



SAP Business Network for Supply Chain

Order Collaboration

Supplier Training Guide

Name

Date

Public

Agenda

Order Collaboration

- Introduction
- Order Collaboration Documents
- Order Collaboration Workflow Diagram
- Different Modes of Integration/ Automation

Order Collaboration Portal User Interaction

- Purchase Order
- Order Confirmation
- Advanced Shipping Notice
- Finished Goods Receipt

Appendix

Order Collaboration

In this Chapter You Will Learn About ...

... what are the benefits of using purchase order collaboration

... what does the interaction look like

... what are the possible integration modes

Introduction

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

The central component is the SAP Business Network that provides:

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

SAP Business Network allows supplier to work in different modes.

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

PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items.</p> <p>The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Structure</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.</p>

PO Collaboration Workflow Diagram

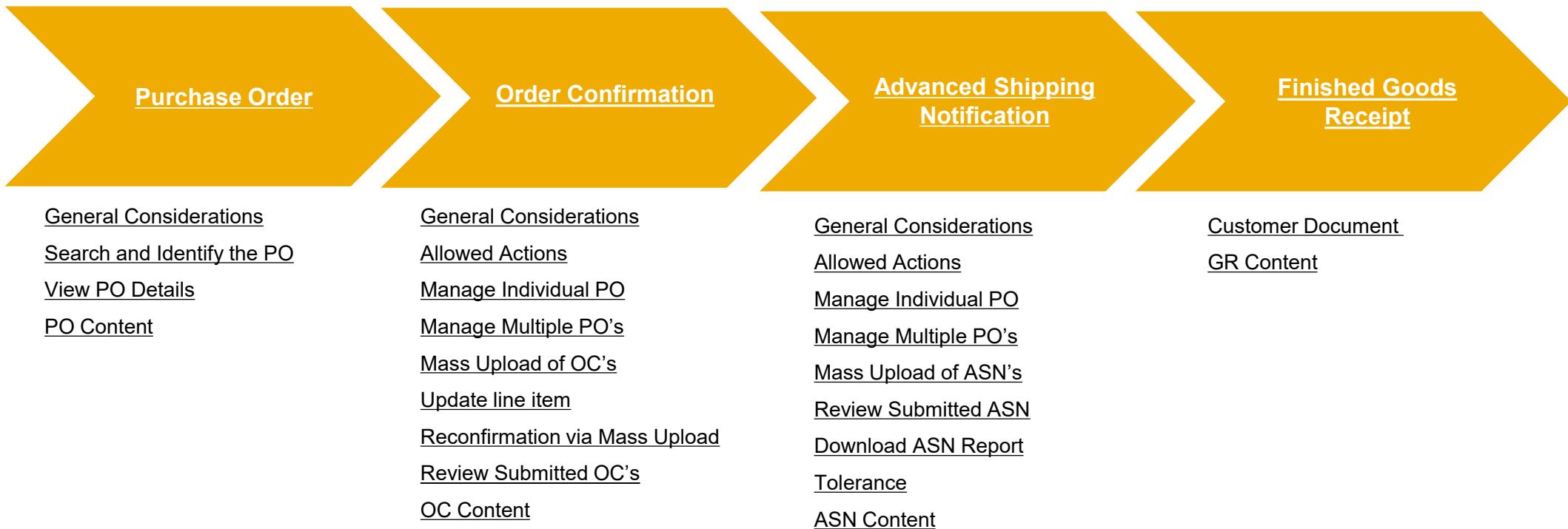


Order Collaboration Portal User Interaction

In this Chapter You Will Learn About ...

- ... how to read purchase order screen
- ... how to manage order confirmations
- ... how to manage shipping notices
- ... how to read goods receipt screen

Order Collaboration Portal Interaction



Purchase Order

In this Chapter You Will Learn About ...

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

Key changes for suppliers

GF digital transformation

- **Enhance operational efficiency** by minimizing manual steps through standardized, industry leading processes
- **Ensure timely and accurate information flow** with real-time data exchange for order confirmations, ASNs, invoices and credit notes
- **Transition all open orders to SAP** in Jan. 2026, along with all remaining order types

What's changing for **all suppliers**

- **Transition all orders** from iSupplier/email to SAP Business Network
- **Confirm all orders** through SAP Business Network (mandatory)
- **Submit Advance Shipping Notices (ASNs)** for every order (mandatory)
- **Submit invoices and credit notes** via SAP Business Network
- **Use standardized pricing management templates** for improved purchase order pricing

Additional changes for **special cases**

- **Continue using Evaluated Receipt Settlement (ERS)** for physical items
- **Improve supplier visibility** for on-hand inventory in consignment
- **Adopt two new order types:**
 - Scheduling agreements
 - Subcontracting purchase orders for repair, refurbishment and cleaning



Purchase order migration and numbering

What's new

- All open Oracle purchase orders will migrate to SAP Business Network at Go Live
 - Only the remaining invoice balance will be migrated
 - Any un-invoiced goods receipts will be migrated
 - Only PO lines not fully invoiced will be migrated
- Suppliers will no longer submit invoices in our previous platform, iSupplier
- All invoices must be submitted through SAP Business Network

PO number ranges for SAP

- **Converted orders: M***
(Do not re-fulfill these migrated orders)
- **Direct orders: 20***
(GF-owned items for warehouse)
- **Consign orders: 21***
(Vendor-owned consigned items billed upon consumption)
- **Sample POs: 40***
(Materials under qualification)

- **Subcontract orders: 45***
(Repair/refurb/clean orders)
- **Indirect orders: 50***
(Non-inventory orders, service contracts, non-manufacturing items)

Migrated POs will either use a modified version of the original PO number, starting with "M" and dropping the first three digits, or have a "Legacy PO number" comment in the comment section.

Example:

1622001234567	→	M2001234567
1620051234568		5000099999



Purchase order processing

PO versioning

Changes are managed through versioned message exchanges in SAP Business Network; differences can be compared

Terms & conditions

Each PO includes a PDF attachment with GlobalFoundries' terms and conditions

ERS & consignment

Suppliers enabled for Evaluated Receipt Settlement (ERS) or Consignment do not need to submit invoices for material/goods purchases

Migrated POs

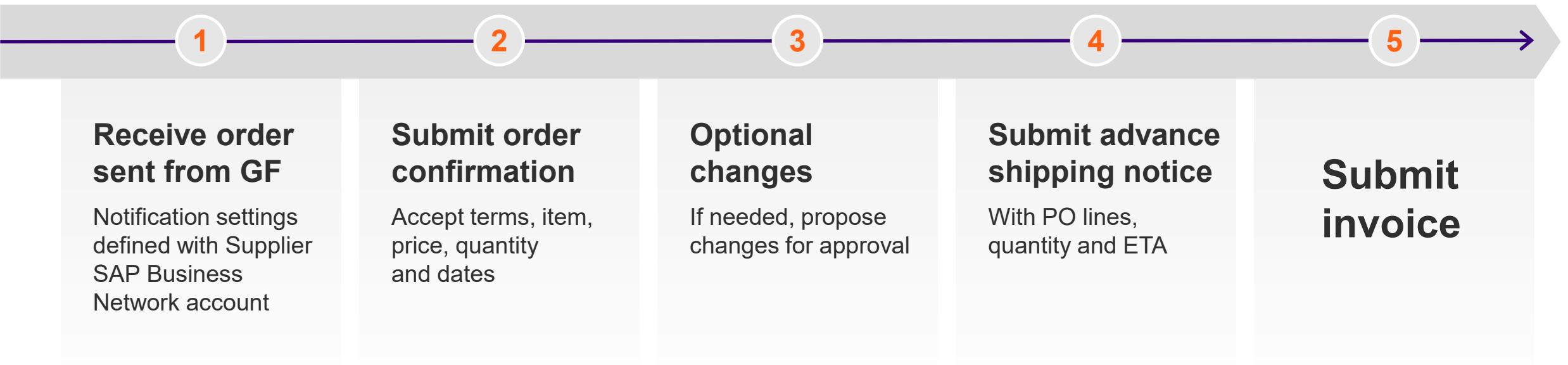
Identified by PO numbers starting with "M"; or a "Legacy PO number" comment, sent to your SAP Business Network account for invoicing past orders

**Do not re-fulfill migrated orders*



Order collaboration

Suppliers must follow this sequence when processing GF orders



Purchase Order

Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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

Note:

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

1

2

3

4

5

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST	0.00	...

Workbench



Customize Workbench

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with links: Home, Enablement, Opportunities, Workbench (which is underlined), Planning, Orders, Fulfillment, Quality, Invoices, and More. Below the navigation bar is a summary section with five tiles: 'Orders' (52), 'Orders' (0), 'Invoices' (103), 'Invoices' (42), and 'USD' (\$7.54 K). A 'Customize' button is highlighted with a yellow box and an arrow pointing to the 'Edit Workbench' modal. The 'Edit Workbench' modal is open, showing a grid of tiles. One tile is highlighted with a yellow box and an arrow pointing to the 'Add tile' sub-modal. The 'Add tile' sub-modal is also open, listing various tile options with a '+' icon to add them. The sub-modal has a yellow border.

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

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

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

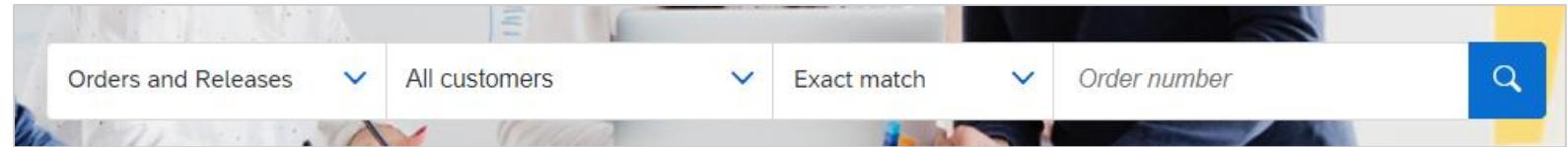
To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.

Purchase Order

Search and Identify the PO (From the Home Page)

You can search for PO as well from the Portal Home page by using either Customer name or order number.

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

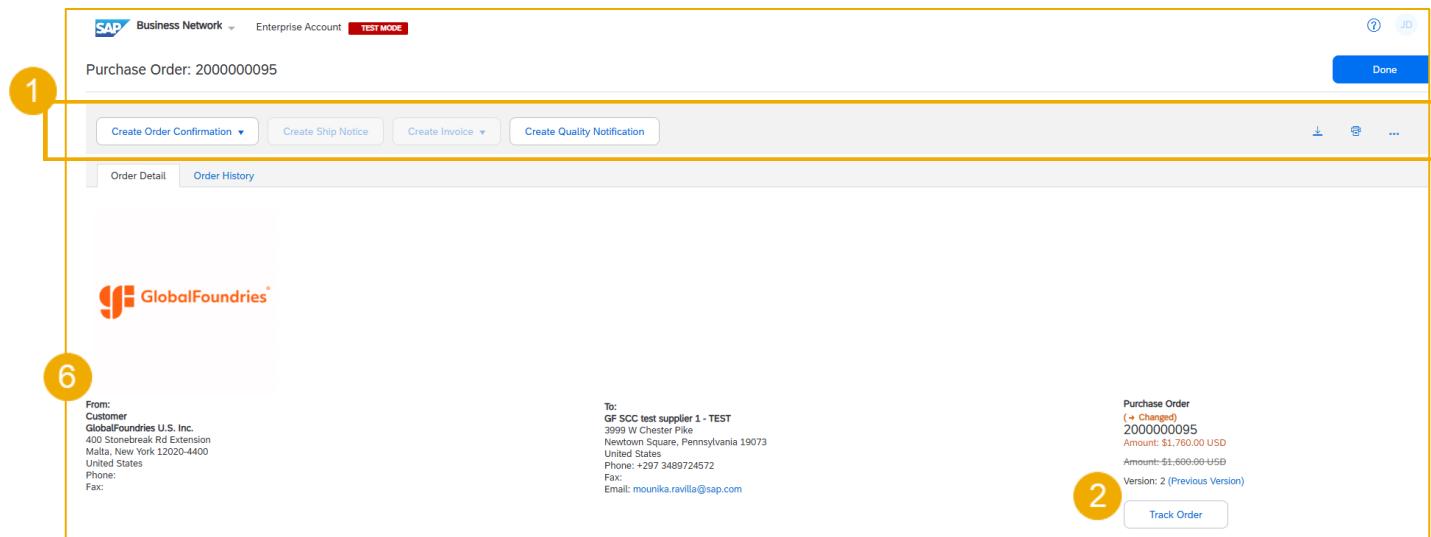


Purchase Order

View PO Details

For more detailed purchase order management please refer to Help Center documentation.

