

STIHL

Order Processing Series (Ariba SCC)

-Supplier support-

Version 01/2024

SAP Ariba 

Order Processing Series (Ariba SCC)



Table of contents

1. **Order processing**
2. Order processing portal use
 - 2.1 Order
 - 2.2 Advanced Shipping notification (ASN)
3. Goods receipt

Order Processing Series (Ariba SCC)



1. Order Processing

In this chapter, you will learn more about ...

- ... the introduction of the SAP Business Network for order processing
- ... the order documents
- ... the order processing workflow
- ... different modes of integration/automation

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1. Order Processing: Introduction

- The introduction of the SAP Business Network for order processing aims to optimize the cooperation between STIHL and you as a supplier.
- Sample and tool orders are not processed via the SAP Business Network.
- **Only** serial materials are processed via the SAP Business Network.
- The central component is the SAP Business Network, whose advantages are:
 - Real-time display of common information for STIHL and you as a supplier.
 - Prevent errors by ensuring that ordered and delivered goods match.
 - Enabling automatic synchronization with the backend systems of suppliers and buyers.

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1. Order Processing: Order documents

Document	Description
Series order (SO)	<p>Header and delivery dates: A purchase order is a formal request or instruction from STIHL to you, the supplier, to deliver or provide a specified quantity of goods or services at a specified time, to a specified location and at a specified price.</p> <p>Structure: A purchase order (PO) consists of a document header and a number of items. The information displayed in the header refers to the entire purchase order. For example, the terms of payment and the terms of delivery are defined in the header.</p>
Advanced Shipping Notice (ASN)	<p>Article and packaging details: A shipping notification is a document from a supplier to STIHL that contains details of an upcoming delivery.</p> <p>Structure: An advanced 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)	<p>A handling unit (HU) is a physical unit consisting of packaging material (load carrier/packaging material) and the goods it contains.</p> <p>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 units. Handling units can be nested.</p> <p>You can create a new handling unit from several handling units.</p>
Supplier Batch ID	<p>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.</p> <p>The supplier's batch number can be used to uniquely identify a specific batch of finished product.</p> <p>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.</p>

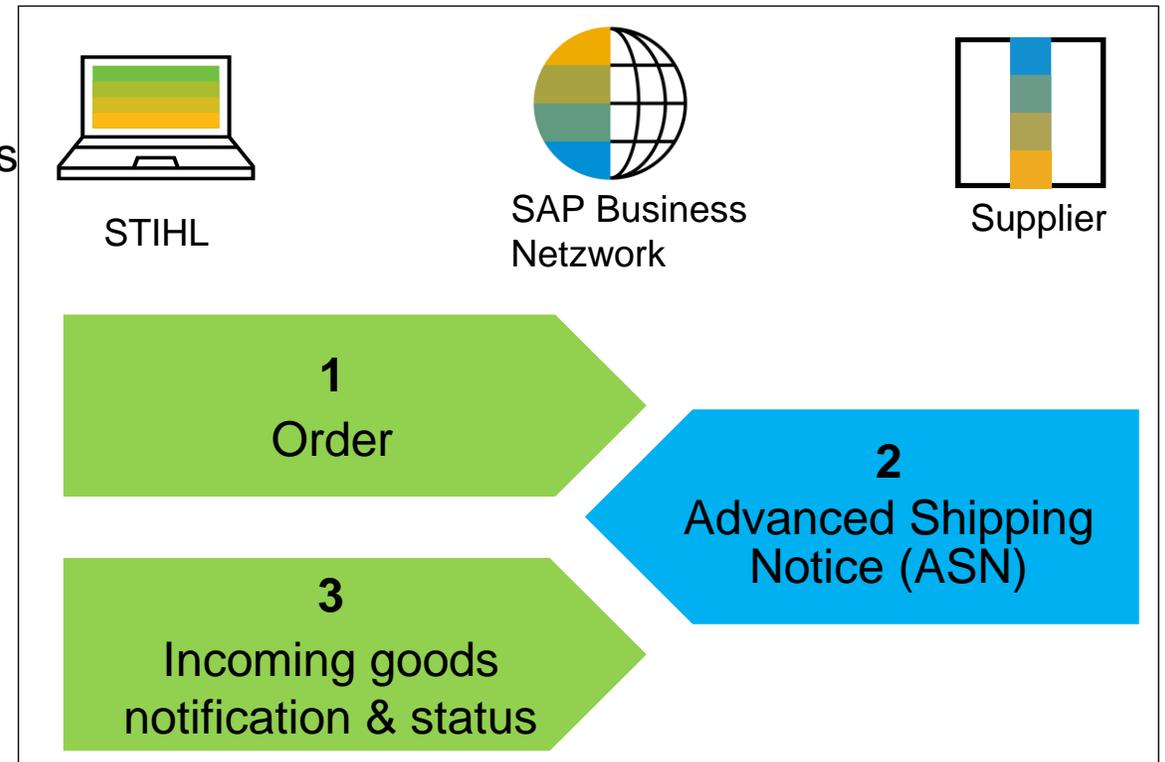
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1. Order Processing: Order Processing Workflow

1. STIHL carries out a planning run (MRP), which automatically generates purchase orders. STIHL forwards the orders for series materials to the suppliers via the SAP Business Network.
2. The supplier delivers the ordered goods.
3. STIHL receives the ordered goods.

Note:

Order confirmations and invoices are **not** included in the scope of the SAP Business Network.



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1. Order Processing: Different modes of integration / automation

SAP Business Network allows users to work 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.

Order Processing Series (Ariba SCC)



Table of contents

1. Order Processing

2. Order Processing Portal use

2.1 Order

2.2 Advanced Shipping Notification (ASN)

3. Goods receipt

Order Processing Series (Ariba SCC)



2. Order Processing Portal use

2.1 Order

In this chapter, you will learn more about ...

