



SAP Ariba 

# SAP Business Network Supply Chain Collaboration (SCC) Overview and Scope



# Supplier Training

## *Lesson 1 Agenda*

- **Lesson 1: SAP Business Network Project Overview and Scope**
  - SCC Project Overview
  - SCC Document / Workflow
- **Lesson 2: SAP Business Network Access, Navigation, and Administration**
- **Lesson 3: Forecast Collaboration**
- **Lesson 4: Purchase Order Collaboration**
- **Lesson 5: Order Confirmation Collaboration**
- **Lesson 6: Advanced Shipping Notice Collaboration**
- **Lesson 7: Supplier Managed Inventory Collaboration**
- **Lesson 8: Subcontracting Collaboration**
- **Lesson 9: SAP Business Network Support**
- **Appendix**

# Pfizer Supply Chain Collaboration

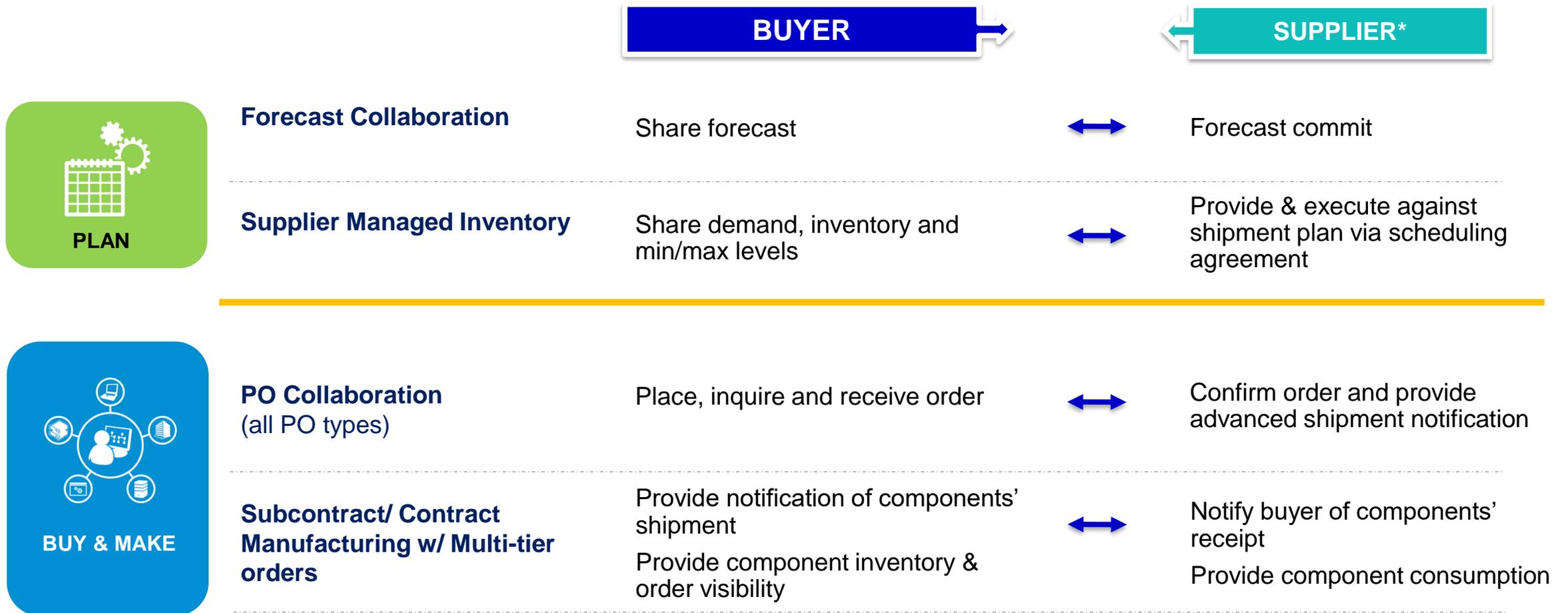
## *Project Overview*

- Implement new business processes where Supply Chain documents will be exchanged electronically through the SAP Business Network
- Improve Supplier communications and collaboration
- Mitigate Supply Chain disruptions
- Provide a scalable solution for future growth



# Pfizer Supply Chain Collaboration

## SCC Process



\*The term 'supplier' refers to either a CMO or a regular supplier depending on the process.



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# SAP Business Network Supply Chain Collaboration (SCC) Access, Navigation, and Administration



# Supplier Training

## *Lesson 2 Agenda*

- **Lesson 1: SAP Business Network Project Overview and Scope**
- **Lesson 2: SAP Business Network Access, Navigation, and Administration**
  - Accessing the SAP Business Network
  - Navigating and Searching in the SAP Business Network
- **Lesson 3: Forecast Collaboration**
- **Lesson 4: Purchase Order Collaboration**
- **Lesson 5: Order Confirmation Collaboration**
- **Lesson 6: Advanced Shipping Notice Collaboration**
- **Lesson 7: Supplier Managed Inventory Collaboration**
- **Lesson 8: Subcontracting Collaboration**
- **Lesson 9: SAP Business Network Support**
- **Appendix**

# SAP Business Network Access, Navigation, and Administration

## *Accessing the SAP Business Network*

1. **Go** to <http://supplier.SAP Business Network.com>
  - ① Google Chrome is the recommended internet browser, but others will work
2. **Enter** Username & Password
3. **Click** Login to access your Production account.

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Supplier Login

User Name

Password

Login

Having trouble logging in?

# SAP Business Network Access, Navigation, and Administration

## SAP Business Network Navigation and Homepage

1. **Main Menu**
2. **Dashboard View** – This area of SAP Business Network can be used to quickly access New PO's or PO's that are past due for shipping
3. **Company Settings** - Location for most items needed by an Administrator
4. **Help Center** - Dynamic help and links to support, documentation, and how to videos
5. **Only** the “Customers Shown” will appear on the Dashboard View
  - If needed, Customers can be added or removed by clicking the “All Customers” dropdown menu

The screenshot displays the SAP Business Network homepage for an Ariba Supply Chain Collaboration Enterprise Account. The top navigation bar includes a 'Back to classic view' link and a 'Create' button. The main menu (1) contains: Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and Reports. The dashboard (2) shows a search bar (5) with filters for 'Orders and Releases', 'SCC Gallegos', and 'Exact match'. Key metrics are displayed: 2 Enablement Tasks, 0 New orders, 0 Changed orders, 0 Orders to invoice, and 0 Rejected invoices, all for the last 31 days. Below these are widgets for Purchase orders (Last 3 months), Invoice aging, Company profile (35% Completed), and My leads. The interface is annotated with numbered callouts: 1 points to the main menu, 2 to the dashboard overview, 3 to the user profile, 4 to the help center, and 5 to the search bar.

**i** Your view might be slightly different depending on how your company might already be using SAP Business Network.

# SAP Business Network Access, Navigation, and Administration

## Searching in SAP Business Network

1. Detailed Tabs
2. Sub Tabs
3. Detailed Sub Tabs
4. Searching
5. Search Criteria
6. Search Execution

The screenshot displays the SAP Business Network interface for Ariba Supply Chain Collaboration. The top navigation bar includes tabs for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. A dropdown menu for 'Orders' is open, showing sub-tabs: Order Confirmations, Time and Expense Sheets, Ship Notices, Goods Receipts, Extended Collaboration, Product Replenishment, and Drafts. Below the navigation, there are sub-tabs for 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. The main content area is titled 'Search Filters' and contains various search criteria: Customer (All Customers), Order Number (Partial number selected), Show orders by (Creation Date selected), Date Range (Other), Start Date (6 Apr 2021), End Date (19 Apr 2021), Order Status (All), View (All except hidden orders), and several checkboxes for search filters like 'Search only blanket purchase orders'. At the bottom right, there is a 'Number of Results' dropdown set to 100, a 'Search' button, and a 'Reset' button.

**i** Available Search Filters vary from SAP Business Network tab to tab.



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# SAP Business Network Supply Chain Collaboration (SCC) Forecast Collaboration



# Supplier Training

## *Lesson 3 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
  - Introduction to Forecasts
  - Viewing Forecasts in SAP Business Network
  - Creating and Sending Forecast Commitments
  - Configuring Forecast Views in SAP Business Network
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9:** SAP Business Network Support
- **Appendix**



# Forecast Collaboration

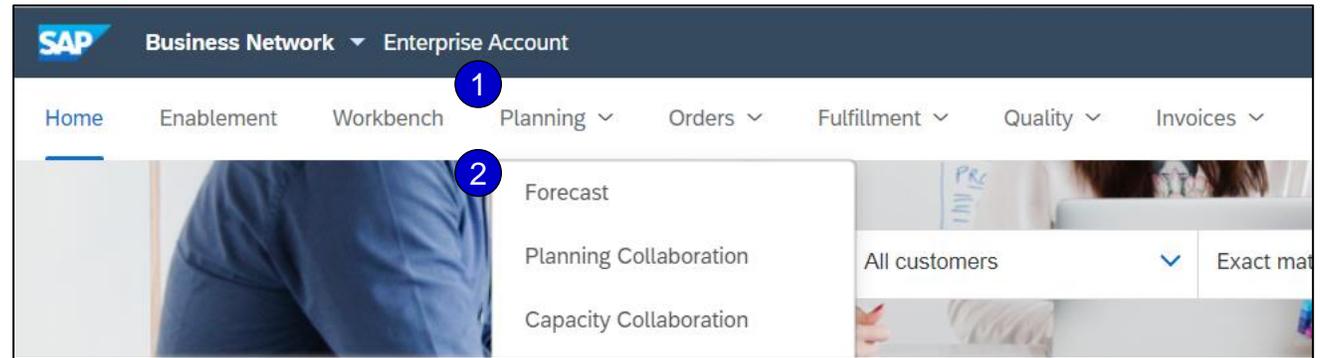
## *Introduction*

- The forecast collaboration feature enables Buyers to share their forecast with their suppliers. This then allows the suppliers to schedule operations, purchase raw materials and plan capacity accordingly. Supplier can also provide a Forecast Commitment
- The forecast collaboration feature provides the following to suppliers:
  - A simple table view of buyer forecast demand.
  - The ability to commit to forecast quantities based on supplier capacity and inventory.
  - Daily, weekly, monthly, quarterly and yearly time-bucket views of forecast demand.

# Forecast Collaboration

## Select a Forecast

1. Click on **Planning** tab.
2. From the dropdown list select **Forecast**.
3. Search filters allow to identify specific forecast. Enter search criteria into any of the filter fields as desired.
4. Click **Search**.



3

Search filters

Customer *	<input type="text" value="BP SCC Buyer - TEST"/>	Line of business	<input type="text"/>
Customer part no.	<input type="text"/>	Product family	<input type="text"/>
Supplier part no.	<input type="text"/>	Product subfamily	<input type="text"/>
Customer location	<input type="text"/>	Program code	<input type="text"/>
Planner code	<input type="text"/>	Part type	<input type="text"/>
Part category	<input type="text"/>	Part status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Customer view	<input type="text"/>		

4

# Forecast Collaboration

## Forecast Data View Configuration

1. Review the search results.
2. You can configure the view by clicking the configure button.
3. To view forecast details click the icon on the right hand side of you screen.

Filter

Page 1

Customer	Customer part no.	Lead time	Part status	Last customer update	Stock		
					Stock on hand	Unit	
					Quantity		
SCC ANK - TEST BUYER	BP-CIG-2	2	Active	4 Oct 2019 1:38:51 AM	0	EA	
BP SCC Buyer - TEST	2937	5	Active	4 Oct 2019 2:53:37 AM	0	EA	

- ✓ Supplier part no.
- ✓ Customer location
- ✓ Lead time
- ✓ Part status
- ✓ Last customer update
- ✓ Last supplier update

# Forecast Collaboration

## Forecast Data Overview

1. Supplier can view forecast details:
  - current stock on hand
  - part details shared by the customer
  - forecasted quantities
2. Supplier can set the **View by** criteria and **Starting date** as desired.
3. Color coding eases the processing of data in the UI.

The screenshot displays the 'Forecast details' page in a web application. The navigation bar at the top includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'More', and 'Create'. A dropdown menu for 'Planning' is open, showing 'Forecast' (highlighted with a red box), 'Planning Collaboration', and 'Sales Report'. The main content area shows details for 'Pfizer Inc - Dev - TEST' and 'Pharmacia & Upjohn Company LLC' for part 'R000123675' (1-CHLOROTETRADECANE). It includes a 'View by' dropdown set to 'Daily' (with a blue circle '2' next to it) and a 'Starting from' date field set to '06/23/2022'. A 'Stock on hand: 0 (KG)' is displayed. Below the filters is a 'Chart' section and a 'Send Data' button. A table of key figures follows, with a red box around an edit icon in the 'Forecast commit' row and a blue circle '3' on the '28 Jun 2022' cell.

Key figures	23 Jun 2022	24 Jun 2022	25 Jun 2022	26 Jun 2022	27 Jun 2022	28 Jun 2022	29 Jun 2022	30 Jun 2022	1 Jul 2022
Order forecast								550	
Cumulative forecast	0	0	0	0	0	0	0	550	550
Forecast commit									
Cumulative forecast commit	0	0	0	0	0	0	0	0	0
Cumulative commit vs cumulative forecast	0	0	0	0	0	0	0	-550	-550
Previous forecast								550	

# Forecast Collaboration

## Forecast Commitment – Quantity Commitment

Supplier is able to edit and send updated key figures quantities or copy forecast to commit.

From the Forecast details screen:

1. Click the pencil icon next to key figure you desire to update.

Stock on hand: 36 (EA) | Part details

Key figures	21 Nov 2019	22 Nov 2019	23 Nov 2019
Order forecast			3
Cumulative forecast	0	0	3
Forecast commit			0
Cumulative forecast commit	0	0	0

Forecast commit

<input type="text"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>						
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2. Update the quantities as needed. Click **Save**.

3. Click **Refresh data** to update the quantities.

4. Click **Send data** on the right hand side of your screen.

5. Confirmation notice will appear.

Stock on hand: 36 (EA) | Part details

Key figures	21 Nov 2019	22 Nov 2019	23 Nov 2019
Order forecast			3
Cumulative forecast	0	0	3
Forecast commit			2
Cumulative forecast commit	0	0	2

Your data for the next 365 days has been sent to the customer.

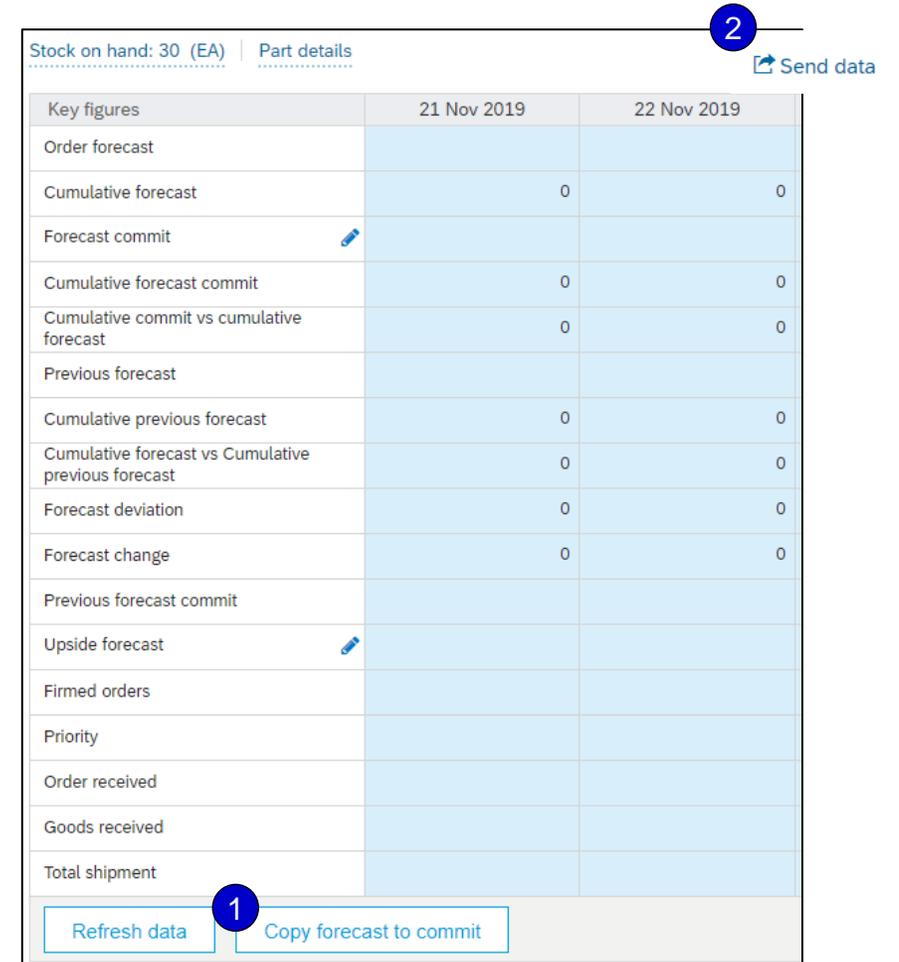
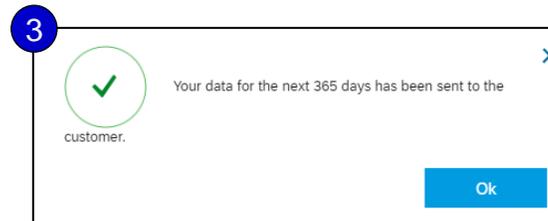
# Forecast Collaboration

## Forecast Commitment – Copying Forecast Quantity to Commitment

Supplier is able to copy quantities from order forecast key figure to forecast commit key figure.

From the Forecast details screen:

1. Click **Copy forecast to commit**. Forecast quantities will get updated.
2. Click **Send data** on the right hand side of your screen.
3. Confirmation notice will appear.



The screenshot shows the "Forecast details" screen. At the top, it displays "Stock on hand: 30 (EA)" and "Part details". A blue circle with the number "2" is at the top right corner. On the right side, there is a "Send data" link. The main content is a table with columns for "Key figures", "21 Nov 2019", and "22 Nov 2019". The table lists various forecast and commitment metrics. At the bottom, there are two buttons: "Refresh data" and "Copy forecast to commit". A blue circle with the number "1" is positioned over the "Copy forecast to commit" button.

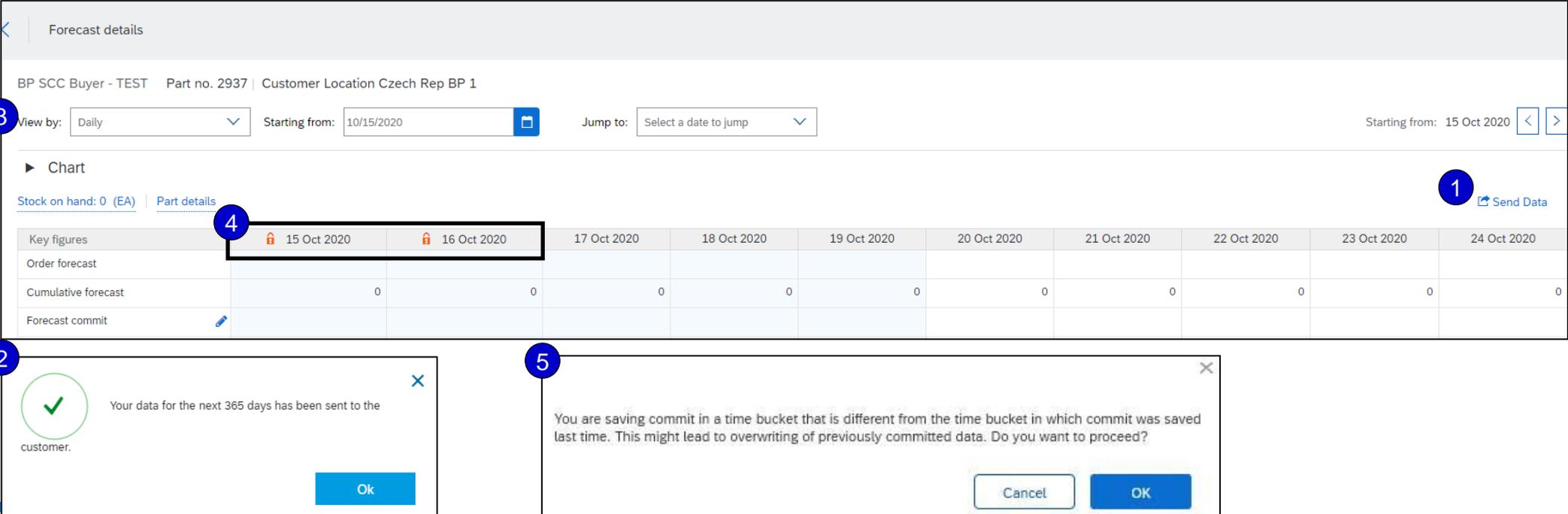
Key figures	21 Nov 2019	22 Nov 2019
Order forecast		
Cumulative forecast	0	0
Forecast commit		
Cumulative forecast commit	0	0
Cumulative commit vs cumulative forecast	0	0
Previous forecast		
Cumulative previous forecast	0	0
Cumulative forecast vs Cumulative previous forecast	0	0
Forecast deviation	0	0
Forecast change	0	0
Previous forecast commit		
Upside forecast		
Firmed orders		
Priority		
Order received		
Goods received		
Total shipment		

# Forecast Collaboration

## Forecast Commitment – Sending Commitment

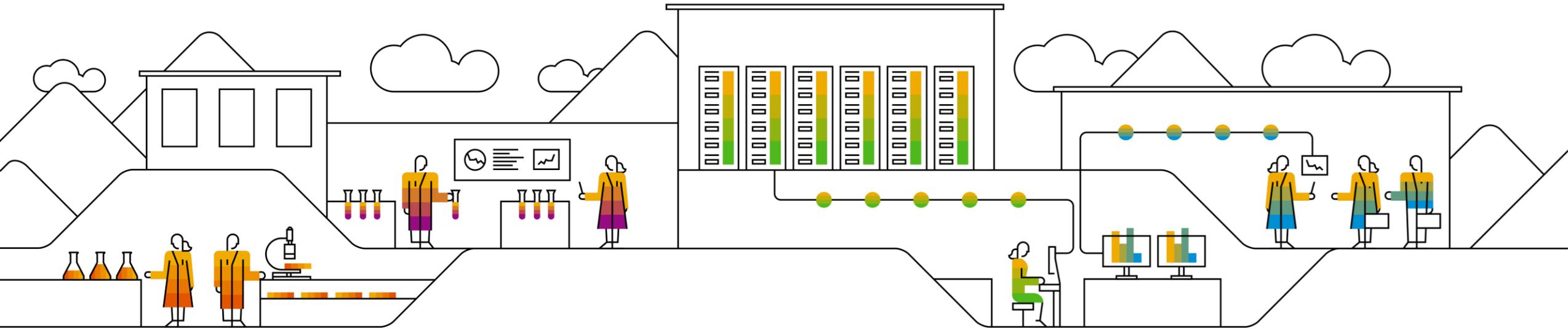
From the Forecast details screen:

1. Review forecasted quantities and click **Send data**.  
 The Send data button will only be visible when viewing data in a Daily view
2. Confirmation notice will appear.
3. Suppliers can commit quantities using any time-series view: **Daily, Weekly, Monthly, Quarterly** and **Yearly**.
4. If a buyer sets a commit freeze horizon, suppliers see the freeze in effect in all time-series views.
5. When the supplier saves data using a different time series granularity than the previous one used, a popup warning appears.



The screenshot shows the 'Forecast details' screen for 'BP SCC Buyer - TEST' with part number 2937. The 'View by' is set to 'Daily' and 'Starting from' is '10/15/2020'. A 'Send Data' button is visible in the top right of the chart area, marked with callout 1. A table below shows forecast data for dates from 15 Oct 2020 to 24 Oct 2020, with callout 4 highlighting the first two columns. Two popups are shown: callout 2 is a success message 'Your data for the next 365 days has been sent to the customer.' and callout 5 is a warning 'You are saving commit in a time bucket that is different from the time bucket in which commit was saved last time. This might lead to overwriting of previously committed data. Do you want to proceed?'.