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



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

Description: Finished Good DG 51

5

4

4

Details

Status
Control Keys
INTERNALAW_CommentsList
Attachment
Accounting
Quality Certificates
Schedule Lines
Other Information

Purchase Order

View PO Details – Line Level

To view the details of the line level:

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

1 Show Item Details

2 Status

3 Control Keys

4 Information on Ship Notice

5 Schedule Lines

6 Other Information

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)
10	1		SE-044852	Material			10.000 (EA) <small>(i)</small>

Description: QUARTZ RING BOAT, ONO, 84 SLOTS, P=11.5M

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)
1	26 Aug 2025 9:30 PM IST		10.000 (EA) <small>(i)</small>	

External Line Number: 00010
Estimated days for inspection: 0
Classification Domain: ERPCommodityCode
Classification Code: 230000000
Classification Domain: ERPCommodityCodeDescription
Classification Code: 2300000000

Purchase Order

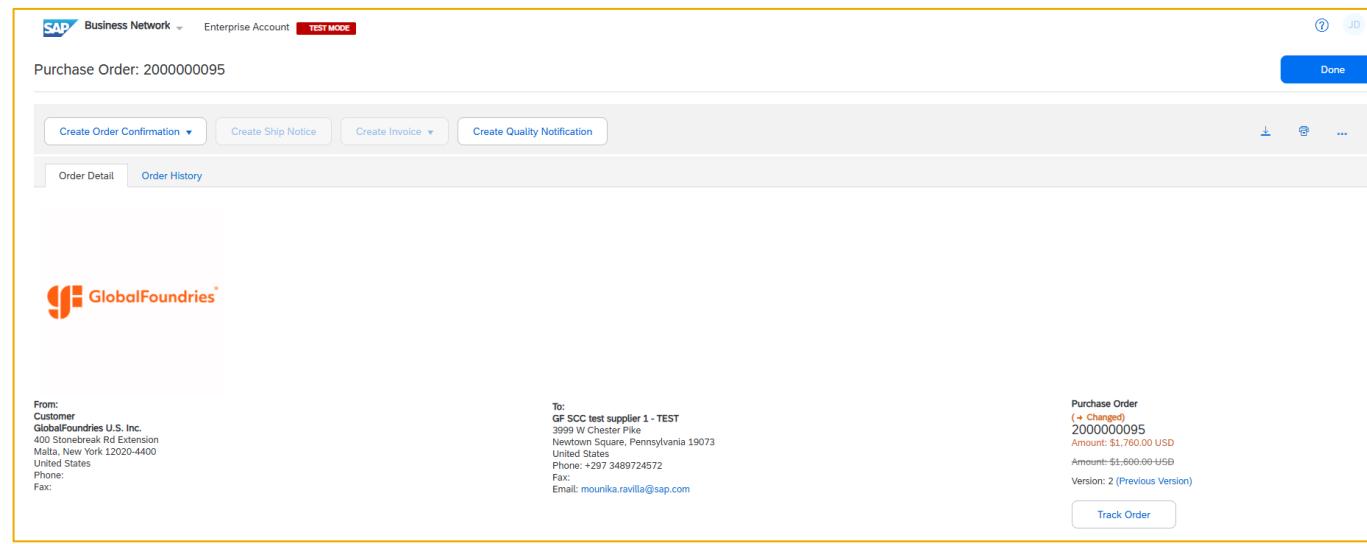
View PO Details – Edited PO

If buyer edited a PO, PO status will appear as **Changed**.

You will still be able to see previous versions of the document.

The changes will be displayed in the Line items section:

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



Line Items													Show Item Details	Customer Location
1	Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
	10	1	→ Edited		SE-044852	Material			11.000 10.000 (EA) ⓘ	26 Aug 2025	\$160.00 USD	\$1,760.00 USD		

Line Items													Customer Location
2	Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
	20	1			SE-044852	Material			11.000 (EA) ⓘ	26 Aug 2025	\$160.00 USD	\$1,760.00 USD	
	10		→ Deleted	-	SE-044852	Material			11.000 (EA) ⓘ	26 Aug 2025	\$160 USD	\$1,760.00 USD	

Order Confirmation

In this Chapter You Will Learn About ...

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

Purchase order confirmation policy



Mandatory confirmation

Suppliers must confirm all PO terms (price, quantity, and delivery date) before fulfillment



Modification requests

Suppliers may suggest updates to price, quantity, or delivery date via order confirmation; all changes require buyer approval



No post-fulfillment changes

Price changes after shipment are not accepted



Multi-lot pricing

For pricing changes across multiple lots, suppliers must contact the buyer to update the PO with accurate line-level pricing



Shipping and invoicing

Suppliers cannot ship or invoice until the order is confirmed and any proposed changes are approved



Backorder use

The Backorder Quantity field may only be used when no price revisions are involved



Order Confirmation

Allowed Actions

SAP Business Network provides multiple options to confirm or reject your orders:

1. Individual PO management

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to confirm fully or partially the PO. The system will propose you the following buttons:

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change.
- **Reject entire order:** will propose only to fill a comment in order to explain the full rejection.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates.
- **Split** action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

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

In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.

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

3. Mass OC upload

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload).

Choosing this option, you will be able to update line items.

Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

From the **Workbench**

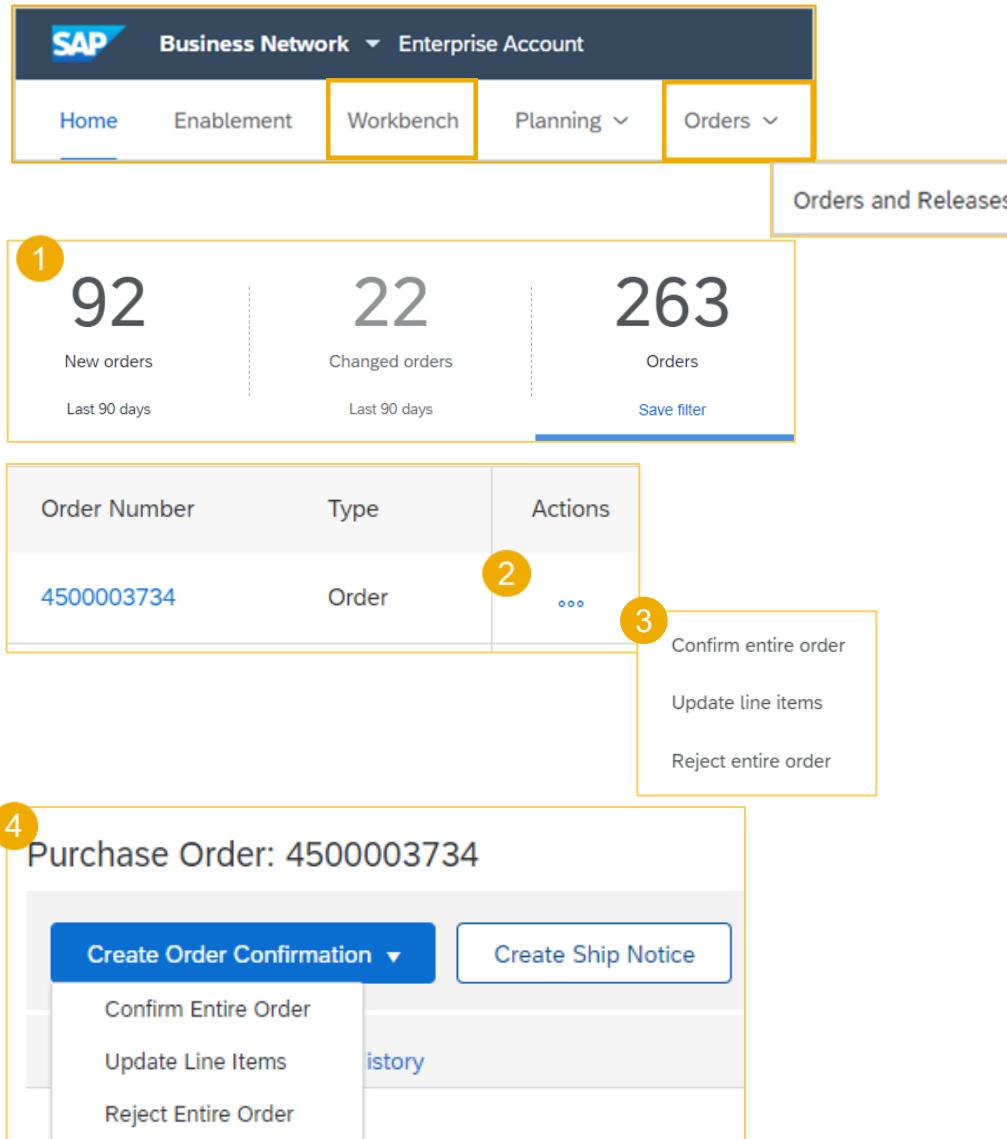
OR

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

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

Note:

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



The image shows a screenshot of the SAP Business Network Workbench interface. At the top, the SAP logo is followed by 'Business Network ▾ Enterprise Account'. Below the header are navigation links: Home (underlined), Enablement, Workbench (highlighted with a yellow box), Planning ▾, and Orders ▾. A secondary navigation bar on the right shows 'Orders and Releases' with a yellow box around it. The main area features three large tiles: '92 New orders Last 90 days' (circled 1), '22 Changed orders Last 90 days' (circled 2), and '263 Orders Save filter' (circled 3). Below these is a table with columns 'Order Number', 'Type', and 'Actions'. An order with number '4500003734' and type 'Order' is selected, with a three-dot 'Actions' menu open. The menu items are: 'Confirm entire order' (circled 2), 'Update line items', and 'Reject entire order'. At the bottom, a detailed view for 'Purchase Order: 4500003734' is shown with buttons for 'Create Order Confirmation ▾' (highlighted with a yellow box), 'Create Ship Notice', 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'.

Order Confirmation

Manage Individual PO – Confirm Entire Order

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

This slide explains how to Confirm Entire Order.

1. Select **Confirm entire order** action.
2. Complete the mandatory fields in the **Order Confirmation Header**.
3. **Confirmation number should be less than 20 characters.**
4. Review the **Line Items**.
5. Click **Next** button in the bottom of the screen when finished.
6. Review the order confirmation and select one the following action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send the order conformation to the buyer.
 - Click **Exit** to leave the page without saving any changes.

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

The screenshot illustrates the 'Confirm Entire Order' process across five main steps:

- Step 1: Actions** (Top right): Shows a context menu with three options: 'Confirm entire order' (highlighted with a yellow box and circled 1), 'Update line items', and 'Reject entire order'.
- Step 2: Order Confirmation Header** (Second screen): Shows the 'Confirming PO' screen. The 'Order Confirmation Header' section includes fields for 'Confirmation #' (highlighted with a yellow box and circled 2), 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'.
- Step 3: Line Items** (Third screen): Shows the 'Line Items' table with one item: Line # 10, Part # S103, Customer Part # KKC_PROD_103, Category Subcontract, and Qty (Unit) 10.000 (EA). The 'Description' field shows 'KKC Prod 103'.
- Step 4: Next** (Fourth screen): Shows the 'Next' button highlighted with a yellow box and circled 4.
- Step 5: Confirmation Summary** (Bottom): Shows the final confirmation summary with buttons for 'Previous', 'Submit' (highlighted with a yellow box and circled 5), and 'Exit'.

Order Confirmation

Manage Individual PO – Reject Entire Order

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

This example demonstrates the Reject Entire Order option.

1. Select the option **Reject Entire Order**. A new window will appear.
2. Enter your confirmation number. **Confirmation number should be less than 15 characters**.
3. Select a rejection reason from the dropdown list.
4. You might be willing to provide further details for rejection in the **Comments** section.
5. Click **Next** button in the bottom of the screen when finished.
6. Review the rejected order and select one of the following action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send the rejection to the buyer.
 - Click **Exit** to leave the page without saving any changes.

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

The image consists of two screenshots of a software application interface for rejecting an order confirmation.

Top Screenshot: A list of orders is shown with columns for Order Number, Type, and Actions. An order with Order Number 4500003734 and Type Order has an 'Actions' menu open. The 'Reject entire order' option is highlighted with a yellow box and a circled '1'.

