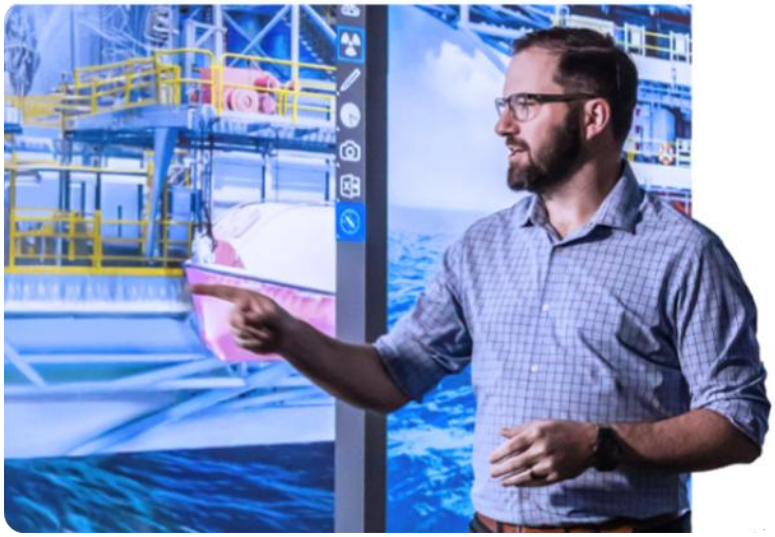
Processing Repair Orders in the Business Network (bp suppliers)





Material Management

Digital Guide

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Learning objectives

In this digital guide, you will learn how to:

- Explain the role of SAP Business Network in the Repair process.
- Identify the key fields in a Repair purchase order.
- Demonstrate how to create an order confirmation.
- Demonstrate how to create an Advance Shipping Notification (ASN).

Processing Repair Orders in the Business Network

Overview of SAP Business Network

SAP Business Network (SBN) is a cloud-based collaboration platform that connects SAP customers with their external business partners such as suppliers, carriers, logistics providers, and service contractors. It enables electronic exchange of business documents and real-time collaboration between organizations.

SAP Business Network acts as an intermediary between **SAP S/4 HANA** and external partners.



A typical procurement process flows as follows:

- **Purchase Order (PO)** is created by **Buyer** in SAP S/4HANA.
- The PO is automatically sent to the supplier through **SAP Business Network**.
- The **supplier** reviews and sends back a **PO Confirmation**.
- Before shipment, the **supplier** creates an **Advance Shipping Notification (ASN).**
- ASN is synchronized to SAP and can create or update an **Inbound Delivery.**
- The **Receiving Specialist** posts a **Goods Receipt (GR)** in SAP when the goods arrive.

Processing Repair Orders in the Business Network

Key Points

- SAP S/4 HANA remains the system of record where transactional documents are stored.
- SBN acts as the collaboration platform that exchanges documents, statuses, attachments, and confirmations between business partners and SAP.
- Any updates made by suppliers or partners on the network are automatically synchronized back to SAP, providing end-to-end visibility and reducing manual communication.

In summary, **SBN** enables seamless digital collaboration between companies and their trading partners by exchanging documents electronically and keeping SAP S/4 HANA synchronized with partner interactions in real time.

