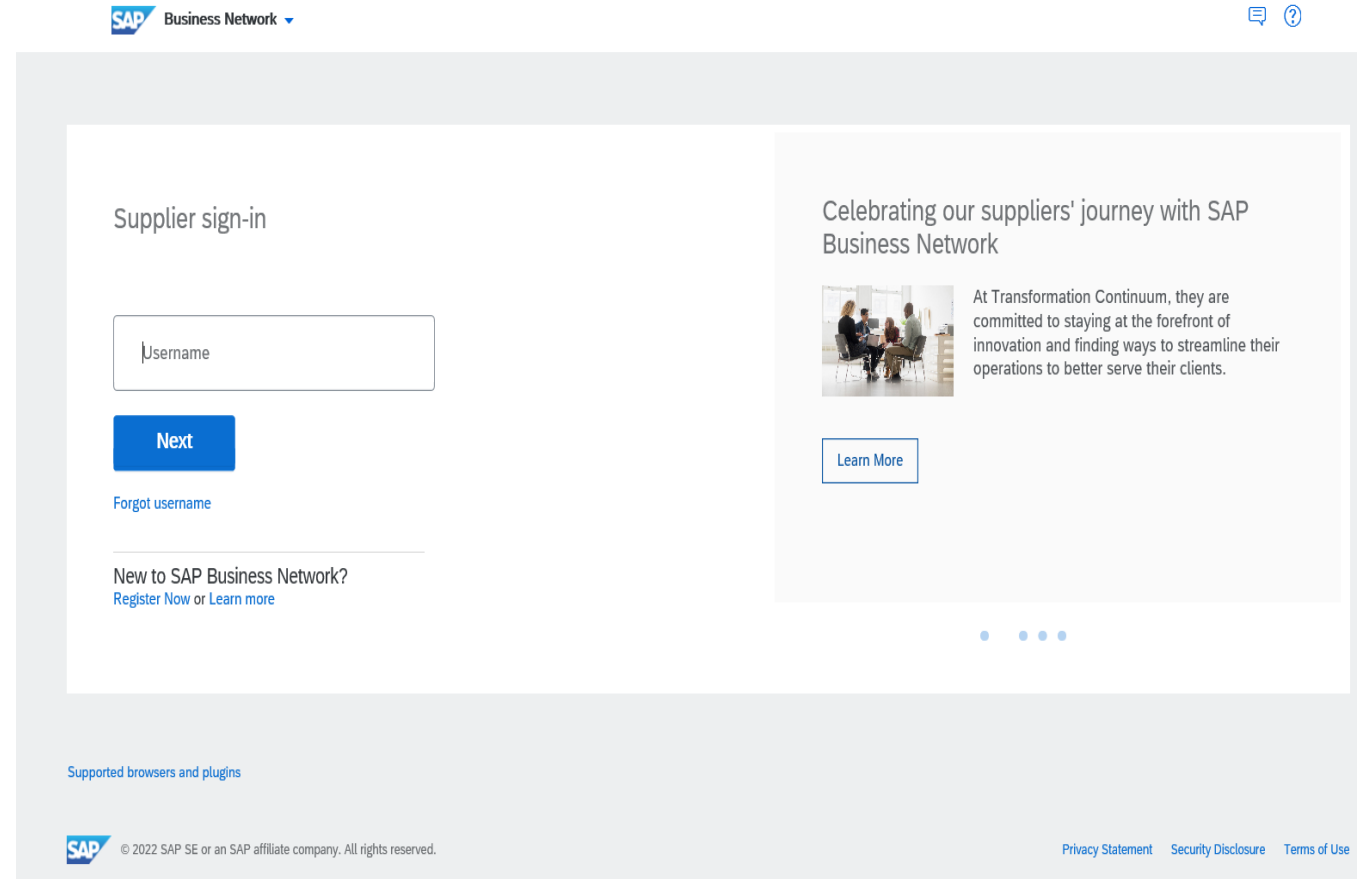
PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>A purchase order is a formal request or instruction from NOVARTIS to a Supplier to supply or provide a certain quantity of goods at a certain point in time, at a certain location for a certain price.</p> <p>A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Supplier. It also serves to confirm or update the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>An Advanced Shipping Notification is a document from a Supplier to NOVARTIS that provides details of an imminent shipment.</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>A Goods Receipt is a posting in the NOVARTIS System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification (Inbound Delivery).</p>

How to access SAP Business Network / Supplier Dashboard

1. Open any web browser like Edge/Chrome.
2. Go to URL : www.supplier.ariba.com
3. Login using username and password used at the time of account creation.

Note* - Refer to slide 4 for more information on login to SBN.



The screenshot displays the SAP Business Network Supplier sign-in interface. At the top left, the SAP Business Network logo is visible. The main content area is divided into two sections. The left section, titled "Supplier sign-in", features a text input field for "Username", a blue "Next" button, a "Forgot username" link, and a section for new users with "Register Now" and "Learn more" links. The right section, titled "Celebrating our suppliers' journey with SAP Business Network", includes a small image of people in a meeting, a paragraph of text about the Transformation Continuum, and a "Learn More" button. The footer contains a "Supported browsers and plugins" link, the SAP logo, copyright information, and links for "Privacy Statement", "Security Disclosure", and "Terms of Use".

