



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.

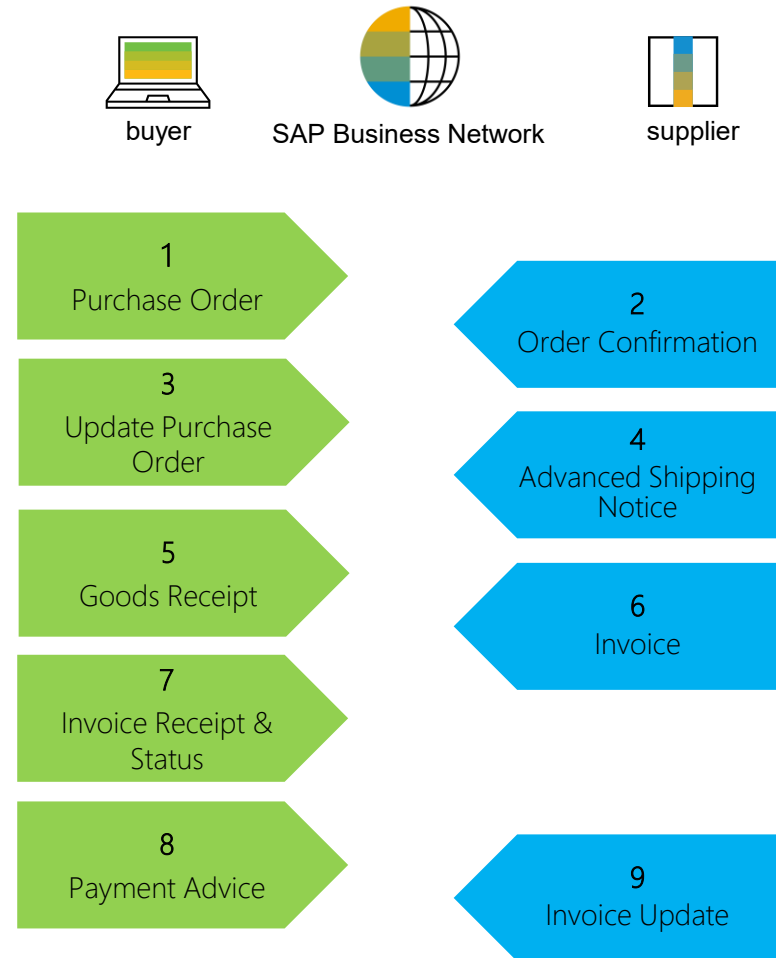
SAP Business Network allows supplier to work in different modes.

- **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

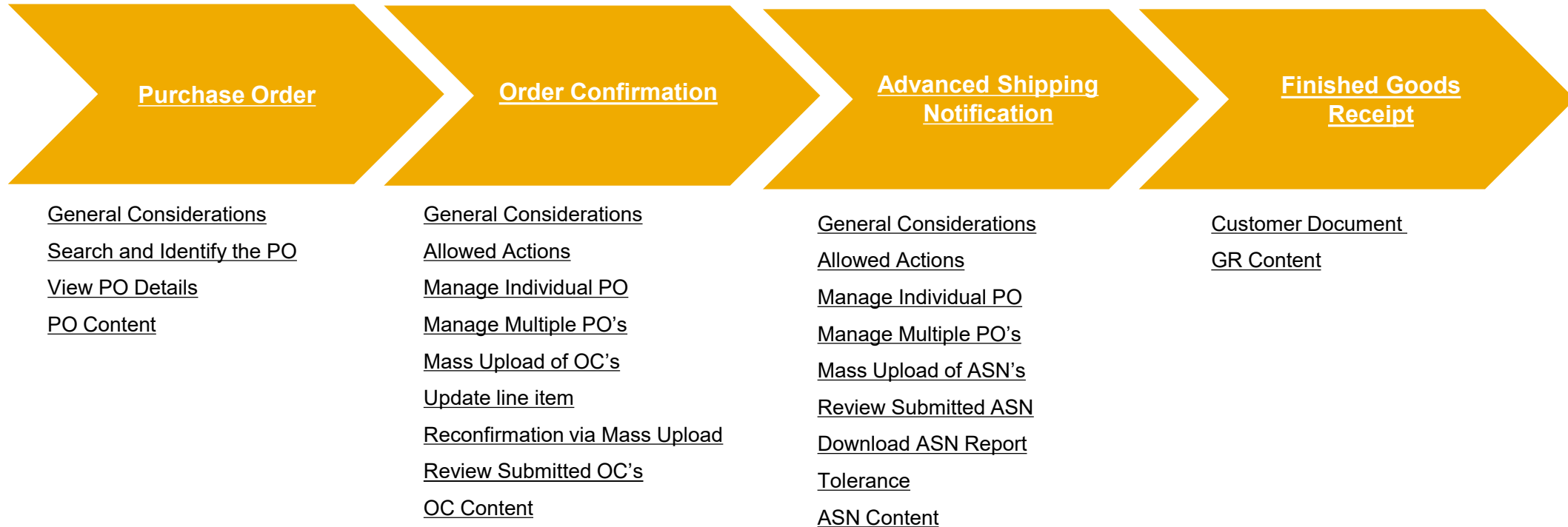


Order Collaboration Portal User Interaction

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

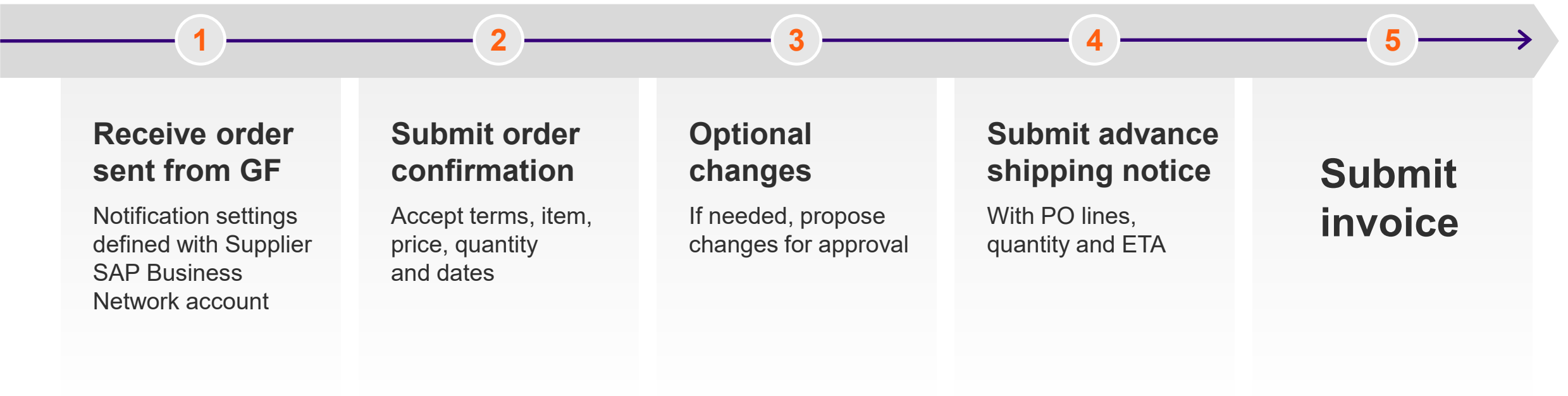
Identified by PO numbers starting with "M"; or a "Legacy PO number" comment, sent to your SAP Business Network account for invoicing past orders

**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**.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

1

99 New orders Last 90 days

22 Changed orders Last 90 days

192 Orders to invoice Last 90 days

271 Orders Last 90 days

2

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 90 days

Order status: Include

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

Routing status: All

Min amount: Max amount: Currency: EUR

3

4

5

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

Workbench



Customize Workbench

The screenshot displays the SAP Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench' (selected), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A 'Create' button and a 'Customize' icon (a gear with a plus sign) are visible. The main area shows a dashboard with various tiles: 'Orders (52)', 'Orders (0)', 'Invoices (103)', 'Orders (42)', 'Invoices (476)', and '\$ 7.54 K USD'. A 'Customize' dialog box is open, titled 'Edit Workbench', with the instruction: 'You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.' The dialog shows a grid of tiles with 'x' icons for removal. A '+' icon in the bottom right of the grid is highlighted, and an arrow points to an 'Add tile' dialog box. This dialog lists various tiles with '+' icons for addition:

| Add tile | |
|----------------------|-----------------------------|
| New orders ⓘ | Items to confirm ⓘ |
| Changed orders ⓘ | Items to ship ⓘ |
| Orders to invoice ⓘ | Early payment offers ⓘ |
| Rejected invoices ⓘ | Invoices pending payment ⓘ |
| Orders ⓘ | Invoices pending approval ⓘ |
| Invoices ⓘ | Service sheets ⓘ |
| Remittances ⓘ | Orders with service line ⓘ |
| Scheduled payments ⓘ | Pinned documents ⓘ |

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.

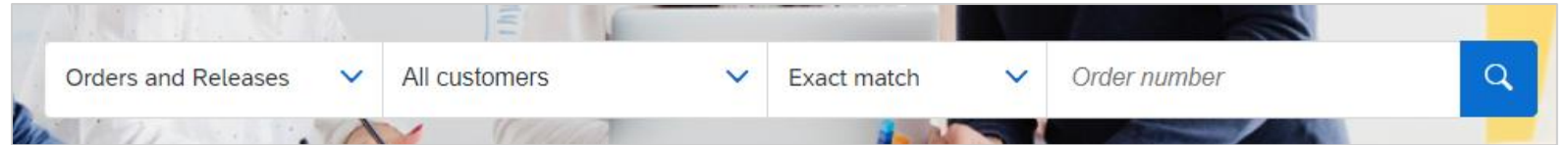
To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.

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].



A screenshot of a search interface. It features a horizontal bar with four dropdown menus and a search button. The first dropdown is labeled 'Orders and Releases' with a blue downward arrow. The second is 'All customers' with a blue downward arrow. The third is 'Exact match' with a blue downward arrow. The fourth is a text input field containing 'Order number'. To the right of the input field is a blue square button with a white magnifying glass icon.

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.

The screenshot shows the SAP Business Network interface for a Purchase Order. At the top, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. The main title is 'Purchase Order: 2000000095'. Below this is a row of action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. A 'Done' button is in the top right corner. The main content area is divided into two tabs: 'Order Detail' (selected) and 'Order History'. The 'Order Detail' tab shows the 'GlobalFoundries' logo and contact information for both the customer and the supplier. A 'Track Order' button is located at the bottom right of the header section. A 'Line Items' section is visible below the header, showing a table with one item. A 'Details' button is next to the item, and a 'Show Item Details' button is also present. A 'Configure' icon (a small grid) is located next to the 'Show Item Details' button. A dropdown menu is open next to the 'Configure' icon, showing various options: Status, Control Keys, INTERNALAW_CommentsList, Attachment, Accounting, Quality Certificates, Schedule Lines, and Other Information.

