

Purchase Order Collaboration Process

(Consignment item category)

SAP Business Network

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Chapter 01

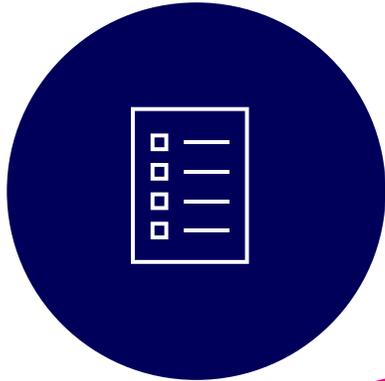
Introduction

Purchase Order Collaboration process

Introduction

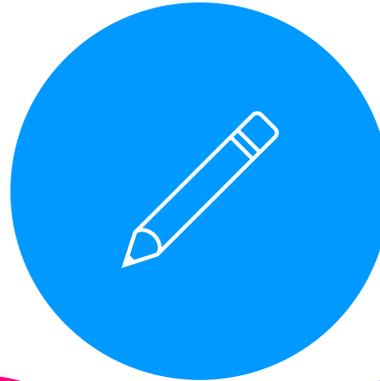
Consignment Purchase Order

A purchase order is a procurement document that a customer uses to request that a supplier delivers certain quantities of products on specific dates and times.



Order confirmation

Suppliers should confirm the order [if required] as a formal commitment to deliver certain quantities on the indicated delivery date.



Order confirmation Deviations

Suppliers can submit Order Confirmations with deviation in Quantity or Date and this will undergo approval of Essity Material Planners. Once approved, Suppliers will receive the amended purchase order. Price remains not allowed to be changed in OCs.



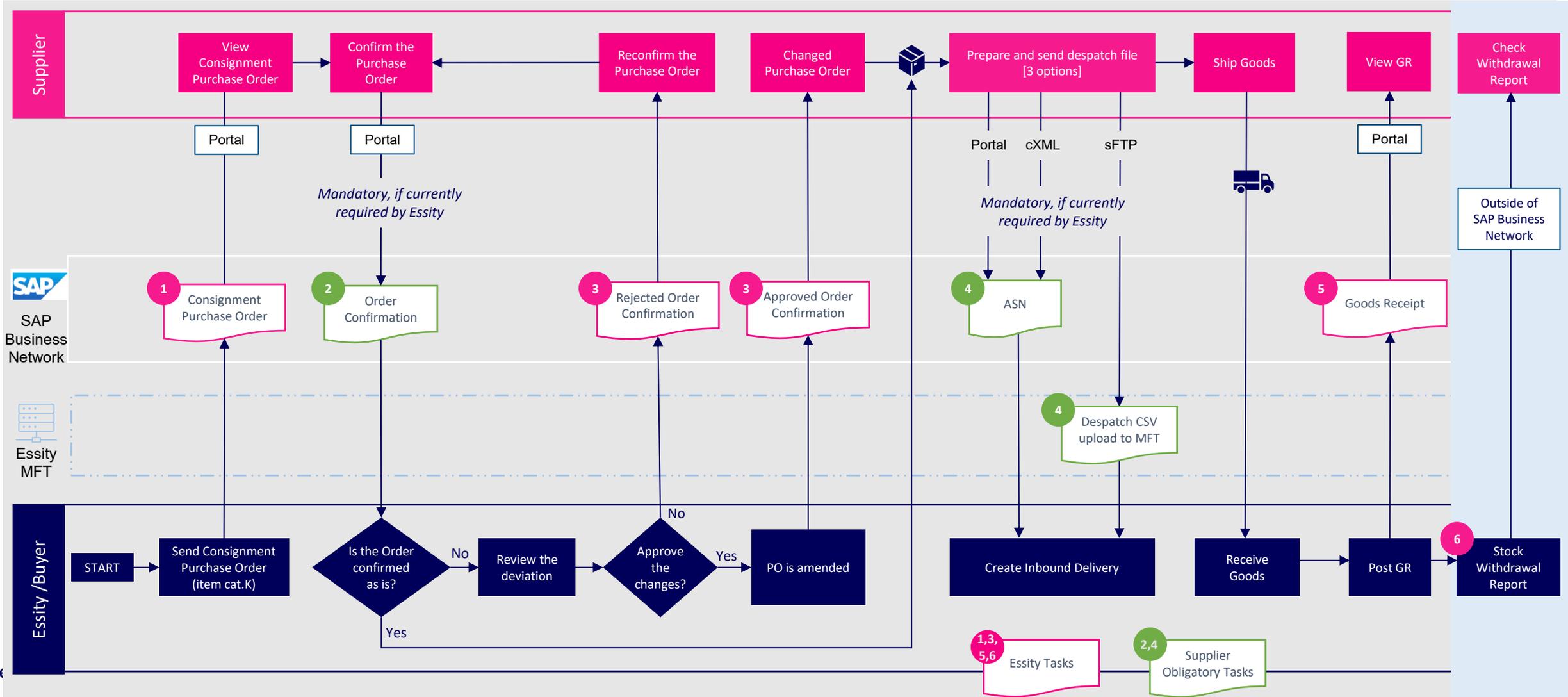
Despatch file submission

The supplier should send the despatch file through one of the three available submission methods [if in scope of the process]

Purchase Order Collaboration process flow

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order Process



Chapter 03

Consignment Purchase Order

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order (1/2)

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is selected, and a dropdown menu shows 'Orders and Releases' (highlighted with a red box and a '1' callout) and 'Order Inquiries'. Below the navigation bar, a summary card shows '27 Orders' (highlighted with a red box and a '2' callout). The card also displays various metrics: 'Items to confirm', 'Items to ship', 'Return items', 'New orders', 'Changed orders', 'Orders to invoice', and 'Orders with service line', all with a 'Last 31 days' filter. Below the summary card, the 'Edit filter' section (highlighted with a red box and a '3' callout) is expanded. It contains several filter groups: 'Customers', 'Purchasing organizations', 'Inquiry date', 'Order numbers' (highlighted with a red box and a '4' callout), 'Creation date', 'Order status', 'Company codes', 'Customer locations', 'Order type', 'Routing status', 'Min amount', 'Max amount', 'Currency', and 'Visibility'. The 'Order numbers' filter is set to 'Type selection' with 'Partial match' selected. The 'Apply' button (highlighted with a red box and a '5' callout) is located at the bottom right of the filter section. At the bottom of the screen, a table header is visible with columns: 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', 'Settlement', and 'Actions'.

- 1 Click the **Orders** tab, then click **Orders and Releases** in order to display respective consignment Purchase Order.
- 2 The list of consignment Purchase Orders will be displayed under **tile: Orders**.
- 3 Click on **Edit filter** to expand on the list of filters. Advanced search filters allow you to search adequate PO or display list of POs using a specific attributes.
Hint: It is good to select 365 days as Creation Date
- 4 Using specific filtering criteria, you can search exact Purchase Order number by using **Exact match** under Order numbers filter or you can display wider range of POs.
- 5 Once filters will be selected, please click **Apply** button.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order (2/2)

Type	Company Code	Order Number	Version	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Actions
Order	SE01 Essity Hygiene and Health AB	4300001088	1	Essity Health and Hygiene - TEST		Falkenberg Factory, Falkenberg, Sweden		0.00 SEK	Mar 28, 2022, 10:00:31 AM	...
Order	SE01 Essity Hygiene and Health AB	4300001082	1	Essity Health and Hygiene - TEST		Falkenberg Factory, Falkenberg, Sweden		0.00 SEK	Mar 22, 2022, 8:01:03 AM	...

Table setting

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

- Pin
- Purchasing Organization
- Purchasing Group

Displayed columns

- Type
- Company Code
- Order Number
- Version
- Customer
- Inquiries
- Ship To Address
- Ordering Address

Apply Cancel

The list of consignment Purchase Orders will be displayed in the table under Filtering section.

6 The table can be customized by clicking table setting icon.

A In **table settings icon**, you can configure the table to hide or display columns.

Please **Drag and drop** column headers to hide or display.

B Click **Apply** button for the table columns to update.

