SAP Business Network Training

Purchase Order Collaboration

Logistics / Supply Chain Management | 16.02.2024

WE SHAPE
FUTURE
MOBILITY

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Order Collaboration
In this Chapter You Will Learn About …

Learning Focus

1. What are the benefits of using purchase order collaboration and what are the documents

2. How does the interaction look like – Purchase Order Collaboration Workflow Diagram

3. How to interact within the Order Collaboration Portal:

   ➢ Search and Identify the PO

   ➢ View PO Details

   ➢ PO Content and fields description

   ➢ Mass Download of all open PO´s

Follow especially the process steps marked with this symbol.

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Order Collaboration
Introduction

Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.

The central component is the SAP Business Network that provides:

➢ A real time insight into the same shared information for both Buyer and Supplier.

➢ Error avoidance by making sure that requested, delivered and invoiced match up.

➢ Enablement of automatic synchronization with Supplier's and Buyer's back end systems.

General Considerations

PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.

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Order Collaboration
PO Collaboration Documents

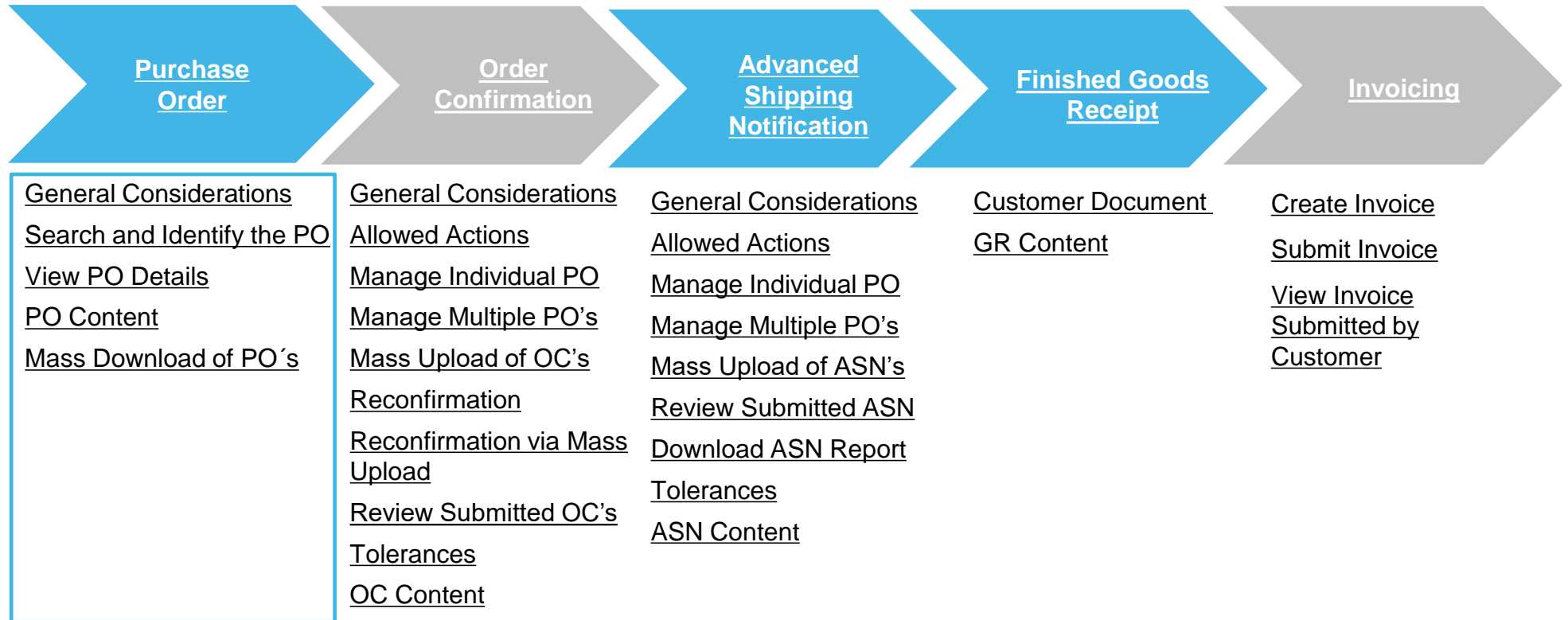| Document	Description
Purchase Order (PO)	Header Item and Delivery dates. A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price. It can be a standard serial PO, sample PO or pre-series PO. Structure A purchase order (PO) consists of a document header and a number of items. 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.
Order Confirmation (OC)	Item level confirmation. A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It serves a confirmation or a deviation in terms of content details.
Advanced Shipping Notification (ASN)	Header Item and packaging details. An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment. Structure An Advanced Shipping Notification consists of a document header and a number of items. It also contains packing information, except the ASNs for sample or pre-series PO. The header contains data that is valid for all items and packages.
Goods Receipt (GR)	Header and Item. A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock. Structure A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification and to a Purchase Order.

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Order Collaboration
PO Collaboration Workflow Diagram

buyer

Ariba Network

supplier

1 Purchase Order		
		2 Order Confirmation*
3 Update Purchase Order		
	4 Advanced Shipping Notice	
5 Goods Receipt		
		6 Invoice**
7 Invoice Receipt & Status		
8 Payment Advice		
		9 Invoice Update
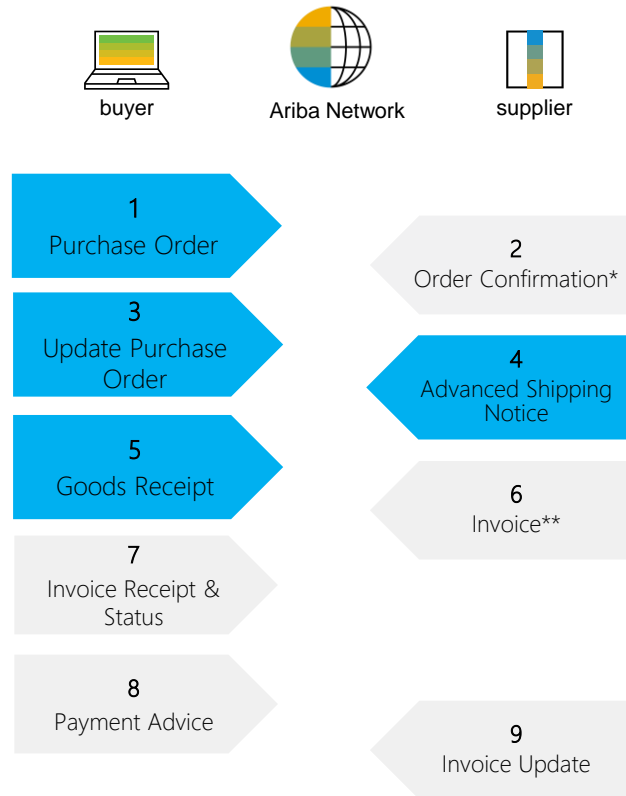
*Order Confirmation is used only by Non-Production Suppliers – see a special SAP Business Network training for Order Confirmations
**Invoicing Process will be introduced to a later point of time.

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Order Collaboration
Overview - Order Collaboration Portal Interaction

Purchase Order	Order Confirmation	Advanced Shipping Notification	Finished Goods Receipt	Invoicing
General Considerations	General Considerations	General Considerations	Customer Document	Create Invoice
Search and Identify the PO	Allowed Actions	Allowed Actions	GR Content	Submit Invoice
View PO Details	Manage Individual PO	Manage Individual PO		View Invoice Submitted by Customer
PO Content	Manage Multiple PO's	Manage Multiple PO's		
Mass Download of PO´s	Mass Upload of OC's	Mass Upload of ASN's		
	Reconfirmation	Review Submitted ASN		
	Reconfirmation via Mass Upload	Download ASN Report		
	Review Submitted OC's	Tolerances		
	Tolerances	ASN Content		
	OC Content			

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Purchase Order
Search and Identify the PO – Workbench – Orders

You can search and identify the PO from the **Workbench.**

Searching via Workbench:

1. Click **Workbench**.

2. Click on [Customize] to select the tabs as standards settings for Workbench = mandatory are tabs: New Orders, Changed Orders, Orders and Items to Ship.

3. Select any of **Orders** tile.

4. Use **filters** to identify the right document. In the tabs **New orders, Changed orders** and **Orders** are filters possible only on header level.

5. In tab Orders, you can use selection according to **Order status**, e.g., exclude the status "Received". In that case, all PO, where we made the GR posting to whole ordered quantity, will be excluded.

6. In the tabs **Items to ship** or **Items to Confirm** are filters also at item level.

7. Click on **Apply**. Search results will appear.

8. Click **configure** button to customize the view.

9. Click **export** button to download data in Excel.

Note:

- If the order can not be found in search, please check PO instructions or contact MAHLE.

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**

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Purchase Order

Search and Identify the PO – Workbench – Items to ship

STANDARD
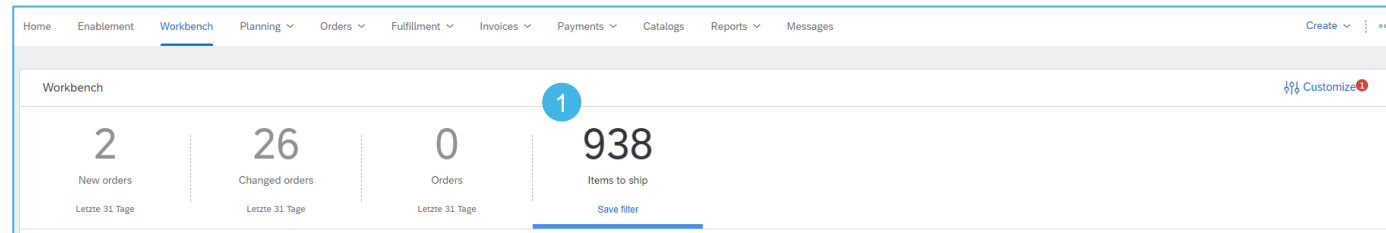
1. Select any of **Items** tab.

2. Use **filters** to identify the right document. In the tabs **Items to confirm** and **Items to ship** are several filters on item level

3. Select the filter criteria: Identify all demands using only following **three filters:**

- **Need by Date: "None"**, to involve also demands in backlog

- **Creation date: "Last 365 days",** to involve all orders sent to SAP Business in the last 365 days

- **Invoicing status: "Exclude fully invoiced"**

4. Click on Apply to select the data according to the defined criteria.

5. Click on Reset to delete the defined criteria.

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Purchase Order
Search and Identify the PO – Workbench – Items to ship

With those **three filters**, you will see also the Purchase Orders or Scheduling Agreements, which are already fully shipped and fully received. The status **"fully shipped"** or **"fully received"** is considering the whole order quantity in the Purchase Order (PO) and all schedule lines in the Scheduling Agreement (SA).

1. To exclude the PO´s or SA´s, which are fully shipped, set the filter by shipping status: Exclude fully shipped

2. To exclude the PO´s or SA´s, which are fully received (that means, GR posting is completed in our MAHLE plant), set the filter by receiving status: Exclude fully received.

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Purchase Order
Search and Identify the PO – Workbench – Items to ship

Use search filters to identify the items to ship:

1. If do you want to search for some specific demands, you can search acc. to "Order Numbers" or "Customer Part Number" or "Customer location", etc.

2. If do you want to reset the filter settings, click on Reset button.

3. Click on Apply to apply the filter.

5. Click on Save filter to save the settings.

6. There is a possibility to rename your personal filter settings => double click on Save filter and overwrite the name of the filter.

7. Click on Save.

8. Name of the filter settings is overtaken.

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Purchase Order
Search and Identify the PO – Workbench – Items to ship

1. Use the configuration button ⚙ above the table to change the table settings.

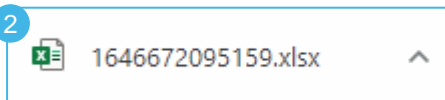2. In the tab **Table columns** use drag and drop to configure the table columns to be displayed and their order. Display: Ship to Address, Order No., Item No., Customer Part No., Supplier Part No., Description, Need By, Requested Quantity, Shipped Quantity and Due Quantity.

3. In the tab **Column grouping** are the default settings => grouping by Customer and by Ship to address. Remove those settings, to sort the demands only by delivery date, not grouped by customer.

4. Display timestamps in a date column, if you want.

5. Click on Apply to overtake those settings.
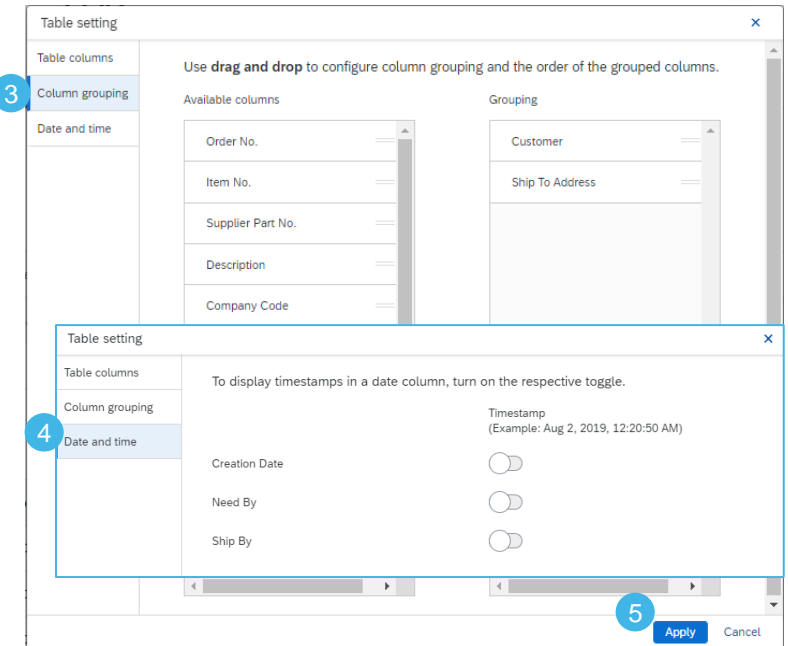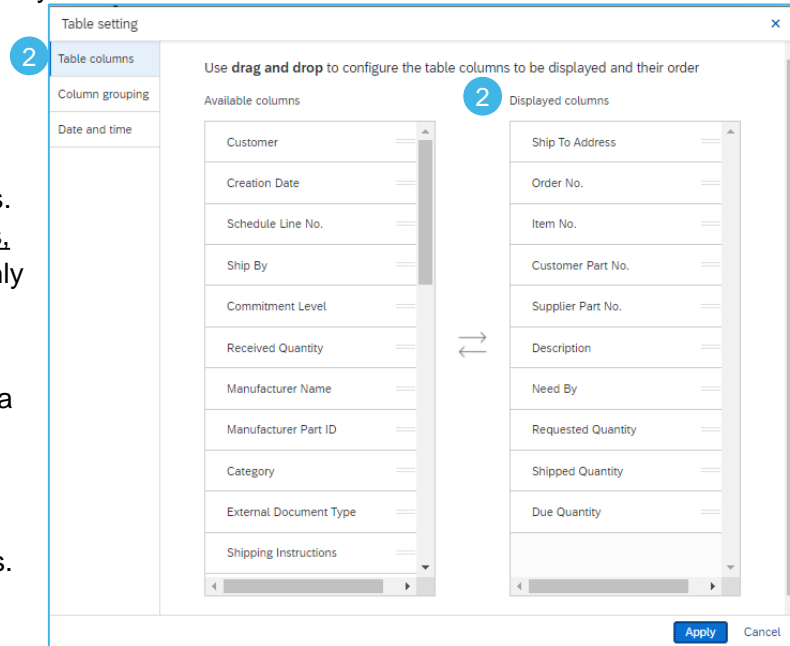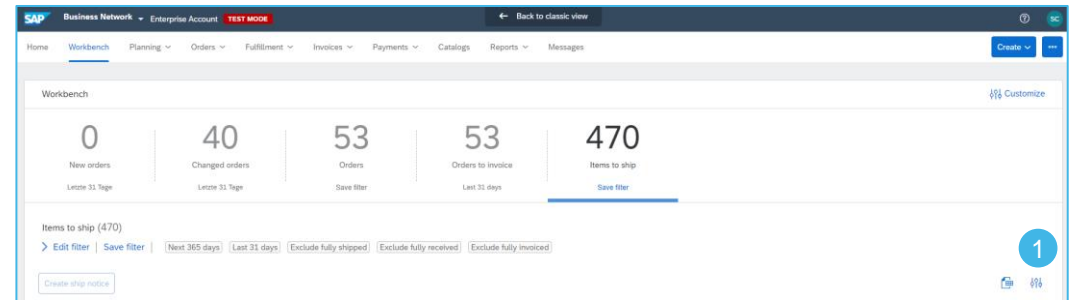
Purchase Order

Search and Identify the PO – Workbench – Items to ship

1. See the comparison of the **Items to Ship** list grouped by the customer and **Items to ship** list without any grouping (second screenshot).

Purchase Order
Search and Identify the PO – Workbench – Items to ship

1. Click on Need By date to sort the demands according to the Need by date and click on 🗗 to download the excel-list.

2. If the icon for download is grey and the download is not possible, please just click on tab Items to Ship to refresh.

3. Double click on the PO number to see the PO details.

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Purchase Order

Search and Identify the PO (From the Orders Tab) – Orders and Releases

You can search and identify the PO also from the **Orders.**

Searching via Orders and Releases:

1. Click on **Orders/ Orders and Releases**.

2. Go to **Orders and Releases** sub-tab.

3. Use search filters to identify the right document.

4. Advanced search filters allow to search using a company code or purchasing organization number.

5. Enter your search criteria and click **Search**.

6. List of displayed Purchase orders pre-default contain only orders for certain time range.

7. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact MAHLE.

Purchase Order

Search and Identify the PO (From the Orders Tab) – Items to Confirm & Items to Ship

From the Homepage:

1. Click on **Orders/ Orders and Releases**.

2. Go to **Items to Confirm** sub-tab.

3. Search filters allow you to search using multiple criteria.

4. Enter your search criteria and click **Search**.

5. It is possible to set the **Date Range** filter to "None" to search across all the PO's matching other search criteria.

6. Click order number to view the purchase order details.

7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note: If the order can not be found in search, please check PO instructions or contact MAHLE.

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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.

1. Click on **Home.**

2. Enter the **Order Number** in the search function.

➢ **Note:** If the order can not be found in search, please check PO instructions or contact MAHLE.

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Purchase Order
View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. View the details of your order and allowed actions.

2. See the **Customer** heading address in the upper left side of the PO.

3. Further, you can see the payment terms.

4. **Supplier** address with all contact data.

5. Other Information concerning the Customer, e.g. company code, purchasing organization, customer VAT/Tax ID.

6. Transport Terms Information.

7. Goods Supplier name and address.

8. PO number and actual status of the PO.

9. Routing Status of the PO and the external Document type of the PO – there could be three different document types – standard PO (NB), pre-Series Order (YPS) and sample-Orders (YIS).

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Purchase Order
View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. If you scroll down, you will see the additional instructions for ship to address and bill to address

2. See the customer part number, order quantity need by date and unit price in the **Line Items** area

3. **Need By Date:** If the part number **is relevant for Transport Management (TM),** PO is created with a **pick-up date.** This information would be shown in an additional header text field, below Transport Terms information. If the part number is **not TM relevant**, the delivery date is understood as **arrival date** at the plant.

4. You can configure your view by clicking configure icon.

5. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.

Purchase Order
View PO Details – Line level

After clicking on **Show Item Details** you can review the following:

1. Detail of item status (previously confirmed or previously shipped items).

2. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier. Below Control keys, there might be customer comments available.

3. Schedule line details the quantities planned for specified delivery dates.

4. Additional details might be provided in Other information section, e.g. drawing number and version, classification code for part number, etc.

5. Additional sources - access to documents, if attached by the Customer.

Purchase Order
Download Order Report

Create an Order Report, if do you want to download all active Purchase Orders and Scheduling Agreements.

The report includes **order-line items** and **schedule-items** from purchase orders and scheduling agreements.

From the Homepage:

1. Click **Reports**.

2. Click **Create**.

3. To create a report template enter your title and fulfill all mandatory fields. Set report type as **Orders**.

4. Click **Next**.

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Purchase Order
Download Order Report

5. Please set the criteria for the report. Set the order date (maximum period 6 months). Include active orders only, the line item information, concrete the schedule line information.

6. Click **Submit** to save the Report.

7. Select the report template you've created and click **Run**.

8. Use **Refresh Status** button to update the status.

9. When the status changes from Queued to Processed, click **Download**.

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

① Report Description

② Criteria

Customer: All Customers [Select]

Order Number: [ ]

Order Amount: [ ] to [ ]

Order Routing Status: [Any ▾]

Order Status: [Any ▾]

This selection will refresh the page content.

☑ Include Active Orders Only

Order Date:* [7 Sep 2021 📅] To [31 Dec 2021 📅]

Maximum Results Returned: [500 ▾]

☐ Include Spot Buy Marketplace Information

☑ Include Line Item Information

☐ Include Order Confirmation Information

☐ Include Serial Number Information

☑ Include Schedule Line Information

[Previous] [Submit] [Exit]

Report Templates

	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
○	ASN Report	Manual	Ship Notice	Processed	3 Sep 2021		3 Sep 2021	Supplier Contact	16 KB
○	ASN Report 2	Manual	Ship Notice	Queued		8 Oct 2021	8 Oct 2021	Supplier Contact	
○	Order new	Manual	Order	Processed	8 Oct 2021		8 Oct 2021	Supplier Contact	🗜 865 KB
○	Orders	Manual	Order	Processed	7 Oct 2021		7 Oct 2021	Supplier Contact	130 KB
○	Serial Number Report	Manual	Serial Number Report	Processed	1 Sep 2021		1 Sep 2021	Supplier Contact	312 B

↳ [Run] [Download] [Edit] [Copy] [Delete] [Create] [Refresh Status]

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Purchase Order
Download Order Report

With the report Orders, you can download two worksheets => Order Line Items and Schedule Lines Information.

In the 1st Worksheet "Order Line Items" you will find all detailed information of the Purchase Order, e.g., the original Purchase Order Quantity (1), Order Status (2), Cumulative Shipped Quantity (3), Open to Ship Quantity (4), Cumulative Received Quantity (5), Previous Ship Notice ID (6).

The Open to Ship Quantity is the open Due Quantity, calculated as Purchase Order quantity reduced by actual shipped quantity.

SAP Ariba
Order Line Items

Order No.	Customer	Customer ANID	Revision	Line Number	Quantity	UOM	Unit Price	Unit Price Currency	Customer Part Number	Need by	Description	Routing Status	Order Status	Ship To Name
4503723108	MAHLE	AN01424068779-T	Original	10	1000	H87	37,39	EUR	79849100	29 Mar 2022 1:00 PM GI	OF__0040__-01 Ventiltraeger	Acknowledged	Partially Received	2270 MAHLE Filtersyst.

PO Version	Order Date	Transport Terms	Payment Terms	Location	Unit Price Quantity	Unit Price UOM	Unit Price Factor	Currency	Item Amount	Planner Code	Planner Description	Total Confirmed Quantity	Cumulative Shipped Quantity	Cumulative Shipped Quantity UOM	Open To Ship Quantity
1	9 Mar 2022 12:00 PM GI	CPT	14 Tage 2%, 30 Tage Ne	2270	100	H87	1	EUR	373,90	062	Hr.Kumer A.	0	200		800

Previous Ship Notice ID	Previous Ship Notice Date	Previous Received Quantity	Previous Received Quantity UOM	Requested Delivery Date	Storage Location	Total Additional Shipment Quantity	Adjusted Cumulative Shipped Quantity	Total Received Quantity	Vendor ID	Supplier Corporate Name
ASN09032022_PO2				29 Mar 2022 1:00 PM GI	3000	0	200	200	0000314811	CAMPLAST GmbH & Co

Purchase Order
Download Order Report – values from Purchase Order

All information from the order report can be found in the original Purchase Order or in related documents. See the original Order Quantity in the line items (1), Order Status (2), Cumulative Shipped Quantity (3) – click on Packing Ship Notice ID in related documents, Cumulative Received Quantity (5) – click on GR document in related documents, Previous Ship Notice ID (6) in related documents.

Purchase Order
Download Order Report – values visible in Items to Ship list

The best way to see all relevant quantities for the Purchase Order is to check the Items to Ship list.

The original Purchase Order quantity (1) as Requested Quantity, Cumulative Shipped Quantity (3) as Shipped Quantity and Open to Ship Quantity (4) as a Due Quantity.

Recommendation:

Use please always the download of Items to Ship list to get the actual status for all requested, shipped and open due quantities.

Purchase Order
Download Order Report

In the 2ⁿᵈ Worksheet "Schedule Lines" you can see all Schedule Lines. In our case, there is only one position in our Purchase Order.

Those values in the order report were overtaken from the original Purchase Order document from the line items.

You can see here the document number (1), line number (2), Customer part number (3), Schedule line number (4), delivery date (5) and schedule line quantity (6).

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