SAP Business Network
Supply Chain
Collaboration (SCC)
Supplier Training Guide

Purchase Order Collaboration Process
Supplier Training

Purchase Order Collaboration 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
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Supplier Managed Inventory Process
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Subcontracting Collaboration Process
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Pfizer Supplier Training

Introductions

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SAP Ariba

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Pfizer Supplier Training

How To Use The ON24 Platform

1. View of Presentation
2. Question and Answer Feature
3. Module Navigation Bar (Hide/Unhide specific modules)
4. Resources List
SAP Business Network Supply Chain Collaboration (SCC) Overview and Scope
Supplier Training

Lesson 1 Agenda

• **Lesson 1:** SAP Business Network Project Overview and Scope
  • SCC Project Overview
  • SCC Document / Workflow

• **Lesson 2:** SAP Business Network Access, Navigation, and Administration

• **Lesson 3:** Forecast Collaboration

• **Lesson 4:** Purchase Order Collaboration

• **Lesson 5:** Order Confirmation Collaboration

• **Lesson 6:** Advanced Shipping Notice Collaboration

• **Lesson 7:** Supplier Managed Inventory Collaboration

• **Lesson 8:** Subcontracting Collaboration

• **Lesson 9:** SAP Business Network Support

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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

<table>
<thead>
<tr>
<th><strong>BUYER</strong></th>
<th><strong>SUPPLIER</strong>*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forecast Collaboration</strong></td>
<td>Share forecast</td>
</tr>
<tr>
<td><strong>Supplier Managed Inventory</strong></td>
<td>Share demand, inventory and min/max levels</td>
</tr>
<tr>
<td><strong>PO Collaboration</strong> (all PO types)</td>
<td>Place, inquire and receive order</td>
</tr>
<tr>
<td><strong>Subcontract/ Contract Manufacturing w/ Multi-tier orders</strong></td>
<td>Provide notification of components’ shipment</td>
</tr>
<tr>
<td></td>
<td>Provide component inventory &amp; order visibility</td>
</tr>
</tbody>
</table>

*The term ‘supplier’ refers to either a CMO or a regular supplier depending on the process.*
SAP Business Network Supply Chain Collaboration (SCC)
Access, Navigation, and Administration
Supplier Training

Lesson 2 Agenda

- **Lesson 1**: SAP Business Network Project Overview and Scope
- **Lesson 2**: SAP Business Network Access, Navigation, and Administration
  - Accessing the SAP Business Network
  - Navigating and Searching in the SAP Business Network
- **Lesson 3**: Forecast Collaboration
- **Lesson 4**: Purchase Order Collaboration
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SAP Business Network Access, Navigation, and Administration

Accessing the SAP Business Network

   - Google Chrome is the recommended internet browser, but others will work

2. Enter Username & Password

3. Click Login to access your Production account.

![Suppliers Login Screen](image)
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 Business Network Supply Chain Collaboration (SCC)
Forecast Collaboration
Supplier Training

Lesson 3 Agenda

• **Lesson 1**: SAP Business Network Project Overview and Scope
• **Lesson 2**: SAP Business Network Access, Navigation, and Administration
• **Lesson 3**: Forecast Collaboration
  • Introduction to Forecasts
  • Viewing Forecasts in SAP Business Network
  • Creating and Sending Forecast Commitments
  • Configuring Forecast Views in SAP Business Network
• **Lesson 4**: Purchase Order Collaboration
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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 your 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.
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.
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.
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.
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
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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**

**Ariba Network**
Supplier

**cXML**

- cXML: OrderRequest
- cXML: Confirmation Request
- cXML: ShipNotice Request
- cXML: ReceiptRequest

**SAP**
(Buyer ERP)

- Create Purchase Order
- PO Updated with OC
- Inbound Delivery
- Post Goods Receipt

**Create Order Confirmation (OC)**

**Create Advance Ship Notice (ASN)**

**Goods Receipt on AN**
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

<table>
<thead>
<tr>
<th>Orders and Releases (100+)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Order</td>
</tr>
<tr>
<td>Order</td>
</tr>
<tr>
<td>Order</td>
</tr>
</tbody>
</table>
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 Business Network Supply Chain Collaboration (SCC)
Order Confirmation Collaboration
Supplier Training

Lesson 5 Agenda

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  • Create Order Confirmations from a PO
  • Create Order Confirmations from the Items to Ship Tab
• Lesson 6: Advanced Shipping Notice Collaboration
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• Lesson 8: Subcontracting Collaboration
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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.

