

ARIBA NETWORK SUPPLIER PROCESS GUIDE FOR SUBCONTRACTING COLLABORATION

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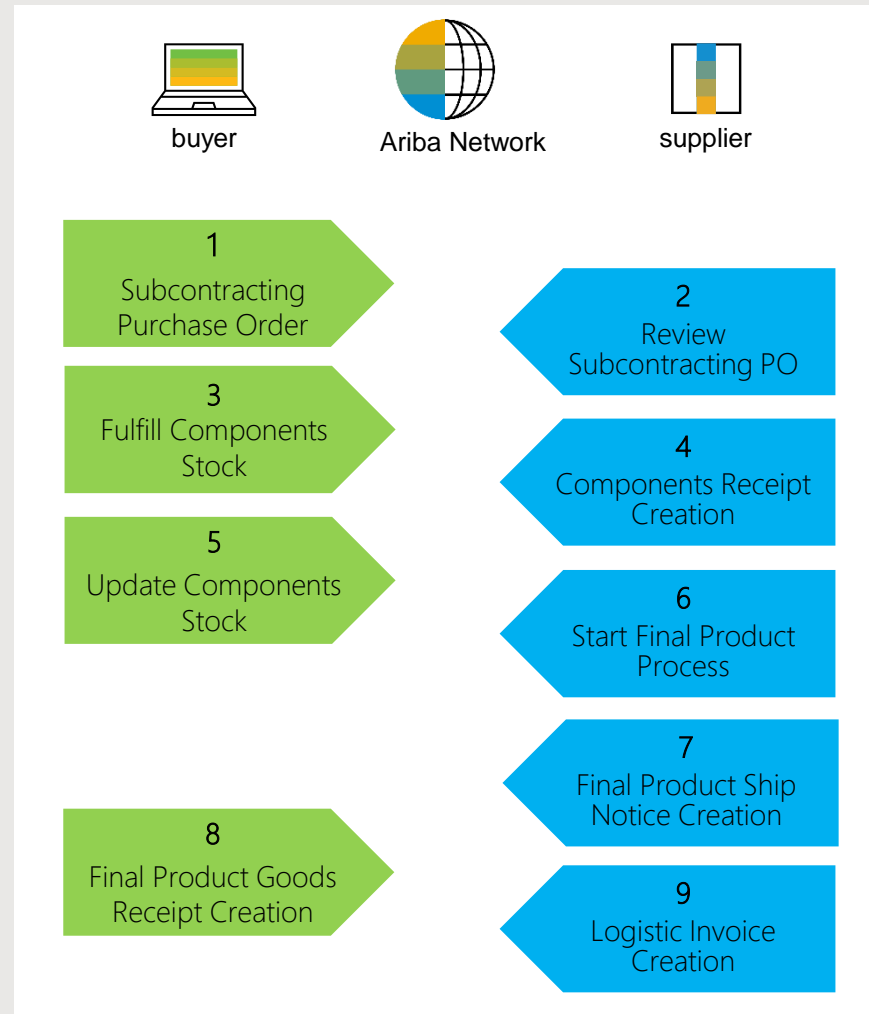
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SUBCONTRACTING COLLABORATION

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

Subcontracting Collaboration Workflow

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



Parts of Subcontracting Collaboration



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

PORTAL USER INTERACTION

Portal User Interaction



Subcontracting PO's and Releases

Search and Identify



1. Click **Inbox, Orders and Releases** tab to manage your subcontracting items.
2. Click **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand **Search Filters** to display the query fields.
4. Set Category as **Subcontracting**.
5. Check the box in case you would like to view only refurbishment or replacement subcontracting types.
6. Enter search criteria and press **Search**.

Note:

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

Subcontracting PO's and Releases

Review Search Results

1. Matching results will appear at the bottom of your screen. You can open and view subcontracting order by clicking order number.
2. You can use the configure function:
 - To configure your orders view by adding/ removing extra columns.
 - To export the results list.