Key figures	15 Oct 2020	16 Oct 2020	17 Oct 2020	18 Oct 2020	19 Oct 2020	20 Oct 2020	21 Oct 2020	22 Oct 2020	23 Oct 2020	24 Oct 2020
Order forecast										
Cumulative forecast	0	0	0	0	0	0	0	0	0	0
Forecast commit										



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# SAP Business Network Supply Chain Collaboration (SCC) Purchase Order Collaboration



THE BEST RUN 

# Supplier Training

## *Lesson 4 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
  - Introduction, Document Description, and Workflow
  - View Purchase Orders
  - Understand Header Level Details
  - Understand Item Level Details
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9:** SAP Business Network Support
- **Appendix**



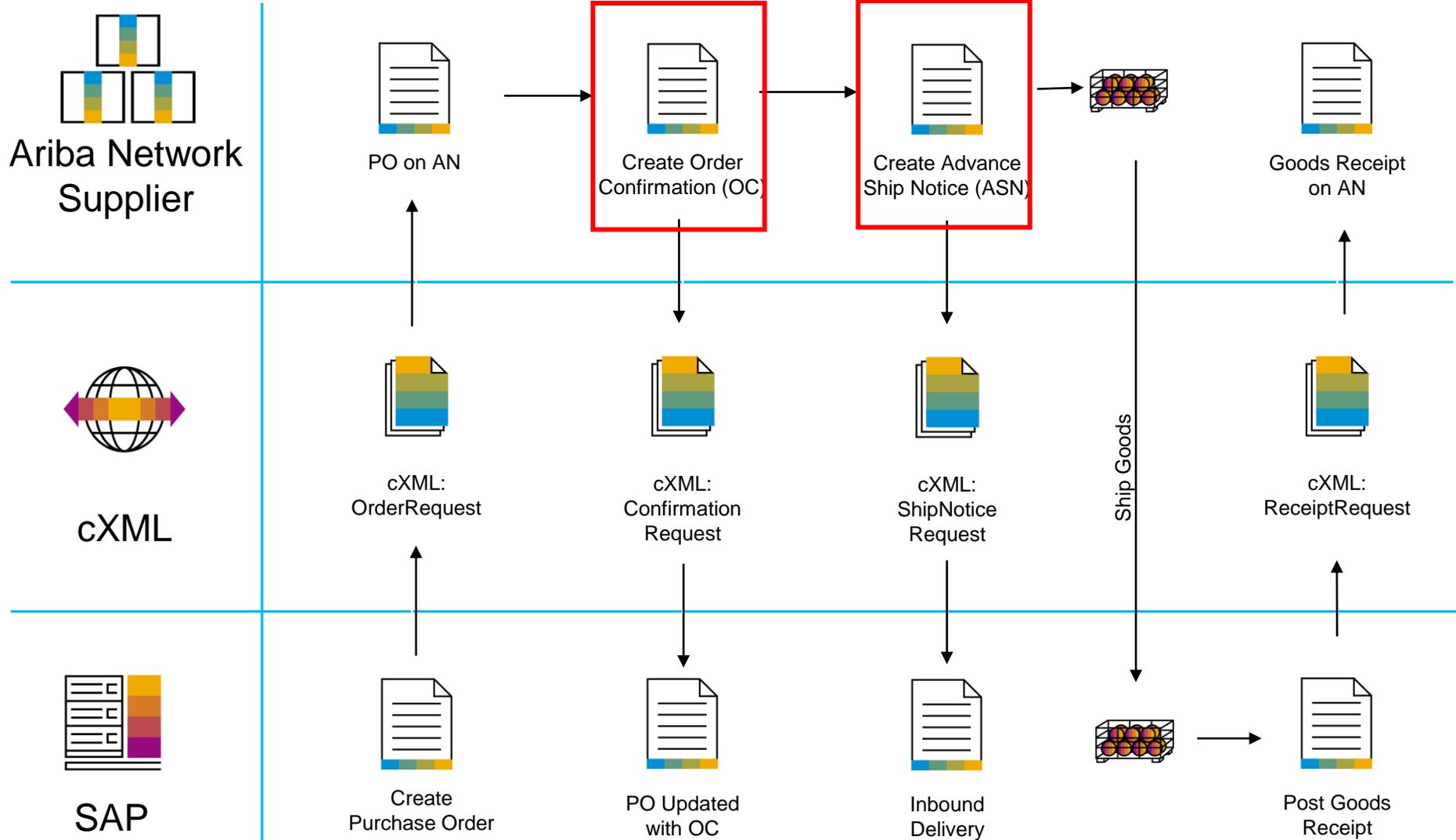
# Purchase Order Collaboration

## *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

# Purchase Order Collaboration

## Process Flow



# Purchase Order Collaboration

## Select a Purchase Order

1. Purchase Orders can be searched for using one of the Search methods outlined in a previous lesson
2. Click order number to view the Purchase Order details

Orders and Releases (100+)									
	Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input type="radio"/>	Order	<a href="#">4500052892</a>	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	Order	<a href="#">4500052893</a>	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	Order	<a href="#">4500052900</a>	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

# Purchase Order Collaboration

## View Purchase Order Header Details

1. View the details of your order and allowed actions
2. View the comments
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, scheduling lines and others
5. You can configure your view by clicking configure icon



Purchase Order: 4500052892

Done

Create Order Confirmation Create Invoice Create Quality Notification

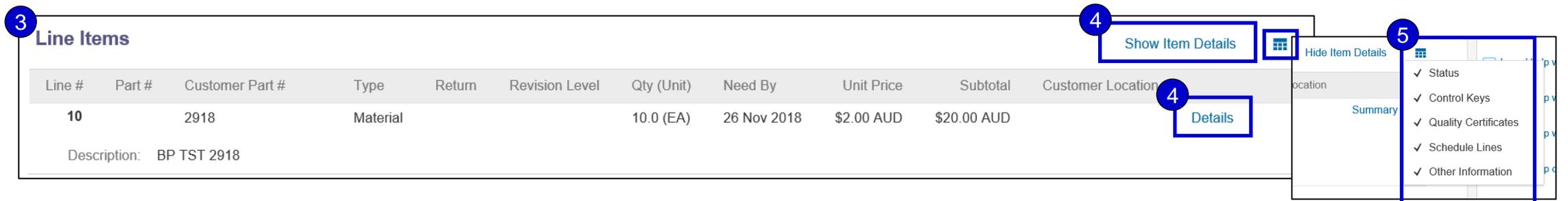
Order Detail Order History

From: BestRun Australia BP 168 Walker Street North Sydney NSW 2060 Australia Phone: +61 ( ) (02) 9935 4 500 Fax: +61 ( ) (02) 9935 4 999

To: BParnau Supplier - TEST 210 Sixth Avenue Pittsburgh , PA 15222 United States Phone: +420 (111) 1111111 Fax: Email: bogdan.parnau@sap.com

Purchase Order (New) 4500052892 Amount: \$20.00 AUD Version: 1

Comments  
Header text:Header text comment Deadlines:Header deadlines comment Terms of delivery:Header Terms of delivery comment Shipping instructions:Header Shipping instructions comment



Line Items

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

Description: BP TST 2918

Show Item Details

Hide Item Details

Details

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

# Purchase Order Collaboration

## View Purchase Order Line Item Details

When you click on Details you can review the following sections:

1. Detail of item status (previously confirmed or previously shipped items)
2. Control keys show the actions that are allowed on this line item. The Purchase Order indicates what is expected from supplier
3. Below Control keys – there might be customer comments available
4. Schedule line details the quantities planned for specified delivery dates
5. Additional details might be provided in Other information section
6. Batch information if any
7. Additional sources: access to documents hosted by the Customer
8. Review the incoterm information

The screenshot displays the 'Line Items' section of a purchase order. It features a table with columns for Line #, Part #, Customer Part #, and Type. Below the table, several sections are highlighted with numbered callouts:

- 1 Status:** Shows '100.0 Unconfirmed'.
- 2 Control Keys:** Lists 'Order Confirmation: allowed', 'Ship Notice: allowed', 'Invoice: is not ERS', and 'Invoice Verification Type: goods receipt'.
- 3 Comments:** Labeled 'Item text comments'.
- 4 Schedule Lines:** Shows a table with 'Schedule Line #' and '1'.
- 5 Other Information:** Lists 'productType: 0', 'productTypeText: Standard', 'customerPartNumber: 2918', and 'External Line Number: 10'.
- 6 Batch Information:** Shows 'Customer Batch ID: GENERIC'.
- 7 Additional Sources:** Lists 'ZJ2\_CRT\_803\_MAI03\_A' and 'ZJ2\_CRT\_803\_MAI03\_A\_EMP'.
- 8 Incoterms Information:** Shows 'Incoterm Code: EXW ( La Chaux-de-Fonds. )'.

**Schedule Lines Table:**

Schedule Line #	Delivery Date
1	8 Dec 2018 9:33 A
2	10 Jan 2019 12:00



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# SAP Business Network Supply Chain Collaboration (SCC) Order Confirmation Collaboration



# Supplier Training

## *Lesson 5 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
  - Introduction, Document Description, and Workflow
  - Create Order Confirmations from a PO
  - Create Order Confirmations from the Items to Ship Tab
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9:** SAP Business Network Support
- **Appendix**



# Order Confirmation Collaboration

## *Introduction*

- The order confirmation document is sent by suppliers as an acceptance of a Purchase Order
- The order confirmation is an agreement to fulfil the order as proposed by the Buyer
- Suppliers can also suggest modifications of the Purchase Order (quantity, delivery date) through the order confirmation document
- Entering comments on the Order Confirmation is not required but Suppliers should add comments when they deem them to be relevant

# Order Confirmation Collaboration

## *Create Order Confirmation Options*

- There are several ways to create Order Confirmations (OC) in SAP Business Network.
- The business scenario related to the PO you are attempting to Confirm will determine the recommend method that should be used.

<b>Business Scenario</b>	<b>Order Confirmation Creation Method</b>
Supplier agrees with the Purchase Order as is	Confirm Entire Order
Supplier wants to confirm different quantities or delivery dates	Update Line Items

**i** Confirmations that fall outside of the agreed quantity and date tolerances with reference to Pfizer PO will require Pfizer's approval

# Order Confirmation Collaboration

## Create Order Confirmation From PO

- You can confirm, update your orders on the Portal.

- Go to **Orders / Orders and Releases**.
  - Search filters will help you to identify the PO you need to manage. Enter search criteria and click **Search**.
  - To reset search criteria click **Reset**.
  - Search results will appear. Select your order and click **Create Order confirmation**.
  - Select from the drop down required action.
- Or
- On the right-hand side of your screen click **Actions** and select required action from the dropdown.
  - You can create order confirmation as well from the **PO screen** by clicking **Create Order Confirmation**.

The screenshot displays the SAP Ariba Supply Chain Collaboration Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A search bar is present with filters for 'Releases', 'SCC Gallegos', 'Exact match', and 'Order number'. Below the search bar, the 'Search Filters' section shows 'Customer: All Customers' and 'Order Number: 4500053312' with radio buttons for 'Partial number' and 'Exact number'. The search results table, titled 'Orders and Releases (1)', contains one entry: 'Order 4500053312' for 'BP SCC Buyer - TEST' with a status of 'Shipped'. Below the table, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A dropdown menu for 'Create Order Confirmation' is open, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. On the right side of the table, an 'Actions' dropdown menu is also open, showing the same three options. A detailed view of the purchase order is shown below the table, including the title 'Purchase Order: 4500053312' and contact information for 'BP SCC Buyer - TEST'.

# Order Confirmation Collaboration

## Create Order Confirmation From PO – Confirm Entire Order

The following process explains how to Confirm Entire Order. This option should only be used if you are not planning to make any changes to the Order Confirmation:

1. Select the option **Confirm entire order** in the Actions drop-down list
  2. Complete the mandatory fields in **the Order Confirmation Header**
  3. Review the **Line Items**
  4. Click **Next** button in the bottom of the screen when finished
  5. Review the order confirmation and select the next action:
    - Click **Previous** to go to the previous page
    - Click **Submit** to send order confirmation to the buyer
    - Click **Exit** to leave the page without saving any changes
- ❗ Once the order confirmation is submitted, the order status will display as **Confirmed**.

Revision Actions

Cancelled Actions

1 Confirm Entire Order

Update Line Items

Change Reject Entire Order

4 Next

Confirming PO

1 Confirm Entire Order

2 Order Confirmation Header

Confirmation #: 456789

Associated Purchase Order #: 4500053069

Customer: BP SCC Buyer - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Comments:

3 Line Items

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

Description: BP TST 2921

Schedule Lines

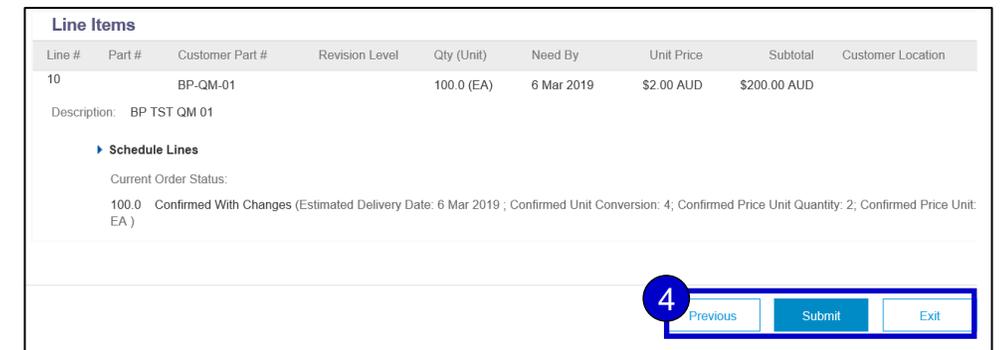
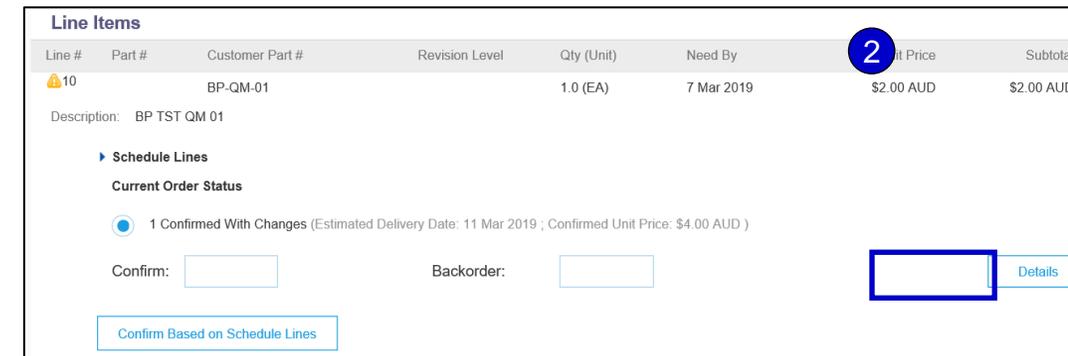
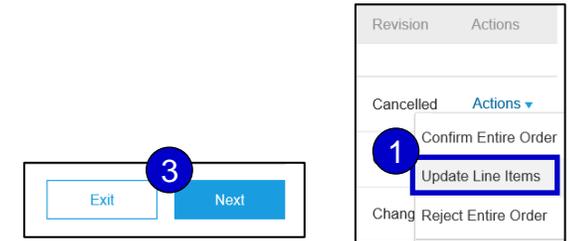
Current Order Status:

5 Previous Submit Exit

# Order Confirmation Collaboration

## Create Order Confirmation From PO – Update Line Items

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. This option should be used if you are making changes to the line items of the Order Confirmation
  - At a **header** level, you can add comments, attachments and further order confirmation details
  - At a **line** level, you can confirm items, fully or partially
2. Click **Details** button at a line level to modify information about the 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



# Order Confirmation Collaboration

## Create Order Confirmation From Items to Confirm

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

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

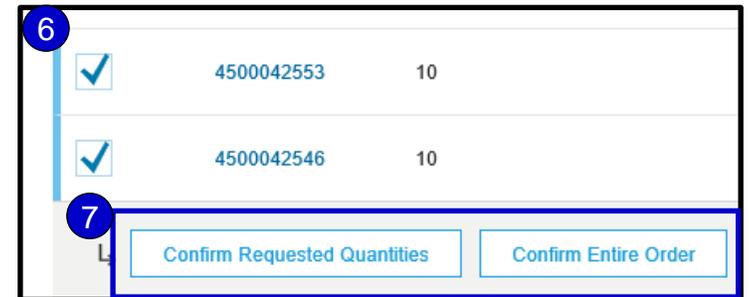
1. Go to **Orders / Orders and Releases / Items to Confirm** sub-tab
2. Identify relevant items to confirm using **Search Filters**
3. In the Status field you can specify the items to be identified
4. After entering search criteria click **Search**
5. You can configure your view of identified items by clicking configure icon on the right hand of your screen

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' and 'Order Inquiries'. The 'Orders and Releases' sub-tab is selected, and the 'Items to Confirm' sub-tab is active. A search filter dropdown is open, showing options: 'Only items that can be confirmed', 'All items with unconfirmed quantity', 'Only fully confirmed items', 'Items awaiting buyer response or supplier reconfirmation', 'Items approved by buyer', and 'Items rejected by buyer'. The 'Search' button is highlighted, and the 'Configure' icon is also visible.

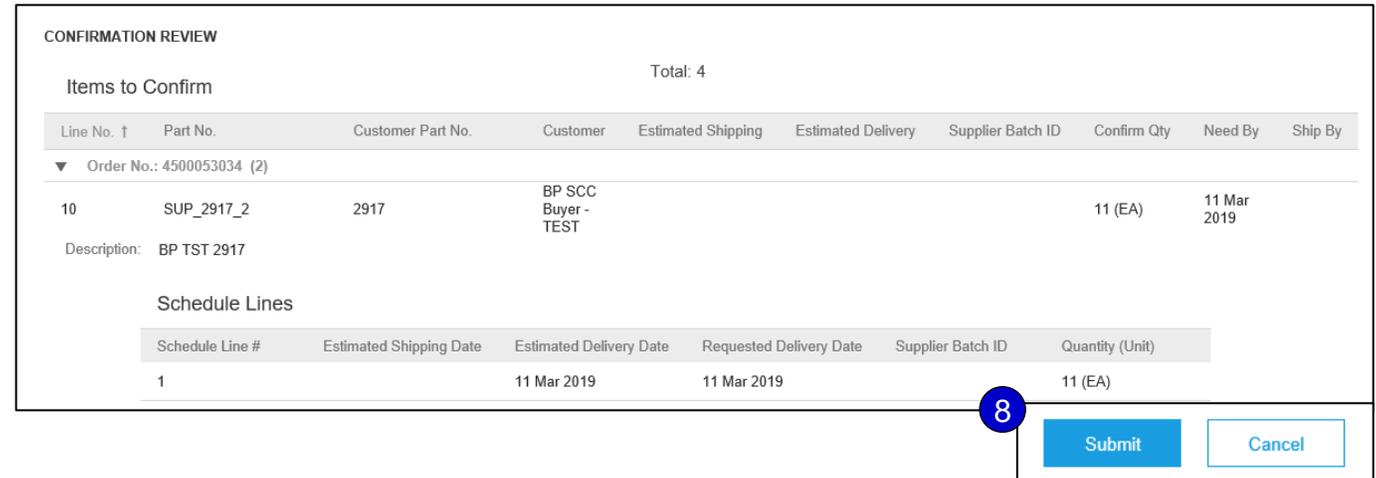
# Order Confirmation Collaboration

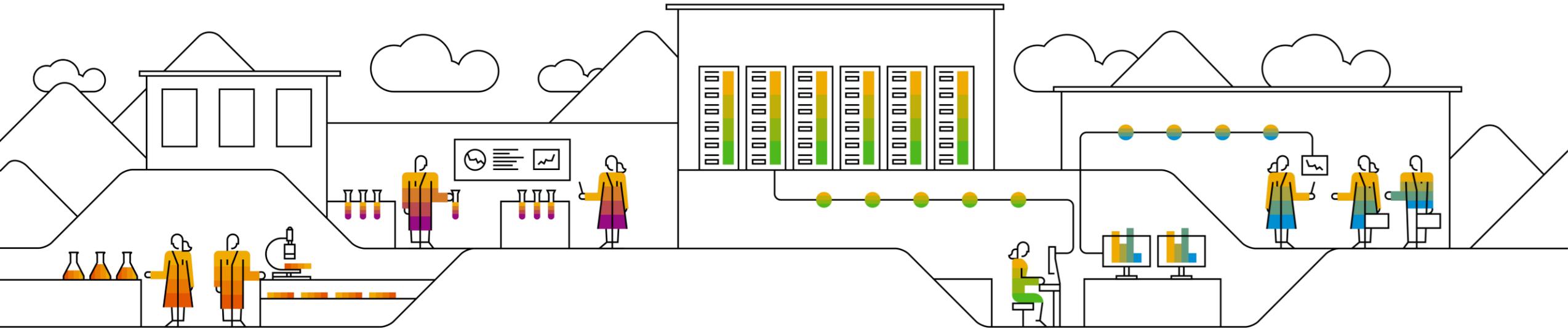
## Create Order Confirmation From Items to Confirm

6. Select the lines you wish to confirm
7. Select one of the allowed actions:
  - To confirm entire order without any updates, click **Confirm Entire Order** button
  - To confirm requested quantity without changes click **Confirm Requested Quantities** button
    - Choosing this option, you will be able to edit estimated delivery date
8. Review confirmation and click **Submit** to send it to buyer system



 You can confirm up to 20 items at once.





SAP Ariba 

# SAP Business Network Supply Chain Collaboration (SCC) Advanced Shipping Notice Collaboration



# Supplier Training

## *Lesson 6 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
  - Introduction, Document Description, and Workflow
  - Create Advanced Shipping Notices from a PO
  - Create Advanced Shipping Notices from the Items to Ship Tab
  - Viewing Goods Receipts
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9:** SAP Business Network Support
- **Appendix**

# Advanced Shipping Notice Collaboration

## *Introduction*

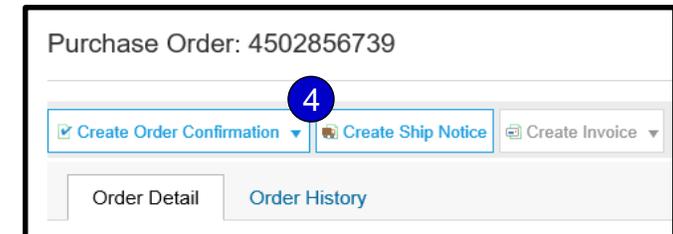
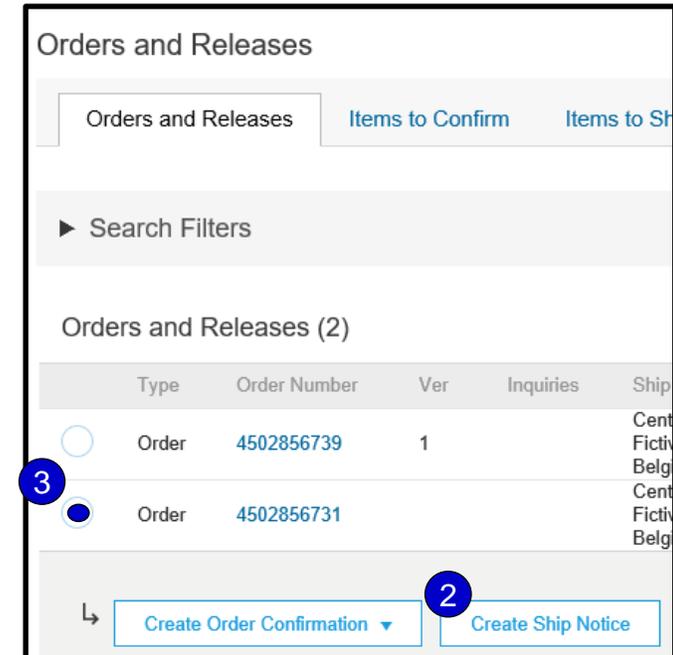
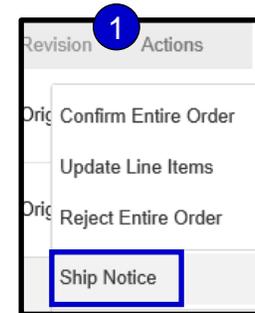
- An **Advanced Shipping Notification** is a packet of information containing details about an imminent delivery
  - The Ship Notice Number will be auto numbered and generated for the Supplier
  - The information is prepared by the Supplier and shared with the buyer via SAP Business Network
- It can contain details about:
  - Related documents like Purchase Orders and Confirmations
  - Delivery date, Supplier batch, Expiration Date, Manufacturing Date, Potency (optional)
  - Type and identification of the packaging materials. For Pfizer this will be “HUPALLET1”
  - Identification information of the goods to be delivered like batches and / or serial numbers
  - Entering comments on the Advanced Shipping Notices is not required but comments can be added when deemed relevant
  - Attaching documents such as Certificates, COA, COC, etc are acceptable

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From PO

Access the order worklist from your **Orders / Orders and releases** tab

1. Click **Actions** on the PO line for direct access to the data entry page
2. You can create ASN as well by selecting PO and clicking **Create Ship Notice** button on the bottom of the screen
3. You can also create ASN from the PO screen
  - For this open PO by clicking it's number
4. Click **Create Ship Notice** button at the top of the PO page



# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From PO

1. Populate the Packing Slip ID with a number that you will use to remember this ASN
2. Specify the Ship Notice Type
3. Provide shipping/delivery date
4. Upload tool to attach additional documents if needed
5. In section “additional fields”, provide comments if needed

The screenshot shows a web form for creating an Advanced Shipping Notice. It is divided into several sections:

- SHIP FROM:** Supplier test - TEST, Geneva, Switzerland. Includes an "Update Address" link.
- DELIVER TO:** Buyer test - TEST, Prague, Czech Republic.
- Ship Notice Header:** A section header.
- SHIPPING:** Contains fields for Packing Slip ID (marked with a blue circle 1), Invoice No., Requested Delivery Date, Ship Notice Type (marked with a blue circle 2), Shipping Date (marked with a blue circle 3), and Delivery Date (marked with a blue circle 3).
- Hazard Type:** A dropdown menu set to "Select".
- is Divisible:** A checkbox.
- Dimensions:** A section header.
- ATTACHMENTS:** A table with columns "Name" and "Size (bytes)". It includes a "Choose File" button (marked with a blue circle 4), "No file chosen", and an "Add Attachment" button. A note states: "The total size of all attachments cannot exceed 100MB".
- Additional Fields:** A section header with text boxes for "Reason for Shipment:" (marked with a blue circle 5) and "Comments:".

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From PO

Information from the Purchase Order is copied to the ship notice (part ID, qty, need by, price, etc.).

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

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the Purchase Order line. Also, over-delivery may apply (the system will show what is possible)
2. Click **Remove** button to exclude the whole line from this ship notice
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity
4. If you click **Add details** button, you can manually add the serial numbers. To be able to click on **Details**, you need to fill at least the packing slip ID and delivery date

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500137796	10		R0001236	Test customer part1	KG	27 Jun 2022		\$10.00 CAD	\$500.00 CAD	US06	<b>2</b> Remove
Description: 1-CHLOROTETRADECANE Test description											
Shipment Status Total Item Due Quantity: 50 KG											
Confirmation Status Total Confirmed Quantity: 50.000 KG Total Backordered Quantity: 0 KG											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	<b>1</b> 50	B5635	21 Jun 2022	30 Jun 2023							

**3** Add Ship Notice Line

**4** Supplier batch, date of Mfg, Expiry date are mandatory depending on \* mark on field

Add Order Line Item Manage Serial Numbers

Pack Items Save Exit **Next**

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From PO

1. In ASN main screen, check if all required fields (\*) were populated
2. Click **Next** on the top of the screen
3. At header level, please review the delivery date applicable to all shipped lines
4. At line level, check the shipped quantity and review the serial numbers, if applicable
5. Click **Submit** to send ASN to the customer
6. In case there is information to be edited, click **Previous**

**Note:** After submitting your shipping notice, the Order Status will be updated to Shipped

The screenshot shows the 'Create Ship Notice' web application interface. At the top right, there are three buttons: 'Save', 'Exit', and 'Next'. Callout 1 points to the 'Next' button. Below this, there are three buttons: 'Previous', 'Save', and 'Submit'. Callout 6 points to the 'Previous' button, and callout 5 points to the 'Submit' button. The main content area is titled 'Create Ship Notice' and includes a confirmation message: 'Confirm and submit this document.' The form is divided into several sections: 'SHIP FROM' (TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS), 'DELIVER TO' (TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS), 'SHIPPING' (Packing Slip ID: 222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, Actual Delivery Date: 30 Oct 2018, Is divisible: No), 'DIMENSIONS' (Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --), 'Order Items' (a table with columns: Order #, Line #, Part #, Customer Part #, Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Customs), and 'SHIPMENT STATUS' (1. Shipping 4.0 PCE). Callout 3 points to the 'Qty' column in the Order Items table, and callout 4 points to the 'Serial Number' column in the ASSET DETAILS table.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customs
6006450934	1		123123	30.0	PCE	15-Oct-2018		10.00 CHF	300.00 CHF	

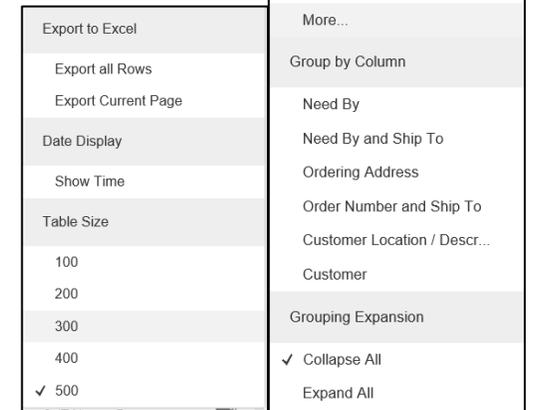
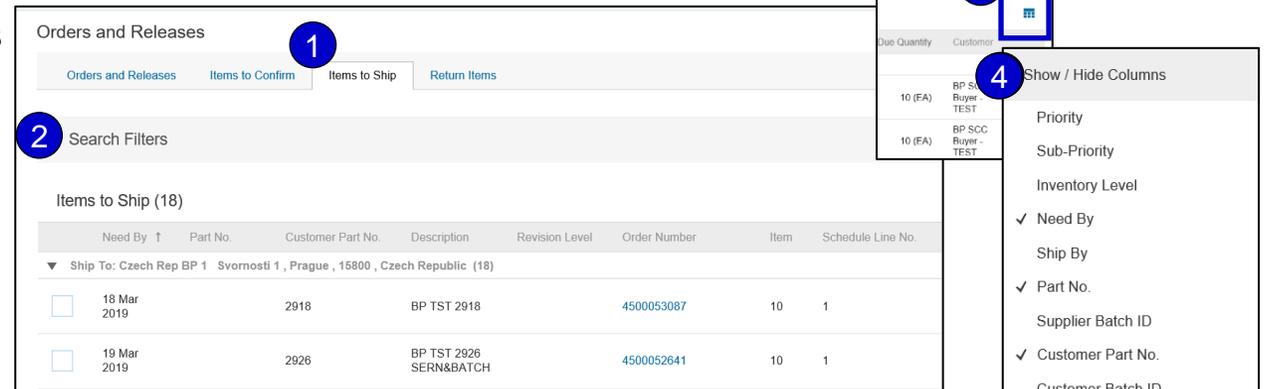
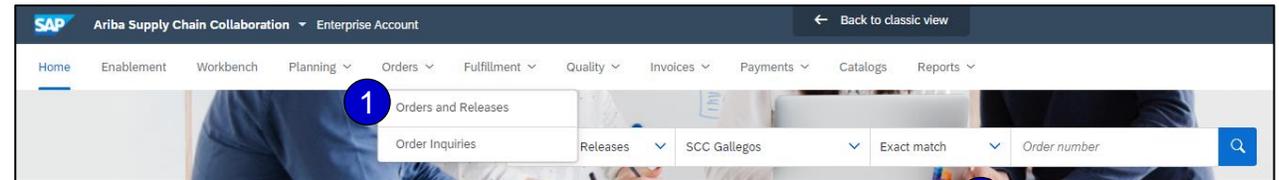
Serial Number	Asset Tag
123	
222	
333	

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From Items to Ship

- 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" tab for a one-step action
- "Items to Ship" tab summarizes for you all line items across different POs and gives you possibility to notify multiple lines to be shipped and delivered at once
- You can select up to 1000 lines in a single shipping notice

1. Go to **Orders / Orders and Releases / Items to Ship** tab
2. Use search filters to identify the items you need to ship
3. You can configure your view of items by clicking the icon on the right-hand side of the screen
4. The drop-down list with configure options will appear



# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From Items to Ship

Use search filters to identify the items to ship.