Bottom Screenshot: The 'Rejecting Entire Order' window is open. It has two tabs: 'Reject' (selected) and 'Review'. The 'Order Confirmation Header' section contains fields for 'Confirmation #' (with a circled '2'), 'Associated Purchase Order #' (4500008747), and 'Customer' (SCC Delivery Team - Global H19 Client 400 - TEST). The 'Reject Reason' dropdown (circled '3') is set to 'Please Select'. The 'Comments' text area (circled '4') is empty. At the bottom are 'Exit' and 'Next' buttons, with 'Next' circled '5'.

Summary Screenshot: A summary page titled 'Rejecting Entire Order' shows the 'Confirmation Update' section with 'Confirmation #' OC902 and 'Attachments'. The 'Line Items' section lists one item: Line # 10, Part # S152, Customer Part # 152, Revision Level, and Qty (Unit) 100.000 (PCE). At the bottom are 'Previous', 'Submit', and 'Exit' buttons, with 'Submit' circled '6'.

Order Confirmation

Manage Individual PO – Update Line Items

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

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

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

The screenshot illustrates the workflow for managing individual PO line items. It consists of four main panels:

- Header Panel:** Shows a table with columns: Order Number, Type, and Actions. An 'Actions' button is highlighted with a yellow circle containing the number 1. A dropdown menu from this button includes options: 'Confirm entire order', 'Update line items' (which is also highlighted with a yellow circle and the number 1), and 'Reject entire order'.
- Line Items Table:** A table showing a single line item for 'KKC_PROD_103'. The table includes columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. A 'Schedule Lines' section is expanded, showing a single schedule line for component 1 with delivery dates '30 Jul 2022 CEST' and '30 Jul 2022 Buyer time'. Buttons for 'Confirm', 'Backorder', and 'Reject' are present, along with a 'Details' button highlighted with a yellow circle and the number 2.
- Confirmation Table:** A table showing the confirmed line item 'KKC_PROD_103'. The 'Line #' column has a warning icon. The table includes columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), and Need By. A 'Schedule Lines' section is expanded, showing the same schedule line for component 1 with the same delivery dates. The 'Confirm All' button is visible.
- Final Confirmation Table:** A table showing the confirmed line item 'KKC_PROD_103'. The 'Line #' column has a warning icon. The table includes columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), and Need By. A 'Schedule Lines' section is expanded, showing the same schedule line for component 1 with the same delivery dates. The 'Previous', 'Submit', and 'Exit' buttons are highlighted with a yellow circle and the number 4.

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

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

When you have various schedule lines with different delivery date, you can alternatively **confirm per schedule line**:

1. Extend the schedule lines to see the requested delivery dates.
2. Click on **Confirm based on Schedule Lines**.
3. Select the Schedule Lines you wish to confirm and click on **Create status**.
4. The new status will appear and decrease unconfirmed quantities.
5. To choose a referenced schedule line click **Details**.
6. Choose a reference schedule line from the dropdown.

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

4

Current Order Status	
<input type="radio"/>	20.0 Confirmed As Is (Estimated)
<input checked="" type="radio"/>	15.0 Unconfirmed

Confirm:

Reject All (i)

Confirm Based on Schedule Lines

3

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

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

Create Status **Cancel**

1

Schedule Lines

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

2

Current Order Status

35.0 Unconfirmed

Confirm:

Reject All (i)

Confirm Based on Schedule Lines

5

Details (i)

6

Schedule Line: (i) *

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

Choose a schedule line

Choose a schedule line

Line number 1 - quantity 30 - date 24 Jul 2020

Line number 2 - quantity 30 - date 27 Jul 2020

Line number 3 - quantity 30 - date 31 Jul 2020

Line number 4 - quantity 10 - date 7 Aug 2020

Order Confirmation

Manage Individual PO – Split Lines

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

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

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

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes the SAP logo, Business Network, Enterprise Account, Home, Enablement, Workbench (which is selected), Planning, and Orders. To the right, a summary box displays '6 Items to confirm' over the last 31 days. The main area is a table titled 'Items to confirm' with columns: Item No. (with a sort arrow), Supplier Part No., Description, Need By, Requested Quantity, Confirmed Quantity, Estimated Shipping, Estimated Delivery, Quantity, and Actions. A header row shows 'Confirm' and 'Reject' buttons. Below the header, a message row indicates 'Customer: SCC Sandbox Global CoE Team - TEST Order No.: 550000009700010JIT'. The table contains five rows of data. The fourth row has a checked checkbox in the 'Actions' column. A context menu is open over this row, with numbered callouts: 1. Split (points to the checkbox), 2. Update line items (points to the 'Actions' column), 3. Delete (points to the 'Actions' column), and 4. Create quality notification (points to the 'Actions' column).

Item No. ↑	Supplier Part No.	Description	Need By	Requested Quantity	Confirmed Quantity	Estimated Shipping	Estimated Delivery	Quantity	Actions
10		Chain wheel	Jul 31, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Jul 31, 2022		
10		Chain wheel	Aug 1, 2022	10.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 1, 2022		
10		Chain wheel	Aug 17, 2022	17.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 17, 2022		
10		Chain wheel	Aug 25, 2022	25.00 PCE	0.00 PCE	mm/dd/yyyy	Aug 25, 2022		

Order Confirmation

Manage Multiple PO's

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

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

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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

Note:

- It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

1 Items to confirm

2 Edit filter | Save filter | Exclude confirmation not all... , +1 Exclude fully shipped Exclude fully received Exclude fully invoiced

3 Confirm

4 Confirm schedule line

5 Submit

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

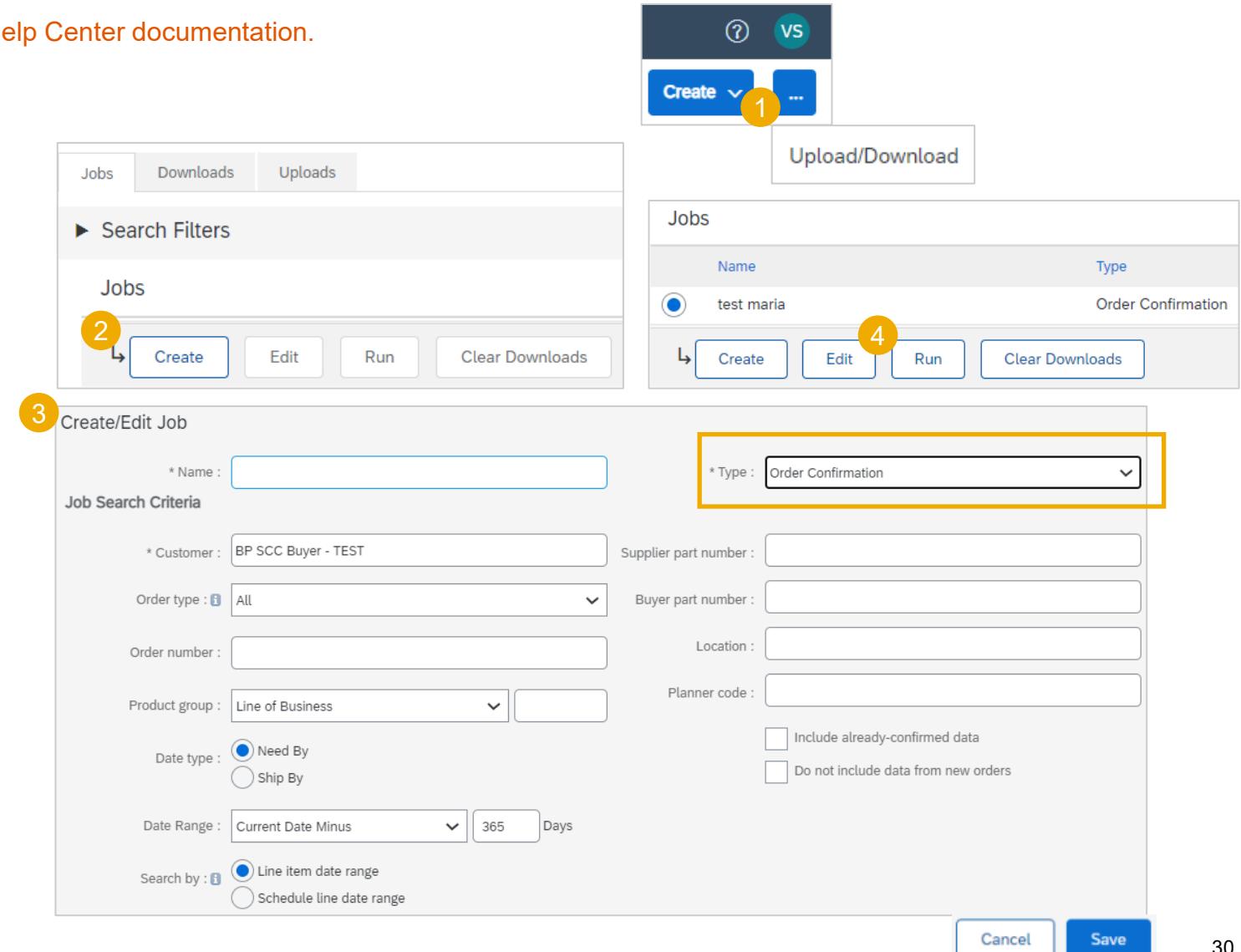
Order Confirmation

Mass OC Upload – Create OC Report

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

From the Homepage:

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



The screenshot illustrates the process of creating an Order Confirmation report. It consists of four panels:

- Header:** Shows a 'Create' button with a dropdown menu (circled 1) and an 'Upload/Download' button.
- Jobs List:** Shows a table with a single row for 'test maria' (circled 4). The 'Type' column is 'Order Confirmation'. Buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads' are shown.
- Create/Edit Job:** A form with a 'Name' field (circled 3) and a 'Type' dropdown set to 'Order Confirmation' (circled 4).
- Search Filters:** A detailed form with fields for Customer, Order type, Order number, Product group, Date type, Date Range, and Search by.

Note:

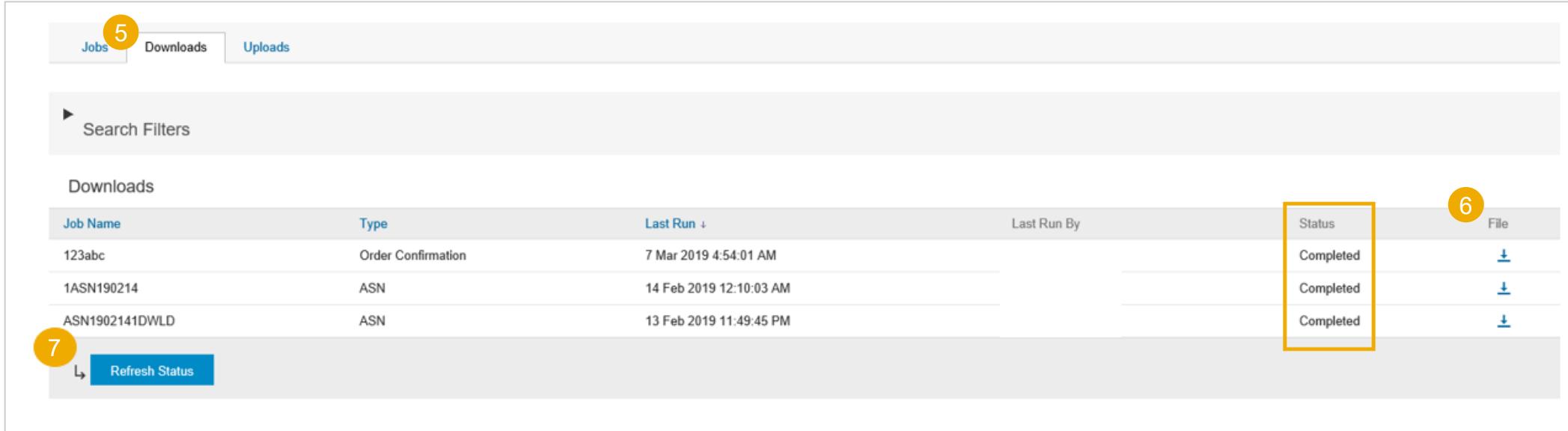
- You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.
- The generated Excel file now **excludes** items that are fully shipped, fully received, or both.