Note: If you are working in Items to Ship sub-tab the same options are applicable.

2

1

Items to Confirm (5)

<input type="checkbox"/>	Order Number	Item	Customer	Requested Qty ↓	Unconfirmed Qty	Qty to Confirm	Unit Price	Subtotal	Schedule Line	Actions
<input type="checkbox"/>	4500046263	10	NALA CLAQ1BUYER2	15 (EA)	15 (EA)	<input type="text" value="15"/> (EA)	\$40.00 USD	\$600.00 USD	Edit / View	Actions ▾
<input type="checkbox"/>	4500046264	10	NALA CLAQ1BUYER2	10 (EA)	10 (EA)	<input type="text" value="10"/> (EA)	\$50.00 USD	\$500.00 USD	Edit / View	Actions ▾
<input type="checkbox"/>	4500046508	10	NALA CLAQ1BUYER2	10 (EA)	10 (EA)	<input type="text" value="10"/> (EA)	\$120.00 USD	\$1,200.00 USD	Edit / View	Actions ▾
<input type="checkbox"/>	4500046516	10	NALA CLAQ1BUYER2	10 (EA)	10 (EA)	<input type="text" value="10"/> (EA)	\$120.00 USD	\$1,200.00 USD	Edit / View	Actions ▾
<input type="checkbox"/>	4500046286	10	NALA CLAQ1BUYER2	10 (EA)	10 (EA)	<input type="text" value="10"/> (EA)	\$100.00 USD	\$1,000.00 USD	Edit / View	Actions ▾

Subcontracting PO's and Releases

Review Subcontracting Order Content



Review the line items section in subcontracting purchase order layout.

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

Line Items

Show Item Details



Line #	Part #	Customer Part #	Category	Qty (Unit)	Need By	Price	Subtotal	Customer Location
10		DR-SM-501	Subcontract Regular	5.0 (EA)	13 Dec 2018	\$100.00 USD	\$500.00 USD	3200
Description: Submarine Generator								

1

[Details](#)

Schedule Lines

Show Schedule Line Details

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	13 Dec 2018 7:00 PM CET		5.0 (EA)

2

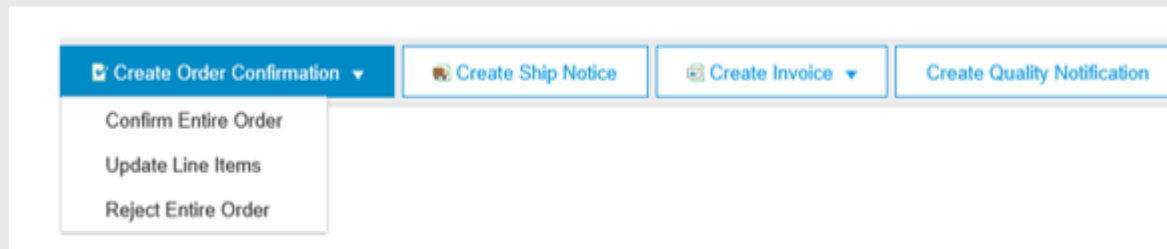
[Show Components](#)

Subcontracting OC

Allowed Actions



- You can confirm entire order. Component details can be reviewed only.



Subcontracting OC

Confirm Entire Order – Components Review



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

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10		PROC-IM-RF-7002		Subcontract Regular	10.0 (EA)
Description: Olympus EM1 Mark II Body					
▼ Schedule Lines					
1	Schedule Line # ↑			Delivery Date	
	1			24 Dec 2018	
▼ Components					
2	Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)
		Evaporator Fan			
	2	PROC-IM-CM-7200 Defroster Heater			50.0 (EA)
	3	PROC-IM-CM-7300 Temperature Control			50.0 (EA)
	4	PROC-IM-CM-7400 Compressor			50.0 (EA)
	5	PROC-IM-CM-7500 Drain Pan			50.0 (EA)

Current Order Status:

10.0 Confirmed As Is

Component Management

Component Shipments Search and Results



1. Click **Inbox/ Extended Collaboration/ Component Shipments**.
2. Expand **Search Filters** to display the query fields.
3. Click **Search**. Matching results will appear at the bottom of your screen. Open and view component shipment by clicking its number.
4. You can use the configure function:
 - To configure your orders view by adding/ removing extra columns.
 - To export the results list.

