SAP Ariba

SAP Business Network Supply Chain Collaboration (SCC)

Overview and Scope

Pfizer

THE BEST RUN SAP

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 though 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

		BUYER		SUPPLIER*
PLAN	**Forecast Collaboration**	Share forecast	↔	Forecast commit
	Supplier Managed Inventory	Share demand, inventory and min/max levels	↔	Provide & execute against shipment plan via scheduling agreement
BUY & MAKE	**PO Collaboration** (all PO types)	Place, inquire and receive order	↔	Confirm order and provide advanced shipment notification
	Subcontract/ Contract Manufacturing w/ Multi-tier orders	Provide notification of components' shipment Provide component inventory & order visibility	↔	Notify buyer of components' receipt Provide component consumption

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

SAP Ariba

SAP Business Network Supply Chain Collaboration (SCC)

Access, Navigation, and Administration

Pfizer

THE BEST RUN SAP

Supplier Training

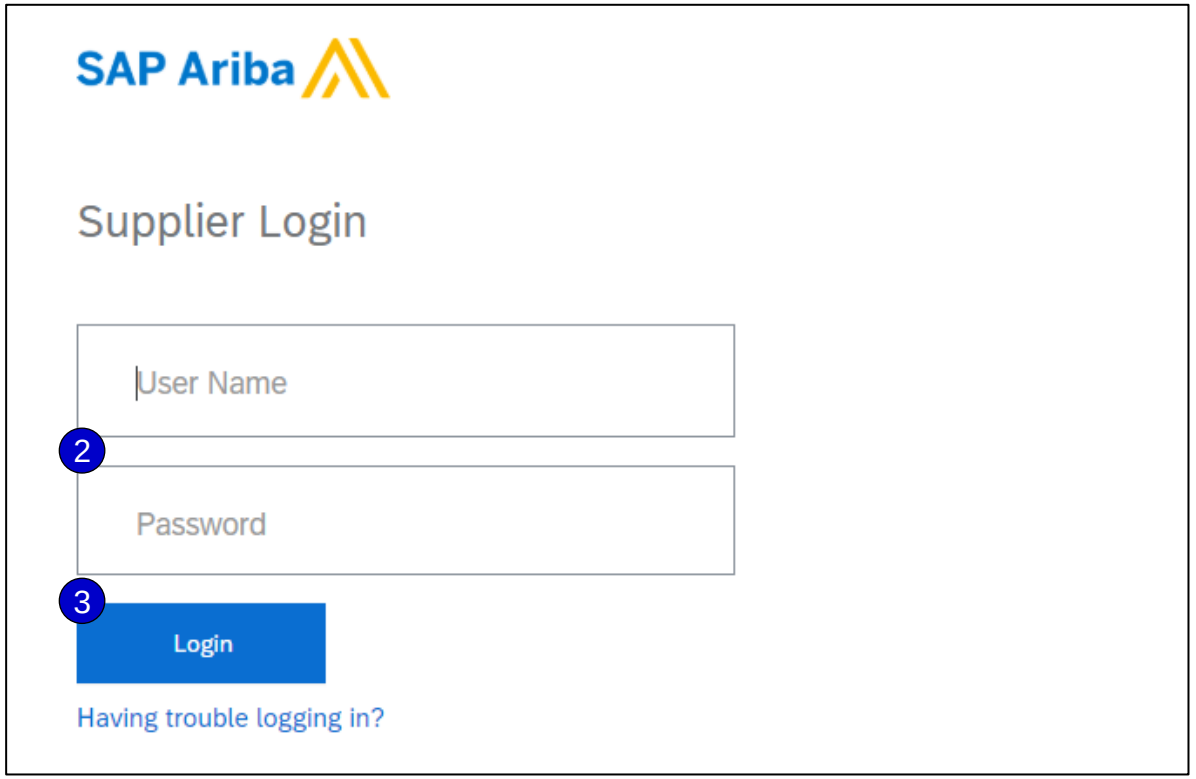
Lesson 2 Agenda

- **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

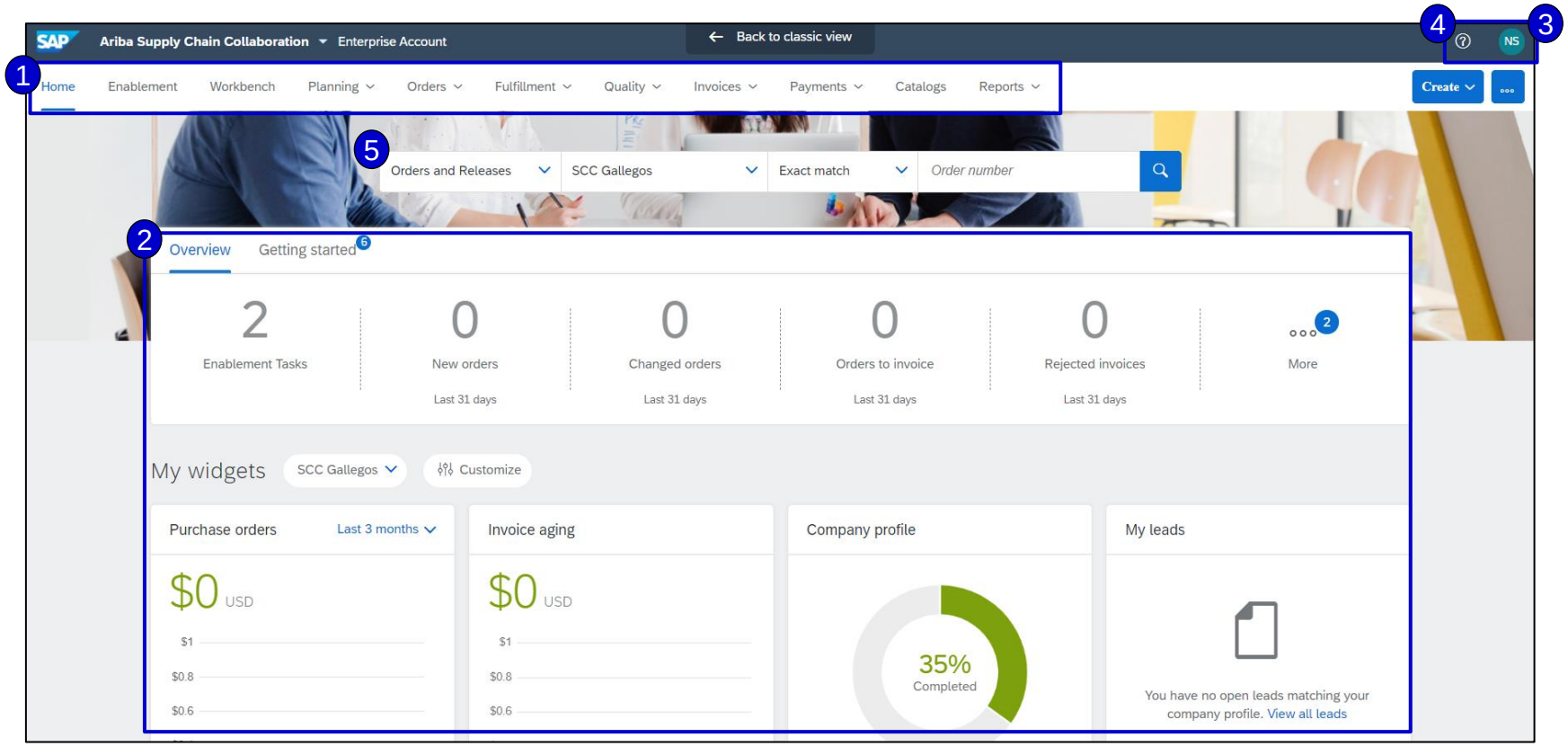
1. **Go** to http://supplier.SAP Business Network.com
   - ⓘ Google Chrome is the recommended internet browser, but others will work
2. **Enter** Username & Password
3. **Click** Login to access your Production account.



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

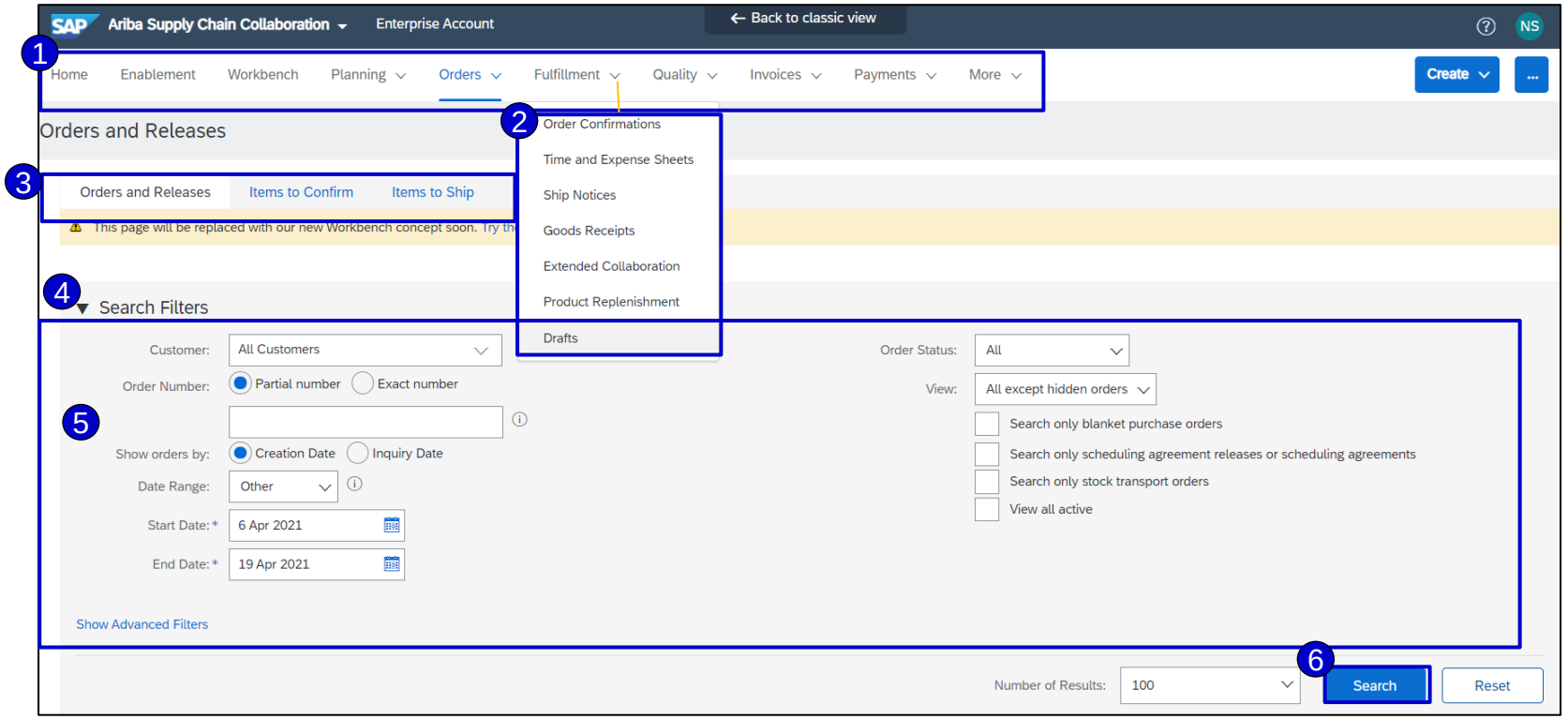


ⓘ Your view might be slightly different depending on how your company might already be using SAP Business Network.

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**



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

SAP Ariba

SAP Business Network Supply Chain Collaboration (SCC)

Forecast Collaboration

Pfizer

THE BEST RUN SAP

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

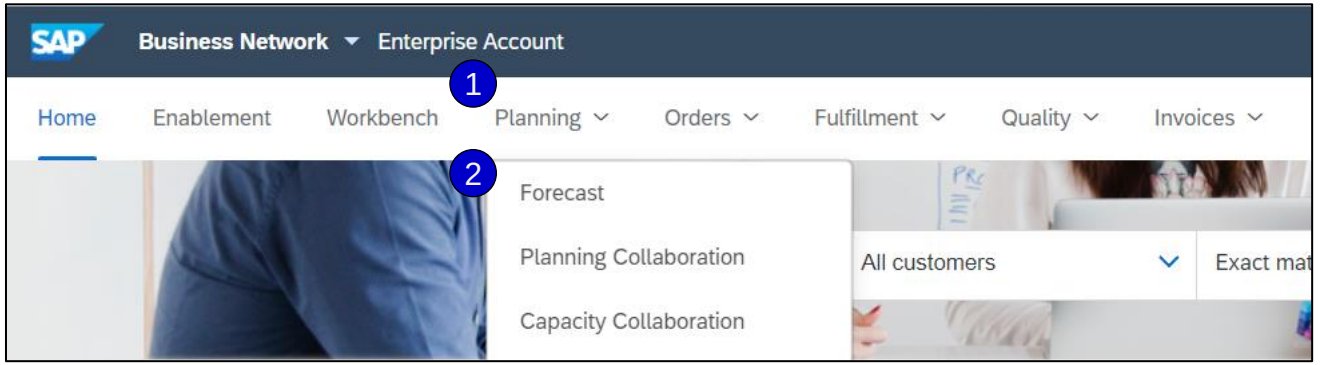
Introduction

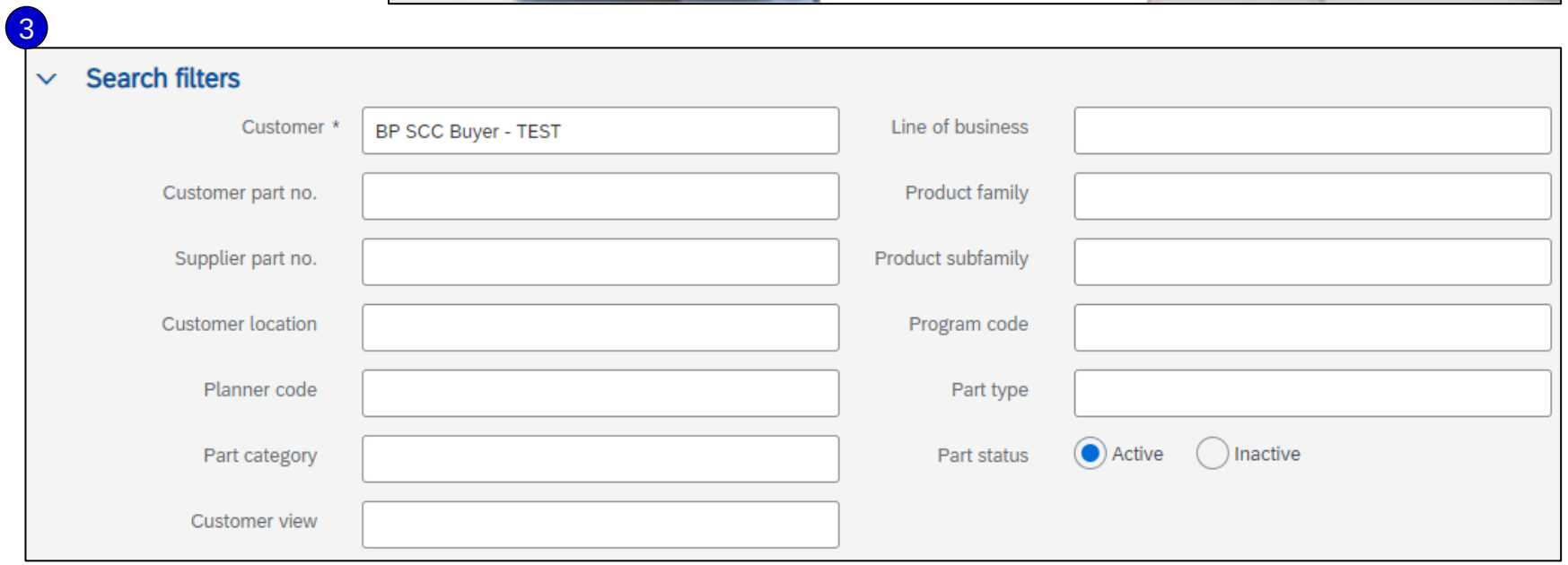
- The forecast collaboration feature enables Buyers to share their forecast with their suppliers. This then allows the suppliers to schedule operations, purchase raw materials and plan capacity accordingly. Supplier can also provide a Forecast Commitment
- The forecast collaboration feature provides 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.

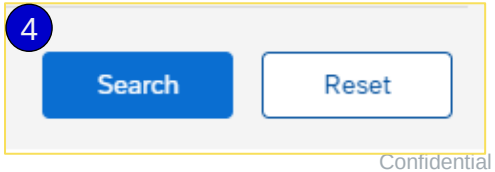
Forecast Collaboration

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**.



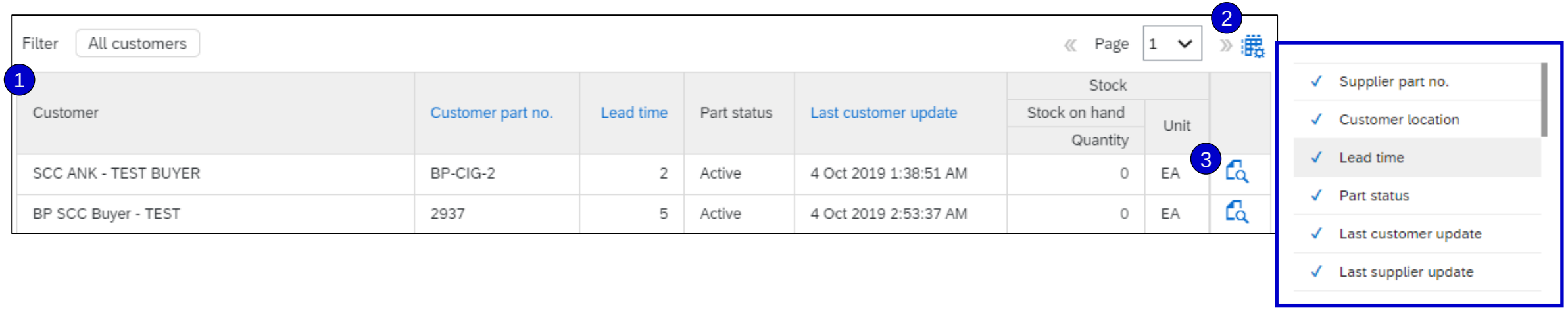




Forecast Collaboration

Forecast Data View Configuration

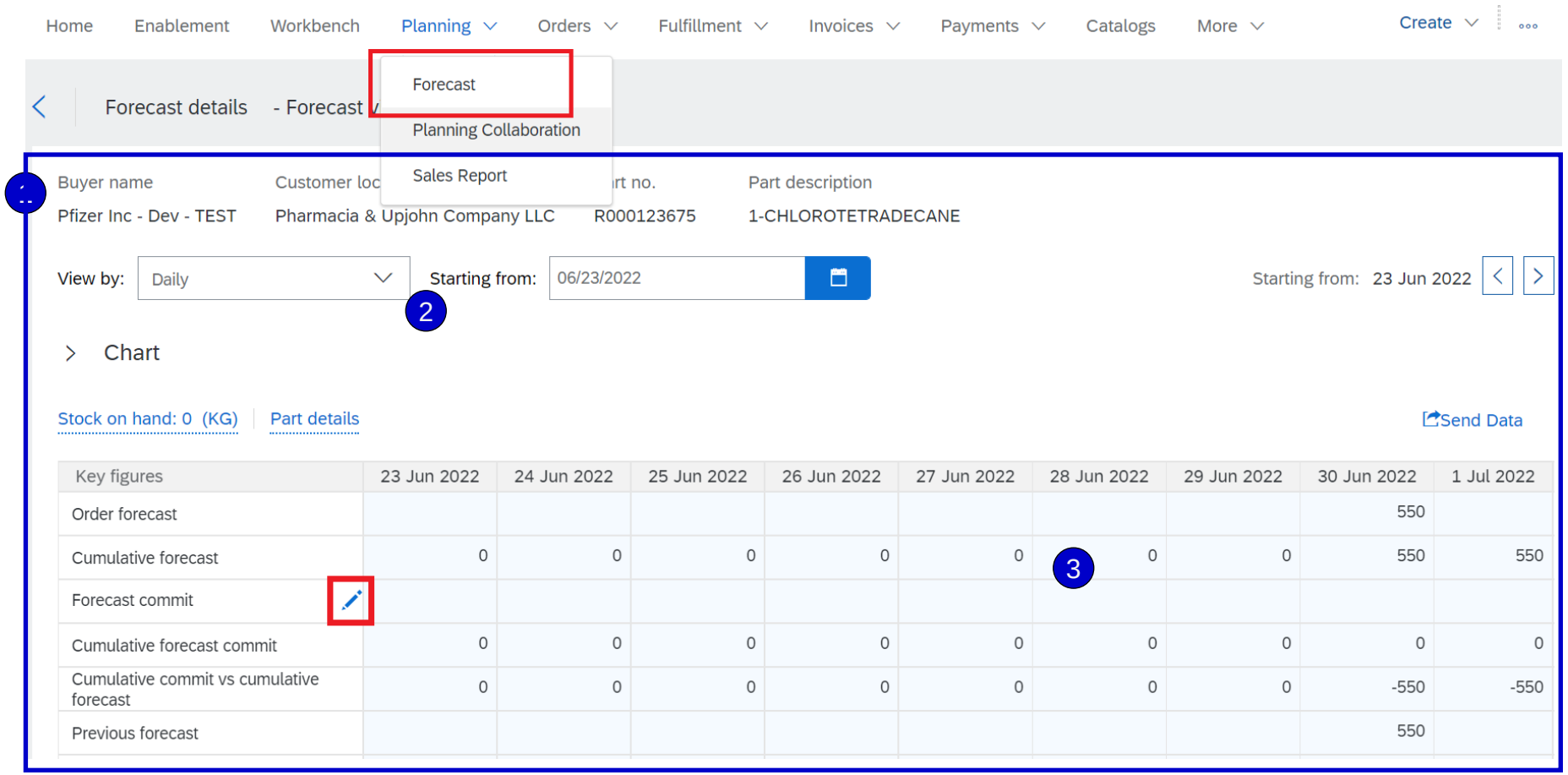
1. Review the search results.
2. You can configure the view by clicking the configure button.
3. To view forecast details click the icon on the right hand side of you screen.



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.



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	

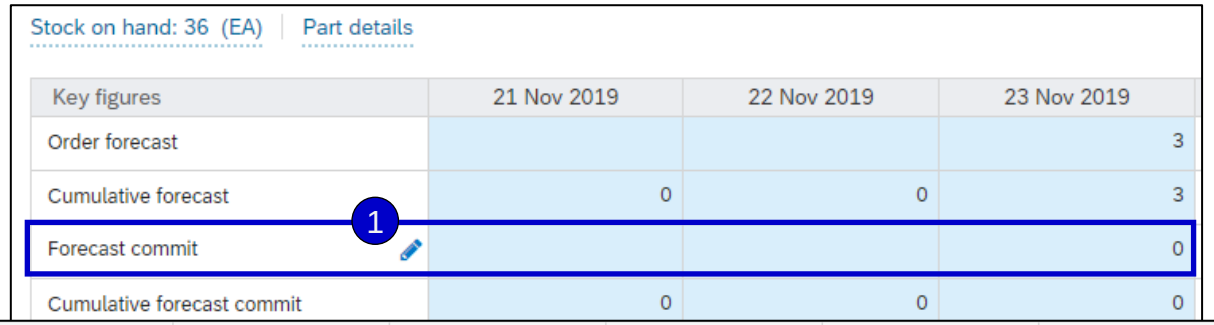
Forecast Collaboration

Forecast Commitment – Quantity Commitment

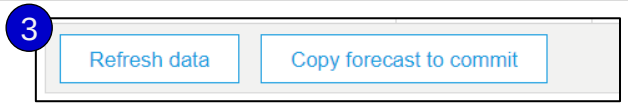
Supplier is able to edit and send updated key figures quantities or copy forecast to commit.

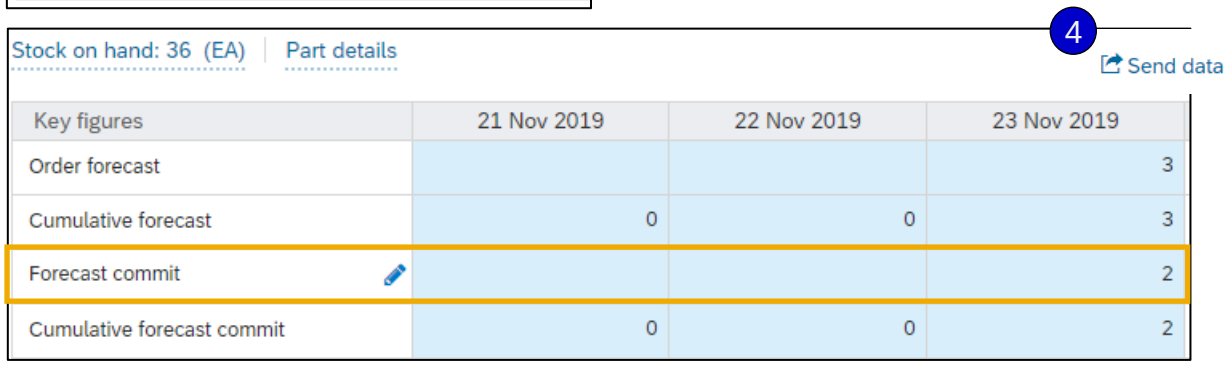
From the Forecast details screen:

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



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.





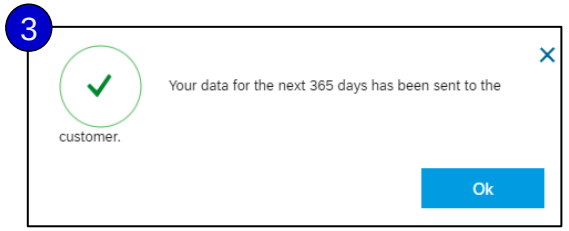
Forecast Collaboration

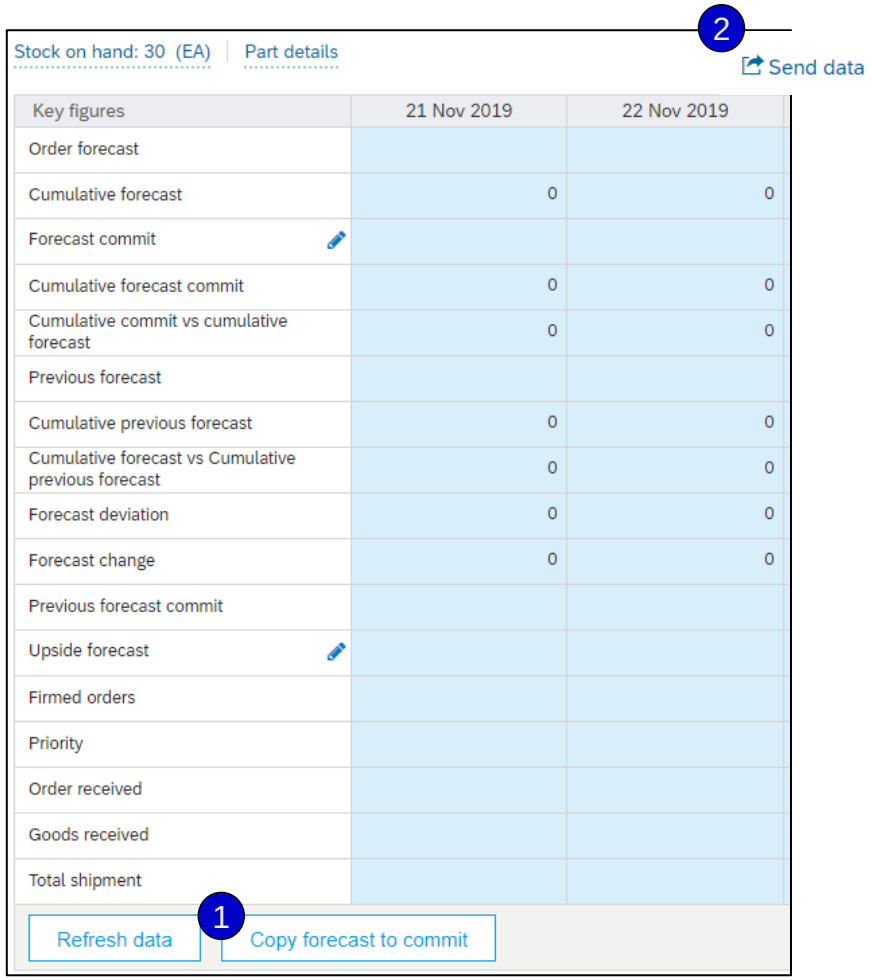
Forecast Commitment – Copying Forecast Quantity to Commitment

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.





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

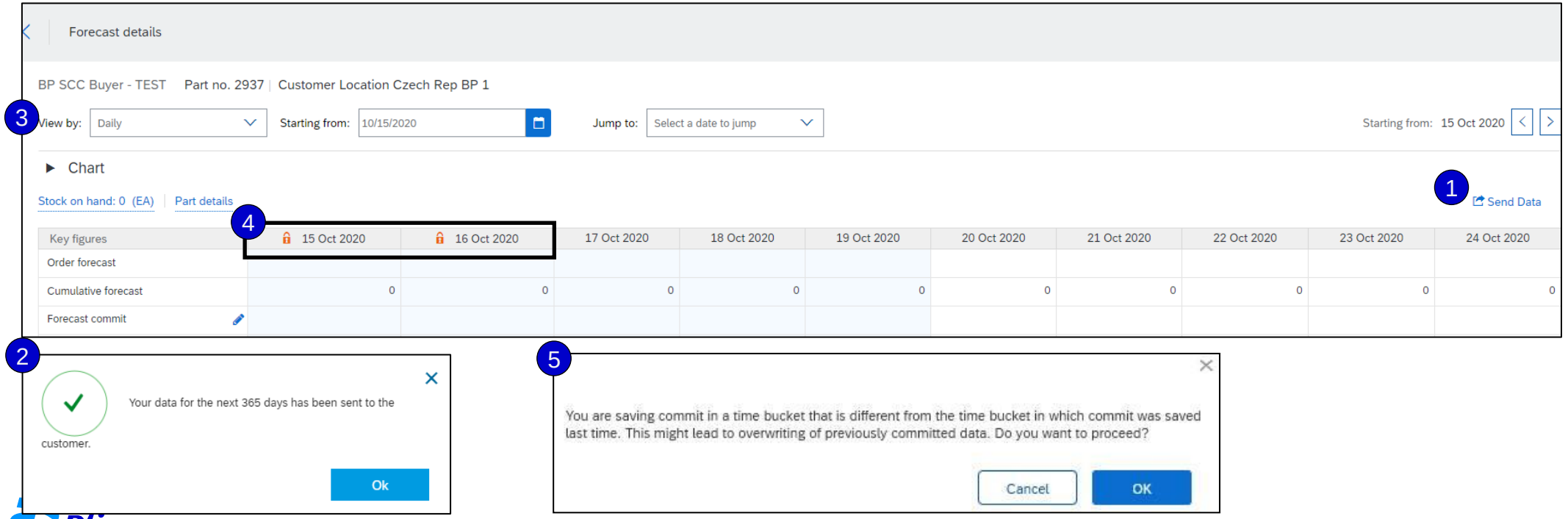
Forecast Commitment – Sending Commitment

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.



SAP Ariba

SAP Business Network Supply Chain Collaboration (SCC)

Purchase Order Collaboration

Pfizer

THE BEST RUN SAP

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**

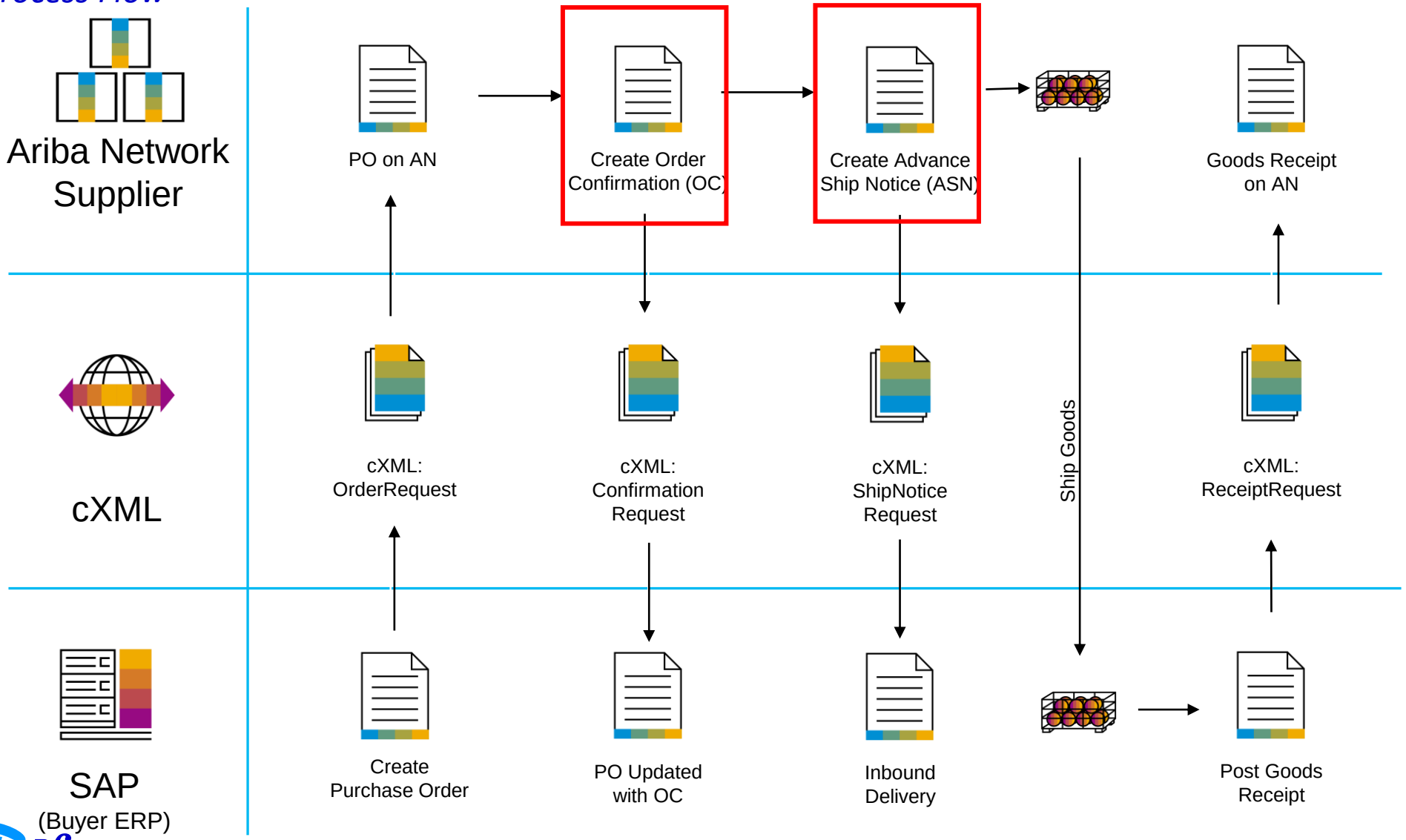
Purchase Order Collaboration

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

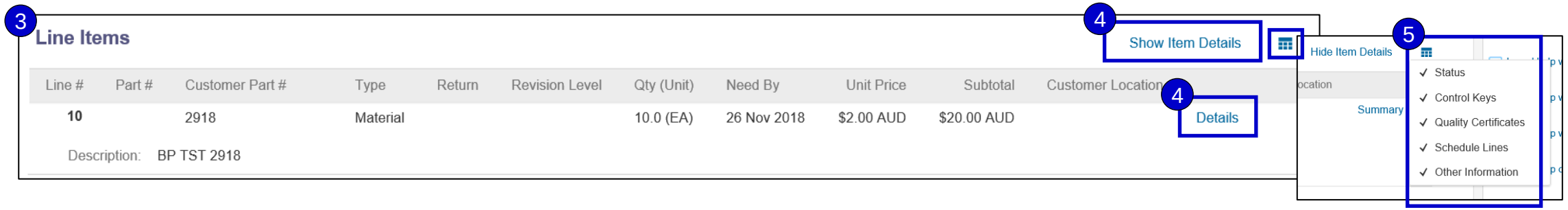
Orders and Releases (100+)

	Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
	Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$20.00 AUD	20 N
	Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$20.00 AUD	20 N
	Order	2 4500052900	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

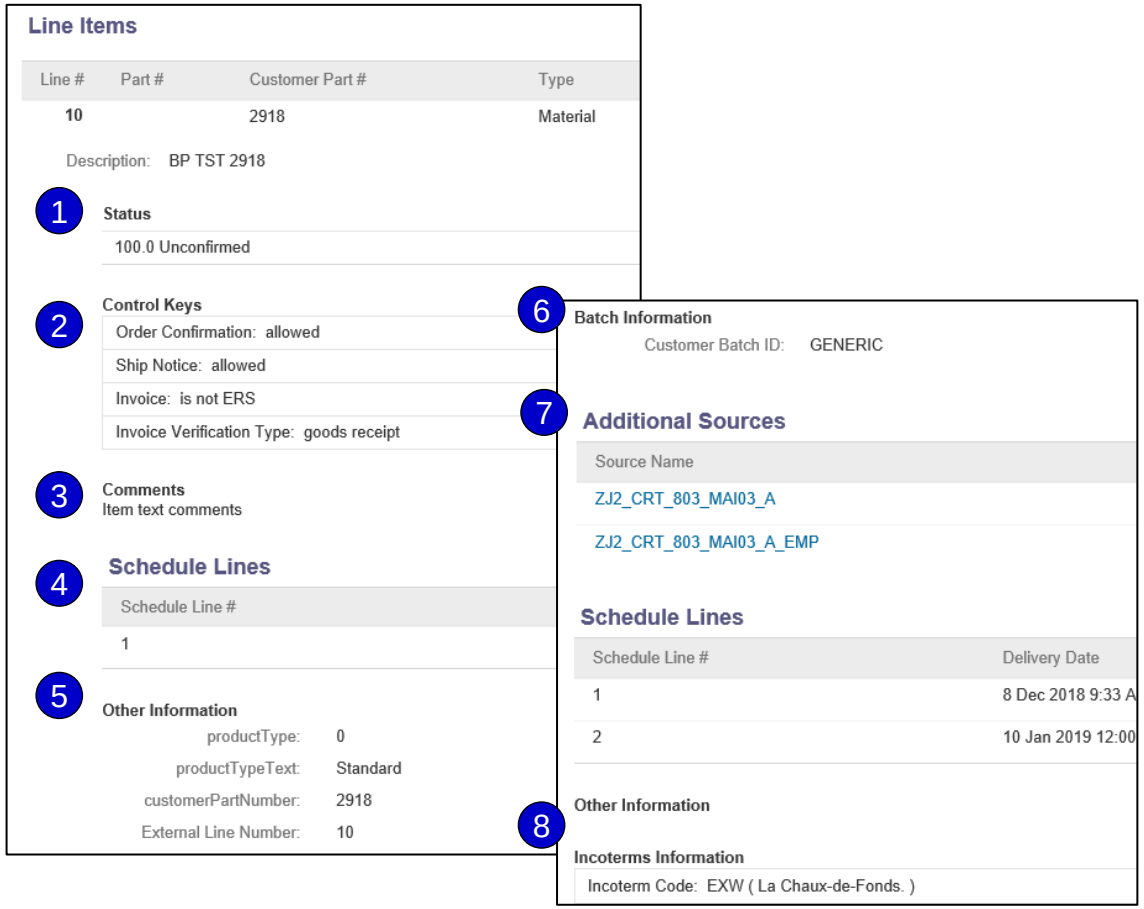


Purchase Order Collaboration

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



SAP Ariba

SAP Business Network Supply Chain Collaboration (SCC)

Order Confirmation Collaboration

Pfizer

THE BEST RUN SAP

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.

