Introduction to SAP Business Network

Subcontracting Collaboration
May 2024

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Process Flow

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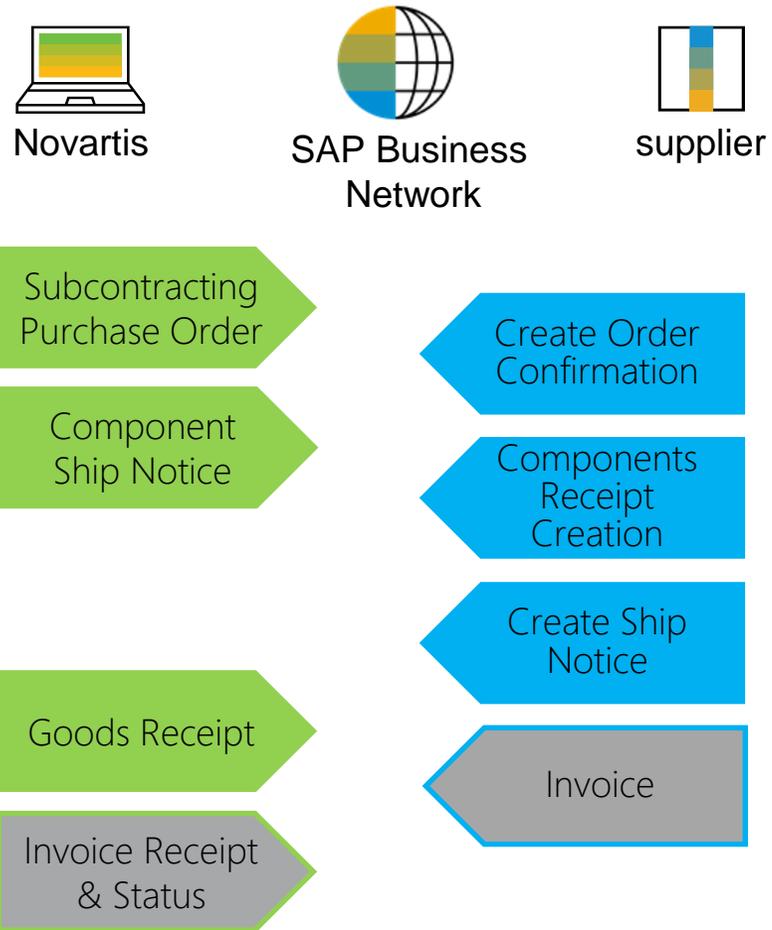# Introduction to Subcontracting Collaboration
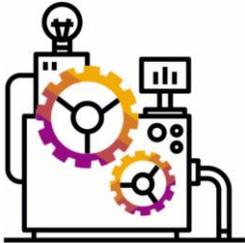
Subcontracting is a business model in which part of the manufacturing process is outsourced to a third party (vendor or contract manufacturer).

Subcontracting is also referred to as **Contract Manufacturing**

A Company may outsource the manufacture of certain product components or outsource the assembly of the product..

Subcontracting Collaboration Workflow Diagram

Subcontracting Collaboration Documents

Document	Description
Subcontracting Purchase Order	A subcontracting purchase order is a purchase order that is sent from NOVARTIS to a contract manufacturer to request the production and delivery of finished goods. The subcontracting purchase order has been enhanced to carry, not only item level and schedule line level information, but also subcontracting component information. Subcontracting components are the raw materials that are used for manufacturing the finished goods specified at the item level.
Order Confirmation incl. Component	Acknowledgement of subcontracting purchase order with components' details.
Component Ship Notice	A component ship notice is a type of ship notice that informs the contract manufacturer of the shipment of subcontracting components.
Component Receipt	A component receipt is a type of goods receipt that informs the customer of the receipt of subcontracting components. The contract manufacturer can issue the component receipt against one or more component ship notices.
Finish Goods – Advance Shipping Notification (ASN)	An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment. An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.
Goods Receipt	Novartis confirmation of final product receipt

Subcontracting Purchase Order

Review the line items section in subcontracting purchase order layout.

