

SAP Business Network for Supply Chain

Order Collaboration
Supplier Training Guide

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Introduction

Purchase Order Collaboration aims at streamlining the Mars and supplier interaction. The SAP Business Network provides:

- A real time insight into the same shared information for both Mars and supplier.
- Error avoidance by making sure that requested, delivered and invoiced match up.

Purchase Order Collaboration Documents

Purchase Order (PO)

A **purchase order** is a formal request or instruction from Mars 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.

A **purchase order** consists of a document header. The information shown in the header relates to the entire **purchase order**. For example, the terms of payment and the delivery terms are defined in the header.

Order Confirmation (OC)

A **purchase order confirmation** is a formal acknowledgement from the supplier of receipt of a purchase submitted by Mars.

It also serves to confirm the (lines of the) purchase order.

Advanced Shipping Notification (ASN)

An **advanced shipping notification** is a document from a supplier to Mars that provides details of an imminent shipment.

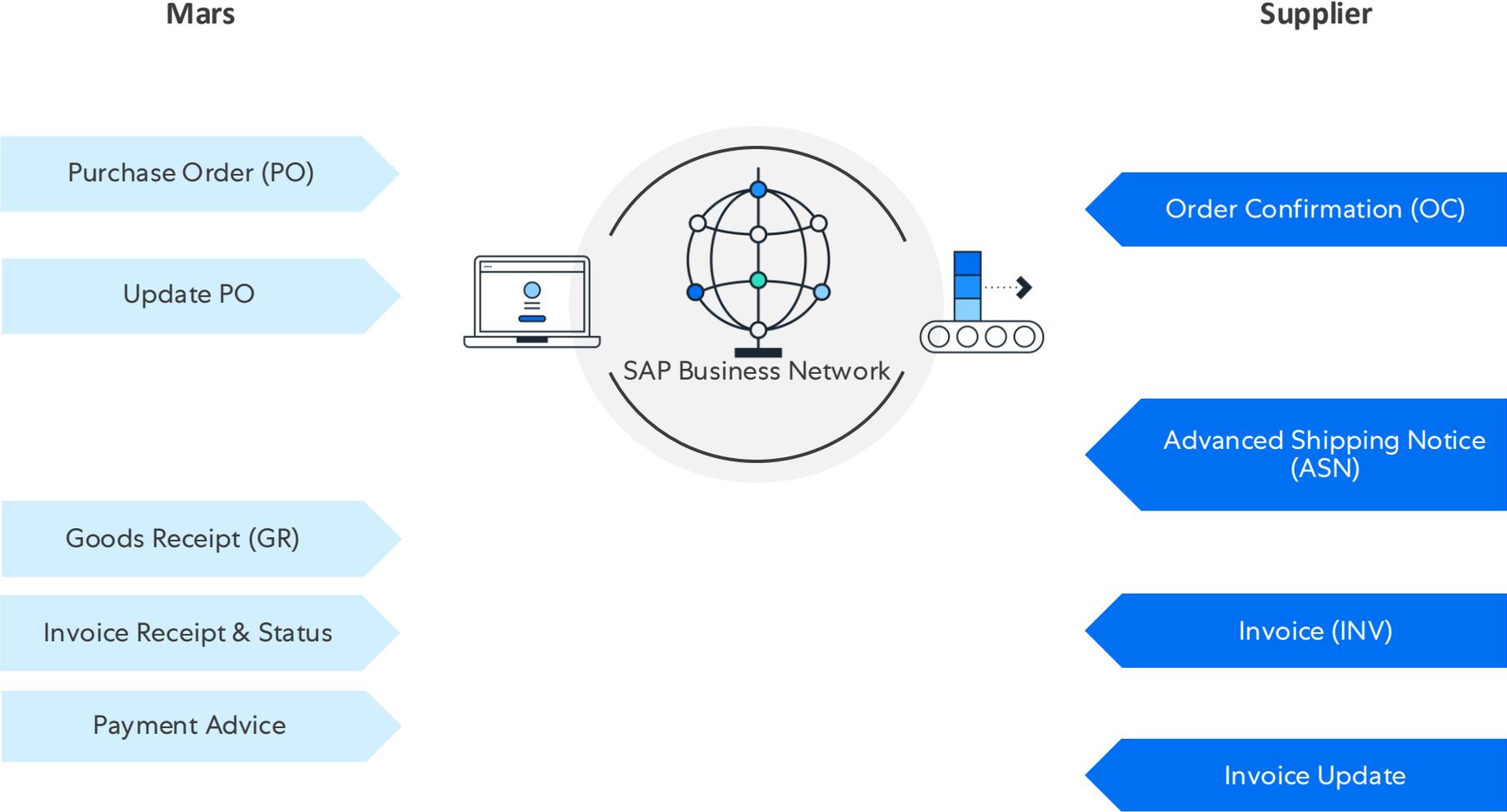
An **advanced shipping notification** consists of a document header. It can also contain packing information. The header contains data that is valid for all items and packages.

Goods Receipt (GR)

A **goods receipt** is a posting in the Mars system of a physical inward movement of goods from a supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.

A **goods receipt** is a system posting containing a header and one or more items. The posting typically refers to an advanced shipping notification or a purchase order.

Purchase Order Collaboration Workflow



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Advanced Shipping Notice (ASN)

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Goods Receipt (GR)

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Purchase Order (PO)

- Purchase order changes are handled through versions of messages exchange within the network. Differences can be compared between versions in SAP Business Network.
- Mars 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**

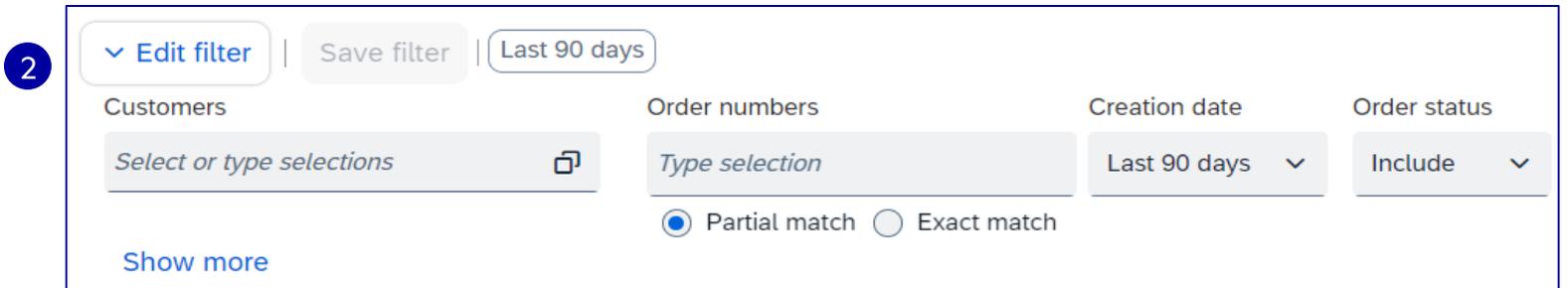
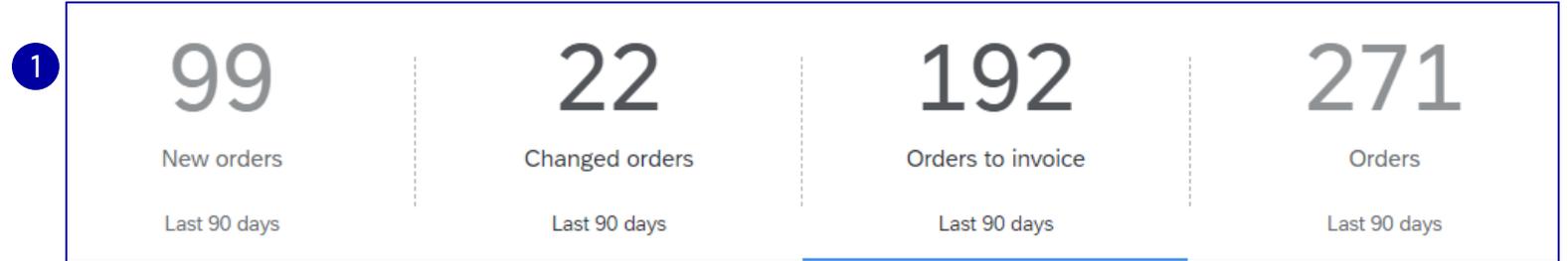
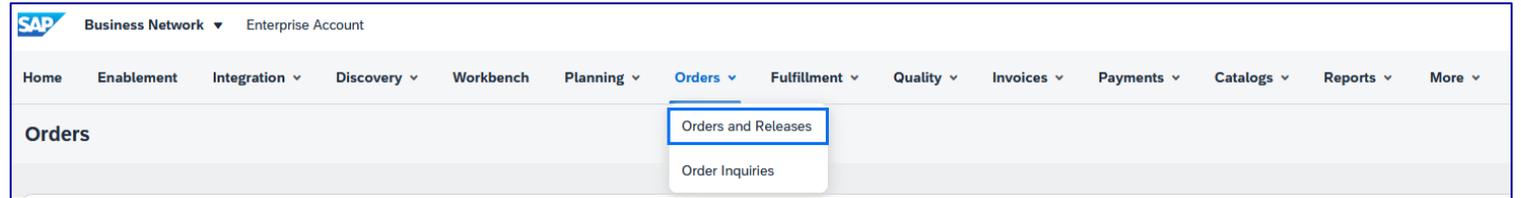
OR

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

Note:

- If the order can not be found in search, please check PO instructions or contact Mars.
- For more info on how to manage your workbench and create specific tiles please refer to [Workbench Video](#) / [Account overview Video](#).



The screenshot shows the search results table. A circled '3' is next to the table header. A circled '4' is next to the first row of data.

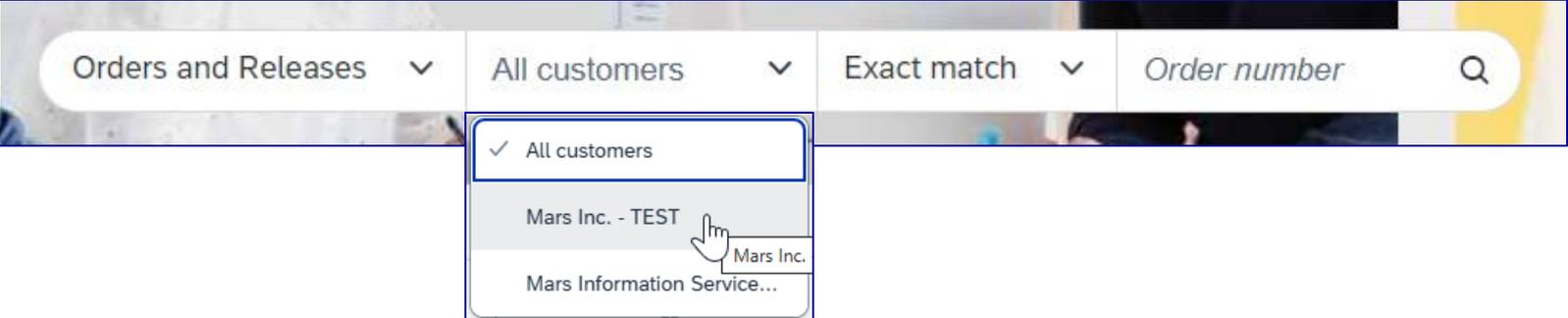
Order Number	Customer	Amount	Date ↓	Order Status	Actions
4500016529	SCC Delivery Team	€100 EUR	Feb 19, 2024	New	...

Purchase Order

Search and Identify the PO (From the Home Page)

Search for orders from the Portal Home page by using either the Mars Inc in Customer name or order number.

Note: If the order can not be found in search, please check PO instructions or contact Mars for more information.



Purchase Order

View PO Details

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

Note: For more detailed PO management please refer to the SAP video [Receive and Review a PO](#)

Purchase Order: 2000061043

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)
[Create Quality Notification](#)

Order Detail | Order History

MARS

From:
Customer
 Mars Petcare US, Inc.
 Ovation PKWY-2013
 Franklin, Tennessee 37067-1513
 United States
 Phone: +1 () 1 615-807-4626
 Fax:

To:
Andersons Inc (The)2-TEST
 10975 Benson Drive Suite 400
 Overland Park, KS 66210
 United States
 Phone:
 Fax:
 Email: Anderson_ag2@effem.com

Purchase Order (Shipped)
 2000061043
 Amount: \$200.00 USD
 Version: 1

[Track Order](#)

Comments
PO Terms and Condition:
 Standard Purchase Terms
 All purchase orders entered into with Suppliers incorporate the Purchase Order Terms and Conditions of Mars (the Terms). Current versions of the Terms can be found at <https://supplier.mars.com/about-mars/terms-and-conditions> located within Supplier Gateway/Terms & Conditions. The version of the Terms applying to a purchase order is determined by the country in which the Mars entity entering into it is located. A Supplier should make sure it has read the relevant Terms, which include a jurisdiction clause, prior to accepting the purchase order. The purchase order is deemed accepted by a Supplier (unless earlier withdrawn or modified by the contracting Mars entity) upon receipt by Mars of the acknowledgement by Supplier of the purchase order or receipt by Mars of the applicable products or services from such Supplier, whichever occurs earlier. By accepting the purchase order, the person accepting such purchase order and Terms represents that they have the requisite authority to bind Supplier and a Supplier agrees to be bound by the Terms and that such acceptance has the same force and effect as a signed agreement. In no circumstances will any of Supplier's terms and conditions apply to any such purchase order. If the purchase order covers purchasing of the same subject matter under a written agreement between Mars and Supplier, the terms and conditions of that written agreement apply and supersede the Terms of the purchase order. If the value of the purchase order has been determined by a forecast, this value is not a binding commitment. ... [View less](#) »

Contact Information
Supplier Address
Andersons Inc (The)2
 10975 Benson Drive Suite 400
 Overland Park, Kansas 66210
 United States
 Email: srinivasa-reddy.dodda@effem.com
 Phone: +1 () 913 748 3000
 Fax:
 Address ID: 0015237588
 Buyer ID: 0015237588

Purchasing Agent
purchasingAgent
 Email: vaibhav.joshi@effem.com

Line Items Show Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		BP004	Material			100.000 (KGM) ⓘ	22 Feb 2024 CST	1.00 EUR	100.00 EUR	Details
Description: BuyerDescriptionBP04											

Purchase Order

Line Items Details

Expanded details of the line items:

1. Status of the line items (previously confirmed or previously shipped items).
2. Control keys show the actions that are allowed on this line item.
3. Mars can add comments about line items and their description.
4. Schedule lines show the quantities planned for specified delivery dates.
5. Additional details might be provided in Other information section.