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

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

1. Select the option **Confirm entire order** in the Actions drop-down list.

2. Complete the mandatory fields in the Order Confirmation Header.

3. Review the Line Items.

4. Click **Next** button in the bottom of the screen when finished.

5. Review the order confirmation and select the next action:
   - Click **Previous** to go to the previous page.
   - Click **Submit** to send order confirmation to the buyer.
   - Click **Exit** to leave the page without saving any changes.

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

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 Business Network Supply Chain Collaboration (SCC)
Advanced Shipping Notice Collaboration
Supplier Training

Lesson 6 Agenda

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  • 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
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• **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
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
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
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
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.
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
SAP Business Network Supply Chain Collaboration (SCC)
Supplier Managed Inventory Collaboration
Supplier Training

Lesson 7 Agenda

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  • 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
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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

Ariba Network Supplier

- Inventory, Demand and min/max data on AN
- Create Planned Replenishment Order
- Publish Replenishment Order
- PO on AN
- Create Advance Ship Notice
- Goods Receipt on AN

CXML

- cXML: ProductActivity
- cXML: Sales OrderRequest
- cXML: Order Request
- cXML: Ship NoticeRequest
- cXML: ReceiptRequest

SAP (Buyer ERP)

- Create Contract
- Send Inventory, Demand and min/max data
- Receive PO Request
- Create PO
- Create Inbound Delivery
- Post Goods Receipt
Supplier Managed Inventory Collaboration

*Replenishment Order – View SMI Data*

From the Homepage:

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

2. Item data report is the key for the supplier to plan and review the replenishment of the buyer’s stock.

3. Expand the chart section to view the graphs.
### Supplier Managed Inventory Collaboration

**Replenishment Order – Days of Supply**

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

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

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

**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**.
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.**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross demand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net requirement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firmed orders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned shipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In transit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target stock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projected stock</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Maximum proposal</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Total shipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASN received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days’ supply (SMT)</td>
<td>364</td>
<td>363</td>
<td>362</td>
<td>361</td>
<td>360</td>
<td>359</td>
</tr>
<tr>
<td>Order received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.**

<table>
<thead>
<tr>
<th>Stock on hand: 100 (EA)</th>
<th>Part details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross demand</td>
<td></td>
</tr>
<tr>
<td>Net requirement</td>
<td></td>
</tr>
<tr>
<td>Firmed orders</td>
<td></td>
</tr>
<tr>
<td>Planned shipment</td>
<td></td>
</tr>
<tr>
<td>In transit</td>
<td></td>
</tr>
<tr>
<td>Target stock</td>
<td></td>
</tr>
<tr>
<td>Projected stock</td>
<td>100</td>
</tr>
<tr>
<td>Maximum proposal</td>
<td>75</td>
</tr>
<tr>
<td>Total shipment</td>
<td></td>
</tr>
</tbody>
</table>

**ASN received**

<table>
<thead>
<tr>
<th>Days' supply (SMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>364</td>
</tr>
</tbody>
</table>

**Order received**
SAP Business Network Supply Chain Collaboration (SCC)
Subcontracting Collaboration
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*

**Ariba Network Supplier**
- PO on AN
- Create Order Confirmation (OC)
- Create Advance Ship Notice (ASN)
- Goods Receipt on AN