- ... searching for and identifying an order number
- ... the components of purchase orders
- ... managing purchase orders
- ... submitting a shipping notification for a purchase order

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2. Order Processing Portal use: Order



- General information
- Search and identification of the order
- Show order details
- Order contents
- Drop shipment, order content

- General information
- Permitted actions
- Manage individual orders
- Manage multiple orders
- Verification of the submitted dispatch notification (ASN)
- Tolerance
- Shipping notification content(ASN)

- Display goods receipt

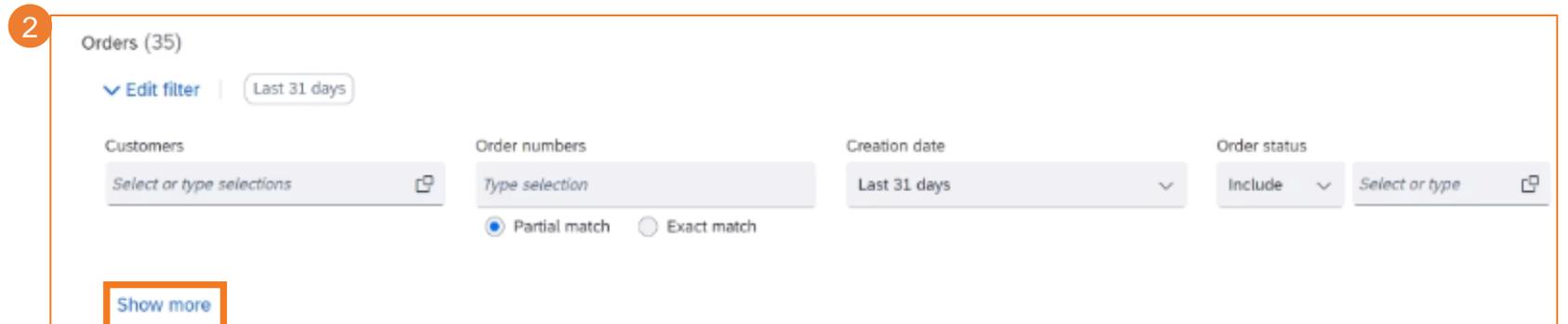
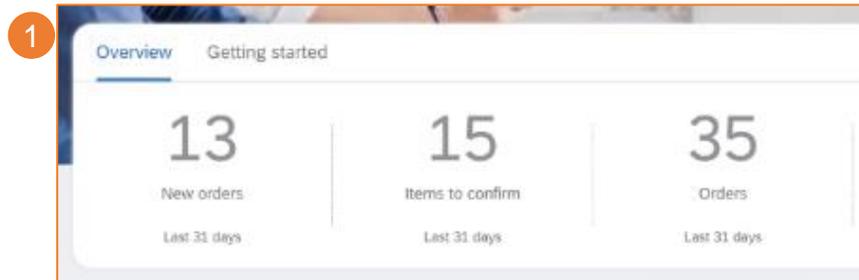
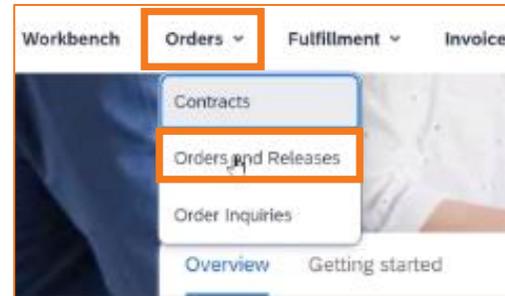
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2. Order Processing Portal use: Searching for and identifying the order

From the "Workbench" OR via Orders > Orders and Releases:

1 Select one of the Order tiles. Use filters to find the right document.

2 Click on "Show more" to use more filters. The search results are displayed. Click on the settings icon to customize the view.



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2. Order Processing Portal use: Searching for and identifying the order

- 3 Click on the "Export" button to download the data to Excel.
- 4 Open the purchase order by clicking on its number.

The screenshot shows a table with columns: Shipped Quantity, Received Quantity, Due Quantity, and Actions. The first row contains the values: 499 PCE, 0 PCE, 1 PCE, and a menu icon. Above the table, there are 'Apply' and 'Reset' buttons, and an 'Export' button (represented by a document icon) is highlighted with a red circle containing the number 3.

Shipped Quantity	Received Quantity	Due Quantity	Actions
499 PCE	0 PCE	1 PCE	...

Note:

- If the order cannot be found in the search, please check the order instructions or contact supplier.ariba@stihl.com.

The screenshot shows a table with columns: Customer, Order Number, Quantity, and Ship To. The first row is highlighted with a red circle containing the number 4. The table header includes a dropdown arrow and a checkbox.

Customer	Order Number	Quantity	Ship To
ANDREAS STIHL AG & Co. KG - TEST	005590038600020FOR	20	47142830
	005590077200010FOR	10	47142830

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2. Order Processing Portal use: General information on orders

- Order changes are processed via the exchange of message versions within the network.
The differences between the versions can be compared in the SAP Business Network.

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2. Order Processing Portal use: General information on orders

You can also search for orders on the portal homepage by entering either the customer's name or the order number.



Note:

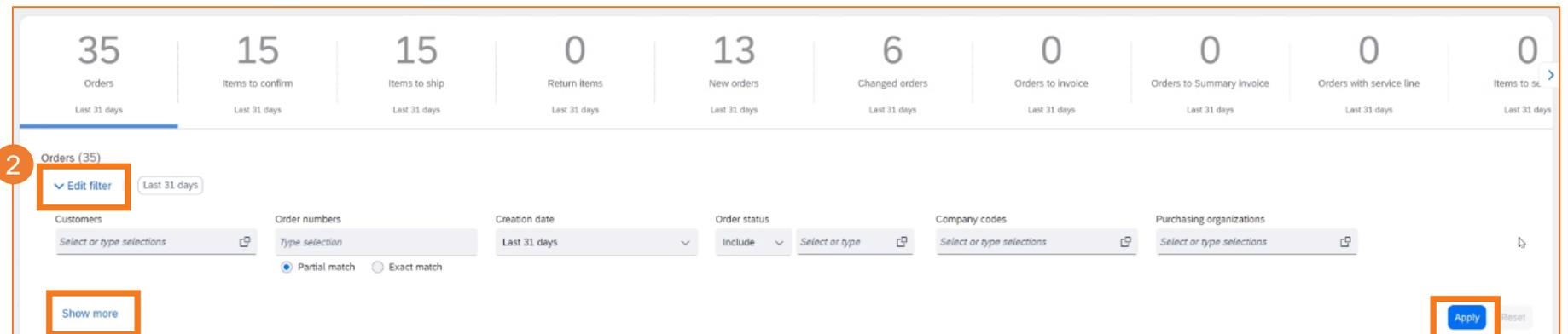
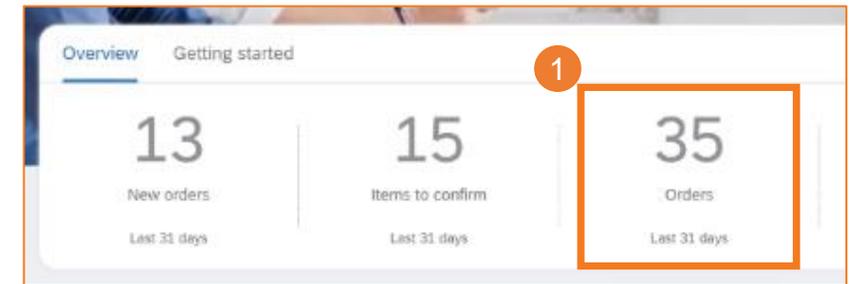
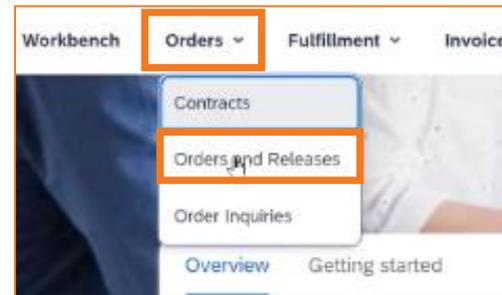
If the order is not found in the search, please check the order instructions or contact supplier.ariba@stihl.com.

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2. Order Processing Portal use: Search & identify the order using the material number

From the "Workbench" OR via Orders > Orders and Releases:

- 1 Select one of the order tiles. Use **filters** to identify the material number.
- 2 The search results are displayed. Click on the settings icon to customize the view.



Order Processing Series (Ariba SCC)

2. Order Processing Portal use: Search & identify the order using the material number

- 3 Click on the "Export" button to download the data to Excel.
- 4 Open the purchase order by clicking on the order number.

The screenshot shows a table with columns: Shipped Quantity, Received Quantity, Due Quantity, and Actions. The first row contains: 499 PCE, 0 PCE, 1 PCE, and a menu icon. Above the table, there are 'Apply' and 'Reset' buttons, and an 'Export' icon (a document with a download arrow) highlighted by a red circle with the number 3.

Shipped Quantity	Received Quantity	Due Quantity	Actions
499 PCE	0 PCE	1 PCE	...

Note:

- If the order is not found in the search, please check the order instructions or contact supplier.ariba@stihl.com.

The screenshot shows a table with columns: Customer, Order Number, Quantity, and Ship To. The first row is highlighted by a red circle with the number 4. The first row contains: Customer: ANDREAS STIHL AG & Co. KG - TEST, Ship To, 005590038600020FOR, 20, 47142830. The second row contains: 005590077200010FOR, 10, 47142830.

Customer	Order Number	Quantity	Ship To
ANDREAS STIHL AG & Co. KG - TEST	005590038600020FOR	20	47142830
	005590077200010FOR	10	47142830

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2. Order Processing Portal use: Display order details

- 3 The "Line Items" section describes the items ordered.
- 4 Click on "Details" or "Show item details" to display further information about the order, such as control keys or schedule lines.
- 5 You can configure your view by clicking on the "Configure" icon.

The screenshot displays the 'Line Items' section of an order processing portal. A table lists one line item with columns for Line #, No. Schedule Lines, Part #, Customer Part #, Type, Return, Revision Level, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. Below the table is a description 'Electric motor' and order submission/receipt information. A 'Sub-total: 100.00 EUR' box is located at the bottom right. Callouts 3, 4, and 5 highlight the 'Line Items' header, the 'Details' button, and the 'Show Item Details' button and 'Configure' icon respectively.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1	1		1254-600-0270-PTM	Material			10.000 (PCE) ⓘ	19 Jun 2023	10.00 EUR	100.00 EUR	

Description: Electric motor

Order submitted on: Monday 12 Jun 2023 1:00 PM GMT+02:00
Received by Ariba Network on: Monday 12 Jun 2023 6:16 AM GMT+02:00
This Purchase Order was sent by ANDREAS STIHL AG & Co. KG - TEST AN01431190808-T and delivered by Ariba Network.

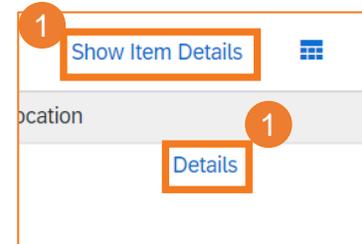
Sub-total: 100.00 EUR

Order Processing Series (Ariba SCC)

2. Order Processing Portal use: Display order details - Line level

How to display the item details:

- 1 Click on "Show item details " or "Details ".
- 2 Detail of the item status (previously confirmed or previously shipped items).
- 3 The checkboxes indicate which actions are permitted for this item or what is expected of the supplier.
- 4 The schedule line indicates the planned quantities for specific delivery dates.



Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
1	1		4871-400-6510	Material			10.000 (PCE) ⌵	1 Aug 2023	5.00 EUR	50.00 EUR		Summary
Description: AR 2000 L (Battery)												
2	Status 10.000 Unconfirmed											
3	Control Keys Order Confirmation: allowed Ship Notice: allowed Invoice: is not ERS											
Accounting												
	General Ledger	ID	15242890									
	Percentage	Percentage	100.00									
Contract Number 4690000004												
Contract Line Number 00010												
4	Schedule Lines											
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date							
1	1 Aug 2023 1:00 PM CEST		10.000 (PCE) ⌵									

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Display order details (Drop Shipment) - Line level

How to display the item details:

- 1 Click on "Show item details " or "Details ".
- 2 Detail of the item status (previously confirmed or previously shipped items).
- 3 The checkboxes indicate which actions are permitted for this item or what is expected of you as a supplier.
- 4 The schedule line indicates the planned quantities for specific delivery dates.
- 5 STIHL customer order number, which must be printed on the delivery bill and shipping documents.



