



ELTGROUP
SHAPING TECHNOLOGY.
GLOBAL PROTECTION.

SAP Business Network for Supply Chain Order Collaboration Supplier Training Guide

09, 2025

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Order Collaboration Journey

The **Digital Supply Chain** project introduces several improvements that foster the operational efficiency and enhance transparency and control across the phases of the process lifecycle.

PO Update

The supplier can modify his commitment by sharing any rescheduling of the delivery date by submitting the relevant reasons for the delay

Advanced Shipping Notice

An advanced shipping notification is a document the supplier will send to a customer that provides details of an imminent shipment.

Goods Receipt

It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.

Purchase Order Confirmation

Document to guarantee the commitment to the supplier upon delivery of the goods.

Order Change Request Creation

ELT can share a formal request to modify an existing Purchase Order.

PO Reconfirmation

The supplier reconfirms the order updated with the date changes retrieved from the Order Change Request Management

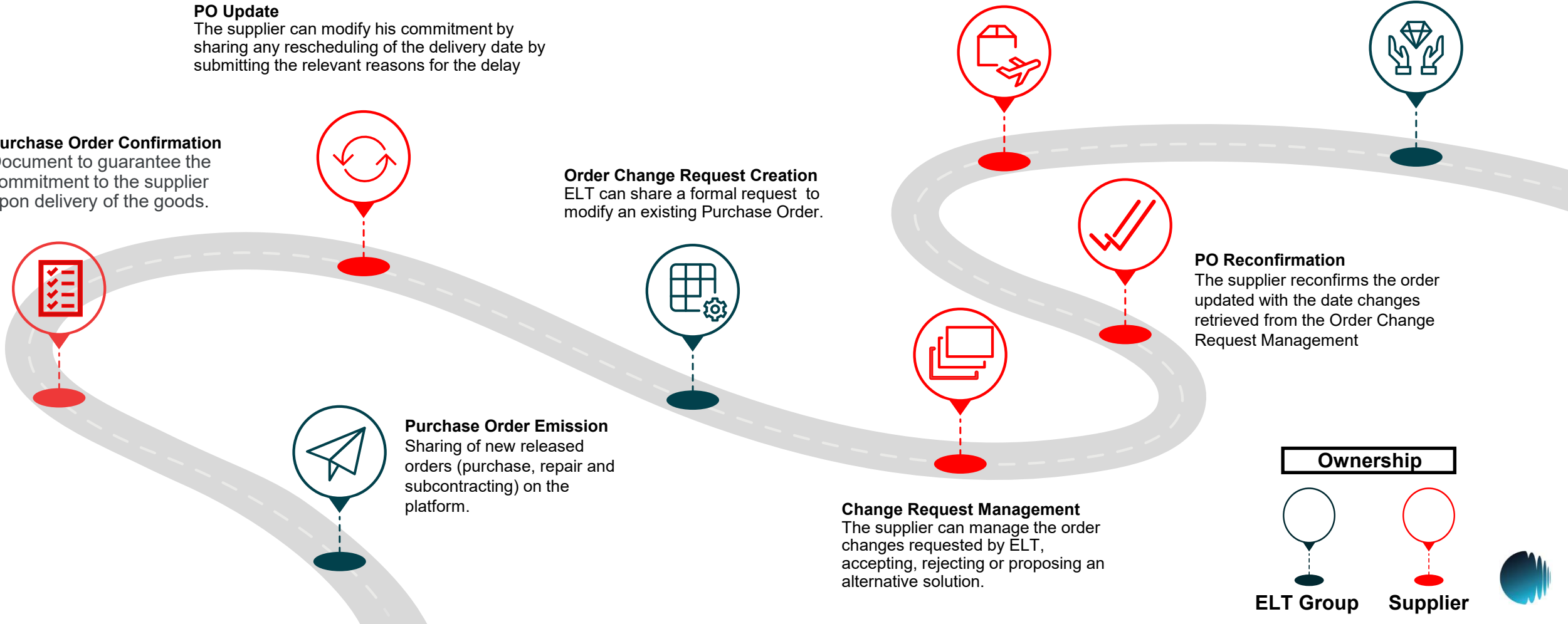
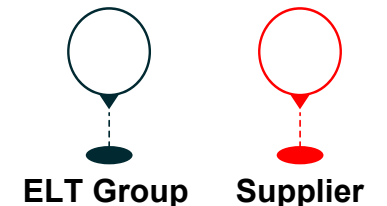
Purchase Order Emission

Sharing of new released orders (purchase, repair and subcontracting) on the platform.

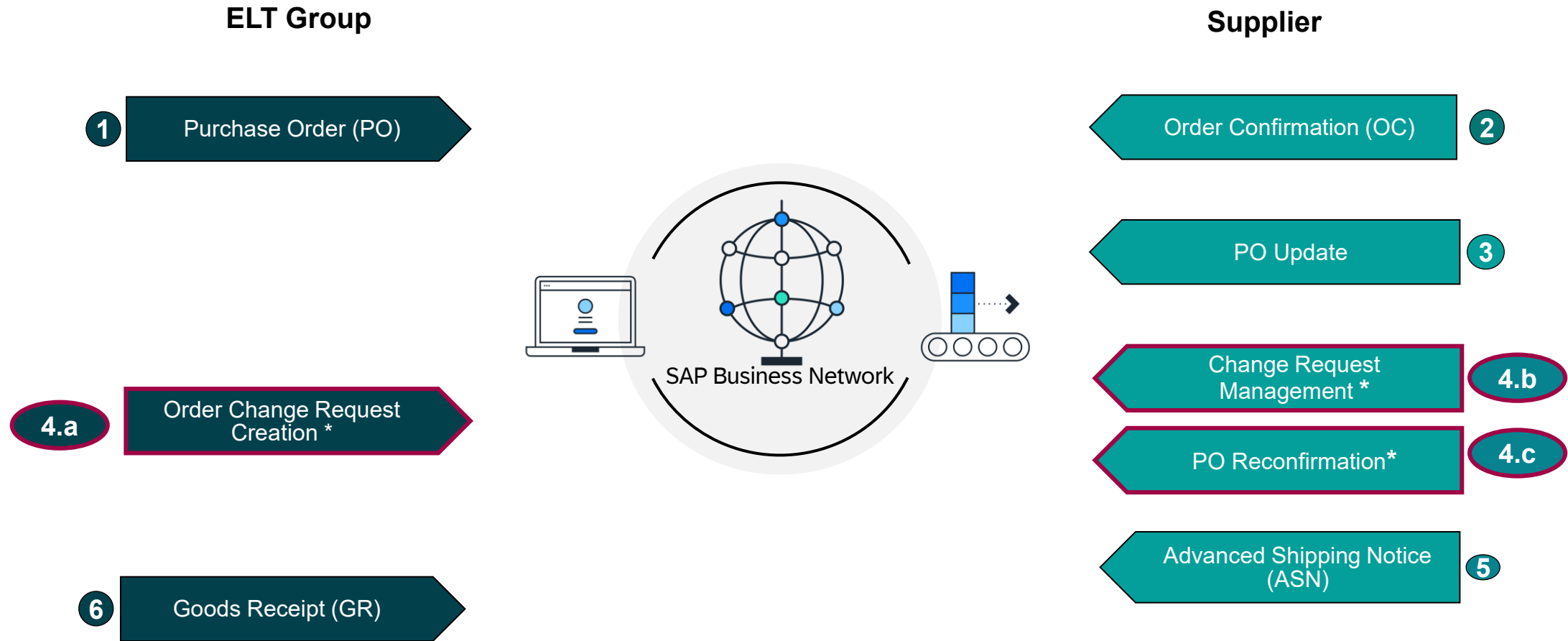
Change Request Management

The supplier can manage the order changes requested by ELT, accepting, rejecting or proposing an alternative solution.

Ownership



Purchase Order Collaboration Workflow

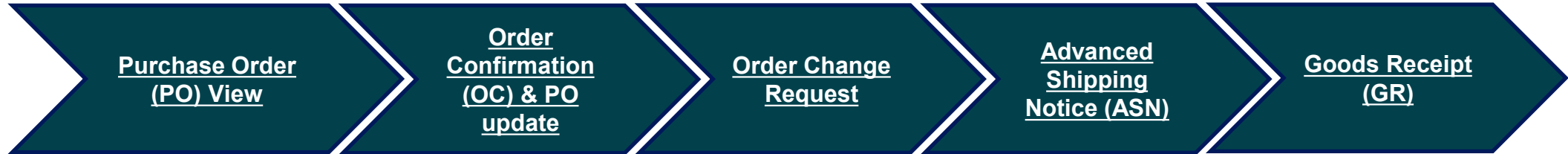


* ELT Group could request some order changes to the supplier due to internal needs that may arise. The steps related to these changes are not mandatory but may occur in the process.

Order Collaboration Objects

Purchase Order (PO)	<p>A purchase order is a formal request or instruction from a customer 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.</p> <p>A purchase order (PO) consists of a document header and a number of items.</p> <p>The information shown in the header relates to the entire PO.</p>
Order Confirmation (OC)	<p>A purchase order confirmation is a formal acknowledgement of receipt of a purchase order by the customer. It also serves to confirm or reject the (lines of the) purchase order.</p>
PO Update	<p>The supplier can modify his commitment by sharing any rescheduling of the delivery date by submitting the relevant reasons for the delay.</p>
Order Change Request Creation	<p>An Order Change Request is a formal request to modify an existing Purchase Order.</p>
Change Request Management	<p>The supplier can manage the order changes requested by ELT, accepting, rejecting or proposing an alternative solution.</p>
PO Reconfirmation	<p>The supplier reconfirms the order updated with the date changes retrieved from the Order Change Request Management</p>
Advanced Shipping Notification (ASN)	<p>An advanced shipping notification is a document from a supplier to a customer that provides details of an imminent shipment. It 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.</p>
Goods Receipt (GR)	<p>A goods receipt is a posting in the customer 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.</p> <p>It is a system posting that contains a header and one or more items. The posting typically refers to an advanced shipping notification or a purchase order.</p>

Order Collaboration Portal User Interaction



Search and Identify the PO

View PO Details

Line Item Details

Allowed Actions

Confirm PO Line Item

Confirm Multiple PO Line Items

Check Delivery Date

Update Line Items

Review Submitted Order Confirmations

Allowed Actions

Accept

Reject

Propose an alternative proposal

Reconfirmation

General Considerations

Allowed Actions

Item to Ship Tab

Create ASN

Line Level – Manage Line Items

Serial Numbers

Download Barcode Label

Submit the Final Document

Download Label from existing ASN

Review Before Submitting

Review Submitted ASN

Edit ASN

Download ASN Report

Goods Receipt (GR)

Goods Receipt creation through IB

Delivery

Customer Document

Review

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

The screenshot displays the SAP Business Network Home page for an Enterprise Account. The interface includes a top navigation bar with various menu items like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and More. A search bar is located below the navigation, and a central overview bar shows key metrics: 79 Orders, 61 Items to ship, 12 Items to confirm, 3 Order change requests, and 0 Enablement Tasks. Below this, there are sections for 'My widgets' (Purchase orders, Invoice aging) and an 'Activity feed' showing recent order received events.

