

INTERNAL



SAP SCC ORDER COLLABORATION SUPPLIER TRAINING GUIDE

SAP Ariba

22.02.2022; M.Metz; Bad Neustadt



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
- Finished Goods Receipt

Appendix

IN THIS CHAPTER YOU WILL LEARN ABOUT ...

- ... what are the benefits of using purchase order collaboration
- ... what does the interaction look like
- ... what are the possible integration modes

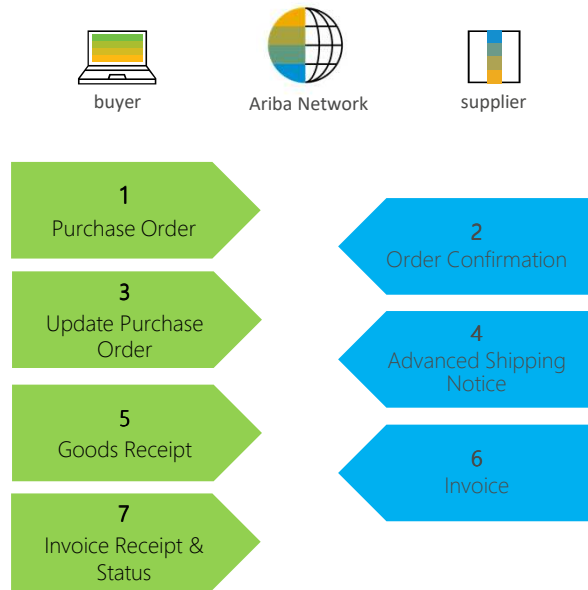
- Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.
- The central component is the Ariba Network that provides:
 - A real time insight into the same shared information for both Buyer and Supplier.
 - Error avoidance by making sure that requested, delivered and invoiced match up.
 - Enablement of automatic synchronization with Supplier's and Buyer's 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>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items.</p> <p>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 or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Structure</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification 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.
- **Full System Integration:** Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.

IN THIS CHAPTER YOU WILL LEARN ABOUT ...

- ... how to read purchase order screen
- ... how to manage order confirmations
- ... how to manage shipping notices
- ... how to read goods receipt screen

ORDER COLLABORATION PORTAL INTERACTION



IN THIS CHAPTER YOU WILL LEARN ABOUT ...

- ... how to search for purchase orders
- ... how to view purchase order details
- ... purchase order content and fields description

- 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 [Customer].
- 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 Workbench interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. Below this is a dashboard with four tiles: '99 New orders', '22 Changed orders', '192 Orders to invoice', and '271 Orders'. A filter section is visible with various criteria like Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. Below the filters is a table of search results.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

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. Use search filters to identify the right document.
4. Advanced search filters allow to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. 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 [Customer].

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' menu is expanded, showing 'Orders and Releases' as the selected option. Below this, the 'Orders and Releases' section has tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Orders and Releases' tab is active, displaying search filters. The filters include: 'Customer' (All Customers), 'Order Number' (Partial number selected), 'Show orders by' (Creation Date selected), and 'Date Range' (Last 24 hours selected). A 'Show Advanced Filters' link is visible. A date range picker is open, showing 'Other' as the selected range, with 'Start Date' set to 28 Jan 2019 and 'End Date' set to 29 Jan 2019. A 'Search' button and a 'Reset' button are at the bottom right. Numbered callouts 1 through 7 highlight the steps described in the text.

PURCHASE ORDER - SEARCH AND IDENTIFY THE PO (FROM THE ORDERS TAB)



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 [Customer].

Orders and Releases (100+)

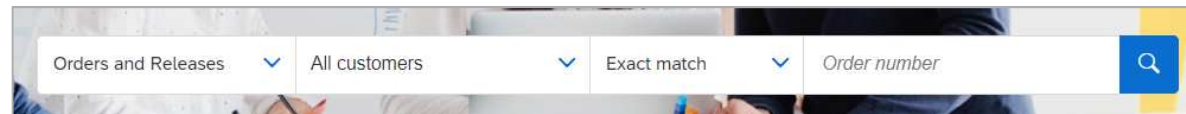
Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' tab is selected, and a sub-tab 'Orders and Releases' is active. Below this, there are four sub-tabs: 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Items to Confirm' sub-tab is selected. A search filter panel is open, showing various filters: Customer (All Customers), Order Number, Planner Code, Product Group (Line Of Business), and Need by Date Range (Other). A date range dropdown is open, showing options: Last 7 days, Today, Next 7 days, Next 14 days, Next 31 days, Other, and None. The 'None' option is selected. At the bottom right, there are 'Search' and 'Reset' buttons.

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 [Customer].

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. View the comments.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.
5. You can configure your view by clicking configure icon.

Purchase Order: 4500052892

Buttons: Create Order Confirmation, Create Invoice, Create Quality Notification

Order Detail | Order History

From:
BestRun Australia BP
 168 Walker Street
 North Sydney NSW 2060
 Australia
 Phone: +61 () (02) 9935 4 500
 Fax: +61 () (02) 9935 4 999

To:
BParnau Supplier - TEST
 210 Sixth Avenue
 Pittsburgh, PA 15222
 United States
 Phone: +420 (111) 1111111
 Fax:
 Email: bogdan.parnau@sap.com

Purchase Order (New)
4500052892
 Amount: \$20.00 AUD
 Version: 1

Comments
 Header text:Header text comment Deadlines:Header deadlines comment Terms of delivery:Header Terms of delivery comment Shipping instructions:Header Shipping instructions comment

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	2918		Material			10.0 (EA)	26 Nov 2018	\$2.00 AUD	\$20.00 AUD	

Description: BP TST 2918

Buttons: Show Item Details, Details

Configuration Menu:

- Hide Item Details
- Summary
- ✓ Status
- ✓ Control Keys
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

PURCHASE ORDER - VIEW PO DETAILS – LINE LEVEL



1. Detail of item status (previously confirmed or previously shipped items).
2. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
3. Below Control keys – there might be customer comments available.
4. Schedule line details the quantities planned for specified delivery dates.
5. Additional details might be provided in Other information section.
6. Batch information if any.
7. Additional sources: access to documents hosted by the Customer.
8. Review the incoterm information.

Line Items

Line #	Part #	Customer Part #	Type
10		2918	Material

Description: BP TST 2918

1 Status

100.0 Unconfirmed

2 Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

3 Comments

Item text comments

4 Schedule Lines

Schedule Line #
1

5 Other Information

productType: 0

productTypeText: Standard

customerPartNumber: 2918

External Line Number: 10

6 Batch Information

Customer Batch ID: GENERIC

7 Additional Sources

Source Name

ZJ2_CRT_803_MAI03_A

ZJ2_CRT_803_MAI03_A_EMP

8 Schedule Lines

Schedule Line #	Delivery Date
1	8 Dec 2018 9:33 A
2	10 Jan 2019 12:00

Other Information

Incoterms Information

Incoterm Code: EXW (La Chau-de-Fonds.)

PURCHASE ORDER - VIEW PO DETAILS – SERIAL NUMBER INFORMATION 1



1. At line level you will be able to display the serial numbers provided in the purchase order.
2. Show item details of the line.
3. Under schedule lines, click on **Details**, in “Information on Ship Notice” section.
4. The list of serial numbers will pop-up.
5. Download in **Excel** format or print the list of serial numbers.

The screenshot displays a software interface for viewing purchase order details. It is divided into several sections:

- Line Items:** A table with columns for Line #, Part #, Customer Part #, and Type. Line 1 is highlighted, showing details for 'BULLNOSE SHELVES 10 PK'.
- Item Details:** A panel on the right showing supplier information (setup181001023527Mnu), purchase order (po181001033Tjv), and a list of 31 items.
- Serial Number List:** A pop-up window titled 'Items serial number' showing a list of serial numbers (SN1 through SN8).
- Information on Ship Notice [Optional]:** A section at the bottom left with a 'Details' link.
- Schedule Lines:** A section at the bottom with a 'Schedule Line #' column and 'Delivery Date' column.

