

Scheduling Agreement Release (Ariba SCC)

- Supplier Guide -

VERSION 01/2026

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.

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



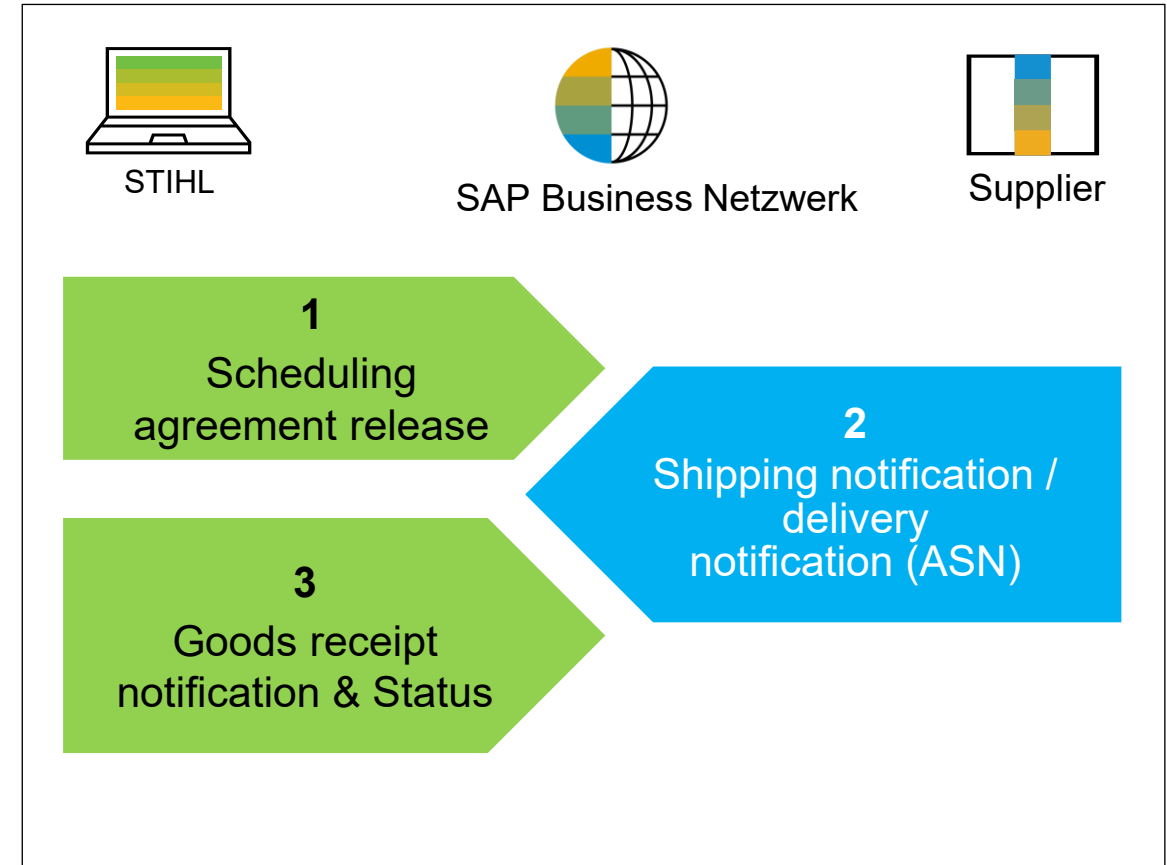
1. Scheduling agreement processing

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.



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.

Dashboard



Overview - Supplier

Shows a general view of all links to the individual subfunctions of the portal. Hovering the mouse over the individual items brings up a brief explanation of each section

SAP Business Network Enterprise Account EST MOG

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases ANDREAS STIHL AG ... Exact match Order number

Overview

28	89	201	21	0
New orders	Orders	Items to ship	Ship notices	Enablement Tasks
Last 31 days	Last 31 days	Last 31 days	Last 31 days	

My widgets

Purchase orders

€28.8 M EUR

Nov	Dec	Jan
€0	€5M	€10M
€15M	€20M	€25M

ANDREAS STIHL AG & Co. KG - TEST

Activity feed

Order changed	Jan 14, 2025 02:50 PM ANDREAS STIHL AG & Co. ...	€954.82 EUR
Order changed	Jan 14, 2025 02:29 PM ANDREAS STIHL AG & Co. ...	€599.54 EUR
Order changed	Jan 14, 2025 10:33 AM ANDREAS STIHL AG & Co. ...	\$93,150.00 USD
Order changed	Jan 14, 2025 07:14 AM ANDREAS STIHL AG & Co. ...	

Shipment tracking

Purchase order number.

Track

Dashboard



New Orders

Access to new orders entered

The screenshot displays the SAP Business Network dashboard for an Enterprise Account. The top navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with an 'Exact match' filter on the 'Order number' field.

The 'New orders' widget provides an overview of key metrics for the last 31 days:

- 28 New orders
- 89 Orders
- 201 Items to ship
- 21 Ship notices
- 0 Enablement Tasks

Below the overview, a table of 'New orders (28)' is shown, filtered by 'Last 31 days' and 'New' status. The table includes columns for Order Number, Customer, Amount, Date, Order Status, Purchasing Group, Amount Invoiced, and Actions.

Order Number	Customer	Amount	Date	Order Status	Purchasing Group	Amount Invoiced	Custom	Actions
4592507833	ANDREAS STIHL AG & Co. KG - TEST	€22.22 EUR	Jan 13, 2025	New	700 Evelyn Ciolocian		RO21	...
4592507832	ANDREAS STIHL AG & Co. KG - TEST	€22.22 EUR	Jan 13, 2025	New	700 Evelyn Ciolocian		RO21	...
4592507830	ANDREAS STIHL AG & Co. KG - TEST	€0.22 EUR	Jan 13, 2025	New	700 Evelyn Ciolocian		RO21	...
4592507829	ANDREAS STIHL AG & Co. KG - TEST	€22.22 EUR	Jan 13, 2025	New	700 Evelyn Ciolocian		RO21	...

At the bottom of the dashboard, a notification states: 'Order changed' on Jan 14, 2025 at 07:14 AM for ANDREAS STIHL AG & Co. ...

Dashboard



Orders

Access to all orders in the portal

The screenshot shows the SAP Business Network 'Orders' dashboard. At the top, there's a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with 'Exact match' and 'Order number' filters. The main overview section displays five key metrics: 28 New orders, 89 Orders, 201 Items to ship, 21 Ship notices, and 0 Enablement Tasks. Below this is a table of orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, Ship To Address, and Actions. A callout bubble points to the 'Orders (all)' link above the table. A detailed view of an order is shown at the bottom, including a timeline and a world map.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Ship To Address	Actions
005590022000010FOR	ANDREAS STIHL AG & Co. KG - TEST	€954.82 EUR	Jan 14, 2025	Partially Shipped		ANDREAS STIHL POWE R TOOLS Oradea pro...	...
005590022300010FOR	ANDREAS STIHL AG & Co. KG - TEST	\$93150 USD	Jan 14, 2025	Changed		Helmann Worldwide Lo gistics, Völklingen, Sa...	...
4592507735	ANDREAS STIHL AG & Co. KG - TEST	€55.55 EUR	Jan 14, 2025	Partially Shipped		ANDREAS STIHL POWE R TOOLS Oradea pro...	...
4592507833	ANDREAS STIHL AG & Co. KG - TEST	€72.22 EUR	Jan 13, 2025	New		ANDREAS STIHL POWE	...