1. You may populate an order number or Need by date range (the date range can be set as “none”)
2. Always select Schedule Line Date Range option
3. Choose what items you want to view
4. Advanced filters are available for more refined search

▼ Search Filters

1 Customer: All Customers

Order Number:  Partial number  Exact number

Part #: Look Up

Customer Part #: Look Up

Supplier Batch ID: Look Up

4 Show Advanced Filters

Show orders by:  Need by date  Ship by date

2 Search By: Schedule Line Date Range

Date Range: Other

Start Date: 5 Apr 2020

End Date: 13 May 2020

3 View: Only items that can be shipped

View by PO priority

Search only scheduling agreement releases or scheduling agreements

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From Items to Ship

1. Review line items and create a shipping notification by selecting the relevant Purchase Orders **per one single ship to address and one single delivery date**
2. Click **Create Ship Notice** at the bottom of the page
3. The truck icon will only allow you to create individual ship notices (with one PO line as a start)
  - If the icon is colored, a ship notice was already sent via SAP Business Network for this line
4. You are allowed to combine multiple PO's in one shipping notice if they are delivered to the same address; otherwise, the system will show an error message

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

The screenshot shows the SAP Advanced Shipping Notice Collaboration interface. It features a table of purchase order lines and a control bar at the bottom. Callout 1 points to the 'Ship To' address: 'Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)'. Callout 2 points to the 'Create Ship Notice' button. Callout 3 points to the truck icons in the rightmost column of the table. Callout 4 points to an error message: '! A ship notice can have only one location.'

Ship To: Czech Rep BP 1 Svornosti 1, Prague, 15800, Czech Republic (18)									
<input type="checkbox"/>	18 Mar 2019	2918	4500053087	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST	
<input checked="" type="checkbox"/>	19 Mar 2019	2926	4500052641	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST	
<input checked="" type="checkbox"/>	19 Mar 2019	2926	4500052667	10	1	0 (EA)	10 (EA)	BP SCC Buyer - TEST	

2 Create Ship Notice    4 ! A ship notice can have only one location.

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From Items to Ship

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

1. Populate the mandatory and relevant fields in the header section
2. If needed, adjust quantity and serial numbers line per line
3. If you have many serial numbers to populate, you can use the serial number upload tool
4. You can remove order items, or
5. add extra PO lines via Add order line items

**1** Ship Notice Header

**SHIPPING**

Packing Slip ID: \*

! Ship Notice # must be alphanumeric and is limited to 19

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date: \*

! Required Field

4500052641	10	2926	10.0	EA	19 Mar 2019	\$10.00 AUD	\$100.00 AUD	8540	<b>4</b> Remove
Description: BP TST 2926 SERN&BATCH									
Shipment Status Total Item Due Quantity: 10 EA									
Confirmation Status Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA									
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date					
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF	Add Details			
<a href="#">Add Ship Notice Line</a>									
4500052667	10	2926	10.0	EA	19 Mar 2019	\$10.00 AUD	\$100.00 AUD	8540	<b>4</b> Remove
Description: BP TST 2926 SERN&BATCH									
Shipment Status Total Item Due Quantity: 10 EA									
Confirmation Status Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA									
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date					
1	<input type="text" value="10.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF	Add Details			
<a href="#">Add Ship Notice Line</a>									
<b>5</b> <a href="#">Add Order Line Item</a> <b>3</b> <a href="#">Manage Serial Numbers</a>									

# Advanced Shipping Notice Collaboration

## Create Advanced Shipping Notice From Items to Ship

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 (58)							
2	Need By	Customer Part #	Description	1	Order Number	4	Requested Quantity
<input checked="" type="checkbox"/>	16 Oct 2018	12ABC	Description test	6008450934	2	2	9 (PCE)
<input checked="" type="checkbox"/>	15 Oct 2018	123ABC	Description test	6008450934	2	1	5 (PCE)
<input checked="" type="checkbox"/>	17 Oct 2018	1234ABC	Description test	6008450934	2	3	6 (PCE)
<input checked="" type="checkbox"/>	16 Oct 2018	12345ABC	Description test	6008450901	4	2	2 (PCE)

1	Order #	3	Part #	Customer Part #	Qty	Unit	2	Need By
6008450934	2	12ABC	12ABC	20.0	PCE	15 Oct 2018		
Description: Description test								
Shipment Status								
Total Item Due Quantity: 20 PCE								
Confirmation Status								
Total Confirmed Quantity: 0 PCE								
Total Backordered Quantity: 0 PCE								
4	Line	5	Ship Qty	Supplier Batch ID				
	1		9.0					Add Details
	1		5.0					Add Details
	1		6.0					Add Details
Add Ship Notice Line								
6008450901	4	123ABC	123ABC	10.0	PCE	15 Oct 2018		
Description: Description test								
Shipment Status								
Total Item Due Quantity: 10 PCE								
Confirmation Status								
Total Confirmed Quantity: 0 PCE								
Total Backordered Quantity: 0 PCE								
Line	Ship Qty	Supplier Batch ID						
1	2.0							Add Details

# Goods Receipt Collaboration

## Viewing Goods Receipts

- Good Receipt is available on the Portal once materials are received by The Pfizer Company
- Good Receipt belongs to the list of PO related documents
- When Good Receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**

Type	Order Number ↓	Customer	Ship To Address	Order Status
Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019 Done Previous

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

[Detail](#) [History](#)

**From:**  
NALA CLAQ1BUYER2  
1230 Lincoln Avenue  
NEW YORK , NY 10019  
United States

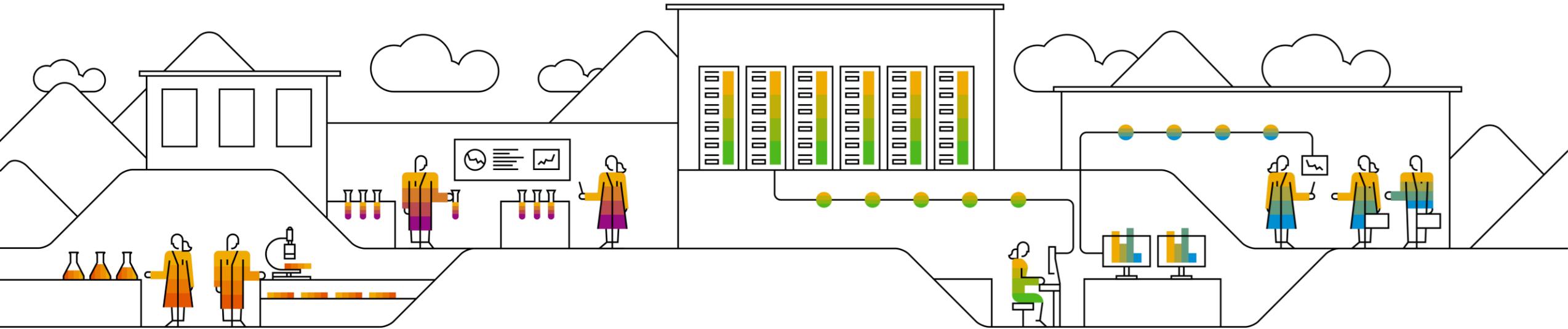
**To:**  
LOB NALA Supplier 9  
PO12129  
Pittsburgh , PA 15222  
United States  
Phone:  
Fax:  
Email:

**Receipt:**  
Receipt #: 300050000054222019  
Receipt Date: 18 Jan 2019

Routing Status: Sent  
Related Documents: [4500046708](#)

Item	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: 4500046708 (Closed For Receiving)													
1	10		GBS-WD7-EBM	SBATCH123	0000000695	FINPRODASN123	28 Dec 2018	10.0 EA	Not Specified	Received			

Description:



SAP Ariba 

# SAP Business Network Supply Chain Collaboration (SCC) Supplier Managed Inventory Collaboration



# Supplier Training

## *Lesson 7 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7: Supplier Managed Inventory Collaboration**
  - Supplier Managed Inventory – Replenishment Order
  - Introduction, Document Description, and Workflow
  - Managing Supplier Managed Inventory with Replenishment Order in the Portal
  - Managing Supplier Managed Inventory with Replenishment Order via Excel
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9:** SAP Business Network Support
- **Appendix**

# Supplier Managed Inventory Collaboration

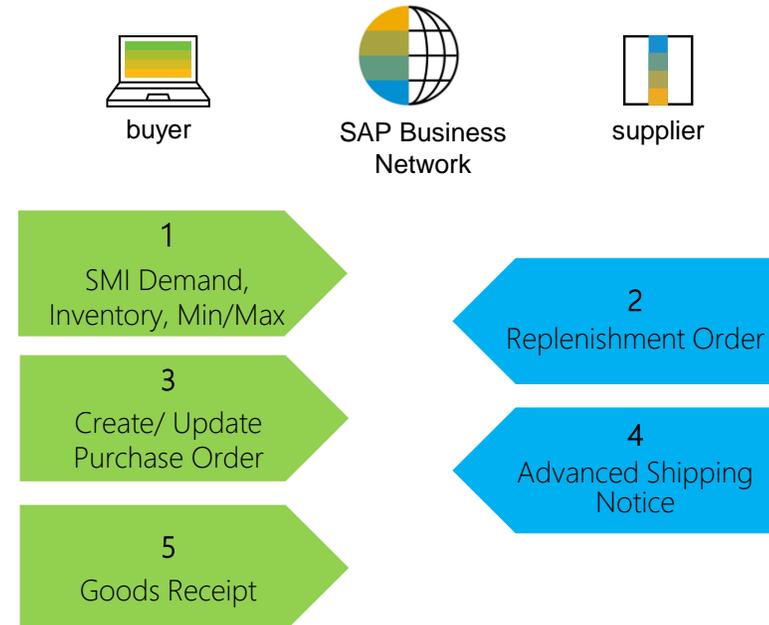
## *Replenishment Order - Introduction*

- SMI provides foundational capability for supply chain collaboration between Buyers and Suppliers in such a way that Buyer shares inventory and (gross) demand information. Buyer can provide as well established Min/Max stock levels and days of supply for fulfillment consideration.
- In the scenario with Replenishment order the suppliers create a Sales Order based on buyers demand. This then is reflected as a replenishment order in SCC and automatically creates a corresponding PO in the Buyers SAP ERP system.
- The outcome of Replenishment process is the creation of the purchase order on behalf of the customer.
- Per planning parameters, inventory levels or days of supply can be used.
- The replenishment order is created based on selected time bucket.
- Available details are aligned and configurable by customer.
- Replenishment order can be cancelled **only** as a full documents (separate lines cannot be cancelled individually).
- If customer allows, suppliers can share planned replenishment quantities before creating a new replenishment order.
- Customer can define new attribute fields that will be used to provide additional information about planning records. The customers can give the new field a name of their choice. In such case, supplier will be able to see the new customer defined attributes in their Supplier Portal UI.
- **Replenishment Order Cancellation is not recommend. Please contact Pfizer if you need to cancel a Replenishment Order**

# Supplier Managed Inventory Collaboration

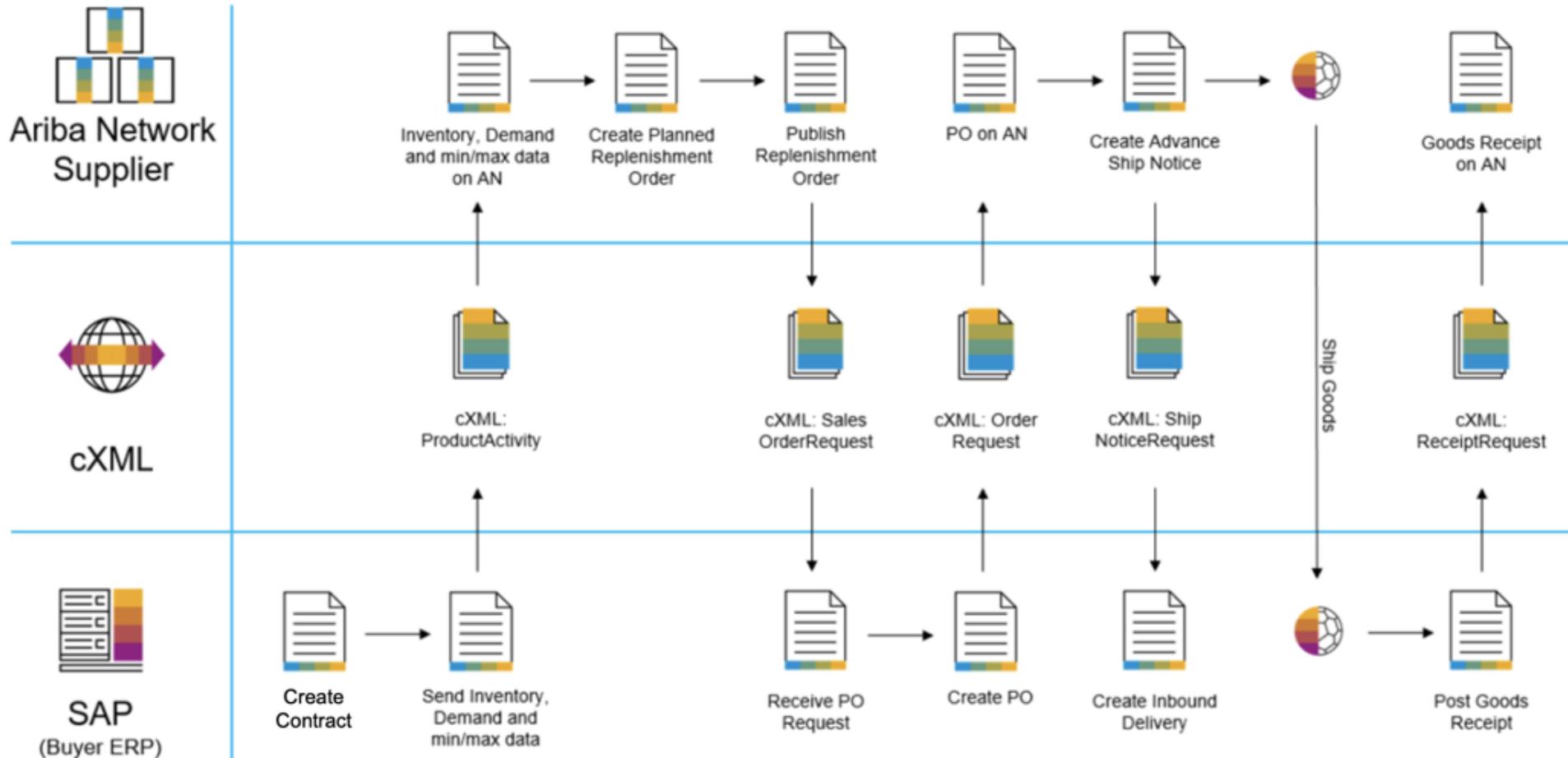
## Replenishment Order - Process Flow

1. The Buyer shares on SAP Business Network Gross Demand, Inventory, Min and Max from the ERP.
2. The supplier reviews the projected stock and reflects their planning decision by entering a replenishment order to meet demand requirements and the agreed stocking policy.
3. Replenishment order will create a PO in the buyer's ERP, which will be sent to the network.
4. At the time of dispatch, the supplier creates an ASN.
5. Following receipt in the buyer's ERP, the goods receipt status is updated on the network.



# Supplier Managed Inventory Collaboration

## Process Flow

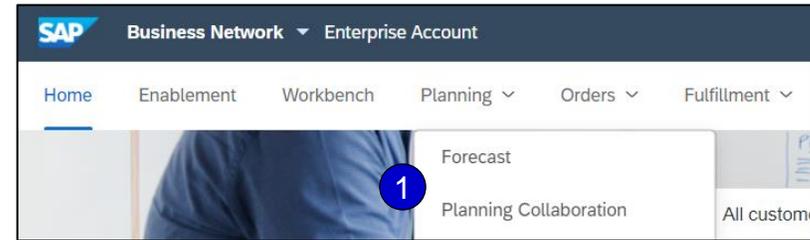


# Supplier Managed Inventory Collaboration

## Replenishment Order – View SMI Data

From the Homepage:

1. Click on **Planning/ Planning Collaboration**.
2. Screen presents the overall status for all selected materials.
3. Search filters help to identify the right item. Expand the section and enter specific search criteria. Specify process type – **Supplier Manager Inventory**.



Planning Collaboration

Search filters

Filter: All customers

Page 1

Customer	Customer part no.	Supplier part no.	Stock on hand		Stock levels		Unit	10 weeks projection	Process type ↓	Line of business
			Quantity	Status	Min.	Max.				
SCC Delivery Team - Global H19 Client 400 - TEST	BP001	S_BP001	219	On track	0	0		██████████	Replenishment	
SCC Delivery Team - Global H19 Client 400 - TEST	SP001		6,323	Above maximum	2,000	3,000	PC	██████████	Replenishment	
BP SCC Buyer - TEST	2921		1,302	On track	75	0	EA	██████████	Supplier managed inventory	

Search filters

Customer \*

Customer part no.

Supplier part no.

Customer location

Planner code

Part category

Customer view

Line of business

Product family

Product subfamily

Program code

Part type

Process type

Part status  Active  Inactive

Show unique part and plant

# Supplier Managed Inventory Collaboration

## Replenishment Order – View Stock Details

1. Click **Stock on Hand/ Status** (e.g. Below Minimum). Pop-up window will display further details such as:
  - Different stock types transmitted from the buyers ERP or
  - Min / Max Levels
2. Click **Projected Stock**. Pop-up window will display further details, such as exact stock within a given week (each bar represents a week).

5000	10000	EA		Supplier managed inventory	<a href="#">Details</a>
1000	4000	EA		Supplier managed inventory	<a href="#">Details</a>
500	900	EA		Supplier managed inventory	<a href="#">Details</a>
1350	2000	EA		Supplier managed	<a href="#">Details</a>
	800	EA			<a href="#">Details</a>
		EA			<a href="#">Details</a>
500	800	EA			<a href="#">Details</a>

Below minimum

22 Oct 2018 | Quantity 450

Week 43 < >

Stock on hand		Stock levels		Unit	Projected Stock - 10 weeks	Process type ↑
Quantity	Status	Min.	Max.			
3500	Above maximum	500	800	EA		Replenishment
300	Below minimum			EA		Replenishment
0	Below minimum -200	500	1000			Supplier managed inventory
300		Min	Max			Supplier managed inventory
1400						Supplier managed inventory
600						Supplier managed inventory
7200						Supplier managed inventory
2000						Supplier managed inventory
980						Supplier managed inventory
1325						Supplier managed inventory
0						Supplier managed inventory

**Stock on hand** 300 (EA)

**Buyer own stock**

Unrestricted 300

Quality 0

Blocked 0

**Special stock**

Stock in transit

Subcontracting

**Consignment**

Unrestricted

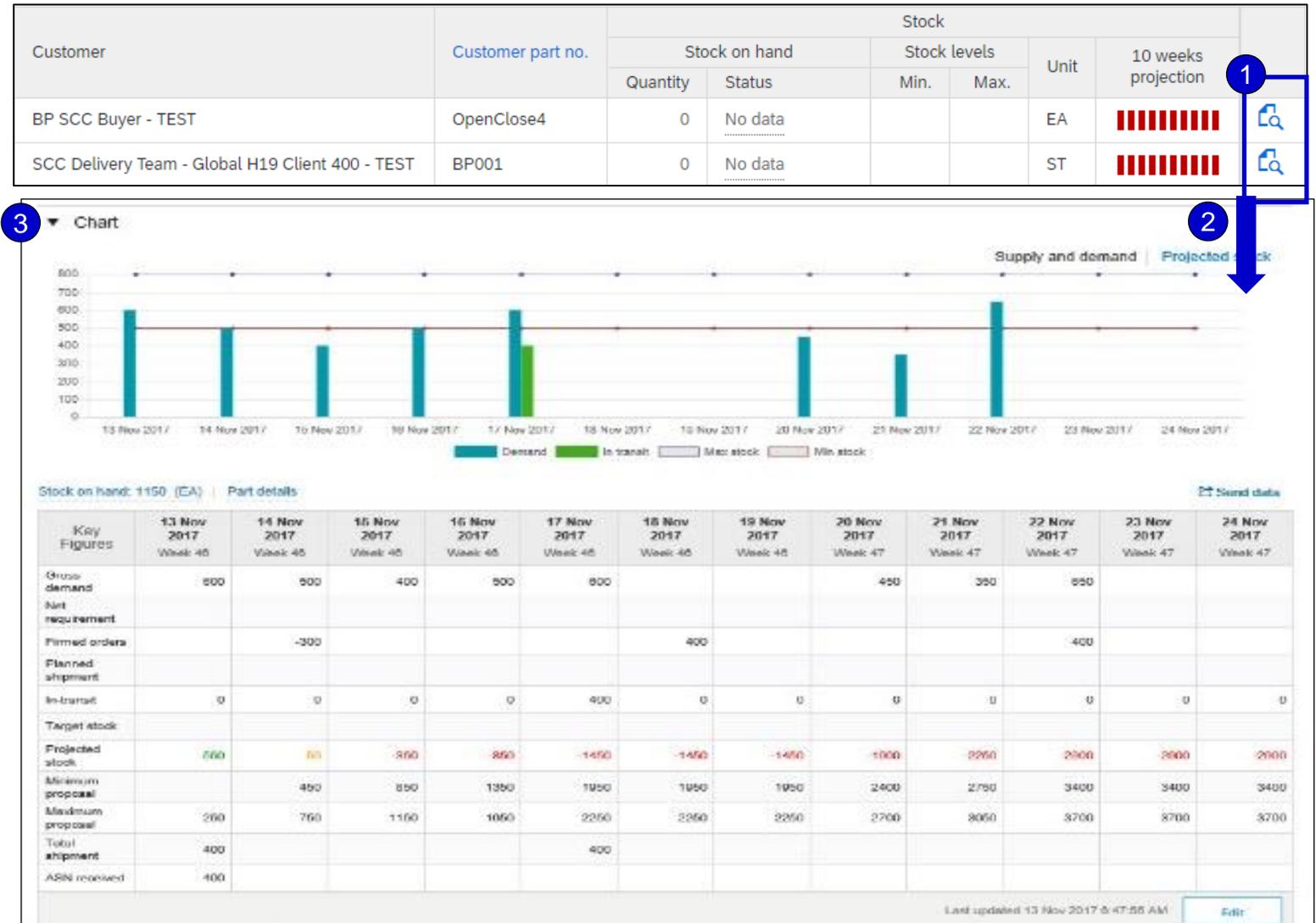
Blocked

Quality

# Supplier Managed Inventory Collaboration

## Replenishment Order – View Line Item Details

1. Click **Details** to open the item data report.
2. Item data report is the key for the supplier to plan and review the replenishment of the buyer's stock.
3. Expand the chart section to view the graphs.



# Supplier Managed Inventory Collaboration

## Replenishment Order – Days of Supply

Some buyers use **days of supply** instead of stock quantities in supplier-managed inventory. This feature calculates the Minimum inventory and Maximum inventory key figures based on the minimum and maximum days of supply. Inventory quantities calculated from days-of-supply quantities are rounded to the nearest whole number.

1. On the **Planning Collaboration** page, system now adds **Min. and Max. columns** under a Days of supply heading. These columns are hidden by default.
2. Click the table options icon at the top of the table to change the display settings.

### Note:

- For items on the Planning Collaboration page that have days-of-supply quantities and the stock level values are either 0 or empty, the details page uses the Supplier managed inventory days-of-supply view or Supplier managed replenishment days-of-supply view.
- Lines on the chart are changed to indicate the minimum and maximum inventory values, instead of the minimum and maximum stock.
- Key figures Minimum inventory and Maximum inventory are added to the table.
- The formula to calculate the Minimum proposal and Maximum proposal key figures is changed to use values for Minimum inventory and Maximum inventory instead of Minimum stock and Maximum stock.