Numbered callouts (1-5) indicate the steps described in the list to the left. Callout 1 points to the 'Line Items' table. Callout 2 points to the 'Show Item Details' button. Callout 3 points to the 'Details' link in the 'Information on Ship Notice' section. Callout 4 points to the 'Items serial number' pop-up window. Callout 5 points to the download and print icons in the top right of the serial number list.

PURCHASE ORDER - VIEW PO DETAILS – SERIAL NUMBER INFORMATION 2



For detailed report management please refer to [Help Center documentation](#).

You can extract and view serial numbers as well by generating a Serial number report from your account.

From the Homepage:

1. Go to **Reports** tab.
2. Click **Create** button in the report templates section. New window will pop up.
3. Fill in mandatory fields and choose report type – **Serial Number Report**.
4. Click **Next** to proceed with mandatory report criteria fulfillment and save the template.
5. After report template is created, select it and click **Run**.
6. Download the report once the job status has switched to “Processed”. The report will display serial numbers available.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this is a menu with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. The 'Reports' section is active, showing a 'Reports' header and a description: 'Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it may...'. Below this is a 'Report Templates' table with columns: Title, Schedule Type, Report Type, Status, and Last Run. The table is currently empty. Below the table are buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Create' button is highlighted with a '2'. Below the table is a 'Report' form with a 'Next' button highlighted with a '4'. The form has two sections: '1 Report Description' and '2 Criteria'. In the 'Criteria' section, there are fields for 'Title' (with 'Serial No Report' entered), 'Description', 'Time zone' (set to 'CET'), and 'Language' (set to 'English'). The 'Report Type' dropdown is set to 'Serial Number Report' and is highlighted with a '3'. At the bottom of the form, there are 'Next' and 'Exit' buttons.

This is a close-up of the 'Report Templates' table. The table has columns: Title, Schedule Type, Report Type, Status, and Last Run. The first row is selected and has the following values: 'Serial No. report', 'Manual', 'Serial Number Report', 'Queued', and an empty 'Last Run' cell. Below the table are buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Run' button is highlighted with a '5' and has a tooltip that says 'Run the report template'. The 'Create' button is highlighted with a '6'. To the right of the table, there is a 'Status' box with 'Processed' written inside, and an arrow points from this box to the 'Status' column of the table.

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.



Microsoft Excel
Worksheet

IN THIS CHAPTER YOU WILL LEARN ABOUT ...

- ... how to manage order confirmations
- ... how to mass upload order confirmations
- ... where to view submitted order confirmations
- ... order confirmation content and fields description

- 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.
- Suppliers can also suggest modifications of the purchase order (quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by the buying organization before fulfillment of the order.

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:** not possible. For this please contact Preh contact person
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates.
- **Split** action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

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:

- Orders tab will be replaced with new Workbench concept soon.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot illustrates the SAP Business Network interface for order management. At the top, the navigation bar shows 'Workbench' as the active tab. Below this, a dashboard displays key metrics: 92 New orders (Last 90 days), 22 Changed orders (Last 90 days), and 263 Orders. A table below the dashboard lists orders, with one order (4500003734) highlighted. The 'Actions' column for this order shows a dropdown menu with options: Confirm entire order, Update line items, and Reject entire order. To the right, a detailed view of the purchase order (4500003734) is shown, featuring a 'Create Order Confirmation' button and a dropdown menu with the same three action options. A second screenshot at the bottom shows a different view of the same order, with a 'Create Order Confirmation' button and a dropdown menu of actions.

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 **Confirm entire order** action.
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.

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

Order Number	Type	Actions
4500003734	Order	...

Confirming PO

1 Confirm Entire Order 2 Order Confirmation Header

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:

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

Description: BP TST 2921

► Schedule Lines
Current Order Status:

4 Next


5 Previous Submit Exit

ORDER CONFIRMATION - MANAGE INDIVIDUAL PO – REJECT ENTIRE ORDER

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

This example demonstrates the Reject Entire Order option.

1. Select the option **Reject Entire Order**. A pop-up window will appear.
2. Enter your order confirmation number.
3. You might be willing to provide the reason for rejection in the **Comments** section.
4. Select the next applicable action:
 - Click **Reject Order** to reject.
 - Click **Cancel** to exit the page without saving changes.

Order Number	Type	Actions
4500003734	Order	 Confirm entire order Update line items Reject entire order

REJECT ENTIRE ORDER

Order Confirmation Number:

2 Confirmation #:

3 Comments:

4

Notes: Once the order confirmation is rejected, the Order Status will display as **Rejected**.

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, reject and update line item information. Order confirmations have a **header** and a **line items** section.
 - At a **header** level, you can add comments, attachments and further order confirmation details.
 - At a **line** level, you can confirm or reject items, fully or partially.
2. Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click OK to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. 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 line items update.

Notes: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

Order Confirmation Table

Order Number	Type	Actions
4500003734	Order	...

Line Items Table

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10		BP-QM-01		1.0 (EA)	7 Mar 2019	\$2.00 AUD	\$2.00 AUD

Description: BP TST QM 01

Schedule Lines

Current Order Status

1 Confirmed With Changes (Estimated Delivery Date: 11 Mar 2019 ; Confirmed Unit Price: \$4.00 AUD)

Confirm: Backorder:

Buttons: Confirm Based on Schedule Lines, Exit, Next, Details

Line Items Table

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		BP-QM-01		100.0 (EA)	6 Mar 2019	\$2.00 AUD	\$200.00 AUD	

Description: BP TST QM 01

Schedule Lines

Current Order Status:

100.0 Confirmed With Changes (Estimated Delivery Date: 6 Mar 2019 ; Confirmed Unit Conversion: 4; Confirmed Price Unit Quantity: 2; Confirmed Price Unit EA)

Buttons: Previous, Submit, Exit

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 requested delivery dates.
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.
5. To choose a referenced schedule line click **Details**.
6. Chose a reference schedule line from the dropdown.

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

The screenshot shows the 'Schedule Lines' section of a software interface. It features a table with columns for 'Schedule Line #', 'Delivery Date', and 'Ship By'. Below the table, there are sections for 'Current Order Status' and 'Confirm' fields. A 'Details' button is visible next to the 'Confirm' field. A dropdown menu is open, showing a list of schedule lines with their respective quantities and dates.

Schedule Line # ↑	Delivery Date	Ship By
1	15 Sep 2018	
2	16 Nov 2018	
3	1 Nov 2018	

Current Order Status: 35.0 Unconfirmed

Confirm:

Reject All ⓘ

Confirm Based on Schedule Lines

Details ⓘ

Schedule Line: ⓘ * Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

- Line number 1 - quantity 30 - date 24 Jul 2020
- Line number 2 - quantity 30 - date 27 Jul 2020
- Line number 3 - quantity 30 - date 31 Jul 2020
- Line number 4 - quantity 10 - date 7 Aug 2020

Current Order Status

20.0 Confirmed As Is (Estimated)

15.0 Unconfirmed

Confirm:

Reject All ⓘ

Confirm Based on Schedule Lines

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

<input type="checkbox"/>	Schedule Line # ↑	Delivery Date	Ship By	Quantity (Unit)
<input checked="" type="checkbox"/>	1	15 Sep 2018		20.0 (PCE)
<input type="checkbox"/>	2	16 Nov 2018		10.0 (PCE)
<input type="checkbox"/>	3	1 Nov 2018		5.0 (PCE)

Schedule Line: ⓘ * Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

- Line number 1 - quantity 30 - date 24 Jul 2020
- Line number 2 - quantity 30 - date 27 Jul 2020
- Line number 3 - quantity 30 - date 31 Jul 2020
- Line number 4 - quantity 10 - date 7 Aug 2020

ORDER CONFIRMATION - MANAGE INDIVIDUAL PO – SPLIT LINES



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

Split action is available from the **Workbench/ Items to Confirm** tile.

1. Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
2. Split icon indicates which lines are added via the split action.
3. Adjust dates and quantities as appropriate for your split rationale.
4. Delete split line if necessary.