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) ⓘ | 25 Aug 2022 CEST 25 Aug 2022 Buyer time | \$2.00 USD | \$20.00 USD | |

Description: Finished Good DG 5L

Details

Show Item Details

Configure

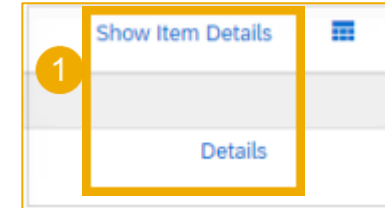
- ✓ Status
- ✓ Control Keys
- ✓ INTERNALAW_CommentsList
- ✓ Attachment
- ✓ Accounting
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

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.



Line Items

| Line # | No. Schedule Lines | Part # | Customer Part # | Type | Return | Revision Level | Qty (Unit) |
|---|-------------------------|-----------|-----------------|------------------------------|--------|----------------|---------------|
| 10 | 1 | | SE-044852 | Material | | | 10.000 (EA) ⓘ |
| Description: QUARTZ RING BOAT, ONO, 84 SLOTS, P=11,5M | | | | | | | |
| 2 Status | | | | | | | |
| 10.000 Unconfirmed | | | | | | | |
| 3 Control Keys | | | | | | | |
| Order Confirmation: allowed | | | | | | | |
| Ship Notice: allowed | | | | | | | |
| Invoice: is not ERS | | | | | | | |
| Invoice Verification Type: goods receipt | | | | | | | |
| 4 Information on Ship Notice | | | | | | | |
| Supplier Batch [Optional] | | | | | | | |
| 5 Schedule Lines | | | | | | | |
| Schedule Line # | Delivery Date | Ship Date | Quantity (Unit) | Customer Proposed Qty (Unit) | | | |
| 1 | 26 Aug 2025 9:30 PM IST | | 10.000 (EA) ⓘ | | | | |
| 6 Other Information | | | | | | | |
| 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**

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 2000000095

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

GlobalFoundries

From: Customer
GlobalFoundries U.S. Inc.
400 Stonebreak Rd Extension
Malta, New York 12020-4400
United States
Phone:
Fax:

To: GF SCC test supplier 1 - TEST
3999 W Chester Pike
Newtown Square, Pennsylvania 19073
United States
Phone: +297 3489724572
Fax:
Email: mounika.ravilla@sap.com

Purchase Order
(→ Changed)
2000000095
Amount: \$1,760.00 USD
Amount: \$1,600.00 USD
Version: 2 (Previous Version)
Track Order

| Line Items | | | | | | | | | | | | | Show Item Details |
|---|--------------------|----------|--------|-----------------|----------|--------|----------------|------------------------------------|-------------|--------------|----------------|-------------------|-------------------|
| 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 | | Details |
| | | | | | | | | | | | \$1,600.00 USD | | |
| Description: QUARTZ RING BOAT, ONO, 84 SLOTS, P=11,5M | | | | | | | | | | | | | |

| Line Items | | | | | | | | | | | | | |
|---|--------------------|-----------|--------|-----------------|----------|--------|----------------|--------------------------|------------------------|-------------------------|---------------------------|--|--|
| Line # | No. Schedule Lines | Change | Part # | Customer Part # | Type | Return | Revision Level | Qty (Unit) | Need By | Unit Price | Subtotal | | |
| 20 | 1 | | | SE-044852 | Material | | | 11.000 (EA) ⓘ | 26 Aug 2025 | \$160.00 USD | \$1,760.00 USD | | |
| Description: QUARTZ RING BOAT, ONO, 84 SLOTS, P=11,5M | | | | | | | | | | | | | |
| 10 | | → Deleted | - | SE-044852 | Material | | | 11.000 (EA) ⓘ | 26 Aug 2025 | \$160.00 USD | \$1,760.00 USD | | |
| Description: QUARTZ RING BOAT, ONO, 84 SLOTS, P=11,5M | | | | | | | | | | | | | |

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**

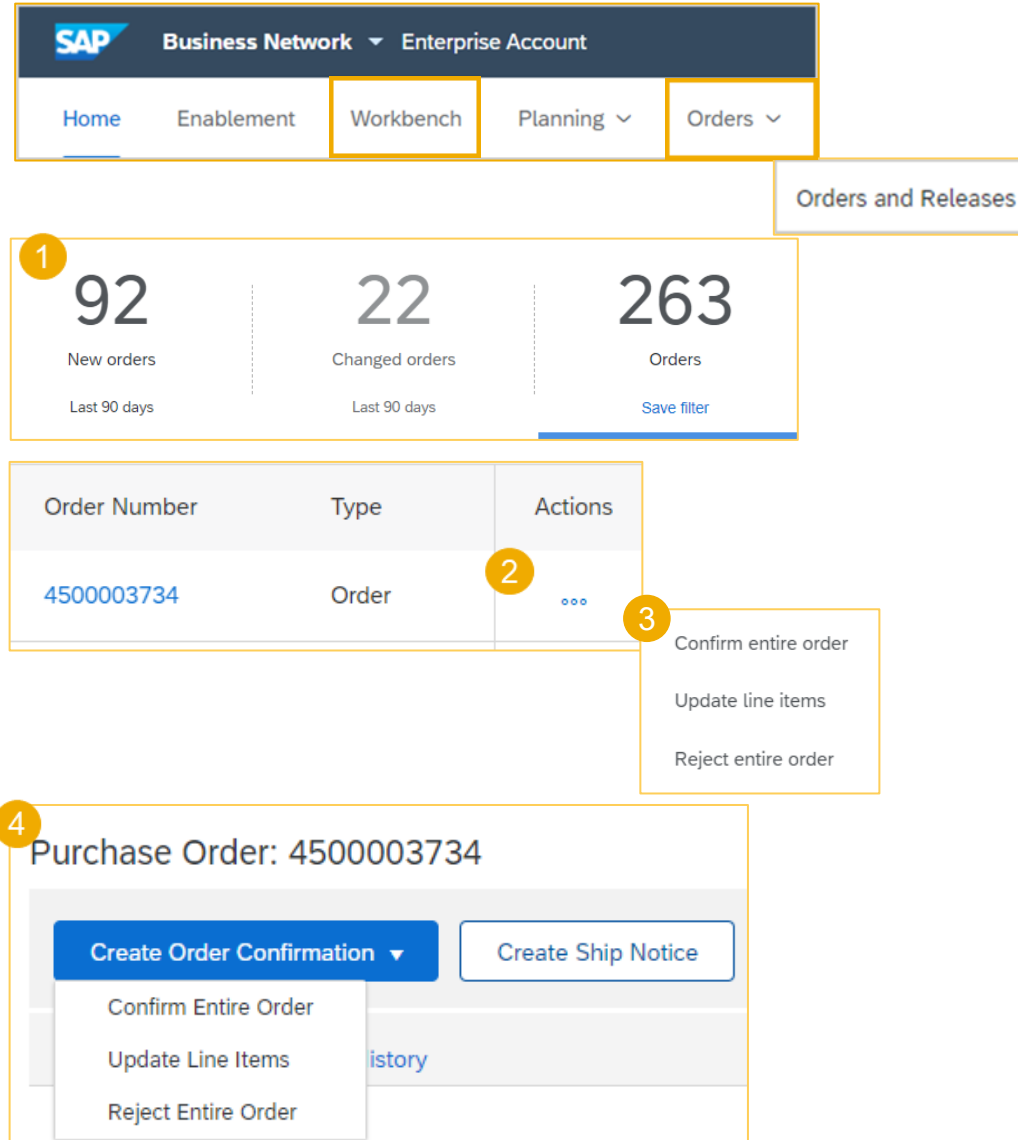
OR

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 screenshot illustrates the SAP Business Network interface for managing orders. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is expanded, showing 'Orders and Releases'. The main content area displays three summary tiles: '92 New orders Last 90 days', '22 Changed orders Last 90 days', and '263 Orders' with a 'Save filter' link. Below these tiles is a table with columns 'Order Number', 'Type', and 'Actions'. The first row shows '4500003734' as the Order Number and 'Order' as the Type. The 'Actions' column for this row contains a 'More actions' icon (three dots). A dropdown menu is shown next to this icon, listing three actions: 'Confirm entire order', 'Update line items', and 'Reject entire order'. Below the table, a section titled 'Purchase Order: 4500003734' contains two buttons: 'Create Order Confirmation' and 'Create Ship Notice'. The 'Create Order Confirmation' button has a dropdown menu open, showing the same three actions: '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 confirmation 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 displays the 'Order Confirmation' interface. At the top, a table lists order details with columns 'Order Number', 'Type', and 'Actions'. The first row shows '4500003734' as the Order Number and 'Order' as the Type. The 'Actions' column contains a menu icon, and a dropdown menu is open, showing 'Confirm entire order' (highlighted with a yellow box and a circled '1'), 'Update line items', and 'Reject entire order'.

Below this table is the 'Confirming PO' section. It includes a sidebar with two items: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several fields: 'Confirmation #' (with a circled '2' and an input field), 'Associated Purchase Order #' (4500008899), 'Customer' (SCC Delivery Team - Global H19 Client 400 - TEST), and 'Supplier Reference' (an empty input field). Below these are sections for 'Shipping and Tax Information' (with a 'Comments' input field) and 'Attachments' (with a table for Name and Size, and buttons for 'Choose File' and 'Add Attachment').

The 'Line Items' section (marked with a circled '3') shows a table with columns: 'Line #', 'Part #', 'Customer Part #', 'Revision Level', 'Category', and 'Qty (Unit)'. The first row has values: '10', 'S103', 'KKC_PROD_103', an empty revision level, 'Subcontract', and '10.000 (EA)'. Below the table is a 'Description' field with the value 'KKC Prod 103'. Underneath is a 'Schedule Lines' section with a table for 'Schedule Line No.' and 'Delivery Date'. The first row shows '1' for the schedule line number and '30 Jul 2022 CEST' for the delivery date. Below this is a 'Components' section. At the bottom, the 'Current Order Status' is displayed as '10.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time)'.

On the right side of the interface, there are two buttons: 'Next' (highlighted with a yellow box and a circled '4') and a group of three buttons: 'Previous', 'Submit', and 'Exit' (highlighted with a yellow box and a circled '5').

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.

The first screenshot shows the 'Rejecting Entire Order' form. It has a sidebar with '1 Reject' and '2 Review' options. The main form has fields for 'Confirmation #', 'Associated Purchase Order #', and 'Customer'. Below these are a 'Reject Reason' dropdown and a 'Comments' text area. At the bottom are 'Exit' and 'Next' buttons.