7 The table can be extracted to the Excel file by clicking page icon.

8 Click the order number to view the consignment PO details.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Header Data

Purchase Order: 4300001106 Done

1 Create Order Confirmation | Create Ship Notice | Create Invoice | Create Quality Notification

Confirm Entire Order | Update Line Items | Reject Entire Order | [History](#)

From:
Customer
Essity Hygiene and Health AB
405 03 Göteborg
Sweden
Phone: +46 (0) 46 317460000
Fax: +46 (0) 46 317461005

Phone:
Fax:
Email:

Purchase Order
(Partially Received)
4300001106
Amount: 6,750.00 SEK
Version: 1

[Track Order](#)

2 **Payment Terms**
0.000% 30
30 dagar netto

Contract Number
5300001049

Other Information
Company Code: SE01
Purchase Group: PP1
Purchase Organization: SE80
Requester: DEHANTJ
Party Additional ID: 0100027220
[View less](#)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: EXW (Frits fabrik)
Transport Location: 0

3 **Routing Status:** Acknowledged
External Document Type: Standardbeställning (NB)
Related Documents: 5000001237
OC1106

Ship All Items To
Essity Hygiene and Health AB
Bäckvägen 62
463 33 Lilla Edet
Sweden
Ship To Code: SEF1
Location Code: SEF1
Storage Location ID: 1050

Bill To
Essity Hygiene and Health AB
SE-838 80 Frösön
Sweden
Phone:
Fax:
Email: supplierinvoices.nordic@essity.com
Buyer ID: SE01

Deliver To

View the details of your order and allowed actions.

1 The allowed actions are enabled for suppliers

The rejection of the consignment Purchase Order is not allowed by supplier.

2 Review the **Payment Terms, Transport Terms and other information** and in case of incorrectness of the data please contact Essity.

3 On the right corner of document there is a **Routing status** displayed.

In **Related Documents** section the correlated documents will be listed down i.e., Order Confirmation, Advanced Ship Notice or Goods Receipt.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Line Item

The screenshot displays a Purchase Order Line Item interface. Callout 1 points to the 'Line Items' table, callout 2 to the 'Show Item Details' button, callout 3 to the 'Status' field, and callout 4 to the 'Control Keys' section. A warning icon is present in the 'Control Keys' area.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1			Material	Consignment			1,300,000 (MTR)	9 Aug 2021			

Description: NW-SB,40g/m²,PH0,W50,C015Z,01200

Status
500,000 Unconfirmed

Control Keys
Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

Control Keys
Order Confirmation: **required before shipping**
Ship Notice: not allowed

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Jul 2021 7:00 PM CST		500,000 (MTR)

Other Information
Receiving Type: 4
External Line Number: 10
Estimated days for inspection: 0
Classification Domain: ERPCommodityCode
Classification Code: L004
Classification Domain: ERPCommodityCodeDescription
Classification Code: Finished Goods

1 The **Line Items** section provides more information about ordered items. Consignment purchase order has line-item category labelled “**Consignment.**”

2 Click the **Details** or **Show Item Details** button to review more information about the order such as control keys, scheduling lines, and others.

3 Detail of item status (previously confirmed, previously shipped or Unconfirmed) is displayed.

4 **Control Keys** displays whether order confirmations or ship notice are allowed/required or not.

! **If the Order Confirmation is required before shipping, supplier must send Order Confirmation to Essity. If the Control Key is allowed, Order Confirmation is optional.**

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Status

Purchase Order: 4300000652 Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Create Quality Notification

Order Detail | Order History

From: Essity Hygiene and Health AB
Bäckstengatan-5
405 03 Göteborg
Sweden
Phone: + (0) 46 317460000
Fax: + (0) 46 317461005

To: [Redacted]

Phone: [Redacted]
Fax: [Redacted]
Email: [Redacted]

Purchase Order
(+ Changed)
4300000652
Amount: 16,000.00 EUR
~~Amount: 5,000.00 EUR~~
Version: 2 (Previous Version)

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	[Redacted]	[Redacted]	Material			600.000 600.000 (MTR)	20 Jul 2021 17 Jul 2021	10.00 EUR	6,000.00 EUR 5,000.00 EUR	Details
20	1	+ New	[Redacted]	[Redacted]	Material			1,000.000 (MTR)	27 Jul 2021	10.00 EUR	10,000.00 EUR	Details

Description: [Redacted]

Order submitted on: Tuesday 13 Jul 2021 7:00 PM GMT+09:00
Received by Ariba Network on: Tuesday 13 Jul 2021 11:19 PM GMT+09:00
This Purchase Order was sent by Essity Health and Hygiene - TEST AN01578232138-T and delivered by Ariba Network.

Sub-total: - 5,000.00 EUR Sub-total: 16,000.00 EUR

Purchase Order: 4300000654 Done

Create Invoice

Order Detail | Order History

From: Essity Hygiene and Health AB
Bäckstengatan-5
405 03 Göteborg
Sweden
Phone: + (0) 46 317460000
Fax: + (0) 46 317461005

To: Test SCC Supplier - TEST

Phone: [Redacted]
Fax: [Redacted]
Email: [Redacted]

Purchase Order
(+ Cancelled)
4300000654
Amount: 6,000.00 EUR
Version: 1 (Previous Version)

- 1 Modified consignment POs has the order status is reflected in the right corner of the document; previous values are crossed out, while new values are displayed in orange text.
- 2 In the **Line Items** section, the **Change** column indicates whether the line item was Edited or New.
- 3 **Cancelled PO** has the order status “Cancelled”, no further actions can be performed on canceled PO.

Purchase Order Collaboration (consignment materials)

New Consignment Purchase Order – Email notification

Essity Health and Hygiene - TEST sent a new Purchase Order 4300000640

1

Essity Health and Hygiene - TEST sent a new order

Your customer sent you this order through Ariba Network.

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit [ariba.com](#)

From:
Essity Hygiene and Health AB
Bäckströmsgatan 5
405 03 Göteborg
Sweden
Phone: + (1) 46 317460000
Fax: + (1) 46 317461005

Payment Terms
0.000 % 60
within 60 days Due net

Contact Information
Supplier Address: [Redacted]

Other Information
Company Code: SE01
Purchase Group: 001
Purchase Organization: SE80
Requester: DEHULFI
Party Additional ID: 100000004

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: EXW (Ex Works)
Transport Location: SE

Ship All Items To:
Falkenberg Factory
Ivelabovägen 14C, 14C
311 32 Falkenberg
Sweden
Ship To Code: SEF2
Phone: + (1) 46 (0)346 55800
Fax: + (1) 46 (0)346 55650
Location Code: SEF2
StorageLocationID: 2020

Bill To:
Essity Hygiene and Health AB
Bäckströmsgatan 5
405 03 Göteborg
Sweden
Phone: + (1) 46 317460000
Fax: + (1) 46 317461005
Buyer ID: SE01

Deliver To:

Line #	No.	Schedule Lines	Part # / Description	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1				Material	Subcontract			1,876.000 (TRP)	19 Jul 2021	10.00 EUR	18,760.00 EUR	

Control keys
Order Confirmation: not allowed
Ship Notice: not allowed
Invoice: is not ERS

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	19 Jul 2021 7:00 PM HKT		1,876.000 (TRP)

Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
10_1_0003					11 Jul 2021	18,760.000 (CON)
10_1_0002					11 Jul 2021	18,760.000 (CON)
10_1_0001					12 Jul 2021	18,760.000 (H87)
10_1_0004					11 Jul 2021	18,760.000 (CON)

Other Information
Receiving: 4
Type: External Line 10
Number: 10
Estimated: 0
days for inspection:
Classification: ERPCommodityCode
Domain: Classification L004
Code: [Redacted]
Classification: ERPCommodityCodeDescription
Domain: Classification Finished Goods
Code: [Redacted]

Transport Terms Information
Delivery Terms: Transport Condition

1 Suppliers can receive email notification for new consignment POs that have been created by Essity. Suppliers need to ensure that the **notification settings are enabled** in their admin user account.

This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.

Purchase Order Collaboration (consignment materials)

Change Consignment Purchase Order – Email notification

Essity Health and Hygiene - TEST has changed Purchase Order 5500000019 sent to you

Essity Health and Hygiene - TEST

5500000019.htm

SAP Ariba

Essity Health and Hygiene - TEST changed an order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sent you this order through Ariba Network.