1. Click **Details** to view the schedule lines.

2. Click **Show Components** to view the components.

3. For detailed steps finding the purchase orders in sap business network, please refer to PO collaboration guide.

Subcontracting Order Confirmation - Allowed Actions

1. You can confirm entire order.

2. You can update line items.
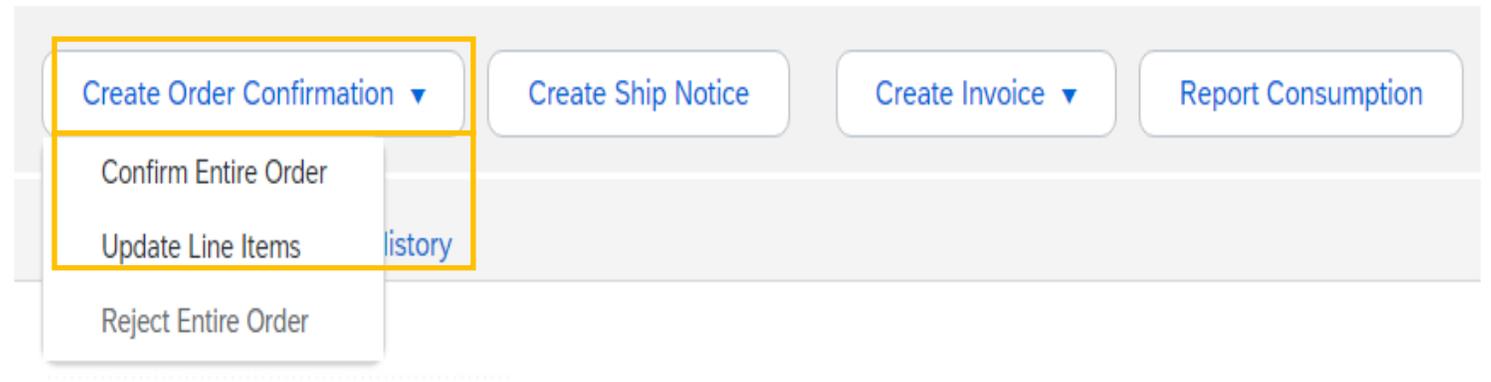
Note* Rejecting a PO is currently not available on the network. Please contact your Novartis business contact for adjustments/queries in the PO
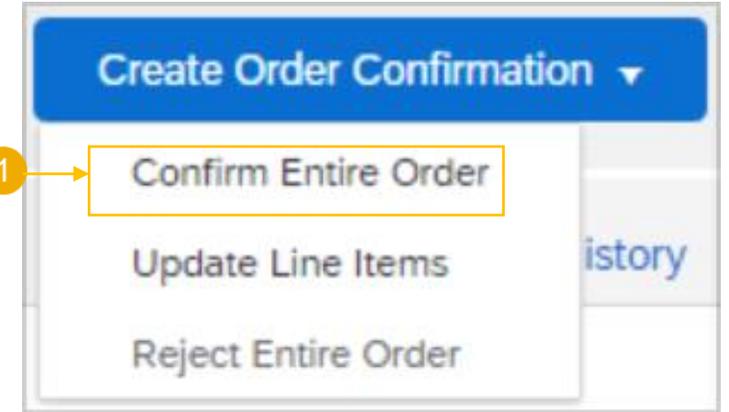
Confirm Entire Order – Components Review

1. Select **Confirm Entire Order.**

2. Expand **Schedule lines** to view Component section.

3. Expand **Components** to view the details.

4. For detailed steps on order confirmation, please refer to PO collaboration guide.

Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		000000000000708299		Subcontract	Material	10.000 (PCE)	2 Jul 2024	38,669.04 TRY	386,690.40 TRY	

Description: GR:IC: TEGRETOL 100ml SURUP TR

Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	2 Jul 2024		10.000 (PCE)

Components

Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)
00010_0001_0001	000000000000833445 DICLOFENAC SODIUM FINE/DS.042			0.100 (KGM)

Current Order Status:

10.000 Confirmed As Is (Estimated Delivery Date: 2 Jul 2024)

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Update Line Items

1. Select **Update Line Items.**

2. You are allowed to confirm the quantity based on quantity tolerance limit.

3. For detailed steps on order confirmation, Kindly refer to PO Collaboration Guide.

   .

Create Order Confirmation ▼

Confirm Entire Order

① Update Line Items   istory

Reject Entire Order

Line Items
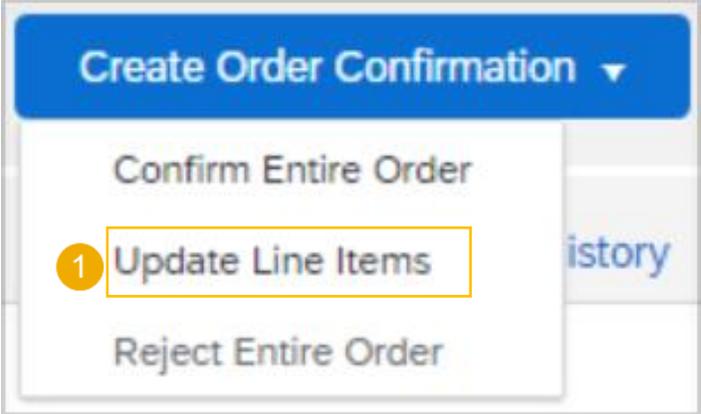
Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	
10		000000000000708299		Subcontract	Material	10.000 (PCE)	2 Jul 2024	38,