SAP Business Network Enterprise Account

6
 Items to confirm
Last 31 days

Home
Enablement
Workbench
Planning ▼
Orders ▼

		Item No. ↑	Supplier Part No.	Description	Requested Quantity	Confirmed Quantity	d U	Actions
Customer: BP SCC Buyer - TEST Order No.: BP255000008400010FOR								
<input type="checkbox"/>	<input type="checkbox"/>	10	Non Catalo...	BuyerDescriptionBP05SN	10.00 EA	0.00 EA	€2	⋮
<input type="checkbox"/>	<input type="checkbox"/>	10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA	0.00 EA	€2	⋮
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA			⋮

Confirm ▼
Reject ▼
📄 ⚙️

2
3
1
4

- Update line items
- Split
- Delete
- Create quality notification

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 "Items to Confirm" Workbench tile or tab. It summarizes 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**.

The screenshot shows the SAP Business Network Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A tile labeled 'Items to confirm' shows '3' items and 'Last 31 days'. Below this, a filter bar includes 'Edit filter', 'Save filter', and several exclusion filters. A table lists items with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. A dropdown menu is open over the table, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The table rows are partially highlighted in blue, and checkboxes are visible in the first column. At the bottom, there are 'Submit' and 'Cancel' buttons.

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.
- It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.

The screenshot shows the 'Orders and Releases' interface with the following components:

- Orders and Releases** header with sub-tabs: **Orders and Releases** (1), **Items to Confirm**, **Items to Ship**, and **Return Items**.
- Search Filters** (2) section.
- Status** dropdown (3) with options: Only items that can be confirmed, All items with unconfirmed quantity, Only fully confirmed items, Items awaiting buyer response or supplier reconfirmation, Items approved by buyer, and Items rejected by buyer.
- Number of Results:** field.
- Search** and **Reset** buttons.
- Search Results Table** (4) with two rows:


<input checked="" type="checkbox"/>	4500042553	10
<input checked="" type="checkbox"/>	4500042546	10
- Confirmation Buttons** (5): **Confirm Requested Quantities** and **Confirm Entire Order**.
- Submit** and **Cancel** buttons (6).

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**.

The screenshot shows the Preh software interface. At the top right, there is a 'Create' button with a dropdown arrow and a three-dot menu icon. A callout box labeled '1' points to this area, with an arrow pointing to an 'Upload/Download' button. Below this is a 'Jobs' list with columns for 'Name' and 'Type'. A job named 'test maria' is listed with the type 'Order Confirmation'. A callout box labeled '4' points to the 'Run' button for this job. On the left, there is a 'Jobs' section with a 'Create' button. A callout box labeled '2' points to this button. Below the 'Jobs' list is a 'Create/Edit Job' form. A callout box labeled '3' points to the form. The form has several fields: '* Name' (text input), '* Type' (dropdown menu with 'Order Confirmation' selected), '* Customer' (text input with 'BP SCC Buyer - TEST'), 'Order type' (dropdown menu with 'All'), 'Order number' (text input), 'Product group' (dropdown menu with 'Line of Business'), 'Date type' (radio buttons for 'Need By' and 'Ship By'), 'Date Range' (dropdown menu with 'Current Date Minus' and '365' Days), 'Search by' (radio buttons for 'Line item date range' and 'Schedule line date range'), 'Supplier part number' (text input), 'Buyer part number' (text input), 'Location' (text input), and 'Planner code' (text input). There are also two checkboxes: 'Include already-confirmed data' and 'Do not include data from new orders'.

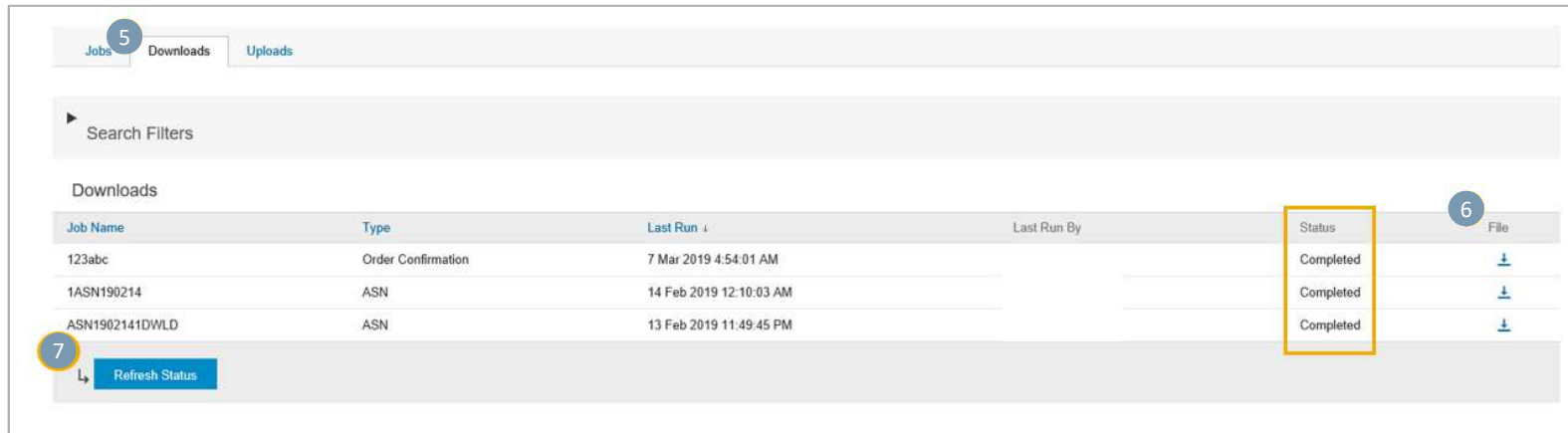
Note:

- 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.




ORDER CONFIRMATION - MASS OC UPLOAD – RUN OC REPORT

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

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



The screenshot shows the 'Downloads' sub-tab of the Preh system. At the top, there are tabs for 'Jobs', 'Downloads', 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 'Status' column in the table is highlighted with a yellow box, and the 'File' column is also highlighted. A blue circle with the number '6' is positioned above the 'File' column, and a blue circle with the number '7' is positioned above 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 OR PRICE 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”.

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

4	Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Supply	Item Custom	Item Quantity	Item Unit Of	Item Delivery Date	Item Unit	Item Unit	6
---	---------------------	--------------	---------------	------------	-----------	-----------	-------------	-------------	---------------	--------------	--------------------	-----------	-----------	---

Leave the other columns without any change.

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

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: Line item with 20 items to be delivered by Sept. 11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

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 2nd 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.

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

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

Note:

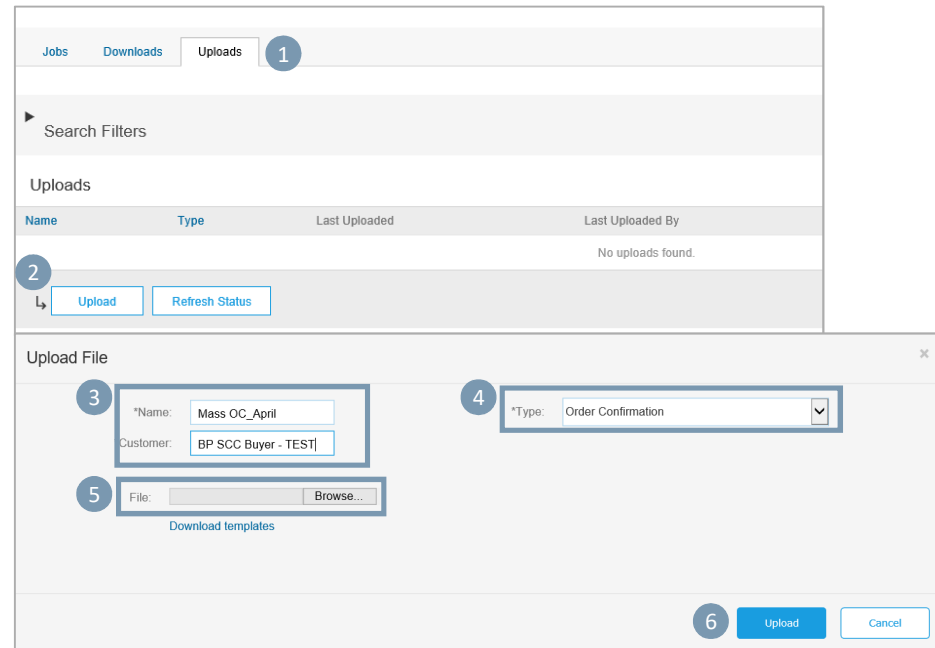
- The total of the quantity in each line must always be equal to the initial order line quantity.
- In case of price update, the price of the different confirmation lines against a single PO line must always be identical.

