

SAP Ariba 

SAP SCC Scheduling Agreement Release Supplier Training Guide

**Boston
Scientific**
Advancing science for life™

THE BEST RUN 

Agenda

Scheduling Agreement Release

- Introduction
- Scheduling Agreement Release Process Workflow
- Scheduling Agreement Release Documents
- Different Modes of Integration/ Automation

Scheduling Agreement Release Portal User Interaction

- Overall Considerations
- Scheduling Agreements
- Order Confirmation*

Appendix

Scheduling Agreement Releases

In this Chapter You Will Learn About ...

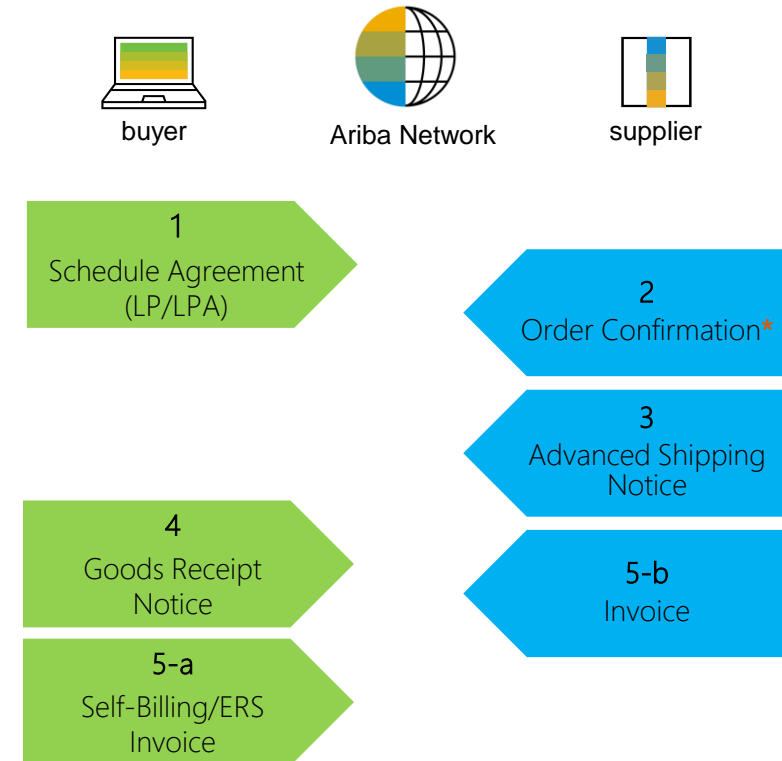
- ... Scheduling Agreement Documents
- ... Scheduling Agreement Collaboration Process
- ... Different Modes of Integration

Introduction

- Scheduling Agreement is a form of outline purchase agreement under which materials are procured on predetermined dates within a certain period of time. There are two forms of Scheduling Agreements as listed below:
 - **Scheduling Agreement** is a purchasing document that contains schedule lines stating quantities and dates for specific shipments of a material.
 - **Scheduling Agreement Release** is a release of schedule lines within the scheduling agreement.
- Use Cases:
 - Pricing & terms are agreed upon for the time period (horizon).
 - Quantity should cover the horizon needs.
 - Smaller quantities requested on “scheduled” basis.
 - Delivery is on an “ASAP” basis (short term or immediately).
 - Mid-to-long term requirements also communicated in the trade-off or forecast horizon.
- Benefits:
 - Improved visibility into availability of supply.
 - Greater transparency for suppliers into longer term and near-term demands of their customers.
 - Flexible invoicing options, including self-billing and supplier-generated invoicing (increased billing accuracy).

Scheduling Agreement Release Process Workflow

1. Buyer performs a planning run (MRP). This automatically generates scheduling agreement releases. Buyer shares the Scheduling Agreement Release with the supplier through the Ariba Network.
2. Supplier confirms scheduling agreement/scheduling agreement release for **firm** scheduling lines*.
3. Supplier ships the goods ordered.
4. Buyer receives the goods ordered.
5. a) Buyer invoices through ERS or
b) less commonly, supplier can invoice directly.



