SAP Ariba

SAP SCC Order Collaboration
Supplier Training Guide

INTERNAL

THE BEST RUN **SAP**

Agenda

Order Collaboration

- Introduction
- Order Collaboration Documents
- Order Collaboration Workflow Diagram
- Different Modes of Integration/ Automation

Order Collaboration Portal User Interaction

- Purchase Order
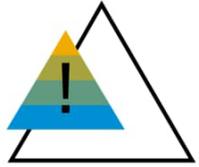- Order Confirmation
- Advanced Shipping Notice

Support

Appendix

Order Collaboration

In this Chapter You Will Learn About …

… reasons for Accelleron's initiative for going to Ariba

… what are the benefits of using purchase order collaboration

… what does the interaction look like

… what are the possible integration modes

Overview

Challenges

- Fragmented system landscape with many interfaces
  - e.g. ASCC, ProSupply+, Achilles, Rapid Ratings
- Platforms reach end of life or are not developed further
- Manual processes (e.g. sending files in emails)
- Missing functionality

Objectives

- End-to-end integration across all platforms
- Digitize & accelerate transactional processes
- Globally standardized processes (e.g. supplier registration & qualification)
- Improve overall data quality and completeness

Why Ariba Network?

World's Largest Trading Community over $3 trillion

- Helps active Global 2000 buyers find your products and services.
- Best in class expertise, experience, and advice for B2B eCommerce and Integration

Single Point for Business Collaboration

- Manage leads, proposals, contracts, orders, invoices, and payments.
- Collaborate with multiple customers.

Works With How You Do Business

- Access a wide range of transaction options.
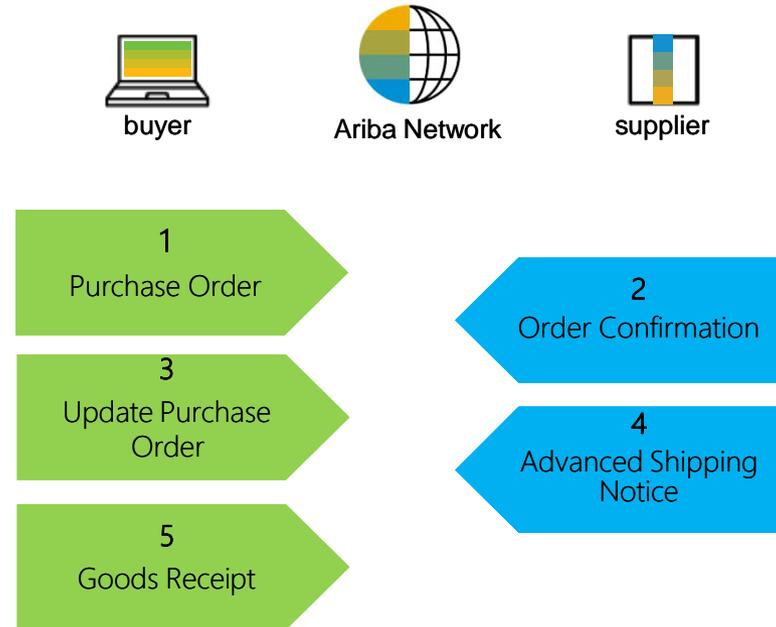- Use many browsers, formats, languages, and currencies.

Benefits of Order Collaboration:

- A real time insight into the same shared information for both Buyer and Supplier
- Error avoidance by making sure that requested and delivered match up
- Possibility of direct integration between Supplier and Buyer back end systems

PO Collaboration Documents

Document	Description
Purchase Order (PO)	Header, Item and Delivery dates. A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price. **Structure:** A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.
Order Confirmation (OC)	Item level confirmation. A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm the (lines of the) purchase order. It is possible to create entire order as well and partial order confirmation.
Advanced Shipping Notice (ASN)	Header Item and packaging details. An Advanced Shipping Notice is a document from a Supplier to a Buyer that provides details of an imminent shipment. It is mandatory for all suppliers to issue ASN for outgoing shipments. No Goods Receipt can be created without ASN, which may lead to late payments. **Structure:** An Advanced Shipping Notice consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.
Goods Receipt (GR)	Header and Item. A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock. **Structure:** A Goods Receipt is a system posting that contains a header and one or more items. The posting typically refers to an Advanced Shipping Notice or a Purchase Order.

PO Collaboration Workflow Diagram

buyer

Ariba Network

supplier

1
Purchase Order

2
Order Confirmation

3
Update Purchase Order

4
Advanced Shipping Notice

5
Goods Receipt

Different Modes of Integration/ Automation

Ariba Network allows supplier to work in different modes.

- **Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.

- **Mobile App:** Not supported at this stage of the project.

- **Full System Integration:** Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.

Order Collaboration Portal User Interaction

In this Chapter You Will Learn About …

… how to read purchase order screen

… how to manage order confirmations

… how to manage advance shipping notices

… how to read goods receipt screen

Order Collaboration Portal Interaction

Purchase Order

General Considerations

Dashboard

Search and Identify the PO

View PO Details

PO Attachments (Additional Sources)

PO Content

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

Tolerances

OC Content

Advanced Shipping Notice

General Considerations

Allowed Actions

Manage Individual PO

MP Numbers

Print Packing Unit Label

Manage Multiple PO's

Mass Upload of ASN's

Review submitted ASN

Download ASN Report

Tolerance

ASN Content

Finished Goods Receipt

Customer Document

GR Content

Purchase Order

In this Chapter You Will Learn About …

… a quick overview about basic navigation

… how to search for purchase orders

… how to view purchase order details

… how to access purchase order attachments
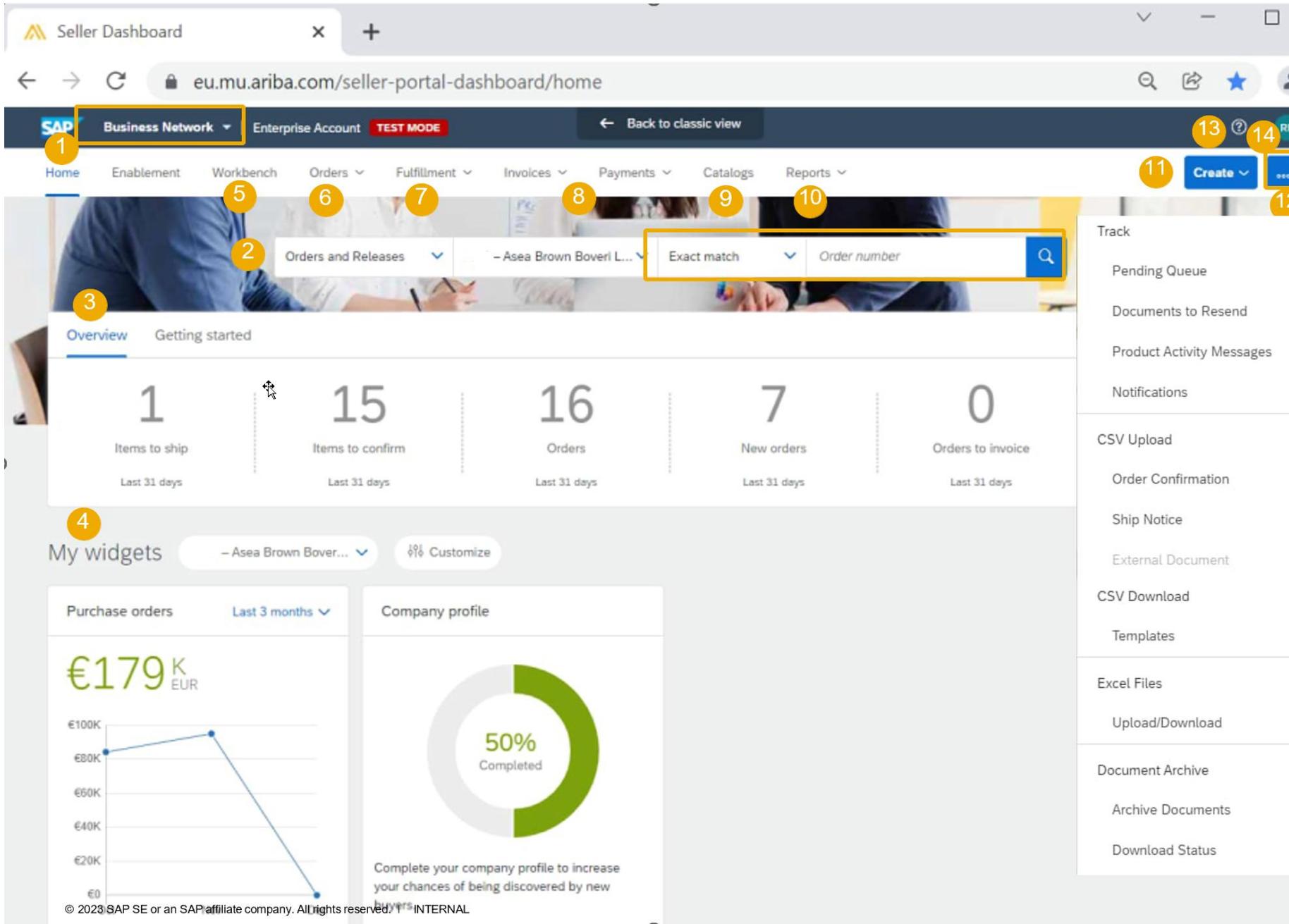
1. **SAP Business Network** <u>Home</u> takes you to front page:

2. Quick **search bar** helps you to search transactions by customer and/or order number by using the drop-down menus.

3. Personalized **Overview tile bar** helps you focus on the most important tasks

4. Customizable **widgets** for purchase order volume etc.

5. **Transaction workbench** is where you will find all your documents quickly. Tiles provide a filtered view.

6. **Orders** – contains orders sent to you

7. **Fulfillment** – contains documents you sent e.g. to Accelleron (order confirmation, ASN, etc.)

