

# Scheduling Agreement Release (Ariba SCC)

- Supplier Guide -

VERSION 01/2024

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



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# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 1. Scheduling agreement processing

In this chapter you will learn more about...

- ... the general handling of scheduling agreements and delivery schedules
- ... the scheduling agreement process / scheduling agreement workflow
- ... the scheduling agreement documents
- ... the different types of integration / automation

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 1. Scheduling agreement processing

The scheduling agreement is a form of framework agreement in which materials are procured on predetermined dates within a certain period of time.

### **Definition Delivery schedule:**

A scheduling agreement is a purchasing document that contains schedule lines specifying quantities and dates for specific deliveries of a material (not in scope).

### **Definition Scheduling agreement release:**

Scheduling agreement release is a release of schedule lines within the scheduling agreement.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 1. Scheduling agreement processing

### Use cases of scheduling agreement:

- The prices and conditions are agreed for the period (horizon)
- The quantity should cover the horizon requirement
- Smaller quantities are requested on a "planned" basis
- Delivery is on an "ASAP" basis\* (short-term or immediate)
- The medium to long-term demand is also communicated in the assessment or in the forecast horizon

### Advantages of a delivery schedule:

- Better visibility of the availability of the offer
- Greater transparency for suppliers with regard to the long-term and short-term requirements of their customers

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



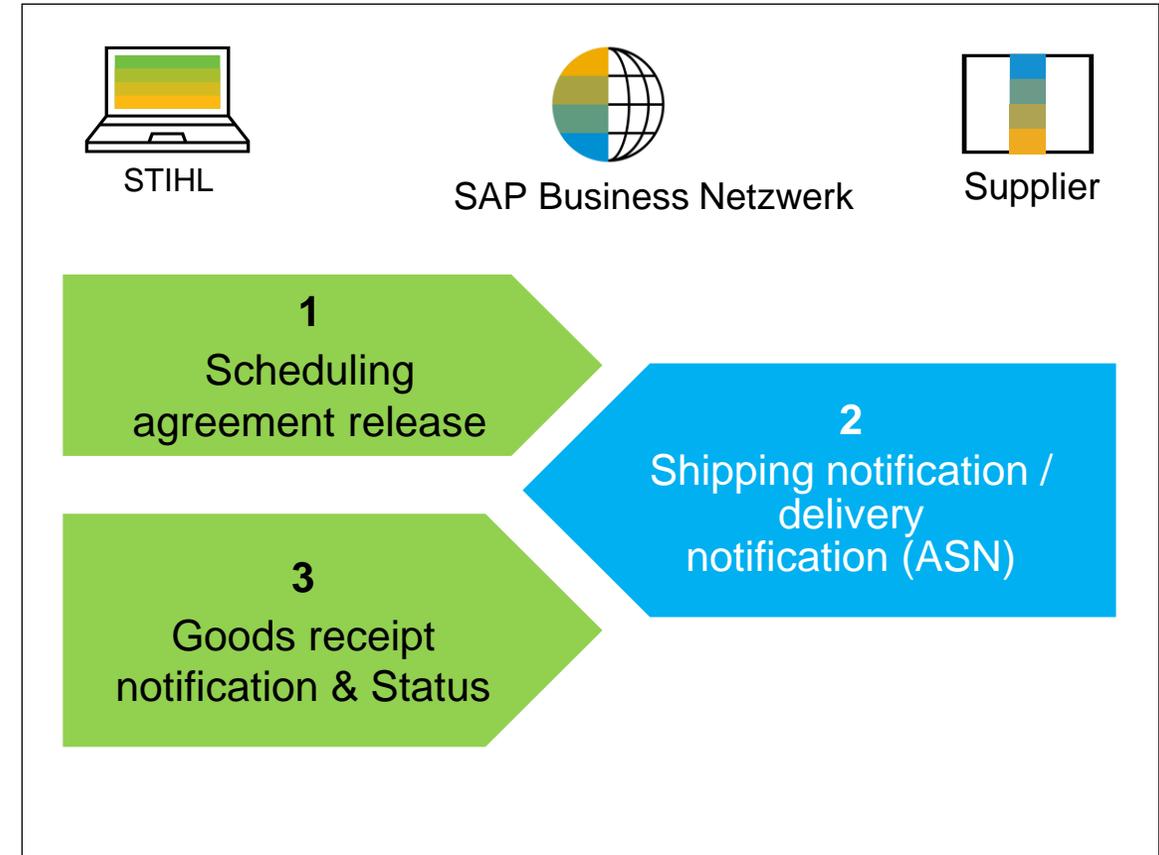
## 1. Scheduling agreement processing

### Scheduling agreement – Workflow:

1. STIHL carries out a planning run (MRP). This automatically generates scheduling agreement call-offs.
2. STIHL forwards the delivery schedule call-off to the supplier via the SAP Business Network. The supplier delivers the ordered goods.
3. STIHL receives the ordered goods.

### Notification:

Order confirmations and invoices are not part of the SAP Business Network.



# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 1. Scheduling agreement processing

Document	Description
Scheduling Agreement	Defines releases of quantities and dates for the desired transports for a specific period of time
Lieferavis (Advanced Shipping Notice; ASN)	<p><u>Header Article and packaging details</u> A shipping notification is a document from a supplier to STIHL that contains details of an upcoming delivery.</p> <p><u>Structure</u> An extended shipping notification consists of a document header and a number of items. It can also contain packaging information. The header contains data that is valid for all items and packages.</p>
Handling Unit (HU)	A handling unit is a physical unit consisting of packaging material (load carrier/packaging material) and the goods it contains. A handling unit is always a combination of products and packaging material. All information contained in the product items, e.g. batches, always remains available via the handling unit. Handling units can be nested and you can create a new handling unit from several handling units.
Supplier Batch ID (supplier batch)	The supplier batch is relevant for finished products that are batch-managed by STIHL. In the work order, however, the supplier can also use his own batch numbers for a finished product in addition to the customer batch number. The supplier's batch number can be used to uniquely identify a specific batch of finished product. For example, until the customer has defined a customer batch number for this batch in their ERP system. In the work order, the supplier can assign a supplier batch number to a finished product quantity.
Goods receipt	Confirmation of receipt of the final product by the customer.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 1. Scheduling agreement processing

SAP Business Network makes it possible to work / integrate with the system in different modes.

### **Portal:**

As a supplier, you work online in your supplier account and send ASNs (shipping notifications) manually.

### **Complete Systemintegration:**

With SAP Business Network you can integrate your backend system into the SAP Business Network. For details, please contact [supplier.ariba@stihl.com](mailto:supplier.ariba@stihl.com).

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4. Goods receipt

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

In this chapter you will learn more about...

