



# SAP Business Network for Supply Chain

## Order Collaboration

Supplier Training Guide

Public



# 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
- Finished Goods Receipt

## Appendix



# Order Collaboration

## In this Chapter You Will Learn About ...

- ... what are the benefits of using purchase order collaboration
- ... what does the interaction look like
- ... what are the possible integration modes

# Introduction

Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.

The central component is the SAP Business Network that provides:

- A real time insight into the same shared information for both Buyer and Supplier.
- Error avoidance by making sure that requested, delivered and invoiced match up.
- Enablement of automatic synchronization with Supplier's and Buyer's back end systems.

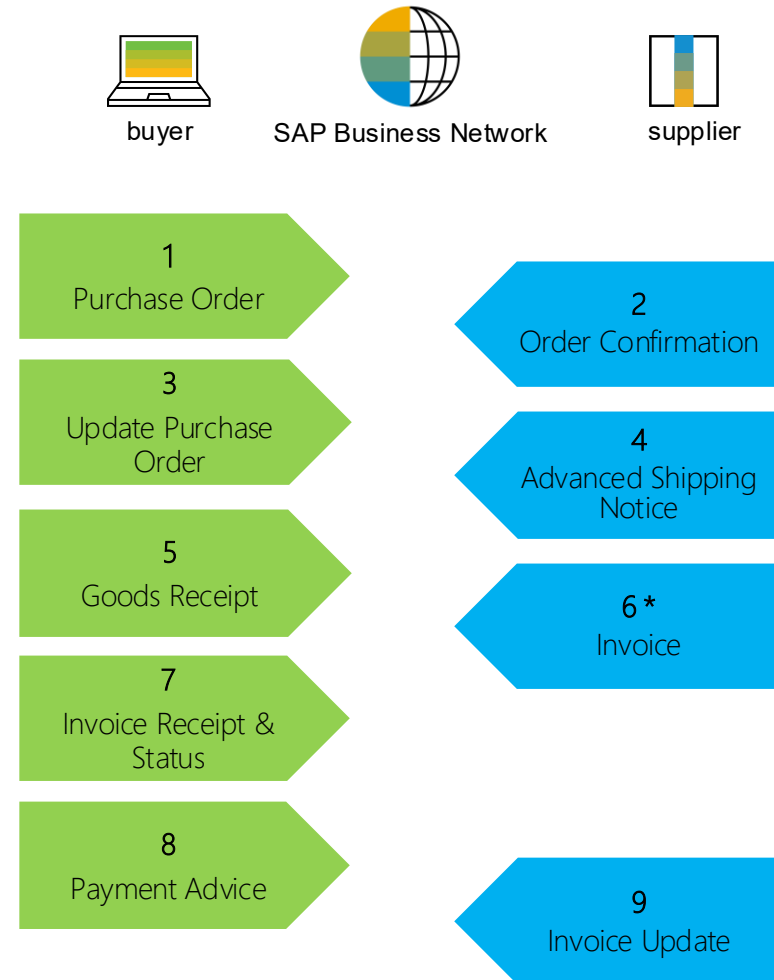
SAP Business Network allows supplier to work in different modes.

- **Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.
- **Full System Integration:** SAP Business Network allows to electronically integrate with the network. For technical details please refer to your trainer.

# PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>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.</p> <p>Structure</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. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm, <b>update</b> or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>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.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Structure</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.</p>

# PO Collaboration Workflow Diagram



# 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 shipping notices
- ... how to read goods receipt screen

# Order Collaboration Portal Interaction



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

General Considerations  
Allowed Actions  
Manage Individual PO  
Manage Multiple PO's  
Mass Upload of OC's  
Update line item  
Reconfirmation via Mass Upload  
Review Submitted OC's  
Tolerances  
OC Content

General Considerations  
Allowed Actions  
Manage Individual PO  
Manage Multiple PO's  
Mass Upload of ASN's  
Handling Units (optional)  
Review Submitted ASN  
Download ASN Report  
Tolerance  
ASN Content

Customer Document  
GR Content

# Purchase Order

## In this Chapter You Will Learn About ...

- ... how to search for purchase orders
- ... how to view purchase order details
- ... purchase order content and fields description

# Purchase Order

## General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.
- Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

# Purchase Order

## Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Select any of the **Orders** tile.
2. Use **filters** to identify the right document.
3. Search results will appear. Click the **settings** icon to customize the view.
4. Click **export** button to download data in Excel.
5. Open PO by clicking its **number**.

### Note:

- If the order can not be found in search, please check PO instructions or contact [Customer].
- For more info on how to manage your workbench and create specific tiles please refer to **the next slide**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. Below this, there are four summary tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. A filter section below the tiles allows for refining search results based on various criteria. At the bottom, a table displays search results for purchase orders.

**1**

99	22	192	271
New orders	Changed orders	Orders to invoice	Orders
Last 90 days	Last 90 days	Last 90 days	Last 90 days

**2**

▼ Edit filter

Customers:

Order numbers:

Creation date:  ▼

Order status:  ▼

Partial match  Exact match

Company codes:

Purchasing organizations:

Customer locations:

Order type:  ▼

Show hidden orders only

Routing status:  ▼

Min amount:

Max amount:

Currency:  ▼

**3**

**4**

Order Number	Customer	Amount Invoiced	Actions
<b>5</b> 4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		⋮

# 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.

1. You can search for exact or partial match of the PO reference.

**Note:** If the order can not be found in search, please check PO instructions or contact [Customer].

Orders (15)

[Edit filter](#) | [Last 31 days](#) [Confirmed](#)

Customers	Order numbers	Creation date	Order status	Company codes	Purchasing organizations
<a href="#">Select or type selections</a>	<a href="#">Type selection</a> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	<a href="#">Last 31 days</a>	<a href="#">Include</a>	<a href="#">Con... x</a> <a href="#">Selec...</a>	<a href="#">Select or type selections</a>

# 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. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, schedule lines and others.
5. You can configure your view by clicking configure icon.
6. If your customer allows, you will be able to see the **Customer** heading address in the upper left side of the PO.

Purchase Order: 4500008865

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

**SAP**

From: Customer  
Company Code 1710 - Address Name 1

To: BParnau Supplier - TEST

Phone: Fax: Email:

Purchase Order (New)  
4500008865  
Amount: \$20.00 USD  
Version: 1

Track Order

3 Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		FGPCDG01	Material			10.000 (BO)	25 Aug 2022 25 Aug 2022	\$2.00 USD	\$20.00 USD	

Description: Finished Good DG 5L

Show Item Details

Details

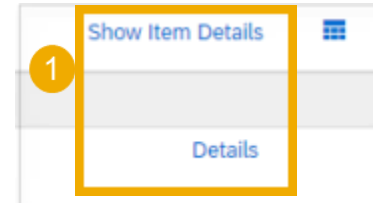
- ✓ Status
- ✓ Control Keys
- ✓ \_\_\_INTERNALAW\_CommentsList
- ✓ Attachment
- ✓ Accounting
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

# Purchase Order

## View PO Details – Line Level

To view the details of the line level:

1. Click on **Show Item Details** or **Details**
2. Detail of item status (previously confirmed or previously shipped items).
3. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
4. Below Control keys – there might be customer comments available.
5. Schedule line details the quantities planned for specified delivery dates.
6. Additional details might be provided in Other information section.



Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return
10	1	S_BP001	BP001	Material	
Description: Lager					
<b>2</b> Status					
1 Shipped		Shipment Id: ASN00229			
1,000.000 Unconfirmed					
<b>3</b> Control Keys					
Order Confirmation: not allowed					
Ship Notice: allowed					
Invoice: is not ERS					
<b>4</b> Comments					
Materialbestelltext:		<a href="https://www.haascnc.com/">https://www.haascnc.com/</a>			
<b>5</b> Schedule Lines					
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)		
1	11 Jul 2022 2:00 PM CEST		1,000.000 (PCE) ⓘ		
	11 Jul 2022 <a href="#">Buyer time</a>				
<b>6</b> Other Information					
Receiving Type:		4			
External Line Number:		10			
Estimated days for inspection:		7			
Classification Domain:		ERPCommodityCode			
Classification Code:		YBPM01			
Classification Domain:		ERPCommodityCodeDescription			
Classification Code:		Ersatzteile			

# Workbench



## Customize Workbench

The screenshot displays the SAP Workbench interface. At the top, there's a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A 'Create' button is visible. The main area shows a dashboard with various metrics: 52 Orders, 0 Orders (Last 7 days), 103 Invoices (Last 31 days), 42 Orders (Last 14 days), 476 Invoices (Last 31 days), and \$7.54 K USD. A 'Customize' button is highlighted in the top right. An 'Edit Workbench' dialog is open, showing a grid of tiles with 'x' icons for removal. A '+' icon is highlighted, leading to an 'Add tile' dialog. This dialog lists various metrics with '+' icons for addition:

Add tile	
New orders	Items to confirm
Changed orders	Items to ship
Orders to invoice	Early payment offers
Rejected invoices	Invoices pending payment
Orders	Invoices pending approval
Invoices	Service sheets
Remittances	Orders with service line
Scheduled payments	Pinned documents

The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.

To add a tile, click on the “+” icon. This will bring up a list of available tiles. Click on the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.

To remove a tile, click on the “x” icon on the top right of the tile.

To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.

# Purchase Order

## View PO Details – Serial Number Information 1

1. At line level you will be able to display the serial numbers provided in the purchase order.
2. Show item details of the line.
3. Under schedule lines, click on **Details**, in “Information on Ship Notice” section.
4. The list of serial numbers will pop-up.
5. Download in **Excel** format or print the list of serial numbers.

The screenshot displays a purchase order interface for 'United States'. The main view shows a line item for 'BULLNOSE SHELVES 10 PK' with various details like 'Retail Details', 'Status', 'Priority', and 'Accounting'. A 'Schedule Lines' table is visible at the bottom. A pop-up window titled 'Items serial number' is open, showing a list of 11 serial numbers (SN1 to SN8) and a 'Done' button. A 'Show Item Details' button is located in the top right corner. A 'Show Item Details' button is also visible in the top right of the main interface. A 'Show Item Details' button is also visible in the top right of the main interface.

Line #	Part #	Customer Part #	Type
1	AX4518	BuyerPartID-130918	Material

Serial Number
SN1
SN10
SN11
SN2
SN3
SN4
SN5
SN6
SN7
SN8

# Purchase Order

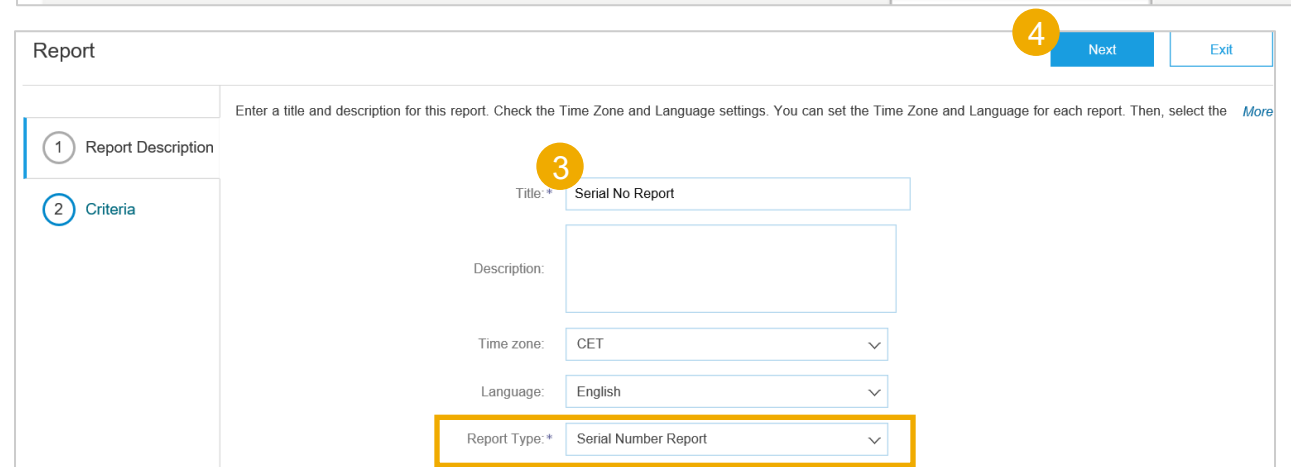
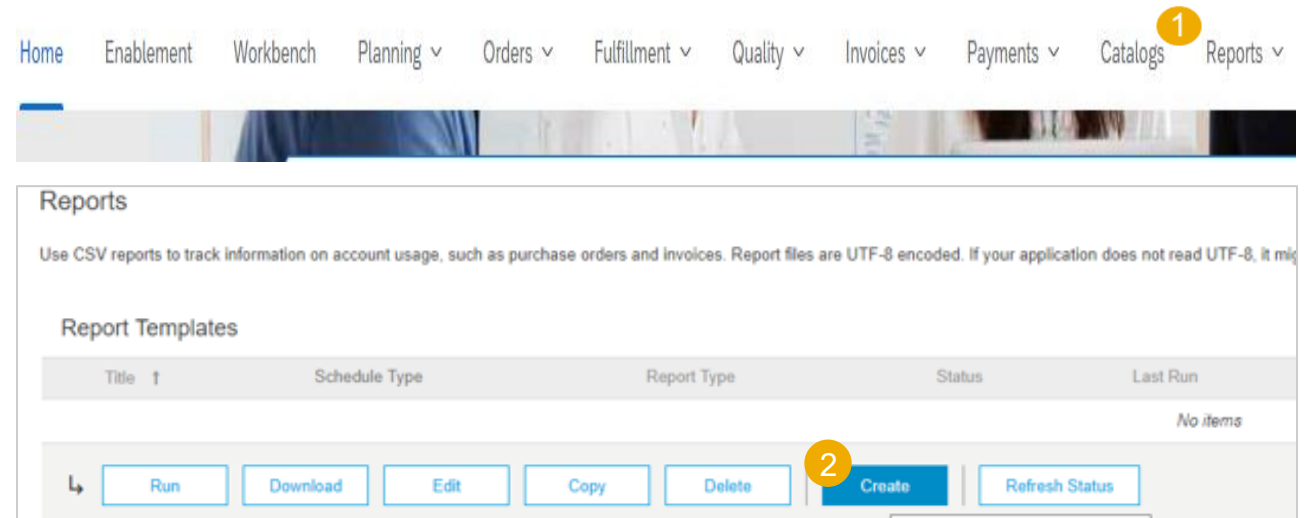
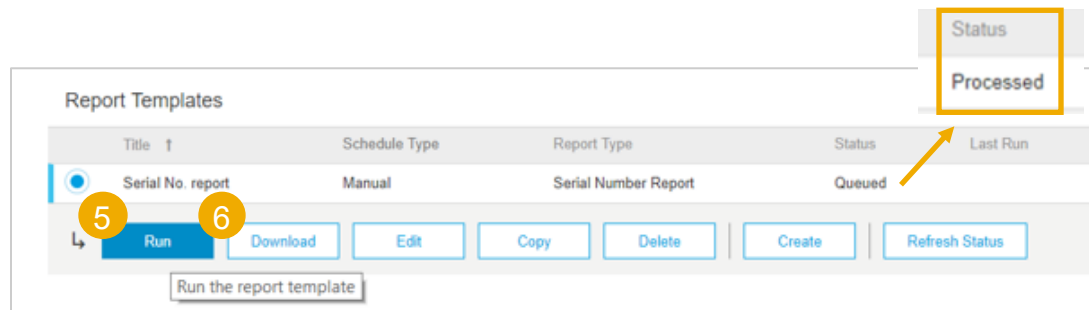
## View PO Details – Serial Number Information 2

For detailed report management please refer to Help Center documentation.

You can extract and view serial numbers as well by generating a Serial number report from your account.

From the Homepage:

1. Go to **Reports** tab.
2. Click **Create** button in the report templates section. New window will pop up.
3. Fill in mandatory fields and choose report type – **Serial Number Report**.
4. Click **Next** to proceed with mandatory report criteria fulfillment and save the template.
5. After report template is created, select it and click **Run**.
6. Download the report once the job status has switched to “Processed”. The report will display serial numbers available.