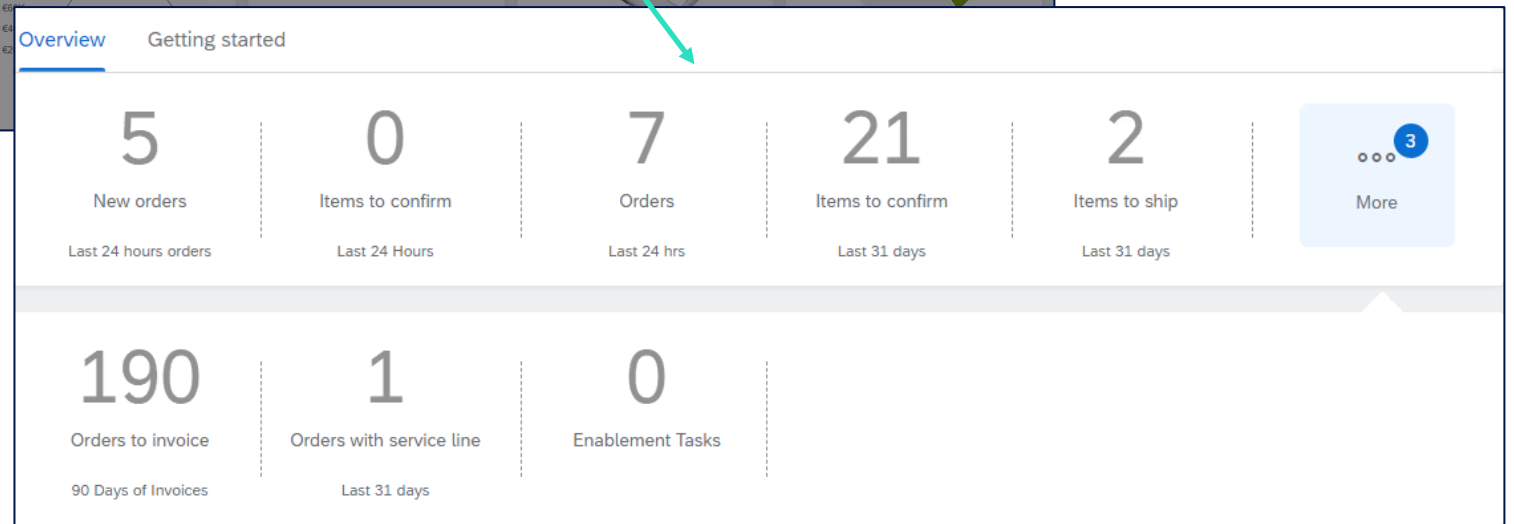
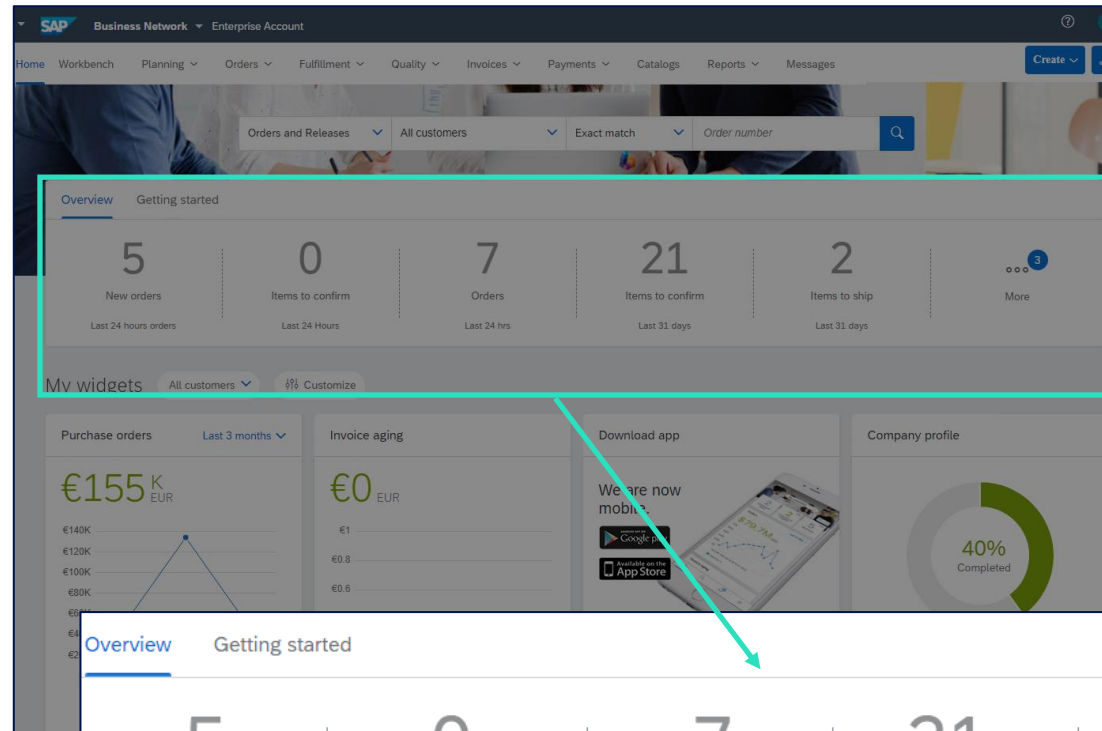
Numbered callouts on the screenshot indicate the following features:

- 1: User Name Initials (RC)
- 2: Access to Help (RC)
- 3: More options (More)
- 4: Create dropdown
- 5: Overview Bar (Overview, Getting started)
- 6: Quick search options (Search bar)
- 7: Home button
- 8: More button
- 9: My widgets section
- 10: Customize button

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
- A number indicates that there are more tiles to display in the 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

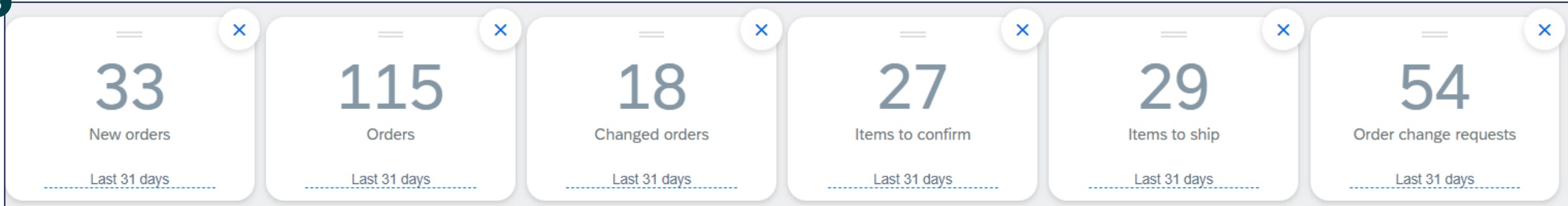
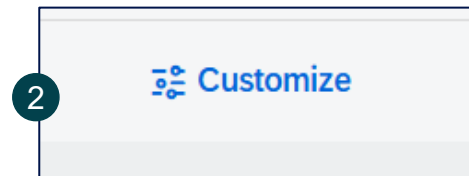
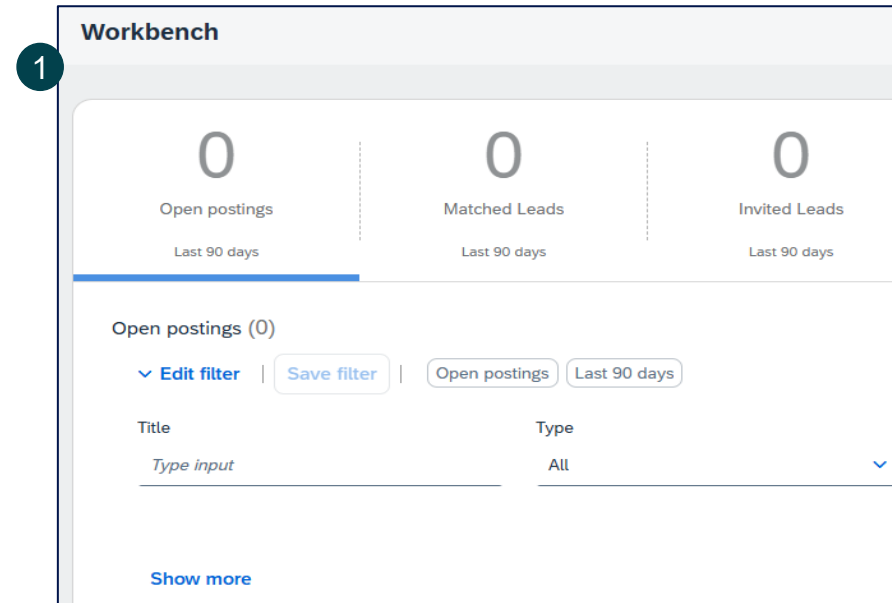


Home page

Customizing the Workbench section

This is **the Workbench overall section**, which is a centralized dashboard where you can manage procurement and order related tasks , it gives a real time view of transactions, documents, tasks ecc.

1. This is the **Standard view** of the **Workbench**.
2. The supplier can **customize** his **Workbench view**.
3. In order to simplify operational management, we suggest organizing the Workbench with the following tiles.



Home page

Customized Workbench Tiles - Example

The screenshot shows a 'Workbench' interface with a 'Customize' button in the top right. Below the header is a row of eight tiles, each with a number and a circled icon:

- 1: 34 New orders (Last 31 days)
- 2: 126 Orders (Last 31 days)
- 3: 18 Changed orders (Last 31 days)
- 4: 26 Items to confirm (Last 31 days)
- 5: 34 Items to ship (Last 31 days)
- 6: 66 Order change requests (Last 31 days)
- 7: 59 Order confirmations (Last 31 days)
- 8: 57 Ship notices (Last 31 days)

The 'New orders (34)' tile is expanded, showing a filter bar with 'Edit filter', 'Save filter', 'Last 31 days', and 'New'. Below the filter bar are several filter sections:

- Customers:** Select or type selections
- Order numbers:** Type selection (Partial match selected, Exact match unselected)
- Creation date:** Last 31 days
- Order status:** Include (New selected)
- Company codes:** Select or type selections
- Purchasing organizations:** Select or type selections
- Customer locations:** Type selection
- Order type:** All
- Routing status:** All
- Min amount:** (empty)
- Max amount:** (empty)
- Currency:** EUR
- Visibility:** Not hidden
- Shipping Network:** All
- Orders with inquiry only

This is an example of a customized **Workbench** section.

1. **New Orders:** The newest- most recent orders sent by buyers.
2. **Orders :** Orders sent by buyers.
3. **Changed Orders:** Modifications made to existing purchase orders.
4. **Items to Confirm:** : Items that require confirmation (full or partial).
5. **Items to Ship:** products or goods that are ready to be dispatched to ELT.
6. **Order Change Requests:** These are requests made to modify existing purchase orders.
7. **Order Confirmations:** These are acknowledgments from the supplier that they have received and accepted a purchase order. Order confirmations indicate that the supplier agrees to the terms and conditions specified in the order and is committed to fulfilling it.
8. **Ship Notices:** ASN - Advanced Ship Notices that have been sent or need to be sent.

Purchase Order (PO) View



Purchase Order (PO) View

Search and Identify the PO

Home Enablement Discovery ▾ Workbench **Orders ▾** Fulfillment ▾ Quality ▾ Invoices ▾ Payments ▾ Catalogs ▾ More ▾

Orders

- Orders and Releases
- Order Inquiries

1

129	26	36
Orders	Items to confirm	Items to ship
Last 31 days	Last 31 days	Last 31 days

To search and identify the purchase order go on the **Orders section** and choose **Orders and Releases**:

1. **Click on the Orders tile.** You will visualize the list of the orders managed by ELT Group in time.
2. In the **Edit filter** section, you can filter the orders using several criteria (e.g. **Order Number, Creation Date, Order Status**). Then click on **Apply**.
3. **Search results** will appear. You will visualize the list of the orders with the corresponding **Date** and **Order Status**.

2

Orders (129) [Edit filter](#) | Last 31 days

Customers <i>Select or type selections</i> 🔗	Order numbers <i>Type selection</i> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	Creation date Last 31 days ▾	Order status Include ▾	<i>Select or type</i> 🔗	Company codes <i>Select or type selections</i> 🔗
Purchasing organizations <i>Select or type selections</i> 🔗	Customer locations <i>Type selection</i>	Order type All ▾	Routing status All ▾	Min amount	Max amount
Visibility Not hidden ▾	Shipping Network All ▾	<input type="checkbox"/> Orders with inquiry only	Currency EUR ▾		

[Apply](#) [Reset](#)

3

Order Number ↓	Customer	Amount	Date	Order Status
4500063187	Elettronica S.p.A - TEST	€4500 EUR	Jul 10, 2025	Confirmed
4500063186	Elettronica S.p.A - TEST	€50 EUR	Jul 10, 2025	Changed
4500063185	Elettronica S.p.A - TEST	€100 EUR	Jul 10, 2025	Confirmed
4500063184	Elettronica S.p.A - TEST	€450 EUR	Jul 10, 2025	Confirmed
4500063183	Elettronica S.p.A - TEST	€450 EUR	Jul 9, 2025	Confirmed
4500063182	Elettronica S.p.A - TEST	€500 EUR	Jul 9, 2025	Confirmed



Purchase Order (PO) View

View PO Details

1. You can view the details of your order and allowed actions.
2. Access order tracking to find information about a purchase order status, history and execution.
3. The section **Line Items** describes the ordered items.
4. Click **Details** or **Show Item Details** to review additional information, such as status, control keys, schedule lines.

Note: For more detailed PO management information please check the “Supply Chain Collaboration General Functionality” Guide where you will find a section dedicated to the [SAP Help Portal](#).

Purchase Order: 4500062929

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

1 ELTGROUP

From: Customer ELETTRONICA S.P.A. Via Tiburtina Valeria km 13,700 00131 ROMA Roma Italy Phone: +39 (0) 0641541 Fax:

To: Test ELT01 - TEST Via Giuseppe Verdi 1 10124 Torino Torino Italy Phone: Fax: Email: Rebecca.Caporilli@elt.it

Purchase Order (+ Changed) 4500062929 Amount: 1.00 EUR Version: 3 (Previous Version)

Track Order **2** Feedback

Payment Terms 0.000% 90 90 GG D.F.F.M.BONIFICO BANCARIO

Contact Information Supplier Address

Routing Status: Sent External Document Type: Ordine acq. standard (NB)

3 **Line Items** Show Item Details

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	→ Edited		C0100993	Material			1.000 (NR)	9 Oct 2025 5-Oct 2025	1.00 EUR	1.00 EUR	Details

4



Purchase Order (PO) View

Line Items Details [1/2]

Expanded details of the line items:

- Status** of the line items (previously confirmed or previously shipped items). **It can either be confirmed or edited** . The **buyer confirmation approval status** shows the order status, for example “approved” . In this pic specifically we can see :
 - **3 Confirmed As Is:** Indicates that three items or lines have been confirmed without changes
 - **Schedule line number: 1:** Refers to the specific line item in the schedule.
 - **Estimated Delivery Date: 18 Sep 2025:** The date when the delivery is expected to occur.
 - **Defaulted from Requested Delivery Date in order:** The estimated delivery date is derived from the originally requested delivery date.
 - **Buyer Confirmation Approval Status-Approved:** The buyer has approved the confirmation of the order.
- Control keys** show the actions that are allowed on this line item. We can also see:
 - **Order Confirmation: allowed:** meaning the system allows order confirmation for this transaction.
 - **Ship Notice: allowed:** Shipping notices are permitted, indicating that the supplier can notify the buyer about the shipment .
 - **Invoice: is not ERS:** ERS (Evaluated Receipt Settlement) is not applicable - this object is not in scope.

