

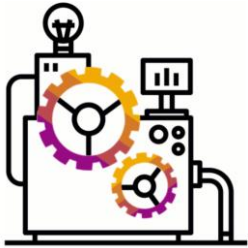
# Introduction to SAP Business Network

Subcontracting Collaboration  
May 2024

# Process Flow

- [Introduction to Subcontracting Collaboration](#)
- [Subcontracting Order Confirmation](#)
- [Component Ship Notice](#)
- [Component Receipt](#)
- [Finished Goods – Advanced Shipping Notification](#)
- [Goods Receipt](#)

# Introduction to Subcontracting Collaboration



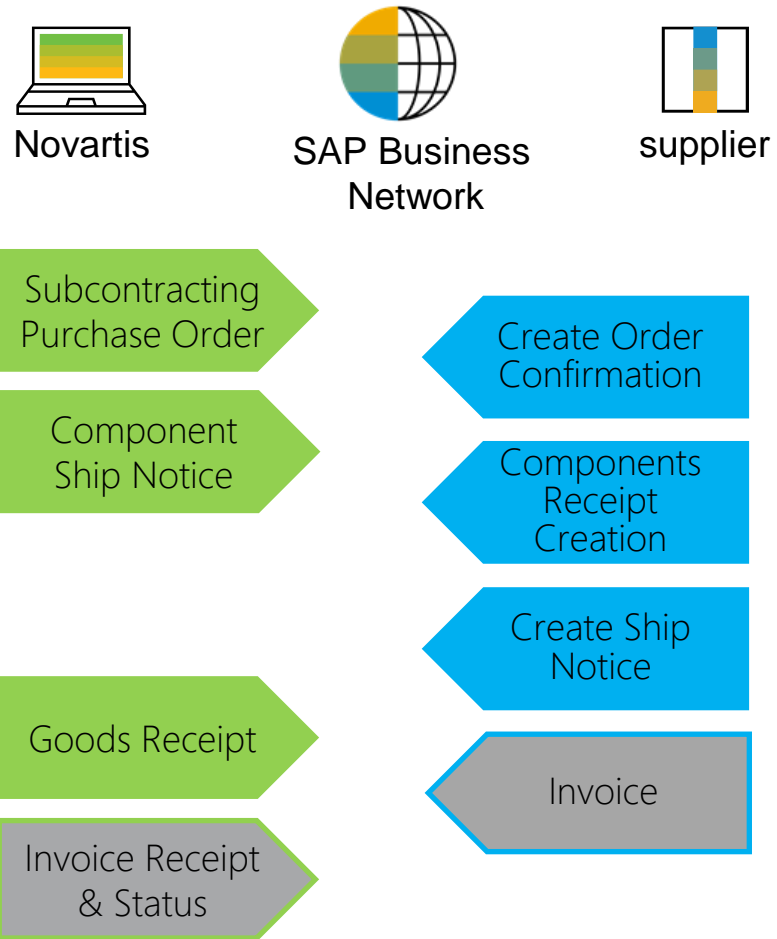
Subcontracting is a business model in which part of the manufacturing process is outsourced to a third party (vendor or contract manufacturer).

Subcontracting is also referred to as **Contract Manufacturing**

A Company may outsource the manufacture of certain product components or outsource the assembly of the product..



# Subcontracting Collaboration Workflow Diagram



**Note\*** Invoice process is to be continued as per the existing process. E.g. via Email

# Subcontracting Collaboration Documents

Document	Description
Subcontracting Purchase Order	<p>A subcontracting purchase order is a purchase order that is sent from NOVARTIS to a contract manufacturer to request the production and delivery of finished goods.</p> <p>The subcontracting purchase order has been enhanced to carry, not only item level and schedule line level information, but also subcontracting component information. Subcontracting components are the raw materials that are used for manufacturing the finished goods specified at the item level.</p>
Order Confirmation incl. Component	Acknowledgement of subcontracting purchase order with components' details.
Component Ship Notice	A component ship notice is a type of ship notice that informs the contract manufacturer of the shipment of subcontracting components.
Component Receipt	A component receipt is a type of goods receipt that informs the customer of the receipt of subcontracting components. The contract manufacturer can issue the component receipt against one or more component ship notices.
Finish Goods – Advance Shipping Notification (ASN)	<p>An Advanced Shipping Notification is a document from a Supplier to a Buyer 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	Novartis confirmation of final product receipt

# Subcontracting Purchase Order

Review the line items section in subcontracting purchase order layout.

