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

Supplier Manual
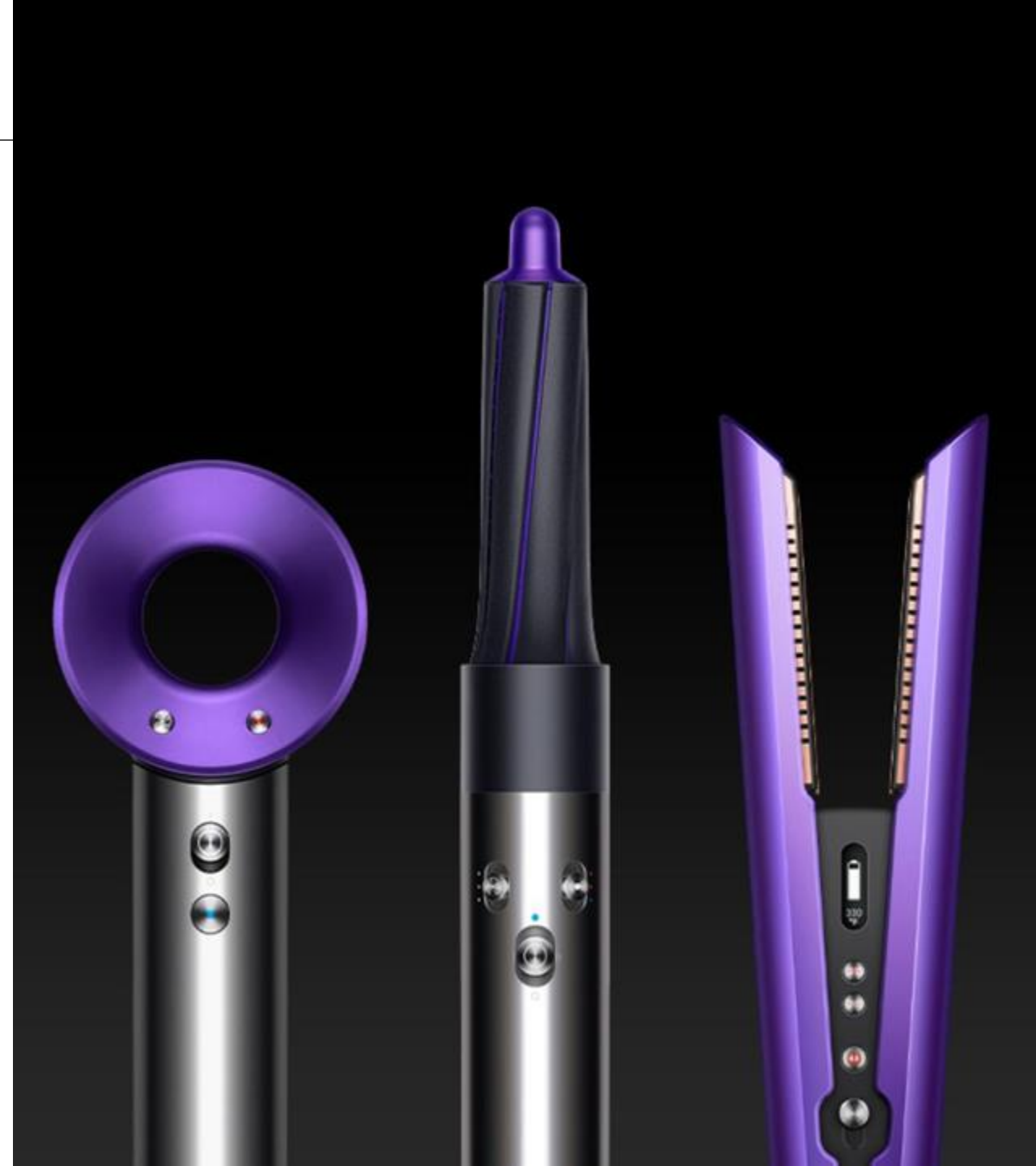
2024

dyson   accenture   SAP

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

Shows up as a locked horizon in Ariba Forecast Collaboration

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

*Frozen commit exception
556C SKUs: +2W

Procure to Pay Collaboration

Purchase Order Collaboration

Receive and Review PO	Provide Order Confirmation	Submit ASN*	Submit Invoice*

SAP Business Network

SAP Business Network

All CMs view POs in Ariba.

Option to accept, change, reject. Dyson will approve requested changes and a change order will be provided, if approved.

EDI ASN transmission or manual

EDI Invoice transmission or manual
Payment advice via email
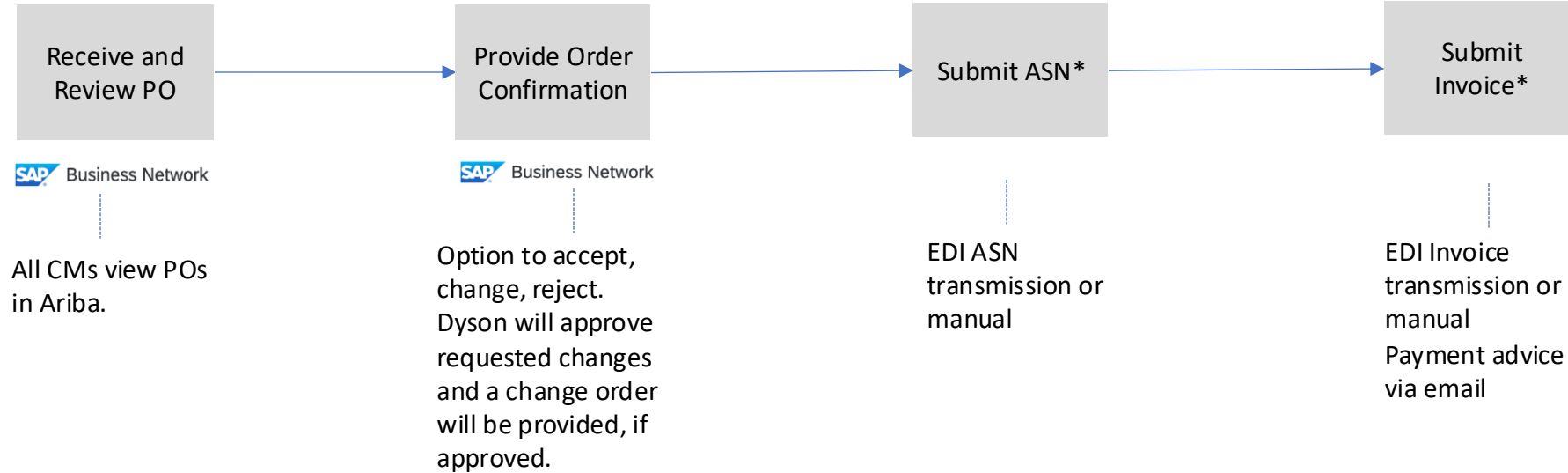
PO Collaboration – One Collaboration Platform:
1. PO visibility
2. Order Confirmation

***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

| Goods Ownership | CM | | | DYSON | | |

Physical Location: CM Shop Floor | CM Warehouse | Transit - Road / Sea / Air | Destination Port | Market Hub/DC

Build Time — QA — CM Warehousing — Transportation — Market Warehousing

① Planning & PO Issue
Build Start
Build End
Goods move to Warehouse Re-Palletization, Staging
Container Loading
Road, Sea, Air Freight
GR Processing

Physical Goods Status:
Goods being manufactured
Current Goods considered "Ready"
Future Goods considered "Ready"
Goods considered "Ready to ship"
Goods considered "Picked up" "Dispatch Date"
Goods considered "Delivered"

SAP Objects:
② Dyson PO - created with an "Estimated Cargo Ready date"
CM WO - created, Build Start. Include inventory (quantity/sku) "Ready To Ship"
③ CM OC for "Cargo Ready date"
CM ASN + Dyson ASN - created with all relevant shipment data

With PO quantity and CRD, shipments & containers will be planned and booked.

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 Steps to capture Cargo Ready date:

① Planning & Issue PO to CM

② Order Confirmation by CM with Est Cargo Date

③ Order Confirmation by CM with Actual Cargo Ready Date

Process flow (Non-Pilot)

Category	Documents from Dyson	Documents from CMs
Forecast Collaboration	• Forecast numbers from Dyson in weekly buckets across 60 months	• Forecast commits from CMs for the next 12 months (minus frozen period)
Order Collaboration	• Purchase Orders released from Dyson on weekly basis	• Purchase Order Confirmation on new/changed PO

General Ariba Navigation

Ariba Navigation

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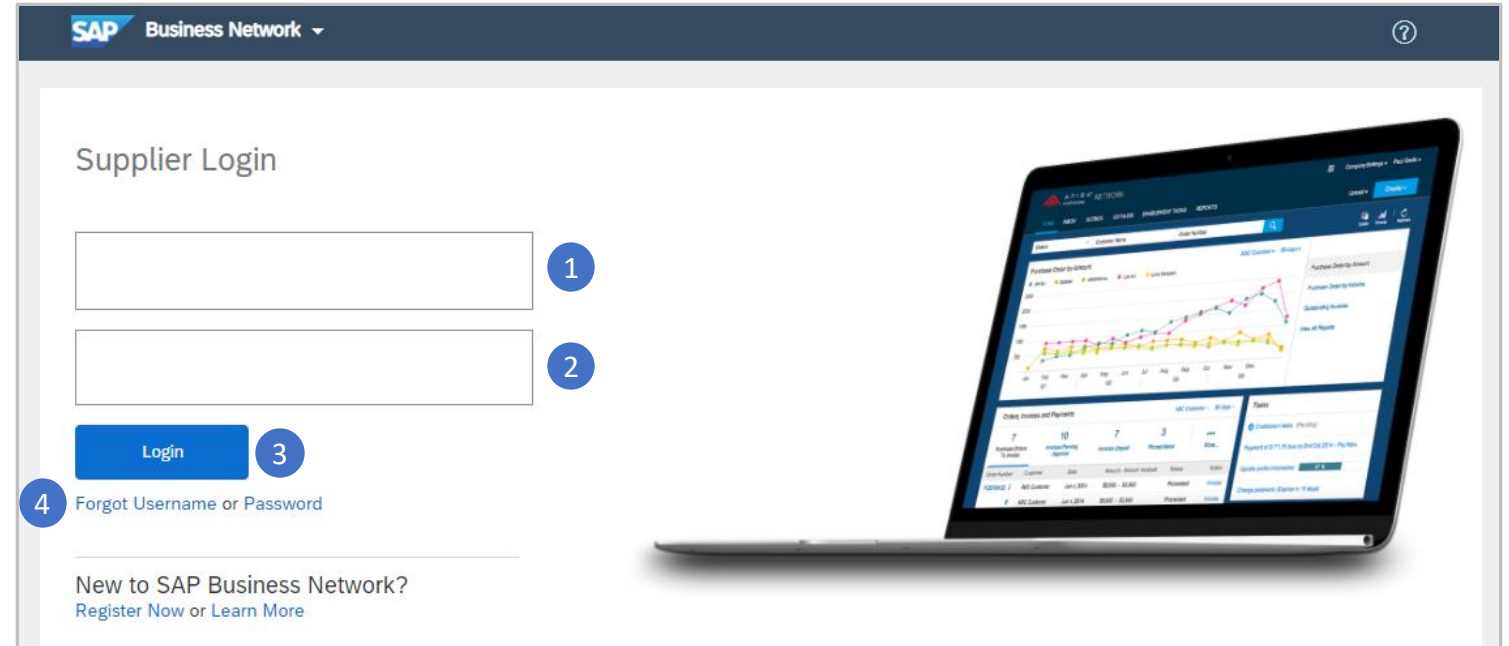
Forgot Username or Password
   1) Enter your **email OR username**
   2) Click **Submit**
   3) An email from Ariba Commerce Cloud will be sent to the registered email address

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 you 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
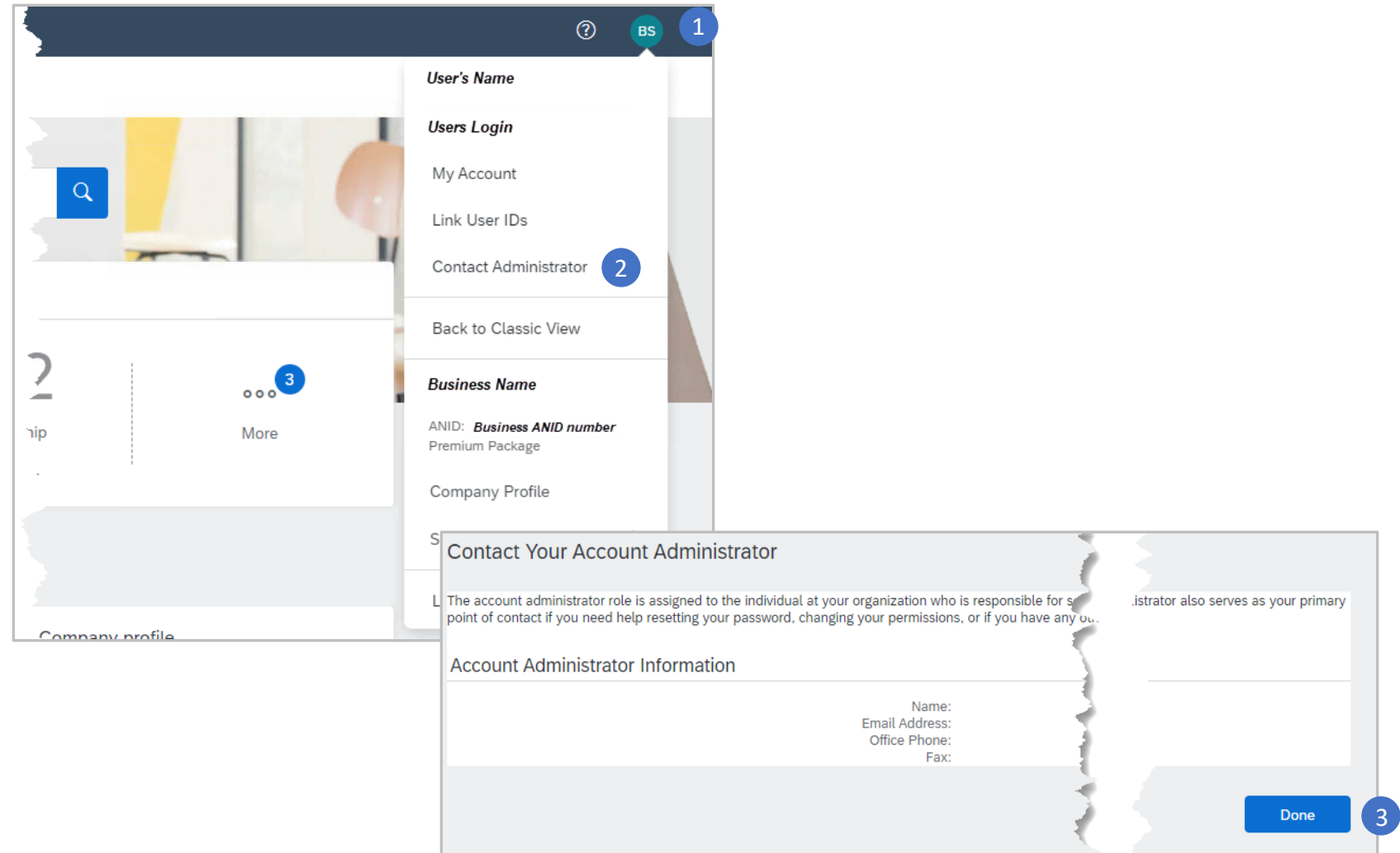
Ariba Navigation
Accessing "My Account"