The screenshot shows the 'Line Items' section with the following data:

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
1	1		1254-600-0270-PTM	Material			10.000 (PCE) ⓘ	19 Jun 2023	10.00 EUR	100.00 EUR

Description: Electric motor

2 Status: 10.000 Unconfirmed

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

4 Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	19 Jun 2023 1:00 PM CEST		10.000 (PCE) ⓘ		

5 Other Information: Receiving Type: 4, External Line Number: 1, Classification Domain: ERPCommodityCode, Classification Code: 13103

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

Order Processing Series (Ariba SCC)



Table of contents

1. Order Processing

2. Order Processing Portal use

2.1 Order

2.2 Advanced Shipping Notification (ASN)

3. Goods receipt

Order Processing Series (Ariba SCC)

2. Order Processing Portal use:

2.2 Advanced Shipping Notification (ASN)

In this chapter, you will learn more about ...

- ... the definition of a shipping notification
- ... the advantages of using a shipping notification
- ... the administration of the extended shipping notification
- ... viewing the transmitted shipping notification.

2. Order Processing Portal use: Definition & Use Shipping Notification

WHAT IS AN ADVANCE SHIPPING NOTICE (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 may contain details of:

- 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

WHEN SHOULD A SHIPPING NOTIFICATION 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 derive 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 ASN is submitted, the better it will fulfill its purpose.

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2. Order Processing Portal use: Justification of a shipping notification

WHY SHOULD YOU USE AN ADVANCED SHIPPING NOTIFICATION (ASN)?

Shipping notifications 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 upcoming goods receipt and data quality is higher as manual re-entry of data is avoided. This has an impact on the following aspects of your business:

2. Order Processing Portal use: General considerations regarding the shipping notification

➤ Panning

- 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.
- 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.

➤ 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.

➤ 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.

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2. Order Processing Portal use: General considerations regarding the shipping notification

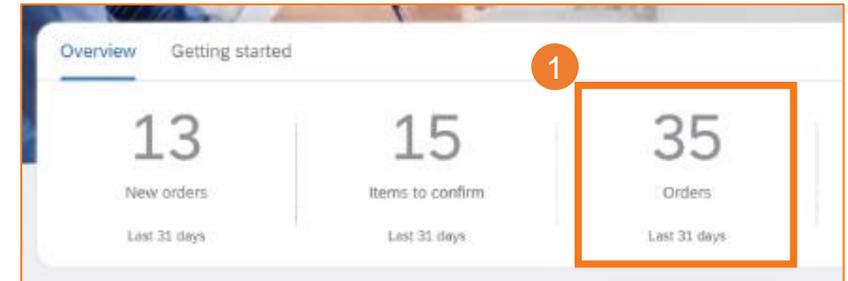
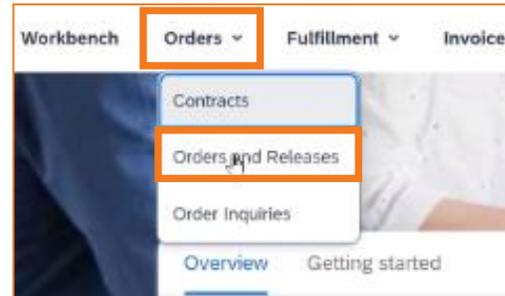
Ebene	Field	Ariba - supplier group:	
		STIHL Plant Tirol	Drop shipments Suppliers
Header	Packaging label ID	Obligatory	Obligatory
	Delivery date	Obligatory	Obligatory
	Shipping type	Obligatory	Obligatory
	Name of the sponsoring organization	Optional	Optional
	Tracking-Nr.	Optional (obligatory, if carrier is selected)	Optional (obligatory, if carrier is selected)
	Gross/net weight	not visible	Obligatory
	Gross/net weight Unit of measurement	not visible	Obligatory
	# Packages	Obligatory	Obligatory
Article	Quantity shipped	Obligatory	Obligatory
	Serial numbers	Open field, but do not enter any information	Open field, but do not enter any information
	Supplier Batch-ID	Optional	Obligatory
	Date of production	Optional	Optional
	Expiration date	Optional	Optional
	Country of origin	Optional	Obligatory
	Gross/net weight	not visible	Obligatory
	Gross/net weight Unit of measurement	not visible	Obligatory
Handling unit	controlled at transaction level (transferred from STIHL ERP)	controlled at transaction level (transferred from STIHL ERP)	

Order Processing Series (Ariba SCC)

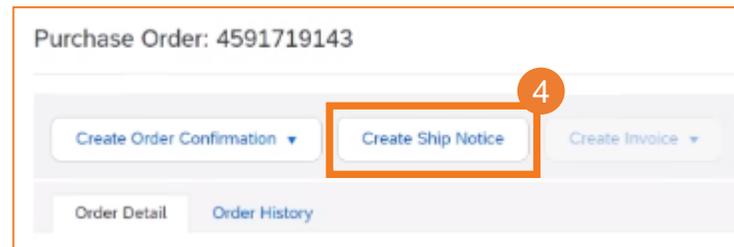
2. Order Processing Portal use: Create Shipping Notice

An individual delivery receipt can be created from the "Workbench" OR via Orders > Orders and Releases:

- 1 Click on the pattern „Orders“
- 2 Or click on Actions and then on "Create shipping notification".
OR
- 3 You can also create ASNs via the order view.
- 4 Click on "Create Ship Notice".



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4590001066	ANDREAS STIHL AG & Co. KG - TEST	€100 EUR	Jun 12, 2023	New		...



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2. Order Processing Portal use: Create Shipping Notice – Header Level

Fill in the required information in the "Create shipping notification" form.

- 1 Do not change the "Recipient" address at the beginning.
- 2 Do not edit the "Sender" address. By default, this is the address of your company in your SAP Business Network account.
- 3 The packing slip ID is a mandatory field. Enter the unique delivery note number (no longer than 33 characters).
- 4 Enter the delivery date (ETA STIHL). This is mandatory.

