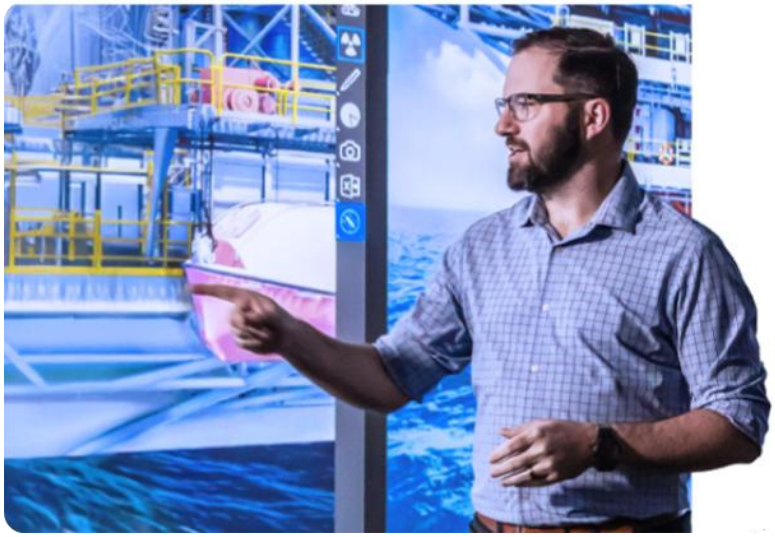
Supplier actions in SAP business network: PO confirmation, ASN, SES and invoices





Order to Receipt (O2R)

Digital Guide

Note to reviewer: This digital guide template can also be used to explain contextual information such as process overview, features and benefits, roles and responsibilities, frequently asked questions, in addition to explaining a process using steps and screenshots.

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Submit ASN for material PO	29
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Learning objectives

In this digital guide, you will be able to:

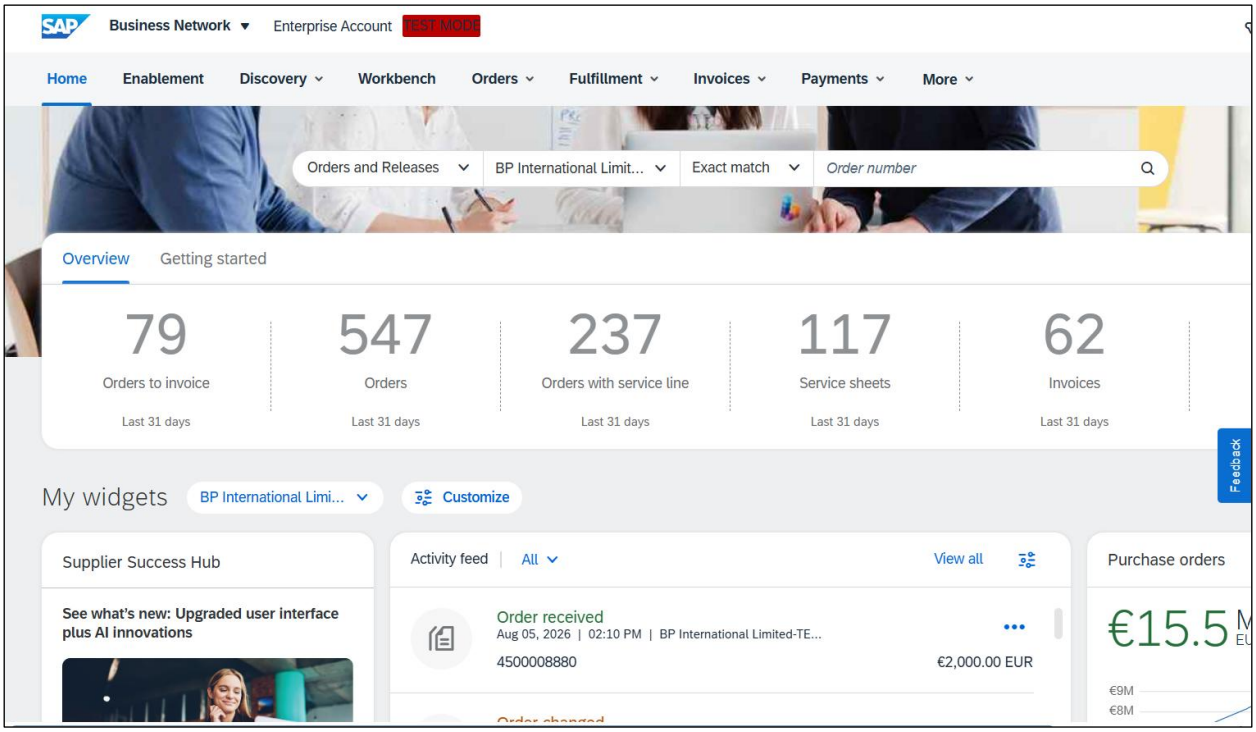
- Review purchase order (PO) details in SAP Business Network (SBN) and verify key procurement information.
- Create and manage Order Confirmations (OCs), with and without deviations, for material and service POs.
- Create and submit Advanced Shipping Notifications (ASNs), including shipping, delivery, and milestone information, and understand when ASN updates are required.
- Create and monitor Service Entry Sheets (SES), including full and partial SES submissions, and track their approval status.
- Perform supplier activities in SBN from PO review through order confirmation, shipping notification, and service entry processing.

View Purchase Order

In this section, you will learn how to view the PO details in SBN.

Step instructions

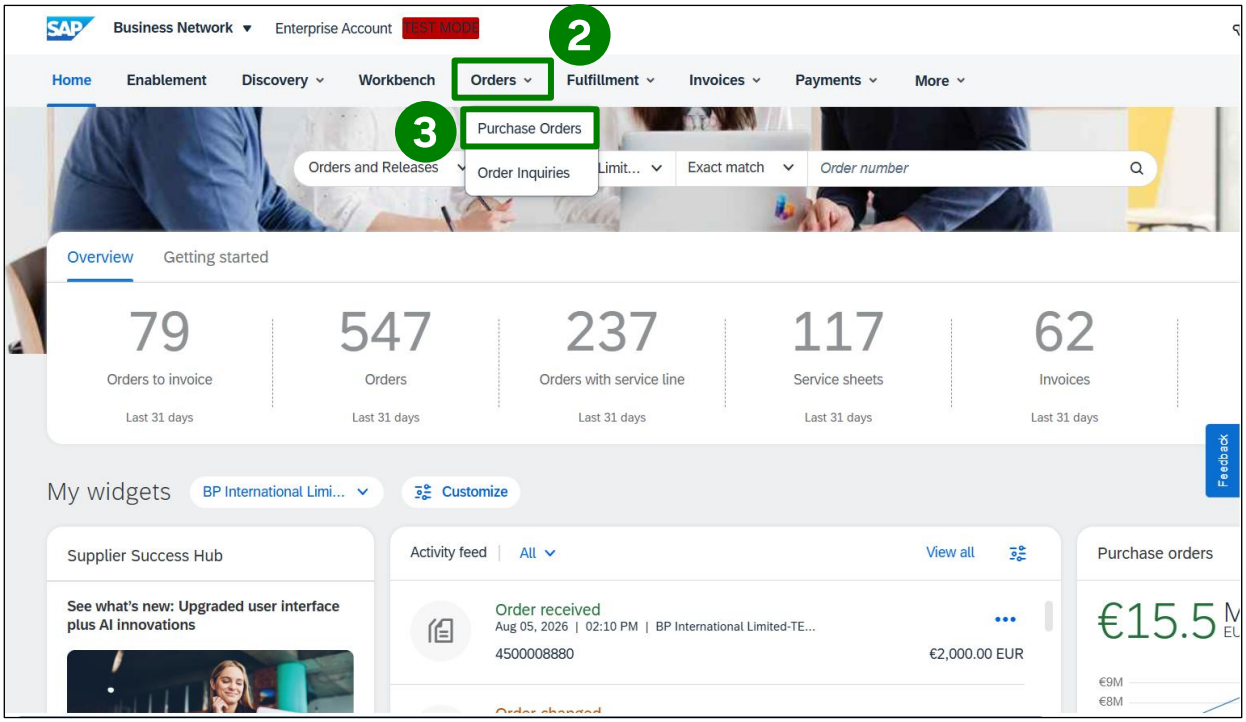
Step 1: Log in to SBN. The supplier **Home** screen is displayed.



Supplier actions in SAP business network

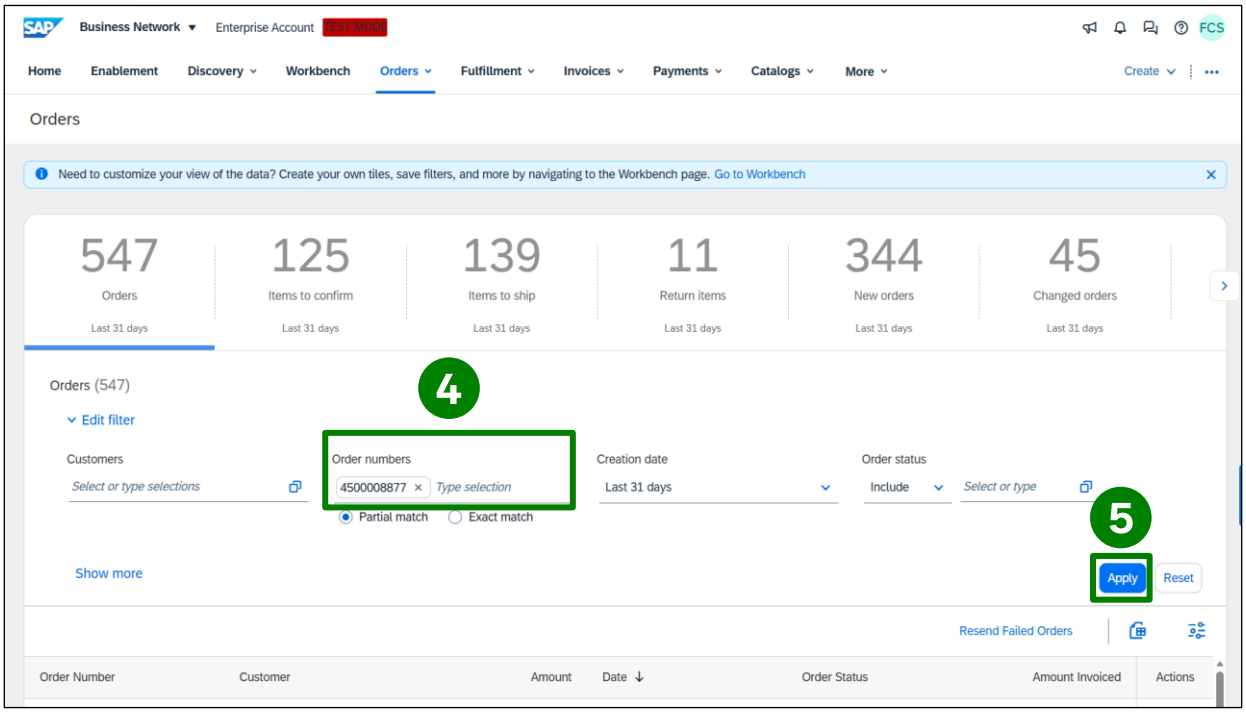
Step 2: Click the **Orders** expand icon.

Step 3: Select the **Purchase Orders** option from the drop-down menu.

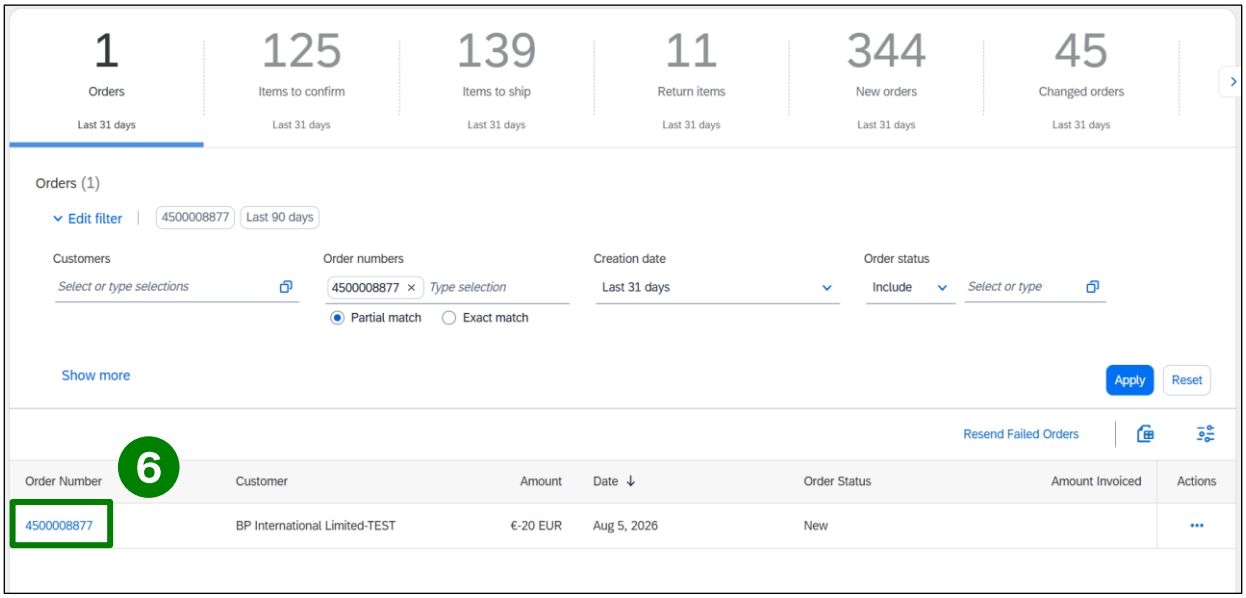


Step 4: The Orders screen is displayed. Enter the PO number in the **Order numbers** field.

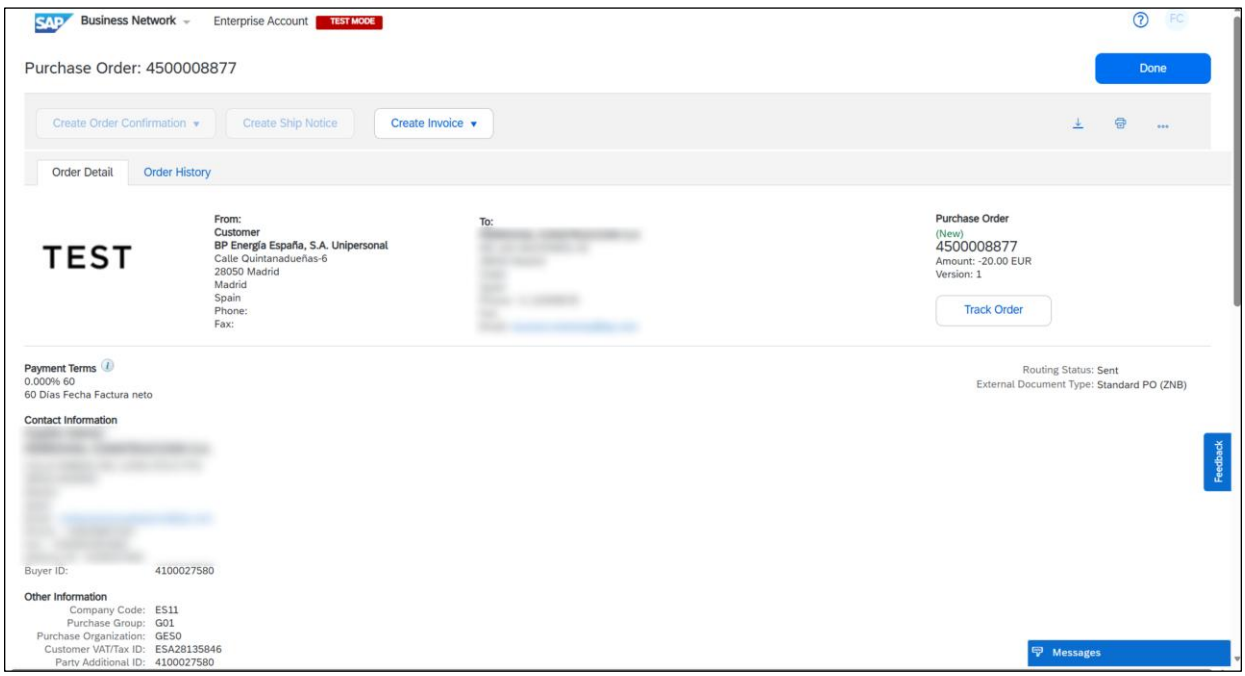
Step 5: Click the **Apply** button.



Step 6: The required PO is displayed. Click the **Order Number** link from the result.



Step 7: The **Purchase Order** screen is displayed, containing the **Order Detail** and **Order History**.



Go back to the top

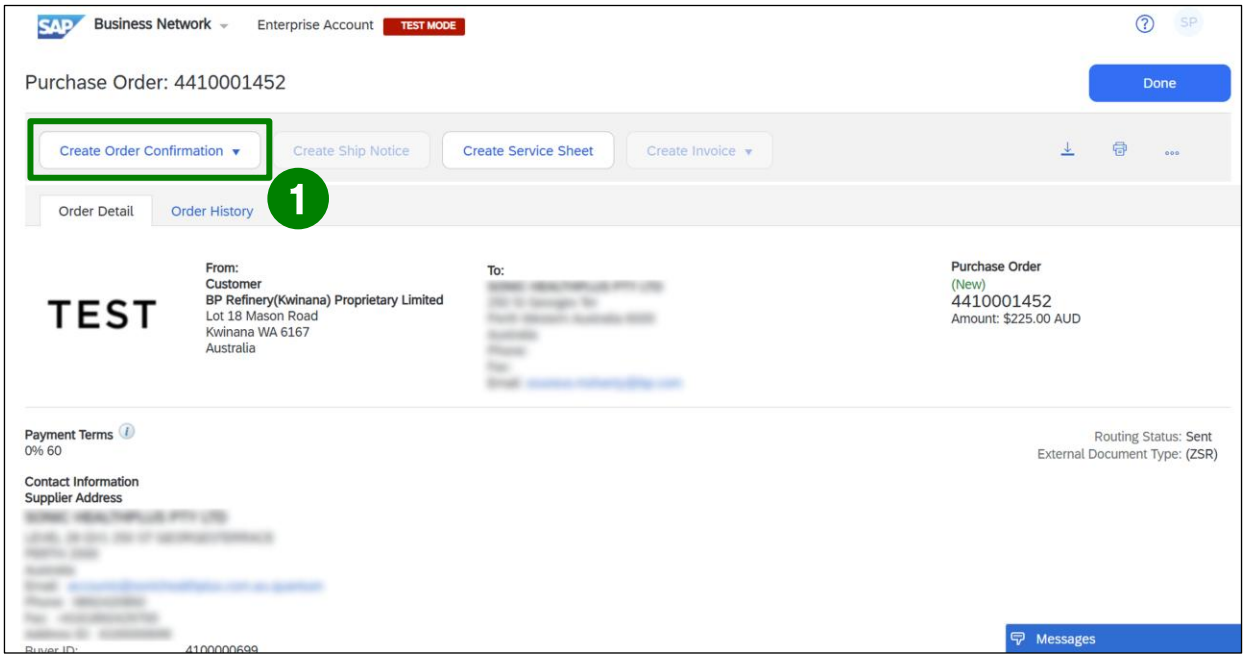
OC creation without deviation for material/service

In this section, you will learn how to create an Order Confirmation (OC)/Purchase Order Request (POR) without deviations for a material/service.

