

SAP SCC Advance Ship Notice and Barcode Labels Supplier Training Guide

In this Chapter You Will Learn About ...

... what is an advanced shipping notification

- ... what are the benefits of using advanced shipping notification
- ... how to manage advanced shipping notification

... how to view submitted advanced shipping notification



#### **Purchase Order Collaboration**

**Workflow** 





#### **Purchase Order Collaboration**





**NOTE :** In case of Dropship PO, the SHIP TO Address is different than Standard PO, remaining steps follow standard process.



**Mandatory Fields at Header level** 

Mandatory Fields the Supplier must populate:

- 1. Shipping Date and Delivery Date
- 2. Carrier Name (when entered, the below fields become visible)
- 3. Tracking No. and Bill of Lading No. (see note below)
- 4. Tracking Date

**Note**: If the supplier does not have a Bill of Lading No., simply enter the Tracking No. in the Bill of Lading field

NOTE: Tracking details will be mandatory only upon selection of Carrier Name.

* Indicates required field					
SHIP FROM			DELIVER TO		
IDEXX - TEST		Update Address	IDEXX Distribution, Inc.		Update Address
Pittsburgh , PA United States			WESTBROOK , ME United States		
Ship Notice Header	r				
SHIPPING Reaking Slip ID:	A \$N00000000540		TRACKING		
Invoice No.:	A5N000000000000000		2 Carrier Name:*	DHL V	
Requested Delivery Date:			3 Tracking No.:*		
Ship Notice Type	Select 🗸		Bill of Lading No.:*		
Shipping Date:*			4 Tracking Date:*		
Delivery Date:*			Shipping Method	Select 🗸	
			Service Level:		
Hazard Type:	Select	✓ Code:			
Is Divisible: (i)					
Dimensions					



**Mandatory Fields at Line-Item Level** 

Mandatory Fields the Supplier must populate:

- 1. Ship Qty enter quantity shipping
- 2. Supplier Batch ID, Production Date and Expiration Date fields are material specific

#### Note:

- Supplier should follow yellow
   highlighted note while populating
   Supplier Batch ID field
- Enter Expiration Date as
   12/31/2999 if the product is not
   Batch managed
- 3. Serial Number field is mandatory, depending on the material

If Serial No. is mandatory and the supplier does not populate it, an error message appears. Before proceeding, this must be populated.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4501004859	10 Description: F	P/N 01-13325-01 RABBIT ANTI-RECOMBINA	01-13325-01 NT ALV P27 SERUM	10.000	MLT (i)	29 Jun 2022		\$3.31 USD	\$33.10 USD	USPB	Remove
	Shipment Stat Total Item Due Confirmation 9 Approved Total Confirme	us e Quantity: 10 MLT (i) Status ed Quantity: 10 MLT (i) T	otal Backordered Quantity: 0 N	VILT (i)							
	Line		Ship Qty								
		1	10	Downlo PDF	oad Add Details	2 Production Date	D: *				
	1				Sup Bate Sup 12/3	Customer Batch plier Batch ID must r ch ID up to 10 charao plier Batch ID field if 31/2999 as expiration	h: natch IDEXX Bat sters long. If your prompted, follow date.	ch ID provided in P items do not requi ving this format: DI	O. If no Batch ID is p re a Batch ID, please MMYYHHMM, If no	resent on PO, please provide a enter the current date and tim expiry date for the material, en	unique e in the ter
	Add Shi	p Notice Line									
L A	dd Order Lin	e Item Mana	3 ge Serial Numbers ▼	]							



#### Individual PO Management – Create ASN

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

From the Workbench:

#### Workbench is the recommended Practice

- 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



Orders and Releases	Items to Confirm	Item	s to Ship	Return Items	
<sup>4</sup> ► Search Filters					
Type Orde	er Number	Ver	Customer		Actions
Order 4500	0003734	1	SCC Deliver - TEST	y Team - Global H19 Client 400	Actions -
Create Ship Notice	•				Ship Notice
Purchase Order: 45000	003734				
Create Order Confirmation	Create Ship Not	ice			IDEXX

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

Populate the requested information on the Shipping PO form:

- 1. Do not modify the "Deliver To" address at the top
- Do not edit the "Ship From" address. By default, this is your company address in your Ariba Network account
- 3. The Packing Slip ID is an auto-populated field which is used to track your ASN
- 4. Provide the invoice number for these items if applicable
- 5. Specify the Ship Notice Type
- 6. Provide shipping and delivery date
- 7. Tracking Details needs to be populated. When selecting a carrier name from drop down, the remaining fields become visible
- 8. Upload tool can be used to attach additional documents if needed
- 9. In section "additional fields", provide comments if needed