1. Click **Details** to view the schedule lines.
2. Click **Show Components** to view the components.
3. For detailed steps finding the purchase orders in sap business network, please refer to PO collaboration guide.

## Line Items

[Show Item Details](#) 

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		000000000000708299	Material	Subcontract			10.000 (PCE)	2 Jul 2024	38,669.04 TRY	386,690.40 TRY	

Description: GR:IC: TEGRETOL 100ml SURUP TR

[Details](#) **1**

## Schedule Lines

[Show Schedule Line Details](#)

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	2 Jul 2024 5:30 PM IST		10.000 (PCE)		

[Show Components](#) **2**

## Components

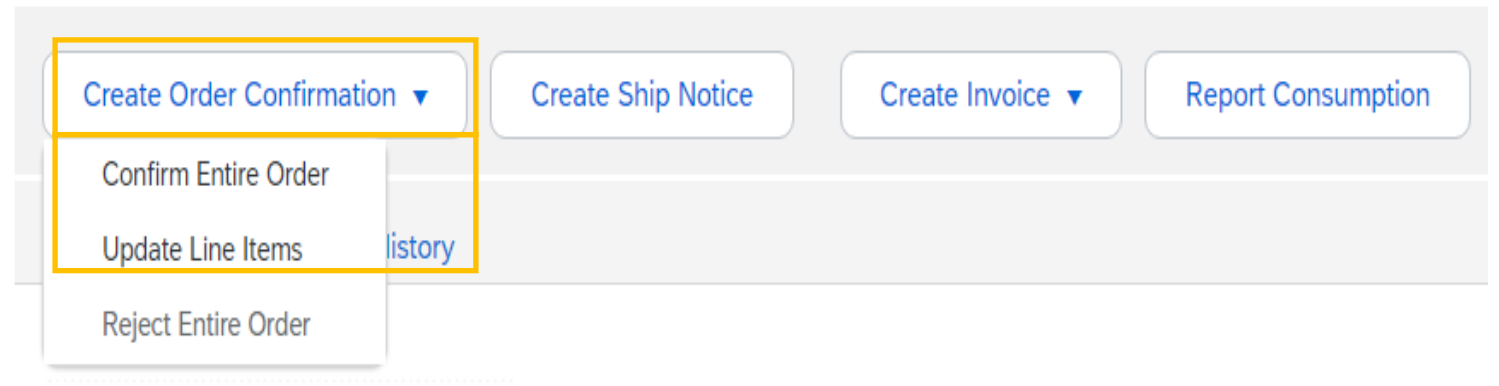
Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
00010_0001_0001	000000000000833445				1 Jul 2024 5:30 PM IST	0.100 (KGM)

*DICLOFENAC SODIUM FINE/DS.042*

# Subcontracting Order Confirmation - Allowed Actions

1. You can confirm entire order.
2. You can update line items.

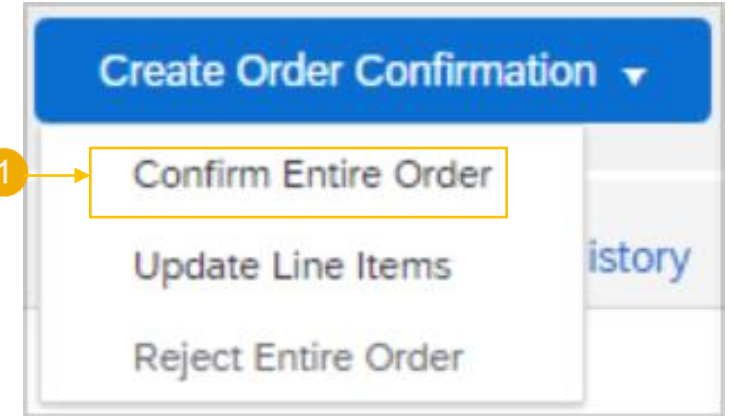
Purchase Order: 4500004517



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

# Confirm Entire Order – Components Review

1. Select **Confirm Entire Order**.
2. Expand **Schedule lines** to view Component section.
3. Expand **Components** to view the details.
4. For detailed steps on order confirmation, please refer to PO collaboration guide.