1 **Status**

1 Rejected	
1 Rejected	(Comments: test comms)
2 Confirmed With New Date	(Estimated Delivery Date: 28 Feb 2024 CST / 28 Feb 2024 Buyer time)

Buyer confirmation approval status | Approved

2 **Control Keys**

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

3 **Comments**

Item Text: Sample item text & comments

Information on Ship Notice

Serial Numbers [Optional]
Supplier Batch [Optional]

Item Serial Numbers
[Details](#)

4 **Schedule Lines**

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	1 Mar 2024 5:00 AM CST		3,000 (EA) ⓘ		
	1 Mar 2024 Buyer time				

5 **Other Information**

Receiving Type:	4
External Line Number:	10

Purchase Order

Line Items Details – Edited PO

Purchase Order
(→ Changed)

4500021120
Amount: 10.00 EUR
Version: 2 (Previous Version)

If Mars 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 Mars updated the PO, line item will be marked as **Edited**.
2. In case Mars deleted the line item – as **Deleted**.
3. In case Mars wishes to permanently prevent suppliers from creating any further order confirmations or ship notices for those items – as **Closed**.

Line Items						
Line #	No. Schedule Lines	Change	Qty (Unit)	Need By		
10	2	1 → Edited	24.000 20.000 -(EA) ⓘ	12 Dec 2024	CET	Buyer time

Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	
10		2 → Deleted		RMME03	Material	

Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	
10	1	3 → Closed	1019	2071	Material	

Description: 2'x3'x8' Framing Studs
The buyer has marked this as **Completed**

Order Confirmations (OC)

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by Mars. Suppliers can also suggest modifications of the purchase order (price, quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by Mars before fulfillment of the order.
- Mars can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

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

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

- In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.
- **Note**: It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.

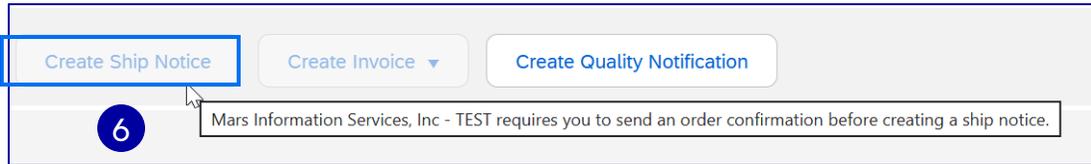
3. Mass OC upload

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

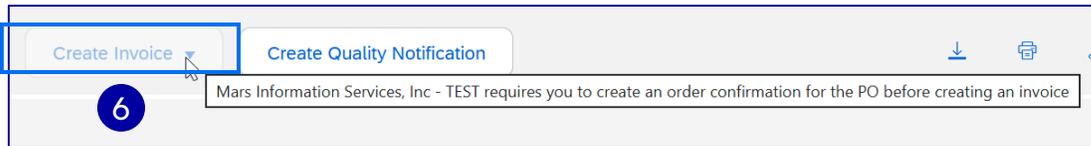
Order Confirmation

MARS requirements

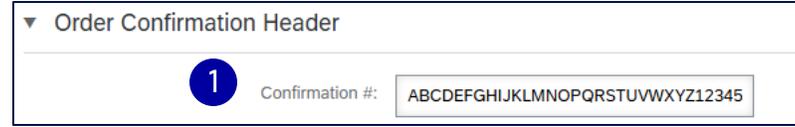
1. The order confirmation number cannot be longer than 35 characters
2. Attachments can be uploaded only at the header
3. Document extensions allowed are jpeg, jpg, tif, pdf, png, xml
4. The total size of all attachments cannot exceed 60 MB
5. Rejection of Orders (fully or partially) is not allowed
6. Every Purchase Order must be confirmed before you can submit Ship Notice or Invoice
7. For any price discrepancy, please contact the buyer to update the contract and subsequently the Purchase Order



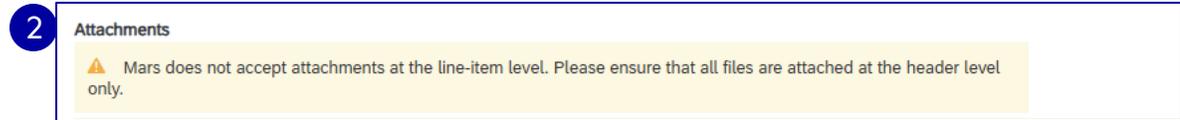
6 Mars Information Services, Inc - TEST requires you to send an order confirmation before creating a ship notice.



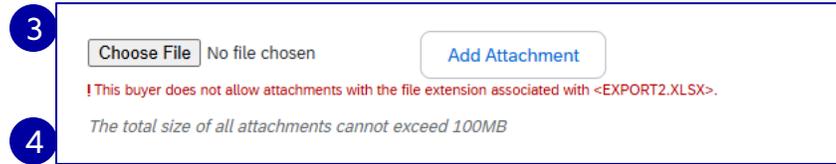
6 Mars Information Services, Inc - TEST requires you to create an order confirmation for the PO before creating an invoice



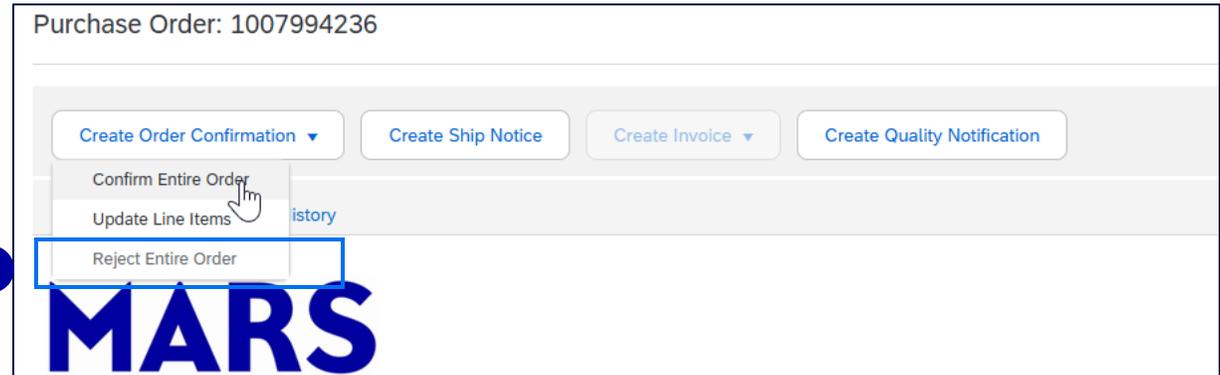
1 Confirmation #: ABCDEFGHIJKLMNOPQRSTUVWXYZ12345



2 Mars does not accept attachments at the line-item level. Please ensure that all files are attached at the header level only.



3 Choose File No file chosen Add Attachment
! This buyer does not allow attachments with the file extension associated with <EXPORT2.XLSX>.
4 The total size of all attachments cannot exceed 100MB



5 Purchase Order: 1007994236
Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification
Confirm Entire Order
Update Line Items history
Reject Entire Order
MARS

Order Confirmation

Allowed Actions

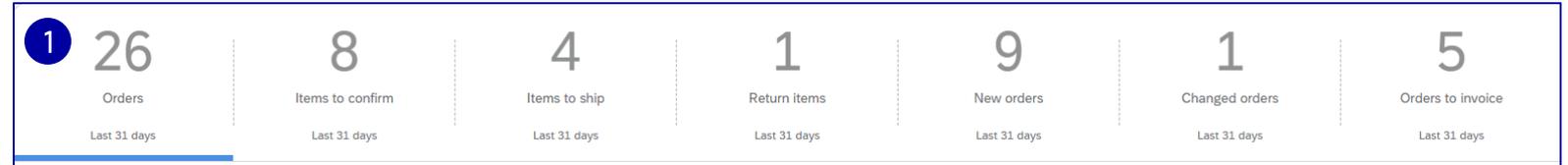
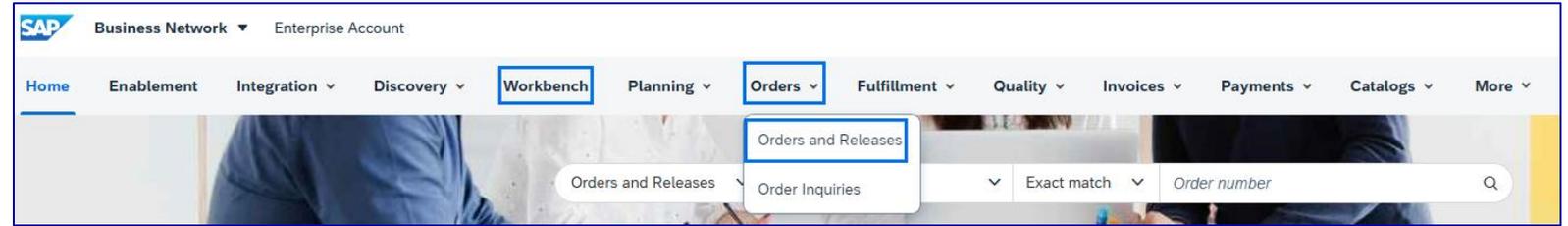
You can confirm or update orders

From the Orders > Orders and Releases

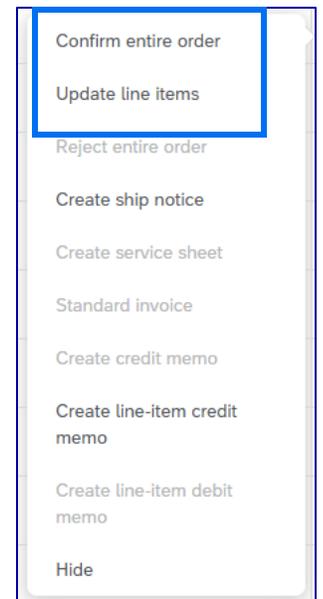
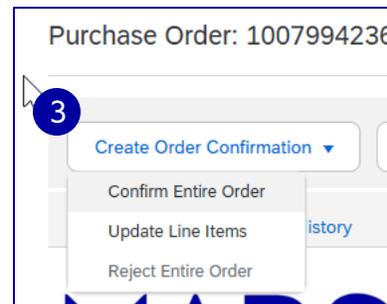
OR

From the Workbench:

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



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Type	Actions
4500019204	SCC Delivery Team	€280 EUR	Nov 26, 2024	Partially Confirmed		Order	



Order Confirmation

Manage Individual PO – Confirm Entire Order

To confirm entire order:

1. Select **Confirm entire order** action.
2. Complete the mandatory fields (*) in the header and click **Next** to proceed.
3. Review order confirmation and submit it.

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

Purchase Order: 1007994236

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾
Create Quality Notification

Confirm Entire Order
Update Line Items
history
Reject Entire Order



1

2

Exit
Next

3

Submit
Previous
Exit

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #:

Customer:

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date: *

Comments:

Attachments

▲ Mars does not accept attachments at the line-item level. Please ensure that all files are attached at the header level only.

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #:

Supplier Reference:

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)
10	S_BP001	BP001		Material	20.000 (EA) ⓘ

Description:

Schedule Lines

Schedule Line No. ↑	Delivery Date
1	5 Dec 2024 CST 5 Dec 2024 Buyer time

Order Confirmation

Manage Individual PO – Update Line Items

1. If supplier selects Update Line Items, they can confirm and update line item information. Order confirmation has a header and a line items section.
2. At a header level supplier can add comments, attachments and further order confirmation details.
3. At a line level supplier can confirm fully or partially.
4. Click Details to edit information about the price, shipping and delivery dates or add comments.
5. Once completed, click Next to proceed to the review screen and submit the document.

Note: Supplier can submit Advanced Ship Notice only after requested items are confirmed.

Purchase Order: 1007994236

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)
[Create Quality Notification](#)

[Confirm Entire Order](#)
[Update Line Items](#)
[Reject Entire Order](#)

MARS

Confirming PO

1 Update Item Status Order Confirmation Header

2 Review Confirmation

Confirmation #:

Associated Purchase Order #: 1007994236

Customer: Mars Inc. - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Attachments

Mars does not accept attachments at the line-item level. Please ensure that all files are attached at the header level only.

Name	Size (bytes)	Content Type
No items		

[Choose File](#) | No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB.

[Exit](#) [Next](#)

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		1225929		Material	25,000.000 (KGM)	14 Feb 2025	\$2,299.54 USD	\$5,748.85 USD	

Invoicing not possible
Description: Sorghum/Milo Bulk

Schedule Lines

Pricing Details

Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	KGM	KGM	\$2,299.54 USD	10,000	KGM

Current Order Status

25,000.000 Unconfirmed

Confirm:

[Confirm Based on Schedule Lines](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

[Details](#)

Order Confirmation

Manage Multiple POs

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

From the **Workbench**

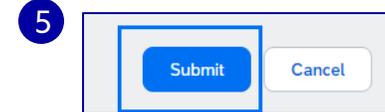
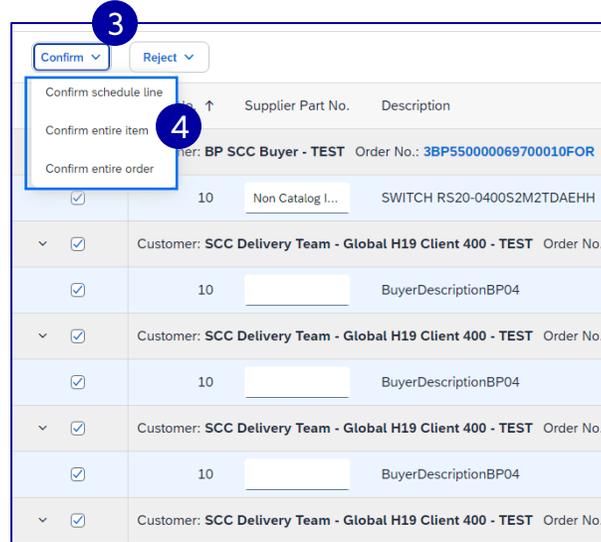
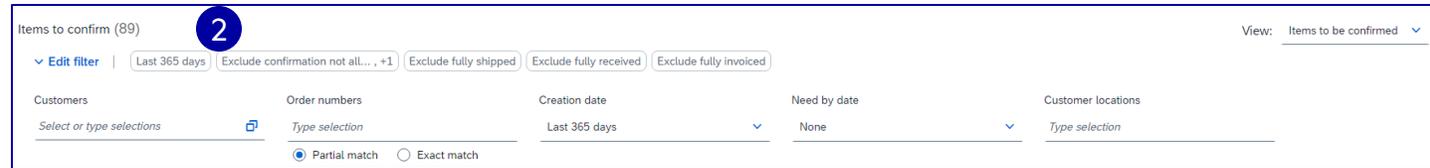
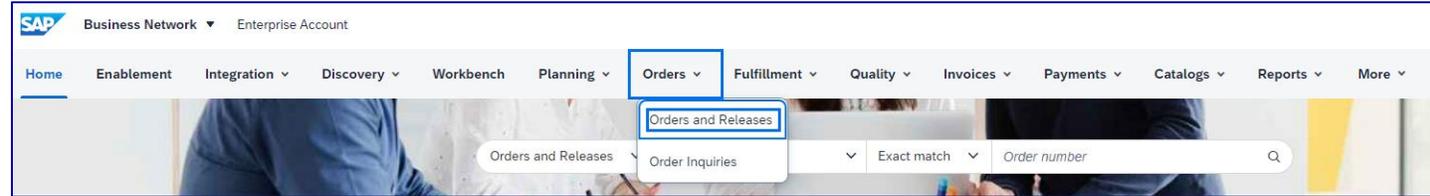
OR

From **Orders > Orders and Releases**:

1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm**.
4. Select any of the actions from the dropdown.
5. Review confirmation and click **Submit** to send it to customer system.