Search and Identify the Purchase Orders

From Dashboard, Navigate to **Orders>Orders and Releases**:

1. Select any of the Orders tile. Recommended to use **Orders** as it will show all PO's.
2. Use filters to identify the right document.
3. Search results will appear.
4. Open PO by clicking its number.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' menu is expanded, showing 'Orders and Releases' and 'Order Inquiries'. Below the navigation, there are six summary tiles: 'Orders' (103), 'Items to confirm' (9), 'Items to ship' (10), 'Return items' (13), 'New orders' (38), and 'Changed orders' (5). A yellow box highlights the 'Orders' tile, and a yellow arrow points from the 'Orders and Releases' menu item to the 'Orders' tile. Below the tiles is a filter section with various criteria like 'Customers', 'Order numbers', 'Creation date', 'Order status', 'Company codes', 'Purchasing organizations', 'Customer locations', 'Order type', 'Routing status', 'Min amount', 'Max amount', and 'Currency'. Below the filter is a table of purchase orders with columns: Order Number, Customer, Amount, Date, Order Status, and Actions. The table contains three rows of data. A yellow box highlights the first row's 'Order Number' (4500004303), and a yellow arrow points from the 'Orders and Releases' menu item to this row. The table also has a 'Resend Failed Orders' button and two icons on the right.

Order Number	Customer	Amount	Date ↓	Order Status	Actions
4500004305	Novartis - TEST	£10 TRY	May 10, 2024	Shipped	...
4500004304	Novartis - TEST	£10 TRY	May 10, 2024	Shipped	...
4500004303	Novartis - TEST	£700 TRY	May 9, 2024	Received	...

Search and Identify the Purchase Orders...

5. Click the settings icon  to customize the view(Optional).

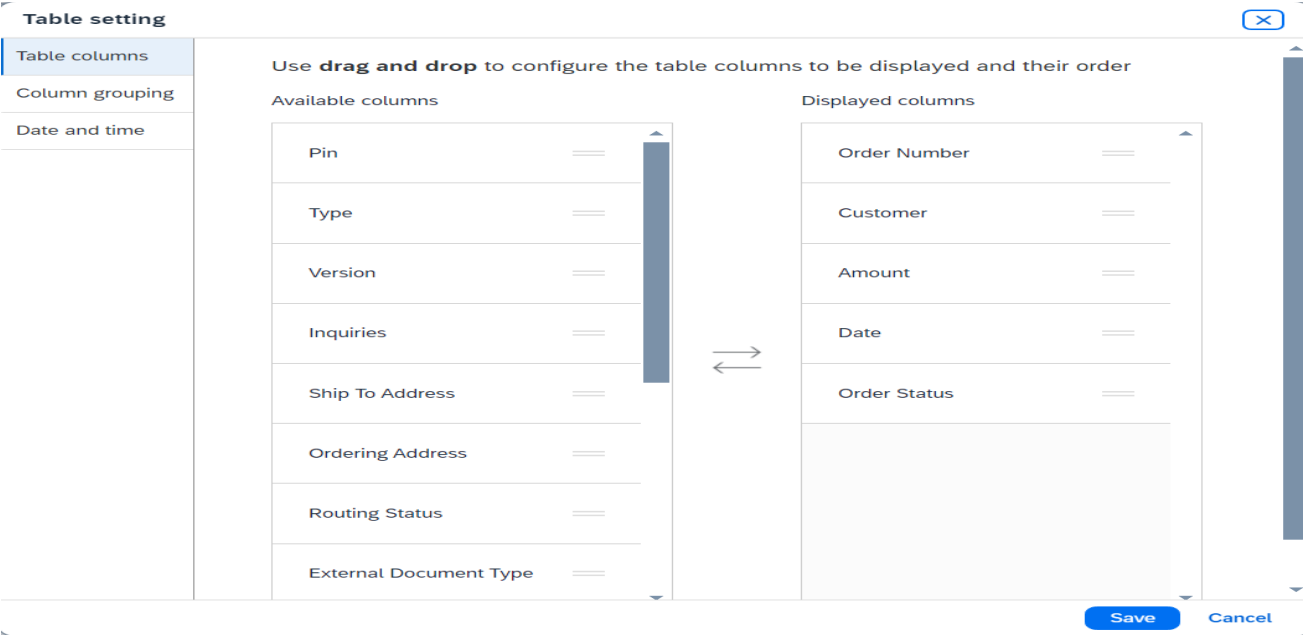


Table setting

Use **drag and drop** to configure the table columns to be displayed and their order


Available columns

- Pin
- Type
- Version
- Inquiries
- Ship To Address
- Ordering Address
- Routing Status
- External Document Type