Scheduling Agreement Release Documents

Document	Description
Scheduling Agreement	Defines the actual agreement of quantities and dates for the shipments desired for a period of time
Scheduling Agreement Release	Defines releases of quantities and dates for the shipments desired for a period of time
Order Confirmation*	Confirms scheduling agreement or scheduling agreement releases for firm schedule lines.
Advanced Ship Notice	Provides details for shipment of specific quantities of materials/goods
Goods Receipt	Customer confirmation of final product receipt.
Invoice	Binding document which reflects the amount to be paid, along with the details of the material provided to a customer

Different Modes of Integration/ Automation

Ariba allows to work / to integrate in different modes with the system

- **Portal:** The Supplier works online through its Web Browser.
- **Full System Integration:** Suppliers electronically integrate their system(s) to the Network. Full Integration is not available for R1 release. The eCoC functionality is not available with full Integration

Scheduling Agreement Release Portal User Interaction

In this Chapter You Will Learn About ...

- ... the parts of Scheduling Agreements
- ... how to manage scheduling agreements and releases
- ... how to submit Order Confirmation and Advanced Shipment Notices against Scheduling Agreements

Overall Considerations

- Scheduling Agreement specifies three “zones” (typically these have commercial implications).

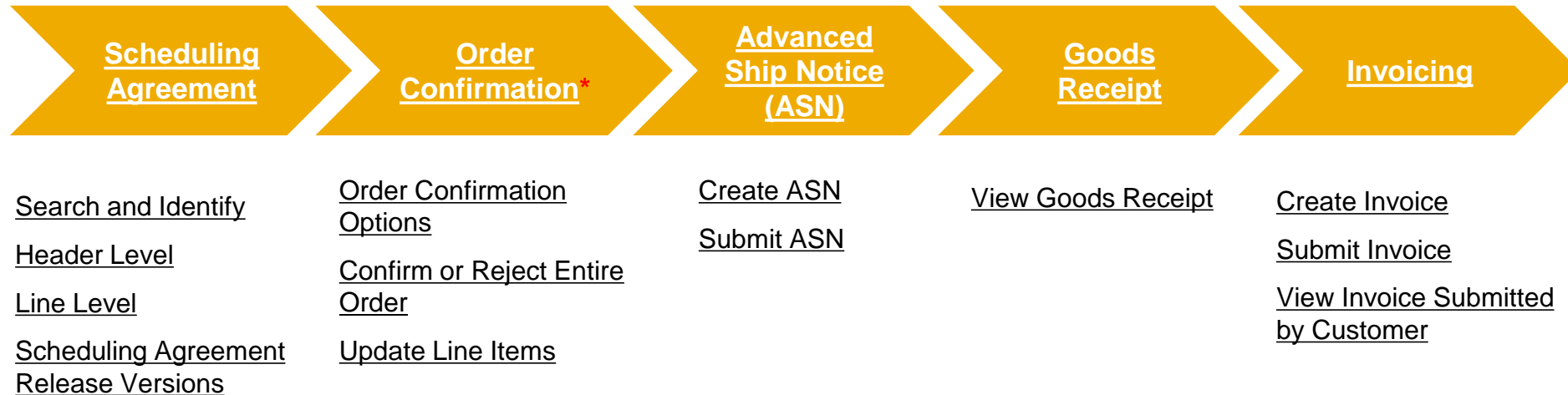
Firm Zone (Zone 1): Make
Schedule Lines in this zone are binding. The vendor is allowed to make ASN within this Zone if using SMI(Supplier Managed Inventory)

Trade-Off Zone (Zone 2): Procure Components
Schedule Lines in this zone instruct the vendor that they can buy materials required for production
If cancelled, the vendor is entitled to charge only for material costs

Planning Zone (Zone 3): Forecast
Schedule Lines in this planning/forecast zone are advisory
There is no commitment on the part of the ordering party

Customer to add project specifics. To describe whether SA will be used with or without the releases. If with releases – to be specified to what release (JIT, Forecast) and business reasoning.

Scheduling Agreement Release Portal User Interaction



Scheduling Agreement

Search and Identify (From the Workbench)

From the Homepage:

1. Click **Workbench/ Orders** tile.
2. Use filters to identify the right item. Set order type as **Scheduling agreements only**.
3. Search results will appear. You can configure the view by clicking configure icon.
4. To view the scheduling agreement, click on its number.

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, a navigation bar shows 'SAP Business Network' and 'Enterprise Account'. Below this, a menu includes 'Home', 'Enablement', 'Workbench' (highlighted), and 'Planning'. A summary tile on the right shows '263 Orders' for the 'Last 90 days' period.