8. **Invoices and payments** – not in use with Accelleron yet

9. **Catalogs** – some Accelleron vendors may be contacted to setup catalogs especially for indirect material (separate initiative)

10. **Reports** – create and run reports

11. **Create** button has invoice related features that are not in use with Accelleron yet

12. **"More" (…)** option allows **mass uploads/downloads** (Order confirmations, ASN) and **track**ing place for pending transaction queue, failed documents, notifications etc.

13. **Help** – quick access to FAQs, Documentation and support

14. Under **User settings** (with your initials) you can find also your company settings and account settings and ANID.

Purchase Order
General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the Ariba Network.

Purchase Order
Search and Identify the PO (From the Workbench)

From the Homepage:

1. Click **Workbench**.

2. Select any of **Orders** tile.

3. Use **filters** to identify the right document.

4. Search results will appear. Click **configure** button to customize the view.

5. Click **export** button to download data in Excel.

6. Open PO by clicking its **number**.

Note:

- If the order can not be found in search, please check PO instructions or contact Accelleron.

- For more info on how to manage your workbench and create specific tiles please refer to **Supply Chain Collaboration General Functionality Process Guide.**

Purchase Order

Search and Identify the PO (From the Orders Tab)

From the Homepage:

1. Click on **Orders/ Orders and Releases**.

2. Go to **Orders and Releases** sub-tab.

3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left-hand side of your screen.

4. Enter your search criteria and click **Search**.

5. List of displayed Purchase orders pre-default contain only orders for certain time range. Select **Other** to adjust the range.

6. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact Accelleron.

Purchase Order
Search and Identify the PO (From the Orders Tab, Items to Confirm or Items to Ship)

From the Homepage:

1. Click on **Orders/ Orders and Releases**.

2. Go to **Items to Confirm** sub-tab.

3. Search filters allow you to search using multiple criteria.

4. Enter your search criteria and click **Search**.

5. It is possible to set the **Date Range** filter to "None" to search across all the PO's matching other search criteria.

6. Click order number to view the purchase order details.

7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note: If the order can not be found in search, please check PO instructions or contact Accelleron.

Purchase Order
Search and Identify the PO – from the Home page

You can search for PO as well from the Portal Home page by using either Customer name or order number.

Note: If the order can not be found in search, please check PO instructions or contact Accelleron.
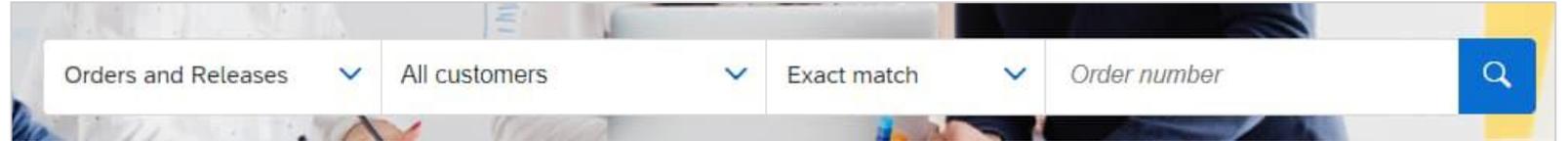
Purchase Order
View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. View the details of your order and allowed actions.

2. Line Items section describes the ordered items.

3. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines, links to documentation and others.

4. You can configure your view by clicking configure icon.

Note: Unless confirmed otherwise, it is **obligatory** for all suppliers to confirm new orders and issue an ASN upon goods shipment.

Purchase Order: 45837275

Done

① ⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more

Create Order Confirmation ▾   Create Invoice ▾

Order Detail | Order History

A/I

From:
Customer
Switzerland Ltd, Turbocharging
Bruggerstrasse-71a
5400

Switzerland
Phone: + ( ) +41 58 585 7777

To:
test vendor account modified to contain several vendors
Supplier Straße 1
Address line 2
68309 Mannheim
Baden-Württemberg
Germany
Phone: +1 (123) 123
Fax:
Email: test.email.ch.com

Purchase Order
(Shipped)
45837275
Amount: 10,000.00 EUR

Please refer to attachments in PO transaction detail.

② **Line Items**

③ Show Item Details ▦ Hide Item Details

④

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	...ocation
10		2918	Material			10.0 (EA)	26 Nov 2018	$2.00 AUD	$20.00 AUD		

③ Details   Summary

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

Description: BP TST 2918

Purchase Order
View PO Details – continued

1. **IMPORTANT!** Legal note – please read.

2. Agreed **payment terms**.

3. **Comments**, if any.

4. Accelleron contact person

5. Link to the **Terms and Conditions**

6. **Sales Agent** from the supplier organization

7. Supplier contact details

8. Other information

9. **IMPORTANT!** Attachments – this is where the official, legal Purchase Order in PDF format can be found. Other relevant attachments (technical drawings, plans, spreadsheets etc.) can be found in the **"Additional Sources"** section on line-level.

10. Review the **Incoterms** information. In case of discrepancies, please contact Accelleron.

Order Detail | Order History

From:
Customer
Switzerland Ltd, Turbocharging
Bruggerstrasse-71a
5400

Switzerland
Phone: + ( ) +41 58 585 7777

To:
test vendor account containing several test vendors
Supplier Straße 1
address line 2
68309 MannheimCity
Baden-Württemberg
Germany
Phone: +1 (123) 123
Fax:
Email: test.email.ch.com

Purchase Order
(New)
45837359
Amount: 3,000.00 EUR

1 **Legal Note**
Elements of Contract
The valid Order is attached below in the "Attachments" section. The Order (incorporating the ABB General Terms and Conditions for Purchase of Goods and/or Services, ABB GTC, see link in section "Terms") and all documents available through the links under "Additional Sources" (accessible in the "Line Items" by clicking on section "Details") constitute in their entirety the Contract. No other agreements are valid for this Order, unless expressly agreed in writing by the Parties (generally valid in framework agreements or individually for the Order).

2 **Payment Terms** ⓘ
2.000% 14
0.000% 60
innerhalb von 14 Tagen 2% Skonto, 60 Tage netto

3 **Comments**
Kopftext:Hallo Lieferant Die Po ist dringend - Vorzug prüfen.

4 **Contact Information**
Purchasing Agent
Schmid Nicola
Email: test.email.ch.com
Phone: + ( ) 058 585 3134

5 Terms
Website: Terms and Conditions
6 Sales
Hr. Muster
Phone: + () dummy number

7 **Supplier Address**
Ariba Test Supplier
Teststrasse 01
12345 Berlin

Germany
Email: test.email.ch.com
Phone: + () 0567891111

8 **Other Information**
Purchase Group: 550
Purchase Organization: 0001
Customer VAT/Tax ID: CHE-116.265.869 MWST
Supplier VAT ID: DE184603003
Party Additional ID: 510269
View less »

9 **Attachments**
📎 PurchaseOrder_0045837359.PDF (application/pdf; charset=UTF-8)

10 **Incoterms Information**
Incoterm Code: FCA
Incoterm Location: Wuppertal

Purchase Order
View PO Details

For more detailed purchase order management please refer to Help Center documentation.

Note: Be aware that **"ship to", "bill to", "deliver to"** and **"from"** details may not be the same within one Purchase Order.

Ship to – the address where the goods/services should be delivered

Deliver to – may give additional details for the ship to address.

Bill to – the entity that the bill (invoice) should be addressed to

From – the Accelleron entity that issued the Purchase Order

Detailed explanation of order statuses is available in the Appendix section.

Purchase Order
View PO Details – Line Level

1. Detail of item status (previously confirmed or previously shipped items)

2. **Important! Control Keys** show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier. Click here for Control Keys statuses.

3. Below Control keys – there might be customer **comments** available

4. **Ship to** information, if available on line-level.

5. Accounting data - may be displayed for internal customer processes

6. **Additional sources**: access to documents hosted by Accelleron.
(See the next slide for details)

7. Schedule line details: the quantities planned for specified delivery dates

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)
10		1KGZ067856	Material			2.000 (PCE)

Description: 6GK1162-3AA00 CP 1623

1

Status

2.000 Unconfirmed

2 Control Keys

Order Confirmation: required before shipping

Ship Notice: allowed

Invoice: is not ERS

3 Comments

Kommunikationsprozessor CP 1623 PCI express X1 (3, 3V/12V) zum Anschluss an Industrial Ethernet (10/100/1000 Mbit/s) mit 2-Port-S freigegeben ab SIMATI ... View more »

4 Ship To

ABB AG

Hänchener Str. 14
03050 Cottbus

Germany

Ship To Code: 2310

5 Accounting

GeneralLedger	ID	42100000
WBSElement	ID	0240125520.64.2.0001
Percentage	Percentage	100.00

6 Additional Sources

Source Name	Version
Linked item documents	001
Linked header documents	001

7 Schedule Lines

Schedule Line #	Delivery Date
1	28 Oct 2020 12:00 PM CET

Order Confirmation

In this Chapter You Will Learn About …

… how to manage order confirmations

… where to view submitted order confirmations

… order confirmation content and fields description

Order Confirmation
General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.

- The order confirmation is an agreement to fulfil the order as proposed by the Buyer.

- The order confirmation is mandatory and needs to be submitted within 5* days after receipt of purchase order.

- Suppliers can also suggest modifications of the purchase order (quantity or delivery date) through the order confirmation document, if buyer has allowed it.

*) some Accelleron entities require the confirmation within shorter timespan already, so pls follow the procedure agreed with them or mentioned in the PO at-tachment

Order Confirmation
Allowed Actions

Ariba Network provides multiple options to confirm or reject* your orders:

1. **Individual PO management**

With a low volume of POs you may simply go to each PO and click on the "order confirmation button" that will allow you to confirm fully or partially the PO. The system will propose you the following buttons:

- **Confirm entire order**: will propose only limited actions to quickly confirm an order without any change.