- ... the components of scheduling agreements
- ... the structure and versioning of scheduling agreements
- ... how scheduling agreements and delivery schedules are managed

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4. Goods receipt

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.1 General Information

#### Schedule line control:

The schedule line control defines three "zones" (as a rule, these have commercial effects).

**Firm Zone (Zone 1):  
Produktion release**

Releases in this zone are binding.

In the event of cancellation, the supplier is entitled to invoice both the production and material costs.

**Trade-Off-Zone (Zone 2):  
Material release**

Scheduling agreement schedule lines in this area instruct the supplier that he can procure the materials required for production.

In the event of cancellation, the supplier is entitled to invoice only the material costs.

**Planning zone (Zone 3):  
Forecast**

Calls in this planning/forecast zone are informative.

There is no obligation on the part of STIHL.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 2. Delivery schedule portal use

### 2.1 General Information

Overview of user interactions for scheduling agreement releases:



- Search and identify scheduling agreement
- Header level
- Line level
- Scheduling agreement versions

- Create Shipping Notice (ASN)
- Submit shipping notice

- Goods receipt

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4. Goods receipt

# SAP ARIBA – DER LIEFERPLANABRUF

## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

**Header level:** The data of the header level are

- 1 Document typ, status, number and version.
- 2 From information (STIHL) / To information (supplier).



The screenshot shows the SAP ARIBA delivery schedule portal interface. The main content area displays the STIHL logo, followed by 'From' and 'To' information blocks. A 'Purchase Order' summary block is also present. A callout box on the right provides a detailed view of the purchase order, including its status and routing information.

**From:** Customer  
STIHL Tirol GmbH  
Hans Peter Stihl-Str. 5  
6336 Langkampfen / Kulfstein  
Tyrol  
Austria  
Phone:  
Fax:

**To:** PO und SA AG - TEST  
Bahnhofstraße 17  
Leinfelden  
70771 Leinfelden-Echterdingen  
Baden-Württemberg  
Germany  
Phone:  
Fax:  
Email: testsupplier.levin@freenet.de

**Purchase Order**  
(Partially Received)  
4591719143  
Amount: RMB608,256.00 CNY  
Version: 1

**Purchase Order**  
(Partially Received)  
4591719143  
Amount: RMB608,256.00 CNY  
Version: 1

Routing Status: Acknowledged  
External Document Type: Standard PO (NB)  
Related Documents: 5003717061  
5003717049

- 3 Status of the forwarding.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

- 4 Shipping / invoice address.
- 5 The processing and retrieval history is available on the corresponding tabs.
- 6 Contact person for this delivery schedule release on the STIHL side.

Scheduling Agreement Release: 005590021700010FOR

Create Order Confirmation | Create Ship Notice | Create Invoice

Release Detail | Processing History | Release History

**STIHL**

From: Customer  
STIHL Tirol GmbH  
Hans Peter Söhl 59  
6336 Langkampfen / Kufstein  
Tyrol  
Austria  
Fax:

To: PO und SA AG - TEST  
Bahnhofstraße 17  
Leinfelden  
70771 Leinfelden-Echterdingen  
Baden-Württemberg  
Germany  
Phone:  
Fax:  
Email: testsupplier.lewin@freenet.de

Scheduling Agreement Release  
(+ Changed)  
005590021700010FOR  
Version: 3 (Previous Version)  
Track Order

Payment Terms ⓘ  
Scheduling Agreement ID  
0055900217

Contact Information  
Supplier Address  
G&S Österreich S.r.l.  
Via Italia 44  
Beneate  
Liljan  
Italy  
Email: testsupplier.lewin@freenet.de  
Phone:  
Fax:  
Address ID: 1000000140  
Buyer ID: 1000000140  
ILN:

MRP\_CONTROLLER  
Mr. Almir Steinbrecher  
Email: daniel.traufelner@stihl.at  
Phone: + ( ) 053726972747

Routing Status: Sent  
Effective Date: 12 May 2023  
Expiration Date: 1 Jun 2023

Other Information  
Company Code: AT20  
Purchase Group: 500  
Purchase Organization: AT20  
Requester: DICJDINH  
Incoterms: FCA  
Customer VAT/Tax ID: ATU32234908  
View less »

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA  
Transport Location: Gessate

Ship All Items To  
Lager Hellmann GmbH & Co. KG  
Hans-Großvater-Ring 2  
66333 Wölklingen  
Germany  
Ship To Code: AT21  
Email: daniel.traufelner@stihl.at  
buyer.locationIDomain:  
MRPPlant: AT21  
Storage Location ID: 2100

Bill To  
STIHL Tirol GmbH  
Hans Peter Söhl Str.  
6336 Langkampfen / Kufstein  
Tyrol  
Austria  
Fax:

Deliver To

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

**Scheduling agreement versions:** Please note that there are different versions of scheduling agreement releases, depending on whether the customer has already sent a release change to the SAP Business Network.

**0 Notice:** Older versions can be displayed by clicking on the "**Previous Version**" hyperlink.

**1** To see the changes to the call-offs, click on „**Release History**“.

Release Detail Processing History **Release History**

**STIHL**

From:  
Customer  
STIHL Tirol GmbH  
Hans Peter Stihl-Str.  
6336 Langkampfen / Kufstein  
Tyrol  
Austria  
Fax:

To:  
PO und SA AG - TEST  
Bahnhofstraße 17  
Leinfelden  
70771 Leinfelden-Echterdingen  
Baden-Württemberg  
Germany  
Phone:  
Fax:  
Email: testsupplier.levin8@freenet.de

Scheduling Agreement Release  
(+ Partially Shipped)  
005590020700010500  
Version: (Previous Version)

Track Order

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

- 2 Click on "**Compare**" and select the version you want to compare.
- 3 You can also compare two older versions by selecting a different version and clicking "**Compare**" again. As a result, version 3 is compared with version 2.

Release Detail Processing History Release History

Compare 2

Release type: Forecast  
Scheduling Agreement ID: 0055900297

Releases

Version ↓	Submitted On
<input checked="" type="radio"/> 3	7 Jun 2023 6:54 AM CEST
<input type="radio"/> 2	7 Jun 2023 6:34 AM CEST
<input type="radio"/> 1	6 Jun 2023 3:17 PM CEST

COMPARE RELEASES SELECT A RELEASE TO COMPARE. THE LATEST CHANGE WILL BE MARKED IN ORANGE.

Releases

Version ↓	Submitted On
<input type="radio"/> 3	7 Jun 2023 6:54 AM CEST
<input checked="" type="radio"/> 2 3	7 Jun 2023 6:34 AM CEST
<input type="radio"/> 1	6 Jun 2023 3:17 PM CEST

Compare 3 Cancel

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

- 5 The changes are marked with "**Edited**".