The screenshot displays the SAP Supply Chain Collaboration interface. The top navigation bar includes 'SAP Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main menu has options like 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Extended Collaboration' section is active, with a sub-menu showing 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments' (highlighted), 'Return Shipments', 'Consignment Movements', and 'Multi-Tier Shipments'. The 'Search Filters' section is expanded, showing fields for 'Customer' (All Customers), 'Ship Notice #' (empty), 'Date Range' (Other), 'Start Date' (19 Nov 2018), and 'End Date' (20 Dec 2018). The 'Routing Status' is set to 'All'. The 'Number of Results' is set to 100. The 'Search' button is highlighted. The results table, titled 'Component Ship notices', shows two rows of data. The first row is highlighted with a blue box, and the second row is also highlighted with a blue box. The table columns are 'Ship Notices #', 'Customer', 'Order #', 'Date', and 'Routing Status'.

Ship Notices #	Customer	Order #	Date	Routing Status
80019498	NALA CLAQ1BUYER2	Non-PO	17 Dec 2018 10:13:34 PM	Sent
80019497	NALA CLAQ1BUYER2	Non-PO	17 Dec 2018 6:05:27 PM	Sent

Component Management

Component Shipments Content Description



Field	Description	Data Source
Ship from	Shipment origin address details	Informational from customer`s ERP shipment document
Ship to	Shipment destination address details	Informational from customer`s ERP shipment document
Ship Notice #	Document number of Component Shipment	Informational from customer`s ERP shipment document
Notice date	Document date of Component Shipment	Informational from customer`s ERP shipment document
Actual shipping date	The date when shipment is expected to arrive	Informational from customer`s ERP shipment document
Start Actual delivery date	The date when shipment is originated	Informational from customer`s ERP shipment document
Item details	Asset details	Informational from customer`s ERP master data
Customer part#	Customer Part Number	Informational from customer`s ERP shipment document
Customer batch	Batch number provided by customer	Informational from customer`s ERP shipment document
Expiry date	Batch expiration date	Informational from customer`s ERP master data
Supplier batch	Batch number provided by supplier	Informational from customer`s ERP shipment document
Quantity	Component quantity shipped by customer	Informational from customer`s ERP shipment document
Order	Customer order number used for component shipment creation	Informational from customer`s ERP shipment document

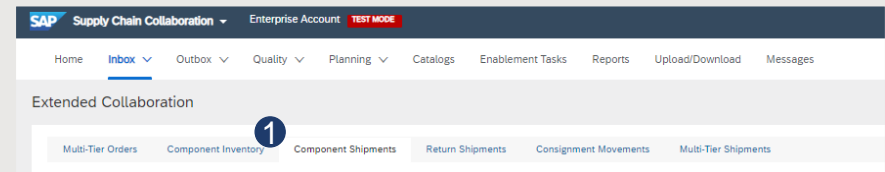
Component Management

Create a Component Receipt



1. Click **Inbox**, **Extended Collaboration**, **Component Shipments**.
2. Identify the component ship notice using search filters.
3. Select the desired component ship notice by clicking the box.
4. Click **Create** component receipt button.