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From: Essity Health and Hygiene AB
Bäckstengatan
405 03 Göteborg
Sweden
Fax: + () 46 317461005

Scheduling Agreement
(Partially Received)
5500000019
Amount: 1,093,300.00 EUR
Amount: 998,600.00 EUR
Version: 9

Payment Terms
0.000 % 15
within 15 days Due net

Contract Number
5500000019

Contact Information

Sweden
Phone: + () 46317461005
Fax:
Address ID: 100000011
Buyer ID:
100000011

Ship All Items To
Falkenberg Factory
Väskatorpsvägen 14c-14c
311 32 Falkenberg
Sweden
Ship To Code: SEF2
Phone: + () 46 (0)346 55800
Fax: + () 46 (0)346 55800
buyerLocationIDDomain:
MRPArea:
storageLocationID:

Bill To
Essity Health and Hygiene AB
Bäckstengatan
405 03 Göteborg
Sweden
Fax: + () 46 317461005

Deliver To

Line #	No.	Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Cumulative Shipped Qty (Unit)	Adjusted Cumulative Shipped Qty (Unit)	Customer Location
10	12		→ Edited			Material			10,933.000 998,600.000 (MTR)	4 Jun 2021	100.00 EUR 99.00 EUR	1,093,300.00 EUR 998,600.00 EUR	200 (MTR)	200 (MTR)	

Control Keys
Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS

Contract Number
5500000019

Schedule Lines

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
2			4 Jun 2021 4:00 AM PDT		300 (MTR)	500.00 (MTR)		Firm
6			15 Jun 2021 4:00 AM PDT		400 (MTR)	900.00 (MTR)		Firm
9			24 Jun 2021 4:00 AM PDT		1,000 (MTR)	1,900.00 (MTR)		Firm
10			29 Jun 2021 4:00 AM PDT		2,000 (MTR)	3,900.00 (MTR)		Firm
14			7 Jul 2021		1,000 (MTR)	4,900.00 (MTR)		Firm

- 1 Suppliers can receive email notification displaying up to three changed items in an order (line items and schedule lines) with all changed fields within them, along with their original values. As this notification displays only a few changes to the order, you are prompted to log in to SAP Business Network to see if more changes have been made. This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.

Procedure:

1. Click the **Account Settings** icon and choose **Settings > Notifications**.
2. Select the **Network** tab and go to the **Electronic Order Routing** section.
3. Check the **Send notification to suppliers when purchase orders are changed** checkbox.
4. Click the **Save** button.

Chapter 04

Order Confirmation

Purchase Order Collaboration (consignment materials)

Order Confirmation – no quantity and delivery date deviation (1/2)

1 In order to confirm the order please login to SAP Business Network, then select **Orders** then **Order & Releases** from the top menu

2 Go to **Items To Confirm** where you will be able to display all Purchase Orders.

3 You can search a specific Order –if needed- by using filtering criteria.

4 Please review the **Need By** date and **Requested Quantity** field.

5 If you plan to deliver the same quantity on the same date as on the Purchase Order select the **line item** and click **Confirm > Entire Item**

Item No.	Supplier Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Quantity To Confirm	Confirmed Unit Price	Requested Unit Price	Others	Actions
10		Customer: Essity Health and Hygiene - TEST Order No.: 4305001265	Jul 15, 2024	7/15/2024	356400 MTR	356400 MTR	24 EUR	€24 EUR		...
		Customer: Essity Health and Hygiene - TEST Order No.: 5505002714								

- 1 In order to confirm the order please login to SAP Business Network, then select **Orders** then **Order & Releases** from the top menu
- 2 Go to **Items To Confirm** where you will be able to display all Purchase Orders.
- 3 You can search a specific Order –if needed- by using filtering criteria.
- 4 Please review the **Need By** date and **Requested Quantity** field.
- 5 If you plan to deliver the same quantity on the same date as on the Purchase Order select the **line item** and click **Confirm > Entire Item**



NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)

Order Confirmation – no quantity and delivery date deviation (2/2)

The screenshot displays the SAP Business Network interface for order confirmation. The top section, titled "Review items to confirm", shows a table with columns for Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. A red box labeled "6" highlights the "Ship By" field, which is currently empty. Below the table, a "Submit" button is highlighted with a red box labeled "7".

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Essity Health and Hygiene - TEST Order No.: 4305001265 Confirmation number: <input type="text"/>					
Item No.: 10 Supplier Part No.: Description:					
1	Jul 15, 2024		356,400.00 MTR	€24.00 EUR	356,400.00 MTR

The bottom section of the screenshot shows the "Orders" dashboard with a navigation menu and a summary of order statistics. A red box labeled "8" highlights a green notification message at the bottom: "Confirmation for Order 4305001265 has been created successfully."

Orders

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. [Go to Workbench](#)

Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	Orders to invoice	Orders to Summary invoice	Orders with service line	Items to service
4	3	0	0	0	3	0	0	0	0
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Confirmation for Order 4305001265 has been created successfully.

- 6 Insert an Order Confirmation number.
- 7 Click **Submit**
- 8 Then you the automatic message that the Order is confirmed successfully will be displayed.



NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)

Order Confirmation – quantity and delivery date deviation (1/2)

The screenshot displays the 'Orders' dashboard with a summary of various order statuses. The 'Items to confirm' section is active, showing a table with one item. The table has columns for 'Need By', 'Estimated Delivery', 'Requested Quantity', and 'Quantity To Confirm'. Annotations highlight changes in these fields.

Current Status	Order No.	Item No.	Customer Part No.	Need By	Estimated Delivery	Requested Quantity	Quantity To Confirm	Requested Unit Price	Confirmed Unit Price	Others	Actions
Unconfirmed	4305001290	10		Jul 17, 2024	7/22/2024	1738 KGM	1740 KGM	€9450 EUR	9450 EUR		...

- 1 If you plan to deliver material on different date please enter a new **Estimated Delivery**
- 2 In case a quantity change please enter a new quantity in **Quantity to Confirm** field
- 3 Select the **line item** and click **Confirm > Entire Item**

NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)

Order Confirmation – quantity and delivery date deviation (2/2)

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Delivery
Customer: Essity Health and Hygiene - TEST	Order No.: 4305001290	Confirmation number: OC129Q				
Item No.: 10	Supplier Part No.:	Description:	5kg			
1	Jul 17, 2024		1,738.00 KGM	€9,450.00 EUR	1,740.00 KGM	Jul 22, 2024

Confirmation for Order 4305001290 has been created successfully.

Items to confirm (1)

Customers: Select or type selections

Order numbers: 4305001290 x Type selection

Partial match Exact match

Confirm Reject

Confirmation Approval Status	Current Status	Order No.	Item No.	Customer Part No.	Need By	Estimated Delivery	Requested Quantity	Quantity To Confirm	Requested Unit Price	Confirmed	Actions
Awaiting approval	Confirmed	4305001290	10		Jul 17, 2024	7/17/2024	1738 KGM	0 KGM	€9450 EUR		...

- 4 If the confirmed quantity or date deviates from order, this **alert icon** will show stating that the change needs approval.
- 5 Populate **Confirmation number**.
- 6 Click **Submit**.
- 7 User is directed back to the **Items to Confirm** page and **Confirmation Approval Status** for the item will show as “Awaiting approval”

NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Multiple orders

Customer: Essity Health and Hygiene - TEST Order No.: 4300001032

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
4300001032	10		Jul 15, 2022		50,000.00 H87	0.00 H87	135.00 SEK		...
4300001032	20		May 25, 2022		312.00 H87	0.00 H87	32.00 SEK		...

Customer: Essity Health and Hygiene - TEST Order No.: 4300001033

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
4300001033	10		Jul 15, 2022		50,000.00 H87	0.00 H87	135.00 SEK		...

Confirm schedule line
Confirm entire item
Confirm entire order

Customer: Essity Health and Hygiene - TEST Order No.: 4300000720

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
4300000720	10		Mar 1, 2022		100.00 PCS	0.00 PCS			...

Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Essity Health and Hygiene - TEST Order No.: 4300001032 Confirmation number					
Item No.: 10 Supplier Part No.: Description:					
1	Jul 15, 2022		50,000.00 H87	135.00 SEK	50,000.00 H87
Customer: Essity Health and Hygiene - TEST Order No.: 4300001033 Confirmation number					
Item No.: 10 Supplier Part No.: Description:					
1	Jul 15, 2022		50,000.00 H87	135.00 SEK	50,000.00 H87

Submit Cancel

- 1 Suppliers may have also confirm multiple orders by selecting them from the Items to Confirm tab as well.
 - 2 Click **Confirm** and select **Confirm entire item** from the action dropdown.
 - 3 You can insert the confirmation number which is any number you use to identify the order confirmation.
 - 4 Review confirmation and click **Submit** to send it to buyer system.
- A This view can be customized by clicking the Setting icon.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Fullfilment (1/2)

1 In the menu bar, click the **Fulfilment** tab and chose **Order Confirmation**.

2 Use search filters to identify the right document.

3 Configure data view by clicking the Table options menu, if needed.

4 In order to display the details of confirmed order, you can click on the Order Confirmation number.

Confirmation ID	Customer	Order #	Date	Status
OC1107	Essity Health and Hygiene - TEST	4300001107	8 Jul 2022 5:24:31 PM	Acknowledged
OC1106	Essity Health and Hygiene - TEST	4300001106	8 Jul 2022 5:18:27 PM	Acknowledged
OC1104	Essity Health and Hygiene - TEST	4300001104	8 Jul 2022 4:34:00 PM	Acknowledged
OC1102	Essity Health and Hygiene - TEST	4300001102	8 Jul 2022 1:20:57 PM	Acknowledged
OC1101	Essity Health and Hygiene - TEST	4300001101	7 Jul 2022 12:53:58 PM	Acknowledged
OC1099	Essity Health and Hygiene - TEST	4300001099	6 Jul 2022 7:10:24 PM	Acknowledged

1 In the menu bar, click the **Fulfilment** tab and chose **Order Confirmation**.

2 Use search filters to identify the right document.

3 Configure data view by clicking the Table options menu, if needed.

4 In order to display the details of confirmed order, you can click on the Order Confirmation number.

NOTE



You can review confirmation as well from the PO screen in the Related Documents.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Fullfilment (2/2)

Order Confirmation: OC1107 Done

Print Export cXML

5 Detail History

Confirmation #: OC1107
Notice Date: 8 Jul 2022
Purchase Order: 4300001107
Est. Delivery Date: 15 Jul 2022

6

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1				50,000.000 (H87)	15 Jul 2022		135.00 SEK	6,750.00 SEK	

7

Detail History

Order Confirmation: OC1107
Routing Status: Acknowledged
Received By Ariba Network On: 8 Jul 2022 5:24:31 PM GMT+02:00
Submitted By: TEST SCC SUPPLIER 18
To: Essity Health and Hygiene - TEST

History

Status	Comments
	Route document to end point CIG of system id PA1CLNT100 of org AN01578232138
Acknowledged	Success
	The document has been transferred to the next integration point.
	The document is ready to be picked up by the recipient.
!	The recipient has processed the document and has acknowledged the processing. Reason: OK - Purchasing document 4300001107 successfully processed

5 You can see the details of Order confirmation in the **Detail** tab: Confirmation number, Notice Date, Purchase Order number and estimated delivery date.

6 Below you can see the Line Items with more details i.e., Pricing Information.

7 In **History** tab you will be able to see Routing status and comments.

! If the Order Confirmation was sent correctly, then in the last line there will be an information displayed: „The recipient has processed the document and has acknowledged the processing. Reason: OK- Purchasing document successfully processed”

Purchase Order Collaboration (consignment materials)

Order Confirmation – Notification setup

Electronic Order Routing		
Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when orders are ready to invoice.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/>
Approval	<input checked="" type="checkbox"/> Send a notification when order confirmation approval status changes.	* <input type="text"/>

Suppliers can be notified when buyer approved OC deviations.

In order to setup a notification the admin of the account can click on user initials in the right corner of SAP Business Network page.

Then **Select Settings > Network Notifications.**

In the **Electronic Order Routing** section, enable the **Send a notification when order confirmation approval status changes** by ticking the checkbox.

Populate the **email address** field (up to 3 email address can be notified, separated by comma)

Click **Save.**

Purchase Order Collaboration (consignment materials)

Order Confirmation – Deviation approval

ordersender-prod@ansmtp.ariba.com
To: A

OP

If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear

This notification contains important information about your Ariba account (ANID:

The confirmation approval status of one or more items in purchase order **4304001517** from customer Essity Health and Hygiene - TEST has changed.

Line Item No.	New Confirmation Status	Comments
10	Approved awaiting change order	

SAP Ariba

Dear

This notification contains important information about your Ariba account (ANID:

The confirmation approval status of one or more items in purchase order **4304001517** from customer Essity Health and Hygiene - TEST has changed.

Line Item No.	New Confirmation Status	Comments
10	Approved	

The above list contains up to 20 items. You can also see the approval status of items by

Supplier will receive email notification if deviations in OC has been approved.

1st email with status **Approved awaiting change order**.

Once the changed Order is available, 2nd email is sent with status **Approved**.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Deviation rejection

ordersender-prod@ansmt0.ariba.com
To: A

Wed 7/17/2024 5:54 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and

Dear

This notification contains important information about your Ariba account (ANID:

The confirmation approval status of one or more items in purchase order **4305001276** from customer Essity Health and Hygiene - TEST has changed.

Line Item No.	New Confirmation Status	Comments
10	Rejected	

The above list contains up to 20 items. You can also see the approval status of items by viewing line item details on the order.

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

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Supplier will receive email notification if OC has been rejected.

Confirmation status is **Rejected**.
Supplier needs to reconfirm the order.

Chapter 05

Despatch file Overview

Purchase Order Collaboration (consignment materials)

Despatch File Overview

A

Manual ASN creation with CSV upload on SAP Business Network

- ✓ Supplier manually creates Ship Notice against the order in SAP Business Network and attaches a despatch .csv file.
- ✓ Once it reaches Essity, this will be used as basis for generating the Inbound Delivery in backend.
- ✓ The status of sent file will be available on SAP Business Network.
- ✓ **Instruction – on the next slides**

B

Automated solution – thru cXML connection

- ✓ This option allows to send shipping documentations to SAP Business Network programmatically but requires technical cXML development on supplier side.
- ✓ Supplier's IT team develops ShipNoticeRequest coded in cXML (commerce eXtensible Markup Language) and submit to SAP Business Network.
- ✓ The received ShipNoticeRequest document will create the Ship Notice in Ariba and then sent to Essity. Once it reaches Essity, this will be used as basis for generating the Inbound Delivery in backend.

C

Semi-automated solution – via sFTP [Secure File Transfer Protocol]

- ✓ Uploading the despatch .csv file to Essity MFT server via Secure File Transfer Protocol (sFTP) communication. [manual or automatic connection]
- ✓ The received despatch CSV file will be routed from the server to Essity and will be used as basis for generating the Inbound Delivery in backend.
- ✓ This is fully excluded from SAP Business Network scope, therefore the status of sent documents will not be visible on SAP Business Network, while supplier will be notified via email about successful or failed file submission.

Manual Advanced Ship Notice creation with CSV upload

Purchase Order Collaboration (consignment materials)

Despatch CSV File Requirements

Header Name	Description
Material number	ESSITY material number
Pallet Quantity	Specify the quantity held in a pallet. Should follow the Unit of measure in the Order. Total of pallet quantity in the file should match the shipped quantity in the Ariba Ship Notice.
Vendor Batch id	Suppliers' production identification/production Lot Number (will be used by Essity in case of Q incident). Should be same as second barcode on pallet label. Maximum 20 characters, numbers, letters and signs are ok.
SSCC	18 digits and may not start with "0". Should be same number as third barcode on pallet label. The code structure of the SSCC is as follows: P MMMMMMM SSSSSSS C P: Packaging indicator. It's recommended in the EAN world that the packaging indicator be set to 3, unidentified package. M: Supplier number. Seven figures indicating the supplier. This ID is given the supplier by the national EAN organization. S: Series of numbers. Nine figures used to give a unique Id to the handling unit. The company that code marks the unit is responsible for this number series. The combination of supplier ID and this number should be unique. C: Check figure. The calculation of this check figure is based on the preceding figures. An EAN standard algorithm is used for this calculation.
Shipment id	Unique ID per shipment. One dispatch per shipment (can be equal Despatch id). Maximum 16 characters, numbers, letters and signs are ok.
Despatch id	Unique ID, one or many per shipment e.g. a rolling load number. Maximum 16 characters, numbers, letters and signs are ok.
Timestamp	Shipping date is required. Hour, minute and second is preferred. Format that is ok: 2018-02-12 10:23:15.
Fixed value	In the as-is process Essity is not using this field and instructed vendor to default value to "xx"
Number of reels	a) Number of reels per pallet. b) Or number of boxes (non-reel material, for example glue) per pallet. Field may not start with "0". No decimals.
Reel id	Enter the unique Reel ID or Box ID. Should be same number as the number in reel barcode label. Max 18 characters, number, letters and signs are ok. If you have an Application identifier, this should not be included. For example if label has (21) 12234567, despatch should have 12234567.
Reel quantity	Quantity held per Reel or Box. Should follow the same Unit of measure in the Order. If total reel quantity for a pallet does not match pallet quantity 100%, it is ok. Deviation due to rounding is accepted as long as the difference is less than half of the last Reel. Decimals are allowed up to 3 decimal places. Sample: 28400.234
Essity Supplier id	Must be the S4 Supplier ID provided by ESSITY
Essity Factory id	Essity Plant ID
Order #	Purchase Order # or the Scheduling Agreement # (required only for SFTP approach)
Line Item #	Line-item number (required only for SFTP approach)
Delivery Date	Expected arrival date in Essity warehouse in CET timezone. Format: YYYY-MM-DD 12:00:00 (time default to 12 PM CET) (required only for SFTP approach)