The data of the newer version is highlighted in orange and the data of the older version is crossed out.

Line Item											
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	2	<b>→ Edited</b>		0711-151-5003-PTM	Material			7.000 <del>5.000</del> -(KGM) ⓘ	6 Jun 2023	11.00 EUR	77.00 EUR <del>55.00 EUR</del>
Description: >ABS< black RAL9005											

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

- Item level:** The „Line Item“ section contains detailed information on the obligations, including information on the release and amount of the obligations.

1

Line Item									
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	
10	2		0711-151-5003-PTM	Material			7.000 (KGM) ⓘ	6 Jun 2023	
Description: >ABS< black RAL9005									
<b>Status</b>									
7.000 Unconfirmed									
<b>Control Keys</b>									
Order Confirmation: allowed									
Ship Notice: allowed									
Invoice: is not ERS									
<b>Release Information</b>									
Previous Packing Slip ID: ASN0297									
Previous Ship Notice Date: 8 Jul 2023 12:00 PM CEST									
End of Firm Zone: 17 Jun 2023 1:00 PM CEST									
End of Tradeoff Zone: 27 Jun 2023 1:00 PM CEST									
Release Type: Forecast									
<b>Information on Ship Notice [Optional]</b>									
Supplier Batch									

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 2. Delivery schedule portal use

### 2.2 Structure and versioning of scheduling agreements

- 2 Schedule lines (scheduling agreement delivery schedules) for items contain the date and quantity.
- 3 The commitment level of the schedule lines indicates one of three zones.

Schedule Lines									
Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1		6 Jun 2023 1:00 PM CEST		5 (KGM) ⓘ			5.00 (KGM) ⓘ		Firm
2		15 Jun 2023 1:00 PM CEST		2 (KGM) ⓘ			7.00 (KGM) ⓘ		Firm

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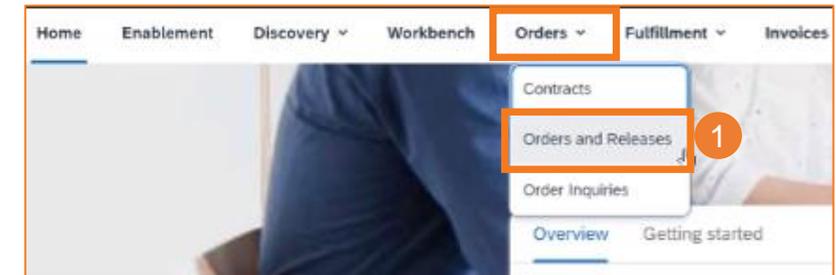
# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



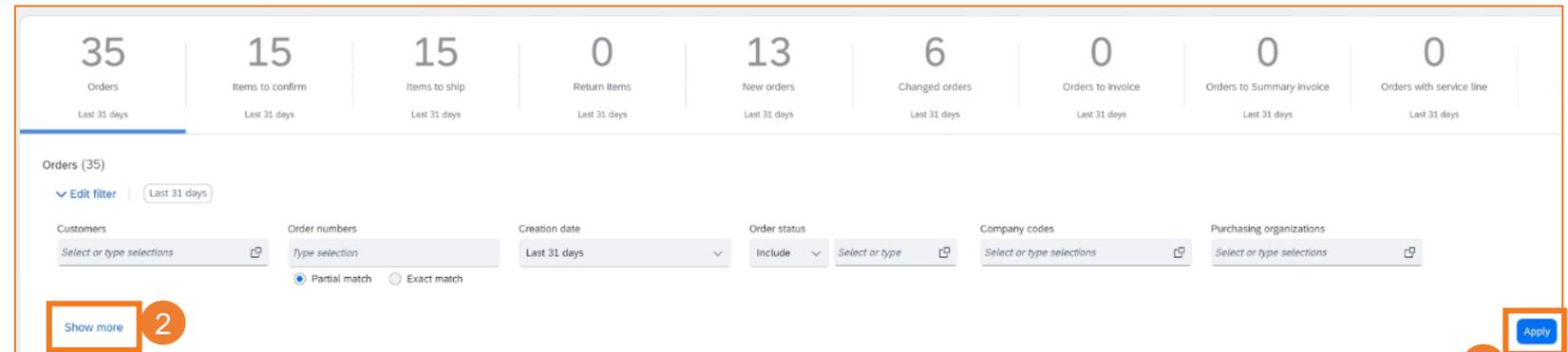
## 2. Delivery schedule portal use

### 2.3 Search & identify scheduling agreement by purchase order type

1 Click on the **"Orders"** tab on the start page and then on **"Orders and Releases"**.



2 Use filters to find the right scheduling agreement. Click on **„Show more“**. Set the **"Purchase order"** filter to **"Delivery schedules only"**.



3 Start the search using the **"Apply"** button.

# SAP Ariba – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.3 Search & identify scheduling agreement by purchase order type

Click on the Export button to download the data to Excel.3

The search results are displayed. You can configure the view by clicking on the settings icon.

Order Number ↑	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
<a href="#">005590079100040FOR</a>	ANDREAS STIHL AG & Co. KG - TEST	€15.19 EUR	Feb 20, 2024	Partially Shipped		...
<a href="#">4590002523</a>	ANDREAS STIHL AG & Co. KG - TEST	€9 EUR	Jan 29, 2024	New		...
<a href="#">4590002527</a>	ANDREAS STIHL AG & Co. KG - TEST	€1799982 EUR	Jan 30, 2024	New		...
<a href="#">4590002550</a>	ANDREAS STIHL AG & Co. KG - TEST	€22000 EUR	Feb 5, 2024	New		...
<a href="#">4590002564</a>	ANDREAS STIHL AG & Co. KG - TEST	€240 EUR	Feb 8, 2024	New		...

# SAP Ariba – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.3 Search & identify scheduling agreement by purchase order type

- 4 "Partially shipped" for order status means that there was already a schedule line for a release. However, this is a new schedule line.
- 5 Click on the delivery schedule number to display it.

Order Number ↑	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
005590079100040FOR	ANDREAS STIHL AG & Co. KG - TEST	€15.19 EUR	Feb 20, 2024	Partially Shipped		...
4590002523	ANDREAS STIHL AG & Co. KG - TEST	€9 EUR	Jan 29, 2024	New		...
4590002527	ANDREAS STIHL AG & Co. KG - TEST	€1799982 EUR	Jan 30, 2024	New		...
4590002550	ANDREAS STIHL AG & Co. KG - TEST	€22000 EUR	Feb 5, 2024	New		...
4590002564	ANDREAS STIHL AG & Co. KG - TEST	€240 EUR	Feb 8, 2024	New		...