The second screenshot shows the 'Confirmation Update' section. It displays 'Confirmation #' as 'OC902' and 'Attachments'. Below is a 'Line Items' table:

| Line # | Part # | Customer Part # | Revision Level | Qty (Unit) |
|--------|--------|-----------------|----------------|-----------------|
| 10 | S152 | 152 | | 100.000 (PCE) ⓘ |

At the bottom of the second screenshot are 'Previous', 'Submit', and 'Exit' buttons.

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

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.

Order Number: 4500003734, Type: Order, Actions: Confirm entire order, Update line items, Reject entire order.

Line Items

| Line # | Part # | Customer Part # | Revision Level | Category | Qty (Unit) | Need By | Unit Price | Subtotal | Customer Location |
|--------|--------|-----------------|----------------|-------------|-------------|--|--------------|----------------|-------------------|
| 10 | S103 | KKC_PROD_103 | | Subcontract | 10,000 (EA) | 30 Jul 2022 CEST 30 Jul 2022 Buyer time | \$200.00 USD | \$2,000.00 USD | |

Description: KKC Prod 103

Schedule Lines

| Schedule Line No. 1 | Delivery Date | Ship By | Quantity (Unit) |
|---------------------|--|---------|-----------------|
| 1 | 30 Jul 2022 CEST 30 Jul 2022 Buyer time | | 10,000 (EA) |

Components

Current Order Status: 10,000 Unconfirmed

Confirm: Backorder: Reject: Details

Confirm Based on Schedule Lines Edit Components

Attachments:

| Name | Size (bytes) | Content Type |
|----------|--------------|--------------|
| No items | | |

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Confirm All

Exit Next

Line Items

| Line # | Part # | Customer Part # | Revision Level | Category | Qty (Unit) | Need By |
|--------|--------|-----------------|----------------|-------------|-------------|--|
| 10 | S103 | KKC_PROD_103 | | Subcontract | 10,000 (EA) | 30 Jul 2022 CEST 30 Jul 2022 Buyer time |

Description: KKC Prod 103

Schedule Lines

| Schedule Line No. 1 | Delivery Date |
|---------------------|--|
| 1 | 30 Jul 2022 CEST 30 Jul 2022 Buyer time |

Components

Current Order Status:

5 Rejected (Rejection Reason: Incorrect Price)

5 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 - defaulted from Req

Previous Submit Exit

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. Chose a reference schedule line from the dropdown.

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

The image shows two overlapping dialog boxes. The top dialog, 'Current Order Status', has a 'Confirm:' field with a value of 15.0 and a 'Confirm Based on Schedule Lines' button. The bottom dialog, 'CONFIRM BASED ON SCHEDULE LINES', shows a table of schedule lines with line 1 selected. A 'Create Status' button is at the bottom.

| Schedule Line # | Delivery Date | Ship By | Quantity (Unit) |
|-----------------|---------------|---------|-----------------|
| 1 | 15 Sep 2018 | | 20.0 (PCE) |
| 2 | 16 Nov 2018 | | 10.0 (PCE) |
| 3 | 1 Nov 2018 | | 5.0 (PCE) |

The image shows a 'Schedule Lines' dialog box with a table of schedule lines and a 'Details' button. Below it is a dropdown menu for 'Choose a schedule line'.

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

Current Order Status: 35.0 Unconfirmed

Confirm: []

Reject All []

Confirm Based on Schedule Lines []

Details []

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

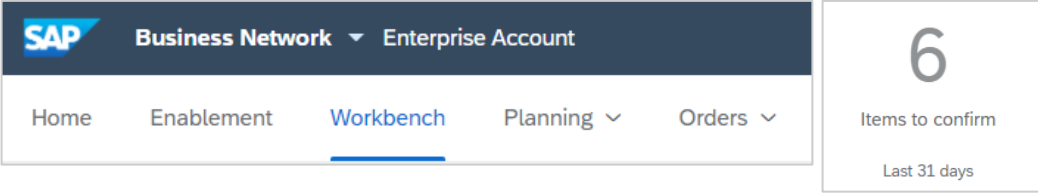
Order Confirmation

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.



Confirm

Reject

| | | Item No. ↑ | Supplier Part No. | Description | Need By | Requested Quantity | Confirmed Quantity | Estimated Shipping | Estimated Delivery | Quantity | Actions |
|---|--|--|-------------------|-------------|--------------|--------------------|--------------------|--------------------|--------------------|----------|---------|
| | | Customer: SCC Sandbox Global CoE Team - TEST Order No.: 550000009700010JIT | | | | | | | | | |
| | | 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 | | |
| 2 | | 10 | | Chain wheel | Aug 25, 2022 | 25.00 PCE | 0.00 PCE | mm/dd/yyyy | Aug 25, 2022 | | |
| | | 10 | | Chain wheel | Aug 25, 2022 | 25.00 PCE | 0.00 PCE | mm/dd/yyyy | Aug 25, 2022 | | |

1

2

3

4

Update line items

Split

Delete

Create quality notification

- 3 Update line items
- 1 Split
- 4 Delete
- Create quality notification

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**.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders Orders and Releases

1 3 Items to confirm Last 31 days

Items to confirm (3)

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

3 Confirm Reject

4 Confirm schedule line Confirm entire item Confirm entire order

| Item No. | Supplier Part No. | Requested U | Actions |
|---|-------------------|-------------|---------|
| Customer: SCC Delivery Team - Global H19 CI | | | |
| 10 | S_BP001 | €1 | ... |
| Customer: SCC Delivery Team - Global H19 CI | | | |
| 30 | S_BP0011 | €0 | ... |


5 Submit Cancel

Order Confirmation

Mass OC Upload – Create OC Report

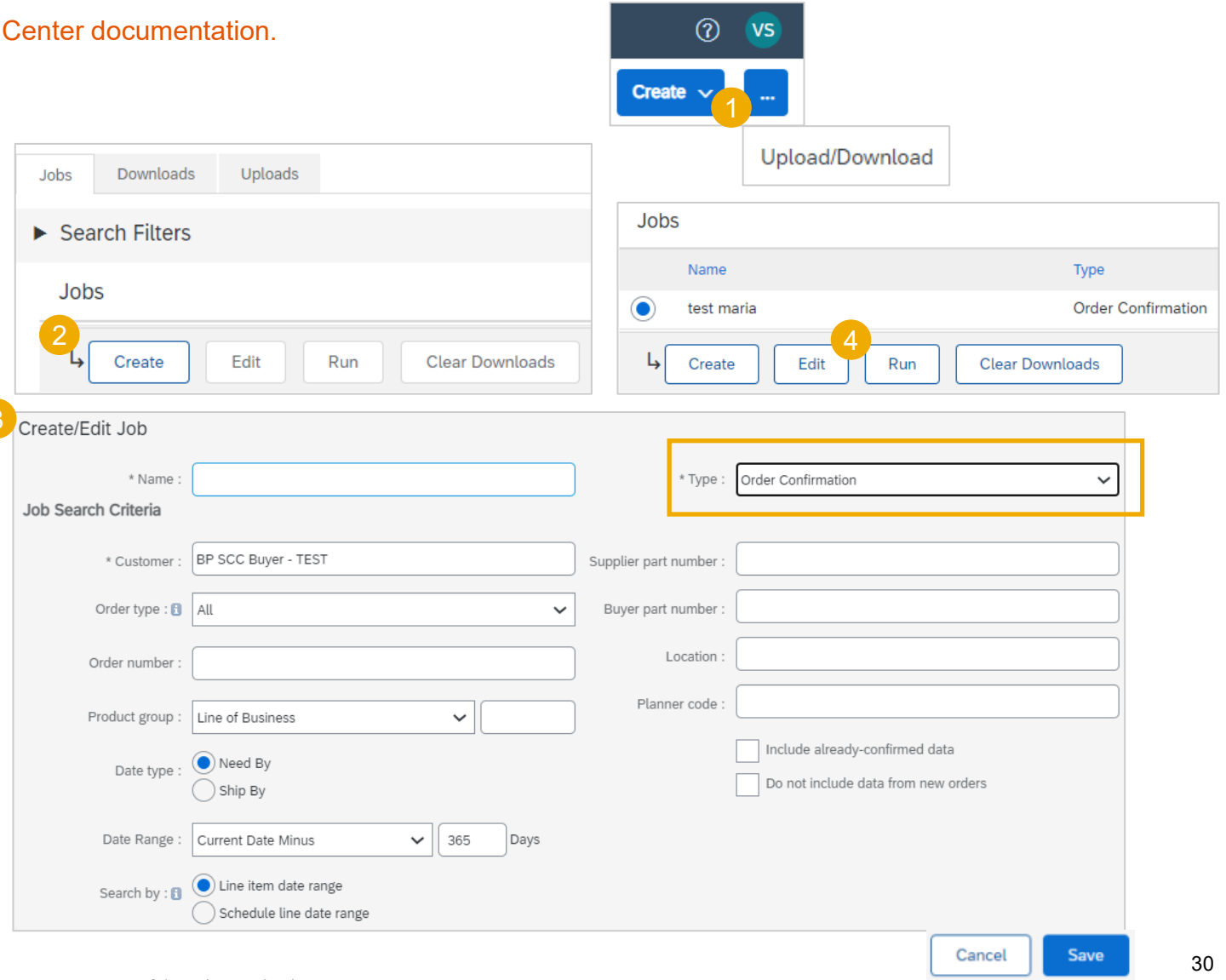
For detailed order confirmation management please refer to Help Center documentation.

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**.

Note:

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



The screenshot displays the Order Confirmation management interface. At the top, a navigation bar includes a help icon, a 'VS' toggle, and a 'Create' button with a dropdown arrow. A yellow circle '1' highlights the 'Create' button. Below the navigation bar, a tabbed interface shows 'Jobs', 'Downloads', and 'Uploads'. The 'Jobs' tab is active, displaying a 'Search Filters' section and a 'Jobs' list. A yellow circle '2' highlights the 'Create' button in the 'Jobs' section. The 'Jobs' list shows a table with columns 'Name' and 'Type'. A job named 'test maria' is listed with the type 'Order Confirmation'. A yellow circle '4' highlights the 'Run' button for this job. Below the 'Jobs' list, a 'Create/Edit Job' form is shown. A yellow circle '3' highlights the 'Create/Edit Job' title. The form includes fields for '* Name', '* Type' (set to 'Order Confirmation'), '* Customer' (BP SCC Buyer - TEST), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Date type' (Need By), 'Date Range' (Current Date Minus 365 Days), 'Search by' (Line item date range), 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'. There are checkboxes for 'Include already-confirmed data' and 'Do not include data from new orders'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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.