Dashboard



Items to Ship

Access to items due for shipping, sorted by delivery date

The screenshot displays the SAP Business Network dashboard for 'Enterprise Account ANDREAS STIHL'. The navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with 'Exact match' and 'Order number' filters.

The 'Overview' section shows five key metrics:

- 28 New orders
- 89 Orders
- 201 Items to ship
- 21 Ship notices
- 0 Enablement Tasks

The 'Items to ship (201)' section includes filter options (Last 31 days, Next 90 days, etc.) and a table of items. An orange callout bubble points to the 'Items to Ship' metric.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	Shipped Quantity	Receiv	Actions
Customer: ANDREAS STIHL AG & Co. KG - TEST Ship To Address: STIHL Tirol GmbH, Langkampfen, T, AUT											
	005660158000064FOR	64	Bolt	6	Jan 30, 2025		Firm	24000 H87	0 H87		...
	005660158000064FOR	64	Bolt	5	Jan 23, 2025		Firm	6000 H87	0 H87		...
	005660158000064FOR	64	Bolt	4	Jan 16, 2025		Firm	6000 H87	0 H87		...

Below the table, there are 'Order changed' notifications for Jan 14, 2025, with details like '005590022300010FOR' and a value of '\$93,150.00 USD'. A small chart shows a trend from Nov to Jan.

Dashboard



Ship notices

The screenshot shows the SAP Business Network dashboard for an Enterprise Account. The main navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with an 'Exact match' filter and 'Order number' search criteria.

The 'Overview' section displays five key metrics:

- 28 New orders
- 89 Orders
- 201 Items to ship
- 21 Ship notices
- 0 Enablement Tasks

An orange callout bubble labeled 'Ship notices' points to the 'Ship notices (21)' section. This section includes filter options for Customers, Packing slip IDs, Order numbers, Creation date, and Supplier reference, with radio buttons for 'Partial match' and 'Exact match'. An 'Apply' button is visible.

Below the filters is a table of ship notices:

Packing Slip ID	Customer	Order Number	Creation Date	Supplier Reference	Ship Notice Type	Delivery Date	Shipping Date	Shipping Network	Completion Status	Receipt Status
I_FT_0010.09_FT-PTP_04	ANDREAS STIHL AG & Co. KG - TEST	005590022000010FOR	Jan 13, 2025			Jan 15, 2025				
I_FT_0010.09_FT-PTP_03	ANDREAS STIHL AG & Co. KG - TEST	005590022000010FOR	Jan 13, 2025			Jan 15, 2025				
07012025	ANDREAS STIHL AG & Co. KG - TEST	005590021900010FOR	Jan 7, 2025			Jan 10, 2025				

At the bottom of the dashboard, there are two 'Order changed' notifications and a world map.

Dashboard



Search function

Search function with multiple options

The screenshot shows the SAP Business Network dashboard for an Enterprise Account (TEST MOD). The search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with an 'Exact match' filter and 'Order number' as the search criteria. A dropdown menu is open, showing options: Orders and Releases (selected), Order Confirmations, Invoices, Service Sheets, Payments, Remittances, Time & Expense Sh..., and Leads. Three orange callouts highlight the search function, the filter criterion selection, and the exact number filter.

Search function

Select filter criterion

Enter exact number

Dashboard Overview:

- 28 New orders (Last 31 days)
- 201 Items to ship (Last 31 days)
- 21 Ship notices (Last 31 days)
- 0 Enablement Tasks

My widgets:

- Purchase orders:** €28.8 M EUR (Last 3 months)
- Activity feed:** All (Last 3 months)
- Shipment tracking:** Purchase order number input field and Track button.

Order changed	Date & Time	Company	Amount
Order changed	Jan 14, 2025 02:50 PM	ANDREAS STIHL AG & Co. ...	€954.82 EUR
Order changed	Jan 14, 2025 02:29 PM	ANDREAS STIHL AG & Co. ...	€599.54 EUR
Order changed	Jan 14, 2025 10:33 AM	ANDREAS STIHL AG & Co. ...	\$93,150.00 USD

Dashboard

Purchase Orders

The time period can be selected from the drop-down list:

- Past 3 months
- Last 14 days
- Last 7 days

The screenshot displays the SAP Business Network dashboard for Purchase Orders. The top navigation bar includes 'Business Network', 'Enterprise Account', and 'TEST MGR'. The main navigation menu contains 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with an 'Exact match' filter and 'Order number' search criteria.

The 'Overview' section shows five key metrics for the last 31 days:

- 28 New orders
- 89 Orders
- 201 Items to ship
- 21 Ship notices
- 0 Enablement Tasks

The 'My widgets' section includes:

- Purchase orders:** A line chart showing the order volume within the selected time period (Last 3 months). The total value is €28.8M EUR. The chart shows a steady increase from November to January.
- Activity feed:** A list of 'Order changed' events for 'ANDREAS STIHL AG & Co. ...' with details on the date, time, and order value.
- Shipment tracking:** A section for tracking a purchase order, including a search box for the purchase order number and a 'Track' button.

An orange callout bubble points to the 'Last 3 months' dropdown in the 'Purchase orders' widget, with the text 'Order volume within time period'.

Dashboard



Activity Feed

The Activity Feed shows the last purchase orders entered in the portal. The scope of the actions displayed can be adjusted using the filter.

The screenshot displays the SAP Business Network dashboard for the user 'Enterprise Account TEST10000'. The navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A search bar is set to 'Orders and Releases' for 'ANDREAS STIHL AG ...' with an 'Exact match' filter and 'Order number' search criteria.

The 'Overview' section shows five key metrics for the last 31 days:

- 28 New orders
- 89 Orders
- 201 Items to ship
- 21 Ship notices
- 0 Enablement Tasks

The 'My widgets' section includes a 'Purchase orders' widget showing a total of €28.8M EUR and a line chart for the last three months (Nov, Dec, Jan). The 'Activity feed' widget is currently set to 'All' and shows a list of 'Order changed' events. An orange arrow points from the 'Settings' icon in the activity feed to a 'Settings' modal window.

The 'Settings' modal window allows users to filter the activity feed events. The following table shows the events included in the activity feed:

Include the following events in my activity feed:			
New PO	<input checked="" type="checkbox"/>	Invoice rejected	<input checked="" type="checkbox"/>
Order changed	<input checked="" type="checkbox"/>	Invoice approved	<input checked="" type="checkbox"/>
Order cancelled	<input checked="" type="checkbox"/>	Invoice paid	<input checked="" type="checkbox"/>
Orders failed	<input checked="" type="checkbox"/>		
Order confirmation failed	<input checked="" type="checkbox"/>		

The modal also features 'Save' and 'Cancel' buttons at the bottom right.

Dashboard



Shipment Tracking

Latest status of the order after shipping

The screenshot displays the SAP Business Network dashboard. At the top, there is a navigation bar with 'Business Network' and 'Enterprise Account' (with a red 'LOGOUT' button). Below this is a secondary navigation bar with various menu items: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with the text 'Orders and Releases', 'ANDREAS STIHL AG ...', 'Exact match', and 'Order number'. The main content area features an 'Overview' section with five key metrics: 28 New orders, 89 Orders, 201 Items to ship, 21 Ship notices, and 0 Enablement Tasks, all for the last 31 days. Below this is a 'Purchase order tracking' section for order number 005660158000061FO, which is marked as 'Partially Shipped'. It shows the order creation date as Jan 10, 2025, the customer as ANDREAS STIHL AG & Co. KG - TEST, and a total amount of €575,700.00 EUR. A timeline of milestones is visible, including 'Order changed' events on Dec 6, 13, and 20, 2024, and 'Order partially shipped' on Jan 2, 2025. To the right, a 'Shipment tracking' section includes a 'Purchase order number' input field with a callout bubble saying 'Enter exact number', a 'Track' button, and a world map.