Note:

- It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.
- For more info on how to manage your workbench and create specific tiles please refer to [Workbench Video](#) / [Account overview Video](#)



Order Confirmation

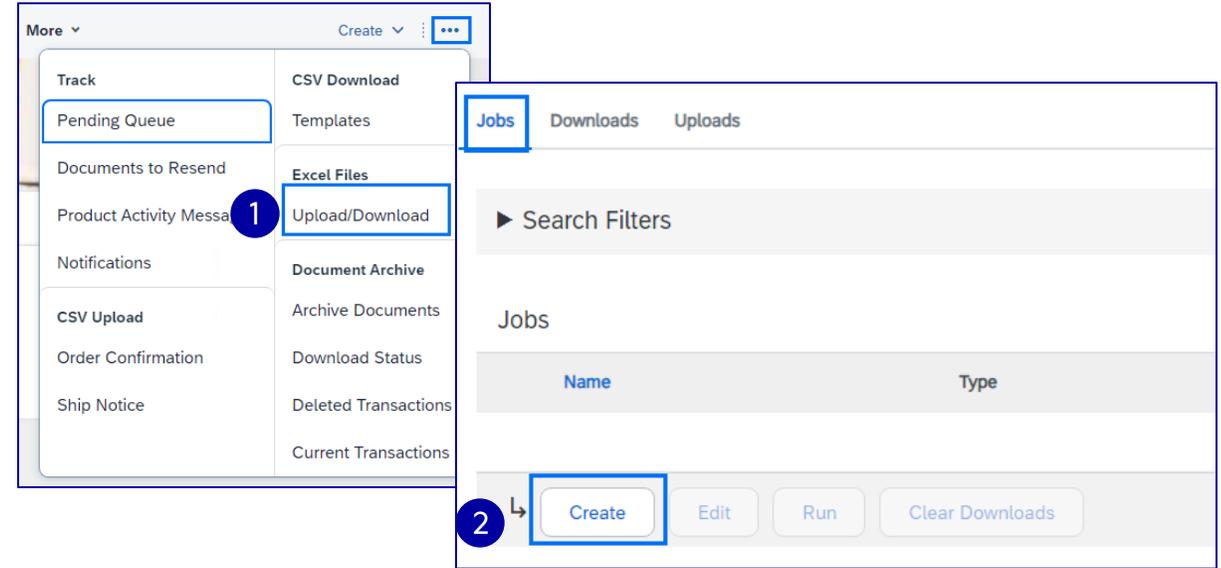
Mass OC Upload – Create OC Report

From the Homepage:

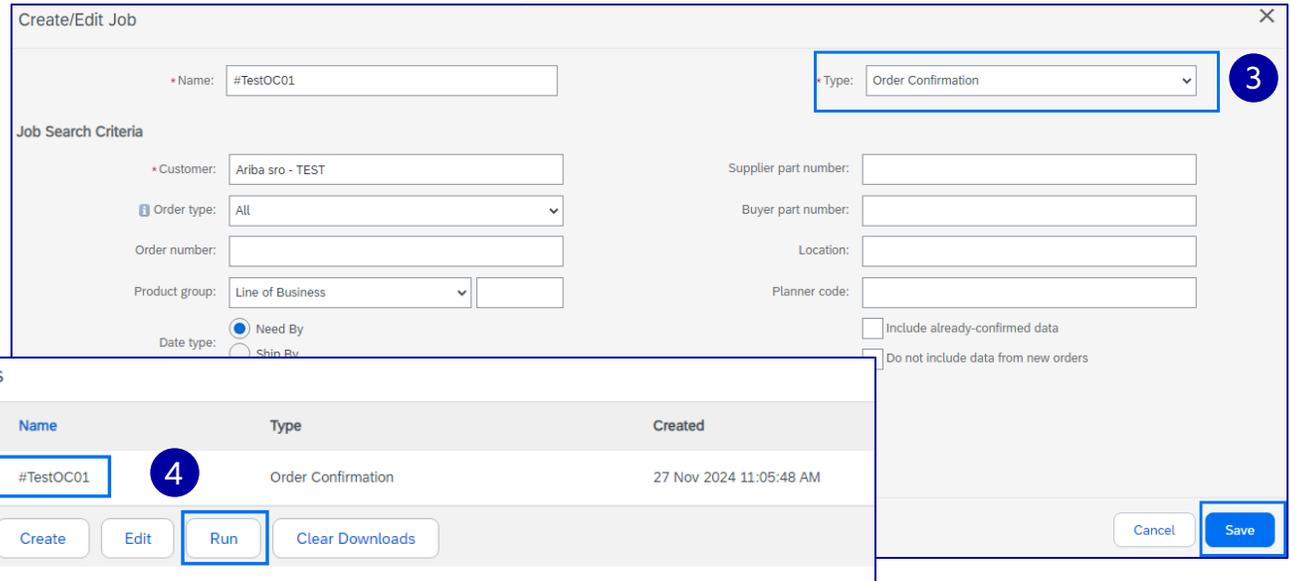
1. Click  button in the right top corner of your screen and select Upload/ Download.
2. In the Jobs section, click Create button.
3. Fill in all mandatory fields. Set a type as Order confirmation. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click Run.

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 shows the 'More' menu on the left, which is open to the 'Excel Files' section. The 'Upload/Download' option is highlighted with a blue box and a circled '1'. Below the menu, the 'Jobs' section is visible, with the 'Create' button highlighted with a blue box and a circled '2'.



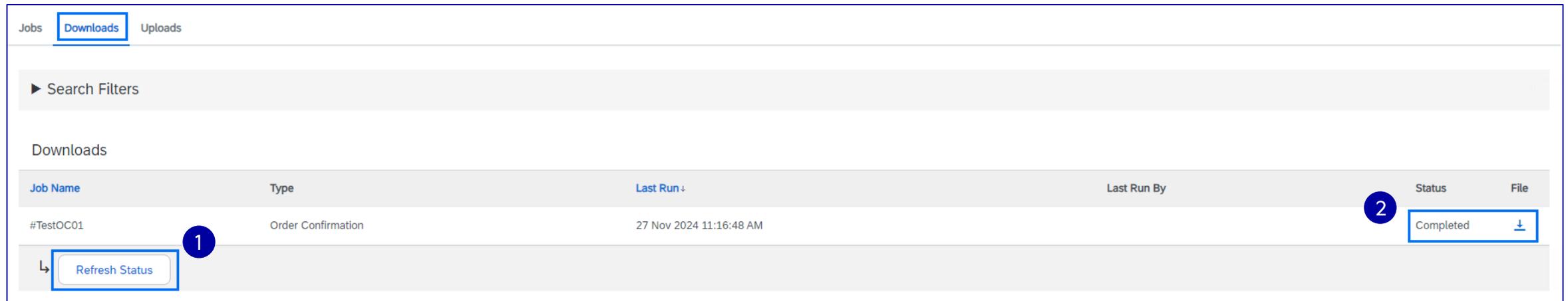
The screenshot shows the 'Create/Edit Job' form. The 'Name' field contains '#TestOC01' and the 'Type' dropdown is set to 'Order Confirmation', both highlighted with blue boxes and a circled '3'. Below the form, the 'Jobs' list is visible, showing the job '#TestOC01' selected with a radio button, highlighted with a blue box and a circled '4'. The 'Run' button is also highlighted with a blue box.

Order Confirmation

Mass OC Upload – Run OC Report

Generated report will appear in the Downloads sub-tab.

1. Use **Refresh Status** button to update report status to **Completed**.
2. Download the report.



The screenshot shows the MARS interface with the 'Downloads' tab selected. A table lists a job named '#TestOC01' of type 'Order Confirmation' with a last run time of '27 Nov 2024 11:16:48 AM'. The status is 'Completed', and a download icon is visible. A 'Refresh Status' button is highlighted with a blue box and a circled '1', and the 'Completed' status is highlighted with a blue box and a circled '2'.

Job Name	Type	Last Run ↓	Last Run By	Status	File
#TestOC01	Order Confirmation	27 Nov 2024 11:16:48 AM		Completed	↓

Order Confirmation

Mass OC Upload – Date Update

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

1. Supplier fill confirmation number.
2. Change the delivery date column populated with new date.
3. Item type: leave the field as accept.

	A	B	P	Z
1	SAP Ariba 			
2	Confirmations			
3	Confirmation Number	Order Number (*)	Item Type (*)	Delivery Date
4				
5	TestOC01	4500016557	accept	5-Dec-24
6	TestOC02	4500016972	accept	5-Dec-24
7	TestOC03	4500016529	detail	10-Dec-24

Order Confirmation

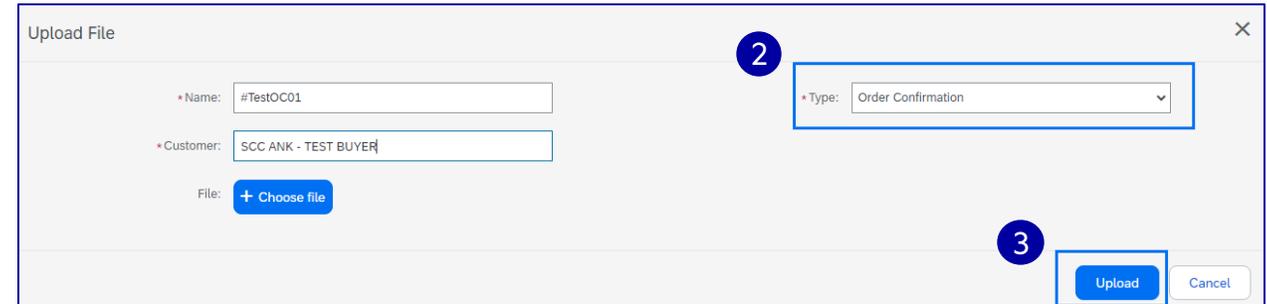
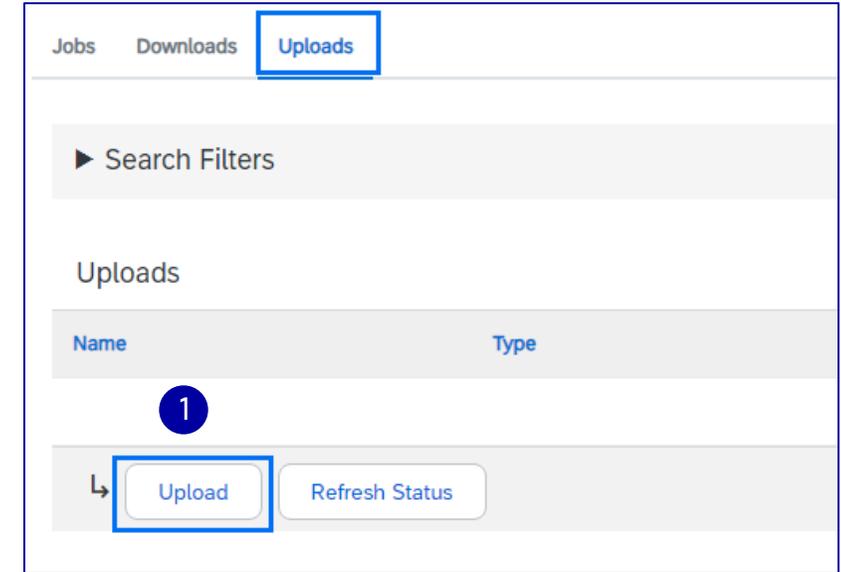
Mass OC Upload – Reupload the Template

Reupload updated Excel report from the Uploads/Downloads screen> Uploads sub-tab.

1. Click Upload button. A new window will pop up.
2. Fill in all mandatory fields and set a type as Order Confirmation.
3. Upload updated spreadsheet.
4. The status column displays whether upload was successful or not:

Note:

- 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, supplier will need to download the audit log to view the errors.
- If the status changes to Completed With Errors, supplier will need to download the audit log to view the lines with errors.
- If supplier does not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file.



(4)

Completed With Errors	↓	↓
Completed	↓	↓
Failed	↓	↓

Order Confirmation

Update line items

It is possible to update line items, for example for a new delivery date in case of delay. Mars will receive a new confirmation.