Order Confirmation

Mass OC Upload – Run OC Report

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

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



Jobs **5** Downloads Uploads

▶ Search Filters

Downloads

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

7 Refresh Status

6

Order Confirmation

Mass OC Upload – OC Report Template

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

SAP Ariba 																									
Confirmations																									
Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Delivery	Item Shipment	Item Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier
4500053022		2	08 Feb 2019						60	accept	SUP_2917_2917			16	EA	#####		2	AUD						
4500053022		2	08 Feb 2019						70	accept	SUP_2917_2917			17	EA	#####		2	AUD						
4500053022		2	08 Feb 2019						80	accept	SUP_2917_2917			18	EA	#####		2	AUD						
4500053022		2	08 Feb 2019						90	accept	SUP_2917_2917			19	EA	#####		2	AUD						
4500053025		3	11 Feb 2019						20	accept	SUP_2917_2917			1	EA	#####		2	AUD						

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

Order Confirmation

Mass OC Upload – Date or Price Update

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.

Note: If the buyer is masking the price as \$0, then the supplier must fill in 0.00 as the price and make sure the currency field is filled in. Otherwise the OC will fail.

SAP Ariba						
1 confirmations	Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type

4 confirmations									
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Supply	Item Custom	Item Quantity	Item Unit Of

Order Confirmation

Mass OC Upload – Split of a Line Into Multiple Delivery Dates

If you need to split quantity of a line item into multiple delivery date, follow the steps below.

Example: Line item with 20 items to be delivered by Sept. 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.



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



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



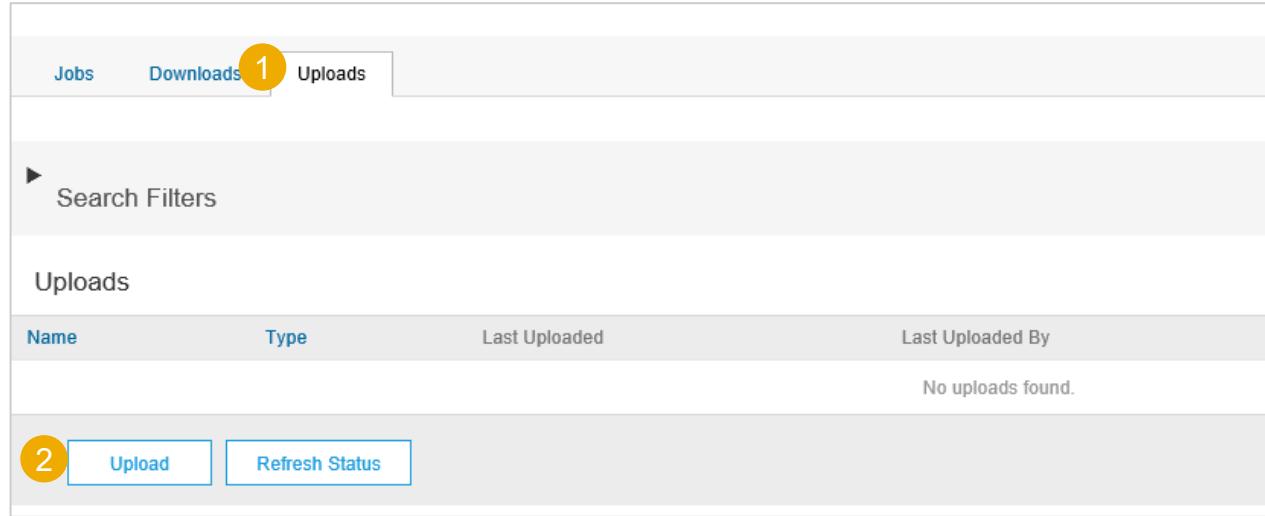
Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date	
2	OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	5	PCE	12 Sep 2018
3	OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	15	PCE	14 Sep 2018
4									

Order Confirmation

Mass OC Upload – Reupload the Template 1

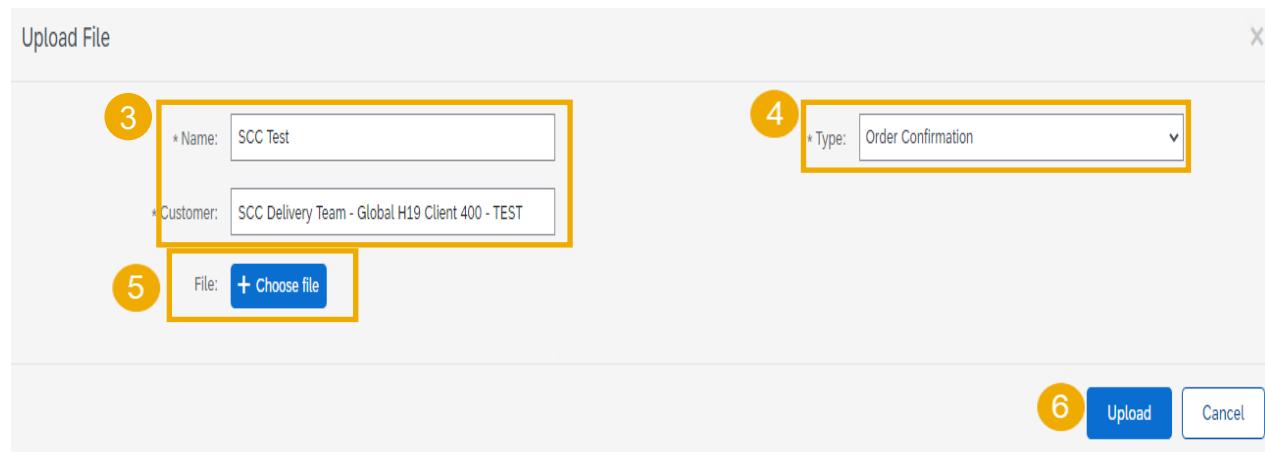
From the **Uploads/Downloads** screen:

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



Note:

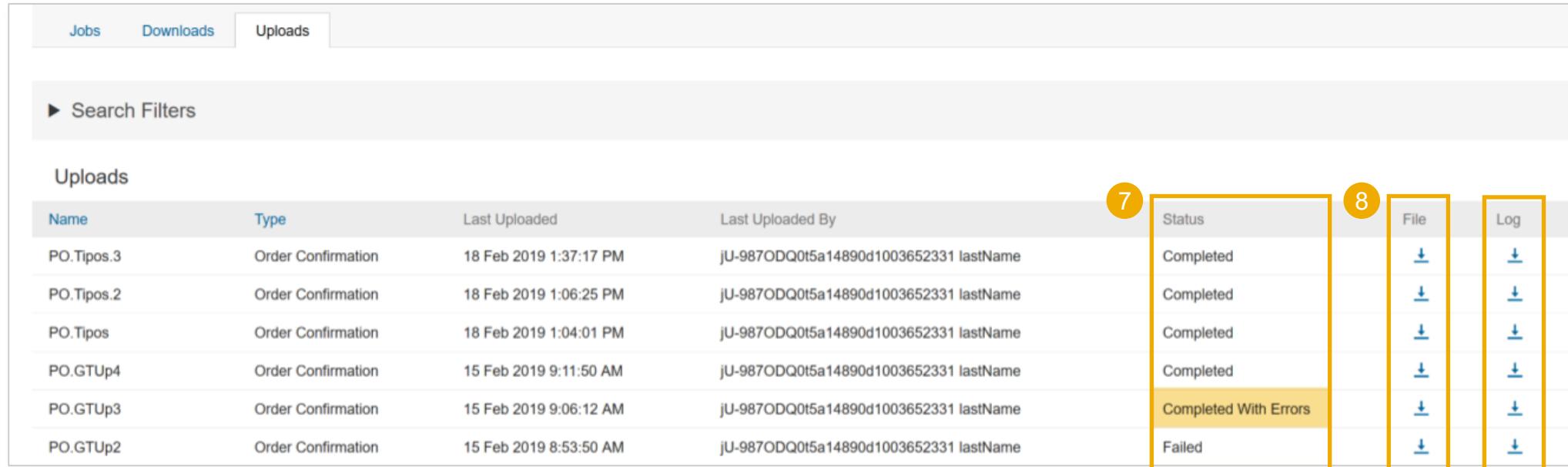
- Do not use the link “Download template”.
- If you do not want to confirm some of the lines at the moment of upload, do not forget to delete them from the upload file.



Order Confirmation

Mass OC Upload – Reupload the Template 2

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.



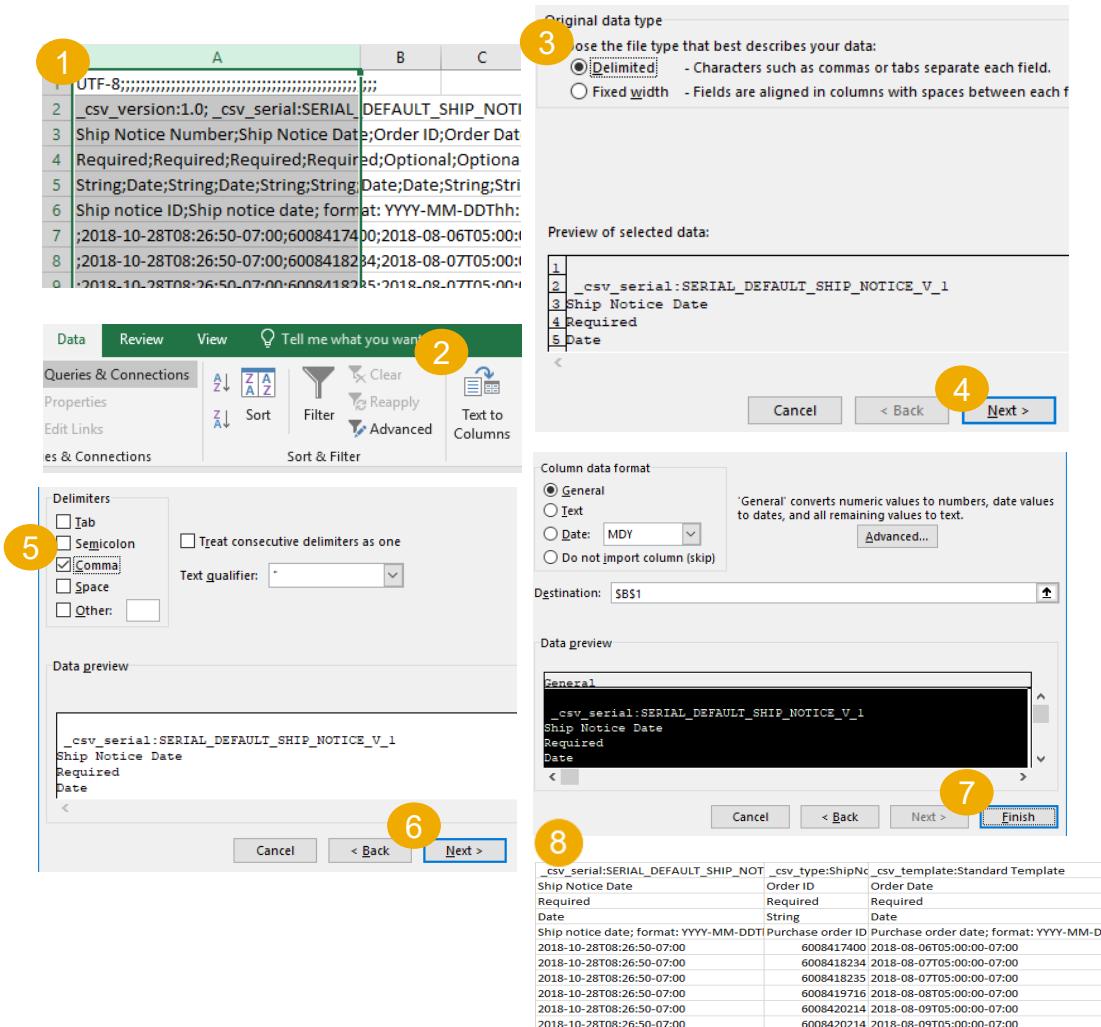
Jobs	Downloads	Uploads					
▶ Search Filters							
Uploads							
Name	Type	Last Uploaded	Last Uploaded By	7	Status	File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName		Completed	Download	Download
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331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

Order Confirmation

Mass OC Upload – Opening in Excel Format

Open the .csv file with Excel. If you do not see the columns properly filled in, follow the steps below:

1. Select the first column containing all concatenated data.
2. Click on Data > Text to columns.
3. Select “delimited”.
4. Click **Next**.
5. In “delimiters” screen select “comma” and un-select everything else.
6. Click **Next**.
7. Do not edit next page. Click **Finish**.
8. The data will appear in columns.