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.



7. 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, price 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.
8. You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. Repupload the corrected file by following the previous steps.

Uploads				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 screenshot shows the Excel Data Wizard interface with numbered steps 1 through 7. Step 1 shows column A selected in the spreadsheet. Step 2 shows the 'Data' tab with 'Text to Columns' selected. Step 3 shows the 'Delimited' radio button selected in the 'Original data type' dialog. Step 4 shows the 'Next >' button. Step 5 shows the 'Delimiters' dialog with 'Comma' selected and other options unselected. Step 6 shows the 'Next >' button. Step 7 shows the 'Finish' button.

Serial	Serial	Ship Notice Date	Order ID	Order Date
Required	Required	Required	Required	Required
Date	String	Date	String	Date
Ship notice date; format: YYYY-MM-DDThh:mm:ssZ; Purchase order ID; Purchase order date; format: YYYY-MM-DDThh:mm:ssZ				
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		

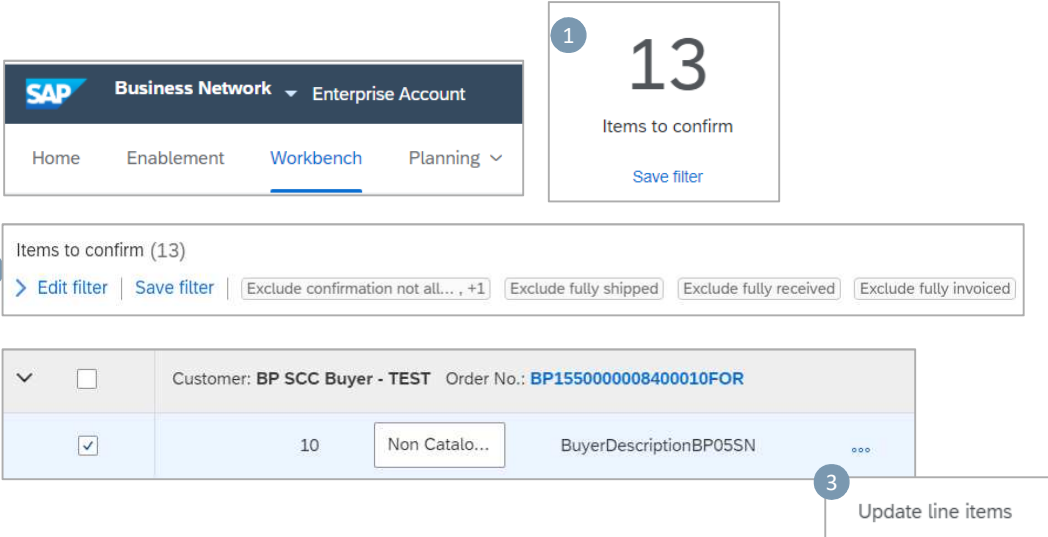
ORDER CONFIRMATION - RECONFIRMATION 1 (FROM THE WORKBENCH)

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**.



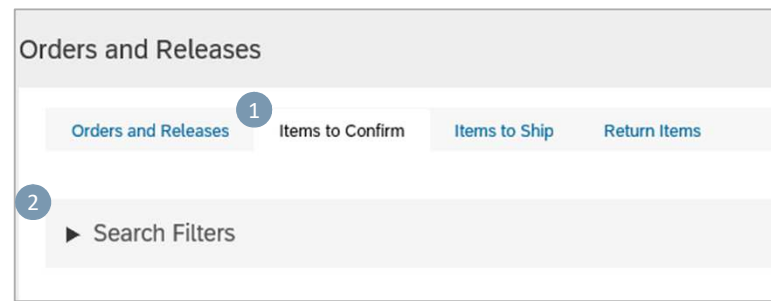
The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A large tile on the right displays '13 Items to confirm' with a 'Save filter' button. Below this, there is a section for 'Items to confirm (13)' with several 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 a list of items. The first row is selected, showing a checkmark, a quantity of '10', a 'Non Catalo...' button, and a 'BuyerDescriptionBP055N' with an ellipsis menu. A callout box points to the ellipsis menu with the text 'Update line items'.

From **Orders/ Orders and Releases**:

1. Click on **Items to confirm** sub-tab.
2. Use search filters to identify already confirmed lines.
3. Click **Actions/ Update line item** on the right hand side of your screen.

Note:

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



Items to Confirm (1)				
<input checked="" type="checkbox"/>	Type ↑	Order Number	Schedule Line	Actions
<input checked="" type="checkbox"/>	Order	4500003734	Edit / View	Actions ⌵

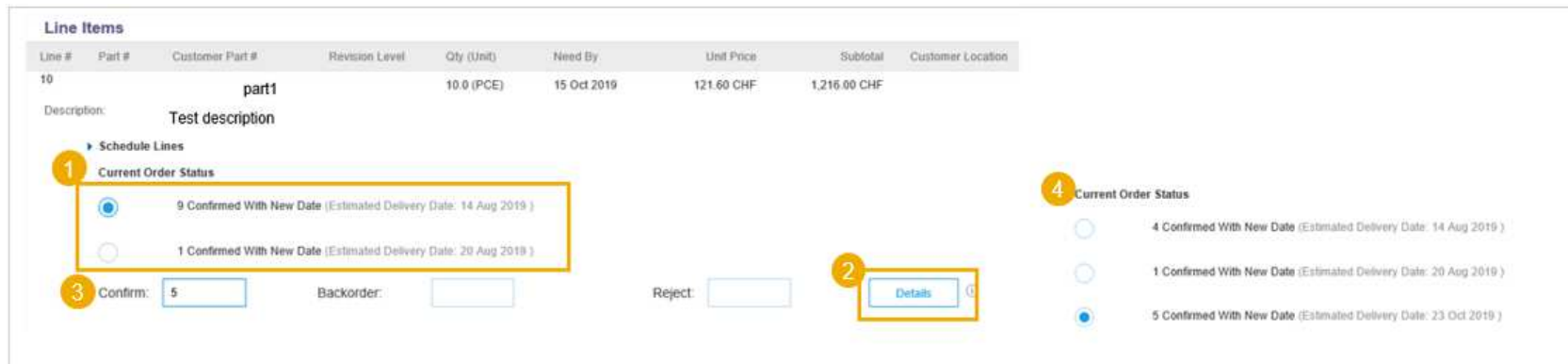
[Update Line Item](#)

ORDER CONFIRMATION - RECONFIRMATION 2

1. When reviewing the PO again, you will see the split of your previously confirmed quantity.
2. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
3. 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.

4. The order confirmation will be updated.



Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		part1		10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	

Description: Test description

▶ Schedule Lines

1 Current Order Status

- 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

3 Confirm: Backorder:

Reject:

2 [Details](#) (0)

4 Current Order Status

- 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)
- 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)

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**.