Planning Collaboration

Filter

Page 1

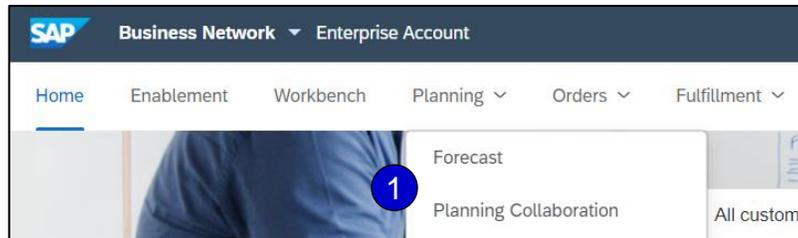
Customer	Customer part no.	Stock						Unit	Days of supply		10 weeks projection	
		Stock on hand		Stock levels		Min.	Max.		Min.	Max.		
		Quantity	Status	Min.	Max.							
BP SCC Buyer - TEST	OpenClose4	0	No data				EA			■■■■■■■■■■	🔍	
SCC Delivery Team - Global H19 Client 400 - TEST	BP001	0	No data				ST			■■■■■■■■■■	🔍	
SCC Delivery Team - Global H19 Client 400 - TEST	BP007	0	No data							■■■■■■■■■■	🔍	

# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders in the Portal

From the Homepage:

1. Click on **Planning/ Planning collaboration**. Using search filters or overview screen specify the process type as 'Replenishment'.
2. Click on **Details** icon to open the planning grid for process type Replenishment. New window will appear.



Customer	Customer part no.	Stock						10 weeks projection	Process type ↓	Line of business
		Stock on hand		Stock levels		Unit				
		Quantity	Status	Min.	Max.					
SCC Delivery Team - Global H19 Client 400 - TEST	BP001	219	On track	0	0		██████████	Replenishment		
SCC Delivery Team - Global H19 Client 400 - TEST	SP001	6,323	Above maximum	2,000	3,000	PC	██████████	Replenishment		

# Supplier Managed Inventory Collaboration

## *Replenishment Order – Manage Replenishment Orders in the Portal*

1. Select **View by** in order to choose between different aggregation modes (Daily, Weekly, Monthly, Quarterly, Yearly). The key figures will be summed accordingly.
2. Specify the date in the **Starting from** field.
3. Press the arrows to navigate through the time periods.
4. Press **Chart** if you want to review the graphs.

The screenshot shows the 'Supplier managed replenishment details' page. At the top, it displays 'NALA CLAQ1BUYER2 | Part no. KCSM101 | Customer Location Atlanta'. Below this, there are two 'Starting from' date fields. The first field is set to '03/05/2019' and has a callout '2' pointing to it. The second field is set to '5 Mar 2019' and has callouts '3' and '4' pointing to its navigation arrows. A 'View by' dropdown menu is set to 'Daily' and has callout '1' pointing to it. A 'Chart' button is located below the date fields and has callout '4' pointing to it. At the bottom, there is a table with 'Key figures' and 'Gross demand' rows, and a 'Create replenishment order' button.

Supplier managed replenishment details

NALA CLAQ1BUYER2 | Part no. KCSM101 | Customer Location Atlanta

View by: Daily | Starting from: 03/05/2019

Starting from: 5 Mar 2019

Chart

Stock on hand: 3500 (EA) | Part details

Last sent 11 Oct 2018 10:08:47 AM | Create replenishment order

Key figures	5 Mar 2019	6 Mar 2019	7 Mar 2019	8 Mar 2019	9 Mar 2019	10 Mar 2019	11 Mar 2019	12 Mar 2019	13 Mar 2019	14 Mar 2019
Gross demand										

# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders in the Portal

5. Click **pencil** icon to get into edit mode.

### Note:

- Depending on the Buyer settings for the replenishment view the pencil symbol appears in either the weekly or daily view. If not visible the user has to switch between the time bucket views.
  - The blue background color indicates the lead time for this material.
6. Supplier enters **planned replenishments** in order to get projected inventory within the min/max levels (min/max proposals simplify the determination of quantities).
7. Pressing **Save** button will trigger the recalculation of projected stock (and change colors if status changes). Supplier might want to enter multiple planned replenishments in different time buckets if needed.

LOB APJ Buyer 1 - TEST Part no. PROC-MF-CM-0001 Customer Location Atlanta

View by: Weekly Starting from: 09/24/2018 Starting from: 24 Sep 2018

Chart

Stock on hand: 458 (EA) Part details

Key figures	24 Sep 2018 Week 39	1 Oct 2018 Week 40	8 Oct 2018 Week 41	15 Oct 2018 Week 42	22 Oct 2018 Week 43	29 Oct 2018 Week 44	5 Nov 2018 Week 45	12 Nov 2018 Week 46	19 Nov 2018 Week 47	26 Nov 2018 Week 48
Gross demand										
Net requirement										
Firmed orders										
Previous planned replenishment										
Planned replenishment										
Published replenishment										
In transit										
Target stock										
Planned projected stock (RO)	458	458	458	458	458	458	458	458	458	458
Published projected stock (RO)	458	458	458	458	458	458	458	458	458	458
Minimum proposal	42	42	42	42	42	42	42	42	42	42
Maximum proposal	342	342	342	342	342	342	342	342	342	342
Total shipment										
ASN received										
Days' supply (RO)	52	51	50	49	48	47	46	45	44	43

LOB APJ Buyer 1 - TEST Part no. PROC-MF-CM-0001 Customer Location Atlanta

View by: Weekly Starting from: 09/24/2018 Starting from: 24 Sep 2018

Chart

Stock on hand: 458 (EA) Part details

Key figures	24 Sep 2018 Week 39	1 Oct 2018 Week 40	8 Oct 2018 Week 41	15 Oct 2018 Week 42	22 Oct 2018 Week 43	29 Oct 2018 Week 44	5 Nov 2018 Week 45	12 Nov 2018 Week 46	19 Nov 2018 Week 47	26 Nov 2018 Week 48
Gross demand										
Net requirement										
Firmed orders										
Previous planned replenishment										
Planned replenishment		84								
Published replenishment										
In transit										
Target stock										
Planned projected stock (RO)	458	458	458	458	458	458	458	458	458	458
Published projected stock (RO)	458	458	458	458	458	458	458	458	458	458
Minimum proposal	42	42	42	42	42	42	42	42	42	42
Maximum proposal	342	342	342	342	342	342	342	342	342	342
Total shipment										

Cancel Save

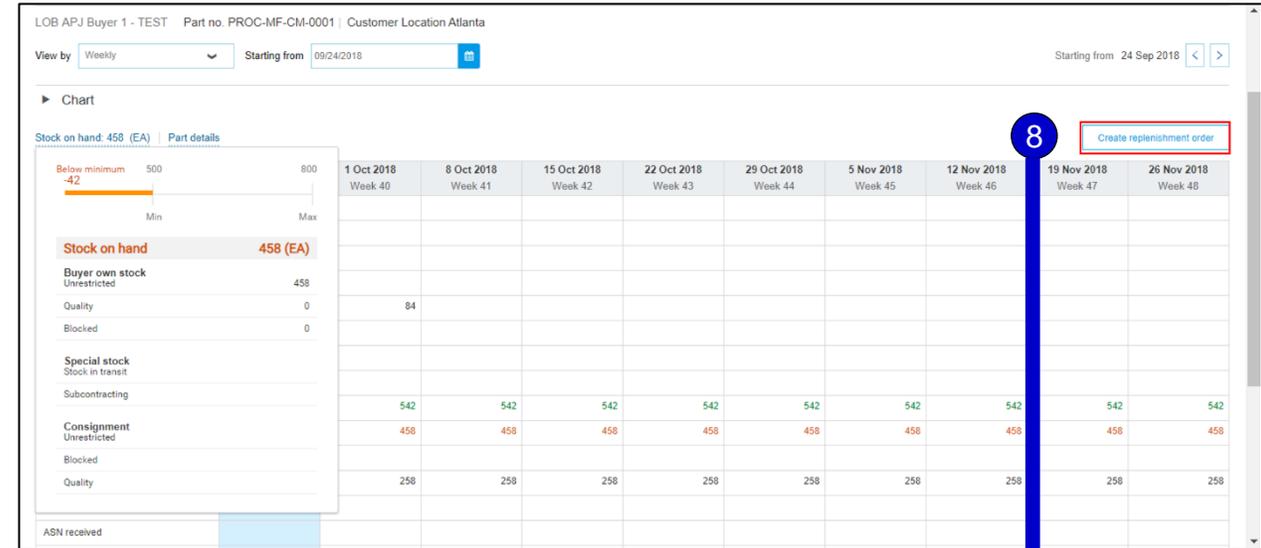
# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders in the Portal

8. Clicking the button **Create replenishment order** passes the entered replenishment data over to the replenishment order (RO) screen.
9. Here individual planned replenishment quantities in the different time buckets will result in a separate line item of the replenishment order and can be selected/deselected here before creating the RO.
10. If customer allows, you will be able to share planned replenishment quantities before creating a new replenishment order. Dropdown with **Send Data** option will appear.

### Note:

- Replenishment Order button only appears if planned replenishment exists.



Create replenishment order

Buyer: LOB APJ Buyer 1 - TEST

Replenishment order #

Ship from: 100 Ave New York NY 10001 USA

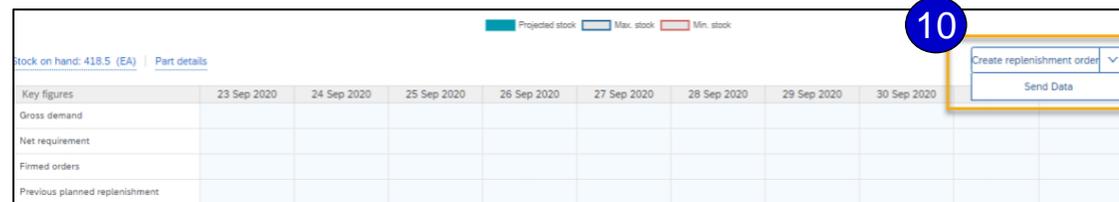
Ship to: 887 1 300 Peach tree street So ATLANTA GA United States

Phone:

Include	Description	Planned ship date	Delivery date	Quantity	Unit	Price
<input checked="" type="checkbox"/>	Manufacturing component	1 Oct 2018	1 Oct 2018	84	EA	USD

Buyer part: PROC-MF-CM-0001 | Supplier part: | Buyer plant: Atlanta(3200)

9 Cancel Create order



# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders in the Portal

11. Replenishment order field is a mandatory key field to identify the RO & text box is optional
12. Now the order can be created by pressing the **check flag** and
13. clicking **Create order** button in the upper right corner.
14. This triggers the transfer of the data to the ERP system in the background.

### Note:

- Dates can be changed at this time

Create replenishment order

Buyer: LOB APJ Buyer 1 - TEST

Replenishment order\*: RO\_TEST1

to get back into green

Ship from: 100 Ave, New York NY 10001, USA

Ship to: 867 1 300 Peach tree street So, ATLANTA GA, United States

Include	Description	Planned ship date	Delivery date	Quantity	Unit	Price
<input checked="" type="checkbox"/>	Manufacturing component	1 Oct 2018	1 Oct 2018	84	EA	USD

Buyer part: PROC-MF-CM-0001 | Supplier part: | Buyer plant: Atlanta(3200)

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Supplier managed replenishment details

✓ Your replenishment order has been sent. Please click Refresh data to update the table.

TechDronix Part no. FU\_RO\_0001 | Customer Location Werk 0001

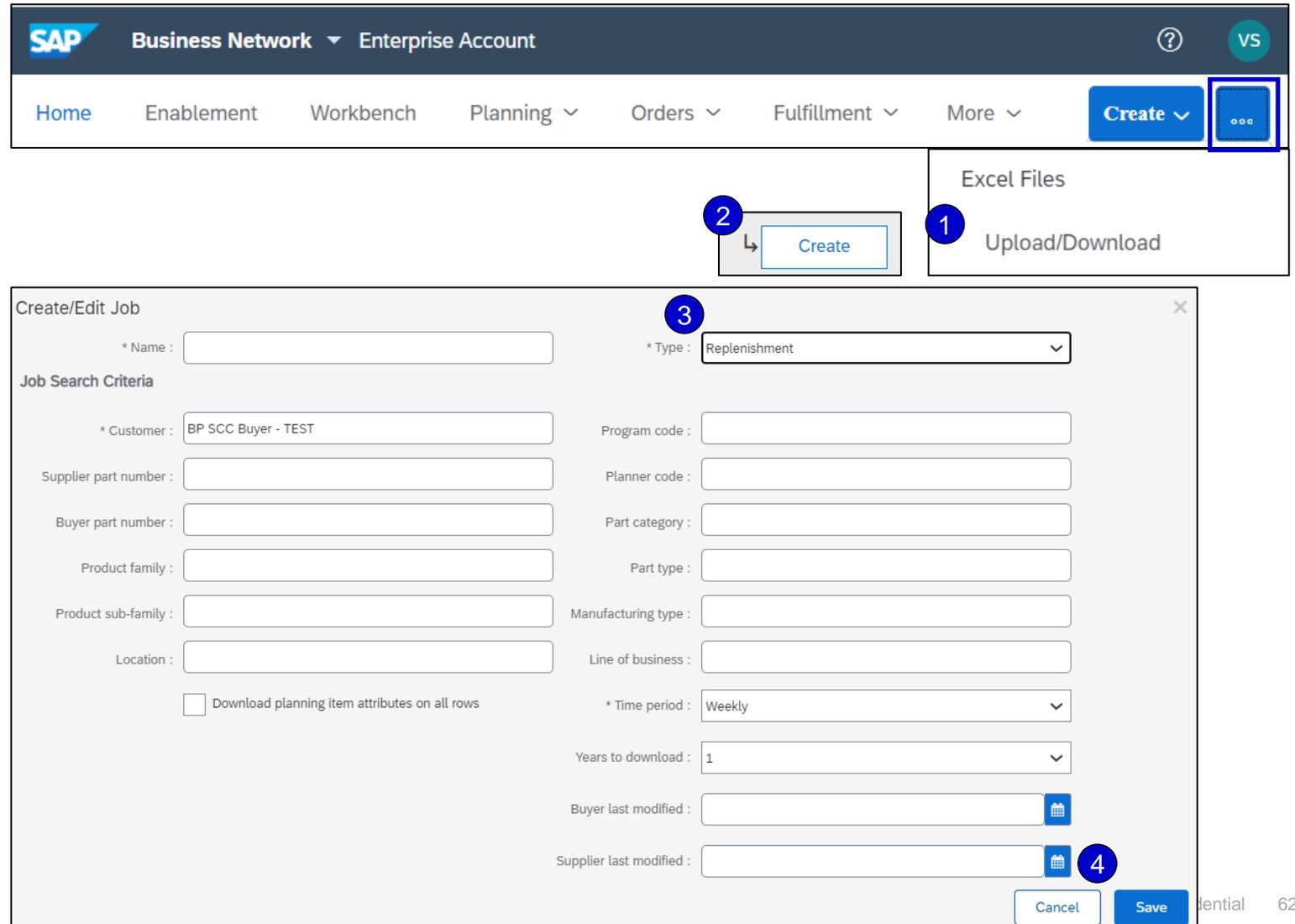
# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders with Excel Uploads

Excel Download/ Upload functionality allows suppliers with large number of materials to manage their replenishments in a more efficient way.

From the Home page:

1. Click  button and select **Upload/Download** from the drop down.
2. In the Jobs sub-tab click **Create**.
3. In the pop-up select job-type **Replenishment**.
4. Fulfill search criteria and all mandatory fields and click **Save**.



The screenshot displays the SAP Business Network interface for an Enterprise Account. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'More'. A 'Create' button is visible, along with a 'More' menu icon (three dots) highlighted with a blue box. A dropdown menu is open, showing 'Excel Files' and 'Upload/Download' (highlighted with a blue circle and number 1). Below this, a 'Create' button is highlighted with a blue circle and number 2. The main content area shows a 'Create/Edit Job' form with the following fields and values:

- \* Name : [Empty]
- \* Type : Replenishment (highlighted with a blue circle and number 3)
- Job Search Criteria:
  - \* Customer : BP SCC Buyer - TEST
  - Supplier part number : [Empty]
  - Buyer part number : [Empty]
  - Product family : [Empty]
  - Product sub-family : [Empty]
  - Location : [Empty]
  - Program code : [Empty]
  - Planner code : [Empty]
  - Part category : [Empty]
  - Part type : [Empty]
  - Manufacturing type : [Empty]
  - Line of business : [Empty]
  - \* Time period : Weekly
  - Years to download : 1
  - Buyer last modified : [Empty]
  - Supplier last modified : [Empty]
- Download planning item attributes on all rows

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a blue circle and number 4.

# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders with Excel Uploads

5. Select created Job from the list and click **Run**. You will be transferred to the **Downloads** screen.
6. If report status is **Queued**, click **Refresh Status** in the bottom of the screen, until the status is changed to **Completed**.
7. Download the Job by clicking the icon in the File column and save the file on your computer.

Jobs		
Name	Type	Created
<input checked="" type="radio"/> RO test	Replenishment	24 Oct 2019 6:28:35 AM
<input type="radio"/> pricealldetailstst	Order Confirmation	22 Oct 2019 12:52:56 AM

5

↳ Create Edit Run Clear Downloads

Downloads				
Job Name	Type	Last Run ↓	Status	File
RO test	Replenishment	30 Oct 2019 2:04:39 AM	Completed	7 ↓

6

↳ Refresh Status

# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders with Excel Uploads

1. Suppliers can edit the information in the downloaded Excel **for Replenishment order No.**
2. and **Planned Replenishment quantities**. The fields are highlighted in blue.
3. Suppliers are able to edit the data and enter details with **daily time buckets**.

Minimum days of supply	Maximum days of supply	Unit	Replenishment order No.	Unit price	Currency	Planned acceptance days	Key figures	3 Jul 2019	4 Jul 2019	5 Jul 2019	6 Jul 2019
4	7	EA	34RO	2.56	USD		Gross demand				
							Net demand				
							Order				
							Previous Planned Replenishment				
							Planned Replenishment	19			
							Published Replenishment				
							In transit	0	0	0	0
							Target stock				
							MINIMUM_INVENTORY	0	0	0	0
							MAXIMUM_INVENTORY	0	0	0	0
							Projected stock	400	400	400	400
							Published Projected Stock	400	400	400	400

### Note:

- Suppliers need to submit an RO with at least one time bucket populated within the planning horizon of that item's buyer settings. If not, the item fails.
- For Replenishment order no. use names with no more than 12 alphanumeric characters.

# Supplier Managed Inventory Collaboration

## Replenishment Order – Manage Replenishment Orders with Excel Uploads

From the Upload/Download screen:

1. Click on **Uploads** sub-tab.
2. Press **Upload** button. Pop-up window will appear.
3. Enter a meaningful job name and select Type **Replenishment**.
4. Browse / Choose / Open file → select required excel sheet.
5. Press **Upload** button. The status will notify about the success of the upload.

**Note:** If upload **failed** or was **completed with errors**, download the Log and fix the errors. Then, reupload the file following the steps described above.

Jobs Downloads **Uploads**

Uploads

Name	Type	Last Uploaded
------	------	---------------

Upload Refresh Status

Upload File

\* Name :  \* Type : Replenishment

File : Choose file No file chosen

Download templates

Upload Cancel

Uploads			Status	File	Log
Name	Type	Last Uploaded			
RO test	Replenishment	30 Oct 2019 3:09:42 AM	Failed	↓	↓

# Supplier Managed Inventory Collaboration

## Replenishment Order – Review Replenishment Orders

From the Homepage:

1. Click on **Fulfillment/ Sales Orders**.
2. As long as the corresponding PO has not been sent back from ERP and linked to the RO the routing status is **Sent** and Status **New**.
3. Once the PO is received and associated with the Replenishment Order the Routing status is switched to **Acknowledged** with the linked PO visible in column Order Number.
4. The reference to the replenishment order is specified in the subsequent purchase order header.

**Note:** From here **Order Collaboration** flow can be followed.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Quality'. A callout box labeled '1' points to the 'Sales Orders' link in the 'Orders' dropdown menu.

Below the navigation bar is a table titled 'Sales Orders'. A callout box labeled '2' points to the 'Routing Status' and 'Status' columns of the first row. The table has the following data:

Sales Order ID	Sales Order Type	Customer	Date	Routing Status	Status	Order Number	Order Status	Actions
RO FU 11	Replenishment	TechDronix	27 Sep 2018 2:11:28 PM	Sent	New			Actions
FU_RO_C2	Replenishment	TechDronix	27 Jul 2018 3:16:21 PM	Acknowledged	New	4500207287	New	Actions

A callout box labeled '3' points to the 'Acknowledged' status in the second row. Below the table is a 'Reference Document Details' section. A callout box labeled '4' points to the 'Document Number' field, which contains the value '1RO190328'. The 'Document Type' is 'ReplenishmentOrder' and the 'Document Date' is '28 Mar 2019 6:11 AM MST'.

# Supplier Managed Inventory Collaboration

## Replenishment Order – Viewing Advanced Ship Notices

The ASN information is available to look up in the following Key figures: **In Transit, ASN received.**

Stock on hand: 100 (EA)   <a href="#">Part details</a>		5 Mar 2019	6 Mar 2019	7 Mar 2019	8 Mar 2019	9 Mar 2019	10 Mar 2019
Key figures							
Gross demand							
Net requirement							
Firmed orders							
Planned shipment							
In transit							
Target stock							
Projected stock		100	100	100	100	100	100
Minimum proposal		-15	-15	-15	-15	-15	-15
Maximum proposal		75	75	75	75	75	75
Total shipment							
ASN received							
Days' supply (SMI)		364	363	362	361	360	359
Order received							

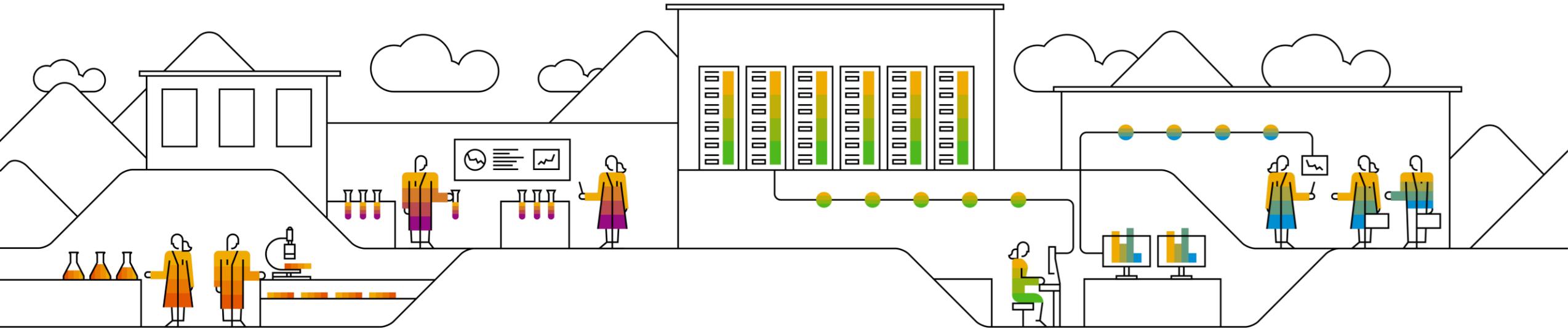
# Supplier Managed Inventory Collaboration

## Replenishment Order – Viewing Goods Receipts

The GR information is available to look up in the following Key figures: **ASN received, Order received.**

Stock on hand: 100 (EA) | [Part details](#)

Key figures	5 Mar 2019	6 Mar 2019	7 Mar 2019	8 Mar 2019	9 Mar 2019	10 Mar 2019
Gross demand						
Net requirement						
Firmed orders						
Planned shipment 						
In transit						
Target stock						
Projected stock	100	100	100	100	100	100
Minimum proposal	-15	-15	-15	-15	-15	-15
Maximum proposal	75	75	75	75	75	75
Total shipment						
ASN received						
Days' supply (SMI)	364	363	362	361	360	359
Order received						



SAP Ariba 

# SAP Business Network Supply Chain Collaboration (SCC) Subcontracting Collaboration



THE BEST RUN 

# Supplier Training

## *Lesson 8 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8: Subcontracting Collaboration**
  - Introduction, Document Description, and Workflow
  - Identifying Subcontracting Purchase Orders
  - Viewing Subcontracting Purchase Order Details
  - Managing the Subcontracting Process in SAP Business Network
- **Lesson 9:** SAP Business Network Support
- **Appendix**

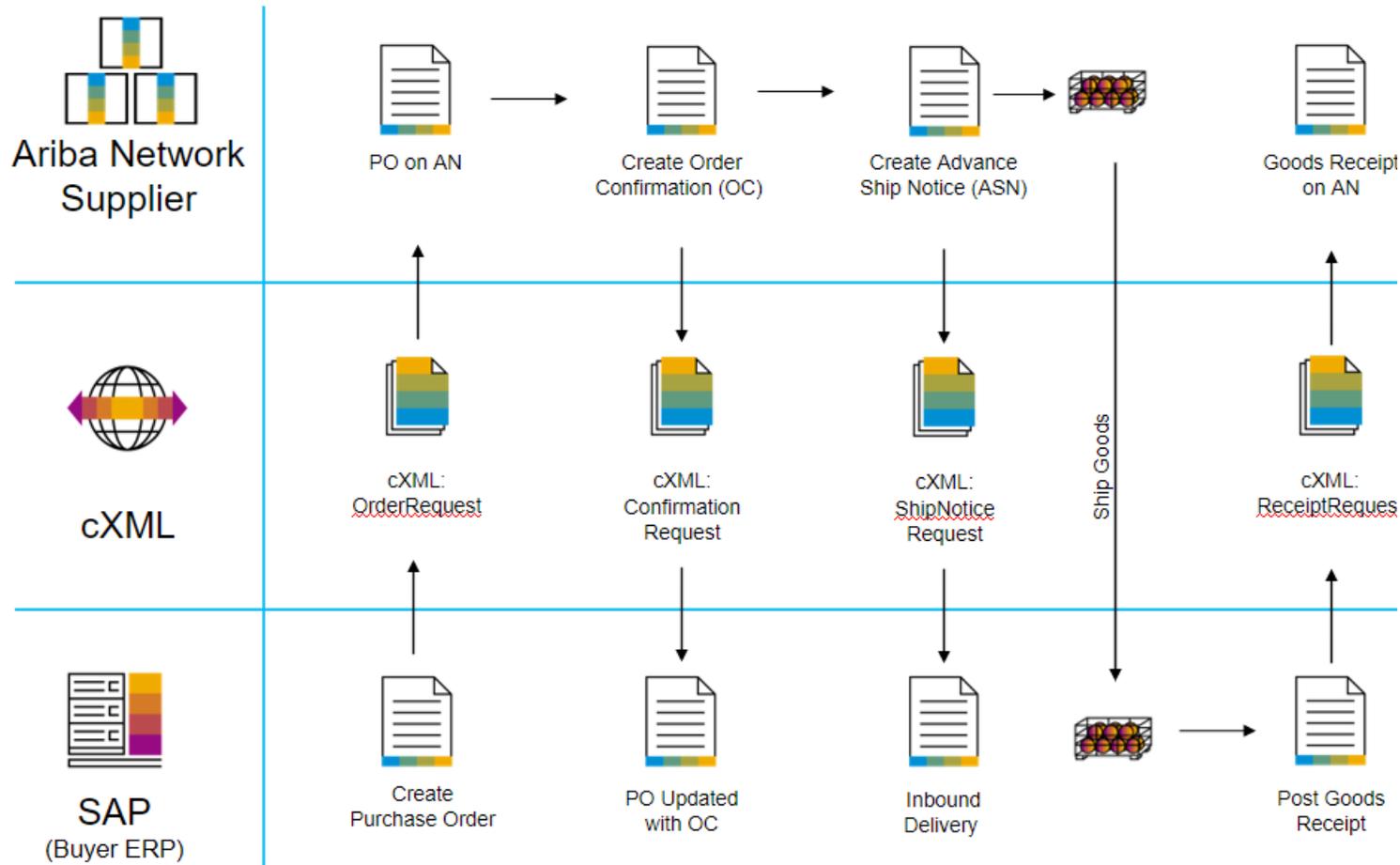
# Subcontracting Collaboration

## *Introduction*

- Subcontracting collaboration is the outsourcing of part of the manufacturing process of a product to a third-party (supplier/ contract manufacturer).
- More specifically, subcontracting collaboration is an outsourcing of certain production activities that were previously performed by the manufacturer to a third-party.
- A company may outsource the manufacture of certain components for the product or outsource the assembly of the product.
- Nowadays, outsourcing companies have become specialists in a multitude of services for manufacturers including design, production, assembly, and distribution

# Subcontracting Collaboration

## Process Flow

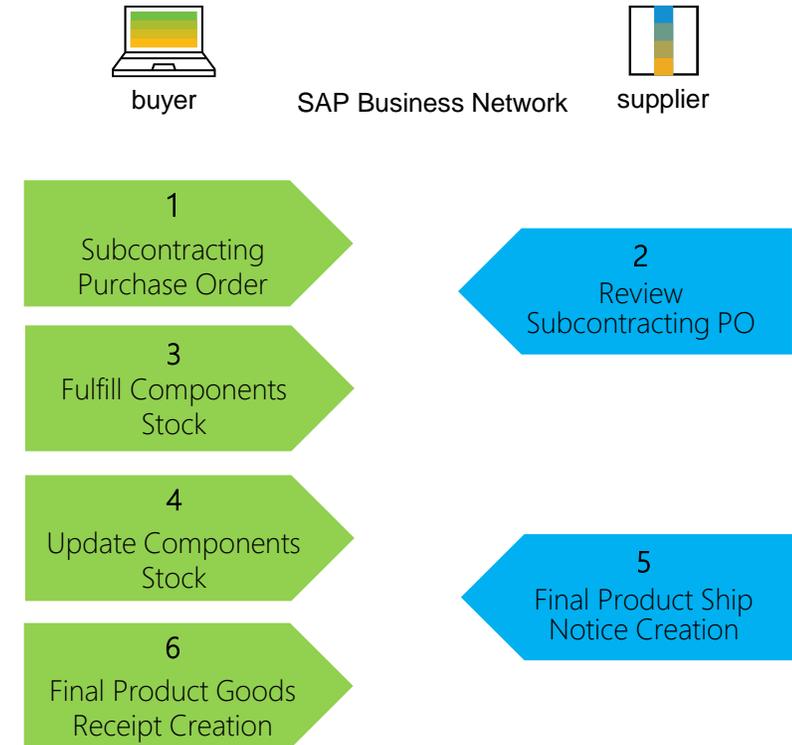


NOTE – ASN Creation should be created with actual consumption

# Subcontracting Collaboration

## Process Flow

- **Buyer** sends a subcontracting order.
- **Supplier** confirms the order.
- **Buyer** provides components.
- **Buyer** updates the component stock figures.
- **Supplier** ships the final product.
- **Buyer** confirms the receipt of the final product.