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

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

Order Confirmation Collaboration

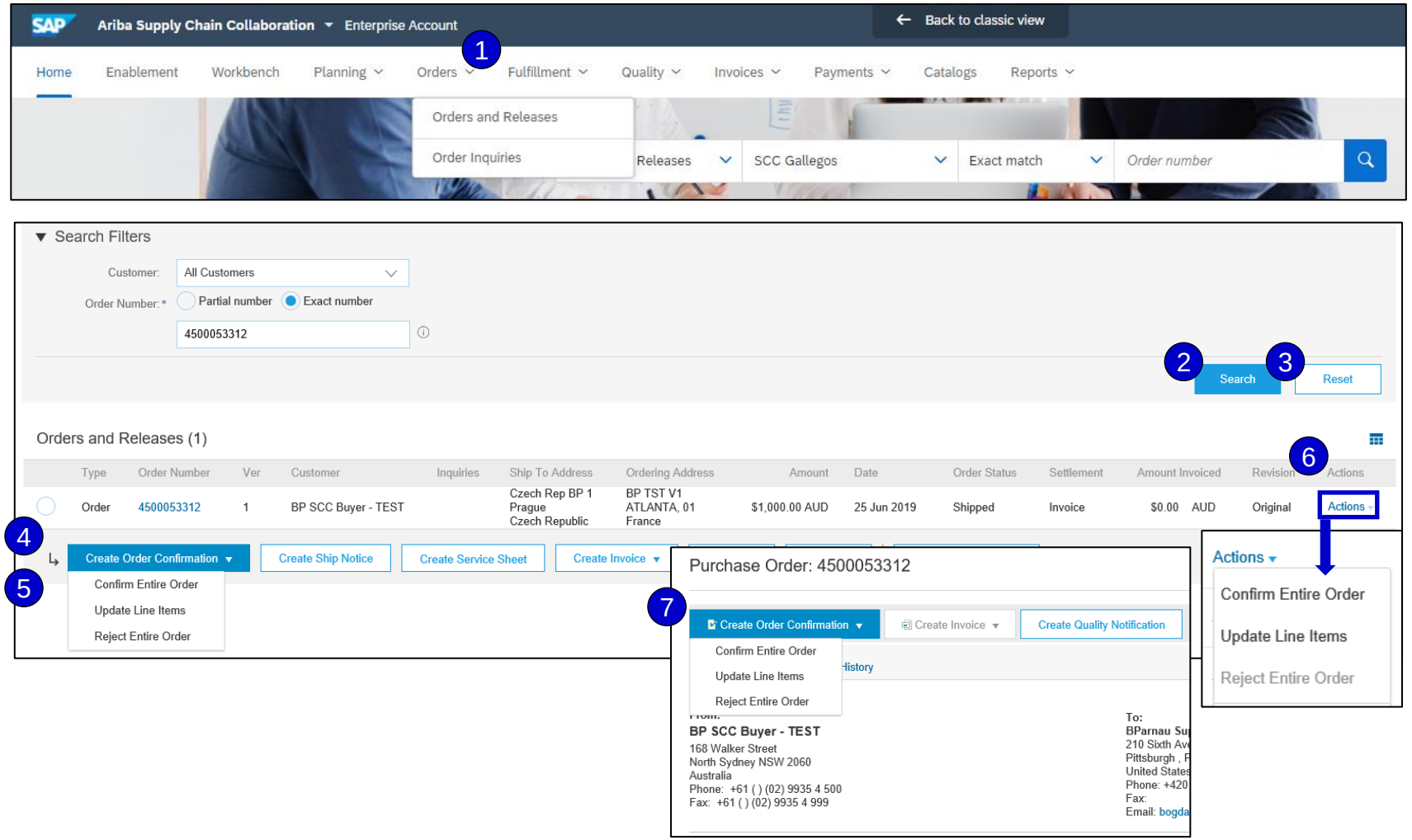
Create Order Confirmation From PO

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

1. Go to **Orders / Orders and Releases**.
2. Search filters will help you to identify the PO you need to manage. Enter search criteria and click **Search**.
3. To reset search criteria click **Reset**.
4. Search results will appear. Select your order and click **Create Order confirmation**.
5. Select from the drop down required action.

Or

6. On the right-hand side of your screen click **Actions** and select required action from the dropdown.
7. You can create order confirmation as well from the **PO screen** by clicking **Create Order Confirmation.**



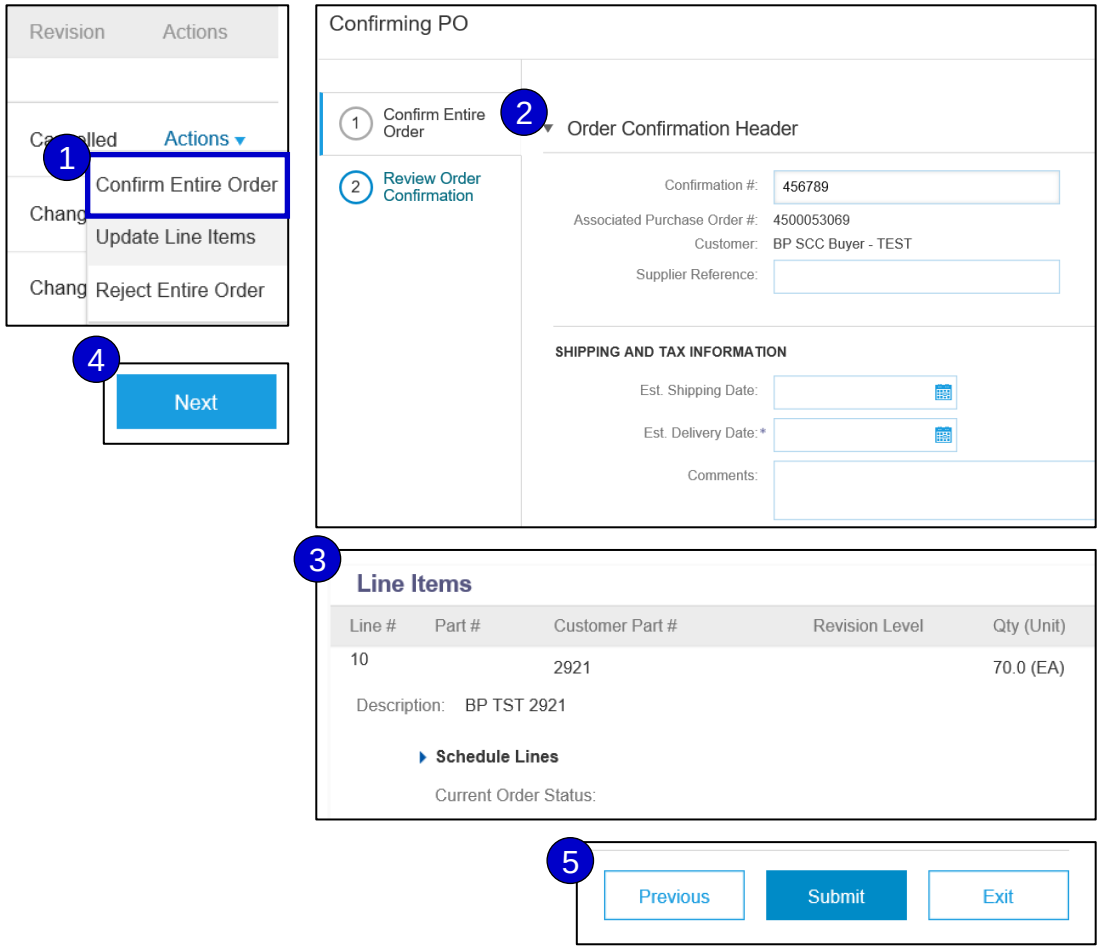
Order Confirmation Collaboration

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 conformation to the buyer
   - Click **Exit** to leave the page without saving any changes

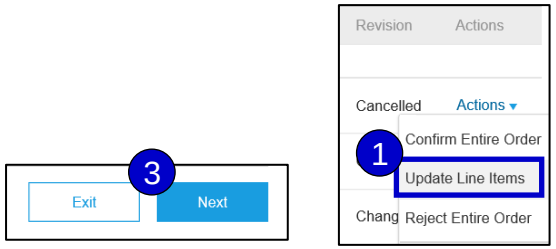
ⓘ Once the order confirmation is submitted, the order status will display as **Confirmed**.

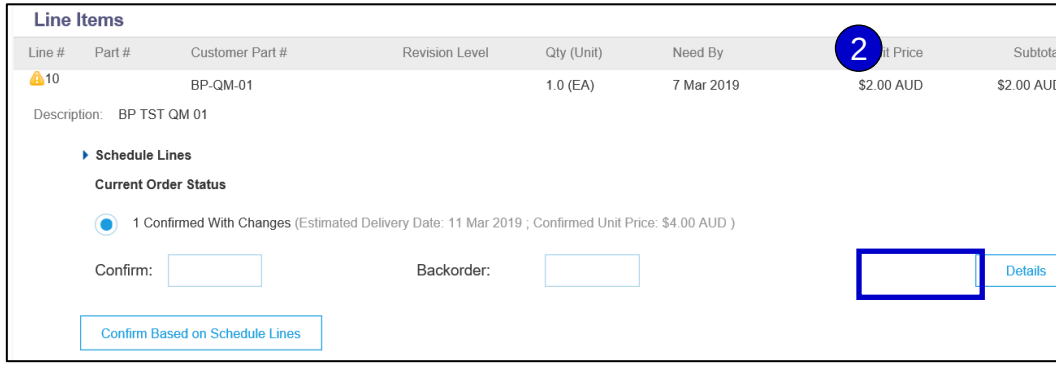


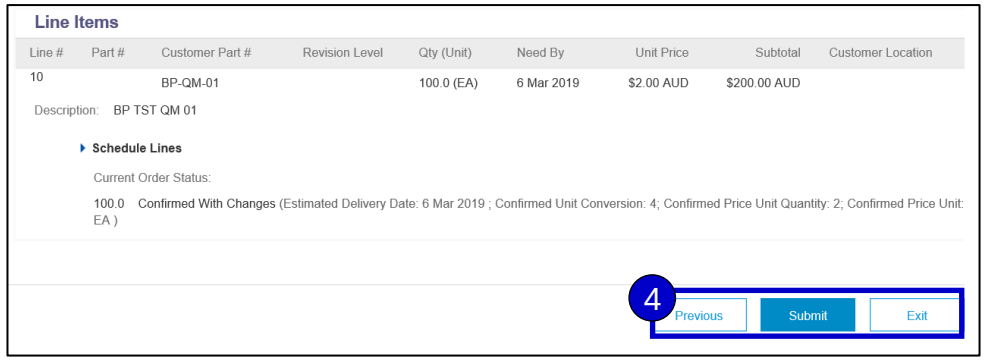
Order Confirmation Collaboration

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







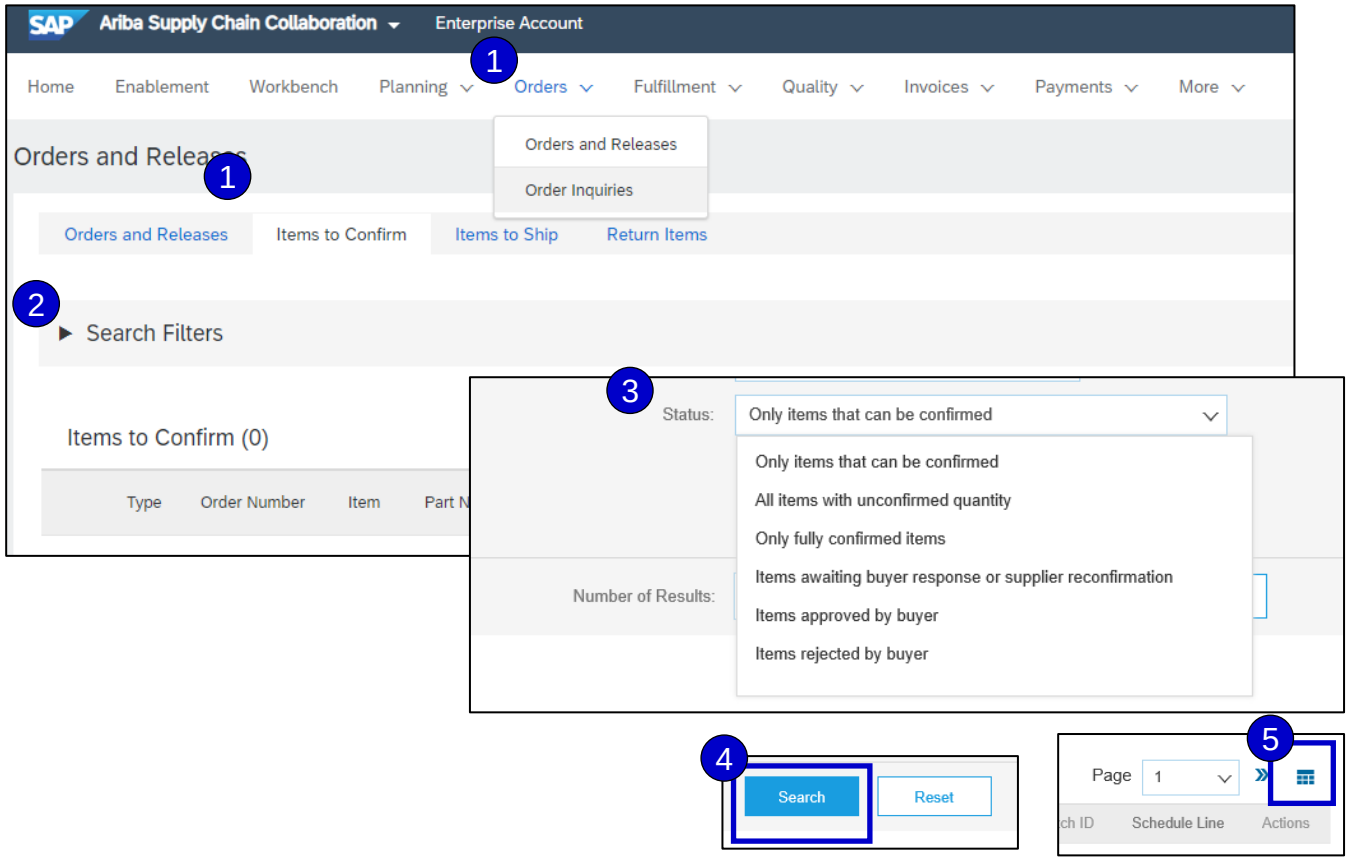
Order Confirmation Collaboration

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.

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

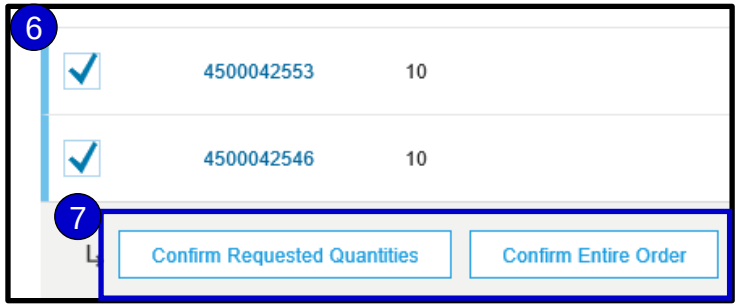
1. Go to **Orders** / **Orders and Releases** / **Items to Confirm** sub-tab
2. Identify relevant items to confirm using **Search Filters**
3. In the Status field you can specify the items to be identified
4. After entering search criteria click **Search**
5. You can configure your view of identified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



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

Pfizer

THE BEST RUN SAP

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

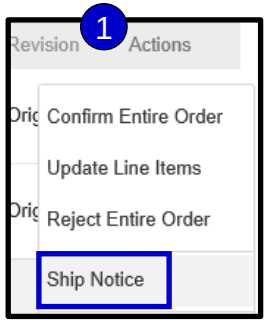
Advanced Shipping Notice Collaboration

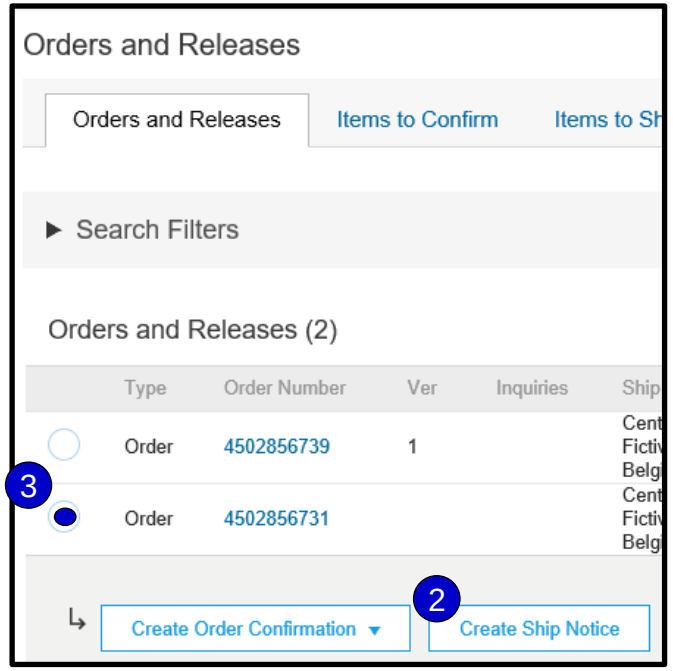
Create Advanced Shipping Notice From PO

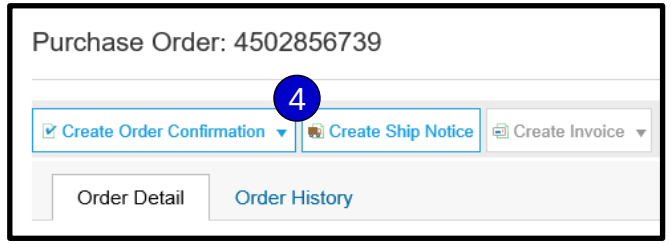
Access the order worklist from your **Orders / Orders and releases** tab

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

.



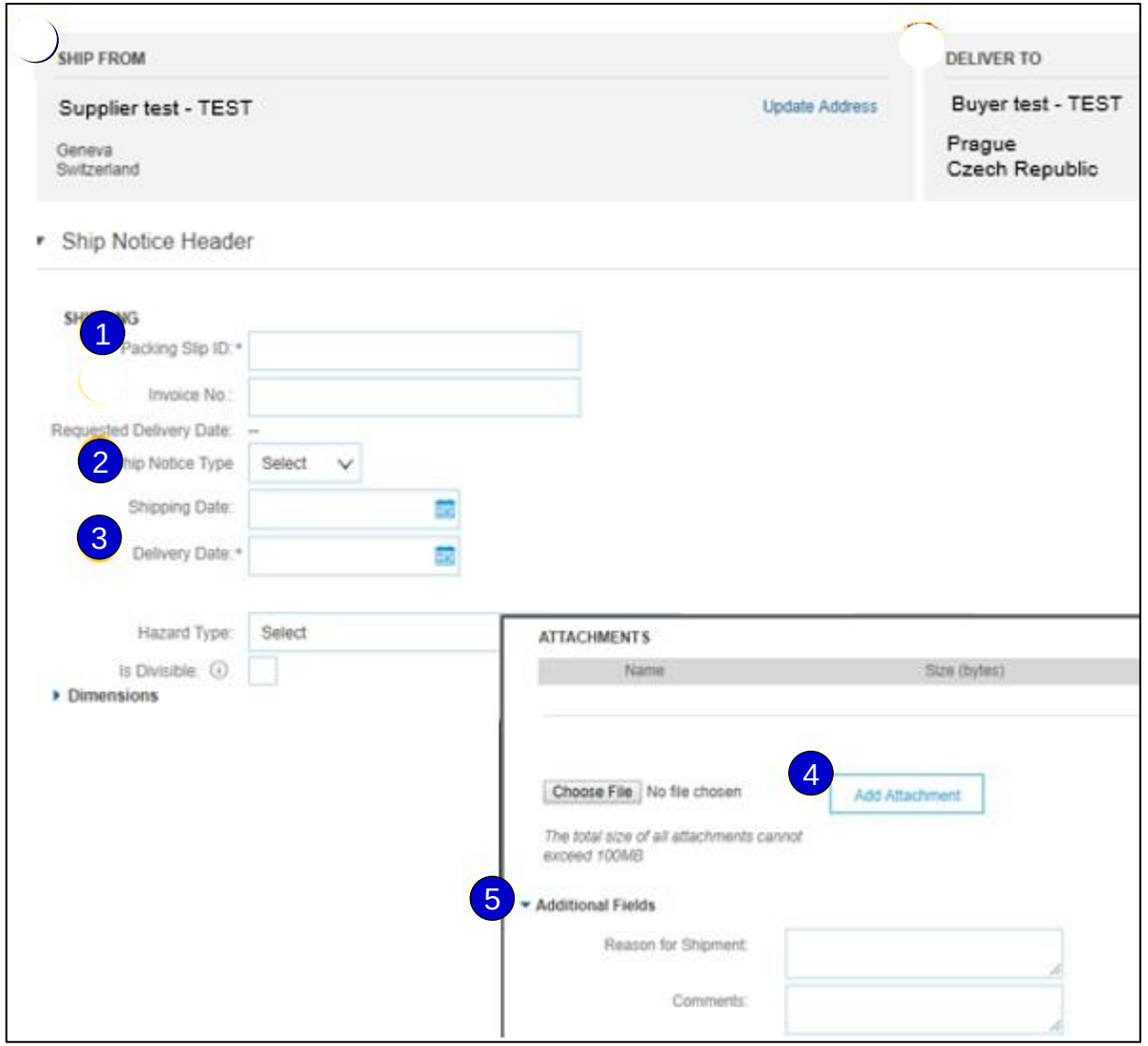




Advanced Shipping Notice Collaboration

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



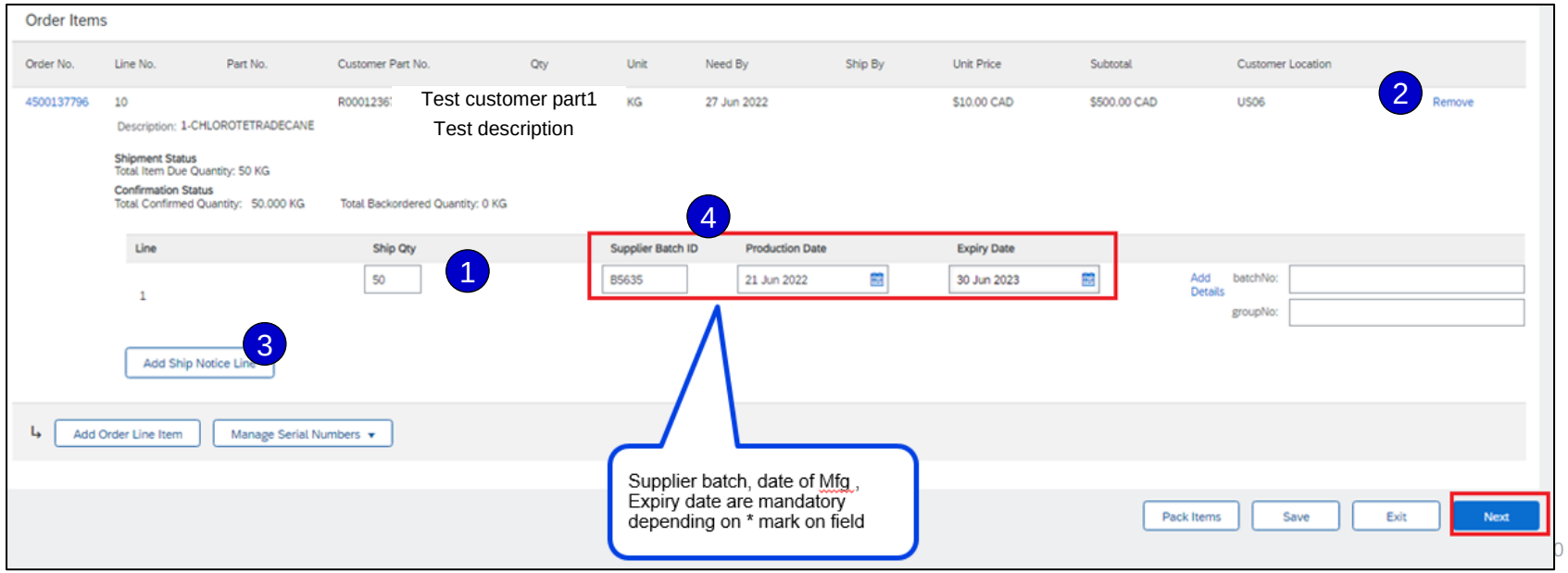
Advanced Shipping Notice Collaboration

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

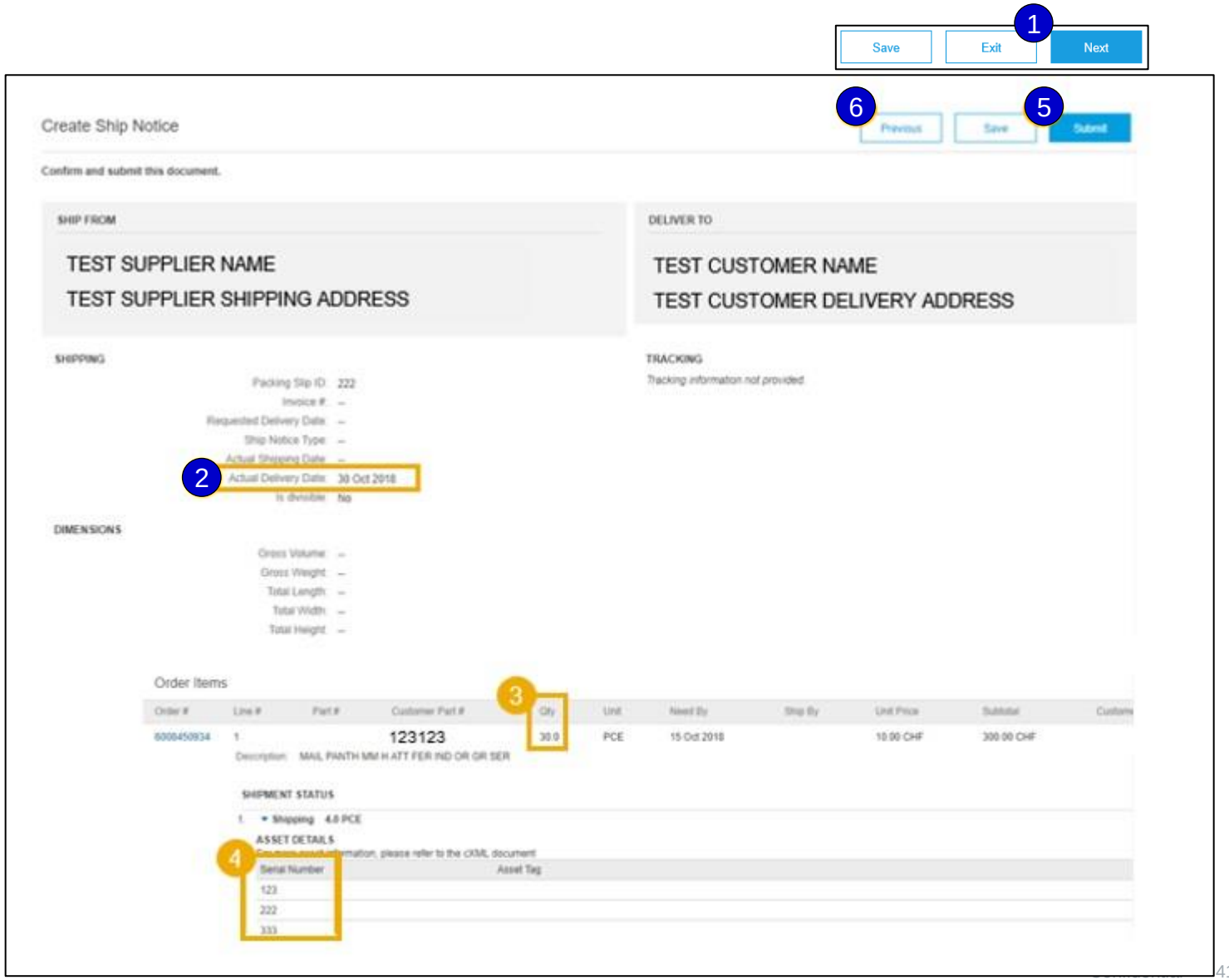


Advanced Shipping Notice Collaboration

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

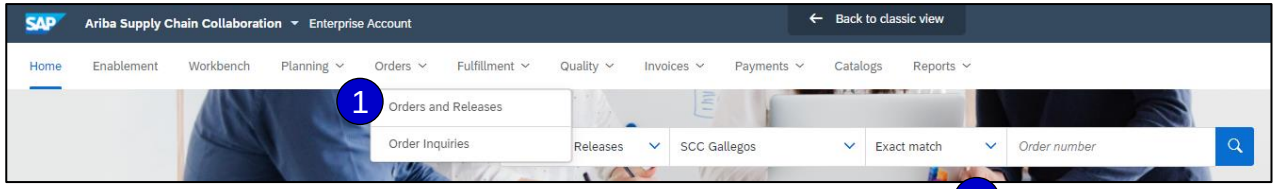


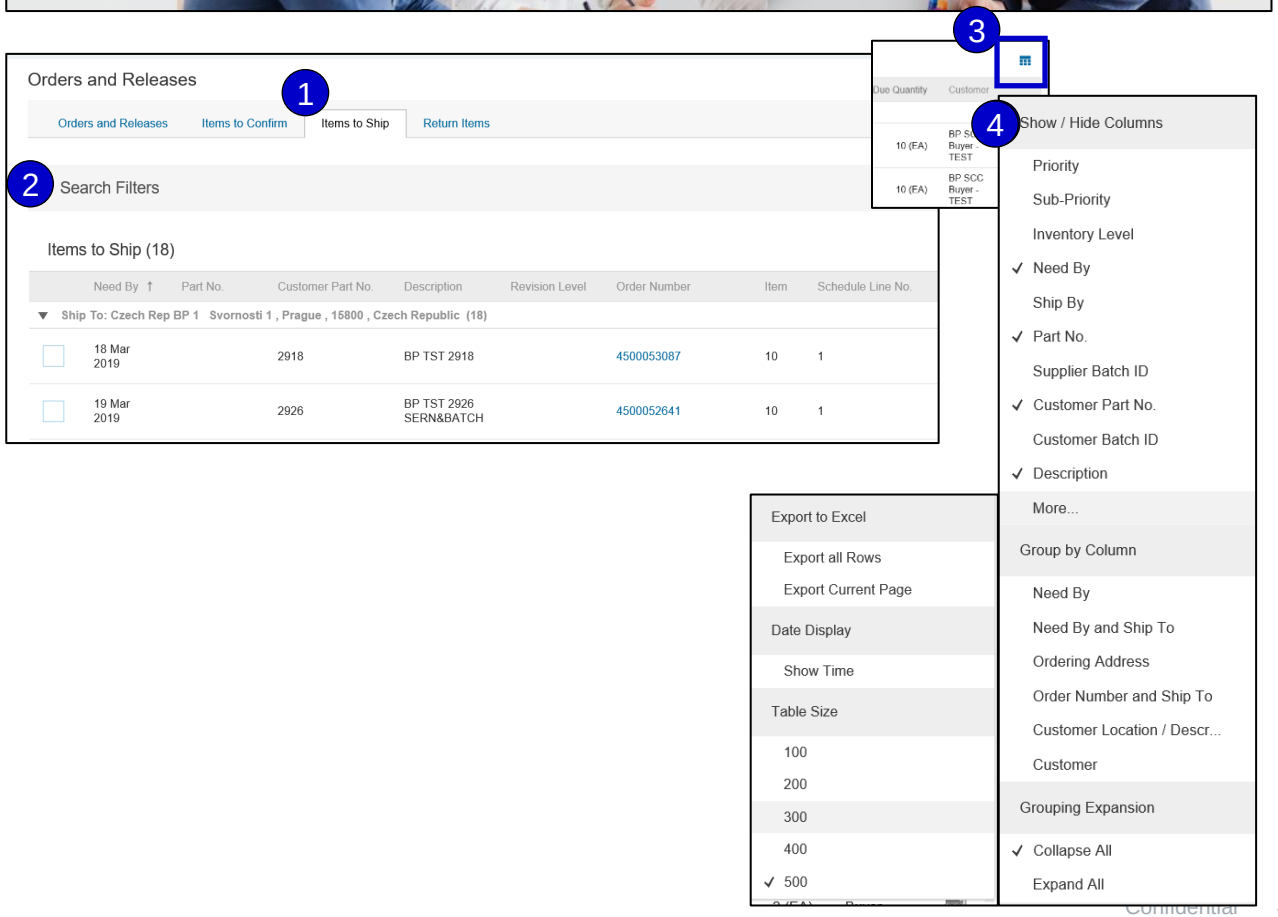
Advanced Shipping Notice Collaboration

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



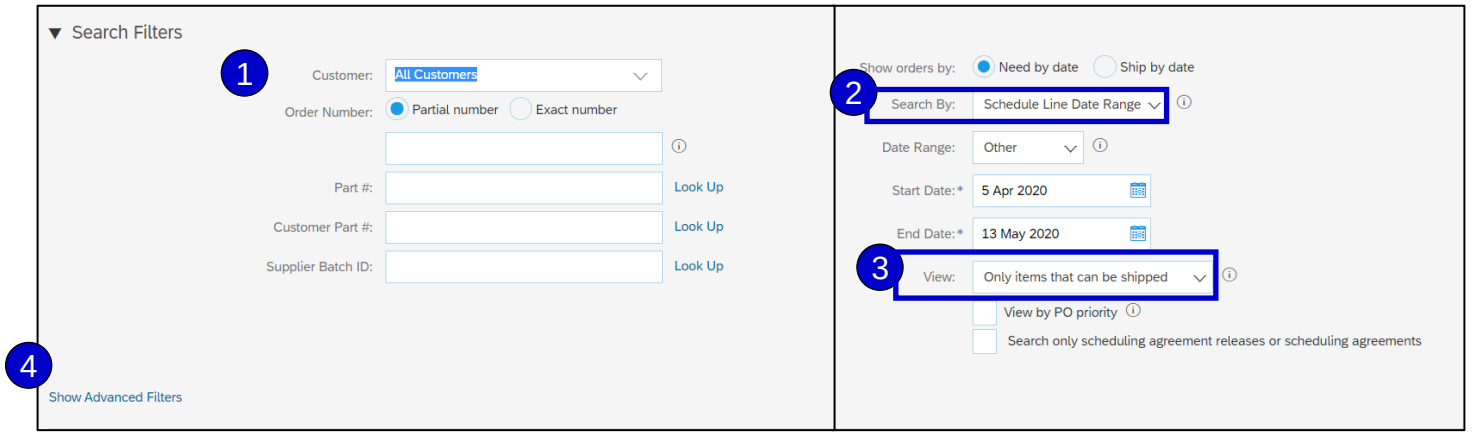


Advanced Shipping Notice Collaboration

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



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

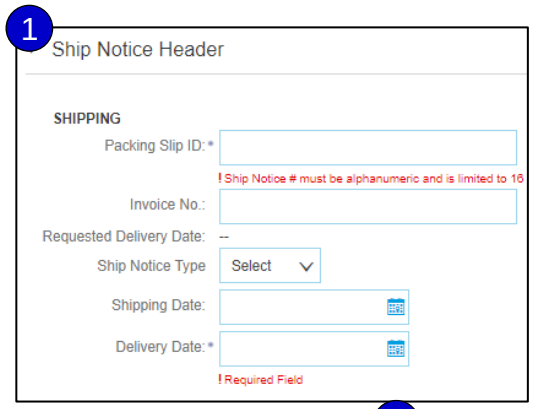
Note: You can choose lines with different "Need-by" dates for the same shipping notice

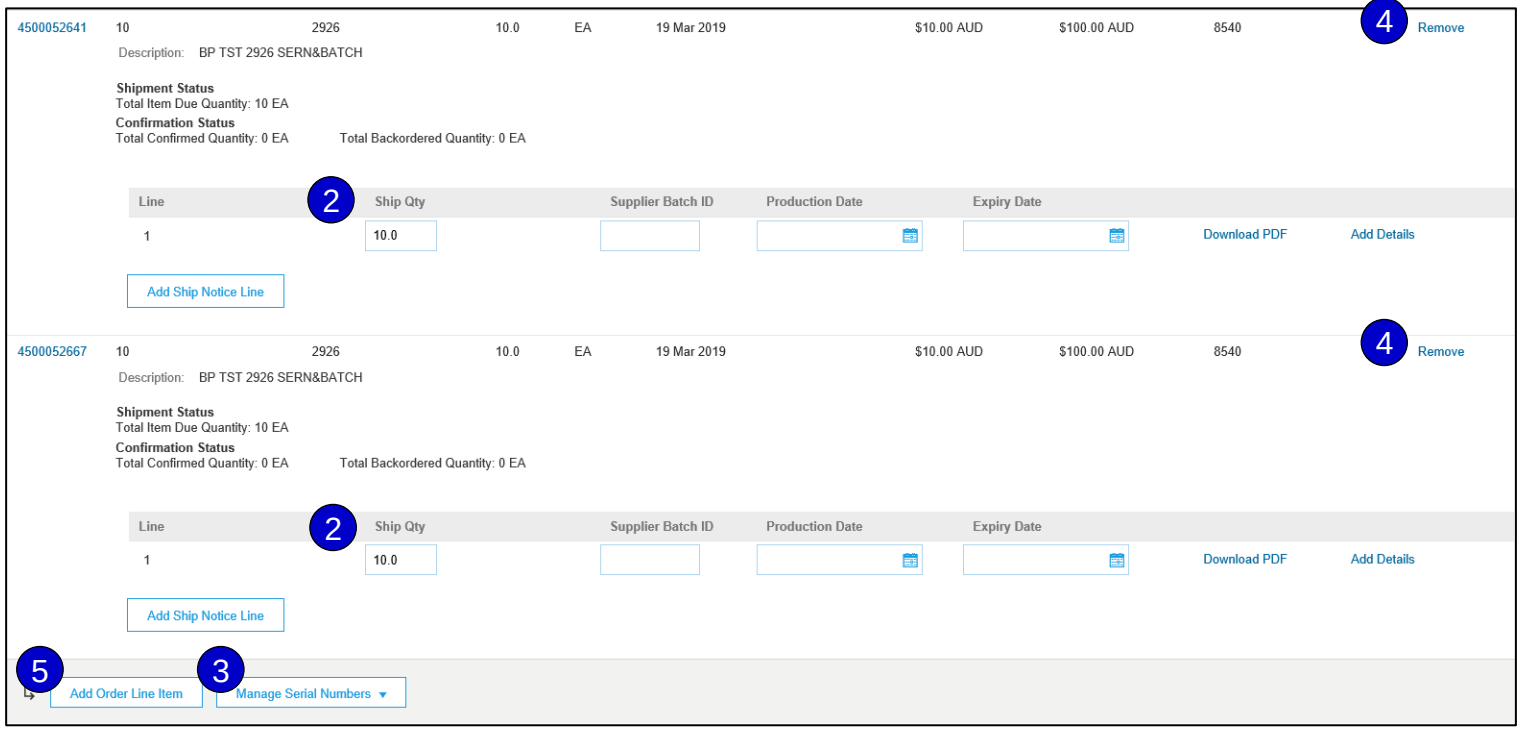
Advanced Shipping Notice Collaboration

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



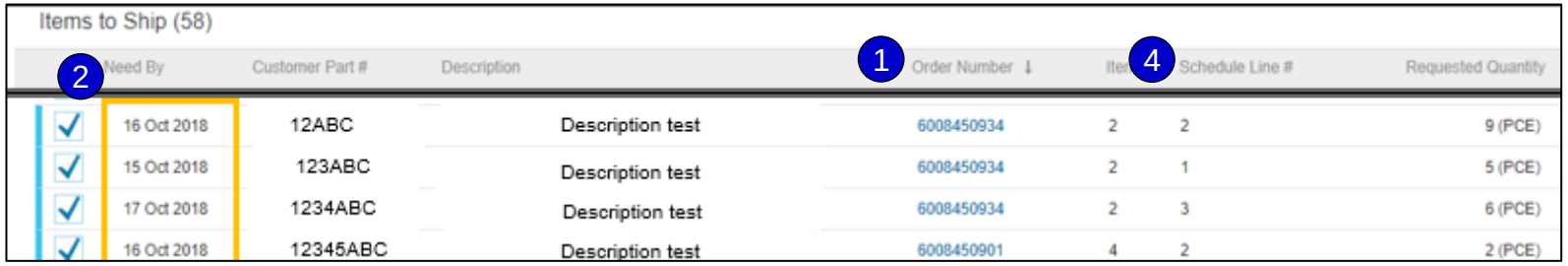


Advanced Shipping Notice Collaboration

Create Advanced Shipping Notice From Items to Ship

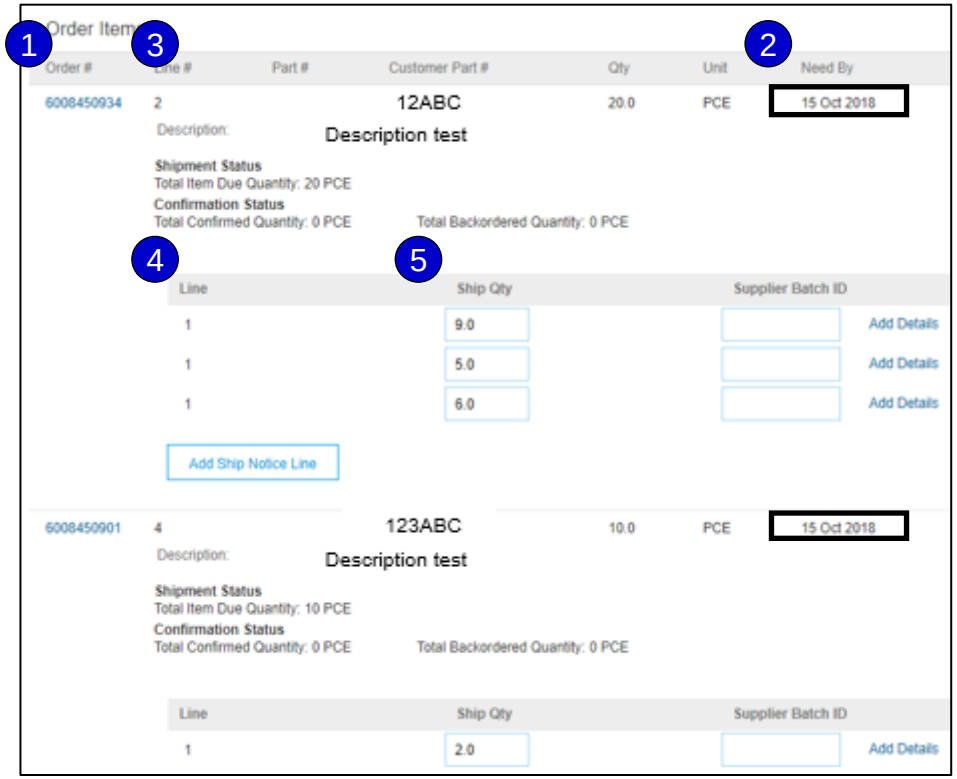
Line level details – information taken from the initial orders:

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)

Need By	Customer Part #	Description	Order Number	Item	Schedule Line #	Requested Quantity
16 Oct 2018	12ABC	Description test	6008450934	2	2	9 (PCE)
15 Oct 2018	123ABC	Description test	6008450934	2	1	5 (PCE)
17 Oct 2018	1234ABC	Description test	6008450934	2	3	6 (PCE)
16 Oct 2018	12345ABC	Description test	6008450901	4	2	2 (PCE)



Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By
6008450934	2		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

Line	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	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

Pfizer

THE BEST RUN SAP

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

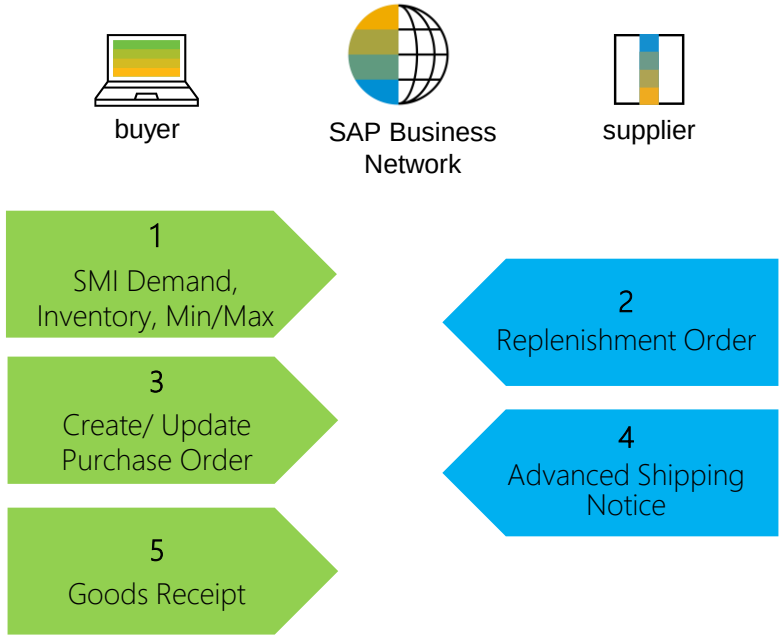
Replenishment Order - Introduction

- 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 Cancelation is not recommend. Please contact Pfizer if you need to cancel a Replenishment Order**

Supplier Managed Inventory Collaboration

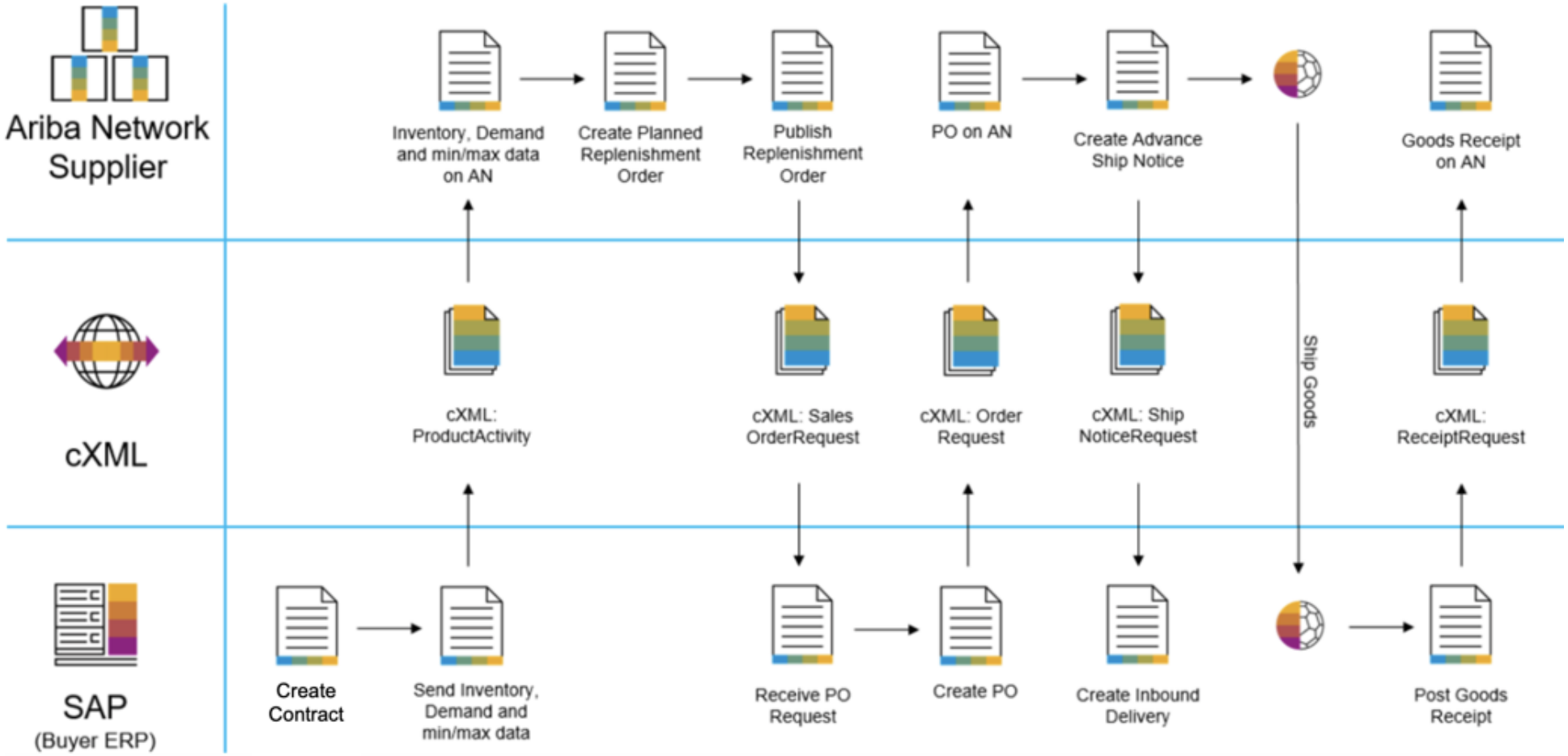
Replenishment Order - Process Flow

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

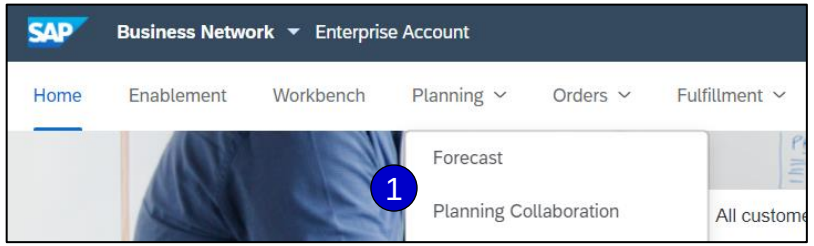


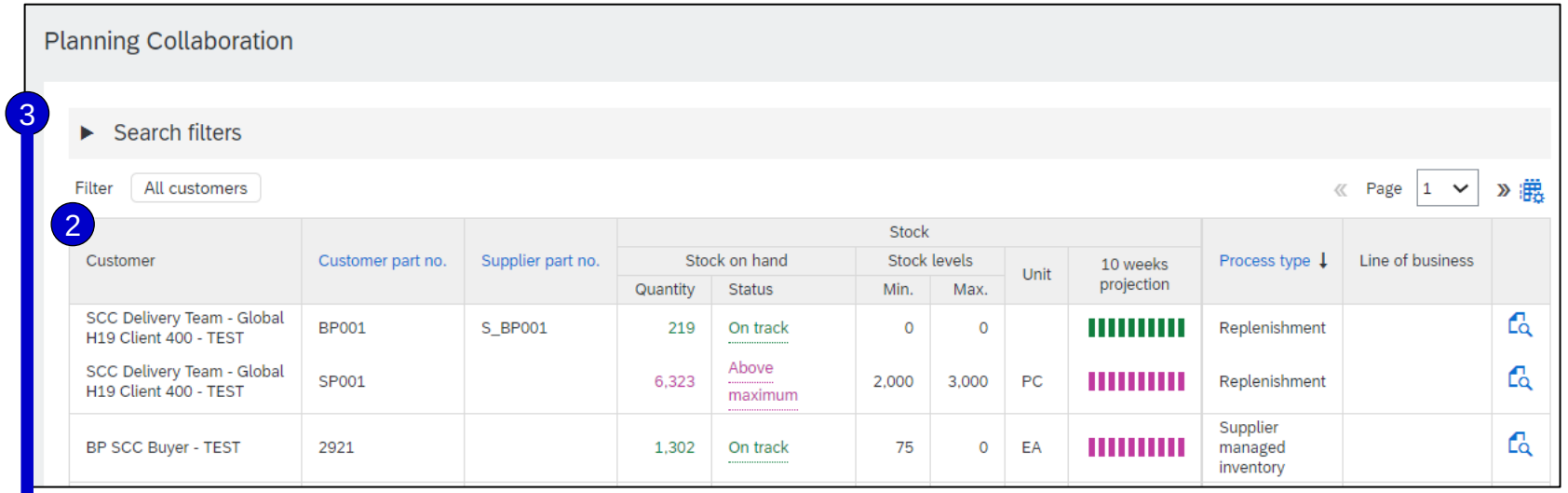
Supplier Managed Inventory Collaboration

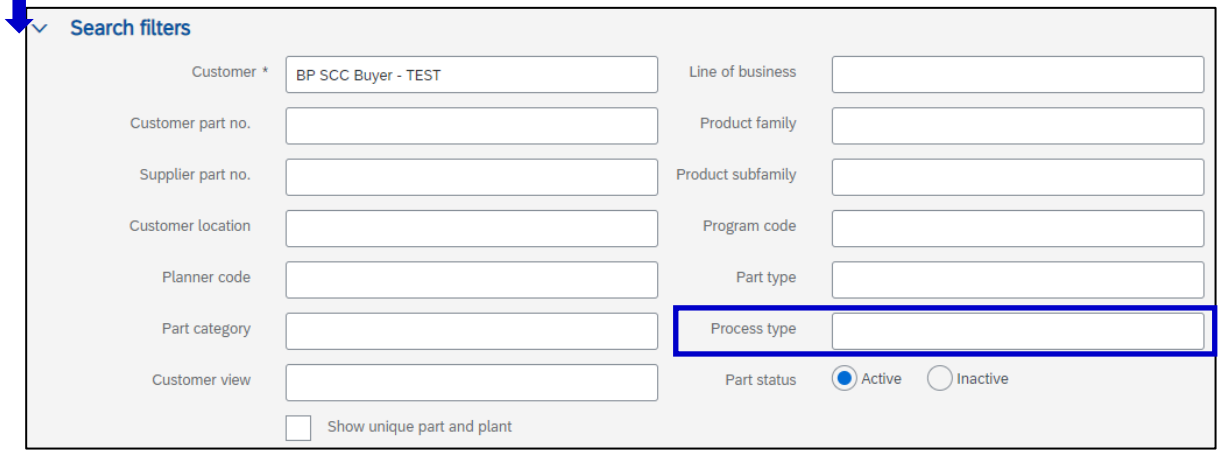
Replenishment Order – View SMI Data

From the Homepage:

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



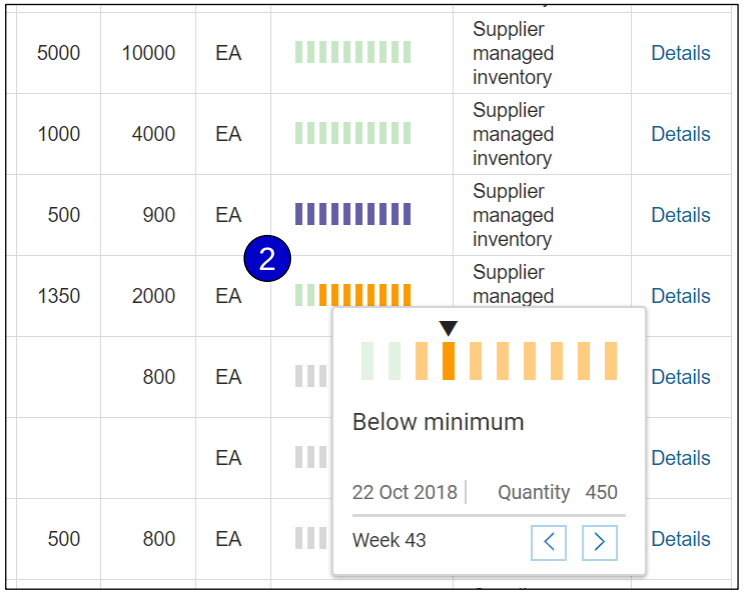


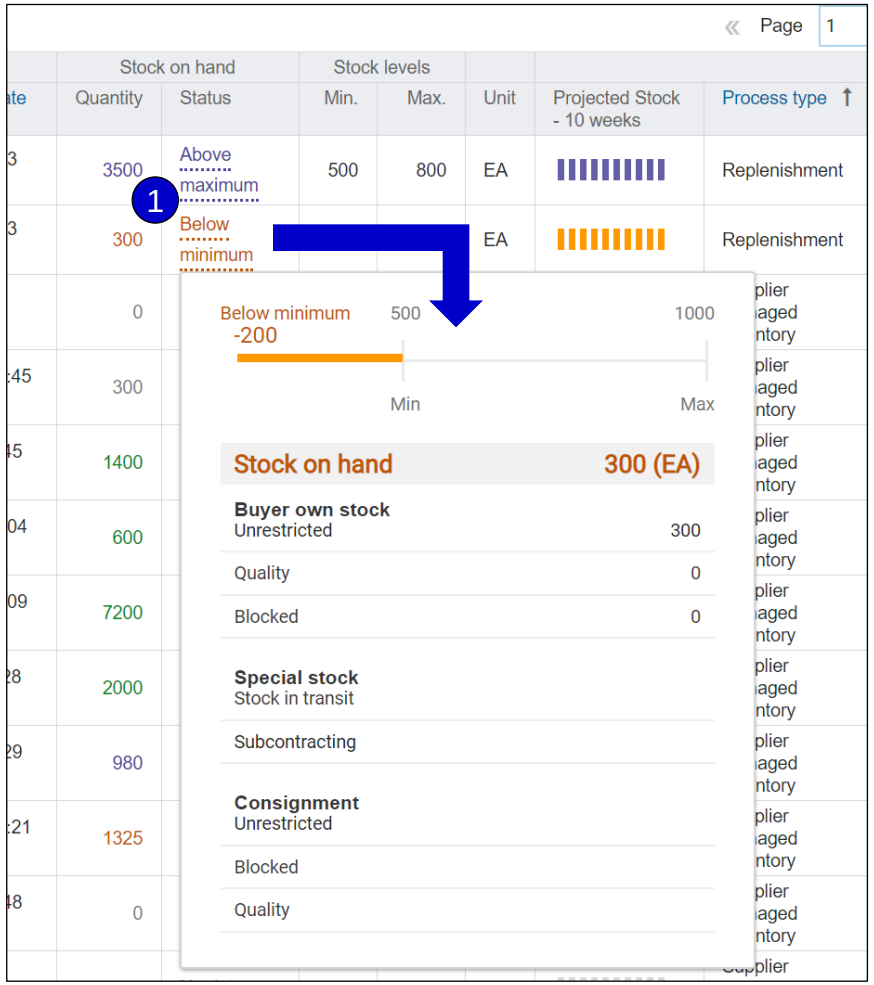


Supplier Managed Inventory Collaboration

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).





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.

Customer	Customer part no.	Stock						
		Stock on hand		Stock levels		Unit	10 weeks projection	
		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		

1

2

3 Chart

Supply and demand | Projected stock

Stock on hand: 1150 (EA) | Part details

Send data

Key Figures	13 Nov 2017 Week 46	14 Nov 2017 Week 46	15 Nov 2017 Week 46	16 Nov 2017 Week 46	17 Nov 2017 Week 46	18 Nov 2017 Week 46	19 Nov 2017 Week 46	20 Nov 2017 Week 47	21 Nov 2017 Week 47	22 Nov 2017 Week 47	23 Nov 2017 Week 47	24 Nov 2017 Week 47
Gross demand	600	500	400	500	600			450	350	650		
Net requirement												
Firmed orders		-300				400				400		
Planned shipment												
In-transit	0	0	0	0	400	0	0	0	0	0	0	0
Target stock												
Projected stock	550	50	-350	-850	-1450	-1450	-1450	-1900	-2250	-2900	-2900	-2900
Minimum proposal		450	850	1350	1950	1950	1950	2400	2750	3400	3400	3400
Maximum proposal	250	750	1150	1650	2250	2250	2250	2700	3050	3700	3700	3700
Total shipment	400				400							
ASN received	400											

Last updated 13 Nov 2017 6:47:55 AM | Edit

Supplier Managed Inventory Collaboration

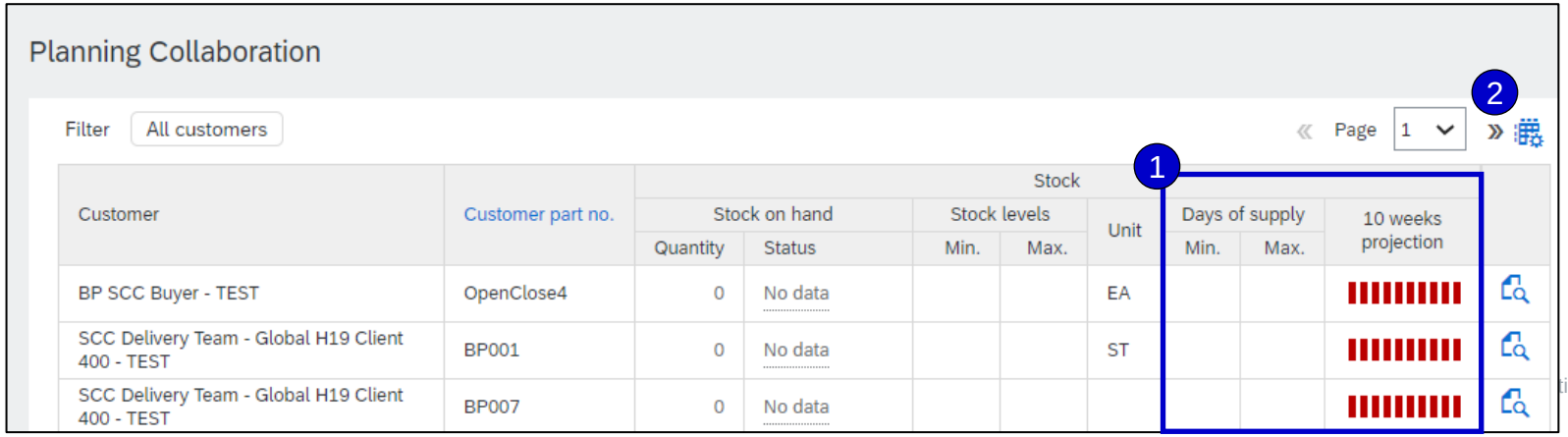
Replenishment Order – Days of Supply

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.

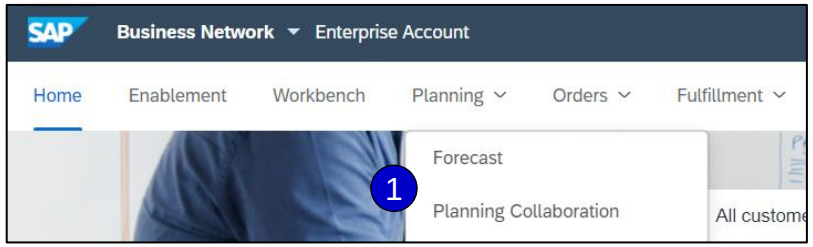


Supplier Managed Inventory Collaboration

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.

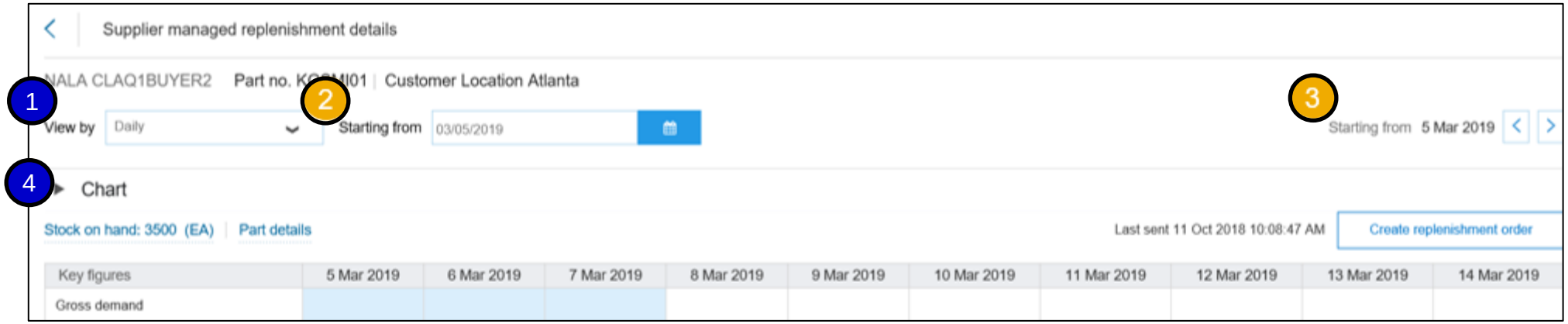


Customer	Customer part no.	Stock						Process type	Line of business	
		Stock on hand		Stock levels		Unit	10 weeks projection			
		Quantity	Status	Min.	Max.					
SCC Delivery Team - Global H19 Client 400 - TEST	BP001	219	On track	0	0			Replenishment		2
SCC Delivery Team - Global H19 Client 400 - TEST	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.



Supplier Managed Inventory Collaboration

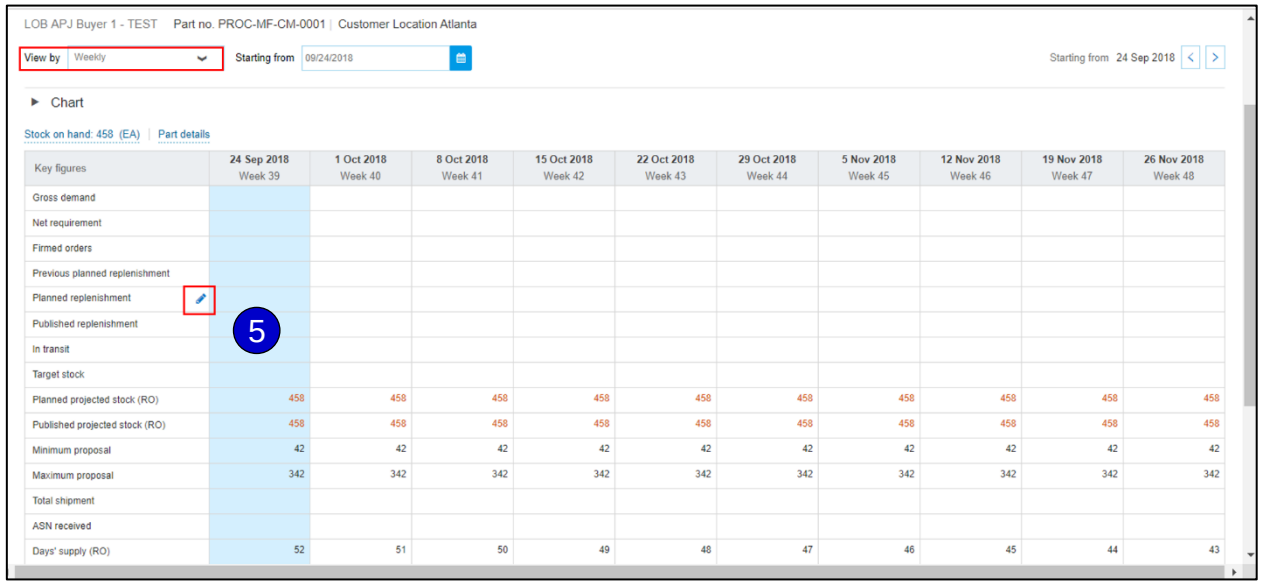
Replenishment Order – Manage Replenishment Orders in the Portal

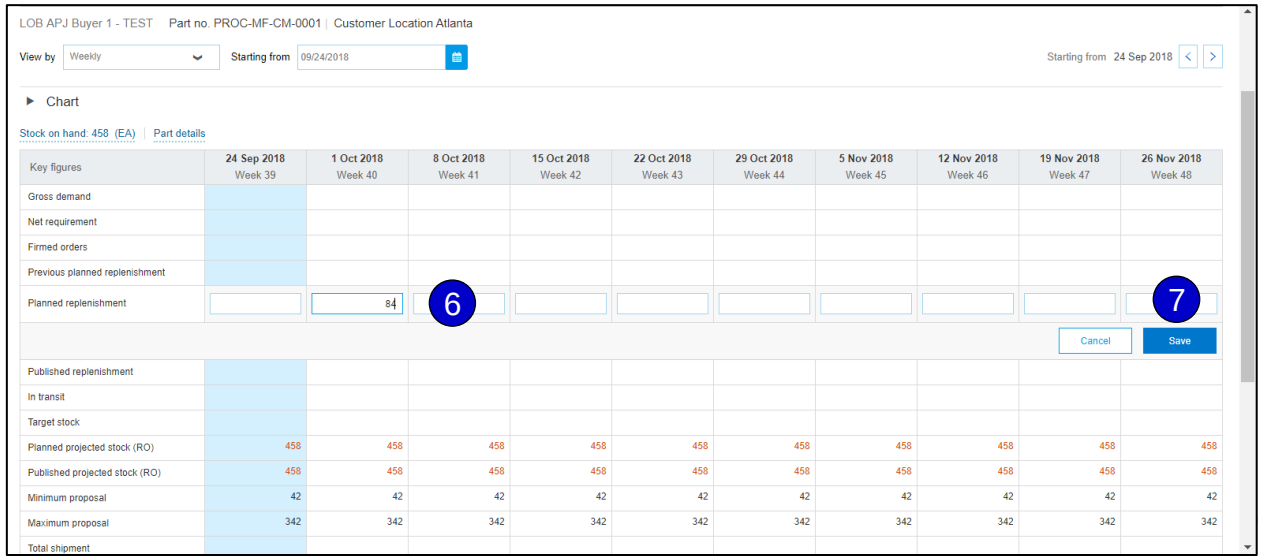
5. Click **pencil** icon to get into edit mode.

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.





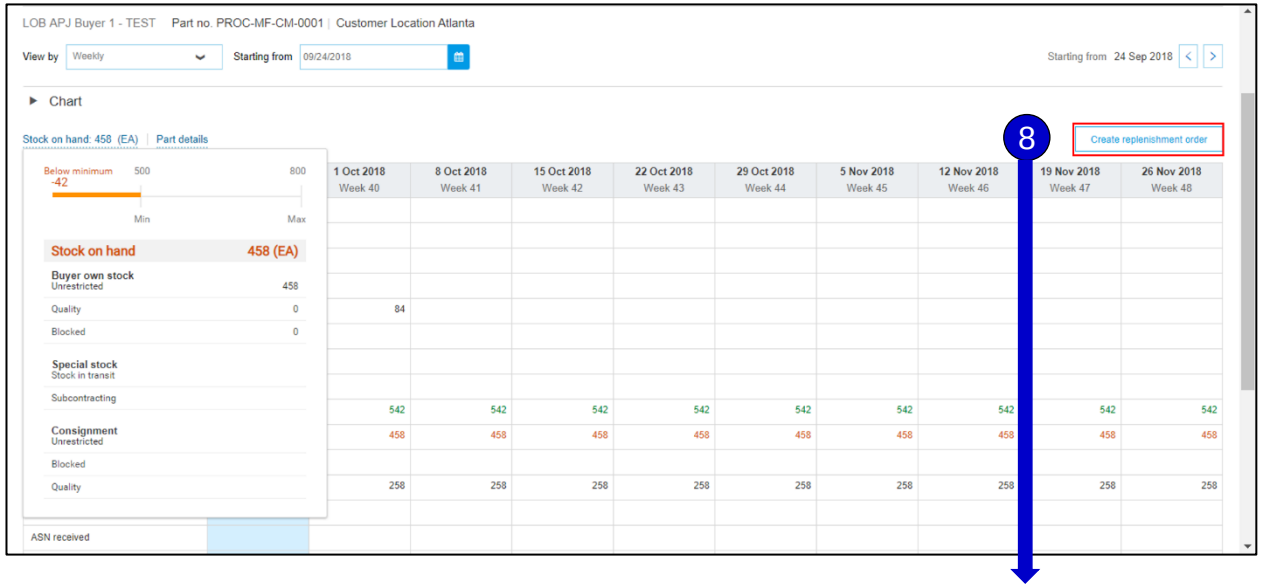
Supplier Managed Inventory Collaboration

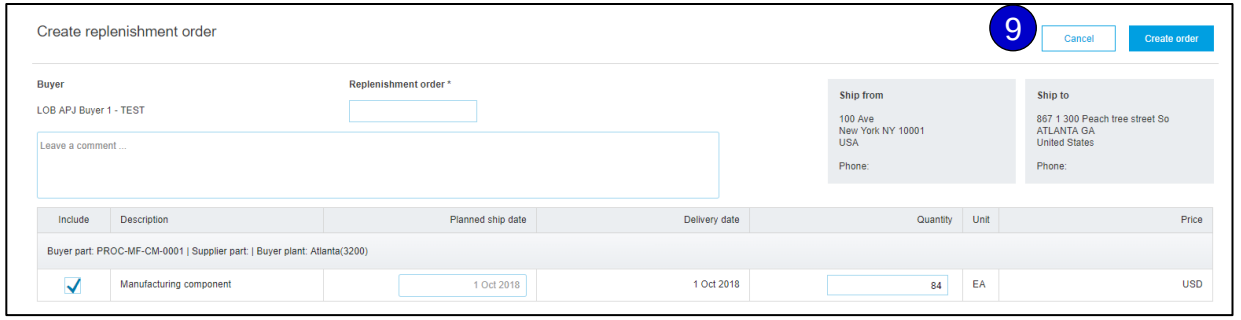
Replenishment Order – Manage Replenishment Orders in the Portal

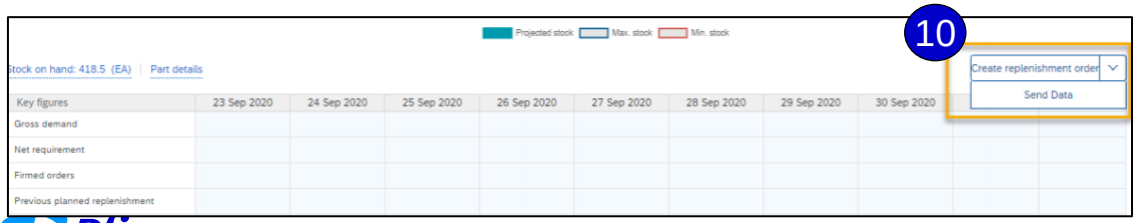
8. Clicking the button **Create replenishment order** passes the entered replenishment data over to the replenishment order (RO) screen.
9. Here individual planned replenishment quantities in the different time buckets will result in a separate line item of the replenishment order and can be selected/deselected 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.



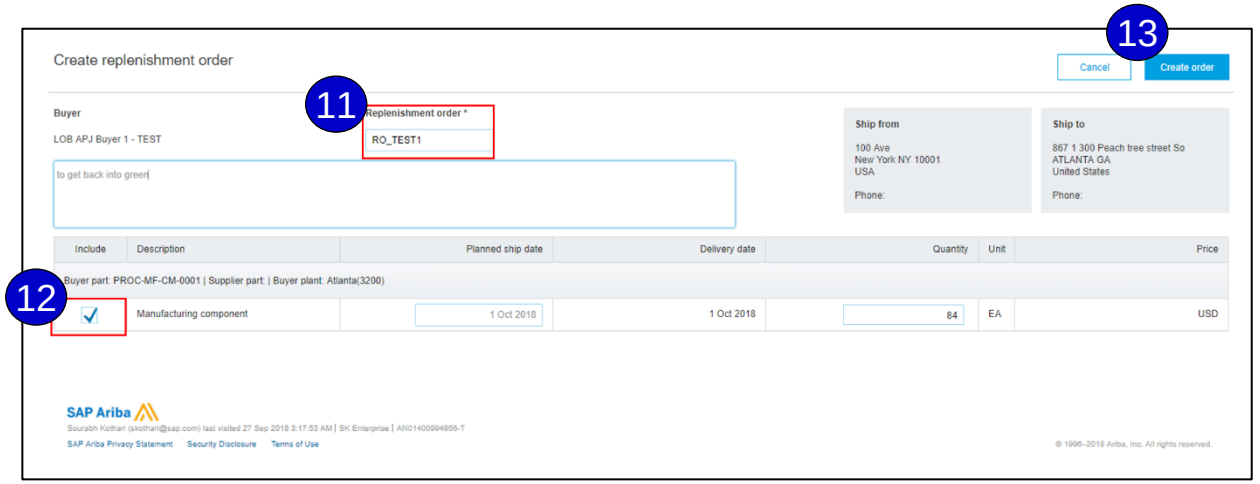


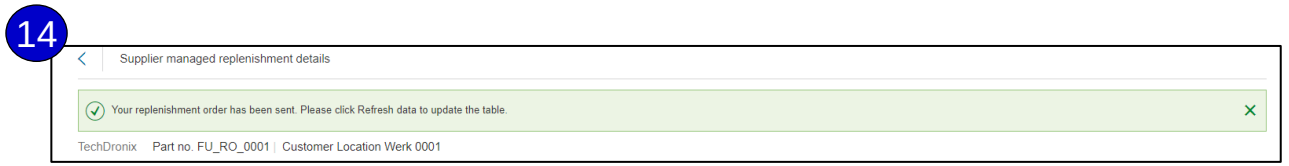


Supplier Managed Inventory Collaboration

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

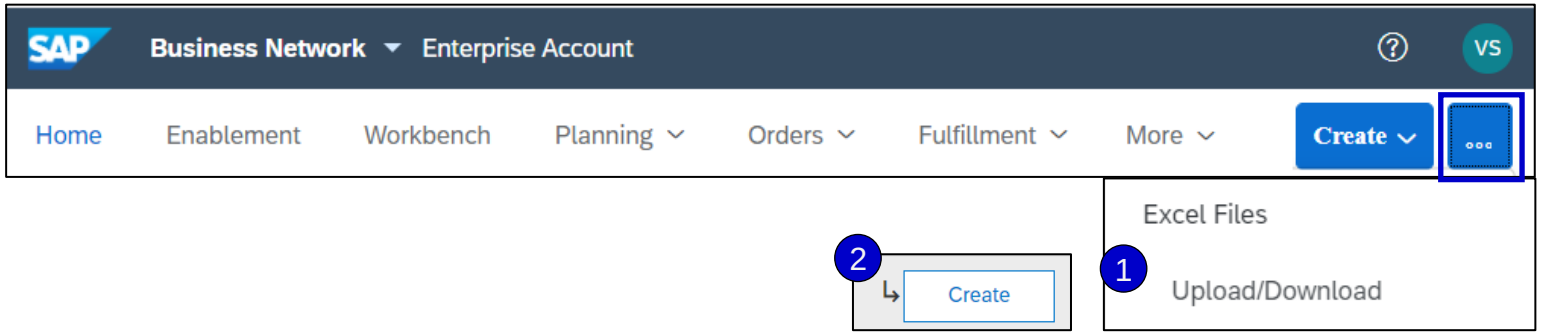
Supplier Managed Inventory Collaboration

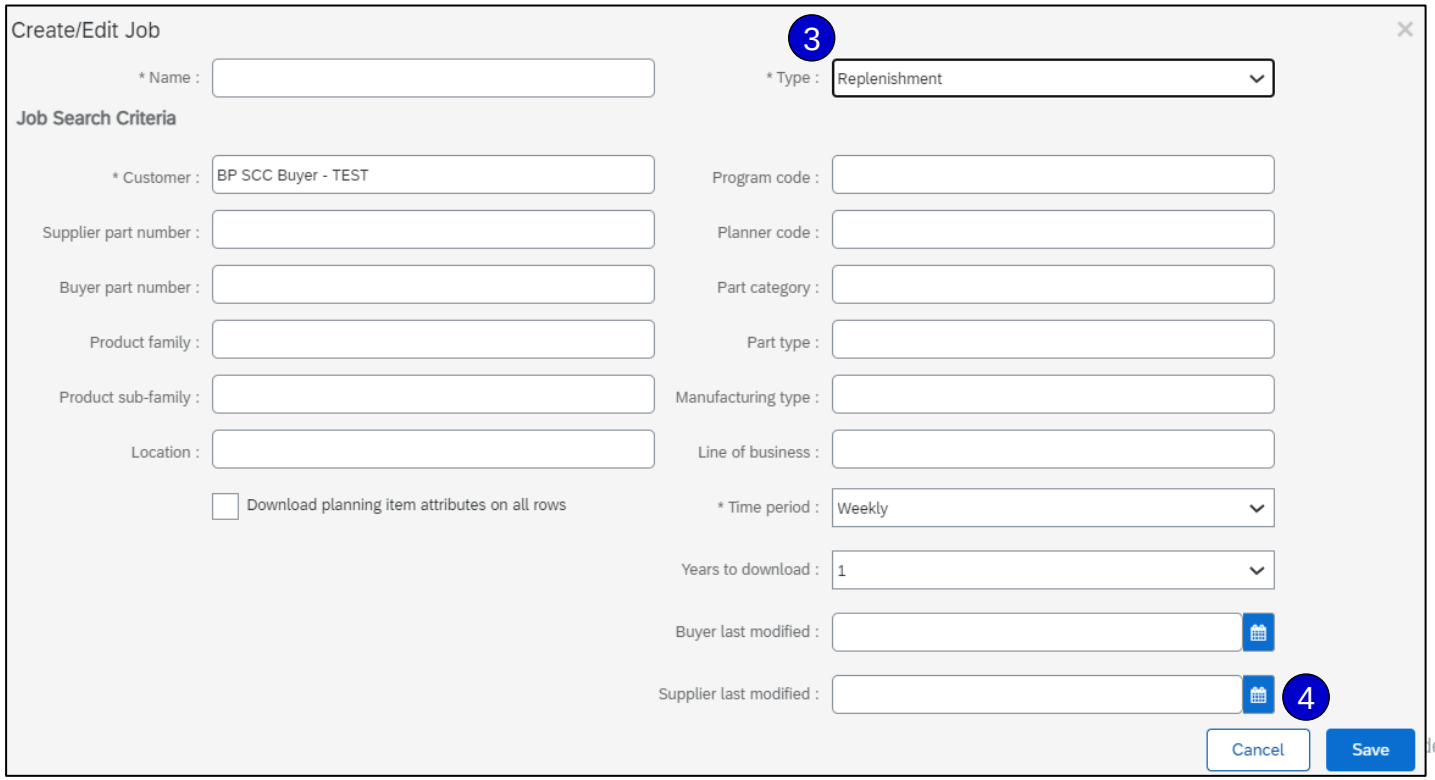
Replenishment Order – Manage Replenishment Orders with Excel Uploads

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**.