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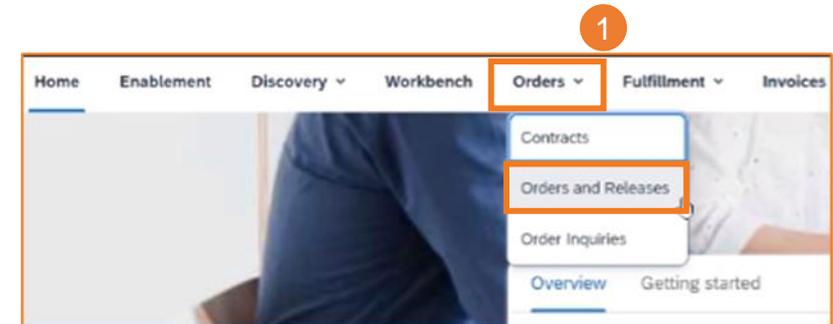
# SAP Ariba – SCHEDULING AGREEMENT RELEASE



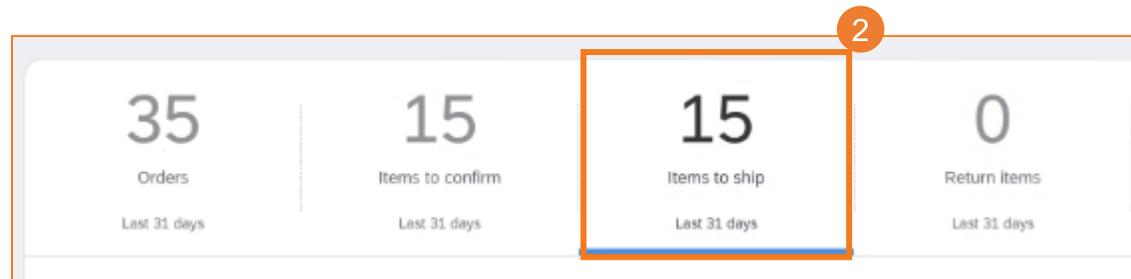
## 2. Delivery schedule portal use

### 2.4 Search & identify scheduling agreement by material number

1 Click on the "**Orders**" tab on the start page and then on "**Orders and Releases**".



2 Select the order tile "**Items to ship**". You can only filter by material here.



### Notification:

If the order is not found in the search, please check the order instructions or contact [supplier.ariba@stihl.com](mailto:supplier.ariba@stihl.com).

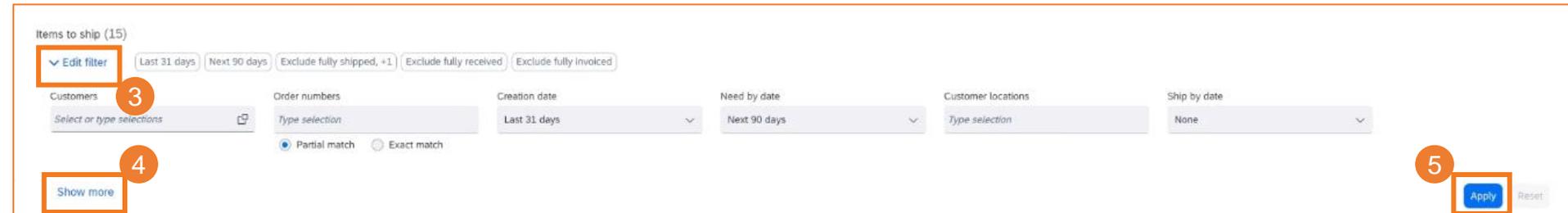
# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 2. Delivery schedule portal use

### 2.4 Search & identify scheduling agreement by material number

3 Click on "**Edit filter**" to show and hide filters if necessary.

4 Click on „**Show more**“. Use the filter (customer part number) to identify the material number.



5 The search results are displayed as soon as you click on "**Apply**".

# SAP Ariba – SCHEDULING AGREEMENT RELEASE



## 2. Delivery schedule portal use

### 2.4 Search & identify scheduling agreement by material number

Click on the Export button to download the data to Excel.3

The search results are displayed. You can configure the view by clicking on the settings icon.

6 Click on the delivery schedule number to display it.

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	Actions
Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen / Kufstein, T, AUT												
Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen / Kufstein, Tyrol, AUT												
	4591719147	1	LC1P65FE	Gasoline engine	1	Feb 29, 2024		584 PCE	0 PCE	0 PCE	584 PCE	...
	4591719143	1	LC1P65FE	Gasoline engine	1	Apr 29, 2024		1584 PCE	0 PCE	0 PCE	1584 PCE	...

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# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

In this chapter you will learn more about...

- ... what a shipping notification is or what a shipping notification is
- ... the advantages of using a shipping notification
- ... how the extended shipping notification is managed
- ... how you can view the transmitted shipping notification
- ... how you can create and submit a shipping notification

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# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.1 General Information

#### **What is an Advanced Shipping Notification (ASN)?**

An Advanced Shipping Notification (ASN) is an information package containing details of an upcoming delivery. The information is prepared by the supplier and passed on to STIHL in order to improve the quality of the actual delivery process.

It can contain details about:

- Related documents such as orders.
- Information on delivery time, location, vehicle and driver.
- Type and labeling of the packaging material.
- Identification information of the goods to be delivered such as batches and handling data.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.1 General Information

#### **When should a shipping notification (ASN) be used?**

The transmission takes place before the actual event, the delivery.

If you send the information as early as possible, you have more time to prepare and fine-tune the delivery date.

In order to gain the greatest possible mutual benefit from the exchange of information, it is very important that the exchange takes place in good time.

The earlier the shipping notification is submitted, the better it will serve its purpose.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.1 General Information

#### **Why should a shipping notification (ASN) be used?**

Despatch advices improve the efficiency and quality of the goods receipt/delivery process. By sending as much information as possible before the actual event, the supplier and STIHL can better coordinate their joint processes.

STIHL can prepare and notify employees of the impending goods receipt. Data quality is higher as manual re-entry of data is avoided.

This has an impact on the following aspects of your business:

- Planning
- Execution
- Administration
- Finances

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.1 General Information

#### Planning:

- Gate, parking lot, dock, etc. can be reserved for the delivering truck.
- Special unloading and quality assurance staff and equipment, floor and shelf space can be provided.
- In the event of any bottlenecks, the supplier and STIHL can coordinate and adjust the delivery in advance.

#### Administration:

- Since both the supplier and STIHL have transparency and use the same administrative data, there are fewer differences that need to be clarified afterwards.

#### Execution:

- The time required for the actual delivery is shorter, as everything is already available and most of the information that STIHL collects on receipt of goods is already available. E.g. packaging, HU data, batches, etc.