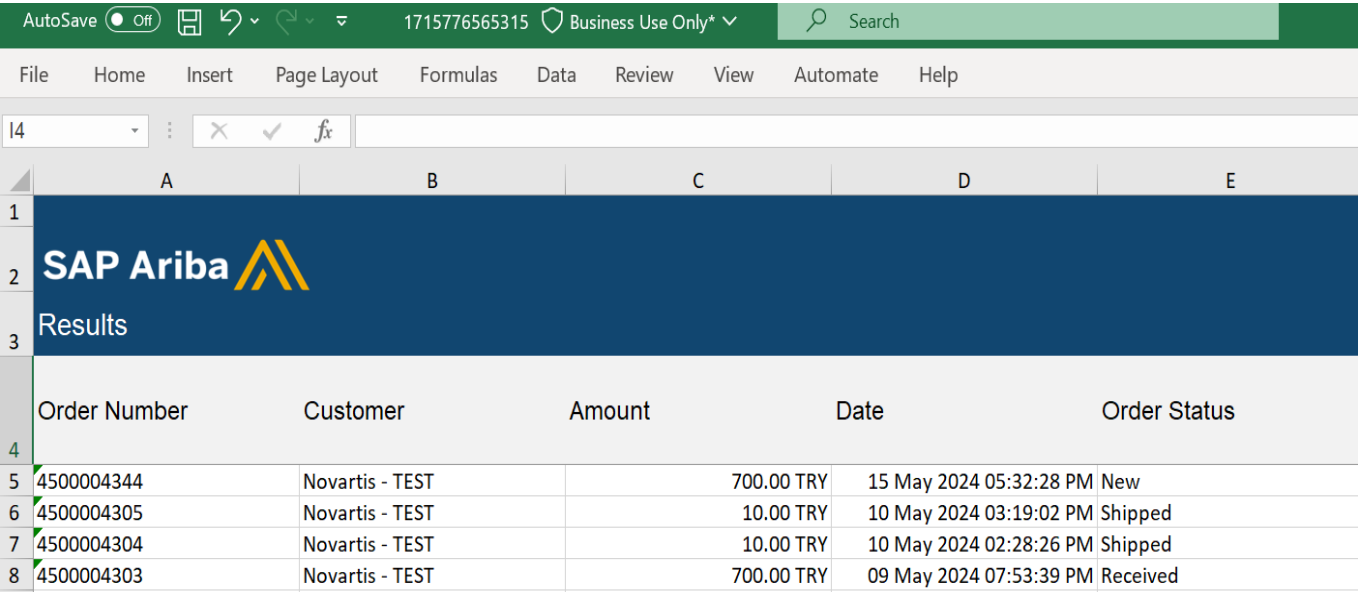
Displayed columns

- Order Number
- Customer
- Amount
- Date
- Order Status

Save Cancel

6. Click export button  to download data in Excel(Optional).

Note* Download feature is useful to extract the report of multiple purchase orders. It can help to view the information and status of the PO in a single excel file. You can use the filters to extract the PO's on different criteria like dates, order status etc.



Order Number	Customer	Amount	Date	Order Status
4500004344	Novartis - TEST	700.00 TRY	15 May 2024 05:32:28 PM	New
4500004305	Novartis - TEST	10.00 TRY	10 May 2024 03:19:02 PM	Shipped
4500004304	Novartis - TEST	10.00 TRY	10 May 2024 02:28:26 PM	Shipped
4500004303	Novartis - TEST	700.00 TRY	09 May 2024 07:53:39 PM	Received

View PO Details

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. You can configure your view by clicking configure icon.

Note* - Please see further explanation/screenshot on Details (5) part on slide 12.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	S2345	000000000000833779	Material			70.000 (KGM)	18 Apr 2024	10.00 TRY	700.00 TRY	

Description: VILDAGLIPTIN/DS 16

View PO Details

5. Click Details or Show Item Details to review more information about the order.

Line Items

Hide Item Details 

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	S2345	00000000000833779	Material			70.000 (KGM)	18 Apr 2024	10.00 TRY	700.00 TRY	

[Summary](#)

Description: VILDAGLIPTIN/DS 16

Status

70.000 Unconfirmed

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Batch Information

Information on Ship Notice [Optional]

Supplier Batch

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	18 Apr 2024 5:30 PM IST		70.000 (KGM)		

