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# Supplier Guide to SAP Business Network for Supply Chain

SAP Business Network

SAP Business Network for Supply Chain

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# Supplier Guide to SAP Business Network for Supply Chain

This guide is for an SAP Business Network supplier who is enabled by a buyer for SAP Business Network for Supply Chain.

You use SAP Business Network for Supply Chain features for additional ways to collaborate with a buyer who enables you for that functionality.

This guide applies to:

- SAP Business Network for Supply Chain
- SAP Business Network

## Related Guides:

[Receiving and Fulfilling Orders](#)

[SAP Business Network - Supplier Help Roadmap](#)

# SAP Business Network for Supply Chain

SAP Business Network for Supply Chain is an extension of SAP Business Network that enhances the ability of buyers to collaborate with suppliers in supply-chain tasks such as ordering, invoicing, and shipping.

[SAP Business Network for Supply Chain Overview \[page 9\]](#)

[SAP Business Network Overview \[page 10\]](#)

[Configuration Support for SAP Business Network for Supply Chain \[page 10\]](#)

[Integration of Supplier Systems with SAP Business Network \[page 11\]](#)

[Alternate cXML Document Routing \[page 11\]](#)

[Configuring Email Notification for Document Delay or Failure \[page 11\]](#)

## SAP Business Network for Supply Chain Overview

SAP Business Network for Supply Chain is an extension of SAP Business Network that enhances the ability of suppliers to collaborate with buyers in supply-chain tasks such as ordering, invoicing, and shipping.

With SAP Business Network for Supply Chain enabled, an array of features become available to buyers and suppliers on SAP Business Network. These features facilitate collaboration between buyers and suppliers, for example on transactions pertinent to direct material supply chains.

SAP Business Network for Supply Chain enables you, as a supplier, to do the following:

- Collaborate efficiently with all supply-chain partners through a single global solution
- Easily manage all direct materials processes, including consigned inventory, rolling delivery schedules, and contract manufacturing
- Respond intelligently to changes in supply and demand with real-time visibility into supply-chain metrics
- Rapidly connect to thousands of buyers with minimal IT costs

### Note

SAP Ariba Supply Chain Collaboration features entail enhancements to the SAP Business Network user interface. Fields and tabs that do not appear in the regular SAP Business Network interface may appear in the SAP Ariba Supply Chain Collaboration user interface. Also, the same tab may be labeled with one name in the regular SAP Business Network user interface, and with another in the SAP Ariba Supply Chain Collaboration user interface. Users should take note of these differences, especially when they first switch from the regular SAP Business Network user interface to the SAP Ariba Supply Chain Collaboration user interface.

Buyers can enable and disable SAP Business Network for Supply Chain for individual suppliers with whom they have an active relationship. After enabling a supplier, buyers can enable and disable the retail-industry functionality for individual suppliers. When at least one buyer enables a supplier to use the SAP Business Network for Supply Chain functionality, that supplier is always directed to the SAP Business Network for Supply Chain supplier user interface portal for all buyers.

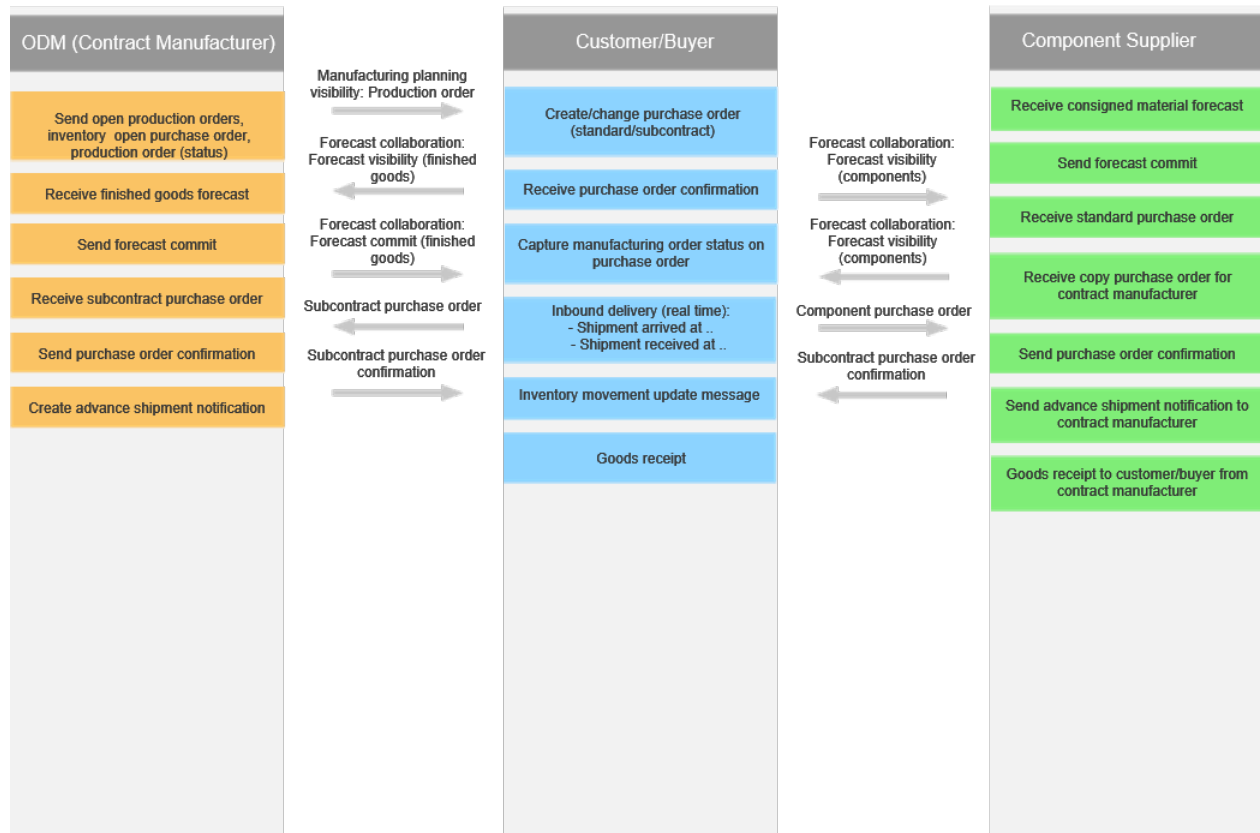


Figure 1: SAP Business Network for Supply Chain Processes

## SAP Business Network Overview

SAP Business Network is a cloud-based business network where buyers and suppliers establish business relationships and run their business transactions.

SAP Business Network has a number of advantages for customers. On the technical level, customers only have to connect to a single service in the cloud, instead of having to set up and operate technical integration to all their business partners, using different protocols and technologies. On the business level, customers not only save costs with automated procurement processes, but they can also use the network to find new business partners and opportunities.

For more information about SAP Business Network, see [SAP Business Network - Supplier Help Roadmap](#).

## Configuration Support for SAP Business Network for Supply Chain

EDI support is provided via Boomi.

For information about EDI support for SAP Business Network for Supply Chain features, contact your SAP Ariba Account Manager.

# Integration of Supplier Systems with SAP Business Network

Hardware and software solutions enable SAP Business Network to communicate with different supplier systems.

Depending on their needs and technical capabilities, suppliers may choose to integrate with SAP Business Network to transfer EDI or cXML documents, or they can use the SAP Business Network supplier portal to manage documents. For more information about supplier integration options for EDI and cXML documents, see the [SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Overview Guide for ERP Integration for Suppliers](#), [SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Installation Guide for ERP Integration for Suppliers](#), and the [SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network configuration guide for ERP integration for suppliers](#).

## Alternate cXML Document Routing

Some features require that you be enabled for alternate cXML document routing.

Many SAP Business Network for Supply Chain features require enablement of alternate cXML document routing, which allows cXML documents to be routed to alternate paths specified in the cXML. SAP Business Network Support must enable alternate cXML document routing for each supplier-buyer relationship.

## Configuring Email Notification for Document Delay or Failure

You can receive email notifications when documents you sent are delayed or failing.

### Context

You can enable your system to receive email notifications for document types you send through the SAP Business Network for Supply Chain solution. The system sends you notification when a document you sent is delayed or failing. You can receive notifications for the following document types:

- Component consumption
- Component receipt
- Invoice
- Order confirmation
- Product replenishment
- Quality collaboration

- Ship notice

## Procedure

1. Click the  **Account Settings** icon in the upper right corner, then in the dropdown, click  **Settings**  **Network Notifications** .
2. Go to the **Error Email Notification** section and check **Send immediate notification upon failure**.  
If desired, you can also enable an option to send a notification digest.

# Self-Assessment Questionnaire

The self-assessment questionnaires are out of the box, standard questionnaires that you can use to share your human rights due diligence responses with your buyers.

You can respond to an assessment request from buyers or proactively complete the assessment and share your responses with multiple buyers. With the self-assessment questionnaire, you eliminate the need to answer similar questions from different buyers.

When you receive an assessment request, you are notified through both emails and notifications on the SAP Business Network portal. When you share or update your assessments, your buyers are also notified through emails and notifications on the SAP Business Network portal. Note that your buyers are not notified if you unshare your assessments.

Your administrators can view and download assessment-related audit logs by choosing ► **Settings** ► **Audit Log** ► on SAP Business Network.

The following table describes the self-assessment status on the SAP Business Network portal.

| Status           | Description                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New</b>       | <p>Before you start an assessment, the assessment is in the <b>New</b> state.</p> <p>In this state, if a buyer sends an assessment request, you receive a notification to start the assessment.</p>                              |
| <b>Draft</b>     | <p>You have drafted assessment answers but have not completed it yet.</p> <p>In this state, you can only edit the assessment. If a buyer sends an assessment request, you receive a notification to complete the assessment.</p> |
| <b>Completed</b> | <p>You have completed the assessment.</p> <p>In this state, you can edit, view, share, or unshare the assessment. If a buyer sends an assessment request, you receive a notification to share the assessment.</p>                |

| Status  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Editing | <p>This status appears in either of the following cases:</p> <ul style="list-style-type: none"> <li>You completed the assessment and is editing the assessment again before sharing it with buyers.<br/>In this scenario, you can edit, view, or share the last version of the assessment.</li> <li>You have already shared the assessment with buyers, and now is updating assessment answers.<br/>In this scenario, you can edit, view, share, or unshare the last version of the assessment.</li> </ul> <p>Once the editing is finished, you can view, edit, share, or unshare the latest version of the assessment.</p> |

### Version Update

SAP Business Network supports version update of self-assessment questionnaires. When SAP Business Network releases a new version, a **New version available** message will appear on the **Assessments** page. You can distinguish between the old and new versions by the version indicator displayed on the **View** and **Edit** pages.

When a new version becomes available, you may encounter the following scenarios:

- If you have not yet started any assessment, you will automatically begin working on the new version.
- If you have initiated an assessment but have not yet submitted it, you will be prompted to switch to the new version. Your answers from the previous version will be transferred to the new version. Please note that some of your answers from the previous version may be lost if certain questions have been removed in the latest version.
- If you have completed and submitted the previous version, you will be prompted to update to the new version when attempting to view, edit, or share the previous version. However, you can still review your responses from the previous version by clicking "View" before submitting the new version.

## Taking an Assessment

SAP Business Network provides you with an assessment so that you can fill it in and show your supply chain due diligence to your buyers. This topic describes how to take an assessment.

### Context

You can proactively take the assessment and share it with your buyers with an established trading partner or sourcing relationship. For details about how to take the assessment, refer to the **Procedure** section in this topic.

Buyers (with an account on SAP Business Network or a license of SAP Ariba Supplier Risk) might also send an assessment request to you.

When a buyer sends an assessment request, you receive an email notification and also a notification on SAP Business Network. In this case, you can access the assessment by clicking the link in the notification email or clicking  on your SAP Business Network.

## Procedure

1. Log in to SAP Business Network.
2. Choose **Assessments** in the menu bar.

All assessments are listed.

3. Locate an assessment in the **New** state, and choose  (more options) > **Start assessment**.

Before starting the assessment, you can also click the assessment name to check background information about the assessment, and then click **Start assessment** in the upper right corner to fill in the assessment questionnaire.

### → Tip

Once you start the assessment, its status changes to **Draft**. Later, you can choose  (more options) > **Edit** to continue finishing it.

4. Click **Submit** when you finish the assessment.
5. Click **Continue** to confirm your submission.

A message is prompted indicating that you have successfully completed the assessment.

### 📘 Note

Completing an assessment does not mean you have shared it.

Under this message, you can click **Send assessment** to share the assessment with your buyers now or you can do it later.

## Results

The status of the finished assessment changes to **Completed**.

The certificates that you upload to your assessment will be synchronized to the **Certifications** section of your profile, eliminating the need to upload them again to your profile.

You can choose  (more options) to edit, view, or share the assessment with buyers.

## Related Information

[Editing an Assessment \[page 16\]](#)

# Editing an Assessment

After you complete an assessment and the assessment status has changed to **Completed**, you can edit the assessment to change your answers before sharing it with buyers. This topic describes how to edit a non-shared assessment.

## Context

The assessment to be edited is in the **Editing** or **Completed** state.

For a completed but non-shared assessment, there is no person or view icon in the **Status** column.

## Procedure

1. Log in to SAP Business Network.
2. Choose **Assessments** in the menu bar.  
All the assessments are displayed.
3. Locate an assessment in the **Editing** or **Completed** state without any person or view icon in the **Status** column.
4. Choose  (more options) > **Edit**.
5. Click **Continue** to confirm that you want to edit the assessment.
6. Edit the assessment.
7. Click **Submit** when you have finished the editing.

A message is prompted indicating that the assessment is successfully updated.

## Results

The assessment status changes to **Completed**, and you can edit, view, or share the assessment.

The certificates that you upload to your assessment will be synchronized to the **Certifications** section of your profile, eliminating the need to upload them again to your profile.

## Related Information

[Manually Sharing an Assessment with Buyers \[page 17\]](#)

# Manually Sharing an Assessment with Buyers

After finishing an assessment, you can share it with your buyers to let them know your supply chain due diligence as soon as possible. You have the flexibility to share your assessment manually or automatically. This topic describes how to manually share an assessment with your buyers.

## Context

You can share an assessment in the **Completed** or **Editing** state. When you share an assessment in the **Editing** state, you share the last completed version of this assessment with your buyers.

If you update an assessment that has been shared with buyers, the updates are automatically published to these buyers. Therefore, you don't need to share the updates.

## Procedure

1. Log in to SAP Business Network.
2. Choose **Assessments** in the menu bar.
3. Locate an assessment in the **Completed** or **Editing** state.
4. Choose  (more options) > **Share** to share the assessment.

Before sharing, you can choose  (more options) > **View** to view the assessment. After you have viewed the assessment, click **Share assessment** at the bottom of the assessment dialog box.

5. Select the buyers that you want to share the assessment with.

You can search the desired buyers based on their name, country, or region. The buyer who requested you to take the assessment is preselected.

6. Click **Share**.

A message is prompted indicating that your assessment has been successfully shared.

## Results

Your buyers receive an assessment sharing notification.

For an assessment in the **Editing** state, the last completed version is shared.

In the **Status** column, the number besides a person icon and the number besides a view icon might change accordingly based on the number of buyers you shared the assessment with.

You can update and unshare the assessment.

## Related Information

[Updating an Assessment \[page 19\]](#)

[Unsharing an Assessment with Buyers \[page 21\]](#)

[Automatically Sharing an Assessment with Buyers \[page 18\]](#)

# Automatically Sharing an Assessment with Buyers

After finishing an assessment, you can share it with your buyers to let them know your supply chain due diligence as soon as possible. You have the flexibility to share your assessment manually or automatically. This topic describes how to automatically share an assessment with your buyers.

## Prerequisites

- Your buyers have accounts on SAP Business Network or SAP Ariba Supplier Risk.
- You have established a trading partner or sourcing relationship with your buyers.

## Context

You can automatically share assessments with your buyers in two ways: immediately upon completion of the assessment, or upon request from the buyers. This saves time and effort for both parties while ensuring that assessments are shared promptly.

## Procedure

1. Log in to SAP Business Network.
2. Choose **Assessments** in the menu bar.
3. Click **Settings** in the upper right corner of the **Assessments** page and turn on either the **Auto share assessments with my buyers upon completion** or **Auto share completed assessments with my buyers upon request** setting.

The **Auto share assessments with my buyers upon completion** setting automatically shares both existing and future completed assessments with all your buyers, regardless of whether they specifically request access to the assessments or not. Note that assessments will not be automatically shared with buyers from whom you have previously chosen to unshare assessments.

The **Auto share completed assessments with my buyers upon request** setting ensures that completed assessments are automatically shared with your buyers only when a sharing request is received from them. Assessment sharing requests received before this setting is enabled must be manually handled.

### Note

You will need to share assessments manually for sharing requests from buyers without an existing relationship.

The introduction of a new version of the supplier assessment questionnaire impacts the assessment auto share function as follows:

- If the **Auto share assessments with my buyers upon completion** setting is enabled and you have a completed assessment using the previous version of the questionnaire, the completed assessment won't be automatically shared with your buyers until you've finished the new version. Once the new version assessment is completed, the auto-share function will resume. The newly completed assessment, using the upgraded version, will be automatically shared with all your buyers.
- If the **Auto share completed assessments with my buyers upon request** setting is enabled, the completed assessment of the previous version won't be automatically shared with your buyers when they make a request. Instead, you'll need to complete the new version of the assessment. Once the new version is completed, it will be automatically shared with buyers upon their new requests. For any requests received before you complete the new version, you will need to manually share the new version once it is completed.

## Results

Your assessment will be automatically shared with your buyers. Your buyers receive an email notification and also a notification on SAP Business Network.

## Related Information

[Manually Sharing an Assessment with Buyers \[page 17\]](#)

[Updating an Assessment \[page 19\]](#)

[Unsharing an Assessment with Buyers \[page 21\]](#)

# Updating an Assessment

After you share a completed assessment with your buyers, you can still update the assessment regardless of whether the buyers have viewed it.

## Context

The shared assessment is in the **Completed** state with person and view icons.

Once you submit your updates, all updates are published to buyers with whom the assessment was shared earlier.

### Caution

If you don't want to share further updates, unshare the assessment with buyers.

## Procedure

1. Log in to SAP Business Network.
2. Choose **Assessments** in the menu bar.  
All the assessments are displayed.
3. Locate an assessment in the **Completed** state with person and view icons.
4. Choose  (more options) > **Edit**.
5. Click **Continue** to confirm that you want to update the shared assessment.
6. Update the assessment answers.
7. Click **Submit** when you have finished the update.
8. Click **Continue** to confirm the submission.

It is recommended to add a comment about the change you have made. This comment is displayed to your buyers so that they can easily identify the updated part.

9. Click **Send**.

A message is prompted indicating that the assessment is successfully updated.

## Results

Your assessment is updated and the updates are automatically published to your buyers who have already received the last version of your assessment.

The certificates that you upload to your assessment will be synchronized to the **Certifications** section of your profile, eliminating the need to upload them again to your profile.

Now, you can share the new version of the assessment to other buyers, or unshare the latest version of the assessment.

## Related Information

[Manually Sharing an Assessment with Buyers \[page 17\]](#)

[Unsharing an Assessment with Buyers \[page 21\]](#)

# Unsharing an Assessment with Buyers

After sharing an assessment with buyers, you can cancel the sharing of an assessment. This topic describes how to unshare an assessment.

## Context

You can unshare an assessment in the **Editing** or **Completed** state with person and view icons. If you unshare an assessment in the **Editing** state, you cancel the sharing of the last version of the assessment.

## Procedure

1. Log in to SAP Business Network.
2. Choose **Assessments** in the menu bar.  
All the assessments are displayed.
3. Choose  (more options) > **Unshare** for the target assessment.  
A buyer list is displayed.  
Alternatively, you can go to the **Status** column and click the number besides the person icon to display the buyer list.
4. Click **Unshare** for the target buyer.
5. In the **Unshare assessment** dialog box, choose other buyers from the drop-down list and add a comment.  
It is recommended to add a comment about the reason of unsharing. This comment is displayed to your buyers after you unshare the assessment.
6. Click **Unshare**.

## Results

The supplier-side assessment is still in the original status (**Editing** or **Completed**).

The buyer-side assessment changes to **Not available - Unshared** with your comment. The assessment changes to unavailable to buyers, and the buyers can request the assessment again.

You are navigated back to the assessment list page. In the **Status** column, you can see that the number of buyers you shared the assessment with is reduced by the number of buyers you selected.

After you recover the business relationship with buyers, you can share the assessment again.

## Related Information

[Manually Sharing an Assessment with Buyers \[page 17\]](#)

# Questions Included in the Human Rights Assessment Questionnaire

The human rights assessment questionnaire contains the following six parts of questions:

- [Policy Statement \[page 22\]](#)
- [Risk Analysis \[page 26\]](#)
- [Environmental Risk \[page 30\]](#)
- [Preventive Measures \[page 33\]](#)
- [Grievance Mechanism \[page 39\]](#)
- [Reporting \[page 41\]](#)

## Policy Statement

| Question ID | Question                                                                                                       | Responses                                                                                                                                                                                                                                   |
|-------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1         | Does your company have a policy statement on human rights?                                                     | <ul style="list-style-type: none"><li>• Yes, please refer to link below</li><li>• Yes, please refer to attachment below</li><li>• No</li></ul>                                                                                              |
| 1.1a        | Please provide the link of policy statement on human rights.                                                   |                                                                                                                                                                                                                                             |
|             | Please upload the attachment.                                                                                  |                                                                                                                                                                                                                                             |
| 1.1b        | Is this policy statement available to the public?                                                              | <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>                                                                                                                                                                          |
| 1.1c        | Select the relevant stakeholder groups or potential stakeholders to whom the policy statement is communicated? | <ul style="list-style-type: none"><li>• Employees in your own company</li><li>• Employees in affiliated companies</li><li>• Direct suppliers</li><li>• Indirect suppliers</li><li>• Business partners or customers</li><li>• None</li></ul> |

| Question ID | Question                                                                                   | Reponses                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1d        | Select the international human rights guidelines that are covered in the policy statement. | <ul style="list-style-type: none"> <li>• Universal Declaration of Human Rights</li> <li>• United Nations Covenants on Human Rights</li> <li>• Core labor standards of the International Labor Organization (ILO)</li> <li>• Organization for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises</li> <li>• Guiding Principles for Business and Human Rights of the United Nations (UN)</li> <li>• None</li> </ul> |

| Question ID | Question                                                                               | Reponses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1e        | Which of the following topics are addressed in the organization's human rights policy? | <ul style="list-style-type: none"> <li>• Protection of children and freedom from child labor</li> <li>• Forced labor, modern slavery, and human trafficking</li> <li>• Occupational health and safety</li> <li>• Freedom of association and the right to collective bargaining</li> <li>• Discrimination and Harassment, as well as Diversity and Inclusion</li> <li>• Appropriate living wage</li> <li>• Prohibition on causing any harmful soil change, water pollution, air pollution, harmful noise emission, or excessive water consumption</li> <li>• Unlawful eviction and unauthorized appropriation of land, forest, or water</li> <li>• Prohibition on hiring or using private or public security forces that may cause interference due to lack of instruction or control</li> <li>• Protection of legally established rights and positions</li> <li>• Compliance with the Minamata Convention on Mercury for mercury use, production, and disposal</li> <li>• Compliance with the Stockholm Convention on Persistent Organic Pollutants for production and utilization of persistent organic pollutants (POPs)</li> <li>• Compliance with the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal for the handling, exporting, and importing of hazardous waste to safeguard human health and the environment from hazardous waste's adverse effects</li> <li>• None of the above mentioned issues are covered, or our organization does not have a relevant policy in place</li> <li>• Others</li> </ul> |

| Question ID | Question                                                                                                                                                                                                                                                                                           | Reponses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1f        | Does your policy statement explicitly commit to one of the following regarding human rights for specific groups or populations that require particular attention (for example, women, children, indigenous peoples, minorities, persons with disabilities, or migrant workers and their families)? | <ul style="list-style-type: none"> <li>• Convention on the Elimination of Discrimination Against Women</li> <li>• Convention on the Rights of the Child or of the Children's Rights</li> <li>• International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families</li> <li>• UN Declaration on the human rights of people of African descent</li> <li>• UN Declaration on the Rights of Indigenous Peoples (UNDRIP)</li> <li>• Roma, Sinti and travelers</li> <li>• Person belonging to national or ethnic, religious and linguistic minorities</li> <li>• Refugees, asylum-seekers and internally displaced people</li> <li>• UN Guiding Principles on Extreme Poverty and Human Rights</li> <li>• Others</li> <li>• None of the above</li> </ul> |
| 1.2         | Is one of your board members or board committees tasked with a specific governance oversight in respect to human rights?                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.3         | Does one of your board members or board committees have an incentive or performance management scheme linked to the company's human rights policy commitment or strategy?                                                                                                                          | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.4         | Select the grade levels within your company where relevant roles (e.g., human rights officer) are responsible for overseeing and managing human rights matters and related risks.                                                                                                                  | <ul style="list-style-type: none"> <li>• Board level</li> <li>• Top management (up to two levels below C-Level)</li> <li>• Junior management (first level of management)</li> <li>• None of the above</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# Risk Analysis

| Question ID | Question                                                                                                                                                                                                                                                                                                                                   | Responses                                                             |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 2.1         | Is your company certified according to a social accountability management system standard (e.g. SA8000) by an accredited third party certification body?                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |
| 2.1a        | Please provide certificate information. <ul style="list-style-type: none"> <li>• Certificate type:</li> <li>• Certificate number:</li> <li>• Certificate issuer:</li> <li>• Certificate status:</li> <li>• Certificate issued place:</li> <li>• Effective date:</li> <li>• Expiration date:</li> <li>• Upload certificate file:</li> </ul> |                                                                       |
| 2.2         | Do you have a sustainability rating from a 3rd party Corporate Social Responsibility (CSR) assessment?                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |
| 2.2a        | Please provide the source of Corporate Social Responsibility (CSR).                                                                                                                                                                                                                                                                        |                                                                       |
| 2.2b        | Please provide the sustainability rating.                                                                                                                                                                                                                                                                                                  |                                                                       |
| 2.2c        | Upload the scorecard.                                                                                                                                                                                                                                                                                                                      |                                                                       |
| 2.3         | Has your company conducted a Corporate Social Responsibility (CSR) audit or assessment (e.g. TfS, SMETA, PSCI, SQAS, or SASSMAQ)?                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |
| 2.3a        | Please provide certificate information. <ul style="list-style-type: none"> <li>• Certificate type:</li> <li>• Certificate number:</li> <li>• Certificate issuer:</li> <li>• Certificate status:</li> <li>• Certificate issued place:</li> <li>• Effective date:</li> <li>• Expiration date:</li> <li>• Upload certificate file:</li> </ul> |                                                                       |
| 2.4         | Does your company monitor the implementation of your human rights policy commitment across its operations and business relationships and follow up on corrective actions and necessary changes to policies or processes?                                                                                                                   | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |

| Question ID | Question                                                                                                                                                                                                           | Reponses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.5         | When deciding to engage or terminate business relationships, do you offer new incentives (e.g. price premiums, increased orders, or longer contracts) for suppliers who comply with human rights laws?             | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.5a        | Please attach report or process description.                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.6         | Does your company systematically analyze potentially negative impacts of its operations and business relationships on human rights (by setting up a relevant procedure, hereinafter referred to as risk analysis)? | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.6a        | Please attach report or process description.                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.7         | Which stages of the value chain do you analyze with regard to human rights risks?                                                                                                                                  | <ul style="list-style-type: none"> <li>• For your own operations or locations</li> <li>• For majority-owned affiliated companies in Germany</li> <li>• For majority-owned affiliated companies in other countries</li> <li>• For the direct supply chain (direct contractual relationship)</li> <li>• For the indirect supply chain (indirect business relationship)</li> <li>• For products, services, or projects in your own company</li> <li>• For investment activities</li> <li>• For no stage</li> </ul>                                             |
| 2.8         | Which potentially affected groups are considered in the analysis process?                                                                                                                                          | <ul style="list-style-type: none"> <li>• Employees in your own company</li> <li>• Employees in affiliated companies</li> <li>• Employees in the direct supply chain</li> <li>• Employees in the indirect supply chain</li> <li>• Local communities affected by your own company's operations</li> <li>• Local communities affected by the direct supply chain</li> <li>• Local communities affected by the indirect supply chain</li> <li>• Business partners or customers</li> <li>• Other stakeholders (e.g., local residents)</li> <li>• None</li> </ul> |

| Question ID | Question                                                           | Reponses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.9         | What human rights issues have you identified during risk analysis? | <ul style="list-style-type: none"> <li>• Protection of children and freedom from child labor</li> <li>• Forced labor, modern slavery, and human trafficking</li> <li>• Occupational health and safety</li> <li>• Freedom of association and the right to collective bargaining</li> <li>• Discrimination and Harassment, as well as Diversity and Inclusion</li> <li>• Appropriate living wage</li> <li>• Prohibition on causing any harmful soil change, water pollution, air pollution, harmful noise emission, or excessive water consumption</li> <li>• Unlawful eviction and unauthorized appropriation of land, forest, or water</li> <li>• Prohibition on hiring or using private or public security forces that may cause interference due to lack of instruction or control</li> <li>• Protection of legally established rights and positions</li> <li>• Compliance with the Minamata Convention on Mercury for mercury use, production, and disposal</li> <li>• Compliance with the Stockholm Convention for production and utilization of persistent organic pollutants (POPs)</li> <li>• Compliance with the Basel Convention for the handling, exporting, and importing of hazardous waste to safeguard human health and the environment from hazardous waste's adverse effects</li> <li>• Corruption and bribery</li> <li>• Data protection and privacy</li> <li>• Consumer protection and product responsibility</li> <li>• Others</li> <li>• None of the above mentioned issues are covered</li> </ul> |

| Question ID | Question                                                                                                | Reponses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.10        | Do you prioritize the risks identified in the risk analysis?                                            | <ul style="list-style-type: none"> <li>• Yes, based on the number of potentially affected persons</li> <li>• Yes, based on the severity of the potential impact</li> <li>• Yes, based on the irreversibility of the potential impact</li> <li>• Yes, based on the potential impact on the company's reputation</li> <li>• Yes, based on possible legal implications for the company</li> <li>• Yes, based on the nature and extent of the enterprise's business activities</li> <li>• Yes, based on the ability of the enterprise to influence the party directly responsible for a risk or violation</li> <li>• Yes, based on the nature of the causal contribution of the enterprise to the risk or violation</li> <li>• Yes, based on other factors</li> <li>• No</li> </ul> |
| 2.11        | How granular is your approach in assessing impact during risk analysis?                                 | <ul style="list-style-type: none"> <li>• Impact directly caused by the company</li> <li>• Impact indirectly associated with the company</li> <li>• Others</li> <li>• None</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.12        | Which international human rights guidelines/ standards/ references are covered in the policy statement? | <ul style="list-style-type: none"> <li>• Universal Declaration of Human Rights</li> <li>• International Covenant on Civil and Political Rights</li> <li>• Core labor standards of the International Labor Organization (ILO)</li> <li>• Organization for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises</li> <li>• Guiding Principles for Business and Human Rights of the United Nations (UN)</li> <li>• Others</li> <li>• No consideration of international reference instruments</li> </ul>                                                                                                                                                                                                                                           |

| Question ID | Question                                                                                                             | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.13        | Which information sources do you use to execute the human rights risk analysis?                                      | <ul style="list-style-type: none"> <li>• Discussions in your own company</li> <li>• Discussions in affiliated companies</li> <li>• Discussions with business partners (suppliers, customers, etc.)</li> <li>• Qualitative document research</li> <li>• External data or databases</li> <li>• Internal data</li> <li>• External expertise</li> <li>• Others</li> <li>• No information sources used</li> </ul>                               |
| 2.14        | Is the risk analysis scheduled to be updated regularly?                                                              | <ul style="list-style-type: none"> <li>• No, one-off test</li> <li>• Yes, at the following regular intervals</li> <li>• Yes, when launching new business areas, products, or projects</li> <li>• Yes, on an ad hoc basis in the event of a significant change in the risk situation</li> <li>• Yes, as part of the following processes</li> <li>• Yes, on other defined occasions</li> </ul>                                               |
| 2.15        | How do you obtain further information to consider particularly high risks (in the sense of an in-depth examination)? | <ul style="list-style-type: none"> <li>• In dialogue with (potentially) affected persons on the spot or with a legitimate representative of the affected persons</li> <li>• Through the involvement of internal expertise in the field of human rights</li> <li>• Through the involvement of external expertise in the field of human rights</li> <li>• By other measures</li> <li>• No particularly high risks were identified</li> </ul> |

## Environmental Risk

| Question ID | Question                                                                                                                           | Responses                                                             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 3.1         | Is the company certified according to an environmental management system standard by an accredited third party certification body? | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |

| Question ID | Question                                                                                                                                                                                                                                                                                                                                          | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1a        | <p>Please provide certificate information.</p> <ul style="list-style-type: none"> <li>• Certificate type:</li> <li>• Certificate number:</li> <li>• Certificate issuer:</li> <li>• Certificate status:</li> <li>• Certificate issued place:</li> <li>• Effective date:</li> <li>• Expiration date:</li> <li>• Upload certificate file:</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.2         | Does your company have a current Carbon Disclosure Project (CDP) score regarding the listed items?                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Climate change [ Score below ]</li> <li>• Water [ Score below ]</li> <li>• Forests - Cattle [ Score below ]</li> <li>• Forests - Timber [ Score below ]</li> <li>• Forests - Soy [ Score below ]</li> <li>• Forests - Palm oil [ Score below ]</li> <li>• None of the above</li> </ul>                                                                                                                                                     |
| 3.3         | Are any of the following materials contained in your products?                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Aluminum or bauxite</li> <li>• Cobalt</li> <li>• Copper</li> <li>• Glass (silica sand)</li> <li>• Gold</li> <li>• Graphite (natural)</li> <li>• Leather</li> <li>• Lithium</li> <li>• Mica</li> <li>• Nickel</li> <li>• Palladium</li> <li>• Rare earth elements</li> <li>• Rubber (natural)</li> <li>• Steel or Iron</li> <li>• Tantalum</li> <li>• Tin</li> <li>• Tungsten</li> <li>• Zinc</li> <li>• Mercury</li> <li>• None</li> </ul> |
| 3.3a        | Does your company have a policy on the responsible sourcing of these raw materials?                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.3a.1      | Please upload relevant documents as one attachment.                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.3a.2      | Please provide your website.                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Question ID | Question                                                                                                                                                                                                                                                          | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.3c        | If tantalum, tin, tungsten, or gold is selected, does your company have a company-scope Conflict Minerals Reporting Template (CMRT)?                                                                                                                              | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.3c.1      | Please upload Conflict Minerals Reporting Template (CMRT) template, using the latest version from the Responsible Minerals Initiative (RMI) website.                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.4         | What measures does your company have in place to prevent environmental risks in terms of responsible sourcing and environmental pollution?                                                                                                                        | <ul style="list-style-type: none"> <li>• Management system aligned with the Organization for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (including tin, tantalum, tungsten, and gold) to manage the responsible sourcing of these minerals</li> <li>• Written agreements with suppliers which confirm the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas</li> <li>• Member of the Extractive Industries Transparency Initiative (EITI)</li> <li>• Recognition of tenure rights in accordance with Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security (VGGT)</li> <li>• Regular process to identify specific risks to the right of water and sanitation which are in line with the UN Sustainable Development Goals and the UN Global Compact's CEO Water Mandate</li> <li>• None of the above</li> </ul> |
| 3.5         | Does your company have a commitment to the Stockholm Convention on Persistent Organic Pollutants and contractual agreements with suppliers to prohibit the production and use of chemicals pursuant to the Stockholm Convention on Persistent Organic Pollutants? | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, as identified in our risk analysis, persistent organic pollutants (POPs) are not relevant in our supply chain</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Question ID | Question                                                                                                                                                                                                                                  | Responses                                                                                                                                                                      |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.6         | Does your company have a commitment to the Minamata Convention on Mercury to protect human health and the environment from the adverse effects of mercury?                                                                                | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, as identified in our risk analysis, mercury is not relevant in our supply chain</li> </ul>           |
| 3.7         | Does your company have a commitment to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal to protect human health and the environment against the adverse effects of hazardous wastes? | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, as identified in our risk analysis, hazardous wastes are not relevant in our supply chain</li> </ul> |

## Preventive Measures

| Question ID | Question                                                                                                                                                                                                                                                                                                                                          | Responses                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 4.1         | Is the company certified according to an occupational health and safety management system standard (e.g. ISO 45001) by an accredited third party certification body?                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |
| 4.1a        | <p>Please provide certificate information.</p> <ul style="list-style-type: none"> <li>• Certificate type:</li> <li>• Certificate number:</li> <li>• Certificate issuer:</li> <li>• Certificate status:</li> <li>• Certificate issued place:</li> <li>• Effective date:</li> <li>• Expiration date:</li> <li>• Upload certificate file:</li> </ul> |                                                                       |

| Question ID | Question                                                                                                                                                        | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.2         | On which of the following issues does your organization train its employees to ensure that they understand what the related risks are and how to mitigate them? | <ul style="list-style-type: none"> <li>• Protection of children and freedom from child labor</li> <li>• Forced labor, modern slavery, and human trafficking</li> <li>• Occupational health and safety</li> <li>• Freedom of association and the right to collective bargaining</li> <li>• Discrimination and Harassment, as well as Diversity and Inclusion</li> <li>• Appropriate living wage</li> <li>• Causing any harmful soil change, water pollution, air pollution, harmful noise emission or excessive water consumption</li> <li>• Unlawful eviction and taking land, forests or waters</li> <li>• Prohibition on hiring or using private or public security forces that may cause interference due to lack of instruction or control</li> <li>• Impairing a protected legal position</li> <li>• Use of mercury in line with the Minamata Convention (use, production und disposal)</li> <li>• Use of persistent organic pollutants in line with the Stockholm Convention (POP-Chemicals)(production and utilization)</li> <li>• Handling, Exporting and Importing of hazardous waste in line with the Basel Convention (to protect human health and the environment against the adverse effects of hazardous wastes)</li> <li>• Others</li> <li>• None of the above mentioned issues are covered</li> </ul> |

| Question ID | Question                                                                                                                                                   | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.3         | Which of the following measures are used by your organization to prevent risks regarding child and forced labor in your organization and the supply chain? | <ul style="list-style-type: none"> <li>• Age verification of workers recruited in your operations to ensure they comply with the International Labor Organization (ILO) requirement for minimum age</li> <li>• Requiring suppliers or third party services to verify the age of workers to ensure they comply with the International Labor Organization (ILO) requirement for minimum age</li> <li>• Regular review of the definition of the living wage and negotiation through collective bargaining with relevant trade unions</li> <li>• Contractual agreements with suppliers prohibit the suppliers and any third-party intermediaries from imposing financial burdens on job seekers and workers by collecting recruitment fees or related costs</li> <li>• Contractual agreements require suppliers to pay workers directly in-full on-time, and regularly ask suppliers who failed in performing these actions to take assessment</li> <li>• Contractual agreements with suppliers prohibit the suppliers from retaining workers' personal documents or restricting workers' freedom of movement or requiring workers to use company-provided accommodation</li> <li>• Audits and supplier trainings</li> <li>• None of the above</li> </ul> |

| Question ID | Question                                                                                                                                                                                                                                                      | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.4         | What actions are in place regarding the integration of health and safety factors within procurement?                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Integration of health and safety clauses into supplier contracts and/or supplier code of conduct</li> <li>• Health and safety risk analysis (i.e. prior to supplier assessments or audits)</li> <li>• Supplier assessment on health and safety practices</li> <li>• Training of buyers on health and safety issues within the supply chain</li> <li>• On-site audit of suppliers on health and safety issues</li> <li>• Capacity building of suppliers on health and safety issues</li> <li>• Performing suppliers on health and safety issues have access to unique incentives (e.g. supplier awards)</li> <li>• Collaborative workshops and programs to jointly improve the situation with key suppliers</li> <li>• Others</li> <li>• No actions in place</li> </ul> |
| 4.5         | What health and safety metrics are tracked and reported (either internally or externally)? These metrics should summarize incidents related to employees, contractors, and sub-contractors.                                                                   | <ul style="list-style-type: none"> <li>• Fatal accident rate (FAR)</li> <li>• Fatal incident rate (FIR)</li> <li>• Recordable injury, total number of fatalities, lost work-day cases, restricted work-day cases, and medical treatment cases</li> <li>• Total recordable injury rate (TRIR)</li> <li>• Lost time injury (LTI)</li> <li>• Lost time injury frequency (LTIF)</li> <li>• Others</li> <li>• No metrics tracked or reported</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
| 4.6         | Do you have a regular process with measures in place to implement your policy commitment to eliminate discrimination against women through providing equal pay for equal work measures and to ensure equal opportunities throughout all levels of employment? | <ul style="list-style-type: none"> <li>• Yes, with target rates</li> <li>• Yes, without target rates</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4.7         | Do you have a regular process or management approach with measures in place to ensure non-discrimination based on color, sex, religion, political opinion, national extraction, social origin, age, disabilities, sexual orientation, and any other reasons?  | <ul style="list-style-type: none"> <li>• Yes, please refer to attachment below</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Question ID | Question                                                                                                                                                                                                                                                                                             | Responses                                                                                                                                                                |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.7a        | Please upload attachment.                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |
| 4.8         | Do you publicly respect applicable international standards concerning maximum working hours, minimum breaks, and rest periods, and do you also assess the ability of workers within your factories to comply with your commitments to respect working hours when allocating work or setting targets? | <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                    |
| 4.8a        | Please upload attachment.                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |
| 4.9         | Do you have a measurable public commitment to pay the employees of your own operations a living wage?                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Yes, please refer to attachment below</li> <li>• No</li> </ul>                                                                  |
| 4.9a        | Please upload attachment.                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |
| 4.10        | Do you have regular processes or a management approach in place to ensure the right of your employees to freedom of association and collective bargaining?                                                                                                                                           | <ul style="list-style-type: none"> <li>• Yes, please refer to attachment below</li> <li>• No</li> </ul>                                                                  |
| 4.10a       | Please upload attachment.                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |
| 4.11        | Do you have regular processes or a management approach in place to prevent the misuse of security forces?                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Yes, please refer to attachment below</li> <li>• No</li> </ul>                                                                  |
| 4.11a       | Please upload attachment.                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |
| 4.12        | Do you have regular processes or a management approach in place to prevent unlawful eviction and unauthorized appropriation of land, forest, or water?                                                                                                                                               | <ul style="list-style-type: none"> <li>• Yes, please refer to attachment below</li> <li>• No</li> </ul>                                                                  |
| 4.12a       | Please upload attachment.                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |
| 4.13        | Have you, based on the risk analysis, identified and implemented measures to prevent or mitigate (potential or actual) negative impacts on human rights?                                                                                                                                             | <ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes, independent of human rights risk analysis</li> <li>• No</li> <li>• No risks have been identified</li> </ul> |

| Question ID | Question                                                                                                         | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.14        | What measures does your company implement to counteract actual and potential adverse effects on human rights?    | <ul style="list-style-type: none"> <li>• Measures in your own operations or at your own locations</li> <li>• Measures at subsidiaries or majority shareholdings</li> <li>• Measures in the direct supply chain</li> <li>• Measures in the indirect supply chain</li> <li>• Measures with a view to products, services, and the project business</li> <li>• Measures for investment opportunities</li> <li>• Participation in association or industry initiatives</li> <li>• Others</li> <li>• None</li> </ul> |
| 4.15        | Which employees are trained in the aspect of human rights?                                                       | <ul style="list-style-type: none"> <li>• All employees</li> <li>• Employees working in risk-relevant business fields</li> <li>• All employees and in addition, the following third parties</li> <li>• None</li> </ul>                                                                                                                                                                                                                                                                                         |
| 4.16        | Does your human rights due diligence procedure provide for remediation in the event of actual negative effects?  | <ul style="list-style-type: none"> <li>• Yes, as follows</li> <li>• No, please provide the reason</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.17        | Which organizational aspects are considered when implementing measures?                                          | <ul style="list-style-type: none"> <li>• Assignment of responsibilities</li> <li>• Formulation of objectives for measures implemented</li> <li>• Goals are communicated internally and/or externally</li> <li>• Compliance verification (verification mechanism)</li> <li>• Others</li> <li>• None of the above</li> </ul>                                                                                                                                                                                    |
| 4.18        | Do you monitor the effectiveness of the measures taken?                                                          | <ul style="list-style-type: none"> <li>• Yes, in the following manner</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.19        | How often is an effectiveness check carried out?                                                                 | <ul style="list-style-type: none"> <li>• At least once a year</li> <li>• Periodically</li> <li>• No regular check</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.20        | Do you enter into dialogue with (potentially) affected parties within the framework of effectiveness monitoring? | <ul style="list-style-type: none"> <li>• Yes, as follows</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Question ID | Question                                                                                                       | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.21        | What actions are in place regarding the integration of human and labor rights factors within your procurement? | <ul style="list-style-type: none"> <li>• Integration of human and labor rights clauses into supplier contracts</li> <li>• Human and labor rights risk analysis (i.e. prior to supplier assessments or audits)</li> <li>• Supplier assessment on human and labor rights practices</li> <li>• Training of buyers on human and labor rights issues within the supply chain</li> <li>• On-site audit of suppliers on human rights and labor issues</li> <li>• Capacity building of suppliers on human and labor rights issues</li> <li>• Performing suppliers on human and labor rights issues have access to unique incentives (e.g. supplier awards)</li> <li>• Others</li> <li>• No actions in place</li> </ul> |

## Grievance Mechanism

| Question ID | Question                                                                                                                                                                        | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1         | Does your organization provide a formal complaint mechanism or participate in an external complaint mechanism that is public or accessible to all potentially affected parties? | <ul style="list-style-type: none"> <li>• Yes, but the complaint mechanism is only available to the organization's own employees.</li> <li>• Yes, but the complaint mechanism is only available to workers in the organization's supply chain.</li> <li>• Yes, the complaint mechanism is available to the organization's own employees as well as to workers in the organization's supply chain.</li> <li>• Yes, the complaint mechanism is available to all of the above and to potentially impacted persons outside the supply chain.</li> <li>• No</li> </ul> |

| Question ID | Question                                                                 | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.2         | Which of the following issues are covered under the grievance mechanism? | <ul style="list-style-type: none"> <li>• Protection of children and freedom from child labor</li> <li>• Forced labor, modern slavery, and human trafficking</li> <li>• Occupational health and safety</li> <li>• Freedom of association and the right to collective bargaining</li> <li>• Discrimination and Harassment, as well as Diversity and Inclusion</li> <li>• Appropriate living wage</li> <li>• Prohibition on causing any harmful soil change, water pollution, air pollution, harmful noise emission, or excessive water consumption</li> <li>• Unlawful eviction and unauthorized appropriation of land, forest, or water</li> <li>• Prohibition on hiring or using private or public security forces that may cause interference due to lack of instruction or control</li> <li>• Protection of legally established rights and positions</li> <li>• Compliance with the Minamata Convention on Mercury for mercury use, production, and disposal</li> <li>• Compliance with the Stockholm Convention for production and utilization of persistent organic pollutants (POPs)</li> <li>• Compliance with the Basel Convention for the handling, exporting, and importing of hazardous waste to safeguard human health and the environment from hazardous waste's adverse effects</li> <li>• Others</li> <li>• None of the above mentioned issues are covered</li> </ul> |

| Question ID | Question                                                                                     | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.3         | Which potentially affected groups have access to the grievance mechanism?                    | <ul style="list-style-type: none"> <li>• All groups, publicly available procedure. This is accessible under the following link</li> <li>• Selected stakeholders: Employees in your own company</li> <li>• Selected stakeholders: Employees in affiliated companies</li> <li>• Selected stakeholders: Employees in the direct supply chain</li> <li>• Selected stakeholders: Employees in the indirect supply chain</li> <li>• Selected stakeholders: Local communities affected by your own company's operations</li> <li>• Selected stakeholders: Local communities affected by the direct supply chain</li> <li>• Selected stakeholders: Local communities affected by the indirect supply chain</li> <li>• Selected stakeholders: Business partners or customers</li> <li>• Other stakeholders (e.g., local residents)</li> <li>• None</li> </ul> |
| 5.4         | How do you design the grievance mechanism so that (potentially) affected parties can use it? | <ul style="list-style-type: none"> <li>• By involving potentially affected parties (target groups) in the design of the procedure</li> <li>• By other measures (e.g., breaking down language or technical barriers)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Reporting

| Question ID | Question                                                        | Responses                                                                                                                                               |
|-------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1         | Do you report the implementation of human rights due diligence? | <ul style="list-style-type: none"> <li>• Yes, reporting is available at the following link</li> <li>• Yes, see attached report</li> <li>• No</li> </ul> |
| 6.1a        | Please upload the latest report.                                |                                                                                                                                                         |

| Question ID | Question                                                                                                                                 | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.2         | Which topics are covered in human rights due diligence report?                                                                           | <ul style="list-style-type: none"> <li>• Risk analysis procedure</li> <li>• Identified human rights aspects</li> <li>• Actual effects</li> <li>• Measures taken</li> <li>• Defined responsibilities in the company</li> <li>• Other topics</li> </ul>                                                                                                                                                                                                                                                                                                          |
| 6.3         | At what intervals does the company report externally?                                                                                    | <ul style="list-style-type: none"> <li>• Several times a year</li> <li>• Every year</li> <li>• Every two years</li> <li>• Every three years</li> <li>• Not reported frequently</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| 6.4         | How much visibility does your organization have into your supply chain with regards to Tier-1 to Tier-n suppliers?                       | <ul style="list-style-type: none"> <li>• High: You have mapped the full supply chain for key products and services used by your organization and have identified key suppliers at all levels of your supply chain.</li> <li>• Moderate: You have identified major Tier-1 suppliers and have partially or fully mapped the supply chains for key products and services of your supply chain.</li> <li>• Developing: You have identified major Tier-1 suppliers. You have very limited or no visibility of your supply chains below the Tier-1 level.</li> </ul> |
| 6.5         | How long does the company store its documentation and data of the risk analysis, preventive & remedial measures and complaints received? | <ul style="list-style-type: none"> <li>• 1-3 years</li> <li>• 3-6 years</li> <li>• At least 7 years</li> <li>• No documentation or data on these issues is stored</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.6         | Is your human rights due diligence report publicly available?                                                                            | <ul style="list-style-type: none"> <li>• Yes, reporting is available at the following link</li> <li>• No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |

# Orders and Releases

This section provides topics about purchase orders.

[Purchase Order Line Items \[page 43\]](#)

[External Information Sources \[page 45\]](#)

[Carbon-Copy Updates for Suppliers \[page 46\]](#)

[Loss Prevention for Failed Documents \[page 46\]](#)

[Search Filters in Order and Forecast Collaboration \[page 48\]](#)

[Stock Transport Orders \[page 49\]](#)

[Order change requests Tile for the Supplier Workbench \[page 50\]](#)

## Related Information

[Receiving and Fulfilling Orders](#)

## Purchase Order Line Items

A purchase order contains one or more line items.

### Deleting Line Items

Buyers can select which of their integrated suppliers should receive delete indicators when they delete line items in a purchase order. To select suppliers, buyers follow the steps documented in [Enabling PO Line Item Delete Indicator \[page 44\]](#). Buyers only select suppliers who have not already implemented their own logic to determine which line items were deleted in a purchase order.

The operation attribute in an `ItemOut` element in a cXML `OrderRequest` document defines actions associated with line items in purchase orders. When a buyer deletes a line item from a purchase order, they include `operation="delete"` in the `ItemOut` element.

When a line item is deleted, it is crossed out on the **Purchase Order > Order Details** page, and the **Change** column shows the line item as **Deleted**. Note that the information about deleted line items is visible even if the user clicks **Hide Changes**.

Information about deleted line items is included in emails about updated purchase orders and in downloaded PDF files for purchase orders.

## 📌 Note

If the buyer undoes the deletion of a line item in a purchase order, that line item is still mapped to a new line item in the supplier's sales order since the supplier mapped the line item to a new line item in the sales order before the buyer undid the deletion.

## Retaining Order Confirmations for Purchase Order Line Items

Buyers can retain their order confirmations when they match the supplier's confirmation even if the item has changed. The supplier is not required to reconfirm fulfilled items with conditions set at the schedule line level.

If the rule **Retain confirmation status for changed line items on change orders that match supplier confirmation** is active and the order confirmation deviation approval is deactivated the confirmation status of unchanged line items on the previous order is retained on change orders.

When this rule is applied, the following requirements are met:

- Validate if the change order items have changed and match the confirmation status at the schedule line level.
- The order confirmation is retained if the change order items have changes that match any confirmation status items from the last order confirmation.
- New and old versions of the order confirmations are retained.
- Items with **Confirmed** and **Backordered** status are retained.
- Items with **Rejected** status are not included in the evaluation.

When this rule is active and applied, the following schedule line-item level fields are evaluated to determine if the new version of the order matches the order confirmation:

- Line Items: **Requested Quantity**, **Requested Delivery Date**, **Unit Price**
- Schedule Lines: **Quantity**, **Requested Delivery Date**

## Enabling PO Line Item Delete Indicator

Buyer can select suppliers who should receive the purchase order with the **Deleted** line items indicator, as follows:

### Procedure

1. Run the transaction code **SPR0**.

The **Customizing: Execute Project** screen appears.