1

Status

3 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 18 Sep 2025 - defaulted from Requested Delivery Date in order)

Buyer confirmation approval status | Approved

2

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Quality Certificates on Ship Notice

CoC Manufacturer (optional)

CoC Supplier (required)

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	18 Sep 2025 12:00 PM CEST		3.000 (NR)		

Other Information

Receiving Type: 4

External Line Number: 00010



Purchase Order (PO) View

Line Items Details [2/2]

3. **Quality certificates on Ship Notice** are the documents that are required during the creation of the ASN. Here we can see:
 - **CoC Manufacturer (optional):** Certificate of Conformance from the manufacturer is optional.
 - **CoC Supplier (required):** Certificate of Conformance from the supplier is mandatory.
4. **Schedule lines** show the quantities planned for specified delivery dates:
 - **Schedule Line #:** Identifies the specific line in the schedule, here it is line number 1.
 - **Delivery Date:** 18 Sep 2025 12:00 PM CEST, the scheduled date and time for delivery.
 - **Ship Date:** It indicates when the items are shipped.
 - **Quantity (Unit):** 3.000 (NR), the quantity of items to be delivered, measured in units.
 - **Customer Proposed Qty (Unit):** It indicates the quantity proposed by the customer.
5. **The Other information** section provides additional details such as the Receiving Type, and the External Line Number.
 - **Receiving Type:** 4: Indicates the type of receiving process or method used.
 - **External Line Number:** 00010: A reference number used externally to identify the line item.

Status

3 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 18 Sep 2025 - defaulted from Requested Delivery Date in order)

Buyer confirmation approval status | Approved

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

3 Quality Certificates on Ship Notice

CoC Manufacturer (optional)

CoC Supplier (required)

4 Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	18 Sep 2025 12:00 PM CEST		3.000 (NR)		

5 Other Information

Receiving Type: 4

External Line Number: 00010

Note : for each order position what was previously specified in the order texts is now indicated as a shared list of documents. This list gets checked at the time of shipping to authorize delivery.



Purchase Order (PO) View

Line Items Details – Edited PO

If customer edited a PO, PO status will appear as **Changed**.

You will still be able to see previous versions of the document.

The changes will be displayed in the **Line Items** section:

1. In the case the customer updated the PO, the line item will be marked as **Edited**.
2. In case customer deleted the line item, the line item will be marked as **Deleted**.

Note : When a line item gets edited it will turn red.

Purchase Order: 4500062929

From: Customer: ELETTRONICA S.P.A. Via Tiburtina Valeria km 13,700 00131 ROMA Roma Italy Phone: +39 () 0641541 Fax:

To: Test ELT01 - TEST via Giuseppe Verdi 1 10124 Torino Torino Italy Phone: Fax: Email: Rebecca.Caporilli@elt.it

Purchase Order (+ Changed)

Amount: 1.00 EUR Version: 3 (Previous Version)

Track Order

Payment Terms: 0.000% 90 90 GG D.F.F.M.BONIFICO BANCARIO

Contact Information Supplier Address

Routing Status: Sent External Document Type: Ordine acq. standard (NB)

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	→ Edited		C0060354	Material			50.000 (NR)	31 May 2025	100,000.00 EUR	5,000,000.00 EUR	Details
Description: CONN. D-SUBMINIATURE PCB (17+7)												

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10		→ Deleted		RMME03	Material			1,000.000 (EA)	30 Apr 2024	\$20 USD	\$20,000.00 USD
Description: RAW03; MTS; ME integration; A											

2

Order Confirmation (OC) & PO update



Order Confirmation (OC) & PO update

Allowed Actions

SAP Business Network provides options to manage the confirmation of your orders:

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 also provides you with the possibility to perform the following activities:

- [Confirm PO Line Item](#)
- [Confirm Multiple PO Line Items](#)
- [Check Delivery Date](#)
- [Update Line Items – Delivery Date Update](#)
- [Review Submitted Order Confirmations](#)



Order Confirmation (OC) & PO update

Confirm PO Line item – Identify PO Line Item

To confirm entire order:

1. Go on **Workbench**. Select **Items to confirm**.
2. In **Edit Filter**, you can narrow the list of items you are looking for. You have several options to filter your search, including **Order Number, Need by Date, Creation Date**.
3. Click on **Apply**.
4. Select the **purchase order line** to confirm.

Home Enablement Discovery ▾ **Workbench** Orders ▾ Fulfillment ▾ Quality ▾ Invoices ▾ Payments ▾ Catalogs ▾ Reports ▾ More ▾

1

13

Items to confirm

Last 31 days

2

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

Customers	Order numbers	Creation date	Need by date	Customer locations
<i>Select or type selections</i>	<i>Type selection</i>	Last 31 days	Next 90 days	<i>Type selection</i>
	<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match			

3

Apply
Reset

4

	Item No.	Customer Part No.	Description	Creation Date ↓	Need By	Requested Quantity	Confirmed Quantity
▼	<input type="checkbox"/>	Customer: Electronica S.p.A - TEST Order No.: 4500063180					
	<input checked="" type="checkbox"/>	10	E0154129 01	VLB B-band element	Jul 9, 2025	Oct 15, 2025	1 NR 0 NR
▼	<input type="checkbox"/>	Customer: Electronica S.p.A - TEST Order No.: 4500063192					
	<input type="checkbox"/>	10	E0154129 01	VLB B-band element	Jul 11, 2025	Oct 17, 2025	1 NR 0 NR
▼	<input type="checkbox"/>	Customer: Electronica S.p.A - TEST Order No.: 4500063195					
	<input type="checkbox"/>	10	ZE0154129 01	VLB B-band element	Jul 11, 2025	Oct 17, 2025	1 NR 0 NR



Order Confirmation (OC) & PO update

Confirm PO Line item – Date confirmed

Once the **PO Line Item** is selected:

1. Check the date and click on "**Confirm schedule line**".
2. Fill in the "Confirmation #" field. It can be filled in freely, but it is conventionally used as "OC" + order number.
3. Click on **Submit**. This action will update the status of the line item in the system.

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

No.	Customer Part No.	Description	Creation Date ↓	Need By
Customer: Electronica S.p.A - TEST Order No.: 4500063180				
<input checked="" type="checkbox"/>	10	E0154129 01	Jul 9, 2025	Oct 15, 2025

Schedule Line No.	Need By	Ship By
Customer: Electronica S.p.A - TEST Order No.: 4500063180 Confirmation number <input type="text" value="OC4500063180"/>		
Item No.: 10 Supplier Part No.: Description: VLB B-band element		
1	Oct 15, 2025	



Order Confirmation (OC) & PO update

Confirm Multiple PO Line Items

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

From the **Workbench**

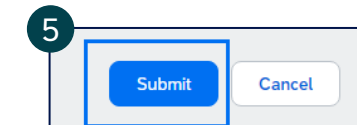
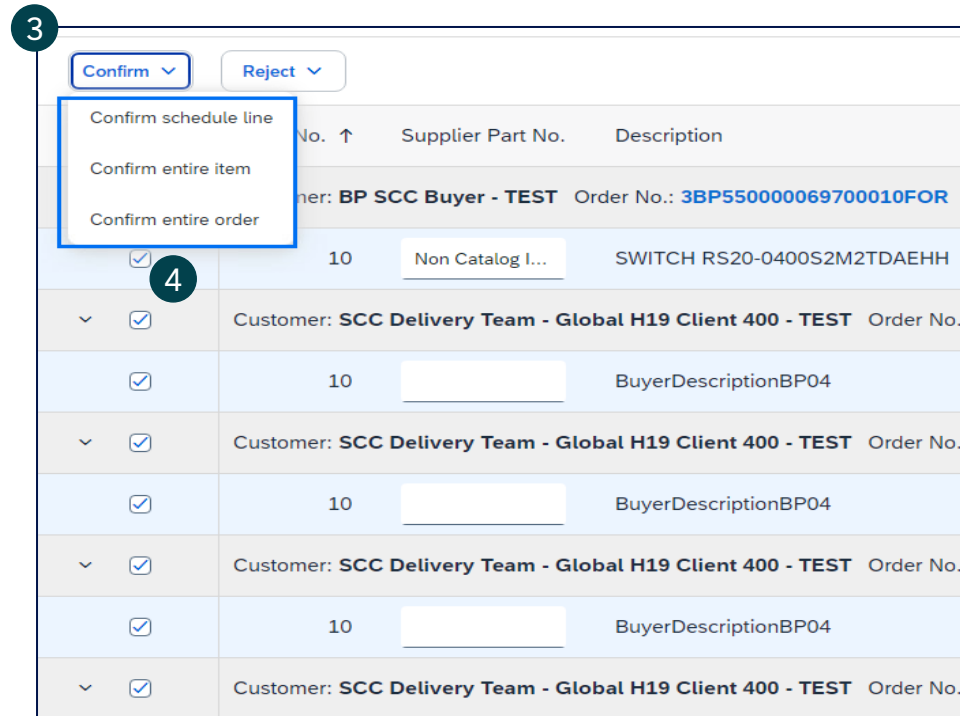
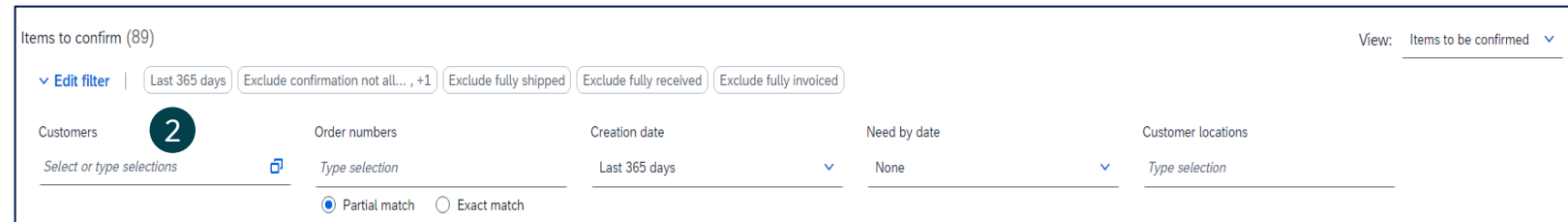
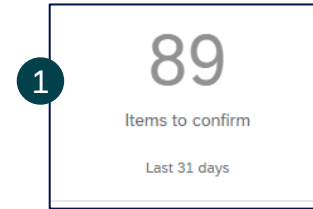
OR

From **Orders > Orders and Releases:**

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 actions from the dropdown.
5. Review confirmation and click **Submit** to send it to customer system.

Note:

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





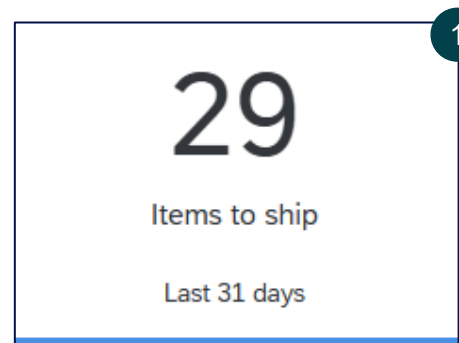
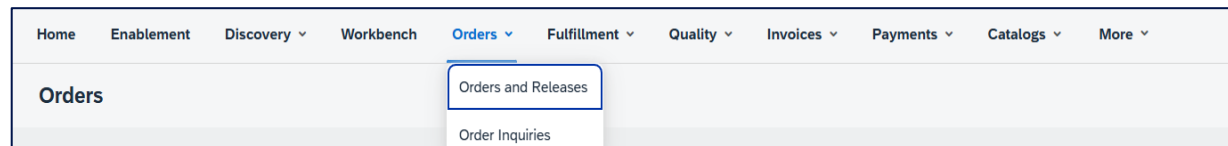
Order Confirmation (OC) & PO update

Check Delivery Date

You have the possibility to review the orders that are expired or expiring soon and update the delivery date

From Orders > Orders and Releases

1. Click the **Item to ship** tile.
2. Sort the list of orders by “**Need by**” date by clicking on the column. You can see the orders with closer need by date.
3. Select the order you want to update by clicking on the **Order No.**



<input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By ↑
<input type="checkbox"/>	Customer: Elettronica S.p.A - TEST Ship To Address: Elettronica S.p.A., Roma, ITA					
<input type="checkbox"/>	4500063154	10		SCHEDA MADRE RPU	1	Jul 9, 2025
<input type="checkbox"/>	4500063128	10		WIDEBAND POWER AMPLIFIER 2-20GHZ	1	Jul 26, 2025
<input type="checkbox"/>	4500063084	20		INTEGRAZIONE 2A	1	Aug 25, 2025
<input type="checkbox"/>	4500063084	30		INTEGRAZIONE 2A	1	Aug 25, 2025
<input type="checkbox"/>	4500063086	20		INTEGRAZIONE 2A	1	Aug 25, 2025



Order Confirmation (OC) & PO update

Update Line Items [1/2]

If you need to change the date of the order:

1. Check the date and click on the **Order No.**
2. From the Create Order Confirmation dropdown menu, click on **Update Line Items**
3. Fill in the "**Confirmation #**" field. It can be filled in freely, but it is conventionally used as "OC" + order number.
4. To change the delivery date, compared to the one that's already showed, populate the **Confirm** field with the quantity of the item and click on "**Details**".