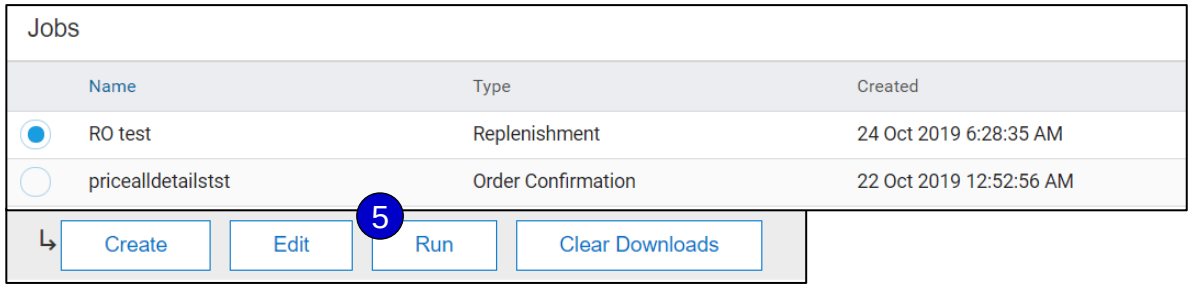


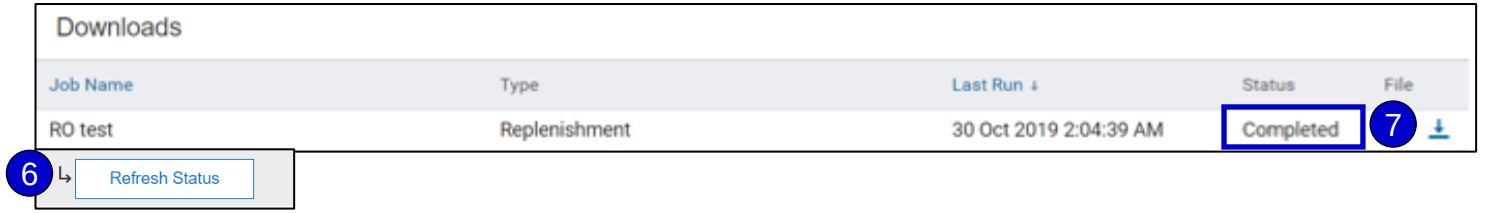


Supplier Managed Inventory Collaboration

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.





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 Replenishme				
							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.

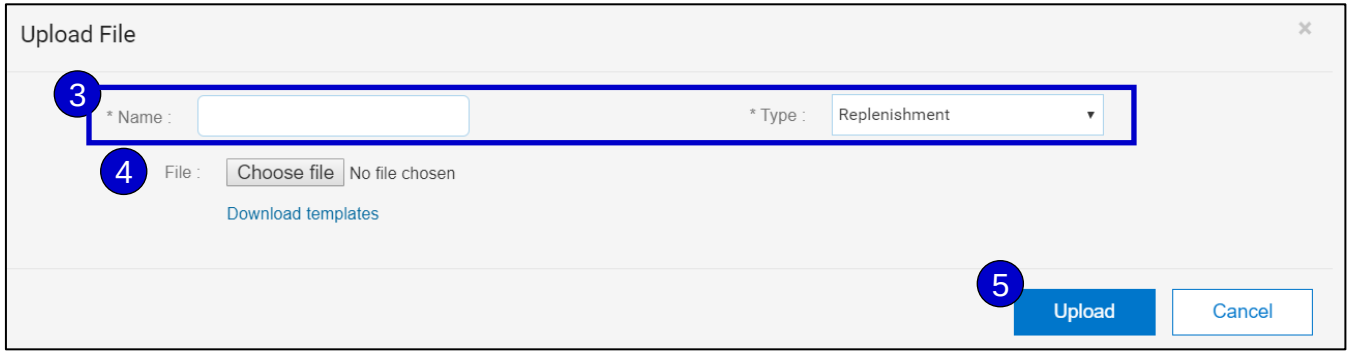
Supplier Managed Inventory Collaboration

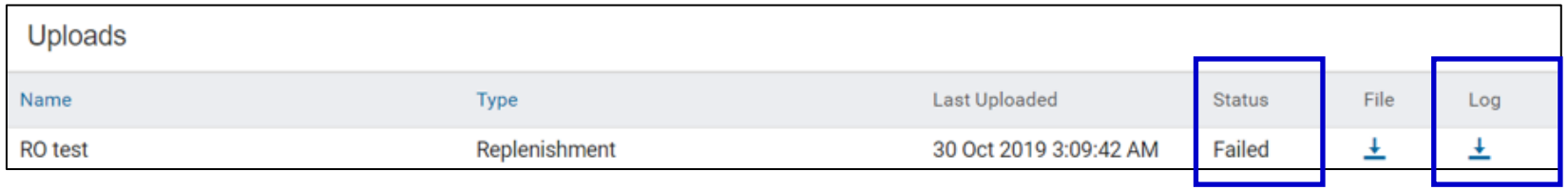
Replenishment Order – Manage Replenishment Orders with Excel Uploads

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.





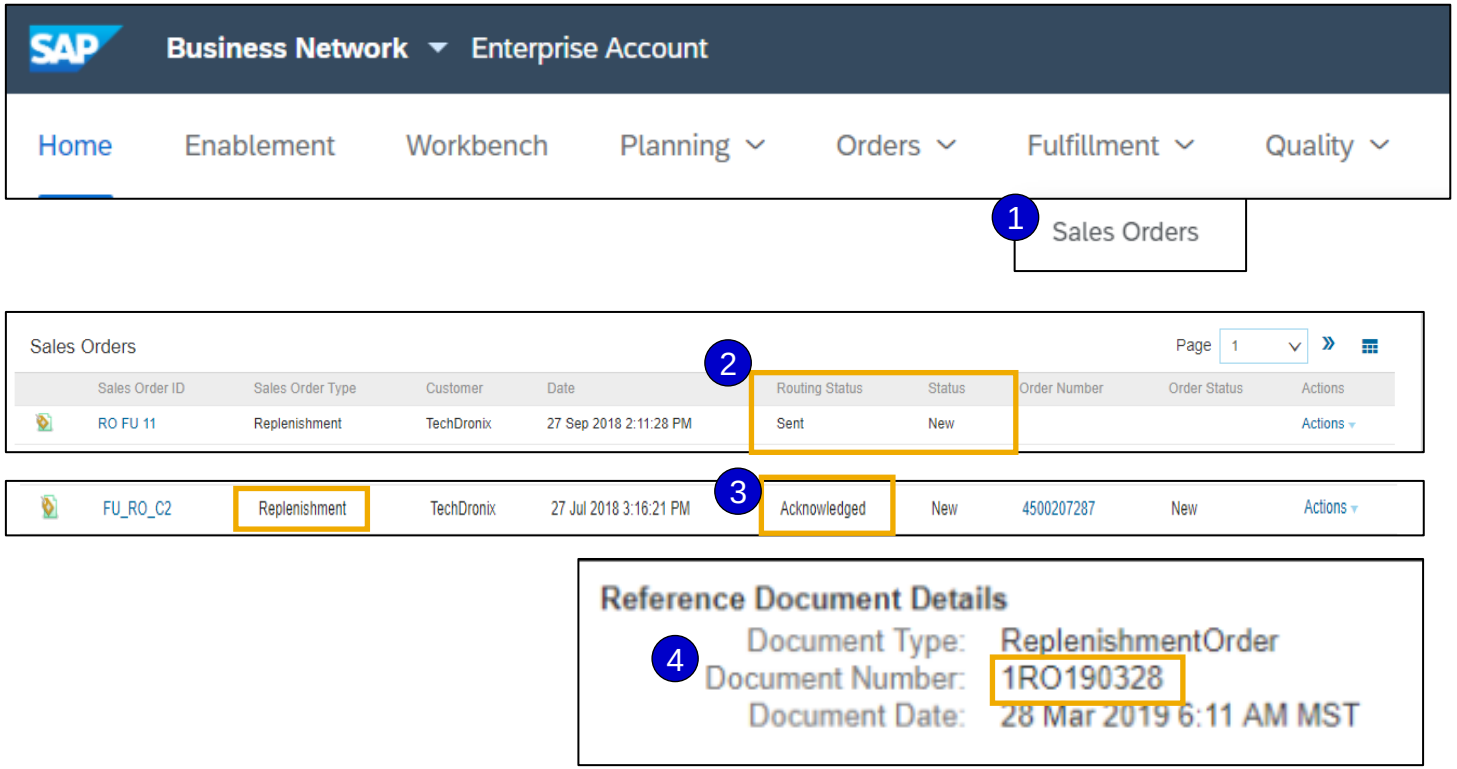
Supplier Managed Inventory Collaboration

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.



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) | 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						

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

Pfizer

THE BEST RUN SAP

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**

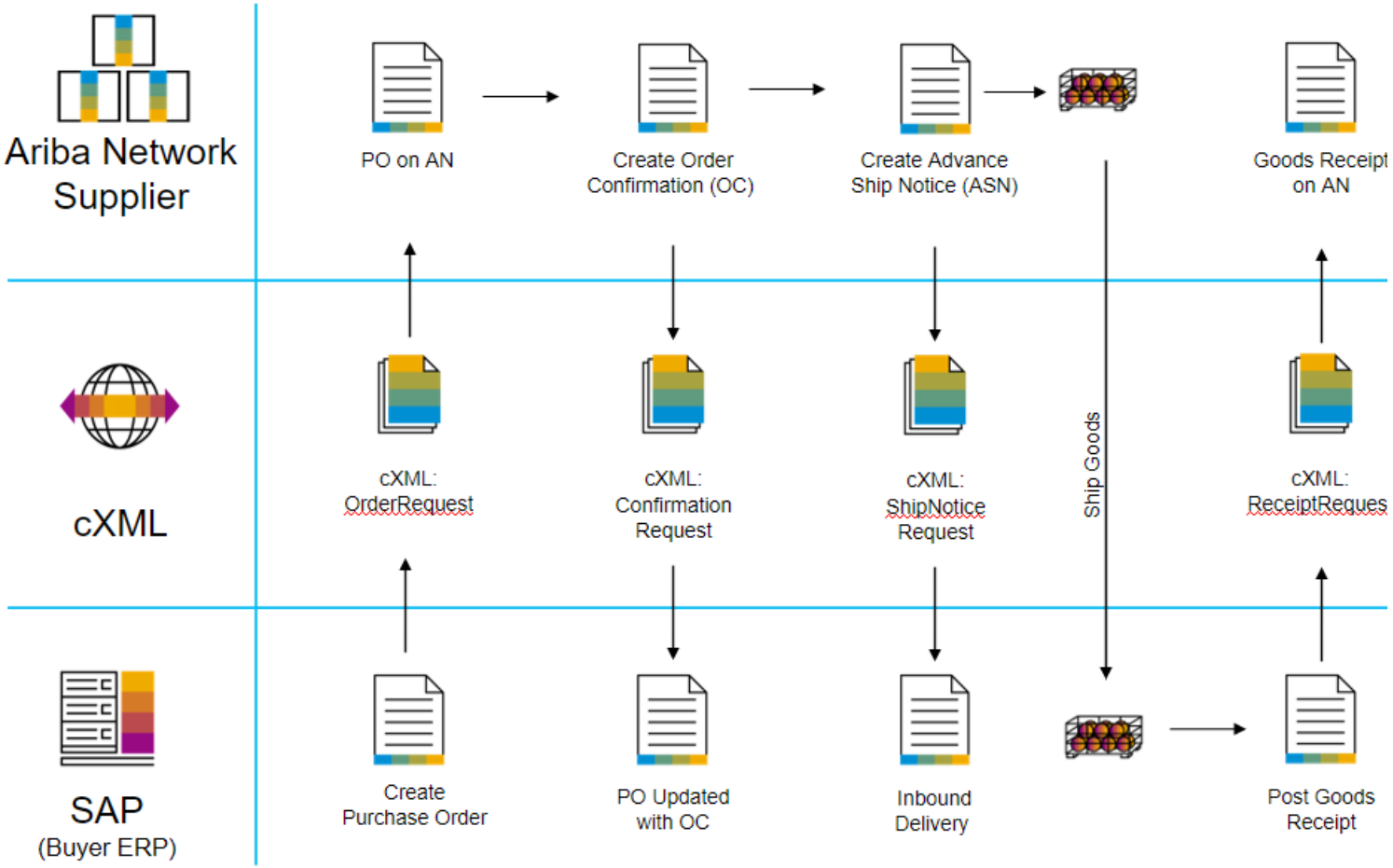
Subcontracting Collaboration

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

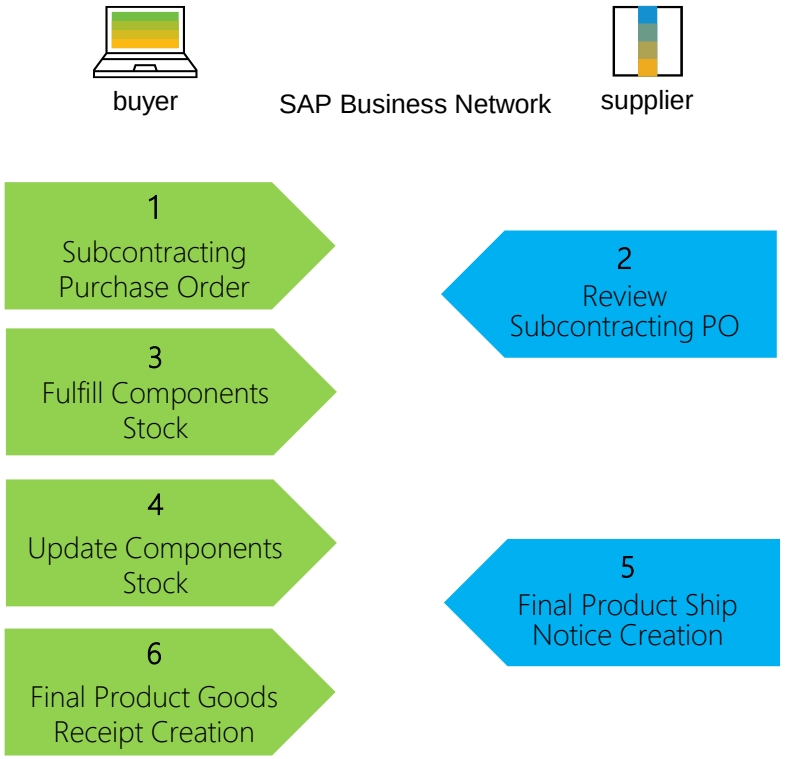


NOTE – ASN Creation should be created with actual consumption

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.

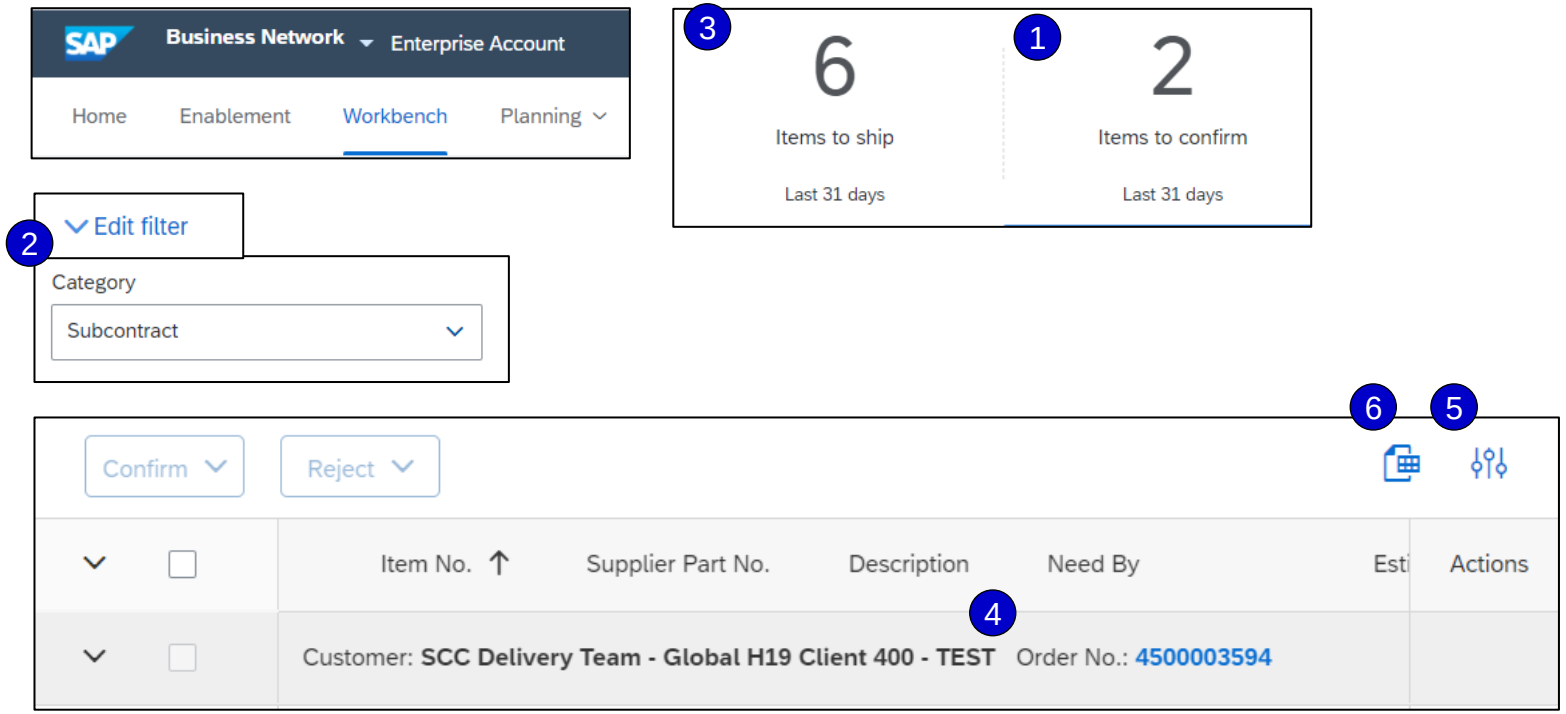


Subcontracting Collaboration

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.



Subcontracting Collaboration

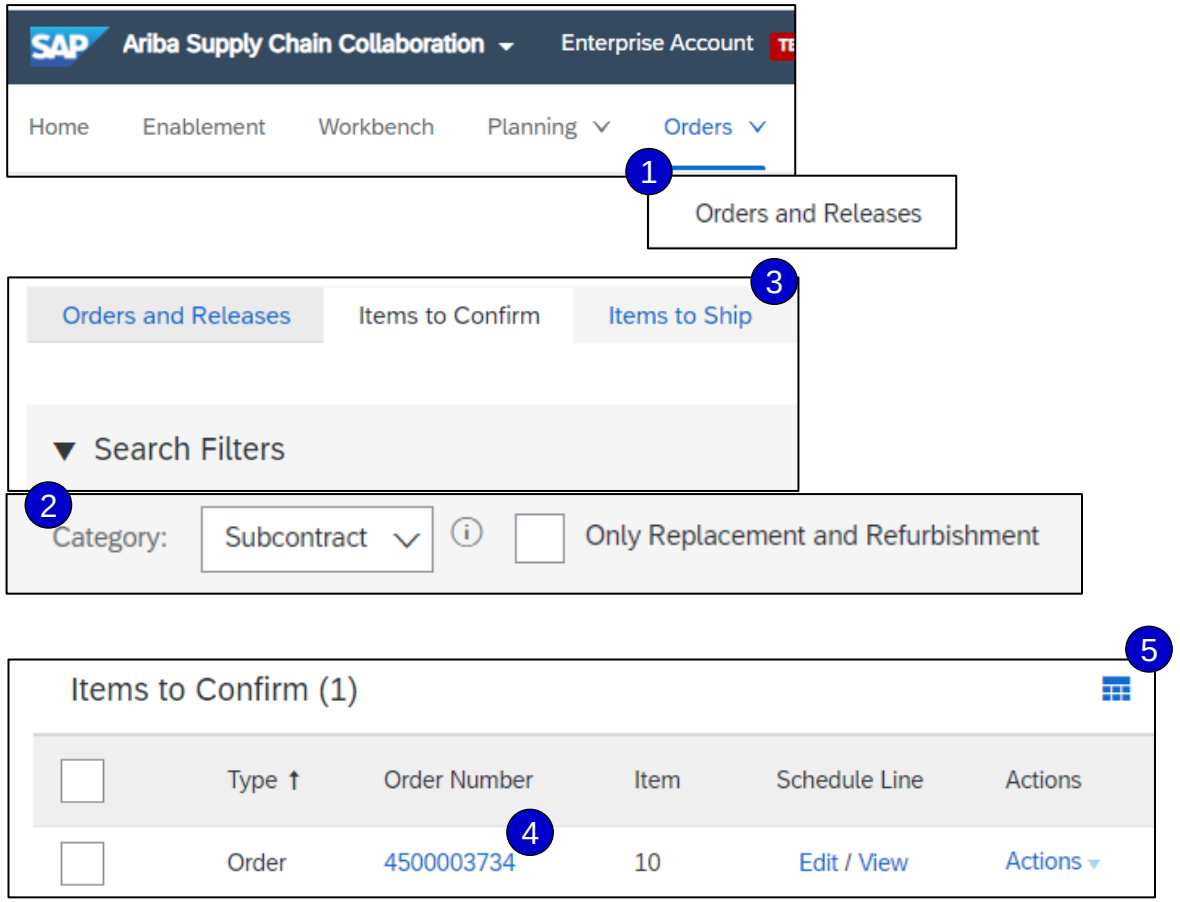
Searching for Subcontracting Purchase Orders

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.



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	1 Details

Description: Submarine Generator 1,400kW 440V DC

Schedule Lines

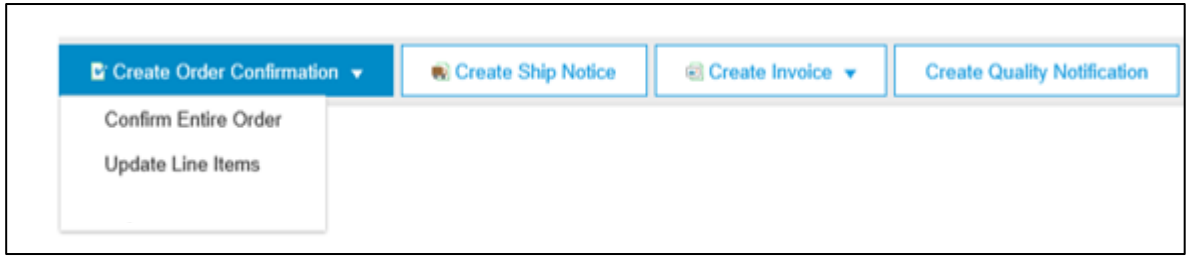
Show Schedule Line Details

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	
1	13 Dec 2018 7:00 PM CET		5.0 (EA)	2 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.

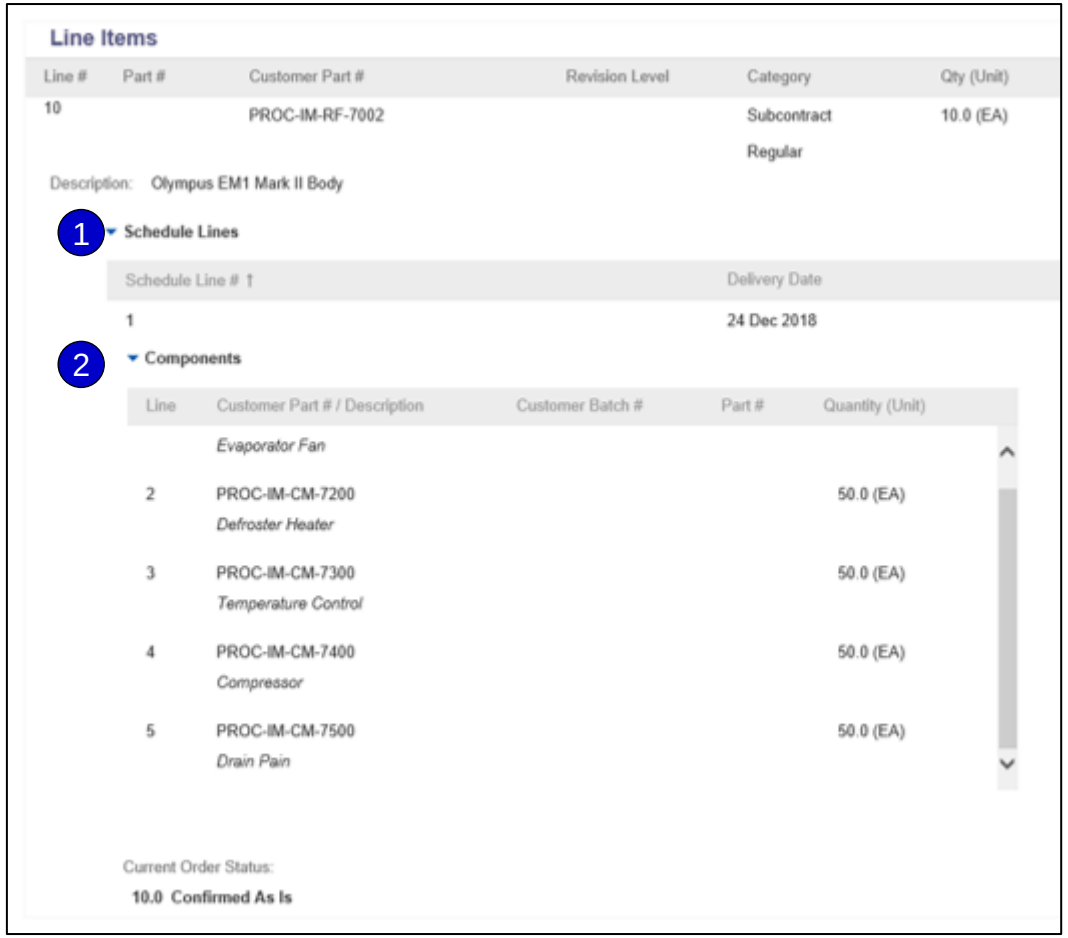


Note: Detailed Order Confirmation creation processes are covered in earlier lessons within in this training

Subcontracting Collaboration

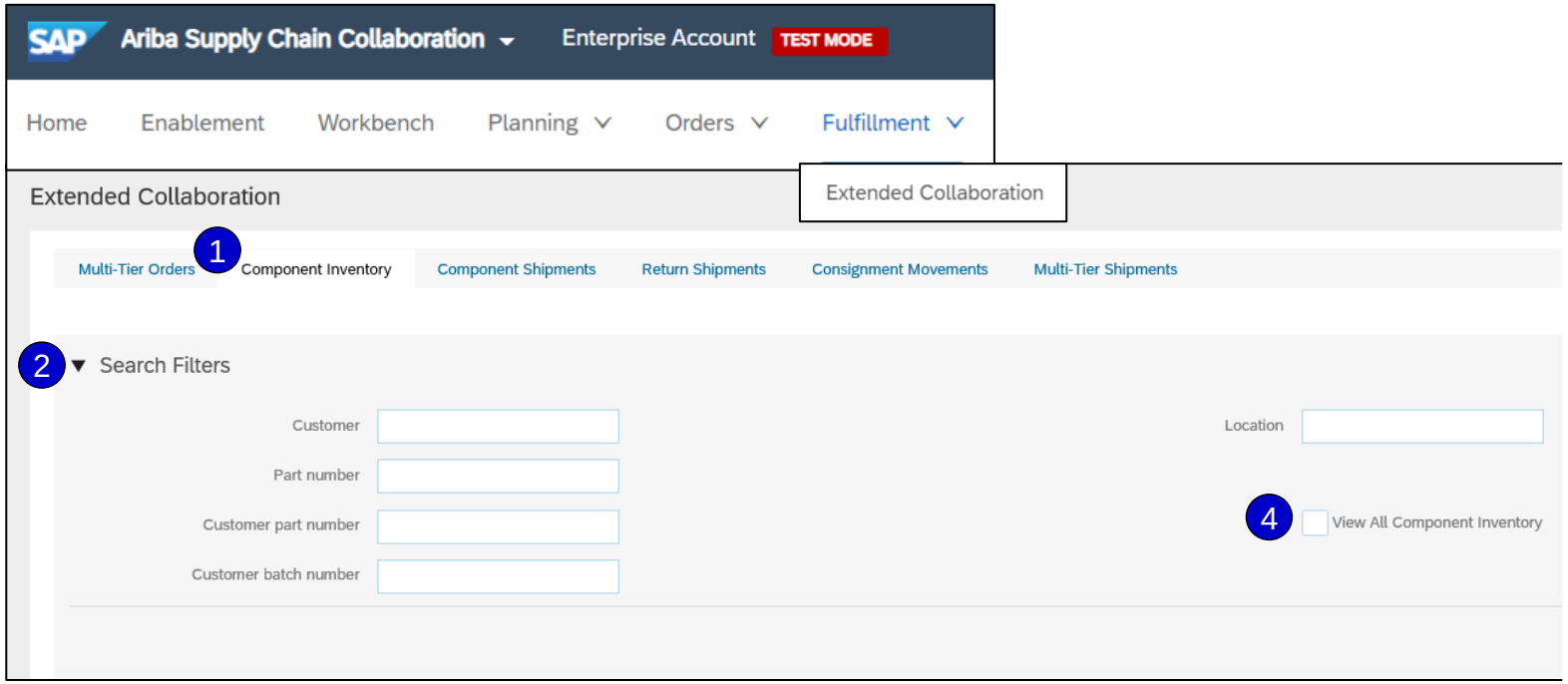
Reviewing Components During Order Confirmation Creation

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



Subcontracting Collaboration

Component Inventory



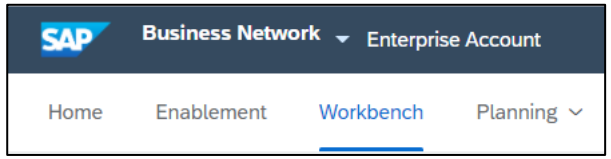
1. Click **Fulfillment, Extended Collaboration, Component Inventory**.
2. Expand **Search Filters** to display the query fields. Matched results will appear at the bottom of your screen.
3. You can use configure icon to customize your component inventory view.
4. When the **View all component inventory** 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.

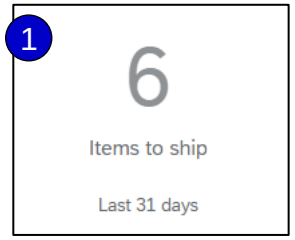
Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated	Serial no.
BP SCC Buyer - TEST	Plant 1 US	RM34	RAW34,PD, Subcontracting					30.00 (PC)	0.00	30.00	14 Jul 2020	Show Serial Numbers
BP SCC Buyer - TEST	Plant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

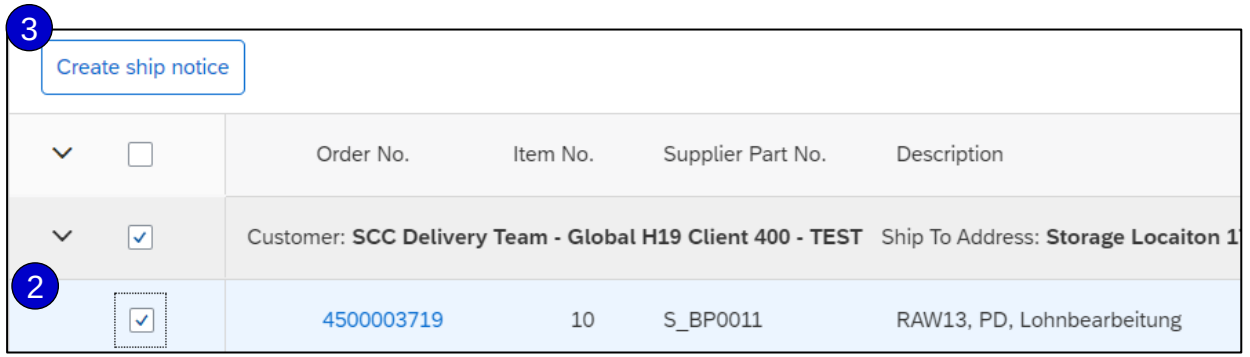
Subcontracting Collaboration

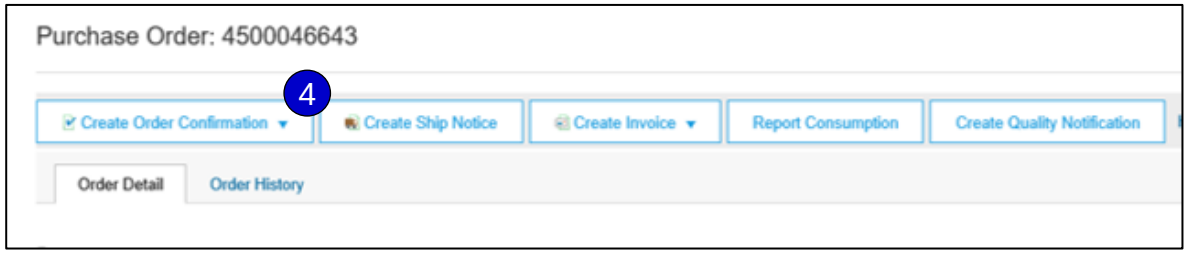
Create Ship Notice from Workbench

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.





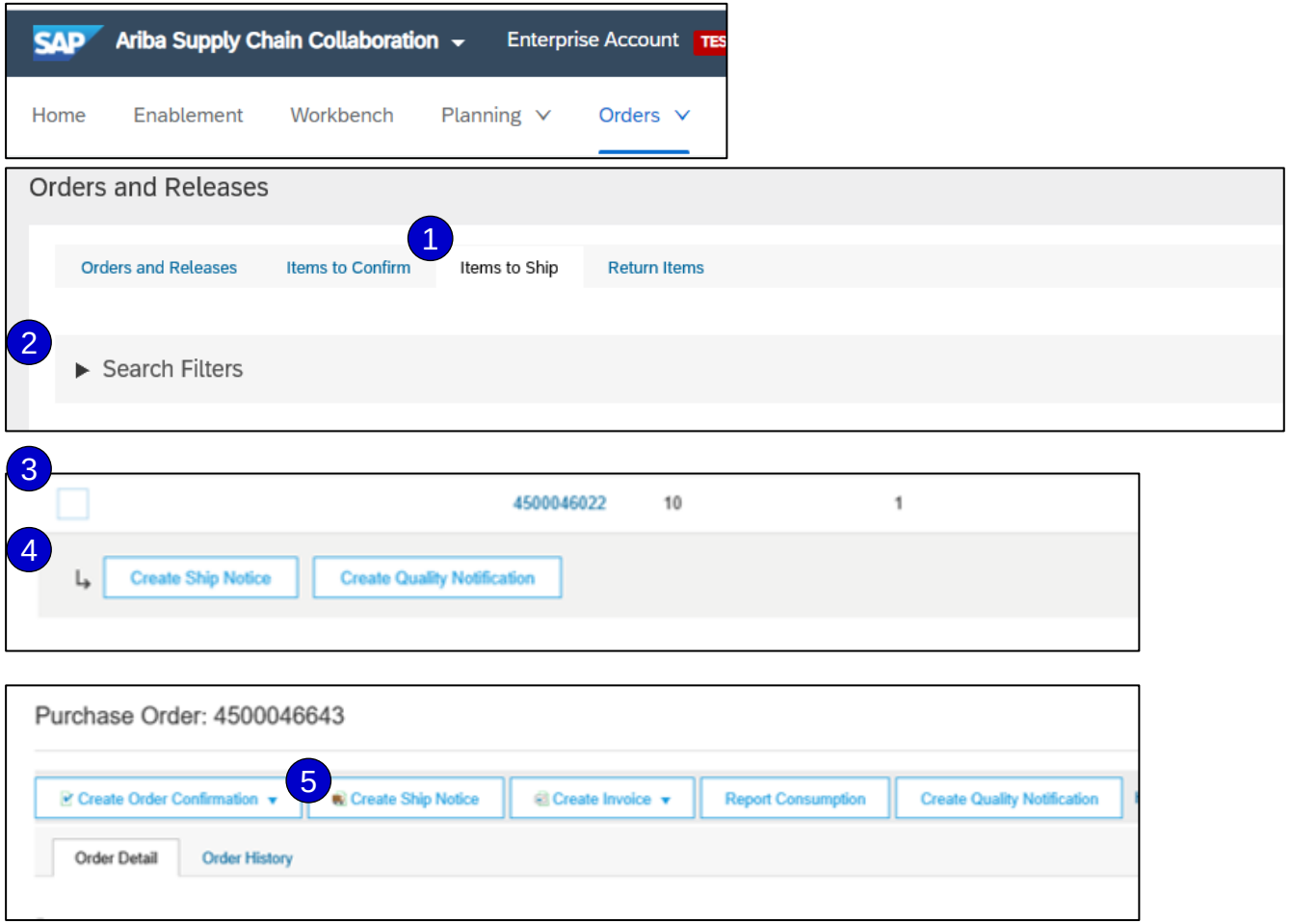




Subcontracting Collaboration

Create Ship Notice from Items to Ship Tab

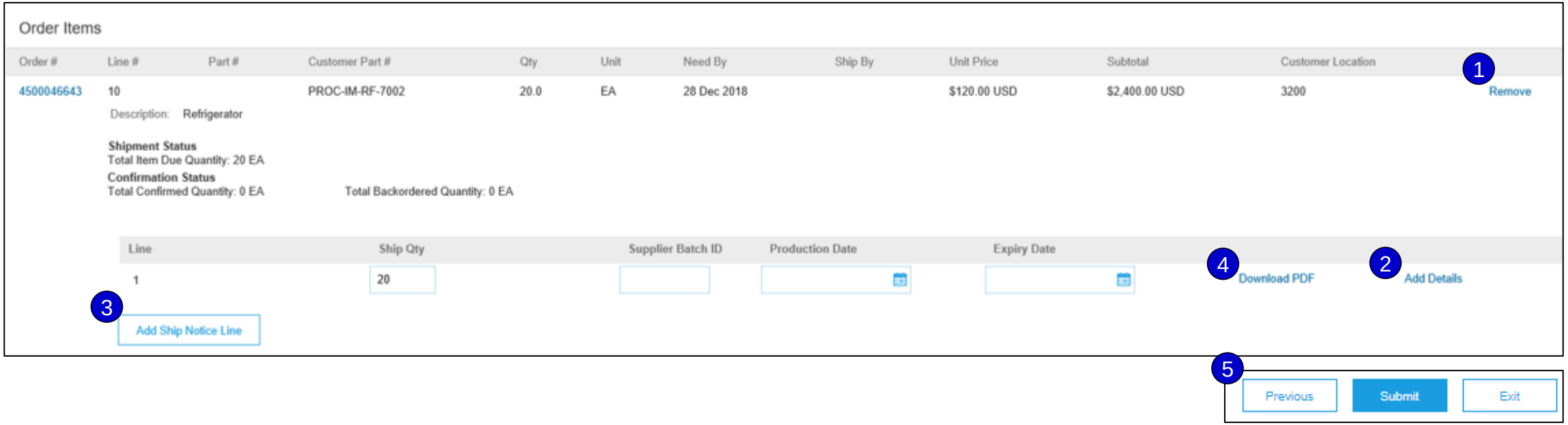
1. Click **Orders/ Orders and Releases/ Items to Ship**.
2. Search filters allow you to search using multiple criteria. Expand **Search Filters** to display the query fields.
3. Identify the subcontracting order. Select identified order by checking the box.
4. Click **Create Ship Notice** button.
5.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



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.