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

- SHIP FROM (Callout 2):** PO und SAAG - TEST, Leinfelden-Echterdingen, Baden-Württemberg, Germany. Includes an 'Update Address' link.
- DELIVER TO (Callout 1):** Lager Hellmann GmbH & Co. KG, Völklingen, Germany. Includes an 'Update Address' link.
- SHIPPING (Callout 3):** Packing Slip ID: ASN 12062023, Invoice No., Requested Delivery Date, Ship Notice Type (Select), Shipping Date, Delivery Date: 15 Jun 2023.
- TRACKING (Callout 4):** Carrier Name: Other (dropdown), Test Carrier (dropdown), Tracking No.: 20230612, Bill of Lading No., Tracking Date, Shipping Method: Air (dropdown), Service Level.

Buttons at the top right: Download PDF, Pack Items, Save, Exit, Next.

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2. Order Processing Portal use: Create Shipping Notice – Header Level

- 5 Enter the name of the forwarding agent. This information is optional.
- 6 Enter the tracking number. This information is optional.
- 7 Enter the shipping method. **This is mandatory.**

Create Ship Notice

Download PDF Pack Items Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
PO und SA AG - TEST Update Address	Lager Hellmann GmbH & Co. KG Update Address
Leinfelden-Echterdingen Baden-Württemberg Germany	Völklingen Germany

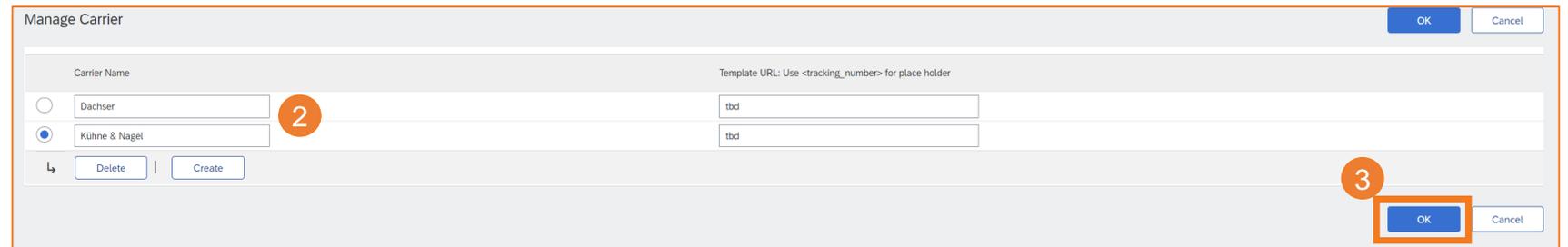
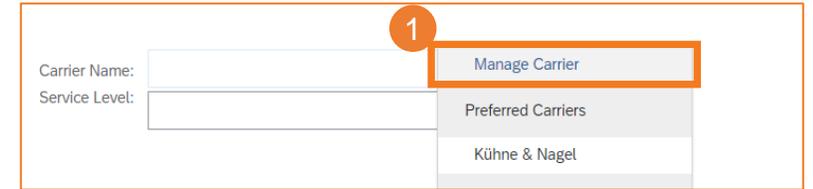
▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID:* ASN 12062023	5 Carrier Name: Other
Invoice No.:	6 Tracking No.:* 20230612
Requested Delivery Date: --	Bill of Lading No.:
Ship Notice Type: Select	Tracking Date:
Shipping Date:	7 Shipping Method: Air
Delivery Date:* 15 Jun 2023	Service Level:

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2. Order Processing Portal use: Create Shipping Notice

- 1 You can manage the forwarding agent. It is possible to add the STIHL standard forwarder to the SAP Business Network (must be done by the supplier). Click on "Manage carriers".
- 2 Enter the name of the forwarding agent.
- 3 Continue with „OK“
- 4 The preferred carriers are displayed in the drop-down menu.



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2. Order Processing Portal use: Create Shipping Notice – Line Level

The information from the order is transferred to the shipping notification (part number, quantity, requirement to, price, etc.).

- 1 Update the delivered "Ship Qty" for each item. For all orders, the quantity can be the same or lower than the quantity in the order. Overdeliveries are also possible to a limited extent (the system shows directly what is possible).
- 2 Enter your "Supplier Batch ID". Specifying the supplier's batch ID is optional.
- 3 The "Country of Origin" can be selected from the drop-down menu. Specifying the country of origin is optional.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4590001066	1		1254-600-0270-PTM	10.000	PCE ⓘ	19 Jun 2023		10.00 EUR	100.00 EUR	AT21

Description: Electric motor

Shipment Status
Total Item Due Quantity: 10 PCE ⓘ

Confirmation Status
Total Confirmed Quantity: 0 PCE ⓘ Total Backordered Quantity: 0 PCE ⓘ

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	10.000	Test12345	Austria [AUT] ▼	<input type="text"/>	<input type="text"/>

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers ▼](#)

[Download PDF](#) [Pack Items](#) [Save](#) [Exit](#) [Next](#)

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2. Order Processing Portal use: Create Shipping Notice – Line Level

- 4 Click on the "Remove" button if you want to exclude the entire line from this dispatch notification.
- 5 If you click on the "Add Order Line Item" button, you can split the quantity to enter multiple batch IDs per quantity.
- 6 Continue with "Pack Items" OR with "Next", depending on whether an HU is required for the specific material.

Note:

- Several shipping notifications can be sent per order until the quantities have been shipped in full.

Line No.	Part No.	Customer Part No.
10		0711-151-5003-PTM
Description: >ABS< black RAL9005		
Shipment Status Total Item Due Quantity: 2 KGM		
Handling Unit (required) ⚠ This line requires Handling Unit		
Line	Ship Qty	
1	2,000	

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location			
4590001066	1		1254-600-0270-PTM	10.000	PCE	19 Jun 2023		10.00 EUR	100.00 EUR	AT21			
Description: Electric motor													
Shipment Status Total Item Due Quantity: 10 PCE													
Confirmation Status Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE													
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date								
1	10.000	Test12345	Austria [AUT]			Download Add PDF Details							
Add Ship Notice Line													
Add Order Line Item Manage Serial Numbers													
								Download PDF		Pack Items	Save	Exit	Next

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2. Order Processing Portal use: Create Shipping Notice: Drop shipment Order - Line level

The information from the order is transferred to the delivery notification (part number, quantity, required by, price, etc.).