2. Click **SAP Reference IMG**.

The **Display IMG** screen appears.

3. Navigate to ► **Integration with Other SAP Components** ► **Managed Gateway for Spend&Network for Buyer** ► **SAP Business Network Integration** ► **General Settings** ► **Enable Vendors** ►

4. Click the **IMG-Activity** icon for **Enable Vendors**.

The **Change View "SAP Business Network Vendor Table": Overview** screen appears.

5. Enter **X** in the **Send PO Del Ind** field for the integrated supplier who should receive purchase order with the **Deleted** line items indicator.

## External Information Sources

Suppliers can access information that buyers securely share with you through links to external sources.

Buyers can provide you with links to external information sources in line items of purchase orders, scheduling agreements, and scheduling agreement releases. External information sources can include anything that the buyer wants to add to support an order item. Examples of such sources are a technical drawing or a link to a Web site containing item specifications.

You can use the links that are included in the order to access external-information sources using single sign-on (SSO). When you click a link, SAP Business Network sends a single sign-on token (using SAML 2.0) through the supplier web browser to the target system for authentication. The supplier web browser is then redirected to the specific URL.

### Note

It is the responsibility of the buyer to provide a supplier with access to an external information source. There is no SAP Business Network involvement in opening an external information source. Access is handled between the buyer and the supplier only.

A share icon  indicates that a line item in an order has one or more links to external information sources. The share icon shows on the following pages:

- Next to the order number:
  - **Orders > Orders and Releases** 
  - **Orders > Orders and Releases > Items to Confirm** 
  - **Orders > Orders and Releases > Items to Ship** 
- In the **Line Items** section of an order details page, next to the line item's part number.

When an order has line items with external information sources, the order details page also shows an **Additional Sources** table with the following fields:

- **Source Name** – The name of the document or other external information source.  
If the buyer provides a URL for an information source, the source name is an active hyperlink that you can click to view the source. When you click a link, a dialog box displays to warn that you are leaving SAP Business Network to view the source. You click **Confirm and Proceed** to continue.
- **Version** – The source version.
- **Description** – A description of the additional source.

Up to 10 external information source links can show in the **Additional Sources** area. If a line item has more than 10 external information sources, the feature instead creates separate pages, one for every 10 source links, and shows links to those pages in the **Additional Sources** area.

If a change order creates a new version of an order with links to external information sources, any source names that are active links are made inactive in the obsoleted order version, but retained as active links in the new version.

## Carbon-Copy Updates for Suppliers

Suppliers who received purchase order copies automatically receive copies of buyer updates to the original purchase orders.

With carbon-copy updates:

- A monitor displays throughput statuses for updated copy documents that were sent.
- Buyers can manually resend copy documents that are not sent successfully by automatic retries.
- Suppliers can create ship notices from updated copy documents.
- SAP Business Network sends an alert email when there are no copy documents created for purchase orders that should have a copy.
- SAP Business Network sends a **Failed on Arrival** notification, including the document number and document type, to buyers when a delivery fails.

## Loss Prevention for Failed Documents

Suppliers can retrieve documents with transmission failures to make corrections and resend them.

Sometimes, for any of several reasons including syntax errors, documents fail to get transmitted through SAP Business Network. With the resend document feature, SAP Business Network for Supply Chain lets you know of specific syntax errors, and enables you to resend these documents after correcting their errors.

To prevent loss of important documents, SAP Business Network for Supply Chain does the following when documents fail to arrive at their destinations:

- Captures document contents when they fail on arrival at SAP Business Network
- Provides a user interface for triggering the reprocessing of these documents
- Informs users of delivery failures caused by non-compliance with transaction rules, whether the cause lies with the document or with the transaction rule
- Provides detailed error messages and suggests potential solutions
- Enables buyer administrators and supplier administrators to discard or resend documents that previously failed to be delivered
- Enables buyer administrators and supplier administrators to export cXML files for the affected documents, and to mark document transmission issues as resolved

[Resending a Document That Was Not Received \[page 47\]](#)

[Resending a Purchase Order from Purchase Order Details \[page 48\]](#)

# Resending a Document That Was Not Received

Administrators can resend some documents that were not received because of errors.

## Prerequisites

You are assigned the Administrator role.

## Context

Occasionally, documents sent through SAP Business Network are not received at their final destination because of errors in the documents or their lack of compliance with relevant business rules. Administrators can often resend these documents after correcting the errors.

## Procedure

### 1. Note

The path to the **Documents to Resend** feature is as follows:

- For buyers –  **Quick links**  **Documents to Resend** 
- For suppliers –  **...**  **Documents to Resend** 

Choose **Documents to Resend**.

The documents search results are displayed, with details about the causes of the failures. The **Resolution Status** search filters **Show unresolved entries** and **Show resolved entries** control which of the failed documents that meet the other search results are included.

2. Review the failed document's error message, make the correction, then click **Resend** in the **Actions** column.

### Note

Alternatively, you can choose these other actions in the **Actions** column:

- Click **Export cXML** to export the affected document in cXML, then mark the document transmission issues as resolved.
- Click **Mark as Resolved** if you do not want to resend the failed document.

# Resending a Purchase Order from Purchase Order Details

An administrator can resend a purchase order that failed transmission.

## Procedure

1. Open the details for the purchase order you want to resend.
2. Click **Resend**.

SAP Business Network resends the purchase order and records the action in the log on the **History** tab.

# Search Filters in Order and Forecast Collaboration

You can use filters to aid in searching orders and forecast documents.

Users search differently for different kinds of items. Here are three examples:

- A buyer searches forecasts for a product based on the product internal program code
- A supplier getting ready to send order confirmations searches for line items for a certain customer by the customer planner code
- A supplier getting ready to send ship notices searches for all items belonging to a certain product family

On the **► Planning ► Forecast ►** page, you can filter searches for items to confirm, items to ship, and order confirmations:

- For planner code

### Note

Information for planner codes that you are not authorized to access are excluded from the search results.

- For product group

Additionally, you can browse for filters in the following product-grouping hierarchies:

- Line of business
- Product family
- Product subfamily
- Internal program code
- Program code
- Part type
- Part family

# Stock Transport Orders

Suppliers can identify and view stock transport orders.

A stock transport order is a type of purchase order that is used to move stock between two plants within an organization or between different organizations.

On the **► Orders ► Orders and Releases ►** page, the search results table identifies stock transport orders by showing **Stock Transport Order** in the **Type** column, rather than **Order** for standard purchase orders. **Search only stock transport orders** in the page's **Search filters** limits the search results to stock transport orders only.

The **► Orders ► Orders and Releases ► Items to Ship ►** page also has the search filter **Search only stock transport orders** and shows **Stock Transport Order** in the **Type** column of the results table for stock transport orders. A **Ship From** column in the results table shows the location of the stock to be moved.

On the **► Orders ► Orders and Releases ► Items to Confirm ►** page, the **View** filters include the radio button **Search only stock transport orders**.

When you open the details page of a stock transport order, the **Line Items** table includes a **Stock Transfer Type** column, which shows which kind of transfer to make for a line item. The column's values are:

- **Intra** – Intracompany. A stock transfer between plants in the same company.
- **Inter** – Intercompany. A stock transfer between plants in different companies.

## Restrictions

- Only purchase orders are supported as stock transport orders. Scheduling agreements and scheduling agreement releases are not supported for stock transport orders.
- The following capabilities are not supported for a stock-transport order:
  - Invoice creation
  - Serial numbers
  - Handling units
- You cannot create an order confirmation from the details page for a stock transport order; the **Create Order Confirmation** button is grayed out.
- In the **► Orders ► Orders and Releases ►** results table, unit-price information is available only for intercompany (**Inter**) stock-transport orders. Unit-price information isn't available for intracompany (**Intra**) stock-transport orders.
- On the **► Orders ► Orders and Releases ►** page, you cannot create the following documents:
  - An invoice for an intracompany stock-transport order. You can, however, create an invoice for an intercompany stock-transport order.
  - A service entry sheet, whether for an intracompany or intercompany stock-transport order.

# Order change requests Tile for the Supplier Workbench

Suppliers can manage MRP exceptions for purchase-order change requests.

The **Order change requests** tile in the supplier **Workbench** reports the number of open change requests, shows request details, and provides filters to customize which information the tile reports. This information helps you collaborate with your buyers on changes to purchase-order quantity and date, based on Material Requirements Planning (MRP). In addition, you can use the tile to respond to these change requests.

## Note

SAP Integration Suite, managed gateway for spend management and SAP Business Network offers integration support that enables SAP Business Network and SAP S/4HANA Cloud to collaborate in handling purchase order change requests. This collaboration includes change-request follow-on documents, such as change-request responses and change-request confirmations. This integration support is part of the larger MRP capabilities between SAP S/4HANA Cloud and SAP Business Network.

For more information, see SAP Note [3101825](#) .

## Restriction

- The **Order change requests** tile does not support change requests for scheduling agreements or scheduling agreement releases.
- A supplier can make only one response or proposal per change request.
- A buyer can make only one response or proposal to a supplier response per change request.

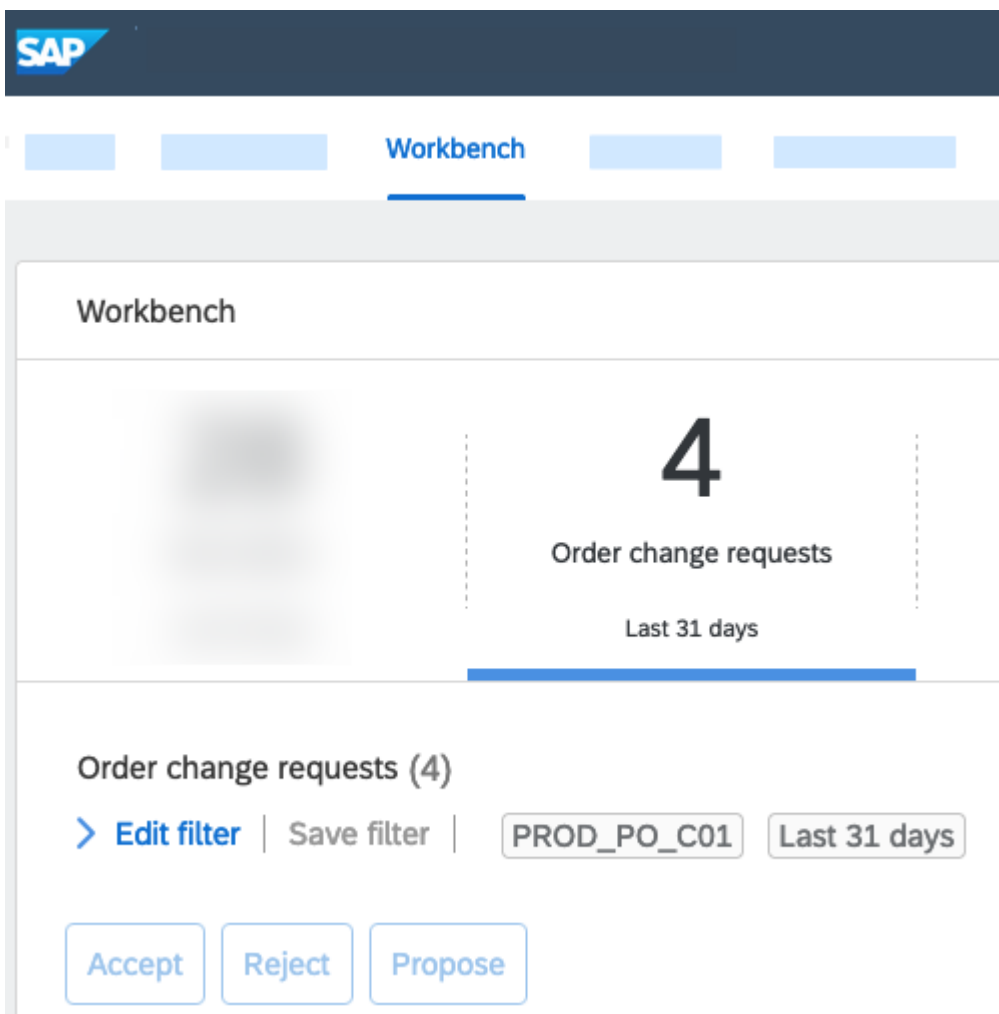
The **Order change requests** tile includes the following elements:

- When the tile is active, the **Edit filter** dropdown below the tiles shows the tile's current filter settings. For details about the available filters, see [Filters for the Order Change Requests Tile \[page 52\]](#).
- The tile reports the number of change-requests that need a response and also meet the filter criteria that you configured.
- The tile shows the following action buttons above its search results table:

**Accept**

**Reject**

**Propose**



- The search results table shows the change requests that meet the filter criteria. The following columns of this table are editable when their required rule is enabled, but are not shown by default:

| Column name                     | Required rule                                                                                               | Input                    |
|---------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------|
| Supplier proposed delivery date | Allow suppliers to respond to a change request with a different delivery date than the buyer proposed.      | Enter or choose a date.  |
| Supplier proposed quantity      | Allow suppliers to respond to a change request with a different quantity than the buyer proposed.           | Enter a quantity number. |
| Estimated cost                  | Allow suppliers to request an additional cost when responding to a buyer request to change a schedule line. | Enter an amount.         |

**Note**

Valid only when the buyer has proposed a different delivery date or quantity.

To respond to multiple change requests at the same time, you must use the same response for all selected change requests: **Accept**, **Reject**, or **Propose**. Select the desired change requests in the tile's table, make changes in the editable cells, then submit your responses in one operation. For further details, see [Responding to Change Requests Using the Supplier Workbench \[page 54\]](#).

## Related Information

[The Workbench](#)

# Filters for the Order Change Requests Tile

Suppliers can use filters to refine the information that is shown on the **Order change requests** tile.

The **Order change requests** tile on the **Workbench** page provides search filters to refine what data it shows. Click **Edit filter** to show or hide the filters.

- For filter fields that allow multiple values, do the following for each value you add:
  - Click an empty area of the filter field.
  - Type a value, which can have more than one word.
  - Click outside the entry field to complete that entry.
- For filter fields that have the input hint **Select or type selections** and a value-help icon (□), click in the field to show the dropdown, then select one or more of the available values.
- When the **Exact match** box below the **Order numbers** field is checked, only the **Customers** and **Order numbers** fields are visible.

| Filter                          | Description                                                                                                                                                                                                                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customers                       | One or more buyer names.                                                                                                                                                                                                                                                                                 |
| Order numbers                   | Purchase order ID. The filter has radio buttons to set the search by <b>Partial match</b> (default) or by <b>Exact match</b> .                                                                                                                                                                           |
| Customer locations              | Unique identifier for one or more locations in the buyer organization.                                                                                                                                                                                                                                   |
| Company codes                   | One or more company-code IDs.                                                                                                                                                                                                                                                                            |
| Order line-item numbers         | Line number for the purchase-order item.                                                                                                                                                                                                                                                                 |
| Schedule-line numbers           | Schedule-line number for the purchase-order line item.                                                                                                                                                                                                                                                   |
| Customer part numbers           | One or more part numbers used by the customer for the item.                                                                                                                                                                                                                                              |
| Creation date                   | A range of dates when a change request was created. Values are <b>Last 24 hours</b> , <b>Last 7 days</b> , <b>Last 14 days</b> , <b>Last 31 days</b> (default), <b>Last 90 days</b> , <b>Last 365 days</b> , and <b>Custom date range</b> .                                                              |
| Customer proposed delivery date | A range of item delivery dates that a customer proposed as changes to original delivery dates. Values are <b>None</b> (default), <b>Last 7 days</b> , <b>Today Next 7 days</b> , <b>Next 14 days</b> , <b>Next 31 days</b> , <b>Next 90 days</b> , <b>Next 365 days</b> , and <b>Custom date range</b> . |

| Filter                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Priority                 | The level of urgency for the requested change. Values are provided by the buyer. If no values are specified, the filter includes all possible values.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Reason codes             | <p>Numeric or text codes that provide a high-level reason for the requested change. Possible values are provided by the buyer.</p> <div> <p><b>Note</b></p> <p>If the filter has no choices of reason codes, the buyer does not require them and you can leave the filter empty.</p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Customer response status | The buyer's response to a change request from a supplier. Possible values are <b>Pending</b> , <b>Accepted</b> , and <b>Rejected</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Supplier response status | The supplier's response to a change request from a buyer. Possible values are <b>Pending</b> , <b>Accepted</b> , <b>Rejected</b> , and <b>Proposed</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Change by number of days | <p>The number of days that a <b>Customer proposed delivery date</b> is earlier or later than the order's current <b>Delivery date</b>. Filter choices are <b>None</b> (the default), <b>Days earlier</b>, or <b>Days later</b>.</p> <p>For the <b>Days earlier</b> and <b>Days later</b> choices, the filter shows <b>Min</b> and <b>Max</b> fields. In these fields, you specify the minimum and maximum number of days difference that you want to include in the search results. The <b>Min</b> and <b>Max</b> fields have the following requirements:</p> <ul style="list-style-type: none"> <li>At least one of these fields, <b>Min</b> or <b>Max</b>, must contain a value. Valid values are a number from 0 to 999. Both fields can be the same number.</li> <li>The value of <b>Min</b> must not be greater than the value of <b>Max</b>.</li> </ul> |

## Related Information

[Filtering Workbench Tiles](#)

# Responding to Change Requests Using the Supplier Workbench

Suppliers can use the **Order change requests** tile of the supplier **Workbench** to manage purchase order change requests.

## Prerequisites

- In the search results table of the **Order change requests** tile, each of the following columns requires enabling a transaction rule to make the column editable.

### Note

If a column is not shown, click the table's **Settings** icon (⚙️) and drag the column name into the **Displayed columns** list.

| Column name                     | Required transaction rule for editing                                                                       |
|---------------------------------|-------------------------------------------------------------------------------------------------------------|
| Supplier Proposed Quantity      | Allow suppliers to respond to a change request with a different quantity than the buyer proposed.           |
| Supplier Proposed Delivery Date | Allow suppliers to respond to a change request with a different delivery date than the buyer proposed.      |
| Estimated Cost                  | Allow suppliers to request an additional cost when responding to a buyer request to change a schedule line. |

## Context

If you have multiple change requests that you want confirmed, rejected, or to propose a different change, you can respond to all of them in a single operation by using the **Order change requests** tile in your **Workbench**.

### Restriction

You cannot use the **Order change requests** tile to respond to change requests for scheduling agreements or scheduling agreement releases.

## Procedure

- Choose **Workbench**, then click the **Order change requests** tile.
- If needed, choose **Edit filters** to refine the tile's search filters to locate the desired change requests.  
For more information, refer to [Filters for the Order Change Requests Tile \[page 52\]](#).

3. In the search results table, check the box for one or more change requests that you want to send the same type of response.
4. For each chosen change request, enter any desired changes in the editable fields.

The following table fields are editable:

- **Supplier Proposed Delivery Date** – Select a date.
  - **Supplier Proposed Quantity** – Enter a quantity.
  - **Estimated Cost** – Enter an amount. The field allows a period (.) in the amount, but no commas (,). This field is valid only when the buyer has proposed a different delivery date or quantity.
  - **Comments** – Enter any comments.
5. Above the top left of the results table, choose **Accept**, **Reject**, or **Propose**.  
A page opens with additional fields for the chosen response.
  6. Review the information you want to send, then choose **Submit**.
    - The **Accept change requests** and **Propose change requests** pages have an optional **Comment** field above the table. This comment is applied to all change requests in the table.
    - On the **Reject change requests** page, the **Rejected reason** and **Comment** fields above the table are optional free-text fields. Entries in these fields are applied to all change requests in the table.

The feature submits the response and returns you to the **Workbench** page.

## Results

The following table describes the possible actions and results after a supplier responds to a change request:

| Submitted Response                    | Actions Taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accept</b>                         | <ol style="list-style-type: none"> <li>1. The buyer system accepts the confirmation.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. The buyer system sends a change order with the accepted change to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol> |
| <b>Reject</b>                         | <ol style="list-style-type: none"> <li>1. The buyer system accepts the rejection.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. No change order is sent to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol>                                           |
| <b>Propose, accepted by the buyer</b> | <ol style="list-style-type: none"> <li>1. The buyer accepts the proposal.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. The buyer system sends a change order with the accepted change to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol>            |

| Submitted Response                     | Actions Taken                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Propose</b> , rejected by the buyer | <ol style="list-style-type: none"> <li>1. The buyer rejects the proposal.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. No change order is sent to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol> |

## Related Information

[The Workbench](#)

# Order Confirmations

This section provides topics about order confirmations.

[Additional Components and Batch in Order Confirmations \[page 57\]](#)

[The Items to Confirm List \[page 59\]](#)

[Order Confirmation Approval Requests \[page 62\]](#)

[Order Confirmation Deviations and Tolerances \[page 64\]](#)

## Additional Components and Batch in Order Confirmations

Contract manufacturers can make additions and revisions while confirming components.

Between the time a contract manufacturer receives a purchase order and the time the contract manufacturer begins manufacturing, the contract manufacturer might change the batches of components assigned to a particular order. Contract manufacturers need the ability to revise the batch and component information assigned to a purchase order, and to have those revisions delivered automatically to the relevant documents in their customers' ERP systems. With the adding components and batch in order confirmation feature, contract manufacturers can update order confirmations—including those for subcontracts—ship notices, and component consumption updates.

In SAP Business Network for Supply Chain, adding components and batch in order confirmation includes the following functionalities:

- Enables contract manufacturers to update component and batch information as part of the order confirmation process
- Enables contract manufacturers to report the finished goods batches and quantities as part of component consumption reports
- Enables suppliers to enter supplier batch, and confirm quantities during order confirmation
- Enables suppliers to add components for a subcontract order during order confirmation
- Enables suppliers to select one or more components and batches for a subcontract order during order confirmation
- Enables suppliers to enter **Reason Code** data when the suppliers change delivery dates during order confirmation
- Enables buyers to see current batch and quantity data in ship notices and component consumption tables as contract manufacturers and suppliers revise the data

# Updating Batch and Component Assignments for Purchase Orders

You can revise component information in an order confirmation.

## Prerequisites

The buyer must check the **Allow suppliers to edit components on order confirmations** rule. Otherwise, the **Edit Components** button on order confirmations is not visible.

## Procedure

1. Go to ► **Orders** ► **Orders and Releases** ►.
2. Select the desired order, then click ► **Create Order Confirmation** ► **Update Line Items** ► **Edit Components** ►.
3. In the **Components** dialog, check the **Usage** box for each component you want to edit.
4. Enter values into the **Batch #**, **Quantity**, and **Unit** fields as desired.
5. **Optional:** Do any of the following:
  - To add another component, click **Add Component**, and enter data for the additional component
  - To copy the quantities from the purchase order, click **Copy Order Quantities**
  - To replace any values you've entered with the original values from the purchase order, click **Revert All Edits**
6. Do one of the following:
  - To save and confirm your changes, click **OK**
  - To replace any values you've entered with the original values from the purchase order, click **Remove Changes**.
7. Complete the process for confirming a purchase order as usual.

## Confirmation Control Keys

Some back-end enterprise systems use confirmation control keys to control processes that occur after the creation of a purchase order, specifically the creation of order confirmations and ship notices by the supplier.

For example, in the SAP ECC (Enterprise Central Component) system, the control key is displayed at the purchase order item detail level and it controls whether or not confirmation orders and ship notices are required by the buyer, not required, or optional. SAP Business Network can receive order confirmation and ship notice control keys at purchase order line item level, and act on them to control the creation of order confirmations and ship notices.

# The Items to Confirm List

As a supplier, the **Items to Confirm** list feature enables you to confirm incoming purchase orders efficiently across multiple customers.

## Note

Planned lean-service items, unplanned lean-service items, and unplanned material items are not supported to be confirmed from the items to confirm list. See [Service Order Confirmations](#) for more information.

In the order collaboration process for direct materials, suppliers typically strive to establish long-term, repeat business with their customers. From the supplier perspective, a successful business model involves a continual flow of incoming purchase orders from a number of buying customers. The supplier must efficiently process these incoming purchase orders: confirm line items when confirmation is required, create ship notices, and ship goods. Also, the supplier must process purchase orders that have been changed. Further, the supplier must not confirm orders for quantities or delivery dates that are not achievable. Therefore, the process of confirming orders quickly and correctly can be challenging because of the volume of data and the level of detail required.

The **► Orders ► Orders and Releases ► Items to Confirm ►** list displays a list of purchase orders that includes information critical for you to confirm many order details accurately and simultaneously.

## Note

Some functionality of the **Items to Confirm** list is changed if a purchase order has temporary unit prices. See [Temporary Unit Prices](#) for more information.

## Reconfirmed Items

The **View** dropdown in the **Items to confirm** tile has two views: **Items to be confirmed** (default) and **Confirmed items for editing**. The **Confirmed items for editing** view contains a **Reconfirmed Items** section that shows all line items that are eligible to reconfirm. By default, this view shows all confirmed and partially confirmed items. This view also puts into edit mode all line-item fields that were editable when their order confirmation was created.

Suppliers can use the **Confirmation status** filter to choose which confirmation status types to exclude. Filter choices in the **Confirmed items for editing** view are **Exclude confirmation not allowed** and **Exclude unconfirmed**. The default for both filters is **Yes**.

Suppliers can reconfirm any line item that has status **Backordered**, **Confirmed**, **Rejected**, or **Unconfirmed**. To do this, the supplier chooses the desired line items, then from the **Confirm** dropdown chooses one of the following options:

- **Confirm entire order**
- **Confirm entire item**
- **Confirm schedule line**

In the same operation, suppliers can confirm multiple line items that may have different statuses.

If a supplier reduces the quantity of an item before sending it for reconfirmation, the confirmation status changes as follows:

- The reduced quantity becomes **Confirmed**.
- The remaining quantity becomes **Unconfirmed**.

For example, suppose that an item has a **Confirmed** quantity of 100. If the supplier changes the confirmed quantity to 90, the reconfirmed item quantity becomes 90 **Confirmed** and 10 **Unconfirmed**.

Items that are submitted for reconfirmation are validated again.

## Workflow for the Items to Confirm List

The end-to-end workflow for the **Items to Confirm** list starts with a supplier searching for purchase-order line items, and ends with the supplier confirming the purchase order in one of multiple ways.

1. Search for purchase-order line items.
2. View purchase-order line items, with the default sort showing the items that should be confirmed first.
3. Confirm purchase orders in one of the following ways:
  - Confirm one or more entire purchase orders at the header level.
  - Confirm or reject single purchase-order line items, or modify quantities before confirming a line item, using the **Update Line Item** option.
  - Confirm or reject multiple purchase-order line items, including line items from different purchase orders.

## Editing Shipping Dates, Delivery Dates, or Quantity When Creating an Order Confirmation

Use this procedure to change certain line-item information when you confirm an item.

### Prerequisites

#### ⚠ Restriction

This task is not supported for planned lean services, unplanned lean services, or unplanned material items. Instead, see [Order Confirmations](#) for guidelines and alternative procedures to confirm these items.

The buyer must enable the **Allow suppliers to edit estimated shipping dates, delivery dates, and quantities on the Items to Confirm tab** rule for these fields to be editable for line items.

### Procedure

1. Go to one of the following:
  - For suppliers not enabled for SAP Business Network for Supply Chain: ► **Orders** ► **Purchase Orders** ►

- For suppliers enabled for SAP Business Network for Supply Chain: ► **Orders** ► **Orders and Releases** ►
2. Click **Items to Confirm**.
  3. Search for the order for which you want to create an order confirmation.
  4. For orders without schedule lines, edit one or more line-item fields:

| Line-item field           | Instructions                                                                                                                                                                                                       |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qty to Confirm</b>     | Enter the quantity to confirm for the line item and press <b>Enter</b> .<br><br><div> 📌 <b>Note</b><br/> The quantity you enter here cannot be greater than the figure in the <b>Unconfirmed Qty</b> field. </div> |
| <b>Estimated Shipping</b> | Select the estimated shipping date for the line item.                                                                                                                                                              |
| <b>Estimated Delivery</b> | Select the estimated delivery date for the line item.<br><br><div> 📌 <b>Note</b><br/> The delivery date cannot be earlier than the shipping date. </div>                                                           |

5. For orders with schedule lines, click **Edit** in the **Schedule Line** column for the line item you want to edit, and do the following:
  - a. Enter an updated **Estimated Shipping Date**, **Estimated Delivery Date**, or **Quantity** for any schedule line.  
The **Need By** date is included in the **Estimated Delivery Date** fields by default, and can be overwritten for any schedule line.
  - b. Click **Accept**.
6. Check the checkbox for the line item, and click **Confirm Requested Quantities**.

## Requirements to Reject an Entire Order for Material Items

Buyers can enable or disable the rule that allows suppliers to reject an entire order for material items.

If an order is for material items only, and the buyer does not have the rule **Allow suppliers to reject quantities for material orders at the line-item level in order confirmations** enabled with the **Fully** setting, suppliers cannot reject an entire order. The **Reject Entire Order** button is disabled in the following locations:

- In the dropdown that displays when you click the **Actions** link of an order in the table on the ► **Orders** ► **Purchase Orders** ► page (or ► **Orders** ► **Orders and Releases** ► if you are enabled for SAP Business Network for Supply Chain).
- In the dropdown that displays when you click **Create Order Confirmation** at the bottom of the table on the ► **Orders** ► **Purchase Orders** ► page (or ► **Orders** ► **Orders and Releases** ► if you are enabled for SAP Business Network for Supply Chain). In this instance, the **Reject Entire Order** button is not grayed out, but if you select an order and then choose **Reject Entire Order**, an error message displays to indicate that you cannot reject the entire order.
- In the dropdown that displays when you click **Create Order Confirmation** on a purchase-order details page.
- In the **Actions** menu on an order-based **Workbench** tile.

For orders containing material items only, the rule must be enabled for the **Reject Entire Order** button to be enabled.

#### Note

If an order is for services, or a mixture of service and material items, this rule does not apply. Suppliers can reject an entire order whether the rule is enabled or not.

If an order containing only material items includes unplanned material items, you can reject the order only from the **► Orders ► Purchase Orders ►** page (or **► Orders ► Orders and Releases ►** if you are enabled for SAP Business Network for Supply Chain) or from the purchase-order's details page.

## Order Confirmation Approval Requests

### Approval Requests

To view approval requests related to an order confirmation, click the document link in the **Related Documents** area of the order confirmation header. The approval request has the same ID as the order confirmation, with the added suffix **\_AR**. If the order confirmation does not have an ID, the format is **MM/DD/YYYY\_AR**.

### Related Information

[Viewing an Approval Request for an Order Confirmation \[page 62\]](#)

[Defining the Estimated Delivery Date at the Header Level \[page 63\]](#)

## Viewing an Approval Request for an Order Confirmation

If a buyer requires approval for order confirmation deviations, you can view automatically generated approval requests sent to buyers for approval and check the approval status.

### Procedure

1. Choose **► Fulfillment ► Order Confirmations ►**.
2. Click an order confirmation ID.  
The order confirmation opens.

3. Find an approval request in the **Related Documents** section.

Approval requests have the same ID as the order confirmation but with an added suffix **\_AR**.

#### Note

If a buyer has not approved a line item deviation yet, the approval status is **Awaiting approval**.

## Defining the Estimated Delivery Date at the Header Level

### Prerequisites

- You must be a part of the OCA (Order Confirmation Approval) Supplier Group.
- Your buyer has activated the order confirmation deviation approval on SAP Business Network.
- Your buyer has activated the order confirmation approval notification on SAP Business Network.
- Your buyer has activated the order confirmation approval at the schedule line level SAP Business Network.
- Your buyer has activated the required transaction rules.
- Ensure that you are selected to use SAP Ariba Supply Chain Collaboration.

### Context

Suppliers with order confirmation approvals can define an **Estimated Delivery Date** for all lines in their order confirmations. This saves time and reduces errors for suppliers confirming purchase orders.

### Procedure

1. Go to  **Orders**  **Purchase Orders** .
2. Choose and click on an order number.  
The selected purchase order details page opens.
3. At the purchase order header, choose  **Create**  **Order Confirmation** .
4. Choose how you want to confirm the purchase order: **Confirm entire order** or **Confirm with information update in line**.
5. Edit the **Delivery Date**.
6. Click **Create**.  
Your order confirmation is sent to your buyer for approval.

## Related Information

[Editing Shipping Dates, Delivery Dates, or Quantity When Creating an Order Confirmation \[page 60\]](#)

# Order Confirmation Deviations and Tolerances

A buyer might include tolerances when creating a purchase order, a scheduling agreement, or a scheduling agreement release.

For purchase orders, buyers can include tolerances for delivery date, quantity, and price. For scheduling agreements and scheduling agreement releases, buyers can include tolerances for delivery date and quantity.

### Note

Price deviations are not possible for scheduling agreements and scheduling agreement releases because the unit price cannot be changed in SAP Business Network for these documents.

Buyers must set one or both of the following rules to activate the order confirmation deviation approval process:

- Purchase orders: **Allow suppliers to send order confirmations that do not comply with defined tolerances and require buyer approval.**
- Scheduling agreements and scheduling agreement releases: **Allow suppliers to send order confirmations for scheduling agreements and scheduling agreement releases** and its subrule **Allow suppliers to send order confirmations for scheduling agreements and scheduling agreement releases that do not comply with defined tolerances and require buyer approval.**

The buyer can also check the **Except quantity deviations** or the **Except delivery date deviations** subrule to further specify which deviations the rule applies to.

If you submit an order confirmation that is out of any tolerance set by the buyer, the buyer can decide whether to approve or reject the deviation. SAP Business Network validates date and quantity both at the header level and the line-item level for purchase orders, scheduling agreements, and scheduling agreement releases. For purchase orders, SAP Business Network also validates price deviations.

For example, a delivery-date tolerance is the maximum number of days the actual delivery can differ from the delivery date requested on an order. If you provide a delivery date for the entire order that is out of tolerance, an error message informs you to provide delivery dates at the line-item level instead.

When an item has confirmation deviations, an alert icon  appears to the left of the item on the **Confirming PO** page before you submit the confirmation. The alert icon also appears on the submitted confirmation. When you click the alert icon, a popup window displays with the message: **The order confirmation for this item needs buyer approval.**

When you submit an order confirmation with deviations, SAP Business Network automatically generates an approval request and attaches the confirmation to the approval request.

You can reconfirm items that are still awaiting approval.

When an item's approval status is not **Approved**, the system does not allow you to ship or invoice the item.

If an order has at least one item with the approval status **Approved awaiting change order**, you cannot create an order confirmation for it.

The copy of the approval request is always routed to the copy supplier.

[Enabling Notifications for Deviation Approvals \[page 65\]](#)

## Related Information

[Order Confirmation Approval Requests \[page 62\]](#)

# Enabling Notifications for Deviation Approvals

You can choose to receive email notifications whenever buyers approve or reject order confirmation deviations.

## Context

If notifications are enabled for deviation approvals, SAP Business Network sends an email whenever a buyer approves or rejects one or more deviations from tolerance on an order confirmation. The notification includes up to 20 items.

If the buyer has a multilevel approval process, a notification is not sent after initial approval in SAP Business Network because the item is still awaiting final approval on the backend system.

By default, only the account administrator has permission to configure all notifications. Other users can configure notifications based on the permissions assigned to them.

## Procedure

1. Click the  **Account Settings** icon in the upper right corner, then in the dropdown, click  **Settings**  
 **Network Notifications** .
2. Go to the **Electronic Order Routing** section and check **Send a notification when order confirmation approval status changes**.
3. Enter from one to three email addresses, separated by commas, for the notification type.
4. Click **Save**.

SAP Business Network displays a confirmation message that your account settings are successfully updated.

5. Click **Close**.

# Multitier Order Collaboration

This section provides topics about multitier purchase orders, order confirmations, and ship notices.

A multitier supply chain involves an Original Equipment Manufacturer (OEM) buyer and multiple suppliers collaborating together to produce a finished product. Multitier order collaboration provides end-to-end visibility and collaboration features for a multitier ordering process. It allows supply chain partners to view copies of orders, order confirmations, and ship notices (with financial fields masked) and create component receipts after receiving shipments. OEM buyers can manage their copy documents and view component shipments and receipts from tiered suppliers.

Multitier order collaboration allows supply chain partners to do the following:

- Contract manufacturers can view copies of orders, order confirmations, and ship notices on the SAP Business Network.
- Contract manufacturers can submit new component receipts on the SAP Business Network as well as cancel them.
- All supply chain partners can specify a routing preference (**cXML** or **Online**) for order response documents and copy documents.

[Workflow for Multitier Orders, Order Confirmations, and Ship Notices \[page 67\]](#)

[Workflow for Subcontracting Maintenance, Repair, and Overhaul Scenarios \[page 68\]](#)

[Extended Collaboration Tab \[page 68\]](#)

[Multitier Order Collaboration with Integrated Suppliers \[page 69\]](#)

[Information Masking on Copy Documents \[page 70\]](#)

[Ship Notice Cancellation for Multitier Orders \[page 70\]](#)

[Viewing a Copy of a Multitier Order \[page 71\]](#)

[Viewing a Copy of a Multitier Order Confirmation or Ship Notice \[page 71\]](#)

[Sending a Component Receipt for a Multitier Ship Notice \[page 72\]](#)

[Cancelling a Component Receipt \[page 73\]](#)

## Related Information

[Multi-Tier Order Report \[page 224\]](#)

# Workflow for Multitier Orders, Order Confirmations, and Ship Notices

The end-to-end workflow for multitier orders, order confirmations, and ship notices starts with an OEM placing an order with the Contract Manufacturer, and ends with the OEM sending a receipt to the Contract Manufacturer.

The workflows for multitier order collaboration involve several different types of users: Original Equipment Manufacturer (OEM), Contract Manufacturer (CM), Component Supplier (CS), and Logistics Provider (LP). A typical multitier ordering process has the following workflow:

1. The OEM places an order with the Contract Manufacturer (CM).
2. The Contract Manufacturer sends an Order Confirmation to the OEM.
3. The OEM also places an order with the Component Supplier (CS) with a drop ship address of the Contract Manufacturer.
4. The Component Supplier sends an Order Confirmation to the OEM.
5. The Component Supplier arranges with the Logistics Provider to ship the goods to the Contract Manufacturer.
6. The Component Supplier sends a Ship Notice to the OEM for the drop shipment to the Contract Manufacturer.
7. The Contract Manufacturer sends a Component Receipt to the OEM for the drop shipment.
8. The Contract Manufacturer arranges with the Logistics Provider to ship the assembly to the OEM.
9. The Contract Manufacturer sends a ship notice to the OEM.
10. The OEM sends a receipt to the Contract Manufacturer.

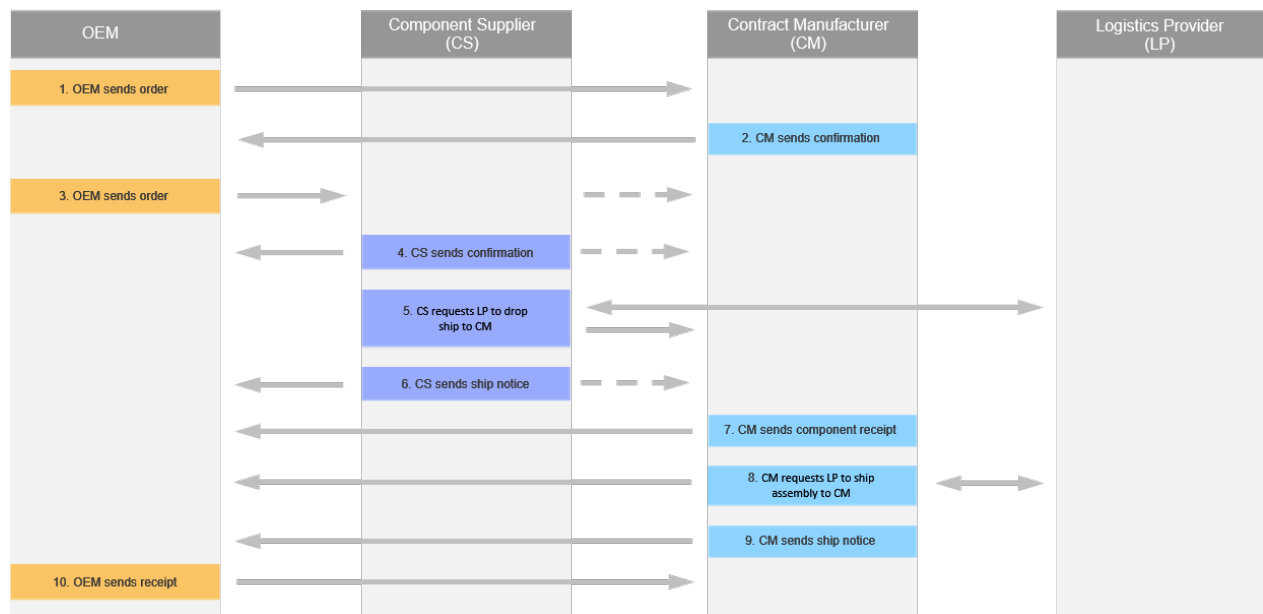


Figure 2: Multitier Order Collaboration Workflow

# Workflow for Subcontracting Maintenance, Repair, and Overhaul Scenarios

The end-to-end workflow for subcontracting maintenance, repair, and overhaul scenarios starts with a buyer creating a maintenance order, and ends with the buyer sending a goods receipt to the supplier who then creates an invoice.

Workflow scenarios vary, depending on the individual requirements defined between buyers and suppliers. The following example describes a possible workflow:

1. The buyer creates a maintenance order. The order defines the type of service:
  - A repair (no material change)
  - An upgrade (material change)
2. In response to the maintenance order, the buyer system automatically sends a subcontracting purchase order to SAP Business Network.
3. The supplier assesses the defect material, makes a quote for the repair cost, and optionally determines a delivery date.
4. The supplier confirms the purchase order with the new date, if applicable, and with an updated price (the quote).
5. The supplier sends the order confirmation, which contains the added details, to enable the buyer to trigger related back-end processes.
6. The buyer can optionally send the subcontracting purchase order with the updated price to SAP Business Network.
7. After repair or maintenance of the material is done, the supplier ships the goods and informs the buyer by creating the ship notice.
8. The buyer creates a goods receipt based on the purchase order.
9. The buyer sends a goods receipt to the supplier, indicating that the supplier can create the invoice, the last step of the process.

## Extended Collaboration Tab

The **Extended Collaboration** tab on the **Fulfillment** page for suppliers contains documents used to collaborate with your extended supply chain.

| Tab                        | Description                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Multi-Tier Orders</b>   | Shows orders sent to tier two (and lower) suppliers to provide products and services to a supplier at the next higher level in the chain.                                                                           |
| <b>Component Shipments</b> | Shows the actual component issue date, quantity, tracking number, receipt status, and other information. You can select multiple component ship notices to perform an action, such as creating a component receipt. |
| <b>Component Inventory</b> | Shows a component inventory snapshot for a given point in time.                                                                                                                                                     |
| <b>Return Shipments</b>    | Shows return shipments from the buyer.                                                                                                                                                                              |

| Tab                           | Description                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consignment Movements         | Shows movements of material purchased on consignment.                                                                                                                       |
| Multi-Tier Shipments          | Shows shipments to another supplier instead of to the OEM buyer. You can select multiple component ship notices to perform an action, such as creating a component receipt. |
| Multi-Tier Quality Inspection | Shows quality inspection reports to suppliers and multitier partners.                                                                                                       |
| Component Consumption         | Shows component consumption messages sent to the buyer.                                                                                                                     |
| Component Receipts            | Shows receipts for subcontracting components sent to the buyer. You can click a receipt number to open it and access its attachments.                                       |

## Multitier Order Collaboration with Integrated Suppliers

SAP Business Network supports routing copies of multitier orders, order confirmations, and ship notices through cXML to integrated suppliers.

If no route nodes are included in the Path cXML element, then only copies of the documents are processed and sent to other tiered suppliers with all financial fields masked. Invoices are not routed.

Copy Requests are created for each copy node. The Copy Request adds an `OriginalDocument` with the payload ID of the source document for the copy request.

A copy node results in the system requesting a copy of the document. For example, the following excerpt illustrates a copy node in the cXML header, which results in a copy being sent to a contract manufacturer in a multitier supply chain:

```
<Header>
  <From>
    <Credential domain="NetworkID">
      <Identity>AN990000000168</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="NetworkID">
      <Identity>AN990000000169</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="NetworkID">
      <Identity>AN990000000168</Identity>
      <SharedSecret>welcome</SharedSecret>
    </Credential>
    <UserAgent>Ariba Buyer 7.0</UserAgent>
  </Sender>
  <Path>
    <!-- Contract Manufacturer -->
    <Node type="copy">
      <Credential domain="NetworkId">
        <Identity>AN01000000170</Identity>
      </Credential>
    </Node>
```

```

</Path>
<!-- Original order to copy -->
<OriginalDocument payloadID="989280592595-5564367883689744433@10.11.128.149"/>
</Header>

```

## Electronic Order Routing Settings for Integrated Multitier Suppliers

Integrated multitier suppliers that collaborate with each other and an OEM buyer via cXML documents must set the appropriate document routing settings to cXML. The following table provides Electronic Order Routing settings for Tier 1 (Contract Manufacturer) and Tier 2 (Component Supplier).

| Tiered Supplier                | Electronic Order Routing Options                       | Setting                                                   |
|--------------------------------|--------------------------------------------------------|-----------------------------------------------------------|
| Contract Manufacturer (Tier 1) | <b>Copy Order, Copy Confirmation, Copy Ship Notice</b> | <b>cXML</b> (also specify the URL to send cXML documents) |
| Component Supplier (Tier 2)    | <b>Order Response Documents</b>                        | <b>cXML</b>                                               |

## Information Masking on Copy Documents

Multitier order collaboration enables masking of information in copies of orders, order confirmations, and ship notices sent to tier-one suppliers, such as contract manufacturers.

Consequently, contract manufacturers cannot see the following information on orders sent to component suppliers:

- Prices
- Taxes
- Payment terms
- PCard Information
- BillTo Information

Information masking allows the OEM buyer to protect sensitive information and maintain a competitive advantage with supply chain partners.

## Ship Notice Cancellation for Multitier Orders

If a component supplier cancels a ship notice, the copy of that ship notice is also updated to **Canceled** for the contract manufacturer.

Cancelling a ship notice for multitier orders has the following restrictions:

- The contract manufacturer cannot create a component receipt from the canceled copy of a ship notice.
- If a component receipt exists for a ship notice, that ship notice cannot be canceled.

# Viewing a Copy of a Multitier Order

You can view a copy of a multitier order sent by a buyer.

## Context

An OEM buyer can send a copy of an order to tiered suppliers. Such multitier orders mask all financial information. For more information, see [Information Masking on Copy Documents \[page 70\]](#).

## Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Multi-Tier Orders** ►.
2. To open an order, click the order number.  
All financial fields on the order are masked. Related ship notices and order confirmation documents appear in the header under **Related Documents**. The only actions available at the top of the page are **Print** and **Export cXML**.

# Viewing a Copy of a Multitier Order Confirmation or Ship Notice

Copies of multitier order confirmations and ship notices are listed as related documents of the copy of the order.

## Context

Copy documents mask all sensitive information, such as pricing and taxes.

## Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Multi-Tier Orders** ►.
2. To open an order, click the order number.
3. Under **Related Documents** click a related order confirmation or ship notice to open it.

#### Note

You can also view copies of component ship notices on the **Fulfillment > Extended Collaboration > Component Shipments** page.

All sensitive fields, such as prices and taxes, on the copy document are masked. The only actions available at the top of the page are **Print** and **Export cXML**.

## Sending a Component Receipt for a Multitier Ship Notice

If you receive a drop shipment from a component supplier, you can create a component receipt to notify the OEM buyer.

### Context

#### Note

If transaction rules **Require the quantity of a component receipt item to not exceed the multitier ship notice quantity** and **Allow suppliers to create a component receipt for multiple multi-tier ship notices** are enabled when you create a component receipt, any items that are already received are automatically removed from the items being flipped. This action prevents the creation of another receipt for an already-received item.

### Procedure

1. Choose **Fulfillment > Extended Collaboration > Multi-Tier Shipments**.
2. Select one or more multitier ship notices, and then click **Create Component Receipt**.
3. Click **Next**. Confirm the information on the review page. To make changes, click **Previous**.
4. Click **Submit**.

### Related Information

[Informing a Buyer of Receipt of Components \[page 132\]](#)

# Cancelling a Component Receipt

Cancelled component receipts have the **Obsoleted** status.

## Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Component Receipts** ►.
2. To open a receipt, click a receipt number.
3. Click **Cancel**.
4. To confirm that you want to cancel the component receipt, click **Yes**.  
The status of the receipt changes to **Obsoleted**.
5. Click **Done**.

# Shipping

This section provides topics about shipping and ship notices.

[The Items to Ship Tab \[page 74\]](#)

[Items to Ship Tile \[page 75\]](#)

[Batch Assignments to Shipments \[page 77\]](#)

[Creating a Ship Notice with Advanced Packaging \[page 78\]](#)

[Uploading Serial Numbers for Ship Notices \[page 81\]](#)

[Viewing and Exporting Serial Number Lists in Orders \[page 82\]](#)

[Attaching a Quality Certificate to a Ship Notice \[page 83\]](#)

[Configuring GTL Numbering as a Supplier \[page 83\]](#)

[Uploading Certificates When Using the Advance Ship Notice Upload File \[page 84\]](#)

## Related Information

[Ship Notice Barcode Labels](#)

[Ship Notices for Customers](#)

## The Items to Ship Tab

You can use the **Items to Ship** tab to create and organize shipments.

Suppliers often need to create shipments of items their buyers want by specific dates, sometimes grouping items into the same shipment that were ordered through different purchase orders. From the **► Orders ► Orders and Releases ► Items to Ship ►** tab, you can create shipments based on dates due, and can create ship notices from multiple purchase orders and scheduling agreement releases. You can also create shipments for stock transport orders.

### Note

On the **Items to Ship** page, all line items for the same purchase order are hidden if either of the following conditions exist:

- A purchase-order line item or schedule line item has a quality inspection **Usage Decision** that isn't accepted, and transaction rule **Allow suppliers to send ship notices only after receiving acceptance of inspection results** is enabled.
- A purchase-order line item has a quality notification that isn't in the **Closed** status, and transaction rule **Require suppliers to close a quality notification for an item before they can create a ship notice for the complaint quantity** is enabled.

For items in an order with a specified unlimited quantity tolerance, you can generate unlimited shipments until the expiration date is reached. Similarly, items that have reached the underdelivery quantity tolerance specified in the order don't appear on the **Items to Ship** tab.

#### → Tip

For long-term purchase order agreements that typically are valid for a year and have line items with unlimited overdelivery, use the **Order Number: Exact number** filter on the **Items to Ship** tab to create ship notices for the order until the expiration date is reached.

## cXML Elements for the Items to Ship Tab

The following elements support the **Items to Ship** tab:

- `ScheduleLine`

For more information, see the [cXML Reference Guide](#) .

# Items to Ship Tile

You can use the **Items to Ship** Workbench tile to filter purchase order items and generate ship notices from SAP Business Network.

Filter your purchase order items using the following parameters:

- Customers
- Order numbers
- Creation date
- Need by date
- Customer locations
- Ship by date
- Company codes
- Purchasing organizations
- Purchasing groups
- Product group
- Ordering address IDs
- Part numbers
- Customer part numbers
- Planner codes
- Order type
- Category
- Stock transfer type
- Ship from location

- Supplier batch ID
- Confirmation status
- Shipping status
- Receiving status
- Invoicing status
- External document type
- Transport terms
- Storage locations

The following table columns are available in the **Items to Ship** tile::

- Customer
- Creation Date
- Cumulative Received Quantity
- Manufacturer Name
- Manufacturer Part ID
- Category
- Customer Part No.
- External Document Type
- Order No.
- Item No.
- Supplier Part No.
- Description
- Schedule Line No.
- Need By
- Ship By
- Commitment Level
- Requested Quantity
- Shipped Quantity
- Received Quantity
- Due Quantity

### 📘 Note

The **Confirmation**, **Shipping**, **Receiving**, and **Invoicing** status filters operate at the line-item level rather than the schedule-line level.

For example, if a purchase order item contains three schedule lines where two are shipped and one is pending, the item's overall shipping status is evaluated as **Partially Shipped**. Therefore, when a user applies the **Exclude fully shipped** filter, all three schedule lines—including the two already shipped—will appear in the search results.

However, the shipped schedule lines are displayed in a disabled (grayed-out) state to indicate they are not selectable, as the filter logic is based on the parent line-item status, not individual schedule-line statuses.

## Related Information

[The Workbench](#)

# Batch Assignments to Shipments

You can link a supplier batch to orders and shipments, and search for items by batch IDs.

On the **Items To Confirm** and **Items To Ship** tabs of the **► Orders ► Orders and Releases ►** page, the **Customer Batch ID** and **Supplier Batch ID** fields appear on the **More** list of fields that you can add to the table. The list shows the supplier batch from the order, if it's present, or from the order confirmation. To view confirmed supplier batch IDs, click the **View Confirmed Batch ID** link.

