Purchase Order Collaboration Process

(Consignment item category)

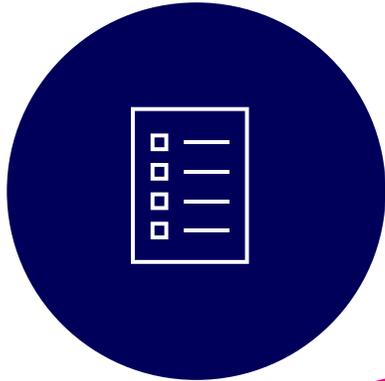SAP Business Network

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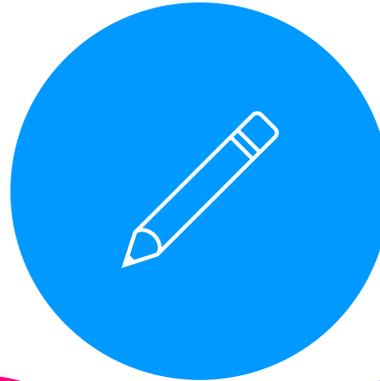# Purchase Order Collaboration process

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 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.

Order confirmation

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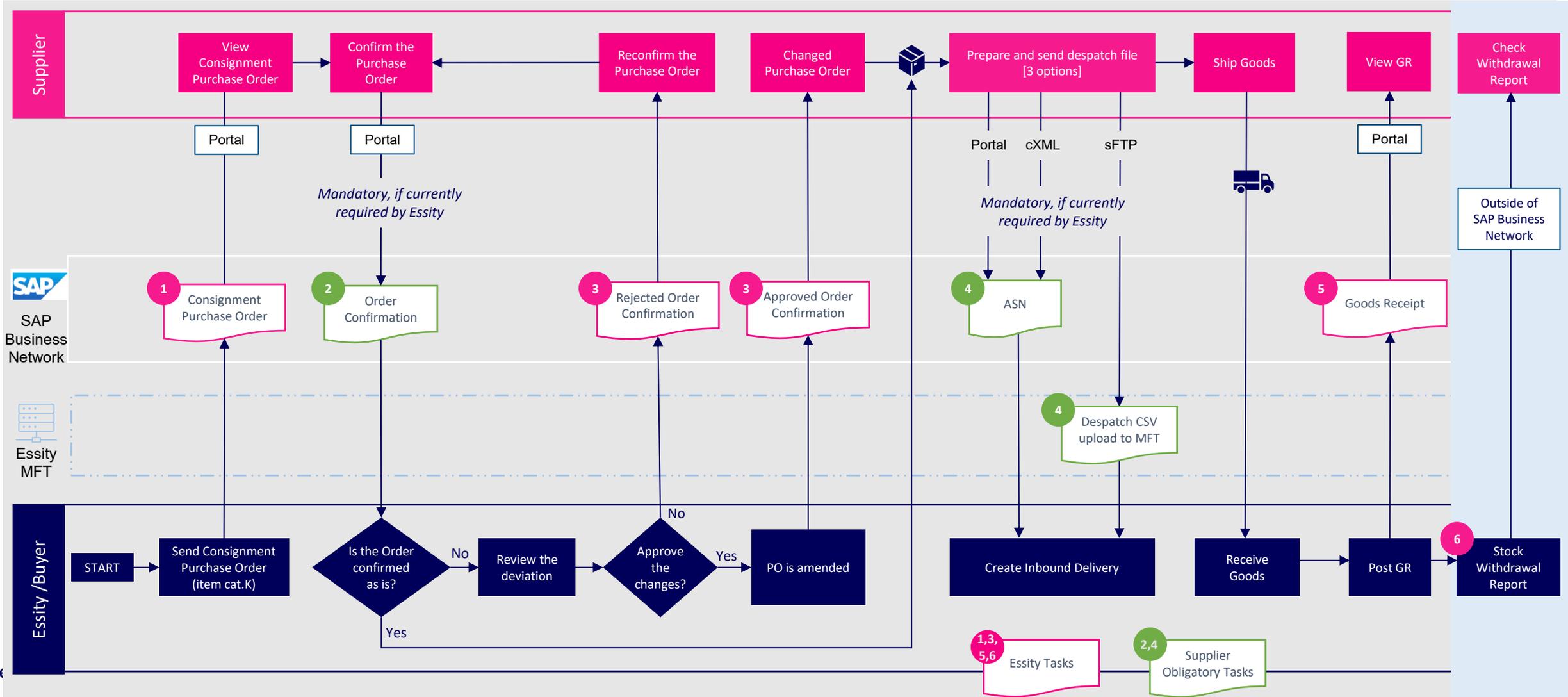
Despatch file submission

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

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Purchase Order Collaboration process flow

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Purchase Order Collaboration (consignment materials)
Consignment Purchase Order Process

Consignment Purchase Order

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Purchase Order Collaboration (consignment materials)
Consignment Purchase Order (1/2)

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)

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

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

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

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

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.

Change Consignment Purchase Order – Email notification

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.

Order Confirmation

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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**

NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)
Order Confirmation – no quantity and delivery date deviation (2/2)

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)

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)

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

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.

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)

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"*

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Purchase Order Collaboration (consignment materials)
Order Confirmation – Notification setup

Electronic Order Routing

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

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**.

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Purchase Order Collaboration (consignment materials)
Order Confirmation – Deviation approval

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

Supplier will receive email notification if OC has been rejected.

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

Despatch file Overview

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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 swill be notified via email about successful or failed file submission.

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Manual Advanced Ship Notice creation with CSV upload

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Despatch CSV File Requirements

Required only, if there is currently such a requirement

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 SSSSSSSSS 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
```

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Purchase Order Collaboration (consignment materials)
Advanced Ship Notice – Manual Upload (1/4)
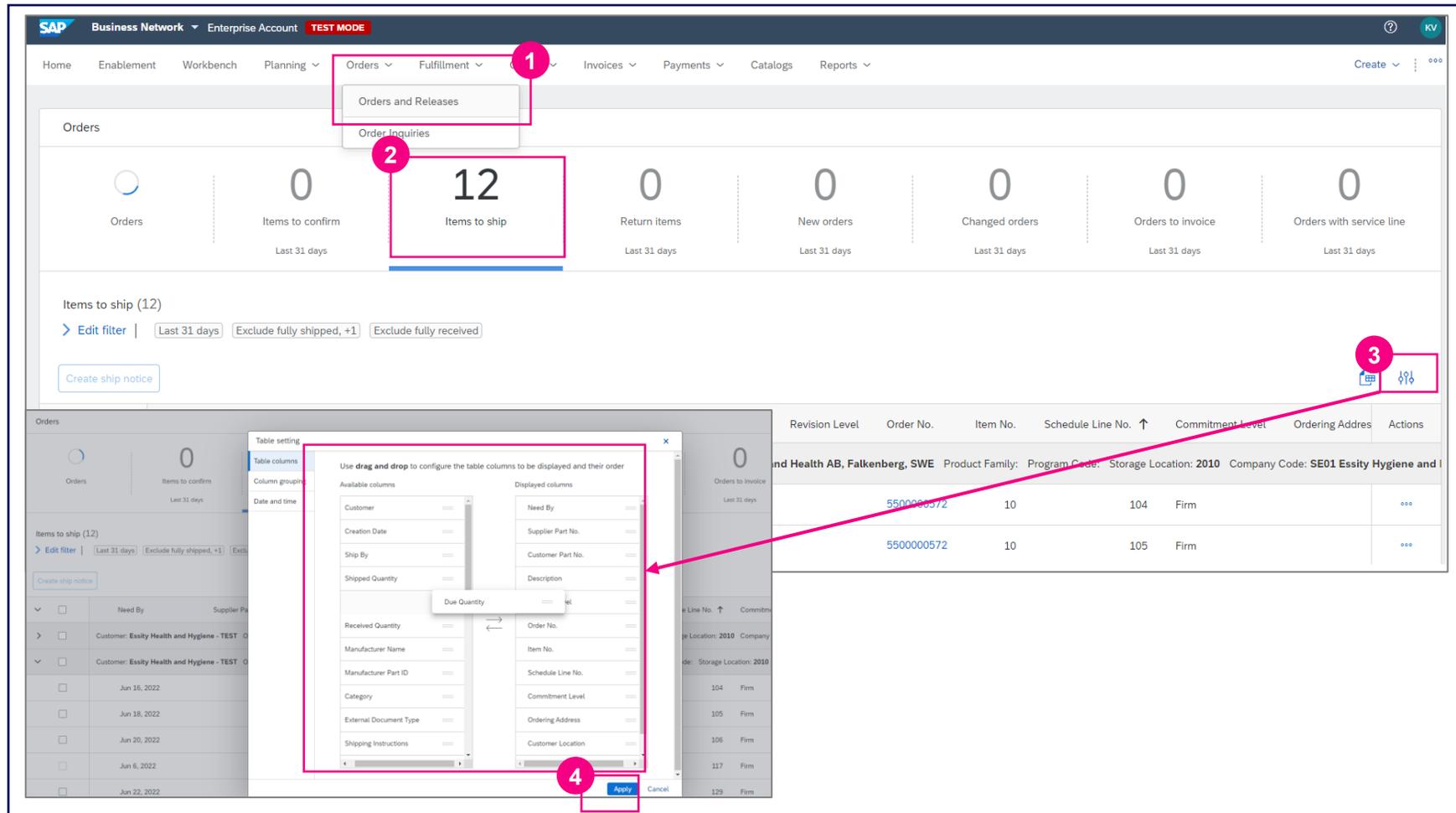
1 In order to create Advance Ship Notice please click the **Orders** tab, then click **Orders and Releases**.

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)

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)

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.

Advanced Ship Notice – Manual Upload (4/4)

Required only, if there is such a requirement currently

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

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

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

Purchase Order Collaboration (consignment materials)
Advanced Ship Notice status – Acknowledged

1 Essity is validating correctness of the Despatch file attached on the 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)

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)

Ship Notice: ASN1053

3 Cancel   Edit   Export cXML

Detail   History

Ship Notice: ASN1053
Routing Status: Failed
Received By Ariba Network On: 15 Feb 2022 5:52:11 PM GMT+01:00
Submitted By:

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

4 Yes   No

Ship Notices (1)

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

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

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**

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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:

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
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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

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Purchase Order Collaboration (consignment materials)
Advanced Ship Notice - Mass upload (1/4)

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]

7 Create ship notice

		Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitmer	Actions
⌄	☐									
⌄	☐	Customer: **Essity Health and Hygiene - TEST** Ship To Address: **Falkenberg Factory, Falkenberg, 005, SWE**								
	☐	4300000903	10			1	Apr 15, 2022			ooo
	☐	4300000926	10			1	Apr 18, 2022			ooo
⌄	☐	Customer: **Essity Health and Hygiene - TEST** Ship To Address: **Falkenberg Factory, Falkenberg, SWE**								
6	☑	4300000801	10			1	Mar 25, 2022			ooo
	☑	4300000802	20		g	1	Mar 25, 2022			ooo
	☐	5500000107	10			1	Mar 23, 2022		Firm	ooo
	☐	5500000107	10			2	Mar 30, 2022		Firm	ooo

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.

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Purchase Order Collaboration (consignment materials)
Advanced Ship Notice - Mass upload (3/4)

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)

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

Goods Receipt

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Purchase Order Collaboration (consignment materials)
Goods Receipt (1/2)

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 50xxxxxxxx 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**.
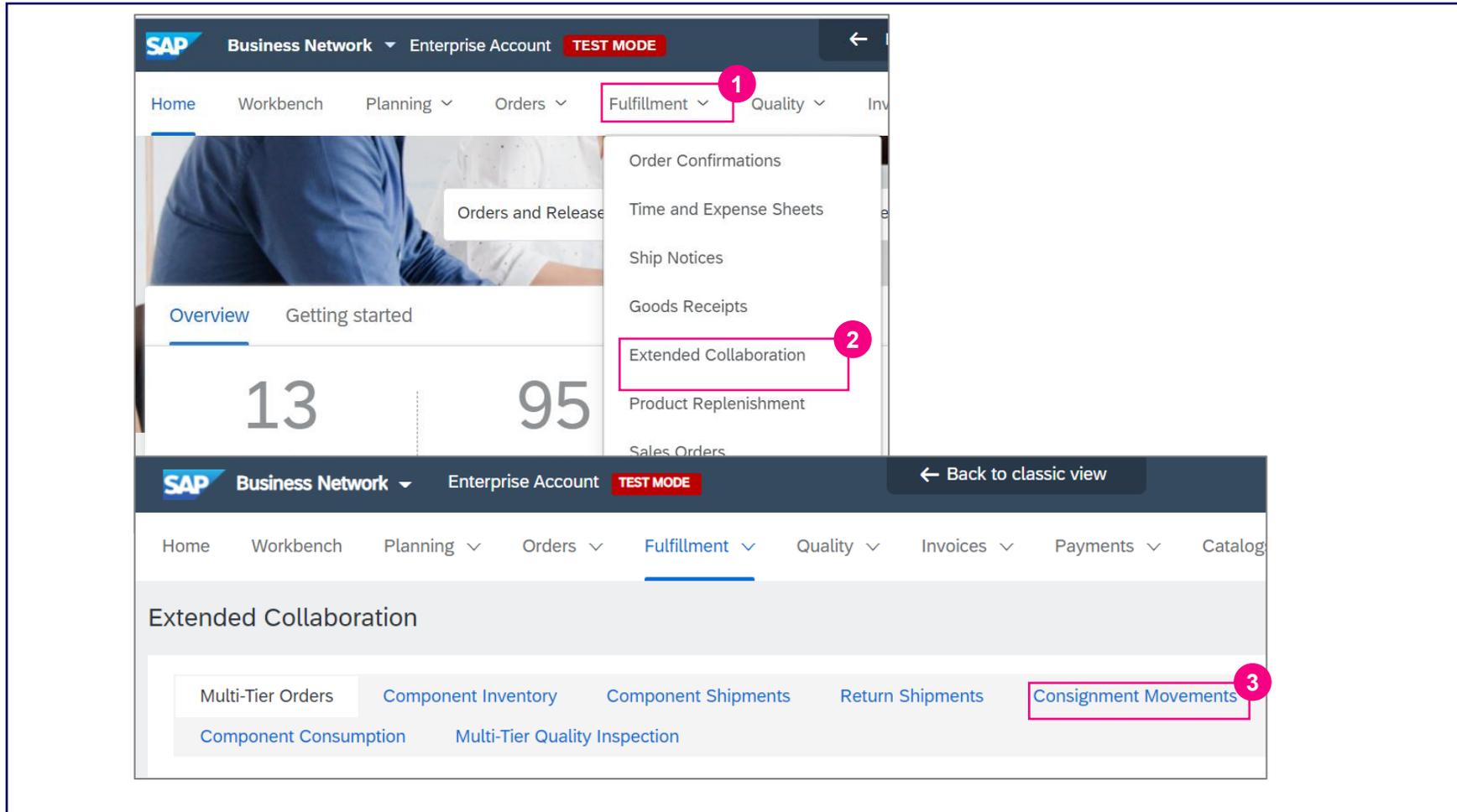
Goods Receipt (2/2)

1 The Receipt details are displayed.

Consignment Movement

essity

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.

View Consignment Movements (2/2)

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.
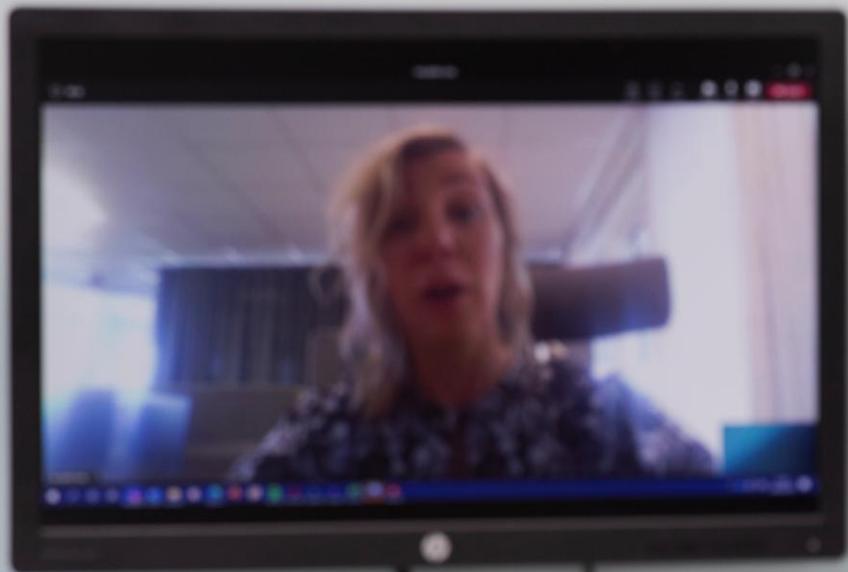
Thank you!

✉ supplierinfo@essity.com

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