



SAP Ariba 

SAP SCC Order Collaboration Supplier Training Guide

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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 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 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> |

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. Full Integration does not include eCoC functionality.

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



General Considerations
Search and Identify the PO
View PO Details
PO Content

General Considerations
Allowed Actions
Manage Individual PO
Manage Multiple PO's
Mass Upload of OC's
Reconfirmation
Reconfirmation via Mass Upload
Review Submitted OC's
Tolerances
OC Content

General Considerations
Allowed Actions
Manage Individual PO
Manage Multiple PO's
Mass Upload of ASN's
Review Submitted ASN
Download ASN Report
Tolerance
ASN Content

Customer Document
GR Content

Purchase Order

In this Chapter You Will Learn About ...

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

Purchase Order

General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the Ariba Network. See Slide 15 item three for location

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 cannot 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, the navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a '1'), 'Planning', and 'Orders'. Below this, a dashboard displays four 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'. A filter section (highlighted with a '3') includes fields for Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. An 'Export' button (highlighted with a '5') and a 'Configure' button (highlighted with a '4') are visible. Below the filters is a table of purchase orders (highlighted with a '6'):

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

Purchase Order

Search and Identify the PO (From the Workbench)

From the Homepage:

1. Click **Orders**
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 cannot 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 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 highlighted with a yellow circle '1'. 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 with a yellow circle '2'. Below the tiles, there is a filter section with a yellow circle '3' next to the 'Edit filter' button. The filter section includes fields for '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 filter section, there is a table with a yellow circle '4' next to the 'configure' button and a yellow circle '5' next to the 'export' button. The table has columns for 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The first row of the table is highlighted with a yellow circle '6' next to the 'Order Number' cell.

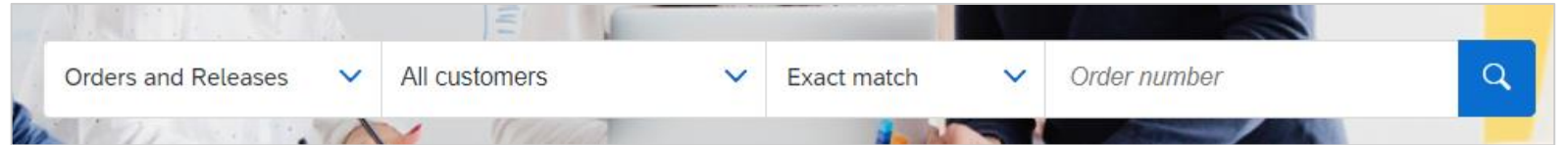
| Order Number | Customer | Amount Invoiced | Actions |
|--------------|--|-----------------|---------|
| 4500003734 | SCC Delivery Team - Global H19 Client 400 - TEST | | ... |

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 cannot be found in search, please check PO instructions or contact [Customer].



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.

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

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

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

5 Show Item Details ⚙️

6 ⚙️

- ✓ 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. Approved Manufacturing Location AML, Terms & Conditions
6. Batch information if any.
7. 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 Chaux-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 the SAP Purchase Order interface. The main window shows the 'Line Items' section for a purchase order. A pop-up window titled 'Items serial number' is open, displaying a list of serial numbers (SN1 through SN8) and a 'Done' button. The pop-up also includes a table with columns for 'Supplier', 'Part no.', 'Part Description', 'Customer part no.', and 'Customer part description'. The 'Supplier' is 'selsup181001023527Mnu', 'Part no.' is 'AX4518', 'Part Description' is 'BULLNOSE SHELVES 10 PK', 'Customer part no.' is 'BuyerPartID-130918', and 'Customer part description' is 'BULLNOSE SHELVES 10 PK'. The 'Purchase order' is 'po181001033Tjv', 'Line item no.' is '1', and 'Quantity' is '31'. The pop-up also shows '11 items' and 'Page 1'.

Annotations in the image include:

- 1. A box around the 'Line Items' header.
- 2. A box around the 'Show Item Details' button.
- 3. A box around the 'Information on Ship Notice [Optional]' section, with a red border.
- 4. An arrow pointing from the 'Details' link in the 'Information on Ship Notice' section to the 'Items serial number' pop-up.
- 5. A box around the download and print icons in the pop-up.

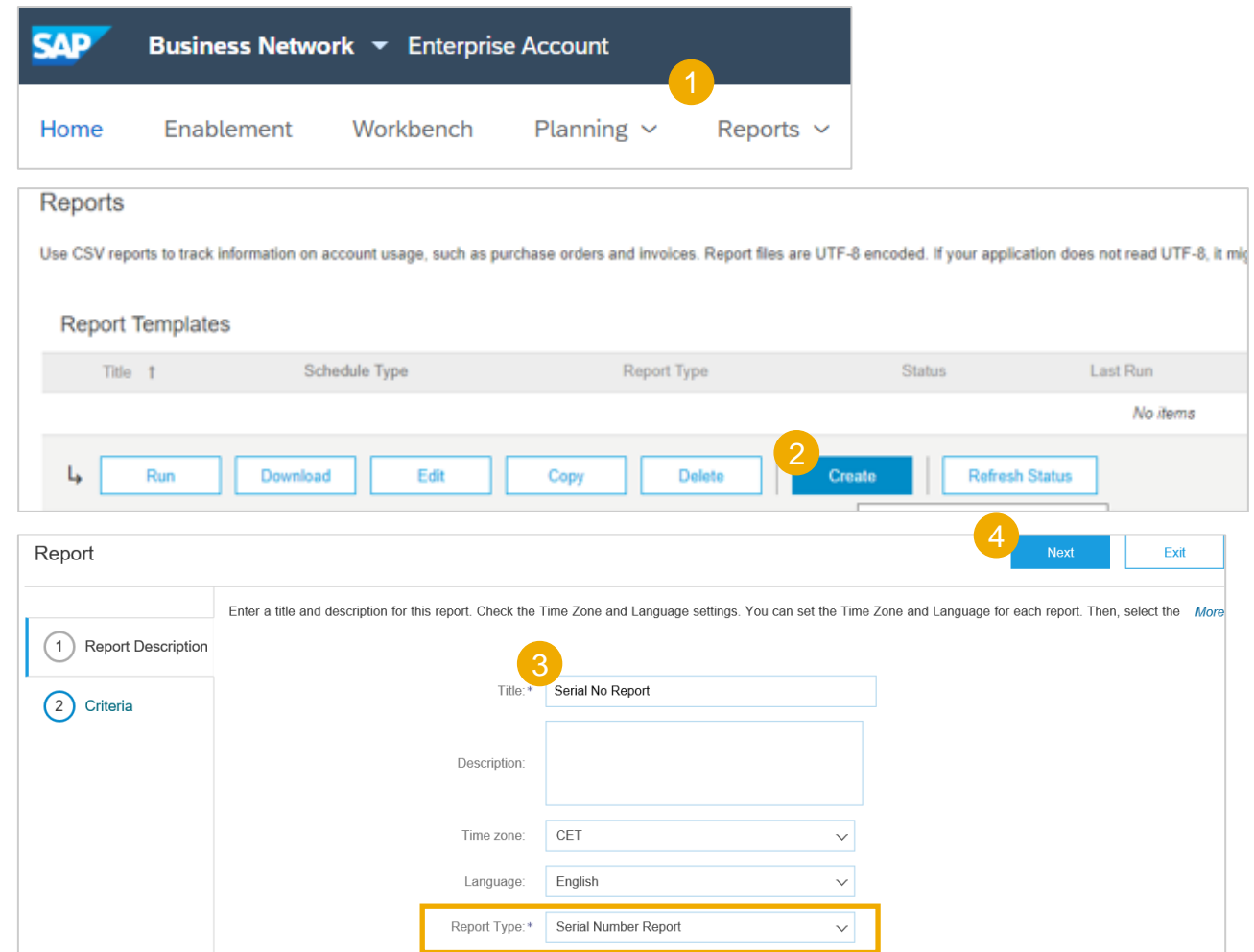
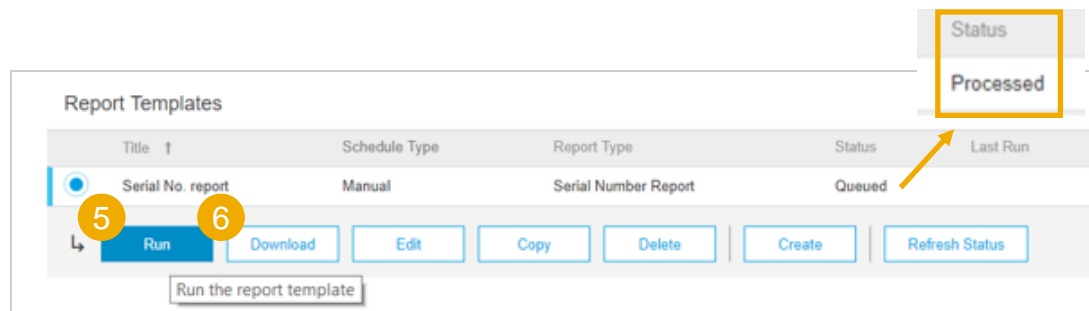
Purchase Order

View PO Details – Serial Number Information 2

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.



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

Order Confirmation

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

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, 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:** 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, 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 a split to 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 shows the SAP Business Network Enterprise Account interface. The 'Workbench' tab is highlighted with a yellow box. A dropdown menu for 'Orders' is open, showing 'Orders and Releases'. Below this, a dashboard displays three statistics: 92 New orders (Last 90 days), 22 Changed orders (Last 90 days), and 263 Orders. A 'Save filter' button is visible under the 263 Orders statistic.