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice – Manual Upload

Despatch CSV file requirements

The despatch CSV file describes the handling units (pallets/boxes/reels) that are part of the shipment. The required format is as follows:

- File extension should be **.csv** which stands for "comma-separated value". This is the only format acceptable. Other format will cause the issues with despatch file submission
- UTF-8 encoding
- Each data column should be separated by a semicolon (;)
- No header fields on the actual file
- Total of 16 columns [3 additional mandatory fields are relevant for sFTP solution]
- A dot (.) should be used for decimals (please remember to not use comma (,))
- The quantity inserted in the despatch file should be in the same UoM as on the Order

NON – REEL despatch file sample with traceability at Pallet Level
(sample below is having 5 pallets and assigned to different vendor batches)

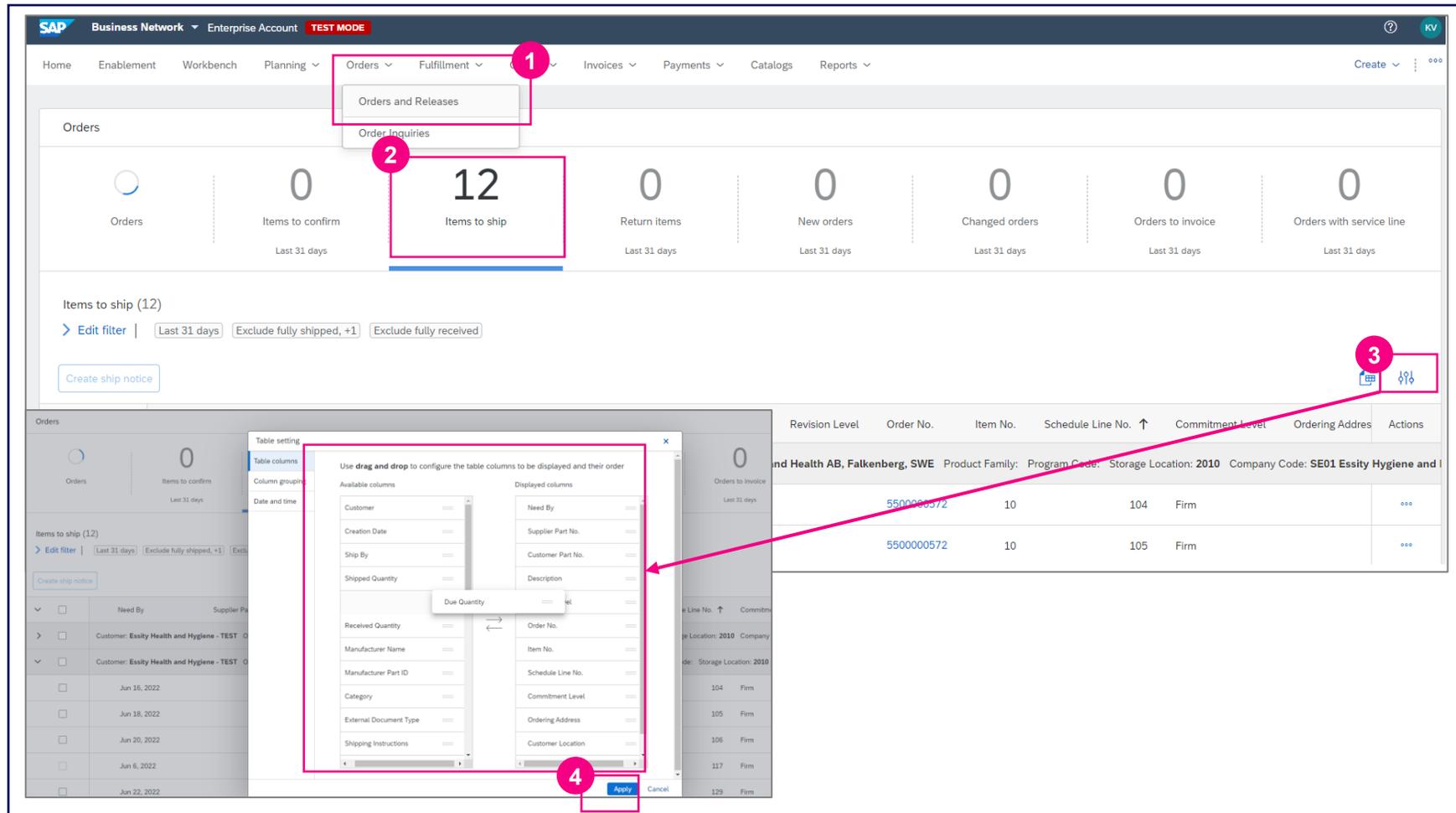
```
desfile_supplierName_date2022.csv
1 2415800;36.865;FS0625-A;373107913003707135;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2 2415800;36.865;FS0625-B;373107913003707142;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
3 2415800;36.865;FS0625-C;373107913003707159;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
4 2415800;36.865;FS0625-D;373107913003707166;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
5 2415800;36.865;FS0625-E;373107913003707173;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
```

REEL despatch file sample with traceability at Reel Level
(sample below is having 2 pallets with 2 reels on each)

```
desfile_supplierName_date.csv
1 1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A1;62.5;100060465;SEF2;4300000744;10
2 1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A2;62.5;100060465;SEF2;4300000744;10
3 1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A3;62.5;100060465;SEF2;4300000744;10
4 1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A4;62.5;100060465;SEF2;4300000744;10
```

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice – Manual Upload (1/4)



1 In order to create Advance Ship Notice please click the **Orders** tab, then click **Orders and Releases**.

2 Click on the **Items to Ship** tile.

3 The table can be customized by clicking the **table settings icon** to show the list of available and displayed columns.

In **table settings icon**, you can configure the table to hide or display columns.

Please **Drag and drop** column headers to hide or display.

4 Click **Apply** button for the table columns to update.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice – Manual Upload (2/4)

The screenshot shows a web interface for creating an Advanced Ship Notice. At the top left, there is a section titled 'Items to ship' with a dropdown menu 'Edit filter' (callout 5). Below this are two input fields: 'Customers' with a placeholder 'Select or type selections' and 'Order numbers' with a placeholder 'Type selection' and a selected value '4300000646' (callout 6). Under the 'Order numbers' field, there are two radio buttons: 'Partial match' and 'Exact match', with 'Exact match' selected (callout 7). To the right of these fields are buttons for 'Apply', 'Reset', and 'Cancel'. Below the input fields is a 'Create ship notice' button (callout 9). The main part of the interface is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Need By, Ship By, Commitment Level, Requested Quantity, Shipped Quantity, and Actions. A row is highlighted with a callout 8, showing Order No. 4300000646, Item No. 10, Schedule Line No. 1, and Need By date Feb 21, 2022. The table also shows a customer name 'Essity Health and Hygiene - TEST' and a ship-to address 'Falkenberg Factory, Falkenberg, SWE'.