- ***Reject entire order**: Accelleron does not support the order rejection option, if you cannot accept the order, please contact Accelleron representative outside of the system

- **Update line items**: this option will allow you to modify information at header and line level, to update quantities or dates.

2. **Multiple POs to be managed: one-step confirmation**

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

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

3. **Mass OC upload**

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload).
Choosing this option, you will be able to update line items.

Order Confirmation
Allowed Actions

You can confirm, update or reject your orders.

From the **Workbench**:

1. Select **Orders** tile.

2. Identify the right document and click **Actions** button.

3. Select an action.

4. The same actions are available from the **PO screen.** Click **Create Order Confirmation** button.

OR

5. Confirm, update or reject* your orders from the **Orders/ Orders and Releases** tab.

6. Identify the right document in Orders and Releases sub-tab and click **Create Order Confirmation** button.

7. Or click **Actions**.

Note:

• For more info on how to manage your workbench and create specific tiles please refer to **Supply Chain Collaboration General Functionality Process Guide**

*Reject entire order: Accelleron does not support the order rejection option, if you cannot accept the order, please contact Accelleron representative out-side of the system

Order Confirmation
Manage Individual PO – Confirm Entire Order

For detailed order confirmation management please refer to Help Center documentation.

This slide explains how to Confirm Entire Order.

1. Select the option **Confirm entire order** in the Actions drop-down list.

2. Complete the mandatory fields in **the Order Confirmation Header**.

3. Review the **Line Items**.

4. Click **Next** button in the bottom of the screen when finished.

5. Review the order confirmation and select the next action:

   - Click **Previous** to go to the previous page.

   - Click **Submit** to send order conformation to the buyer.

   - Click **Exit** to leave the page without saving any changes.

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

Be aware that **Confirm entire order** will update the entire quantity of the order with the specified delivery date. If you have previously confirmed partial delivery, those delivery dates will be overwritten with the date used for the entire order confirmation.

Confirming PO

Actions ▾

1 Confirm Entire Order

Update Line Items

Reject Entire Order

4 Next

1 Confirm Entire Order
2 Review Order Confirmation

2 Order Confirmation Header

Confirmation #: 456789
Associated Purchase Order #: 4500053069
Customer: BP SCC Buyer - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:
Est. Delivery Date: *
Comments:

3 Line Items

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

Description: BP TST 2921

▸ Schedule Lines

Current Order Status:

5 Previous | Submit | Exit

Order Confirmation
Manage Individual PO – Update Line Items

For detailed order confirmation management please refer to Help Center documentation.

1. If you select **Update Line Items**, you can confirm or update line item information. Order confirmations have a **header** and a **line** items section.

2. At a **header** level, you can add order confirmation details (Confirmation #, internal reference or shipping and delivery dates).

3. At a **line** level, you can **confirm** items, fully, **partially** or backorder. By confirming quantity you communicate to your buyer that you have those quantities in stock ready for shipping at the confirmed dates.

Backordered items are not in stock currently and will be shipped once available, however this functionality is not currently is use by Accelleron.

Example: You **partially** confirm 5 pc at a specific date.

4. Click **Details** button at a line level to modify information about shipping and delivery date.

Order Confirmation - continued
Manage Individual PO – Update Line Items

For detailed order confirmation management please refer to Help Center documentation.

5. Fill in the details for the confirmed items. Once completed, click OK to return to the main screen.

6. After confirming all requested items, click **Next** button in the bottom of the screen.

7. 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 to line items update.

Line No.	Part No.	Customer Part No.	Qty	Unit
10		3ADV050015P0048	10.000	PCE ⓘ

Description: Durchgangs-Reihenklemme PDU2,5/4/3AN

New Order Status: **5 Confirmed**

Pricing Details

Unit Details ⓘ

Unit Conversion	Price Unit	Order Unit
1	PCE ⓘ	PCE ⓘ

5

Est. Shipping Date: [   ] 📅

Est. Delivery Date: * [1 Nov 2020] 📅

Unit Price: [   ]

Price Unit Quantity: * [100]

Unit Conversion: * [1]

Price Unit: * PCE ⓘ
Supplier Part:
Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:
Supplier Batch ID:
Description: Durchgangs-Reihenklemme PDU2,5/4/3AN
Pricing Description:

Attachments:

Name	Size (bytes)	Content Type
	No items	

[Choose File] No file chosen   [Add Attachment]

The total size of all attachments cannot exceed 100MB

[Confirm All] ⓘ

6

[Exit] [Next]

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		HZTL458442P0001	A	10.000 (PC) ⓘ	28 Oct 2020	100.00 EUR	1,000.00 EUR	

Description: Gasaustrittsentwaesserung

▶ Schedule Lines

Current Order Status:

5   Confirmed With New Date (Estimated Delivery Date: 1 Nov 2020)
5.000   Unconfirmed

7

[Previous] [Submit] [Exit]

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

For detailed order confirmation management please refer to Help Center documentation.

When you have various schedule lines with different delivery date, you can alternatively **confirm per schedule line**:

1. Extend the schedule lines to see the delivery dates requested by Accelleron.

2. Click on **Confirm based on Schedule Lines.**

3. Select the Schedule Lines you wish to confirm and click on **Create status.**

4. The new status will appear and decrease unconfirmed quantities.

Notes: You are not able to change quantities, price or delivery date when choosing this option.

Order Confirmation

Manage Multiple PO's – (From the Workbench)

For detailed order confirmation management please refer to Help Center documentation.

In case of **multiple POs** to be confirmed at the same time, you should use the tab "items to confirm" Workbench tile or tab. The "items to confirm" tab summarizes for you all line items across different POs, and gives you possibility to confirm multiple lines at once.

From the **Workbench**:

1. Click **Items to Confirm** tile.

2. Use **filters** to identify the right items.

3. Select items to confirm and click **Confirm.**

4. Select any of the action from the dropdown.

5. Review confirmation and click **Submit** to send it to buyer system.

Note: it is not possible to propose price changes*, split a single PO line into several confirmations, and reject quantities with this option.

For more info on how to manage your workbench and create specific tiles please refer to **Supply Chain Collaboration General Functionality Process Guide**

*Price changes cannot be proposed for Accelleron through this system. Contact buyer outside the system, if necessary.

Order Confirmation
Manage Multiple PO's (From the Orders Tab)

For detailed order confirmation management please refer to Help Center documentation.

From the **Orders/ Orders and Releases** tab:

1. Go to **Items to Confirm** sub-tab.

2. Identify relevant items to confirm using **Search Filters**.

3. In the **Status** field you can specify the items to be identified. Click **Search**.

4. Select the lines you wish to confirm.

5. Select one of the allowed actions:

   - To confirm entire order without any updates, click **Confirm Entire Order** button.

   - To confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date.

6. Review confirmation and click **Submit** to send it to buyer system.

Note:

- You are able to confirm up to 20 items at once.

Order Confirmation

Reconfirmation 1 (From the Orders Tab)

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

From **Orders/ Orders and Releases**:

1. In order to modify existing OC, go to **Items to ship subtab.**

2. In case your buyer (Accelleron) changes quantity or need by date, you will find the order in Orders and Releases / **Items to confirm** subtab.

3. Use search filters to identify already confirmed lines.

4. Click **Actions/ Update line item** on the right-hand side of your screen.

You can as well open the PO and reconfirm from the PO screen. (See chapter "Individual PO confirmation").

Order Confirmation
Reconfirmation 2

5. When reaching the PO again, you will see the split of your previously confirmed quantity.

6. 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.

7. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.

8. Enter the new date in the details screen.

9. The order confirmation will be updated.

Line No.	Part No.	Customer Part No.	Qty
10		123	10.000

Description: Geh.-deckel mit Stellungsanz neuer Lack

New Order Status: **5 Confirmed**

8

Est. Shipping Date: |

Est. Delivery Date: * 21 Sep 2020

Unit Price:

Price Unit Quantity: * 1

Unit Conversion: * 1

Price Unit: * PCE ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Description: Geh.-deckel mit Stellungsanz neuer Lack

Pricing Description:

Subtotal: ⓘ   EUR

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		7947123		10.000 (PCE) ⓘ

Description: Geh.-deckel mit Stellungsanz neuer Lack

▶ Schedule Lines

Current Order Status

5
- ⦿ 9 Confirmed With New Date (Estimated Delivery Date: 15 Sep 2020)
- ◯ 1 Confirmed With New Date (Estimated Delivery Date: 17 Sep 2020)

6 Confirm: 5   Backorder: **7** Details ⓘ

Confirm Based on Schedule Lines

9

Current Order Status
- ◯ 4 Confirmed With New Date (Estimated Delivery Date: 15 Sep 2020)
- ◯ 1 Confirmed With New Date (Estimated Delivery Date: 17 Sep 2020)
- ⦿ 5 Confirmed With New Date (Estimated Delivery Date: 21 Sep 2020)

Order Confirmation
Reconfirmation 1 (From the Workbench)

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

From the **Workbench**:

1. Go to **Items to confirm** tile.

2. Use search filters to identify already confirmed lines.

3. Click Actions button and select **Update line item** on the right hand side of your screen.

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

Order Confirmation
Review Submitted Order Confirmations 1

From the Homepage:

1. Submitted order confirmations can be viewed from **Fulfillment / Order Confirmations**.

2. Use search filters to identify the right document.

3. Configure data view by clicking configure button.

4. You can review confirmation as well from the PO screen in the **Related Documents**.

Order Confirmation
Review Submitted Order Confirmations 2

Example of order confirmation sent to Buyer:

1. Confirmation reference and purchase order reference.

2. Original requested date and quantity.

3. Actions from supplier:

   a) Confirmations of 2 items "As requested".

   b) Confirmation of 8 items with updated delivery date.

