



AT&S

PURCHASE ORDER
COLLABORATION
SUPPLIER TRAINING GUIDE
standard

Strategic Purchasing AT&S

May 2022

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

ORDER COLLABORATION

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

Introduction

- Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.
- The central component is the Business 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.

Capabilities

- Basic setup for all collaboration processes in SCC
- Integration of PO, OC, ASN and GR available in conventional SAP ERP systems
- Collaboration via SAP Ariba Network
- Integration Options to integrate from AN into supplier systems

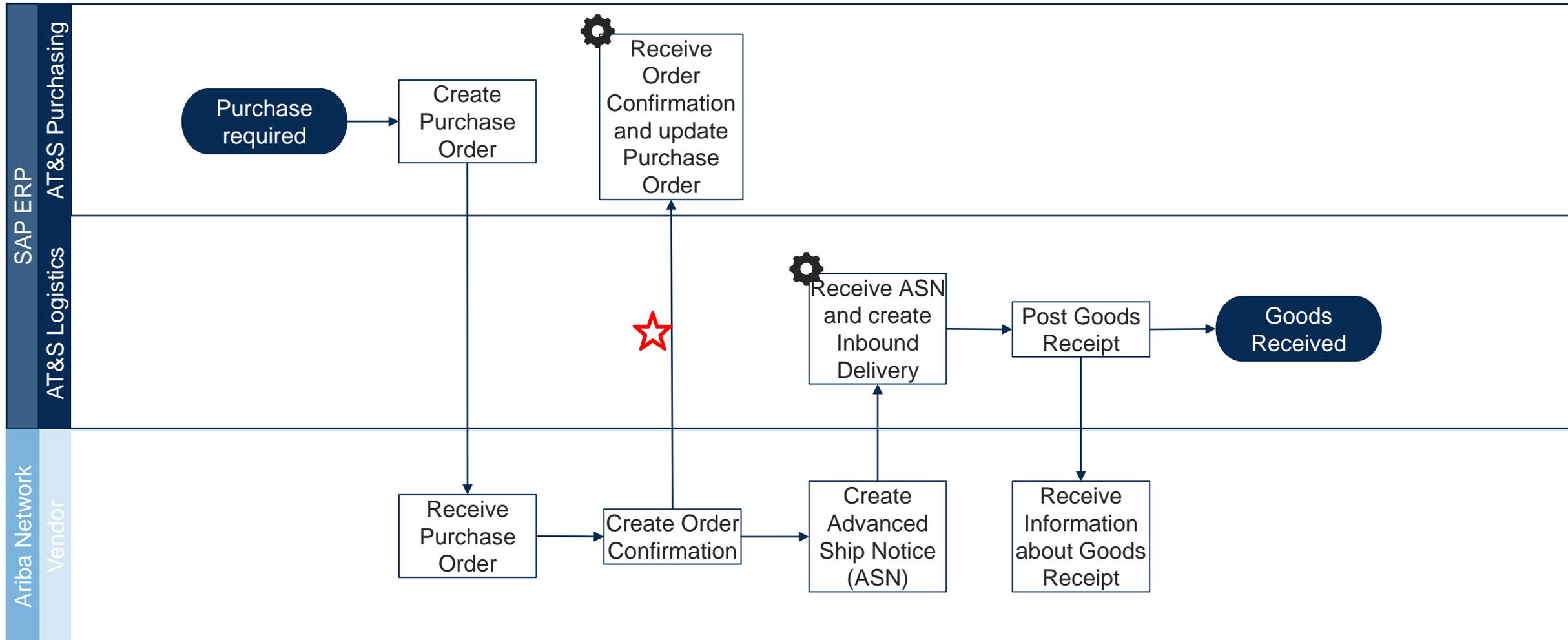
Business Benefits

- Fast and effective collaboration with suppliers
- Reduced lead times
- Improved visibility and opportunity to identify disruptions in the Supply Chain earlier and faster