- 5 If you are going to create Advance Ship Notice for single Purchase Order, please expand the **Edit filter** section.
- 6 In the **Order numbers** section, select the **Exact match** radio button then enter the exact Purchase Order number.
- 7 Click the **Apply** button to see the result.
- 8 Select the delivery schedule line for shipping.
- 9 Click on **Create ship notice** button. Next steps are indicated for ASN process creation with CSV file submission.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice – Manual Upload (3/4)

Create Ship Notice

* Indicates required field

SHIP FROM Update Address **DELIVER TO**
Essity Hygiene and Health AB
Falkenberg
Sweden

▼ Ship Notice Header

SHIPPING TRACKING

Packing Slip ID:* Carrier Name:
Invoice No.: Service Level:
Requested Delivery Date: --
Ship Notice Type:

Shipping Date:*
Delivery Date:* 5 May 2022 12:00 PM G

⚠ Please note that Essity can only accept attachments in .CSV format. Please do not attach files in other formats as these files will not be processed.

Hazard Type: Code:
Is Divisible:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

- 11** Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the obligatory information on the form:
- 12** The **Packing Slip ID** is any number you use to identify the Ship Notice.
- 13** Select the **Shipping Date** and the **Delivery Date**.
- 14** Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. It is a mandatory step. Click the **Add Attachment** button. **The format of the despatch file must be .csv. Please only upload 1 file.**

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice – Manual Upload (4/4)

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:* Transport Condition **15**

Shipping Payment Method:* Other **16**

Transport Terms Description:

Transport Terms Description:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other	DDP						

Add Transport Term

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4300000117	10			100.000	KGM	20 Oct 2021				SEF2

Description:

Shipment Status: Total Item Due Quantity: 100 KGM

Confirmation Status: Total Confirmed Quantity: 0 KGM

Total Backordered Quantity: 0 KGM

Line	Ship Qty 17	Supplier Batch ID 18	SSCC Number	Production Date	Expiry Date
1	100.000				

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Save Exit **Next** **19**

SAP Business Network Enterprise Account TEST MODE Back to classic view

Create Ship Notice Previous Save **Submit** **20** Exit

- 15** Please provide **Delivery Terms** from drop down list.
- 16** Select **Shipping Payment Method**. If the selected Payment Method is ,Other' please insert n/a in the following field.
- 17** **Ship Quantity** is automatically populated from the Purchase Order. **If the CSV contains different quantity, please insert the correct value in this field. The value in this field should be equal to the shipped quantity.**
- 18** There is no need to indicate **Supplier Batch ID (Material ID) and SSCC Number**. Those information will be automatically taken from CSV attachment.
- 19** Click the **Next** button to proceed to review your Ship Notice.
- 20** Then click **Submit** button.

Purchase Order Collaboration (consignment materials) Advanced Ship Notice Routing Status

The screenshot shows the SAP Business Network interface. The 'Fulfillment' menu is open, highlighting 'Ship Notices'. Below, a table lists ship notices with their routing status.

Packing Slip ID	Customer	Order #	Date ↑	Completion Status	Receipt Status	Routing Status
ASN1050	Essity Health and Hygiene - TEST	4300001050	15 Feb 2022 4:52:37 PM			Obsoleted
ASN1051	Essity Health and Hygiene - TEST	4300001051	15 Feb 2022 5:06:43 PM			Acknowledged
ASN1053	Essity Health and Hygiene - TEST	4300001053	15 Feb 2022 5:52:11 PM			Failed

! If supplier sends the despatch file to Essity MFT server [automatically or manual upload] the status will not be reflected on SAP Business Network.

- 1 All submitted Advanced Ship notices [either thru cXML or Manual ASN creation] are displayed under **Fulfillment section**.
- 2 Select **Ship Notices** from the dropdown list.
- 3 The **Routing status** informs if the document has been processed successfully. Supplier should review the status of submitted Advanced Shipping in order to reprocess the document in case of failure.

Obsoleted – document has been cancelled
Acknowledged – document has been submitted to Essity
Failed – document has been rejected

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Acknowledged

SAP Business Network Enterprise Account TEST MODE Back to classic view

Ship Notice: ASN840 Done

Edit Export cXML

Detail History

Ship Notice: ASN840 To: Essity Health and Hygiene - TEST
 Routing Status: Acknowledged
 Received By Ariba Network On: 19 Aug 2021 11:24:18 PM GMT+08:00
 Submitted By: SCC Supplier

History

Status	Comments	Changed By	Date and
	Processing cXML	SCMSupplierQueueProcessor-125039048	19 Aug 2021 11:24:28
	Processing cXML item	SCMSupplierQueueProcessor-125013075	19 Aug 2021 11:24:31
	The document is ready to be picked up by the recipient.	CommunityWeb-124996066	19 Aug 2021 11:24:32
	The document has been transferred to the next integration point.	CommunityWeb-124996066	19 Aug 2021 11:24:32
Acknowledged	Success	CXML StatusUpdateRequest	19 Aug 2021 11:24:33
	The recipient has processed the document and has acknowledged the processing. Reason: OK - 0001 inbound delivery/deliveries created (nos. 180000647 to 180000647)	CommunityWeb-124996066	19 Aug 2021 11:24:35

- 1 Ship Notice. If validation passes, then Routing Status will be shown as **Acknowledged**. Open the **Ship Notice** page and select the adequate Ship Notice number.
- 2 Click the **History** tab.
- 3 Check the confirmation message shown in the comment that the document has been processed in the receiving system and the Inbound Delivery ID.

NOTE If ASN routing status is already Acknowledged, **supplier should not edit/delete the ASN**. The inbound delivery is already generated in the backend system and changes is no longer allowed.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (1/2)

The screenshot displays the 'Ship Notice: ASN1053' page in the Essity system. It is divided into two main sections. The top section shows the 'Detail' tab selected, with a red box and the number '1' highlighting the 'Ship Notice: ASN1053' header. Below this, a blue message box states: 'Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods'. The bottom section shows the 'History' tab selected, with a red box and the number '2' highlighting the 'History' tab. Below this, the status is shown as 'Failed' with a corresponding message: 'Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods'. The 'History' table below shows a sequence of events: 'Processing XML', 'Processing cXML item', 'The document has been transferred to the next integration point.', 'The document is ready to be picked up by the recipient.', 'Acknowledged Success', and 'Receipt of the document has not been confirmed by the trading partner. Reason: Not Acceptable - Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods'.

Essity is validating correctness of the Despatch file attached on the Ship Notice.

1 Open the **Ship Notice** page (Fulfillment tab) and select the adequate Ship Notice number.

2 The rejection reason will be displayed in **Detail** and **History** section.

If validation fails, then Routing Status will be shown as **Failed** and Supplier is expected to cancel Failed ASN and resubmit the corrected Ship Notice.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (2/2)

The screenshot displays the 'Ship Notice: ASN1053' interface. At the top, there are buttons for 'Cancel', 'Edit', and 'Export cXML'. The 'Cancel' button is highlighted with a red box and a '3' in a pink circle. Below these buttons are 'Detail' and 'History' tabs. The main content area shows the following information: Ship Notice: ASN1053, Routing Status: Failed, Received By Ariba Network On: 15 Feb 2022 5:52:11 PM GMT+01:00, and Submitted By: [redacted].

Below this is a confirmation dialog titled 'Cancel Ship Notice?'. It asks 'Are you sure you want to cancel this ship notice?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box and a '4' in a pink circle.

At the bottom, there is a table titled 'Ship Notices (1)'. The table has columns for Packing Slip ID, Customer, Order #, Date, Completion Status, Receipt Status, Routing Status, and Ship Notice Status. The 'Routing Status' and 'Ship Notice Status' columns for the first row are highlighted with a red box and a '5' in a pink circle.

Packing Slip ID	Customer	Order #	Date ↓	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN1053	Essity Health and Hygiene - TEST	4300001053	15 Feb 2022 5:52:11 PM			Obsoleted	Canceled

- 3 Click the **Cancel** button.
- 4 Click **Yes**, in order to confirm cancelation of Advanced Ship Notice.
- 5 Once the document will be canceled the **Routing Status** and **Ship Notice Status** will be changed.

Perform necessary correction on the Despatch CSV file and attach to the Ship Notice.

Resubmit the Ship Notice.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice- Failure email notification (1/2)

Recent Ariba Network document failures | Immediate notification 1

no-reply@ansmtp.ariba.com
 Mon 12/6/2021 9:51 PM

To: [Redacted]

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
ANL-0000009	ShipNoticeDocument ASN1277 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	Receipt of the document has not been confirmed by the trading partner.