Description: GR:IC: TEGRETOL 100ml SURUP TR

▸ Schedule Lines

Current Order Status

⦿ 10.000 Unconfirmed

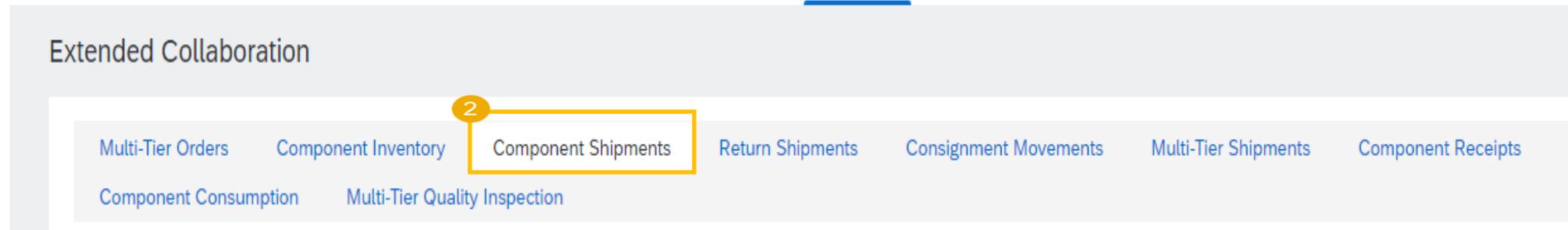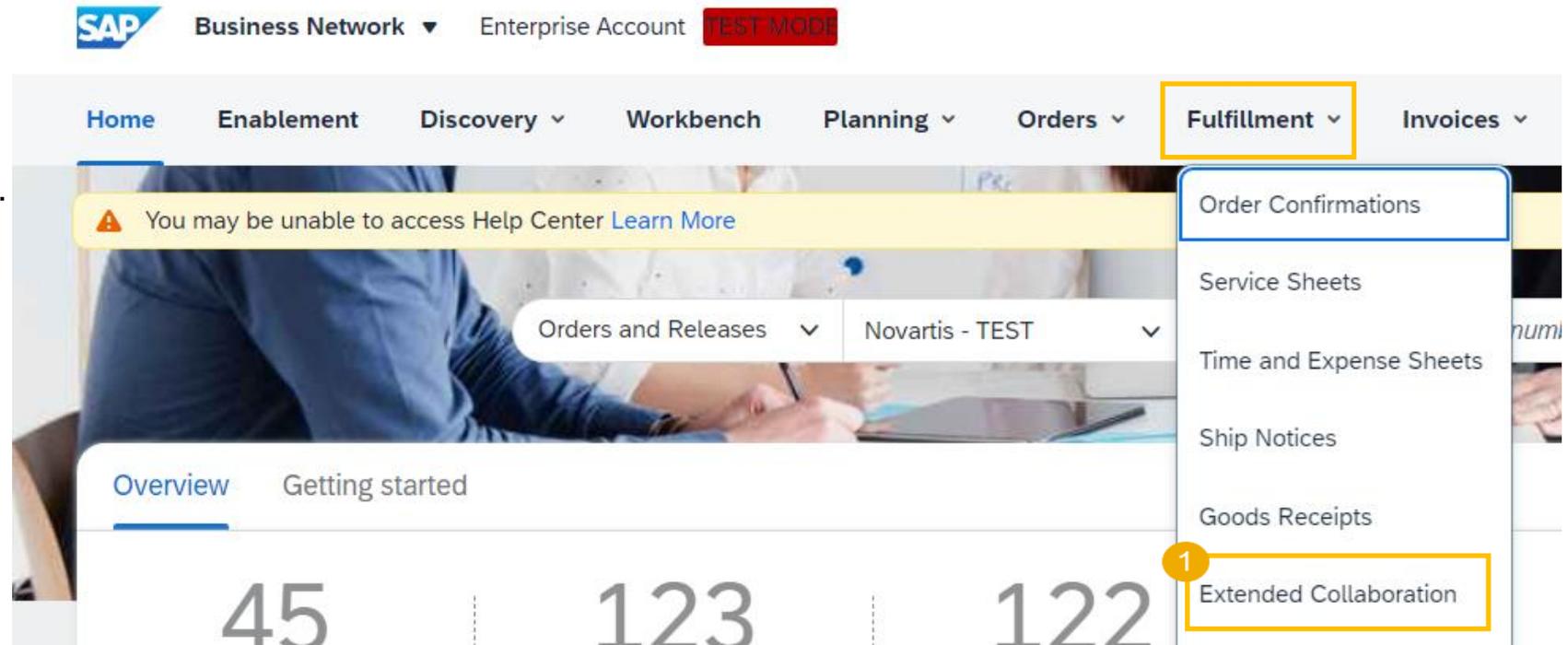**②** Confirm: [   ]   Backorder: [   ]