You can search for items by **Supplier Batch ID** on the **Items To Confirm** and **Items To Ship** tabs. A batch lookup component allows suppliers to search for batches based on the currently selected customer and part number (one or more) or customer part number (one or more).

## Looking Up Orders and Shipments by Supplier Batch

You can track customer or supplier batches in orders, order confirmations, ship notices, and component inventory.

### Context

When you create a ship notice from an order, the **Supplier Batch ID** and **Customer Batch ID** values are automatically copied from the order. You can also click **Lookup** to search for and select a different batch ID using the same batch lookup component from the **Items To Ship** page.

When you create a ship notice, the customer batch and consumed quantity are validated based on the component inventory. If the customer batch is in component inventory, the consumed quantity can't exceed the available quantity in inventory.

### Procedure

1. Find the **Supplier Batch ID** field.
2. Click **Lookup** to display the **Batches** window.
3. Start typing a batch ID, then click **Search**.
4. In the results list, check boxes for batches, then click **Select** to select them.

# Creating a Ship Notice with Advanced Packaging

When creating a ship notice, you can use the advanced packaging wizard to pack ship-notice items.

## Prerequisites

- The transaction rule **Allow suppliers to use advanced packaging on ship notices** is enabled.
- When GS1 numbering is used, the buyer has enabled the **Require suppliers to provide a Global Individual Asset ID for line items on ship notices that conforms to the Serial Shipping Container Code (SSCC) format** rule.
- The buyer has uploaded packaging instructions.

## Context

### Note

To create a ship notice without the advanced packaging feature, see [Creating and Ship Notice](#) and [Ship Notice Barcode Labels](#) in *Receiving and fulfilling orders*.

With the ship-notice advanced packaging wizard, you can:

- Use a wizard to guide you through steps to create handling units, define handling unit hierarchies, and print labels. The wizard uses the packaging instructions provided by buyers to help you plan how to pack items. You can also edit the packaging instructions and build handling units on the fly.
- Set your own auto-numbering settings, which override buyer auto-numbering settings if any were made. And support of multiple same-level packaging materials enables you to define those instructions.
- On a ship notice details page, the **Packed Items** tab is visible to integrated suppliers, so they as well as hosted suppliers can print handling unit labels, when labels are available.

A buyer is also able to assign additional capabilities that you can use and to make certain tasks required. For more information, see [Tasks for Handling-Unit Profiles \[page 79\]](#).

## Procedure

1. Go to  **Orders**  **Orders and Releases** .
2. Choose the purchase order, then on the purchase order details page click **Create ship notice**.
3. Verify the items to ship.
4. Click **Pack Items**.
  - If packaging instructions exist for all items, the **Confirm packing plan** page opens. Skip to Step 6 [\[page 79\]](#).

- If some items do not have packaging instructions, the **Define packaging instructions** page opens. Proceed to Step 5 [page 79].
5. To create packaging instructions, click **Define instructions**, add your instructions, and click **Next**.
    - Line items that must be packed in a handling unit are identified with the message **Handling Unit (required)**.
    - If the buyer enabled one or more advanced packaging tasks in your handling unit profile, complete the required tasks plus any other tasks as desired. For details, see [Tasks for Handling-Unit Profiles \[page 79\]](#).

The **Confirm packing plan** page opens.

6. Review packing plan details.
  - To put an item in a different handling unit, click the **Move to** link for that item and choose the desired handling unit from the dropdown. The dropdown list shows only the handling units with sufficient free space to add the item.
  - To change packed quantities for a handling unit, click **Edit** for the handling unit you wish to edit.

#### Note

Make sure that the packed quantities are equal to the ship notice quantities. The **Packed percentage** for each handling unit must be 100% before you can proceed to the next step to **Print labels**.

- If auxiliary materials are available in the packaging instructions, you can add auxiliary materials to a handling unit. Click the add  dropdown for the handling unit, choose **Add Auxiliary Material**, and choose the material type. If fields for the material are prepopulated by the packaging instructions, you can edit the fields to use your own data.
7. Click **Next** to approve the packing plan.

The **Print labels** page opens.

#### Note

To make more changes, click **Define instructions** to return to the **Define packaging instructions** page.

8. Print the desired labels, then click **Next**.
 

A printer icon  shows only for handling unit types that are set to allow printing a label.

The **Review Ship Notice** page opens.
9. Verify the ship notice content, then click **Submit**.

## Tasks for Handling-Unit Profiles

Suppliers can be assigned additional capabilities by a buyer to customize handling units for a shipment.

Buyers can create handling unit profiles to assign to one or more of their suppliers or supplier groups. A profile enables the specified suppliers to do one or more advanced packaging tasks when they create a ship notice with the advanced packaging wizard. Some tasks can be required by the buyer.

The following tasks are available to include in a handling unit profile.

| Handling-unit profile capability                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enable suppliers to add handling unit                                                   | Enabled by default. When enabled, suppliers can add a new handling unit to the advanced packaging wizard.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Enable suppliers to move and rearrange the handling units on the Confirm Packing screen | Enabled by default. When enabled, suppliers can move materials from one handling unit to another available handling unit.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Enable suppliers to edit items on the Confirm Packing screen                            | Enabled by default. When enabled, suppliers can edit the quantity of a handling unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Enable suppliers to edit values on Define Instructions screen                           | Enabled by default.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Enable suppliers to edit the dimension values of handling units                         | <p>Disabled by default. When enabled, suppliers can change the following values for a handling unit:</p> <ul style="list-style-type: none"> <li>On the <b>Define packaging instructions</b> page, suppliers can change <b>Length</b>, <b>Height</b>, and <b>Width</b>.</li> <li>On the <b>Confirm packing plan</b> page, suppliers can change <b>Length</b>, <b>Height</b>, <b>Width</b>, <b>Gross weight</b>, and <b>Net weight</b>.</li> </ul> <div> <p><b>Note</b></p> <p>The supplier cannot change dimension values on the <b>Print labels</b> page.</p> </div> |
| Enable suppliers to add empty packaging material to a handling unit                     | <p>Disabled by default. When enabled, suppliers can add empty packaging material, such as boxes, to handling units in a packaging plan, except to the highest-level handling unit.</p> <p>The empty packaging material can be used to help stabilize items in a partially filled handling unit, with or instead of auxiliary material.</p>                                                                                                                                                                                                                           |
| Show auxiliary materials in auto packaging                                              | <p>Disabled by default. When enabled, suppliers can see on the <b>Confirm packaging</b> page the auxiliary materials in an automatically generated packaging plan, and make any desired changes.</p> <p>When disabled, suppliers can still add or remove auxiliary materials to a packaging plan that is not automatically generated.</p>                                                                                                                                                                                                                            |
| Enable suppliers to remove auxiliary materials in auto packaging                        | <p>This task requires that the task <b>Show auxiliary materials in auto packaging</b> is also enabled.</p> <p>When enabled, suppliers can delete auxiliary materials from automatically generated packaging plans on the <b>Confirm packaging</b> page.</p>                                                                                                                                                                                                                                                                                                          |
| Enable suppliers to add auxiliary materials in auto packaging                           | <p>This task requires that the task <b>Show auxiliary materials in auto packaging</b> is also enabled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Handling-unit profile capability | Description                                                                                                                            |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|                                  | When enabled, suppliers can add auxiliary materials to an automatically generated packaging plan on the <b>Confirm packaging</b> page. |

## Related Information

[Creating a Ship Notice with Advanced Packaging \[page 78\]](#)

# Uploading Serial Numbers for Ship Notices

As a supplier, you can use an Excel template to upload in bulk the serial numbers for finished goods in a purchase order, for later use in a ship notice.

## Context

You download the Excel template, enter serial numbers for a purchase order, and upload the file. During upload, the serial numbers are verified against purchase order numbers and line item numbers.

## Procedure

1. Choose **► Orders ► Orders and Releases ►** and click the order you plan to ship.
2. Click **Create Ship Notice** at the top of the purchase order.
3. At the bottom of the ship notice page, click **Manage Serial Numbers** and choose **Download template**.
4. Open the Excel file for editing.  
The file contains two sheets: **Ship Notice** and **Consumed Components**.
5. Enter your serial number information for the purchase order.
6. On the ship notice page, click **Manage Serial Numbers** and choose **Upload new file**.
7. On the **Upload Serial Numbers** page, click **Browse**, choose the completed Excel file, and click **Add Attachment**.

## Related Information

[Fields for Serial Number Upload \[page 252\]](#)

# Viewing and Exporting Serial Number Lists in Orders

If serial numbers are included with an order, you can view serial number details for each line item.

## Prerequisites

The cXML file for the order must include serial number information.

## Procedure

1. Open an order that contains serial numbers for line items.
2. For any item contained in the order, click **Details**.
3. Find the **Information on Ship Notice [Optional] > Serial Numbers** section.
  - If serial numbers are specified as a profile or a range, they appear under **Serial Numbers**.
  - If the format is a list, click **Details** to open the **Items serial number** popup and see the list of serial numbers for the item.

### Restriction

The **Items serial number** window can display up to 500 serial numbers. If there are more than 500 serial numbers for the item, download the full list.

- To advance to the next page, click the **>>** icon.
- To download the list, click the **Download Serial Numbers**  icon.
- To print the list, click the **Print Screen**  icon.
- When you are finished, click **Done**.

## Related Information

[Serial Number Report \[page 235\]](#)

# Attaching a Quality Certificate to a Ship Notice

You can attach quality certificates at the header level or item level of ship notices.

## Context

In the header of a ship notice, there is a section called **Quality Certificates**. It lists all quality certificates (required and optional) that have been attached at the header level. If a file has not been attached for a certificate yet, it reads, "No attachment yet." Quality certificates can also be attached to line items.

## Procedure

1. In the **Quality Certificates** section of the header or a line item, click **Attach file**.
2. Select a certificate.
3. Click **Choose file**.
4. Select the file, and click **Open**.
5. Click **Add attachment**.

### Note

- By default, the cumulative size of attachments associated with a document cannot exceed 10 MB. Customers can request to change that limit, which can be changed from 10 MB to 100 MB.
- During file upload, attachment files are converted to plain ASCII text using base64 encoding. This conversion increases the file size by approximately 35%. Therefore, the actual file size limit is 65% of the configured maximum limit. For example, if the maximum allowed limit is set to 10 MB (10000 KB), the actual total attachment file size that users can add is 6500 KB.
- SAP Business Network stores attachments for a maximum period of eighteen months, after which the attachments expire and are no longer available online.

# Configuring GTL Numbering as a Supplier

## Context

You can configure Global Transport Level (GTL) numbering for the **Handling Unit** number range as a Supplier.

## Procedure

1. Sign in as a **Supplier** administrator.
2. Go to **Settings**.
3. Go to **Customer Relationships**.
4. Select **Numbering Preferences** from the list.
5. In the **Handling Units** tab, click **Create**.
6. In the **Configure Numbering** page, choose **GTL** as the configuration type.

# Uploading Certificates When Using the Advance Ship Notice Upload File

Customers can upload certificates when using the Advance Ship Notice (ASN) upload template.

- The following rule name is changed from:
  - **Require suppliers to provide a quality certificate on ship notice to**  
**Allow suppliers to provide a quality certificate on ship notice**
- The following new tool tip is added next to the rule:
  - Certificates are only specified as required by the cXML element **CertificateInfo** with the attribute **isRequired=yes** as part of the line item in the purchase order.
- In the **Supplier Group Transaction Rules** page, the following section is added along with the rule **Allow suppliers to provide a quality certificate on ship notice**:
  - **Order Confirmation, Ship Notice and Component Receipt Attachment Rules**

Customers can attach Quality certificates when using the upload/download process for ASNs. This will get enabled by the rule or if the line item in the purchase order (PO) has the certificate flag (even if the rule is off). The customer will see a new column with the **Attach certificates** button. The count (0/N) is based only in the required certificates, optional certificates are not considered in the count. Certificates will be displayed as **mandatory** in SAP Business Network, only if they were specified as required in the certificate flag in the line item in the purchase order by the cXML element **CertificateInfo** with the attribute **isRequired=yes**.

### Note

Files in the Excel format can only be used to upload certificates.

If the **Certificate** tag is not sent in the PO line-item and the **Allow suppliers to provide a quality certificate on ship notice** rule is enabled, you can optionally attach certificates.

Once the **Attach certificates** button is clicked, the **Quality certificates** pop up dialog is opened:

**Upload File**

Name:  Type:

Customer:

File:

| Ship notice | Order        | Order date | Ship to | File size                                        |
|-------------|--------------|------------|---------|--------------------------------------------------|
| > ASNMIX22  | MixCertDemo2 | 2024-12-19 |         | 0.00 B <a href="#">Attach certificates (0/0)</a> |
| > ASNOPT22  | CertOptDemo2 | 2024-12-18 |         | 0.00 B <a href="#">Attach certificates (0/0)</a> |
| > ASNREQ11  | CertReqDemo1 | 2024-12-18 |         | 0.00 B <a href="#">Attach certificates (0/1)</a> |

« < 1 / 1 > »

The following seven columns are introduced:

- **Ship notice**
- **Order**
- **Order line no.**
- **Customer part no.**
- **Supplier part no.**
- **File size**
- **Attach Files** can be used to attach the certificates

**Quality certificates**

File:

| Ship notice | Order        | Order line no. | Customer part no. | Supplier part no. | File size                           |
|-------------|--------------|----------------|-------------------|-------------------|-------------------------------------|
| > ASNMIX22  | MixCertDemo2 | 10             | 100-120           | 450SPID           | 0.00 B <a href="#">Attach Files</a> |

« < 1 / 1 > »

FFAL\_ASN\_1  
0001  
Delivery release  
Additional Documents

# Logistics

This section provides topics about third-party logistics providers.

[Logistics Providers and Transportation of Goods \[page 86\]](#)

[Supplier Copies of Transport Requests and Transport Confirmations \[page 87\]](#)

[Workflows for Transport Processes \[page 88\]](#)

[Workflow for Ship Notices by Third-Party Suppliers \[page 89\]](#)

[Viewing Transport Requests \[page 90\]](#)

[Viewing Transport Confirmations \[page 91\]](#)

[Accepting or Rejecting a Transport Request \[page 92\]](#)

[Collecting or Cancelling a Consignment \[page 93\]](#)

## Logistics Providers and Transportation of Goods

SAP Business Network for Supply Chain supports integrated third-party logistics providers in a buyer-initiated transport process. Third-party logistics providers transport goods from one buyer location to another, or from a supplier to the buyer.

SAP Business Network for Supply Chain buyers can request a logistics relationship with you instead of a standard trading relationship. The logistics relationship allows you to receive transport requests from the buyer and send and receive transport confirmations. When a buyer requests a logistics relationship, the SAP Business Network sends new logistics relationship request letter to you.

Logistics transactions can be conducted using an integrated process through cXML or online in the SAP Business Network portal. You can create transport confirmations to accept or reject a transport request, fully or partially. Later, you can send additional transport confirmations to indicate when the consignment is collected or the transportation service has been canceled.

### Note

Only buyers can create transport requests.

## Fulfillment > Transport Requests Page

The **Transport Requests** page lists all transport requests received.

### Note

Only suppliers with a logistics relationship with an SAP Business Network for Supply Chain customer can see this page.

When you open a transport request, the **Transport Request** page appears. It has header information about the requester and the carrier, and the following sections for each consignment:

- **Status**
- **Ship From**
- **Deliver To**
- **Transport Dates**
- **Terms of Delivery**
- **Transport Information**
- **Packaging**
- **Comments**
- **Packaging Details**

At the top of the page, you can click **Create Confirmation** to create a confirmation for the request. Options include:

- **Confirm Entire Request**
- **Reject Entire Request**
- **Update Consignments**

## **Fulfillment > Transport Confirmations Page**

The **Transport Confirmations** page lists all transport confirmations sent from your company to companies that requested logistics services.

When you open a transport confirmation, the read-only **Transport Confirmation** page appears. It has header information, including From and To information, and detailed information about each consignment.

### **Note**

Only suppliers with a logistics relationship with an SAP Business Network for Supply Chain customer can see this page.

# **Supplier Copies of Transport Requests and Transport Confirmations**

A buyer can send copies of transport requests and associated transport confirmations to suppliers, to inform them of the current status of the request.

There are routing options for copies of transport requests and transport confirmations. Suppliers that select the default **Online** routing option for copies of transport requests and transport confirmation can view current transport information on the **Transport Details** tab of the **Ship Notice** page.

For more information about routing options, see the [Configuring Document Routing](#) guide.

# Workflows for Transport Processes

A logistics provider can respond to transport requests, either online on SAP Business Network or through cXML sent from an external system.

## Transport Process Initiated by the Buyer to Transport Goods to Another Buyer Location

The following describes the workflow for a transport process initiated by the buyer to transport goods to another buyer location..

1. The buyer sends a transport request to the logistics provider. It includes details about consignments, origin and destination information, commercial terms, means and methods of shipment, transport equipment needed, required conditions for transport, summary information, and more.
2. The logistics provider sends a transport confirmation back to the buyer to either accept or reject the request for each consignment. If the request is accepted, the logistics provider confirms the shipping date, price, and so on.
3. The logistics provider picks up the goods from the buyer's warehouse and informs the buyer by sending a transport confirmation with a consignment status of "collected".  
Similarly, if the logistics provider is unable to pick up the goods for a consignment, they send a transport confirmation with a status of "canceled".

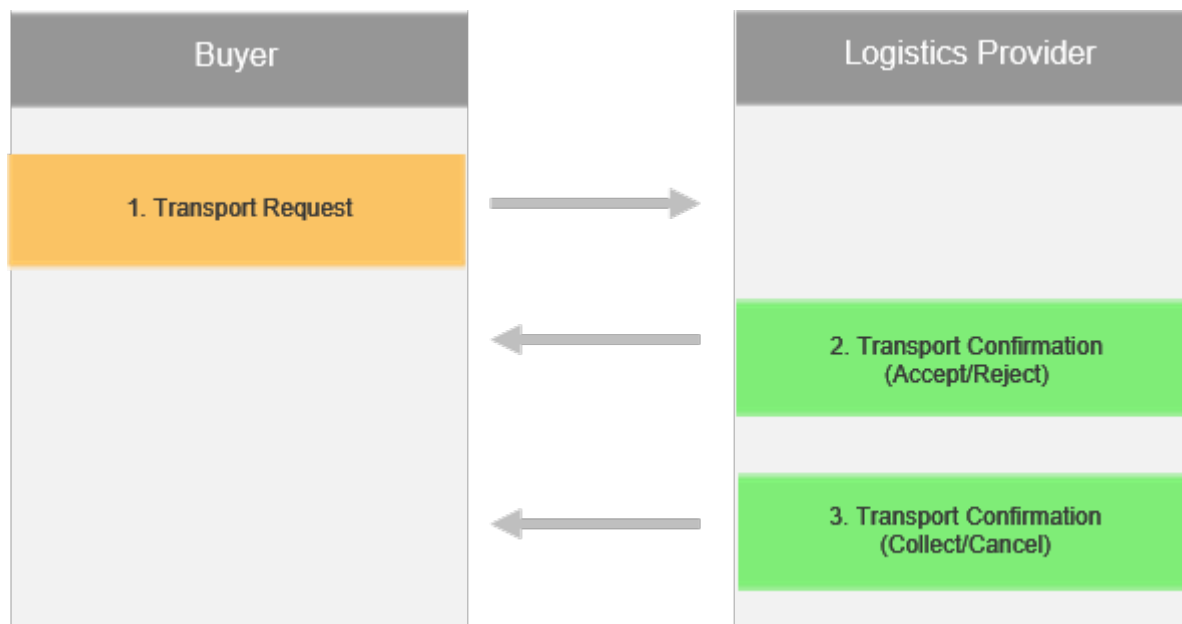


Figure 3: Transport Process, Goods Between Buyer Locations

## Transport Process Initiated by the Buyer to Transport Goods from a Supplier to the Buyer

The following describes the workflow for a transport process initiated by the buyer to transport goods from a supplier to the buyer.

1. The buyer sends a purchase order to the supplier.
  2. The supplier sends a ship notice indicating the goods are ready to be collected.
  3. The buyer sends a transport request to the logistics provider.
  4. The logistics provider sends a transport confirmation to the buyer to either accept or reject the request for each consignment. If the request is accepted, the logistics provider confirms the shipping date, price, and so on.
  5. The logistics provider picks up the goods from the buyer's warehouse and informs the buyer by sending a transport confirmation with a consignment status of "collected".
- Similarly, if the logistics provider is unable to pick up the goods for a consignment, they send a transport confirmation with a status of "canceled".

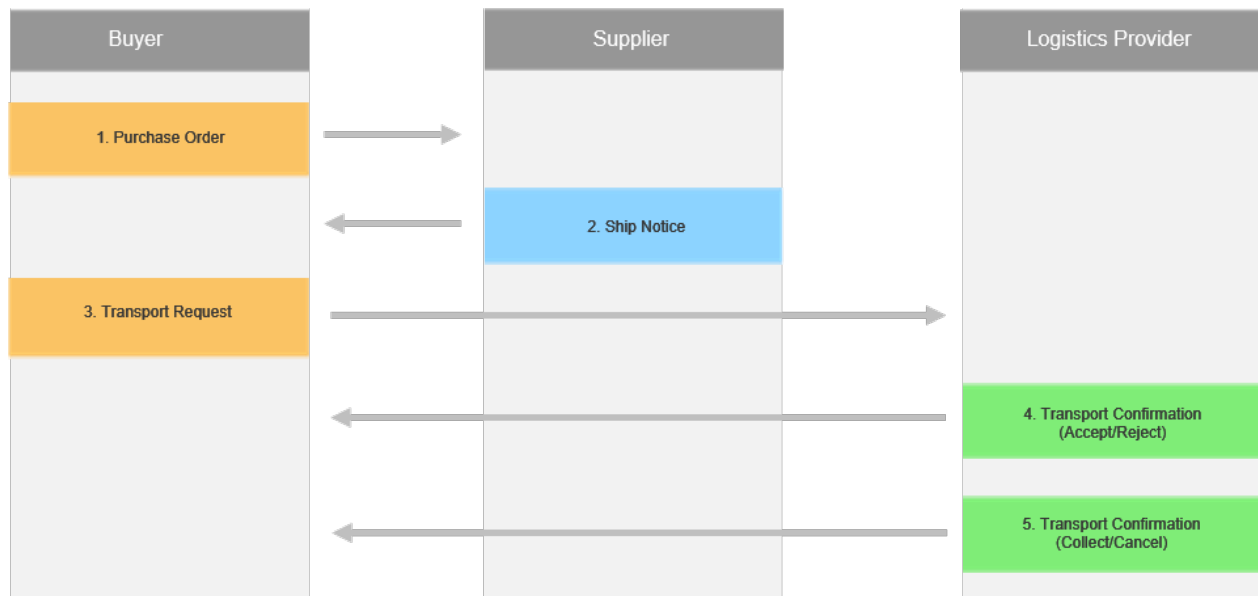


Figure 4: Transport Process, Goods Moved from Supplier to Buyer

## Workflow for Ship Notices by Third-Party Suppliers

The end-to-end workflow for ship notices by third-party suppliers starts with an OEM issuing an order or scheduling agreement, and ends with settlement by the OEM or the supplier.

1. An original equipment manufacturer (OEM) issues a purchase order or scheduling agreement to a supplier.
2. The buyer sends a copy of the purchase order or scheduling agreement to the third-party logistics provider (LP), or specifies the LP in the purchase order or scheduling agreement cXML file.
3. The supplier sends an order confirmation to the OEM.
4. The supplier advises the LP, outside of the system, that the product is available for transport to the OEM.
5. The LP sends the OEM a ship notice on behalf of the supplier, and the supplier automatically receives a copy ship notice.
6. If needed, the OEM sends a status update request to the LP, which automatically updates the ship notice status in the supplier system.
7. The OEM issues a goods receipt notification to the supplier, which automatically updates the LP system.
8. One of the following actions triggers settlement:
  - The OEM buyer performs the evaluated receipt settlement process.

- The supplier generates an invoice.

## Viewing Transport Requests

You can view transport requests that you received, and you can respond to them by sending transport confirmation documents.

### Context

A transport request is sent from a requestor to a logistics provider to arrange for shipment of consignments from one location to another.

### Procedure

1. Choose **► Fulfillment ► Transport Requests ►**.
2. To find a transport request, click the expand arrow to open **Search Filters**, enter values in the following fields, and click **Search**:

| Search filter          | Description                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Customer</b>        | The name of the customer that requested logistics services.                                                                                                                                                                                                                                                                                                     |
| <b>Request Number</b>  | The transport request number.                                                                                                                                                                                                                                                                                                                                   |
| <b>Packing Slip ID</b> | The ID of a ship notice associated with the transport request.                                                                                                                                                                                                                                                                                                  |
| <b>Date Range</b>      | Select one of the following values: <ul style="list-style-type: none"><li>• <b>Last 24 Hours</b></li><li>• <b>Last 7 Days</b></li><li>• <b>Last 14 Days</b> (default)</li><li>• <b>Last 31 Days</b></li><li>• <b>Last 60 Days</b></li><li>• <b>Last 90 Days</b></li><li>• <b>Other</b></li></ul> If you select <b>Other</b> , select a start date and end date. |

| Search filter         | Description                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>         | <p>Select one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>All</b> (default)</li> <li>• <b>New</b></li> <li>• <b>Partially Accepted</b></li> <li>• <b>Accepted</b></li> <li>• <b>Partially Collected</b></li> <li>• <b>Collected</b></li> <li>• <b>Rejected</b></li> <li>• <b>Partially Canceled</b></li> <li>• <b>Canceled</b></li> </ul> |
| <b>Routing Status</b> | <p>Select one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>All</b> (default)</li> <li>• <b>Queued</b></li> <li>• <b>Sent</b></li> <li>• <b>Acknowledged</b></li> <li>• <b>Duplicated</b></li> <li>• <b>Failed</b></li> </ul>                                                                                                               |

## Viewing Transport Confirmations

You can view and update transport confirmations that you sent in response to transport requests.

### Context

A transport confirmation updates the requestor on the current status of consignments contained in a transport request. Consignments can be confirmed, collected, rejected, or canceled.

### Procedure

1. Choose .
2. To find a transport confirmation, click the expand arrow to open **Search Filters**, enter values in the following fields, and click **Search**:

| Search filter              | Description                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Customer</b>            | The name of the customer that requested logistics services.                                                                                                                                                                                                                                                                                                                          |
| <b>Confirmation Number</b> | The transport confirmation number.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Request Number</b>      | The related transport request number.                                                                                                                                                                                                                                                                                                                                                |
| <b>Date Range</b>          | <p>Select one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>Last 24 Hours</b></li> <li>• <b>Last 7 Days</b></li> <li>• <b>Last 14 Days</b> (default)</li> <li>• <b>Last 31 Days</b></li> <li>• <b>Last 60 Days</b></li> <li>• <b>Last 90 Days</b></li> <li>• <b>Other</b></li> </ul> <p>If you select <b>Other</b>, select a start date and end date.</p> |
| <b>Status</b>              | <p>Select one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>All</b> (default)</li> <li>• <b>New</b></li> <li>• <b>Partially Accepted</b></li> <li>• <b>Accepted</b></li> <li>• <b>Partially Collected</b></li> <li>• <b>Collected</b></li> <li>• <b>Rejected</b></li> <li>• <b>Partially Canceled</b></li> <li>• <b>Canceled</b></li> </ul>               |

## Accepting or Rejecting a Transport Request

When you receive a transport request, you can accept the entire request, reject it, or partially accept it.

### Prerequisites

Your company must have a logistics relationship with the requesting company.

## Procedure

1. Choose **Fulfillment > Transport Requests**.
2. Click a transport request number to open it.
3. Click **Create Confirmation**, and choose one of the following:
  - **Confirm Entire Request**: Accept the entire transport request.
  - **Reject Entire Request**: Reject the transport request.
  - **Update Consignments**: Accept one or more consignments.
4. Enter the **Confirmation #**.
5. If you clicked **Update Consignments** in step 3 [page 93], click **Confirm** or **Reject** for each consignment in the request.
6. If you confirmed consignments, enter the **Estimated collection date** for each consignment you confirmed.
7. Add comments or attached files, such as bills of lading.

### Note

If you reject a consignment, the **Comments** field is required. Use it to specify the reason you rejected the consignment.

8. Click **Next**.
9. On the **Review Confirmation** page, do one of the following:
  - To make further changes, click **Previous**.
  - To submit your changes, click **Submit**.
  - To exit without saving any changes, click **Exit**.

## Collecting or Cancelling a Consignment

You can inform parties about the status of a shipping consignment for transport.

### Prerequisites

Your company must have a logistics relationship with the requesting company.

### Context

When you collect a shipping consignment for transport, you can send a transport confirmation to inform all parties involved in the transaction. Similarly, if you can't collect the consignment for some reason, you can cancel the consignment, allowing another provider to transport it.

## Procedure

1. Click **Fulfillment > Transport Requests**.
2. Click a transport request number to open it.
3. Click **Create Confirmation**, and choose one of the following:
  - **Collect Entire Request**: Collect consignments for the entire transport request.
  - **Cancel Entire Request**: Cancel the transport request.
  - **Update Consignments**: Collect or cancel individual consignments.
4. Enter the **Confirmation #**.
5. If you clicked **Update Consignments** in step 3 [page 94], click **Collect** or **Cancel** for each consignment in the request.

### Note

If you cancel a consignment, the **Comments** field is required. Use it to specify the reason you canceled transportation of the consignment.

6. If you collected consignments, enter the **Actual Collection Date** and the **Estimated Arrival Date** for each consignment you collected.
7. (Optional) Add transport information (such as hazard details, transport equipment, and document references), packaging information, comments, or attached files, such as bills of lading.
8. Click **Next**.
9. On the **Review Confirmation** page, do one of the following:
  - To make further changes, click **Previous**.
  - To submit your changes, click **Submit**.
  - To exit without saving any changes, click **Exit**.

# Planning Collaboration

This section provides topics about planning collaboration operations.

[Key Figures \[page 95\]](#)

[Views for Planning Collaboration \[page 103\]](#)

[Updating Stock-on-Hand Levels \[page 104\]](#)

[Configuring Email Notifications for Buyer Planning Collaboration Updates \[page 105\]](#)

[Forecast Collaboration \[page 106\]](#)

[Component Planning Collaboration \[page 112\]](#)

[Supplier-Managed Inventory \[page 120\]](#)

[Product Replenishment \[page 121\]](#)

[The Direct-Material Sales Report \[page 125\]](#)

## Key Figures

Buyers and suppliers can use key figures in planning and forecast collaboration.

Key figures contain numeric data that is represented either as a quantity or as a monetary value. Buyers and suppliers use key figures for planning and forecast collaboration to communicate about goods and materials. Typically, buyers want information about a set of key figures, not just one or two. A set of key figures is referred to as a view.

Suppliers provide buyers with information about key figures, either through the user interface from the **Planning Collaboration** page or from the **Upload/Download Jobs** tab using Excel files.

There are two types of key figures:

- **Standard** – A standard key figure is a figure that cannot be derived or calculated from other figures, such as the number of employees in a company. Other examples are sales, fixed costs, variable costs, and quantity produced.  
One example of a standard key figure used in planning collaboration is **ORDER\_FORECAST**. This key figure contains the order forecast quantity.
- **Calculated** – A calculated key figure is a figure that is derived or calculated using other figures. For example, if you have the **SALES\_REVENUE** and **EMPLOYEES** key figures, you can create a calculated key figure with the sales revenue per employee using formula **SALES\_REVENUE/EMPLOYEES**.  
Key figures used in a formula for a calculated key figure can be either standard or calculated key figures.  
One example of a calculated key figure used in planning collaboration is **FORECAST\_DEVIATION**. This key figure is a calculation of the accuracy of the actual forecast demand from the committed forecast demand. It is calculated by subtracting the order forecast quantity (**ORDER\_FORECAST**) from the forecast committed quantity (**FORECAST\_COMMIT**). The formula is **FORECAST\_COMMIT - ORDER\_FORECAST**.

See [Key Figures Reference for Planning and Forecast Collaboration Views \[page 96\]](#) for a list of the key figures defined for the planning and forecast collaboration views.

See [Key Figures Reference for the Component Planning Collaboration View \[page 99\]](#) for a list of the key figures defined for component planning collaboration.

[Key Figures Reference for Planning and Forecast Collaboration Views \[page 96\]](#)

[Key Figures Reference for the Component Planning Collaboration View \[page 99\]](#)

## Key Figures Reference for Planning and Forecast Collaboration Views

You can use key figures in the standard planning and forecast collaboration views.

### Note

- **ALL\_ORDERS**, **ALL\_ASN**, **ASN\_RECEIPT**, **PO\_RECEIPT**, and **RECEIPT\_DATE\_GOODS\_RECEIPT** are transaction key figures. These key figures populate from purchase order, ship notice, and goods receipt transactions. For these key figures to populate, their related transactions must arrive on SAP Business Network after the planning or forecast records are created. Transactions that arrive before the planning or forecast records are created do not populate any key figures. Also, for these transaction key figures to populate, the transaction's system ID and vendor ID must match the system ID and vendor ID of an existing planning or forecast record.
- You can edit key figure display names.
- The **Supplier managed inventory**, **Supplier managed inventory days-of supply**, **Supplier managed replenishment**, and **Supplier managed replenishment days-of supply** views all have **Maximum proposal** and **Minimum proposal** key figures. The default key figure display name for these key figures is identical in all these views, but the configuration IDs are different. In the following table, the **Key figure display name** column for these key figures includes the view name in parentheses.

| Key Figure Display Name                   | Configuration ID           | Type       | Description                                                                                                                                            |
|-------------------------------------------|----------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| ASN received                              | ASN_RECEIPT                | Calculated | Total received quantity per shipment item. This key figure is automatically calculated by SAP Business Network using goods receipt transactions' data. |
| Canceled replenishment                    | CANCELLED_REPLENISHMENT    | Standard   | Canceled replenishment orders                                                                                                                          |
| Cumulative commit vs. cumulative forecast | CUM_COMMIT_VS_CUM_FORECAST | Calculated | Cumulative commit vs the sum of all forecast quantities from the current date time bucket to this time bucket                                          |
| Cumulative forecast                       | CUMULATIVE_FORECAST        | Calculated | Sum of all forecast quantities from the current date time bucket to this time bucket                                                                   |
| Cumulative forecast commit                | CUMULATIVE_FORECAST_COMMIT | Calculated | Cumulative forecast commit                                                                                                                             |

| Key Figure Display Name                                      | Configuration ID                         | Type       | Description                                                                                                                                                         |
|--------------------------------------------------------------|------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cumulative forecast vs. cumulative previous forecast         | <b>CUM_FORECAST_VS_CUM_PREV_FORECAST</b> | Calculated | Cumulative forecast vs cumulative previous forecast                                                                                                                 |
| Cumulative previous forecast                                 | <b>CUMULATIVE_PREVIOUS_FORECAST</b>      | Calculated | Cumulative previous forecast                                                                                                                                        |
| Days' supply (RO)                                            | <b>DAYS_OF_SUPPLY_RO</b>                 | Calculated | Shows for each time bucket the number of days (counting from this time bucket start date) before the projected stock will become 0 or less than 0                   |
| Days' supply (SMI)                                           | <b>DAYS_OF_SUPPLY_SMI</b>                | Calculated | Shows for each time bucket the number of days (counting from this time bucket start date) before the projected stock will become 0 or less than 0                   |
| Firm receipts                                                | <b>MFG_FIRM_RECEIPT</b>                  | Standard   | Firm receipts data as provided by supplier                                                                                                                          |
| Firmed orders                                                | <b>ALL_ORDERS</b>                        | Calculated | All purchase orders/scheduling agreements. This key figure is automatically calculated by SAP Business Network using purchase order transactions' data.             |
| Forecast change                                              | <b>FORECAST_CHANGE</b>                   | Calculated | Forecast change                                                                                                                                                     |
| Forecast commit                                              | <b>FORECAST_COMMIT</b>                   | Standard   | Forecast commit                                                                                                                                                     |
| Forecast deviation                                           | <b>FORECAST_DEVIATION</b>                | Calculated | Forecast deviation                                                                                                                                                  |
| Goods received                                               | <b>RECEIPT_DATE_GOODS_RECEIPT</b>        | Calculated | Total received quantity per order item on receipt date. This key figure is automatically calculated by SAP Business Network using goods receipt transactions' data. |
| Gross demand                                                 | <b>GROSS_DEMAND</b>                      | Standard   | Gross demand                                                                                                                                                        |
| In transit                                                   | <b>IN_TRANSIT_ASN</b>                    | Calculated | All ASNs without goods receipt                                                                                                                                      |
| Manufacturing orders                                         | <b>MFG_MANUFACTURING_ORDER</b>           | Standard   | Manufacturing orders as provided by supplier                                                                                                                        |
| Manufacturing purchase orders                                | <b>MFG_PURCHASE_ORDER</b>                | Standard   | Purchase orders as provided by supplier                                                                                                                             |
| Maximum inventory                                            | <b>MAXIMUM_INVENTORY</b>                 | Calculated | Maximum inventory                                                                                                                                                   |
| Maximum proposal (Supplier managed inventory)                | <b>MAX_STOCK_PROPOSAL</b>                | Calculated | Maximum stock proposal based on maximum stock level                                                                                                                 |
| Maximum proposal (Supplier managed inventory days-of-supply) | <b>MAX_DOS_PROPOSAL_SMI</b>              | Calculated | Maximum proposal based on maximum inventory                                                                                                                         |
| Maximum proposal (Supplier managed replenishment)            | <b>MAX_STOCK_PROPOSAL_RO</b>             | Calculated | Maximum stock proposal based on maximum stock level for replenishment order                                                                                         |

| Key Figure Display Name                                          | Configuration ID           | Type       | Description                                                                             |
|------------------------------------------------------------------|----------------------------|------------|-----------------------------------------------------------------------------------------|
| Maximum proposal (Supplier managed replenishment days-of-supply) | MAX_DOS_PROPOSAL_RO        | Calculated | Maximum proposal based on maximum inventory for replenishment order                     |
| Minimum inventory                                                | MINIMUM_INVENTORY          | Calculated | Minimum inventory                                                                       |
| Minimum proposal (Supplier managed inventory)                    | MIN_STOCK_PROPOSAL         | Calculated | Minimum stock proposal based on minimum stock level                                     |
| Minimum proposal (Supplier managed inventory days-of-supply)     | MIN_DOS_PROPOSAL_SMI       | Calculated | Minimum proposal based on minimum inventory                                             |
| Minimum proposal (Supplier managed replenishment)                | MIN_STOCK_PROPOSAL_RO      | Calculated | Minimum stock proposal based on minimum stock level for replenishment order             |
| Minimum proposal (Supplier managed replenishment days-of-supply) | MIN_DOS_PROPOSAL_RO        | Calculated | Minimum proposal based on minimum inventory for replenishment order                     |
| Net requirement                                                  | NET_DEMAND                 | Standard   | Requirements based on materials requirement planning                                    |
| Order forecast                                                   | ORDER_FORECAST             | Standard   | Order forecast quantity                                                                 |
| Order received                                                   | PO_RECEIPT                 | Calculated | Total received quantity per order item                                                  |
| Planned projected stock (RO)                                     | PROJ_STOCK_RO              | Calculated | Projected inventory based on stock on hand                                              |
| Planned replenishment                                            | PLANNED_REPLENISHMENT      | Standard   | Long term order replenishment                                                           |
| Planned shipment                                                 | PLANNED_SHIPMENT           | Standard   | Estimated supplier-committed quantity                                                   |
| Planned shipments                                                | MFG_PLANNED_SHIPMENT       | Standard   | Planned shipments as provided by supplier                                               |
| Previous forecast                                                | PREVIOUS_FORECAST          | Standard   | Previous forecast sent by buyer                                                         |
| Previous forecast commit                                         | PREVIOUS_FORECAST_COMMIT   | Standard   | Previous forecast commit sent by supplier                                               |
| Previous planned replenishment                                   | PREV_PLANNED_REPLENISHMENT | Standard   | Previous planned replenishment sent by supplier                                         |
| Priority                                                         | PRIORITY                   | Standard   | Priority                                                                                |
| Projected stock                                                  | PROJ_STOCK_SOH             | Calculated | Projected inventory based on stock on hand                                              |
| Published projected stock (RO)                                   | PROJ_STOCK_PUBLISHED       | Calculated | Published projected inventory based on stock on hand and published replenishment orders |
| Published replenishment                                          | PUBLISHED_REPLENISHMENT    | Standard   | Published replenishment orders                                                          |
| Shipments                                                        | MFG_SHIPMENT               | Standard   | Shipments as provided by supplier                                                       |
| Supplier forecast                                                | MFG_SUPPLIER_FORECAST      | Standard   | Supplier forecast as provided by supplier                                               |

| Key Figure Display Name  | Configuration ID    | Type       | Description                                                                                                                       |
|--------------------------|---------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Supplier projected stock | PROJ_STOCK_SUPPLIER | Standard   | Projected stock from supplier ERP as provided by supplier                                                                         |
| Target stock             | TARGET_STOCK        | Standard   | Stock determined based on target inventory level                                                                                  |
| Total shipment           | ALL_ASN             | Calculated | Total shipped quantity. This key figure is automatically calculated by SAP Business Network using ship notice transactions' data. |
| Upside forecast          | UPSIDE_FORECAST     | Standard   | Upside forecast                                                                                                                   |

## Key Figures Reference for the Component Planning Collaboration View

You can use key figures in the component planning collaboration view.

The **Component planning collaboration view** contains the **ORDER\_FORECAST** and **FORECAST\_COMMIT** standard key figures and the calculated key figures shown in the following table. The first six key figures in the table are included in both the **Finished good section** and the **Component section**. The next four key figures are only for the **Finished good section**, and the last two key figures are only for the **Component section**. You can view the formulas for the key figures on the **Component planning collaboration view** details page.

| Key Figure Display Name | Configuration ID        | Type       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|-------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchase order inbound  | PURCHASE_ORDER_INBOUND  | Calculated | Aggregates purchase order quantities in the time bucket matching the requested delivery date. The values of the purchase order <b>Material ID</b> and <b>Ship To Address ID</b> must match the values of the finished good's or component's <b>Material</b> and <b>Location ID</b> .                                                                                                                                                                                                    |
| Purchase order outbound | PURCHASE_ORDER_OUTBOUND | Calculated | Aggregates purchase order quantities in the time bucket matching the requested ship date. If the requested ship date is not available, the requested delivery date is used. The values of the purchase order <b>Material ID</b> and <b>Ship From Address ID</b> must match the values of the finished good's or component's <b>Material</b> and <b>Location ID</b> . If the <b>Ship From Address ID</b> is not available, the contact information's supplier <b>Address ID</b> is used. |

| Key Figure Display Name                                                    | Configuration ID                  | Type       | Description                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------|-----------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transport order inbound                                                    | TRANSPORT_ORDER_INBOUND           | Calculated | Aggregates stock transport order quantities in the time bucket matching the requested delivery date. The values of the stock transport order <b>Material ID</b> and <b>Ship To Address ID</b> must match the values of the finished good's or component's <b>Material</b> and <b>Location ID</b> .                                                                                                        |
| Transport order outbound                                                   | TRANSPORT_ORDER_OUTBOUND          | Calculated | Aggregates stock transport order quantities in the time bucket matching the requested ship date. If the requested ship date is not available, the requested delivery date is used. The values of the stock transport order <b>Material ID</b> and <b>Ship From Address ID</b> must match the values of the finished good's or component's <b>Material</b> and <b>Location ID</b> .                        |
| Copy purchase order inbound                                                | COPY_PO_INBOUND                   | Calculated | Aggregates copy purchase order quantities (where the supplier viewing the <b>Component planning collaboration view</b> is the copy partner) in the time bucket matching the requested delivery date. The values of the copy purchase order <b>Material ID</b> and <b>Ship To Address ID</b> must match the values of the finished good's or component's <b>Material</b> and <b>Location ID</b> .          |
| Copy transport order inbound                                               | COPY_TRANSPORT_ORDER_INBOUND      | Calculated | Aggregates copy stock transport order quantities (where the supplier viewing the <b>Component planning collaboration view</b> is the copy partner) in the time bucket matching the requested delivery date. The values of the stock transport order <b>Material ID</b> and <b>Ship To Address ID</b> must match the values of the finished good's or component's <b>Material</b> and <b>Location ID</b> . |
| Beginning inventory for finished good ( <b>Finished good section</b> only) | BEGINNING_INVENTORY_FINISHED_GOOD | Calculated | For the current date, the value is the <b>STOCK_ON_HAND</b> . For all other time buckets, the value is the ending inventory of the previous day.                                                                                                                                                                                                                                                          |
| Ending inventory for finished good ( <b>Finished good section</b> only)    | ENDING_INVENTORY_FINISHED_GOOD    | Calculated | The ending inventory for the finished good.                                                                                                                                                                                                                                                                                                                                                               |
| Planned ending inventory ( <b>Finished good section</b> only)              | PLANNED_ENDING_INVENTORY          | Calculated | The planned ending inventory for the finished good.                                                                                                                                                                                                                                                                                                                                                       |

| Key Figure Display Name                                            | Configuration ID                     | Type       | Description                                                                                                                                                                                     |
|--------------------------------------------------------------------|--------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Components with shortage<br>( <b>Finished good</b> section only)   | <b>COMPONENTS_WITH_SHORTAGE</b>      | Calculated | The total count of components used by the finished good that have a shortage for each time bucket in the next 30 days. This key figure only displays when you use the <b>Daily</b> time bucket. |
| Beginning inventory for component ( <b>Component</b> section only) | <b>BEGINNING_INVENTORY_COMPONENT</b> | Calculated | For the current date, the value is the <b>STOCK_ON_HAND</b> . For all other time buckets, the value is the ending inventory of the previous day.                                                |
| Ending inventory for component ( <b>Component</b> section only)    | <b>ENDING_INVENTORY_COMPONENT</b>    | Calculated | The ending inventory for the component.                                                                                                                                                         |

## Key Figures for Unreceived Orders and Optional Matching for Certain Criteria

### Description

This feature lets buyers display to their suppliers what firm or replenishment order quantities aren't yet received.

This feature also enables buyers and suppliers to ignore the supplier part number or system ID for part matching. And, this feature can allow suppliers to populate certain key figures without having a planning record.

### Prerequisites

- The buyer is enabled with the **Supply chain collaboration** and **Planning collaboration** entitlements.
- On the **► Planning ► Settings ► Assign suppliers ► System default settings ►** page, the **Match transaction quantities to transactional key figures** setting has the subsetting **Ignore the Supplier Part no.** set to **Yes**.

### Buyer Administrator Interface Changes

This feature makes the following changes for key figures:

- On the **► Planning ► Settings ► Assign suppliers ► System default settings ►** page, this feature adds the setting **Match transaction quantities to transactional key figures** to the **Supplier Managed Inventory** and **Forecast** sections.

- This setting has two subsettings:
  - **Ignore the Supplier Part no.** – Settings: **Yes** or **No**
  - **Ignore the System ID** – Settings: **Yes** or **No**
- This setting supports the following transactional key figures:
  - **ASN received**
  - **Firmed orders**
  - **Goods received**
  - **Order received**
  - **Total shipment**
- When a subsetting is set to **Yes**, purchase orders, ship notices, and goods receipts can include in transactional key figures any items that have no match for the field named by the subsetting. Items must still have a matching **Buyer Part ID** and **Plant ID** to be included.
- This feature adds the following transaction-based key figures:

| Key Figure Display Name | Configuration ID  | Type       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|-------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open firmed order       | OPEN_FIRMED_ORDER | Calculated | <p>The total quantity that isn't received, per shipment item in a firmed order.</p> <p>When the setting <b>Match transaction quantities to transactional key figures</b> has subsetting <b>Ignore the Supplier Part no.</b> set to <b>Yes</b>, this key figure includes items that have no matching <b>Supplier Part no.</b> in related transaction documents.</p> <p>This key figure is available in the following planning collaboration views:</p> <ul style="list-style-type: none"> <li>• <b>Forecast</b></li> <li>• <b>Supplier managed replenishment</b> (standard and <b>days-of-supply</b>)</li> <li>• <b>Supplier managed inventory</b> (standard and <b>days-of-supply</b>)</li> </ul> |

| Key Figure Display Name  | Configuration ID | Type       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open replenishment order | OPEN_REPL_ORDER  | Calculated | <p>The total quantity that isn't received, per shipment item in a replenishment order.</p> <p>This goods-receipt number is calculated by subtracting the <b>Order received</b> quantity from the <b>Published replenishment</b> quantity.</p> <p>When the setting <b>Match transaction quantities to transactional key figures</b> has subsetting <b>Ignore the Supplier Part no.</b> set to <b>Yes</b>, this key figure includes items that have no matching <b>Supplier Part no.</b> in related transaction documents.</p> <p>This key figure is available in the <b>Supplier managed replenishment</b> (standard and <b>days-of-supply</b>) view.</p> |

## Supplier Changes to Functionality

With this feature, suppliers no longer need a planning record before they can populate key figures with transaction document data.

## Views for Planning Collaboration

Suppliers can use views for planning collaboration to help visualize planning data.

Views are used in planning and forecast collaboration to share information between buyers and suppliers. A view is a collection of key figures (standard, calculated, and custom) and attributes (standard and customer-defined) that provide a window into the planning data.

The following table lists the standard views:

| View                                 | Description                                                       |
|--------------------------------------|-------------------------------------------------------------------|
| Aggregated forecast across locations | Aggregated version of the forecast view across multiple locations |

| View                                          | Description                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Component planning collaboration view         | <p>Component planning collaboration data for a finished good and its components.</p> <div>  <b>Note</b><br/> The <b>Component planning collaboration view</b> does not support customer-defined attributes. </div> |
| External manufacturing visibility             | Data about external manufacturing items                                                                                                                                                                                                                                                             |
| Forecast                                      | Forecast data for planning items                                                                                                                                                                                                                                                                    |
| Supplier managed inventory                    | Information about supplier-managed inventory                                                                                                                                                                                                                                                        |
| Supplier managed inventory days-of-supply     | Information about the days of supply left on the supplier's inventory                                                                                                                                                                                                                               |
| Supplier managed replenishment                | Information about supplier-managed replenishment                                                                                                                                                                                                                                                    |
| Supplier managed replenishment days-of-supply | Information about the days of supply of replenishment                                                                                                                                                                                                                                               |

In addition to the standard views, buyers can create custom views.

Buyers configure views to contain the exact information they need. Some example configurations are hiding key figures, renaming key figure display names, adding custom key figures, and adding customer-defined attributes.

Each view, whether standard or custom, has its own set of key figures and attributes. Custom views also have conditions defined for them. SAP Business Network evaluates these conditions to determine which view to use for a planning item. If a planning item does not match the conditions of any of the custom views for the process type, the standard view is used.

Buyers can set the key figure order for both standard and custom views. This order is visible in all the view's planning records, both in the user interface and in downloaded Excel files created from running **Upload/Download** jobs.

SAP Business Network assigns a planning item to a view when cXML updates are made. If the planning item's view was deleted since the last cXML update, the standard view is used for the planning item.

When a planning item's view is modified, the next time a cXML update occurs, the view criteria are reevaluated. The planning item's view always matches the existing criteria at the last cXML update.

## Updating Stock-on-Hand Levels

Suppliers can update stock-on-hand levels for planning items in the supplier-managed inventory, manufacturing visibility, replenishment, and forecast processes.

## Prerequisites

For the supplier-managed inventory and replenishment processes, the rule **Allow suppliers to edit supplier stock on hand** must be enabled.

## Procedure

1. Go to the  **Planning** > **Planning Collaboration**  page.  
This page lists entries for supplier managed inventory, manufacturing visibility, replenishment, and forecast.
2. Open the **Stock on hand** popup from either the **Status** column or a **View Details** icon.
  - In the **Status** column of the **Stock on hand** section, click the status for the part number you want to update.
  - At the end of the row for the part number you want to update, click the **View Details**  icon. In the part-number details page that opens, click the **Stock on hand** link.The **Stock on hand** popup opens.
3. At the bottom of the popup, click the **Edit** button.
4. Update the desired stock-on-hand levels.
5. When finished editing, save your changes.
  - Choose **Save** to save your changes and exit the page.
  - Choose **Save and Send** from the dropdown to save and submit the changes to your customer.

# Configuring Email Notifications for Buyer Planning Collaboration Updates

You can receive email notifications when your buyers make planning collaboration updates for the **Forecast**, **Replenishment**, and **Supplier managed inventory** planning process types.

## Procedure

1. Click the  **Account Settings** icon in the upper right corner, then in the dropdown, click  **Settings** > **Network Notifications** .
2. Go to the **Planning Collaboration Updates** section.
3. Enter a minimum of one and a maximum of three email addresses to use when sending the notifications.
4. Specify when to send the notifications.
  - Immediate notifications – Choose **Send an immediate notification when buyers share planning collaboration updates**.

When a buyer makes planning collaboration updates, an email notification is sent to the specified address. This notification contains the number of planning records the buyer created or updated.

- Digest notifications – Choose **Send a digest notification about planning collaboration at this frequency, in hours:**, and choose the number of hours from the pulldown menu.

If there are planning collaboration updates during the selected time period, an email notification is sent to the specified address. This notification lists the buyers who sent updates. For each of these buyers, the number of planning records the buyer created or updated for each planning process type is also listed.