❖ 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 and 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
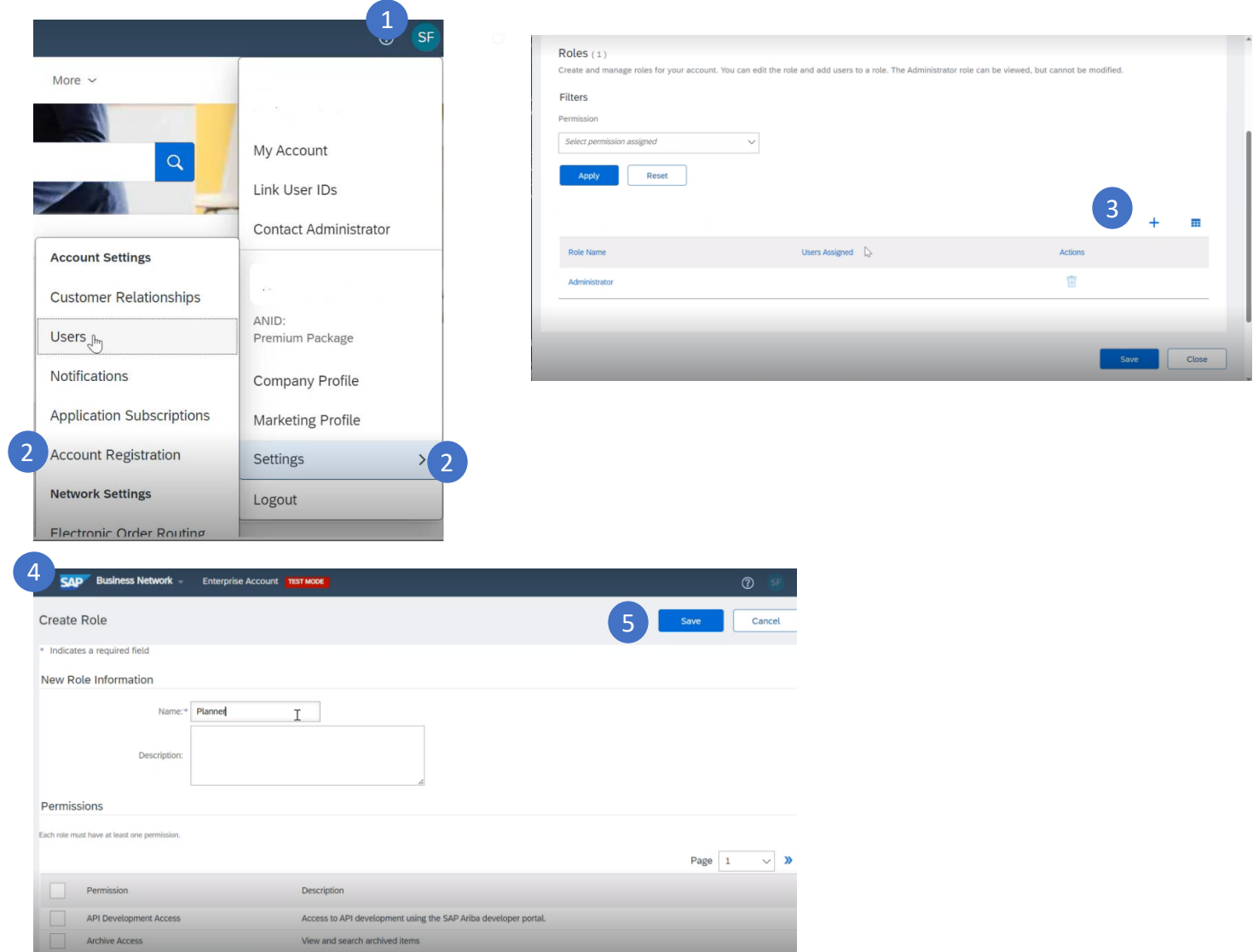
Ariba Navigation

Setting up accounts

Ariba Navigation

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.

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.
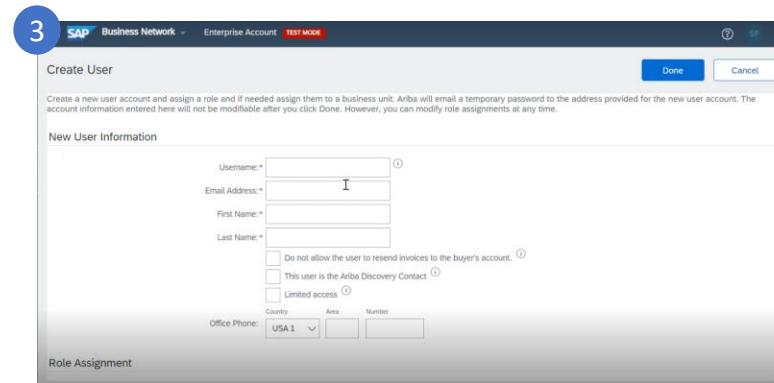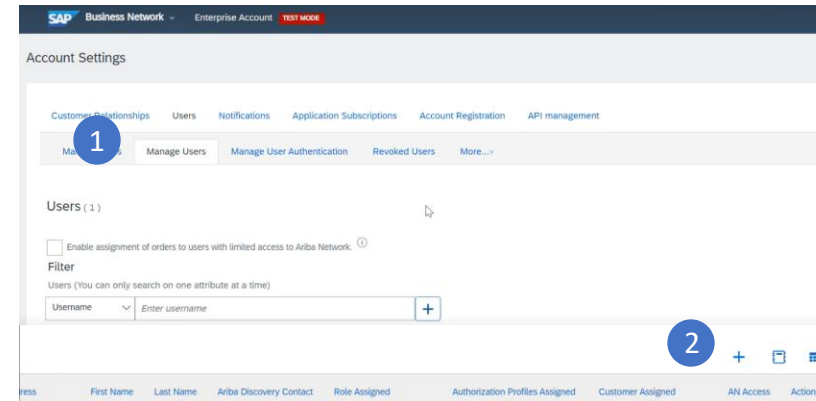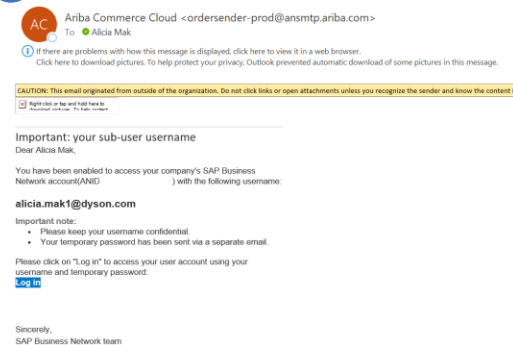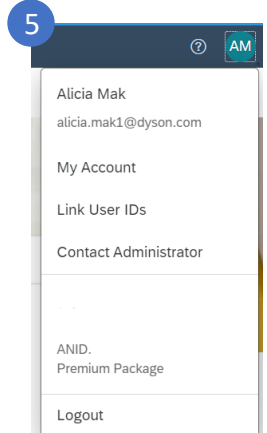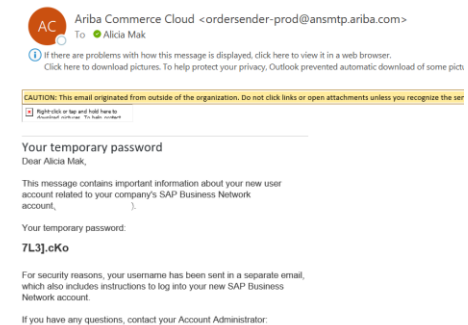
Ariba Navigation

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
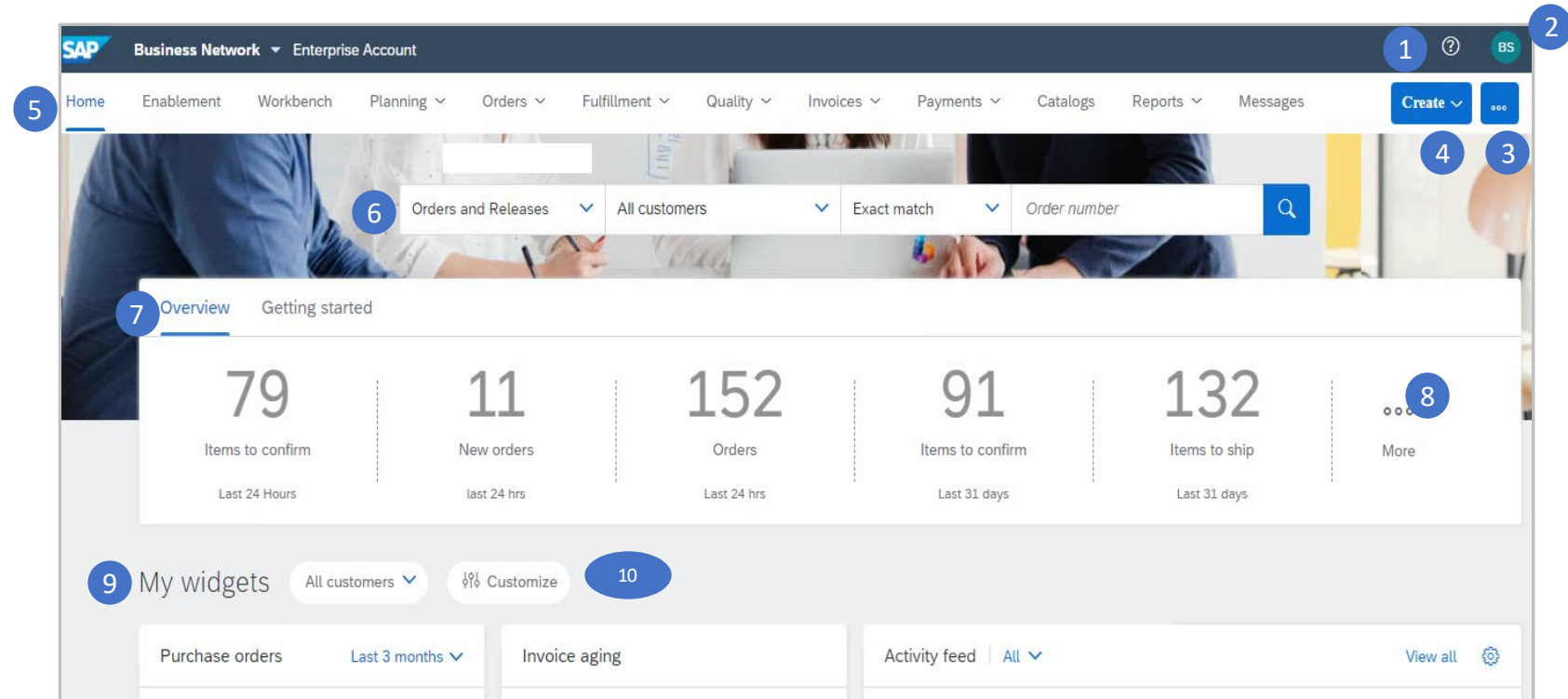
Seller Dashboard/Home page

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

Ariba Discovery
Ariba Proposals & Questionnaires
Ariba Contract Management
SAP Business Network

Orders and Releases
Order Inquiries

Review
Inspection
Notification
Settings

Early Payments
Scheduled Payments
Remittances

SAP | **Business Network** ▾ | Enterprise Account

Home | Enablement | Workbench | Planning ⌄ | Orders ⌄ | Fulfillment ⌄ | Quality ⌄ | Invoices ⌄ | Payments ⌄ | Catalogs | Reports ⌄ | Messages

Forecast
Planning Collaboration
Capacity Collaboration
Sales Report

Order Confirmations
Service Sheets
Time and Expense Sheets
Ship Notices
Transport Requests
Transport Confirmations
Goods Receipts
Extended Collaboration
Product Replenishment
Sales Orders
Drafts