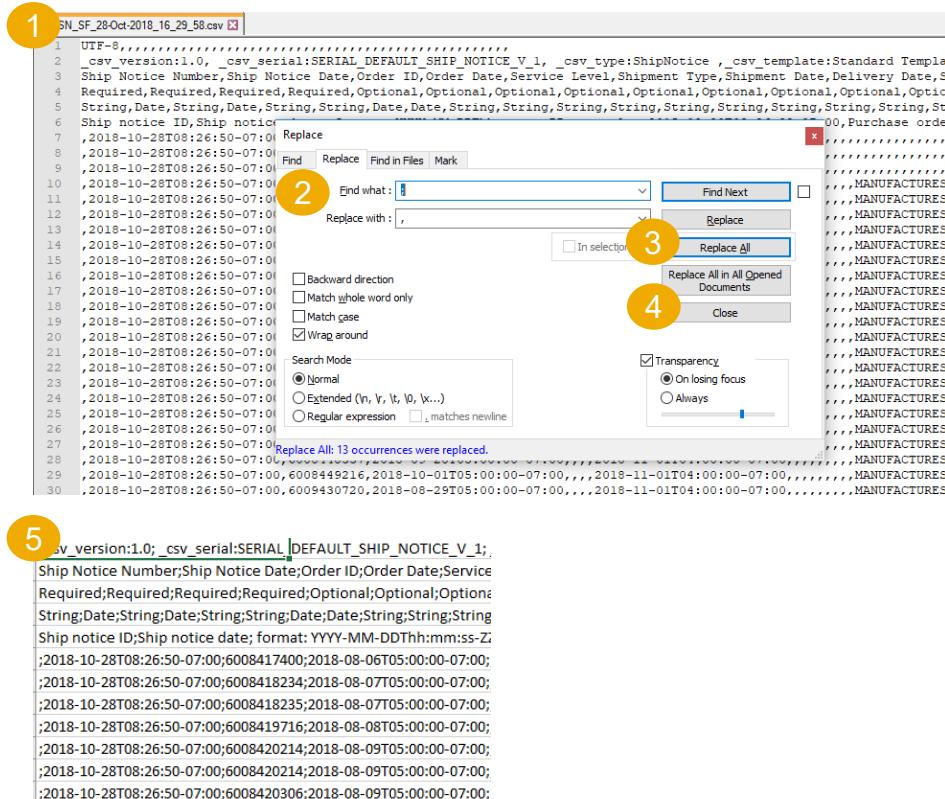


Order Confirmation

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

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

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



Order Confirmation

Update line item

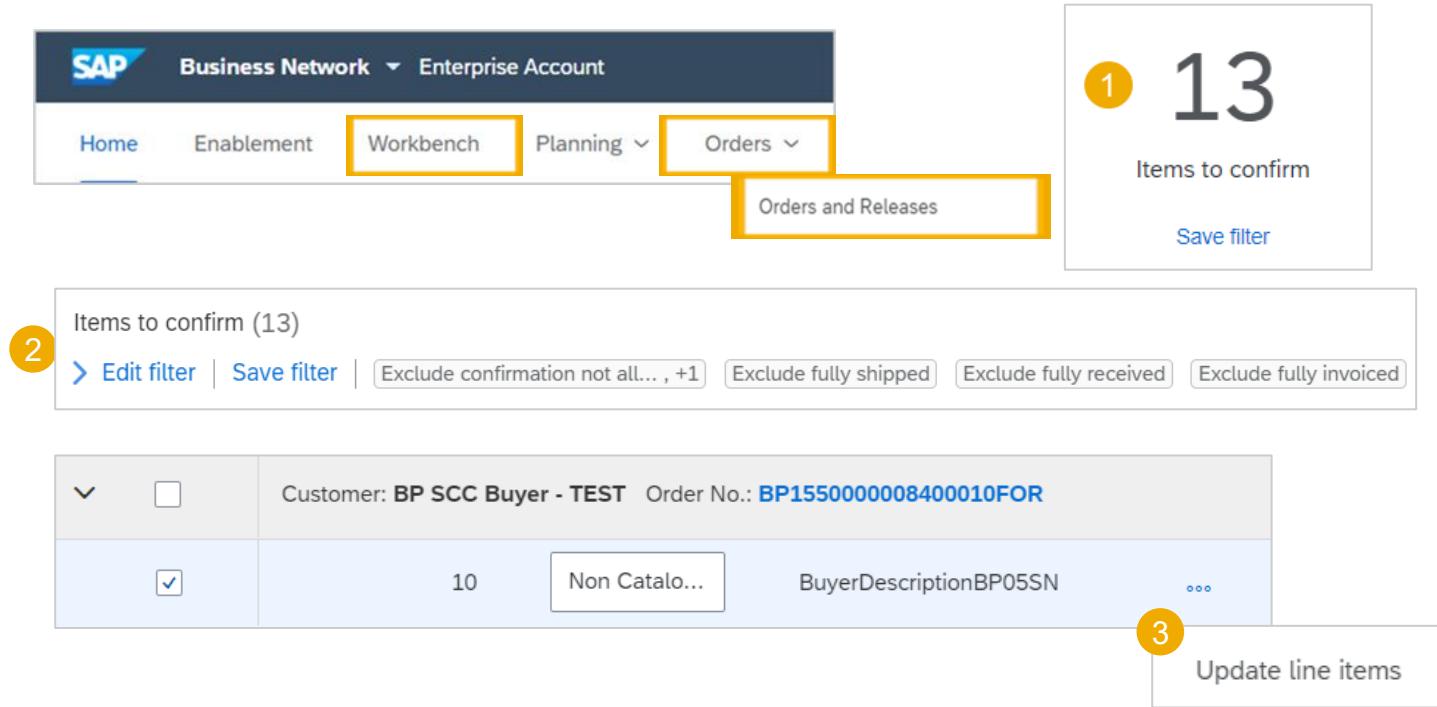
You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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



1 13
Items to confirm
Save filter

2 Items to confirm (13)
Edit filter | Save filter | Exclude confirmation not all... , +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced

Customer: BP SCC Buyer - TEST Order No.: BP1550000008400010FOR	10	Non Catalo...	BuyerDescriptionBP05SN	...
<input type="checkbox"/>	<input checked="" type="checkbox"/>			 Update line items

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

Order Confirmation

Update line item

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

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

4. The order confirmation will be updated.

Line Items								
Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	part1			10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	
Description: Test description								
▶ Schedule Lines								
1 Current Order Status								
<div style="border: 1px solid #ccc; padding: 5px;"><input checked="" type="radio"/> 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019) <input type="radio"/> 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)</div>								
3 Confirm: <input type="text" value="5"/> Backorder: <input type="text"/>								
4 Current Order Status								
<div style="border: 1px solid #ccc; padding: 5px;"><input type="radio"/> 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019) <input type="radio"/> 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019) <input checked="" type="radio"/> 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)</div>								

Order Confirmation

Item Reconfirmation 1

Suppliers can use the Items to Confirm list to revise eligible confirmed line items and reconfirm them.

This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

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

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

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with tabs: Home, Enablement, Workbench (highlighted with a yellow box and a circled '1'), Planning, Orders (highlighted with a yellow box and a circled '2'), Fulfillment, Quality, and More. To the right of the navigation bar is a 'Create' button and a vertical ellipsis. Below the navigation bar, there is a secondary navigation bar with tabs: Orders and Orders and Releases (highlighted with a yellow box).

The main area features a dashboard with six large numerical tiles representing different order metrics:

- 207 Orders (Last 31 days)
- 26 Items to confirm (Last 31 days)
- 36 Items to ship (Last 31 days)
- 5 Return items (Last 31 days)
- 74 New orders (Last 31 days)
- 17 Changed orders (Last 31 days)

Below the dashboard, there is a section titled "Items to confirm (26)". It includes a "Edit filter" button and a "View" dropdown menu. The "View" menu is open, showing three options: "Confirmed items for editing" (highlighted with a blue box and a circled '2'), "Items to be confirmed", and "Confirmed items for editing".

At the bottom of the screen, there are four filter buttons: "Customers", "Order numbers", "Creation date", and "Need by date".

Order Confirmation

Item Reconfirmation 2

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

The screenshot shows the 'Confirmation status' filter and the 'Confirm' dropdown menu.

3. Confirmation status: A modal window showing the 'Confirmation status' filter. It includes a 'Select...' button and two checked checkboxes: 'Exclude confirmation not allowed' and 'Exclude unconfirmed'.

5. Confirm dropdown: A dropdown menu with three options: 'Confirm', 'Reject', and 'Confirm entire order'. The 'Confirm' option is highlighted.

4. Confirm schedule line: A table showing order details. The first row is expanded, showing:
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500014130
Schedule Line No.: 10
Supplier Part No.: 1
Description: AC_Inventory Serial Number
Current Status: Confirmed
Need By: Dec 27, 2023

Other rows:
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500012656
Schedule Line No.: 10
Supplier Part No.: 1
Description: SUPPMAT
BuyerDescriptionBP03-QM
Current Status: Confirmed
Need By: Nov 28, 2023

Order Confirmation

Item Reconfirmation 3

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

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

Review Schedule line to confirm

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

6 **Submit** **Cancel**

7 Confirmation for Order 4500014130 has been created successfully.

Items to confirm (40) View: Confirmed items for editing

Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

From the Homepage:

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

The screenshot illustrates the process of creating an Order Confirmation (OC) report. It shows three main steps:

- Step 1:** On the homepage, the **Upload/Download** option is selected from the **Create** dropdown menu.
- Step 2:** In the **Jobs** list, the **Create** button is clicked.
- Step 3:** The **Create/Edit Job** dialog is open, showing search criteria and data selection options. The **Type** is set to **Order Confirmation**. The **Include already-confirmed data** checkbox is checked (indicated by a yellow circle with the number 4).

The **Jobs** list on the right shows a single entry: **test maria** (Type: Order Confirmation). The **Run** button is highlighted with a yellow circle and the number 5.

Order Confirmation

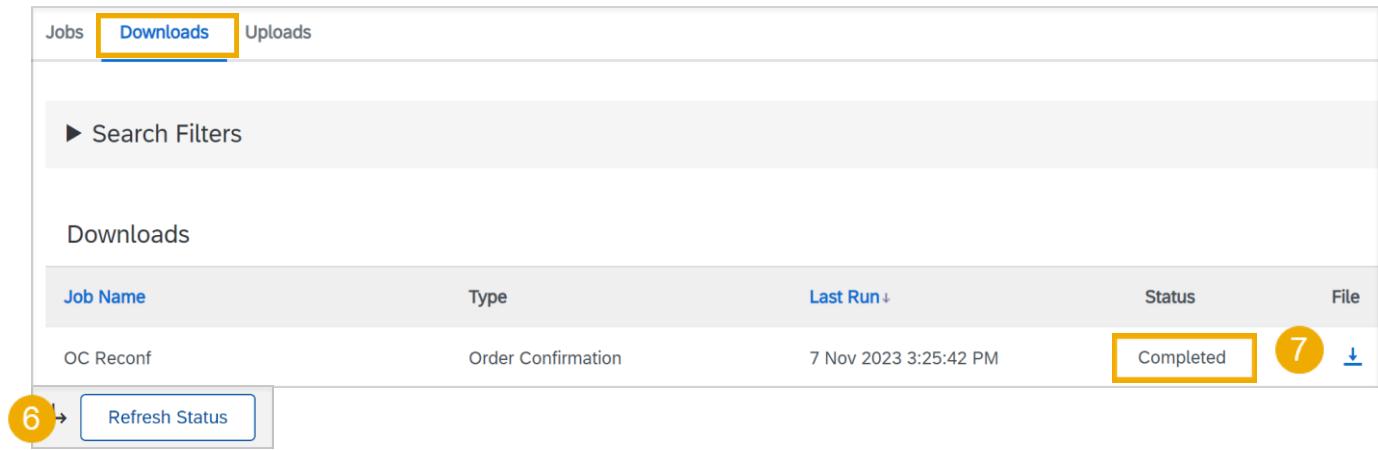
Reconfirmation via Mass Upload – Run OC Report

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

Note:

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

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



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

6 → Refresh Status

Order Confirmation

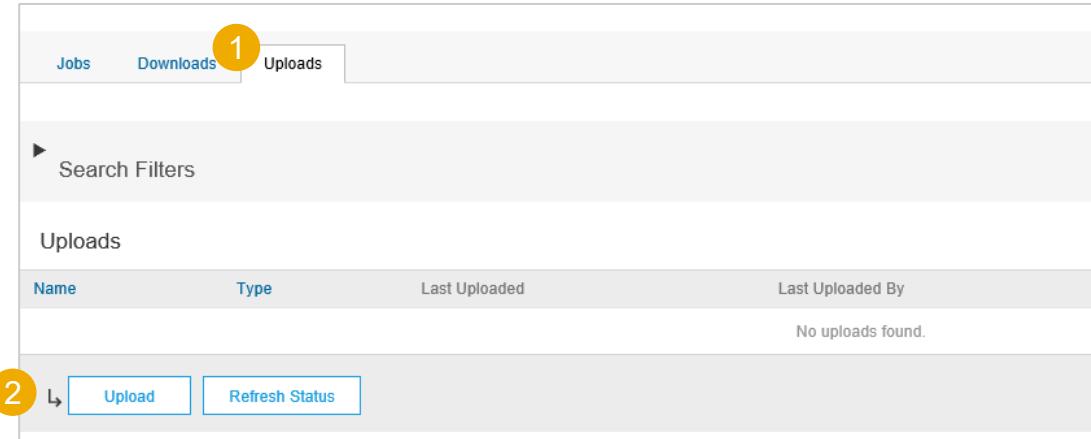
Reconfirmation via Mass Upload – Reupload the Template

From the **Upload/Download** screen:

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

Note:

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

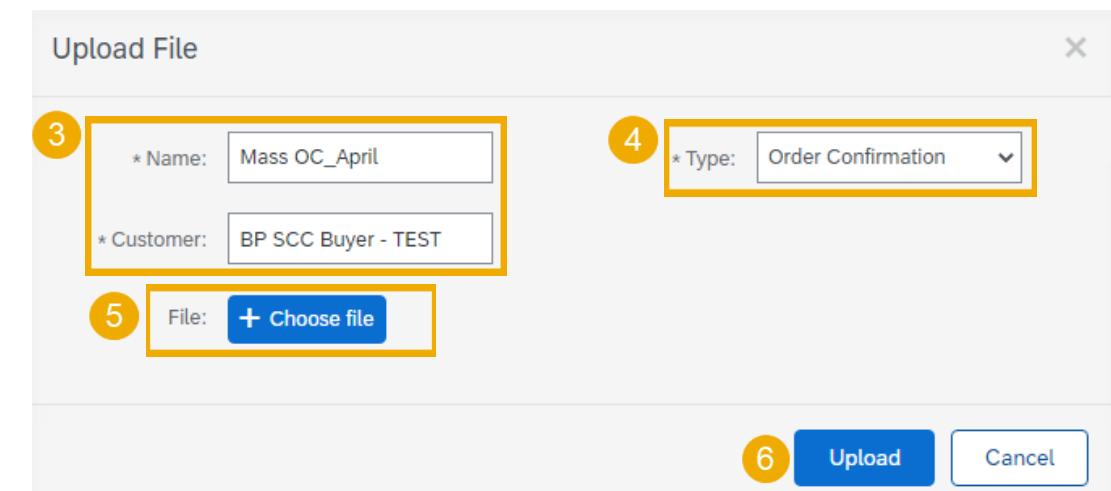


Jobs Downloads **1** Uploads

▶ Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By
No uploads found.			



Upload File X

3 * Name: Mass OC_April

* Customer: BP SCC Buyer - TEST

4 * Type: Order Confirmation

5 File: + Choose file

6 Upload Cancel

Order Confirmation

Review Submitted Order Confirmations 1

From the Homepage:

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

1 10 Order confirmations Save filter

2

Customers	Confirmation Numbers	Order Numbers	Creation Date	Supplier Reference
<input type="button" value="Select or type selections"/> <input type="button" value="Show more"/>	<input type="radio" value="Type selection"/> <input type="radio" value="Partial match"/> <input type="radio" value="Exact match"/>	<input type="radio" value="Type selection"/> <input type="radio" value="Partial match"/> <input type="radio" value="Exact match"/>	<input type="radio" value="Last 365 days"/> <input type="radio" value="Last 7 days"/> <input type="radio" value="Last 30 days"/> <input type="radio" value="Last 12 months"/> <input type="radio" value="Custom range"/>	<input type="radio" value="Type selection"/> <input type="radio" value="Partial match"/>

3

Confirmation Number	Customer	Creation Date	Order Number	Order Version	Supplier Reference	Routing Status
OC_DO287594_ATT	ocwb_buyer_man03@ariba.com	Jun 18, 2024	DO287594	1	PO with attachment	Sent
oc_DO285519	ocwb_buyer_man03@ariba.com	Jun 6, 2024	DO285519	2	entire order confirmed (with order version : Sent)	

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

Routing Status: Acknowledged
Related Documents: OCPO7
 12313123
 OCPO7
[More\(2\) »](#)

GF Confidential – Need to know

Order Confirmation

Review Submitted Order Confirmations 2

Example of order confirmation sent to Buyer.

1. Confirmation reference and purchase order reference.
2. Original requested date and quantity.
3. Actions from supplier:
 - a) Confirmations of 2 items "As requested".
 - b) Confirmation of 8 items with updated delivery date.

Order Confirmation: CONF305

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

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

1 Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: 6007625305

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	504890-1	Test customer part1		10.0 (PCE)	25 Jul 2018		121.60 CHF	1,216.00 CHF

2 Description: Test description

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

Advanced Shipping Notification

In this Chapter You Will Learn About ...

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

Advanced Shipping Notification

General Considerations

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event.

By sending the information as early as possible, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals.

Note: Global Foundries requires additional attributes to be populated in ship notices. Details provided in subsequent pages.

WHY TO USE ASN?

Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

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

- Planning
 - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
 - Special unloading and Quality Assurance persons and equipments, floor and rack space can be prepared.
 - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
- Execution
 - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, etc.
- Administration
 - Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

Advance shipping notification requirements



Advance Shipping Notification (ASN) is mandatory for suppliers to submit invoices



Suppliers can split shipment quantities and provide respective lot IDs/batch IDs



ASN is sent by suppliers as proof of shipment



Only current and future shipping and delivery dates are allowed in ASN



ASN notifies buyer of shipment details, including tracking information and potentially splitting orders into multiple shipments with different delivery dates



Gross weight, net weight and corresponding unit of measure are mandatory for cross-border shipments

The form displays mandatory fields for cross-border shipments:

- Delivery Date:
- Gross Volume:
- Gross Volume Unit:
- Gross Weight:
- Gross Weight Unit:
- Net Weight:
- Net Weight Unit:
- Length:
- Length Unit:



Advanced Shipping Notification

Allowed Actions

SAP Business Network provides multiple options to maintain ASN.

1. Individual PO management.

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO.

2. Multiple PO's management.

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

3. Mass shipping notification upload.

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

Note:

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

Advanced Shipping Notification

Individual PO Management – Create ASN

An individual shipping notice can be created

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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

OR

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

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Business Network' and 'Enterprise Account' with dropdowns for 'Home', 'Enablement', 'Workbench' (highlighted in yellow), 'Planning', and 'Orders' (highlighted in yellow). A sub-menu for 'Orders' shows 'Orders and Releases' (also highlighted in yellow). The main content area has a tile titled '1 7 Items to ship Last 31 days'. Below this is a table titled 'Items to ship (7)' with columns for Order No., Item No., Supplier Part No., Description, Schedule Line No., and Actions. The table shows a row for a purchase order with order number 4500003719, item number 10, supplier part number S_BP0011, description RAW13, PD, Lohnbearbeitung, and a checked checkbox in the Actions column. At the bottom of the table, a 'Create ship notice' button is highlighted with a yellow circle and the number 3. A modal window titled 'Purchase Order: 4500003734' is shown with two buttons: 'Create Order Confirmation' (disabled) and 'Create Ship Notice' (highlighted with a yellow circle and the number 4).

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

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

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your SAP Business Network account.
3. The Packing Slip ID is a mandatory field. Enter the supplier unique delivery number. This is expected to be unique per shipment. **Packing Slip ID should be 30 characters or less.**
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping / delivery date.
7. Attach additional documents if needed.
8. In section “additional fields”, provide comments if needed.
9. Select Carrier Name and Enter Tracking number and Bill of Lading number. **Tracking Number should be 35 characters or less. Bill of Lading number should be 35 characters or less. Carrier and Tracking are required fields**

The screenshot shows the SAP Create ASN - Header Level form. The form is divided into several sections: 1. DELIVER TO, 2. SHIP FROM, 3. Ship Notice Header, 4. ATTACHMENTS, 5. DELIVERY AND TRANSPORT INFORMATION, and 6. Additional Fields. Numbered circles (1-9) are overlaid on the form to indicate specific fields:

- 1** DELIVER TO: Shows the recipient address: Storage Location 171A - Address Name, Palo Alto, CA, United States. An "Update Address" link is present.
- 2** SHIP FROM: Shows the sender address: BParneau Supplier - TEST, Pittsburgh, PA, United States. An "Update Address" link is present.
- 3** Ship Notice Header: Contains fields for Packing Slip ID, Invoice No., Requested Delivery Date, Ship Notice Type (dropdown), Shipping Date, and Delivery Date.
- 4** ATTACHMENTS: Shows a "Choose File" button and an "Add Attachment" button. A note states: "The total size of all attachments cannot exceed 100MB".
- 5** DELIVERY AND TRANSPORT INFORMATION: Shows fields for Reason for Shipment and Comments.
- 6** Additional Fields: Shows fields for Government Issued Shipping ID, Document Title, Supplier Reference, and Transit Direction.
- 7** Carrier Name: DHL Express (marked as required).
- 8** Carrier Code: DHLE.
- 9** Tracking No.: (marked as required).

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

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

Scroll down to view the line item information.

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

Note:

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

Order Items																						
Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location												
BP4500000915	10	BP001		100.000	PCE	23 Sep 2022		\$1.50 CAD	\$150.00 CAD	1710												
Description: Chain wheel																						
Shipment Status Total Item Due Quantity: 100 PCE																						
Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE																						
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>Country of Origin</th><th>Production Date</th><th>Expiry Date</th></tr></thead><tbody><tr><td>1</td><td>100</td><td></td><td>- Select Country -</td><td></td><td></td></tr></tbody></table>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	100		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																	
1	100		- Select Country -																			
<p>5 Add Ship Notice Line</p>																						
<p>↳ Add Order Line Item Manage Serial Numbers ▾</p>																						

Advanced Shipping Notification

Individual PO Management – Line Level – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You **can** also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's.

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
5. Click **Remove** button if you need to delete a complete PO line from your document.

The screenshot illustrates the workflow for managing line items in an Advanced Shipping Notification. It is divided into two main sections: the top section shows the search and selection process, and the bottom section shows the resulting line item list and a detailed view of a selected item.

Top Section (Search and Selection):

- 1. **Add Order Line Item**: A button to start adding a new line item.
- 2. **Search Filters**: A section to filter the list of PO lines.
- 3. **Add Selected Items**: A button to add a selected PO line to the shipping notice.

Bottom Section (Line Item List and Details):

- 4. A table row representing a selected PO line:

6008375888	2	148708	Test customer part1	6.0	PCE	20 Sep 2018	12.00 CHF	72.00 CHF	Remove
------------	---	--------	---------------------	-----	-----	-------------	-----------	-----------	---------------
- 5. **Remove**: A button to delete the selected line item.
- 6. A detailed view of the selected line item:

Line	Ship Qty	Supplier Batch ID
1	6.0	<input type="text"/>

Add Details: A button to add more details for the line item.

Advanced Shipping Notification

Individual PO Management – Review Before Submitting

1. To save a draft document click **Save**. The saved draft will **not** be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. The draft can be accessed and modified from **Fulfillment> Drafts**.
4. Go to **Ship notices** tab.
5. Select the document and click **Edit** to modify and finalize it.

The screenshot illustrates the SAP Business Network interface for managing Advanced Shipping Notifications (ASN). It shows the following steps:

- Create Ship Notice:** A dialog box is shown with a 'Save' button highlighted by a yellow circle labeled '1'.
- Success Message:** A message box displays a success message: "Ship notice '123' is saved. The saved ship notice will be kept until 12 Sep 2022.", with a yellow circle labeled '2'.
- Header Navigation:** The SAP Business Network header includes 'Business Network' and 'Enterprise Account' dropdowns, and navigation tabs: Home, Enablement, Workbench, Planning, Orders, Fulfillment, and Drafts. The 'Fulfillment' tab is highlighted by a yellow circle labeled '3'.
- Drafts Page:** The 'Drafts' page is titled 'Drafts' and displays a message: "This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days." It shows a table of saved ship notices, with the 'Invoices' tab selected (highlighted by a yellow circle labeled '4').
- Ship Notices Table:** The table lists the following data for the saved ASN:

Packing Slip ID #	Customer	Reference	Date Last Modified	Status
Test ASN	BP SCC Buyer - TEST	BP4500000915	4 Nov 2022 1:12:46 PM	Composing
- Action Buttons:** At the bottom of the table, there are buttons for 'Edit' (highlighted by a yellow circle labeled '5'), 'Delete', and 'View Content'.

