

Accelerating Essity's Digital Transformation

PURCHASE ORDER COLLABORATION

(consignment materials)



Audience: Essity Suppliers



Direct Materials



Purchase Order Collaboration (consignment materials)

Course Objectives

By the end of this course, you should be able to:

- 1 Understand the Consignment Process Flow within the SAP Business Network
- 2 Know how to search, view, and display change/cancellation of Consignment Purchase Order
- 3 Confirm a Consignment Purchase Order
- 4 Create and submit Advance Ship Notice, if required
- 5 Check if the goods were received
- 6 Understand how to view Consignment Movements



Purchase Order Collaboration (consignment materials)

Topic

1 Introduction

Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

Goods Receipt

Consignment Movement

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Purchase Order Collaboration (consignment materials)

Introduction

The supplier sends consignments to the buyer but retains ownership of the consignments until the buyer pays for the consignments the buyer consumes, through a pre-arranged purchase-order method. Consignments stocked in the buyer's warehouses or production facilities are not paid for until they have been used.

The transfer of ownership, and often of location, to the buyer at the time of consumption is called a consignment movement.

All Consignment PO's are sent to suppliers thru SAP Business Network platform.

Minimum and mandatory task is sending a confirmation of Purchase Orders via SAP Business Network, if there is a Control Key setup as **required before shipping** on the Purchase Order document.

Purchase Order Collaboration (consignment materials)

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Consignment Process Flow

Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

Goods Receipt

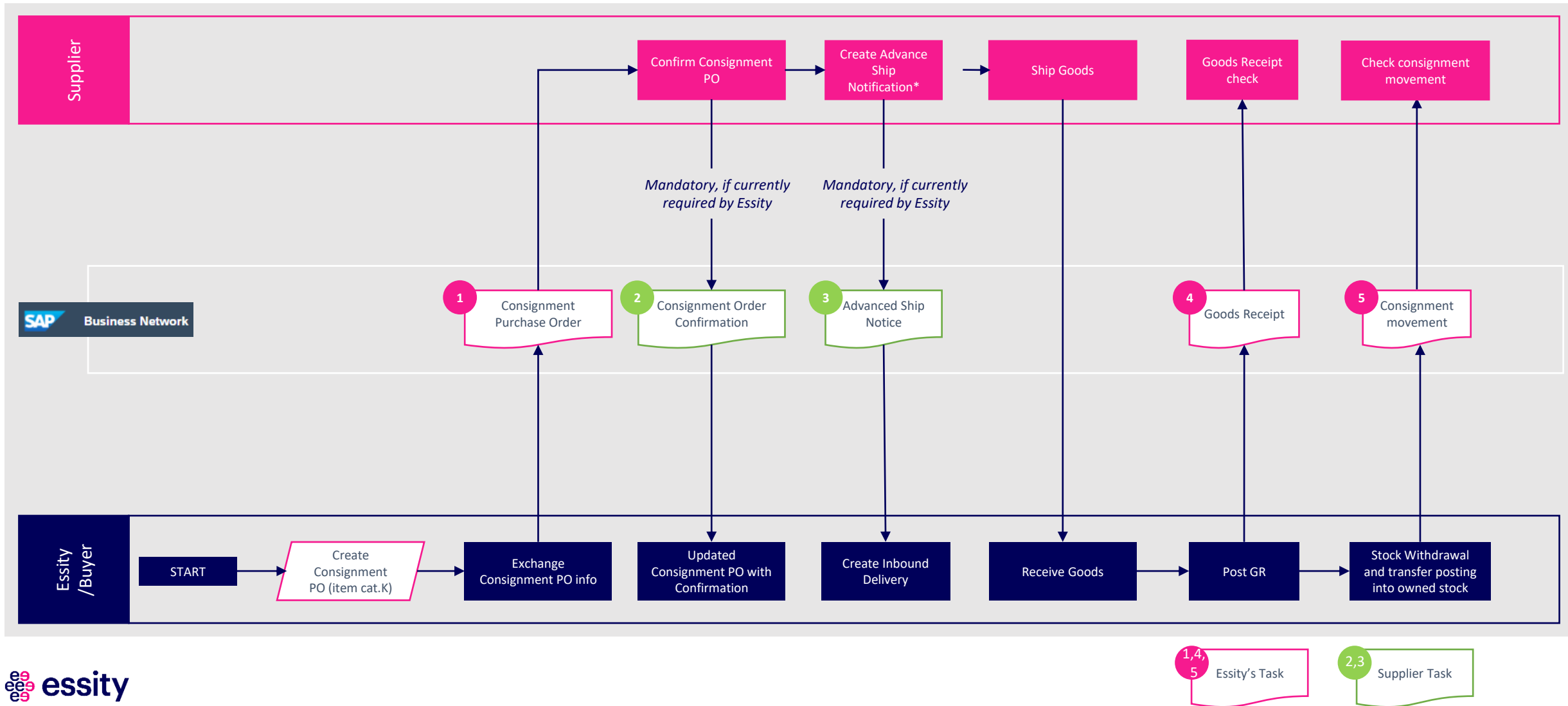
Consignment Movement

Course Summary



Purchase Order Collaboration (consignment materials)

Consignment Purchase Order Process



Purchase Order Collaboration (consignment materials)

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3 Consignment Purchase Order

Order Confirmation

Order Confirmation – Other Information

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Purchase Order Collaboration (consignment materials)

Consignment Purchase Order (1/2)

The screenshot displays the SAP Business Network interface for 'Enterprise Account' in 'TEST MODE'. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is selected, and a dropdown menu shows 'Orders and Releases' (highlighted with a red box and '1') and 'Order Inquiries'. Below the navigation, a dashboard shows a summary of orders: 'Orders' (27), 'Items to confirm' (0), 'Items to ship' (0), 'Return Items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). The 'Orders' tile is highlighted with a red box and '2'. Below the dashboard, the 'Edit filter' section (highlighted with a red box and '3') contains various filters: 'Customers' (Select or type selections), 'Order numbers' (Type selection, Partial match selected, Exact match unselected, highlighted with a red box and '4'), 'Creation date' (Last 31 days), 'Order status' (Include, Select or type...), 'Company codes' (Select or type selections), 'Purchasing organizations' (Select or type selections), 'Customer locations' (Type selection), 'Order type' (All, Orders with inquiry only unselected), 'Routing status' (All), 'Min amount', 'Max amount', 'Currency' (SEK), 'Inquiry date' (None), and 'Visibility' (All). At the bottom right, the 'Apply' button is highlighted with a red box and '5', along with 'Reset' and 'Cancel' buttons. A table header at the bottom shows columns: Order Number, Customer, Amount, Date ↓, Order Status, Amount Invoiced, Settlement, and Actions.

- 1 Click the **Orders** tab, then click **Orders and Releases** in order to display respective consignment Purchase Order.
- 2 The list of consignment Purchase Orders will be displayed under **tile: Orders**.
- 3 Click on **Edit filter** to expand on the list of filters. Advanced search filters allow you to search adequate PO or display list of POs using a specific attributes. *Hint: It is good to select 365 days as Creation Date*
- 4 Using specific filtering criteria, you can search exact Purchase Order number by using **Exact match** under Order numbers filter or you can display wider range of POs.
- 5 Once filters will be selected, please click **Apply** button.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order (2/2)

The screenshot shows a table of purchase orders. Annotations 6, 7, and 8 point to the table settings icon, the Excel export icon, and the order number '4300001088' respectively. Below the table is a 'Table setting' dialog box. Annotation A points to the 'Table columns' section, and annotation B points to the 'Apply' button.

Type	Company Code	Order Number	Version	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Actions
Order	SE01 Essity Hygiene and Health AB	4300001088	1	Essity Health and Hygiene - TEST		Falkenberg Factory, Falkenberg, Sweden		0.00 SEK	Mar 28, 2022, 10:00:31 AM	...
Order	SE01 Essity Hygiene and Health AB	4300001082	1	Essity Health and Hygiene - TEST		Falkenberg Factory, Falkenberg, Sweden		0.00 SEK	Mar 22, 2022, 8:01:03 AM	...

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

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

A In **table settings icon**, you can configure the table to hide or display columns.

Please **Drag and drop** column headers to hide or display.

B Click **Apply** button for the table columns to update.

7 The table can be extracted to the Excel file by clicking page icon.

8 Click the order number to view the consignment PO details.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Header Data

The screenshot displays the header data for a Purchase Order (4300001106). The page is divided into several sections:

- Callout 1:** A top navigation bar containing buttons for "Create Order Confirmation", "Create Ship Notice", "Create Invoice", and "Create Quality Notification". Below these are options to "Confirm Entire Order", "Update Line Items", and "Reject Entire Order".
- Callout 2:** A section on the left containing "Payment Terms" (0.000% 30 dagar netto), "Contract Number" (5300001049), "Other Information" (Company Code: SE01, Purchase Group: PP1, etc.), "Transport Terms Information", and "Ship All Items To" (Essity Hygiene and Health AB).
- Callout 3:** A section on the right showing "Purchase Order (Partially Received) 4300001106" with an amount of 6,750.00 SEK. Below this is a "Routing Status" section indicating "Acknowledged" and a "Related Documents" section listing "Standardbeställning (NB) 0C1106".

Additional details include contact information for the customer (Essity Hygiene and Health AB) and the supplier (SE-838 80 Frösön).

View the details of your order and allowed actions.

1 The allowed actions are enabled for suppliers

The rejection of the consignment Purchase Order is not allowed by supplier.

2 Review the **Payment Terms, Transport Terms and other information** and in case of incorrectness of the data please contact Essity.

3 On the right corner of document there is a **Routing status** displayed.

In **Related Documents** section the correlated documents will be listed down i.e., Order Confirmation, Advanced Ship Notice or Goods Receipt.

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order – Line Item

Line Items

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

Description: NW-SB,40g/m²,PH0,W9U,C015Z,01200

Show Item Details

Details

Status

500,000 Unconfirmed

Control Keys

Order Confirmation: allowed	<p>Control Keys</p> <p>Order Confirmation: required before shipping</p> <p>Ship Notice: not allowed</p>
Ship Notice: allowed	
Invoice: is not ERS	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Jul 2021 7:00 PM CST		500,000 (MTR)

Other Information

Receiving Type: 4

External Line Number: 10

Estimated days for inspection: 0

Classification Domain: ERPCommodityCode

Classification Code: L004

Classification Domain: ERPCommodityCodeDescription

Classification Code: Finished Goods

- 1 The **Line Items** section provides more information about ordered items. Consignment purchase order has line-item category labelled “**Consignment.**”
 - 2 Click the **Details** or **Show Item Details** button to review more information about the order such as control keys, schedule lines, and others.
 - 3 Detail of item status (previously confirmed, previously shipped or Unconfirmed) is displayed.
 - 4 **Control Keys** displays whether order confirmations or ship notice are allowed/required or not.
- !** If the Order Confirmation is **required before shipping**, supplier must send Order Confirmation to Essity. If the Control Key is allowed, Order Confirmation is optional. Same applies to Ship Notice

Purchase Order Collaboration (consignment materials)

Consignment Purchase Order Status

Purchase Order: 4300000652 Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

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

To: [Redacted]

Phone: [Redacted]
Fax: [Redacted]
Email: [Redacted]

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

Line Items Show Item Details

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

Description: [Redacted]

Order submitted on: Tuesday 13 Jul 2021 7:00 PM GMT+09:00
Received by Ariba Network on: Tuesday 13 Jul 2021 11:19 PM GMT+09:00
This Purchase Order was sent by Essity Health and Hygiene - TEST AN01578232138-T and delivered by Ariba Network.

Sub-total: - 5,000.00 EUR Sub-total: 16,000.00 EUR

Purchase Order: 4300000654 Done

Create Invoice

Order Detail Order History

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

To: [Redacted]

Fax: [Redacted]
Email: [Redacted]

3 Purchase Order (+ Cancelled) 4300000654
Amount: 6,000.00 EUR
Version: 1 (Previous Version)

- 1** Modified consignment POs has the order status is reflected in the right corner of the document; previous values are crossed out, while new values are displayed in orange text.
- 2** In the **Line Items** section, the **Change** column indicates whether the line item was Edited or New.
- 3** **Cancelled PO** has the order status "Cancelled", no further actions can be performed on canceled PO.

Purchase Order Collaboration (consignment materials)

New Consignment Purchase Order–Email notification

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

1

Essity Health and Hygiene - TEST sent a new order

Your customer sent you this order through Ariba Network.

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

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

Payment Terms
0.000 % 60
within 60 days Due net

Contact Information
Supplier Address: [Redacted]

Other Information
Company Code: SE01
Purchase Group: 001
Purchase Organization: SE80
Requester: DEHULT
Party Additional ID: 100000004

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

Ship All Items To
Falkenberg Factory
Ivelaborsvägen 14c, 14C
311 32 Falkenberg
Sweden
Ship To Code: SEF2
Phone: + (1) 46 (0)346 55800
Fax: + (1) 46 (0)346 55650
Location Code: SEF2
storageLocationID: 2000

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

Deliver To

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

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

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

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

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

1 Suppliers will receive email notification for new consignment POs that have been created by Essity.

Purchase Order Collaboration (consignment materials)

Change Consignment Purchase Order – Email notification

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

Essity Health and Hygiene - TEST
Mon 7/20/2021 14:45:05

5500000019.htm
21 KB

SAP Ariba

Essity Health and Hygiene - TEST changed an order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

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

Sending To: 903 82 THORA
Sweden
Phone:
Fax:
Email: john.kemuel.uyest@essity.com

Scheduling Agreement (Partially Received)
5500000019
Amount: 1,093,300.00 EUR
Amount: 998,666.00 EUR
Version: 9

Payment Terms:
0.000 % IS
within 15 days Due net

Contract Number: 5500000019

Contact Information:
Street Address:
City:
State:
Phone: + () 46317461000
Fax:
Address ID: 100000011
Buyer ID: 100000011
URL:

Ship All Items To:
Falkenberg Factory
Kvickatorpsvägen 14C-14C
311 32 Falkenberg
Sweden
Ship To Code: SEF2
Phone: + () 46 (0)346 55800
Fax: + () 46 (0)346 55800
buyerLocationIDDomain:
MRPArea: SEF2
storageLocationID: 0010

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

Deliver To:

Line Items

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Cumulative Shipped Qty (Unit)	Adjusted Cumulative Shipped Qty (Unit)	Customer Location
10	12	→ Edited			Material			10,933.000 998,666.000 (MTR)	4 Jun 2021	100.00 EUR 90.00 EUR	1,093,300.00 EUR 998,666.00 EUR	200 (MTR)	200 (MTR)	

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

Contract Number: 5500000019

Schedule Lines

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
2			4 Jun 2021 4:00 AM PDT		300 (MTR)	500.00 (MTR)		Firm
6			15 Jun 2021 4:00 AM PDT		400 (MTR)	900.00 (MTR)		Firm
9			24 Jun 2021 4:00 AM PDT		1,000 (MTR)	1,900.00 (MTR)		Firm
10			29 Jun 2021 4:00 AM PDT		2,000 (MTR)	3,900.00 (MTR)		Firm
14			7 Jul 2021		1,000 (MTR)	4,900.00 (MTR)		Firm

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

Procedure:

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

Purchase Order Collaboration (consignment materials)

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Order Confirmation

Order Confirmation – Other Information

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Purchase Order Collaboration (consignment materials)

Order Confirmation

Order Confirmation - indicates that supplier agreed to ship items to your customer. It can be initiated either via clicking 'Orders' or 'Items to Confirm tile'.

Order Confirmation options:

Individual consignment PO can be confirmed via "**Orders**" tile (page 17) or , from "**Items to confirm**" (page 20)

Rejecting orders is not allowed by Essity.

Multiple consignment POs to be confirmed at the same time, you should use "**Items to Confirm**" tile (page 20)

Purchase Order Collaboration (consignment materials)

Order Confirmation – Individual PO (1/3)

via Orders

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' and 'Order Inquiries'. Below this is a dashboard with several tiles: 'Orders' (19), 'Items to confirm' (18), 'Items to ship' (0), 'Return items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). A red box highlights the 'Orders' tile. Below the dashboard is a table of orders. The first row is highlighted with a red box and a circled 'A'. A modal window is open over the first row, showing details for 'Purchase Order: 4300001032'. The modal has buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. A dropdown menu for 'Create Order Confirmation' is open, showing 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red box highlights the 'Confirm entire order' button in the table's 'Actions' column. A red box also highlights the 'Create Order Confirmation' button in the modal. A red box highlights the 'Confirm entire order' button in the modal's dropdown menu.

Order Number	Type	Customer	Status	Amount Invoiced	Actions
4305000005	Order	Essity Health and Hygiene			...
4300001105	Order	Essity Health and Hygiene			...
4300001033	Order	Essity Health and Hygiene			...
4300001032	Order	Essity Health and Hygiene - TEST	Sent	16,734.00 SEK	Confirm entire order
4300000731	Order	Essity Health and Hygiene - TEST	Sent	0.00 SEK	Update line items
4300000720	Order	Essity Health and Hygiene - TEST	Sent	0.00 SEK	Reject entire order

Please follow the next steps to confirm individual PO, if there is no PO change needed. In case of any data incorrectness please contact Essity.

- 1 Click on **Orders>Orders and Releases**
 - 2 Select **Orders** tile.
 - 3 Identify the right document (you can review the Order upfront by clicking on its Order ID) and click under **Actions**.
 - 4 Select an action: **Confirm entire order**
- A** The same actions are available from the **PO screen**. Click **Create Order Confirmation** button after clicking on specific Purchase Order Number.

NOTE Rejecting orders is not allowed by Essity.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Individual PO (2/3)

via Orders

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OC642

Associated Purchase Order #: 4300000585

Customer: Essity Health and Hygiene - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 14 Nov 2022

Est. Delivery Date*: 25 Nov 2022

Comments:

Attachments

Name	Size (bytes)
No items	

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

5 Enter the **Confirmation Number** which is any number you use to identify the order confirmation.

6 Specify the **Est. Delivery Date**. The delivery date should be the same as on the Purchase Order document, otherwise you will encounter the error message and the Order Confirmation will not be submitted.

7 If you would like to add any supportive documentation i.e., certificate of analysis, click the **Choose File** button, select the file and then click the **Add Attachment** button to enclose document (maximum attachment size is 100MB).

Purchase Order Collaboration (consignment materials)

Order Confirmation – Individual PO (3/3)

via Orders

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		5:		Material	5,601,000 (PCS)	25 Nov 2022	3.24 SEK	181.47 SEK	

Description: STIC

► **Schedule Lines**

Current Order Status:
5,601,000 Confirmed As Is (Estimated Shipment Date: 14 Nov 2022; Estimated Delivery Date: 25 Nov 2022) **8**

Pricing Details

Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCS	PCS	3.24 SEK	100	PCS

9

Exit **Next**

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC642
 Supplier Reference:
 Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		5:		Material	5,601,000 (PCS)	25 Nov 2022	3.24 SEK	181.47 SEK	

Description: STICKE

► **Schedule Lines**

Current Order Status:
5,601,000 Confirmed As Is (Estimated Shipment Date: 14 Nov 2022; Estimated Delivery Date: 25 Nov 2022)

Pricing Details

Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCS	PCS	3.24 SEK	100	PCS

10

Previous **Submit** Exit

- Please review the Order Confirmation details.
- 8** The order will be confirmed as unchanged. The information is also reflected in Schedule Lines section: **“Confirmed As Is”**.
- 9** Click **Next** button in order to go to the final step of the Order Confirmation creation.
- 10** In order to send the Order Confirmation to Essity please click **“Submit”** button.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Multiple POs (1/2)

via Items to Confirm

The screenshot displays the SAP S/4HANA Purchase Order Collaboration interface. At the top, a navigation menu includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A dropdown menu for 'Orders' is open, showing 'Orders and Releases' (highlighted with a red box and number 1) and 'Order Inquiries'. Below the navigation, a dashboard shows several metrics: 'Orders' (0), 'Items to confirm' (18, highlighted with a red box and number 2), 'Items to ship' (0), 'Return items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). The 'Items to confirm' section is expanded, showing a filter bar with '18' items and an 'Edit filter' button (highlighted with a red box and number 3). Below the filter bar are various filter fields: Customers, Order numbers, Customer locations, Need by date, Ship by date, Creation date, Company codes, Purchasing organizations, Purchasing groups, Ordering address IDs, Part numbers, Customer part numbers, Product group, Planner codes, Order type, Category, Stock transfer type, Ship from location, Supplier batch ID, Confirmation approval status, Confirmation status, Shipping status, Receiving status, Invoicing status, and External document type. At the bottom right, there is an 'Apply' button (highlighted with a red box and number 4), a 'Reset' button, and a 'Cancel' button.

Please follow the next steps to confirm multiple POs:

- 1 Go to **Orders>Orders and Releases**.
- 2 Click on “**Items to confirm**” tile.
- 3 Use **Edit filters** to identify the right items.
Hint: Please select filter Last 365 days for „Creation date”
- 4 Click the blue **Apply** button.

NOTE



Sending Order Confirmation via **Items to Confirm** option can be also used to submit OC for a single Purchase Order.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Multiple POs (2/2)

Customer: Essity Health and Hygiene - TEST Order No.: 4300001032

<input checked="" type="checkbox"/>	4300001032	10	LAE	Jul 15, 2022	50,000.00 H87	0.00 H87	135.00 SEK		...
<input type="checkbox"/>	4300001032	20	BOI	May 25, 2022	312.00 H87	0.00 H87	32.00 SEK		...

Customer: Essity Health and Hygiene - TEST Order No.: 4300001033

<input checked="" type="checkbox"/>	4300001033	10	LAE	Jul 15, 2022	50,000.00 H87	0.00 H87	135.00 SEK		...
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Confirm

Confirm schedule line

Order No.	Item No. ↑	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Actions
Confirm entire item										
Confirm entire order										
<input type="checkbox"/>	4300000720	10	STI	Mar 1, 2022		100.00 PCS	0.00 PCS			...

Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Essity Health and Hygiene - TEST Order No.: 4300001032	Confirmation number	<input type="text"/>			
Item No.: 10 Supplier Part No.: Description: L:					
1	Jul 15, 2022		50,000.00 H87	135.00 SEK	50,000.00 H87
Customer: Essity Health and Hygiene - TEST Order No.: 4300001033	Confirmation number	<input type="text"/>			
Item No.: 10 Supplier Part No.: Description: L:					
1	Jul 15, 2022		50,000.00 H87	135.00 SEK	50,000.00 H87

- 5 Select items to confirm.
- 6 Click **Confirm** and select **Confirm entire order** from the action dropdown.
- 7 You can insert the confirmation number which is any number you use to identify the order confirmation.
- 8 Review confirmation and click **Submit** to send it to buyer system.

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Delivery Date/Price (1/2)

Error message

The screenshot displays the 'Confirming PO' interface. The 'Order Confirmation Header' section shows details for Confirmation # OC1106, Associated Purchase Order # 4300001106, and Customer: Essity Health and Hygiene - TEST. The 'Shipping and Tax Information' section contains a red error message: '! The delivery date you entered is outside the range allowed by the buyer. Enter the date 15 Jul 2022.' A blue callout box labeled 'Delivery Date Deviation' points to this message. Below, the 'Line Items' table shows a single item with a 'Need By' date of 15 Jul 2022. At the bottom, the 'Items to confirm' table shows a 'Price Deviation' error message: 'Sub-total exceeds the allowed limit of 1620.14 SEK' and 'The Unit Price calculated exceeds the tolerance limit specified by the buyer'. A blue callout box labeled 'Price Deviation' points to this message.

For Direct materials, no deviations allowed either for Delivery Date or Price! It applies to Order Confirmation and Advanced Ship notice.

If a value is entered that is out of the tolerance, an error message will be displayed, and the document cannot be submitted.

! The Delivery Date Deviation message: „ **!The delivery date you entered is outside the range allowed by the buyer. Enter the date...**”

! The Price Deviation message: „ **-Sub-total exceeds the allowed limit of - The Unit Price calculated exceeds the tolerance limit specified by buyer**”

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Quantity (2/2)

Error message

Current Order Status

12,001.000 Unconfirmed

Confirm: Backorder:

! The quantity you entered is outside the range allowed by the buyer. Enter a quantity between 12,001.00 and 12,001.00 inclusive.

Confirm Based on Schedule Lines

Quantity Deviation

For Direct materials, no deviations allowed for Quantity unless tolerance is specified exactly in the PO

If a value is entered that is out of the tolerance, an error message will be displayed, and the document cannot be submitted.

! The Quantity Deviation message: **„The quantity you entered is outside the range allowed by the buyer. Enter quantity between...and... Inclusive”**

NOTE



When confirming an order, it is generally not allowed to deviate from the ordered quantity and delivery date, but certain POs can have varying tolerance. Please refer to slides 24-25.

In case a need to adjust the order, please contact Essity directly.

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Quantity Tolerance (1/2)

The screenshot displays the 'Orders' dashboard in the Essity system. At the top, there are navigation tabs: Home, Enablement, Workbench, Planning, Orders (selected), Fulfillment, Quality, Invoices, Payments, Catalogs, and Reports. Below the navigation is a message: 'Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. Go to Workbench'. The main section shows a summary of orders with 14 total orders and zero items to confirm, ship, return, new, changed, or to invoice. Below this is a table of 14 orders, with the first one highlighted and circled in red, labeled with a '1'. The table has columns for Type, Order Number, Version, Amount, Customer, Date, and Routing Status. Below the table is a detailed view of the selected purchase order (4300001082), showing options to create various documents and a menu to export the document to PDF, CSV, or cXML, with the 'Export cXML' option circled in red and labeled with a '2'.

Type	Order Number	Version	Amount	Customer	Date	Routing Status
Order	4300001082	1	0.00 SEK	Essity Health and Hygiene - TEST	Mar 22, 2022 8:01:03 AM	Sent
Order	4300001088	1	0.00 SEK	Essity Health and Hygiene - TEST	Mar 28, 2022 10:00:31 AM	Acknowledged

For Direct materials, no deviations allowed for Quantity unless tolerance is specified exactly in the PO

- 1 In order to check exact quantity tolerance on specific Purchase Order, please display the document by clicking on its number.
- 2 Export Purchase Order to cXML document by clicking the arrow icon in the top right corner of displayed document

Purchase Order Collaboration (consignment materials)

Order Confirmation Deviations – Quantity Tolerance (2/2)

```
<Lower>
  <Tolerances>
    <QuantityTolerance>
      <Percentage percent="5.0"></Percentage>
    </QuantityTolerance>
  </Tolerances>
</Lower>
<Upper>
  <Tolerances>
    <QuantityTolerance>
      <Percentage percent="5.0"></Percentage>
    </QuantityTolerance>
  </Tolerances>
</Upper>
```

For Direct materials, no deviations allowed for Quantity unless tolerance is specified exactly in the PO

3 The tolerance for lower and upper delivery would be indicated in Tolerance segment.

If there would be no value indication, it means that Quantity deviation is not allowed and supplier must deliver exact quantity from the order.

In case a need to adjust the order, please contact Essity directly.

Purchase Order Collaboration (consignment materials)

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Order Confirmation – Other Information

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Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Review submitted Order Confirmation (1/2)

The screenshot shows the SAP Business Network interface for reviewing submitted order confirmations. The navigation bar at the top includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfilment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Fulfilment' menu is open, showing options like 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts'. The 'Order Confirmations' option is selected. Below the navigation bar, there are search filters for Customer, Confirmation ID, Order Number, Date Range, and Supplier Reference. The Date Range is set to 'Last 14 days' (12 Aug 2022 - 25 Aug 2022). The Routing Status is set to 'All'. The Number of Results is set to 100. The Search button is highlighted. Below the search filters, there is a table of 15 order confirmations. The table has columns for Confirmation ID, Customer, Order #, Date, and Status. The first row is highlighted in blue.

Confirmation ID	Customer	Order #	Date	Status
OC1107	Essity Health and Hygiene - TEST	4300001107	8 Jul 2022 5:24:31 PM	Acknowledged
OC1106	Essity Health and Hygiene - TEST	4300001106	8 Jul 2022 5:18:27 PM	Acknowledged
OC1104	Essity Health and Hygiene - TEST	4300001104	8 Jul 2022 4:34:00 PM	Acknowledged
OC1102	Essity Health and Hygiene - TEST	4300001102	8 Jul 2022 1:20:57 PM	Acknowledged
OC1101	Essity Health and Hygiene - TEST	4300001101	7 Jul 2022 12:53:58 PM	Acknowledged
OC1099	Essity Health and Hygiene - TEST	4300001099	6 Jul 2022 7:10:24 PM	Acknowledged

1 In the menu bar, click the **Fulfilment** tab and chose **Order Confirmation**.

2 Use search filters to identify the right document.

3 Configure data view by clicking the Table options menu, if needed.

4 In order to display the details of confirmed order, you can click on the Order Confirmation number.

NOTE



You can review confirmation as well from the PO screen in the Related Documents.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Review submitted Order Confirmation (2/2)

Order Confirmation: OC1107 Done

Print Export cXML

5 Detail History

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

6 Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1		21		50,000.000 (H87)	15 Jul 2022		135.00 SEK	6,750.00 SEK	

7 Detail History

Order Confirmation: OC1107
 Routing Status: Acknowledged
 Received By Ariba Network On: 8 Jul 2022 5:24:31 PM GMT+02:00
 Submitted By: TEST SCC SUPPLIER 18
 To: Essity Health and Hygiene - TEST

History

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

5 You can see the details of Order confirmation in the **Detail** tab: Confirmation number, Notice Date, Purchase Order number and estimated delivery date.

6 Below you can see the Line Items with more details i.e., Pricing Information.

7 In **History** tab you will be able to see Routing status and comments.


! If the Order Confirmation was sent correctly, then in the last line there will be an information displayed: „The recipient has processed the document and has acknowledged the processing. Reason: OK- Purchasing document successfully processed”


Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Unconfirmed Orders – Email notification

Confirm orders from your buyers 1

 AribaNetworkAdmin@ariba.com
Mon 7/12/2021 5:00 AM
To: !

SAP Ariba 

Hello Test SCC 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
4300000634	Essity Health and Hygiene - TEST	9 Jul 2021	New
4300000633	Essity Health and Hygiene - TEST	9 Jul 2021	New
4300000632	Essity Health and Hygiene - TEST	9 Jul 2021	New
4300000631	Essity Health and Hygiene - TEST	9 Jul 2021	New
4600001120	Essity Health and Hygiene - TEST	9 Jul 2021	Changed
5500000038	Essity Health and Hygiene - TEST	9 Jul 2021	New
5500000037	Essity Health and Hygiene - TEST	9 Jul 2021	Changed
4300000625	Essity Health and Hygiene - TEST	8 Jul 2021	New
5300000002	Essity Health and Hygiene - TEST	8 Jul 2021	New
4300000624	Essity Health and Hygiene - TEST	8 Jul 2021	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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Sincerely,
The Ariba Network Team
<https://www.ariba.com>

1 Suppliers will receive up to three automatic reminders for each order that are unconfirmed after a number of days (buyer-specified) from the order date.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information

Mass Report (1/2)

The screenshot displays the SAP Business Network interface. At the top, there are navigation tabs: Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and Reports. A 'Create' button with three dots is highlighted with a red circle (1). A dropdown menu is open, showing options like Track, Pending Queue, Documents to Resend, Product Activity Messages, Notifications, CSV Download, Templates, Excel Files, Upload/Download (highlighted with a red circle 2), and Document Archive. Below this, the 'Jobs' section is visible, with a 'Create' button highlighted by a red circle (3). A 'Create/Edit Job' dialog box is open, showing fields for Name (Order A), Type (Order Confirmation, highlighted with a red circle 4), Customer (Essity Health and Hygiene - TEST), Order type (All), Order number, Product group (Line of Business), Date type (Need By), Date Range (Current Date Minus 365 Days), and Search by (Line Item date range). The 'Save' button at the bottom right of the dialog is highlighted with a red circle (5).

- 1 From the Homepage chose button with three dots.
- 2 Select **Upload/ Download**.
- 3 In the Jobs section, click **Create** button.
- 4 Set a type as **Order confirmation**
Prepopulate all mandatory fields.
- 5 Once finished, click **Save** button it.

Purchase Order Collaboration (consignment materials)

Order Confirmation – Other information (5/5)

Mass Report (2/2)

Jobs Downloads Uploads

Search Filters

Jobs

Name	Type	Created	Changed	Modified By
Order A	Order Confirmation	7 Sep 2022 6:07:49 AM	7 Sep 2022 6:07:49 AM	TEST SCC SUPPLIER 18

Create Edit **Run** Clear Downloads

Jobs Downloads Uploads

Search Filters

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
Order A	Order Confirmation	7 Sep 2022 6:10:08 AM	TEST SCC SUPPLIER 18	Completed	

Refresh Status

The report will appear in the Jobs list.

6 Select it and click **Run**. The report will appear in the **Download** sub-tab.

7 Use **Refresh Status** button to update report status to Completed.

8 To download it click on the icon on right hand of the screen.

NOTE



You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.

The generated Excel file **excludes** items that are fully shipped, fully received, or both.

Purchase Order Collaboration (consignment materials)

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Advanced Ship Notice

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Purchase Order Collaboration (consignment materials)

Advanced Ship Notice

A supplier sends Ship Notice to inform buyers of upcoming delivery of ordered materials.

It contains information on the handling units (pallets/boxes/reels), material number, batch number, quantity, and identity as a SSCC (Serial Shipping Container Code) and Reel ID for a reel materials. In case of quality issues, this makes it possible for Essity to trace the reel or box used and can quickly find the rest of the material from the same batch.

The Purchase Order document contains the information in Control Keys section, if Advanced Ship Notice is allowed/not allowed.

Control Keys
Order Confirmation: required before shipping
Ship Notice: not allowed

Control Keys
Order Confirmation: required before shipping
Ship Notice: allowed

Ship Notice with Despatch CSV Attachment:

- Supplier creates Ship Notice against an order in SAP Business Network and attaches the despatch CSV file
- Once it reaches Essity, this will be used as basis for generating the Inbound Delivery in backend.
- Please follow the next slides to know how to create Advance Ship Notice and upload CSV file. The only allowed format is .csv.

Purchase Order Collaboration (consignment materials)

CSV requirements

Header Name	Description
Material number	ESSITY material number
Pallet Quantity	Specify the quantity held in a pallet. Should follow the Unit of measure in the Order. Total of pallet quantity in the file should match the shipped quantity in the Ariba Ship Notice.
Vendor Batch id	Suppliers' production identification/production Lot Number (will be used by Essity in case of Q incident). Should be same as second barcode on pallet label. Maximum 20 characters, numbers, letters and signs are ok. Supplier can use one batch ID per SSCC code. Using multiple batch IDs for 1 SSCC code is not allowed.
SSCC	18 digits and may not start with "0". Should be same number as third barcode on pallet label. The code structure of the SSCC is as follows: P MMMMMMM SSSSSSS C P: Packaging indicator. It's recommended in the EAN world that the packaging indicator be set to 3, unidentified package. M: Supplier number. Seven figures indicating the supplier. This ID is given the supplier by the national EAN organisation. S: Series of numbers. Nine figures used to give a unique Id to the handling unit. The company that code marks the unit is responsible for this number series. The combination of supplier ID and this number should be unique. C: Check figure. The calculation of this check figure is based on the preceding figures. An EAN standard algorithm is used for this calculation.
Shipment id	Unique ID per shipment. One dispatch per shipment (can be equal Despatch id). Maximum 16 characters, numbers, letters and signs are ok.
Despatch id	Unique ID, one or many per shipment e.g. a rolling load number. Maximum 16 characters, numbers, letters and signs are ok.
Timestamp	Date is required. Hour, minute and second is preferred. Format that is ok: 2018-02-12 10:23:15.
Fixed value	In the as-is process Essity is not using this field and instructed vendor to default value to "xx"
Number of reels	a) Number of reels per pallet. b) Or number of boxes (non-reel material, for example glue) per pallet. Field may not start with "0". No decimals.
Reel id	Enter the unique Reel ID or Box ID. Should be same number as the number in reel barcode label.
Reel quantity	Max 18 characters, number, letters and signs are ok. If you have an Application identifier, this should not be included. For example if label has (21) 12234567, despatch should have 12234567. Quantity held per Reel or Box. Should follow the same Unit of measure in the Order. If total reel quantity for a pallet does not match pallet quantity 100%, it is ok. Deviation due to rounding is accepted as long as the difference is less than half of the last Reel. Decimals are allowed upto 3 decimal places. Sample: 28400.234
Essity Supplier id	Supplier ID provided by ESSITY. Can be different supplier ID for different plants.
Essity Factory id	Essity Plant ID
Order	(Optional but recommended to add) Purchase Order # or the Scheduling Agreement #
Line Item	(Optional but recommended to add) Line-item number

Purchase Order Collaboration (consignment materials)

CSV sample

The despatch CSV file will contain the following information:

- Semicolon delimited file
- No header fields on the actual file
- Total of 15 columns (with 2 optional)
- (.) dot should be used for decimals (please remember to not use comma (,))
- The quantity inserted in the despatch file should be in the same UoM as on the Purchase Order

Please generate the files with encoding UTF-8 only

The only acceptable format of the file is .csv. Suppliers are not allowed to upload different despatch file formats i.e.: .txt, .xls

Traceability at Pallet Level (sample below is having 5 pallets and assigned to different vendor batches) – Non reels

```

desfile_supplierName_date2022.csv
1 2415800;36.865;FS0625-A;373107913003707135;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2 2415800;36.865;FS0625-B;373107913003707142;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
3 2415800;36.865;FS0625-C;373107913003707159;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
4 2415800;36.865;FS0625-D;373107913003707166;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
5 2415800;36.865;FS0625-E;373107913003707173;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10

```

Traceability at Reel Level (sample below is having 2 pallets with 2 reels on each) - Reels

```

desfile_supplierName_date.csv
1 1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A1;62.5;100060465;SEF2;4300000744;10
2 1069604;125;FS0744A;373107913003707494;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A2;62.5;100060465;SEF2;4300000744;10
3 1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A3;62.5;100060465;SEF2;4300000744;10
4 1069604;125;FS0744A;373107913003707500;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A4;62.5;100060465;SEF2;4300000744;10

```

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (1/4)

The screenshot shows the SAP Business Network interface. At the top, the 'Orders' menu is highlighted with a red box and a '1' in a pink circle. Below it, the 'Orders and Releases' sub-menu is also highlighted with a red box and a '2' in a pink circle. The main dashboard features several tiles, with the 'Items to Ship' tile (showing '12') highlighted with a red box and a '2' in a pink circle. A 'Create ship notice' button is visible below the 'Items to ship' tile. In the bottom right corner of the dashboard, a 'Table settings' icon is highlighted with a red box and a '3' in a pink circle. An inset window shows the 'Table settings' dialog box, where the 'Available columns' list includes 'Due Quantity', which is being dragged to the 'Displayed columns' list. The 'Apply' button at the bottom of the dialog is highlighted with a red box and a '4' in a pink circle.

- 1 In order to create Advance Ship Notice please click the **Orders** tab, then click **Orders and Releases**.
 - 2 Click on the **Items to Ship** tile.
 - 3 The table can be customized by clicking the **table settings icon** to show the list of available and displayed columns.
- In **table settings icon**, you can configure the table to hide or display columns.
- Please **Drag and drop** column headers to hide or display.
- 4 Click **Apply** button for the table columns to update.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (2/4)

The screenshot displays the 'Items to ship' section of a software interface. At the top left, there is a section titled 'Items to ship' with a red circle '5' next to it, containing an 'Edit filter' button. Below this are two filter sections: 'Customers' with a dropdown menu and 'Order numbers' with a text input field containing '4300000646', a 'Type selection' dropdown, and radio buttons for 'Partial match' and 'Exact match' (the latter is selected, with a red circle '6' next to it). To the right of the 'Order numbers' section are 'Apply', 'Reset', and 'Cancel' buttons, with a red circle '7' next to the 'Apply' button. Below the filters is a 'Create ship notice' button with a red circle '9' next to it. The main part of the interface is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Need By, Ship By, Commitment Level, Requested Quantity, Shipped Quantity, and Actions. A red circle '8' is next to the first row of the table, which has the following data: Order No. 4300000646, Item No. 10, Supplier Part No. BO.0, Description, Schedule Line No. 1, Need By Feb 21, 2022, Ship By, Commitment Level, Requested Quantity 10.00 PCS, Shipped Quantity 0.00 PCS, and Actions. The table header also includes a 'Customer: Essity Health and Hygiene - TEST' and 'Ship To Address: Falkenberg Factory, Falkenberg, SWE'.

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

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (3/4)

Create Ship Notice

* Indicates required field

SHIP FROM 11 **DELIVER TO**
Essity Hygiene and Health AB
Falkenberg
Sweden

▼ Ship Notice Header

SHIPPING 12
Requested Delivery Date: --
Ship Notice Type:

TRACKING 13
Carrier Name:
Service Level:

14

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

No file chosen 14

The total size of all attachments cannot exceed 100MB

- 11** Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the obligatory information on the form:
- 12** The **Packing Slip ID** is any number you use to identify the Ship Notice.
- 13** Select the **Shipping Date** and the **Delivery Date**.
- 14** Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. It is a mandatory step. Click the **Add Attachment** button. **The format of the despatch file must be .csv. Please only upload 1 file.**

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice with CSV upload (4/4)

The screenshot shows the 'DELIVERY AND TRANSPORT INFORMATION' section of the SAP Business Network interface. It includes a table for 'Transport Terms' and an 'Order Items' table. Callouts 15-20 highlight specific fields: 15 (Delivery Terms), 16 (Shipping Payment Method), 17 (Ship Qty), 18 (Supplier Batch ID and SSCC Number), 19 (Next button), and 20 (Submit button).

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

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
430000117	10			100.000	KGM	20 Oct 2021				SEF2

Line	Ship Qty	Supplier Batch ID	SSCC Number	Production Date	Expiry Date
1	100.000				

- 15 Please provide **Delivery Terms** from drop down list.
- 16 Select **Shipping Payment Method**. If the selected Payment Method is ,Other' please insert n/a in the following field.
- 17 **Ship Quantity** is automatically populated from the Purchase Order.

- There is no need to indicate **Supplier Batch ID (Material ID) and SSCC Number**. Those information will be automatically taken from CSV attachment.
- 18
 - 19 Click the **Next** button to proceed to review your Ship Notice.
 - 20 Then click **Submit** button.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice Routing Status

Required only, if there is such a requirement currently

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Fulfillment' section is highlighted with a red box and a '1' in a circle. A dropdown menu is open, showing options like 'Order Confirmations', 'Service Sheets', 'Time and Expense Reports', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts'. The 'Ship Notices' option is highlighted with a red box and a '2' in a circle. Below the navigation bar, there are several cards showing 'New orders', 'Items to confirm', 'Items to ship', and 'Orders to invoice'. The 'Ship Notices' card shows '2' items to ship. Below this, there is a table titled 'Ship Notices (27)'. The table has columns for 'Packing Slip ID', 'Customer', 'Order #', 'Date', 'Completion Status', 'Receipt Status', and 'Routing Status'. The 'Routing Status' column is highlighted with a red box and a '3' in a circle. The table contains three rows of data:

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

- 1 All submitted Advanced Ship notices are displayed under **Fulfillment section**.
 - 2 Select **Ship Notices** from the dropdown list.
 - 3 The **Routing status** informs if the document has been processed successfully. Supplier should review the status of submitted Advanced Shipping in order to reprocess the document in case of failure.
- Obsoleted** – document has been cancelled
- Acknowledged** – document has been submitted to Essity
- Failed** – document has been rejected

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Acknowledged

Ship Notice: ASN840

Edit Export cXML

Detail History

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

History

Status	Comments	Changed By	Date and
	Processing cXML	SCMSupplierQueueProcessor-125039048	19 Aug 2021 11:24:28 PM GMT+08:00
	Processing cXML item	SCMSupplierQueueProcessor-125013075	19 Aug 2021 11:24:31 PM GMT+08:00
	The document is ready to be picked up by the recipient.	CommunityWeb-124996066	19 Aug 2021 11:24:32 PM GMT+08:00
	The document has been transferred to the next integration point.	CommunityWeb-124996066	19 Aug 2021 11:24:32 PM GMT+08:00
Acknowledged	Success	CXML StatusUpdateRequest	19 Aug 2021 11:24:33 PM GMT+08:00
	The recipient has processed the document and has acknowledged the processing. Reason: OK - 0001 inbound delivery/deliveries created (nos. 180000647 to 180000647)	CommunityWeb-124996066	19 Aug 2021 11:24:35 PM GMT+08:00

- 1 Ship Notice. If validation passes, then Routing Status will be shown as **Acknowledged**. Open the **Ship Notice** page and select the adequate Ship Notice number.
 - 2 Click the **History** tab.
 - 3 Check the confirmation message shown in the comment that the document has been processed in the receiving system and the Inbound Delivery ID.
- NOTE** If ASN routing status is already Acknowledged, **supplier should not edit/delete the ASN**. The inbound delivery is already generated in the backend system and changes is no longer allowed.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (1/2)

Required only, if there is such a requirement currently

Ship Notice: ASN1053

Cancel Edit Print Export cXML

Detail History

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

Ship Notice: ASN1053

Cancel Edit Export cXML

Detail History

Ship Notice: ASN1053
Routing Status: Failed
Received By Ariba Network On: 15 Feb 2022 5:52:11 PM GMT+01:00
Submitted By:

History

Status	Comments
	Processing XML
	Processing cXML item
	The document has been transferred to the next integration point.
	The document is ready to be picked up by the recipient.
Acknowledged	Success
	Receipt of the document has not been confirmed by the trading partner. Reason: Not Acceptable - Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods
Failed	Despatch advice is missing for delivery date ASN1053 Please send file in order for Essity to be able to receive the goods

Essity is validating correctness of the Despatch file attached on the Ship Notice.

- 1 Open the **Ship Notice** page (Fulfillment tab) and select the adequate Ship Notice number.
- 2 The rejection reason will be displayed in **Detail** and **History** section.

If validation fails, then Routing Status will be shown as **Failed** and Supplier is expected to cancel Failed ASN and resubmit the corrected Ship Notice.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice status – Failed (2/2)

Ship Notice: ASN1053

Cancel Edit Export cXML

Detail History

Ship Notice: ASN1053
Routing Status: Failed
Received By Ariba Network On: 15 Feb 2022 5:52:11 PM GMT+01:00
Submitted By:

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes No


Packing Slip ID	Customer	Order #	Date ↓	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN1053	Essity Health and Hygiene - TEST	4300001053	15 Feb 2022 5:52:11 PM			Obsoleted	Canceled

- 3 Click the **Cancel** button.
 - 4 Click **Yes**, in order to confirm cancelation of Advanced Ship Notice.
 - 5 Once the document will be canceled the **Routing Status** and **Ship Notice Status** will be changed.
- Perform necessary correction on the Despatch CSV file and attach to the Ship Notice.
- Resubmit the Ship Notice.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice- Failure email notification (1/2)

Recent Ariba Network document failures | Immediate notification 1

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

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
ANL-0000009	ShipNoticeDocument ASN1277 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	Receipt of the document has not been confirmed by the trading partner.

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

Please do not reply to this email. Replies to this email will not be read.
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[Unsubscribe](#)

[Reply](#) | [Reply all](#) | [Forward](#)

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

Procedure:

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

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice- Failure email notification (2/2)

Recent Ariba Network document failures | Immediate notification

no-reply@ansmtp.ariba.com
 Mon 12/6/2021 9:51 PM
 To: [redacted]

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
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If you have any questions regarding this error notification, please contact Ariba Support.

Please do not reply to this email. Replies to this email will not be read.
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[Unsubscribe](#)

Reply | Reply all | Forward

If desired, you can also enable an option to send a notification digest (an email with summary of failed documents recorded for the chosen time interval)

4. Go to the **Ship Notice** section, enable **Send a notification when ship notices are undeliverable** and **Send notification when a Declined Document status update request is received**

5. Specify the email address to send the notifications in the **To email addresses field**

As this notification displays only a generic failure reason, login to SAP Business Network to see full details

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (1/4)

Required only, if there is such a requirement currently

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is selected, and the 'Orders and Releases' sub-tab is active. Below the navigation bar, there are several tiles: 'Orders' (27), 'Items to confirm' (0), 'Items to ship' (18), 'Return items' (0), 'New orders' (0), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders with service line' (0). The 'Items to ship' tile is highlighted with a red box and a '2' in a red circle. Below the tiles, there is an 'Items to ship' section with an 'Edit filter' button highlighted with a red box and a '3' in a red circle. The filter section contains various fields for selection, including 'Customers', 'Order numbers', 'Customer locations', 'Creation date', 'Company codes', 'Purchasing organizations', 'Part numbers', 'Customer part numbers', 'Product group', 'Category', 'Stock transfer type', 'Ship from location', 'Shipping status', 'Receiving status', 'Invoicing status', 'External document type', and 'Transport Terms'. The 'Need by date' dropdown menu is open, showing options like 'None', 'Last 7 days', 'Today', 'Next 7 days', 'Next 14 days', 'Next 31 days', 'Next 90 days', 'Next 365 days', and 'Custom date range'. The 'Custom date range' option is highlighted with a red box and a '4' in a red circle. A 'Custom date range' dialog box is open, showing a calendar for July 2022 with the date '5' selected. The dialog box has 'Apply' and 'Cancel' buttons. At the bottom right of the filter section, there is an 'Apply' button highlighted with a red box and a '5' in a red circle.

Supplier can select materials from different Purchase Orders (only from the same location and delivery date) and consolidate into one Advance Ship Notice.

- 1 Click the **Orders** tab, then click **Orders and Releases**.
- 2 Click on the **Items to Ship** tile.
- 3 In order to display all shipment planned to be delivered on certain delivery date please expand the **Edit filter** section.
- 4 In the **Need by date** field, select the Custom Date Range and indicate exact delivery date. Then please click **Apply** button.
- 5 Click the **Apply** button to see the result.

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (2/4)

Required only, if there is such a requirement currently

Items to ship (12)

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

Create ship notice

<input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment	Actions
<input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, 005, SWE								
<input type="checkbox"/>	430000903	10	1	ADH	1	Apr 15, 2022			...
<input type="checkbox"/>	430000926	10	1	ADH	1	Apr 18, 2022			...
<input type="checkbox"/>	Customer: Essity Health and Hygiene - TEST Ship To Address: Falkenberg Factory, Falkenberg, SWE								
<input checked="" type="checkbox"/>	430000801	10	1	ADH	1	Mar 25, 2022			...
<input checked="" type="checkbox"/>	430000802	20	2	ADH	1	Mar 25, 2022			...
<input type="checkbox"/>	550000107	10	2	ADH	1	Mar 23, 2022		Firm	...
<input type="checkbox"/>	550000107	10	2	ADH	2	Mar 30, 2022		Firm	...

- 6 Select the specific **order lines** for shipping from the different Purchase Orders.
- 7 Click on **Create ship notice** button.

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

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (3/4)

Required only, if there is such a requirement currently

The screenshot shows the 'Create Ship Notice' form with the following elements and callouts:

- 8**: A pink box highlights the 'SHIP FROM' and 'DELIVER TO' sections. 'SHIP FROM' includes 'SCC SUPPLIER 13 - TEST', 'Sandhamn', and 'Germany'. 'DELIVER TO' includes 'Falkenberg Factory', 'Falkenberg', and 'Sweden'. Both sections have 'Update Address' links.
- 9**: A pink box highlights the 'SHIPPING' section, which includes 'Packing Slip ID:*', 'Invoice No.:', 'Requested Delivery Date: --', and 'Ship Notice Type: Select'.
- 10**: A pink box highlights the 'Shipping Date:*' and 'Delivery Date:*' date pickers.
- 11**: A pink box highlights the 'ATTACHMENTS' section, which includes a 'Choose File' button (with 'No file chosen' text), an 'Add Attachment' button, and a note: 'The total size of all attachments cannot exceed 100MB'.

Other visible fields include 'TRACKING', 'Carrier Name:', 'Service Level:', 'Hazard Type: Select', 'Code:', and 'Is Divisible: '. Buttons for 'Save', 'Exit', and 'Next' are at the top right.

8 Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the requested information on the form:

9 The **Packing Slip ID** is any number you use to identify the Ship Notice.

10 Select the **Shipping Date** and **Delivery Date**

11 Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. The file must contain all relevant handling unit information for all the materials in the ship notice line items.

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

Purchase Order Collaboration (consignment materials)

Advanced Ship Notice - Mass upload (4/4)

Required only, if there is such a requirement currently

The screenshot shows the 'DELIVERY AND TRANSPORT INFORMATION' section with a 'Transport Condition' dropdown (12) and a 'Shipping Payment Method' dropdown (13). Below is the 'Order Items' table with two rows. The first row has a quantity of 2,307,920.000 and a 'Ship Qty' of 50,000 (14). The second row has a quantity of 483,840.000 and a 'Ship Qty' of 80,640. Below the table are 'Supplier Batch ID' and 'SSCC Number' input fields (15). At the bottom right are 'Save', 'Exit', and 'Next' buttons (16). The footer contains 'SAP Business Network', 'Enterprise Account', 'TEST MODE', 'Back to classic view', and 'Create Ship Notice' with 'Previous', 'Save', 'Submit', and 'Exit' buttons (17).

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

13 Select Shipping **Payment Method**

14 **Ship Quantity** is automatically populated from the Purchase Orders. Please verify this field and amend the planning collaboration page before ASN submission, if there is a quantity difference.

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

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

Then click the **Submit** button

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Purchase Order Collaboration (consignment materials)

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Order Confirmation

Order Confirmation – Other Information

Advanced Ship Notice

7 Goods Receipt

Consignment Movement

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Purchase Order Collaboration (consignment materials)

Goods Receipt (1/2)

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 4300000701. The header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' link is visible in the top right. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab shows the following information:

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

To:
Test SCC Supplier - TEST
Hantverkarg 7
130 39 Sandhamn
Sweden
Phone:
Fax:
Email

Payment Terms ⓘ
0,000% 45
within 45 days Due net

Contact Information
Supplier Address
FABIO PERINI S.P.A.
Via Giovanni Diodati 50
55100 Lucca

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

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: CM701
INV701
5000000845
More | Receipt: 5000000845 2

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

- 1 Alternatively, the list of all Goods Receipts can be under the **Fulfillment** tab.
- 2 Click the **Receipt number** to open it and display the details

Purchase Order Collaboration (consignment materials)

Goods Receipt (2/2)

SAP Business Network Enterprise Account TEST MODE

← Back to classic view

Receipt: 5000000845 Done

Print | Export cXML

Detail History

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

To:
Test SCC Supplier - TEST
Hantverkarg 7
130 39 Sandhamn
Sweden
Phone:
Fax:
Email:

Receipt:
Receipt No.: 5000000845
Receipt Date: 27 Jul 2021

Routing Status: Sent
Related Documents: [4300000701](#)

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4300000701 (Closed For Receiving)													
1	10					ASN7012	27 Jul 2021	1,300.000 MTR	<i>Not Specified</i>	Received	10.00 EUR	13,000.00 EUR	Completed

Description: [Redacted]

Comments

1 The Receipt details are displayed.

Purchase Order Collaboration (consignment materials)

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Advanced Ship Notice

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Consignment Movement

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Purchase Order Collaboration (consignment materials)

View Consignment Movements (1/2)

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'Catalog'. The 'Fulfillment' menu is open, showing options like 'Order Confirmations', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', and 'Sales Orders'. The 'Extended Collaboration' option is highlighted. Below the navigation bar, the 'Extended Collaboration' section is visible, with a sub-menu containing 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', 'Return Shipments', 'Consignment Movements', 'Component Consumption', and 'Multi-Tier Quality Inspection'. The 'Consignment Movements' option is highlighted. The interface also shows a 'Back to classic view' button and a 'TEST MODE' indicator.

SAP Business Network provide visibility to suppliers to view a list of materials on consignment and consignment movements.

- 1 Click the **Fulfillment** drop-down.
- 2 Select the **Extended Collaboration** option.
- 3 Go to the **Consignment Movement** tab.

Purchase Order Collaboration (consignment materials)

View Consignment Movements (2/2)

Consignment Movements (5)

Customer Part No./Description	Part No.	Customer	Customer Location	Movement Date	Movement Qty (Unit)	Amount	Settlement	Movement No.
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	500 (MTR)	2,765.00 SEK	SE0121000003602022001	SE0149000602712022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	800 (MTR)	4,424.00 SEK	SE0121000003602022001	SE0149000602722022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE0149000602732022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,000 (MTR)	5,530.00 SEK	SE0121000003602022001	SE0149000602742022
<input type="checkbox"/>		Essity Health and Hygiene - TEST	SEF2 OWN_EU_PCF_SE_FBG_Falkenberg	30 Mar 2022	1,700 (MTR)	9,401.00 SEK	SE0121000003602022001	SE0149000602752022

Create Invoice

- 4** The **Consignment Movements** list shows the Customer, Customer Location (Plant Name), the material under consignment that has been withdrawn, the date, quantity, and equivalent amount. Settlement ID will be shown in the Settlement Column to inform suppliers which withdrawals have been settled.
- 5**

NOTE



Essity will process the settlement for the materials consumed and send the self-billing document to Supplier via email once the consignment settlement is done - outside of SAP Business Network.

The self-billing process has been put on hold and suppliers receive the withdrawal report as usual.

Purchase Order Collaboration (consignment materials)

Self-billing document sample

1 Falkenberg Factory
Essity Hygiene and Health AB
FBG
FAC_Falkenberg
Kvekatörpsvägen 14C
311 32 Falkenberg
Essity Hygiene and Health AB, 495 03 Göteborg

essity

2

Self-billing

Repeat Printout Page : /
Document no. / Date 2100000093 / 25.02.2022 Currency EUR
Your vendor number . Your tax number
Your tax number

The self-billing process is put on hold and suppliers will receive the withdrawal reports in the old way until the new withdrawal reports will be developed and available on SAP Business Network platform.

221: 9 EUR / 1 KG 6873,00

Total net value		192,00
Total VAT amount	25%	173,00
Total		365,00

4 VAT amount in SEK 823,18

Terms of payment : Related to 25.02.2022:
netto

Settlement date from: 18.02.2022
Settlement date to: 18.02.2022

The supplier agrees to this statement if he does not object within 5 days.
The document collects all data from the above settlement period.

Once the settlement will be done, suppliers will receive a self-billing document via email

- 1 In the upper left corner, the Essity details are displayed
- 2 Supplier details are displayed
- 3 Material withdraw details with: Material Description, Price, Unit, Quantity, Currency, Net value, VAT Percent, VAT amount and Total amount.
- 4 Terms of Payment with specified date

Purchase Order Collaboration (consignment materials)

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Purchase Order Collaboration (consignment materials)

Course Summary

The key points to remember from this course are:

- 1 Purchase Order Process includes a consignment Purchase Order, Order Confirmation, Advanced Ship Notice, Goods Receipt and Consignment Movement.
- 2 Suppliers can receive email notification displaying up to three changed items in an order with all changed fields within them, along with their original values.
- 3 An order confirmation indicates that supplier agreed to ship items to your customer. Supplier can confirm individual consignment PO or Multiple consignment POs.
- 4 A supplier sends Advanced Ship Notice to inform buyers of upcoming delivery of ordered materials, if required.
- 5 Essity sends a Goods Receipt information to supplier's portal when the shipped goods are received.
- 6 After the Consignment Movement, settlement will be done by Essity. The self-billing process has been put on hold.



Accelerating Essity's Digital Transformation

Questions

Please contact
SupplierInfo@essity.com

Thank you for your participation. Join us in shaping our future!