The screenshot shows a table with columns: Order Number, Type, and Actions. The first row contains the order number 4500003734 and the type Order. The Actions column has a three-dot menu icon. A dropdown menu is open from this icon, showing three options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. A yellow circle with the number 2 is next to the Actions column header, and a yellow circle with the number 3 is next to the dropdown menu.

The screenshot shows the 'Purchase Order: 4500003734' screen. There are two buttons: 'Create Order Confirmation' and 'Create Ship Notice'. The 'Create Order Confirmation' button is highlighted with a blue box and has a yellow circle with the number 4 next to it. A dropdown menu is open from this button, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A 'History' link is visible below the buttons.

The screenshot shows the 'Order 4500003679' details page. The 'Original' tab is selected. The 'Actions' dropdown menu is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A yellow circle with the number 6 is next to the 'Create Order Confirmation' button, and a yellow circle with the number 7 is next to the 'Actions' dropdown menu. Below the 'Create Order Confirmation' button, a dropdown menu is also shown with the same three options.

Order Confirmation

Manage Individual PO – Confirm Entire Order

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 | ⋮ |

1

Confirm entire order

Update line items

Reject entire order

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

2

Order Confirmation Header

Confirmation #: 456789

Associated Purchase Order #: 4500053069

Customer: BP SCC Buyer - TEST

Supplier Reference:

3

Line Items

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

Description: BP TST 2921

► Schedule Lines

Current Order Status:

4

Next

5

Previous

Submit

Exit

Order Confirmation

Manage Individual PO – Update Line Items

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.

The screenshot displays the SAP Order Confirmation interface. The top section is the **Header**, which includes a table with columns: Order Number, Type, and Actions. The bottom section is the **Line Items**, which includes a table with columns: Line #, Part #, Customer Part #, Revision Level, Qty (Unit), Need By, Unit Price, and Subtotal. The interface is annotated with numbered callouts (1-4) indicating key actions: 1. The 'Update line items' button in the Actions column of the header table. 2. The 'Details' button in the bottom right corner of the line items section. 3. The 'Next' button in the bottom right corner of the line items section. 4. The 'Submit' button in the bottom right corner of the entire page.

| Order Number | Type | Actions |
|--------------|-------|---------|
| 4500003734 | Order | ... |

| 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:

Confirm Based on Schedule Lines

Exit Next

Details

| 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)

Previous Submit Exit

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.

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:

5 [Details](#) ⓘ

2 [Confirm Based on Schedule Lines](#)

6 [Choose a schedule line](#)

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)

4 15.0 Unconfirmed

Confirm:

[Reject All](#) ⓘ

[Confirm Based on Schedule Lines](#)

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

| | 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) |

3 [Confirm Based on Schedule Lines](#)

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.

The screenshot displays the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this, a secondary navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted), 'Planning', and 'Orders'. A tile on the right shows '6 Items to confirm' for the 'Last 31 days'. The main area features a table with columns for 'Item No.', 'Supplier Part No.', 'Description', 'Requested Quantity', 'Confirmed Quantity', 'd U', and 'Actions'. The table contains three rows for 'BuyerDescriptionBP05SN' with a requested quantity of 11.00 EA. The third row is highlighted in blue and has a split icon (two arrows) next to its checkbox. A context menu is open over this row, listing 'Update line items', 'Split', 'Delete', and 'Create quality notification'. The 'Split' option is highlighted. Numbered callouts (1-4) are placed on the interface to correspond with the list on the left.

| Item No. | Supplier Part No. | Description | Requested Quantity | Confirmed Quantity | d U | Actions |
|----------|-------------------|------------------------|--------------------|--------------------|-----|---------|
| 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 | ... |

Order Confirmation

Manage Multiple PO's (From the Workbench)

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 displays the SAP Business Network Workbench interface. At the top, the navigation bar shows 'SAP Business Network' and 'Enterprise Account'. Below it, the 'Workbench' tab is active. A summary tile on the right indicates '3 Items to confirm' for the last 31 days. The main area shows a table of items to confirm, with a 'Confirm' dropdown menu open over the first item. The table has columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. The first item is 'Customer: SCC Delivery Team - Global H19 CI' with a quantity of 10 and a price of €1. The second item is 'Customer: SCC Delivery Team - Global H19 CI' with a quantity of 30 and a price of €0. The 'Submit' button is highlighted in blue.

| Item No. | Supplier Part No. | Requested U | Actions |
|---|-------------------|-------------|---------|
| Customer: SCC Delivery Team - Global H19 CI | | | |
| 10 | S_BP001 | €1 | ... |
| Customer: SCC Delivery Team - Global H19 CI | | | |
| 30 | S_BP0011 | €0 | ... |

Order Confirmation

Manage Multiple PO's (From Orders)

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 **Orders**:

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 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'. A summary tile on the right shows '3 Items to confirm' for 'Last 31 days'. The main area is titled 'Items to confirm (3)' and includes a filter bar with options like 'Edit filter', 'Save filter', and 'Exclude confirmation not all...'. A table of items is displayed with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. A 'Confirm' dropdown menu is open over the table, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The 'Confirm' button is highlighted with a yellow box. At the bottom, there is a 'Submit' button and a 'Cancel' button.

Order Confirmation

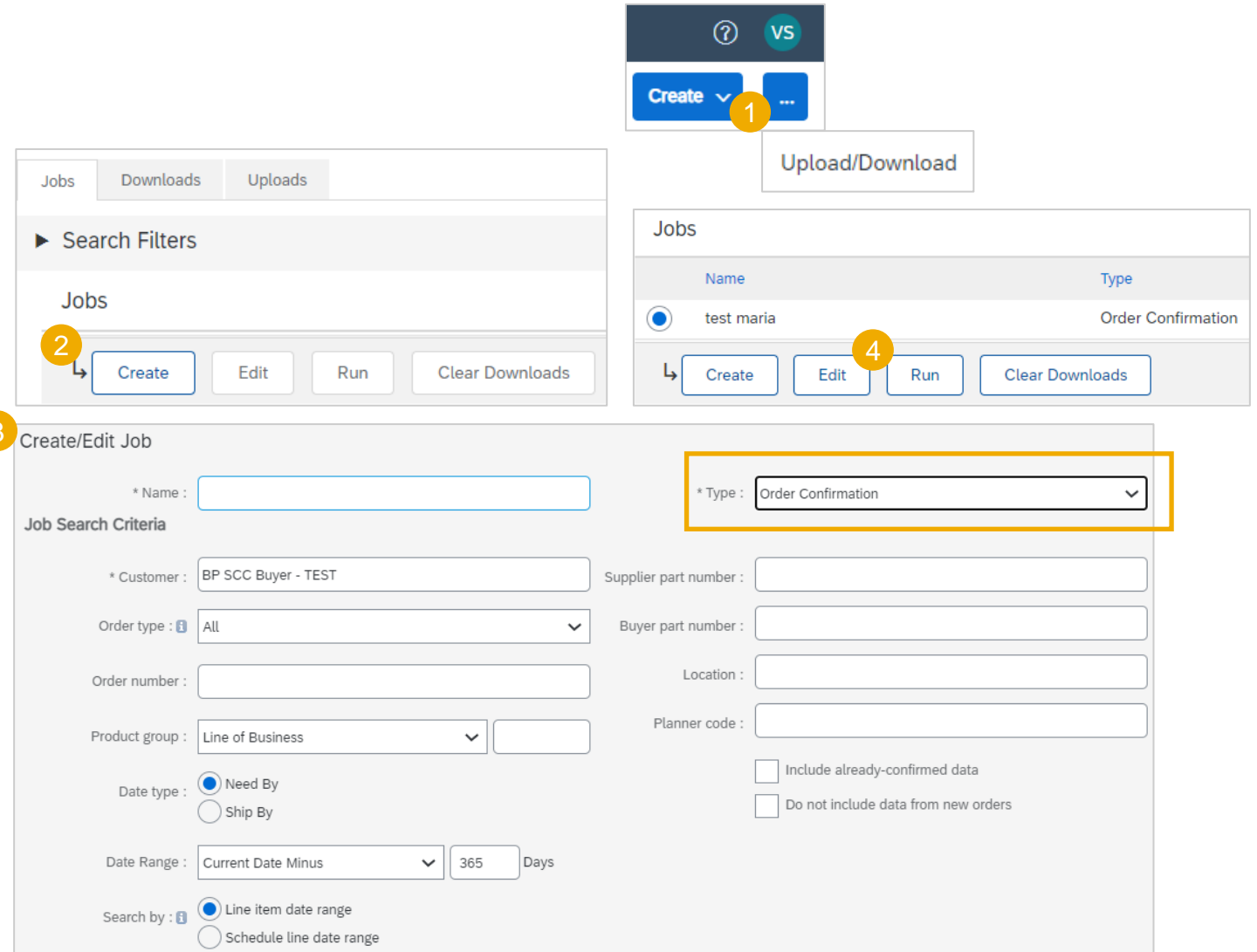
Mass OC Upload – Create OC Report

From the Homepage:

1. Click  button/ **Upload/ Download**.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as **Order confirmation**. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click **Run**.

Note:

- You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.
- The generated Excel file now **excludes** items that are fully shipped, fully received, or both.



The screenshot illustrates the SAP interface for creating an Order Confirmation (OC) report. It is divided into two main sections: the 'Jobs' list and the 'Create/Edit Job' form.

Jobs List: Located at the top right, it shows a table with columns 'Name' and 'Type'. A job named 'test maria' is listed with the type 'Order Confirmation'. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. A callout box labeled '1' points to the 'Create' button in the top navigation bar, and a callout box labeled '4' points to the 'Run' button in the job list.