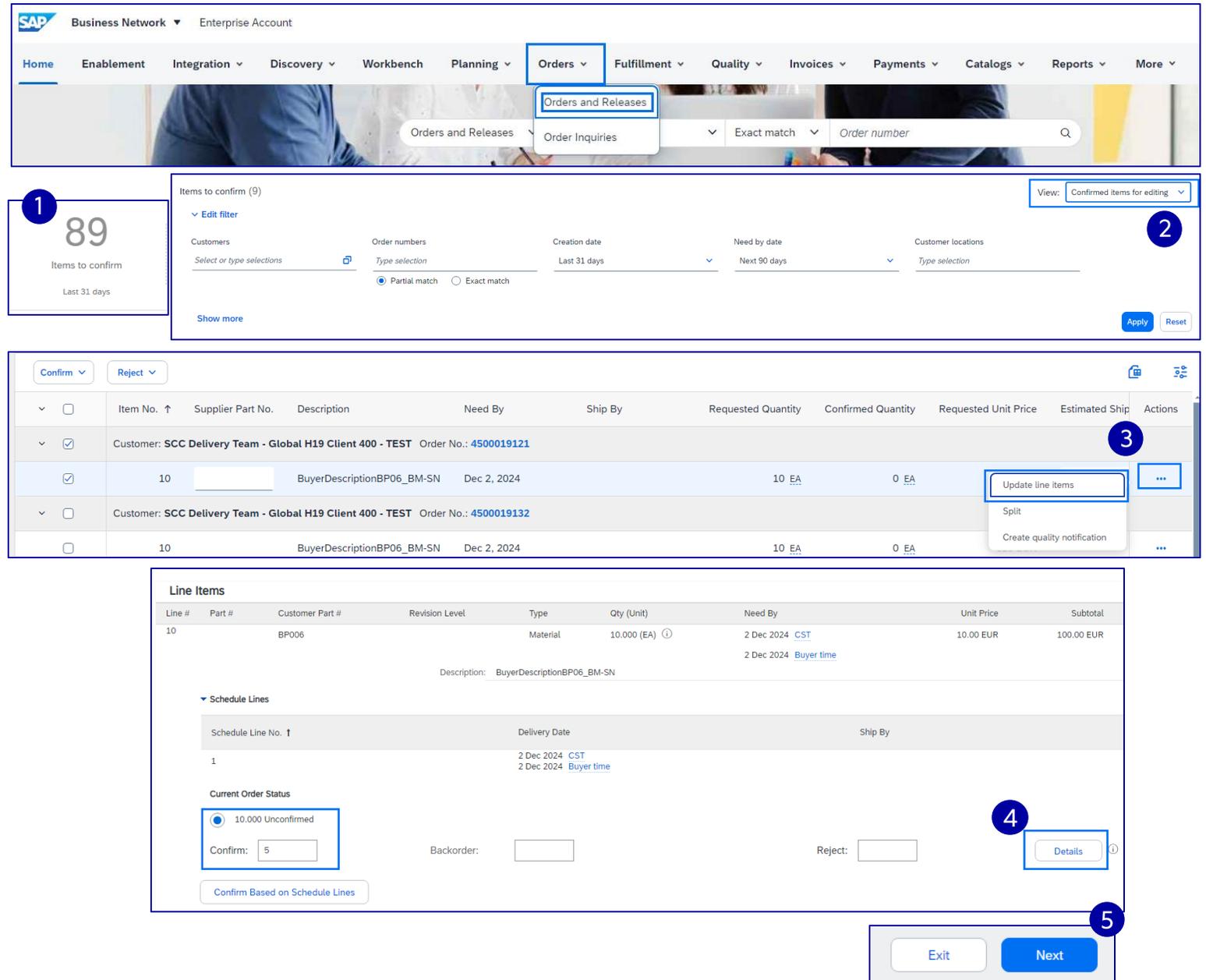
From **Orders > Orders and Releases**

OR

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  below Actions and select **Update line items**.
4. Update line items as needed. Click **Details** to update delivery date or price.
5. Click **Next** and submit order confirmation.

Note: The PO will get updated with the split of the confirmed quantity. Supplier can reconfirm the line only partially and split the line again. The order confirmation will be updated.



The screenshot illustrates the SAP Business Network interface for updating line items in an order confirmation. The process is guided by five numbered steps:

- Step 1:** The user navigates to the **Orders and Releases** section in the top navigation bar. A tile labeled **89 Items to confirm** (Last 31 days) is visible.
- Step 2:** The user filters the items to confirm. The filter shows **89 Items to confirm** (Last 31 days). The filter criteria include: Customers (Select or type selections), Order numbers (Type selection: Partial match selected, Exact match unselected), Creation date (Last 31 days), Need by date (Next 90 days), and Customer locations (Type selection).
- Step 3:** The user clicks the **Update line items** button in the Actions column of the table below.
- Step 4:** The user updates the line items in the **Line Items** section. The table shows:

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		BP006		Material	10.000 (EA)	2 Dec 2024 CST 2 Dec 2024 Buyer time	10.00 EUR	100.00 EUR

 The **Current Order Status** section shows **10.000 Unconfirmed** confirmed. The **Confirm** field is set to **5**. The **Details** button is highlighted.
- Step 5:** The user clicks the **Next** button to submit the order confirmation.

Order Confirmation Item Reconfirmation

Supplier can revise eligible confirmed line items and reconfirm them. A new confirmation will be sent to the customer.

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Select **Confirmed items for editing** from the **View** dropdown list.
3. Set the **Confirmation status** filter to exclude items out of scope for editing.
4. Select the line to edit and chose the action from the **Confirm** dropdown.
5. Review item reconfirmation and submit.

The screenshot illustrates the SAP Business Network Workbench interface for reconfirming order items. The top navigation bar includes 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' tab is active.

Step 1: The 'Items to confirm' tile shows 9 items to confirm for the last 31 days.

Step 2: The 'View' dropdown menu is open, showing options: 'Items to be confirmed' (selected), 'Confirmed items for editing', and 'Confirmed items for editing'.

Step 3: The 'Items to confirm (9)' tile is shown with filters. The 'Confirmation status' filter is set to 'Exclude fully confirmed' and 'Exclude confirmation not allowed'.

Step 4: The 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The 'Confirm' option is selected.

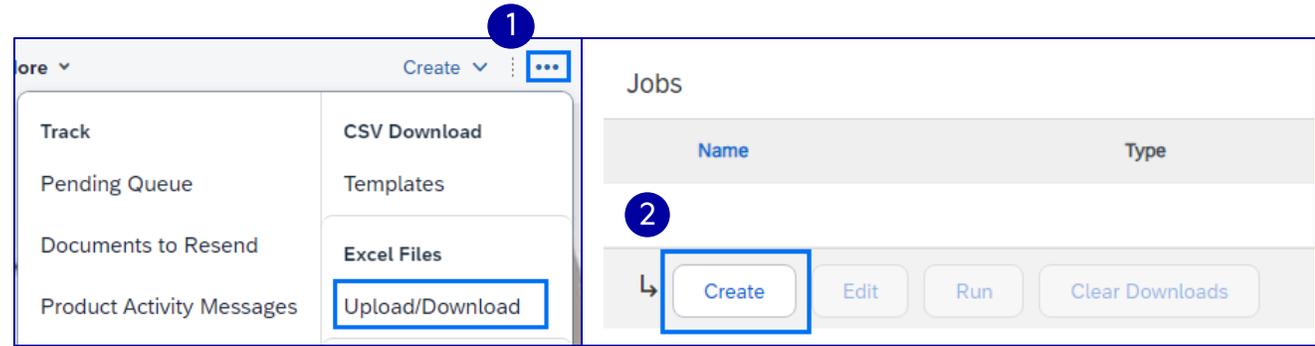
Step 5: The 'Review orders to confirm' dialog is shown, displaying the order details: Customer: SCC Delivery Team - Global H19 Client 400 - TEST, Order No.: 4500019121, Item No.: 10, Supplier Part No.: BuyerDescriptionBP06_BM-SN, and Need By: Dec 2, 2024. The 'Submit' button is highlighted.

Order Confirmation Reconfirmation via Mass Upload 1/2

Supplier can use Excel Upload/Download functionality to mass reconfirm items.

From the **Homepage**:

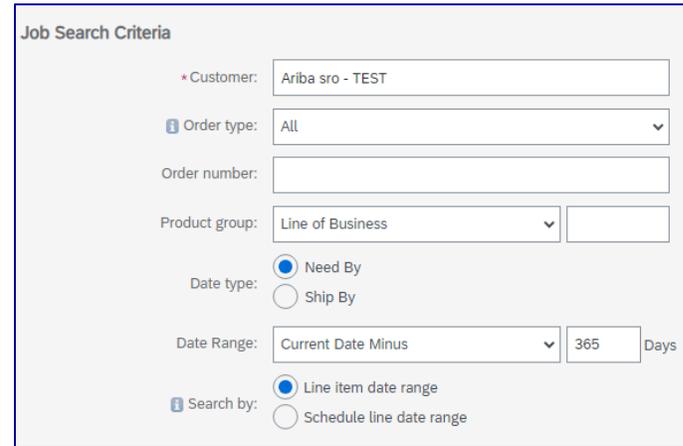
1. Click  button in the right top corner of the screen and select Excel Files > **Upload/Download**.
2. Create a new job in the Jobs subtab. New window will popup.
3. Set the job type as **Order Confirmation**.
4. Fill in all mandatory fields, check **Include already-confirmed data** box and save the template.
5. Select the template and click **Run**.
6. The job will appear in the **Downloads** subtab. Once status is **Completed**, supplier can download the excel file with data.



1. Click the 'More' button (three dots) in the top right corner of the application.

2. In the 'Excel Files' menu, click 'Upload/Download'.

3. In the 'Jobs' subtab, click the 'Create' button.



Job Search Criteria

* Customer: Ariba sro - TEST

Order type: All

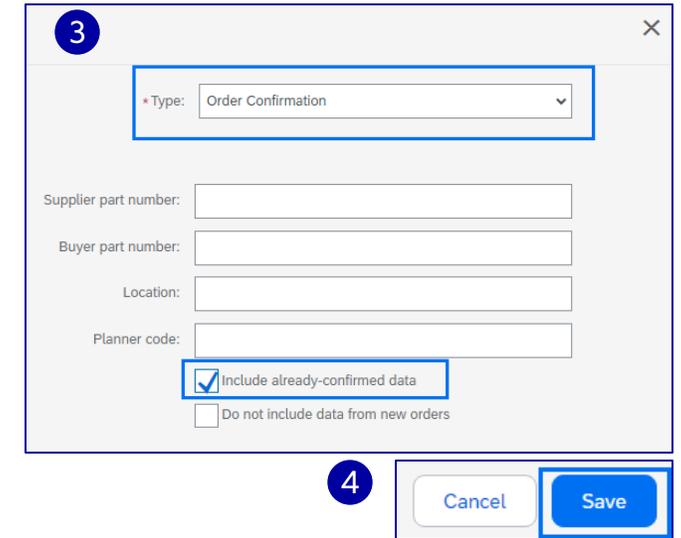
Order number:

Product group: Line of Business

Date type: Need By Ship By

Date Range: Current Date Minus 365 Days

Search by: Line item date range Schedule line date range



3. Set the job type as Order Confirmation.

* Type: Order Confirmation

Supplier part number:

Buyer part number:

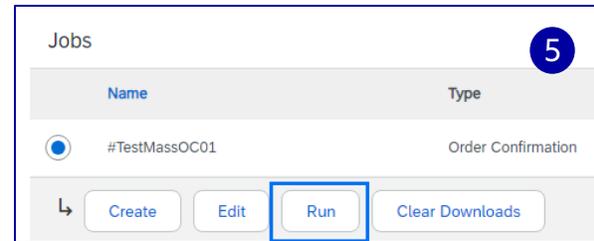
Location:

Planner code:

Include already-confirmed data

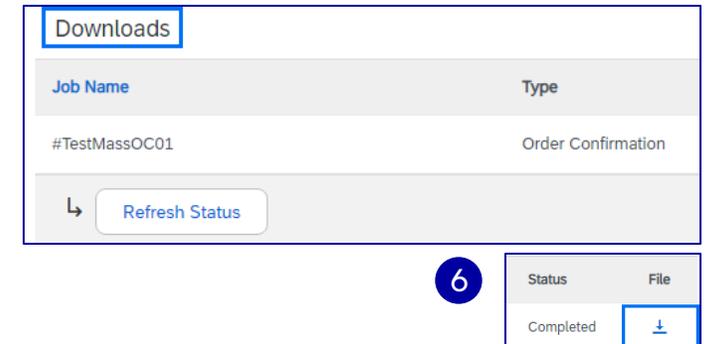
Do not include data from new orders

4. Click the 'Save' button.



5. Click the 'Run' button for the job #TestMassOC01.

Name	Type
#TestMassOC01	Order Confirmation



6. Click the 'Refresh Status' button.

Job Name	Type
#TestMassOC01	Order Confirmation

Status	File
Completed	

Order Confirmation

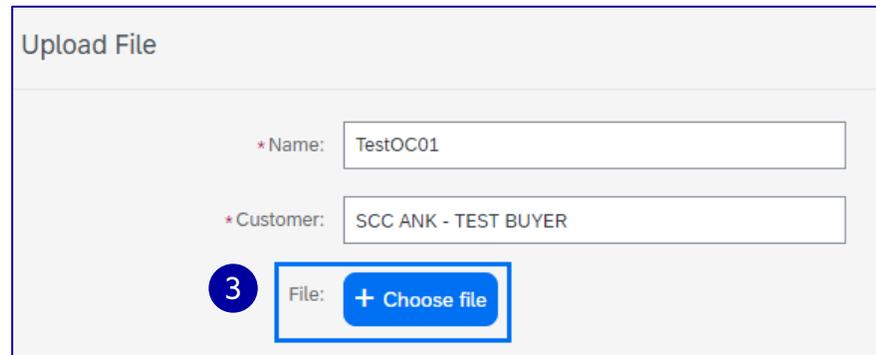
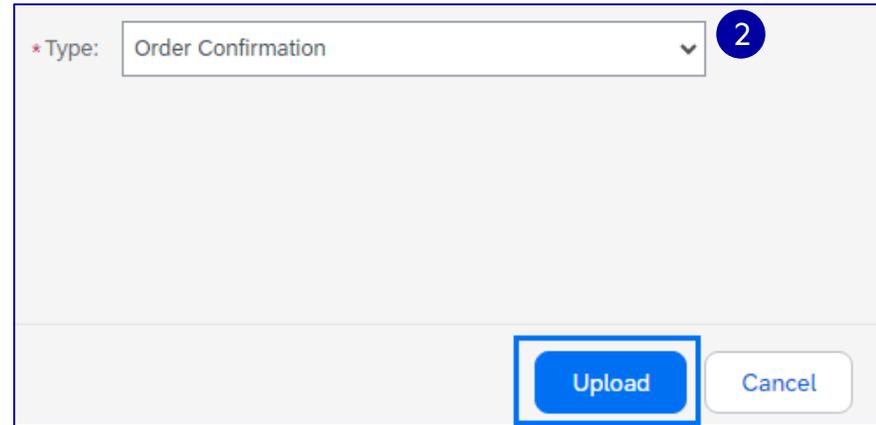
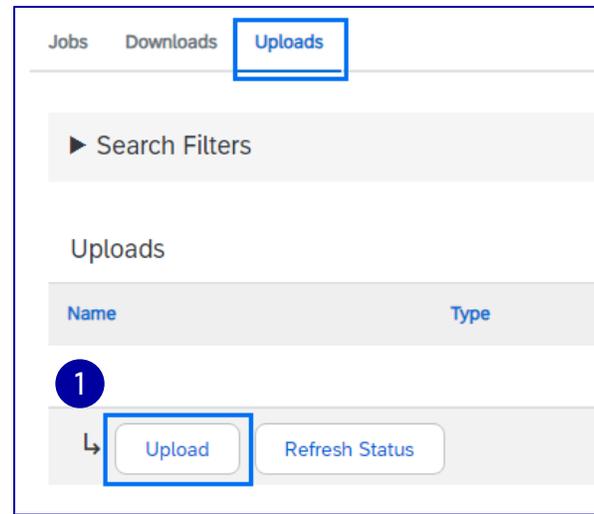
Reconfirmation via Mass Upload 2/2

In the Excel file supplier can reconfirm partially or fully confirmed items. For more details on how to manage OC via Excel file refer to [Mass OC Upload](#) chapter.