# Purchase Order

## View PO Details – Edited PO

If buyer 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 case buyer updated the PO, line item will be marked as **Edited**.
2. In case buyer deleted the line item – as **Deleted**



From:  
 Customer  
 Company Code 1710 - Address Name 1  
 Derck Creekxs-1334  
 Palo Alto, 94304-1355  
 United States  
 Phone: +1 () 666-6666-666  
 Fax:

To:  
 SCC Supplier - TEST  
 210 Sixth Avenue,  
 Pittsburgh, PA 15222  
 United States  
 Phone: +1 (123) 4567890  
 Fax: +1 (123) 9876540  
 Email:

Purchase Order  
 (→ Changed)  
 4500016972  
 Amount: \$30,000.00 USD  
 Version: 2 (Previous Version)

[Track Order](#)

### 1 Line Items

Line #	No. Schedule Lines	Change	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	1	→ Edited	Material	13.000 12.000-(EA) ⓘ	15 Apr 2024 15 Apr 2024	CEST Buyer time	\$19.96 USD \$240.04 USD

Description: SEMI23,PD,Subcont

### 2 Line Items

Line #	No. Schedule Lines	Change	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		→ Deleted	Material	1,000.000-(EA) ⓘ	30-Apr-2024	\$20-USD	\$20,000.00-USD

Description: RAW03,MTS,ME-Integration,A



# Order Confirmation

## In this Chapter You Will Learn About ...

- ... how to manage order confirmations
- ... how to mass upload order confirmations
- ... where to view submitted order confirmations
- ... order confirmation content and fields description

# Order Confirmation

## General Considerations

1. The order confirmation document is sent by suppliers as an acceptance of a purchase order.
2. The order confirmation is an agreement to fulfil the order as proposed by the Buyer.
3. Suppliers can also suggest modifications of the purchase order (quantity, delivery date) through the order confirmation document.
4. These changes need to be accepted by the buying organization before fulfillment of the order.
5. Suppliers not aligned on the price in any purchase documents shall communicate to their Doosan contact point.
6. Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.
7. The Supplier is obliged to confirm or reject the Order in writing within 3 business days from its receipt. Upon the expiry of this deadline the Order shall be deemed accepted.



# Order Confirmation

## Allowed Actions

SAP Business 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:** will propose only to fill a comment in order to explain the full rejection.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates.
- **Split** action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

### 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**

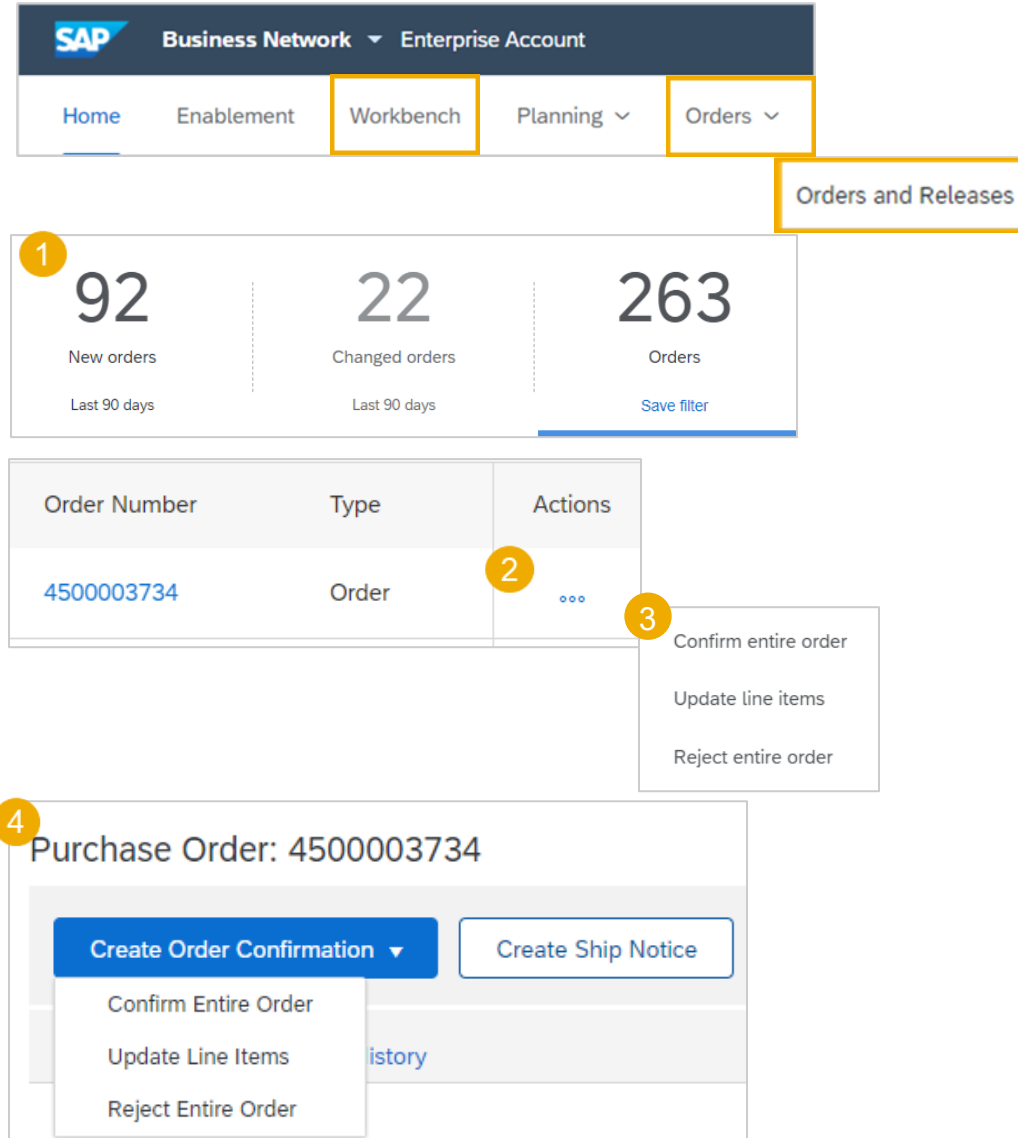
OR

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

1. Select **Orders** tile.
2. Identify the right document and click  under **Actions**.
3. Select an action.
4. The same actions are available from the **PO screen**. Click **Create Order Confirmation** button.

### Note:

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



The screenshot illustrates the SAP Business Network interface for order management. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. A dashboard displays three key metrics: 92 New orders (Last 90 days), 22 Changed orders (Last 90 days), and 263 Orders. A table below lists an order with ID 4500003734, Type 'Order', and an 'Actions' column. A dropdown menu is open under the 'Actions' column, showing options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. A separate view for 'Purchase Order: 4500003734' shows a 'Create Order Confirmation' button with a dropdown menu containing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order', along with a 'Create Ship Notice' button.

# 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 **Confirm entire order** action.
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 one the following action:
  - Click **Previous** to go to the previous page.
  - Click **Submit** to send the order conformation to the buyer.
  - Click **Exit** to leave the page without saving any changes.

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

The screenshot shows the 'Confirm entire order' action selected in the Actions menu (1). The Order Confirmation Header section includes fields for Confirmation # (2), Associated Purchase Order # (4500008899), Customer (SCC Delivery Team - Global H19 Client 400 - TEST), and Supplier Reference. Below this is the Shipping and Tax Information section with a Comments field. The Attachments section shows a 'Choose File' button and an 'Add Attachment' button. The Line Items section (3) displays a table with one item: Line # 10, Part # S103, Customer Part # KKC\_PROD\_103, Revision Level, Category Subcontract, and Qty (Unit) 10.000 (EA). The Description is KKC Prod 103. The Schedule Lines section shows Schedule Line No. 1 with a Delivery Date of 30 Jul 2022. The Components section is currently collapsed. The Current Order Status is 10.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time).

4 Next

5 Previous Submit Exit

# Order Confirmation

## Manage Individual PO – Reject Entire Order

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

This example demonstrates the Reject Entire Order option.

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

**Notes:** Once the order confirmation is rejected, the Order Status will display as **Rejected**.

Order Number	Type	Actions
4500003734	Order	⋮ <b>1</b>

Confirm entire order

Update line items

**Reject entire order**

### Rejecting Entire Order

**1** Reject

**2** Review

**2** Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500008747

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

**3** Reject Reason :\*

**4** Comments:

**5**

### Rejecting Entire Order

**1** Reject

**2** Review

**Confirmation Update**

Confirmation #: OC902

Attachments:

**Line Items**

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

**6**

# 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, reject and update line item information. Order confirmations have a **header** and a **line items** section.
  - At a **header** level, you can add comments, attachments and further order confirmation details.
  - At a **line** level, you can confirm or reject items, fully or partially.
2. Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click **OK** to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order confirmation and click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.

**Notes:** You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

The screenshot shows the 'Order Confirmation' interface. At the top, there is a table with columns: Order Number, Type, and Actions. The Order Number is 4500003734 and the Type is Order. The Actions column has a dropdown menu with three options: 'Confirm entire order', 'Update line items' (highlighted with a yellow box and a '1' callout), and 'Reject entire order'. Below this is the 'Line Items' section, which is a table with columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. The first row shows Line # 10, Part # S103, Customer Part # KKC\_PROD\_103, Revision Level, Category Subcontract, Qty 10,000 (EA), Need By 30 Jul 2022 CEST, Unit Price \$200.00 USD, and Subtotal \$2,000.00 USD. Below the table, there are sections for 'Schedule Lines', 'Components', 'Current Order Status', 'Confirm', 'Backorder', 'Reject', and 'Details' (highlighted with a yellow box and a '2' callout). At the bottom, there are 'Confirm All', 'Exit', and 'Next' buttons. The 'Next' button is highlighted with a yellow box and a '3' callout.

The screenshot shows the 'Line Items' details screen. It features a table with columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), and Need By. The first row shows Line # 10 (with a warning icon), Part # S103, Customer Part # KKC\_PROD\_103, Revision Level, Category Subcontract, Qty 10,000 (EA), and Need By 30 Jul 2022 CEST. Below the table, there are sections for 'Schedule Lines', 'Components', 'Current Order Status', and 'Attachments'. At the bottom, there are 'Previous', 'Submit', and 'Exit' buttons. The 'Submit' button is highlighted with a yellow box and a '4' callout.

# 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 requested delivery dates.
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.
5. To choose a referenced schedule line click **Details**.
6. Chose a reference schedule line from the dropdown.

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

Current Order Status

20.0 Confirmed As Is (Estimated)

15.0 Unconfirmed

Confirm:

Reject All ⓘ

Confirm Based on Schedule Lines

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Line #	Delivery Date	Ship By	Quantity (Unit)
<input checked="" type="checkbox"/> 1	15 Sep 2018		20.0 (PCE)
<input type="checkbox"/> 2	16 Nov 2018		10.0 (PCE)
<input type="checkbox"/> 3	1 Nov 2018		5.0 (PCE)

Create Status Cancel

Schedule Lines

Schedule Line # ↑	Delivery Date	Ship By
1	15 Sep 2018	
▶ Components		
2	16 Nov 2018	
▶ Components		
3	1 Nov 2018	
▶ Components		

Current Order Status

35.0 Unconfirmed

Confirm:

Reject All ⓘ

Details ⓘ

Schedule Line: ⓘ \* Choose a schedule line

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

- Line number 1 - quantity 30 - date 24 Jul 2020
- Line number 2 - quantity 30 - date 27 Jul 2020
- Line number 3 - quantity 30 - date 31 Jul 2020
- Line number 4 - quantity 10 - date 7 Aug 2020

# Order Confirmation

## Manage Individual PO – Split Lines

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

Split action is available from the **Workbench/ Items to Confirm** tile.

1. Split action allows to add (or remove) split lines as necessary, directly in the confirmation table.
2. Split icon indicates which lines are added via the split action.
3. Adjust dates and quantities as appropriate for your split rationale.
4. Delete split line if necessary.

Confirm		Reject										
Item No.	Supplier Part No.	Description	Need By	Requested Quantity	Confirmed Quantity	Estimated Shipping	Estimated Delivery	Quantity	Actions			
Customer: SCC Sandbox Global CoE Team - TEST Order No.: 550000009700010JIT												
<input type="checkbox"/>	10		Chain wheel	Jul 31, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Jul 31, 2022		...		
<input type="checkbox"/>	10		Chain wheel	Aug 1, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 1, 2022		...		
<input type="checkbox"/>	10		Chain wheel	Aug 17, 2022	17.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 17, 2022		...		
<input checked="" type="checkbox"/>	10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...		
<input checked="" type="checkbox"/>	10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		...		

2

3 Update line items

1 Split

4 Delete

Create quality notification

# Order Confirmation

## Manage Multiple PO's

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 “**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 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 **SCC General Functionality Guide**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown is open, showing 'Orders and Releases'. A tile on the right indicates '3 Items to confirm' for the last 31 days. Below this, the 'Items to confirm (3)' section is visible. It includes a filter bar with options like 'Edit filter', 'Save filter', and 'Exclude confirmation not all... +1'. A dropdown menu is open, showing options: 'Confirm', 'Reject', 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The main table lists items with columns for 'Item No.', 'Supplier Part No.', 'Requested U', and 'Actions'. Three items are highlighted with checkboxes in the 'Actions' column. At the bottom, a 'Submit' button is visible.


Item No.	Supplier Part No.	Requested U	Actions
	Customer: SCC Delivery Team - Global H19 CI		<input checked="" type="checkbox"/>
10	S_BP001	€1	<input checked="" type="checkbox"/>
	Customer: SCC Delivery Team - Global H19 CI		<input checked="" type="checkbox"/>
30	S_BP0011	€0	<input checked="" type="checkbox"/>

# Order Confirmation

## Mass OC Upload – Create OC Report

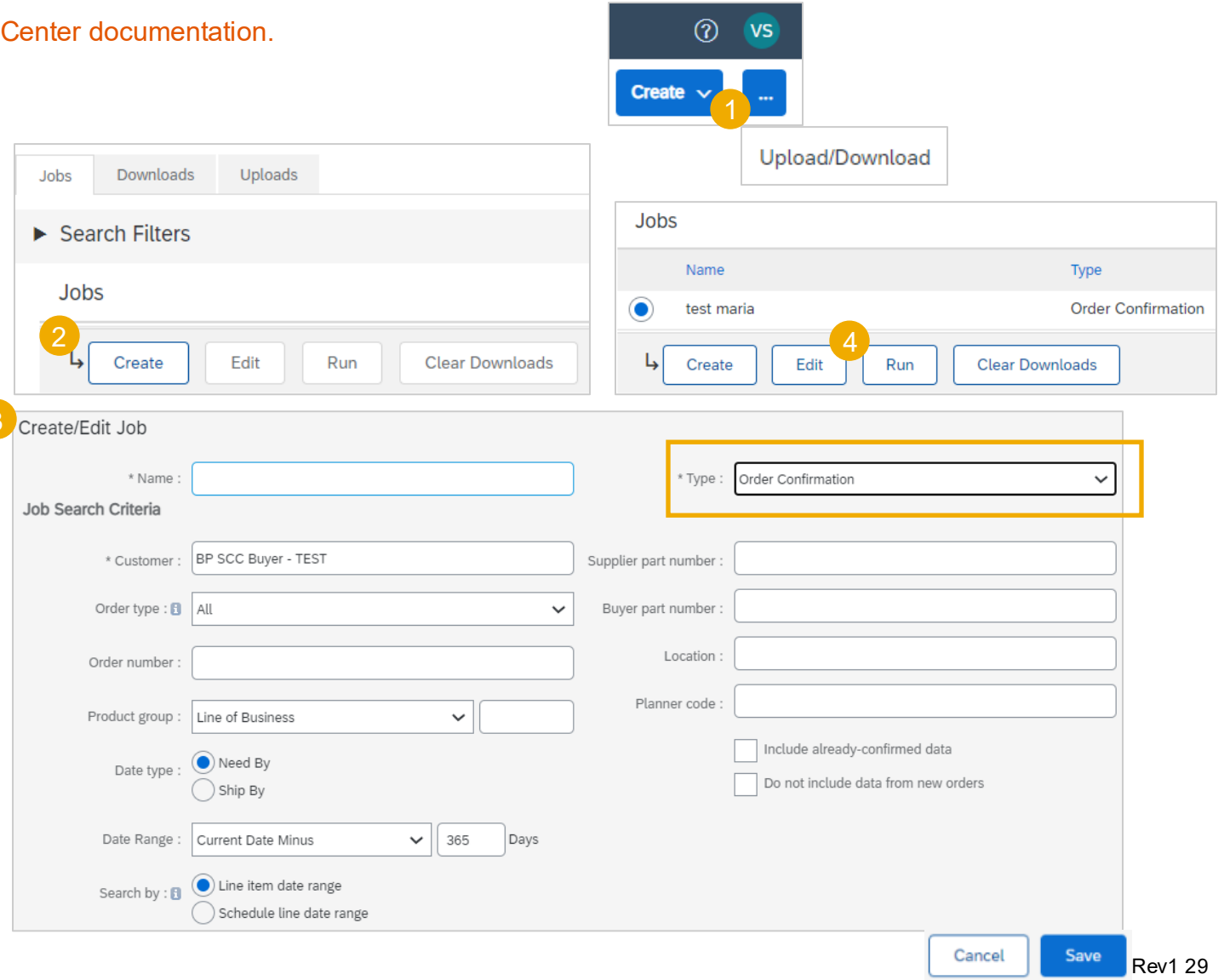
For detailed order confirmation management please refer to Help Center documentation.

