



SAP Ariba 

# SAP SCC Order Collaboration Supplier Training Guide

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INTERNAL  
Designed for ABB



THE BEST RUN 

# 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
- Goods Receipt

## Support

## Appendix

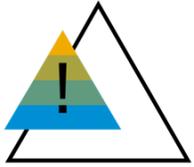
# Order Collaboration

## In this Chapter You Will Learn About ...

- ... reasons for ABB's initiative for going to Ariba
- ... what are the benefits of using purchase order collaboration
- ... what does the interaction look like
- ... what are the possible integration modes

# Overview

**ABB**



## Challenges

- Fragmented system landscape with many interfaces
  - e.g. ASCC, ProSupply+, Achilles, Rapid Ratings
- Platforms reach end of life or are not developed further
- Manual processes (e.g. sending files in emails)
- Missing functionality



## Objectives

- End-to-end integration across all platforms
- Digitize & accelerate transactional processes
- Globally standardized processes (e.g. supplier registration & qualification)
- Improve overall data quality and completeness

## Why Ariba Network?



### World's Largest Trading Community over \$3 trillion

- Helps active Global 2000 buyers find your products and services.
- Best in class expertise, experience, and advice for B2B eCommerce and Integration



### Single Point for Business Collaboration

- Manage leads, proposals, contracts, orders, invoices, and payments.
- Collaborate with multiple customers.



### Works With How You Do Business

- Access a wide range of transaction options.
- Use many browsers, formats, languages, and currencies.

## Benefits of Order Collaboration:

- A real time insight into the same shared information for both Buyer and Supplier
- Error avoidance by making sure that requested and delivered match up
- Possibility of direct integration between Supplier and Buyer 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><b>Structure:</b></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>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 the (lines of the) purchase order. It is possible to create entire order as well and partial order confirmation.</p>
Advanced Shipping Notice (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notice is a document from a Supplier to a Buyer that provides details of an imminent shipment. It is mandatory for all suppliers to issue ASN for outgoing shipments. No Goods Receipt can be created without ASN, which may lead to late payments.</p> <p><b>Structure:</b></p> <p>An Advanced Shipping Notice 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 a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p><b>Structure:</b></p> <p>A Goods Receipt is a system posting that contains a header and one or more items. The posting typically refers to an Advanced Shipping Notice or a Purchase Order.</p>

# PO Collaboration Workflow Diagram



# Different Modes of Integration/ Automation

Ariba 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.
- **Mobile App:** Not supported at this stage of the project.
- **Full System Integration:** Ariba 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 advance shipping notices
- ... how to read goods receipt screen

# Order Collaboration Portal Interaction



- General Considerations
- Dashboard
- Search and Identify the PO
- View PO Details
- PO Attachments (Additional Sources)
- 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
- Print Packing Unit Label
- 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 ...

- ... a quick overview about basic navigation
- ... how to search for purchase orders
- ... how to view purchase order details
- ... how to access purchase order attachments

Overview | Getting started

1 Items to ship Last 31 days	15 Items to confirm Last 31 days	16 Orders Last 31 days	7 New orders Last 31 days	0 Orders to invoice Last 31 days
------------------------------------	--	------------------------------	---------------------------------	--

My widgets | ABB – Asea Brown Boveri... | Customize

Purchase orders | Last 3 months

€179K EUR

Month	Purchase Orders (€K)
Oct	80
Nov	95
Dec	0

Company profile

50% Completed

Complete your company profile to increase your chances of being discovered by new buyers.

- Track
- Pending Queue
- Documents to Resend
- Product Activity Messages
- Notifications
- CSV Upload
- Order Confirmation
- Ship Notice
- External Document
- CSV Download
- Templates
- Excel Files
- Upload/Download
- Document Archive
- Archive Documents
- Download Status

1. SAP Business Network Home takes you to front page:
2. Quick search bar helps you to search transactions by customer and/or order number by using the drop-down menus.
3. Personalized Overview tile bar helps you focus on the most important tasks
4. Customizable widgets for purchase order volume etc.
5. Transaction workbench is where you will find all your documents quickly. Tiles provide a filtered view.
6. Orders – contains orders sent to you
7. Fulfillment – contains documents you sent e.g. to ABB (order confirmation, ASN, etc.)
8. Invoices and payments – not in use with ABB yet
9. Catalogs – some ABB vendors may be contacted to setup catalogs especially for indirect material (separate initiative)
10. Reports – create and run reports
11. Create button has invoice related features that are not in use with ABB yet
12. “More” (...) option allows mass uploads/downloads (Order confirmations, ASN) and tracking place for pending transaction queue, failed documents, notifications etc.
13. Help – quick access to FAQs, Documentation and support
14. Under User settings (with your initials) you can find also your company settings and account settings and ANID.

# Purchase Order

## General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the Ariba Network.

# Purchase Order

## Search and Identify the PO (From the Workbench)

From the Homepage:

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

### Note:

- If the order can not be found in search, please check PO instructions or contact ABB.
- For more info on how to manage your workbench and create specific tiles please refer to [SCC General Functionality Guide](#).

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a '1'), 'Planning', and 'Orders'. Below this, a dashboard displays five tiles: 'New orders' (1), 'Orders' (8), 'Items to confirm' (0), 'Changed orders' (1), and 'Pinned documents' (0). The 'Orders' tile is selected, leading to a search filter section (highlighted with a '3').

The filter section includes the following fields:

- Customers: Select or type selections
- Order numbers: Type selection
- Creation date: Last 90 days
- Order status: Include
- 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

Additional options include 'Partial match' (selected) and 'Exact match', and a checkbox for 'Show hidden orders only'. An 'Edit filter' button is visible. The results table below (highlighted with a '6') shows a list of purchase orders with columns for Order Number, Version, Customer, Date, Company Code, Order Status, Revision, and Actions.

Order Number	Version	Customer	Date	Company Code	Order Status	Revision	Actions
203846947	3	ABB – Asea Brown Boveri Ltd. - TEST	Apr 29, 2021, 9:41:31 AM	2050 ABB Automation GmbH	Changed	Changed	...
2203846950	2	ABB – Asea Brown Boveri Ltd. - TEST	Apr 29, 2021, 10:19:36 AM	2050 ABB Automation GmbH	Shipped	Changed	...
45850399	1	ABB – Asea Brown Boveri Ltd. - TEST	May 4, 2021, 2:51:58 PM	0001 ABB Schweiz AG, Turbocharging	Shipped	Original	...
2203846980	1	ABB – Asea Brown Boveri Ltd. - TEST	May 5, 2021, 5:55:21 PM	2080 ABB Automation Products GmbH	Shipped	Original	...

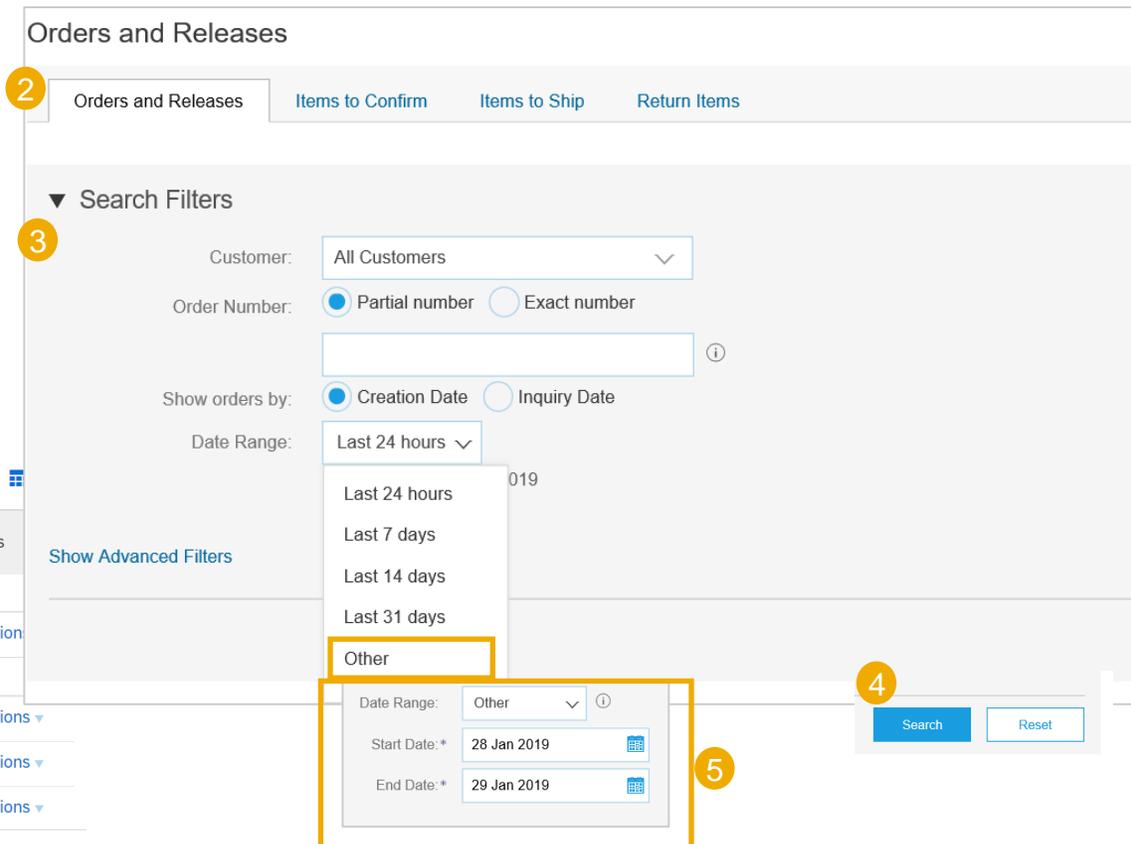
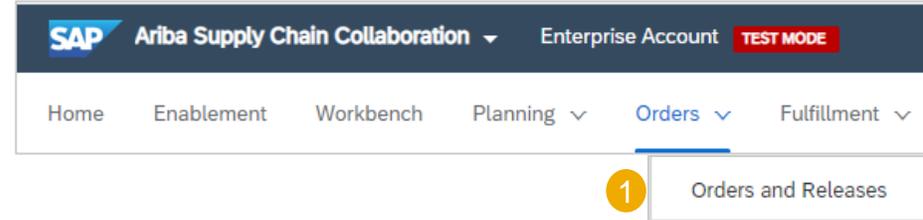
# Purchase Order

## Search and Identify the PO (From the Orders Tab)

From the Homepage:

1. Click on **Orders/ Orders and Releases**.
2. Go to **Orders and Releases** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left-hand side of your screen.
4. Enter your search criteria and click **Search**.
5. List of displayed Purchase orders pre-default contain only orders for certain time range. Select **Other** to adjust the range.
6. Click order number to view the purchase order details.

**Note:** If the order can not be found in search, please check PO instructions or contact ABB.



Orders and Releases (100+)

Page 1

Type	Order Number	Ver	Customer	Date	Order Status	Company Code	Revision	Actions
▼ Ship To Address: ABB Automation GmbH, Friedberg, Germany (1)								
Order	2203787003	1	ABB – Asea Brown Boveri Ltd. - TEST	26 Feb 2021 1:49:20 PM	New	2050 ABB Automation GmbH	Original	Action
▼ Ship To Address: ABB Automation GmbH, Hamburg, Germany (3)								
Order	2203786809	1	ABB – Asea Brown Boveri Ltd. - TEST	11 Feb 2021 2:06:30 PM	Partially Shipped	2050 ABB Automation GmbH	Original	Actions
Order	2203786811	1	ABB – Asea Brown Boveri Ltd. - TEST	11 Feb 2021 2:07:17 PM	Confirmed	2050 ABB Automation GmbH	Original	Actions
Order	2203786850	1	ABB – Asea Brown Boveri Ltd. - TEST	11 Feb 2021 2:07:57 PM	Shipped	2050 ABB Automation GmbH	Original	Actions
▼ Ship To Address: ABB Switzerland Ltd, Turbocharging, Baden, Aargau, Switzerland (20)								
Order	45850136	11	ABB – Asea Brown Boveri Ltd. - TEST	4 Mar 2021 9:02:03 PM	Changed	0001 ABB Schweiz AG, Turbocharging	Changed	Actions
Order	45850037	2	ABB – Asea Brown Boveri Ltd. - TEST	5 Mar 2021 12:00:43 PM	Shipped	0001 ABB Schweiz AG, Turbocharging	Changed	Actions

# Purchase Order

## Search and Identify the PO (From the Orders Tab, Items to Confirm or Items to Ship)

From the Homepage:

1. Click on **Orders/ Orders and Releases**.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. Enter your search criteria and click **Search**.
5. It is possible to set the **Date Range** filter to “None” to search across all the PO’s matching other search criteria.
6. Click order number to view the purchase order details.
7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

**Note:** If the order can not be found in search, please check PO instructions or contact ABB.

Items to Confirm (6)

Type	Order Number	Item	Category	Revision Level	Customer	Purchasing Organization	Customer Location / Description	Requested Qty
Order	2203787063	20			ABB – Asea Brown Boveri Ltd. - TEST	2101 DEAPR	2011 ABB Automation Products GmbH	55 (PC) ⓘ
Order	45850192 ⓘ	10	G		ABB – Asea Brown Boveri Ltd. - TEST	0001 ABB CH Turbocharging	0001 ABB Switzerland Ltd. Turbocharging	250 (PC) ⓘ

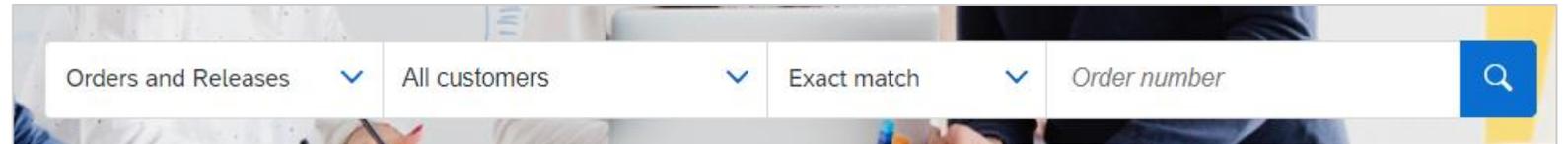
The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' (highlighted with a red box and a '1' callout). Below this, the 'Orders and Releases' section has three sub-tabs: 'Orders and Releases' (highlighted with a red box and a '2' callout), 'Items to Confirm' (highlighted with a red box and a '7' callout), and 'Items to Ship'. The 'Items to Confirm' sub-tab is active, displaying a 'Search Filters' section. The filters include: 'Customer' (All Customers), 'Order Number' (empty), 'Planner Code' (empty), 'Product Group' (Line Of Business), and 'Need by Date Range' (Other). A date range dropdown menu is open, showing options: 'Last 7 days', 'Today', 'Next 7 days', 'Next 14 days', 'Next 31 days', 'Other', and 'None' (highlighted with a red box and a '5' callout). At the bottom right, there are 'Search' and 'Reset' buttons (highlighted with a red box and a '4' callout).

# 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 ABB.



A screenshot of a search interface. It features a horizontal search bar with a white background and a blue search button on the right. The search bar contains three dropdown menus: 'Orders and Releases', 'All customers', and 'Exact match'. The text 'Order number' is visible in the search input field. The background of the screenshot shows a blurred image of people in a meeting.

# 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. Line Items section describes the ordered items.
3. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines, links to documentation and others.
4. You can configure your view by clicking configure icon.
5. Drawing Revision number can be matched against the drawings available with supplier, if there is mismatch contact ABB buyer.

