

SAP Business Network (Ariba) Supply Chain Collaboration (SCC)

Supplier Manual

2024



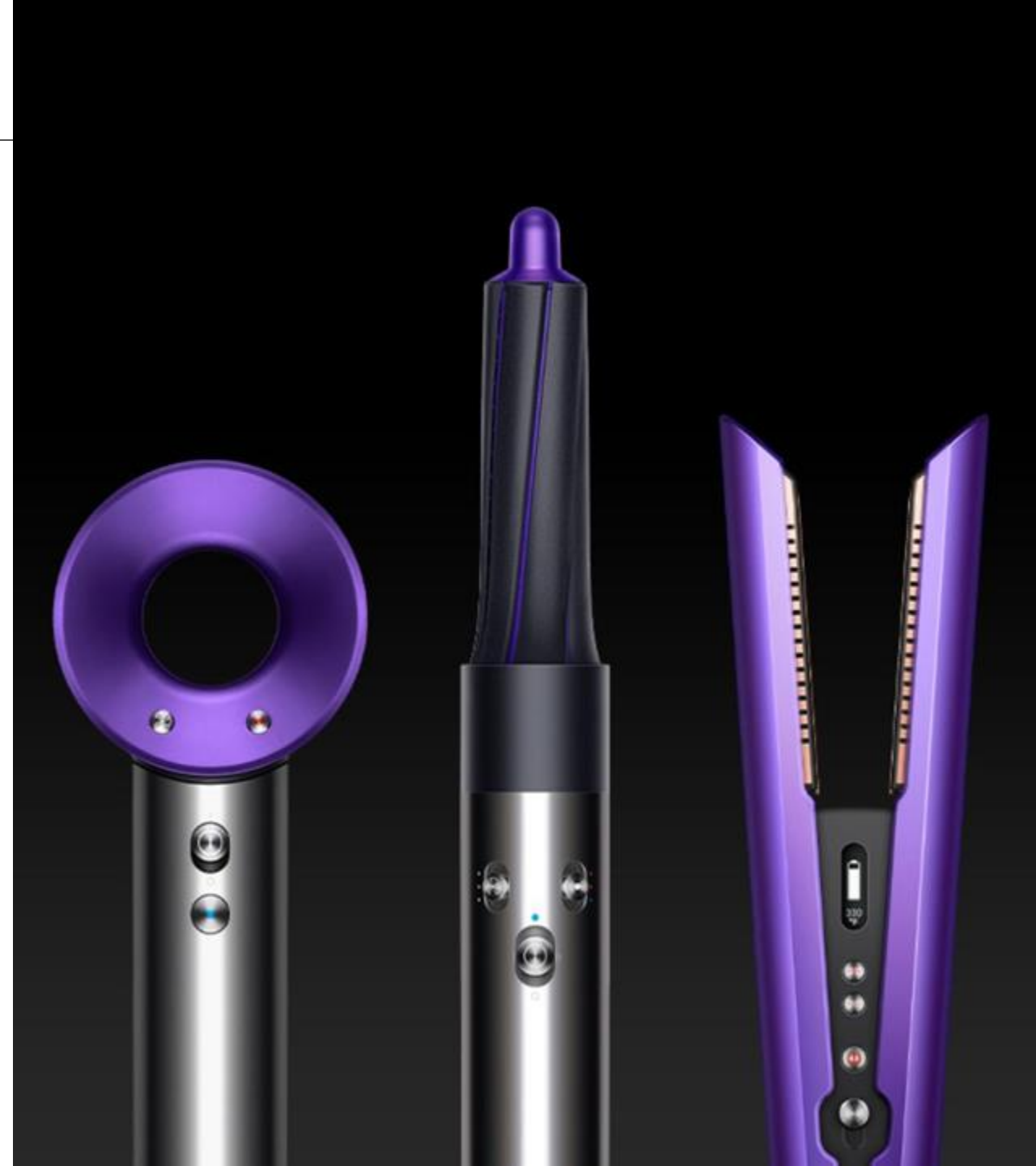
AGENDA

01 Key Process Changes

02 General Ariba Navigation

03 Forecast Collaboration

04 PO Collaboration



SUPPLY CHAIN PLANNING HORIZON WITH CMs

Year 1 (Monthly)				Year 2	Year 3	Year 4	Year 5
FG 5 weeks	FG 7 weeks	FG 14 weeks FG NPI 40 weeks	FG 26 weeks	FG			
S&A 7 weeks	S&A 5 weeks	S&A 14 weeks	S&A 26 weeks	S&A			
Frozen Commit	PR Firming	CM Promise	CM Assurance	CM Volume Visibility			

60 months of forecast (5 years) pushed through from Dyson into Ariba Network

12 months of commit, minus locked period required from CMs to submit to Dyson via Ariba Network

Weekly POs released from Dyson to CMs via Ariba Network
CMs will be given one week to respond and provide order confirmation

Shows up as a locked horizon in Ariba Forecast Collaboration

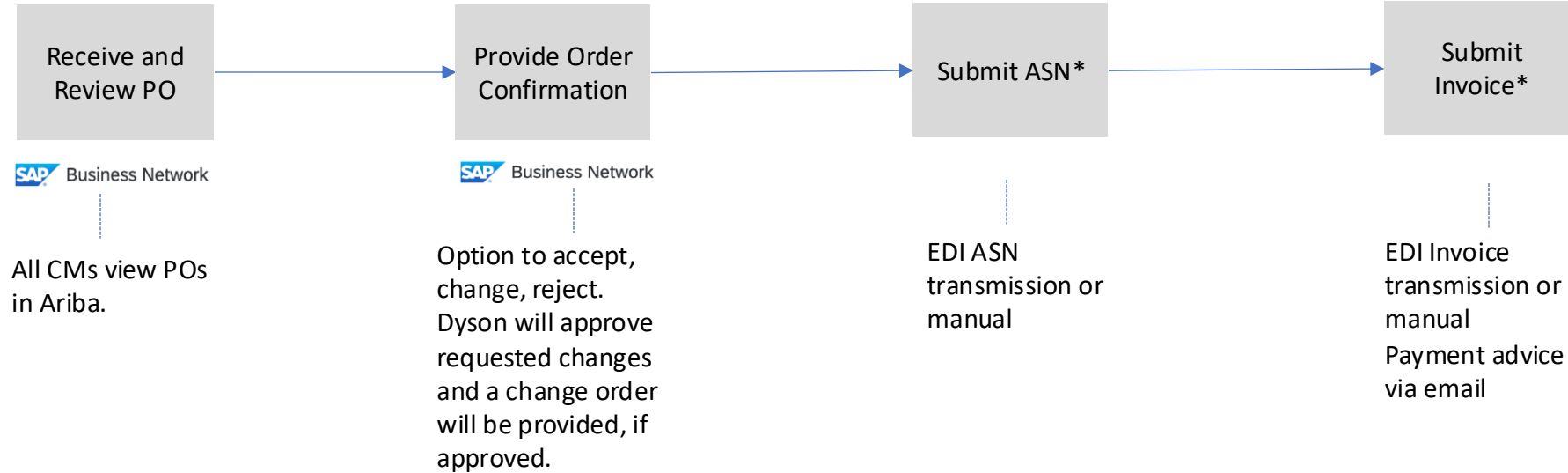
Key figures	31 Jul 2023 Week 31	7 Aug 2023 Week 32	14 Aug 2023 Week 33	21 Aug 2023 Week 34
Order forecast	353	340	395	370
Cumulative forecast	353	693	1,088	1,458
Forecast commit				
Cumulative forecast commit	0	0	0	0
Cumulative commit vs cumulative forecast	-353	-693	-1,088	-1,458
Previous forecast				
Cumulative previous forecast	0	0	0	0
Cumulative forecast vs cumulative previous forecast	353	693	1,088	1,458
Forecast deviation	-353	-340	-395	-370
Forecast change	353	340	395	370

*Frozen commit exception
556C SKUs: +2W

Procure to Pay Collaboration

AS - IS

Purchase Order Collaboration



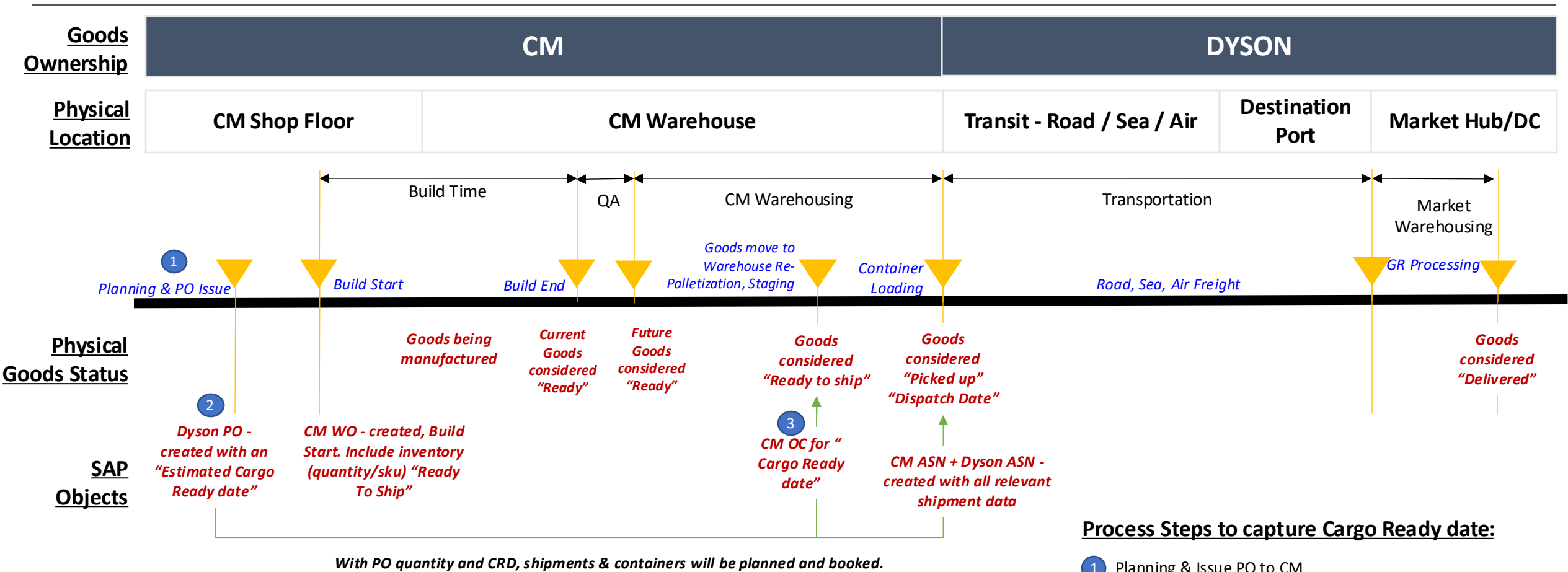
PO Collaboration – One Collaboration Platform:

1. PO visibility
2. Order Confirmation

***Current submission of ASN and Invoice process with Dyson remains until CM establishes end to end connection with Ariba (B2B/Portal).**

Any existing EDI connections for Purchase Orders will remain the same.

Cargo Ready Date



System	Key reference fields to CRD
Ariba – PO & OC	Delivery Date Est Ship Date
PO via existing EDI set up	CRD will be reflected under "Dispatch date" and "Build Date" will be empty

Process flow (Non-Pilot)

Category	Documents from Dyson	Documents from CMs
Forecast Collaboration	<ul style="list-style-type: none">Forecast numbers from Dyson in weekly buckets across 60 months	<ul style="list-style-type: none">Forecast commits from CMs for the next 12 months (minus frozen period)
Order Collaboration	<ul style="list-style-type: none">Purchase Orders released from Dyson on weekly basis	<ul style="list-style-type: none">Purchase Order Confirmation on new/changed PO

General Ariba Navigation



Ariba Navigation

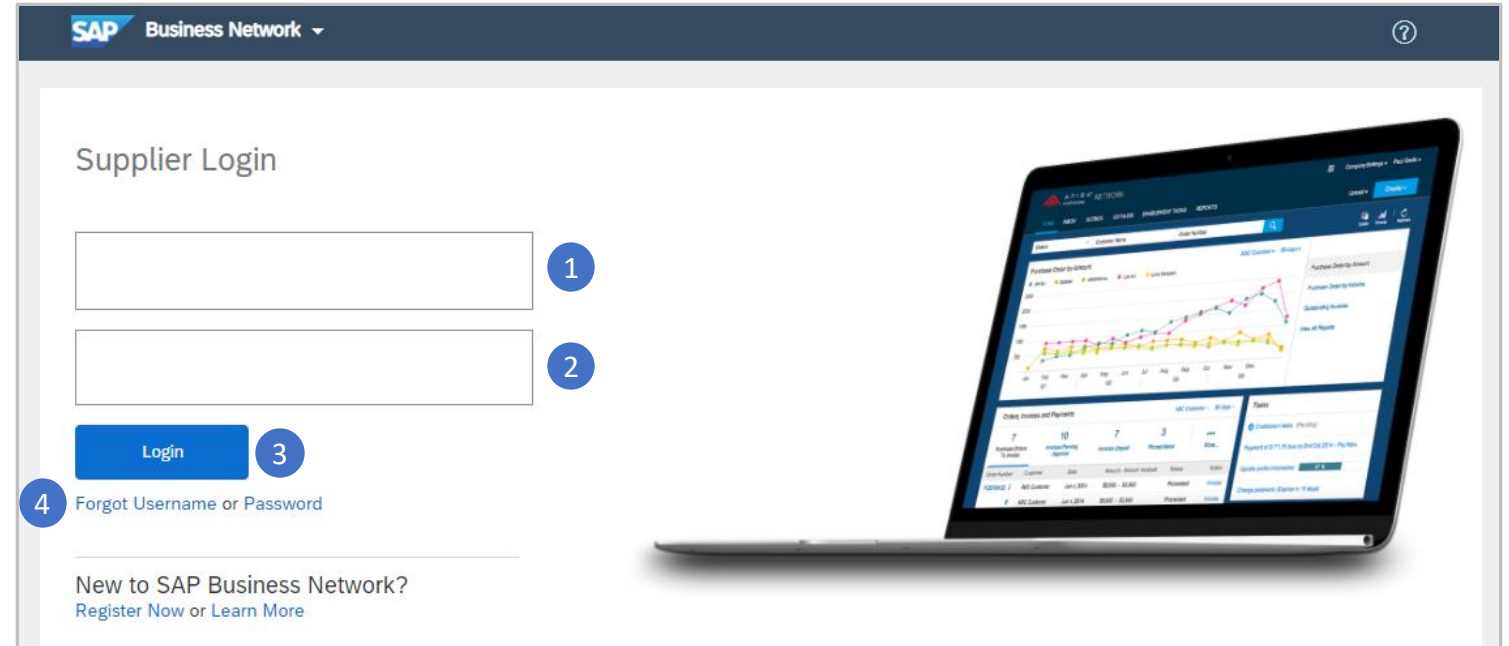
Logging into the SAP Business Network

After logging in, the blue ribbon at the top of the screen will display **SAP Business Network**

➤ Go to <https://supplier.ariba.com>

To Login:

1. Enter **Username**
2. Enter your **Password**
3. Click on **Login**
4. If you have forgotten your User name or password, click on **Forgot Username or Password**



Forgot Username or Password

- 1) Enter your **email OR username**
- 2) Click **Submit**
- 3) An email from Ariba Commerce Cloud will be sent to the registered email address

Recover your username

Enter the email address you used to register with Ariba Network.

Email address

Ariba Navigation

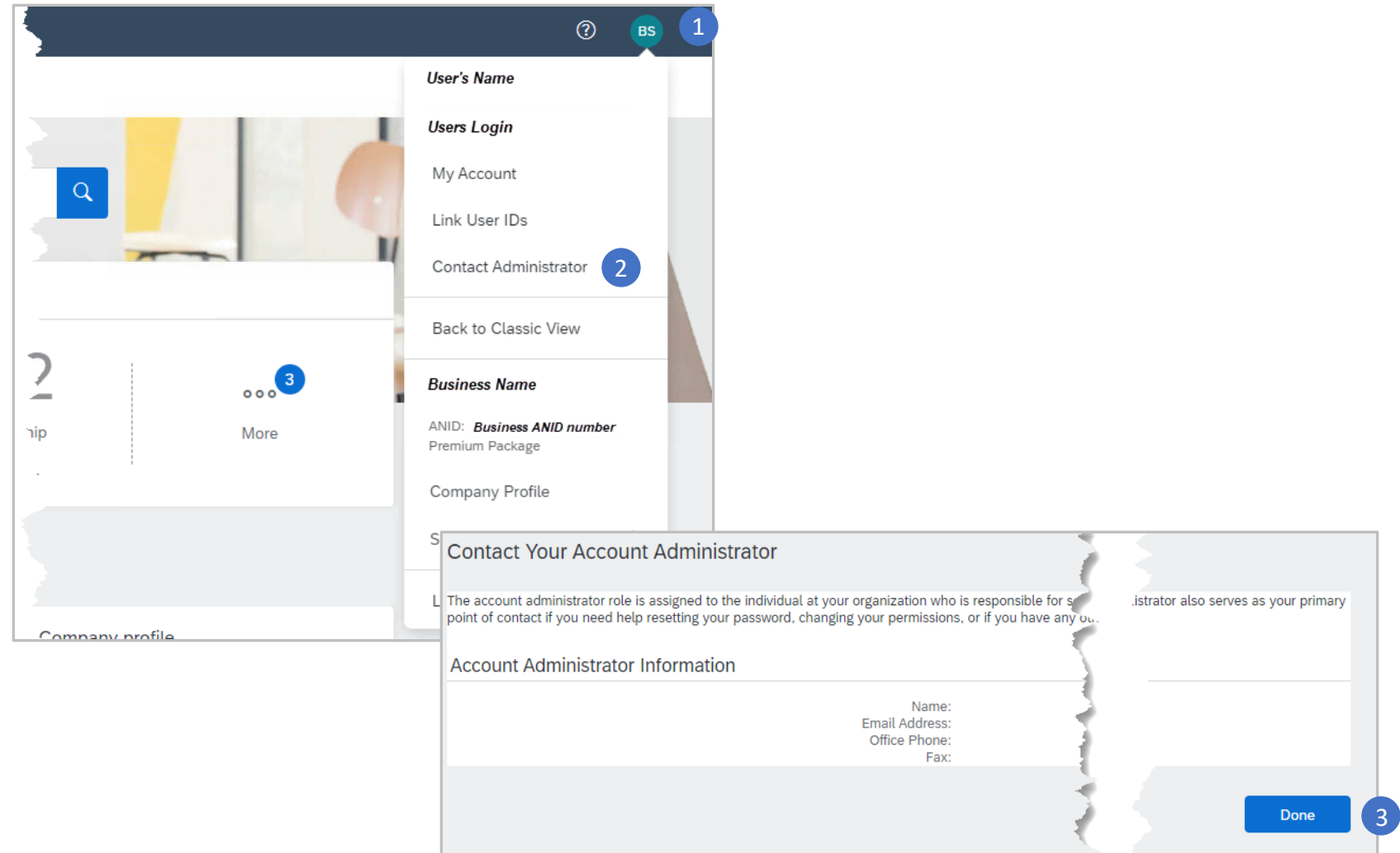
Contact the System Administrator

The System Administrator creates users, applies permissions and should be contacted when there is questions, updates or changes to your log in profile

Contact the Business System Administrator when:

- You need permissions to access a tab required for your role
- You need to have your password reset

1. Click on your user **Initials**
2. Select **Contact Administrator** from the drop down list
- There are different options to contact the System Administrator, use the option wanted
3. Click on **Done** to Return to the page you accessed the drop down list from



Ariba Navigation

Accessing “My Account”

❖ Accessing “My Account” allows users to make updates to their SAP Business Network Account

Note: Only change information that requires updates

Changes in My Account should only be completed when required, for example:

- A name Change
- Business Role Change
- Changing your Password

Note: All changes will trigger an email to confirm that you have requested the changes

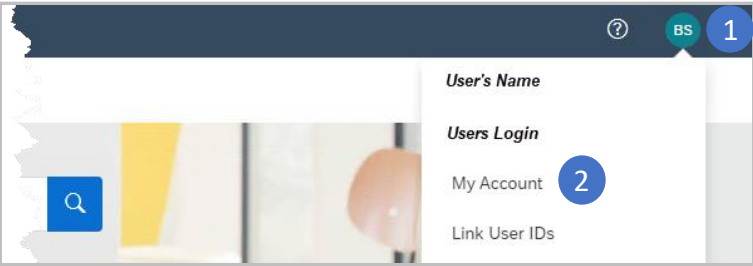
1. Click on your user **Initials**

2. Click on **My Account**

➤ The **My Account** screen is displayed

Note: that your System Administrator has entered the information while creating your account

- Update the required fields
3. Click on **Save**, a green ribbon indicates the changes have been saved successfully a red ribbon indicates that information is missing or incorrect



My Account Save 3 Close

Account Settings [Mobile Settings](#)

* Indicates a required field

Account Information

Username: * ⓘ [Change Password](#)

Email Address: *

First Name: *

Middle Name:

Last Name: * ⓘ [Personal Information Change Log](#)

Business Role: ⓘ

Preferences

Preferred Language: ⓘ

Preferred Timezone: * ⓘ

Default Currency: * Euro ⓘ

☒ Allow Me to Save Filter Preferences in the Inbox/Outbox

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Manager
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

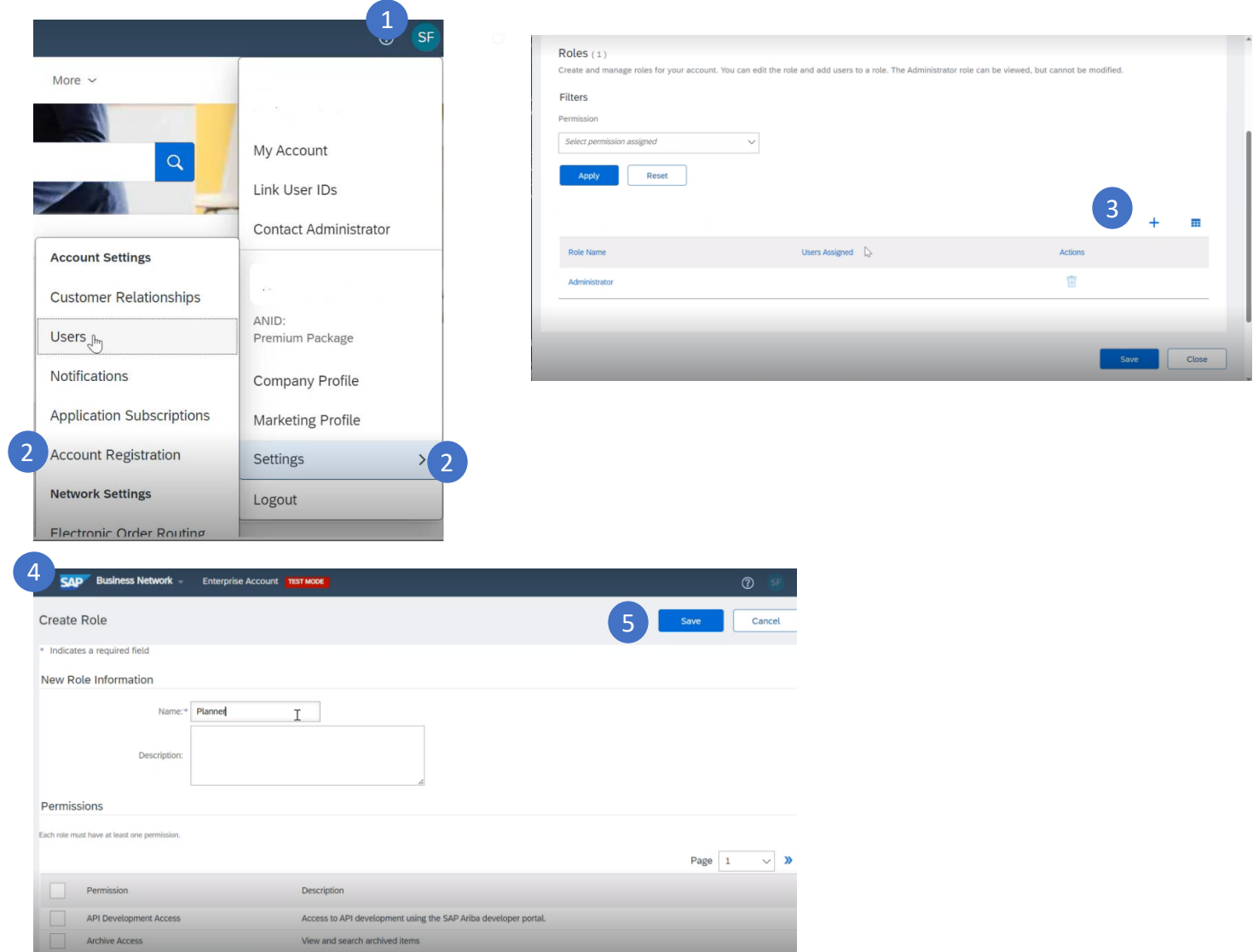
Ariba Navigation

Setting up accounts

Ariba Navigation

Setting up accounts

1. Log into the administrator account (that accepted Dyson's Trading Relationship Request) and select the account initials
2. Click on Settings > Users
3. Under 'Manage roles', select the + button on the right
4. To create a role, enter the role name and select the Permissions for the corresponding role.
 - **Planner role permissions:**
 - Component planning collaboration
 - Inbox and Order Access
 - Order Change Request Acceptance
 - Order Change Request Proposal
 - Order Change Request Rejection
 - Outbox Access
 - Purchase Order Report Administration
 - Planning Collaboration Visibility
 - Permissions will be updated here as more functionalities have been released
5. Click on save.



The image displays three screenshots from the Ariba system interface, illustrating the steps to set up accounts.

Screenshot 1 (Top Left): Shows the user profile menu. The 'Users' option is highlighted under 'Account Settings'. A blue circle with the number '1' is in the top right corner, and a blue circle with the number '2' is next to the 'Users' link.

Screenshot 2 (Top Right): Shows the 'Roles' management page. A blue circle with the number '3' is next to the '+' button to add a new role.

Screenshot 3 (Bottom): Shows the 'Create Role' form. The 'Name' field is filled with 'Planner'. A blue circle with the number '4' is in the top left corner, and a blue circle with the number '5' is next to the 'Save' button.

Ariba Navigation

Setting up accounts

1. Click on Users > Manage Users
2. Select the + button on the right to create users
3. Enter in New User Information and click on Done

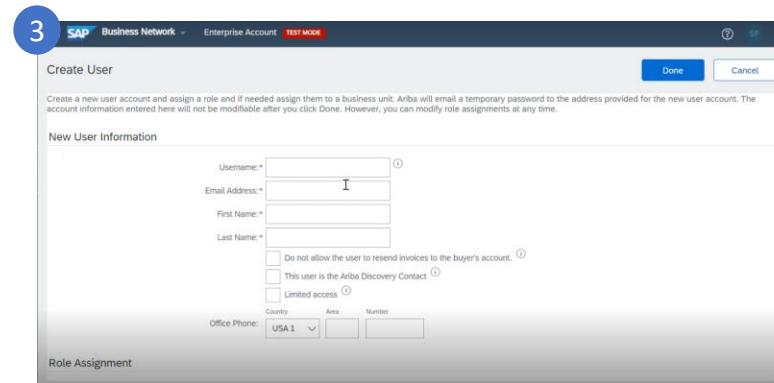
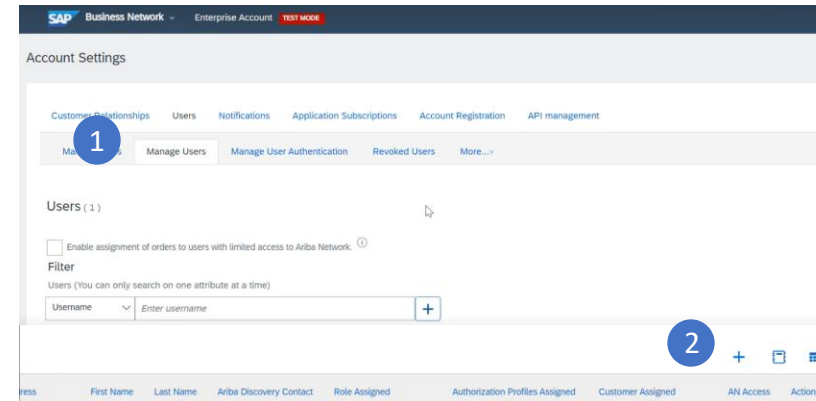
- Username – this follows email format (xxx@xx.com).

Note: One email can set up multiple usernames.

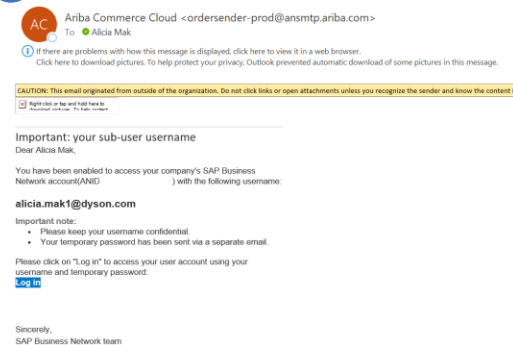
e.g: the ProjectKepler@dyson.com email can set up ProjectKepler1@dyson.com, ProjectKepler2@dyson.com, etc as user names

- Email address, First & Last name

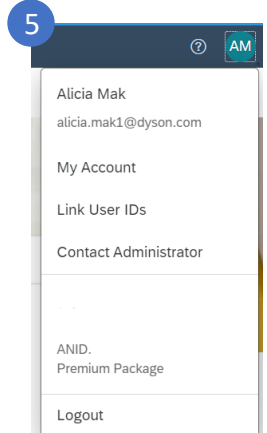
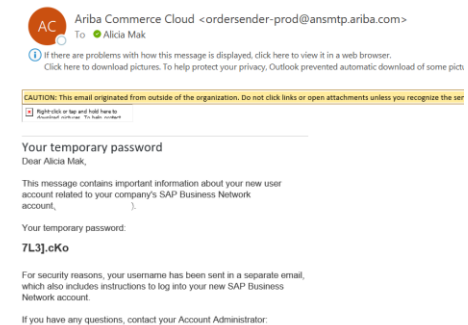
4. Users will receive an email from Ariba to set up their account using a temporary password
5. Users can now login to reset their password and access Ariba.



4 [EXTERNAL EMAIL] Your User ID on the SAP Business Network.



[EXTERNAL EMAIL] Your password on the SAP Business Network



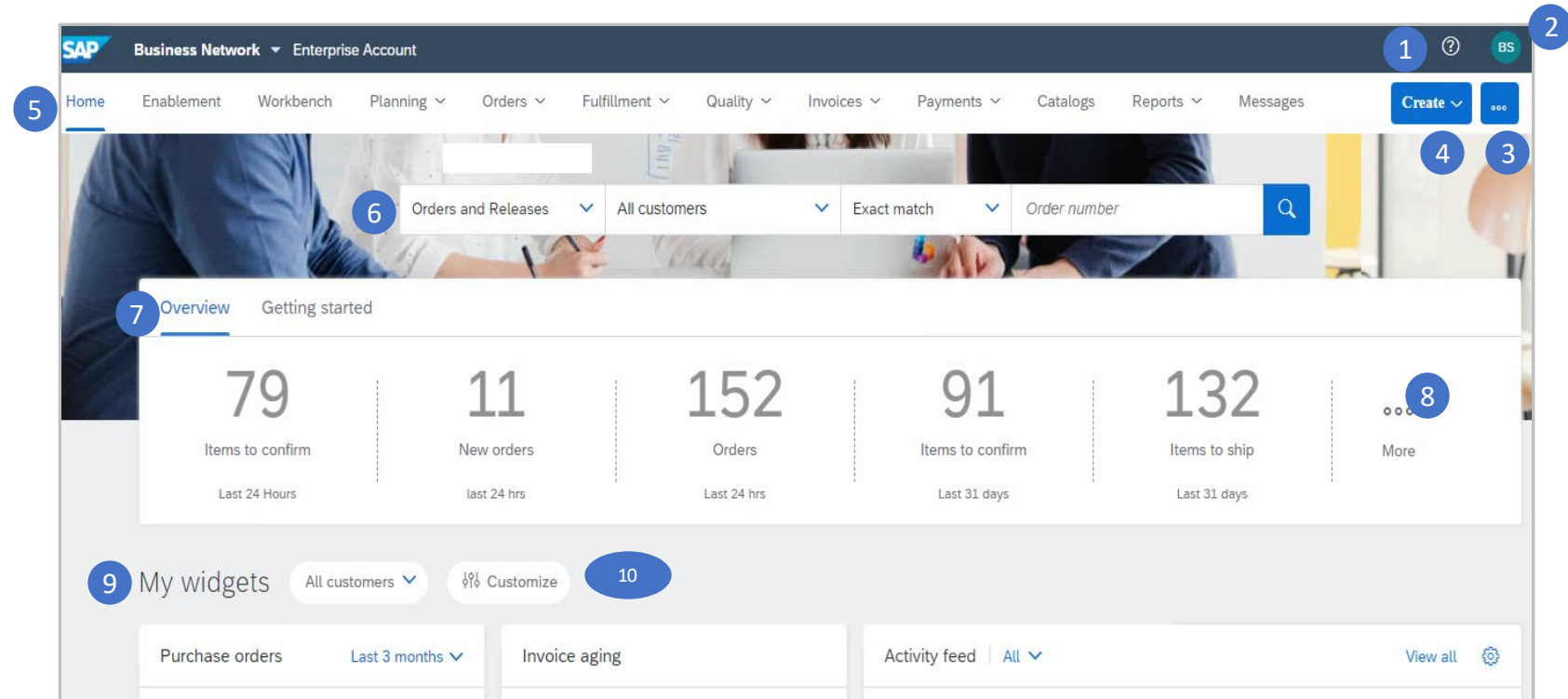
Ariba Navigation

Seller Dashboard / Home Page

Seller Dashboard/Home page

Screen Overview

- 1) **Access to Help**
- 2) **User Name Initials** – a drop down provides applicable accesses
- 3) **... (More)** – a drop down provides access to track, CSV upload and CSV download options-can also be accessed from other screens
- 4) **Create** – a drop down that provides short cuts to processes, can be accessed from other screen
- 5) **Accessible Tabs** – the tabs that you have permissions to access
- 6) **Quick search options** – Allows searching for selected parameters from the Seller Dashboard /Home page
- 7) **Overview Bar** – helps to focus on important tasks related to orders and Invoices
- 8) **More** – indicates there are more tiles
- 9) **My Widgets** – Allows users to change the identify what widget they want to see on the Seller Dashboard /Home page
- 10) **Customize** – Shows the available options for My Widgets



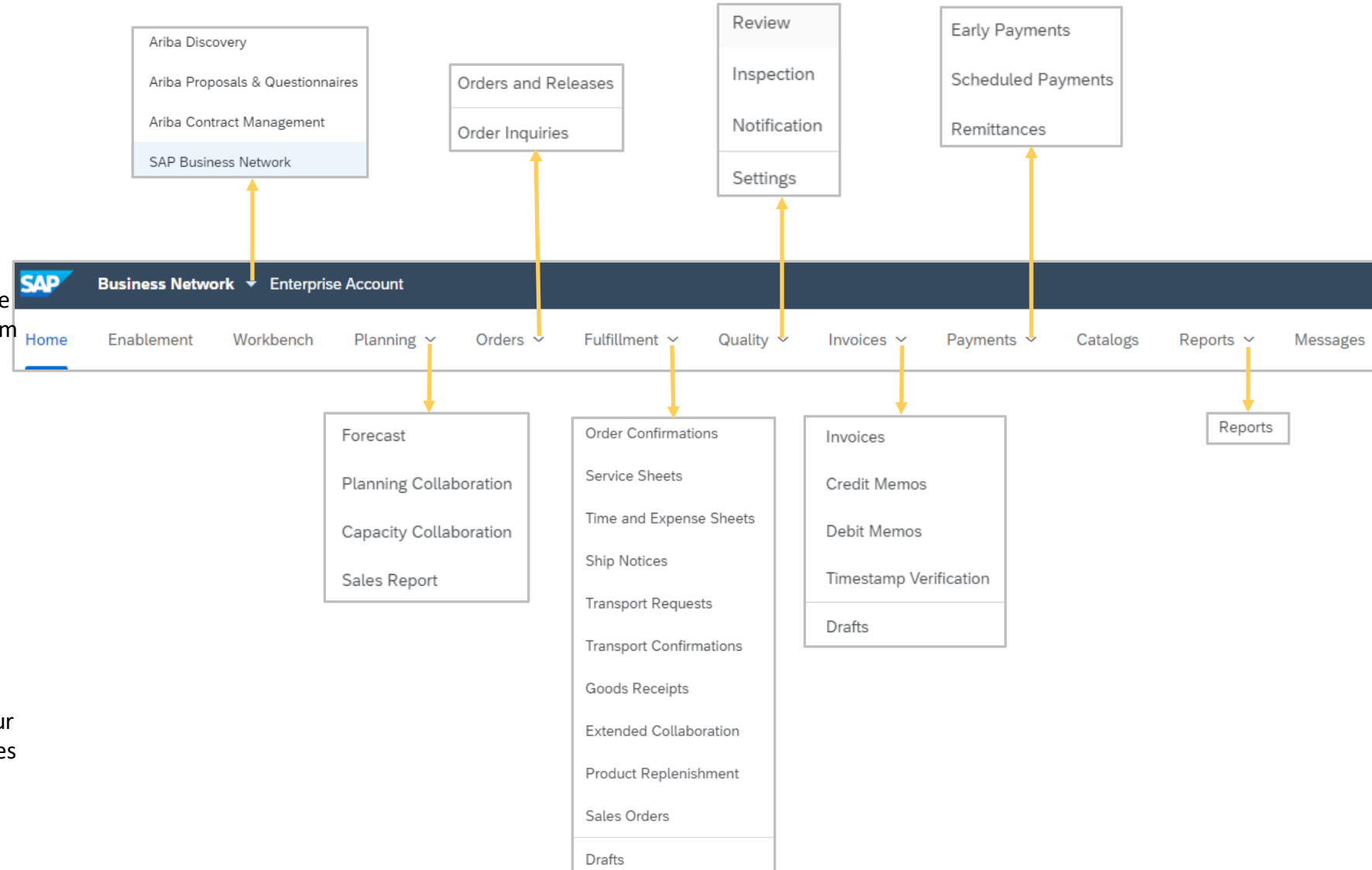
Seller Dashboard/Home page

Screen Tabs

Only the tabs that your Businesses System Administrator has assigned to you will appear, contact your System Administrator if you require other tabs to access required processes.