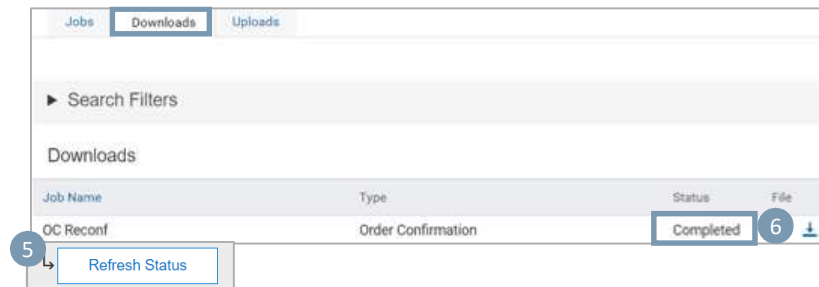
The screenshot shows the Preh system interface. At the top, there is a navigation bar with a 'Create' dropdown menu and an 'Upload/Download' button (callout 1). Below this is a 'Jobs' section with tabs for 'Jobs', 'Downloads', and 'Uploads'. A 'Search Filters' section is visible. The 'Jobs' list shows a job named 'test maria' with the type 'Order Confirmation' (callout 2). Below the list are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Create/Edit Job' form is shown below the list, with a 'Type' dropdown menu set to 'Order Confirmation' (callout 3). The form includes fields for 'Name', 'Customer', 'Order type', 'Order number', 'Product group', 'Date type', 'Date Range', and 'Search by'. There are also checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'. The 'Run' button is highlighted with a callout 4.

5. You will be transferred to **Downloads** sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.
6. 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.



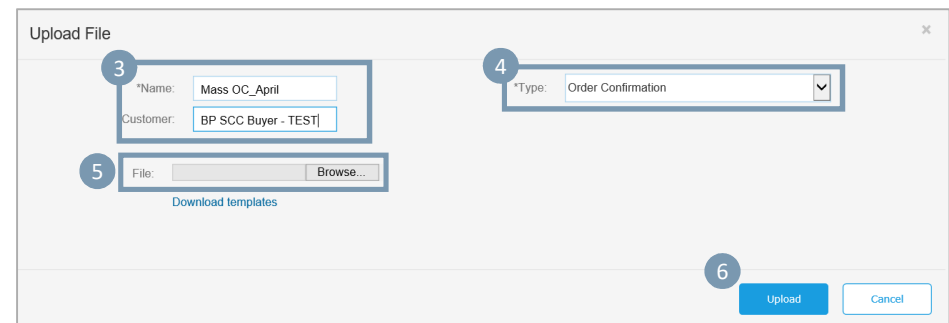
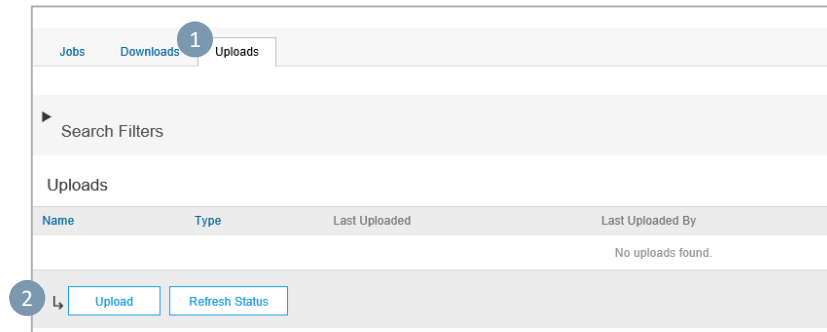
RECONFIRMATION VIA MASS UPLOAD – REUPLOAD THE TEMPLATE

From the **Upload/Download** screen:

1. Go to **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.



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 conformation as well from the PO screen in the Related Documents.

The screenshot shows the SAP Business Network interface. At the top, the 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. The main content area displays a table of 'Order Confirmations (311)'. The table has columns for 'Confirmation ID', 'Customer', and 'Status'. Two rows are visible, both with a status of 'Acknowledged'. A 'Page 1' indicator and a 'configure' button are also present. Below the table, a detailed view of a 'Purchase Order (Partially Invoiced)' is shown, with details: '20170215_DMPO7' and 'Amount: 295.00 EUR'. At the bottom of this view, the 'Routing Status: Acknowledged' and 'Related Documents' are listed, including 'OCP07' and '12313123'. A 'More(2)' link is also visible.

Confirmation ID	Customer	Status
1OC3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
1OC3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

Purchase Order
(Partially Invoiced)
20170215_DMPO7
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: [OCP07](#)
[12313123](#)
[OCP07](#)
[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.

1. In case your modifications are not allowed, you will see the **error message** with additional instructions.
2. Buyers can configure types of deviations for quantity, delivery date, or price. This allows certain suppliers to exceed tolerances if the buyer approves the order confirmation.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		CR00077562		3.0 (PCE)	3 Apr 2017

Description: VIS BRACELET GRAIN RIZ OJ 12MM

- Test customer part1
- Test description

3.0 Unconfirmed

Confirm: Backorder:

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

2 Order confirmations for one or more line items require buyer approval.

Line Items

Line #	Deliveries	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		BP001	Material			100.000 (PCE)	29 Dec 2020 CET 29 Dec 2020 Buyer time	10.00 EUR	1.000.00 EUR	

• The order confirmation for this item awaits buyer approval.

111 Confirmed With Changes (Estimated Delivery Date: 29 Dec 2020 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: 13.00 EUR)

Buyer confirmation approval status | Awaiting approval

Control Keys

- Order Confirmation: allowed
- Ship Notice: allowed
- Invoice: is not ERS

ORDER CONFIRMATION - TOLERANCES



- After submitting order confirmation, that requires customer approval, **Approval Request** document will be created.
- It can be accessed from **order confirmation screen/ Related documents**.

Order Confirmation: 1OC#1984 Done Previous

Print Export cXML

Detail **History**

Confirmation #: 1OC#1984
 Notice Date: 21 Dec 2020
 Purchase Order: 4500001984
 Est. Delivery Date: 29 Dec 2020

Line Items

Line #	Deliveries	Part #
10	1	

• The order confirmation for this item awaits buyer approval.

111 Confirmed With Changes (E)

Approval Request: 1OC#1984_AR Done Previous

Print Export cXML

Detail **History**

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
4500001984	10	1OC#1984	2020-12-29 12:00:00 America/Los_Angeles	100	PCE	Awaiting approval

Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason
	111		13.00 EUR	Price
				Quantity

ORDER CONFIRMATION - TOLERANCES

To identify order confirmations pending buyer's approval:

5. Click on **Workbench/ Items to Confirm** tile.
6. Apply filter: **Items awaiting buyer response or supplier reconfirmation**.

OR

7. Click on **Orders and Releases/ Items to Confirm**.
8. Apply search filter: **Items awaiting buyer response or supplier reconfirmation**.

Note: Orders tab will be replaced with new Workbench concept soon.

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

- Top Navigation:** Shows 'SAP Business Network' and 'Enterprise Account'. A tile labeled '5' displays '6 Items to confirm' for the 'Last 31 days' period.
- Workbench:** A dropdown menu labeled '6' shows 'Confirmation approval status' with options: 'None' (selected), 'Items awaiting buyer response or supplier reconfirmation', and 'None'.
- Orders and Releases:** A section labeled '7' with tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. It contains search filters:
 - Customer: All Customers
 - Order Number: (empty)
 - Planner Code: (empty)
 - Product Group: Line Of Business
 - Need by Date Range: Last 7 days (24 Dec 2020 - 6 Jan 2021)
 - Category: All
 - Part #: (empty) with 'Look Up' button
 - Customer Part #: (empty) with 'Look Up' button
 - Supplier Batch ID: (empty) with 'Look Up' button
 - Customer Location: (empty) with 'Look Up' button
 - Ordering Address ID: (empty)
 - Status: Items awaiting buyer response or supplier reconfirmation (selected)
 - Company Code: (empty)
 - Purchasing Org: (empty)
- Filter Selection:** A dropdown menu labeled '8' shows the selected filter: 'Items awaiting buyer response or supplier reconfirmation'. Other options include 'Only items that can be confirmed', 'All items with unconfirmed quantity', and 'Only fully confirmed items'.

ORDER CONFIRMATION - OC CONTENT

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Defaulted if left blank
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.



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

WHAT IS ASN?

An Advanced Shipping Notification 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.

WHY TO USE ASN?

Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and 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 equipments, 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.

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 notification 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 notification upload.

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

ADVANCED SHIPPING NOTIFICATION –



INDIVIDUAL PO MANAGEMENT – CREATE ASN

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

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**.