The main area features an 'Edit filter' section with the following filters:

- Customers:** Select or type selections
- Order numbers:** Type selection
- Creation date:** Last 90 days
- Order status:** Include
- Company codes:** Select or type selections
- Purchasing organizations:** Select or type selections
- Customer locations:** Type selection
- Order type:** Scheduling agreements only
- Routing status:** All
- Min amount:** (empty)
- Max amount:** (empty)
- Currency:** EUR
- Show hidden orders only

Below the filters, a table displays search results. A '3' callout points to the table's header and configuration icons. A '4' callout points to the first row of data.

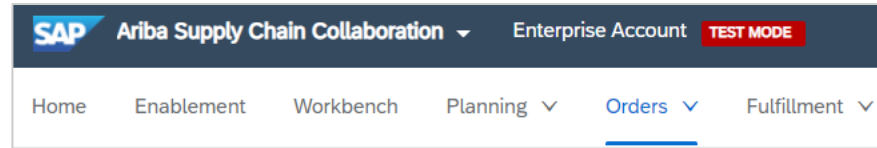
Order Number	Type	Actions
550000018200010FOR	Release	...
BP1550000008400010FOR	Release	...

Scheduling Agreement

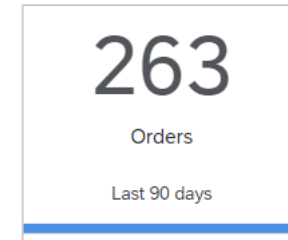
Search and Identify (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Orders Tile**
2. Use filters to identify the right item. Set order type as **Scheduling agreements only**
3. Search results will appear. You can configure the view by clicking configure icon.
4. To view the scheduling agreement, click on its number.



1



▼ Edit filter

Customers <input type="text" value="Select or type selections"/>	Order numbers <input type="text" value="Type selection"/>	Creation date Last 90 days ▼	Order status Include ▼ <input type="text" value="Select or type ..."/>
<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match		Company codes <input type="text" value="Select or type selections"/>	Purchasing organizations <input type="text" value="Select or type selections"/>
Routing status All ▼	Min amount <input type="text"/>	Max amount <input type="text"/>	Customer locations <input type="text" value="Type selection"/>
		Currency EUR ▼	Order type Scheduling agreements only ▼
<input type="checkbox"/> Show hidden orders only			

Order Number	Type	Actions
550000018200010FOR	Release	...
BP1550000008400010FOR	Release	...

Scheduling Agreement

Header Level

View the header level information:

1. Document Type, status, number and version.
2. From Information (Buyer)/ To Information (Supplier)
3. Ship to/Bill To Information
4. Routing Status
5. Processing and release history is available in the appropriate tabs.

Scheduling Agreement Release: 870000015200010JIT Done

Create Order Confirmation Create Invoice Create Quality Notification

Release Detail Processing History Release History

1 Scheduling Agreement Release (New)
870000015200010JIT
Version: 1

2 From: **SAP A.G.**
Dietmar-Hopp-Allee 16
69190 Walldorf
08
Germany
Phone: +49 () +496227761730

To: **Supplier ABC - TEST**
210 Liberty Ave
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: Eugene.mack@sap.com, Eugenemack75@gmail.com

4 Routing Status: Sent
Effective Date: 4 Oct 2017
Expiration Date: 29 Sep 2018

5 Scheduling Agreement ID
8700000152

Contact Information
Supplier Address
Bluna
Lott Court
15668 Murrysville
Germany
Email:
marc.de.vries@sap.com
Phone: +49 () 080156562
Fax: +49 () 062277474747
Address ID: II-001_DEV
buyerID: II-001_DEV

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: CPT

3 Ship All Items To
Werk 0001 Pittsburgh
4117 Lott Court

Bill To
SAP A.G.
Dietmar-Hopp-Allee 16

Deliver To

Scheduling Agreement

Line Level

1. The Line Item section includes detailed Commitment Information, including Release Information and Commitment Level
2. Schedule Lines (Delivery Schedules) for Line Items contain date and quantity for each schedule line
3. Commitment Levels of schedule lines indicate one of three zones.