PO Collaboration Documents

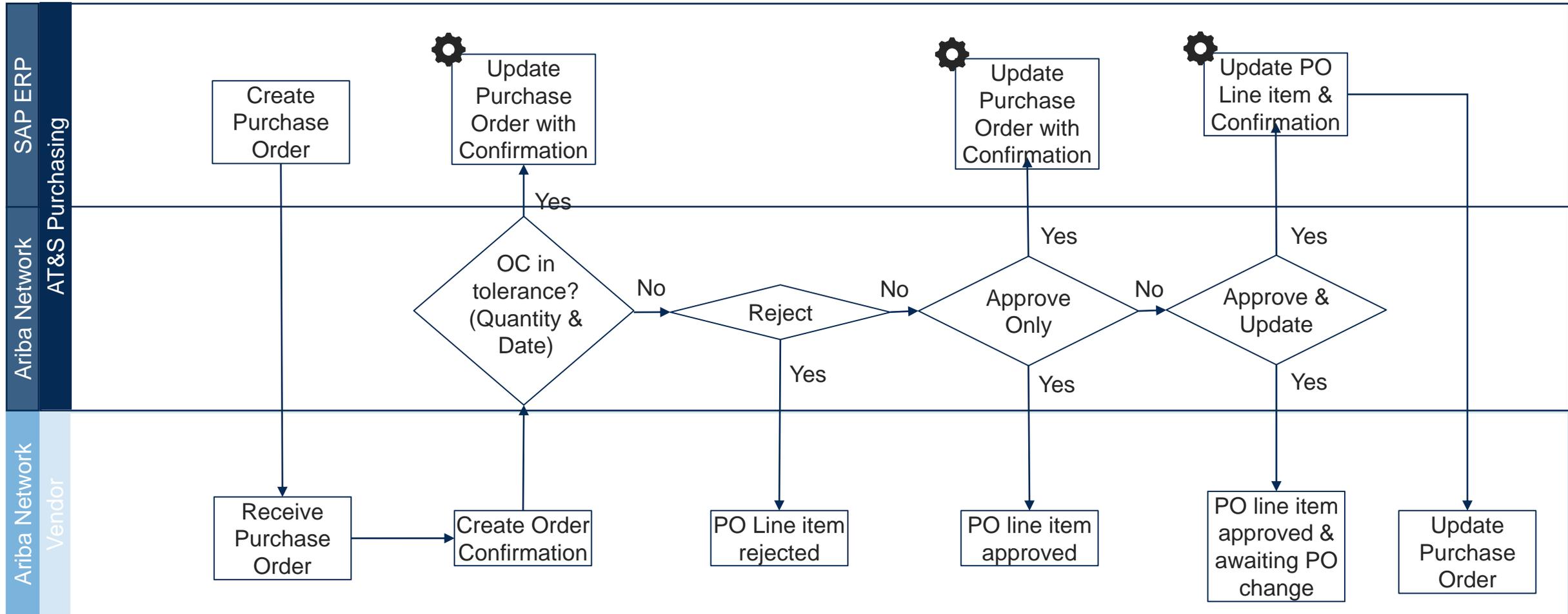
Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <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 a 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>

Purchase Order Collaboration



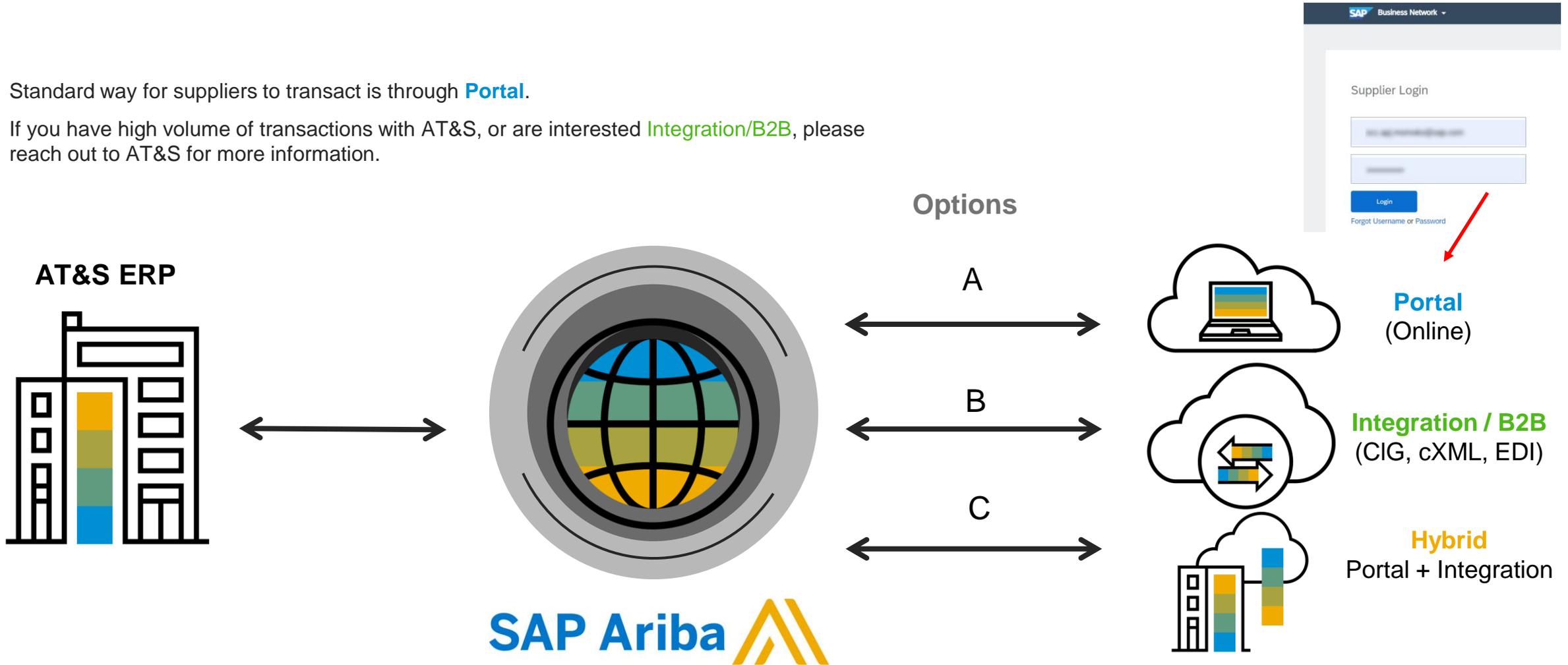


Order Confirmation Deviation Approval Process



What options do you have to transact with AT&S?