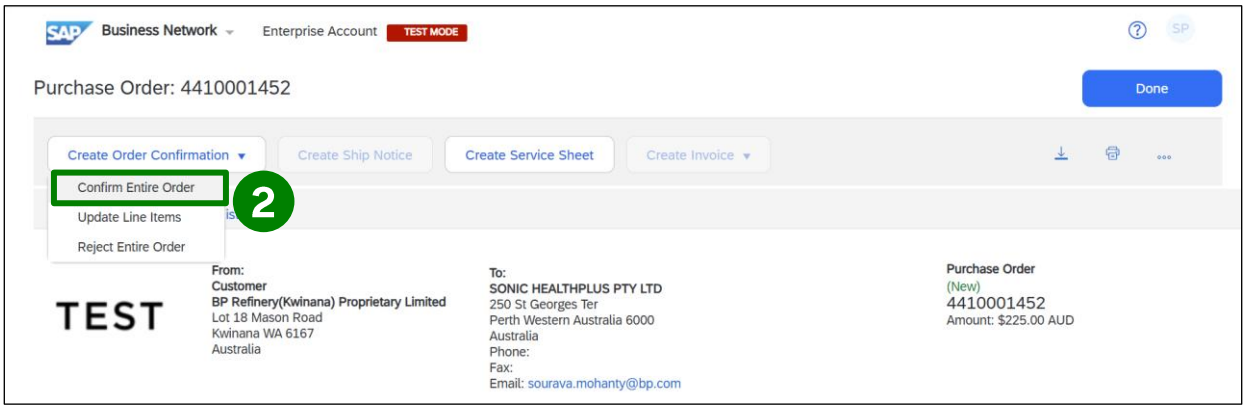
Step instructions:

Follow steps 1- 7 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button**.**



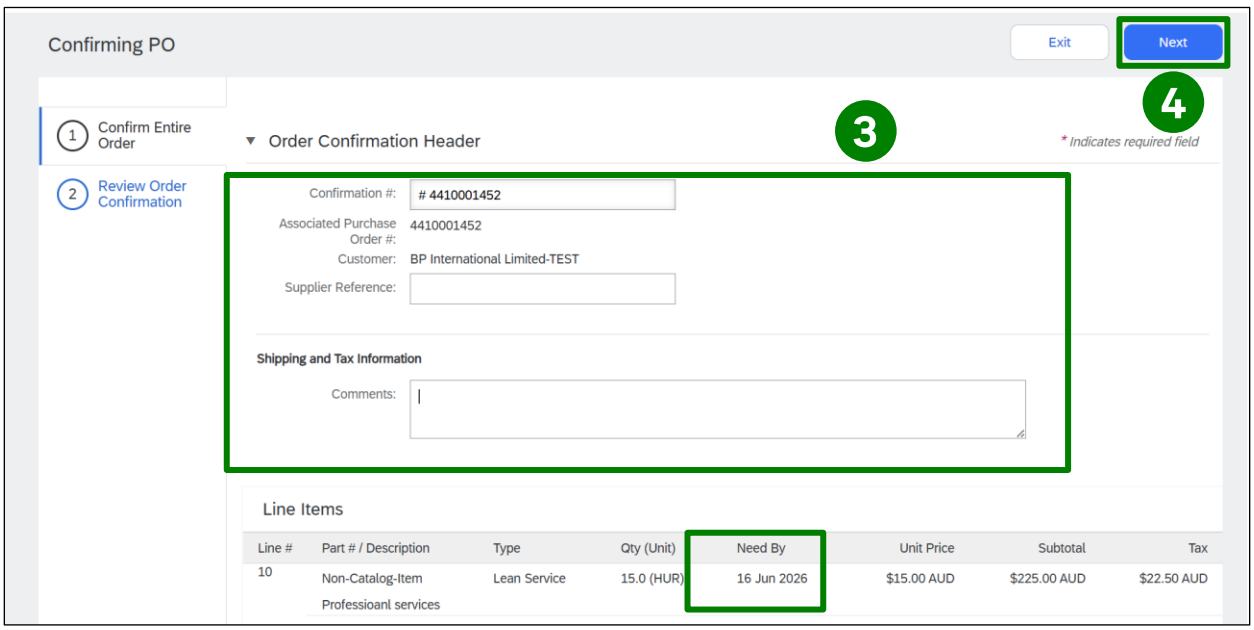
Step 2: Select the **Confirm Entire Order** option from the drop-down list.



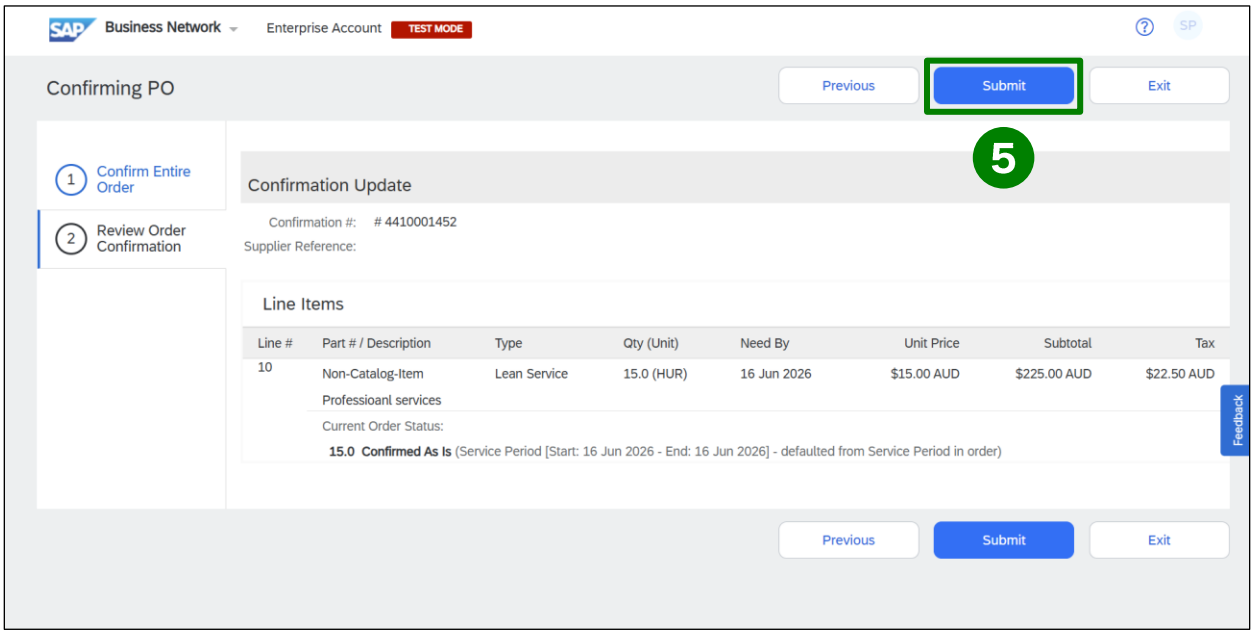
Step 3: The **Confirming PO** screen is displayed. Enter the required details in **Order Confirmation Header** section without any deviation.

Note: If the purchase order is a material purchase order, the delivery date will be the same as the **Need By** date.

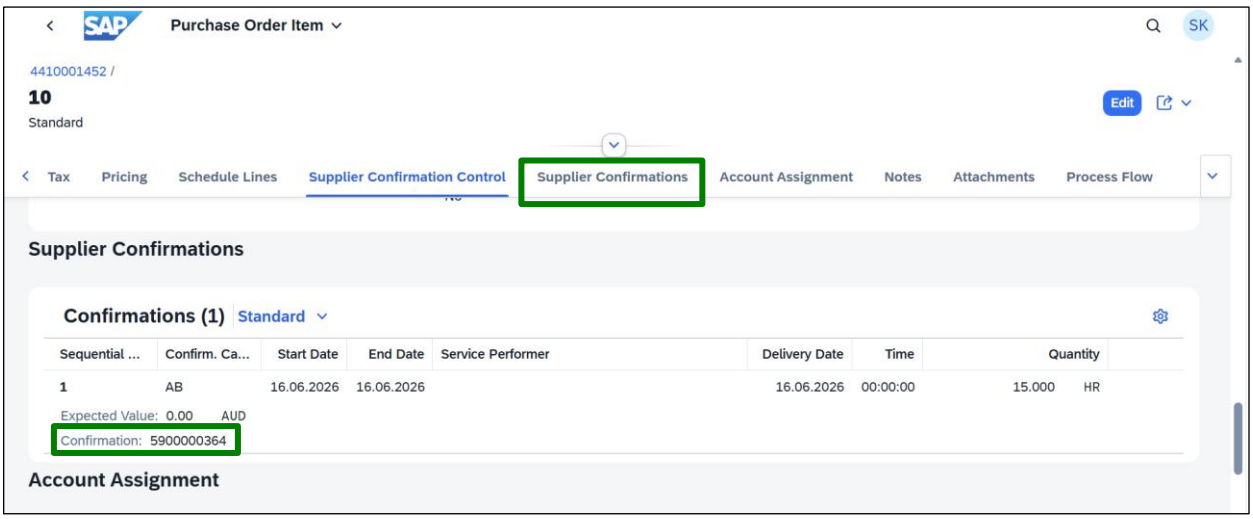
Step 4: Click the **Next** button.



Step 5: The **Confirmation Update** screen is displayed. Review the order confirmation details and click the **Submit** button.



Note: The order confirmation (OC) is sent to SAP S/4HANA. Buyers will check if the OC had any deviations from the original PO details. In this example, the buyer will see no approval flow triggered in SAP Fiori (meaning no action for them) because there was no deviation created in the OC.



Go back to the top

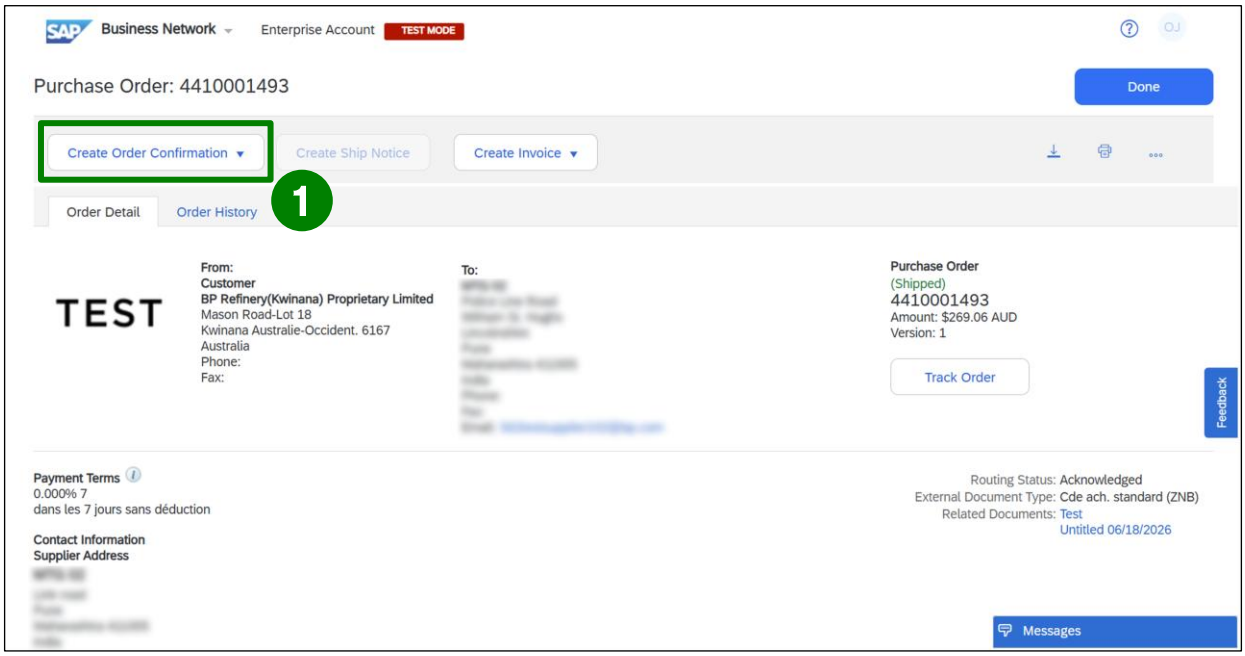
OC creation with deviation for material

In this section, you will learn how to create an OC with deviations for a material PO.

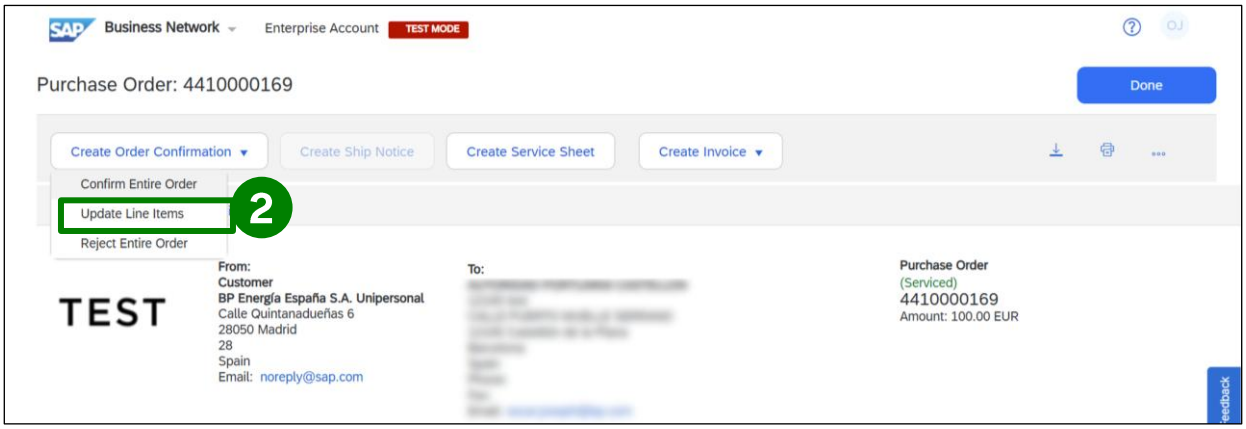
Step instructions

Follow steps 1- 7 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button**.**



Step 2: Select the **Update Line Items** option from the drop-down list.

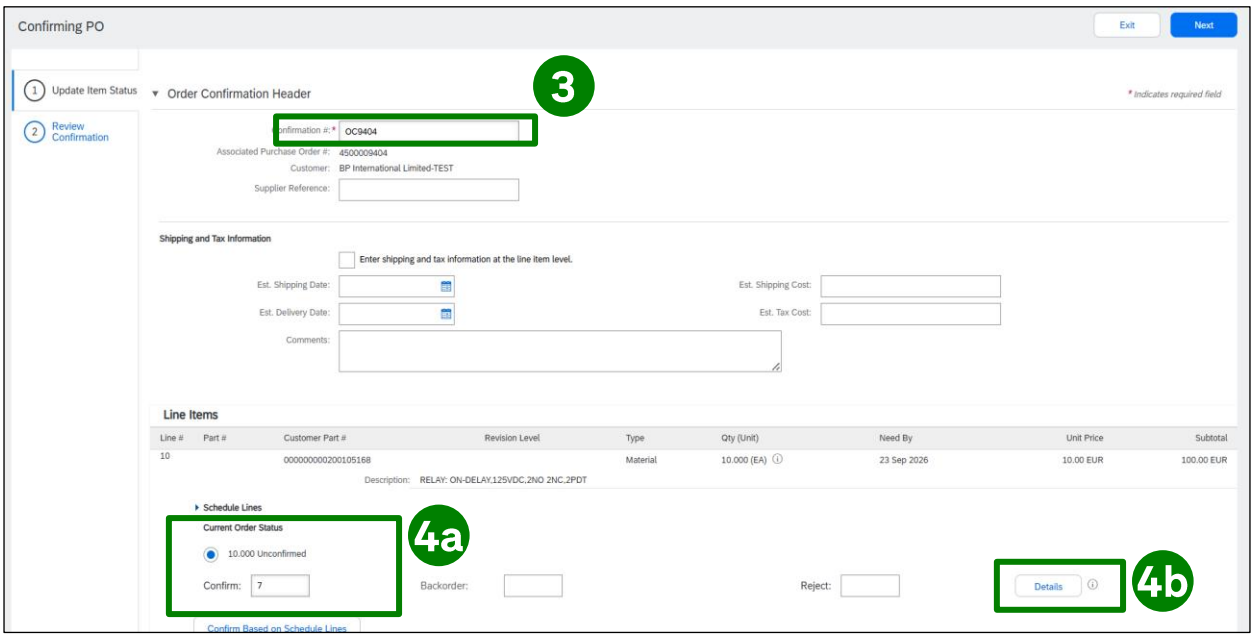


Step 3: Enter the confirmation ID in the **Confirmation #** field.

Step 4: In the **Line Items** section, update the line item details:

a. Enter the required quantity in the **Confirm** field, to confirm the quantity ordered.

b. Click the **Details** button.



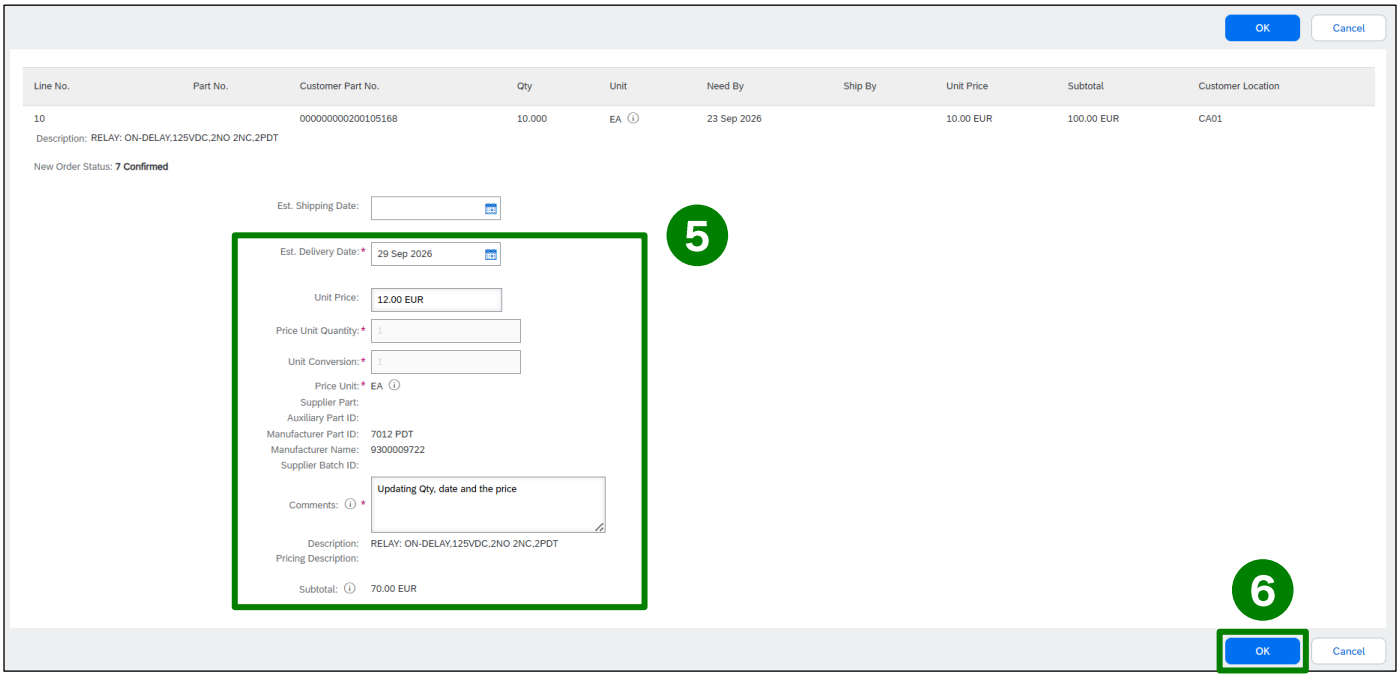
Supplier actions in SAP business network

Step 5: Review and update the following information related to the deviations:

- **Est. Delivery Date:** enter the delivery date or pick it from the calendar.
- **Unit Price:** enter the price per unit.
- **Price Unit:** validate the price unit.
- **Comments:** enter comments regarding the information added/updated in the fields above.