Order Confirmation: CONF305

Print   Export cXML

Detail   History

1 Confirmation #:   CONF305
Notice Date: 16 Jul 2018
Purchase Order: 6007625305

Line Items

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

Description: Test description

Current Order Status:

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

Order Confirmation
Tolerances

Your Customer may apply specific tolerance rules on each order.

In case your modifications are not allowed, you will see the error message with additional instructions.

Advanced Shipping Notice

In this Chapter You Will Learn About …

… what is an advanced shipping notice

… what are the benefits of using advanced shipping notice

… how to manage advanced shipping notice

… how to manage MP numbers*

… how to print shipping labels

… how to view submitted advanced shipping notice

MP Number = Materialprüfnummer = Material qualification number that is in use for Accelleron, Turbocharging only

Advanced Shipping Notice
General Considerations

WHAT IS ASN?

An Advanced Shipping Notice is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event.

By sending the information as early as possible, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals.

IMPORTANT!

- Use of ASN is <u>mandatory</u> when collaborating with Accelleron Turbocharging. ASN may or may not be mandatory for other Accelleron business units, as determined in PO Confirmation Key section.
- **Accelleron** Turbocharging **cannot receive your goods without the ASN in place,** which may cause payment delays
- ASN can only be created if the Order Confirmation has been created first
- ASN content must be equal to the physical delivery

WHY TO USE ASN?

Advanced Shipping Notices improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

The buyer can prepare and notify employees of the imminent arrival of goods and data quality will be higher as manual re-entry of data is avoided. This will have an impact on the following aspects of doing your business:

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

Advanced Shipping Notice
Allowed Actions

• Ariba Network provides multiple options to maintain ASN.

1. **Individual PO management.**

With a low volume of POs you may simply go to the PO and click the Create shipping Notice
button that will allow you to fill individual shipment Notice per PO.

2. **Multiple PO's management.**

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-
step action.

3. **Mass Shipping Notice upload.**

In case of a high number of PO lines to be shipped, you may choose to notify via mass Notice (file
upload).

Advanced Shipping Notice
Individual PO Management – Create ASN

There are 3 possible ways to start creating an individual shipping notice (ASN).

From the **Workbench**:

1. Click on **Items to Ship** tile.

2. Identify the right items using **filters**.

3. Select and click **Create ship notice**.

OR

From **Orders/ Orders and Releases** tab:

4. Identify the right document using **search filters**.

5. Click **Actions/ Ship Notice or Create Ship Notice button.**

OR

6. You can also create ASN from the PO screen. Click **Create Ship Notice.**

Advanced Shipping Notice

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not edit the "Ship From" address. By default this is your company address in your Ariba Network account.

2. Do not modify the "Deliver To" address at the top.

3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number. **Do not make it too long** (max 35 characters).

4. Provide the invoice number for these items if applicable.

5. Specify the Ship Notice Type.

6. Provide shipping date and delivery date (mandatory).

7. If available, provide tracking details.

8. For international deliveries, please provide Gross Volume and Gross Weight in the Dimensions Section.

9. **Note:** Volume and Weight is also required on line level. To access dimensions on line level, click 'Add details' and then expand the 'Packaging' section.

Advanced Shipping Notice

Individual PO Management – Create ASN – Header Level - continued

Fill out the requested information on the Shipping PO form.

10. Use Choose File and Add Attachment buttons to **attach additional documents** if needed, for example delivery slips, dimension protocols, inspection certificate 3.1, customs invoice etc.

11. Optional delivery and transport information.

12. In section "additional fields", provide comments if needed.

Note: Please do not change the delivery or incoterm when creating the ASN. In case of incorrect information, please contact the Accelleron buyer.

ATTACHMENTS

	Name	Size (bytes)	Content Type
☐	customs invoice.docx	20055	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

10 Choose File No file chosen   Add Attachment

The total size of all attachments cannot exceed 100MB

11 ▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: * Transport Condition ▼

Delivery Terms
Collected By Customer
Delivery Condition
Despatch Condition
✓ Transport Condition

Incoterms
Ex Works
Free Carrier
Delivered at Terminal
Delivered at Place
Carriage Paid To
Carriage and Insurance Paid to
Delivered Duty Paid
Free Alongside Ship
Free on Board
Cost and Freight
Cost, Insurance and Freight

Delivery Terms Description:
Transport Terms Description:

Shipping Payment Method: * Account ▼
Shipping Contract Number:
Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume		oss Weight	Unit	Sealing Party Code	Seal ID
Other ▼ FCA							

Add Transport Term

12 ▼ Additional Fields

Reason for Shipment:
Comments:

Government Issued Shipping ID:
Document Title:
Supplier Reference:
Transit Direction:

Advanced Shipping Notice
Individual PO Management – Create ASN – Line Level

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

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

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what is possible).

2. Click **Remove** button to exclude the whole line from this shiping Notice.

3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's or other details per quantity.

4. If you click **Add details** button, you can add manually the serial numbers. To be able to click on **Details**, you need to fill at least the packing slip ID and delivery date.

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

Advanced Shipping Notice
Individual PO Management – Line Level – Manage Line Items

The individual shipping Notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping Notice can contain PO lines from different PO's.

1. Click **Add order line item**.

2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.

3. Select the line, click **Add selected items**.

4. Back to the ship Notice, the line has been added. You can adjust the quantity and populate required information.

5. You cannot submit lines with negative or zero quantity. Click **Remove** button if you need to delete a complete PO line from your document.

Advanced Shipping Notice

Individual PO Management – Line Level – MP Numbers

MP numbers (Materialprüfnummer) are created by Accelleron Turbocharging technical department in order to keep track of certain specialized parts.

If applicable, MP numbers will be communicated to you directly by Accelleron outside of Ariba. When creating Advanced Ship Notices for such parts, please enter the related MP number for each.

1. On line item level, click "**Add Details**"

2. Populate the MP number of the first item.

3. Click on **Add asset** to add additional MP numbers. Please fill out only one MP number per asset field.

Note: If you have many MP numbers to provide, you can use the **MP number upload** tool described on the next slides.

If a list of MP numbers is provided in the purchase order, the MP number entered in the ship Notice against this PO must be one from the list.

Advanced Shipping Notice
Individual PO Management – Line Level – MP Numbers Upload Tool

1. Click **Manage Serial Numbers** (MP Numbers) in the shipping Notice screen.

2. Choose **Download template** from the dropdown list.

3. Extract and save the .zip file on your computer.

4. Open the file in Excel. If you do not see the columns like on the screen, see Appendix.

5. Enter the MP numbers in the **Item Asset Tag** column. Save the changes. The other columns are prefilled automatically, do not edit them.

6. To upload the updated file, choose **Upload** new file in the dropdown list.

7. Browse your computer and select the file.

8. Click **Add attachment**.

Note: When shipping partial quantity (for example 5 out of 10), you can delete the remaining unneeded 5 lines, and update the total item quantity (column G) to 5 on each line.

Advanced Shipping Notice
Individual PO Management – Review Before Submitting

1. To save a draft document click **Save** on the top of ASN screen. Saved draft will not be sent to the customer.

2. The saved ASN will be saved for 60 days.

3. The draft can be accessed and modified from **Fulfillment/ Drafts**.

4. Select **Ship notice**.

5. Click **Edit** to modify the document and finalize it.
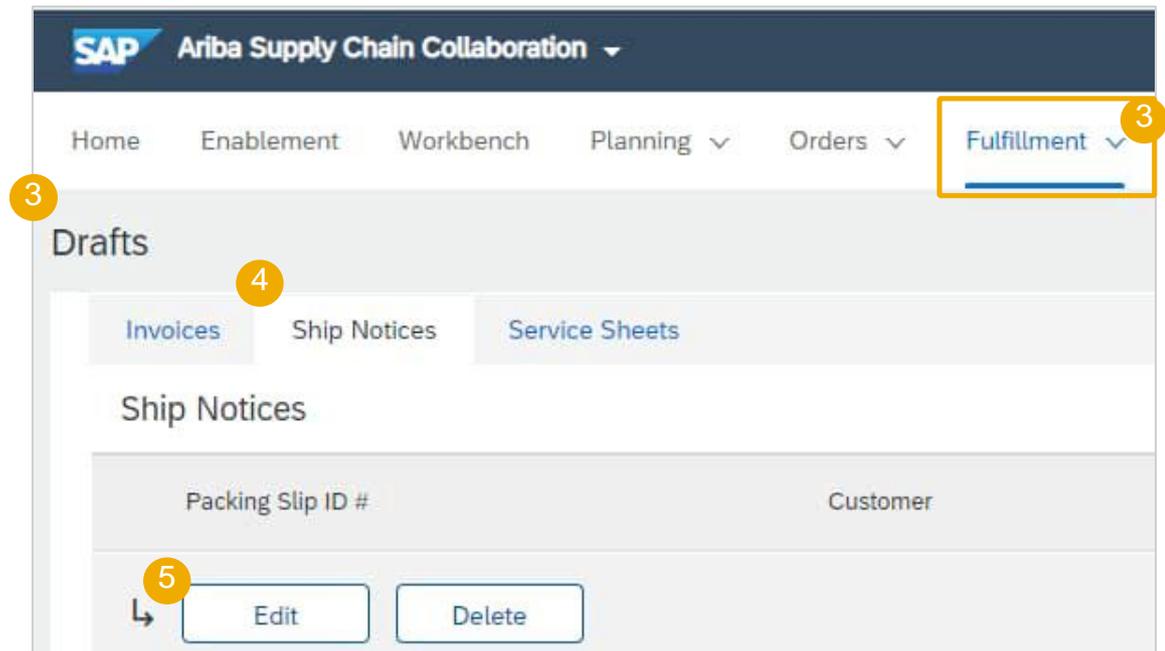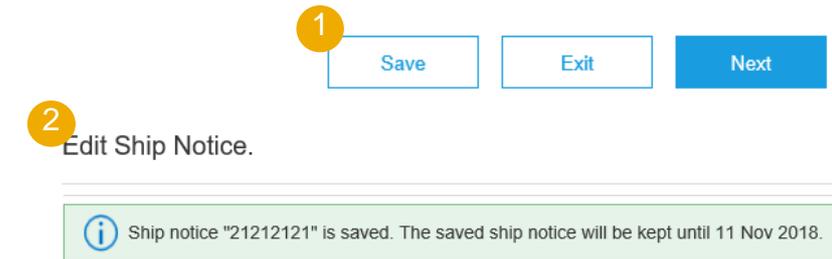
Advanced Shipping Notice
Individual PO Management – Submit the Final Document

1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.