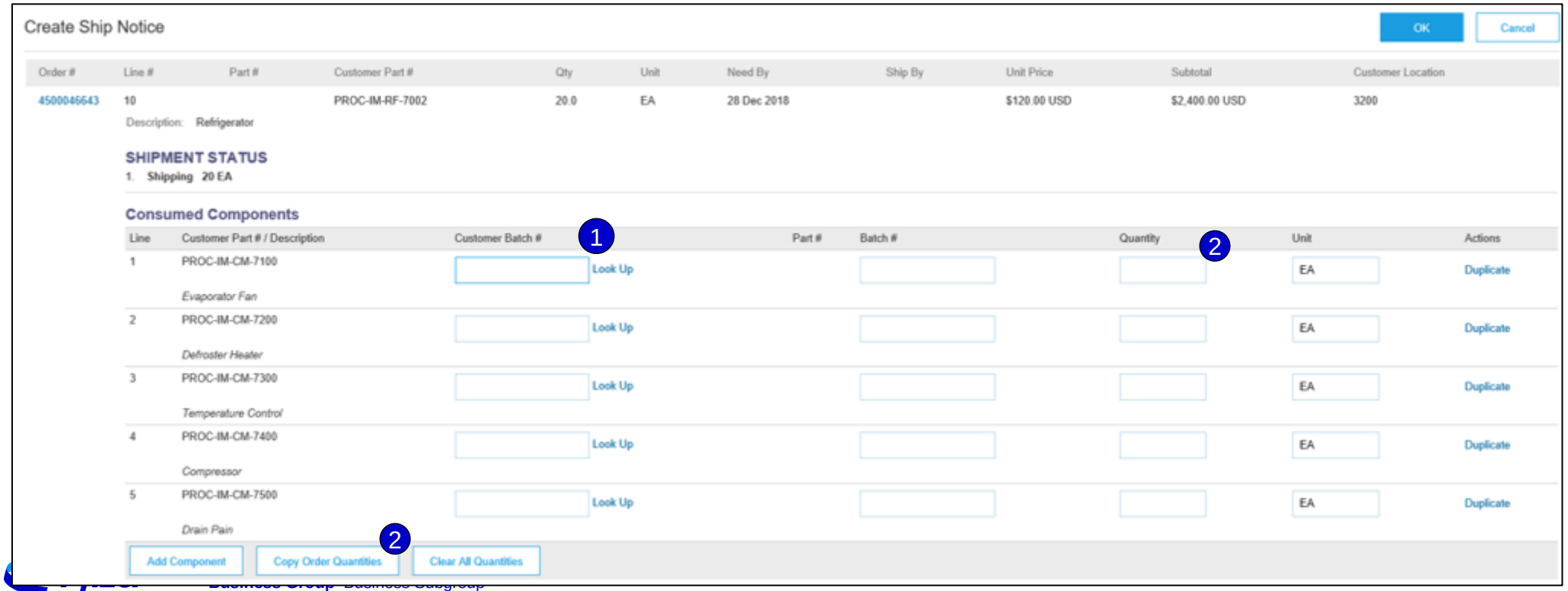


Subcontracting Collaboration

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.



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

Pfizer

THE BEST RUN SAP

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

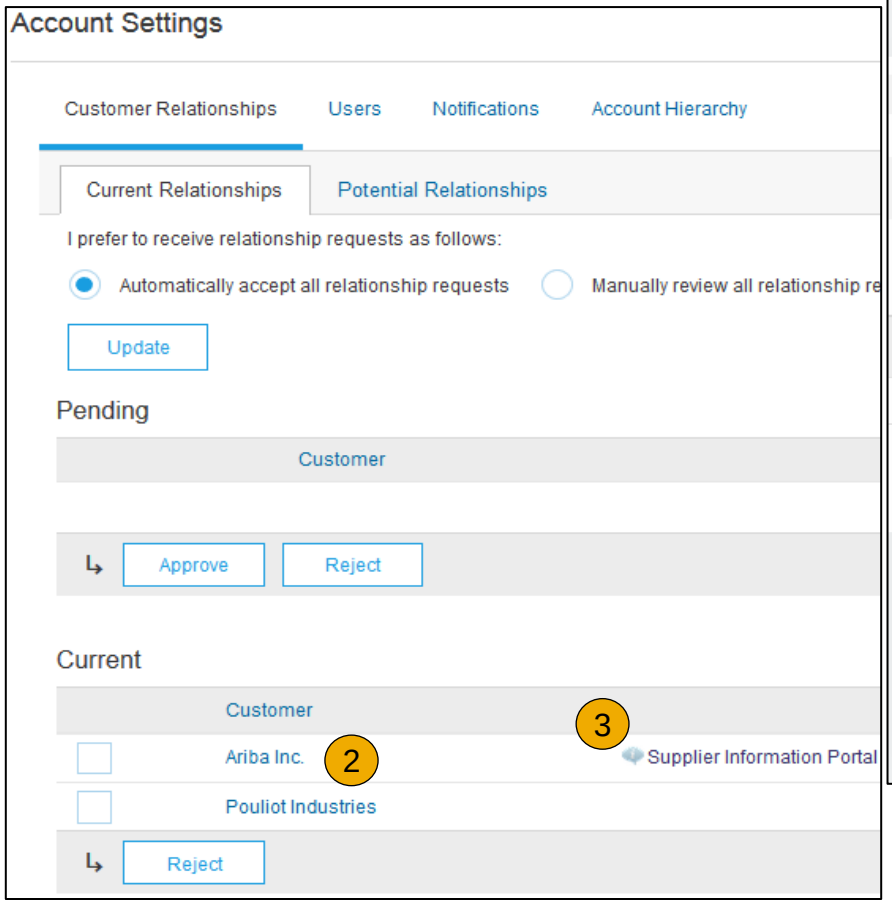
Type of Support	Description
Supplier Information Portal	*On the Home screen:* 1. Click on Company Settings 2. Click on Customer Relationships 3. Click on Supplier Information Portal
SAP Business Network Help Center	*Enter your Supplier account:* 1. Learning Center • Training documentation • User Community 2. Support Center • Get help by email (***Choose problem type of Supply Chain Collaboration***) • Get help by live chat • Request a phone call • Attend a live webinar

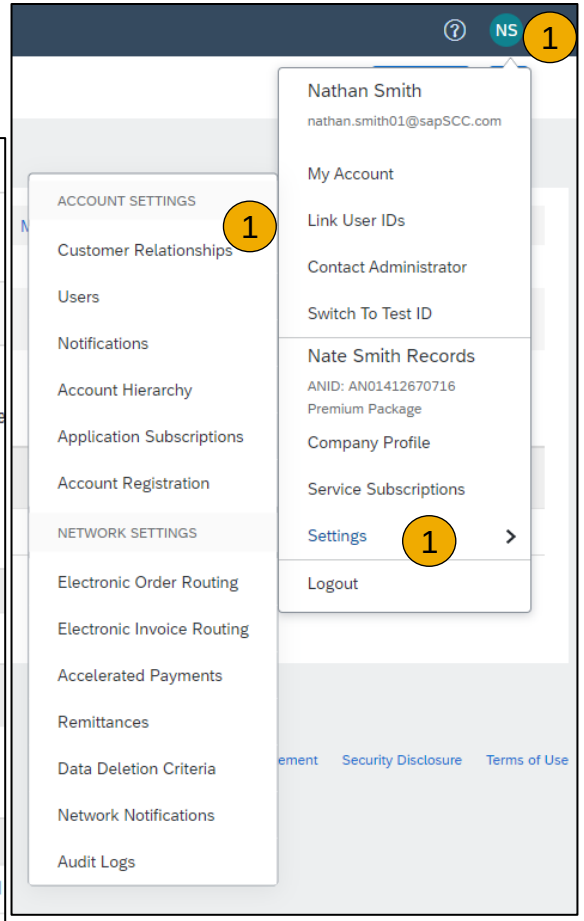
SAP Business Network Support

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.





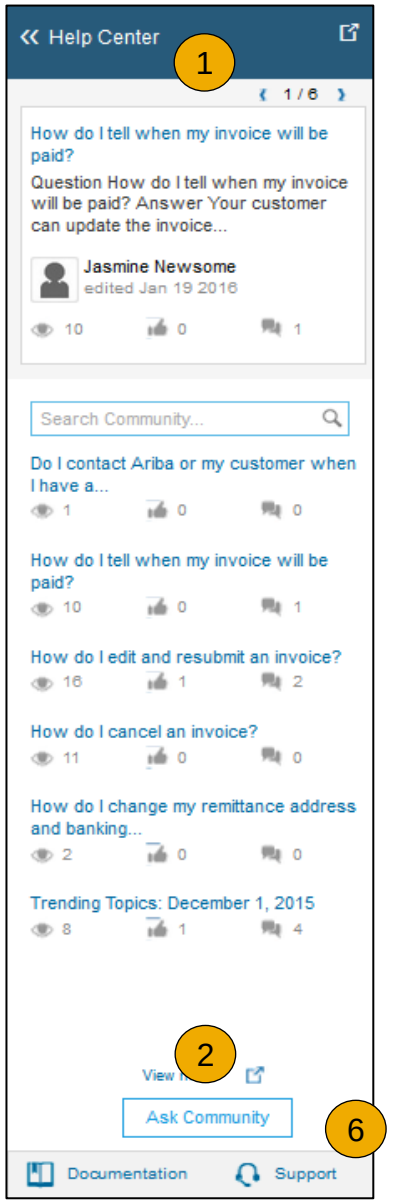
SAP Business Network Support

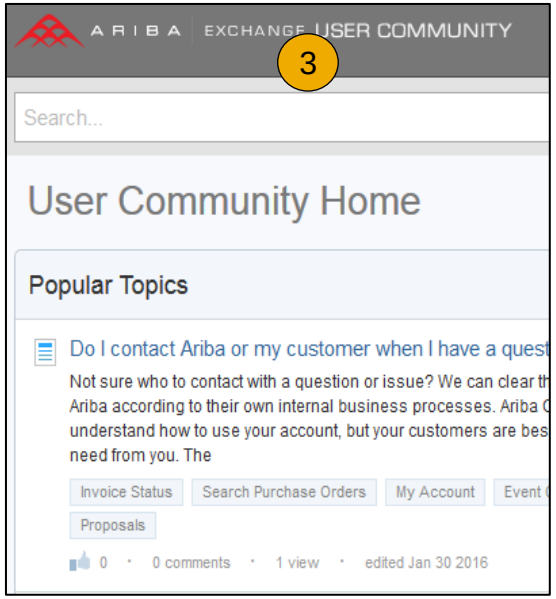
SAP Business Network Help Center

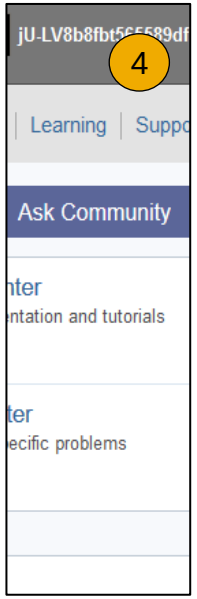
1. **Popular Topics:** Title links are selected for you based on the solution that you were using, privileges & default language when you clicked on Help.
2. **Click** on the link to view the content item. You will be able engage with the content author, view how many community users have viewed the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

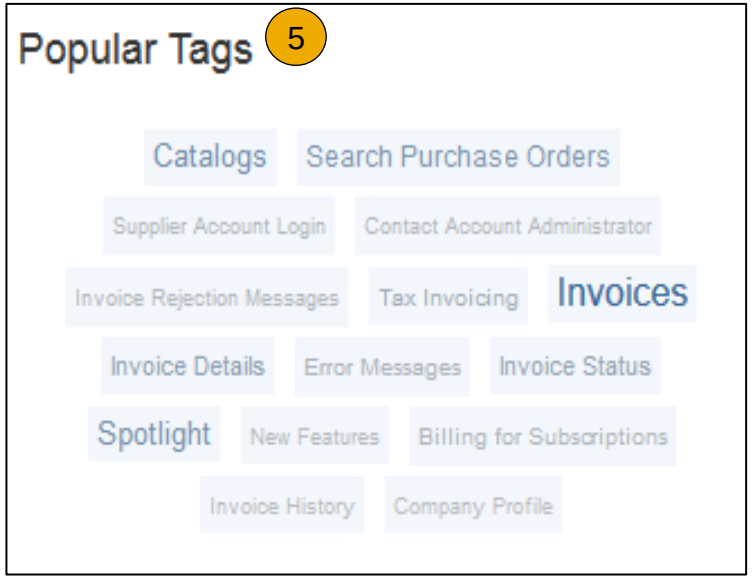
   Note: The User Community Home is a forum where other SAP Business Network Suppliers and Buyers can post and respond to questions in an anonymous manner. Supplier and Buyer names can not be shared in this section
3. **Perform** a search to find content not found under Popular Topics. Results can be sorted 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

SAP Ariba

SAP Business Network Supply Chain Collaboration (SCC)

Appendix

Pfizer

THE BEST RUN SAP

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

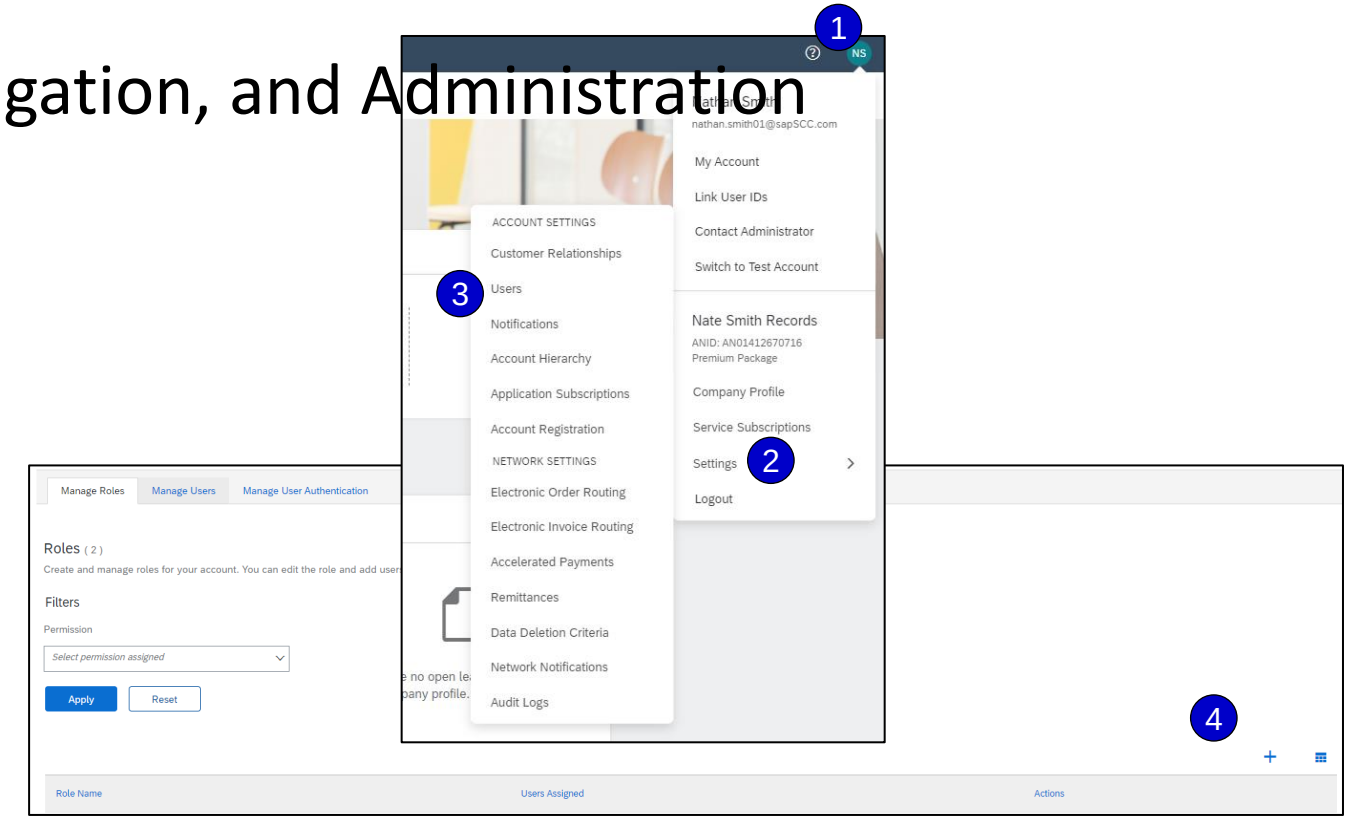
User

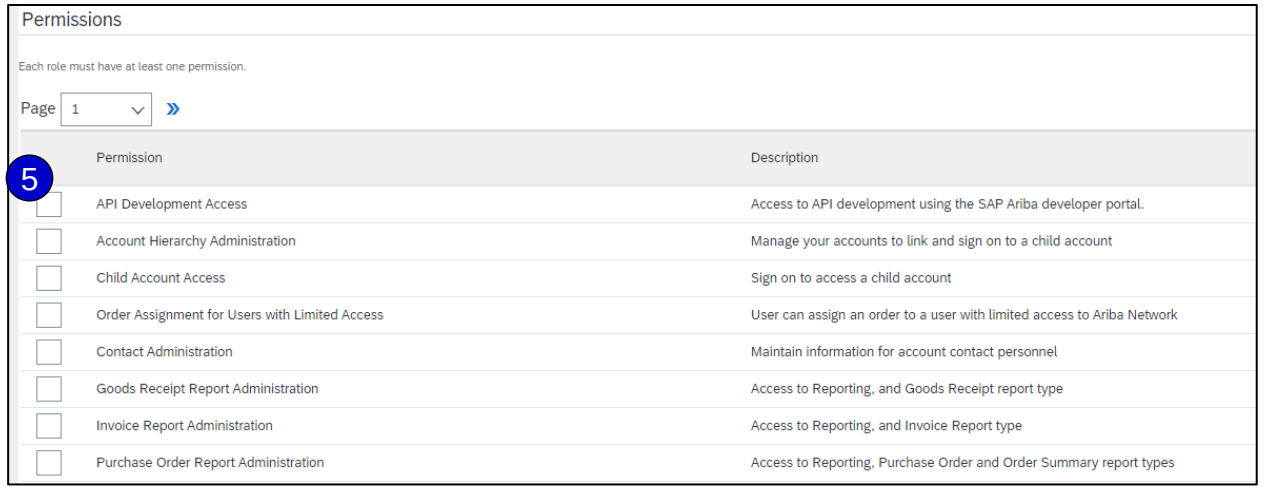
- Can have different roles, which correspond to the user's actual job responsibilities
- Detailed descriptions of each SAP Business Network Role can be found in the Appendix of this document
- Responsible for updating personal user information

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





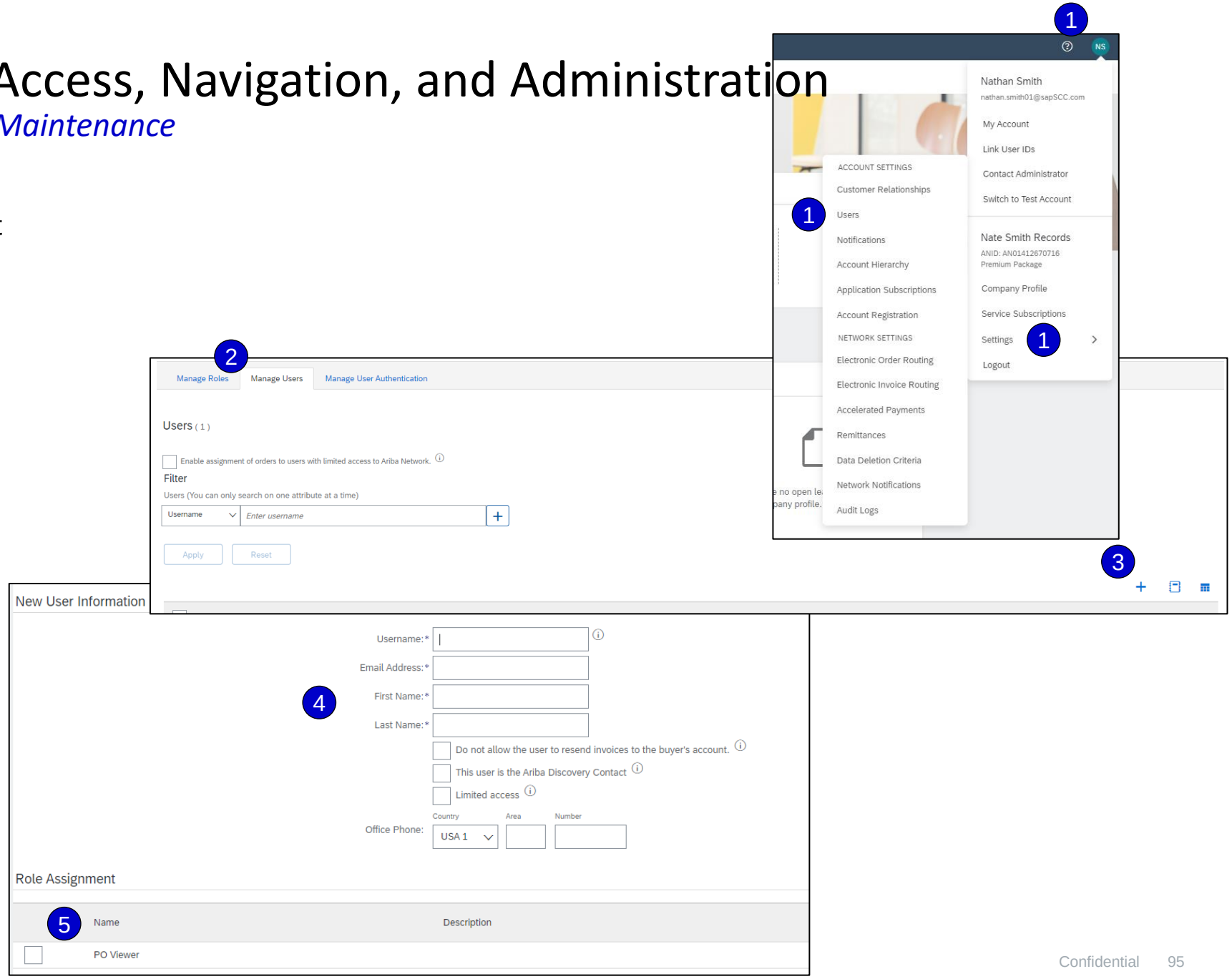
Note: For Pfizer's scope, the required permissions to add are:

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

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

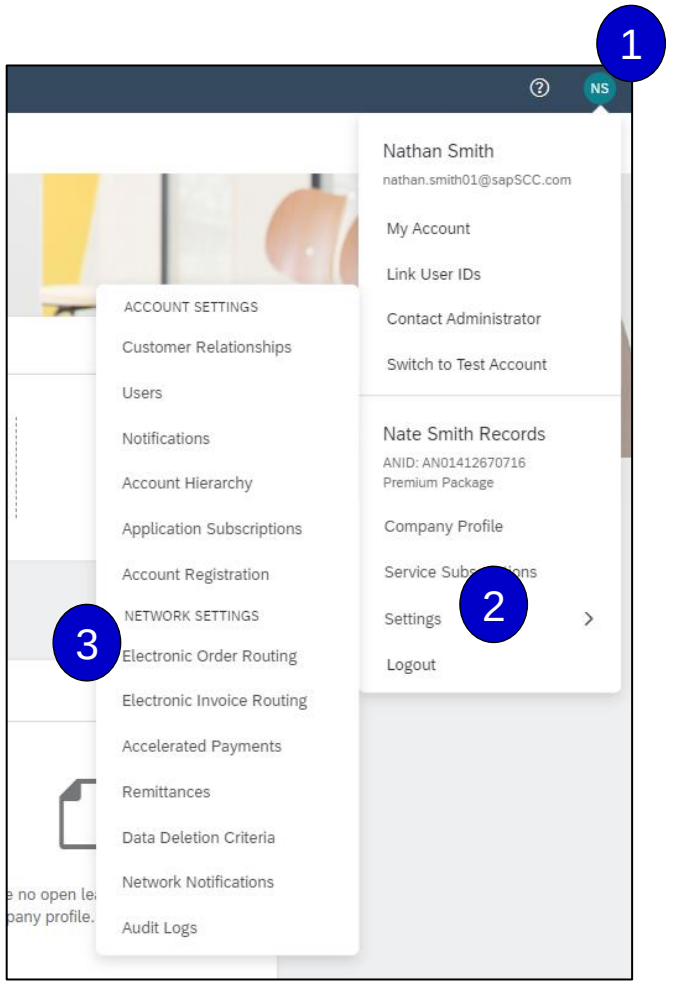


SAP Business Network Access, Navigation, and Administration

Administration – Notifications

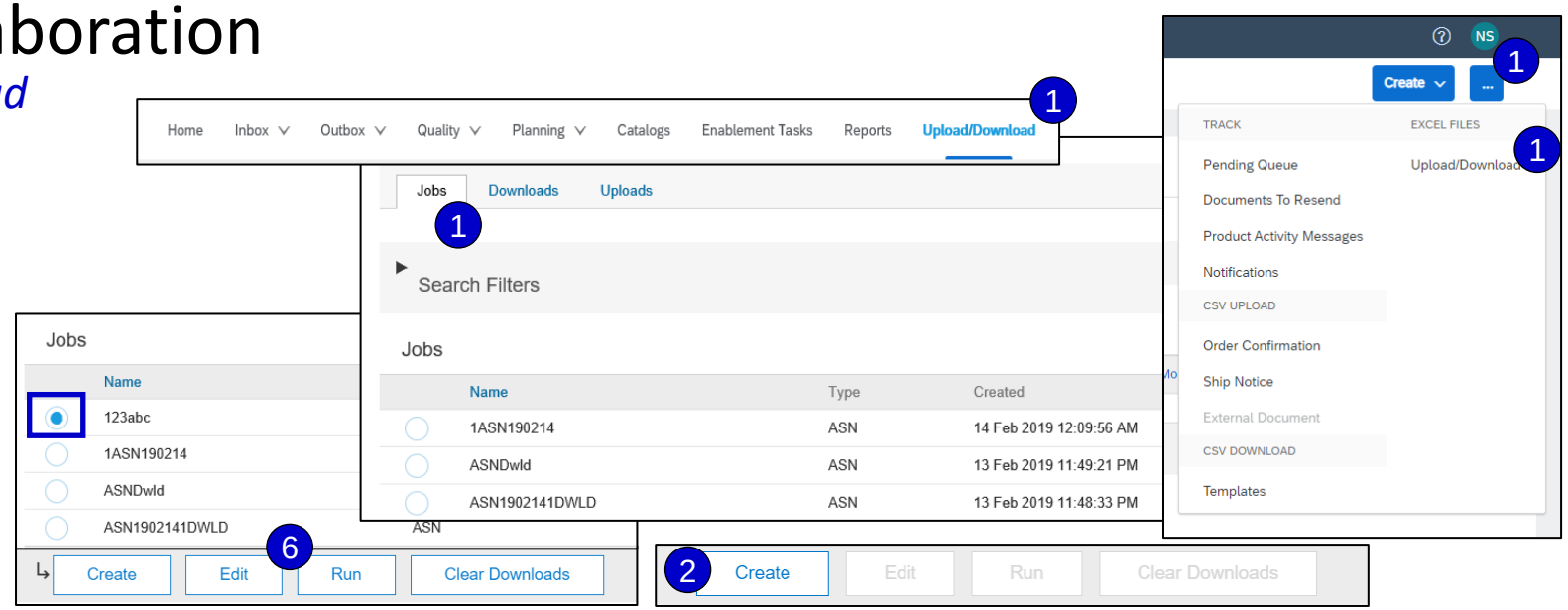
SAP Business Network Notifications should have been set up when your SAP Business Network Account was created. However, you can check or change these notification settings at any time.

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



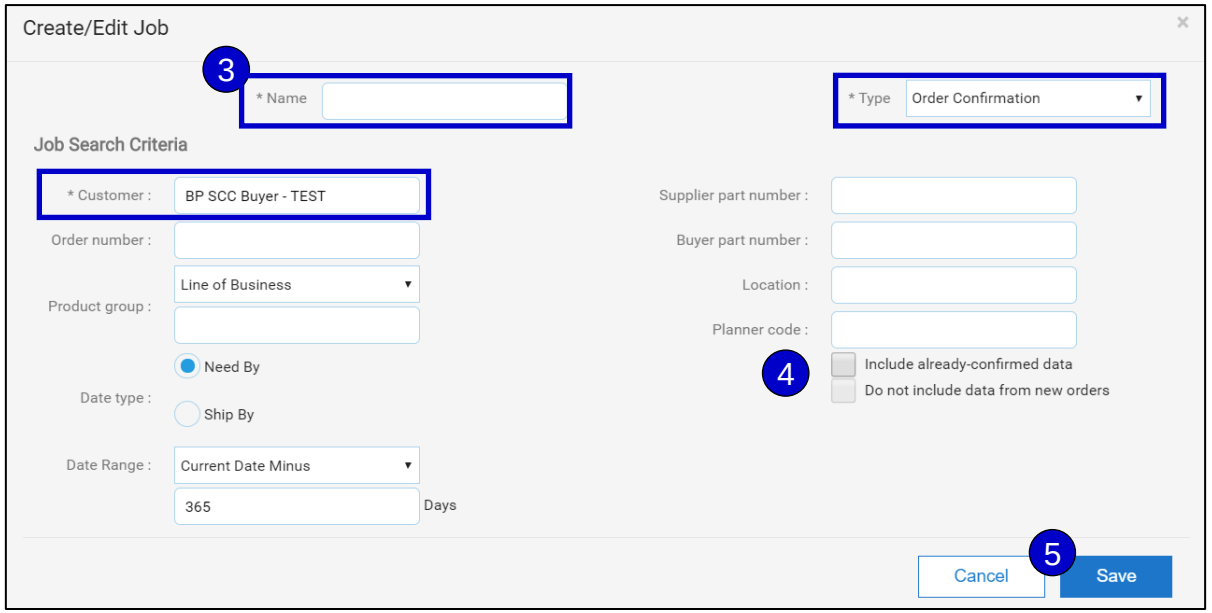
Order Confirmation Collaboration

Create Order Confirmation From Upload



1. 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
2. Click the **Jobs** sub-tab, click **Create** button.
3. Prepopulate all mandatory fields:
   - Enter a name for the report.
   - Set a type as **Order confirmation**.
   - Select a customer name.
4. 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.
5. Once done, click **Save**.
6. The report will appear in the Jobs list. Select it and click **Run**.

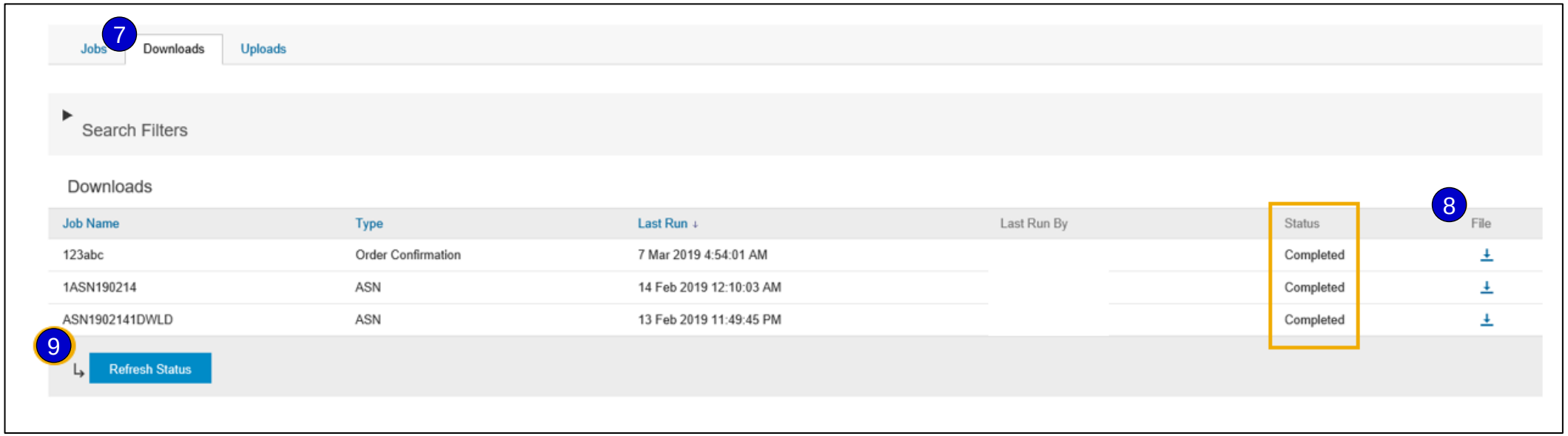
- **Note:**
- You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.
- The generated Excel file now **excludes** items that are fully shipped, fully received, or both.



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.



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 been 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:

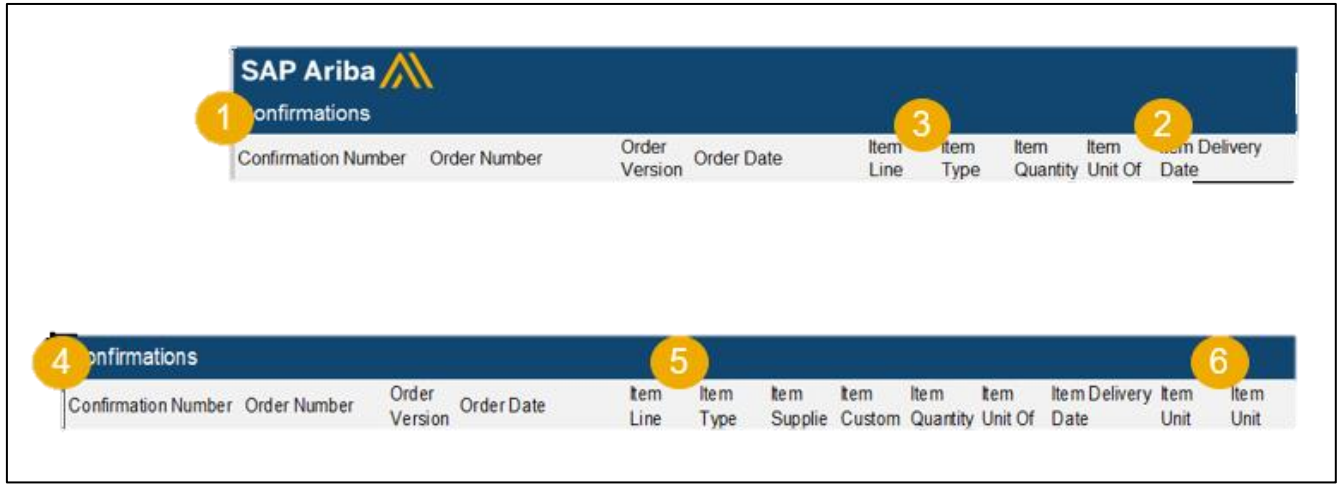
1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

- 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.



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.11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

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 2nd 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
1	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

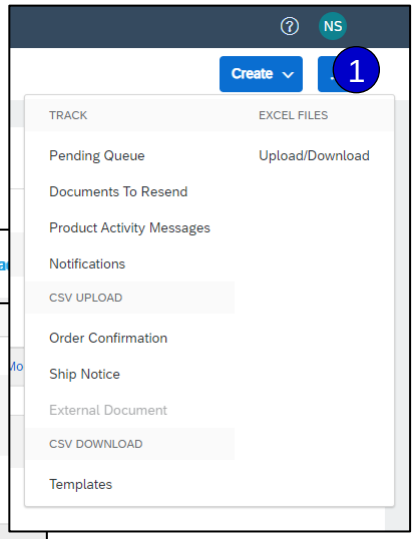
Confirmations

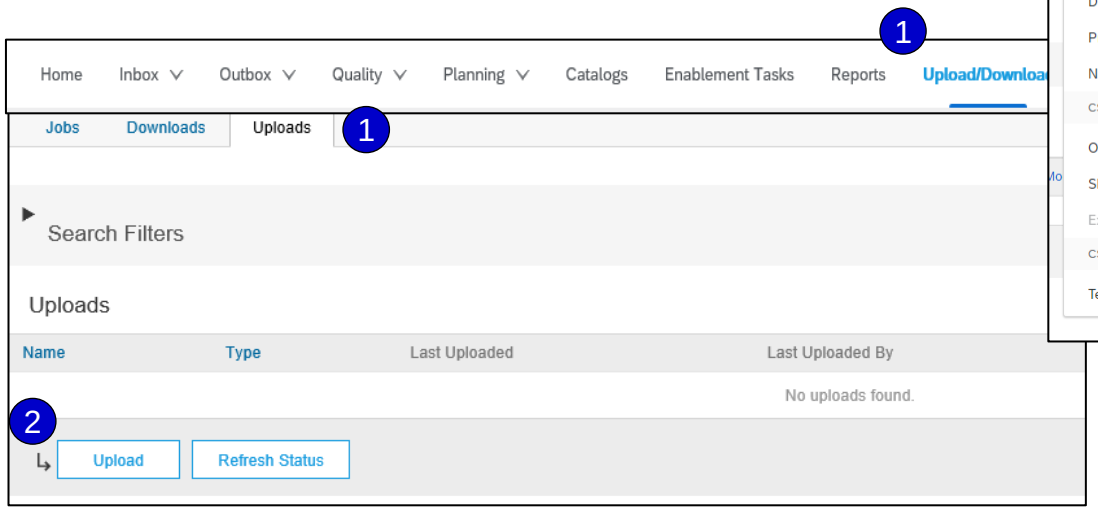
2 Confirmation Number	Order Number	Order Version	Order Date	Item Line	3 Item Type	Item Quantity	4 Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	15	PCE	14 Sep 2018

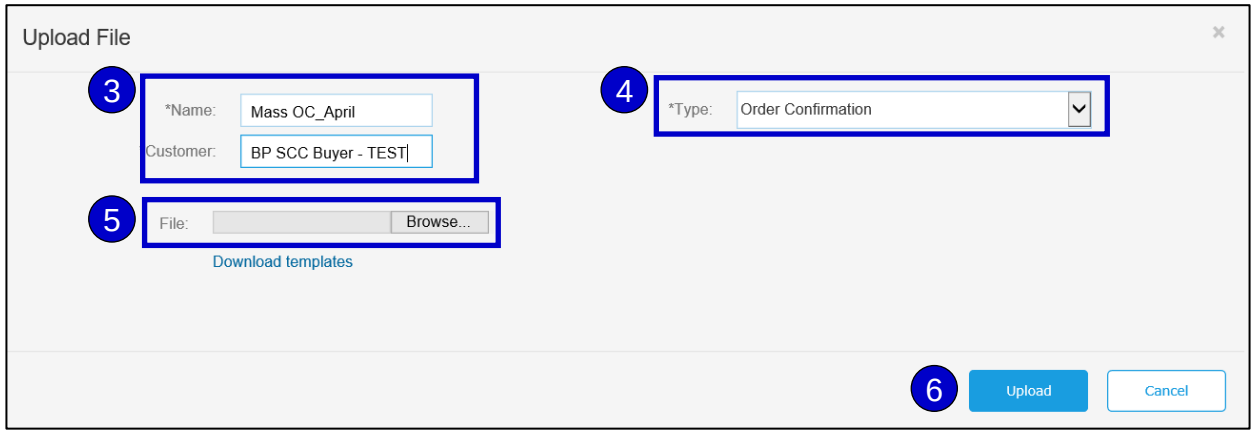
Order Confirmation Collaboration

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**.