**Note:** Unless confirmed otherwise, it is **obligatory** for all suppliers to confirm new orders and issue an ASN upon goods shipment.

Purchase Order: 45837275 Done

1 Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 🖨️ ⋮

Order Detail Order History



**From:**  
Customer  
ABB Switzerland Ltd, Turbocharging  
Bruggerstrasse-71a  
5400  
  
Switzerland  
Phone: + ( ) +41 58 585 7777

**To:**  
ABB's test vendor account containing several test vendors  
Supplier Straße 1  
address line 2  
68309 MannheimCity  
Baden-Württemberg  
Germany  
Phone: +1 (123) 123  
Fax:  
Email: glb.ariba.scc.key.users@abb.com, chantal.bucher@ch.abb.com

**Purchase Order**  
(Shipped)  
45837275  
Amount: 10,000.00 EUR

Track Order

### 2 Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Drawing revision	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	ocation
10	1	110-064-15079	35SB2504A00	Material		C	B	2.000 (EA) ⓘ	19 Sep 2022	\$6.83 USD	\$13.66 USD		

Description: BAND ASSY, HORZ

3 Show Item Details Hide Item Det 4 ⋮

3 Details Summary

- ✓ Status
- ✓ Control Keys
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

# Purchase Order

## View PO Details – continued

1. **IMPORTANT!** Legal note – please read.
2. Agreed **payment terms**.
3. **Comments**, if any.
4. ABB contact person
5. Link to the **Terms and Conditions**
6. **Sales Agent** from the supplier organization
7. Supplier contact details
8. Other information
9. **IMPORTANT!** Attachments – this is where the official, legal Purchase Order in PDF format can be found. Other relevant attachments (technical drawings, plans, spreadsheets etc.) can be found in the “**Additional Sources**” section on line-level.
10. Review the **Incoterms** information. In case of discrepancies, please contact ABB.

Order Detail
Order History



**From:**  
Customer  
ABB Switzerland Ltd, Turbocharging  
Bruggerstrasse-71a  
5400  
  
Switzerland  
Phone: + ( ) +41 58 585 7777

**To:**  
ABB's test vendor account containing several test vendors  
Supplier Straße 1  
address line 2  
68309 MannheimCity  
Baden-Württemberg  
Germany  
Phone: +1 (123) 123  
Fax:  
Email:

**Purchase Order**  
(New)  
45837359  
Amount: 3,000.00 EUR

---

- 1

**Elements of Contract**

The valid Order is attached below in the "Attachments" section. The Order (incorporating the ABB General Terms and Conditions for Purchase of Goods and/or Services, ABB GTC, see link in section "Terms") and all documents available through the links under "Additional Sources" (accessible in the "Line Items" by clicking on section "Details") constitute in their entirety the Contract. No other agreements are valid for this Order, unless expressly agreed in writing by the Parties (generally valid in framework agreements or individually for the Order).
- 2

**Payment Terms** ⓘ

2.000% 14  
0.000% 60  
innerhalb von 14 Tagen 2% Skonto, 60 Tage netto
- 3

**Comments**

Kopftext:Hallo Lieferant Die Po ist dringend - Vorzug prüfen.
- 4

**Contact Information**  
Purchasing Agent  
**Schmid Nicola**  
Email: [nico.schmid@ch.abb.com](mailto:nico.schmid@ch.abb.com)  
Phone: + ( ) 058 585 3134
- 7

**Supplier Address**  
**Ariba Test Supplier**  
Teststrasse 01  
12345 Berlin  
  
Germany  
Email: [xiaowan.wu@ch.abb.com](mailto:xiaowan.wu@ch.abb.com)  
Phone: + ( ) 0567891111
- 8

**Other Information**

Purchase Group: 550  
Purchase Organization: 0001  
Customer VAT/Tax ID: CHE-116.265.869 MWST  
Supplier VAT ID:  
Party Additional ID:  
[View less »](#)
- 9

**Attachments**

📎 [PurchaseOrder\\_0045837359.PDF](#) (application/pdf; charset=UTF-8)
- 10

**Incoterms Information**

Incoterm Code: FCA  
Incoterm Location: Berlin

Routing Status: Sent  
Document Type: Normalbestellung (NB)

5

**Terms**

Website: [Terms and Conditions](#)  
**Sales**

6

**Hr. Muster**

Phone: + ( ) dummy number

# Purchase Order

## View PO Details

For more detailed purchase order management please refer to Help Center documentation.

**Note:** Be aware that “ship to”, “bill to”, “deliver to” and “from” details may not be the same within one Purchase Order.

**Ship to** – the address where the goods/services should be delivered

**Deliver to** – may give additional details for the ship to address.

**Bill to** – the entity that the bill (invoice) should be addressed to

**From** – the ABB entity that issued the Purchase Order

Detailed explanation of order statuses is available in the [Appendix section](#).

Purchase Order: 45837275

Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▾

Create Invoice ▾



Order Detail

Order History



1  
From:  
Customer  
ABB Switzerland Ltd, Turbocharging  
Bruggerstrasse-71a  
5400  
  
Switzerland  
Phone: + ( ) +41 58 585 7777

To:  
ABB's test vendor account modified to contain several vendors  
Supplier Straße 1  
Address line 2  
68309 Mannheim  
Baden-Württemberg  
Germany  
Phone: +1 (123) 123  
Fax:  
Email: [suvi.kontiokorpi@fi.abb.com](mailto:suvi.kontiokorpi@fi.abb.com), [chantal.bucher@ch.abb.com](mailto:chantal.bucher@ch.abb.com)

Purchase Order  
(Shipped)  
45837275  
Amount: 10,000.00 EUR

Please refer to attachments in PO transaction detail.

1	Ship All Items To	Bill To	Deliver To
	ABB Switzerland Ltd, Turbocharging Fabrikstrasse 5 / Warenannahme Terminal B 5400 Baden Aargau Switzerland Ship To Code: 0001 Phone:	ABB Switzerland Ltd, Turbocharging GBS-06 PO Box 310 5401 Baden  Switzerland Email: <a href="mailto:invoice.submit@ch.abb.com">invoice.submit@ch.abb.com</a>	

# Purchase Order

## View PO Details – Line Level

1. Detail of item status (previously confirmed or previously shipped items)
2. **Important! Control Keys** show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier. Click [here](#) for Control Keys statuses.
3. Below Control keys – there might be customer **comments** available
4. **Ship to** information, if available on line-level.
5. Accounting data - may be displayed for internal customer processes
6. **Additional sources:** access to documents hosted by ABB. (See the next slide for details)
7. Schedule line details: the quantities planned for specified delivery dates

### Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)
10		1KGZ067856	Material			2.000 (PCE)
Description: 6GK1162-3AA00 CP 1623						
1	<b>Status</b> 2.000 Unconfirmed					
2	<b>Control Keys</b> Order Confirmation: required before shipping Ship Notice: allowed Invoice: is not ERS					
3	<b>Comments</b> Kommunikationsprozessor CP 1623 PCI express X1 (3, 3V/12V) zum Anschluss an Industrial Ethernet (10/100/1000 Mbit/s) mit 2-Port-s freigeben ab SIMATI ... <a href="#">View more &gt;</a>					
4	<b>Ship To</b> ABB AG Hänchener Str. 14 03050 Cottbus Germany Ship To Code: 2310					
5	<b>Accounting</b> GeneralLedger ID 42100000 WBSElement ID 0240125520.64.2.0001 Percentage Percentage 100.00					
6	<b>Additional Sources</b> Source Name Version <a href="#">Linked item documents</a> 001 <a href="#">Linked header documents</a> 001					
7	<b>Schedule Lines</b> Schedule Line # Delivery Date 1 28 Oct 2020 12:00 PM CET					

# Purchase Order

## View PO Details – Additional Sources

In order to access the linked documents

1. Click on the hyperlink (either header and/or item level)
2. **Confirm and Proceed** in the popup window
3. Linked item documents - links to the item level folder with the documents
4. Linked header documents – links to header level folder, where you see all item level folders for the same order and can navigate to each of the item level folders separately
5. If you have not yet received access to **the additional sources** repository, please check with your side account manager to organize the access. See the **instructions to request access to "Additional sources repository"** in **supplier information portal**: <https://support.ariba.com/item/view/192848>

Additional Sources	
Source Name	Version
<a href="#">Linked item documents</a>	001
<a href="#">Linked header documents</a>	001

Schedule Lines	
Schedule Line #	Delivery Date
1	28 Oct 2020 12:00 PM CET

**EXTERNAL SOURCE CONFIRMATION**

Warning: You are about to leave the Ariba Network to access an external source.

2
Confirm and Proceed
Cancel

SharePoint Search this library

3

AP

**Ariba PO Documents**  
Internal

- Home
- Notebook
- Documents
- Pages
- Home
- Documents
- Pages
- Recent
- Site contents
- Recycle bin
- Edit

+ New
↑ Upload
Edit in grid view
Share
Copy link
Sync
Download
Export to Excel
Power Apps
⋮

Documents > Ariba Network ID > AN01478439597-T > ERP CH TUS > ORDER\_0045837363 > ITEM\_00010

Name	Modified	Modified By
LA_HZTL650843_D_05_PDA01.pdf	6 minutes ago	SharePoint App
LA_HZTL650843_E_05_PDA01.pdf	6 minutes ago	SharePoint App
LA_HZTL651852_D_00_PDA02.pdf	6 minutes ago	SharePoint App
LA_HZTL651852_E_00_PDA02.pdf	6 minutes ago	SharePoint App
MST_113465_E_00_PDA01.pdf	6 minutes ago	SharePoint App
ZNG_HZTL458442_001_00_PDA01.pdf	6 minutes ago	SharePoint App

SharePoint Search this library

4

AP

**Ariba PO Documents**  
Internal

- Home
- Notebook
- Documents
- Pages
- Home
- Documents
- Pages
- Recent
- Site contents
- Recycle bin
- Edit

+ New
↑ Upload
Edit in grid view
Share
Copy link
Sync
Download
Export to Excel
Power /

Documents > Ariba Network ID > AN01478439597-T > ERP CH TUS > ORDER\_0045837363

Name	Modified
ITEM_00020	12 minutes ago
ITEM_00030	11 minutes ago
ITEM_00040	11 minutes ago
ITEM_00050	11 minutes ago
ITEM_00060	11 minutes ago
ITEM_00070	11 minutes ago
ITEM_00080	11 minutes ago
ITFM 00000	11 minutes ago

21

# Order Confirmation

## In this Chapter You Will Learn About ...

- ... how to manage 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.
- The order confirmation is mandatory and needs to be submitted within 24 to 48 hours after receipt of purchase order or **as agreed with ABB Business Units**.
- Suppliers can also suggest modifications of the purchase order (quantity or delivery date) through the order confirmation document, if buyer has allowed it.

# Order Confirmation

## Allowed Actions

Ariba 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:** ABB does not support the order rejection option, if you cannot accept the order, please contact ABB representative outside of the system
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities or dates.

### 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**:

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

OR

5. Confirm, update or reject\* your orders from the **Orders/ Orders and Releases** tab.
6. Identify the right document in Orders and Releases sub-tab and click **Create Order Confirmation** button.
7. Or click **Actions**.

### Note:

- For more info on how to manage your workbench and create specific tiles please refer to [SCC General Functionality Guide](#).

\***Reject entire order**: ABB does not support the order rejection option, if you cannot accept the order, please contact ABB representative outside of the system

The screenshot illustrates the SAP Business Network interface for order management. It is divided into several sections:

- Navigation Bar:** Shows 'SAP Business Network' and 'Enterprise Account'. The 'Workbench' tab is highlighted with a yellow box and a circled '5'.
- Summary Tiles:** A row of three tiles showing '92 New orders', '22 Changed orders', and '263 Orders' for the 'Last 90 days' period. A circled '1' is next to the first tile.
- Table:** A table with columns 'Order Number', 'Type', and 'Actions'. The first row shows order number '4500003734' and type 'Order'. A circled '2' is next to the 'Actions' column.
- Actions Menu:** A dropdown menu is open from the 'Actions' column, showing options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. A circled '3' is next to the 'Confirm entire order' option.
- Purchase Order Detail:** A section for 'Purchase Order: 4500003734' with a 'Create Order Confirmation' button highlighted in blue and a circled '4'. Other buttons include 'Create Ship Notice'.
- Order Detail:** A section for 'Order 4500003679' with 'Original' status. A circled '6' is next to the 'Create Order Confirmation' button. A circled '7' is next to the 'Actions' dropdown menu.
- Order Actions Menu:** A dropdown menu is open from the 'Actions' dropdown, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

# 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 the option **Confirm entire order** in the Actions drop-down list.
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 the next action:
  - Click **Previous** to go to the previous page.
  - Click **Submit** to send order confirmation to the buyer.
  - Click **Exit** to leave the page without saving any changes.

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

Be aware that **Confirm entire order** will update the entire quantity of the order with the specified delivery date. If you have previously confirmed partial delivery, those delivery dates will be overwritten with the date used for the entire order confirmation.

Confirming PO

1 Confirm Entire Order

2 Order Confirmation Header

1 Actions ▾

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

4 Next

2 Review Order Confirmation

Confirmation #: 456789

Associated Purchase Order #: 4500053069

Customer: BP SCC Buyer - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: \*

Comments:

3 Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		2921		70.0 (EA)

Description: BP TST 2921

► Schedule Lines

Current Order Status:

5 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 or update line item information. Order confirmations have a **header** and a **line** items section.
2. At a **header** level, you can add order confirmation details (Confirmation #, internal reference or shipping and delivery dates).
3. At a **line** level, you can **confirm** items, fully, **partially** or backorder. By confirming quantity you communicate to your buyer that you have those quantities in stock ready for shipping at the confirmed dates.

Backordered items are not in stock currently and will be shipped once available, however this functionality is not currently in use by ABB.

**Example:** You **partially** confirm 5 pc at a specific date.

4. Click **Details** button at a line level to modify information about shipping and delivery date.

The screenshot displays the 'Confirming PO' interface. On the left, an 'Actions' dropdown menu is open, with 'Update Line Items' highlighted and circled with a '1'. The main area shows the 'Order Confirmation Header' form, which is circled with a '2'. The form includes fields for Confirmation # (testOC), Associated Purchase Order # (2203685105), Customer (ABB – Asea Brown Boveri Ltd. - TEST), and Supplier Reference. Below this is the 'Shipping and Tax Information' section with a checkbox for 'Enter shipping and tax information at the line item level.' and date pickers for 'Est. Shipping Date' and 'Est. Delivery Date'. Below the header is the 'Line Items' table with columns for Line #, Part #, Customer Part #, Revision Level, and Qty (Unit). The table shows one line item (Line # 10, Part # HZTL458442P0001, Revision Level A, Qty 10.000 (PC)). Below the table, there is a 'Schedule Lines' section with a 'Current Order Status' of '10.000 Unconfirmed'. This status is circled with a '3'. Below the status are input fields for 'Confirm' (with the value '5') and 'Backorder', both circled with a '3'. To the right of these fields is a 'Details' button, circled with a '4'. At the bottom, there is a 'Confirm Based on Schedule Lines' button.

# Order Confirmation - continued

## Manage Individual PO – Update Line Items

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

- Fill in the details for the confirmed items. Once completed, click OK to return to the main screen.
- 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 buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return to line items update.