2. At header level, please review the delivery date applicable to all shipped lines.

3. At line level, check the shipped quantity

4. And review the serial numbers and MP numbers, if applicable.

5. Click **Submit** to send ASN to the customer.

6. In case there is information to be edited, click **Previous**.

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

Advanced Shipping Notice

Individual PO Management – Line Level – Print Packing Unit Label

Ariba Network platform offers possibility of printing out **Packing Unit Labels** for goods being shipped

1. Once you have entered shipped qty, number of labels required and populated MP numbers (if applicable), click "save".

2. Click **"Download PDF"** to access the labels. If the download button doesn't work, go to Slide 81(Packing Unit Labels)

3. Click on **Packing Unit Label**, review (a this stage you can still change the ASN should this be necessary) and submit. Once the ASN has been submitted no changes are possible.

4. You can also access labels from **Fulfillment/Ship Notices** (or from **related documents** on PO, see next slide for more details).

5. Select **Download PDF/Packing Unit Label**

Attention: If you see be following error: "Failed to load PDF document", please make sure that you submit, not only save, the ASN.

Label Print Example

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Advanced Shipping Notice
Individual PO Management – Cancel ASN

It is **not possible to update** a shipping notice after the document is sent. Sometimes suppliers need to **cancel** the document and create a new one if the original had wrong information or failed for some reason.

Cancellation rule: a shipping notice can be cancelled until the day before the expected delivery.

1. Go to **Fulfillment/ Ship Notices**.

2. Identify the document by using search filters.

3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.

4. Click **Cancel**.

5. Alternatively, you can find the ship notice(s) in the **Related documents** on the PO layout, dig into the relevant one and do the cancellation there.

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

Advanced Shipping Notice
Multiple PO's Management

In case of multiple lines of PO's to be shipped and delivered to the same address on the same estimated delivery date, you should use **Items to Ship** tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping Notice.

1. Go to **Orders/ Orders and Releases/ Items to Ship** tab.

2. Use search filters to identify the items you need to ship.

3. You can configure your view of items by clicking the icon on the right hand side of the screen.

4. The drop down list with configure options will appear. Select "More" to have all available fields visible.

Advanced Shipping Notice
Multiple PO's Management – Search Filters

Use search filters to identify the items to ship.

1. You may populate an order number or Need by date range (the date range can be set as "none").

2. Always select **Schedule Line Date Range** option.

3. Choose what items you want to view.

4. Advanced filters are available for more refined search.

For more information about other search criteria, please check Appendix.

Note: For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

Advanced Shipping Notice
Multiple PO's Management – Create ASN

1. Review line items and create a shipping Notice by selecting the relevant purchase orders per one single ship to address and one single delivery date.

2. Click **Create Ship Notice** at the bottom of the page.

3. The truck icon will only allow you to create individual ship Notices (with one PO line as a start). If the icon is colored, a ship Notice was already sent via Ariba Network for this line.

4. You are allowed to combine multiple PO's in one shipping Notice if they are delivered to the same address. Or else, the system will show an error message.

Note: You can choose lines with different "Need-by" dates for the same shipping Notice.

Advanced Shipping Notice
Multiple PO's Management – Populate the Fields

The system will create a unique ship Notice including multiple PO lines.

1. Populate the mandatory and relevant fields in the header section.

2. If needed, adjust quantity and serial numbers* line per line.

3. If you have many serial numbers to populate, you can use the serial number upload tool.

4. You can remove order items

5. or add extra PO lines via Add order line items.

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.

Advanced Shipping Notice
Multiple PO's Management – Line Level

Line level details – information taken from the initial orders:

1. Order numbers

2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship Notice.

3. The **Line number** is the one from the original purchase order.

4. **Schedule lines** from the same purchase order appear as separate ship Notice lines under the PO number.

5. **Serial number** and **quantity** to be shipped must be adjusted on each schedule line.

Advanced Shipping Notice
Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices.**

2. Or to related order screen, **Related Documents** section.

3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders

4. and you will see the files you have attached.

5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

Advanced Shipping Notice
Download ASN Report

ASN report consolidates detailed information from Ship Notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related Ship Notice was created using the **Items to Ship** tab.

From the Home screen:

1. Click **Reports**.

2. Click **Create**.

3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.

4. Select the report template you've created and click **Run**.

5. Use **Refresh Status** button to update the status.

6. When the status changes to **Processed**, click **Download**.

Advanced Shipping Notice
Tolerances

1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.

   - Suppliers can always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates.

   - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.

2. In case your modifications are not allowed, you will see an error message.

3. Your buyer **may** set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order. If during ship-notice validation this feature identifies a ship-notice delivery date that is outside the allowed tolerance, it prevents submission of the ship notice. In that case, pls contact the respective buyer at Accelleron to discuss what to do (e.g. postpone delivery/use quicker transport mode).

Types of Support Available

Type of Support	Description
Supplier Information Portal (Location of Accelleron specific Training Guides and Videos)	On the Home screen: 1. Click on Your Initials 2. Click on Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal link on Accelleron row
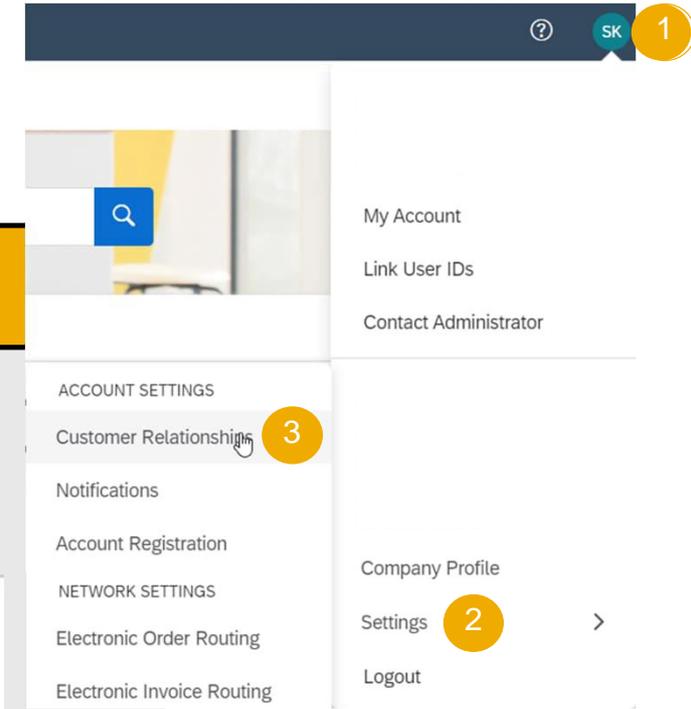
Help Centre

1. Enter Help Center by selecting question mark from your supplier account

2. Learning Center
   • **Documentation** and User Community

3. **Support** Center
   • Get help by email (Choose from the drop down list of problem type – **Supply Chain Collaboration**) – **create Service Request (SR)**
   • Get help by live chat
   • Request a phone call
   • Attend a live webinar
   • Etc.

Appendix
In this section you will learn about…

... order confirmation **mass upload**

... advance ship notice **mass upload**

... serial numbers mass upload

… purchase order statuses

… control keys statuses

… purchase order routing statuses

… reminders of unconfirmed orders

… SAP Ariba .csv file management

… label printing issues troubleshooting

... Accelleron's security recommendations

… PO, OC and ASN.

...etc.

Order Confirmation
Mass OC Upload – Create OC Report

For detailed order confirmation management please refer to Help Center documentation.

From the Homepage:

1. Click [...] button/ **Upload/ Download.**

2. In the Jobs section, click **Create** button.

3. Prepopulate all mandatory fields. Set a type as **Order confirmation**. Once finished, save it.

4. The report will appear in the Jobs list. Select it and click **Run**.

Note:

- You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.

- The generated Excel file now **excludes** items that are fully shipped, fully received, or both.

Order Confirmation
Mass OC Upload – Run OC Report

For detailed order confirmation management please refer to Help Center documentation.

7. The report will appear in the **Download** sub-tab.
8. To download a report click on the icon on right hand of the screen.
9. Use **Refresh Status** button to update report status to Completed.

Order Confirmation
Mass OC Upload – OC Report Template

For detailed order confirmation management please refer to Help Center documentation.

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

Order Confirmation
Mass OC Upload – Date Update

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

1. Fill your confirmation number.

2. Change the Item delivery date column populated with your new date.

3. Item type: leave the field as "accept".

Please remember Accelleron does not accept **price changes**.

Leave the other columns without any change.

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

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

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

Example: Total of 20 items to be delivered by Sept.11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

1. Copy the initial line

2. Fill the order confirmation number on both lines.

3. Write 5 in the initial line, and 15 in the 2nd line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates.

4. Adjust the dates accordingly for each of the lines.

Note:

- The total of the quantity in each line must always be equal to the initial order line quantity.

Order Confirmation
Mass OC Upload – Reupload the Template 1

From the **Uploads/Downloads** screen:

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

Note:

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

Order Confirmation
Mass OC Upload – Reupload the Template 2

7. The status column displays whether upload was successful or not:

   - If upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities 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.