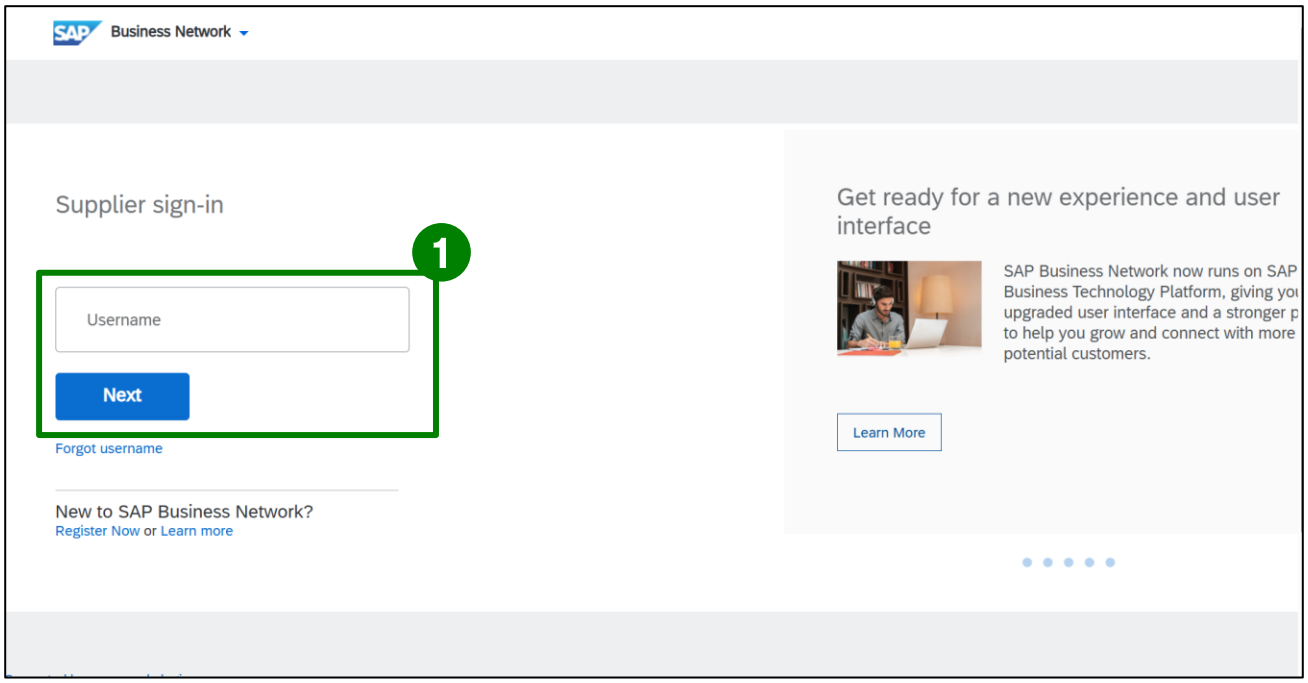
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Overview: Navigate to the Repair PO and review the key fields details

In this section of the digital guide, you will learn how to search for the Repair PO and review the key fields details.

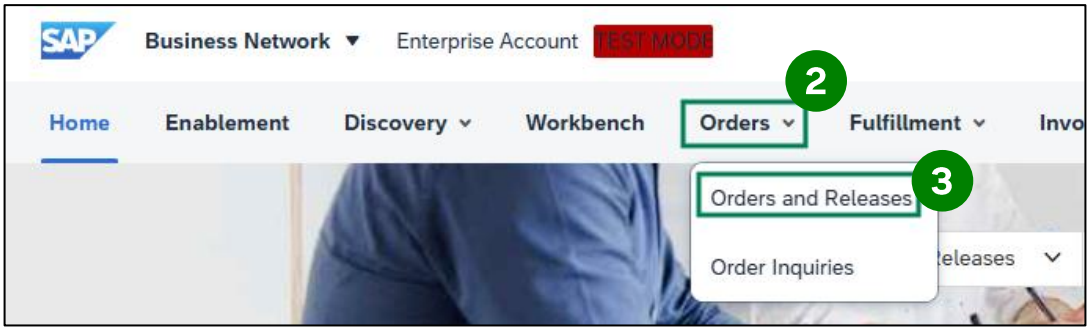
Step instructions

Step 1: Log in to SAP Business Network (SBN) using the supplier credentials.



Step 2: Click the downward arrow beside the **Orders** tab to open the drop-down list.