My Account



My Account

From the header you can access your own user account and make changes to it

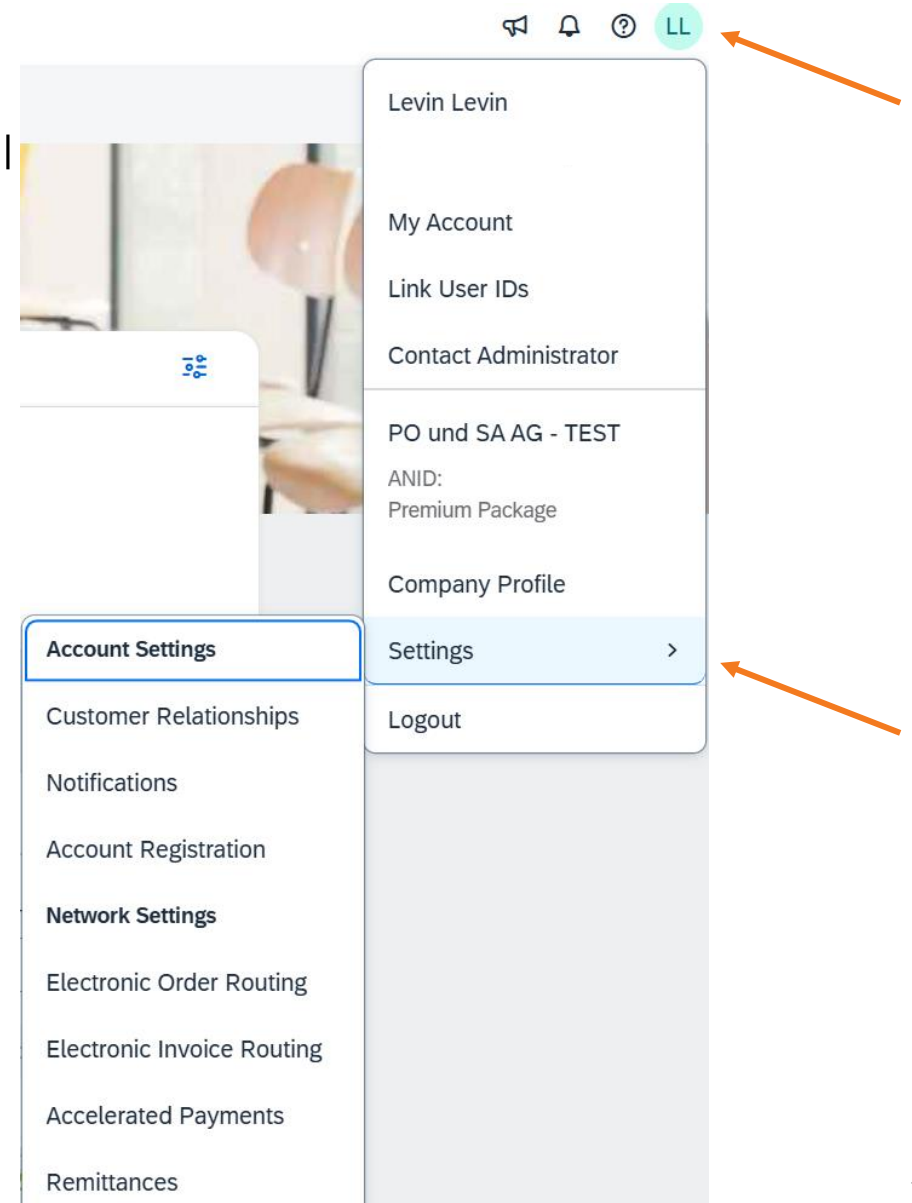
The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', and 'Enterprise Account' with a 'TEST MODE' indicator. A navigation menu contains links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the menu is a search bar with filters for 'Orders and Releases', 'ANDREAS STIHLAG ...', 'Exact match', and 'Order number'. A user profile dropdown menu is open, showing 'Levin Levin', 'My Account' (highlighted with a blue border and an orange arrow), and 'Link User IDs'. The main content area is titled 'My Account' and contains several sections: 'Account Settings' with a note that an asterisk indicates a required field; 'Account Information' with fields for Username, Email Address, First Name (Levin), Middle Name, Last Name (Levin), and Business Role (Customer Service); 'Preferences' with fields for Preferred Language (English), Preferred Timezone (Europe/Berlin), and Default Currency (Euro); and 'Contact Information' with fields for Country (DEU 49), Area, Number, Extension, and Address 1.

My Account

Settings

From the My Account menu you can individually configure many portal functions under Settings

- Users
- Roles
- Notifications
- ...



My Account

Settings - Roles 1/2

In roles you can maintain several roles with different access rights

Role Name	Users Assigned	Actions
Administrator	Oliver Zügel	
Admin	Abhinov Lanka	
Shilpa	Shilpa A	

Add new role



My Account



Settings - Roles 2/2

In roles you can maintain several roles with different access rights

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Maintain the authorization of the role

<input type="checkbox"/>	Permission	Description
<input type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts page or participate in events or contract tasks
<input type="checkbox"/>	Analytics Dashboard Access	Access the Analytics Dashboard
<input type="checkbox"/>	Archive Access	View and search archived items
<input type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Collaboration Request Access	View collaboration requests
<input type="checkbox"/>	Collaboration Request Administration	View and administer collaboration requests
<input type="checkbox"/>	Company Data Deletion Configuration	Access to company data config

My Account



Settings - User

Several users can be maintained with different rights/roles

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...▼

Users (3)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username ▼ Enter username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>			Shilpa	A	No	Shilpa		Apsolut DSAPP Test	Yes	Actions ▼
<input type="checkbox"/>			Abhinov	Lanka	No	Admin		Apsolut - TEST	Yes	Actions ▼
<input type="checkbox"/>			Oliver	Zügel	No	PROFILE_MGMT_ROLE: +8		All(3)	Yes	

↳ Add to Contact List Remove from Contact List

Maintain user

Maintain user data

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the SAP Business Network Discovery Contact ⓘ

Limited access ⓘ

Country Area Number

Office Phone: USA 1 ▼

Role:

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Admin	
<input type="checkbox"/>	Shilpa	

Assignment of role to user

Settings - Notifications

Levin Levin

My Account

Link User IDs

Contact Administrator

PO und SA AG - TEST

ANID:
Premium Package

Company Profile

Settings >

Logout

Account Settings

Customer Relationships

Notifications

Customer Relationships Notifications Account Registration API management

General Network Discovery

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	* <input type="text"/>
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	* <input type="text"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	* <input type="text"/>
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	* <input type="text"/>

Settings - Notifications

Individual maintenance of when a notification should be sent

For example

- Notification in case of missing confirmation
- Notification of open shipment

Customer Relationships Notifications Account Registration API management

General Network Discovery

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	* <input type="text"/>
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	* <input type="text"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	* <input type="text"/>
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	* <input type="text"/>