Line No.	Part No.	Customer Part No.	Qty	Unit
10		3ADV050015P0048	10.000	PCE ⓘ

Description: Durchgangs-Reihenklemme PDU2,5/4/3AN

New Order Status: 5 Confirmed

**Pricing Details**

Unit Details ⓘ

Unit Conversion	Price Unit	Order Unit
1	PCE ⓘ	PCE ⓘ

5

Est. Shipping Date:

Est. Delivery Date: \* 1 Nov 2020

Unit Price:

Price Unit Quantity: \* 100

Unit Conversion: \* 1

Price Unit: \* PCE ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Description: Durchgangs-Reihenklemme PDU2,5/4/3AN

Pricing Description:

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

ⓘ

6

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		HZTL458442P0001	A	10.000 (PC) ⓘ	28 Oct 2020	100.00 EUR	1,000.00 EUR	

Description: Gasaustrittsentwaesserung

▶ [Schedule Lines](#)

Current Order Status:

5 Confirmed With New Date (Estimated Delivery Date: 1 Nov 2020)

5.000 Unconfirmed

7

# 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 delivery dates requested by ABB.
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.

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

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		HZTL120075P0002	B	100.000 (PC) ⓘ

Description: Luftsaugstutzen axial

1 **Schedule Lines**

Schedule Line No. ↑	Delivery Date
1	15 Oct 2020
2	18 Sep 2020

**Current Order Status**

100.000 Unconfirmed

Confirm:  Backorder:  [Details](#) ⓘ

**2** [Confirm Based on Schedule Lines](#)

**Current Order Status**

50.000 Confirmed As Is |  50.000 Unconfirmed

Confirm:

**CONFIRM BASED ON SCHEDULE LINES**

Latest Confirmed Delivery Date: None

Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
<input type="checkbox"/> 1	15 Oct 2020		50.000 (PC) ⓘ
<input checked="" type="checkbox"/> 2	18 Sep 2020		50.000 (PC) ⓘ

**4** [Create Status](#) [Cancel](#)

# Order Confirmation

## Manage Multiple PO's – (From the Workbench)

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 the tab “items to confirm” Workbench tile or tab. The “items to confirm” tab summarizes for you all line items across different POs, and gives you possibility to confirm multiple lines at once.

From the **Workbench**:

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 action 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](#).

\*Price changes cannot be proposed for ABB through this system. Contact buyer outside the system, if necessary.

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, there are tabs for 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A tile on the right shows '3 Items to confirm' for the last 31 days. The main area displays 'Items to confirm (3)' with a filter bar containing 'Edit filter', 'Save filter', and several exclusion filters. A dropdown menu is open over the 'Confirm' button, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. A table below shows two items with checkboxes in the first column, which are highlighted with a yellow box. The table has columns for 'Item No.', 'Supplier Part No.', and 'Requested U'. At the bottom, there are 'Submit' and 'Cancel' buttons.

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	...

# Order Confirmation

## Manage Multiple PO's (From the Orders Tab)

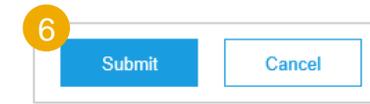
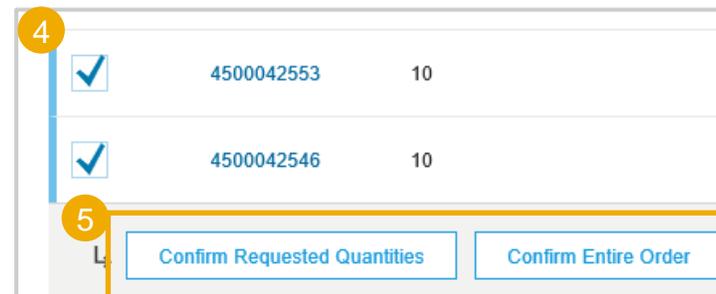
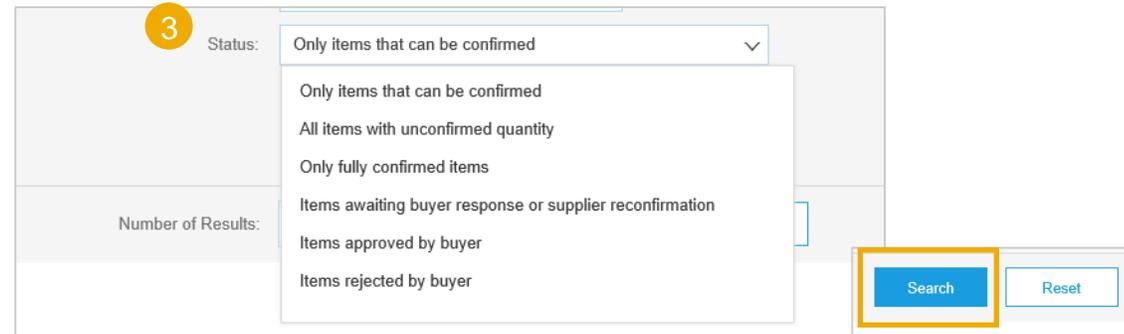
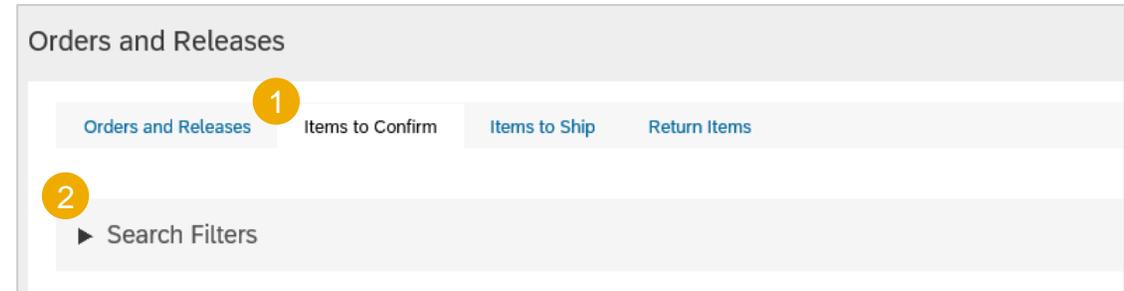
For detailed order confirmation management please refer to Help Center documentation.

From the **Orders/ Orders and Releases** tab:

1. Go to **Items to Confirm** sub-tab.
2. Identify relevant items to confirm using **Search Filters**.
3. In the **Status** field you can specify the items to be identified. Click **Search**.
4. Select the lines you wish to confirm.
5. Select one of the allowed actions:
  - To confirm entire order without any updates, click **Confirm Entire Order** button.
  - To confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date.
6. Review confirmation and click **Submit** to send it to buyer system.

### Note:

- You are able to confirm up to 20 items at once.



# Order Confirmation

## Reconfirmation 1 (From the Orders Tab)

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

From **Orders/ Orders and Releases**:

1. In order to modify existing OC, go to **Items to ship subtab**.
2. In case your buyer (ABB) changes quantity or need by date, you will find the order in Orders and Releases / **Items to confirm** subtab.
3. Use search filters to identify already confirmed lines.
4. Click **Actions/ Update line item** on the right-hand side of your screen.

You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).



The screenshot shows a table titled 'Items to Confirm (1)'. The table has four columns: 'Type', 'Order Number', 'Schedule Line', and 'Actions'. The first row has a checked checkbox, 'Type ↑', 'Order Number', 'Schedule Line', and 'Actions'. The second row has a checked checkbox, 'Order', '4500003734', 'Edit / View', and 'Actions'. A yellow circle with the number '4' is next to the 'Actions' cell in the second row. A dropdown menu is open below the 'Actions' cell, showing the option 'Update Line Item'.

<input checked="" type="checkbox"/>	Type ↑	Order Number	Schedule Line	Actions
<input checked="" type="checkbox"/>	Order	4500003734	Edit / View	4 Actions ▾ Update Line Item

# Order Confirmation

## Reconfirmation 2

- When reaching the PO again, you will see the split of your previously confirmed quantity.
- 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.
- You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
- Enter the new date in the details screen.
- The order confirmation will be updated.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		7947123		10.000 (PCE) ⓘ

Description: Geh.-deckel mit Stellungsanz neuer Lack

► Schedule Lines

Current Order Status

5  9 Confirmed With New Date (Estimated Delivery Date: 15 Sep 2020)

1 Confirmed With New Date (Estimated Delivery Date: 17 Sep 2020)

6 Confirm:  Backorder:

7  ⓘ

Line No.	Part No.	Customer Part No.	Qty
10		123	10.000

Description: Geh.-deckel mit Stellungsanz neuer Lack

New Order Status: 5 Confirmed

8

Est. Shipping Date:

Est. Delivery Date: \* 21 Sep 2020 ⓘ

Unit Price:

Price Unit Quantity: \* 1

Unit Conversion: \* 1

Price Unit: \* PCE ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Description: Geh.-deckel mit Stellungsanz neuer Lack

Pricing Description:

Subtotal: ⓘ EUR

9

Current Order Status

4 Confirmed With New Date (Estimated Delivery Date: 15 Sep 2020)

1 Confirmed With New Date (Estimated Delivery Date: 17 Sep 2020)

5 Confirmed With New Date (Estimated Delivery Date: 21 Sep 2020)

# Order Confirmation

## Reconfirmation 1 (From the Workbench)

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

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Use search filters to identify already confirmed lines.
3. Click Actions button and select **Update line item** on the right hand side of your screen.

**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, a menu shows 'Home', 'Enablement', 'Workbench' (highlighted), and 'Planning'. A prominent tile on the right shows '13 Items to confirm' with a 'Save filter' button. Below the navigation, a section titled 'Items to confirm (13)' contains filter buttons: '> Edit filter', 'Save filter', 'Exclude confirmation not all... , +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A table below shows order details for 'Customer: BP SCC Buyer - TEST' and 'Order No.: BP155000008400010FOR'. The table has two rows: the first is collapsed, and the second is expanded, showing '10' items, 'Non Catalo...', and 'BuyerDescriptionBP05SN'. An 'Update line items' button is visible next to the second row.

Customer: BP SCC Buyer - TEST	Order No.: BP155000008400010FOR
10	Non Catalo... BuyerDescriptionBP05SN

# 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 configure button.
4. You can review confirmation as well from the PO screen in the **Related Documents**.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, showing 'Order Confirmations' as the selected option. Below this, 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 entries are shown, both with a status of 'Acknowledged'. 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, the 'Related Documents' section lists 'OCPO7' and '12313123', with a 'More(2)' link.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

Order Confirmations

Search Filters

Order Confirmations (311) Page 1

Confirmation ID	Customer	Status
<a href="#">1OC3733</a>	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
<a href="#">1OC3725</a>	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.

In case your modifications are not allowed, you will see the error message with additional instructions.

### Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		Test customer part1		3.0 (PCE)	3 Apr 2017
Description	Test description				

#### ► Schedule Lines

##### Current Order Status



3.0 Unconfirmed

Confirm:

Backorder:

Re

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

# Advanced Shipping Notice

## In this Chapter You Will Learn About ...

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

# Advanced Shipping Notice

## General Considerations

### WHAT IS ASN?

An Advanced Shipping Notice 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.

### IMPORTANT!

- ASN may or may not be mandatory for all ABB business units, as determined in PO Control Keys.
- ABB cannot receive your goods without the ASN in place if requested, which may cause payment delays
- ASN can only be created if the Order Confirmation has been created first
- ASN content must be equal to the physical delivery

### WHY TO USE ASN?

Advanced Shipping Notices 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 Notice

## Allowed Actions

- Ariba 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 Notice 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 Notice upload.

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

# Advanced Shipping Notice

## Individual PO Management – Create ASN

There are 3 possible ways to start creating an individual shipping notice (ASN).

From the **Workbench**:

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

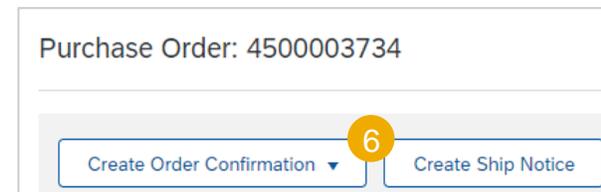
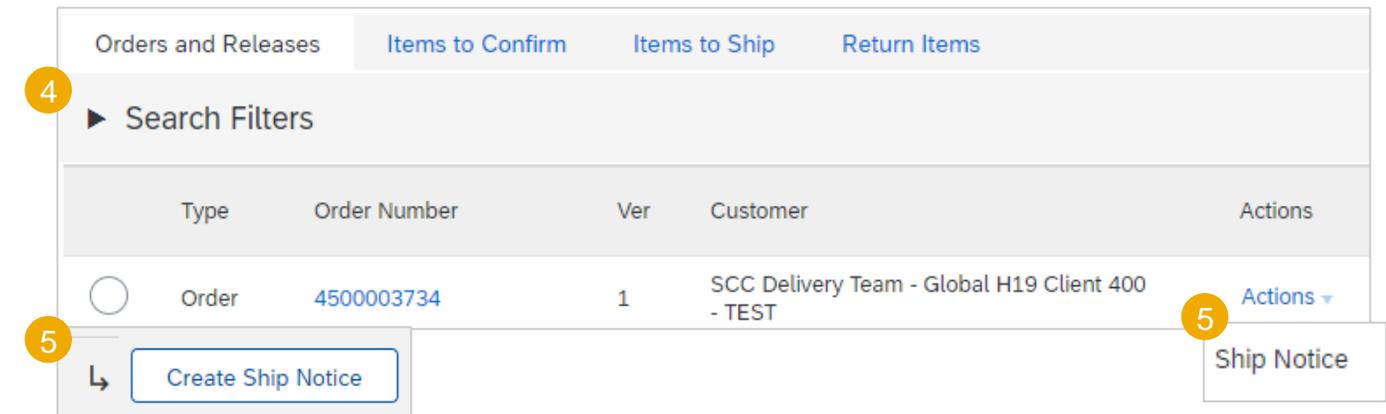
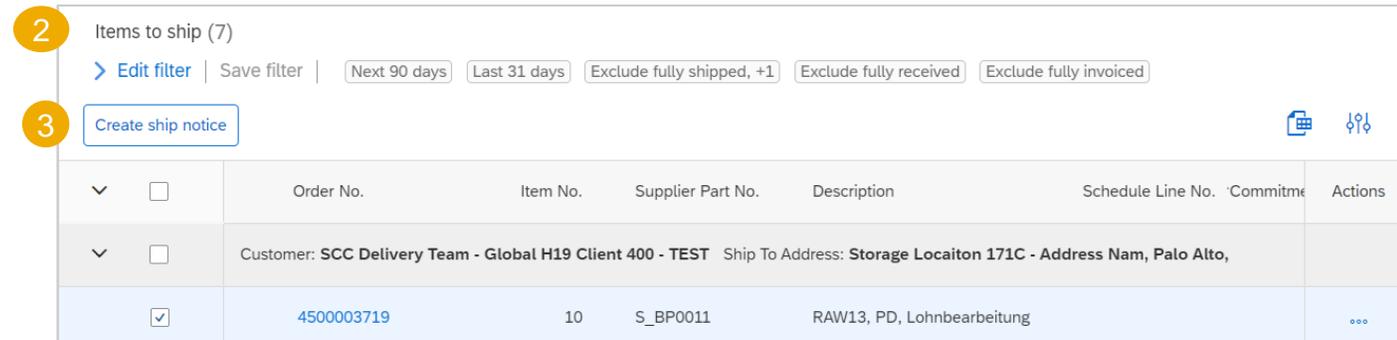
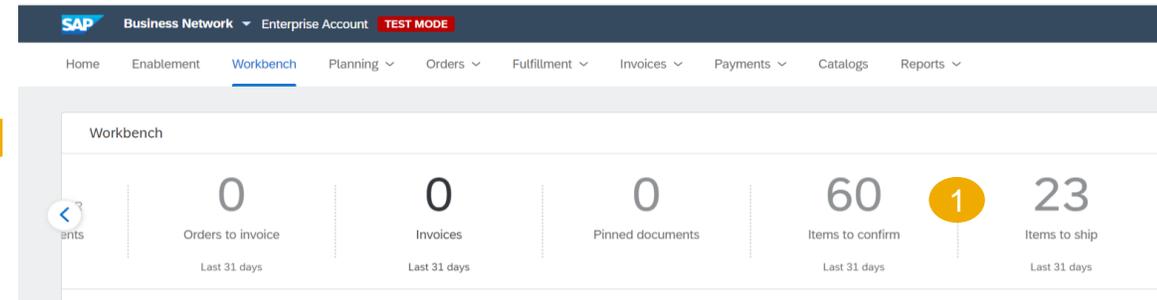
**OR**

From **Orders/ Orders and Releases** tab:

4. Identify the right document using **search filters**.
5. Click **Actions/ Ship Notice** or **Create Ship Notice** button.