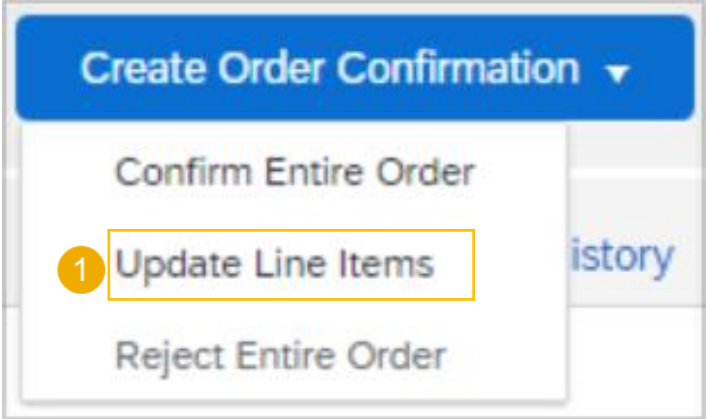


Line Items																												
Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location																		
10		00000000000708299		Subcontract	Material	10.000 (PCE)	2 Jul 2024	38,669.04 TRY	386,690.40 TRY																			
Description: GR:IC: TEGRETOL 100ml SURUP TR																												
<div style="display: flex; align-items: center;"> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">2</span> <span style="font-size: 1.2em;">▶</span> Schedule Lines         </div> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th>Schedule Line No. ↑</th> <th>Delivery Date</th> <th>Ship By</th> <th>Quantity (Unit)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2 Jul 2024</td> <td></td> <td>10.000 (PCE)</td> </tr> </tbody> </table> <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">3</span> <span style="font-size: 1.2em;">▶</span> Components         </div> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th>Line</th> <th>Customer Part # / Description</th> <th>Customer Batch #</th> <th>Part #</th> <th>Quantity (Unit)</th> </tr> </thead> <tbody> <tr> <td>00010_0001_0001</td> <td>000000000000833445 DICLOFENAC SODIUM FINE/DS.042</td> <td></td> <td></td> <td>0.100 (KGM)</td> </tr> </tbody> </table>											Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)	1	2 Jul 2024		10.000 (PCE)	Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)	00010_0001_0001	000000000000833445 DICLOFENAC SODIUM FINE/DS.042			0.100 (KGM)
Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)																									
1	2 Jul 2024		10.000 (PCE)																									
Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)																								
00010_0001_0001	000000000000833445 DICLOFENAC SODIUM FINE/DS.042			0.100 (KGM)																								
Current Order Status:																												
10.000 Confirmed As Is (Estimated Delivery Date: 2 Jul 2024)																												



# Update Line Items

- 1. Select **Update Line Items**.
- 2. You are allowed to confirm the quantity based on quantity tolerance limit.
- 3. For detailed steps on order confirmation, Kindly refer to PO Collaboration Guide.



Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	
10		000000000000708299		Subcontract	Material	10.000 (PCE)	2 Jul 2024	38,