#### Finances:

- From an accounting point of view, it is relevant for STIHL that the delivery bill is created by the supplier when the goods issue is posted. The background to this is that it must be ensured at all times that it is clear that the goods are in transit.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.1 General Information

Level	Field	Ariba-Supplier Group:	
		STIHL Plant Tirol	
Headline	Packaging label ID	Obligatory	
	Delivery date	Obligatory	
	Shipping type	Obligatory	
	Name of the sponsor	Optional	
	Tracking number	Optional (obligatory, if Carrier is chosen)	
Article	Shipped quantity	Obligatory	
	Handling unit	Controlled at transaction level (Standard: obligatory)	
	Serial numbers	Field can be filled, but does not have to be filled.	
	Supplier Batch-ID	Optional	
	Production date	Optional	
	Expiry date	Optional	
	Country of origin	Optional	
Handling unit	Controlled at transaction level (adoptet from STIHL ERP)		

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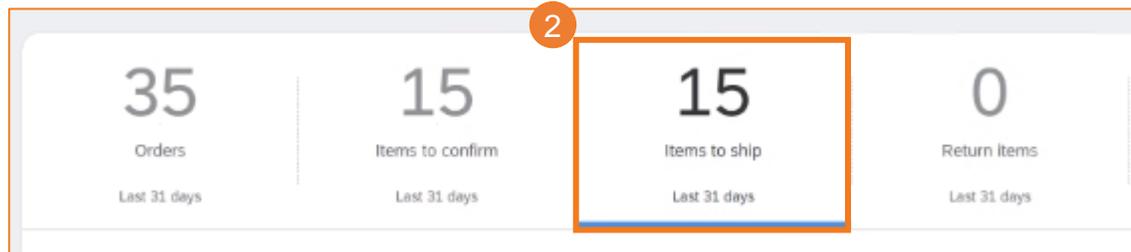
# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

- 1 Click on the "**Orders**" tab on the start page and then on "**Orders and Releases**".
- 2 Click on the "**Items to ship**" tile.



# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

3 Check the box next to the order to be shipped (one item).

4 Click on "Create ship notice".

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By
Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen / Kufstein, T, AUT						
Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen / Kufstein, Tyrol, AUT						
4591719147	1	LC1P65FE	Gasoline engine	1	Feb 29, 2024	

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

- 1 Enter the packing slip ID (delivery bill ID, no longer than 33 characters). This is mandatory.
- 2 Enter the delivery date (ETA). This is mandatory.
- 3 Enter the name of the carrier (optional).
- 4 Enter the tracking number of your carrier (optional).
- 5 Enter the shipping method (air freight, car or ship). This is mandatory.

6 Then click on "Next".

The screenshot shows the 'Create Ship Notice' form in SAP ARIBA. The form is divided into several sections:

- SHIP FROM:** PO und SA AG - TEST, Leinfelden-Echterdingen, Baden-Württemberg, Germany. Includes an 'Update Address' link.
- DELIVER TO:** STIHL Tirol GmbH, Langkompen / Kufstein, Tyrol, Austria. Includes an 'Update Address' link.
- SHIP NOTICE HEADER:**
  - SHIPPING:**
    - Packing Slip ID:\* 23022024 (Callout 1)
    - Invoice No.:
    - Requested Delivery Date:
    - Ship Notice Type: Select
    - Shipping Date: (Callout 2)
    - Delivery Date:\* 29 Feb 2024
    - Customer Reference:
    - Shipping Method:\* Ship (Callout 5)
  - TRACKING:**
    - Carrier Name: Dachser (Callout 3)
    - Tracking No.:\* 1234567890 (Callout 4)
    - Bill of Lading No.:
    - Tracking Date:
    - Service Level:

At the top right of the form, there are buttons for 'Download PDF', 'Pack Items', 'Save', 'Exit', and 'Next' (Callout 6).

# SAP Ariba – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

Meaning of green truck for shipping status: This item has already been shipped.

Meaning of blue truck for shipping status: This item will be shipped next.

Information on Ship Notice [Optional]

Supplier Batch

---

**Schedule Lines**

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1			6 Jun 2023 1:00 PM CEST		5 (KGM) ⓘ			5.00 (KGM) ⓘ		Firm
2	→ New		15 Jun 2023 1:00 PM CEST		2 (KGM) ⓘ			7.00 (KGM) ⓘ		Firm

**Other Information**

Release Version: 3

Classification Domain: ERPCommodityCode

Classification Code: 99999

Classification Domain: ERPCommodityCodeDescription

Classification Code: Dummy

**Transport Terms Information**

Scheduling Agreement Release submitted on: Wednesday 7 Jun 2023 1:00 PM GMT+02:00  
 Received by Ariba Network on: Wednesday 7 Jun 2023 6:54 AM GMT+02:00  
 This Scheduling Agreement Release was sent by ANDREAS STIHL AG & Co. KG - TEST AN01431190808-T and delivered by Ariba Network.

# SAP Ariba – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

- 7 A shipping notification can only be created if the schedule line is in the „Firm" (zone 1).

Information on Ship Notice [Optional]

Supplier Batch

---

**Schedule Lines**

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1			6 Jun 2023 1:00 PM CEST		5 (KGM) ⓘ			5.00 (KGM) ⓘ		Firm
2	+ New		15 Jun 2023 1:00 PM CEST		2 (KGM) ⓘ			7.00 (KGM) ⓘ		Firm

**Other Information**

Release Version: 3

Classification Domain: ERPCommodityCode

Classification Code: 99999

Classification Domain: ERPCommodityCodeDescription

Classification Code: Dummy

**Transport Terms Information**

Scheduling Agreement Release submitted on: Wednesday 7 Jun 2023 1:00 PM GMT+02:00  
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 This Scheduling Agreement Release was sent by ANDREAS STIHL AG & Co. KG - TEST AN01431190808-T and delivered by Ariba Network.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

8 Click on "Create Ship Notice".

Information on Ship Notice [Optional]

Supplier Batch

Schedule Lines

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1			6 Jun 2023 1:00 PM CEST		5 (KGM) ⓘ			5.00 (KGM) ⓘ		Firm
2	→ New		15 Jun 2023 1:00 PM CEST		2 (KGM) ⓘ			7.00 (KGM) ⓘ		Firm

Other Information

Release Version: 3  
Classification Domain: ERPCommodityCode  
Classification Code: 99999  
Classification Domain: ERPCommodityCodeDescription  
Classification Code: Dummy

Transport Terms Information

Scheduling Agreement Release submitted on: Wednesday 7 Jun 2023 1:00 PM GMT+02:00  
Received by Ariba Network on: Wednesday 7 Jun 2023 6:54 AM GMT+02:00  
This Scheduling Agreement Release was sent by ANDREAS STIHL AG & Co. KG - TEST AN01431190808-T and delivered by Ariba Network.