Other Notifications

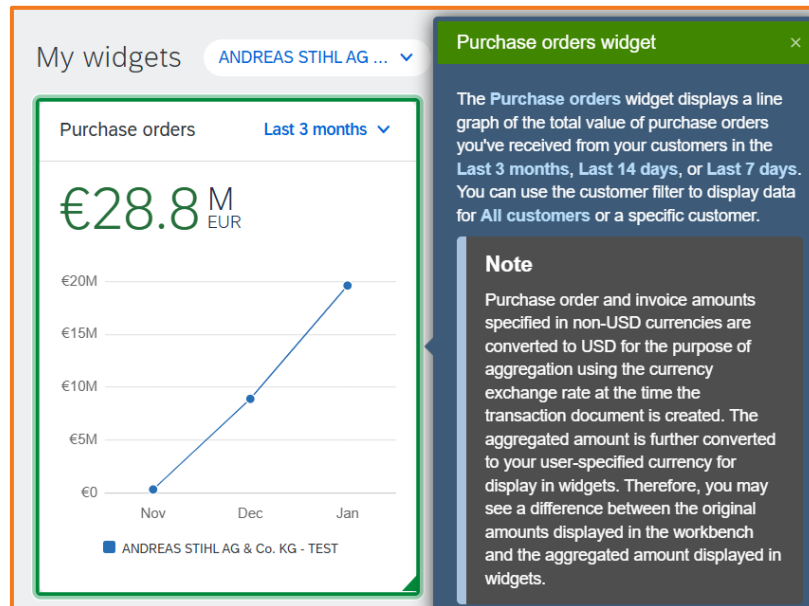
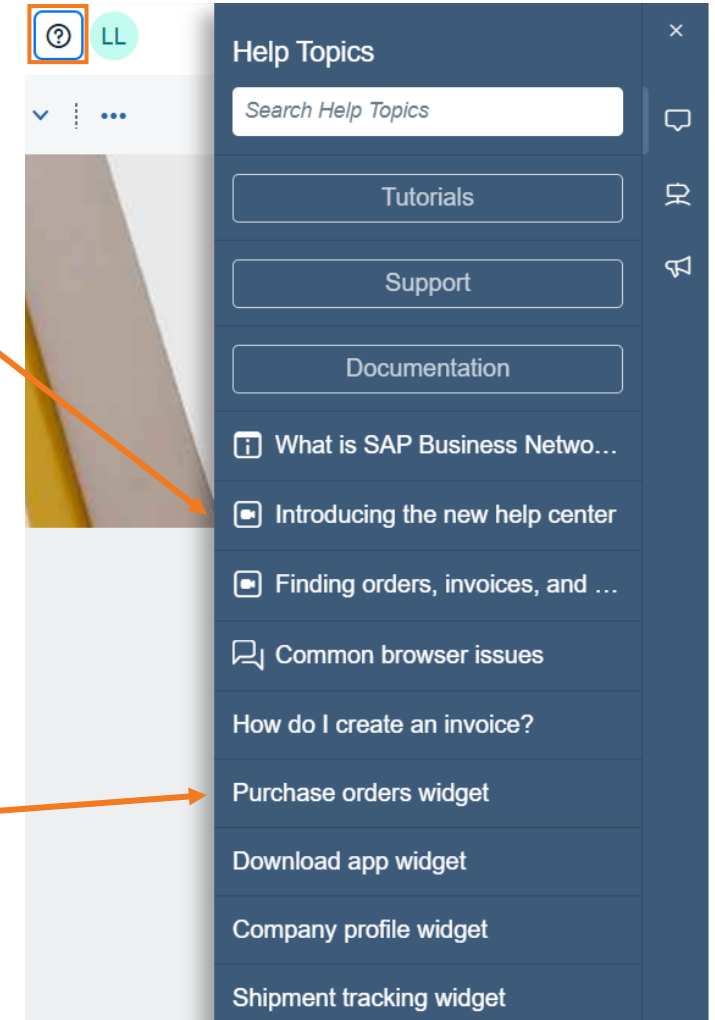
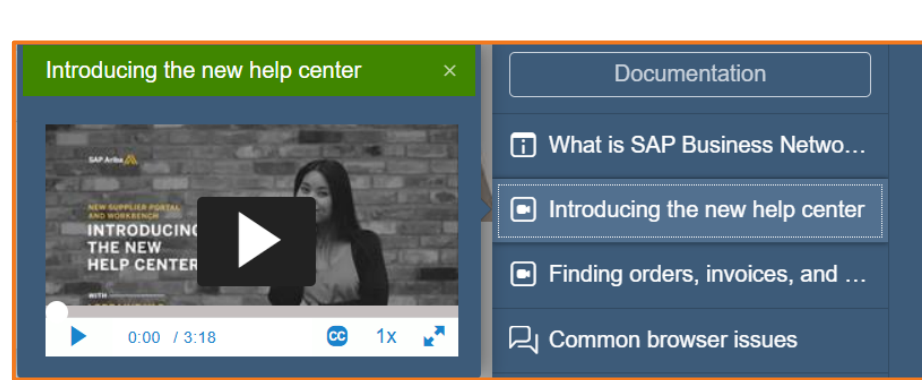
Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* <input type="text"/>
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	* <input type="text"/>
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	* <input type="text"/>
Reminder of non-received order items	<input checked="" type="checkbox"/> Send reminders of non-received items from orders. This notification depends upon a customer rule.	* <input type="text"/>
Reminder of non-shipped order items	<input checked="" type="checkbox"/> Send reminders of non-shipped items from orders. This notification depends upon a customer rule.	* <input type="text"/>
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	* <input type="text"/>
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password.	* <input type="text"/>

My Account

My Account

From the header you can access the Help function. Here you will find more detailed guidance on the portal

- Videos
- Explanations



SAP ARIBA – SCHEDULING AGREEMENT RELEASE



Table of Content

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2.2 Structure and versioning of scheduling agreements

2.3 Search & identify scheduling agreement by purchase order type

2.4 Search & identify scheduling agreement by material number

3. Advanced Shipping Notification (ASN)

3.1 General Information

3.2 Create and submit shipping notification

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

4. Goods receipt

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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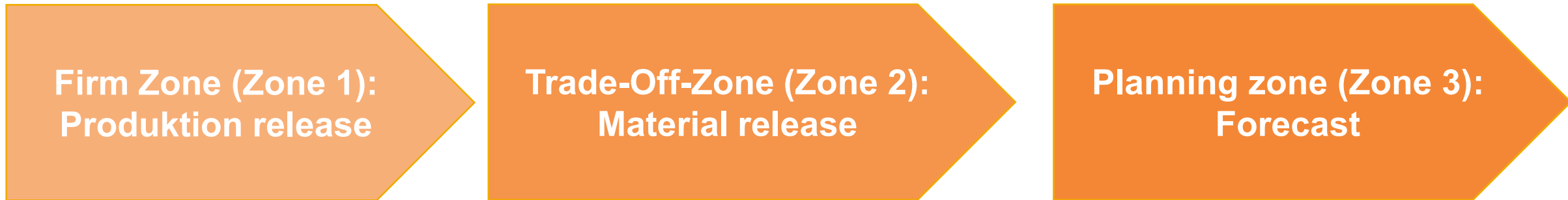
4. Goods receipt

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).



Releases in this zone are binding.

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

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.

Calls in this planning/forecast zone are informative.

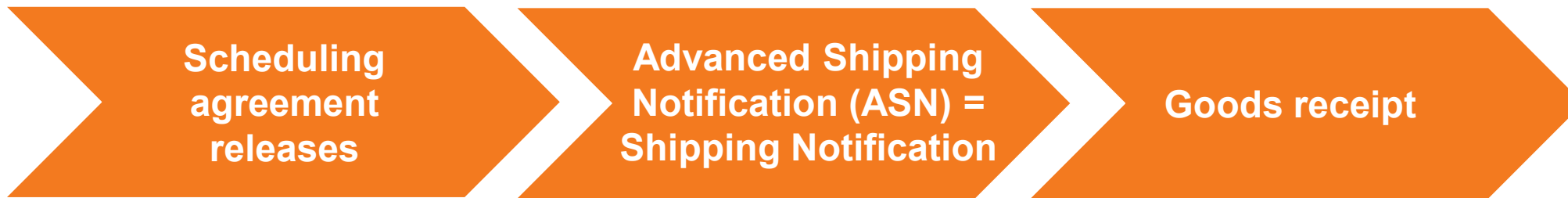
There is no obligation on the part of STIHL.