# Subcontracting Collaboration

## Searching for Subcontracting Purchase Orders

From the Homepage:

1. Click on **Workbench/ Items to Confirm** tile.
2. Use filters to identify the order. Set category as **Subcontracting**.
3. You can identify Subcontracting PO as well using **Items to ship** tile.
4. Search results will appear. To view the order click its number.
5. To configure your view click configure button.
6. To export data click on export button.

The screenshot illustrates the SAP Business Network interface for searching subcontracting purchase orders. It is divided into several sections:

- Top Navigation:** Shows 'SAP Business Network' and 'Enterprise Account'. The 'Workbench' tab is selected.
- Summary Tiles:** Two tiles are visible: 'Items to ship' (6 items, Last 31 days) and 'Items to confirm' (2 items, Last 31 days). A vertical dashed line separates them.
- Filter Section:** A box labeled 'Edit filter' contains a 'Category' dropdown menu set to 'Subcontract'.
- Table Section:** A table with columns: Item No. (with an up arrow), Supplier Part No., Description, Need By, Esti, and Actions. The first row is highlighted and contains the text: 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500003594'. Above the table are 'Confirm' and 'Reject' buttons. To the right are icons for 'Export' and 'Configure'.

Numbered callouts (1-6) indicate the steps described in the list to the left.

# Subcontracting Collaboration

## Searching for Subcontracting Purchase Orders

From the Homepage:

1. Click **Orders/ Orders and Releases**.
2. Use search filters in the **Items to Confirm** sub-tab. Set category as **Subcontracting**.
3. You can identify your order as well from the **Items to Ship** sub-tab.
4. To open order click its number.
5. To configure your view click configure button.

### Note:

- For long term PO agreements that typically are valid for a year and have line items with unlimited over delivery, use the **Order Number: Exact number** filter on the **Items to Ship** or Multi-tier Items to Ship tabs to create ship notices for the PO until the expiration date is reached.
- An item with **unlimited quantity tolerance** still appears on the Items to Ship tab even if the full quantity has already been shipped for as long as order's expiration date has not been reached.

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. Below it, a menu bar shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. A dropdown menu for 'Orders' is open, highlighting 'Orders and Releases' (marked with a blue circle 1). Below this, there are three sub-tabs: 'Orders and Releases', 'Items to Confirm', and 'Items to Ship' (marked with a blue circle 3). A 'Search Filters' section is visible, containing a 'Category' dropdown set to 'Subcontract' (marked with a blue circle 2) and a checkbox for 'Only Replacement and Refurbishment'. Below the filters, a table titled 'Items to Confirm (1)' is shown (marked with a blue circle 5). The table has columns for 'Type', 'Order Number', 'Item', 'Schedule Line', and 'Actions'. One row is visible with 'Order' type, '4500003734' order number, and '10' item (marked with a blue circle 4). The 'Actions' column for this row contains 'Edit / View' and 'Actions'.

# Subcontracting Collaboration

## Show Component Information on Subcontracting Purchase Orders

Review the line items section in subcontracting purchase order layout.

1. Click **Details** to view the schedule lines.
2. Click **Show Components** to view the components.

Line Items											Show Item Details	
Line #	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	
10		DR-SM-501	Material	Subcontract Regular			5.0 (EA)	13 Dec 2018	\$100.00 USD	\$500.00 USD	3200	<b>1</b> Details
Description: Submarine Generator 1,400kW 440V DC												

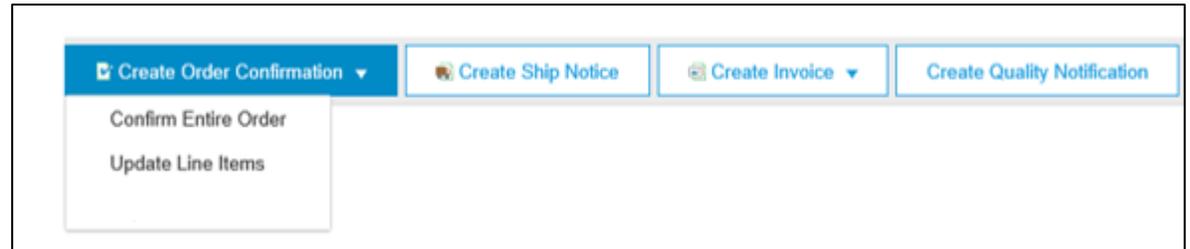
Schedule Lines				Show Schedule Line Details
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	
1	13 Dec 2018 7:00 PM CET		5.0 (EA)	<b>2</b> Show Components

# Subcontracting Collaboration

## Create Subcontracting Order Confirmations

- You can confirm entire order. Component details can be reviewed only.
- You can update line items. Component details can be edited.

**Note:** Detailed Order Confirmation creation processes are covered in earlier lessons within in this training



# Subcontracting Collaboration

## Reviewing Components During Order Confirmation Creation

1. Expand **Schedule lines** to view Component section.
2. Expand **Components** to view the details.

### Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10		PROC-IM-RF-7002		Subcontract Regular	10.0 (EA)

Description: Olympus EM1 Mark II Body

**1** Schedule Lines

Schedule Line #	Delivery Date
1	24 Dec 2018

**2** Components

Line	Customer Part # / Description	Customer Batch #	Part #	Quantity (Unit)
	Evaporator Fan			
2	PROC-IM-CM-7200 Defroster Heater			50.0 (EA)
3	PROC-IM-CM-7300 Temperature Control			50.0 (EA)
4	PROC-IM-CM-7400 Compressor			50.0 (EA)
5	PROC-IM-CM-7500 Drain Pan			50.0 (EA)

Current Order Status:  
**10.0 Confirmed As Is**

# Subcontracting Collaboration

## Component Inventory

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' menu is expanded, showing 'Extended Collaboration' as a sub-menu. Under 'Extended Collaboration', 'Component Inventory' is selected. Below this, there are search filters for 'Customer', 'Part number', 'Customer part number', and 'Customer batch number'. A 'View All Component Inventory' checkbox is also present. A 'Configure' icon is visible in the top right of the search filters area.

1. Click **Fulfillment, Extended Collaboration, Component Inventory**.
2. Expand **Search Filters** to display the query fields. Matched results will appear at the bottom of your screen.
3. You can use configure icon to customize your component inventory view.
4. When the **View all component inventory** checkbox is checked, records with a Balance quantity of 0 are displayed in the Component inventory table. Otherwise, those are hidden.
5. If serial number information is provided, you will be able to review it.

Component Inventory (2)

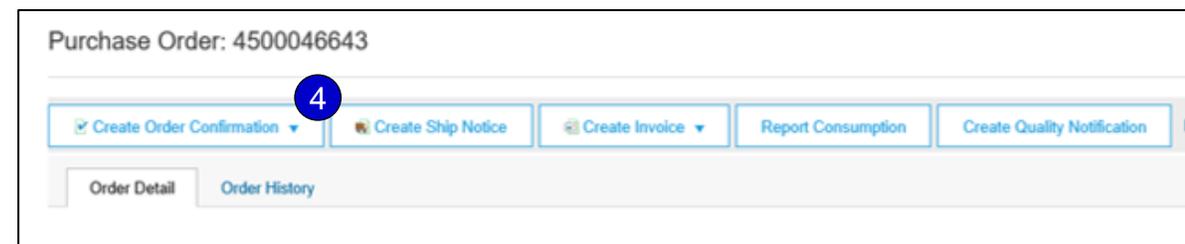
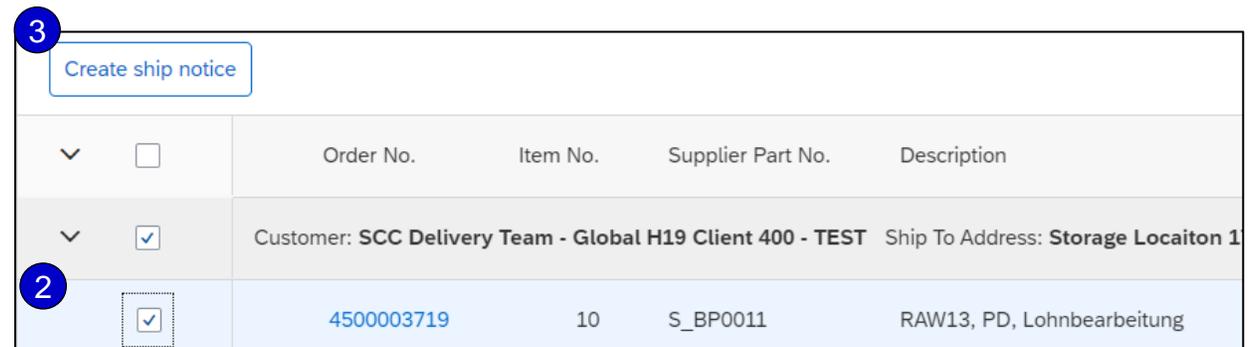
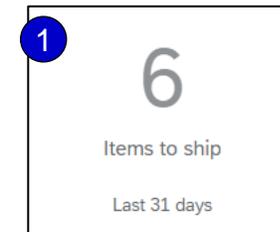
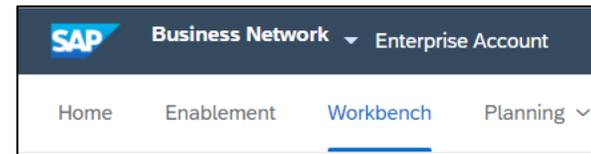
Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated	Serial no.
BP SCC Buyer - TEST	Plant 1 US	RM34	RAW34,PD, Subcontracting					30.00 (PC)	0.00	30.00	14 Jul 2020	<a href="#">Show Serial Numbers</a>
BP SCC Buyer - TEST	Plant 1 US	RM33	RAW33,PD, Subcontracting					20.00 (PC)	0.00	20.00	14 Jul 2020	<a href="#">Show Serial Numbers</a>

Navigation: << < 1 > >>

# Subcontracting Collaboration

## Create Ship Notice from Workbench

1. Click **Workbench, Items to Ship** tile.
2. Identify the right order and select it.
3. Click **Create Ship Notice** button.
4. You can create ship notice as well from purchase order screen.



# Subcontracting Collaboration

## Create Ship Notice from Items to Ship Tab

1. Click **Orders/ Orders and Releases/ Items to Ship**.
2. Search filters allow you to search using multiple criteria. Expand **Search Filters** to display the query fields.
3. Identify the subcontracting order. Select identified order by checking the box.
4. Click **Create Ship Notice** button.
5. You can create ship notice as well from purchase order screen.

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes the SAP logo, 'Ariba Supply Chain Collaboration', and 'Enterprise Account'. The main navigation menu shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Items to Ship' tab is selected, and a search filter is expanded. A table of orders is shown, with the first row selected. The 'Create Ship Notice' button is highlighted. The 'Purchase Order: 4500046643' screen is also shown, with the 'Create Ship Notice' button highlighted.

1. Click **Orders/ Orders and Releases/ Items to Ship**.

2. Search filters allow you to search using multiple criteria. Expand **Search Filters** to display the query fields.

3. Identify the subcontracting order. Select identified order by checking the box.

4. Click **Create Ship Notice** button.

5. You can create ship notice as well from purchase order screen.

# Subcontracting Collaboration

## Final Product Ship Notice Creation

1. You can remove order items.
2. You can add details, such as serial numbers, retail and delivery details and others.
3. You can add ship notice line.
4. You can download pdf.
5. You can submit component consumption document, return to the previous page or exit without saving.

**Order Items**

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500046643	10		PROC-IM-RF-7002	20.0	EA	28 Dec 2018		\$120.00 USD	\$2,400.00 USD	3200	<b>1</b> Remove

Description: Refrigerator

**Shipment Status**  
Total Item Due Quantity: 20 EA

**Confirmation Status**  
Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	20				<b>4</b> Download PDF <b>2</b> Add Details

**3** Add Ship Notice Line

**5** Previous      Submit      Exit

# Subcontracting Collaboration

## Finished Goods Shipment Creation

1. Update batch by lookup option
2. Copy order quantity or enter as needed

**Note:** Please align with the customer components editability options.

**Note:** ASN Submission should occur as illustrated in previous lessons after these steps are performed.

Create Ship Notice OK Cancel

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4500046643	10		PROC-IM-RF-7002	20.0	EA	28 Dec 2018		\$120.00 USD	\$2,400.00 USD	3200
Description: Refrigerator										
<b>SHIPMENT STATUS</b>										
1. Shipping 20 EA										
<b>Consumed Components</b>										
Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Quantity	Unit	Actions			
1	PROC-IM-CM-7100 Evaporator Fan	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
2	PROC-IM-CM-7200 Defroster Heater	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
3	PROC-IM-CM-7300 Temperature Control	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
4	PROC-IM-CM-7400 Compressor	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			
5	PROC-IM-CM-7500 Drain Pan	<input type="text"/> Look Up		<input type="text"/>	<input type="text"/>	EA	Duplicate			

# Subcontracting Collaboration

## Finished Goods Receipt Customer Document Review

An ASN must first be submitted. This will update the PO status first to Shipped

Finished goods receipt is available on the Portal once Finished Goods are received by [Customer].

Finished goods receipt belongs to the list of PO related documents.

When finish goods receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Type	Order Number ↓	Customer	Ship To Address	Order Status
Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019 Done Previous

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

[Detail](#) [History](#)

**From:**  
NALA CLAQ1BUYER2  
1230 Lincoln Avenue  
NEW YORK, NY 10019  
United States

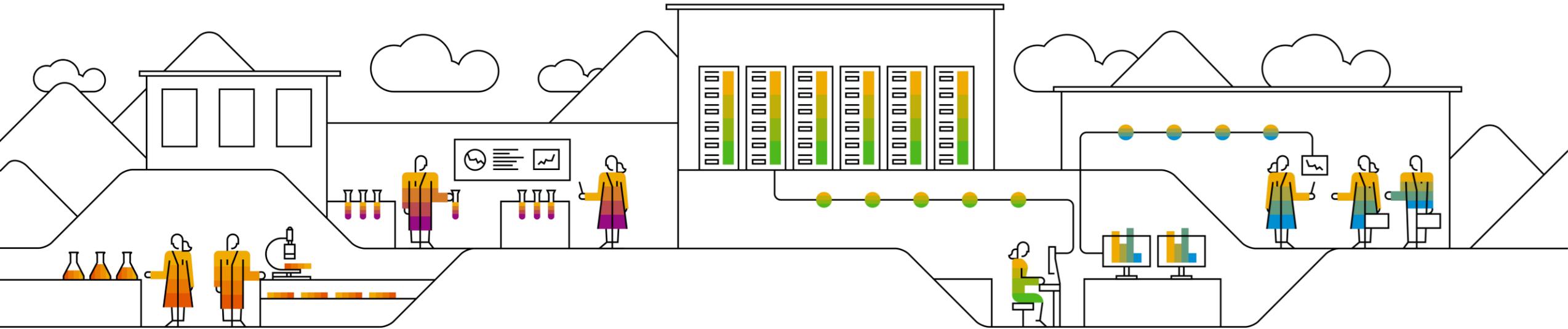
**To:**  
LOB NALA Supplier 9  
PO12129  
Pittsburgh, PA 15222  
United States  
Phone:  
Fax:  
Email:

**Receipt:**  
Receipt #: 300050000054222019  
Receipt Date: 18 Jan 2019

**Routing Status:** Sent  
**Related Documents:** 4500046708

Item	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: 4500046708 (Closed For Receiving)													
1	10		GBS-WD7-EBM	SBATCH123	0000000695	FINPRODASN123	28 Dec 2018	10.0 EA	Not Specified	Received			

Description:



SAP Ariba 

# SAP Business Network Supply Chain Collaboration (SCC)

## SAP Business Network Support



THE BEST RUN 

# Supplier Training

## *Lesson 9 Agenda*

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9: SAP Business Network Support**
  - Types Of Support
  - Supplier Information Portal
  - Contacting SAP Business Network Support
- **Appendix**

# SAP Business Network Support

## *Types of Support*

Type of Support	Description
<b>Supplier Information Portal</b>	<i>On the Home screen:</i> <ol style="list-style-type: none"><li>1. Click on Company Settings</li><li>2. Click on Customer Relationships</li><li>3. Click on Supplier Information Portal</li></ol>
<b>SAP Business Network Help Center</b>	<i>Enter your Supplier account:</i> <ol style="list-style-type: none"><li>1. Learning Center<ul style="list-style-type: none"><li>• Training documentation</li><li>• User Community</li></ul></li><li>2. Support Center<ul style="list-style-type: none"><li>• Get help by email (<b><i>Choose problem type of Supply Chain Collaboration</i></b>)</li><li>• Get help by live chat</li><li>• Request a phone call</li><li>• Attend a live webinar</li></ul></li></ol>

# SAP Business Network Support

## Supplier Information Portal

A Supplier Information Portal is a repository of key documents (training material, key communications, etc) that the Buyer has created specifically for their SAP Business Network Implementation

1. **Select** your initials in the top right corner and then click the Settings > Customer Relationships link.
2. **Select** the Customer Name to view transactional rules
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page in SAP Business Network. The page is divided into several sections: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Under 'Customer Relationships', there are tabs for 'Current Relationships' and 'Potential Relationships'. A section titled 'I prefer to receive relationship requests as follows:' contains two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. The 'Pending' section shows a table with a 'Customer' column and 'Approve' and 'Reject' buttons. The 'Current' section shows a table with 'Customer' names: 'Ariba Inc.' and 'Pouliot Industries'. A 'Supplier Information Portal' link is visible next to 'Ariba Inc.'. A dropdown menu is open in the top right corner, showing the user's name 'Nathan Smith' and email 'nathan.smith01@sapSCC.com'. The menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'Nate Smith Records', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a yellow circle and the number '1'. In the 'Account Settings' page, the 'Customer Relationships' tab is also highlighted with a yellow circle and the number '1'. In the 'Current' section, the 'Ariba Inc.' row is highlighted with a yellow circle and the number '2', and the 'Supplier Information Portal' link is highlighted with a yellow circle and the number '3'.

# SAP Business Network Support

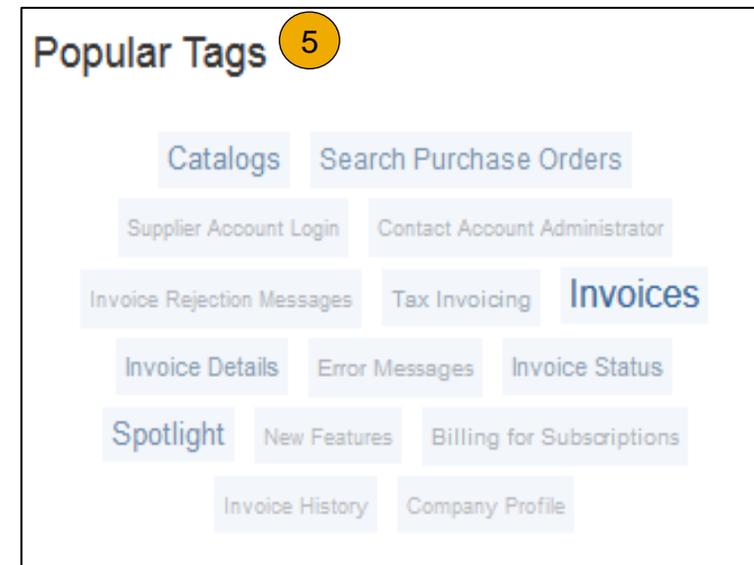
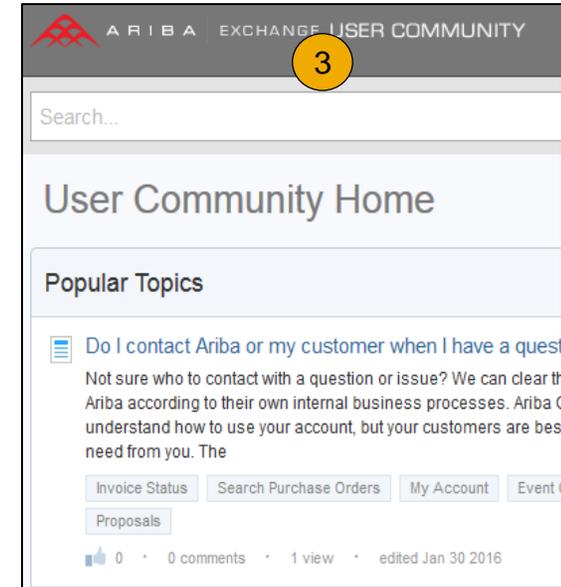
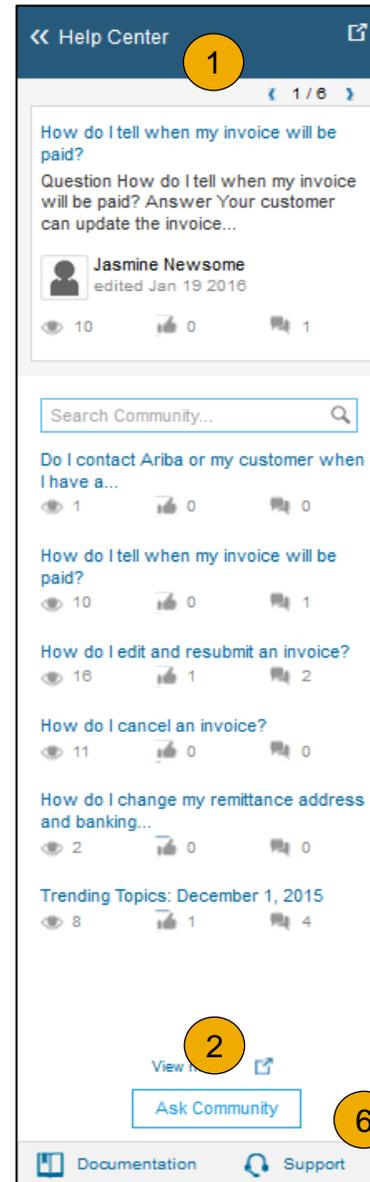
## SAP Business Network Help Center

- 1. Popular Topics:** Title links are selected for you based on the solution that you were using, privileges & default language when you clicked on Help.
- 2. Click** on the link to view the content item. You will be able engage with the content author, view how many community users have viewed the content and have flagged the content as being helpful to you, and report problems with the content.