8

Create Order Confirmation ▾
**Create Ship Notice**
Create Invoice ▾

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

- 9 You can manage the forwarder. It is possible to add the STIHL standard forwarder to the SAP Business Network (must be done by you as the supplier). Click on "**Manage Carrier**".

- 10 Enter the name of the forwarding agent.

- 11 Continue with "OK".

- 12 Preferred transport companies appear in the drop-down menu.

# SAP Ariba – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

- 13 Click on "**Next**". (Packaging information comes from the STIHL ERP)  
(If your actual packaging does not match the information provided by STIHL, please contact [supplier.ariba@stihl.com](mailto:supplier.ariba@stihl.com))

13

Confirm packing plan Save Define Instructions **Next**

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels 5 Review ship notice

*You've skipped Step 2 because there are packaging instructions for all of your items. All your items are packed, but you can still rearrange handling units within the packing hierarchy.*

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	005590029700010FOR	0711-151-5003-PTM >ABS< black RAL9005	Test12345	2 KGM	2 of 2	100.00% <div style="width: 100%;"></div>

Packing hierarchy [What's this?](#)

7777-111- 1 7777-211-KBT1 1

EUC1 Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
7777-111-EUC1 1 (1/10)							+
7777-211-KBT1 1	10.1	0711-151-5003-PTM >ABS< black RAL9005	2 KGM	Test12345			Move to... +

Handling Unit

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

The information from the delivery schedule call-off is transferred to the delivery notification (part number, quantity, requirement, etc.).

14

Update the delivered quantity for each item. For all scheduling agreement releases, the quantity can be the same or lower than the quantity in the scheduling agreement releases. Overdeliveries are also possible to a limited extent (the system shows directly what is possible).

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
005590029700010FOR	10		0711-151-5003-PTM	7.000	KGM		AT21
Description: >ABS< black RAL9005							
Shipment Status Total Item Due Quantity: 2 KGM							
Handling Unit (required) ⚠ This line requires Handling Unit							
Line		Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1		2.000	Test12345	Austria [AUT]			Download PDF Add Details
Add Ship Notice Line							
Add Order Line Item Manage Serial Numbers							
Download PDF Pack Items Save Exit Next							

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

- 14 Enter your **batch ID** (supplier batch). Entering the supplier's batch ID is optional.
- 15 The **country of origin** can be selected from the drop-down menu. Specifying the country of origin is optional.
- 16 Continue with "**Pack Items**" or with „**Next**". It depends on whether an HU is required for the specific material.

The screenshot shows the SAP ARIBA 'Order Items' interface. The main table lists order items with columns for Order No., Line No., Part No., Customer Part No., Qty, Unit, Ship By, and Customer Location. Below this, a detailed view for a specific line item is shown, including a 'Shipment Status' section with a warning that a handling unit is required. The 'Supplier Batch ID' and 'Country of Origin' fields are highlighted with callout 14 and 15 respectively. At the bottom right, the 'Next' button is highlighted with callout 16.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
005590029700010FOR	10		0711-151-5003-PTM	7.000	KGM		AT21

Description: >ABS< black RAL9005

Shipment Status  
Total Item Due Quantity: 2 KGM  
Handling Unit (required)  
⚠ This line requires Handling Unit

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	2.000	Test12345	Austria [AUT]		

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

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN) 3.2 Create and submit shipping notification

Confirm packing plan Save Define Instructions **Next**

1 Create ship notice 2 Define instructions 3 **Confirm packing** 4 Print labels 5 Review ship notice

**i** You've skipped Step 2 because there are packaging instructions for all of your items. All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	005590029700010FOR	0711-151-5003-PTM >ABS< black RAL9005	Test12345	2 KGM	2 of 2	100.00%

Packing hierarchy [What's this?](#)

7777-111- 1 7777-211-KBT1 1

EUC1 Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
7777-111-EUC1 1 (1/10)						
7777-211-KBT1 1	10.1	0711-151-5003-PTM >ABS< black RAL9005	2 KGM	Test12345		

Handling Unit

**Notification:** The labels must be attached to the packaging!

HU No.  000000000023900000064		
Quantity <b>30.0</b>	Unit <b>PCE</b>	HUT <b>KBT1</b>
COO <b>BS</b>	Batch Number <b>B133504042</b>	
Material No.  6338-011-5015-PTM		
Material Description Electric powerhead		
<b>STIHL</b>		

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

#### 17 Click on „Next" (print labels)

Confirm packing plan Save Define Instructions **Next**

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels 5 Review ship notice

*You've skipped Step 2 because there are packaging instructions for all of your items. All your items are packed, but you can still rearrange handling units within the packing hierarchy.*

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	005590029700010FOR	0711-151-5003-PTM >ABS< black RAL9005	Test12345	2 KGM	2 of 2	100.00% <div style="width: 100%;"></div>

Packing hierarchy [What's this?](#)

7777-111- 1 7777-211-KBT1 1

EUC1 Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
7777-111-EUC1 1 (1/10)							+
7777-211-KBT1 1	10.1	0711-151-5003-PTM >ABS< black RAL9005	2 KGM	Test12345			Move to... +

Handling Unit

# SAP Ariba – SCHEDULING AGREEMENT RELEASE



## 3. Advanced Shipping Notification (ASN)

### 3.2 Create and submit shipping notification

Check all the information you have entered.

18 Click "**Submit**" to send the ASN (Advanced Shipping Notice) to STIHL.

19 Finish by clicking on "**Done**".

Create Ship Notice Previous Download PDF Print Labels Save **Submit** Exit

Confirm and submit this document.

<b>SHIP FROM</b> PO und SA AG - TEST Bahnhofstraße 17 Leinfelden 70771 Leinfelden-Echterdingen Baden-Württemberg Germany	<b>DELIVER TO</b> Lager Hellmann GmbH & Co. KG Hans-Großwendt-Ring 2 66333 Völklingen Germany
--	---

Scheduling Agreement Release: 005590029700010FOR **Done**

Create Order Confirmation Create Ship Notice Create Invoice

Release Detail Processing History Release History

**From:**  
Customer  
STIHL Tirol GmbH  
Hans Peter Stihl-Str.  
6336 Langkampfen / Kufstein  
Tyrol  
Austria  
Fax:

**To:**  
PO und SA AG - TEST  
Bahnhofstraße 17  
Leinfelden  
70771 Leinfelden-Echterdingen  
Baden-Württemberg  
Germany  
Phone:  
Fax:  
Email: testsupplier.levin@freenet.de

Scheduling Agreement Release  
(+ Shipped)  
005590029700010FOR  
Version: 3 (Previous Version)  
[Track Order](#)

Payment Terms [?](#)