- Standard way for suppliers to transact is through **Portal**.
- If you have high volume of transactions with AT&S, or are interested **Integration/B2B**, please reach out to AT&S for more information.



ORDER COLLABORATION PORTAL USER INTERACTION

IN THIS CHAPTER YOU WILL LEARN ABOUT ...

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

Order Collaboration Portal Interaction



PURCHASE ORDER

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

Purchase Order

General Considerations

- When there are changes in PO, PO will be updated as “Changed PO”
- Differences can be compared between versions in Business Network
- All suppliers are required to configure PO routing. It is important to ensure correct individuals receive Purchase Orders via email. – Instruction is on the next page
- Suppliers are requested to login to Business Network to regularly monitor the transactions instead of depending on email notification
- If suppliers think changes are required in Purchase order, they should contact AT&S via Order Confirmation

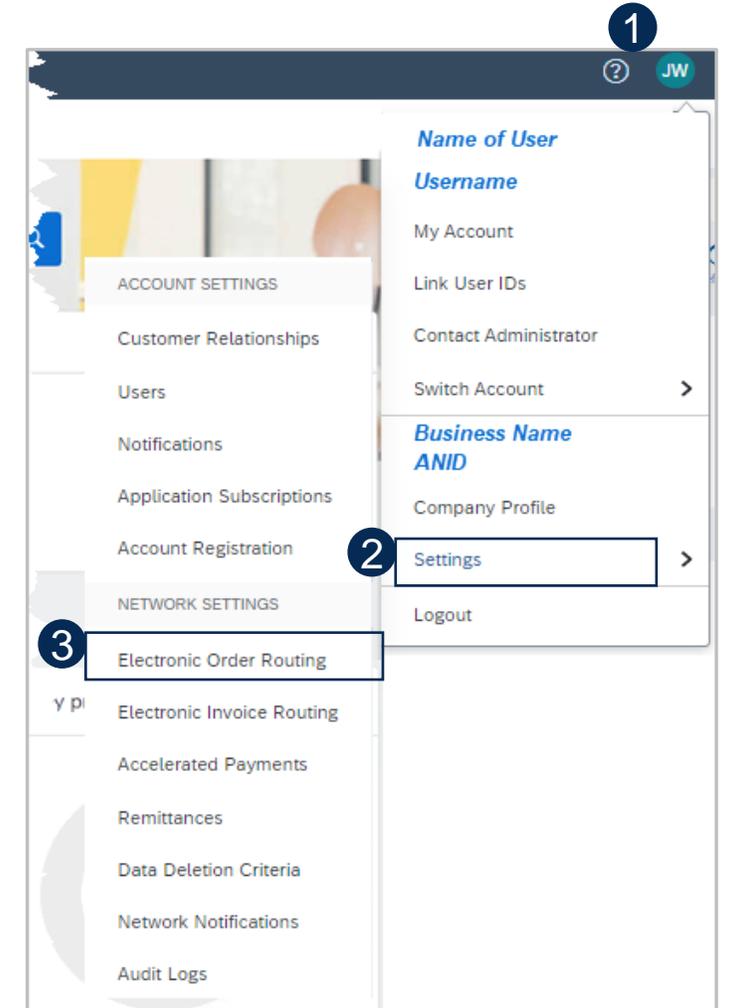
How to configure Electronic Order Routing

*Configuration is done by Account Administrator

Electronic Order Routing is where suppliers can set up the preferred method for transacting with customers. The information entered are applied to all users on your Business Network Supplier Account.

To access Electronic Order Routing:

1. Click the icon on the right top of the page
2. Click [Setting]
3. Click [Electronic Order Routing]



How to configure Electronic Order Routing

*Configuration is done by Account Administrator

4. From the dropdown menu select **Electronic Order Routing** under Network Settings.

5. Choose one of the available routing methods for your purchase orders:

- **Online** – This means that the Purchase Order is sent to the Business Network, but no email notifications will be sent to advise there is a new purchase order from your Buyers
- **Email** – This means that an email will be sent to advise that a new purchase order/s is in the Business Network from your Buyer/s
- cXML/EDI – Only used when system integration is set up

6. Enter the email address

7. Save - Make sure you see this

Message in **green banner!**

The screenshot shows the 'Network Settings' page with the 'Electronic Order Routing' tab selected. A blue box with the number '4' highlights the 'Electronic Order Routing' tab. Below the tabs, there are sections for 'Capabilities Preferences', 'External System Integration', and 'Non-Catalog Orders with Part Numbers'. A checkbox is present for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown is set to 'Email' and is highlighted with a blue box and the number '5'. The 'Options' section includes a text input field for 'Email address:' (highlighted with a blue box and the number '6') and three checkboxes: 'Attach cXML document in the email message', 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message'. A green callout box on the right states 'Up to 5 email address can be entered by separating with comma'. At the top right, there are 'Save' and 'Close' buttons.

This screenshot shows the same 'Network Settings' page after the configuration is saved. A green banner at the top of the content area displays a checkmark and the message 'Your profile has been successfully updated.' The 'Save' button is now highlighted with a red box and the number '7'. The 'Routing Method' dropdown remains set to 'Email'. The 'Save' and 'Close' buttons are visible at the top right.