- 1 Scroll down to view the line item information.
- 2 Update the delivered "quantity" for each item. For all orders, the quantity can be the same or lower than the quantity in the order. Overdeliveries are also possible to a limited extent (the system indicates what is possible).
- 3 Enter the "Batch ID" of the supplier. The supplier's batch ID is mandatory.

The screenshot shows the 'Order Items' interface. At the top, a table lists order details. Below this, a section for 'Line 1' contains several input fields and buttons. The 'Pack Items' button at the bottom is highlighted with a red box.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4590001066	1		1254-600-0270-PTM	10.000	PCE	19 Jun 2023		10.00 EUR	100.00 EUR	AT21	Remove

Description: Electric motor

Shipment Status
Total Item Due Quantity: 10 PCE

Confirmation Status
Total Confirmed Quantity: 0 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	10,000	Test12345	Austria [AUT]			Download Add PDF Details

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Download PDF Pack Items Save Exit Next

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create Shipping Notice: Drop shipment Order - Line level

- 4 The "Country of Origin" can be selected from the drop-down menu. The country of origin is mandatory. Click on the "Remove" button if you want to exclude the entire line from this dispatch notification.
- 5 If you click on the "Add Ship Notice Line" button, you can split the quantity to enter multiple batch IDs per quantity.
- 6 Continue with "Pack Items" or with "Next", depending on whether an HU is required for the specific material.

Note:

- Several shipping notifications can be sent per order until the quantities have been shipped in full.

Line No. Part No. Customer Part No.

10 0711-151-5003-PTM

Description: >ABS< black RAL9005

Shipment Status
Total Item Due Quantity: 2 KGM ⓘ

Handling Unit (required)
⚠ This line requires Handling Unit 6

Line Ship Qty

1 2.000

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	4
4590001066	1		1254-600-0270-PTM	10.000	PCE ⓘ	19 Jun 2023		10.00 EUR	100.00 EUR	AT21	Remove

Description: Electric motor

Shipment Status
Total Item Due Quantity: 10 PCE ⓘ

Confirmation Status
Total Confirmed Quantity: 0 PCE ⓘ Total Backordered Quantity: 0 PCE ⓘ

Line	1	Ship Qty	2	Supplier Batch ID	Country of Origin	3	Production Date	Expiry Date	Download Add PDF Details
1	10.000	Test12345	Austria [AUT]						

5 Add Ship Notice Line

6 Pack Items 6 Next

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create Shipping Notice – Line Level

1 "Next" (the packaging information comes from the STIHL ERP).(If your actual packaging does not match the information from STIHL, please contact supplier.ariba@stihl.com).

Confirm packing plan

Save Define Instructions **Next**

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

1 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

ASIN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
1.1	4590001068	0711-151-5003-PTM >ABS< black RAL9005	Test12345	100 KGM	100 of 100	100.00%

Total packed 100.00 %

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

7777-111- 1 7777-211-KBT1 2

EUC1

Handling unit type	ASIN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
7777-111-EUC1 1 (2/10)						
7777-211-KBT1 1	1.1	0711-151-5003-PTM >ABS< black RAL9005	50 KGM	Test12345		
7777-211-KBT1 2	1.1	0711-151-5003-PTM >ABS< black RAL9005	50 KGM	Test12345		

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create Shipping Notice – Line Level

1 „Next" (Print Labels)

Print labels Save Exit **Next**

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

✓ You're all set to print labels and confirm this ship notice. ✕

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
1.1	4590001068	0711-151-5003-PTM >ABS< black RAL9005	Test12345	100 KGM	100 of 100	100.00% <div style="width: 100%;"></div>

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

7777-111- 1 7777-211-KBT1 2

EUC1

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1								
7777-111-EUC1 1 (2/1)		00000000023900000233						
7777-211-KBT1 1	1.1	00000000023900000234	0711-151-5003-PTM >ABS< black RAL9005	50 KGM	Test12345			
7777-211-KBT1 2	1.1	00000000023900000235	0711-151-5003-PTM >ABS< black RAL9005	50 KGM	Test12345			

Print all labels

1

HU No.

 0000000000081000012628

Quantity	72.000	Unit	PCE	HUT	QBMP
COO	CN	Batch Number	Test1234		

Material No.

 6338-011-1831-A

Material Description **Gasoline engine**

STIHL

The labels must be attached to the packaging.

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create Shipping Notice – Line Level

- 1 Check all your informations.
- 2 Click on „**Submit**“, to send a shipping notification to STIHL.

Create Ship Notice

Previous Download PDF Print Labels Save **Submit** Exit

1 Confirm and submit this document.

2

SHIP FROM	DELIVER TO
PO und SA AG - TEST Bahnhofstraße 17 Leinfelden 70771 Leinfelden-Echterdingen Baden-Württemberg Germany	Lager Hellmann GmbH & Co. KG Hans-Großwendt-Ring 2 66333 Völklingen Germany
SHIPPING	TRACKING
Packing Slip ID: Test 07062023 Invoice #: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: -- Actual Delivery Date: 15 Jun 2023 Gross Volume: -- Gross Weight: -- Is divisible: No	Carrier Name: Test Carrier Carrier Code: -- Tracking No.: 20230607 Bill of Lading No.: -- Tracking Date: -- Shipping Method: Air Service Level: --
DIMENSIONS	
Gross Volume: -- Gross Weight: -- Total Length: -- Total Width: -- Total Height: --	
DELIVERY INFORMATION	
Delivery Terms: Transport Condition Delivery Terms Description: -- Transport Terms Description: -- Is sensitive: No	Shipping Payment Method: Mixed Shipping Contract Number: -- Shipping Instructions: --

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create Shipping Notice – Line Level

1 Click on „Done“ to finish this process.

Purchase Order: 4590001068

Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

↓ ☰ ...