## Forecast Collaboration

Suppliers can plan and commit to future goods deliveries using forecast information from their customers.

The forecast collaboration feature enables suppliers to make commitments to deliver quantities of goods to supply upcoming demands forecast by buyers. This allows suppliers to schedule operations and plan capacity accordingly. For example, a supplier could build commonly-used subassemblies based on an anticipated demand. For another example, a supplier could schedule deliveries of parts in advance of an anticipated increase in demand, minimizing last-minute rush shipments and stock run-outs.

Additionally, forecast collaboration enables suppliers to make commitments to deliver quantities of goods specified in buyer forecast demands. Alternatively, suppliers can send comments to buyers about forecast quantities and can request revisions.

The forecast collaboration feature provides the following to suppliers:

- A simple table view of buyer forecast demand
- The ability to commit to forecast quantities based on supplier capacity and inventory
- Daily, weekly, monthly, quarterly, and yearly time-bucket views of forecast demand
- Integration with other ERP and planning systems, both for buyers and for suppliers

[Workflow for Forecast Collaboration \[page 107\]](#)

[Editing Forecast Quantities Before Committing \[page 107\]](#)

[Committing to Given Forecast Quantities \[page 108\]](#)

[Viewing Forecast Collaboration Data \[page 109\]](#)

[CSV Upload for Forecast Commit \[page 110\]](#)

[Multitier Forecast for Integrated Suppliers \[page 112\]](#)

### Related Information

[Forecast Template for Upload/Download](#)

# Workflow for Forecast Collaboration

The end-to-end workflow for forecast collaboration starts with a buyer sending forecast demand data, and ends with the buyer receiving commitments or comments from suppliers.

1. The buyer extracts net demand data after material requirements planning or forecast planning, and transmits this data to SAP Business Network via cXML.
2. The supplier logs on to SAP Business Network to view forecast demand data, enter comments, or download the forecast demand data to an Excel or CSV file.
3. If the supplier downloads the Excel or CSV file, the supplier can edit the comments in it to show supply commitments or proposed changes, including upside commitments.

## Editing Forecast Quantities Before Committing

You can change the quantities committed any number of times before you send the commitment to the buyer.

### Context

The buyer can either choose a preferred time series granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**) or allow you to choose one. If the buyer chooses one, you can only edit and commit data in that time series. The preferred time series granularity is shown when you open the planning item and also when you click on the **Part details** popup.

### Procedure

1. View the **Planning > Forecast** table containing the forecast quantities to which you want to commit.
2. To edit a forecast quantity, click the editing pencil icon  in the **Actions** column.
3. **Optional:** In the **Forecast Commit** dialog that opens, fill in a value for inventory, and add a comment as desired.

#### Note

The **Forecast Commit** popup shows the commit lock horizon period in the header's **Commit Horizon** field. When a forecast time series is within the commit lock horizon, you can no longer edit those quantities or use the **Copy Forecast to Commit** button.

4. Click the calendar icon and select the month of forecasts desired.
5. Do one of the following:
  - Enter quantities to which you want to commit into one or more **Committed** fields.

#### Note

As you edit the value in a **Committed** field, **Forecast Commit** automatically recalculates the related **Difference** value.

- To commit to a quantity greater than the forecast quantity, enter the quantity into the desired **Upside** field.

#### Note

This entry communicates to the buyer how much capacity the supplier has beyond the forecast demand. This information allows the buyer to capture the additional supplier capacity as desired.

- To commit to all the quantities forecast, click **Copy Forecast to Commit**.

#### Note

This button can't be used for a forecast time series that is within the commit lock horizon.

6. Do one of the following:

- To close the **Forecast Commit** dialog without saving your revisions, click **Close**.
- To commit to a quantity you entered, and keep the **Forecast Commit** dialog open, click **Commit**.
- To commit to a quantity you entered, and close the **Forecast Commit** dialog, click **Commit And Close**.

**Commit** or **Commit And Close** records the commitment quantities, but does not send the commitment to the buyer. You can change the quantities committed any number of times before you send the commitment to the buyer.

7. To send the commitment details to the buyer, in the **Forecast** table, click the page icon in the **Actions** column.
8. In the **Commit Forecast Data** dialog, click **Yes**.

SAP Business Network sends the commitment to the buyer and disables the page icon so that you can't send the commitment again. You can view the details of the commitment in the ► **Fulfillment** ► **Product Replenishment** ► tab.

## Committing to Given Forecast Quantities

The buyer receives your commitment for the number of goods you will supply during the forecast period.

### Context

You can commit quantities using any time-series view: **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**. If a buyer sets a commit freeze horizon, you can see the freeze in effect in all time-series views.

#### Note

When a forecast time series is within the commit lock horizon, you can no longer edit those quantities or use the **Copy Forecast to Commit** button. To see the commit lock horizon for forecast item, hover over the page icon in the **Actions** column. Or, go to the item's details page and click **Part details**, which shows the **Planning horizon** period.

## Procedure

1. Go to ► **Planning** ► **Forecast** ▾.
2. View a forecast table containing the forecast quantities to which you want to commit.
3. To make a commitment to supply a forecast quantity, unchanged, for the next 365 days, click the circled checkmark icon (✓) in the **Actions** column.
4. To confirm the quantities committed, in the **Commit Forecast Data** dialog, click **Yes**.

This step records the commitment quantities, but does not send the commitment to the buyer. You can change the quantities committed any number of times before sending the commitment to the buyer, unless the forecast time series is within the commit lock horizon.

5. **Optional:** To change the quantities committed before sending the commitment, see [Editing Forecast Quantities Before Committing \[page 107\]](#).
6. To send the commitment to the buyer, click the page icon in the **Actions** column. Then in the **Commit Forecast Data** dialog that opens, click **Yes**.

SAP Business Network sends the commitment to the buyer. Also, the page icon becomes disabled so that you can't send the commitment again. You can view the details of the commitment in the ► **Fulfillment** ► **Product Replenishment** ▾ tab.

## Viewing Forecast Collaboration Data

You can customize the criteria to search and which data fields to display.

### Context

#### 📘 Note

Alternatively, administrators can view forecast commitment documents by searching for the document numbers in the administrator user interface.

## Procedure

1. Choose ► **Planning** ► **Forecast** ▾.  
SAP Business Network displays the forecast search filters and table.
2. **Optional:** To find specific forecasts, do the following:
  - a. Click the triangle next to **Search Filters** to expand the display of filter fields.
  - b. Enter search criteria into any of the filter fields as desired.

### Note

Certain fields, such as **Customer Planner Code** and **Customer Part #**, have a **type-ahead** feature that lists known valid choices as you type.

- c. Next to **Display Forecast By**, select the time increment for the display, **Day**, **Week**, **Month**, or **Year**.
- d. Click **Search**.

The **Forecast** table displays the results of the search.

### Note

Forecasts for a given lead time are highlighted with the same color used to highlight the respective lead time. Quantities committed in excess of forecast quantities appear as positive numbers on a green background in the **Difference** column. Committed quantities needed to meet a forecast demand appear as negative numbers on a dark gray background in the **Difference** column.

3. **Optional:** Optionally add or remove columns from the **Forecast** table.
  - a. Click the **Forecast** button to the upper-right of the **Forecast** table.
  - b. Check the box next to the name of each column you want to make visible.
  - c. Uncheck the box next to the name of each column you want to not appear.
  - d. Click **Close**.
4. **Optional:** To scroll the **Forecast** table for forecasts from a different period, do one of the following:
  - For an earlier period, click the left-pointing arrow in the **Forecast** table header
  - For a later period, click the right-pointing arrow in the **Forecast** table header
5. **Optional:** To page through additional pages of search results, either click the left or right arrow next to **Page**, or select a page number from the **Page** dropdown menu.
6. **Optional:** To select which columns appear in the **Forecast** table, do the following:
  - a. Click the table icon that appears to the far right of the **Forecast** table header.
  - b. In the **Order Forecast Columns** dialog, check the box next to the name of every column you want to make visible, and click **Close**.
  - c. To sort the table by any of the following columns, click the column name: **Customer Part #**, **Supplier Part #**, **Unit**, **Plant**, **Lead Time**, **Inventory**, **Last Modified**. This toggles between ascending and descending sorts.

SAP Business Network retains your preferences for viewing the **Forecast** table.

7. To download the data in the **Forecast** table into a CSV file, click **Download CSV**, select an option, and click **OK**.

## CSV Upload for Forecast Commit

As a supplier, you can upload forecast commitments in bulk by using CSV files.

[Workflow for CSV Upload for Forecast Commit \[page 111\]](#)

[Uploading Forecast Commitments in CSV Files \[page 111\]](#)

## Workflow for CSV Upload for Forecast Commit

The end-to-end workflow for forecast commit starts with a supplier downloading a file of forecast quantities and ends with the buyer viewing the file with the supplier commitments.

1. The supplier downloads a CSV file containing forecast quantities.
2. The supplier enters values for committed quantities into the CSV file.
3. The supplier uploads the updated CSV file.
4. The buyer views the commitments of the supplier.

## Uploading Forecast Commitments in CSV Files

You can download, modify, and upload forecast data in bulk.

### Context

To instead use the  **Upload/Download**  feature to upload multiple forecast changes in Excel, see [Forecast Template for Upload/Download \[page 177\]](#).

### Procedure

1. View the  **Planning**  **Forecast**  page table containing the forecast quantities to which you want to commit.
2. Click **Download CSV**.  
SAP Business Network downloads a forecast CSV template.
3. Open the CSV file, enter desired values into the cells in the **Committed** column, and save the CSV file.
4. Click **Upload CSV**.

SAP Business Network opens the **Forecast Commit Uploads** popup window containing a search filter and a table of previous uploads.

5. Add a name for the revised CSV file. Click **Choose File** and browse to the revised CSV file.
6. Select the revised CSV file and click **Open**.
7. Click **Upload**.
8. **Optional:** Click **Refresh** to update the values in the **Status** column.

The **Status** column displays the status of the uploads.

#### Note

If an upload fails, click the download icon  to open a log file that reports the errors that caused the failure.

# Multitier Forecast for Integrated Suppliers

Suppliers can enable routing of product activity messages to tiered suppliers using cXML.

For product activity messages to be delivered to a tiered supplier, the following configurations must be made on that supplier's system. This configuration also allows suppliers to see product activity messages from the ► ...

► **Product Activity** ► tab.

- The supplier has a trading relationship with the buyer.
- The **Product Activity Message** is set to **Online** or **cXML**. Check this setting by clicking the  **Account Settings** icon in the upper right corner, then in the dropdown, click ► **Settings** ► **Electronic Order Routing** ►.

## Copy Process for Product Activity Messages

Primary suppliers use cXML to send product activity messages to tiered suppliers, also called copy suppliers.

A primary supplier specifies the number of tiered suppliers in the **Path** element of the cXML header **ProductActivityMessage**. For complete information about these elements and their attributes, see the [cXML Reference Guide](#) .

### Note

Sensitive data, like pricing, is omitted from a cXML document delivered to tiered suppliers.

Tiered suppliers can view and access their product activity messages on the ► ... ► **Product Activity** ► tab of the SAP Business Network user interface.

- To search for product activity documents that are for only copy suppliers, check the **Show copy documents** search filter.

### Note

When the **Show copy documents** checkbox is unchecked, only documents for the primary supplier are displayed. Copy documents are not displayed.

- If necessary, click the **Show/Hide Columns**  icon and click **Multi-Tier** to show that column, which identifies which table entries are multitier messages.
- To download a product activity message and view its forecast details, click its **Export cXML** link.

## Component Planning Collaboration

Component planning collaboration lets buyers and suppliers view the forecast planning data for a finished good and its components together.

Forecast planning items are created or updated when buyers send product activity messages and when suppliers send product replenishment messages. When component planning collaboration is enabled, in addition to forecast

planning items, component planning collaboration items are also created or updated. For a component planning collaboration item to be created or updated, the item must be included in a Bill of Materials (BOM) stored in SAP Business Network.

Each finished good has a component planning collaboration record. These records are created from Bill of Materials (BOM) records extracted from SAP Business Network. A BOM contains the list of components needed to manufacture a finished good. For more information about how BOM data is used for component planning collaboration, see [Component Planning Collaboration Use of BOM Data \[page 118\]](#).

To enable component planning collaboration, the buyer administrator edits the settings to toggle **Enable component planning collaboration** on. When this setting is set, if a planning item matches a finished good or a component stored in a BOM in SAP Business Network, its corresponding component planning collaboration item is created or updated. Component planning collaboration items are only created or updated when there is a match.

Component planning collaboration uses the **Component planning collaboration view**. This view has two sections, **Finished good section** and **Component section**. Each section has its own key figures. For more information about the key figures in the **Component planning collaboration view**, see [Key Figures Reference for the Component Planning Collaboration View \[page 99\]](#). Buyer administrators can also add custom key figures to both sections.

Component planning collaboration data displays on the component planning collaboration list and details pages.

- For more information about the component planning collaboration list page, see [Component Planning Collaboration List Page \[page 114\]](#).
- For more information about the component planning collaboration details page, see [Component Planning Collaboration Details Page \[page 115\]](#).

## Prerequisites

- You must have both the Supply chain collaboration and Planning collaboration entitlements enabled.
- The buyer administrator has set the **Enable component planning collaboration** setting on the **► Planning ► Settings ► Assign suppliers ►** page.
- The buyer administrator has imported the Bill of Materials (BOM) for the finished goods from the SAP ERP or SAP S/4HANA to SAP Business Network. Refer to [Importing Bill of Materials from SAP ERP or SAP S/4HANA to SAP Business Network](#).
- To view the **Component planning collaboration** tile in the **Workbench** tab, you must have the **Component planning collaboration** permission.

## Restrictions

- The **Component planning collaboration view** does not support customer-defined attributes.
- Component planning collaboration does not support **Planning Collaboration** authorization profiles.

[Component Planning Collaboration List Page \[page 114\]](#)

[Component Planning Collaboration Details Page \[page 115\]](#)

[Component Planning Collaboration Use of BOM Data \[page 118\]](#)

# Component Planning Collaboration List Page

On the component planning collaboration list page, you can view a table of component planning records for finished goods.

To view the component planning collaboration list page, click **Workbench**, then click the **Component planning collaboration** tile.

## Note

If the **Component planning collaboration** tile does not display, follow the instructions on [Customizing Tiles on Your Workbench](#) to add it. You must have the inventory collaboration entitlement enabled for the **Component planning collaboration** tile to display in the list of tiles you can add.

## Restriction

You cannot download information from the list view of the **Component planning collaboration** table to a spreadsheet file such as Excel.

The page displays a table of component planning collaboration records. Each record represents a finished good.

| Customer       | Buyer part no.   | Supplier part no. | Location | Last Customer Update | Last Supplier Update | Stock On Hand Quantity | Description               | Plant Name         | Component count | Actions |
|----------------|------------------|-------------------|----------|----------------------|----------------------|------------------------|---------------------------|--------------------|-----------------|---------|
| Best Run Medio | MZ-TG-A401       | MZ-TG-A401        | 1710     | Mar 10, 2023         |                      | 0.00 BAG               | Multi Pack Chips          | Plant 1 - US       | 3               |         |
| Best Run Medio | Allergy Tablets  | Allergy Tablets   | 1000     | Feb 28, 2023         |                      | 1,500.00 BX            | Allergy Tablets 100 Count | Plant 1000 US test | 5               |         |
| Best Run Medio | Cheese Pizza     | Cheese Pizza      | 1000     | Feb 26, 2023         |                      | 7,500.00 BX            | Delicious Pizza           | Plant 1000 US test | 3               |         |
| Best Run Medio | Multi Pack Chips | Multi Pack Chips  | 1000     | Feb 10, 2023         |                      | 1,500.00 BX            | Variety Pack              | Plant 1000 US test | 3               |         |
| Best Run Medio | Pepperoni_Pizza  | Pepperoni_Pizza   | 1000     | Jan 12, 2023         |                      | 7,500.00 BX            | Delish pizza              | Plant 1000 US test | 4               |         |

The **Component count** column lists the number of components for each finished good and includes the number of active components in parenthesis.

You can use the following filters to filter the finished goods:

- **Customer** (supplier view) or **Supplier** (buyer view)
- **Customer location**
- **Supplier part no.**
- **Customer part no.**
- **Components used** – Select one or more components from the pulldown to list only finished goods that include one of the selected components.

You can also sort the table by any column.

# Component Planning Collaboration Details Page

On the component planning collaboration details page, you can view the planning items for a finished good and its active components.

To open the component planning collaboration details page for a finished good, from the component planning collaboration list page, click the detail-view (🔍) icon from the **Actions** column.

| Customer       | Buyer part no.  | Supplier part no. | Location | Last Customer Update | ↓ | Last Supplier Update | Stock On Hand Quantity | Description               | Plant Name         | Component count | Actions                                                                             |
|----------------|-----------------|-------------------|----------|----------------------|---|----------------------|------------------------|---------------------------|--------------------|-----------------|-------------------------------------------------------------------------------------|
| Best Run Medio | MZ-TG-A401      | MZ-TG-A401        | 1710     | Mar 10, 2023         |   |                      | 0.00 BAG               | Multi Pack Chips          | Plant 1 - US       | 3               |  |
| Best Run Medio | Allergy Tablets | Allergy Tablets   | 1000     | Feb 28, 2023         |   |                      | 1,500.00 BX            | Allergy Tablets 100 Count | Plant 1000 US test | 5               |  |
| Best Run Medio | Choco Bisc      | Choco Bisc        | 1000     | Feb 28, 2023         |   |                      | 7,500.00 BX            | Delicious Bisc            | Plant 1000 US test | 3               |  |

## ⚠ Restriction

A maximum of 30 components are supported for each finished good. If a finished good has more than 30 components, only the first 30 components (in alphabetical order) display.

General information about the finished good displays in the section at the top of the page. If the customer has uploaded a company logo, it displays in this section. Click the dropdown (▼) icon to expand this section.


**Allergy Tablets**  
 Plant 1000 US test

Customer  
**Best Run Medio**

Supplier part no.  
**Allergy Tablets**

Description  
**Allergy Tablets 100 Count**

Lead time  
**2**

Product family

Product type

Manufacturer name

Manufacturer part ID

Customer planner  
 001 (MRP Controller 001)

Phone

Email

Planning horizon  
 1095 days

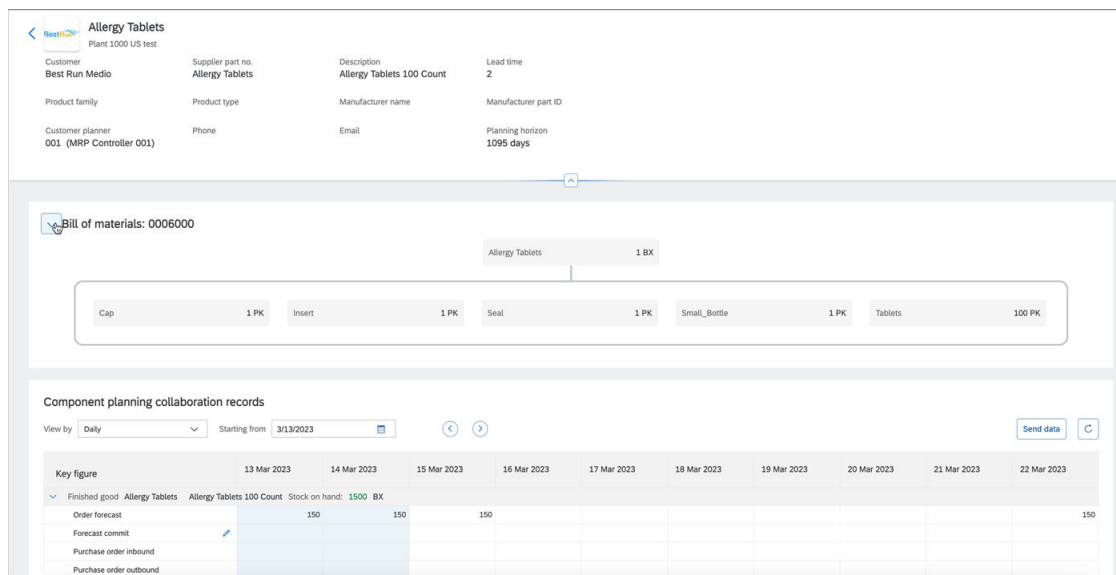
> Bill of materials: 0006000

Component planning collaboration records

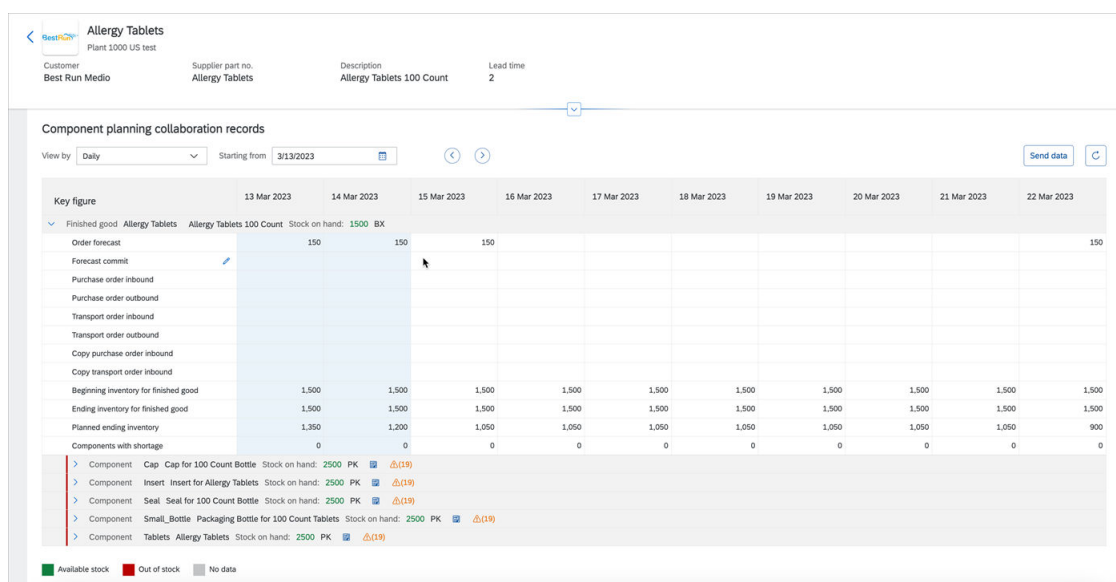
View by: Daily Starting from: 3/13/2023

| Key figure                                                                     | 13 Mar 2023 | 14 Mar 2023 | 15 Mar 2023 | 16 Mar 2023 | 17 Mar 2023 | 18 Mar 2023 | 19 Mar 2023 | 20 Mar 2023 | 21 Mar 2023 | 22 Mar 2023 |
|--------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Finished good Allergy Tablets Allergy Tablets 100 Count Stock on hand: 1500 BX | 150         | 150         | 150         |             |             |             |             |             |             | 150         |
| Order forecast                                                                 |             |             |             |             |             |             |             |             |             |             |
| Forecast commit                                                                |             |             |             |             |             |             |             |             |             |             |
| Purchase order inbound                                                         |             |             |             |             |             |             |             |             |             |             |
| Purchase order outbound                                                        |             |             |             |             |             |             |             |             |             |             |
| Transport order inbound                                                        |             |             |             |             |             |             |             |             |             |             |
| Transport order outbound                                                       |             |             |             |             |             |             |             |             |             |             |
| Copy purchase order inbound                                                    |             |             |             |             |             |             |             |             |             |             |
| Copy transport order inbound                                                   |             |             |             |             |             |             |             |             |             |             |
| Beginning inventory for finished good                                          | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       |
| Ending inventory for finished good                                             | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       | 1,500       |
| Planned ending inventory                                                       | 1,190       | 1,200       | 1,050       | 1,050       | 1,050       | 1,050       | 1,050       | 1,050       | 1,050       | 900         |

The **Bill of materials** section displays the details of the BOM for the finished good. Click the feeder arrow (⌵) icon to expand this section.



When you open the details page, the **Finished good section** is expanded and the key figures for the finished good display with the standard planning time series table format. The time series tables on the component planning collaboration details page have the same functionality as they do on other planning pages. The only difference is that, when you click **Send data**, data is sent for both the finished good and its components.



The **Components with shortage** key figure shows the count of the components used by the finished good that have a shortage on each date in the time bucket. Values greater than or equal to 1 display in red.

## Note

The **Components with shortage** key figure row only appears in the planning table when you use **Daily** granularity.

You can view component planning items using any available granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**). However, you can only edit component planning items using **Daily** granularity since component planning is used for planning shorter timeframes.

The header lines for the finished good and its components list the finished good or component name, description, and amount of stock on hand.

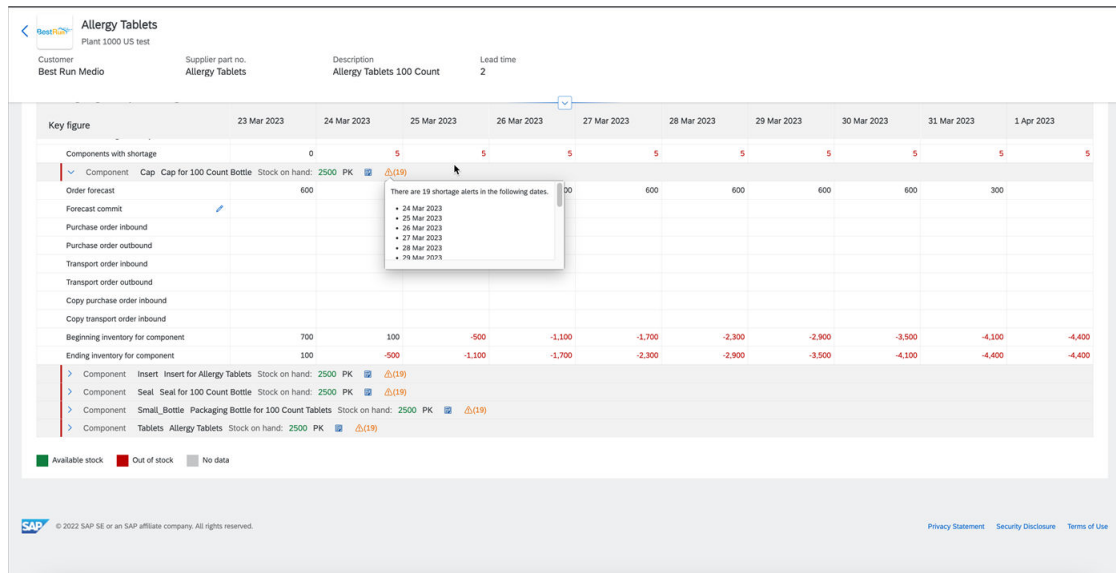
Component header lines also include the following:

- Vertical status bar – The status bar is green if the component does not have any shortages. The status bar is red if the component has one or both of the following shortages:
  - Current stock on hand – The component is out of stock.
  - Projected stock – The component will run out of stock on a future date based on the component's inflow and outflow.
- Newspaper icon – Click the newspaper (📰) icon in the component header line to open the **Where used?** popup. This popup shows which finished goods use the component.
- Message-warning icon – If a component has a shortage, a message-warning icon (⚠) displays on its header line. Click the icon to view the shortage information.

### Note

The message-warning icon and shortage information display only for shortages that will occur in the next 30 days.

Click the feeder-arrow (⌵) icon next to a component to open its time series table to view and edit its key figures.



Standard calculated key figures that have values less than or equal to 0 display in red.

### Caution

Forecast commit locks are not supported for component planning. If you set **Forecast commit lock horizon, in days** to a value other than 0, you will not be able to commit from the component planning collaboration details page.

To navigate back to the component planning collaboration list page, click the back-arrow (⏪) icon at the top of the page.

# Component Planning Collaboration Use of BOM Data

Component planning collaboration records are created using Bill of Materials (BOM) records in SAP Business Network.

A BOM is a list of components needed to manufacture a finished good. Each component planning collaboration record contains one finished-good planning item and zero or more component planning items.

## Prerequisites

The buyer administrator has imported the Bill of Materials (BOMs) for finished goods from the SAP ERP or SAP S/4HANA to SAP Business Network. Refer to [Importing Bill of Materials from SAP ERP or SAP S/4HANA to SAP Business Network](#).

## Creating and Updating Component Planning Collaboration Items

Component planning collaboration items are created for finished goods and components when a product activity message is sent by the buyer and the following two conditions are true:

- The buyer or supplier has the **Enable component planning collaboration** setting set. This setting is set by the buyer administrator on the **► Planning ► Settings ► Assign suppliers ►** page.
- The values of the **Material ID** and **Plant ID** in the message match the values of the **Material ID** and **Plant ID** in an active BOM at the header or component level.

When both items are true, if the match of the **Material ID** and **Plant ID** values is at the header level, a finished-good planning item is created. If the match of the **Material ID** and **Plant ID** values is at the component level, a component planning item is created.

Before creating a new planning item, SAP Business Network checks whether a planning item already exists.

- If one exists, SAP Business Network updates it.
- If one does not exist, SAP Business Network creates a new finished-good or component planning item.

### ⓘ Note

- If the component data arrives before the finished-good data, the component planning item is created, but it is not displayed, until its finished-good planning item is created. A component planning item only displays on its finished good's component planning collaboration details page.
- The component planning item is included in the component planning collaboration records of all finished goods that use it, and its data is always in sync in these records.
- A planning item can be both a finished good and a component as illustrated in Example 3 below.

## Examples

These are the BOM records used in the examples:

```
BOM:          0001
Header Material: Classic promo pack
Plant ID:     1000, 2000
Components:   BBQ chips, Peanuts
```

```
BOM:          0002
Header Material: Party pack
Plant ID:     2000, 3000
Components:   BBQ chips, Salt chips, Pistachios
```

```
BOM:          0003
Header Material: Wholesale pallet
Plant ID:     3000
Components:   Party pack, Variety pack
```

The product activity messages are shown for each of the following examples. The bullets after each message list the BOM where SAP Business Network finds the match and what action SAP Business Network takes as a result of the match.

### Example 1: Simple component planning collaboration item generation

These examples show simple generation of component planning collaboration items.

- Message 1: Forecast for **Material ID Classic promo pack/Plant ID 1000**
  1. Match **Material ID/Plant ID** with the BOM 1 header.
  2. Create and populate the finished-good planning item.
- Message 2: Forecast for **Material ID Peanuts/Plant ID 1000** Match **Material ID/Plant ID** with the BOM 1 component.
  1. Create and populate the component planning item for **Peanuts** under the finished-good planning item for **Classic promo pack/1000**.

### Example 2: Component used in multiple finished goods

These examples show the generation of component planning collaboration items for a component used in more than one finished good.

- Message 1: Forecast for **Material ID Classic promo pack/Plant ID 2000**
  1. Match **Material ID/Plant ID** with the BOM 1 header.
  2. Create and populate the finished-good planning item.
- Message 2: Forecast for **Material ID Party pack/Plant ID 2000**
  1. Match **Material ID/Plant ID** with the BOM 2 header.
  2. Create and populate the finished-good planning item.
- Message 3: Forecast for **Material ID BBQ chips/Plant ID 2000**
  1. Match **Material ID/Plant ID** with both BOM 1 and BOM 2 components.
  2. Create and populate component planning items for **BBQ chips** for finished-good planning items **Classic promo pack/2000** and **Party pack/2000**. The data for the **BBQ chips** component planning item in the component planning collaboration records for these two finished goods is always in sync.

### Example 3: Material is both a component and a finished good

These examples show the generation of component planning collaboration items when a material is both a component and a finished good.

- Message 1: Forecast for **Material ID Party pack/Plant ID 3000**
  1. Match **Material ID/Plant ID** with the BOM 2 header.
  2. Create and populate the finished-good planning item.
  3. Since the **Material ID/Plant ID** also matches the BOM 3 component, a component planning item for **Party pack** is also created. This planning item is not visible until the finished-good planning item for **Wholesale pallet/3000** is created.
- Message 2: Forecast for **Material ID Pistachios/Plant ID 3000**
  1. Match **Material ID/Plant ID** with the BOM 2 component.
  2. Create and populate the component planning item for **Pistachios** under the finished-good planning item for **Party pack/3000**.
- Message 3: Forecast for **Material ID Wholesale pallet/Plant ID 3000**
  1. Match **Material ID/Plant ID** with the BOM 3 header.
  2. Create and populate the finished-good planning item.
  3. The **Party pack/3000** component planning item previously created (see Message 1 in this example) is now visible as a component in the component planning collaboration record for the **Wholesale pallet/3000** finished good.

## Supplier-Managed Inventory

Suppliers can manage the goods they own that are stored in customer warehouses for future ownership.

With the supplier-managed inventory feature, suppliers can use SAP Business Network for Supply Chain to manage goods that are in their customers' warehouses, a process referred to as supplier managed inventory (SMI) or vendor managed inventory (VMI). If the supplier owns the stock until the customer consumes it, the stock is called consigned stock. If the customer takes ownership of the stock on receipt, the stock is called non-consigned stock.

Buyers can configure the planning view based on their business requirements. Also, suppliers can view their inventory data all together, and can manage their commitments to forecast demand through a flexible user interface.

Both buyers and suppliers can benefit from supplier-managed inventory, with benefits including:

- Improved inventory turns
- Improved service
- Increased sales

## Workflow for Supplier-Managed Inventory

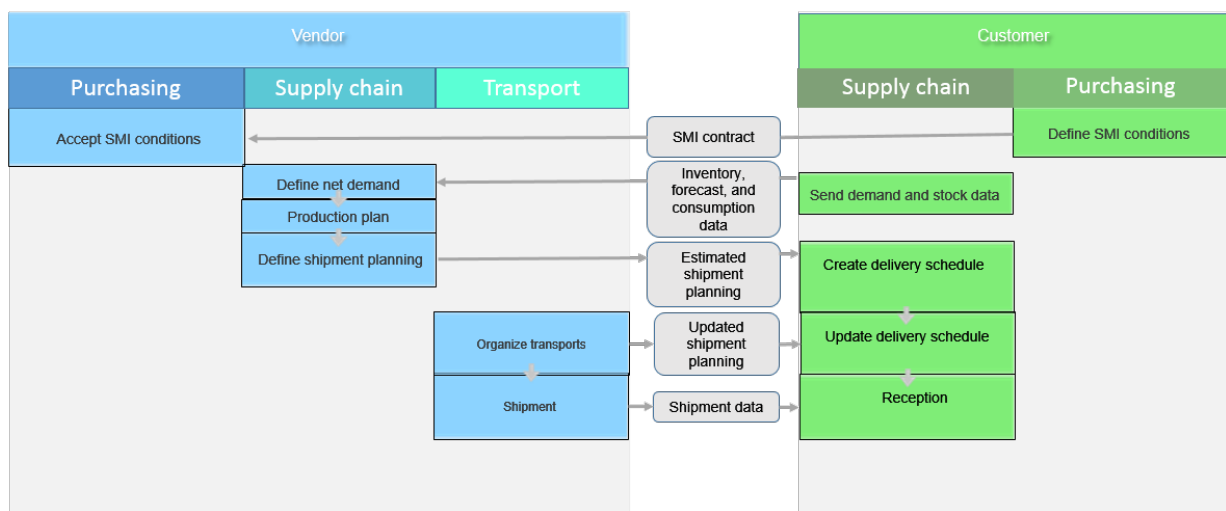
The end-to-end workflow for supplier-managed inventory starts with a buyer designating materials for a supplier to manage, and ends with the supplier creating ship notices for managed materials.

Typically, the supplier-managed inventory workflow follows these steps:

1. The buyer designates the materials for the supplier-managed inventory program and shares the gross-demand information with the supplier.
2. The supplier-managed inventory conditions are translated and the buyer creates a blanket order or a scheduling agreement.
3. The buyer shares the inventory information, including various stock levels, and minimum and maximum stock information.
4. The supplier determines the need for replenishment of stock at the buyer location, based on the gross demand, inventory on hand, and minimum and maximum stock levels. The supplier communicates the following to the buyer:
  - Estimated shipment plans
  - Updated shipment plans
  - Shipment data
5. The supplier-planned shipments create schedule lines in the buyer system, which are communicated back to the supplier for creating ship notices.

The following diagram describes the typical workflow for supplier-managed inventory (SMI):

### Supplier-managed inventory workflow



## Product Replenishment

Suppliers with visibility into their buyer's inventory and demand levels can replenish inventory based on established minimum and maximum stock levels.

[Viewing Replenishment Details \[page 122\]](#)

[Creating a Replenishment Order \[page 122\]](#)

[Sending Planned Replenishment Quantities for an Item \[page 123\]](#)

[Cancelling a Replenishment Order \[page 124\]](#)

## Related Information

[Replenishment Template for Upload/Download](#)

# Viewing Replenishment Details

Suppliers can view information about the goods they provide and manage for a buyer.

## Procedure

1. Choose ► **Fulfillment** ► **Product Replenishment** ►.  
SAP Business Network for Supply Chain displays the **Supplier managed replenishment details** page, containing **Search Filters** and **Supplier managed replenishment details**.
2. Enter criteria in **Search Filters** as desired, and click **Search**.  
SAP Business Network for Supply Chain displays the replenishment details for the documents found in the **Supplier managed replenishment details** table.

# Creating a Replenishment Order

You can send planned replenishment data to your buyer.

## Prerequisites

- You are enabled for the inventory collaboration component.
- The buyer has set the Planning setting **Allow suppliers to send planned replenishment** to **Yes**.

## Context

### ❗ Note

You can instead use one of the following alternate methods to provide planned replenishment data::

[Sending Planned Replenishment Quantities for an Item \[page 123\]](#)

[Updates to Planned Replenishment Data \[page 209\]](#)

## Procedure

1. Choose ► **Planning** ► **Planning Collaboration** ►.
2. Click **Details** for the desired item, which has the **Replenishment** process type.  
The **Supplier managed replenishment details** page is displayed.
3. Click **Edit**.  
If the **Edit** button is not visible, change the **View** setting. Editing is restricted by the buyer to either the **Daily** or **Weekly** view.
4. Click cells in the **Planned replenishment** row to enter values, then click **Save**.  
The **Create replenishment order** button is displayed.
5. Click **Create replenishment order**.
6. Enter a name in the **Replenishment order** field, make any other desired changes, and click **Create order**.

### Note

Use a name that has no more than 12 alphanumeric characters, and does not contain spaces or special characters.

- The **Supplier managed replenishment details** page is displayed.
7. Click **Refresh data** to update the replenishment data with the replenishment order values.
  8. Choose ► **Fulfillment** ► **Product Replenishment** ► and click the replenishment order name to confirm that it is sent to the buyer.

## Sending Planned Replenishment Quantities for an Item

You can send planned replenishment data for a single item to a buyer without creating a new replenishment order.

### Prerequisites

- You are enabled for the inventory collaboration component.
- The buyer has set the Planning setting **Allow suppliers to send planned replenishment** to **Yes**.

### Context

#### Note

You can instead use one of the following alternate methods to provide planned replenishment data:

[Creating a Replenishment Order \[page 122\]](#)

## Procedure

1. Choose ► **Planning** ► **Planning Collaboration** ►.
2. Click **Details** for the desired item, which has the **Replenishment** process type.
3. In the **Planned replenishment** row, click the edit  icon.
4. Enter a replenishment value in one of the columns, and click **Save**.
5. To the right of the **Create replenishment order** button, click the down arrow ▼.
6. Click **Send Data**.  
The system sends a product replenishment message to the buyer.

## Next Steps

To view product replenishment messages you sent to buyers, go to ► **Fulfillment** ► **Product Replenishment** ►.

# Cancelling a Replenishment Order

## Context

Suppliers can cancel a replenishment order.

## Procedure

1. Choose ► **Fulfillment** ► **Product Replenishment** ►.
2. On the desired replenishment order line, click **Actions** and choose **Cancel Order** from the dropdown.

# The Direct-Material Sales Report

This section provides topics about information on the ► **Planning** ► **Sales Report** ► tab.

[Direct-Material Sales Report for Suppliers \[page 125\]](#)

[Workflow for the Direct-Material Sales Report \[page 125\]](#)

[Viewing the Direct-Material Sales Report \[page 126\]](#)

## Direct-Material Sales Report for Suppliers

You can use your customer's sales information to anticipate your future production needs.

Buyers can provide sales report information to their suppliers for forecast purposes, providing ongoing visibility into their demand forecast. Using the cumulative sales report information, suppliers can adjust their production plan and forecast to accommodate changing demand patterns and meet service levels.

The ► **Planning** ► **Sales Report** ► tab shows cumulative sales and returned quantities for customer part numbers. The report can be filtered by **Customer** or **Last Updated**. The **Sales Report** does not affect existing **Inventory** and **Consignment** reports.

## Workflow for the Direct-Material Sales Report

The workflow for the direct-material **Sales Report** begins with the buyer sending a product activity message with sales report information to their supplier, and ends with the supplier reviewing the sales report data.

1. Customers send **ProductActivityMessage** documents containing sales report information to their SAP Business Network suppliers using cXML.
2. The Forecast application polls the SAP Business Network database tables at regular intervals to read **ProductActivityMessage** documents relevant for forecast collaboration.
3. The SAP Business Network extracts the sales report data from the **ProductActivityMessage** documents.
4. Suppliers log in to their SAP Business Network supplier account to view the ► **Planning** ► **Sales Report** ► tab. They can filter the report by **Customer** and **Last Updated**.

### Related Information

[Viewing the Direct-Material Sales Report \[page 126\]](#)

# Viewing the Direct-Material Sales Report

If customers have provided direct-material sales information to you for forecast purposes, you can view it in the **► Planning ► Sales Report ►** table.

## Procedure

1. Choose **► Planning ► Sales Report ►**.  
The **Sales Report** table appears.
2. Filter the sales report by **Customer** or **Last Updated** fields.  
You can select an interval (for example, **Last 14 Days**), or select **Other** to specify any date range for the report.

# Inventory

This section provides topics about managing inventory.

[High-Tech Industry Fields for Order Collaboration \[page 127\]](#)

[Contract Manufacturing Collaboration \[page 128\]](#)

[Consignment Collaboration \[page 139\]](#)

## High-Tech Industry Fields for Order Collaboration

High-tech industry fields for order collaboration support real-time supply-chain collaboration.

With real-time visibility into the supply chain, original equipment manufacturers (OEMs), contract manufacturers, and suppliers can match production orders to required materials and capacity. They can collaborate in real time to keep component inventories at optimum levels, and to reduce inventories of finished goods.

SAP Business Network for Supply Chain includes the following capabilities supporting high-tech industry fields for order collaboration:

- High-tech extensions to key fields in the following documents:
  - Purchase orders
  - Purchase order confirmations
  - Ship notices
  - Component consumption documents
- High-tech extensions to key fields appear in the SAP Business Network user interface.

### Related Information

[Workflow for High-Tech Industry Fields for Order Collaboration \[page 127\]](#)

## Workflow for High-Tech Industry Fields for Order Collaboration

The end-to-end workflow for high-tech industry fields for order collaboration starts with a buyer sending an order to a supplier, and ends with the buyer receiving the goods receipt.

With high-tech industry fields for order collaboration, the ordering process for contract manufacturing typically follows the following steps:

1. A buyer sends a purchase order to a supplier via an ERP system.
2. The supplier receives the purchase order, and the component supplier receives a copy of the purchase order.
3. The buyer sends any changes to the purchase order to the supplier.
4. The supplier receives the purchase order revisions and sends a copy of them to the component supplier.
5. The supplier sends a purchase order confirmation to the buyer, and sends a copy of the purchase order confirmation to the component supplier.
6. The buyer receives the purchase order confirmation.
7. The supplier sends a ship notice to the customer, and sends a copy of the ship notice to the component supplier.
8. The component supplier sends a goods receipt to the buyer, based on the shipment from the supplier.
9. The buyer receives the goods receipt.

## Contract Manufacturing Collaboration

Buyers and contract manufacturers can manage the supply of component materials and finished goods through SAP Business Network.

Large organizations can reduce costs by transferring the manufacture, assembly, or processing of parts to third-party contract manufacturers. Contract manufacturers are suppliers who build the parts for these buyers.

The contract manufacturing collaboration feature includes the following functionalities:

- Buyers can create subcontract purchase orders which can be transmitted to contract manufacturers via SAP Business Network.
- Contract manufacturers can view all the data of subcontract purchase orders, including all the component information under the purchase order line item, in the schedule line section.
- Contract manufacturers can confirm orders for finished goods purchased by buyers.
- Buyers can create ship notices for subcontracting components, and can send them to contract manufacturers.
- Contract manufacturers can create receipts for subcontracting components, and can send them to buyers.
- Contract manufacturers can create ship notices for finished goods to be shipped to buyers.
- Contract manufacturers can send component consumption information to buyers for components used to manufacture the finished goods on the subcontract purchase order.

To support these functionalities, the following types of messages are available for direct materials buyers and contract manufacturers:

### Subcontracting Purchase Order

A subcontracting purchase order is a purchase order that is sent from a buyer to a contract manufacturer to request the production and delivery of finished goods.

The subcontracting purchase order can carry not only item level and schedule line level information, but also subcontracting component information. Subcontracting components are the raw materials that are used for manufacturing the finished goods specified at the item level.

### Component Ship Notice

A component ship notice is a type of ship notice that informs the contract manufacturer of the shipment of subcontracting components.

Suppliers can segregate the routing of the document sub types based on the supplier capability. This feature supports separate routing options for **ProductActivity** and **OrderRequest** message for SAP Business Network. The routing configuration enhances and supports the **Resend** option for component ship notices. This capability helps organizations meet supplier adoption in integration area. There are four routings options for the **Product Activity Message** as shown below:

- **SMI Product Activity Message**
- **Consignment Product Activity Message**
- **Forecast Product Activity Message**
- **Product Activity Message Option**

The **Product Activity Message Option** is able to route the documents only if the above processTypes are not present in the message. Once this is enabled, the other options point to the same routing configuration of the actual **Product Activity Message** adjusted by supplier by default. This provides flexibility to the supplier to change the new routing options without impacting the current flow.

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Receipt</b>                         | A component receipt is a type of goods receipt that informs the buyer of the receipt of subcontracting components. The contract manufacturer can issue the component receipt against one or more component ship notices.                                                                                                                                                                       |
| <b>Component Consumption (Backflush) Message</b> | The ship notice message can include consumption details in a backflush component message. A backflush component consumption message is a type of ship notice request that informs the buyer of the completion of finished goods from subcontracting components. Unlike real-time component consumption reporting, backflush reporting is done only once, at the end of the production process. |
| <b>Component Consumption (Real-time) Message</b> | A real-time component consumption message informs the buyer of consumption of components at any phase of the production cycle.                                                                                                                                                                                                                                                                 |
| <b>Component Inventory Message</b>               | A component inventory message can inform suppliers about quantities of components available for manufacturing.                                                                                                                                                                                                                                                                                 |

## Restrictions

If a subcontracting purchase order has been uploaded or downloaded via CSV, a supplier will not see the component level on the downloaded subcontracting purchase order.

## Workflow for Contract Manufacturing Collaboration

The end-to-end workflow for contract manufacturing collaboration starts with a buyer creating a subcontracting purchase order, and ends with the supplier sending a ship notice for the finished goods, followed by standard follow-up processes.

1. The buyer creates a subcontracting purchase order requesting the production and delivery of a finished product. The subcontracting purchase order carries item level, schedule line level, and component information.

Components are the materials needed to manufacture the finished product. The subcontracting purchase order is sent to the contract manufacturer via SAP Business Network.

2. The buyer changes a subcontracting purchase order on the item, schedule, or component level. The changed subcontracting purchase order is sent to the contract manufacturer via SAP Business Network.
3. Contract manufacturers view subcontracting purchase orders in the SAP Business Network user interface or in their backend systems.
4. Suppliers confirm subcontracting purchase orders in the SAP Business Network user interface, or they send confirmations of subcontracting purchase orders from their backend systems.
5. The buyer, who owns and physically controls the components, issues the components to the contract manufacturer. The information about the components issue is sent to the contract manufacturer via one of the following:
  - [Component Ship Notice](#) containing the actual component issue date, quantity, and other information
  - [Component Inventory](#) containing a component inventory snapshot for a given point in timeOutbound Delivery information and Inventory Summary are not mutually exclusive as they carry different data (detail vs. summary data). The data are complementary.
6. Suppliers view the component inventory in the SAP Business Network user interface.
7. Suppliers confirm the component receipt either in the SAP Business Network user interface or by issuing respective messages from their backend systems.
8. As contract manufacturers produce the finished product, they consume the components that were provisioned by the buyer. Suppliers report the component consumption back to the buyer, so that replenishment and costing can occur. Suppliers report component consumption in either of the following ways as specified by the buyer:
  - If the buyer has requested real-time component consumption, the contract manufacturer records component consumption at any given point in time during production, and sends the information to the buyer.

For example, if the contract manufacturer has produced Batch One of a finished product, the contract manufacturer records the components that were consumed before moving on to producing Batch Two of the finished product. Suppliers capture the data in the SAP Business Network user interface, or send a consumption message from their backend systems.

This provides the buyer with up-to-date information on the contract manufacturer's component inventory, and allows the buyer to execute product costing and component replenishment in a timely fashion. This method is preferred in industries such as pharmaceuticals, where components have a very short lifespan. Here, the buyer must monitor the consumption in real-time, since at the time of a backflush the components used already might have expired. The high-tech industry also deploys this method. There, components often carry a significant monetary value, and must be accounted for continuously.
  - If the buyer has requested backflush reporting, the contract manufacturers record the component consumption continuously, but the system sends the information to the buyer only when the contract manufacturer creates the ship notice for the finished good. Suppliers capture the data in the SAP Business Network user interface, or send consumption messages from their backend systems.

This method is used by customers where expiration or value of components is not as critical, or who want to receive only one ship notice message, instead of multiple messages, to account for component consumption.
9. Suppliers create the ship notice for the finished goods in the SAP Business Network user interface, or by sending messages from their backend systems.

The process is completed by the standard follow-up processes, such as contract manufacturer-created invoices in the SAP Business Network user interface, or through messages from contract manufacturer backend systems, or alternatively, by self-billing initiated by the buyer.

# Viewing Component Ship Notices

You can see all your component ship notices listed in one place.

## Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ►, then click the **Component Shipments** tile.
2. To search for a specific component ship notice, click the triangle next to the [Search Filters](#) heading, enter the criteria desired, and click **Search**.
3. To see the details for a component ship notice, click its ship notice number.
4. To see and download the serial number list, click **Show Serial Numbers List** in the **Asset Details** section.

The **Items serial number** popup opens. The popup can show up to 500 serial numbers. If there are more than 500 serial numbers for the item, click the download icon  to download the full list.

For alternative ways to access the serial number list, see:

[Viewing and Exporting Serial Number Lists in Orders \[page 82\]](#)

[Serial Number Report \[page 235\]](#)

# Viewing the Component Inventory

A supplier can view a snapshot of the component inventory available for use in manufacturing.

## Context

### Note

The component inventory snapshot is updated only as frequently as the buyer publishes the component inventory data to SAP Business Network. It does not display up-to-the-moment information, and should be used only as an approximation of the quantities of the components available for manufacturing. Always take note of the dates and times listed in the [Last Updated](#) column.

## Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Component Inventory** ►.

SAP Business Network displays the component inventory.

### Note

Records that a buyer marks **Inactive** are not displayed.

#### 2. **Optional:** Do the following:

- To search for a specific component, click the triangle next to **Search Filters**, enter the search criteria, and click **Search**.
- To display records with a quantity of 0, check the **View all component inventory** checkbox.

## Viewing Component Consumption Details

Suppliers can view their component consumption documents in the SAP Business Network user interface.

### Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Component Consumption** ►.
2. **Optional:** To find specific consumption documents, click the triangle next to **Search Filters** to expand the filter options. Enter search data and click **Search**.
3. To view additional details for a component consumption document, click the order number for a document listed in the **Component Consumption Documents** table.

## Informing a Buyer of Receipt of Components

Contract manufacturers can inform their buyers when they've received components by sending component receipt messages through SAP Business Network.

### Context

- If transaction rule **Require the quantity of a component receipt item to not exceed the component ship notice quantity** is enabled when you create a component receipt, any items that are already received are automatically removed from the items being flipped. This action prevents the creation of another receipt for an already-received item.
- If transaction rule **Require the quantity of a consumed component in a component ship notice to not exceed the component quantities in the related order** is enabled, you can't enter for consumption a component quantity greater than is authorized in the subcontracting order. This rule applies to purchase orders, scheduling agreements, and scheduling agreement releases.

### Note

To perform this validation, this rule requires that the component's information is identical in both the subcontracting order and the ship notice.

If you edit a draft component ship notice without first clicking the **Add details** link to go to the component consumption page, the ship notice you submit might consume component quantities that exceed the quantity allowed in the purchase order.

## Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Component Shipments** ►, and then search for a component ship notice by customer or ship notice number.
2. In the *Component Ship Notices* table, select the desired ship notice. Then, do one of the following:
  - Click **Create Component Receipt**.
  - Click a component ship notice in the list. On the ship notice details page, click **Create Component Receipt**.
3. Enter the necessary details. To add an attachment, go to the **Attachment** section, click **Browse**, choose the file you want, then click **Add attachment**. Click **Next**.
4. Review the details, and click **Submit**.  
The component receipt document is sent to the buyer.
5. To view the new component receipt document, choose ► **Fulfillment** ► **Extended Collaboration** ► **Component Receipts** ►.