Note: Orders tab will be replaced with new Workbench concept soon. will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Business Network interface for creating a shipping notice. It is divided into two main sections: 'Items to Ship' and 'Orders and Releases'.

Items to Ship Section:

- 1:** A tile displays '7 Items to ship' for the 'Last 31 days' period.
- 2:** The 'Items to ship (7)' view includes filter options: 'Edit filter', 'Save filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'.
- 3:** A 'Create ship notice' button is visible above a table of items.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Ship To Address: Storage Localton 171C - Address Nam, Palo Alto,						
<input checked="" type="checkbox"/>	4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung		...

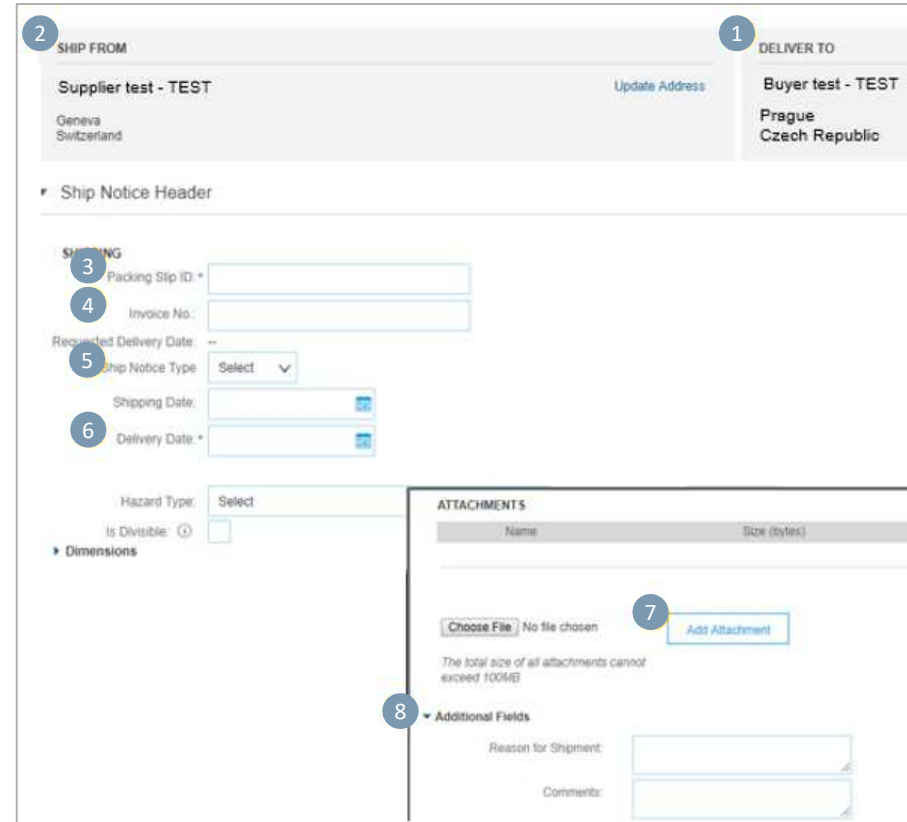
Orders and Releases Section:

- 4:** The 'Search Filters' section is active, showing a table with columns: Type, Order Number, Ver, Customer, and Actions.
- 5:** A 'Create Ship Notice' button is highlighted below the search filters.
- 6:** The 'Purchase Order: 4500003734' screen shows a 'Create Ship Notice' button in the bottom right corner.

MANAGEMENT – CREATE ASN – HEADER LEVEL

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. 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 a mandatory field. Enter there supplier unique delivery number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date.
7. Upload tool to attach additional documents if needed.
8. In section “additional fields”, provide comments if needed.



The screenshot shows the 'SHIP FROM' and 'DELIVER TO' sections at the top. The 'SHIP FROM' section is labeled 'Supplier test - TEST' with the address 'Geneva, Switzerland'. The 'DELIVER TO' section is labeled 'Buyer test - TEST' with the address 'Prague, Czech Republic'. Below these is the 'Ship Notice Header' section, which includes fields for 'SHIPPING' (Packing Slip ID, Invoice No.), 'Requested Delivery Date', 'Ship Notice Type' (a dropdown menu), 'Shipping Date', and 'Delivery Date'. There are also fields for 'Hazard Type' and 'Is Divisible'. A 'Dimensions' section is partially visible. On the right, there is an 'ATTACHMENTS' section with a table header 'Name' and 'Size (bytes)', a 'Choose File' button, and an 'Add Attachment' button. Below the attachments section is an 'Additional Fields' section with 'Reason for Shipment' and 'Comments' text areas. Numbered callouts 1 through 8 are placed over the form to indicate key areas: 1 points to the 'DELIVER TO' address, 2 points to the 'SHIP FROM' address, 3 points to the 'Packing Slip ID' field, 4 points to the 'Invoice No.' field, 5 points to the 'Ship Notice Type' dropdown, 6 points to the 'Delivery Date' field, 7 points to the 'Add Attachment' button, and 8 points to the 'Additional Fields' section.

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 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 it possible).
2. Click **Remove** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's 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 slid ID and delivery date.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6008458069	1		Test customer part1	100	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1	2 Remove

Description: Test description

Shipment Status
Total Item Due Quantity: 30 PCE

Confirmation Status
Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	
1	1 100	4	Add Details

3 Add Ship Notice Line

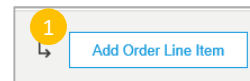
Add Order Line Item Manage Serial Numbers

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

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. Click **Remove** button if you need to delete a complete PO line from your document.



INDIVIDUAL PO MANAGEMENT – LINE LEVEL – SERIAL NUMBERS

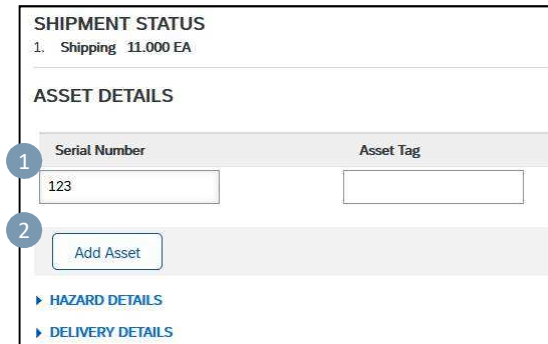
Serial numbers are optional or mandatory depending on the type of purchased product.

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 and Asset Tag, if needed.
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.



SHIPMENT STATUS	
1. Shipping 11.000 EA	
ASSET DETAILS	
Serial Number	Asset Tag
123	
Add Asset	
HAZARD DETAILS	
DELIVERY DETAILS	

ADVANCED SHIPPING NOTIFICATION –

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**.

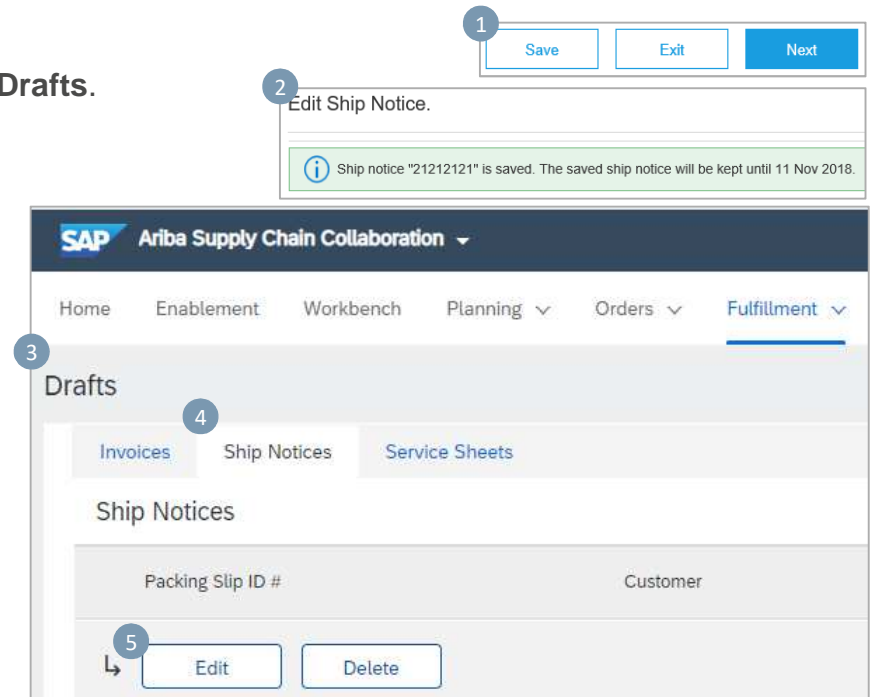
The screenshot illustrates the workflow for uploading serial numbers. It shows the 'Manage Serial Numbers' dropdown menu with options for 'Upload new file' and 'Download template'. The 'Upload Serial Numbers' dialog box includes a 'Browse...' button and an 'Add Attachment' button. Below, an Excel spreadsheet is shown with columns for 'Item Serial Number' and 'Item Asset', with numerical values entered in the 'Item Serial Number' column.