Create/Edit Job Form: Located below the Jobs list, it contains various input fields and dropdown menus. A callout box labeled '2' points to the 'Create' button in the Jobs list. A callout box labeled '3' points to the 'Create/Edit Job' form. The form includes:

- * Name: [Text input field]
- * Type: [Dropdown menu, highlighted with a yellow box, showing 'Order Confirmation']
- Job Search Criteria:
 - * Customer: BP SCC Buyer - TEST
 - Order type: [Dropdown menu, set to 'All']
 - Order number: [Text input field]
 - Product group: [Dropdown menu, set to 'Line of Business']
 - Date type: [Radio buttons, 'Need By' selected]
 - Date Range: [Dropdown menu, set to 'Current Date Minus'] and [Text input field, set to '365'] Days
 - Search by: [Radio buttons, 'Line item date range' selected]
- Supplier part number: [Text input field]
- Buyer part number: [Text input field]
- Location: [Text input field]
- Planner code: [Text input field]
- Include already-confirmed data: [Checkbox, unchecked]
- Do not include data from new orders: [Checkbox, unchecked]

Order Confirmation

Mass OC Upload – Run OC Report

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 displays the SAP interface for the 'Downloads' sub-tab. At the top, there are three tabs: 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is active and highlighted with a yellow circle containing the number 5. Below the tabs is a 'Search Filters' section. The main content area is titled 'Downloads' and contains a table with the following columns: 'Job Name', 'Type', 'Last Run', 'Last Run By', 'Status', and 'File'. The 'Status' column is highlighted with a yellow box and a yellow circle containing the number 6. The table lists three jobs, all with a status of 'Completed'. Below the table is a 'Refresh Status' button, which is highlighted with a yellow circle containing the number 7.

| 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 | ↓ |

Refresh Status

Order Confirmation

Mass OC Upload – OC Report Template

| 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 – Delivery Date Update

To update **the delivery date** for the full line only, follow the below steps:

1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

Leave the other columns without any change.

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

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

Order Confirmation

Mass OC Upload – Split of a Line Into Multiple Delivery Dates

If you need to split quantity of a line item into multiple delivery date, follow the steps below.

Example: 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.

Note:

- The total of the quantity in each line must always be equal to the initial order line quantity.
- **In case of price update contact BSC Buyer**

| 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 |

Order Confirmation

Mass OC Upload – Reupload the Template 1

From the **Uploads/Downloads** screen:

1. Click on **Uploads** sub-tab.
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

Note:

- Do not use the link “Download template”.
- If you do not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file.

The screenshot shows the SAP interface for uploading files. At the top, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Uploads' tab is selected and highlighted with a yellow circle '1'. Below the tabs is a 'Search Filters' section. Underneath, there is a table titled 'Uploads' with columns for 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table is currently empty, with the text 'No uploads found.' displayed. Below the table are two buttons: 'Upload' and 'Refresh Status'. The 'Upload' button is highlighted with a yellow circle '2'. Below the main interface is a dialog box titled 'Upload File'. The dialog box has a close button (X) in the top right corner. It contains several fields: '*Name:' with the value 'Mass OC_April' (highlighted with a yellow circle '3'), 'Customer:' with the value 'BP SCC Buyer - TEST|' (highlighted with a yellow circle '3'), '*Type:' with a dropdown menu showing 'Order Confirmation' (highlighted with a yellow circle '4'), and 'File:' with a 'Browse...' button (highlighted with a yellow circle '5'). Below the 'File:' field is a link labeled 'Download templates'. At the bottom of the dialog box, there are two buttons: 'Upload' and 'Cancel'. The 'Upload' button is highlighted with a yellow circle '6'.

Order Confirmation

Mass OC Upload – Reupload the Template 2

- The status column displays whether upload was successful or not:
 - If upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities, 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.
- You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. Reupload the corrected file by following the previous steps.

| Uploads | | | | 7 | 8 | |
|------------|--------------------|------------------------|--|-----------------------|-------------------|-------------------|
| Name | Type | Last Uploaded | Last Uploaded By | Status | File | Log |
| PO.Tipos.3 | Order Confirmation | 18 Feb 2019 1:37:17 PM | jU-987ODQ0t5a14890d1003652331 lastName | Completed | ↓ | ↓ |
| PO.Tipos.2 | Order Confirmation | 18 Feb 2019 1:06:25 PM | jU-987ODQ0t5a14890d1003652331 lastName | Completed | ↓ | ↓ |
| PO.Tipos | Order Confirmation | 18 Feb 2019 1:04:01 PM | jU-987ODQ0t5a14890d1003652331 lastName | Completed | ↓ | ↓ |
| PO.GTUp4 | Order Confirmation | 15 Feb 2019 9:11:50 AM | jU-987ODQ0t5a14890d1003652331 lastName | Completed | ↓ | ↓ |
| PO.GTUp3 | Order Confirmation | 15 Feb 2019 9:06:12 AM | jU-987ODQ0t5a14890d1003652331 lastName | Completed With Errors | ↓ | ↓ |
| PO.GTUp2 | Order Confirmation | 15 Feb 2019 8:53:50 AM | jU-987ODQ0t5a14890d1003652331 lastName | Failed | ↓ | ↓ |

Order Confirmation

Mass OC Upload – Opening in Excel Format

Open the .csv file with Excel. If you do not see the columns properly filled in, follow the steps below:

1. Select the first column containing all concatenated data.
2. Click on Data > Text to columns.
3. Select “delimited”.
4. Click **Next**.
5. In “delimiters” screen select “comma” and un-select everything else.
6. Click **Next**.
7. Do not edit next page. Click **Finish**.
8. The data will appear in columns.

The screenshots illustrate the following steps:

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

The final data view shows the following table structure:

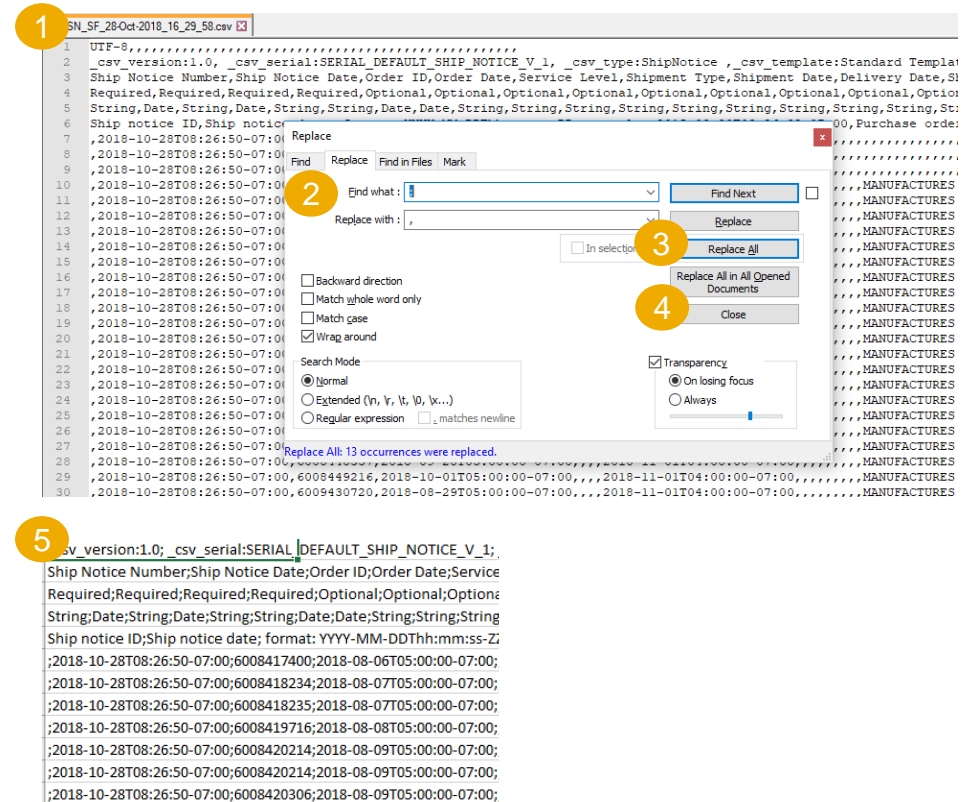
| Ship Notice ID | Ship Notice Date | Order ID | Order Date |
|---|-------------------|--|------------|
| Required | Required | Required | Required |
| Date | Date | Date | Date |
| Ship notice date; format: YYYY-MM-DDThh:mm:ss | Purchase order ID | Purchase order date; format: YYYY-MM-DDThh:mm:ss | |
| 2018-10-28T08:26:50-07:00 | 6008417400 | 2018-08-06T05:00:00-07:00 | |
| 2018-10-28T08:26:50-07:00 | 6008418234 | 2018-08-07T05:00:00-07:00 | |
| 2018-10-28T08:26:50-07:00 | 6008418235 | 2018-08-07T05:00:00-07:00 | |
| 2018-10-28T08:26:50-07:00 | 6008419716 | 2018-08-08T05:00:00-07:00 | |
| 2018-10-28T08:26:50-07:00 | 6008420214 | 2018-08-09T05:00:00-07:00 | |
| 2018-10-28T08:26:50-07:00 | 6008420214 | 2018-08-09T05:00:00-07:00 | |

Order Confirmation

Mass OC Upload – Reupload in Correct Format for AN

If you had to perform the steps of the previous slide (problems to open comma-separated file in Excel), you will need to follow these steps to reupload you saved .csv file into Ariba Network.

1. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H
2. In **Find what** field enter ; (semi-colon), in **Replace with** field enter , (comma).
3. Click **Replace all**.
4. Click **Close**. Save the file and close it.
5. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into Ariba.



Order Confirmation

Reconfirmation 1 (From the Workbench)

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

From the **Workbench**:

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

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, the 'Workbench' tab is active. A tile labeled '1' shows '13 Items to confirm' with a 'Save filter' button. Below the tile, a section labeled '2' shows 'Items to confirm (13)' with filters: '> 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 expanded, showing a checkmark, '10', 'Non Catalo...', 'BuyerDescriptionBP05SN', and an ellipsis menu. A callout box labeled '3' points to the ellipsis menu with the text 'Update line items'.

| Customer: BP SCC Buyer - TEST | Order No.: BP155000008400010FOR |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 10 Non Catalo... BuyerDescriptionBP05SN ... |

Order Confirmation

Reconfirmation 1 (From the Orders)

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

From the **Workbench**:

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

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. At the top, the navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The 'Orders' menu is selected. A tile on the right shows '13 Items to confirm' with a 'Save filter' button. Below this, a filter bar contains 'Items to confirm (13)', 'Edit filter', 'Save filter', and several exclusion filters. A table below shows order details for 'Customer: BP SCC Buyer - TEST' and 'Order No.: BP155000008400010FOR'. The table has a row with a checked checkbox, quantity '10', description 'Non Catalo...', and 'BuyerDescriptionBP05SN'. An 'Update line items' button is visible next to the table row.

| Customer: BP SCC Buyer - TEST | Order No.: BP155000008400010FOR |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 10 Non Catalo... BuyerDescriptionBP05SN |

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.

The screenshot displays the SAP 'Line Items' interface for a purchase order. The main table shows a single line item (Line # 10) with a quantity of 10.0 (PCE), a need-by date of 15 Oct 2019, and a subtotal of 1,216.00 CHF. Below the table, the 'Schedule Lines' section is expanded, showing the 'Current Order Status' for the line. The status is split into two rows: 9 confirmed items with a new date of 14 Aug 2019, and 1 confirmed item with a new date of 20 Aug 2019. A 'Confirm' field is set to 5, and a 'Details' button is visible. Annotations 1-4 highlight these key elements: 1 points to the status rows, 2 points to the 'Details' button, 3 points to the 'Confirm' field, and 4 points to the updated status rows on the right side of the interface.

| 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: 5 Backorder: Reject: Details

4 Current Order Status

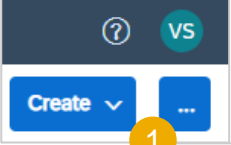
- 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)
- 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)

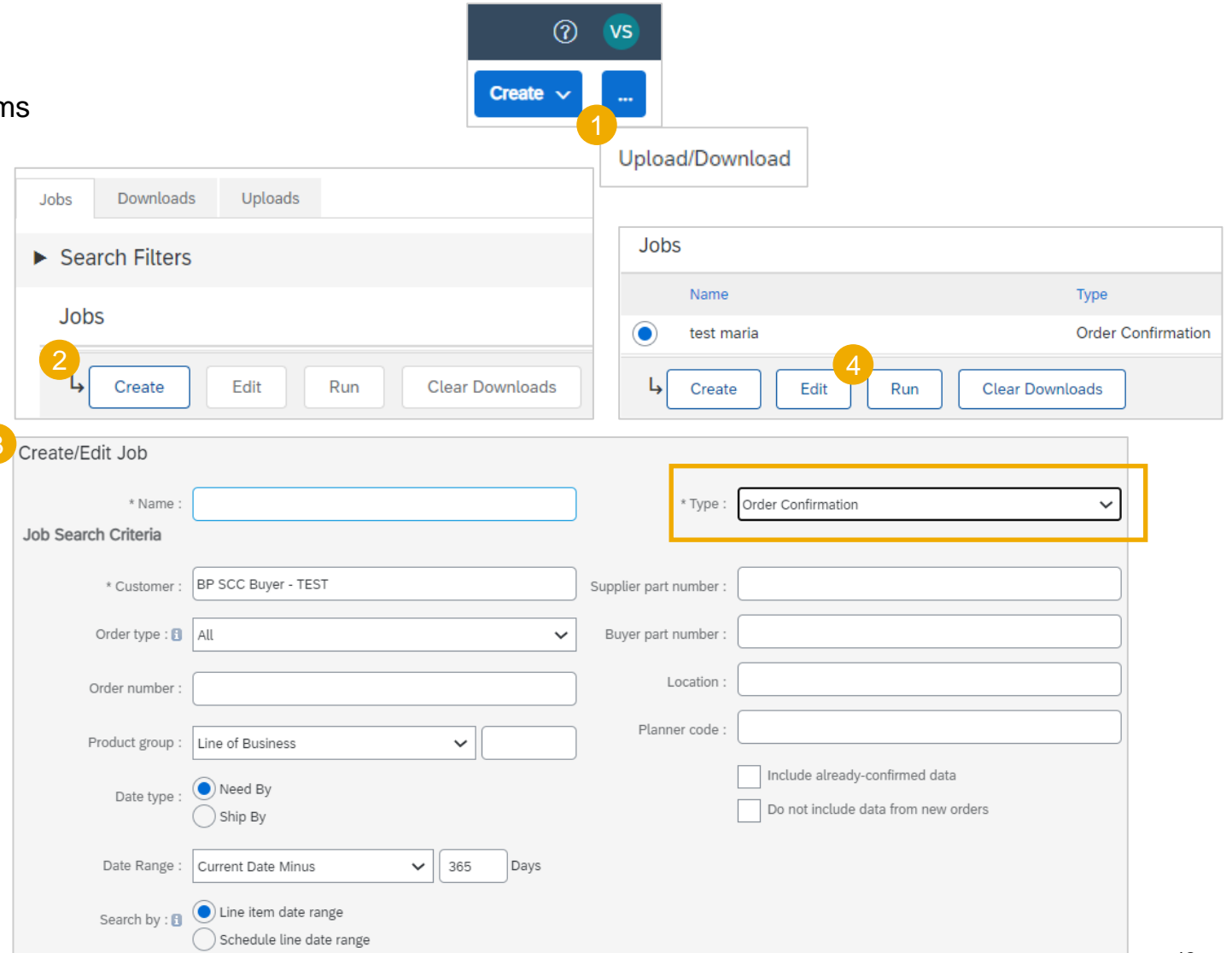
Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

From the Homepage:

1. Click  button/ **Upload/ Download**.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as **Order confirmation**. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click **Run**.



The screenshot illustrates the SAP Order Confirmation interface. At the top, there is a navigation bar with a question mark icon and a 'VS' icon. Below this, a 'Create' button with a dropdown arrow and a three-dot menu icon are visible. A yellow callout box labeled '1' points to the three-dot menu icon, and a label 'Upload/Download' points to the 'Create' button.

The main interface is divided into two sections: 'Jobs' and 'Create/Edit Job'. The 'Jobs' section has tabs for 'Jobs', 'Downloads', and 'Uploads'. Below the tabs is a 'Search Filters' section. The 'Jobs' list shows a table with columns 'Name' and 'Type'. A job entry 'test maria' is listed with the type 'Order Confirmation'. A yellow callout box labeled '2' points to the 'Create' button in the 'Jobs' section. A yellow callout box labeled '4' points to the 'Run' button in the 'Jobs' section.

The 'Create/Edit Job' form is shown below the 'Jobs' list. It has a yellow callout box labeled '3' pointing to the 'Create/Edit Job' title. The form contains several fields: '* Name' (text input), '* Type' (dropdown menu with 'Order Confirmation' selected, highlighted by a yellow box), 'Job Search Criteria' section with fields for '* Customer' (BP SCC Buyer - TEST), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Date type' (Need By selected), 'Date Range' (Current Date Minus, 365 Days), and 'Search by' (Line item date range selected). On the right side, there are fields for 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code', along with checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'.

Order Confirmation

Reconfirmation via Mass Upload – Run OC Report

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.

The screenshot shows the SAP interface with the 'Downloads' sub-tab selected. A table lists the following job:

| Job Name | Type | Status | File |
|-----------|--------------------|-----------|--------------------------|
| OC Reconf | Order Confirmation | Completed | Download |

Annotations in the image include a yellow box around the 'Downloads' tab, a yellow circle with the number '5' pointing to a 'Refresh Status' button, and a yellow circle with the number '6' pointing to the 'Completed' status cell.