**Note:** The User Community Home is a forum where other SAP Business Network Suppliers and Buyers can post and respond to questions in an anonymous manner. Supplier and Buyer names can not be shared in this section

- 3. Perform** a search to find content not found under Popular Topics. Results can be sorted or filtered.
- 4. Under Learning** you can find the Product Documentation available for Users or Administrators.
- 5. Popular Tags:** These are the tags associated with our most popular content items per solution. It is a quick way to find documents related to the topic.
- 6. Click** Support to contract an SAP Business Network Support Person via Phone or Chat

**Note: Be sure to include “SCC” or “Supply Chain Collaboration” when contacting Support**



# Pfizer Supplier Training

*Thank You*



**Vipin Kothari**

**Vasudeva Thimmaiah**

Ariba Functional Lead

Pfizer



**Ciara Rooney**

Supplier Enablement Lead

Pfizer



**Nate Smith**

Network Deployment Lead

SAP Ariba

Pfizer Email - [GPAribaTeam@pfizer.com](mailto:GPAribaTeam@pfizer.com)



SAP Ariba 

# SAP Business Network Supply Chain Collaboration (SCC)

## Appendix



# Supplier Training

## Appendix

- **Lesson 1:** SAP Business Network Project Overview and Scope
- **Lesson 2:** SAP Business Network Access, Navigation, and Administration
- **Lesson 3:** Forecast Collaboration
- **Lesson 4:** Purchase Order Collaboration
- **Lesson 5:** Order Confirmation Collaboration
- **Lesson 6:** Advanced Shipping Notice Collaboration
- **Lesson 7:** Supplier Managed Inventory Collaboration
- **Lesson 8:** Subcontracting Collaboration
- **Lesson 9:** SAP Business Network Support
- **Appendix**
  - Creating and Maintaining User Permissions, Users, and Notifications
  - Create Order Confirmation From Upload
  - Advanced Shipping Notice Creation from Uploads
  - Forecast Commitment from Uploads
  - Available User Permissions
  - Subcontracting: Component Shipment Reporting
  - Multi Tier Purchase Order Collaboration

# SAP Business Network Access, Navigation, and Administration

## *Administration – User Creation and Maintenance*

**Up to 2000 users** can be added to a Suppliers SAP Business Network Account. Only your company's SAP Business Network Account Administrator can **add/delete** Users from your SAP Business Network Account. Your organization's admin should provide each user with their own username and password to access SAP Business Network.

### **Administrator**

- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates/assigns roles for the account

### **User**

- Can have different roles, which correspond to the user's actual job responsibilities
- Detailed descriptions of each SAP Business Network Role can be found in the Appendix of this document
- Responsible for updating personal user information

# SAP Business Network Access, Navigation, and Administration

## Administration – Role Creation and Maintenance

1. **Click** on your initials in the upper right corner
2. **Click** on Settings
3. **Click** on Users
4. **Click** on the **+** button in the Manage Roles section and type in the Name and a Description for the Role
5. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role

**Note:** For Pfizer's scope, the required permissions to add are:

- **Customer Relationships**
- **Inbox and Order Access**
- **Outbox Access**
- **Planning Collaboration Visibility**
- **Purchase Order Report Administration**

The screenshot shows the SAP Business Network Administration interface. In the top right corner, the user's initials 'NS' are highlighted with a blue circle '1'. A dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Test Account'. The 'Settings' option is highlighted with a blue circle '2'. Below the settings menu, the 'Users' option is highlighted with a blue circle '3'. In the main content area, the 'Manage Roles' section is visible, and a plus sign button is highlighted with a blue circle '4'.

Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

The table shows a list of permissions with checkboxes. The first row, 'API Development Access', is highlighted with a blue circle '5'.

# SAP Business Network Access, Navigation, and Administration

## Administration – User Creation and Maintenance

1. **Click** on your initials in the upper right corner > Settings > Users
2. **Click** on the Manage Users tab
3. Click **+** button in the Manage Roles section and type in the Name and a Description for the Role
4. **Add** all relevant information about the user including name and contact info
5. **Select** a role in the Role Assignment section and click on Done
  - You can add up to 2000 users to your SAP Business Network account

The screenshot illustrates the SAP Business Network Administration interface for user creation, with five numbered callouts (1-5) corresponding to the steps in the list:

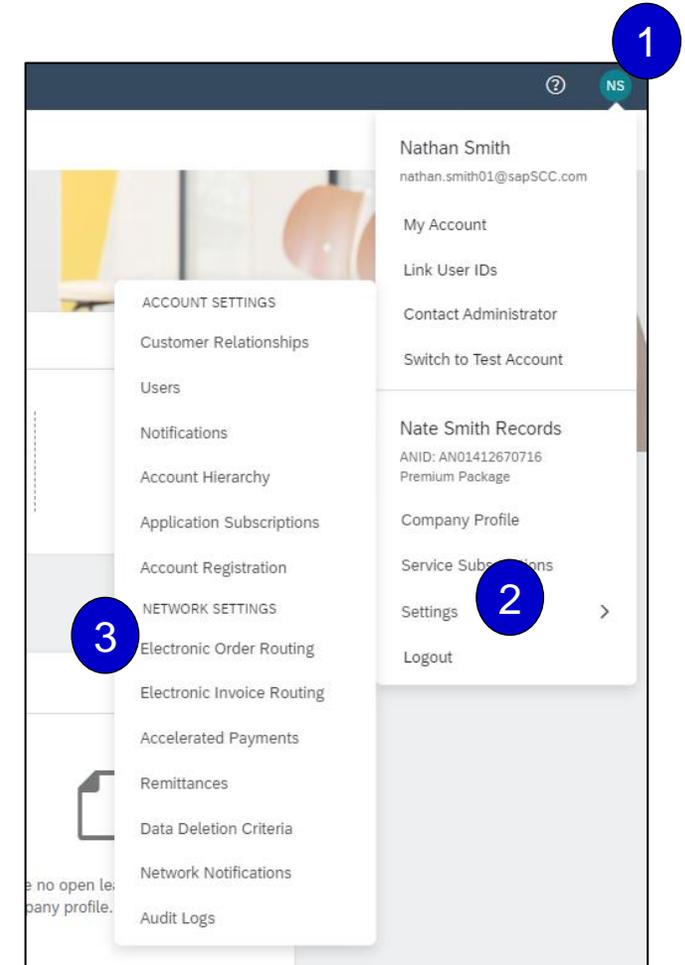
- 1:** User profile menu in the top right corner, showing the 'Users' option.
- 2:** 'Manage Users' tab selected in the top navigation bar.
- 3:** '+ Add User' button in the bottom right corner.
- 4:** 'New User Information' form containing fields for Username, Email Address, First Name, Last Name, and checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. It also includes an 'Office Phone' field with Country, Area, and Number sub-fields.
- 5:** 'Role Assignment' table with columns for Name and Description, showing a role named 'PO Viewer'.

# SAP Business Network Access, Navigation, and Administration

## Administration – Notifications

SAP Business Network Notifications should have been set up when your SAP Business Network Account was created. However, you can check or change these notification settings at any time.

1. **Click** your initials in the upper right corner
2. **Click** Settings
3. **Click** Electronic Order Routing



# Order Confirmation Collaboration

## Create Order Confirmation From Upload

- For the Classic View Go to **Upload / Download** tab. For the New US click on the box with 3 Dots under your initials and click Upload / Download under the Excel Files heading
- Click the **Jobs** sub-tab, click **Create** button.
- Prepopulate all mandatory fields:
  - Enter a name for the report.
  - Set a type as **Order confirmation**.
  - Select a customer name.
- Enter other **Job Search** Criteria if needed. You can choose if you'd like to include already confirmed data or do not include new data in the report.
- Once done, click **Save**.
- 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 application's navigation menu with 'Upload/Download' highlighted. Below it, the 'Jobs' sub-tab is active, and a 'Create' button is highlighted. A 'Jobs' table is displayed with the following data:

Name	Type	Created
123abc		
1ASN190214	ASN	14 Feb 2019 12:09:56 AM
ASNDwld	ASN	13 Feb 2019 11:49:21 PM
ASN1902141DWLD	ASN	13 Feb 2019 11:48:33 PM

The 'Create/Edit Job' form contains the following fields and options:

- \* Name: [Text Field]
- \* Type: Order Confirmation (Dropdown)
- \* Customer: BP SCC Buyer - TEST (Dropdown)
- Order number: [Text Field]
- Product group: Line of Business (Dropdown)
- Date type: Need By (Selected), Ship By (Radio Button)
- Date Range: Current Date Minus (Dropdown), 365 Days (Text Field)
- Supplier part number: [Text Field]
- Buyer part number: [Text Field]
- Location: [Text Field]
- Planner code: [Text Field]
- Include already-confirmed data: [Checkbox]
- Do not include data from new orders: [Checkbox]
- Buttons: Cancel, Save

# Order Confirmation Collaboration

## *Create Order Confirmation From Upload*

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

The screenshot shows a web interface with three tabs: 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is active. Below the tabs is a 'Search Filters' section. The main content area is titled 'Downloads' and contains a table with the following data:

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	↓

At the bottom left of the table area, there is a 'Refresh Status' button. At the bottom right, there is a download icon (↓) in the 'File' column. The 'Status' column is highlighted with a yellow box.

# Order Confirmation Collaboration

*Create Order Confirmation From Upload*

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						

- File format (columns) should not be changed
- This is the file format that should be updated with your data then reuploaded

# Order Confirmation Collaboration

## *Create Order Confirmation From Upload*

- 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”.
- To update **the price** for the full line, follow the below steps:
  4. Fill your confirmation number (You cannot use the same confirmation number across different orders. Populating a confirmation number is also optional, you may leave it blank).
  5. Set Item Type as “detail”.
  6. Update Item Unit with your new price.

Leave the other columns without any change.

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

The image shows two screenshots of the SAP Ariba interface. The top screenshot shows a table with columns: Confirmation Number, Order Number, Order Version, Order Date, Item Line, Item Type, Item Quantity, Item Unit Of, Item Delivery Date, and Item Unit. Callout 1 points to the Confirmation Number column, callout 2 points to the Item Delivery Date column, and callout 3 points to the Item Type column. The bottom screenshot shows the same table with callout 4 pointing to the Confirmation Number column, callout 5 pointing to the Item Type column, and callout 6 pointing to the Item Unit column.

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

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

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.
- In case of price update, the price of the different confirmation lines against a single PO line must always be identical.

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 Collaboration

## Create Order Confirmation From Upload

1. For the Classic View Go to **Upload/Download, Uploads** sub-tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

### Note:

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

The screenshot displays the software interface for creating an order confirmation from an upload. The main window shows the 'Upload/Download' section with the 'Uploads' sub-tab selected. A 'Create' button is visible in the top right corner. Below the navigation bar, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Uploads' tab is active, showing a search filter and a table with columns for 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table currently shows 'No uploads found.' Below the table are 'Upload' and 'Refresh Status' buttons. A '1' callout points to the 'Upload/Download' tab in the navigation bar. A '2' callout points to the 'Upload' button. A '3' callout points to the 'Upload' button in the 'Upload File' dialog box. A '4' callout points to the '\*Type:' dropdown menu in the dialog box. A '5' callout points to the 'File:' input field and 'Browse...' button in the dialog box. A '6' callout points to the 'Upload' button in the dialog box. An inset window on the right shows a dropdown menu with options: TRACK, EXCEL FILES, Pending Queue, Upload/Download, Documents To Resend, Product Activity Messages, Notifications, CSV UPLOAD, Order Confirmation, Ship Notice, External Document, CSV DOWNLOAD, and Templates. A '1' callout points to the 'Create' button in the top right corner of the inset window.

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

- 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				7	8	
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	↓	↓
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	↓	↓
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	↓	↓

# Order Confirmation Collaboration

## Create Order Confirmation From Upload - Troubleshooting

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 screenshots illustrate the following steps:

1. Selecting the first column (A) containing concatenated data.
2. Clicking on Data > Text to columns.
3. Selecting “Delimited” as the file type.
4. Clicking **Next**.
5. Selecting “Comma” as the delimiter.
6. Clicking **Next**.
7. Clicking **Finish**.
8. The resulting table with columns for Ship Notice ID, Ship Notice Date, Order ID, and Order Date.

Ship notice ID	Ship notice date; format: YYYY-MM-DDThh:mm:ss	Order ID	Order Date
2018-10-28T08:26:50-07:00;6008417400	2018-08-06T05:00:00	6008417400	2018-08-06T05:00:00
2018-10-28T08:26:50-07:00;6008418234	2018-08-07T05:00:00	6008418234	2018-08-07T05:00:00
2018-10-28T08:26:50-07:00;6008419215	2018-08-07T05:00:00	6008419215	2018-08-07T05:00:00
2018-10-28T08:26:50-07:00;6008419716	2018-08-08T05:00:00	6008419716	2018-08-08T05:00:00
2018-10-28T08:26:50-07:00;6008420214	2018-08-09T05:00:00	6008420214	2018-08-09T05:00:00
2018-10-28T08:26:50-07:00;6008420214	2018-08-09T05:00:00	6008420214	2018-08-09T05:00:00

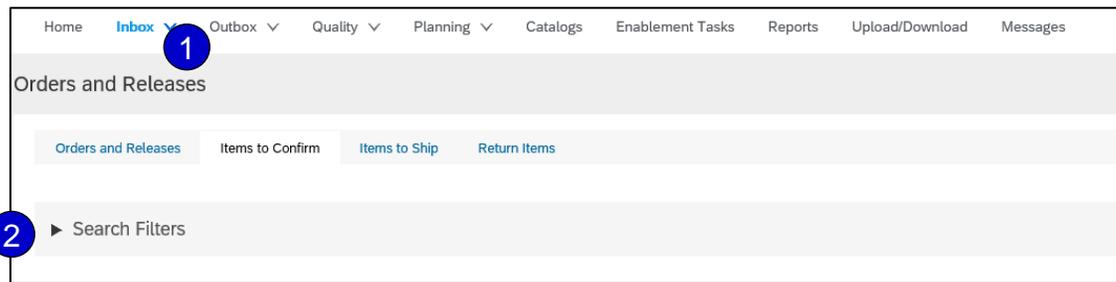


# Order Confirmation Collaboration

## Create Order Confirmation From Upload

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.

1. For the Classic View Go to **Inbox/ Order and Releases/ Items to confirm** sub-tab. For the New User Interface click on **Orders / Orders and Releases / Items to Confirm**
2. Use search filters to identify the already confirmed lines.
3. Click **Actions/ Update line item** on the right hand side of your screen.
4. You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).

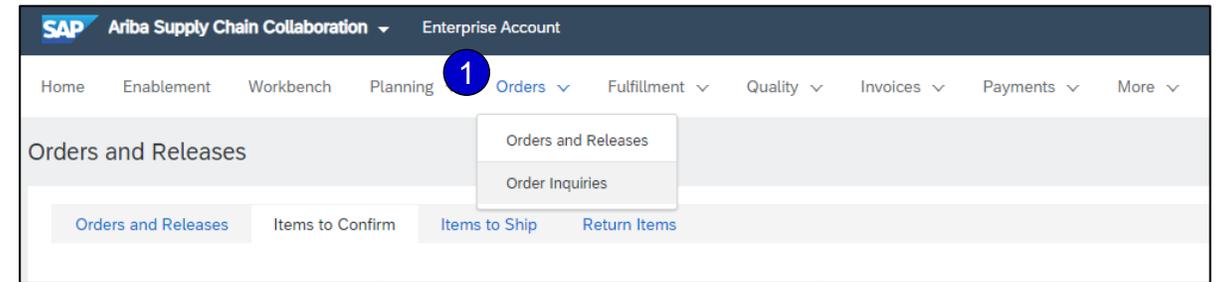


Home **Inbox** 1 Outbox ▾ Quality ▾ Planning ▾ Catalogs Enablement Tasks Reports Upload/Download Messages

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

2 Search Filters



SAP Ariba Supply Chain Collaboration Enterprise Account

Home Enablement Workbench Planning 1 Orders ▾ Fulfillment ▾ Quality ▾ Invoices ▾ Payments ▾ More ▾

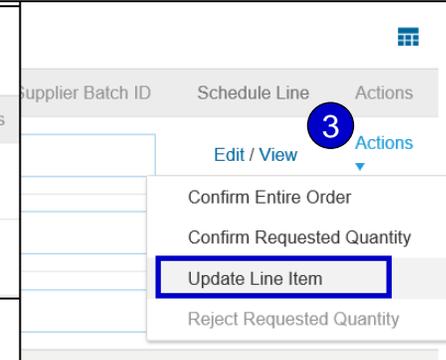
Orders and Releases

Orders and Releases Order Inquiries

Orders and Releases Items to Confirm Items to Ship Return Items

Items to Confirm (3)

<input type="checkbox"/>	Order Number	Item	Part #	Customer Part #	Description	Revision Level	Customer	Customer Location / Description	Ordering Address
<input type="checkbox"/>	4500053126	10		2918	BP TST 2918		BP SCC Buyer - TEST	8540 Best Run Czech Republic	BP TST V1 ATLANTA, 01 France
<input type="checkbox"/>	4500053127	10		2918	BP TST 2918		BP SCC Buyer - TEST	8540 Best Run Czech Republic	BP TST V1 ATLANTA, 01 France



Supplier Batch ID Schedule Line Actions

4 Edit / View 3 Actions

- Confirm Entire Order
- Confirm Requested Quantity
- Update Line Item**
- Reject Requested Quantity

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

5. When reaching the PO again, you will see the split of your previously confirmed quantity.
6. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
7. 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.

8. 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

**5** 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 )

**7** Confirm:  Backorder:  Reject:

**6** [Details](#)

**8** 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 Collaboration

## Create Order Confirmation From Upload

- 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.

- For Classic View Go to **Upload/ Download** tab, **Jobs** sub-tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
- Click **Create** to create a new report..
- Prepopulate all mandatory fields:
  - Enter a name for the report.
  - Set a type as **Order confirmation**.
  - Select a customer name.
- Check **Include already confirmed data**.
- Click **Save**.

The screenshot shows the 'Create/Edit Job' interface. At the top, there is a navigation bar with 'Upload/Download' selected. Below it, a sub-tab 'Jobs' is active. A 'Create' button is highlighted with a blue circle and the number 1. A dropdown menu is open, showing 'EXCEL FILES' and 'Upload/Download' with a blue circle and the number 1. Below the navigation, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Create' button is highlighted with a blue circle and the number 2. The main form area is titled 'Create/Edit Job'. It has a '\* Name' field and a '\* Type' dropdown set to 'Order Confirmation'. Below this is the 'Job Search Criteria' section. The '\* Customer' field is populated with 'BP SCC Buyer - TEST' and is highlighted with a blue circle and the number 3. Other fields include 'Order number', 'Product group' (set to 'Line of Business'), 'Date type' (set to 'Need By'), and 'Date Range' (set to 'Current Date Minus' with '365' days). On the right side, there are fields for 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'. A checkbox labeled 'Include already-confirmed data' is checked and highlighted with a blue circle and the number 4. At the bottom right, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a blue circle and the number 5.

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

6. The report will appear in the Jobs list. Select it and click **Run**.
  7. You will be transferred to Downloads sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.
  8. Download the Excel report and save it at your computer.
- **Note:**
    - In Excel file you can reconfirm partially or fully confirmed items.
    - For more details how to confirm OC via Excel file refer to [Mass OC Upload](#) chapter described above.

Jobs Downloads Uploads

Search Filters

Jobs

Name	Type
OC Reconf	Order Confirmation

Create Edit **6** Run Clear Downloads

Jobs Downloads Uploads

Search Filters

Downloads

Job Name	Type	Status	File
OC Reconf	Order Confirmation	<b>8</b> Completed	

**7** Refresh Status

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

1. For Classic View Go to **Upload/ Download** tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

### Note:

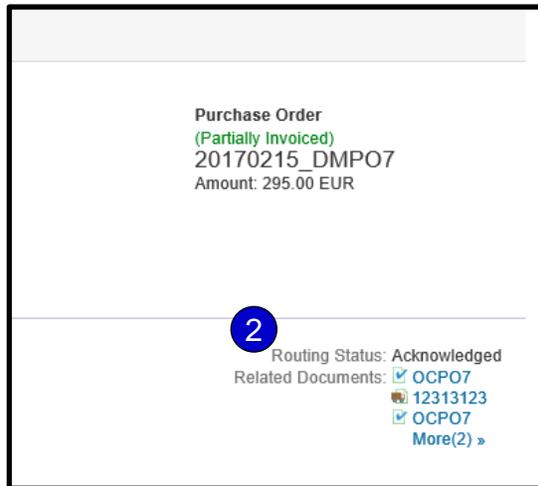
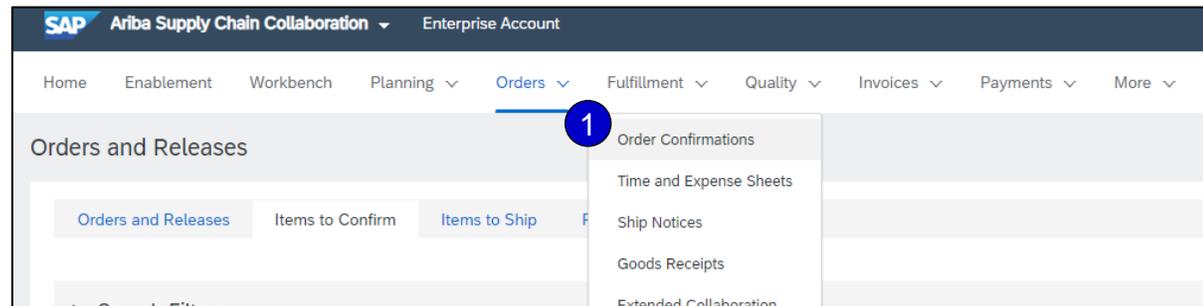
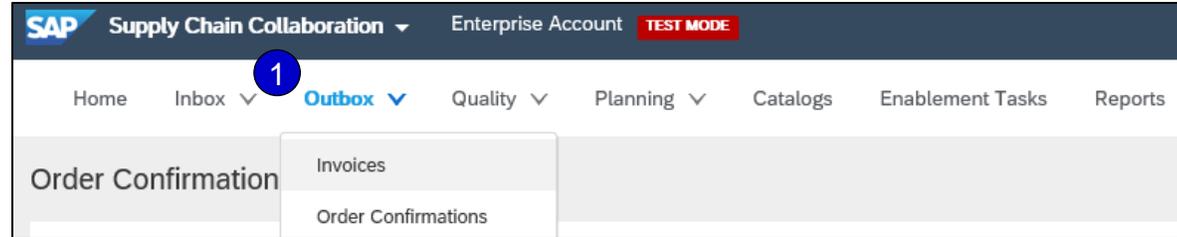
If reupload fails or is completed with errors, download the Log information. After errors are fixed, try to reupload the file again.

The image displays two screenshots from a software application. The top-left screenshot shows the main interface with the 'Upload/Download' tab selected, indicated by a blue circle '1'. Below the navigation bar, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. A table titled 'Uploads' is shown with columns for 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. The table is currently empty, with a note 'No uploads found.' and an 'Upload' button highlighted with a blue circle '2'. The top-right screenshot shows a dropdown menu with a 'Create' button and a three-dot menu icon. The menu items include 'TRACK', 'EXCEL FILES', 'Pending Queue', 'Documents To Resend', 'Product Activity Messages', 'Notifications', 'CSV UPLOAD', 'Order Confirmation', 'Ship Notice', 'External Document', 'CSV DOWNLOAD', and 'Templates'. The 'Order Confirmation' item is highlighted with a blue circle '1'. The bottom screenshot shows the 'Upload File' dialog box. It contains fields for '\*Name:' (filled with 'Mass OC\_April'), 'Customer:' (filled with 'BP SCC Buyer - TEST'), and '\*Type:' (set to 'Order Confirmation'). A 'File:' field with a 'Browse...' button is highlighted with a blue circle '5'. A 'Download templates' link is visible below the file field. The 'Upload' button at the bottom right is highlighted with a blue circle '6'.

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

1. For the Classic View, Submitted order confirmations can be viewed from **Outbox, Order Confirmation** sub-tab. Search filters are available. For the New User Interface, Submitted order confirmations can be viewed from **Fulfillment, Order Confirmation** sub-tab. Search filters are available
2. Or from the PO view, you may click the link under the Related Documents.



This screenshot shows a search filter section and a table of order confirmations. The search filter is currently empty. The table below it displays 17 order confirmations, with two rows visible. Each row includes a checkbox, a confirmation ID, a customer name, and an order number.

	Confirmation ID	Customer	Order #
<input checked="" type="checkbox"/>	OCPO7	Ariba sro - TEST	20170215_DMPO7
<input checked="" type="checkbox"/>	OCPO7	Ariba sro - TEST	20170215_DMPO7

# Order Confirmation Collaboration

## Create Order Confirmation From Upload

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 )

# Advanced Shipping Notice Collaboration

## *Advanced Shipping Notice From Upload*

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 contains the value '123'. 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 Notice Collaboration

## Advanced Shipping Notice From Upload

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 attachment**.

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



4

8859\_1 Code page 8859\_1 is for Western European values. For more information see the documentation for Supplemental Enablement Automation.

5

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
	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	

# Advanced Shipping Notice Collaboration

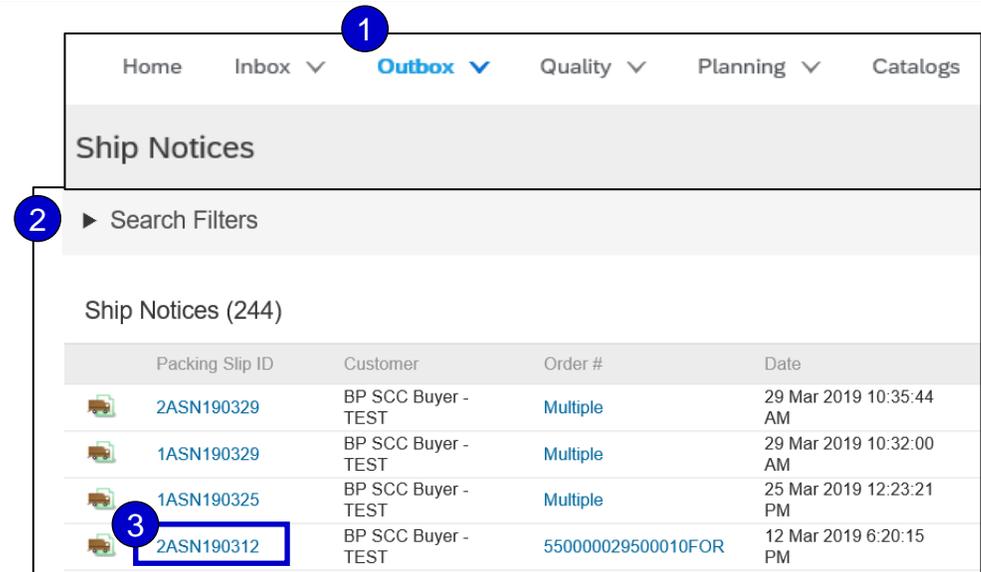
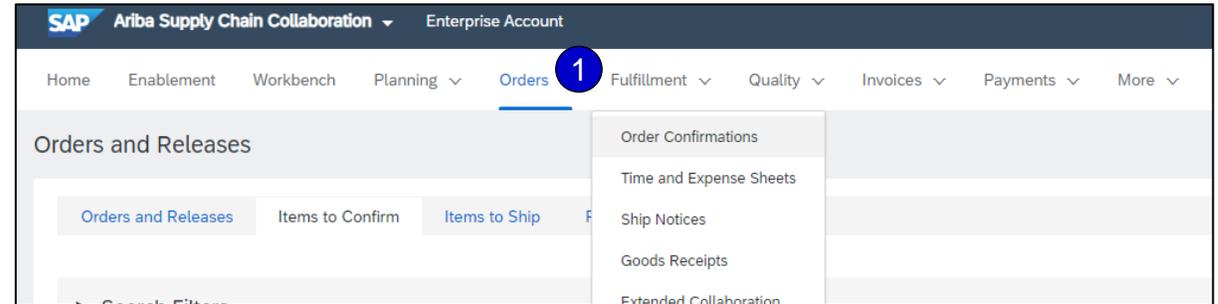
## Advanced Shipping Notice From Upload

It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

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

1. For the Classic View go to **Outbox / Ship Notices**. For the New User Interface go to **Fulfillment / Ship Notices**
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.