Other Information

Estimated days for inspection: 5

Classification Domain: ERPCommodityCode

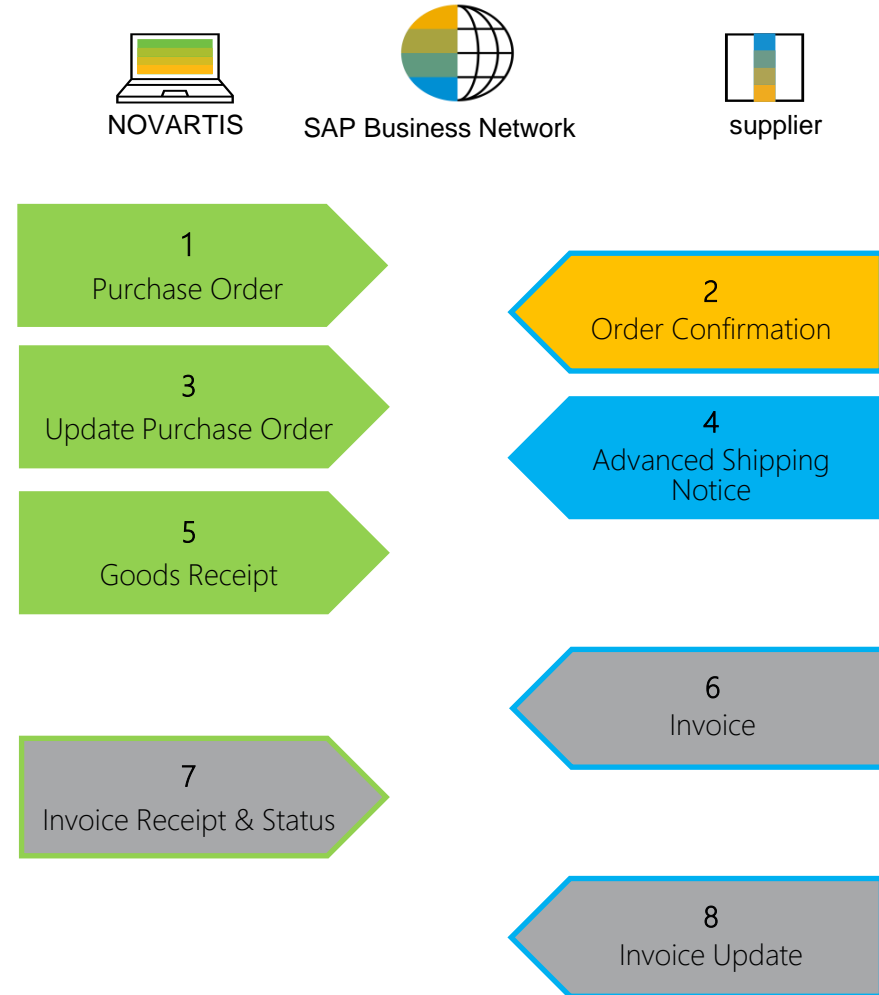
Classification Code: 8610020

Classification Domain: ERPCommodityCodeDescription

Classification Code: APIs-Contract Mfg API

Order Confirmation (OC)

- The order confirmation is an agreement to fulfil the order as proposed by NOVARTIS.
- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- Suppliers can also suggest modifications of the purchase order (quantity, delivery date) through the order confirmation document.



Note* Invoice and Invoice Updates are not created via SAP Business Network

Order Confirmation Allowed Actions

You can confirm or update your orders

From Dashboard, Navigate to **Orders>Orders and Releases:**

1. Open the PO.
2. Click Create Order Confirmation button.

Purchase Order: 4500004303

The screenshot displays a user interface for managing a purchase order. At the top, there are three buttons: 'Create Order Confirmation' (highlighted with a yellow box and a dropdown arrow), 'Create Ship Notice', and 'Create Invoice' (with a dropdown arrow). Below the 'Create Order Confirmation' button, a dropdown menu is open, listing three options: 'Confirm Entire Order', 'Update Line Items' (with a blue 'History' link next to it), and 'Reject Entire Order'. Below the buttons is the Novartis logo. At the bottom, there are three sections: 'From: Customer' with contact details for Novartis Sağlık, Gıda ve Tarım in Istanbul; 'To:' with contact details for a customer in Singapore; and 'Purchase Order (New) 4500004303' with an amount of 700.00 TRY and a 'Track Order' button.

From: Customer
Novartis Sağlık, Gıda ve Tarım
SURYAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah.Şe
34805, İstanbul
Türkiye
Phone: +90 () 216 6812000
Fax: +90 () 216 6812077

To:
JOYEE SINGAPORE-TEST
7 KALANG PLACE
SINGAPORE 339152
Singapore
Phone:
Fax: 062954638
Email: shantanu.bhatia_ext@novartis.com

Purchase Order (New)
4500004303
Amount: 700.00 TRY
Version: 1

[Track Order](#)

Note* Rejecting a PO is currently not available on the network. Please contact your Novartis business contact for adjustments/queries in the PO.

Order Confirmation - Confirm Entire Order

1. Select Confirm entire order action.
2. Fill in Confirmation number & Est. Delivery Date.
3. Click Next.

Note* It is recommended to add the Est. Delivery Date same as the PO Need by date, The tolerance window is +/- 4 days from the need by date.

Purchase Order: 4500004303

1 **Create Order Confirmation** **Create Ship Notice** **Create Invoice**

Confirm Entire Order
Update Line Items
Reject Entire Order

2 **Confirming PO**

1 **Confirm Entire Order**
2 **Review Order Confirmation**

Order Confirmation Header

Confirmation #: OC4500004303
Associated Purchase Order #: 4500004303
Customer: Novartis - TEST
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:
Est. Delivery Date:* 31 May 2024
Comments:

3 **Exit** **Next**

Order Confirmation - Confirm Entire Order

4. Review the order confirmation and click submit.

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC4500004255

Supplier Reference:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	S2345	000000000000833779		Material	70.000 (KGM)	31 May 2024	10.00 TRY	700.00 TRY	
Description: VILDAGLIPTIN/DS 16									
<p>► Schedule Lines</p> <p>Current Order Status:</p> <p>70.000 Confirmed As Is (Estimated Delivery Date: 31 May 2024)</p>									

Previous
Submit
Exit

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

Order Number	Customer	Amount	Date ↓	Order Status
4500004303	Novartis - TEST	₺700 TRY	May 9, 2024	Confirmed

Order Confirmation - Update Line Items

1. If you select Update Line Items, you can confirm and update line-item information.
2. Add the new est. delivery date in header (if applicable).
3. Click Details button at a line level to modify information about the shipping and delivery dates or add comments.

Purchase Order: 4500004303

Buttons: [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Dropdown menu options: [Confirm Entire Order](#), [Update Line Items](#) (highlighted), [Reject Entire Order](#)

Est. Delivery Date:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	S2345	000000000000833779		Material	70.000	18 Apr	10.00	700.00	
					(KGM)	2024	TRY	TRY	

Description: VILDAGLIPTIN/DS 16

▶ Schedule Lines

Current Order Status

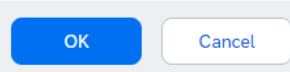

70.000 Confirmed With New Date (Estimated Delivery Date: 31 May 2024)

Confirm: Backorder:

[Details](#) ⓘ

[Confirm Based on Schedule Lines](#)

Order Confirmation - Update Line Items

- Click Details button at a line level to modify information about the delivery dates or description.
- Click ok 
- After confirming all requested items, click Next button in the bottom of the screen. 
- Review the order confirmation and click Submit to send it to NOVARTIS system.