Order Detail Order History



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

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

Purchase Order
(Shipped)
4590001068
Amount: 2,200.00 EUR
Version: 1

Track Order

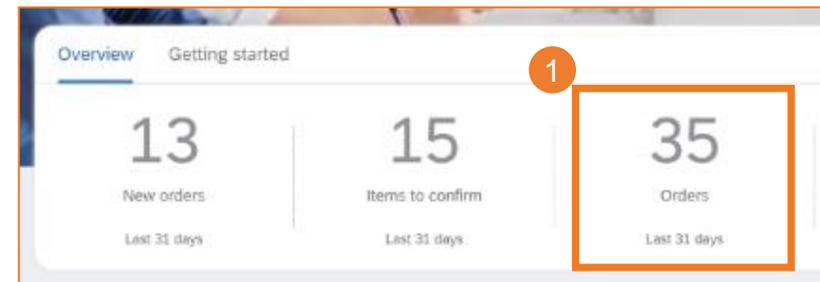
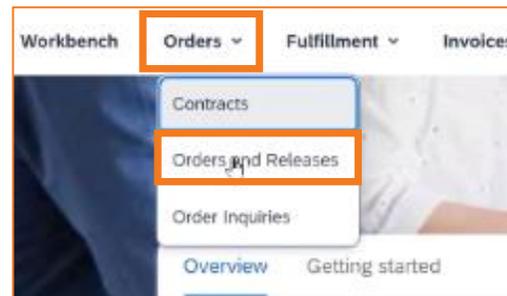
Order Processing Series (Ariba SCC)

2. Order Processing Portal use: Create shipping notifications for multiple orders / delivery schedules

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

Via Orders > Orders and Releases:

- 1 Click on the pattern „Orders“.



Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create shipping notifications for multiple orders / delivery schedules

2 Select the orders that are to be shipped.

3 Click on „Create ship notice“.

The screenshot displays the 'Orders' section of the STIHL Order Processing Portal. At the top, there are several summary cards for different order statuses: 103 Orders, 10 Items to confirm, 10 Items to ship, 0 Return items, 88 New orders, 10 Changed orders, 0 Orders to invoice, and 0 Orders with service line. Below this, the 'Items to ship (10)' section is visible, featuring a filter bar with options like 'Last 31 days', 'Next 90 days', and 'Exclude fully shipped, +1'. A search and filter area includes fields for Customers, Order numbers, Creation date, Need by date, Customer locations, Ship by date, Company codes, and Purchasing organizations. A 'Show more' link and 'Apply'/'Reset' buttons are also present. The main part of the screenshot is a table of orders. The first two rows are selected, indicated by checked checkboxes in the left margin. A red box highlights the 'Create ship notice' button above the table. Another red box highlights the checkboxes for the first two rows. A red circle with the number '2' is next to the first row's checkbox, and a red circle with the number '3' is next to the 'Create ship notice' button.

	Order No.	Customer Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment Level	Requested Quantity	Shipped Quantity	Received Quantity	Due Quantity	Actions
<input checked="" type="checkbox"/>	4591572888	00040860505A	Fan wheel	1	Oct 1, 2023			500 PCE	0 PCE	0 PCE	500 PCE	...
<input checked="" type="checkbox"/>	4591572889	00040860505A	Fan wheel	1	Oct 1, 2023			500 PCE	0 PCE	0 PCE	500 PCE	...
<input type="checkbox"/>	4591572739	63500118114A	Petrol engine	1	Oct 30, 2023			72 PCE	0 PCE	0 PCE	72 PCE	...
<input type="checkbox"/>	4591572952	63500118114A	Petrol engine	1	Nov 20, 2023			72 PCE	0 PCE	0 PCE	72 PCE	...
<input type="checkbox"/>	4590001636	0711-151-LEX1-OM1	>ABS<- black test sampling	1	Sep 28, 2023			26125 KGM	0 KGM	0 KGM	26125 KGM	...
<input type="checkbox"/>	4590001526	0711-151-LEX1-OM1	>ABS<- black test sampling	1	Sep 28, 2023			26125 KGM	0 KGM	0 KGM	26125 KGM	...

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Create shipping notifications for multiple orders

- 1 Continue as described on the previous slides.
- 2 Enter the required information for each order.
- 3 Continue with "Pack item".

The screenshot displays the Order Processing Portal interface. On the left, a table lists two order items, both for 'Fan wheel' (Part No. 00040860505A, Qty 500.000, Unit PCE, Need By 1 Oct 2023, Unit Price \$2.99 USD, Subtotal \$1,495.00 USD). Each item has a 'Description', 'Shipment Status', and 'Confirmation Status' section. Below the table, there are buttons for 'Add Ship Notice Line' and 'Add Order Line Item'. At the bottom right, there are buttons for 'Download PDF', 'Pack Items', 'Save', 'Exit', and 'Next'. The 'Pack Items' button is highlighted with a red box and a red circle containing the number 3.

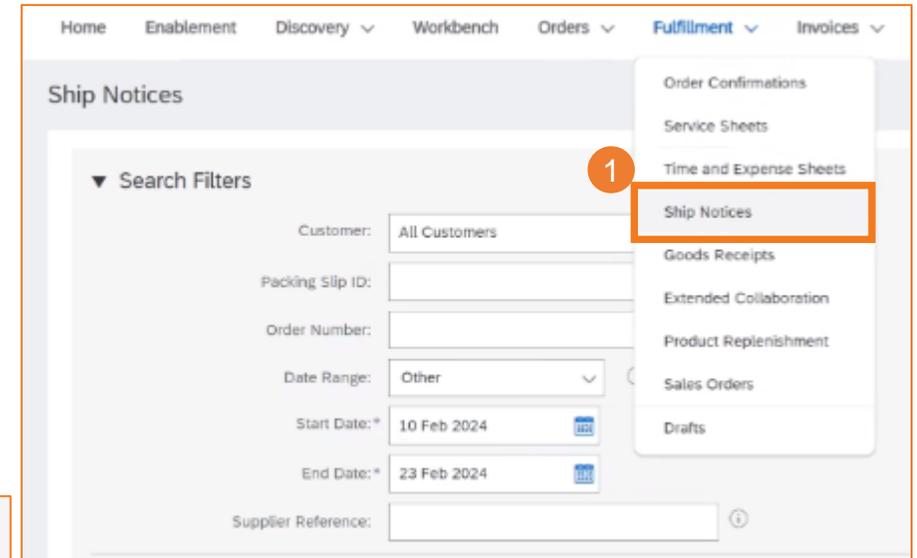
On the right side, a 'SHIP FROM' form is shown. It includes the address 'PO und SA AG - TEST, Leinfelden-Echterdingen, Baden-Württemberg, Germany'. Below this is a 'Ship Notice Header' section. A 'SHIPPING' form is also visible, containing fields for 'Packing Slip ID', 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type', 'Shipping Date', 'Delivery Date', 'Customer Reference', and 'Shipping Method'. The 'Pack Items' button in the main interface is highlighted with a red box and a red circle containing the number 3.