Order Confirmation

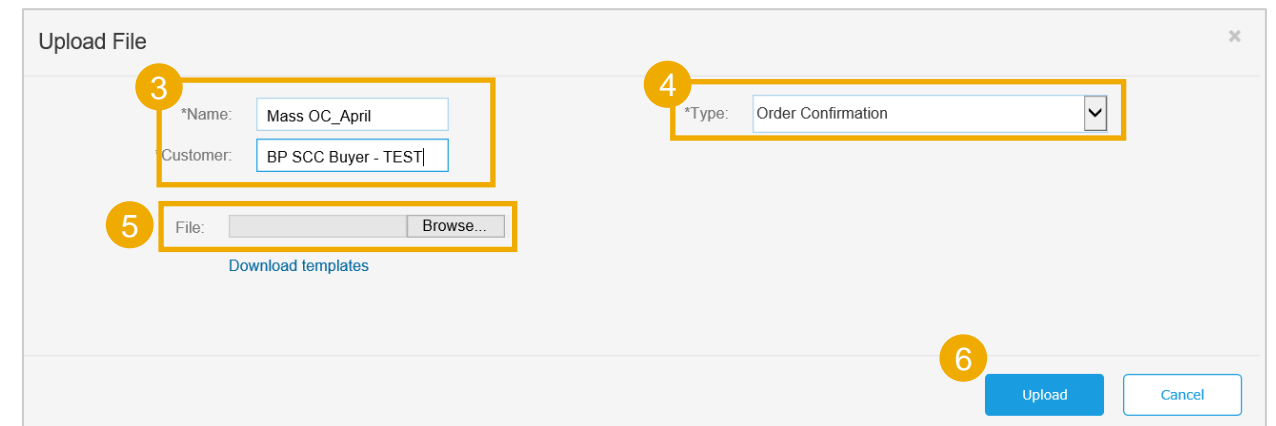
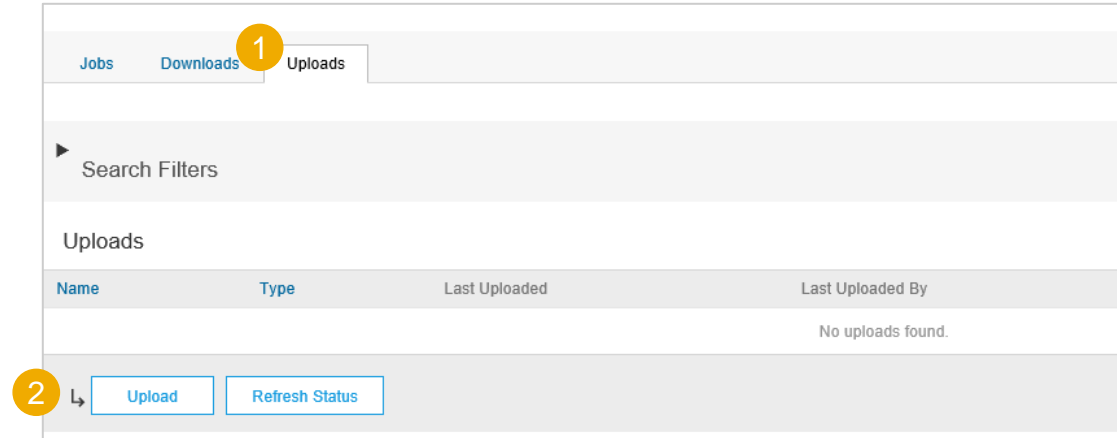
Reconfirmation via Mass Upload – Reupload the Template

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 Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Order Confirmations'. Below this, a search filter section is visible, followed by a table of 'Order Confirmations (311)'. The table has columns for 'Confirmation ID', 'Customer', and 'Status'. Two entries are shown, both with a status of 'Acknowledged'. Below the table, a detailed view of a 'Purchase Order' is shown, including its ID (20170215_DMPO7) and amount (295.00 EUR). The 'Routing Status' is 'Acknowledged', and 'Related Documents' are listed as 'OCPO7' and '12313123'. A 'More(2)' link is also present.

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 can configure types of deviations for quantity, delivery date, or 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 | Summary |

⚠ The order confirmation for this item awaits buyer approval.

Status

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

Related Documents: 1OC#1984_AR

Line Items

| Line # | Deliveries | Part # | BuyerDescr |
|---|---------------------------|--------|------------|
| 10 | 1 | | |
| <ul style="list-style-type: none"> 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 displays the SAP Business Network Enterprise Account interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', and 'Planning'. A prominent tile on the right shows '6 Items to confirm' for the 'Last 31 days' period, with a yellow circle '5' next to it. Below this, a dropdown menu for 'Confirmation approval status' is shown with a yellow circle '6' next to it. The dropdown options are 'None' and 'Items awaiting buyer response or supplier reconfirmation'. The main content area is titled 'Orders and Releases' and has a yellow circle '7' next to the 'Items to Confirm' tab. The 'Search Filters' section includes fields for Customer, Order Number, Planner Code, Product Group, Need by Date Range, and Category. On the right side, there are fields for Part #, Customer Part #, Supplier Batch ID, Customer Location, Ordering Address ID, Status, Company Code, and Purchasing Organization. A dropdown menu for the Status field is open, showing options: 'Only items that can be confirmed', 'All items with unconfirmed quantity', 'Only fully confirmed items', and 'Items awaiting buyer response or supplier reconfirmation', with a yellow circle '8' next to the selected option.

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.



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 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.

Advanced Shipping Notification

Allowed Actions

Ariba Network provides multiple options to maintain ASN.

1. Individual PO management.

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment 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: the Workbench and the Orders and Releases tab.

Workbench Section:

- 1:** A tile labeled "7 Items to ship" for the "Last 31 days" period.
- 2:** The "Items to ship (7)" view with filter options: "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 in the top right of the items list.
- Table:** A table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. One item is selected (checked):

| Order No. | Item No. | Supplier Part No. | Description | Schedule Line No. | Commitment | Actions |
|------------|----------|-------------------|----------------------------|-------------------|------------|---------|
| 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. One order is selected:

| Type | Order Number | Ver | Customer | Actions |
|-------|--------------|-----|--|-----------|
| Order | 4500003734 | 1 | SCC Delivery Team - Global H19 Client 400 - TEST | Actions ▾ |
- 5:** A "Create Ship Notice" button is visible in the bottom left of the search results area.
- 5:** A "Ship Notice" button is visible in the bottom right of the search results area.

Purchase Order Detail Section:

- 6:** The "Purchase Order: 4500003734" screen shows a "Create Ship Notice" button.

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 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 displays the 'Shipping PO' form interface. At the top, there are two address sections: 'SHIP FROM' (Supplier test - TEST, Geneva, Switzerland) and 'DELIVER TO' (Buyer test - TEST, 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 side, there is an 'ATTACHMENTS' section with a table header for '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. Eight yellow callout circles with numbers 1 through 8 are overlaid on the form to highlight specific areas: 1 points to the 'DELIVER TO' address, 2 to the 'SHIP FROM' address, 3 to the 'Packing Slip ID' field, 4 to the 'Invoice No.' field, 5 to the 'Ship Notice Type' dropdown, 6 to the 'Delivery Date' field, 7 to the 'Add Attachment' button, and 8 to the 'Additional Fields' section.

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. 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.

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

| 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 |

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 | 10.0 | |

Add Details

Add Ship Notice Line

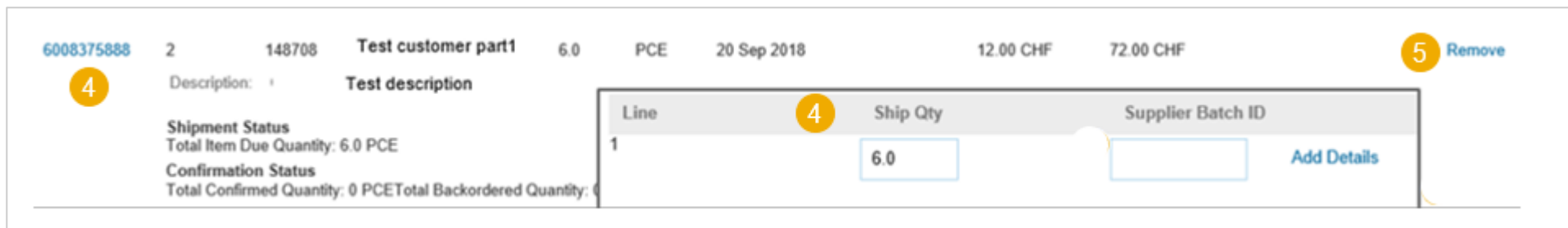
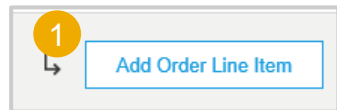
Add Order Line Item Manage Serial Numbers

Advanced Shipping Notification

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.



Advanced Shipping Notification

Individual PO Management – Line Level – Manage Line Items

When creating a Ship Notice that will transfer data to an eCOC, there are 5 fields that may be required for eCOC. Required Fields will be defined by an Asterisk (*)

1. Expiration Date
2. Production Date
3. Super Lot No.
4. Catalog No.
5. Manufactured Batch Qty

Transit Direction:

Order Items

| Order No. | Line No. | Part No. | Customer Part No. | Revision Level | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Customer Location | |
|------------|----------|----------|-------------------|----------------|---------|------|-------------|---------|------------|--------------|-------------------|------------------------|
| 4700109238 | 10 | | 221006-067 | BR | 100.000 | EA ⓘ | 28 Nov 2022 | | \$2.69 USD | \$269.00 USD | M590 | Remove |

Description: CAP CHIP TANT 20V 10P

Shipment Status
Total Item Due Quantity: 100 EA ⓘ

Confirmation Status
Total Confirmed Quantity: 100 EA ⓘ Total Backordered Quantity: 0 EA ⓘ

| Line | Ship Qty | Supplier Batch ID | |
|------|----------------------------------|----------------------|-----------------------------|
| 1 | <input type="text" value="100"/> | <input type="text"/> | Add Details |

Expiration Date:* ⓘ **1**

Production Date:* ⓘ **2**

Super Lot No:* ⓘ **3**

Catalog No:* ⓘ **4**

Manufactured Batch Qty:* ⓘ **5**

[Add Ship Notice Line](#)

Other Information
Manufacturer Part ID: 221006-067MPN1
Manufacturer Name: 0002003351

[Add Order Line Item](#) [Manage Serial Numbers](#) ▾

Advanced Shipping Notification

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.