Invoices
Credit Memos
Debit Memos
Timestamp Verification
Drafts

Reports

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 [More] 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 or order and invoices
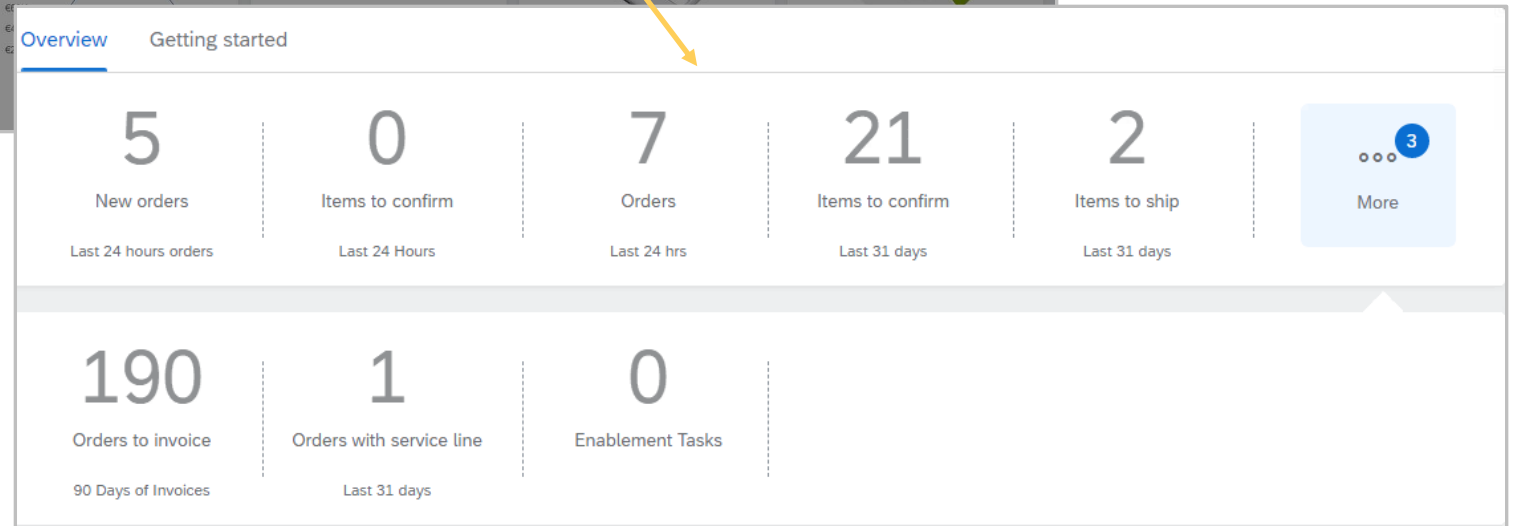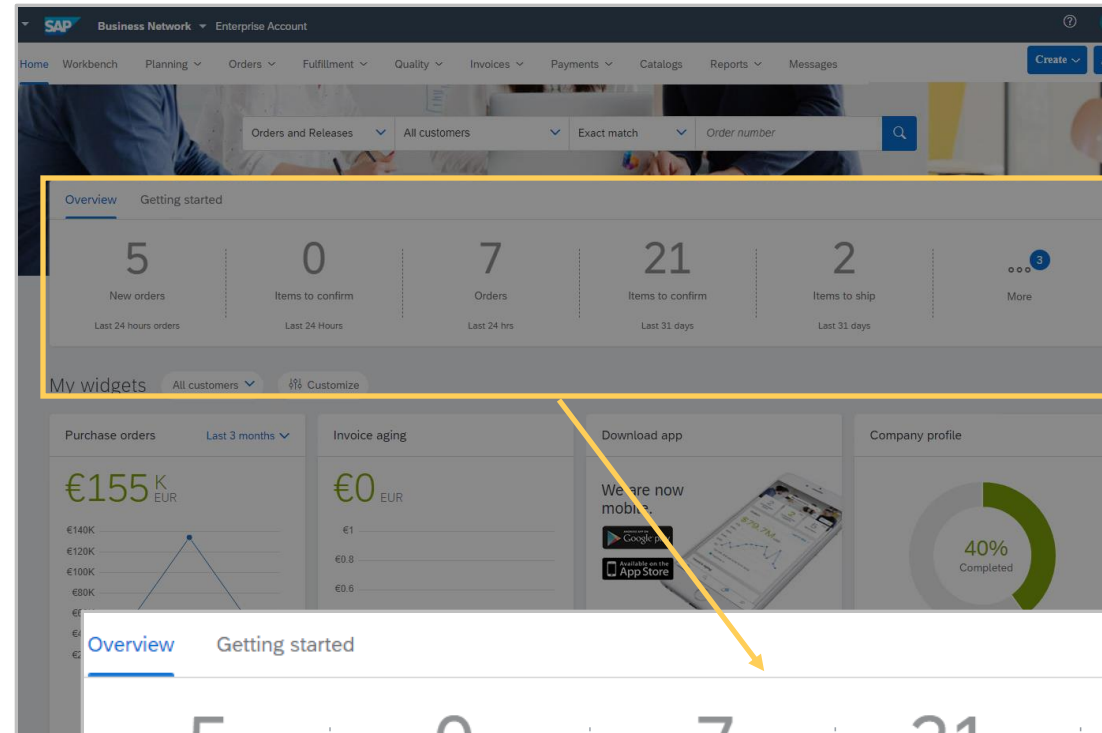
Seller Dashboard/Home page
My Widgets

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
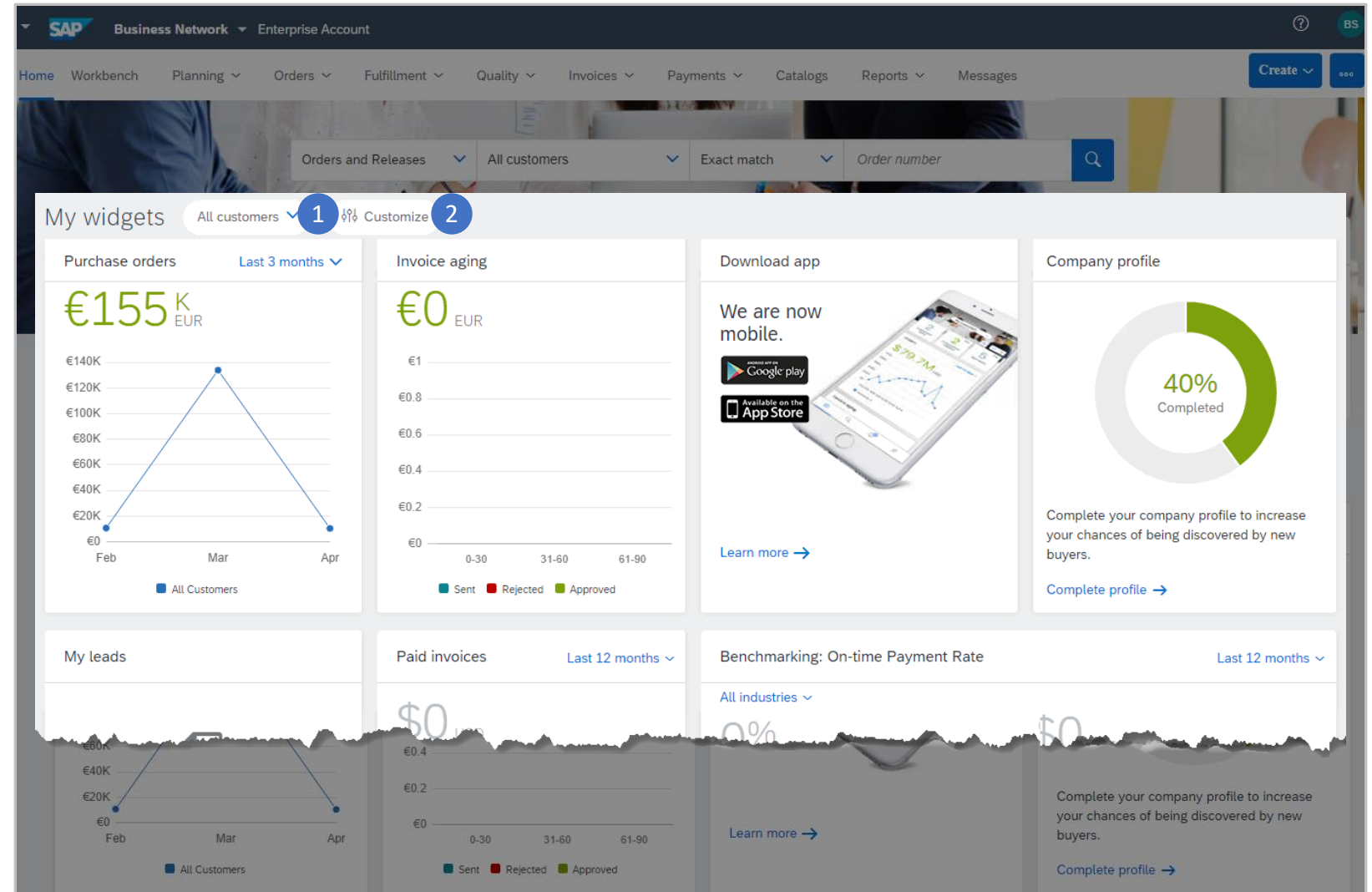
Seller Dashboard/Home page
Customize My Widgets – How to Add or Remove Tiles

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.
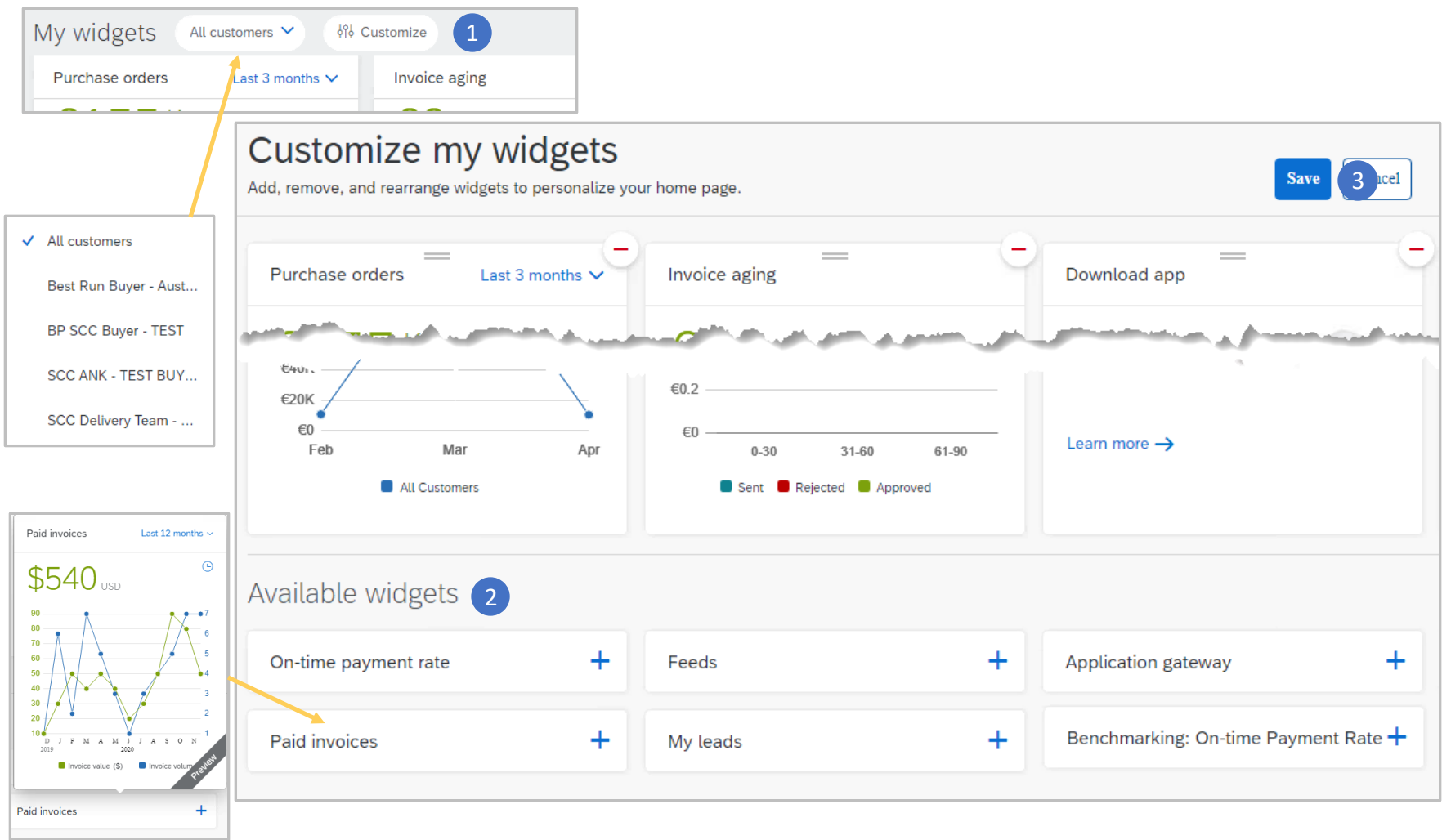
Seller Dashboard/Home page
… (More) Selection Overview

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

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
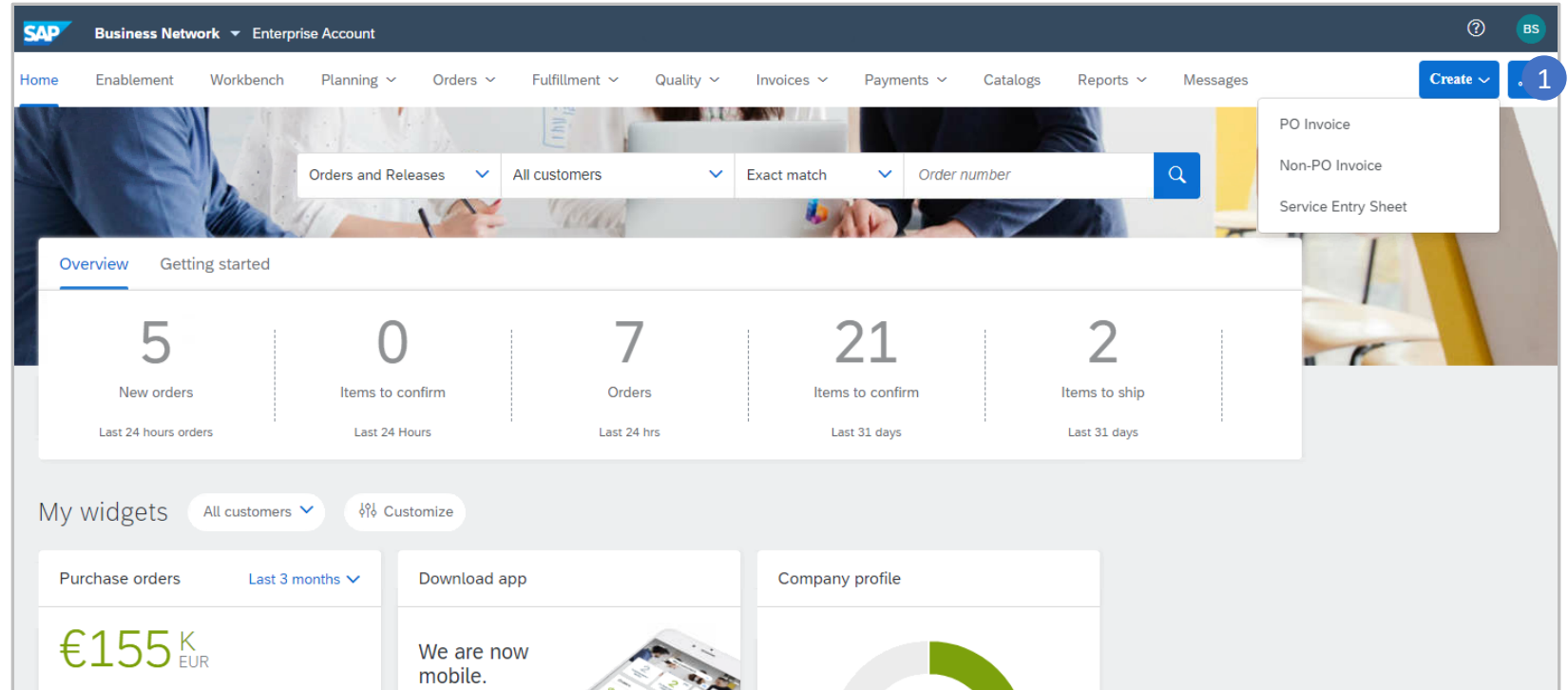
Ariba Navigation
SAP Network Account Configuration

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.