▼ <input type="checkbox"/>	Customer: Electronica S.p.A - TEST Order No.: 4500063032 1				
<input type="checkbox"/>	10	C0007298	CP SMD 0603 100NF 25V 10%	Jun 19, 2025	Jul 31, 2025

Purchase Order: 4500063032

Create Order Confirmation ▼

Confirm Entire Order

Update Line Items 2

Reject Entire Order

▼ Order Confirmation Header 3

Confirmation #:

Associated Purchase Order #: 4500063032

Customer: Electronica S.p.A - TEST

Supplier Reference:

Line Items									
Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		C0007298		Material	11.000 (NR)	31 Jul 2025	20.00 EUR	220.00 EUR	
Description: CP SMD 0603 100NF 25V 10%									
▶ Schedule Lines									
Current Order Status									
<input checked="" type="radio"/> 11.000 Unconfirmed									
Confirm: <input type="text"/> 4 Backorder: <input type="text"/> 4 <input type="button" value="Details"/> ⓘ									
<input type="button" value="Confirm Based on Schedule Lines"/>									



Order Confirmation (OC) & PO update

Update Line Items [2/2]

Once in Details page:

1. Populate the fields, **Est. Delivery Date** and **Comments** are mandatory.
2. Selected the tab and click on **YES**
3. Click on **OK**.
4. Click on **Next** in the Update Line Items page
5. A message will show up saying “**the order confirmation for this item needs buyer approval**”.
6. Click on **Submit**

New Order Status: **11 Confirmed**

Est. Shipping Date:

Est. Delivery Date: * **1**

Unit Price: 20.00 EUR

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: 250R14W104MV4T GRM188R71E104KA01 06033C104KAT2A TDCP250W104M1GV001T
Manufacturer Name: 0000C_2922 0000C_0478 0000C_2859 0000C_2191

Supplier Batch ID:

Comments: ⓘ *

Description: CP SMD 0603 100NF 25V 10%

Pricing Description:

Subtotal: ⓘ 220.00 EUR

Please select Yes and insert the reason for delivery date deviation in the * (no value) **2**

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		C0007298		Material	11.000 (NR)	31 Jul 2025	20.00 EUR	220.00 EUR	

Description: CP SMD 0603 100NF 25V 10%

5

The order confirmation for this item needs buyer approval.

Current Order Status:

11 Confirmed With New Date (Comments: prova; Estimated Delivery Date: 10 Dec 2025)
Misc: Yes

6

Previous Submit Exit

3

OK Cancel

4

Exit Next

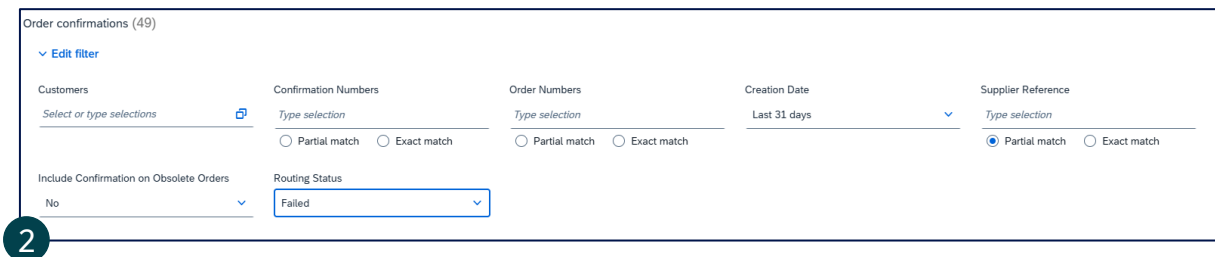
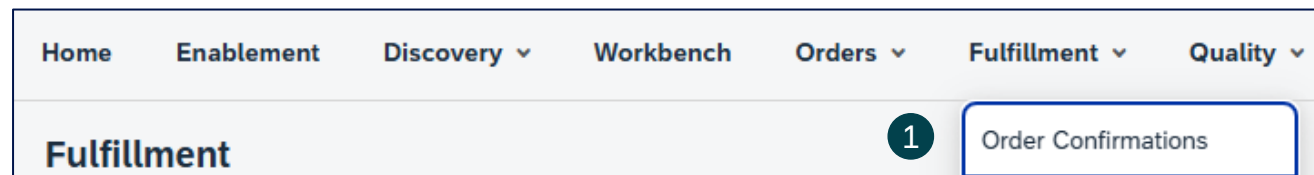


Order Confirmation (OC) & PO update

Review Submitted Order Confirmations

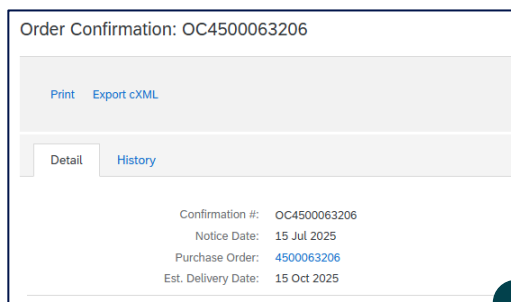
From the **Homepage**:

1. Submitted order confirmations can be viewed from **Fulfillment > Order Confirmations**.
2. Use search filters to identify the right document. For example, you can filter by Order Number or Creation Date to narrow the list
3. Click **Confirmation ID** to open order confirmation.
4. In the order confirmation screen you will be able to see all the confirmation details, references and related documents.
5. As well as original order quantity and delivery date. And current order status.



Confirmation Number	Customer	Creation Date ↓	Order Number
OC4500063206	Elettronica S.p.A - TEST	Jul 15, 2025	4500063206

3



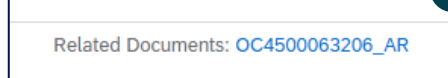
Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1				1.000 (NR)	15 Oct 2025		10,500.00 EUR	10,500.00 EUR	

Description: Stampigliatura

Current Order Status:
1 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 15 Oct 2025 - defaulted from Requested Delivery Date in order)

5



Order Change Request



Order change request

Allowed Actions [1/3]

On SAP Business Network, you can manage the order changes requested by ELT.

1. From the **Workbench**, select **Order Change Requests** tile
2. Click on **Edit filter**. Set the Supplier Response Status to “**Pending**” (in order to visualize the order that needs a response)

Home Enablement Discovery Workbench Orders Fulfillment Quality Invoices Payments Catalogs More Create ...

Workbench Customize

32 New orders Last 31 days	115 Orders Last 31 days	19 Changed orders Last 31 days	27 Items to confirm Last 31 days	29 Items to ship Last 31 days	11 Order change requests Save filter
----------------------------------	-------------------------------	--------------------------------------	--	-------------------------------------	--

Order change requests (11)

▼ Edit filter | Save filter | Last 31 days | Pending

Customers Select or type selections	Order numbers Type selection ● Partial match ○ Exact match	Customer locations Type selection	Company codes Select or type selections
Order line-item numbers Type selection	Schedule-line numbers Type selection	Customer part numbers Select or type selections	Creation date Last 31 days
Customer proposed delivery date None	Change by number of days None Min Max	Priority Select or type selections	Reason Codes Select or type selections
Customer Response Status Select or type selections	Supplier Response Status Pending X Select or type selections		

Show less

Apply Reset



Order change request

Allowed Actions [2/3]

For each pending request, you can access:

- **Original Delivery Date**
- **Customer Proposed Delivery Date**
- **Supplier Proposed Delivery Date, that can be filled to propose a new delivery date to ELT**
- **Original Requested Quantity**
- **Customer Proposed Quantity**

<input type="checkbox"/>	Customer	Location	Order No.	Item No.	Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date	Original Requested Quantity	Customer Proposed Quantity
<input type="checkbox"/>	Elettronica S.p.A - TEST	ELT	4500063017	10	C0060354	Aug 31, 2025	Sep 1, 2025		150 NR	0 NR
<input type="checkbox"/>	Elettronica S.p.A - TEST	ELT	4500063051	20	C0060354	Sep 18, 2025	Sep 18, 2025		2 NR	0 NR
<input type="checkbox"/>	Elettronica S.p.A - TEST	ELT	4500063055	20	C0060354	Sep 18, 2025	Sep 18, 2025		2 NR	0 NR
<input type="checkbox"/>	Elettronica S.p.A - TEST	ELT	4500063062	10	C0060354	Jun 23, 2025	Jun 23, 2025		150 NR	0 NR

- You can filter by Original Delivery Date or Customer Proposed Delivery Date by clicking on the related column to sort the items cronologically



Order change request

Allowed Actions [3/3]

You can select one or multiple change requests and click on:

- **Accept:** accept the order change request*
- **Reject:** reject the order change request
- **Propose:** propose an alternative delivery date to ELT for the item

<input type="checkbox"/>	Customer	Location	Order No.	Item No.	Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date	Original Requested Quantity	Customer Proposed Quantity
<input checked="" type="checkbox"/>	Electronica S.p.A - TEST	ELT	4500063017	10	C0060354	Aug 31, 2025	Sep 1, 2025	<input type="text"/>	150 <u>NR</u>	0 <u>NR</u>
<input checked="" type="checkbox"/>	Electronica S.p.A - TEST	ELT	4500063051	20	C0060354	Sep 18, 2025	Sep 18, 2025	<input type="text"/>	2 <u>NR</u>	0 <u>NR</u>
<input type="checkbox"/>	Electronica S.p.A - TEST	ELT	4500063055	20	C0060354	Sep 18, 2025	Sep 18, 2025	<input type="text"/>	2 <u>NR</u>	0 <u>NR</u>
<input checked="" type="checkbox"/>	Electronica S.p.A - TEST	ELT	4500063062	10	C0060354	Jun 23, 2025	Jun 23, 2025	<input type="text"/>	150 <u>NR</u>	0 <u>NR</u>

- **For each MRP change, you can insert a comment**

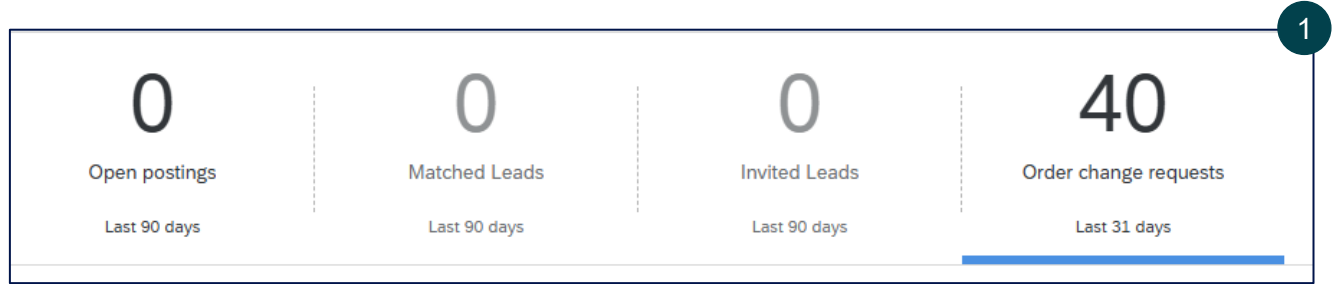
Important : In the case that the Order Change Request gets accepted, the contractual delivery date on the order will be **updated**

Note : A comment can be added to the report, to share or report important information.

Order Change Request Accept

From Workbench

1. Select **Order Change Requests** tile
2. From the list, select the line of the MRP change request you want to **accept**. You can select more lines simultaneously.
3. Click on **Accept**
4. Review the details. Then click on **Submit**



3

2

Accept Reject Propose

	Customer	Change Request Response Line No.	Reason Code	Location	Order No.	Item No.	Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date
<input checked="" type="checkbox"/>	Elettronica S.p.A - TEST		S3	ELT	4500063017	10	C0060354	Aug 31, 2025	Sep 1, 2025	

Accept change requests

Review updated information highlighted in **bold** before submit.