From the Upload/Download screen:

1. Go to Uploads sub-tab and click Upload button. A new window will pop up.
2. Fill in the name for the file upload and Mars name. Set a types as order confirmation.
3. Click Choose File, attach the updated template and upload it.

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



Order Confirmation

Review Submitted Order Confirmations

From the **Homepage**:

- Submitted order confirmations can be viewed from **Fulfillment > Order Confirmations** or in the **Order Confirmation** Workbench tile.
- Use search filters to identify the right document.
- Click **Confirmation ID** to open order confirmation.
- In the order confirmation screen, supplier will be able to see all the confirmation details, references and related documents.
- As well as original order quantity and delivery date. And current order status.

1

Order confirmations

Last 31 days

Search Filters

Customer:

Confirmation ID:

Order Number:

Date Range:
16 Nov 2024 - 29 Nov 2024

Supplier Reference:

Order Confirmations (5)

Confirmation ID	Customer
10C19242	SCC Delivery Team

Order Confirmation: 10C19242 Done

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

Detail [History](#)

Confirmation #: 10C19242
 Notice Date: 28 Nov 2024
 Purchase Order: 4500019242

Related Documents: 10C19242_AR

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
10	1		BP006		100.000 (EA) ⓘ	6 Dec 2024 CST 6 Dec 2024 Buyer time

Description: BuyerDescriptionBP06_BM-SN

Current Order Status:
 100 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 6 Dec 2024 - defaulted from Requested Delivery Date in order)

Order Confirmation Tolerances

Mars may apply specific tolerance rules on each order.

1. In case supplier modifications are not allowed, supplier will see the error message with additional instructions.
2. Mars can configure types of deviations for quantity, delivery date, but not price. This allows suppliers to exceed tolerances if Mars approves the order confirmation.
3. After submitting order confirmation, that requires Mars approval, **Approval Request** document will be created.
4. To identify order confirmations pending Mars approval go to **Items to confirm** tile in the workbench.
5. Set search filter **Confirmation approval status** as **Items awaiting customer response or supplier reconfirmation**.

Shipping and Tax Information

Enter shipping and tax information at the line item level. 1

Est. Shipping Date: 17 Dec 2024

Est. Delivery Date: 31 Dec 2024

! Cannot provide a date for the entire order when it is out of tolerance, please provide dates at line item level.

Comments:

Confirmation #: TestOC02
Supplier Reference:

Attachments:

2

Line Items

Line #	Part #	Customer Part #
10		BP006

The order confirmation for this item needs buyer approval.

Approval Request: TestOC02_AR 3

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number
4500019173	10	TestOC02

Confirmed Delivery Date
2024-12-31 12:00:00 America/Los_Angeles

4

7

Items to confirm

Last 31 days

Confirmation approval status 5

None

None

Items awaiting buyer response or supplier reconfirmation

Items approved by buyer

Items rejected by buyer

Advanced Shipping Notification

General Considerations

WHAT IS ASN?

An Advanced Shipping Notification (ASN) is a packet of information containing details about an imminent delivery. The information is prepared by the supplier and shared with Mars 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.
- Shipping labels and delivery note.

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, supplier maximizes 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.

Note: Mars 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 Mars can better align their mutual processes.

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

- **Planning**
 - Gate, parking space, dock, etc. can be reserved for the delivering truck.
 - Special unloading and quality assurance persons and equipment, floor and rack space can be prepared.
 - In case of any bottlenecks, the supplier and Mars 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 Mars collects during goods receipt is already available. e.g. packaging, serial numbers, batches, etc.
- **Administration**
 - Since both the supplier and Mars 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 supplier may simply go to the PO and click the “create shipping notice” button that will allow supplier to fill individual shipment notification per PO.

2. Mass shipping notification upload

- In case of a high number of PO lines to be shipped, supplier 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

MARS requirements (1/2)

1. The Packing slip id cannot be longer than 35 characters. It must be the same number as the Bill of Lading (BOL)
2. Document extensions allowed are jpeg, jpg, tif, pdf, png, xml
3. The total size of all attachments cannot exceed 60 MB
4. Use the attachment option to upload documents like Certificate of Analysis, Bill of Lading etc. to the shipment
5. Ship Notice cannot be created without an Order Confirmation
6. Ship Notice cannot be created until the Order confirmation has been approved by MARS
7. A Ship Notice is mandatory for invoice submission.

1

SHIPPING

Packing Slip ID: * ABCDEFGHIJKLMNOPQRSTUVWXYZ12345

2

Choose File No file chosen Add Attachment

! This buyer does not allow attachments with the file extension associated with <EXPORT2.XLSX>.

3

The total size of all attachments cannot exceed 100MB

5

Create Ship Notice Create Invoice Create Quality Notification

Mars Information Services, Inc - TEST requires you to send an order confirmation before creating a ship notice.

6

Create Ship Notice Create Invoice Create Quality Notification

Buyer requires that at least one line item has the 'Approved' status. And, if any line items have the status 'Awaiting supplier reconfirmation', you must reconfirm the order.

7

Create Invoice Create Quality Notification

Mars Information Services, Inc - TEST requires you to create a ship notice for the PO before creating an invoice

Advanced Shipping Notification

MARS requirements (2/2)

8. Supplier batch number cannot be longer than 15 characters
9. Only Production date is required, the expiry date will be auto calculated in our ERP
10. A Ship notice can be submitted for
 1. One Delivery location only,
 2. One Purchase Order only.

The screenshot shows a form with the following fields and annotations:

- 8**: Supplier Batch ID * (text input field containing "123456789012")
- 9**: Production Date * (calendar input field containing "15 Oct 2025") and Expiry Date (empty calendar input field)
- 10.1**: A pink error message box containing the text: "A ship notice can have only one location."
- 10.2**: A pink error message box containing the text: "Only one order or release is allowed per ship notice. Ask your buyer to allow ship notices for more than one order or scheduling agreement release."

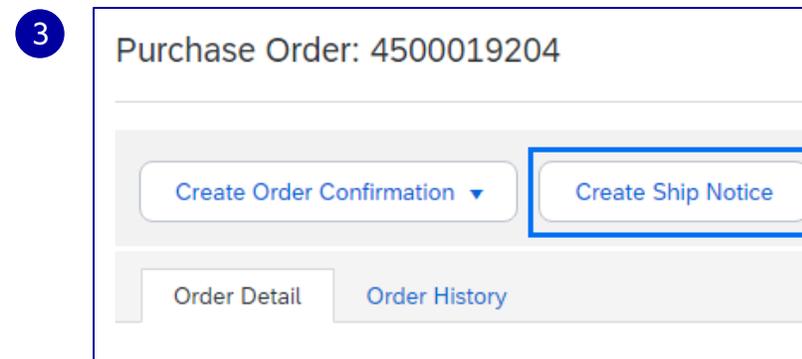
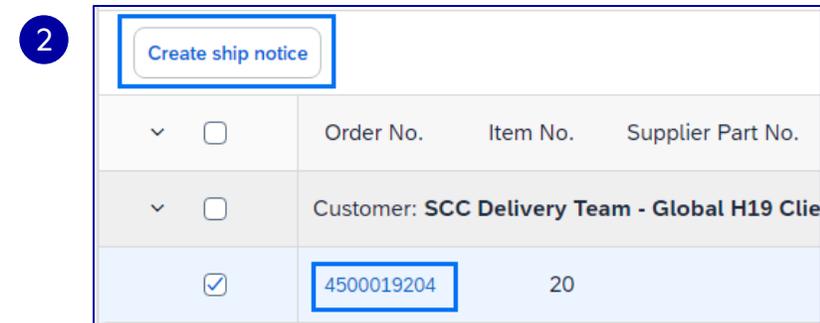
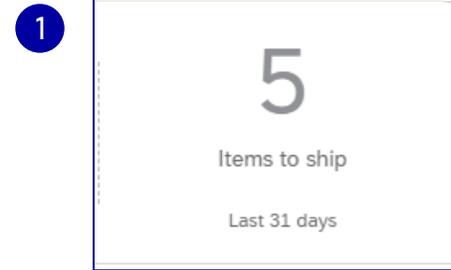
Advanced Shipping Notification

Individual PO Management – Create ASN

From the **Workbench**:

1. Go to **Items to Ship** tile.
2. Identify a PO for your ship notice. Select it and click **Create ship notice**.
3. Supplier can also create a ship notice from the PO screen.

Note: An Order Confirmation is mandatory before you create a Ship Notice



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 “Ship From” and “Deliver To” addresses.
2. Fill in all mandatory fields to proceed.
 1. Pack Slip Id must be filled with Bill of Lading (BOL)
 2. GS Location is mandatory
 3. Only 1 GS location allowed per shipment
 4. Copy the first 10 digits of the GS location and enter in the Selected GS Location field
 5. Maximum 15 GS locations displayed
 6. Mars will send a weekly excel sheet to supplier with list of GS locations
 7. Select a Carrier to enter the tracking details
 8. Enter Tracking number, Bill of Lading (BOL) Tracking date (if available)
 9. If the Tracking Number is not available, copy the BOL value into the Tracking Number field.
3. Add additional information and attachments i.e., Certificate of Analysis, Bill of Lading etc. to the ASN.

The screenshot shows the 'Create Ship Notice' form with several key sections highlighted by blue boxes and numbered callouts:

- 1** (SHIP FROM / DELIVER TO): A box at the top of the form containing the origin and destination address fields.
- 2** (SHIPPING): A large box covering the 'SHIPPING' section, which includes fields for Packing Slip ID, Invoice No., Requested Delivery Date, Ship Notice Type, and Shipping Date. Below these is a list of 'Allowed GS Locations' and a 'Selected GS Location' field. A yellow warning message states: 'Only one GS location can be entered per Advance Ship Notice. Kindly copy the first 10 characters of the GS location number on the screen and enter them here. For more than 15 GS locations, refer to the Excel sheet sent via email.'
- TRACKING**: A box on the right side of the form containing fields for Carrier Name (set to DHL), Tracking No., Bill of Lading No., Tracking Date, Shipping Method, and Service Level.
- 3** (ATTACHMENTS): A box at the bottom of the form containing an 'ATTACHMENTS' section with a table header (Name, Size (bytes)), a 'Choose File' button (showing 'No file chosen'), an 'Add Attachment' button, and a note: 'The total size of all attachments cannot exceed 100MB'.

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

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

1. Update the **quantity** shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO. Also, over-delivery may apply (the system will show what it possible).
2. Provide the **Supplier Batch ID**. If Batch id is not available, then enter the **Bill of Lading**
3. Provide **Production Date** of the batch.
4. To exclude the whole line click **Remove**.
5. If you click the **Add Ship Notice Line** button, supplier can split the quantity to populate multiple batch ID's per quantity.

The screenshot shows the 'Order Items' table and the 'Add Ship Notice Line' form. The table has columns: Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location. The first row shows Order No. 4500019220, Line No. 10, Part No. S_BP001, Customer Part No. BP001, Qty 20.000, Unit EA, Need By 5 Dec 2024, Ship By 5 Dec 2024, Unit Price 1.00 EUR, Subtotal 20.00 EUR, and Customer Location 1710. A 'Remove' button is next to the last cell. Below the table is an 'Add Ship Notice Line' button. The form below has three fields: 'Line' (1), 'Ship Qty' (1.000), and 'Supplier Batch ID *'. A 'Production Date *' field with a calendar icon is also present. Numbered callouts 1-5 point to the 'Add Ship Notice Line' button, the 'Ship Qty' field, the 'Supplier Batch ID' field, the 'Production Date' field, and the 'Remove' button respectively.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4500019220	10	S_BP001	BP001	20.000	EA	5 Dec 2024	5 Dec 2024	1.00 EUR	20.00 EUR	1710

Description: BuyerDescriptionBP01

Add Ship Notice Line

Line	Ship Qty	Supplier Batch ID *
1	1.000	

Production Date *

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

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 Mars. The saved ASN will be saved for 60 days.
2. The draft can be accessed and modified from **Fulfillment > Drafts**.
3. Go to **Ship notices** tab.
4. Select the document and click **Edit** to modify and finalize it.

The screenshot displays the MARS Advanced Shipping Notification interface. At the top, a navigation bar contains buttons for 'Download PDF', 'Pack Items', 'Save', 'Exit', and 'Next'. The 'Save' button is highlighted with a blue box and a circled '1'. Below this, a sidebar menu is open, showing a list of document types: Order Confirmations, Service Sheets, Time and Expense Sheets, Ship Notices, Transport Requests, Transport Confirmations, Goods Receipts, Extended Collaboration, Product Replenishment, Sales Orders, and Drafts. The 'Drafts' option is highlighted with a blue box and a circled '2'. The main content area shows the 'Ship Notices' tab selected, with a circled '3' next to the tab label. Below the tab, there is a table with columns for 'Packing Slip ID #' and 'Customer'. A row is visible with 'TESTASN01' and 'SCC Delivery Team - Glo'. Below the table, there are three buttons: 'Edit', 'Delete', and 'View Content'. The 'Edit' button is highlighted with a blue box and a circled '4'.

