

Purchase Order Collaboration Process

(Non-consignment item category)

SAP Business Network

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Chapter 01

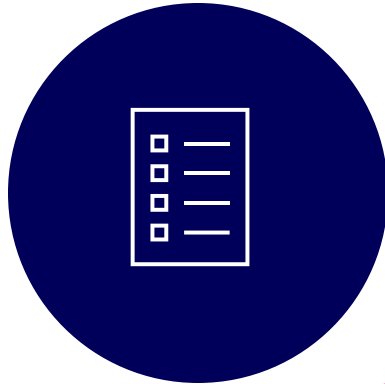
Introduction

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.



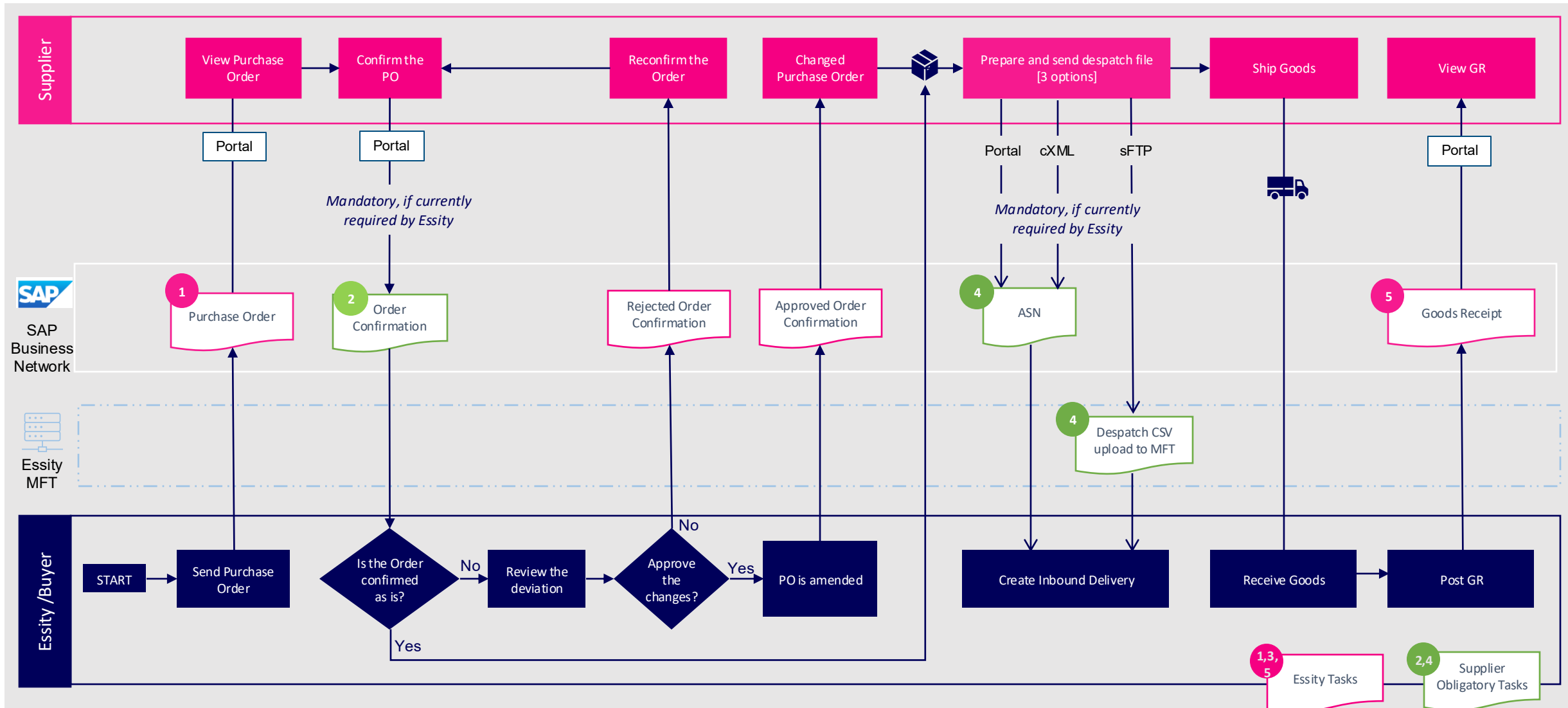
Despatch file submission

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

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports

Create

Orders and Releases

Order Inquiries

Orders

27 Orders

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

Edit filter

Customers

Select or type selections

Purchasing organizations

Select or type selections

Inquiry date

None

Order numbers

Type selection

☒ Partial match ☐ Exact match

Creation date

Last 31 days

Order status

Include

Select or type...

Company codes

Select or type selections

Customer locations

Type selection

Order type

All

☐ Orders with inquiry only

Routing status

All

Min amount

Max amount

Currency

SEK

Apply

Reset

Cancel

Resend Failed Orders

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Settlement	Actions
--------------	----------	--------	------	--------------	-----------------	------------	---------

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 displays the Purchase Order Collaboration interface. At the top, there is a table of purchase orders. The table has columns: Type, Company Code, Order Number, Version, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, and Actions. The first two rows are highlighted. The first row has Order Number 4300001088, and the second row has Order Number 4300001082. Both are for Essity Health and Hygiene - TEST, Falkenberg Factory, Falkenberg, Sweden, with an amount of 0.00 SEK. The date for the first row is Mar 28, 2022, 10:00:31 AM, and for the second row is Mar 22, 2022, 8:01:03 AM. The Actions column contains three dots for each row. A 'Resend Failed Orders' link is visible above the table. A table settings dialog is open in the foreground, showing a list of available columns (Pin, Purchasing Organization, Purchasing Group) and a list of displayed columns (Type, Company Code, Order Number, Version, Customer, Inquiries, Ship To Address, Ordering Address). The dialog has an 'Apply' button at the bottom right. A 'Table setting' icon is visible in the top right corner of the table. A 'Page icon' is visible in the top right corner of the table. A 'Filter icon' is visible in the top right corner of the table. A 'Table setting' icon is visible in the top right corner of the table. A 'Page icon' is visible in the top right corner of the table. A 'Filter icon' is visible in the top right corner of the table.

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	...

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.

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 PO details.

Purchase Order Collaboration process

Purchase Order Details – Header data

Purchase Order: 4300001106 Done

1

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

Confirm Entire Order Update Line Items History Reject Entire Order

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

405 03 Mölndal
Sweden
Phone:
Fax:
Email: meggan.rose.bonaga.ext@essity.com

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

2

Payment Terms ⓘ
0.000% 30
30 dagar netto

Contract Number
5300001049

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

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

3

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

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

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

Deliver To

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

Line Items

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

Show Item Details

Details

Status

500.000 Unconfirmed

Control Keys

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

Control Keys

Order Confirmation: required before shipping
Ship Notice: not allowed

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Jul 2021 7:00 PM CST		500.000 (MTR)

Other Information

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

Purchase Order Collaboration process

Purchase Order details – Status

Purchase Order: 4300000652

Create Order Confirmation

Create Ship Notice

Create Invoice

Create Quality Notification

Order Detail

Order History

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

To:

Phone:
Fax:
Email:

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

Line Items

Show Item Details

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	+ Edited			Material			600.000 600.000 (MTR)	20 Jul 2021 17-Jul-2021	10.00 EUR	6,000.00 EUR 5,000.00 EUR	Details
20	1	+ New			Material			1,000.000 (MTR)	27 Jul 2021	10.00 EUR	10,000.00 EUR	Details

Order submitted on: Tuesday 13 Jul 2021 7:00 PM GMT+08:00
Received by Arbia Network on: Tuesday 13 Jul 2021 11:19 PM GMT+08:00
This Purchase Order was sent by Essity Health and Hygiene - TEST AN015782323138-T and delivered by Arbia Network.

Sub-total: - 5,000.00 -EUR

Sub-total: 16,000.00 EUR

Purchase Order: 4300000654

Create Invoice

Order Detail

Order History

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

To:
Test SCC Supplier - TEST

Phone:
Fax:
Email:

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.

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ESSITY INTERNAL

Purchase Order Collaboration process

Purchase Order details – Email notification

Reply all | Delete | Junk | Block

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

1

P Ariba

Essity Health and Hygiene - TEST sent a new order

If more than one email address is associated with your account, you will receive multiple notifications.

Your customer sent you this order through Ariba Network.

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

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

Payment Terms
0.000 % 60
within 60 days Due net

Contact Information
Supplier Address

Other Information
Company Code: SE01
Purchase Group: 001
Purchase Organization: SE80
Requester: DEHULFI
Party Additional ID: 1000000004

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

Ship To:
Falkenberg Factory
Falkenbergsgatan 14C 14C
311 32 Falkenberg
Sweden
Ship To Code: SE92
Phone: + (1) 46 (0)346 55800
Fax: + (1) 46 (0)346 55650
Location Code: SE92
StorageLocationID: 2020

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

Deliver To:

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

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

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

Components

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

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

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

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

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

Payment Terms
0.000 % 15
within 15 days Due net

Contract Number
5500000019

Contact Information
Essity AB
Sweden
Phone: + (46) 317461005
Fax: + (46) 317461005
Address ID: 100000011
Buyer ID: 100000011
BU

Ship All Items To
Falkenberg Factory
Kvickatorpsvägen 14C 14C
311 32 Falkenberg
Sweden
Ship To Code: SEF2
Phone: + (46) 31746 55800
Fax: + (46) 31746 55800
buyerLocationIDDomain:
MRPArea:
storageLocationID: 0010

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

Deliver To

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Cumulative Shipped Qty (Unit)	Adjusted Cumulative Shipped Qty (Unit)	Customer Location
10	12	→ Edited			Material			10,933.000 90,600.000 (MTR)	4 Jun 2021	100.00 EUR 90.00 EUR	1,093,300.00 EUR 918,000.00 EUR	200 (MTR)	200 (MTR)	

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

Contract Number
5500000019

Schedule Lines

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
2			4 Jun 2021 4:00 AM PDT		300 (MTR)	500.00 (MTR)		Firm
6			15 Jun 2021 4:00 AM PDT		400 (MTR)	900.00 (MTR)		Firm
9			24 Jun 2021 4:00 AM PDT		1,000 (MTR)	1,900.00 (MTR)		Firm
10			28 Jun 2021 4:00 AM PDT		2,000 (MTR)	3,900.00 (MTR)		Firm
14			7 Jul 2021		1,000 (MTR)	4,900.00 (MTR)		Firm

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

Procedure:

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

Order Confirmation

Purchase Order Collaboration process

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

1. In the top navigation bar, 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. Confirm the order.

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

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



NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration process

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

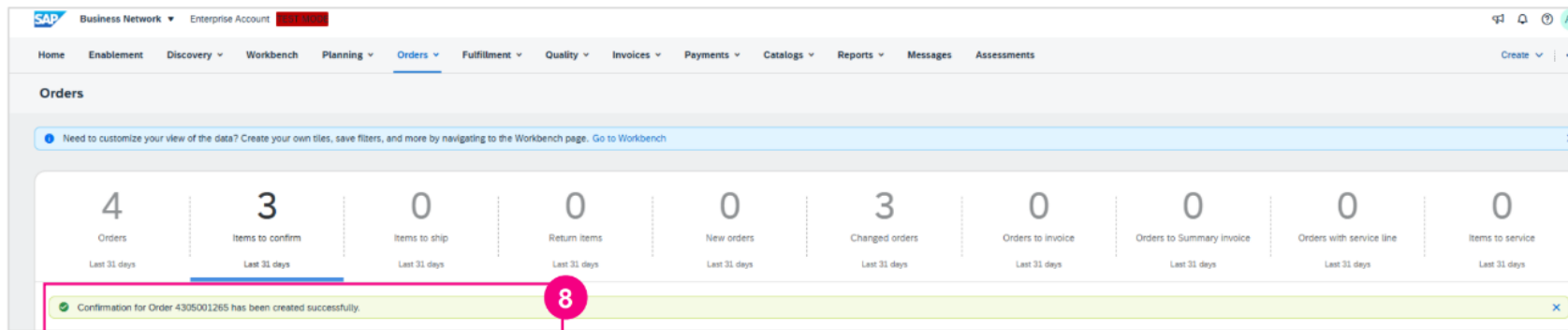
Review items to confirm

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

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](#)

5
Orders
Last 31 days

1
Items to confirm
Last 31 days

0
Items to ship
Last 31 days

0
Return items
Last 31 days

1
New orders
Last 31 days

0
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

Items to confirm (1)

[Edit filter](#) | 4305001290 Items to be confirmed

Customers
[Select or type selections](#)

Order numbers
4305001290 [Type selection](#)

☐ Partial match ☒ Exact match

[Apply](#) [Reset](#)

[Confirm](#) [Reject](#)

	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
Confirm schedule line												
Confirm entire item												
Confirm entire order												
<input checked="" type="checkbox"/>	Unconfirmed	4305001290	10		Jul 17, 2024	→ 7/22/2024	1738 KGM	→ 1740 KGM	€9450 EUR	9450 EUR		...

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



NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration process

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

The screenshot displays the 'Review items to confirm' page in the portal. The page shows a table with columns: Schedule Line No., Need By, Ship By, Confirmation number, Requested Quantity, Requested Unit Price, Quantity To Confirm, and Estimated Delivery. A red box highlights the 'Confirmation number' field with the value 'OC129Q' (Step 5). Another red box highlights an 'Out of tolerance' alert icon (Step 4) with the text 'The order confirmation for this item needs buyer approval.' A red box highlights the 'Submit' button (Step 7). Below the table, a green message bar states 'Confirmation for Order 4305001290 has been created successfully.' The bottom section shows a list of items to confirm, with a red box highlighting the 'Awaiting approval' status (Step 7).

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

Out of tolerance
The order confirmation for this item needs buyer approval.

Submit Cancel

Confirmation for Order 4305001290 has been created successfully.

Items to confirm (1)

Customers: Select or type selections

Order numbers: 4305001290 x Type selection

Partial match Exact match

Apply Reset

Confirm Reject

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

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



NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration process

Order Confirmation – Multiple orders

The screenshot displays the 'Order Confirmation – Multiple orders' interface. It is divided into three main sections: a list of orders, a confirmation action bar, and a review table.

Order List: The top section shows a list of orders. The first order is for Customer: Essity Health and Hygiene - TEST, Order No.: 4300001032. It has two items: Item No. 10 (Need By: Jul 15, 2022, Requested Quantity: 50,000.00 H87, Requested Unit Price: 135.00 SEK) and Item No. 20 (Need By: May 25, 2022, Requested Quantity: 312.00 H87, Requested Unit Price: 32.00 SEK). The second order is for Customer: Essity Health and Hygiene - TEST, Order No.: 4300001033, with Item No. 10 (Need By: Jul 15, 2022, Requested Quantity: 50,000.00 H87, Requested Unit Price: 135.00 SEK). A red box labeled '1' highlights the checkboxes for selecting items to confirm.

Confirmation Action Bar: Below the order list, there are buttons for 'Confirm' and 'Reject'. A dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. A red box labeled '2' highlights the 'Confirm entire item' option. To the right, a red box labeled 'A' highlights the 'Settings' icon (a gear with a plus sign).

Review items to confirm: The bottom section is titled 'Review items to confirm'. It contains a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. The table lists the items from the selected order. A red box labeled '3' highlights the 'Confirmation number' input field next to the first item. At the bottom right, there are 'Submit' and 'Cancel' buttons. A red box labeled '4' highlights the 'Submit' 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 in 'TEST MODE'. The 'Fulfillment' tab is selected, and the 'Order Confirmations' sub-tab is active. A search filter is applied for 'Customer: All Customers' and 'Date Range: Last 14 days'. The table displays 15 results, all with a status of 'Acknowledged'.

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

PrintExport cXML

5

DetailHistory

Confirmation #: OC1107

Notice Date: 8 Jul 2022

Purchase Order: 4300001107

Est. Delivery Date: 15 Jul 2022

6

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	

7

DetailHistory

Order Confirmation: OC1107

Routing Status: Acknowledged

Received By Ariba Network On: 8 Jul 2022 5:24:31 PM GMT+02:00

Submitted By: TEST SCC SUPPLIER 18

To: Essity Health and Hygiene - TEST

History

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

- 5 You can see the details of Order confirmation in the **Detail** tab: Confirmation number, Notice Date, Purchase Order number and estimated delivery date.
 - 6 Below you can see the Line Items with more details i.e., Pricing Information.
 - 7 In **History** tab you will be able to see Routing status and comments.
- ! If the Order Confirmation was sent correctly, then in the last line there will be an information displayed:
„The recipient has processed the document and has acknowledged the processing. Reason: OK- Purchasing document successfully processed”

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.	
	<input type="checkbox"/> Send a notification when orders are ready to invoice.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<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"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/>
Approval	<input checked="" type="checkbox"/> Send a notification when order confirmation approval status changes.	* <input type="text"/>

Suppliers can be notified when buyer approved OC deviations.

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

Then **Select Settings > Network Notifications**.

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

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

Click **Save**.

Purchase Order Collaboration process

Order Confirmation – Deviation approval

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

OP

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

SAP Ariba

Dear

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

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

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

SAP Ariba

Dear

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

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

Line Item No.	New Confirmation Status	Comments
10	Approved	

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

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

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

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

Purchase Order Collaboration process

Order Confirmation – Deviation rejection

The screenshot shows an email interface with a header bar containing a profile picture (OP), the email address 'ordersender-prod@ansmt.riba.com', and a 'To' field with a green checkmark and the letter 'A'. Action buttons for 'Reply', 'Reply All', 'Forward', and a share icon are visible. The email body starts with a greeting 'Dear' and a message about account information. It then states that the confirmation approval status for purchase order 4305001276 has changed. A table follows with three columns: 'Line Item No.', 'New Confirmation Status', and 'Comments'. The first row shows '10' for the line item number and 'Rejected' for the status. The email concludes with a note about the list containing up to 20 items and a copyright notice for SAP Ariba.

ordersender-prod@ansmt.riba.com
To: A

Wed 7/17/2024 5:54 PM

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

Right-click or tap and

Dear

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

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

Line Item No.	New Confirmation Status	Comments
10	Rejected	

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

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

© 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: P MMMMMMMM SSSSSSSS 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 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

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is selected, and the 'Orders and Releases' sub-tab is active. The 'Items to ship' tile is highlighted, showing 12 items. Below the tile, there is a table of items to ship with columns: Revision Level, Order No., Item No., Schedule Line No., Commitment Level, Ordering Address, and Actions. The table contains two rows of data. A 'Table settings' dialog is open, allowing users to drag and drop columns to be displayed or hidden. The dialog has two panes: 'Available columns' and 'Displayed columns'. The 'Apply' button is visible at the bottom of the dialog.

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

Need By	Supplier Part No.
Customer: Essity Health and Hygiene - TEST	
Jun 16, 2022	
Jun 18, 2022	
Jun 20, 2022	
Jun 6, 2022	
Jun 22, 2022	

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 **5**

Customers

Order numbers **6**

4300000646 x Type selection

☐ Partial match ☒ Exact match

7 Apply Reset Cancel

9 Create ship notice

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	Shipped Quantity	Re	Actions
Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE											
8	4300000646	10		1	Feb 21, 2022			10.00 PCS	0.00 PCS		...

5 If you are going to create Advance Ship Notice for single Order, please expand the **Edit filter** section.

6 In the **Order numbers** section, select the **Exact match** radio button then enter the exact 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 process

Manual Advanced Ship Notice creation with CSV upload

Create Ship Notice

* Indicates required field

SHIP FROM	DELIVER TO
SIT_DIRECT_SUP_v3	Essity Hygiene and Health AB Falkenberg Sweden

Update Address

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID:* Invoice No.: Requested Delivery Date: -- Ship Notice Type: Select	Carrier Name: Service Level:
Shipping Date:* Delivery Date:* 5 May 2022 12:00 PM G	

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

Hazard Type: Select
Is Divisible: ☐

Code:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

Add Attachment

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 displays the 'Create Ship Notice' interface in SAP Business Network. It is divided into two main sections: 'DELIVERY AND TRANSPORT INFORMATION' and 'Order Items'.

DELIVERY AND TRANSPORT INFORMATION:

- 15** Delivery Terms: A dropdown menu with 'Transport Condition' selected.
- 16** Shipping Payment Method: A dropdown menu with 'Other' selected.
- Fields for Delivery Terms Description, Transport Terms Description, Shipping Contract Number, and Shipping Instructions are also present.
- A table for Transport Terms includes columns for Terms, Equipment Identification Code, Gross Volume, Unit, Gross Weight, Sealing Party Code, and Seal ID. An 'Add Transport Term' button is below.

Order Items:

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4300000117	10		1071805	100.000	KGM	20 Oct 2021				SEF2

Below the table, there are status indicators: Shipment Status, Total Item Due Quantity (100 KGM), Confirmation Status, and Total Confirmed Quantity (0 KGM). A 'Total Backordered Quantity: 0 KGM' is also shown.

17 Ship Qty: A field containing '100.000'.

18 Supplier Batch ID and SSCC Number: Two empty input fields.

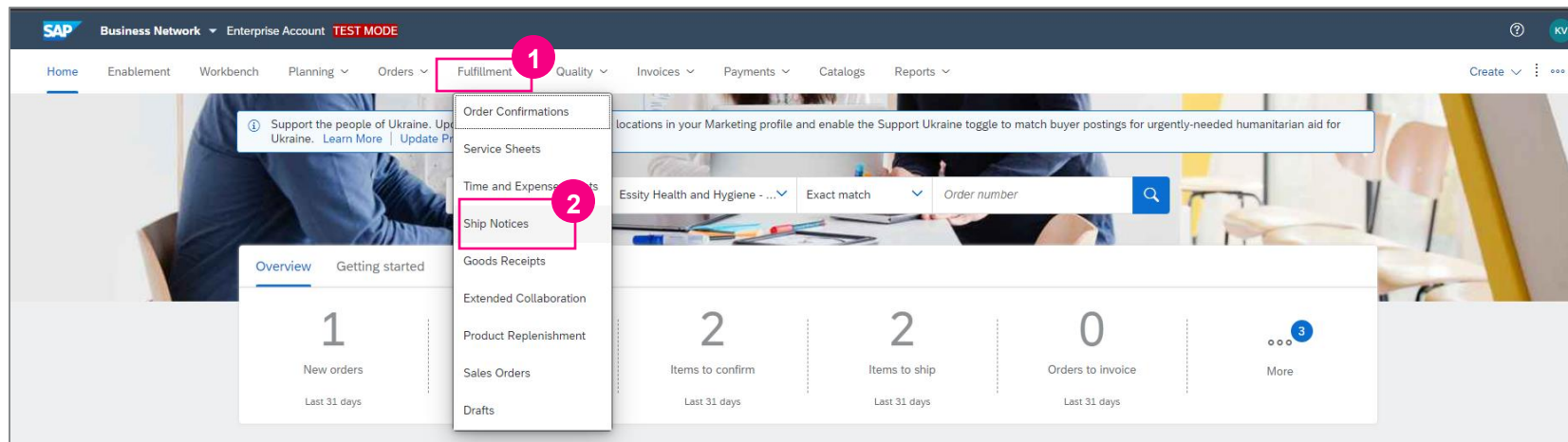
19 Next: A button to proceed to the next step.

20 Submit: A button at the bottom right of the form.

- 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.**
- 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 process

Manual Advanced Ship Notice creation with CSV upload



Ship Notices

Search Filters

Ship Notices (27)

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

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

1 All submitted Advanced Ship notices [either thru cXML or Manual ASN creation] are displayed under **Fulfillment** section.

2 Select **Ship Notices** from the dropdown list.

3 The **Routing status** informs if the document has been processed successfully. Supplier should review the status of submitted Advanced Shipping in order to reprocess the document in case of failure.

Obsoleted – document has been cancelled

Acknowledged – document has been submitted to Essity

Failed – document has been rejected

Purchase Order Collaboration process

Manual Advanced Ship Notice creation with CSV upload

SAP Business Network Enterprise Account TEST MODE Back to classic view

Ship Notice: ASN840 Done

Edit Export cXML

Detail History

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

History

Status	Comments	Changed By	Date and
	Processing cXML	SCMSupplierQueueProcessor-125039048	19 Aug 2021 11:24:28 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

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 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

The screenshot displays the 'Ship Notice: ASN1053' page in the Essity system. The interface includes a top bar with 'Cancel', 'Edit', 'Print', and 'Export cXML' buttons. Below this, there are 'Detail' and 'History' tabs. A blue banner message states: 'Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods'. The 'History' tab is selected, showing a table with columns 'Status' and 'Comments'. The table contains several entries, including 'Processing cXML', 'The document has been transferred to the next integration point.', 'The document is ready to be picked up by the recipient.', 'Acknowledged Success', and a final 'Failed' entry with the same error message as the banner. A red circle with the number '1' highlights the 'Ship Notice: ASN1053' header, and another red circle with the number '2' highlights the 'History' tab. Arrows point from these circles to the respective elements in the interface.

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 cXML
	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

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: [redacted]

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

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			Obsolete	Canceled

- Click the **Cancel** button.
- Click **Yes**, in order to confirm cancelation of Advanced Ship Notice.
- 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



no-reply@ansmtp.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 ASN1277 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	Receipt of the document has not been confirmed by the trading partner.

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

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

Reply

Reply all

Forward

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

Procedure:

1. Click the **Account Settings** icon in the upper right corner
2. Click Settings > **Network Notification**
3. Go to the **Error Email Notification** section, enable **Send immediate notification upon failure**

Purchase Order Collaboration process

Manual Advanced Ship Notice creation with CSV upload – multiple materials

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

Create ship notice

▼ <input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment	Actions
▼ <input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, 005, SWE								
<input type="checkbox"/>	4300000903	10			1	Apr 15, 2022			...
<input type="checkbox"/>	4300000926	10			1	Apr 18, 2022			...
▼ <input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE								
<input checked="" type="checkbox"/>	4300000801	10			1	Mar 25, 2022			...
<input checked="" type="checkbox"/>	4300000802	20			1	Mar 25, 2022			...
<input type="checkbox"/>	5500000107	10			1	Mar 23, 2022		Firm	...
<input type="checkbox"/>	5500000107	10			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

SaveExitNext

SHIP FROM

SCC SUPPLIER 13 - TEST

Sandhamn

Germany

Update Address

DELIVER TO

Falkenberg Factory

Falkenberg Sweden

Update Address

SHIP NOTICE HEADER

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:*

Delivery Date:*

Hazard Type: Select

Is Divisible: 1

Dimensions

TRACKING

Carrier Name:

Service Level:

Code:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File

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

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. It includes a 'DELIVERY AND TRANSPORT INFORMATION' section at the top, followed by 'Order Items' and a 'Line' table for each item. Callouts 12 through 17 highlight specific fields and buttons.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition (12)
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												
5500000051	20			2,307,920.000	MTK	2 Nov 2021		0.00 EUR	0.00 EUR	SEP2												
Description: Shipment Status Total Item Due Quantity: 50,000 MTK Confirmation Status Total Confirmed Quantity: 0 MTK Total Backordered Quantity: 0 MTK																						
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>SSCC Number</th><th>Production Date</th><th>Expiry Date</th></tr></thead><tbody><tr><td>1</td><td>50,000 (14)</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date	1	50,000 (14)				
Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date																	
1	50,000 (14)																					
5500000052	20			483,840.000	MTK	2 Nov 2021		0.00 EUR	0.00 EUR	SEP2												
Description: Shipment Status Total Item Due Quantity: 80,640 MTK Confirmation Status Total Confirmed Quantity: 0 MTK Total Backordered Quantity: 0 MTK																						
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>SSCC Number</th><th>Production Date</th><th>Expiry Date</th></tr></thead><tbody><tr><td>1</td><td>80,640 (14)</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date	1	80,640 (14)				
Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date																	
1	80,640 (14)																					

! (Warning icon next to the second item's 'Ship Qty' field)

Buttons: Add Order Line Item, Manage Serial Numbers, Save, Exit, Next (16)

SAP Business Network Enterprise Account TEST MODE Back to classic view

Create Ship Notice Previous Save Submit (17) Exit

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

13 Select Shipping **Payment Method**

14 **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.**

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

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

17 Then click the **Submit** button

Chapter 08

Goods Receipt

Purchase Order collaboration process

Goods Receipt (1/2)

The screenshot displays the SAP Business Network interface for a Purchase Order (4300000701). The header includes the SAP logo, Business Network, Enterprise Account, and a TEST MODE indicator. A 'Back to classic view' link is present. The main content area shows the Purchase Order details, including the 'From' (Essity Hygiene and Health AB) and 'To' (Test SCC Supplier - TEST) information. A 'Payment Terms' section indicates '0.000% 45 within 45 days Due net'. The 'Contact Information' section shows the 'Supplier Address'. A 'Purchase Order (Received)' box highlights the PO number '4300000701', amount '13,000.00 EUR', and version '1'. A 'Routing Status: Acknowledged' and 'External Document Type: Standard PO (NB)' are also visible. A 'Related Documents' section lists 'CM701', 'INV701', and '5000000845'. A 'More' link is present next to the document list. A 'Receipt: 5000000845' is shown at the bottom right. Annotations 1 and 2 are present: 1 points to the 'Purchase Order (Received)' box, and 2 points to the '5000000845' document number.

Purchase Order: 4300000701

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

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

To: Test SCC Supplier - TEST

Payment Terms ⓘ
0.000% 45
within 45 days Due net

Contact Information
Supplier Address

Purchase Order (Received)
4300000701
Amount: 13,000.00 EUR
Version: 1

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)

SAP Business Network

Enterprise Account

TEST MODE

← Back to classic view

?

SS

Receipt: 5000000845

Print | Export cXML

Detail | History

From:

Essity Health and Hygiene - TEST

Bäckstengatan-5

405 03 Göteborg

Sweden

To:

Test SCC Supplier - TEST

Sweden

Phone:

Fax:

Email:

Receipt:

Receipt No.: 5000000845

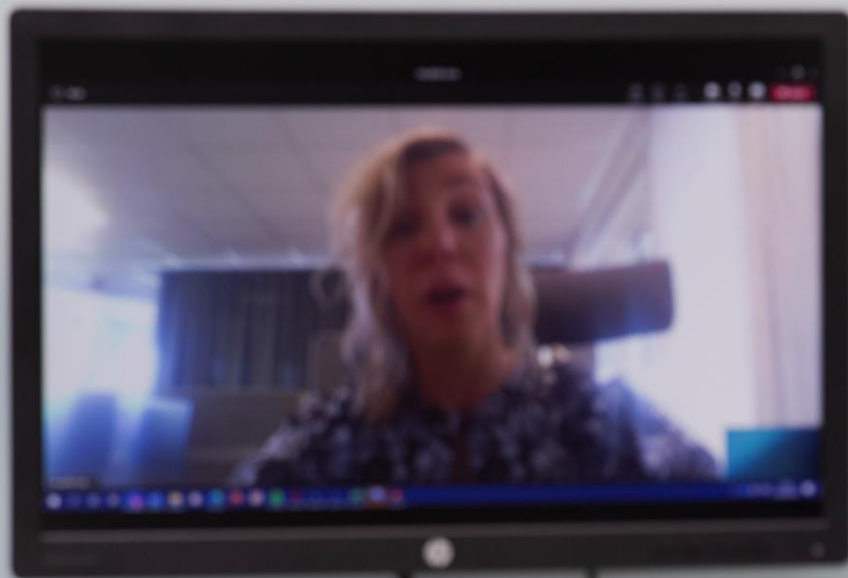
Receipt Date: 27 Jul 2021

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:													
Comments													

1 The Receipt details are displayed.



Thank you!