Jobs5DownloadsUploads

Search Filters

Downloads

| Job Name | Type | Last Run ↓ | Last Run By | Status | File6 |
|----------------|--------------------|-------------------------|-------------|-----------|-------|
| 123abc | Order Confirmation | 7 Mar 2019 4:54:01 AM | | Completed | ↓ |
| 1ASN190214 | ASN | 14 Feb 2019 12:10:03 AM | | Completed | ↓ |
| ASN1902141DWLD | ASN | 13 Feb 2019 11:49:45 PM | | Completed | ↓ |

7Refresh Status

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 Unit Price | Item Unit Price | Item Shipping | Item Shipping | Item Tax Currency | Item Tax Amount | Item Comment | Item Supplier |
|---------------------|--------------|---------------|-------------|-------------------|----------------|--------------|------------|---------|------------------|-----------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|-----------------|-----------------|---------------|---------------|-------------------|-----------------|--------------|---------------|
| | 4500053022 | 2 | 08 Feb 2019 | | | | | | 60 | accept | SUP_2917/2917 | | | 16 | EA | ##### | | 2 | AUD | | | | | | |
| | 4500053022 | 2 | 08 Feb 2019 | | | | | | 70 | accept | SUP_2917/2917 | | | 17 | EA | ##### | | 2 | AUD | | | | | | |
| | 4500053022 | 2 | 08 Feb 2019 | | | | | | 80 | accept | SUP_2917/2917 | | | 18 | EA | ##### | | 2 | AUD | | | | | | |
| | 4500053022 | 2 | 08 Feb 2019 | | | | | | 90 | accept | SUP_2917/2917 | | | 19 | EA | ##### | | 2 | AUD | | | | | | |
| | 4500053025 | 3 | 11 Feb 2019 | | | | | | 20 | accept | SUP_2917/2917 | | | 1 | EA | ##### | | 2 | AUD | | | | | | |

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”.

| SAP Ariba | | | | | | | | | | | |
|---------------------|--------------|---------------|------------|-----------|-----------|---------------|--------------|--------------------|-----------|-----------|-----------|
| Confirmations | | | | | | | | | | | |
| Confirmation Number | Order Number | Order Version | Order Date | Item Line | Item Type | Item Quantity | Item Unit Of | Item Delivery Date | Item Unit | Item Unit | Item Unit |

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.

| Confirmations | | | | | | | | | | | |
|---------------------|--------------|---------------|------------|-----------|-----------|-------------|-------------|---------------|--------------|--------------------|-----------|
| Confirmation Number | Order Number | Order Version | Order Date | Item Line | Item Type | Item Supply | Item Custom | Item Quantity | Item Unit Of | Item Delivery Date | Item Unit |

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.

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.

| SAP Ariba | | | | | | | | |
|---------------------|--------------|---------------|-------------------------|-----------|-----------|---------------|--------------|--------------------|
| Confirmations | | | | | | | | |
| Confirmation Number | Order Number | Order Version | Order Date | Item Line | Item Type | Item Quantity | Item Unit Of | Item Delivery Date |
| | 6007624647 | 2 | 19 Jun 2018 05:00:00 AM | 2 | accept | 10 | PCE | 11 Sep 2018 |

| SAP Ariba | | | | | | | | |
|---------------------|--------------|---------------|-------------------------|-----------|-----------|---------------|--------------|--------------------|
| Confirmations | | | | | | | | |
| Confirmation Number | Order Number | Order Version | Order Date | Item Line | Item Type | Item Quantity | Item Unit Of | Item Delivery Date |
| | 6007624647 | 2 | 19 Jun 2018 05:00:00 AM | 2 | accept | 10 | PCE | 11 Sep 2018 |
| | 6007624647 | 2 | 19 Jun 2018 05:00:00 AM | 2 | accept | 10 | PCE | 11 Sep 2018 |

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

Order Confirmation

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.

The screenshot shows the 'Uploads' sub-tab selected, indicated by a yellow circle with the number 1. Below the tabs is a 'Search Filters' section. Underneath is a table titled 'Uploads' with columns: Name, Type, Last Uploaded, and Last Uploaded By. The table is currently empty, showing 'No uploads found.' At the bottom of the screen, there are two buttons: 'Upload' (highlighted with a yellow circle and number 2) and 'Refresh Status'.

The screenshot shows the 'Upload File' dialog box. It contains several fields and buttons, each with a numbered callout: 3 points to the 'Name' field containing 'SCC Test'; 4 points to the 'Type' dropdown menu set to 'Order Confirmation'; 5 points to the 'File' field with a '+ Choose file' button; and 6 points to the 'Upload' button at the bottom right. There is also a 'Cancel' button next to it. The 'Customer' field contains 'SCC Delivery Team - Global H19 Client 400 - TEST'.

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

Order Confirmation

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.

Step 1: Select the first column containing all concatenated data.

Step 2: Click on Data > Text to columns.

Step 3: Select “delimited”.

Step 4: Click **Next**.

Step 5: In “delimiters” screen select “comma” and un-select everything else.

Step 6: Click **Next**.

Step 7: Do not edit next page. Click **Finish**.

Step 8: The data will appear in columns.

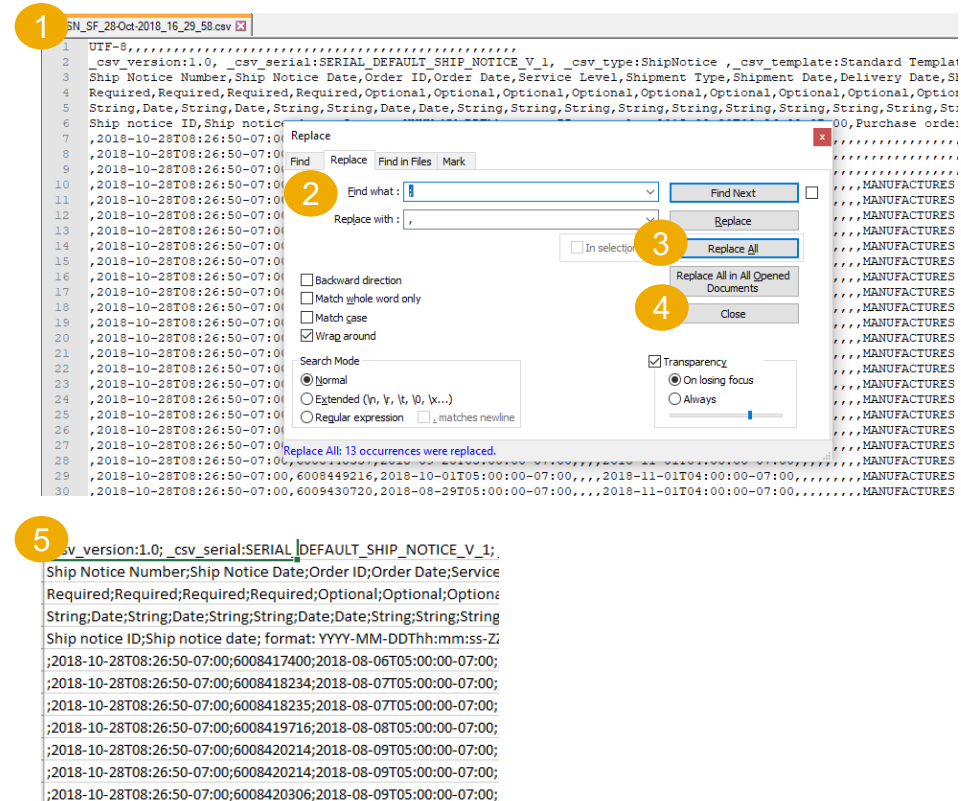
| Ship Notice Date | Order ID | Order Date |
|---------------------------|------------|---------------------------|
| 2018-10-28T08:26:50-07:00 | 6008417400 | 2018-08-06T05:00:00-07:00 |
| 2018-10-28T08:26:50-07:00 | 6008418234 | 2018-08-07T05:00:00-07:00 |
| 2018-10-28T08:26:50-07:00 | 6008418235 | 2018-08-07T05:00:00-07:00 |
| 2018-10-28T08:26:50-07:00 | 6008419716 | 2018-08-08T05:00:00-07:00 |
| 2018-10-28T08:26:50-07:00 | 6008420214 | 2018-08-09T05:00:00-07:00 |
| 2018-10-28T08:26:50-07:00 | 6008420214 | 2018-08-09T05:00:00-07:00 |

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.

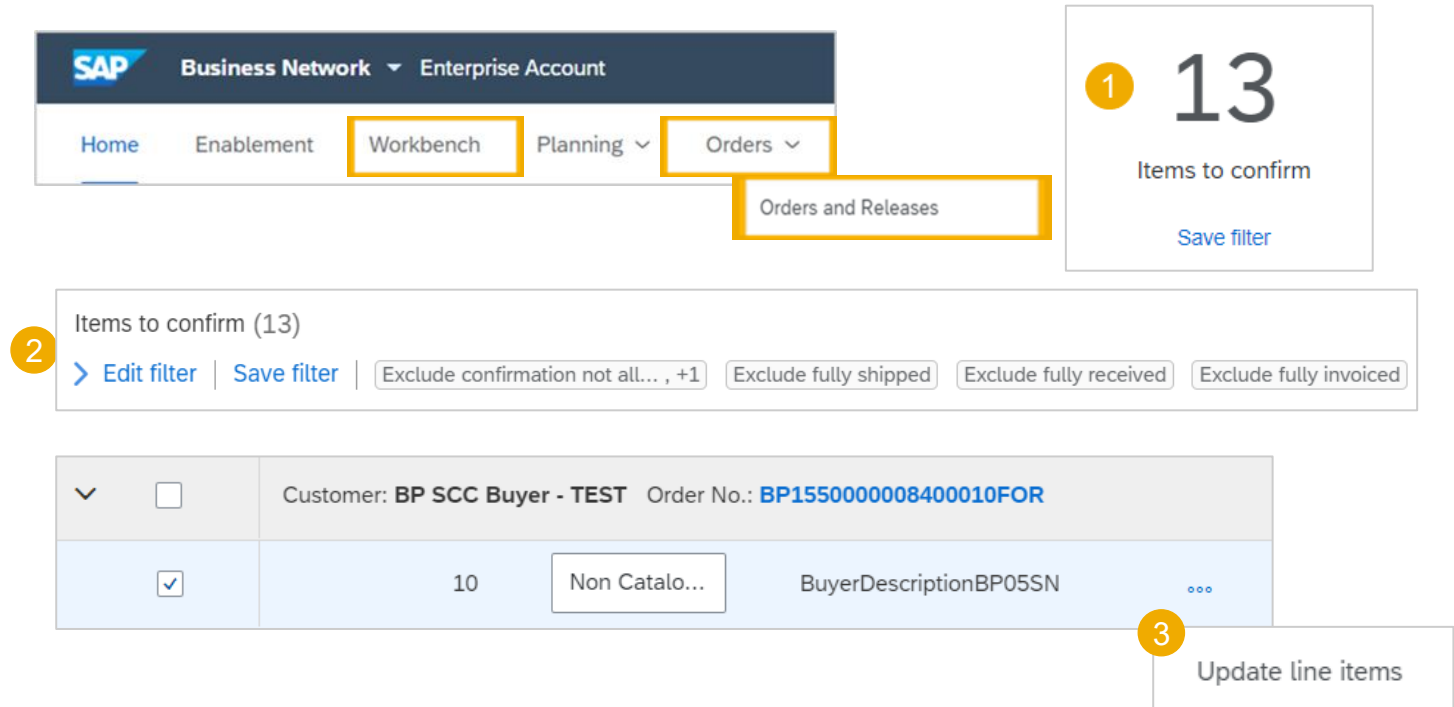
From the **Workbench**

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**.