Description: GR:IC: TEGRETOL 100ml SURUP TR

▶ Schedule Lines

Current Order Status

10.000 Unconfirmed

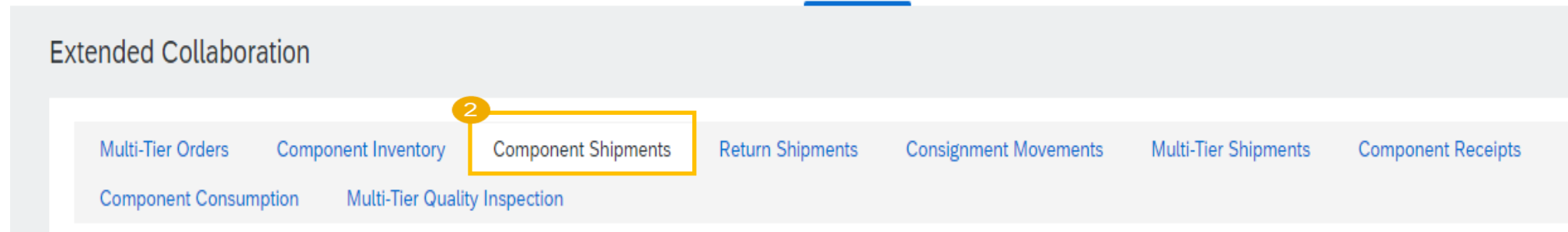
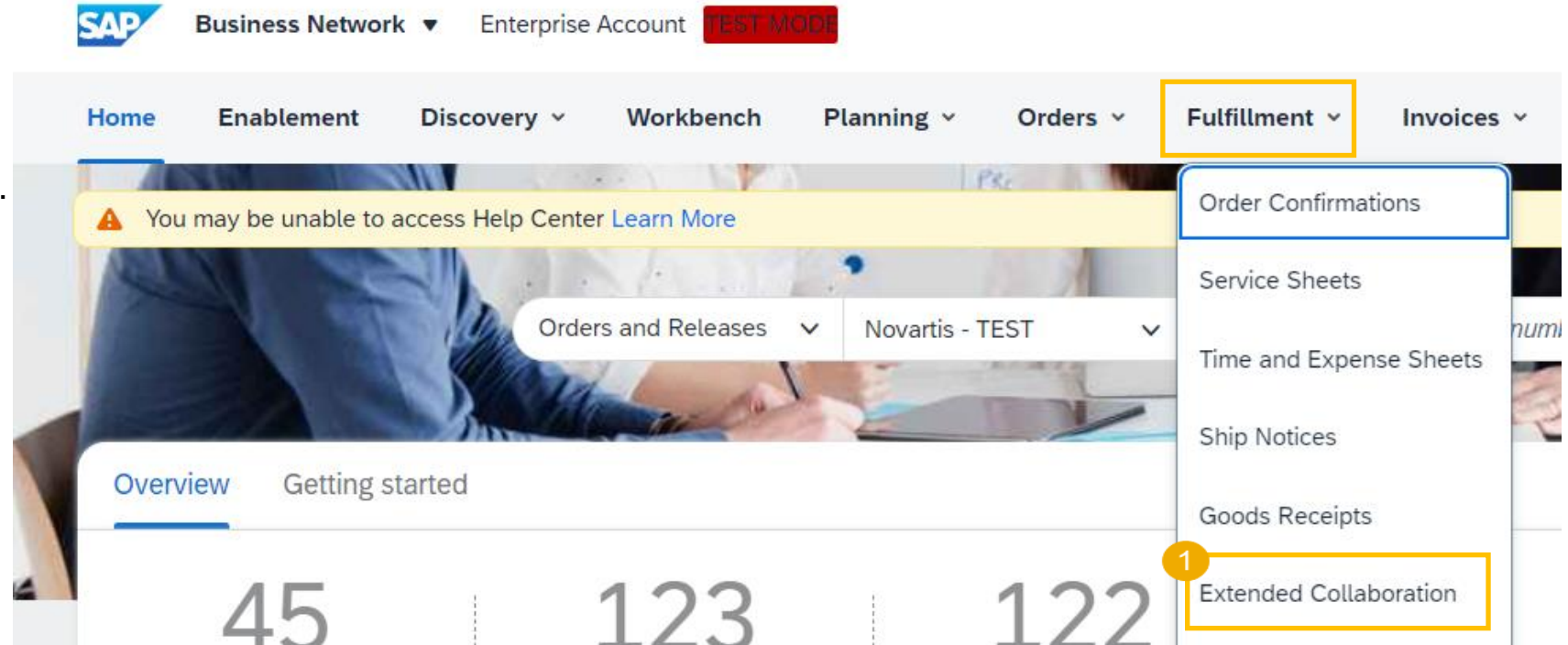
2 Confirm:

Backorder:

Confirm Based on Schedule Lines

# Component Ship Notice

1. Go to **Fulfillment > Extended Collaboration**.
2. Click on the **Component Shipments** tab.



# Component Ship Notice

- Expand **Search Filters** to display the query fields. Recommended to search with customer & Dates.
- Click **Search**. Matching results will appear at the bottom of your screen.
- Open and view component shipment by clicking its number.