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

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SAP ARIBA – SCHEDULING AGREEMENT RELEASE



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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 portal interface. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area features the STIHL logo on the left. To the right of the logo, there are two columns of text. The first column, labeled with a '2' in a circle, contains 'From: Customer STIHL Tirol GmbH, Hans Peter Söhl-Str.-5, 6336 Langkampfen / Kufstein, Tyrol, Austria, Phone: Fax:'. The second column, also labeled with a '2' in a circle, contains 'To: PO und SA AG - TEST, Bahnhofstraße 17, Leinfelden, 70771 Leinfelden-Echterdingen, Baden-Württemberg, Germany, Phone: Fax: Email: testsupplier.levin@freenet.de'. To the right of this, there is a 'Purchase Order (Partially Received) 4591719143' with 'Amount: RMB608,256.00 CNY' and 'Version: 1', labeled with a '1' in a circle. A 'Track Order' button is located below the purchase order information.

This block shows a detailed view of the purchase order information. It includes the text 'Purchase Order (Partially Received) 4591719143', 'Amount: RMB608,256.00 CNY', and 'Version: 1'. Below this is a 'Track Order' button. At the bottom, it shows 'Routing Status: Acknowledged', 'External Document Type: Standard PO (NB)', and 'Related Documents: 5003717061 5003717049'. A callout '3' in a circle points to the routing status information.

- 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 Str.
6336 Langkampfen / Kufstein
Tyrol
Austria
Fax:

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

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

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

Payment Terms
Scheduling Agreement ID
0055900217

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

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

Other Information
Company Code: AT20
Purchase Group: 500
Purchase Organization: AT20
Requester: DICJDNH
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)
005590030700010500
Version: (Previous Version)

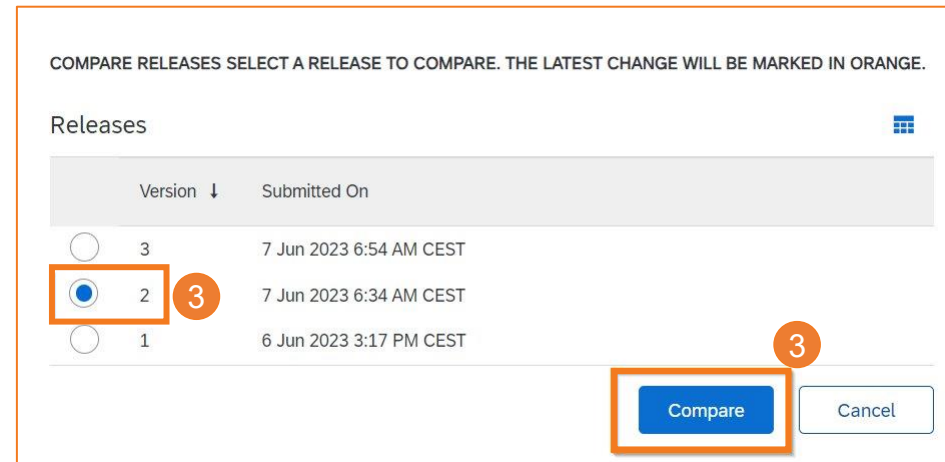
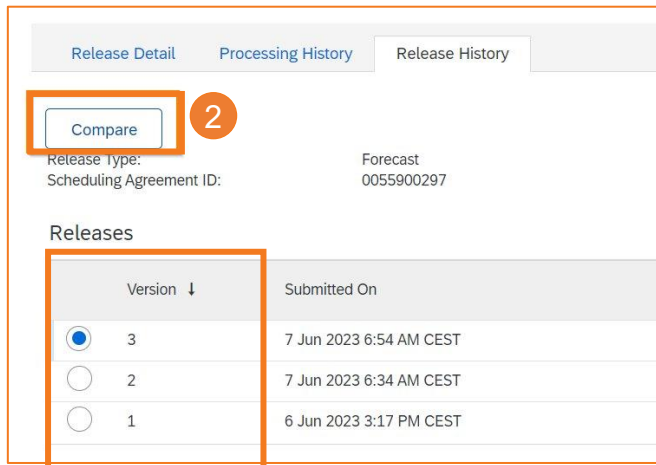
Track Order

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.



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	→ Edited		0711-151-5003-PTM	Material			7.000 5.000 -(KGM) ⓘ	6 Jun 2023	11.00 EUR	77.00 EUR 55.00 EUR
Description: >ABS< black RAL9005											

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								
Status								
7.000 Unconfirmed								
Control Keys								
Order Confirmation: allowed								
Ship Notice: allowed								
Invoice: is not ERS								
Release Information								
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								
Information on Ship Notice [Optional]								
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 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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3.1 General Information

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

4. Goods receipt

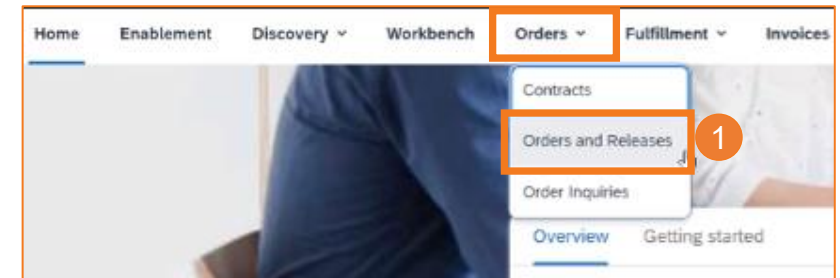
SAP ARIBA – SCHEDULING AGREEMENT RELEASE



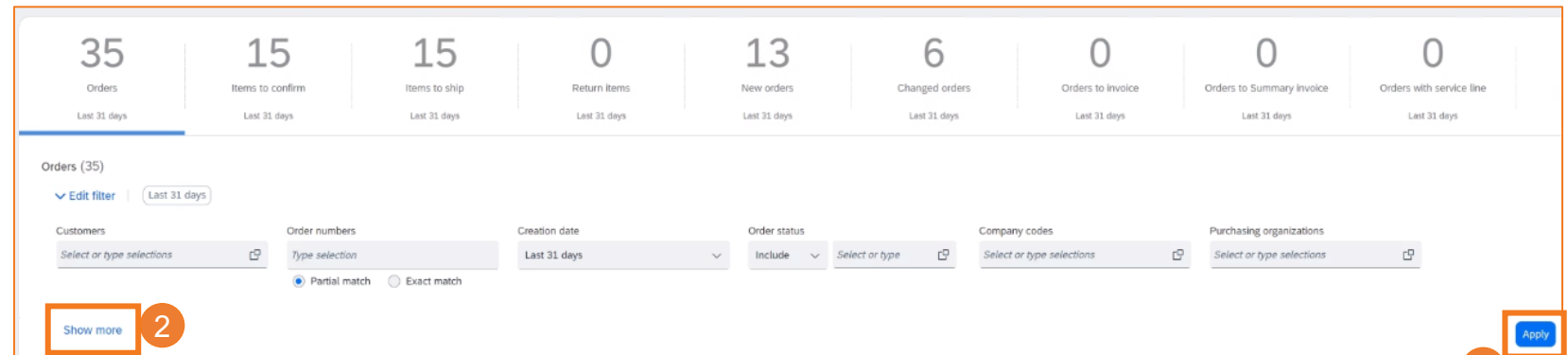
2. Delivery schedule portal use

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
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		...