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



The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, the 'Workbench' tab is selected, and the 'Orders' dropdown menu is open, showing 'Orders and Releases'. A tile on the right indicates '13 Items to confirm' with a 'Save filter' button. Below the navigation, the 'Items to confirm (13)' section is visible, featuring filters like 'Edit filter', 'Save filter', and 'Exclude confirmation not all... , +1'. A table lists order items, with the first item selected (checkbox checked). The table columns include a dropdown, a checkbox, 'Customer: BP SCC Buyer - TEST', 'Order No.: BP1550000008400010FOR', '10', 'Non Catalo...', 'BuyerDescriptionBP05SN', and a 'More actions' icon. A callout box points to the 'More actions' icon, indicating the 'Update line items' option.

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

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

☒ 9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)

☐ 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

3

Confirm: Backorder:

2

Details

4

Current Order Status

☐ 4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)

☐ 1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)

☒ 5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)

Order Confirmation

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 displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a yellow box), 'Planning', 'Orders' (highlighted with a yellow box and a dropdown arrow), 'Fulfillment', 'Quality', and 'More'. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' (highlighted with a yellow box). Below the navigation bar, the 'Orders' section features a dashboard with six tiles: 'Orders' (207), 'Items to confirm' (26, with a yellow circle '1' above it), 'Items to ship' (36), 'Return items' (5), 'New orders' (74), and 'Changed orders' (17). Each tile includes the text 'Last 31 days'. Below the dashboard, the 'Items to confirm (26)' section is visible, with an 'Edit filter' link. At the bottom, there are columns for 'Customers', 'Order numbers', 'Creation date', and 'Need by date'. A 'View:' dropdown menu is open, showing three options: 'Confirmed items for editing' (selected, with a blue background), 'Items to be confirmed', and 'Confirmed items for editing' (highlighted with a yellow circle '2').

| Customers | Order numbers | Creation date | 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

3

Confirmation status

×

Exclude unconfirmed

×

Selec...

☒

Exclude confirmation not allowed

☒

Exclude unconfirmed

5

Confirm

▼

Reject

▼

Confirm schedule line

Confirm entire item

Confirm entire order

| | no. <div>↑</div> | Schedule Line No. | Supplier Part No. | Description | Current Status | Need By |
|--|--|-------------------|-------------------|----------------------------|----------------|--------------|
| Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500014130 | | | | | | |
| 4 | <div><input checked="" type="checkbox"/></div> | 10 | 1 | AC_Inventory Serial Number | Confirmed | Dec 27, 2023 |
| Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 4500012656 | | | | | | |
| | <div><input type="checkbox"/></div> | 10 | 1 | SUPPMAT | Confirmed | 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: <input type="text" value="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

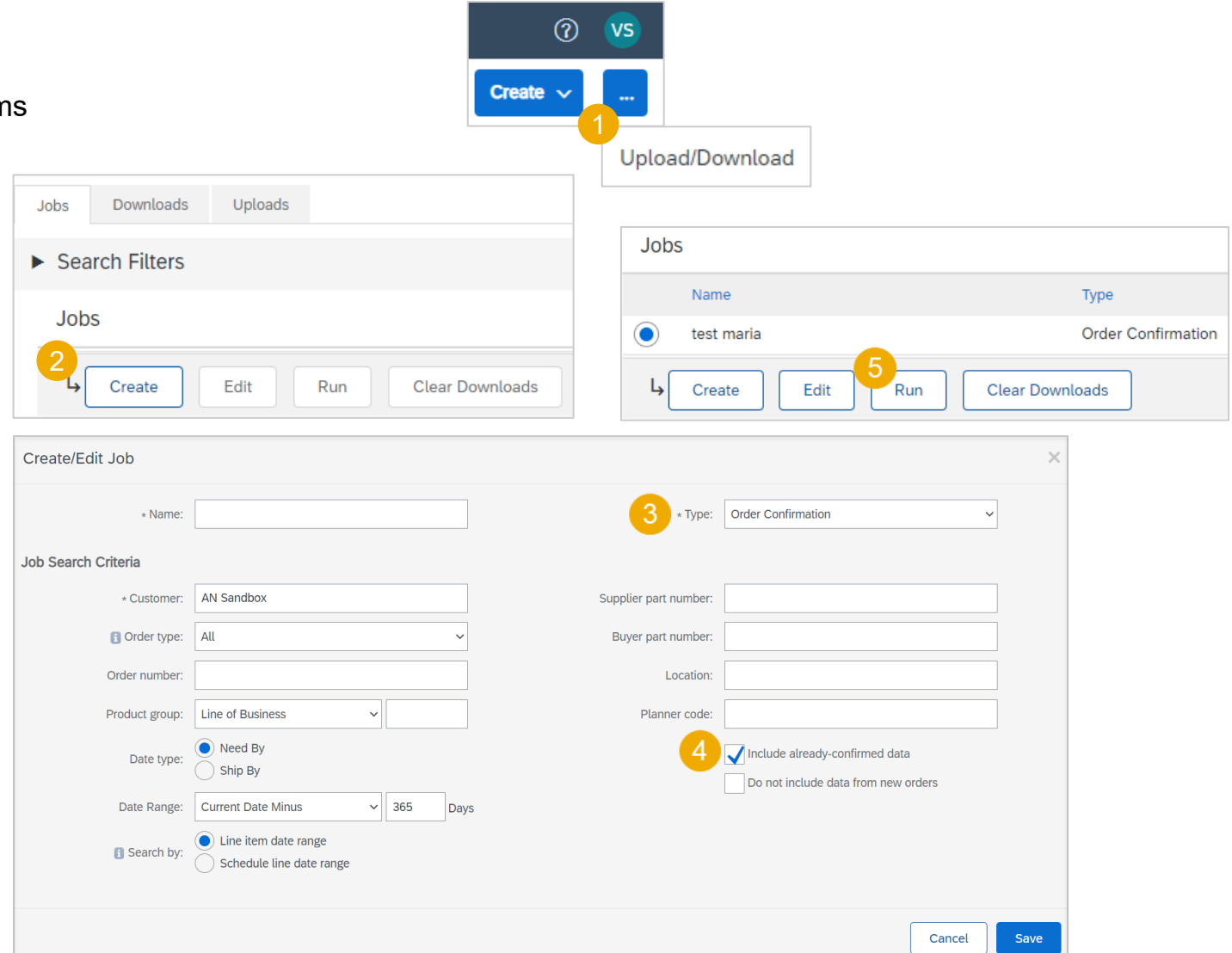
Order Confirmation

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 displays the Order Confirmation interface. At the top, a navigation bar includes a help icon, a 'VS' button, and a 'Create' dropdown menu. A callout box labeled '1' points to the 'Create' dropdown, and another callout box labeled '1' points to the 'Upload/Download' button in the top right corner.

Below the navigation bar, there are two tabs: 'Jobs' and 'Downloads'. The 'Jobs' tab is active, showing a 'Search Filters' section and a 'Jobs' list. A callout box labeled '2' points to the 'Create' button in the 'Jobs' list. The 'Jobs' list shows a job named 'test maria' with a type of 'Order Confirmation'. A callout box labeled '5' points to the 'Run' button in the 'Jobs' list.

Below the 'Jobs' list, there is a 'Create/Edit Job' form. A callout box labeled '3' points to the 'Type' dropdown menu, which is set to 'Order Confirmation'. A callout box labeled '4' points to the 'Include already-confirmed data' checkbox, which is checked. The form includes various input fields for job details, such as Name, Customer, Order type, Order number, Product group, Date type, Date Range, Search by, Supplier part number, Buyer part number, Location, and Planner code. At the bottom right of the form are 'Cancel' and 'Save' buttons.

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.

The screenshot shows a web interface with tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Downloads' tab is active. Below the tabs is a 'Search Filters' section. Underneath is a table titled 'Downloads'.

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

At the bottom of the interface, there is a 'Refresh Status' button. A yellow circle with the number '6' and an arrow points to this button. Another yellow circle with the number '7' points to the download icon in the table row.

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.

The image shows two screenshots from a web application. The top screenshot is the 'Upload/Download' screen with tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Uploads' tab is selected and marked with a yellow circle '1'. Below the tabs is a 'Search Filters' section and a table titled 'Uploads'. The table has columns: 'Name', 'Type', 'Last Uploaded', and 'Last Uploaded By'. It currently shows 'No uploads found.' Below the table are two buttons: 'Upload' and 'Refresh Status'. The 'Upload' button is marked with a yellow circle '2'. The bottom screenshot is the 'Upload File' modal window. It contains several fields: '* Name:' with the value 'Mass OC_April' (marked with a yellow circle '3'), '* Customer:' with the value 'BP SCC Buyer - TEST', and '* Type:' with a dropdown menu set to 'Order Confirmation' (marked with a yellow circle '4'). Below these is a 'File:' field with a '+ Choose file' button (marked with a yellow circle '5'). At the bottom right of the modal are 'Upload' and 'Cancel' buttons, with the 'Upload' button marked with a yellow circle '6'.

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

▼ Edit filter | Save filter | Last 365 days

Customers

Select or type selections

Confirmation Numbers

Type selection

☐ Partial match ☐ Exact match

Order Numbers

Type selection

☐ Partial match ☐ Exact match

Creation Date

Last 365 days

▼

Supplier Reference

Type selection

☒ Partial match

Show more

Apply Reset

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 | | PO with attachment | Sent |
| oc_DO285519 | ocwb_buyer_man03@ariba.com | Jun 6, 2024 | DO285519 | 2 | entired order confirmed (with order version : Sent | |

4

Purchase Order

(Partially Invoiced)

20170215_DMPO7

Amount: 295.00 EUR

Routing Status: Acknowledged

Related Documents: [OCP07](#)

[12313123](#)

[OCP07](#)

More(2) »

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 |

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.

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.