▼ Search Filters

3

Customer: Novartis - TEST

Routing Status: All

Ship Notice No.:

Receipt Status: All

Order No.:

Search only Stock Transport Orders

Date Range: Other

Tracking No.:

Start Date:\* 1 May 2024

End Date:\* 25 Jun 2024

Number of Results: 100

4 **Search** Reset

## Extended Collaboration

Multi-Tier Orders

Component Inventory

Component Shipments

Return Shipments

Consig

▶ Search Filters

### Component Ship Notices

<input type="checkbox"/>	Ship Notice No.	Customer	Order No.	Date
<input type="checkbox"/>	5 8000023487	Novartis - TEST	4500004517	31 M

# Component Ship Notice Details

Component Ship Notice: 8000023487

Done

[Create Component Receipt](#) | 
 [Print](#) | 
 [Export cXML](#) | 
 [Resend](#)

1. To view components details, click **Show Item Details**.

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

**SHIP FROM**

TR: TECHOPS SHIPPING POINT  
 Yenişehir Mahallesi İhlara Vadisi 2  
 34912, Kurtkoy Pendik Istanbul  
 Türkiye  
 Phone: +90 212 6562044233

**SHIP TO**

Return Vendor Customer  
 KALANG PLACE  
 singapore 339153  
 Singapore  
 Phone: +65 9 6562044233

**SHIPPING**

Ship Notice #: 8000023487  
 Notice Date: 31 May 2024  
 Actual Shipping Date: 31 May 2024  
 Actual Delivery Date: 1 Jul 2024

**TRACKING**

Routing Status: Sent  
 Related Documents: [4500004517](#)

**Components**

1 [Show Item Details](#)

Line #	Customer Part # / Description	Customer Batch #	Expiry Date	Part #	Batch #	Open Quantity	Received Quantity	Unit	Order #	Order Item #
000010	000000000000833445 <i>DICLOFENAC SODIUM FINE/DS.042</i>	A00SBX				0	0	KG	<a href="#">4500004517</a>	000010

# Create a Component Receipt

1. Click **Fulfillment > Extended Collaboration**.
2. Go to the **Component Shipments** tab.
3. Identify the component receipt using **search filters**.
4. Select the desired component ship notice by clicking the box.
5. Click Create component receipt button.

**Note:** You can create a component receipt as well from the component shipment screen.

The screenshot shows the 'Extended Collaboration' interface. At the top, there are four tabs: 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments' (highlighted with a yellow box), and 'Return Shipments'. Below the tabs is a 'Search Filters' section with the following fields:

- Customer: All Customers (dropdown)
- Ship Notice No.: 8000023487 (text input with info icon)
- Order No.: (empty text input with info icon)
- Date Range: Other (dropdown with info icon)
- Start Date: 30 Apr 2024 (calendar icon)
- End Date: 31 May 2024 (calendar icon)

Below the search filters is a table titled 'Component Ship Notices':

<input type="checkbox"/>	Ship Notice No.	Customer	Order No.
<input checked="" type="checkbox"/>	8000023487	Novartis - TEST	4500004517

At the bottom of the table, there is a button labeled 'Create Component Receipt' (highlighted with a yellow box).

Component Ship Notice: 8000023487

The screenshot shows the 'Component Ship Notice: 8000023487' interface. At the top, there are four buttons: 'Create Component Receipt' (highlighted with a yellow box), 'Print', 'Export cXML', and 'Resend'. Below the buttons are two tabs: 'Detail' and 'History'.