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 AT&S.
- 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'. The 'Workbench' tab is selected. Below the navigation bar, there are four summary tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. The 'Orders to invoice' tile is highlighted. Below the tiles, there is a filter section with various search criteria: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Orders to invoice' tile is highlighted with a blue underline. Below the filter section, there is a table with columns: Order Number, Customer, Amount Invoiced, and Actions. The table contains one row with the order number 4500003734 and customer SCC Delivery Team - Global H19 Client 400 - TEST. The table is highlighted with a blue border. There are numbered callouts (1-6) indicating the steps: 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.

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 AT&S.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there is a navigation bar with 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. Below this is a menu with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' menu is expanded, showing 'Orders and Releases' as the selected option. Below the navigation bar, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Orders and Releases' tab is active. Below the tabs, there is a 'Search Filters' section. The 'Customer' dropdown is set to 'All Customers'. The 'Order Number' section has radio buttons for 'Partial number' (selected) and 'Exact number'. There is an empty input field for the order number. The 'Show orders by' section has radio buttons for 'Creation Date' (selected) and 'Inquiry Date'. The 'Date Range' dropdown is set to 'Last 24 hours'. A dropdown menu is open, showing options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Other'. The 'Other' option is selected, and a sub-menu is open, showing 'Date Range: Other', 'Start Date: 28 Jan 2019', and 'End Date: 29 Jan 2019'. At the bottom right, there are 'Search' and 'Reset' buttons.

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

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 AT&S.

Orders and Releases (100+)

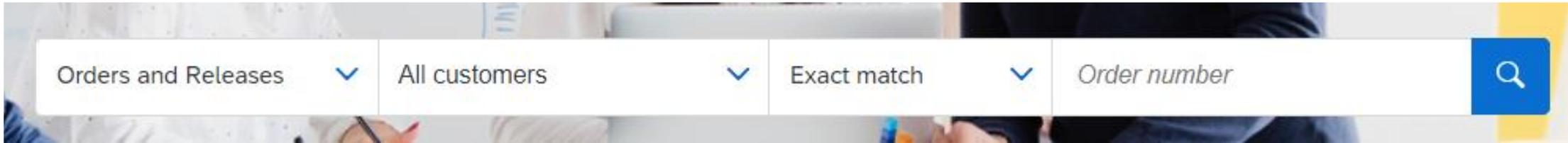
Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 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' (marked with a circled 1). Below this, there are sub-tabs: 'Orders and Releases' (marked with a circled 2), 'Items to Confirm' (marked with a circled 7), 'Items to Ship', and 'Return Items'. The 'Search Filters' section (marked with a circled 3) includes fields for Customer (All Customers), Order Number, Planner Code, Product Group (Line Of Business), and Need by Date Range (Other). A date range dropdown menu is open, showing options: Last 7 days, Today, Next 7 days, Next 14 days, Next 31 days, Other, and None (marked with a circled 5). At the bottom right, there are 'Search' and 'Reset' buttons (marked with a circled 4).

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 AT&S.



Purchase Order

View PO Details

1. View the details of your order and allowed actions.
2. View the comments.
3. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
4. Line Items section describes the ordered items.
5. Click Details or Show Item Details to review more information about the order such as control keys, scheduling lines and others.
6. You can configure your view by clicking configure icon.
7. If your customer allows, you will be able to see the Customer heading address in the upper left side of the PO.
8. In the attachments section, a pdf printout of the actual Purchase Order Version is attached. This pdf-Purchase Order need to be downloaded to review much more details of the PO, which could not all be shown in Ariba.

Purchase Order: BP4500000523 Done

1
Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾
Create Quality Notification
↓
📄
⋮

Order Detail
Order History

7

From:
Customer
SAP A.G.
Hillview Ave 3450
Palo Alto , 94304
United States

Company Code 1710 - Address Name 1
Deer Creek-3475
Palo Alto , California 94304-1355
United States

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)
BP4500000523
Amount: 2.00 EUR
Version: 1

3 Track Order

2

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

8

Attachments
📎 PO_4500894122.pdf (application/pdf; charset=UTF-8)

4

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										

5 Details

6 Show Item Details

5 ⚙️

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

Purchase Order

View PO Details – Line Level

When you click on Details you can review the following sections:

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 for this line item.
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. 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

Other Information

Incoterms Information

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

ORDER CONFIRMATION

IN THIS CHAPTER YOU WILL LEARN ABOUT ...

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

Order Confirmation

General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by the Buyer.
- Suppliers can also suggest modifications of the purchase order (quantity and delivery date) through the order confirmation document.
- These changes need to be accepted by the buying organization before fulfillment of the order.
- AT&S needs an Order confirmation within three working days after receipt of the purchase order!
- An Order Confirmation is needed before you can create a Ship Notice (ASN)

Order Confirmation

Allowed Actions

Business 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:** will propose only to fill a comment in order to explain the full rejection.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities 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 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.

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

OR

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

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 shows the SAP Business Network Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench' (highlighted with a blue box and a circled '5'), 'Planning', and 'Orders'. Below this, there are three large tiles: '92 New orders Last 90 days', '22 Changed orders Last 90 days', and '263 Orders Save filter'. A table below shows a list of orders with columns for 'Order Number', 'Type', and 'Actions'. The first row shows order number '4500003734' and type 'Order'. A circled '2' points to the 'Actions' column, and a circled '3' points to the 'Confirm entire order' action. Below the table, there's a detailed view of an order with a circled '6' pointing to the 'Create Order Confirmation' button and a circled '7' pointing to the 'Actions' dropdown menu.