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



# Advanced Shipping Notice Collaboration

## Advanced Shipping Notice From Upload

1. For the Classic View Go to **CSV Documents**.  
For the New User Interface click on the box with the **3 dots** under your initials and click **Templates** under the CSV Download heading
2. Select **CSV Templates** from the drop down menu.
3. Select **Ship Notice** and click **Download**.
4. 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.

The image illustrates the process of downloading CSV templates in four steps:

- Step 1:** A user menu is open, showing options like TRACK, Pending Queue, Documents To Resend, Product Activity Messages, Notifications, CSV UPLOAD, Order Confirmation, Ship Notice, External Document, and CSV DOWNLOAD. The 'Templates' option under CSV DOWNLOAD is highlighted.
- Step 2:** A 'Standard Templates' section is shown with a list of templates: Document ↑, Order Confirmation, and Ship Notice. The 'Ship Notice' option is selected with a checkmark, and a 'Download' button is visible below the list.
- Step 3:** A 'CSV DOWNLOAD' menu is open, showing options like UPLOAD, Order Confirmation CSV, Ship Notice CSV, External Document, and DOWNLOAD. The 'DOWNLOAD' option is selected, and a sub-menu is open showing 'CSV Templates' as the selected item.
- Step 4:** A file download dialog is shown at the bottom, asking 'Do you want to open or save StandardTemplate.zip from service.ariba.com?'. The 'Open' button is highlighted.

# Advanced Shipping Notice Collaboration

## Advanced Shipping Notice From Upload

1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.
2. From the Portal homepage go to **CSV Documents**.
3. Select **Ship Notice CSV** from the drop down.
4. Select the customer.
5. Browse the updated template from your computer.
6. Click **Import CSV Ship Notice**.
7. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.
8. Fix the errors accordingly and reupload the file following the same steps.

1

DTF-8																				
_csv_ver	_csv_ser	_csv_typ	_csv_tem	Standard	Template															
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String											
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship To na	Ship To										

2

Home | Inbox | Outbox | Quality | Planning | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages | Documents | Create

3

- Upload
- Order Confirmation CSV
- Ship Notice CSV
- Download
- CSV Templates

4

5

8

6

Import CSV Ship Notice

Customer: \*

Download CSV Templates

CSV Ship Notice file path: \* Browse...

Import CSV Ship Notice

7

Upload Errors

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

Download Errors

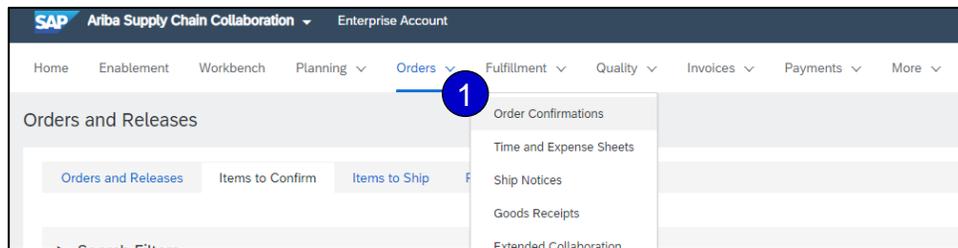
### Notes:

- 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.

# Advanced Shipping Notice Collaboration

## Advanced Shipping Notice From Upload

1. For the Classic View To view submitted ASN go to **Outbox / Ship Notices**. For the New User Interface, click on **Fulfillment / Ship Notices**
2. Or to related order screen, Related Documents section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
4. and you will see the files you have attached.
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.



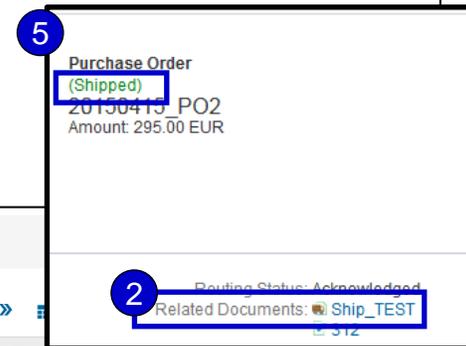
Home Inbox **Outbox** Quality Planning Catalogs Enablement Tasks

Ship Notices

Search Filters

Ship Notices (244)

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
2ASN190329	BP SCC Buyer - TEST	Multiple	29 Mar 2019 10:35:44 AM	Completed	Fully Received	Acknowledged	
1ASN190329	BP SCC Buyer - TEST	Multiple	29 Mar 2019 10:32:00 AM			Acknowledged	
1ASN190325	BP SCC Buyer - TEST	Multiple	25 Mar 2019 12:23:21 PM	Completed	Fully Received	Acknowledged	
2ASN190312	BP SCC Buyer - TEST	550000029500010FOR	12 Mar 2019 6:20:15 PM			Sent	



Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit
4500053068	10		2918	80.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1. Shipped 10 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					
00053069	20		2918	80.0	EA
Description: BP TST 2918					
SHIPMENT STATUS					
1. Shipped 20 EA Show Details					
Received Quantity: 1 EA					
Returned Quantity:					

Attachment(s):

Name	Type
Test_Excel.xlsx	application/vnd.openxmlformats-officedocument

# Advanced Shipping Notice Collaboration

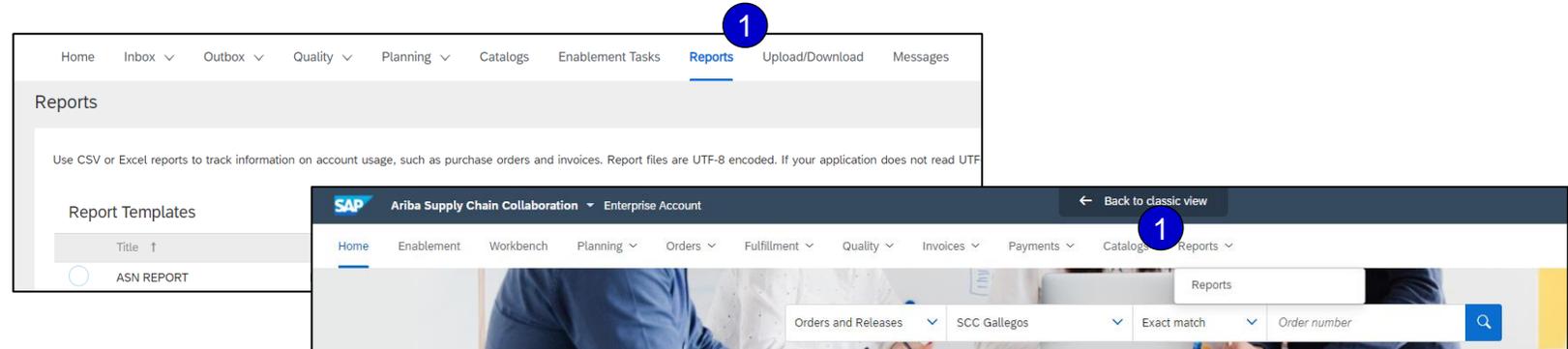
## Advanced Shipping Notice From Upload

ASN report consolidates detailed information from ship notices and their related Purchase Orders and goods receipts.

The report can include **schedule-line information** from Purchase Orders when the related ship notice was created using the **Items to Ship** tab.

From the Home screen:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.



This screenshot shows the 'Create Report' form. A blue circle '3' highlights the 'Report Description' section. The form includes fields for Title, Description, Time zone, Language, and Report type. The 'Report type' dropdown is set to 'Ship Notice' and is highlighted with a blue box.

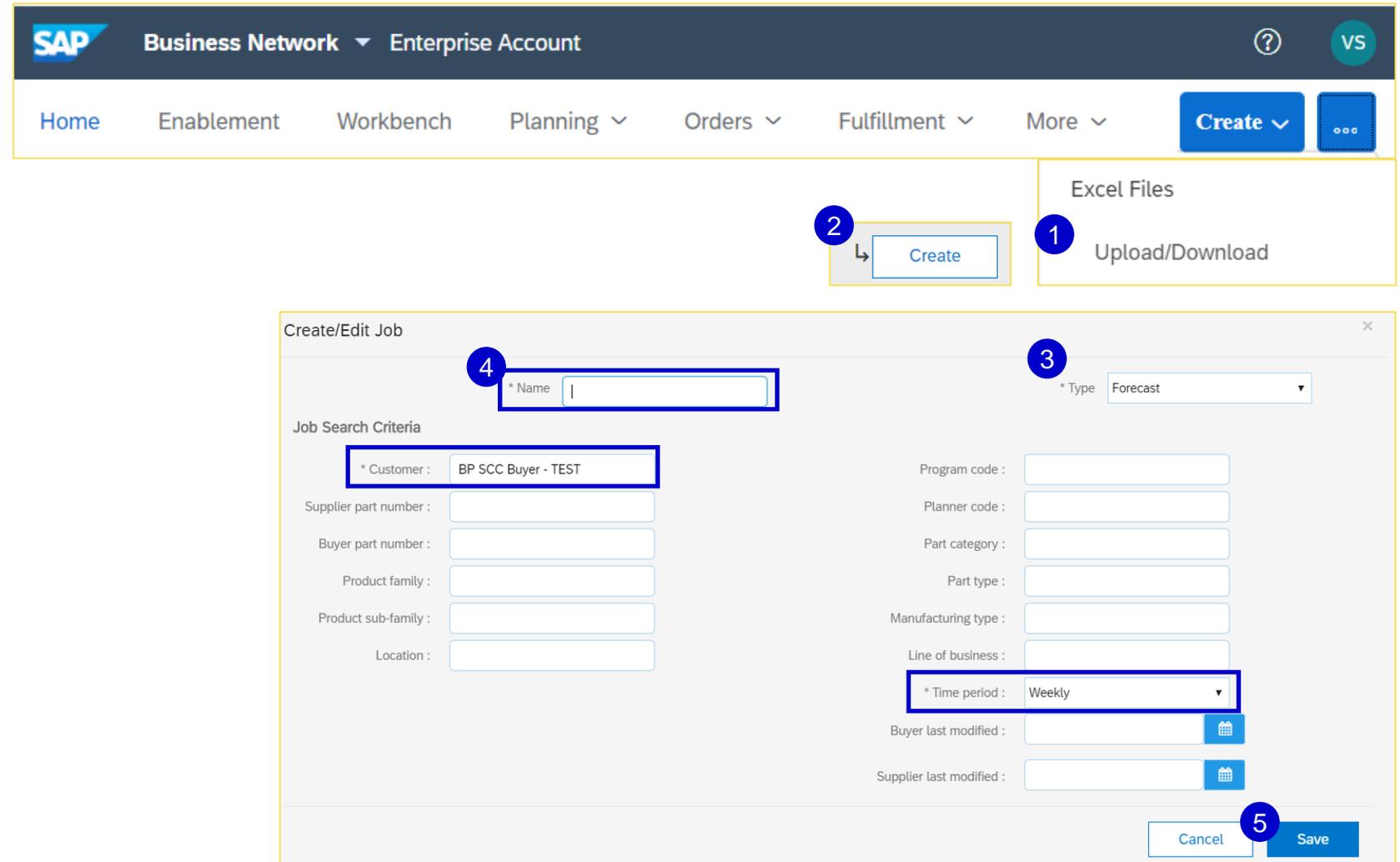
This screenshot shows a table listing report templates. A blue circle '4' highlights the 'Run' button for the 'ASN REPORT' row. A blue circle '6' highlights the 'Download' button for the same row. A blue circle '5' highlights the 'Refresh Status' button. The 'Status' column for 'ASN REPORT' is 'Processed' and is highlighted with a blue box. The 'Last Run' column shows '23 Apr 2020'.

Title ↑	Schedule Type	Report Type	Status	Last Run
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020

# Forecast Collaboration

## Forecast Commitment From Upload

- From the Home page:
  - Click  button and select **Upload/Download** from the drop down.
  - In the Jobs sub-tab click **Create** in the bottom of the screen to create a new Job. New window will appear.
  - Set job type as **Forecast**.
  - Minimum required is to fulfill all mandatory fields:
    - Job name
    - Customer name
    - Time period
  - Click **Save**.



The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'More'. A 'Create' button is visible in the top right. A secondary menu is open, showing 'Excel Files' and 'Upload/Download'. A 'Create' button is highlighted with a blue circle '2'. Below this, the 'Create/Edit Job' window is open. It features a 'Job Search Criteria' section with fields for '\* Name', '\* Customer' (filled with 'BP SCC Buyer - TEST'), 'Supplier part number', 'Buyer part number', 'Product family', 'Product sub-family', and 'Location'. To the right, there are fields for 'Program code', 'Planner code', 'Part category', 'Part type', 'Manufacturing type', and 'Line of business'. A '\* Time period' dropdown is set to 'Weekly'. At the bottom, there are 'Buyer last modified' and 'Supplier last modified' fields with calendar icons. A 'Cancel' button and a 'Save' button (highlighted with a blue circle '5') are at the bottom right. A blue circle '4' highlights the '\* Name' field, and a blue circle '3' highlights the '\* Type' dropdown set to 'Forecast'.

# Forecast Collaboration

## Forecast Commitment From Upload

1. Select the job you created and click **Run**. You will be transferred to Downloads sub-tab.
2. Click **Refresh** status to update job status to Completed.
3. Download a job by clicking the icon.
4. Save Excel file on your computer. Update the qualities you desire within the file.

- **Note:**

- If a buyer sets a commit freeze horizon, a **Forecast** job downloaded by a supplier from the **Upload/Download** tab applies the freeze to any time-series view the download uses: **Daily, Weekly, Monthly, Quarterly** and **Yearly**.
- When the buyer sets the preferred time series granularity to a value other than **All**, suppliers can edit and commit Excel files **only in the preferred time series granularity selected by the buyer**.

The screenshot displays the SAP Ariba Forecast Collaboration interface. At the top, there's a header for 'ForecastExcel' and 'Forecast'. Below this, a navigation bar contains buttons for 'Create', 'Edit', 'Run' (highlighted with a blue circle '1'), and 'Clear Downloads'. The main content area has tabs for 'Jobs', 'Downloads' (highlighted with a blue box), and 'Uploads'. Under 'Downloads', there's a 'Search Filters' section and a table of download jobs. The table has columns for Job Name, Type, Last Run, Last Run By, Status, and File. A row shows 'ForecastExcel' with status 'Completed' and a download icon (highlighted with a blue box and circle '3'). Below the table, a 'Refresh Status' button (highlighted with a blue box and circle '2') is visible. At the bottom, the SAP Ariba logo and 'Ariba Supply Chain Collaboration - Forecast' are shown above a detailed data table. This table has columns for Customer ANID, Customer Name, Customer part no., Supplier part no., Description, Plant ID, Location, Lead Time, Last updated, Line of business, Product family, and Product subfamily. A row shows data for 'AN01055993515-T'.

Job Name	Type	Last Run	Last Run By	Status	File
ForecastExcel	Forecast	20 Nov 2019 8:19:03 AM	Volha Smalianchuk	Completed	

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Product family	Product subfamily
AN01055993515-T	BP SCC Buyer - TEST	2918		BP TST 2918	8540	Czech Rep 0		8 Oct 2018			

# Forecast Collaboration

## Forecast Commitment From Upload

1. To upload updated Excel file go to **Uploads** sub-tab.
2. Click **Upload**. New window will appear.
3. Enter a job name and set the type as **Forecast**.
4. Browse the file from your computer.
5. Click **Upload**.
6. Status indicates whether upload was successful:
  - **Failed** – upload failed due to errors. Download Log file, fix the errors and reupload.
  - **Completed with errors** – the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.
  - **Completed** – the file has been successfully submitted.

The screenshot shows the 'Upload File' dialog box. At the top, there are tabs for 'Jobs', 'Downloads', and 'Uploads', with 'Uploads' selected and circled with a '1'. Below the tabs, there is a blue 'Upload' button circled with a '2' and a 'Refresh Status' button. The main area of the dialog has a '\* Name :' input field circled with a '3' and a '\* Type :' dropdown menu set to 'Forecast'. Below that is a 'File :' section with a 'Choose file' button circled with a '4' and the text 'No file chosen', along with a 'Download templates' link. At the bottom right, there is an 'Upload' button circled with a '5' and a 'Cancel' button.

The screenshot shows the 'Uploads' table. The table has columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. A circled '6' points to the 'Status' column. The table contains five rows of data:

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
				Failed	↓	↓
				Failed	↓	↓
				Completed With Errors	↓	↓
				Failed	↓	↓
				Completed	↓	↓

# SAP Business Network Roles

## Descriptions (1 of 3)

Permission	Permission Description
API Development Access	Access to API development using the SAP SAP Business Network developer portal.
Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
Child Account Access	Sign on to access a child account
Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to SAP Business Network
Contact Administration	Maintain information for account contact personnel
Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
Invoice Report Administration	Access to Reporting, and Invoice Report type
Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
Tax Book Report Administration	Access to Reporting, and Tax Book Report type
Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
Supplier Discount Management Program Administrator	Access to discount program offers and the definition of early payment requests
Archive Access	View and search archived items
Customer Administration	Manage customer relationships
Catalog Management	Set up and manage catalog-related activities
Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
Payment Profile	Configure your payment profile
cXML Configuration	Configure account for cXML transactions
Company Information	Review and update company profile information
PCard Configuration and Notifications	Configure PCard account and maintain notification email addresses
Transaction Configuration	Configure account for electronic transactions
Customer Relationships	View customer relationships
Data Deletion View audit logs	Access to data deletion view audit logs
Company Data Deletion Configuration	Access to company data config
Transaction Data Deletion Configuration	Access for transaction data deletion

# SAP Business Network Roles

## Descriptions (2 of 3)

Permission	Permission Description
Delete users	Access to delete users
Transaction Data Export for Deleted Data	Access for transaction data export for deleted data
Download Audit logs	Access to download audit logs
Retrieve PII data of users	Access for PII data retrieval
ID Registration Access	Register unique identifiers, like email domains
Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing SAP Business Network Account.
Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the SAP Business Network Integration Gateway
Cloud Integration Gateway Access	View and search projects on the SAP Business Network Integration Gateway
Planning Collaboration Visibility	Access to planning collaboration visibility
Create and manage postings on SAP Business Network Discovery	Create postings on SAP Business Network Discovery
Respond to postings on SAP Business Network Discovery	Respond to postings on SAP Business Network Discovery
Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
Inbox and Order Access	View and search documents in Inbox and take actions based on your role
Folio Management	Create, activate and delete folio ranges used for tax invoicing.
Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
Logistics Access	Perform Logistics actions with limited access to transactions information
Outbox Access	View and search documents in Outbox and take actions based on your role
Services Access	Perform Services actions with limited access to transactions information
Timestamp verification	Verify timestamp token on invoices
Payment Activities	Manage your payment activities
Premium Membership and Services Management	Manage your premium service subscriptions
Proof Of Service Create Access	Allows users to create a proof of service
Proof Of Service Create On Behalf Access	Allows user to create a proof of service on behalf of another user
Proof Of Service Report Access	Allows user to create and run Proof Of Service reports
Proof Of Service Review Access	Allows users to review and assign a PO to a proof of service

# SAP Business Network Roles

## *Descriptions (3 of 3)*

Permission	Permission Description
Quality Inspection Access	Access to view quality inspection documents
Quality Inspection Creation	Access to create quality inspection documents
Quality Notification Access	Access to view quality notification documents
Quality Notification Creation	Access to create quality notification documents
Quality Review Access	Access to view quality review documents
Quality Review Creation	Access to create quality review documents
Receivables Upload	Select receivables for auction
Access Proposals and Contracts	View your organization's SAP Business Network Sourcing events and SAP Business Network Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by SAP Business Network Sourcing buyers before they can view or participate in events or contract tasks
Credit Card Number Access	Manage the display of credit card numbers on purchase orders
Supplier Treasury Agent	View buyer-initiated early payment offers
Time & Expense Sheet Management	Review and update Time and Expense sheets
Supply Chain Financing Provider Portal Access	Access to the Supply Chain Financing provider portal to trade eligible documents.

# Subcontracting Collaboration

## Component Shipment Reporting

You can create a Component Shipment report in Excel to show selected information from multiple component ship notices.

From the Homepage:

1. Click **Reports/Reports**.
2. Click **Create**.
3. Enter the Title of the report and Select Report type **Component Shipment**.
4. Click **Next**.
5. Enter the report criteria and click **Submit**.

More information on each field is provided in the Component Shipment report criteria description.

The screenshot displays the 'Report Templates' interface. At the top, there is a navigation menu with 'Reports' and 'Messages'. Below it, a table titled 'Report Templates' has columns for 'Title', 'Schedule Type', 'Report Type', 'Status', and 'Last Run'. The table is currently empty, showing 'No items'. Below the table are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. A yellow circle with the number '1' highlights the 'Reports' menu item, and a yellow circle with the number '2' highlights the 'Create' button.

The main form is divided into two sections: 'Report Description' and 'Criteria'. The 'Report Description' section includes fields for 'Title' (containing 'CS rep'), 'Description', 'Time zone' (set to 'CET'), 'Language' (set to 'English'), and 'Report type' (set to 'Component Shipment'). A yellow circle with the number '3' highlights the 'Report type' dropdown. The 'Criteria' section includes a 'Customer' dropdown (set to 'All Customers'), 'Component Ship Notice No.', 'Tracking Number', 'Order Number', 'Shipping Organization', 'Receipt Status' (set to 'All'), 'Show Ship Notice By' (radio buttons for 'Ship Notice Date', 'Estimated Delivery Date', and 'Actual Shipping Date'), 'Date' (range from '3 Jan 2022' to '3 Feb 2022'), and 'Maximum Results Returned' (set to '100'). A yellow circle with the number '4' highlights the 'Next' button. At the bottom right, a yellow circle with the number '5' highlights the 'Submit' button.

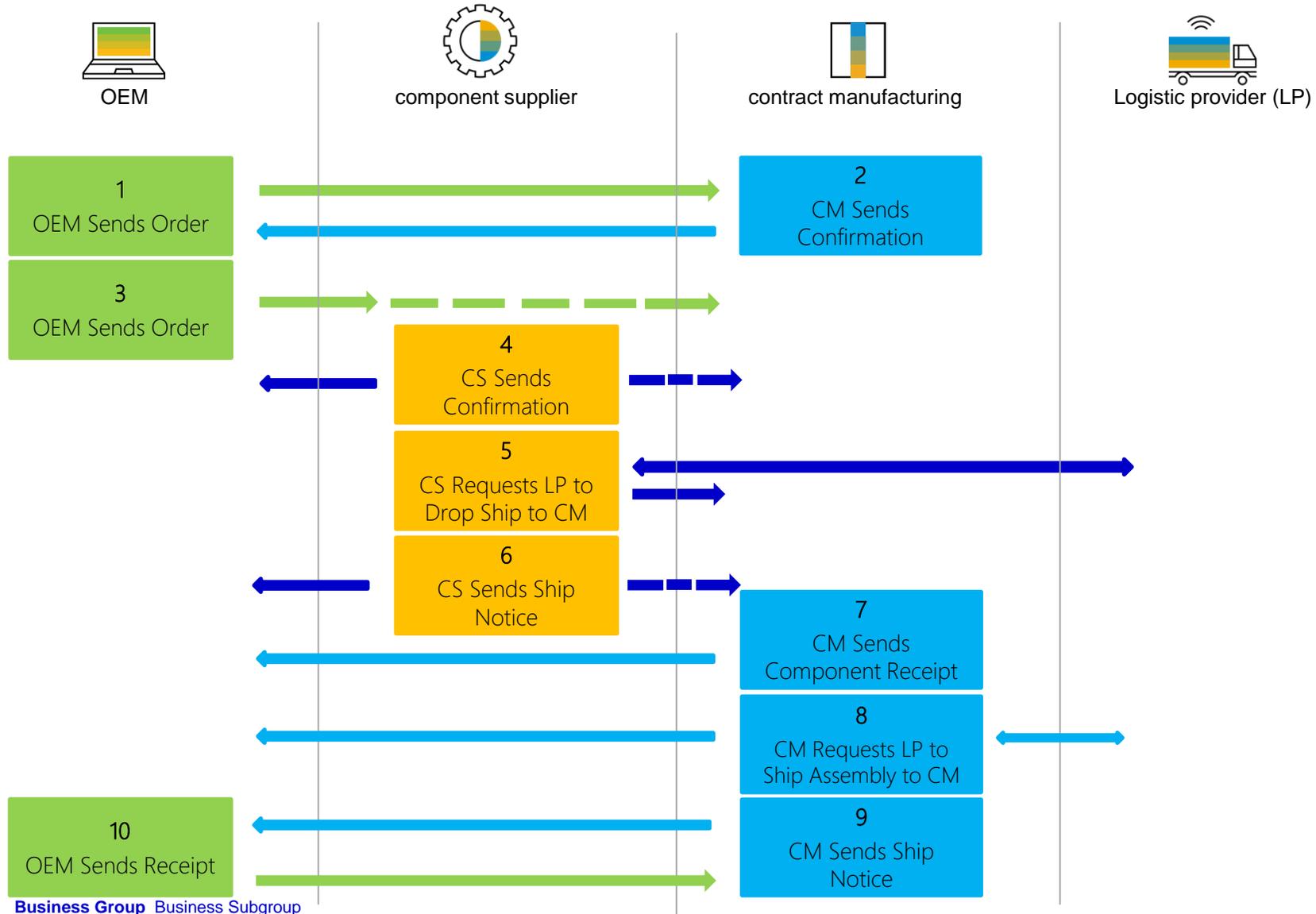
# Multi Tier Purchase Collaboration

## *Introduction*

- A multi-tier supply chain involves an Original Equipment Manufacturer (OEM) buyer and multiple suppliers collaborating together to produce a finished product.
- Multi-tier order collaboration provides end-to-end visibility and collaboration features for a multi-tier ordering process. It allows supply chain partners to view copies of orders, order confirmations, and ship notices (with financial fields masked) and create component receipts after receiving shipments. OEM buyers can manage their copy documents and view component shipments and receipts from tiered suppliers.
- Multi-tier order collaboration allows supply chain partners to do the following:
  - Contract manufacturers can view copies of orders, order confirmations, and ship notices on the SAP Business Network.
  - Contract manufacturers can submit new component receipts on the SAP Business Network as well as cancel them.
  - All supply chain partners can specify a routing preference (cXML or Online) for order response documents and copy documents.
- The copy of the approval request document is always routed to the copy supplier. This way, order confirmation deviation approval status is always in sync between main supplier and copy supplier.

# Multi Tier Purchase Order Collaboration

## Process Flow



# Multi Tier Purchase Order Collaboration

## Search for and Identify a Copy / Multi Tier Purchase Order

When applicable, a copy of the PO will be sent to necessary parties (ie. logistics providers). The copy PO only needs to be received and understood.