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. Click **Next**.
5. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

Note:

- After submitting your shipping notice, the Order Status will be updated to shipped (if fully shipped) or partially shipped.
- MARS may validate the Unit of Measure (UOM) value entered by the supplier during the online ship notice creation to avoid failures on the MARS backend system

The screenshot displays the 'Ship Notice Header' form in the MARS system. It includes fields for 'Packing Slip ID', 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type', and 'Shipping Date'. A list of 'Allowed GS Locations' is provided, with a warning that only one location can be entered per notice. Below this is a 'Selected GS Location' field and a 'Delivery Date' field. A table below the form shows 'Ship Qty' (100.000), 'Supplier Batch ID', 'Country of Origin' (- Select Country -), and 'Production Date'. At the bottom, there are two rows of buttons: the first row contains 'Download PDF', 'Pack Items', 'Save', 'Exit', and 'Next'; the second row contains 'Previous', 'Download PDF', 'Save', 'Submit', and 'Exit'. Numbered callouts 1 through 6 highlight specific elements: 1 points to the Packing Slip ID field, 2 to the Shipping Date field, 3 to the Ship Qty field, 4 to the Next button, 5 to the Submit button, and 6 to the Previous button.

Advanced Shipping Notification

Individual PO Management – Cancel ASN

Supplier can **cancel** or **modify** a ship notice by using the **Cancel** or **Edit** link at the top of the ship notice details page.

Supplier can **edit** a ship notice that has a status of **Sent** only if Mars allows it.

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

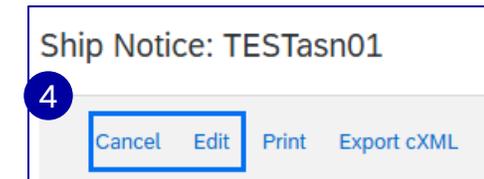
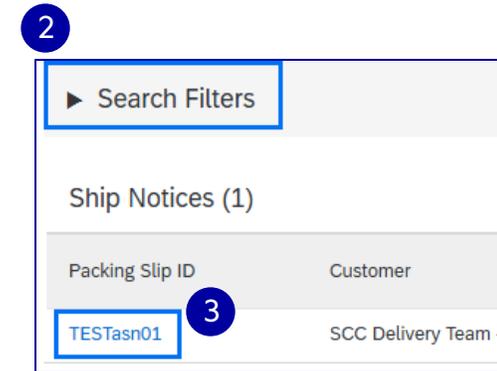
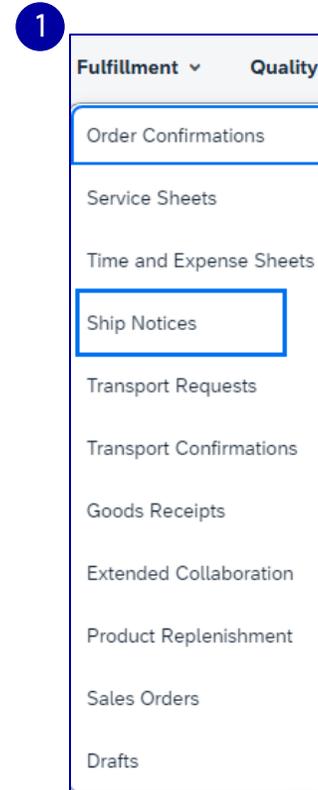
- Its goods receipt is fully reversed on Mars system.
- It does not have any other related goods receipts

1. Go to **Fulfillment > Ship Notices** or to **Ship Notices** workbench tile.
2. Identify the document by using search filters.
3. Open shipping notice that supplier 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 supplier cancels the ship notice and creates a new ship notice or if supplier edits the ship notice.

MARS



Note: The supplier must immediately inform MARS if they edit or cancel an ASN.

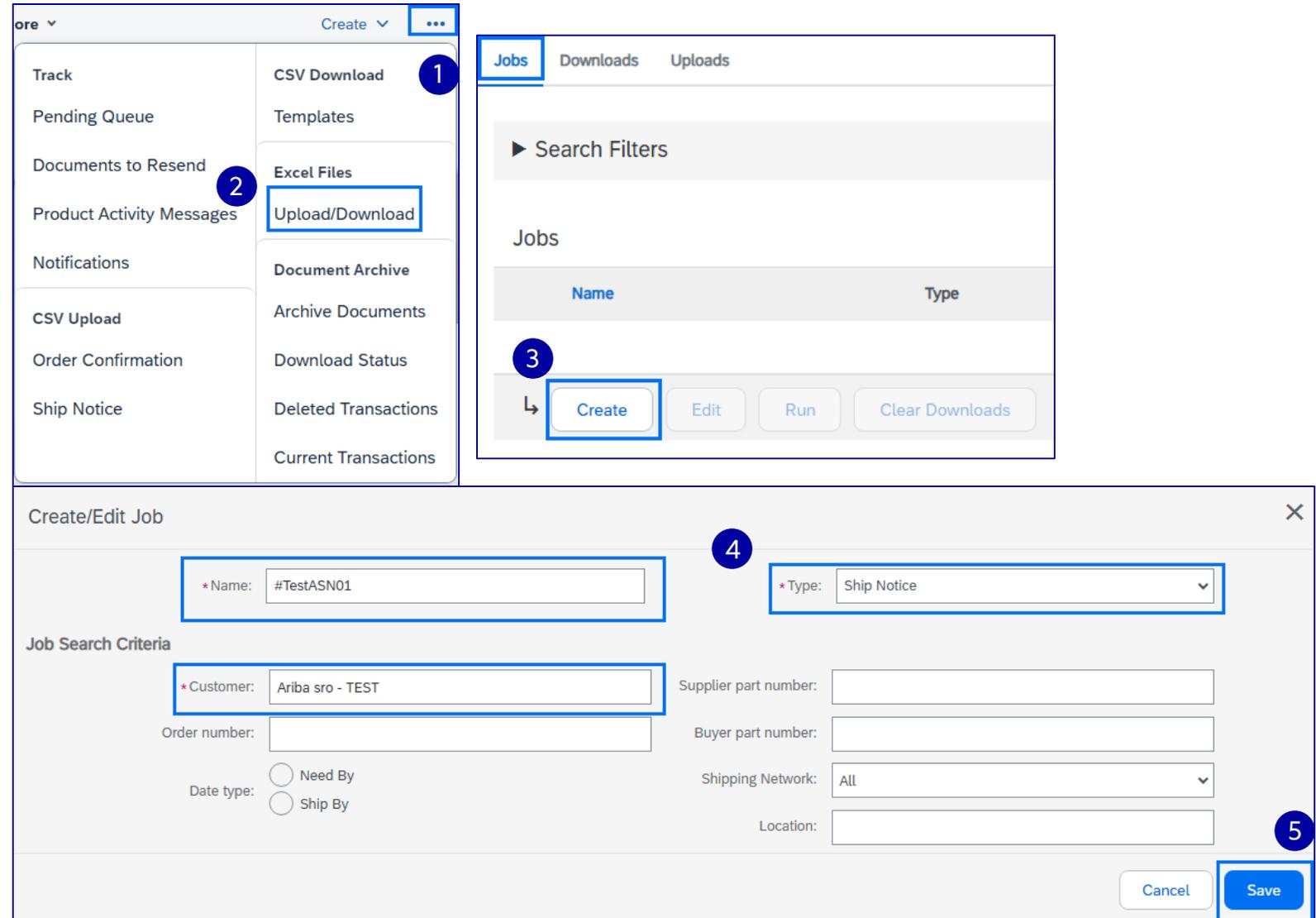
Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template 1/2

From the Homepage:

1. Click on  button.
2. Select Upload/Download.
3. In the Jobs tab 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.



The screenshot illustrates the process of creating a ship notice job in the MARS system. It is divided into two main sections: a navigation menu and a job creation form.

Navigation Menu (Left): A sidebar menu with a 'Create' dropdown. The 'Upload/Download' option under 'Excel Files' is highlighted with a blue box and a circled '2'. A circled '1' is next to the 'CSV Download' option.

Jobs Tab (Right): The 'Jobs' tab is selected. A 'Create' button is highlighted with a blue box and a circled '3'. Other buttons include 'Edit', 'Run', and 'Clear Downloads'.

Create/Edit Job Form (Bottom): A form with the following fields and annotations:

- * Name:** #TestASN01 (highlighted with a blue box and a circled '4')
- * Type:** Ship Notice (dropdown menu, highlighted with a blue box and a circled '4')
- Job Search Criteria:**
 - * Customer:** Ariba sro - TEST (highlighted with a blue box)
 - Order number: (empty field)
 - Date type: Need By, Ship By
 - Supplier part number: (empty field)
 - Buyer part number: (empty field)
 - Shipping Network: All (dropdown menu)
 - Location: (empty field)

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a blue box and a circled '5'.

Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template 2/2

6. Run the created job of type Ship Notice.
7. Download and open the Excel template.
8. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

Note:

- Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.
- Mars 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
<input checked="" type="radio"/> #TestASN01	Ship Notice
↳ Create Edit Run Clear Downloads	

Status	File
Completed	

SAP Business Network						
Ship Notices			Time Zone:			
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Quantity (*)	Item Unit Of Measure (*)

Advanced Shipping Notification

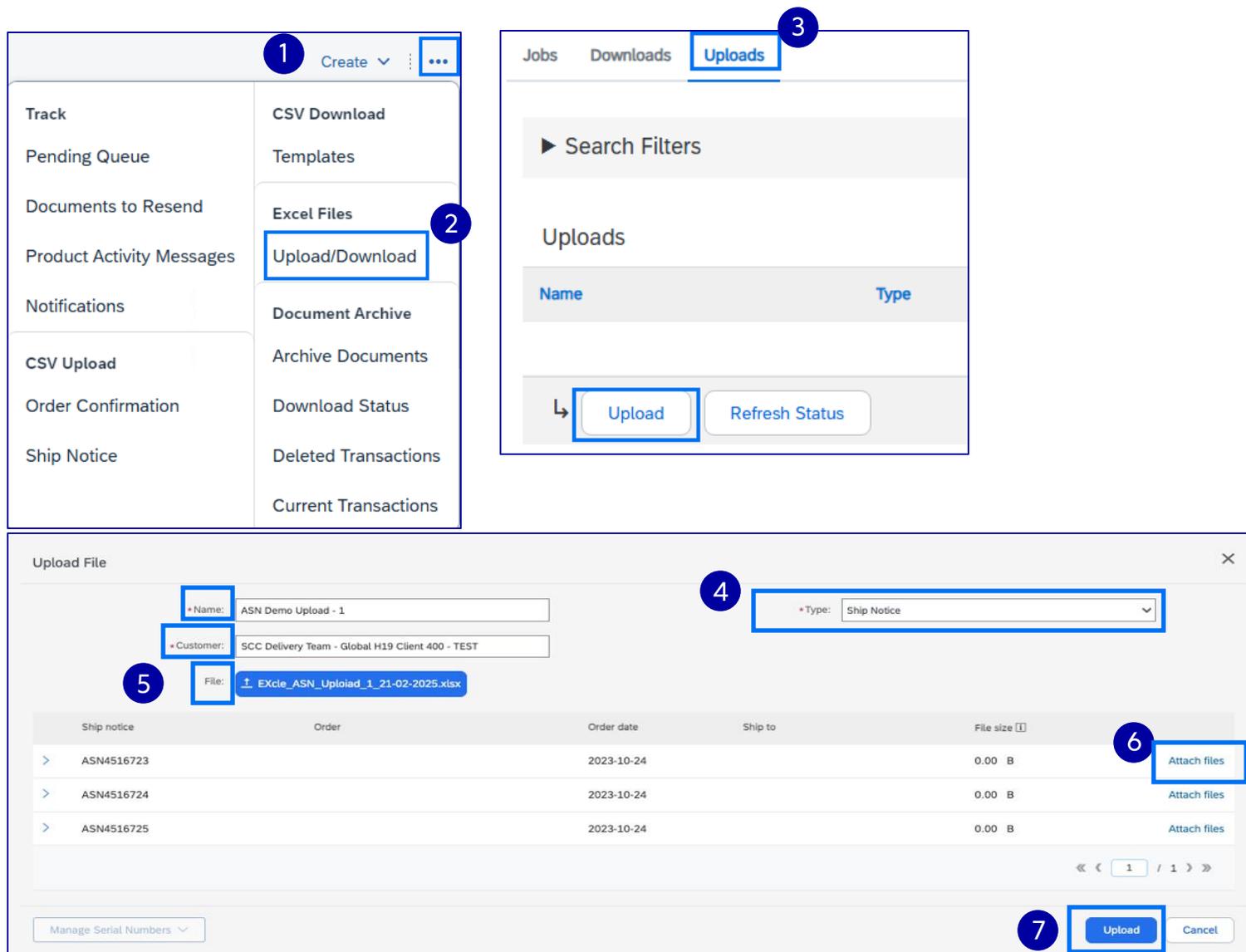
Mass ASN Upload – Upload Ship Notice Template 1/2

From the Homepage:

1. Click on  button.
2. Select Upload/Download.
3. In the Uploads tab click Upload.
4. Select type Ship Notice and fill out the mandatory fields marked with an asterisk (*).
5. Select the Excel file that should be uploaded to create the ship notice(s).
6. Supplier can also attach files if needed.
7. Click Upload.

Note:

- Supplier 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.
- If Mars requires quality inspection certificates, supplier can upload them along with a Mass Advanced Ship Notice Excel upload.



The screenshot illustrates the process of uploading a ship notice template in the MARS system, divided into three main sections:

- Step 1:** A dropdown menu is open, showing options like 'Track', 'Pending Queue', and 'Ship Notice'. The 'Upload/Download' option under 'Excel Files' is highlighted.
- Step 2:** The 'Uploads' tab is selected, and the 'Upload' button is highlighted.
- Step 3:** The 'Uploads' section is shown with a search filter and a table with columns 'Name' and 'Type'. The 'Upload' button is highlighted.
- Step 4:** The 'Upload File' dialog is open, showing fields for 'Name' (ASN Demo Upload - 1), 'Customer' (SCC Delivery Team - Global H19 Client 400 - TEST), and 'File' (EXcle_ASN_Upload_1_21-02-2025.xlsx). The 'Type' dropdown is set to 'Ship Notice'.
- Step 5:** The 'File' field is highlighted.
- Step 6:** The 'Attach files' button is highlighted.
- Step 7:** The 'Upload' button is highlighted.

Ship notice	Order	Order date	Ship to	File size
> ASN4516723		2023-10-24		0.00 B
> ASN4516724		2023-10-24		0.00 B
> ASN4516725		2023-10-24		0.00 B

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template 2/2

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.