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

Purchase Order: 4500003734

The screenshot shows the 'Purchase Order: 4500003734' details page. A blue button labeled 'Create Order Confirmation' (with a circled '4') is highlighted. A dropdown menu is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A 'Create Ship Notice' button is also visible to the right.

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

Order Confirmation

Confirm entire order

1. Select Confirm entire order action.
2. Complete the mandatory fields in the Order Confirmation Header.
 - Confirmation # and Delivery Date are mandatory
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.

The screenshot shows the Order Confirmation process. At the top, a table lists order details with an 'Actions' column containing 'Confirm entire order', 'Update line items', and 'Reject entire order'. Below this is the 'Order Confirmation Header' section with fields for Confirmation # (456789), Associated Purchase Order # (4500053069), Customer (BP SCC Buyer - TEST), and Supplier Reference. A 'SHIPPING AND TAX INFORMATION' section includes fields for Est. Shipping Date, Est. Delivery Date, and a Comments field. The 'Line Items' table shows one item with Line # 10, Part # 2921, and Qty 70.0 (EA). At the bottom, there are 'Next', 'Previous', 'Submit', and 'Exit' buttons.

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

Confirming PO

Order Confirmation Header

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:

Next

Previous Submit Exit

Order Confirmation

Manage Individual PO – Reject Entire Order

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 need to provide the Rejection Reason, which need in addition be explained in more detail in the Comments section.
4. Select the next applicable action:
 - Click Reject Order to reject.
 - Click Cancel to exit the page without saving changes.

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

Order Number	Type	Actions
4500003734	Order	⋮ 1

Confirm entire order

Update line items

Reject entire order

REJECT ENTIRE ORDER

Order Confirmation Number:

2 Confirmation #:

3 Rejection Reason:

Comments:

4

Order Confirmation

Manage Individual PO – Update Line Items

If you select

1. 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 fully reject items.
2. Click Details button at a line level to modify information about 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 Header

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

Line Items

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:

Line Items

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)

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

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.

Current Order Status

20.0 Confirmed As Is (Estimated I

4 15.0 Unconfirmed

Confirm:

Reject All ⓘ

[Confirm Based on Schedule Lines](#)

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

3 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)

1 Schedule Lines

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

Current Order Status

35.0 Unconfirmed

Confirm:

Reject All ⓘ

2 [Confirm Based on Schedule Lines](#)

5 [Details](#) ⓘ

6 Schedule Line: ⓘ * Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: *

Unit Price:

Price Unit Quantitv: *

- 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

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

Home Enablement Workbench Planning Orders

6 Items to confirm Last 31 days

Confirm Reject

Item No. ↑	Supplier Part No.	Description	Requested Quantity	Confirmed Quantity	d U	Actions
Customer: BP SCC Buyer - TEST Order No.: BP2550000008400010FOR						
10	Non Catalo...	BuyerDescriptionBP05SN	10.00 EA	0.00 EA	€2	...
10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA	0.00 EA	€2	...
10	Non Catalo...	BuyerDescriptionBP05SN	11.00 EA	0.00 EA	€2	...

2

3

1

4

Update line items

Split

Delete

Create quality notification

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.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

Order Confirmations

Search Filters

Order Confirmations (311) Page 1

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: [OCPO7](#)
[12313123](#)
[OCPO7](#)
[More\(2\) »](#)

Order Confirmation

Review Submitted Order Confirmations 2

Example of order confirmation sent to Buyer.

1. Confirmation reference and purchase order reference.
2. Original requested date and quantity.
3. Actions from supplier:
 - a) Confirmations of 2 items "As requested".
 - b) Confirmation of 8 items with updated delivery date.

Order Confirmation: CONF305

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

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

1 Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: [6007625305](#)

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	504890-1	Test customer part1		10.0 (PCE)	25 Jul 2018		121.60 CHF	1,216.00 CHF

Description: Test description

3 Current Order Status:
2 Confirmed As Is (Estimated Delivery Date: 25 Jul 2018)
8 Confirmed With New Date (Estimated Delivery Date: 26 Jul 2018)

Order Confirmation

Tolerances

Your Customer may apply specific tolerance rules on each order.

1. In case your modifications are not allowed, you will see the **error message** with additional instructions.
2. Buyers configured types of deviations for quantity, and delivery date. This allows 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:

R€

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

[Hide Item Details](#)

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

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

Order Confirmation: 10C#1984

Done

Previous

Print Export cXML

Detail History

Confirmation #: 10C#1984
Notice Date: 21 Dec 2020
Purchase Order: 4500001984
Est. Delivery Date: 29 Dec 2020

4

Related Documents: 10C#1984_AR

Line Items

Line #	Deliveries	Part #	BuyerDescr
10	1		

111 Confirmed With Changes (E

The order confirmation for this item awaits buyer approval.