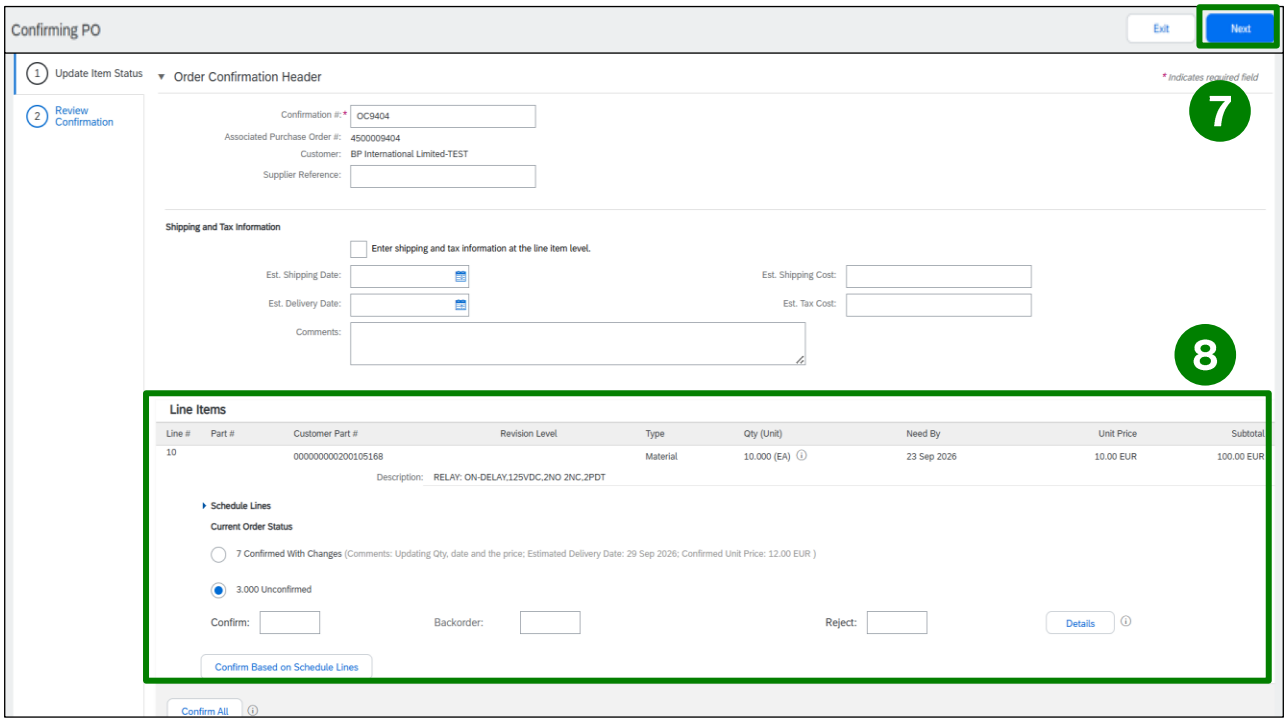
Note: Fields marked with an **asterisk*** are mandatory.

Step 6: Click the **OK** button.

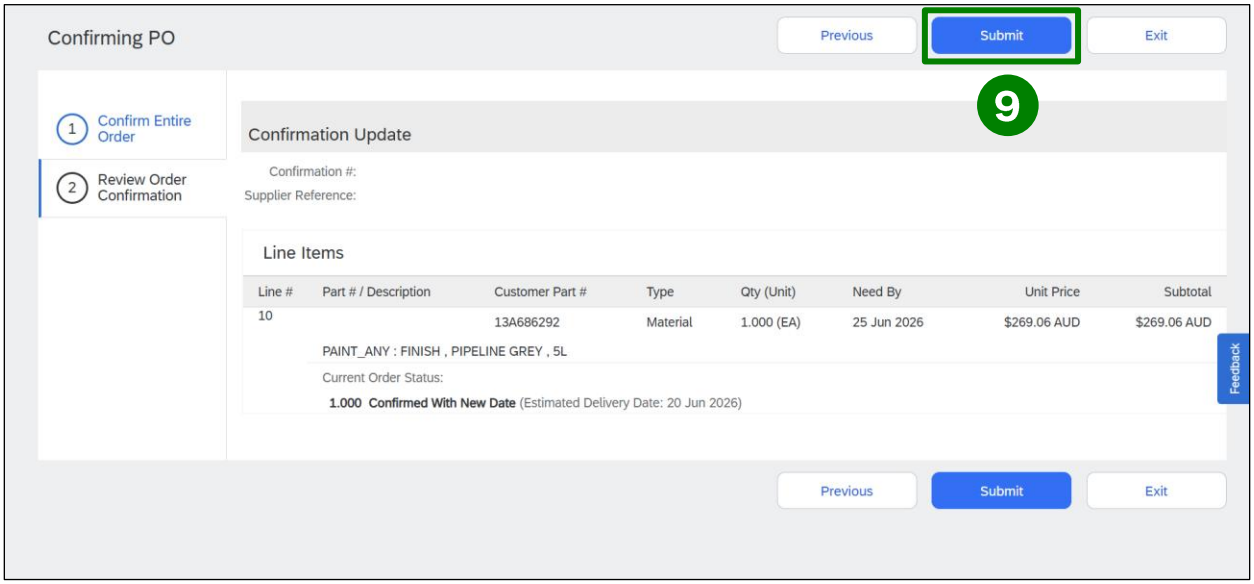


Step 7: The deviation details are updated in the **Line Items** section.

Step 8: Click the **Next** button.

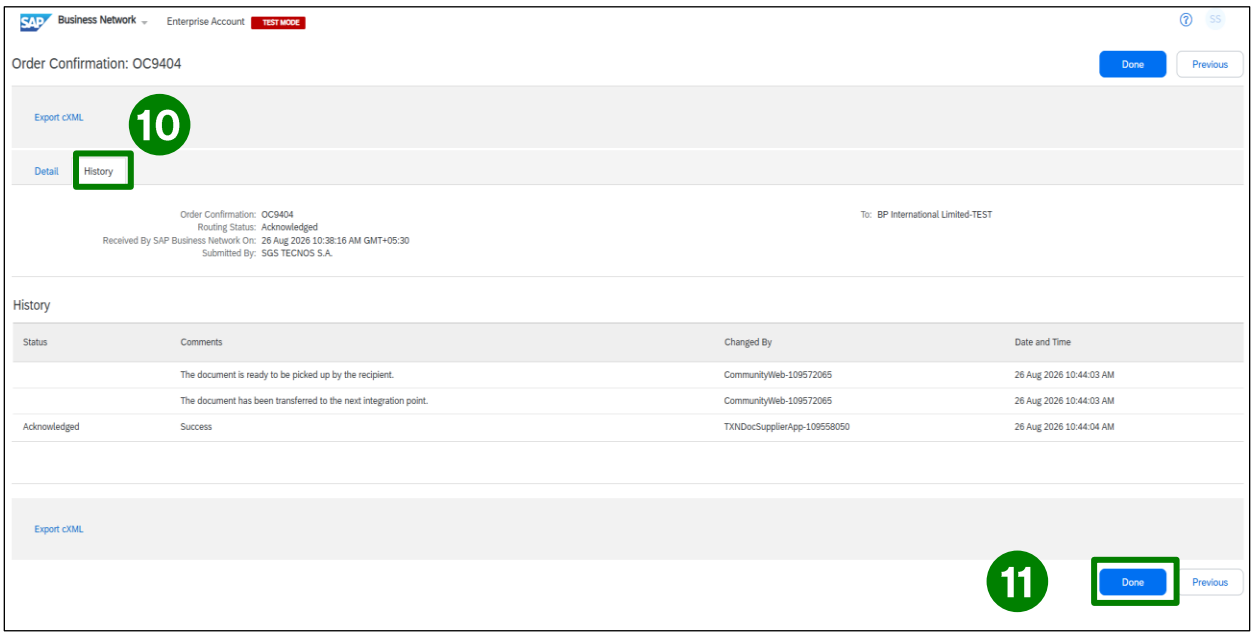


Step 9: Review the order confirmation (OC) details and click the **Submit** button. The **Order Confirmation** screen is displayed.

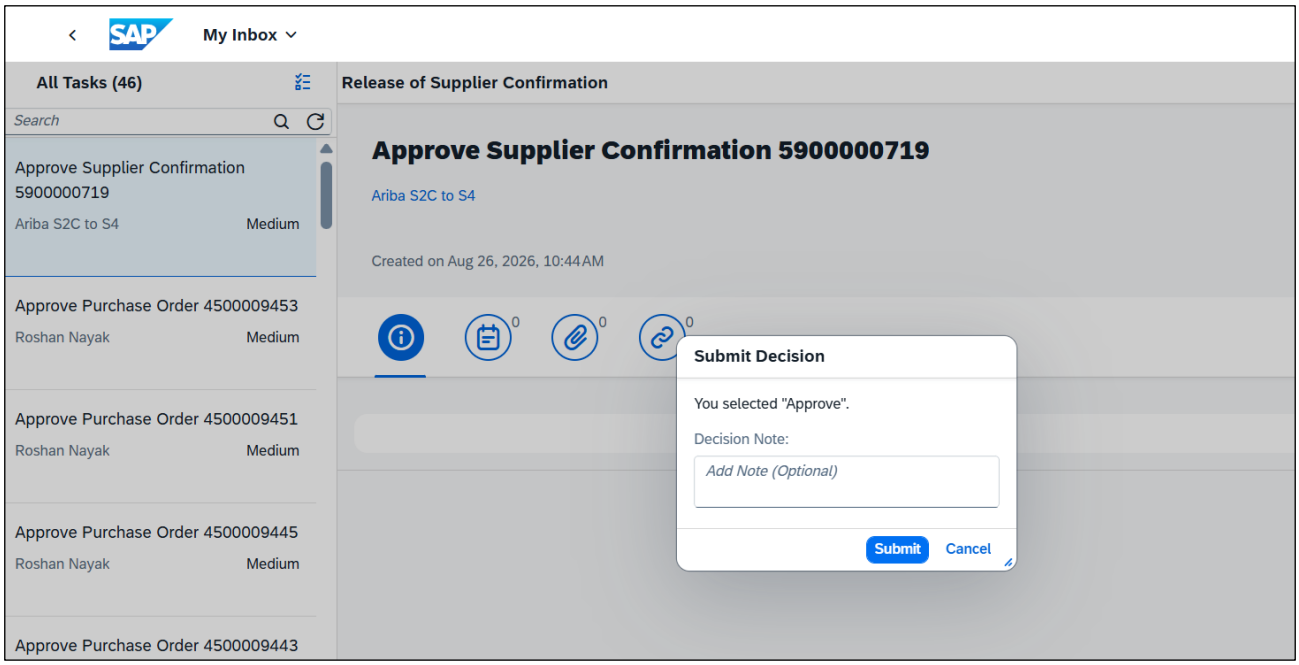


Step 10: Click the **History** tab to validate the OC status.

Step 11: Click the **Done** button.



Note: The OC is sent to SAP S/4HANA. The buyer checks if the OC had deviations from the original PO details and this time, there were changes. The buyer can view the changes made by the supplier and Approve or Reject.



Note: Once the buyer approves the workflow, the PO is updated with the OC details. The updated PO is then sent to SBN with a **Changed** status. The supplier must reconfirm the entire PO without making any further to proceed.

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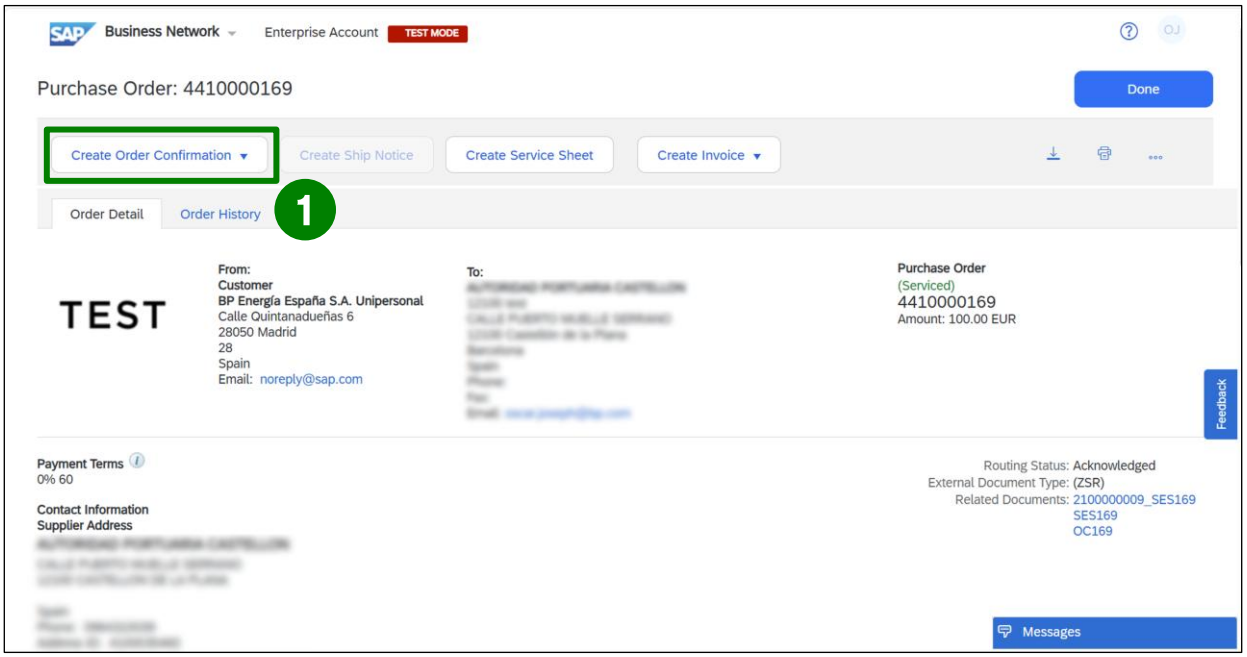
OC creation with deviation for lean services

In this section, you will learn how to create an OC with deviations for a lean services PO, including start date, end date, price, and quantity.

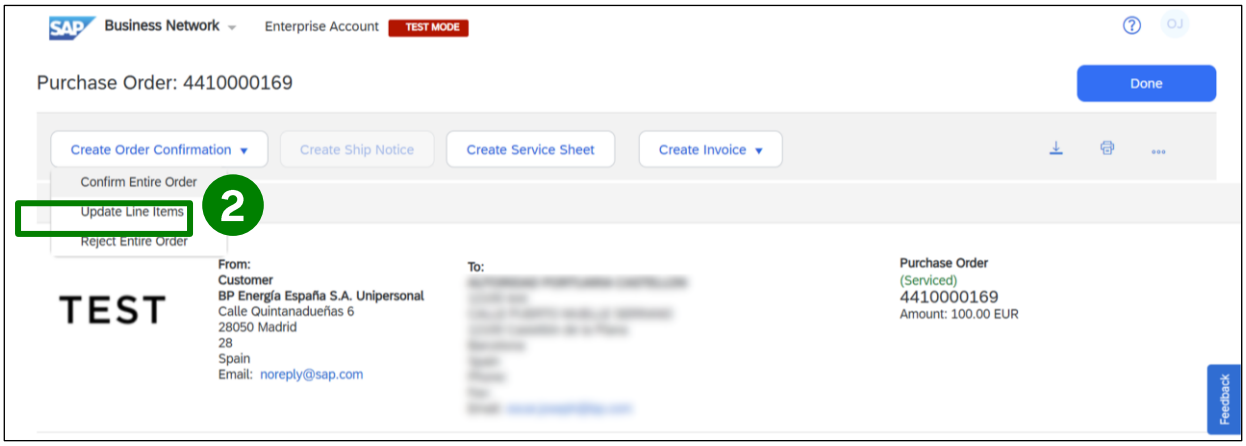
Step instructions

Follow steps 1- 7 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.



Step 2: Select the **Update Line Items** option from the drop-down list.

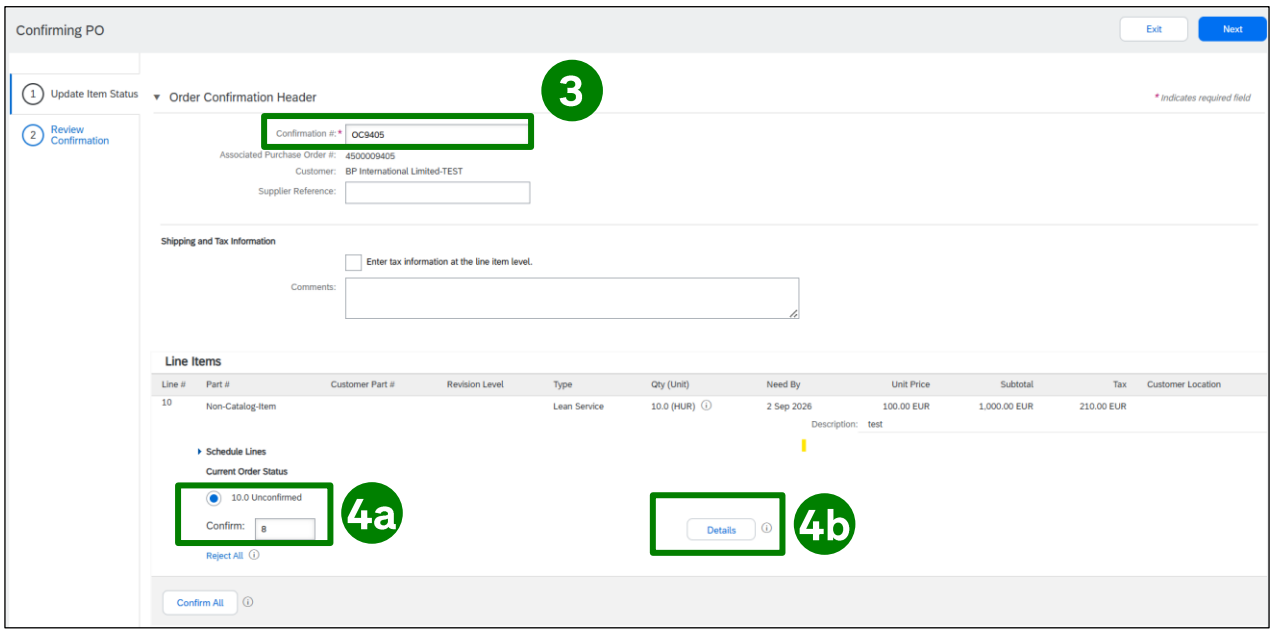


Step 3: Enter the confirmation ID in the **Confirmation #** field.

Step 4: In the **Line Items** section, update the line item details:

a. Enter the required quantity in the **Confirm** field, to confirm the quantity ordered.

b. Click the **Details** button.



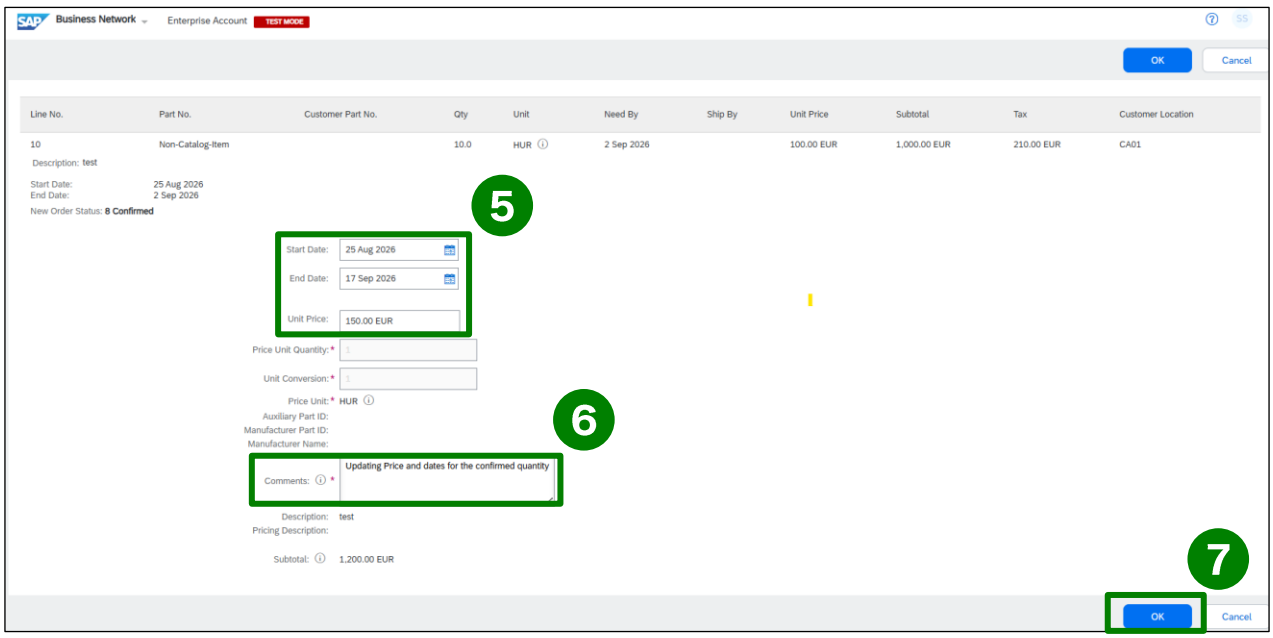
Step 5: Review and if required update the following information:

- **Start Date:** enter the start date or select it from the calendar.
- **End Date:** enter the start date or select it from the calendar.
- **Unit Price:** validate the price unit.

Step 6: Enter comments regarding the information added/updated in the **Comments** field.

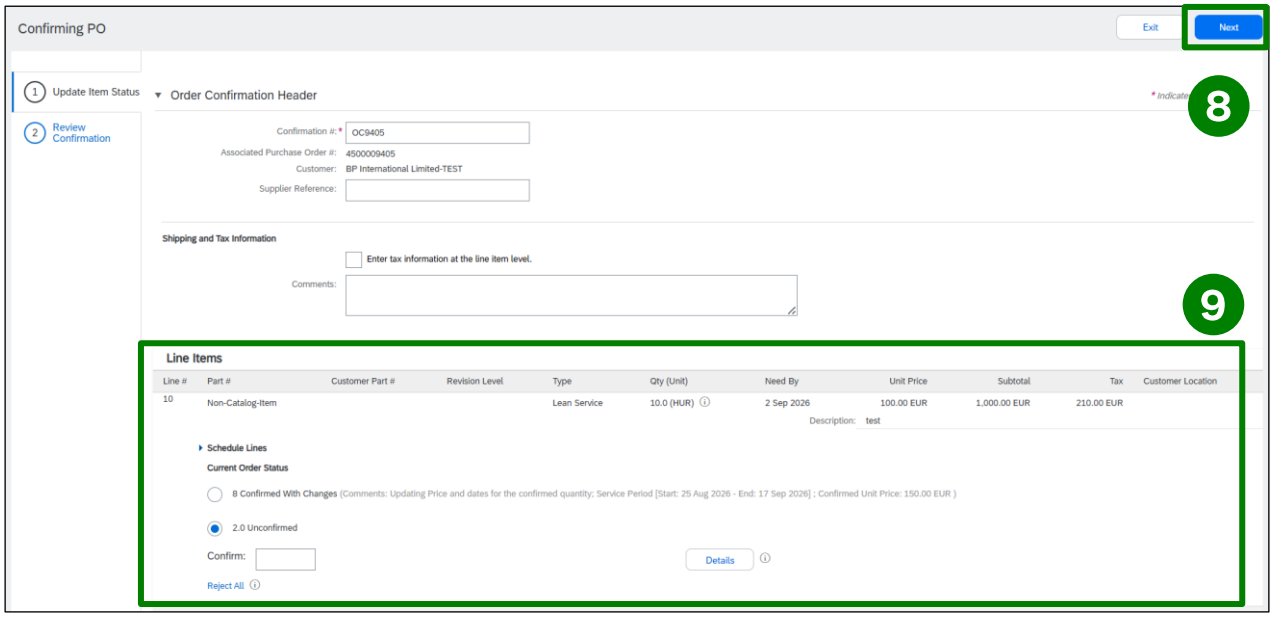
Note: Fields marked with an **asterisk*** are mandatory.

Step 7: Click the **OK** button.

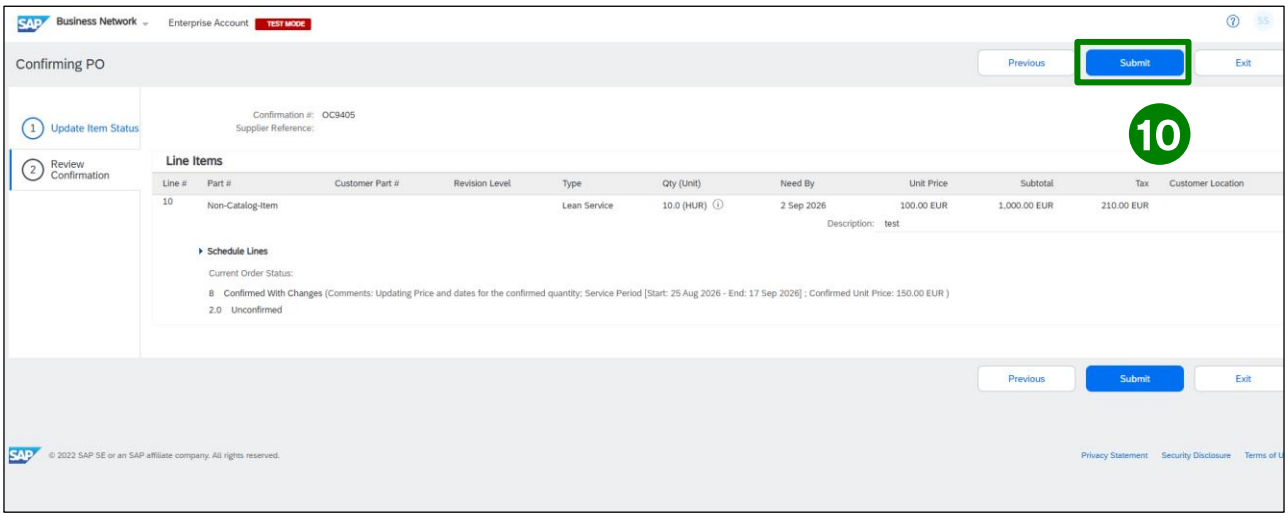


Step 8: The deviation details are updated on the screen.

Step 9: Click the **Next** button.

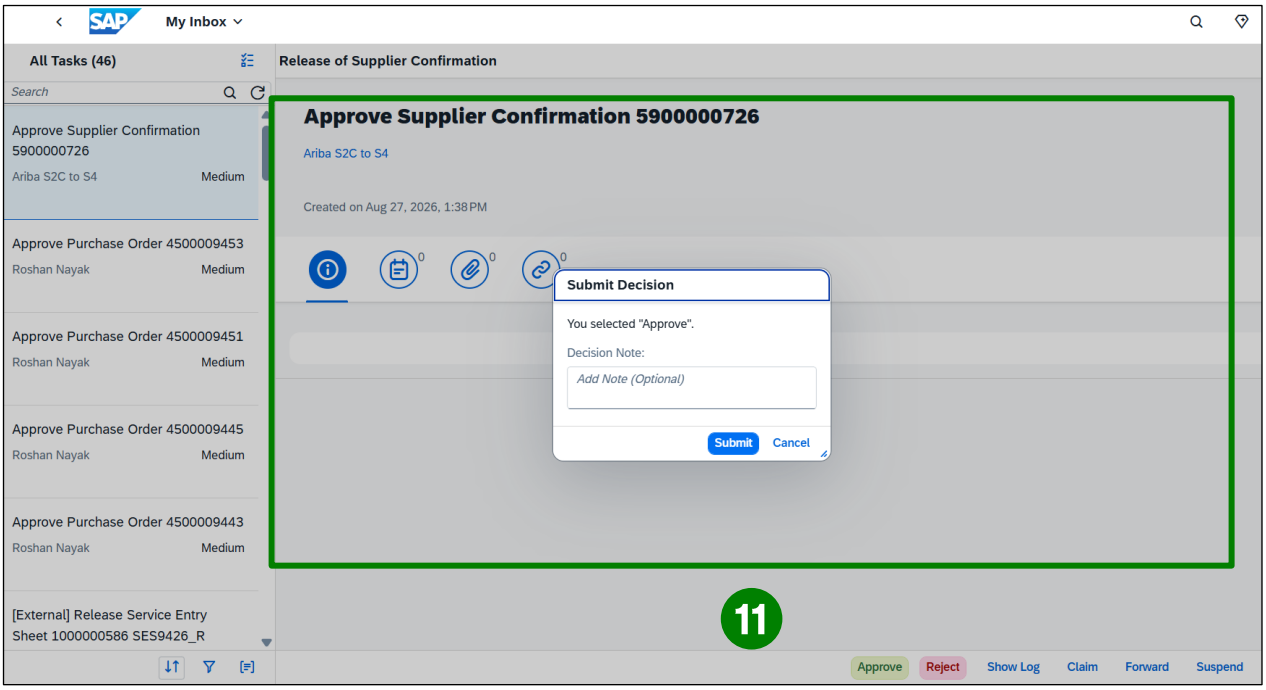


Step 10: Review the order confirmation details and click the **Submit** button.



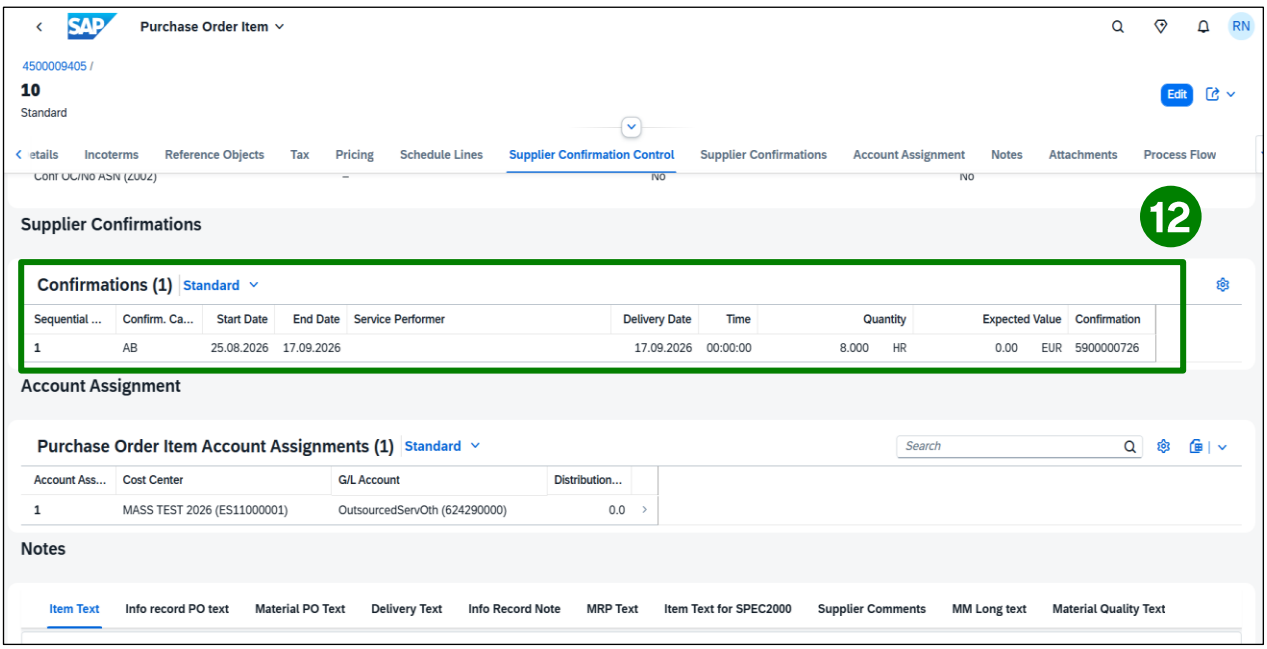
Supplier actions in SAP business network

Step 11: When supplier submits the Order Confirmation, it will be sent to buyer for approval.

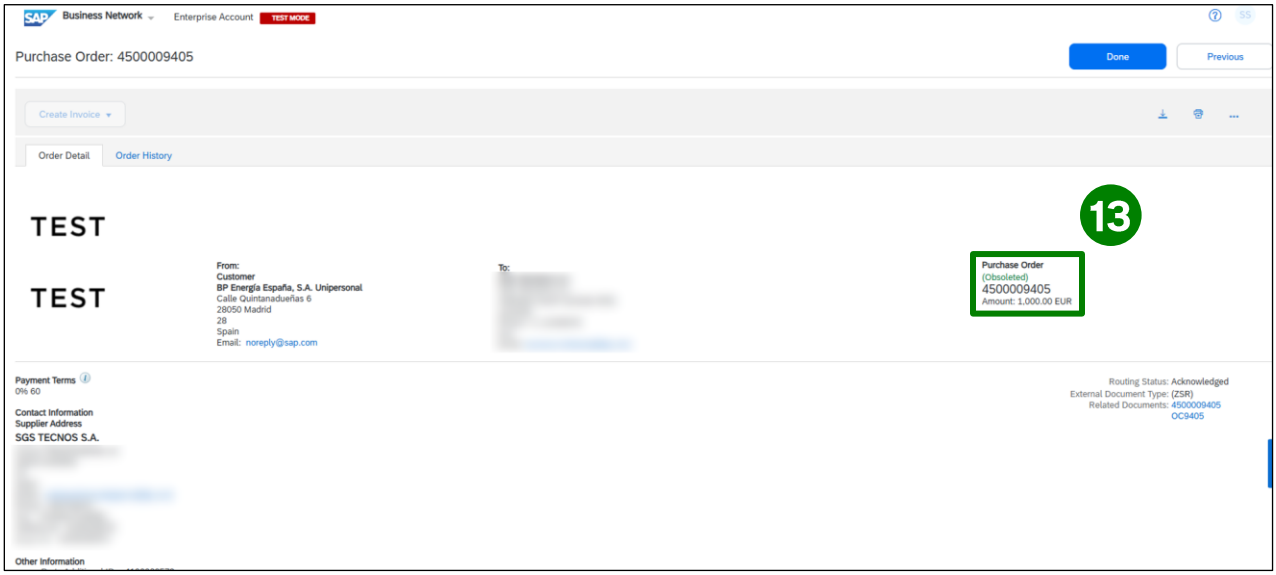


Step 12: Once the approval is successful:

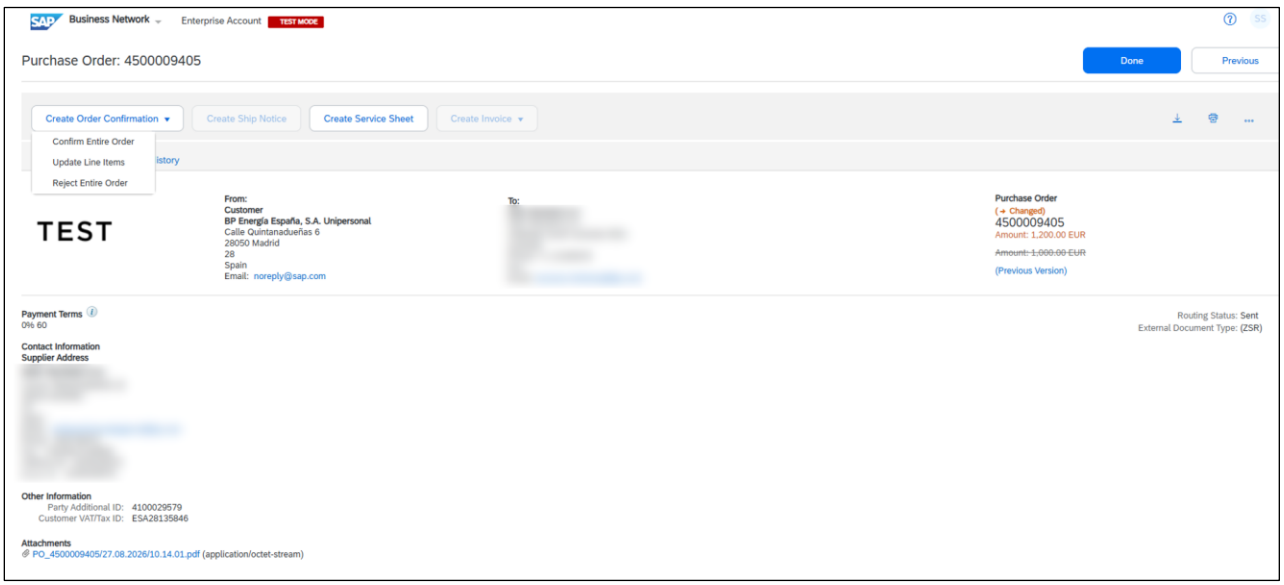
- The OC details get updated in the **Confirmations** tab.
- The PO gets updated with deviations.



Step 13: The updated PO is available in SBN, and the previous version becomes obsolete.



Step 14: Re-confirm the updated PO without any deviations. Once the OC gets interfaced with SAP S/4HANA (Fiori), no approval flow gets triggered as there was no deviation created.



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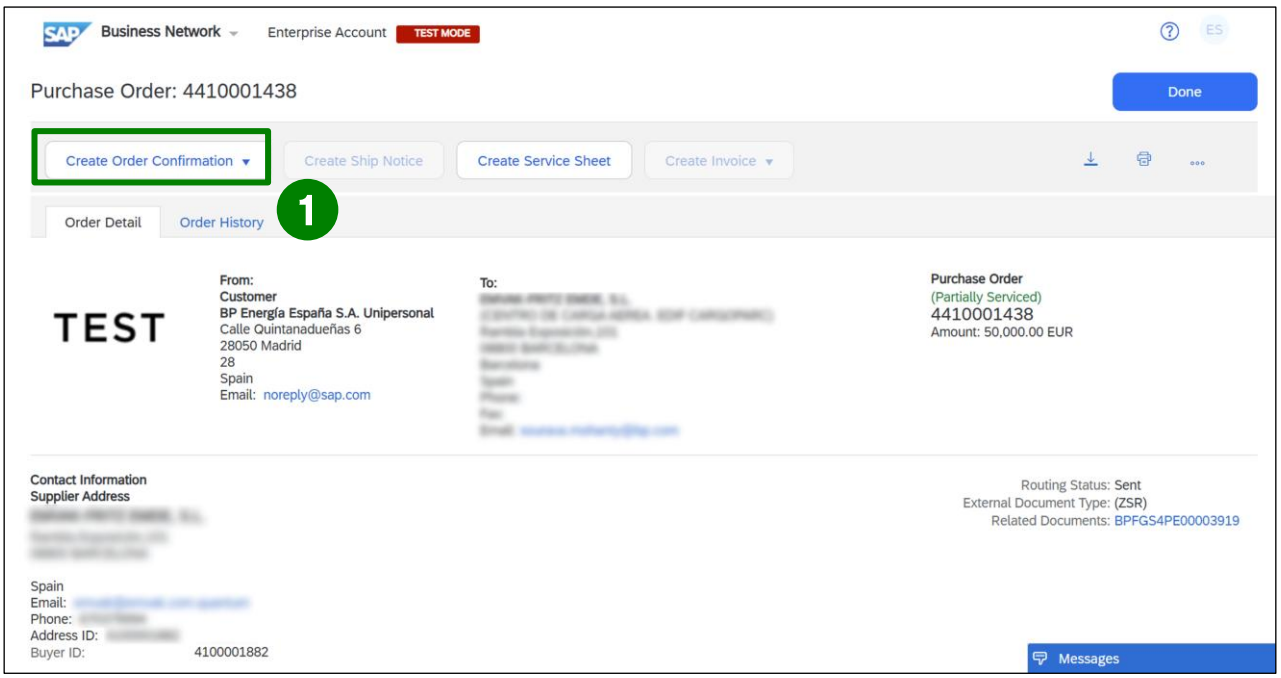
OC creation with deviation for limit services

In this section, you will learn how to create an OC with deviations for a limit services PO.

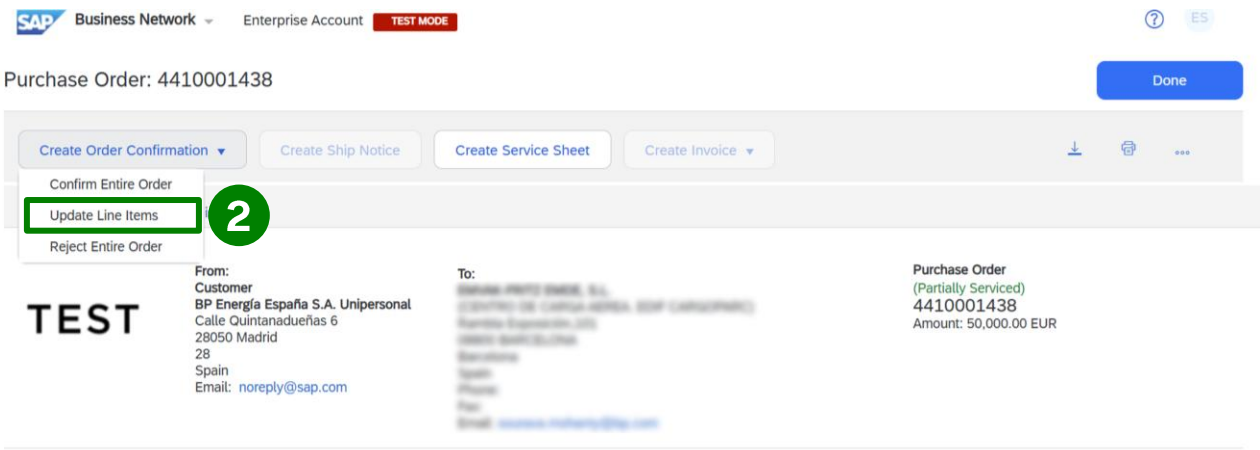
Step instructions

Follow steps 1- 7 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.



Step 2: Select the **Update Line Items** option from the drop-down list.

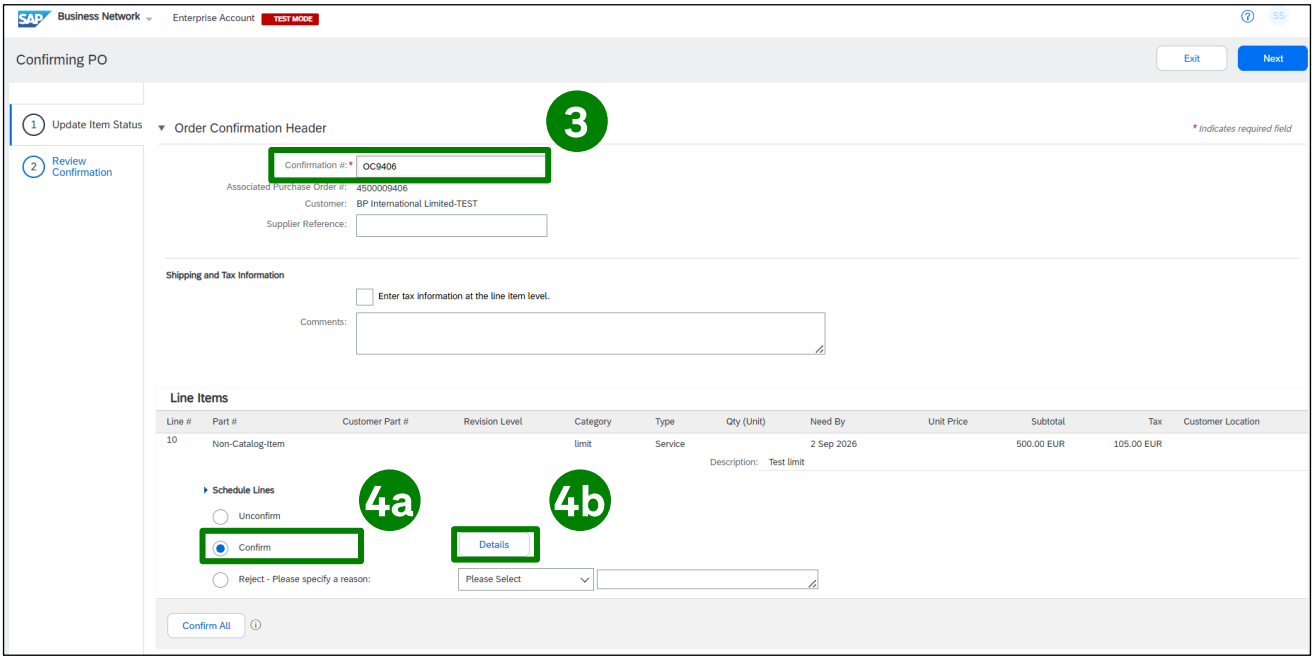


Step 3: Enter the confirmation ID in the **Confirmation #** field.

Step 4: In the **Line Items** section:

a. Select the **Confirm** radio button.

b. Click the **Details** button.



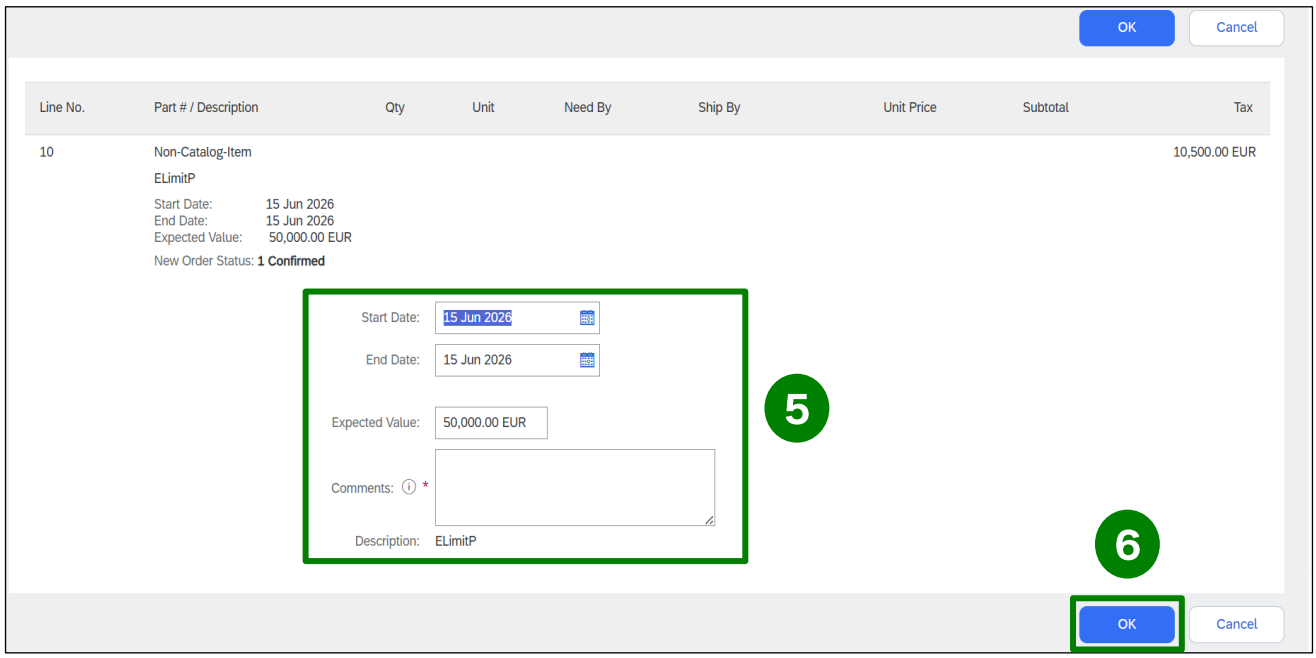
Step 5: Review and if required update the following information:

- **Start Date:** enter the start date or select it from the calendar.
- **End Date:** enter the end date or select it from the calendar.
- **Comments:** enter comments regarding the information added/updated.

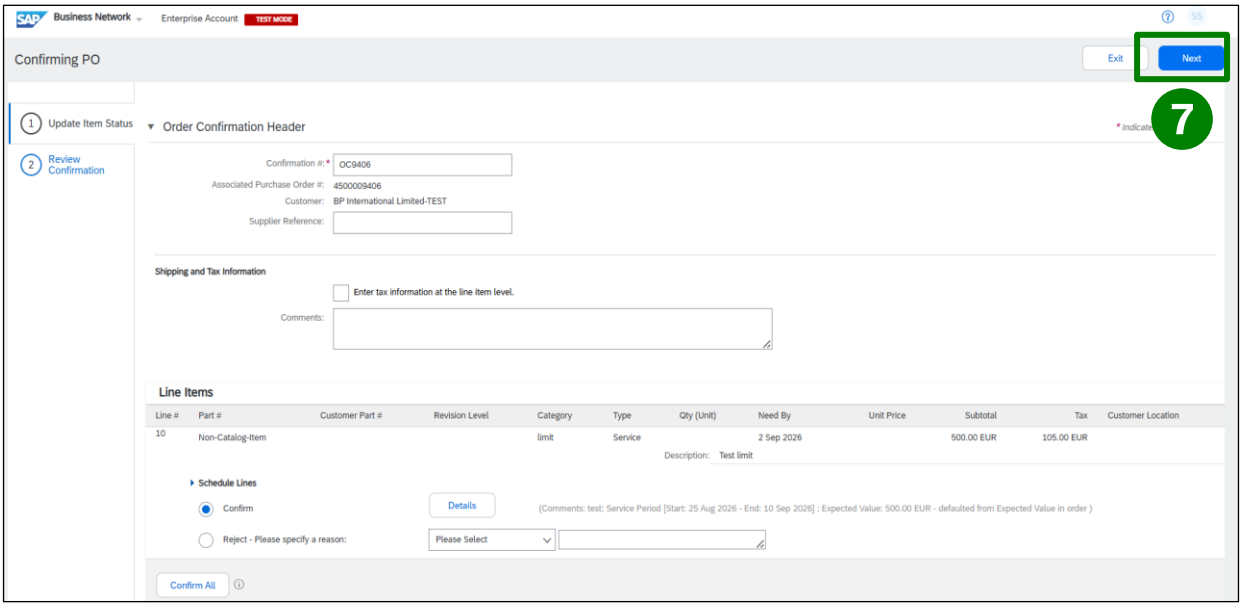
Note:

- Fields marked with an **asterisk*** are mandatory.
- For enhanced limit POs, the expected Value can only be decreased.

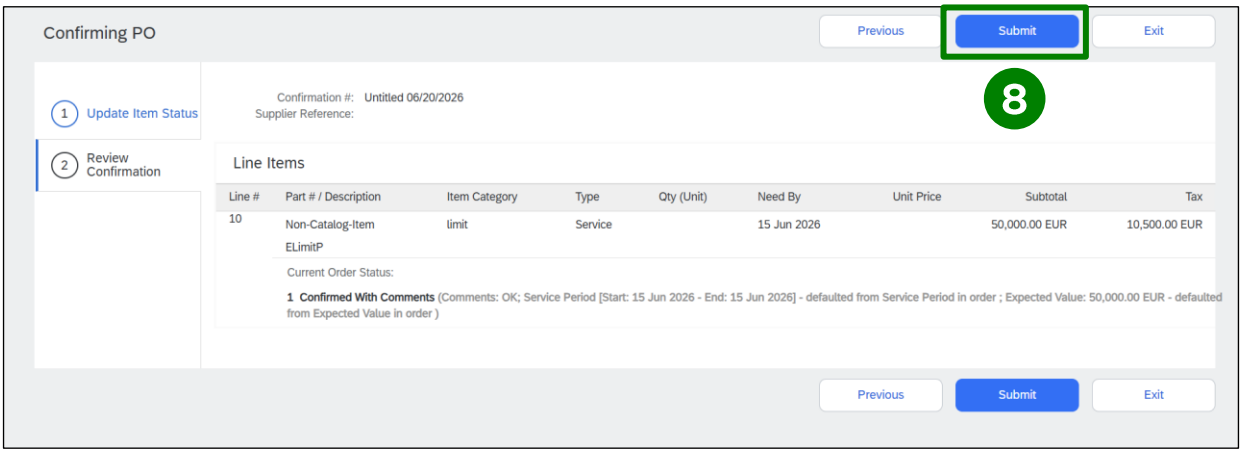
Step 6: Click the **OK** button.



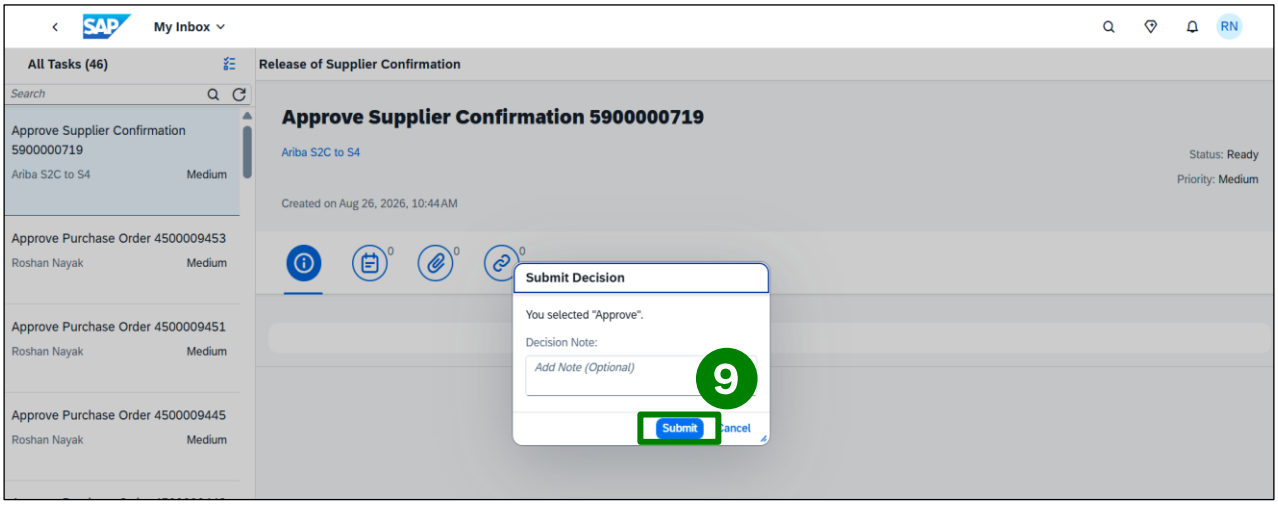
Step 7: The **Confirming PO** screen is displayed. Click the **Next** button.



Step 8: Review the Order Confirmation (OC) details and click the **Submit** button.

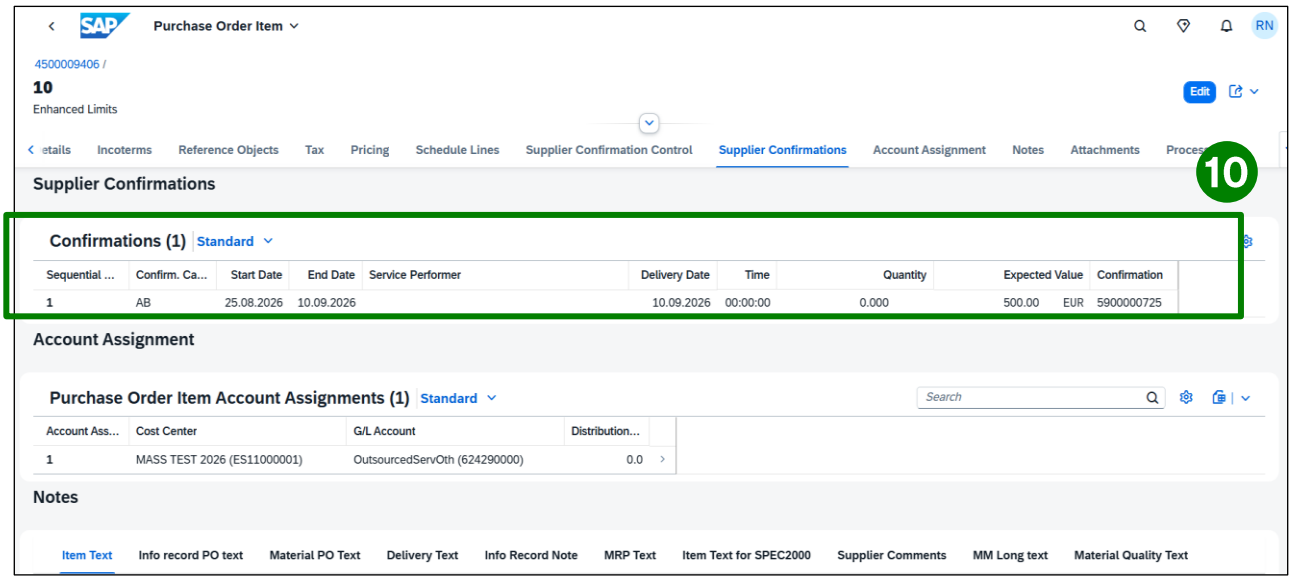


Step 9: When supplier submits the Order Confirmation, it will be sent to buyer for approval.

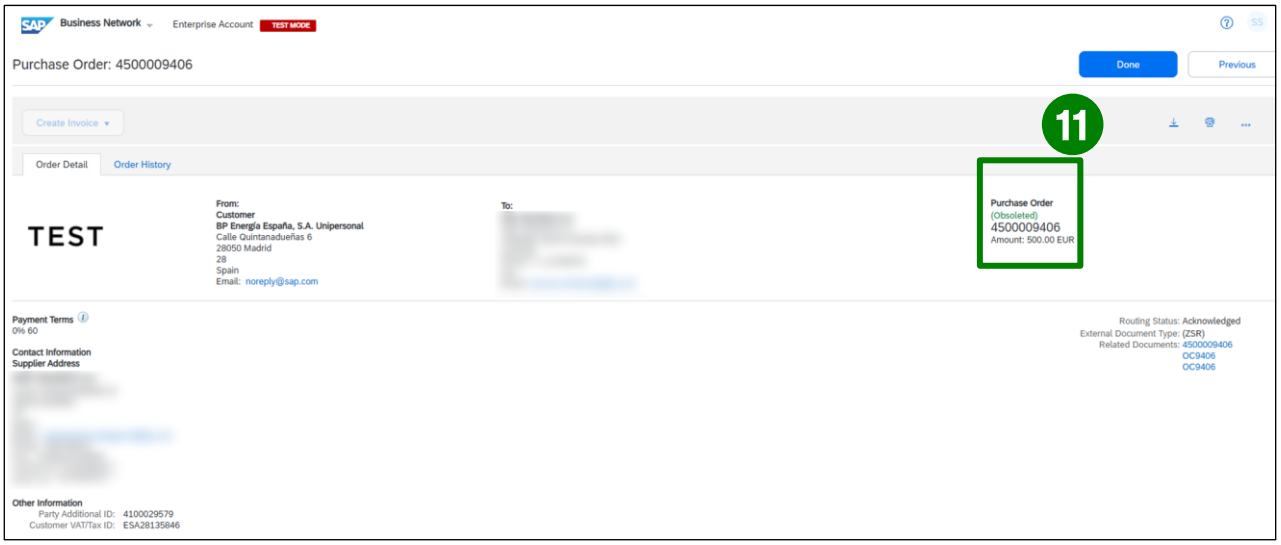


Step 10: Once the approval is successful:

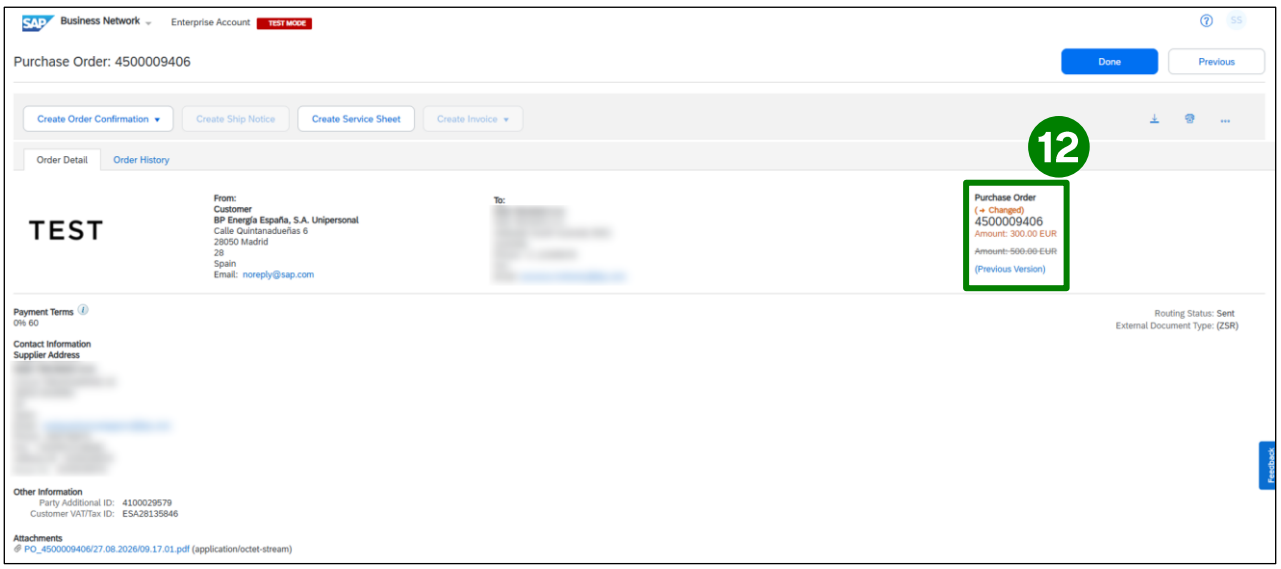
- The OC details gets updated in the **Confirmations** tab.
- The PO gets updated with deviations.



Step 11: The updated PO is available in SBN, and the previous version becomes obsolete.



Step 12: Re-confirm the updated PO with no deviations. Once the OC gets interfaced with SAP S/4HANA (Fiori), no approval flow gets triggered as there were no deviations created.



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Submit ASN for material PO

In this section of the digital guide, you will learn how to create and submit an Advanced Shipping Notification (ASN) for a material PO.

What is an ASN?

An ASN (Advanced Shipment Notification) informs bp that materials have been shipped and provides shipment, delivery and milestone information before the goods arrive.

When is an ASN required?

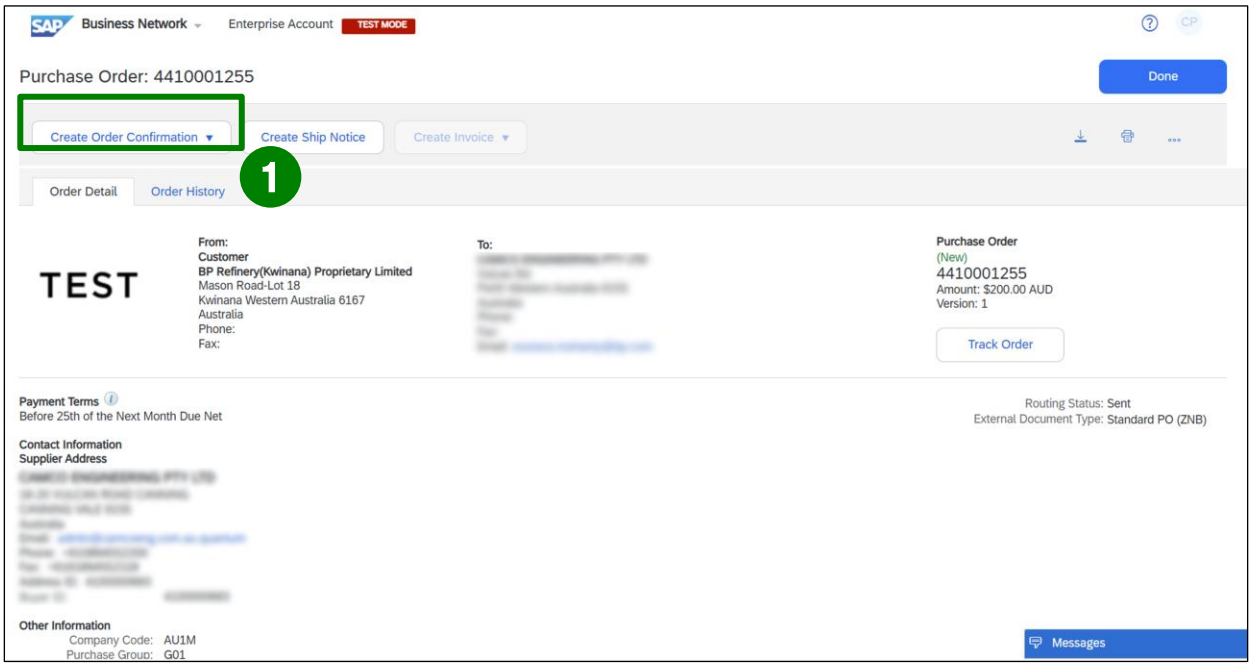
ASN submission is required for material POs at sites where 3PL integration is not deployed (CAS and KWI in Release 1).

Note: ASN is not required for service POs.

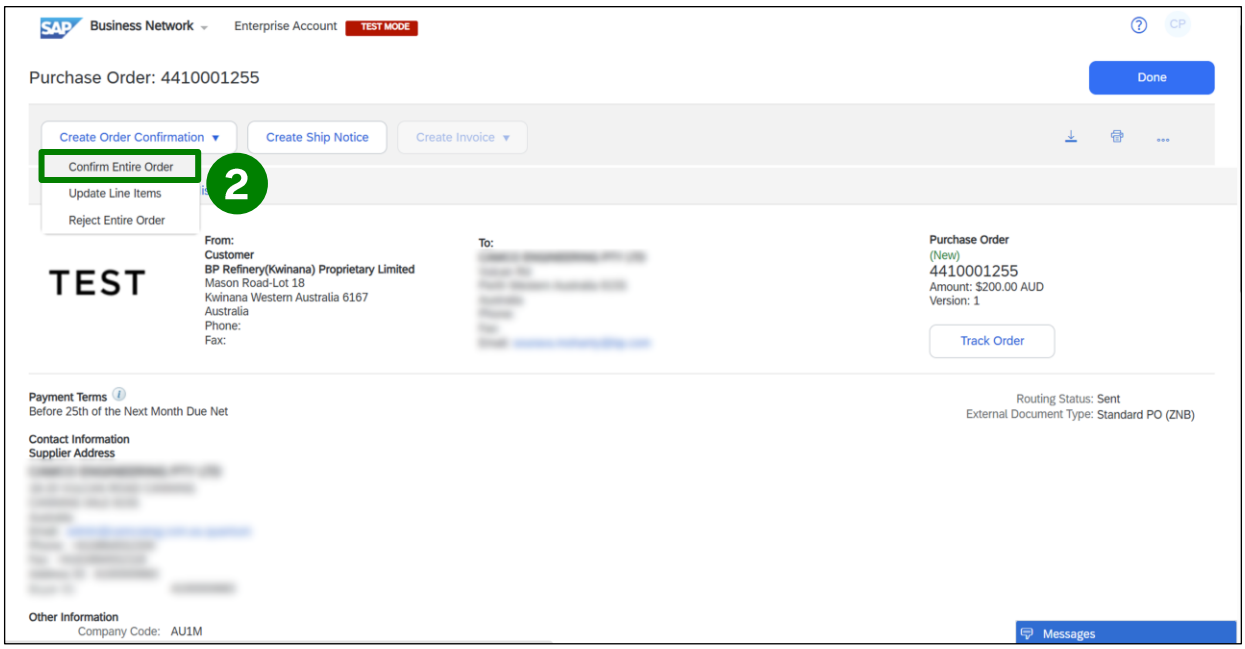
Step instructions

Follow steps 1- 7 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Step 1: On the **Purchase Order** screen, click the **Create Order Confirmation** button.

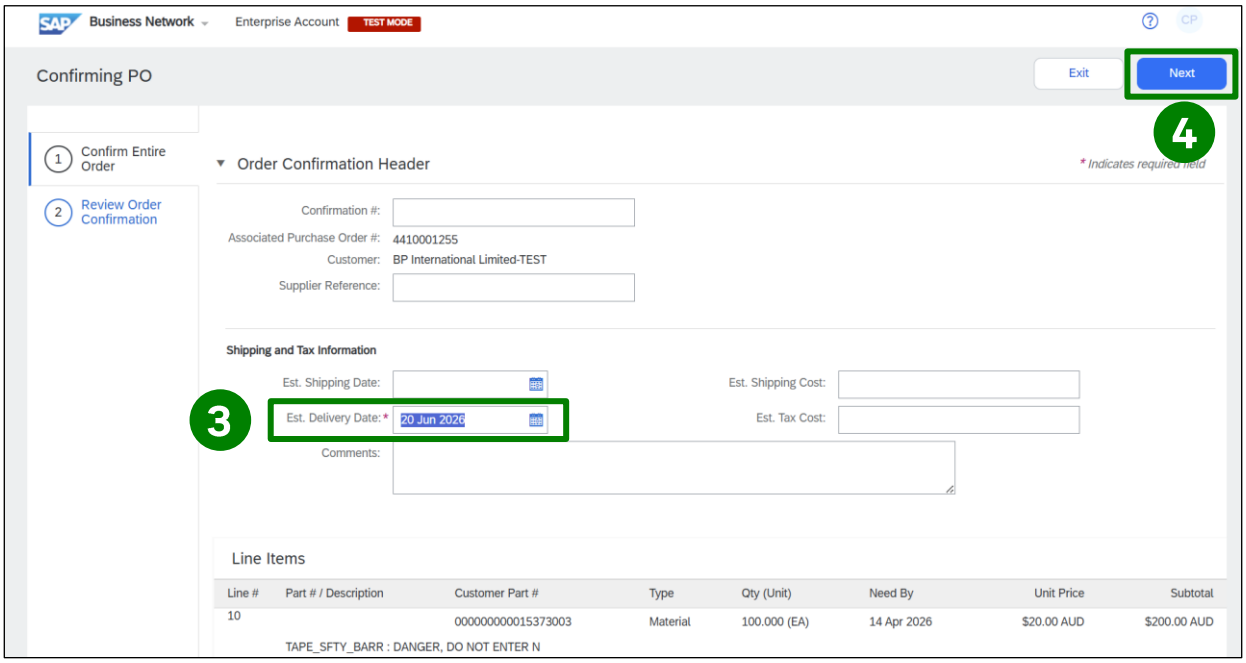


Step 2: Select the **Confirm Entire Order** option from the drop-down list.

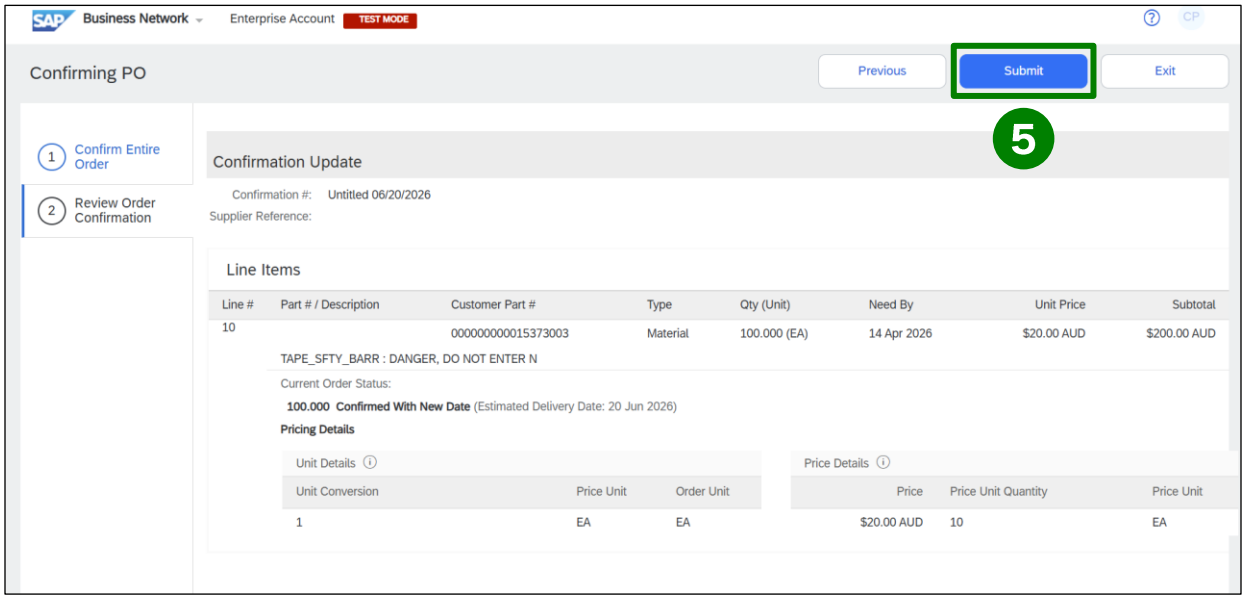


Step 3: The **Confirming PO** screen is displayed. Enter or update the date in the **Est. Delivery Date** field.

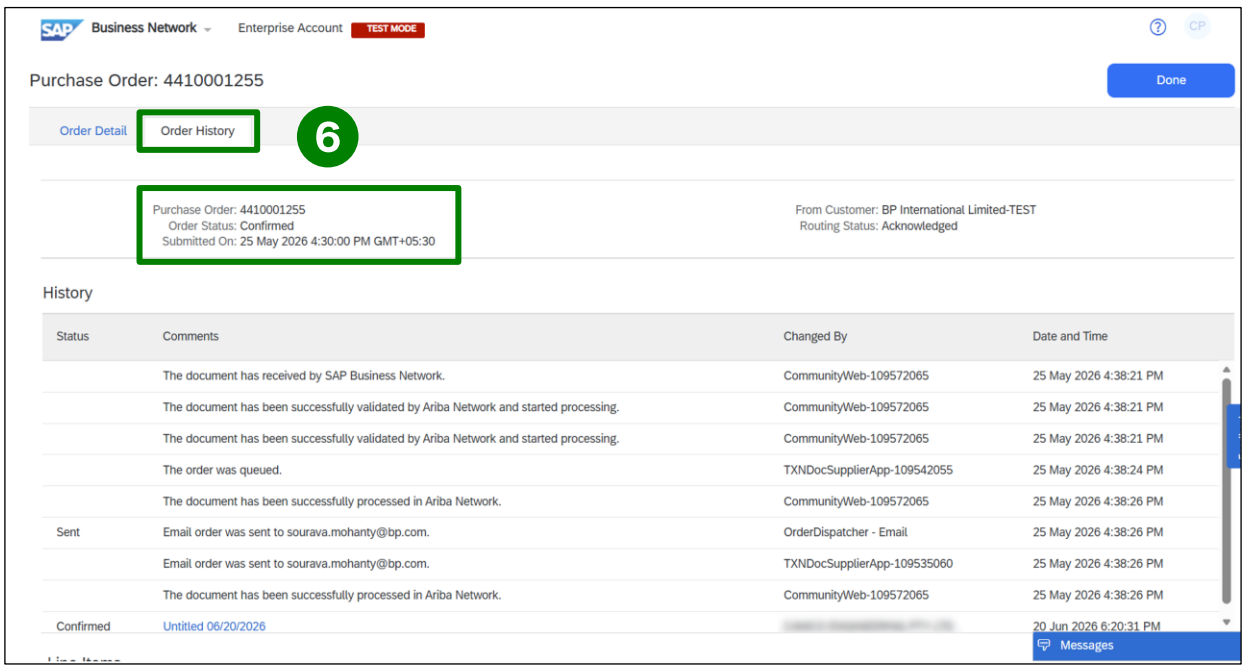
Step 4: Click the **Next** button.



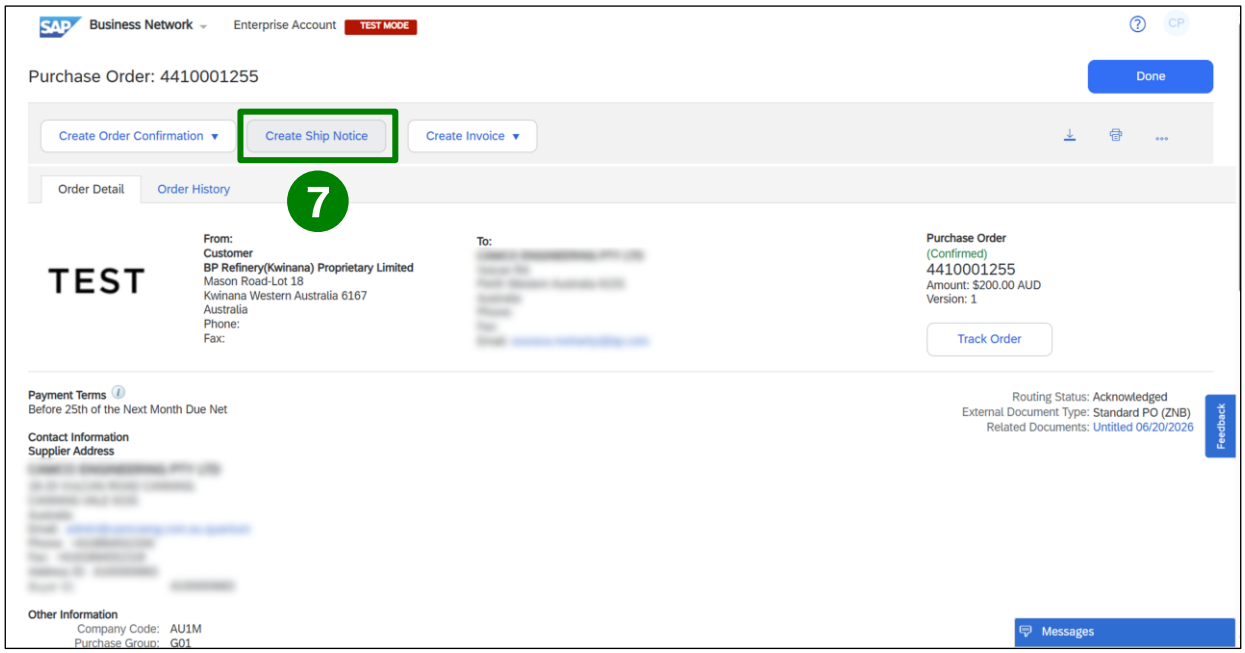
Step 5: Review the order confirmation (OC) details and click the **Submit** button.



Step 6: Click the **Order History** tab to validate the OC status.



Step 7: Click the **Create Ship Notice** button.



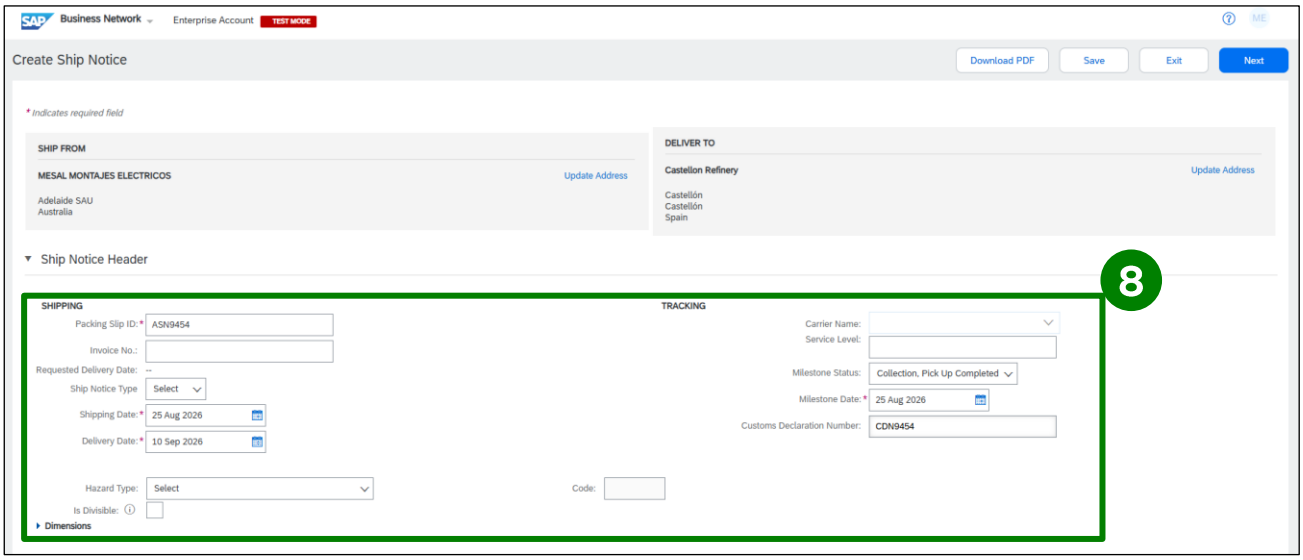
What is a Milestone status and Milestone date?

Milestone status and dates show service progress, confirm completion of key checkpoints and indicate when billing or progress updates should take place.

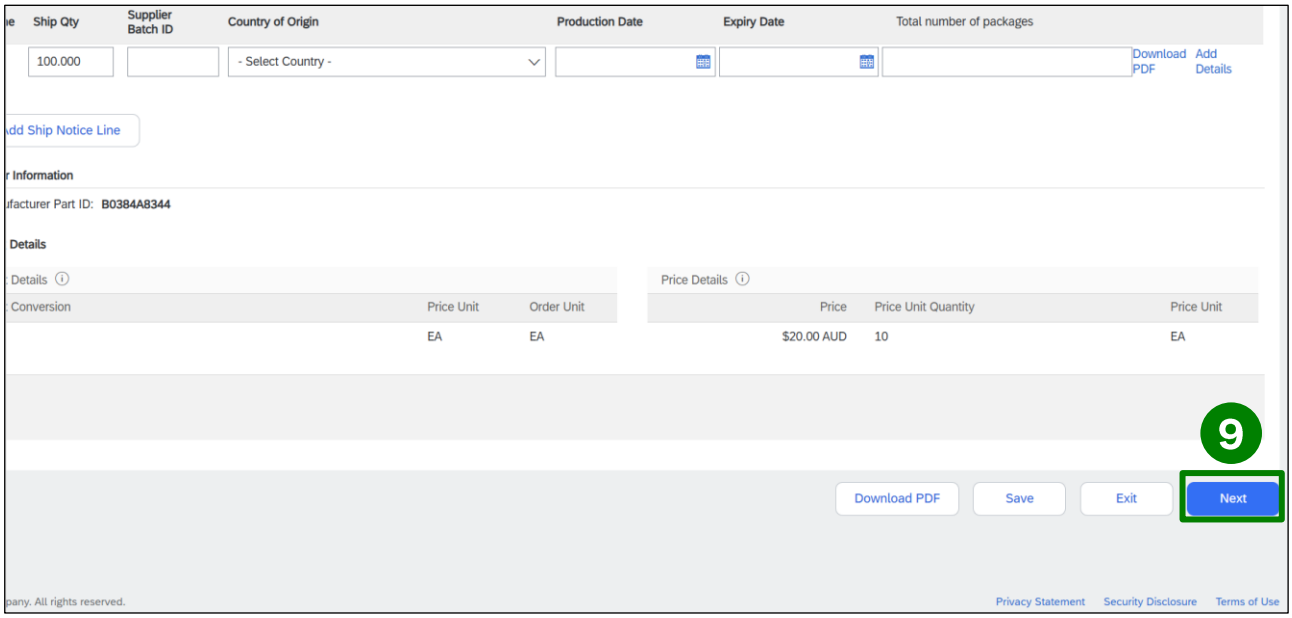
Step 8: The **Create Ship Notice** screen is displayed. Enter the details in the following fields:

- **Packing Slip ID**
- **Shipping Date**
- **Delivery Date**
- **Milestone Status**
- **Milestone Date**
- **Custom Declaration Number**
- **Attachments** (if required)

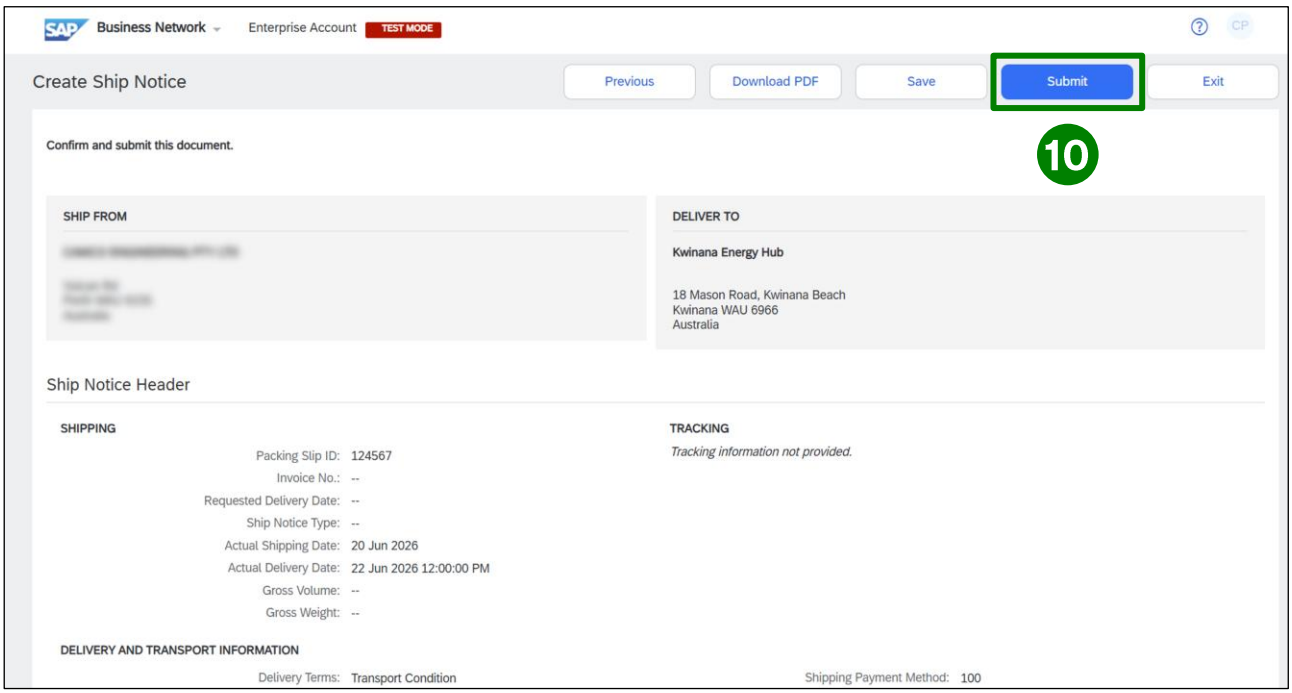
Note: Update the **Delivery Date** whenever shipment milestones change to provide bp with the latest expected delivery information and support accurate receipt planning.



Step 9: Click the **Next** button.

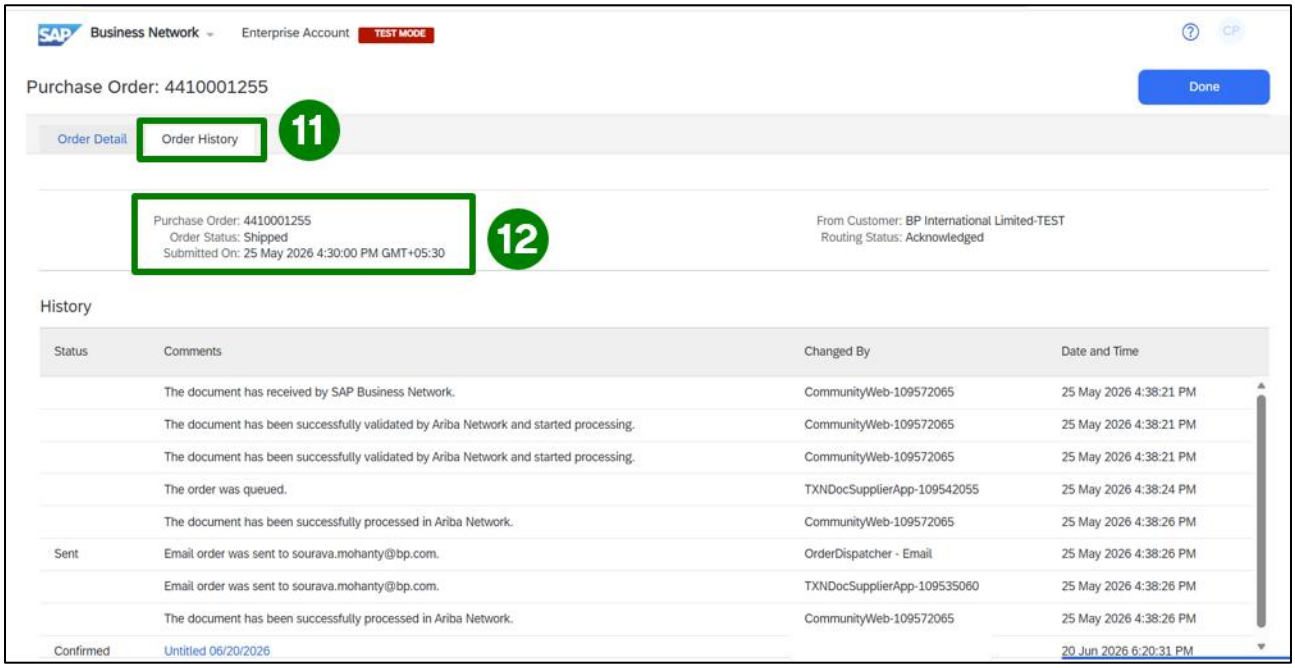


Step 10: Click the **Submit** button.



Step 11: Click the **Order History** tab to validate the OC status.

Step 12: Click the **Done** button.



Note:

- **2-Step Goods Receipt:** After ASN submission, bp creates an inbound delivery and monitors shipment progress. Goods receipt is completed when the materials are physically received and processed at the receiving site.

- The ASN details are updated in SAP S/4HANA, and the buyer can check in the **Confirmations** tab along with the **Inbound Delivery** number and **Milestone** details.

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What is an SES?

A **Service Entry Sheet (SES**) is how you confirm the services you have completed against a purchase order so bp can review and approve them as a first step in the invoicing process.

Create SES

In this section, you will learn how to:

- Verify and create a Service Entry Sheet (SES) against the PO.
- Submit the SES and confirm its approval in SBN

Step instructions

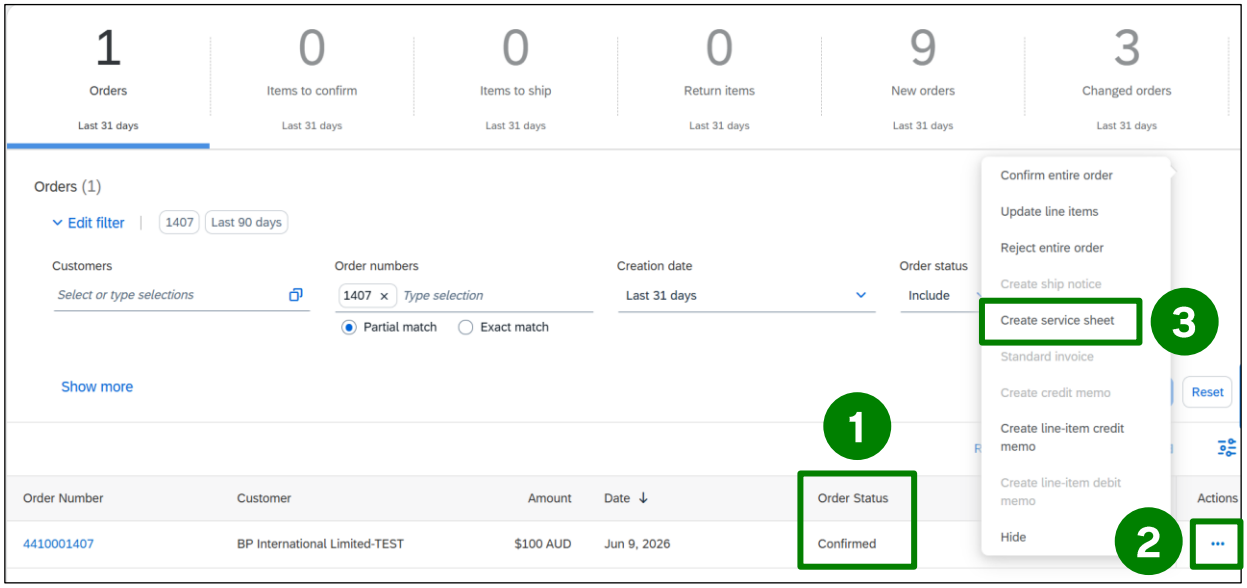
Follow steps 1- 4 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Supplier actions in SAP business network

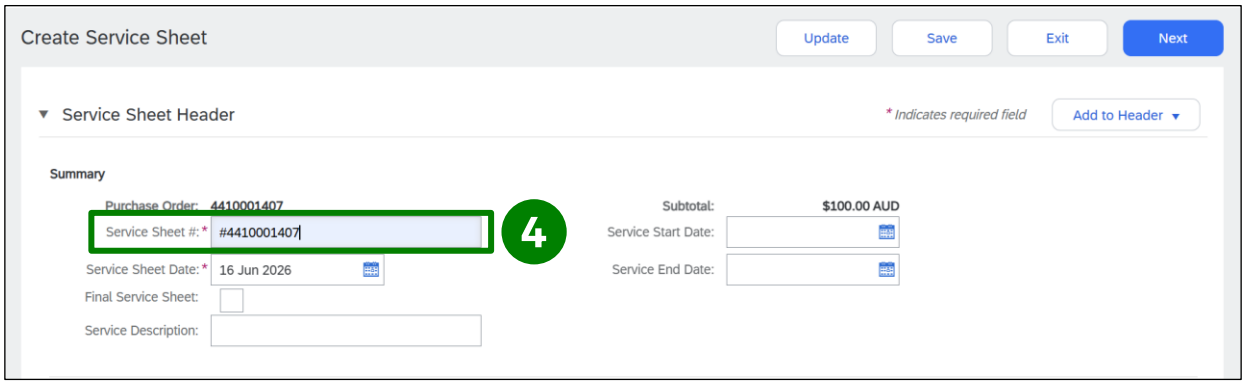
Step 1: Review the **Order Status** column to verify that the OC is **Confirmed**.

Step 2: If the OC is confirmed, click the **Actions** (**...**) icon in the **Actions** column.

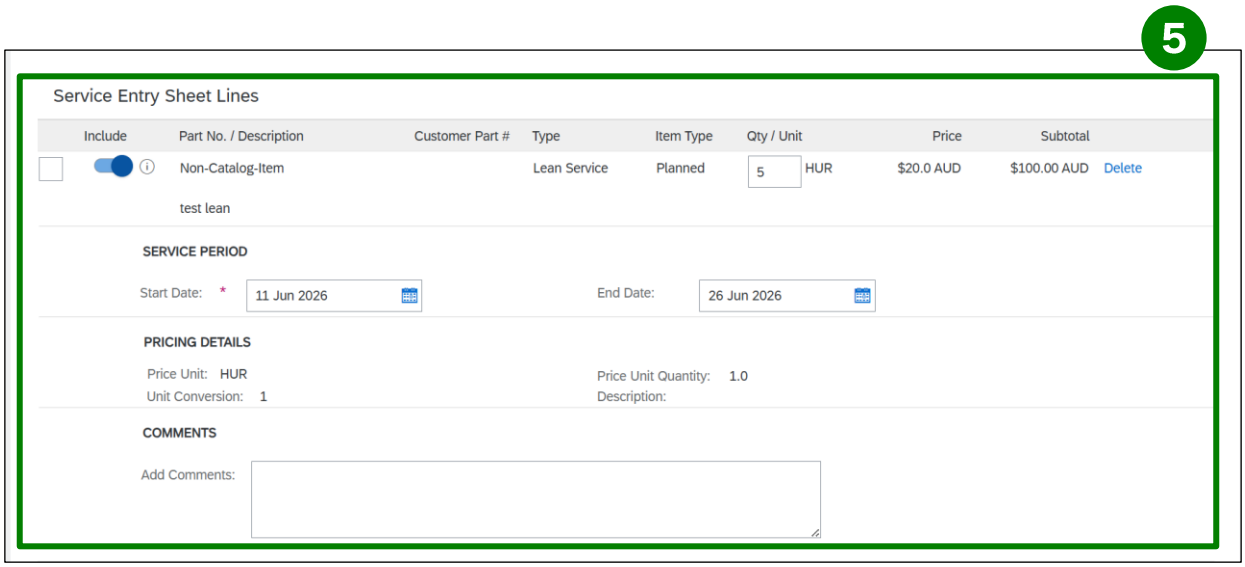
Step 3: Select the **Create service sheet** option from the drop-down list.



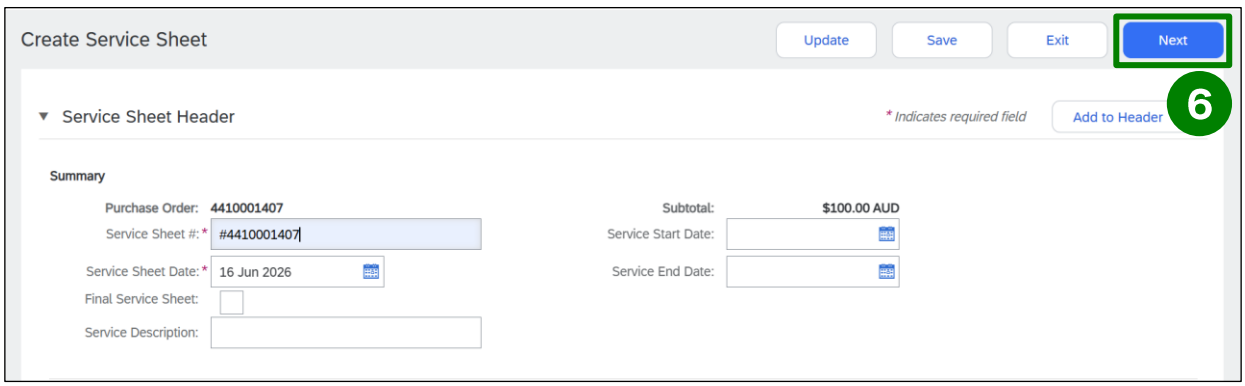
Step 4: Enter the **Service Sheet #** in the **Service Sheet Header** section.



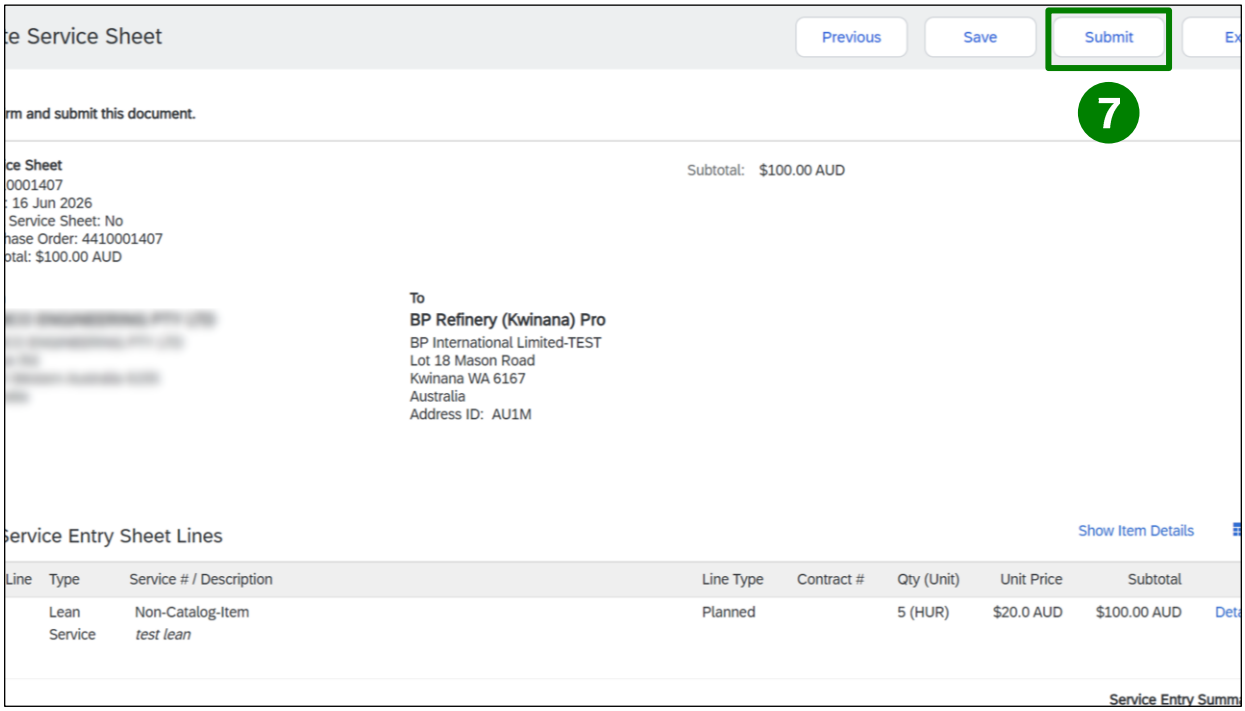
Step 5: Review the details in the **Service Entry Sheet Lines** section.



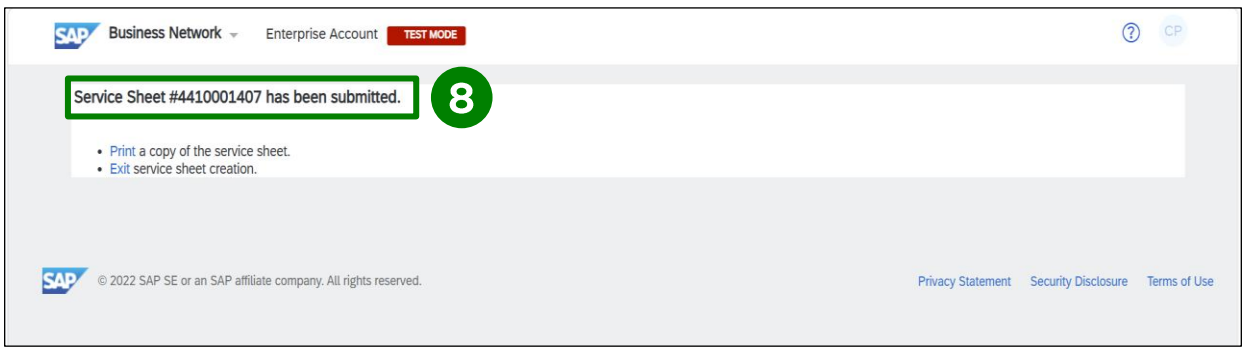
Step 6: Click the **Next** button.



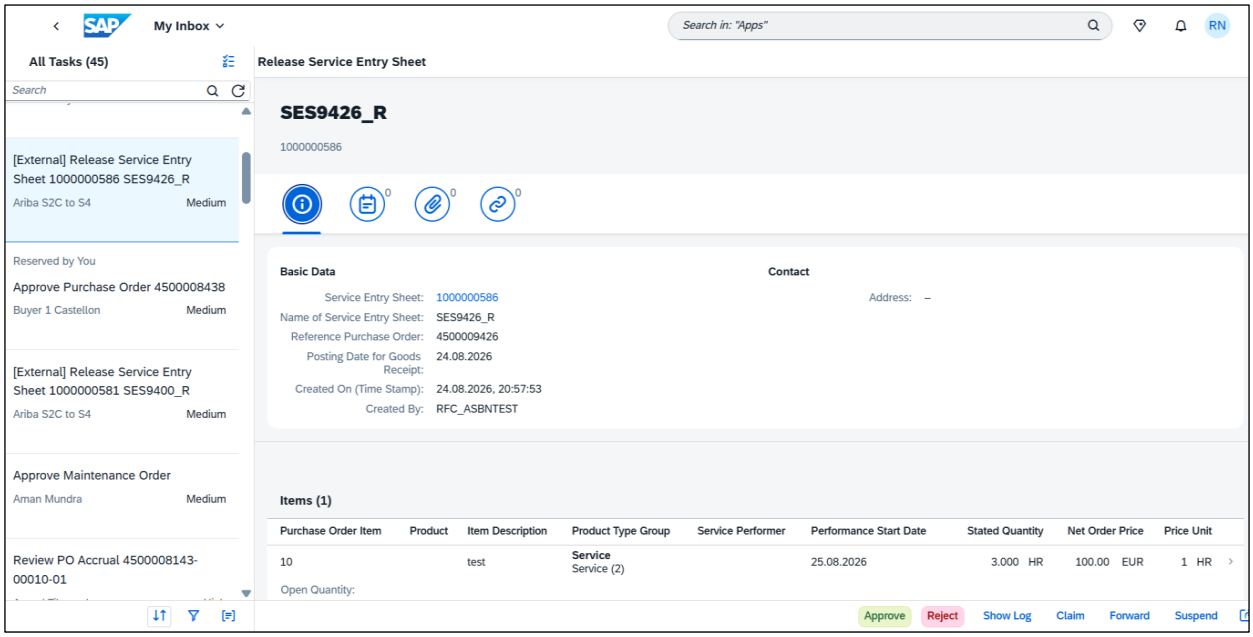
Step 7: Click the **Submit** button to submit the service sheet.

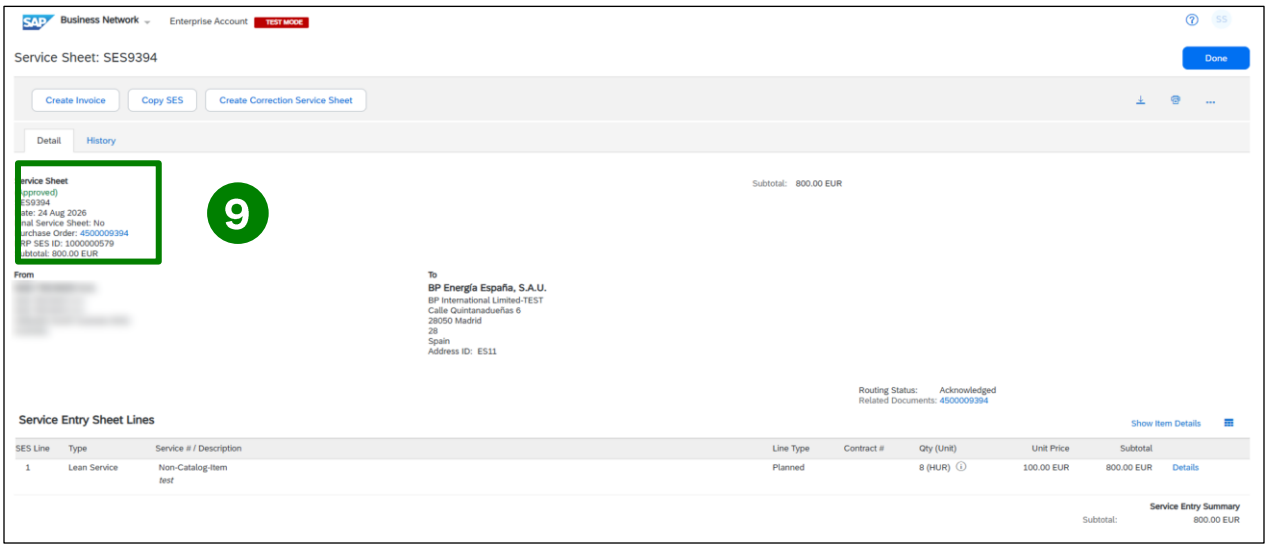


Step 8: The **Service Sheet#** is created and displayed on the confirmation page.



Step 9: When supplier submits the SES, it will be sent to the SES Releaser for approval. After approval of the SES by the SES Releaser, its status is updated to Approved in SBN.





Note: If the SES is rejected, the rejection notification is sent to the Supplier. In SBN, the supplier can view the SES status as Rejected and must create and submit a new SES with the required corrections.

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Create a partial SES

In this section, you will learn how to:

- Verify and create an SES against the PO.
- Create and submit a partial SES and confirm its approval in SBN.

Why is a partial SES created?

A Partial SES is created when services are completed and accepted in stages or milestones. It allows payment to be processed for the completed portion of work, while the remaining services can be recorded in subsequent SES's as they are completed.

Step instructions:

Follow steps 1- 4 in the View Purchase Order guide. Use the link **View Purchase Order** to access the page, then follow the steps provided in the View Purchase Order guide.

Step instructions:

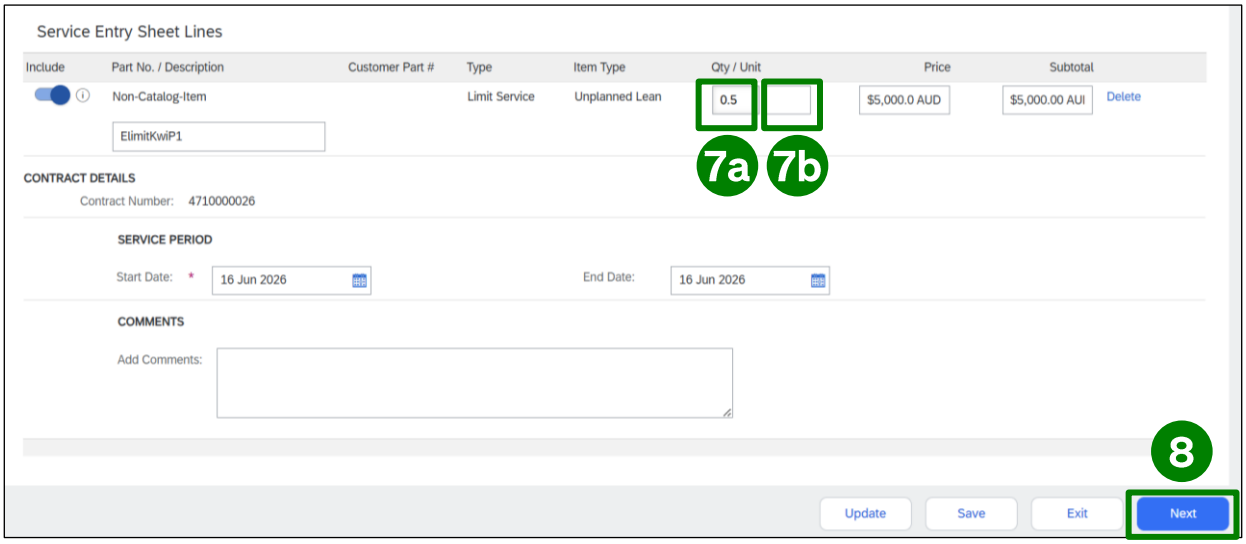
Step 1: Check whether the order confirmation exists. If not, confirm the order before creating an SES.

Follow steps 2- 4 in the Create SES guide.

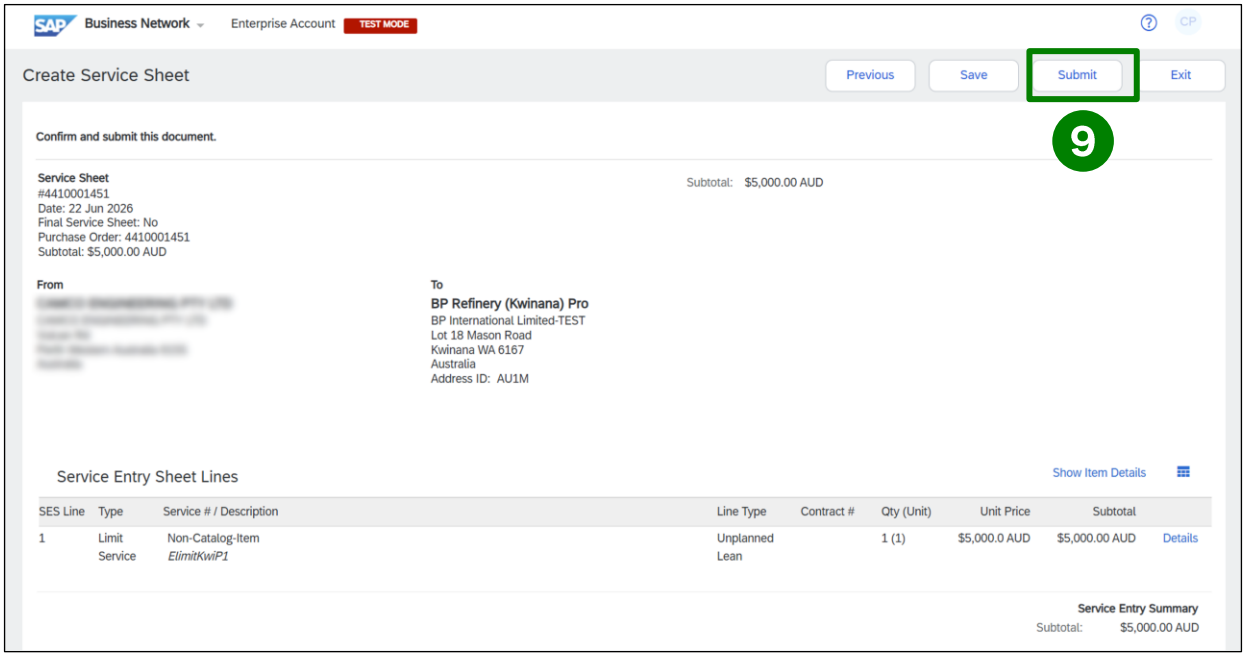
Step 2: In the **Service Entry Sheet Lines** section,

a) Enter the partially received quantity in the **Quantity** field.
b) For limit services, add the **UOM** (unit of measure) in the service line item. For example: H (hours), D (Days) or EA (each).

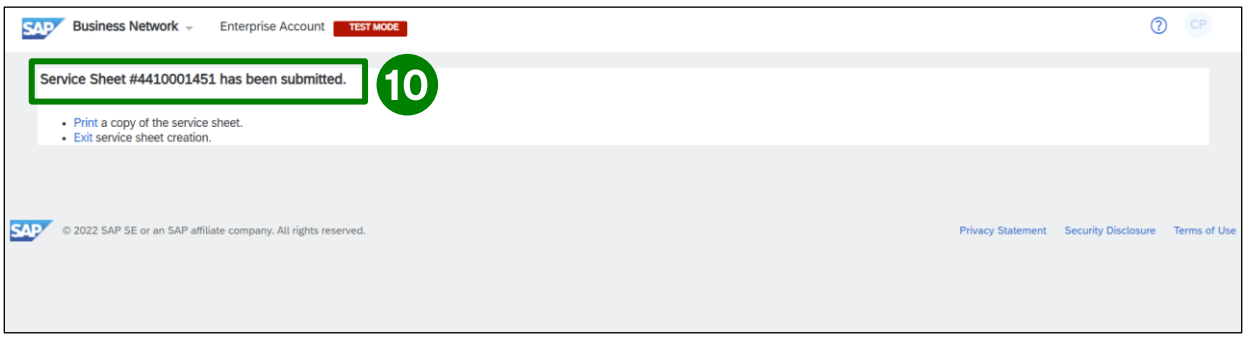
Step 3: Click the **Next** button.



Step 4: Click the **Submit** button to submit the service entry sheet.



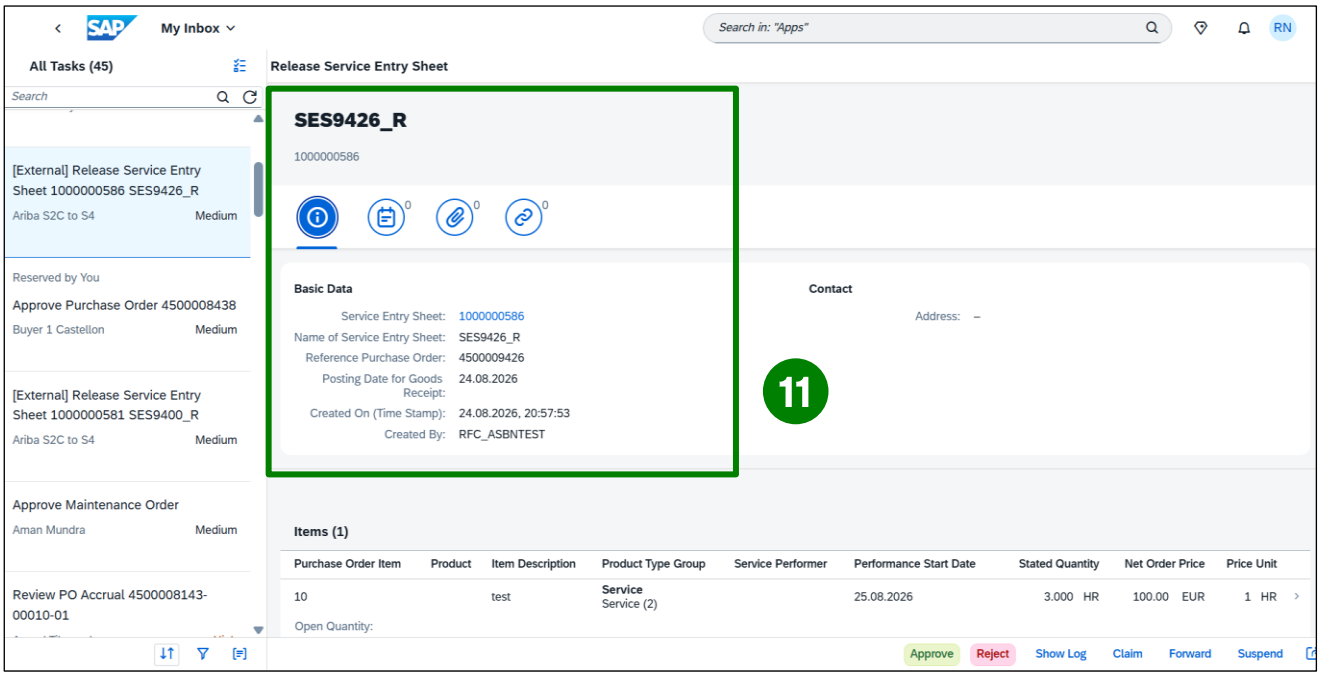
Step 5: The **Service Sheet #** is created and displayed on the confirmation page. The partial SES against the service PO is generated successfully in SBN.



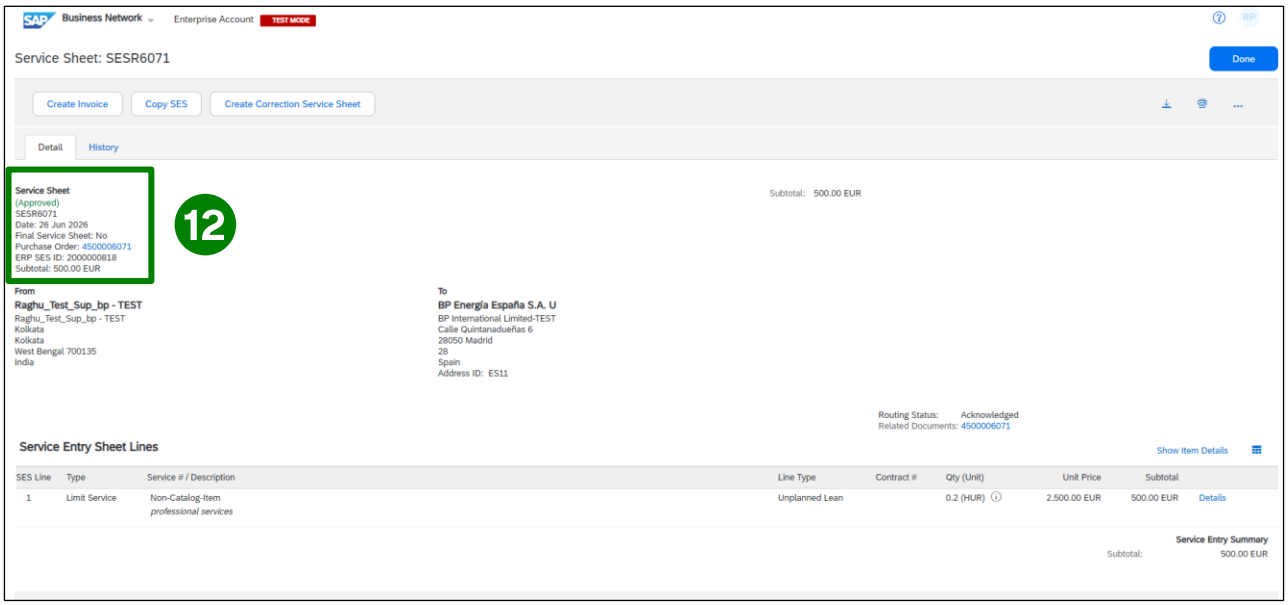
Supplier actions in SAP business network

Step 6: The partial SES is automatically sent to SAP S/4HANA.

When supplier submits the SES, it will be sent to the SES Releaser for approval. After approval of the SES by the SES Releaser, a GR is posted in SAP S/4HANA and the SES status is updated to **Approved** in SBN.



Step 7: After the approval in SAP S/4HANA, the SES status gets updated to **Approved** in SBN.



Note: If the SES is rejected, the rejection notification is sent to the Supplier. In SBN, the supplier can view the SES status as Rejected and must create and submit a new SES with the required corrections.

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