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

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

Delivery Date:

Gross Volume:

Gross Volume Unit: (no value) ▾

Gross Weight:

Gross Weight Unit: (no value) ▾

Net Weight:

Net Weight Unit: (no value) ▾

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 displays the SAP Business Network Enterprise Account interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. A tile labeled '1' with a large '7' indicates 'Items to ship' for the 'Last 31 days'. Below this, a section titled 'Items to ship (7)' contains filter buttons: 'Edit filter', 'Save filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is highlighted with a yellow circle and the number '3'. Below the filters is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. The table shows a selected item (checked box) with Order No. 4500003719, Item No. 10, Supplier Part No. S_BP0011, and Description RAW13, PD, Lohnbearbeitung. Below the table, a section for 'Purchase Order: 4500003734' shows two buttons: 'Create Order Confirmation' and 'Create Ship Notice', with the latter highlighted by a yellow circle and the number '4'.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

1 7
Items to ship
Last 31 days

Items to ship (7)

> Edit filter | Save filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

3 Create ship notice

| Order No. | Item No. | Supplier Part No. | Description | Schedule Line No. | Commitment | Actions |
|--|--|-------------------|----------------------------|-------------------|------------|---------|
| Customer: SCC Delivery Team - Global H19 Client 400 - TEST | Ship To Address: Storage Locaiton 171C - Address Nam, Palo Alto, | | | | | |
| 4500003719 | 10 | S_BP0011 | RAW13, PD, Lohnbearbeitung | | | ... |

Purchase Order: 4500003734

4 Create Order Confirmation Create Ship Notice

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

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

1. Do not modify the “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 displays the 'Create Ship Notice' form in SAP Business Network. It is divided into several sections:

- SHIP FROM (2):** Displays the supplier address: BParnau Supplier - TEST, Pittsburgh, PA, United States. Includes an 'Update Address' link.
- DELIVER TO (1):** Displays the destination address: Storage Location 171A - Address Nam, Palo Alto, CA, United States. Includes an 'Update Address' link.
- Ship Notice Header:**
 - SHIPPING:** Includes fields for Packing Slip ID (3), Invoice No. (4), Ship Notice Type (5), Shipping Date (6), and Delivery Date (6). A note states: 'Please be sure to follow the shipping instructions included in the PO comments when selecting a shipping method / carrier.'
 - TRACKING:** Includes fields for Carrier Name (9), Carrier Code, Tracking No. (9), Bill of Lading No., Tracking Date, Shipping Method, and Service Level. Red asterisks indicate required fields.
- ATTACHMENTS:** A table with columns for Name, Size (bytes), and Content Type. It currently shows 'No items'. Below the table is a 'Choose File' button, a 'No file chosen' status, and an 'Add Attachment' button (7). A note states: 'The total size of all attachments cannot exceed 100MB'.
- DELIVERY AND TRANSPORT INFORMATION:** A section header.
- Additional Fields (8):** Includes 'Reason for Shipment' and 'Comments' text areas.
- Government Issued Shipping ID:** A text field.
- Document Title:** A text field.
- Supplier Reference:** A text field.
- Transit Direction:** A text field.

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 it 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 | |
|--|----------------------------------|----------------------|-------------------------------|----------------------|----------------------|-------------------------------------|---------|------------|--------------|-------------------|---------------------|
| BP450000915 | 10 | | BP001 | 100.000 | PCE | 23 Sep 2022 | | \$1.50 CAD | \$150.00 CAD | 1710 | <div>4 Remove</div> |
| Description: Chain wheel | | | | | | | | | | | |
| Shipment Status | | | | | | | | | | | |
| Total Item Due Quantity: 100 PCE | | | | | | | | | | | |
| Confirmation Status | | | | | | | | | | | |
| Total Confirmed Quantity: 0 PCETotal Backordered Quantity: 0 PCE | | | | | | | | | | | |
| <div><div>1</div><div>2</div><div>3</div></div> | | | | | | | | | | | |
| Line | Ship Qty | Supplier Batch ID | Country of Origin | Production Date | Expiry Date | | | | | | |
| 1 | <input type="text" value="100"/> | <input type="text"/> | <div>- Select Country -</div> | <input type="text"/> | <input type="text"/> | <div>Download PDF Add Details</div> | | | | | |
| <div><div>5</div><div>Add Ship Notice Line</div></div> | | | | | | | | | | | |

↳

Add Order Line Item

Manage Serial Numbers ▾

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 'Advanced Shipping Notification' interface. At the top, there are two buttons: 'Add Order Line Item' (labeled 1) and 'Search Filters' (labeled 2). Below these is a table of PO lines. The first line is selected, indicated by a blue bar and a checkmark. The table columns include a checkbox, date (20 Sep 2018), PO number (148708), PO reference (uuu8375888), and quantity (6 (PCE)). A blue button 'Add Selected Items' (labeled 3) is at the bottom right of the table. Below the table, a detailed view of the selected line is shown. It includes the PO number (6008375888), line number (2), PO number (148708), description ('Test customer part1'), quantity (6.0), unit (PCE), date (20 Sep 2018), and prices (12.00 CHF, 72.00 CHF). A 'Remove' button (labeled 5) is at the top right of this section. The 'Description' field is labeled 'Test description' (labeled 4). Below the description, there is a 'Shipment Status' section with 'Total Item Due Quantity: 6.0 PCE' and a 'Confirmation Status' section with 'Total Confirmed Quantity: 0 PCE' and 'Total Backordered Quantity: 0'. A table below this shows the line details: 'Line' (1), 'Ship Qty' (6.0), and 'Supplier Batch ID' (empty). An 'Add Details' button is next to the 'Supplier Batch ID' field.

| Line | Ship Qty | Supplier Batch ID |
|------|----------|-------------------|
| 1 | 6.0 | |

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 shipping notifications. It is divided into two main parts: the top 'Create Ship Notice' section and the bottom 'Drafts' section.

Create Ship Notice Section:

- 1:** A button bar at the top right contains 'Save', 'Exit', and 'Next' buttons.
- 2:** A green information banner below the header states: 'Ship notice "123" is saved. The saved ship notice will be kept until 12 Sep 2022.'

Navigation Bar:

- Logo: SAP
- Text: Business Network
- Dropdown: Enterprise Account
- Menu items: Home, Enablement, Workbench, Planning, Orders, **3 Fulfillment** (highlighted), Drafts (dropdown menu).

Drafts Section:

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.

4 Tabs: Invoices, Ship Notices, Service Sheets

Ship Notices Table:

| Packing Slip ID # | Customer | Reference | Date Last Modified ↓ | Status |
|---|---------------------|--------------|-----------------------|-----------|
| <input checked="" type="radio"/> Test ASN | BP SCC Buyer - TEST | BP4500000915 | 4 Nov 2022 1:12:46 PM | Composing |

5 Action buttons below the table: Edit, Delete, 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.

Create Ship Notice

SHIP FROM

TEST SUPPLIER NAME

Update Address

TEST SUPPLIER SHIPPING ADDRESS , PA
United States

DELIVER TO

TEST CUSTOMER NAME

TEST CUSTOMER DELIVERY ADDRESS , CA
United States

Ship Notice Header

SHIPPING

1 Packing Slip ID: 222

Invoice No.:

Requested Delivery Date:

Ship Notice Type: Select

Shipping Date:

2 Delivery Date:

TRACKING

Carrier Name:

Service Level:

Hazard Type: Select

Code:

Is Divisible: ☐

Dimensions

Gross Volume:

Gross Weight:

Length:

Width:

Height:

Unit:

Unit:

Unit:

Unit:

Unit:

Order Items

| Order No. | Line No. | Part No. | Customer Part No. | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Customer Location |
|-------------|----------|----------|-------------------|---------|------|-------------|---------|------------|--------------|-------------------|
| BP450000915 | 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

| Line | Ship Qty | Supplier Batch ID | Country of Origin | Production Date | Expiry Date |
|------|----------|-------------------|----------------------|-----------------|-------------|
| 1 | 10 | 111 | Czech Republic [CZE] | 22 Sep 2022 | 4 Nov 2022 |

Add Ship Notice Line

Download Add PDF Details

7 Previous

Save

6 Submit

Exit

5 Next

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 |
|---------------------|---|--------------|---------------|---------------|
| 3 <div>ASN131</div> | 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 |

Ship Notice: 2ASN190329

4

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.

SAP Business Network - Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

1 7 Items to ship Last 31 days

2 > Edit filter Save filter Next 90 days Last 31 days Exclude fully shipped, +1 Exclude fully received Exclude fully invoiced

3 Create ship notice

| | Customer: SCC Delivery Team - Global H19 Client 400 - TEST | Ship To Address: Storage Locaiton 171C - Address Nam, F | |
|-------------------------------------|--|---|--------------------------------|
| <input checked="" type="checkbox"/> | 4500003719 | 10 S_BP0011 | RAW13, PD, Lohnbearbeitung ... |
| <input checked="" type="checkbox"/> | 550000018100030FOR | 30 S_BP0011 | 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 <input type="text" value="Select or type selections"/> | Order numbers <input type="text" value="Type selection"/> | Customer locations <input type="text" value="Type selection"/> | Need by date <input type="text" value="Next 90 days"/> | Ship by date <input type="text" value="None"/> |
| <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match | | | | |
| Creation date <input type="text" value="Last 31 days"/> | Company codes <input type="text" value="Select or type selections"/> | Purchasing organizations <input type="text" value="Select or type selections"/> | Purchasing groups <input type="text" value="Type selection"/> | Ordering address IDs <input type="text" value="Type selection"/> |
| Part numbers <input type="text" value="Select or type selections"/> | Customer part numbers <input type="text" value="Select or type selections"/> | Product group <input type="text" value="All"/> | Planner codes <input type="text" value="Type selection"/> | Order type <input type="text" value="All"/> |
| Category <input type="text" value="All"/> | Stock transfer type <input type="text" value="All"/> | Ship from location <input type="text" value="Select or type selections"/> | Supplier batch ID <input type="text" value="Select or type selections"/> | Confirmation status <input type="text" value="Select or type selections"/> |
| Shipping status <input type="text" value="Exclude fully shipped"/> <input type="text" value="Exclude sh"/> | Receiving status <input type="text" value="Exclude fully received"/> <input type="text" value="Select..."/> | Invoicing status <input type="text" value="Exclude fully invoiced"/> <input type="text" value="Select..."/> | External document type <input type="text" value="Type selection"/> | Transport Terms <input type="text" value="Select or type selections"/> |
| Storage locations <input type="text" value="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 displays the 'Ship Notice Header' and 'Line' details sections. The header section includes fields for 'SHIPPING', 'Packing Slip ID: *' (with a red 'Required field' error message), 'Invoice No.', 'Requested Delivery Date: --', 'Ship Notice Type' (a dropdown menu), 'Shipping Date', and 'Delivery Date'. The 'Line' section shows two lines of data. Line 10 has a description of 'Chain', a quantity of 20,000, a unit of PCE, a production date of 22 Jul 2022, a price of 2.00 EUR, and a total confirmed quantity of 20 PCE. Line 20 has a description of 'Chain', a quantity of 20,000, a unit of PCE, a production date of 28 Jul 2022, a price of 2.00 EUR, and a total confirmed quantity of 20 PCE. Both lines have a 'Total Backordered Quantity' of 0 PCE. The interface includes buttons for 'Add Ship Notice Line', 'Add Order Line Item', and 'Manage Serial Numbers'. A 'Remove' button is also present for each line.