Order Confirmation
Mass OC Upload – Opening in Excel Format

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

1. Select the first column containing all concatenated data.

2. Click on Data > Text to columns.

3. Select "delimited".

4. Click **Next**.

5. In "delimiters" screen select "comma" and un-select everything else.

6. Click **Next**.

7. Do not edit next page. Click **Finish**.

8. The data will appear in columns.

Order Confirmation

Mass OC Upload – Reupload in Correct Format for AN

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

1. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H

2. In **Find what** field enter **;** (semi-colon), in **Replace with** field enter **,** (comma).

3. Click **Replace all**.

4. Click **Close**. Save the file and close it.

5. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into Ariba.
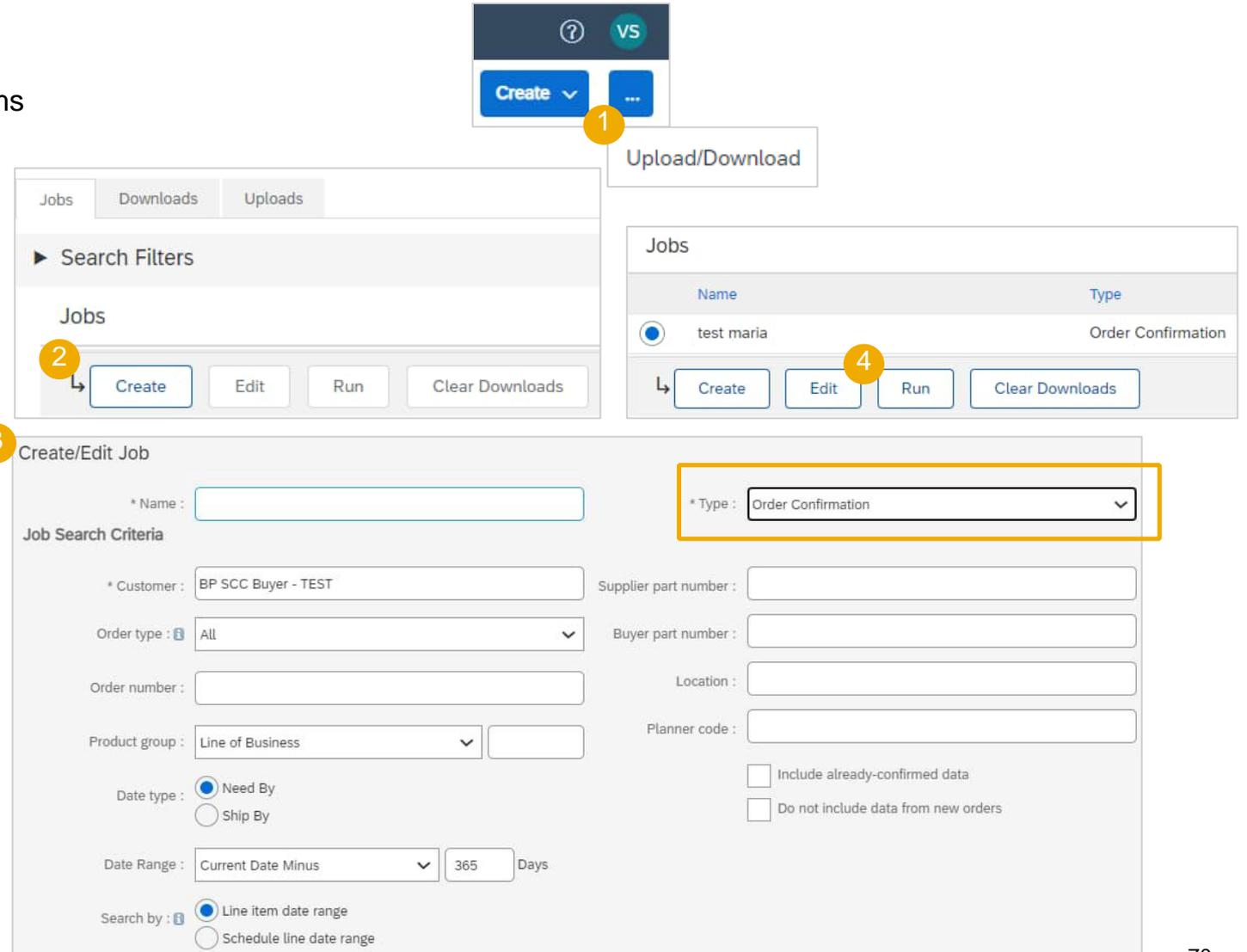
Order Confirmation
Reconfirmation via Mass Upload – Create OC Report

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

From the Homepage:

1. Click [...] button/ **Upload/ Download.**

2. In the **Jobs** section, click **Create** button.

3. Prepopulate all mandatory fields. Set a type as **Order confirmation**. Once finished, save it.

4. The report will appear in the Jobs list. Select it and click **Run**.

Order Confirmation
Reconfirmation via Mass Upload – Run OC Report

6. The report will appear in the Jobs list. Select it and click **Run**.

7. You will be transferred to Downloads sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.

8. Download the Excel report and save it at your computer.

Note:

In Excel file you can reconfirm partially or fully confirmed items.

For more details how to confirm OC via Excel file refer to slide 74 (Order Confirmation) chapter described above or refer to Supply Chain Collaboration General Functionality Process Guide.

Order Confirmation
Reconfirmation via Mass Upload – Reupload the Template

1. Go to **Upload/Download**, **Uploads** sub-tab.

2. Click **Upload** button. A new window will pop up.

3. Fill in the name for your file upload and a customer name.

4. In the type field choose Order Confirmation.

5. Click **Browse** and select the file.

6. Click **Upload**.

Note:

If reupload fails or is completed with errors, download the Log information. After errors are fixed, try to reupload the file again.

Order Confirmation
Mass OC Upload – Date Update

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

1. Fill your confirmation number.

2. Change the Item delivery date column populated with your new date.

3. Item type: leave the field as "accept".

Please remember Accelleron does not accept **price changes**.

Leave the other columns without any change.

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

Order Confirmation

Mass OC Upload – Split of a Line into multiple delivery dates

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

Example: Total of 20 items to be delivered by Sept.11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

1. Copy the initial line

2. Fill the order confirmation number on both lines.

3. Write 5 in the initial line, and 15 in the 2nd line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates.

4. Adjust the dates accordingly for each of the lines.

Note:

The total of the quantity in each line must always be equal to the initial order line quantity

Advanced Shipping Notice
Mass ASN Upload – Download CSV Template

From the Homepage:

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

Note:

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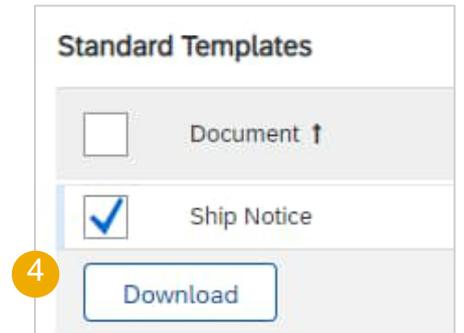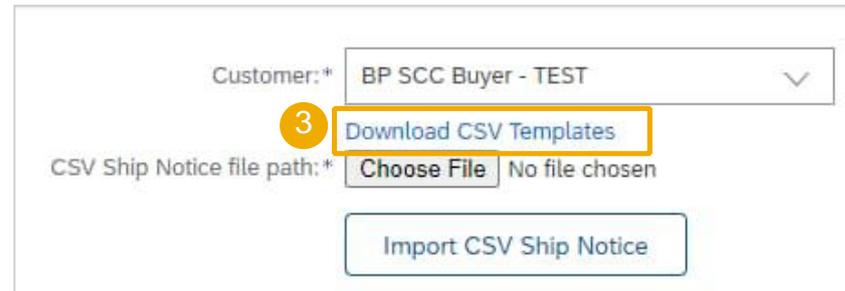
Advanced Shipping Notice

Mass ASN Upload – Update and Upload CSV Template

1. Add to the CSV template ship Notice/s data. Fill in all **required** columns. Save and close file.

2. From the Portal homepage go to **... button**

3. Select **CSV Upload / Ship Notice** from the drop down.

4. Select the customer.

5. Browse the updated template from your computer.

6. Click **Import CSV Ship Notice**.

7. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.

8. Fix the errors accordingly and reupload the file following the same steps.

Notes:

- You can upload several ship Notices from one CSV file, but they need to be for the same customer.

- Enter the header information in the first row for the ship Notice. You don't need to repeat the header fields on subsequent rows.

Purchase Order Statuses

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed Partially Shipped	The order is in progress. If you update part of a purchase order, Ariba Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Shipped	You shipped the entire order.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	Ariba Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.
Declined, Accepted, In progress	Not in use for this project

Purchase Order
View PO Details – Line Level – Control Keys

Control Keys provide important information about actions that are allowed/required on the particular line item.

Below, see the list possible statuses:

Control Key	Status
Order Confirmation	Allowed
	Required before Shipping
	Not Allowed
Ship Notice	Allowed
	Not Allowed
Invoice*	is ERS**
	is not ERS

*Invoicing is not in scope for Ariba, however invoice type information is available in the Purchase Order.

When you use **Evaluated Receipt Settlement (ERS), you agree with Accelleron that you will not submit an **invoice** in respect of a purchase order transaction. Instead, the back-end system posts the **invoice** document automatically on the basis of the data in the purchase order and goods **receipts**.

Note: For Ship Notice in 'allowed' status, please assume that the ship note is required and obligatory.

Control Keys

| Order Confirmation:	required before shipping
Ship Notice:	allowed
Invoice:	is not ERS

Purchase Order Routing Status

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

- **Sent** (new POs): Ariba Network sent the order to the supplier account.

- **Acknowledged**: the supplier has started to process the order on the portal (has started to resend confirmations or shipping Notice),or the supplier has received the order in his ERP (in case of EDI integration).