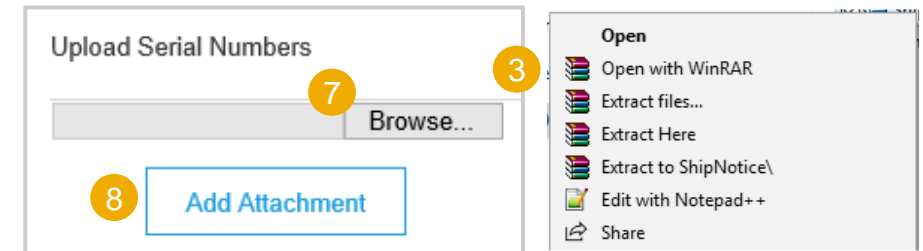
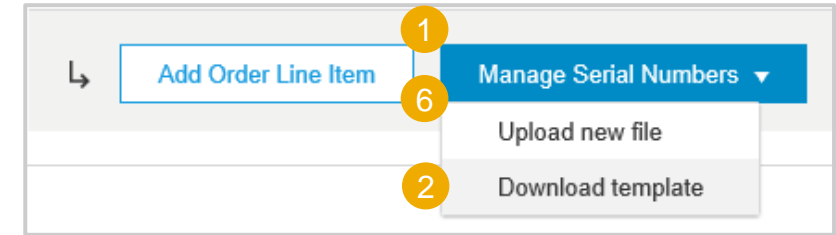
The screenshot displays a web interface for 'SHIPMENT STATUS'. At the top, it shows '1. Shipping 11.000 EA'. Below this is the 'ASSET DETAILS' section, which contains a table with two columns: 'Serial Number' and 'Asset Tag'. The 'Serial Number' field contains the value '123', and the 'Asset Tag' field is empty. A yellow circle with the number '1' is positioned to the left of the 'Serial Number' field. Below the table is a button labeled 'Add Asset', with a yellow circle containing the number '2' to its left. At the bottom of the interface, there are two expandable sections: 'HAZARD DETAILS' and 'DELIVERY DETAILS', both indicated by blue arrows.

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**.

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.



4

8859_1 Code page 8859_1 is for Western European values. For more information see the documentation for Supp. 5 Enablement Automation.

| 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 batch | Production | Expiration | Batch Qu | Item serial number | Item asset |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |
| | 4.5E+09 | 10 | | 2918 | 1 | 10 | | | | | 123 | |

Advanced Shipping Notification

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

The screenshot illustrates the SAP Ariba Supply Chain Collaboration interface. At the top, a dark blue header displays the SAP logo and 'Ariba Supply Chain Collaboration'. Below this is a navigation bar with tabs for 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' tab is active. Underneath, a 'Drafts' section is visible, with sub-tabs for 'Invoices', 'Ship Notices', and 'Service Sheets'. The 'Ship Notices' sub-tab is selected. Below the sub-tabs, there is a table with columns for 'Packing Slip ID #' and 'Customer'. At the bottom of the table, there are two buttons: 'Edit' and 'Delete'. A yellow circle with the number '5' is placed over the 'Edit' button. Above the main interface, a smaller inset shows a 'Save' button with a yellow circle '1' above it, and a 'Next' button. Below that, a '2' is placed over a text area labeled 'Edit Ship Notice.'. A green information box below the text area contains the message: 'Ship notice "21212121" is saved. The saved ship notice will be kept until 11 Nov 2018.'

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. Review the serial numbers, if applicable.
5. Click **Next**.
6. Click **Submit** to send ASN to the customer.

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

7 Previous Save 6 Submit Exit

Create Ship Notice

* Indicates required field

| | |
|--|---|
| SHIP FROM TEST SUPPLIER NAME TEST SUPPLIER SHIPPING ADDRESS , PA United States | DELIVER TO TEST CUSTOMER NAME TEST CUSTOMER DELIVERY ADDRESS , CA United States |
|--|---|

Ship Notice Header

| | |
|---|--|
| SHIPPING Packing Slip ID: 222 Invoice No.: Requested Delivery Date: -- Ship Notice Type: Select Shipping Date: <input type="text"/> Delivery Date: <input type="text"/> Hazard Type: Select Is Divisible: <input type="checkbox"/> | TRACKING Carrier Name: <input type="text"/> Service Level: <input type="text"/> Code: <input type="text"/> |
|---|--|

Dimensions

| | | | |
|---------------|----------------------|-------|----------------------|
| Gross Volume: | <input type="text"/> | Unit: | <input type="text"/> |
| Gross Weight: | <input type="text"/> | Unit: | <input type="text"/> |
| Length: | <input type="text"/> | Unit: | <input type="text"/> |
| Width: | <input type="text"/> | Unit: | <input type="text"/> |
| Height: | <input type="text"/> | Unit: | <input type="text"/> |

Order Items

| Order No. | Line No. | Part No. | Customer Part No. | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Customer Location | |
|---|----------|-------------|-------------------|---|------------------------|----------------------|-------------|------------|-----------|-------------------|--------|
| 4900000071 | 10 | | BP001 | 10.000 | PCE | 2 Feb 2022 | | 1.00 EUR | 10.00 EUR | 1710 | Remove |
| | | | | Description: Chain wheel Shipment Status: Total Item Due Quantity: 10 PCE Confirmation Status: Total Confirmed Quantity: 9 PCE Total Backordered Quantity: 0 PCE | | | | | | | |
| | | Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | | | | | |
| | | 1 | 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Add Details | | | | |
| Add Ship Notice Line | | | | | | | | | | | |
| Add Order Line Item Manage Serial Numbers | | | | | | | | | | | |

Pack Items Save 5 Next

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.

The screenshot illustrates the SAP Workbench interface for managing shipping notifications. It is divided into two main sections: a summary tile and a detailed table view.

Section 1: Items to Ship Tile (Annotations 1-3)

- Annotation 1:** A summary tile showing "7 Items to ship" for the "Last 31 days" period.
- Annotation 2:** A filter bar with options: "Edit filter", "Save filter", "Next 90 days", "Last 31 days", "Exclude fully shipped, +1", "Exclude fully received", and "Exclude fully invoiced".
- Annotation 3:** A "Create ship notice" button.

Section 2: Items to Ship Table (Annotations 4-6)

The table displays a list of items to be shipped. The header includes tabs for "Orders and Releases", "Items to Confirm", "Items to Ship" (selected), and "Return Items". Below the tabs are "Search Filters" and a table with 7 columns: Priority, Sub-Priority, Inventory Level, Need By, Order Number, Item, and Schedule Line No.

| 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 |

Annotation 4: Points to the "Items to Ship" tab.

Annotation 5: Points to the "Search Filters" section.

Annotation 6: Points to a "Create Ship Notice" button at the bottom of the table.

Advanced Shipping Notification

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 <input type="text" value="Select or type selections"/> | 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"/> | | | | |

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.

The screenshot displays the SAP Shipping Notification interface. A callout box labeled '1' highlights the 'Ship Notice Header' section, which includes fields for 'SHIPPING', 'Packing Slip ID', 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type', 'Shipping Date', and 'Delivery Date'. A red error message states: '! Ship Notice # must be alphanumeric and is limited to 10'. A red asterisk indicates a required field.

The main interface shows two order items, each with a 'Line' table. Callout '2' points to the 'Ship Qty' field in the first table. Callout '3' points to the 'Add Order Line Item' button at the bottom. Callout '4' points to the 'Remove' button for each order item. The 'Add Ship Notice Line' button is also visible below each table.

| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | Download PDF | Add Details |
|------|----------|-------------------|-----------------|-------------|--------------|-------------|
| 1 | 10.0 | | | | | |

Buttons: Add Ship Notice Line, Add Order Line Item, Manage Serial Numbers

Advanced Shipping Notification

Multiple PO's Management – Line Level

Line level details – information taken from the initial orders:

1. Order numbers
2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship notice.
3. The **Line number** is the one from the original purchase order.
4. **Schedule lines** from the same purchase order appear as separate ship notice lines under the PO number.
5. **Serial number** and **quantity** to be shipped must be adjusted on each schedule line.


| Items to Ship (58) | | | | | | | | | |
|-------------------------------------|-------------|-----------------|------------------|----------|--------------|------|----------|-----------------|--------------------|
| 2 | Need By | Customer Part # | Description | 1 | Order Number | 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 | | 5 | Line | Ship Qty | Supplier Batch ID | | | |
| | | | | 1 | 9.0 | <input type="text"/> Add Details | | | |
| | | | | 1 | 5.0 | <input type="text"/> Add Details | | | |
| | | | | 1 | 6.0 | <input type="text"/> Add Details | | | |
| | <input type="button" value="Add Ship Notice Line"/> | | | | | | | | |
| | 6008450901 | | 4 | | 123ABC | 10.0 | PCE | | 15 Oct 2018 |
| | Description: Description test | | | | | | | | |
| | Shipment Status Total Item Due Quantity: 10 PCE | | | | | | | | |
| | Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE | | | | | | | | |
| | | | | Line | Ship Qty | Supplier Batch ID | | | |
| | | | | 1 | 2.0 | <input type="text"/> Add Details | | | |

Advanced Shipping Notification

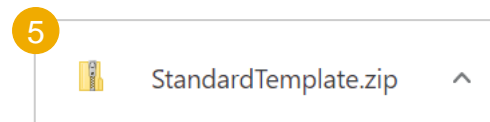
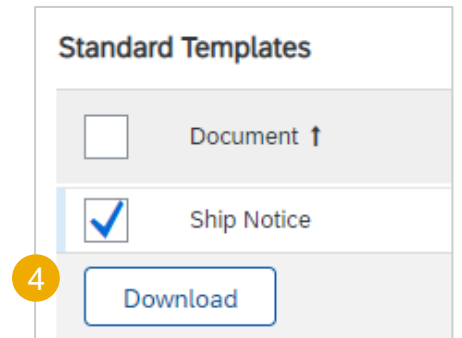
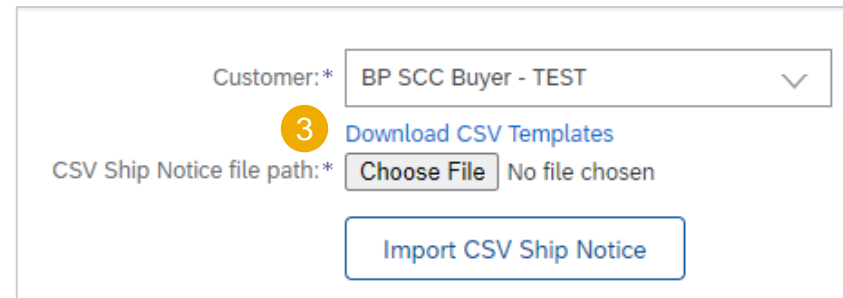
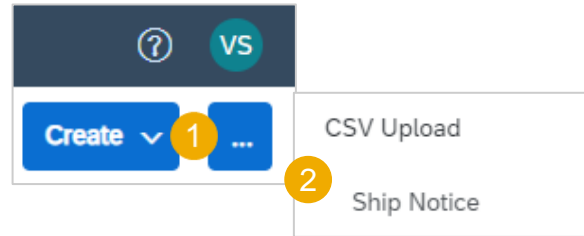
Mass ASN Upload – Download CSV Template

From the Homepage:

1. Click on  button.
2. Select **CSV Upload/ Ship Notice**.
3. Click **Download CSV Templates**.
4. Select **Ship Notice** and click **Download**.
5. Save the file.