3

Approval Request: 10C#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	10C#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 displays the SAP Business Network Enterprise Account interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', and 'Planning'. A blue circle with the number '5' is positioned above the 'Workbench' tab. Below the navigation bar, a 'Confirmation approval status' dropdown menu is shown with a blue circle '6' next to it. The dropdown is open, showing 'None' as the selected option and 'Items awaiting buyer response or supplier reconfirmation' as an available option. Below this, the 'Orders and Releases' section is visible, with a blue circle '7' next to the 'Orders and Releases' tab. The 'Search Filters' section contains various input fields: 'Customer' (All Customers), 'Order Number', 'Planner Code', 'Product Group' (Line Of Business), 'Need by Date Range' (Last 7 days), and 'Category' (All). On the right side, there are 'Look Up' buttons for 'Part #', 'Customer Part #', 'Supplier Batch ID', and 'Customer Location'. A 'Status' dropdown menu is also present, with a blue circle '8' next to it. The dropdown is open, showing 'Items awaiting buyer response or supplier reconfirmation' as the selected option and other options like 'Only items that can be confirmed', 'All items with unconfirmed quantity', and 'Only fully confirmed items'.

ADVANCED SHIPPING NOTIFICATION

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

Advanced Shipping Notification

General Considerations

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 equipment, floor and rack space can be prepared.
 - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
- Execution
 - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, etc.
- Administration
 - Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

Advanced Shipping Notification

Allowed Actions

Business 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

Unit of Measure to be used (weight and volume)

UoM code	UoM description	UoM code	UoM description
FTQ	Cubic foot	LTR	Liter
MGM	Milligram	OZA	Fluid Ounce US
GRM	Gram	QTL	US liquid
TNE	Tonnes	PTL	US liquid
GLL	US gallon	CMQ	Cubic centimeter
INQ	Cubic Inch	KGM	Kilogram
DMQ	Cubic decimeter	YDQ	Cubic yard
TON	US ton	CLT	Centiliter
ONZ	Ounce	HLT	Hectolitre
MTQ	Cubic meter	MLT	Milliliter
LB	US pound		

Advanced Shipping Notification

Unit of Measure to be used

UoM code	UoM description	UoM code	UoM description
P1	Percentage	AFK	Prod. Format KOR
C62	One	AFL	Prod. Format CHQ I
AMP	Ampere	AFM	Prod. Format CHQ II
AF	Prod. Format	AFP	Prod. Format Asia Pacific
AFA	Prod. Format Leoben	BG	Bag
AFB	Prod. Format Fohnsdorf	BAR	bar
AFC	Prod. Format Fehring	BO	Bottle
AFD	Prod. Format Shanghai	A18	Becquerel/kilogram
AFE	Prod. Format Klagenfurt	2J	Cubic centimeter/second
AFF	Prod. Format Nanjangud	CDL	Candela
AFG	Prod. Format Shanghai II	CMT	Centimeter
AFH	Prod. Format Shanghai III	CMK	Square centimeter
AFI	Prod. Format 0700	CG	Card
AFJ	Prod. Format 0900	CS	Case

Advanced Shipping Notification

Unit of Measure to be used

UoM code	UoM description	UoM code	UoM description
DD	Degree	GL	Gram/liter
DMT	Decimeter	GM	Gram/square meter
DMK	Squaredecimeters	GRO	Large
DR	Drum	HUR	Hours
DZN	Dozen	HAR	Hectare
EA	each	A97	Hectopascal
FAH	Fahrenheit	HTZ	Hertz
FOT	Foot	INH	Inch
FTK	Square foot	INK	Square Inch
J14	Grad Beaume	JOU	Joule
CEL	Degrees Celsius	ANN	Years
GDH	Grad deutscher Härte	KEL	Kelvin
A86	Gigahertz	B22	Kiloampere
GK	Gram/kilogram	CA	Canister

Advanced Shipping Notification

Unit of Measure to be used

UoM code	UoM description	UoM code	UoM description
CT	Carton	KVT	Kilovolt
B25	Kilobecquerel/kilogram	KWT	Kilowatt
28	Kilogram/Square meter	KWH	Kilowatt hours
3H	Kilogram/Kilogram	L2	Liter per Minute
KGS	Kilogram/second	PU	Activity unit
KMQ	Kilogram/cubic meter	MTR	Meter
KHZ	Kilohertz	MTS	Meter/second
CR	Crate	MTK	Square meter
KJO	Kilojoule	S4	Square meter/second
KMT	Kilometer	MQH	Cubicmeter per Hour
KMK	Square kilometer	MQS	Cubic meter/second
KMH	Kilometer/hour	4K	Milliampere
B49	Kiloohm	MBR	Millibar
KPA	Kilopascal	NA	Milligram/kilogram

Advanced Shipping Notification

Unit of Measure to be used

UoM code	UoM description	UoM code	UoM description
M1	Milligram/liter	C18	Millimol
GP	Milligram/cubic meter	C16	Millimeter/second
MAW	Megawatt	C19	Mol/kilogram
MHZ	Megahertz	C34	Mol
SMI	Mile	MON	Months
MIK	Square mile	MPA	Megapascal
4H	Micrometer	MGQ	Mikrogramm pro cm ²
MIN	Minute	C24	Millipascalseconds
B98	Microsecond	C26	Millisecond
C15	Millijoule	MSK	Meter/second squared
MJQ	Millijoule pro cm ²	MSC	Microsiemens per Centimeter
MMT	Millimeter	C29	Millitesla
MMK	Square millimeter	ZZ	Millivolt
D87	Millimol/kilogram	961	Millival pro Kilogramm