- **Failed**: Ariba Network experienced issues in routing the order to the suppliers. In case of order notified via email, this is usually due to a wrong recipient email address (see account configuration guide >> electronic order routing). In case of EDI integration, this will detect a technical issue of processing the order in supplier ERP.

Reminders of Unconfirmed Orders

- In case POs remain unconfirmed in your Ariba Network Portal Inbox, a reminder will be sent via email to your account administrator.

- Reminders will cease once you start processing the PO.

- You will receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email

- At the beginning of every week, Ariba Network sends a report of unconfirmed orders that have generated these Notices within the last 30 days to the primary email address for your account (admin).
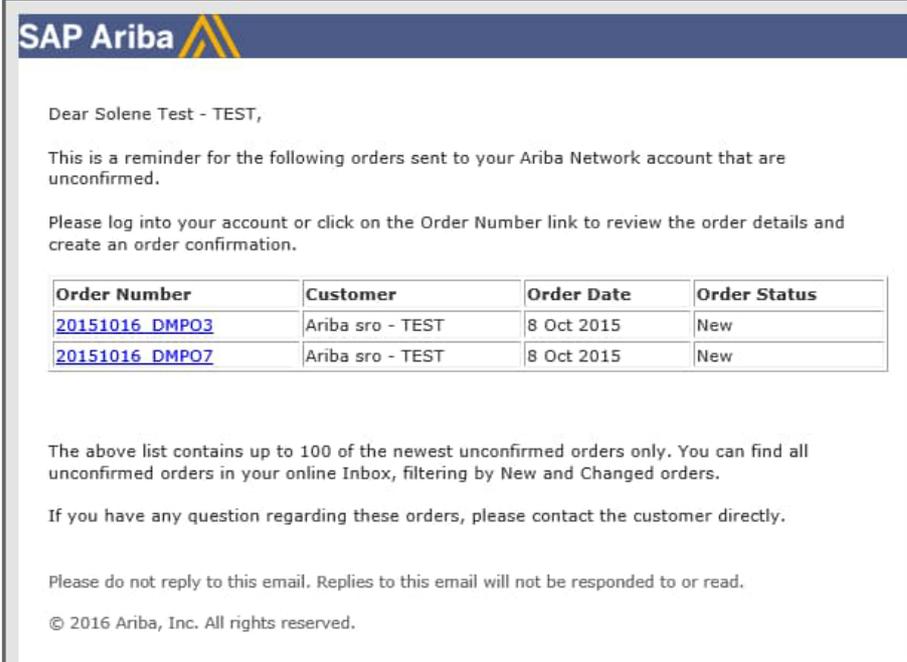
SAP Ariba

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.

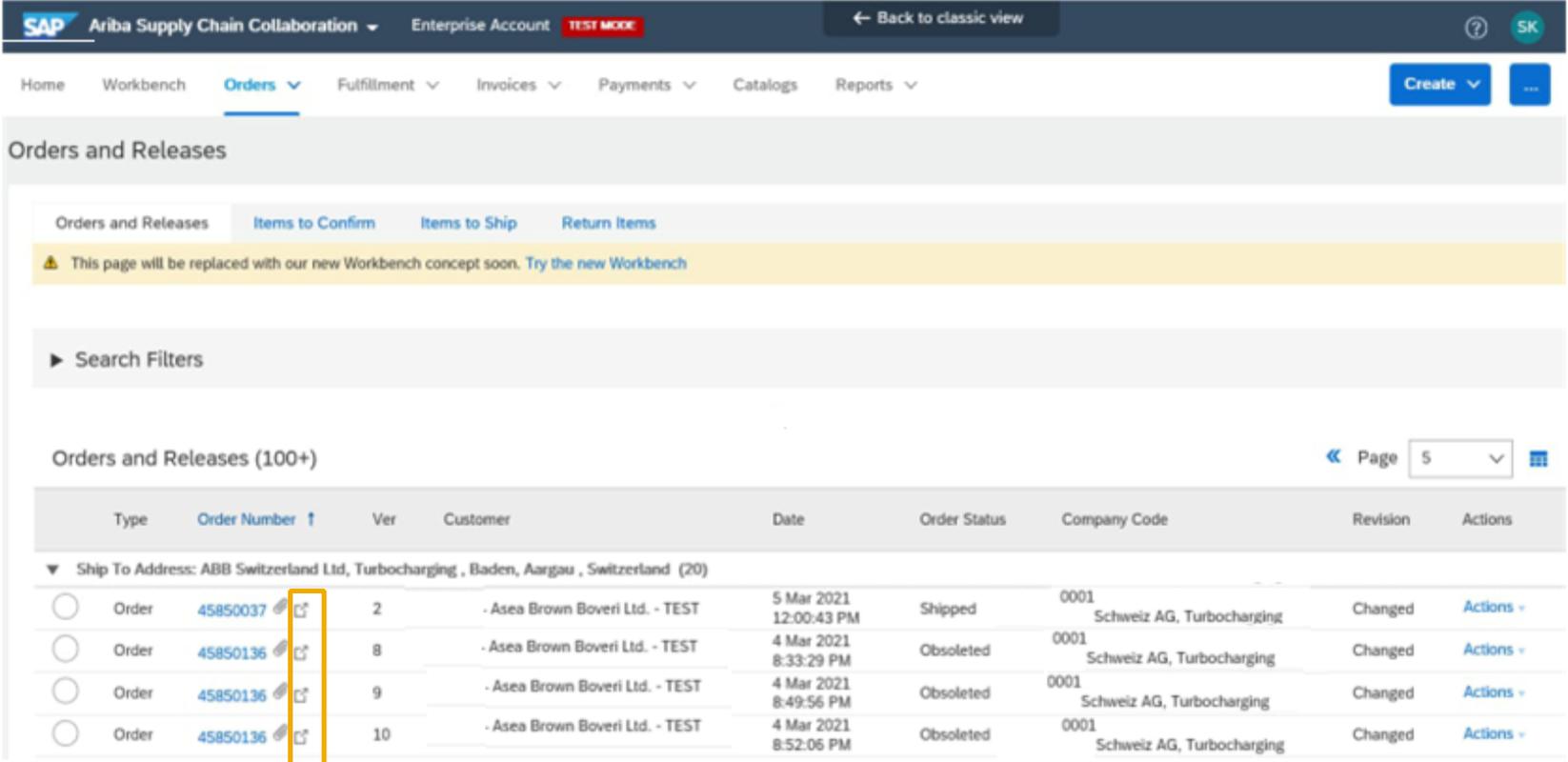© 2016 Ariba, Inc. All rights reserved.

External Information Source Integration

- A marker [icon] is visible on the Ariba Network user interface for suppliers when a link to an external information source is included in a purchase order line item.

- In practical terms this means that there is additional documentation attached to the Purchase Order and you should check the Additional Sources section on the line item level.

- This marker is shown next to the order number on the following tabs/pages:

ORDERS → Orders and Releases

ORDERS → Items to Confirm

ORDERS → Items to Ship

Packing Unit Labels
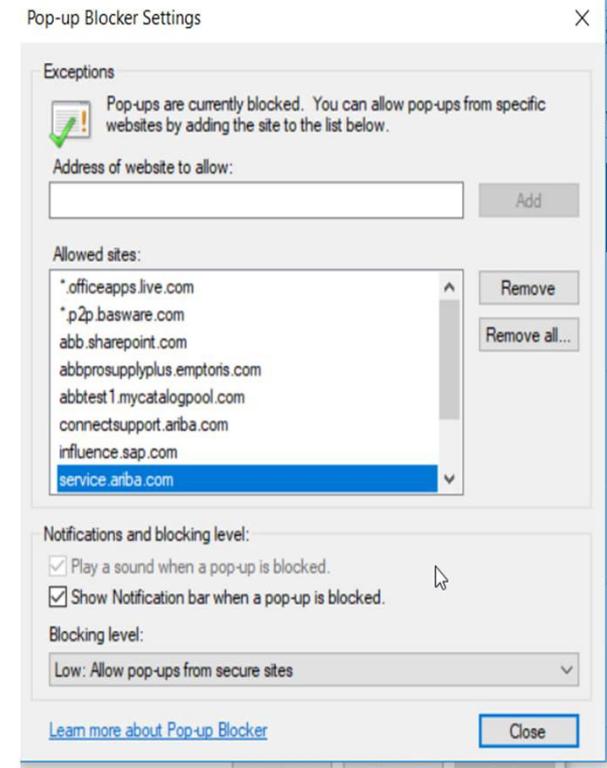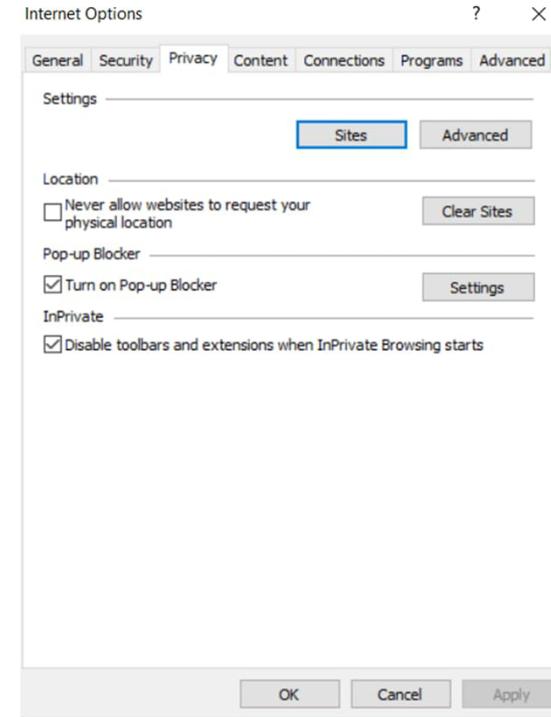## „Download PDF" button not working

- Depending on the browser you use (Chrome/Edge/Firefox), you may have to change your pop-ups settings to be able to open the labels.