Ship Notice Header

1 **SHIPPING**

Packing Slip ID: * ! Required field

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date:

Line

| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | |
|------|----------|----------------------|----------------------|----------------------|-----------------------------|
| 1 | 20 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Add Details |

[Add Ship Notice Line](#)

Line

| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | |
|------|----------|----------------------|----------------------|----------------------|-----------------------------|
| 1 | 20 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Add Details |

[Add Ship Notice Line](#)

5 [Add Order Line Item](#) 3 [Manage Serial Numbers](#)

4 [Remove](#)

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)

| <input type="checkbox"/> | Need By | Customer Part No. | Description | Order Number ↑ | Item | Schedule Line No. | Requested Quantity |
|-------------------------------------|-------------|-------------------|-----------------|----------------|------|-------------------|--------------------|
| <input checked="" type="checkbox"/> | 3 Oct 2022 | BP009 | BDescBP09-BM-SN | 4500000919 | 10 | 1 | 100 (EA) |
| <input checked="" type="checkbox"/> | 3 Oct 2022 | BP009 | BDescBP09-BM-SN | 4500000920 | 10 | 1 | 100 (EA) |
| <input checked="" type="checkbox"/> | 5 Oct 2022 | BP001 | Chain wheel | 4500000931 | 10 | 1 | 20 (PCE) |
| <input checked="" type="checkbox"/> | 19 Oct 2022 | BP001 | Chain wheel | 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 | 100.000 | EA | 3 Oct 2022 | |
| Description: BDescBP09-BM-SN Shipment Status Total Item Due Quantity: 100 EA Confirmation Status Approved Total Confirmed Quantity: 100 EA Total Backordered Quantity: 0 EA | | | | | | | |
| Line | | Ship Qty | | Supplier Batch ID | | Production Date | |
| 1 | | 100 | | | | | |
| 2 | | 0 | | | | | |
| Add Ship Notice Line | | | | | | | |
| 4500000931 | 20 | | BP001 | 20.000 | PCE | 5 Oct 2022 | |
| Description: Chain wheel 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 | |
| 1 | | 20 | | | | | |

Advanced Shipping Notification

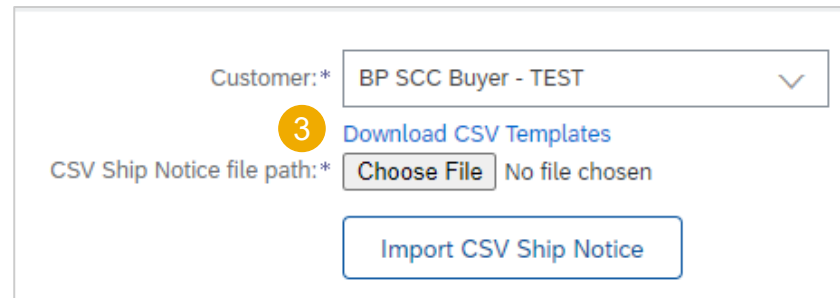
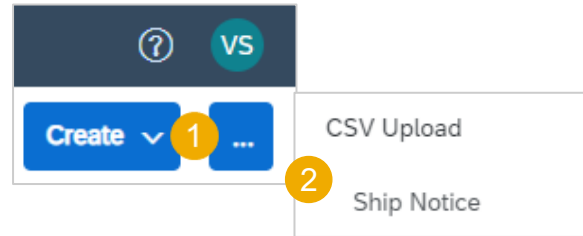
Mass ASN Upload – Download CSV Template

From the Homepage:

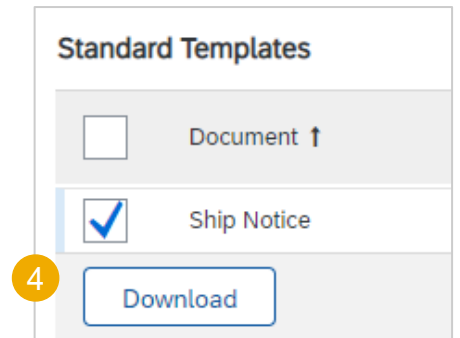
1. Click on  button.
2. Select **CSV Upload/ Ship Notice**.
3. Click **Download CSV Templates**.
4. Select **Ship Notice** and click **Download**.
5. Save the file.

Note:

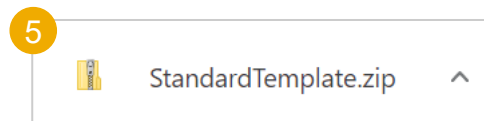
If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.



This screenshot shows a form with a 'Customer:*' dropdown menu set to 'BP SCC Buyer - TEST'. A yellow circle with the number '3' is next to the 'Download CSV Templates' link. Below this is a 'CSV Ship Notice file path:*' section with a 'Choose File' button and the text 'No file chosen'. At the bottom is an 'Import CSV Ship Notice' button.



This screenshot shows a 'Standard Templates' section. It has two rows: 'Document ↑' with an unchecked checkbox and 'Ship Notice' with a checked checkbox. A yellow circle with the number '4' is next to the 'Ship Notice' row. Below the rows is a 'Download' button.



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.

| | | | | | | | | | | | | | | | | | |
|--------------|-------------|----------------|---------------------------------|----------------------|---------------|---------------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| UTF-8 | | | | | | | | | | | | | | | | | |
| _csv_version | _csv_serial | _csv_type | _csv_template:Standard Template | | | | | | | | | | | | | | |
| Ship Notice | Ship Notice | Order ID | Order Date | Service Level | Shipment Type | Shipment Type | Delivery Date | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From |
| Required | Required | Required | Required | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional |
| String | Date | String | Date | String | String | Date | Date | String | String | String | String | String | String | String | String | String | String |
| Ship notice | Ship notice | Purchase order | Purchase order | The level of service | Shipment type | Shipment type | Delivery date | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From | Ship From |

2

Customer:*

BP SCC Buyer - TEST

Download CSV Templates

CSV Ship Notice file path:*

Choose File

No file chosen

3

Import CSV Ship Notice

- 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

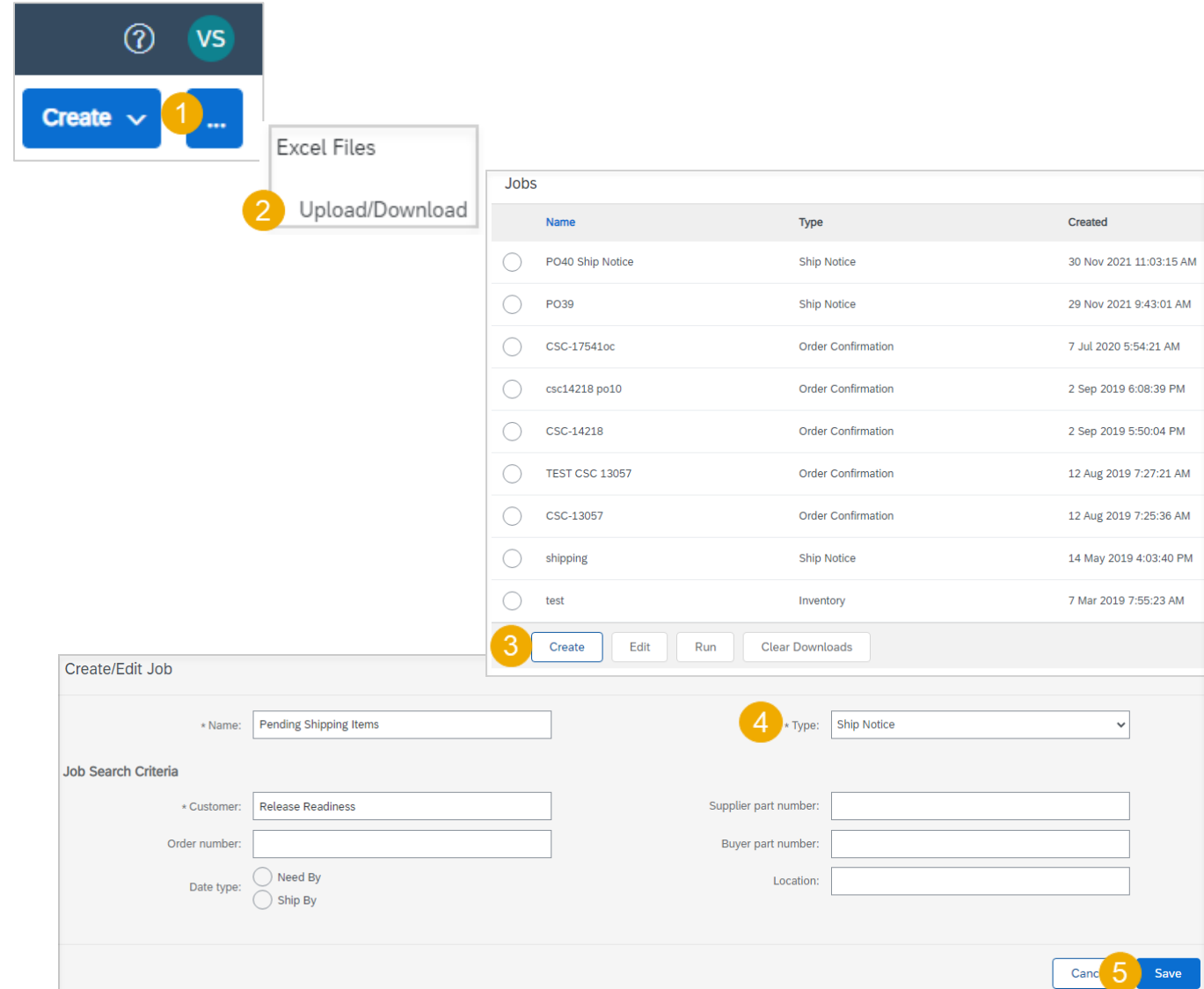
Mass ASN Upload – Download Ship Notice Template

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**.

Note:

A generated Ship Notice job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded. When the results of a Ship Notice job exceed the line limit, the generated template shows a notification message that some results were excluded.