From the Homepage:

1. Click  button and select **Upload/Download**.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as **Order confirmation**. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click **Run**.

### Note:

- You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.
- The generated Excel file now **excludes** items that are fully shipped, fully received, or both.



The screenshot displays the 'Jobs' management interface. At the top, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. Below the tabs is a 'Search Filters' section. The 'Jobs' list shows a job named 'test maria' with a type of 'Order Confirmation'. The 'Create' button in the job list is highlighted with a yellow circle and the number 4. To the right, a callout box shows the 'Upload/Download' menu, with the 'Create' button highlighted by a yellow circle and the number 1. Below the job list, the 'Create/Edit Job' form is shown. The form has a title 'Create/Edit Job' and a yellow circle with the number 3 next to it. The form contains several fields: '\* Name' (text input), '\* Type' (dropdown menu, highlighted with a yellow box and the number 4), '\* Customer' (text input, 'BP SCC Buyer - TEST'), 'Order type' (dropdown menu, 'All'), 'Order number' (text input), 'Product group' (dropdown menu, 'Line of Business'), 'Date type' (radio buttons, 'Need By' selected), 'Date Range' (dropdown menu, 'Current Date Minus', '365' days), 'Search by' (radio buttons, 'Line item date range' selected), 'Supplier part number' (text input), 'Buyer part number' (text input), 'Location' (text input), 'Planner code' (text input), 'Include already-confirmed data' (checkbox), and 'Do not include data from new orders' (checkbox). At the bottom right of the form are 'Cancel' and 'Save' buttons.

# Order Confirmation

## Mass OC Upload – Run OC Report

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

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


The screenshot displays the 'Downloads' sub-tab of the Order Confirmation management interface. At the top, there are three tabs: 'Jobs', 'Downloads' (highlighted with a yellow circle '5'), and 'Uploads'. Below the tabs is a 'Search Filters' section. The main content area is titled 'Downloads' and contains a table with the following columns: 'Job Name', 'Type', 'Last Run ↓', 'Last Run By', 'Status', and 'File'. The table lists three entries, all with a status of 'Completed'. A yellow box highlights the 'Status' column, and a yellow circle '6' is placed above the 'File' column. At the bottom left, there is a blue 'Refresh Status' button with a yellow circle '7' next to it.

Job Name	Type	Last Run ↓	Last Run By	Status	File
123abc	Order Confirmation	7 Mar 2019 4:54:01 AM		Completed	↓
1ASN190214	ASN	14 Feb 2019 12:10:03 AM		Completed	↓
ASN1902141DWLD	ASN	13 Feb 2019 11:49:45 PM		Completed	↓

# Order Confirmation

## Mass OC Upload – OC Report Template

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

SAP Ariba 																									
Confirmations																									
Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Delivery	Item Shipment	Item Unit Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier
	4500053022	2	08 Feb 2019						60	accept	SUP_2917/2917			16	EA	#####		2	AUD						
	4500053022	2	08 Feb 2019						70	accept	SUP_2917/2917			17	EA	#####		2	AUD						
	4500053022	2	08 Feb 2019						80	accept	SUP_2917/2917			18	EA	#####		2	AUD						
	4500053022	2	08 Feb 2019						90	accept	SUP_2917/2917			19	EA	#####		2	AUD						
	4500053025	3	11 Feb 2019						20	accept	SUP_2917/2917			1	EA	#####		2	AUD						

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

# Order Confirmation

## Mass OC Upload – Date

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”.

Leave the other columns without any change.

**Delete the lines that you do not want to confirm.**

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
---------------------	--------------	---------------	------------	-----------	-----------	---------------	--------------	--------------------

# 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:** Line item with 20 items to be delivered by Sept. 11<sup>th</sup>. 5 items delivered on Sept. 12<sup>th</sup> and 15 items delivered Sept. 14<sup>th</sup>.

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 2<sup>nd</sup> 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.

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba								
Confirmations								
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	15	PCE	14 Sep 2018



# Order Confirmation

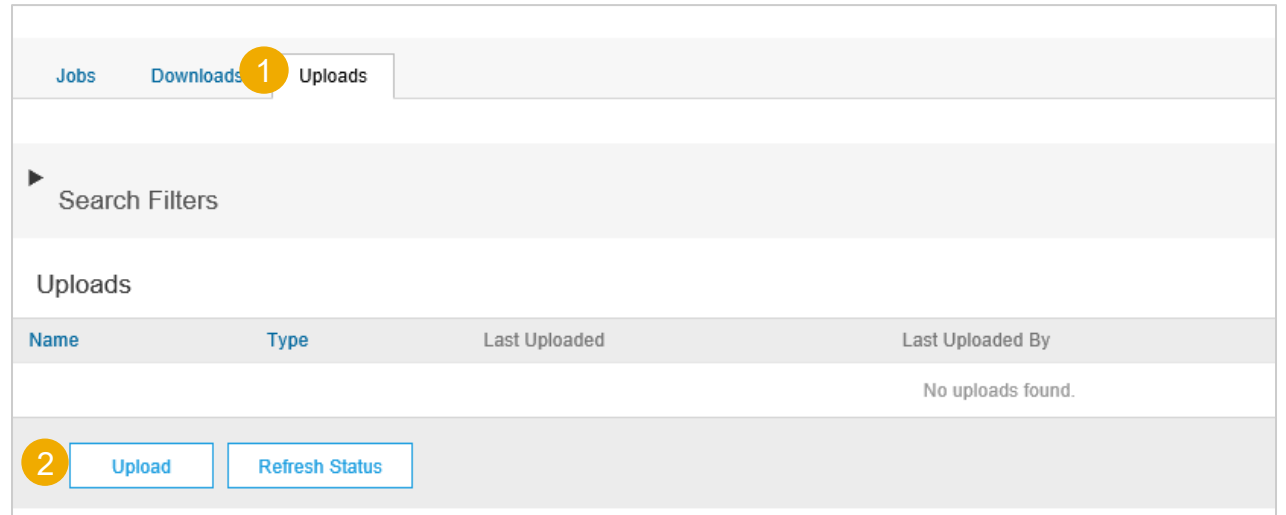
## Mass OC Upload – Reupload the Template 1

From the **Uploads/Downloads** screen:

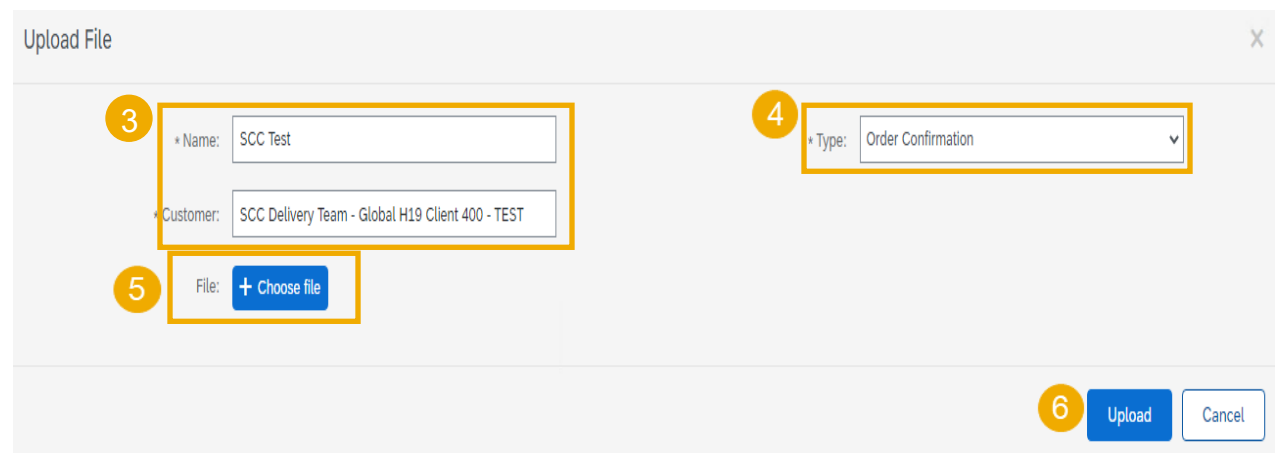
1. Click on **Uploads** sub-tab.
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Choose file** and select the file.
6. Click **Upload**.

### Note:

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



The screenshot shows the 'Uploads/Downloads' interface. The 'Uploads' sub-tab is selected and highlighted with a yellow circle '1'. Below the tabs is a 'Search Filters' section. Underneath, there is a table with columns: Name, Type, Last Uploaded, and Last Uploaded By. The table is currently empty, displaying 'No uploads found.' At the bottom of the interface, there are two buttons: 'Upload' (highlighted with a yellow circle '2') and 'Refresh Status'.



The screenshot shows the 'Upload File' dialog box. It contains several fields and buttons, each highlighted with a yellow circle and number: '3' points to the '\* Name:' field containing 'SCC Test'; '4' points to the '\* Type:' dropdown menu set to 'Order Confirmation'; '5' points to the 'File: + Choose file' button; and '6' points to the 'Upload' button at the bottom right. The 'Customer:' field contains 'SCC Delivery Team - Global H19 Client 400 - TEST'. There is also a 'Cancel' button next to the 'Upload' button.



# Order Confirmation

## Mass OC Upload – Reupload the Template 2

- The status column displays whether upload was successful or not:
  - If upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities, price or date.
  - If the status changes to **Failed**, you need to download the audit log to view the errors.
  - If the status changes to **Completed With Errors**, you need to download the audit log to view the lines with errors.
- 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.

Uploads			
Search Filters			
Uploads			
Name	Type	Last Uploaded	Last Uploaded By
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName

Status	File	Log
Completed	<a href="#">↓</a>	<a href="#">↓</a>
Completed	<a href="#">↓</a>	<a href="#">↓</a>
Completed	<a href="#">↓</a>	<a href="#">↓</a>
Completed	<a href="#">↓</a>	<a href="#">↓</a>
Completed With Errors	<a href="#">↓</a>	<a href="#">↓</a>
Failed	<a href="#">↓</a>	<a href="#">↓</a>

# 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.

The image shows a sequence of screenshots from the Microsoft Excel 'Text to Columns' wizard. Step 1 shows the first column of a CSV file selected. Step 2 shows the 'Text to Columns' button in the Data ribbon. Step 3 shows the 'Delimited' radio button selected in the wizard. Step 4 shows the 'Next' button. Step 5 shows the 'Delimiters' section with 'Comma' checked and other options unselected. Step 6 shows the 'Next' button. Step 7 shows the 'Column data format' section with 'General' selected. Step 8 shows the 'Finish' button. A data preview window shows the following data:

1	2	3	4	5
	_csv_serial:SERIAL_DEFAULT_SHIP_NOTICE_V_1	Ship Notice Date	Required	Date

The final screenshot shows the data loaded into the spreadsheet:

_csv_serial:SERIAL_DEFAULT_SHIP_NOTICE_V_1	Ship Notice Date	Required	Date
2018-10-28T08:26:50-07:00;6008417400	2018-08-06T05:00:00	Required	2018-08-07T05:00:00
2018-10-28T08:26:50-07:00;6008418234	2018-08-07T05:00:00	Required	2018-08-07T05:00:00
2018-10-28T08:26:50-07:00;6008418235	2018-08-07T05:00:00	Required	2018-08-07T05:00:00
2018-10-28T08:26:50-07:00;6008419716	2018-08-08T05:00:00	Required	2018-08-08T05:00:00
2018-10-28T08:26:50-07:00;6008420214	2018-08-09T05:00:00	Required	2018-08-09T05:00:00
2018-10-28T08:26:50-07:00;6008420214	2018-08-09T05:00:00	Required	2018-08-09T05:00:00



# Order Confirmation

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

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

1. Open your saved .csv file in Notepad or similar text editor. Click Ctrl + H
2. In **Find what** field enter ; (semi-colon), in **Replace with** field enter , (comma).
3. Click **Replace all**.
4. Click **Close**. Save the file and close it.
5. If you reopen the file in Excel, the columns are again concatenated (this is the expected result). Now you can reupload your .csv file into SAP Business Network.

The screenshot shows a Notepad++ window with a CSV file open. A 'Replace' dialog box is displayed over the text. The 'Find what' field contains a semicolon (;) and the 'Replace with' field contains a comma (,). The 'Replace All' button is highlighted with a blue circle, and the 'Close' button is also highlighted with a blue circle. The background text is a CSV file with columns for ship notice ID, date, and other details. The file name is 'SN\_SF\_28-Oct-2018\_16\_29\_58.csv'. The text in the background is as follows:

```
1 UTF-8,.....
2 _csv_version:1.0;_csv_serial:SERIAL_DEFAULT_SHIP_NOTICE_V_1;_csv_type:ShipNotice;_csv_template:Standard Template
3 Ship Notice Number;Ship Notice Date;Order ID;Order Date;Service Level;Shipment Type;Shipment Date;Delivery Date;SI
4 Required;Required;Required;Required;Optional;Optional;Optional;Optional;Optional;Optional;Optional;Optional;Optio
5 String;Date;String;Date;String;String;Date;Date;String;String;String;String;String;String;String;String;String;St:
6 Ship notice ID;Ship notice
7 ;2018-10-28T08:26:50-07:00
8 ;2018-10-28T08:26:50-07:00
9 ;2018-10-28T08:26:50-07:00
10 ;2018-10-28T08:26:50-07:00
11 ;2018-10-28T08:26:50-07:00
12 ;2018-10-28T08:26:50-07:00
13 ;2018-10-28T08:26:50-07:00
14 ;2018-10-28T08:26:50-07:00
15 ;2018-10-28T08:26:50-07:00
16 ;2018-10-28T08:26:50-07:00
17 ;2018-10-28T08:26:50-07:00
18 ;2018-10-28T08:26:50-07:00
19 ;2018-10-28T08:26:50-07:00
20 ;2018-10-28T08:26:50-07:00
21 ;2018-10-28T08:26:50-07:00
22 ;2018-10-28T08:26:50-07:00
23 ;2018-10-28T08:26:50-07:00
24 ;2018-10-28T08:26:50-07:00
25 ;2018-10-28T08:26:50-07:00
26 ;2018-10-28T08:26:50-07:00
27 ;2018-10-28T08:26:50-07:00
28 ;2018-10-28T08:26:50-07:00
29 ;2018-10-28T08:26:50-07:00;6008449216;2018-10-01T05:00:00-07:00;2018-11-01T04:00:00-07:00;.....
30 ;2018-10-28T08:26:50-07:00;6009430720;2018-08-29T05:00:00-07:00;2018-11-01T04:00:00-07:00;.....MANUFACTURES
```