## Related Information

[Sending a Component Receipt for a Multitier Ship Notice \[page 72\]](#)

# Informing a Buyer of Component Consumption in Real Time

Contract manufacturers can inform their buyers in real time when they have consumed components in manufacturing by sending component consumption documents through SAP Business Network.

## Context

### Restriction

For a buyer who has enabled transaction rule **Require buyer batch matching in component inventory**, the component consumption that you report is validated and acted on in the following ways:

- The following values for a subcontracting component must match the same values for a component in the supplier's or vendor's component inventory: **Customer Part No.**, **Supplier Part No.**, **Location**, and **Logical ID**. If a match is not found, the subcontracting component cannot be reported as consumed. The **Logical ID** is a combination of the following values: **Vendor ID**, **Site ID**, **Site Auxiliary ID**, **Legacy Supplier Private ID**, and **System ID** (when available). The value of the **Logical ID** is displayed as *Vendor\_ID (System\_ID)*.
- If a subcontracting component matches a component in component inventory but has no buyer batch number, the component can be consumed, but a buyer batch number cannot be entered for the component.

## Procedure

1. Choose **► Orders ► Orders and Releases ►**.
2. Browse to a purchase order containing components in one or more schedule lines, or search for a subcontracting component, and click the order number to open it.
3. On the desired line item, click **Details**.  
The **Order Detail** page opens.
4. On the desired schedule line, click **Show Components**.  
A *Components* list becomes visible for the schedule line.
5. Click **Report Consumption**.
6. Fill in the fields of the **Component Consumption Document** form, as desired, and click **Next**.

### Note

The **Lookup** link for the **Customer Part No.** field displays only those subcontracting components in component inventory that are authorized for consumption for a certain buyer.

7. Review the **Component Consumption Document** for correctness, and click **Submit**.

## Informing a Buyer of Component Consumption by Backflush

Contract manufacturers can inform their buyers at the end of the production cycle about which components they have consumed in manufacturing.

### Context

Contract manufacturers can transmit component consumption information to their buyers by backflush through SAP Business Network. Buyers might prefer this kind of batch end-of-cycle consumption information, for example, when components have long shelf lives, or when the aggregated information is all that is necessary.

You can create a ship notice to log the consumption of components that are later transmitted to the buyer by backflush.

### ⚠ Restriction

For a buyer who has enabled transaction rule **Require buyer batch matching in component inventory**, the component consumption that you report is validated and acted on in the following ways:

- The following values for a subcontracting component must match the same values for a component in the supplier's or vendor's component inventory: **Customer Part No.**, **Supplier Part No.**, **Location**, and **Logical ID**. If a match is not found, the subcontracting component cannot be reported as consumed. The **Logical ID** is a combination of the following values: **Vendor ID**, **Site ID**, **Site Auxiliary ID**, **Legacy Supplier Private ID**, and **System ID** (when available). The value of the **Logical ID** is displayed as *Vendor\_ID (System\_ID)*.
- If a subcontracting component matches a component in component inventory but has no buyer batch number, the component can be consumed, but a buyer batch number cannot be entered for the component.

### Procedure

1. Choose **► Orders ► Orders and Releases ►**.
2. Browse to a purchase order that has components in one or more of its line items, and click the order number to open it.
3. Click **Create Ship Notice**.
4. For the line item that contains the components that were consumed, click **Add Details**.
5. Add the necessary details about component consumption, and complete the ship notice.

### 📘 Note

The **Lookup** link for the **Customer Part No.** field displays only those subcontracting components in component inventory that are authorized for consumption for a certain buyer.

## Resending a Component Consumption or Component Receipt Document

You can send again a component consumption or component receipt message if the original submission failed.

### Procedure

1. Go to the list for the type of component document you want to resend.
  - For a component consumption document, go to **► Fulfillment ► Extended Collaboration ► Component Consumption ►**.

- For a component receipt, go to ► **Fulfillment** ► **Extended Collaboration** ► **Component Receipts** ►.
2. Choose the desired document.
  3. Click **Resend**.

SAP Business Network sends the document again to the buyer ERP system, and resets the current document to the initial state.

# Component Consumption Download and Upload via Excel Files

## Business Details

This feature adds the **Component Consumption** job type to **Upload/Download** in SAP Business Network. Buyers and suppliers can create and run **Component Consumption** jobs to download prepopulated Excel files with component consumption data. Buyers can review the component consumption data in these downloaded Excel files. Suppliers can also review these downloaded Excel files and can additionally edit and add data to them and then upload them. This provides suppliers with the capability to process component consumption data in bulk.

### Note

A supplier can upload up to 600 rows per Excel file. If a supplier tries to upload a file with more than 600 rows, the upload fails and an error message displays.

## Changes to the User Interface

When you create **Upload/Download** jobs from the ► **Upload/Download** ► **Jobs** ► page, the **Create/Edit Job** popup includes **Component Consumption** in the **Type** dropdown list. When you choose this type, the search criteria appear for a component consumption job. For details, see [Component Consumption Template for Upload/Download \[page 137\]](#).

## Technical Details

|                  |                                       |
|------------------|---------------------------------------|
| Product          | SAP Business Network for Supply Chain |
| Line of Business | Supply Chain                          |
| Action           | Information                           |
| Type             | New                                   |
| Lifecycle Phase  | General Availability                  |
| Enablement       | Automatically On                      |

| Category                               | App               |
|----------------------------------------|-------------------|
| Functional Localization                | No Localization   |
| Capability                             | Not Applicable    |
| Component                              | Not Applicable    |
| Environment                            | Not Applicable    |
| Version                                | SAP Ariba 2508    |
| Valid as Of                            | 2025-08-15        |
| Reference Number                       | CSC-13186         |
| Sub Process (Modular Business Process) | Not Applicable    |
| Application Component                  | Not Applicable    |
| Area                                   | Not Applicable    |
| Link to Demo                           | Not Applicable    |
| Solution Capability                    | Not Applicable    |
| User Type                              | Buyer<br>Supplier |

## Related Information

[Component Consumption Template for Upload/Download \[page 137\]](#)

## Component Consumption Template for Upload/Download

You can generate an **Upload/Download** file in Excel format for component consumption data.

### Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick Links** ► **Upload/Download** ►
- For suppliers – ► **...** ► **Upload/Download** ►

After running a **Component Consumption** job, the supplier can download the generated Excel file that contains prepopulated component consumption data from related orders. The supplier can edit the Excel file and add data to it based on individual needs, and then upload the Excel file to report component consumption in bulk.

## Restrictions

A supplier can upload up to 600 rows per Excel file. If a supplier tries to upload a file with more than 600 rows, the upload fails and an error message displays.

## Component Consumption Template Criteria

The **Upload/Download > Jobs** page provides the following search criteria for the **Component Consumption** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Component Consumption**.
- **Customer** (Required, supplier view only) or **Supplier** (Required, buyer view only) The name of the buyer (supplier view) or supplier (buyer view) whose data you want in the Excel file.
- **Order number** – The ID of the purchase order.
- **Line-item level**
  - **Supplier part number**
  - **Supplier batch**
  - **Buyer part number**
  - **Buyer batch**
- **Component level**
  - **Supplier part number**
  - **Supplier batch**
  - **Buyer part number**
  - **Buyer batch**

## Editing the Component Consumption Excel File

- The **Item Serial Numbers** column in the **Component Consumption** Excel file accepts multiple values, separated by pipe ( | ) characters. The multiple serial numbers are separated and assigned to the component consumption items.

When there is a direct linkage of the serial number at the component level with the serial number at the line-item level, rows in the Excel file may need to be repeated for a specific line item with a single quantity to allow reference to related serial numbers for one or multiple components consumed for the line item. When rows are repeated in the Excel file, the **Component Line Group** column is used to clarify the assignment of the component serial number to specific line item serial numbers; this column is needed because the line item's serial number cannot be used to indicate this assignment. The value in the **Component Line Group** column is a number used once only for each upload.

The following figure shows some example data.

| Order ID   | Order Date      | Component Line Group | Item Line Number | Item Serial Numbers | Item Yield Quantity | Item Yield UOM | Component Line Number | Component Quantity | Component Type | Component ID      | Component Buyer Part | Component Supplier Part ID | Component UOM | Component Serial Numbers   |
|------------|-----------------|----------------------|------------------|---------------------|---------------------|----------------|-----------------------|--------------------|----------------|-------------------|----------------------|----------------------------|---------------|----------------------------|
| PO_240308_ | 10/10/2023 5:00 |                      | 1                | 1 1-SN1             | 1                   |                | 1                     | 1                  | 1              | selina01-240308_4 | cui01-240308_4       | PK                         |               | SN1-240308_4               |
| PO_240308_ | 10/11/2023 5:00 |                      | 2                | 1 2-SN1             | 1                   |                | 1                     | 1                  | 1              | selina01-240308_4 | cui01-240308_4       | PK                         |               | SN2-240308_4               |
| PO_240308_ | 10/12/2023 5:00 |                      | 3                | 1 3-SN1             | 1                   |                | 1                     | 1                  | 1              | selina01-240308_4 | cui01-240308_4       | PK                         |               | SN4-240308_4               |
| PO_240308_ | 10/13/2023 5:00 |                      | 4                | 2 4-SN1             | 1                   |                | 1                     | 2                  | 2              | selina01-240308_6 | cui01-240308_6       | PK                         |               | SN1-240308_6  SN2-240308_6 |
| PO_240308_ | 10/14/2023 5:00 |                      | 4                | 2 4-SN1             | 1                   |                | 1                     | 1                  | 1              | selina01-240308_7 | cui01-240308_7       | PK                         |               | SN1-240308_7               |

- The **Item Schedule Line** and **Component Line Number** columns in the the **Component Consumption** Excel file are read only. The values in these two columns are populated from the orders for informational purposes. These columns are not evaluated by SAP Business Network when the supplier uploads the Excel file.

## Uploading the Component Consumption Excel File

- When the buyer enables certain component consumption transaction rules or sets the **requiresRealTimeConsumption** control key in the corresponding line item of the cXML file for the order, SAP Business Network performs additional validation during upload that may result in a validation failure. For example, if a buyer enables the **Do not allow consumption to exceed balance quantity in component inventory** rule, an uploaded **Component Consumption** Excel file fails validation if its entries do not all meet this rule.

- After a supplier uploads a **Component Consumption** Excel file, its entry on the **Upload/Download** **Uploads** page shows one of the following statuses:

- **Completed** – The upload processed without any errors.
- **Completed with Errors** – The upload contained errors. The rows without errors were processed.
- **Failed** – All rows had errors.

The entry also displays a link to a log file that reports the upload status for successful and failed rows.

- When a supplier uploads a **Component Consumption** Excel file, if there are any empty **Consumption ID** fields, a unique ID is autogenerated, and the empty **Consumption ID** fields are filled with this unique ID. The autogeneration of the unique ID occurs in the backend system. The unique ID is not added to the Excel file.

## Related Information

[Creating an Upload/Download Job](#)

[Running an Upload/Download Job and Making Data Changes to Upload](#)

[Deleting Download Files Created by an Upload/Download Job](#)

# Consignment Collaboration

Suppliers can use SAP Business Network to track materials on consignment and send invoices for consignment movements.

With consignment collaboration, 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**.

SAP Business Network for SAP Business Network for Supply Chain provides ways for suppliers to view lists of materials on consignment, for suppliers to create invoices for consignment movements, and for buyers to create self-billing invoices for consignment movements.

# Workflow for Consignment Collaboration

The end-to-end workflow for consignment collaboration starts with a buyer creating or changing a consignment purchase order, and ends with the buyer or supplier sending an invoice.

1. The buyer creates or changes a consignment purchase order, and sends it, via SAP Business Network, to a supplier.
2. The supplier finds a purchase order for a consignment item, clearly differentiated as such in the item category field. The supplier creates a consignment fill-up order, and sends a consignment purchase order confirmation, via SAP Business Network, to the buyer.
3. The supplier creates a ship notice for the consignment purchase order and sends it, via SAP Business Network, to the buyer, who receives notice of an inbound delivery.
4. The buyer reports the transfer of materials from consignment to the buyer's own stock, via SAP Business Network, to the supplier.
5. The supplier views consignment movements in SAP Business Network.
6. Either of the following:
  - The buyer executes a consignment settlement, and sends a settlement invoice, via SAP Business Network, to the supplier.
  - The supplier creates an invoice against one or more consignment movements, and sends the invoice, via SAP Business Network, to the buyer.

## Creating an Invoice for a Consignment Movement

As a supplier, you can create an invoice for one or more movements of consignment materials to a buyer.

### Procedure

1. Choose ► **Fulfillment** ► **Extended Collaboration** ► **Consignment Movements** ►.
2. To find consignments for a specific product, expand **Search Filters**.
3. Enter information into the desired search fields.
4. To find only consignment movements awaiting settlement, select **Show consignment movements that are not settled**.
5. Click **Search**.
6. Select one or more desired consignment movements. Then, click **Create Invoice**.
7. Enter information into the fields in the [Create Invoice](#) form as appropriate, making sure the required fields are filled.
8. Click **Next**.
9. Review the information in the [Create Invoice](#) form. When correct, click **Submit**.
10. To print a copy of the invoice, click **Print**.
11. To exit invoice creation, click **Exit**.

# Invoicing

This section provides topics about invoices.

[Invoice Enhancements for Self Billing and Scheduling Agreement Releases \[page 141\]](#)

[Creating a Supply-Chain Invoice \[page 142\]](#)

[Goods-Receipt-Based Invoice Verification \[page 143\]](#)

## Related Information

[Creating an Invoice for a Consignment Movement \[page 140\]](#)

## Invoice Enhancements for Self Billing and Scheduling Agreement Releases

SAP Business Network for Supply Chain supports invoice enhancements for self billing and scheduling agreement releases for direct materials suppliers.

For SAP Business Network for Supply Chain suppliers and buyers, SAP Business Network can automatically transmit self-billing invoices based on data in purchase orders, scheduling agreements, and goods receipts. The buyer creates a self-billing invoice in an external business system and sends it to a supplier over SAP Business Network. Suppliers and buyers can deploy self-billing invoices when they have agreed to not require the supplier to manually create invoices for order transactions, but instead to use an automated routine called Evaluated Receipt Settlement (ERS).

ERS determines the invoice amount for ordering transactions from the prices entered in the order, the terms of payment, the tax information, and the delivery quantity entered in the goods receipt.

With invoice enhancements for self billing and scheduling agreement releases, suppliers and buyers can employ self-billing invoices for scheduling agreements as well as for purchase orders.

# Workflow for Self-Billing Invoicing

The end-to-end workflow for self-billing invoicing starts with a buyer creating a self-billing invoice, and ends with the supplier receiving payment.

Buyers and suppliers can automate the creation of invoices for purchase orders and scheduling agreements with self-billing invoicing. The following describes the general workflow for self-billing invoicing:

1. A buyer creates a self-billing invoice for a purchase order or scheduling agreement release in an ERP system.
2. The buyer ERP system publishes the self-billing invoice to a supplier through SAP Business Network.
3. The supplier receives the self-billing invoice either through the SAP Business Network user interface, or through the supplier's ERP system.
4. The buyer's ERP system processes the self-billing invoice, generates payments, and publishes payment status updates to the supplier via SAP Business Network.
5. The supplier receives payment status updates through the SAP Business Network user interface, or through the supplier's ERP system.

## Creating a Supply-Chain Invoice

Suppliers can create supply-chain invoices against purchase orders and scheduling agreement releases.

### Context

You can create an invoice from the **Orders and Releases** list, or from within an individual scheduling agreement release record.

### Procedure

1. Choose **► Orders ► Orders and Releases ►**.
2. Click the **Items to Confirm** list.
3. Click the order number for a purchase order or scheduling agreement release.
4. Click the **Create Invoice** button, and click either **Standard Invoice** or **Credit Memo**.
5. Enter the necessary details, and click **Next**.
6. Confirm the details, and click **Submit**.

# Goods-Receipt-Based Invoice Verification

You can match each invoice item uniquely with its related goods-receipt item.

With goods-receipt-based invoice verification for purchase orders, scheduling agreements, and scheduling agreement releases you can match up each invoice item uniquely with its related goods-receipt item. Buyers can transfer invoice verification instructions, ship-notice reference visibility in goods-receipt documents, and enhancements of receipt statuses in ship notices. Suppliers might work with goods-receipt-based verification, for example, when they expect a delivery to be made and posted in several parts.

With goods-receipt-based invoice verification, you can view scheduling agreements in the **► Orders ► Orders and Releases ►** tab. For the scheduling agreements, you can view the requested quantity and the cumulative quantities already scheduled or already shipped. You can create ship notices based on scheduling agreements on the **Items to Ship** tab.

When a goods receipt is received, the following changes are made to the related ship notice:

- The ship notice line-item received quantity or returned quantity is updated.
- The ship-notice completion status at the header and item level is updated.
- If the goods receipt is for a line item that is already in the completed state, the line item remains in the completed state.
- A link to the goods receipt appears in the **Related Documents** section.
- When all line items for a ship notice are marked **Completed**, the completion status for the whole ship notice is marked **Completed**.

## Workflow for Goods-Receipt-Based Invoice Verification

The end-to-end workflow for a supplier to base an invoice on a ship notice starts with the buyer setting the transaction rule, and ends with the supplier creating the invoice based on the ship notice.

1. The buyer sets the transaction rule that allows suppliers to create invoices based on ship notices.
2. The buyer sends a purchase order or scheduling agreement to a supplier through SAP Business Network.
3. The supplier views the document on the **► Orders ► Orders and Releases ►** tab by filtering the purchase order or scheduling agreement.
4. The supplier views the **Invoice Verification Type** in the purchase order.
5. The supplier creates a ship notice.
6. The buyer receives the material and sends the receipt to the supplier with the goods-receipt price.
7. The supplier creates an invoice based on the ship notice.

# Quality Issues

This section provides topics about quality notifications, inspections, and reviews.

[Quality Inspection Collaboration \[page 144\]](#)

[Quality Notification Collaboration \[page 153\]](#)

[Quality Review Collaboration \[page 167\]](#)

## Quality Inspection Collaboration

Suppliers can use SAP Business Network to respond to a quality inspection request.

During the delivery of components, buyers and suppliers can collaborate on quality inspection of finished goods or subcontracting components to achieve improved overall quality metrics. Quality inspection collaboration supports the following functionality:

- Buyers can request the supplier to perform a quality inspection based on a specified inspection lot.
- Suppliers can perform the inspection and send inspection results and an attached certificate of analysis to the buyer.
- Buyers can review the inspection results and lock them, preventing the supplier from making further changes.
- Buyers can respond to the inspection results by sending the usage decision for the inspection lot to suppliers.
- Buyers and suppliers can receive email notifications for quality inspection documents.
- Supplier managers can assign roles to users to view or edit inspection results.
- Buyers and suppliers can see links to the related quality inspection documents in the header of the purchase order under **Related Documents**. You can click the link to the quality inspection document to open it.
- Buyers using DocuSign can require suppliers to electronically sign quality inspection results before submitting them. Refer to [Electronic Signatures for Quality Inspections for Suppliers \[page 150\]](#).

Buyers create quality inspection documents outside SAP Business Network and submit them through cXML. However, they can view quality inspections on the **Quality** tab.

### Account Settings > Settings > Users > Create Role > Permissions

The following supplier user permissions appear on the **Create Role** page, in support of quality inspection collaboration:

| Permission                | Description                        | Notifications |
|---------------------------|------------------------------------|---------------|
| Quality Inspection Access | View quality inspection documents. | None          |

| Permission                  | Description                          | Notifications |
|-----------------------------|--------------------------------------|---------------|
| Quality Inspection Creation | Create quality inspection documents. | None          |

## Account Settings > Settings > Notifications

The following notifications appear in a section called **Quality Collaboration**:

| Notification Type           | Event That Triggers Notification                | Method     |
|-----------------------------|-------------------------------------------------|------------|
| Quality Inspection Request  | A new quality inspection request was received.  | Email only |
| Quality Inspection Decision | A new quality inspection decision was received. | Email only |

## Quality Inspection Page

On the **Quality > Inspection** page you can search for, open, and view quality inspections.

The **Quality Inspection** table includes the following columns; you can add or remove columns to the table by clicking the **Table Options**  icon.

| Column                         | Description                              |
|--------------------------------|------------------------------------------|
| <b>Customer inspection no.</b> | Customer inspection request number       |
| <b>Supplier inspection no.</b> | Supplier inspection request number       |
| <b>Customer</b>                | Name of customer                         |
| <b>Customer batch</b>          | Buying organization's batch number       |
| <b>Supplier batch</b>          | Supplier's batch number                  |
| <b>No. of characteristics</b>  | Number of inspection characteristics     |
| <b>Inspection status</b>       | Status of inspection                     |
| <b>Inspection progress</b>     | Bar chart showing progress of inspection |
| <b>Usage decision</b>          | Usage decision on stock                  |
| <b>Inspection lot quantity</b> | Quantity of items in inspection lot      |
| <b>Days to complete</b>        | Days left to complete inspection         |

| Column              | Description                                                                |
|---------------------|----------------------------------------------------------------------------|
| Inspection end date | Date when inspection must be completed                                     |
| Customer part no.   | Buying organization's part number                                          |
| Supplier part no.   | Supplier's part number                                                     |
| Purchase order      | Purchase order number; click on order number to open related order         |
| Purchase order item | Line number in purchase order                                              |
| Results description | Comments on characteristics added when entering quality inspection results |

You can click the blue table columns labels to sort the table by those columns.

## Inspection Details Page

When you click a customer inspection number, the **Inspection Details** page appears. This page lets you send quality inspection test results to the buying organization. It has the following tabs and sections:

| Tab     | Section                          | Description                                                                                                    |
|---------|----------------------------------|----------------------------------------------------------------------------------------------------------------|
| Details | Header                           | Contains summary information for the quality inspection.                                                       |
|         | List certificates and documents  | Contains a reference to the certificate of analysis for the inspection as well as any other related documents. |
|         | Test results for characteristics | Contains the values for test results for inspection characteristics.                                           |
| History | History                          | Contains a history of changes to the document.                                                                 |

Click **Edit** to enter test results for inspection characteristics. When you are finished entering results, click **Submit**.

## Quality Inspection Decisions Routing

The **Account Settings > Settings > Electronic Order Routing** page includes a **Quality Inspection Decision Request** setting. You can configure this setting to route all quality inspection decisions to your desired location. Routing choices are **Online**, **cXML**, or **cXML Pending Queue**.

# Workflow for Quality Inspection

The end-to-end workflow for quality inspection starts with a buyer sending an order to a supplier, and ends with the buyer sending a usage decision to the supplier for the inspection lot quantities.

Buyers can initiate inspections for different types of goods movements. Inspection lots can be created automatically after a ship notice is sent for material goods or when a product is processed at goods receipt. They can also be created manually before the goods are shipped or received.

The following is an example of a quality inspection done after a ship notice:

1. The buyer sends an order to the supplier.
2. Optionally, the supplier sends an order confirmation to the buyer.
3. The supplier sends a ship notice.
4. The buyer creates an inspection lot and sends an inspection request to the supplier, and optionally sends a copy to a third-party supplier.
5. The supplier sends inspection results either online or through cXML to the buyer.
6. The buyer updates the inspection request, locking it to prevent the supplier from making further changes.
7. The buyer sends a usage decision to the supplier, indicating what to do with the inspection lot quantities.

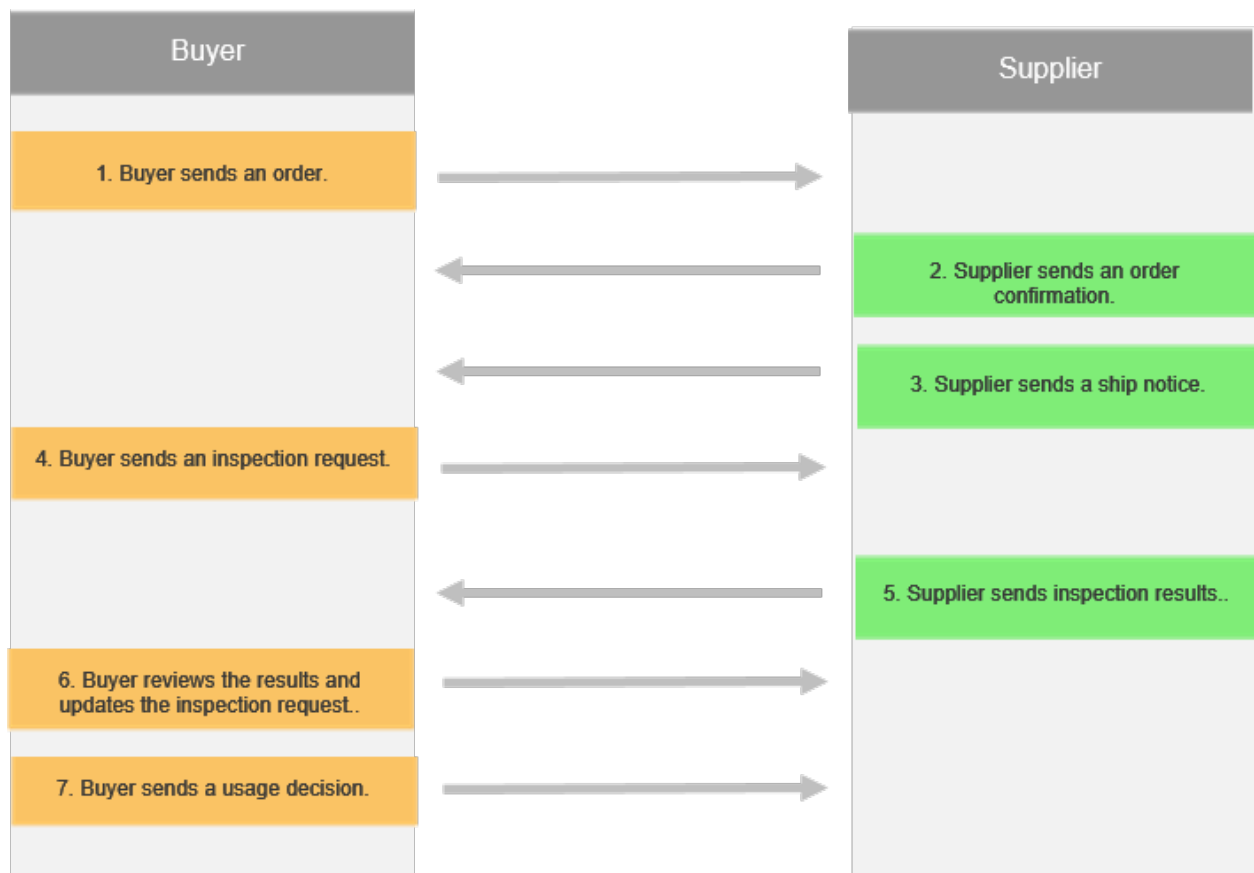


Figure 5: Quality Inspection After Ship Notice

The following is an example of a quality inspection done before goods are shipped or received:

1. The buyer sends an order to the supplier.
2. Optionally, the supplier sends an order confirmation to the buyer.

3. The buyer creates an inspection lot and sends an inspection request to the supplier.
4. The supplier sends inspection results either online or through cXML to the buyer.
5. The buyer updates the inspection request, locking it to prevent the supplier from making further changes.
6. The buyer sends a usage decision to the supplier, indicating what to do with the inspection lot quantities.
7. The supplier sends a ship notice.

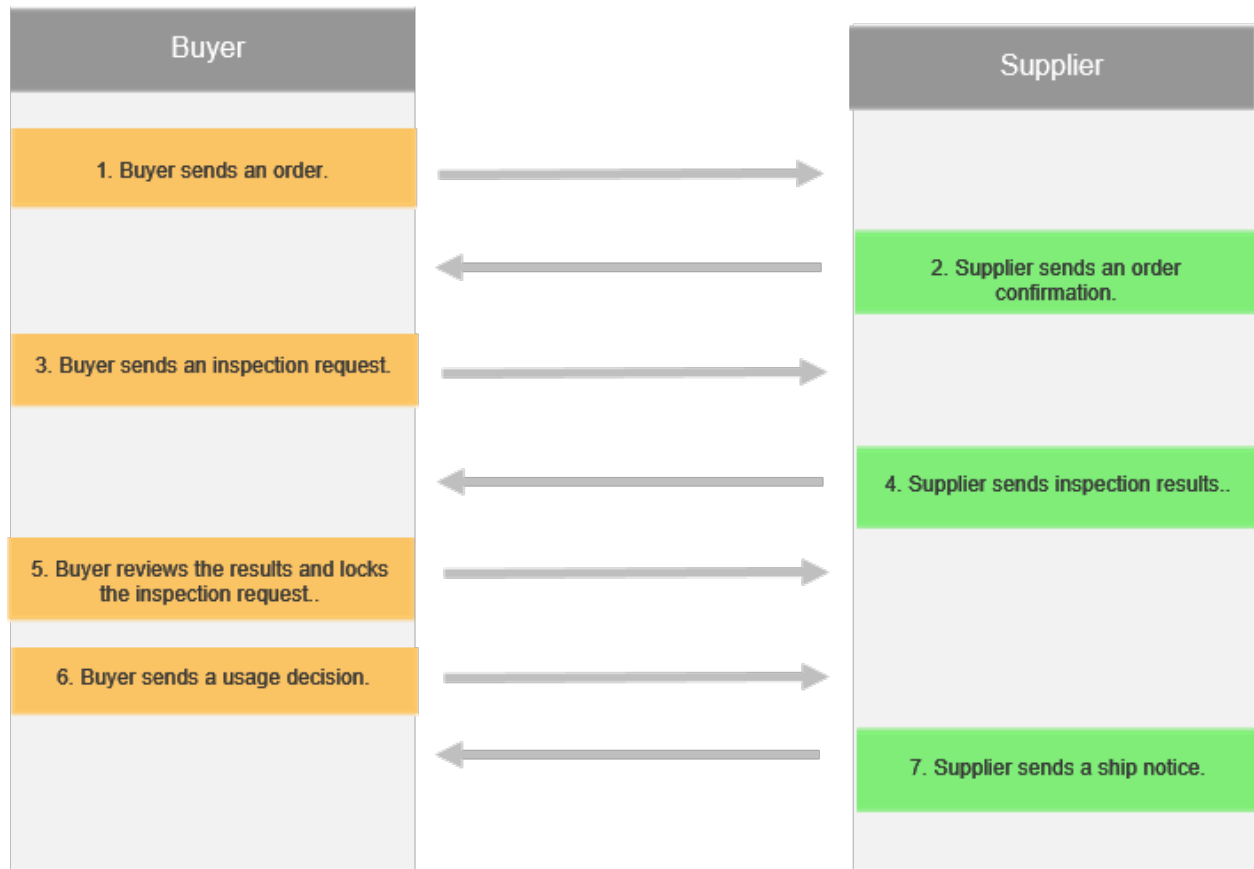


Figure 6: Quality Inspection Before Ship Notice (Manual)

## Copy Suppliers

Buyers can provide read-only copies of quality inspections to third parties, also referred to as copy suppliers. Buyers trigger copies by including the `<Node type="copy">` element when sending cXML inspection requests. Here is an example:

```

<Path>
  <Node type="copy">
    <Credential domain="SAPBusinessNetworkUserId">
      <Identity>test-testPT1@sap.com</Identity>
    </Credential>
  </Node>
</Path>

```

Buyers may want to add a copy supplier if, for example, they have a contract manufacturer responsible for a finished good. Copying this supplier will provide them with visibility about what is happening during an inspection process with the component(s) needed to make the finished good.

Buyers view information about copy suppliers from the **Quality Inspection** page. If a quality inspection has one or more copy suppliers, the **Multi Tier** column is checked and the **Copies** column contains a link. When you click this link, a popup with information about the copies opens.

Suppliers view information about copy suppliers from the **Multi-Tier Quality Inspection** tab on the **Inbox Extended Collaboration** page.

## Additional Steps for Electronic Signatures

If the **Activate DocuSign for quality inspection documents** rule is set, these steps are added to the workflow after the buyer sends an inspection request to the supplier.

1. The supplier fills in the inspection results, selects signers, and sends the results to be electronically signed. SAP Business Network assembles a document packet, including the signer information and the PDF file with the results, and sends it to DocuSign.
2. DocuSign creates the signature envelope and emails all the selected signers to request they electronically sign the quality inspection document.
3. The signers review and sign the inspection results in DocuSign.
4. If the quality inspection results are successfully signed, SAP Business Network sends the PDF file with the results, including the signatures, to the Enterprise Resource Planning (ERP) system.

### Note

Only inspection results sent through the SAP Business Network user interface, not inspection results sent through cXML, can be electronically signed.

## Entering Test Results for Inspection Characteristics

After you perform an inspection for a quality inspection request that you received from a customer, you can open the quality inspection document and record the test results for inspection characteristics.

### Context

Use this procedure to enter test results for one inspection characteristic at a time.

To streamline entering test results for multiple inspection characteristics, use the **Quality Inspection Results** template. See [Quality Inspection Results Template for Upload/Download \[page 203\]](#).

## Procedure

1. Choose **Quality > Inspection**.
2. Click a customer inspection number to open it.
3. Click **Edit**.
4. In the header, enter the **Supplier inspection no.**
5. In the **List certificates and documents** section, click **Attach files** to attach documents related to this inspection.
  - a. Click the certificate type link (if available), or click **Additional Documents**. A required certificate is indicated by an asterisk.  
The **File Upload** window appears.
  - b. Select a file, and then click **Open**.

### Note

- By default, the cumulative size of attachments associated with a document cannot exceed 10 MB. Customers can request to change that limit, which can be changed from 10 MB to 100 MB.
- During file upload, attachment files are converted to plain ASCII text using base64 encoding. This conversion increases the file size by approximately 35%. Therefore, the actual file size limit is 65% of the configured maximum limit. For example, if the maximum allowed limit is set to 10 MB (10000 KB), the actual total attachment file size that users can add is 6500 KB.
- SAP Business Network stores attachments for a maximum period of eighteen months, after which the attachments expire and are no longer available online.

6. In the **Test results for characteristics** section, enter results for the inspection characteristics.

### Note

The characteristics, which are defined by your customer, can be both qualitative and quantitative. Sample size, allowed values, and expected values can vary per characteristic.

7. When you are finished entering test results, click **Submit**.

## Electronic Signatures for Quality Inspections for Suppliers

Buyers can require that you electronically sign quality inspections before submitting them.

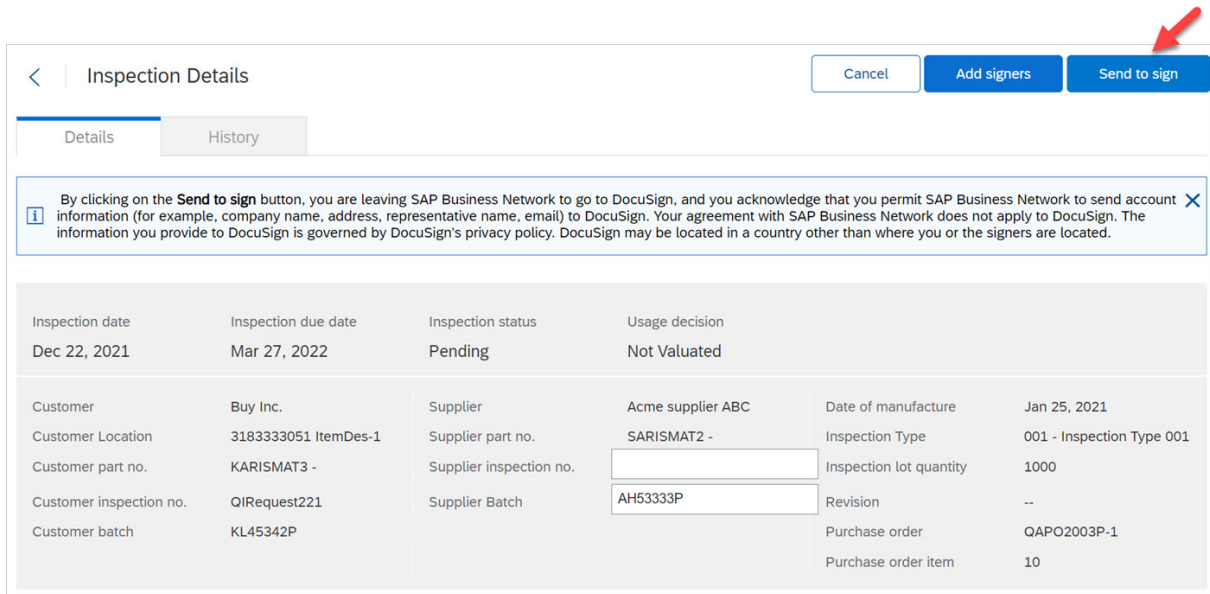
## Prerequisites

All suppliers who are potential signers have the **Quality Inspection Signature** permission.

All electronic signers need the **Quality Inspection Signature** permission. Supplier administrators are assigned this permission by default. They can create supplier subusers and assign this permission to them to allow them to be electronic signers.

Supplier users with the **Quality Inspection Signature** permission can send quality inspection results to be signed by following these steps:

- Add signers. Refer to [Adding Signers \[page 152\]](#).
- Click **Send to sign**.



By clicking on the **Send to sign** button, you are leaving SAP Business Network to go to DocuSign, and you acknowledge that you permit SAP Business Network to send account information (for example, company name, address, representative name, email) to DocuSign. Your agreement with SAP Business Network does not apply to DocuSign. The information you provide to DocuSign is governed by DocuSign's privacy policy. DocuSign may be located in a country other than where you or the signers are located.

|                 |                     |                   |                |
|-----------------|---------------------|-------------------|----------------|
| Inspection date | Inspection due date | Inspection status | Usage decision |
| Dec 22, 2021    | Mar 27, 2022        | Pending           | Not Valuated   |

|                         |                      |                         |                   |                         |                           |
|-------------------------|----------------------|-------------------------|-------------------|-------------------------|---------------------------|
| Customer                | Buy Inc.             | Supplier                | Acme supplier ABC | Date of manufacture     | Jan 25, 2021              |
| Customer Location       | 3183333051 ItemDes-1 | Supplier part no.       | SARISMAT2 -       | Inspection Type         | 001 - Inspection Type 001 |
| Customer part no.       | KARISMAT3 -          | Supplier inspection no. |                   | Inspection lot quantity | 1000                      |
| Customer inspection no. | OIRquest221          | Supplier Batch          | AH53333P          | Revision                | --                        |
| Customer batch          | KL45342P             |                         |                   | Purchase order          | QAPO2003P-1               |
|                         |                      |                         |                   | Purchase order item     | 10                        |

#### Note

The **Send to sign** button is active if at least one signer is added.

After clicking **Send to sign**, the following occurs:

- SAP Business Network assembles the document packet, including the signer information and the PDF file with the results, and sends it to DocuSign.
- In the SAP Business Network user interface, the **Inspection status** for the quality inspection results is set to **Awaiting Signature**.
- DocuSign creates the signature envelope and emails the signers to request their signatures.

#### Note

All potential signers (that is, supplier users with the **Quality Inspection Signature** permission) should make sure their email addresses are correct in SAP Business Network since DocuSign sends its emails to those addresses. By default, when multiple signers are requested, all signers must sign.

If the quality inspection results are successfully signed, SAP Business Network does the following:

- Sends the PDF file with the signatures and the DocuSign certificate of completion to the buyer and to the Enterprise Resource Planning (ERP) system. Buyers can review this certificate to examine the actions DocuSign did on the document.

#### Note

This certificate displays as an attachment in the user interface. It is submitted to the ERP as an attachment in the inspection result cXML, along with the signed PDF file.

- Sets the **Inspection status** to **Signed and Submitted**.

# Adding Signers

You select supplier users to sign the quality inspection results.

## Procedure

1. Go to **Quality Inspection**.

The **Quality inspection** page opens.

2. Select a **Customer inspection no.** from the table.

The **Inspection details** page for that **Customer inspection no.** opens.

3. Click **Edit**.

The following page displays.

<

Inspection Details

Cancel

Add signers

Send to sign

Details

History

By clicking on the **Send to sign** button, you are leaving SAP Business Network to go to DocuSign, and you acknowledge that you permit SAP Business Network to send account information (for example, company name, address, representative name, email) to DocuSign. Your agreement with SAP Business Network does not apply to DocuSign. The information you provide to DocuSign is governed by DocuSign's privacy policy. DocuSign may be located in a country other than where you or the signers are located.

X

|                         |                      |                         |                   |                         |                           |
|-------------------------|----------------------|-------------------------|-------------------|-------------------------|---------------------------|
| Inspection date         | Inspection due date  | Inspection status       | Usage decision    |                         |                           |
| Dec 22, 2021            | Mar 27, 2022         | Pending                 | Not Valuated      |                         |                           |
| Customer                | Buy Inc.             | Supplier                | Acme supplier ABC | Date of manufacture     | Jan 25, 2021              |
| Customer Location       | 3183333051 ItemDes-1 | Supplier part no.       | SARISMAT2 -       | Inspection Type         | 001 - Inspection Type 001 |
| Customer part no.       | KARISMAT3 -          | Supplier inspection no. |                   | Inspection lot quantity | 1000                      |
| Customer inspection no. | QIRequest221         | Supplier Batch          | AH53333P          | Revision                | --                        |
| Customer batch          | KL45342P             |                         |                   | Purchase order          | QAPO2003P-1               |
|                         |                      |                         |                   | Purchase order item     | 10                        |

4. Click **Add signers**.

The **Add signers** popup opens. It shows a list of supplier users who have the Quality Inspection Signature permission.

**Add signers**

Last name ▼  Q

Search Reset

| <input type="checkbox"/>            | First name | Last name   | Email address                     |
|-------------------------------------|------------|-------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Paola      | Mancerotres | selsup211209121027T9B@aribalq.com |
| <input type="checkbox"/>            | Rachel     | SignerUser  | rachel.schwab@sap.com             |

⏪ ⏩ 1 ⏪ ⏩

Add

---

Signers

No data found

⏪ ⏩ 1 ⏪ ⏩

Done Close

5. Search for and select all supplier users you want to sign the quality inspection results.
6. Click **Add** to add the selected supplier users as signers.

#### Note

DocuSign will email all the suppliers you add to request they electronically sign the quality inspection document.

7. Click **Done** to exit.

The **Quality > Inspection > Inspection Details** page displays.

## Results

All selected signers are preselected the next time you request a digital signature for the same **Customer inspection no.**

# Quality Notification Collaboration

As a supplier, you and your customers can record problems with goods or services and use this information to collaborate on solutions.

Quality notifications can help you process internal or external problems such as:

- Complaints filed by customers

- Deviations reported by suppliers
- Complaints against vendors
- Company-internal problems
- Other user-specific problems

You can use a quality notification to:

- Describe a problem and identify the affected customer, customer location, part number, and other reference objects (purchase order and ship notice).
- Record the names of all persons (partners) who are involved with the problem.
- Record individual defect items that relate to the problem and analyze their causes.
- Define processing parameters for the quality notification (for example, assigning a priority to the notification and specifying a time range when the problem should be completed).
- Specify the corrective actions to be taken (for example, tasks that are implemented immediately or corrective tasks that are implemented after a thorough analysis of the defects).

[Parts of a Quality Notification \[page 155\]](#)

[Quality Notification Status Values \[page 155\]](#)

[Restrictions for Quality Notifications \[page 156\]](#)

[Workflows for Quality Notification Collaboration \[page 156\]](#)

[Creating a Quality Notification \[page 157\]](#)

[Viewing and Editing a Quality Notification \[page 163\]](#)

[Reporting the Same Quality Notification Defect for Multiple Batches or Parts \[page 164\]](#)

[Configuring Quality Collaboration Notifications \[page 165\]](#)

[Uploading Certificates When Using the Advance Ship Notice Upload File \[page 165\]](#)

## Related Information

[Quality Notification Report \[page 234\]](#)

# Parts of a Quality Notification

A supplier uses a quality notification to provide a buyer with detailed information about an item and the quality concern to report.

Each quality notification can have the following tabs:

| Tab          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details      | <p>Provides basic details about the quality notification. The tab includes the following sections:</p> <ul style="list-style-type: none"><li>• <b>Customer and part</b></li><li>• <b>Notification detail</b></li><li>• <b>Problem description</b></li><li>• <b>Return information</b></li><li>• <b>Required tasks</b> – A task describes the planning and organizational aspect within a notification. Using tasks, you can plan the way in which various people work together to process the notification and perform the activities within a specified period of time. You can enter multiple tasks for the notification header and for individual defects.</li></ul> <div><p><b>Note</b></p><p>You can no longer edit a task after a buyer marks it as <b>Closed</b>.</p></div> <ul style="list-style-type: none"><li>• <b>Activity log</b> – An activity describes the action performed within the framework of a notification. It documents an activity that someone has performed in the process of solving a notification problem. You can enter multiple activities for the notification header and for individual defects.</li></ul> |
| Defects      | <p>Contains defect item detail for the quality notification. You can have multiple defects per quality notification, and each defect must have a cause, and optionally can have tasks and activities. You can use the <b>Reference Object</b> section to apply a defect to multiple parts or batches.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Partner info | <p>Contains <b>From</b>, <b>To</b>, <b>Bill to</b>, and <b>Deliver to</b> information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| History      | <p>Contains the history of changes to the quality notification. The history is empty until the quality notification is published.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Quality Notification Status Values

A quality notification goes through multiple status values during its lifecycle.

The following are the possible status values for a quality notification:

- **Draft**
- **New** (default)
- **In-process**
- **Completed**

- **Closed** – Tasks with this status can no longer be edited.

## Restrictions for Quality Notifications

- If a change order is submitted that changes the original purchase order, any in-process quality notifications associated with the original order are not affected.
- SAP Business Network does not support multitier quality notifications. Therefore, quality notifications are not copied to tier-two suppliers or lower-tier suppliers in a multitier supply chain.
- When a buyer sets the **Allow suppliers to send a ship notice for a material in an open quality notification with no purchase order reference, only after the quality notification is closed or the buyer has accepted the quality inspection for the purchase order** rule, you cannot create a ship notice for a purchase order with a faulty material that is referenced in a quality notification.

Blocked purchase orders become unblocked when one of the following occurs:

- The buyer accepts a quality inspection for the specific purchase order.
- The buyer closes the quality notification that caused the ship notice blocking. All corresponding purchase orders are unblocked. However, if the buyer also set the **Allow suppliers to send ship notices only after receiving acceptance of inspection results** rule, until the buyer accepts the inspection results, you cannot send ship notices for goods that require that inspection.

## Workflows for Quality Notification Collaboration

Quality notifications can be created by buyers or suppliers, with a different workflow for each.

### Buyer-Initiated Quality Notification After Problem Found During Goods Inspection

1. The buyer submits a purchase order to the supplier.
2. The supplier confirms the order.
3. The supplier produces the goods, ships them to the buyer, and sends a ship notice.
4. The buyer receives the goods, sends a goods receipt, and inspects the goods.
5. The buyer discovers issues with the goods, creates a quality notification in their ERP and sends it to SAP Business Network. The buyer returns the defective goods.
6. The supplier processes the quality notification, eventually resolving the defect.
7. The supplier produces the replacement goods, ships them to the buyer, and sends another ship notice.
8. The buyer receives the replacement goods, sends a goods receipt, and inspects the goods again.
9. The buyer sends confirmation of the quality notification.
10. The supplier closes the quality notification.

## Supplier-Initiated Deviation Request

1. The buyer submits purchase order to a component supplier to ship goods to a contract manufacturer.
2. The component supplier confirms the order, ships the goods, and sends a ship notice to the buyer.
3. The contract manufacturer inspects the goods, recording defects during production or wrong components from the component supplier.
4. For any wrong components or components with defects, the contract manufacturer creates a quality notification in SAP Business Network, and sends it to the buyer.
5. The buyer reviews the quality notification in SAP Business Network or in their ERP.
6. Upon the quality manager's approval, the buyer creates a quality deviation in their ERP system and submits it to SAP Business Network, where it is routed to the component supplier.

## Creating a Quality Notification

You can create a quality notification to report a problem with an item on a purchase order or ship notice.

### Procedure

1. To create a quality notification, do one of the following:
  - Choose **► Orders ► Orders and Releases ► Items to Confirm ►** or **► Orders ► Orders and Releases ► Items to Ship ►**. Then select a single item and click **Create quality notification**.
  - Choose **► Quality ► Notification ►**, and then click **Create quality notification**.
  - Choose **► Orders ► Orders and Releases ►**. Then click the **Orders and Releases** tab, click an order number to open it, and click **Create Quality Notification**.

#### Note

A quality notification applies to one line item only. It can't apply to multiple items.

2. If you started the quality notification from a purchase order, a wizard page appears. Select a line item, and then click **Create**.

#### Note

Skip this step if you started the quality notification from other pages.

3. In the **Details** tab, enter quality notification details.  
Provide at least the **Customer**, **Title**, **Quality notification type**, **Supplier deviation no.**, and **Priority**, and also other fields that are required by the buyer's rules.
4. If the buyer has a multi-ERP environment, the **Customer routing identifier** field appears. If so, select a system ID from a list to route the quality notification to one of the customer's end points.
5. In the **Customer and part** section, complete the following fields:

| Option                       | Description                                              |
|------------------------------|----------------------------------------------------------|
| Customer location            | Required. Customer location ID.                          |
| Customer part no.            | Required. Customer part number.                          |
| Customer batch               | Customer batch ID.                                       |
| Supplier part no.            | Supplier part number.                                    |
| Supplier batch               | Supplier batch ID.                                       |
| Purchase order no.           | Related purchase order number.                           |
| Purchase order line item no. | Corresponding purchase-order line item number.           |
| Ship notice no.              | Related ship notice number.                              |
| Ship notice line item no.    | Corresponding ship-notice line item number.              |
| Serial no.                   | Optional serial number for the part.                     |
| Revision level               | Revision level. (varies per customer)                    |
| Subcontracting component?    | Whether the affected part is a subcontracting component. |

6. Optionally in the **Problem description** section, do any of the following:

- Choose a **Reason code** and enter a description.
- Click **Upload a file** to attach a file.
- Under **Add links to existing files on the Web**, click **+ Add another link** and enter the link name (**File name**) and the URL (**Address**). Repeat to provide additional Web links.

#### Note

A URL must meet the following criteria to be displayed as a live hyperlink in a quality notification:

- The URL uses the `https` protocol.
- The URL goes to a registered domain.

These are the registered domains approved for use in SAP Business Network:

- `irasdev.blob.core.windows.net`
- `www.box.com`
- `www.google.com`
- `www.microsoft.com`

Buyers can ask their Designated Support Contact to submit a request to SAP Business Network Support to add secure domains to this list.

7. Optionally, click **Return information** to expand the section, then complete the following fields:

| Option                   | Description                                 |
|--------------------------|---------------------------------------------|
| Return quantity          | Number of items returned and the item unit. |
| Return authorization no. | Return authorization number.                |
| Return date              | Date items were returned.                   |

8. Optionally, click **Required tasks** to expand the section, then click **+ Add task** to add one or more tasks associated with the quality notification. Then complete the following fields:

| Option                  | Description                                                                                                                                        |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Task category</b>    | Required if there's no title. The task grouping.                                                                                                   |
| <b>Task subcategory</b> | Required. The task subgrouping.                                                                                                                    |
| <b>Title</b>            | Required if there's no task category. The name of the task.                                                                                        |
| <b>Description</b>      | Optional description of the task. Multiple descriptions are supported.                                                                             |
| <b>Start date</b>       | The planned start date for processing this task.                                                                                                   |
| <b>Start time</b>       | The planned start time (in military time) for processing this task.                                                                                |
| <b>Target date</b>      | The desired date for the task to be completed.                                                                                                     |
| <b>Target time</b>      | The desired time (specified in military time) for the task to be completed.                                                                        |
| <b>Status</b>           | Required. The task status. Possible values are <b>New</b> , <b>In Process</b> , and <b>Complete</b> .                                              |
| <b>Processor type</b>   | The type of processor. Possible values are <b>Supplier</b> , <b>Customer</b> , or <b>Customer user</b> .                                           |
| <b>Processor ID</b>     | The ID of the person or organization responsible for this task. For a supplier, you can provide either the user ID or the <b>Ariba Network</b> ID. |
| <b>Processor name</b>   | The name of the person or organization responsible for this task. For a supplier, you can provide either the user name or the company name.        |

9. Optionally, click **Activity log** to expand the section, then click **+ Add activity** to add one or more activities associated with the quality notification. Complete the following fields:

| Option                      | Description                                                                |
|-----------------------------|----------------------------------------------------------------------------|
| <b>Activity category</b>    | Required if there's no title. The activity grouping.                       |
| <b>Activity subcategory</b> | Required if there's an activity category. The activity subgrouping.        |
| <b>Title</b>                | Required if there's no activity category. The name of the activity.        |
| <b>Description</b>          | Optional description of the activity. Multiple descriptions are supported. |
| <b>Start date</b>           | The planned start date for this activity.                                  |
| <b>Start time</b>           | The planned start time (in military time) for this activity.               |
| <b>End date</b>             | The planned end date for this activity.                                    |
| <b>End time</b>             | The planned end time (in military time) for this activity.                 |

10. Optionally, click the **Defects** tab, then click the add  icon to add a known defect for the item. Then complete the following fields:

| Option                    | Description                                                              |
|---------------------------|--------------------------------------------------------------------------|
| <b>Defect category</b>    | Required if there's no title. The defect grouping.                       |
| <b>Defect subcategory</b> | Required if there's a defect category. The defect subgrouping.           |
| <b>Number of defects</b>  | The quantity of items subject to complaints or defects.                  |
| <b>Title</b>              | Required if there's no defect category. The name of the defect.          |
| <b>Description</b>        | Optional description of the defect. Multiple descriptions are supported. |

11. If you added a defect, click **Causes** to expand the section, and click **+ Add cause** to add at least one cause for each defect. Then complete the following fields:

| Option                   | Description                                                             |
|--------------------------|-------------------------------------------------------------------------|
| <b>Cause category</b>    | Required if there's no title. The cause grouping.                       |
| <b>Cause subcategory</b> | Required if there's a cause category. The cause subgrouping.            |
| <b>Title</b>             | Required if there's no cause category. The name of the cause.           |
| <b>Description</b>       | Optional description of the cause. Multiple descriptions are supported. |

12. Optionally, click **Additional Impacted Batches** to expand the section, and then click **+ Add line** to add one or more additional batches associated with the defect. Then complete the following fields:

| Option                   | Description           |
|--------------------------|-----------------------|
| <b>Customer location</b> | Customer location ID. |
| <b>Customer part no.</b> | Customer part number. |
| <b>Customer batch</b>    | Customer batch ID.    |
| <b>Supplier part no.</b> | Supplier part number. |
| <b>Supplier batch</b>    | Supplier batch ID.    |

13. Optionally, click **Required tasks** to expand the section, and then click **+ Add task** to add one or more tasks associated with the defect. For information about the fields, see Step 8 [page 158].
14. Optionally, click **Activity log** to expand the section, and then click **+ Add activity** to add one or more activities associated with the defect. For information about the fields, see Step 9 [page 159].
15. Optionally, click the add  icon at the top of the page to add more defects. For each defect you add, you must also define a cause. You can also add tasks and activities for each defect.
16. Click **Review** to review the quality notification.
17. Do one of the following:
- Click **Publish** to publish the quality notification. Each published version of a quality notification contains the following information about the supplier who created or updated it: first and last name, email address, and user ID.
  - Click **Back** to go back to the previous page and make any changes.