Comment

Part No.	Original Delivery Date	Customer Proposed Delivery Date	Change Request Response Line No.	Supplier Proposed Delivery Date	Original Requested Quantity	Customer Proposed Quantity	Supplier Proposed Quantity	Priority	Reason Code	Estimated Cost	Item No.	Schedule Line No.	Comments
Customer: Elettronica S.p.A - TEST			Location: ELT		Order No.: 4500063054								
C0097052	Aug 25, 2025	Aug 25, 2025			1.00 LTR	0.00 LTR		S3		€0.00 EUR	60	1	

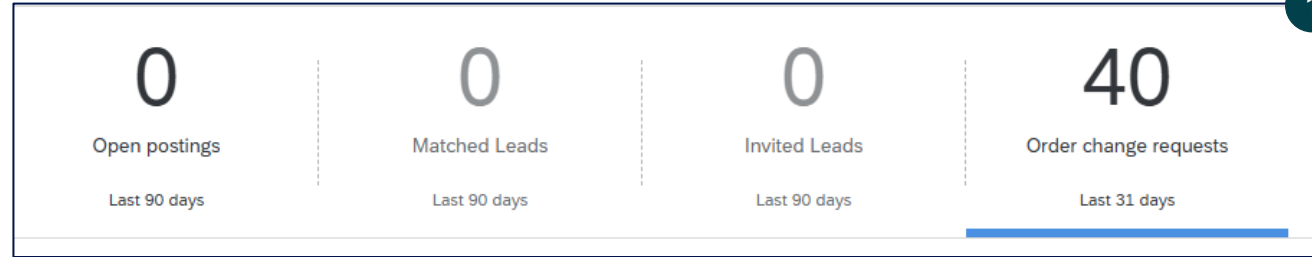
Submit Cancel

4

Order Change Request Reject

From Workbench

1. Select **Order Change Requests** tile
2. From the list, select the line of the MRP change request you want to **reject**. You can select more lines simultaneously.
3. Click on **Reject**
4. Review the details. Then click on **Submit**.



3

Accept Reject Propose

<input type="checkbox"/>	Customer	Change Request Response Line No.	Reason Code	Location	Order No.	Item No.	Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date
<input checked="" type="checkbox"/>	Elettronica S.p.A - TEST		S3	ELT	4500063017	10	C0060354	Aug 31, 2025	Sep 1, 2025	

2

Reject change requests

Review updated information highlighted in **bold** before submit.

Rejected reason

Comment

Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date	Original Requested Quantity	Change Request Response Line No.	Customer Proposed Quantity	Supplier Proposed Quantity	Priority	Reason Code	Estimated Cost	Item No.	Schedule Line No.	Comments
Customer: Elettronica S.p.A - TEST Location: ELT Order No.: 4500063017													
C0060354	Aug 31, 2025	Sep 1, 2025		150.00 NR		0.00 NR			S3	€0.00 EUR	10	1	

Submit Cancel

4



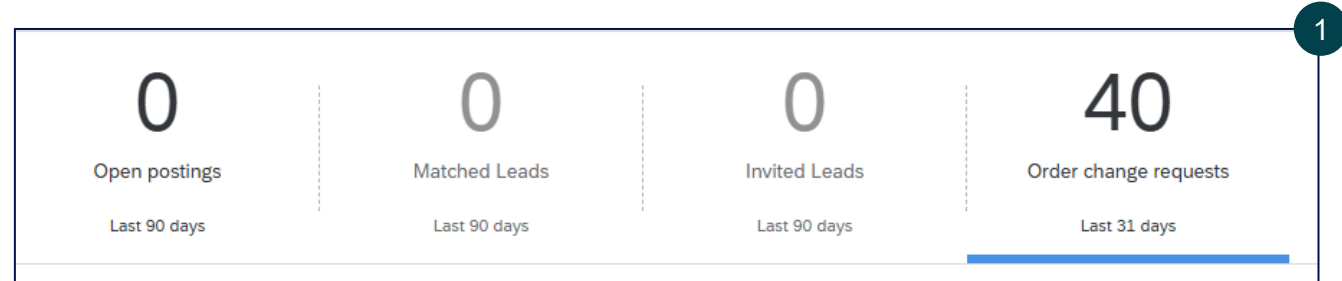
Order Change Request

Propose an alternative proposal

From **Workbench**

1. Select **Order Change Requests** tile
2. From the list, select the line of the Order change request you want to **propose an alternative proposal**. You can select more lines simultaneously.
3. Fill the field **Supplier Proposed Delivery Date**
4. Click on **Propose**
5. Review the details. Then click on **Submit**.

Home	Enablement	Discovery	Workbench	Orders	Fulfillment	Quality	Invoices	Payments	Catalogs	Reports	Assessments
------	------------	-----------	------------------	--------	-------------	---------	----------	----------	----------	---------	-------------



<input type="button" value="Accept"/> <input type="button" value="Reject"/> <input type="button" value="Propose"/>										
<input type="checkbox"/>	Customer	Change Request Response Line No.	Reason Code	Location	Order No.	Item No.	Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date
<input checked="" type="checkbox"/>	Electronica S.p.A - TEST		S3	ELT	4500063017	10	C0060354	Aug 31, 2025	Sep 1, 2025	<input type="text"/>

Propose change requests

Propose updated information highlighted in **bold** before submit.

Comment

Part No.	Original Delivery Date	Customer Proposed Delivery Date	Supplier Proposed Delivery Date	Original Requested Quantity	Change Request Response Line No.	Customer Proposed Quantity	Supplier Proposed Quantity	Priority	Reason Code	Estimated Cost	Item No.	Schedule Line No.	Comments
Customer: Electronica S.p.A - TEST Location: ELT Order No.: 4500063054													
C0097052	Aug 25, 2025	Aug 25, 2025	Sep 18, 2025	1.00 LTR		0.00 LTR			S3	€0.00 EUR	60	1	



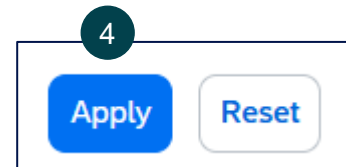
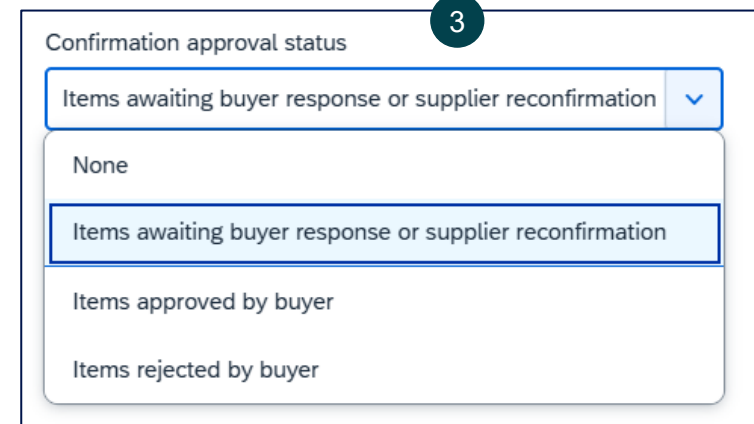
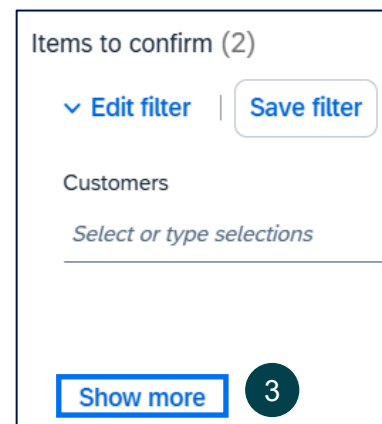
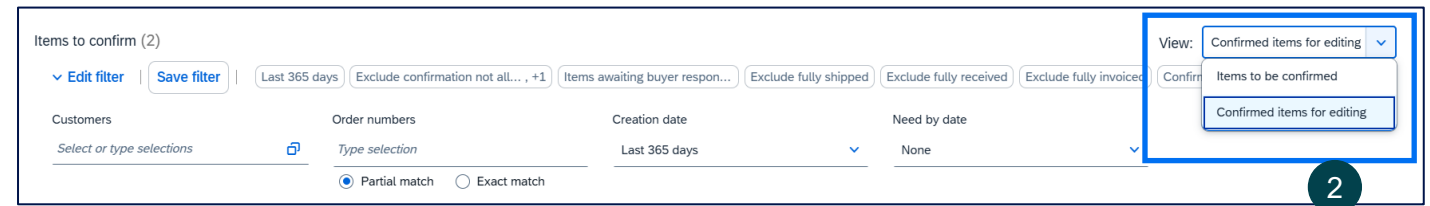
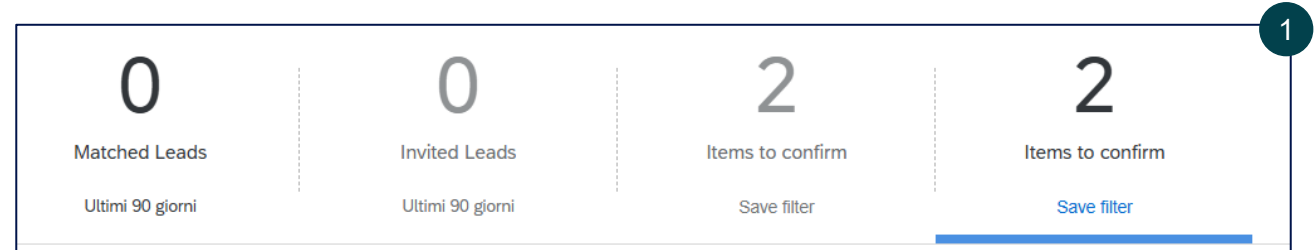
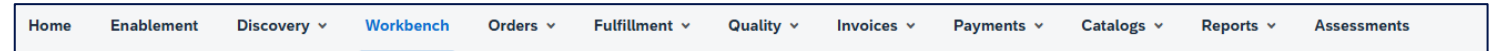
Order Change Request Reconfirmation [1/2]

After you manage the order change requests, **the delivery date of the order will be updated.**

You will be able to visualize the order details and you have to **submit the reconfirmation of the order with the updated date.**

From Workbench

1. Select **Items to confirm** tile
2. In the filter section, set the field **View** to **Confirmed items for editing**.
3. In the filter section, click on **Show more** to visualize more filters; set the field **Confirmation approval status** to **Items awaiting buyer response or supplier reconfirmation**
4. Click on **Apply**. The PO Line Items to reconfirm will be showed.





Order Change Request Reconfirmation [2/2]

1. For each **PO Line Item** you will **reconfirm**, fill the field **Estimated Delivery** with the updated **Need by** date retrieved from the portal.
2. Click on **Confirm > Confirm schedule line**
3. Review the details and click on **Submit** to send the reconfirmation to the system. The confirmation number field is already filled.

1

Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Estimated Delivery
Feb 25, 2026		10 NR	10 NR	€10 EUR	<input type="text"/>	2/25/2026
Jan 12, 2026		10 NR	10 NR	€10 EUR	<input type="text"/>	1/12/2026

2

Confirm

- Confirm schedule line
- Confirm entire item
- Confirm entire order

No. ↑	Supplier Part No.	Description	Need By
Customer: Electronica S.p.A - TEST Order No.: 4500063239			
<input checked="" type="checkbox"/>	10	Connector D38999/26JD35AB	Feb 25, 2026
<input checked="" type="checkbox"/>	20	TINEL LOCK ADAPTER	Jan 12, 2026

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Delivery
Customer: Electronica S.p.A - TEST Order No.: 4500063239 Confirmation number: <input type="text" value="OC4500063239"/>						
Item No.: 10 Supplier Part No.: Description: Connector D38999/26JD35AB						
	Feb 25, 2026		10.00 NR	€10.00 EUR	10.00 NR	Feb 25, 2026
Item No.: 20 Supplier Part No.: Description: TINEL LOCK ADAPTER						
1	Jan 12, 2026		10.00 NR	€10.00 EUR	10.00 NR	Jan 12, 2026

3

Advanced Shipping Notifications (ASN)