**OR**

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



# Advanced Shipping Notice

## Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not edit the “Ship From” address. Event though Network allows the vendor to update the **Ship From** address same will not be reflected in the Buyer system.
2. Do not modify the “Deliver To” address at the top. Network allows the vendor to update the **Delivery** address same will not be reflected in the Buyer system.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number. **Do not make it too long** (max 35 characters).
4. Specify the Ship Notice Type.
5. Provide shipping date and delivery date (mandatory).
6. Tracking and Bill of Lading numbers are mandatory
7. For international deliveries, please provide Gross Volume and Gross Weight in the Dimensions Section.

**Note:** Volume and Weight is also required on line level. To access dimensions on line level, click ‘Add details’ and then expand the ‘Packaging’ section.

The screenshot shows the 'Shipping PO' form with the following sections and callouts:

- 1 SHIP FROM:** ABB's test vendor account containing several test vendors. MannheimCity, Baden-Württemberg, Germany. [Update Address](#)
- 2 DELIVER TO:** ABB Switzerland Ltd, Turbocharging. Baden, Switzerland.
- Ship Notice Header:** A dropdown menu.
- SHIPPING:**
  - 3** Packing Slip ID: \* (text input)
  - 4** Invoice No.: (text input)
  - 5** Ship Notice Type: Select (dropdown)
  - 6** Shipping Date: (calendar icon)
  - Delivery Date: \* (calendar icon)
  - Hazard Type: Select (dropdown)
  - Code: (text input)
  - Is Divisible: (checkbox)
- TRACKING:**
  - 7** Carrier Name: Test only (dropdown)
  - Tracking No.: \* (text input)
  - Bill of Lading No.: (text input)
  - Tracking Date: (calendar icon)
  - Shipping Method: Select (dropdown)
  - Service Level: (text input)
- Dimensions:**
  - 8** Gross Volume: (text input) Unit: (text input)
  - Gross Weight: (text input) Unit: (text input)
  - Length: (text input) Unit: (text input)
  - Width: (text input) Unit: (text input)
  - Height: (text input) Unit: (text input)
- 9** Country of Origin: (text input) No. of Labels: 1. [Download PDF](#) [Add Details](#)
- [HAZARD DETAILS](#)
- [DELIVERY DETAILS](#)
- [PACKAGING](#)

# Advanced Shipping Notice

## Individual PO Management – Create ASN – Header Level - continued

Fill out the requested information on the Shipping PO form.

10. Use Choose File and Add Attachment buttons to **attach additional documents** if needed, for example delivery slips, dimension protocols, inspection certificate 3.1, customs invoice etc.
11. Optional delivery and transport information.
12. In section “additional fields”, provide comments if needed.

**Note:** Please do not change the Delivery and Transport Information or incoterm when creating the ASN. The vendor will not be required to enter any additional “Delivery and Transport Information” at the Header Level. The Network allows the vendor to update Delivery and Transport Information” However, as standard, these fields are not mapped back to the resultant Inbound Delivery and will not be reflected in ABB Buyer account.

ATTACHMENTS

Name	Size (bytes)	Content Type
<input type="checkbox"/> customs invoice.docx	20055	application/vnd.openxmlformats-officedocument.wordprocessingml.document

L

No file chosen

The total size of all attachments cannot exceed 100MB

10

11

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: \* Transport Condition   
 Delivery Terms Description:   
 Transport Terms Description:

Shipping Payment Method: \* Account   
 Shipping Contract Number:   
 Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Incoterms	Gross Weight	Unit	Sealing Party Code	Seal ID
Other <input type="button" value="v"/> FCA	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Transport Condition <input type="checkbox"/> Ex Works <input type="checkbox"/> Free Carrier <input type="checkbox"/> Delivered at Terminal <input type="checkbox"/> Delivered at Place <input type="checkbox"/> Carriage Paid To <input type="checkbox"/> Carriage and Insurance Paid to <input type="checkbox"/> Delivered Duty Paid <input type="checkbox"/> Free Alongside Ship <input type="checkbox"/> Free on Board <input type="checkbox"/> Cost and Freight <input type="checkbox"/> Cost, Insurance and Freight	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12

Additional Fields

Reason for Shipment:   
 Comments:

Government Issued Shipping ID:   
 Document Title:   
 Supplier Reference:   
 Transit Direction:

# Advanced Shipping Notice

## Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the shipping Notice (part ID, qty, need by, price, etc.).

Scroll down to view line-item information and update the quantity shipped for each line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what is possible).
2. Click **Remove** button to exclude the whole line from this shipping Notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's or other details per quantity.
4. If you click **Add details** button, you can add manually the serial numbers. To be able to click on **Details**, you need to fill at least the packing slip ID and delivery date. ABB Business units do not use Batch in PO. Vendors will not be required to enter Supplier Batch Number, Production Date, or Expiry Date at the Ship Notice Line Level. The fields will be left visible for possible future use by ABB and their vendors.

**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	
2203644811	10		7947123	10.000	PCE ⓘ	22 Sep 2020		EUR	EUR	2011	<b>2</b> Remove

Description: Geh.-deckel mit Stellungsanz neuer Lack

**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	Production Date	Expiry Date	Country of Origin	
1	<b>1</b> 10					<b>4</b> Download PDF Add Details

**3** Add Ship Notice Line

↳ Add Order Line Item Manage Serial Numbers ▾

# Advanced Shipping Notice

## 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. You cannot submit lines with negative or zero quantity. Click **Remove** button if you need to delete a complete PO line from your document.

Note :- ABB Business units do not use Batch in PO. Vendors will not be required to enter Supplier Batch Number, Production Date, or Expiry Date at the Ship Notice Line Level. The fields will be left visible for possible future use by ABB and their vendors.

The screenshot illustrates the 'Advanced Shipping Notice' interface. It shows a search bar at the top with a '1 Add Order Line Item' button. Below the search bar, a list of PO lines is displayed, with a '2' checkbox and a '3 Add Selected Items' button. The selected line is shown in a detailed view, including a '4' button for 'Add Details' and a '5 Remove' button. The detailed view shows the following information:

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
45837580	10		HZTL118456P0001	A	10.000	PC	18 Jan 2021		20.00 EUR	200.00 EUR	0002

Description: Lagergehaeuse BH03 BHV06

The buyer has marked this as **Completed**

Shipment Status  
Total Item Due Quantity: 0 PC

Confirmation Status  
Total Confirmed Quantity: 10 PC Total Backordered Quantity: 0 PC

The detailed view also shows a '5' button for 'Remove' and a 'Download Add PDF Details' button. A warning message is displayed: '! Shipping quantity cannot be negative or zero'.

# Advanced Shipping Notice

## Individual PO Management – Line Level – Serial Numbers

Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item.
2. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.

**Note:** If you have many serial numbers to provide, you can use the **Serial number upload** tool described on the next slides.

If a list of serial numbers is provided in the purchase order, the serial number entered in the ship Notice against this PO must be one from the list.

### Create Ship Notice

Order #	Line #	Part #	Customer Part #	Qty	Unit
6008458069	1		Test customer part1	30.0	PCE
		Description:	Test description		

**SHIPMENT STATUS**  
1. Shipping 10.0 PCE

**ASSET DETAILS**  
The maximum number of assets you can enter is 10.0, which corresponds to the shipping quantity.

Serial Number	
123	<a href="#">Remove</a>
	<a href="#">Remove</a>

**2** [Add Asset](#)

▶ HAZARD DETAILS  
▶ PACKAGING

# Advanced Shipping Notice

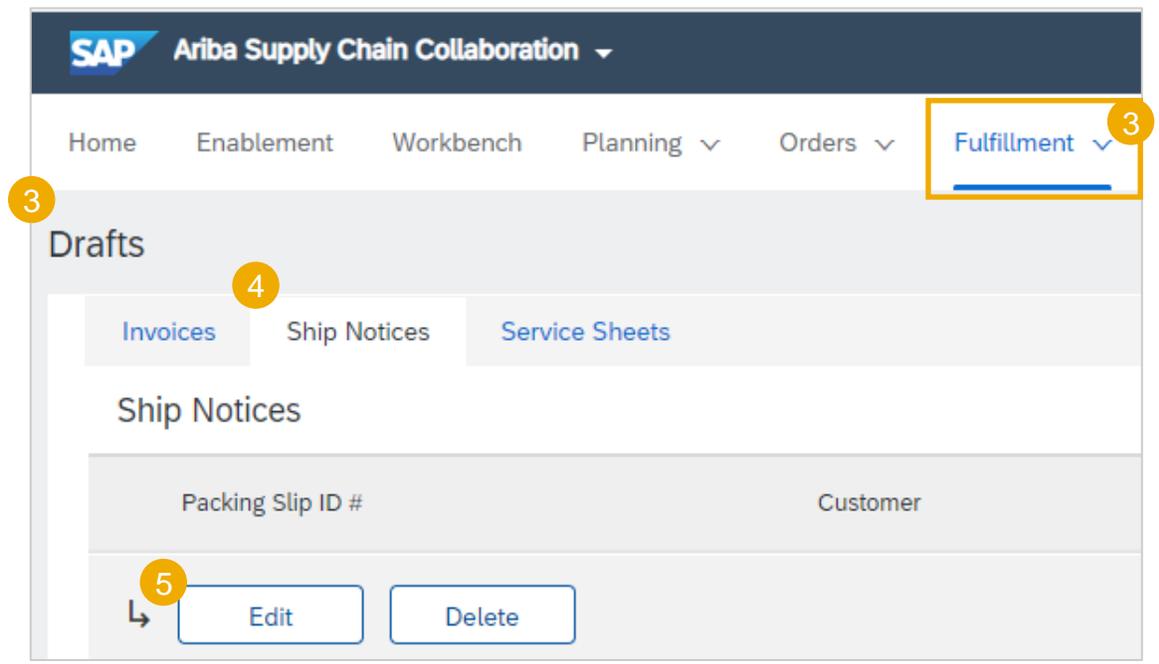
## Individual PO Management – Review Before Submitting

1. To save a draft document click **Save** on the top of ASN screen. 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. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.



2 Edit Ship Notice.

 Ship notice "21212121" is saved. The saved ship notice will be kept until 11 Nov 2018.



# Advanced Shipping Notice

## Individual PO Management – Submit the Final Document

1. In ASN main screen check if all required fields (\*) were populated. Click **Next** on the top of the screen.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity
4. And review the serial numbers and MP numbers, if applicable.
5. Click **Submit** to send ASN to the customer.
6. 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 screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Save', 'Exit', and 'Next' (callout 1). Below these are 'Previous', 'Save', and 'Submit' buttons (callouts 5 and 6). The main form is divided into several sections:

- SHIP FROM:** TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS
- DELIVER TO:** TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS
- SHIPPING:** Packing Slip ID: 222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, Actual Delivery Date: 30 Oct 2018 (callout 2), Is divisible: No
- TRACKING:** Tracking information not provided
- DIMENSIONS:** Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --
- Order Items:** A table with columns: Order #, Line #, Part #, Customer Part #, Qty (callout 3), Unit, Need By, Ship By, Unit Price, Subtotal, Customer. The first row shows: 000450934, 1, 123123, 300, PCE, 15 Oct 2018, --, 10.00 CHF, 300.00 CHF. Description: MAIL PANTH MM H ATT FER PD OR GR SER
- SHIPMENT STATUS:** 1 - Shipping 4.0 PCE
- ASSET DETAILS:** Serial Number (callout 4): 123, 222, 333; Asset Tag

# Advanced Shipping Notice

## Individual PO Management – Cancel ASN

It is **not possible to update** a shipping notice after the document is sent. Sometimes suppliers need to **cancel** the document and create a new one if the original had wrong information or failed for some reason.

**Cancellation rule:** a shipping notice can be cancelled until the day before the expected delivery.

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**.
5. Alternatively, you can find the ship notice(s) in the **Related documents** on the PO layout, dig into the relevant one and do the cancellation there.

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

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. The 'Fulfillment' menu is highlighted with a yellow box and a circled '1'. Below it, the 'Ship Notices' option is also highlighted with a yellow box and a circled '1'. The main content area shows a 'Ship Notices' section with a search filter icon and a circled '2'. Below this is a table of shipping notices with columns for 'Packing Slip ID', 'Customer', 'Order #', and 'Ship Notice Status'. Two rows are visible, with the first row's 'Packing Slip ID' (ASN00184) highlighted by a yellow box and a circled '3'. Below the table, the 'Ship Notice: 2ASN190329' details are shown, with a 'Cancel' button highlighted by a yellow box and a circled '4'. To the right, a 'Purchase Order' summary is visible, with a 'Related Documents' section containing a 'Shipping ID' link highlighted by a yellow box and a circled '5'.

SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning Fulfillment

Ship Notices

Ship Notices

Search Filters

Ship Notices (127) Page 1

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

Purchase Order (Shipped) 2203846980 Amount: 3.00 EUR Version: 1

Routing Status: Acknowledged External Document Type: Standard PO (NB) Related Documents: Shipping ID Test OC Ship Notice: Slippir

# Advanced Shipping Notice

## 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 date**, you should use **Items to Ship** tab for a one-step action.

**Items to Ship** tab 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.

1. Go to **Orders/ Orders and Releases/ Items to Ship** tab.
2. Use search filters to identify the items you need to ship.
3. You can configure your view of items by clicking the icon on the right hand side of the screen.
4. The drop down list with configure options will appear. Select "More" to have all available fields visible.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', 'TEST MODE', and a 'Back to classic view' button. Below this is a secondary navigation bar with 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' menu is highlighted with a yellow box and a '1' callout. Below the navigation, the 'Orders and Releases' section is active, with the 'Items to Ship' tab selected and highlighted with a yellow box and a '2' callout. A search filters section is visible with a '3' callout pointing to a grid icon. The main table displays 'Items to Ship (18)' with columns for 'Need By', 'Part No.', 'Customer Part No.', 'Description', 'Revision Level', 'Order Number', 'Item', and 'Schedule L'. Two rows are visible, both with checkboxes in the 'Need By' column. A '4' callout points to a 'Show / Hide Columns' menu on the right, which is open and shows a 'More...' option highlighted with a yellow box. The menu also includes options like 'Export to Excel', 'Date Display', 'Table Size', and 'Grouping Expansion'.