Uploads						
Name	Type	Last Uploaded	Status	File	Log	
BpAsnSLt2405211138_v2-60 days tol cck	Ship Notice	24 May 2024 6:59:57 AM	Completed	↓	↓	
BpAsnSLt2405211138_v1-60days tol cck	Ship Notice	24 May 2024 6:58:53 AM	Failed	↓	↓	

Advanced Shipping Notification

Review Submitted ASN

- 1. To view submitted ASN go to **Workbench > Ship Notices** tile.
- 2. Alternatively, supplier will find the ship notices at the order screen, under **Related Documents** section.
- 3. When reviewing the ship notices supplier have sent in mass upload, supplier will see all the lines submitted for ship notice number, potentially referring to various orders.
- 4. After submitting ASN, related orders/status will be updated to shipped or partially shipped.

1

15

Ship notices

Last 31 days

2

Routing Status: Acknowledged
Effective Date: 18 Dec 2023
Expiration Date: 30 Nov 2024

Related Documents: 5500000865
231219ASN1308
231219ASN1248

3

Ship Notices (132)

Packing Slip ID	Customer
TESTasn01_1	SCC Delivery Team - Global H19 Client 400 - TEST
TESTasn01	SCC Delivery Team - Global H19 Client 400 - TEST
2ASN19242	SCC Delivery Team - Global H19 Client 400 - TEST

4

Stock Transport Order
(Shipped)
8000000133
Amount: \$0.00 USD
Version: 1

Track Order

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 and click next.
4. On the Criteria page fill in all the details. Click on Select to add a customer.
5. Select Mars and click on Add, then click on OK.
6. Click on Submit to create the report template.
7. When the status changes to Processed, click Download.

1 More > Reports >

2 Title: #TestShip01

Description:

Time zone: Asia/Calcutta

Language: English

Report type: Ship Notice

3

Company Name: SCC Delivery

Customer

SCC Delivery Team - Global H19 Client 400 - TEST

5 Add

4 Customer: All Customers Select

Order Number:

Packing Slip ID:

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

Date: 30 Oct 2024 To 30 Nov 2024

Part No.:

Customer Part No.:

Receipt Status: All

Ship Notice Completion Status: All

Ship Notice Status: All

Maximum Results Returned: 100

Supplier Reference:

Add Schedule Line Reference: ⓘ

6 Previous Submit Exit

7 #TestShip01 Manual Ship Notice Processed

Run Download Edit Copy Delete Create Refresh Status

Advanced Shipping Notification

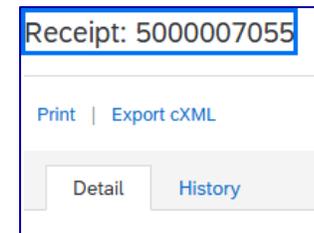
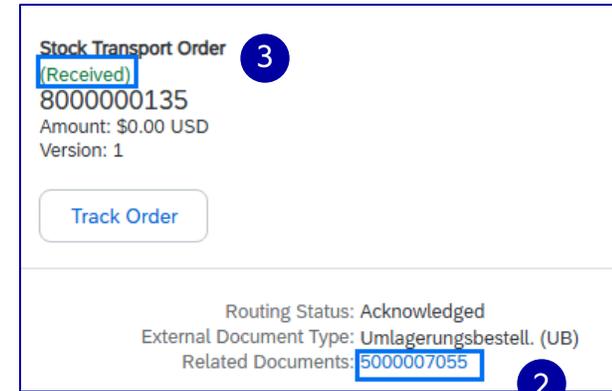
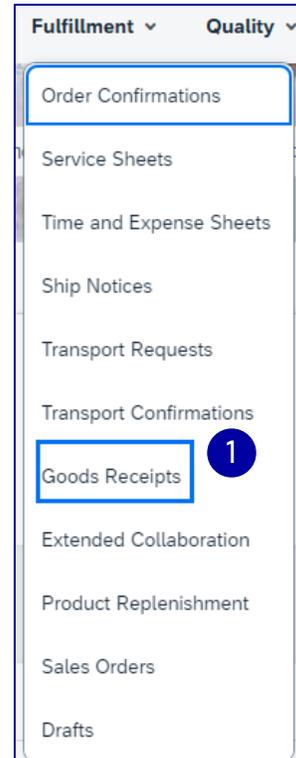
Tolerances

1. Mars 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 Mars. Quantity split by delivery date is still possible.
2. In case supplier modifications are not allowed, supplier will see an error message.
3. Mars 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

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



Routing the Purchase Order

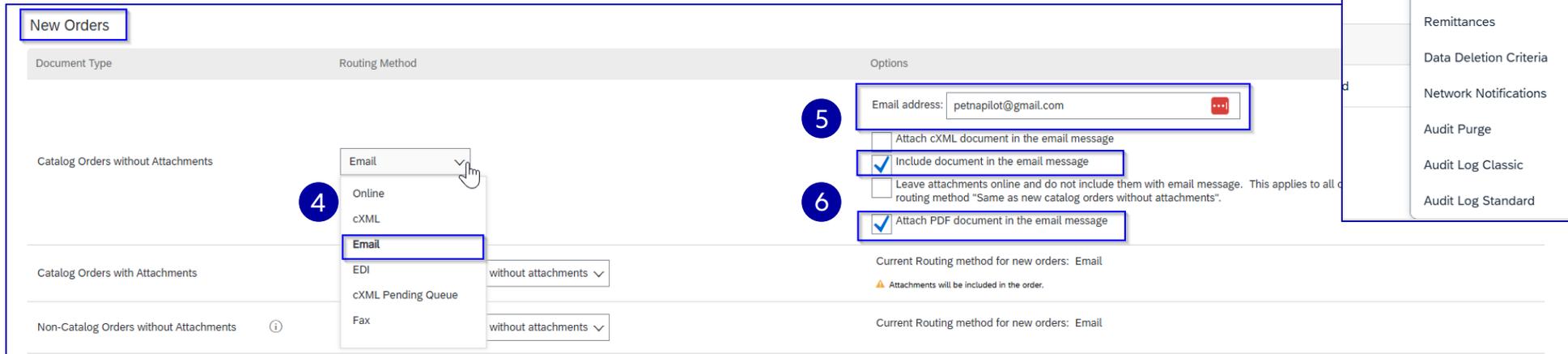
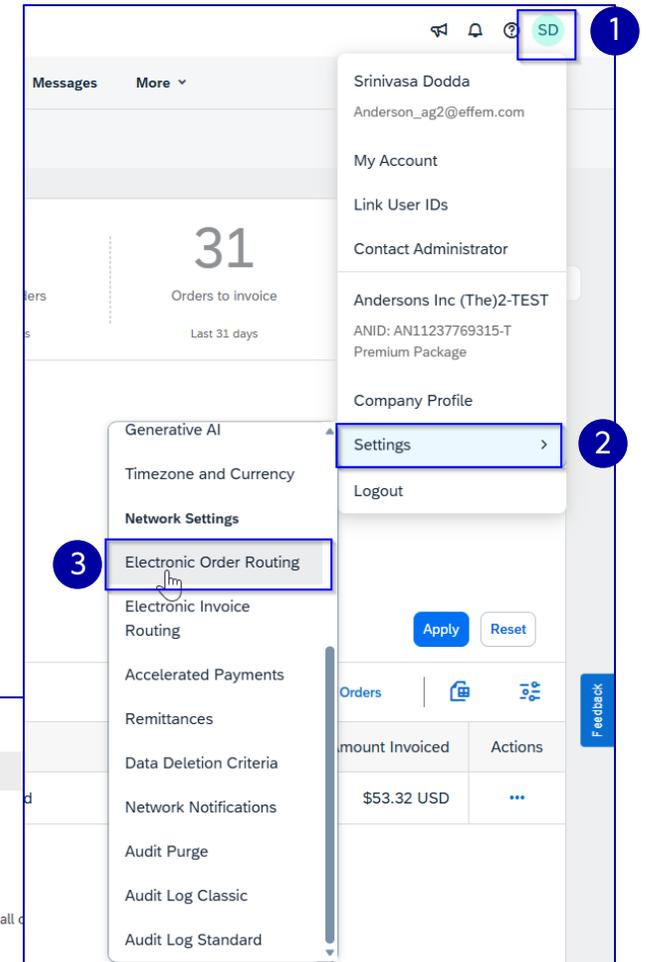
Routing the PO

Supplier can choose up to 5 email id to route notifications to new PO. From the homepage

1. Click on the initials
2. Go to 'Settings'
3. Select 'Electronic Order Routing'

Change the routing method in 'New Orders' section

4. Select the Email option from dropdown
5. Enter up to 5 email recipients to receive the PO
6. Select the checkboxes to receive the PO within the email and as a PDF

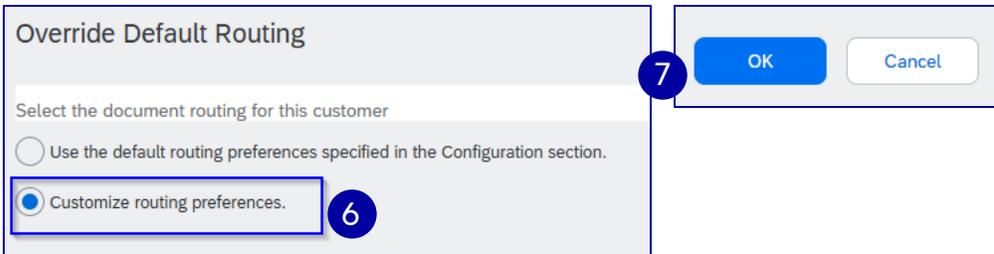
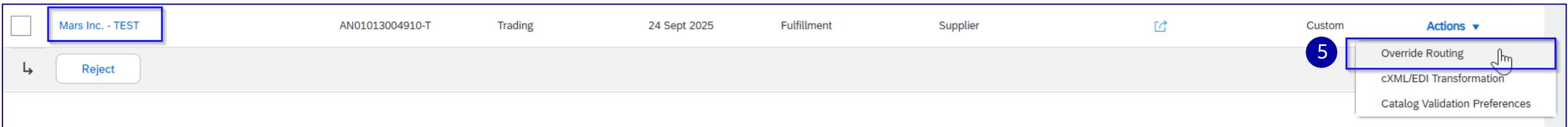
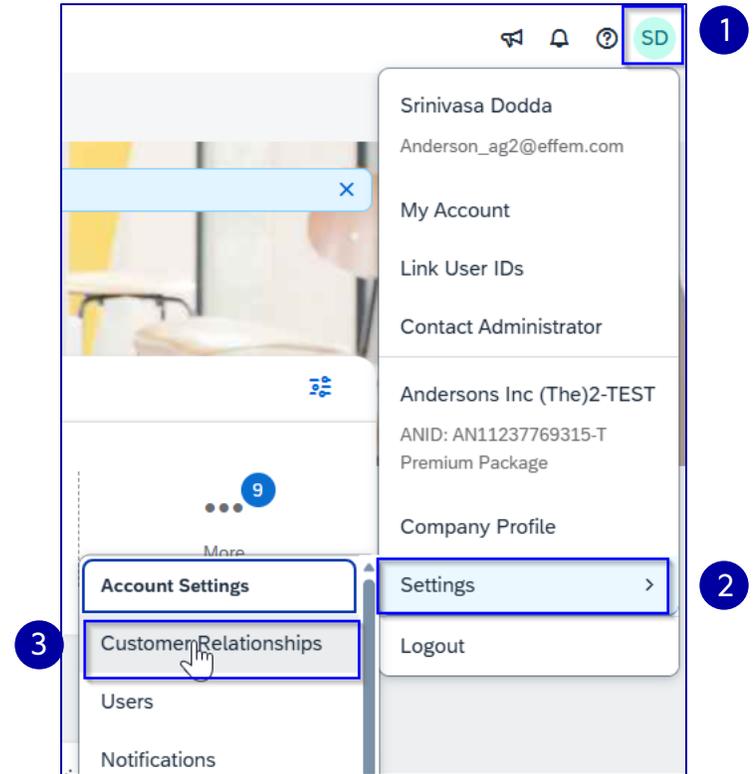


Routing the PO

Custom routing based on conditions (1/4)

Supplier can choose condition-based routing of the PO. From the homepage

1. Click on the initials
2. Go to 'Settings'
3. Select 'Customer Relationships'. Here all your customers will be listed
4. Click on 'Advanced View'
5. Select the 'Mars Inc' customer and click on 'Override Routing'
6. Choose the option to customize the routing preferences
7. Click OK to move to the next step



Routing the PO

Custom routing based on conditions (2/4)

Supplier is taken to the Order Routing screen

8. Go to the 'Order Routing' section
9. Scroll down the page, go to 'New/Change/Cancel Orders Routing Exception' section and click on 'Add Exception'
10. Click on 'Conditions' to enter routing conditions
11. **Note:** For the Pilot we are enabling plants USPU, USS2 and USS4. In the location code field enter the plant code for restriction. For e.g. USPU for PO from Columbia, USS2 for PO from Henderson and USS4 for PO from Leipsic plant.
12. Select the 'Enable' check box
13. Click OK

The image shows two parts of the user interface. On the left is the 'Order Routing' navigation menu with three items: 'Order Routing' (1), 'Routing Method Visibility' (2), and 'Order Routing Summary' (3). On the right is the 'New/Change/Cancel Orders Routing Exception' screen. It features an 'Add Exception' button (9) and a 'Conditions' button (10) next to a 'Purchase Order' field. There is also an 'Email' dropdown menu.

The 'Routing conditions for orders' screen includes a table of plant data and a list of conditions. The table lists plants USPU, USS2, and USS4 with their respective addresses and codes. Below the table, there are four condition rows. The 'Location Code' row is highlighted, showing 'is' as the condition and 'USPU' as the value. The 'Enable' checkbox for this row is checked (12). At the bottom, there are 'OK' (13) and 'Cancel' buttons. A callout box points to the 'OK' button with the text 'OK Button'.

Plnt	Name 1	Street and House Number	PostalCode	City	Rg	Ctr	N
USPU	Columbia Plant - Petcare	1720 Pineview Drive	29209-5004	Columbia	SC	US	
USS2	Henderson Plant - Petcare	845 Commerce Drive	27536	Henderson	NC	US	
USS4	Leipsic Plant - Petcare	3700 State Route 65	45856	Leipsic	OH	US	

Type	Condition	Value	Enable
External Document Type	Select		<input type="checkbox"/>
Item Category	Select	Select	<input type="checkbox"/>
Extrinsic Transaction Category Type	Select		<input type="checkbox"/>
Location Code	is	USPU	<input checked="" type="checkbox"/>

Routing the PO

Custom routing based on conditions (3/4)

Supplier is taken to the Order Routing screen

14. Enter the email of the person to receive email notifications. Up to 5 email ids can be entered
15. Click on 'Add Exception' to enter other conditions. There is no limitations on the exceptions. In below example 3 conditions have been entered
16. Click on 'Next' to proceed to next screen

14

Options

Email address: somesh.chaudhari@effem.com

Attach cXML document in the email message

Include document in the email message

⚠ Attachments are left online.