# Order Confirmation


## Update line item

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

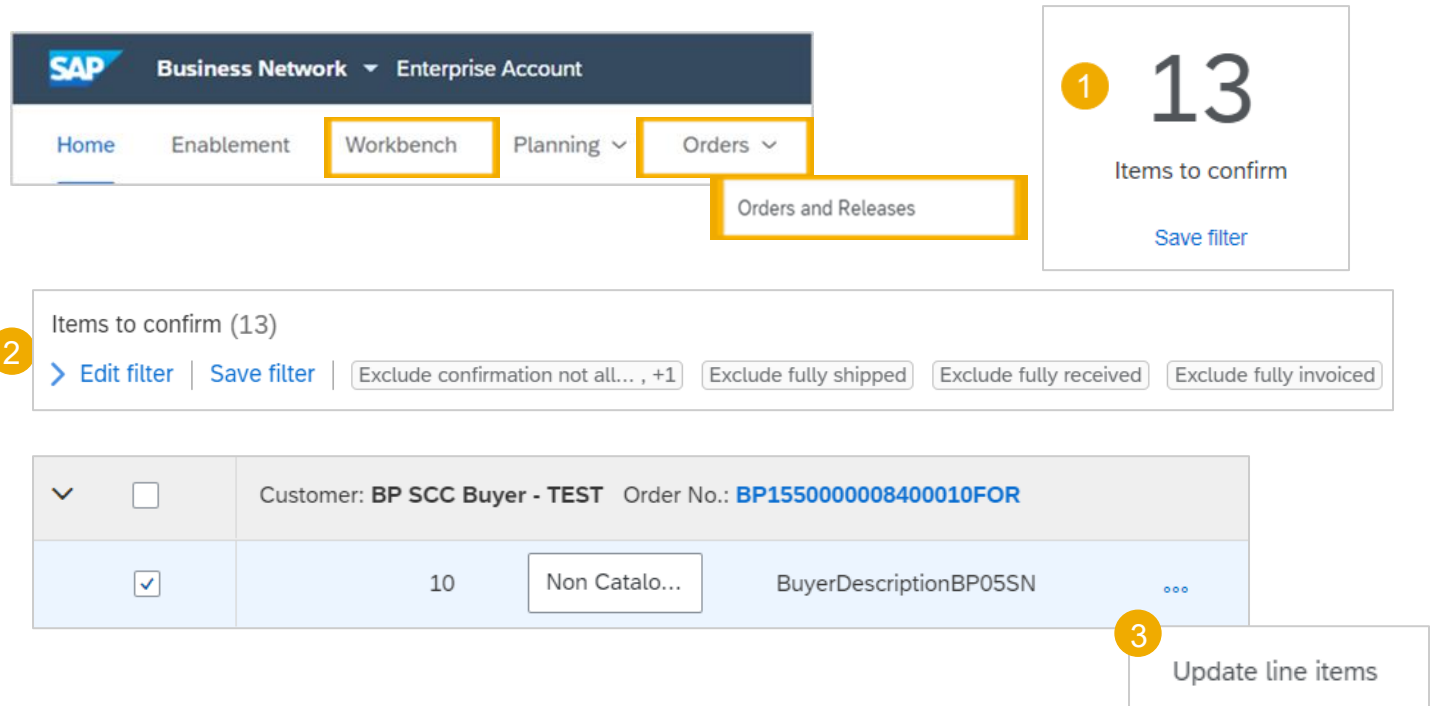
From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  under Actions and select **Update line item**.

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



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. A tile in the top right corner displays '13 Items to confirm' with a 'Save filter' button. Below this, a filter bar shows 'Items to confirm (13)' and several filter buttons: 'Edit filter', 'Save filter', 'Exclude confirmation not all... +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A table below the filter bar shows a list of items. The first item is selected, and a context menu is open over it, showing the 'Update line items' option.

	Customer: BP SCC Buyer - TEST	Order No.: BP155000008400010FOR
<input checked="" type="checkbox"/>	10	Non Catalo... BuyerDescriptionBP05SN

# Order Confirmation

## Update line item

1. When reviewing the PO again, you will see the split of your previously confirmed quantity.
2. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
3. You can reconfirm the line only partially and split the line again. Fill the quantity in the cell.

**Example:** 5 from the 9 items selected by the blue circle. Click also on details to change only the date of these 5 items.

4. The order confirmation will be updated.

**Line Items**

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

Description: Test description

▶ Schedule Lines

**1** Current Order Status

- 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019 )
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019 )

**3** Confirm:  Backorder:

Reject:

**2**

**4** Current Order Status

- 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019 )
- 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019 )
- 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019 )

# Order Confirmation

## Item Reconfirmation 1

Suppliers can use the Items to Confirm list to revise eligible confirmed line items and reconfirm them. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

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

1. Go to **Items to confirm** tile.
2. Select **Confirmed items for editing** from the View dropdown list

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', and 'More'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below the navigation bar, there are six tiles representing different metrics for the last 31 days: Orders (207), Items to confirm (26), Items to ship (36), Return items (5), New orders (74), and Changed orders (17). The 'Items to confirm' tile is highlighted with a blue bar and a yellow circle with the number '1'. Below the tiles, the 'Items to confirm (26)' section is visible, with an 'Edit filter' link. The 'View' dropdown menu is open, showing three options: 'Confirmed items for editing' (selected), 'Items to be confirmed', and 'Confirmed items for editing'. A yellow circle with the number '2' is placed next to the 'Confirmed items for editing' option in the dropdown menu. The bottom of the page shows a table header with columns: Customers, Order numbers, Creation date, and Need by date.

# Order Confirmation

## Item Reconfirmation 2

3. Use the Confirmation status filter to choose which confirmation status types to exclude.
4. To reconfirm a line item, select the desired line item
5. From the Confirm dropdown select one of the options

The screenshot illustrates the order confirmation process. At the top, a 'Confirmation status' filter panel (labeled 3) allows users to exclude certain status types. Below this, a table of order items is displayed. A 'Confirm' dropdown menu (labeled 5) is open over the first item, showing options to confirm the schedule line, the entire item, or the entire order. The first item in the table (labeled 4) is selected, and its 'Confirm' dropdown is also open, showing the same three options.

**Confirmation status filter:**

- Exclude unconfirmed
- Exclude confirmation not allowed
- Exclude unconfirmed

Item No.	↑	Schedule Line No.	Supplier Part No.	Description	Current Status	Need By
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500014130						
<input checked="" type="checkbox"/>		10	1	AC_Inventory Serial Number	Confirmed	Dec 27, 2023
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500012656						
<input type="checkbox"/>		10	1 SUPPMAT	BuyerDescriptionBP03-QM	Confirmed	Nov 28, 2023

# Order Confirmation

## Item Reconfirmation 3

6. Click **Submit** on the Review Schedule line to confirm page
7. A confirmation message will appear after your submission.

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

Review Schedule line to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: <b>SCC Delivery Team - Global H19 Client 400 - TEST</b> Order No.: <b>4500014130</b> Confirmation number: <input type="text" value="OCAHS"/>					
Item No.: <b>10</b> Supplier Part No.: Description: <b>AC_Inventory Serial Number</b>					
1	Dec 27, 2023		4.00 H87	\$10.00 USD	4.00 H87

**6**

**7**  Confirmation for Order 4500014130 has been created successfully.


Items to confirm (40) View:

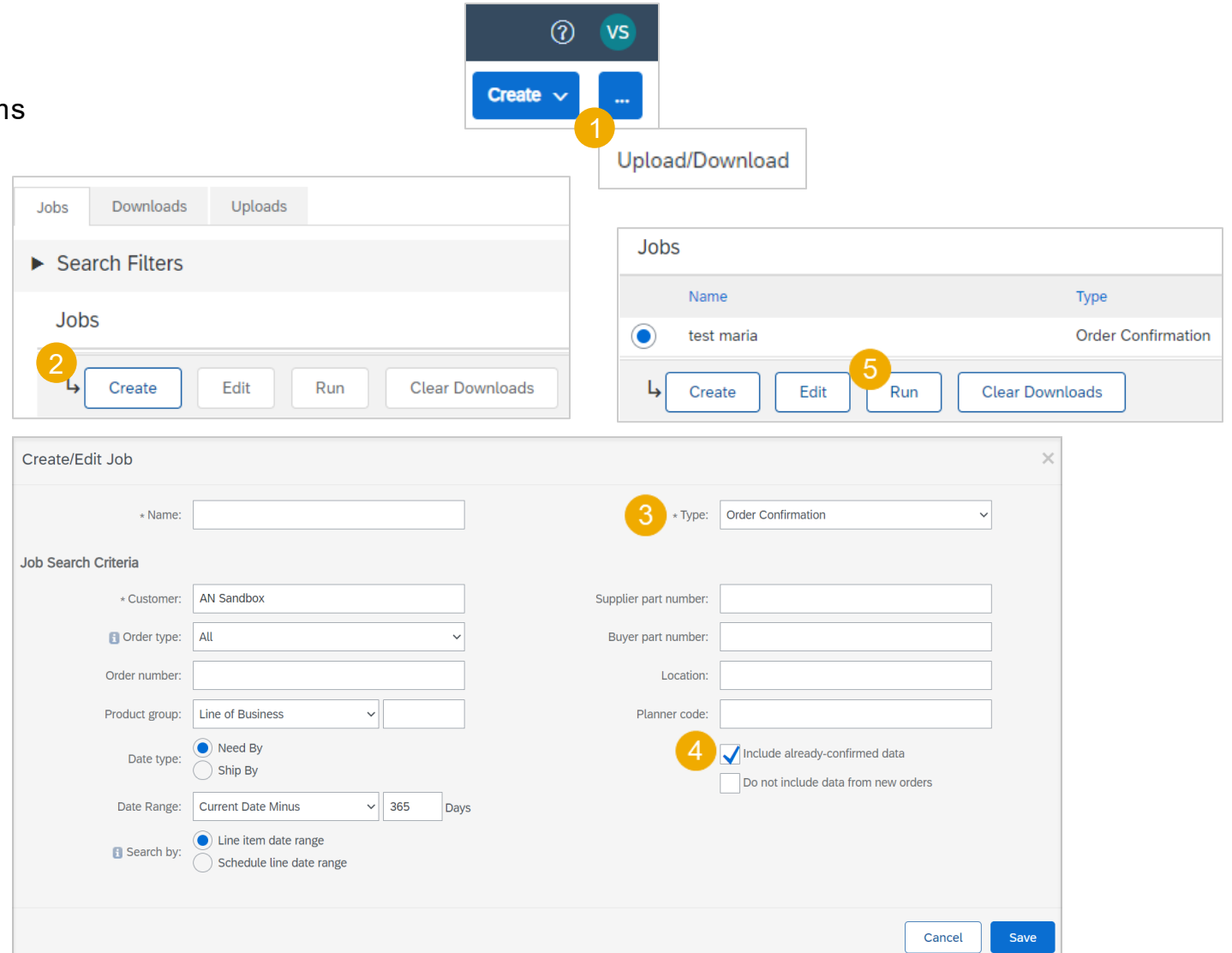
# Order Confirmation

## 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 and select **Upload/ Download**.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields. Set a type as **Order confirmation**.
4. Select the box **Include already-confirmed data**. Once finished, save it.
5. The report will appear in the Jobs list. Select it and click **Run**.



The screenshot illustrates the process of creating an Order Confirmation (OC) report. It shows three main components: a top navigation menu, a 'Jobs' list, and a 'Create/Edit Job' form.

**Top Navigation:** A dark blue header contains a help icon, a 'VS' icon, a 'Create' dropdown menu, and a 'More options' button (three dots). A callout box labeled '1' points to the 'More options' button, and another callout box labeled 'Upload/Download' points to the 'More options' button.

**Jobs List:** A table with columns 'Name' and 'Type'. The first row shows 'test maria' under 'Name' and 'Order Confirmation' under 'Type'. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. A callout box labeled '2' points to the 'Create' button, and another callout box labeled '5' points to the 'Run' button.

**Create/Edit Job Form:** A modal window with the following fields and options:

- \* Name: [Text input]
- \* Type: Order Confirmation (dropdown menu) - Callout box '3' points to this field.
- Job Search Criteria:
  - + Customer: AN Sandbox
  - Order type: All (dropdown menu)
  - Order number: [Text input]
  - Product group: Line of Business (dropdown menu)
  - Date type: Need By (selected), Ship By
  - Date Range: Current Date Minus (dropdown menu), 365 Days
  - Search by: Line item date range (selected), Schedule line date range
- Supplier part number: [Text input]
- Buyer part number: [Text input]
- Location: [Text input]
- Planner code: [Text input]
- Include already-confirmed data (checked checkbox) - Callout box '4' points to this checkbox.
- Do not include data from new orders (unchecked checkbox)

At the bottom right of the form are 'Cancel' and 'Save' buttons.

# Order Confirmation

## Reconfirmation via Mass Upload – Run OC Report

6. You will be transferred to **Downloads** sub-tab. Click the **Refresh Status** button at the bottom of the screen until the report status is **Completed**.
7. Download the Excel report and save it on your computer.

### Note:

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

For more details how to confirm OC via Excel file refer to [Mass OC Upload](#) chapter described above.

The screenshot shows a web interface with three tabs: 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is active and highlighted with a yellow box. Below the tabs is a 'Search Filters' section. Underneath, the word 'Downloads' is displayed. A table with the following columns is shown: 'Job Name', 'Type', 'Last Run', 'Status', and 'File'. The table contains one row: 'OC Reconf', 'Order Confirmation', '7 Nov 2023 3:25:42 PM', 'Completed', and a download icon. The 'Completed' status and the download icon are highlighted with yellow boxes. A yellow circle with the number '7' is next to the download icon. Below the table, a 'Refresh Status' button is highlighted with a yellow box and a yellow circle with the number '6' next to it.

Job Name	Type	Last Run	Status	File
OC Reconf	Order Confirmation	7 Nov 2023 3:25:42 PM	Completed	7 ↓

# Order Confirmation

## Reconfirmation via Mass Upload – Reupload the Template

From the **Upload/Download** screen:

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

### Note:

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



The screenshot shows the 'Uploads' sub-tab in the 'Upload/Download' screen. The 'Uploads' table is empty, showing 'No uploads found.' Below the table are 'Upload' and 'Refresh Status' buttons. A yellow circle with the number '1' is placed over the 'Uploads' tab. A second screenshot shows the 'Upload File' dialog box. It contains the following fields and buttons:

- \* Name: Mass OC\_April (highlighted with a yellow circle 3)
- \* Customer: BP SCC Buyer - TEST (highlighted with a yellow circle 3)
- \* Type: Order Confirmation (highlighted with a yellow circle 4)
- File: + Choose file (highlighted with a yellow circle 5)
- Upload (highlighted with a yellow circle 6)
- Cancel

# Order Confirmation

## Review Submitted Order Confirmations 1

From the Homepage:

1. Go to **Order Confirmations** workbench tile.
2. Use search filters to identify the right document.
3. Configure data view by clicking the Table options menu.
4. You can review confirmation as well from the PO screen in the Related Documents.

1 10  
Order confirmations  
Save filter

2 Edit filter | Save filter | Last 365 days

Customers Confirmation Numbers Order Numbers Creation Date Supplier Reference  
Select or type selections Type selection Type selection Last 365 days Type selection  
Partial match Exact match Partial match Exact match Partial match

Show more Apply Reset

Confirmation Number	Customer	Creation Date ↓	Order Number	Order Version	Supplier Reference	Routing Status
<a href="#">OC_DO287594_ATT</a>	ocwb_buyer_man03@ariba.com	Jun 18, 2024	<a href="#">DO287594</a>		PO with attachment	Sent
<a href="#">oc_DO285519</a>	ocwb_buyer_man03@ariba.com	Jun 6, 2024	<a href="#">DO285519</a>	2	entired order confirmed (with order version : Sent	

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

4

Routing Status: Acknowledged  
Related Documents: [OCP07](#)  
[12313123](#)  
[OCP07](#)  
[More\(2\) »](#)

# 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

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



# Order Confirmation

## Tolerances

Your Customer may apply specific tolerance rules on each order.

1. In case your modifications are not allowed, you will see the **error message** with additional instructions.
2. Buyers can configure types of deviations for quantity, delivery date, or price. This allows certain suppliers to exceed tolerances if the buyer approves the order confirmation.

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		CR00077562		3.0 (PCE)	3 Apr 2017

Description: VIS BRACELET GRAIN RIZ OJ 12MM

- ▶ Test customer part1
  - Test description

3.0 Unconfirmed

Confirm:  Backorder:

1 ! The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 1.50 and 4.50 inclusive.