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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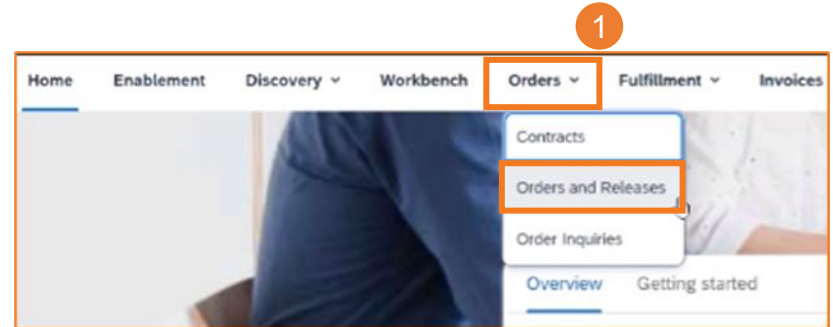
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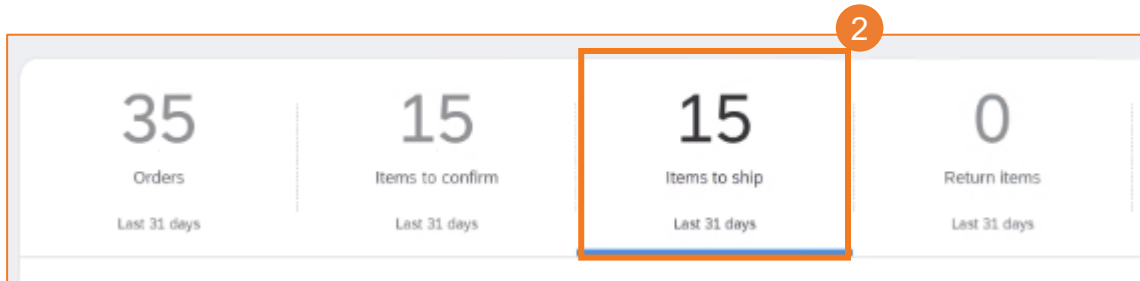
2. Delivery schedule portal use

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.

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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 - 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders
4. Goods receipt

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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 - 3.1 General Information**
 - 3.2 Create and submit shipping notification
 - 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders
4. Goods receipt

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.

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.

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

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 (mandatory, if required by Stihl)
	Production date	Optional (mandatory, if Supplier Batch-ID is required)
	Expiry date	Optional (mandatory, if Supplier Batch-ID is required)
	Country of origin	Optional (mandatory, if Supplier Batch-ID is required)
Handling unit	Controlled at transaction level (adoptet from STIHL ERP)	

SAP ARIBA – SCHEDULING AGREEMENT RELEASE



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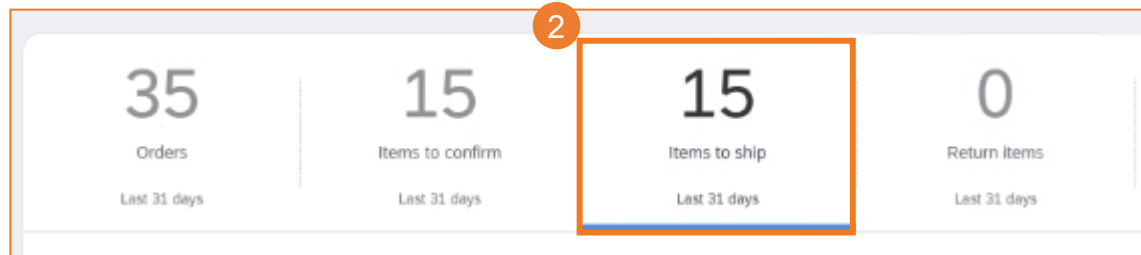
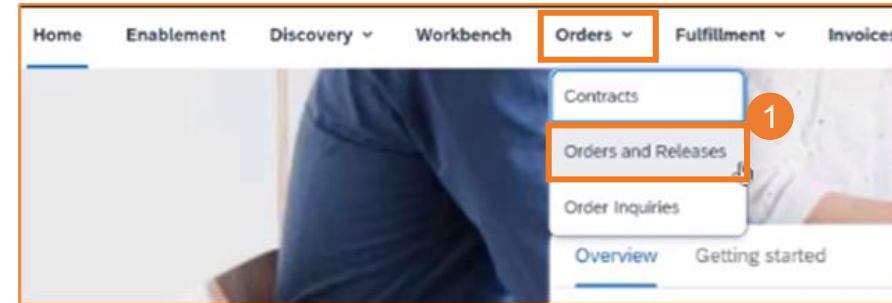
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SAP ARIBA – SCHEDULING AGREEMENT RELEASE

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".

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
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

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.

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.).

- 13 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	Remove
Description: >ABS< black RAL9005								
Shipment Status								
Total Item Due Quantity: 2 KGM								
Handling Unit (required)								
⚠ This line requires Handling Unit								
13								
Line								
	1	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	Download PDF Add Details	
		2.000	Test12345	Austria [AUT]				
Add Ship Notice Line								
Add Order Line Item Manage Serial Numbers								
Download PDF Pack Items Save Exit Next								

SAP ARIBA – SCHEDULING AGREEMENT RELEASE/ PURCHASE ORDER **STIHL**

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 (mandatory, if needed by STIHL). The batch ID can consist of a maximum of 15 characters.
- 15 The **country of origin** can be selected from the drop-down menu. Select **production date** and **expiry date**.
- 16 Continue with "**Pack Items**" or with „**Next**". It depends on whether an HU is required for the specific material.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4592266896	1		4850-400-6565	200.000	PCE ⓘ	28 Mar 2025		2.51 EUR	502.00 EUR	AT21	Remove

Description: AP 200.0 S Battery

Shipment Status
Total Item Due Quantity: 200 PCE ⓘ

Confirmation Status
Total Confirmed Quantity: 200.000 PCE ⓘ Total Backordered Quantity: 0 PCE ⓘ

Handling Unit (required)
⚠ This line requires Handling Unit

Line	Ship Qty	Supplier Batch ID *	Country of Origin	Production Date *	Expiry Date *	
1	200.000	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Download PDF Add Details

14 15 15 15 16

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

Pack Items



17 Click on pack items (This allows you to print the delivery note and HU labels. However, that cannot be done until submission of the shipping notification has been completed)

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4592266896	1		4850-400-6565	200.000	PCE ⓘ	28 Mar 2025		2.51 EUR	502.00 EUR	AT21	Remove

Description: AP 200.0 S Battery

Shipment Status
Total Item Due Quantity: 200 PCE ⓘ

Confirmation Status
Total Confirmed Quantity: 200.000 PCE ⓘ Total Backordered Quantity: 0 PCE ⓘ

Handling Unit (required)
⚠ This line requires Handling Unit

Line	Ship Qty	Supplier Batch ID *	Country of Origin	Production Date *	Expiry Date *	
1	<input type="text" value="200.000"/>	<input type="text" value="34234"/>	<input type="text" value="- Select Country -"/>	<input type="text" value="1 Mar 2025"/>	<input type="text" value="31 Mar 2025"/>	Download PDF Add Details

[Add Ship Notice Line](#)

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

[Download PDF](#) **17** [Pack Items](#) [Save](#) [Exit](#) [Next](#)

Pack Items - Create instructions



- 18 In this view, you can see all the order items included in the ASN together with the quantities to be shipped
- 19 In the lower area, you can select packing specifications at item level
- 20 This button takes you directly back to the previous screen for ASN creation
- 21 After entering the packing information, this button takes you to the next page showing the HU overview

Define packaging instructions Exit Next

1
Create ship notice

2
Define instructions

3
Confirm packing

4
Print labels

5
Review ship notice

i Here are the instructions we have for packing your ship notice items. You can edit instructions for this shipment. X

Summary

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
1.1	4592266923	4850-400-0608-B Contact plate	45253532	200 H87

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
4850-400-0608-B Contact plate						✓
7777ASNMI1	4850-400-0608-B - 7777ASNMI1	Contains 4850-400-0608-B Contact plate	9999	H87 159.984	159.984	KGM

(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)

Pack Items - Confirm Packaging



As in the previous slide it has been defined that only 60 pieces fit in the packaging, the system, itself calculated that we need three packages with each 60 pieces and 1 one package with 20 pieces.

