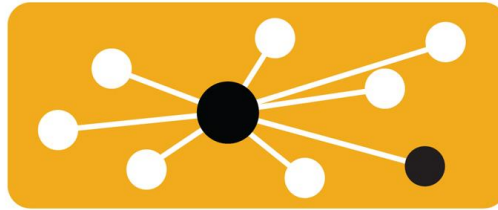
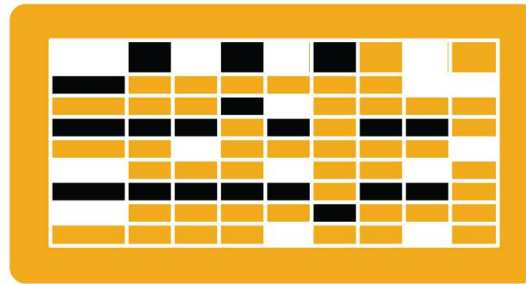


GENERAC

Ariba® Network Supplier Training



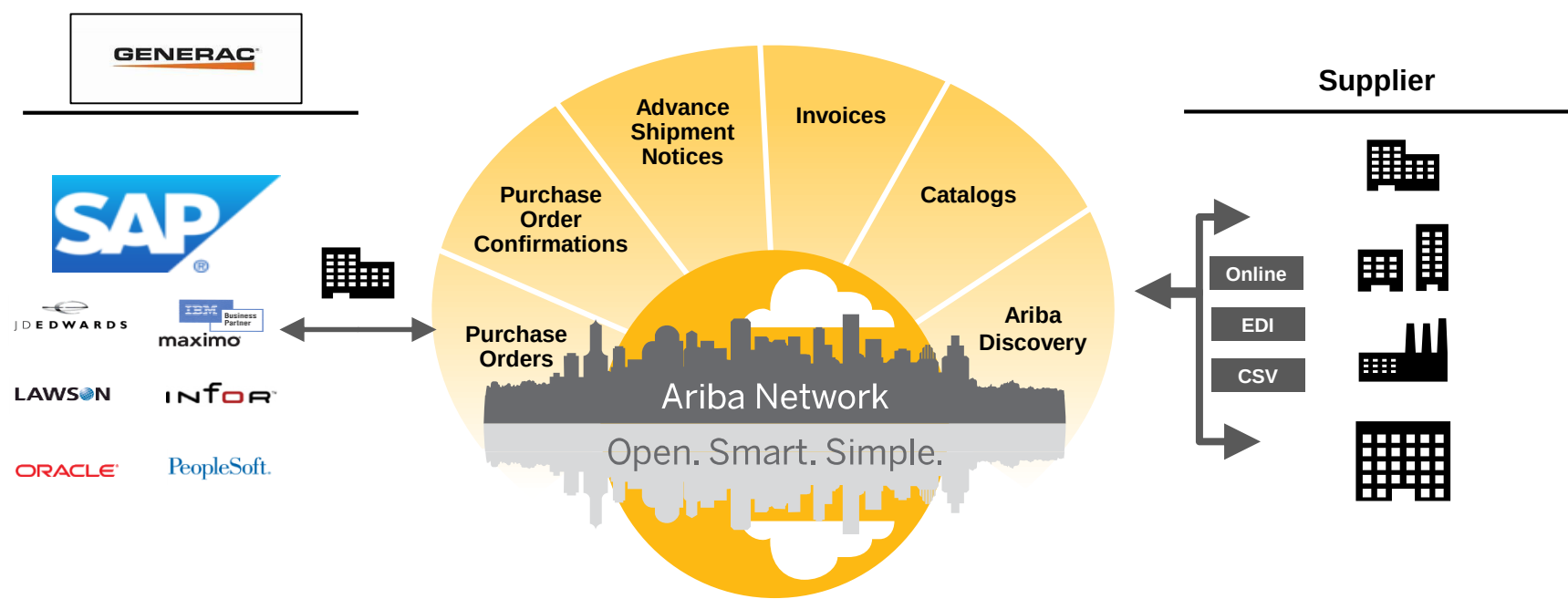
SAP Ariba 

HOME – Table of Contents



What is Ariba Network?

Generac has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by Generac to join Ariba Network and start transacting electronically with them.



2+ million	\$850B	>60%
Trading Partners	In Annual Commerce	Global 2000 use the Network
65+ million	190	60+ million
Annual Invoices	Countries	Annual Purchase Orders

SAP Ariba Can Help You...



Collaborate immediately with all trading partners

- Immediate access to forecasts and purchase order documents
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen

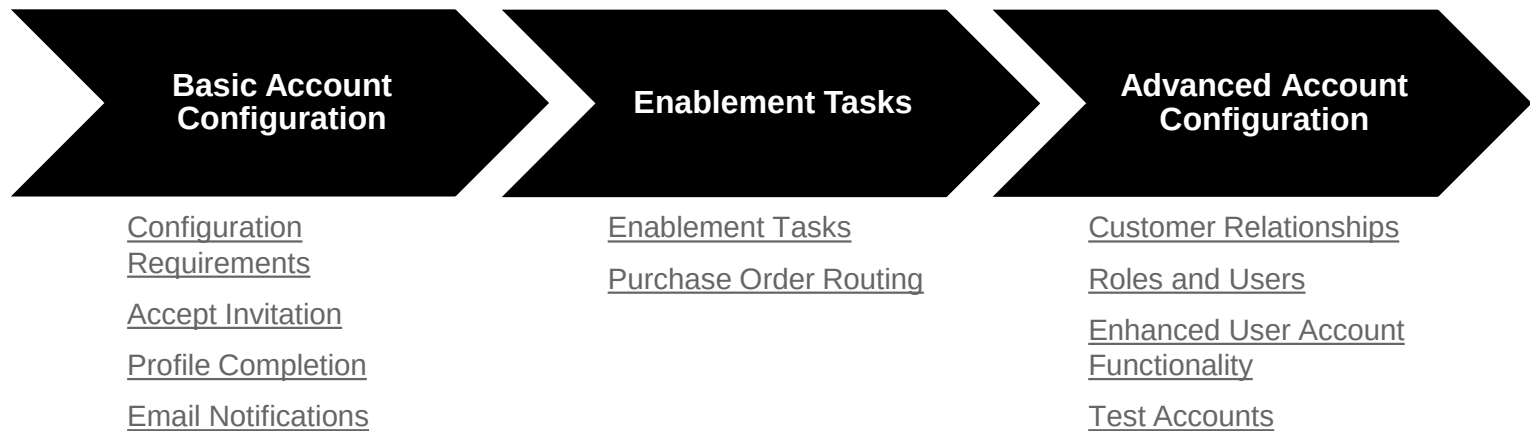
- 64% reduction in manual intervention



See opportunities you're missing and have the ability to trade globally

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

SECTION 2: Set Up Your Ariba Account



Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 5 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot shows the SAP Account Settings interface. The 'Notifications' tab is selected under 'Company Settings'. The 'Network' sub-tab is active. The 'Electronic Order Routing' section is visible, showing a table with notification types and checkboxes for sending notifications. The 'To email addresses' field is populated with 'junk@phoenix.ariba.com'.

Annotations:

- 1: Points to the 'Notifications' link in the left sidebar.
- 2: Points to the 'Network' tab in the top navigation bar.
- 3: Points to the 'To email addresses' field in the right sidebar.

Type	Send notifications when...
Order	☒ Send a notification when orders are undelivered
Purchase Order Inquiry	☐ Send a notification when a new collaboration request is received
Time Sheet	☐ Send a notification when purchase order inquiries are received
Pending Queue	☐ Send a notification when purchase order inquiries are received
	☐ Send a notification when time sheets are undelivered
	☐ Send a notification when items delivered through pending queue are not acknowledged

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.

Understand Roles for Users

Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems.
- Creates roles for the account

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Create Roles and Users

1. **Click** on the Users tab on the Administration Navigator. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account

The screenshot displays the SAP Ariba Administration Navigator interface. The top navigation bar includes tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. The main content area is divided into three sections: 'Manage Users', 'Manage User Roles', and a right-hand sidebar. The 'Manage Users' section features a table with columns for 'Username', 'Email Address', 'First Name', 'Last Name', and 'Ariba Discovery Company'. A user named 'rebecca.novotny@sap.com' is listed. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Manage User Roles' section contains a table with columns for 'Name' and 'Actions'. Two roles are listed: 'Administrator' and 'All Access'. The 'All Access' role has buttons for 'Details', 'Edit', and 'Delete'. A 'Create Role' button is at the bottom. The right-hand sidebar shows the 'Company Settings' menu with options like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The 'Users' option is highlighted with a yellow circle and the number 1.

Username	Email Address	First Name	Last Name	Ariba Discovery Company
rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Name	Actions
Administrator	Details
All Access	Details Edit Delete

Company Settings

- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- View All

Modifying Users

1. Click on the Users tab.
2. Click on Edit for the selected user.
3. Click on the Reset Password Button to reset the password of the user.
4. Other options:
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

☐	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
☐	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access
	Edit	Delete	Add to Contact List	Remove from Contact List	Make Administrator	Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

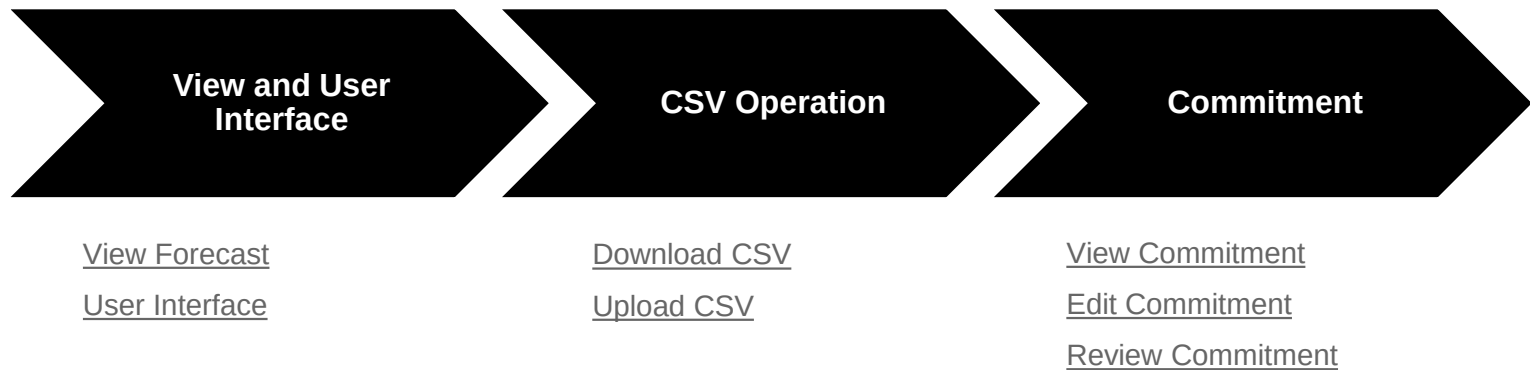
Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

☐ This user is the Ariba Discovery Contact

[Reset Password](#)

SECTION 3: Forecast Collaboration



Generac Forecast Overview

1. It is Generac's intent to provide at least 12 month forecast for all purchased materials by procuring plant whenever possible. (Some materials will have more than one forecast depending upon location)
2. The Generac forecast is to be used for planning purposes only, and does not constitute a commitment on Generac's part to buy a specific quantity of material at a specific time.
3. As a Generac supplier, your commitment to the forecast provided and your confirmation of additional capacity in the form of "upside" commitment will greatly help our future planning.
4. The Generac forecast will be sent monthly via Ariba

View Forecast

Forecast Collaboration

- Dedicated menu to view forecast
- Each row represents a forecast value for a product location
- Forecast can be displayed in day, week, month and year format.
 - Generac will provide the Forecast only in monthly buckets so viewing this in the monthly view is recommend

The screenshot displays the SAP Forecast Collaboration interface. The top navigation bar includes links for HOME, INBOX, OUTBOX, **PLANNING** (highlighted with an orange box), CATALOGS, and REPORTS. Below the navigation bar, the 'Forecast' section is active, showing a 'Sales Report' tab. The 'Search Filters' section on the left includes fields for Customer (Test Buyer), Customer Planner Code, Customer Part # (6V85JGLJS5-10), Supplier Part # (6V85JGLJS5-10), and Customer Location. A yellow arrow points from the 'Customer Part #' field in the search filters to the 'Test Buyer Forecast' table. The 'Display Forecast By' section on the right shows radio buttons for Day, Week, Month, and Year, with 'Month' selected. The 'From' date is set to 04/18/2016. The 'Test Buyer Forecast' table displays data for 18 Apr 2016 and 19 Apr 2016. The table has columns for Customer Part #, Customer Location, Lead Time, Last Modified, Actions, and forecast data (Forecast, Change, Committed, Difference, Ordered) for both dates.

Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016					19 Apr 2016				
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered
6V85JGLJS5	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	0	-20102		20103	20103	20000	-103	
6V85JGLJS5-0	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	25000	4898		20103	20103	25000	4897	
6V85JGLJS5-1	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20000	-102		20103	20103	20000	-103	
6V85JGLJS5-10	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0	
6V85JGLJS5-100	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0	
6V85JGLJS5-101	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20111	9		20103	20103	20111	8	

Understand the User Interface

Forecast Collaboration

Test Buyer Forecast																		
Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016					19 Apr 2016					20 Apr 2016			
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference
0V85JGLJS5	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	0	-20102		20103	20103	20000	-103				0	
0V85JGLJS5-0	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	25000	4998		20103	20103	25000	4897					
0V85JGLJS5-1	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20000	-102		20103	20103	20000	-103					
0V85JGLJS5-10	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					
0V85JGLJS5-100	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					
0V85JGLJS5-101	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20111	9		20103	20103	20111	8					
0V85JGLJS5-102	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					
0V85JGLJS5-103	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					
0V85JGLJS5-104	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					
0V85JGLJS5-105	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102		-20102		20103	20103		-20103					
0V85JGLJS5-106	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	25000	4998		20103	20103	25000	4897					
0V85JGLJS5-107	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20000	-102		20103	20103	30000	8897					
0V85JGLJS5-108	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	30000	9998		20103	20103	20000	-103					
0V85JGLJS5-109	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					
0V85JGLJS5-11	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0					

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Lead Time
Shortage
Surplus

- **Forecast** – The quantity that was forecasted by the buyer
- **Change** – The quantity of Forecast that was changed between the last 2 versions of the forecast data from the Buyer
- **Committed** – the quantity committed by the supplier

Color Coding for easy processing of data in the UI

- **Lead time** – Color coded in blue indicates all time buckets that fall with in the lead time of the product
- **Surplus** – Color Coded in Green indicate the surplus difference between Committed and Forecast quantity
- **Shortage** – Color Coded in Black to indicate the negative difference between Committed and Forecast quantity

Personalize the User Interface

Forecast Collaboration

Test Buyer Forecast

Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016					19 Apr 2016					20 Apr 2016				
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered
6V85JGLJ55	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	0	-20102		20103	20103	20000	-103				0		
6V85JGLJ55-0	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	25000	4898		20103	20103	25000	4897						
6V85JGLJ55-1	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20000	-102		20103	20103	20000	-103						
6V85JGLJ55-10	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ55-100	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ55-101	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20111	0		20103	20103	20111	8						
6V85JGLJ55-102	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ55-103	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ55-104	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ55-105	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102		-20102		20103	20103		-20103						
6V85JGLJ55-106	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	25000	4898		20103	20103	25000	4897						
6V85JGLJ55-107	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20000	-102		20103	20103	30000	9897						
6V85JGLJ55-108	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	30000	9898		20103	20103	20000	-103						
6V85JGLJ55-109	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ55-11	0001	20	15 Dec 2015 2:10:20 PM	✍️ ⚙️	20102	20102	20102	0		20103	20103	20103	0						

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Lead Time Shortage Surplus

Forecast

- ✓ Customer Part #
- Supplier Part #
- ✓ Customer Location
- ✓ Lead Time
- Inventory
- Unit
- ✓ Last Modified
- ✓ Actions
- ✓ Change
- ✓ Committed
- Availability
- ✓ Difference
- ✓ Ordered
- Show All Forecast Columns



Clicking this button will open a Popup screen for you to select the columns you'd like to see.

It is recommended to configure the UI to hide the following columns:

- Difference, Ordered and Availability

Utilizing the Forecast Capability

Forecast Collaboration

Customer Part #	Customer Location	Lead Time	Unit	Last Modified	Actions
6V85JGLJS5	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-0	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-1	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-10	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-100	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-101	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-102	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-103	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-104	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-105	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-106	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-107	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-108	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-109	0001	20	EA	15 Dec 2015 2:10:20 PM	  
6V85JGLJS5-11	0001	20	EA	15 Dec 2015 2:10:20 PM	  

Action Buttons

- 
Edit Button Clicking this button will open a Popup screen for the Suppliers to provide Commit and update comments
- 
Commit Forecast – Will commit the Forecast data as requested by the Buyer for a period of 1 year. Please note that this is a MASS commitment.
- 
Send Forecast – This feature allows the supplier to send Forecast Commit data back to the buyer in cXML format.

Download a CSV File of a Forecast

Forecast Collaboration

Test Buyer Forecast

Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016				19 Apr 2016				20 Apr 2016					
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference
6V85JGLJ5	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @	20102	20102	0	-20102		20103	20103	20000	-103					
6V85JGLJ5-0	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @	20102	20102	25000	4898		20103	20103	25000	4897					
6V85JGLJ5-1	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @	20102	20102	20000	-102		20103	20103	20000	-103					
6V85JGLJ5-10	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @	20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJ5-100	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @	20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJ5-101	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @	20102	20102	20111	9		20103	20103	20111	8					
6V85JGLJ5-102	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-103	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-104	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-105	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-106	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-107	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-108	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-109	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														
6V85JGLJ5-11	0001	20	15 Dec 2015 2:10:20 PM	⚙️ @														

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1 2

UTF-8
_csv_version:1.0

Customer ANID	Customer Name	Description	Plant	Lead Time	Last Modified	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	25000	4898		20103	20103	25000	4897						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20000	-102		20103	20103	20000	-103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20111	9		20103	20103	20111	8						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	25000	4898		20103	20103	25000	4897						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20000	-102		20103	20103	20000	-103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	30000	9898		20103	20103	20000	-103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	0		20103	20103	20103	0						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						
AN02001670796	Test Buyer	CSC Material 0001	1	20	12/15/2015 14:10	20102	20102	20102	-20102		20103	20103	20103	-20103						

1. Click the Download CSV button will open a editable .CSV file for given search criteria
2. Edits are only excepted in the "Committed" Column

Upload a CSV File of a Forecast

Forecast Collaboration

Test Buyer Forecast

Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016					19 Apr 2016					20 Apr 2016				
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered
6V85JGLJ5	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	0	-20102		20103	20103	20000	-103				0		
6V85JGLJ5-0	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	25000	4898		20103	20103	25000	4897						
6V85JGLJ5-1	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20000	-102		20103	20103	20000	-103						
6V85JGLJ5-10	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ5-100	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ5-101	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20111	0		20103	20103	20111	8						
6V85JGLJ5-102	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ5-103	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ5-104	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0						
6V85JGLJ5-105	0001	20	15 Dec 2015 2:10:20 PM		20102	20102		-20102		20103	20103		-20103						
6V85JGLJ5-106	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	25000	4898		20103	20103	25000	4897						
6V85JGLJ5-107	0001	20	15 Dec 2015 2:10:20 PM																
6V85JGLJ5-108	0001	20	15 Dec 2015 2:10:20 PM																
6V85JGLJ5-109	0001	20	15 Dec 2015 2:10:20 PM																
6V85JGLJ5-11	0001	20	15 Dec 2015 2:10:20 PM																

Download CSV Upload CSV

Lead Time Shortage Surplus

Forecast Commit Uploads

Search Filters

Previous Uploads

Name	Last Updated By	Date Created	Last Updated	Status	File	Log File
Refresh Page 1						

Upload File

Name:

CSV File: Browse...

Upload

1. **Locate** the updated forecast file from your saved location and click upload
2. **Previous** uploads will be listed as applicable

View Commitment User Interface

Forecast Collaboration

Forecast Commit

Customer: Test Buyer Customer Planner: PERSON 1 (001)

Customer Part #: 6V85JGLJ55 Phone:

Supplier Part #: T1AIU6SONM Email:

Description: CSC Material 0001 Customer Location: Werk 0001

Lead Time: 20 Ship To Location: Hasso-Plattner-Ring 7 Walldorf

Last Committed: 18 Apr 2016 1:38:39 PM

Inventory: EA

Comments:

Commit Horizon: 1095 days.

Forecast

Date	Forecast	Change	Availability	Committed	Upside	Previous Commit	Difference	Ordered
15 Apr 2016	20101	20101	20000	20000			-101	
16 Apr 2016			0	0				
17 Apr 2016			20000	20000			20000	
18 Apr 2016	20102	20102	0	0			-20102	
19 Apr 2016	20103	20103	20000	20000			-103	
20 Apr 2016			0	0				
21 Apr 2016			20000	20000			20000	

Page 3

Calendar view for 2016:

January February March

April May June

July August September

October November December

1. Click the edit button to open the Commitment UI and display the forecast commit for each month
2. Each line represents one day, you must change the page to view additional days
3. To view a different month, click the Select Month button and select the month you'd like to switch to
4. On hand Inventory can be entered in the Inventory text box
5. Users can enter comments in the comments section as needed

Edit a Commitment

Forecast Collaboration

Forecast Commit

Customer: Test Buyer
Customer Part #: 6V85JGLJS5
Supplier Part #: T1AIU6SONM
Description: CSC Material 0001
Lead Time: 20
Last Committed: 18 Apr 2016 1:38:39 PM
Inventory: EA
Comments:
Commit Horizon: 1095 days.

Customer Planner: PERSON 1 (001)
Phone:
Email:
Customer Location: Werk 0001
Ship To Location: Hasso-Plattner-Ring 7 Walldorf

Forecast

1

3

Select Month

Date	Forecast	Change	Availability	Committed	Upside	Previous Commit	Difference	Ordered
15 Apr 2016	20101	20101	20000	20000			-101	
16 Apr 2016			0	0				
17 Apr 2016			20000	20000			20000	
18 Apr 2016	20102	20102	0	0			-20102	
19 Apr 2016	20103	20103	20000	20000			-103	
20 Apr 2016			0	0				
21 Apr 2016			20000	20000			20000	

Copy Forecast To Committed

2

Close

Commit

Commit And Close

1. Enter commit quantities in the **Committed** column
2. The **Copy Forecast to Committed** button will copy the Forecast to Committed columns automatically
3. Furthermore you may provide **Upside quantities** to represent any additional capacity available
4. The ability to Mass Commit is only available from the main screen not the Commit UI

Review Commitment Values

Forecast Collaboration

The application provides calculated key figures to assist users when processing the information on the screen. Additionally the Forecast, Change and Ordered Values are carried over from the main screen

Forecast Commit
×

Customer: Test Buyer
Customer Planner: PERSON 1 (001)

Customer Part #: 6V85JGLJS5
Phone:
Supplier Part #: T1AIU6SONM
Email:
Description: CSC Material 0001
Customer Location: Werk 0001
Lead Time: 20
Ship To Location: Hasso-Plattner-Ring 7 Walldorf
Last Committed: 18 Apr 2016 1:38:39 PM
Inventory: EA
Comments:
Commit Horizon: 1095 days.

Forecast

3

1

2

Select Month

Date	Forecast	Change	Availability	Committed	Upside	Previous Commit	Difference	Ordered
15 Apr 2016	20101	20101	20000	20000			-101	
16 Apr 2016			0	0				
17 Apr 2016			20000	20000			20000	
18 Apr 2016	20102	20102	0	0			-20102	
19 Apr 2016	20103	20103	20000	20000			-103	
20 Apr 2016			0	0				
21 Apr 2016			20000	20000			20000	

«
Page 3
»

1. Previous Commit – This value represents the commit that was previously submitted by the user

2. Difference – This value represents the difference between Committed value and the requested Forecast value. This value is color coded to provide the user with the status of the data.

3. Availability – This represents the total availability from the Supplier. This value is a summation of Committed and Upside values for each time bucket.

SECTION 4: Order Fulfillment

**Purchase
Order
Management**

[View Purchase Orders](#)
[Purchase Order Detail](#)
[Create PDF of PO](#)

**Order
Confirmations
(OC)**

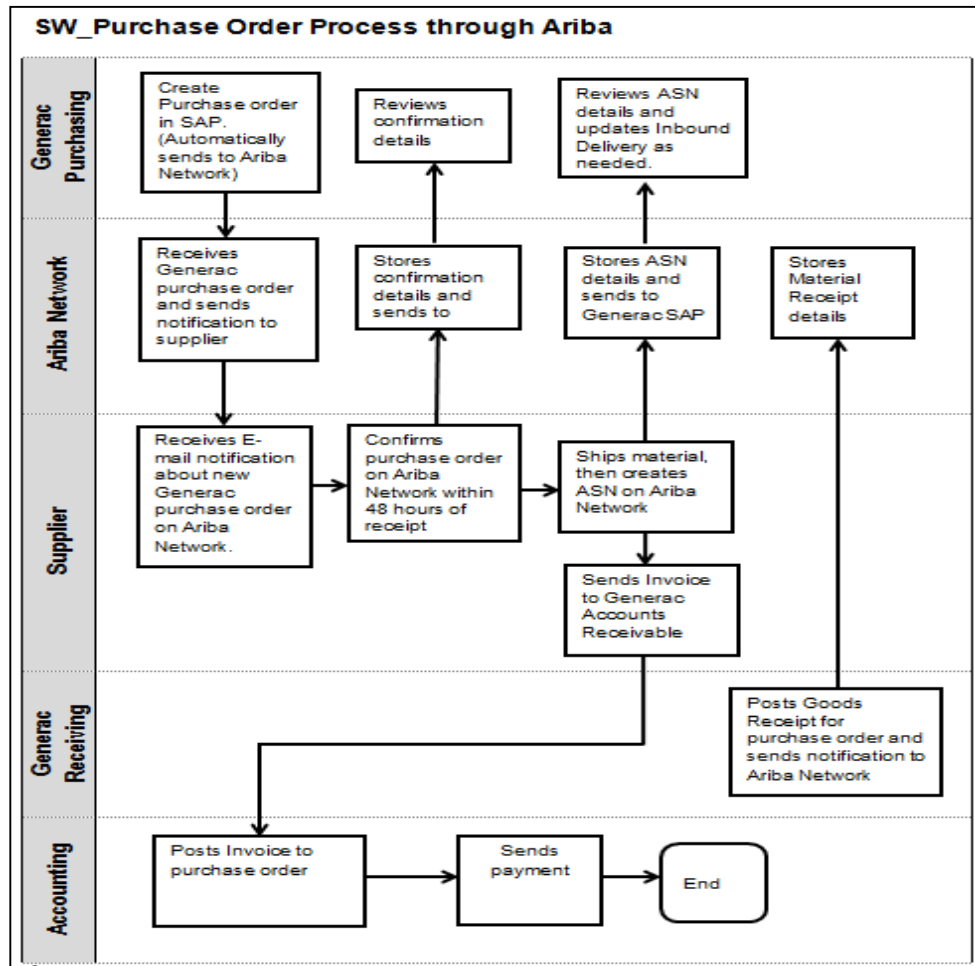
[Update Line Items](#)

**Ship Notices /
Goods
Receipts
(ASN)**

[Create Ship Notice](#)
[Submit Ship Notice and
Status](#)

View Receipts

Generac / Ariba Order fulfillment process

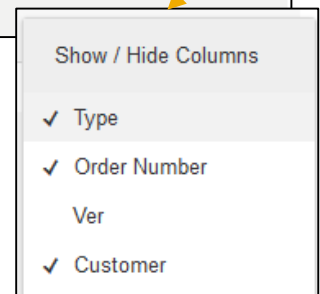
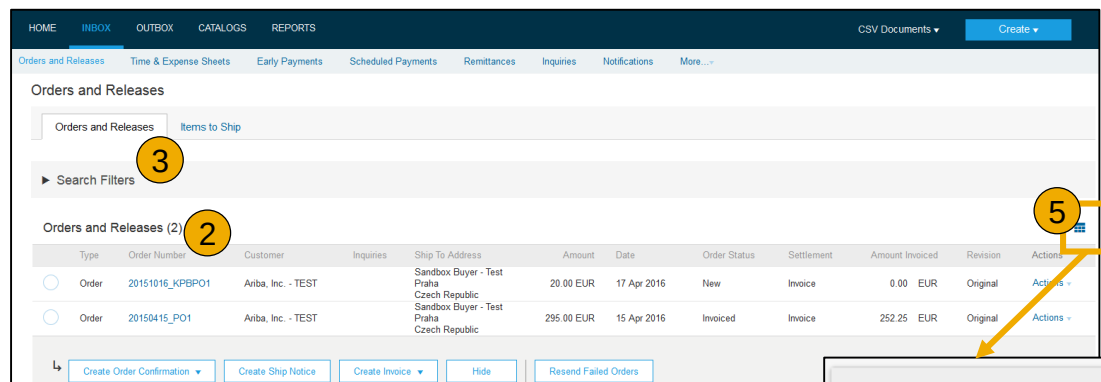
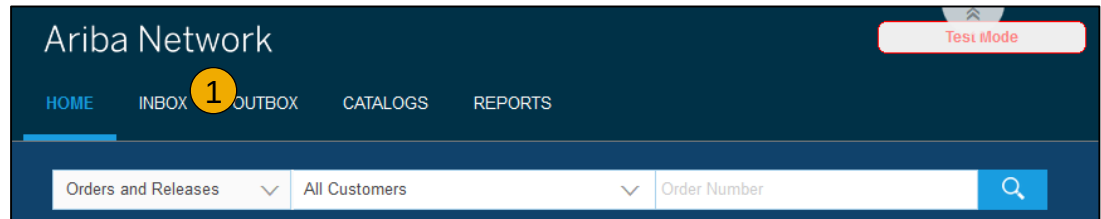


Note: When applicable, a copy of the PO will also be sent to necessary parties (ie. logistics providers). The copy PO only needs to be received and understood. A PO Confirmation and ASN does not created against the copy PO.

Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders. Inbox is presented as a list of the Purchase Orders sent by Generac.
2. **Click** the link on the Order Number column to view the purchase order details.
3. **Search** filters allows you to search using multiple criteria.
4. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
5. **Toggle** the Table Options Menu to view ways of organizing your Inbox



Manage POs

Changed / Cancelled POs

1. PO's that are changed or cancelled will also appear in the Inbox.
2. These PO's can be identified by the "Order Status" and "Revision" columns in the Inbox
3. Order Status is also listed in the upper right corner of the PO
4. PO Confirmations and ASN's are required for Changed PO (same process for New PO's)
5. PO Confirmations and ASN's are not required for Cancelled PO's
6. Details of what changed is visible on the PO

1

Type	Order Number	Customer	Inquiries	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500032077	Generac Power Systems, Inc. - TEST		\$171.48 USD	28 Sep 2018	Changed	Invoice	\$0.00 USD	Cancelled	Actions
Order	4500032067	Generac Power Systems, Inc. - TEST		\$429.96 USD	28 Sep 2018	Changed	Invoice	\$0.00 USD	Changed	Actions
Order	3600000024	Generac Power Systems, Inc. - TEST		\$2,822.00 USD	28 Sep 2018	Changed	Invoice	\$0.00 USD	Changed	Actions
Order	4500032114	Generac Power Systems, Inc. - TEST		\$7,300.00 USD	5 Oct 2018	Changed	Invoice	\$0.00 USD	Changed	Actions

Purchase Order: 4500032114

Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Changes Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From: Generac Power Systems, Inc. S45 W29290 Wisconsin 59 Waukesha, WI 53189 United States Phone: 2625444811 Fax: 2625444811 Email: nathan.smith01@sap.com, Shane.Zahn@generac.com

To: Generac Test Supplier 1 - TEST S45 W29290 Wisconsin 59 Waukesha, WI 53189 United States Phone: 2625444811 Fax: 2625444811 Email: nathan.smith01@sap.com, Shane.Zahn@generac.com

Purchase Order (= Changed) 4500032114 Amount: \$7,300.00 USD Amount: \$3,650.00 USD (Previous Version)

Line Items

Show Item Details

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
10	→ Edited	Non Catalog Item	0H9039	Material			2,000.000 1,000.000 (EA)	4 Dec 2018	\$3.65 USD	\$7,300.00 USD \$3,650.00 USD	Details
Description: FILTER, OIL GV432 19MM THD											
Order submitted on: Friday 5 Oct 2018 2:00 AM GMT-04:00 Received by Arba Network											
Sub-total: - \$ 3,650.00 -USD										Sub-total: \$7,300.00 USD	

6

Manage POs

Purchase Order Detail

1. **View** the details of your order.
The order header includes the order date and information about the buying organization and supplier.

Purchase Order: PO72547

1

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

Line Items				
Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015
Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00 Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00 This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.				
2				
Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend				

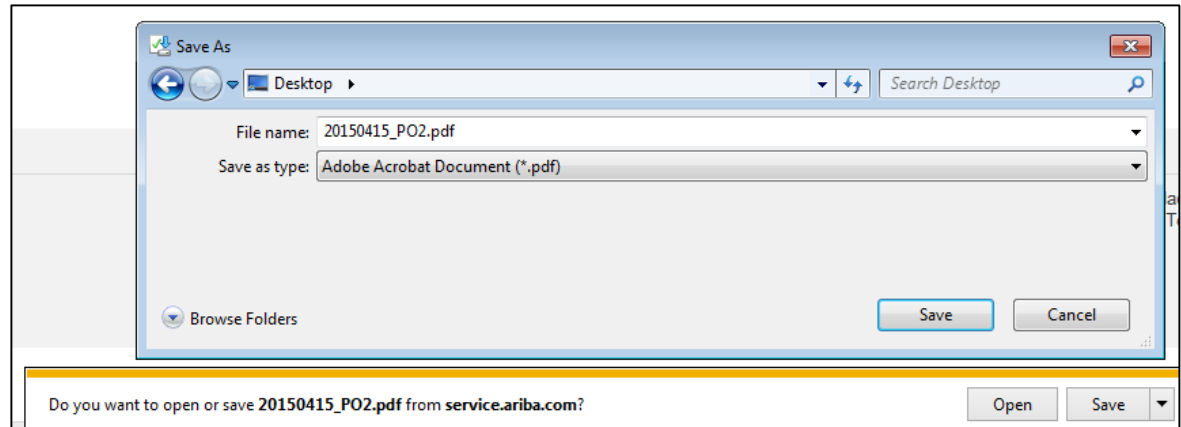
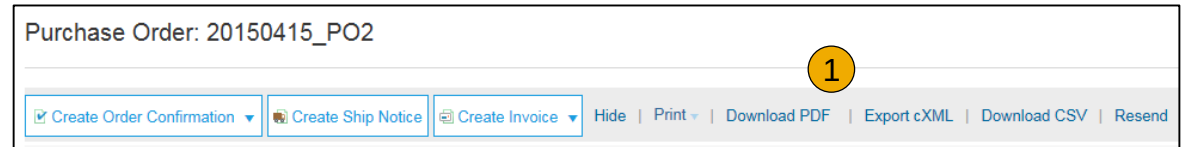
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Generac wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation.

Manage POs

Create PDF of PO

1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated. The Ariba PO details can be downloaded as a PDF file; however the PDF attachment of the Generac purchase order contains all of the necessary details. **The Generac purchase order PDF is the legally binding document for this transaction and contains or references all of the terms and conditions of purchase.**



Manage POs

Serial Number Attachments

- When applicable, Generac will provide an attachment on Purchase Orders containing serial number.
- Those serial numbers should be downloaded and updated by the supplier
- The updated serial number file should then be attached to Advanced Shipping Notice
 - The process of creating an Advanced Shipping Notice will be covered in later slides
- These attachments can be found in Ariba on the “Order Detail” tab of the Purchase Order

Purchase Order: 4500032079

[Create Order Confirmation](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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

From:
Generac Power Systems, Inc.
S45 W29290 Wisconsin 59
Waukesha, Wisconsin 53189
United States
Phone: + () 2625444811
Fax:

To:
Generac Test Supplier 1 - TEST
S45 W29290 Wisconsin 59
Waukesha, WI 53189
United States
Phone:
Fax:
Email: nathan.smith01@sap.com, Shane.Zahn@generac.com

Payment Terms ⓘ
Net 30 Days

Comments

Contact Information
Supplier Address
LONCIN INDUSTRIES
LTD
999999
China
Beijing, CHONGQING
LONCIN INDUSTRY PARK
Email:
rose.lang@loncinindustries.com
Phone: + () 011862389067577
Fax: + () 011862389067533
Address ID: 7002237

Other Information
Company Code: 1002
[View more »](#)

Attachments
4500032079_20180928122513.PDF (application/pdf, charset=UTF-8) 4500032079_20180928122512.PDF (application/pdf, charset=UTF-8)



Create Order Confirmation

Confirm Entire Order

Use this Confirmation when all lines on the purchase order will ship complete at the same time.

1. Select **Create Order Confirmation** and then select **Confirm Entire Order**, to set the status of each line item at once.
2. **Enter** a confirmation number if desired in the Confirmation # Field
3. **Select** the estimated shipping date and estimated delivery date.
4. **Enter** any comments related to the confirmation – especially if the shipping date cannot meet the requested date.

Purchase Order: 4500032087

Create Order Confirmation ▼ Create Invoice

Confirm Entire Order 1

Update Line Items History

Reject Entire Order

FROM:

Generac Power Systems, Inc.

S45 W29290 Wisconsin 59

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #: Confirmation12AZ 2

Associated Purchase Order #: 4500032087

Customer: Generac Power Systems, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:* 4 Oct 2018 3

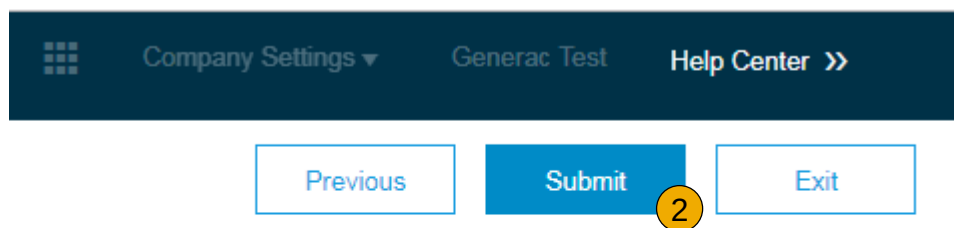
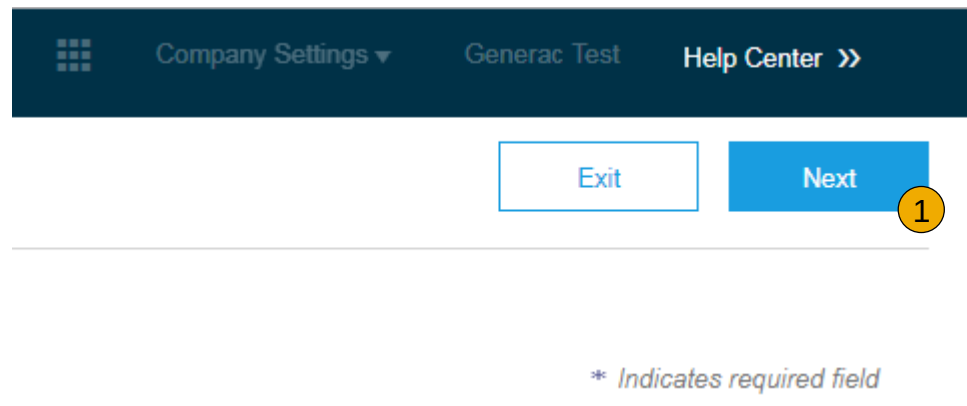
Est. Delivery Date:* 9 Oct 2018 3

Comments: 4

Create Order Confirmation

Confirm Entire Order

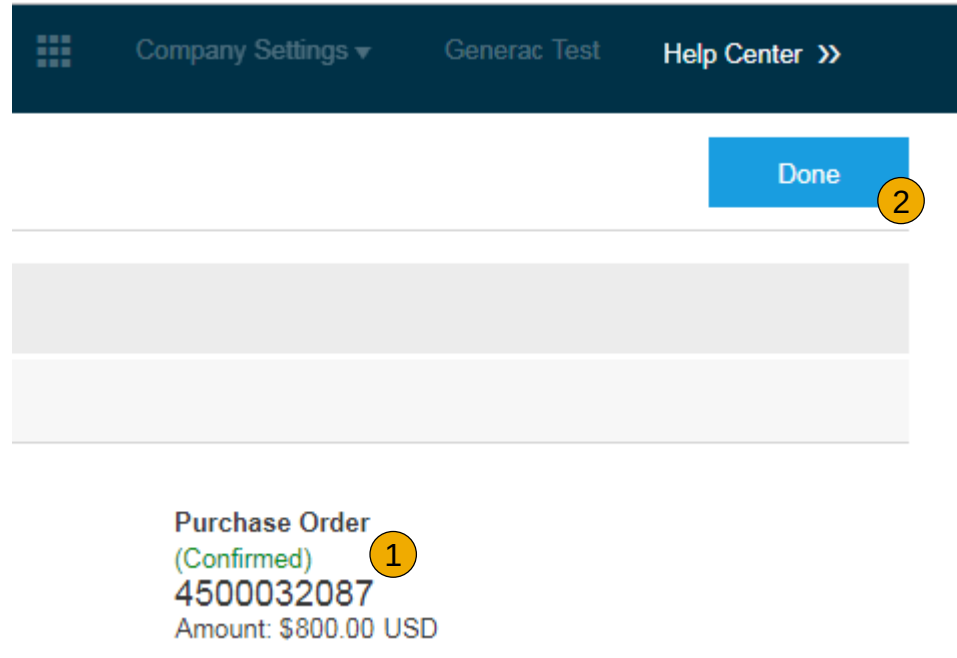
1. **Click** next Icon
2. **Click** Submit when finished.



Create Order Confirmation

Confirm Entire Order

1. The Purchase Order status will change to (Confirmed)
2. **Click** the Done Icon when finished.



Create Order Confirmation

Update Line Items (Confirm Partial Order)

1. Select **Create Order Confirmation** and then select Update Line Items to set the status of each line item.
2. **Fill** in the Work Order # in the Confirmation # Field
3. **Scroll** down to view the line items and choose among possible values:
 - **Confirm** – You received the PO and will send the ordered items.
 - **Backorder** – You received the PO and some (or all) of the items can not be delivered until a later time
4. **Select Details.**
5. **Provide** the Estimated Delivery Date and Batch ID. Batch ID is **required** even though it is not marked as such.

Purchase Order: 20150415_PO2

☒ Create Order Confirmation
 ☐ Create Ship Notice
 ☐ Create Invoice

Confirm Entire Order
 Update Line Items **1**
 Reject Entire Order

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

1 Update Item Status
 2 Review Confirmation

Order Confirmation Header

Confirmation #:
 Associated Purchase Order #: 20150415_PO2
 Customer: Ariba, Inc. - TEST
 Supplier Reference:

Est. Shipping Date:

Est. Delivery Date: * **5**

Unit Price: 1.00 EUR

Price Unit Quantity: * 1

Unit Conversion: * 1

Price Unit: * EA

Supplier Part:

Batch ID: **5**

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Non Catalog Item	0F7417		11.000 (EA)	5 Feb 2019	\$11.00 USD	\$121.00 USD	

Description: BUSHING, SLEEVE

► Schedule Lines

Current Order Status

11.000 Unconfirmed

Confirm: **3**
 Backorder:

Confirm Based on Schedule Lines

Attachments

4 Details ⓘ

NOTE: If batch # is overlooked at PO confirmation simply add batch # and re-confirm.

Confirm Order

Update Line Items (Confirm Partial Order)

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Generac.
3. **Click Done** to return to the Inbox.

NOTE: After submission, the PO Status in Ariba will be updated to “Confirmed”. The Ariba system might need to refresh before this updated status is visible. The status of the PO must be updated before you can complete the Advanced Shipping Notice in Ariba.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To:
Ariba_TestSupplier - TEST
Radlicka 3201/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

3 Done

Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: 312

Deliver To

Create Order Confirmation

Backordered Confirmation Process

- When an item can not be delivered on the requested delivery date it should be considered **“Backordered”**
- Create a Line Item Confirmation (as previously reviewed)
 - Enter the “Backordered” Quantity in the “Backorder” Field
NOTE: It is possible to have some quantity that can be delivered on the Requested Delivery Date while other quantity is on Backorder. If this happens, you can populate both the Confirm and Backorder quantities as needed on this screen.
 - Click Details
 - Enter an Estimated Ship Date and Delivery Date for the “Backordered quantity”
IMPORTANT NOTE: If Steps 3 and 4 are not completed, the Delivery Dates of the Backordered quantity will default to the dates placed on the header of the PO Confirmation
 - Click Ok
 - Proceed with completing the PO Confirmation as previously reviewed.

Purchase Order: 20150415_PO2

☒ Create Order Confirmation
 ☐ Create Ship Notice
 ☐ Create Invoice

Confirm Entire Order
 Update Line Items **1** History
 Reject Entire Order

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location						
10	Non Catalog Item	PM0167000 01		1.000 (EA)	21 Dec 2018	\$429.96 USD	\$429.96 USD							
Description: DXGNR7000 420 PORT 50ST														
Schedule Lines Current Order Status 1.000 Unconfirm 2 3														
Confirm: Backorder: Details														
Confirm Based on Schedule Lines														
Attachments:														
<table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Items</td> </tr> </tbody> </table>									Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type												
No Items														

Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	Non Catalog Item	PM0167000 01	1.000	EA	21 Dec 2018		\$429.96 USD	\$429.96 USD	
Description: DXGNR7000 420 PORT 50ST									
New Order Status: 1 Backordered									
Est. Shipping Date: 4									
Est. Delivery Date:									
Comments:									
Ok Cancel 5									

NOTE: Items that are backordered should be reconfirmed when they are ready. This is done by going back into Ariba and creating a new PO Confirmation the previously backordered items.

Create Order Confirmation

Mass Confirmation Using Items to Confirm

Several PO's can be confirmed at one time by using the "Items to Confirm" Tab on your Inbox

1. Click **Inbox**
2. Click **Items to Confirm**
3. Click the **small arrow** to the left of **Search Filters**
4. Provide search details of what sort of PO's you would like to mass confirm
5. Click **Search**
6. All PO's that match your search criteria will now appear. Select the PO's you want to confirm by clicking the **small box** to the left of the PO
7. Clicking **the box at the very top** of the Items of Confirm will mass select all PO's
8. Enter an **Estimated Shipping Date** and **Estimated Delivery Date**
9. Click **Confirm Entire Order**

Order Number	Item	Part #	Description	Customer	Customer Location / Description	Unit Price	Need By	Estimated Shipping	Estimated Delivery
3800000006	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000012	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000014	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000017	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000019	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000020	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000020	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,400.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000023	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000023	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000023	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000023	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000023	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000023	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000025	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$1,400.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000028	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000032	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000037	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000037	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000037	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018
3800000038	10	Non Catalog Item	PM40187000.01	DXGNW7000 420 PORT 500T	Generac Power Systems, Inc. - TEST	\$502.00 USD	3 Oct 2018	12 Oct 2018	12 Oct 2018

Create Ship Notice

Create a Ship Notice using your Ariba account to send a shipping notice to Generac.

NOTE: The Ship Notice should be created just after the shipment actually occurs.

- Access the PO** that needs confirmed. PO's are found in your Inbox and there is an Items to Ship Sub Tab that can be used as well. The Items to Ship tab can be used to create Ship Notices against several PO's at once (similar to how Items to Confirm tab is used to create PO Confirmations against several PO's at once).
- Click **Create Ship Notice**. This button will only be clickable if the PO has been confirmed and Generac accepts Ship Notices for this PO.
- Enter NA in the **Packing Slip ID** field as it is not needed. Enter the **Shipping Date** and **Delivery Date**. No other information is required under the Ship Notice Header.
- Enter **Mandatory fields** in the Delivery and Transport Information Section should be populated based on the information you receive from the logistics provider.
- Enter the quantity that is being shipped in the **Ship Qty** field.
- Click **Next**

Purchase Order: 4500032102

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

SHIPPING

Packing Slip ID

test 123

Invoice No.

Requested Delivery Date

Ship Notice Type

Select

Shipping Date

12 Oct 2018

Delivery Date

14 Oct 2018

Hazard Type

Select

Code

Is Divisible

Dimensions

TRACKING

Carrier Name

Service Level

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms

Transport Condition

Delivery Terms Description

Transport Terms Description

Shipping Payment Method

Collect

Shipping Contract Number

Shipping Instructions

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

Add Transport Term

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4500032102	10	Non Catalog Item	G0059821	1.000	EA	3 Oct 2018		\$800.00 USD	\$800.00 USD	Remove

Description: GP3250 208 49ST/CSA

Shipment Status

Total Item Due Quantity: 1.000 EA

Confirmation Status

Total Confirmed Quantity: 1.000 EATotal Backordered Quantity: 0 EA

Line	Ship Qty
1	1.000

Add Details

Add Ship Notice Line

Add Order Line Item

Manage Serial Numbers

Save

Exit

Next

Add New Carriers to the ASN

When creating a Ship Notice you will be prompted to enter a Carrier Name. In Ariba you will see by default some very common Carriers that can be select. If your Carrier is not present, you can select Other and manually enter that Carrier's name.

If a Carrier is not present in the drop down but is used commonly, it can be added by:

1. **Clicking** Manage Carrier
2. **Click** Create
3. **Add** the Carrier Name in the Carrier Name field
4. **Add** "UPS" in the Template Field
5. **Click** OK

This newly added Carrier will now appear in the drop down menu for future Ship Notices.

This screenshot shows the 'Manage Carrier' dropdown menu. The menu is divided into two sections: 'Preferred Carriers' and 'Default Carriers'. The 'Preferred Carriers' section lists 'AHS Test' and 'CH Robinson'. The 'Default Carriers' section lists 'Airborne Express', 'Consolidated Freightways', 'DHL', 'EGL Eagle Global Logistics', 'EmeryWorldwide', 'FedEx', 'Linbox (Australia)', 'Menlo/IBM', 'Purolator Courier', 'Roadway Express', 'Test only', and 'UAL Cargo'. A yellow circle with the number '1' is placed over the 'Manage Carrier' header at the top of the dropdown.

This screenshot shows the 'Manage Carrier' form. It has a title bar with 'Manage Carrier' and an 'OK' button. The form contains two main sections: 'Carrier Name' and 'Template URL: Use <tracking_number> for place holder'. The 'Carrier Name' section has a radio button next to 'AHS Test' and a text input field with the placeholder text 'INSERT NEW CARRIER NAME HERE'. The 'Template URL' section has two text input fields, both containing 'UPS'. At the bottom of the form, there are 'Delete' and 'Create' buttons. A yellow circle with the number '2' is placed over the 'Create' button. A yellow circle with the number '3' is placed over the 'INSERT NEW CARRIER NAME HERE' text input field. A yellow circle with the number '4' is placed over the first 'UPS' text input field. A yellow circle with the number '5' is placed over the 'OK' button at the bottom right of the form.

Submit Ship Notice

1. **After reviewing** your Ship Notice, click **Submit** to send Ship Notice to Generac.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.

The screenshot shows a SAP interface with a yellow circle '3' next to a blue 'Done' button in the top right corner. Below this is a grey header bar. The main content area displays 'Purchase Order (Shipped)' in green, followed by '20150415_PO2' and 'Amount: 295.00 EUR'. A yellow circle '2' is positioned to the left of this text. At the bottom, it shows 'Routing Status: Acknowledged' and 'Related Documents: Ship_TEST 312' with a blue checkmark icon.

Create Ship Notice

Attaching Serial Number File

- When Applicable, the updated Serial Numbers that were attached on the PO should be attached to the Ship Notice
 - Attachments can be added at the Header Level of the Ship Notice
1. Click **Browse** in the attachment section of the ASN
 2. Add the attachment (similar to how you add attachments to other applications)
 3. Click **Add Attachment**

The screenshot shows the 'Create Ship Notice' form in SAP. It includes sections for 'SHIP FROM' (General Test Supplier 1 - TEST, Waukesha, WI, United States), 'DELIVER TO' (WI, United States), and 'Ship Notice Header'. The header section contains fields for Shipping (Packing Slip ID, Invoice #, Requested Delivery Date, Ship Notice Type, Actual Shipping Date, Actual Delivery Date, Hazard Type, Is Divisible) and Tracking (Carrier Name, Service Level). Below the header is an 'ATTACHMENTS' table with columns for Name, Size (bytes), No Items, and Content Type. At the bottom of the attachments section, there is a 'Browse' button (callout 1) and an 'Add Attachment' button (callout 3). A note at the bottom states: 'The total size of all attachments cannot exceed 10MB'. Callout 2 points to the 'Add Attachment' button.

NOTE: Attachment names should be alpha numeric and should not contain any special characters. An underscore (_) is the only character that will be accepted in the attachment name.

Viewing Receipts

After an order is received by Generac they will create a goods receipt. These Goods Receipts are visible in your Inbox. No action needs to be taken by you against these Goods Receipts

1. Click **Inbox**
2. Click **Receipts**. You may need to click the “More” option if Receipts is not immediately visible
3. **Search Filters** can be used to view only those receipts that you want to see
4. Click **Search**
5. Receipts will appear near the **bottom of the page**

The screenshot displays the SAP Generac user interface. At the top, a dark blue navigation bar contains links for HOME, INBOX, OUTBOX, PLANNING, CATALOGS, REPORTS, and UPLOAD/DOWNLOAD. The INBOX link is highlighted with a yellow circle labeled '1'. Below this, a sub-navigation bar shows various document types: Orders and Invoices, Extended Collaboration, Time & Expense Sheets, Early Payments, Scheduled Payments, Receipts, and More... The Receipts link is highlighted with a yellow circle labeled '2'. The main content area is titled 'Receipts' and features a 'Search Filters' section. This section includes input fields for Customer (set to 'All Customers'), Receipt ID, Buyer Location Code, Order Number, Start Date (set to '29 Sep 2018'), and End Date (set to '12 Oct 2018'). A 'Routing Status' dropdown is also present, set to 'All'. A yellow circle labeled '3' is positioned next to the Buyer Location Code field. At the bottom right of the search filters, there is a 'Number of Results' dropdown set to '100', a blue 'Search' button, and a 'Reset' button. The 'Search' button is highlighted with a yellow circle labeled '4'. Below the search filters, the page shows 'Receipts (0)' with a yellow circle labeled '5' next to it. At the very bottom, a table header is visible with columns: Receipt Number, Reference, Customer, Date, and Routing Status. The table body currently displays 'No items'.

Next Steps / Ariba Network Help Resources



Open PO Process

- Purchase Orders that have not yet shipped at the time of Generac's Go Live on Ariba will be considered “open”
- Open PO's will be sent you via Ariba (even if these PO's were previously sent to you outside of Ariba)
- Suppliers are required to complete an Order Confirmation and Advanced Shipping Notice in Ariba for these PO's
- Suppliers will be notified if they have a PO that is considered open at the time of Generac's Go Live on Ariba.

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration
- Supplier Fees
- Account Configuration
- General Ariba Network questions



Generac Enablement Business Process Support

- Business-Related Questions



Generac Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

Other Help

- [Useful Links](#)
- [Standard Documentation](#)

Supplier Support Post Go-Live



Global Customer Support

Click the icon to the left to find the appropriate support line.

Online Help

- [Help Center](#)
- [Ariba Exchange User Community](#)

Training & Resources

Generac Supplier Information Portal

1. **Select** the name of your company in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices
3. **Select** Supplier Information Portal to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

Pending

Customer
Ariba Inc. 2
Pouliot Industries

[Approve](#) [Reject](#)

Current

Customer
Ariba Inc. 2
Pouliot Industries

[Reject](#)

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#) **1**

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

Useful Links

Useful Links

- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
 - Information about downtime, new releases and new features

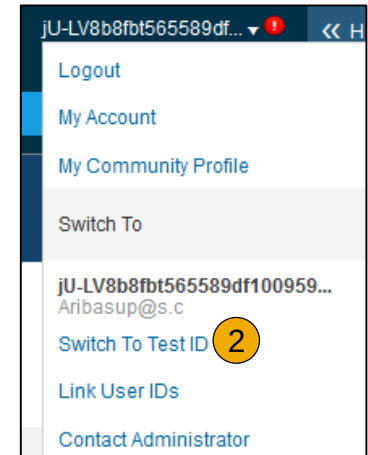
**Thank you for joining the
Ariba Network!**



Appendix

Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

A screenshot of the 'Create Test Account' form. The title is 'Create Test Account'. Below the title, a message states: 'You are about to create a new account in the Test Mode. The trading relationship with the...'. There are three input fields: 'Username:*' with the value 'test-Aribasup@s.c', 'Password:*' with masked characters, and 'Confirm Password:*' with masked characters. A yellow circle with the number 4 is placed over the 'Username' field.