Scheduling Agreement ID: 0055900297

Routing Status: Acknowledged  
Effective Date: 6 Jun 2023  
Expiration Date: 30 Oct 2023  
Related Documents: Test ASN0297

Contact Information

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



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  - 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders**
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# SAP Ariba – SCHEDULING AGREEMENT RELEASE

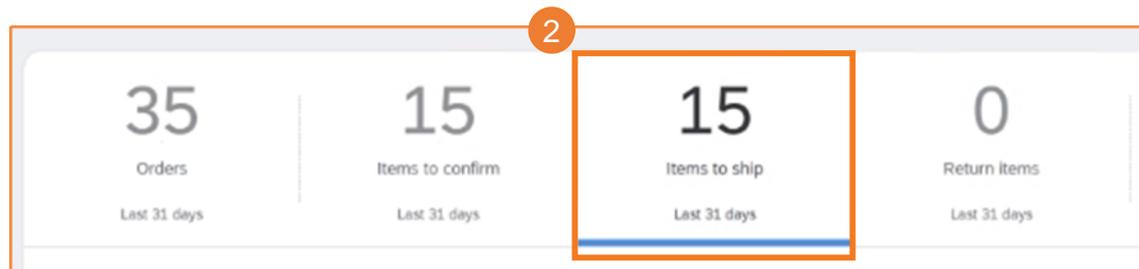
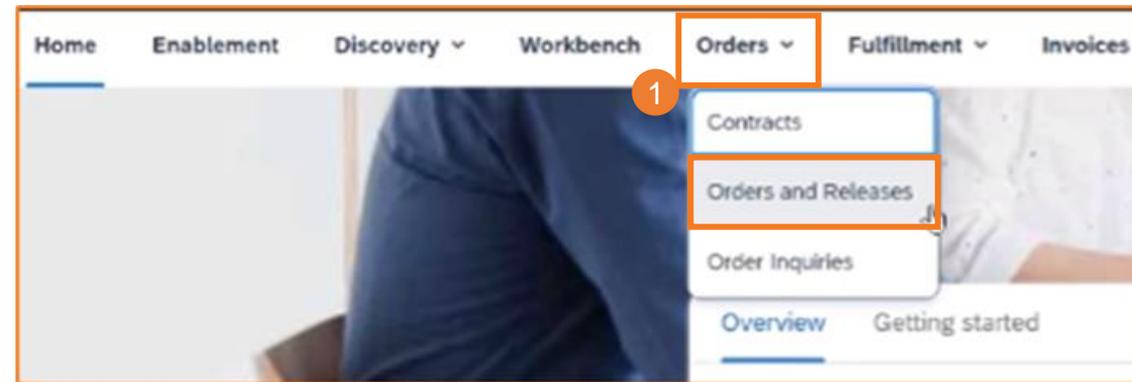


## 3. Advanced Shipping Notification (ASN)

### 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders

If several orders or scheduling agreement releases are to be combined in one container, it is not necessary to create each shipping notification individually. This can be generated by a "mass creation".

- 1 Click on the **"Orders"** tab on the start page and then on **"Orders and Releases"**.
- 2 Click on the **"Items to Ship"** tile.



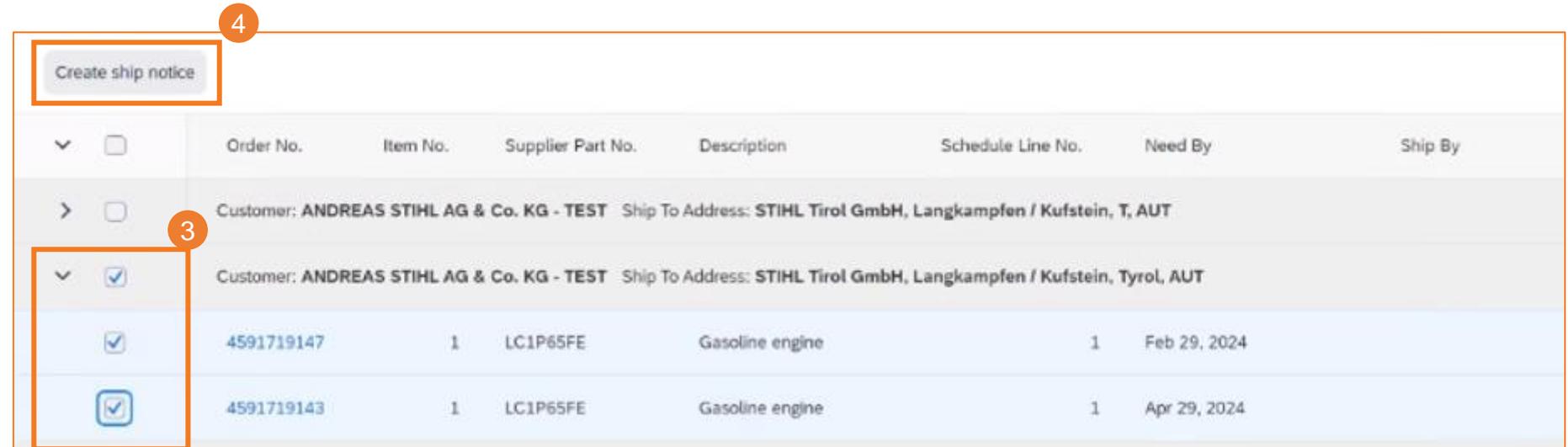
# SAP Ariba – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders

- 3 Check the box next to the orders that are to be shipped (multiple items).  
You can now see the difference. In contrast to before, several items are marked.

- 4 Click on "Create ship notice".



	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By
>	Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen / Kufstein, T, AUT						
✓	Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen / Kufstein, Tyrol, AUT						
✓	4591719147	1	LC1P65FE	Gasoline engine	1	Feb 29, 2024	
✓	4591719143	1	LC1P65FE	Gasoline engine	1	Apr 29, 2024	

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 3. Advanced Shipping Notification (ASN)

### 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders

- 5 Fill in the relevant fields for the shipping notification (shown on slides 37 to 40).
- 6 Enter the required information for each delivery schedule (shown on slides 41 to 44).
- 7 Proceed to **"Pack Item"** (shown on slides 45 through 46) and submit the shipping notification.