Need By	Part No.	Customer Part No.	Description	Revision Level	Order Number	Item	Schedule L
<input type="checkbox"/> 18 Mar 2019	2918		BP TST 2918		4500053087	10	1
<input type="checkbox"/> 19 Mar 2019	2926		BP TST 2926 SERN&BATCH		4500052641	10	1

# Advanced Shipping Notice

## Multiple PO's Management – Search Filters

Use search filters to identify the items to ship.

1. You may populate an order number or Need by date range (the date range can be set as “none”).
2. Always select **Schedule Line Date Range** option.
3. Choose what items you want to view.
4. Advanced filters are available for more refined search.

For more information about other search criteria, please check Appendix.

**Note:** For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

The screenshot shows the 'Search Filters' interface with the following elements and callouts:

- 1:** Customer dropdown menu set to 'All Customers'.
- 2:** Search By dropdown menu set to 'Schedule Line Date Range'.
- 3:** View dropdown menu set to 'Only items that can be shipped'.
- 4:** 'Show Advanced Filters' link at the bottom left.

Other visible elements include:

- Show orders by:  Need by date  Ship by date
- Order Number:  Partial number  Exact number
- Date Range: Other
- Start Date: 5 Apr 2020
- End Date: 13 May 2020
- View by PO priority
- Search only scheduling agreement releases or scheduling agreements

# Advanced Shipping Notice

## Multiple PO's Management – Create ASN

1. Review line items and create a shipping Notice by selecting the relevant purchase orders **per one single ship to address and one single delivery date.**
2. Click **Create Ship Notice** at the bottom of the page.
3. The truck icon will only allow you to create individual ship Notices (with one PO line as a start). If the icon is colored, a ship Notice was already sent via Ariba Network for this line.
4. You are allowed to combine multiple PO's in one shipping Notice if they are delivered to the same address. Or else, the system will show an error message.

**Note:** You can choose lines with different “Need-by” dates for the same shipping Notice.

The screenshot shows a table of purchase order lines and a 'Create Ship Notice' button. Callout 1 points to the 'Ship To' address: 'Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)'. Callout 2 points to the 'Create Ship Notice' button. Callout 3 points to the truck icons in the rightmost column of the table. Callout 4 points to an error message: '! A ship notice can have only one location.' The table contains three rows, with the last two rows having their checkboxes selected.

Ship To	Delivery Date	Quantity	PO Number	Units	EA	EA	Buyer
Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)	18 Mar 2019	2918	4500053087	10	1	0 (EA)	10 (EA) BP SCC Buyer - TEST
	19 Mar 2019	2926	4500052641	10	1	0 (EA)	10 (EA) BP SCC Buyer - TEST
	19 Mar 2019	2926	4500052667	10	1	0 (EA)	10 (EA) BP SCC Buyer - TEST

↳ **Create Ship Notice** ! A ship notice can have only one location.

# Advanced Shipping Notice

## 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.
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.

**1** Ship Notice Header

---

**SHIPPING**

Packing Slip ID: \*

! Ship Notice # must be alphanumeric and is limited to 18

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date: \*

! Required Field

4500052641	10	2926	10.0	EA	19 Mar 2019	\$10.00 AUD	\$100.00 AUD	8540	<b>4</b> Remove														
Description: BP TST 2926 SERN&BATCH																							
<b>Shipment Status</b> Total Item Due Quantity: 10 EA <b>Confirmation Status</b> Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA																							
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="10.0"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Download PDF</td> <td>Add Details</td> </tr> </tbody> </table> <p><a href="#">Add Ship Notice Line</a></p>										Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF	Add Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																			
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF	Add Details																	
4500052667	10	2926	10.0	EA	19 Mar 2019	\$10.00 AUD	\$100.00 AUD	8540	<b>4</b> Remove														
Description: BP TST 2926 SERN&BATCH																							
<b>Shipment Status</b> Total Item Due Quantity: 10 EA <b>Confirmation Status</b> Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA																							
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="10.0"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Download PDF</td> <td>Add Details</td> </tr> </tbody> </table> <p><a href="#">Add Ship Notice Line</a></p>										Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF	Add Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																			
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF	Add Details																	
<p><b>5</b> <a href="#">Add Order Line Item</a>      <b>3</b> <a href="#">Manage Serial Numbers</a></p>																							

# Advanced Shipping Notice

## 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 (58)

2	Need By	Customer Part #	Description	1	Order Number	1	Item	4	Schedule Line #	Requested Quantity
<input checked="" type="checkbox"/>	16 Oct 2018	12ABC	Description test	6008450934	2	2	2	9 (PCE)		
<input checked="" type="checkbox"/>	15 Oct 2018	123ABC	Description test	6008450934	2	1	5 (PCE)			
<input checked="" type="checkbox"/>	17 Oct 2018	1234ABC	Description test	6008450934	2	3	6 (PCE)			
<input checked="" type="checkbox"/>	16 Oct 2018	12345ABC	Description test	6008450901	4	2	2 (PCE)			

Order Item

1	Order #	3	Line #	Part #	Customer Part #	Qty	Unit	2	Need By
6008450934	2	12ABC	20.0	PCE	15 Oct 2018				

Description: Description test

Shipment Status  
Total Item Due Quantity: 20 PCE  
Confirmation Status  
Total Confirmed Quantity: 0 PCE      Total Backordered Quantity: 0 PCE

4	Line	5	Ship Qty	Supplier Batch ID
	1	9.0	<input type="text"/>	<a href="#">Add Details</a>
	1	5.0	<input type="text"/>	<a href="#">Add Details</a>
	1	6.0	<input type="text"/>	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

6008450901	4	123ABC	10.0	PCE	15 Oct 2018
------------	---	--------	------	-----	-------------

Description: Description test

Shipment Status  
Total Item Due Quantity: 10 PCE  
Confirmation Status  
Total Confirmed Quantity: 0 PCE      Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID
1	2.0	<input type="text"/>

[Add Details](#)

# Advanced Shipping Notice

## 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. and you will see the files you have attached.
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

**SAP Business Network** Enterprise Account

Home Enablement Workbench Planning Fulfillment

1 Ship Notices

Search Filters

Ship Notices (127) Page 1

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	

**Order Items**

Order #	Line #	Part #	Customer Part #	Qty	Unit
4500053068	10		2918	80.0	EA
Description: BP TST 2918					
<b>SHIPMENT STATUS</b>					
1. Shipped 10 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					
4500053069	20		2918	80.0	EA
Description: BP TST 2918					
<b>SHIPMENT STATUS</b>					
1. Shipped 20 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					

**Attachment(s):**

Name	Type
Test_Excel.xlsx	application/vnd.openxmlformats-officedocume

**5 Purchase Order (Shipped)**  
20150415\_PO2  
Amount: 295.00 EUR

**2** Routing Status: Acknowledged  
Related Documents: Ship\_TEST

# Advanced Shipping Notice

## 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** tab.

From the Home screen:

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 **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle with the number '1' is placed over the 'Reports' menu. Below this is a 'Report Templates' table with columns: Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The table contains one entry: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status, and '23 Apr 2020' last run date. 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 'Report' form. A yellow circle with the number '3' is placed over the 'Report Description' tab. The form has a title field containing 'ASN Report', a description field, and dropdown menus for 'Time zone' (Singapore), 'Language' (English), and 'Report type' (Ship Notice). A yellow box highlights the 'Report type' dropdown. A yellow circle with the number '4' is placed over the 'Run' button in the bottom row of the 'Report Templates' table.

Below the form is another 'Report Templates' table. A yellow circle with the number '5' is placed over the 'Refresh Status' button. The 'ASN REPORT' entry in this table has its 'Status' column highlighted with a yellow box, showing 'Processed'. A yellow circle with the number '6' is placed over the 'Download' button in the bottom row of this table.

# Advanced Shipping Notice

## 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. 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. In that case, pls contact the respective buyer at ABB to discuss what to do (e.g. postpone delivery/use quicker transport mode).

# Finished Goods Receipt

## In this Chapter You Will Learn About ...

... where to find customer document

# Finished Good Receipt

## Customer Document Review

- If your customer shares finished good receipt status on the network, it will be available on the Portal once Finished Good is received by ABB.
- 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**.

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	45837248	ABB – Asea Brown Boveri Ltd. - TEST		ABB Switzerland Ltd, Turbocharging Baden, Aargau Switzerland		EUR	12 Aug 2020	Received	Invoice	0.00 EUR	Original	Actions

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#) | 
 [Hide](#) | 
 [Resend Failed Orders](#)

Receipt: 5000965847

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

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

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

From:

ABB – Asea Brown Boveri Ltd. - TEST

To:

ABB's test vendor account modified to contain several vendors  
 Supplier Straße 1  
 Address line 2  
 68309 Mannheim  
 Baden-Württemberg  
 Germany  
 Phone: +1 (123) 123  
 Fax:  
 Email: suvi.kontio@fi.abb.com

Receipt:

Receipt No.: 5000965847  
 Receipt Date: 12 Aug 2020

Work Order Information

Work Order ID:

Routing Status: Sent  
 Related Documents: 45837248

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: 45837248													
1	10		HZTL325508P0001			IDMULTIPLEASNTES		55,000 PC	Not Specified	Received	EUR	Completed	

Description:

Comments

# Support

Refer also to deck:

Supply Chain Collaboration – [“Help Options”](#)

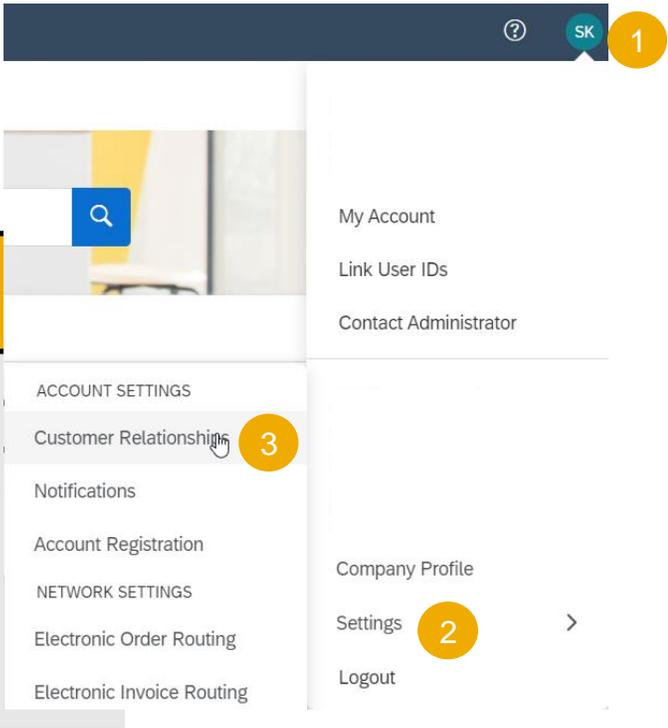
# Types of Support Available

Type of Support	Description
-----------------	-------------

**Supplier Information Portal**  
(Location of ABB specific Training Guides and Videos)

- On the Home screen:
1. Click on Your Initials
  2. Click on Settings
  3. Click on Customer Relationships
  4. Click on Supplier Information Portal link  on ABB row

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	ABB – Asea Brown Boveri Ltd. - TEST	AN01478434247	Trading	21 Jan 2020		Default <b>Actions</b> ▼



My Account  
Link User IDs  
Contact Administrator

ACCOUNT SETTINGS

Customer Relationships **3**

Notifications

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

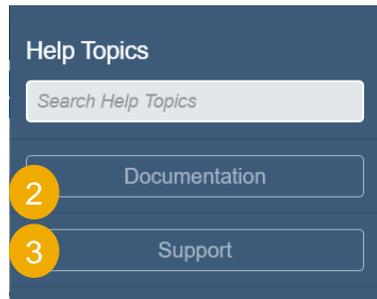
Company Profile

Settings **2**

Logout

1

## Help Centre



Help Topics

Search Help Topics

**2** Documentation

**3** Support

1. Enter Help Center by selecting question mark from your supplier account 
2. Learning Center
  - **Documentation** and User Community
3. **Support** Center
  - Get help by email (Choose from the drop down list of problem type – **Supply Chain Collaboration**) – **create Service Request (SR)**
  - Get help by live chat
  - Request a phone call
  - Attend a live webinar
  - Etc.

1

# Appendix

## In this section you will learn about...

- ... order confirmation **mass upload**
- ... advance ship notice **mass upload**
- ... serial numbers mass upload
- ... purchase order statuses
- ... control keys statuses
- ... purchase order routing statuses
- ... reminders of unconfirmed orders
- ... SAP Ariba .csv file management
- ... ABB's security recommendations
- ... PO, OC, ASN and GR content
- ...etc.

# Order Confirmation

## Mass OC Upload – Create OC Report

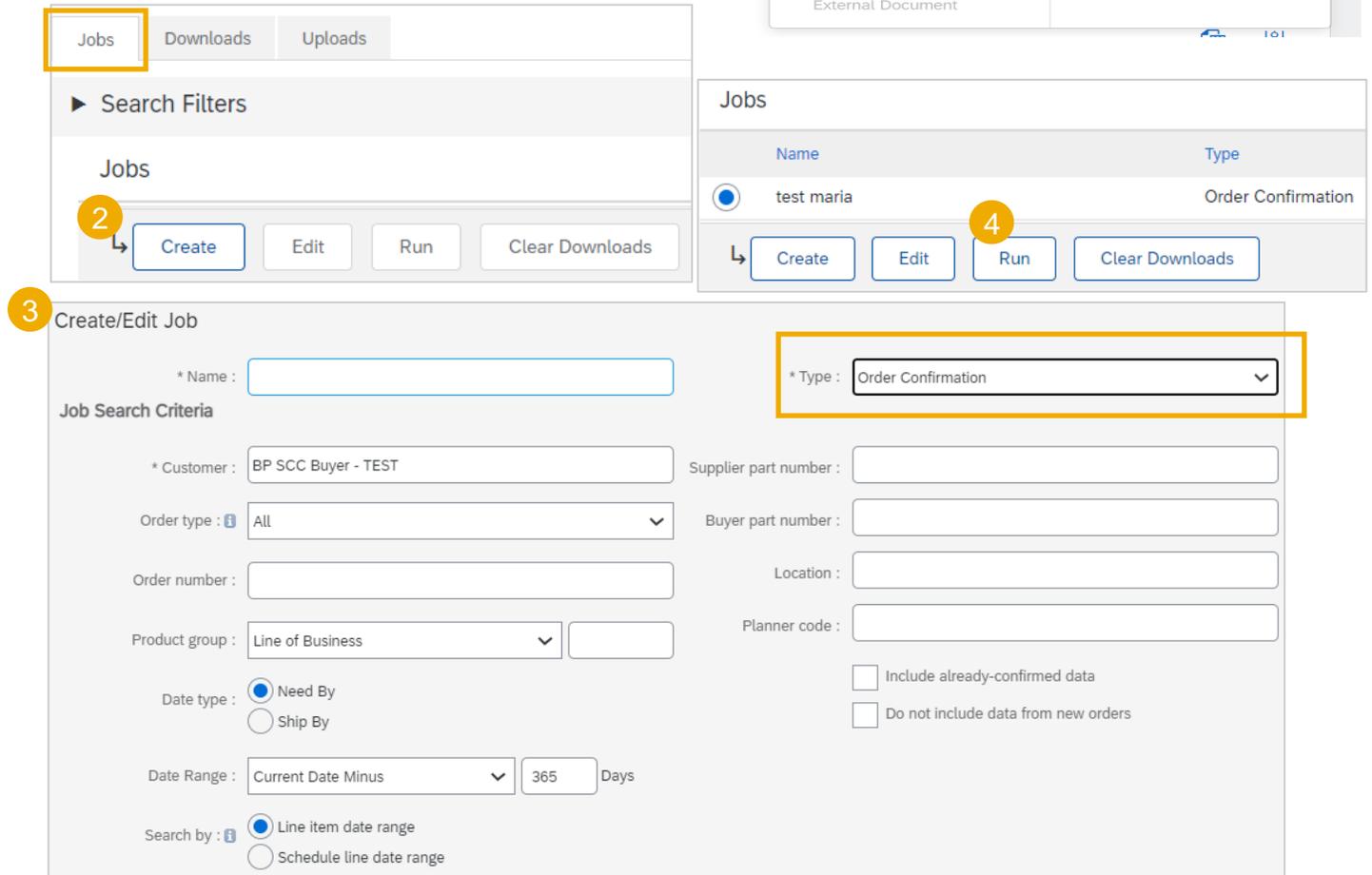
For detailed order confirmation management please refer to Help Center documentation.

From the Homepage:

1. Click  button/ **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 illustrates the steps for creating an Order Confirmation report. It shows the 'Jobs' section with a 'Create' button (2), the 'Create/Edit Job' form where the job type is set to 'Order Confirmation' (3), and the 'Jobs' list table showing the created job 'test maria' with an 'Order Confirmation' type (4). A dropdown menu is also shown with 'Excel Files' and 'Upload/Download' options (1).

**Jobs**

Name	Type
test maria	Order Confirmation

**Create/Edit Job**

\* Name :

\* Type :

**Job Search Criteria**

\* Customer :

Supplier part number :

Order type :

Buyer part number :

Order number :

Location :

Product group :

Planner code :

Date type :  Need By  Ship By

Include already-confirmed data

Do not include data from new orders

Date Range :   Days

Search by :  Line item date range  Schedule line date range

# Order Confirmation

## Mass OC Upload – Run OC Report

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

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

The screenshot displays the 'Downloads' sub-tab of the Order Confirmation interface. At the top, there are three tabs: 'Jobs', 'Downloads' (selected), 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	↓

Below the table is a 'Refresh Status' button. The interface also includes a 'Jobs' tab with a circled '7' and a 'File' column header with a circled '8'. A circled '9' is positioned near the 'Refresh Status' button.

# 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 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”.

Please remember ABB does not accept **price changes**.

Leave the other columns without any change.

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

1	Confirmation Number	Order Number	Order Version	Order Date	3	Item Line	Item Type	Item Quantity	Item Unit Of	2	Item Delivery Date
---	---------------------	--------------	---------------	------------	---	-----------	-----------	---------------	--------------	---	--------------------

# 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:** Total of 20 items to be delivered by Sept.11<sup>th</sup>. 5 items delivered on Sept. 12<sup>th</sup> and 15 items delivered Sept. 14<sup>th</sup>.

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 2<sup>nd</sup> 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.

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

1

2

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

3

4

# 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 **Browse** 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.

The screenshot shows the 'Uploads' sub-tab selected in the top navigation bar (1). Below it is a 'Search Filters' section and an 'Uploads' table with columns: Name, Type, Last Uploaded, and Last Uploaded By. The table is empty, showing 'No uploads found.' (2). Below the table are 'Upload' and 'Refresh Status' buttons. An 'Upload File' dialog box is open, showing the following fields: '\*Name:' with the value 'Mass OC\_April' (3), 'Customer:' with the value 'BP SCC Buyer - TEST|', and '\*Type:' with a dropdown menu set to 'Order Confirmation' (4). The 'File:' field is empty with a 'Browse...' button (5). At the bottom of the dialog are 'Upload' and 'Cancel' buttons (6).

# 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 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.

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) containing concatenated data.
- Step 2:** Clicking on Data > Text to Columns.
- Step 3:** Selecting "Delimited" as the file type.
- Step 4:** Clicking the "Next >" button.
- Step 5:** Selecting "Comma" as the delimiter and unselecting other options.
- Step 6:** Clicking the "Next >" button.
- Step 7:** Clicking the "Finish" button.
- Step 8:** The resulting data in columns:

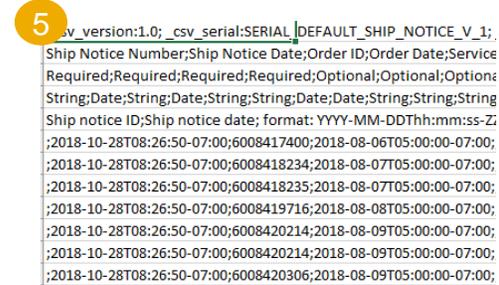
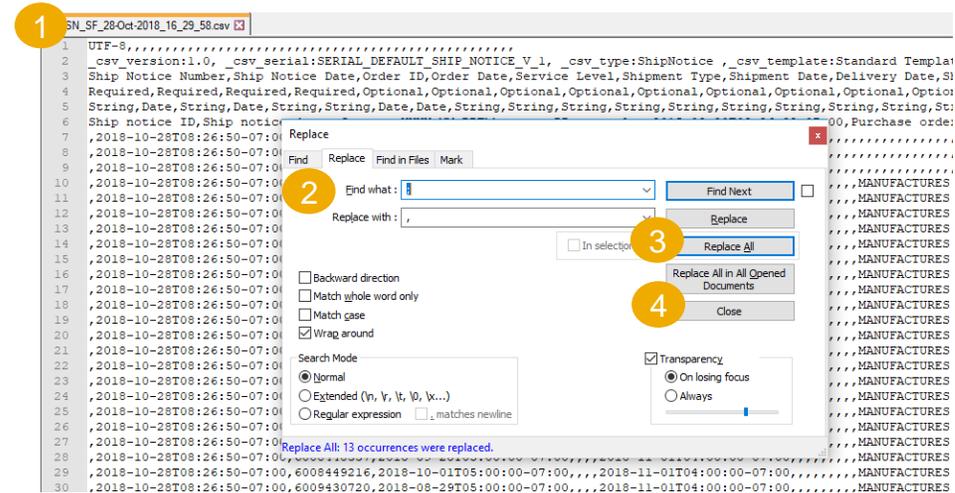
Ship Notice Date	Order ID	Order Date
Required	Required	Required
Date	String	Date
Ship notice date; format: YYYY-MM-DDThh:	Purchase order ID	Purchase order date; format: YYYY-MM-DD
2018-10-28T08:26:50-07:00	6008417400	2018-08-06T05:00:00-07:00
2018-10-28T08:26:50-07:00	6008418234	2018-08-07T05:00:00-07:00
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 AN

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 you saved .csv file into Ariba 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 Ariba.



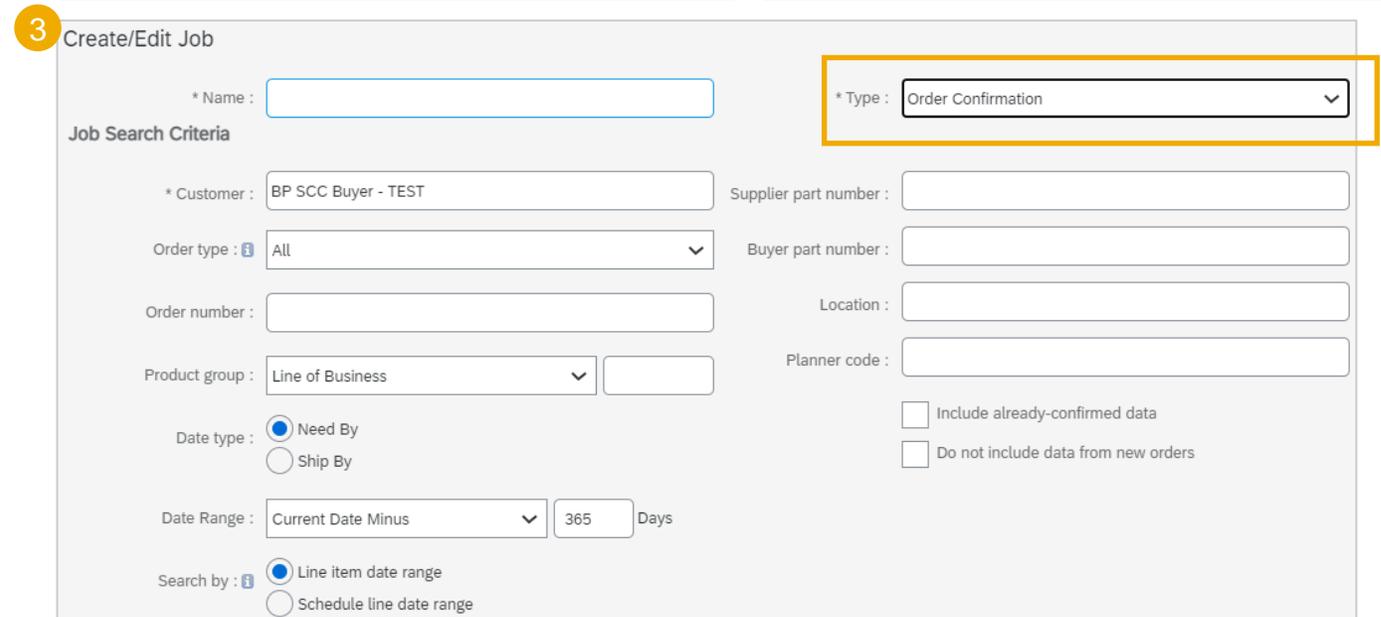
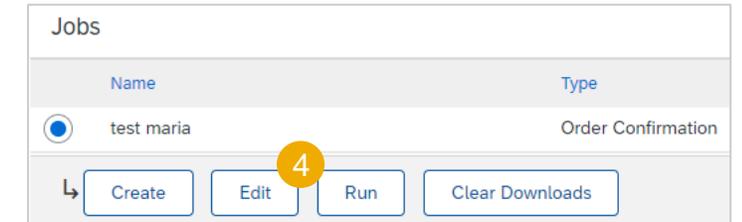
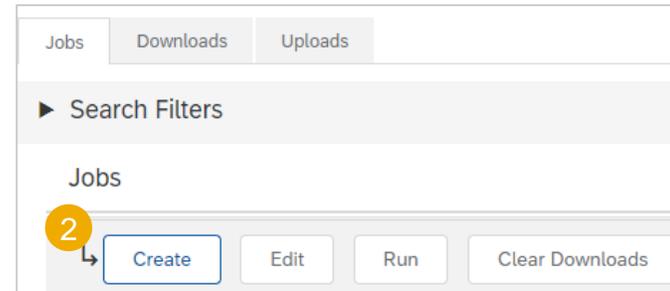
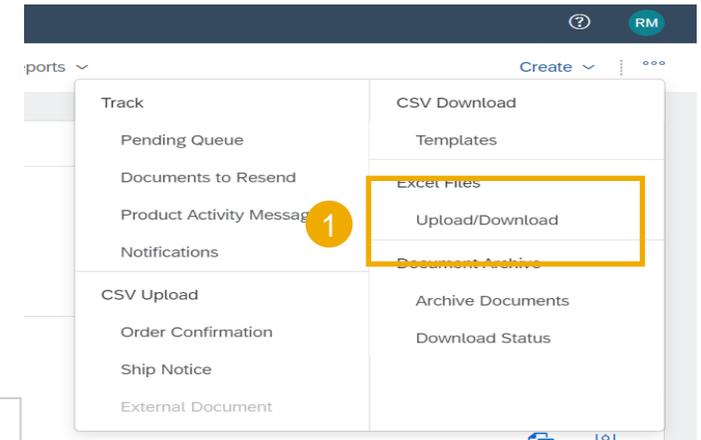
# Order Confirmation

## 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/ **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**.



A screenshot of the 'Create/Edit Job' form. The 'Type' dropdown menu is highlighted with a yellow box and contains the text 'Order Confirmation'. A yellow circle with the number '3' is placed over the 'Create' button. The form includes various input fields for job details.

**Create/Edit Job**

\* Name :

\* Type :

**Job Search Criteria**

\* Customer :  Supplier part number :

Order type :  Buyer part number :

Order number :

Location :

Product group :  Planner code :

Date type :  Need By  Ship By

Date Range :   Days

Search by :  Line item date range  Schedule line date range

Include already-confirmed data  
 Do not include data from new orders

# Order Confirmation

## Reconfirmation via Mass Upload – Run OC Report

6. The report will appear in the Jobs list. Select it and click **Run**.
7. You will be transferred to Downloads sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.
8. Download the Excel report and save it at your computer.

### Note:

In 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 or refer to [SCC Functionality general guide](#).

The image displays two screenshots of a software interface. The top screenshot shows the 'Jobs' tab with a table containing one row: 'OC Reconf' (Name) and 'Order Confirmation' (Type). Below the table are buttons for 'Create', 'Edit', 'Run' (highlighted with a circled '6'), and 'Clear Downloads'. The bottom screenshot shows the 'Downloads' tab with a table containing one row: 'OC Reconf' (Job Name), 'Order Confirmation' (Type), 'Completed' (Status, highlighted with a circled '8'), and a download icon (highlighted with a circled '8'). Below the table is a 'Refresh Status' button (highlighted with a circled '7').

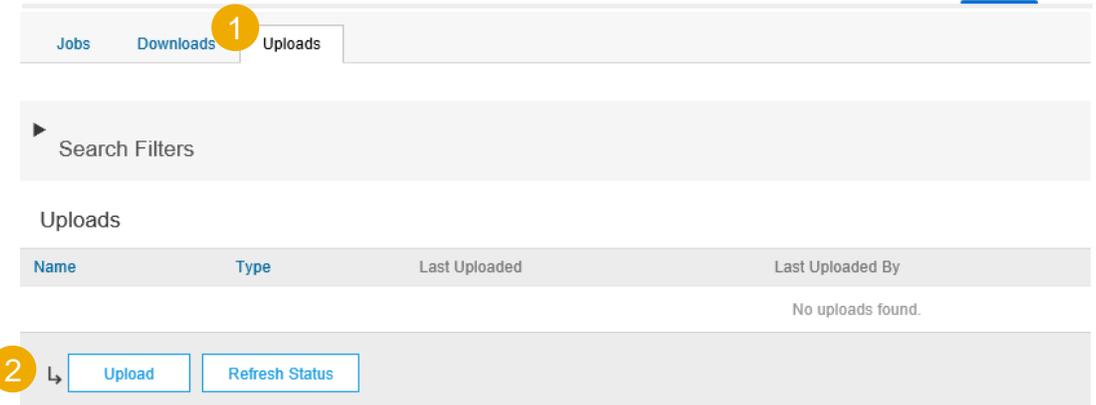
# Order Confirmation

## Reconfirmation via Mass Upload – Reupload the Template

1. Go to **Upload/Download, 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 **Browse** 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.