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.

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

1 View Forecast Data

2 Edit forecast qty before committing

3 Input reasons for shortfall

4 Commit to given forecast quantities

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)
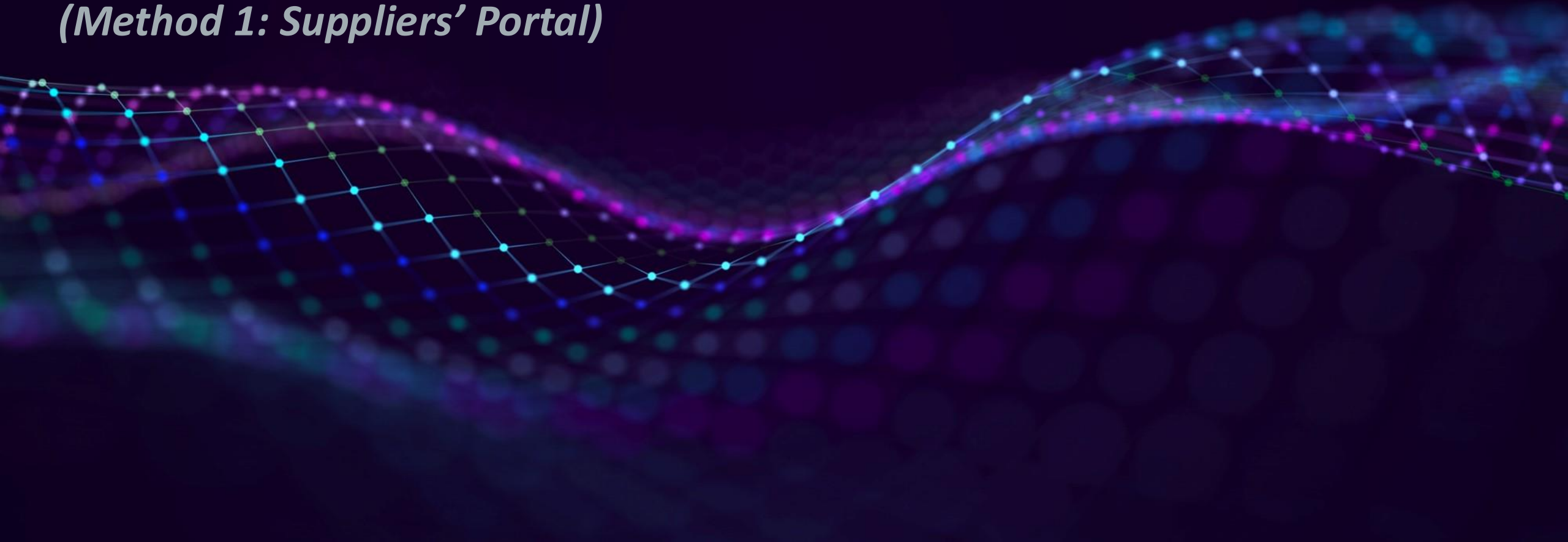
View Forecast Data
Via Suppliers' Portal (1/4)

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

| | View Forecast Data | Edit Forecast Quantity | Input Shortfall Reasons | Commit to Forecast Quantity |

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.

Division code
Finished Goods: 01
Spares: 02
Accessories: 03

Customer	Customer part no.	Business Stream	Category	Division	Model	Product Name	Project	Customer location	Last customer update	Last supplier update
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

View Forecast Data | Edit Forecast Quantity | Input Shortfall Reasons | Commit to Forecast Quantity

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 > Edit Forecast Quantity > Input Shortfall Reasons > Commit to Forecast Quantity

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.

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

View Forecast Data

12. Selected forecast will be displayed.

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

| View Forecast Data | Edit Forecast Quantity | Input Shortfall Reasons | Commit to Forecast Quantity |

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.

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

| 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.

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

Forecast Portal

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

View Forecast Data
Via Excel (1/5)

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 |

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.

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

Create/Edit Job

* Name:	Forecast Data
Type:	Forecast

Job Search Criteria

* Customer:	Dyson	Program code:	
Supplier part number:		Planner code:	
Buyer part number:		Part category:	
Product family:		Part type:	
Product sub-family:		Manufacturing type:	
Location:		Line of business:	
Customer view :	All Views	* Time period:	Weekly
Business Stream:		Years to download:	1
Category:		Buyer last modified:	
Division:		Supplier last modified:	
Model:			
Product Name:			
Project:			

☑ Download planning item attributes on all rows
☑ Prepopulate Commit time series quantities with Forecast quantities

Cancel   Save

View Forecast Data | Edit Forecast Quantity | Input Shortfall Reasons | Commit to Forecast Quantity

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.

View Forecast Data

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 downloaded.

Jobs	Downloads	Uploads	Configure 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	⤓
Forecast Data	Forecast	⤓	14 Jun 2023 12:45:14 AM	Planner Role SIT	Completed	⤓

View Forecast Data	Edit Forecast Quantity	Input Shortfall Reasons	Commit to Forecast Quantity

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

| 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 ANID	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	Part category
AN01394592835-T	Dyson	381513-01		SV11 V7 Motorhead El DYSON		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	14469	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 Previous forecast	0	-498	-509	-641	-641	-641	-641	-641	-641	-641	-641	-641	-641	-641
Cumulative previous fc	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	14469	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														
pments														
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)).

View Forecast Data ➤ Edit Forecast Quantity ➤ Input Shortfall Reasons ➤ Commit to Forecast Quantity

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.

View Forecast Data	Edit Forecast Quantity	Input Shortfall Reasons	Commit to Forecast Quantity

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.

1. 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".

* 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"

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*'

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.

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

2

Purchase Order

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
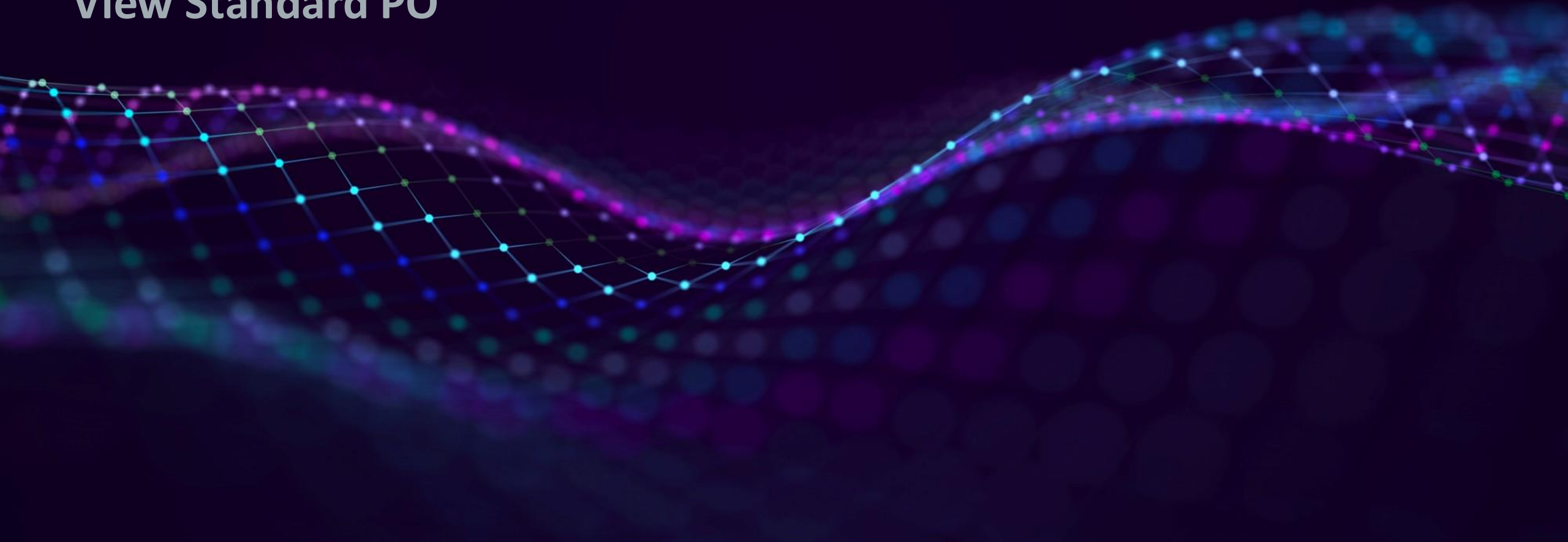
Purchase Order
View PO in Supplier Portal (1/5)

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".

Purchase Order

Order Confirmation

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.

Purchase Order

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

	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
8	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		⋯

Purchase Order | Order Confirmation

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 | Order Confirmation

Purchase Order

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

Purchase Order ▸ Order Confirmation

Purchase Order

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.

Purchase Order

View SubCon PO

Purchase Order

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)**

Purchase Order ▶ Order Confirmation

Purchase Order

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.

Purchase Order | Order Confirmation

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.

Purchase Order → Order Confirmation

Purchase Order

View Return PO

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 | Order Confirmation

Purchase Order

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.

Purchase Order | Order Confirmation

Purchase Order

View Rejected PO

Purchase Order

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.

Purchase Order

Order Confirmation

Purchase Order

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.

Purchase Order | Order Confirmation

Purchase Order

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

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.

Purchase Order

How to read Ariba Network PO Statuses
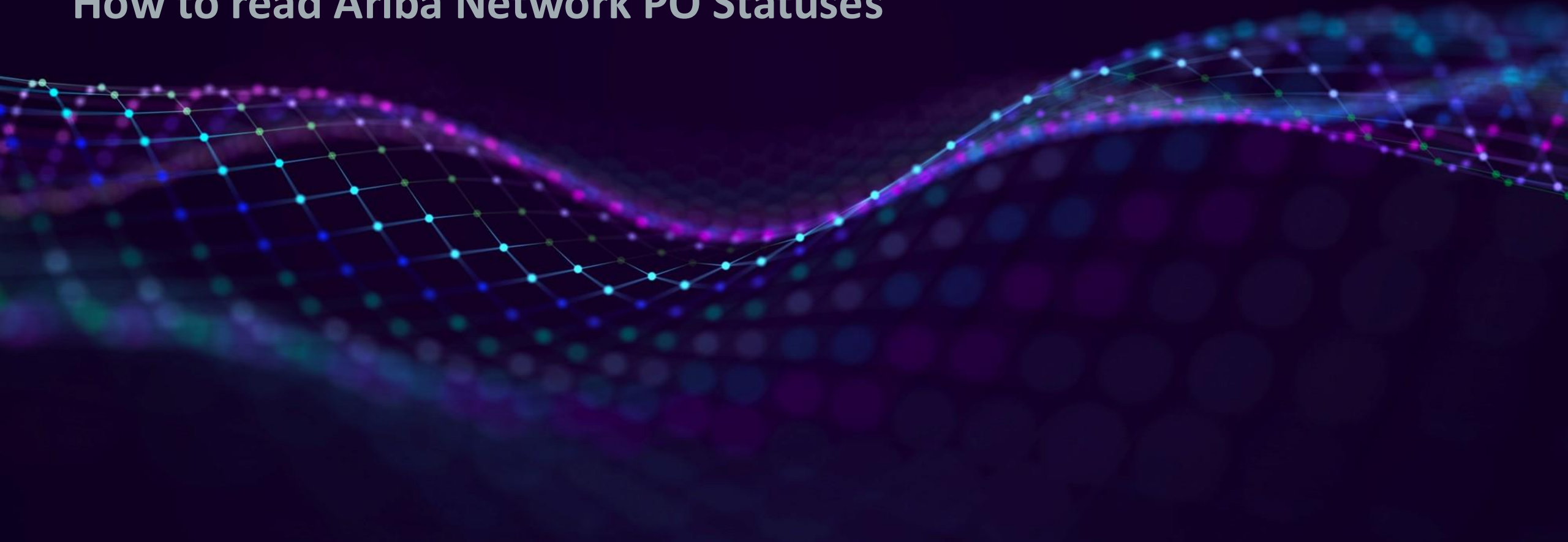
Purchase Order
Order Status

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

*Sample POs are from test system and may not reflect correct values in PO. These are shared for reference and understanding purpose only

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"

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"

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"

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

Purchase Order　　Order Confirmation

Purchase Order

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)