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



2 Search Filters

Customer: All Customers ▼

Ship Notice #: ⓘ

Order #: ⓘ

Date Range: Last 31 days ▼
5 Apr 2020 - 5 May 2020

3

<input type="checkbox"/>	80019464	NALA CLAQ1BUYER2	Non-PO	5 Dec 2018 10:36:52 PM
<input type="checkbox"/>	80019462	NALA CLAQ1BUYER2	Non-PO	5 Dec 2018 7:10:57 AM
<input type="checkbox"/>	80019461	NALA CLAQ1BUYER2	Non-PO	5 Dec 2018 5:44:08 AM

4

Create Component Receipt

Component Management

Component Receipt Content



Fulfill all mandatory fields to be able to submit Component receipt

Create Receipt

NextExit

* Indicates required field

SHIP FROM

Atlanta Shipping Point
867 1 300 Peach tree street South
Atlanta , GA 30310
United States
Email:

SHIP TO

Plant 3200 Atlanta
Main Dekalb
Atlanta , GA 30345
United States
Email:

Receipt #:

Receipt Date:

20 Dec 2018

Additional Fields

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	PROC-IM-CM-7100				25.0	EA	25.0	EA	80019498			10
	Evaporator Fan											
2	PROC-IM-CM-7200				25.0	EA	25.0	EA	80019498			20
	Defroster Heater											

Component Management

Component Receipt Content Description



Field	Description	Mandatory	Validation
Receipt#	Supplier document number for the component receipt	Yes	Free text input
Receipt date	Document date of the component receipt	Yes	Free date input
Comments	Optional additional information of the component receipt	Optional	Free text input
Customer part#	Customer Part Number	Prepopulated	Informational from component shipment
Customer batch#	Batch number provided by customer	Prepopulated	Informational from component shipment
Part#	Supplier Part Number	Prepopulated	Informational from customer's ERP material master
Batch#	Batch number provided by supplier	Optional	Free text input
Received quantity	Quantity confirmed as received from component shipment	Yes	Free numeric input (defaulted from shipment document)
Shipment Reference#	Customer component Shipment document number	Prepopulated	Informational from component shipment
Shipment Reference Line#	Customer component Shipment document item	Prepopulated	Informational from component shipment
Order Reference#	Customer order number used for component shipment creation	Prepopulated	Informational from component shipment
Order Reference Line#	Customer order item used for component shipment creation	Prepopulated	Informational from component shipment

Component Management

Component Inventory



1. Click **Inbox, Extended Collaboration, Component Inventory**.
2. Expand **Search Filters** to display the query fields. Matched results will appear at the bottom of your screen.
3. You can use configure icon to customize your component inventory view.
4. When the **View all component inventory** checkbox is checked, records with a Balance quantity of 0 are displayed in the Component inventory table. Otherwise, those are hidden.
5. If serial number information is provided, you will be able to review it.

Component Inventory (2)

Customer	Location	Customer part no.	Description	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated	Serial no.
BP SCC Buyer - TEST	Plant 1 US	RM34	RAW34,PD, Subcontract ing			30.00 (PC)	0.00	30.00	14 Jul 2020	Show Serial Numbers
BP SCC Buyer - TEST	Plant 1 US	RM33	RAW33,PD, Subcontract ing			20.00 (PC)	0.00	20.00	14 Jul 2020	Show Serial Numbers

Component Management

Component Inventory Content Description



Field	Description	Data Source
Customer Part #	Customer Part Number	Informational from customer`s ERP material master
Description	Customer Part Description	Informational from customer`s ERP material master
Customer batch	Batch number provided by customer	Informational from customer`s ERP material master
Part#	Supplier Part Number	Informational from customer`s ERP material master
Batch#	Batch number provided by supplier	Informational from customer`s ERP stock info
Reference Number	Free field used by customer for tracking	Informational per aligned instructions
Document ID	cXML message ID received from customer	Informational from network message details
Expiry date	Batch expiration date	Informational from customer`s ERP master data
Inspection date	Batch inspection date	Informational from customer`s ERP master data
Qty (Unit)	Item Stock level	Informational from customer`s ERP stock info
Consumed Qty	Reported quantity of utilized components	AN calculated
Balanced Qty	Remaining inventory of the components	AN calculated
Customer	Customer ANID name	Informational from customer`s network ANID
Location	Customer plant name	Informational from customer`s ERP stock info
Last updated	Date & Time stamp of the last stock figures update	Informational from network message details
Serial Numbers	Provided serial number details	Informational from customer`s ERP stock info

Finished Goods Shipment

Create Ship Notice



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

Finished Goods Shipment

Create Ship Notice Allowed Actions



1. You can remove order items.
2. You can add details like Supplier batch number, or any other detail.
3. You can download pdf.