From the Homepage:

1. Click on **Fulfillment/ Extended Collaboration**.
2. Select **Multi-tier Orders** sub-tab to manage copy orders.
3. Search filters allow you to search using multiple criteria. Enter your search criteria and click **Search**.
4. List of displayed Purchase orders pre-default contain only orders for certain time range.
5. Click configure icon to manage your view.
6. Click order number to view the purchase order details.

### Note:

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



The screenshot shows the SAP Business Network Enterprise Account interface. The navigation bar includes Home, Enablement, Workbench, Planning, Orders, and Fulfillment. A dropdown menu for Fulfillment is open, highlighting 'Extended Collaboration'. The 'Extended Collaboration' page has tabs for Multi-Tier Orders, Component Inventory, Component Shipments, Component Receipts, and Compon. The 'Multi-Tier Orders' tab is active. Search filters include Customer (All Customers), Order Status (All), Order Number (with a search icon), Partial number (selected), Exact number, and Creation Date (Last 31 days, 4 Apr 2021 - 4 May 2021). A Search button and a Reset button are visible. Below the search filters, a table displays the search results for Multi-Tier Orders (100+).

Type	Order Number	Version	Customer	Ship From Partner	Ship To Address	Date	Order Status	Revision
Order	<a href="#">4500089990</a>		Stratus Atlantic	LOB NALA Supplier 9	CSC Mfg atlanta, GA United States	4 Feb 2020	Shipped	Original
Order	<a href="#">4500088995</a>		Stratus Atlantic	LOB NALA Supplier 9	CSC Mfg atlanta, GA United States	30 Jan 2020	Shipped	Original

# Multi Tier Purchase Order Collaboration

## *Copy / Multi Tier Purchase Order Visibility*

An OEM buyer can send a copy of an order to tiered suppliers. Such multi-tier orders mask all financial information.

Orders and Releases

Original Supplier

Orders and Releases | Items to Confirm | Items to Ship | Return Items

Search Filters

Orders and Releases (7)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500054730	3	csc_buyer		SAP AG Walldorf Germany	4,620.00 EUR	29 Jun 2016	Partially Shipped	Invoice	0.00 EUR	Changed	Actions

Multi-Tier Orders (2)

Receiving Supplier

Type	Order Number	Ver	Customer	Ship to Partner	Ship To Address	Date	Order Status	Revision
Order	4500054730	3	csc_buyer	csc_supplier1	SAP AG Walldorf Germany	29 Jun 2016	Partially Shipped	Changed

# Multi Tier Purchase Order Collaboration

## Copy / Multi Tier Purchase Order Details

1. View order details.
2. **Line Items** section describes the ordered items.
3. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.
4. You can configure your view by clicking **configure** icon.
5. View documents related to copy order – order confirmation, ASN.
6. View order history.

1 Order Detail
5 Order History



**From:**  
**IDES US INC**  
 1230 Lincoln Avenue  
 NEW YORK , New York 10019  
 United States  
 Phone: + ( ) 212-345-0983  
 Fax: + ( ) 212-345-5693

**To:**  
**LOB NALA Supplier 9**  
 PO12129  
 Pittsburgh , PA 15222  
 United States  
 Phone:  
 Fax:  
 Email: mayank.anand@sap.com

**Purchase Order**  
 (Shipped)  
 4500088995

within 14 days 3 % cash discount within 30 days 2 % cash discount within 45 days Due net

**Contact Information**  
**Supplier Address**  
**Component Supplier**  
 13 St Luis  
 Atlanta , Georgia 30345  
 United States  
 Phone:  
 Fax:  
 Address ID: 000009090

4 Routing Status: Acknowledged  
 Related Documents:  ASN88995  
 ACK88995

2 Line Items
3 Show Item Details
4 Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Customer Location
10	Non Catalog Item	PROC-IM-MI-4230	Material			20.000 (EA)	30 Jan 2020	

Description: Mill Insert 490R-140420M-PM 4230

Order submitted on: Thursday 30 Jan 2020 12:00 AM GMT+01:00  
 Received by Ariba Network on: Thursday 30 Jan 2020 11:45 AM GMT+01:00  
 This Purchase Order was sent by Stratus Atlantic AN01022502404-T and delivered by Ariba Network.

# Multi Tier Purchase Order Collaboration

## Viewing Order Confirmations

From the Related documents in copy order screen:

1. View copy order confirmation by clicking its number.
2. View the details. Copy order confirmations mask all financial and sensitive information.
3. View copy order confirmation history.

Purchase Order (Shipped) 4500088995

Order Confirmation: ACK88995

Print Export cXML

1 Routing Status: Acknowledged  
Related Documents: ASN88995 ACK88995

2 Detail 3 History

Confirmation #: ACK88995  
Notice Date: 30 Jan 2020  
Purchase Order: 4500088995  
Est. Shipping Date: 30 Jan 2020  
Est. Delivery Date: 31 Jan 2020

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Customer Location
10	Non Catalog Item	PROC-IM-MI-4230		20.000 (EA)	30 Jan 2020		

Description: Mill Insert 490R-140420M-PM 4230  
Current Order Status:  
20.000 Confirmed With New Date (Estimated Shipment Date: 30 Jan 2020; Estimated Delivery Date: 31 Jan 2020)

# Multi Tier Purchase Order Collaboration

## Viewing Copy Advanced Shipping Notice

From the Related documents in copy order screen

1. View copy ASN by clicking its number.
2. View ASN details. Copy ASN masks all financial and sensitive information.
3. View Order Items.
4. Click Show Item Details or Show Details to view more information.
5. View Transport Details and ASN History.

The screenshot displays the 'Purchase Order (Shipped) 4500088995' screen. At the top right, the purchase order information is shown. Below it, the 'Routing Status: Acknowledged' and 'Related Documents' section contains a link for 'ASN88995' (circled in blue with a '1'). A blue arrow points from this link to the 'Ship Notice: ASN88995' detail view. In this detail view, the 'Detail' tab is selected (circled in blue with a '2'), and the 'Transport Details' tab is also visible (circled in blue with a '5'). Below the tabs, the 'SHIP FROM' and 'DELIVER TO' information is displayed. At the bottom, the 'Order Items' table is shown (circled in blue with a '3'). The table has columns for Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, and Customer Location. The first row shows Order No. 4500088995, Line No. 10, Part No. Non Catalog Item, Customer Part No. PROC-IM-MI-4230, Qty 20.000, Unit EA, Need By 30 Jan 2020, Ship By 3200, and Customer Location 3200. Below the table, the 'SHIPMENT STATUS' is shown as '1. Shipped 20 EA'. A 'Show Details' button is circled in blue with a '4'. A 'Download PDF' button is also visible at the bottom right.

Purchase Order (Shipped) 4500088995

Routing Status: Acknowledged  
Related Documents: [ASN88995](#)  
[ACK88995](#)

Ship Notice: ASN88995

Print Export cXML Download PDF

Detail **Transport Details** History

SHIP FROM  
LOB NALA Supplier 9  
Postal Address:  
PO12129  
Pittsburgh , PA 15222  
United States

DELIVER TO  
CSC Mfg  
Postal Address:  
Main DEKALB  
atlanta , GA 30345  
United States  
Address ID: 3200

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Customer Location
4500088995	10	Non Catalog Item	PROC-IM-MI-4230	20.000	EA	30 Jan 2020	3200	3200

Description: Mill Insert 490R-140420M-PM 4230

SHIPMENT STATUS  
1. **Shipped** 20 EA

Show Details

Download PDF

# Multi Tier Purchase Order Collaboration

## Viewing Copy Advanced Shipping Notice from Copy / Multi Tier PO

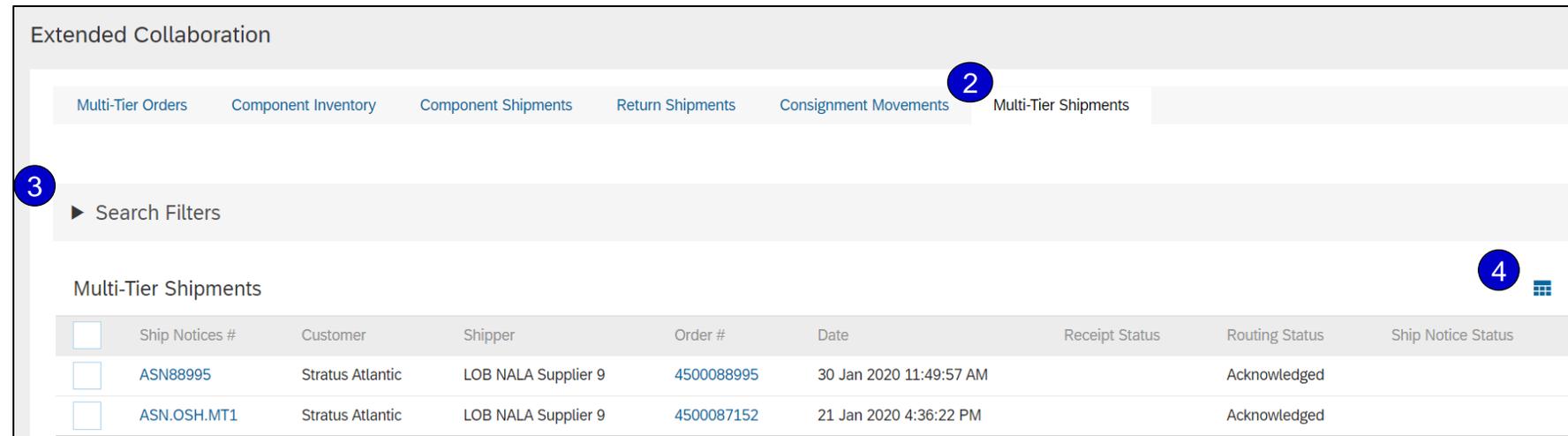
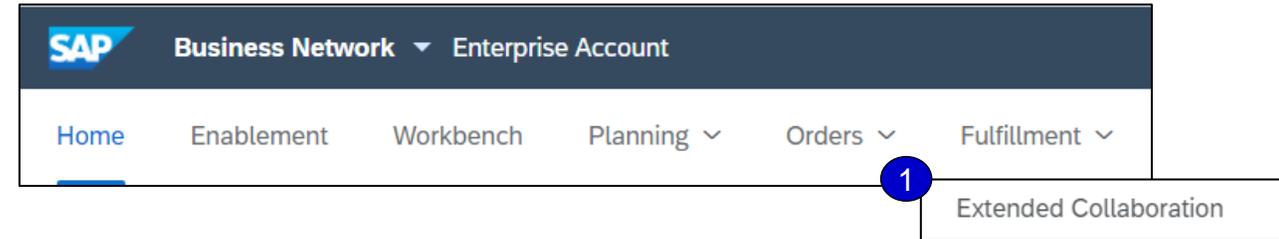
You can view Copy ASN as well from the Multi-Tier sub-tab.

From the Homepage:.

1. Click on **Fulfillment/ Extended Collaboration**.
2. Select **Multi-Tier Shipments** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. You can configure your view using configure button.

### Note:

- For long term PO agreements that typically are valid for a year and have line items with **unlimited overdelivery**, use the **Order Number**: Exact number filter on the Items to Ship or Multi-tier Items to Ship tabs to create ship notices for the PO until the expiration date is reached.
- An item with **unlimited quantity tolerance** still appears on the Items to Ship tab even if the full quantity has already been shipped for as long as order's expiration date has not been reached.



# Multi Tier Purchase Order Collaboration

## Creating Advanced Shipping Notice

From the Homepage:

1. Click on **Fulfillment/ Extended Collaboration**.
2. Choose **Multi-Tier Items to Ship** in sub-menu.
3. You will see items that need to be shipped. You can filter your orders using search filters. Advanced search filters allow more refined search.
4. Select the right item and click **Create Ship Notice**.

The screenshot shows the SAP Business Network Enterprise Account interface. The navigation path is: Home > Enablement > Workbench > Planning > Orders > Fulfillment > Extended Collaboration. The 'Extended Collaboration' sub-menu is open, showing 'Multi-Tier Items to Ship' selected. The search filters section includes: Customer (All Customers), Order Number (Partial number), Part #, Customer Part #, Supplier Batch ID, Show orders by (Need by date), Search By (Schedule Line Date Range), Date Range (Other), Start Date (7 May 2020), End Date (15 May 2020), View (Only items that can be shipped), and View by PO priority. The 'Items to Ship (1)' table is shown below:

Need By	Part No.	Customer Part No.	Description	Revision Level	Order Number	Item	Schedule Line No.	Commitment Level	Ordering Address	Customer Location / Description	Manufacturer Part ID	Manufacturer Name	Requested Quantity	Shipped Quantity	Due Quantity	Customer	Supplier
1 Nov 2018	SUPPLIER PART ID	000000000000002847	CIG test material for 8500		4500018207	10	1		Digi storage - ATLANTA, GA, United States				10 (EASymbol)	3 (EASymbol)	7 (EASymbol)	NA BI CIG ECC Buyer - TEST	Ariba Beta Supplier

The 'Create Ship Notice' button is highlighted in the bottom left corner of the table.

# Multi Tier Purchase Order Collaboration

## Creating Advanced Shipping Notice

From new ASN screen:

1. Fulfill all required fields marked by asterisk, but will also be based on customer requirement (I.e. Packing Slip ID).
2. You can choose your carrier from the list provided. Please note that tracking no. becomes required once a carrier is chosen.
3. A few other fields are provided to add more visibility to your customer.

The screenshot shows the 'Create Ship Notice' form. It is divided into several sections:

- SHIP FROM:** Sandbox Supplier, brisbane QLD, Australia.
- DELIVER TO:** CMX, New York, NY, United States.
- SHIP NOTICE HEADER:**
  - SHIPPING:** Packing Slip ID: \*TEST114, Invoice No., Requested Delivery Date, Ship Notice Type: Actual, Shipping Date: 11 Dec 2019, Delivery Date: 11 Dec 2019, Hazard Type: Select, Is Divisible:
  - TRACKING:** Carrier Name: FedEx, Tracking No.: \* (highlighted with a red box and annotation 3), Bill of Lading No., Tracking Date 2, Shipping Method: Select, Service Level.

Annotation 1 points to the 'Create Ship Notice' title. Annotation 2 points to the 'SHIP NOTICE HEADER' section. Annotation 3 points to the 'Tracking No.' field in the 'TRACKING' section.

Carrier Name	Manage Carrier
Tracking No.:*	Preferred Carriers
Bill of Lading No.:	Linfox
Tracking Date 2:	Linfox2
Shipping Method	Default Carriers
Service Level:	Airborne Express
	Consolidated Freightways
	DHL
	EGL Eagle Global Logistics
	EmeryWorldwide
	FedEx

# Multi Tier Purchase Order Collaboration

## Creating Advanced Shipping Notice

- Your line items are found at the bottom of your ASN.
- The Qty is populated from your PO, along with the Need By/ delivery date.
- Chose your ship quantity by line below. Your Ship Qty cannot exceed the order quantity.
- Once you have completed all required fields, click **Next** You can also save a draft for 50 days.
- Once you click **Next**, you will be asked to confirm your ASN before submitting.
- Once you confirm all information, click **Submit**.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Customer Location
4500018207	10	SUPPLIER PART ID	00000000000002847	10,000	EASymbol	1 Nov 2018		

Description: CIG test material for 8500

Shipment Status  
Total Item Due Quantity: 7 EASymbol

Confirmation Status  
Total Confirmed Quantity: 0 EASymbol

Total Backordered Quantity: 0 EASymbol

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	7,000			

Add Ship Notice Line

Save Exit Next

Create Ship Notice

Confirm and submit this document.

SHIP FROM  
Sandbox Supplier  
115t  
brisbane QLD 4001  
Australia

DELIVER TO  
CMX  
115t  
New York, NY 10001  
United States

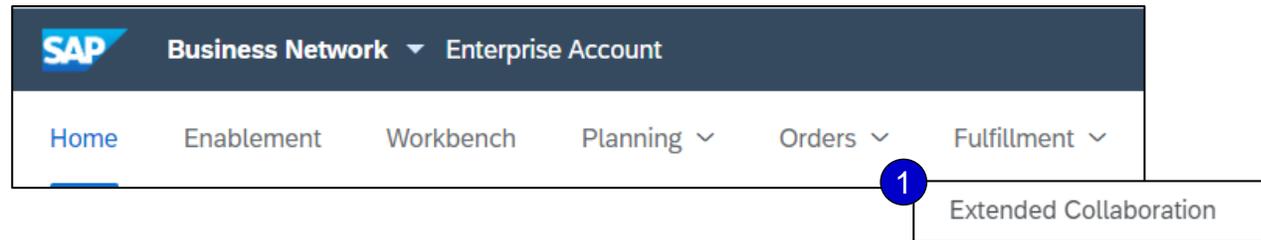
Previous Save Submit Exit

# Multi Tier Purchase Order Collaboration

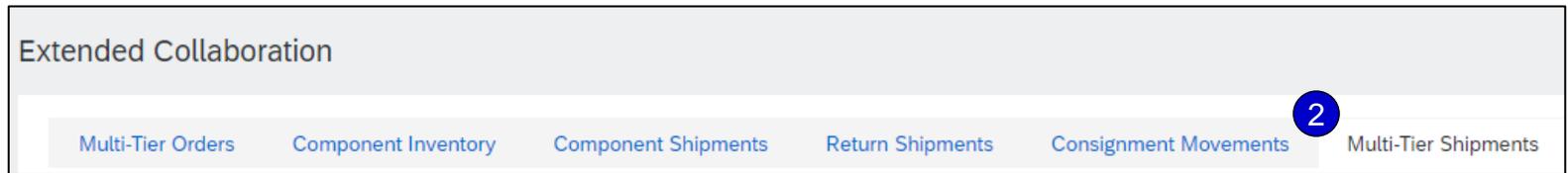
## Creating Component Receipt

From the Homepage:

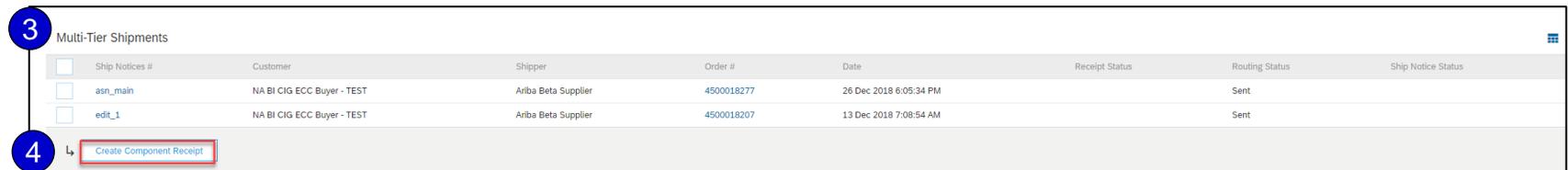
1. Click on **Fulfillment/ Extended Collaboration**.
2. Choose **Multi-Tier Shipments** in sub-menu
3. Select shipment lines.
4. Click **Create Component Receipt**.



The screenshot shows the top navigation bar of the SAP Business Network. The header includes the SAP logo, 'Business Network', and 'Enterprise Account'. Below the header is a menu with items: Home, Enablement, Workbench, Planning, Orders, and Fulfillment. A dropdown menu is open under 'Fulfillment', showing 'Extended Collaboration' as the selected option. A blue circle with the number '1' is placed over the 'Extended Collaboration' option.



The screenshot shows the 'Extended Collaboration' sub-menu. It contains several options: Multi-Tier Orders, Component Inventory, Component Shipments, Return Shipments, Consignment Movements, and Multi-Tier Shipments. A blue circle with the number '2' is placed over the 'Multi-Tier Shipments' option.



The screenshot shows a table titled 'Multi-Tier Shipments'. The table has columns for Ship Notices #, Customer, Shipper, Order #, Date, Receipt Status, Routing Status, and Ship Notice Status. There are two rows of data. A blue circle with the number '3' is placed over the table title. A blue circle with the number '4' is placed over a 'Create Component Receipt' button located below the table.

Ship Notices #	Customer	Shipper	Order #	Date	Receipt Status	Routing Status	Ship Notice Status
asn_main	NA BI CIG ECC Buyer - TEST	Ariba Beta Supplier	4500018277	26 Dec 2018 6:05:34 PM		Sent	
edit_1	NA BI CIG ECC Buyer - TEST	Ariba Beta Supplier	4500018207	13 Dec 2018 7:08:54 AM		Sent	

# Multi Tier Purchase Order Collaboration

## Creating Component Receipt

From new GR screen:

5. Add Your Receipt Number and Receipt Date.
6. Confirm number received.
7. Select Next.
8. Review Receipt and Submit.

Create Receipt Next Exit

\* Indicates required field

**SHIP FROM**  
Ariba Beta Supplier  
155 Ariba Way  
Sunnyvale, CA 94549  
United States  
Email:

**SHIP TO**  
CMX  
11St  
New York, NY 10001  
United States  
Email:

5

Additional Fields  
Comments:

**Components**

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	00000000000002847		SUPPLIER PART ID	<input type="text"/>	1	EA	1	EA	edit_1	1	4500018207	10

CIG test material for 8500

Turn on Error Dump   
Hide/Show XML

7 Next Exit

8 Previous Submit Exit

# Subcontracting Collaboration

## Reviewing Components During Order Confirmation Creation

1. Click **Edit Components** button. The new window will pop up.
2. You are allowed to perform the following actions:
  - Edit batches.
  - Edit quantities (only for the checked component lines).
  - Add component line.
  - Delete component line.
3. Click **Revert All Edits** to reset all changes (according to subcontracting order).
4. Click **Cancel** to exit the window without saving any changes.

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category
10		PROC-IM-RF-7002		Subcontract Regular

Description: Olympus EM1 Mark II Body

► Schedule Lines

Current Order Status

10.0 Unconfirmed

Confirm:  Backorder:

**Components**

Usage	Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Quantity	Unit	
<input checked="" type="checkbox"/>	1	PROC-IM-CM-7100 Evaporator Fan	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	2	PROC-IM-CM-7200 Defroster Heater	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	3	PROC-IM-CM-7300 Temperature Control	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	4	PROC-IM-CM-7400 Compressor	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	5	PROC-IM-CM-7500 Drain	<input type="text"/>		<input type="text"/>	50.0	EA	<input type="button" value="🗑"/>

# Subcontracting Collaboration

## Component Shipment Searching and Results

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show 'Extended Collaboration'. Below this, a sub-menu highlights 'Component Shipments'. A 'Search Filters' section is expanded, showing various search criteria: Customer (All Customers), Routing Status (All), Ship Notice No., Order No., Date Range (Other), Start Date (1 Mar 2021), End Date (31 Mar 2021), Receipt Status (All), and Tracking No. A 'Search only Stock Transport Orders' checkbox is also present. At the bottom right of the search filters, there is a 'Number of Results' dropdown set to 100, a 'Search' button, and a 'Reset' button. Below the search filters, a table titled 'Component Ship Notices' displays the following data:

Ship Notice No.	Customer
<input type="checkbox"/> 80000293	SCC Delivery Team - Global H19 Client 400 - TEST
<input type="checkbox"/> 80000294	SCC Delivery Team - Global H19 Client 400 - TEST

1. Click **Fulfillment/ Extended Collaboration/ Component Shipments**.
2. Expand **Search Filters** to display the query fields.
3. Click **Search**. Matching results will appear at the bottom of your screen. Open and view component shipment by clicking its number.
4. You can use the configure function:
  - To configure your orders view by adding/ removing extra columns.
  - To export the results list.

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## Component Shipment Content

Component Ship Notice: 80000047

Create Component Receipt

Print

Export cXML

1. To view components details, such as serial numbers and asset tags, click **Show Item Details**.

Detail

History

### SHIP FROM

Shipping Point 1710 - Address Name  
3475 Deer Creek  
Palo Alto , CA 94304-1355  
United States  
Phone:  
SHIP  
TO:

### SHIP TO

Domestic US Subcontractor A  
GILES RD  
Blacksburg , VA 24060-7206  
United States  
Phone: +1 () 999 326 5303  
SHIP  
TO:  
Email: [info@17100007.com](mailto:info@17100007.com)

### SHIPPING

Ship Notice #: 80000047  
Notice Date: 14 Jul 2020  
Actual Shipping Date: 9 Jul 2020  
Actual Delivery Date: 9 Jul 2020

### TRACKING

Tracking No.:  
Routing Status: Sent

Comments:

### Components

1

Show Item Details

Line #	Customer Part # / Description	Customer Batch #	Expiry Date	Part #	Batch #	Quantity	Unit	Order #
10	RM33 <i>RAW33,PD,Subcontracting</i>					10.0	PC	
20	RM34 <i>RAW34,PD,Subcontracting</i>					10.0	PC	

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## Create a Component Receipt

1. Click **Fulfillment, Extended Collaboration, Component Receipt**.
  2. Identify the component receipt using search filters.
  3. Select the desired component receipt by clicking the box.
  4. Click **Create** component receipt button.
- **Note:** You can create a component receipt as well from the component shipment screen.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Quality'. The 'Fulfillment' menu is expanded, showing 'Extended Collaboration', 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', and 'Return Shipments'. A red box highlights the 'Extended Collaboration' option, with a circled '1' next to it. Below this, the 'Search Filters' section is visible, with a circled '2' next to it. The search filters include: Customer: All Customers, Routing Status: All, Receipt No.: (empty field), Date Range: Last 14 days (29 Jul 2021 - 11 Aug 2021), and a checkbox for 'Search only Stock Transport Orders'.

The screenshot shows a table of component receipts with three rows. A red box highlights the first row, with a circled '3' next to it. Below the table, a red box highlights the 'Create Component Receipt' button, with a circled '4' next to it.

<input type="checkbox"/>	80019464	NALA CLAQ1BUYER2	Non-PO	5 Dec 2018 10:36:52 PM
<input type="checkbox"/>	80019462	NALA CLAQ1BUYER2	Non-PO	5 Dec 2018 7:10:57 AM
<input type="checkbox"/>	80019461	NALA CLAQ1BUYER2	Non-PO	5 Dec 2018 5:44:08 AM

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## Component Receipt Content

Fulfill all mandatory fields to be able to submit component receipt.

### Create Receipt

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

\* Indicates required field

**SHIP FROM**

Atlanta Shipping Point  
867 1 300 Peach tree street South  
Atlanta , GA 30310  
United States  
Email:

**SHIP TO**

Plant 3200 Atlanta  
Main Dekalb  
Atlanta , GA 30345  
United States  
Email:

Receipt #: \*

Receipt Date: \* 20 Dec 2018

**Additional Fields**

Comments:

**Components**

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	PROC-IM-CM-7100			<input type="text"/>	<input type="text" value="25.0"/>	EA	25.0	EA	80019498			10
	Evaporator Fan											
2	PROC-IM-CM-7200			<input type="text"/>	<input type="text" value="25.0"/>	EA	25.0	EA	80019498			20
	Defroster Heater											

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