Purchase Order | Order Confirmation

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)
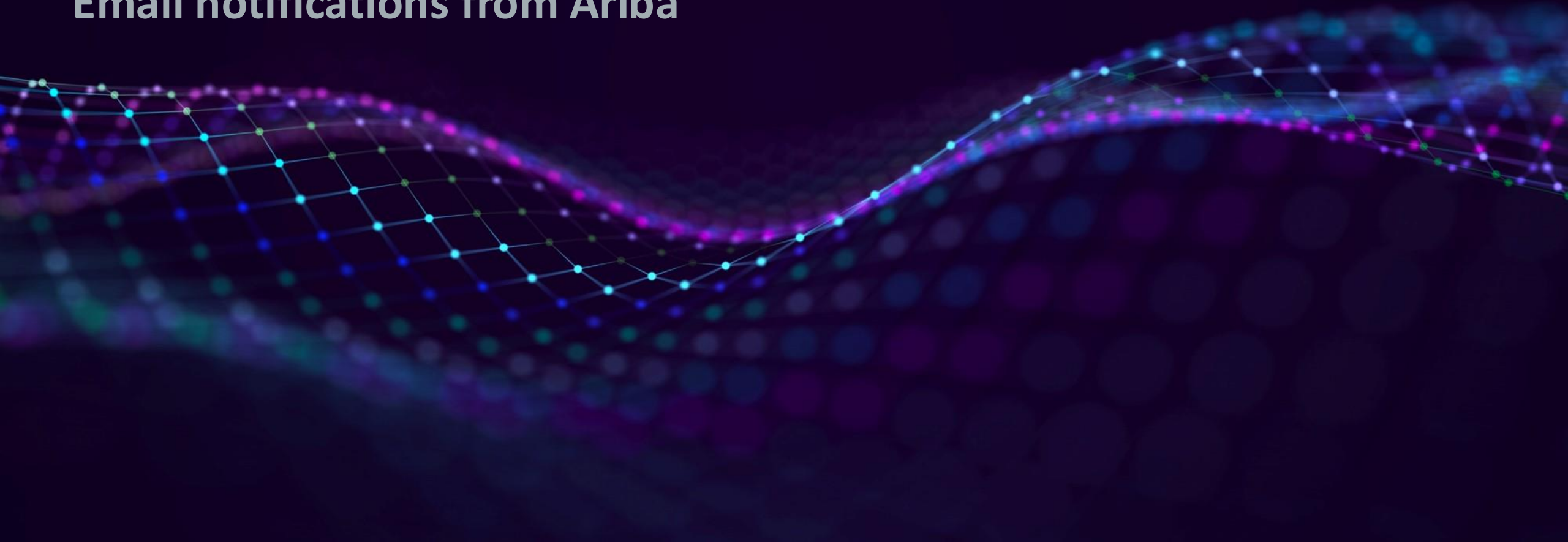
SAP Ariba
PO Level

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 T
9504105274	Dyson	AN01394592835-T	Yes		Changed	MYR	106,200.28		1 Aug 2023 11:09 AM	Sent	Changed	No	Invoice	106,200.28	0.00	No					Trust Industries	Muroc
9504105282	Dyson	AN01394592835-T	Yes		Changed	MYR	129,364.18		1 Aug 2023 10:37 AM	Sent	Received	No	Invoice	129,364.18	0.00	No					Kuhne & Nagel (AG	40 Har
9504105267	Dyson	AN01394592835-T	Yes		Changed	MYR	117,018.47		1 Aug 2023 10:16 AM	Sent	Changed	No	Invoice	117,018.47	0.00	No					Kuhne & Nagel (AG	40 Har
9504104990	Dyson	AN01394592835-T	Yes		Changed	MYR	106,200.29		31 Jul 2023 5:09 AM	Sent	Changed	No	Invoice	106,200.29	0.00	No					Trust Industries	Muroc
9504105035	Dyson	AN01394592835-T	Yes		Changed	MYR	12,933.89		28 Jul 2023 12:42 PM	Sent	Received	No	Invoice	12,933.89	0.00	No					Kuhne & Nagel (AG	40 Har
9504105006	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.82		28 Jul 2023 10:15 AM	Sent	Shipped	No	Invoice	3,965.82	0.00	No					Trust Industries	Muroc
9504105003	Dyson	AN01394592835-T	Yes		Changed	MYR	128,107.76		28 Jul 2023 9:29 AM	Sent	Changed	No	Invoice	128,107.76	0.00	No					Trust Industries	Muroc
9504105002	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.83		28 Jul 2023 9:24 AM	Acknowledged	Partially Received	No	Invoice	3,965.83	0.00	No					Trust Industries	Muroc
9504105000	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.82		28 Jul 2023 8:00 AM	Acknowledged	Received	No	Invoice	3,965.82	0.00	No					Trust Industries	Muroc
9504105207	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:30 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105206	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:23 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105205	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:21 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105204	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105199	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105200	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105202	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105203	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:20 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105194	Dyson	AN01394592835-T	Yes		Original	MYR	418,696.83		27 Jul 2023 4:13 AM	Sent	New	No	Invoice	418,696.83	0.00	No					Dyson Inc Expedito	10 Falc
9504105197	Dyson	AN01394592835-T	Yes		Original	MYR	418,696.83		27 Jul 2023 4:13 AM	Sent	New	No	Invoice	418,696.83	0.00	No					Dyson Inc Expedito	10 Falc
9504105196	Dyson	AN01394592835-T	Yes		Original	MYR	418,696.83		27 Jul 2023 4:13 AM	Sent	New	No	Invoice	418,696.83	0.00	No					Dyson Inc Expedito	10 Falc
9504105198	Dyson	AN01394592835-T	Yes		Original	MYR	1,043,428.31		27 Jul 2023 4:13 AM	Sent	New	No	Invoice	1,043,428.31	0.00	No					Dyson Inc Expedito	10 Falc
9504105183	Dyson	AN01394592835-T	Yes		Original	MYR	418,696.83		27 Jul 2023 4:13 AM	Sent	New	No	Invoice	418,696.83	0.00	No					Dyson Inc Expedito	10 Falc
9504105195	Dyson	AN01394592835-T	Yes		Original	MYR	418,696.83		27 Jul 2023 4:13 AM	Sent	New	No	Invoice	418,696.83	0.00	No					Dyson Inc Expedito	10 Falc
9504097814	Dyson	LFL AN01394592835-T	Yes		Changed	MYR	874,650.33		27 Jul 2023 3:11 AM	Acknowledged	Received	No	Invoice	874,650.33	0.00	No					LFL Suzhou Distrib	No 88
9504104861	Dyson	AN01394592835-T	Yes		Changed	MYR	0.00		26 Jul 2023 11:21 AM	Sent	Changed	No	Invoice	0.00	0.00	No					Trust Industries	Muroc
9504104930	Dyson	AN01394592835-T	Yes		Changed	MYR	3,239.87		26 Jul 2023 8:22 AM	Sent	Confirmed	No	Invoice	3,239.87	0.00	No					Trust Industries	Muroc
9504105039	Dyson	DHL AN01394592835-T	Yes		Changed	MYR	3,965.83		26 Jul 2023 8:00 AM	Sent	Partially Confirmed	No	Invoice	3,965.83	0.00	No					DHL Supply Chain I	Building
9504104908	Dyson	AN01394592835-T	Yes		Changed	MYR	169,248.80		26 Jul 2023 5:16 AM	Sent	Confirmed	No	Invoice	169,248.80	0.00	No					Trust Industries	Muroc
9504105145	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.82		25 Jul 2023 11:59 AM	Sent	Partially Confirmed	No	Invoice	3,965.82	0.00	No					Ekol Lojistik A.Ş.-	Akse N
9504105114	Dyson	Ekol AN01394592835-T	Yes		Changed	MYR	150,000.00		25 Jul 2023 11:17 AM	Sent	Shipped	No	Invoice	150,000.00	0.00	No					Kuhne & Nagel (AG	40 Har
9504104916	Dyson	AN01394592835-T	Yes		Changed	MYR	34,389.93		25 Jul 2023 11:12 AM	Sent	Received	No	Invoice	34,389.93	0.00	No					Trust Industries	Muroc
9504105029	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.82		25 Jul 2023 10:51 AM	Acknowledged	Received	No	Invoice	3,965.82	0.00	No					White DHL LifeStyle	6 eme
9504104911	Dyson	AN01394592835-T	Yes		Changed	MYR	8,973.59		25 Jul 2023 10:35 AM	Sent	Shipped	No	Invoice	8,973.59	0.00	No					Trust Industries	Muroc
9504104910	Dyson	AN01394592835-T	Yes		Changed	MYR	5,525.46		25 Jul 2023 9:22 AM	Sent	Partially Confirmed	No	Invoice	5,525.46	0.00	No					ConHuge Foundati	Muroc
9504104832	Dyson	ConHuge AN01394592835-T	Yes		Changed	MYR	1,949.54		25 Jul 2023 7:47 AM	Sent	Confirmed	No	Invoice	1,949.54	0.00	No					White DHL LifeStyle	6 eme
9504104815	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.83		21 Jul 2023 12:05 PM	Sent	Changed	No	Invoice	3,965.83	0.00	No					ConHuge Foundati	Muroc
9504104254	Dyson	AN01394592835-T	Yes		Changed	MYR	8,973.59		21 Jul 2023 9:06 AM	Sent	Shipped	No	Invoice	8,973.59	0.00	No					Dyson Inc Expedito	10 Falc
9504104833	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.82		21 Jul 2023 4:01 AM	Sent	Partially Shipped	No	Invoice	3,965.82	0.00	No					White DHL LifeStyle	6 eme
9504104730	Dyson	AN01394592835-T	Yes		Changed	MYR	84,140.59		19 Jul 2023 9:33 AM	Sent	Changed	No	Invoice	84,140.59	0.00	No					Ekol Lojistik A.Ş.-	Akse N
9504104792	Dyson	AN01394592835-T	Yes		Original	MYR	15,589.98		19 Jul 2023 4:25 AM	Sent	Shipped	No	Invoice	15,589.98	0.00	No					Kuhne & Nagel (AG	40 Har
9504104785	Dyson	AN01394592835-T	Yes		Original	MYR	60,000.00		18 Jul 2023 11:12 AM	Acknowledged	Shipped	No	Invoice	60,000.00	0.00	No					ConHuge Foundati	Muroc
9504104780	Dyson	AN01394592835-T	Yes		Original	MYR	36,346.01		18 Jul 2023 11:09 AM	Acknowledged	Acknowledged	No	Invoice	36,346.01	0.00	No					Ekol Lojistik A.Ş.-	Akse N
9504104779	Dyson	AN01394592835-T	Yes		Original	MYR	3,965.82		18 Jul 2023 9:12 AM	Sent	New	No	Invoice	3,965.82	0.00	No					ConHuge Foundati	Muroc
9504104777	Dyson	AN01394592835-T	Yes		Changed	MYR	20,000.00		18 Jul 2023 8:51 AM	Acknowledged	Shipped	No	Invoice	20,000.00	0.00	No					ConHuge Foundati	Muroc
9504104774	Dyson	AN01394592835-T	Yes		Original	MYR	3,965.83		18 Jul 2023 8:11 AM	Acknowledged	Partially Shipped	No	Invoice	3,965.83	0.00	No					ConHuge Foundati	Muroc
9504104666	Dyson	AN01394592835-T	Yes		Changed	MYR	3,965.82		18 Jul 2023 8:01 AM	Sent	Partially Shipped	No	Invoice	3,965.82	0.00	No					White DHL LifeStyle	6 eme
9504104631	Dyson	AN01394592835-T	Yes		Changed	MYR	3,482.31		18 Jul 2023 6:20 AM	Acknowledged	Confirmed	No	Invoice	3,482.31	0.00	No					White DHL LifeStyle	6 eme
9504104709	Dyson	AN01394592835-T	Yes		Changed	MYR	34,742.69		14 Jul 2023 3:49 AM	Sent	Shipped	No	Invoice	34,742.69	0.00	No					White DHL LifeStyle	6 eme
9900015742	Dyson	AN01394592835-T	Yes		Changed	MYR	12,315.34		14 Jul 2023 2:35 AM	Sent	New	No	Invoice	12,315.34	0.00	No					Kuhne & Nagel (AG	40 Har
9504104645	Dyson	AN01394592835-T	Yes		Changed	MYR	3,302.10		12 Jul 2023 8:52 AM	Acknowledged	Shipped	No	Invoice	3,302.10	0.00	No					Transit - MY	PLO20
9504104788	Dyson	AN01394592835-T	Yes		Original	MYR	-7,432.93		12 Jul 2023 3:07 AM	Acknowledged	Partially Confirmed	No	Invoice	-7,432.93	0.00	No					ConHuge Foundati	Muroc
9504104696	Dyson	AN01394592835-T	Yes		Changed	MYR	10,620.02		11 Jul 2023 6:08 AM	Sent	Returned	No	Invoice	10,620.02	0.00	No					LFL Suzhou Distrib	No 88
9504104711	Dyson	AN01394592835-T	Yes		Changed	MYR	70,441.12		11 Jul 2023 5:29 AM	Acknowledged	Partially Shipped	No	Invoice	70,441.12	0.00	No					LFL Suzhou Distrib	No 88
9504104630	Dyson	AN01394592835-T	Yes		Changed	MYR	1,528,826.52		10 Jul 2023 1:56 PM	Acknowledged	Shipped	No	Invoice	510,392.85	0.00	No					White DHL LifeStyle	6 eme
9504104629	Dyson	AN01394592835-T	Yes		Changed	MYR	510,392.85		10 Jul 2023 11:43 AM	Sent	Changed	No	Invoice	7,524.67	0.00	No					White DHL LifeStyle	6 eme
	Dyson	AN01394592835-T	Yes		Changed	MYR	7,524.67		10 Jul 2023 10:56 AM	Sent	Changed	No	Invoice	3,232.31	4,292.36	No					White DHL LifeStyle	6 eme
	Dyson	AN01394592835-T	Yes		Changed	MYR	7,524.67		10 Jul 2023 10:47 AM	Acknowledged	Partially Invoiced	Yes	Invoice	7,524.67	0.00	No					ConHuge Foundati	Muroc
	Dyson	AN01394592835-T	Yes		Changed	MYR	3,899.08		10 Jul 2023 10:45 AM	Acknowledged	Received	No	Invoice	3,899.08	0.00	No					ConHuge Foundati	Muroc
	Dyson	AN01394592835-T	Yes		Original	MYR	3,899.08		10 Jul 2023 10:45 AM	Sent	New	No	Invoice	3,899.08	0.00	No					ConHuge Foundati	Muroc

Purchase Order → Order Confirmation

Purchase Order

Email notifications from Ariba

Purchase Order
Email Notifications from Ariba

You may also set up to receive email notifications from Ariba on or new/changed purchase order (Up to three emails).