The screenshot illustrates the workflow for creating a Ship Notice job. It shows the 'Create' button in the top navigation bar, the 'Excel Files' dropdown menu, the 'Upload/Download' option, the 'Jobs' table, and the 'Create/Edit Job' form.

Jobs Table:

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

Create/Edit Job Form:

* Name: * Type:

Job Search Criteria

* Customer: Supplier part number:

Order number: Buyer part number:

Date type: ☐ Need By ☐ Ship By Location:

Buttons:

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 |
| <input checked="" type="radio"/> PO40 Ship Notice | Ship Notice | 30 Nov 2021 11:03:15 AM |
| <input type="radio"/> PO39 | Ship Notice | 29 Nov 2021 9:43:01 AM |
| <input type="radio"/> CSC-17541oc | Order Confirmation | 7 Jul 2020 5:54:21 AM |
| <input type="radio"/> csc14218 po10 | Order Confirmation | 2 Sep 2019 6:08:39 PM |
| <input type="radio"/> CSC-14218 | Order Confirmation | 2 Sep 2019 5:50:04 PM |
| <input type="radio"/> TEST CSC 13057 | Order Confirmation | 12 Aug 2019 7:27:21 AM |
| <input type="radio"/> CSC-13057 | Order Confirmation | 12 Aug 2019 7:25:36 AM |
| <input type="radio"/> shipping | Ship Notice | 14 May 2019 4:03:40 PM |
| <input type="radio"/> test | Inventory | 7 Mar 2019 7:55:23 AM |
| <div><div>↳ Create</div><div>Ed 5 Run</div><div>Clear Downloads</div></div> | | |


| Status | File |
|-------------|------|
| Completed 6 | ↓ |

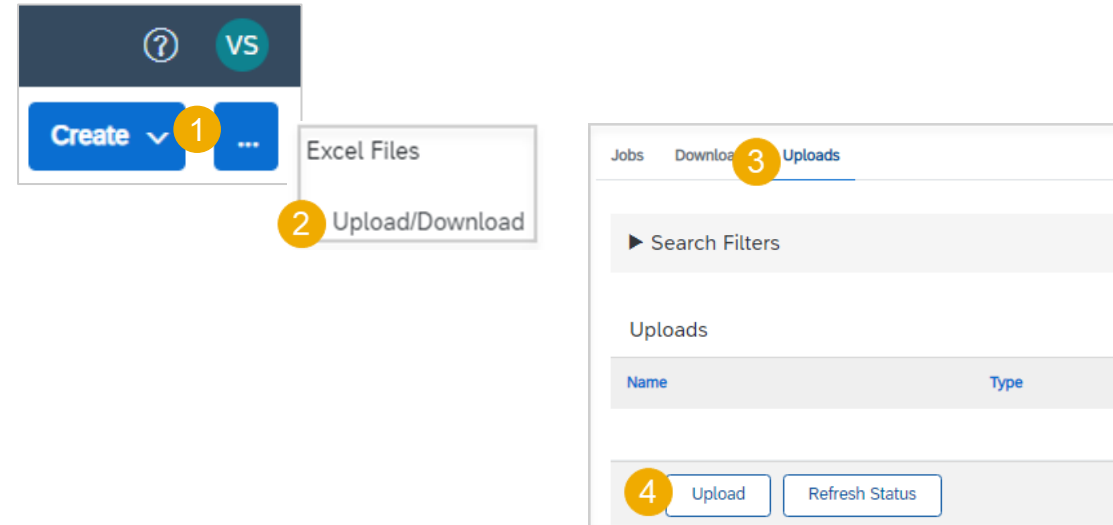
| SAP Ariba | | | | | | | | | | | |
|------------------------|---------------------------|----------------------------------|---------------------------|-------------------------|-----------------------|---------------------------|---------------------------|------------------------------|----------------------------|----------------------|------------------|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

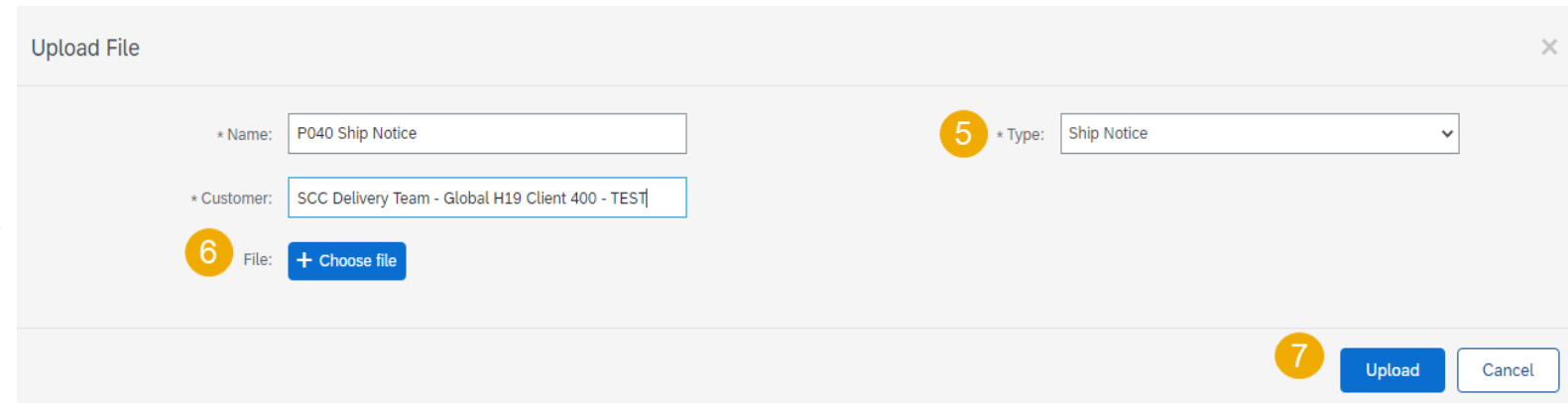
From the Home page:

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.



The 'Upload File' form contains the following fields and buttons:

- * Name: P040 Ship Notice
- * Type: Ship Notice (dropdown menu)
- * Customer: SCC Delivery Team - Global H19 Client 400 - TEST
- File: + Choose file
- Buttons: Upload, Cancel

Numbered steps are indicated by yellow circles:

- 5: * Type: Ship Notice
- 6: File: + Choose file
- 7: Upload button

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.

| Jobs Downloads <u>Uploads</u> | | | | | | |
|-------------------------------|-------------|-------------------------|---------------------|-------------|------|-----|
| ► Search Filters | | | | | | |
| Uploads | | | | | | |
| 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 | ↓ | 2 ↓ |

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.

1

19

Ship notices

Last 31 days

5

Purchase Order
(Shipped)
20150415_PO2
Amount: 295.00 EUR

3

Routing Status: Acknowledged
Related Documents: Ship_TEST
312

Ship notices (17)

▼ Edit filter | Save filter | Last 31 days

Customers
Select or type selections

Packing slip IDs
Type selection
☐ Partial match ☐ Exact match

Order numbers
Type selection
☒ Partial match ☐ Exact match

Creation date
Last 31 days

Apply Reset

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 | |

4

Order Items

| Order No. | Line No. | Part No. | Customer Part No. | Qty | Unit |
|------------|----------|----------|-------------------|--------|-------|
| 4500008882 | 10 | AMAR1234 | SP004 | 25.000 | PCE ⓘ |

Description: Gaskets 1mm

SHIPMENT STATUS

1. ▶ Shipped 25 PCE ⓘ

Show Details

OTHER INFORMATION

Manufacturer Part ID: 12345

Manufacturer Name: 0017300002

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 'Enterprise Account' interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports' (marked with a yellow circle 1). Below this is the 'Report Templates' table:

| 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' (marked with a yellow circle 2), and 'Refresh Status'. A yellow circle 3 is placed over the 'Create' button.

The 'Report' creation form is shown below. It has a sidebar with '1 Report Description' and '2 Criteria' (selected). The main form area contains the following fields:


- Title: * ASN Report
- Description: (empty text area)
- Time zone: Singapore
- Language: English
- Report type: * Ship Notice (highlighted with a yellow box)


Instructions at the top of the form state: 'Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.'

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 |

 Run Download Edit Copy Delete Create Refresh Status

4

1 Report Description

2 Criteria

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

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

Previous Submit Exit

Select customers

☐ Selected Customers

☐ SCC Delivery Team - Global H19 Client 400 - TEST

 Remove

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

 Add

OK Cancel

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

DonePrevious

Print | Export cXML

DetailHistory

From:
SCC Delivery Team - Global H19 Client 400 - TEST
Derck 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 ⓘ | Not Specified | 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

?

EI

Receipt: 5000013341

Done

Previous

Print | Export cXML

Detail | History

From:

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

To:

Phone:
Fax:
Email: gfoundries8@gmail.com

Receipt:

Receipt No.: 5000013341
Receipt Date: 30 Jul 2025

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 ⓘ | 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 a sending a subsequent (changed) order. |
| Confirmed | You agreed to ship all line items. |
| Confirmed With New Date | The order confirmation has a different Start Date or End Date than the order, but no other change. |
| Confirmed With Changes | The order confirmation has a different Expected Value than the order, and also has a different Start Date , End Date , or both. |
| Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected | <p>The order is in progress. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.</p> <p>For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced.</p> |
| Serviced | The order is fully serviced. You cannot create any more service sheets for any more service lines in the order. |
| Shipped | Final state. You shipped the entire order. |
| Invoiced | The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices. |
| Received Partially Received Returned | Statuses for receipts that are sent by the 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. |
| 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

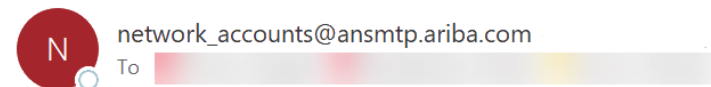
Supplier can chose to be notified when an order is ready to be invoiced.

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 user interface. At the top right, there are icons for a megaphone, a bell, a question mark, and a 'VS' button. Below these, the user's profile is displayed: 'Supplier - TEST', 'ANID: [redacted]', 'Premium Package', 'Company Profile', and 'Settings' (highlighted with a yellow box and a red circle '1'). To the right of the 'Settings' box is a red circle '2' and the text 'Network Settings'. Below 'Network Settings' is a box labeled 'Electronic Order Routing' (highlighted with a yellow box). Below this is a section titled 'Notifications'. It contains a table with columns 'Type', 'Send notifications when...', and 'To email addresses'. The table has three rows: 'Order' with a checked box for 'Send a notification when orders are undeliverable.', 'Order' with a checked box for 'Send a notification when a new collaboration request against an existing order is received.', and 'Order' with a checked box for 'Send a notification when orders are ready to invoice.' (highlighted with a yellow box). A red circle '3' is next to the third row. The 'To email addresses' column shows a redacted email address with an asterisk.

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



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: