

SAP Business Network Training

Purchase Order Collaboration

Logistics / Supply Chain Management | 16.02.2024

**WE SHAPE
FUTURE
MOBILITY**



MAHLE

Order Collaboration

In this Chapter You Will Learn About ...

Learning Focus

1. What are the benefits of using purchase order collaboration and what are the documents
2. How does the interaction look like – Purchase Order Collaboration Workflow Diagram
3. How to interact within the Order Collaboration Portal:
 - Search and Identify the PO
 - View PO Details
 - PO Content and fields description
 - Mass Download of all open PO's



Follow especially the process steps marked with this symbol.

Order Collaboration

Introduction

Purchase Order Collaboration aims at streamlining the Buyer – Supplier interaction.

The central component is the SAP Business Network that provides:

- A real time insight into the same shared information for both Buyer and Supplier.
- Error avoidance by making sure that requested, delivered and invoiced match up.
- Enablement of automatic synchronization with Supplier's and Buyer's back end systems.

General Considerations

PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.

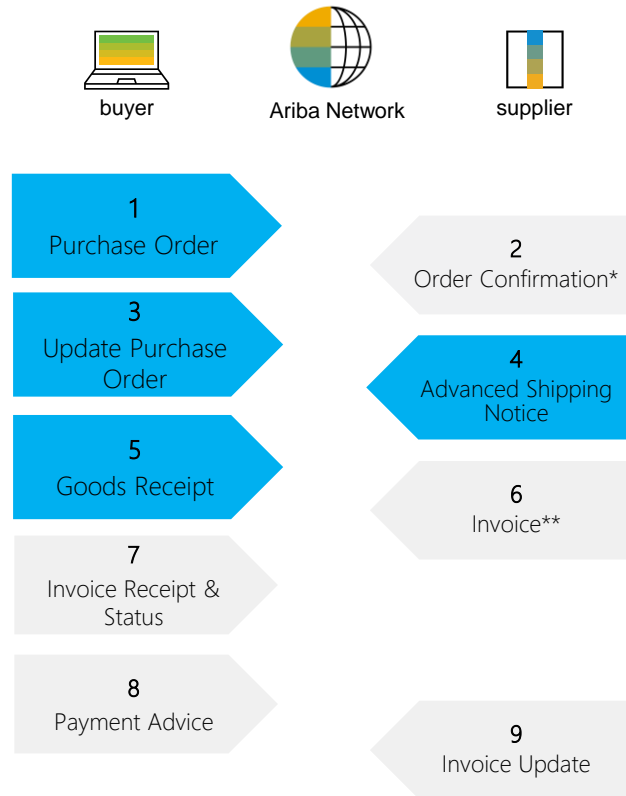
Order Collaboration

PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price. It can be a standard serial PO, sample PO or pre-series PO.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items.</p> <p>The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It serves a confirmation or a deviation in terms of content details.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and a number of items. It also contains packing information, except the ASNs for sample or pre-series PO. The header contains data that is valid for all items and packages.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Structure</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification and to a Purchase Order.</p>

Order Collaboration

PO Collaboration Workflow Diagram

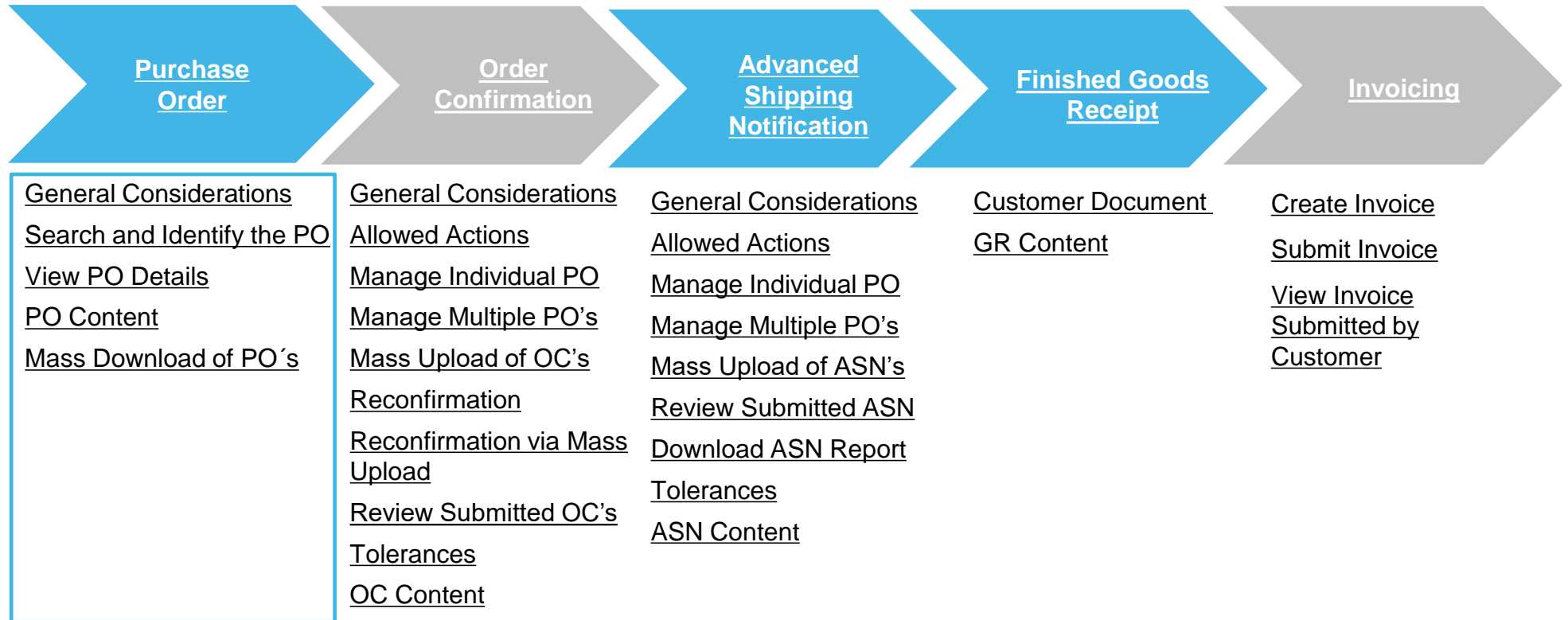


*Order Confirmation is used only by Non-Production Suppliers – see a special SAP Business Network training for Order Confirmations

**Invoicing Process will be introduced to a later point of time.

Order Collaboration

Overview - Order Collaboration Portal Interaction






STANDARD

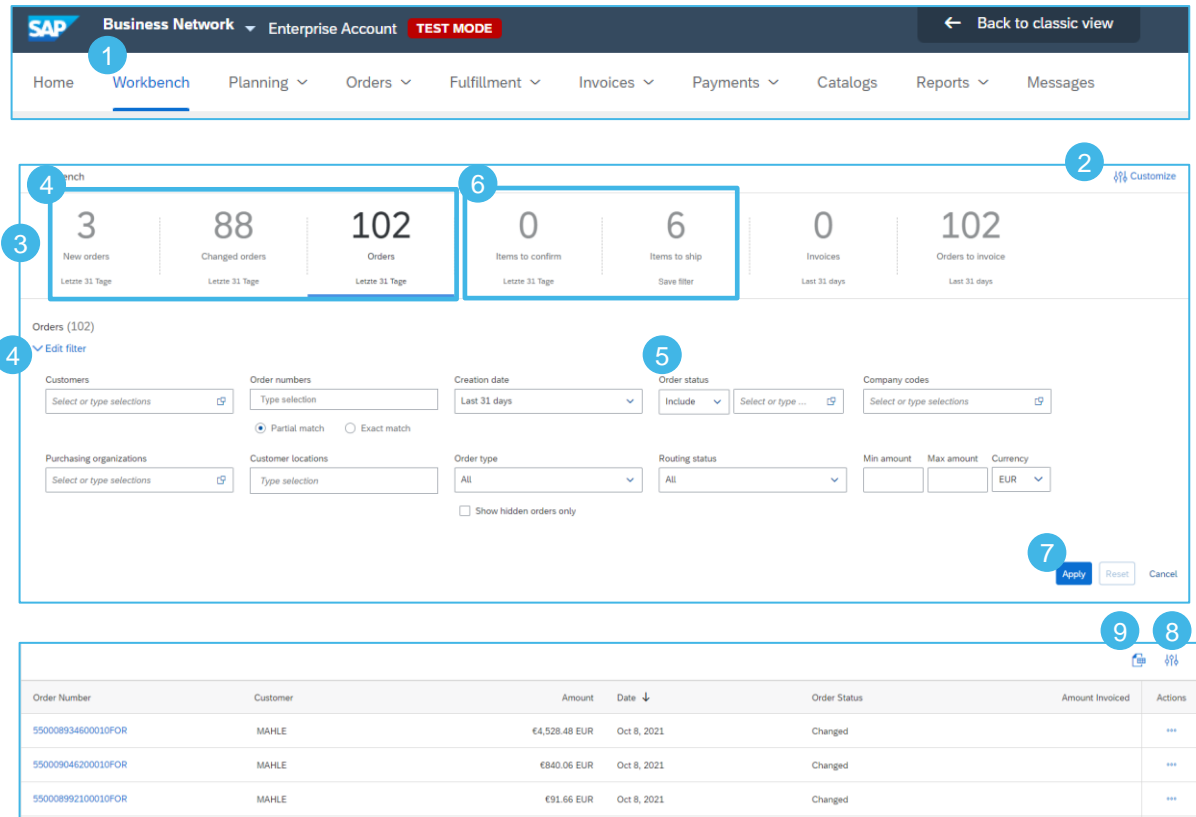
Purchase Order

Search and Identify the PO – Workbench – Orders

You can search and identify the PO from the **Workbench**.

Searching via Workbench:

1. Click **Workbench**.
2. Click on  **Customize** to select the tabs as standards settings for Workbench = mandatory are tabs: New Orders, Changed Orders, Orders and Items to Ship.
3. Select any of **Orders** tile.
4. Use **filters** to identify the right document. In the tabs **New orders**, **Changed orders** and **Orders** are filters possible only on header level.
5. In tab **Orders**, you can use selection according to **Order status**, e.g., exclude the status “Received”. In that case, all PO, where we made the GR posting to whole ordered quantity, will be excluded.
6. In the tabs **Items to ship** or **Items to Confirm** are filters also at item level.
7. Click on **Apply**. Search results will appear.
8. Click **configure** button to customize the view.
9. Click **export** button to download data in Excel.



The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Workbench' tab is active, displaying a dashboard with tiles for 'New orders' (3), 'Changed orders' (88), 'Orders' (102), 'Items to confirm' (0), 'Items to ship' (6), 'Invoices' (0), and 'Orders to invoice' (102). Below the dashboard, the 'Orders (102)' section is expanded, showing a filter configuration area with fields for Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Apply' button is highlighted. Below the filter area, a table displays search results for Purchase Orders.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
55000893460001OFOR	MAHLE	€4,528.48 EUR	Oct 8, 2021	Changed		...
55000904620001OFOR	MAHLE	€840.06 EUR	Oct 8, 2021	Changed		...
55000899210001OFOR	MAHLE	€91.66 EUR	Oct 8, 2021	Changed		...

Note:

- If the order can not be found in search, please check PO instructions or contact MAHLE.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

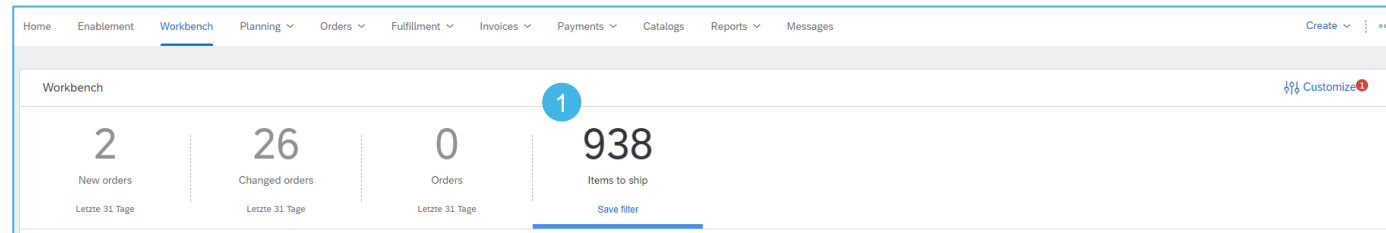
Purchase Order

Search and Identify the PO – Workbench – Items to ship

1. Select any of **Items** tab.
2. Use **filters** to identify the right document. In the tabs **Items to confirm** and **Items to ship** are several filters on item level
3. Select the filter criteria: Identify all demands using only following **three filters**:

- **Need by Date:** “None”, to involve also demands in backlog
- **Creation date:** “Last 365 days”, to involve all orders sent to SAP Business in the last 365 days
- **Invoicing status:** “Exclude fully invoiced”

4. Click on Apply to select the data according to the defined criteria.
5. Click on Reset to delete the defined criteria.

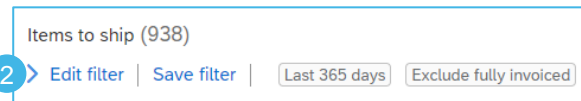
Workbench

2 New orders
Letzte 31 Tage

26 Changed orders
Letzte 31 Tage

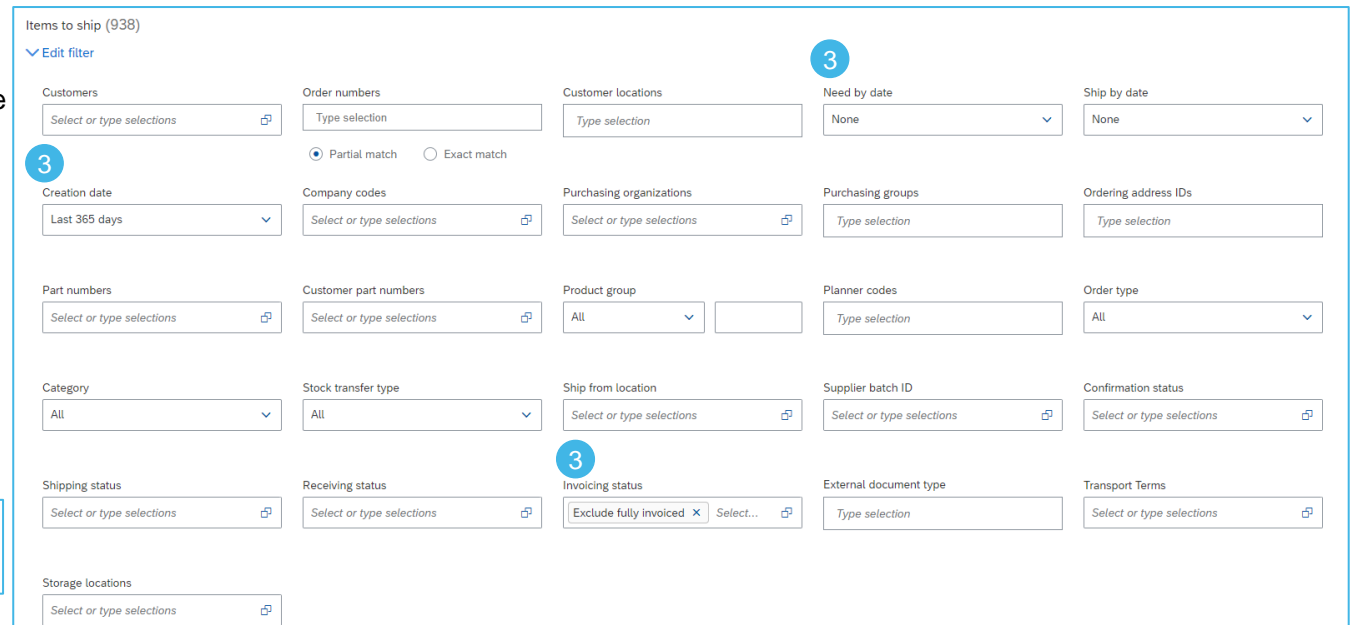
0 Orders
Letzte 31 Tage

938 Items to ship
Save filter



Items to ship (938)

2 > Edit filter | Save filter | Last 365 days | Exclude fully invoiced



Items to ship (938)

3 > Edit filter

Customers Select or type selections	Order numbers Type selection	Customer locations Type selection	Need by date None	Ship by date None
Creation date Last 365 days	Company codes Select or type selections	Purchasing organizations Select or type selections	Purchasing groups Type selection	Ordering address IDs Type selection
Part numbers Select or type selections	Customer part numbers Select or type selections	Product group All	Planner codes Type selection	Order type All
Category All	Stock transfer type All	Ship from location Select or type selections	Supplier batch ID Select or type selections	Confirmation status Select or type selections
Shipping status Select or type selections	Receiving status Select or type selections	Invoicing status Exclude fully invoiced X Select...	External document type Type selection	Transport Terms Select or type selections
Storage locations Select or type selections				

Purchase Order

Search and Identify the PO – Workbench – Items to ship

With those **three filters**, you will see also the Purchase Orders or Scheduling Agreements, which are already fully shipped and fully received. The status **“fully shipped”** or **“fully received”** is considering the whole order quantity in the Purchase Order (PO) and all schedule lines in the Scheduling Agreement (SA).

1. To exclude the PO's or SA's, which are fully shipped, set the filter by shipping status: Exclude fully shipped
2. To exclude the PO's or SA's, which are fully received (that means, GR posting is completed in our MAHLE plant), set the filter by receiving status: Exclude fully received.

The screenshot shows the SAP 'Items to ship' workbench interface. At the top, it displays 'Items to ship (946)' and an 'Edit filter' button. The main area contains various filter fields:

- Customers: Select or type selections
- Order numbers: Type selection
- Customer locations: Type selection
- Need by date: None
- Ship by date: None
- Creation date: Last 365 days
- Company codes: Select or type selections
- Purchasing organizations: Select or type selections
- Purchasing groups: Type selection
- Ordering address IDs: Type selection
- Part numbers: Select or type selections
- Customer part numbers: Select or type selections
- Product group: All
- Planner codes: Type selection
- Order type: All
- Category: All
- Stock transfer type: All
- Ship from location: Select or type selections
- Supplier batch ID: Select or type selections
- Confirmation status: Select or type selections
- Shipping status: Select or type selections
- Receiving status: Select or type selections
- Invoicing status: Exclude fully invoiced
- External document type: Type selection
- Transport Terms: Select or type selections
- Storage locations: Select or type selections

Two callouts are present:

- Callout 1 points to the 'Shipping status' filter field.
- Callout 2 points to the 'Receiving status' filter field.

Below the main filter area, two dropdown menus are shown:

- The 'Receiving status' dropdown (callout 1) has 'Exclude fully received' selected.
- The 'Shipping status' dropdown (callout 2) has 'Exclude fully shipped' selected.

At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

Purchase Order

Search and Identify the PO – Workbench – Items to ship

Use search filters to identify the items to ship:

1. If do you want to search for some specific demands, you can search acc. to “Order Numbers” or “Customer Part Number” or “Customer location”, etc.
2. If do you want to reset the filter settings, click on Reset button.
3. Click on Apply to apply the filter.
5. Click on Save filter to save the settings.
6. There is a possibility to rename your personal filter settings => double click on Save filter and overwrite the name of the filter.
7. Click on Save.
8. Name of the filter settings is overtaken.

Items to ship (0)

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection (1)

Customer locations: Type selection (1)

Need by date: None

Ship by date: None

Creation date: Last 365 days

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Purchasing groups: Type selection

Ordering address IDs: Type selection

Part numbers: Select or type selections

Customer part numbers: Select or type selections (1)

Product group: All

Planner codes: Type selection

Order type: All

Category: All

Stock transfer type: All

Ship from location: Select or type selections

Supplier batch ID: Select or type selections

Confirmation status: Select or type selections

Shipping status: Select or type selections

Receiving status: Select or type selections

Invoicing status: Exclude fully invoiced x Select...

External document type: Type selection

Transport Terms: Select or type selections

Storage locations: Select or type selections

Apply (3) Reset (2) Cancel

Save filter

Before you save this filter, we recommend that you add a description for easy identification.

943 Items to ship

Save filter (5) Save (6)

943 Items to ship


Save (7) Cancel

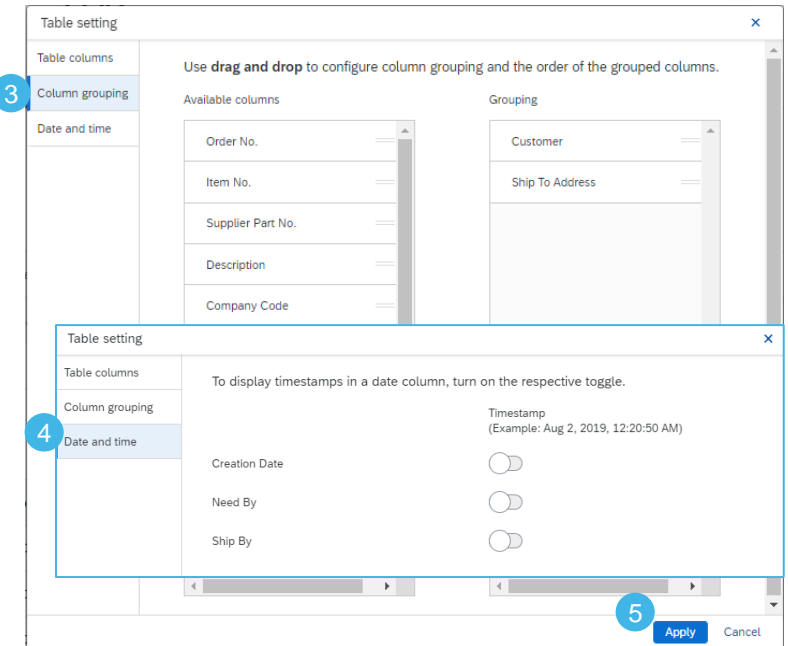
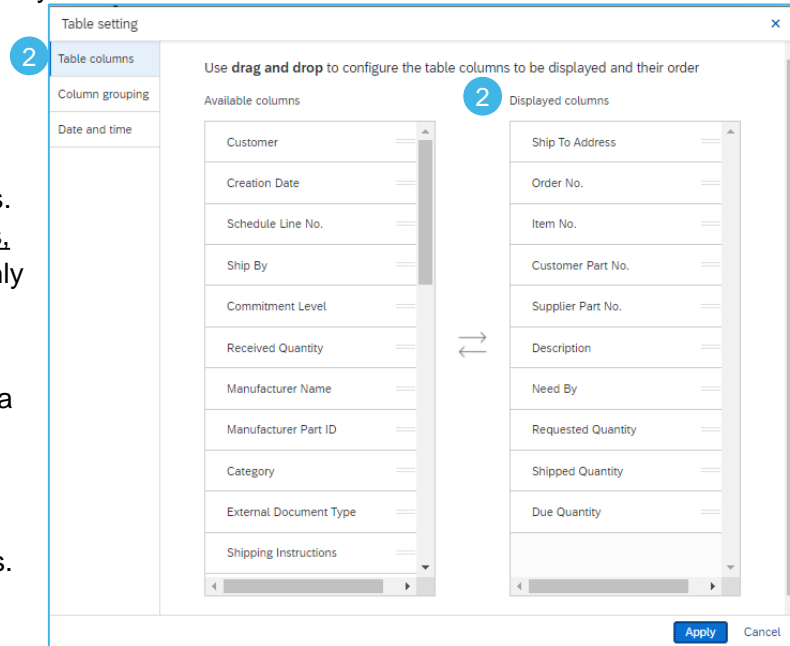
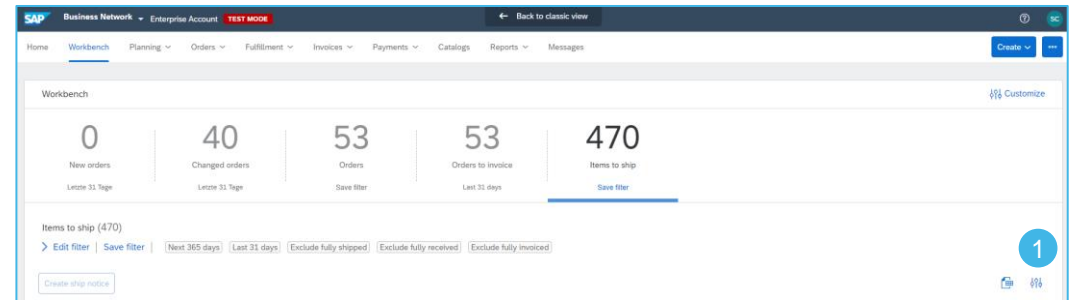
874 Items to ship

Test (8)

Purchase Order

Search and Identify the PO – Workbench – Items to ship

1. Use the configuration button  above the table to change the table settings.
2. In the tab **Table columns** use drag and drop to configure the table columns to be displayed and their order. Display: Ship to Address, Order No., Item No., Customer Part No., Supplier Part No., Description, Need By, Requested Quantity, Shipped Quantity and Due Quantity.
3. In the tab **Column grouping** are the default settings => grouping by Customer and by Ship to address. Remove those settings, to sort the demands only by delivery date, not grouped by customer.
4. Display timestamps in a date column, if you want.
5. Click on Apply to overtake those settings.



Purchase Order

Search and Identify the PO – Workbench – Items to ship

1. See the comparison of the **Items to Ship** list grouped by the customer and **Items to ship** list without any grouping (second screenshot).

Items to ship (946)

[> Edit filter](#) | [Save filter](#) | [Create ship notice](#)


<input type="checkbox"/>	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	Customer: MAHLE Ship To Address: 2233 MAHLE Filtersysteme GmbH, Wustermark, 12, DEU									
<input type="checkbox"/>	550013582600010FOR	10	70801532		PK_0002__00 Fluegelrad Z	Mar 5, 2022	10,000.00 H87	0.00 H87	10,000.00 H87	...
<input type="checkbox"/>	550002943400010FOR	10	70801532		PK_0002__00 Fluegelrad Z	Mar 20, 2022	20,000.00 H87	0.00 H87	20,000.00 H87	...
<input type="checkbox"/>	550013582600010FOR	10	70801532		PK_0002__00 Fluegelrad Z	Mar 20, 2022	20,000.00 H87	0.00 H87	20,000.00 H87	...
<input type="checkbox"/>	Customer: MAHLE Ship To Address: 2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT									
<input type="checkbox"/>	550012752000010FOR	10	1109507A00		HYA 600	Mar 23, 2021	15.00 KGM	15.00 KGM	0.00 KGM	...
<input type="checkbox"/>	550012752000010FOR	10	1109507A00		HYA 600	Mar 24, 2021	20.00 KGM	0.00 KGM	20.00 KGM	...

[Create ship notice](#)

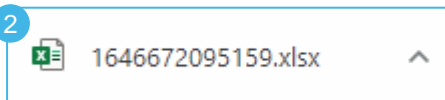
<input type="checkbox"/>	Ship To Address	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	2274 MAHLE Filtersysteme Austria Gm, Mattighofen, AUT	4503633534	10	72460009		CO_0363__00_0016connection	Apr 20, 2020	500.00 PCE	0.00 PCE	500.00 PCE	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 23, 2021	15.00 KGM	15.00 KGM	0.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 24, 2021	20.00 KGM	0.00 KGM	20.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 25, 2021	5.00 KGM	0.00 KGM	5.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012764000010FOR	10	1109507A00		HYA 600	Aug 12, 2021	50,000.00 KGM	0.00 KGM	50,000.00 KGM	...

Purchase Order

Search and Identify the PO – Workbench – Items to ship

1. Click on Need By date to sort the demands according to the Need by date and click on  to download the excel-list.
2. If the icon for download is grey and the download is not possible, please just click on tab Items to Ship to refresh.

<input type="checkbox"/>	Ship To Address	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	2274 MAHLE Filtersysteme Austria Gm, Mattighofen, AUT	4503633534	10	72460009		CO__0363__00_0016connection	Apr 20, 2020	500.00 PCE	0.00 PCE	500.00 PCE	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 23, 2021	15.00 KGM	15.00 KGM	0.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 24, 2021	20.00 KGM	0.00 KGM	20.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 25, 2021	5.00 KGM	0.00 KGM	5.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012764000010FOR	10	1109507A00		HYA 600	Aug 12, 2021	50,000.00 KGM	0.00 KGM	50,000.00 KGM	...



3. Double click on the PO number to see the PO details.

Ship To Address	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By	Requested Quantity	Shipped Quantity	Due Quantity
2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR		10 1109507A00		HYA 600	24 Mrz 2021 12:00:00 PM	20,00 KGM	0,00 KGM	20,00 KGM
2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR		10 1109507A00		HYA 600	25 Mrz 2021 12:00:00 PM	5,00 KGM	0,00 KGM	5,00 KGM
2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR		10 1109507A00		HYA 600	23 Mrz 2021 12:00:00 PM	15,00 KGM	15,00 KGM	0,00 KGM
2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012764000010FOR		10 1109507A00		HYA 600	12 Aug 2021 01:00:00 PM	50,000,00 KGM	0,00 KGM	50,000,00 KGM

Purchase Order

Search and Identify the PO (From the Orders Tab) – Orders and Releases

You can search and identify the PO also from the **Orders**.

Searching via Orders and Releases:

1. Click on **Orders/ Orders and Releases**.
2. Go to **Orders and Releases** sub-tab.
3. Use search filters to identify the right document.
4. Advanced search filters allow to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact MAHLE.

Orders and Releases (100+)								
Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input type="radio"/>	Order	4500052892	1	BP SCC Buyer - TEST	Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	Order	4500052893	1	BP SCC Buyer - TEST	Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	Order	4500052900	1	BP SCC Buyer - TEST	Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

The screenshot displays the SAP Ariba Supply Chain Collaboration interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' menu is expanded, showing 'Orders and Releases' (highlighted with a blue circle 1). Below this, the 'Orders and Releases' sub-tab is selected (highlighted with a blue circle 2). The 'Search Filters' section (highlighted with a blue circle 3) includes: 'Customer' (All Customers), 'Order Number' (Partial number selected), 'Show orders by' (Creation Date selected), and 'Date Range' (Last 24 hours selected). A dropdown menu for 'Date Range' is open, showing options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Other' (highlighted with a blue circle 4). The 'Other' option is selected, and a date range picker is shown with 'Start Date: 28 Jan 2019' and 'End Date: 29 Jan 2019' (highlighted with a blue circle 5). A 'Search' button is visible at the bottom right (highlighted with a blue circle 6).

Purchase Order

Search and Identify the PO (From the Orders Tab) – Items to Confirm & Items to Ship

From the Homepage:

1. Click on **Orders/ Orders and Releases**.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria.
4. Enter your search criteria and click **Search**.
5. It is possible to set the **Date Range** filter to “None” to search across all the PO's matching other search criteria.
6. Click order number to view the purchase order details.
7. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note: If the order can not be found in search, please check PO instructions or contact MAHLE.

Orders and Releases (100+)

Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input type="radio"/>	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Customer: All Customers

Order Number:

Planner Code:

Product Group: Line Of Business

Need by Date Range: Other

Start Date: * Last 7 days Today Next 7 days Next 14 days Next 31 days

End Date: * Other None

Search Reset

Purchase Order

Search and Identify the PO (From the Home Page)

You can search for PO as well from the Portal Home page by using either Customer name or order number.

1. Click on **Home**.
2. Enter the **Order Number** in the search function.

➤ **Note:** If the order can not be found in search, please check PO instructions or contact MAHLE.

The screenshot displays the SAP Business Network Home page. At the top, the navigation bar includes 'Business Network', 'Enterprise Account', and 'TEST MODE'. A search bar is visible with 'Orders and Releases' selected, 'MAHLE' entered, and 'Exact match' chosen. Below the search bar, a dashboard shows key metrics: 3 New orders (Last 31 Tage), 88 Changed orders (Last 31 Tage), 0 Items to confirm (Last 31 Tage), 0 Invoices (Last 31 days), and 102 Orders to invoice (Last 31 days). The 'My widgets' section includes: 'Purchase orders' (€2.77 M EUR, Last 3 months), 'Invoice aging' (€0 EUR), 'Company profile' (15% Completed), and 'My leads' (no open leads).

Metric	Value	Time Period
New orders	3	Last 31 Tage
Changed orders	88	Last 31 Tage
Items to confirm	0	Last 31 Tage
Invoices	0	Last 31 days
Orders to invoice	102	Last 31 days

Month	Purchase orders (€M EUR)
Aug	€0
Sep	€0
Oct	€2.77

Invoice Aging (€ EUR)	Count
0-30	0
31-60	0
61-90	0

Company Profile Status	Percentage
Completed	15%

Purchase Order

View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. View the details of your order and allowed actions.
2. See the **Customer** heading address in the upper left side of the PO.
3. Further, you can see the payment terms.
4. **Supplier** address with all contact data.
5. Other Information concerning the Customer, e.g. company code, purchasing organization, customer VAT/Tax ID.
6. Transport Terms Information.
7. Goods Supplier name and address.
8. PO number and actual status of the PO.
9. Routing Status of the PO and the external Document type of the PO – there could be three different document types – standard PO (NB), pre-Series Order (YPS) and sample-Orders (YIS).

Purchase Order: 4503590980 Done

1. Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

2. **From:**
Customer
MAHLE Filtersysteme Austria GmbH
St. Michael ob Bleiburg-19
9143 St. Michael ob Bleiburg
Austria
Phone: +43 () 04235 5050 0
Fax:
MAHLE Filtersysteme Austria GmbH
St. Michael ob Bleiburg-19
9143 St. Michael ob Bleiburg
Austria
Phone: +43 () 04235 5050 0
Fax:

To:
Test AS new - TEST
Pragstraße 26-46
70376 Stuttgart
Baden-Württemberg
Germany
Phone:
Fax:
Email: supplier.more@mahle.com

8. Purchase Order
(New)
4503590980
Amount: 956.88 EUR
Version: 1

3. **Payment Terms**
2.000% 14
0.000% 30
14 Tage 2%, 30 Tage Netto

4. **Contact Information**
Supplier Address
Supplier address
Austria
Email: r
Phone:
Fax: +4
Address
Buyer ID: 0000314811

5. **Other Information**
Company Code: 2020
Purchase Group: G84
Purchase Organization: 2020
Customer VAT/Tax ID: ATU36866806
Party Additional ID: 0000314811
[View less >](#)

6. **Incoterms Information**
Incoterm Code: CPT (Carriage paid to)

7. **Goods_Supplier**
Goods Supplier name and address

9. Routing Status: Sent
External Document Type: Normalbestellung (NB)

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: CPT (Carriage paid to)

Additional Instructions

Purchase Order

View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. If you scroll down, you will see the additional instructions for ship to address and bill to address
2. See the customer part number, order quantity need by date and unit price in the **Line Items** area
3. **Need By Date:** If the part number is **relevant for Transport Management (TM)**, PO is created with a **pick-up date**. This information would be shown in an additional header text field, below Transport Terms information. If the part number is **not TM relevant**, the delivery date is understood as **arrival date** at the plant.
4. You can configure your view by clicking configure icon.
5. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.

1 Additional Instructions

Ship All Items To	Bill To	Deliver To
2270 MAHLE Filtersyst. AT GmbH 9143 St. Michael ob Bleiburg Austria Ship To Code: 2270 Phone: Fax: Location Code: 2270 storageLocationID: 3000	MAHLE Filtersysteme Austria GmbH St. Michael ob Bleiburg,19 9143 St. Michael ob Bleiburg Austria Phone: +43 () 04235 5050 0 Fax: Buyer ID: 2020	//

2 Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

3 Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1		76824114	Material Invoicing not possible			3.600.000 (PCE) ①	13 Sep 2021 CEST 13 Sep 2021 Buyer time	26.58 EUR	956.88 EUR	

Description: ZH_0021__00_0005Reglerdeckel

Order submitted on: Wednesday 2 Jun 2021 1:00 PM GMT+02:00
 Received by Arba Network on: Friday 8 Oct 2021 5:59 PM GMT+02:00
 This Purchase Order was sent by MAHLEAN01424058779-T and delivered by Arba Network.

Sub-total: 956.88 EUR

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

4 Show Item Details

5 Details

4 Configure icon

- ✓ Status
- ✓ Control Keys
- ✓ Pricing Details
- ✓ Comments
- ✓ ___INTERNALAW_CommentsList
- ✓ Attachment
- ✓ Schedule Lines
- ✓ Other Information

Purchase Order

View PO Details – Line level

After clicking on **Show Item Details** you can review the following:

1. Detail of item status (previously confirmed or previously shipped items).
2. Control keys show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier. Below Control keys, there might be customer comments available.
3. Schedule line details the quantities planned for specified delivery dates.
4. Additional details might be provided in Other information section, e.g. drawing number and version, classification code for part number, etc.
5. Additional sources - access to documents, if attached by the Customer.

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items [Hide Item Details](#)

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
⚠ 10	1		76824114	Material Invoicing not possible			3,600.000 (PCE) ⓘ	13 Sep 2021 CEST 13 Sep 2021 Buyer time	26,58 EUR	956,88 EUR	Summary

Description: ZH_0021__00_0005Reglerdeckel

1 Status
3,600.000 Unconfirmed

2 Control Keys
Order Confirmation: not allowed
Ship Notice: allowed
Invoice: is ERS
Invoice Verification Type: goods receipt

Pricing Details

Unit Details ⓘ			Price Details ⓘ		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE ⓘ	PCE ⓘ	26.58 EUR	100	PCE ⓘ

Comments
PD_BAUTE 01
PD_VERWE ZH

3 Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	13 Sep 2021 1:00 PM CEST 13 Sep 2021 Buyer time		3,600.000 (PCE) ⓘ

4 Other Information
Drawing Number: 5212-56824114-S00
Drawing Version: 05
External Line Number: 10
Estimated days for inspection: 2
Classification Domain: ERPCommodityCode
Classification Code: 04020101
Classification Domain: ERPCommodityCodeDescription
Classification Code: Kunstst.SpritzGTPA

5 Additional Sources
Source Name
[ZJ2_CRT_803_MA03_A](#)
[ZJ2_CRT_803_MA03_A_EMP](#)

Order submitted on: Wednesday 2 Jun 2021 1:00 PM GMT+02:00
Received by Arba Network on: Friday 8 Oct 2021 5:59 PM GMT+02:00
This Purchase Order was sent by MAHLE AN01424068779-T and delivered by Arba Network.

Sub-total: 956.88 EUR

Purchase Order

Download Order Report

Create an Order Report, if do you want to download all active Purchase Orders and Scheduling Agreements.

The report includes **order-line items** and **schedule-items** from purchase orders and scheduling agreements.

From the Homepage:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your title and fulfill all mandatory fields. Set report type as **Orders**.
4. Click **Next**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The 'Reports' menu is highlighted with a blue circle and the number '1'. Below this, the 'Report Templates' table is visible, with a 'Create' button highlighted by a blue circle and the number '2'. The 'Report' form is shown with a blue circle and the number '3' next to the 'Report Description' field. The form contains the following fields: 'Title' (set to 'Orders'), 'Description', 'Time zone' (set to 'Europe/Berlin'), 'Language' (set to 'English'), and 'Report type' (set to 'Order'). At the bottom right, the 'Next' button is highlighted with a blue circle and the number '4'.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Reports

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
ASX REPORT	Manual	Ship Notice	Processed	23 Apr 2020	

Run Download Edit Copy Delete Create Refresh Status

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title:* Orders

Description:

Time zone: Europe/Berlin

Language: English

Report type:* Order

4 Next Exit

Purchase Order

Download Order Report

5. Please set the criteria for the report. Set the order date (maximum period 6 months). Include active orders only, the line item information, concrete the schedule line information.
6. Click **Submit** to save the Report.
7. Select the report template you've created and click **Run**.
8. Use **Refresh Status** button to update the status.
9. When the status changes from Queued to Processed, click **Download**.

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers Select

Order Number:

Order Amount: to

Order Routing Status: Any v

Order Status: Any v

This selection will refresh the page content.

Include Active Orders Only

5 Order Date:* 7 Sep 2021 📅 To 31 Dec 2021 📅

Maximum Results Returned: 500 v

Include Spot Buy Marketplace Information

Include Line Item Information

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

6

Previous
Submit
Exit

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/> ASN Report	Manual	Ship Notice	Processed	3 Sep 2021		3 Sep 2021	Supplier Contact	16 KB
<input type="radio"/> ASN Report 2	Manual	Ship Notice	Queued		8 Oct 2021	8 Oct 2021	Supplier Contact	
7 <input type="radio"/> Order new	Manual	Order	9 Processed	8 Oct 2021		8 Oct 2021	Supplier Contact	865 KB
<input type="radio"/> Orders	Manual	Order	Processed	7 Oct 2021		7 Oct 2021	Supplier Contact	130 KB
<input type="radio"/> Serial Number Report	Manual	Serial Number Report	Processed	1 Sep 2021		1 Sep 2021	Supplier Contact	312 B

7 Run Download Edit Copy Delete Create 8 Refresh Status

Purchase Order

Download Order Report

Order Line Items Schedule Lines

With the report Orders, you can download two worksheets => Order Line Items and Schedule Lines Information.

In the 1st Worksheet "Order Line Items" you will find all detailed information of the Purchase Order, e.g., the original Purchase Order Quantity (1), Order Status (2), Cumulative Shipped Quantity (3), Open to Ship Quantity (4), Cumulative Received Quantity (5), Previous Ship Notice ID (6).

The Open to Ship Quantity is the open Due Quantity, calculated as Purchase Order quantity reduced by actual shipped quantity.

SAP Ariba															
Order Line Items															
Order No.	Customer	Customer ANID	Revision	Line Number	Quantity	UOM	Unit Price	Unit Price Currency	Customer Part Number	Need by	Description	Routing Status	Order Status	Ship To Name	
4503723108	MAHLE	AN01424068779-T	Original	10	1000	H87	37,39	EUR	79849100	29 Mar 2022 1:00 PM	GI/OF_0040_-01	Ventiltraeger	Acknowledged	Partially Received	2270 MAHLE Filtersyst.
PO Version	Order Date	Transport Terms	Payment Terms	Location	Unit Price Quantity	Unit Price UOM	Unit Price Factor	Currency	Item Amount	Planner Code	Planner Description	Total Confirmed Quantity	Cumulative Shipped Quantity	Cumulative Shipped Quantity UOM	Open To Ship Quantity
1	9 Mar 2022 12:00 PM	GI/CPT	14 Tage 2%, 30 Tage	Ne 2270	100	H87	1	EUR	373,90	062	Hr.Kumer A.	0	200		800
Previous Ship Notice ID	Previous Ship Notice Date	Previous Received Quantity	Previous Received Quantity UOM	Requested Delivery Date	Storage Location	Total Additional Shipment Quantity	Adjusted Cumulative Shipped Quantity	Total Received Quantity	Vendor ID	Supplier Corporate Name					
ASN09032022_PO2				29 Mar 2022 1:00 PM	GI/3000	0	200	200	0000314811	CAMPLAST GmbH & Co					

Purchase Order

Download Order Report – values from Purchase Order

All information from the order report can be found in the original Purchase Order or in related documents. See the original Order Quantity in the line items (1), Order Status (2), Cumulative Shipped Quantity (3) – click on Packing Ship Notice ID in related documents, Cumulative Received Quantity (5) – click on GR document in related documents, Previous Ship Notice ID (6) in related documents.

2 Purchase Order
(Partially Received)
4503723108
Amount: 373.90 EUR
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Normalbestellung (NB)
Related Documents: 5011810267
6 ASN09032022_PO2

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	1 Qty (Unit)
10	1		79849100	Material Invoicing not possible			1,000.000 (PCE) ⓘ

Description: OF__0040__-01 Ventiltraeger

5 Receipt: 5011810267

Print | Export cXML

Detail | History

From: MAHLE
St. Michael ob Bleiburg-19
9143 St. Michael ob Bleiburg
Austria

To: Test AS new - TEST
Fragstraße 20-46
70376 Stuttgart
Baden-Württemberg
Germany
Phone:
Fax:
Email: supplier.more@mahle.com

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)
Purchase Order: 4503723108								
1	10		79849100			ASN09032022_PO2	9 Mar 2022	200.000 PCE ⓘ

Description: OF__0040__-01 Ventiltraeger

3 Ship Notice: ASN09032022_PO2

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty
4503723108	10		79849100	1,000.000

Description: OF__0040__-01 Ventiltraeger

3 SHIPMENT STATUS

1. ▶ Shipped 200 PCE ⓘ [Show Details](#)

Purchase Order

Download Order Report – values visible in Items to Ship list

The best way to see all relevant quantities for the Purchase Order is to check the Items to Ship list.

The original Purchase Order quantity (1) as Requested Quantity, Cumulative Shipped Quantity (3) as Shipped Quantity and Open to Ship Quantity (4) as a Due Quantity.

Workbench Customize

2 New orders (Letzte 31 Tage) | 26 Changed orders (Letzte 31 Tage) | 0 Orders (Letzte 31 Tage) | 1 Items to ship (Save filter)

Items to ship (1)
Edit filter | Save filter | 4503723108 | Last 365 days | 2270 | Exclude fully invoiced

Create ship notice

Order No.	Item No.	Customer Part No.	Description	Schedule Line No.	Need By ↑	Requested Quantity	Shipped Quantity	Received Quantity	Due Quantity	Actions
Customer: MAHLE Ship To Address: 2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT										
4503723108	10	79849100	OF__0040__-01 Ventiltraeger	1	Mar 29, 2022	1,000.00 H87	200.00 H87	0.00 H87	800.00 H87	...

Recommendation:

Use please always the download of Items to Ship list to get the actual status for all requested, shipped and open due quantities.

Purchase Order

Download Order Report

Order Line Items **Schedule Lines**

In the 2nd Worksheet “Schedule Lines” you can see all Schedule Lines. In our case, there is only one position in our Purchase Order.

Those values in the order report were overtaken from the original Purchase Order document from the line items.

You can see here the document number (1), line number (2), Customer part number (3), Schedule line number (4), delivery date (5) and schedule line quantity (6).

Schedule Lines												
Document Number	PO Version	Order Status	Line Number	Part Number	Customer Part Number	Customer Batch ID	Supplier Batch	Schedule Line Number	Delivery Date	Ship Date	Schedule Line Quantity	Schedule Line UOM
4503723108		1 Partially Received	10		79849100				1 29 Mar 2022 1:00 PM GMT+02:00		1000	H87

Purchase Order: 4503723108

Line Items									
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	
10	1		79849100	Material Invoicing not possible			1,000.000 (PCE) ⓘ	29 Mar 2022 CEST 29 Mar 2022 Buyer time	
Description: OF__0040__-01 Ventiltraeger									

Order submitted on: Wednesday 9 Mar 2022 12:00 PM GMT+01:00
 Received by Ariba Network on: Wednesday 9 Mar 2022 11:06 AM GMT+01:00
 This Purchase Order was sent by MAHLE AN01424068779-T and delivered by Ariba Network.