Ship Notice	Order ID	Item Line	Item Suppl	Item Custc	Item Ship	Item Quan	Item Batcl	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 batcl	Production	Expiration	Batch Qu	Item serial number	Item asset
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	

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.

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.



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, 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 (callout 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 Shippable: 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, Unit, Need By, Ship By, Unit Price, Subtotal, Customer. Row 1: 600410934, 1, --, 123123, 30.0, PCE, 15 Oct 2018, --, 10.00 CHF, 300.00 CHF. Description: MAG, FANTH MM H ATT FER IND OR GR SER (callout 3).
- SHIPMENT STATUS:** 1. Shipping 4.0 PCE.
- ASSET DETAILS:** Serial Number: 123, 222, 333 (callout 4). Asset Tag: --.

INDIVIDUAL PO MANAGEMENT – CANCEL ASN

It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

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**.

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

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. The 'Fulfillment' menu is open, showing 'Ship Notices' as an option. Below this, the 'Ship Notices' page is displayed, featuring a search filter section and a table of shipping notices. The table has columns for 'Packing Slip ID', 'Customer', 'Order #', and 'Ship Notice Status'. Two shipping notices are listed: ASN00184 and ASN00182, both for 'SCC Delivery Team - Global H19 Client 400 - TEST' with order numbers 4500003720 and 4500003717 respectively. A detailed view of a shipping notice (2ASN190329) is shown below, with a 'Cancel' button and other options like 'Edit', 'Print', 'Export cXML', and 'Download PDF'.

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

ADVANCED SHIPPING NOTIFICATION - 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 day, you should use **Items to Ship** tile in your Workbench. It 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. Click **Items to ship** tile in the Workbench.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

OR you can use **Orders/ Orders and Releases** for one-step action.

4. Click **Items to ship**.
5. Identify right items using **Search filters**.
6. Select them and click **Create Ship notice**.

Note:

- You can choose lines with different "Need-by" dates for the same shipping notice.
- Orders tab will be replaced with new Workbench concept soon. will be replaced with new Workbench concept soon.

1

7
 Items to ship
Last 31 days

2

Items to ship (7)
> Edit filter | Save filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

3

	Customer: SCC Delivery Team - Global H19 Client 400 - TEST	Ship To Address: Storage Locaiton 171C - Address Nam, F			
<input checked="" type="checkbox"/>	4500003719	10 S_BP0011	RAW13, PD, Lohnbearbeitung		
<input checked="" type="checkbox"/>	55000018100030FOR	30 S_BP0011	RAW13, PD, Lohnbearbeitung		

4
Orders and Releases
Items to Confirm
4
Items to Ship
Return Items

▶ Search Filters

Items to Ship (82)

	Priority	Sub-Priority	Inventory Level	Need By ↑	Order Number	Item	Schedule Line No.
▼ Ship To: SCC Delivery Team - Global H19 Client 400 - TEST 3475 Dear Creek , Palo Alto , CA , 943041355 , United States (7)							
<input type="checkbox"/>				10 Apr 2021	4500003387	10	4
<input type="checkbox"/>				11 Apr 2021	4500003386	10	3

5

6

MULTIPLE PO'S MANAGEMENT – SEARCH FILTERS

Use search filters to identify the items to ship.

- You may populate an order number or Need by date range (the date range can be set as “none”).
- Always select Schedule Line Date Range option.
- Choose order type and category.
- For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

Items to ship (7)

[Edit filter](#)

Customers	Order numbers <input type="text" value="Type selection"/>	Customer locations <input type="text" value="Type selection"/>	Need by date <input type="text" value="Next 90 days"/>	Ship by date <input type="text" value="None"/>
	<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match			
Creation date <input type="text" value="Last 31 days"/>	Company codes <input type="text" value="Select or type selections"/>	Purchasing organizations <input type="text" value="Select or type selections"/>	Purchasing groups <input type="text" value="Type selection"/>	Ordering address IDs <input type="text" value="Type selection"/>
Part numbers <input type="text" value="Select or type selections"/>	Customer part numbers <input type="text" value="Select or type selections"/>	Product group <input type="text" value="All"/>	Planner codes <input type="text" value="Type selection"/>	Order type <input type="text" value="All"/>
Category <input type="text" value="All"/>	Stock transfer type <input type="text" value="All"/>	Ship from location <input type="text" value="Select or type selections"/>	Supplier batch ID <input type="text" value="Select or type selections"/>	Confirmation status <input type="text" value="Select or type selections"/>
Shipping status <input type="text" value="Exclude fully shipped"/> <input type="text" value="Exclude sh"/>	Receiving status <input type="text" value="Exclude fully received"/> <input type="text" value="Selec..."/>	Invoicing status <input type="text" value="Exclude fully invoiced"/> <input type="text" value="Selec..."/>	External document type <input type="text" value="Type selection"/>	Transport Terms <input type="text" value="Select or type selections"/>
Storage locations <input type="text" value="Select or type selections"/>				

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

ADVANCED SHIPPING NOTIFICATION -



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 10

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	4 Remove																																																																										
Description: BP TST 2926 SERN&BATCH																																																																																			
Shipment Status Total Item Due Quantity: 10 EA																																																																																			
Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA																																																																																			
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<hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">4500052667</td> <td style="width: 5%;">10</td> <td style="width: 15%;">2926</td> <td style="width: 10%;">10.0</td> <td style="width: 10%;">EA</td> <td style="width: 10%;">19 Mar 2019</td> <td style="width: 10%;">\$10.00 AUD</td> <td style="width: 10%;">\$100.00 AUD</td> <td style="width: 10%;">8540</td> <td style="width: 10%; text-align: right;">4 Remove</td> </tr> <tr> <td colspan="10">Description: BP TST 2926 SERN&BATCH</td> </tr> <tr> <td colspan="10">Shipment Status Total Item Due Quantity: 10 EA</td> </tr> <tr> <td colspan="10">Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA</td> </tr> <tr> <td colspan="10"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line</th> <th style="width: 5%;">Ship Qty</th> <th style="width: 15%;">Supplier Batch ID</th> <th style="width: 10%;">Production Date</th> <th style="width: 10%;">Expiry Date</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10.0</td> <td><input type="text"/></td> <td><input type="text" value=""/> 📅</td> <td><input type="text" value=""/> 📅</td> <td>Download PDF</td> <td>Add Details</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Add Ship Notice Line</p> </td> </tr> <tr> <td colspan="10" style="text-align: center;"> <p>5 Add Order Line Item 3 Manage Serial Numbers ▼</p> </td> </tr> </table>										4500052667	10	2926	10.0	EA	19 Mar 2019	\$10.00 AUD	\$100.00 AUD	8540	4 Remove	Description: BP TST 2926 SERN&BATCH										Shipment Status Total Item Due Quantity: 10 EA										Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA										<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line</th> <th style="width: 5%;">Ship Qty</th> <th style="width: 15%;">Supplier Batch ID</th> <th style="width: 10%;">Production Date</th> <th style="width: 10%;">Expiry Date</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10.0</td> <td><input type="text"/></td> <td><input type="text" value=""/> 📅</td> <td><input type="text" value=""/> 📅</td> <td>Download PDF</td> <td>Add Details</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Add Ship Notice Line</p>										Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			1	10.0	<input type="text"/>	<input type="text" value=""/> 📅	<input type="text" value=""/> 📅	Download PDF	Add Details	<p>5 Add Order Line Item 3 Manage Serial Numbers ▼</p>									
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line</th> <th style="width: 5%;">Ship Qty</th> <th style="width: 15%;">Supplier Batch ID</th> <th style="width: 10%;">Production Date</th> <th style="width: 10%;">Expiry Date</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10.0</td> <td><input type="text"/></td> <td><input type="text" value=""/> 📅</td> <td><input type="text" value=""/> 📅</td> <td>Download PDF</td> <td>Add Details</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Add Ship Notice Line</p>										Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date			1	10.0	<input type="text"/>	<input type="text" value=""/> 📅	<input type="text" value=""/> 📅	Download PDF	Add Details																																																												
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1	10.0	<input type="text"/>	<input type="text" value=""/> 📅	<input type="text" value=""/> 📅	Download PDF	Add Details																																																																													
<p>5 Add Order Line Item 3 Manage Serial Numbers ▼</p>																																																																																			