If you have any questions regarding this error notification, please contact Ariba Support.

Please do not reply to this email. Replies to this email will not be read.
 © 2018 Ariba, Inc. All rights reserved.
[Unsubscribe](#)

Reply | Reply all | Forward

- 1 Suppliers can receive email notification when an Advanced Ship Notice **failed** [ASN thru cXML or Manual ASN creation]. This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.
- Procedure:
1. Click the **Account Settings** icon in the upper right corner
 2. Click Settings > **Network Notification**
 3. Go to the **Error Email Notification section**, enable **Send immediate notification upon failure**

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice- Failure email notification (2/2)

Recent Ariba Network document failures | Immediate notification

no-reply@ansmtp.ariba.com
 Mon 12/6/2021 9:51 PM

To: [Redacted]

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
ANL-0000009	ShipNoticeDocument ASN1277 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	Receipt of the document has not been confirmed by the trading partner.

If you have any questions regarding this error notification, please contact Ariba Support.

Please do not reply to this email. Replies to this email will not be read.
 © 2018 Ariba, Inc. All rights reserved.
[Unsubscribe](#)

Reply | Reply all | Forward

If desired, you can also enable an option to send a notification digest (an email with summary of failed documents recorded for the chosen time interval)

4. Go to the **Ship Notice** section, enable **Send a notification when ship notices are undeliverable** and **Send notification when a Declined Document status update request is received**

5. Specify the email address to send the notifications in the **To email addresses field**

As this notification displays only a generic failure reason, login to SAP Business Network to see full details

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (1/4)

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is selected, and the 'Orders and Releases' menu is open. Below the navigation bar, there are several tiles: 'Orders' (27), 'Items to confirm' (0), 'Items to ship' (18), 'Return items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). The 'Items to ship' tile is highlighted with a red box and a '2' in a red circle. Below the tiles, the 'Items to ship' section is visible, with an 'Edit filter' button highlighted with a red box and a '3' in a red circle. The 'Edit filter' section contains various filters such as 'Customers', 'Order numbers', 'Customer locations', 'Need by date', 'Ship by date', 'Creation date', 'Company codes', 'Purchasing organizations', 'Ordering address IDs', 'Part numbers', 'Customer part numbers', 'Product group', 'Order type', 'Category', 'Stock transfer type', 'Ship from location', 'Confirmation status', 'Shipping status', 'Receiving status', 'Invoicing status', 'External document type', 'Transport Terms', and 'Storage locations'. The 'Need by date' dropdown menu is open, showing options like 'None', 'Last 7 days', 'Today', 'Next 7 days', 'Next 14 days', 'Next 31 days', 'Next 90 days', 'Next 365 days', and 'Custom date range'. The 'Custom date range' option is highlighted with a red box and a '4' in a red circle. A 'Custom date range' dialog is open, showing a calendar for July 2022 with the date 5th selected. The 'Apply' button in the dialog is highlighted with a red box and a '5' in a red circle.

Supplier can select materials from different Purchase Orders (only from the same location and delivery date) and consolidate into one Advance Ship Notice.

- 1 Click the **Orders** tab, then click **Orders and Releases**.
- 2 Click on the **Items to Ship** tile.
- 3 In order to display all shipment planned to be delivered on certain delivery date please expand the **Edit filter** section.
- 4 In the **Need by date** field, select the Custom Date Range and indicate exact delivery date. Then please click **Apply** button.
- 5 Click the **Apply** button to see the result.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (2/4)

Items to ship (12)

> Edit filter | Last 31 days | Exclude fully shipped, +1 | Exclude fully received

Create ship notice

<input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment	Actions
▼ <input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, 005, SWE								
<input type="checkbox"/>	430000903	10			1	Apr 15, 2022			...
<input type="checkbox"/>	430000926	10			1	Apr 18, 2022			...
▼ <input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE								
<input checked="" type="checkbox"/>	430000801	10			1	Mar 25, 2022			...
<input checked="" type="checkbox"/>	430000802	20			1	Mar 25, 2022			...
<input type="checkbox"/>	550000107	10			1	Mar 23, 2022		Firm	...
<input type="checkbox"/>	550000107	10			2	Mar 30, 2022		Firm	...

- 6 Select the specific **order lines** for shipping from the different Purchase Orders.
- 7 Click on **Create ship notice** button.

Then you will be redirected to the ship notice creation page.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (3/4)

The screenshot shows the 'Create Ship Notice' form with the following elements highlighted by numbered callouts:

- 8**: A pink box highlights the 'SHIP FROM' and 'DELIVER TO' sections. 'SHIP FROM' contains 'SCC SUPPLIER 13 - TEST', 'Sandhamn', and 'Germany'. 'DELIVER TO' contains 'Falkenberg Factory', 'Falkenberg', and 'Sweden'. Both sections have an 'Update Address' link.
- 9**: A pink box highlights the 'SHIPPING' section, which includes 'Packing Slip ID:*', 'Invoice No.:', 'Requested Delivery Date: --', and 'Ship Notice Type: Select'.
- 10**: A pink box highlights the 'Shipping Date:*' and 'Delivery Date:*' date pickers.
- 11**: A pink box highlights the 'ATTACHMENTS' section, which includes a 'Choose File' button (showing 'No file chosen'), an 'Add Attachment' button, and a note: 'The total size of all attachments cannot exceed 100MB'.

Other visible fields include 'TRACKING', 'Carrier Name:', 'Service Level:', 'Hazard Type: Select', 'Code:', and 'Is Divisible: '. Buttons for 'Save', 'Exit', and 'Next' are at the top right.

- 8** Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the requested information on the form:
- 9** The **Packing Slip ID** is any number you use to identify the Ship Notice.
- 10** Select the **Shipping Date** and **Delivery Date**
- 11** Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. The file must contain all relevant handling unit information for all the materials in the ship notice line items.

It is a **mandatory** step. Click the **Add Attachment** button.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (4/4)

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. It is divided into several sections:

- DELIVERY AND TRANSPORT INFORMATION:** Contains a 'Delivery Terms' dropdown menu (callout 12) and a 'Shipping Payment Method' dropdown menu (callout 13). Below these are text input fields for 'Delivery Terms Description', 'Transport Terms Description', 'Shipping Contract Number', and 'Shipping Instructions'.
- Order Items:** A table listing two order items. Each item has a 'Ship Qty' field (callout 14) and a 'Supplier Batch ID' / 'SSCC Number' field (callout 15). Below the table are 'Add Ship Notice Line' buttons.
- Navigation:** At the bottom right, there are 'Save', 'Exit', and 'Next' buttons (callout 16). At the bottom center, there are 'Previous', 'Save', 'Submit', and 'Exit' buttons (callout 17).

The SAP Business Network header is visible at the bottom, showing 'Enterprise Account TEST MODE' and a 'Back to classic view' link.

- 12** Provide **Delivery Terms** from the drop down list
- 13** Select Shipping **Payment Method**
- 14** **Ship Quantity** is automatically populated from the Purchase Orders. **If the CSV contains different quantity, please insert the correct value in this field. The value in this field should be equal to the shipped quantity.**
- 15** There is no need to indicate Supplier Batch and SSCC Number. This information will be automatically populated from CSV attachment.
- 16** Click the **Next** button to proceed to review your Ship Notice.
- 17** Then click the **Submit** button

Chapter 07

Goods Receipt

Purchase Order Collaboration (consignment materials)

Goods Receipt (1/2)

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 4300000701. The header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' link is present in the top right. Below the PO ID, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' section shows the following information:

From:	To:	Purchase Order
Essity Hygiene and Health AB Bäckstengatan-5 405 03 Göteborg Sweden Phone: +46 (0) 46 317460000 Fax: + (0) 46 317461005	Test SCC Supplier - TEST Hantverkarg 7 130 39 Sandhamn Sweden Phone: Fax: Email:	(Received) 4300000701 Amount: 13,000.00 EUR Version: 1

Below the contact information, the 'Payment Terms' are listed as '0.000% 45 within 45 days Due net'. The 'Contact Information' section shows 'Supplier Address' with a blurred area. On the right side, the 'Routing Status' is 'Acknowledged' and the 'External Document Type' is 'Standard PO (NB)'. Under 'Related Documents', there is a list: 'CM701', 'INV701', and '5000000845'. The document number '5000000845' is highlighted with a red box and a red circle containing the number '1'. A 'More' link is visible below the list, and a tooltip shows 'Receipt: 5000000845'.