	SHIP FROM 2					DELIVE	r to			
	IDEXX - TEST			Update Address		IDEXX [	Distribution, Inc.			U
	Pittsburgh , PA United States					WESTB United S	ROOK , ME States			
	Ship Notice Header	r								
	SHIPPING 3 Packing Slip ID:	ASN00000000002	92			TRACKI	NG			
	4 Invoice No.:					7	Carrier Name:*			~
	Requested Delivery Date:						Service Level:			
	5 Ship Notice Type	Select 🗸					TRACKING			
	Shipping Date:*		Ê				Carrier	lame:*	DHL	~
	6						Trackin	g No.:*		
	Delivery Date:*						Bill of Ladin	g No.:*		
							Tracking	Date:*		
	Hazard Type	Select		Code:			Shipping M	ethod	Select V	
	Tiazaid Type.	Jelect		V Coue.			Service	Level:		
,	<ul> <li>Additional Fields</li> </ul>				r	ATTACH	MENTS			
				 		8	Name		Size (bytes)	
	9 Reason for S	shipment:								
				//						
	Co	omments:				Choos	e File No file chosen		Add Attachment	
				/	8	The tota	al size of all attachments car	nnot ex	ceed 10MB	
									IDEX	X

#### Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship 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 the product type at line level. For all orders, the quantity can be equal to or lower than the purchase order line
- 2. Click **Remove** button to exclude the whole line from this ship notice
- 3. If users click Add Ship Notice Line button, users can split the quantity to populate multiple batch IDs per quantity.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
450100485	9 10 Descriptio	P/N 01-13325-01 n: RABBIT ANTI-RECOME	01-13325-01 BINANT ALV P27 SERUM	10.000	MLT (i)	29 Jun 2022		\$3.31 USD	\$33.10 USD	USPB	2 Remove
	Shipment Total Item Confirmati Approved Total Conf	Status Due Quantity: 10 MLT (i on Status irmed Quantity: 10 MLT	) (i) Total Backordered Quantity:	o mlt (i)							
	Line		Ship Qty								
	1		10	Down PDF	nload Add Details Ba Su	Supplier Batch Production Da Customer Batch ID must atch ID up to 10 chara Ipplier Batch ID field	ID: *	atch ID provided in I ur items do not requ owing this format: D	PO. If no Batch ID is ire a Batch ID, plea DMMYYHHMM. If r	s present on PO, please p use enter the current date no expiry date for the mate	provide a unique and time in the erial, enter
	3 Add	Ship Notice Line			12	12115aaa as exbiratio	n date.				
<sup>9</sup> 🖌 (	Add Orde	r Line Item	Manage Serial Number	's ▼							IDEXX

#### Individual PO Management – Create ASN – Line Level

- If users click Add details button, users can add serial numbers manually. To click on **Details**, first fill in the delivery date
- 5. Supplier must put the Batch ID (Note: the supplier Batch ID field would be visible when the field is mandatory)
  - Scenario1: If IDEXX Provides the customer Batch ID then supplier should replicate the same ID in the Supplier Batch ID field
  - Scenario2: If NO Customer batch ID is mentioned then the supplier must put in their own respective batch ID in the Supplier Batch ID field

Expiration Date and Production date must be filled in if fields are Mandatory. If there is **NO** expiration date for any material, then supplier must enter 12/31/2999 in Expiration Date field

Supplier Can download the Bar Code Label by clicking on "Download PDF" 6.

Note: IDEXX ASN barcode label that IDEXX expecting their Suppliers to include on every shipment to IDEXX facility.



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

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Consumed Component Serial Number	rs			
Order No. 4 Customer Part No. 1	1500755113	Line No. Qty		10 10
Serial Number				
1 1		Remove		
2 1		Remove		
- 4		Remove		
4				
				-
Add Serial Number				
			Done	Cancel
	ASN NUM	ABER: ASN0000	000000158	
UMBER: 4500755005	SUPPLIE	R VENDOR ID	):	
X Part Number: 05-04627-04	Batch ID	SBID241121		
X Part Description:	Ship	Qty:	UOM:	

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

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

Serial numbers 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 and Asset Tag, if needed
- 2. Supplier can enter **Add asset** (if needed) to add additional serial numbers. This field is not Mandatory. Please fill out only one serial number per asset field

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

SHIPMENT STATUS Shipping 11.000 EA	
SSET DETAILS	
Serial Number	Asset Tag
123	
Add Asset	
DELIVERY DETAILS	



Individual PO Management – Line Level – Serial Numbers Upload Tool

- 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 the computer
- 4. Open the file in Excel. If columns do not appear (see screenshot below) then 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 computer and select the file
- 8. Click Add attachment

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





Individual PO Management – Review Before Submitting

- To save a draft document click **Save** on the top of ASN 1. screen. Saved draft will not be sent to the IDEXX
- 2. The saved ASN will be saved for 60 days
- The draft can be accessed and modified from Fulfillment/ 3. **Drafts**
- Select Ship notice 4.
- Click Edit to modify the document and finalize it 5.

Purchase Order

4500755112 Amount: \$2.40 USD

Track Order

Routing Status: Sent

(New)

Version: 1

6

Supplier can See the Draft on Purchase Order screen as 6. well



#### Individual PO Management – Submit the Final Document

- In ASN main screen check if all required fields (\*) 1. were populated. Click Next on the top of the screen
- 2. At header level, please review the delivery date applicable to all shipped lines
- At line level, check the shipped quantity 3.
- Review the serial numbers, if applicable 4.
- 5. Click Submit to send ASN to the customer
- If there is information to be edited, click Previous 6.
- To Download Bar Code Label, click on Download 7. **PDF**

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





#### Individual PO Management – Edit ASN

Users can **modify** a ship notice by using the **Edit** button at the top of the ship notice details page.

Users can **edit** a ship notice that has a status of **Sent**, only if the customer allows it.

- 1. Go to Fulfillment/ Ship Notices
- 2. Identify the document by using search filters
- 3. Open the Ship Notice to edit by clicking on **Packing Slip ID** number
- 4. Click Edit

After Edit ASN, the Updated Document related to that ASN is visible

Note : Supplier is not allowed to cancel/delete an ASN

	SAP	Ariba Supply (	Chain Collaborati	ion <del>-</del>		
	Home	Enablement	Workbench	Planning 🗸	Fulfillment 🗸	
				1	Ship Notices	
hip	Notices	;				
2	Search	Filters				
	Ship Noti	ces (127)			Page 1	~ » I
	Packing Slip	ID	Customer	Order #	Date	
3	ASN000000	0000291	IDEXX - TEST	4501004196	11 Dec 2021	3:02:14 AN
	ASN000000	0000290	IDEXX - TEST	4501004194	11 Dec 2021	1:46:12 AM
	ASN000000	0000281	IDEXX - TEST	4501004186	9 Dec 2021	2:41:31 PM

Ship Notice: ASN0000000000291

4 Edit Print Export cXML Download PDF -



Purchase Order

4501004195

Amount: \$205.31 USD

Track Order

2

(Shipped)

Version: 1

5

#### **Review Submitted ASN**

- To view a submitted ASN, go to Fulfillment/ 1. **Ship Notices**
- 2. Or go to related order screen, Related **Documents** section
- 3. When reviewing the Ship Notices sent in mass upload, users can see all the lines submitted for this particular Ship Notice number, potentially referring to various orders
- User can see the files attached 4.

Scheduling Agreement

Amount: \$12.379.50 USD

(Partially Shipped)

Track Order

5500000067

Version: 1

16

After submitting ASN, related order(s) status 5. will be updated to shipped or partially shipped

Routing Status: Acknowledged

ASN000000000214

Effective Date: 1 Dec 2021

Expiration Date: 31 Dec 2023

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Related Documents: 000200044784



ASN reports consolidate detailed information from Ship Notices and the 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 the criteria and populate all mandatory fields. Set report type as **Ship Notice**
- 4. Select the report template created and click **Run**
- 5. Use **Refresh Status** button to update the status
- 6. When the status changes to **Processed**, click **Download**





- 1. IDEXX 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 IDEXX. Quantity split by delivery date is still possible.
- 2. When modifications are not allowed, users will see an error message.
- 3. IDEXX 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.



### **Finished Goods Receipt**

In this Chapter You Will Learn About ...

... where to find customer document



### **Finished Good Receipt**

#### **Customer Document Review**

- Finished good receipt is available on the Portal once Finished Good is received by IDEXX
- Finished good receipt belongs to the list of PO related documents
- When finished good receipt reaches the Portal, the correspondent PO status is automatically updated to **Received**

Orde	Orders and Releases (5)								
	Туре	Order Number	Ver	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
$\bigcirc$	Order	4501004198	2	14 Dec 2021	Received	Invoice	\$0.00 USD	Changed	Actions 👻
$\bigcirc$	Order	4501004186	2	9 Dec 2021	Received	Invoice	\$0.00 USD	Changed	Actions -

Receipt: 5000004232		Done Previous	Purchase Order
Print   Export cXML			(Received) 4501004304
Detail History			Amount: \$4,439.64 USD
			version: 1
From: IDEXX - TEST MEMPHIS , Tennessee 38103	To: IDEXX - TEST 271 N Shore Dr Ste 600 Pittsburgh , PA 15212-5860	Receipt: Receipt No.: 5000004232 Receipt Date: 14 Dec 2021	Track Order
United States	Phone: +1 (123) 123 Fax: Email: stephanie-wood@idexx.com		Routing Status: Acknowledged External Document Type: Standard PO (NB)
		Routing Status: Sent Related Documents: 4501004198	Related Documents 5000004275 5000004274 ASN0000000000395 More(2) »
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: 4501004198 (Closed For Receiving)			
1 10 05-84404-00	ASN000000000302 13 Dec 2021	10.000 EA (i) Not Specified Received \$6.71 USD \$67.10 USD Completed	
			IDEXX

# Thank you.