When working with tabs, remember:


- The Tabs that each User can see is based on the permissions assigned by your Businesses System Administrator and the required processes determined from the Buyer
- Not all tabs have drop down lists
- Not all shown down list selections may be available
- Some functions can only be performed by the System Administrator
- The order of the tabs cannot be changed
- Refer to the Supplier Information Portal for your Buyer for more information about the processes required

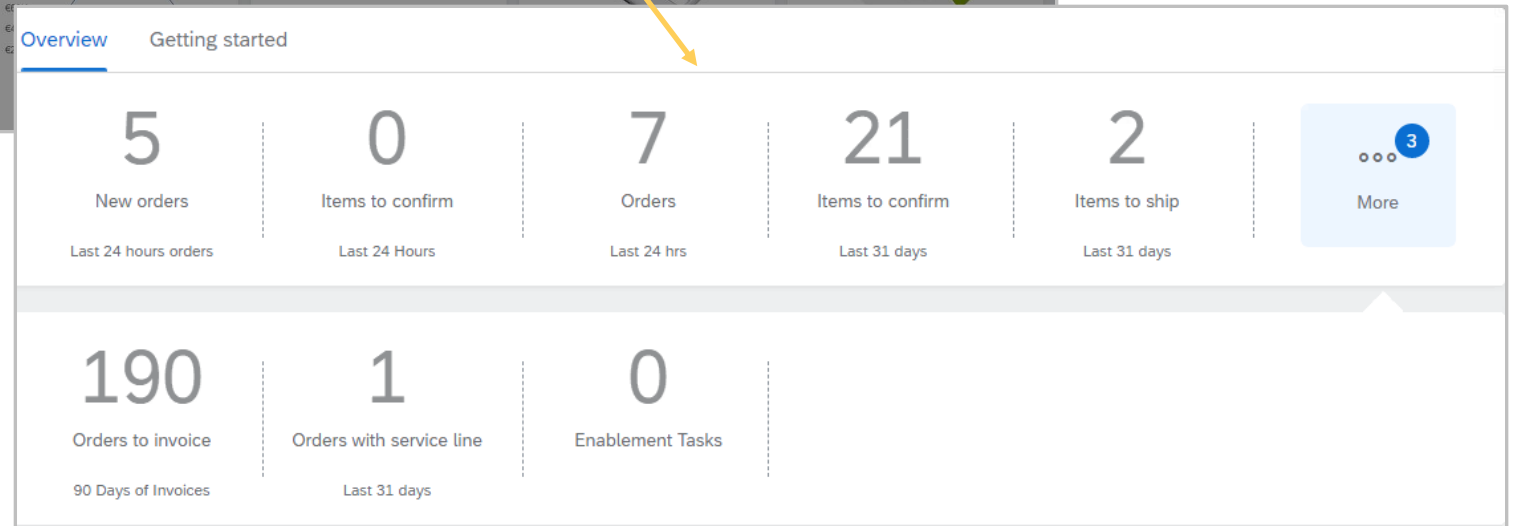
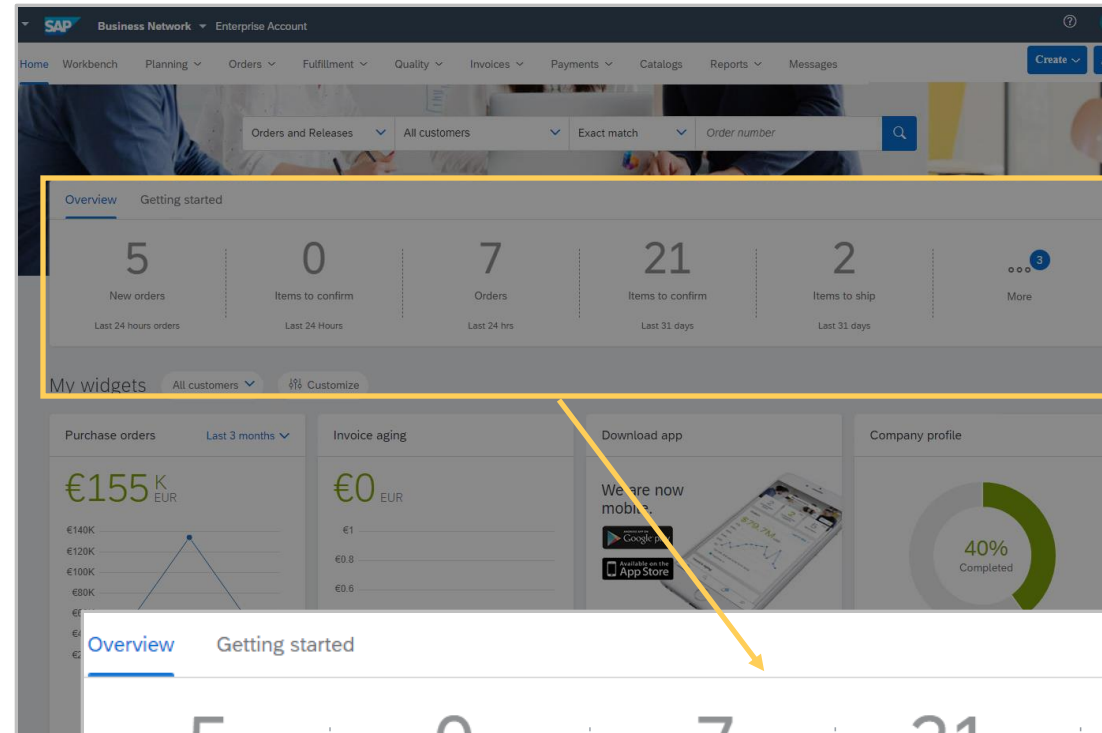


Seller Dashboard/Home page

Tile Bar Overview

The overview bar help suppliers focus on specific tasks related to orders and invoices, tiles can be customized, each tile takes the user to the Workbench

- The Overview tile bar can be personalized so that a user can keep track of order and/or invoices as part of their job
- Where there is a number in the  indicates that there are more tiles to display in Overview
- A number indicates that there are more tiles to view, click on More and the tiles will be displayed
- The time frames (hours & days) shown on the tiles can be changed based on the user's requirements
- You can access each tile by clicking on it
- The name of each tile can be adjusted to reflect the needs to the user
- Tiles can be added or removed
- Personalisation enables suppliers to prioritise and keep track of order and invoices



Seller Dashboard/Home page

My Widgets

Widgets that show insights such as invoice aging, leads, purchase order volume and more can be selected, use widgets to gain insights into your Buyer

The My widgets section can be customized by:

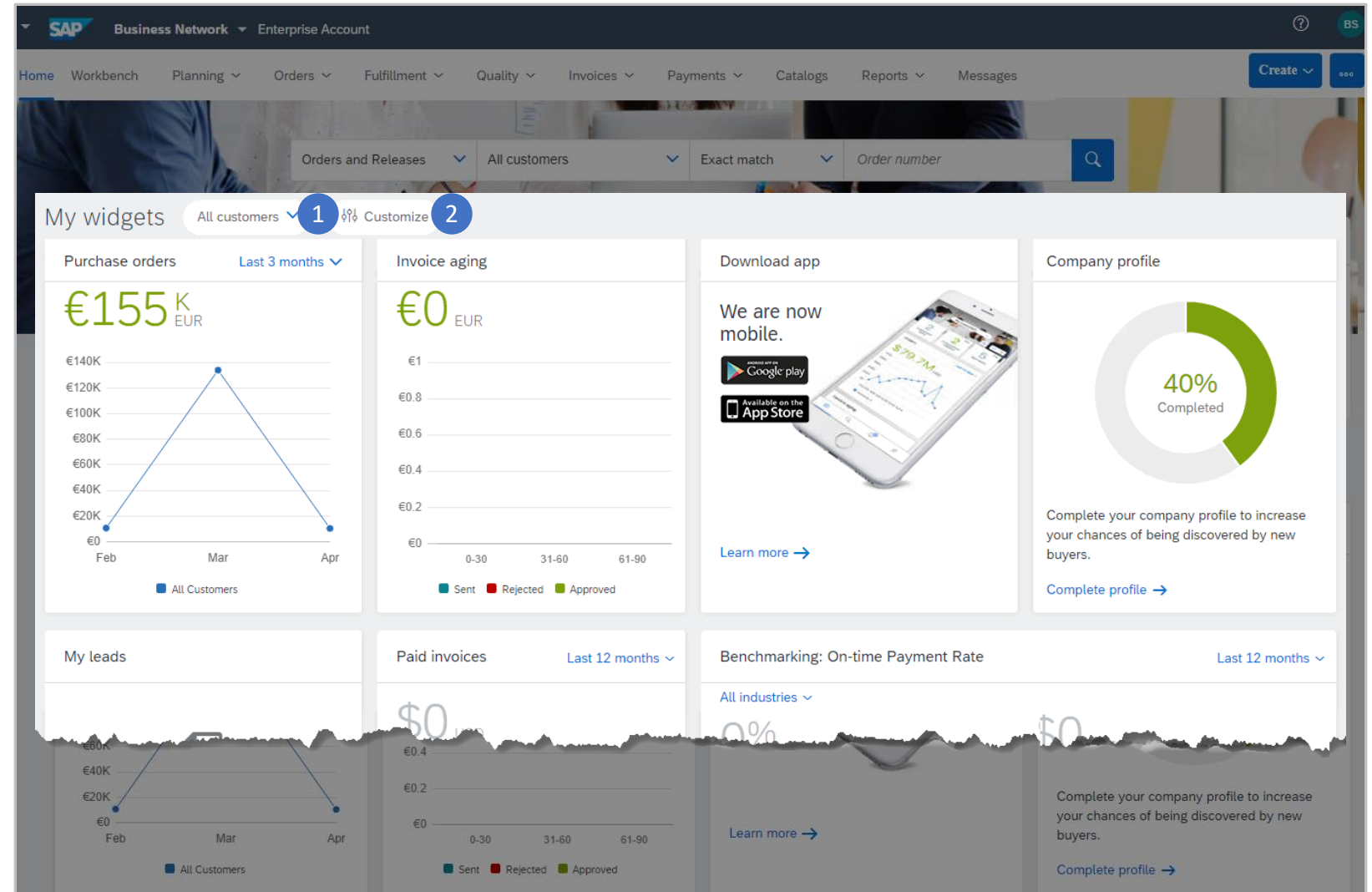
- Buyer
- Tile Type

All Items in Blue can be clicked on to:

- Provide more information
- Change time frame of the information
- Update parts of the Ariba Network

- To Display Customers that you work with:
 - 1) Click on **All Customers** drop down and make your selection
- To Customize:
 - 2) Click on **Customise** and make your selection, refer to **Customising My Widgets**
- My Widgets provides users the options to display information relevant to their function

Note: Not all widgets are the same size, some are larger, also some widgets provide bar graphs, pie graphs, line graphs or information only



Seller Dashboard/Home page

Customize My Widgets – How to Add or Remove Tiles

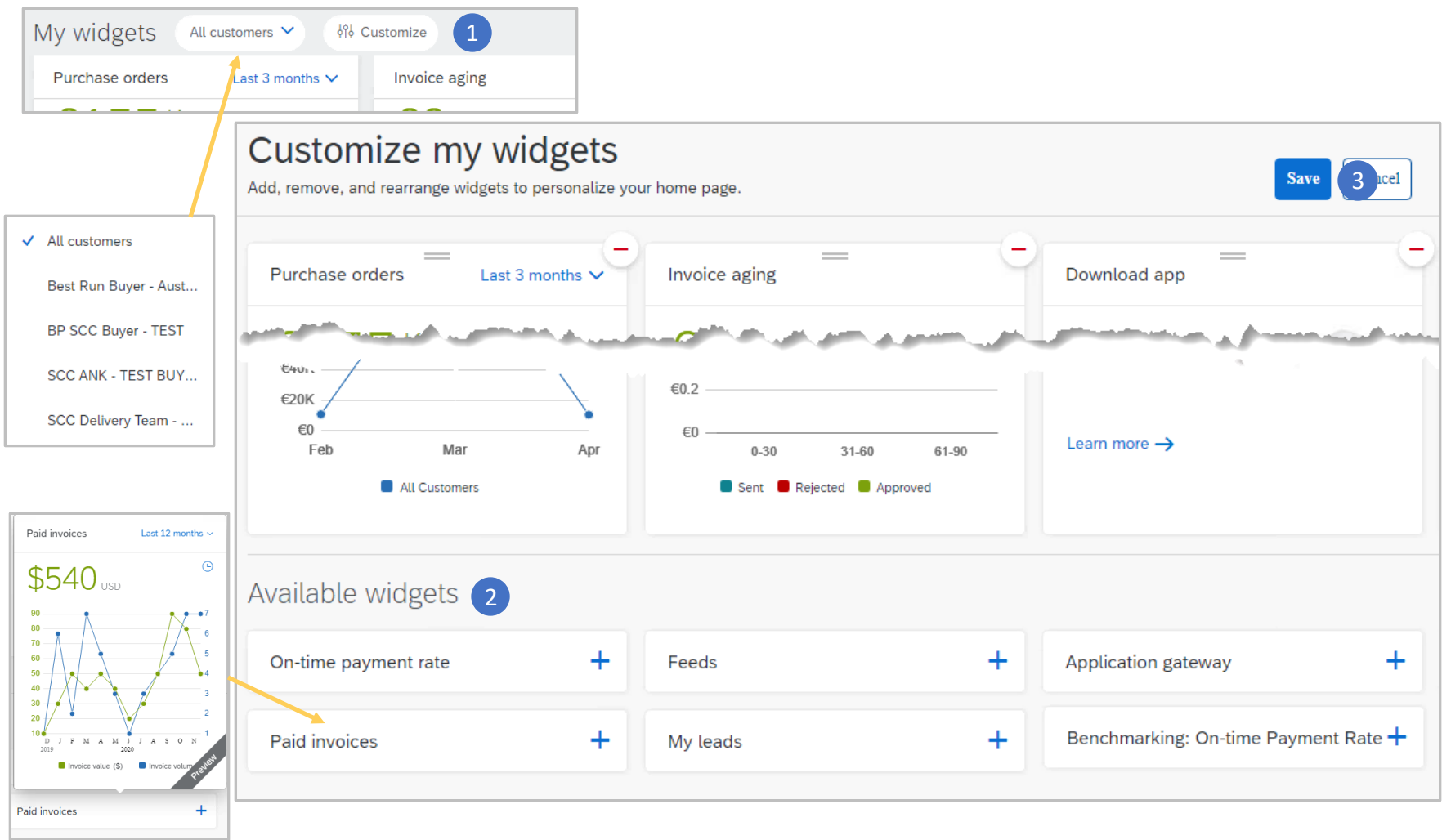
Widgets can be customized to provide information on the Seller Dashboard/Home page

1. Click On **Customize**

The Customize my widgets screen is displayed:

- Hover over the **Available widgets** name to display a Preview of the widget and what data it shows
- 2. Select the widget/s required from **Available widgets**
- 3. Click on **Save**
- The widget is now added to the Seller Dashboard/ Home Page

Note: Clicking on All Customers and selecting a customer from the drop down list the information on the widget is displayed.



Seller Dashboard/Home page

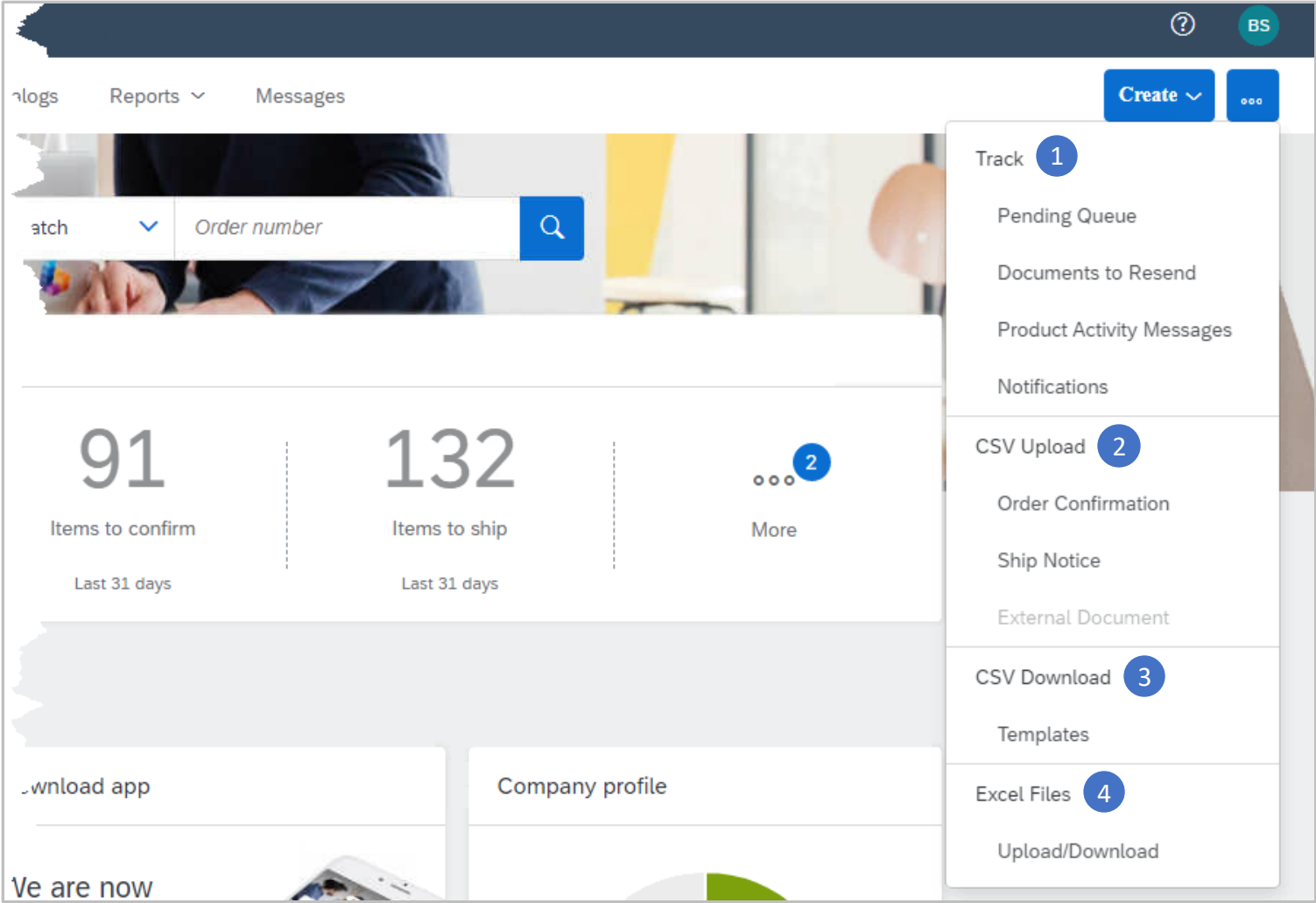
... (More) Selection Overview

The ... **(More)** selection provides a list of actions, be aware that not all actions are accepted by your Buyer

There are 4 separate options, they are:

- 1. **Track** – allows users to view documents that are in different statuses and opportunities to create, open and review documents displayed
- 2. **CSV Upload** – users upload CSV files they have created using the templates that the Buyer has uploaded for specific documents
- 3. **CSV Download** – provides the available templates for specific documents and the format they must be in
- 4. **Excel Files** – the upload download can be used to transact with Buyers using excel file format

Note: Any items that are greyed out are not available for selection and not all Buyers accept CSV files, confirm with your Buyer prior to using this process



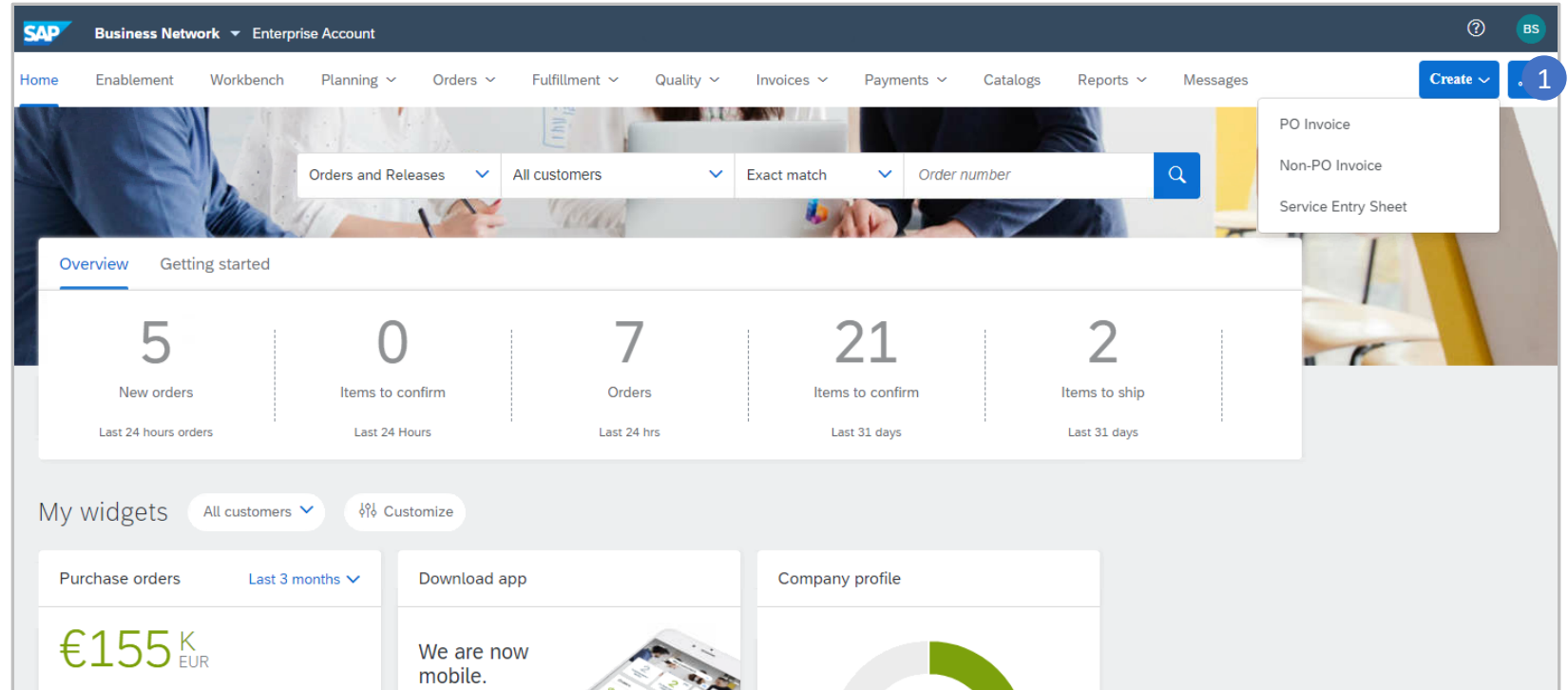
Seller Dashboard/Home page

Create Selection - Overview

The **Create** enables suppliers to create the available options from the Dashboard/Home page

- The options available are based on the documents that are transacted with your Buyer, however, using this selection is general rather than specific to a document
- To create documents such as Order Confirmations, Ship Notices and Invoices refer to the applicable training documents on the relevant business Supplier Information Portal (SIP)

1. Click on **Create** to display the drop down list



Ariba Navigation

SAP Network Account Configuration

Network Account Configuration

Register as a new user

1. Enter all fields marked required with an asterisk (*) including:

- Company Name
- Address
- City
- State
- Zip

2. Fill in additional optional fields to help complete your profile.

- Product and Service Categories
- Ship-To or Service Locations
- Tax ID
- DUNS Number

3. Accept the **Terms of Use** by checking the box.

4. Click **Continue** to proceed to your home screen.

Enter Your Ariba Commerce Cloud Information

4

Continue

Cancel

Enter basic company information

* Indicates a required field

1

Company Name: *

Country * United States [USA] ▼

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address * Line 1

Line 2

Line 3

City *

State * Pennsylvania ▼

Zip *

2

Product and Service Categories: *

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations: *

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID: Optional

Enter your nine-digit Company Tax ID number.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

3

☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

Network Account Configuration

Electronic Order Routing

- 1. From the Home screen click the **gear icon**.
- 2. From the dropdown menu select **Electronic Order Routing** under Network Settings.
- 3. Choose 'online' as the routing method.
- 4. Save.

1

ANID:

Premium Package

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Notifications

NETWORK SETTINGS

2

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Network Settings

4

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
3 <div>Catalog Orders without Attachments</div>	Email	<div>Email address: <input type="text"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</div>

Network Account Configuration

Electronic Invoice Routing

1. On the second tab, click on **Electronic Order Routing** under Network Settings.
2. Choose one of the available routing methods for your invoice:
 - **Online**
 - **Email**
 - **Fax**
 - **cXML**
 - **EDI**
3. Configure e-mail notifications.
4. Save.

Ariba Network

Company Settings John Doe

Network Settings

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* test@yourcompany.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* test@yourcompany.com

Save Close

Forecast Portal

User Interaction



Forecast Portal User Interaction

In this Chapter You Will Learn About ...

1 ...how to view forecast

2 ...how to edit forecast quantities before committing

3 ...how to input reason codes for shortfalls & deviations

4 ... how to commit forecast quantity

The Forecast Collaboration feature enables CMs to:

View Forecast Shared by Dyson

- Schedule operations, purchase raw materials and plan capacity accordingly.
- A simple table view of Dyson forecast demand: Weekly time-bucket views

Provide Forecast Commitments

- Commit to forecast quantities based on capacity.

Forecast Collaboration process flow



Method 1:
Search, filter, and edit forecast quantities on **Ariba supplier portal**

Method 2:
Create, download, edit, then upload forecast quantities a job run via **Excel**

Forecast Portal User Interaction

Key Changes and overall Considerations

Forecast

- Forecast Horizon from Dyson will encompass **12 months**
- Forecast sent out on the last **Wednesday on every month**, and commits are expected back by the **following Wednesday (first Wednesday of the following month)**
- Forecast shown is based on **Cargo Ready Date**

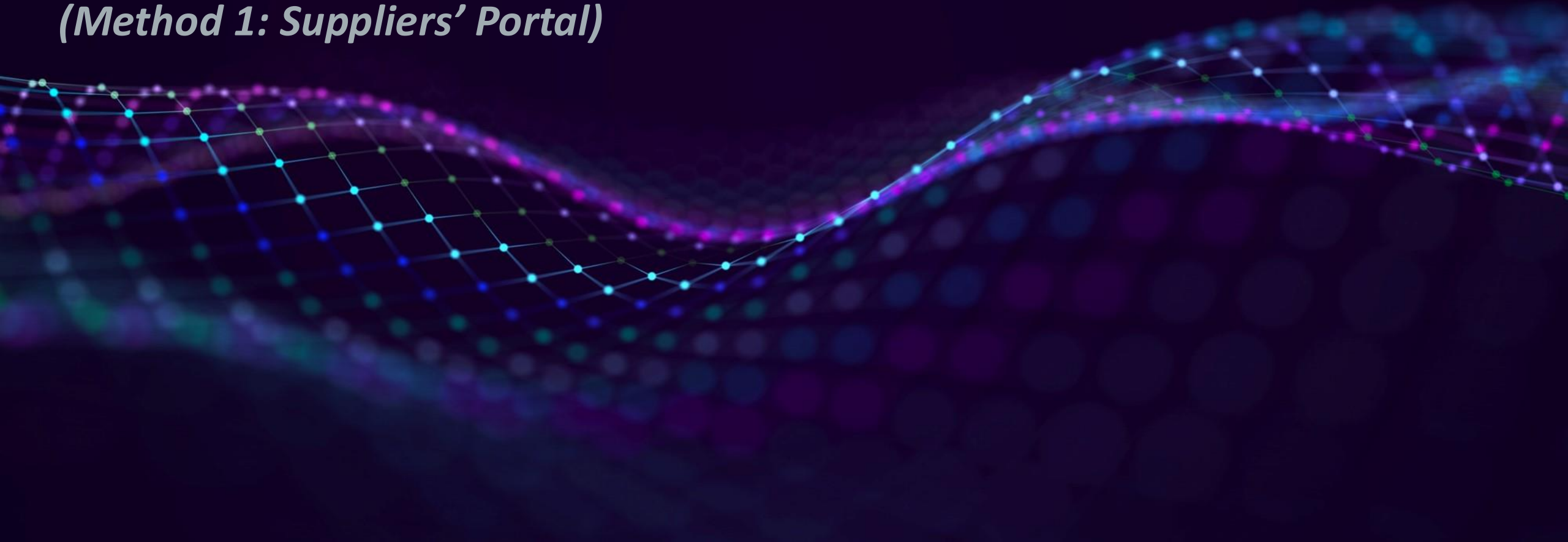
CM Commit

- Commits are expected to be sent back in **weekly buckets at a SKU Level**, based on **Cargo Ready Date**
- Overall commit of **12 months** horizon will be shown in Ariba
 - **First 5 weeks will be locked for FG** as part of frozen dispatch schedule
 - **First 7 weeks will be locked for Spares & Accessories**
 - CM Commits required for the remaining weeks
- Inventory **is not required** to be sent back on the commit
- CM Commits remain as **in-principle commitment**

*Frozen commit exception
556C SKUs: +2W


Forecast Portal

Receive & Review CM Allocation Forecast
(Method 1: Suppliers' Portal)



View Forecast Data

Via Suppliers' Portal (1/4)

- 1. In the Supplier's Dashboard, click on the **Planning** Tab.
- 2. From the Dropdown, click on Forecast.
- 3. Forecast page will be displayed.
- 4. Click on the  icon to toggle columns to view

Recommended columns to show:

Customer, Customer Part No., Description, Business Stream, Category, Division, Model, Product Name, Project, Last Customer update, Last supplier Update

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench **1** Planning Orders Fulfillment Invoices Payments Reports Messages Assessments

2

Forecast

3

Forecast

> Search filters

Filter All customers

Customer	Customer part no.	Business Stream	Category	Division	Model	Product Name	Project	Customer location	Last customer update	
Dyson	497044-01	ENVI	Purifier	Z001	HP09	PURIFIER HOT + COOL FORMALDEHYDE	15	DYSON (Global)	23 May 2023 3:52:45 A	
Dyson	381513-01	FLRC	Cord-free	Z001	SV11		15	DYSON (Global)	19 May 2023 3:34:44 A	
Dyson	226397-01	FLRC	Cord-free	Z001	SV12		15	DYSON (Global)	19 May 2023 1:19:20 A	
Dyson	229972-01	FLRC	Cord-free	Z001	SV11		15	DYSON (Global)	17 May 2023 6:06:52 A	
Dyson	386732-01	HAIRCARE	Hair Dryer	Z001	HD07		605C	DYSON (Global)	29 Mar 2023 6:27:45 P	
Dyson	400718-01	HAIRCARE	Hair Styler	Z001	HS05		308C	DYSON (Global)	29 Mar 2023 6:27:45 P	
Dyson	386732-01	HD07	Hair Dryer	605C		HAIRCARE	Z001	DYSON (Global)	23 Mar 2023 2:38:48 A	
Dyson	400718-01	HS05	Hair Styler	308C		HAIRCARE	Z001	DYSON (Global)	23 Mar 2023 2:38:48 A	23 Mar 2023 3:42:12 AM

4

Supplier part no.

Description

Business Stream

Category

Division

Model

View Forecast Data

Via Suppliers' Portal (2/4)

- 5. Click on **Search filters** and apply filters to search. (e.g., Customer, Customer Part Number)
- 6. You can also expand more filters by clicking on different attributes (e.g. Model, Category, Business Stream, Division, Project, Product Name)
- 7. After inputting the filters, click on 'Search'.
- 8. Searched results from the applied filters will be displayed.

Forecast

5

5

Search filters

CustomerDyson

Customer part no.Dyson

Supplier part no.

Customer location

Planner code

Part category

Customer view

Line of business

Product family

Product subfamily

Program code

Part type

Part status☒ Active ☐ Inactive

6

Customer defined attributes

Business Stream

Division

Product Name

Category

Model

Project

7

Search

Reset

8

Filter		Dyson												« ‹ 1 / 1 › »			🔍
Customer	Customer part no.	Attribute details						Customer location	Last customer update	↓	Last supplier update						
		Business Stream	Category	Division	Model	Product Name	Project										
Dyson	497044-01	ENVI	Purifier	Z001	HP09	PURIFIER HOT + COOL FORMALDEHYDE	15	DYSON (Global)	23 May 2023 3:52:45 AM		23 May 2023 2:45:51 AM	🔍					
Dyson	381513-01	FLRC	Cord-free	Z001	SV11		15	DYSON (Global)	19 May 2023 3:34:44 AM		22 May 2023 12:38:54 AM	🔍					
Dyson	226397-01	FLRC	Cord-free	Z001	SV12		15	DYSON (Global)	19 May 2023 1:19:20 AM		19 May 2023 2:13:25 AM	🔍					
Dyson	229972-01	FLRC	Cord-free	Z001	SV11		15	DYSON (Global)	17 May 2023 6:06:52 AM		17 May 2023 11:05:12 AM	🔍					
Dyson	386732-01	HAIRCARE	Hair Dryer	Z001	HD07		605C	DYSON (Global)	29 Mar 2023 6:27:45 PM		27 Mar 2023 10:22:49 AM	🔍					
Dyson	400718-01	HAIRCARE	Hair Styler	Z001	HS05		308C	DYSON (Global)	29 Mar 2023 6:27:45 PM		29 Mar 2023 5:16:03 AM	🔍					
Dyson	386732-01	HD07	Hair Dryer	605C		HAIRCARE	Z001	DYSON (Global)	23 Mar 2023 2:38:48 AM		20 May 2023 4:25:26 AM	🔍					
Dyson	400718-01	HS05	Hair Styler	308C		HAIRCARE	Z001	DYSON (Global)	23 Mar 2023 2:38:48 AM		23 Mar 2023 3:42:12 AM	🔍					

Division code

Finished Goods: 01

Spares: 02

Accessories: 03

View Forecast Data

Search Filters Description

Field	Description
Customer	Customer identification.
Customer Part Number	Customer's material number.
Supplier Part Number	Vendor's material number.
Customer Location	Customer Plant.
Planner Code	Customer planner identification.
Part Category	Part Category as aligned with the customer.
Customer View	Buyers are allowed to create views, referred to as custom views, for planning processes and set conditions for their display
Line of Business	Line of Business as aligned with the customer.
Product Family	Product Family as aligned with the customer.
Product Sub-Family	Product Sub-Family as aligned with the customer.
Program Code	Program Code of Business as aligned with the customer.
Part Type	Part Type as aligned with the customer.
Part Status	Specifies if the part is active or inactive.



View Forecast Data

Via Suppliers' Portal (3/4)

9. Locate the selected forecast that you would like to view.
10. Review "Customer and attribute details"
11. Click on the **view icon** of the selected forecast that you would like to view.

Filter Dyson		« < 1 / 1 > »									
Customer	Customer part no.	Attribute details						Customer location	Last customer update ↓	Last supplier update	
		Business Stream	Category	Division	Model	Product Name	Project				
Dyson	497044-01	ENVI	Purifier	Z001	HP09	PURIFIER HOT + COOL FORMALDEHYDE	15	DYSON (Global)	23 May 2023 3:52:45 AM	23 May 2023 2:45:51 AM	
Dyson	381513-01	FLRC	Cord-free	Z001	SV11		15	DYSON (Global)	19 May 2023 3:34:44 AM	22 May 2023 12:38:54 AM	
Dyson	226397-01	FLRC	Cord-free	Z001	SV12		15	DYSON (Global)	19 May 2023 1:19:20 AM	19 May 2023 2:13:25 AM	
Dyson	229972-01	FLRC	Cord-free	Z001	SV11		15	DYSON (Global)	17 May 2023 6:06:52 AM	17 May 2023 11:05:12 AM	
Dyson	386732-01	HAIRCARE	Hair Dryer	Z001	HD07		605C	DYSON (Global)	29 Mar 2023 6:27:45 PM	27 Mar 2023 10:22:49 AM	
Dyson	400718-01	HAIRCARE	Hair Styler	Z001	HS05		308C	DYSON (Global)	29 Mar 2023 6:27:45 PM	29 Mar 2023 5:16:03 AM	
Dyson	386732-01	HD07	Hair Dryer	605C		HAIRCARE	Z001	DYSON (Global)	23 Mar 2023 2:38:48 AM	20 May 2023 4:25:26 AM	
Dyson	400718-01	HS05	Hair Styler	308C		HAIRCARE	Z001	DYSON (Global)	23 Mar 2023 2:38:48 AM	23 Mar 2023 3:42:12 AM	

•For all SKU's additional **5 attributes** available for filter under "Customer Defined Attributes" - Business Stream, Category, Model, Product name , Project

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

12. Selected forecast will be displayed.

12

<

Forecast details - Forecast view

Buyer name

Customer location

Part no.

Part description

Dyson

Global

497044-01

HP09 US Wh/Gd

View by:

Weekly

Starting from:

06/05/2023

Jump to:

Select a date to jump

Starting from: 5 Jun 2023

<

>

> Chart

Stock on hand: 0 0

Part details

Last sent 23 May 2023 2:46:35 AM

Send Data

Key figures	5 Jun 2023 Week23	12 Jun 2023 Week24	19 Jun 2023 Week25	26 Jun 2023 Week26	3 Jul 2023 Week27	10 Jul 2023 Week28	17 Jul 2023 Week29	24 Jul 2023 Week30	31 Jul 2023 Week31	7 Aug 2023 Week32
Order forecast			1,806	1,048	787	1,921	4	551	1,131	330
Cumulative forecast	0	0	1,806	2,854	3,641	5,562	5,566	6,117	7,248	7,578
Forecast commit				1,001	675	2,000	0	600		
Cumulative forecast commit	0	0	0	1,001	1,676	3,676	3,676	4,276	4,276	4,276
Cumulative commit vs cumulative forecast	0	0	-1,806	-1,853	-1,965	-1,886	-1,890	-1,841	-2,972	-3,302
Previous forecast			1,806	1,048	787	1,921	4	551	1,131	330
Cumulative previous forecast	0	0	1,806	2,854	3,641	5,562	5,566	6,117	7,248	7,578
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0
Forecast deviation	0	0	-1,806	-47	-112	79	-4	49	-1,131	-330
Forecast change	0	0	0	0	0	0	0	0	0	0
Previous forecast commit				1,001	675	1,200	0	0		
Upside forecast										
Firmed orders										
Priority										
Order received										
Total shipment										
Commit Shortage Reason			2	3	1	8	9	9		

Refresh data

Copy Forecast to Commit

Last customer updated 23 May 2023 3:52:45 AM

Lead time

*Upside Forecast, Firmed Orders, Priority, Order Received and Total Shipment are not in scope.



View Forecast Data

Key Figures Description

Key Figures	Description	Data Source
Order forecast	Dyson shared demand	Dyson standard
Cumulative forecast	Sum of all forecast quantities from the current date time bucket to selected time bucket	Dyson calculated
Forecast commit	Quantity committed to the customer by CM	CM standard
Cumulative forecast commit	Sum of forecast commit quantities from the current date time bucket to selected time bucket	CM calculated
Cumulative commit vs cumulative forecast	Cumulative commit - cumulative forecast per period	Network calculated
Previous forecast	Last updated Forecast quantities for the time period as sent by Dyson	Dyson standard
Cumulative previous forecast	Sum of all last updated forecast quantities from the current date time bucket to selected time bucket	Dyson calculated
Cumulative forecast vs Cumulative previous forecast	Difference in cumulative present and cumulative previous forecast key figures	Network calculated
Forecast deviation	Forecast commit – Order forecast	Network calculated
Forecast change	Order forecast – Previous forecast	Network calculated
Previous forecast commit	Historic commit	CM standard
Upside forecast	Additional quantity available for the customer	Dyson standard (Not in scope)
Firmed orders	Buyer confirmed orders within the firm zone.	Network calculated (Not in scope)
Order received	Quantity received by the buyer based on orders, within each of the user-selected time bucket.	Network calculated (Not in scope)
Goods received	Cumulated received quantity per period	Network calculated
Total shipment	Based on total receipts by the Buyer for each time bucket.	Network calculated (Not in scope)
Commit shortage reason	Indication of root cause when the committed quatity falls short of forecast provided	Dyson indicated

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

*Upside Forecast, Firmed Orders, Priority, Order Received and Total Shipment are not in scope.

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

Forecast Portal

Commit Quantity Confirmation with
Reasons for Shortfall
(Method 1: Suppliers' Portal)

*CM's Production / Manufacturing plan has to be verified before this step can take place

Commit Forecast Quantity with Reasons for Shortfall

Via Suppliers' Portal (1/2)

1. Choose your preferred forecast settings by adjusting the 'View by' & 'Starting from' filters.
 2. Review the following forecast details: Order Forecast, Cumulative Forecast, Cumulative commit vs Cumulative forecast, Forecast deviation, Forecast change, Commit shortage Reason
- *The Lock represents frozen horizon (FG = 5 weeks, S&A = 7 weeks)
3. Click "Copy Forecast to Commit" button.
 4. Adjust Forecast Commit and **shortage reason code** (If any, see next slide)
 - If under committing for any week, enter shortage reason code
 - Overcommitting is only allowed if there is any remaining quantity from under committing

Forecast details - Forecast view

Buyer name
Dyson

Customer location
Global

Part no.
497044-01

Part description
HP09 US Wh/Gd

View by: Weekly

Starting from: 06/05/2023

View by: Weekly

Starting from: 06/05/2023

Stock on hand: 0

Part details

Key figures	5 Jun 2023 Week23	12 Jun 2023 Week24	19 Jun 2023 Week25	26 Jun 2023 Week26	3 Jul 2023 Week27	10 Jul 2023 Week28	17 Jul 2023 Week29	24 Jul 2023 Week30	31 Jul 2023 Week31	7 Aug 2023 Week32	
Order forecast				1,806	1,048	787	1,921	4	551	1,131	330
Cumulative forecast	0	0	1,806	2,854	3,641	5,562	5,566	6,117	7,248	7,578	
Forecast commit				1,001	675	2,000	0	600			
Cumulative forecast commit	0	0	0	1,001	1,676	3,676	3,676	4,276	4,276	4,276	
Cumulative commit vs cumulative forecast	0	0	-1,806	-1,853	-1,965	-1,886	-1,890	-1,841	-2,972	-3,302	
Previous forecast			1,806	1,048	787	1,921	4	551	1,131	330	
Cumulative previous forecast	0	0	1,806	2,854	3,641	5,562	5,566	6,117	7,248	7,578	
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0	
Forecast deviation	0	0	-1,806	-47	-112	79	-4	49	-1,131	-330	
Forecast change	0	0	0	0	0	0	0	0	0	0	
Previous forecast commit				1,001	675	1,200	0	0			
Upside forecast											
Firmed orders											
Priority											
Order received											
Total shipment											
Commit Shortage Reason			2	3	1	8	9	9			
Refresh											
Copy Forecast to Commit											
Lead time											

Last sent 23 May 2023 2:46:35 AM

Send Data

*Frozen commit exception
556C SKUs: +2 weeks frozen
Please leave 2 extra weeks of forecast commit blank

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

Commit Forecast Quantity with Reasons for Shortfall

Reason Codes

It is important that you indicate the reason code for any commit shortages (where (Forecast deviation <0)).

Reason Code Number	Capacity Issue
1	Plant & Equipment Issue
2	Capacity issue
3	Manpower
4	Component Shortage
5	Material Issue (Lead time, MOQ)
6	NPI SOP readiness
7	Quality issue
8	Approval pending
9	Logistics / Container / Credit
10	CM Planning Issue
11	S&A: TSB
12	S&A: Containerization

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

Commit Forecast Quantity with Reasons for Shortfall

Via Suppliers' Portal (2/2)

- 5. After making the adjustments, click on “send data”
- 6. A pop-up window will appear to inform you that the data has been sent to the customer.

<

Forecast details - Forecast view

Buyer name
Dyson

Customer location
Global

Part no.
497044-01

Part description
HP09 US Wh/Gd

View by: Weekly

Starting from: 06/05/2023

Jump to: Select a date to jump

Starting from: 5 Jun 2023

> Chart

Stock on hand: 0 | [Part details](#)

Last sent 23 May 2023 2:46:35

5

Send Data

Key figures	5 Jun 2023 Week23	12 Jun 2023 Week24	19 Jun 2023 Week25	26 Jun 2023 Week26	3 Jul 2023 Week27	10 Jul 2023 Week28	17 Jul 2023 Week29	24 Jul 2023 Week30	31 Jul 2023 Week31	7 Aug 2023 Week32
Order forecast			1,806	1,048	787	1,921	4	551	1,131	330
Cumulative forecast	0	0	1,806	2,854	3,641	5,562	5,566	6,117	7,248	7,578
Forecast commit				1,001	675	2,000	0	600		
Cumulative forecast commit	0	0	0	1,001	1,676	3,676	3,676	4,276	4,276	4,276
Cumulative commit vs cumulative forecast	0	0	-1,806	-1,853	-1,965	-1,886	-1,890	-1,841	-2,972	-3,302
Previous forecast			1,806	1,048	787	1,921	4	551	1,131	330
Cumulative previous forecast	0	0	1,806	2,854	3,641	5,562	5,566	6,117	7,248	7,578
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0
Forecast deviation	0	0	-1,806	-47	-112	79	-4	49	-1,131	-330
Forecast change	0									
Previous forecast commit										
Upside forecast										
Firmed orders										
Priority										
Order received										
Total shipment										
Commit Shortage Reason										

6

✓

Your data for the next 365 days has been sent to the customer.

Ok

Refresh data

Copy Forecast to Commit

Last customer updated 23 May 2023 3:52:45 AM

View Forecast Data

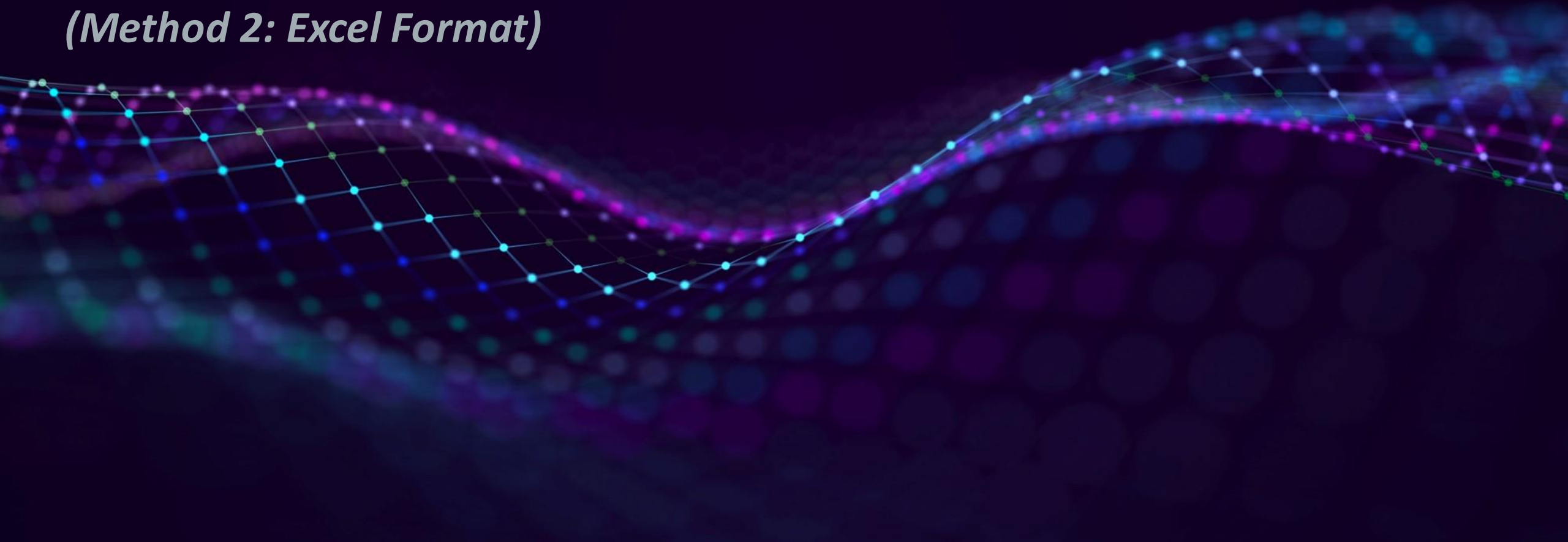
Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

Forecast Portal

Receive & Review CM Allocation Forecast
(Method 2: Excel Format)



View Forecast Data

Via Excel (1/5)

1

RC

Home

Enablement

Workbench

Planning

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Messages

Assessments

Orders and Releases

Dyson

Exact match

Order number

Overview

Getting started

0

Paid invoices

Last 31 days

1

Rejected invoices

Last 31 days

23

Changed orders

Last 31 days

RM 0.0 MYR

Remittances

Last 31 days

RM 0.0 MYR

Early payment offers

Next 90 days

9

More

My widgets

Dyson

Customize

Track

Pending Queue

Documents to Resend

Product Activity Messages

Notifications

CSV Upload

Order Confirmation

Ship Notice

External Document

CSV Download

Templates

Excel Files

Upload/Download

Document Archive

Archive Documents

Download Status

Deleted Transactions

Current Transactions

3

Jobs

Downloads

Uploads

Configure templates

Search Filters

Jobs

	Name	Type	Created	Changed	Modified By
<input type="radio"/>	Forecast Data	Forecast	14 Jun 2023 12:45:06 AM	14 Jun 2023 12:45:06 AM	Planner Role SIT
<input type="radio"/>	Forecast	Forecast	13 Jun 2023 8:25:15 PM	13 Jun 2023 8:26:29 PM	Planner Role SIT
<input type="radio"/>	Transaction Report	Transaction Document Report	11 Jun 2023 9:49:27 PM	11 Jun 2023 9:49:27 PM	Neeharika K
<input type="radio"/>	OSN	Order Ship Notice Quantity	31 May 2023 3:00:50 AM	31 May 2023 3:00:50 AM	satyaodai bhadaoria
<input type="radio"/>	test1	Forecast	30 May 2023 10:22:33 AM	30 May 2023 10:22:33 AM	Accounts Payable SIT Role
<input type="radio"/>	test	Forecast	30 May 2023 10:16:45 AM	30 May 2023 10:16:45 AM	Accounts Payable SIT Role

4

Create

Edit

Run

Clear Downloads

1

In the Dashboard, click on the 3 dots at the top right corner.

2

From the dropdown, click on "Upload / Download" under Excel Files.

3

A new window will appear.

4

Under Jobs tab, click on the "Create" button.

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

View Forecast Data

Via Excel (2/5)

- 5. A pop-up window will appear. Input Name. Select “Forecast” from the dropdown “Type”.
- 6. More filters will show up and fill in preferred filters (e.g., Buyer Part Number, etc.,) and fill in Customer View & Time Period.
- 7. Click on checkbox to “download all planning item attributes across all rows in the excel” and to pre-populate the commit numbers with Dyson’s forecast numbers*
- 8. Once filters are selected, click on Save Button.

Create/Edit Job

* Name: Forecast Data

5Type: Forecast

Job Search Criteria

6

* Customer: Dyson

Supplier part number:

Buyer part number:

Product family:

Product sub-family:

Location:

Customer view : All Views

Business Stream:

Category:

Division:

Model:

Product Name:

Project:

Program code:

Planner code:

Part category:

Part type:

Manufacturing type:

Line of business:

* Time period: Weekly

Years to download: 1

Buyer last modified:

Supplier last modified:

7

☒Download planning item attributes on all rows

☒Prepopulate Commit time series quantities with Forecast quantities

8

Cancel

Save

* Note: with this selection, system generated/pre-populated commit numbers will overwrite what was previously input in Ariba UI.

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

View Forecast Data

Via Excel (3/5)

- 8. After clicking on the save button, the job that you have just created will appear at the top of the list of jobs.
- 9. Click on the icon at the side of the selected job & Click on “Run” at the bottom of the page.

8

JobsDownloadsUploadsConfigure templates

► Search Filters

Jobs

Name	Type	Created	Changed	Modified By
<div>9</div> <div><input checked="" type="radio"/></div> Forecast Data	Forecast	14 Jun 2023 12:45:06 AM	14 Jun 2023 12:45:06 AM	Planner Role SIT
<div><input type="radio"/></div> Forecast	Forecast	13 Jun 2023 8:25:15 PM	13 Jun 2023 8:26:29 PM	Planner Role SIT
<div><input type="radio"/></div> Transaction Report	Transaction Document Report	11 Jun 2023 9:49:27 PM	11 Jun 2023 9:49:27 PM	Neeharika K
<div><input type="radio"/></div> OSN	Order Ship Notice Quantity	31 May 2023 3:00:50 AM	31 May 2023 3:00:50 AM	satyaodai bhadaoria
<div><input type="radio"/></div> test1	Forecast	30 May 2023 10:22:33 AM	30 May 2023 10:22:33 AM	Accounts Payable SIT Role
<div><input type="radio"/></div> test	Forecast	30 May 2023 10:16:45 AM	30 May 2023 10:16:45 AM	Accounts Payable SIT Role

↳

Create

9

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

View Forecast Data

Via Excel (4/5)

- 10. After clicking on the Run button, the Downloads page will be displayed.
- 11. Click on the file icon of the job that you have created to download the file & Click on Open file after the excel has been do wnloaded.

10

JobsDownloadsUploadsConfigure templates

► Search Filters

Downloads

Job Name	Type	Last Run ↓	Last Run By	Status	File
Forecast Data	Forecast	14 Jun 2023 12:45:41 AM	Planner Role SIT	Completed	11
Forecast Data	Forecast	14 Jun 2023 12:45:14 AM	Planner Role SIT	Completed	11



View Forecast Data

Via Excel (5/5)

12. Downloaded file will be displayed.

*Forecast will be downloaded, and planners can review the forecast.

Note: Once you download the file, please go to “Review” tab and click on “Unprotect Sheet” to unprotect the excel first in order to view all data

12

SAP Ariba														
Ariba Supply Chain Collaboration - Forecast														
Supplier ANID	Supplier Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Product family	Product subfamily	Internal program code	Program code	Part category
AN11170966310-T	Wentel - TEST	968999-02		PU Leather Case Bk US DYSON		Global		13 Jun 2023 11:37:42 PM						

Part type	Manufacturing type	View Name	Unit	Business Stream	Model	Product Name	Project	Category	Division
		Default Forecast View		HAIRCARE	Accessories	DUMMY	15	Dummy	Z002

Key figures	12 Jun 2023	19 Jun 2023	26 Jun 2023	3 Jul 2023	10 Jul 2023	17 Jul 2023	24 Jul 2023	31 Jul 2023	7 Aug 2023	14 Aug 2023	21 Aug 2023	28 Aug 2023
Order forecast			-4000	40	0	98	111	335	352	540	488	1196
Cumulative forecast	0	0	4000	4040	4040	4138	4249	4584	4936	5476	5964	7160
Forecast commit						98	111	332	340	540	488	1196
Cumulative forecast commit	0	0	0	0	0	98	209	541	881	1421	1909	3105
Cumulative commit vs cumulative forecast	0	0	-4000	-4040	-4040	-4040	-4040	-4043	-4055	-4055	-4055	-4055
Previous forecast			3512	32	27	98	111	332	352	563	488	1196
Cumulative previous forecast	0	0	3512	3544	3571	3669	3780	4112	4464	5027	5515	6711
Cumulative Forecast vs Cumulative Previous Forecast	0	0	488	496	469	469	469	472	472	449	449	449
Forecast deviation	0	0	-4000	-40	0	0	0	-3	-12	0	0	0
Forecast change	0	0	488	8	-27	0	0	3	0	-23	0	0
Previous forecast commit						98	111	332	352	540	488	1196
Upside forecast												
Firmed orders												
Priority												
Order received												
Shipments												
Commit Shortage Reason									1	2		

View Forecast Data

Edit Forecast Quantity

Input Shortfall Reasons

Commit to Forecast Quantity

Forecast Portal

Commit Quantity Confirmation with
Reasons for Shortfall
(Method 2: Excel Format)

*CM's Production / Manufacturing plan has to be verified before this step can take place

Commit Forecast Quantity with Reasons for Shortfall

Via Excel Format (1/2)

- 1. File will be displayed when Forecast Data is downloaded.
- 2. Enter Forecast Commit (Under commit, overcommit, same commit, zero commit) and commit **shortage reason code*** if any, in the Product Tab of the spreadsheet and save the file.

*Order forecast should be reviewed and forecast commit should be entered by CM.

Committed quantities uploaded via Excel will overwrite what was previously inputted in Ariba UI. It is recommended to delete rows if not adding commit quantities.

*Frozen commit exception
556C SKUs: +2 weeks
Please filter & leave commit blank for 2 extra weeks

1

SAP Ariba													
Ariba Supply Chain Collaboration - Forecast													
Customer AND	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Product family	Product subfamily	Internal program code	Program code
AN01394532835-T	Dyson	381513-01		SV11V7Motorhead EL D/SCN		Global		19 May 2023 3:34:44					
Part type	Manufacturing type	View Name	Unit	Business Stream	Model	Product Name	Project	Category	Division				
		Default Forecast View		FLRC	SV11		15	Cord-free	Z001				

2

Key figures	5 Jun 2023	12 Jun 2023	19 Jun 2023	26 Jun 2023	3 Jul 2023	10 Jul 2023	17 Jul 2023	24 Jul 2023	31 Jul 2023	7 Aug 2023	14 Aug 2023	21 Aug 2023	28 Aug 2023	4 Sep 2023
Order forecast		2843	33	2232	2000		2088	1667	2444	26	529	607	10551	2764
Cumulative forecast	0	2843	2876	5108	7108	7108	9196	10863	13307	13333	13862	14463	25020	27784
Forecast commit		2345	22	2100	2000		2088	1667	2444	26	529	607	10551	2764
Cumulative forecast c	0	2345	2367	4467	6467	6467	8555	10222	12666	12692	13221	13828	24379	27143
Cumulative commit vs	0	-498	-509	-641	-641	-641	-641	-641	-641	-641	-641	-641	-641	-641
Previous forecast														
Cumulative previous fo	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Forecast v	0	2843	2876	5108	7108	7108	9196	10863	13307	13333	13862	14463	25020	27784
Forecast deviation	0	-498	-11	-132	0	0	0	0	0	0	0	0	0	0
Forecast change	0	2843	33	2232	2000	0	2088	1667	2444	26	529	607	10551	2764
Previous forecast com		2345	21	1000	205		2088	1667	2444	26	529	607	10551	2764
Upside forecast														
Firmed orders														
Priority														
der received														
oments														
Commit Shortage Rea			5	9										

2

Reason Code Number	Capacity Issue
1	Plant & Equipment Issue
2	Capacity issue
3	Manpower
4	Component Shortage
5	Material Issue (Lead time, MOQ)
6	NPI SOP readiness
7	Quality issue
8	Approval pending
9	Logistics / Container / Credit
10	CM Planning Issue
11	S&A: TSB
12	S&A: Containerization

It is important that you indicate the reason code for any commit shortages (where (Forecast deviation <0)).



Commit Forecast Quantity with Reasons for Shortfall

Via Excel Format (2/2)

1. To upload updated Excel file, go to Uploads sub-tab.
2. Click “Upload”. New window will appear.
3. Enter a job name and set the type as Forecast.
4. Browse the file from your computer.
5. Click “Upload”.
6. Status indicates whether the upload was successful:
 7. Failed
 - upload failed due to errors. Download Log file, fix the errors and reupload.
 8. Completed with errors
 - the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.
 9. Completed
 - the file has been successfully submitted.

JobsDownloadsUploads

2

UploadRefresh Status

Upload File

3* Name: * Type: Forecast

4File: + Choose file

Download templates

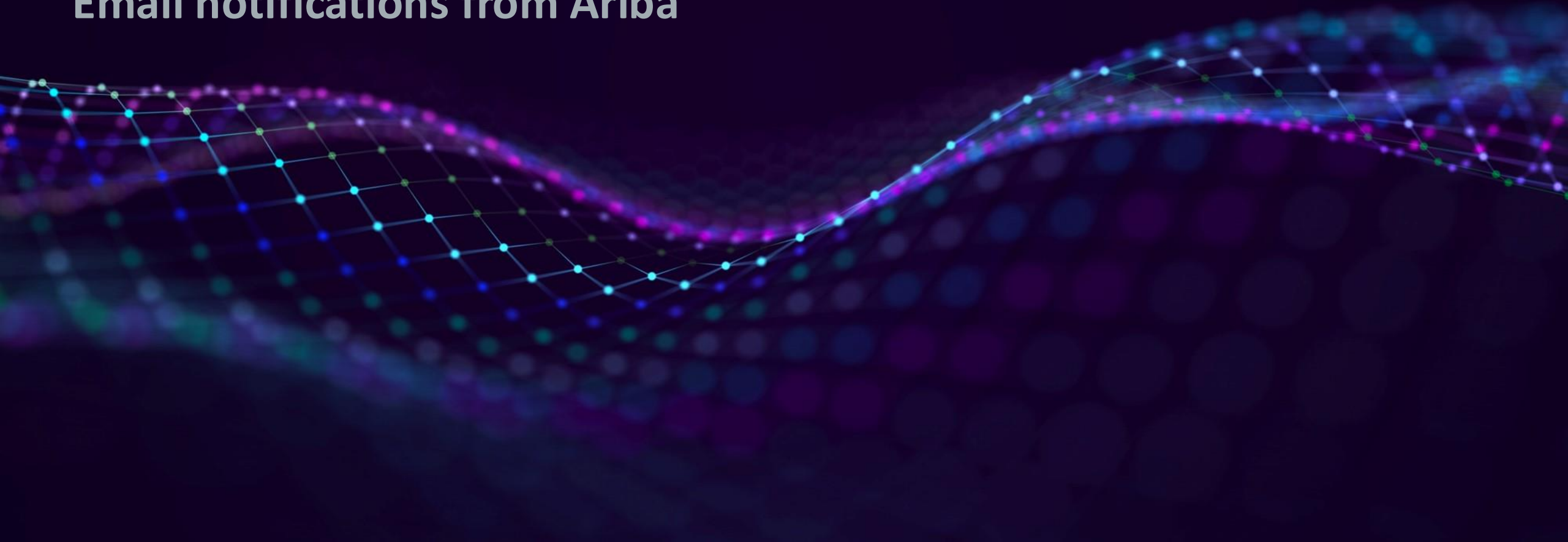
5UploadCancel

Uploads						
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
ZFOR EDIT TST1	Forecast	11 Oct 2022 3:18:26 AM	Supplierescu	Failed	↓	↓
ZFOR_UPL_4-220331	Forecast	31 Mar 2022 2:15:37 AM	Supplierescu	Completed	↓	↓
ZFOR_UPL_3-220331	Forecast	31 Mar 2022 1:49:11 AM	Supplierescu	Completed With Errors	↓	↓
ZFOR_UPL_2-220331	Forecast	31 Mar 2022 1:47:31 AM	Supplierescu	Completed	↓	↓



Forecast Portal

Email notifications from Ariba



Forecast Portal

Email Notifications from Ariba (1/3)

SAP Ariba has a functionality which allows you to enable notifications to be sent to your email once new forecasts are being released from Dyson.

- Using the administrator account to log in, please click on the blue icon (with administrator's initials) on the top right corner, select "Settings" and select "Network Notifications".

The screenshot displays the SAP Ariba Forecast Portal interface. At the top, the navigation bar includes 'Business Network', 'Enterprise Account', and a user profile icon labeled 'RC'. Below this, a secondary navigation bar lists various modules: Home, Enablement, Discovery, Workbench, Planning, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The main content area shows a dashboard with several key metrics: 'Paid Invoices' (0), 'Rejected Invoices' (0), 'Changed orders' (21), 'Remittances' (RM 0.0 MYR), and 'Early payment offers' (RM 0.0 MYR). Below the dashboard, there are sections for 'My widgets' (Dyson, Customize), 'Activity feed' (All), and 'Invoice aging' (0 MYR). On the right side, a dropdown menu is open, showing options like 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Data Deletion Criteria', and 'Network Notifications'. The 'Settings' option under 'Account Settings' is highlighted with a red box, and the 'Network Notifications' option under 'Network Settings' is also highlighted with a red box.

* Settings on notifications can only be edited via administrator account

Forecast Portal

Email Notifications from Ariba (2/3)

2. Select “Notifications” tab and select “Network”

SAP Business Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Users **Notifications** Application Subscriptions Account Registration API management

General **Network** Discovery Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Save Close

3. Under “**Planning Collaboration Updates**”, the following options are available:

- Select ‘Send a digest notification about planning collaborations at this frequency in hours’
 - Choose “1” under the dropdown

*You will receive email notifications from SAP Ariba **within an hour** when new forecasts are being released*

- Input the email addresses which should be receiving the email notifications
- Click on “Save” to save the updates

***DO NOT SELECT ‘Send an immediate notification when buyers share planning collaboration updates’**

Planning Collaboration Updates

Type	Send notifications when...	To email addresses (one required)
Planning Collaboration Updates	<input type="checkbox"/> Send an immediate notification when buyers share planning collaboration updates. <input checked="" type="checkbox"/> Send a digest notification about planning collaborations at this frequency, in hours: 1	+ <input type="text"/>

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Save Close


Forecast Portal

Email Notifications from Ariba (3/3)

4. Once Dyson releases the new forecasts into Ariba SCC, you will receive an email notification below (after 1 hr) in the email address which you have indicated.

Email below is for illustrative purposes only.


[EXTERNAL EMAIL] SAP Business Network Planning Collaboration Email Digest Notification

no-reply@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To: Ariba.testing

Reply

Reply All

Forward




...

Fri 2/23/2024 12:44 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Dear Dyson test - TEST,

The following table lists your customers who sent updates:

Buyer	Process Type	Number of updated planning records
Dyson (ANID: AN01394592835-T)	Forecast	12

Log In to View Updated Records

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

Order Collaboration Portal

User Interaction



Order Collaboration Portal User Interaction

In this Chapter You Will Learn About ...

1

... how to read purchase order screen

2

... how to manage order confirmations

Order Collaboration Portal Interaction

1

Purchase Order

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

2

Order Confirmation

- 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
- OC Content

Order Collaboration Portal User Interaction

1

Purchase Order

2

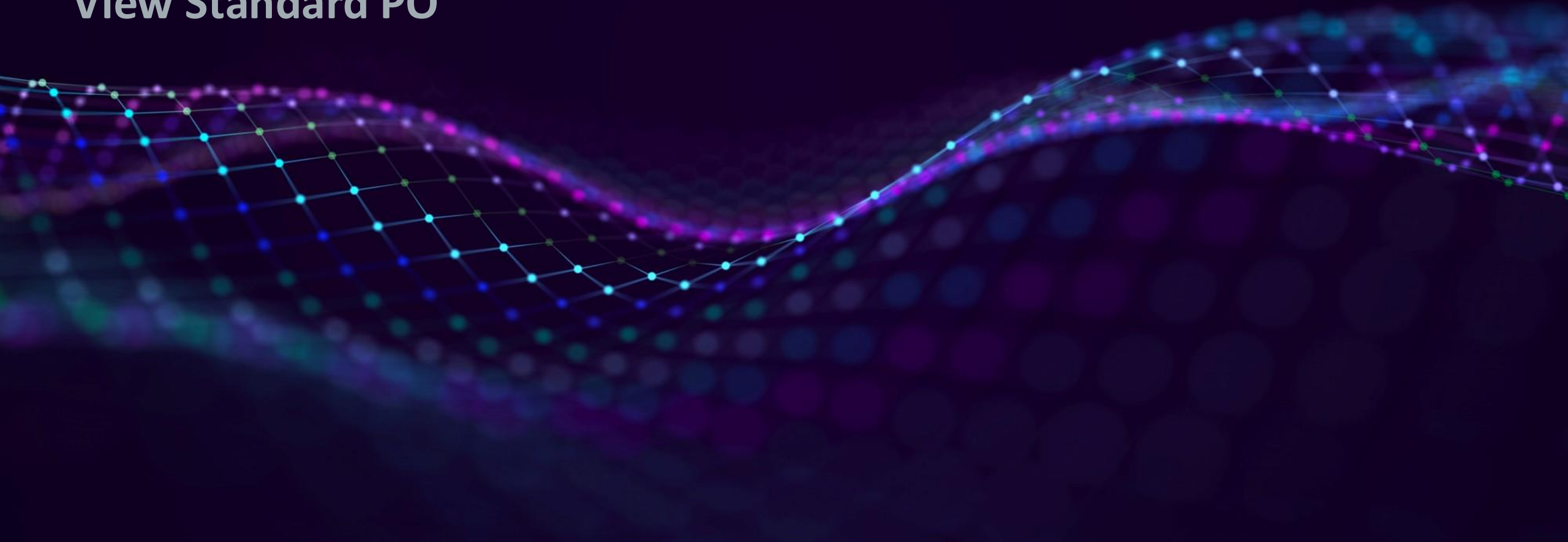
Order Confirmation

We will cover:

1. How to search for purchase orders
2. How to view purchase order details
3. Purchase order content and fields description

Purchase Order

View Standard PO



Purchase Order

View PO in Supplier Portal (1/5)

The portal allows users to view all Purchase Orders, Routing Status, Order Status, as well as the Revision of the Purchase Order (e.g., Changed / Original Version)

1. In the Buyer's Dashboard, click "Orders" Tab.
2. From the Dropdown, Click on "Orders and Releases".
3. Orders and Releases page will be displayed.
4. You can also input selected filters (e.g., Order Number, Order Status)
5. After inputting the filters, click on "Search".

The screenshot displays the SAP Business Network Supplier Portal interface. At the top, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A navigation bar contains tabs: Home, Enablement, Workbench, Planning, Orders, Fulfillment, Invoices, Payments, Reports, Messages, and Assessments. Callout 1 points to the 'Orders' tab, and callout 2 points to the 'Orders and Releases' dropdown menu. Callout 3 highlights the main content area of the 'Orders and Releases' page, which shows 'Orders (82)' and various filter sections: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, Currency, and Visibility. Callout 4 points to a dropdown menu on the right side of the page, showing options for Order status (New, Changed, Confirmed, Failed, Shipped, Received, Returned) and Routing status. Callout 5 points to the 'Apply' button at the bottom right of the filter section.

Purchase Order

View PO in Supplier Portal (2/5)

- 6. Orders page will be displayed with the selected filter sets applied
- 7. You may also customize the view by clicking on the settings icon.

Orders (33)
▼ Edit filter | Dyson Last 31 days New

6

Customers
Dyson x Select or type selections

Order numbers
Type selection
Partial match Exact match

Creation date
Last 31 days

Order status
Include New x Select...

Company codes
Select or type selections

Show more

Apply Reset

7

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
9504104630	Dyson	3899.08 MYR	Jul 10, 2023	New		...
9504104629	Dyson	3899.08 MYR	Jul 10, 2023	New		...
9504104784	Dyson	278910.94 MYR	Jul 10, 2023	New		...
9504104624	Dyson	3899.08 MYR	Jul 7, 2023	New		...
9504104621	Dyson	63181.56 MYR	Jul 7, 2023	New		...
9504104591	Dyson	63181.56 MYR	Jul 7, 2023	New		...
9504104739	Dyson	101530.8 MYR	Jul 6, 2023	New		...
9504104724	Dyson	31385.46 MYR	Jul 5, 2023	New		...
9504104592	Dyson	3823.2 MYR	Jul 5, 2023	New		...
9504104667	Dyson	7524.67 MYR	Jul 4, 2023	New		...

Table setting

Table columns

Column grouping

Date and time

7

Use drag and drop to configure the table columns to be displayed and their order

Available columns

Displayed columns

Save Cancel

Purchase Order

Order Confirmation

8. Click on the Order Number of the Purchase Order that you would like to view.

8	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
	9504104630	Dyson	3899.08 MYR	Jul 10, 2023	New		...
	9504104629	Dyson	3899.08 MYR	Jul 10, 2023	New		...
	9504104784	Dyson	278910.94 MYR	Jul 10, 2023	New		...
	9504104624	Dyson	3899.08 MYR	Jul 7, 2023	New		...
	9504104621	Dyson	63181.56 MYR	Jul 7, 2023	New		...
	9504104591	Dyson	63181.56 MYR	Jul 7, 2023	New		...
	9504104739	Dyson	101530.8 MYR	Jul 6, 2023	New		...
	9504104724	Dyson	31385.46 MYR	Jul 5, 2023	New		...
	9504104592	Dyson	3823.2 MYR	Jul 5, 2023	New		...
	9504104667	Dyson	7524.67 MYR	Jul 4, 2023	New		...

[View PO in Supplier Portal \(4/5\)](#)

9. Selected Purchase Order is being displayed.
 - a) Purchase Order Number
 - b) Header Fields - From (Customer), To (Dyson), Purchase order Status indicates where the order stands about your processing of the order.
 - c) Payment Terms
 - d) Purchase Order Terms & Conditions is the latest written contract between the Dyson and its supplier
 - e) Contract Information - Supplier Address & Contact Number
 - f) Other Information
 - g) PO Terms Information
 - h) Routing Status indicates whether a purchase order is queued, sent, acknowledged, or if routing failed.
 - i) Delivery Information - Ship All Items To, Bill To, Deliver To*
- *Deliver To will be filled in.

**** Take note that delivery information is only **indicative**. Please use IC mapping based on 'Ship To Code' (ICXXXX)**

- j) Line Items - Customer Part, Type

Purchase Order: 9504105675

Done

Create Order Confirmation

Create Ship Notice

Report Consumption

Order Detail | Order History

From:

Customer
Dyson Electronics Pte Ltd -
Carmelray Industrial Park II (CIP II), Lot C3-13,
4027 Calamba City, Laguna Philippines
Phone: +63 () 49 508 8000
Fax: +63 () 49 508 7344

To:

H-P PHILIPPINES TECHNOLOGY CORP.
Lot 11-A
Tanauan City
4232, Philippines
4232 Batangas Batangas Philippines
Phone:
Fax:
Email: janice.manasan@hi-p.com

Purchase Order
(New)
9504105675
Amount: \$198,935.24 USD
Version: 1

Track Order

Payment Terms ⓘ

Net Monthly on Second Month after Invoice

Comments

Terms and Conditions:

This Purchase Order is issued pursuant to the latest written contract between Dyson and Supplier. In the absence of an agreed contract for supply between Dyson and Supplier, all purchases of goods and/or services are subject to Dyson's terms and cond ... View more »

Routing Status: Sent
External Document Type: Dyson Stock PO (ZSTK)

Contact Information

Supplier Address

Jeeen Industries
Lombard Street
4232 Tanauan City Philippines
Email: a062248599@dyson.tst
Fax:
Address ID: 50029886
Buyer ID: 50029886

Other Information

Company Code: 8400
Purchase Group: ZST
Purchase Organization: 8400
Customer VAT/Tax ID: 009 226-859-00000
Party Additional ID: 50029886
[View lens »](#)

Attachments

[PO Terms and Conditions.pdf \(application/pdf; charset=UTF-8\)](#)

Ship All Items To

Dyson Inc Expeditors International
10 Falcon Court
Streamwood, Illinois 60107
United States
Ship To Code: IC31171000
Location Code: 3117
Storage Location ID: 1000

Bill To

Dyson Electronics Pte Ltd -
Carmelray Industrial Park II (CIP II), Lot C3-13,
4027 Calamba City, Laguna Philippines
Phone: +63 () 49 508 8000
Fax: +63 () 49 508 7344
Buyer ID: 8400

Line Items

Show Item Details

Line #	No.	Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1			967762-01	Material			800.000 (EA)	23 Jul 2023	RMS,448.30 MYR	RM4,358.64 MYR	Details
Description: QR Up Top Adaptor MG												

Order submitted on: Tuesday 13 Jun 2023 5:30 PM GMT+08:30
 Received by Airto Network on: Tuesday 13 Jun 2023 2:42 PM GMT+08:30
[Download Attachment: BIL4 358.64 MYR](#)

Create Order Confirmation

Create Ship Notice

Create Invoice

Done

Purchase Order

Purchase Order

View PO Details by Line Level Details (5/5)

To view the details of the line level:

- 10. Click on **Show Item Details** or **Details**
- 11. Qty and Need by Date required by Dyson
- 12. Detail of item status (previously confirmed or previously shipped items).
- 13. Pricing details are shown with unit details
 - * Take note that the prices are only **indicative**, repricing process with Finance will still be in place
- 14. Information on Ship Notice
- 15. Schedule line details the quantities planned for specified delivery dates.
- 16. Other information includes Project Name, Model, Category, Business Stream/Division, Means of Transport*
 - * Means of transport code follows the same code that is currently being used
- 17. Transport term information

10

Show Item Details
Details

11

Qty (Unit)	Need By	Unit Price
3,000 (EA)	19 Jun 2023	RMB49,372.09 CNY

12

Status

3 Confirmed As Is (Estimated Shipment Date: 19 Jun 2023)

Buyer confirmation approval status | Approved

13

Pricing Details

Unit Details

Unit Conversion	Price Unit	Order Unit
1	EA	EA

Price Details

Price	Price Unit	Quantity	Price Unit
RMB49,372.09 CNY	1,000	EA	

14

Information on Ship Notice [Optional]

Supplier Batch

15

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	19 Jun 2023 12:00 PM CST		3,000 (EA)		

16

Other Information

Model/Category: HU02/Hands Under
Client: Q42CLNT700
BS/Division: Hand Dryer/Finished Goods
Means of Transport: AR01
EAN/UPC: 885609009797
Project/Product Name: 256A/AIRBLADE V
Classification Domain: PartCategory
Classification Code: HU02/Hands Under
Classification Domain: ERPCommodityCode
Classification Code: FQ_COMM
Classification Domain: ERPCommodityCodeDescription
Classification Code: Fin.Goods Commercial

17

Transport Terms Information

Delivery Terms: Transport Condition
Transport Terms: DAP (Delivered at place)
Transport Location: Roselle IL, US

Purchase Order

Download PO Information

1. Click on the PDF file ("Dyson Purchase Order.PDF") under "Attachments"
2. The PDF will be automatically downloaded, and you will be able to view the purchase order PDF.

Contact Information
Supplier Address
Brilliant Group
Lombard Street
PORT LOUIS
Mauritius
Email: 19.288scram@dyson.com
Phone: +230 (0) 12345678
Fax: +230 (0) 12345678
Address ID: 0050012439
Buyer ID: 0050012439

Other Information
Company Code: 8000
Purchase Group: ZST
Purchase Organization: 8000
Customer VAT/Tax ID: 000561549312
Party Additional ID: 0050012439

Attachments
DYSON PURCHASE ORDER.PDF (application/pdf; charset=UTF-8)

2

dyson

PURCHASE ORDER

Vendor Address ELECTRONICS INTERNATIONAL ASIA FLEXTRONICS INTERNATIONAL ASIA 1 Lombard Street PORT LOUIS PORT LOUIS Mauritius		Deliver To Orbis S2 Dyson Technology BV Bren 1 5898 MH Heijen Netherlands	Billing Address and Ordering Party Dyson Manufacturing Sdn Bhd PLO 208, Jalan Cyber 14 Senai Industrial Estate IV Senai 81400 Malaysia Customer & Statements to DCA_Account@dyson.com				
Document Information							
PO Number	9501119424						
Order Date	09.03.2024						
Supplier No.	50012439						
PO Currency	USD						
GST Number / VAT Number	000561549312						
Incoterms	DAP-Limborg, NL						
Line item details							
Line no.	Material no.	Description	Market Delivery Date	Unit Price	Quantity	UoM	Line Item Value
10	222381-01	CY28 Multifloor 2 EU InSRYear (T)	25.04.2024	113.7964	100	EA	11,379.64
20	228566-01	CY28 Parquet 2 EU InSRPulir-TEST1	25.04.2024	117.2759	100	EA	11,727.59
Cargo Ready Date:		23.04.2024					
Total net value excl. VAT							23,107.23

1

dyson

PURCHASE ORDER

1. Terms and Conditions

2. Terms and Conditions

3. Terms and Conditions

4. Terms and Conditions

5. Terms and Conditions

6. Terms and Conditions

7. Terms and Conditions

8. Terms and Conditions

9. Terms and Conditions

10. Terms and Conditions

11. Terms and Conditions

12. Terms and Conditions

13. Terms and Conditions

14. Terms and Conditions

15. Terms and Conditions

16. Terms and Conditions

17. Terms and Conditions

18. Terms and Conditions

19. Terms and Conditions

20. Terms and Conditions

21. Terms and Conditions

22. Terms and Conditions

23. Terms and Conditions

24. Terms and Conditions

25. Terms and Conditions

26. Terms and Conditions

27. Terms and Conditions

28. Terms and Conditions

29. Terms and Conditions

30. Terms and Conditions

31. Terms and Conditions

32. Terms and Conditions

33. Terms and Conditions

34. Terms and Conditions

35. Terms and Conditions

36. Terms and Conditions

37. Terms and Conditions

38. Terms and Conditions

39. Terms and Conditions

40. Terms and Conditions

41. Terms and Conditions

42. Terms and Conditions

43. Terms and Conditions

44. Terms and Conditions

45. Terms and Conditions

46. Terms and Conditions

47. Terms and Conditions

48. Terms and Conditions

49. Terms and Conditions

50. Terms and Conditions

51. Terms and Conditions

52. Terms and Conditions

53. Terms and Conditions

54. Terms and Conditions

55. Terms and Conditions

56. Terms and Conditions

57. Terms and Conditions

58. Terms and Conditions

59. Terms and Conditions

60. Terms and Conditions

61. Terms and Conditions

62. Terms and Conditions

63. Terms and Conditions

64. Terms and Conditions

65. Terms and Conditions

66. Terms and Conditions

67. Terms and Conditions

68. Terms and Conditions

69. Terms and Conditions

70. Terms and Conditions

71. Terms and Conditions

72. Terms and Conditions

73. Terms and Conditions

74. Terms and Conditions

75. Terms and Conditions

76. Terms and Conditions

77. Terms and Conditions

78. Terms and Conditions

79. Terms and Conditions

80. Terms and Conditions

81. Terms and Conditions

82. Terms and Conditions

83. Terms and Conditions

84. Terms and Conditions

85. Terms and Conditions

86. Terms and Conditions

87. Terms and Conditions

88. Terms and Conditions

89. Terms and Conditions

90. Terms and Conditions

91. Terms and Conditions

92. Terms and Conditions

93. Terms and Conditions

94. Terms and Conditions

95. Terms and Conditions

96. Terms and Conditions

97. Terms and Conditions

98. Terms and Conditions

99. Terms and Conditions

100. Terms and Conditions

1. Terms and Conditions

2. Terms and Conditions

3. Terms and Conditions

4. Terms and Conditions

5. Terms and Conditions

6. Terms and Conditions

7. Terms and Conditions

8. Terms and Conditions

9. Terms and Conditions

10. Terms and Conditions

11. Terms and Conditions

12. Terms and Conditions

13. Terms and Conditions

14. Terms and Conditions

15. Terms and Conditions

16. Terms and Conditions

17. Terms and Conditions

18. Terms and Conditions

19. Terms and Conditions

20. Terms and Conditions

21. Terms and Conditions

22. Terms and Conditions

23. Terms and Conditions

24. Terms and Conditions

25. Terms and Conditions

26. Terms and Conditions

27. Terms and Conditions

28. Terms and Conditions

29. Terms and Conditions

30. Terms and Conditions

31. Terms and Conditions

32. Terms and Conditions

33. Terms and Conditions

34. Terms and Conditions

35. Terms and Conditions

36. Terms and Conditions

37. Terms and Conditions

38. Terms and Conditions

39. Terms and Conditions

40. Terms and Conditions

41. Terms and Conditions

42. Terms and Conditions

43. Terms and Conditions

44. Terms and Conditions

45. Terms and Conditions

46. Terms and Conditions

47. Terms and Conditions

48. Terms and Conditions

49. Terms and Conditions

50. Terms and Conditions

51. Terms and Conditions

52. Terms and Conditions

53. Terms and Conditions

54. Terms and Conditions

55. Terms and Conditions

56. Terms and Conditions

57. Terms and Conditions

58. Terms and Conditions

59. Terms and Conditions

60. Terms and Conditions

61. Terms and Conditions

62. Terms and Conditions

63. Terms and Conditions

64. Terms and Conditions

65. Terms and Conditions

66. Terms and Conditions

67. Terms and Conditions

68. Terms and Conditions

69. Terms and Conditions

70. Terms and Conditions

71. Terms and Conditions

72. Terms and Conditions

73. Terms and Conditions

74. Terms and Conditions

75. Terms and Conditions

76. Terms and Conditions

77. Terms and Conditions

78. Terms and Conditions

79. Terms and Conditions

80. Terms and Conditions

81. Terms and Conditions

82. Terms and Conditions

83. Terms and Conditions

84. Terms and Conditions

85. Terms and Conditions

86. Terms and Conditions

87. Terms and Conditions

88. Terms and Conditions

89. Terms and Conditions

90. Terms and Conditions

91. Terms and Conditions

92. Terms and Conditions

93. Terms and Conditions

94. Terms and Conditions

95. Terms and Conditions

96. Terms and Conditions

97. Terms and Conditions

98. Terms and Conditions

99. Terms and Conditions

100. Terms and Conditions

This Purchase Order is issued to the latest written contract between Dyson and Supplier. In the absence of an agreed contract for supply between Dyson and Supplier, all purchases of goods and/or services are subject to Dyson's terms and conditions of purchase as shown on the last page.

Dyson Manufacturing Sdn Bhd PLO 208, Jalan Cyber 14 Senai Industrial Estate IV
Senai 81400 Malaysia

Page 1 of 2

Page 2 of 2

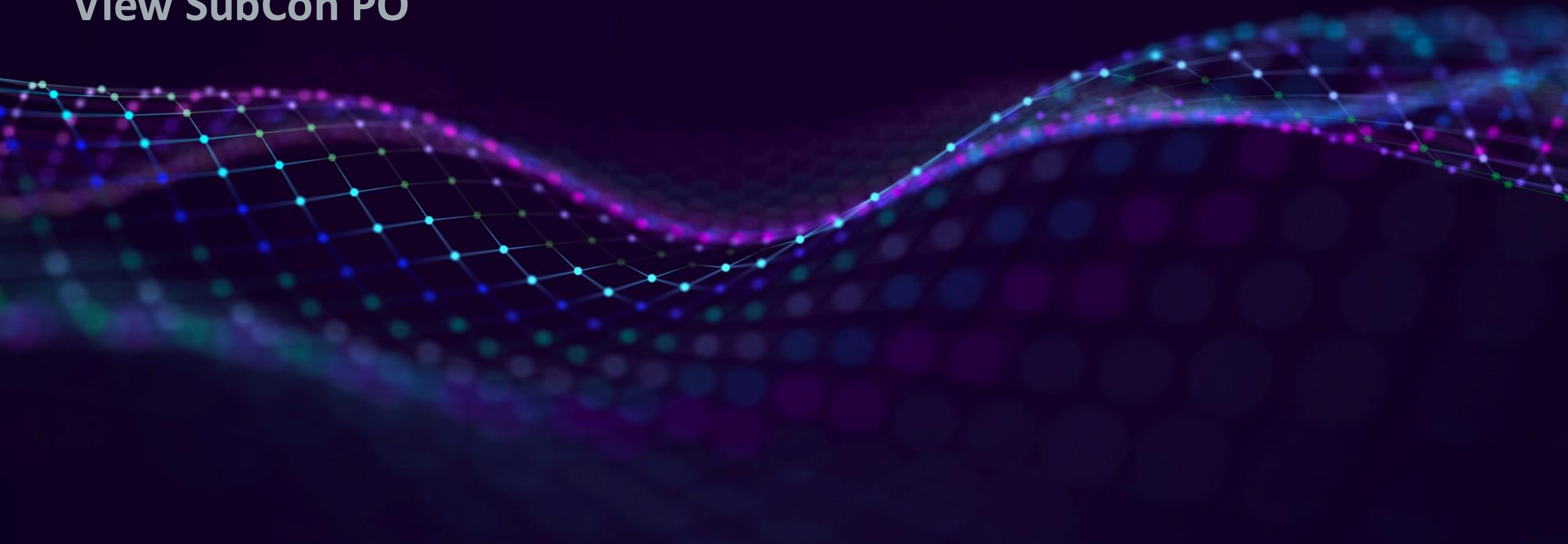
Purchase Order

Order Confirmation

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

Purchase Order

View SubCon PO



View SubCon PO in Ariba Network (1/3)

Selected Purchase Order is being displayed.

- a) Purchase Order Number
- b) Header Fields - From (Customer), To (Supplier), Purchase order Status - where the order stands about your processing of the order.
- c) Payment Terms
- d) Purchase Order Terms & Conditions is the latest written contract between Dyson and its supplier
- e) Contract Information - Supplier Address & Contact Number
- f) Other Information
- g) Routing Status indicates whether a purchase order is queued, sent, acknowledged, or if routing failed.
- h) Delivery Information - Ship All Items To, Bill To, Deliver To* - Delivery Address where the goods needs to be shipped

*Deliver To will be filled in

- i) Line Items – Customer Part, Type, **Category (Subcontract)**

a

Purchase Order: 9504104373

b

dyson

c

From:
Customer
Dyson Electronics Pte Ltd - Carmelray Industrial Park II (CIP II)-Lot C3-13,
4027 Calamba City, Laguna Philippines
Phone: +63 () 49 508 8000
Fax: +63 () 49 508 7344

To:
RUMBLE CORPORATION - TEST
LOMBARD STREET
LOMBARD STREET
4234 Sarangani STO. THOMAS Philippines
Phone:
Fax:
Email: dysonkepler125@gmail.com

d

e

Payment Terms ⓘ
Net Monthly on Second Month after invoice

Comments
Terms and Conditions:

Contact Information
Supplier Address

f

g

Purchase Order
(New)
9504104373
Amount: \$12,348.87 USD
Version: 1

Track Order

Routing Status: Sent
External Document Type: Dyson Stock PO (ZSTK)

h

Comments
This Purchase Order is issued pursuant to the latest written contract between Dyson and Supplier. In the absence of an agreed contract for supply between Dyson and Supplier, all purchases of goods and/or services are subject to Dyson's terms and conditions of purchase as shown on the attached Dyson Purchase Order pdf file. ... View less »

i

Other Information

Company Code: 8400
Purchase Group: ZST
Purchase Organization: 8400
Customer VAT/Tax ID: 009-226-859-00000
Party Additional ID: 50018017
View less »

Ship All Items To

Multi-National Enterprises Soylent
Salvador
4951799 Petah Tikva
Israel
Ship To Code: 0010000026
Phone:
Fax:
Location Code: 0010000026
Storage Location ID: 9905

Bill To

Dyson Electronics Pte Ltd - Carmelray Industrial Park II (CIP II)-Lot C3-13,
4027 Calamba City, Laguna Philippines
Phone: +63 () 49 508 8000
Fax: +63 () 49 508 7344
Buyer ID: 8400

Deliver To

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		396004-01	Material	Subcontract			55.000 (EA)	17 Jul 2023	\$129,987.66 USD	\$7,149.32 USD	Details
Description: HS05 DRCT (Long) IL Bnk/BCo/BCo												
20	1		400704-01	Material	Subcontract			40.000 (EA)	17 Jul 2023	\$129,988.80 USD	\$5,199.55 USD	Details
Description: HS05 IL BCoBnk/BCo												

Received by Ariba Network on: Monday 12 Jun 2023 3:29 PM GMT+05:30
This Purchase Order was sent by Dyson AN01394592835-T and delivered by Ariba Network.

Sub-total: \$12,348.87 USD

Purchase Order

View SubCon PO in Ariba Network (3/3)

- m) Click on details to view Schedule lines
 - n) Component details
 - o) Other information
 - p) Transport Terms Information
1. Click on done when completed viewing Purchase Order.

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1		396004-01	Material	Subcontract			55,000 (EA)	17 Jul 2023	\$129,987.66 USD	\$7,149.32 USD		
Description: HS05 DRCT (Long) IL B&K/BCo/BCo													
Status													
55,000 Unconfirmed													
Pricing Details													
Unit Details				Price Details									
Unit Conversion				Price Unit		Order Unit		Price		Price Unit Quantity		Price Unit	
1				EA		EA		\$129,987.66 USD		1,000		EA	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	17 Jul 2023 8:00 PM CST	17 Jul 2023 3:00 PM CST	55,000 (EA)		

Components

Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
10_1_0001	308861-02				17 Jul 2023 8:00 PM CST	55,000 (EA)
V9 MOTOR_VAR 2 OM						

Other Information

EAN/UPC: 5025155071335

Project_ProductName: 308C_AIRWRAP LONG

Model_Category: _Hair Styler

Client: Q42CLNT700

Means of Transport: 2001

BusinessStream_Division: HAIRCARE_Finished Goods

Estimated days for inspection: 0

Classification Domain: ERPCommodityCode

Classification Code: FG_PCARE

Classification Domain: ERPCommodityCodeDescription

Classification Code: F.Goods PersonalCare

Transport Terms Information

Delivery Terms: Transport Condition

Transport Terms: FOB (Free on board)

Transport Location: Tanjung Pelapas, MY

Summary

20_1_0001 308861-02

V9 MOTOR_VAR 2 OM

17 Jul 2023 8:00 PM CST

40,000 (EA)

Information

EAN/UPC: 5025155071335

Project_ProductName: 308C_AIRWRAP LONG

Model_Category: _Hair Styler

Client: Q42CLNT700

Means of Transport: 2001

BusinessStream_Division: HAIRCARE_Finished Goods

Estimated days for inspection: 0

Classification Domain: ERPCommodityCode

Classification Code: FG_PCARE

Classification Domain: ERPCommodityCodeDescription

Classification Code: F.Goods PersonalCare

Terms Information

Delivery Terms: Transport Condition

Transport Terms: FOB (Free on board)

Transport Location: Tanjung Pelapas, MY

Delivery 12 Jun 2023 8:00 PM GMT+08:00

Arrival on: Monday 12 Jun 2023 5:59 PM GMT+08:00

Shipped by: Dyson AN01394502855-T and delivered by Airba Network.

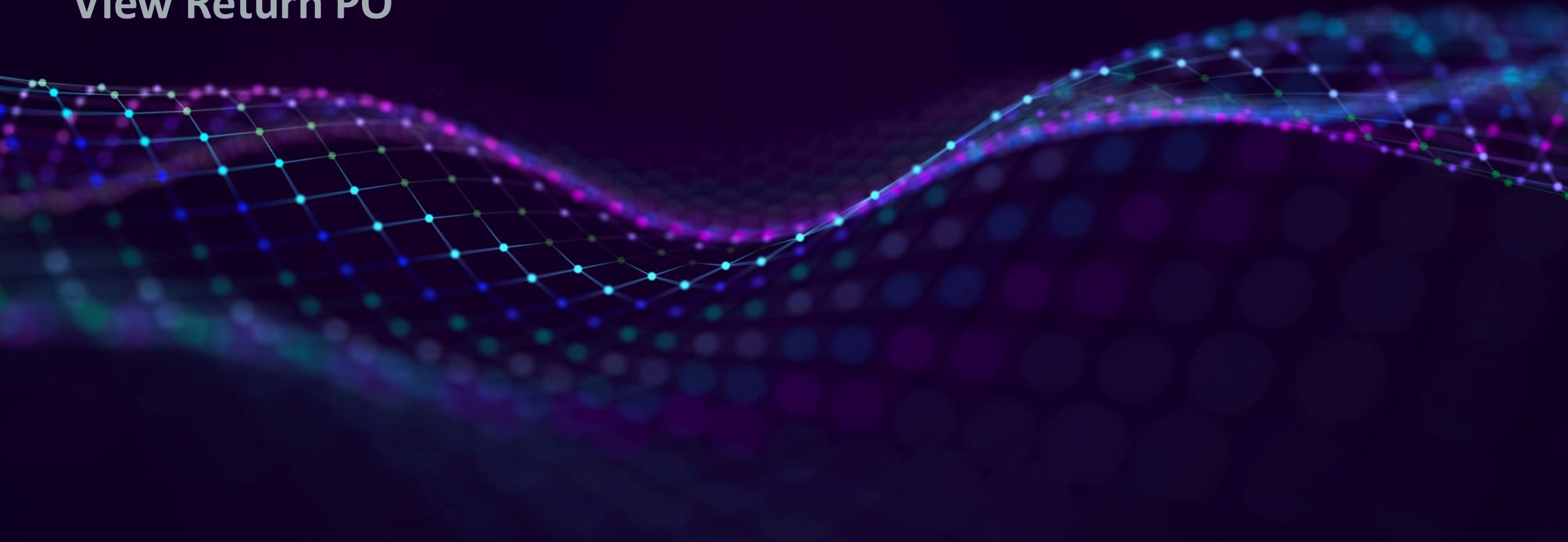
Sub-total: \$12,348.87 USD

1

Done

Purchase Order

View Return PO



Purchase Order

View Return PO in Ariba Network (1/2)

Selected Purchase Order is being displayed.

- a) Purchase Order Number
- b) Header Fields - From (Customer), To (Supplier), Purchase order Status - where the order stands about your processing of the order.
- c) Payment Terms
- d) Purchase Order Terms & Conditions is the latest written contract between Dyson and its supplier
- e) Contract Information - Supplier Address & Contact Number
- f) Other Information
- g) Routing Status indicates whether a purchase order is queued, sent, acknowledged, or if routing failed.
- h) Delivery Information - Ship All Items To, Bill To, Deliver To* - Delivery Address where the goods needs to be shipped
- *Deliver To will be filled in
- i) Line Items – Customer Part, Type, **Return (Yes)**

Purchase Order: 9900015719

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

dyson

From: Customer
Dyson Electronics Pte Ltd -
Carmelray Industrial Park II (CIP II)-Lot C3-13,
4027 Calamba City, Laguna Philippines
Phone: +63 () 49 508 8000
Fax: +63 () 49 508 7344

To: RUMBLE CORPORATION - TEST
LOMBARD STREET
4234 Sarangani STO. THOMAS Philippines
Phone:
Fax:
Email: dysonkepler125@gmail.com

Purchase Order
(New)
9900015719
Amount: \$-81.82 USD
Version: 1

Track Order

Payment Terms ⓘ
Net Monthly on Second Month after invoice

Routing Status: Sent
External Document Type: Dyson Returns PO (ZRET)

Terms and Conditions:

Comments
Terms and Conditions:
This Purchase Order is issued pursuant to the latest written contract between Dyson and Supplier. In the absence of an agreed contract for supply between Dyson and Supplier, all purchases of goods and/or services are subject to Dyson's terms and conditions of purchase as shown on the attached Dyson Purchase Order.pdf file. ... View less >

Contract Information
Supplier Address
Rumble Corporation
583224365 Lombard Street
4234 STO. TOMAS Philippines
Email: a139522438@dyson.tst
Phone: +63 () 12345678
Fax:
Address ID: 50018017
Buyer ID: 50018017

Other Information
Company Code: 8400
Purchase Group: ZRT
Purchase Organization: 8400
Customer VAT/Tax ID: 009-226-859-00000
Party Additional ID: 50018017
View less >

Ship All Items To
Transit - PH
No. 2 River Valley Road (Lot 3 C-13
4027 Calamba, Laguna Philippines
Ship To Code: 8499
Location Code: 8499
Storage Location ID: 1111

Bill To
Dyson Electronics Pte Ltd -
Carmelray Industrial Park II (CIP II)-Lot C3-13,
4027 Calamba City, Laguna Philippines
Phone: +63 () 49 508 8000
Fax: +63 () 49 508 7344
Buyer ID: 8400

Deliver To

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1		386818-01	Material	yes		1.000 (EA)	20 Jun 2023	\$81.815.51 USD	\$81.82 USD		Details
Description: HD07 UK/IE/SA/JAE Bk/Bk/nk												

Order submitted on: Tuesday 13 Jun 2023 5:30 PM GMT+05:30
Received by Ariba Network on: Tuesday 13 Jun 2023 4:30 PM GMT+05:30
This Purchase Order was sent by Dyson AN01394592835-T and delivered by Ariba Network.

Sub-total: \$-81.82 USD

Create Order Confirmation

Create Ship Notice

Create Invoice

Done

Purchase Order

Order Confirmation

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

View Return PO in Ariba Network (2/2)

- j) Click on the table icon – Show Item Details
 - k) Select the preferred filters that you would like to see on the page itself
 - l) After ticking the filters, these filters will appear on the page itself.
 - m) Click on details to view Schedule lines
 - n) Other information
 - o) Return Information & Transport Terms Information
1. Click on done when completed viewing Purchase Order.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		386818-01	Material	yes		1.000 (EA)	20 Jun 2023	\$81.815.51 USD	\$81.82 USD	

Description: HD07 UK/E/SA/AE BK/BK/nk

Order submitted on: Tuesday 13 Jun 2023 5:30 PM GMT+05:30
Received by Arbia Network on: Tuesday 13 Jun 2023 4:30 PM GMT+05:30
This Purchase Order was sent by Dyson AN01394592835-T and delivered by Arbia Network.