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Check submitted shipping notification

- 1 To view submitted ASNs, go to "Fulfillment / Ship Notices".
Or to the screen for linked orders, section "Linked documents".



▶ Search Filters			
Ship Notices (127)			
Page 1			
Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

Order Processing Series (Ariba SCC)



2. Order Processing Portal use: Check submitted shipping notification

- 2 Documents linked to the shipping notification.
- 3 When you review the shipping notices you sent in the bulk upload, you will see all the lines submitted for that particular shipping notice number, which may relate to different orders.

Once the ASN has been transmitted, the status of the associated order(s) is updated to "Shipped" or "Partially shipped".

3

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit
4500008882	10	AMAR1234	SP004	25.000	PCE ⓘ
Description: Gaskets 1mm					
SHIPMENT STATUS					
1. ▶ Shipped 25 PCE ⓘ Show Details					
OTHER INFORMATION					
Manufacturer Part ID: 12345					
Manufacturer Name: 0017300002					

2

Purchase Order
(Shipped)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: 📄 Ship_TEST
312

2. Order Processing Portal use: Shipping notification - tolerances

1. STIHL applies specific rules to every order, which include a limit on quantity and deadline adjustments..
 - Suppliers can always report a quantity that is less than the requested quantity and divide the quantity into several delivery notifications in which the various delivery dates are announced.
 - Depending on the respective order, it is possible to deliver more than the requested quantity (overdelivery), based on the tolerance negotiated with STIHL. Quantity splitting is still possible.
2. If your changes are not permitted, you will receive an error message.
3. STIHL specifies the number of days by which the delivery date of a delivery notification may deviate from the delivery date requested in an order or call-off. If this function detects a delivery date outside the permitted tolerance when checking the delivery notification, it prevents the delivery notification from being sent.

Order Processing Series (Ariba SCC)



Table of contents

1. Order Processing
2. Order Processing Portal use
 - 2.1 Order
 - 2.2 Advanced Shipping Notification (ASN)
- 3. Goods receipt**

Order Processing Series (Ariba SCC)

3. Goods receipt

In this chapter, you will learn more about ...

- ... the display of a goods receipt
- ... the status of order forwarding
- ... the status of the order

Order Processing Series (Ariba SCC)



3. Goods receipt: Display goods receipt

- The goods receipt can be called up in the portal as soon as the goods have been received by STIHL.
- The goods receipt is one of the order-related documents.
- When the goods receipt arrives in the portal, the corresponding order status is automatically updated to "Received".
- Click on the reference number to go to the order. You can also see the status of the document there.

Home Enablement Discovery Workbench Orders **Fulfillment** Invoices

Ship Notices

Search Filters

Customer: All Customers

Packing Slip ID:

Order Number:

Date Range: Other

Start Date: 10 Feb 2024

End Date: 23 Feb 2024

Supplier Reference:

Order Confirmations

Service Sheets

Time and Expense Sheets

Ship Notices

Goods Receipts

Extended Collaboration

Product Replenishment

Sales Orders

Drafts

Search Filters

Customer: All Customers

Packing Slip ID:

Order Number:

Date Range: Other

Start Date: 10 Feb 2024

End Date: 23 Feb 2024

Supplier Reference:

Routing Status: All

Completion Status: Completed

Receipt Status: All

Partially Received

Fully Received

Returned

Number of Results: 100

Search Reset

Ship Notices (1)						
Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status ↑
20022024.01	ANDREAS STIHL AG & Co. KG - TEST	Multiple	20 Feb 2024 1:07:09 pm	Completed	Fully Received	Acknowledged

Order Processing Series (Ariba SCC)



3. Goods receipt: Status of order forwarding

This status does **NOT reflect the status of the goods**. It only refers to document processing in the network.

Routing-Status	Definition
Queue	Initial status: SAP Business Network has received the order, but no further action has been taken.
Sent	SAP Business Network has sent the order to your account.
Acknowledged	You have received the order.
Failed	SAP Business Network had a problem routing the order to your preferred method of order routing. For example, a problem may have occurred in your backend order fulfillment system that prevented SAP Business Network from successfully routing the order. You can resend orders with the status "Failed forwarding".

Order Processing Series (Ariba SCC)



3. Goods receipt: Status of order

Status of order	Definition
New	Initial status. You have not updated the order status.
Changed	Your customer has canceled the order or replaced it with a subsequent (modified) order.
Approved	You have agreed to send all items.
Approved with new data	The order confirmation has a different start or end date than the order, but no other changes.
Approved with changes	The order confirmation has a different expected value than the order and has a different start date, end date or both.
Partially approved Partially shipped Partially invoiced Partially rejected	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.
Served	The order has been fully processed. You can no longer create service sheets for further service lines of the order.
Sent	Final status. You have shipped the entire order.
Invoiced	The order has been fully invoiced. The Invoice Amount column shows how much you have invoiced or charged for the purchase order. For older orders, SAP Business Network displays Yes to indicate that you have submitted invoices.
Preserved Partially received Returned	Status for receipts sent by the buyer from their ERP system. The order status is updated based on this information. The Order Details page displays for each line item the quantity of goods received or returned for that line item, based on the information in the receipts.
Failed	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**