Click "Next".

Save
Define Instructions
Next

1
2
3
4
5

Create ship notice
Define instructions
Confirm packing
Print labels
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
1.1	4592266923	4850-400-0608-B Contact plate	45253532	200 H87	200 of 200	100.00% <div style="width: 100%; height: 5px; background-color: green;"></div>

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

7777ASNMI1 4

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date		
▼ Handling Unit 1							Edit	
[icon] 7777ASNMI1 1	1.1	4850-400-0608-B Contact plate	60	H87	45253532	1 Mar 2025	31 Mar 2025	Move to... +
[icon] 7777ASNMI1 2	1.1	4850-400-0608-B Contact plate	60	H87	45253532	1 Mar 2025	31 Mar 2025	Move to... +
[icon] 7777ASNMI1 3	1.1	4850-400-0608-B Contact plate	60	H87	45253532	1 Mar 2025	31 Mar 2025	Move to... +
[icon] 7777ASNMI1 4	1.1	4850-400-0608-B Contact plate	20	H87	45253532	1 Mar 2025	31 Mar 2025	Move to... +

Pack Items - Serial Numbers



The labels can be printed out at a later stage. The button “print all lables” does have not functionality.

22 Via “manage” you can mass upload serial numbers

23 Alternatively, you can enter serial numbers manually

Click “next”.

The screenshot shows a multi-step process for packing items. The progress bar indicates the current step is 'Print labels' (step 4). A green notification bar states: 'You're all set to print labels and confirm this ship notice.' Below this is a 'Summary' section with a table:

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
1.1	4592266923	4850-400-0608-B Contact plate	43424	200 H87	200 of 200	100.00%

Below the summary is the 'Packing hierarchy' section, showing a tree structure with '7777ASNMI1' and a count of '4'. To the right of this section is a 3D box icon and a 'Manage' button (annotated with 22) and a 'Print all labels' button.

The main table below shows the packing hierarchy details:

Handling unit type	ASN item no.	Handling unit no.	Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1									
7777ASNMI1 1	1.1	00000000081000016513	1	4850-400-0608-B Contact plate	60 H87	43424	1 Mar 2025	31 Mar 2025	
7777ASNMI1 2	1.1	00000000081000016514	2	4850-400-0608-B Contact plate	60 H87	43424	1 Mar 2025	31 Mar 2025	
7777ASNMI1 3	1.1	00000000081000016515	3	4850-400-0608-B Contact plate	60 H87	43424	1 Mar 2025	31 Mar 2025	
7777ASNMI1 4	1.1	00000000081000016516	4	4850-400-0608-B Contact plate	20 H87	43424	1 Mar 2025	31 Mar 2025	

Annotations in the screenshot: 22 points to the 'Manage' button, and 23 points to the 'View/edit serial numbers' button in the table's action column.

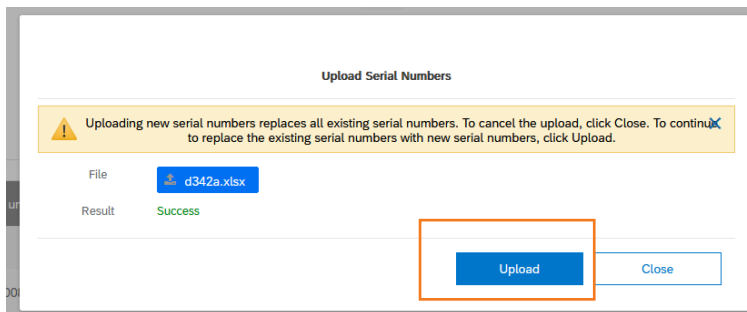
Pack Items - Serial Numbers - Mass upload

Via “manage” you can mass upload serial numbers.

1. Download the template: Manage → download template
2. Insert the corresponding serial number

SAP Ariba										
Serial Number										
Purchase Order ID	Item Line Number	Item Supplier Part ID	Item Customer Part ID	Item Ship Notice Line Number	Item Batch ID	Packaging	Handling Unit Number	Pack ID	Packed Quantity	Item Serial Number
4592584941	1		0000-700-6310	1		7777111EUA5 1	0000000008100001722€12		168	3423555
4592584941	1		0000-700-6310	1		7777111EUA5 1	0000000008100001722€12		168	89661311
4592584941	1		0000-700-6310	1		7777111EUA5 1	0000000008100001722€12		168	0793300002
4592584941	1		0000-700-6310	1		7777111EUA5 1	0000000008100001722€12		168	

3. Upload the file again: Manage → Upload file



Pack Items - Print Labels



Here the labels can only be printed here.

Note: The labels must be attached to the packaging!

SAP Business Network Enterprise Account TEST MODE

Create Ship Notice

Previous Download PDF Print Labels Save Submit Exit

Confirm and submit this document.

SHIP FROM
PO und SA AG - TEST
Bahnhofstraße 17
Leinfelden
70771 Leinfelden-Echterdingen
Baden-Württemberg
Germany

DELIVER TO
STIHL Tirol GmbH
Hans Peter Stihl-Straße 5
6336 Langkampfen
Tyrol
Austria

SHIPPING

Packing Slip ID: 34242
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --
Actual Delivery Date: 28 Mar 2025
Gross Volume: --
Gross Weight: --
Is divisible: No

TRACKING

Create Ship Notice

To print a custom PDF, select one of the options below:

Number	Name
1.	Andreas Stihl_ASN_V1

HU No.

0000000000081000016513

Quantity	60.000	Unit	PCE	HUT	MIG1
COO	Batch Number		43424		

Material No.

4850-400-0608-B

Material Description **Contact plate**

STIHL

SAP Ariba – SCHEDULING AGREEMENT RELEASE/ PURCHASE ORDER **STIHL**

3. Advanced Shipping Notification (ASN)

3.2 Create and submit shipping notification

Check all the information you have entered.

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

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

The screenshot displays two SAP Ariba screens. The top screen, titled 'Create Ship Notice', shows a confirmation dialog with a 'Submit' button highlighted by a red circle and the number 24. The dialog contains the following information:

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

The bottom screen, titled 'Scheduling Agreement Release: 005590029700010FOR', shows a 'Done' button highlighted by a red circle and the number 25. The screen displays the STIHL logo and the following information:

From:	To:	Scheduling Agreement Release
Customer STIHL Tirol GmbH Hans Peter Stihl-Str. 6536 Langkampfen / Kufstein Tyrol Austria Fax:	PO und SA AG - TEST Bahnhofstraße 17 Leinfelden 70771 Leinfelden-Echterdingen Baden-Württemberg Germany Phone: Fax: Email: testsupplier.levin@freenet.de	(+ Shipped) 005590029700010FOR Version: 3 (Previous Version) Track Order

Additional information at the bottom of the screen includes 'Payment Terms', 'Scheduling Agreement ID: 0055900297', 'Contact Information', and 'Routing Status: Acknowledged' with effective and expiration dates.