Essity will send a Goods Receipt notification to supplier for information only that the shipped goods are received. This will update the status of the Purchase Order accordingly in SAP Business Network.

1 Documents which starts from 50xxxxxxx refer to the Goods Receipt. The details of receipt can be displayed by clicking on the document number.

The list of Good Receipt documents is available under **Fulfillment and then Goods Receipt section.**

Purchase Order Collaboration (consignment materials)

Goods Receipt (2/2)

SAP Business Network Enterprise Account TEST MODE Back to classic view

Receipt: 5000000845 Done

Print | Export cXML

Detail History

From:
Essity Health and Hygiene - TEST
Bäckstengatan-5
405 03 Göteborg
Sweden

To:
Test SCC Supplier - TEST
Hantverkarg 7
130 39 Sandhamn
Sweden
Phone:
Fax:
Email:

Receipt:
Receipt No.: 5000000845
Receipt Date: 27 Jul 2021

Routing Status: Sent
Related Documents: [4300000701](#)

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4300000701 (Closed For Receiving)													
1	10					ASN7012	27 Jul 2021	1,300,000 MTR	<i>Not Specified</i>	Received	10.00 EUR	13,000.00 EUR	Completed

Description:

Comments

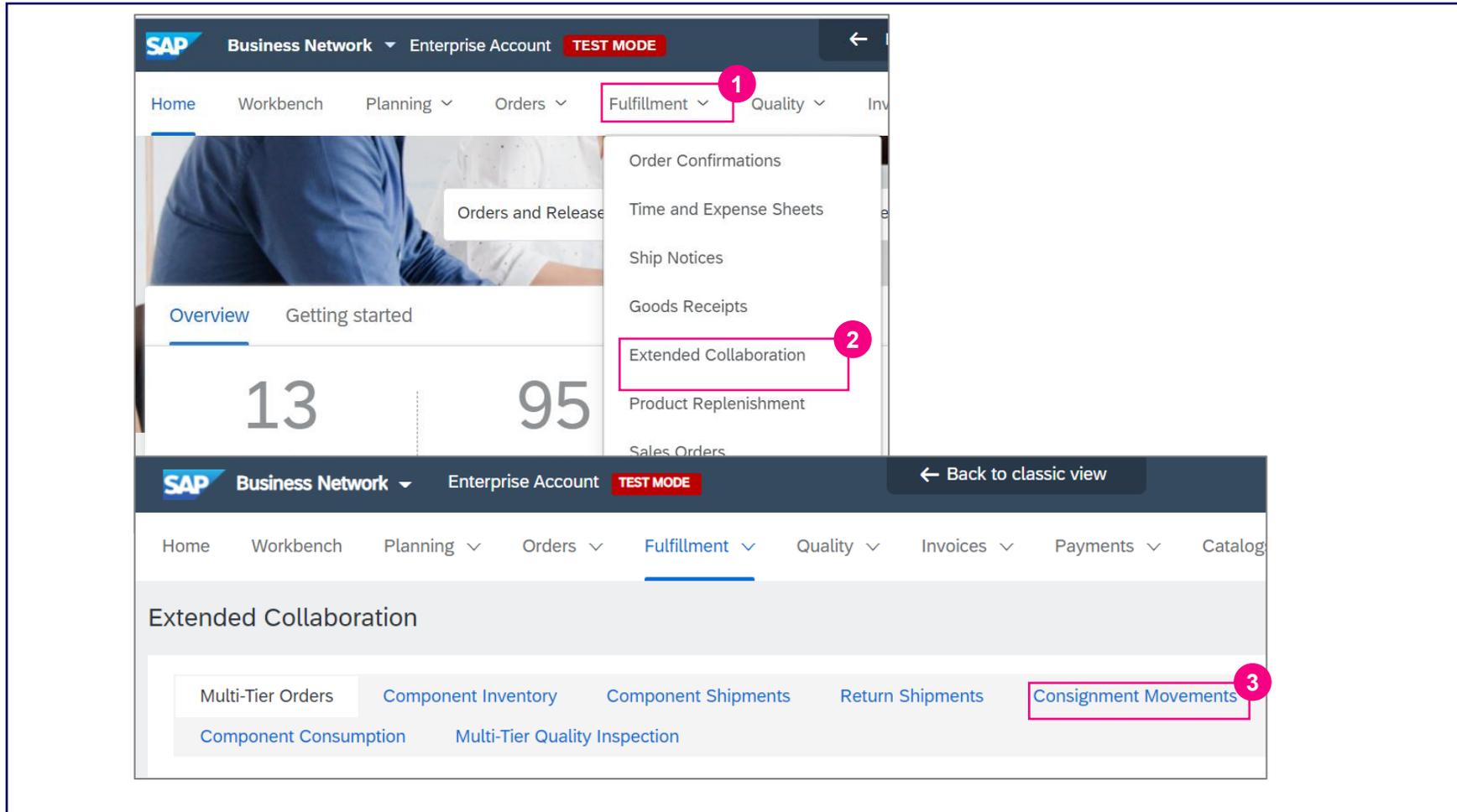
1 The Receipt details are displayed.

Chapter 08

Consignment Movement

Purchase Order Collaboration (consignment materials)

View Consignment Movements (1/2)



SAP Business Network provide visibility to suppliers to view a list of materials on consignment and consignment movements.

- 1 Click the **Fulfillment** drop-down.
- 2 Select the **Extended Collaboration** option.
- 3 Go to the **Consignment Movement** tab.

Purchase Order Collaboration (consignment materials)

View Consignment Movements (2/2)

Consignment Movements (5)

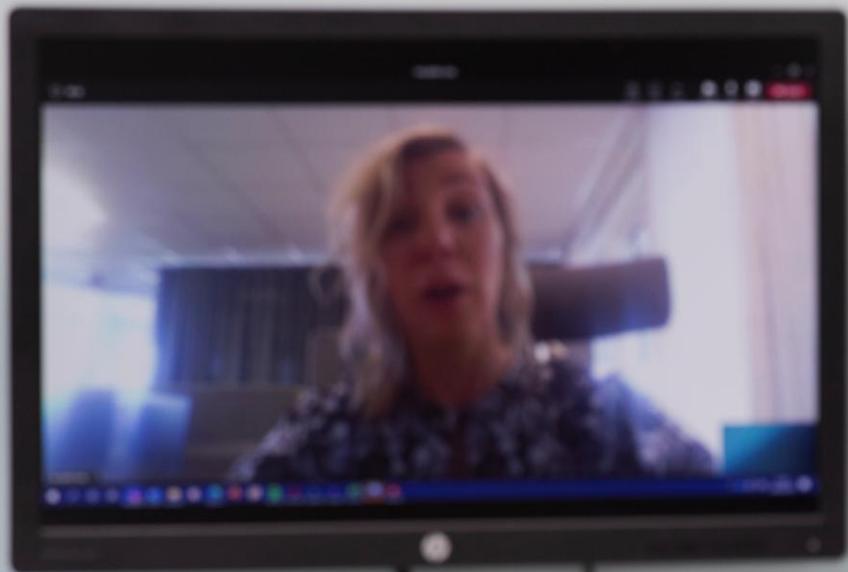
Customer Part No./Description	Part No.	Customer	Customer Location	Movement Date	Movement Qty (Unit)	Amount	Settlement	Movement No.
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	500 (MTR)	2,765.00 SEK	SE0121000003602022001	SE0149000602712022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	800 (MTR)	4,424.00 SEK	SE0121000003602022001	SE0149000602722022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE0149000602732022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE0149000602742022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,700 (MTR)	9,401.00 SEK	SE0121000003602022001	SE0149000602752022

[Create Invoice](#)

- 4** The **Consignment Movements** list shows the Customer, Customer Location (Plant Name), the material under consignment that has been withdrawn, the date, quantity, and equivalent amount.
- 5** Settlement ID will be shown in the Settlement Column to inform suppliers which withdrawals have been settled.

NOTE More details are included in the withdrawal report sent by Essity via email.

In case data incorrectness, please contact Essity directly.



Thank you!



supplierinfo@essity.com