Advanced Shipping Notification

Individual PO Management – Submit the Final Document

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

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

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

The screenshot shows two pages of a shipping notification interface. The top page is 'Create Ship Notice' and the bottom page is 'Order Items'.

Create Ship Notice:

- 1:** Shipping section: Packing Slip ID: 222, Invoice No.: (empty), Requested Delivery Date: --, Ship Notice Type: Select, Shipping Date: (empty), Delivery Date: (empty), Hazard Type: Select, Is Divisible: (radio button), Dimensions: Gross Volume, Gross Weight, Length, Width, Height, Unit: (empty).
- 2:** Tracking section: Carrier Name: (empty), Service Level: (empty), Code: (empty).

Order Items:

- 3:** Line 1: Order No. BP450000915, Line No. 10, Part No. BP001, Customer Part No. (empty), Qty 100.000, Unit PCE, Need By 23 Sep 2022, Ship By 23 Sep 2022, Unit Price \$1.50 CAD, Subtotal \$150.00 CAD, Customer Location 1710. Description: Chain wheel. Shipment Status: Total Item Due Quantity: 100 PCE. Confirmation Status: Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE.
- 4:** Line 1: Ship Qty 10, Supplier Batch ID 111, Country of Origin Czech Republic [CZE], Production Date 22 Sep 2022, Expiry Date 4 Nov 2022, Download Add PDF, Details.
- 5:** Bottom right of Order Items: Next button.
- 6:** Bottom center: Save, Submit (highlighted in orange), Exit.
- 7:** Bottom left: Previous, Save, Submit, Exit.

Advanced Shipping Notification

Individual PO Management – Cancel ASN

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

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

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

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

1. Go to **Ship Notices** workbench tile.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel** or **Edit**.

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

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

1 19
Ship notices
Last 31 days

2 Ship notices (17)
Edit filter Save filter Last 31 days

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

3 4 Ship Notice: 2ASN190329
Cancel Edit Print Export cXML Download PDF

Advanced Shipping Notification

Multiple PO's Management

In case of **multiple lines of PO's** to be shipped and **delivered to the same address on the same estimated delivery day**, you should use **Items to Ship tile**. It summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

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

Note:

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

The screenshot shows the SAP Business Network interface with the following elements:

- Header:** SAP Business Network - Enterprise Account. Navigation tabs: Home, Enablement, Workbench (highlighted in yellow), Planning, Orders (highlighted in yellow), and Orders and Releases (highlighted in yellow).
- Top Card:** A summary card for "Items to ship" with a count of 7, a "Last 31 days" filter, and buttons for "Edit filter", "Save filter", and "Create ship notice".
- Table:** A detailed table of items to ship, showing columns for Customer, Ship To Address, Item ID, Quantity, Location, and Status. Two rows are visible:
 - Row 1: Customer: SCC Delivery Team - Global H19 Client 400 - TEST, Ship To Address: Storage Locaiton 171C - Address Nam, F, Item ID: 4500003719, Quantity: 10, Location: S_BP0011, Status: RAW13, PD, Lohnbearbeitung.
 - Row 2: Customer: SCC Delivery Team - Global H19 Client 400 - TEST, Ship To Address: Storage Locaiton 171C - Address Nam, F, Item ID: 550000018100030FOR, Quantity: 30, Location: S_BP0011, Status: RAW13, PD, Lohnbearbeitung.

Advanced Shipping Notification

Multiple PO's Management – Search Filters

Use filters to identify the items to ship.

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

Items to ship (7)

✓ Edit filter

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

Apply Reset Cancel

- For long term PO agreements that typically are valid for a year and have line items with unlimited overdelivery, use the **Order Numbers: Exact match** 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 even if the full quantity has already been shipped for as long as order's expiration date has not been reached.

Advanced Shipping Notification

Multiple PO's Management – Populate the Fields

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

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

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.

The screenshot shows the 'Ship Notice Header' and a list of order lines. The header includes fields for Packing Slip ID (mandatory), Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, and Delivery Date. The order lines show item details, quantities, and a 'Remove' button. A table below shows the order details and a row for 'Add Ship Notice Line'. The bottom section shows another order line with a 'Remove' button and buttons for 'Add Order Line Item' and 'Manage Serial Numbers'.

Ship Notice Header

1 SHIPPING

Packing Slip ID: * ! Required field

Invoice No.:

Requested Delivery Date:

Ship Notice Type:

Shipping Date:

Delivery Date:

Order Lines

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

Advanced Shipping Notification

Multiple PO's Management – Line Level

Line level details – information taken from the initial orders:

1. Order numbers
2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship notice.
3. The **Line number** is the one from the original purchase order.
4. **Schedule lines** from the same purchase order appear as separate ship notice lines under the PO number.

Items to Ship (62)

Order Number ↑	Item	Schedule Line No.	Requested Quantity
4500000919	10	1	100 (EA)
4500000920	10	1	100 (EA)
4500000931	10	1	20 (PCE)
4500000939	10	1	10 (PCE)

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By
4500000920	10	BP009	BDescBP09-BM-SN	100.000	EA	3 Oct 2022	

Ship Notice Lines

Line	Ship Qty	Supplier Batch ID	Production Date
1	100		
2	0		

Add Ship Notice Line

Line	Ship Qty	Supplier Batch ID	Production Date
1	20		

Advanced Shipping Notification

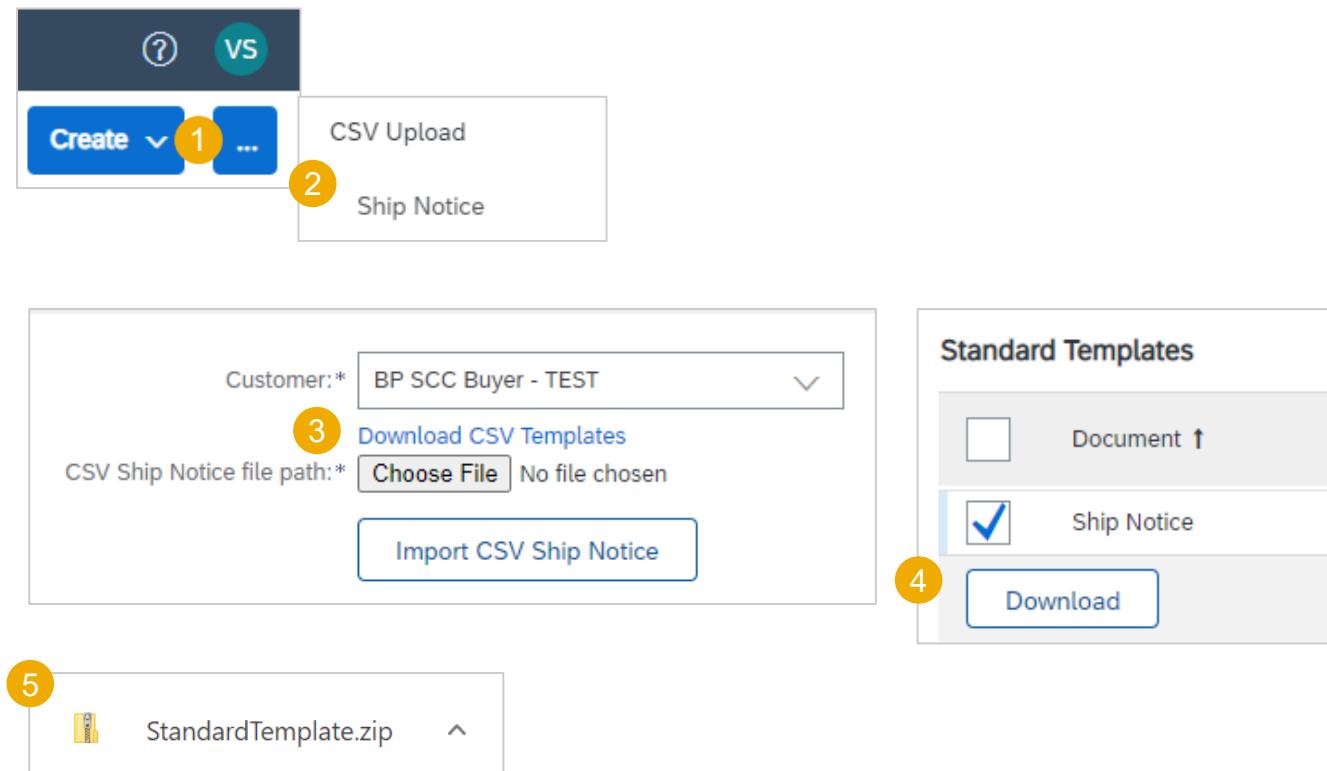
Mass ASN Upload – Download CSV Template

From the Homepage:

1. Click on **...** button.
2. Select **CSV Upload/ Ship Notice**.
3. Click **Download CSV Templates**.
4. Select **Ship Notice** and click **Download**.
5. Save the file.

Note:

If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.



Advanced Shipping Notification

Mass ASN Upload – Update and Upload CSV Template

1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.

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

From the CSV Upload/ Ship Notice:

2. Select the customer.
3. Browse the updated template from your computer. Click **Import CSV Ship Notice**.
4. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.
5. Fix the errors accordingly and reupload the file following the same steps.

Notes:

- You can upload several ship notices from one CSV file, but they need to be for the same customer.
- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.

2 Customer: [Download CSV Templates](#)

CSV Ship Notice file path:

3

1 Create ...

CSV Upload

Order Confirmation

Ship Notice

External Document

4

Upload Errors

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

5

[Download Errors](#)

Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template

From the Homepage:

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

The screenshot shows the 'Advanced Shipping Notification' interface. At the top, there is a navigation bar with a question mark icon, a 'Create' button, and a '1' in a yellow circle, followed by a 'Create' dropdown and an 'Excel Files' button with a 'Upload/Download' label. Below this is a table titled 'Jobs' showing a list of existing jobs. The table has columns for 'Name', 'Type', and 'Created'. The jobs listed are: PO40 Ship Notice (Ship Notice, 30 Nov 2021 11:03:15 AM), PO39 (Ship Notice, 29 Nov 2021 9:43:01 AM), CSC-17541oc (Order Confirmation, 7 Jul 2020 5:54:21 AM), csc14218 po10 (Order Confirmation, 2 Sep 2019 6:08:39 PM), CSC-14218 (Order Confirmation, 2 Sep 2019 5:50:04 PM), TEST CSC 13057 (Order Confirmation, 12 Aug 2019 7:27:21 AM), CSC-13057 (Order Confirmation, 12 Aug 2019 7:25:36 AM), shipping (Ship Notice, 14 May 2019 4:03:40 PM), and test (Inventory, 7 Mar 2019 7:55:23 AM). Below the table is a 'Create/Edit Job' form. The 'Name' field is set to 'Pending Shipping Items'. The 'Type' dropdown is set to 'Ship Notice'. The 'Customer' field is set to 'Release Readiness'. The 'Order number' field is empty. The 'Date type' dropdown has 'Need By' selected. The 'Supplier part number', 'Buyer part number', and 'Location' fields are empty. At the bottom right of the form are 'Cancel' and 'Save' buttons, with 'Save' being highlighted with a yellow circle and the number '5'.

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

Create/Edit Job

* Name: Pending Shipping Items

* Type: Ship Notice

* Customer: Release Readiness

Order number:

Date type: Need By Ship By

Supplier part number:

Buyer part number:

Location:

Cancel 5 Save

Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template

5. Run the created job of type **Ship Notice**

6. Download and open the Excel template.

7. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

Note:

- Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.
- Customers can customize the template. This customization might include a different order of the columns or additional columns that are not in the standard template.