Note* It is recommended to add the Est. Delivery Date same as the PO Need by date, The tolerance window is +/- 4 days from the need by date.

Line No.	Part No.	Customer Part No.
10	S2345	00000000000833779
Description: VILDAGLIPTIN/DS 16		
New Order Status: 70 Confirmed		

Est. Delivery Date: *	<input type="text" value="31 May 2024"/>
Unit Price:	<input type="text" value="10.00 TRY"/>
Price Unit Quantity: *	<input type="text" value="1"/>
Unit Conversion: *	<input type="text" value="1"/>
Price Unit: *	<input type="text" value="KGM"/>
Supplier Part:	<input type="text" value="S2345"/>
Auxiliary Part ID:	<input type="text"/>
Manufacturer Part ID:	<input type="text"/>
Manufacturer Name:	<input type="text"/>
Supplier Batch ID:	<input type="text"/>
Description:	<input type="text" value="VILDAGLIPTIN/DS 16"/>
Pricing Description:	<input type="text"/>
Subtotal: ⓘ	700.00 TRY

Confirming PO [Previous](#) [Submit](#)

1 Update Item Status

2 Review Confirmation

Confirmation #: OC4500004344
 Supplier Reference:
 Est. Delivery Date: 31 May 2024

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	S2345	00000000000833779		Material	70.000 (KGM)	31 May 2024	10.00 TRY	700.00 TRY	

Description: VILDAGLIPTIN/DS 16

► Schedule Lines

Current Order Status:

70 Confirmed As Is (Estimated Delivery Date: 31 May 2024 - defaulted from Requested Delivery Date in order)

Advanced Shipping Notification (ASN)

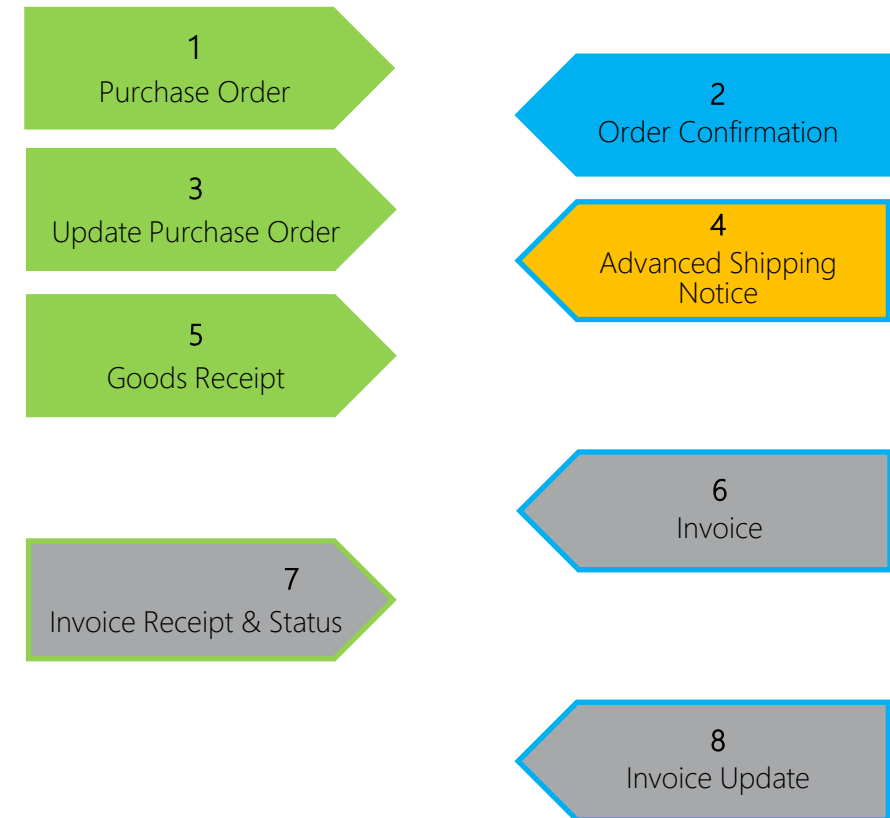
WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery.

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 NOVARTIS can better align their mutual processes

It can contain details about:

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



Create Advanced Shipping Notification

From Dashboard, Navigate to **Orders>Orders and Releases:**


- Open the PO.
- Click Create Ship Notice.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4500004303

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History



From:
Customer
Novartis Sağlık, Gıda ve Tarım
SURYAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah.Şe-6
34805, İstanbul
Türkiye
Phone: +90 () 216 6812000
Fax: +90 () 216 6812077

To:
SOYEE SINGAPORE-TEST
7 KALANG PLACE
SINGAPORE 339152
Singapore
Phone:
Fax: 062954638
Email: shantanu.bhatia_ext@novartis.com

Create Advanced Shipping Notification - Header Level

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

1. Enter the supplier unique delivery number in the Packing Slip ID field.
2. Provide delivery date.
3. Attach additional documents if needed.
4. In section “additional fields”, provide comments if needed.

Note* Do not modify the “Ship From” address & “Deliver To” address at the top.

It is recommended to add the Delivery Date same as the PO Need by date, The tolerance window is +/- 4 days from the need by date.

The screenshot shows the 'Create Advanced Shipping Notification - Header Level' form. At the top, there are two address sections: 'SHIP FROM' and 'DELIVER TO'. Below these is the 'Ship Notice Header' section, which includes 'SHIPPING' and 'TRACKING' information. The 'SHIPPING' section contains fields for Packing Slip ID (marked with a red '1'), Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, and Delivery Date (marked with a red '2'). The 'TRACKING' section includes Carrier Name and Service Level dropdowns. Below the shipping information is the 'ATTACHMENTS' section, which shows a table with columns for Name, Size (bytes), and Content Type. There is a 'Choose File' button and an 'Add Attachment' button (marked with a red '3'). A note states: 'The total size of all attachments cannot exceed 100MB'. Below the attachments is the 'DELIVERY AND TRANSPORT INFORMATION' section, which includes 'Additional Fields' with Reason for Shipment, Comments (marked with a red '4'), Government Issued Shipping ID, Document Title, Supplier Reference, and Transit Direction.

Create Advanced Shipping Notification - Line Level

1. Update the **quantity** shipped for each line item.
The quantity can be equal or lower or greater than the quantity in the purchase order (based on tolerance the system will show what it possible).
2. Provide the **Country of Origin**.
3. Provide the Production Date(Mandatory).
4. Provide Supplier Batch ID(Mandatory).
5. Click **Remove** button if you want to exclude the whole line from this ship notice.
6. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
7. 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.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500004303	10	S2345	000000000000833779	70.000	KGM	31 May 2024		10.00 TRY	700.00 TRY	TR10	Remove

Description: VILDAGLIPTIN/DS 16

Shipment Status
Total Item Due Quantity: 70 KGM

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

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	70.000	<input type="text"/>	- Select Country -	1 Mar 2024	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

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

Note:

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

Advanced Shipping Notification - 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. Click **Next**.
5. Click **Submit** to send ASN to the customer.

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

ASN will get failed if the Supplier Batch Id, Country of origin and production date is left empty. Ensure that the mandatory fields are completed and check the status of the PO after submitting the ASN.

The screenshot shows the 'Create Ship Notice' interface. At the top right are 'Pack Items' and 'Save' buttons. Below is a 'SHIP FROM' section with 'SOYEE SINGAPORE-TEST' and 'SINGAPORE Singapore', and a 'DELIVER TO' section with 'Novartis Sağlık Gıda ve Tarım Ürün Sanayi ve Ticaret A.Ş.' and 'Etiler Pendik-İstanbul'. A 'Ship Notice Header' section contains 'SHIPPING' and 'TRACKING' fields. The 'SHIPPING' section includes 'Packing Slip ID:* ASN4500004303' (callout 1), 'Invoice No.', 'Requested Delivery Date: --', 'Ship Notice Type: Select', 'Shipping Date:', and 'Delivery Date:* 31 May 2024' (callout 2). The 'TRACKING' section includes 'Carrier Name:' and 'Service Level:'. Below these are 'Hazard Type: Select', 'Code:', and 'Is Divisible: '. A table below shows shipping line details with callout 3 on the 'Line' column and callout 4 on the 'Next' button. The table has columns: Line, Ship Qty, Supplier Batch ID, Country of Origin, Production Date, and Expiry Date. The 'Next' button is highlighted with callout 4, and the 'Submit' button is highlighted with callout 5.

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	70.000	SBID4500004:	Qatar [QAT]	1 May 2024	

Advanced Shipping Notification - Submit the Final Document

Note* Delivery Information is required incase incoterms is maintained on the PO.

Add the below values in deliver information

- Delivery Terms – Transport Condition (default)
- Shipping Payment Method – Supplier can select any values from the drop down but preferred is “Other” and then in below field Add any value.

▼ DELIVERY INFORMATION

Delivery Terms:* ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:* ▼

Advanced Packaging Handling Units

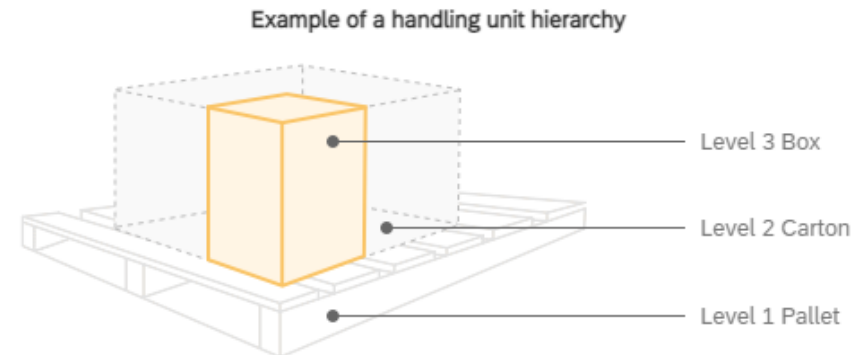
What are packaging levels?

Packaging levels describe the relationships among different packaging materials within a group of handling units. In SAP Business Network, Level 1 is always the largest handling unit.

What is auto-packing?

This describes the process of using pre-configured packaging instructions to assign ship notice line items to packaging materials, resulting in a hierarchy of handling units. You can edit the packing hierarchy after SAP Business Network has made these assignments.