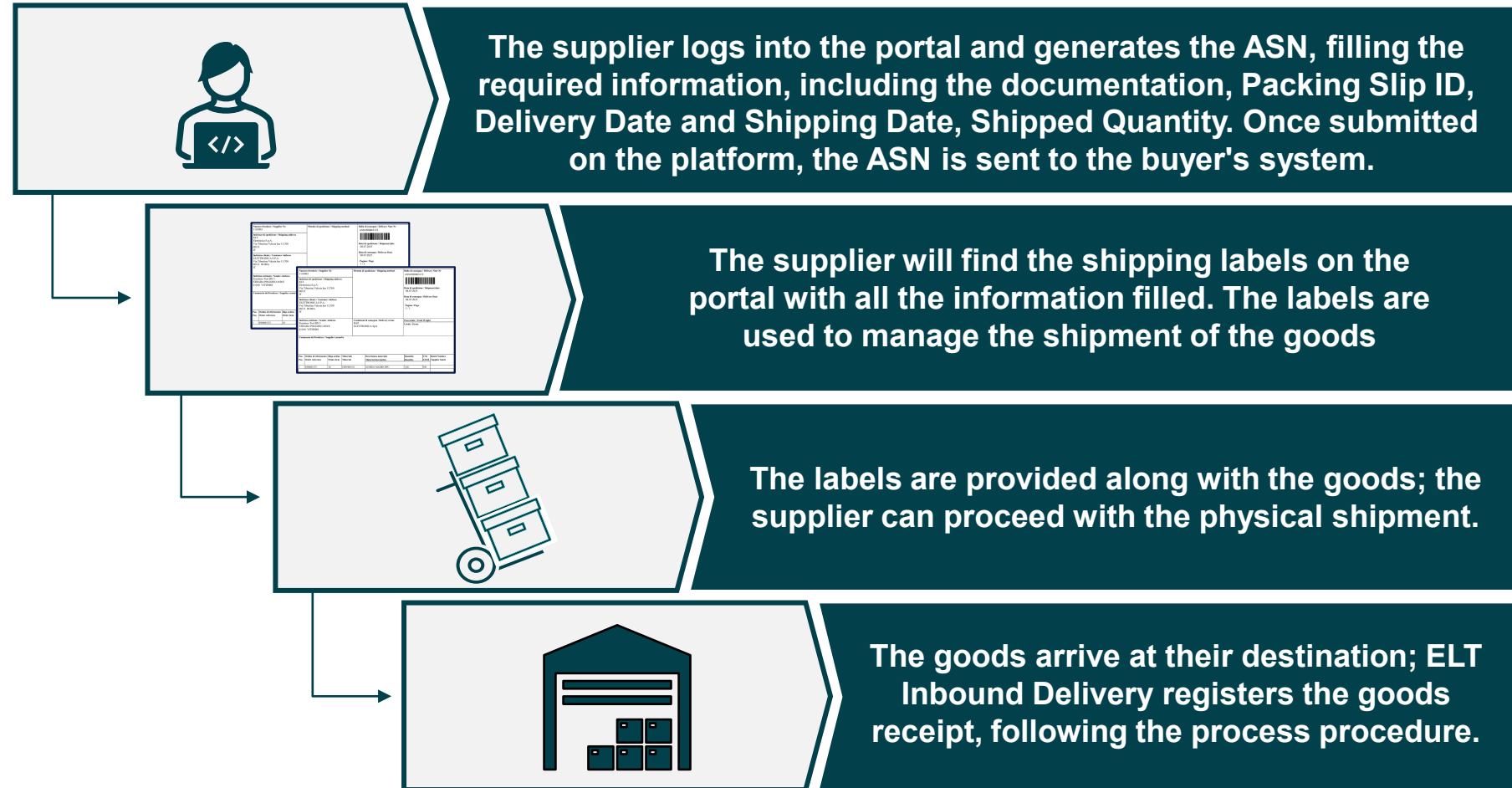
Advanced Shipping Notification

General Considerations

WHAT IS an ASN / WHEN to use it

An **Advanced Shipping Notification (ASN)** is a packet of information prepared by the supplier and shared with the customer to enhance the delivery process. It includes details such as **related documents** (purchase orders and confirmations), **delivery time and place**, carrier information, **certificates (DDT, quality certificates)**, and identification information of the goods (**batches and serial numbers**). **Shipping labels** and delivery notes are also part of it.

The notification **should be sent before the actual delivery event**. Sending the information as early as possible allows for better preparation and fine-tuning of the delivery process.





Advanced Shipping Notification

Allowed Actions

SAP Business Network provides multiple features to **manage ASN**.

1. **Create** ASN
2. **Manage** Line Items
3. **Serial Numbers**
4. **Download** Barcode Label
5. **Review ASN before submitting**
6. **Review Submitted** ASN
7. **Edit** ASN
8. **Download** ASN Report



Advanced Shipping Notification

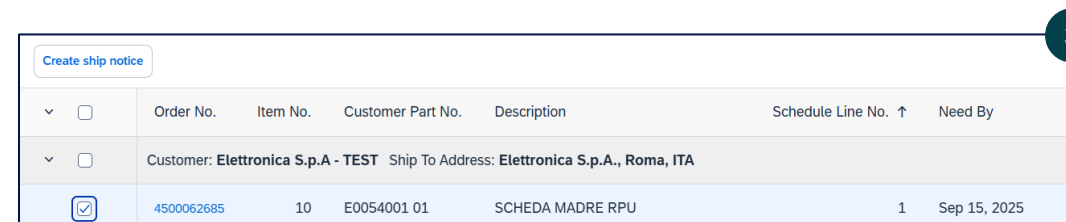
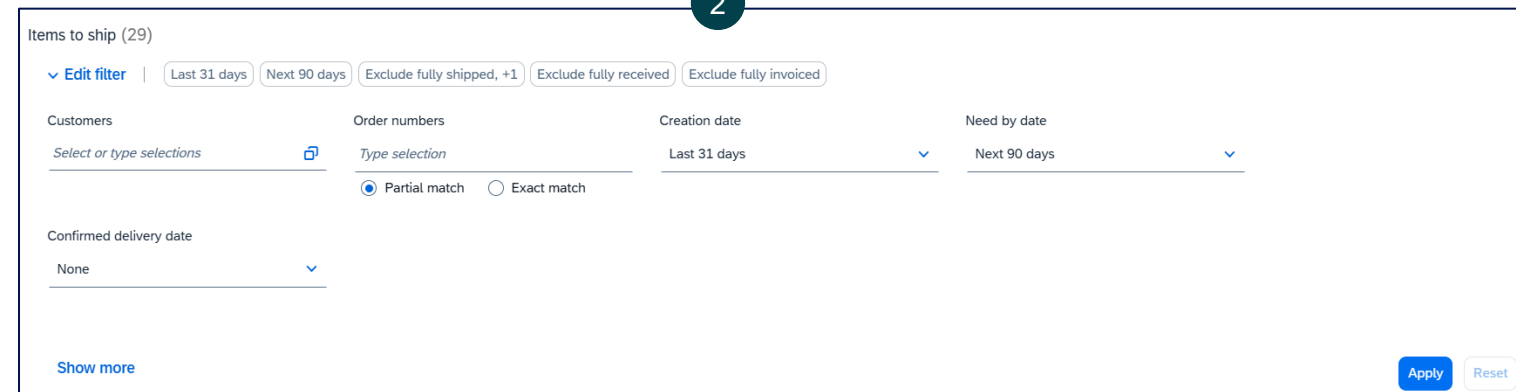
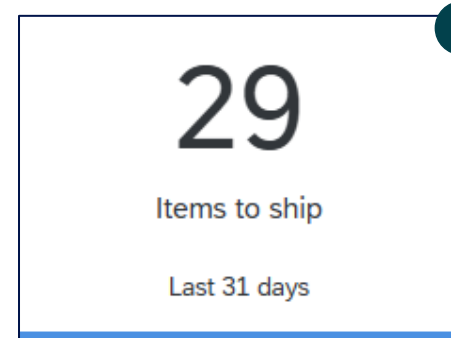
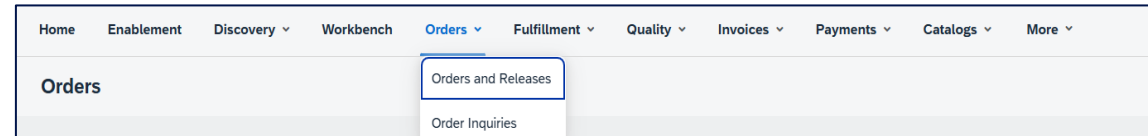
Items to Ship Tab

From the **Workbench** or **Orders > Orders and Releases**:

From this tab you can select the PO items to ship.

1. Go to **Items to ship** tile. This tile contains all the PO items for which you can create the ship notice.
2. Populate the filter section with the details to identify the desired PO item to ship. Then click on **Apply**.
3. Select the desired PO item to ship and click on **Create ship notice**.

Note: If you want to select multiple items to ship within the same procedure, **you can only select PO items that belong to the same Purchase Order.**



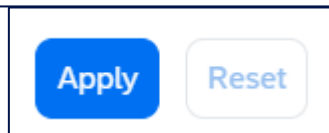
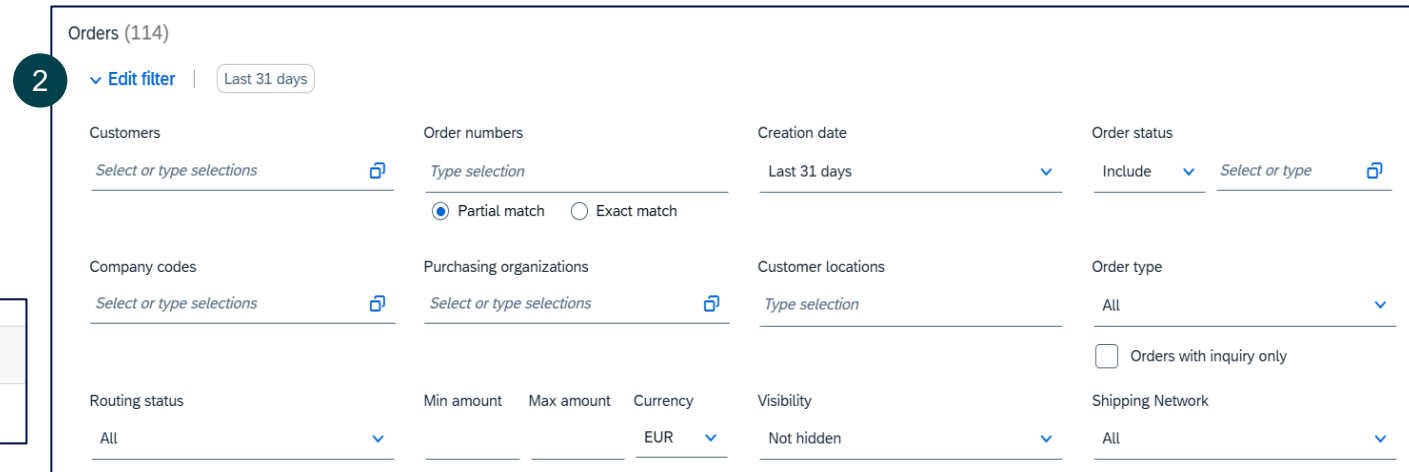
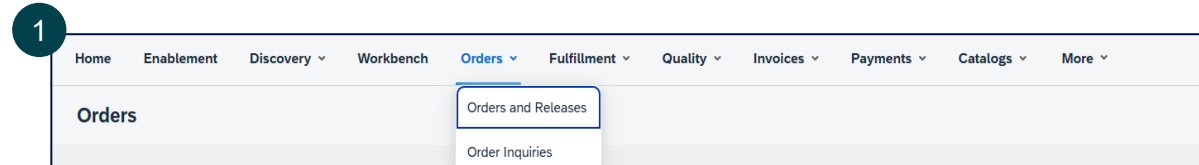


Advanced Shipping Notification

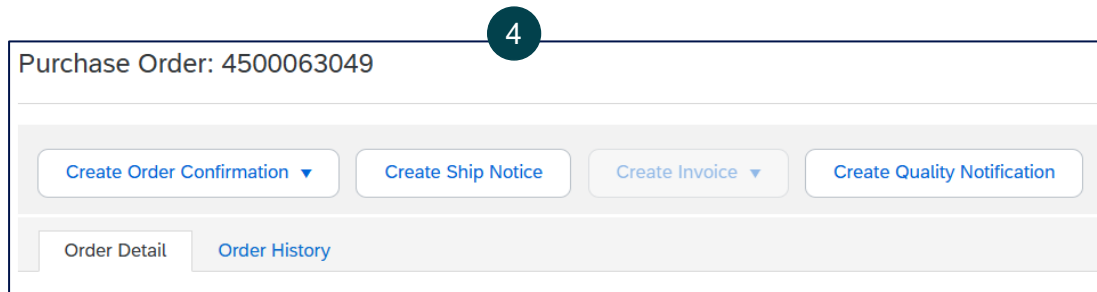
Create ASN

From the **Orders > Orders and Releases**:

1. Go to **Edit Filter**.
2. Populate the field **Order Numbers** with the PO Number. You can also populate the other filter fields available to identify the desired PO. Click on **Apply**.
3. Click on the PO number.
4. Click on **Create Ship Notice**.



Order Number ↓	Customer	Amount	Date	Order Status
4500063049	Elettronica S.p.A - TEST	€60 EUR	Jun 20, 2025	Confirmed





Advanced Shipping Notification

Create ASN – Header Level

Fill out the requested information on the **Create Ship Notice** form.

1. Fill in all mandatory fields to proceed
 - **Packing Slip ID, which represents the number of the DDT**
 - **Shipping Date**
 - **Delivery Date**
2. In the **Tracking** section, you can add information about your carrier. This is not mandatory, however when you choose a **Carrier Name**, **Tracking Number** field is mandatory to fill.
3. Add additional information and attachments. Specifically, attach the **DDT document**.
4. Verify that the fields **Delivery Terms** and **Shipping Payment Method** are pre-filled.

1

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date: *

Delivery Date: *

2

TRACKING

Carrier Name:

Tracking No.: *

Bill of Lading No.:

Tracking Date:

Shipping Method:

Service Level:

3

ATTACHMENTS

Name	Size (bytes)
------	--------------

No file chosen

The total size of all attachments cannot exceed 10MB

4

▼ DELIVERY INFORMATION

Delivery Terms: *

Shipping Payment Method: *



Advanced Shipping Notification

Create ASN – Line Level

Information from the PO is copied to the ship notice (part no, quantity, need by, price, etc.).

1. Insert the **quantity** shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO.
2. Attach the required **Quality Certificates**.
3. For Batch Managed parts and ITAR parts you will provide the **Supplier Batch ID** and the **Country of Origin**.
4. For Shelf Life Managed parts you will provide **Production and / or Expiry date..**
5. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
6. For Serial Managed parts you will provide “Serial Codes” by clicking Add details button

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500063049	10		C0007298	3.000	NR	18 Sep 2025		20.00 EUR	60.00 EUR	ELT	Remove
Description: CP SMD 0603 100NF 25V 10%											
Shipment Status Total Item Due Quantity: 3 NR											
Confirmation Status Approved Total Confirmed Quantity: 3 NR Total Backordered Quantity: 0 NR											
Quality Certificates Attach file											
<input type="checkbox"/> CoC Manufacturer No attachment yet 2											
<input type="checkbox"/> CoC Supplier * No attachment yet											
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date						
1	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details					
5 Add Ship Notice Line 1 3 4 6											

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped. In this case, the shipped quantity will be filled with a quantity lower than the quantity in the PO.