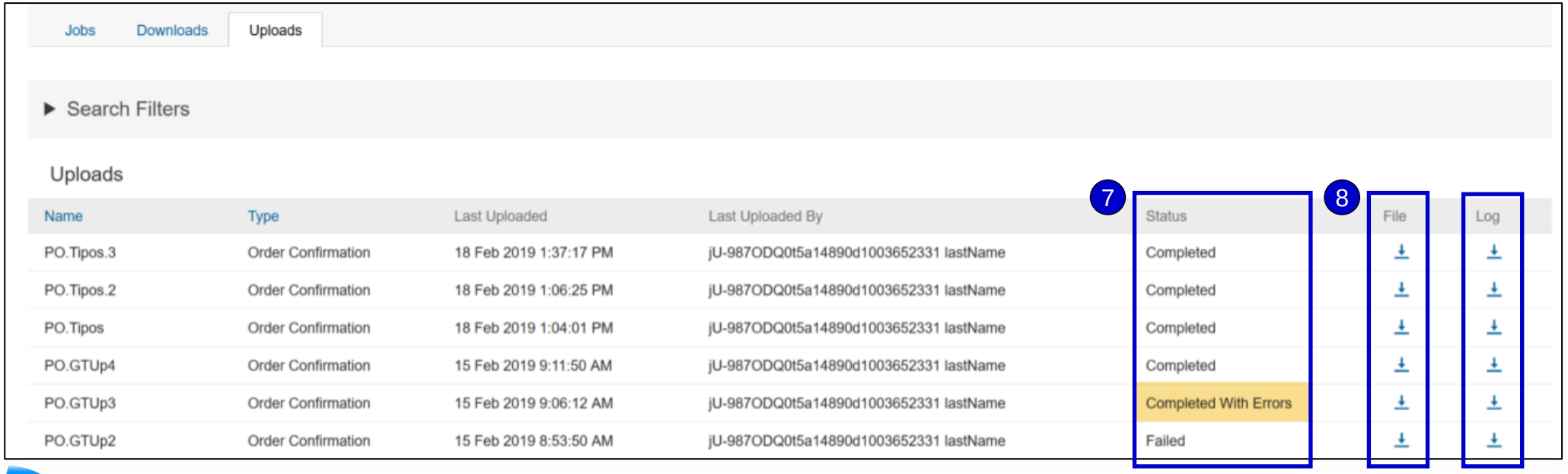
Note:

- 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.

Order Confirmation Collaboration

Create Order Confirmation From Upload

7. 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.
8. 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.



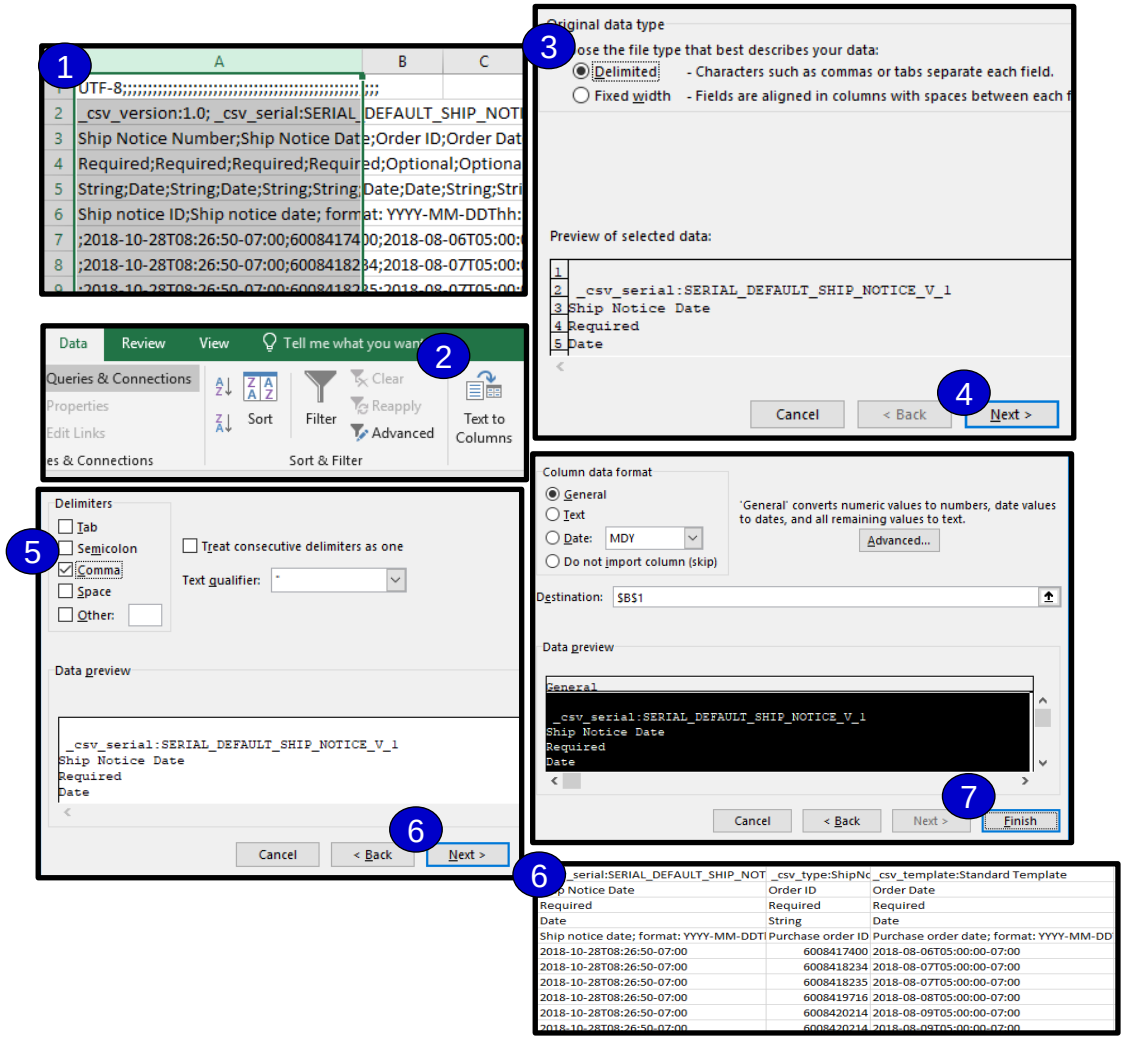
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed		
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed		
PO.Tipos	Order Confirmation	18 Feb 2019 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.

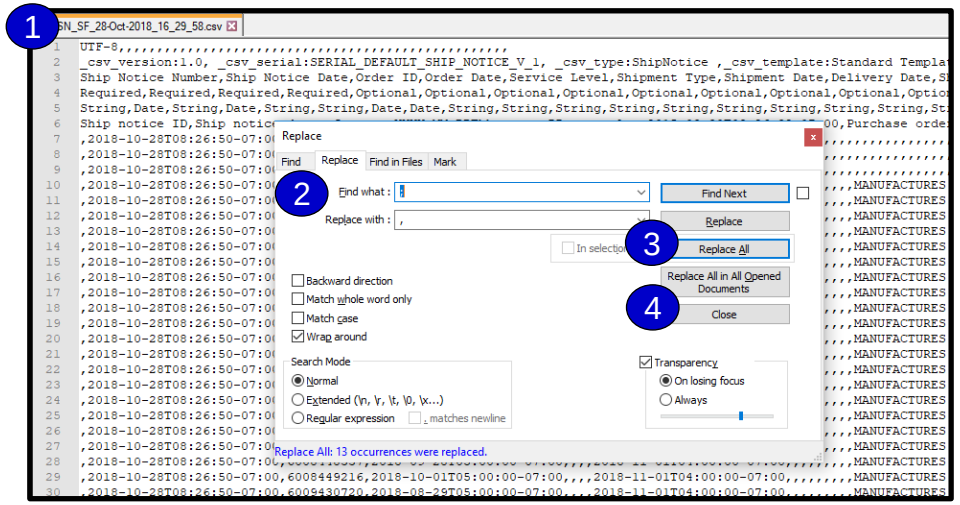


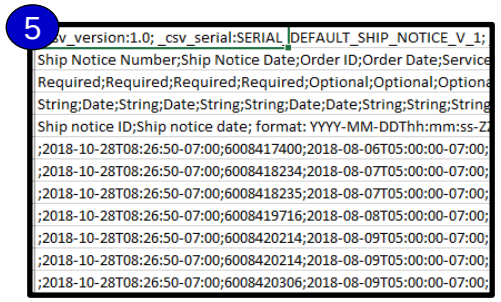
Order Confirmation Collaboration

Create Order Confirmation From Upload

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

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



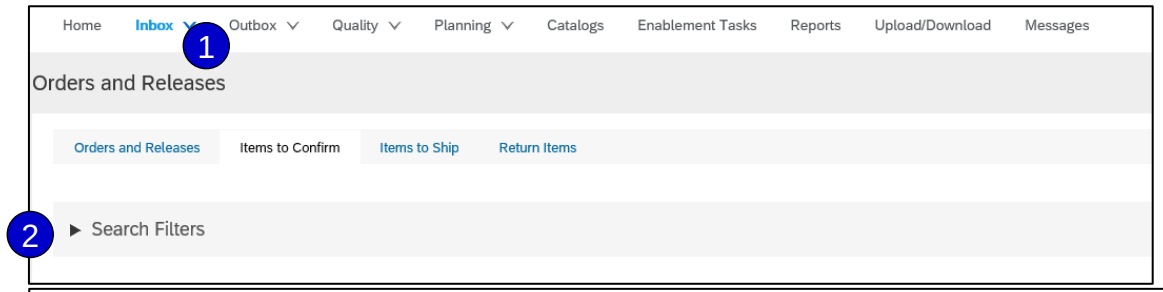


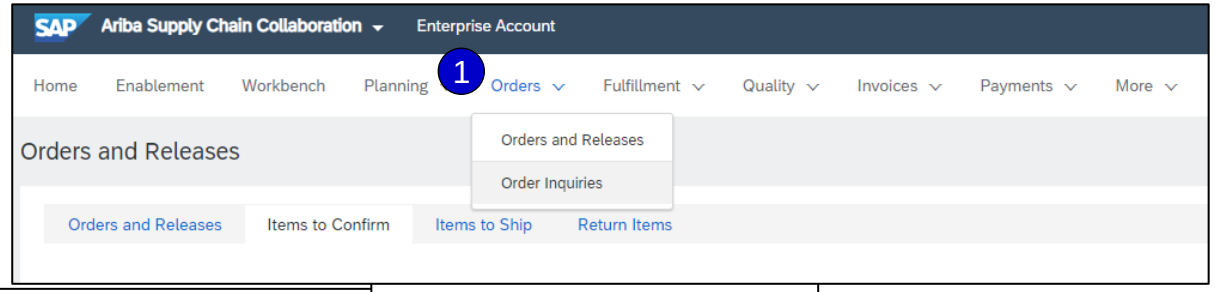
Order Confirmation Collaboration

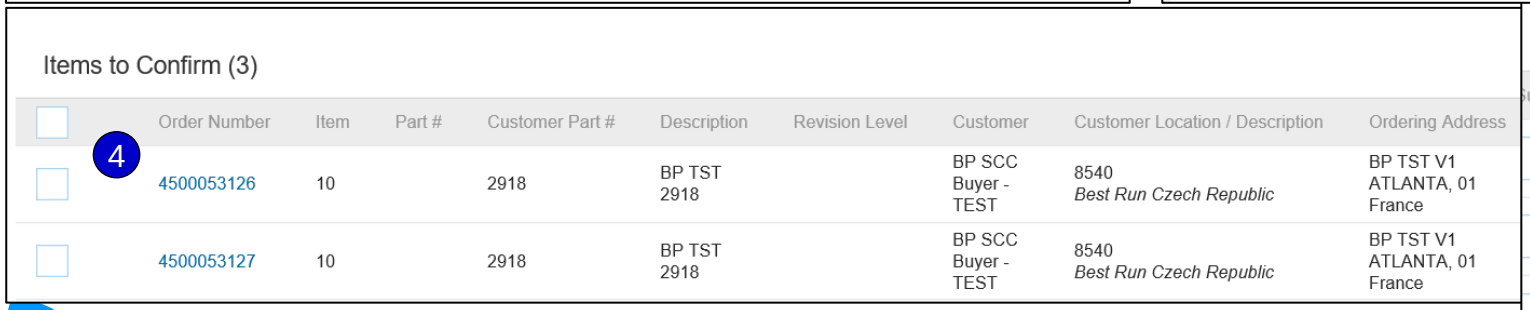
Create Order Confirmation From Upload

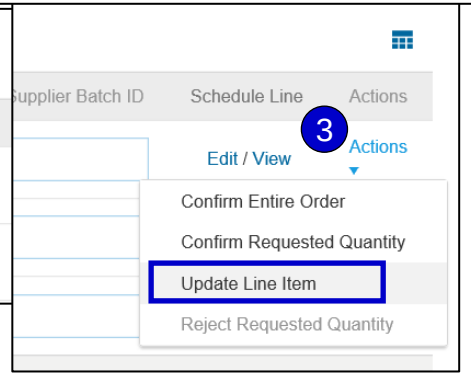
You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

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”).









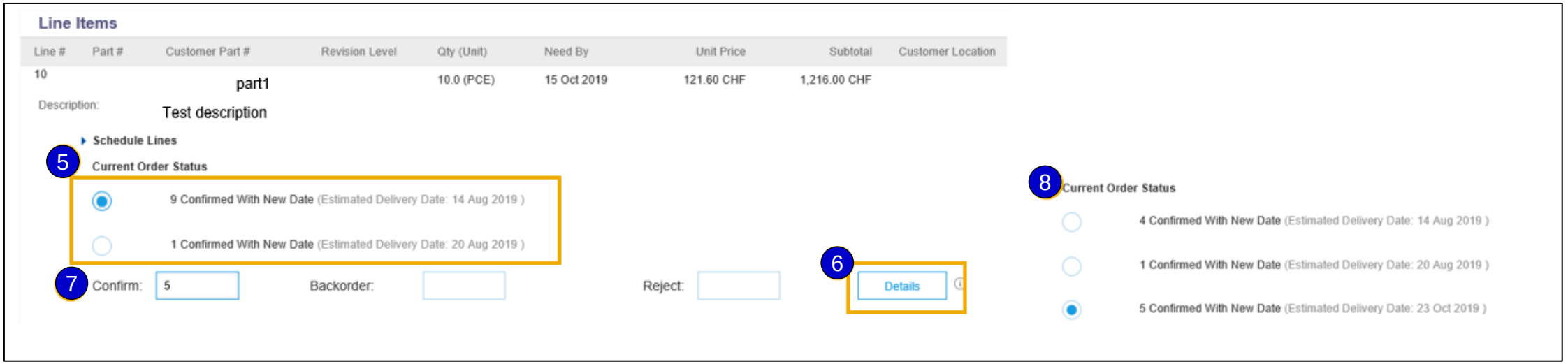
Order Confirmation Collaboration

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.

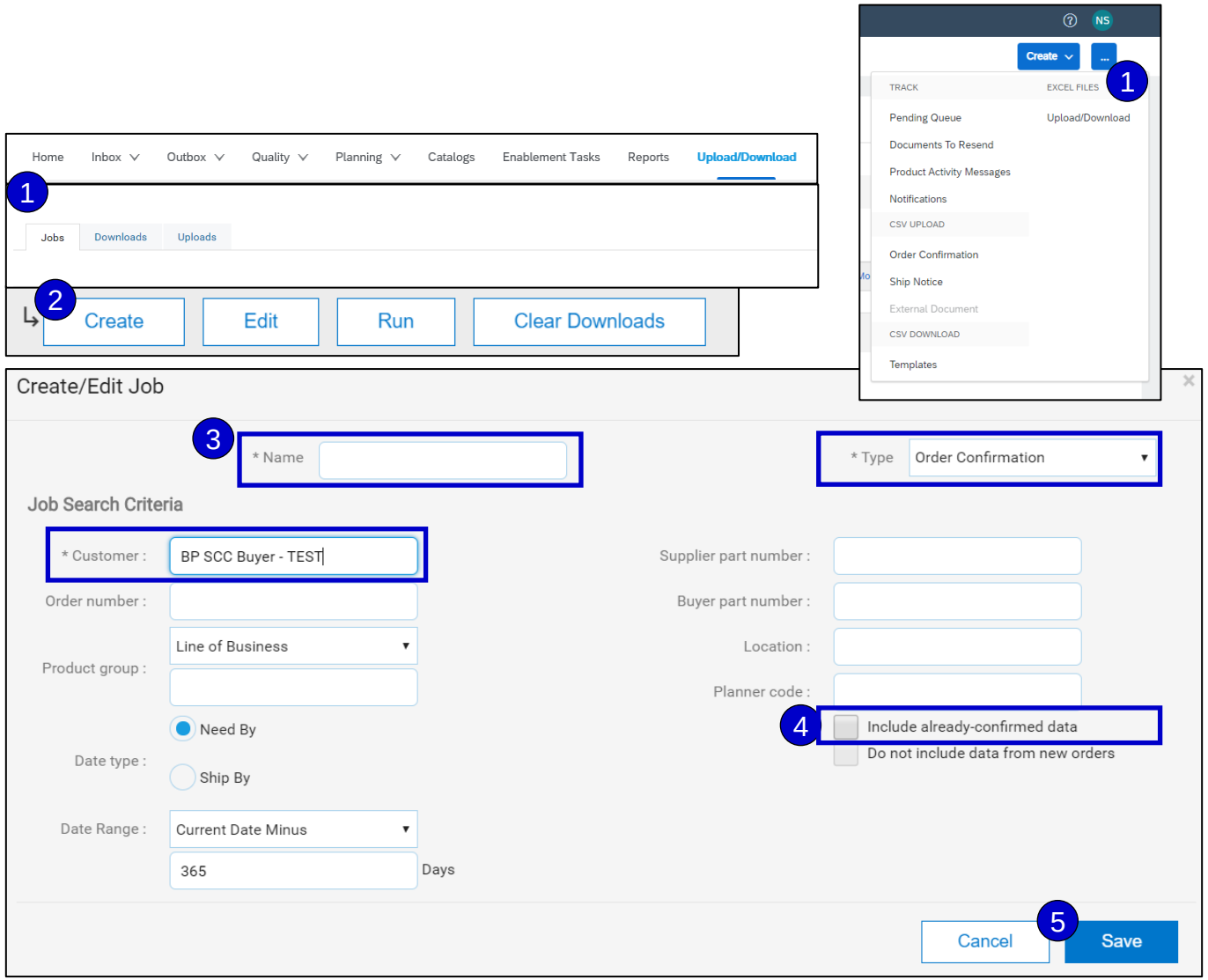


Order Confirmation Collaboration

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.

1. 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**
2. Click **Create** to create a new report..
3. Prepopulate all mandatory fields:
   - Enter a name for the report.
   - Set a type as **Order confirmation**.
   - Select a customer name.
4. Check **Include already confirmed data**.
5. Click **Save**.

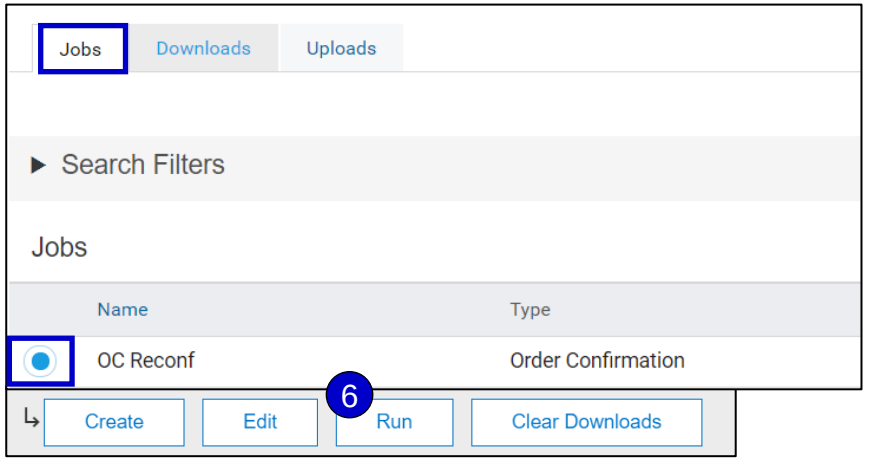


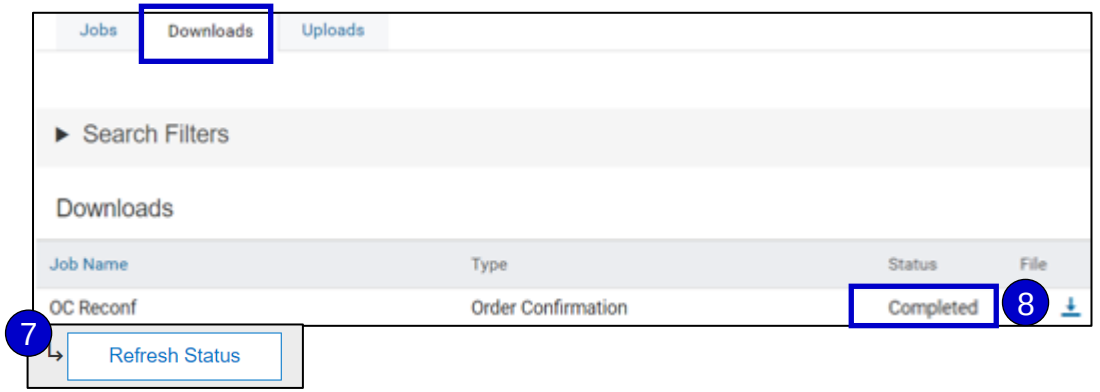
Order Confirmation Collaboration

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.





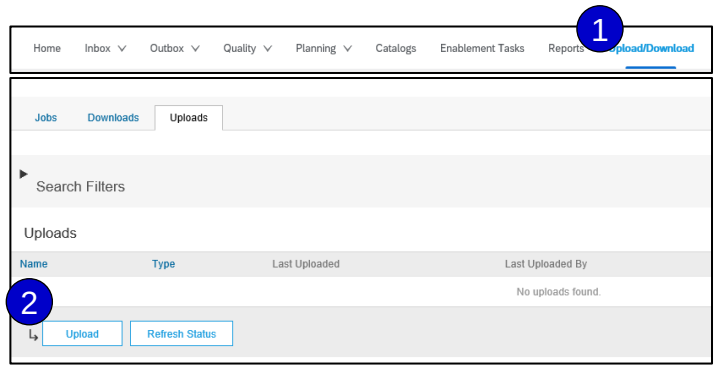
Order Confirmation Collaboration

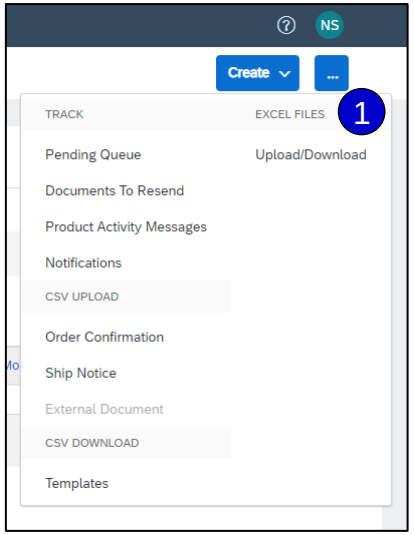
Create Order Confirmation From Upload

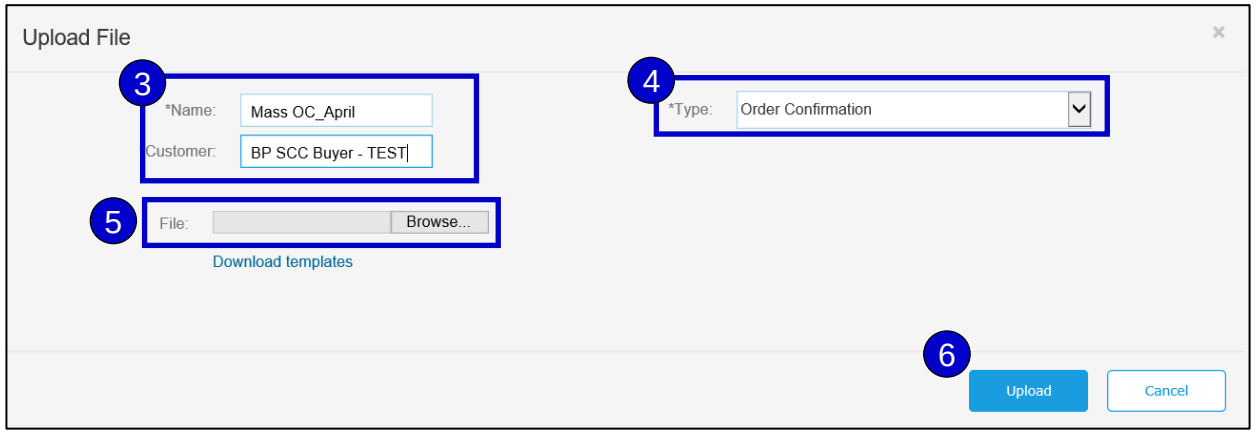
1. For Classic View Go to **Upload/ Download** tab. For the New User Interface click the box with 3 dots under your initials then click **Upload / Download**
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose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



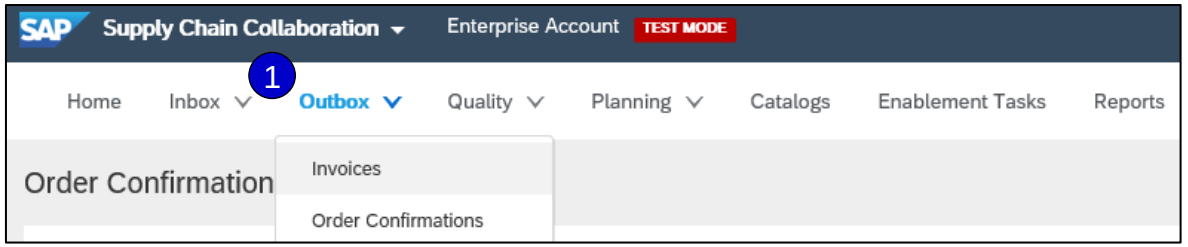


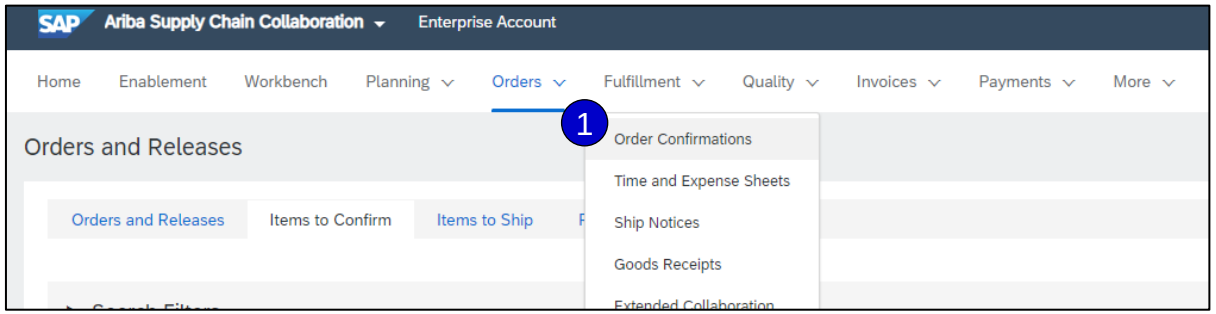


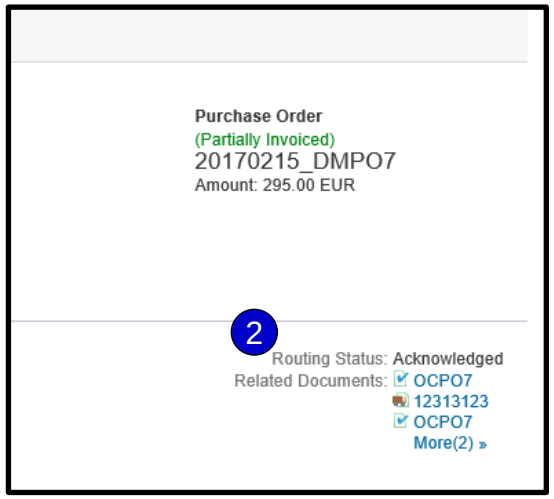
Order Confirmation Collaboration

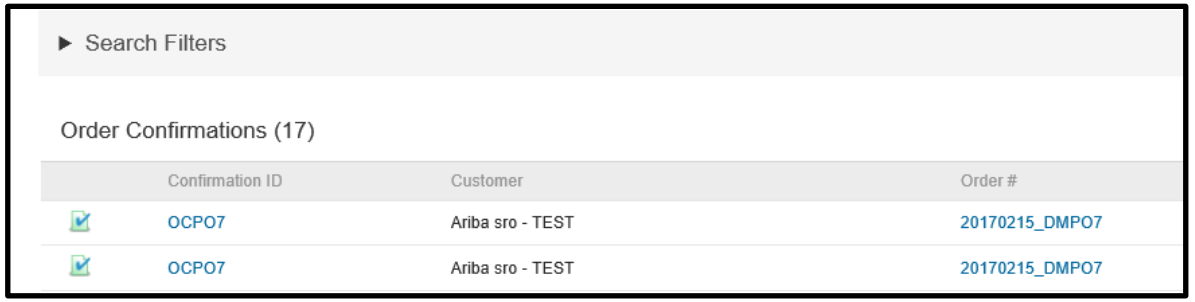
Create Order Confirmation From Upload

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.







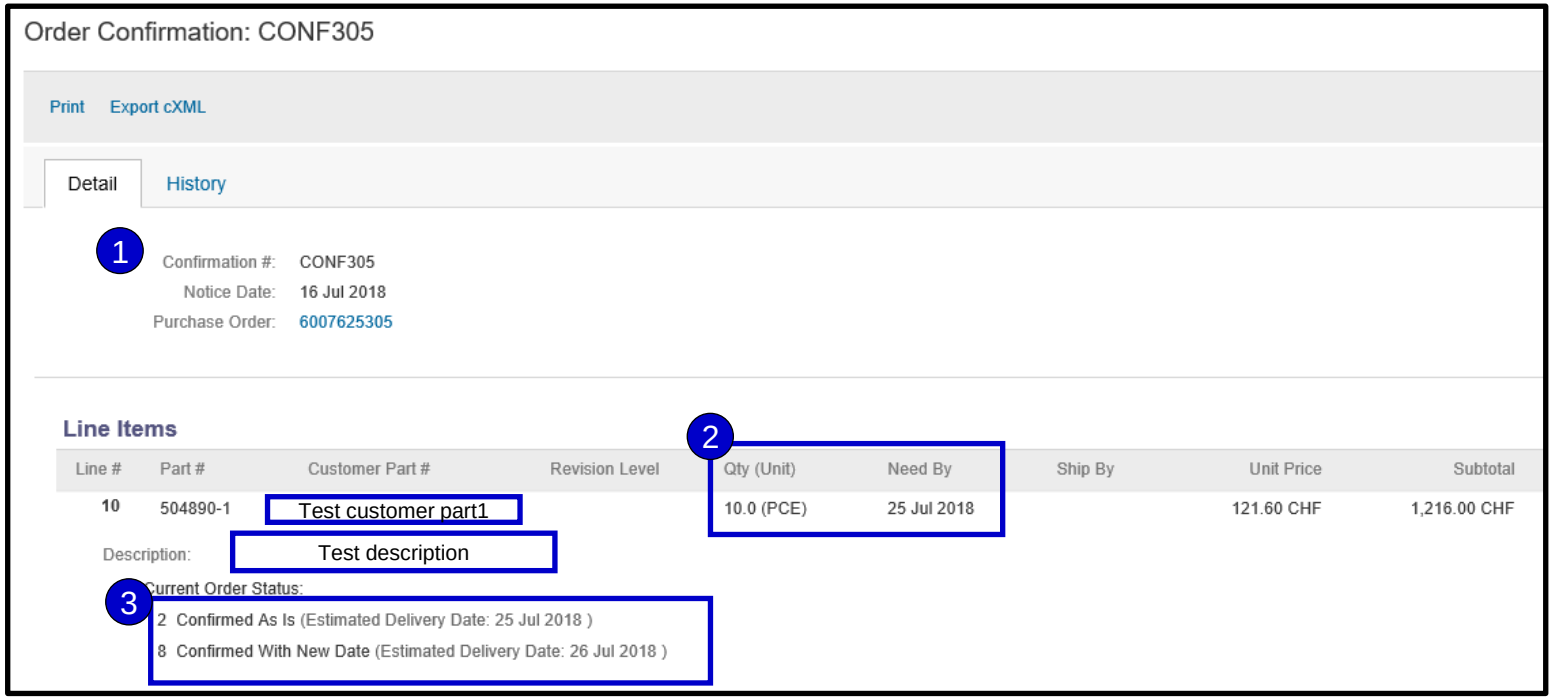


Order Confirmation Collaboration

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.



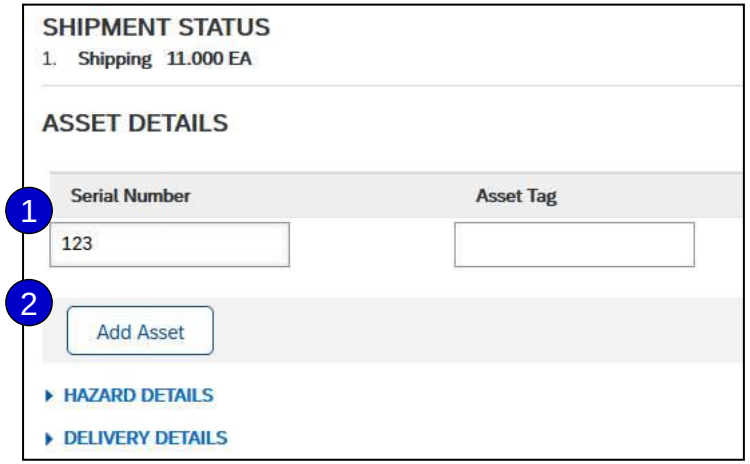
Advanced Shipping Notice Collaboration

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.

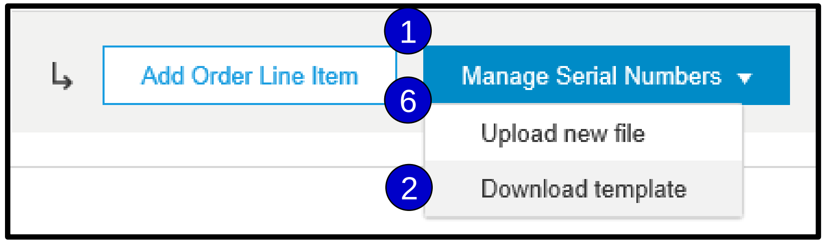
If a list of serial numbers is provided in the Purchase Order, the serial number entered in the ship notice against this PO must be one from the list.

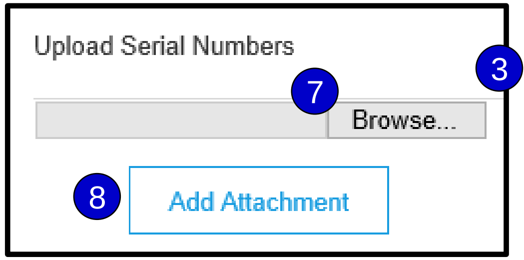
Advanced Shipping Notice Collaboration

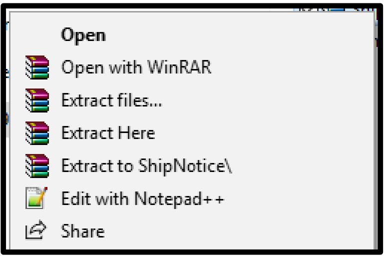
Advanced Shipping Notice From Upload

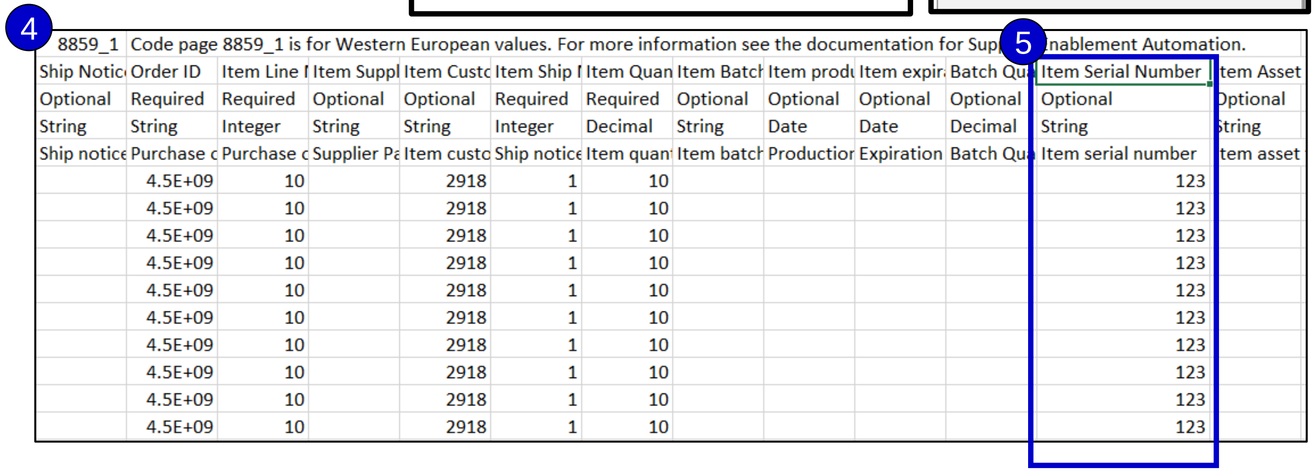
1. Click **Manage Serial Numbers** in the shipping notice screen.
2. Choose **Download template** from the dropdown list.
3. Extract and save the .zip file on your computer.
4. Open the file in Excel. If you do not see the columns like on the screen, see Appendix.
5. Enter the serial numbers in the **Item 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.