- If not allowed, then the "Download pdf" button e.g. in ship notice (for printing the labels) may not react at all.

Chrome:
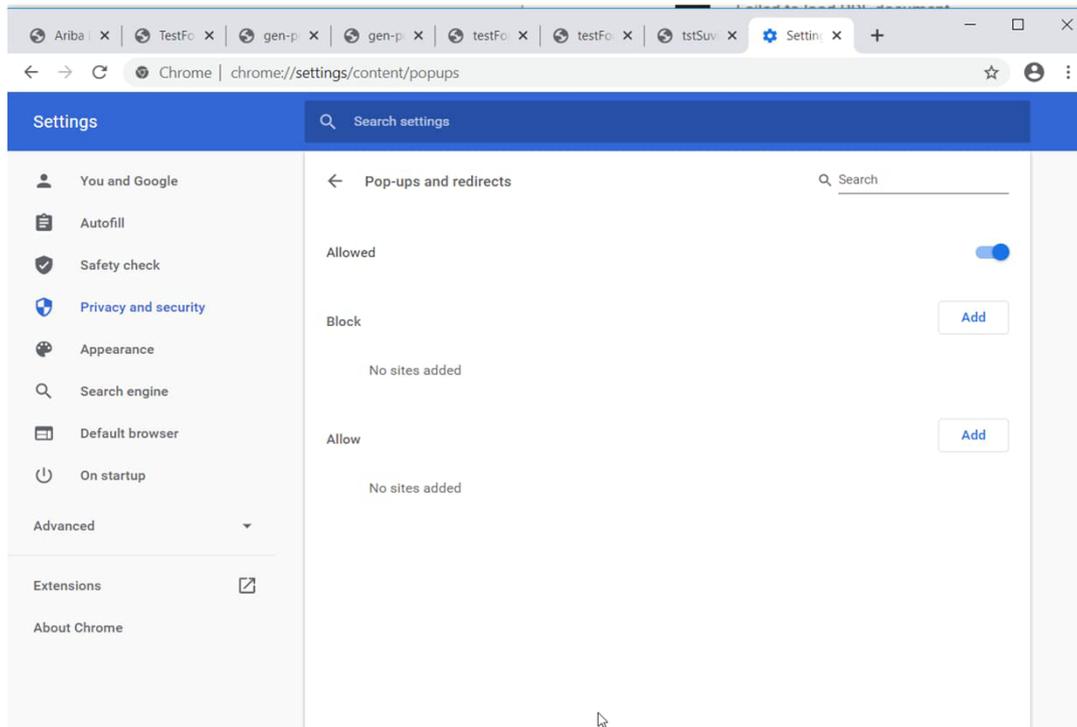
Internet Explorer:

Pls note that Internet Explorer not supported by Ariba anymore
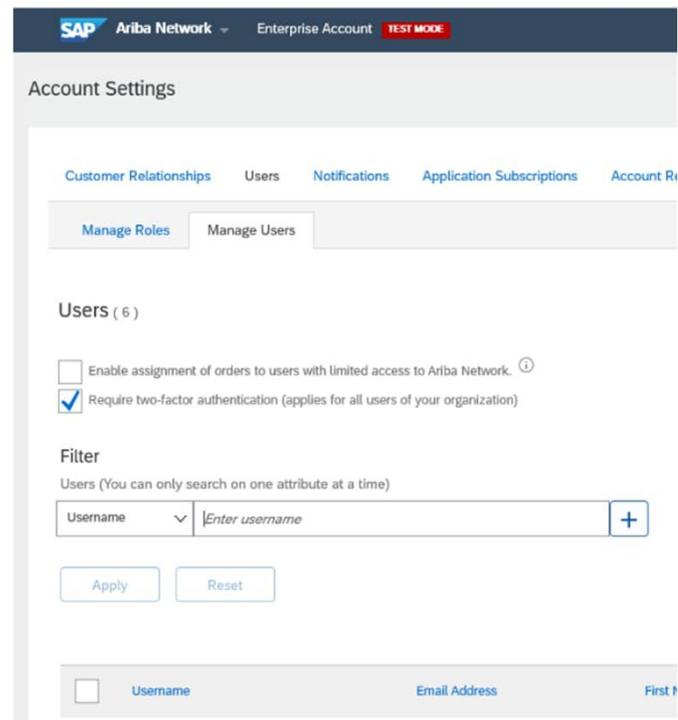
Security Recommendations
Multi Factor Autentication

- Accelleron's general **recommendation** for suppliers is to enable Multi factor authentication (MFA), the so called two-factor authentication in the Ariba Network Supplier account settings. It requires the user to download e.g. SAP Authenticator application to his mobile device. Here's how to enable the MFA settings on account level:
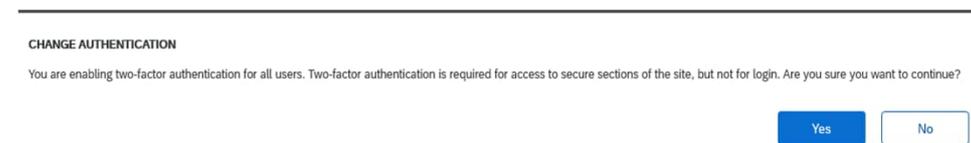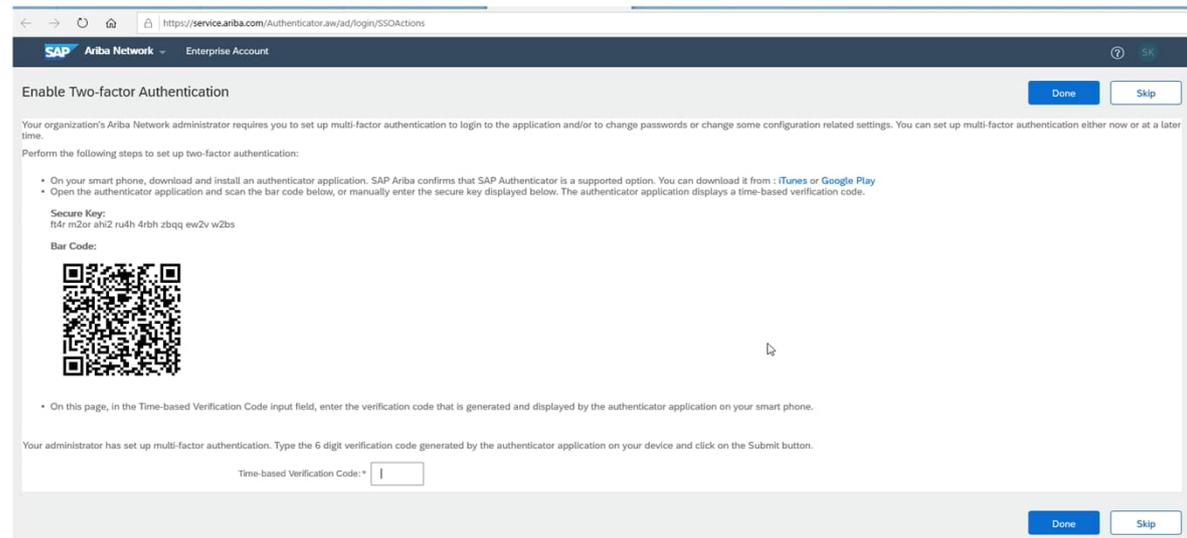
1. Navigate to users>>Settings
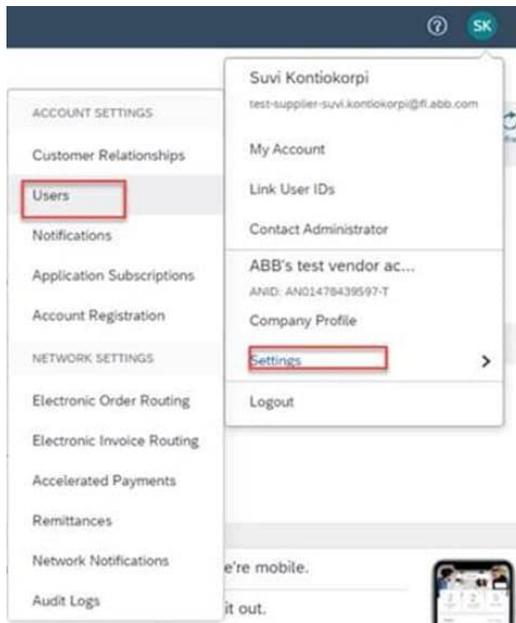
2. Manage Users >> Require two factor authentication

3. Confirm changes

4. User is prompted to set up two factor authentication

Security Recommendations
Working on Trusted Devices

• Suppliers shall access Ariba Network (or Ariba mobile app which is however not yet supported for Accelleron solution) only on trusted devices anti-malware measures in place, as well as the means of ensuring they remain current).

Advanced Shipping Notification
Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports**.

2. Click **Create**.

3. To create a report template, enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.

4. Select the report template you've created and click **Run**.

5. Use **Refresh Status** button to update the status.

6. When the status changes to **Processed**, click **Download**.

Purchase Order
PO Content

Level	Field	Description	Data Source
Header	From	Buyer account	Network
Header	To	Supplier account	Network
Header	Purchase order	Order number from Customer ERP	Customer ERP
Header	Payment Terms	Payment terms from Customer ERP	Customer ERP

Order Confirmation
OC Content

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Free text
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

Advanced Shipping Notice
ASN Content

Level	Field	Description	Mandatory	Data Source
Shipping	Packing Slip ID	Supplier Packing Slip Identification	Yes	Free Text
Shipping	Invoice No	Supplier Invoice Number	Optional - TBD	Free Text
Shipping	Ship Notice Type	Selected to "Actual" or "Estimated"	Optional - TBD	Drop Down List
Shipping	Shipping Date	Shipping Date	Optional - TBD	Date Field

SAP Ariba

Thank you.

THE BEST RUN **SAP**