# Advanced Shipping Notice

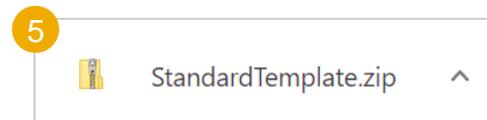
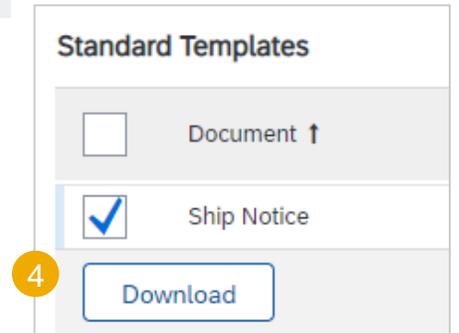
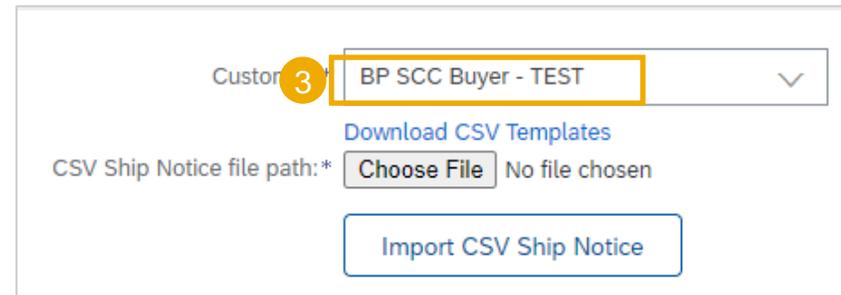
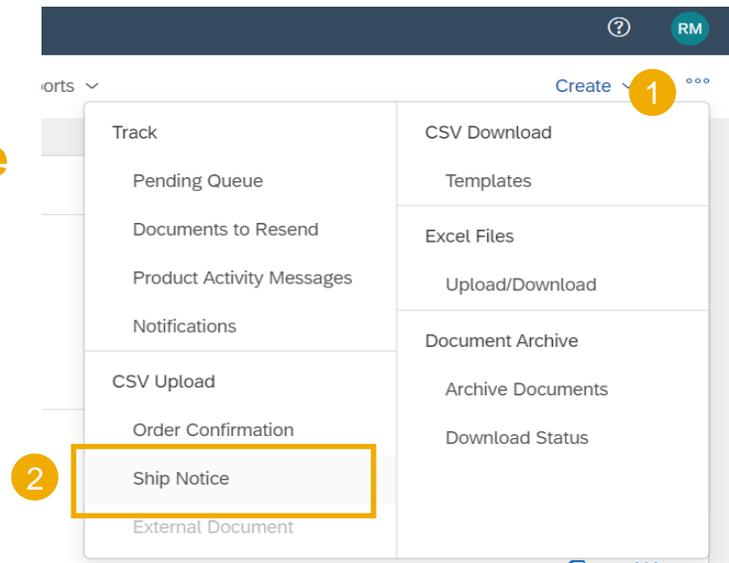
## Mass ASN Upload – Download CSV Template

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:

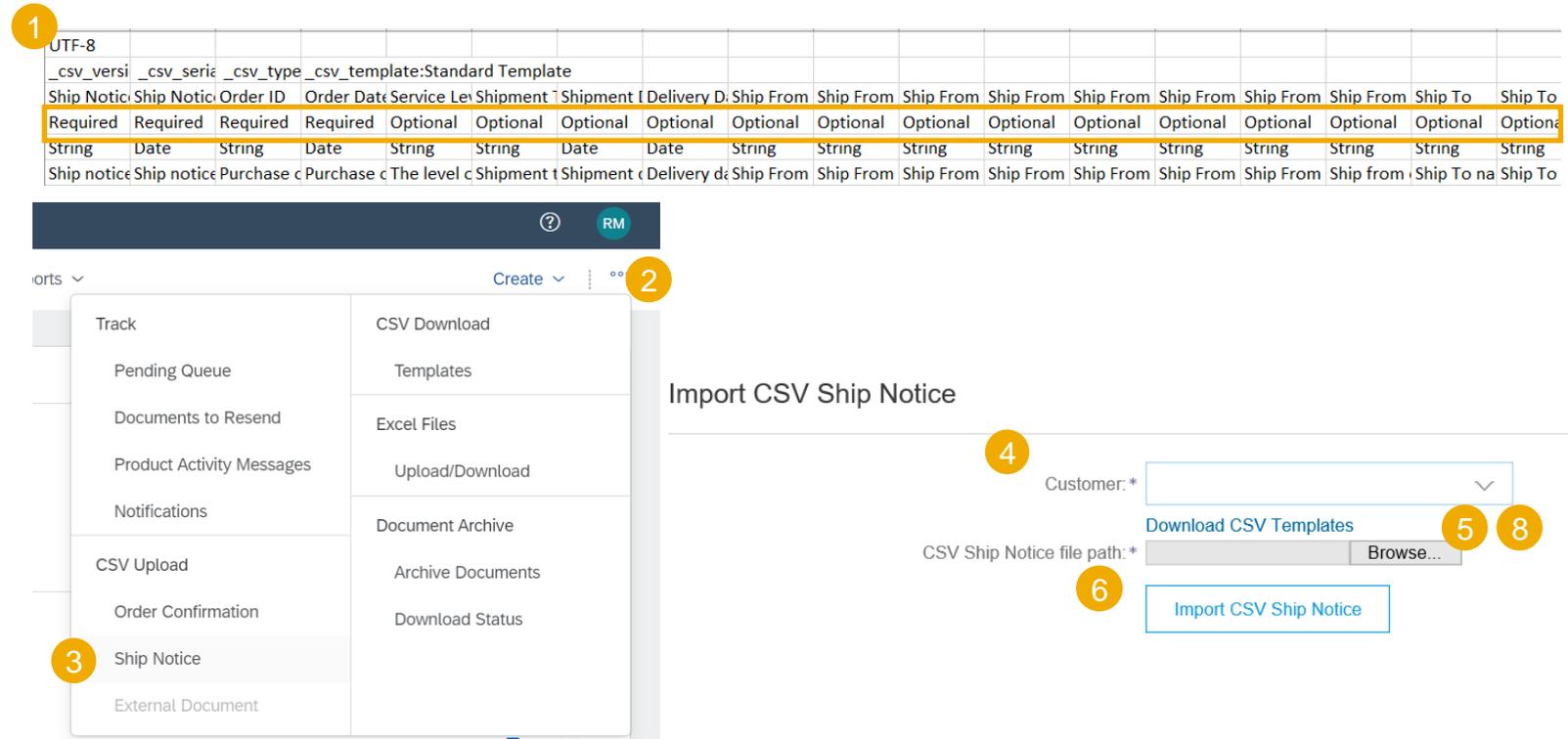
If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.



# Advanced Shipping Notice

## 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.
2. From the Portal homepage go to  button
3. Select **CSV Upload / Ship Notice** from the drop down.
4. Select the customer.
5. Browse the updated template from your computer.
6. Click **Import CSV Ship Notice**.
7. 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.
8. Fix the errors accordingly and reupload the file following the same steps.



The image shows a CSV template for shipping notices and the corresponding portal interface. The CSV template has columns for various fields, with required fields highlighted in orange. The portal interface shows a menu where 'Ship Notice' is selected, and a form for 'Import CSV Ship Notice' with fields for Customer and CSV file path, and an 'Import CSV Ship Notice' button.

Ship Notice	Ship Notice	Order ID	Order Date	Service Level	Shipment	Shipment	Delivery D	Ship From	Ship To	Ship To								
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String									
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship To na	Ship To								

### 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.

### Upload Errors



The image shows the 'Upload Errors' section with a table and a 'Download Errors' button. The table has columns for 'Document Number' and 'Error'. The error message is: 'The first line of the file specifies unsupported encoding ('.

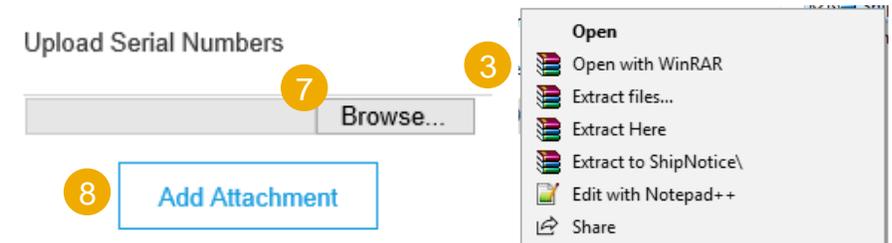
Document Number	Error ↑
	The first line of the file specifies unsupported encoding ('.

# Advanced Shipping Notice

## Individual PO Management – Line Level – Serial Numbers Upload Tool

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**.

**Note:** When shipping partial quantity (for example 5 out of 10), you can delete the remaining unneeded 5 lines, and update the total item quantity (column G) to 5 on each line.



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 Custc	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 Pa	Item custo	Ship notice	Item quan	Item batch	Productior	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	
	4.5E+09	10		2918	1	10					123	

# Purchase Order Statuses

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed Partially Shipped	The order is in progress. If you update part of a purchase order, Ariba 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.
Shipped	You shipped the entire order.
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	Ariba Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.
Declined, Accepted, In progress	Not in use for this project

# Purchase Order

## View PO Details – Line Level – Control Keys

**Control Keys** provide important information about actions that are allowed/required on the particular line item.

Below, see the list possible statuses:

Control Key	Status
Order Confirmation	Allowed
	Required before Shipping
	Not Allowed
Ship Notice	Allowed
	Not Allowed
Invoice*	is ERS**
	is not ERS

\*Invoicing is not in scope for Ariba, however invoice type information is available in the Purchase Order.

\*\*When you use **Evaluated Receipt Settlement** (ERS), you agree with ABB that you will not submit an **invoice** in respect of a purchase order transaction. Instead, the back-end system posts the **invoice** document automatically on the basis of the data in the purchase order and goods **receipts**.

**Note:** For Ship Notice in 'allowed' status, please assume that the ship note is required and obligatory.

### Control Keys

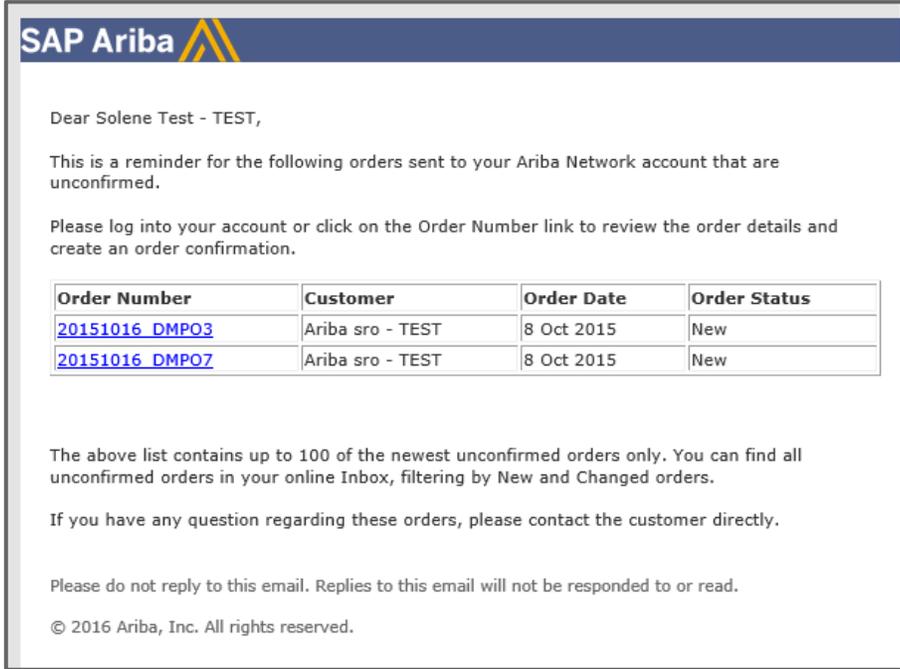
Order Confirmation: required before shipping

Ship Notice: allowed

Invoice: is not ERS

# Reminders of Unconfirmed Orders

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



The screenshot shows an email from SAP Ariba. The header includes the SAP Ariba logo. The body of the email is addressed to 'Solene Test - TEST' and contains the following text:

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
<a href="#">20151016_DMPO3</a>	Ariba sro - TEST	8 Oct 2015	New
<a href="#">20151016_DMPO7</a>	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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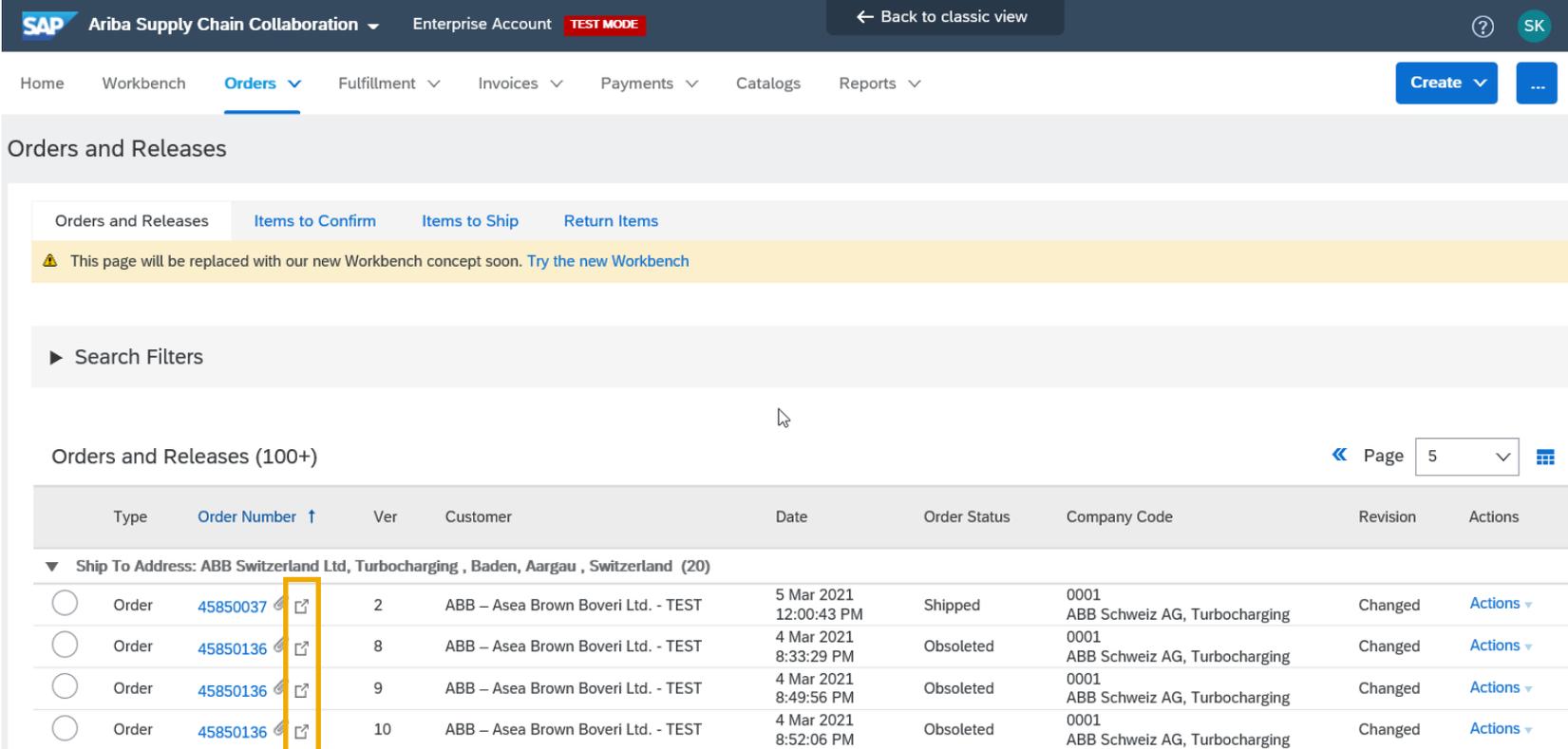
# External Information Source Integration

