



UNION PACIFIC SAP BUSINESS NETWORK FOR SUPPLY CHAIN – INDIRECT MATERIALS

—
Supplier Training Guide

9 September 2025



Agenda

Indirect Materials

- Introduction
- Indirect Materials Documents
- Indirect Materials Workflow Diagram
- Different Modes of Integration/ Automation

Indirect Materials Portal User Interaction

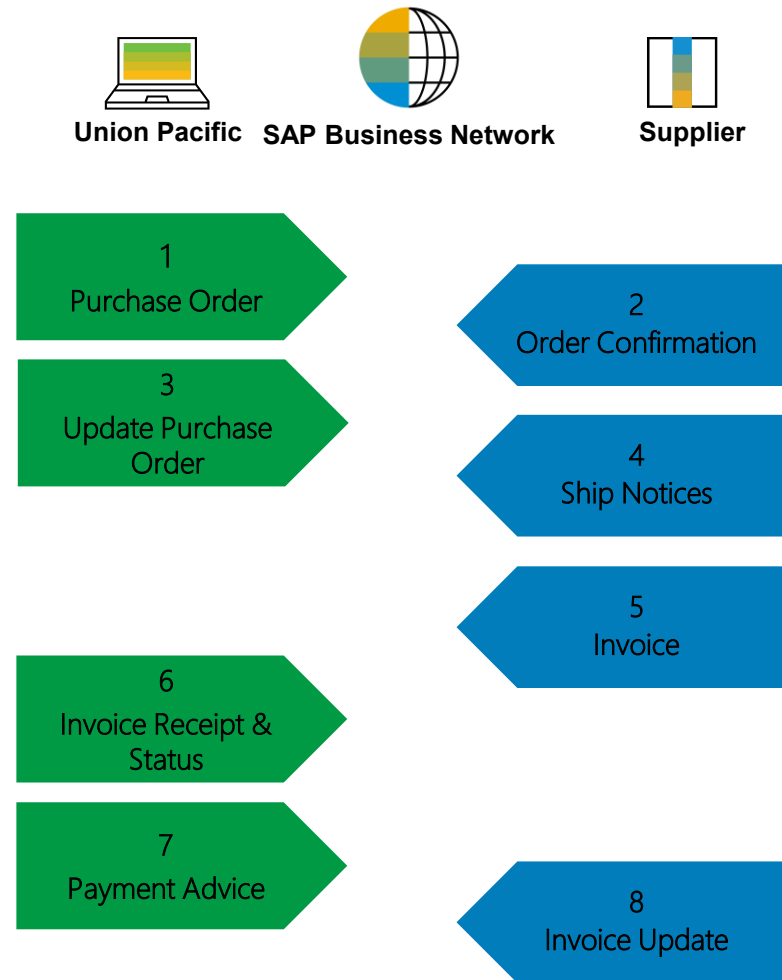
- Purchase Order
- Order Confirmation
- Ship Notices

Appendix

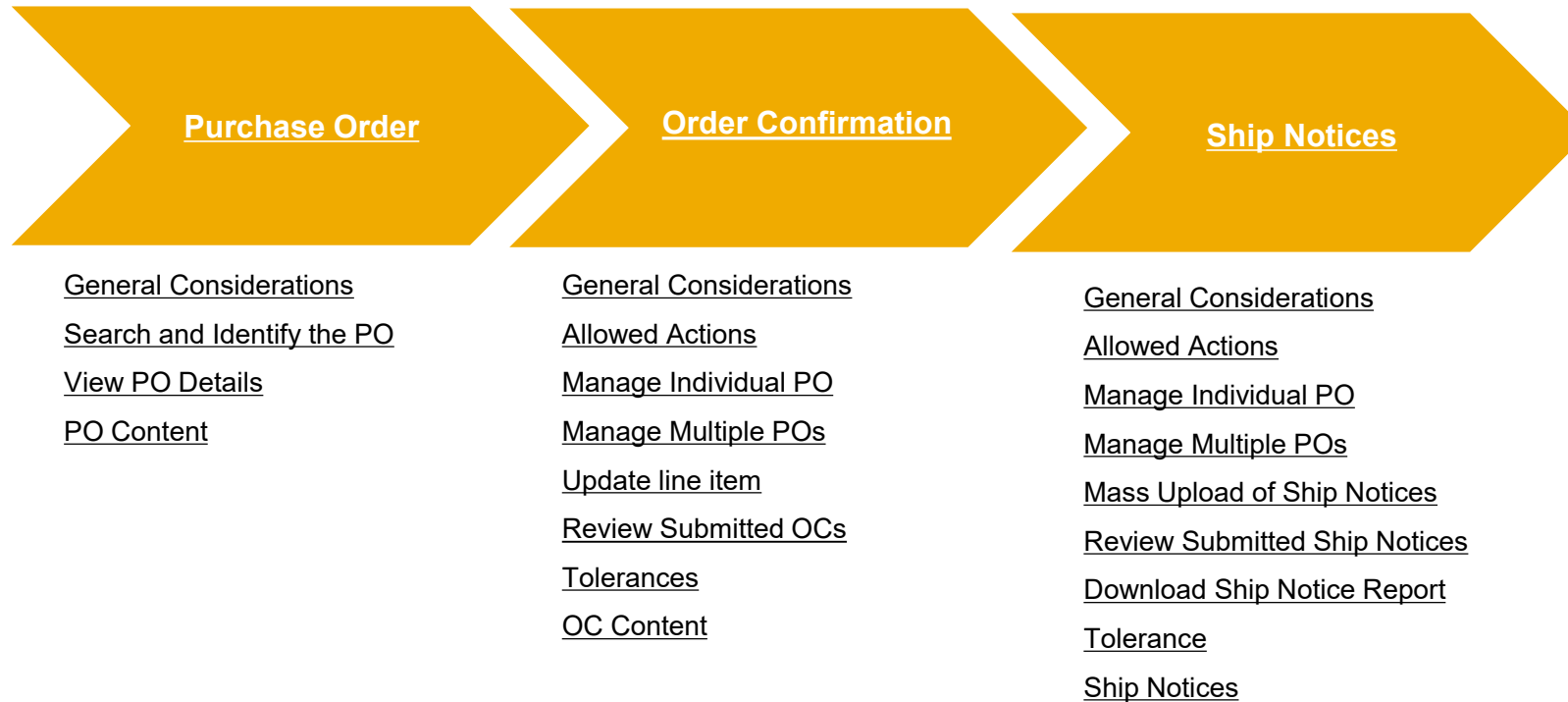
Indirect Material Processes

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items.</p> <p>The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order. The Order Confirmation also includes an estimated ship and delivery date.</p>
Ship Notices	<p>Header Item and packaging details.</p> <p>A Ship Notice is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>A Ship Notice consists of a document header and the number of items. It can also contain packing information. The header contains data that is valid for all items and packages.</p>

Indirect Materials Workflow Diagram



Indirect Materials Portal Interaction



Purchase Order

In this chapter you will learn about...

- how to search for purchase orders
- how to view purchase order details
- purchase order content and fields description

Purchase Order

General Considerations

- Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.
- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.



Purchase Order

Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Select any of the **Orders** tile.
2. Use **filters** to identify the right document. To identify expedited orders, use the Expedited Flag filter.
3. Search results will appear. Click the **settings** icon to customize the view.
4. Click **export** button to download data in Excel.
5. Open PO by clicking its **number**.

Note:

1. If the order cannot be found in search, please check PO instructions or contact Union Pacific.
2. For more info on how to manage your workbench and create specific tiles please refer to slide 10.

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning **Orders**

Orders and Releases

1

99 New orders Last 90 days	22 Changed orders Last 90 days	192 Orders to invoice Last 90 days	271 Orders Last 90 days
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Orders

255 Orders Last 31 days	50 Items to confirm Last 31 days	1 Items to ship Last 31 days	23 Return items Last 31 days	105 New orders Last 31 days	10 Changed orders Last 31 days	80 Orders to invoice Last 31 days	0 Orders to Summary Invo. Last 31 days
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Orders (255)

2

▼ Edit filter

Customers: Union Pacific Railroad ... x | Select...

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include | Select or type

Company codes: Select or type selections

Partial match | Exact match

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

Routing status: All

Min amount: Max amount: Currency: USD

Orders with inquiry only

Visibility: Not hidden

Expedited Flag (use Y)

Type selection

Union Pacific Railroad Company - TEST

4 3

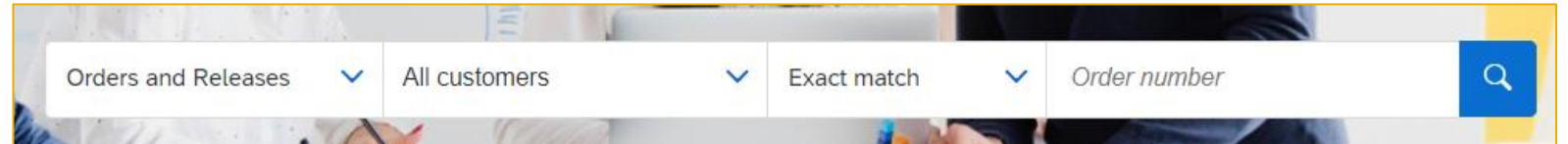
Order Number	Customer	Amount Invoiced	Actions
7100002694	SCC Delivery Team - Global H19 Client 400 - TEST		...

5

Purchase Order

Search and Identify the PO (From the Home Page)

You can search for PO as well from the Portal Home page by using either Customer name or order number.



Note: If the order cannot be found in search, please check PO instructions or contact Union Pacific.

Workbench

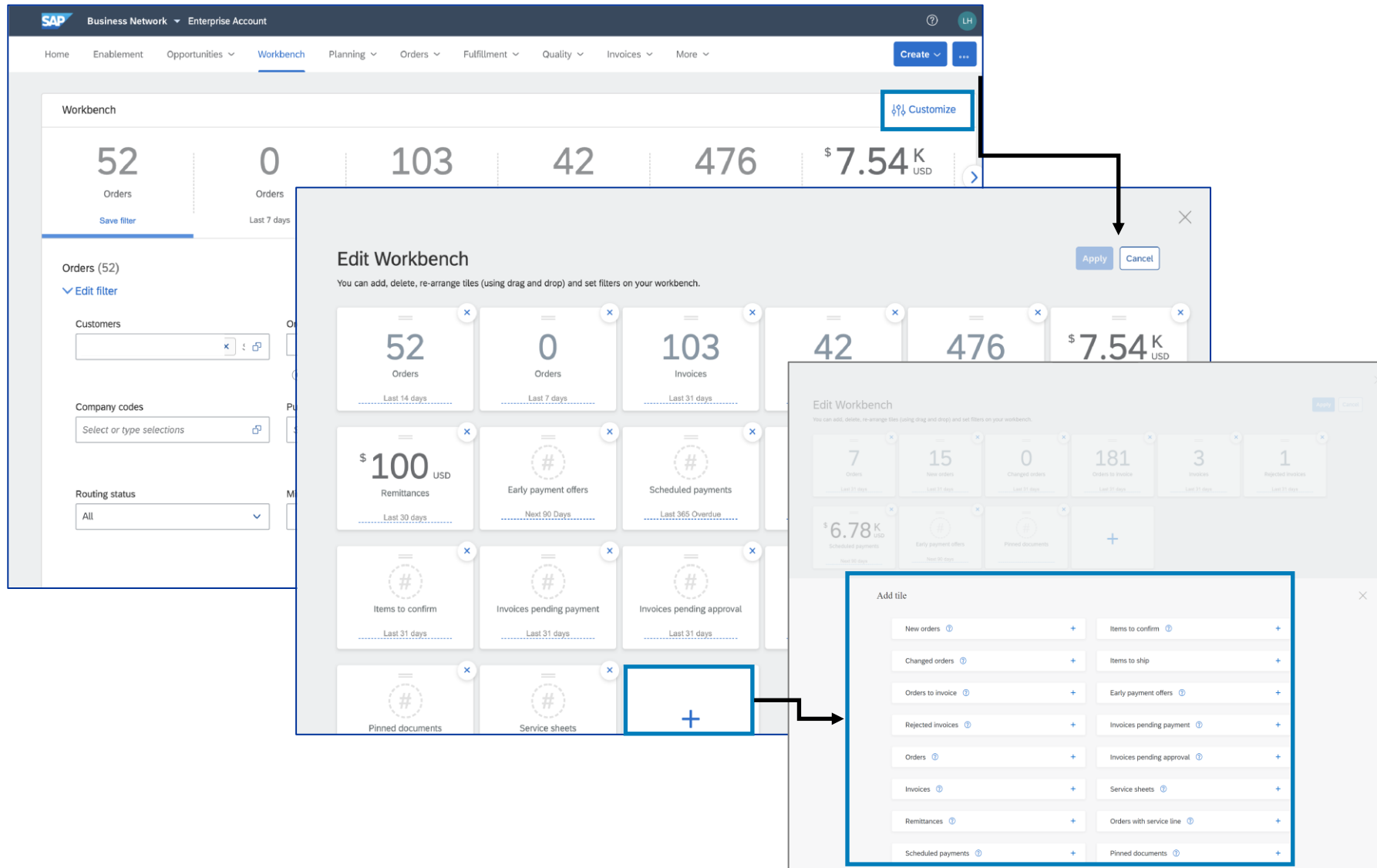
Customize Workbench

The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.

To add a tile, click on the “+” icon. This will bring up a list of available tiles. Click on the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.

To remove a tile, click on the “x” icon on the top right of the tile.

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



The screenshot displays the SAP Business Network Workbench interface. The main dashboard shows various metrics: 52 Orders (Last 14 days), 0 Orders (Last 7 days), 103 Invoices (Last 31 days), 42 Orders (Last 31 days), 476 Invoices (Last 31 days), and \$7.54 K USD (Last 31 days). A 'Customize' button is highlighted in the top right corner of the dashboard.

The 'Edit Workbench' modal is open, showing a grid of tiles. A '+' icon is highlighted in the bottom right corner of the grid, which opens the 'Add tile' dialog. The 'Add tile' dialog lists various categories of tiles that can be added to the workbench:

Category	Tile Name
New orders	Items to confirm
	Items to ship
Changed orders	Early payment offers
	Invoices pending payment
Orders to invoice	Invoices pending approval
	Service sheets
Rejected invoices	Orders with service line
	Pinned documents
Orders	
Invoices	
Remittances	
Scheduled payments	

Purchase Order – Union Pacific Specifics

View PO Details – Line Level

SAP Business Network Enterprise Account

Purchase Order: 7100003719

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

Order Detail | Order History

From:
 UNION PACIFIC RAILROAD ¹
 1400 DOUGLAS ST STOP 1770
 OMAHA, NE 68179-1001
 United States

To:
 1400 douglas st ²
 omaha, Nebraska 68127
 United States
 Phone:
 Fax:
 Email:

Purchase Order
 (New)
 7100003719
 Amount: \$1,347.80 USD
 Version: 1
[Track Order](#)

Comments
 Comment Type: Terms and Conditions
 Body: Purchase order terms and conditions: https://www.up.com/suppliers/terms/

Other Information
[View more >](#)

[Purchase Order Terms & Conditions](#) ³
[Helpful Tips and Training](#) ⁴

Ship All Items To ⁵
 5093 Janet Ln
 Irondale, AL 35210-2949
 United States
 Ship To Code: ADBuyer122529147
 Email:

Bill To ⁶
 UNION PACIFIC RAILROAD
 1400 DOUGLAS ST STOP 1770
 OMAHA, NE 68179-1001
 United States

Deliver To
 - Ad hoc address
 SNEHA - AL

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		Not Available ⁷	Material		10 (EA) ⁸	5 Sep 2025	\$134.78 USD	\$1,347.80 USD	\$134.78 USD

Order submitted on: Friday 5 Sep 2025 7:14 PM GMT-05:00
 Received by SAP Business Network on: Friday 5 Sep 2025 7:14 PM GMT-05:00
 This Purchase Order was sent by Union Pacific Railroad Company AN11176099666-T and delivered by SAP Business Network.

Sub-total: \$ 1,347.80 USD
 Est. Total Tax: \$ 134.78 USD

[Messages](#)

1. Union Pacific Railroad
2. Supplier Name and Address
3. Purchase Order Terms and Conditions
4. Helpful Tips and Training link to help documents
5. Shipment address for purchase order
6. Union Pacific bill to address
7. Part # and item description
8. Customer need by date



Order Confirmation

In this chapter you will learn about ...

- how to manage order confirmations
- how to update line items using the order confirmation process
- where to view submitted order confirmations
- order confirmation content and fields description

Order Confirmation

General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by Union Pacific.
- Suppliers can also suggest modifications of the purchase order (quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by the buying organization before fulfillment of the order.
- Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.



Order Confirmation

Allowed Actions

SAP Business Network provides multiple options to confirm or reject your orders:

1. Individual PO management

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to confirm fully or partially the PO. The system will propose you the following buttons:

- **Confirm entire order:** will propose only limited actions to quickly confirm an order without any change.
- **Reject entire order:** will propose only to fill a comment to explain the full rejection.
- **Update line items:** this option will allow you to modify information at header and line level, to update quantities, prices or dates.
- Split action allows to add (or remove) split lines as necessary. Supplier can adjust dates and quantities as appropriate for your split rationale.

2. Multiple POs to be managed: one-step confirmation

In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.

Note: It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.

Order Confirmation


Allowed Actions

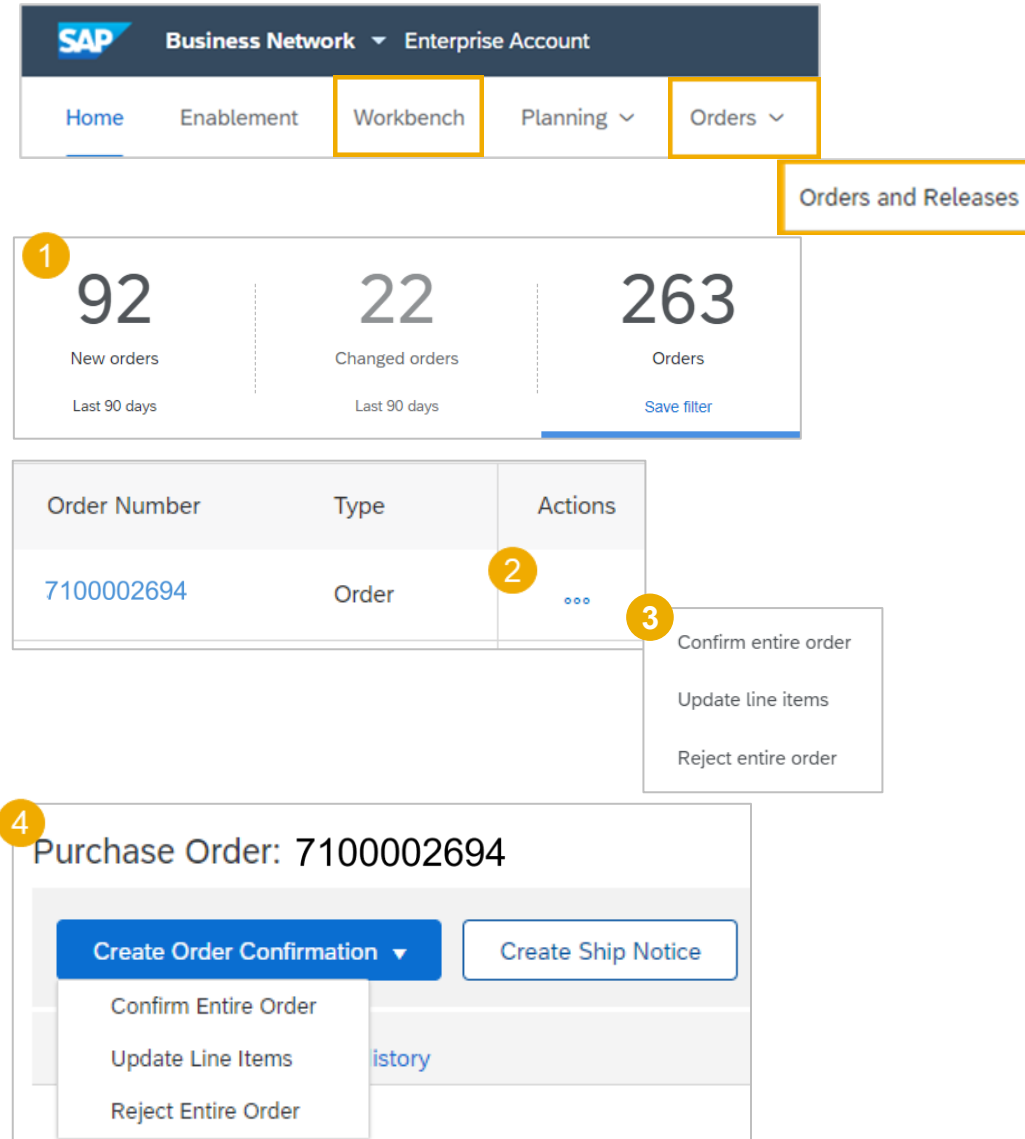
You can confirm, update or reject your orders.

From the **Workbench**

OR

From the **Orders>Orders and Releases**:

1. Select **Orders** tile.
2. Identify the right document and click  under Actions.
3. Select an action.
4. The same actions are available from the **PO screen**. Click **Create Order Confirmation** button.



The screenshot illustrates the SAP Business Network interface for order management. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. A summary card displays three metrics: 92 New orders (Last 90 days), 22 Changed orders (Last 90 days), and 263 Orders (with a 'Save filter' link). Below the summary is a table with columns for 'Order Number', 'Type', and 'Actions'. A row is highlighted for Order Number 7100002694, Type Order. A dropdown menu is open under the 'Actions' column, showing options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. A separate panel for 'Purchase Order: 7100002694' shows a 'Create Order Confirmation' button with a dropdown menu containing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order', along with a 'Create Ship Notice' button.

Order Number	Type	Actions
7100002694	Order	...

Order Number	Type	Actions
7100002694	Order	Confirm entire order Update line items Reject entire order

Purchase Order: 7100002694

Create Order Confirmation
Confirm Entire Order
Update Line Items
Reject Entire Order

Create Ship Notice

Order Confirmation

Manage Individual PO – Confirm Entire Order

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

This example demonstrates how to confirm an entire order.

1. Select **Confirm** entire order action.
2. Complete the mandatory fields in the **Order Confirmation Header**.
3. Review the **Line Items**.
4. Click **Next** button in the bottom of the screen when finished.
5. Review the order confirmation and select one the following action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send the order confirmation to the buyer.
 - Click **Exit** to leave the page without saving any changes.

Note: Once the order confirmation is submitted, the order status will display as **Confirmed**.

The screenshot shows the 'Order Confirmation' interface. At the top, a table lists the order details. Below this is the 'Order Confirmation Header' section with various input fields. The 'Line Items' section is visible at the bottom, showing a table of order lines. On the right side, there are navigation buttons: 'Next', 'Previous', 'Submit', and 'Exit'. Numbered callouts (1-5) highlight specific elements: 1 points to the 'Confirm entire order' button in the actions menu; 2 points to the 'Confirmation #' field; 3 points to the 'Line Items' section header; 4 points to the 'Next' button; and 5 points to the 'Previous', 'Submit', and 'Exit' buttons.

Order Number	Type	Actions
7100002694	Order	...

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: [input field]

Associated Purchase Order #: 450008899

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

Supplier Reference: [input field]

Shipping and Tax Information

Comments: [input field]

Attachments

Choose File No file chosen Add Attachment

3 Line Items

Line #	Part #	Customer Part #	Revision Level	Category	Qty (Unit)
10	S103	KKC_PROD_103		Subcontract	10,000 (EA)

Description: KKC Prod 103

4 Next

5 Previous Submit Exit

Current Order Status: 10,000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2022 CEST / 30 Jul 2022 Buyer time)

Order Confirmation


Manage Individual PO – Reject Entire Order

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

This example explains how to reject an entire order option.

1. Select the option **Reject Entire Order**. A new window will appear.
2. Enter your confirmation number.
3. You might be willing to provide further details for rejection in the **Comments** section.
4. Click Reject Order button in the bottom of the screen

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

Order Number	Type	Actions
7100002694	Order	 1

Confirm entire order

Update line items

Reject entire order

REJECT ENTIRE ORDER

Order Confirmation Number: 7100002694

Confirmation #: **2**

Comments: **3**

Reject Order **4**

Order Confirmation

Manage Individual PO – Update Line Items

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

1. If you select **Update Line Items**, you can confirm, reject and update line-item information. Order confirmations have a header and a line items section.
 - At a **header** level, you can add comments, attachments and further order confirmation details.
 - At a line level, you can confirm or reject items, fully or partially.
2. Click **Details** button at a line level to modify information about the shipping and delivery dates or add comments. Once completed, click OK to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order confirmation and click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.

Note: You can submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

The screenshot shows the 'Order Confirmation' interface. At the top, there is a table with columns: Order Number, Type, and Actions. The Order Number is 7100002694 and the Type is Order. The Actions column contains a menu with three options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. A yellow box highlights this menu, and a red circle with the number '1' is placed over the 'Update line items' option.

Below the table is the 'Line Items' section. It contains a table with columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. The first row shows Line # 10, Part # S103, Customer Part # KKC_PROD_103, Revision Level, Category Subcontract, Qty (Unit) 10,000 (EA), Need By 30 Jul 2022 CEST, Unit Price \$200.00 USD, Subtotal \$2,000.00 USD, and Customer Location. Below this table, there is a 'Schedule Lines' section with a table for 'Schedule Line No. 1' showing Delivery Date and Ship By. There are also 'Components', 'Current Order Status', and 'Attachments' sections. A yellow box highlights the 'Details' button in the 'Current Order Status' section, with a red circle and the number '2' next to it. At the bottom of the page, there is a 'Confirm All' button and 'Exit' and 'Next' buttons. A yellow box highlights these buttons, with a red circle and the number '3' next to it.

The screenshot shows the 'Line Items' section of the Order Confirmation interface. It contains a table with columns: Line #, Part #, Customer Part #, Revision Level, Category, Qty (Unit), and Need By. The first row shows Line # 10, Part # S103, Customer Part # KKC_PROD_103, Revision Level, Category Subcontract, Qty (Unit) 10,000 (EA), and Need By 30 Jul 2022 CEST. Below this table, there is a 'Schedule Lines' section with a table for 'Schedule Line No. 1' showing Delivery Date and Ship By. There are also 'Components', 'Current Order Status', and 'Attachments' sections. A yellow box highlights the 'Submit' button in the 'Current Order Status' section, with a red circle and the number '4' next to it. At the bottom of the page, there is a 'Previous' button, a 'Submit' button, and an 'Exit' button. A yellow box highlights these buttons, with a red circle and the number '4' next to it.

Order Confirmation

Manage Multiple POs

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

In case of **multiple POs** to be confirmed at the same time, you should use “**Items to Confirm**” tile. It summarizes all line items across different POs and gives you the possibility to confirm multiple lines at once.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm**.
4. Select any of the actions from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

Note: It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.

Items to confirm (3)

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

3 Confirm | Reject

4 Confirm schedule line
Confirm entire item
Confirm entire order

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

5 Submit | Cancel

Order Confirmation


Update line item

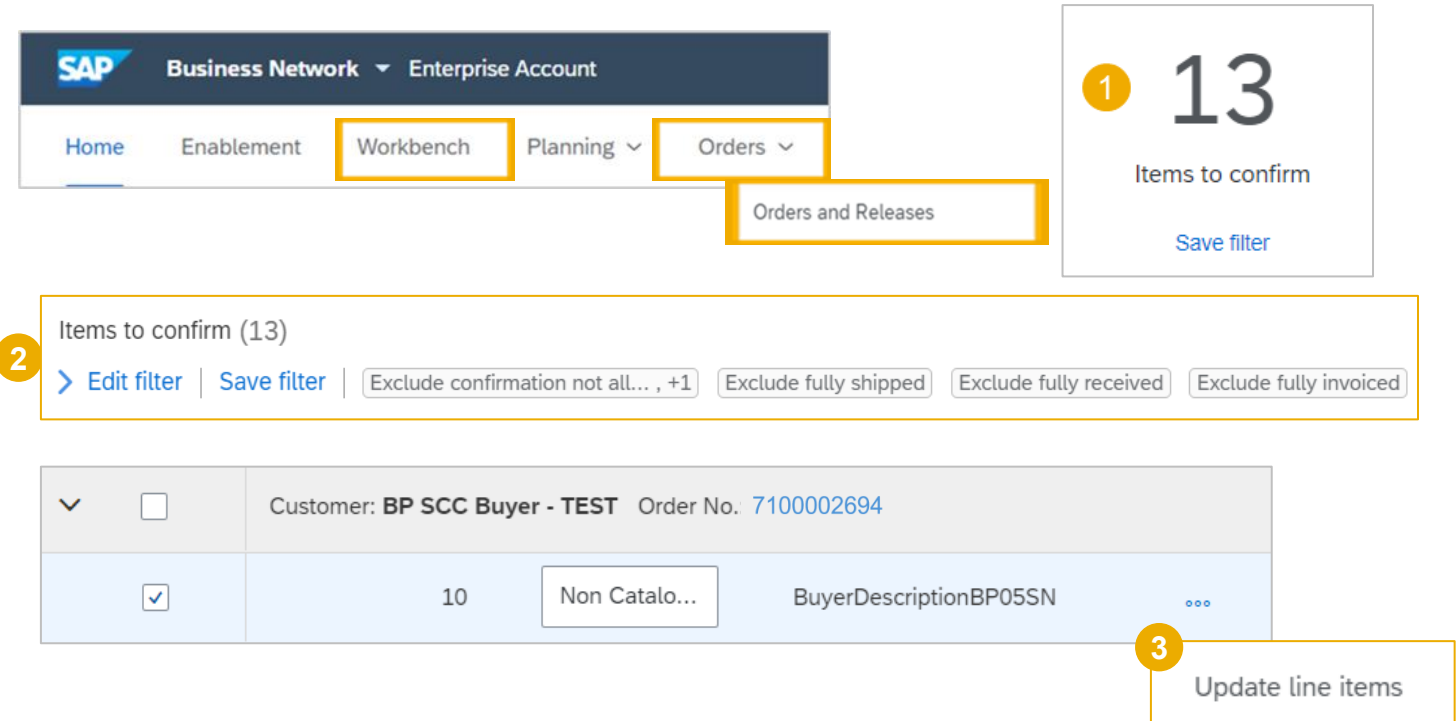
You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Go to **Items** to confirm tile.
2. Use filters to identify already confirmed lines.
3. Click  under Actions and select **Update line item**.



The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a breadcrumb trail shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. A tile on the right indicates '13 Items to confirm' with a 'Save filter' button. Below the navigation, a section titled 'Items to confirm (13)' contains filter buttons: '> Edit filter', 'Save filter', 'Exclude confirmation not all... , +1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. A table below shows order details for 'Customer: BP SCC Buyer - TEST' and 'Order No.: 7100002694'. The table has columns for a dropdown arrow, a checkbox, quantity (10), item description (Non Catalo...), and another description (BuyerDescriptionBP05SN). A '3' callout points to the 'Update line items' button in the table's action column.

Dropdown	Checkbox	Customer	Order No.
▼	<input type="checkbox"/>	BP SCC Buyer - TEST	7100002694
	<input checked="" type="checkbox"/>	10	Non Catalo... BuyerDescriptionBP05SN

Order Confirmation

Update line item

1. When reviewing the PO again, you will see the split of your previously confirmed quantity.
2. You can change the date again by selecting the correct line (blue circle) and clicking the Details.
3. You can reconfirm the line only partially and split the line again. Fill the quantity in the cell.

Example: 5 from the 9 items selected by the blue circle. Click also on details to change only the date of these 5 items.

1. The order confirmation will be updated.

The screenshot displays the 'Line Items' section of a software interface. At the top, a table lists the item details:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		part1		10.0 (PCE)	15 Oct 2019	121.60 CHF	1,216.00 CHF	

Below the table, the description is 'Test description'. Underneath, there are two 'Current Order Status' sections. The left section, labeled '1', shows a radio button selected for '9 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)' and another for '1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)'. A yellow box highlights the selected option. Below this, a 'Confirm:' field contains the number '5', and a 'Backorder:' field is empty. A 'Reject:' field is also empty. The right section, labeled '4', shows three radio button options: '4 Confirmed With New Date (Estimated Delivery Date: 14 Aug 2019)', '1 Confirmed With New Date (Estimated Delivery Date: 20 Aug 2019)', and '5 Confirmed With New Date (Estimated Delivery Date: 23 Oct 2019)'. A yellow box highlights the 'Details' button next to the third option. A yellow circle labeled '2' is positioned over the 'Details' button.

Order Confirmation

Item Reconfirmation 1

Suppliers can use the Items to Confirm list to revise eligible confirmed line items and reconfirm them.

This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

From the **Workbench** OR From **Orders>Orders and Releases**:

1. Go to **Items to confirm** tile.
2. Select **Confirmed items** for editing from the View dropdown list

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', and 'More'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below the navigation, there are six summary tiles for the last 31 days: Orders (207), Items to confirm (26), Items to ship (36), Return items (5), New orders (74), and Changed orders (17). The 'Items to confirm' tile is highlighted with a blue bar and a yellow circle containing the number '1'. Below the tiles, the 'Items to confirm (26)' section is visible, with an 'Edit filter' link. The 'View' dropdown menu is open, showing three options: 'Confirmed items for editing' (selected), 'Items to be confirmed', and 'Confirmed items for editing'. A yellow circle containing the number '2' is positioned next to the 'Confirmed items for editing' option in the dropdown menu. The bottom of the screen shows a table header with columns: Customers, Order numbers, Creation date, and Need by date.

Order Confirmation

Item Reconfirmation 2

3. Use the Confirmation status filter to choose which confirmation status types to exclude.
4. To reconfirm a line item, select the desired line item
5. From the Confirm dropdown select one of the options

3 Confirmation status

Exclude unconfirmed Select...

Exclude confirmation not allowed

Exclude unconfirmed

5 Confirm

Confirm schedule line
Confirm entire item
Confirm entire order

	No. ↑	Schedule Line No.	Supplier Part No.	Description	Current Status	Need By
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 7100002694						
4 <input checked="" type="checkbox"/>	10	1		AC_Inventory Serial Number	Confirmed	Dec 27, 2023
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 7100002702						
<input type="checkbox"/>	10	1	SUPPMAT	BuyerDescriptionBP03-QM	Confirmed	Nov 28, 2023

Order Confirmation

Item Reconfirmation 3

6. Click Submit on the Review Schedule line to confirm page
7. A confirmation message will appear after your submission.

Review Schedule line to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No.: 7100002694 Confirmation number <input type="text" value="OCAHS"/>					
Item No.: 10 Supplier Part No.: Description: AC_Inventory Serial Number					
1	Dec 27, 2023		4.00 H87	\$10.00 USD	4.00 H87

6

7 Confirmation for Order 4500014130 has been created successfully.

Items to confirm (40)

View:



Order Confirmation

Review Submitted Order Confirmations 1

From the Homepage:

1. Submitted order confirmations can be viewed from **Fulfillment > Order Confirmations**.
2. Use search filters to identify the right document.
3. Configure data view by clicking the Table options menu.
4. You can review confirmation as well from the PO screen in the Related Documents.

The screenshot shows the SAP Business Network interface. The top navigation bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. Below this, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A yellow box labeled '1' highlights the 'Fulfillment' dropdown menu, which is open to show 'Order Confirmations'. A yellow box labeled '2' highlights the 'Search Filters' section. A yellow box labeled '3' highlights the 'Order Confirmations (311)' header and the table options menu (a grid icon). The table below has columns for 'Confirmation ID', 'Customer', and 'Status'. Two rows are visible, both with 'Acknowledged' status. A yellow box labeled '4' highlights the 'Purchase Order' details for a specific confirmation, showing it is 'Partially Invoiced' with ID 7100002694 and an amount of 295.00 EUR. Below this, the 'Routing Status' is 'Acknowledged' and 'Related Documents' includes two 'OCPO7' items and a 'More(2)' link.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

Order Confirmations

Search Filters

Order Confirmations (311) Page 1

Confirmation ID	Customer	Status
10C3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
10C3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

Purchase Order
(Partially Invoiced)
7100002694
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: OCPO7
 12313123
 OCPO7
[More\(2\) »](#)

Order Confirmation

Review Submitted Order Confirmations 2

Example of order confirmation sent to Buyer.

1. Confirmation reference and purchase order reference.
2. Original requested date and quantity.
3. Actions from supplier:
 - a. Confirmations of 2 items “As requested”.
 - b. Confirmation of 8 items with updated delivery date.

Order Confirmation: CONF305

[Print](#) [Export cXML](#)

[Detail](#) [History](#)

1 Confirmation #: CONF305
Notice Date: 16 Jul 2018
Purchase Order: [7100002694](#)

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	504890-1	Test customer part1		10.0 (PCE)	25 Jul 2018		121.60 CHF	1,216.00 CHF

Description: **Test description**

3 Current Order Status:

- 2 Confirmed As Is (Estimated Delivery Date: 25 Jul 2018)
- 8 Confirmed With New Date (Estimated Delivery Date: 26 Jul 2018)

Order Confirmation

Tolerances

Your Customer may apply specific tolerance rules on each order.

1. In case your modifications are not allowed, you will see the error message with additional instructions.
2. Buyers can configure types of deviations for quantity, delivery date, or price. This allows certain suppliers to exceed tolerances if the buyer approves the order confirmation.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
1		CR00077562		3.0 (PCE)	3 Apr 2017

Description: VIS BRACELET GRAIN RIZ OJ 12MM

▶ **Test customer part1**

Test description

3.0 Unconfirmed

Confirm: Backorder:

1 !The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 1.50 and 4.50 inclusive.

2 ⚠ Order confirmations for one or more line items require buyer approval.

Line Items

[Hide Item Details](#)

Line #	Deliveries	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		BP001	Material			100.000 (PCE)	29 Dec 2020 CET 29 Dec 2020 Buyer time	10.00 EUR	1,000.00 EUR	Summary

⚠ The order confirmation for this item awaits buyer approval.

Status

111 Confirmed With Changes (Estimated Delivery Date: 29 Dec 2020 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: 13.00 EUR)

Buyer confirmation approval status | Awaiting approval

Control Keys

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

Order Confirmation

Tolerances

- After submitting order confirmation, that requires customer approval, **Approval Request** document will be created.
- It can be accessed from **order confirmation screen/ Related documents**.

Order Confirmation: 1OC#1984 Done Previous

[Print](#) [Export cXML](#)

[Detail](#) [History](#)

Confirmation #: 1OC#1984
 Notice Date: 21 Dec 2020
 Purchase Order: [7100002694](#)
 Est. Delivery Date: 29 Dec 2020

Line Items

Line #	Deliveries	Part #
10	1	

3

The order confirmation for this item awaits buyer approval.

111 Confirmed With Changes (E)

4 Related Documents: [1OC#1984_AR](#)

Approval Request: 1OC#1984_AR Done Previous

[Print](#) [Export cXML](#)

[Detail](#) [History](#)

Order Number	Line Number	Confirmation Number	Requested Delivery Date	Requested Quantity	Unit	Approval Status
7100002694	10	1OC#1984	2020-12-29 12:00:00 America/Los_Angeles	100	PCE	Awaiting approval

Confirmed Delivery Date	Confirmed Quantity	Rejected Quantity	Confirmed Unit Price	Deviation Reason
	111		13.00 EUR	Price
				Quantity



Order Confirmation

Tolerances

Order Confirmations pending buyer's approval can be identified

From the **Workbench**

OR

From Orders > Orders and Releases:

5. Click on Items to **Confirm** tile.
6. Apply filter: **Items awaiting buyer response or supplier reconfirmation.**

The screenshot displays the SAP Business Network Enterprise Account interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. A tile labeled '5' with a large '6' indicates '6 Items to confirm' for the 'Last 31 days' period. Below this, the 'Items to confirm (6)' section is shown with an 'Edit filter' button and two filter options: 'Next 90 days' and 'Last 31 days'. A dropdown menu for 'Confirmation approval status' is open, showing 'None' as the selected option and 'Items awaiting buyer response or supplier reconfirmation' as an available filter option.

Order Confirmation

OC Content

Level	Field	Description	Mandatory	Data Source
Order Confirmation Header	Confirmation#	Reference entered by Supplier	Yes	Defaulted if left blank
Order Confirmation Header	Associated Purchase Order#	Customer Purchase Order reference	Prepopulated	Customer ERP
Order Confirmation Header	Customer	Customer name	Prepopulated	Customer ERP
Order Confirmation Header	Supplier Reference	Supplier Public Reference number (Sales Order Number)	Optional - TBD	Free text

Note: The remaining PO content is available in the embedded Excel file.



Ship Notices

In this chapter you will learn about ...

- what is a ship notice
- what are the benefits of providing a ship notice
- how to manage ship notices
- how to view submitted ship notices

Ship Notices

General Considerations

WHAT IS A SHIP NOTICE?

A ship notice is delivery information provided at the time of shipment or shortly before shipment. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

By sending the information as early as possible, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important.

Note: Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.



Ship Notices

Allowed Actions

SAP Business Network provides multiple options to maintain Ship Notices.

1. Individual PO management.

With a low volume of POs, you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO.

2. Multiple PO's management.

In case of multiple lines of POs to be shipped, you should use the tab Items to Ship for a one-step action.

3. Mass shipping notification upload.

In case of a high number of PO lines to be shipped, you may choose to notify via mass notification (file upload).

Note: On the home page there is a widget that lets suppliers track the progress of a shipment with the Purchase order. This page consolidates all relevant information about a purchase order's status, history, and execution.

Ship Notices

Individual PO Management – Create Ship Notice

An individual shipping notice can be created

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Click on **Items** to Ship tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.
4. OR
5. You can also create a Ship Notice from the PO screen. Click **Create Ship Notice**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a tile labeled '1' shows '7 Items to ship' for the 'Last 31 days' period. A table titled 'Items to ship (7)' is shown with filters: 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is highlighted with a '3' callout. The table below has columns for Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. One item is selected with a checkmark in the 'Order No.' column, highlighted with a '4' callout. Below the table, a 'Purchase Order: 7100002694' is shown with a 'Create Ship Notice' button highlighted with a '4' callout.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Ship To Address: Storage Locaiton 171C - Address Nam, Palo Alto,						
<input checked="" type="checkbox"/>	7100002694	10	S_BP0011	RAW13, PD, Lohnbearbeitung		...

Ship Notices

Individual PO Management – Create Ship Notice – Header Level

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

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default, this is your company address in your SAP Business Network account.
3. The **Packing Slip ID** is a mandatory field. Enter the supplier unique delivery number.
4. Provide the **invoice number** for these items if applicable.
5. Specify the **Ship Notice Type**.
6. Provide **shipping/ delivery date**.

SHIP FROM: BParau Supplier - TEST, Pittsburgh, PA, United States. Update Address

DELIVER TO: Storage Location 171A - Address Nam, Palo Alto, CA, United States. Update Address

Ship Notice Header

SHIPPING

3 Packing Slip ID: []

4 Invoice No.: []

Requested Delivery Date: []

Ship Notice Type: [Select]

5 Shipping Date: []

6 Delivery Date: []

Means of transport: [(no value)]

Hazard Type: [Select]

Is Divisible: []

Dimensions

Gross Volume:	[]	Unit:	[]
Gross Weight:	[]	Unit:	[]
Length:	[]	Unit:	[]
Width:	[]	Unit:	[]
Height:	[]	Unit:	[]

ATTACHMENTS

Name	Size (bytes)
------	--------------

Ship Notices

Individual PO Management – Create Ship Notice – Header Level

7. Select **Means of transport** from the options (transportation is handled by Union Pacific)
8. Select **Hazard Type**
9. Check **Is Divisible** box if applicable
10. Provide **Dimensions**
 - a) volume
 - b) weight
 - c) length
 - d) width
 - e) height

Ship Notice Header

SHIPPING

Packing Slip ID:

Invoice No.:

Requested Delivery Date:

Ship Notice Type:

Shipping Date:

Delivery Date:

7 Means of transport: (no value)

8 Hazard Type:

9 Is Divisible:

10 Dimensions

Gross Volume:	<input type="text" value="532"/>	Unit:	<input type="text" value="M3"/>
Gross Weight:	<input type="text" value="238"/>	Unit:	<input type="text" value="LB"/>
Length:	<input type="text" value="11"/>	Unit:	<input type="text" value="Inch"/>
Width:	<input type="text" value="12"/>	Unit:	<input type="text" value="Inch"/>
Height:	<input type="text" value="22"/>	Unit:	<input type="text" value="Inch"/>

Volume UOM:- Metric cube M3
Weight UOM:- LB
LWH UOM:- Inch

DELIVERY AND TRANS

ATTACHMENTS

Name	Size (bytes)
(no value)	
FTL-Flatbed_Radiators	
FTL-Flatbed_Traction Motors	
FTL-Flatbed_Wheels	
LTL-Cargo Van	
LTL-Flatbed	
LTL-Hotshot	
LTL-Sprinter Van	
LTL-Straight Truck	
LTL-Van	
LTL-Same Day	
Truck_Small Parcel	
FTL-Container	
FTL-Double Drop Deck	
FTL-Dump Truck	
FTL-Flatbed	
FTL-Landoll Flatbed	

Ship Notices

Individual PO Management – Create Ship Notice – Line Level

Information from the purchase order is copied to the ship notice (part no., quantity, need by, price, etc.).

Scroll down to view the line-item information.

1. Update the quantity shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the purchase order. Also, over-delivery may apply (the system will show what it possible).
2. Provide the **Supplier Batch ID**.
3. The **Country of Origin** can be selected from the dropdown menu. The Country of origin cannot be entered when the **Supplier Batch ID** field is empty.
4. Click **Remove** button if you want to exclude the whole line from this ship notice.
5. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch IDs per quantity.
6. If you click the Add details button, you can add manually the serial numbers. To be able to click on Add details, you need to fill at least the packing slip ID and delivery date.

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
BP450000915	10		BP001	100.000	PCE	23 Sep 2022		\$1.50 CAD	\$150.00 CAD	1710

Description: Chain wheel

Shipment Status
Total Item Due Quantity: 100 PCE

Confirmation Status
Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	100		- Select Country -		

Download PDF Add Details

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Ship Notices

Individual PO Management – Line Level – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You **can** also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different POs.

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
5. Click Remove button if you need to delete a complete PO line from your document.

The screenshot illustrates the workflow for adding a line item to a shipping notice. It is divided into five numbered steps:

- Step 1:** A button labeled "Add Order Line Item" is highlighted with a yellow circle containing the number 1.
- Step 2:** A button labeled "Search Filters" is highlighted with a yellow circle containing the number 2.
- Step 3:** A list of PO lines is shown. The first line is selected with a checkmark. A blue button labeled "Add Selected Items" is highlighted with a yellow circle containing the number 3.
- Step 4:** The selected line is added to the shipping notice. The line details are shown, including a description "Test customer part1", quantity "6.0", and price "12.00 CHF". A table below the details shows the line number "1" and the quantity "6.0" in a text input field. A yellow circle with the number 4 is placed over the quantity field.
- Step 5:** A "Remove" button is highlighted with a yellow circle containing the number 5.

Line	Ship Qty	Supplier Batch ID
1	6.0	

Ship Notices

Individual PO Management – Review Before Submitting

1. To save a draft document click **Save**. The saved draft will **not** be sent to the customer.
2. The saved Ship Notice will be saved for 60 days.
3. The draft can be accessed and modified from **Fulfillment > Drafts**.
4. Go to **Ship Notices** tab.
5. Select the document and click **Edit** to modify and finalize it.

The screenshot illustrates the SAP Business Network interface for managing ship notices. It is divided into several key areas:

- Top Navigation:** Includes the SAP logo, 'Business Network', and 'Enterprise Account'. A menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Fulfillment' menu is expanded to show a 'Drafts' sub-menu.
- Create Ship Notice:** A modal window with a title bar and three buttons: 'Save' (highlighted with a yellow circle 1), 'Exit', and 'Next'.
- Notification:** A green message box with an information icon (highlighted with a yellow circle 2) stating: 'Ship notice "123" is saved. The saved ship notice will be kept until 12 Sep 2022.'
- Drafts Section:** A header 'Drafts' is followed by a descriptive paragraph: 'This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days.' Below this are tabs for 'Invoices', 'Ship Notices' (highlighted with a yellow circle 4), and 'Service Sheets'.
- Ship Notices Table:** A table with columns: 'Packing Slip ID #', 'Customer', 'Reference', 'Date Last Modified', and 'Status'. It contains one entry: 'Test ASN', 'BP SCC Buyer - TEST', 'BP4500000915', '4 Nov 2022 1:12:46 PM', and 'Composing'.
- Action Buttons:** Below the table, there are three buttons: 'Edit' (highlighted with a yellow circle 5), 'Delete', and 'View Content'.

Ship Notices

Individual PO Management – Submit the Final Document

1. Check if all required fields (*) are filled out.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity.
4. Click **Next**.
5. Click **Submit** to send Ship Notice to the customer.
6. In case there is information to be edited, click **Previous**.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

The Customer may validate the Unit of Measure (UOM) value entered by the supplier during the online ship notice creation to avoid failures on the buyer backend system.

Create Ship Notice

* Indicates required field

SHIP FROM: TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS . PA, United States

DELIVER TO: TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS . CA, United States

Ship Notice Header

SHIPPING: Packing Slip ID: 222, Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date

TRACKING: Carrier Name, Service Level

Hazard Type: Select, Code:

Is Divisible:

Dimensions: Gross Volume, Gross Weight, Length, Width, Height (each with Unit)

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
BP450000915	10		BP001	100.000	PCE	23 Sep 2022		\$1.50 CAD	\$150.00 CAD	1710

Description: Chain wheel

Shipment Status: Total Item Due Quantity: 100 PCE

Confirmation Status: Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE

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

Buttons: Add Ship Notice Line, Download PDF, Add Details, Add Order Line Item, Manage Serial Numbers, Download PDF, Pack Items, Save, Exit, Next, Previous, Save, Submit, Exit

Ship Notices

Individual PO Management – Cancel Ship Notice

You can **cancel** or **modify** a ship notice by using the **Cancel / Edit** button at the top of the ship notice details page.

You can **edit** a ship notice that has a status of Sent only if your customer allows it.

You can **cancel** a ship notice that has a status of Sent only if the following items are both true:

- Its goods receipt is fully reversed on your buyer's system.
- It does not have any other related goods receipts

1. Go to **Fulfillment> Ship Notices**.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel** or **Edit**.

After cancelling, the items will be visible again in Items to Ship tab and a new shipping notice can be created.

A ship notice with a fully reversed goods receipt is no longer related to that goods receipt if you cancel the ship notice and create a new ship notice or if you edit the ship notice.

SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning Fulfillment

Ship Notices

Search Filters

Ship Notices (127) Page 1

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	7100002694	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	7100002702	


Ship Notice: 2ASN190329

Cancel Edit Print Export cXML Download PDF

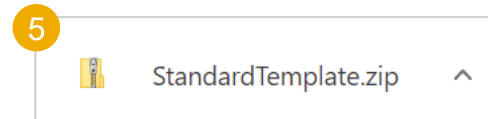
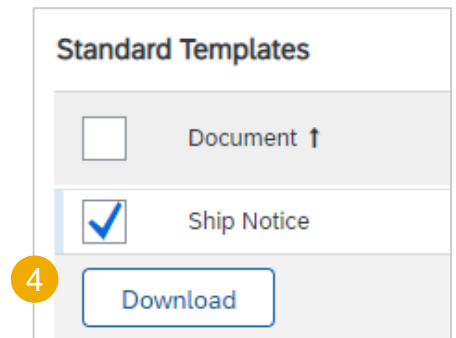
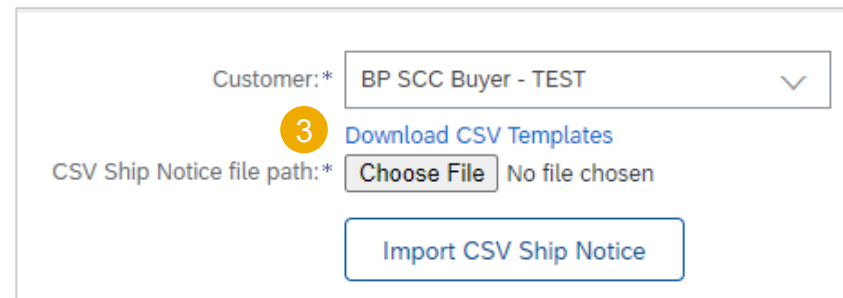
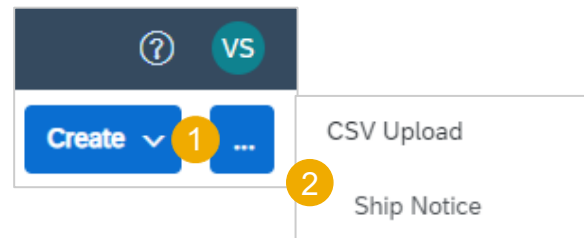
Ship Notices

Mass Ship Notice Upload – Download CSV Template

From the Homepage:

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

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



Ship Notices

Mass Ship Notice Upload – Update and Upload CSV Template

UTF-8																
_csv_versi	_csv_serie	_csv_type	_csv_template:Standard Template													
Ship Notice	Ship Notice	Order ID	Order Date	Service Le	Shipment	Shipment	Delivery D	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship
Required	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Opt
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String	String	Strir
Ship notice	Ship notice	Purchase c	Purchase c	The level c	Shipment t	Shipment c	Delivery d	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship

1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.

From the Portal homepage go to **CSV Documents**.

From the **CSV Upload/ Ship Notice**:

2. Select the customer.
3. Browse the updated template from your computer. Click **Import CSV Ship Notice**.
4. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.
5. Fix the errors accordingly and reupload the file following the same steps.

2

Customer: * BP SCC Buyer - TEST

[Download CSV Templates](#)

CSV Ship Notice file path: * No file chosen

3

- 1
- Create
 - CSV Upload
 - Order Confirmation
 - Ship Notice
 - External Document

4

Upload Errors

Document Number	Error ↑
	The first line of the file specifies unsupported encoding (

5

Notes:


- You can upload several ship notices from one CSV file, but they need to be for the same customer.
- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.

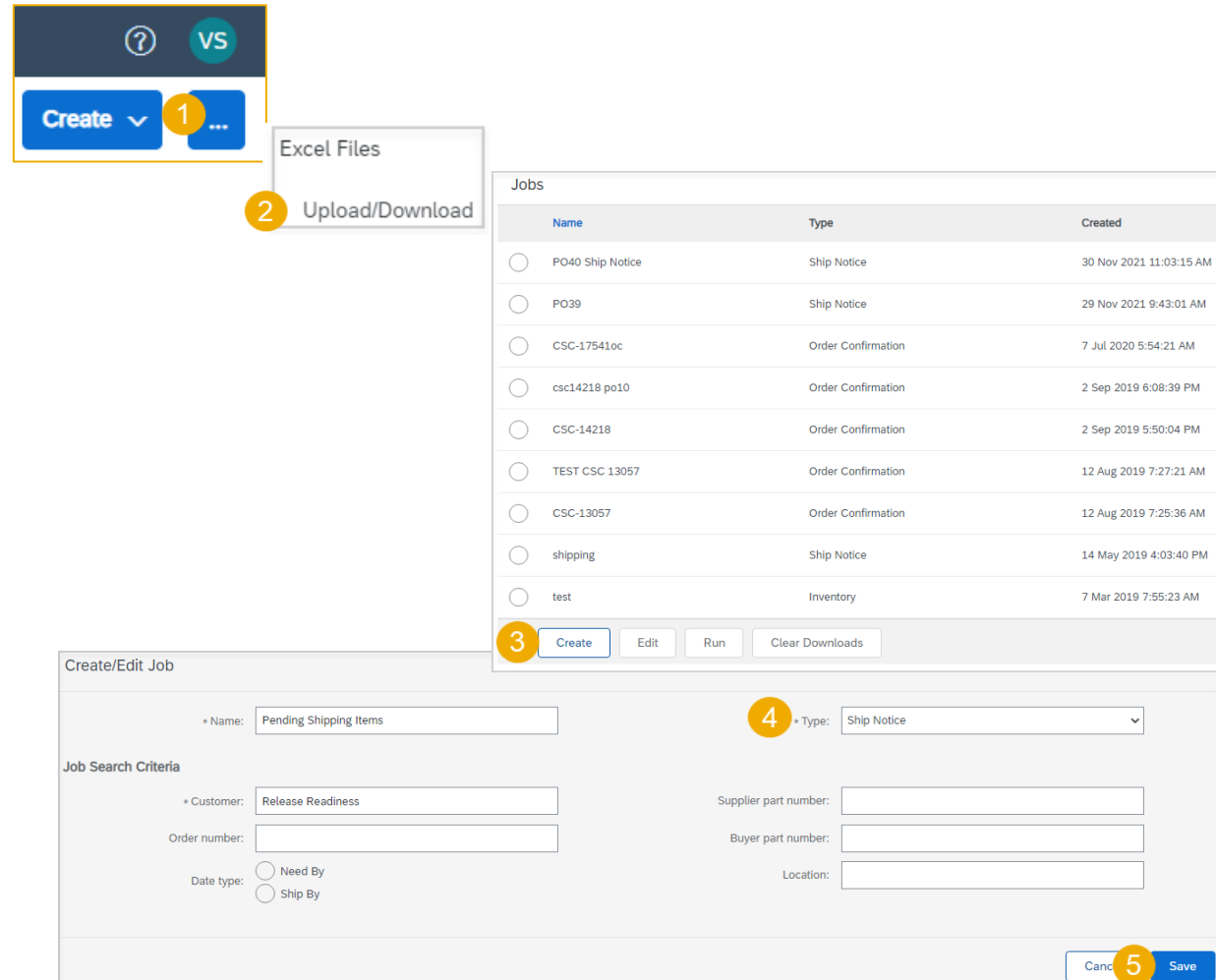


Ship Notices

Mass Ship Notice Upload – Download Ship Notice Template

From the Homepage:

1. Click on  button.
2. Select **Upload/Download**.
3. Click **Create**.
4. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
5. Click **Save**.



The screenshot illustrates the process of creating a Ship Notice job. It shows the 'Excel Files' menu with 'Upload/Download' selected, a table of existing jobs, and the 'Create/Edit Job' form with fields for Name, Type, Customer, Order number, Date type, Supplier part number, Buyer part number, and Location. The 'Save' button is highlighted with a yellow circle.

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

Create/Edit Job

* Name: Pending Shipping Items * Type: Ship Notice

Job Search Criteria

* Customer: Release Readiness Supplier part number: Order number: Date type: Need By Ship By Buyer part number: Location:

Cancel Save

Note:

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

Ship Notices

Mass Ship Notice Upload – Download Ship Notice Template

6. Run the created job of type **Ship Notice**
7. **Download** and open the Excel template.
8. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

The screenshot shows a 'Jobs' table with columns: Name, Type, Created. The first job is 'PO40 Ship Notice' (Type: Ship Notice, Created: 30 Nov 2021 11:03:15 AM) and is selected with a radio button. Below the table are buttons for 'Create', 'Run', and 'Clear Downloads'. A yellow circle with the number '6' is placed over the 'Run' button. To the right, there is a 'Status' section with a 'File' button and a 'Completed' status with a download icon. A yellow circle with the number '7' is placed over the download icon.

Note:

- Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.
- Customers can customize the template. This customization might include a different order of the columns or additional columns that are not in the standard template.


The screenshot shows the 'SAP Ariba Ship Notices' interface. At the top, it says 'Ship Notices' and 'Time Zone: UTC-08:00'. Below this is a table with columns: Ship Notice Number (*), Ship Notice Date (*), Order ID (*), Order Date, Service Level, Shipment Type, Shipment Date, Delivery Date, Ship From, and Ship From Street. A yellow circle with the number '8' is placed over the 'Ship Notice Number' column header. Red boxes highlight the columns: Ship Notice Number (*), Ship Notice Date (*), Order ID (*), Shipment Date, Delivery Date, Item Ship Notice Line Number (*), Item Line Number (*), Item Parent Line Number, Item Supplier Part ID, Item Quantity (*), Item Unit Of Measure (*), Item Unit Price Currency (*), and Item Unit Price Amount (*). Below this is another table with columns: Tracking Date, Shipping Method, Item Ship Notice Line Number (*), Item Line Number (*), Item Parent Line Number, Item Supplier Part ID, Item Quantity (*), Item Unit Of Measure (*), Item Unit Price Currency (*), Item Unit Price Amount (*), Item Description, and Item Hazard Code. Red boxes highlight the columns: Item Ship Notice Line Number (*), Item Line Number (*), Item Parent Line Number, Item Supplier Part ID, Item Quantity (*), Item Unit Of Measure (*), Item Unit Price Currency (*), and Item Unit Price Amount (*).

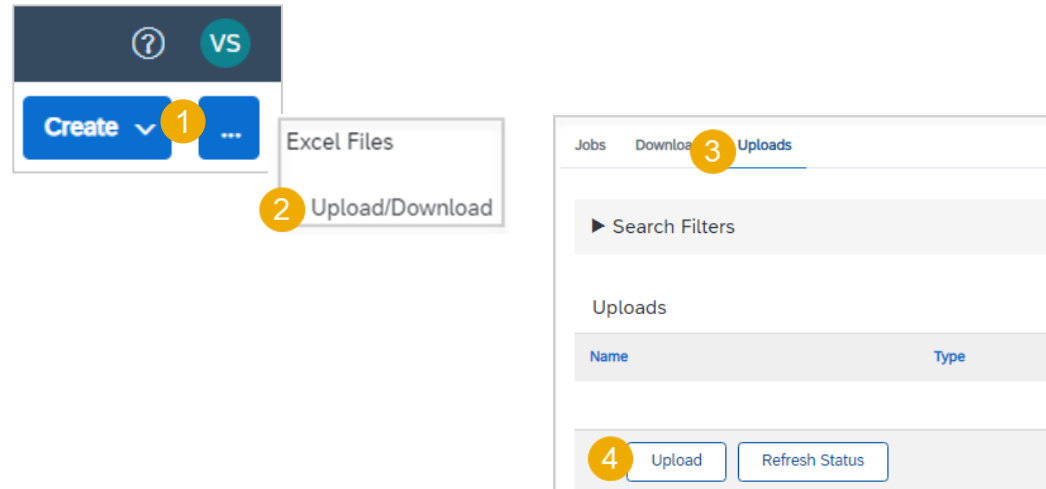


Ship Notices

Mass Ship Notice Upload – Upload Ship Notice Template

From the Homepage:

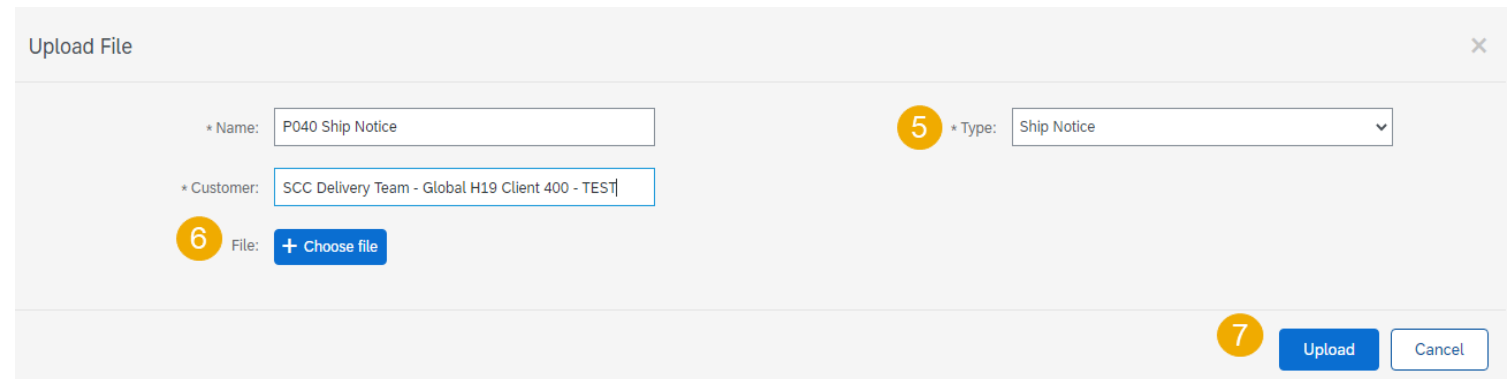
1. Click on  button.
2. Select **Upload/Download**
3. Navigate to **Uploads**
4. Click **Upload**
5. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
6. **Select the Excel file** that should be uploaded to create the ship notice(s)
7. Click **Upload**



Note:

You can upload an edited Ship Notice template that has up to 10,000 lines, in addition to the header lines.

During upload, the Ship Notice template automatically appends the time to certain date fields.



The image shows the 'Upload File' dialog box. It has a title bar with 'Upload File' and a close button. The form contains the following fields:

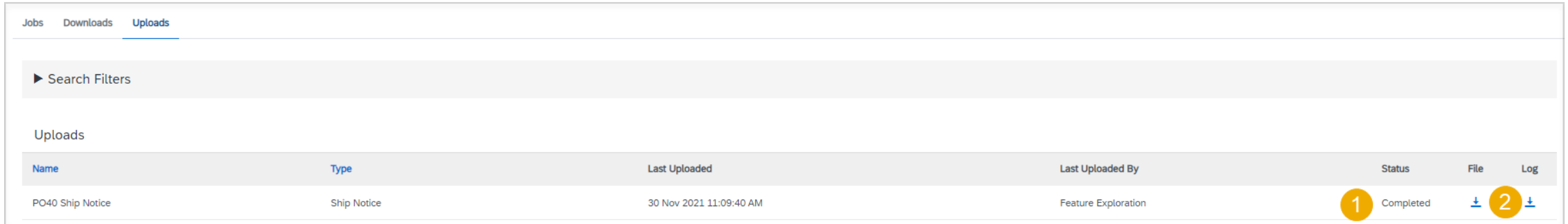
- * Name: P040 Ship Notice
- * Type: Ship Notice
- * Customer: SCC Delivery Team - Global H19 Client 400 - TEST
- File: + Choose file

At the bottom right, there is a yellow circle with the number '7' next to the 'Upload' button and a 'Cancel' button.



Ship Notices

Mass Ship Notice Upload – Upload Ship Notice Template

1. After successful upload, the status will be **Completed** and the ship notice is created in SAP Business Network.
2. When errors occur, the **log** can be downloaded to assist with error resolution.



The screenshot shows the 'Uploads' section of the SAP Business Network interface. It includes a search filter bar, a table of uploads, and a 'Search Filters' button. The table has columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. A single entry is shown: 'PO40 Ship Notice' of type 'Ship Notice', uploaded on '30 Nov 2021 11:09:40 AM' by 'Feature Exploration'. The status is 'Completed'. The 'File' column has a download icon with a yellow circle containing the number '1', and the 'Log' column has a download icon with a yellow circle containing the number '2'.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
PO40 Ship Notice	Ship Notice	30 Nov 2021 11:09:40 AM	Feature Exploration	Completed	 1	 2

Ship Notices

Review Submitted Ship Notices

1. To view submitted Ship Notices, go to **Fulfillment/ Ship Notices**.
2. Or to related order screen, **Related Documents** section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
4. After submitting the Ship Notice, related order/s status will be updated to shipped or partially shipped.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, highlighting 'Ship Notices' with a circled '1'. Below this, the 'Ship Notices (127)' section is visible, with a table listing packing slip IDs and order numbers. A circled '3' points to the 'Order Items' section, which displays a table with columns for Order No., Line No., Part No., Customer Part No., Qty, and Unit. The first row shows Order No. 7100002694, Line No. 10, Part No. AMAR1234, Customer Part No. SP004, Qty 25.000, and Unit PCE. Below the table, the 'SHIPMENT STATUS' is listed as '1. Shipped 25 PCE'. A circled '4' points to a 'Purchase Order' summary box on the right, which shows 'Purchase Order (Shipped) 20150415_PO2 Amount: 295.00 EUR'. Below this, the 'Related Documents' section lists 'Ship_TEST' with a circled '2'.

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	7100002694	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	7100002702	

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit
7100002694	10	AMAR1234	SP004	25.000	PCE

Description: Gaskets 1mm

SHIPMENT STATUS

1. Shipped 25 PCE

OTHER INFORMATION

Manufacturer Part ID: 12345
Manufacturer Name: 0017300002

Purchase Order (Shipped)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: Ship_TEST

Ship Notices

Download Ship Notice Report

The Ship Notice report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template, enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Next**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle with the number '1' highlights the 'Reports' menu. Below this is the 'Report Templates' section, which contains a table with columns for Title, Schedule Type, Report Type, Status, Last Run, and Next Run. A row is visible for 'ASN REPORT' with a 'Manual' schedule type and 'Ship Notice' report type. Below the table, a row of action buttons includes 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. A yellow circle with the number '2' highlights the 'Create' button. Below the 'Report Templates' section is the 'Report' configuration form. A yellow circle with the number '3' highlights the 'Report Description' field. The form includes fields for 'Title' (containing 'ASN Report'), 'Description', 'Time zone' (set to 'Singapore'), 'Language' (set to 'English'), and 'Report type' (set to 'Ship Notice'). A yellow circle with the number '4' highlights the 'Report type' dropdown menu.

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020	

Report Configuration Form:

- Report Description: [Field]
- Title: * ASN Report
- Description: [Field]
- Time zone: Singapore
- Language: English
- Report type: * Ship Notice

Ship Notices

Download Ship Notice Report

1. On the Criteria page click on **Select**.
2. Select your customer and click on **Add**, then click on **OK**
3. Now fill in all the details and click on submit.
4. When the status changes to **Processed**, click **Download**

Title ↑	Schedule Type	Report Type	Status	Last Run
<input checked="" type="radio"/> ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020

↳

4

1 Report Description

2 Criteria

Customer: SCC Delivery Team - Global H19 Client 400 - TEST 1

Order Number: PO040

Packing Slip ID: PSP040

Show Ship Notice By: Ship Notice Date Delivery Date Shipping Date

Date:* 14 Jun 2022 To 14 Jul 2022

Part No.: 456890

Customer Part No.: 456890

Receipt Status: All

Ship Notice Completion Status: All

Notice Status: All

Items Returned: 100

Reference:

Reference: ⓘ

3

Previous Exit

Select customers

Selected Customers

SCC Delivery Team - Global H19 Client 400 - TEST

↳

Company Name:

Customer

Amarsrinivas Eli Buyer Account - TEST

Make-Procurement-Awesome - TEST

Pedro Castro LLC - TEST

SAP SCC DEMO BUYER - TEST

SCC ANK - TEST BUYER

SCC Delivery Team - Global H19 Client 400 - TEST

SCC Delivery Team - NAMER H19 Client 500 - TEST

↳ 2

Ship Notices

Tolerances

1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
 - Suppliers can always notify about a quantity **under the requested quantity and split the quantity into multiple ship notices** announcing the different delivery dates.
 - Ship notice quantities should not exceed the purchase order quantities. If adjustments are needed, those should be communicated in advance of the shipment via the order confirmation process.
2. In case your modifications are not allowed, you will see an error message.
3. Your buyer may set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order or release. If during ship-notice validation this feature identifies a ship-notice delivery date that is outside the allowed tolerance, it prevents submission of the ship notice.

Note: Suppliers should refer to the order confirmation process if the purchase order quantity needs to be changed prior to shipment.

Ship Notices

Ship Notice Content

Level	Field	Description
Shipping	Packing Slip ID	The packing slip number from your shipping system or carrier.
Shipping	Invoice No.	The associated invoice number.
Shipping	Requested Delivery Date	Delivery date requested by the buyer.
Shipping	Ship Notice Type	Choose a value: Actual: Lets you specify the Actual Shipping Date and Actual Delivery Date. Estimated: Lets you specify the Estimated Shipping Date and Estimated Delivery Date.

Appendix

In this section you will learn about...

- purchase order statuses
- purchase order routing statuses
- reminders of unconfirmed orders
- finished good receipt

Purchase Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed With New Date	The order confirmation has a different Start Date or End Date than the order, but no other change.
Confirmed With Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date , End Date , or both.
Partially Confirmed Partially Shipped Partially Invoiced Partially Rejected	The order is in progress. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped . You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item-detail section displays the quantity of goods received or returned for that line item, based on the information in the receipts.
Failed	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.

Purchase Order Routing Status

This status **DOES NOT REFLECT the status of the goods**. This is only related to document processing on the Network.

Routing Status	Definition
Queued	Initial state. SAP Business Network received the order but no further action was taken.
Sent	SAP Business Network sent the order to your account.
Acknowledged	You received the order.
Failed	SAP Business Network experienced a problem routing the order to your preferred order routing method. For example, your backend order fulfillment system could have experienced a problem that prevented SAP Business Network from successfully routing the order. You can resend orders that have a Failed routing status.

Reminders of Unconfirmed Orders

- Union Pacific may elect to send reminders of unconfirmed orders in your SAP Business Network Account.
- Reminders will cease once you start processing the PO.
- You may receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email.
- At the beginning of every week, SAP Business Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).

Hello Supplier - TEST,

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
7100002702	BP SCC Buyer - TEST	4 Apr 2023	New
7100002620	BP SCC Buyer - TEST	4 Apr 2023	New
7100002691	BP SCC Buyer - TEST	4 Apr 2023	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly. Please do not reply to this email. If you have any questions, contact the buyer directly.

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Finished Good Receipt

Customer Document Review

- Finished good receipt is available on the Portal once Finished Good is received by Union Pacific.
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to Received.

Order Number	Customer	Amount	Date ↓	Order Status
7100002694	SCC Delivery Team - Global H19 Client 400 - TEST	\$6,250.00 USD	Jul 14, 2022	Received

Receipt: 5000003858 Done Previous

[Print](#) | [Export cXML](#)

Detail | History

<p>From: SCC Delivery Team - Global H19 Client 400 - TEST Derck Creek-1234 Palo Alto, 94304-1355 United States</p>	<p>To: SCC Supplier - TEST 210 Sixth Avenue, Pittsburgh, PA 15222 United States Phone: Fax: Email:</p>
---	--

Receipt:
 Receipt No.: 5000003858
 Receipt Date: 14 Jul 2022

Routing Status: Sent
 Related Documents: 4500008915

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 7100002694 (Closed For Receiving)													
1	10	AMAR1234	SP004			ASN8915	14 Jul 2022	50.000 PCE ⓘ	Not Specified	Received	\$125.00 USD	\$6,250.00 USD	Completed
Description: Gaskets 1mm													

Comments

Additional Information
 ValuationType: NEW



Finished Good Receipt

Good Receipt Content

Level	Field	Description	Data Source
Header	From	Buyer Account	Network
Header	To	Supplier Account	Network
Header	Receipt#	Receipt Number	Customer ERP
Header	Receipt Date	Date of Goods received and processed	Customer ERP



Thank you.

Contact information:

Union Pacific Supplier Enablement Team
upse@up.com



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