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.

2	Need By	Customer Part #	Description	1	Order Number	Item	4	Schedule Line #	Requested Quantity
<input checked="" type="checkbox"/>	16 Oct 2018	12ABC	Description test	6008450934	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		Add Details
	1		5.0		Add Details
	1		6.0		Add Details

[Add Ship Notice Line](#)

Order Item

1	Order #	3	Line #	Part #	Customer Part #	Qty	Unit	2	Need By
	6008450901		4		123ABC	10.0	PCE		15 Oct 2018

Description: Description test

Shipment Status
Total Item Due Quantity: 10 PCE

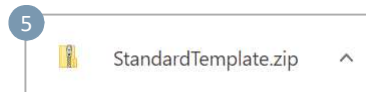
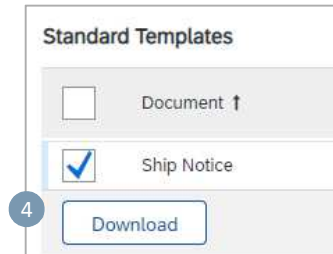
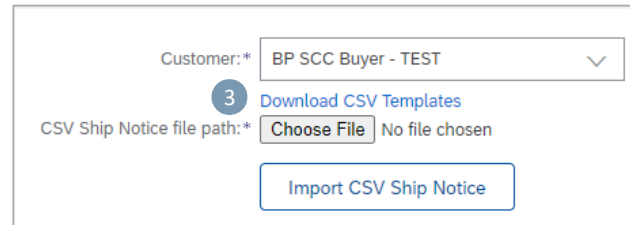
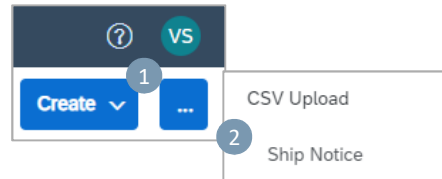
Confirmation Status
Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE

4	Line	5	Ship Qty	Supplier Batch ID	
	1		2.0		Add Details

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.

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.

From the Portal homepage go to **CSV Documents**.

From the **CSV Upload/ Ship Notice**:

2. Select the customer.
3. Browse the updated template from your computer. Click **Import CSV Ship Notice**.
4. 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.
5. Fix the errors accordingly and reupload the file following the same steps.

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.

1

Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String	String	String	String
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From

2

Customer: * ▼

[Download CSV Templates](#)

CSV Ship Notice file path: * No file chosen

3

4

Upload Errors

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

5

ADVANCED SHIPPING NOTIFICATION - 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	

3 Order Items

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

4 Attachment(s):

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

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

2 Pending Status: Acknowledged
Related Documents: Ship_TEST

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 shows the SAP Business Network interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A circled '1' is next to the 'Reports' dropdown. 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 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status, and '23 Apr 2020' last run. Below the table are buttons: Run, Download, Edit, Copy, Delete, Create (circled '2'), and Refresh Status.

Below the table is a 'Report' form. A circled '3' is next to the form title. The form has two tabs: 'Report Description' (circled '1') and 'Criteria' (circled '2'). The 'Criteria' tab is active, showing fields for: Title (* ASN Report), Description, Time zone: Singapore, Language: English, and Report type (* Ship Notice). A circled '4' is next to the 'Run' button in the table below.

Below the form is another 'Report Templates' table, identical to the one above, but with the 'Status' column for 'ASN REPORT' highlighted in blue and labeled 'Processed'. A circled '5' is next to the 'Refresh Status' button, and a circled '6' is next to the 'Download' button.

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 or release. 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.

ADVANCED SHIPPING NOTIFICATION - 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 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 [Customer].
- 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**.

Type	Order Number ↓	Customer	Ship To Address	Order Status	
<input type="radio"/>	Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019 Done Previous

Print | Export cXML

Detail History

From: NALA CLAQ1BUYER2 1230 Lincoln Avenue NEW YORK, NY 10019 United States	To: LOB NALA Supplier 9 PO12129 Pittsburgh, PA 15222 United States Phone: Fax: Email:	Receipt: Receipt #: 300050000054222019 Receipt Date: 18 Jan 2019
--	---	---

Routing Status: **Cost**

Related Documents: **4500046708**

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500046708 (Closed For Receiving)													
1	10		GBS-WD7-EBM	SBATCH123	0000000695	FINPRODASN123	28 Dec 2018	10.0 EA	Not Specified	Received			
Description:													

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

IN THIS SECTION YOU WILL LEARN ABOUT...

- ... purchase order statuses
- ... purchase order routing statuses
- ... reminders of unconfirmed orders
- ... SAP Ariba .csv file management

PURCHASE ORDER STATUSES



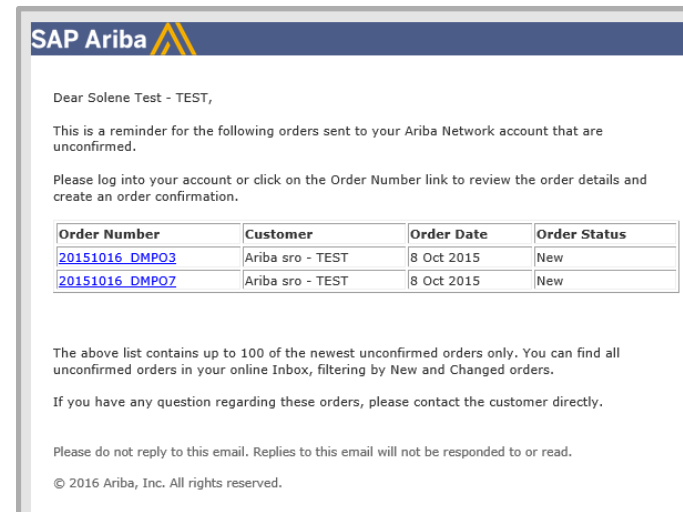
Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Rejected	You declined to fulfill the order (via order confirmation document)
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	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.
Invoiced	The order is fully invoiced.
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

This status **DOES NOT REFLECT** the status of the goods. This is only related to document processing on the Network.

- **Sent** (new POs): Ariba Network sent the order to the supplier account.
- **Acknowledged**: the supplier has started to process the order on the portal (has started to resend confirmations or shipping notice), or the supplier has received the order in his ERP (in case of EDI integration).
- **Failed**: Ariba Network experienced issues in routing the order to the suppliers. In case of order notified via email, this is usually due to a wrong recipient email address (see account configuration guide >> electronic order routing). In case of EDI integration, this will detect a technical issue of processing the order in supplier ERP.

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 notifications within the last 30 days to the primary email address for your account (admin).



SAP Ariba

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
20151016_DMP03	Ariba sro - TEST	8 Oct 2015	New
20151016_DMP07	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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