- A marker  is visible on the Ariba Network user interface for suppliers when a link to an external information source is included in a purchase order line item.
- In practical terms this means that there is additional documentation attached to the Purchase Order and you should check the Additional Sources section on the line item level.
- This marker is shown next to the order number on the following tabs/pages:

**ORDERS → Orders and Releases**

**ORDERS → Items to Confirm**

**ORDERS → Items to Ship**



SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE Back to classic view

Home Workbench **Orders** Fulfillment Invoices Payments Catalogs Reports Create

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

⚠ This page will be replaced with our new Workbench concept soon. Try the new Workbench

Search Filters

Orders and Releases (100+) Page 5

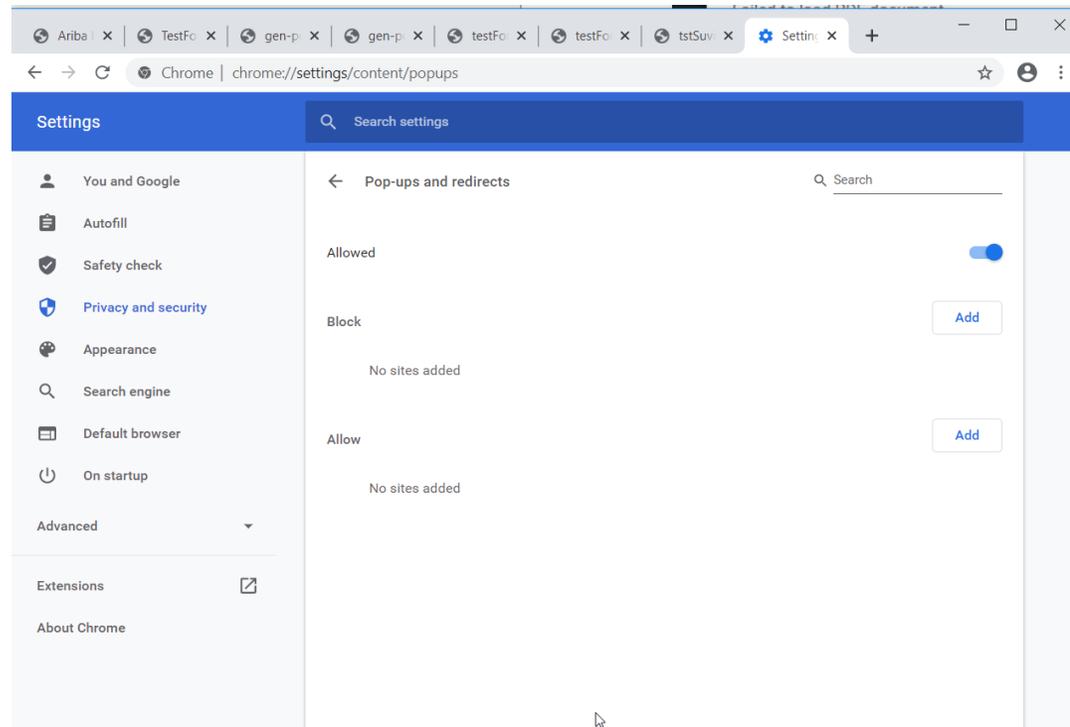
Type	Order Number ↑	Ver	Customer	Date	Order Status	Company Code	Revision	Actions
▼ Ship To Address: ABB Switzerland Ltd, Turbocharging, Baden, Aargau, Switzerland (20)								
○	Order 45850037	2	ABB – Asea Brown Boveri Ltd. - TEST	5 Mar 2021 12:00:43 PM	Shipped	0001 ABB Schweiz AG, Turbocharging	Changed	Actions
○	Order 45850136	8	ABB – Asea Brown Boveri Ltd. - TEST	4 Mar 2021 8:33:29 PM	Obsoleted	0001 ABB Schweiz AG, Turbocharging	Changed	Actions
○	Order 45850136	9	ABB – Asea Brown Boveri Ltd. - TEST	4 Mar 2021 8:49:56 PM	Obsoleted	0001 ABB Schweiz AG, Turbocharging	Changed	Actions
○	Order 45850136	10	ABB – Asea Brown Boveri Ltd. - TEST	4 Mar 2021 8:52:06 PM	Obsoleted	0001 ABB Schweiz AG, Turbocharging	Changed	Actions

# Packing Unit Labels

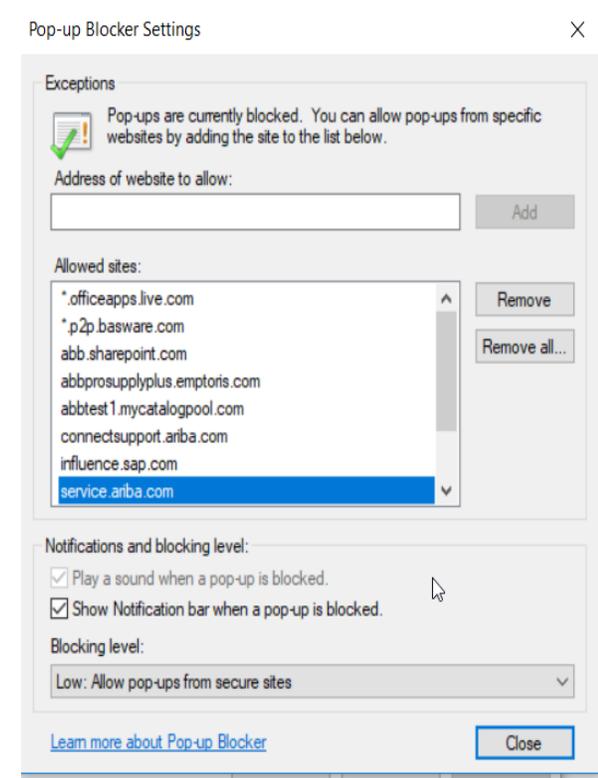
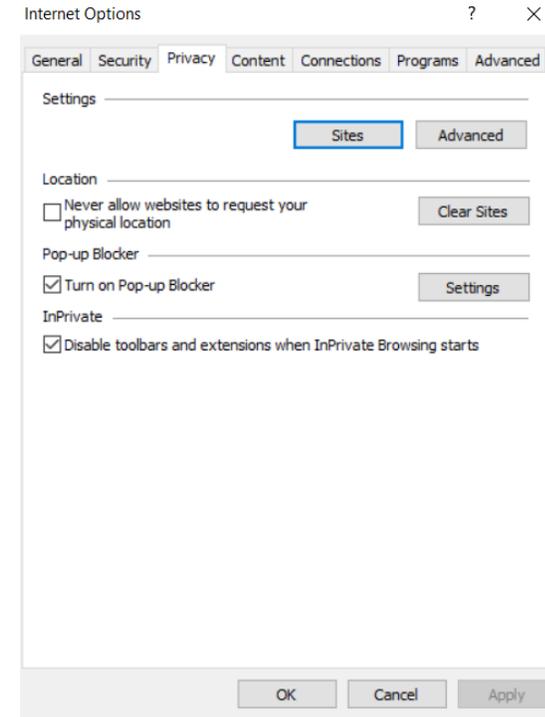
## „Download PDF” button not working

- Depending on the browser you use (Chrome/Edge/Firefox), you may have to change your pop-ups settings to be able to open the labels.
- If not allowed, then the “Download pdf” button e.g., in ship notice (for printing the labels) may not react at all.

### Chrome:



**Internet Explorer:** Pls note that Internet Explorer not supported by Ariba anymore



# Security Recommendations

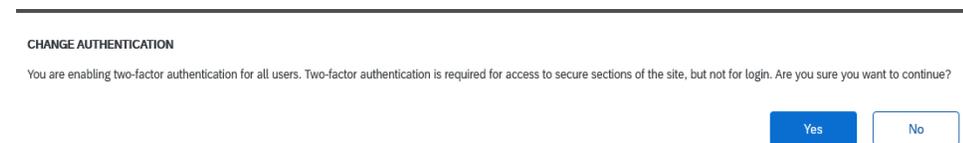
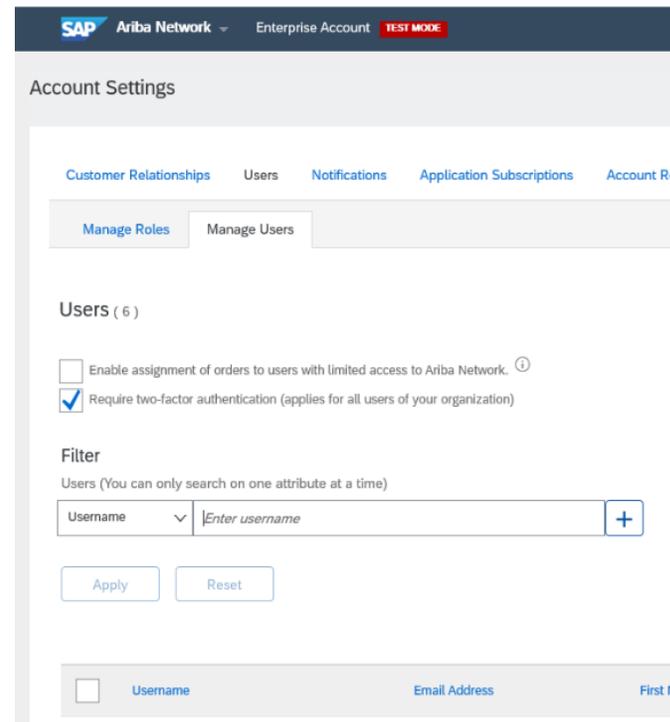
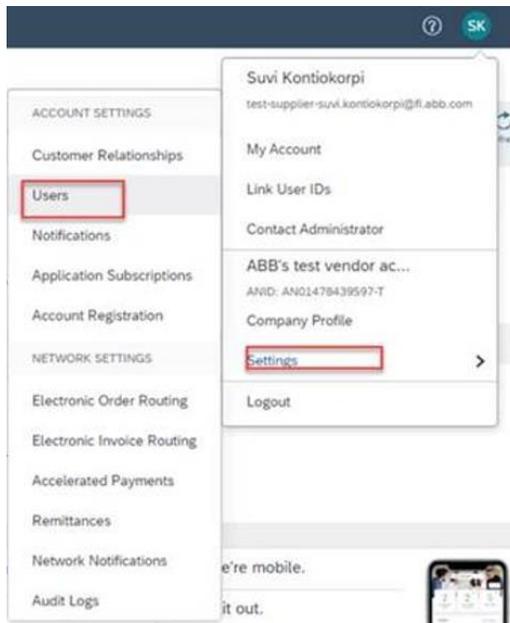
## Multi Factor Authentication

- ABB's general **recommendation** for suppliers is to enable Multi factor authentication (MFA), the so called two-factor authentication in the Ariba Network Supplier account settings. It requires the user to download e.g. SAP Authenticator application to his mobile device. Here's how to enable the MFA settings on account level:

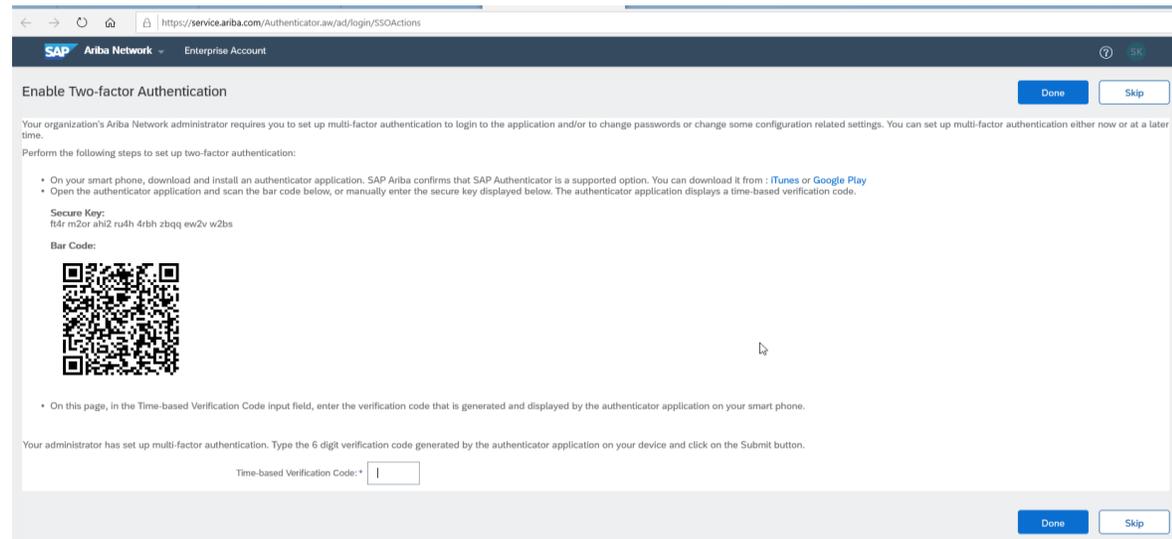
1. Navigate to users>>Settings

2. Manage Users >> Require two factor authentication

3. Confirm changes



4. User is prompted to set up two factor authentication



# Security Recommendations

## Working on Trusted Devices

- Suppliers shall access Ariba Network (or Ariba mobile app which is however not yet supported for ABB solution) only on trusted devices (anti-malware measures in place, as well as the means of ensuring they remain current).

# 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 **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.

The screenshot illustrates the SAP Business Network interface for creating and running an ASN report. It is divided into three main sections: the top navigation bar, the 'Report Templates' table, and the 'Report' configuration form.

**Top Navigation Bar:** Shows 'SAP Business Network' and 'Enterprise Account'. A yellow circle '1' highlights the 'Reports' menu item.

**Report Templates Table:** A table with columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run. The row for 'ASN REPORT' has a status of 'Processed' and a last run date of '23 Apr 2020'. A yellow circle '2' highlights the 'Create' button in the action bar below the table.

**Report Configuration Form:** A form titled 'Report' with a description: 'Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.' It has two tabs: '1 Report Description' and '2 Criteria'. The 'Criteria' tab is active, showing fields for 'Title: \*' (filled with 'ASN Report'), 'Description:', 'Time zone:' (Singapore), 'Language:' (English), and 'Report type: \*' (Ship Notice, highlighted with a yellow box). A yellow circle '3' highlights the 'Criteria' tab.

**Bottom Table:** A table with columns: Title, Schedule Type, Report Type, Status, Last Run. The row for 'ASN REPORT' has a status of 'Processed' (highlighted with a yellow box) and a last run date of '23 Apr 2020'. A yellow circle '4' highlights the 'Run' button, and a yellow circle '5' highlights the 'Refresh Status' button. A yellow circle '6' highlights the 'Download' button.

# Purchase Order

## PO Content

Level	Field	Description	Data Source
Header	From	Buyer account	Network
Header	To	Supplier account	Network
Header	Purchase order	Order number from Customer ERP	Customer ERP
Header	Payment Terms	Payment terms from Customer ERP	Customer ERP

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



# Order Confirmation

## OC Content

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Free text
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 PO content is available in the embedded Excel file.



# Advanced Shipping Notice

## 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 PO content is available in the embedded Excel file.



Microsoft Excel  
Worksheet

# 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 PO content is available in the embedded Excel file.



Microsoft Excel  
Worksheet

# Thank you.

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