Note:

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



Advanced Shipping Notification

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

| UTF-8 | | | | | | | | | | | | | | | | | |
|-------------|-------------|------------|---------------------------------|---------------|------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| _csv_versi | _csv_serie | _csv_type | _csv_template:Standard Template | | | | | | | | | | | | | | |
| Ship Notice | Ship Notice | Order ID | Order Date | Service Level | Shipment T | Shipment I | Delivery D | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship |
| Required | Required | Required | Required | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Opt |
| String | Date | String | Date | String | String | Date | Date | String | String | String | String | String | String | String | String | String | Strir |
| 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 |

2

Customer:* BP SCC Buyer - TEST

[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

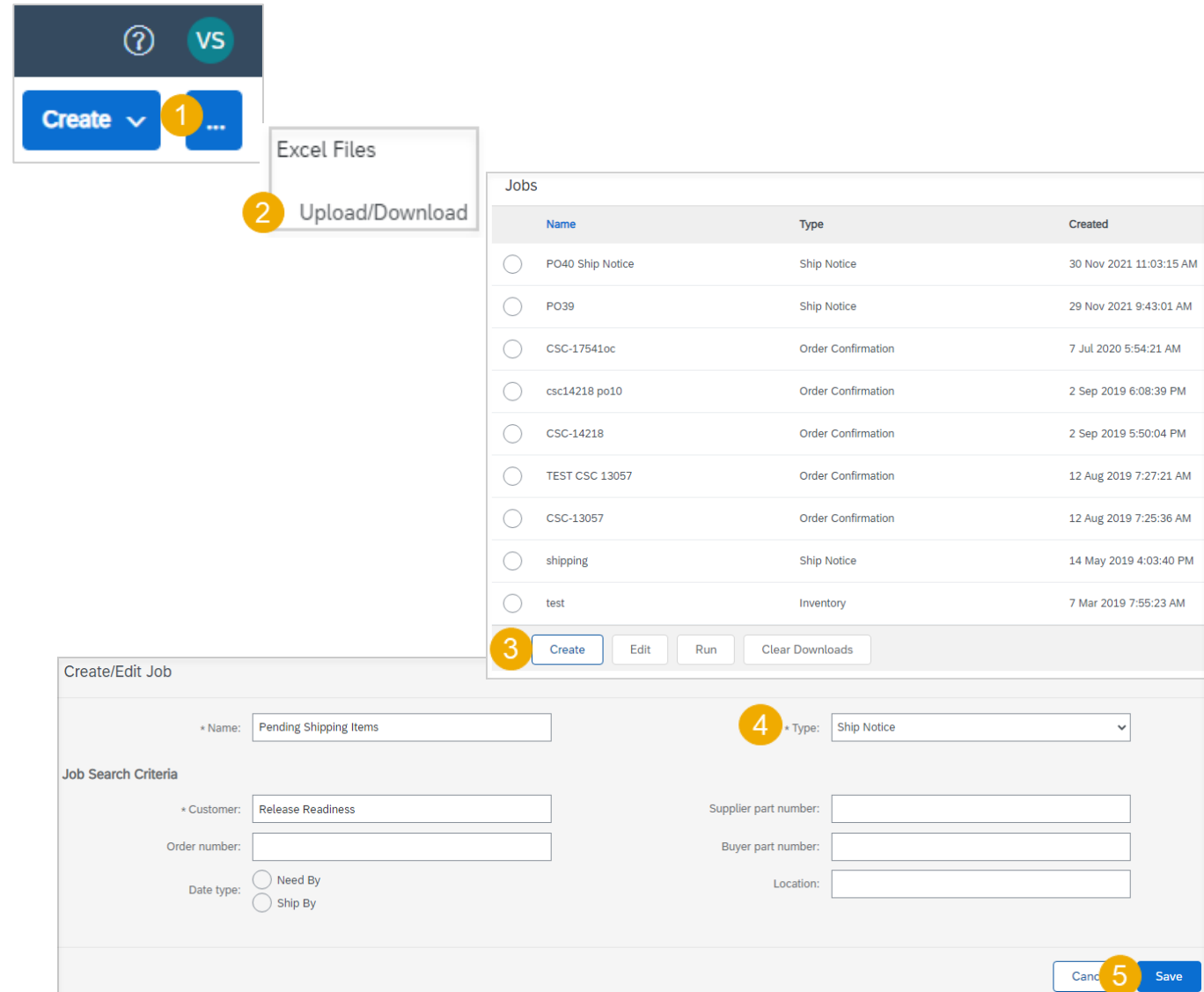
Mass ASN Upload – Download Ship Notice Template

From the Homepage:

1. Click on  button.
2. Select **Upload/Download**.
3. Click **Create**.
4. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
5. Click **Save**.

Note:

A generated Ship Notice job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded. When the results of a Ship Notice job exceed the line limit, the generated template shows a notification message that some results were excluded.



The screenshot illustrates the SAP Advanced Shipping Notification interface. It shows the 'Create/Edit Job' form and a 'Jobs' table. The interface is annotated with numbered callouts (1-5) indicating the steps for creating a job.

Jobs Table:

| Name | Type | Created |
|------------------|--------------------|-------------------------|
| PO40 Ship Notice | Ship Notice | 30 Nov 2021 11:03:15 AM |
| PO39 | Ship Notice | 29 Nov 2021 9:43:01 AM |
| CSC-17541oc | Order Confirmation | 7 Jul 2020 5:54:21 AM |
| csc14218 po10 | Order Confirmation | 2 Sep 2019 6:08:39 PM |
| CSC-14218 | Order Confirmation | 2 Sep 2019 5:50:04 PM |
| TEST CSC 13057 | Order Confirmation | 12 Aug 2019 7:27:21 AM |
| CSC-13057 | Order Confirmation | 12 Aug 2019 7:25:36 AM |
| shipping | Ship Notice | 14 May 2019 4:03:40 PM |
| test | Inventory | 7 Mar 2019 7:55:23 AM |

Create/Edit Job Form:

Name: Pending Shipping Items **Type:** Ship Notice

Job Search Criteria:

- Customer:** Release Readiness
- Order number:** [Empty]
- Date type:** Need By Ship By
- Supplier part number:** [Empty]
- Buyer part number:** [Empty]
- Location:** [Empty]

Buttons: Create, Edit, Run, Clear Downloads, Cancel, Save

Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template

5. Run the created job of type **Ship Notice**
6. **Download** and open the Excel template.
7. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

Note:

Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.

| Jobs | | |
|---|--------------------|-------------------------|
| Name | Type | Created |
| <input checked="" type="radio"/> PO40 Ship Notice | Ship Notice | 30 Nov 2021 11:03:15 AM |
| <input type="radio"/> PO39 | Ship Notice | 29 Nov 2021 9:43:01 AM |
| <input type="radio"/> CSC-17541oc | Order Confirmation | 7 Jul 2020 5:54:21 AM |
| <input type="radio"/> csc14218 po10 | Order Confirmation | 2 Sep 2019 6:08:39 PM |
| <input type="radio"/> CSC-14218 | Order Confirmation | 2 Sep 2019 5:50:04 PM |
| <input type="radio"/> TEST CSC 13057 | Order Confirmation | 12 Aug 2019 7:27:21 AM |
| <input type="radio"/> CSC-13057 | Order Confirmation | 12 Aug 2019 7:25:36 AM |
| <input type="radio"/> shipping | Ship Notice | 14 May 2019 4:03:40 PM |
| <input type="radio"/> test | Inventory | 7 Mar 2019 7:55:23 AM |

| Status | File |
|-----------|------|
| Completed | 6 |


| SAP Ariba | | | | | | | | | | | |
|------------------------|-----------------------|-----------------|-----------------------|---------------|---------------|-----------------------|---------------------------|-----------|------------------|--|--|
| Ship Notices | | | | | | | | | | | |
| Time Zone: UTC-08:00 | | | | | | | | | | | |
| Ship Notice Number (*) | Ship Notice Date (*) | Order ID (*) | Order Date | Service Level | Shipment Type | Shipment Date | Delivery Date | Ship From | Ship From Street | | |
| 84213214 | 2021-12-13T16:36:55-0 | PO-y-20211209-1 | 2021-12-09T03:00:00-0 | | | 2022-04-26T06:37:31-0 | 2022-04-26T06:37:31-07:00 | | | | |
| 84213215 | 2021-12-13T16:36:55-0 | PO-y-20211209-1 | 2021-12-09T03:00:00-0 | | | 2022-04-24T06:37:31-0 | 2022-04-24T06:37:31-07:00 | | | | |
| 84213216 | 2021-12-13T16:36:55-0 | PO-y-20211209-1 | 2021-12-09T03:00:00-0 | | | 2022-04-27T09:37:31-0 | 2022-04-27T09:37:31-07:00 | | | | |
| 84213217 | 2021-12-13T16:36:55-0 | PO-y-20211209-1 | 2021-12-09T03:00:00-0 | | | 2022-05-21T09:37:31-0 | 2022-05-21T09:37:31-07:00 | | | | |

| Tracking Date | Shipping Method | Item Ship Notice Line Number (*) | Item Line Number (*) | Item Parent Line Number | Item Supplier Part ID | Item Quantity (*) | Item Unit Of Measure (*) | Item Unit Price Currency (*) | Item Unit Price Amount (*) | Item Description | Item Hazard Code |
|---------------|-----------------|----------------------------------|----------------------|-------------------------|-----------------------|-------------------|--------------------------|------------------------------|----------------------------|----------------------|------------------|
| | | 4 | 2 | | DS_AX45182-2 | 21 | EA | USD | 15.6 | BULLNOSE SHELVES 4 F | |
| | | 3 | 2 | | DS_AX45182-2 | 11 | EA | USD | 15.6 | BULLNOSE SHELVES 4 F | |
| | | 2 | 1 | | DS_AX45182-1 | 11 | EA | USD | 15.6 | BULLNOSE SHELVES 4 F | |
| | | 1 | 1 | | DS_AX45182-1 | 21 | EA | USD | 15.6 | BULLNOSE SHELVES 4 F | |