Advanced Shipping Notification

Unit of Measure to be used

UoM code	UoM description	UoM code	UoM description
C31	Milliwatt	23	Gramm/Cubic centimeter
NEW	Newton	RO	Role
C45	Nanometer	SEC	Second
C47	Nanosecond	SET	Set
OHM	Ohm	H87	Piece
PAL	Pascal	HUR	Hours
NPR	Pair	DAY	Days
PK	Pack	D33	Tesla
PF	Pallet	ST	sheet
C65	Pascal second	MIL	Thousand
PN	Panel	VLT	Volts
PNL	Array Flextronics	WTT	Watt
61	parts per billion	WEE	Weeks
59	parts per million	YRD	Yard

Advanced Shipping Notification

Unit of Measure to be used

UoM code	UoM description	UoM code	UoM description
YDK	Square Yard	GQ	Microgram/cubic meter

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 displays the SAP Business Network interface for an Enterprise Account. The top navigation bar includes 'Home', 'Enablement', 'Workbench', and 'Planning'. A '1' callout points to the 'Items to ship' tile, which shows '7 Items to ship' and 'Last 31 days'. Below this, a '2' callout points to the 'Items to ship (7)' section, which includes an 'Edit filter' link and several filter buttons: 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A '3' callout points to the 'Create ship notice' button. Below the button is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. The table contains one row with a checked checkbox in the first column, Order No. 4500003719, Item No. 10, Supplier Part No. S_BP0011, and Description RAW13, PD, Lohnbearbeitung. Below the table, the 'Orders and Releases' tab is active, and a '4' callout points to the 'Search Filters' section. Below this is a table with columns: Type, Order Number, Ver, Customer, and Actions. The table contains one row with a radio button in the first column, Type 'Order', Order Number 4500003734, Ver 1, and Customer SCC Delivery Team - Global H19 Client 400 - TEST. A '5' callout points to the 'Create Ship Notice' button in the bottom left, and another '5' callout points to the 'Actions' dropdown menu in the bottom right, which has 'Ship Notice' selected. Below the table, the text 'Purchase Order: 4500003734' is displayed. At the bottom, a '6' callout points to the 'Create Ship Notice' button in a navigation bar that also includes a 'Create Order Confirmation' dropdown.

Advanced Shipping Notification

Individual PO 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 Business Network account.
3. The Packing Slip ID is a mandatory field. Enter their supplier unique delivery number or your Invoice number plus date as reference.
4. Specify the Ship Notice Type.
 - AT&S specifics: Choose “Estimated” as long as you did not have all information e.g. carrier details. Edit the ASN after you received the missing information. Ship Notice type then has to be “Actual” and all previous missing information has to be filled with the now available information.
5. Provide shipping/ delivery date.
6. Provide net weight, gross weight, volume and the number of packages.
7. Upload tool to attach additional documents like the following which are requires for AT&S: proforma invoice and delivery note.
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 address 'Geneva Switzerland'. The 'DELIVER TO' section is labeled 'Buyer test - TEST' with address 'Prague Czech Republic'. Below these is the 'Ship Notice Header' section. The 'SHIPPING' section includes fields for 'Packing Slip ID' (callout 3), 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type' (callout 4, marked as a required field), 'Shipping Date' (callout 5), and 'Delivery Date' (callout 5). The 'TRACKING' section (callout 4) includes 'Carrier Name' and 'Service Level' dropdowns. The 'Net weight' (callout 6) and 'Number of packages' (callout 6) fields are also present. The 'Dimensions' section (callout 6) includes 'Gross Volume' and 'Gross Weight' with unit dropdowns. The 'ATTACHMENTS' section (callout 7) has a 'Choose File' button and an 'Add Attachment' button. The 'DELIVERY AND TRANSPORT INFORMATION' section (callout 8) includes 'Reason for Shipment' and 'Comments' text areas.

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

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

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

1. Populate all required fields for 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. To be able to click on Details, you need to fill at least the packing slid ID and delivery date.
5. In some cases, the Supplier Batch ID is needed, then you have to fill in also the Production Date and the Expiry Date.
6. Enter the country of origin per item.

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

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6008458069	1		Test customer part1	30.0	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	Production Date	Expiry Date							4 6
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							Add Details Country of Origin: <input type="text"/>

3 Add Ship Notice Line

↳ Add Order Line Item Manage Serial Numbers ▾

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

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. It's not allowed to send zero quantities.

The screenshot illustrates the steps for adding a line item to a shipping notice. Step 1 shows the 'Add Order Line Item' button. Step 2 shows a list of PO lines with a checkmark indicating selection. Step 3 shows the 'Add Selected Items' button. Step 4 shows the detailed view of a selected line item with a table for adding details. Step 5 shows the 'Remove' button.

Line	Ship Qty	Supplier Batch ID
1	6.0	

Additional information from the screenshot:

- Order Number: 6008375888
- PO Line: 2
- PO Description: Test customer part1
- PO Date: 20 Sep 2018
- PO Unit: PCE
- PO Quantity: 6.0
- PO Price: 12.00 CHF
- PO Total: 72.00 CHF
- Shipment Status: Total Item Due Quantity: 6.0 PCE
- Confirmation Status: Total Confirmed Quantity: 0 PCE

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

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 notices**.
5. Click **Edit** to modify the document and finalize it.