SAP ARIBA – SCHEDULING AGREEMENT RELEASE



Table of Content

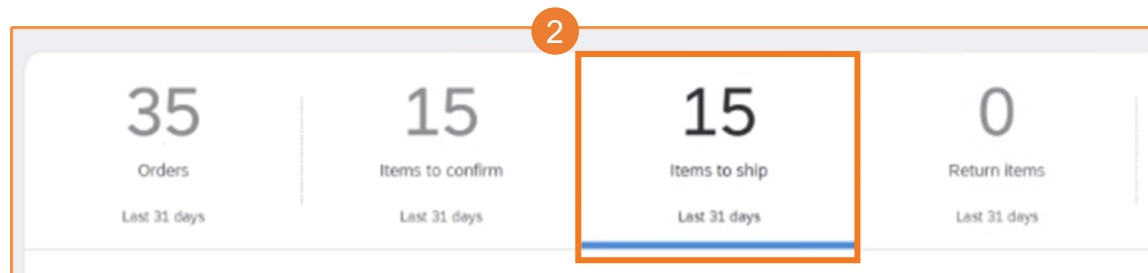
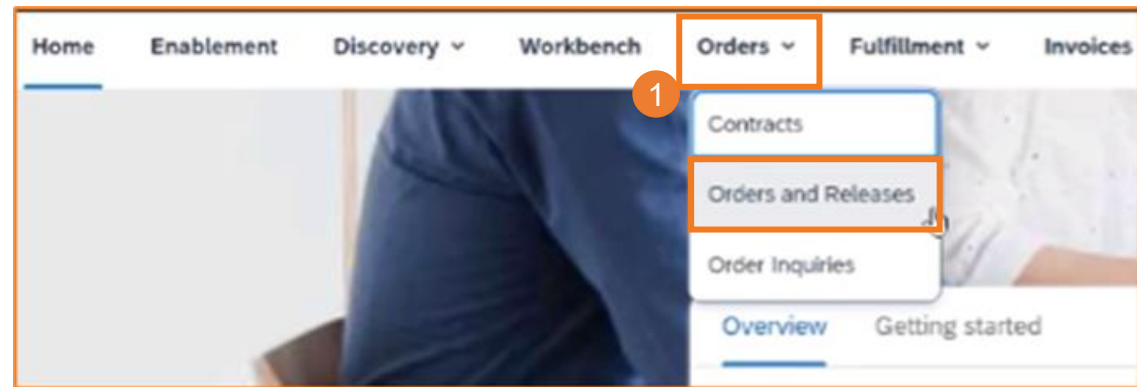
1. Scheduling agreement processing
2. Delivery schedule portal use
 - 2.1 General Information
 - 2.2 Structure and versioning of scheduling agreements
 - 2.3 Search & identify scheduling agreement by purchase order type
 - 2.4 Search & identify scheduling agreement by material number
- 3. Advanced Shipping Notification (ASN)**
 - 3.1 General Information
 - 3.2 Create and submit shipping notification
 - 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders**
4. Goods receipt

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.

The screenshot displays the SAP ARIBA 'Order Items' screen. It shows two order lines for 'Fan wheel' (Part No. 00040860505A) with a quantity of 500.000 PCE. The 'Ship By' date is 1 Oct 2023, and the 'Unit Price' is \$2.99 USD. The 'Subtotal' is \$1,495.00 USD. The 'Customer Location' is AT21. The 'Shipment Status' is 'Total Item Due Quantity: 500 PCE'. The 'Confirmation Status' is 'Total Confirmed Quantity: 0 PCE'. The 'Total Backordered Quantity' is 0 PCE. The 'Line' table shows 'Line 1' with 'Ship Qty' of 500.000, 'Supplier Batch ID' (empty), 'Country of Origin' (dropdown menu), 'Production Date' (calendar icon), and 'Expiry Date' (calendar icon). The 'Add Ship Notice Line' button is visible below each line. The 'Pack Items' button is highlighted with a red box at the bottom right of the screen.

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	Remove
Description: Fan wheel											
Shipment Status Total Item Due Quantity: 500 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	500.000		- Select Country -			Download PDF	Add Details				
Add Ship Notice Line											
4591572889	1		00040860505A	500.000	PCE	1 Oct 2023		\$2.99 USD	\$1,495.00 USD	AT21	Remove
Description: Fan wheel											
Shipment Status Total Item Due Quantity: 500 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	500.000		- Select Country -			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



Table of Content

1. Scheduling agreement processing
2. Delivery schedule portal use
 - 2.1 General Information
 - 2.2 Structure and versioning of scheduling agreements
 - 2.3 Search & identify scheduling agreement by purchase order type
 - 2.4 Search & identify scheduling agreement by material number
3. Advanced Shipping Notification (ASN)
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 - 3.2 Create and submit shipping notification
 - 3.3 Create Shipping Notification - for multiple scheduling agreement call-offs/orders
- 4. Goods receipt**

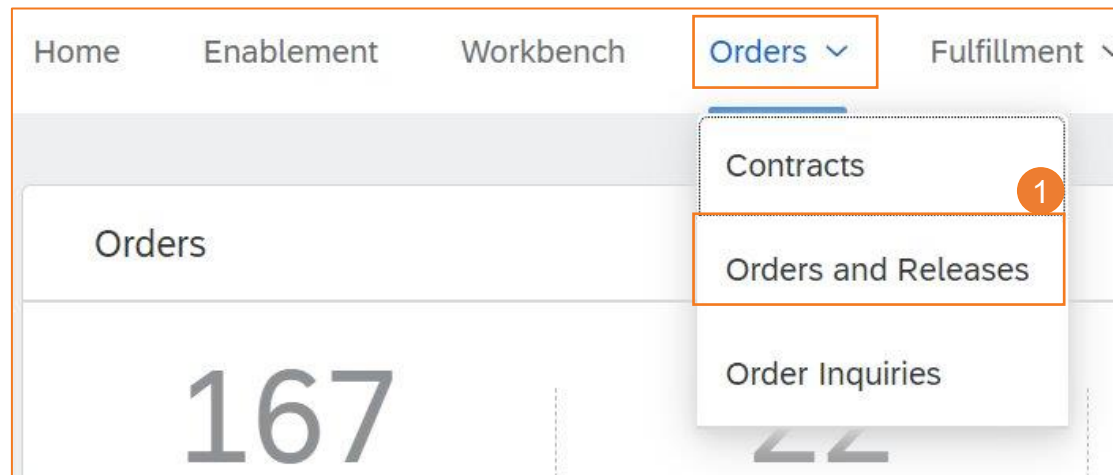
SAP ARIBA – SCHEDULING AGREEMENT RELEASE

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:

- Filtering is possible via the creation date or the order status.
- When the goods receipt arrives in the portal, the status of the corresponding order is automatically updated to „**Received**“.
- 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).

Orders (167)

▼ Edit filter

Customers:

Order numbers:
 Partial match Exact match

Creation date: ▼

Order status:

Company codes:

Purchasing organizations:

Customer locations:

Order type: Orders with

Routing status: ▼

Min amount: Max amount: Currency: ▼

Visibility: ▼

Show less

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
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.
Approved	You have received the order.
Failed	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.

4. Goods receipt

The status of the call-off:

Status of call-off	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.
Confirmed	You have agreed to send all items.
Partially confirmed Partially sent 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.

4. Goods receipt

The status of the call-off:

Status of call-of	Definition
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	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.
Received Partially received Returned	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.
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**