**cXML**
- cXML: OrderRequest
- cXML: Confirmation Request
- cXML: ShipNotice Request
- cXML: ReceiptRequest

**SAP (Buyer ERP)**
- Create Purchase Order
- PO Updated with OC
- Inbound Delivery
- Post Goods Receipt

**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**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part #</th>
<th>Customer Part #</th>
<th>Type</th>
<th>Category</th>
<th>Return</th>
<th>Revision Level</th>
<th>Qty (Unit)</th>
<th>Need By</th>
<th>Price</th>
<th>Subtotal</th>
<th>Customer Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>DR SM-501</td>
<td>Material</td>
<td>Subcontract</td>
<td></td>
<td></td>
<td>6.0 (EA)</td>
<td>13 Dec 2018</td>
<td>$100.00</td>
<td>$500.00</td>
<td>3299</td>
</tr>
</tbody>
</table>

**Schedule Lines**

<table>
<thead>
<tr>
<th>Schedule Line #</th>
<th>Delivery Date</th>
<th>Ship Date</th>
<th>Quantity (Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13 Dec 2018 7:00 PM CET</td>
<td></td>
<td>5.0 (EA)</td>
</tr>
</tbody>
</table>
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 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.
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.
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.
SAP Business Network Supply Chain Collaboration (SCC)
SAP Business Network Support
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
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- **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

<table>
<thead>
<tr>
<th>Type of Support</th>
<th>Description</th>
</tr>
</thead>
</table>
| **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 |
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.
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 to 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 Business Network Supply Chain Collaboration (SCC)
Appendix
Supplier Training

Appendix

- **Lesson 1**: SAP Business Network Project Overview and Scope
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- **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
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.

- **Note:**
  - You can extract up to 10000 lines. Set Date Range value in search filters to narrow down your search.
  - You can only upload 1,000 lines using the Excel template.
  - The generated Excel file now excludes items that are fully shipped, fully received, or both.
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**

- 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 dates, follow the steps below.

**Example:** Line item with 20 items to be delivered by Sept. 11\(^{th}\). 5 items delivered on Sept. 12\(^{th}\) and 15 items delivered Sept. 14\(^{th}\).

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 5 in the initial line, and 15 in the 2\(^{nd}\) 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.
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.
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.
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.
If you had to perform the steps of the previous slide (problems to open comma-separated file in Excel), you will need to follow these steps to reupload your saved .csv file into SAP Business Network.

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

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.

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.
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.
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

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.

**Notes:**

- A generated **Ship Notice** job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded from the job download file. When the results of a ship notice job exceed the line limit, the downloaded job template includes a notification message that some results were excluded from the template.
- 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.
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)**

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

### Descriptions (2 of 3)

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

## Descriptions (3 of 3)

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

1. OEM Sends Order
2. CM Sends Confirmation
3. OEM Sends Order
4. CS Sends Confirmation
5. CS Requests LP to Drop Ship to CM
6. CS Sends Ship Notice
7. CM Sends Component Receipt
8. CM Requests LP to Ship Assembly to CM
9. CM Sends Ship Notice
10. OEM Sends Receipt
**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 (i.e. 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 cannot be found in search, please check PO instructions or contact [Customer].
An OEM buyer can send a copy of an order to tiered suppliers. Such multi-tier orders mask all financial information.

Multi Tier Purchase Order Collaboration

Copy / Multi Tier Purchase Order Visibility
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 confirmations 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**.
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**.

![SAP Business Network Enterprise Account](image)

1. Extended Collaboration
2. Multi-Tier Shipments
3. Multi-Tier Shipments: Customer, Shipment, Order #, Date
4. 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.
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.
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

<table>
<thead>
<tr>
<th>Line</th>
<th>Customer Part # / Description</th>
<th>Customer Batch #</th>
<th>Expiry Date</th>
<th>Part #</th>
<th>Batch #</th>
<th>Quantity</th>
<th>Unit</th>
<th>Order #</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>RM553</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>10.0</td>
<td>PC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RWY33.PD.Subcontracting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>RM34</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>10.0</td>
<td>PC</td>
<td></td>
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<td></td>
<td>RWY34.PD.Subcontracting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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