2 Edit Ship Notice.



SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning Orders Fulfillment

Drafts

Invoices Ship Notices Service Sheets

Ship Notices

Packing Slip ID #	Customer

Edit Delete

Advanced Shipping Notification

Individual PO Management – Submit the Final Document

1. Check if all required fields (*) are filled out.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity.
4. Click **Next**.
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 navigation buttons: 'Previous' (with callout 6), 'Save', 'Submit' (with callout 5), and 'Exit'. The main form is divided into several sections:

- SHIP FROM:** TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS, PA, United States. Includes an 'Update Address' link.
- DELIVER TO:** TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS, CA, United States.
- Ship Notice Header:** Contains fields for SHIPPING (Packing Slip ID: 222, Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date) and TRACKING (Carrier Name, Service Level).
- Dimensions:** Fields for Gross Volume, Gross Weight, Length, Width, and Height, each with a corresponding Unit field.
- Order Items:** A table with columns: Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Customer Location, and Remove. Row 1: 4900000071, 10, BP001, 10.000, PCE, 2 Feb 2022, 1.00 EUR, 10.00 EUR, 1710. Below the table are fields for Line, Ship Qty, Supplier Batch ID, Production Date, and Expiry Date. Callout 3 points to the Qty field (10.000).

At the bottom right, there are buttons for 'Pack Items', 'Save', 'Exit', and 'Next' (with callout 4).

Advanced Shipping Notification

Individual PO Management – Cancel ASN

- You can **cancel** or **modify** a ship notice by using the **Cancel / Edit** button at the top of the ship notice details page.
- You can **edit** a ship notice that has a status of **Sent** only if your customer allows it.
- You can **cancel** a ship notice that has a status of **Sent** only if the following items are both true:
 - Its goods receipt is fully reversed on your buyer's system.
 - It does not have any other related goods receipts

- Go to **Fulfillment/ Ship Notices**.
- Identify the document by using search filters.
- Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
- Click **Cancel/ Edit**.

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

A ship notice with a fully reversed goods receipt is no longer related to that goods receipt if you cancel the ship notice and create a new ship notice or if you edit the ship notice.

SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning Fulfillment

1 Ship Notices

Ship Notices

2 Search Filters

Ship Notices (127) Page 1

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

Ship Notice: 2ASN190329

4 Cancel Edit Print Export cXML Download PDF

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.

The screenshot displays the SAP Business Network Enterprise Account interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Ship Notices', which is highlighted with a red circle and the number 1. Below the navigation bar, there is a 'Search Filters' section and a 'Ship Notices (127)' summary with a page selector set to 1. A table lists two ship notices:

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	

Below the ship notices, the 'Order Items' section is shown with a red circle and the number 3. It contains two items:

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

The second item is identical but with Line # 20. A red circle and the number 5 are placed over the 'Shipped' status of the first item. To the right, the 'Purchase Order (Shipped)' section shows '20150415_PO2' with an amount of 295.00 EUR. Below this, the 'Related Documents' section shows 'Ship_TEST' with a red circle and the number 2. At the bottom, the 'Attachment(s)' section is shown with a red circle and the number 4, containing a table with one attachment:

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

Advanced Shipping Notification

Individual PO Management

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 displays the SAP Business Network interface for an Enterprise Account. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. The 'Reports' section is active, showing a table of 'Report Templates'. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, and Next Run. A single entry is shown: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status, and a last run date of '23 Apr 2020'. Below the table are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a circled '2'.

The 'Report' creation form is shown below. It has a title field containing 'ASN Report' and a description field. The 'Time zone' is set to 'Singapore' and the 'Language' is 'English'. The 'Report type' is set to 'Ship Notice', which is highlighted with a dark blue box. The form is numbered with a circled '3'.

At the bottom, the 'Report Templates' table is shown again, but the 'ASN REPORT' entry is now selected with a blue radio button. The 'Status' column for this entry is highlighted with a dark blue box and labeled with a circled '5'. The 'Download' button is highlighted with a dark blue box and labeled with a circled '6'. The 'Run' button is labeled with a circled '4'.

Advanced Shipping Notification

Tolerances

1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
 - Suppliers can always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates.
 - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.
2. In case your modifications are not allowed, you will see an error message.
3. Your buyer may set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order 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.

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 AT&S.
- 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
Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019

Done

Previous

Print | Export cXML

Detail History

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

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

Receipt:

Receipt #: 300050000054222019
Receipt Date: 18 Jan 2019

Routing Status: Sent
Related Documents: 4500046708

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

APPENDIX

IN THIS SECTION YOU WILL LEARN ABOUT...

... purchase order statuses

... purchase order routing statuses

... reminders of unconfirmed orders

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, Business 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	Business Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.
Declined, Accepted, In progress	Not in use for this project

Purchase Order Routing Status

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

- **Sent** (new POs): Business 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**: Business 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 Business 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, Business 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_DMPO3	Ariba sro - TEST	8 Oct 2015	New
20151016_DMPO7	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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THANK YOU FOR YOUR ATTENTION

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