Sub-total: \$-81.82 USD

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾

Hide Item Details

- ✓ Status
- ✓ Pricing Details
- ✓ INTERNALAW_CommentsList
- ✓ Attachment
- ✓ Schedule Lines
- ✓ Other Information
- ✓ Return Information
- ✓ INTERNAL_TransporttermsItemOut

1 Done

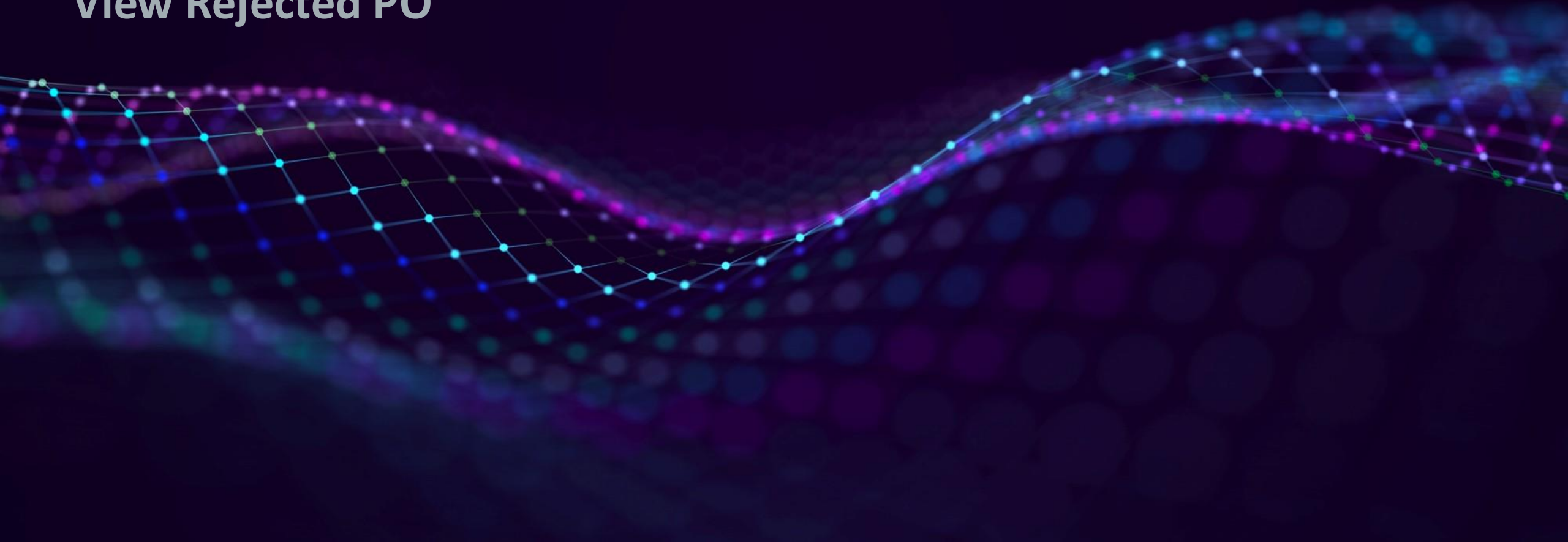
[Privacy Statement](#) |
 [Security Disclosure](#) |
 [Terms of Use](#)

Messages

Purchase Order

Purchase Order

View Rejected PO



Purchase Order

View Rejected PO in Ariba Network (1/2)

- a) Purchase Order Number
- b) Header Fields - From (Customer), To (Supplier), Purchase order Status - where the order stands about your processing of the order.
- c) Payment Terms
- d) Purchase Order Terms & Conditions is the latest written contract between Dyson and its supplier
- e) Contract Information - Supplier Address & Contact Number
- f) Other Information
- g) Order Response Comment – Reject the order
- h) Transport Terms Information
- i) Routing Status - whether a purchase order is queued, sent, acknowledged, or if routing failed
- j) Delivery Information - Ship All Items To, Bill To, Deliver To* - Delivery Address where the goods needs to be shipped

*Deliver To will be filled in

- k) Line Items – Customer Part, Type

Selected Purchase Order is being displayed.

a

Purchase Order: 9504104408

Done

b

Order Detail

Order History

dyson

From: Customer
Dyson Manufacturing Sdn Bhd
Jalan Cyber 14-PLD 208,
81400 Senai
Johor
Malaysia
Phone: +60 (0) (0)7 599 9333
Fax: +60 (0) (0)7 599 9331

To: Dyson test - TEST
Singapore
Singapore 15
Singapore
Phone: +1 (1234) 123
Fax:
Email: dysonkepler125@gmail.com

Purchase Order (Rejected)
9504104408
Amount: RM22,500.00 MYR
Version: 1

Track Order

c

Payment Terms ⓘ
0.000% 60

Comments
Terms and Conditions: This Purchase Order is issued pursuant to the latest written contract between Dyson and Supplier. In the absence of an agreed contract for supply between Dyson and Supplier, all purchases of goods and/or services are subject to Dyson's terms and conditions of purchase as shown on the attached Dyson Purchase Order pdf file. ... View less »

d

Routing Status: Acknowledged
External Document Type: Dyson Stock PO (ZSTK)
Related Documents: CC954408

e

Contract Information
Supplier Address
Rumble Company
2768287 Jalan Budiman
81400 SENAI
Johor
Malaysia
Email: kczentkies@dyson.tst
Phone: +60 (0) 12345678
Fax: +60 (0) 12345678
Address ID: 50000667
Buyer ID: 50000667

Sales
Phone:

f

Other Information
Company Code: 8000
Purchase Group: ZST
Purchase Organization: 8000
View more »

g

Order Response Comment
Delayed due to Capacity Issue

h

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: DDU (Delivered Duty Unpaid)
Transport Location: Delivered Duty Unpaid

j

Ship All Items To
Kuhne & Nagel (AG & Co) KG
40 Hamburger Strasse
47229 Duisburg
Germany
Ship To Code: 2228
Location Code: 2228
Storage Location ID: 5000

Bill To
Dyson Manufacturing Sdn Bhd
Jalan Cyber 14-PLD 208,
81400 Senai
Johor
Malaysia
Phone: +60 (0) (0)7 599 9333
Fax: +60 (0) (0)7 599 9331
Buyer ID: 8000

Deliver To

k

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1		393917-01	Material			50,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM6,250.00 MYR		Details
Description: SV26 V12 Slim Comp EU/CH 5Gd/r/Gd												
20	1		393917-01	Material			60,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM7,500.00 MYR		Details
Description: SV26 V12 Slim Comp EU/CH 5Gd/r/Gd												
30	1		393917-01	Material			70,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM8,750.00 MYR		Details
Description: SV26 V12 Slim Comp EU/CH 5Gd/r/Gd												

Order submitted on: Tuesday 20 Jun 2023 8:00 PM GMT+08:00
Received by Ariba Network on: Tuesday 20 Jun 2023 1:24 PM GMT+08:00
This Purchase Order was sent by Dyson (ANGL384558305) and delivered by Ariba Network.

Sub-total: RM 22,500.00 MYR

Purchase Order

Order Confirmation

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

Purchase Order

View Rejected PO in Ariba Network (3/3)

- l) Click on the table icon beside “Show Item Details”
- m) Select the preferred filters that you would like to see on the page itself. After ticking the filters, these filters will appear on the page itself.
- n) Click on “Details” under Line Items to view Schedule lines and you will see the details for each Line item expanded
- o) Status – Rejected Reason (Please refer to the 12 reason codes)
- p) Other information
- q) Transport Terms Information
- r) Click on done when completed viewing Purchase Order.

l

n

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1		393917-01	Material			50,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM6,250.00 MYR	Details
Description: SV26 V12 Slim Comp EUICH 5GdHrGd											
20	1		393917-01	Material			60,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM7,500.00 MYR	Details
Description: SV26 V12 Slim Comp EUICH 5GdHrGd											
30	1		393917-01	Material			50,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM6,250.00 MYR	Details
Description: SV26 V12 Slim Comp EUICH 5GdHrGd											

Order submitted on: Tuesday 20 Jun 2023 8:00 PM GMT+08:00
Received by Ariba Network on: Tuesday 20 Jun 2023 1:24 PM GMT+08:00
This Purchase Order was sent by Dymen AN01394592025 T and delivered by Ariba Network.

m

Show Item Details

✓ Status

✓ Pricing Details

✓ INTERNALAW_CommentsList

✓ Attachment

✓ Information on Ship Notice

✓ Schedule Lines

✓ Other Information

✓ INTERNAL_TransporttermsItemOut

r

Done

n

o

p

q

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	Summary
10	1		393917-01	Material			50,000 (EA)	25 Jun 2023	RM125,000.00 MYR	RM6,250.00 MYR		Summary
Description: SV26 V12 Slim Comp EUICH 5GdHrGd												

Status
50-Rejected As Is (Rejection Reason: Capacity Issue; Comments: Delayed due to Capacity Issue)

Pricing Details
Unit Details
Unit Conversion
Price Unit
Order Unit
Price
Price Unit Quantity
Price Unit

Schedule Lines
Schedule Line #
Delivery Date
Ship Date
Quantity (Unit)
Customer Proposed Qty (Unit)
Customer Proposed Delivery Date

Other information
ENAVLPC: 5026L50085105
Project_ProductName: 6202_V12 SLIM COMPLETE
Model_Category: 5604_Cord-free
Client: 042CLNT700
Brand of Transport: ZWU
Business/Device/Division: FLRC_Finished Goods
Estimated days for inspection: 0
Classification Domain: ERPCommodityCode
Classification Code: PSL_FLRC
Classification Domain: ERPCommodityCodeDescription
Classification Code: ERPCommodityCodeDescription
Classification Code: ERPCommodityCodeDescription

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: DAP (Delivered at place)
Transport Location: Bunkburg, DE

Purchase Order

Order Confirmation

Purchase Order

PO Rejection Reason Codes in Ariba Network

Reason Code Number	Capacity Issue
1	Plant & Equipment Issue
2	Capacity issue
3	Manpower
4	Component Shortage
5	Material Issue (Lead time, MOQ)
6	NPI SOP readiness
7	Quality issue
8	Approval pending
9	Logistics / Container / Credit
10	CM Planning Issue
11	S&A: TSB
12	S&A: Containerization

Purchase Order

Order Confirmation

Purchase Order

View Rejected PO in Ariba Network (3/3)

- l) Click on the table icon – Show Item Details
- m) Select the preferred filters that you would like to see on the page itself
- n) After ticking the filters, these filters will appear on the page itself.
- o) Click on “details” under Line Items to view Schedule lines
- p) Other information
- q) Transport Terms Information
- r1) Status – Rejected Reason (from Ariba)
- r2) Status – Rejected Reason (from S/4)
- 1. Click on done when completed viewing Purchase Order.

The screenshot displays the Ariba Network interface for viewing a rejected Purchase Order. The interface is divided into several sections, with annotations l through q highlighting specific features and steps:

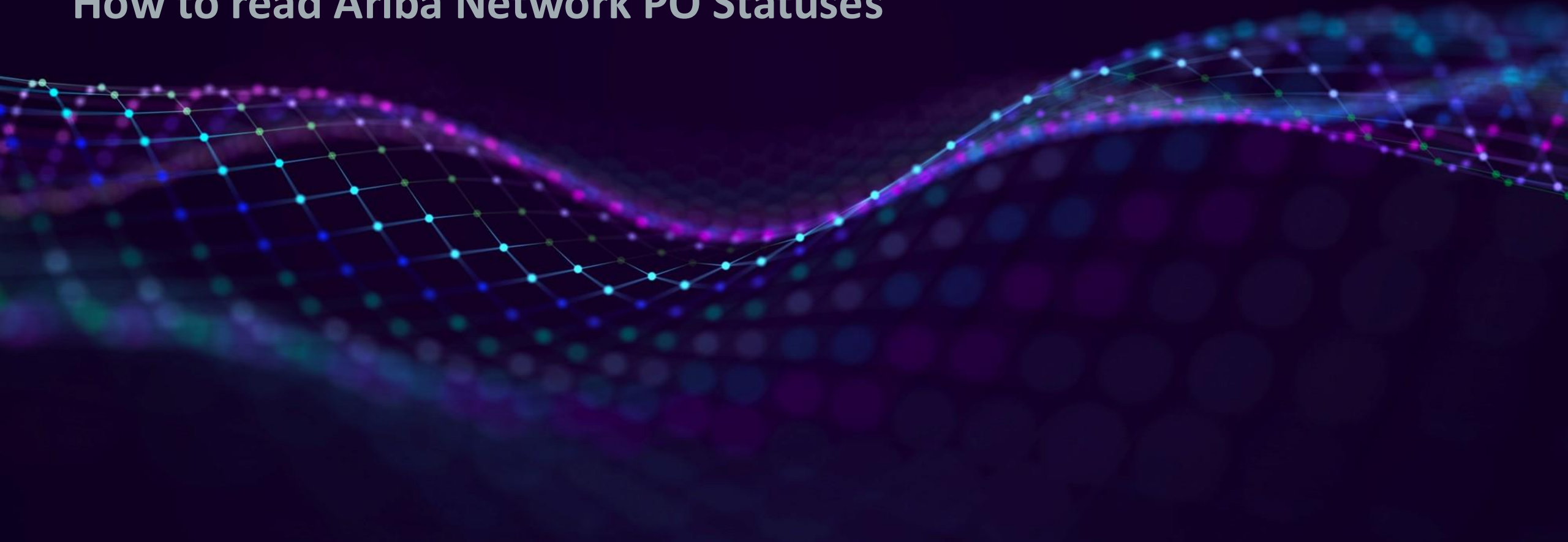
- l**: Points to the "Show Item Details" button in the top right corner.
- m**: Points to the "Show Item Details" dropdown menu, which lists various filters such as Status, Pricing Details, INTERNALAW_CommentsList, Attachment, Information on Ship Notice, Schedule Lines, Other Information, and INTERNAL_TransporttermsItemOut.
- n**: Points to the "Line Items" table, which lists items with columns for Line #, No. Schedule Lines, Part #, Customer Part #, Type, Return, Revision Level, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location.
- o**: Points to the "Details" link under the "Line Items" table.
- p**: Points to the "Other Information" section, which includes details like ENVLIC, Project, Product Name, Model, Category, Client, Brand of Transport, Business/Client/Division, Estimated days for inspection, Classification Code, Classification Domain, and Classification Code/Description.
- q**: Points to the "Transport Terms Information" section, which includes details like Transport Condition, Transport Terms, and Transport Location.
- r1**: Points to the "Status" section, which shows the rejected reason: "Capacity Issue: Comments: Delayed due to Capacity Issue".
- r2**: Points to the "Document Overview" section, which shows a table of items with columns for Item, S., Item, A, I, Material, Short Text, PO Quantity, OLn, C, Deliv. Date, Net Price, Curr., Per, OPU, Mat Group, Print, and St.
- 1**: Points to the "Done" button in the bottom right corner.

Purchase Order

Order Confirmation

Purchase Order

How to read Ariba Network PO Statuses



Purchase Order

Order Status

Order Status in Ariba	Definition
New	Initial state of the PO when the new order is received in Ariba from S4
Partially Confirmed	CM has confirmed one or more items, but has not confirmed all items in PO
Confirmed	CM has provided fulfillment information for all items of the order
Returned	PO with a goods return document
Partially Rejected	CM has rejected one or more items in an order but all has not confirmed any item. No planner approval for rejected items
Rejected	CM has rejected all the items in the order. No planner approval on rejected items
Changed	Purchase order fields are changed in S4. Initial order is replaced with latest information in Ariba. Change can be CM or Dyson initiated
Obsoleted	Status of the PO whenever there is a change triggered to the existing PO. A new version is created with different status whereas the older version gets obsoleted
Failed	SAP Business Network experienced a problem routing the order to your account. Failed orders need to be resent. Technical glitch

Purchase Order

Order Confirmation

Purchase Order

Purchase Order Report (Header level, Line item level)



Purchase Order

Purchase Order report (Header/line item level)

1. Click on “Reports” tab and select “Reports”
2. Click on “Create”
3. Enter the Title, Description (Optional), Time zone, Language for the report
4. Under Report type, please select “Order”
5. Click on “Next”

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Invoices Payments Reports Messages Assessments

Home

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded.

Report Templates

Title	Schedule Type
<input type="radio"/> Payment Transactions Report UAT-383 (50004730)	Manual
<input type="radio"/> Po list	Manual
<input type="radio"/> SKP UAT	Manual

Run Download Edit Copy Delete Create

Report

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. [More](#)

1 Report Description

2 Criteria

3

Title: * PO Header report

Description:

Time zone: GMT

Language: English

Report type: * Order

4

5

Next Exit

Purchase Order

Order Confirmation

Purchase Order

Purchase Order report (Header/line item level)

6. Under “Customer”, click on “Select” and click on the box against “Dyson” and click on “Add” to add Dyson as a customer.
7. You may include other filters on the PO reports to view.
8. Select “Include Active Orders Only”
9. Input the required order date for report.
10. Adjust Maximum results returned to “10 000”
11. If you want to see **Line item level** details in your PO report:
 - Select “Include Line Item Information”
 - Else, leave it blank to view **PO header level** report
12. Select “ Include Order Confirmation information” to generate a report with an additional tab on order confirmation information
13. Click on “Submit”

The screenshot displays the SAP Business Network 'Report' configuration page. The interface includes a left sidebar with 'Report Description' (1) and 'Criteria' (2) tabs. The main area contains a 'Set the parameters for this report' section with a 'Customer' dropdown (6) set to 'All Customers' and a 'Select' button. Below this is a 'Select customers' panel showing 'Selected Customers' and a 'Remove' button. A 'Company Name' field is also present. The 'Report' section includes a 'Customer' dropdown (6) set to 'Dyson' and an 'Add' button (6). The 'Criteria' section includes a 'Report Description' tab (1) and a 'Criteria' tab (2). The 'Criteria' tab contains a 'Customer' dropdown (7) set to 'Dyson', an 'Order Number' field, an 'Order Amount' range field, an 'Order Routing Status' dropdown (Any), and an 'Order Status' dropdown (Any). Below these are checkboxes for 'Include Active Orders Only' (8), 'Include Spot Buy Marketplace Information', 'Include Line Item Information' (11), 'Include Order Confirmation Information' (12), 'Include Serial Number Information', and 'Include Schedule Line Information'. The 'Order Date' field (9) is set to '1 Jul 2023' to '1 Aug 2023'. The 'Maximum Results Returned' field (10) is set to '10000'. The 'Submit' button (13) is at the bottom right.

Purchase Order

Order Confirmation

Purchase Order

Purchase Order report (Header/line item level)

- 14. You will see the job recorded under report templates.
- 15. Click on “Run” to run the report template and status will show “Queued”

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input checked="" type="radio"/> PO Header report	Manual	Order	Queued		1 Aug 2023	1 Aug 2023	Blimp UAT Enterprise	
<input type="radio"/> Payment Transactions Report UAT-383 (50004730)	Manual	Payment Transactions	Processed	20 Jul 2023		20 Jul 2023	Blimp Enterprises	1 KB
<input type="radio"/> Po list	Manual	Order	Processed	13 Jul 2023		13 Jul 2023	Blimp UAT Enterprise	363 KB
<input type="radio"/> SKP UAT	Manual	Order	Processed	31 Jul 2023		31 Jul 2023	Blimp UAT Enterprise	148 KB

Run

Download

Edit

Copy

Delete

Create

Refresh Status

- 16. Click on “Refresh Status”
- 17. Click on the template and click on download then the status is updated to “Processed”

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input checked="" type="radio"/> PO Header report	Manual	Order	Processed	1 Aug 2023		1 Aug 2023	Blimp UAT Enterprise	151 KB
<input type="radio"/> Payment Transactions Report UAT-383 (50004730)	Manual	Payment Transactions	Processed	20 Jul 2023		20 Jul 2023	Blimp Enterprises	1 KB
<input type="radio"/> Po list	Manual	Order	Processed	13 Jul 2023		13 Jul 2023	Blimp UAT Enterprise	363 KB
<input type="radio"/> SKP UAT	Manual	Order	Processed	31 Jul 2023		31 Jul 2023	Blimp UAT Enterprise	148 KB

Download

Edit

Copy

Delete

Create

Refresh Status

Purchase Order

Order Confirmation

Purchase Order report (LINE ITEM REPORT)

18. Open up the downloaded report
19. You should be able to see the following details in the report (Order number, Customer, Customer ANID, Line number, Quantity, UOM, Unit price, Customer Part Number (SKU), Currency, Amount (PO Amount), Order Status, Ship to Location/Address)

19

Ariba

Intra Items

Order No.	Customer	Customer AMID	Multi-Tier Order	Is CSC	Revision	Line Number	Quantity	UOM	Unit Price	Unit Price Currency	Part Number	Customer Part Number	Manufacturer Part Number	Need by	Description	Currency	Amount	Disputed Amount	Date	Routing Status	Order Status	Invoiced	Settlement	Balance	Amount Invoiced	Blanket PO
950405274	Dynan	AN0134952135-T		Yes	Changed	10	100 EA		389,900.34 MYR		372423-01			27 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.28		1 Aug 2023 11:09 AM	Sent	Changed	No	Invoice		106,200.28	0.00 No
950405274	Dynan	AN0134952135-T		Yes	Changed	20	200 EA		334,047.24 MYR		384735-01			27 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.28		1 Aug 2023 11:09 AM	Sent	Changed	No	Invoice		106,200.28	0.00 No
950405282	Dynan	AN0134952135-T		Yes	Changed	10	100 EA		616,016.59 MYR		391917-01			27 Aug 2023 7:00 AM	SVZ6 VIZ Slim Camc I MYR		629,344.10		1 Aug 2023 10:37 AM	Sent	Received	No	Invoice		629,344.10	0.00 No
950405282	Dynan	AN0134952135-T		Yes	Changed	20	200 EA		616,016.59 MYR		391917-01			27 Aug 2023 7:00 AM	SVZ6 VIZ Slim Camc I MYR		629,344.10		1 Aug 2023 10:37 AM	Sent	Received	No	Invoice		629,344.10	0.00 No
950405287	Dynan	AN0134952135-T		Yes	Changed	10	40 EA		616,016.59 MYR		391917-01			19 Aug 2023 7:00 AM	SVZ6 VIZ Slim Camc I MYR		117,016.47		1 Aug 2023 10:16 AM	Sent	Changed	No	Invoice		117,016.47	0.00 No
950405287	Dynan	AN0134952135-T		Yes	Changed	20	100 EA		616,764.76 MYR		398004-01			19 Aug 2023 7:00 AM	SVZ6 VIZ Slim Abx EU MYR		117,016.47		1 Aug 2023 10:16 AM	Sent	Changed	No	Invoice		117,016.47	0.00 No
950404990	Dynan	AN0134952135-T		Yes	Changed	10	50 EA		389,900.34 MYR		372423-01			3 Sep 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.29		31 Jul 2023 5:09 AM	Sent	Changed	No	Invoice		106,200.29	0.00 No
950404990	Dynan	AN0134952135-T		Yes	Changed	11	50 EA		389,900.34 MYR		372423-01			3 Sep 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.29		31 Jul 2023 5:09 AM	Sent	Changed	No	Invoice		106,200.29	0.00 No
950404990	Dynan	AN0134952135-T		Yes	Changed	20	100 EA		334,047.24 MYR		384735-01			3 Sep 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.29		31 Jul 2023 5:09 AM	Sent	Changed	No	Invoice		106,200.29	0.00 No
950405035	Dynan	AN0134952135-T		Yes	Changed	10	11 EA		616,016.59 MYR		391917-01			31 Jul 2023 7:00 AM	AMG SVZ6 VIZ Slim Camc I MYR		12,933.99		28 Jul 2023 12:42 PM	Pmt	Received	No	Invoice		12,933.99	0.00 No
950405035	Dynan	AN0134952135-T		Yes	Changed	20	10 EA		616,764.76 MYR		398004-01			31 Jul 2023 7:00 AM	AMG SVZ6 VIZ Slim Abx EU MYR		12,933.99		28 Jul 2023 12:42 PM	Pmt	Received	No	Invoice		12,933.99	0.00 No
950405006	Dynan	AN0134952135-T		Yes	Changed	10	5 EA		389,900.34 MYR		372423-01			31 Jul 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.82		28 Jul 2023 10:15 AM	Sent	Shipped	No	Invoice		3,965.82	0.00 No
950405006	Dynan	AN0134952135-T		Yes	Changed	20	6 EA		334,047.24 MYR		384735-01			31 Jul 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.82		28 Jul 2023 10:15 AM	Sent	Shipped	No	Invoice		3,965.82	0.00 No
950405003	Dynan	AN0134952135-T		Yes	Changed	10	50 EA		389,900.34 MYR		372423-01			6 Jul 2023 7:00 AM	H00T UKHES/AJUA/E MYR		629,344.10		28 Jul 2023 9:24 AM	Sent	Changed	No	Invoice		629,344.10	0.00 No
950405003	Dynan	AN0134952135-T		Yes	Changed	11	20 EA		389,900.34 MYR		372423-01			17 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		629,344.10		28 Jul 2023 9:24 AM	Sent	Changed	No	Invoice		629,344.10	0.00 No
950405003	Dynan	AN0134952135-T		Yes	Changed	20	300 EA		334,047.24 MYR		384735-01			31 Jul 2023 7:00 AM	H00T UKHES/AJUA/E MYR		629,344.10		28 Jul 2023 9:24 AM	Sent	Changed	No	Invoice		629,344.10	0.00 No
950405002	Dynan	AN0134952135-T		Yes	Changed	10	2 EA		389,900.34 MYR		372423-01			8 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.83		28 Jul 2023 9:24 AM	Acknowledged	Partially Received	No	Invoice		3,965.83	0.00 No
950405002	Dynan	AN0134952135-T		Yes	Changed	11	3 EA		389,900.34 MYR		372423-01			22 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.83		28 Jul 2023 9:24 AM	Acknowledged	Partially Received	No	Invoice		3,965.83	0.00 No
950405002	Dynan	AN0134952135-T		Yes	Changed	20	3 EA		334,047.24 MYR		384735-01			17 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.83		28 Jul 2023 9:24 AM	Acknowledged	Partially Received	No	Invoice		3,965.83	0.00 No
950405002	Dynan	AN0134952135-T		Yes	Changed	21	3 EA		334,047.24 MYR		384735-01			24 Aug 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.83		28 Jul 2023 9:24 AM	Acknowledged	Partially Received	No	Invoice		3,965.83	0.00 No
950405000	Dynan	AN0134952135-T		Yes	Changed	10	5 EA		389,900.34 MYR		372423-01			31 Jul 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.82		28 Jul 2023 8:00 AM	Acknowledged	Received	No	Invoice		3,965.82	0.00 No
950405000	Dynan	AN0134952135-T		Yes	Changed	20	6 EA		334,047.24 MYR		384735-01			31 Jul 2023 7:00 AM	H00T UKHES/AJUA/E MYR		3,965.82		28 Jul 2023 8:00 AM	Acknowledged	Received	No	Invoice		3,965.82	0.00 No
950404991	Dynan	AN0134952135-T		Yes	Original	10	100 EA		389,900.34 MYR		372423-01			3 Sep 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.28		27 Jul 2023 11:43 AM	Acknowledged	Confirmed	No	Invoice		106,200.28	0.00 No
950404991	Dynan	AN0134952135-T		Yes	Original	20	200 EA		334,047.24 MYR		384735-01			3 Sep 2023 7:00 AM	H00T UKHES/AJUA/E MYR		106,200.28		27 Jul 2023 11:43 AM	Acknowledged	Confirmed	No	Invoice		106,200.28	0.00 No
950405207	Dynan	AN0134952135-T		Yes	Original	10	100 EA		302,717.13 MYR		391772-01			6 Sep 2023 7:00 AM	H002 High Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405207	Dynan	AN0134952135-T		Yes	Original	20	200 EA		284,744.67 MYR		391772-01			6 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405207	Dynan	AN0134952135-T		Yes	Original	30	300 EA		305,502.09 MYR		391774-01			12 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405207	Dynan	AN0134952135-T		Yes	Original	40	400 EA		935,971.39 MYR		391964-01			12 Sep 2023 7:00 AM	PH03 US VM/SV MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405207	Dynan	AN0134952135-T		Yes	Original	50	500 EA		932,324.96 MYR		391974-01			12 Sep 2023 7:00 AM	PH03 US BU/HL MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405206	Dynan	AN0134952135-T		Yes	Original	10	100 EA		302,717.13 MYR		391772-01			6 Sep 2023 7:00 AM	H002 High Value HK MYR		1,043,428.31		27 Jul 2023 4:23 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405206	Dynan	AN0134952135-T		Yes	Original	20	200 EA		284,744.67 MYR		391772-01			6 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:23 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405206	Dynan	AN0134952135-T		Yes	Original	30	300 EA		305,502.09 MYR		391774-01			12 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:23 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405206	Dynan	AN0134952135-T		Yes	Original	40	400 EA		935,971.39 MYR		391964-01			12 Sep 2023 7:00 AM	PH03 US VM/SV MYR		1,043,428.31		27 Jul 2023 4:23 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405206	Dynan	AN0134952135-T		Yes	Original	50	500 EA		932,324.96 MYR		391974-01			12 Sep 2023 7:00 AM	PH03 US BU/HL MYR		1,043,428.31		27 Jul 2023 4:23 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405205	Dynan	AN0134952135-T		Yes	Original	10	100 EA		302,717.13 MYR		391772-01			6 Sep 2023 7:00 AM	H002 High Value HK MYR		1,043,428.31		27 Jul 2023 4:21 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405205	Dynan	AN0134952135-T		Yes	Original	20	200 EA		284,744.67 MYR		391772-01			6 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:21 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405205	Dynan	AN0134952135-T		Yes	Original	30	300 EA		305,502.09 MYR		391774-01			12 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:21 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405205	Dynan	AN0134952135-T		Yes	Original	40	400 EA		935,971.39 MYR		391964-01			12 Sep 2023 7:00 AM	PH03 US VM/SV MYR		1,043,428.31		27 Jul 2023 4:21 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405205	Dynan	AN0134952135-T		Yes	Original	50	500 EA		932,324.96 MYR		391974-01			12 Sep 2023 7:00 AM	PH03 US BU/HL MYR		1,043,428.31		27 Jul 2023 4:21 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405204	Dynan	AN0134952135-T		Yes	Original	10	100 EA		302,717.13 MYR		391772-01			6 Sep 2023 7:00 AM	H002 High Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405204	Dynan	AN0134952135-T		Yes	Original	20	200 EA		284,744.67 MYR		391772-01			6 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405204	Dynan	AN0134952135-T		Yes	Original	30	300 EA		305,502.09 MYR		391774-01			12 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405204	Dynan	AN0134952135-T		Yes	Original	40	400 EA		935,971.39 MYR		391964-01			12 Sep 2023 7:00 AM	PH03 US VM/SV MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405204	Dynan	AN0134952135-T		Yes	Original	50	500 EA		932,324.96 MYR		391974-01			12 Sep 2023 7:00 AM	PH03 US BU/HL MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405201	Dynan	AN0134952135-T		Yes	Original	10	100 EA		302,717.13 MYR		391772-01			6 Sep 2023 7:00 AM	H002 High Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405201	Dynan	AN0134952135-T		Yes	Original	20	200 EA		284,744.67 MYR		391772-01			6 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405201	Dynan	AN0134952135-T		Yes	Original	30	300 EA		305,502.09 MYR		391774-01			6 Sep 2023 7:00 AM	H002 Low Value HK MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405201	Dynan	AN0134952135-T		Yes	Original	40	400 EA		935,971.39 MYR		391964-01			6 Sep 2023 7:00 AM	PH03 US VM/SV MYR		1,043,428.31		27 Jul 2023 4:20 AM	Sent	No	No	Invoice		1,043,428.31	0.00 No
950405201	Dynan	AN0134952135-T		Yes	Original	50	500 EA		932,324.96 MYR		391974-01			6 Sep 2023 7:00 AM	PH03 US BU/HL MYR		1,043,428.31									

Purchase Order

Purchase Order report (HEADER LEVEL REPORT)

20. Open up the downloaded report
21. You should be able to see the following details in the report (Order number, Customer, Customer ANID, Quantity, UOM, Unit price, Currency, Amount (PO Amount), Order Status)