Advanced Shipping Notification 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 only add additional line items that belong to this purchase order.** Your shipping notice can not contain Line Items 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.

1

↳ Add Order Line Item Manage Serial Numbers ▾

2

▼ Search Filters

Order Number: Partial number Exact number

Part #: [Look Up](#)

Customer Part #: [Look Up](#)

Supplier Batch ID: [Look Up](#)

Items to Ship (10)

<input type="checkbox"/>	Need By	Customer Part No.	Description
<input checked="" type="checkbox"/>	2 Dec 2024	BP006	BuyerDescriptionBP06_BM-SN

3

Add Selected Items Cancel

4

Line	Ship Qty
1	2,000



Advanced Shipping Notification

Serial Numbers [1/3]

1. Click on **Add Details** at the line item level.
2. Populate the **Serial Number** of the first item and **Asset Tag**, if needed. When you enter a Serial Number, SAP BN checks whether the data is consistent with the system requirements.
3. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.
4. Click on **OK**.

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

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

Serial Numbers

0 / 2.000 Incomplete PDF

Download Add Details

ASSET DETAILS

Serial Number

Asset Tag

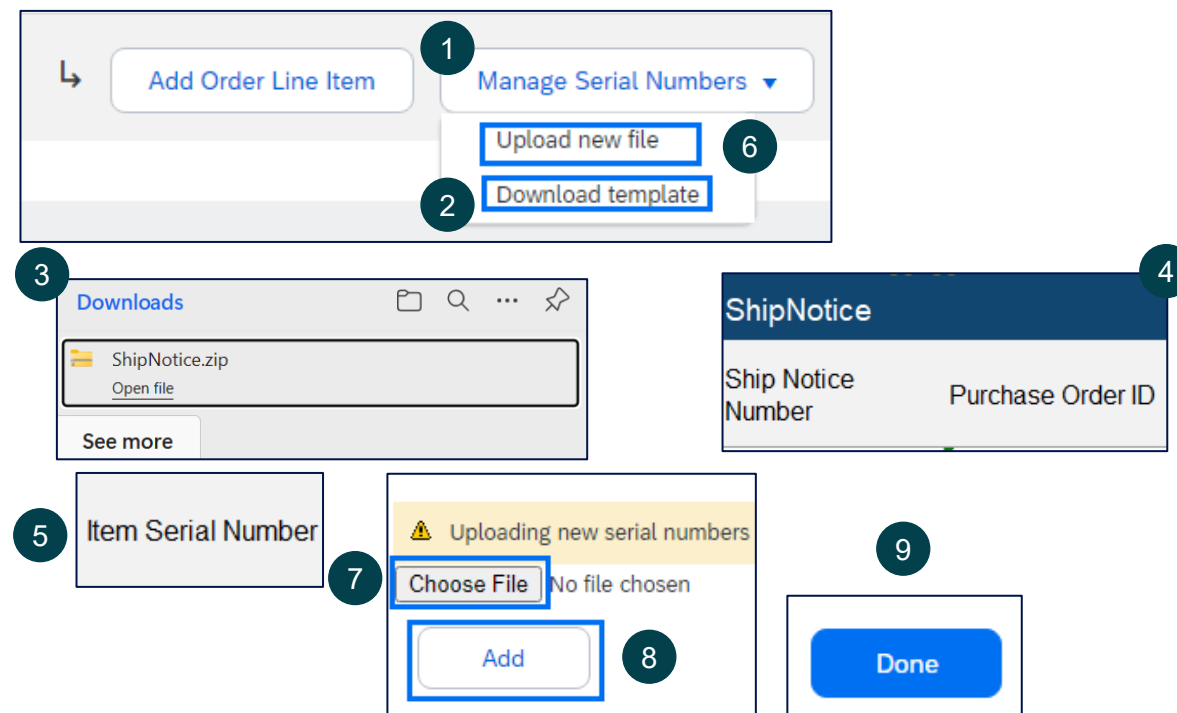
Add Asset

OK Cancel



Advanced Shipping Notification Serial Numbers [2/3]

1. Click **Manage Serial 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.
5. Enter the serial numbers in the **Item Serial Number** 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**. The system will show an error message if the Excel file was not filled properly (Other columns filled, identical serial numbers for different Item Line Number)
9. Click **Done**.




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.

Uploading new serial numbers replaces all existing serial numbers. To cancel the upload, click “done”. To continue to replace the existing serial numbers with new serial numbers, click “add”.



Advanced Shipping Notification

Serial Numbers [3/3]

SAP Ariba 											
ShipNotice											
Ship Notice Number	Purchase Order ID	Item Line Number	Item Supplier Part ID	Item Customer Part ID	Item Ship Notice Line Number	Item Quantity	Item Batch ID	Item production Date	Item expiration Date	Batch Quantity	Item Serial Number
ASN4500063173	4500063173	10		C0007298	1	2					
ASN4500063173	4500063173	10		C0007298	1	2					

- You must only fill the **Item Serial Number** column with the serial numbers, while the **other columns are pre-filled** with information and **must not be modified**

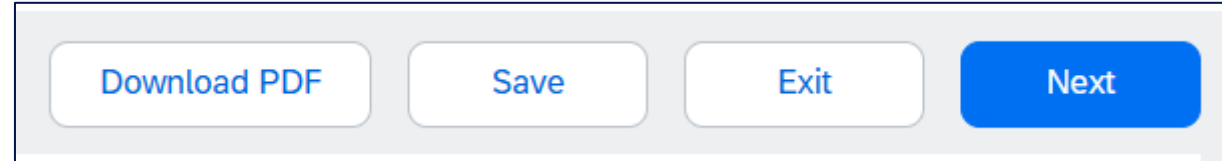


Advanced Shipping Notification

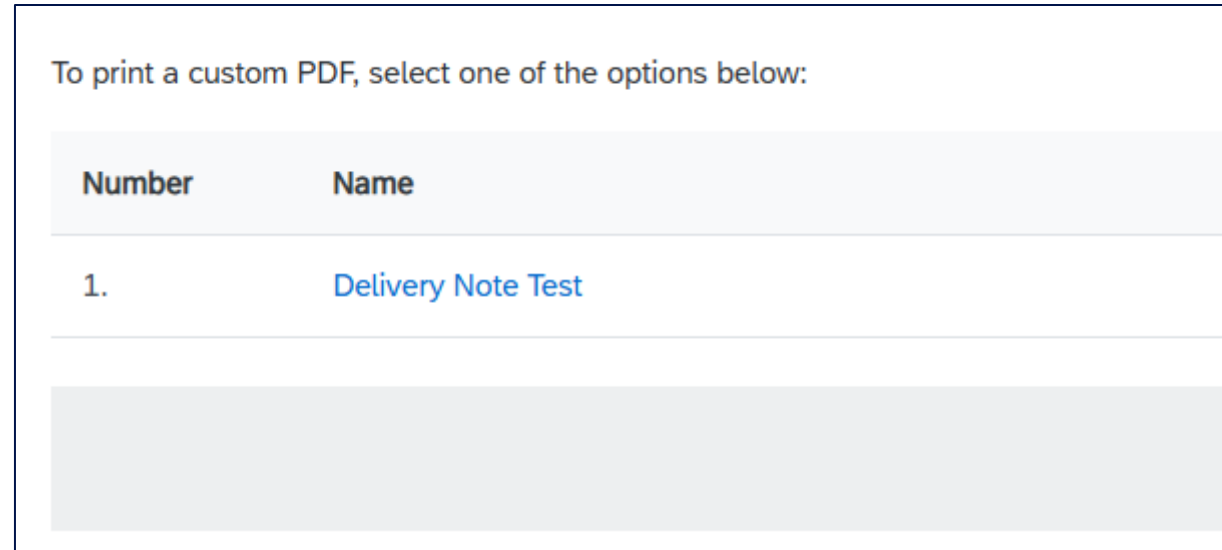
Create ASN – Download Barcode Label

1. Click on **Download PDF** in the Create Shipping Notice page.
2. Select one of the options of download available. Check if the download was executed correctly.
3. Click on **Done**.

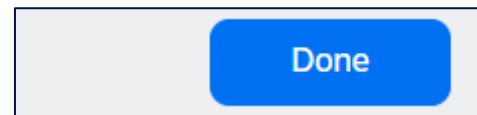
1



2



3





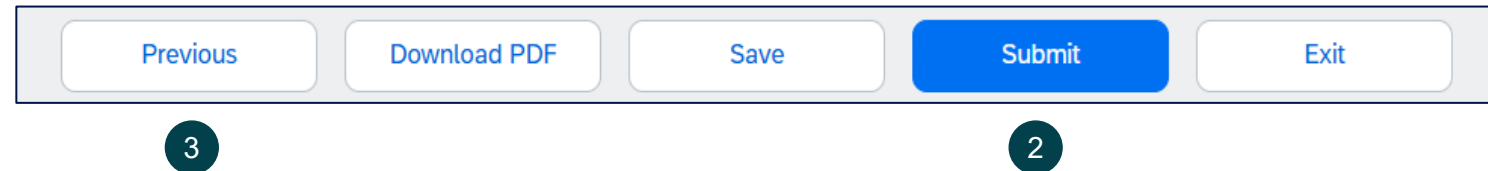
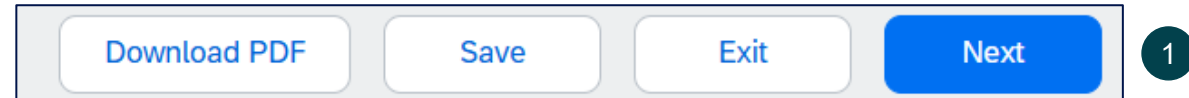
Advanced Shipping Notification

Submit the Final Document

The Create Ship Notice page is displayed.
After checking that all the required fields are filled out:

1. Click **Next**.
2. Click **Submit** to send ASN to the customer.
3. 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.



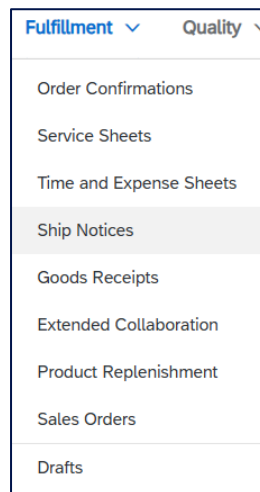


Advanced Shipping Notification

Download Barcode Label from an existing ASN [1/3]

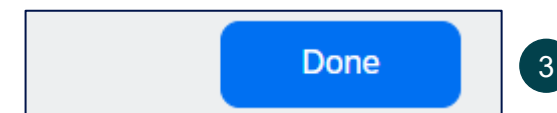
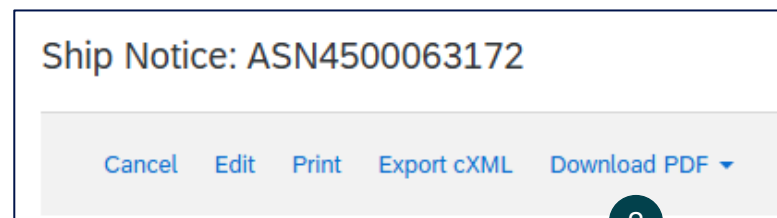
From **Fulfillment > Ship Notices**:

1. Click on one existing Ship Notice
2. From the dropdown menu Download PDF, select one of the options of download available. Check if the download was executed correctly.
3. Click on **Done**.



1

Ship Notices (56)						
Packing Slip ID ↓	Customer	Order # ↓	Date	Completion Status	Receipt Status	Routing Status
ASN4500063172	Electronica S.p.A - TEST	4500063172	8 Jul 2025 12:44:20 PM	Completed	Fully Received	Acknowledged






Advanced Shipping Notification

Download Barcode Label from an existing ASN [2/3]

- Attach the label to accompany the goods to be shipped;
- **Important** : the label is a header document and it **does not** replace the DDT.