Note* Level 3 packaging is not in scope.



Advanced Packaging Handling Units – Pack Items

1. At the **Create Ship Notice** page, fill in all mandatory fields (Packing slip ID, Delivery date etc.)
2. Click on **Pack Items** button.

Note:

- The **Pack items** button will open a packaging wizard, that will guide you through 5 steps of packaging process (Create ship notice, Define instructions, Confirm packing, Print labels and Review ship notice).

Create Ship Notice

* Indicates required field

SHIP FROM

DELIVER TO

SHIP FROM: SINGAPORE, Singapore

DELIVER TO: Novartis Sağlık Gıda ve Tıbbi Ürünleri ve Ticaret A.Ş., Kurtuluş-Pendik-İstanbul, Türkiye

Ship Notice Header

SHIPPING

1 Packing Slip ID: * ASN4500004297_2

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date: * 28 Jun 2024

TRACKING

Carrier Name:

Service Level:

Buttons: Pack Items, Save, Exit, Next

Advanced Packaging

Handling Units – Define instructions

On this screen suppliers can choose a packaging instruction. But this screen will be automatically skipped if there is only one possible packaging instruction assigned by the NOVARTIS.



i You've skipped Step 2 because there are packaging instructions for all of your items. All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Advanced Packaging Handling Units – Confirm packing

If packaging instructions exist for all items, the Confirm packing plan page opens (Step 1 and 2 are skipped).

By Default , System will pack the items

- Click on next button.

Confirm packing plan

i You've skipped Step 2 because there are packaging instructions for all of your items. All your items are packed, but you can still rearrange handling units within the packing hierarchy. X

Summary

Number of items	1	Total packed	100.00 %
-----------------	---	--------------	----------

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4500004292	00000000000708299 GR:IC: TEGRETOL 100ml SURUP TR		300 PCE	300 of 300	100.00% <div style="width: 100%; height: 10px; background-color: green;"></div>

Packing hierarchy [What's this?](#) ^

528501 3 1817353 15

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
<div style="border: 1px solid #ccc; padding: 2px;"> v 528501 1 (5/5) </div>						<input type="button" value="Edit"/>
						<input type="button" value="+"/>

Advanced Packaging Handling Units – Review Ship Notice & Submit

On the Create ship notice page you can submit the entire document.

1. You can do this by clicking the **Submit** button at the top of the page.

Create Ship Notice

Previous Print Labels Save **Submit** Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
SOYEE SINGAPORE-TEST 7 KALANG PLACE SINGAPORE 39152 Singapore	Novartis Sağlık Gıda ve Tarım Ürünleri Sanayi ve Ticaret A.Ş. Etiler Mahallesi İhlara Vadisi 34112, Kurtköy-Pendik-İstanbul Türkiye
SHIPPING	TRACKING
Packing Slip ID: ASN4500004297_2 Invoice #: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: -- Actual Delivery Date: 28 Jun 2024 Gross Volume: -- Gross Weight: -- Is divisible: No	Tracking information not provided.