8859_1	Code page 8859_1 is for Western European values. For more information see the documentation for Sup										nablement Automation.	
Ship Notic	Order ID	Item Line I	Item Suppl	Item Custc	Item Ship I	Item Quan	Item Batch	Item produ	Item expir	Batch Qu	Item Serial Number	tem Asset
Optional	Required	Required	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional	ptional
String	String	Integer	String	String	Integer	Decimal	String	Date	Date	Decimal	String	tring
Ship notice	Purchase c	Purchase c	Supplier Pa	Item custo	Ship notice	Item quan	Item batch	Productior	Expiration	Batch Qua	Item serial number	tem 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

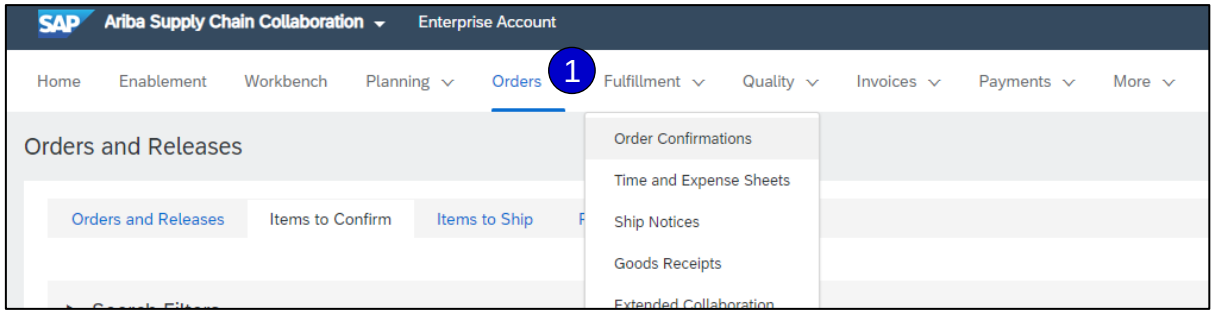
Advanced Shipping Notice From Upload

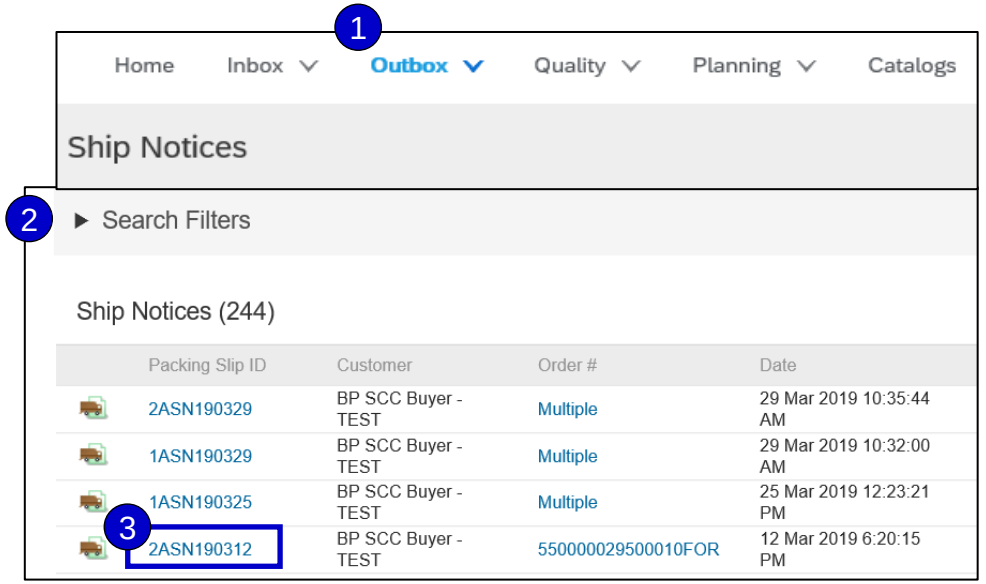
It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

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.





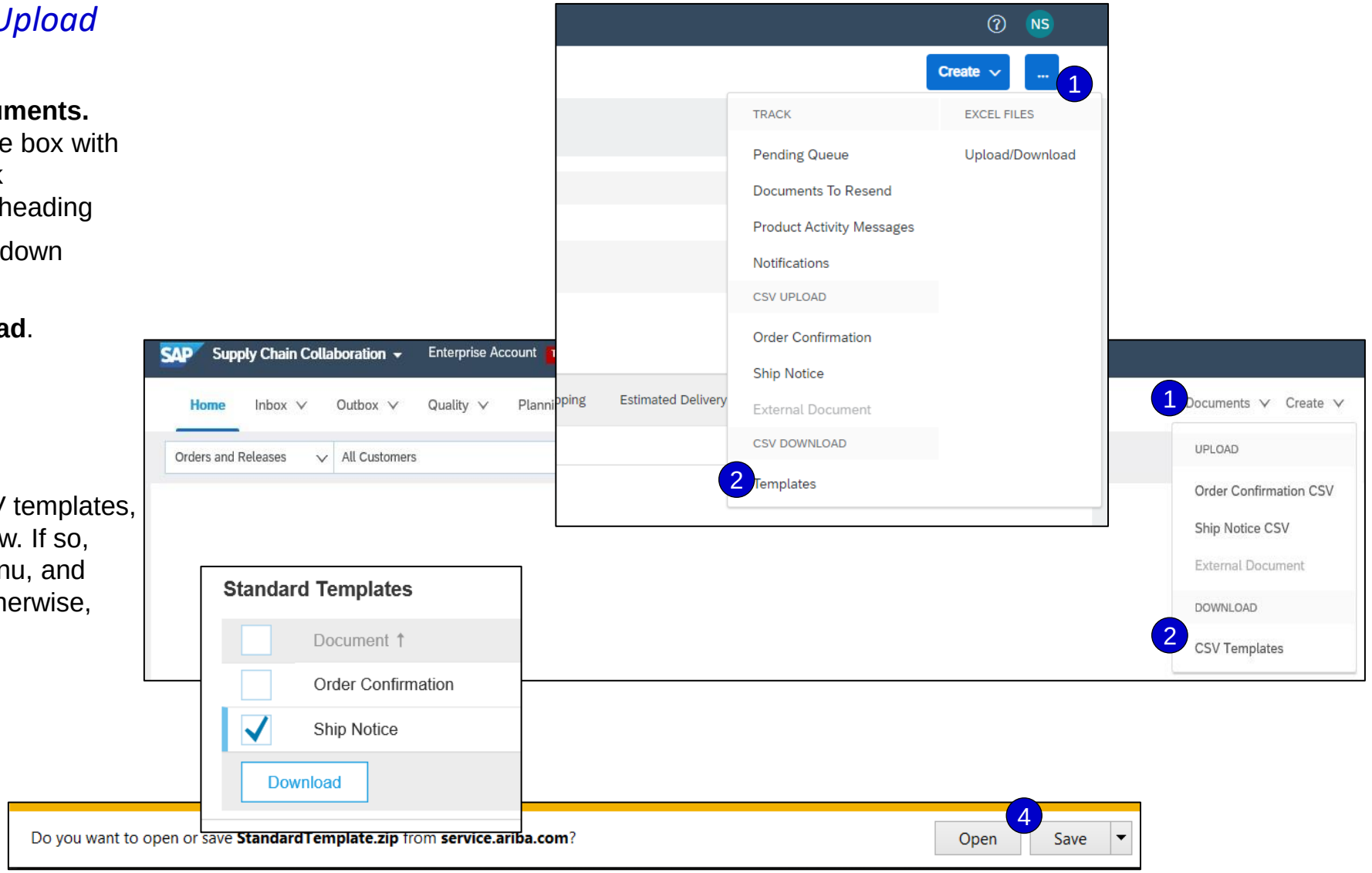
Advanced Shipping Notice Collaboration

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.



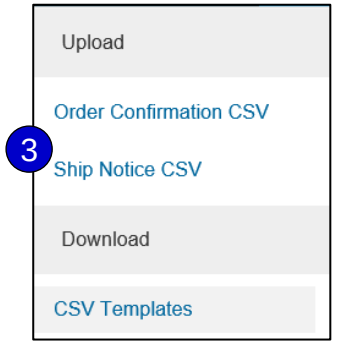
Advanced Shipping Notice Collaboration

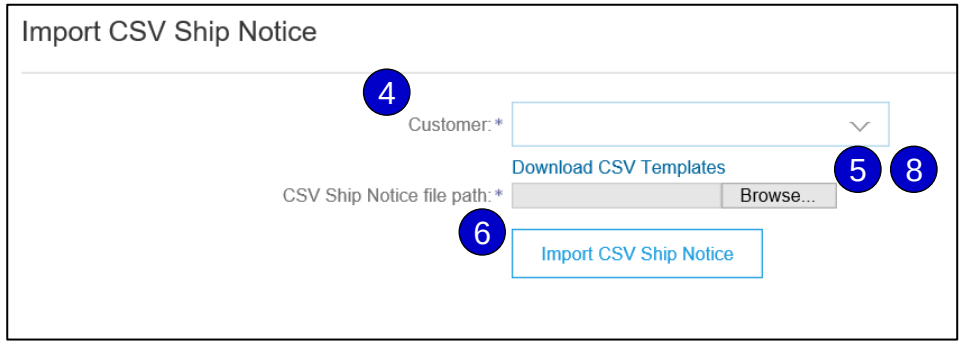
Advanced Shipping Notice From Upload

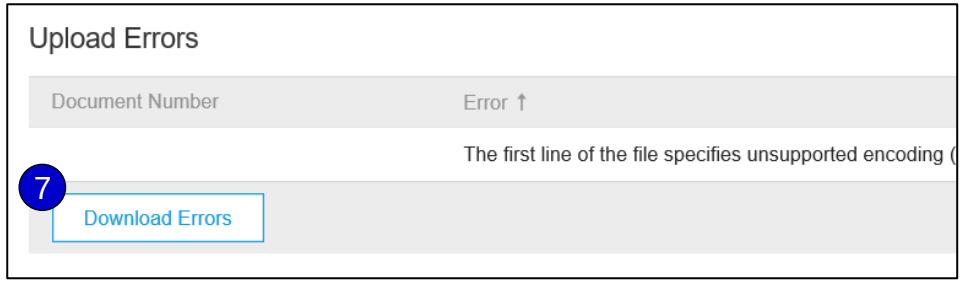
1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.
2. From the Portal homepage go to **CSV Documents.**
3. Select **Ship Notice CSV** from the drop down.
4. Select the customer.
5. Browse the updated template from your computer.
6. Click **Import CSV 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

UTF-8																	
_csv_versi	_csv_seria	_csv_type	_csv_template:Standard Template														
Ship Notic	Ship Notic	Order ID	Order Date	Service Le	Shipment T	Shipment I	Delivery D	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship To	Ship To
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optiona
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String	String	String	String
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery da	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship from	Ship To na	Ship To







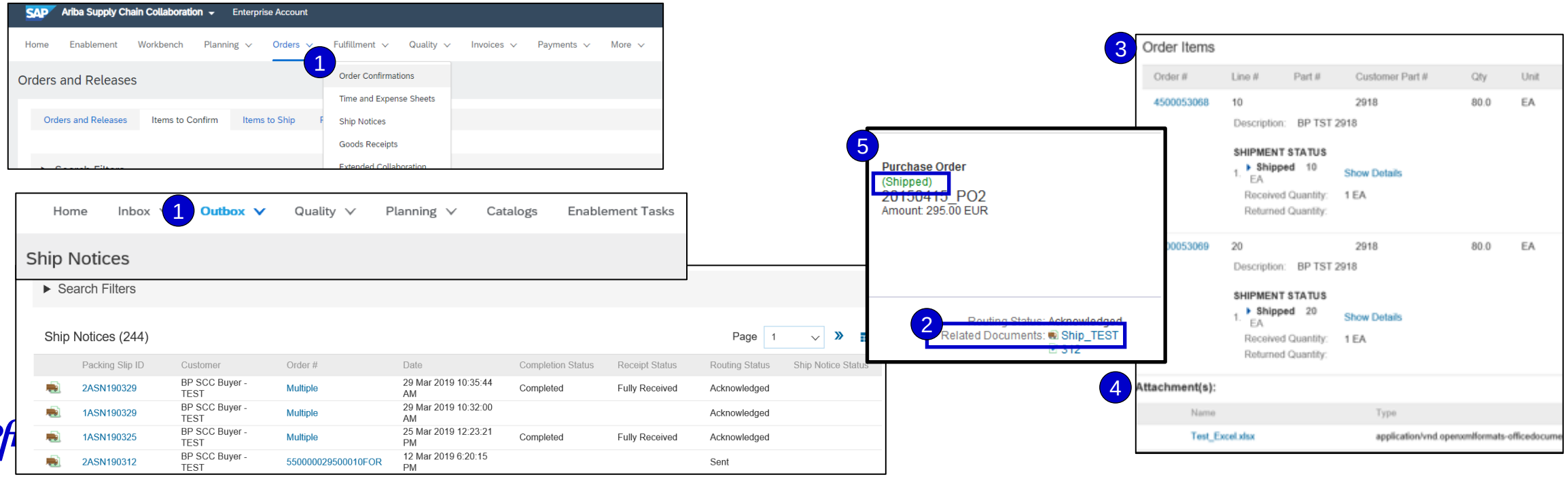
Notes:

- 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.



Advanced Shipping Notice Collaboration

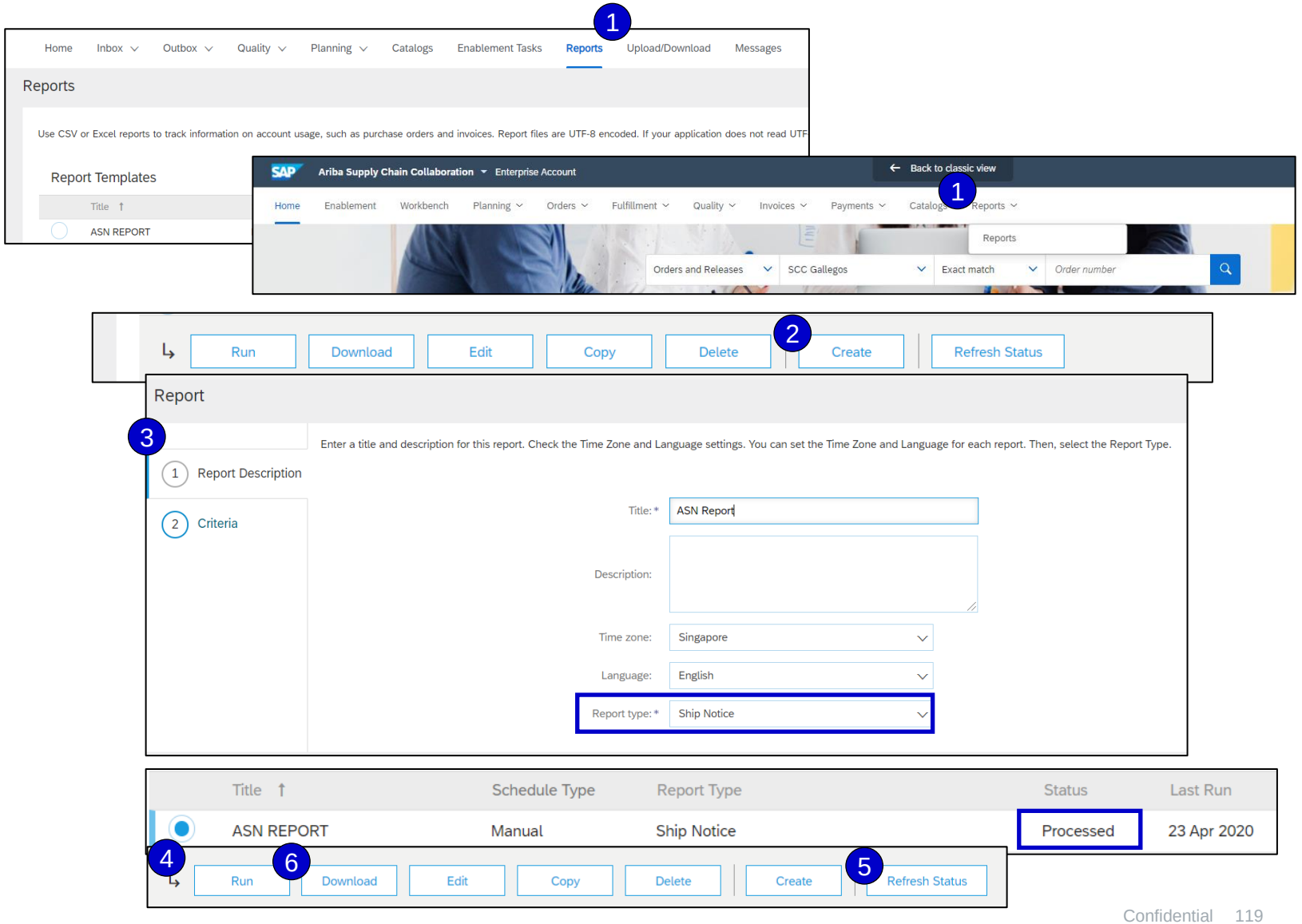
Advanced Shipping Notice From Upload

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**.



Forecast Collaboration

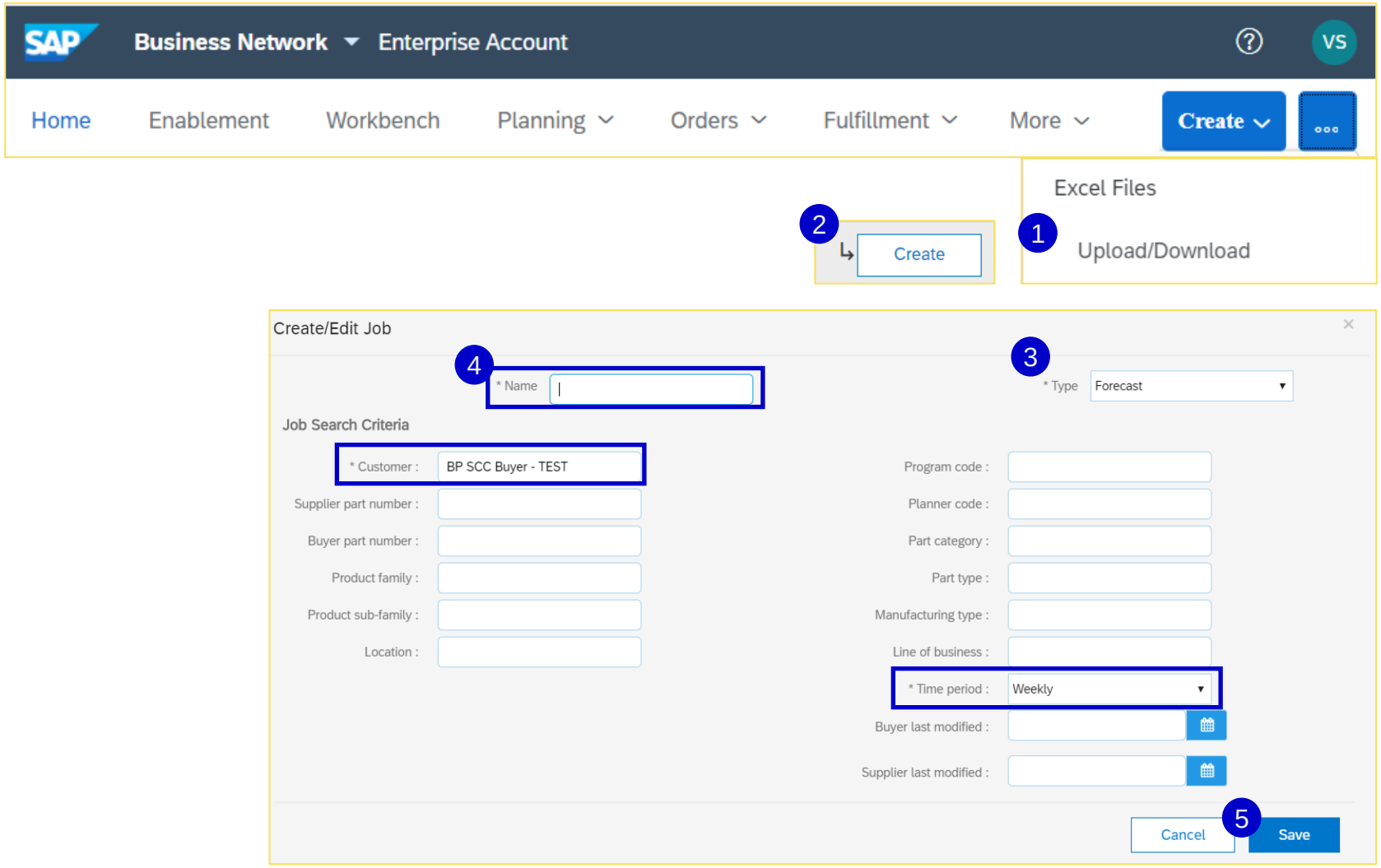
Forecast Commitment From Upload

- From the Home page:

1. Click button and select **Upload/Download** from the drop down.
2. In the Jobs sub-tab click **Create** in the bottom of the screen to create a new Job. New window will appear.
3. Set job type as **Forecast**.
4. Minimum required is to fulfill all mandatory fields:

- Job name
- Customer name
- Time period

5. Click **Save**.

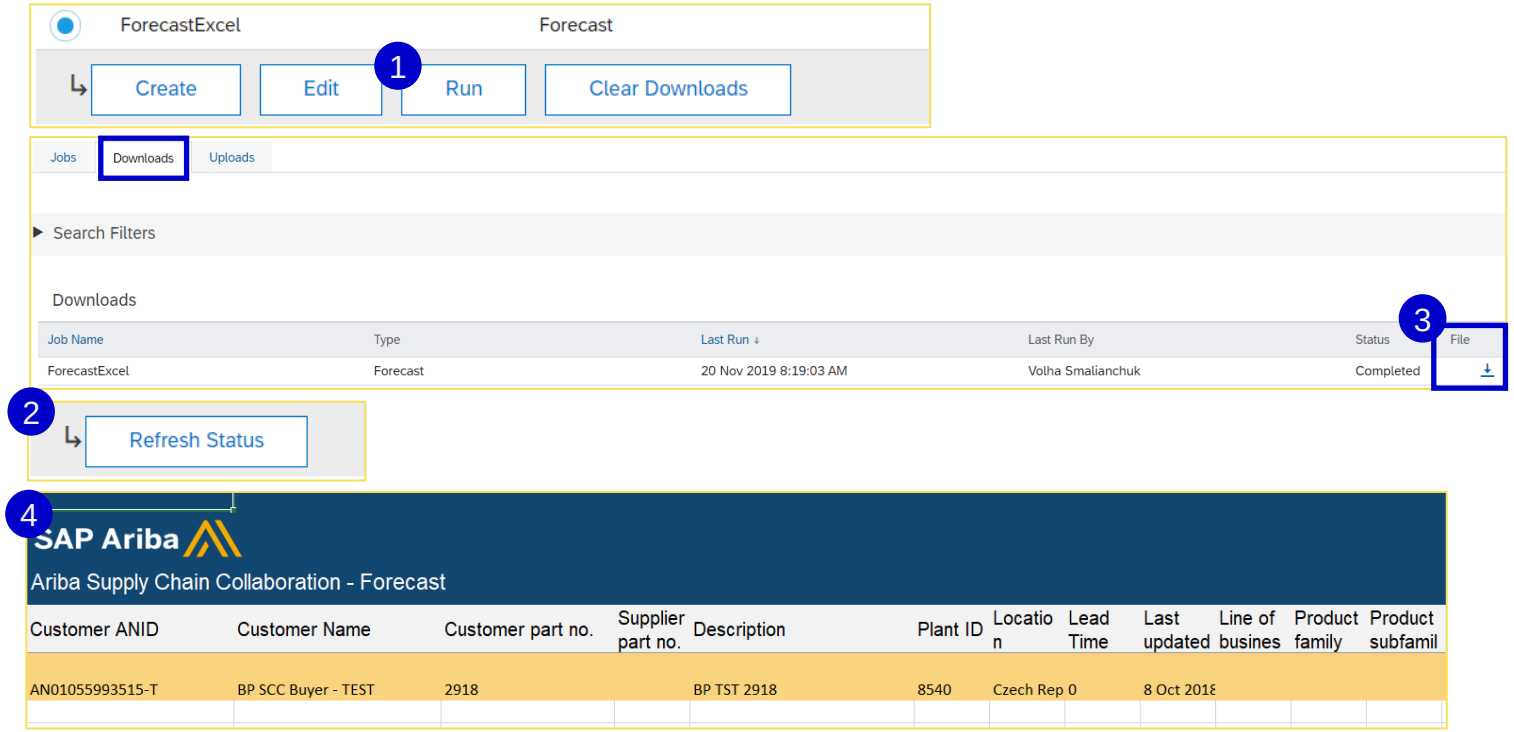


Forecast Collaboration

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**.

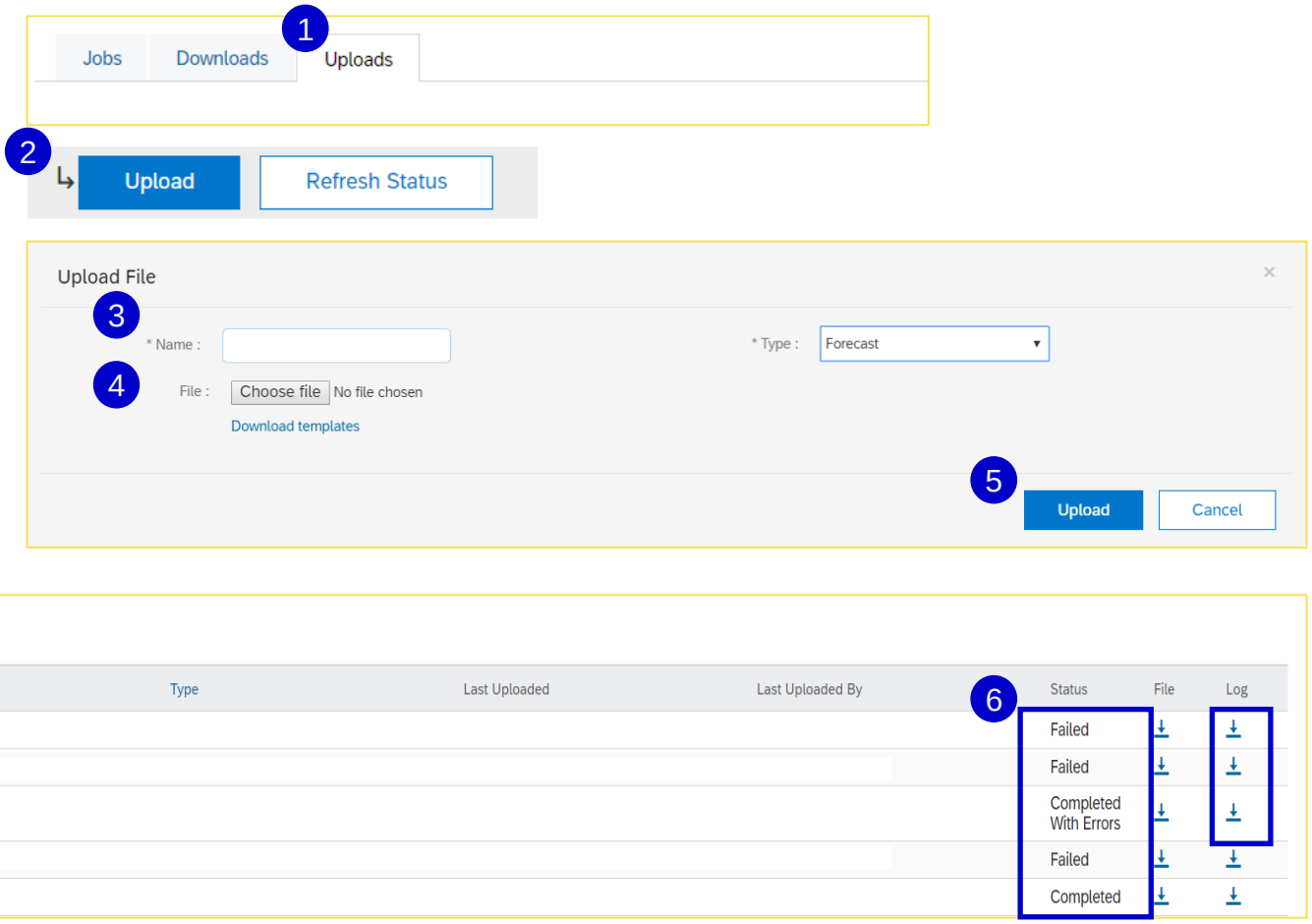


Forecast Collaboration

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.



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

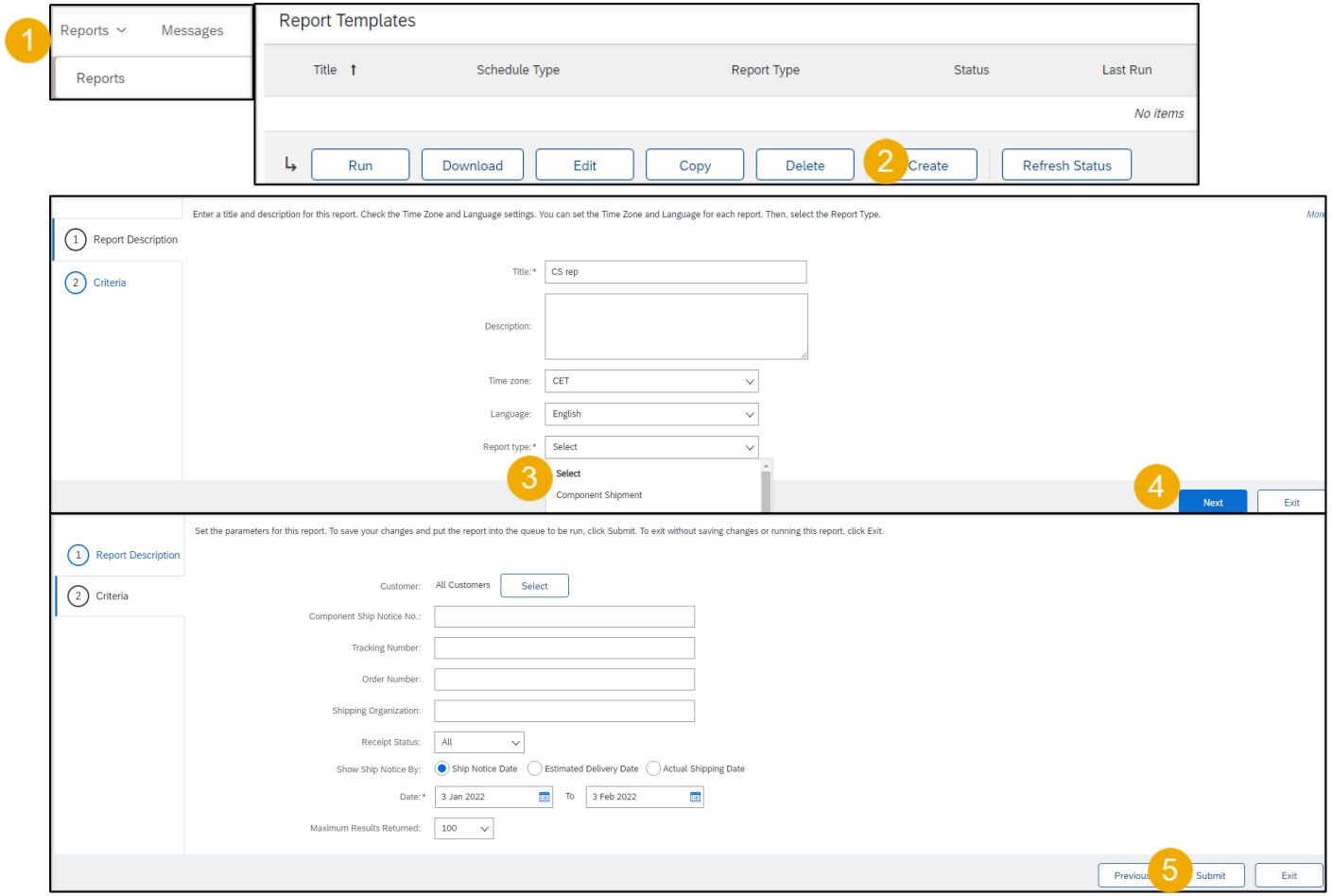
Component Shipment Reporting

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.



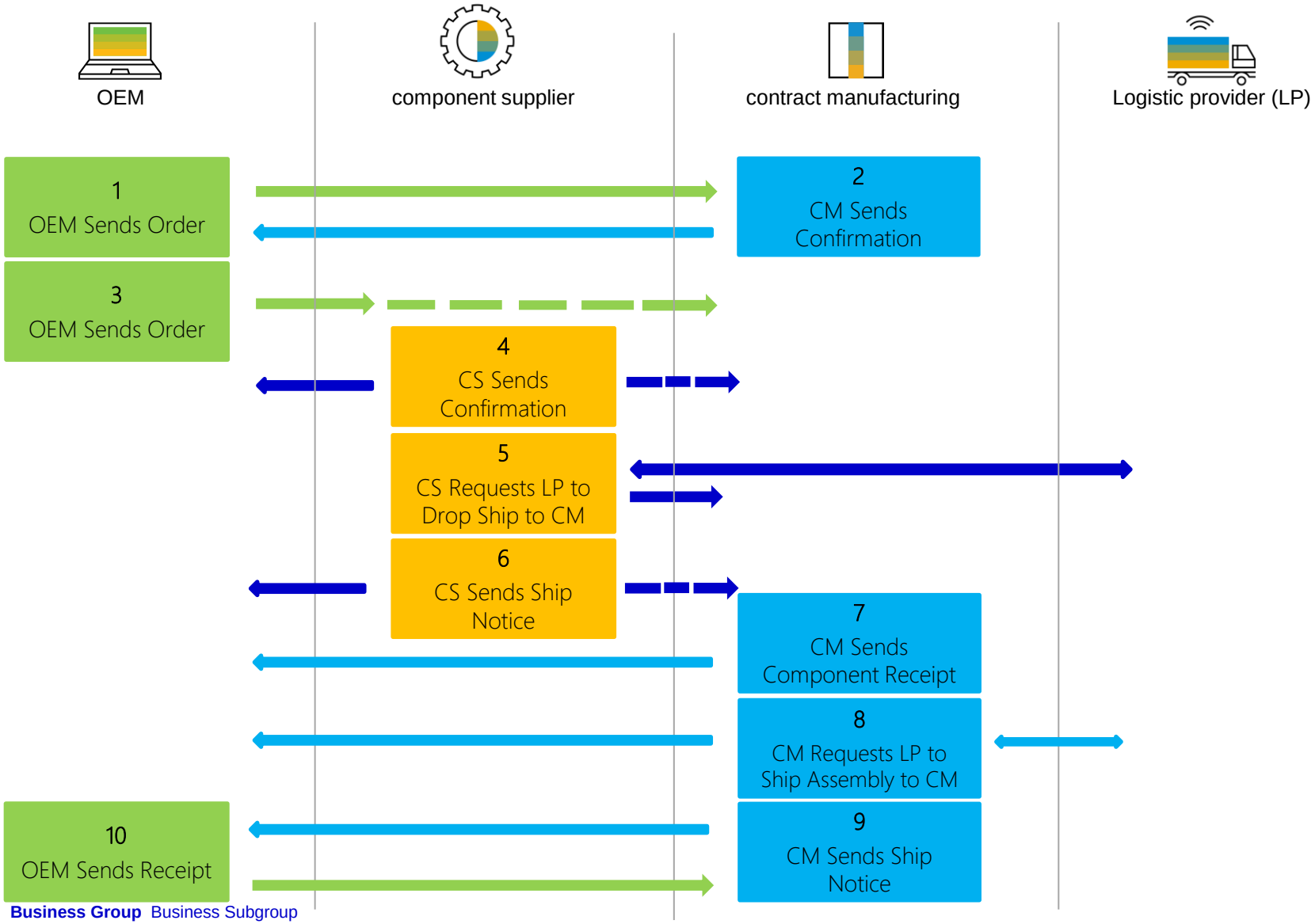
Multi Tier Purchase Collaboration

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

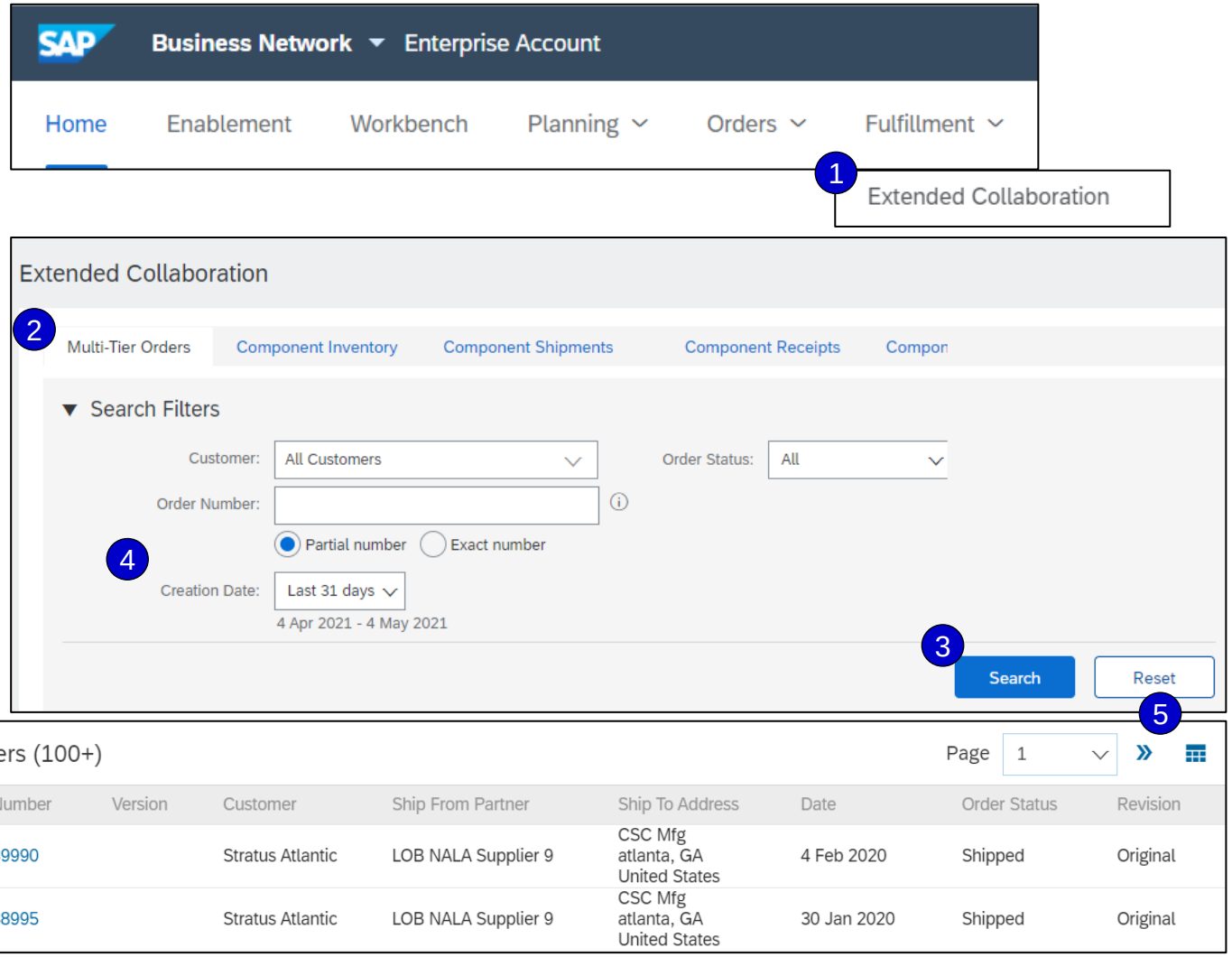
When applicable, a copy of the PO will be sent to necessary parties (ie. logistics providers). The copy PO only needs to be received and understood.

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].