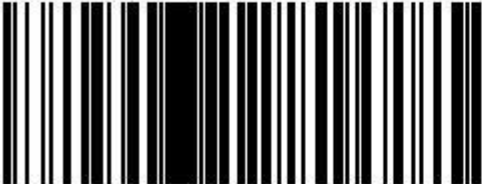
Numero fornitore / Supplier No 1110003		Metodo di spedizione / Shipping method		Bolla di consegna / Delivery Note Nr ASN4500063172			
Indirizzo di spedizione / Shipping address ELT Elettronica S.p.A. Via Tiburtina Valeria km 13,700 00131 IT				 Data di spedizione / Shipment date 08.07.2025			
Indirizzo cliente / Customer Address ELETTRONICA S.P.A. Via Tiburtina Valeria km 13,700 00131 ROMA IT				Data di consegna / Delivery Date 08.07.2025 Pagina / Page 1 / 1			
Indirizzo mittente / Sender Address Fornitore Test BN 3 STRADA POGGINO 45D/E 01100 VITERBO		Condizioni di consegna / Delivery terms DAP ELETTRONICA SpA		Peso totale / Total Weight			
				Lordo / Gross			
Commento del fornitore / Supplier remarks							
Poz.	Ordine di riferimento	Riga ordine	Materiale	Descrizione materiale	Quantità	UM	Batch Number
Pos.	Order reference	Order item	Material	Material description	Quantity	UOM	Supplier batch
1	4500063172	10	E0054001 01	SCHEDA MADRE RPU	1.00	NR	



Advanced Shipping Notification

Download Barcode Label from an existing ASN [3/3]

- For a specific PO Line Item, you can add **the corresponding label to the shipment with the line item details** (material description, quantity, material)

ElettronicaMaterial E0054001 01 SCHEDA MADRE RPU		
Delivery: ASN4500062870 	Elettronica order no: 4500062870 Supplier Batch ID: Production date Expiry date	
Sender: Fornitore Test BN STRADA POGGINO 45D/E 01100VITERBO	Delivery to: Elettronica S.p.A. Via Tiburtina Valeria km 13,700 00131	
HU number:	Loading Carrier Type: Quantity on Loading Carrier: NR	



Advanced Shipping Notification Review Before Submitting

1. To save a draft document click **Save**. The saved draft will **not** be sent to the customer. The saved ASN will be saved for 60 days.
2. The draft can be accessed and modified from **Fulfillment > Drafts**.
3. Go to **Ship notices** tab.
4. Select the document and click **Edit** to modify and finalize it.

The screenshot shows a software interface for managing shipping notifications. At the top, a grey bar contains four buttons: 'Download PDF', 'Save', 'Exit', and 'Next'. A callout '1' points to this bar. Below this is a navigation menu with 'Fulfillment' and 'Quality' tabs. Under 'Fulfillment', a list of options includes 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts'. A callout '2' points to the 'Drafts' option. To the right, the 'Ship Notices' tab is selected, showing a table with columns 'Packing Slip ID #' and 'Customer'. A row contains 'TESTASN01' and 'SCC Delivery Team - Glo'. Below this row, three buttons are visible: 'Edit', 'Delete', and 'View Content'. A callout '3' points to the 'Ship Notices' tab, and a callout '4' points to the 'Edit' button.



Advanced Shipping Notification

Review Submitted ASN

You have the possibility to review the details a submitted ASN:

1. Go to **Fulfillment > Ship Notices**. Click on the **Packing Slip ID**
2. Alternatively, can access the ship notice of an order at the order screen (**Orders > Orders and Releases > Click on the desired PO**), under **Related Documents** section on the right.
3. When the ASN is submitted, related order/s status will be updated to **shipped or partially shipped**.

1

Fulfillment ▾ Quality ▾

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

1

Ship Notices (50)

Packing Slip ID	Customer	Order #	Date
ASN4500063173	Electronica S.p.A - TEST	4500063173	8 Jul 2025 2:52:35 PM

3

Purchase Order
(Shipped)
4500063173
Amount: 40.00 EUR
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Ordine acq. standard (NB)

2

Related Documents: ASN4500063173
OC4500063173



Advanced Shipping Notification

Edit ASN

In case you need to handle some mistakes made when creating the ship notice, or to integrate some additional information, you have the **possibility to edit an existing ASN:**

1. Click on **Fulfillment > Ship Notices**
2. Click on the **Packing Slip Id** of the shipped order you need to edit
3. Click on **Edit**
4. Fill the fields you need to edit. **Packing slip ID** field is not editable.
5. Click on **Next**
6. Click on **Submit**

The screenshot illustrates the 'Edit ASN' process in a web application, with numbered callouts (1-6) indicating the steps:

- 1:** A navigation menu is open under 'Fulfillment', with 'Ship Notices' selected.
- 2:** A table titled 'Ship Notices (42)' shows a list of notices. The first row is highlighted, showing 'Packing Slip ID: ASN4500063131', 'Customer: Elettronica S.p.A - TEST', 'Order #: 4500063131', and 'Date: 4 Jul 2025 11:28:18 AM'.
- 3:** The 'Ship Notice: ASN4500063131' detail view is shown, with the 'Edit' button highlighted.
- 4:** The main 'Edit ASN' form is displayed. It includes fields for 'SHIP FROM' (Test Supplier ELT0203 - TEST), 'DELIVER TO' (Elettronica S.p.A.), 'SHIPPING' (Packing Slip ID, Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date), and 'TRACKING' (Carrier Name, Tracking No., Bill of Lading No., Tracking Date, Shipping Method, Service Level). The 'Packing Slip ID' field is highlighted.
- 5:** The 'Next' button is highlighted at the bottom of the form.
- 6:** A confirmation dialog box is shown with 'Submit' and 'Exit' buttons.



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 > Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice** and click next.
4. On the Criteria page fill in all the details. Click on **Select** to add a customer.
5. Select your customer and click on **Add**, then click on **OK**.
6. Click on **Submit** to create the report template.
7. When the status changes to **Processed**, click **Download**.

The screenshots show the following steps:

- Step 1:** A 'Reports' dropdown menu with 'Reports' selected.
- Step 2:** A 'Report Templates' table with columns for Title, Schedule Type, Report Type, Status, and Last R. Below the table are buttons for Run, Download, Edit, Copy, Delete, and Create.
- Step 3:** A form for creating a report template. Fields include Title (* #TestShip01), Description, Time zone (Asia/Calcutta), Language (English), and Report type (* Ship Notice).
- Step 4:** A 'Criteria' page with various filters: Customer (All Customers), Order Number, Packing Slip ID, Show Ship Notice By (Ship Notice Date selected), Date (30 Oct 2024 to 30 Nov 2024), Part No., Customer Part No., Receipt Status (All), Ship Notice Completion Status (All), Ship Notice Status (All), Maximum Results Returned (100), Supplier Reference, and Add Schedule Line Reference.
- Step 5:** A 'Customer' selection screen with a list of customers, including 'Elettronica S.p.A - TEST' which is selected.
- Step 6:** A 'Submit' button highlighted in a blue box.
- Step 7:** A report template card for '#TestShip01' with status 'Manual' and 'Ship Notice'. The 'Processed' status is highlighted in a blue box. Below the card are buttons for Run, Download, Edit, Copy, Delete, Create, and Refresh Status.

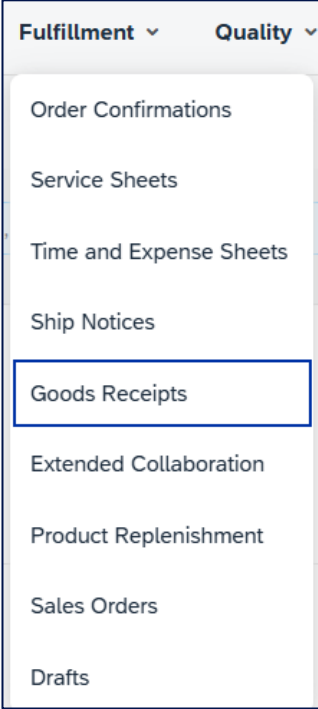
Goods Receipts (GR)



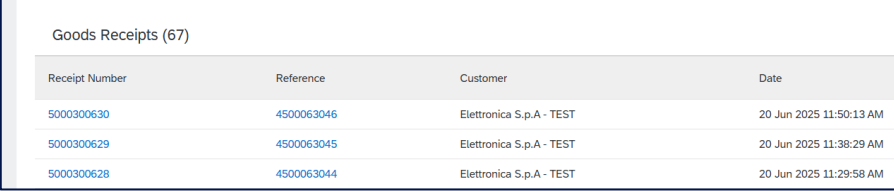
Finished Good Receipt Goods Receipt creation through IB Delivery

1. Click on **Fulfillment > Goods Receipts**
2. Search the Goods Receipt. Click on the Receipt Number.
3. On the right, verify the **Routing Status: Sent**
4. Go to **Orders > Orders and Releases**
5. Search the PO linked to the Goods Receipt. Check if the Order Status is: **Received**

1

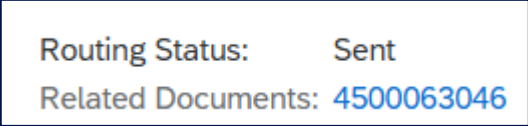


2

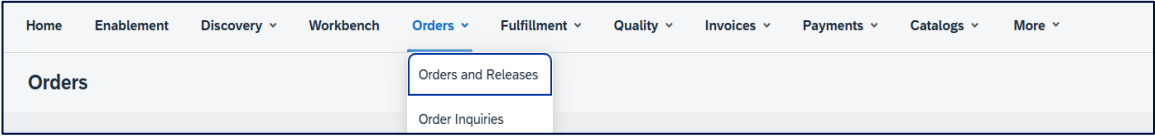


Receipt Number	Reference	Customer	Date
5000300630	4500063046	Elettronica S.p.A - TEST	20 Jun 2025 11:50:13 AM
5000300629	4500063045	Elettronica S.p.A - TEST	20 Jun 2025 11:38:29 AM
5000300628	4500063044	Elettronica S.p.A - TEST	20 Jun 2025 11:29:58 AM

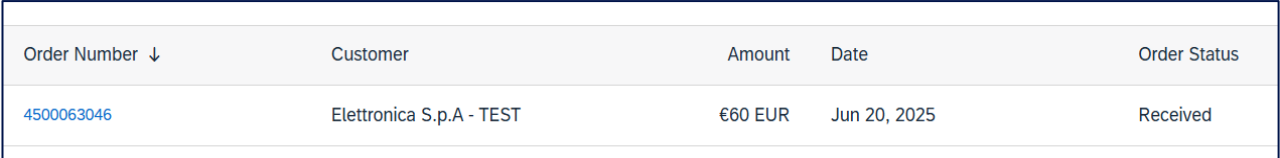
3



4



5

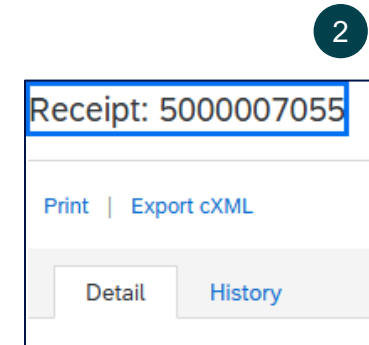
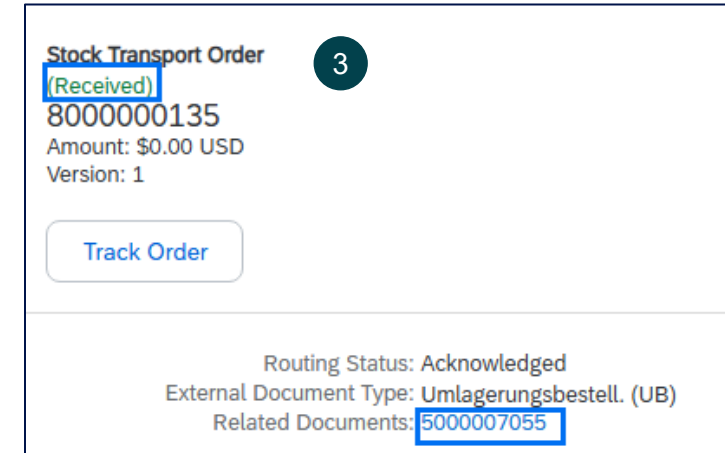
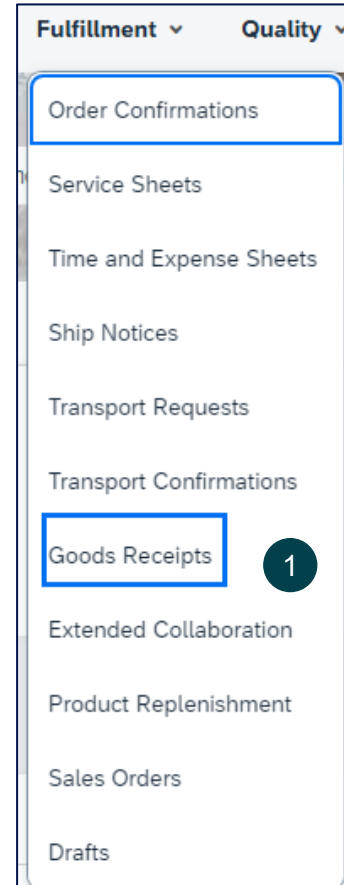


Order Number ↓	Customer	Amount	Date	Order Status
4500063046	Elettronica S.p.A - TEST	€60 EUR	Jun 20, 2025	Received



Finished Good Receipt Customer Document Review

1. **Finished Good Receipt** is available under **Fulfillment** once Finished Good is received by the Customer.
2. Finished good receipt can also be found in relation to the list of **PO Related Documents**.
3. When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.



Reference

Purchase Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed With New Date	The order confirmation has a different Start Date or End Date than the order, but no other change.
Confirmed With Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date, End Date , or both.
Partially Confirmed Partially Shipped	The order is in progress. If you update part of a purchase order, SAP Business 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	Final state. You shipped the entire order.
Received Partially Received Returned	Statuses for receipts that are sent by the customer 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.



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GLOBAL PROTECTION.

Thank you for your attention

09, 2025