Line Item											
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Unit Price	Subtotal	Previous Received Qty (Unit)	Cumulative Received Qty (Unit)	Cumulative Shipped Qty (Unit)
10		DICE-DP-0700	Material			3.0 (EA)	10.00 EUR	30.00 EUR		0.0 (EA)	0 (EA)
Description: 30A Speed Controller											
Release Information											
End of Firm Zone: 28 Apr 2019 6:00 AM EDT											
End of Tradeoff Zone: 28 Feb 2019 5:00 AM EST											
Release Type: JIT											
Release Number: 1											
Schedule Lines											Commitment Level
Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)					
1		5 Mar 2019 5:00 AM EST		3.0 (EA)	3.0 (EA)						
2		5 Mar 2019 5:00 AM EST		4.0 (EA)	7.0 (EA)						
3		5 Mar 2019 5:00 AM EST		4.0 (EA)	11.0 (EA)						

Scheduling Agreement

Scheduling Agreement Release Versions

Note that with Scheduling Agreement Releases there are different versions depending on if the customer sends a change Release to the Ariba Network.

1. Versions are noted in your Inbox and also in the status detail of your release.
2. Older Versions are viewable by clicking the **Previous Version** hyperlink.
3. In order to view the changes on the Release, click the **Show Changes** in bottom of the document screen.
4. The edits will be highlighted in orange.

The screenshot shows the SAP Scheduling Agreement Release interface. It includes a table of releases, a toolbar with 'Show Changes', and a 'Schedule Lines' table. Annotations 1-4 highlight specific features: 1. 'Order Status' (Changed), 2. 'Previous Version' link, 3. 'Show Changes' button, and 4. Edited quantities in orange.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision
Release	52000004780001-0JIT	5			C5_2001 Upper saddle River, NJ United States			6 Sep 2017	Changed	Invoice	\$0.00 USD	Changed

[Create Ship Notice](#) | [Create Invoice](#) | [Show Changes](#) | [Hide](#) | [Print](#)

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Commitment Level
4			7 Sep 2017 8:00 AM EDT		110.000 (PC)	110.00 (PC)	Firm
	→ Edited		10 Sep 2017 8:00 AM EDT		125.000 120.000 (PC)	235.00 230.00(PC)	Firm
	→ Edited		12 Sep 2017 8:00 AM EDT		20.000 (PC)	255.00 250.00(PC)	Firm
	→ Edited		15 Sep 2017 8:00 AM EDT		96.000 (PC)	351.00 346.00(PC)	Firm

Order Confirmation

Options

Supplier can confirm scheduling agreement or scheduling agreement release by clicking **Create Order Confirmation** button from the following screens:

1. Inbox/ Orders and Releases tab.
2. SA/ SAR screen.
3. Inbox/ Items to Confirm

1

Orders and Releases (8)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address
<input checked="" type="radio"/>	Agreement	5500000272	1	SCC ANK - TEST BUYER	Plant 1 US Palo Alto, CA United States	Demo SCC Supplier Melbourne, VIC Australia

↳ [Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

2

Scheduling Agreement Release: 550000028100010JIT

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#)

3

Items to Confirm (66)

<input type="checkbox"/>	Type	Order Number	Item	Part No.	Customer Part No.	Description
<input type="checkbox"/>	Release	550000027700010JIT	10	Non Catalog Item	SCC_TRN13	SCC_Training_Mat_13

↳ [Confirm Requested Quantities](#) [Confirm Entire Order](#) [Create Quality Notification](#)

Order Confirmation

Confirm or Reject Entire Order

Suppliers **can** confirm or reject entire scheduling agreement and scheduling agreement release for **firm** schedule lines

From the **Workbench/ Orders** tile screen:

1. Identify the right item and click Actions button.
2. Chose action from the dropdown. New window will appear.
3. Fulfill all mandatory fields and submit

OR

From **Orders and Releases** screen:

4. Select the document and click **Create Order Confirmation**.

Note:

- Supplier **cannot** confirm or reject entire scheduling agreement or scheduling agreement release if it contains schedule lines with other than firm commitment level (e.g. tradeoff, forecast). Error message will appear. In this case supplier is able to confirm firm schedule lines via **Update Line Items** action.
- Orders tab will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Order Confirmation process. It is divided into four numbered steps:

- Step 1:** A table lists orders. The first row is highlighted with a blue background. The columns are 'Order Number', 'Type', and 'Actions'. The 'Order Number' is '550000018100030FOR', the 'Type' is 'Release', and the 'Actions' column contains a three-dot menu icon.
- Step 2:** A dropdown menu is open from the 'Actions' column, showing three options: 'Confirm entire order', 'Update line items', and 'Reject entire order'.
- Step 3:** A 'Confirming PO' window is shown. It has a left sidebar with two buttons: 'Confirm Entire Order' (circled with a 1) and 'Review Order Confirmation' (circled with a 2). The main area is titled 'Order Confirmation Header' and contains several fields: 'Confirmation #' (empty), 'Associated Order #' (550000028100010JIT), 'Customer' (SCC ANK - TEST BUYER), and 'Supplier Reference' (empty).
- Step 4:** The 'Orders and Releases (1)' screen is shown. It features a table with columns: 'Type', 'Order Number', 'Ver', 'Customer', 'Inquiries', 'Ship To Address', and 'Ordering Address'. The first row is selected. Below the table, there is a row of buttons: 'Create Order Confirmation' (circled with a 4), 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', and 'Hide'. A dropdown menu is open from the 'Create Order Confirmation' button, showing the same three options as in Step 2: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