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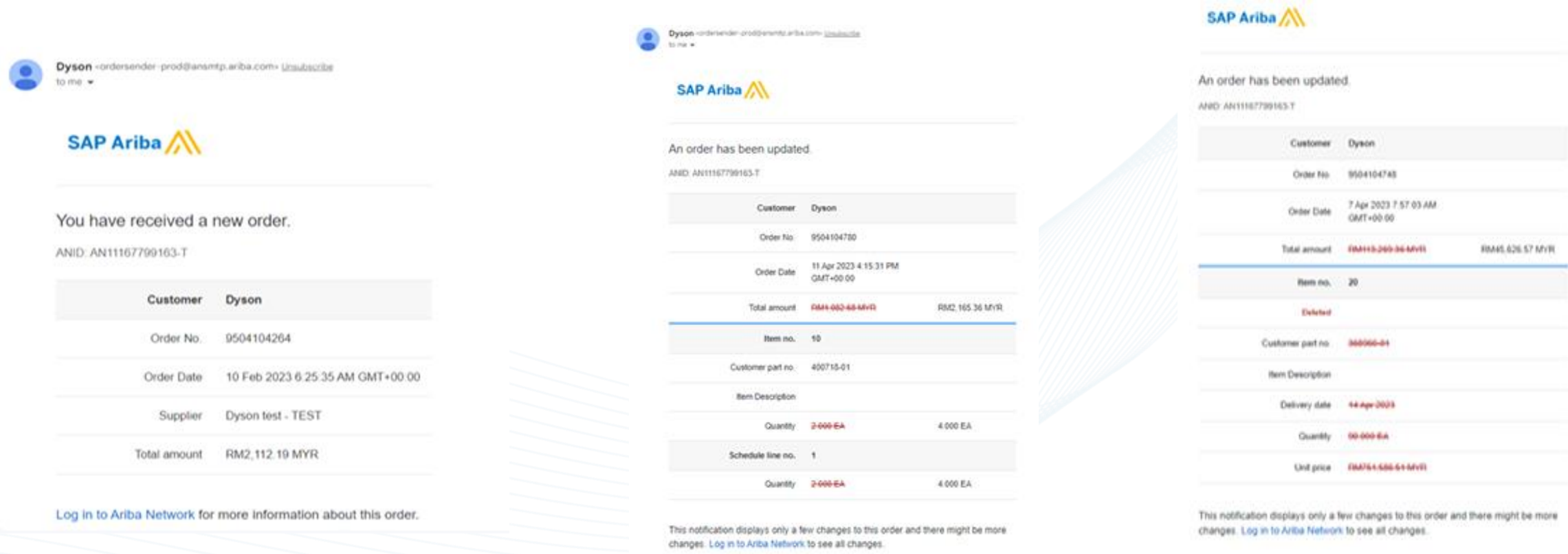
Sample email notifications from Ariba on new and changed purchase orders as shown above.

Purchase Order

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_DMPO3	Ariba sro - TEST	8 Oct 2015	New
20151016_DMPO7	Ariba sro - TEST	8 Oct 2015	New

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

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

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

© 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'.

Order Collaboration Portal Interaction

1 Purchase Order

2 Order Confirmation

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

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

Order Confirmation
General Considerations

- The order confirmation document is sent by suppliers as an **acceptance of a purchase order**.
- The order confirmation is an agreement to fulfil the order as proposed by the Buyer.
- 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.
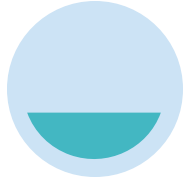
Day	Actions
Thursday (night)	Dyson releases new PO
Friday - Tuesday	CM to review POs and provide order confirmation
Wednesday - Thursday EOD	Planners & CMs to review and approve OC deviation (can be done earlier) CMs to re-confirm if needed

Purchase Order | Order Confirmation

Order Confirmation

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
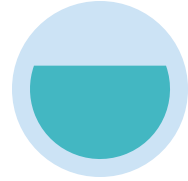
2. Multiple PO Management

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.
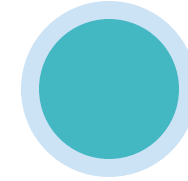
3. Mass OC Upload

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
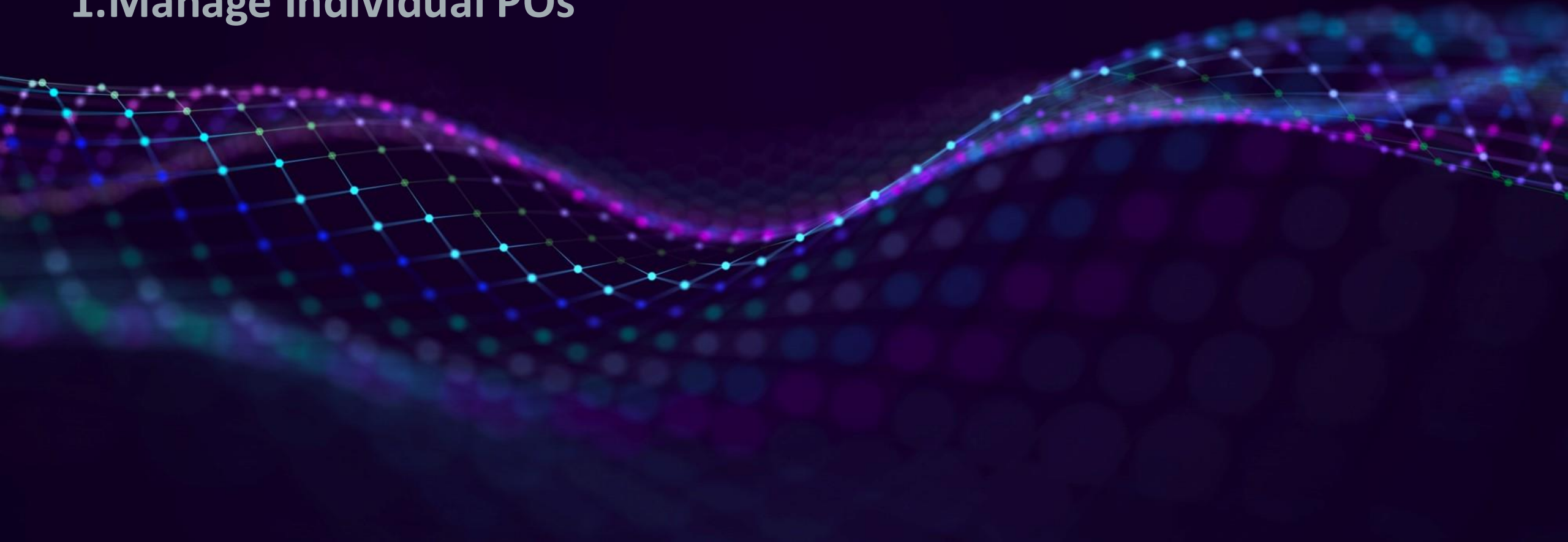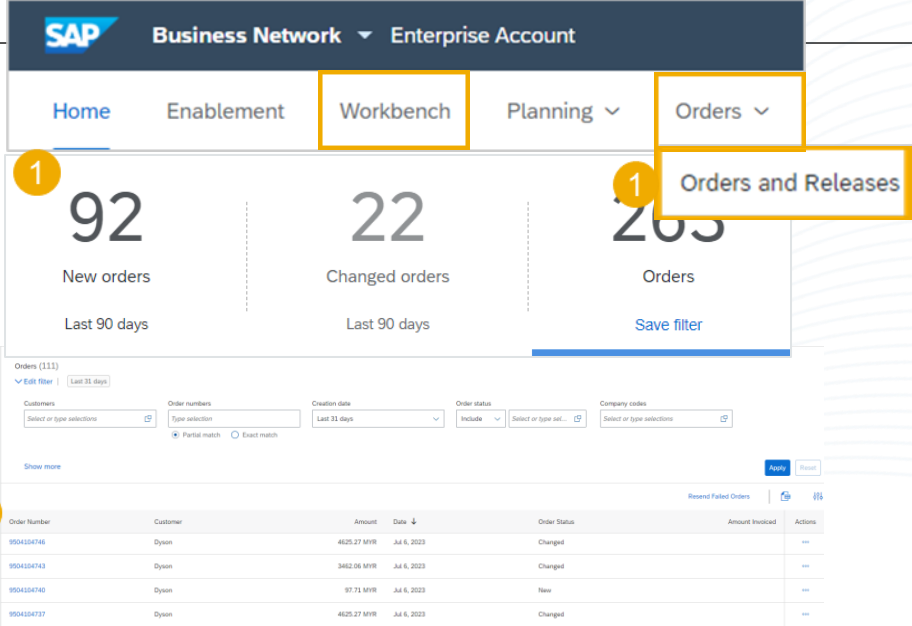
Order Confirmation
Allowed Actions

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.

Purchase Order → Order Confirmation

Order Confirmation

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**.

Purchase Order

Order Confirmation

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

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

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

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
9504104787	Dyson	964.31 MYR	Jul 10, 2023	New		•••

Confirm entire order

Update line items

Reject entire order

Confirming PO

Exit   Next

① Update Item Status
② Review Confirmation

▼ 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. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:
Comments:

* Indicates required field

Purchase Order   Order Confirmation

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'.

Purchase Order

Order Confirmation

Order Confirmation

==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.

Purchase Order | Order Confirmation

==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. ↑	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	Price Unit
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 **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)

Order Confirmation

<mark>This example demonstrates the **Reject Entire Order** option.</mark>

Note: CMs <u>MUST</u> 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	ooo ①

Confirm entire order
Update line items
Reject entire order

Rejecting Entire Order

① Reject
② Review

▼ Order Confirmation Header

② 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

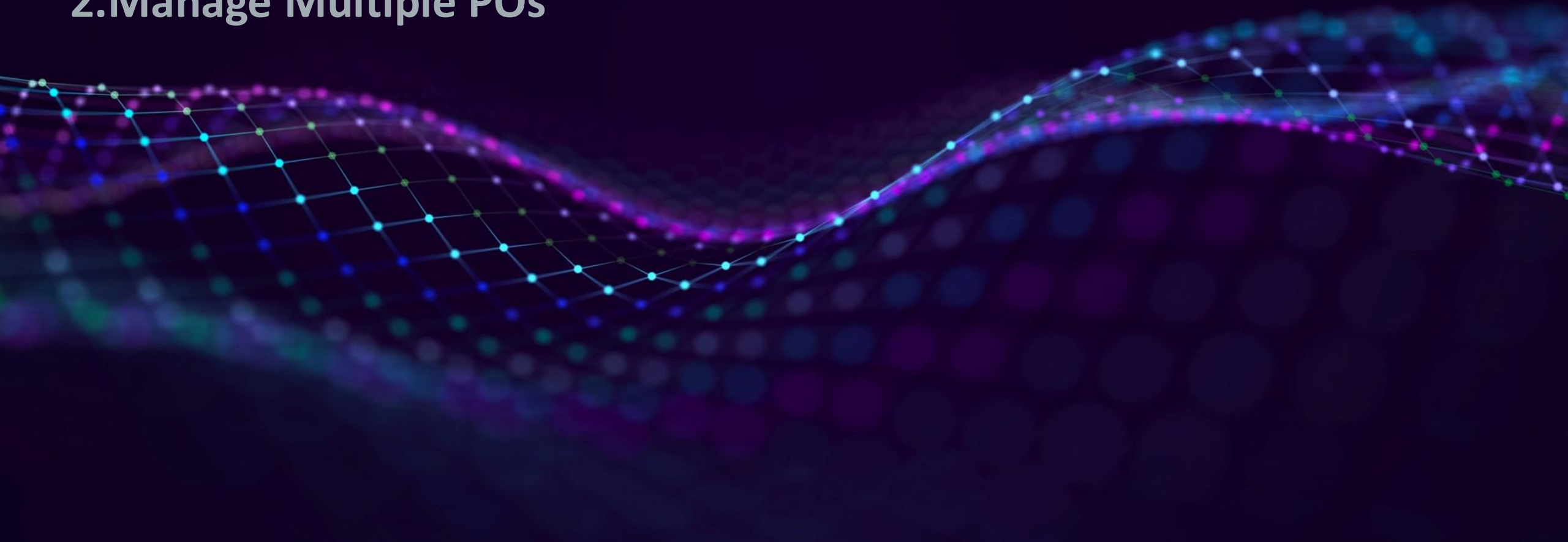| Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10	S152	152		100.000

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.

Purchase Order

Order Confirmation

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

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

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)

Purchase Order

Order Confirmation

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".

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.