## Results

The published quality notification is sent to the buyer. You can review the published quality notification on the **Quality** tab. You can also open it and click **Edit** to revise it.

# Adding Descriptions to a Quality Notification Document

Use this procedure to add descriptions to quality notifications from the user interface.

## Prerequisites

You have a trading relationship with a buyer entitled for the quality collaboration component.

## Context

### ⚠ Caution

Descriptions added to quality notification description fields should not contain sensitive information.

### → Remember

You cannot edit a quality notification after a buyer marks it as **Closed**.

### → Tip

Refer to the *cXML Reference Guide* (version 1.2.054 or higher) available at <http://cxml.org/>  for more information about the **QNNotes** element, which is used to define descriptions for quality notifications.

Multiple descriptions are allowed in the following quality notification sections:

- **Required tasks**
- **Activity log**
- **Defects** and its **Causes**, **Required tasks**, and **Activity log** subsections

When you add an additional description to one of these quality notification sections, the new description is appended to the bottom of the description history for the section, along with a time stamp. The new description becomes part of the description history and cannot be edited.

## Procedure

1. From the **► Quality ► Notification**  page, click the link to the quality notification you want to edit.  
The quality notification displays.
2. Click **Edit** to open the quality notification for editing.
3. Navigate to the section you want to edit.
4. Click **+ Add a new description**.

Required tasks (1) ⬆

Task 1 🗑

Task category Task subcategory Title

PM1 - Maintenance ⬇ 1 - Task 1 ⬇ Action Needed

Description

05.23.2022 08:03:12 PDT (Test Berselli) -----  
 05.04.2022 14:09:53 UTC Test Berselli (ITBERSELLIV)  
 Dear Supplier, please analyse this case and come back to us within 2 weeks. Thanks. Regards. Test Berselli  
 -----  
 05.23.2022 15:26:05 UTC John Supplier (John\_Supplier)  
 We confirm our responsibility. Regards. Ecor

[+ Add a new description](#) 

A box for the new description displays.

Required tasks (1) ⬆

Task 1 🗑

Task category Task subcategory Title

PM1 - Maintenance ⬇ 1 - Task 1 ⬇ Action Needed

Description

05.23.2022 08:03:12 PDT (Test Berselli) -----  
 05.04.2022 14:09:53 UTC Test Berselli (ITBERSELLIV)  
 Dear Supplier, please analyse this case and come back to us within 2 weeks. Thanks. Regards. Test Berselli  
 -----  
 05.23.2022 15:26:05 UTC John Supplier (John\_Supplier)  
 We confirm our responsibility. Regards. Ecor

🗑

5. Enter the new description in the box. If you decide not to add the description, click the delete (🗑) icon to remove the new description box.
6. Click **Publish** to publish the new version of the quality notification document.

# Viewing and Editing a Quality Notification

You can view and edit quality notifications that you or your customers created to record and process different types of problems with goods or services.

## Prerequisites

Your user role includes the Quality permission.

## Context

Quality notifications are listed on the ► **Quality** ► **Notification** ▾ page. You can also open a quality notification from the **Related Documents** list on the **Purchase Order** or **Ship Notice** pages.

## Procedure

1. Choose ► **Quality** ► **Notification** ▾.  
The **Quality notifications** page opens.
2. To search for a quality notification, expand the **Search filters**, enter values in the search fields, and then click **Search**.

### Note

When you choose the **Exact match** radio button below the **Customer deviation no.** or the **Supplier deviation no.** filter, only that filter and the **Supplier** filter display.

3. To open a quality notification, click its number.
4. Click **Edit** and update the form.

For information about the fields in a quality notification, see [Creating a Quality Notification \[page 157\]](#).

### Note

You cannot edit any of the following fields after the quality notification is created:

- **Customer**
- **Quality notification type**
- **Supplier deviation no.**
- **Customer location**
- **Customer part no.**
- **Customer routing identifier** – This field only appears if the buyer has a multiple-ERP environment.
- **Supplier part no.**

- Purchase order no.
- Purchase order line item no.
- Ship notice no.
- Ship notice line item no.
- Subcontracting component

5. When finished, click **Publish**.

## Reporting the Same Quality Notification Defect for Multiple Batches or Parts

If a defect affects other customer or supplier batches, you can reference those batch IDs in the quality notification.

### Procedure

1. Choose **Quality > Notification** and then open a quality notification.
2. Click **Edit**.
3. Click the **Defects** tab.
4. Click **Reference object** to open it. You can also click the plus **+** icon to the right.
5. Click **Add line**.
6. Complete the following fields for other parts or batches affected by this defect:

| Option                   | Description                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------|
| <b>Customer location</b> | Type the first few characters of the customer location, and then choose one from the list. |
| <b>Customer part no.</b> | The customer part number.                                                                  |
| <b>Customer batch</b>    | The customer batch ID.                                                                     |
| <b>Supplier part no.</b> | The supplier part number.                                                                  |
| <b>Supplier batch.</b>   | The supplier batch ID.                                                                     |

7. Add additional lines as necessary.
8. Click **Publish**.

# Configuring Quality Collaboration Notifications

You can configure the notifications you want to receive for quality collaboration. Choose to enable notifications for different types of documents and different events.

## Prerequisites

- You have a trading relationship with a buyer entitled for the quality collaboration component.

## Procedure

1. Choose **Quality > Settings**.  
The **Quality Settings** page opens.
2. Click **Edit**.
3. Choose one of the following options:
  - **Same rule for all customers**—Applies these quality settings to all of your customers.
  - **Separate rules for each customer**—Applies separate quality settings to each customer. If you choose this option, click **+ Add customer** to specify a customer to define settings for.
4. Check the email notification options you prefer for **Quality inspections**, **Quality notifications**, and **Quality reviews**.
5. Click **Submit**.

# Uploading Certificates When Using the Advance Ship Notice Upload File

Customers can upload certificates when using the Advance Ship Notice (ASN) upload template.

- The following rule name is changed from:
  - **Require suppliers to provide a quality certificate on ship notice to**  
**Allow suppliers to provide a quality certificate on ship notice**
- The following new tool tip is added next to the rule:
  - Certificates are only specified as required by the cXML element **CertificateInfo** with the attribute **isRequired=yes** as part of the line item in the purchase order.
- In the **Supplier Group Transaction Rules** page, the following section is added along with the rule **Allow suppliers to provide a quality certificate on ship notice**:
  - **Order Confirmation, Ship Notice and Component Receipt Attachment Rules**

Customers can attach Quality certificates when using the upload/download process for ASNs. This will get enabled by the rule or if the line item in the purchase order (PO) has the certificate flag (even if the rule is off). The customer will see a new column with the **Attach certificates** button. The count (O/N) is based only in the required

certificates, optional certificates are not considered in the count. Certificates will be displayed as **mandatory** in SAP Business Network, only if they were specified as required in the certificate flag in the line item in the purchase order by the cXML element **CertificateInfo** with the attribute **isRequired=yes**.

### Note

Files in the Excel format can only be used to upload certificates.

If the **Certificate** tag is not sent in the PO line-item and the **Allow suppliers to provide a quality certificate on ship notice** rule is enabled, you can optionally attach certificates.

Once the **Attach certificates** button is clicked, the **Quality certificates** pop up dialog is opened:

Upload File

Name: Attach certificates for ASN1 Type: Ship Notice

Customer:

File: Attach\_Cert\_in\_ASN\_U.xlsx

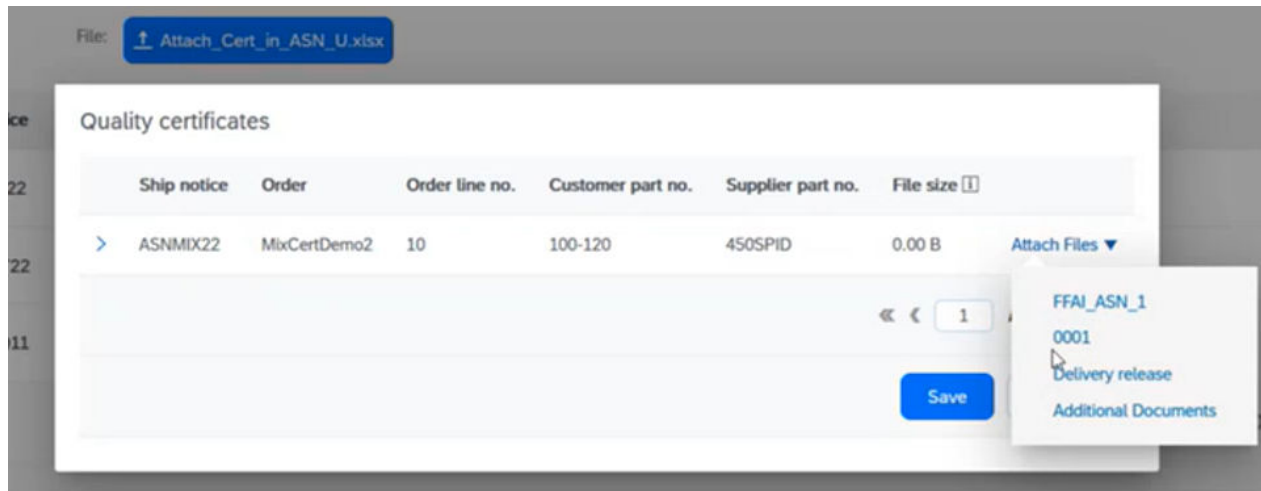
| Ship notice | Order        | Order date | Ship to | File size | Attach certificates       |
|-------------|--------------|------------|---------|-----------|---------------------------|
| > ASNMIX22  | MixCertDemo2 | 2024-12-19 |         | 0.00 B    | Attach certificates (0/0) |
| > ASNOPT22  | CertOptDemo2 | 2024-12-18 |         | 0.00 B    | Attach certificates (0/0) |
| > ASNREQ11  | CertReqDemo1 | 2024-12-18 |         | 0.00 B    | Attach certificates (0/1) |

« < 1 / 1 > »

Upload Cancel

The following seven columns are introduced:

- Ship notice
- Order
- Order line no.
- Customer part no.
- Supplier part no.
- File size
- **Attach Files** can be used to attach the certificates



## Quality Review Collaboration

Suppliers can exchange information with buyers to evaluate and address quality issues.

With the quality review collaboration feature, SAP Business Network for Supply Chain enables suppliers to do the following:

- Batch records** Collaborate on batch-record reviews, finalize batch record information, and allow quality releases of product bulk materials. The supplier can initiate the batch record process after the quality inspection process is completed for the final batch documentation.
- Complaints** Collaborate on product complaint investigations from the buyer's customer. Buyers usually receive complaints through a third-party system but reports them to suppliers and CMOs through quality reviews.
- Change requests** Collaborate on material changes, processes, or equipment.
- General** Collaborate on quality process-type definitions.

You can create or update quality review requests by choosing **Quality > Review**. Quality reviews can reference purchase orders, ship notices, quality inspections, and quality notifications.

### Quality Review Request Statuses

SAP Business Network for Supply Chain displays one of the following statuses for each quality review request:

- New** The default status, set automatically when the quality review request is created.
- In process** Indicates that the other party responded to the quality review request.

#### Note

Either the supplier or the buyer can change **Complete** to **In process**.

**Complete** The status selected by the supplier to indicate a review has been completed. Only the supplier can choose this status.

**Close** The status selected by the buyer when a review has been closed. Only the buyer can set this status.

#### Note

A closed review can no longer be edited.

## Creating a Quality Review Request

Use this procedure to request quality reviews for goods.

### Prerequisites

The buyer system is enabled for the quality collaboration component.

### Context

Suppliers can report quality issues that need investigation and resolution.

### Procedure

1. Choose  **Quality**  **Review** .

The **Quality review** page opens.

2. Click **Create Quality Review**.

The **Create quality review** page opens.

3. Fill in the **Subject** field, and choose details as desired from the drop-down menus.
4. Write your comment in the **Comment** field. Click **Submit**.

# Configuring Quality Collaboration Notifications

Use this procedure to define settings for quality documents.

## Prerequisites

- Buyers: Your account is entitled for the quality collaboration component.
- Suppliers: You have a trading relationship with a buyer entitled for the quality collaboration component.

## Context

Buyers and suppliers can enable notifications for different types of documents and different events.

## Procedure

1. Choose **► Quality ► Settings ►**.  
The **Quality Settings** page opens.
2. Click **Edit**.
3. If you are a supplier, choose one of the following options:
  - **Same rule for all customers** – Applies these quality settings to all of your customers.
  - **Separate rules for each customer** – Applies separate quality settings to each customer. If you choose this option, click **Add customer** to specify a customer to define settings for.

For quality reviews only, when a quality review event occurs, all users who have their settings configured to receive quality review notifications from you for that type of event will receive them.

4. If you are a buyer, choose one of the following options:
  - **Same rule for all suppliers** – Applies these quality settings to all of your suppliers.
  - **Separate rules for each supplier** – Applies separate quality settings to each supplier. If you choose this option, click **Add supplier** to specify a supplier to define settings for.

For quality reviews only, when a quality review event occurs, all users who have their settings configured to receive quality review notifications from you for that type of event will receive them.

5. Check the email notification options you prefer for **Quality inspections**, **Quality notifications**, and **Quality reviews**.
6. Click **Submit**.

# Responding to a Quality Review Notification by Email

Buyers and suppliers can post a comment through email or attach files to the associated quality review.

## Prerequisites

- Buyers: Your account is entitled for the quality collaboration component.
- Suppliers: You have a trading relationship with a buyer entitled for the quality collaboration component.
- Buyers and suppliers: Your SAP Business Network account is configured to receive quality review notifications. See [Configuring Quality Collaboration Notifications](#).

### ⚠ Restriction

- You can't reformat or delete parts of the original quality review notification message. Otherwise, SAP Business Network can't process the message.
- You can't change the To address in the reply email. However, you can add recipients.
- In your reply email, don't enter line breaks or exceed 1024 characters. SAP Business Network removes line breaks and excess characters before posting your comment to the quality review.
- Files you attach to the reply email can't exceed 1 GB in total size.
- When the quality review status changes to **Closed**, no more notification responses can be received.
- You can send a reply to a quality review notification only within 30 days of receiving it. After 30 days, replies to the quality review notification won't be posted, though you can still edit the quality review in the SAP Business Network portal.

## Procedure

1. Open the email notification in your email client.
2. Create a reply to the email, observing the above restrictions.
3. Send the email.

The text from your email reply is encrypted for transport and is posted as a comment to the quality review. Any files you attached to the email are automatically attached to the quality review.

# Customized Documents

Your buyers can customize the form and behavior of certain SAP Business Network pages and download files that you use.

Your buyers can create custom attributes and include these attributes in customization projects for the **Upload/Download Order Confirmation** and **Ship Notice** Excel templates and for the **Items to Confirm**, **Orders**, and **Items to Ship Workbench** tiles. Custom attributes help buyers communicate information with their suppliers that is not already included on standard SAP Business Network pages, **Upload/Download** job types, and **Workbench** tiles.

For more information about customized **Upload/Download** Excel templates, see [Working with a Customized Excel Template for Upload/Download \[page 171\]](#).

For more information about customized **Items to Confirm**, **Orders**, and **Items to Ship Workbench** tiles, see [Working with a Customized Workbench Tile \[page 172\]](#).

## Working with a Customized Excel Template for Upload/Download

Your buyers can customize an Excel template for **Upload/Download**.

### Context

When a buyer assigns you a customized template for **Upload/Download**, and you run that type of job, the downloaded Excel file shows the buyer's customizations of the template. These customizations might include a different order of the columns, additional columns that are not in the standard template, or other changes.

### Procedure

1. To view the customized template, go to **Quick links > Upload/Download > Jobs** and click **Create**.

The **Create/Edit Job** popup opens.

2. Create a job, run the job, and download the generated Excel template.

For details, see [Creating an Upload/Download Job](#) and [Running an Upload/Download Job and Making Data Changes to Upload](#).

3. View the Excel template download to see the customized columns in the Excel spreadsheet.

# Working with a Customized Workbench Tile

Your buyers can customize some **Workbench** tiles to add additional columns and filters.

## Procedure

1. Click **Workbench**, and then click the **Items to Confirm**, **Orders**, or **Items to Ship** tile.

The list page for the tile displays.

2. **Optional:** Filter the results.

Use any of the available filters to filter the results.

3. **Optional:** Configure the display listing.

You can change which columns display in the table. Click the table () icon to view the available columns and select the ones you want to display in the table.

# Upload/Download

This section provides topics describing how to create custom transaction queries and generate spreadsheets to download, modify, and upload information updates to SAP Business Network.

[Upload/Download Templates \[page 173\]](#)

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

## Upload/Download Templates

This section describes the search criteria and other information about each **Upload/Download** job template.

[Build priority Template for Upload/Download \[page 173\]](#)

[Consignment Template for Upload/Download \[page 175\]](#)

[Forecast Template for Upload/Download \[page 177\]](#)

[Inventory Template for Upload/Download \[page 179\]](#)

[Manufacturing Planning Visibility Templates \[page 182\]](#)

[Manufacturing Visibility Template for Upload/Download \[page 190\]](#)

[Order Change Requests Template for Upload/Download \[page 192\]](#)

[Order Confirmation Template for Upload/Download \[page 197\]](#)

[Quality Inspection Results Template for Upload/Download \[page 203\]](#)

[Quality Notification Template for Upload/Download \[page 206\]](#)

[Replenishment Template for Upload/Download \[page 206\]](#)

[Ship Notice Template for Upload/Download \[page 210\]](#)

[Block and closed line-item status during Ship Notice creation \[page 213\]](#)

## Build priority Template for Upload/Download

You can generate an **Upload/Download** report in Excel format with forecast demand and purchase order quantities.

### Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick links** ► **Upload/Download** ►
- For suppliers – ► ... ► **Upload/Download** ►

The **Build priority** template file contains a row for each prioritized part, with the dates of the period in which the part is needed. The values for the first and last days of the week populate the **Delivery Start date**, **Delivery End date**, **Shipment Start date**, and **Shipment End date** fields for purchase order priorities, relative to the **Requested Delivery date** and **Requested Ship date**.

## Prerequisites

To access this job type from the ► **Upload/Download** ► **Jobs** ► and ► **Upload/Download** ► **Downloads** ► tabs, you must have one of the following permissions:

- Inbox and Order Access
- Outbox Access
- Forecast Visibility
- Planning Collaboration Visibility

To access this job type from the ► **Upload/Download** ► **Uploads** ► tab, you must have one of the following permissions:

- Inbox and Order Access
- Outbox Access

### ⓘ Note

You cannot access the **Uploads** tab with only the Forecast Visibility or Planning Collaboration Visibility permission.

## Restrictions

The **Build priority** template does not support:

- File uploads of the **Build priority** download file
- Reconfiguration of the download file layout or format

## Build priority Template Criteria

The ► **Upload/Download** ► **Jobs** ► page provides the following search criteria for the **Build priority** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Build priority**.

- **Customer** – (Required, supplier view only) The name of the buyer whose data you want in the report.
- **Supplier** – (Required) The name of the supplier whose data you want in the report.
- **Demand type** - Values are **All** (default), **Forecast**, or **Purchase Order**.
- **Date type** - Values are **Need By** or **Ship By**.
- **Date Range** – This field shows when a **Date type** value is chosen.
- **Start date**
- **End date**
- **Location**
- **Supplier part number**
- **Buyer part number**
- **Product family**
- **Product sub-family**
- **Line of business**
- **Program code**
- **Planner code**
- **Part category**
- **Part type**
- **Manufacturing type**
- **Exclude zero forecast** - Only for **All** or **Forecast** demand types. When checked, forecasts with a quantity of 0 are excluded from the results.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Consignment Template for Upload/Download

You can generate an **Upload/Download** report in Excel format to help reconcile your consignment records.

### Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick links** ► **Upload/Download** ►
- For suppliers – ► **...** ► **Upload/Download** ►

This template consolidates goods receipt and consignment movement data for a specified supplier or buyer. When a line item in a goods receipt and a consignment movement share the same consignment tracking ID, the **Consignment** template retrieves the related purchase order, line item, and ship notice numbers. If no tracking ID is provided, the template attempts to find line items with other matching data, such as purchase order number and ship notice number.

The **Consignment** template also shows stock-on-hand and consignment stock values. These values are derived from cXML **ProductActivityMessage** documents with a matching buyer part number, supplier part number, location, and process type, and which contain **ConsignmentInventory** or **ConsignmentMovement** elements with the **processType** attribute set to **Consignment**.

#### Restriction

The stock-on-hand value is only populated if the user has the Planning collaboration entitlement or the Inventory collaboration entitlement.

A **Consignment** job can generate data for up to the last 60 days. A maximum of 60,000 consignment report records can be downloaded. Reports with more than 60,000 records are truncated when downloaded. The **Consignment** job retrieves data for a single specified supplier or customer.

Records in the download file are in alphanumeric order by a combination of **Customer Part No.**, **Supplier Part No.**, and **Location** values, in that order. Blank fields are sorted last. Each set of sorted records is then grouped by document type: goods receipt (**Consignment In**) and consignment movement (**Consignment Out**).

Within each set of related goods receipt and consignment movement records, color highlighting identifies rows with the following calculations:

- Blue highlighting—The total quantity of goods receipts or consignment movements for the record set.
- Yellow highlighting—The most recent value of consignment inventory on hand for the record set.

## Consignment Template Criteria

The  **Upload/Download**  **Jobs**  page provides the following search criteria for the **Consignment** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Consignment**.
- **Customer** – (Required, supplier view only) The name of the buyer whose data you want in the report.
- **Supplier** – (Required, buyer view only) The name of the supplier whose data you want in the report.
- **Start date**
- **End date**
- **Supplier part number**
- **Buyer part number**
- **Location**

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Forecast Template for Upload/Download

You can generate an **Upload/Download** file in Excel format for forecast data.

## Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick links** ► **Upload/Download** ►
- For suppliers – ► **...** ► **Upload/Download** ►

To edit data in the **Forecast** spreadsheet, click the **Aggregated - Supply Commit** sheet if it exists, or click the **Product** sheet. Editable rows are highlighted, and also have the **Forecast commit** value in the **Key figures** column. Add values to the cells that are under date headings.

If a buyer sets a commit freeze horizon (by setting **Forecast commit lock horizon, in days** to a value other than zero), a **Forecast** job downloaded by a supplier from the ► **Upload/Download** ► **Downloads** ► tab applies the freeze to any time-series view the download uses: **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**. A supplier is prevented from editing commit key figures for any time series within the locked period.

You can create **Forecast** type jobs using any time series granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**). When the buyer sets the preferred time series granularity to **All**, you can edit and commit Excel files in any time series granularity. However, when the buyer sets a specific preferred time series granularity, you can only edit and commit Excel files using that granularity.

Suppliers can upload **Forecast** type jobs from the ► **...** ► **Upload/Download** ► **Uploads** ► tab using any time series granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**).

If planning items contain attributes, attribute data is included when you download these items from the ► **Upload/Download** ► **Jobs** ► tab. Suppliers can also upload planning items containing attributes from the ► **Upload/Download** ► **Uploads** ► tab.

## Prerequisites

To access this job type from the ► **Upload/Download** ► **Jobs** ► and ► **Upload/Download** ► **Downloads** ► tabs, you must have one of the following permissions:

- Inbox and Order Access
- Outbox Access
- Forecast Visibility
- Planning Collaboration Visibility

Suppliers may also access this job type from the ► **Upload/Download** ► **Uploads** ► tab if they have any of the permissions listed above. Buyers, however, must have one of the following permissions to access this job type from the ► **Upload/Download** ► **Uploads** ► tab:

- Inbox and Order Access
- Outbox Access

### 📘 Note

Buyers cannot access the **Uploads** tab with only the Forecast Visibility or Planning Collaboration Visibility permission.

## Restrictions

When the template Excel file is uploaded, it is converted to one or more cXML documents in the backend. Each cXML document is limited to 500 items. If the template Excel file has more than 500 items, multiple cXML documents are created.

## Forecast Template Criteria

The **Upload/Download > Jobs** page provides the following search criteria for the **Forecast** job type:

### 📘 Note

When a supplier selects the **Forecast** job type, the **Prepopulate Commit time series quantities with Forecast quantities** checkbox also appears. Select this checkbox to automatically copy the values from **Order forecast** to **Forecast commit**.

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Forecast**.
- **Customer** – (Required, supplier view only) The name of the customer whose data you want in the report.
- **Supplier** – The name of the supplier whose data you want in the report. To retrieve information for all suppliers, leave this field blank.
- **Supplier part number**
- **Buyer part number**
- **Product family**
- **Product sub-family**
- **Location**
- **Program code**
- **Planner code**
- **Part category**
- **Part type**
- **Manufacturing type**
- **Line of business**
- **Time bucket** – (Required) Values are **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**. The following table shows the maximum date range for each time bucket.

| Time Bucket | Maximum Date Range |
|-------------|--------------------|
| Daily       | 1825 days          |
| Weekly      | 260 weeks          |
| Monthly     | 60 months          |
| Quarterly   | 20 quarters        |
| Yearly      | 10 years           |

- **Start** – The starting date in the time window. You can define the starting date in the following ways:
  - **Current** – The starting date is the current date for the time bucket.
  - **Previous** – The starting date is a previous date in the time bucket. An additional field displays for you to enter a numeric value.
  - **Custom** – The starting date is a custom date. An additional field displays for you to enter a custom date.
- **End** – The ending date in the time window. You can define the ending date in the following ways:
  - **After** – An additional field displays for you to enter a numeric value. The ending date is the date after the number of time buckets specified by this value. For example, if the **Time bucket** is **Daily**, and you enter 250 for the value, the ending date is after 250 days. If the time bucket is **Weekly**, and you enter 26 for the value, the ending date is after 26 weeks.
  - **Custom** – The ending date is a custom date. An additional field displays for you to enter a custom date.
- **Download planning item attributes on all rows** – Check to populate all cells in the Excel file with data.
- **Only download planning records with positive or negative time series data** – Check to only include planning records that have at least one positive or negative value in the specified time window.
- **Buyer last modified** – Date field.
- **Supplier last modified** – Date field.
- **Customer view** – Choose **All Views** or choose a specific view. Downloaded Excel files contain the key figures and attributes included in the view.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Inventory Template for Upload/Download

You can generate an **Upload/Download** file in Excel format for supplier-managed inventory data.

## Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick Links** ► **Upload/Download** ►

- For suppliers – ► ... ► Upload/Download ►

If the **Inventory** spreadsheet contains both **Product** and **Aggregated - Supply Commit** sheets, only the **Aggregated - Supply Commit** sheet is editable. Editable rows are highlighted. They also contain the **Planned shipment** value in the **Key figures** column. Add values to the cells that are under date headings.

Suppliers can upload **Inventory** type jobs from the ► ... ► Upload/Download ► Uploads ► tab using any time series granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**).

If planning items contain attributes, attribute data is included when you download these items from the ► Upload/Download ► Jobs ► tab. Suppliers can also upload planning items containing attributes from the ► Upload/Download ► Uploads ► tab.

## Prerequisites

To access this job type from the ► Upload/Download ► Jobs ► and ► Upload/Download ► Downloads ► tabs, you must have one of the following permissions:

- Inbox and Order Access
- Outbox Access
- Forecast Visibility
- Planning Collaboration Visibility

Suppliers may also access this job type from the ► Upload/Download ► Uploads ► tab if they have any of the permissions listed above. Buyers, however, must have one of the following permissions to access this job type from the ► Upload/Download ► Uploads ► tab:

- Inbox and Order Access
- Outbox Access

### Note

Buyers cannot access the **Uploads** tab with only the Forecast Visibility or Planning Collaboration Visibility permission.

## Restrictions

When the template Excel file is uploaded, it is converted to one or more cXML documents in the backend. Each cXML document is limited to 500 items. If the template Excel file has more than 500 items, multiple cXML documents are created.

## Inventory Template Criteria

The **Upload/Download > Jobs** page provides the following search criteria for the **Inventory** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Inventory**.
- **Customer** – (Required, supplier view only) The name of the customer whose data you want in the report.
- **Supplier** – The name of the supplier whose data you want in the report. To retrieve information for all suppliers, leave this field blank.
- **Supplier part number**
- **Buyer part number**
- **Product family**
- **Product sub-family**
- **Location**
- **Program code**
- **Planner code**
- **Part category**
- **Part type**
- **Manufacturing type**
- **Line of business**
- **Time bucket** – (Required) Values are **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**. The following table shows the maximum date range for each time bucket.

| Time Bucket | Maximum Date Range |
|-------------|--------------------|
| Daily       | 1825 days          |
| Weekly      | 260 weeks          |
| Monthly     | 60 months          |
| Quarterly   | 20 quarters        |
| Yearly      | 10 years           |

- **Start** – The starting date in the time window. You can define the starting date in the following ways:
  - **Current** – The starting date is the current date for the time bucket.
  - **Previous** – The starting date is a previous date in the time bucket. An additional field displays for you to enter a numeric value.
  - **Custom** – The starting date is a custom date. An additional field displays for you to enter a custom date.
- **End** – The ending date in the time window. You can define the ending date in the following ways:
  - **After** – An additional field displays for you to enter a numeric value. The ending date is the date after the number of time buckets specified by this value. For example, if the **Time bucket** is **Daily**, and you enter 250 for the value, the ending date is after 250 days. If the time bucket is **Weekly**, and you enter 26 for the value, the ending date is after 26 weeks.
  - **Custom** – The ending date is a custom date. An additional field displays for you to enter a custom date.
- **Download planning item attributes on all rows** – Check to populate all cells in the Excel file with data.
- **Only download planning records with positive or negative time series data** – Check to only include planning records that have at least one positive or negative value in the specified time window.

- **Buyer last modified** – Date field.
- **Supplier last modified** – Date field.
- **Customer view** – Choose **All Views** or choose a specific view. Downloaded Excel files contain the key figures and attributes included in the view.
- **Sort by projected stock status** – When this checkbox is checked, the records in the downloaded Excel file display in priority order based on their stock situation.

The planning records in the planning horizon (defined by the **Replenishment horizon, in number of days** setting) are first sorted by their stock status severity using the following order:

1. **Out of Stock.**
2. **Below Minimum** (no **Out of Stock**).
3. **Above Maximum** (no **Out of Stock** or **Below Minimum**).
4. **On Track.**

The planning records are then sorted within each of these four groups based on the date when the stock problem will occur.

#### Note

Planning records not occurring in the defined planning horizon appear in the Excel file after the ones in the planning horizon even when their stock status severity is **Out of Stock**, **Below Minimum**, or **Above Maximum**.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Manufacturing Planning Visibility Templates

Suppliers can share contract manufacturing data with their OEMs.

Typically, in contract manufacturing, Original Equipment Manufacturers (OEMs) maintain only critical bills of material (BOMs) while their contract manufacturers maintain exhaustive lists of components.

With the **Manufacturing Planning Visibility** templates, suppliers can search for manufacturing planning visibility information by document type:

- **Manufacturing Planning Visibility: Inventory** template - Inventory snapshots
- **Manufacturing Planning Visibility: Supplier Data** template - Supplier planning data
- **Manufacturing Planning Visibility: All** template - Combination of inventory snapshots and supplier planning data

Suppliers can use a **Manufacturing Planning Visibility** template to upload their information to the OEMs.

Information uploaded in a **Manufacturing Planning Visibility** template routes a product replenishment message to the buyer's default end point or default logical system.

## Note

Suppliers who need to deliver a **Manufacturing Planning Visibility** upload to a different buyer ERP system can provide the target system's ID in the **System ID** field of the template. This field is available in all forms of the template. Leave the field empty to use the buyer default system.

After a supplier uploads a **Manufacturing Planning Visibility** template, SAP Business Network generates a corresponding cXML document and triggers a transaction based on the cXML document.

## Manufacturing visibility Settings

To configure the **Manufacturing visibility** settings, buyers must be enabled for one of the following:

- The inventory collaboration component.
- The forecast collaboration component.
- SAP Business Network Planning Collaboration, which does not also require SAP Business Network for Supply Chain.

Buyers can set the two settings in the **Manufacturing visibility** section of the **Planning > Settings > Assign suppliers** page:

1. **Planning horizon, in number of days** – This setting controls the number of days in the future that suppliers can send **Manufacturing Planning Visibility** planning records. The default value is 180 days.
2. **Must match Customer part ID and Customer location with existing records** – When this setting is set to **Yes**, all incoming **Manufacturing Planning Visibility** planning items are validated to make sure they match at least one existing planning item with an active status sent by the buyer for a planning process. The validation check occurs when suppliers do one of the following:
  - Upload **Manufacturing Planning Visibility** planning items from the **... > Upload/Download > Uploads** tab.
  - Send cXML product replenishment messages for **Manufacturing Planning Visibility** planning items.

## Prerequisites

Suppliers with one of the following permissions can access the **Manufacturing Planning Visibility** templates from the **... > Upload/Download > Uploads** tab:

- **Inbox and Order Access**
- **Outbox Access**
- **Planning Collaboration Visibility**

## Restrictions

When the template Excel file is uploaded, it is converted to one or more cXML documents in the backend. The cXML documents for **Manufacturing Planning Visibility: All** and **Manufacturing Planning Visibility: Supplier**

**Data** uploads are limited to 200 items. If the template Excel file has more than 200 items, multiple cXML documents are created. For **Manufacturing Planning Visibility: Inventory** Excel files, the limit is 1000 items; if the Excel file has more than 1000 items, multiple cXML documents are created.

[Workflow for Manufacturing Planning Visibility Upload \[page 184\]](#)

[Updating an Upload/Download Template for Manufacturing Planning Visibility \[page 184\]](#)

[Fields for Manufacturing Planning Visibility \[page 186\]](#)

## Workflow for Manufacturing Planning Visibility Upload

The end-to-end workflow for the **Manufacturing Planning Visibility** template starts with a supplier downloading the desired template, and ends with the buyer using the information provided by the supplier.

1. The supplier downloads the **Manufacturing Planning Visibility** template designed for one of the manufacturing planning visibility types.
2. The supplier enters data into the file based on the template selected.
3. After the supplier uploads the **Manufacturing Planning Visibility** template and it has been successfully processed, SAP Business Network generates a corresponding cXML file and triggers a transaction based on the cXML file.
4. The buyer can use the information provided by the **Manufacturing Planning Visibility** template to drive the planning and supply of transaction elements to contract manufacturers.

## Updating an Upload/Download Template for Manufacturing Planning Visibility

Suppliers can download a predesigned spreadsheet to send their information for inventory, supplier data, or both.

### Prerequisites

- Have one of the following permissions to access the **Manufacturing Planning Visibility** templates from the  **Upload/Download > Uploads** tab:
  - Inbox and Order Access
  - Outbox Access
  - Planning Collaboration Visibility
- Review field requirements and guidelines in [Fields for Manufacturing Planning Visibility \[page 186\]](#).

## Procedure

1. Go to .

2. Click **Upload** at the end of the page.

The **Upload File** page opens.

3. Leave blank the **Name** and **Type** fields.
4. Click **Download templates**. Respond to any prompt to save or open the `templates.zip` file.  
The expanded zip file contains the following template files:
  - `Manufacturing_Planning_Visibility_Inventory_data.csv`
  - `Manufacturing_Planning_Visibility_Supplier_Data_data.csv`
  - `Manufacturing_Planning_Visibility_All_data.csv`
  - `Manufacturing_Planning_Visibility_Inventory_semicolon_data.csv`
  - `Manufacturing_Planning_Visibility_Supplier_Data_semicolon_data.csv`
  - `Manufacturing_Planning_Visibility_All_semicolon_data.csv`
5. Click **Close** to exit the **Upload File** popup.
6. Open the desired template with your preferred editor.
7. Enter values as desired. Make sure that required columns have values for each entry.

**Manufacturing Planning Visibility** templates support all alphanumeric characters, including any special language characters used by a particular locale. The templates also support the following special characters:

`!@#$%^&*()_+=[\]{}|/|;:,. ' "<>?`

8. Go to and click **Upload** at the end of the page.

The **Upload File** popup opens.

9. Upload your file.
  - a. Choose the name of your template from the **Type** dropdown.
  - b. Enter the name to give your upload in the **Name** field.
  - c. Click **Browse** to choose the file to upload.
  - d. Click **Upload**.

The **Upload File** closes.

Click **Refresh Status** to update the processing status.

### Note

If **Completed With Errors** displays in the **Status** column for your upload, click the download icon in the **Log** column to open the log file. The log provides operation status for each confirmed purchase order, including the order confirmation number that was used. The log lists successful confirmation messages first, followed by failure messages.

## Related Information

[Fields for Manufacturing Planning Visibility \[page 186\]](#)

## Fields for Manufacturing Planning Visibility

The SAP Business Network for Supply Chain user interface provides multiple fields in the three versions of **Manufacturing Planning Visibility** CSV templates.

A spreadsheet generated with the **Manufacturing Planning Visibility: All** template contains all the columns listed by the table in this page. The spreadsheets generated with the other 2 templates, **Manufacturing Planning Visibility: Inventory** and **Manufacturing Planning Visibility: Supplier Data**, contain subsets of the complete list of columns.

The following table lists all possible field columns provided in a **Manufacturing Planning Visibility** ZIP file. The 3rd and 4th columns of this table indicate which fields are included in an **Inventory** spreadsheet, and which are included in a **Supplier Data** spreadsheet.

### Note

The **Manufacturing Planning Visibility** template fields have the following requirements, supported characters, and file size restrictions:

- The following fields are required for all templates:
  - Customer ANID
  - Customer Part # or Supplier Part #
  - For each time-series period date, at least 1 quantity:
    - Manufacturing Order Quantity
    - Purchase Order Quantity
    - Supplier Forecast Quantity
    - Shipment Quantity
    - Projected Stock Quantity
    - Firm Receipt Quantity
    - Planned Receipt Quantity
- The **Manufacturing Planning Visibility** templates support all alphanumeric characters, including any special language characters used by a particular locale. The templates also support the following special characters:  
 ! @ # \$ % ^ & \* ( ) \_ + - = [ ] { } \ / | ; : , . ' " ; ?
- After a **Manufacturing Planning Visibility** CSV template is populated with data, uploaded to SAP Business Network, and converted to cXML, that cXML file can be no larger than 40 MB. Otherwise, an error message is issued that reports that the file is too large.

| Field                   | Description                                                                                                                                                                                         | In-<br>clude<br>d in<br>Inven-<br>tory | In-<br>clude<br>d in<br>Sup-<br>plier<br>Data | Visible in Planning Col-<br>laboration UI                                                                                                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| System ID               | Column name for the target system ID to route messages. Leave empty to use the buyer default system.                                                                                                | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Customer ANID           | Column name for the customer ANID used in CSV upload                                                                                                                                                | Y                                      | Y                                             | N                                                                                                                                                                                                                                                                                                                                   |
| Customer Name           | Column name for the customer name used in CSV upload                                                                                                                                                | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Customer Part #         | Column name to indicate customer part number                                                                                                                                                        | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Supplier Part #         | Column name to indicate supplier part number                                                                                                                                                        | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Description             | Column name to indicate description                                                                                                                                                                 | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Plant                   | The location of the production plant or factory                                                                                                                                                     | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Storage Location        | Column name to indicate storage location                                                                                                                                                            | Y                                      | Y                                             | N                                                                                                                                                                                                                                                                                                                                   |
| Lead Time               | Column name to indicate lead time                                                                                                                                                                   | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Manufacturer Name       | Column name to indicate manufacturer name                                                                                                                                                           | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Manufacturer Part ID    | Column name to indicate manufacturer part ID                                                                                                                                                        | Y                                      | Y                                             | Y                                                                                                                                                                                                                                                                                                                                   |
| Characteristic 1 Domain | Characteristic contains detailed information about an item that can be used across different industries; can also be used to send material characteristics to support configurable material process | Y                                      | Y                                             | The Characteristic n Domain/Value pair will appear in the user interface only if the buyer administrator has set up customer-defined attributes for the Manufacturing Visibility view and the domain matches the expression of one of these attributes. Refer to <a href="#">Creating a Customer-Defined Attribute for a View</a> . |
| Characteristic 1 Value  | The value for the corresponding characteristic domain                                                                                                                                               | Y                                      | Y                                             | See note for Characteristic 1 Domain                                                                                                                                                                                                                                                                                                |
| Characteristic 2 Domain | Characteristic contains detailed information about an item that can be used across different industries; can also be used to send material characteristics to support configurable material process | Y                                      | Y                                             | See note for Characteristic 1 Domain                                                                                                                                                                                                                                                                                                |
| Characteristic 2 Value  | The value for the corresponding characteristic domain                                                                                                                                               | Y                                      | Y                                             | See note for Characteristic 1 Domain                                                                                                                                                                                                                                                                                                |
| Characteristic 3 Domain | Characteristic contains detailed information about an item that can be used across different industries; can also be used to send material characteristics to support configurable material process | Y                                      | Y                                             | See note for Characteristic 1 Domain                                                                                                                                                                                                                                                                                                |
| Characteristic 3 Value  | The value for the corresponding characteristic domain                                                                                                                                               | Y                                      | Y                                             | See note for Characteristic 1 Domain                                                                                                                                                                                                                                                                                                |

| Field                            | Description                                                                                                                                                                                         | In-clude<br>d in<br>Inven-<br>tory | In-clude<br>d in<br>Sup-<br>plier<br>Data | Visible in Planning Col-<br>laboration UI |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------|-------------------------------------------|
| Characteristic 4 Do-<br>main     | Characteristic contains detailed information about an item that can be used across different industries; can also be used to send material characteristics to support configurable material process | Y                                  | Y                                         | See note for Characteristic 1 Domain      |
| Characteristic 4 Value           | The value for the corresponding characteristic domain                                                                                                                                               | Y                                  | Y                                         | See note for Characteristic 1 Domain      |
| Characteristic 5 Do-<br>main     | Characteristic contains detailed information about an item that can be used across different industries; can also be used to send material characteristics to support configurable material process | Y                                  | Y                                         | See note for Characteristic 1 Domain      |
| Characteristic 5 Value           | The value for the corresponding characteristic domain                                                                                                                                               | Y                                  | Y                                         | See note for Characteristic 1 Domain      |
| Supplier Batch #                 | The material or goods produced in a single manufacturing run from supplier                                                                                                                          | Y                                  | Y                                         | N                                         |
| Customer Batch #                 | The material or goods produced in a single manufacturing run from buyer                                                                                                                             | Y                                  | Y                                         | N                                         |
| Production Date                  | Column name to indicate when a batch of material or goods is produced                                                                                                                               | Y                                  | Y                                         | N                                         |
| Expiration Date                  | Column name to indicate when a batch of material or goods becomes expired                                                                                                                           | Y                                  | Y                                         | N                                         |
| Unit of Measure                  | The unit of measure                                                                                                                                                                                 | Y                                  | Y                                         | Y                                         |
| Subcontracting Stock<br>Quantity | The stock available to the supplier for contract manufacturing                                                                                                                                      | Y                                  |                                           | Y                                         |
| Available Quantity               | The physical stock quantity that is always available at a plant or storage location that can be consumed for stock movements and available for material requirements planning                       | Y                                  |                                           | Y                                         |
| Blocked Quantity                 | The quantity for plant level that is blocked for use                                                                                                                                                | Y                                  |                                           | Y                                         |
| Quality Inspection<br>Quantity   | The stock quantity where the received stock is under quality inspection                                                                                                                             | Y                                  |                                           | Y                                         |
| Stock in Transfer Quantity       | The movement quantity of stock between plant to plant or company code to company code                                                                                                               | Y                                  |                                           | Y                                         |
| Rounding Value                   | The basis quantity; procurement quantities must be in multiples of the rounding value                                                                                                               | Y                                  |                                           | N                                         |

| Field                                   | Description                                                                                                                 | In-<br>clude<br>d in<br>Inven-<br>tory | In-<br>clude<br>d in<br>Sup-<br>plier<br>Data | Visible in Planning Col-<br>laboration UI                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stock On Hand Quantity                  | The calculated quantity of different stock types dependent on the customer, location, and material                          | Y                                      |                                               | The Stock On Hand Quantity in the UI is calculated in real time as the sum of: <b>Available Quantity + Quality Inspection Quantity + Blocked Quantity + Stock in Transfer Quantity + Subcontracting Stock Quantity + Consignment Available Quantity + Consignment Blocked Quantity + Consignment Quality Inspection Quantity</b> . This sum will overwrite on the UI any Stock On Hand Quantity provided by the supplier in CSV. |
| Work In Progress Quantity               | The quantity to the inventory that has begun the manufacturing process and is no longer included in raw materials inventory | Y                                      |                                               | N                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Scrap Quantity                          | The scrap quantity of a material that occurred during production of the material                                            | Y                                      |                                               | N                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Consignment Available Quantity          | The physical stock quantity that is always available under consignment at a plant or storage location                       | Y                                      |                                               | Y                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Consignment Blocked Quantity            | Consignment inventory quantity blocked from use                                                                             | Y                                      |                                               | Y                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Consignment Quality Inspection Quantity | Consignment inventory quantity in quality inspection                                                                        | Y                                      |                                               | Y                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Manufacturing Order Quantity            | The quantity that initiates the manufacturing process                                                                       |                                        | Y                                             | Y                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Purchase Order Quantity                 | The quantity of the purchase order                                                                                          |                                        | Y                                             | Y                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Field                      | Description                                                                                                                             | In-clude<br>d in<br>Inven-<br>tory | In-clude<br>d in<br>Sup-<br>plier<br>Data | Visible in Planning Col-<br>laboration UI                                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier Forecast Quantity | The quantity forecast by the supplier based on the demand forecast by the buyer                                                         |                                    | Y                                         | Y                                                                                                                                                           |
| Shipment Quantity          | The quantity to be shipped from the supplier's location to the customer's location                                                      |                                    | Y                                         | Y                                                                                                                                                           |
| Projected Stock Quantity   | The stock quantity that is expected to be available in the location at the end of this day                                              |                                    | Y                                         | Y                                                                                                                                                           |
| Firm Receipt Quantity      | The total quantity that the supplier wants to deliver to the customer in period, so that the total demand from the customer is covered  |                                    | Y                                         | Y                                                                                                                                                           |
| Planned Receipt Quantity   | The total quantity that the supplier wants to deliver to the customer in a period, so that the raw net demands of the buyer are covered |                                    | Y                                         | Y                                                                                                                                                           |
| Last Modified              | Column name to indicate last modified date time                                                                                         |                                    |                                           | Visible only in the UI, not in the CSV. Keeps track of the last supplier update from the UI, a CSV upload, or a posting of a product replenishment message. |

## Manufacturing Visibility Template for Upload/Download

You can share manufacturing visibility data using an **Upload/Download** template in Excel format.

### Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick links** ► **Upload/Download** ►
- For suppliers – ► **...** ► **Upload/Download** ►

Suppliers can upload **Manufacturing Visibility** type jobs from the ► **...** ► **Upload/Download** ► **Uploads** ► tab using any time series granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**).

If planning items contain attributes, attribute data is included when you download these items from the ► **Upload/Download** ► **Jobs** ► tab. Suppliers can also upload planning items containing attributes from the ► **Upload/Download** ► **Uploads** ► tab. Before uploading, suppliers can modify nonroot attributes in the downloaded Excel file. Only nonroot attributes can be modified since these are informational fields that do not uniquely identify planning records.

## Prerequisites

- This feature requires that you are enabled for one of the following:
  - The inventory collaboration component.
  - The forecast collaboration component.
  - SAP Business Network Planning Collaboration, which does not also require SAP Business Network for Supply Chain.
- To access this job type from the ► **Upload/Download** ► **Jobs** ► and ► **Upload/Download** ► **Downloads** ► tabs, you must have one of the following permissions:
  - **Inbox and Order Access**
  - **Outbox Access**
  - **Forecast Visibility**
  - **Planning Collaboration Visibility**

Suppliers may also access this job type from the ► **Upload/Download** ► **Uploads** ► tab, if they have any of the permissions listed above. Buyers, however, must have one of the following permissions to access this job type from the ► **Upload/Download** ► **Uploads** ► tab:

- **Inbox and Order Access**
- **Outbox Access**

### Note

Buyers cannot access the **Uploads** tab with only the **Forecast Visibility** or **Planning Collaboration Visibility** permission.

## Restrictions

When the template Excel file is uploaded, it is converted to one or more cXML documents in the backend. Each cXML document is limited to 500 items. If the template Excel file has more than 500 items, multiple cXML documents are created.

## Manufacturing Visibility Template Criteria

The ► **Upload/Download** ► **Jobs** ► page provides the following search criteria for the **Manufacturing Visibility** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Manufacturing Visibility**.
- **Customer** – (Required, supplier view only) The name of the customer whose data you want in the report.
- **Supplier** – The name of the supplier whose data you want in the report. To retrieve information for all suppliers, leave this field blank.
- **Supplier part number**

- **Buyer part number**
- **Location**
- **Time bucket** – (Required) Values are **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**. The following table shows the maximum date range for each time bucket.

| Time Bucket | Maximum Date Range |
|-------------|--------------------|
| Daily       | 1825 days          |
| Weekly      | 260 weeks          |
| Monthly     | 60 months          |
| Quarterly   | 20 quarters        |
| Yearly      | 10 years           |

- **Start** – The starting date in the time window. You can define the starting date in the following ways:
  - **Current** – The starting date is the current date for the time bucket.
  - **Previous** – The starting date is a previous date in the time bucket. An additional field displays for you to enter a numeric value.
  - **Custom** – The starting date is a custom date. An additional field displays for you to enter a custom date.
- **End** – The ending date in the time window. You can define the ending date in the following ways:
  - **After** – An additional field displays for you to enter a numeric value. The ending date is the date after the number of time buckets specified by this value. For example, if the **Time bucket** is **Daily**, and you enter 250 for the value, the ending date is after 250 days. If the time bucket is **Weekly**, and you enter 26 for the value, the ending date is after 26 weeks.
  - **Custom** – The ending date is a custom date. An additional field displays for you to enter a custom date.
- **Download planning item attributes on all rows** – Check to populate all cells in the Excel file with data.
- **Only download planning records with positive or negative time series data** – Check to only include planning records that have at least one positive or negative value in the specified time window.
- **Supplier last modified** – Date field.
- **Customer view** – Choose **All Views** or choose a specific view. Downloaded Excel files contain the key figures and attributes included in the view.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Order Change Requests Template for Upload/Download

Suppliers can retrieve change request information and also respond to those requests.

You can use an Excel template, prepopulated with data from a purchase order, to accept, reject, or propose changes to multiple change requests from your buyers.

### Note

You can alternatively respond to order change requests from your buyers by using the **Order Change Requests** tile in the supplier **Workbench**. For more information, see [Order change requests Tile for the Supplier Workbench \[page 50\]](#).