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template

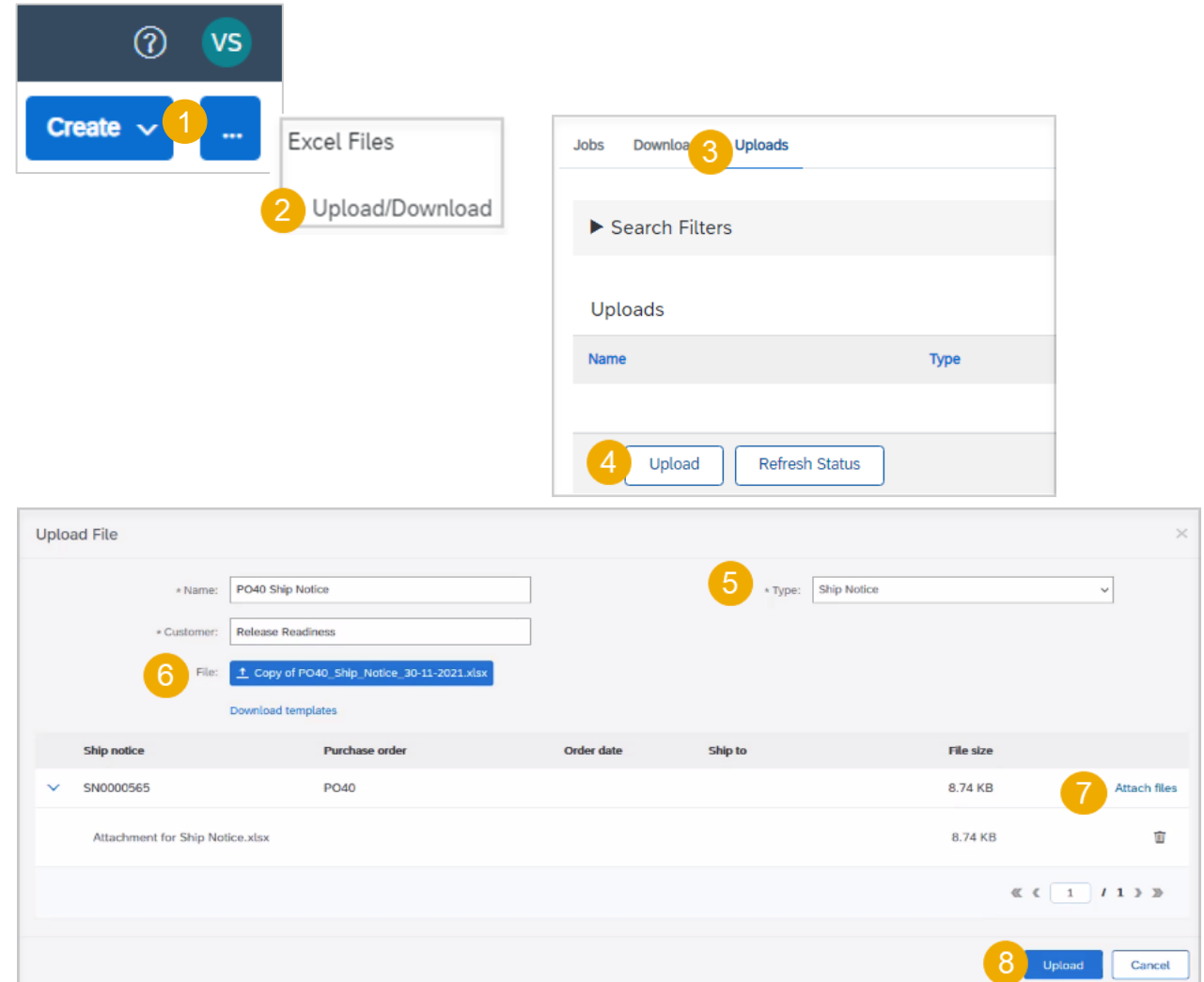
From the Home page:

1. Click on  button.
2. Select **Upload/Download**
3. Navigate to **Uploads**
4. Click **Upload**
5. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
6. **Select the Excel file** that should be uploaded to create the ship notice(s)
7. **Attachments** can be added at this stage if needed
8. Click **Upload**

Note:

You can upload an edited Ship Notice template that has up to 10,000 lines, in addition to the header lines.

During upload, the Ship Notice template automatically appends the time to certain date fields.



The screenshot illustrates the steps for uploading a ship notice template. It shows the 'Create' menu, the 'Upload/Download' option, the 'Uploads' section, and the 'Upload File' dialog. The dialog includes fields for Name, Customer, and Type, a file selection area, and a table for attachments.

Upload File Dialog Details:

- Name: PO40 Ship Notice
- Customer: Release Readiness
- Type: Ship Notice
- File: Copy of PO40_Ship_Notice_30-11-2021.xlsx

| Ship notice | Purchase order | Order date | Ship to | File size | |
|---------------------------------|----------------|------------|---------|-----------|--------------|
| SN0000565 | PO40 | | | 8.74 KB | Attach files |
| Attachment for Ship Notice.xlsx | | | | 8.74 KB | |

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template

1. After successful upload the status will be **Completed** and the ship notice is created in Ariba Network.
2. When errors occur, the **log** can be downloaded to assist with error resolution.

Jobs Downloads Uploads

► Search Filters

Uploads

| Name | Type | Last Uploaded | Last Uploaded By | Status | File | Log |
|------------------|-------------|-------------------------|---------------------|-------------|------|-----|
| PO40 Ship Notice | Ship Notice | 30 Nov 2021 11:09:40 AM | Feature Exploration | 1 Completed | ↓ | 2 ↓ |

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 | |

Order Items

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

Attachment(s):

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

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

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

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

Report Templates Table: A table with columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run. It contains one entry: 'ASN REPORT' (Manual, Ship Notice, Processed, 23 Apr 2020). A yellow circle '2' highlights the 'Create' button below the table.

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

Report Templates Table (Bottom): Shows the 'ASN REPORT' entry with its status updated to 'Processed'. A yellow circle '4' highlights the 'Run' button, and a yellow circle '5' highlights the 'Refresh Status' button. A yellow circle '6' highlights the 'Download' button.

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.

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 |
|-------|----------------|------------------|--|--------------|
| 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: | | | | | | | | | | | | | |

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

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, 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 |

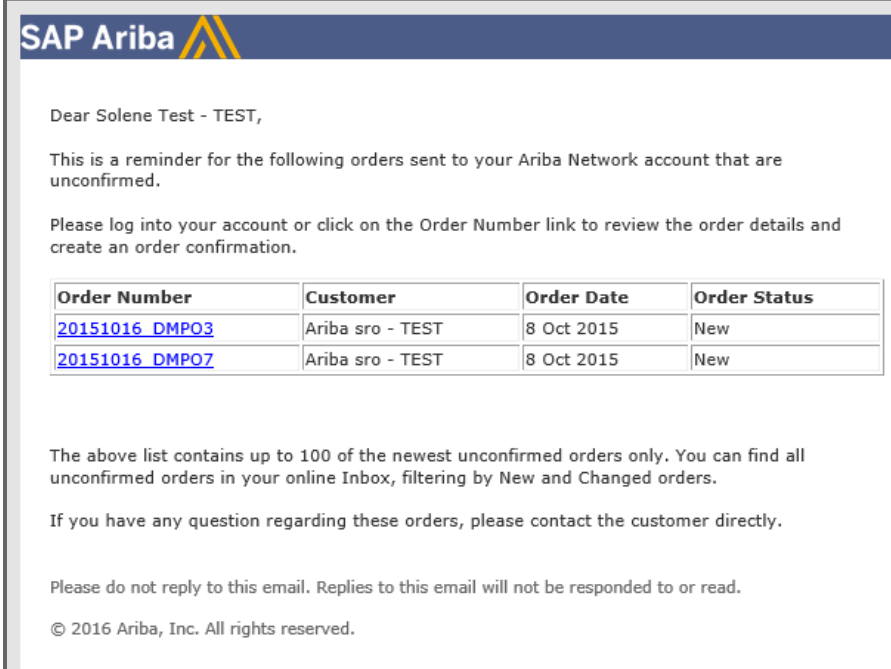
Purchase Order Routing Status

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

- **Sent** (new POs): 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).



The screenshot shows an email from SAP Ariba. The header includes the SAP Ariba logo. The body of the email contains a greeting, a reminder message, a table of unconfirmed orders, and a footer with contact information and a copyright notice.

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.