Order Confirmation

Update Line Items

From the **Workbench/ Orders** tile screen:

1. Identify the right item and click Actions button.
2. Chose action from the dropdown. New window will appear.
3. Fulfill all mandatory fields and click **Confirm Based on Schedule Lines**.

OR

From **Orders and Releases** screen:

4. Select the document and click **Create Order Confirmation**.

The image shows two screenshots from the SAP S/4HANA interface. The top screenshot shows the 'Orders and Releases (1)' screen with a table of orders. The bottom screenshot shows the 'Line Items' screen for a specific order.

Orders and Releases (1)

Type	Order Number	Ver	Customer
Agreement	5500000280	1	SCC ANK - TEST BUYER

Actions: Create Order Confirmation, Create Ship Notice

Dropdown menu for 'Create Order Confirmation':

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

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1	AX4518			20 (PK)	20 Dec 2019	\$15.60 USD	\$312.00 USD	

Description: BULLNOSE SHELVES 4 PK

Schedule Lines

Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
1	Firm	10 Dec 2019		10 (EA)
2	Firm	20 Dec 2019		10 (EA)

Current Order Status

20 Unconfirmed

Confirm:

Reject All ⓘ

Confirm Based on Schedule Lines

Order Confirmation

Update Line Items

1. Update delivery date and quantity of schedule lines. Note, that only firm schedule lines are displayed on confirmation page.
2. Once done, click **Create status**.
3. Confirmation status is created.
4. Click **Details** to add additional information.
5. You can chose a referenced schedule line from the dropdown.
6. Once done, click **Next** and proceed with order confirmation submission.

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

<input type="checkbox"/>	Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
<input type="checkbox"/>	5	Firm	29 Apr 2020 CEST 29 apr 2020 Buyer time		<input type="text" value="0"/>
<input type="checkbox"/>	6	Firm	1 May 2020 CEST 1 mag 2020 Buyer time		<input type="text" value="0"/>

2

3 Current Order Status

10 Confirmed With New Date (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 11 Dec 2019)

10 Confirmed As Is (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 20 Dec 2019 - defaulted from Requested Delivery Date in order)

Confirm:

Reject All ⓘ

4 ⓘ

5

Schedule Line: ⓘ * Line number 1 - quantity 10 - date 30 Jul 2020 - commitment level firm ▼

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: * Line number 2 - quantity 10 - date 31 Jul 2020 - commitment level firm

Unit Price: \$10.00 USD

6

Appendix

Routing Statuses

Routing Status	Definition
Queued	Initial state. Ariba Network received the order but no further action was taken.
Sent	Ariba Network sent the order to your account.
Acknowledged	You received the order.
Failed	Ariba Network experienced a problem routing the order to your preferred order routing method. For example, your back end order fulfillment system could have experienced a problem that prevented Ariba Network from successfully routing the order. You can resend orders that have a Failed routing status.

Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	<p>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.</p> <p>For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which may be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced.</p>
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, Ariba Network displays Yes to indicating that you have submitted invoices.
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 account. You can resend failed orders.

Invoice Statuses

Invoice Status	Definition
Canceled	You canceled the invoice and can't make any further changes to it.
Sent	Your customer received the invoice but hasn't approved or rejected it. If your invoice stays in this status for a while, contact your customer to see what needs to happen next. If your customer allows it, you can <u>cancel an invoice</u> with this invoice status.
Rejected	The invoice failed validation on Ariba Network, or <u>your customer rejected the invoice</u> in their invoice processing system. You can <u>edit and resubmit a rejected invoice</u> .
Approved	•If the invoice doesn't have any errors, your customer approves the invoice for payment, which changes the invoice status to Approved . After an invoice reaches Approved status, you can't make changes to it. You'll need to <u>send a credit memo</u> if you made a mistake.
Paid	Your customer paid the invoice or is in the process of issuing payment.

Thank you.