## Prerequisites

The following columns in the generated **Order Change Request** Excel file each require the buyer to enable a transaction rule, to allow proposing a change in that column. If you enter a proposed value in a column whose transaction rule is not enabled for you, the file upload fails with an error message.

| Column name                     | Required rule                                                                                               |
|---------------------------------|-------------------------------------------------------------------------------------------------------------|
| Supplier proposed delivery date | Allow suppliers to respond to a change request with a different delivery date than the buyer proposed.      |
| Supplier proposed quantity      | Allow suppliers to respond to a change request with a different quantity than the buyer proposed.           |
| Estimated cost                  | Allow suppliers to request an additional cost when responding to a buyer request to change a schedule line. |

Note

This column is valid only if the supplier also proposes a different delivery date or quantity.

The following permissions are added at role creation for users for suppliers:

Table 1: Permissions and Descriptions Added at Role Creation

| Permission                      | Description                                                                                                         |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Order Change Request Acceptance | Allows the user to accept the changes proposed for the purchase order in the order change request                   |
| Order Change Request Rejection  | Allows the user to reject the changes proposed for the purchase order in the order change request                   |
| Order Change Request Proposal   | Allows the user to propose alternate values for the changes proposed for purchase order in the order change request |

## Restrictions

- The **Order Change Requests** template for **Upload/Download** does not support change requests for scheduling agreements or scheduling agreement releases.
- You can make only one response or proposal per change request.
- Your response in the template's **Action** column must be capitalized: **Accept**, **Reject** or **Propose**. If a response begins with a lowercase letter (accept, reject, propose), the template upload fails with an error.

## Order Change Request Template Criteria

The  **Upload/Download**  **Jobs**  page provides the following search criteria for the **Order Change Request** job type:

- **Name** – (Required) A name to give the job.
- **Type** – Choose **Order Change Request**.
- **Customer** – (Required) The name of the buyer whose data you want in the report.
- **Order number** – The ID of the purchase order.
- **Company location**
- **Company code**
- **Order line-item number**
- **Schedule-line number**
- **Customer part number**
- **Creation date** – The creation date or range of creation dates to include. Field choices are:
  - **Current Date Minus**, with a **Days** field for the desired number of days before the current date
  - **Current Date** (default)
  - **Current Date Plus**, with a **Days** field for the desired number of days after the current date
  - **Other**, with fields to choose the **Start date** and **End date** of the time period.
- **Customer-proposed delivery date** – Field choices are the same as for **Creation date**.
- **Priority code**
- **Reason code**
- **Change by number of days** – The number of days that a **Customer proposed delivery date** is earlier or later than the order's current **Delivery date**. Filter choices are **None** (the default), **Days earlier**, or **Days later**. For the **Days earlier** and **Days later** choices, the filter shows **Min** and **Max** fields. In these fields, you specify the minimum and maximum number of days difference that you want to include in the search results. The **Min** and **Max** fields have the following requirements:
  - At least one of these fields, **Min** or **Max**, must contain a value. Valid values are a number from 0 to 999. Both fields can be the same number.
  - The value of **Min** must not be greater than the value of **Max**.

## Actions Performed for Responses to Order Change Requests

The following table describes the possible actions and results after a supplier responds to a change request:

| Submitted Response | Actions Taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accept             | <ol style="list-style-type: none"><li>1. The buyer system accepts the confirmation.</li><li>2. The buyer system updates the change request with the supplier response.</li><li>3. The buyer system sends a change order with the accepted change to SAP Business Network.</li><li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li></ol> |

| Submitted Response                     | Actions Taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reject</b>                          | <ol style="list-style-type: none"> <li>1. The buyer system accepts the rejection.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. No change order is sent to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol>                                |
| <b>Propose</b> , accepted by the buyer | <ol style="list-style-type: none"> <li>1. The buyer accepts the proposal.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. The buyer system sends a change order with the accepted change to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol> |
| <b>Propose</b> , rejected by the buyer | <ol style="list-style-type: none"> <li>1. The buyer rejects the proposal.</li> <li>2. The buyer system updates the change request with the supplier response.</li> <li>3. No change order is sent to SAP Business Network.</li> <li>4. The buyer system sends a change-request confirmation to the supplier, which describes what was done with the change request or change-request response on the buyer's backend system.</li> </ol>                                        |

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

## Responding to Purchase-Order Change Requests Using an Upload/Download Template

Suppliers can download an Excel template to respond to purchase-order change requests from their buyers.

### Context

This template can upload up to 1,000 records.

#### Restriction

- You cannot use the **Order change request response** template to respond to change requests for scheduling agreements or scheduling agreement releases.

- The template is available in English only.

## Procedure

1. From the **More actions** (...) icon, choose **Upload/Download > Uploads**, then click **Upload**.
2. In the **Upload File** popup, click the **Download templates** link.
3. Save and expand the **templates.zip** file.
4. From the downloaded **templates** folder, open the **OrderChangeRequestResponseUploadTemplate<sup>random-number</sup>\_data.xlsx** spreadsheet file for editing.
5. For each change request you want to respond to, enter information in the editable columns of the spreadsheet, then save the file.

The following spreadsheet columns are editable:

- Action – Enter **Accept**, **Reject**, or **Propose**.

### Note

This field is case sensitive – you must capitalize the action name you enter. If you enter an action in lowercase, such as "reject" instead of "Reject", the spreadsheet upload will fail with an error.

- Rejection Reason – If you entered **Reject** in the Action column, enter a reason code.
- Supplier Proposed Delivery Date – Enter or select a date.
- Supplier Proposed Quantity – Enter a quantity.
- Supplier Proposed Quantity UOM – Enter the unit of measure for the value in the Supplier Proposed Quantity column.
- Estimated Cost – Enter an amount. The field allows a period (.) in the amount, but no commas (,). This field is valid only when the buyer has proposed a different delivery date or quantity.
- Estimated Cost Currency – Enter the type of currency for the value in the Estimated Cost column.
- Comments – Enter any comments.

### Tip

You can download change request information from the **Order change requests** tile of the supplier **Workbench** to copy into the spreadsheet. After you set the tile filters to display in the list view the information you need, choose the export button  that shows above the list view table. All information visible in the list view is downloaded to an .xlsx file.

6. Return to the **Upload File** popup and complete the following fields:
  - **Name** – Enter a name to call the file you want to upload. This name is also used in the download log-file name.
  - **Type** – Choose **Order Change Request Response**.
  - **File** – Choose your edited template file.
7. Click **Upload**.

The **Upload File** popup closes, and the **Uploads** tab shows your file being processed. Click **Refresh Status** to update the **Status** field. When processing is finished, this feature automatically sends the responses in .json

format to the buyers, for the buyers to accept or reject. The responses are also reflected in the **Order change requests** tile of the supplier **Workbench**.

## Related Information

[Responding to Change Requests Using the Supplier Workbench \[page 54\]](#)

# Order Confirmation Template for Upload/Download

You can use an Excel template, prepopulated with data from a purchase order, to submit mass order confirmations or to reconfirm purchase order items.

### Note

To instead use a CSV template, which isn't prepopulated with data, see [Uploading Order Confirmations in CSV Format](#).

For guidelines to follow when you mass confirm orders or releases at the schedule line level, see [Schedule-Line Confirmations in Excel Format \[page 200\]](#).

## Restrictions

- Orders that have at least one service line item are not supported to be confirmed from the **Order Confirmation** template for **Upload/Download**. See [Service Order Confirmations](#) for more information.
- An **Order Confirmation** job excludes from the generated spreadsheet file any items that are fully shipped, fully received, or both.

## Order Confirmation Template Criteria

The **Upload/Download > Jobs** page provides the following search criteria for the **Order Confirmation** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Order Confirmation**.
- **Customer** – (Required) The name of the buyer whose data you want in the report.
- **Order type** – Choose **All** (default) or **Scheduling agreements**.

### Note

For scheduling agreements and scheduling agreement releases, the generated download includes schedule-line items that are not confirmed only if the buyer allows suppliers to confirm them.

- **Order number**
- **Product group** – Choose **Line of Business** (default), **Product Family**, **Product SubFamily**, **Program Code**, **Part Category**, or **Part Type**, and enter in the blank field the specific product-group information to search for.
- **Date type** – Choose **Need By** (default) or **Ship By**.
- **Date Range** – Choose **Current Date Minus** (default), **Current Date**, **Current Date Plus**, **Current Date +/-**, or **Other**.
- **Search by** – Choose **Line item date range** (default) or **Schedule line date range**.
- **Supplier part number**
- **Buyer part number**
- **Location**
- **Planner code**
- **Include already-confirmed data** – Check this box to reconfirm purchase order items.
- **Do not include data from new orders**

## Editing the Order Confirmation Spreadsheet

After you run an **Order Confirmation** template job and download the Excel spreadsheet, you can add your data to it, then upload the file back into the system without error.

If you don't want to confirm the whole item quantity required for a given line, reduce the value in the **Confirmation Quantity** column or remove the entire line.

### Note

For order confirmation files with temporary unit prices, you must enter **detail** in the **Item Type** column of each item with a temporary unit price. Otherwise, when you upload the file, any item with a temporary unit price that has **accept** in the **Item Type** column fails with an error message.

### Caution

The values in the **Requested Quantity** and **Need By** date columns are intended for information only. Do not change any values in these columns.

Uploading an Excel file where the **Requested Quantity** and **Need By** date columns are missing will not cause the upload to fail.

## Buyer Customizations

Your buyers can customize the **Order Confirmation** Excel template. They can customize both the standard and custom attributes in the template.

- Buyers can enter alternate labels and translations for both standard and custom attributes.
- For standard attributes, buyers can customize which optional standard attributes to include in the template. Required standard attributes are always included.

- For custom attributes, buyers can make the following customizations:
  - Define custom attribute to be read only.  
You cannot change the value of a custom attribute a buyer defines as read only.
  - Define custom attribute to be required.  
When a custom attribute is required and you leave it empty and try to upload the **Order Confirmation** Excel file from the ► ... ► **Upload/Download** ► **Uploads** ► tab, the upload fails, and an error message displays in the log.
  - Validate the length of a custom attribute.  
When you upload the template, SAP Business Network validates the length of the custom attribute to make sure it is within the specified length range defined by the buyer.
  - Set default value of a custom attribute to **None**.  
When the buyer sets the default value of a custom attribute to **None**, you fill in the value when you edit the template.

## Editable Time Zone

The Excel spreadsheet generated by the **Order Confirmation** template includes a **Time Zone** field that is located in the header banner. When you download the Excel spreadsheet, the **Time Zone** field is automatically populated with your preferred time zone, which is set in ► **My Account** ► **Preferences** ► **Preferred Time Zone** ►.

You can edit the **Time Zone** field in the Excel spreadsheet. The value of the **Time Zone** field must be in UTC format: *-n* or *+n* ; for example, -7 and +4.

### Note

Changing the time zone in header doesn't change the values of the date fields automatically. The supplier needs to change the date fields manually to match the fields with the time zone specified in the Excel template.

The value of the **Time Zone** field is applied to the **Order Date**, **Item Delivery Date**, and **Item Shipment Date** fields of the spreadsheet.

### Note

The dates appearing in the SAP Business Network user interface might be different from the dates in the Excel spreadsheet. This difference can happen if the browser time-zone setting isn't in sync with the **Preferred Time Zone** value in your account.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Schedule-Line Confirmations in Excel Format

Suppliers can use an Excel file to mass upload order confirmations at the schedule-line level.

## Description

Suppliers can use an **Upload/Download** Excel file, the **Order Confirmation** template, to perform mass order confirmations. When you create a job on the **Upload/Download** page to download data, and the line item has one or more schedule lines, the information is downloaded at schedule line level by default. This download behavior occurs regardless of whether the rule **Require suppliers to send order confirmations for material orders at the schedule line-item level** is enabled.

## Prerequisites

- For scheduling agreement and scheduling agreement releases order confirmation upload using Excel files, the following rules must be enabled:
  - **Allow scheduling agreement collaboration**
  - **Allow scheduling agreement release collaboration**
  - **Allow suppliers to send order confirmations for scheduling agreements and scheduling agreement releases**
- When a supplier uploads an Excel order confirmation file, and the rule **Require suppliers to send order confirmations for material orders at the schedule line-item level** is enabled, the **Schedule Line Number** column is mandatory.
- Buyers configure the quantity and delivery date tolerances by sending confirmation control keys in the purchase order. If no confirmation control keys are sent in the purchase order, the following rules are used:
  - **Apply line item delivery date tolerance to order confirmations.**
  - **Apply line item quantity tolerance to order confirmation.**
- When the rule **Validate tolerance for quantity, delivery date, or both at the schedule-line level** is enabled, the tolerances set by the control keys or the preceding rules are evaluated at schedule-line level.

## Restrictions

Suppliers can't confirm **Forecast** or **Tradeoff** schedule lines, and these lines aren't downloaded to an Excel file. If a supplier manually adds **Forecast** or **Tradeoff** schedule lines to the file and uploads it, the system shows an error message.

## Related Information

[Schedule-Line Confirmations in CSV Format](#)

## Subsequent Confirmations Using the Order Confirmation Template for Upload/Download

Suppliers can confirm additional quantities of a partially confirmed item.

If an item was partially confirmed, the remaining quantity for confirmation is downloaded in a single line, without schedule line number. The delivery date is the item's delivery date.

The following examples show quantities and schedule line numbers for line items and schedule lines (SL).

### Example 1: When a line item has more than one schedule line.

PO1

Item 1 – qty. 100 – June 10

SL1 qty 50 – June 10

SL2 qty 50 – June 15

Supplier downloads order confirmation data:

| PO Number | Item Number | Schedule Line Number | Item Quantity | Item Delivery Date |
|-----------|-------------|----------------------|---------------|--------------------|
| PO1       | Line 1      | 1                    | 50            | June 10            |
| PO1       | Line 1      | 2                    | 50            | June 15            |

Supplier updates the data and uploads the following:

| PO Number | Item Number | Schedule Line Number | Item Quantity | Item Delivery Date |
|-----------|-------------|----------------------|---------------|--------------------|
| PO1       | Line 1      | 1                    | 50            | June 10            |
| PO1       | Line 1      | 2                    | 20            | June 15            |
| PO1       | Line 1      | 2                    | 25            | June 16            |

When supplier downloads data for confirmation to the Excel file one more time (without checking the checkbox **Include already confirmed data**), the following is downloaded:

- Since the confirmed quantity is 95 (50+20+25) and the line item quantity is 100, the open quantity for confirmation is 5.
- The item's delivery date is June 10.

| PO Number | Item Number | Schedule Line Number | Item Quantity | Item Delivery Date |
|-----------|-------------|----------------------|---------------|--------------------|
| PO1       | Line 1      |                      | 5             | June 10            |

The schedule line number is not displayed.

#### Note

If a supplier needs to see the records that were previously confirmed, they must check the **Include already-confirmed data** checkbox.

### Example 2: When a line item has only one schedule line.

If a line item was partially confirmed, but it has only one schedule line, the remaining quantity for confirmation displays the schedule line number. The delivery date is the schedule line's delivery date (which in this case is the same as the item's delivery date).

PO1

Item 1 qty 100 – June 10

SL1 – qty 100 – June 10

Supplier downloads order confirmation data:

| PO Number | Item Number | Schedule Line Number | Item Quantity | Item Delivery Date |
|-----------|-------------|----------------------|---------------|--------------------|
| PO1       | Line 1      | 1                    | 100           | June 10            |

Supplier updates the data and uploads the following:

| PO Number | Item Number | Schedule Line Number | Item Quantity | Item Delivery Date |
|-----------|-------------|----------------------|---------------|--------------------|
| PO1       | Line 1      | 1                    | 60            | June 10            |
| PO1       | Line 1      | 1                    | 10            | June 11            |

When a supplier downloads data for confirmation to an Excel file one more time (without checking the **Include already-confirmed data** checkbox), the following is downloaded:

Since the confirmed quantity is 70 (60+10) and the line item quantity is 100, the open quantity for confirmation is 30.

The schedule line number is displayed.

The schedule line's delivery date is June 10.

| PO Number | Item Number | Schedule Line Number | Item Quantity | Item Delivery Date |
|-----------|-------------|----------------------|---------------|--------------------|
| PO1       | Line 1      | 1                    | 30            | June 10            |

## Supplier Reconfirmation Using the Order Confirmation Template for Upload/Download

Suppliers can reconfirm certain confirmed items that do not have a schedule line number.

When a supplier creates a job to download purchase order data for confirmation and chooses the checkbox **Include already confirmed data**, the schedule line number of the already confirmed records is displayed in the Excel file (if it is available).

If the rule **Require suppliers to send order confirmations for material orders at the schedule line-item level** is enabled, and previously confirmed records do not have a schedule line number (because the rule was not enabled at that time) when a supplier downloads already confirmed data, the **Schedule Line Number** column is empty. However, the supplier must update it because this information is mandatory when the rule is enabled.

# Quality Inspection Results Template for Upload/Download

You can use the **Quality Inspection Results** template for **Upload/Download** to help manage quality inspections.

## Prerequisites

You have a trading relationship with a buyer entitled for the quality collaboration component.

## Restrictions

If your buyer has enabled electronic signatures for quality inspections, you cannot use the **Quality Inspection Results** template for **Upload/Download** since the **Upload/Download** workflow does not support electronically signing inspection results.

## Quality Inspection Results Template Criteria

The **Upload/Download > Jobs** page provides the following search criteria for the **Quality Inspection Results** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Quality Inspection Results**.
- **Customer** – (Required) The name of the customer whose data you want in the report.
- **Customer location**
- **Customer inspection no.**
- **Customer part no.**
- **Customer batch**
- **Date type** – Select **Creation date** or **Due date**.
- **Inspection from** – (Required) The start date from the selected **Date type**.
- **Inspection to** – (Required) The end date from the selected **Date type**.
- **Supplier part no.**
- **Supplier batch**
- **Inspection status** – The available statuses are **All**, **Pending**, **Submitted**, and **Partially reviewed**.

## Editing the Quality Inspection Results Excel File

Downloaded **Quality Inspection Results** Excel files contain the following four sheets, which are prepopulated with information for the **Customer** you select.

### Note

Editable columns in the Excel file display with a light-blue color.

### Note

For the **Single Result** and **Summarized Recording** sheets, some columns including **Mean value**, **Above range**, **Below range**, **Within range**, and **Non-conformance** are not updated immediately when you insert results for characteristics. Instead, these columns will display information the next time you download the **Quality Inspection Results** Excel file.

#### 1. Inspections

The **Inspections** sheet contains a row for each **Customer inspection no.** If the **Supplier inspection no.** column in the row is empty, fill it in with a value. You can also fill in the optional **Supplier batch** column. No other columns can be edited.

#### 2. Single Result

The **Single Result** sheet contains rows for inserting individual results for characteristics. For example, suppose a characteristic has 10 samples, and the allowed values are numeric, where the expected result is between 85 and 95. The characteristic is considered as 100% passed only when all 10 samples have a value in this range.

#### 3. Summarized Recording

The **Summarized Recording** sheet contains rows for inserting only one result for characteristics. For example, suppose a characteristic can accept a value of **Accept** or **Decline**. If you enter **Accept** for this characteristic, **Accept** is the inspection result.

#### 4. Attachments

The **Attachments** sheet contains rows for each certificate or file attached to the quality inspection results. Each row includes the attachment name and the attachment type. Each inspection can have multiple attachments. You cannot edit this sheet; its content is for your information only.

## Attaching Files When Uploading the Quality Inspection Results Excel File

As part of the quality inspection process, you are often required to upload corresponding certificates or other documents with the inspection results. When you upload inspection results using the **Quality Inspection Results** Excel file, you can add these certificates and documents by clicking **Attach Files**. If your buyer configured the file extensions allowed for attachments, any attachment you upload must have one of these extensions.

### Note

You can delete attachments that were uploaded with a prior version of the **Quality Inspection Results** Excel file. You can then add new attachments when you upload your latest inspection results.

Upload File

\* Name:  \* Type:

\* Customer:

File:

| Supplier Inspection No              | Customer Inspection No | Customer Part No | Supplier Part No | File size |
|-------------------------------------|------------------------|------------------|------------------|-----------|
| QIUploadPT162                       | QIAIIP162              | 1254-044-01      |                  | 30.44 KB  |
| FAI1 FAI DOCUMENTS - TESTDOC(1).pdf |                        |                  |                  | 30.44 KB  |
| QIUpload800161                      | QI800161               | SX4588-4         | AX4588-4         | 0.00 B    |

Attach Files ▼

FAI1 - FAI DOCUMENTS \*  
Additional Documents

Upload Cancel

The attachments are validated, and if all validations pass, the **Quality Inspection Results** Excel file is uploaded.

### Note

- By default, the cumulative size of attachments associated with a document cannot exceed 10 MB. Customers can request to change that limit, which can be changed from 10 MB to 100 MB.
- During file upload, attachment files are converted to plain ASCII text using base64 encoding. This conversion increases the file size by approximately 35%. Therefore, the actual file size limit is 65% of the configured maximum limit. For example, if the maximum allowed limit is set to 10 MB (10000 KB), the actual total attachment file size that users can add is 6500 KB.
- SAP Business Network stores attachments for a maximum period of eighteen months, after which the attachments expire and are no longer available online.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Quality Notification Template for Upload/Download

You can generate an **Upload/Download** report in Excel format to help manage your quality notifications.

## Quality Notification Template Criteria

### Note

The **Quality Notification** template supports adding extrinsic elements and values to the following sheets:

Header

Header Tasks

Defects

Defect Tasks

The **Upload/Download > Jobs** page provides the following search criteria for the **Quality Notification** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Quality Notification**.
- **Customer** – (Required) The name of the customer whose data you want in the report.
- **Start date** – (Required)
- **End date** – (Required)
- **Header task**
- **Header activity**
- **Defect**

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Replenishment Template for Upload/Download

You can generate an Excel file with planned replenishment data to help you manage planned replenishment quantities.

### Note

The path to the **Upload/Download** feature is as follows:

- For buyers – ► **Quick Links** ► **Upload/Download** ►
- For suppliers – ► **...** ► **Upload/Download** ►

Suppliers can upload **Replenishment** type jobs from the ► **...** ► **Upload/Download** ► **Uploads** ► tab using any time series granularity (**Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**).

If planning items contain attributes, attribute data is included when you download these items from the ► **...** ► **Upload/Download** ► **Jobs** ► tab. Suppliers can also upload planning items containing attributes from the ► **...** ► **Upload/Download** ► **Uploads** ► tab.

## Prerequisites

To access this job type from the ► **Upload/Download** ► **Jobs** ► and ► **Upload/Download** ► **Downloads** ► tabs, you must have one of the following permissions:

- Inbox and Order Access
- Outbox Access
- Forecast Visibility
- Planning Collaboration Visibility

Suppliers may also access this job type from the ► **Upload/Download** ► **Uploads** ► tab if they have any of the permissions listed above. Buyers, however, must have one of the following permissions to access this job type from the ► **Upload/Download** ► **Uploads** ► tab:

- Inbox and Order Access
- Outbox Access

### ⓘ Note

Buyers cannot access the **Uploads** tab with only the Forecast Visibility or Planning Collaboration Visibility permission.

## Restrictions

When the template Excel file is uploaded, it is converted to one or more cXML documents in the backend. Each cXML document is limited to 500 items. If the template Excel file has more than 500 items, multiple cXML documents are created.

## Replenishment Template Criteria

The **Upload/Download > Jobs** page provides the following search criteria for the **Replenishment** job type:

- **Name** – (Required) The name to give the job.
- **Type** – (Required) Choose **Replenishment**.
- **Customer** – (Required, supplier view only) The name of the customer whose data you want in the report.
- **Supplier** – The name of the supplier whose data you want in the report. To retrieve information for all suppliers, leave this field blank.
- **Supplier part number**
- **Buyer part number**
- **Product family**
- **Product sub-family**
- **Location**
- **Program code**
- **Planner code**
- **Part category**
- **Part type**
- **Manufacturing type**
- **Line of business**
- **Time bucket** – (Required) Values are **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly**. The following table shows the maximum date range for each time bucket.

| Time Bucket | Maximum Date Range |
|-------------|--------------------|
| Daily       | 1825 days          |
| Weekly      | 260 weeks          |
| Monthly     | 60 months          |
| Quarterly   | 20 quarters        |
| Yearly      | 10 years           |

- **Start** – The starting date in the time window. You can define the starting date in the following ways:
  - **Current** – The starting date is the current date for the time bucket.
  - **Previous** – The starting date is a previous date in the time bucket. An additional field displays for you to enter a numeric value.
  - **Custom** – The starting date is a custom date. An additional field displays for you to enter a custom date.
- **End** – The ending date in the time window. You can define the ending date in the following ways:
  - **After** – An additional field displays for you to enter a numeric value. The ending date is the date after the number of time buckets specified by this value. For example, if the **Time bucket** is **Daily**, and you enter 250 for the value, the ending date is after 250 days. If the time bucket is **Weekly**, and you enter 26 for the value, the ending date is after 26 weeks.
  - **Custom** – The ending date is a custom date. An additional field displays for you to enter a custom date.
- **Download planning item attributes on all rows** – Check to populate all cells in the Excel file with data.
- **Only download planning records with positive or negative time series data** – Check to only include planning records that have at least one positive or negative value in the specified time window.

- **Buyer last modified** – Date field.
- **Supplier last modified** – Date field.
- **Customer view** – Choose **All Views** or choose a specific view. Downloaded Excel files contain the key figures and attributes included in the view.
- **Sort by planned projected stock status** – When this checkbox is checked, the records in the downloaded Excel file display in priority order based on their stock situation.  
The planning records in the planning horizon (defined by the **Replenishment horizon, in number of days** setting) are first sorted by their stock status severity using the following order:
  1. **Out of Stock**.
  2. **Below Minimum** (no **Out of Stock**).
  3. **Above Maximum** (no **Out of Stock** or **Below Minimum**).
  4. **On Track**.

The planning records are then sorted within each of these four groups based on the date when the stock problem will occur.

#### ⓘ Note

Planning records not occurring in the defined planning horizon appear in the Excel file after the ones in the planning horizon even when their stock status severity is **Out of Stock**, **Below Minimum**, or **Above Maximum**.

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

## Updates to Planned Replenishment Data

Suppliers can bulk update planned replenishment quantities and send them in a product replenishment message or in a replenishment order.

**Updating planned replenishment quantities** – After you create, run, and download a **Replenishment** template file from the **Upload/Download** functionality, enter the following information, then save the file:

- (Only if sending data in a replenishment order) Enter in the **Replenishment order No.** column the replenishment order names you want created.

#### ⓘ Note

Replenishment order names must be no more than 12 alphanumeric characters.

- Add or change the desired planned replenishment quantities.

**Uploading the Excel file** – In the ► ... ► **Upload/Download** ► **Uploads** ► **Upload File** ► popup, supply the requested information, choose the **Replenishment** type, and choose one of the following radio buttons:

- **Create Replenishment Order.** This button sends your updates in a replenishment order.
- **Send Replenishment Data.** This button sends your updates in a product replenishment message, without a replenishment order.

## Ship Notice Template for Upload/Download

A supplier can use a prepopulated Excel template to create multiple ship notices in one operation.

The **Ship Notice** job type retrieves orders that contain a remaining due quantity that can be shipped and that meet the job's search criteria. The downloaded **Ship Notice** template is prepopulated with certain data for the shippable line items or schedule lines. Orders can be a purchase order, scheduling agreement, or scheduling agreement release.

A generated **Ship Notice** job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded from the job download file. When the results of a ship notice job exceed the line limit, the downloaded job template includes a notification message that some results were excluded from the template.

### Note

You can alternatively upload ship notices with a CSV template that is not prepopulated with data. For details, see [Guidelines and Field Reference for Uploading Ship Notices in CSV Format](#).

## Prerequisites

To allow adding attachments to a **Ship Notice** template for **Upload/Download**, transaction rule **Allow suppliers to include attachments with ship notices** must be enabled.

## Restrictions

The **Ship Notice** template for **Upload/Download** does not support the following capabilities:

- Creating advanced packaging for handling units
- Reporting component consumption
- Customizing the template search criteria or background logic

## Ship Notice Template Search Criteria

The **... > Upload/Download > Job** page provides the following search criteria for the **Ship Notice** job type. You can enter only one value per search field:

**Name** – (Required) The name to give the job.

**Type** – (Required) Choose **Ship Notice**.

**Customer** – (Required) The name of the customer whose data you want in the report.

**Order number**

**Date type** - Values are **Need By** or **Ship By**.

**Date Range** – This field shows when a **Date type** value is chosen.

**Supplier part number**

**Buyer part number**

**Location**

## Data Entry and Upload

Observe the following guidelines for editing a **Ship Notice** Excel template you download from the **... > Upload/Download > Downloads** page, and for uploading the edited file:

- A time zone is required in the **Ship Notice** template. When you download a **Ship Notice** template, the time zone shown in the file header is the same as your preferred time zone that is set in the **Account Settings > My Account > Preferences > Preferred Time Zone** field. You can edit the header time zone in the template.
- The edited **Ship Notice** template that you upload cannot have more than 10,000 lines, in addition to the header lines.
- The **Ship Notice** template allows uploading **Item Customer Part ID** data without requiring an **Item Supplier Part ID**.
- Only the **Item Serial Number** field of the **Ship Notice** Excel template accepts multiple values in the same field. To enter multiple serial numbers in this field, separate the serial numbers with pipe (|) characters.

### ❖ Example

*serial\_no.1 | serial\_no.-2 | serial\_no.3*

### 📌 Note

The pipe (|) character is not recognized as a delimiter by any other field of the **Ship Notice** template. SAP Business Network treats content in any other **Ship Notice** template field as a single entry, even if an entry includes standard delimiters.

- Ensure that all units of measure (UOMs) in the ship notice are valid. When a ship notice is submitted, SAP Business Network validates the UOMs against the master list of UOMs that the buyer uploaded. If no master list is uploaded, SAP Business Network validates UOMs against the standard UN/CEFACT list. If the ship notice contains an invalid UOM, it fails submission.
- You can attach files to ship-notice entries in a **Ship Notice** template file during the upload process. For details, see [Adding Attachments to Ship Notices \[page 212\]](#).
- If the **Ship Notice Date** field is empty when you upload the template, this feature automatically places the current system date and time into the field. For details, see [Date Field Autocompletion \[page 212\]](#).
- Your buyers can customize the **Ship Notice** Excel template. They can customize both the standard and custom attributes in the template.
  - Buyers can enter alternate labels and translations for both standard and custom attributes.
  - For standard attributes, buyers can customize which optional standard attributes to include in the template. Required standard attributes are always included.

- For custom attributes, buyers can make the following customizations:
  - Define custom attribute to be read only.  
You cannot change the value of a custom attribute a buyer defines as read only.
  - Define custom attribute to be required.  
When a custom attribute is required and you leave it empty and try to upload the **Ship Notice** Excel file from the ► ... ► **Upload/Download** ► **Uploads** ► tab, the upload fails, and an error message displays in the log.
  - Validate the length of a custom attribute.  
When you upload the template, SAP Business Network validates the length of the custom attribute to make sure it is within the specified length range defined by the buyer.
  - Set default value of a custom attribute to **None**.  
When the buyer sets the default value of a custom attribute to **None**, you fill in the value when you edit the template.

## Adding Attachments to Ship Notices

Observe the following guidelines for adding attachments:

- You can attach more than one attachment file to a ship notice.
- The total file size of all attachments to the same ship notice can be no more than the file-size limit that is set for attachments.
- Each attachment file name must be unique for that ship notice.

The following steps describe how to add an attachment to a **Ship Notice** template file:

1. Go to ► ... ► **Upload/Download** ► **Uploads** ► and choose **Upload File**.
2. In the popup, choose the **Ship Notice** template file you want to upload.  
A table appears that lists all ship notices in the file.
3. In the table of ship notice, click the **Attach files** link for the ship notice you want to add an attachment to.
4. Browse to the file to attach and choose it.

The attachment file name appears in the ship notice entry and has a delete icon (🗑) at the end of its line.

## Date Field Autocompletion

In a **Ship Notice** template that is uploaded from the ► ... ► **Upload/Download** ► **Uploads** ► page, the autocompletion feature appends the time **12:00:00** to date fields that use the **YYYY-MM-DD** format. Date autocompletion is executed only where a date's format is **YYYY-MM-DD**.

### 📘 Note

If a date field is empty, the autocompletion feature is not executed for that field.

Date autocompletion in the **Ship Notice** template has the following requirements and behavior:

- By default, all date fields appear in the **YYYY-MM-DD T hh:mm:ss.TZD** format.

- **YYYY** specifies the year.
- **MM** specifies the month.
- **DD** specifies the day.
- **hh** specifies the hour.
- **mm** specifies the minute.
- **ss** specifies the second.
- **T** marks the beginning of the time value. Do not include a space before or after the **T** component.
- **TZD** specifies the time zone designator. It can be either + **hh:mm** or - **hh:mm**.

#### Note

- If a date is specified in a format **other than** either **YYYY-MM-DD** or **YYYY-MM-DD T hh:mm:ss.TZD**, upload of the ship-notice template is rejected with an error message.
  - If the time zone **TZD** defined in the header is not in the standard list of time zones by UTC offset, upload of the ship notice template is rejected with an error message.
- The autocompletion feature applies to the following fields:
    - **Agreement Date**
    - **Delivery Date**
    - **Ship Notice Date**
    - **Shipment Date**
    - **Tracking Date**

## Related Information

[Creating an Upload/Download Job \[page 218\]](#)

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

## Block and closed line-item status during Ship Notice creation

This feature adds blocking of line items and improves closing of line items in purchase orders in SAP Business Network.

For both blocked and closed line items, suppliers are prevented from creating any subsequent documents (order confirmation and ship notice).

This feature adds the following to the **ItemOut** element in an **OrderRequest** document:

- **operation="block"** attribute – When this attribute is included in an **ItemOut** element, the line item is blocked in the purchase order.
- **Indicator** element – This element is used to define indicators. It has the following two attributes:

1. **Type** – The indicator name.
2. **Level** – The indicator level. Can be set to **warning** or **error**.

For example, buyers configure hard (**error**) or soft (**warning**) validation in their ERP using the `isDeliveryCompleted` indicator. In the following code sample, the `isDeliveryCompleted` indicator is set to hard validation:

```
<ItemOut>
  <ItemID>
    <SupplierPartID/>
    <BuyerPartID>HWWB348A40</BuyerPartID>
  </ItemID>
  <ItemDetail></ItemDetail>
  <Tax></Tax>
  <Contact role="BuyerPlannerCode"></Contact>
  <TermsOfDelivery></TermsOfDelivery>
  <Comments type="Material Purchase Order text" xml:lang="EN">O-RING 348 AS 568
  FEPM-90</Comments>
  <Indicator type="isDeliveryCompleted" level="error"></Indicator>
</ItemOut>
```

For more information, see [Support Close Purchase Order lines \[page 216\]](#) and [Support Block Purchase Order line Items \[page 217\]](#).

## Changes to the User Interface

This feature adds functionality for blocked line items and improves functionality for closed line items in purchase orders in SAP Business Network.

### Blocked Line Items

For blocked line items, this feature improves visibility for hosted and integrated suppliers to which line items are blocked. Prior to this feature, blocked lines items were treated as deleted line items, and they were not included in the purchase order cXML file sent to suppliers. This confused suppliers because they did not know what happened to the missing line items. They only knew that they could not create any subsequent documents against those line items.

With this feature, blocked line items display on the **Purchase Order > Order Details** page with **Blocked** in the **Change** column. Prior to this feature, the line item was treated as cancelled, a new line item was created, and the **Change** column displayed **Edited**.

When buyers configure the **Send notification to suppliers when purchase orders are changed** rule in the **Electronic Order Routing** section, SAP Business Network sends email notifications to the configured suppliers when line items are blocked. When all line items in a purchase order are blocked, SAP Business Network receives a change order and sends an email notification to the supplier.

When the buyer unblocks a line item, the previous document history is retained. Prior to this feature, when the line item was unblocked, the history of the line item was lost.

When the buyer unblocks a line item, the line item will not have the `operation="block"` attribute in the next change order.

### Order Confirmations behavior for Blocked Line Items

- For Order Confirmation created directly from the Purchase Order (PO) page, blocked Purchase Order lines are not flipped into the Order Confirmation.
- For **Items to Confirm** workbench tile, blocked Purchase Order lines are not available for confirmation.
- For Order Confirmation created through CSV/Excel upload, blocked Purchase Order lines do not appear in the template.

- For integrated Order Confirmations, if B2B suppliers include blocked items in the Order Confirmation document then SAP Business Network rejects the transaction.

#### Ship Notices behavior for Blocked Line Items

- For Ship Notices created directly from the Purchase Order (PO) page, blocked Purchase Order lines are not flipped into the Ship Notice.
- For **Items to Ship** workbench tile, blocked Purchase Order lines are not available for shipment.
- For Ship Notices created through CSV/Excel upload, blocked Purchase Order lines do not appear in the template.
- For integrated Ship Notices, if B2B suppliers include blocked items in the Ship Notice document then SAP Business Network rejects the transaction.

#### Closed Line Items

In order to close line items, a purchase order must be at least partially received.

Some reasons buyers may want to close line items are:

- It is the end of the month or quarter, and there is an accounts payable freeze.
- They want to close all line items that have not been invoiced.
- They want to close line items for services after the services are delivered.

Buyers configure hard (**error**) or soft (**warning**) validation in their ERP using the `isDeliveryCompleted` indicator. See the **cXML Changes** section above for sample code. When the buyer configures hard validation, the supplier cannot continue creating documents against the closed line item. When the buyer configures soft validation, the supplier can continue creating documents against the closed line item.

When the buyer sends a change order to close a line item, and the `isDeliveryCompleted` indicator is set to **error** (hard validation in the ERP), the open purchase order quantity becomes zero, even if the full quantity has not been delivered. SAP Business Network will fail any documents against line items that are already closed. Prior to this feature, SAP Business Network did not prevent suppliers from submitting documents against closed line items.

#### Order Confirmations behavior for Closed Line Items

- Purchase Order lines closed with hard validation are not flipped into the Order Confirmation.
- If only few line items are marked in this way in the Purchase Order, the remaining lines can be flipped and be part of the OC creation.
- For **Items to Confirm** workbench tile, the closed Purchase Order lines are not available for confirmation.
- For Order Confirmation created through CSV/Excel Upload, Purchase Order lines closed with hard validation do not appear in the template after executing the corresponding job.
- For integrated Order Confirmations, suppliers include items closed with hard validation in the Order Confirmation document, then SAP Business Network rejects the transaction including the proper reason.

#### Ship Notices behavior for Closed Line Items

- Purchase Order lines closed with hard validation are not flipped into the Ship Notice.
- If only few line items are marked in this way in the Purchase Order, the remaining lines can be flipped and be part of the ASN creation.
- For **Items to Ship** workbench tile, the closed Purchase Order lines are not available for shipment.
- For Ship Notices created through CSV/Excel Upload, Purchase Order lines closed with hard validation do not appear in the template after executing the corresponding job.

- For integrated Ship Notices, suppliers include items closed with hard validation in the Ship Notice document, then SAP Business Network rejects the transaction including the proper reason.

## Support Close Purchase Order lines

### Business Details

#### Business Details

This feature enables buyers to close line items in purchase orders by configuring the **DeliveryCompleted** indicator.

#### cXML Changes

A new attribute **DeliveryCompleted** indicates that the message type is Error or Warning. The attribute is mapped out to the indicator element in the Order Request cXML and SAP Business Network marks the Line Items as Closed.

When buyers set the **DeliveryCompleted** indicator to error, the open purchase quantity item becomes zero even if the entire shipment is not completed. SAP Business Network fails any document created against the closed line item when the **DeliveryCompleted** indicator to error.

When buyers set the **DeliveryCompleted** indicator to warning, suppliers can continue creating documents against the closed line item.

### Implementation Details

#### General Prerequisites

##### SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network

The feature applies to SAP Integration Suite, managed gateway for spend management and SAP Business Network, Release 2505 (Q2 2025, SP 23) and later.

#### Configuration

##### SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network

To use the feature, you must configure the following steps in the add-on:

1. Run the transaction code SM30.
2. In the **Table/View** field, enter **ARBCIG\_MSG\_ATTRS** and click **Maintain**.
3. Click **New Entries** and maintain the following values in the **New Entries: Overview of Added Entries** page:

| Field                            | Value                                                                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier                         | Select the supplier.                                                                                                                                                                   |
| CoC                              | Select the company code.                                                                                                                                                               |
| Msg.Type                         | PO                                                                                                                                                                                     |
| Vndr attr                        | CLMTYP                                                                                                                                                                                 |
| Vendor specific attribute values | Maintain one of the following values: <ul style="list-style-type: none"> <li>• <b>E</b>: For error or hard validation.</li> <li>• <b>W</b>: For warning or soft validation.</li> </ul> |

## Support Block Purchase Order line Items

### Business Details

This feature enables buyers to block line items in purchase orders by configuring the **ItemOut** indicator.

### cXML Changes

This feature adds the following to the **ItemOut** element in an **OrderRequest** document:

- **operation="block"** attribute – When this attribute is included in an **ItemOut** element, the line item is blocked in the purchase order.

### Limitations

Buyers add reasons for blocking a purchase item.

### Implementation Details

#### General Prerequisites

SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network

The feature applies to SAP Integration Suite, managed gateway for spend management and SAP Business Network, Release 2505 (Q2 2025, SP 23) and later.

## Configuration

SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network

To use the feature, you must configure the following steps in the add-on:

1. Run the transaction code SM30.
2. In the **Table/View** field, enter **ARBCIG\_MSG\_ATTRS** and click **Maintain**.
3. Click **New Entries** and maintain the following values in the **New Entries: Overview of Added Entries** page:

| Field                            | Value                                                                                                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier                         | Select the supplier.                                                                                                                                                    |
| CoC                              | Select the company code.                                                                                                                                                |
| Msg.Type                         | PO                                                                                                                                                                      |
| Vndr attr                        | BLCK                                                                                                                                                                    |
| Vendor specific attribute values | Maintain one of the following values: <ul style="list-style-type: none"><li>• <b>X</b>: To enable the feature</li><li>• A blank value to disable the feature.</li></ul> |
| Implementing EXIT                | arbcig_po_item_lineblk_002                                                                                                                                              |

## Creating an Upload/Download Job

You can save customized queries to retrieve in spreadsheet form the transaction information you want from SAP Business Network.

### Prerequisites

Review information about the **Upload/Download** job type you will use and what search information you will provide. See [Upload/Download Templates \[page 173\]](#).

#### ❗ Note

The three **Manufacturing Planning Visibility** types are not available to create customized jobs on the **► ... ► Upload/Download ► Jobs ►** page.

Instead, download these templates from the **► ... ► Upload/Download ► Uploads ► Upload File ►** page. For more information, see [Updating an Upload/Download Template for Manufacturing Planning Visibility \[page 184\]](#).

## Procedure

1. Go to **...** **Upload/Download** **Jobs** and click **Create**.

The **Create/Edit Job** popup opens.

2. Enter a name for the job and select the job type from the **Type** dropdown.
3. **Optional:** When you select the **Forecast** job type, the **Prepopulate Commit time series quantities with Forecast quantities** checkbox appears. Select this checkbox if you want to automatically copy the values from **Order forecast** to **Forecast commit**.

### Note

This checkbox is not available in the **Forecast** job criteria for buyers.

4. Enter your creation criteria and click **Save**.

### Note

For some filters, you can enter the first few letters of the term you want to search, instead of the exact term. The search result shows all the terms starting with the letters you entered.

5. Select the created job from the **Jobs** list and click **Run**.  
The view switches to the **Downloads** tab.
6. Click **Refresh Status** to update the processing status. Repeat as needed until the status is **Completed** and a download icon  displays for the job.

## Related Information

[Running an Upload/Download Job and Making Data Changes to Upload \[page 219\]](#)

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Running an Upload/Download Job and Making Data Changes to Upload

You can generate a spreadsheet of transaction data to use to update information in SAP Business Network.

## Prerequisites

The **Upload/Download** job you want to use is created. See [Creating an Upload/Download Job \[page 218\]](#).

### Note

To upload changes using a **Manufacturing Planning Visibility** template, instead see [Updating an Upload/Download Template for Manufacturing Planning Visibility \[page 184\]](#).

## Procedure

1. Select the created job from the **► ... ► Upload/Download ► Jobs ►** list and click **Run**.  
The view switches to the **Downloads** tab.
2. Click **Refresh Status** to update the processing status. Repeat as needed until the status is **Completed** and a download icon  displays for the job.
3. Click the download icon  and open the file with your preferred editor.

The template opens, already containing data from the selected transactions. The template spreadsheet is in Excel or CSV format, depending on the template type. If the query results exceed the maximum number of lines for the template, only the first lines up to the maximum amount are included. The rest of the lines are not included and no notification of excluded data is given.

### Note

All dates in an **Upload/Download** job download are shown by default in the Pacific time zone (PDT or PST). This occurs regardless of the time zone used in the originating document, or the preferred time zone setting in your SAP Business Network account or operating system.

4. Enter values as desired. Make sure that required columns have values for each entry.

### Note

For some columns, you can enter the first few letters of the term you want to enter, instead of the exact term. The cell shows all the terms starting with the letters you entered.

5. Save the file.
6. Go to **► ... ► Upload/Download ► Uploads ►** and click **Upload**.

The **Upload File** popup opens.

7. Upload your file.
  - a. Choose the name of your template from the **Type** dropdown.
  - b. Enter the name to give your upload in the **Name** field.
  - c. Click **Browse** to choose the file to upload.
  - d. Click **Upload**.

Click **Refresh Status** to update the processing status. Processing is finished when **Completed** shows in the **Status** column.

### Note

If **Completed With Errors** shows in the **Status** column for your upload, click the download icon  in the **Log** column to open the log file. The log provides operation status for each confirmed purchase order,

including the order confirmation number that was used. The log lists successful confirmation messages first, followed by failure messages.

## Related Information

[Deleting Download Files Created by an Upload/Download Job \[page 221\]](#)

# Deleting Download Files Created by an Upload/Download Job

You can delete all accumulated download files for a specific **Upload/Download** job, and optionally delete the job that created those files.

## Context

Performing this procedure deletes all files on the ► ... ► **Upload/Download** ► **Downloads** ► page that were created by the same job. You can delete downloads for one job at a time. You can choose to also delete the job.

### ⓘ Note

Deleting job downloads, or deleting job downloads plus the job, cannot be undone.

## Procedure

1. Go to ► ... ► **Upload/Download** ► **Jobs** ►.
2. Choose the job whose downloads you want to delete and click **Clear Downloads**.  
A confirmation popup appears.
3. If you also want to delete the job, check **Also delete the job**.
4. Click **Delete**.

# Reports

This section provides topics that describe the reports available to suppliers who are enabled for SAP Business Network for Supply Chain.

For additional reports that are available to all SAP Business Network suppliers, see the [Reports and Report Templates](#) guide.

[Report Types for SAP Business Network for Supply Chain Suppliers \[page 222\]](#)

[Creating a Report Template \[page 237\]](#)

[Generating and Downloading Reports \[page 239\]](#)

[Viewing a Generated Report with Double-Byte or Accented Characters \[page 240\]](#)

## Report Types for SAP Business Network for Supply Chain Suppliers

Each report type has criteria to customize when you create a report template.

This section describes the report types that are available to suppliers who are enabled for SAP Business Network for Supply Chain.

### Note

For information about report types available to all SAP Business Network suppliers, see the [Reports and Report Templates](#) guide.

[Component Shipment Report \[page 223\]](#)

[Multi-Tier Order Report \[page 224\]](#)

[Order Report with Serial-Number and Schedule-Line Information \[page 225\]](#)

[Open Orders Report \[page 227\]](#)

[Quality Inspection Report \[page 233\]](#)

[Quality Notification Report \[page 234\]](#)

[Serial Number Report \[page 235\]](#)

# Component Shipment Report

Suppliers enabled for SAP Business Network for Supply Chain can create a **Component Shipment** report in Excel format to show selected information from multiple component ship notices.

## Component Shipment Report Criteria

| Field                      | Description                                                                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer                   | Choose a customer name, or use the default value ( <b>All Customers</b> )                                                                                                                            |
| Component Ship Notice No.  | To report on a component ship notice with a specific number, enter the number in the text box. This field is case sensitive.                                                                         |
| Tracking Number            | Enter the tracking number associated with the component ship notice.                                                                                                                                 |
| Order Number               | To report on an order with a specific number, enter the number in the text box. This field is case sensitive.                                                                                        |
| Shipping Organization Code | Enter the code for the organization that ships the components.                                                                                                                                       |
| Receipt Status             | Choose one or more statuses ( <b>Open</b> , <b>Partially Received</b> , or <b>Fully Received</b> ), or use the default value ( <b>All</b> ).                                                         |
| Show Ship Notice By        | Choose which type of date from the ship notice to show and the date range to include. Choices are either <b>Ship Notice Date</b> , <b>Estimated Delivery Date</b> , or <b>Actual Shipping Date</b> . |
| Maximum Results Returned   | Choose the maximum number of records returned by the report. The report supports up to 30,000 records.                                                                                               |

## Component Shipment Report Sheets

The **Component Shipment** Excel report organizes the information it retrieves in the following sheets:

- **Component Shipment** – Lists all component shipments sent to suppliers at item level. Details include the names of the customer, supplier, and carrier, component details, and shipping details.
- **Serial Numbers** – Lists the serial numbers associated with specific component shipments. Details include component ship-notice information, customer and supplier batch IDs, and component serial numbers.
- **Component Receipt Line Item** – Includes component receipt numbers, line numbers, quantities, dates, and status.

## Related Information

[Creating a Report Template \[page 237\]](#)

[Generating and Downloading Reports \[page 239\]](#)

## Multi-Tier Order Report

For copy (Tier 2) suppliers enabled for SAP Business Network for Supply Chain, a **Multi-Tier Order** report in Excel format is available on the **Reports** tab.

### Prerequisites

To run this report, you must belong to a role that provides the **Purchase Order Report Administration** permission.

#### Restriction

If a main (Tier 1) supplier generates a **Multi-Tier Order** report, the report contains information only from purchase orders for which that supplier is a copy supplier. If the supplier is not a copy supplier for any purchase order, the generated report is empty.

### Multi-Tier Order Report Criteria

| Field                                    | Description                                                                                                                                                                            |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer                                 | By default, all customers are included. Click <b>Select</b> to select customers for the report.                                                                                        |
| Order Number                             | To report on an order with a specific number, enter an order number in the text box.                                                                                                   |
| Order Routing Status                     | Choose a routing status, or use the default value, <b>Any</b> .                                                                                                                        |
| Order Status                             | Choose an order status, or use the default value, <b>Any</b> .                                                                                                                         |
| Include active orders only               | Check this box to include only active orders in the results. Uncheck it to include shipped orders and obsolete orders.                                                                 |
| Order Date                               | (Required) Set the range of order dates. The report can include data for a period up to 6 months.                                                                                      |
| Maximum Results Returned                 | Enter the maximum number of records returned by the report. The default is 100. The report supports up to 10,000 records.                                                              |
| Include Spot Buy Marketplace Information | Check this option to include spot buy information in the report.                                                                                                                       |
| Include Line Item Information            | Check this option to include line item information in the report.                                                                                                                      |
| Include Order Confirmation Information   | Check this option to include order confirmation information in the report. This option is available only if the <b>Include Line Item Information</b> option for the report is checked. |

| Field                                    | Description                                                                                                                                                                       |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include Serial Number Information</b> | Check this option to include serial number information in the report. This option is available only if the <b>Include Line Item Information</b> option for the report is checked. |
| <b>Include Schedule Line Information</b> | Check this option to include schedule line information in the report. This option is available only if the <b>Include Line Item Information</b> option for the report is checked. |

## Sheets in the Multi-Tier Order Report

The following table lists the sheets in the generated **Multi-Tier Order** report and the **Order** report sheets they correspond to.

| Sheet Name                            | Equivalent Sheet in Order reports                                     |
|---------------------------------------|-----------------------------------------------------------------------|
| <b>Multi-Tier Order Line Items</b>    | <b>Order Line Items</b> , without fields for financial information    |
| <b>Multi-Tier Serial Numbers</b>      | <b>Serial Numbers</b>                                                 |
| <b>Multi-Tier Schedule Lines</b>      | <b>Schedule Lines</b>                                                 |
| <b>Multi-Tier Order Confirmations</b> | <b>Order Confirmations</b> , without fields for financial information |

## Related Information

[Order Report with Serial-Number and Schedule-Line Information \[page 225\]](#)

[Creating a Report Template \[page 237\]](#)

[Generating and Downloading Reports \[page 239\]](#)

[Viewing a Generated Report with Double-Byte or Accented Characters \[page 240\]](#)

# Order Report with Serial-Number and Schedule-Line Information

An **Order** report can include the serial numbers, schedule lines, quality certificates, or accounting information that customers provide in purchase orders.

## Prerequisites

- You must be in a relationship that is enabled for SAP Business Network for Supply Chain.
- You must belong to a role that provides the **Purchase Order Report Administration** permission.

### Restriction

If you generate a report from an **Order** report template that you created before this template supported serial-number and schedule-line information, the report generates in CSV format. However, if you open that report's definition and save it again, that process updates the template, and future reports generate in Excel.