2

⚠ Order confirmations for one or more line items require buyer approval.

**Line Items** Hide Item Details

Line #	Deliveries	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		BP001	Material			100.000 (PCE)	29 Dec 2020 <a href="#">CET</a> 29 Dec 2020 <a href="#">Buyer time</a>	10.00 EUR	1,000.00 EUR	<a href="#">Summary</a>

⚠ The order confirmation for this item awaits buyer approval.

**Status**

111 Confirmed With Changes (Estimated Delivery Date: 29 Dec 2020 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: 13.00 EUR )

**Buyer confirmation approval status** | Awaiting approval

**Control Keys**

Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

# Order Confirmation

## Tolerances

- After submitting order confirmation, that requires customer approval, **Approval Request** document will be created.
- It can be accessed from **order confirmation screen/ Related documents**.

Order Confirmation: 1OC#1984 Done Previous

Print Export cXML

Detail History

Confirmation #: 1OC#1984  
 Notice Date: 21 Dec 2020  
 Purchase Order: 4500001984  
 Est. Delivery Date: 29 Dec 2020

4 Related Documents: 1OC#1984\_AR

**Line Items**

Line #	Deliveries	Part #	Buyer Description
10	1		
<ul style="list-style-type: none"> <li>The order confirmation for this item awaits buyer approval.</li> </ul>			
111	Confirmed With Changes (Estim)		

Approval Request: 1OC#1984\_AR Done Previous

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
4500001984	10	1OC#1984	2020-12-29 12:00:00 America/Los_Angeles	100	PCE	Awaiting approval
Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason		
	111		13.00 EUR	Price		
				Quantity		

# Order Confirmation Tolerances

Order Confirmations pending buyer's approval can be identified

From the **Workbench**

OR

From **Orders > Orders and Releases**:

5. Click on **Items to Confirm** tile.
6. Apply filter: **Items awaiting buyer response or supplier reconfirmation.**

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, the 'Workbench' and 'Orders' tabs are highlighted with yellow boxes. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' as an option, also highlighted with a yellow box. Below the navigation, there is a tile labeled '5' with a large '6' and the text 'Items to confirm' and 'Last 31 days'. Below this tile, the 'Items to confirm (6)' section is shown. It includes an 'Edit filter' button (highlighted with a yellow circle '6') and two filter buttons: 'Next 90 days' and 'Last 31 days'. Below the filter buttons, the 'Confirmation approval status' dropdown menu is open, showing 'None' as the selected option and 'Items awaiting buyer response or supplier reconfirmation' as an available option.

# Advanced Shipping Notification

## In this Chapter You Will Learn About ...

- ... what is an advanced shipping notification
- ... what are the benefits of using advanced shipping notification
- ... how to manage advanced shipping notification
- ... how to view submitted advanced shipping notification

# Advanced Shipping Notification

## General Considerations

### WHAT IS ASN?

An Advanced Shipping Notification 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.

Suppliers must submit ASN at least 48hrs in advance to allow Bobcat sufficient time for transportation planning.

**Note:** Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

### WHY TO USE ASN?

Advanced Shipping Notifications 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 equipments, 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 Notification

## Allowed Actions

SAP Business 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 notification 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 notification upload.

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

#### Note:

- On the home page there is a widget that lets suppliers track the progress of a shipment with the Purchase order. This page consolidates all relevant information about a purchase order's status, history, and execution.

# Advanced Shipping Notification

## Individual PO Management – Create ASN

An individual shipping notice can be created

From the **Workbench**

**OR**

From **Orders>Orders and Releases:**

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

**OR**

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

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a tile labeled '1' shows '7 Items to ship' for the 'Last 31 days' period. A second section, labeled '2', shows 'Items to ship (7)' with filter options: 'Edit filter', 'Save filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is highlighted with a '3' label. Below the filters is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. The table contains one row with a checked checkbox in the first column, corresponding to Order No. 4500003719, Item No. 10, Supplier Part No. S\_BP0011, and Description RAW13, PD, Lohnbearbeitung. A third section, labeled '4', shows a 'Purchase Order: 4500003734' with two buttons: 'Create Order Confirmation' and 'Create Ship Notice'.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Commitment	Actions
4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung			...

# Advanced Shipping Notification

## Individual PO Management – Create ASN – Header Level

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

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your SAP Business Network account.
3. The Packing Slip ID is an automatically generated number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date. The delivery date should consider delivery time to the Doosan Bobcat destination.
7. Attach additional documents if needed.
8. In section “additional fields”, provide comments if needed.

**2** SHIP FROM

BParnau Supplier - TEST [Update Address](#)

Pittsburgh, PA  
United States

**1** DELIVER TO

Storage Location 171A - Address Nam [Update Address](#)

Palo Alto, CA  
United States

---

▼ Ship Notice Header

**3** Packing Slip ID:\*

**4** Invoice No.:

Requested Delivery Date: --

**5** Ship Notice Type:

**6** Shipping Date:

Delivery Date:

Hazard Type:  Code:

Is Divisible:

► Dimensions

TRACKING

Carrier Name:

Service Level:

---

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen

**7** [Add Attachment](#)

The total size of all attachments cannot exceed 100MB

► DELIVERY AND TRANSPORT INFORMATION

**8** Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

# Advanced Shipping Notification

## Individual PO Management – Create ASN – Line Level

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

Scroll down to view the line item information.

1. Update the **quantity** shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the purchase order. Also, over-delivery may apply (the system will show what it possible).
2. Provide the **Supplier Batch ID**.
3. The **Country of Origin** can be selected from the dropdown menu. The Country of origin cannot be entered when the Supplier Batch ID field is empty.
4. Click **Remove** button if you want to exclude the whole line from this ship notice.
5. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
6. If you click the **Add details** button, you can add manually the serial numbers. To be able to click on Add 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.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
BP450000915	10		BP001	100,000	PCE	23 Sep 2022		\$1.50 CAD	\$150.00 CAD	1710

Description: Chain wheel

Shipment Status  
Total Item Due Quantity: 100 PCE

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

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	100		- Select Country -		

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers](#)

# Advanced Shipping Notification

## 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. Click **Remove** button if you need to delete a complete PO line from your document.

The screenshot illustrates the workflow for adding a line item to a shipping notification. It is divided into three main sections:

- Top Section:** Contains two buttons. The first button, labeled '1', is 'Add Order Line Item'. The second button, labeled '2', is 'Search Filters'.
- Middle Section:** A table listing purchase order lines. The first row is highlighted with a blue bar and a checkmark. The row contains: a checkmark, the date '20 Sep 2018', the order number '148708', the PO number '0008375888', and the quantity '6 (PCE)'. To the right of this table is a blue button labeled '3' with the text 'Add Selected Items'.
- Bottom Section:** A detailed view of a selected line item. The line number '6008375888' is highlighted with a blue circle labeled '4'. The line details include:
  - Line: 2
  - Order: 148708
  - Description: Test customer part1
  - Quantity: 6.0
  - Unit: PCE
  - Date: 20 Sep 2018
  - Price: 12.00 CHF
  - Total: 72.00 CHF
  - Remove button: 5Below these details is a table for managing the line item:

Line	Ship Qty	Supplier Batch ID
1	6.0	

An 'Add Details' button is located to the right of the table.

# Advanced Shipping Notification

## Individual PO Management – Line Level – Serial Numbers

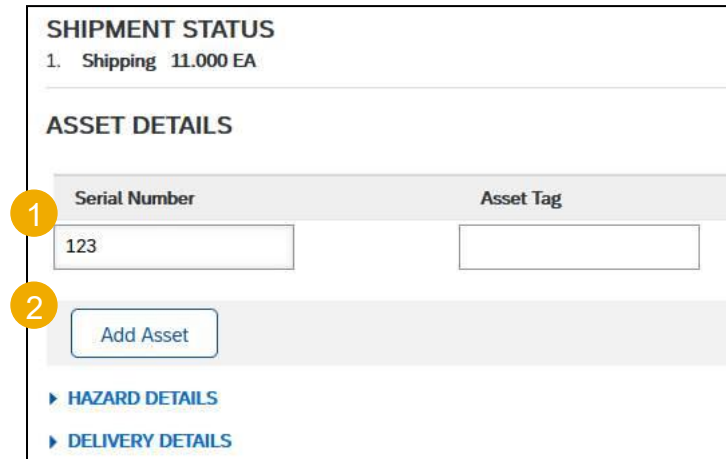
Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item and Asset Tag, if needed.
2. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.

**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.



The screenshot displays a web interface for 'SHIPMENT STATUS'. Under the heading '1. Shipping 11,000 EA', there is a section titled 'ASSET DETAILS'. This section contains a table with two columns: 'Serial Number' and 'Asset Tag'. The 'Serial Number' field has the value '123' entered. Below the table is a button labeled 'Add Asset'. At the bottom of the interface, there are two expandable sections: 'HAZARD DETAILS' and 'DELIVERY DETAILS', both indicated by blue arrows.

Serial Number	Asset Tag
123	

[Add Asset](#)

[▶ HAZARD DETAILS](#)

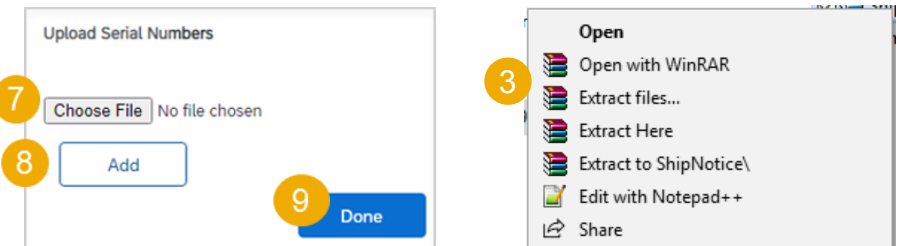
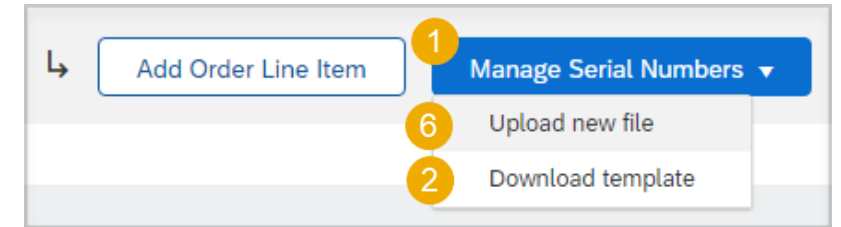
[▶ DELIVERY DETAILS](#)

# Advanced Shipping Notification

## Individual PO Management – Line Level – Serial Numbers Upload Tool

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. If you do not see the columns like on the screen, see Appendix.
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**
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.



4

Ship Notice	Order ID	Item Line	Item Suppl	Item Custc	Item Ship	Item Quan	Item Batch	Item prod	Item expir	Batch Qu	Item Serial Number	Item Asset
Optional	Required	Required	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional
String	String	Integer	String	String	Integer	Decimal	String	Date	Date	Decimal	String	String
Ship notice	Purchase c	Purchase c	Supplier Pa	Item custo	Ship notice	Item quan	Item batch	Productior	Expiration	Batch Qu	Item serial number	Item asset
8859_1												
Code page 8859_1 is for Western European values. For more information see the documentation for Supplier Enablement Automation.												
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	
	4.5E+09	10		2918	1	10					123	

5

# Advanced Shipping Notification

## Individual PO Management – Review Before Submitting

1. To save a draft document click **Save**. The 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. Go to **Ship notices** tab.
5. Select the document and click **Edit** to modify and finalize it.

The screenshot illustrates the SAP Business Network interface for creating and managing shipping notices. It is divided into two main sections: 'Create Ship Notice' and 'Drafts'.

**Create Ship Notice:** This section shows a notification bar (2) stating 'Ship notice "123" is saved. The saved ship notice will be kept until 12 Sep 2022.' Below this, there are three buttons: 'Save' (1), 'Exit', and 'Next'.

**Navigation:** The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment' (3). A 'Drafts' button is located at the bottom right of the navigation area.

**Drafts Page:** This page displays documents saved in draft state. It includes a description: 'This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days.' There are three tabs: 'Invoices', 'Ship Notices' (4), and 'Service Sheets'. Under the 'Ship Notices' tab, there is a table with the following data:

Packing Slip ID #	Customer	Reference	Date Last Modified ↓	Status
Test ASN	BP SCC Buyer - TEST	BP450000915	4 Nov 2022 1:12:46 PM	Composing

Below the table, there are three buttons: 'Edit' (5), 'Delete', and 'View Content'.

# Advanced Shipping Notification

## Individual PO Management – Submit the Final Document

1. Check if all required fields (\*) are filled out.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity.
4. Review the serial numbers, if applicable.
5. Click **Next**.
6. Click **Submit** to send ASN to the customer.
7. 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.

The Customer may validate the Unit of Measure (UOM) value entered by the supplier during the online ship notice creation to avoid failures on the buyer backend system.



**Create Ship Notice**

\* Indicates required field

<b>SHIP FROM</b> TEST SUPPLIER NAME <span style="float: right; font-size: small;">Update Address</span> TEST SUPPLIER SHIPPING ADDRESS , PA United States	<b>DELIVER TO</b> TEST CUSTOMER NAME TEST CUSTOMER DELIVERY ADDRESS , CA United States
--	---

**Ship Notice Header**

<b>SHIPPING</b> Packing Slip ID: 222 Invoice No.: Requested Delivery Date: Ship Notice Type: Select Shipping Date: <input type="text"/> Delivery Date: <input type="text"/> Hazard Type: Select Is Divisible: <input type="checkbox"/>	<b>TRACKING</b> Carrier Name: <input type="text"/> Service Level: <input type="text"/> Code: <input type="text"/>
--	--

**Dimensions**

Gross Volume:	<input type="text"/>	Unit:	<input type="text"/>
Gross Weight:	<input type="text"/>	Unit:	<input type="text"/>
Length:	<input type="text"/>	Unit:	<input type="text"/>
Width:	<input type="text"/>	Unit:	<input type="text"/>
Height:	<input type="text"/>	Unit:	<input type="text"/>

**Order Items**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
BP450000915	10		BP001	100.000	PCE	23 Sep 2022		\$1.50 CAD	\$150.00 CAD	1710	Remove
Description: Chain wheel											
<b>Shipment Status</b>											
Total Item Due Quantity: 100 PCE											
<b>Confirmation Status</b>											
Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE											

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	10	111	Czech Republic [CZE]	22 Sep 2022	4 Nov 2022	Download Add PDF Details

**5**

**7**

# Advanced Shipping Notification

## Individual PO Management – Cancel ASN

You can **cancel** or **modify** a ship notice by using the **Cancel / Edit** button at the top of the ship notice details page.

You can **edit** a ship notice that has a status of **Sent** only if your customer allows it.

You can **cancel** a ship notice that has a status of **Sent** only if the following items are both true:

- Its goods receipt is fully reversed on your buyer's system.
- It does not have any other related goods receipts

1. Go to **Ship Notices** workbench tile.
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** or **Edit**.

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

A ship notice with a fully reversed goods receipt is no longer related to that goods receipt if you cancel the ship notice and create a new ship notice or if you edit the ship notice.

The screenshot shows the 'Ship Notices' workbench tile. At the top, a large number '19' indicates the total count of ship notices, with a sub-label 'Ship notices' and a filter for 'Last 31 days'. Below this, a section titled 'Ship notices (17)' includes an 'Edit filter' dropdown, a 'Save filter' button, and a 'Last 31 days' filter button. A table lists the shipping notices with columns for Packing Slip ID, Customer, Order Number, Creation Date, and Delivery Date. The first row is highlighted with a '3' in a yellow circle, indicating the selected notice. Below the table, a details view for 'Ship Notice: 2ASN190329' is shown, featuring a '4' in a yellow circle and a toolbar with 'Cancel', 'Edit', 'Print', 'Export cXML', and 'Download PDF' options.

Packing Slip ID	Customer	Order Number	Creation Date	Delivery Date
ASN131	SCC Delivery Team - Global H19 Client ...	4500018862	Oct 21, 2024	Oct 28, 2024
2ASN602	SCC Delivery Team - Global H19 Client ...	4500018915	Oct 29, 2024	Nov 6, 2024

Ship Notice: 2ASN190329

Cancel Edit Print Export cXML Download PDF

# Advanced Shipping Notification

## 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 day**, you should use **Items to Ship tile**. It 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.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Click **Items to ship** tile.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

### Note:

- You can choose lines with different “Need-by” dates for the same shipping notice.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' and 'Orders' tabs are highlighted with yellow boxes. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' as an option, also highlighted with a yellow box.

Below the navigation, there is a tile labeled '1' with a large '7' and the text 'Items to ship' and 'Last 31 days'. This tile is highlighted with a yellow box.

Below the tile, there is a section titled 'Items to ship (7)'. It contains a filter bar with options: '> Edit filter', 'Save filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is highlighted with a yellow box and a '3' in a yellow circle.

Below the filter bar is a table with the following data:

Customer: SCC Delivery Team - Global H19 Client 400 - TEST	Ship To Address: Storage Locaiton 171C - Address Nam, F				
<input checked="" type="checkbox"/>	4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung	...
<input checked="" type="checkbox"/>	550000018100030FOR	30	S_BP0011	RAW13, PD, Lohnbearbeitung	...

# Advanced Shipping Notification

## Multiple PO's Management – Search Filters

Use filters to identify the items to ship.

- You may populate an order number or Need by date range (the date range can be set as “none”).
- Choose order type and category.
- For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

Items to ship (7)

▼ Edit filter

Customers <input type="text" value="Select or type selections"/>	Order numbers <input type="text" value="Type selection"/>	Customer locations <input type="text" value="Type selection"/>	Need by date <input type="text" value="Next 90 days"/>	Ship by date <input type="text" value="None"/>
<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match				
Creation date <input type="text" value="Last 31 days"/>	Company codes <input type="text" value="Select or type selections"/>	Purchasing organizations <input type="text" value="Select or type selections"/>	Purchasing groups <input type="text" value="Type selection"/>	Ordering address IDs <input type="text" value="Type selection"/>
Part numbers <input type="text" value="Select or type selections"/>	Customer part numbers <input type="text" value="Select or type selections"/>	Product group <input type="text" value="All"/>	Planner codes <input type="text" value="Type selection"/>	Order type <input type="text" value="All"/>
Category <input type="text" value="All"/>	Stock transfer type <input type="text" value="All"/>	Ship from location <input type="text" value="Select or type selections"/>	Supplier batch ID <input type="text" value="Select or type selections"/>	Confirmation status <input type="text" value="Select or type selections"/>
Shipping status <input type="text" value="Exclude fully shipped"/> <input type="text" value="Exclude sh"/>	Receiving status <input type="text" value="Exclude fully received"/> <input type="text" value="Selec..."/>	Invoicing status <input type="text" value="Exclude fully invoiced"/> <input type="text" value="Selec..."/>	External document type <input type="text" value="Type selection"/>	Transport Terms <input type="text" value="Select or type selections"/>
Storage locations <input type="text" value="Select or type selections"/>				

Apply Reset Cancel

# Advanced Shipping Notification

## 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. Click on Add details to display the serial number field.
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.

▼ Ship Notice Header

1

SHIPPING

Packing Slip ID: \*   
! Required field

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date:

4500000841	10	BP002	20.000	PCE	22 Jul 2022	2.00 EUR	40.00 EUR	1710	Remove
Description: Chain									
Shipment Status Total Item Due Quantity: 20 PCE									
Confirmation Status Approved Total Confirmed Quantity: 20 PCE									
Total Backordered Quantity: 0 PCE									
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date					
1	20	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details				
Add Ship Notice Line									
4500000841	20	BP002	20.000	PCE	28 Jul 2022	2.00 EUR	40.00 EUR	1710	Remove
Description: Chain									
Shipment Status Total Item Due Quantity: 20 PCE									
Confirmation Status Approved Total Confirmed Quantity: 20 PCE									
Total Backordered Quantity: 0 PCE									
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date					
1	20	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details				
Add Ship Notice Line									
5									
3									
Add Order Line Item									
Manage Serial Numbers									

# Advanced Shipping Notification

## 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.

Items to Ship (62)

<input type="checkbox"/>	Need By	Customer Part No.	Description	Order Number ↑	Item	Schedule Line No.	Requested Quantity
<input checked="" type="checkbox"/>	3 Oct 2022	BP009	BDescBP09-BM-SN	4500000919	10	1	100 (EA)
<input checked="" type="checkbox"/>	3 Oct 2022	BP009	BDescBP09-BM-SN	4500000920	10	1	100 (EA)
<input checked="" type="checkbox"/>	5 Oct 2022	BP001	Chain wheel	4500000931	10	1	20 (PCE)
<input checked="" type="checkbox"/>	19 Oct 2022	BP001	Chain wheel	4500000939	10	1	10 (PCE)


Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By
4500000920	10		BP009	100.000	EA	3 Oct 2022	
Description: BDescBP09-BM-SN Shipment Status Total Item Due Quantity: 100 EA Confirmation Status Approved Total Confirmed Quantity: 100 EA      Total Backordered Quantity: 0 EA							
Line	Ship Qty	Supplier Batch ID	Production Date				
1	100						
2	0						
Add Ship Notice Line							
4500000931	20		BP001	20.000	PCE	5 Oct 2022	
Description: Chain wheel Shipment Status Total Item Due Quantity: 20 PCE Confirmation Status Approved Total Confirmed Quantity: 20 PCE      Total Backordered Quantity: 0 PCE							
Line	Ship Qty	Supplier Batch ID	Production Date				
1	20						

# Advanced Shipping Notification

## Mass ASN Upload – Download CSV Template

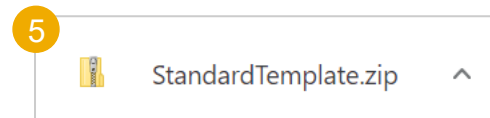
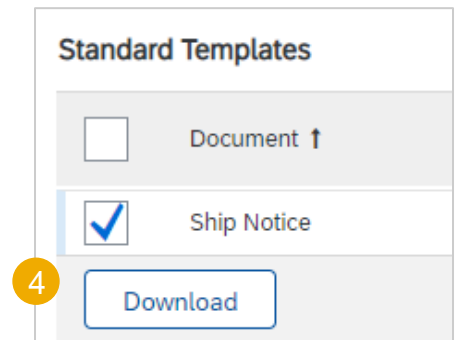
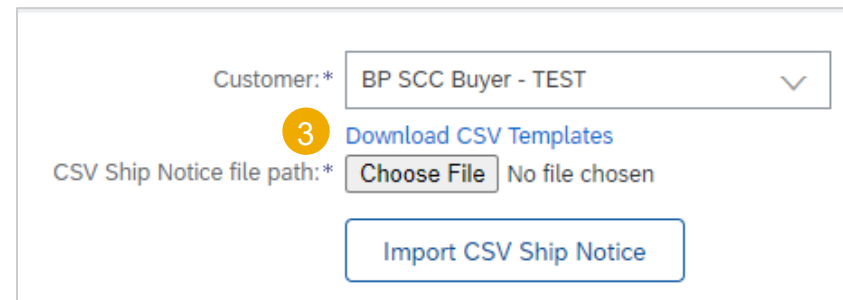
From the Homepage:

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.

Order details will only download if the order has been confirmed.



# Advanced Shipping Notification

## 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.

From the Portal homepage go to **CSV Documents**.

From the **CSV Upload/ Ship Notice**:

2. Select the customer.
3. Browse the updated template from your computer. Click **Import CSV Ship Notice**.
4. 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.
5. 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.

Ship Notice	Ship Notice	Order ID	Order Date	Service Level	Shipment	Shipment	Delivery Date	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String	String	String

2 Customer: \*

[Download CSV Templates](#)

CSV Ship Notice file path: \*  No file chosen

3

- 1 [Create](#) ⌵ ⋮ ⋯
- CSV Upload
- Order Confirmation
- Ship Notice
- External Document

4 Upload Errors

Document Number	Error ↑
	The first line of the file specifies unsupported encoding (


5



# Advanced Shipping Notification

## Mass ASN Upload – Download Ship Notice Template

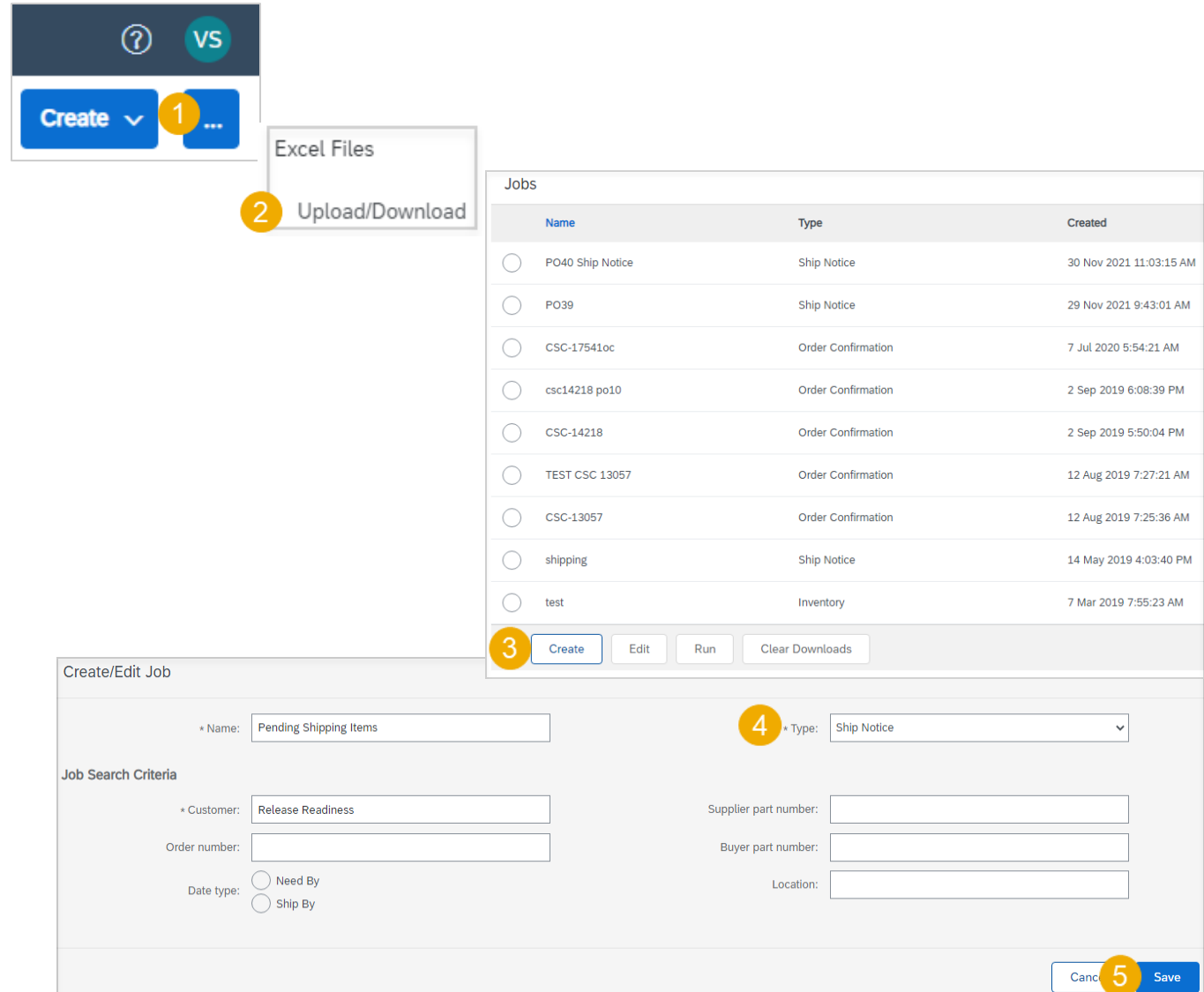
From the Homepage:

1. Click on  button.
2. Select **Upload/Download**.
3. Click **Create**.
4. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (\*)
5. Click **Save**.

### Note:

A generated Ship Notice job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded. When the results of a Ship Notice job exceed the line limit, the generated template shows a notification message that some results were excluded.

Order details will only download if the order has been confirmed.



The screenshot shows the 'Create/Edit Job' form and a 'Jobs' table. Callout 1 points to the 'More' button in the top navigation. Callout 2 points to the 'Upload/Download' option in the dropdown menu. Callout 3 points to the 'Create' button in the job list. Callout 4 points to the 'Type' dropdown menu. Callout 5 points to the 'Save' button at the bottom right of the form.

Name	Type	Created
PO40 Ship Notice	Ship Notice	30 Nov 2021 11:03:15 AM
PO39	Ship Notice	29 Nov 2021 9:43:01 AM
CSC-17541oc	Order Confirmation	7 Jul 2020 5:54:21 AM
csc14218 po10	Order Confirmation	2 Sep 2019 6:08:39 PM
CSC-14218	Order Confirmation	2 Sep 2019 5:50:04 PM
TEST CSC 13057	Order Confirmation	12 Aug 2019 7:27:21 AM
CSC-13057	Order Confirmation	12 Aug 2019 7:25:36 AM
shipping	Ship Notice	14 May 2019 4:03:40 PM
test	Inventory	7 Mar 2019 7:55:23 AM

Create/Edit Job

\* Name: Pending Shipping Items \* Type: Ship Notice

Job Search Criteria

\* Customer: Release Readiness Supplier part number:

Order number:  Buyer part number:

Date type:  Need By  Ship By Location:

Buttons: Create, Edit, Run, Clear Downloads, Cancell, Save

# Advanced Shipping Notification

## Mass ASN Upload – Download Ship Notice Template

5. Run the created job of type **Ship Notice**
6. Download and open the Excel template.
7. Enter in the Excel file all mandatory columns marked with an asterisk (\*) as well as any additional fields deemed necessary.
8. Date Format must be YYYY-MM-DD

### Note:

- Entering incomplete data in mandatory fields marked with an asterisk(\*) will result in errors.
- Fields such as Ship Notice Number, Shipment date and Item Ship Notice Line Number are fields that need to be entered along with downloaded order details
- Customers can customize the template. This customization might include a different order of the columns or additional columns that are not in the standard template.

Jobs		
Name	Type	Created
<input checked="" type="radio"/> PO40 Ship Notice	Ship Notice	30 Nov 2021 11:03:15 AM
<input type="radio"/> PO39	Ship Notice	29 Nov 2021 9:43:01 AM
<input type="radio"/> CSC-17541oc	Order Confirmation	7 Jul 2020 5:54:21 AM
<input type="radio"/> csc14218 po10	Order Confirmation	2 Sep 2019 6:08:39 PM
<input type="radio"/> CSC-14218	Order Confirmation	2 Sep 2019 5:50:04 PM
<input type="radio"/> TEST CSC 13057	Order Confirmation	12 Aug 2019 7:27:21 AM
<input type="radio"/> CSC-13057	Order Confirmation	12 Aug 2019 7:25:36 AM
<input type="radio"/> shipping	Ship Notice	14 May 2019 4:03:40 PM
<input type="radio"/> test	Inventory	7 Mar 2019 7:55:23 AM

Status	File
Completed	<input checked="" type="button" value="Download"/>

SAP Ariba		Ship Notices		Time Zone:	UTC-08:00				
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From Street
84213214	2021-12-13T16:36:55-08	PO-y-20211209-1	2021-12-09T03:00:00-08			2022-04-26T06:37:31-07	2022-04-26T06:37:31-07:00		
84213215	2021-12-13T16:36:55-08	PO-y-20211209-1	2021-12-09T03:00:00-08			2022-04-24T06:37:31-07	2022-04-24T06:37:31-07:00		
84213216	2021-12-13T16:36:55-08	PO-y-20211209-1	2021-12-09T03:00:00-08			2022-04-27T09:37:31-07	2022-04-27T09:37:31-07:00		
84213217	2021-12-13T16:36:55-08	PO-y-20211209-1	2021-12-09T03:00:00-08			2022-05-21T09:37:31-07	2022-05-21T09:37:31-07:00		




Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number	Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure (*)	Item Unit Price Currency (*)	Item Unit Price Amount (*)	Item Description	Item Hazard Code
		4	2		DS_AX45182-2	21	EA	USD	15.6	BULLNOSE SHELVES 4 F	
		3	2		DS_AX45182-2	11	EA	USD	15.6	BULLNOSE SHELVES 4 F	
		2	1		DS_AX45182-1	11	EA	USD	15.6	BULLNOSE SHELVES 4 F	
		1	1		DS_AX45182-1	21	EA	USD	15.6	BULLNOSE SHELVES 4 F	

# Advanced Shipping Notification

## Mass ASN Upload – Upload Ship Notice Template

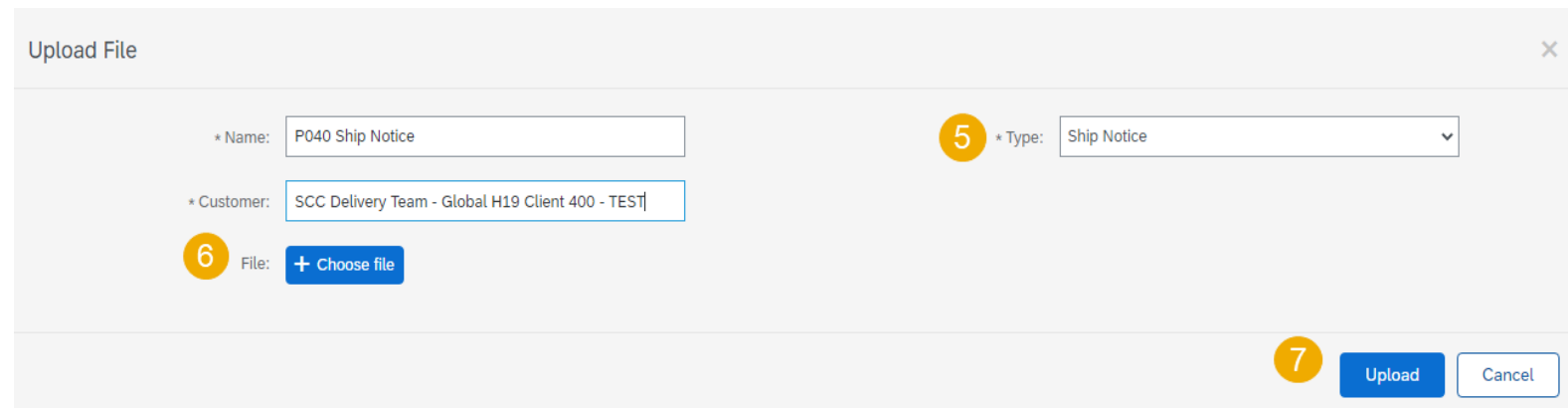
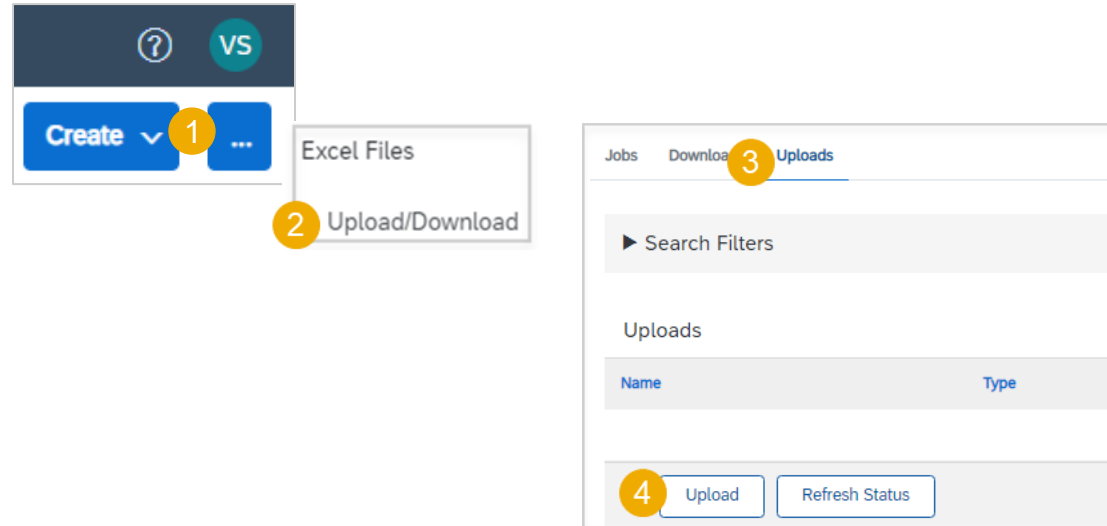
From the Home page:

1. Click on  button.
2. Select **Upload/Download**
3. Navigate to **Uploads**
4. Click **Upload**
5. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (\*)
6. **Select the Excel file** that should be uploaded to create the ship notice(s)
7. Click **Upload**

### Note:

You can upload an edited Ship Notice template that has up to 10,000 lines, in addition to the header lines.

**During upload, the Ship Notice template automatically appends the time to certain date fields.**



The 'Upload File' dialog box is shown. It contains the following fields and buttons:

- \* Name: P040 Ship Notice
- \* Type: Ship Notice
- \* Customer: SCC Delivery Team - Global H19 Client 400 - TEST
- File: + Choose file
- Buttons: Upload, Cancel

Yellow circles with numbers 5, 6, and 7 indicate the sequence of steps for filling out the form and clicking the Upload button.



# Advanced Shipping Notification

## Mass ASN Upload – Upload Ship Notice Template

1. After successful upload the status will be **Completed** and the ship notice is created in SAP Business Network.
2. When errors occur, the **log** can be downloaded to assist with error resolution.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO40 Ship Notice	Ship Notice	30 Nov 2021 11:09:40 AM	Feature Exploration	1 Completed	<a href="#">↓</a>	2 <a href="#">↓</a>



# Advanced Packaging

## Handling Units

When instructions are pre-defined for your ship notice line items, SAP Business Network will auto-pack them by assigning item quantities to handling units. If there are no instructions, you need to define them.

### What is a handling unit (HU)?

A handling unit might be a loaded truck, pallet or box and:

- Always consists of a packaging material and a packed quantity
- Might contain smaller handling units
- Is assigned a unique ID number

### What are packing instructions?

Packaging instructions dictate how your ship notice items will be packed and contain information about packaging materials including:

- Relationships among them (nested levels)
- Quantities that can be packed within them
- Their weights and dimensions

# Advanced Packaging

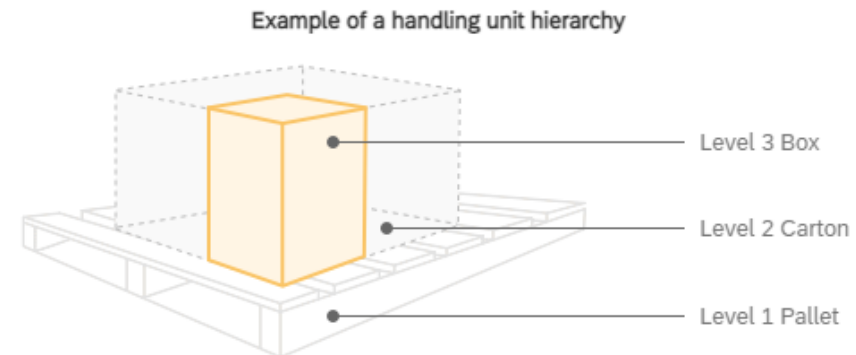
## Handling Units

### What are packaging levels?

Packaging levels describe the relationships among different packaging materials within a group of handling units. In SAP Business Network, Level 1 is always the largest handling unit.

### What is auto-packing?

This describes the process of using pre-configured packaging instructions to assign ship notice line items to packaging materials, resulting in a hierarchy of handling units. You can edit the packing hierarchy after SAP Business Network has made these assignments.



# Advanced Packaging

## Handling Units – Pack Items

1. At the **Create Ship Notice** page, fill in all mandatory fields (Packing slip ID, Delivery date etc.)
2. Click on **Pack Items** button
3. A pop-up message will appear, click on **Proceed**

### Note:

- The **Pack items** button will open a packaging wizard, that will guide you through 5 steps of packaging process (Create ship notice, Define instructions, Confirm packing, Print labels and Review ship notice).

The screenshot shows the 'Create Ship Notice' form. At the top right, there are buttons for 'Download PDF', 'Pack Items' (annotated with a yellow circle '2'), 'Save', 'Exit', and 'Next'. The form is divided into two main sections: 'SHIP FROM' and 'DELIVER TO'. 'SHIP FROM' contains 'BParnau Supplier - TEST' with an 'Update Address' link, and 'Pittsburgh, PA United States'. 'DELIVER TO' contains 'Storage Location 171A - Address Nam' with an 'Update Address' link, and 'Palo Alto, CA United States'. Below these is a 'Ship Notice Header' section. Under 'SHIPPING', there is a 'Packing Slip ID:\*' field with 'Test123' (annotated with a yellow circle '1'), an 'Invoice No.' field, a 'Requested Delivery Date' field, a 'Ship Notice Type' dropdown menu, and 'Shipping Date' and 'Delivery Date' fields with calendar icons. Under 'TRACKING', there is a 'Carrier Name' dropdown menu and a 'Service Level' field.

The screenshot shows a warning pop-up message with a yellow exclamation mark icon. The text reads: 'Before moving ahead to pack and print shipping labels, please verify your ship notice items and quantities.' Below the text is a checkbox labeled 'Don't show this again.' At the bottom right, there are 'Cancel' and 'Proceed' buttons (annotated with a yellow circle '3').

# Advanced Packaging

## Handling Units – Define instructions

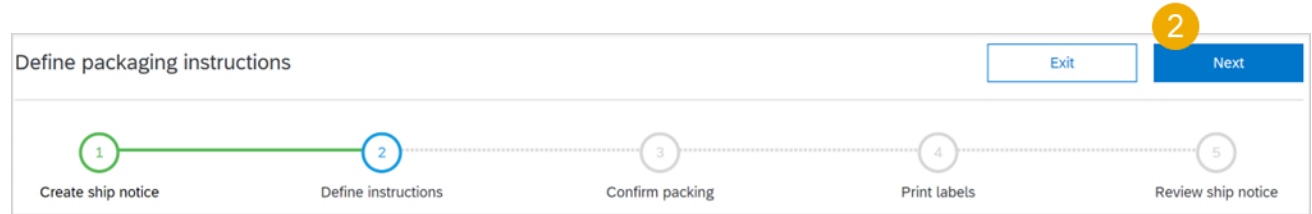
If some items do not have packaging instructions, the Define packaging instructions page opens.

On this screen suppliers can choose a packaging instruction.

If there are multiple instructions available, then one of the options can be set as default by the customer. Or if the customer allows it, then multiple default options for packaging instructions will be available.

But this screen will be automatically skipped if there is only one possible packaging instruction assigned by the customer.

1. Choose a **Packaging instruction** from the drop down list.
2. Once ready, click on **Next** at the top of the screen.



The screenshot shows the 'Define packaging instructions' screen. At the top right, there are 'Exit' and 'Next' buttons. Below them is a progress bar with five steps: '1 Create ship notice', '2 Define instructions', '3 Confirm packing', '4 Print labels', and '5 Review ship notice'. The 'Define instructions' step is highlighted with a blue circle and the number '2'. The main area is titled 'Items to be packed' and contains a table with columns: 'Handling unit type', 'Outer packaging material', 'Inner handling unit', 'Quantity', 'Gross weight', 'Net weight', and 'Unit'. The table lists three items under 'BP001 Chain wheel': 'PALLET', 'CARTON', and 'BOX'. The 'BOX' item is selected. A red warning icon and text 'Packaging instructions needed' are visible. A dropdown menu is open, showing 'Choose packaging instructions' with options: 'BRX0004 PALLET240 / CARTON / BOX' and 'BRX0003 PALLET120 / CARTON / BOX'. A blue circle with the number '1' is positioned above the dropdown menu.

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
BP001 Chain wheel						
✓ PALLET	BP001 - PALLET	Contains BP001 CARTON	2	15	15	KGM
✓ CARTON	BP001 - CARTON	Contains BP001 BOX	4	5	5	KGM
✚ BOX	BP001 - BOX	Contains BP001 Chain wheel	4	10	10	KGM
> BP002 Chain						

# Advanced Packaging

## Handling Units – Confirm packing

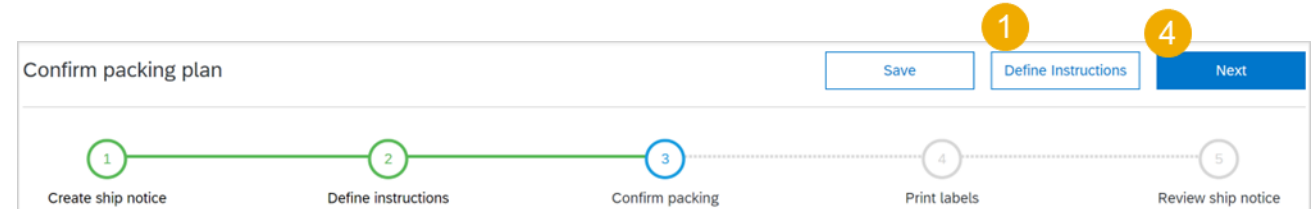
If packaging instructions exist for all items, the Confirm packing plan page opens.

1. From this screen, the user can go back to **Define instructions** step
2. Review packing plan details
3. On this page, the user can also add **auxiliary material**, if needed and if allowed by the customer.
4. To confirm packing details, click on **Next**

### Note:

The Customer can allow the supplier to:

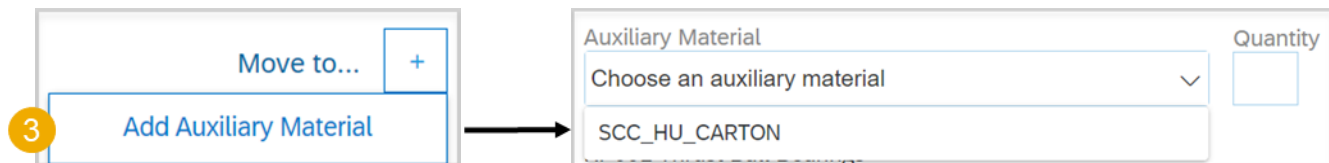
- Add handling unit
- Move and rearrange the handling units on the Confirm Packing screen
- Edit items on the Confirm Packing screen
- Edit values to Define Instructions screen
- Edit the dimension values of handling units
- Add empty packaging material to a handling unit
- Show, Remove or Add auxiliary materials in auto packaging.



2

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
<ul style="list-style-type: none"> <li>SCC_HU_CONTAINER 1</li> <li>SCC_HU_PALLET 1 ( 6/1)</li> <li>SCC_HU_CARTON 1</li> <li>SCC_HU_CARTON 2</li> <li>SCC_HU_CARTON 3</li> <li>SCC_HU_CARTON 4</li> <li>SCC_HU_CARTON 5</li> <li>SCC_HU_CARTON 6</li> </ul>							+
	10.1	KP001 Thrust Ball Bearings	5	PCE			Move to... +
	10.1	KP001 Thrust Ball Bearings	5	PCE			Move to... +
	10.1	KP001 Thrust Ball Bearings	5	PCE			Move to... +
	10.1	KP001 Thrust Ball Bearings	5	PCE			Move to... +
	10.1	KP001 Thrust Ball Bearings	5	PCE			Move to... +
	10.1	KP001 Thrust Ball Bearings	1	PCE			Move to... +

Handling Unit




# Advanced Packaging

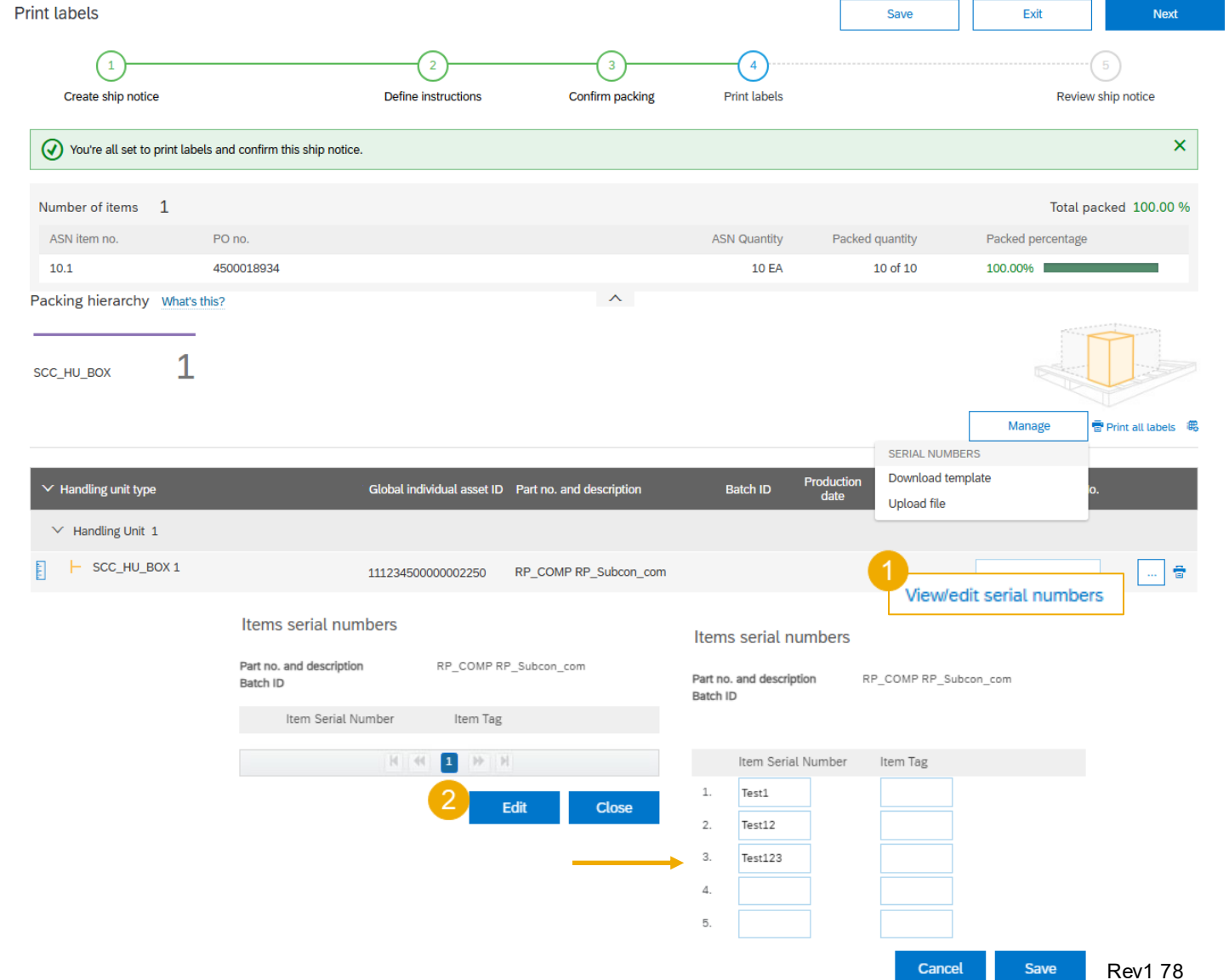
## Handling Units – Add and Edit Serial Numbers

SBN allows suppliers to add or edit serial numbers for handling units from the **Print Labels** screen. Supplier can either manually add serial numbers or upload them via excel file.

**Option 1.** To manually add serial numbers:

1. Click  button and chose **View/edit serial numbers**. New window will pop up.
2. Click **Edit** and type in serial numbers. Save the updates.

Once serial numbers are added you can submit your ASN.



Print labels

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels 5 Review ship notice

Save Exit Next

✓ You're all set to print labels and confirm this ship notice.

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	ASN Quantity	Packed quantity	Packed percentage
10.1	4500018934	10 EA	10 of 10	100.00%

Packing hierarchy [What's this?](#)

SCC\_HU\_BOX 1

Manage Print all labels

SERIAL NUMBERS

Download template

Upload file

1 View/edit serial numbers

Items serial numbers

Part no. and description RP\_COMP RP\_Subcon\_com

Batch ID

Item Serial Number Item Tag

1 2 3 4 5

2 Edit Close

Items serial numbers

Part no. and description RP\_COMP RP\_Subcon\_com

Batch ID

Item Serial Number Item Tag

1. Test1

2. Test12

3. Test123

4.

5.

Cancel Save

# Advanced Packaging

## Handling Units – Add and Edit Serial Numbers

**Option 2.** To upload serial numbers via excel file:

1. Click **Manage** and chose **Download template**.
2. Prepopulate downloaded excel template with **Item Serial Number** and **Item Tag** information. Save the file.
3. Click **Upload file**. New window will pop up.
4. Select the file on your computer and click **Upload**.

Once serial numbers are uploaded you can submit your ASN.


Print labels

Save Exit Next

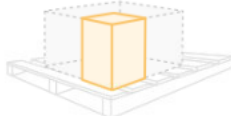
1 2 3 4 5

Create ship notice Define instructions Confirm packing Print labels Review ship notice

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	ASN Quantity	Packed quantity	Packed percentage
10.1	4500018934	10 EA	10 of 10	100.00% 

Packing hierarchy [What's this?](#)

SCC\_HU\_BOX 1 

Manage Print all labels

1 SERIAL NUMBERS

3 Download template Upload file

Upload Serial Numbers

2

Item Serial Number	Item Tag
Test1	Test 5
Test2	Test 6
Test3	Test 7
Test4	Test 8

4

! Uploading new serial numbers replaces all existing serial numbers. To cancel the upload, click Close. To continue to replace the existing serial numbers with new serial numbers, click Upload.

File Test123.xlsx

Result

Upload Close

# Advanced Packaging

## Handling Units – Print Labels

1. In this step, you can **print labels** for handling units (pdf file is generated based on barcode template). A printer icon only shows for handling unit types that are set to allow printing a label. Doosan Bobcat has configured Box label, Master Pallet label and Packing List label.
2. To exit the packaging wizard and to go to ASN review, please click on **Next** at the top of the screen

### Note:

- Generated handling units numbers are based on auto numbering profile, configured by the customer or supplier.

Print labels

Save Exit Next

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels 5 Review ship notice

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1								
SCC_HU_CONTAINER		00000000001000000297						
SCC_HU_PALLET 1 (		00000000001000000298						
SCC_HU_CARTON	10.1	00000000001000000299	KP001 Thrust Ball Bearings	5	PCE			
SCC_HU_CARTON	10.1	00000000001000000300	KP001 Thrust Ball Bearings	5	PCE			
SCC_HU_CARTON	10.1	00000000001000000301	KP001 Thrust Ball Bearings	5	PCE			

Print all labels

# Advanced Packaging

## Handling Units – Review Ship Notice

On the Create ship notice page you can submit the entire document.

1. You can do this by clicking the **Submit** button at the top of the page.
2. The **Print Pack Items** button is available only when you arrive to this page from the packaging wizard

Create Ship Notice

Confirm and submit this document.

**SHIP FROM**

BParnau Supplier - TEST  
210 Sixth Avenue  
Pittsburgh , PA 15222  
United States

**DELIVER TO**

Storage Location 171A - Address Nam  
3475 Deer Creek  
Palo Alto , CA 943041355  
United States

**SHIPPING**

Packing Slip ID: 1BP000047  
Invoice #: --  
Requested Delivery Date: --  
Ship Notice Type: --  
Actual Shipping Date: --  
Actual Delivery Date: --  
Is divisible: No

**TRACKING**

Tracking information not provided.

Previous Print Pack Items Save **Submit** Exit

# Advanced Shipping Notification

## Review Submitted ASN

1. To view submitted ASN go to **Ship Notices** workbench tile.
2. Open ASN by clicking **Packing Slip ID**.
3. You can also access ASN from the related PO screen, **Related Documents** section.
4. 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
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

The screenshot shows the 'Ship notices' workbench. At the top, a large '19' indicates the number of notices, with 'Ship notices' and 'Last 31 days' below it. A callout '1' points to this area. A callout '5' points to a 'Purchase Order (Shipped)' summary card showing '20150415\_PO2' and 'Amount: 295.00 EUR'. A callout '3' points to the 'Related Documents' section of the PO card, which includes 'Ship\_TEST'. A callout '2' points to the main table of ship notices. A callout '4' points to the 'Order Items' section below the table.

**Ship notices (17)**

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers: [Select or type selections](#) [+](#) | 
 Packing slip IDs: [Type selection](#) | 
 Order numbers: [Type selection](#) | 
 Creation date: [Last 31 days](#)

Partial match  Exact match | 
 Partial match  Exact match

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

Packing Slip ID	Customer	Order Number	Creation Date	Supplier Reference	Ship Notice Type	Delivery Date	Shipping Date
<a href="#">ASN131</a>	SCC Delivery Team - Global H19 Client ...	<a href="#">4500018862</a>	Oct 21, 2024			Oct 28, 2024	
<a href="#">2ASN602</a>	SCC Delivery Team - Global H19 Client ...	<a href="#">4500018915</a>	Oct 29, 2024			Nov 6, 2024	

**Order Items**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit
<a href="#">4500008882</a>	10	AMAR1234	SP004	25.000	PCE ⓘ

Description: Gaskets 1mm

**SHIPMENT STATUS**

1. [▶ Shipped](#) 25 PCE ⓘ [Show Details](#)

**OTHER INFORMATION**

Manufacturer Part ID: 12345  
 Manufacturer Name: 0017300002



# 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 **Next**.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this is a menu with 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle with the number '1' highlights the 'Reports' menu item.

Below the navigation bar is a 'Report Templates' section. It contains a table with the following columns: Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The table has one row with the following data: Title: ASN REPORT, Schedule Type: Manual, Report Type: Ship Notice, Status: Processed, Last Run: 23 Apr 2020. Below the table is a row of buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. A yellow circle with the number '2' highlights the 'Create' button.

Below the 'Report Templates' section is a 'Report' form. A yellow circle with the number '3' highlights the 'Report Description' tab. The form has a title field with the text 'ASN Report', a description field, a time zone dropdown menu set to 'Singapore', a language dropdown menu set to 'English', and a report type dropdown menu set to 'Ship Notice'. The 'Report type' dropdown menu is highlighted with a yellow box.

# Advanced Shipping Notification

## Download ASN Report

1. On the Criteria page click on **Select**.
2. Select your customer and click on **Add**, then click on **OK**
3. Now fill in all the details and click on submit.
4. When the status changes to **Processed**, click **Download**.

Title ↑	Schedule Type	Report Type	Status	Last Run
<input checked="" type="radio"/> ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020

4



1 Report Description

2 Criteria

Customer: SCC Delivery Team - Global H19 Client 400 - TEST  1

Order Number: PO040

Packing Slip ID: PSP040

Show Ship Notice By:  Ship Notice Date  Delivery Date  Shipping Date

Date: \* 14 Jun 2022 To 14 Jul 2022

Part No.: 456890

Customer Part No.: 456890

Receipt Status: All

Ship Notice Completion Status: All

Notice Status: All

Items Returned: 100

Reference:

Reference:  ⓘ

Select customers

Selected Customers

SCC Delivery Team - Global H19 Client 400 - TEST

Company Name:

Customer

Amarsrinivas Eli Buyer Account - TEST

Make-Procurement-Awesome - TEST

Pedro Castro LLC - TEST

SAP SCC DEMO BUYER - TEST

SCC ANK - TEST BUYER

SCC Delivery Team - Global H19 Client 400 - TEST

SCC Delivery Team - NAMER H19 Client 500 - TEST

2

# Advanced Shipping Notification

## 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 or release. 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.

# Finished Good Receipt

## Customer Document Review

- Finished good receipt is available on the Portal once Finished Good is received by [Customer].
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Order Number	Customer	Amount	Date ↓	Order Status
<a href="#">4500008915</a>	SCC Delivery Team - Global H19 Client 400 - TEST	\$6,250.00 USD	Jul 14, 2022	Received

Receipt: 5000003858

Done Previous

[Print](#) | [Export cXML](#)

Detail History

**From:**  
 SCC Delivery Team - Global H19 Client 400 - TEST  
 Derck Creek-1234  
 Palo Alto, 94304-1355  
 United States

**To:**  
 SCC Supplier - TEST  
 210 Sixth Avenue,  
 Pittsburgh, PA 15222  
 United States  
 Phone:  
 Fax:  
 Email:

**Receipt:**  
 Receipt No.: 5000003858  
 Receipt Date: 14 Jul 2022

Routing Status: [Sent](#)  
 Related Documents: [4500008915](#)

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: <a href="#">4500008915</a> (Closed For Receiving)													
1	10	AMAR1234	SP004			ASN8915	14 Jul 2022	50.000 PCE ⓘ	Not Specified	Received	\$125.00 USD	\$6,250.00 USD	Completed

Description: Gaskets 1mm

# Appendix

## In this section you will learn about...

- ... purchase order statuses
- ... purchase order routing statuses
- ... reminders of unconfirmed orders
- ... ready to invoice order notifications

# Purchase Order Statuses

Order Status	Definition
<b>New</b>	Initial state. You have not updated the order status.
<b>Changed</b>	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
<b>Confirmed</b>	You agreed to ship all line items.
<b>Confirmed With New Date</b>	The order confirmation has a different <b>Start Date</b> or <b>End Date</b> than the order, but no other change.
<b>Confirmed With Changes</b>	The order confirmation has a different <b>Expected Value</b> than the order, and also has a different <b>Start Date, End Date</b> , or both.
<b>Partially Confirmed</b> <b>Partially Shipped</b> <b>Partially Serviced</b> <b>Partially Invoiced</b> <b>Partially Rejected</b>	<p>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 <b>Partially Shipped</b>. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.</p> <p>For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to <b>Partially Serviced</b> until all of the service lines are serviced.</p>
<b>Serviced</b>	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
<b>Shipped</b>	Final state. You shipped the entire order.
<b>Invoiced</b>	The order is fully invoiced. The <b>Amount Invoiced</b> column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays <b>Yes</b> to indicating that you have submitted invoices.
<b>Received Partially</b> <b>Received</b> <b>Returned</b>	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 <b>Order Detail</b> 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.
<b>Failed</b>	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.

# Purchase Order Routing Status

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

Routing Status	Definition
<b>Queued</b>	Initial state. SAP Business Network received the order but no further action was taken.
<b>Sent</b>	SAP Business Network sent the order to your account.
<b>Acknowledged</b>	You received the order.
<b>Failed</b>	SAP Business Network experienced a problem routing the order to your preferred order routing method. For example, your back end order fulfillment system could have experienced a problem that prevented SAP Business Network from successfully routing the order. You can resend orders that have a <b>Failed</b> routing status.

# Reminders of Unconfirmed Orders

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

Hello Supplier - TEST,

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
<a href="#">BP4500001148</a>	BP SCC Buyer - TEST	4 Apr 2023	New
<a href="#">BP4500001147</a>	BP SCC Buyer - TEST	4 Apr 2023	New
<a href="#">BP4500001146</a>	BP SCC Buyer - TEST	4 Apr 2023	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly. Please do not reply to this email. If you have any questions, contact the buyer directly.

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# Ready to Invoice Order Notifications

Supplier can chose to be notified when an order is ready to be invoiced.

From the Homepage:

1. Click the icon in the right top corner of your screen and chose **Settings**.
2. Go to **Network Settings/ Electronic Order Routing**.
3. Scroll down and select **Send a notification when orders are ready to invoice**. Review email address for notifications.
4. You will receive an email notification once your order is ready to invoice.

Type	Send notifications when...	To email addresses
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send a notification when orders are ready to invoice.	

4. Order # 4500016995 is ready to invoice on SAP Business Network

network\_accounts@ansmtp.ariba.com  
To

Your order is ready to invoice.

Supplier: SCC Supplier - TEST  
Buyer: SCC Delivery Team  
Order #: 4500016995

Click the following URL to access your account.  
<https://service.ariba.com/Supplier.aw/ad/documentDetail?community=9&docPayload=6D83C3C2518A1EEF80F5FEAEFA46F6B7>

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

Sincerely,  
**The SAP Business Network Team**  
<https://seller.ariba.com>

# Thank you.

Contact information: [SupplierEnablement@doosan.com](mailto:SupplierEnablement@doosan.com)