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

Receiving Supplier

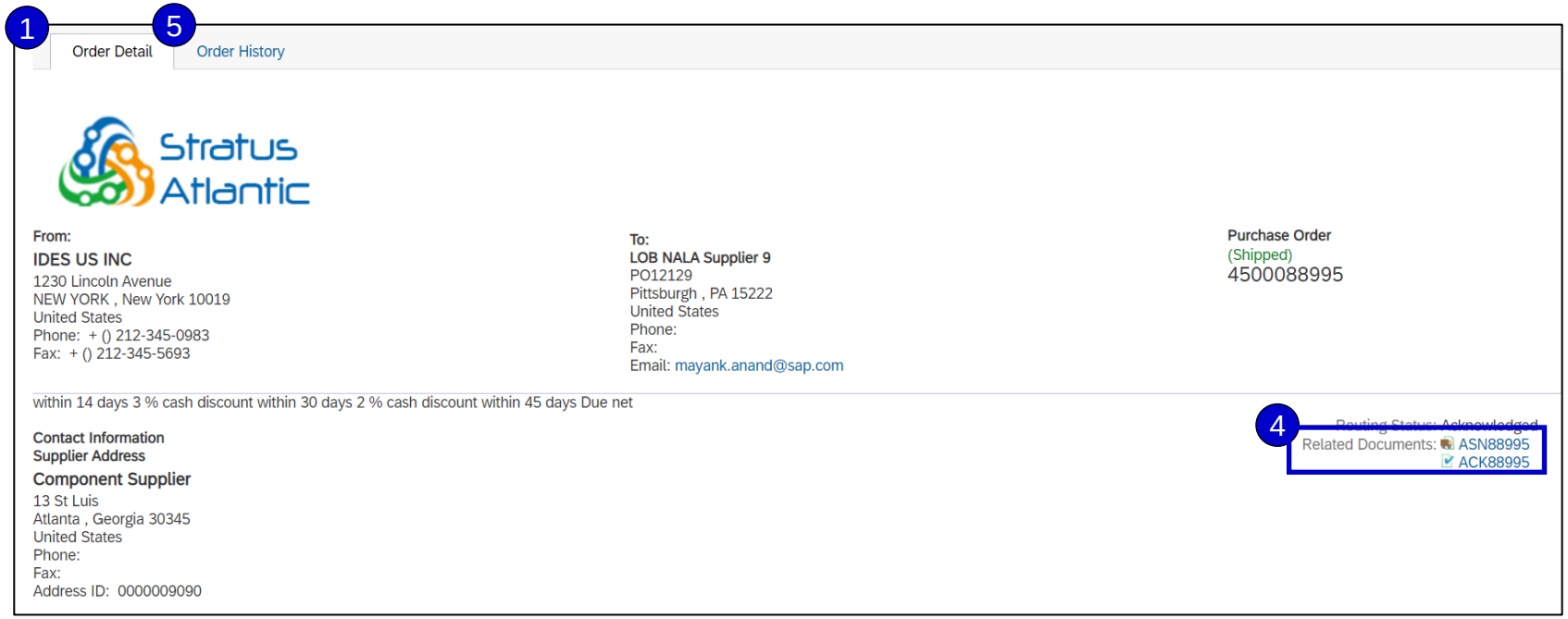
Multi-Tier Orders (2)

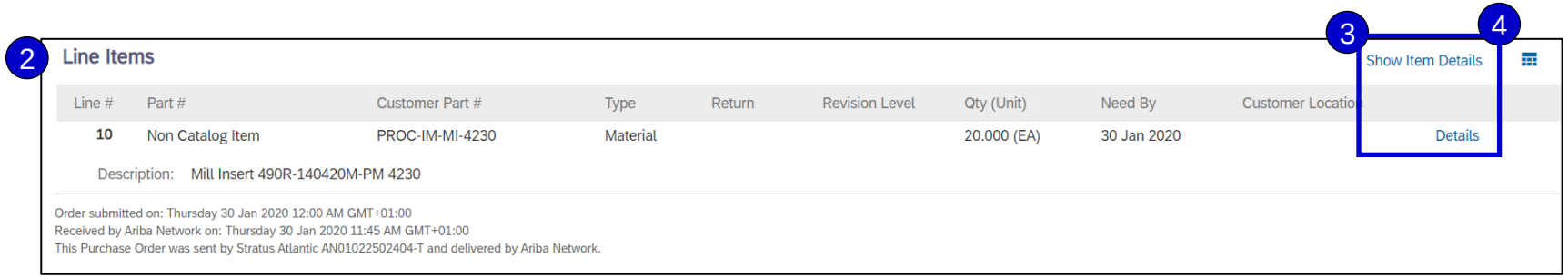
Type	Order Number	Ver	Customer	Ship to Partner	Ship To Address	Date	Order Status	Revision
Order	4500054730	3	csc_buyer	csc_supplier1	SAP AG Walldorf Germany	29 Jun 2016	Partially Shipped	Changed

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.



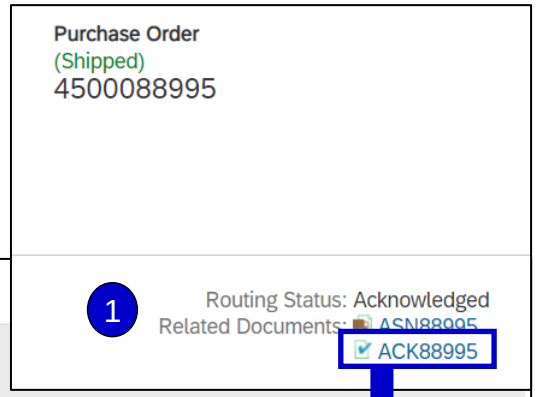


Multi Tier Purchase Order Collaboration

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 conformations mask all financial and sensitive information.
3. View copy order confirmation history.

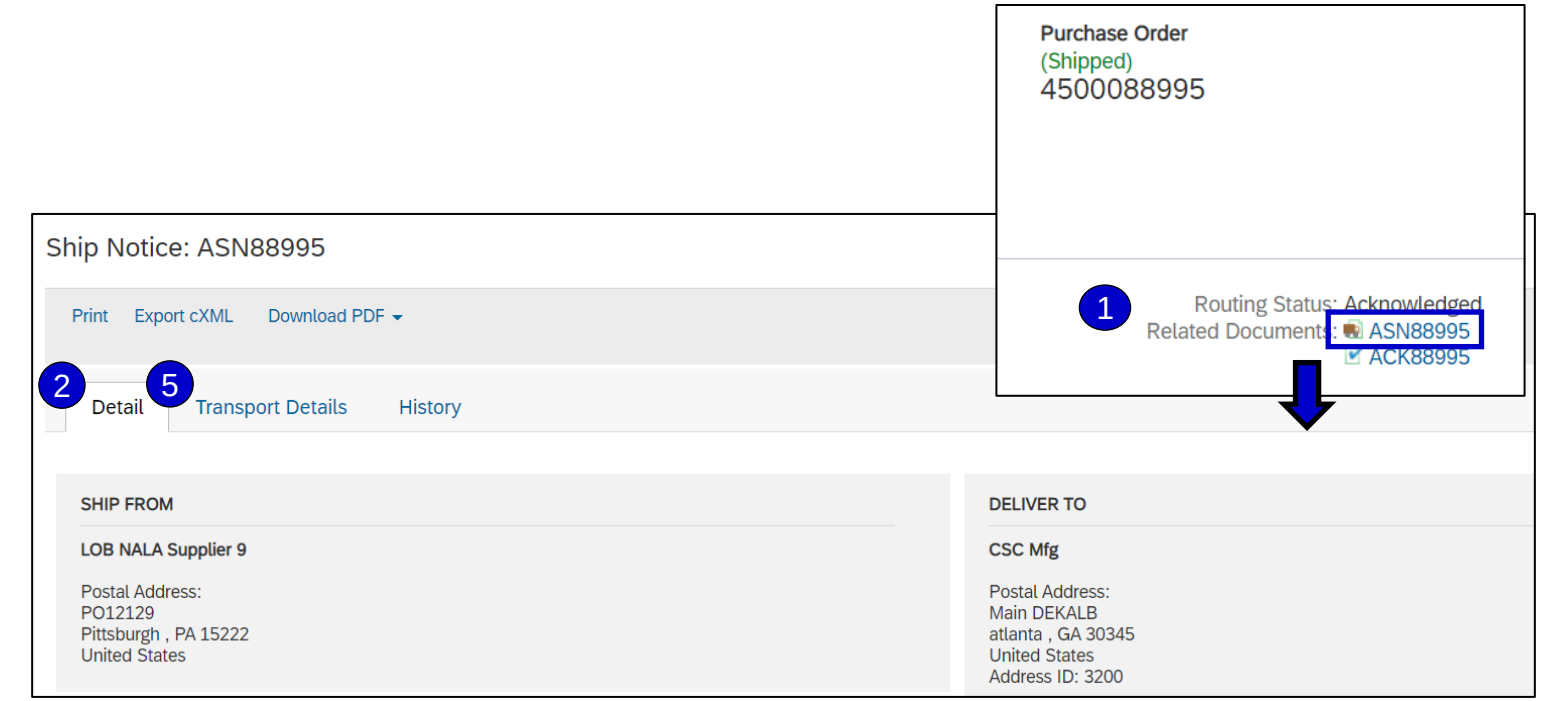


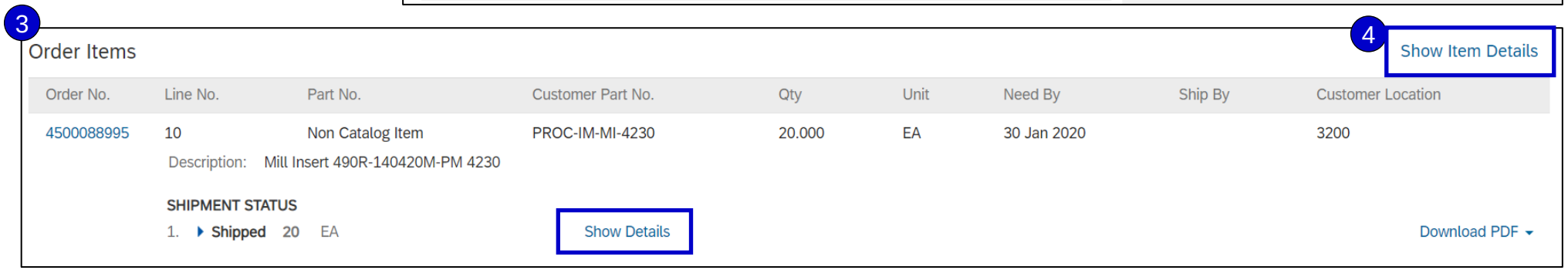
Multi Tier Purchase Order Collaboration

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.





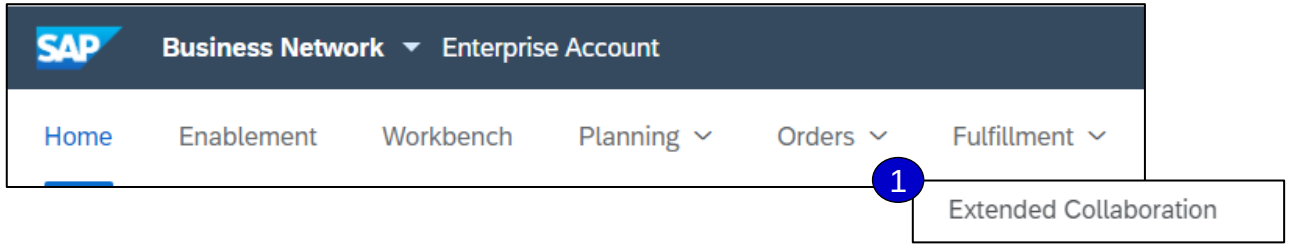
Multi Tier Purchase Order Collaboration

Viewing Copy Advanced Shipping Notice from Copy / Multi Tier PO

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

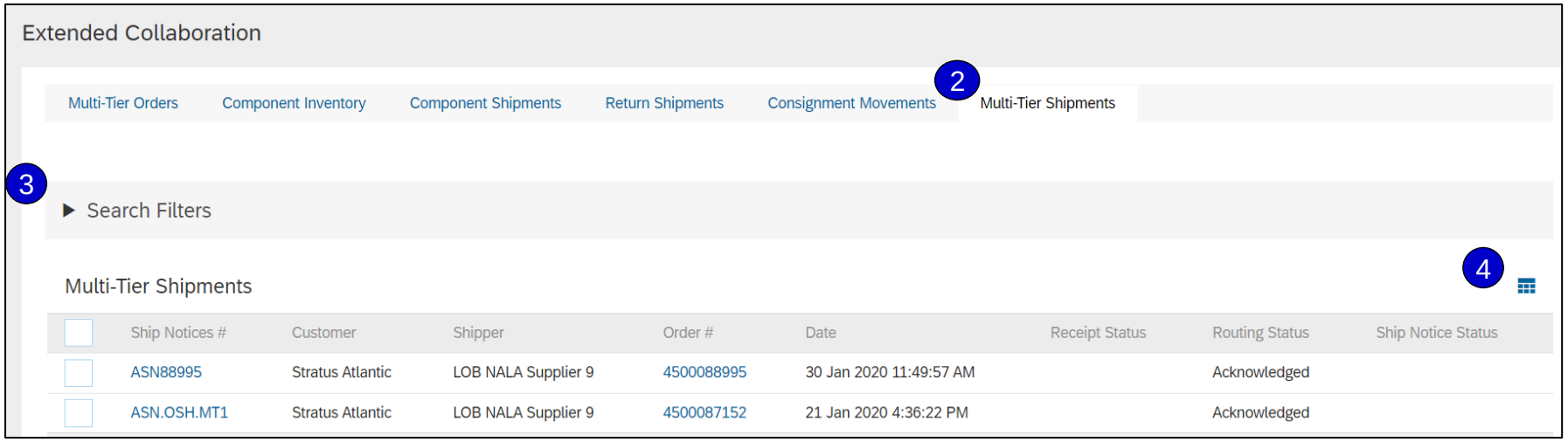
From the Homepage:.

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.

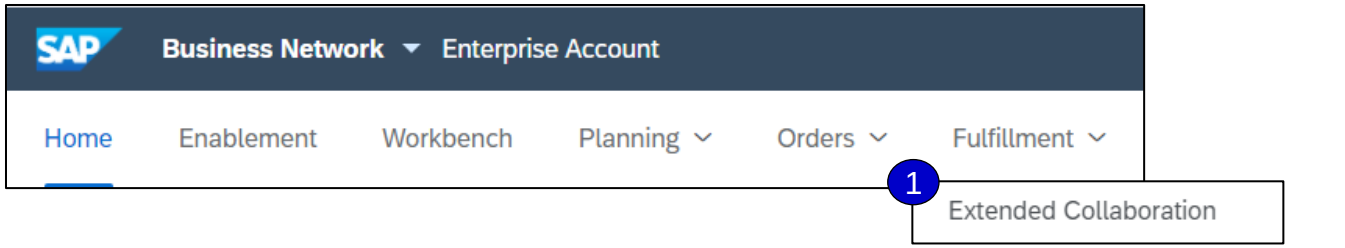


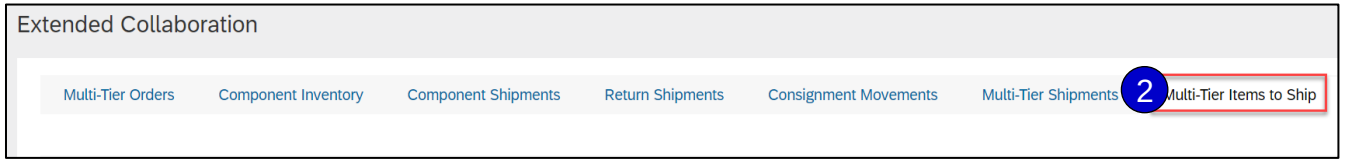
Multi Tier Purchase Order Collaboration

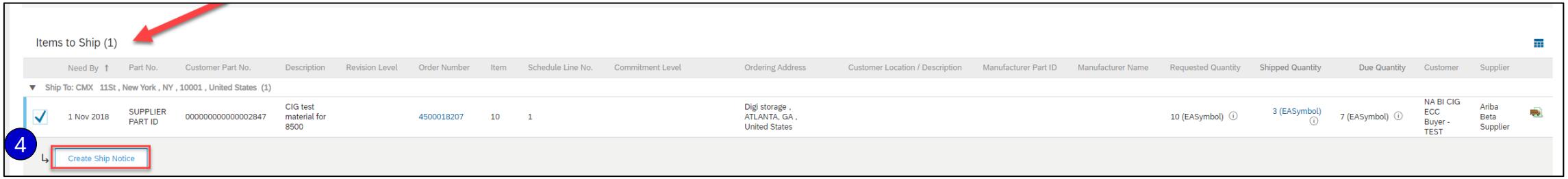
Creating Advanced Shipping Notice

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**.





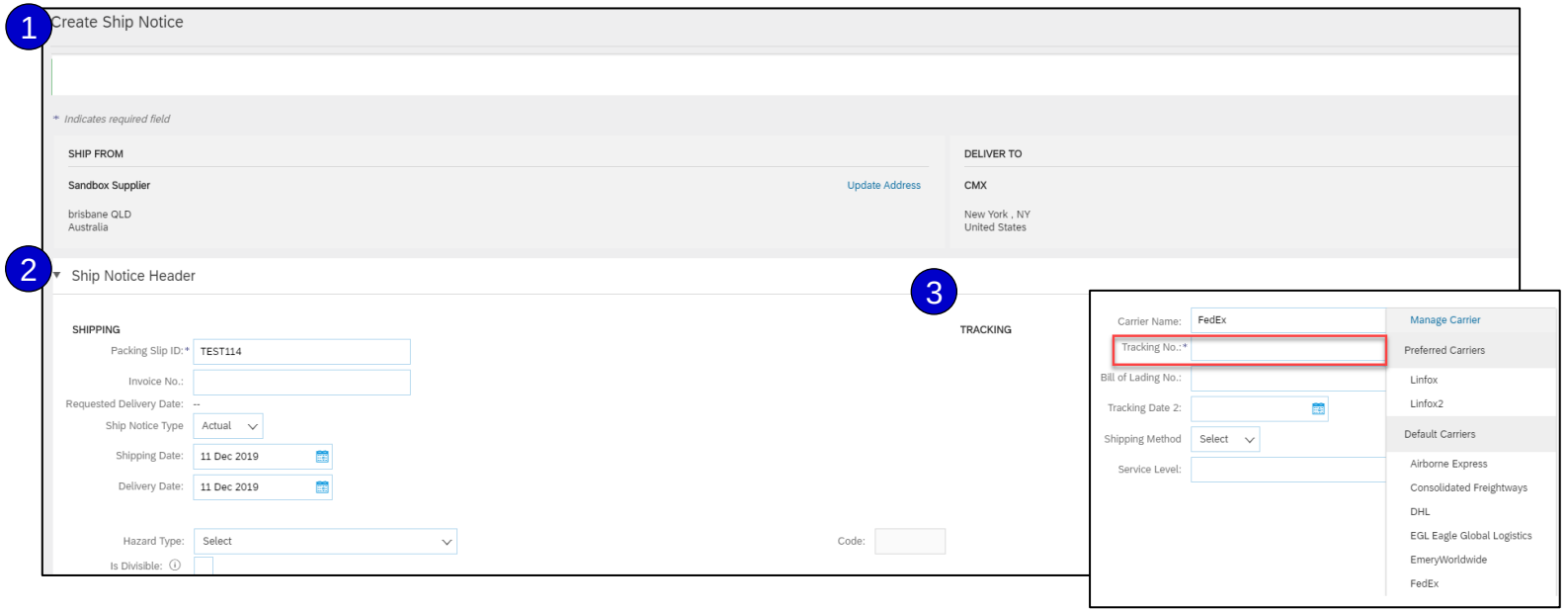


Multi Tier Purchase Order Collaboration

Creating Advanced Shipping Notice

From new ASN screen:

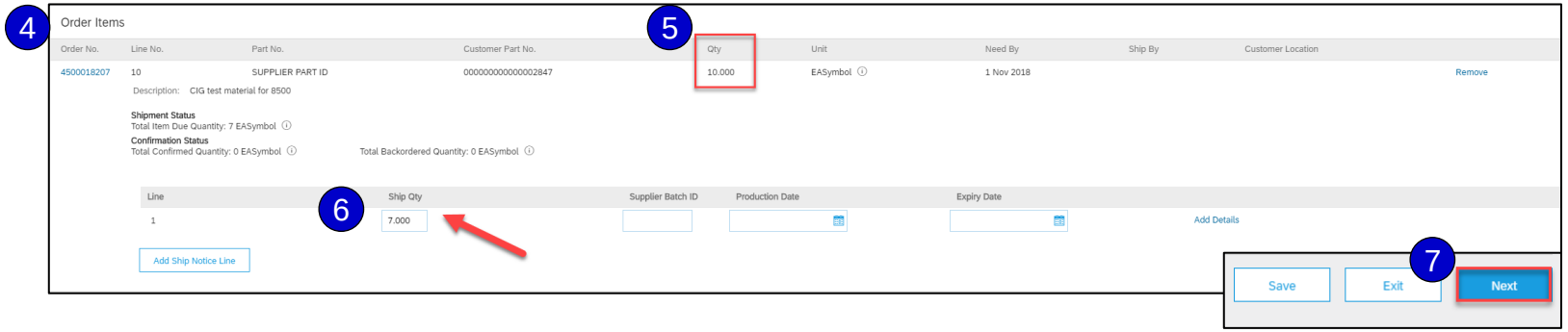
1. Fulfill all required fields marked by asterisk, but will also be based on customer requirement (I.e. Packing Slip ID).
2. You can choose your carrier from the list provided. Please note that tracking no. becomes required once a carrier is chosen.
3. A few other fields are provided to add more visibility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

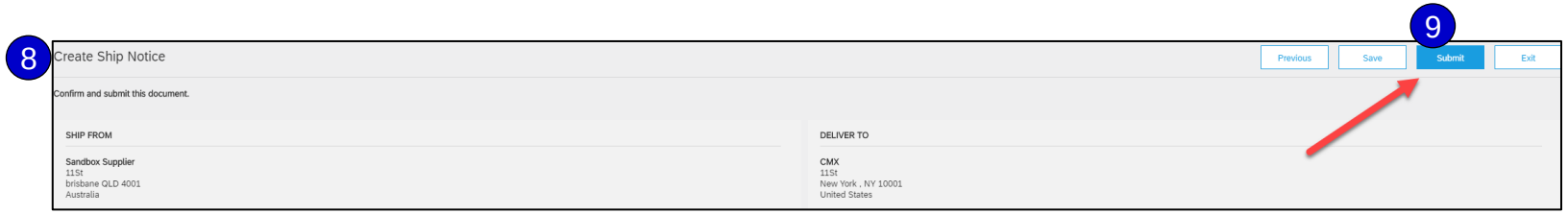


Multi Tier Purchase Order Collaboration

Creating Advanced Shipping Notice

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



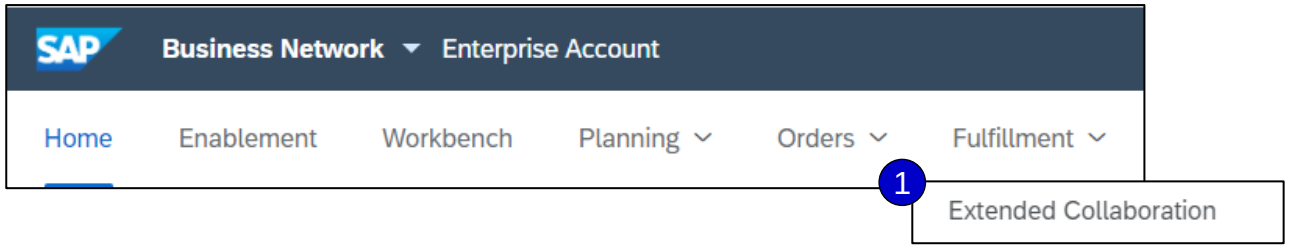


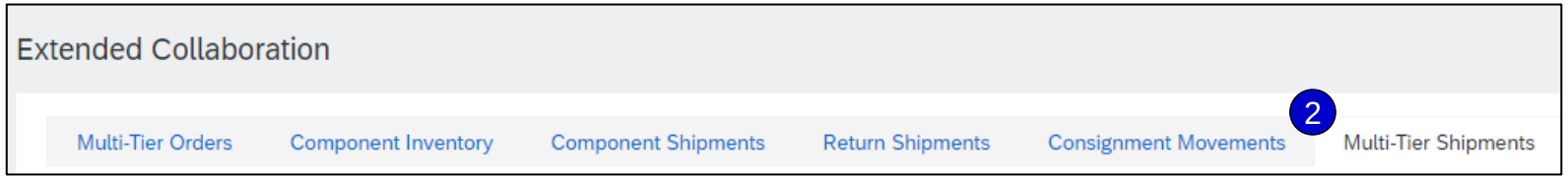
Multi Tier Purchase Order Collaboration

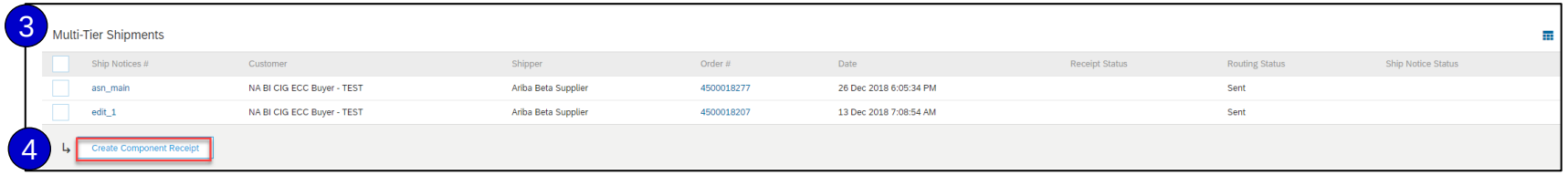
Creating Component Receipt

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**.





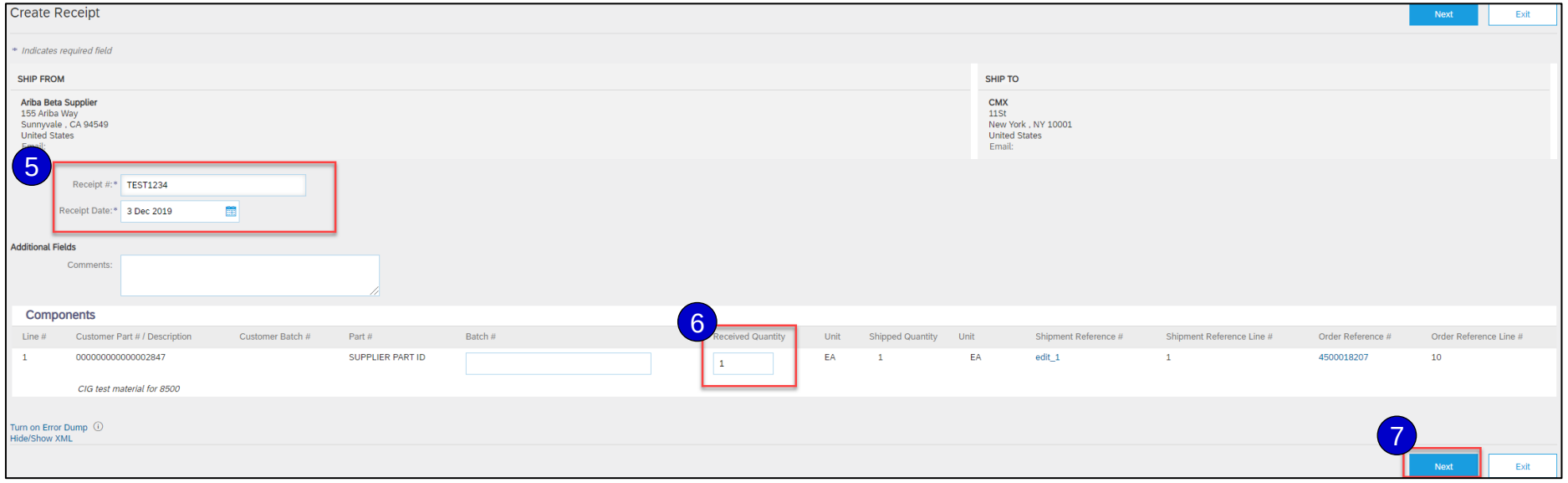


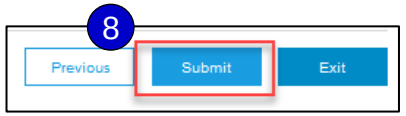
Multi Tier Purchase Order Collaboration

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.

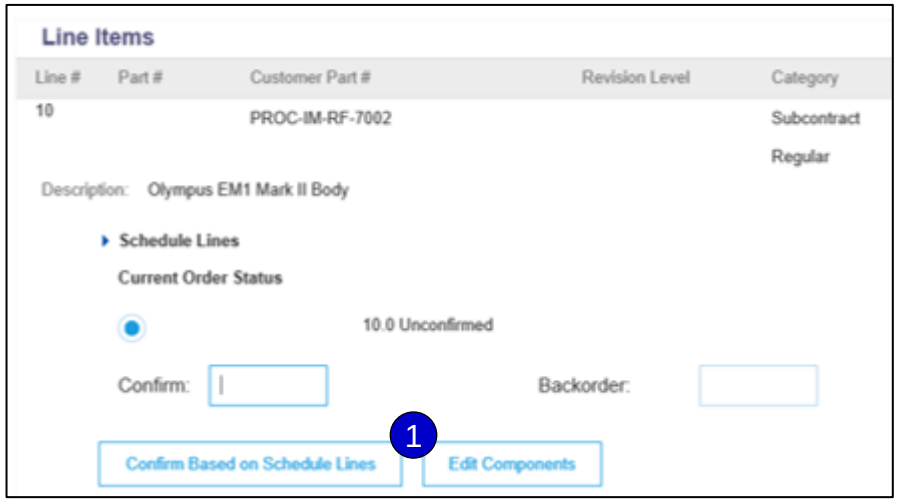


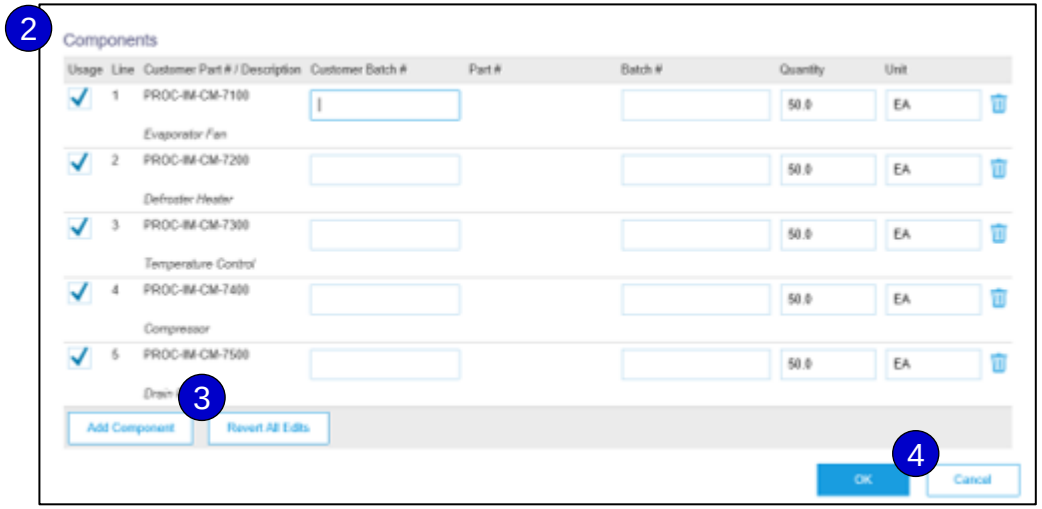


Subcontracting Collaboration

Reviewing Components During Order Confirmation Creation

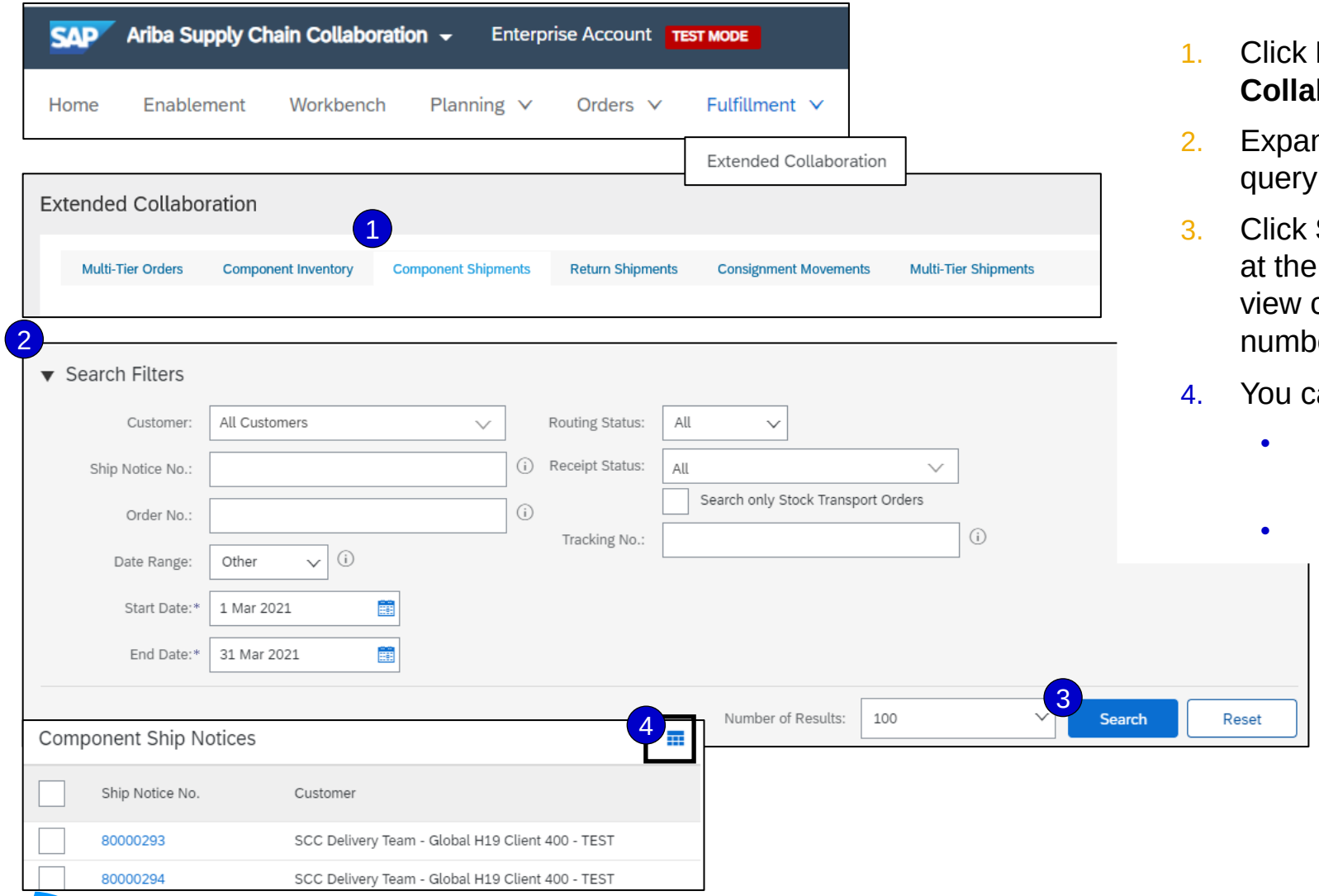
1. Click **Edit Components** button. The new window will pop up.
2. You are allowed to perform the following actions:
   - Edit batches.
   - Edit quantities (only for the checked component lines).
   - Add component line.
   - Delete component line.
3. Click **Revert All Edits** to reset all changes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





Subcontracting Collaboration

Component Shipment Searching and Results



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.

Subcontracting Collaboration

Component Shipment Content

Component Ship Notice: 80000047

Create Component Receipt | Print | Export cXML

Detail History

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

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

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

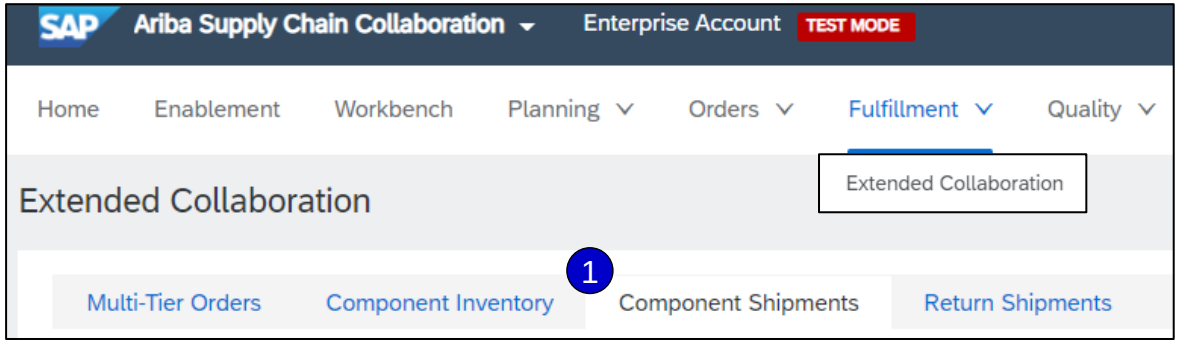
Line #	Customer Part # / Description	Customer Batch #	Expiry Date	Part #	Batch #	Quantity	Unit	Order #
10	RM33 *RAW33,PD,Subcontracting*					10.0	PC	
20	RM34 *RAW34,PD,Subcontracting*					10.0	PC	

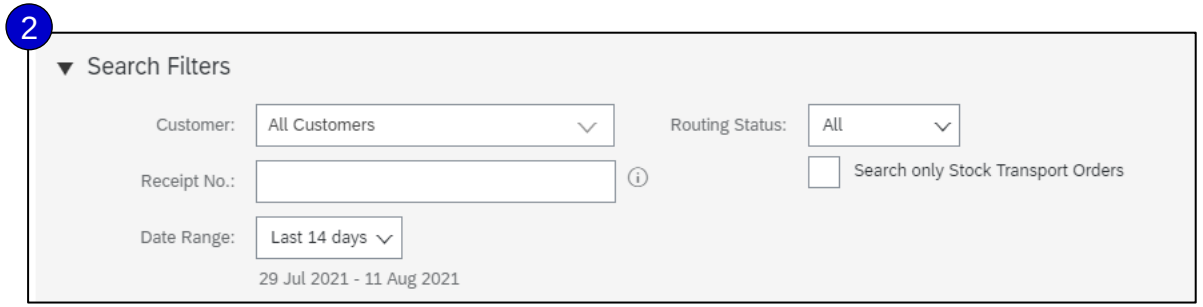
Subcontracting Collaboration

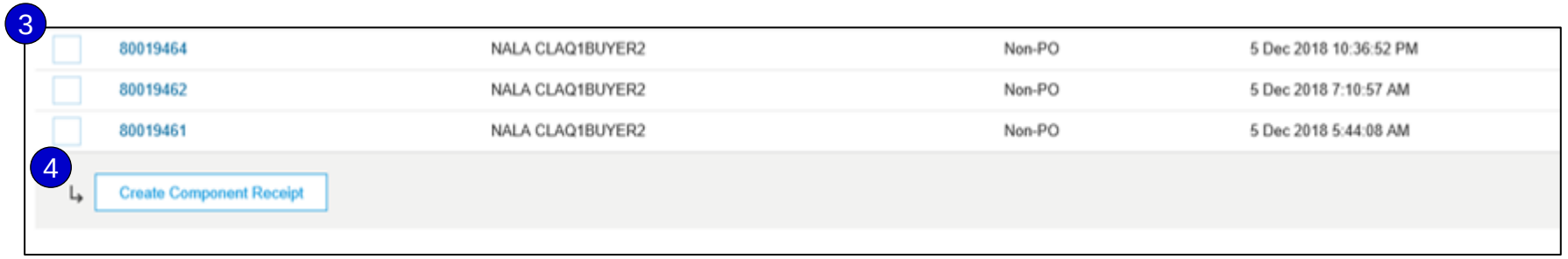
Create a Component Receipt

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.







Subcontracting Collaboration

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 *Evaporator Fan*				25.0	EA	25.0	EA	80019498			10
2	PROC-IM-CM-7200 *Defroster Heater*				25.0	EA	25.0	EA	80019498			20

SAP Ariba

Follow us

www.sap.com/contactsap

THE BEST RUN SAP

SAP folgen auf

www.sap.com/germany/contactsap

THE BEST RUN