21

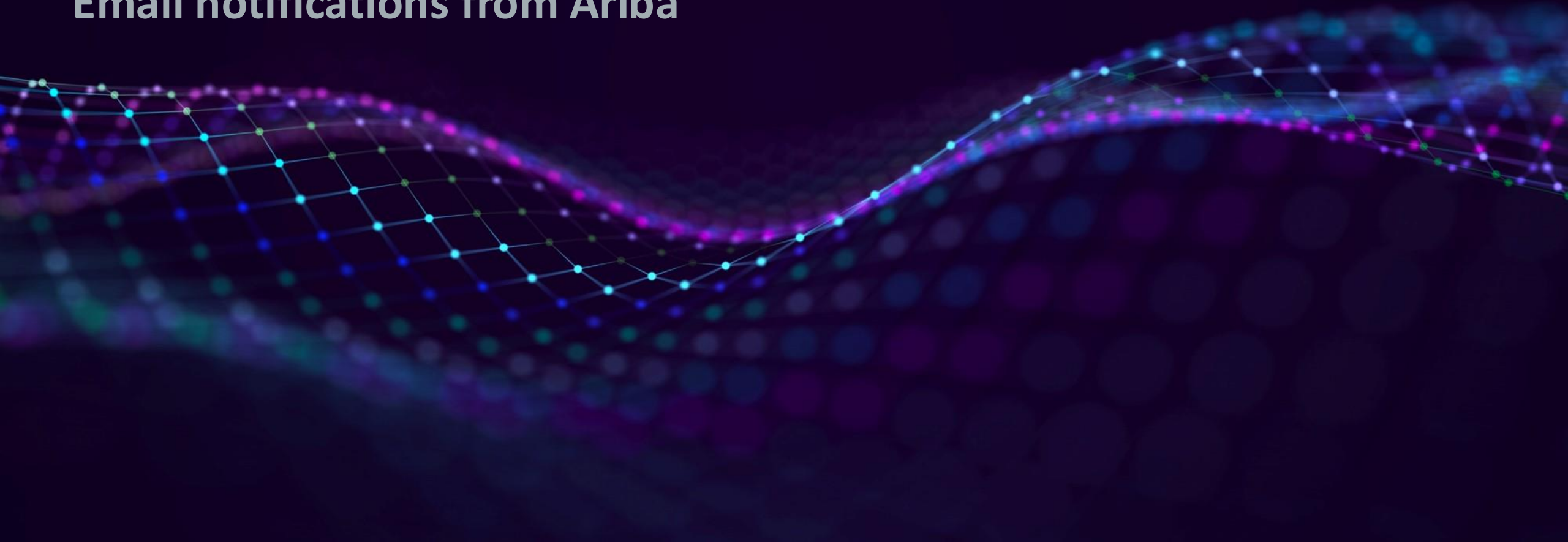
SAP Ariba

PO Level

Order No.	Customer	Customer ANID	Multi-Tier Order	Is CSC	Revision	Currency	Amount	Disputed Amount	Date	Routing Status	Order Status	Invoiced	Settlement	Balance	Amount Invoiced	Blanket PO	Blanket PO Type	Release PO	Blanket PO Available Amount	Blanket PO Status	Ship To Name	Ship To
5 9504105274	Dyson	AN01394592835-T		Yes	Changed	MYR	106,200.28		1 Aug 2023 10:09 AM Sent	Changed	No	No	Invoice	106,200.28	0.00	No			106,200.28		Trust Industries	Muroc
6 9504105282	Dyson	AN01394592835-T		Yes	Changed	MYR	123,364.18		1 Aug 2023 10:37 AM Sent	Received	No	No	Invoice	123,364.18	0.00	No			123,364.18		Kühne & Nagel (AG) 40 Har	
7 9504105267	Dyson	AN01394592835-T		Yes	Changed	MYR	117,018.47		1 Aug 2023 10:16 AM Sent	Changed	No	No	Invoice	117,018.47	0.00	No			117,018.47		Kühne & Nagel (AG) 40 Har	
8 9504104990	Dyson	AN01394592835-T		Yes	Changed	MYR	106,200.29		31 Jul 2023 5:09 AM Sent	Changed	No	No	Invoice	106,200.29	0.00	No			106,200.29		Trust Industries	Muroc
9 9504105035	Dyson	AN01394592835-T		Yes	Changed	MYR	12,933.89		28 Jul 2023 12:42 PM Sent	Received	No	No	Invoice	12,933.89	0.00	No			12,933.89		Kühne & Nagel (AG) 40 Har	
10 9504105006	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.82		28 Jul 2023 10:15 AM Sent	Shipped	No	No	Invoice	3,965.82	0.00	No			3,965.82		Trust Industries	Muroc
11 9504105003	Dyson	AN01394592835-T		Yes	Changed	MYR	128,107.76		28 Jul 2023 9:29 AM Sent	Changed	No	No	Invoice	128,107.76	0.00	No			128,107.76		Trust Industries	Muroc
12 9504105002	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.83		28 Jul 2023 9:24 AM Acknowledged	Partially Received	No	No	Invoice	3,965.83	0.00	No			3,965.83		Trust Industries	Muroc
13 9504105000	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.82		28 Jul 2023 9:00 AM Acknowledged	Received	No	No	Invoice	3,965.82	0.00	No			3,965.82		Trust Industries	Muroc
14 9504105207	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:30 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
15 9504105206	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:23 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
16 9504105205	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:21 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
17 9504105204	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
18 9504105201	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
19 9504105199	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
20 9504105200	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
21 9504105202	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
22 9504105203	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
23 9504105194	Dyson	AN01394592835-T		Yes	Original	MYR	418,696.83		27 Jul 2023 4:13 AM Sent	New	No	No	Invoice	418,696.83	0.00	No			418,696.83		Dyson Inc Expeditor	10 Falo
24 9504105197	Dyson	AN01394592835-T		Yes	Original	MYR	418,696.83		27 Jul 2023 4:13 AM Sent	New	No	No	Invoice	418,696.83	0.00	No			418,696.83		Dyson Inc Expeditor	10 Falo
25 9504105196	Dyson	AN01394592835-T		Yes	Original	MYR	418,696.83		27 Jul 2023 4:13 AM Sent	New	No	No	Invoice	418,696.83	0.00	No			418,696.83		Dyson Inc Expeditor	10 Falo
26 9504105193	Dyson	AN01394592835-T		Yes	Original	MYR	1,043,428.31		27 Jul 2023 4:13 AM Sent	New	No	No	Invoice	1,043,428.31	0.00	No			1,043,428.31		Dyson Inc Expeditor	10 Falo
27 9504105188	Dyson	AN01394592835-T		Yes	Original	MYR	418,696.83		27 Jul 2023 4:13 AM Sent	New	No	No	Invoice	418,696.83	0.00	No			418,696.83		Dyson Inc Expeditor	10 Falo
28 9504105195	Dyson	AN01394592835-T		Yes	Original	MYR	418,696.83		27 Jul 2023 4:13 AM Sent	New	No	No	Invoice	418,696.83	0.00	No			418,696.83		Dyson Inc Expeditor	10 Falo
29 9504105193	Dyson	AN01394592835-T		Yes	Changed	MYR	874,650.33		27 Jul 2023 3:11 AM Acknowledged	Received	No	No	Invoice	874,650.33	0.00	No			874,650.33		Dyson Inc Expeditor	10 Falo
30 9504037814	Dyson	AN01394592835-T		Yes	Changed	MYR	0.00		26 Jul 2023 11:21 AM Sent	Changed	No	No	Invoice	0.00	0.00	No			0.00		LFL Suzhou Distrib	No 88
31 9504104961	Dyson	AN01394592835-T		Yes	Changed	MYR	3,239.87		26 Jul 2023 9:22 AM Sent	Confirmed	No	No	Invoice	3,239.87	0.00	No			3,239.87		Trust Industries	Muroc
32 9504104930	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.83		26 Jul 2023 8:00 AM Sent	Partially Confirmed	No	No	Invoice	3,965.83	0.00	No			3,965.83		Trust Industries	Muroc
33 9504105033	Dyson	AN01394592835-T		Yes	Changed	MYR	859,248.80		26 Jul 2023 5:16 AM Sent	Confirmed	No	No	Invoice	859,248.80	0.00	No			859,248.80		DHL Supply Chain B	Bulfin
34 9504104908	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.82		25 Jul 2023 11:53 AM Sent	Partially Confirmed	No	No	Invoice	3,965.82	0.00	No			3,965.82		Trust Industries	Muroc
35 9504105145	Dyson	AN01394592835-T		Yes	Changed	MYR	150,000.00		25 Jul 2023 11:17 AM Sent	Shipped	No	No	Invoice	150,000.00	0.00	No			150,000.00		Ekol Logistik A.S. - Li	Akse H
36 9504105114	Dyson	AN01394592835-T		Yes	Changed	MYR	34,389.93		25 Jul 2023 11:12 AM Sent	Received	No	No	Invoice	34,389.93	0.00	No			34,389.93		Kühne & Nagel (AG) 40 Har	
37 9504104916	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.82		25 Jul 2023 10:51 AM Acknowledged	Received	No	No	Invoice	3,965.82	0.00	No			3,965.82		Trust Industries	Muroc
38 9504105029	Dyson	AN01394592835-T		Yes	Changed	MYR	8,973.59		25 Jul 2023 10:35 AM Sent	Shipped	No	No	Invoice	8,973.59	0.00	No			8,973.59		White DHL LifeStyle 6	ime
39 9504104911	Dyson	AN01394592835-T		Yes	Changed	MYR	5,525.46		25 Jul 2023 9:22 AM Sent	Partially Confirmed	No	No	Invoice	5,525.46	0.00	No			5,525.46		Trust Industries	Muroc
40 9504104910	Dyson	AN01394592835-T		Yes	Changed	MYR	1,943.54		25 Jul 2023 7:47 AM Sent	Confirmed	No	No	Invoice	1,943.54	0.00	No			1,943.54		Trust Industries	Muroc
41 9504104963	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.83		21 Jul 2023 12:05 PM Sent	Changed	No	No	Invoice	3,965.83	0.00	No			3,965.83		ConHuge Foundati	Muroc
42 9504104832	Dyson	AN01394592835-T		Yes	Changed	MYR	8,973.59		21 Jul 2023 9:06 AM Sent	Shipped	No	No	Invoice	8,973.59	0.00	No			8,973.59		White DHL LifeStyle 6	ime
43 9504104915	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.82		21 Jul 2023 4:01 AM Sent	Partially Shipped	No	No	Invoice	3,965.82	0.00	No			3,965.82		ConHuge Foundati	Muroc
44 9504104254	Dyson	AN01394592835-T		Yes	Changed	MYR	84,140.59		19 Jul 2023 9:33 AM Sent	Changed	No	No	Invoice	84,140.59	0.00	No			84,140.59		Dyson Inc Expeditor	10 Falo
45 9504104833	Dyson	AN01394592835-T		Yes	Changed	MYR	15,589.38		19 Jul 2023 4:25 AM Sent	Shipped	No	No	Invoice	15,589.38	0.00	No			15,589.38		White DHL LifeStyle 6	ime
46 9504104793	Dyson	AN01394592835-T		Yes	Original	MYR	60,000.00		18 Jul 2023 11:12 AM Acknowledged	Shipped	No	No	Invoice	60,000.00	0.00	No			60,000.00		Ekol Logistik A.S. - Li	Akse H
47 9504104792	Dyson	AN01394592835-T		Yes	Original	MYR	36,946.01		18 Jul 2023 10:09 AM Acknowledged	Shipped	No	No	Invoice	36,946.01	0.00	No			36,946.01		Kühne & Nagel (AG) 40 Har	
48 9504104785	Dyson	AN01394592835-T		Yes	Original	MYR	3,965.82		18 Jul 2023 9:12 AM Sent	New	No	No	Invoice	3,965.82	0.00	No			3,965.82		ConHuge Foundati	Muroc
49 9504104780	Dyson	AN01394592835-T		Yes	Original	MYR	20,000.00		18 Jul 2023 8:51 AM Acknowledged	Shipped	No	No	Invoice	20,000.00	0.00	No			20,000.00		Ekol Logistik A.S. - Li	Akse H
50 9504104779	Dyson	AN01394592835-T		Yes	Original	MYR	3,965.82		18 Jul 2023 8:11 AM Acknowledged	Partially Shipped	No	No	Invoice	3,965.82	0.00	No			3,965.82		ConHuge Foundati	Muroc
51 9504104777	Dyson	AN01394592835-T		Yes	Changed	MYR	3,965.83		18 Jul 2023 8:01 AM Sent	Partially Shipped	No	No	Invoice	3,965.83	0.00	No			3,965.83		ConHuge Foundati	Muroc
52 9504104645	Dyson	AN01394592835-T		Yes	Original	MYR	3,965.82		18 Jul 2023 6:20 AM Acknowledged	Confirmed	No	No	Invoice	3,965.82	0.00	No			3,965.82		ConHuge Foundati	Muroc
53 9504104686	Dyson	AN01394592835-T		Yes	Changed	MYR	3,462.31		14 Jul 2023 3:49 AM Sent	Shipped	No	No	Invoice	3,462.31	0.00	No			3,462.31		White DHL LifeStyle 6	ime
54 9504104634	Dyson	AN01394592835-T		Yes	Original	MYR	34,742.63		14 Jul 2023 2:35 AM Sent	New	No	No	Invoice	34,742.63	0.00	No			34,742.63		White DHL LifeStyle 6	ime
55 9504104691	Dyson	AN01394592835-T		Yes	Original	MYR	12,315.34		12 Jul 2023 8:52 AM Acknowledged	Shipped	No	No	Invoice	12,315.34	0.00	No			12,315.34		Kühne & Nagel (AG) 40 Har	
56 9504104709	Dyson	AN01394592835-T		Yes	Changed	MYR	3,302.10		12 Jul 2023 3:07 AM Acknowledged	Partially Confirmed	No	No	Invoice	3,302.10	0.00	No			3,302.10		White DHL LifeStyle 6	ime
57 9900015742	Dyson	AN01394592835-T		Yes	Original	MYR	-7,432.93		11 Jul 2023 6:08 AM Sent	Returned	No	No	Invoice	-7,432.93	0.00	No			7,432.93		Transit - MY	PL020
58 9504104623	Dyson	AN01394592835-T		Yes	Changed	MYR	10,620.02		11 Jul 2023 5:29 AM Acknowledged	Partially Shipped	No	No	Invoice	10,620.02	0.00	No			10,620.02		ConHuge Foundati	Muroc
59 9504104645	Dyson	AN01394592835-T		Yes	Original	MYR	70,441.12		10 Jul 2023 1:56 PM Acknowledged	Shipped	No	No	Invoice	70,441.12	0.00	No			70,441.12		ConHuge Foundati	Muroc
60 9504104789	Dyson	AN01394592835-T		Yes	Changed	MYR	1,528,826.52		10 Jul 2023 11:43 AM Sent	Changed	No	No	Invoice	1,528,826.52	0.00	No			1,528,826.52		LFL Suzhou Distrib	No 88
61 9504104789	Dyson	AN01394592835-T		Yes	Original	MYR	510,292.85		10 Jul 2023 10:55 AM Sent	Changed	No	No	Invoice	510,292.85	0.00	No			510,292.85		LFL Suzhou Distrib	No 88
62 9504104696	Dyson	AN01394592835-T		Yes	Changed	MYR	7,524.67		10 Jul 2023 10:47 AM Acknowledged	Partially Invoiced	Yes	No	Invoice	7,524.67	4,292.36	No			7,524.67		White DHL LifeStyle 6	ime
63 9504104711	Dyson	AN01394592835-T		Yes	Changed	MYR	7,524.67		10 Jul 2023 10:45 AM Acknowledged	Received	No	No	Invoice	7,524.67	0.00	No			7,524.67		White DHL LifeStyle 6	ime
64 9504104630	Dyson	AN01394592835																				

Purchase Order

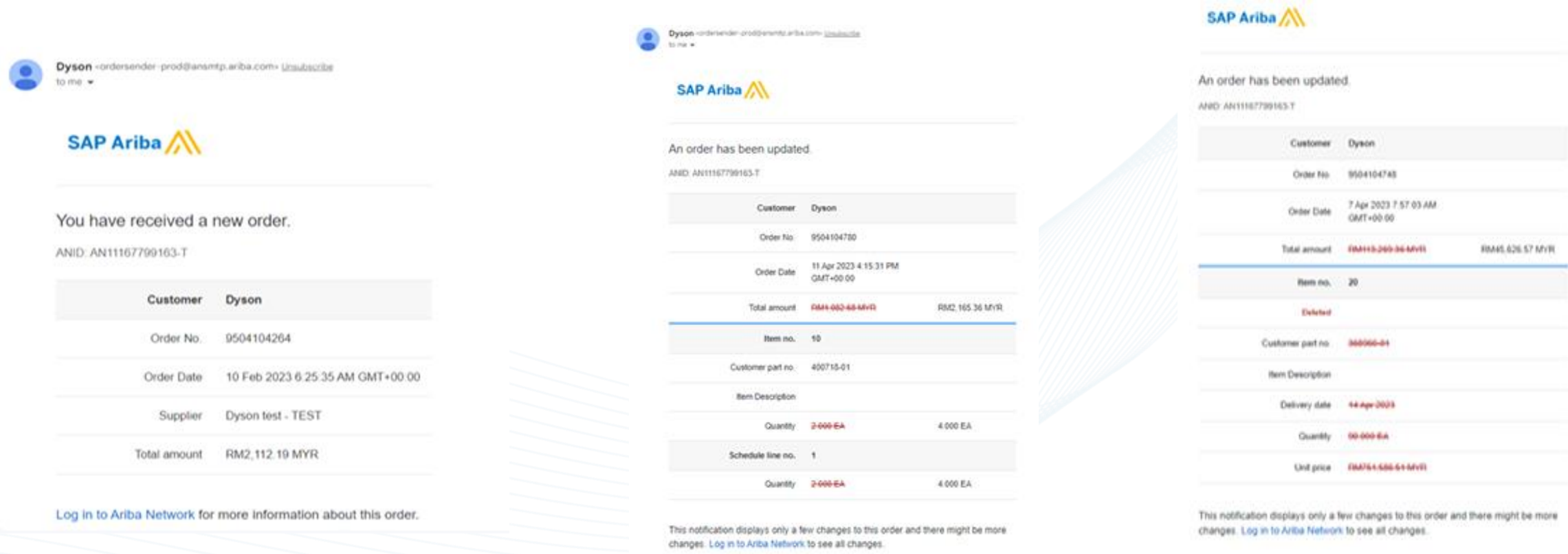
Email notifications from Ariba



Email Notifications from Ariba

For changes to PO, you will be able to view changed quantity and amount.

For deleted PO line items, you will be able to view details of the deleted PO line-item (customer part number, delivery date, quantity, and unit price of the deleted line-item)



Sample email notifications from Ariba on new and changed purchase orders as shown above.

Purchase Order

Email Notifications from Ariba

You may also receive reminders through email from Ariba on unconfirmed POs in your SAP Business Network Account.

- 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, SAP Business Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).

SAP Ariba

Dear Solene Test - TEST,

This is a reminder for the following orders sent to your Ariba Network account that are unconfirmed.

Please log into your account or click on the Order Number link to review the order details and create an order confirmation.

Order Number	Customer	Order Date	Order Status
20151016 DMP03	Ariba sro - TEST	8 Oct 2015	New
20151016 DMP07	Ariba sro - TEST	8 Oct 2015	New

The above list contains up to 100 of the newest unconfirmed orders only. You can find all unconfirmed orders in your online Inbox, filtering by New and Changed orders.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

© 2016 Ariba, Inc. All rights reserved.

Purchase Order

Order Confirmation

Purchase Order

Email Notifications from Ariba

To set up notifications for POs:

1. Using the administrator account, navigate to Settings > Notifications
2. Under 'General', select Reminder of Unconfirmed Orders
3. Enter up to three email addresses, separated by a comma
 - If more than three email addresses need to be added, enter a distribution mailbox
4. Select Network and scroll to Electronic Order Routing
5. Select all notifications under 'Order' and any additional notifications you would like to receive. Enter the email addresses.
6. Click on 'Save'.

** If you are receiving duplicate emails, navigate to Settings > Electronic Order Routing and ensure Routing Method for New Orders is set as 'Online'.*

The screenshot displays the Ariba system settings interface. The left sidebar shows the navigation menu with 'Settings' highlighted. The main content area is divided into tabs: 'General', 'Network', 'Discovery', and 'Messaging'. The 'General' tab is selected, and the 'Notifications' section is visible. The 'Reminder of Unconfirmed Orders' notification is checked, and the email address 'dysonkepler125@gmail.com' is entered. The 'Network' tab is selected, and the 'Electronic Order Routing' section is visible. The 'Order' notification is checked, and the email address 'dysonkepler125@gmail.com' is entered. The 'Save' button is highlighted.

1. Account Settings

2. Notifications

3. Reminder of Unconfirmed Orders

4. Network

5. Order

6. Save

Order Collaboration Portal Interaction

1

Purchase Order

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

2

Order Confirmation

- 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
- OC Content

Order Collaboration Portal Interaction

1

Purchase Order

2

Order Confirmation

- 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
- OC Content



Order Confirmation (OC) in Ariba

An order confirmation, in Ariba, provides a commitment from the CM to deliver in full and on-time. Orders with no OC, are rejected POs.



Dyson will review Order Confirmation Deviation

CMs will be notified via email if Order Confirmation Deviation has been approved or rejected by Dyson and PO statuses will be updated accordingly.

- a. Order Confirmation Deviation (**Quantity**)
 - PO QTY per SKU vs OC QTY
 - Deviation of PO QTY and OC QTY to be reviewed by Dyson **Production Planners** for approval/rejection
- b. Order Confirmation Deviation (**Date**)
 - OC deviation review performed based on **Estimated Shipping Date (= Cargo Ready Date)**
 - **Dyson** to review Estimated Shipping Date for approval/rejection

Reason Codes:

- | | |
|------------------------------------|-----------------------------------|
| 1. Plant & Equipment Issue | 7. Quality issue |
| 2. Capacity issue | 8. Approval pending |
| 3. Manpower | 9. Logistics / Container / Credit |
| 4. Component Shortage | 10. CM Planning Issue |
| 5. Material Issue (Lead time, MOQ) | 11. S&A: TSB |
| 6. NPI SOP readiness | 12. S&A: Containerization |

Purchase Order

Order Confirmation

- 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.
- CMs can also suggest **modifications of the purchase order (quantity, delivery date)** through the order confirmation document, but **not pricing**
- Prices in PO are indicative, will still undergo same process of repricing with Finance
- These changes need to be **accepted by Dyson** before fulfillment of the order.
- Please work with your Logistics team to ensure that line items do not have ASNs posted before doing Order Confirmation
- **Key change: Estimated Delivery date specified in the order confirmation would refer to Cargo Ready Date**
- CMs should confirm POs within 1 week from receiving them.

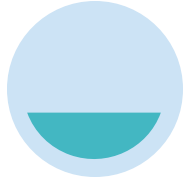
Day	Actions
Thursday (night)	Dyson releases new PO
Friday - Tuesday	CM to review POs and provide order confirmation
Wednesday - Thursday EOD	Planners & CMs to review and approve OC deviation (can be done earlier) CMs to re-confirm if needed

Purchase Order

Order Confirmation

Order Confirmation

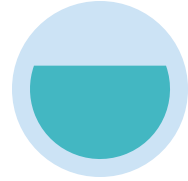
Options to Confirm/Reject Orders



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:

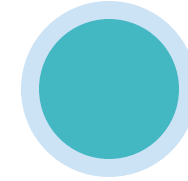
- ✓ Confirm or Reject entire order
- ✓ Update or split line items



2. Multiple PO Management

In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to confirm for a one-step action.

Note: It is not possible to split a single PO line into several confirmations and reject quantities with this option.



3. Mass OC Upload

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload).

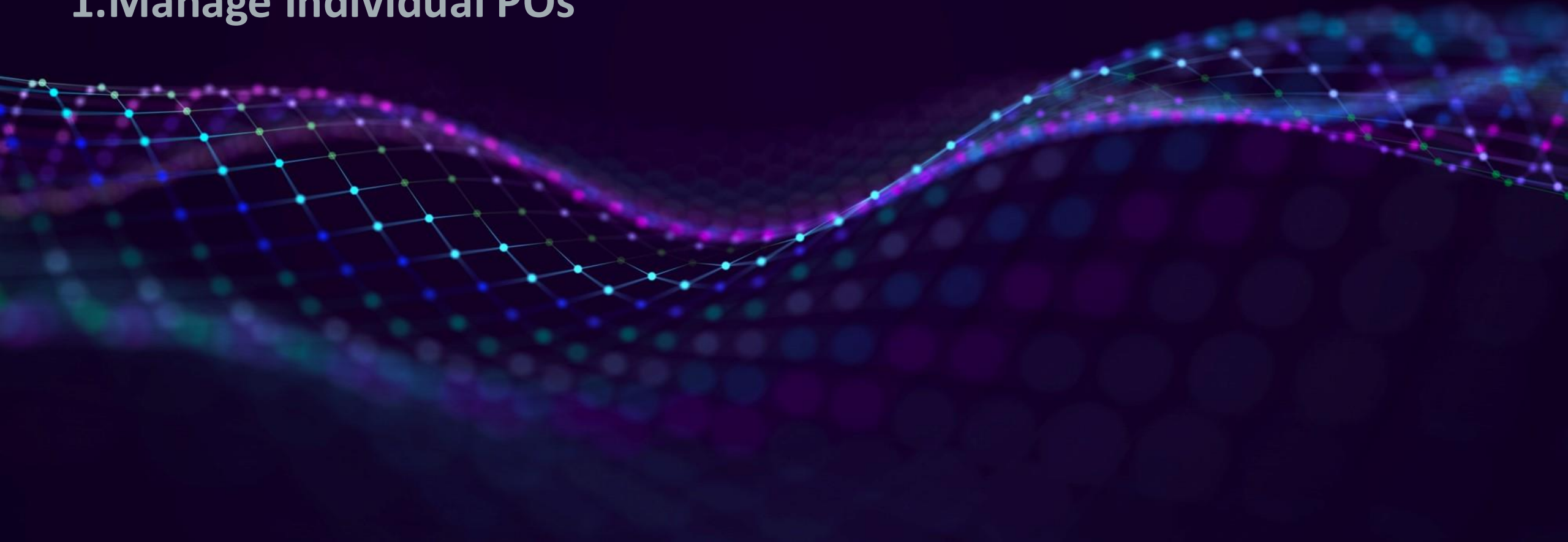
By choosing this option, you will be able to update line items.

Purchase Order

Order Confirmation

Order Confirmation


1. Manage Individual POs



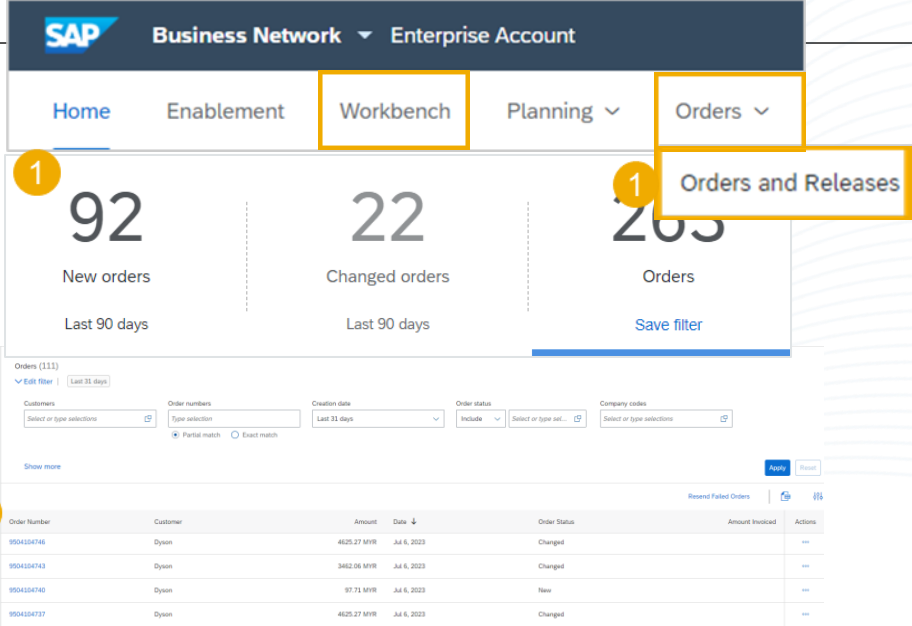
Order Confirmation

Allowed Actions


You can **confirm, update or reject** your orders.

- 1. From the Workbench OR
- 1. From the *Orders>Orders and Releases*:
- 2. Orders and Releases page will be displayed.
- 3. Identify the right document and click  under Actions.
- 4. Select an action.

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



The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a dashboard displays three tiles: 'New orders' (92), 'Changed orders' (22), and 'Orders' (265). The 'Orders' tile is selected, leading to the 'Orders and Releases' page. This page shows a list of orders with columns for Order Number, Customer, Amount, Date, Order Status, and Amount Invoiced. A specific order, 4500003734, is highlighted. The 'Actions' column for this order shows a three-dot menu. A dropdown menu is open for this order, showing the following actions: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A separate box on the right side of the image shows the 'Create Order Confirmation' button and its dropdown menu, which also lists 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

Order Number	Type	Actions
4500003734	Order	

Purchase Order: 4500003734

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

Confirm entire order

Update line items

Reject entire order

Purchase Order

Order Confirmation

Order Confirmation

Option 1: 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**.
 - Confirmation number/Supplier reference ID
3. Review the **Line Items**.
4. Click ‘Next’ button in the bottom of the screen when finished.
5. Review the order confirmation and select one the following action:
 - Click ‘Previous’ to go to the previous page.
 - Click ‘Submit’ to send the order conformation to the buyer.
 - Click ‘Exit’ to leave the page without saving any changes.

Note: Delivery Date represents Cargo Ready Date here in Order Confirmation.

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

Order Number	Type	Actions
4500003734	Order	...

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #:

Customer:

Supplier Reference:

Shipping and Tax Information

Comments:

Attachments

Name

Size (bytes)

Choose File

No file chosen

Add Attachment

3 Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10	S103	KKC_PROD_103		Subcontract	10.000 (EA)

Schedule Lines

Schedule Line No. 1

Delivery Date

1

30 Jul 2022 CEST

30 Jul 2022 Buyer time

Components

Current Order Status:

10.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time)

4 Next

5 Previous

Submit

Exit

Purchase Order

Order Confirmation

Order Confirmation

Option 2: Manage Individual PO – Update Line Items (1/4)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

1. Click on the “...” under Actions for the PO which you would like to confirm
2. Select the option Update Line Items under “Create Order Confirmation” drop down
 - Confirmation number/Supplier reference ID
3. Complete the mandatory fields in the Order Confirmation Header and enter any Comments as needed

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
9504104787	Dyson	964.31 MYR	Jul 10, 2023	New		<div><div>1</div>...</div> <div><div>2</div><div>Confirm entire order</div><div>Update line items</div><div>Reject entire order</div></div>

Confirming PO

1

Update Item Status

2

Review Confirmation

3

Order Confirmation Header

Confirmation #:

11111

Associated Purchase Order #:

9504104787

Customer:

Dyson

Supplier Reference:

11111

Additional Information

⚠ Delivery Date represents the Cargo Ready Date in Order Confirmation. All CMs must update the actual cargo ready date in OC (if it's not the same as per last confirmed cargo ready date) once the goods are ready to be shipped to provide visibility to the Dyson logistic team.

Shipping and Tax Information

☒ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Comments:

Est. Shipping Cost:

Est. Tax Cost:

Note: Delivery Date represents Cargo Ready Date here in Order Confirmation.

Purchase Order

Order Confirmation

THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

Order Confirmation

Option 2: Manage Individual PO – Update Line Items (2/4)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

- 4. Under the line item which you would like modify the delivery date/quantity, enter the quantity which you would like to confirm
- 5. Click ‘Details’ button at a line level to modify information about shipping and delivery dates or add comments.
- 6. Enter the Cargo Ready Date for the quantity selected under ‘Estimated Delivery Date’.

Shipping and Tax Information

☒ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Comments:

Est. Shipping Cost:

Est. Tax Cost:

Attachments

No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		900934-01		Material	10,000 (EA)	13 Jul 2023	RM106.80 MYR	RM1,067.80 MYR
Description: Washer								

Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	13 Jul 2023		10,000 (EA)

Pricing Details

Unit Details

Unit Conversion	Price Unit	Order Unit
1	EA	EA

Current Order Status

10,000 Unconfirmed

Confirm:

Backorder:

Price Details

Price	Price Unit	Quantity	Price Unit
RM106.80 MYR	1,000		EA

Unit Details

Unit Conversion	Price Unit	Order Unit
1	EA	EA

Price Details

Price	Price Unit	Quantity	Price Unit
RM106.80 MYR	1,000		EA

Schedule Line: Use number 1 - quantity 10 - date 13 Jul 2023

Est. Delivery Date:

Unit Price:

Est. Tax Cost:

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Name:

Comments:

Description: Washer

Pricing Description:

Subtotal: RM1,00 MYR

Est. Shipping Cost:

OK

Cancel

Purchase Order

Order Confirmation

Order Confirmation

Option 2: Manage Individual PO – Update Line Items (3/4)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

7. If changing the Cargo Ready Date from Dyson requested date, enter comments in the format below:

Date : (the date you make the changes)

Reason code – Reason (example : 07 Quality issue)

Additional Explanation : Incoming reject (supplier)

Reason Codes:

- | | |
|------------------------------------|-----------------------------------|
| 1. Plant & Equipment Issue | 7. Quality issue |
| 2. Capacity issue | 8.Approval pending |
| 3. Manpower | 9. Logistics / Container / Credit |
| 4. Component Shortage | 10. CM Planning Issue |
| 5. Material Issue (Lead time, MOQ) | 11. S&A: TSB |
| 6. NPI SOP readiness | 12. S&A: Containerization |

* Note that CRD can be changed **up to 96h before the requested date.**
the CRD requested is less than 96h away, please inform Production planners & Logistics team before entering the change.

8. Repeat until all line items have been confirmed with CRD, then click OK.

The screenshot displays the 'Order Confirmation' interface. At the top, there's a 'Shipping and Tax Information' section with checkboxes for 'Enter shipping and tax information at the line item level.' Below this are fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Comments', 'Est. Shipping Cost', and 'Est. Tax Cost'. An 'Attachments' section follows, showing a table with columns 'Name', 'Size (bytes)', and 'Content Type'. Below the attachments is a 'Choose File' button and an 'Add Attachment' button. The main section is 'Line Items', which includes a table with columns: 'Line #', 'Part #', 'Customer Part #', 'Revision Level', 'Type', 'Qty (Unit)', 'Need By', 'Unit Price', and 'Subtotal'. Below this table is a 'Schedule Lines' section with a table for 'Schedule Line No.', 'Delivery Date', 'Ship By', and 'Quantity (Unit)'. The 'Pricing Details' section shows 'Unit Details' and 'Price Details' tables. The 'Current Order Status' section shows 'Confirm' and 'Backorder' buttons. A 'Details' button is also present. At the bottom, a confirmation dialog is shown with a '7' in a blue circle next to a text input field. A '8' in a blue circle is next to the 'OK' button.

Purchase Order

Order Confirmation

Order Confirmation

Option 2: Manage Individual PO – Update Line Items (4/4)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

- 9. 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.
- 10. If there is a change in item delivery date, there will be a warning sign against the line item.
 - **Approval will be required** from Dyson’s Production Planner
 - CM will be required to **re-confirm** after Dyson has approved deviation

Schedule Line No.	T	Delivery Date	Ship By	Quantity (Unit)
1		31 Jul 2023		10.000 (EA)

Current Order Status:

10 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 31 Jul 2023 - defaulted from Requested Delivery Date in order)

Pricing Details

Unit Details ⓘ			Price Details ⓘ		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit	Quantity
1	EA	EA	RM615,766.76 MYR	1,000	EA

9

Previous

Submit

Exit

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)	Need By
10	S103	KKC_PROD_103		Subcontract	10.000 (EA) ⓘ	30 Jul 2022 CEST 30 Jul 2022 Buyer time

Description: KKC Prod 103

▼ Schedule Lines

Schedule Line No.	↑	Delivery Date
1		30 Jul 2022 CEST 30 Jul 2022 Buyer time

► Components

Current Order Status:

5 Rejected (Rejection Reason: Incorrect Price)

5 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 - defaulted from Requested Delivery Date in order)

Purchase Order

Order Confirmation

Order Confirmation

Option 3: Manage Individual PO – Reject Entire Order

This example demonstrates the **Reject Entire Order** option.

Note: CMs MUST check with Dyson Production Planners before rejecting an order.

1. Under the actions button for a PO, select the option **Reject Entire Order**. A new window will appear.
2. Enter your confirmation number.
3. Select a rejection reason from the dropdown list.
4. Provide further details for rejection in the Comments section.
5. Click 'Next' button in the bottom of the screen when finished.
6. Review the rejected order and select one of the following action:
 - Click 'Previous' to go to the previous page.
 - Click 'Submit' to send the rejection to the buyer.
 - Click 'Exit' to leave the page without saving any changes.