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

Create
5 Run
Clear Downloads

Status	File
Completed	6

SAP Ariba		Ship Notices		Time Zone:		UTC-08:00					
2	3	4	5	6	7	8	9	10	11	12	13
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From Street		
84213214	2021-12-13T16:36:55-0:PO-y-20211209-1	2021-12-09T03:00:00-0				2022-04-26T06:37:31-0	2022-04-26T06:37:31-07:00				
84213215	2021-12-13T16:36:55-0:PO-y-20211209-1	2021-12-09T03:00:00-0				2022-04-24T06:37:31-0	2022-04-24T06:37:31-07:00				
84213216	2021-12-13T16:36:55-0:PO-y-20211209-1	2021-12-09T03:00:00-0				2022-04-27T09:37:31-0	2022-04-27T09:37:31-07:00				
84213217	2021-12-13T16:36:55-0:PO-y-20211209-1	2021-12-09T03:00:00-0				2022-05-21T09:37:31-0	2022-05-21T09:37:31-07:00				

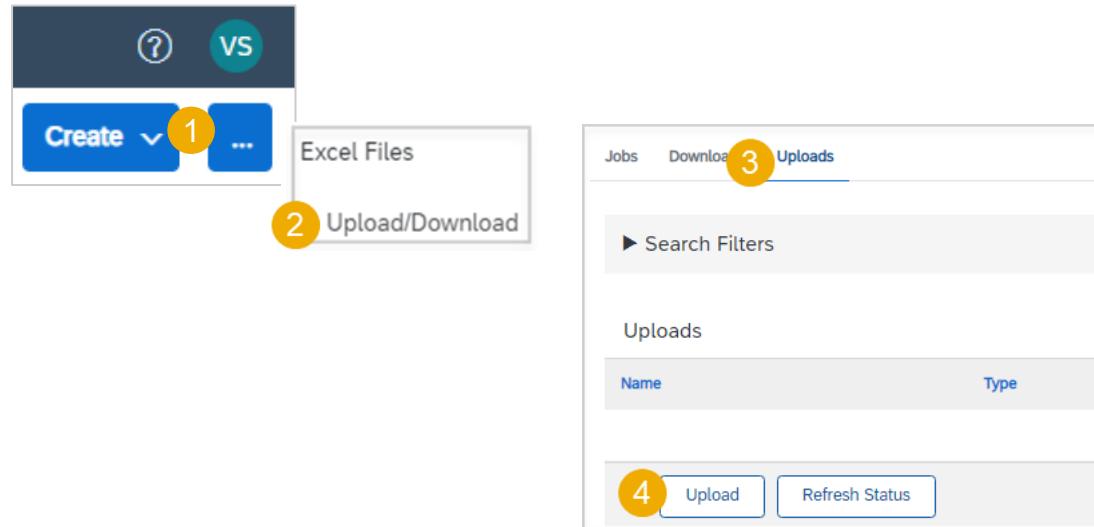
2	3	4	5	6	7	8	9	10	11	12	13
Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number	Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure (*)	Item Unit Price Currency (*)	Item Unit Price Amount (*)	Item Description	Item Hazard Code
		4	2	DS_AX45182-2		21 EA	USD			15.6 BULLNOSE SHELVES 4 F	
		3	2	DS_AX45182-2		11 EA	USD			15.6 BULLNOSE SHELVES 4 F	
		2	1	DS_AX45182-1		11 EA	USD			15.6 BULLNOSE SHELVES 4 F	
		1	1	DS_AX45182-1		21 EA	USD			15.6 BULLNOSE SHELVES 4 F	

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template

From the Home page:

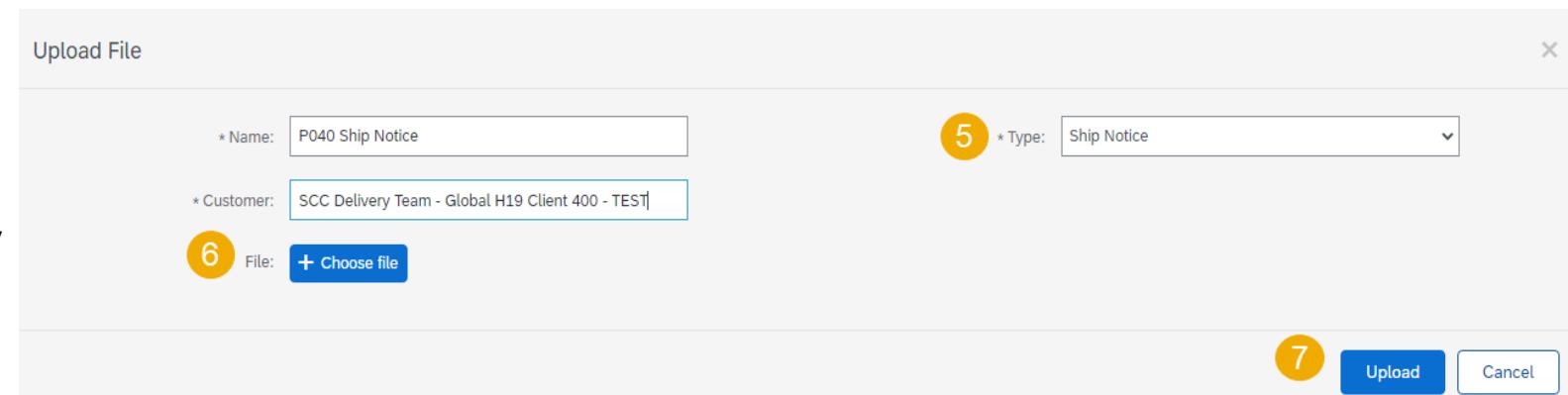
1. Click on  button.
2. Select **Upload/Download**
3. Navigate to **Uploads**
4. Click **Upload**
5. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
6. Select the **Excel file** that should be uploaded to create the ship notice(s)
7. Click **Upload**



Note:

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

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



Upload File

* Name: P040 Ship Notice

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

6 File: + Choose file

5 * Type: Ship Notice

7 Upload Cancel

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template

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

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO40 Ship Notice	Ship Notice	30 Nov 2021 11:09:40 AM	Feature Exploration	1 Completed	File	Log

Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Ship Notices** workbench tile.
2. Open ASN by clicking **Packing Slip ID**.
3. You can also access ASN from the related PO screen, **Related Documents** section.
4. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

19

Ship notices

Last 31 days

Ship notices (17)

Customers

Select or type selections

Packing slip IDs

Type selection

Order numbers

Type selection

Creation date

Last 31 days

2

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

Order Items

4

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit
4500008882	10	AMAR1234	SP004	25.000	PCE <i>i</i>

Description: Gaskets 1mm

SHIPMENT STATUS

1. *► Shipped* 25 PCE *i*

Show Details

OTHER INFORMATION

Manufacturer Part ID: 12345

Manufacturer Name: 0017300002

5

Purchase Order (Shipped) ZU150415_PO2 Amount: 295.00 EUR

Routing Status: Acknowledged

Related Documents: *Ship_TEST* 312

Advanced Shipping Notification

Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Next**.

The screenshot shows the SAP Business Network interface with the following steps highlighted:

- Step 1:** Click on the **Reports** menu item, which is circled in yellow with the number 1.
- Step 2:** Click the **Create** button in the toolbar, which is circled in yellow with the number 2.
- Step 3:** In the **Report** creation dialog, enter the report details. The **Report Description** field (1) contains "ASN Report". The **Criteria** section (2) is empty. The **Report type:** field (3) is set to "Ship Notice", which is highlighted with a yellow box.

The "Report Templates" table shows one existing template:

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

Below the table are buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status.

Advanced Shipping Notification

Download ASN Report

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

Title	Schedule Type	Report Type	Status	Last Run			
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020			
	<input type="button" value="Run"/>	<input type="button" value="Download"/>	<input type="button" value="Edit"/>	<input type="button" value="Copy"/>	<input type="button" value="Delete"/>	<input type="button" value="Create"/>	<input type="button" value="Refresh Status"/>

4

1 Report Description

2 Criteria

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

Order Number: PO040

Packing Slip ID: PSP040

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

Date: * 14 Jun 2022 To 14 Jul 2022

Part No.: 456890

Customer Part No.: 456890

Receipt Status: All

Ship Notice Completion Status: All

Notice Status: All

Items Returned: 100

Reference:

Reference:

3

4 Select customers

Selected Customers

SCC Delivery Team - Global H19 Client 400 - TEST

Company Name:

Customer

Amarsrinivas Eli Buyer Account - TEST

Make-Procurement-Awesome - TEST

Pedro Castro LLC - TEST

SAP SCC DEMO BUYER - TEST

SCC ANK - TEST BUYER

SCC Delivery Team - Global H19 Client 400 - TEST

SCC Delivery Team - NAMER H19 Client 500 - TEST

2

Finished Good Receipt

Customer Document Review

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

Order Number	Customer	Amount	Date ↓	Order Status
4500008915	SCC Delivery Team - Global H19 Client 400 - TEST	\$6,250.00 USD	Jul 14, 2022	Received

Receipt: 5000003858

[Done](#) [Previous](#)

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

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

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

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

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

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

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500008915 (Closed For Receiving)													
1	10	AMAR1234	SP004			ASN8915	14 Jul 2022	50.000 PCE	<small>Not Specified</small>	Received	\$125.00 USD	\$6,250.00 USD	Completed
Description: Gaskets 1mm													

Return Good Receipt

Customer Document Review

- Return good receipt is available on the Portal once Goods are returned by GLOBALFOUNDRIES.
- Return good receipt belongs to the list of PO related documents.
- When Return good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Shipped**.

SAP Business Network Enterprise Account TEST MODE

Receipt: 5000013341

Print | Export cXML

Detail History

From: GlobalFoundries U.S. Inc. - TEST
400 Stonebreak Rd Extension
Malta, NY 12020-4400
United States

To:

Receipt:

Receipt No.: 5000013341
Receipt Date: 30 Jul 2025

Phone:
Fax:
Email: gfoundries8@gmail.com

Comments
994307

Comments
994307

Routing Status: Sent
Related Documents: 4500000039

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500000039													
1	10	GF CH				QS4-ASN-0039	21 Jul 2025	1.000 CA	① Not Specified	Returned	\$5,200.00 USD	\$5,200.00 USD	
Description: PC;PMFI-DIWATER, 800G, CAMP-00002													
Comments RTV-4900023006/0001													

Appendix

In this section you will learn about...

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

Purchase Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed With New Date	The order confirmation has a different Start Date or End Date than the order, but no other change.
Confirmed With Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date , End Date , or both.
Partially Confirmed	The order is in progress. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped . You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Partially Shipped	
Partially Serviced	
Partially Invoiced	
Partially Rejected	
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
Received Partially	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item-detail section displays the quantity of goods received or returned for that line item, based on the information in the receipts.
Received	
Returned	
Failed	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.

Purchase Order Routing Status

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

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

Reminders of Unconfirmed Orders

- In case POs remain unconfirmed in your SAP Business Network Account, a reminder will be sent via email to your account administrator.
- Reminders will cease once you start processing the PO.
- You will receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email
- At the beginning of every week, SAP Business Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).

Hello Supplier - TEST,

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

Order Number	Customer	Order Date	Order Status
BP4500001148	BP SCC Buyer - TEST	4 Apr 2023	New
BP4500001147	BP SCC Buyer - TEST	4 Apr 2023	New
BP4500001146	BP SCC Buyer - TEST	4 Apr 2023	New

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

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

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Ready to Invoice Order Notifications

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

From the Homepage:

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

The screenshot shows the SAP Business Network Settings page. At the top, there are icons for notifications (1), help (2), and a comparison (3). The page title is "Supplier - TEST". Below the title, the ANID is listed as "Supplier - TEST". The "Network Settings" section is visible, with "Electronic Order Routing" highlighted. The "Settings" section is also visible. The "Notifications" section is shown, with a table for "Send notifications when...". The "Order" type is selected, and three checkboxes are checked: "Send a notification when orders are undeliverable.", "Send a notification when a new collaboration request against an existing order is received.", and "Send a notification when orders are ready to invoice." (3). The "To email addresses" field is empty. A sample notification email is shown at the bottom, with the subject "Your order is ready to invoice." and the body containing the supplier information: "Supplier: SCC Supplier - TEST", "Buyer: SCC Delivery Team", "Order #: 4500016995", and a URL to access the account: <https://service.ariba.com/Supplier.aw/ad/documentDetail?community=9&docPayload=6D83C3C2518A1EEF80F5FEAEFA46F6B7>. The email ends with a note: "Please do not reply to this email. Replies to this email will not be responded to or read." and the SAP Business Network Team contact information: "Sincerely, The SAP Business Network Team <https://seller.ariba.com>".

Supplier - TEST

ANID: Supplier - TEST

Premium Package

Company Profile

1 Network Settings

2 Settings

3 Electronic Order Routing

Notifications

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

3

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

 network_accounts@ansmtp.ariba.com

To [REDACTED]

Your order is ready to invoice.

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

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

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

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

Thank you.

Contact information:

