

# Purchase Order Collaboration Process

(Non-consignment item category)

SAP Business Network

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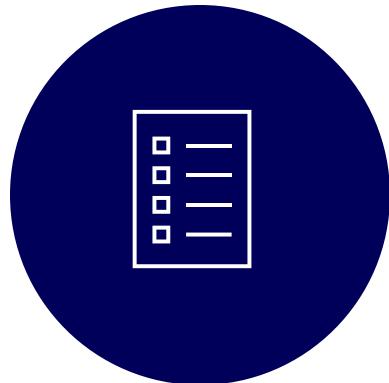
# Introduction

# Purchase Order Collaboration process

## Introduction

### 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.



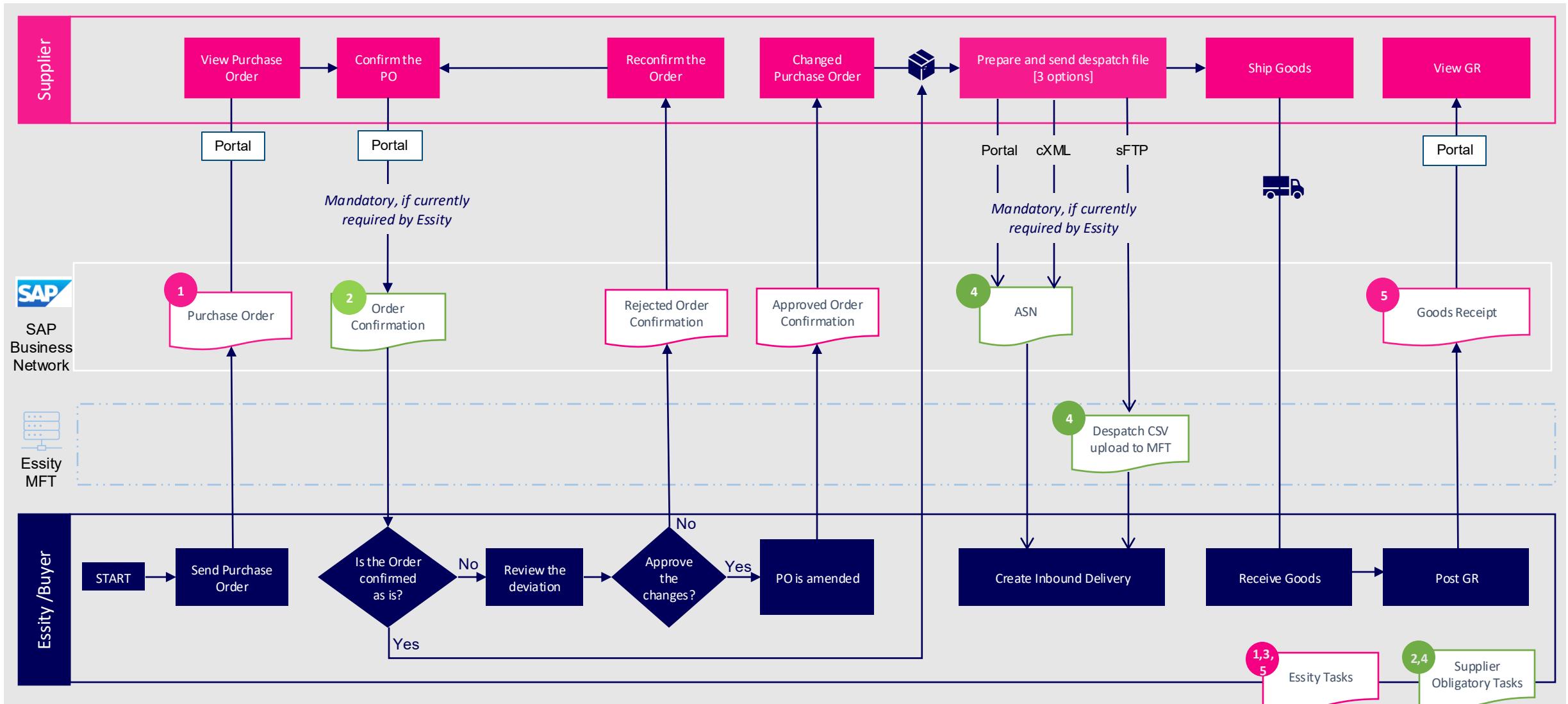
### Despatch file submission

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 process

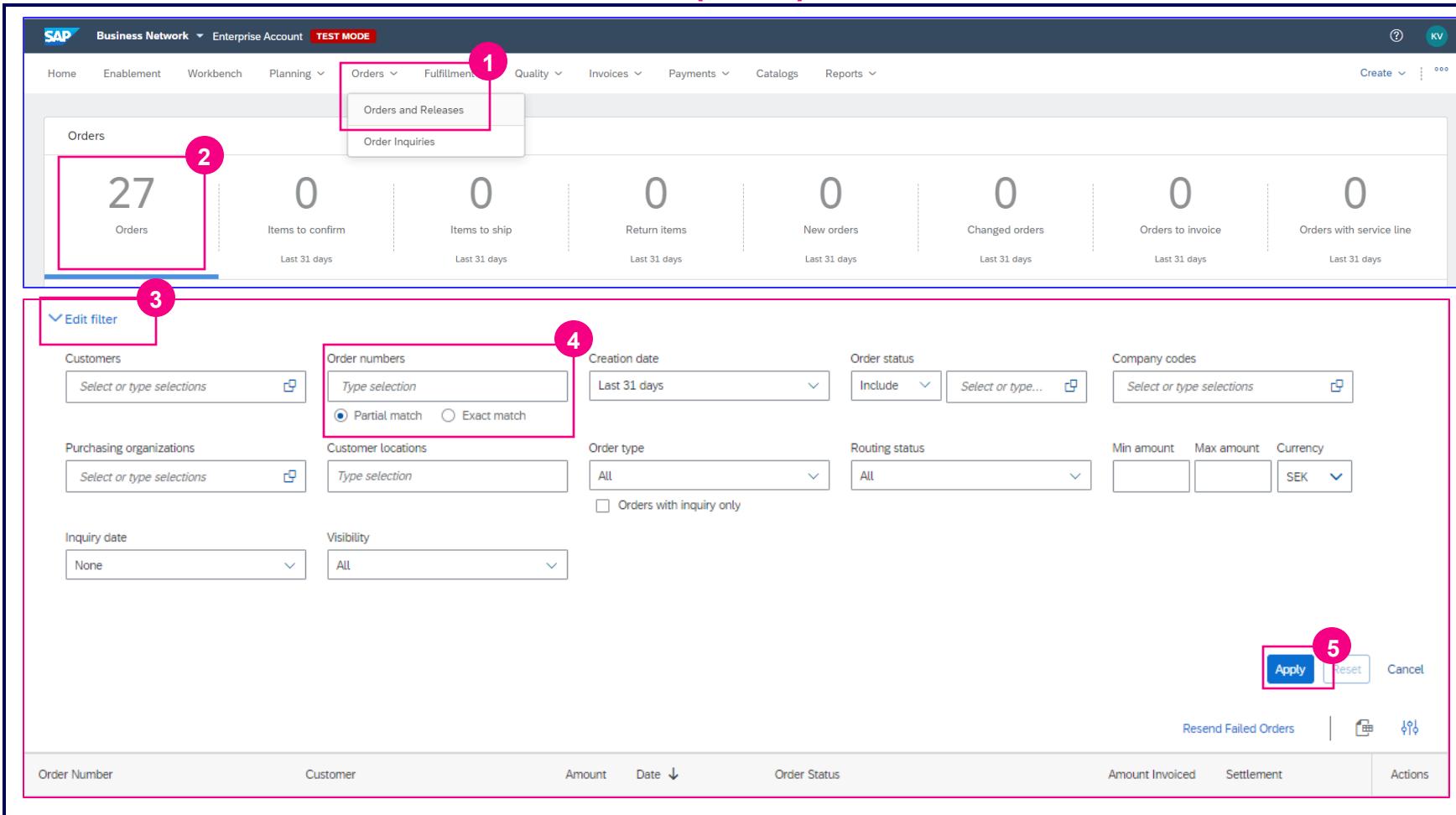
## Process flow



# Purchase Order document

# Purchase Order Collaboration process

## Search Purchase Order (1/2)



SAP Business Network - Enterprise Account - TEST MODE

Orders

27 Orders (Last 31 days)

0 Items to confirm (Last 31 days)

0 Items to ship (Last 31 days)

0 Return items (Last 31 days)

0 New orders (Last 31 days)

0 Changed orders (Last 31 days)

0 Orders to invoice (Last 31 days)

0 Orders with service line (Last 31 days)

**1** Orders and Releases

**2** Orders

**3** Edit filter

**4** Order numbers: Type selection, Partial match

**5** Apply

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Settlement	Actions
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- 1 Click the **Orders** tab, then click **Orders and Releases** in order to display respective Purchase Order.
- 2 The list of all 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 process

## Search Purchase Order (2/2)

The screenshot shows the Purchase Order Collaboration process interface. At the top, there is a search bar with placeholder text 'Search Purchase Order' and a magnifying glass icon. Below the search bar is a table with the following data:

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	...

At the top right of the table, there are three icons: a blue folder icon (Resend Failed Orders), a green document icon (Print), and a yellow document icon (Excel). A pink circle with the number 8 is placed over the order number '4300001088'.

Below the table, a modal window titled 'Table setting' is open. It shows 'Available columns' on the left and 'Displayed columns' on the right. A blue arrow labeled 'A' points from the table to the modal. A blue arrow labeled 'B' points from the 'Displayed columns' list to the 'Apply' button at the bottom of the modal. The modal also contains a 'Cancel' button.

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

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

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 PO details.

# Purchase Order Collaboration process

## Purchase Order Details – Header data

Purchase Order: 4300001106

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

From: Customer  
Essity Hygiene and Health AB  
405 03 Göteborg  
Sweden  
Phone: +46 (0) 46 31746000  
Fax: +46 (0) 46 317461005

405 22 Mölndal  
Sweden  
Phone:  
Fax:  
Email: megan.rose.borraga.ext@essity.com

Purchase Order  
(Order Received)  
4300001106  
Amount: 6,760.00 SEK  
Version: 1

**Track Order**

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

**Contract Number**  
5300001049

**Other Information**  
Company Code: SE01  
Purchase Group: PP1  
Purchase Organization: SEB0  
Requester: DEHANTJ  
Party Additional ID: 0100027220  
View less »

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

**Ship All Items To**

Essity Hygiene and Health AB  
Backvägen 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

**Deliver To**

SE01

1

2

3

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

View the details of your order and allowed actions.

1 The allowed actions are enabled for suppliers

**The rejection of the 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 process

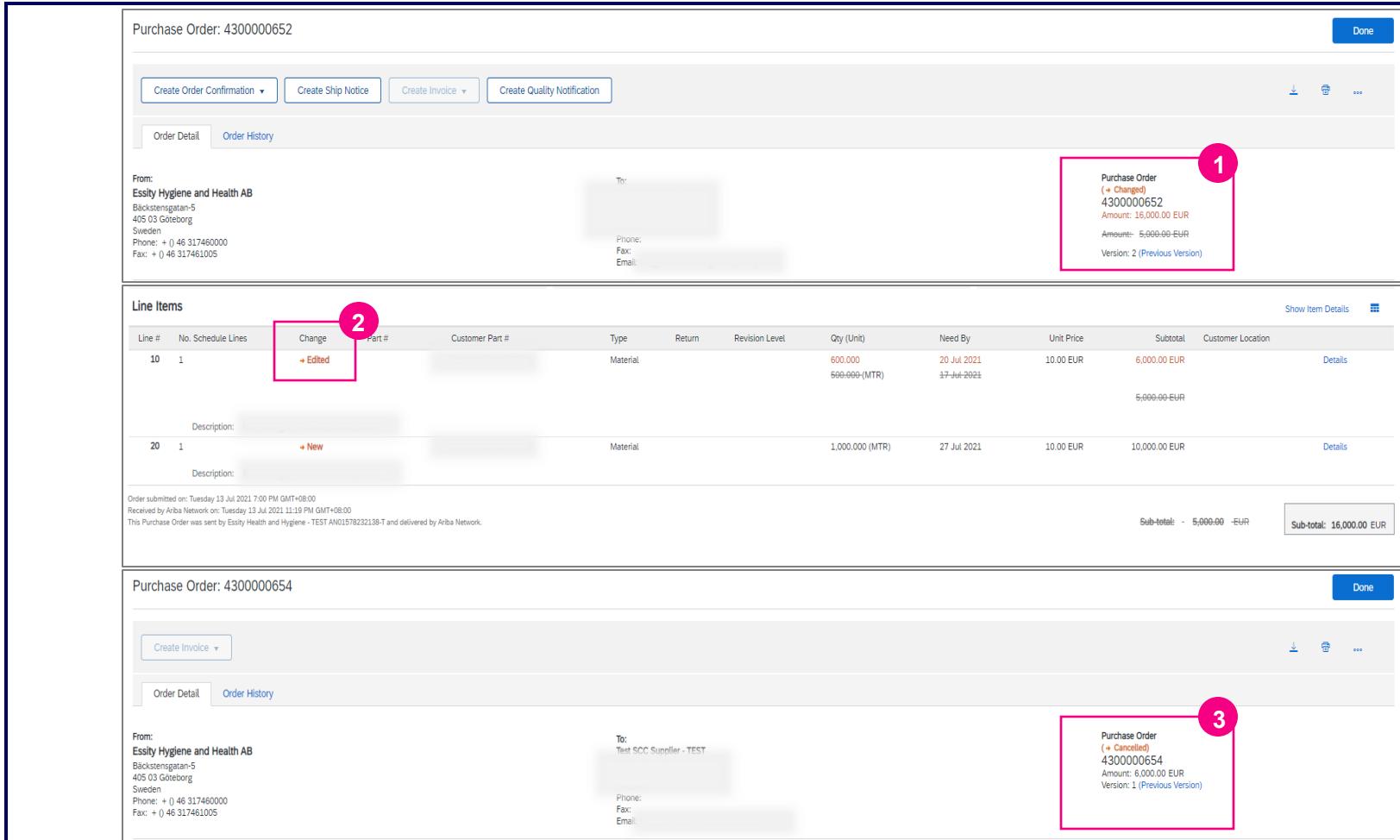
## Purchase Order Details – Line item

The screenshot shows the 'Purchase Order Details – Line item' screen. The 'Line Items' section (1) displays a table with columns: Line #, No. Schedule Lines, Part #, Customer Part #, Type, Category, Return, Revision Level, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. A 'Show Item Details' button is in the top right. The 'Control Keys' section (2) shows status (500.000 Unconfirmed), control keys (Order Confirmation: allowed, Ship Notice: allowed, Invoice: is not ERS), and a callout (3) for Order Confirmation: required before shipping. The 'Schedule Lines' section (4) shows a table with columns: Schedule Line #, Delivery Date, Ship Date, and Quantity (Unit). The 'Other Information' section at the bottom contains various parameters like Receiving Type, External Line Number, and Classification Domains.

- 1 The **Line Items** section provides more information about ordered items i.e., requested quantity, expected delivery date or Unit Price.
- 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 (confirmed, shipped or unconfirmed) is displayed.
- 4 **Control Keys** displays whether order confirmations or ship notice are allowed/required or not allowed.  
**If the Order Confirmation is required before shipping, supplier must send Order Confirmation to Essity.**

# Purchase Order Collaboration process

## Purchase Order details – Status



Purchase Order: 4300000652

From: Essity Hygiene and Health AB  
Bäckstensgatan 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  
Version: 2 (Previous Version)

**Line Items**

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	[REDACTED]	[REDACTED]	Material			600.000	20 Jul 2021	10.00 EUR	6,000.00 EUR	Details
							500.000-(MTR)	17-Jul-2021		5,000.00 EUR	
Sub-total: - 5,000.00 - EUR Sub-total: 16,000.00 EUR											
20	1	[REDACTED]	[REDACTED]	Material			1,000.000 (MTR)	27 Jul 2021	10.00 EUR	10,000.00 EUR	Details
Sub-total: - 5,000.00 - EUR Sub-total: 16,000.00 EUR											

Order submitted on: Tuesday 13 Jul 2021 7:00 PM GMT+08:00  
Received by Ariba Network on: Tuesday 13 Jul 2021 11:19 PM GMT+08:00  
This Purchase Order was sent by Essity Health and Hygiene - TEST AN01578232138-T and delivered by Ariba Network.

Purchase Order: 4300000654

From: Essity Hygiene and Health AB  
Bäckstensgatan 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)

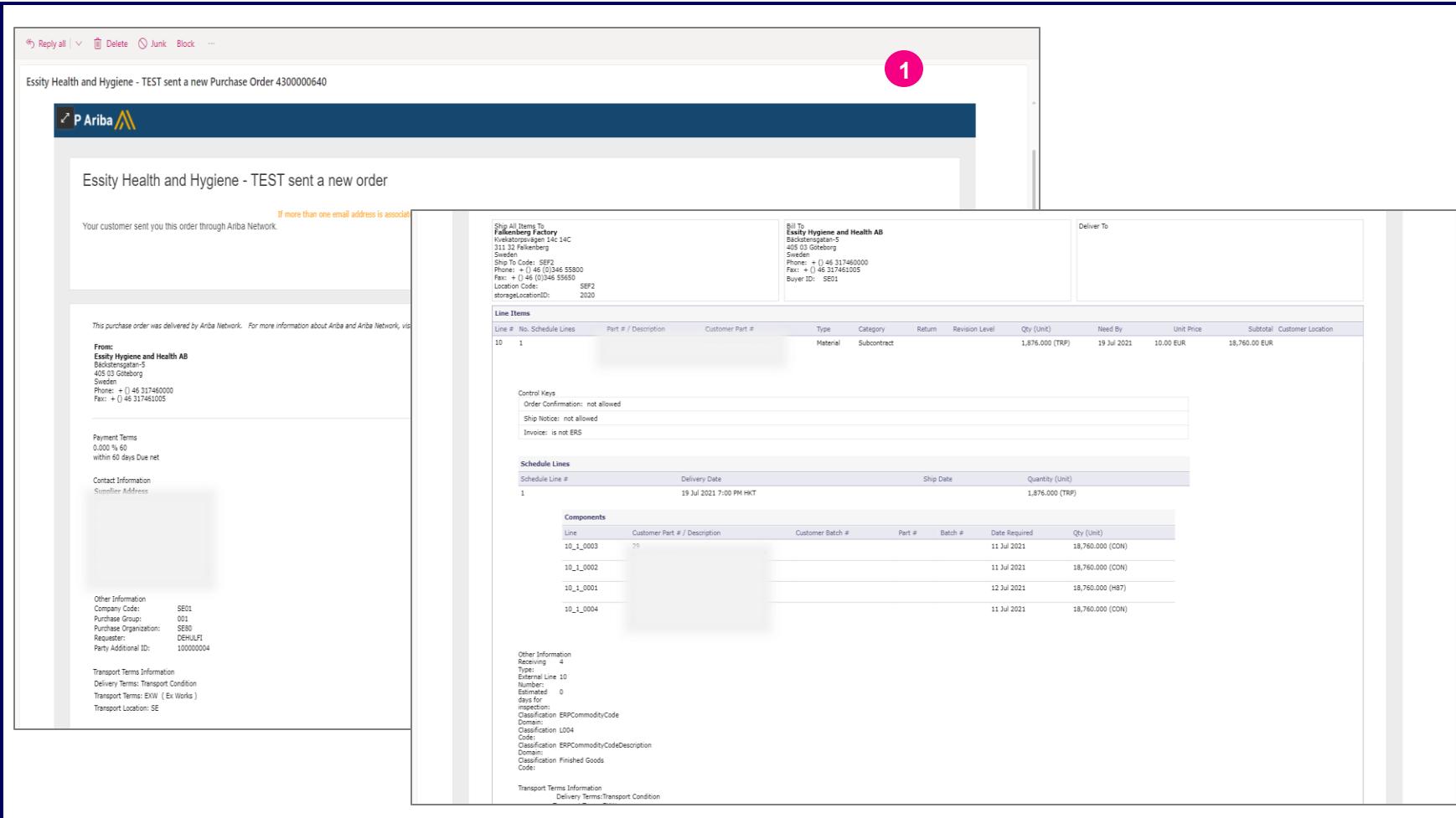
**1** Modified POs has the order status is reflected in the right corner of the document; previous values are crossed out, while new values are displayed in orange text.

**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 process

## Purchase Order details – Email notification



The screenshot shows an Ariba email notification with a pink circle containing the number 1. The subject line is "Essity Health and Hygiene - TEST sent a new Purchase Order 4300000640". The email body contains the following information:

**From:**  
Essity Hygiene and Health AB  
Bäckströmsgatan 5  
405 03 Göteborg  
Sweden  
Phone: +46 31746000  
Fax: +46 317461005

**Payment Terms:**  
0.000 % 60  
within 60 days Due net

**Contact Information:**  
Supplier Address

**Other Information:**  
Customer Code: SE01  
Purchase Group: 001  
Purchase Organization: SE00  
Requester: DEHULF  
Party Additional ID: 100000004

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

**Purchase Order Details:**

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 Lines:**

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

**Components:**

Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
10_1_0003	29				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: 0  
Estimated: 0  
days for inspection:  
Classification: ERPCommodityCode  
Domain:  
Classification: L004  
Code:  
Classification: ERPCommodityCodeDescription  
Domain:  
Classification: Finished Goods  
Code:

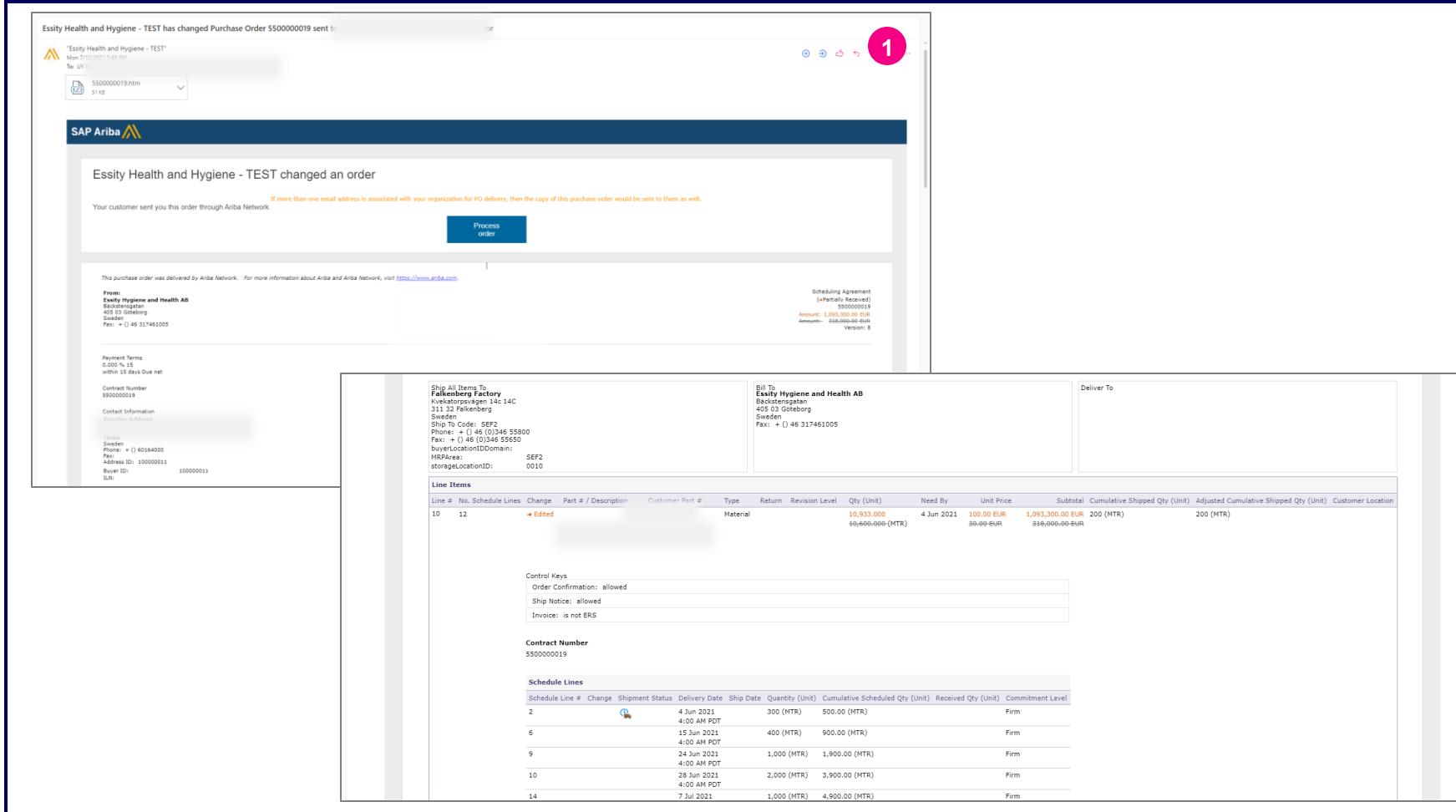
**Transport Terms Information:**  
Delivery Terms: Transport Condition

**1** Suppliers can receive email notification for new 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 process

## Purchase Order details – Email notification



The screenshot shows a browser window with the SAP Ariba interface. At the top, a notification bar says "Essity Health and Hygiene - TEST has changed Purchase Order 5500000019 sent to". Below this, an email message from "Essity Health and Hygiene - TEST" is displayed, with a pink circle containing the number "1" in the top right corner. The email content includes a "Process order" button and a "Scheduling Agreement" section. The main body of the email shows the purchase order details, including the recipient's address, payment terms, and line items. The "Line Items" table shows a single row with a quantity of 10,933.000 and a unit price of 100.00 EUR. The "Schedule Lines" table shows several scheduled delivery dates and quantities. The bottom of the email shows a "Control Keys" section and a "Contract Number" of 5500000019.

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.

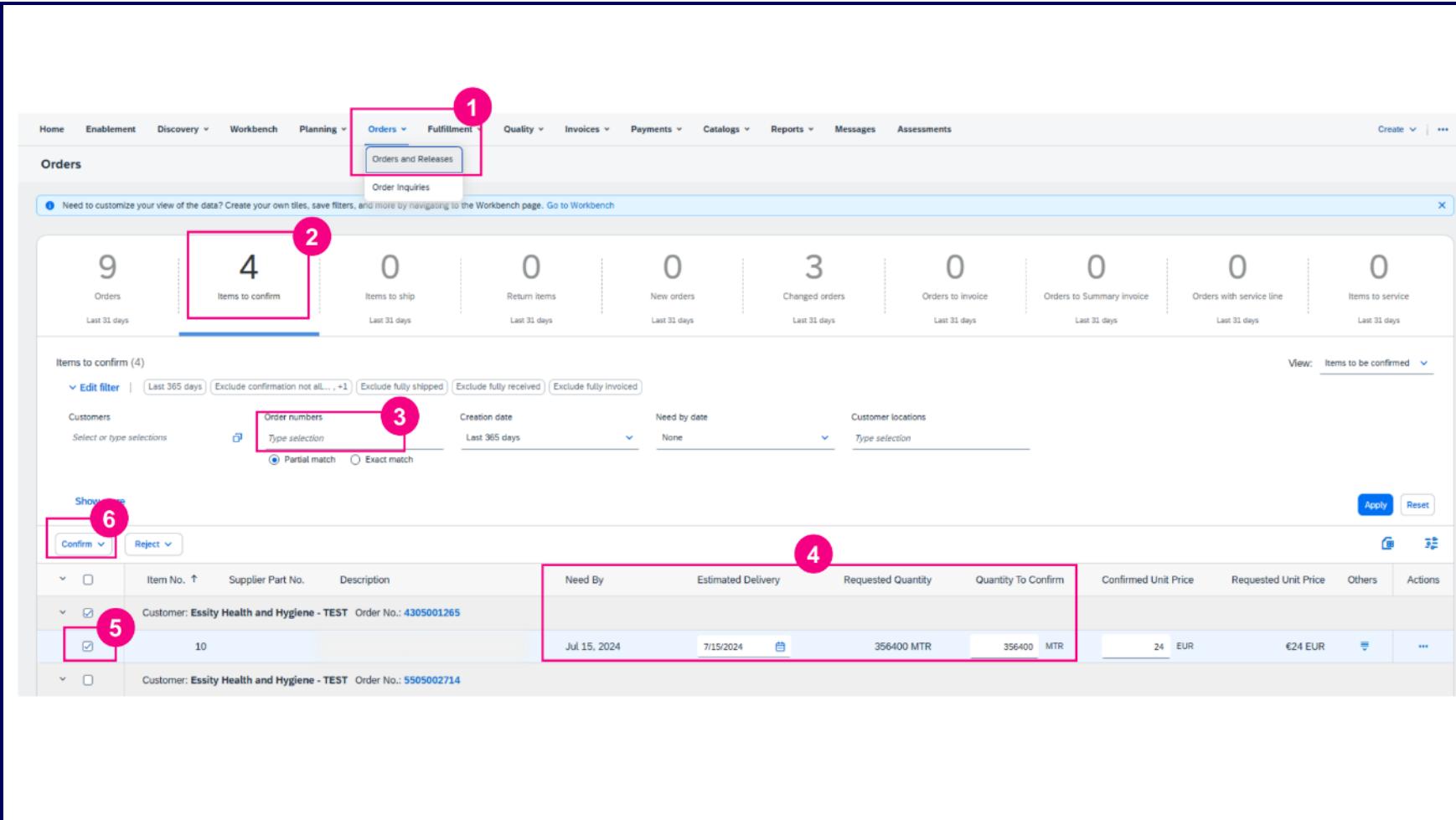
Procedure:

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

# Purchase Order Collaboration process

## 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**

6 Rejecting orders is not allowed by Essity.

# Purchase Order Collaboration process

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

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.: 4305001265	Item No.: 10 Supplier Part No.: Description:	Jul 15, 2024	356,400.00 MTR	€24.00 EUR	356,400.00 MTR
1					

6 Confirmation number:

7 Submit

SAP Business Network - Enterprise Account

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](#)

4 Orders Last 31 days	3 Items to confirm Last 31 days	0 Items to ship Last 31 days	0 Return items Last 31 days	0 New orders Last 31 days	3 Changed orders Last 31 days	0 Orders to invoice Last 31 days	0 Orders to Summary invoice Last 31 days	0 Orders with service line Last 31 days	0 Items to service Last 31 days
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8 Confirmation for Order 4305001265 has been created successfully.

6 Insert an Order Confirmation number.

7 Click **Submit**

8 Then an automatic message that the Order is confirmed successfully will be displayed.

**NOTE** Rejecting orders is not allowed by Essity.

# Purchase Order Collaboration process

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

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
5 Last 31 days	1 Last 31 days	0 Last 31 days	0 Last 31 days	1 Last 31 days	0 Last 31 days	0 Last 31 days	0 Last 31 days	0 Last 31 days

Items to confirm (1)

View: [Items to be confirmed](#)

Customers Order numbers

Select or type selections  Type selection

Partial match  Exact match

Apply Reset

Confirm Reject

Confirm schedule line  
3 Confirm entire item  
Confirm entire order

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		...

yggiene - TEST Order No.: 4305001290

- 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 process

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

The screenshot shows the Ariba Workbench Review interface. At the top, a header bar includes the URL [portal.us.bn.cloud.ariba.com/workbench/review](https://portal.us.bn.cloud.ariba.com/workbench/review). Below the header, a title 'Review items to confirm' is displayed. The main content area shows a table of order items. One item in the table has a red box around it, and a callout box labeled '4' points to the text 'Out of tolerance' and 'The order confirmation for this item needs buyer approval.' A red box labeled '5' surrounds the 'Confirmation number' input field, which contains 'OC129Q'. A red box labeled '7' surrounds the 'Submit' button. Below the table, a green success message box states 'Confirmation for Order 4305001290 has been created successfully.' At the bottom, a table lists items to confirm, with a red box labeled '7' around the 'Confirmation Approval Status' column header. The table shows one item with 'Awaiting approval' in the status column.

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**.

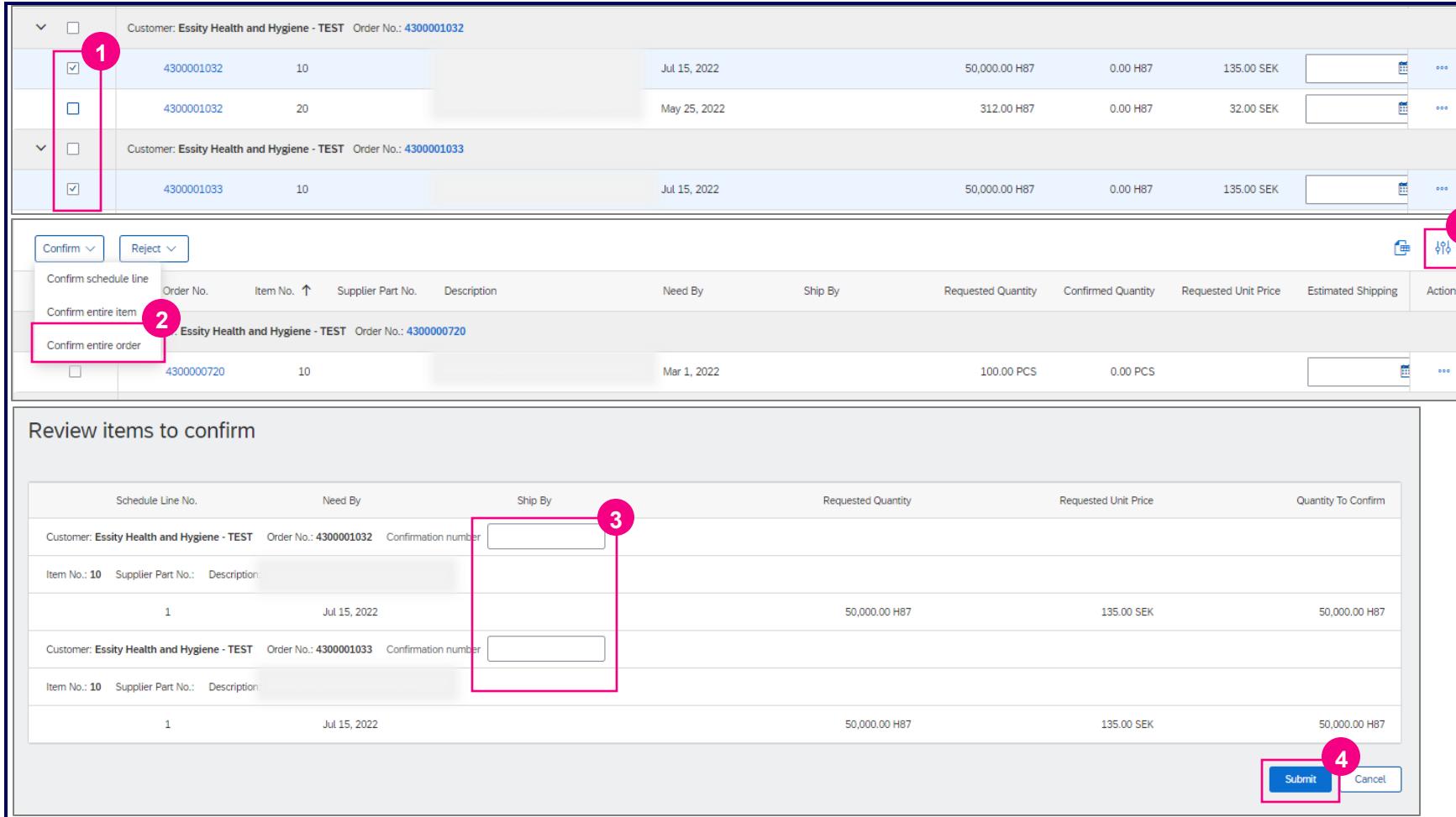
6 Click **Submit**.

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 process

## Order Confirmation – Multiple orders



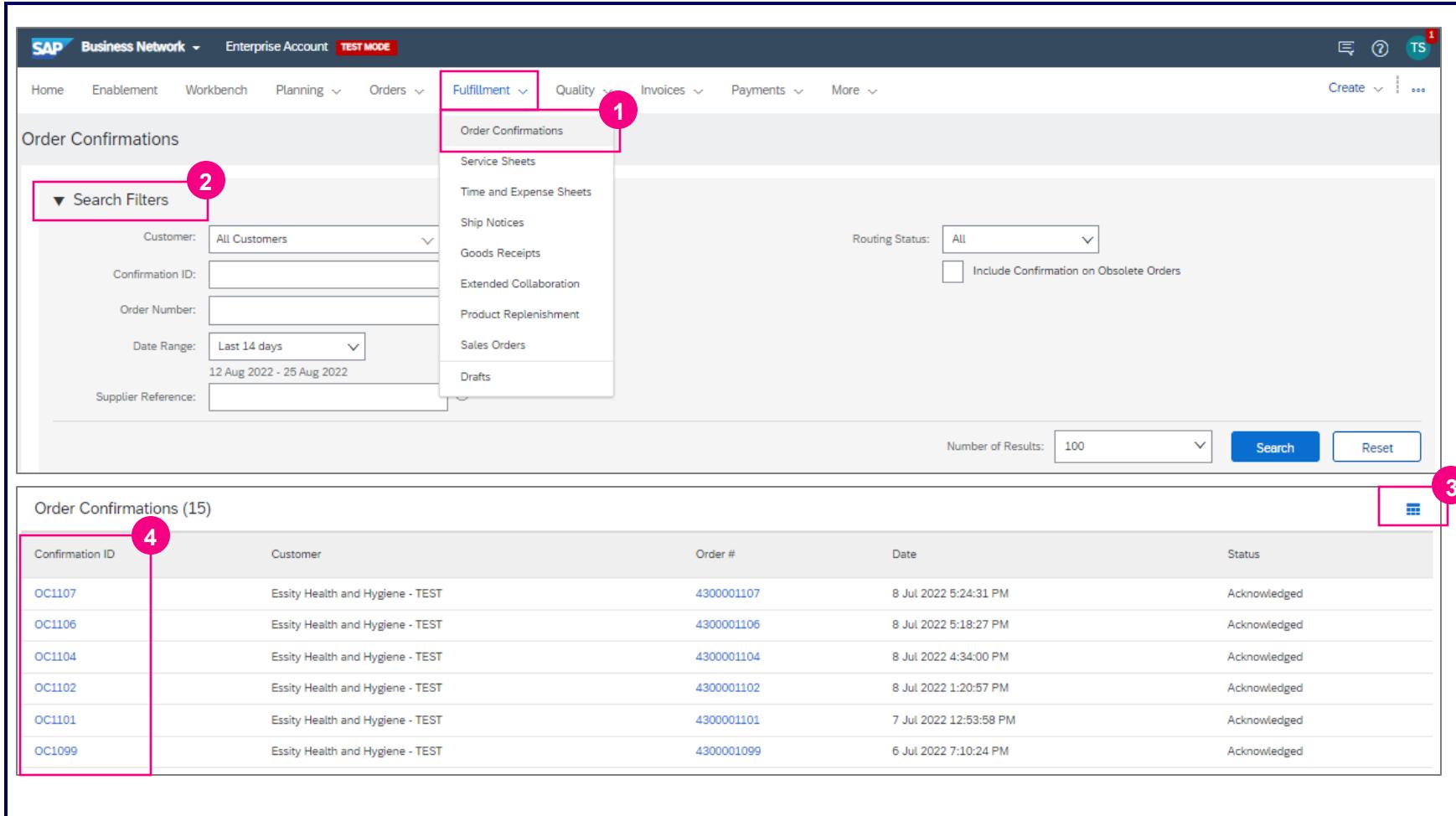
The screenshot shows a user interface for managing purchase orders. At the top, there are two sections for 'Customer: Essity Health and Hygiene - TEST Order No.: 4300001032' and 'Customer: Essity Health and Hygiene - TEST Order No.: 4300001033'. Each section contains a table with columns for Order No., Quantity, Date, and Price. Below these are buttons for 'Confirm' and 'Reject'. A 'Confirm schedule line' table follows, with columns for Order No., Item No., Supplier Part No., Description, Need By, Ship By, Requested Quantity, Confirmed Quantity, Requested Unit Price, Estimated Shipping, and Actions. Two buttons are highlighted: 'Confirm entire item' (circled 2) and 'Confirm entire order' (circled 2). A pink box labeled 'A' points to a settings icon in the top right of this table. Below is a 'Review items to confirm' section with a table for 'Customer: Essity Health and Hygiene - TEST Order No.: 4300001032' and 'Customer: Essity Health and Hygiene - TEST Order No.: 4300001033'. Each row includes columns for Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. A 'Confirmation number' input field is present in the first row of each section. At the bottom right of this section is a 'Submit' button (circled 4) and a 'Cancel' button.

- 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 process

## Order Confirmation – Fulfillment (1/2)



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

- Header:** SAP Business Network, Enterprise Account, TEST MODE.
- Top Navigation:** Home, Enablement, Workbench, Planning, Orders, Fulfillment (highlighted), Quality, Invoices, Payments, More.
- Sub-Header:** Order Confirmations.
- Search Filters:** Customer: All Customers, Confirmation ID: (empty), Order Number: (empty), Date Range: Last 14 days (12 Aug 2022 - 25 Aug 2022), Supplier Reference: (empty).
- Routing Status:** All, Include Confirmation on Obsolete Orders (unchecked).
- Table:** Order Confirmations (15) with columns: Confirmation ID, Customer, Order #, Date, Status. The data is as follows:

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 order to display all Order Confirmation documents submitted to Essity click the **Fulfillment** tab and select **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 process

## Order Confirmation – Fulfillment (2/2)

Order Confirmation: OC1107

Print Export cXML

Detail **5** History

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

**Line Items**

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	

Detail **6** History **7**

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
Acknowledged	Route document to end point CIG of system id PA1CLNT100 of org AN01578232138 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”*

# Order confirmation - notification

# Purchase Order Collaboration process

## Order Confirmation – Email notifications of the approval status

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.	
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	
Pending Queue	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <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"/>
	<input type="checkbox"/> Send a notification when order confirmation approval status changes.	
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**.

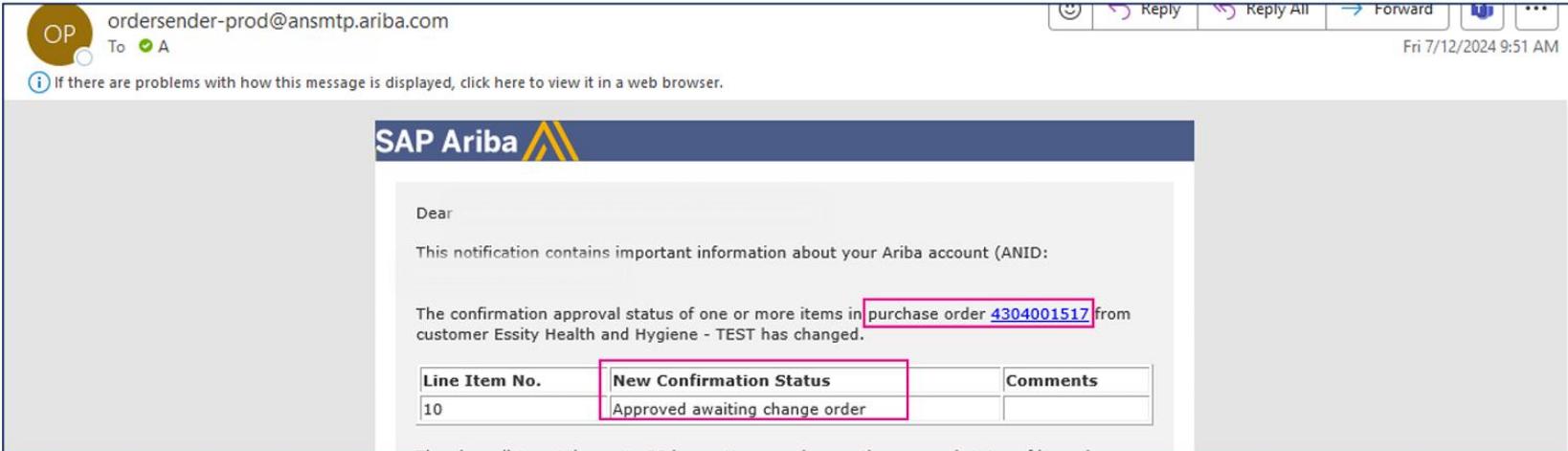
In the **Electronic Order Routing** section, enable the **Send a notification when order confirmation approval status changes** by ticking the checkbox.

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

Click **Save**.

# Purchase Order Collaboration process

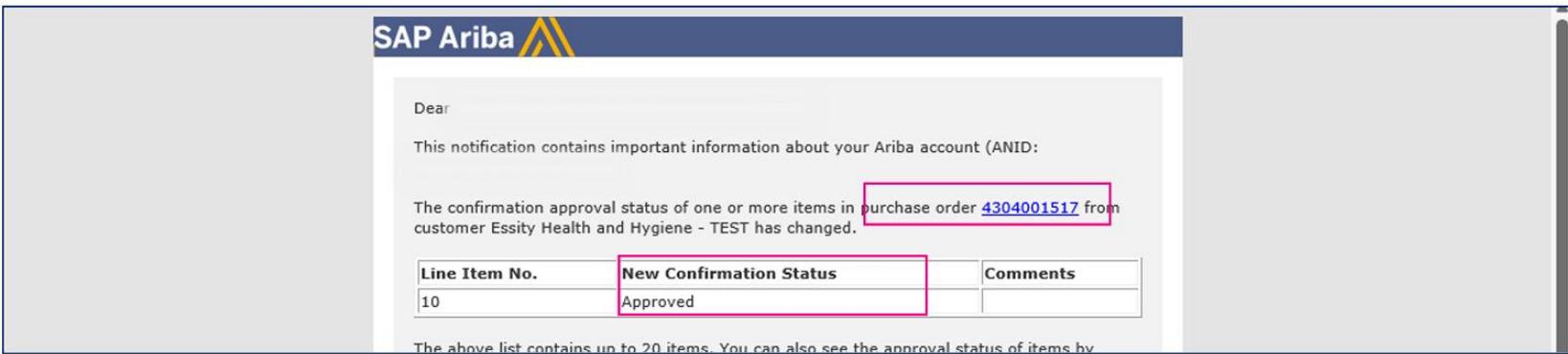
## Order Confirmation – Deviation approval



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

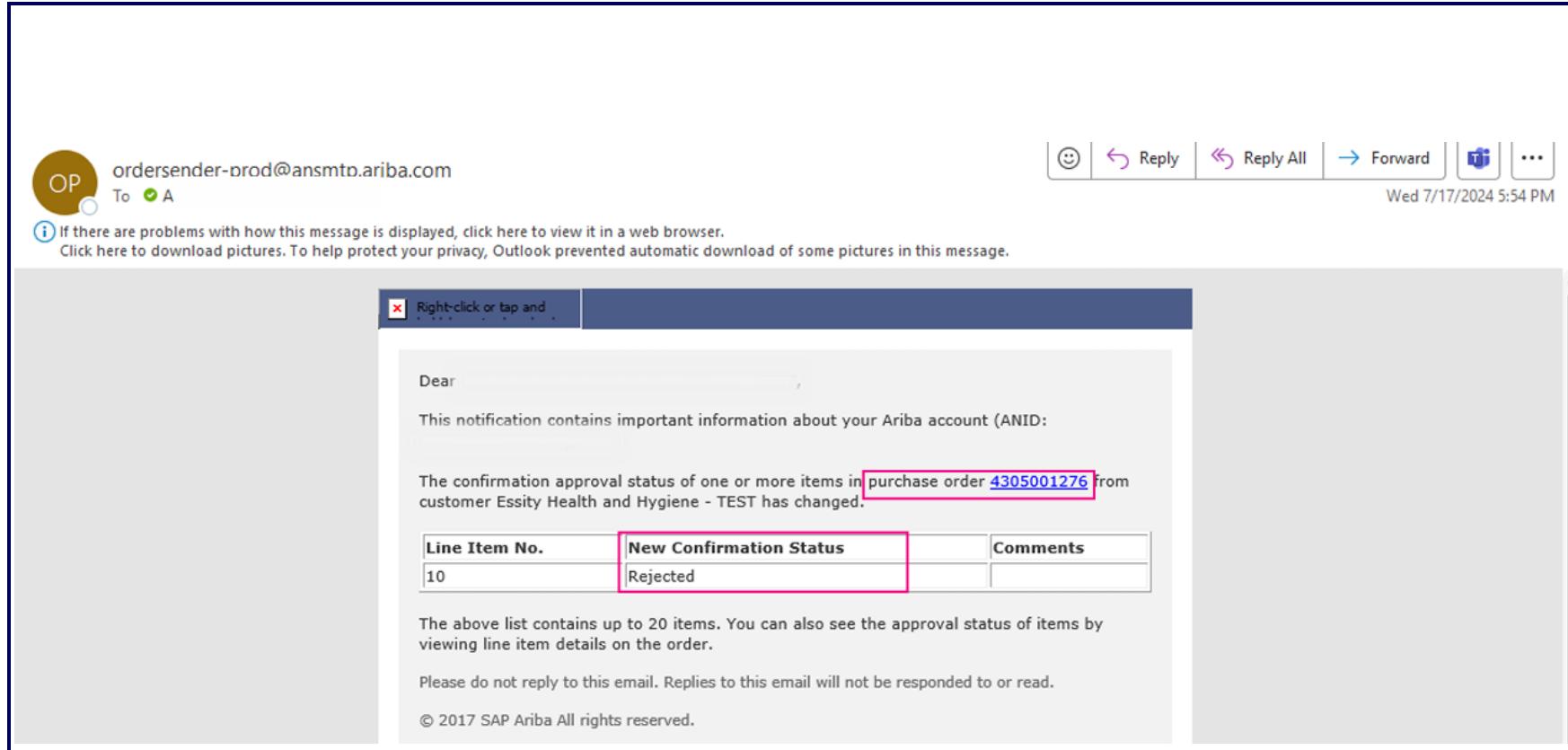
1st email with status **Approved awaiting change order**.

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



# Purchase Order Collaboration process

## Order Confirmation – Deviation rejection



The screenshot shows an email from 'ordersender-prod@ansmto.ariba.com' to 'A'. The subject line is 'Order Confirmation – Deviation rejection'. The email body contains the following text:

Dear [redacted]  
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.  
© 2017 SAP Ariba All rights reserved.

Supplier will receive email notification if OC has been rejected.

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

# Despatch file Overview

# Purchase Order Collaboration process

## Despatch file overview

A

### Manual ASN creation and 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 process

## 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: <b>P MMMMMMM SSSSSSSS C</b> 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 # ( <b>required only for sFTP approach</b> )
Line Item #	Line-item number ( <b>required only for sFTP approach</b> )
Delivery Date	Expected arrival date in Essity warehouse in CET timezone. Format: YYYY-MM-DD 12:00:00 (time default to 12 PM CET) ( <b>required only for sFTP approach</b> )

# Purchase Order Collaboration process

## 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.
- 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 or Scheduling Agreement.

### **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 process

## Manual Advanced Ship Notice creation with CSV upload

Revision Level	Order No.	Item No.	Schedule Line No.	Commitment Level	Ordering Address	Actions
0	5500000572	10	104	Firm		...
0	5500000572	10	105	Firm		...

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 process

## Manual Advanced Ship Notice creation with CSV upload

Items to ship

Customers

Order numbers

4300000646

Exact match

Apply

Cancel

Create ship notice

Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	Shipped Quantity	Re	Actions
4300000646	10			1	Feb 21, 2022			10.00 PCS	0.00 PCS		...

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

# Purchase Order Collaboration process

## Manual Advanced Ship Notice creation with CSV upload

Create Ship Notice

\* Indicates required field

**SHIP FROM**

SIT\_DIRECT\_SUP\_v3 11

[Update Address](#)

**DELIVER TO**

Essity Hygiene and Health AB  
Falkenberg  
Sweden

**▼ Ship Notice Header**

**SHIPPING**

Packing Slip ID: 12

Invoice No.:

Requested Delivery Date:

Ship Notice Type:

Shipping Date: 13

Delivery Date: 5 May 2022 12:00 PM 13

**TRACKING**

Carrier Name:

Service Level:

**ATTACHMENTS**

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. 14

Hazard Type:

Is Divisible:

**Attachments**

Name	Size (bytes)	Content Type
No items		

No file chosen 14

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 process

## Manual Advanced Ship Notice creation with CSV upload

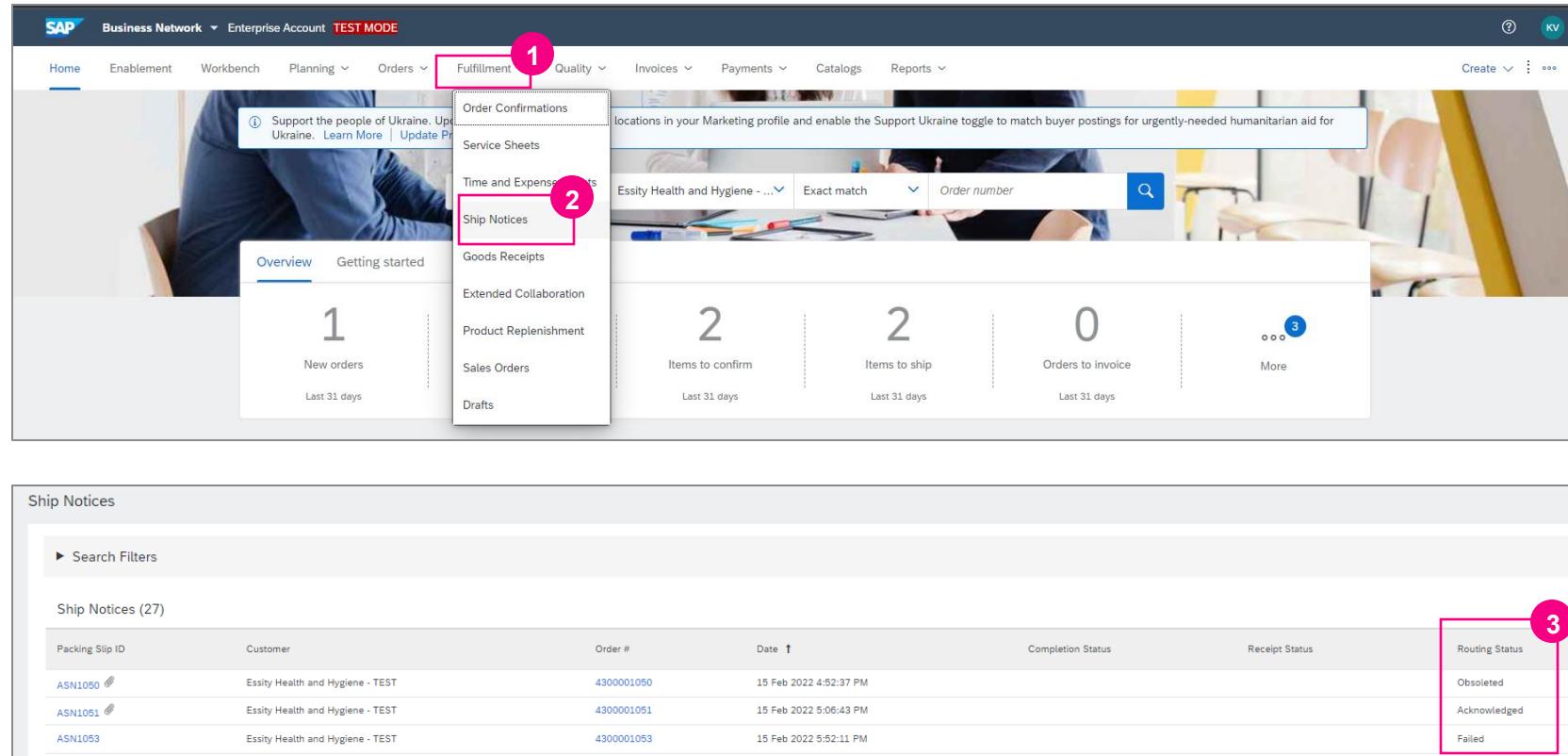
The screenshot shows the 'Create Ship Notice' screen in SAP Business Network. The interface is divided into several sections:

- Delivery and Transport Information:** Includes fields for Delivery Terms (selected as 'Transport Condition', circled 15), Shipping Payment Method (selected as 'Other', circled 16), and Transport Terms (with 'Other' and 'DDP' options).
- Order Items:** A table showing an order item for part number 1071805 with a quantity of 100.000. The 'Ship Qty' field is highlighted (circled 17) and contains '100.000'. A note indicates 'Total Backordered Quantity: 0 KGM'. The 'Supplier Batch ID' and 'SSCC Number' fields are also highlighted (circled 18).
- Buttons and Links:** Includes 'Add Ship Notice Line', 'Add Order Line Item', 'Manage Serial Numbers', 'Save', 'Exit', and 'Next' (circled 19).
- Bottom Navigation:** Includes 'Create Ship Notice', 'Previous', 'Save', 'Submit' (circled 20), and '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 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.**
  - ! There is no need to indicate **Supplier Batch ID (Material ID)** and **SSCC Number**. Those information will be automatically taken from CSV attachment.
- 18 Click the **Next** button to proceed to review your Ship Notice.
- 19 Then click **Submit** button.

# Purchase Order Collaboration process

## Manual Advanced Ship Notice creation with CSV upload



The screenshot shows the SAP Business Network interface in TEST MODE. The top navigation bar includes links for Home, Enablement, Workbench, Planning, Orders, Fulfillment (highlighted with a red box and number 1), Quality, Invoices, Payments, Catalogs, and Reports. A dropdown menu under Fulfillment is open, showing options like Order Confirmations, Service Sheets, Time and Expenses, Ship Notices (highlighted with a red box and number 2), Goods Receipts, Extended Collaboration, Product Replenishment, Sales Orders, and Drafts. Below the navigation is a main content area with a banner about supporting Ukraine. A search bar at the top right includes fields for 'Essity Health and Hygiene - ...', 'Exact match', and 'Order number'. Below the search is a summary table with counts: 2 Items to confirm (Last 31 days), 2 Items to ship (Last 31 days), 0 Orders to invoice (Last 31 days), and a 'More' link. The 'Ship Notices' section is expanded, showing a table with three rows of data. The columns are: Packing Slip ID, Customer, Order #, Date, Completion Status, Receipt Status, and Routing Status. The first row (ASN1050) has Routing Status 'Obsoleted'. The second row (ASN1051) has Routing Status 'Acknowledged'. The third row (ASN1053) has Routing Status 'Failed'. A red box and number 3 highlight the 'Routing Status' column. A note at the bottom left states: '! If supplier sends the despatch file to Essity MFT server [automatically or manual upload] the status will not be reflected on SAP Business Network.'

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

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.

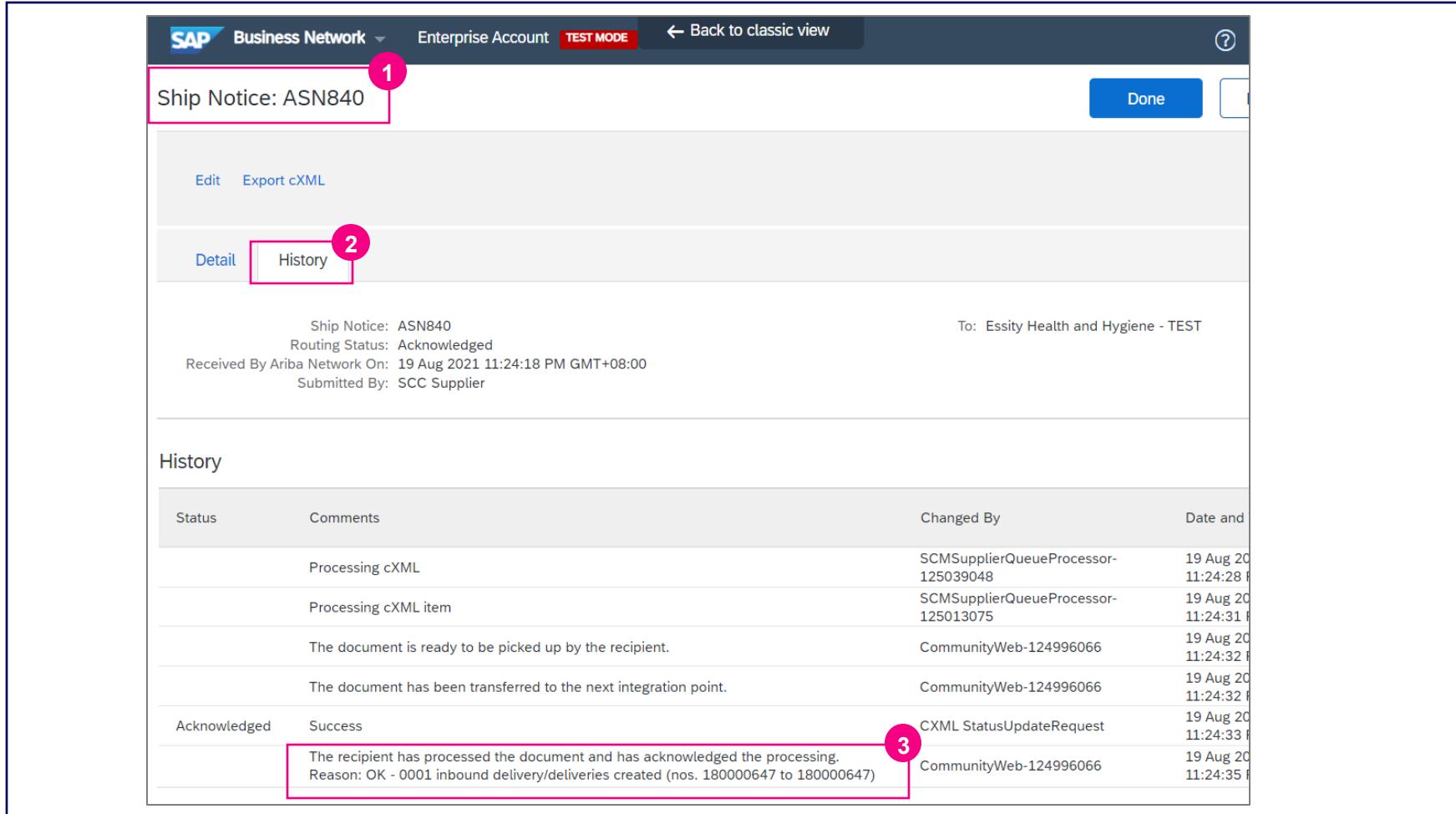
**Obsoleted** – document has been cancelled

**Acknowledged** – document has been submitted to Essity

**Failed** – document has been rejected

# Purchase Order Collaboration process

## Manual Advanced Ship Notice creation with CSV upload



The screenshot shows the SAP Business Network interface for a Ship Notice. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', 'TEST MODE', and a 'Back to classic view' link. The main content area displays a 'Ship Notice: ASN840' with a pink box around it. Below this are 'Edit' and 'Export cXML' buttons. A tab bar at the top of the content area shows 'Detail' and 'History', with 'History' selected and highlighted with a pink box and a circled '2'. The main content area shows the following details:

Ship Notice: ASN840  
Routing Status: Acknowledged  
Received By Ariba Network On: 19 Aug 2021 11:24:18 PM GMT+08:00  
Submitted By: SCC Supplier

To: Essity Health and Hygiene - TEST

The 'History' section table has columns: Status, Comments, Changed By, Date and Time. The data is as follows:

Status	Comments	Changed By	Date and Time
Processing cXML		SCMSupplierQueueProcessor-125039048	19 Aug 2021 11:24:28 PM
Processing cXML item		SCMSupplierQueueProcessor-125013075	19 Aug 2021 11:24:31 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-124996066	19 Aug 2021 11:24:32 PM
	The document has been transferred to the next integration point.	CommunityWeb-124996066	19 Aug 2021 11:24:32 PM
Acknowledged	Success	CXML StatusUpdateRequest	19 Aug 2021 11:24:33 PM
	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 PM

A pink box highlights the status 'Acknowledged' in the history table, and a circled '3' points to the 'Success' status entry.

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**.

2 Open the **Ship Notice** page and select the adequate Ship Notice number.

3 Click the **History** tab.

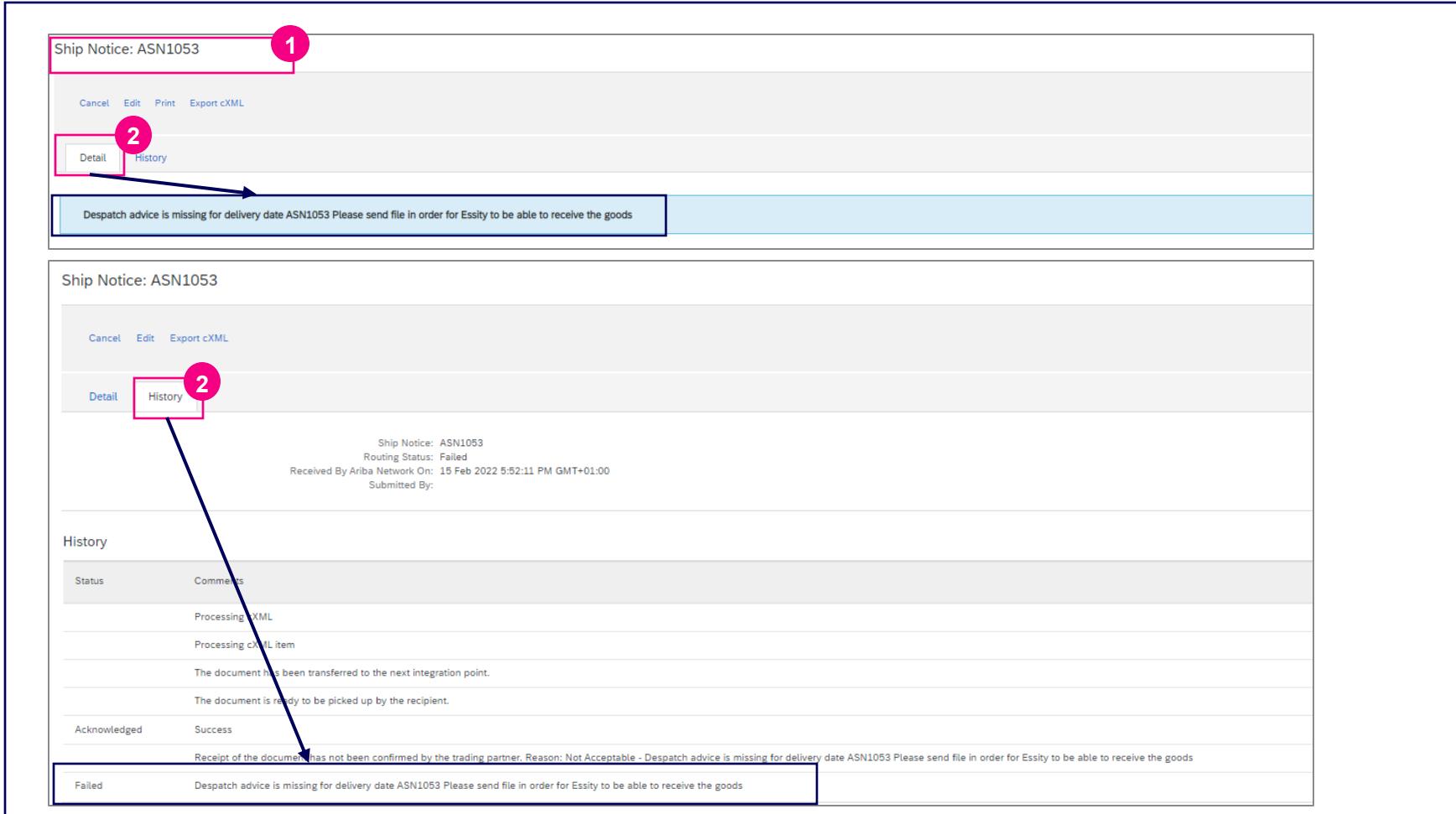
Check the confirmation message shown in the comment that the document has been processed in the receiving system and the Inbound Delivery ID.

### NOTE

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

# Purchase Order Collaboration process

## Manual Advanced Ship Notice creation with CSV upload - failure



Ship Notice: ASN1053

Cancel Edit Print Export cXML

Detail History

Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods

Ship Notice: ASN1053

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:

History

Status	Comments
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
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
Failed	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 process

## Manual Advanced Ship Notice creation with CSV upload - failure

The screenshot shows the 'Ship Notice: ASN1053' page. Step 3 highlights the 'Cancel' button. Step 4 highlights the 'Yes' button in a confirmation dialog. Step 5 highlights the 'Routing Status' and 'Ship Notice Status' columns in the 'Ship Notices (1)' table, which show 'Obsoleted' and 'Canceled' respectively.

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: [redacted]

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	5 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 process

## Email notification

Recent Ariba Network document failures | Immediate notification

1

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

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 <a href="#">ASN1277</a> 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	<i>Receipt of the document has not been confirmed by the trading partner.</i>

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

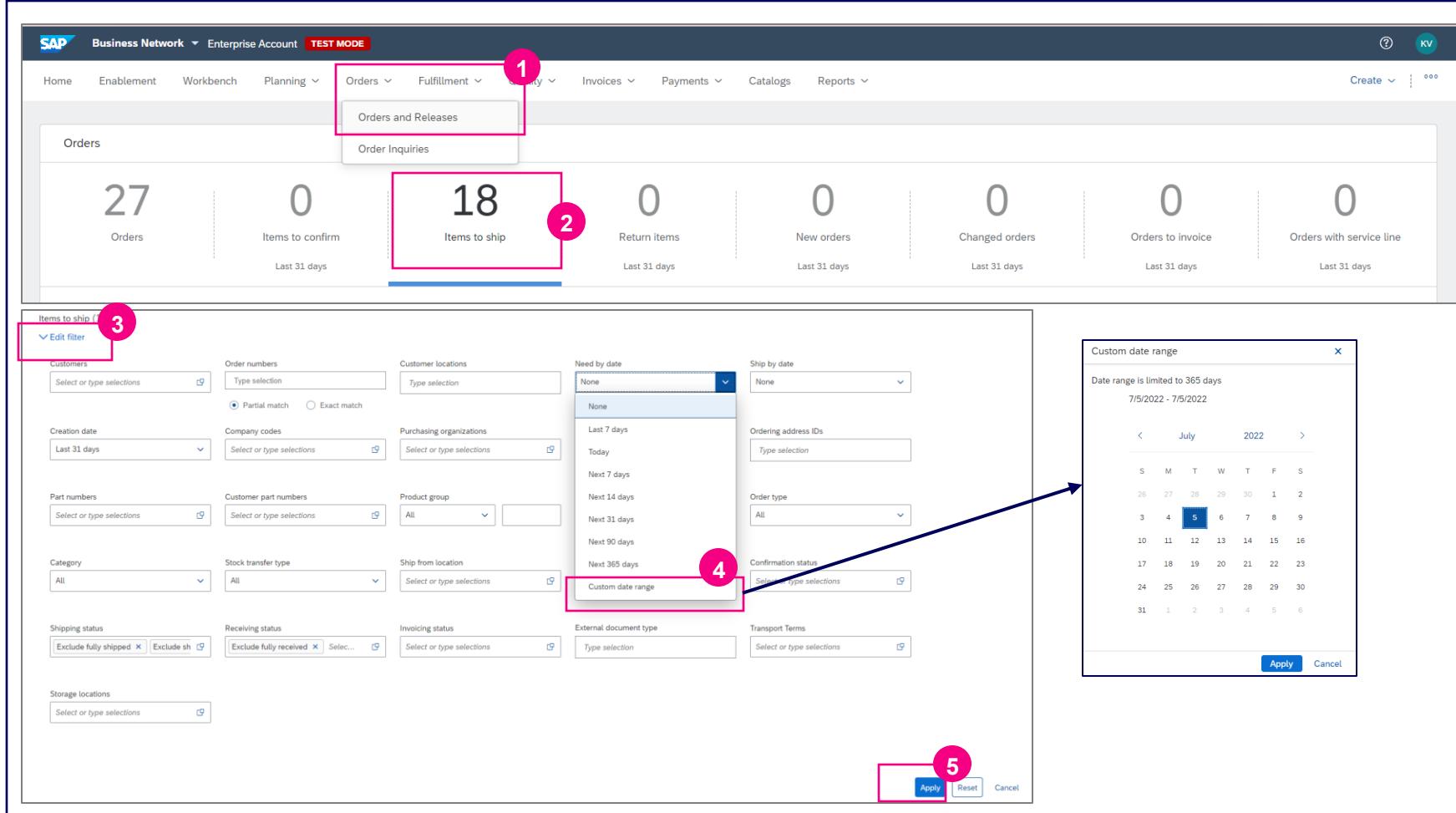
1 Suppliers can receive email notification when an Advanced Ship Notice **failed** [ASN thru cXML or Manual ASN creation]. This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.

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 process

## Manual Advanced Ship Notice creation with CSV upload – multiple materials



The screenshot shows the SAP Business Network interface in TEST MODE. The top navigation bar includes links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. The Orders section displays various metrics: 27 Orders, 0 Items to confirm, 18 Items to ship (highlighted with a red box and number 2), 0 Return items, 0 New orders, 0 Changed orders, 0 Orders to invoice, and 0 Orders with service line. Below the metrics, there is a 'Items to ship' section with an 'Edit filter' button (highlighted with a red box and number 3). The 'Edit filter' modal is open, showing a 'Custom date range' section with a date range from 7/5/2022 to 7/5/2022, a calendar view for July 2022 with the 5th highlighted (number 4), and an 'Apply' button (number 5).

Supplier can select materials from different 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 shipments 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 process

## Manual Advanced Ship Notice creation with CSV upload – multiple materials

Items to ship (12)								
<a href="#">Edit filter</a>   <a href="#">Last 31 days</a> <a href="#">Exclude fully shipped, +1</a> <a href="#">Exclude fully received</a>								
<a href="#">Create ship notice</a>								
▼ <input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment
▼ <input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, 005, SWE							
<input type="checkbox"/>	4300000903	10			3	1 Apr 15, 2022		...
<input type="checkbox"/>	4300000926	10			3	1 Apr 18, 2022		...
▼ <input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE							
<input checked="" type="checkbox"/>	4300000801	10			3	1 Mar 25, 2022		...
<input checked="" type="checkbox"/>	4300000802	20			3	1 Mar 25, 2022		...
<input type="checkbox"/>	5500000107	10			3	1 Mar 23, 2022	Firm	...
<input type="checkbox"/>	5500000107	10			2	2 Mar 30, 2022	Firm	...

6 Select the **delivery schedule lines** for shipping from the different Purchase Order.

7 Click on **Create ship notice** button.

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

# Purchase Order Collaboration process

## Manual Advanced Ship Notice creation with CSV upload – multiple materials

Create Ship Notice

\* Indicates required field

SHIP FROM

SCC SUPPLIER 13 - TEST  
Sandhamn  
Germany

DELIVER TO

Falkenberg Factory  
Falkenberg  
Sweden

Ship Notice Header

SHIPPING

Packing Slip ID: \*  8

Invoice No.:  9

Requested Delivery Date: --

Ship Notice Type: Select  10

Shipping Date: \*  10

Delivery Date: \*  10

Hazard Type: Select

Is Divisible:

Dimensions

ATTACHMENTS

Name Size (bytes) Content Type

No items

Choose File  11 No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

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.

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

# Purchase Order Collaboration process

## Manual Advanced Ship Notice creation with CSV upload – multiple materials

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition **12**

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: Account **13**

Shipping Contract Number:

Shipping Instructions:

**Order Items**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
550000051	20			2,307,920.000	MTK	2 Nov 2021		0.00 EUR	0.00 EUR	SEF2
Description: <input type="text"/>										
Shipment Status: Total Item Due Quantity: 50,000 MTK										
Confirmation Status: Total Confirmed Quantity: 0 MTK										
Total Backordered Quantity: 0 MTK										
Line Ship Qty Supplier Batch ID SSCC Number Production Date Expiry Date Add Details										
1 50.000 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Add Details										
Add Ship Notice Line										
550000052	20			483,640.000	MTK	2 Nov 2021		0.00 EUR	0.00 EUR	SEF2
Description: <input type="text"/>										
Shipment Status: Total Item Due Quantity: 80,640 MTK										
Confirmation Status: Total Confirmed Quantity: 0 MTK										
Total Backordered Quantity: 0 MTK										
Line Ship Qty Supplier Batch ID SSCC Number Production Date Expiry Date Add Details										
1 80,640 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Add Details										
Add Ship Notice Line										
<input type="button" value="Add Order Line Item"/> <input type="button" value="Manage Serial Numbers"/>										
<input type="button" value="Save"/> <input type="button" value="Exit"/> <b>16</b> <input type="button" value="Next"/>										
<b>17</b> <input type="button" value="Submit"/> <input type="button" value="Exit"/>										
<b>SAP Business Network</b> Enterprise Account <b>TEST MODE</b> <input type="button" value="Back to classic view"/>										
Create Ship Notice <input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Exit"/>										

**12** Provide **Delivery Terms** from the drop down list

**13** Select **Shipping Payment Method**

**Ship Quantity** is automatically populated from the 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.**

**14** **15** **16** **17** !

There is no need to indicate Supplier Batch and SSCC Number. This information will be automatically populated from CSV attachment.

Click the **Next** button to proceed to review your Ship Notice.

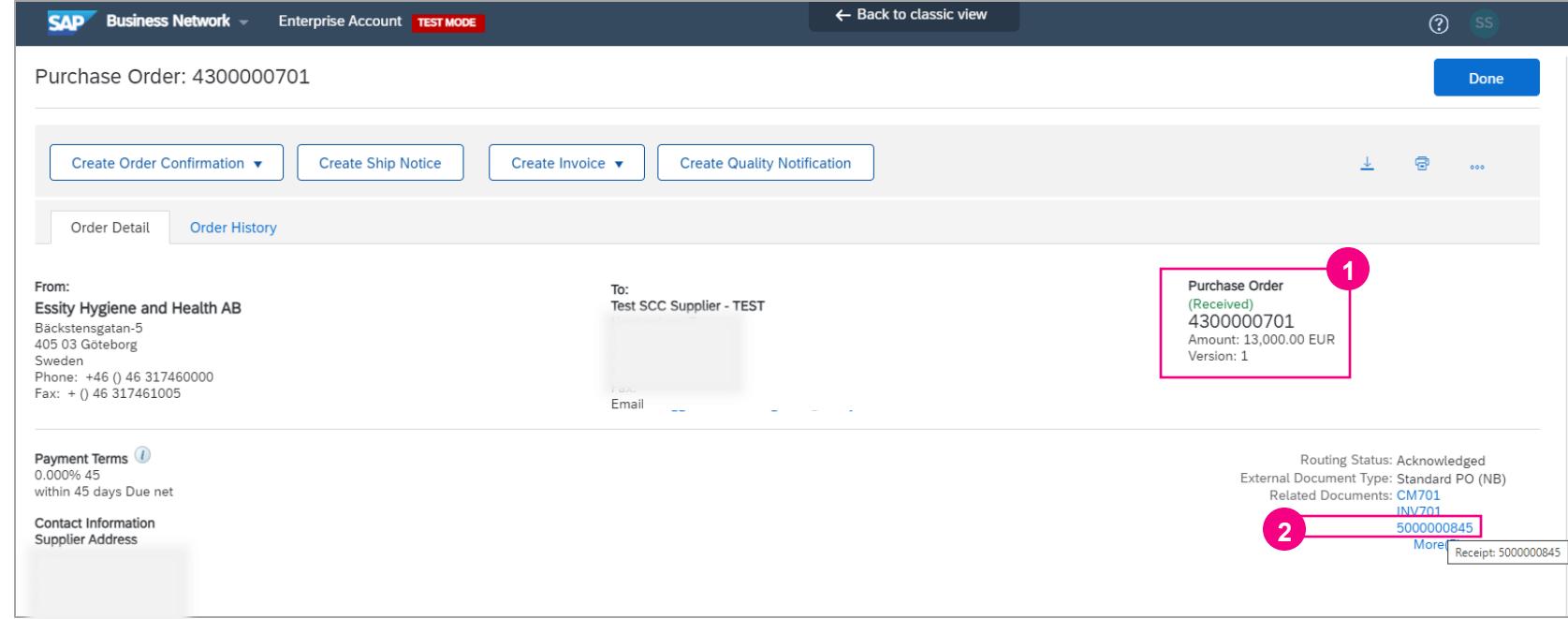
Then click the **Submit** button

Chapter 08

# Goods Receipt

# Purchase Order collaboration process

## Goods Receipt (1/2)



Purchase Order: 4300000701

From: Essity Hygiene and Health AB  
Backstensgatan-5  
405 03 Göteborg  
Sweden  
Phone: +46 () 46 31746000  
Fax: + () 46 317461005

To: Test SCC Supplier - TEST

Payment Terms: 0.000% 45 within 45 days Due net

Contact Information: Supplier Address

Routing Status: Acknowledged  
External Document Type: Standard PO (NB)  
Related Documents: CM701  
INV701  
5000000845  
More  
Receipt: 5000000845

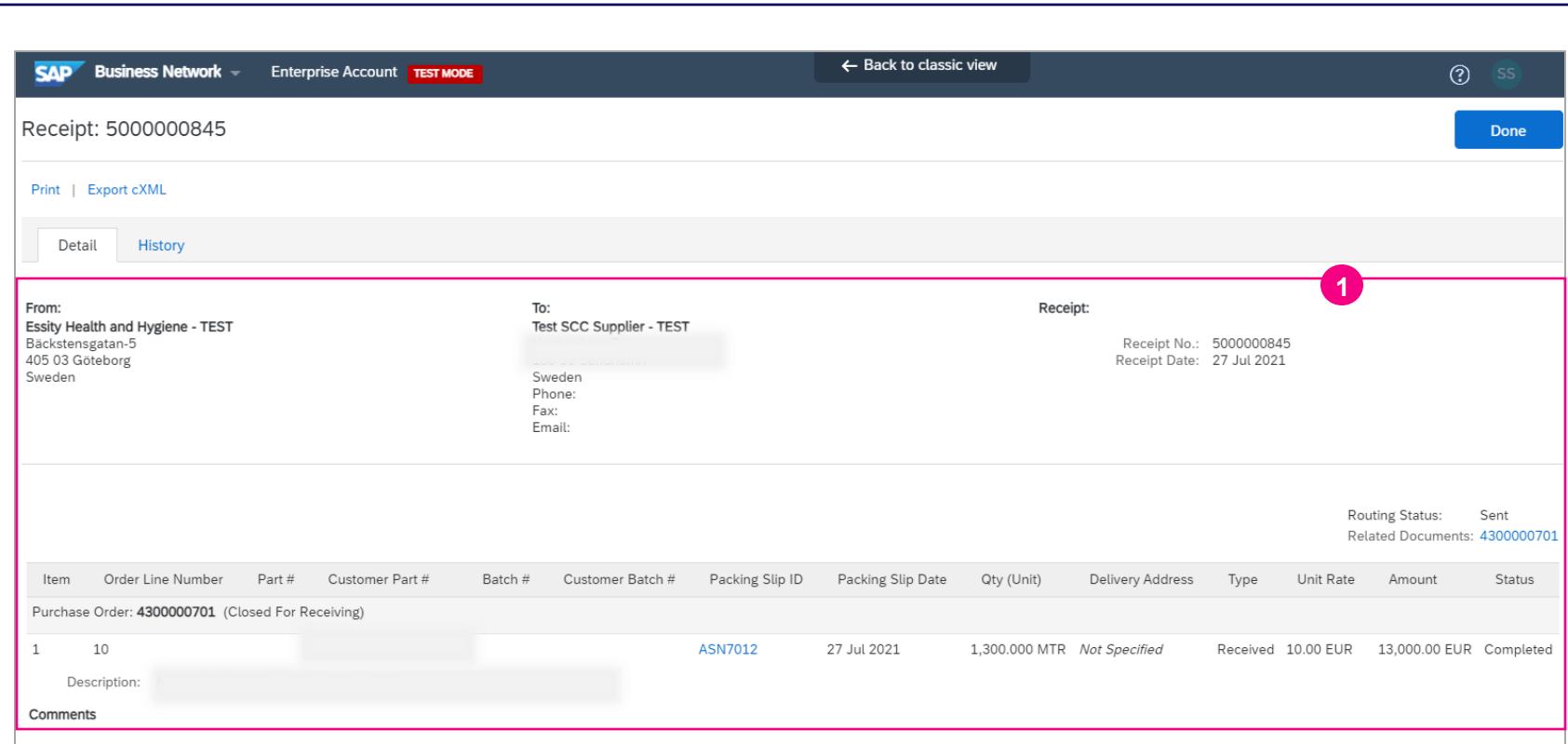
Essity will send a Goods Receipt notification to supplier for information only that the shipped goods are received. This will update the status of the Purchase Order accordingly in SAP Business Network.

1 Alternatively, the list of all Goods Receipts can be under the **Fulfillment** tab.

2 Click the **Receipt number** to open it and display the details

# Purchase Order collaboration process

## Goods Receipt (2/2)



Receipt: 5000000845

Print | Export cXML

Detail History

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

To: Test SCC Supplier - TEST  
Sweden  
Phone:  
Fax:  
Email:

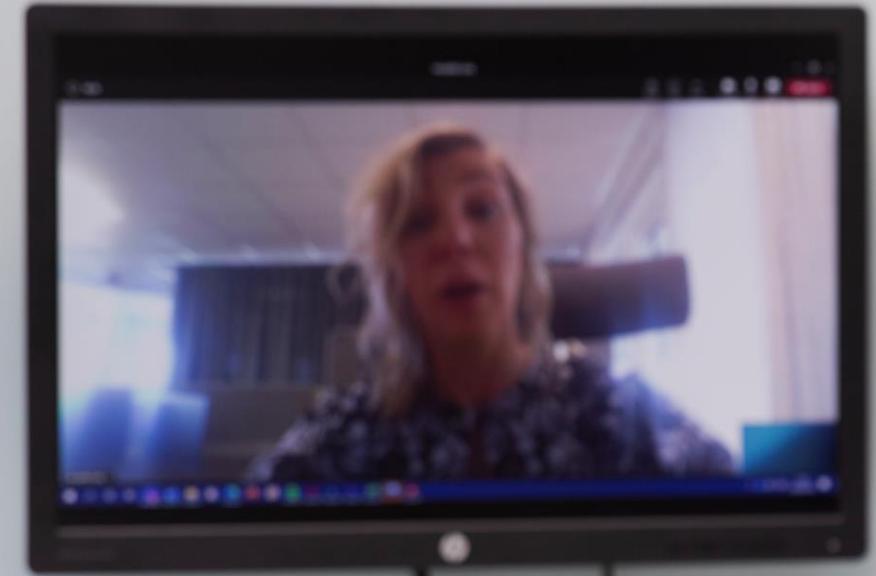
Receipt:

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	Not Specified	Received	10.00 EUR	13,000.00 EUR	Completed
Description: [Redacted]													
Comments													

1 The Receipt details are displayed.



Thank you!



supplierinfo@essity.com