15

New/Change/Cancel Orders Routing Exception

Add Exception

Document Type	Routing Method	Options
Purchase Order	Conditions	Email: somesh.chaudhari@effem.com <input checked="" type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message ⚠ Attachments are left online.
Purchase Order	Conditions	Email: venkat.g@effem.com <input checked="" type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message ⚠ Attachments are left online.
Purchase Order	Conditions	Email: ganesh.jayaraman@effem.com <input checked="" type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message ⚠ Attachments are left online.

16

Next Exit

Go to next step

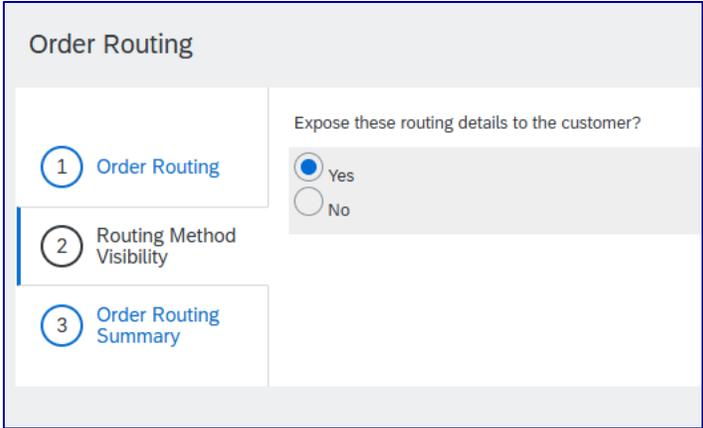
Routing the PO

Custom routing based on conditions (4/4)

Supplier is taken to the Routing Method Visibility screen

17. Select 'Yes' or 'No' if you want Mars to see the conditions
18. Click on 'Next' to move to the Order Routing summary screen
19. Click on 'Submit' to activate the condition

17



Order Routing

Expose these routing details to the customer?

Yes

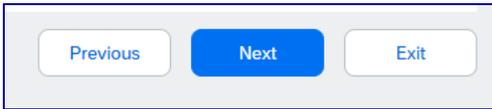
No

1 Order Routing

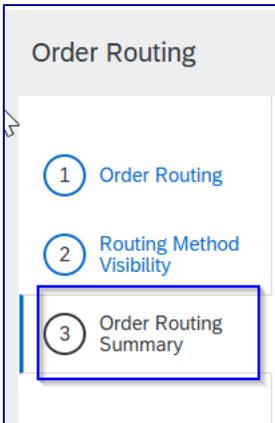
2 Routing Method Visibility

3 Order Routing Summary

18



Previous Next Exit



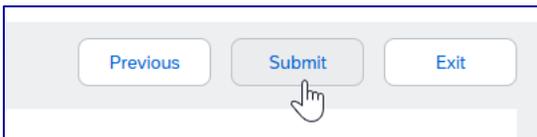
Order Routing

1 Order Routing

2 Routing Method Visibility

3 Order Routing Summary

19



Previous Submit Exit

Reference

SAP How-to videos – PO Collaboration

SAP has provided how-to videos to walk you through the process. These are standard SAP videos and do not include MARS processes.

Note that the screens on these videos will not include any MARS specific customizing

SCC process	Link to the How-to video	Description
Receive and review a purchase order	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_ambhcrkc	Learn how to receive and review a purchase order in SAP Business Network.
Create an order confirmation (header level)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_5xsq3lzh	Learn how to process an order confirmation at the header level.
Create an order confirmation (line-item level)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_1drfpxrj	Learn how to process an order confirmation at the line-item level.
Items to confirm	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_64qxamew	Learn how to confirm orders using the Items to Confirm functionality in the Supplier Portal. Explore filters, editing order details, and more
Create a ship notice	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_tdnpz6d4	Learn how to create a ship notice in SAP Business Network.
Items to ship	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_wowp3tm5	Learn how to manage and confirm shipments using the items to ship functionality in the supplier portal. Explore filters, select items, enter shipment details, and review before submitting.
Create an invoice	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_bztule6i	Learn how to create an invoice in SAP Business Network.
Goods receipt notice	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_5k18m4r6	Learn how to receive and process a goods receipt in SAP Business Network.
Leverage excel template for mass transactions	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_naj43v1k	Learn how to efficiently update transactions in SAP Business Network using the upload-download functionality. Create jobs, run them, edit parameters, and upload the data.
Execute returns	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_wvklknuz	Learn how to execute returns in SAP Business Network.

SAP How-to videos – General Account setup (1/2)

SAP has provided how-to videos to walk you through the process. These are standard SAP videos and do not include MARS processes.

Note that the screens on these videos will not include any MARS specific customizing

SCC process	Link to the How-to video	Description
Walk-up registration	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_6nhc63r5	Learn how to create a new account in SAP Business Network to start transacting with your customer.
Account overview	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_c7ne18si	Learn how to configure the main sections of your SAP Business Network account in order to transact with your customer.
Account overview (brief)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_mr3qsol8	Learn how to access your SAP Business Network account and navigate the dashboard.
Managing customer relationships	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_nbvugaih	Learn how to manage your customer relationship in SAP Business Network.
Configure routing notifications (purchase orders and invoices)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_jfow9po1	Learn how to configure your SAP Business Network account to receive essential notifications about your purchase orders and invoices.
Configure routing notifications (purchase orders)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_9smll1a6	Learn how to configure your SAP Business Network account to receive essential notifications about your purchase orders.
Configure routing notifications (invoices)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_lzvrnbhu	Learn how to configure your SAP Business Network account to receive essential notifications about your invoices.
Configure remittance address	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_2zxqdmng	Learn how to create a remittance address in SAP Business Network.

SAP How-to videos – General Account setup (2/2)

SAP has provided how-to videos to walk you through the process. These are standard SAP videos and do not include MARS processes.

Note that the screens on these videos will not include any MARS specific customizing

SCC process	Link to the How-to video	Description
Create a test account	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_i0nae2kd	Learn how to create a test account to explore all the features in SAP Business Network.
User creation	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_vbie452g	Learn how to create new users to help manage your SAP Business Network account.
Account hierarchy	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_si16nwju	Learn about account hierarchy—what it is, how to set it up, and how it can benefit you and your company.
Messaging feature	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_r8crn5y7	Learn about the messaging feature and how it allows trading partners to exchange messages.
Forgot username and password	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_u00bvw26	Learn how to retrieve your username, and reset your password on the SAP Business Network.
Configure the sustainability profile	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_duy5wo9o	Learn how to update your company's sustainability profile within the SAP Business Network. Showcase your commitment to sustainability and attract new customers.
Autopay	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_8ymo9u5q	Learn how to enroll in autopay, in the SAP Business Network.
Connect with your customer	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_r7o89fjy	Learn how to accept the trading relationship request from your customer and create a new account in SAP Business Network.
Invoice archival	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_66n4k22d	Learn about invoice archiving—how you can accomplish this, and how it can benefit your company.
Report tool	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_gjs7boif	Learn how to use the reporting tool in SAP Business Network.
Help center and customer support (enterprise)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_6ufxykck	Learn how to search for solutions in Help Center and contact customer support.

Workbench

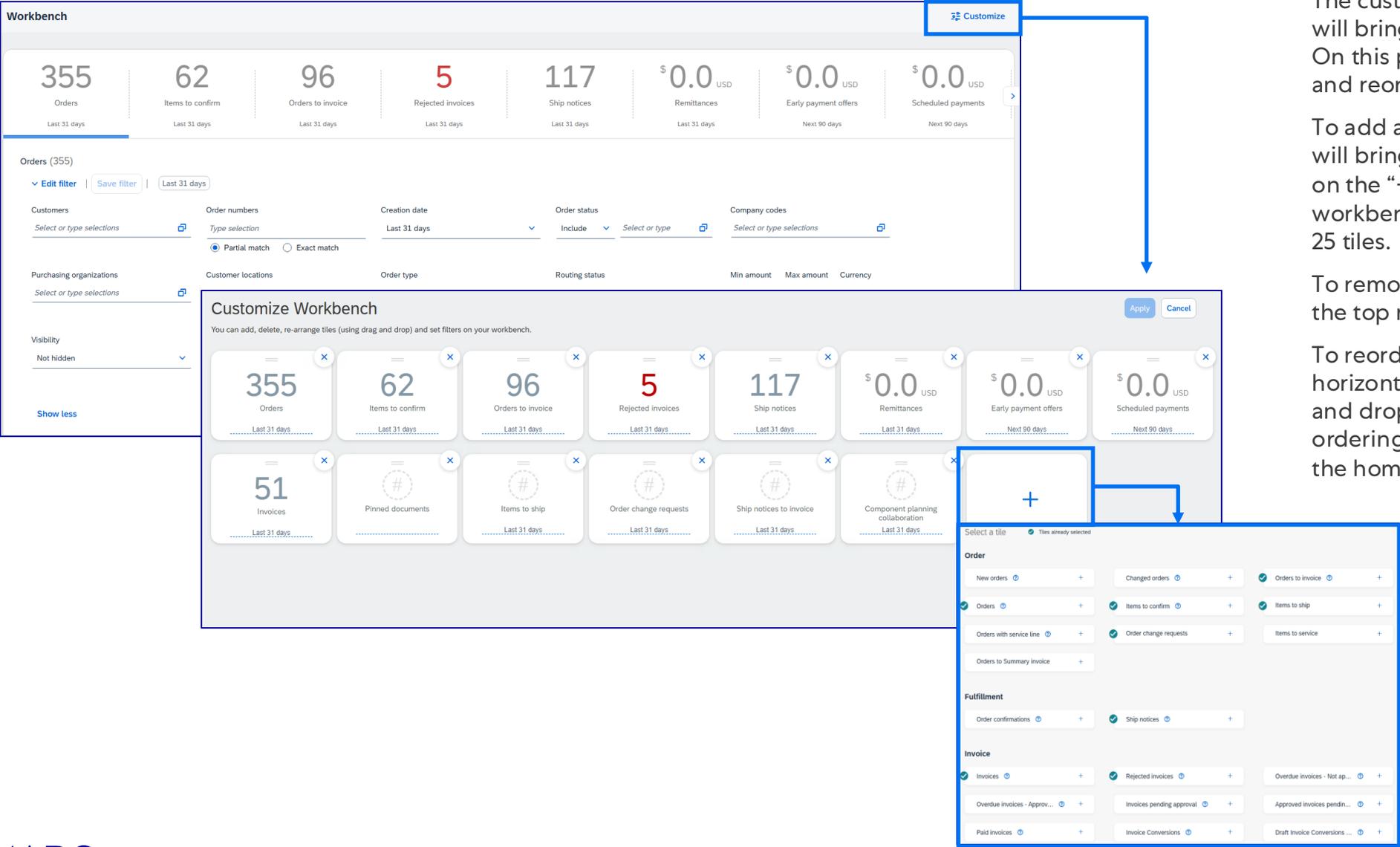
Customize Workbench

The customize icon on the workbench will bring up the edit workbench page. On this page, supplier can add, remove and reorder 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 tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of tiles is how it will appear on the homepage.



The screenshot displays the Workbench interface. At the top, there are several metric tiles: Orders (355), Items to confirm (62), Orders to invoice (96), Rejected invoices (5), Ship notices (117), Remittances (\$0.0 USD), Early payment offers (\$0.0 USD), and Scheduled payments (\$0.0 USD). Below these are filter sections for Customers, Order numbers, Creation date, Order status, and Company codes. A 'Customize Workbench' modal is open, showing a grid of tiles with 'x' icons for removal. A '+' icon is highlighted, which opens a 'Select a tile' dialog. This dialog lists various categories: Order (New orders, Changed orders, Orders to invoice, Orders, Items to confirm, Items to ship, Orders with service line, Order change requests, Items to service, Orders to Summary invoice), Fulfillment (Order confirmations, Ship notices), and Invoice (Invoices, Rejected invoices, Overdue invoices - Not ap..., Overdue invoices - Approv..., Invoices pending approval, Approved invoices pendin..., Paid Invoices, Invoice Conversions, Draft Invoice Conversions).

Purchase Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed With New Date	The order confirmation has a different Start Date or End Date than the order, but no other change.
Confirmed With Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date, End Date , or both.
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	<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 Partially Shipped. 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 Partially Serviced until all of the service lines are serviced.</p>
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the customer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item-detail section displays the quantity of goods received or returned for that line item, based on the information in the receipts.
Failed	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
Queued	Initial state. SAP Business Network received the order but no further action was taken.
Sent	SAP Business Network sent the order to your account.
Acknowledged	You received the order.
Failed	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 Failed 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 supplier account administrator.
- Reminders will stop once you begin 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 the account (account administrator).

Hello

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

Order Number	Customer	Order Date	Order Status
		13 Feb 2025	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.

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

Ready to Invoice Order Notifications

1. Supplier can choose to be notified when an order is ready to be invoiced.
2. From the Homepage:
3. Click the icon in the right top corner of the screen and chose Settings.
4. Go to Network Settings > Electronic Order Routing.
5. Scroll down and select Send a notification when orders are ready to invoice. Review email address for notifications.
6. Supplier will receive an email notification once your order is ready to invoice.

The image shows a sequence of steps to configure email notifications for order invoices. Step 1: A user profile for Bogdan Parnau is shown with a 'BP' icon in the top right corner. Step 2: The 'Settings' menu is selected. Step 3: The 'Electronic Order Routing' option under 'Network Settings' is chosen. Step 4: The 'Send a notification when orders are ready to invoice' checkbox is selected in the notification settings. Below this, an email notification is shown with the subject 'Order # 4500016995 is ready to invoice on SAP Business Network' and a red 'N' icon. The email body contains order details and a link to the account.

1

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Generative AI

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Send notifications when...

Send a notification when orders are undeliverable.

Send a notification when a new collaboration request against an existing order is received.

Send notification for new purchase orders to suppliers.

Send notification to suppliers when purchase orders are changed.

Send a notification when orders are on hold due to non-payment of fee.

Send a notification when orders are ready to invoice.

3

4

Order # 4500016995 is ready to invoice on SAP Business Network

network_accounts@ansmtp.ariba.com

To [Redacted]

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=6D83C3C2518A1EEF80F5FEAFA46F6B7

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