Advanced Packaging

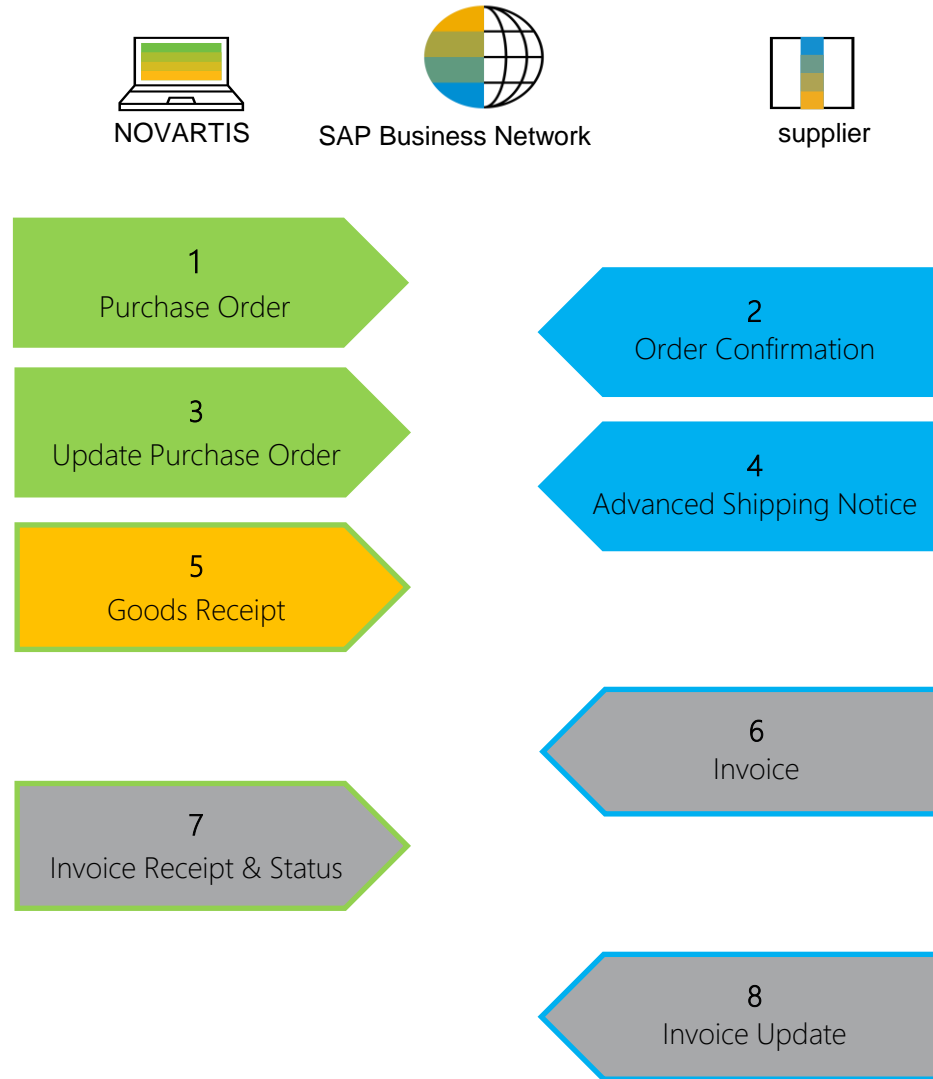
Handling Units – Pack Items

Note* If you receive the below message after clicking on pack items button, Please report this with Novartis business point of contact. Also proceed with creating the ASN without handling units pack items. Click on the **next button** then click on **submit** on the next page to create the ASN.

Error Message - Packaging instructions are needed. Please ask your customer to provide them.

The screenshot shows the SAP Business Network interface for creating a ship notice. At the top left, the SAP logo is followed by 'Business Network', 'Enterprise Account', and a red 'TEST MODE' button. On the top right, there are help icons (a question mark and 'SB'). Below the header, the page title 'Create Ship Notice' is on the left, and a row of buttons ('Pack Items', 'Save', 'Exit', and 'Next') is on the right. The 'Next' button is highlighted with a yellow border. Below the buttons, a red error message states: '!Packaging instructions are needed. Please ask your customer to provide them.' A legend below the message indicates that an asterisk (*) denotes a required field. The main content area is divided into two sections: 'SHIP FROM' and 'DELIVER TO'. The 'SHIP FROM' section shows 'BOYEE SINGAPORE-TEST' and 'SINGAPORE Singapore' with an 'Update Address' link. The 'DELIVER TO' section shows 'Novartis Sağlık Gıda ve Tarım Ürünü Sanayi ve Ticaret A.Ş.' and 'Büyükdere-Pendik-İstanbul Türkiye' with an 'Update Address' link.

Goods Receipt



Goods Receipt Customer Document Review

- Good receipt is issued by Novartis once they received the delivered goods.
- Goods receipt belongs to the list of PO related documents.
- Goods receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Order Number	Customer	Amount	Date ↓	Order Status
4500004303	Novartis - TEST	₺700 TRY	May 9, 2024	Received

Receipt: 5000005084

[Done](#) [Previous](#)

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

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

From:
 NOVARTIS TEST
 IRVAPISAKEL İş Merkezi/İzgaribahçe Mah. Sarıyeri
 3805, İstanbul
 Türkiye

To:
 NOVARTIS SINGAPORE-TEST
 7 KALANG PLACE
 SINGAPORE 339152
 Singapore
 Phone:
 Fax: 062954638
 Email: ira@novartis.com

Receipt:
 Receipt No.: 5000005084
 Receipt Date: 11 May 2024

Routing Status: Sent
 Related Documents: 4500004303

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: 4500004303 (Closed For Receiving)													
1	10	S2345	00000000000833779			ASN4500004303	11 May 2024	70.000 KGM	Not Specified	Received	10.00 TRY	700.00 TRY	Completed

Description: VILDAGLIPTIN/DS 16

Comments

Goods Receipt

Goods receipt belongs to the list of PO related documents. You will find the PO related document in the purchase order.

Purchase Order: 4500004574

Done

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼



Order Detail

Order History



To:
Customer
Novartis Sağlık, Gıda ve Tarım
SURYAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah.Şe-6
34805, İstanbul
Türkiye
Phone: +90 (0) 216 6812000
Fax: +90 (0) 216 6812077

To:
SOYEE SINGAPORE
7 KALANG PI
SINGAPORE
Singapore
Phone:
Fax: 062954636
Email: shantanu.bhatia_ext@novartis.com

Purchase Order
(Received)
4500004574
Amount: 3,000.00 TRY
Version: 1

Track Order

Payment Terms ⓘ

0.000% 60
Net 60 days

Contact Information Supplier Address

NGAP

Routing Status: Acknowledged
External Document Type: Direct PO (ZDP1)
Related Documents: 5000005269
ASN4500004574
OC4500004574

Thank you

Note* - For any technical queries related to onboarding and SBN please reach out to contact.elink@novartis.com

For specific queries related to the PO like prices, incoterms etc. please reach out to Novartis Business POC mentioned on the PO

When to reach out to contact.elink@novartis.com?

- ✓ Purchase orders are missing in my Ariba Account
- ✓ Cannot locate invitation email from Novartis
- ✓ Error when submitting ASN(Advance Shipping notification) with pack item
- ✓ ASN status is failed/queued
- ✓ Need assistance with SCC training materials

- ✗ You are not satisfied with the content in the PO - please contact [PO creator](#)
- ✗ Increase PO value - please contact [PO creator](#)
- ✗ PO created for wrong entity - please contact [PO creator](#)
- ✗ Missing PO lines - please contact [PO creator](#)
- ✗ PO was canceled - please contact [PO creator](#)