**Order Items**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location															
4591572888	1		00040860505A	500.000	PCE ⓘ	1 Oct 2023		\$2.99 USD	\$1,495.00 USD	AT21	<a href="#">Remove</a>														
Description: Fan wheel																									
Shipment Status Total Item Due Quantity: 500 PCE ⓘ																									
Confirmation Status Total Confirmed Quantity: 0 PCE ⓘ      Total Backordered Quantity: 0 PCE ⓘ																									
<table border="1" style="width: 100%;"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="500.000"/></td> <td><input type="text"/></td> <td><input type="text" value="- Select Country -"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><a href="#">Download PDF</a>   <a href="#">Add Details</a></td> </tr> </tbody> </table>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	<input type="text" value="500.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text"/>	<input type="text"/>	<a href="#">Download PDF</a> <a href="#">Add Details</a>
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	<input type="text" value="500.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text"/>	<input type="text"/>	<a href="#">Download PDF</a> <a href="#">Add Details</a>																			
Add Ship Notice Line																									
4591572889	1		00040860505A	500.000	PCE ⓘ	1 Oct 2023		\$2.99 USD	\$1,495.00 USD	AT21	<a href="#">Remove</a>														
Description: Fan wheel																									
Shipment Status Total Item Due Quantity: 500 PCE ⓘ																									
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Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	<input type="text" value="500.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text"/>	<input type="text"/>	<a href="#">Download PDF</a> <a href="#">Add Details</a>																			
Add Ship Notice Line																									
<a href="#">Add Order Line Item</a> <a href="#">Manage Serial Numbers</a>																									
<a href="#">Download PDF</a> <a href="#">Pack Items</a> <a href="#">Save</a> <a href="#">Exit</a> <a href="#">Next</a>																									

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# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

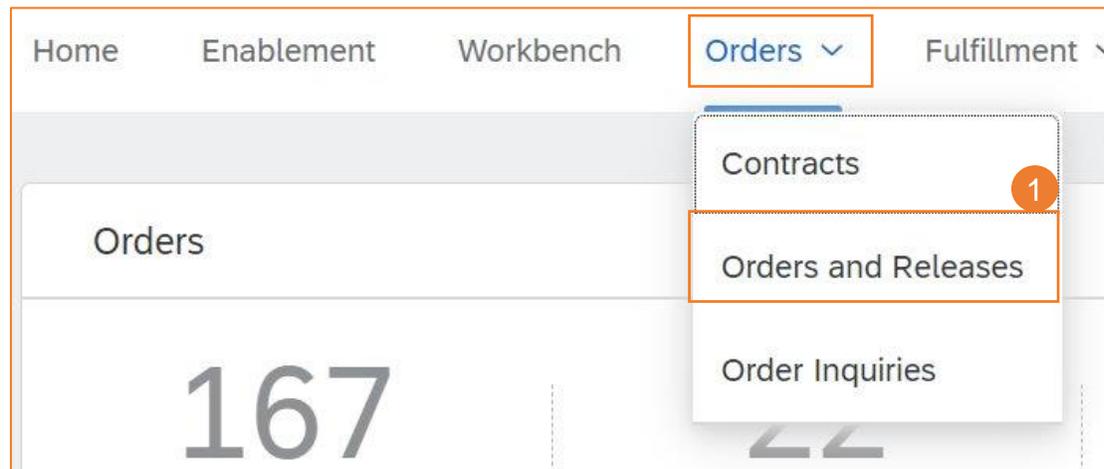


## 4. Goods receipt

### Display goods receipt:

The complete goods receipt is available in the portal as soon as the goods have been received by STIHL. The complete goods receipt belongs to the list of order-related documents.

- 1 Click on the **"Orders"** tab on the start page and then on **"Orders and Releases"**.



# SAP ARIBA – SCHEDULING AGREEMENT RELEASE

## 4. Goods receipt

### Display goods receipt:

- 2 Filtering is possible via the creation date or the order status.
- 3 When the goods receipt arrives in the portal, the status of the corresponding order is automatically updated to „**Received**“.
- 4 Click on the reference number to go to the order. There you can also see the status of the call forwarding of the document (see next page).

The screenshot shows the SAP ARIBA 'Orders' page with 167 orders. The filter section includes fields for Customers, Order numbers, Creation date (Last 31 days), Order status (Include Received), Company codes, Purchasing organizations, Customer locations, Order type (All), Routing status (All), Min amount, Max amount, Currency (EUR), and Visibility (Not hidden). A dropdown menu for 'Order status' is open, showing options: New, Changed, Confirmed, Failed, Shipped, Received (checked), and Returned. The 'Apply' button is highlighted. Below the filters is a table of orders with columns: Order Number, Customer, Amount, Date, and Order Status.

Order Number	Customer	Amount	Date ↑	Order Status
4590000188	ANDREAS STIHL AG & Co. KG - TEST	€280 EUR	Mar 22, 2023	Received
4590000407	ANDREAS STIHL AG & Co. KG - TEST	€100 EUR	Apr 12, 2023	Received

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 4. Goods receipt

The status of the release forwarding:

Forwarding status	Definition
<b>Queue</b>	Initial status. SAP Business Network has received the order, but no further action has been taken.
<b>Sent</b>	SAP Business Network has sent the order to your account.
<b>Approved</b>	You have received the order.
<b>Failed</b>	SAP Business Network encountered a problem routing the order to your preferred method of order routing. For example, a problem may have occurred in your back-end order fulfillment system that prevented SAP Business Network from successfully routing the order. You can resend orders with the status Failed forwarding.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 4. Goods receipt

The status of the call-off:

Status of call-off	Definition
<b>New</b>	Initial status. You have not updated the order status.
<b>Changed</b>	Your customer has canceled the order or replaced it with a subsequent (modified) order.
<b>Confirmed</b>	You have agreed to send all items.
<b>Partially confirmed</b> <b>Partially sent</b> <b>Partially invoiced</b> <b>Partially rejected</b>	The purchase order is being processed. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you have partially confirmed a purchase order and then partially ship either the previously confirmed purchase order line or another purchase order line, the purchase order status is set to partially shipped. You can continue to confirm order items regardless of the shipping status until you have confirmed all order lines.

# SAP ARIBA – SCHEDULING AGREEMENT RELEASE



## 4. Goods receipt

The status of the call-off:

Status of call-off	Definition
<b>Served</b>	The order has been fully processed. You can no longer create service sheets for further service lines of the order.
<b>Sent</b>	Final status. You have shipped the entire order.
<b>Invoiced</b>	Die Bestellung ist vollständig fakturiert. Die Spalte Rechnungsbetrag zeigt an, wie viel Sie für die Bestellung in Rechnung gestellt oder berechnet haben. Bei älteren Bestellungen zeigt SAP Business Network Ja an, um anzuzeigen, dass Sie Rechnungen eingereicht haben.
<b>Received</b> <b>Partially received</b> <b>Returned</b>	Status for receipts sent by the buyer from their ERP system. The order status is updated based on this information. On the Order Details page, for each line item, the quantity of goods received or returned for that line item is displayed based on the information in the receipts.
<b>Failed</b>	A problem has occurred in the SAP Business Network when forwarding the order to your account. You can resend failed orders.



**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
SUPPLIER.ARIBA@STIHL.COM**