Order Number	Type	Actions
4500003734	Order	... 1

Confirm entire order

Update line items

Reject entire order

Rejecting Entire Order

1 Reject

2 Review

2

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500008747

Customer: SCC Delivery Team - Global H19 Client 400 - TEST

3

Reject Reason :*

Please Select

4

Comments:

Exit

5

Next

Rejecting Entire Order

1 Reject

2 Review

Confirmation Update

Confirmation #: OC902

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10	S152	152		100.000

6

Previous

Submit

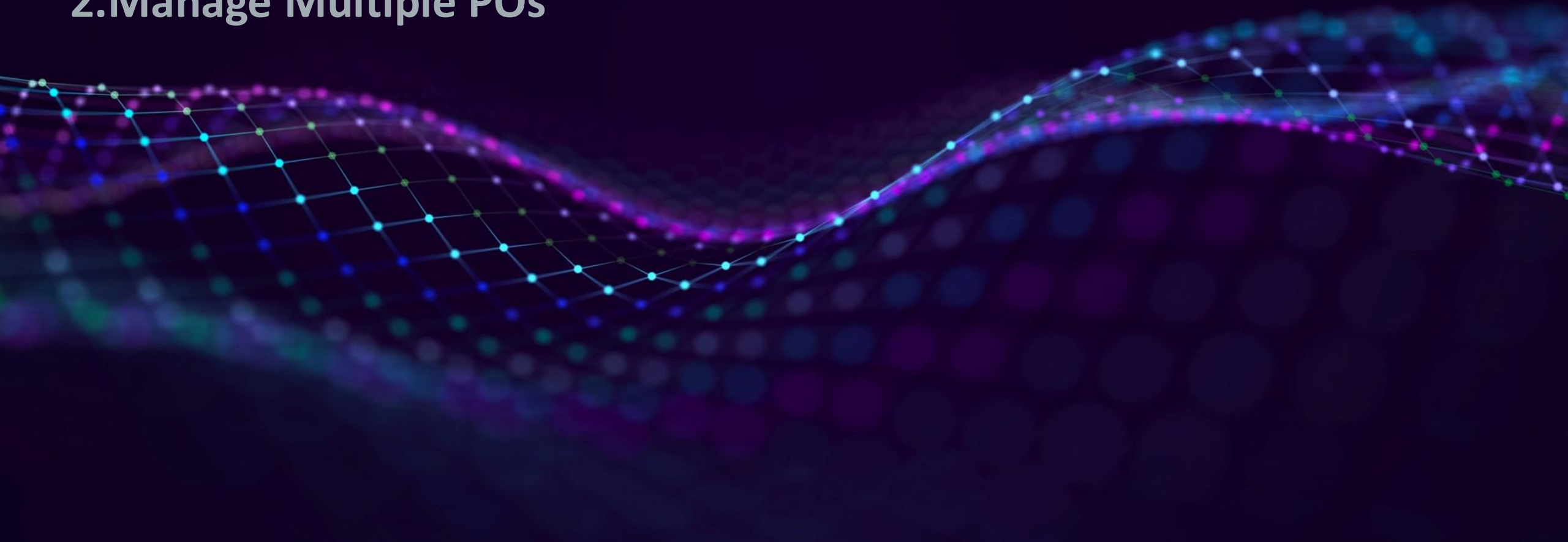
Exit

Purchase Order

Order Confirmation

Order Confirmation

2.Manage Multiple POs



Order Confirmation

Manage Multiple POs

In case of **multiple POs to be confirmed** at the same time from: “Items to Confirm” tile summarizes all line items across different POs, and gives you the possibility to **confirm multiple lines at once**

1. From Orders > Orders and Releases, click ‘Items to Confirm’ tile.
2. Use the ‘Settings’ button to add/remove relevant columns
* *Recommended to add Customer Part No., BS | Division, Model | Category, and Project | Product Name to visible columns*
3. Use Edit filters and apply filters to identify the right items.
4. Select items to confirm and click ‘Confirm’.
5. Select confirm entire order/item
6. Review confirmation and click ‘Submit’ to send it to Dyson

Note: It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.
For more info on how to manage your workbench and create specific tiles please refer to SCC General Functionality Guide.

The screenshot shows the SAP Business Network 'Items to confirm' interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases'. A tile labeled 'Items to confirm' (1) is visible, showing 'Last 31 days'. The main content area is titled 'Items to confirm (3)'. It includes a filter bar with 'Edit filter' (3), 'Save filter', and several exclusion filters. A 'Confirm' dropdown (4) is shown with options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. A 'Settings' icon (2) is also present. A table lists items with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Action'. The table contains three rows, all with a checkmark in the 'Action' column. A 'Submit' button (6) and a 'Cancel' button are at the bottom right. A 'Visibility and arrangement' dialog (2) is open, showing 'Available columns' and 'Displayed columns'.

Item No.	Supplier Part No.	Requested U	Action
10	S_BP001	€1	<input checked="" type="checkbox"/>
30	S_BP0011	€0	<input checked="" type="checkbox"/>

Purchase Order

Order Confirmation

Order Confirmation

Manage Multiple POs – Split PO Line Item (1/3)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

1. Under the “Items to confirm” tab, Click on **...** under “Actions” and click on “Split” to split a PO line item (either to change in PO quantity/CRD or both) and indicate the changes (either change in PO quantity/CRD or both)

Workbench

17 Changed orders Last 31 days | RM 0.0 MYR Remittances Last 31 days | RM 0.0 MYR Early payment offers Next 90 days | 0 Pinned documents | 0 Invoices Last 31 days | 0 Order change requests Last 31 days | 90 New orders Last 31 days | 27 Items to ship Last 31 days | 2 Items to confirm Last 31 days [Save filter](#)

Items to confirm (2) [Edit filter](#) [Save filter](#) 9504118921 Last 365 days Next 365 days Confirmed items for editing View: Confirmed items for editing

Customers: Select or type selections 9504118921 x Type selection Partial match Exact match

Order numbers: 9504118921 x Type selection

Creation date: Last 365 days

Need by date: Next 365 days

Customer locations: Type selection

Ship by date: None

[Show more](#) [Apply](#) [Reset](#)

Item No.	Order No.	Current Status	Description	Confirmed Quantity	Requested Quantity	Shipped Quantity	Received Quantity	Planner Code	Supplier Part No.	Need By	Ship By	Actions
10	9504118921	Confirmed	HP09 US NkGd	150 EA	150 EA	0 EA	0 EA	F04-ENVJ/Finished Goods	May 20, 2024	May 20, 2024	...	
10	9504118921	Confirmed	HP09 US NkGd	150 EA	150 EA	0 EA	0 EA	F04-ENVJ/Finished Goods	May 20, 2024	May 20, 2024	...	
20	9504118921	Confirmed	HP09 US WhGd	200 EA	200 EA	0 EA	0 EA	F04-ENVJ/Finished Goods	May 20, 2024	May 20, 2024	...	

Customer: Dyson Order No.: 9504118921

1. Click on the "Split" option in the Actions menu for the selected item.

SAP Business Network Enterprise Account TEST MODE

Confirming PO [Previous](#) [Submit](#) [Exit](#)

1. Update Item Status

2. Review Confirmation

1. Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	369063-01			Material	150.000 (EA)	20 May 2024	RM890.184.22 MYR	RM133.527.63 MYR	

Description: HP09 US NkGd

Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	20 May 2024		150.000 (EA)

Current Order Status:

50 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 27 May 2024)

100 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 3 Jun 2024)

Pricing Details

Unit Details	Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1		EA	EA	RM890.184.22 MYR	1.000	EA

Order Confirmation

Manage Multiple POs – Split PO Line Item (2/3)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

2. Once you have provided the split of PO line item, status of line item would show up as “Confirmed” however, it will be pending approval from our Dyson Production Planner.

3. After Dyson Production Planner has approved for the split in PO line item, you will see that the “Current Status” will be updated to “Unconfirmed”.

Workbench

17 Changed orders Last 31 days | RM 0.0 MYR Remittances Last 31 days | RM 0.0 MYR Early payment offers Next 90 days | 0 Pinned documents | 0 Invoices Last 31 days | 0 Order change requests Last 31 days | 90 New orders Last 31 days | 27 Items to ship Last 31 days | 3 Items to confirm Last 31 days [Save filter](#)

Items to confirm (3) View: Confirmed items for editing

[Edit filter](#) [Save filter](#) 9504118921 Last 365 days Next 365 days Confirmed items for editing

Customers: Select or type selections Order numbers: 9504118921 x Type selection Creation date: Last 365 days Need by date: Next 365 days Customer locations: Type selection Ship by date: None

☒ Partial match ☐ Exact match

[Show more](#) [Apply](#) [Reset](#)

2

Item No.	Order No.	Current Status	Description	Confirmed Quantity	Requested Quantity	Shipped Quantity	Received Quantity	Planner Code	Supplier Part No.	Need By	Ship By	Actions
10	9504118921	Confirmed	HP09 US Nk/Gd	50 EA	150 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 20, 2024		
10	9504118921	Confirmed	HP09 US Nk/Gd	100 EA	150 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 20, 2024		
20	9504118921	Confirmed	HP09 US Wk/Gd	200 EA	200 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 20, 2024		

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Planning Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments

Workbench

0 Pinned documents | 0 Invoices Last 31 days | 0 Order change requests Last 31 days | 90 New orders Last 31 days | 27 Items to ship Last 31 days | 3 Items to confirm Last 31 days [Save filter](#) | 136 Orders Last 31 days | 2 Items to confirm Last 31 days | 121 Items to confirm Last 31 days [Custom Data Parameter](#)

Items to confirm (3) View: Confirmed items for editing

[Edit filter](#) [Save filter](#) 9504118921 Last 365 days Next 365 days Confirmed items for editing

Customers: Select or type selections Order numbers: 9504118921 x Type selection Creation date: Last 365 days Need by date: Next 365 days Customer locations: Type selection Ship by date: None

☒ Partial match ☐ Exact match

[Show more](#) [Apply](#) [Reset](#)

3

Item No.	Order No.	Current Status	Description	Confirmed Quantity	Requested Quantity	Shipped Quantity	Received Quantity	Planner Code	Supplier Part No.	Need By	Ship By	Actions
10	9504118921	Unconfirmed	HP09 US Nk/Gd		50 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 27, 2024		
11	9504118921	Unconfirmed	HP09 US Nk/Gd		100 EA	0 EA	0 EA	F04-ENV/Finished Goods		Jun 3, 2024		
20	9504118921	Confirmed	HP09 US Wk/Gd	200 EA	200 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 20, 2024		

Purchase Order

Order Confirmation

Order Confirmation

Manage Multiple POs – Split PO Line Item (3/3)

This option should be used if you are **confirming** the PO with **changes** to the line items delivery date or quantity.

4. You may then proceed to use “Confirm Entire Order” to do order re-confirmation for the PO Line items.

Workbench

0 Pinned documents | 0 Invoices | 0 Order change requests | 90 New orders | 27 Items to ship | 3 Items to confirm | 136 Orders | 2 Items to confirm | 121 Items to confirm

Items to confirm (3)

View: Confirmed items for editing

Customers: Select or type selections | Order numbers: 9504118921 | Creation date: Last 365 days | Need by date: Next 365 days | Customer locations: Type selection | Ship by date: None

Partial match | Exact match

Show more

4 Confirm | Reject

Item No.	Order No.	Current Status	Description	Confirmed Quantity	Requested Quantity	Shipped Quantity	Received Quantity	Planner Code	Supplier Part No.	Need By	Ship By	Actions
10	9504118921	Unconfirmed	HP09 US NkGd	50 EA	0 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 27, 2024		...
11	9504118921	Unconfirmed	HP09 US NkGd	100 EA	0 EA	0 EA	0 EA	F04-ENV/Finished Goods		Jun 3, 2024		...
20	9504118921	Confirmed	HP09 US WHGd	200 EA	200 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 20, 2024		...

Review orders to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Dyson Order No.: 9504118921 Confirmation number: OCB921					
Item No.: 10 Supplier Part No.: Description: HP09 US NkGd					
1	May 27, 2024		50.00 EA	890.184.22 MYR	50.00 EA
Item No.: 11 Supplier Part No.: Description: HP09 US NkGd					
1	Jun 3, 2024		100.00 EA	890.184.22 MYR	100.00 EA

Submit Cancel

Workbench

17 Changed orders | RM 0.0 MYR | RM 0.0 MYR | 0 Pinned documents | 0 Invoices | 0 Order change requests | 90 New orders | 27 Items to ship | 3 Items to confirm

Confirmation for Order 9504118921 has been created successfully.

Items to confirm (3)

View: Confirmed items for editing

Customers: Select or type selections | Order numbers: 9504118921 | Creation date: Last 365 days | Need by date: Next 365 days | Customer locations: Type selection | Ship by date: None

Partial match | Exact match

Show more

Confirm | Reject

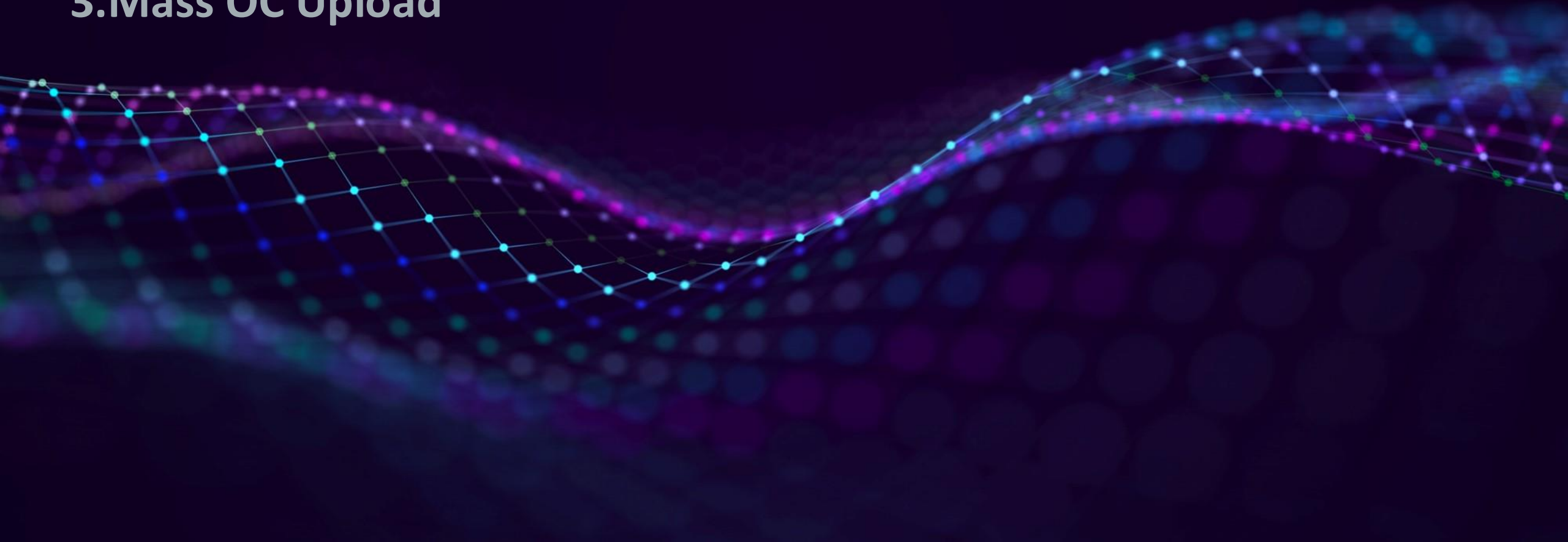
Item No.	Order No.	Current Status	Description	Confirmed Quantity	Requested Quantity	Shipped Quantity	Received Quantity	Planner Code	Supplier Part No.	Need By	Ship By	Actions
10	9504118921	Confirmed	HP09 US NkGd	50 EA	50 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 27, 2024		...
11	9504118921	Confirmed	HP09 US NkGd	100 EA	100 EA	0 EA	0 EA	F04-ENV/Finished Goods		Jun 3, 2024		...
20	9504118921	Confirmed	HP09 US WHGd	200 EA	200 EA	0 EA	0 EA	F04-ENV/Finished Goods		May 20, 2024		...

Purchase Order

Order Confirmation


Order Confirmation

3.Mass OC Upload

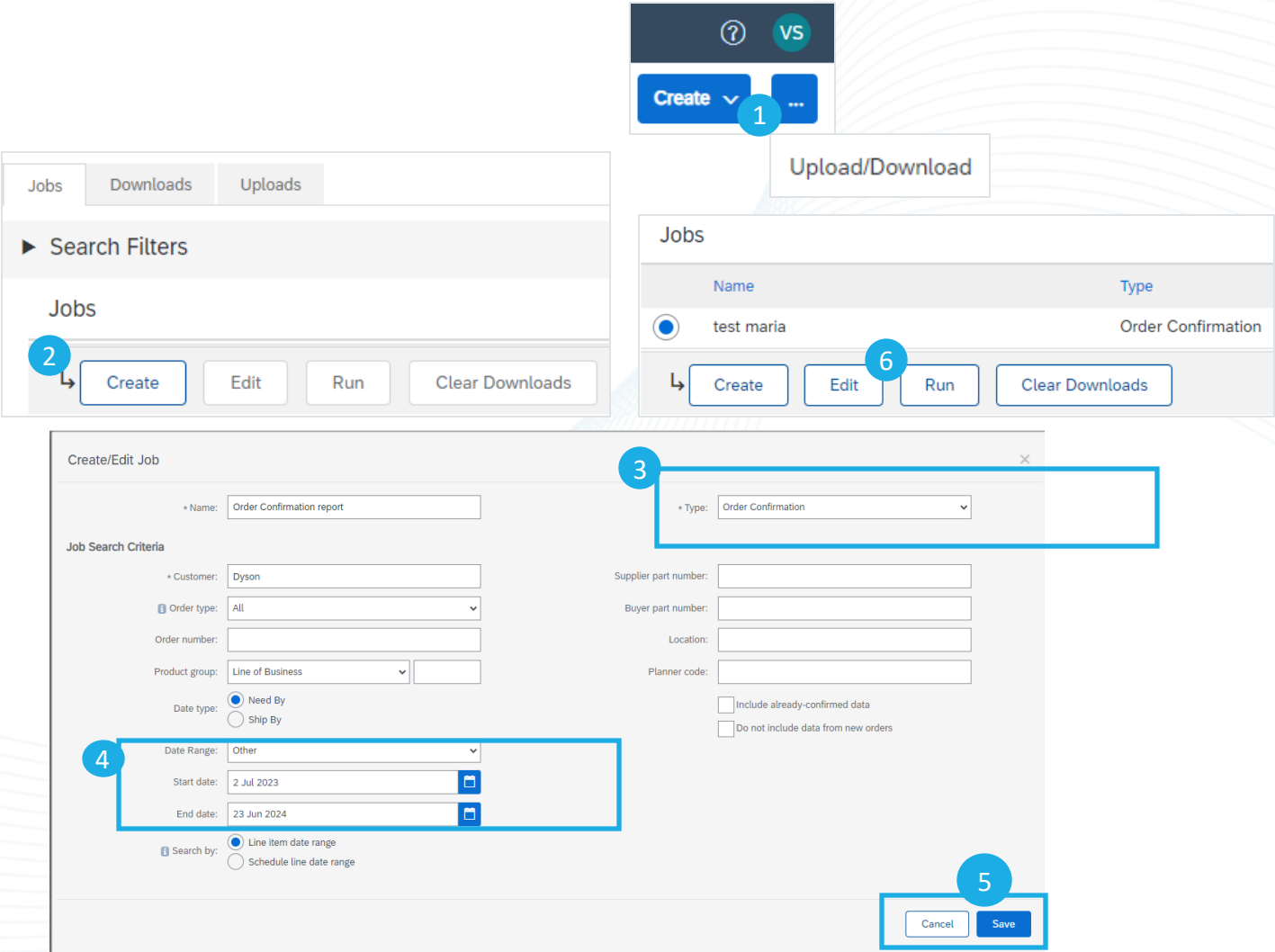


Order Confirmation

Mass OC Upload – Create OC Report

- 1. From the Homepage: Click  button and select Upload/ Download.
- 2. In the Jobs section, click ‘Create’ button.
- 3. Prepopulate all mandatory fields. Set a type as Order confirmation.
- 4. Make sure you select “Others” under “Date Range” and input the Start/End Cargo Ready Date required
- 5. Once done, save it.
- 6. 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 displays the 'Create/Edit Job' form for generating an Order Confirmation report. The interface includes a top navigation bar with a 'Create' dropdown menu (callout 1) and an 'Upload/Download' button. Below this is a 'Jobs' table with columns for 'Name' and 'Type', showing a job named 'test maria' of type 'Order Confirmation' (callout 6). The 'Jobs' table has buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. The main form area is titled 'Create/Edit Job' and contains several sections: 'Job Search Criteria' with fields for 'Name' (Order Confirmation report), 'Customer' (Dyson), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Date type' (Need By), 'Date Range' (Other), 'Start date' (2 Jul 2023), and 'End date' (23 Jun 2024) (callout 4). There are also checkboxes for 'Search by' (Line item date range, Schedule line date range) and 'Include already-confirmed data'. The right side of the form has 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'. At the bottom right, there are 'Cancel' and 'Save' buttons (callout 5).

Purchase Order

Order Confirmation

Order Confirmation

Mass OC Upload – Run OC Report

- 7. The report will appear in the Download sub-tab.
- 8. Use **Refresh Status button** to update report status to Completed.
- 9. Once a report is completed, download by clicking on the **icon on right hand** of the screen.

Jobs7DownloadsUploads

Search Filters

Downloads

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	↓

8Refresh Status

9

Purchase Order

Order Confirmation

Current status for PO line items can be viewed under the ‘Current status’ column

SAP Ariba

Confirmations

Time Zone: UTC+08:00

Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Item Line number	Schedule Line Number	Commitment Level	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date
9504098396	Order		1	23 Feb 2022 08:00:00 PM	"4520 Dyson C/O E	10		1	Unconfirmed	accept		970049-01		20	20	EA	15 Aug 2022	15 Aug 2022	
9504098396	Order		1	23 Feb 2022 08:00:00 PM	"4520 Dyson C/O E	11		1	Unconfirmed	accept		970049-01		18	18	EA	29 Aug 2022	29 Aug 2022	
9504103977	Order		2	27 Apr 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
9504103982	Order		1	24 Feb 2023 08:00:00 PM	"3171 UPS (West Ch	10		1	Unconfirmed	accept		965661-01		100	100	EA	01 Apr 2023	01 Apr 2023	01 Mar 2023
9504104000	Order		1	04 May 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
9504104001	Order		1	04 May 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
9504104003	Order		1	04 May 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
9504104004	Order		1	09 May 2023 08:00:00 PM	"1211 EvCargoCM I	10		1	Unconfirmed	accept		967477-06		25	25	EA	15 May 2023	15 May 2023	12 May 2023
9504104004	Order		1	09 May 2023 08:00:00 PM	"1211 EvCargoCM I	20		1	Unconfirmed	accept		968643-01		25	25	EA	15 May 2023	15 May 2023	12 May 2023
9504104004	Order		1	09 May 2023 08:00:00 PM	"1211 EvCargoCM I	30		1	Unconfirmed	accept		969129-01		25	25	EA	15 May 2023	15 May 2023	12 May 2023
9504104007	Order		1	04 Apr 2023 08:00:00 PM	"3229 Dyson Applia	10		1	Unconfirmed	accept		970013-02		2	2	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023
9504104007	Order		1	04 Apr 2023 08:00:00 PM	"3229 Dyson Applia	20		1	Unconfirmed	accept		970476-01		5	5	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023

Order Status in Report	Definition
Confirmed – Approved	Line item has been fully confirmed and approved by planners.
Confirmed – Awaiting approval	Line item confirmation has been submitted by CM, currently awaiting approval from planner to approve any deviations on the date/quantity
Confirmed – Awaiting supplier reconfirmation	Planner has made changes to PO quantity/date based on CM request, awaiting CM to provide reconfirmation based on changed PO
Confirmed – Approved awaiting change order	CMs to ignore line items with this status – no action is required .
Unconfirmed	Line item has not been confirmed by CM, awaiting CM to provide confirmation .
Unconfirmed - Rejected	Planner has rejected CM request for changes to quantity/date, awaiting CM to provide confirmation .

Order Confirmation

Mass OC Upload – Full Confirmation

This slide explains how to **fully confirm line items** in POs using Excel.

1. Using the report downloaded, review the 'Requested Quantity' and 'Need by Date' as provided by Dyson. 'Confirmation Quantity' and 'Delivery Date' will be automatically populated.
2. If line item information can be fully fulfilled, add Order Confirmation in the first column.
3. Save the file in your local desktop.

SAP Ariba																			
Confirmations																			
Time Zone: UTC+08:00																			
Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Item Line number	Schedule Line Number	Commitment Level	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date
	9504098396	Order	1	23 Feb 2022 08:00:00 PM	"4520 Dyson C/O E	10		1	Unconfirmed	accept		970049-01		20	20	EA	15 Aug 2022	15 Aug 2022	
	9504098396	Order	1	23 Feb 2022 08:00:00 PM	"4520 Dyson C/O E	11		1	Unconfirmed	accept		970049-01		18	18	EA	29 Aug 2022	29 Aug 2022	
	9504103977	Order	2	27 Apr 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504103992	Order	1	24 Feb 2023 08:00:00 PM	"3171 UPS (West Ch	10		1	Unconfirmed	accept		965561-01		100	100	EA	01 Apr 2023	01 Apr 2023	01 Mar 2023
	9504104000	Order	1	04 May 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504104001	Order	1	04 May 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504104003	Order	1	04 May 2023 08:00:00 PM	"0010048201 Orion C	10		1	Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504104004	Order	1	09 May 2023 08:00:00 PM	"1211 EvCargo/CM I	10		1	Unconfirmed	accept		967477-06		25	25	EA	15 May 2023	15 May 2023	12 May 2023
	9504104004	Order	1	09 May 2023 08:00:00 PM	"1211 EvCargo/CM I	20		1	Unconfirmed	accept		968643-01		25	25	EA	15 May 2023	15 May 2023	12 May 2023
	9504104004	Order	1	09 May 2023 08:00:00 PM	"1211 EvCargo/CM I	30		1	Unconfirmed	accept		969129-01		25	25	EA	15 May 2023	15 May 2023	12 May 2023
	9504104007	Order	1	04 Apr 2023 08:00:00 PM	"9229 Dyson Applia	10		1	Unconfirmed	accept		970013-02		2	2	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023
	9504104007	Order	1	04 Apr 2023 08:00:00 PM	"9229 Dyson Annlia	20		1	Unconfirmed	accept		970426-01		5	5	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023

***Note: The downloaded report automatically populates Confirmation Quantity and Delivery Date. Make sure to either edit or delete PO lines that cannot be fully confirmed.**

Note: Please make sure to use the latest version of the template available through the Portal.

Purchase Order

Order Confirmation

Order Confirmation

Mass OC Upload – Cargo Ready Date Deviation (1/2)

To **update the Cargo Ready date (“delivery date”)** for the full line only, follow the below steps:

- 1. Fill your confirmation number.
- 2. Change the **Delivery date** column populated with your new date “Cargo Ready Date”.
- 3. Item type: leave the field as “accept”.

Notes:

- Leave the other columns without any change.
- Delete the lines that you do not want to confirm for now.

SAP Ariba																						
Confirmation Number		Order Number		Type	Order Version	Order Date	Customer Location	Item Line number	Schedule Line Number	Commitment Level	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date	Item Shipment Date	
	9504098396	Order		1	23 Feb 2022 08:00:00 PM	"4520 Dyson C/O E		10	1	1	Unconfirmed	accept		970049-01			20	20	EA	15 Aug 2022	15 Aug 2022	
	9504098396	Order		1	23 Feb 2022 08:00:00 PM	"4520 Dyson C/O E		11	1	1	Unconfirmed	accept		970049-01			18	18	EA	29 Aug 2022	29 Aug 2022	
	9504103977	Order		2	27 Apr 2023 08:00:00 PM	"0010048201 Orion C		10	1	1	Unconfirmed	accept		965558-11			1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504103992	Order		1	24 Feb 2023 08:00:00 PM	"3171 UPS (West Ch		10	1	1	Unconfirmed	accept		965661-01			100	100	EA	01 Apr 2023	01 Apr 2023	01 Mar 2023
	9504104000	Order		1	04 May 2023 08:00:00 PM	"0010048201 Orion C		10	1	1	Unconfirmed	accept		965558-11			1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504104001	Order		1	04 May 2023 08:00:00 PM	"0010048201 Orion C		10	1	1	Unconfirmed	accept		965558-11			1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504104003	Order		1	04 May 2023 08:00:00 PM	"0010048201 Orion C		10	1	1	Unconfirmed	accept		965558-11			1	1	EA	27 Apr 2023	27 Apr 2023	29 Apr 2023
	9504104004	Order		1	09 May 2023 08:00:00 PM	"1211 EvCargo/CM I		10	1	1	Unconfirmed	accept		967477-06			25	25	EA	15 May 2023	15 May 2023	12 May 2023
	9504104004	Order		1	09 May 2023 08:00:00 PM	"1211 EvCargo/CM I		20	1	1	Unconfirmed	accept		968643-01			25	25	EA	15 May 2023	15 May 2023	12 May 2023
	9504104004	Order		1	09 May 2023 08:00:00 PM	"1211 EvCargo/CM I		30	1	1	Unconfirmed	accept		969129-01			25	25	EA	15 May 2023	15 May 2023	12 May 2023
	9504104007	Order		1	04 Apr 2023 08:00:00 PM	"9229 Dyson Applia		10	1	1	Unconfirmed	accept		970013-02			2	2	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023
	9504104007	Order		1	04 Apr 2023 08:00:00 PM	"9229 Dyson Applia		20	1	1	Unconfirmed	accept		970426-01			5	5	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023

Purchase Order

Order Confirmation

Order Confirmation

Mass OC Upload – Cargo Ready Date Deviation (2/2)

If you need to **split quantity** of a line item into multiple cargo ready dates (available in warehouse to ship), follow the steps below.

Example: Line item with 20 items to be delivered by 15 Aug. 10 items will be ready for delivery on 15 Aug and 10 items will be ready for delivery on 18 Aug

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 10 in the initial line, and 10 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.

Notes:

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

SAP Ariba																
Confirmations																
Time Zone: UTC+08:00																
Confirmation Number	Order Number	Type	Order Version	Order Date	Item Line number	Schedule Line Number	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date
OC000777	9504098396	Order	1	23 Feb 2022 08:00:00 PM	10	1	Unconfirmed	accept		970049-01		20	20	EA	15 Aug 2022	15 Aug 2022

SAP Ariba																
Confirmations																
Time Zone: UTC+08:00																
Confirmation Number	Order Number	Type	Order Version	Order Date	Item Line number	Schedule Line Number	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level	Requested Quantity	Confirmation Quantity	Item Unit Of Measure	Need by Date	Delivery Date
OC000777	9504098396	Order	1	23 Feb 2022 08:00:00 PM	10	1	Unconfirmed	accept		970049-01		20	10	EA	15 Aug 2022	15 Aug 2022
OC000777	9504098396	Order	1	23 Feb 2022 08:00:00 PM	10	1	Unconfirmed	accept		970049-01		20	10	EA	15 Aug 2022	18 Aug 2022

Purchase Order

Order Confirmation

Order Confirmation

Mass OC Upload – Reupload the Template (1/2)

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 ‘Choose file’ 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, please delete them from the upload file.

The screenshot shows the 'Uploads' sub-tab selected, indicated by a blue circle with the number 1. Below the tabs is a 'Search Filters' section. A table titled 'Uploads' has columns for 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table is currently empty, displaying 'No uploads found.' At the bottom of the table, there are two buttons: 'Upload' (with a blue circle and number 2) and 'Refresh Status'.

The screenshot shows the 'Upload File' dialog box. It contains several fields and buttons: 1. A text field for 'Name' with the value 'SCC Test' (callout 3). 2. A text field for 'Customer' with the value 'SCC Delivery Team - Global H19 Client 400 - TEST'. 3. A dropdown menu for 'Type' with 'Order Confirmation' selected (callout 4). 4. A 'File' section with a '+ Choose file' button (callout 5). 5. At the bottom right, there are 'Upload' and 'Cancel' buttons (callout 6).

Purchase Order

Order Confirmation

Order Confirmation

Mass OC Upload – Reupload the Template (2/2)

- 7. The status column displays whether upload was successful or not:
 - If upload is successful, the status will turn into Completed. Order status will be updated with confirmed quantities, price or date.
 - If the status changes to Failed, you need to download the audit log to view the errors.
 - If the status changes to Completed With Errors, you need to download the audit log to view the lines with errors.
- 8. You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. Reupload the corrected file by following the previous steps.

Jobs Downloads Uploads

► Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	7 Status	8 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	↓	↓

Purchase Order

Order Confirmation

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.

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’.

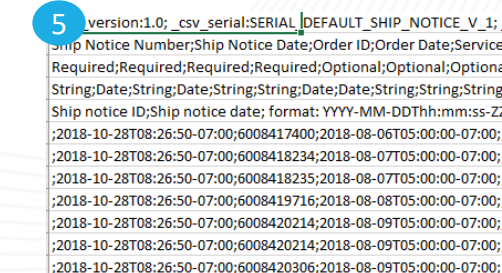
7. Do not edit next page. Click ‘Finish’.

8. The data will appear in columns.

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

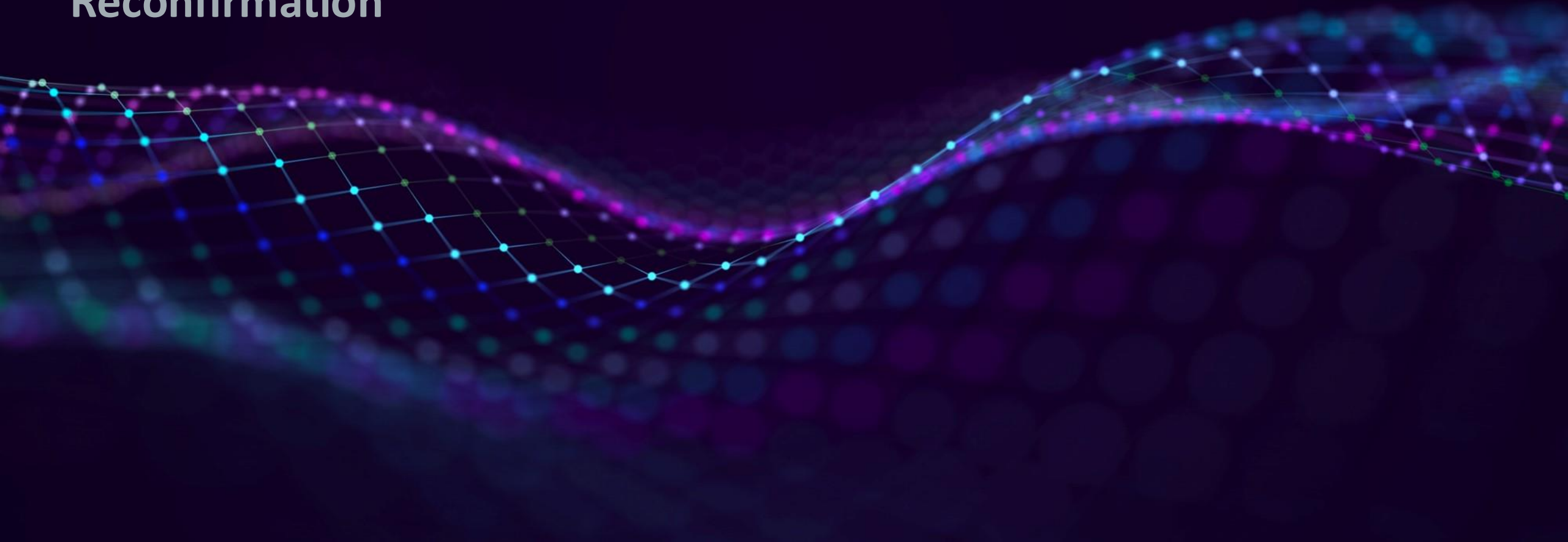
Mass OC Upload – Reupload in Correct Format for SAP Business Network

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 SAP Business Network.