[Confirm Based on Schedule Lines]

Component Ship Notice

1. Go to **Fulfillment > Extended Collaboration.**

2. Click on the **Component Shipments** tab.

Component Ship Notice

3. Expand **Search Filters** to display the query fields. Recommended to search with customer & Dates.

4. Click **Search**. Matching results will appear at the bottom of your screen.

5. Open and view component shipment by clicking its number.

▼ Search Filters

Customer:	Novartis - TEST ⌄
Ship Notice No.:	ⓘ
Order No.:	ⓘ
Date Range:	Other ⌄ ⓘ
Start Date:*	1 May 2024 📅
End Date:*	25 Jun 2024 📅

Routing Status:	All ⌄
Receipt Status:	All ⌄
	☐ Search only Stock Transport Orders
Tracking No.:	ⓘ

Number of Results: 100 ⌄ **Search** Reset

Extended Collaboration

Multi-Tier Orders | Component Inventory | Component Shipments | Return Shipments | Consig

▶ Search Filters

Component Ship Notices

☐	Ship Notice No.	Customer	Order No.	Date
☐	8000023487	Novartis - TEST	4500004517	31 M

Component Ship Notice Details

Component Ship Notice: 8000023487   Done

| Create Component Receipt | | Print ▾ | Export cXML | Resend |

Detail   History

1. To view components details, click **Show Item Details.**

SHIP FROM

TR: TECHOPS SHIPPING POINT
Yenişehir Mahallesi Ihlara Vadis 2
34912, Kurtkoy Pendik Istanbul
Türkiye

SHIP TO

Return Vendor Customer
KALANG PLACE
singapore 339153
Singapore

SHIPPING

Ship Notice #: 8000023487
Notice Date: 31 May 2024
Actual Shipping Date: 31 May 2024
Actual Delivery Date: 1 Jul 2024

TRACKING

Routing Status: Sent
Related Documents: 4500004517

Components   ① Show Item Details

Line #	Customer Part # / Description	Customer Batch #	Expiry Date	Part #	Batch #	Open Quantity	Received Quantity	Unit	Order #	Order Item #
000010	000000000000833445	A00SBX				0	0	KG	4500004517	000010
	DICLOFENAC SODIUM FINE/DS.042									

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Create a Component Receipt

1. Click **Fulfillment > Extended Collaboration.**

2. Go to the **Component Shipments** tab.

3. Identify the component receipt using **search filters**.

4. Select the desired component ship notice by clicking the box.

5. Click Create component receipt button.

Note: You can create a component receipt as well from the component shipment screen.

Component Receipt Content

1. Fill all mandatory fields - receipt number and date.

Create Receipt

* Indicates required field

SHIP FROM	SHIP TO
TR: TECHOPS SHIPPING POINT Yenişehir Mahallesi Ihlara Vadis 2 34912, Kurtkoy Pendik Istanbul Türkiye	Return Vendor Customer KALANG PLACE singapore 339153

Receipt #: * **CR4500004517**

Receipt Date: * 25 Jun 2024 📅

Comments:

Components

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit
1	00000000000833445	A00SBX			0.1	KG	0.1	KG
	DICLOFENAC SODIUM FINE/DS.042							

Component Receipt Content

2. Click Next and Submit.   [Next] [Exit]

Review Receipt   [Previous] [Submit] [Exit]

* *Indicates required field*

SHIP FROM	SHIP TO
TR: TECHOPS SHIPPING POINT Yenişehir Mahallesi Ihlara Vadis 2 34912, Kurtkoy Pendik Istanbul	Return Vendor Customer KALANG PLACE Singapore 339153

Receipt #: CR4500004517
Receipt Date: 25 Jun 2024
Comments:

Components

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	000000000000833445	A00SBX			0.1	KG	0.1	KG	8000023487	10	4500004517	10
	DICLOFENAC SODIUM FINE/DS.042											

Create Advanced Shipping Notification

From **Orders > Orders and Releases:**

1. Open the PO.
2. Click Create Ship Notice.
3. For detailed steps on Advanced shipping notification, please refer to PO collaboration guide.