# Component Receipt Content

1. Fill all mandatory fields - receipt number and date.

Create Receipt

\* Indicates required field

SHIP FROM	SHIP TO
TR: TECHOPS SHIPPING POINT Yenişehir Mahallesi İhlara Vadisi 2 34912, Kurtköy Pendik İstanbul	Return Vendor Customer KALANG PLACE singapore 339153

Receipt #: \* CR4500004517

Receipt Date: \* 25 Jun 2024

Comments:

**Components**

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit
1	00000000000833445	A00SBX			0.1	KG	0.1	KG

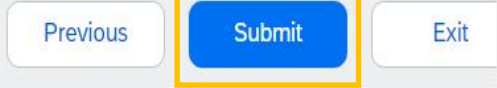
DICLOFENAC SODIUM FINE/DS.042

# Component Receipt Content

2. Click Next and Submit.



Review Receipt



\* Indicates required field

### SHIP FROM

TR: TECHOPS SHIPPING POINT  
Yenişehir Mahallesi İhlara Vadisi 2  
34912, Kurtköy Pendik İstanbul

### SHIP TO

Return Vendor Customer  
KALANG PLACE  
singapore 339153

Receipt #: CR4500004517  
Receipt Date: 25 Jun 2024  
Comments:

### Components

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	00000000000833445	A00SBX			0.1	KG	0.1	KG	8000023487	10	4500004517	10
	DICLOFENAC SODIUM FINE/DS.042											

# Create Advanced Shipping Notification

From **Orders > Orders and Releases:**

1. Open the PO.
2. Click Create Ship Notice.
3. For detailed steps on Advanced shipping notification, please refer to PO collaboration guide.

Purchase Order: 4500004517

Order management interface showing a navigation bar with buttons: **Create Order Confirmation**, **Create Ship Notice** (highlighted with a yellow border), **Create Invoice**, and **Report Consumption**. Below the buttons are tabs for **Order Detail** and **Order History**.



**From:**  
**Customer**

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

**To:**

SOYEE SINGAPORE-TEST  
7 KALANG PLACE  
SINGAPORE 339152  
Singapore  
Phone:



# Create Advanced Shipping Notification

1. Update the **quantity** shipped for each line item (based on tolerance the system will show what it possible).
2. Provide the **Country of Origin**(Mandatory).
3. Provide the **Production Date**(Mandatory).
4. Provide **Supplier Batch ID**(Mandatory).

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500004517	10		000000000000708299	10.000	PCE	2 Jul 2024		38,669.04 TRY	386,690.40 TRY	TR10	<a href="#">Remove</a>

Description: GR:IC: TEGRETOL 100ml SURUP TR

#### Shipment Status

Total Item Due Quantity: 10 PCE

#### Confirmation Status

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

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="10.000"/>	<input type="text" value="SDID_1"/>	<input type="text" value="France [FRA]"/>	<input type="text" value="1 Mar 2024"/>	<input type="text"/>	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

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

# Advanced Shipping Notification

5. Click the **Add details** button.
6. Add **customer batch Number** and **Quantity** (Mandatory).
7. Click OK.

Supplier Batch ID	Country of Origin	Production Date	Expiry Date
<input type="text"/>	- Select Country -	1 Mar 2024	<input type="text"/>

**5** Add Details

SAP Business Network Enterprise Account TEST MODE

Create Ship Notice **7** **OK** Cancel

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4500004517	10		00000000000708299	10.000	PCE	2 Jul 2024		38.669.04 TRY	386.690.40 TRY	TR10
Description: GR:IC: TEGRETOL 100ml SURUP TR										
SHIPMENT STATUS										
1. Shipping 10.000 PCE (Batch ID: SDID_1 Production Date: 1 May 2024)										
CONSUMED COMPONENTS										
Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	Actions		
1	00000000000833445	<input type="text" value="A00SBX"/> <a href="#">Look Up</a>		<input type="text"/>	<input type="text" value="0.1"/>	<input type="text" value="KGM"/>	0/0	Actions +		
DICLOFENAC SODIUM FINE/DS.042										
<input type="button" value="Add Component"/> <input type="button" value="Copy Order Quantities"/> <input type="button" value="Clear All Quantities"/>										
ASSET DETAILS										

# Goods Receipt

Good receipt is issued by Novartis once they received the delivered goods.

Goods receipt reaches the Network, the corresponding 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  
KURVAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah. Sekt. 1  
3805, Istanbul  
Türkiye

**To:**  
BOYEE SINGAPORE-TEST  
7 KALANG PLACE  
SINGAPORE 339152  
Singapore  
Phone:  
Fax: 062954638  
Email: ana\_liza.amores\_ext@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



From:  
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