Order Confirmation

Reconfirmation



Order Confirmation

Reconfirmation (1/2)


You may need to **reconfirm orders** when:

- A change proposed by the CM has been approved by Dyson (e.g: **new Cargo Ready Date**)
- Dyson has changed details in the PO

1. Go to Orders > Orders and Releases > Items to confirm tile OR Orders tile

- PO will have a 'Partially confirmed' or 'Changed' status

2. Use filters to identify POs to reconfirm

3. Click  under Actions

- Select Confirm > Confirm entire order to validate changes
- Select Update line item to propose further changes

1

13

Items to confirm

Save filter

1

Orders

20

Orders

Last 31 days

60

Items to confirm

Last 31 days

33

Items to ship

Last 31 days

0

Return items

Last 31 days

11

New orders

Last 31 days

1

Changed orders

Last 31 days

0

Orders to

Last 31 days

Orders (20)

> Edit filter

Last 31 days

Order Number

Customer

Amount

Date ↓

Order Status

Amount Invoiced

Actions

9504105663

Dyson

\$146105.54 USD

Aug 10, 2023

Changed

Resend Failed Orders

2

Items to confirm (13)

> Edit filter

Save filter

Exclude confirmation not all... , +1

Exclude fully shipped

Exclude fully received

Exclude fully invoiced

✓

☐

Customer: BP SCC Buyer - TEST

Order No.: BP1550000008400010FOR

✓

10

Non Catalo...

BuyerDescriptionBP05SN

...

3

Update line items

Confirm

Reject

Confirm schedule line

Confirm entire item

Confirm entire order

Supplier Part No.

Description

Need By

Ship By

Requested Quantity

Confirmed Quantity

Req

Actions

10

HS06 UK/IE/SA/AE BNk/BCo

Sep 20, 2023

500 EA

0 EA

...

20

HS06 DRCT UK/IE/SA/AE PrBu/BCo

Sep 20, 2023

300 EA

0 EA

...

30

HS06 US/MX/CA/CO BNk/BCo

Sep 20, 2023

100 EA

0 EA

...

40

HS06 DRCT US/MX PrBu/BCo

Sep 20, 2023

200 EA

0 EA

...

50

HS06 DRCT JP PrBu/BCo

Sep 20, 2023

400 EA

0 EA

...

Purchase Order

Order Confirmation

Order Confirmation

Reconfirmation (2/2)

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**, or fully
 3. You can reconfirm the line only partially and split the line again. Fill the quantity in the cell.
- Example:** 5 from the 9 items selected by the blue circle. Click also on details to change only the date of these 5 items.
4. The order confirmation will be updated.

Line Items

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

Description: Test description

▶ Schedule Lines

1

Current Order Status

☒

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

☐

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

3

Confirm:

Backorder:

Reject:

2

Details

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)

Purchase Order

Order Confirmation

Order Confirmation

Reconfirmation via Items to Confirm tab (1/2)

1. Select Orders > Orders & Releases. Under the “Items to confirm” tab, click on “Show More” to view more filters available.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

Items to confirm (0)

▼ Edit filter | Last 31 days | Next 90 days | Exclude confirmation not all... +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Need by date: Next 90 days

Customer locations: Type selection

Partial match (selected) Exact match

Show more

Apply Reset

2. Under the filter for “Confirmation Status”, unselect “Exclude fully confirmed” to show all the PO Line items which have previously been fully confirmed and click on “Apply”.

Items to confirm (0)

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Need by date: Next 90 days

Customer locations: Type selection

Ship by date: None

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Purchasing groups: Type selection

Ordering address IDs: Type selection

Part numbers: Select or type selections

Customer part numbers: Select or type selections

Product group: All

Planner codes: Type selection

Order type: All

☒ Exclude confirmation not allowed
☐ Exclude unconfirmed
☐ Exclude partially confirmed
☐ Exclude fully confirmed

Stock transfer type: All

Ship from location: Select or type selections

Supplier batch ID: Select or type selections

Confirmation approval status: None

Shipping status

Receiving status

Invoicing status

External document type

View: Items to be confirmed

Purchase Order

Order Confirmation

Show less

Apply Reset

Order Confirmation

Reconfirmation via Items to Confirm tab (2/2)

3. Please select the Line item (which was previously fully confirmed) which you would like to do reconfirmation

Confirm

Reject

	Item No.	Current Status	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Estimated Delivery	Quantity To Confirm	Confirmed Unit Price	Others	Actions
	Customer: Dyson Order No.														
	10	Confirmed			Mar 6, 2024		EA	EA	MYR		Mar 6, 2024	0 EA			<div><div>3</div><div>Update line items</div><div>Create quality notification</div></div>
	Customer: Dyson Order No.:														

4. You may proceed to do an order reconfirmation in the screen below.

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Associated Purchase Order #:

Customer: Dyson

Supplier Reference:

Additional Information

⚠ Delivery Date represents the Cargo Ready Date in Order Confirmation. All CMs must update the actual cargo ready date in OC (If it's not the same as per last confirmed cargo ready date) once the goods are ready to be shipped to provide visibility to the Dyson logistic team.

Shipping and Tax Information

☐

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Comments:

Est. Shipping Cost:

Est. Tax Cost:

Purchase Order

Order Confirmation


THIS DOCUMENT IS HIGHLY CONFIDENTIAL. PLEASE DO NOT SHARE WITHOUT PERMISSION.

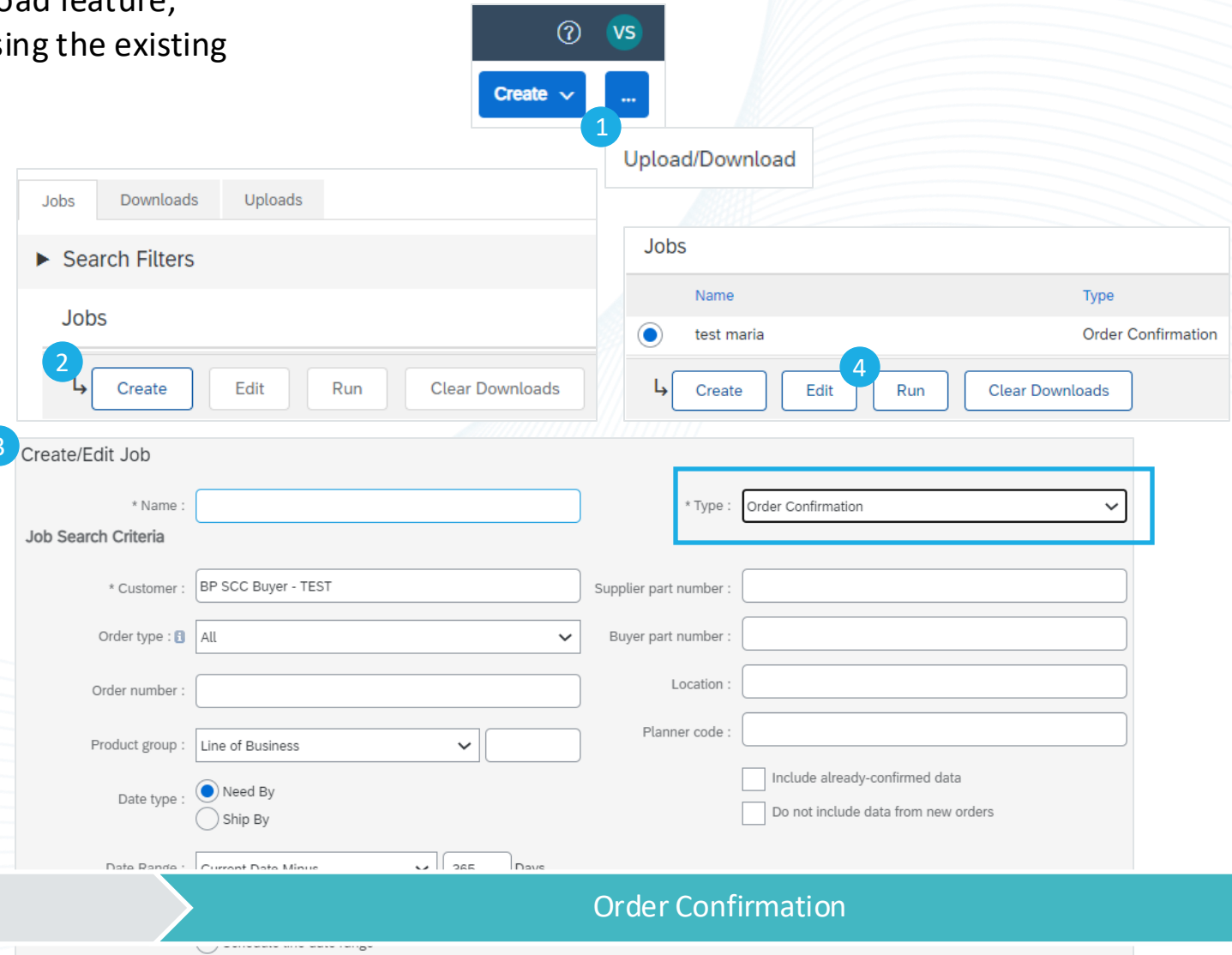
Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

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

From the Homepage:

1. Click  button and select **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 displays the system interface for creating and managing jobs. It includes a top navigation bar with a 'VS' button and a 'Create' dropdown menu. A callout '1' points to the 'More' button in the top bar, which is used to select 'Upload/Download'. Below this, the 'Jobs' section shows a list of jobs with columns for 'Name' and 'Type'. A callout '2' points to the 'Create' button in the 'Jobs' section. The 'Create/Edit Job' form is shown below the 'Jobs' list, with a callout '3' pointing to the 'Type' dropdown menu, which is set to 'Order Confirmation'. The form includes fields for 'Name', 'Customer', 'Order type', 'Order number', 'Product group', 'Date type', 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'. A callout '4' points to the 'Run' button in the 'Jobs' list. At the bottom, a banner indicates the transition from 'Purchase Order' to 'Order Confirmation'.

Jobs

Name	Type
test maria	Order Confirmation

Create/Edit Job

* Name :

* Type :

Job Search Criteria

* Customer :

Supplier part number :

Order type :

Buyer part number :

Order number :

Location :

Product group :

Planner code :

Date type : ☒ Need By ☐ Ship By

Include already-confirmed data ☐

Do not include data from new orders ☐

Date Range : Days

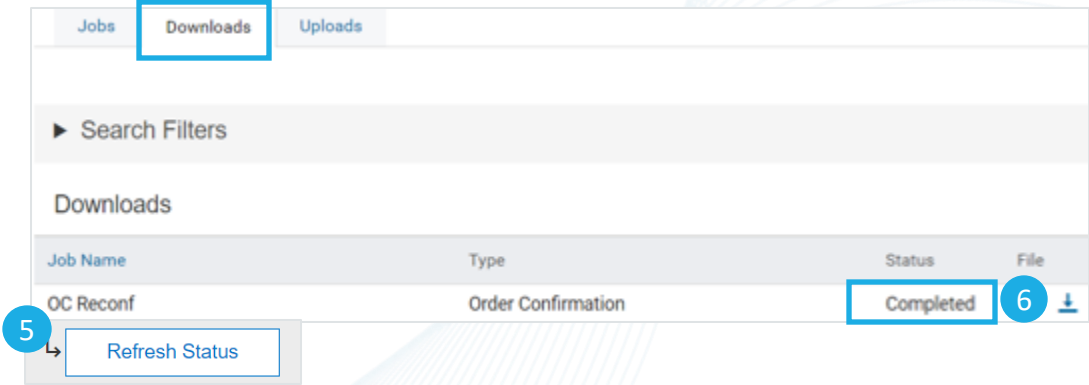
Order Confirmation

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 on your computer.

Note:

- In the 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.



Purchase Order

Order Confirmation

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 'Choose File' 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.

The image shows two screenshots from a web application. The top screenshot is the 'Uploads' sub-tab of the 'Uploads/Downloads' section. It has tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Uploads' tab is active. Below the tabs is a 'Search Filters' section. Underneath is a table with columns: 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table is empty, showing 'No uploads found.' Below the table are two buttons: 'Upload' and 'Refresh Status'. A blue circle with the number '1' is next to the 'Uploads' tab, and a blue circle with the number '2' is next to the 'Upload' button.

The bottom screenshot is the 'Upload File' dialog box. It has a title bar 'Upload File' and a close button. Inside, there are four fields: '* Name:' with the value 'Mass OC_April', '* Customer:' with the value 'BP SCC Buyer - TEST', '* Type:' with a dropdown menu showing 'Order Confirmation', and 'File:' with a '+ Choose file' button. At the bottom right are 'Upload' and 'Cancel' buttons. Numbered steps are indicated by blue circles: '3' is next to the Name field, '4' is next to the Type dropdown, '5' is next to the File field, and '6' is next to the Upload button.

Purchase Order

Order Confirmation

Order Confirmation

Review Submitted Order Confirmations (1/2)

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 the Table options menu.
- 4. You can review confirmation as well from the PO screen in the Related Documents.

SAP

Business Network

Enterprise Account

Home

Enablement

Workbench

Planning

Fulfillment

Order Confirmations

2

Search Filters

Order Confirmations (311)

Page 1

3

Confirmation ID	Customer	Status
10C3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
10C3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

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

4

Routing Status: Acknowledged
Related Documents: OCP07
12313123
OCP07

Purchase Order

Order Confirmation

Order Confirmation

Review Submitted Order Confirmations (2/2)

Example of order confirmation sent by Supplier:

- 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

2

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)

Purchase Order

Order Confirmation

Note: The remaining PO content is available in the embedded Excel file.

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

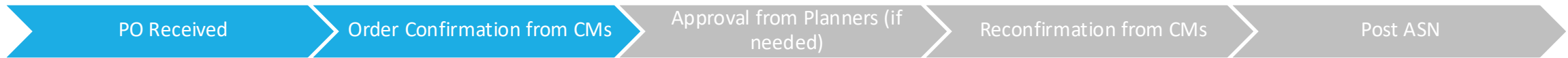


Order Confirmation

Process Reminder – CRD Update



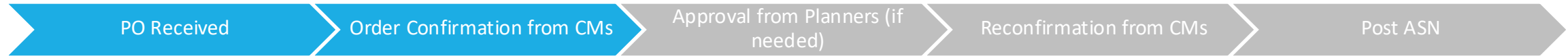
Process Reminder – CRD Update



1. **All changes on Quantity and Cargo Ready Dates to POs must be accurately updated in Ariba.**
2. Any changes in Quantity and Cargo Ready Date must be updated in Ariba **no less than 4 days** from the original Cargo Ready Date.
 - If you need to make an update to Quantity and Cargo Ready Date in less than 4 days from original Cargo Ready Date, please reach out to your **Dyson Production Planner** below making the changes.
3. If the final Cargo Ready Date is:
 - **within $\pm 1-2$ days from the original Cargo Ready Date and**
 - **is within the same week,****no update to the Cargo Ready Date is required.** You may choose to keep to the original Cargo Ready Date.
4. If the final Cargo Ready Date is **beyond $\pm 1-2$ days from the original Cargo Ready Date, and/or beyond the same week, please update the Cargo Ready Date.**

*** Please note any deviations to this process may lead to wrong data in the TMC system and will affect cargo pick up.**

Process Reminder – Order Confirmation & ASN



- Before submitting an Order Confirmation / Updating CRD, please check with your Logistics team that the **PO line items do not have ASNs posted.**
- In scenarios where some line items in a PO already have ASNs posted, **you should only make changes (submit an OC/update CRD) on line items with no ASNs.**
 - Via UI:**
 - Select the 'Update line item' and **only submit confirmation/change CRD for selected line items.**
 - Do not make changes to any line items that have ASNs posted**
 - Via Excel:** Please only upload confirmation for the selected line items. Do not upload other line items.

Submitting OCs for specific line items via UI:

a Create Order Confirmation ▼

Confirm Entire Order

Update Line Items

Reject Entire Order

b

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By
10				Material	882,000 (EA)	15 Jul 2024

Description:

▼ Schedule Lines

Schedule Line No.	Delivery Date
1	15 Jul 2024

Current Order Status: 882 - Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 15 Jul 2024 - defaulted from Requested Delivery Date in order)

Pricing Details

Unit Details	Unit Conversion	Price Unit	Order Unit
1		EA	EA

Current Order Status: 882,000 Unconfirmed

Confirm: 882

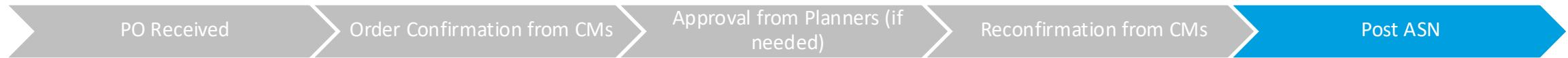
Submitting OCs for specific line items via Excel:

Item Line number (*)	Schedule Line Number	Commitment Level	Current Status	Item Type (*)	Item Customer Part ID	Requested Quantity	Confirmation Quantity (*)
10	1		Unconfirmed	accept		882	882

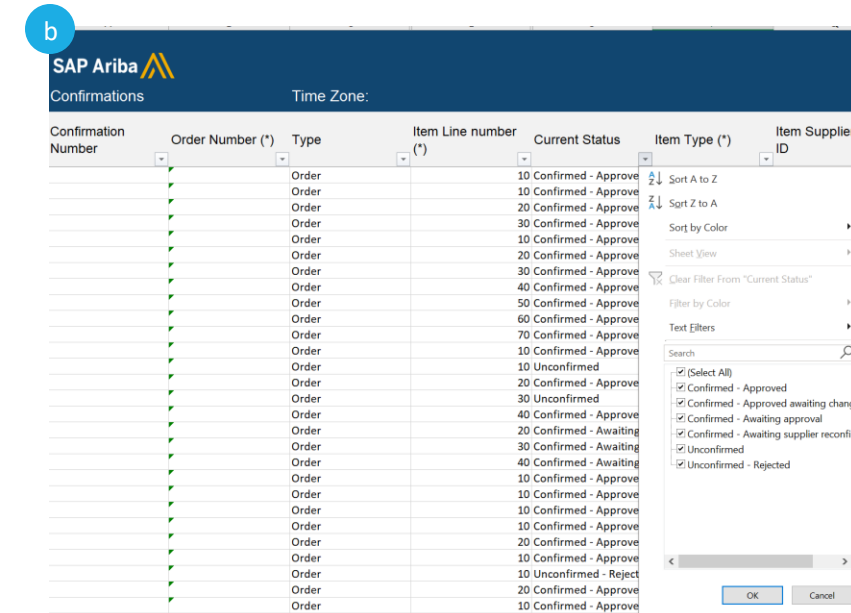
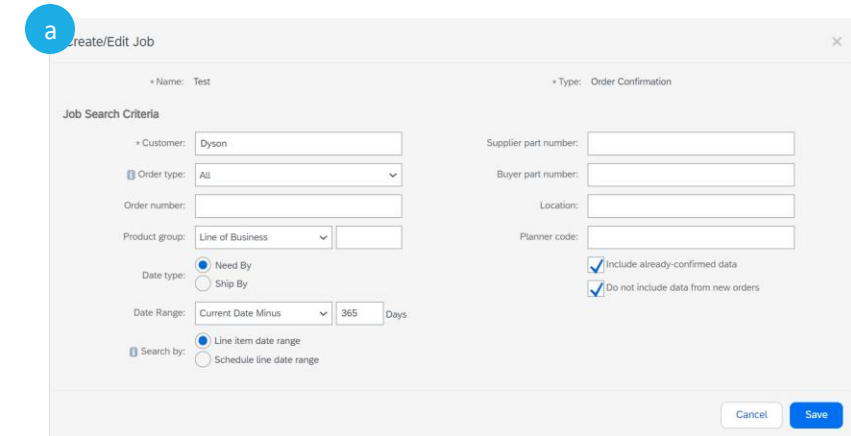
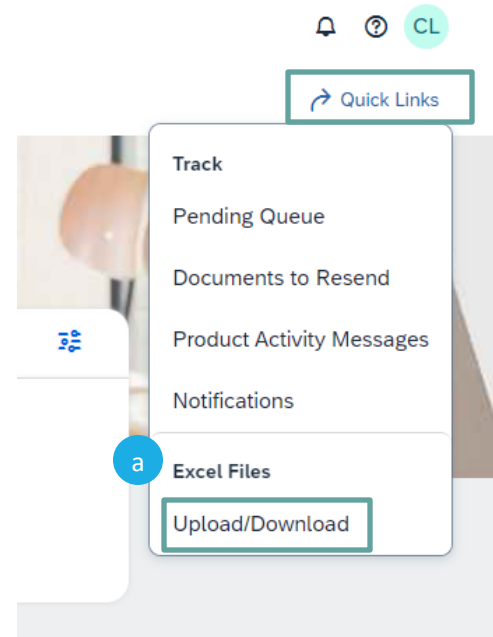
Process Reminder – Order Confirmation & ASN

CM Planners:

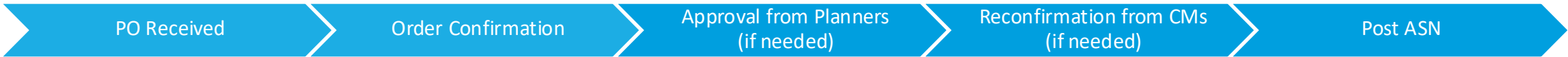
Please share this important information to your logistic teams



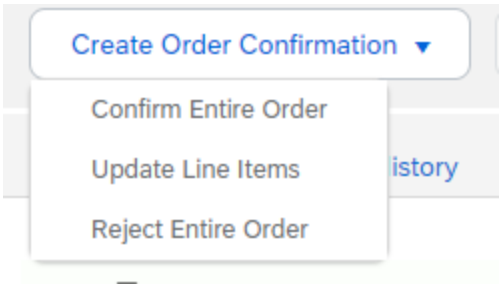
- Before posting ASNs for line items, please make sure that the line items:
 - Have a **'Confirmed – Approved'** status
 - Select upload/download > Create job for Order Confirmation
 - Filter by Current Status column: 'Confirmed – Approved'
 - Work with your Logistics team to ensure that it **does not have an ASN that is already posted**
- When posting ASNs, **only** post the **specific line items** that have the confirmed status.



Process Reminder – Order Confirmation & ASN



Any order confirmation or ASN posted that **does not follow this process** will cause the PO Order Confirmation to face the following error in Ariba SCC:

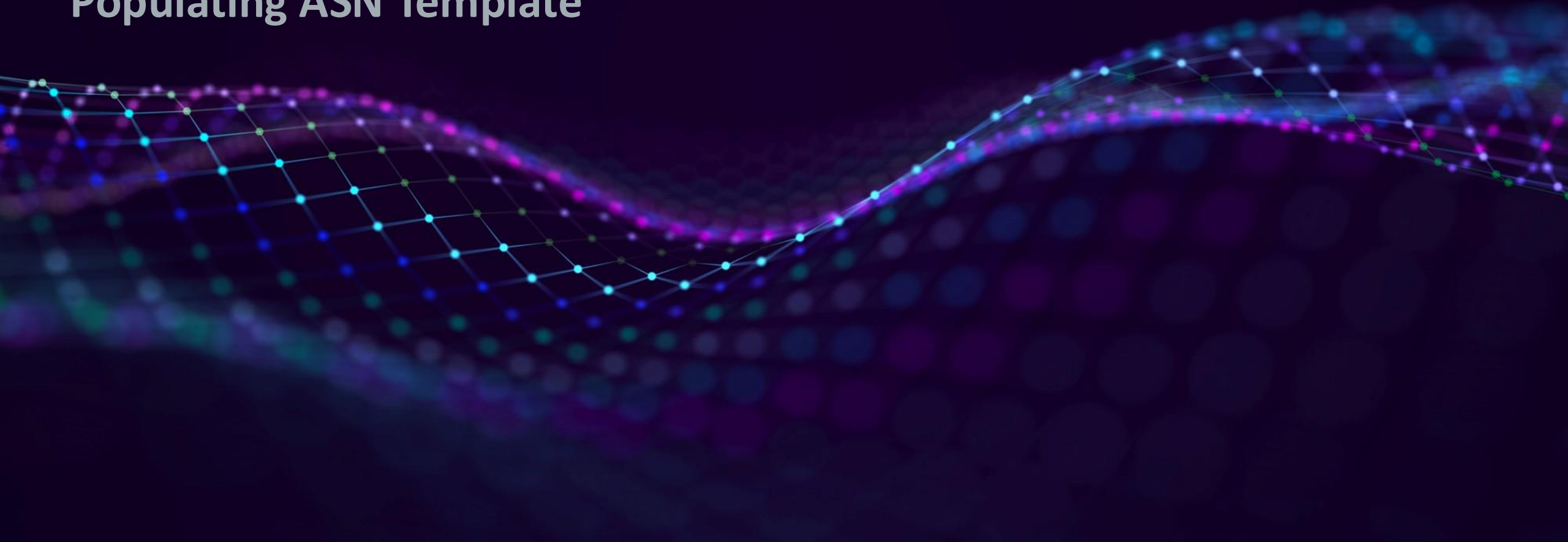


	A	B	C	D	E	F	G	H
1	Results							
2								
3	Excel upload failed with the following errors							
4								
5	Cannot invoke "String.hashCode()"							
6								
7	There were errors found in the uploaded excel file. Please fix and re-upload.							

Should you face this error, please reach out to your Production Planners to raise an Incident ticket and unblock this PO.

Order Confirmation

Populating ASN Template



Order Confirmation

Preparing ASN Template – Items to Ship

To identify POs that need are near Cargo Ready Date:

1. Navigate to Orders > Orders and Releases > Items to Ship tab
2. Toggle filter for 'Need by date' to view POs with upcoming Cargo Ready Dates and click on Apply
3. View POs that need to be prepared for Cargo Ready Date

1

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' (highlighted) and 'Order Inquiries'. Below the menu, the 'Orders' dashboard displays six metrics for the 'Last 31 days' period: 20 Orders, 60 Items to confirm, 33 Items to ship (highlighted), 0 Return items, 11 New orders, and 1 Changed orders.

2


The screenshot shows the 'Items to Ship (33)' filter section. It includes fields for 'Customers' (with a 'Select or type selections' button), 'Order numbers' (with a 'Type selection' button and radio buttons for 'Partial match' and 'Exact match'), and 'Creation date' (set to 'Last 31 days'). The 'Need by date' dropdown menu is open, showing options: 'Next 7 days' (highlighted), 'None', 'Today', 'Last 7 days', 'Next 7 days', and 'Next 14 days'. There are 'Apply' and 'Reset' buttons on the right, and a 'Create ship notice' button at the bottom left.

Purchase Order

Order Confirmation

Order Confirmation

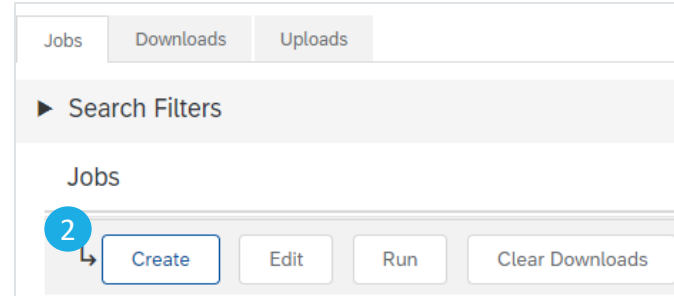
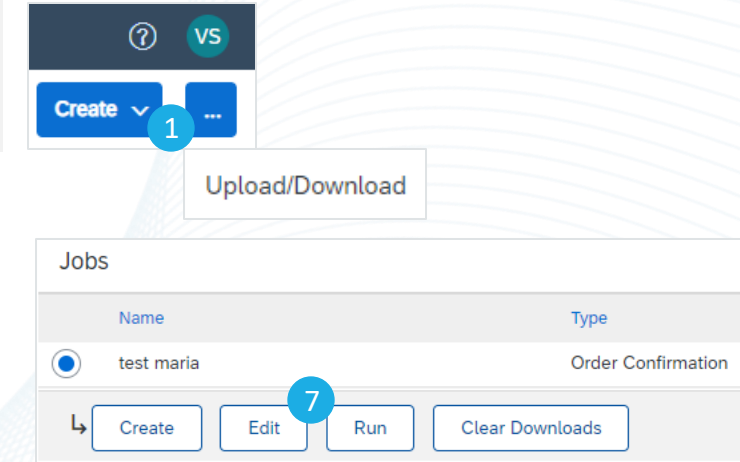
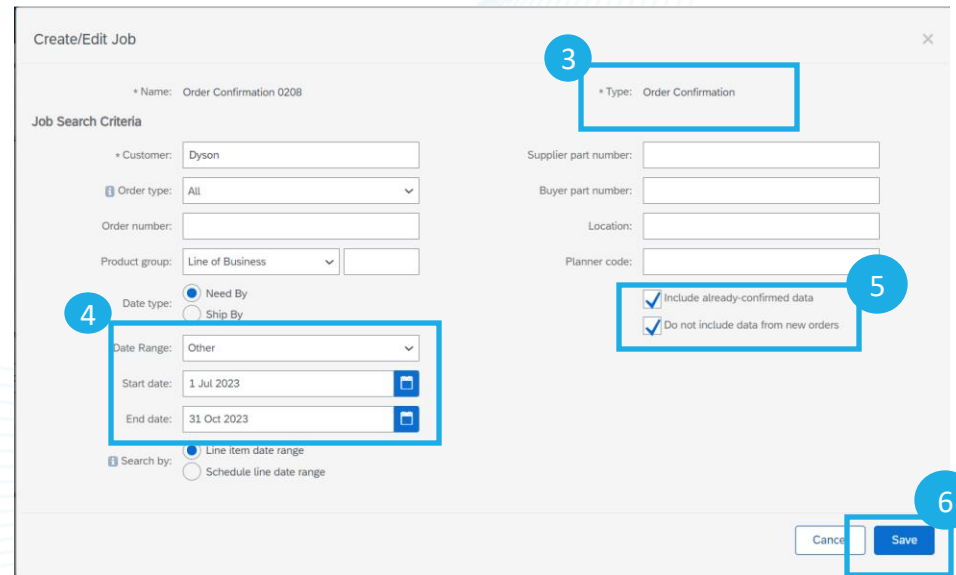
Preparing ASN Template – Create OC Report

1. From the Homepage: Click  button and select Upload/ Download.
2. In the Jobs section, click 'Create' button.
3. Prepopulate all mandatory fields. Set a type as Order confirmation.
4. Make sure you select "Others" under "Date Range" and input the Start/End Cargo Ready Date required
5. Select 'include already-confirmed data' and 'Do not include data from new orders'
6. Once done, save it.
7. 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.

Order Confirmation will be done in Ariba, but ASN will remain as current process through EDI.

When creating the ASNs, you need to ensure that only the **confirmed line items** are in the ASN

Purchase Order

Order Confirmation

Order Confirmation

Preparing ASN Template – Run OC Report

8. The report will appear in the Download sub-tab.
9. Use **Refresh Status button** to update report status to Completed.
10. Once a report is completed, download by clicking on the **icon on right hand** of the screen.

The screenshot displays the 'Downloads' tab in the Order Confirmation section. At the top, there are tabs for 'Jobs', 'Downloads' (selected), and 'Uploads'. Below the tabs is a 'Search Filters' section. The main area shows a table of downloads with columns: Job Name, Type, Last Run (with a downward arrow), Last Run By, Status, and File. The table contains three rows of data, all with a status of 'Completed'. A blue button labeled 'Refresh Status' is located at the bottom left of the table area. A yellow box highlights the 'Status' column, and a blue circle with the number '10' is placed near the download icons in the 'File' column.

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

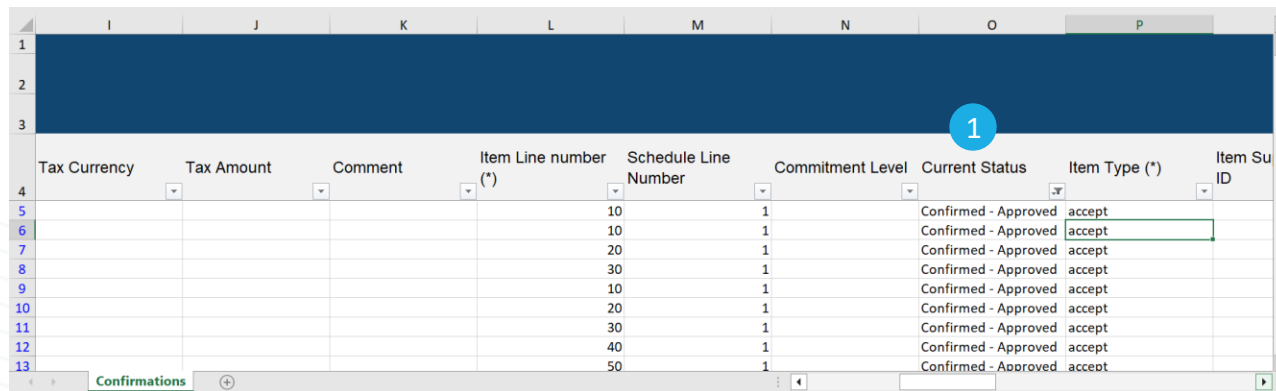
Purchase Order

Order Confirmation

Order Confirmation

Preparing ASN Template – Viewing Data

1. Using the report downloaded, filter Current Status as 'Confirmed – Approved'
2. Based on filtered line information, fill in ASN template with corresponding SKU, quantity, and date.



	I	J	K	L	M	N	O	P
1								
2								
3								
4	Tax Currency	Tax Amount	Comment	Item Line number (*)	Schedule Line Number	Commitment Level	Current Status	Item Type (*)
5				10	1		Confirmed - Approved	accept
6				10	1		Confirmed - Approved	accept
7				20	1		Confirmed - Approved	accept
8				30	1		Confirmed - Approved	accept
9				10	1		Confirmed - Approved	accept
10				20	1		Confirmed - Approved	accept
11				30	1		Confirmed - Approved	accept
12				40	1		Confirmed - Approved	accept
13				50	1		Confirmed - Approved	accept

Note: Please make sure to use the latest version of the template available through the Portal.

Purchase Order

Order Confirmation

Thank you!