Purchase Order

Order Confirmation

Order Confirmation

3.Mass OC Upload
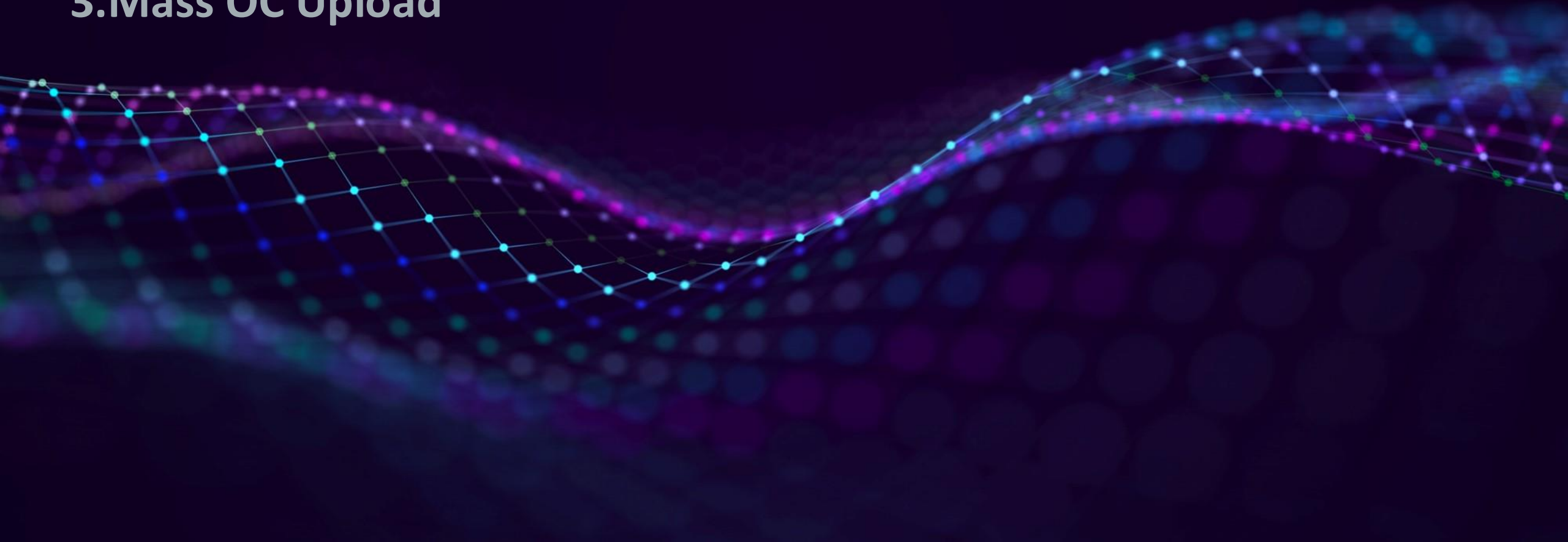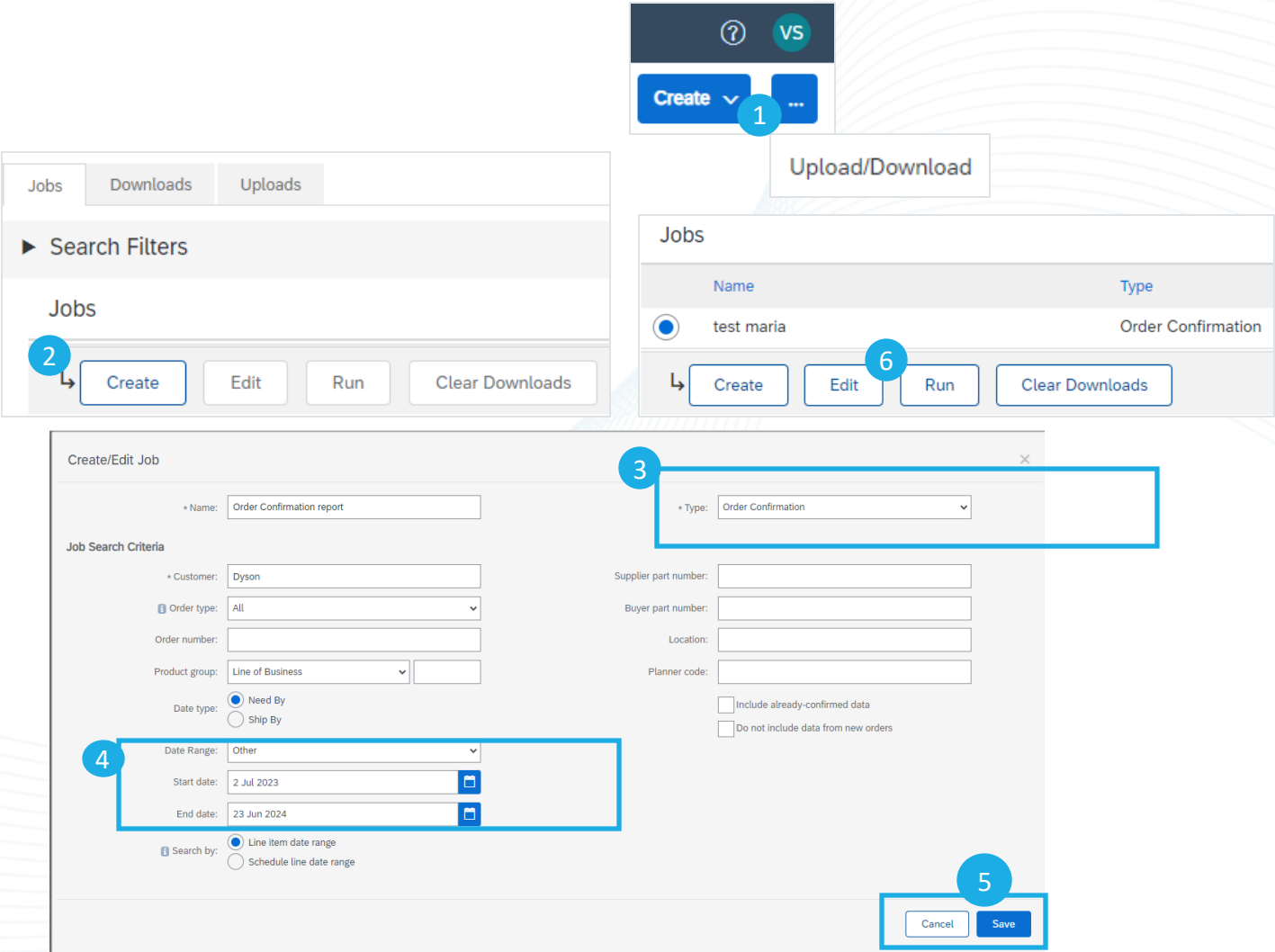
Order Confirmation

1. From the Homepage: Click [...] utton 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.

Order Confirmation

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.

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

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**.

Purchase Order

Order Confirmation

Order Confirmation
Mass OC Upload – Full Confirmation

This slide explains how to <mark>fully confirm line items</mark> 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	
	9504103992	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 EvCargo/CM [	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 [	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 [	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 Applia	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

Confir...s   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 (	10	1		Unconfirmed	accept		965558-11		1	1	EA	27 Apr 2023	27 Apr 2023	
	9504103992	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 (	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 (	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 (	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 [	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 [	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 [	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 Applia	20	1		Unconfirmed	accept		970426-01		5	5	EA	04 Apr 2023	04 Apr 2023	05 Apr 2023

Purchase Order

Order Confirmation

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

Order Confirmation

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

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.

Purchase Order | Order Confirmation

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.

Purchase Order   Order Confirmation

Order Confirmation

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.

Purchase Order

Order Confirmation

Order Confirmation

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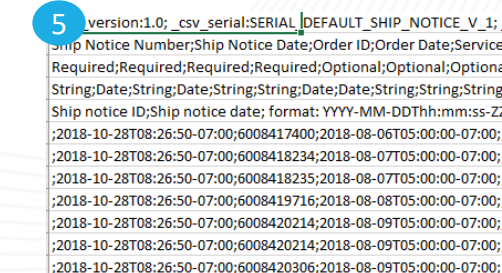
Order Confirmation
Reconfirmation
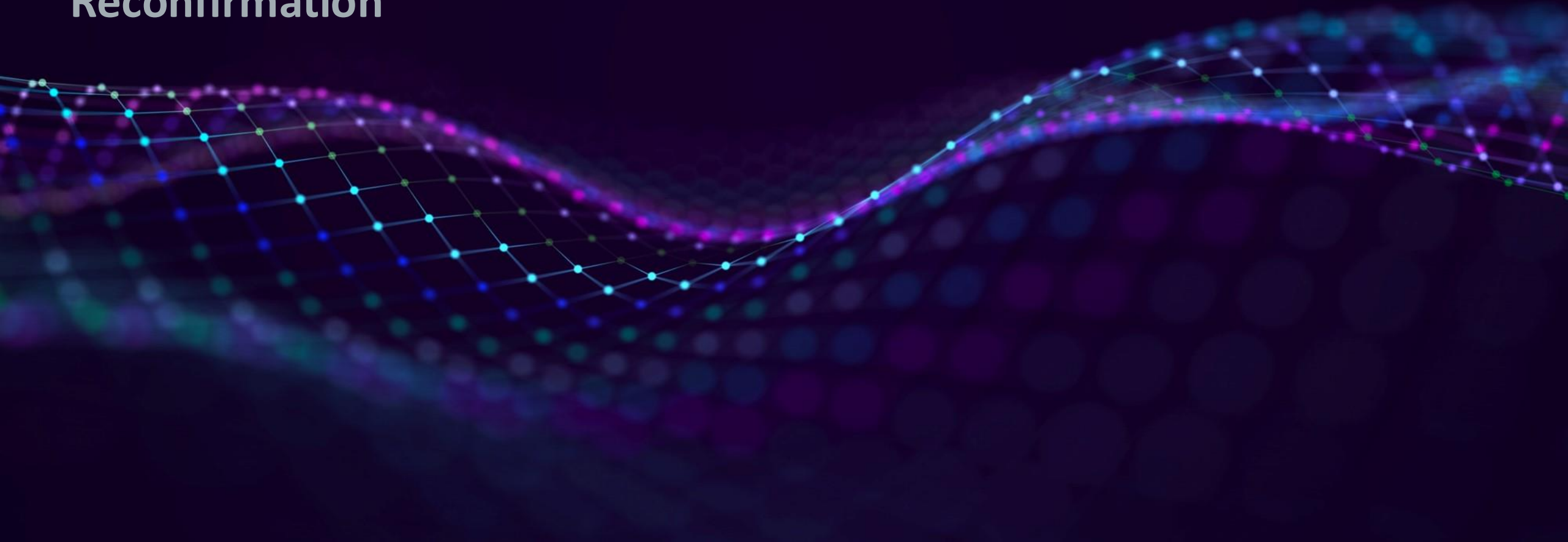
Order Confirmation

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

Purchase Order → Order Confirmation

Order Confirmation

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.

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.

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".

Purchase Order ➤ Order Confirmation

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

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

Purchase Order | Order Confirmation

Order Confirmation

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**.

Purchase Order

Order Confirmation

Order Confirmation

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.
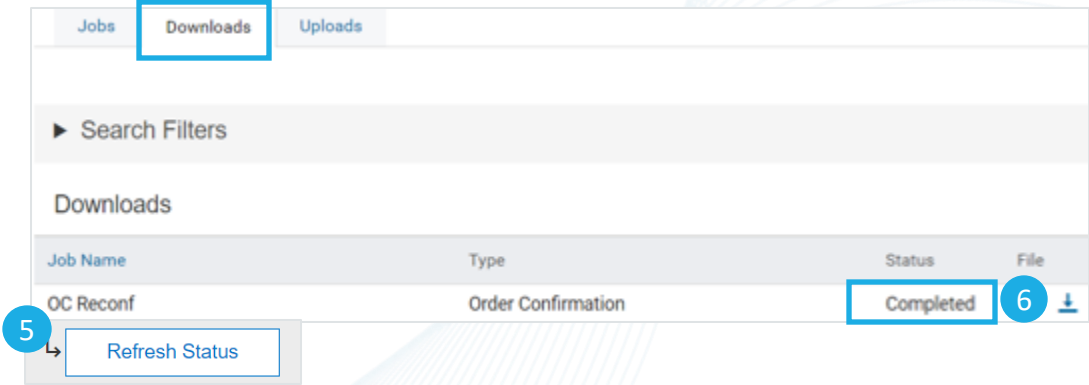
Purchase Order

Order Confirmation

Order Confirmation

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.

Purchase Order

Order Confirmation

Order Confirmation

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.

Purchase Order   Order Confirmation

Order Confirmation

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

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

2 (Qty (Unit) / Need By)

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

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

Purchase Order

Order Confirmation

Updated July 2024

Order Confirmation
Process Reminder – CRD Update

Process Reminder – CRD Update

| PO Received | Order Confirmation from CMs | Approval from Planners (if needed) | Reconfirmation from CMs | Post ASN |
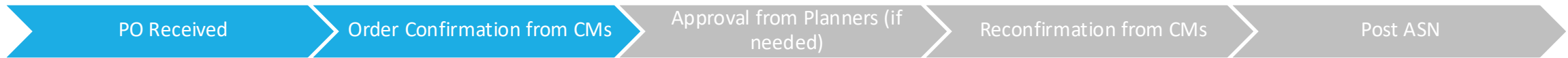
1. **All changes on Quantity and Cargo Ready Dates to POs must be accurately updated in Ariba.**

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 ± 1-2 days from the original Cargo Ready Date** <u>and</u>
   – 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 ± 1-2 days from the original Cargo Ready Date, <u>and/or</u> 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

| PO Received | Order Confirmation from CMs | Approval from Planners (if needed) | Reconfirmation from CMs | Post ASN |
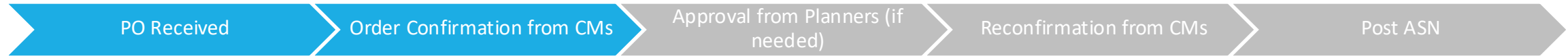
1. Before submitting an Order Confirmation / Updating CRD, please check with your Logistics team that the **PO line items do not have ASNs posted.**

2. 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

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)
10				Material	882.000 (

Description:

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date
1	15 Jul 2024

Pricing Details

Unit Details ⓘ

Unit Conversion	Price Unit
1	EA

Current Order Status

a) ● 882.000 Unconfirmed

Confirm: 882

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

| 20 | | | | Material | 882.000 (EA) | 15 Jul 2024 |

Description: _

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date
1	15 Jul 2024

Current Order Status:

882.000 Unconfirmed

b)