Purchase Order: 4500004517

| Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ | Report Consumption |

Order Detail   Order History

From:
Customer
Novartis Saglik, Gida ve Tarim
SURYAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah.Şe-6
34805, Istanbul
Türkiye
Phone: +90 (1 216 6812000

To:
SOYEE SINGAPORE-TEST
7 KALANG PLACE
SINGAPORE 339152
Singapore
Phone:

Create Advanced Shipping Notification

1. Update the **quantity** shipped for each line item (based on tolerance the system will show what it possible).

2. Provide the **Country of Origin**(Mandatory).

3. Provide the **Production Date**(Mandatory).

4. Provide **Supplier Batch ID**(Mandatory).

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500004517	10		000000000000708299	10.000	PCE	2 Jul 2024		38,669.04 TRY	386,690.40 TRY	TR10	Remove

Description: GR:IC: TEGRETOL 100ml SURUP TR

Shipment Status
Total Item Due Quantity: 10 PCE

Confirmation Status
Total Confirmed Quantity: 10.000 PCE   Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	10.000	SDID_1	France [FRA]	1 Mar 2024		Add Details

Add Ship Notice Line

Add Order Line Item   Manage Serial Numbers ▾

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Advanced Shipping Notification

5. Click the **Add details** button.
6. Add **customer batch Number** and **Quantity** (Mandatory).
7. Click OK.

Goods Receipt

Good receipt is issued by Novartis once they received the delivered goods.

Goods receipt reaches the Network, the corresponding PO status is being automatically updated to **Received**.

Order Number	Customer	Amount	Date ↓	Order Status
4500004303	Novartis - TEST	₺700 TRY	May 9, 2024	Received

Receipt: 5000005084

Done   Previous

Print | Export cXML

Detail   History

From:
Novartis - TEST
SURYAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah.Şe...
34805, Istanbul
Türkiye

To:
SOYEE SINGAPORE-TEST
7 KALANG PLACE
SINGAPORE 339152
Singapore
Phone:
Fax: 062954638
Email: ana_liza.amores_ext@novartis.com

Receipt:
Receipt No.: 5000005084
Receipt Date: 11 May 2024

Routing Status: Sent
Related Documents: 4500004303

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: **4500004303** (Closed For Receiving)													
1	10	S2345	000000000000833779			ASN4500004303	11 May 2024	70.000 KGM	Not Specified	Received	10.00 TRY	700.00 TRY	Completed
Description: VILDAGLIPTIN/DS 16													

Comments

Goods Receipt

Goods receipt belongs to the list of PO related documents. You will find the PO related document in the purchase order.

Purchase Order: 4500004574   **Done**

Create Order Confirmation ▼   Create Ship Notice   Create Invoice ▼   ↓   🖨   •••

Order Detail   Order History

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From:
Customer
Novartis Saglik, Gida ve Tarim
SURYAPI&AKEL İş Mrk.Rüzgarlıbahçe Mah.Şe-6
34805, Istanbul
Türkiye
Phone: +90 () 216 6812000
Fax: +90 () 216 6812077

To:
SOYEE SINGAPORE
7 KALANG P
SINGAPORE
Singapore
Phone:
Fax: 062954636
Email: shantanu.bhatia_ext@novartis.com

Purchase Order
(Received)
4500004574
Amount: 3,000.00 TRY
Version: 1

Track Order

Payment Terms ⓘ
0.000% 60
Net 60 days

Contact Information
Supplier Address

NGAP

Routing Status: Acknowledged
External Document Type: Direct PO (ZDP1)
Related Documents: 5000005269
ASN4500004574
OC4500004574

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Thank you

Note* - For any technical queries related to onboarding and SBN please reach out to
contact.elink@novartis.com

For specific queries related to the PO like prices, incoterms etc. please reach out to Novartis Business POC mentioned on the PO

When to reach out to contact.elink@novartis.com?

✅ Purchase orders are missing in my Ariba Account
✅ Cannot locate invitation email from Novartis
✅ Error when submitting ASN(Advance Shipping notification) with pack item
✅ ASN status is failed/queued
✅ Need assistance with SCC training materials

❌ You are not satisfied with the content in the PO - please contact PO creator
❌ Increase PO value - please contact PO creator
❌ PO created for wrong entity - please contact PO creator
❌ Missing PO lines - please contact PO creator
❌ PO was canceled - please contact PO creator

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