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500046643	10		PROC-IM-RF-7002	20.0	EA	28 Dec 2018		\$120.00 USD	\$2,400.00 USD	3200	1 Remove
Description: Refrigerator											
Shipment Status Total Item Due Quantity: 20 EA											
Confirmation Status Total Confirmed Quantity: 0 EA											
Total Backordered Quantity: 0 EA											

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	3 Download PDF

2 Add Details

Add Ship Notice Line

Previous

Submit

Exit

Finished Goods Review

Customer Document Review



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

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

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

Type	Order Number ↓	Customer	Ship To Address	Order Status
Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019

Done

Previous

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

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

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

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

Receipt:

Receipt #: 300050000054222019
Receipt Date: 18 Jan 2019

Routing Status: Sent

Related Documents: 4500046708

Item	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: 4500046708 (Closed For Receiving)													
1	10		GBS-WD7-EBM	SBATCH123	0000000695	FINPRODASN123	28 Dec 2018	10.0 EA	Not Specified	Received			
Description:													

Limitations



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

SUPPORT

Types of Support Available

General



1 – Supplier Support Services Number (ADNOC)

800 44 55 – For support related to Supplier Registration, prequalification and other procurement queries

Business related questions

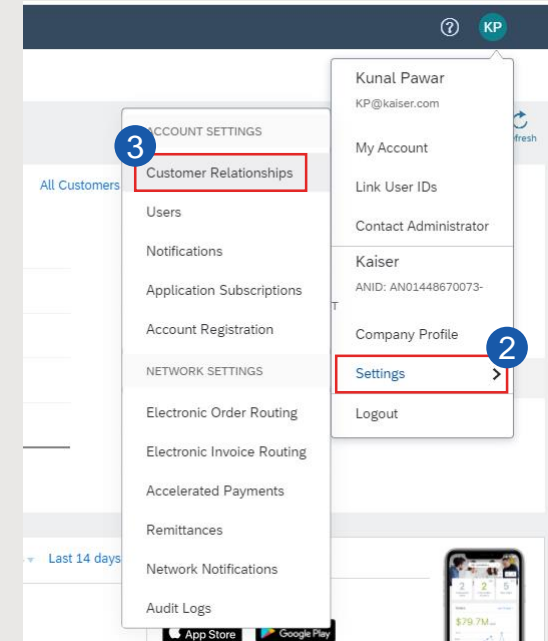
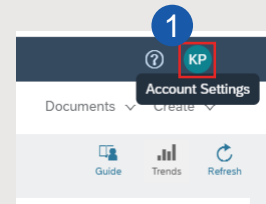
supplierenablement@adnoc.ae



System related questions regarding the Ariba Network
[Ariba Support](#)

Types of Support Available

Supplier Information Portal

1. Click on your **"Account settings"** (credentials)
2. Select **"Settings"**
3. Click on **"Customer relationships"**
4. Click on **"Supplier Information Portal"** link



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Abu Dhabi National Oil Company - TEST	AN01395304990-T	Trading	29 Jul 2019		Default	Actions ▾
<div>  <input type="button" value="Reject"/> </div>							