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

PO Received	Order Confirmation from CMs	Approval from Planners (if needed)	Reconfirmation from CMs	Post ASN
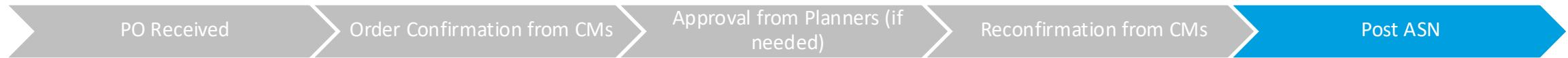
1. Before posting ASNs for line items, please make sure that the line items:

- Have a **'Confirmed – Approved'** status

a) Select upload/download > Create job for Order Confirmation

b) 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**

2. When posting ASNs, **only** post the **specific line items** that have the confirmed status.

Process Reminder – Order Confirmation & ASN
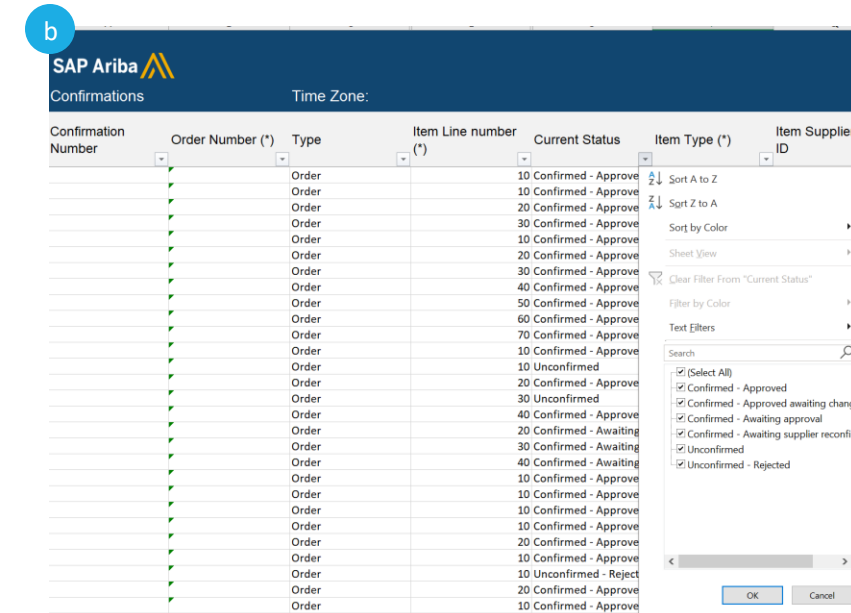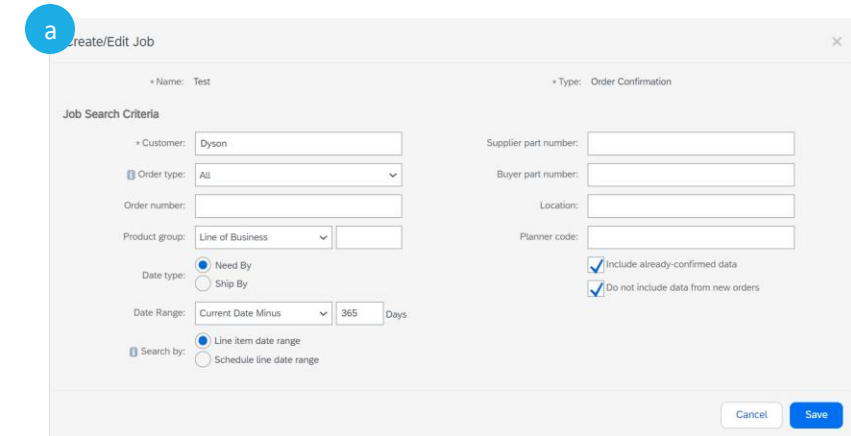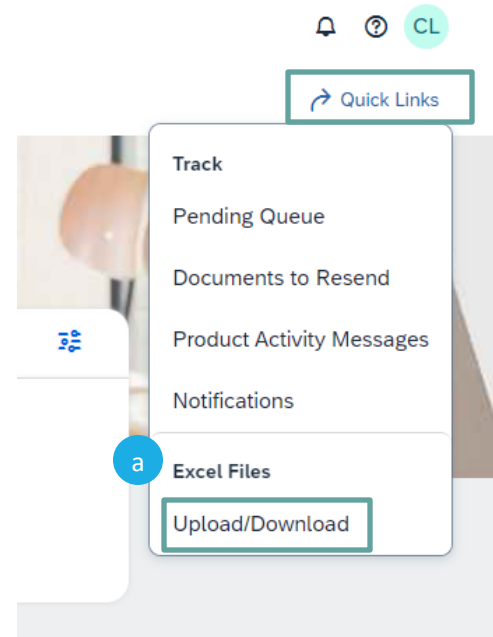
PO Received	Order Confirmation	Approval from Planners (if needed)	Reconfirmation from CMs (if needed)	Post ASN
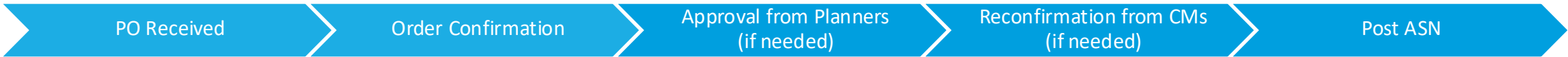
Any order confirmation or ASN posted that **does not follow this process** will cause the PO Order Confirmation to face the following error in Ariba SCC:
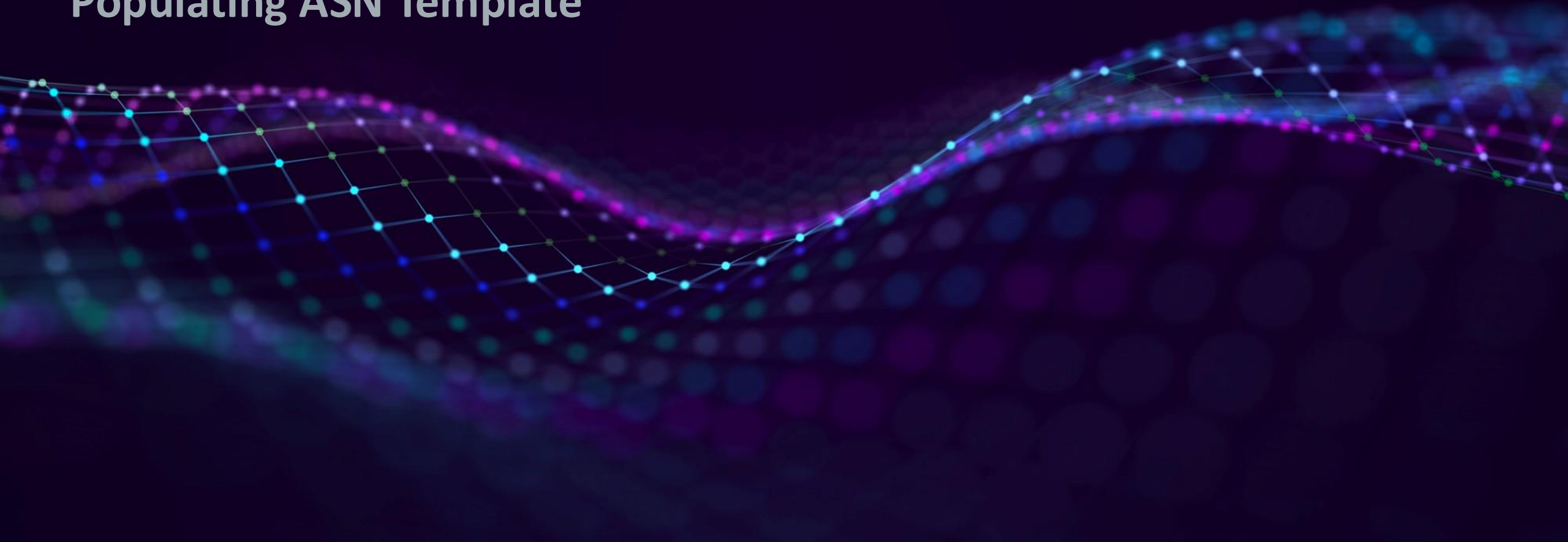

Should you face this error, please reach out to your Production Planners to raise an Incident ticket and unblock this PO.

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

SAP Business Network ▾ Enterprise Account TEST MODE

Home   Enablement   Workbench   Planning ⌄   Orders ⌄   Fulfillment ⌄   Invoices ⌄   Reports ⌄   Messages

Orders and Releases

Order Inquiries

ℹ Need to customize your view of the data? Create your o... ore by navigating to the Workbench page. Go to Workbench

Orders

20	60	33	0	11	1
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

2 Items to ship (33)

⌄ Edit filter

Customers	Order numbers	Creation date	Need by date
Select or type selections	Type selection	Last 31 days ⌄	Next 7 days ⌄
	◉ Partial match ○ Exact match		None
			Today
			Last 7 days

Show more   Apply   Reset

Next 7 days

Create ship notice   Next 14 days

Purchase Order   Order Confirmation

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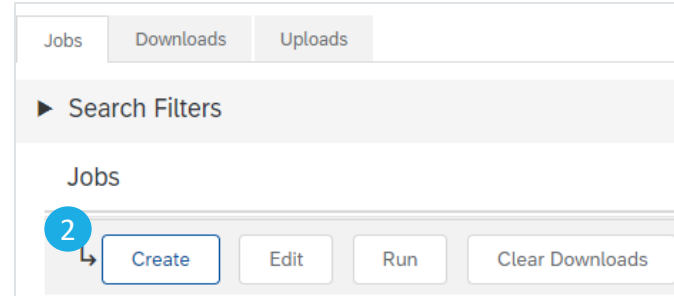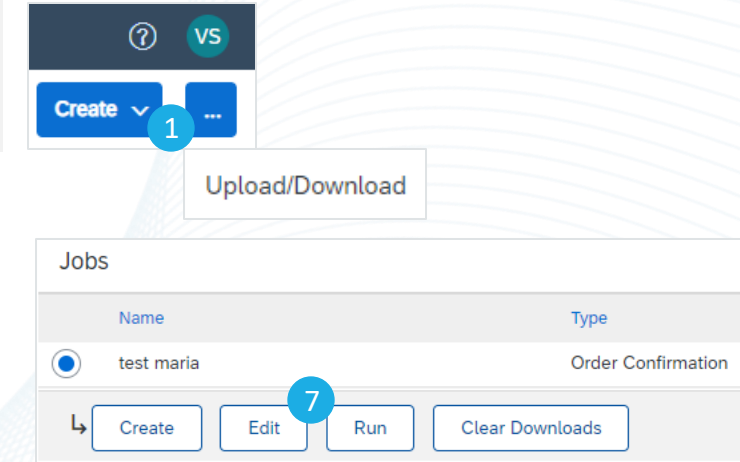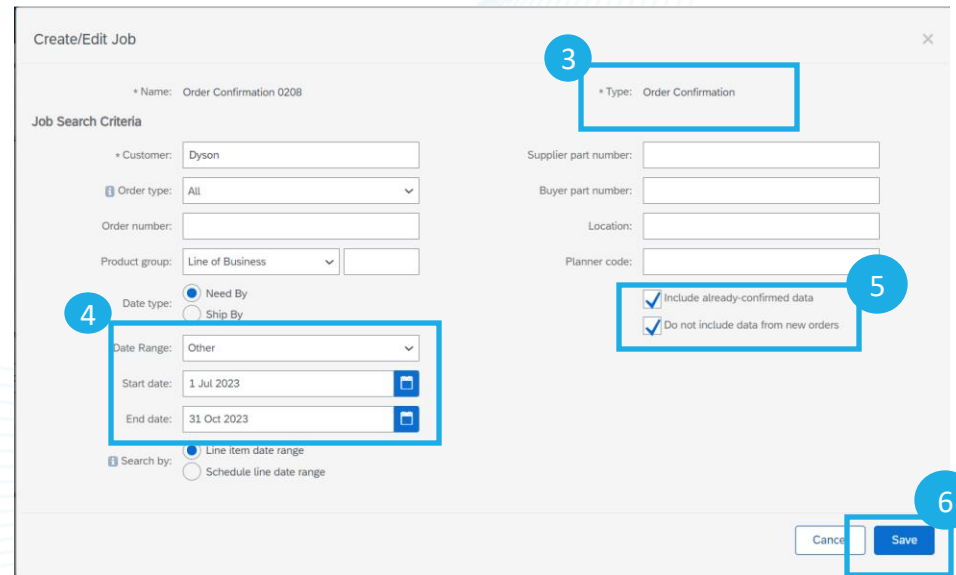
Order Confirmation

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.
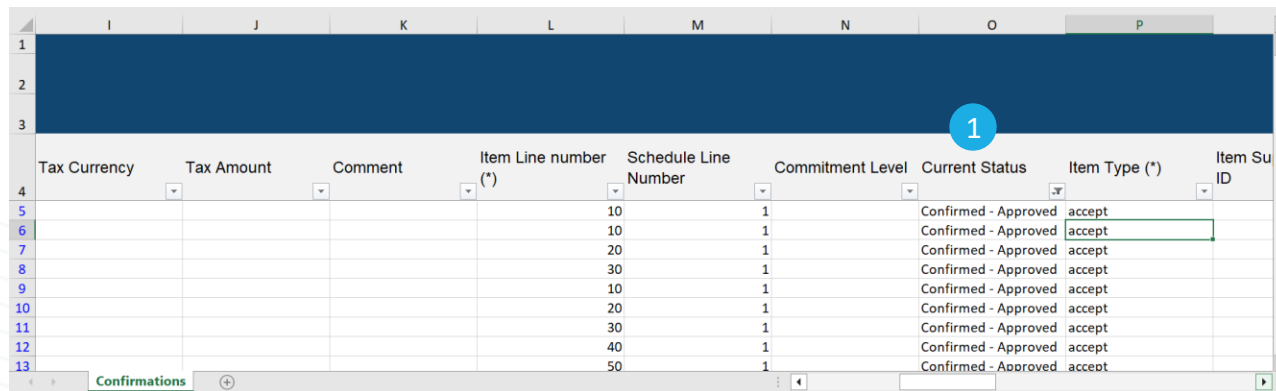

Purchase Order | Order Confirmation

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.

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

Purchase Order → Order Confirmation

Thank you!