## Order Report Criteria with Serial-Number and Schedule-Line Information

| Field                                    | Description                                                                                                                                                                                                             |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier                                 | (Buyers only) By default, all suppliers are included. Click <b>Select</b> to select suppliers for the report.                                                                                                           |
| Search by supplier groups                | (Buyers only) Check this box, then click <b>Select</b> to select supplier groups for the report.                                                                                                                        |
| Customer                                 | (Suppliers only) By default, all customers are included. Click <b>Select</b> to select customers for the report.                                                                                                        |
| Order Number                             | To report on an order with a specific number, enter an order number in the text box.                                                                                                                                    |
| Order Amount                             | Enter an order amount. Do not enter currency symbols.                                                                                                                                                                   |
| Order Routing Status                     | Choose a routing status, or use the default value, <b>Any</b> .                                                                                                                                                         |
| Order Status                             | Choose an order status, or use the default value, <b>Any</b> .                                                                                                                                                          |
| Include active orders only               | Check this box to include only active orders in the results. Uncheck it to include shipped orders and obsolete orders.                                                                                                  |
| Order Date                               | Select a range of order dates. The report can be run for a period up to 6 months.                                                                                                                                       |
| Max Results Returned                     | Enter the maximum number of records returned by the report. The default is 100. The report supports up to 10,000 records.                                                                                               |
| Include Spot Buy Marketplace Information | Check this option to include spot buy information in the report.                                                                                                                                                        |
| Include Line Item Information            | Check this option to include line item information in the report.                                                                                                                                                       |
| Include Order Confirmation Information   | Check this option to include order confirmation information in the report. This option is available only when <b>Include Line Item Information</b> is checked.                                                          |
| Include Serial Number Information        | Check this option to include serial number information in the report. This option is available only when <b>Include Line Item Information</b> is checked and you are enabled for SAP Business Network for Supply Chain. |
| Include Schedule Line Information        | Check this option to include schedule line information in the report. This option is available only when <b>Include Line Item Information</b> is checked and you are enabled for SAP Business Network for Supply Chain. |

## Related Information

[Creating a Report Template \[page 237\]](#)

## Open Orders Report

The **Open Orders** report includes information on order status, routing status, schedule line-level, and line-item details.

This report can contain up to 70,000 lines, including the header lines.

### Prerequisites

To use this report, you must belong to a role that provides the **Purchase Order Report Administration** permission.

To display all the scheduling agreements on the **Open Orders** Report, make sure that the value in the Quantity field is not less than the values in the received quantity, invoiced quantity, confirmed quantity, and cumulative ship quantity fields.

### Open Orders Report Criteria

| Field                     | Description                                                                                                                                                                                                                                                                                                                   |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer                  | (Suppliers only) By default, all buyers are included. Click <b>Select</b> to select buyers for the report.                                                                                                                                                                                                                    |
| Supplier                  | (Buyers only) By default, all suppliers are included. Click <b>Select</b> to select suppliers for the report.                                                                                                                                                                                                                 |
| Search by supplier groups | (Buyers only) Check this box, then click <b>Select</b> to select supplier groups for the report.                                                                                                                                                                                                                              |
| Supplier State            | (Buyers only) To limit the report to suppliers in a specific state or province, select a value from the list. <div> <b>Note</b><br/>This field shows values to choose from only if the specified country or region has state values.</div> |
| Supplier Country          | (Buyers only) To limit the report to suppliers in a specific country/region, select a value from the list.                                                                                                                                                                                                                    |
| Order Number              | To report on an order with a specific number, enter an order number in the text box.                                                                                                                                                                                                                                          |
| Ship To State             | Select from the dropdown the state or province the order is shipping to. Start typing the name, then choose it from the list.                                                                                                                                                                                                 |
| Ship To Country           | Select from the dropdown the country or region the order is shipping to. Start typing the name, then choose it from the list.                                                                                                                                                                                                 |

| Field                    | Description                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exclude Fully Shipped    | Excludes orders and line items that are fully shipped. This filter only displays when the <b>Order Status</b> is <b>Any</b> .                                                                                                                                                                                                       |
| Ship From State          | (Requires SAP Business Network for Supply Chain) Select from the dropdown the state or province the order is shipping from. Start typing the name, then choose it from the list.                                                                                                                                                    |
| Ship From Country        | (Requires SAP Business Network for Supply Chain) Select from the dropdown the country or region the order is shipping from. Start typing the name, then choose it from the list.                                                                                                                                                    |
| Exclude Fully Received   | Excludes orders and line items that are fully received or closed for receiving. This filter only displays when the <b>Order Status</b> is <b>Any</b> .                                                                                                                                                                              |
| Order Amount             | Enter an order amount or range. Do not enter currency symbols.                                                                                                                                                                                                                                                                      |
| Order Routing Status     | Choose a routing status, or use the default value, <b>Any</b> .                                                                                                                                                                                                                                                                     |
| Order Status             | Select one to nine values from the list to report on orders by fulfillment status. To create a broad report, use the default value, <b>Any</b> .                                                                                                                                                                                    |
|                          | <div>  <b>Note</b><br/> By default, SAP Business Network excludes orders with an <b>Order Status</b> of <b>Obsoleted</b>, <b>Rejected</b>, <b>Cancelled</b>, or <b>Invoiced</b>. To view orders with these statuses, filter for the status. </div> |
| Order Date               | (Required) Select a range of order dates. The report can be run for a period up to 6 months.                                                                                                                                                                                                                                        |
| Delivery Date            | Select the time period of delivery dates to include in the report.                                                                                                                                                                                                                                                                  |
| Maximum Results Returned | Enter the maximum number of records returned by the report. The default is 100. The report supports up to 70,000 records.                                                                                                                                                                                                           |
| Exclude Fully Confirmed  | Excludes orders and line items that are fully confirmed. This filter only displays when the <b>Order Status</b> is <b>Any</b> .                                                                                                                                                                                                     |
| Customer Location        | Unique identifier for a location in the buyer organization.                                                                                                                                                                                                                                                                         |
| Planner Code             | Unique code used to identify a planner.                                                                                                                                                                                                                                                                                             |
| Purchasing Organization  | A subdivision of a company's purchasing community.                                                                                                                                                                                                                                                                                  |
| Purchasing Group         | The principal channel for the company's vendors.                                                                                                                                                                                                                                                                                    |
| Company Code             | The organizational unit for the account used for external reporting.                                                                                                                                                                                                                                                                |

Additional filters are available for the **Criteria** tab of the **Open Orders** report:

| Field                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OC additional information</b>               | <p>Columns that can be included or removed from the report are:</p> <ul style="list-style-type: none"> <li>• OC creation date</li> <li>• Est. Shipping Date and Timezone</li> <li>• Est. Delivery Date and Timezone</li> <li>• Est. Shipping Cost</li> <li>• Est. Shipping Cost Currency</li> <li>• Est. Tax Cost</li> <li>• Est. Tax Cost Currency</li> <li>• OC Unit Price</li> <li>• OC Unit Price Currency</li> <li>• OC Quantity</li> <li>• OC Approval Status</li> <li>• OC Rejected Code</li> <li>• OC Rejected Description</li> <li>• OC Comments</li> <li>• Last Confirmation Date and Timezone</li> <li>• Est. Delivery Last Date and Timezone</li> <li>• Confirmed Delivery Last Date and Timezone</li> </ul> |
| <b>BPO information</b>                         | <p>Columns that can be included or removed from the report are:</p> <ul style="list-style-type: none"> <li>• Blanket PO</li> <li>• Blanket PO Type</li> <li>• Blanket PO Available Amount</li> <li>• Blanket PO Status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ship To, Ship From and Supplier address</b> | <p>Columns that can be included or removed from the report are:</p> <ul style="list-style-type: none"> <li>• Ship To Name</li> <li>• Ship To Street</li> <li>• Ship To City</li> <li>• Ship To State</li> <li>• Ship To Postal Code</li> <li>• Ship To Country</li> <li>• Ship From Name</li> <li>• Ship From Street</li> <li>• Ship From City</li> <li>• Ship From State</li> <li>• Ship From Postal Code</li> <li>• Ship From Country</li> <li>• Supplier Email Address</li> <li>• Supplier Street</li> <li>• Supplier City</li> <li>• Supplier State</li> <li>• Supplier Country</li> <li>• Vendor ID</li> </ul>                                                                                                      |

| Field                             | Description                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization level information    | Columns that can be included or removed from the report are: <ul style="list-style-type: none"> <li>• Planner Code</li> <li>• Planner Description</li> <li>• Company Code</li> <li>• Purchasing Group</li> <li>• Purchasing Organization</li> </ul>                                                                                       |
| Material grouping information     | Columns that can be included or removed from the report are: <ul style="list-style-type: none"> <li>• Line of Business</li> <li>• Product Family</li> <li>• Product Sub Family</li> <li>• Program Code</li> <li>• Part Category</li> <li>• Part Type</li> <li>• Transport Terms</li> <li>• Delivery Completed</li> <li>• Block</li> </ul> |
| Include Line Item Information     | Calculations and majority of the information are displayed at the line item level.                                                                                                                                                                                                                                                        |
| Include Schedule Line Information | Display simple and general information about schedule lines.                                                                                                                                                                                                                                                                              |

## Grouping Columns

You can add or remove a group of columns from the open orders report:

- **OC additional information**
- **BPO information**
- **Organization level information**
- **Material grouping information**
- **Ship To**
- **Ship From**
- **Supplier address**
- **Is SCC**
- Option to choose **Include Line Item Information** or **Include Schedule Line Information** in the **Criteria** tab of the open order report.

Go to **Reports > Reports > Criteria** to view these columns and choose to display the columns and filters in the line item (current sheet) or schedule line (new sheet).

### Note

- New schedule line sheets are considered if order confirmations were completed at the schedule line.
- **Schedule line sheet, Additional information criteria**, and the **Block** columns are available to SAP Business Network for Supply Chain only.

- All dates are displayed in a separate column for time and timezone.
- Protection is removed from the sheet and file.

## Line Item Level (Current Sheet)

The following columns are available at the line item level for the current sheet:

| Column Name             | Sheet                                                                                                                                                                                                                                              | Additional Information                                                                                                                                                                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery Completed      | Open Orders to the Line item (current sheet)                                                                                                                                                                                                       | Help customers that are not using the indicator ( <b>Indicator type="isDeliveryCompleted" level="error"</b> ) yet to filter directly from the report.                                                                                                                                                              |
|                         | <div>  <b>Note</b><br/>           This means at the moment it's on the Open Order sheet, but in the future that sheet will be the Line Item sheet.         </div> |                                                                                                                                                                                                                                                                                                                    |
| Block                   | Line item (current sheet)                                                                                                                                                                                                                          | <div>  <b>Note</b><br/>           Exclusive to SAP Business Network for Supply Chain.         </div>                                                                                                                            |
| Vendor ID               | Line item (current sheet) and schedule line (new sheet)                                                                                                                                                                                            | From Order report > Order Line Items.                                                                                                                                                                                                                                                                              |
| Packing Slip ID         | Line item (current sheet) and schedule line (new sheet)                                                                                                                                                                                            | If there are multiple advanced ship notices, they are displayed in the same cell.                                                                                                                                                                                                                                  |
| Transport Terms         | Line item (current sheet) and schedule line (new sheet)                                                                                                                                                                                            | From  <b>Order Report</b>  <b>Order Line Items</b>  |
| Contract Number         | Line item (current sheet) and schedule line (new sheet)                                                                                                                                                                                            | Extrinsic - <b>contractNo</b> .                                                                                                                                                                                                                                                                                    |
|                         |                                                                                                                                                                                                                                                    | <div>  <b>Note</b><br/>           You must create a customer request to enable this extrinsic element. After enabling, the <b>Contract Number</b> column appears on the report.         </div>                                |
| Contract Item Line Item | Line item (current sheet) and schedule line (new sheet)                                                                                                                                                                                            | Extrinsic - <b>relatedContractLineItemNo</b> .                                                                                                                                                                                                                                                                     |
|                         |                                                                                                                                                                                                                                                    | <div>  <b>Note</b><br/>           You must create a customer request to enable this extrinsic element. After enabling, the <b>Contract Item Line Item</b> column appears on the report.         </div>                        |

## Schedule Line Level (New Sheet)

The following columns are available at the schedule line level for new sheets:

| Column Name                              | Sheet                                                   | Additional Information                                                                                                   |
|------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Schedule Line Number                     | Schedule line (new sheet)                               | From Order report > Schedule Lines.                                                                                      |
| Schedule Line Quantity                   | Schedule line (new sheet)                               | From Order report > Schedule Lines.                                                                                      |
| Vendor ID                                | Line item (current sheet) and schedule line (new sheet) | From Order report > Order Line Items.                                                                                    |
| Packing Slip ID                          | Line item (current sheet) and schedule line (new sheet) | If there are multiple advanced ship notices, they are displayed in the same cell.                                        |
| Planner Description                      | Line item (current sheet) and schedule line (new sheet) |                                                                                                                          |
| Schedule Line Delivery Date              | Schedule line (new sheet)                               | From Order report > Schedule Lines.                                                                                      |
| Schedule Line Commitment Code            | Schedule line (new sheet)                               |                                                                                                                          |
| OC Estimated Shipping Date               | Schedule line (new sheet)                               |                                                                                                                          |
|                                          | Schedule line (new sheet)                               |                                                                                                                          |
| Confirmation Quantity                    | Schedule line (new sheet)                               | <b>Note</b><br>The displayed information is based on the purchase orders that were confirmed at the schedule line level. |
| Schedule Line Confirmation Status        | Schedule line (new sheet)                               |                                                                                                                          |
| Schedule Line Confirmation Creation Date | Schedule line (new sheet)                               | Displays the order confirmation as Un-confirmed, Confirmed, or Rejected.                                                 |
| Schedule Line Shipped Quantity           | Schedule line (new sheet)                               | Calculated as <b>Scheduled Line Quantity - Due Shipped Quantity</b> .                                                    |
| Schedule Line Due Shipped Quantity       | Schedule line (new sheet)                               |                                                                                                                          |
| ASN Estimated delivery date              | Schedule line (new sheet)                               | Shipped delivery date.                                                                                                   |
| Transport Terms                          | Line item (current sheet) and schedule line (new sheet) | From Order report > Order Line Items.                                                                                    |
| Contract Number                          | Line item (current sheet) and schedule line (new sheet) | Extrinsic - <b>contractNo</b> .                                                                                          |
| Contract Item Line Item                  | Line item (current sheet) and schedule line (new sheet) | Extrinsic - <b>relatedContractLineItemNo</b> .                                                                           |

## Related Information

[Creating a Report Template](#)

[Generating and Downloading Reports](#)

[Viewing a Generated Report with Double-Byte or Accented Characters](#)

# Quality Inspection Report

The **Quality Inspection** report type collects information from multiple quality inspections that meet the desired search criteria.

## Prerequisites

The buyer system is enabled for the quality collaboration component.

## Restrictions

If you generate a **Quality Inspection** report for an old quality inspection (that is, a quality inspection created before the **Quality Inspection** report became available), the report will only list information in the **Inspections** sheet.

## Quality Inspection Report Contents

The **Quality Inspection** report type generates a spreadsheet in Excel format. Report information is organized in multiple sheets:

- **Inspections** – Lists general information about each quality inspection in the report.
- **Single Result** – Records quality inspection characteristics containing multiple samples.
- **Summarized Recording** – Records quality inspection characteristics containing a single sample.
- **Attachments** – List of attachments for each quality inspection.

## Quality Inspection Report Search Criteria

| Field                   | Description                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Customer                | (Suppliers only) <b>Required</b> . By default, all buyers are included. Click <b>Select</b> to select buyers for the report.    |
| Supplier                | (Buyers only) <b>Required</b> . By default, all suppliers are included. Click <b>Select</b> to select suppliers for the report. |
| Customer Inspection No. | The quality inspection number from the buyer system. Enter one value.                                                           |
| Supplier Inspection No. | The supplier identification number the supplier provided in the quality inspection. Enter one value.                            |
| Purchase Order          | The purchase order number related to the quality inspection. Enter one value.                                                   |
| Purchase Order Item     | The item number from the purchase order. Enter one value.                                                                       |

| Field                    | Description                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer Location        | The buyer location identifier. Enter one value.                                                                                                                              |
| Customer Part Number     | The buyer part number. Enter one value.                                                                                                                                      |
| Supplier Part Number     | The supplier part number. Enter one value.                                                                                                                                   |
| Customer Batch           | The buyer batch number. Enter one value.                                                                                                                                     |
| Supplier Batch           | The supplier batch number. Enter one value.                                                                                                                                  |
| Inspection Status        | Check one status to include, or leave no choice checked to include all statuses.                                                                                             |
| Usage Decision           | The status of the usage decision. Check one value.                                                                                                                           |
| Inspection Created Date  | Choose the dates during which included quality inspections were created.                                                                                                     |
| Inspection Due Date      | Choose the dates during which included quality inspections were due.                                                                                                         |
| Maximum Results Returned | Choose from the dropdown the maximum number of results to include in the report. The lowest possible value is 100 results, and the highest possible value is 30,000 results. |

 **Note**  
When the number of results found exceeds the set maximum, the report shows a message and only the maximum allowed number of results is returned.

## Related Information

[Creating a Report Template \[page 237\]](#)

[Generating and Downloading Reports \[page 239\]](#)

[Viewing a Generated Report with Double-Byte or Accented Characters \[page 240\]](#)

# Quality Notification Report

The **Quality Notification Report** in Excel format shows information about problems reported by both buyers and suppliers.

## Quality Notification Report Criteria

| Field    | Description                                                                                                              |
|----------|--------------------------------------------------------------------------------------------------------------------------|
| Supplier | (Buyers only) By default, all suppliers are included. Click <b>Select</b> to choose individual suppliers for the report. |

| Field                           | Description                                                                                                                                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer                        | (Suppliers only) By default, all customers are included. Click <b>Select</b> to select customers for the report.                                     |
| Status                          | Choose a status, or use the default value, <b>Any</b> .                                                                                              |
| Quality notification type       | Choose a quality notification type, or use the default value, <b>All</b> .                                                                           |
| Supplier action                 | Choose a supplier action, or use the default value, <b>All</b> .                                                                                     |
| Creation date                   | (Required) Set the range of creation dates, up to 30 days.                                                                                           |
| Maximum Results Returned        | Enter the maximum number of records returned by the report. The default is 100. The report supports up to 10,000 records.                            |
| Include Header Task             | Check this option to include header task information in the report.                                                                                  |
| Include Header Activity         | Check this option to include header activity information in the report.                                                                              |
| Include Defect                  | Check this option to include defect information in the report.                                                                                       |
| Include Defect Task             | Check this option to include defect task information in the report. This option is available only when <b>Include Defect</b> is checked.             |
| Include Defect Activity         | Check this option to include defect activity information in the report. This option is available only when <b>Include Defect</b> is checked.         |
| Include Defect Cause Root       | Check this option to include defect cause root information in the report. This option is available only when <b>Include Defect</b> is checked.       |
| Include Defect Additional Batch | Check this option to include defect additional batch information in the report. This option is available only when <b>Include Defect</b> is checked. |

## Related Information

[Creating a Report Template \[page 237\]](#)

[Generating and Downloading Reports \[page 239\]](#)

[Viewing a Generated Report with Double-Byte or Accented Characters \[page 240\]](#)

## Serial Number Report

For orders that include serial numbers for line items, you can use the **Serial Number Report** template in CSV format to generate serial number reports.

The **Serial Number Report** contains information about lists of asset serial numbers contained in orders. When suppliers send a ship notice for an order, the buyer can require them to include unique asset serial numbers for each line item. This report helps you manage those serial numbers.

## Prerequisites

- You must belong to a role that provides the **Purchase Order Report Administration** permission.
- To generate serial number reports with data, orders must include serial numbers.

## Serial Number Report Criteria

| Field                      | Description                                                                                                                                                                               |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier                   | (Buyers only) By default, all suppliers are included. Click <b>Select</b> to choose individual suppliers for the report.                                                                  |
| Search by supplier groups  | (Buyers only) Check this box to include only certain supplier groups for the report.                                                                                                      |
| Customer                   | (Suppliers only) By default, all buyers are included. Click <b>Select</b> to choose individual buyers for the report.                                                                     |
| Supplier Group             | Click <b>Select</b> to go to the <b>Select supplier groups</b> page and add one or more supplier groups for the report. When done, click <b>OK</b> to return to the report criteria page. |
| Order Number               | To report on an order with a specific number, enter an order number in the text box.                                                                                                      |
| Order Amount               | Enter an order amount. Do not enter currency symbols.                                                                                                                                     |
| Order Routing Status       | Choose a routing status, or use the default value, <b>Any</b> .                                                                                                                           |
| Order Status               | Choose an order status, or use the default value, <b>Any</b> .                                                                                                                            |
| Include active orders only | Check this box to include only active orders in the results. Uncheck it to also include shipped orders and obsolete orders.                                                               |
| Order Date                 | (Required) Select a range of order dates. The report can be run for a period up to 12 months.                                                                                             |
| Max Results Returned       | Enter the maximum number of records the report can return. The default is 100. The report supports up to 100,000 records.                                                                 |

## Serial Number Report Fields

| Field       | Description                         |
|-------------|-------------------------------------|
| Order No.   | Purchase order number               |
| Supplier    | (Buyers only) Name of the supplier. |
| Customer    | (Suppliers only) Name of the buyer. |
| Line Number | Order line number.                  |
| Quantity    | Ordered quantity.                   |

| Field                    | Description                                          |
|--------------------------|------------------------------------------------------|
| UOM                      | Unit of measure.                                     |
| Serial No                | Serial number value.                                 |
| Unit Price               | Unit price for the item.                             |
| Unit Price Currency      | Currency associated with the unit price.             |
| Part Number              | Part number of the item.                             |
| Customer Part Number     | Part number of the item in the buyer's system.       |
| Manufacturer Part Number | Manufacturer part number.                            |
| Need By                  | The buyer's need-by date from the order.             |
| Description              | Description of the item.                             |
| Currency                 | The currency used for monetary amounts in the order. |
| Amount                   | Amount for the item.                                 |
| Order Status             | The fulfillment status of the order.                 |
| Version                  | Version specified for the ordered item.              |

## Related Information

[Creating a Report Template \[page 237\]](#)

[Generating and Downloading Reports \[page 239\]](#)

[Viewing a Generated Report with Double-Byte or Accented Characters \[page 240\]](#)

# Creating a Report Template

For report types available to SAP Business Network for Supply Chain suppliers, you can define what information a report includes and when the report is run.

## Prerequisites

Determine what report criteria you wish to set in the report template. See [Report Types for SAP Business Network for Supply Chain Suppliers \[page 222\]](#) for topics about each report type that is available to suppliers enabled for SAP Business Network for Supply Chain.

## Context

When you create a report template, you set the type of report you want and criteria for which data to include in the generated report. You also set whether the report is generated manually or is run automatically at a schedule that you choose.

## Procedure

1. Choose **Reports**.

The **Reports** page opens.

2. Click **Create**.

The **Report** creation wizard opens.

3. Enter a unique title that will help you and other users easily identify this report from a list. For example, "Monthly Quality Notification Report."

4. Enter a description.

The description is useful for identifying the scope and target of the report for all account users. For example, "Monthly report of all New and In-Process quality notifications."

5. Choose a value from the **Time zone** list.

Dates and times in your generated report use the time zone you select here, expressed as GMT +/- . In addition, SAP Business Network uses the time zone to determine the range of information collected for the report.

6. Choose a language.

SAP Business Network uses this language for labels in the generated report file. The report displays data in the language in which the information was entered into the system.

7. Choose a report type.

See [Report Types for SAP Business Network for Supply Chain Suppliers \[page 222\]](#) for details about each report type.

8. Click **Next**.

SAP Business Network displays the **Schedule** page with details for the report type you selected.

9. Click either **Manual Report** or **Scheduled Report**.

You generate manual reports from the **Reports** page. Scheduled reports are automatically generated by SAP Business Network, using the frequency that you specified.

10. If you choose **Scheduled Report**, the **Scheduling** fields display. Do the following:

- a. Select a date range. By default, a scheduled report includes three months beginning with tomorrow's date.
- b. Choose a value from the **Automatically Run** list to set the report generation frequency.
- c. Enter up to three email addresses, each separated by single comma.

SAP Business Network sends a notification to these addresses when the report status is **Processed**.

11. Click **Next**.

12. On the **Criteria** page, choose the parameters for the report.

For information about the criteria available for your report type, see [Report Types for SAP Business Network for Supply Chain Suppliers \[page 222\]](#).

13. Click **Submit**.

SAP Business Network puts your report into the queue. You can view and download it when its status becomes **Processed**.

14. To view and download the report, select the report template, click **Download**, then click one of the following:

- **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
- **Save** to save the report to your hard disk.

## Next Steps

To manually update the data in your report, see [Generating and Downloading Reports \[page 239\]](#).

# Generating and Downloading Reports

You can generate a report from a report template or edit and save an existing report.

## Prerequisites

A report template to retrieve the desired data was created. For more information, see [Creating a Report Template \[page 237\]](#).

## Context

Your organization can generate a maximum of 100 reports, including up to 20 scheduled reports. SAP Business Network deletes generated reports from your account after 30 days.

## Procedure

1. Click **Reports**.

The **Reports** page opens and shows the list of created report templates.

2. Determine your next step.

- To download the existing version of a report, skip to Step 3.
- To generate an updated report, choose the desired report template and click **Run**.  
SAP Business Network adds your report to the queue and returns you to the **Reports** page. To update the statuses of reports on the **Reports** page, click **Refresh Status**. You can view and download the report when its status changes to **Processed**.

3. To view and download an existing report, select the desired report template, click **Download**, then click one of the following:
  - **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
  - **Save** to save the report to your hard disk.

## Related Information

[Viewing a Generated Report with Double-Byte or Accented Characters](#)

# Viewing a Generated Report with Double-Byte or Accented Characters

Report files that include double-byte or accented characters might not display correctly in all applications. You can change the encoding and delimiter settings for these files.

## Context

To keep a record of a scheduled report, save the report to your hard disk each time the report runs. If a report file is over 1 MB, SAP Business Network stores it in zip format and displays a zip icon in the **Size** column for that report. SAP Business Network deletes generated reports from your account after 30 days.

## Procedure

1. Choose **Reports** from the menu bar.
2. Select the report and click **Download**. Your browser prompts you to indicate whether you want to view the report or save it to disk.
3. Click **Save**.
4. Modify the file location and name, if necessary, and click **Save**.
5. Click **Close**.
6. Start a text viewer.
7. Click to open a file.
8. Choose **All Files** in the **Files of type** list.
9. Select the file you want to open.
10. Choose **Unicode** in the **Encoding** list.
11. Choose **All Files** in the **Save as type** list.

12. Click **Save**.

If your browser prompts you to overwrite the existing file of the same name, click **Yes**.

13. Close the file and close the text viewer.

14. Start a spreadsheet application.

15. Click to open a file.

16. Choose **All Files** in the **Files of type** list.

17. Open your saved report file.

18. In Step 1 of the Text Import Wizard, choose **Delimited** for the **Original data type**, and click **Next**.

19. In Step 2 of the Text Import Wizard, choose **Comma** in the **Delimiters** section, and click **Next**.

20. Click **Finish**.

The file displays in the spreadsheet application

# SAP Business Network for Supply Chain Field Reference for Suppliers

This section describes fields contained on SAP Business Network for Supply Chain pages that are accessible to suppliers.

[Fields for Adding Components and Batch in Order Confirmation \[page 242\]](#)

[Fields for Confirmation and Ship Notice Control \[page 243\]](#)

[Fields for Consignment Collaboration \[page 243\]](#)

[Fields for Contract Manufacturing Collaboration \[page 244\]](#)

[Fields for Forecast Collaboration \[page 244\]](#)

[Fields for Goods-Receipt-Based Invoice Verification \[page 247\]](#)

[Fields for Invoice Archiving Enhancements \[page 248\]](#)

[Fields for Order and Forecast Collaboration \[page 249\]](#)

[Fields for Order Collaboration Returns \[page 249\]](#)

[Fields for Order Confirmation Control Keys \[page 251\]](#)

[Fields for Serial Number Upload \[page 252\]](#)

[Fields for Ship Notice Control Keys \[page 253\]](#)

[Fields for Supplier-Managed Inventory \[page 253\]](#)

[Fields for Third-Party Logistics Providers \[page 255\]](#)

[Fields for Transport Confirmation \[page 256\]](#)

## Fields for Adding Components and Batch in Order Confirmation

In the SAP Business Network for Supply Chain user interface, adding components and batch in order confirmation includes the following elements:

- **Batch #**, **Quantity**, and **Unit** fields that are editable on the page, **Create Consumption Document**.
- A button labeled **Edit Components** on the page, **Confirming PO**.
- A **Components** dialog containing editable fields for **Usage**, **Batch #**, **Quantity**, and **Unit**
- These buttons appear on the **Components** dialog:

**Add Component**

Adds a row of editable fields to the **Components** dialog for information about an additional component

**Copy Order Quantities** Copies the component quantities from the purchase order into the rows in the **Components** dialog

**Revert All Edits** Reverts the fields in the **Components** dialog to the values in the purchase order

- A button labeled **Revert All Edits** on the page, **Create Consumption Document**.

## Fields for Confirmation and Ship Notice Control

When a purchase order contains confirmation control keys at line item level, the following two fields are displayed on the purchase order line item details page in a section titled **Control Keys**:

- **Order Confirmation Control Key**
- **Ship Notice Control Key**

## Fields for Consignment Collaboration

The SAP Business Network for Supply Chain user interface includes the following fields for consignment collaboration:

- A **Consignment Movements** tab in the supplier ► **Fulfillment** ► **Extended Collaboration** ▾ page opens a [Consignment Movements](#) list.
- A [Consignment Movements](#) list can be filtered by [Customer](#), [Customer Part](#), [Supplier Part](#), [Customer Location \(Plant Name\)](#), or [Movement Date Range](#), and shows only consignment movements that are not settled.
- **Invoice Document** links for items in the [Consignment Movement](#) list enable suppliers to navigate from an item directly to any related supplier-created invoice.
- **Settlement** links for items in the [Consignment Movement](#) list enable suppliers to navigate from an item directly to any related buyer-created invoice.
- A **Create Invoice** button in the [Consignment Movement](#) creates a non-purchase-order invoice for items selected in the [Consignment Movement](#) list.
- A section of the **Invoices** page shows consignment movement information.

### 📘 Note

The **Consignment Movements** menu item, **Consignment Movements** tab, [Consignment Movements](#) list, and the consignment movements section of the **Invoices** page appear in the user interface only for direct material suppliers that have consignment movement records in the system.

# Fields for Contract Manufacturing Collaboration

## ► Fulfillment ► Extended Collaboration ► Page

- **Component Shipments** tab – A searchable listing of component ship notices. A **Create Component Receipt** button opens the [Create Receipt](#) form.
- **Component Receipts** tab – An actionable listing of components received.
- **Component Inventory** tab – Shows a snapshot of all components ready for consumption.
- **Component Consumption** tab – Lists component consumption documents sent.

## Orders and Releases Page

- **Items to Confirm** list – A searchable listing of items awaiting confirmation.

## Purchase Order Details Page

- **Report Consumption** button – Opens the [Create Consumption Document](#) form.
- [Create Consumption Document](#) form – An actionable listing of consumable components.
- **Order Detail** tab – [Components](#) listing.
  - Batch information is displayed at the item level.
  - Component information appears in the purchase order when the contract manufacturer creates a ship notice from a subcontract purchase order.
  - A goods receipt can appear as a **Related Document** link on a subcontract purchase order, when the components issued refer to the subcontract purchase order.

# Fields for Forecast Collaboration

Suppliers can go to the ► **Planning** ► **Forecast** ► page to make forecast commitments.

## Search Filters

The **Search filters** panel enables buyers and suppliers to search any of the following fields:

- **Supplier** (buyer view) or **Customer** (supplier view)
- **Customer part no.**

- **Supplier part no.**
- **Customer location**
- **Planner code**
- **Part category**
- **Customer view**
- **Line of business**
- **Product family**
- **Product subfamily**
- **Internal program code** (buyer view only)
- **Program code**
- **Part type**
- **Part status** has two radio button options: **Active** and **Inactive**

You can also use customer-defined attributes as search filters. These display in the expandable **Customer defined attributes** section.

You can use typeahead in any of the search filters.

Additionally, the following fields allow you to enter the first few letters to start the search. For example, you can search for all rows where the **Part category** starts with **PC-1X**.

- **Part category**
- **Line of business**
- **Product famil**
- **Product subfamily**
- **Internal program code** (buyer only)
- **Program code**
- **Part type**

## Search Results Table

The search result displays a table which includes the following columns. Click the  icon to see all available columns.

- **Supplier** (buyer view) or **Customer** (supplier view)
- **Customer part no.**
- **Supplier part no.**
- **Description**
- **Customer location**
- **Lead time**
- **Part status**
- **Last customer update**
- **Last supplier update**
- **Quantity**
- **Status**

- **Min. stock level**
- **Max. stock level**
- **Unit**
- **Planner code**
- **Customer view**
- **Manufacturer name**
- **Manufacturer part ID**
- **Line of business**
- **Product family**
- **Product subfamily**
- **External program code**
- **Internal program code** (buyer view only)
- **Part type**
- **Part category**
- **System**

Customer-defined attributes can also be displayed in this table. Each selected attribute displays in a subcolumn under the **Attribute details** column.

You can sort the table by any sortable field or attribute.

## Forecast Details

When you click the **View Details**  icon on one of the rows in the search results table, the **Forecast details** page for that part no. displays. You can expand the **Chart** at the top of the page to view a chart of forecast details.

If you click **Stock on hand**, a popup with information about stock on hand shows.

To make edits, see [Updating Stock-on-Hand Levels \[page 104\]](#).

If you click **Part details**, a popup with part details shows.

## How to Edit Forecast Values

1. Click the pencil  icon next to the desired editable key figure.
2. Edit the values, then click **Save**.
3. To send the data to your customer, click **Send Data**.

# Fields for Goods-Receipt-Based Invoice Verification

The SAP Business Network for Supply Chain user interface provides information for goods-receipt based invoice verification in multiple documents.

## Fields for Goods-Receipt-Based Invoice Verification in the Goods-Receipt Table

- The following columns appear in the goods-receipt table:
  - **Packing Slip ID**
  - **Packing Slip Date**
  - **Unit Rate**
  - **Amount**
  - **Status** This column appears when the **Completed** indicator is set for the goods-receipt line item.
- **Receipt #** and **Receipt Date** appear in goods-receipt line-item details.
- A **Completed** indicator appears in goods-receipt line-item details.
- The **Unit Rate with UOM** column appears in the goods-receipt table line items.
- The **Amount with UOM** column appears in the goods-receipt table.
- The **Closed for Receiving** status appears in the goods-receipt table.
- **Batch #** appears in goods-receipt line-item details.
- **Customer Batch #** appears in goods-receipt line-item details.

## Fields for Goods-Receipt-Based Invoice Verification in Orders and Releases

- Scheduling agreements appear in the table on the ► **Orders** ► **Orders and Releases** ► tab.

## Fields for Goods-Receipt-Based Invoice Verification in Ship Notices

- The pane **STATUSES BASED ON GOODS RECEIPT** displays the fields **Completion Status**, **Receipt Status**, and **Related Goods Receipts** in the ship notice header.
- The pane **DELIVERY STATUS** displays the fields **Received Quantity**, **Returned Quantity**, and **Goods Receipt Status** at the line-item level of ship notices.
- Filters for **Routing Status**, **Completion Status**, and **Receipt Status** appear in **Search Filters** on the **Ship Notices** tab.
- **Completion Status** and **Receipt Status** columns appear on the ► **Orders** ► **Orders and Releases** ► **Items to Ship** ► tab.
- The following statuses are valid for goods-receipt completion:
  - **Open**

- **Completed**
- The following statuses are valid for a goods receipt in the **Receipt Status** column on the **Ship Notices** tab:
  - **Partially Received**
  - **Fully Received**

## Fields for Goods-Receipt-Based Invoice Verification in Items to Ship

- **Received Qty**, **Requested Qty**, **Shipped Qty**, and **Due Qty**, with units of measure, can appear in the schedule line information for purchase orders, the **► Orders ► Orders and Releases ► Items to Ship ►** table, scheduling agreement releases, and scheduling agreements.

### Note

You can choose to display columns that aren't visible by default, from the table options menu.

- A **Type** column, for indicating the type of the source schedule line, appears in the **► Orders ► Orders and Releases ► Items to Ship ►** table.
- The change from the previous version of a schedule line, in a scheduling agreement or scheduling agreement release, is displayed in the **Schedule Line Change** column on the **► Orders ► Orders and Releases ► Items to Ship ►** tab.

### Note

You can choose to display the **Schedule Line Change** column from the table options menu.

- The following filters appear in the **Search Filters** on the **► Orders ► Orders and Releases ► Items to Ship ►** tab:
  - **Only fully shipped items**
  - **Search only scheduling agreement releases or scheduling agreements**

## Fields for Goods-Receipt-Based Invoice Verification in Others

- **Invoice Verification Type** appears in the **Control Keys** list for purchase order line items.
- Horizon categorizations, such as **firm**, **trade-off**, and **forecast**, appear in scheduling agreements.

# Fields for Invoice Archiving Enhancements

A **Create Invoice** button appears on scheduling agreement releases.

# Fields for Order and Forecast Collaboration

The following fields appear in **Search** for **Items to Confirm** and **Items to Ship**; and in **Forecast Collaboration**. Also, you can make these same fields visible on the **Items to Confirm** table, **Items to Ship** table, and in **Forecast Collaboration**.

| Field            | Definition                                                                                                                                                                     |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Product Group    | <ul style="list-style-type: none"><li>Line Of Business</li><li>Product Family</li><li>Product SubFamily</li><li>Program Code</li><li>Part Category</li><li>Part Type</li></ul> |
| Text entry field | For <b>Product Groupings</b> value to be entered by user.                                                                                                                      |
| Planner Code     | Only for <b>Items to Ship</b> and <b>Items to Confirm</b> .                                                                                                                    |

# Fields for Order Collaboration Returns

## Return Items

The **Return Items** tab on the **Orders > Orders and Releases** page lists all return items. The **Return Items** table has the following fields:

| Field                         | Description                                                          |
|-------------------------------|----------------------------------------------------------------------|
| Order Number                  | Purchase order ID                                                    |
| Item                          | Purchase order line number for the item                              |
| Date                          | Order date                                                           |
| Part #                        | Item part number                                                     |
| Customer Part #               | Item part number from the customer's procurement system              |
| Description                   | Item description                                                     |
| Customer                      | Customer name                                                        |
| Customer Location/Description | Customer location and description                                    |
| Customer Batch ID             | Number of a batch of a product that is batch-managed by the customer |
| Return Quantity               | Quantity being returned                                              |

From the **Return Items** tab, you can select items and click the **Credit Memo for Return Items** button to create a credit memo for return items. For each item, you can also click **Action > Credit Memo for Return Items**.

## Purchase Orders View

Purchase orders, which the supplier can open from the **► Orders ► Orders and Releases ►** tab, include the following components:

- A **Return** column in the **Line Items** table.
- A **Return Information** section in the line item **Details** view.
- A **► Create Invoice ► Credit Memo for Return Items ►** command.

## Order Confirmations

Suppliers cannot confirm or reject an entire order if the order includes at least one return item. However, they can confirm individual line items. If you select **► Create Order Confirmation ► Update Line Items ►** on an order, only regular items are flipped to the order confirmation. Return items are not flipped.

## Return Shipments

The **► Fulfillment ► Extended Collaboration ► Return Shipments ►** page lists all ship notices sent from the buyer to return items. The **Return Shipments** table has the following fields:

| Field           | Description                        |
|-----------------|------------------------------------|
| Ship Notice No. | Ship notice ID number              |
| Customer        | Customer that returned the goods   |
| Order No.       | Purchase order number              |
| Date            | Date the ship notice was submitted |
| Routing Status  | Routing status of the ship notice  |

## Return Ship Notices

When you open a ship notice on the **► Fulfillment ► Extended Collaboration ► Return Shipments ►** page, it looks similar to a ship notice you would send to a buyer. However, the only menu actions are **► Print ► Print All Details ► Print ► Print Screen Contents Only ►**, and **Export cXML**.

The **Return Items** table on the return ship notice has the following fields:

| Field                         | Description                                             |
|-------------------------------|---------------------------------------------------------|
| Line No.                      | Ship notice line number                                 |
| Customer Part No./Description | Item part number from the customer's procurement system |

| Field              | Description                                                          |
|--------------------|----------------------------------------------------------------------|
| Customer Batch No. | Number of a batch of a product that is batch-managed by the customer |
| Part No.           | Item part number                                                     |
| Quantity           | Quantity being returned                                              |
| Unit               | Unit of measure                                                      |
| Order No.          | Purchase order ID                                                    |
| Order Item No.     | Purchase order line number for the item                              |

## Electronic Order Routing

You can select the document routing method for return ship notices sent from buyers.

1. Click the  **Account Settings** icon in the upper right corner.
2. In the dropdown click  **Settings**  **Electronic Order Routing** .
3. In the **Other Document Types** section, set **Return Ship Notices** to one of the following:
  - **Online** – (Default) A buying organization sends all incoming return ship notices over the Internet to SAP Business Network, where they're visible in the user interface.
  - **cXML** – A buying organization sends all incoming return ship notices over the Internet to SAP Business Network, where they're visible in the user interface. SAP Business Network posts the documents over the Internet to your supplier cXML application on the web.
  - **cXML Pending Queue** – A buying organization sends all incoming return ship notices over the Internet to SAP Business Network, where they're visible in the user interface. Your cXML application must poll SAP Business Network for pending documents and download them.

For more information, see [Configuring Document Routing](#).

## Fields for Order Confirmation Control Keys

This table describes the possible values for the **Order Confirmation Control Key** field:

| Order Confirmation Control Key Value | Description                                                                                                                                                                                                                                                                                    |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Order confirmation allowed           | The supplier can create an order confirmation if they want to, but they are not required to. Creation of a ship notice or invoice does not depend upon the creation of an order confirmation.                                                                                                  |
| Order confirmation required          | The supplier must create an order confirmation. Failure to create an order confirmation will prevent the later creation of a ship notice. The system only checks for the existence of an order confirmation; quantities on the order confirmation do not have to match those on a ship notice. |

| Order Confirmation Control Key Value | Description                                                                                                                                                                                                               |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Order confirmation not allowed       | The supplier cannot create an order confirmation for the purchase order line item, and the line item is not displayed on the Items to Confirm list when the “Only items that can be confirmed” filter option is selected. |
| Field left blank                     | There is no control specified for order confirmations at the purchase order line item level.                                                                                                                              |

## Fields for Serial Number Upload

The **Manage Serial Number** link on the **Create Ship Notice** page provides an Excel template to upload serial number information for ship notices and consumed components.

### Fields in the Ship Notice Worksheet

The **Ship Notice** sheet of the serial number upload template has the following columns:

|                                     |                                                                                                                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ship Notice Number</b>           | An identifier for a particular shipment assigned by the supplier. A user-visible and secondary (to the <b>payloadID</b> attribute of the cXML element) identifier for this document. |
| <b>Purchase Order ID</b>            | <b>Order ID</b> for a request that is an internal buyer unique number.                                                                                                               |
| <b>Item Line Number</b>             | Line number of an item in the referenced document.                                                                                                                                   |
| <b>Item Supplier Part ID</b>        | Identifier specified by the supplier for a product in the supplier system.                                                                                                           |
| <b>Item Customer Part ID</b>        | Identifier specified by the buyer for a product in the buyer system.                                                                                                                 |
| <b>Item Ship Notice Line Number</b> | The line number of current line item, copied from <b>ShipNoticeRequest</b> .                                                                                                         |
| <b>Item Quantity</b>                | Number of this line item which was ordered. Expressed in the units given in the <b>UnitOfMeasure</b> element.                                                                        |
| <b>Item Batch ID</b>                | Batch ID provided by the supplier at the line item quantity level to identify the batch in which the item or the product was produced.                                               |
| <b>Item Production Date</b>         | Date on which a batch of material or goods is produced.                                                                                                                              |
| <b>Item Expiration Date</b>         | Date on which a batch of material or goods expires.                                                                                                                                  |
| <b>Batch Quantity</b>               | Quantity for a batch of material or goods.                                                                                                                                           |
| <b>Item Serial Number</b>           | Manufacturer's serial number for the unit.                                                                                                                                           |
| <b>Item Asset Tag</b>               | Asset tag number for the unit.                                                                                                                                                       |

### Fields in the Consumed Components Worksheet

The **Consumed Components** sheet of the serial number upload template has the following columns:

|                                |                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Order ID</b>                | The buyer system <b>Order ID</b> that is an internal unique number.                                       |
| <b>Line Number</b>             | Number of an item in the referenced document.                                                             |
| <b>Ship Notice Line Number</b> | The line number of current line item, copied from <b>ShipNoticeRequest</b> .                              |
| <b>Component Line Number</b>   | The position of a component in the current consumption details.                                           |
| <b>Customer Part ID</b>        | It represents a component in buyer system specified by the buyer.                                         |
| <b>Customer Batch ID</b>       | The batch ID provided by the buyer for the component that is consumed.                                    |
| <b>Part No.</b>                | It represents a component in supplier system specified by the supplier.                                   |
| <b>Batch No.</b>               | The batch ID provided by the supplier at the line-item level to identify the batch assigned for the item. |
| <b>Quantity</b>                | The quantity of component that is consumed.                                                               |
| <b>Unit</b>                    | Unit of measure code.                                                                                     |
| <b>Serial Number</b>           | The representation of the required serial number information of a component.                              |

## Related Information

[Uploading Serial Numbers for Ship Notices \[page 81\]](#)

# Fields for Ship Notice Control Keys

This table describes the possible values for the **Ship Notice Control Key** field:

| <b>Ship Notice Control Key Value</b> | <b>Description</b>                                                                                                                                                                                           |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ship notice allowed                  | The supplier can create a ship notice if they want to, but they are not required to. Creation of an invoice does not depend upon the creation of a ship notice.                                              |
| Ship notice not allowed              | The supplier cannot create a ship notice for the purchase order line item, and the line item is not displayed on the Items to Ship list when the “Only items that can be shipped” filter option is selected. |
| Field left blank                     | There is no control specified for ship notices at the purchase order line item level.                                                                                                                        |

# Fields for Supplier-Managed Inventory

The supplier-managed inventory fields are available for suppliers on SAP Business Network with supplier-managed inventory enabled.

The  **Planning** > **Planning Collaboration**  page displays a **Search Filters** panel and a table of items in inventory with a details link for each item.

## Search Filters

The **Search filters** panel enables buyers and suppliers to search any of the following fields:

- **Supplier** (buyer view) or **Customer** (supplier view)
- **Customer part no.**
- **Supplier part no.**
- **Customer location**
- **Planner code**
- **Customer view**

You can also use customer-defined attributes as search filters. These display in the expandable **Customer defined attributes** section.

You can use typeahead in any of the search filters.

Additionally, the following fields allow you to enter the first few letters to start the search. For example, you can search for all rows where the **Part category** starts with **PC-1X**.

- **Part category**
- **Line of business**
- **Product family**
- **Product subfamily**
- **Internal program code** (buyer only)
- **Program code**
- **Part type**

The **Search filters** panel also contains a check box, **Show unique part and plant**.

## Search Results Table

The **Planning Collaboration** page displays a table of inventory that includes the following columns. Click the  icon to see all the available columns.

- **Supplier** (buyer view) or **Customer** (supplier view)
- **Customer part no.**
- **Supplier part no.**
- **Description**
- **Customer location**
- **Lead time**
- **Part status**
- **Last customer update**
- **Last supplier update**
- **Quantity**
- **Status**
- **Min. stock level**

- **Max. stock level**
- **Unit**
- **Min. days of supply**
- **Max. days of supply**
- **10 weeks projection** – Calculated as stock on hand minus demand projected for ten weeks, plus receipts projected for ten weeks.
- **Planner code**
- **Process type**
- **Customer view**
- **Manufacturer name**
- **Manufacturer part ID**
- **Line of business**
- **Product family**
- **Product subfamily**
- **External program code**
- **Internal program code** (buyer view only)
- **Part type**
- **Part category**
- **System ID**

Customer-defined attributes can also be displayed in this table. Each selected attribute displays in a subcolumn under the **Attribute details** column.

You can sort the table by any sortable field or attribute.

## Fields for Third-Party Logistics Providers

SAP Business Network sends new logistics-relationship request letters to suppliers when a buyer requests a logistics relationship.

Suppliers can select routing options for **Transport Request** and **Transport Confirmation** by clicking the  **Account Settings** icon in the upper right corner, then in the dropdown, click ► **Settings** ► **Electronic Order Routing** ►. In the **Other Document Types** section, for the integrated logistics workflow, suppliers should select either the **cXML** or **cXML Pending Queue** routing option for these document types.

For more information about routing options, see [Configuring Document Routing](#).

# Fields for Transport Confirmation

When you respond to a transport request, the transport confirmation fields vary depending on whether you are confirming, rejecting, collecting, or canceling consignments.

## Transport Confirmation Fields

| Field                         | Description                                                                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transport Confirmation Header |                                                                                                                                                                                              |
| Confirmation #                | Transport confirmation number.                                                                                                                                                               |
| Transport Request             | Transport request number.                                                                                                                                                                    |
| Customer                      | Customer that sent the transport request.                                                                                                                                                    |
| Consignments                  |                                                                                                                                                                                              |
| Consignment Status            | The status of the consignment ( <b>Pending, Accepted, Rejected, Collected, or Canceled</b> ).                                                                                                |
| Ship From                     | The address where the goods are collected for shipment.                                                                                                                                      |
| Deliver To                    | The address where the goods are delivered.                                                                                                                                                   |
| Transport Requested Dates     |                                                                                                                                                                                              |
| Requested pickup date         | Date requested for the goods to be collected for shipment.                                                                                                                                   |
| Requested delivery date       | Date requested for the goods to be delivered.                                                                                                                                                |
| Transport Information         |                                                                                                                                                                                              |
| Transport means               | Particular vessel, vehicle, or other device used for transport of goods.                                                                                                                     |
| Number of packages            | Number of physical packages contained in the consignment.                                                                                                                                    |
| Terms of Delivery             |                                                                                                                                                                                              |
| Incoterms                     | Contains the series of three-letter INCOTERMS 2010 rules or International Commercial Terms as published by the International Chamber of Commerce (ICC) that apply to this transport request. |
| Transport Dates               |                                                                                                                                                                                              |
| Estimated collection date*    | Estimated date when the consignment will be collected. Required when confirming a consignment.                                                                                               |

| Field                           | Description                                                                                                                                                                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actual collection date*</b>  | Actual date when the consignment was collected. Required when collecting a consignment.                                                                                                                                                                            |
| <b>Estimated arrival date*</b>  | Estimated date when the consignment will arrive at its destination. Required when collecting a consignment.                                                                                                                                                        |
| <b>Hazard Details</b>           |                                                                                                                                                                                                                                                                    |
| <b>Type</b>                     | Select one of the following hazard classifications: <ul style="list-style-type: none"> <li>• <b>United Nations Dangerous Goods</b></li> <li>• <b>International Marine Organization Dangerous Goods</b></li> <li>• <b>North American Hazardous Goods</b></li> </ul> |
| <b>Code</b>                     | Enter the hazard code for the selected hazard type.                                                                                                                                                                                                                |
| <b>Description</b>              | Enter detailed handling requirements for the hazardous material.                                                                                                                                                                                                   |
| <b>Transport Equipment</b>      |                                                                                                                                                                                                                                                                    |
| <b>Provided by</b>              | Indicates who provides this equipment. Select one of the following values: <ul style="list-style-type: none"> <li>• <b>Sender</b></li> <li>• <b>Receiver</b></li> <li>• <b>Carrier</b></li> </ul>                                                                  |
| <b>Type</b>                     | Specify the type of transport equipment.                                                                                                                                                                                                                           |
| <b>Vehicle registration</b>     | Contains the registration number of a vehicle and its country/region.                                                                                                                                                                                              |
| <b>Document Reference</b>       |                                                                                                                                                                                                                                                                    |
| <b>Type</b>                     | Enter the type of document.                                                                                                                                                                                                                                        |
| <b>Document number</b>          | Enter the unique ID for the document.                                                                                                                                                                                                                              |
| <b>Packaging</b>                |                                                                                                                                                                                                                                                                    |
| <b>Total number of packages</b> | Total number of physical packages for this consignment                                                                                                                                                                                                             |
| <b>Dimensions</b>               |                                                                                                                                                                                                                                                                    |
| <b>Length/Unit</b>              | The length of the consignment.                                                                                                                                                                                                                                     |
| <b>Width/Unit</b>               | The width of the consignment.                                                                                                                                                                                                                                      |
| <b>Height/Unit</b>              | The height of the consignment.                                                                                                                                                                                                                                     |
| <b>Gross Volume/Unit</b>        | The gross volume of the consignment.                                                                                                                                                                                                                               |
| <b>Gross Weight/Unit</b>        | The gross weight of the consignment.                                                                                                                                                                                                                               |

| Field              | Description                                                                        |
|--------------------|------------------------------------------------------------------------------------|
| <b>Comments</b>    | Any comments about the consignment.                                                |
| <b>Attachments</b> | Files attached to the confirmation for this consignment, such as a bill of lading. |

## Related Information

[Accepting or Rejecting a Transport Request \[page 92\]](#)

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