Types of Support Available

Help Center



1. Log into your Ariba account

2. Click on the **Help center** icon



3. Click on **Support icon**



4. Click on **Support**

5. Fill in “**Supply Chain Collaboration**”

6. Choose your preferred method (for email, please select Supply Chain Collaboration in the Project Type field)

The screenshot shows the SAP Ariba Help Center interface. At the top, there's a navigation bar with 'Home', 'Learn', and 'Support' (highlighted with a red box and callout 4). Below the navigation bar, there's a search bar with the text 'I need help with' followed by a text input field containing 'supply chain collaboration' (highlighted with a red box and callout 5). To the right of the input field is an 'Update' button. Below the search bar, there's a section titled 'Search results for supply chain collaboration' showing a list of results: 'SAP Ariba Supply Chain Collaboration features' (two entries), 'Why can't I find a purchase order?', 'Order confirmations are now easier, faster, better, and smarter', and 'SAP Ariba Supply Chain Collaboration'. At the bottom of the search results, there's a pagination bar with '1', '2', '3', and '66'. Below the search results, there's a section titled 'Can't find what you are looking for? Let us help you.' with a sub-header 'Choose your communication preference:'. Below this, there's a list of options: 'Get help by email' (highlighted with a red box and callout 6), 'Get help by live chat', 'Get help by phone' (with 'Estimated wait in minutes: 6'), and 'Attend a live webinar'.

APPENDIX

Email Notifications



To change the notifications you receive, and edit the associated email address(es):

1. In the upper-right corner of the application, click ***your initials*** > **Settings** and select **Notifications**.
2. Click one or all of the tabs depending on desired notification types (**General**, **Network**, **Discovery**, **Sourcing & Contracts**, and **Messaging** tabs)
 - You can update the email address(es) for each individual notification type by changing the address(es) in the "**To email addresses (one required)**" column. Enter up to three email addresses per notification type, separated by commas.
 - You can remove a particular notification by unchecking the box next to the specific notification you want to change.
3. Click **Save** when you are finished.



Only an account administrator has the authorization to edit order routing settings, notification settings, and user roles for both themselves and for all sub-users with an Ariba Account.

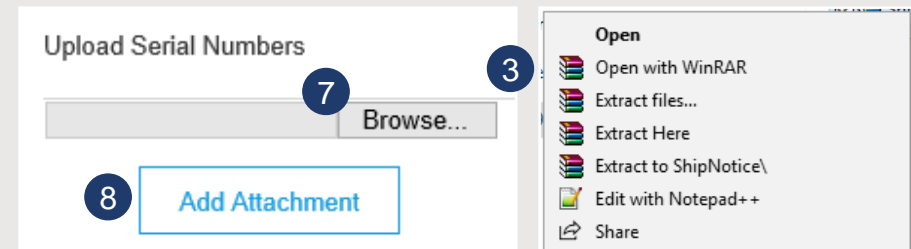
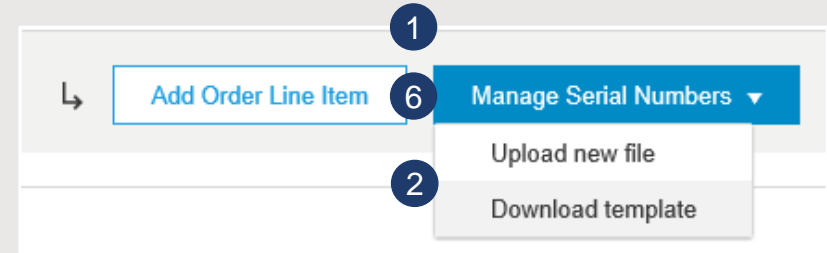


Serial Numbers Upload Tool



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

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



8859_1 Code page 8859_1 is for Western European values. For more information see the documentation for Supplier Enablement Automation.

Ship Notice	Order ID	Item Line	Item Suppl	Item Cust	Item Ship	Item Quan	Item Batch	Item prod	Item expir	Batch Qu	Item Serial Number	Item Asset
Optional	Required	Required	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional
String	String	Integer	String	String	Integer	Decimal	String	Date	Date	Decimal	String	String
Ship notice	Purchase c	Purchase c	Supplier Pe	Item custo	Ship notice	Item quan	Item batch	Production	Expiration	Batch Qu	Item serial number	Item asset
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	

THANK YOU