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

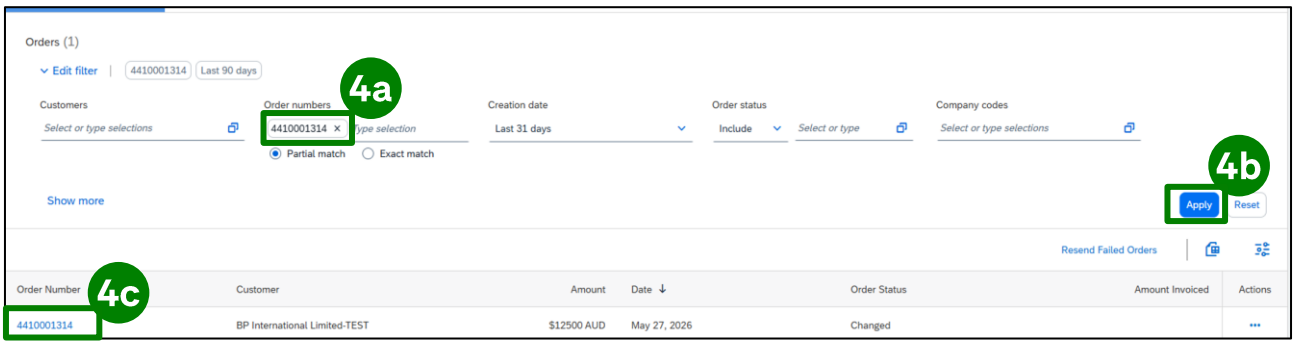


Step 4: Navigate to the **Orders** section, where you will perform the following steps:

a. Enter the details in the **Order number** field.

b. Click the **Apply** button.

c. The list of purchase order numbers is displayed based on the selection criteria. Click the relevant **Order Number** from the list to open it.



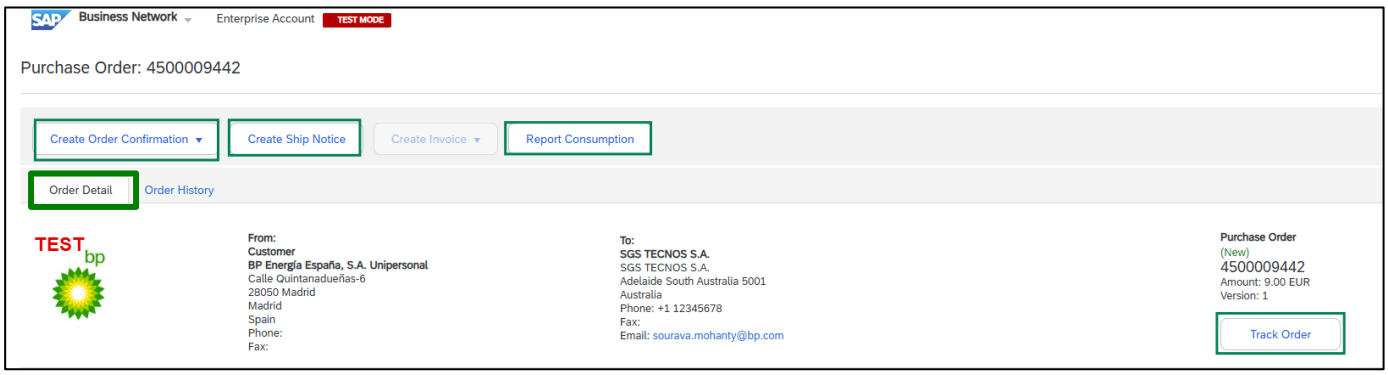
Processing Repair Orders in the Business Network

Step 5: The **Purchase Order** screen is displayed.

Key action fields at the header level in the **Order Details** tab are:

- **Create Order Confirmation**: Create a supplier confirmation to communicate the confirmed quantity, delivery date, and any applicable price changes.
- **Create Ship Notice**: Create an ASN to notify the buyer of the shipment details, including the delivery date and quantity.
- **Report Consumption**: Report the consumption of buyer-provided components and add any additional components used.
- **Track Order**: Track the order status and milestone updates.

Click the **Order History** tab to view order confirmations and ASNs, along with their associated date and time stamps.

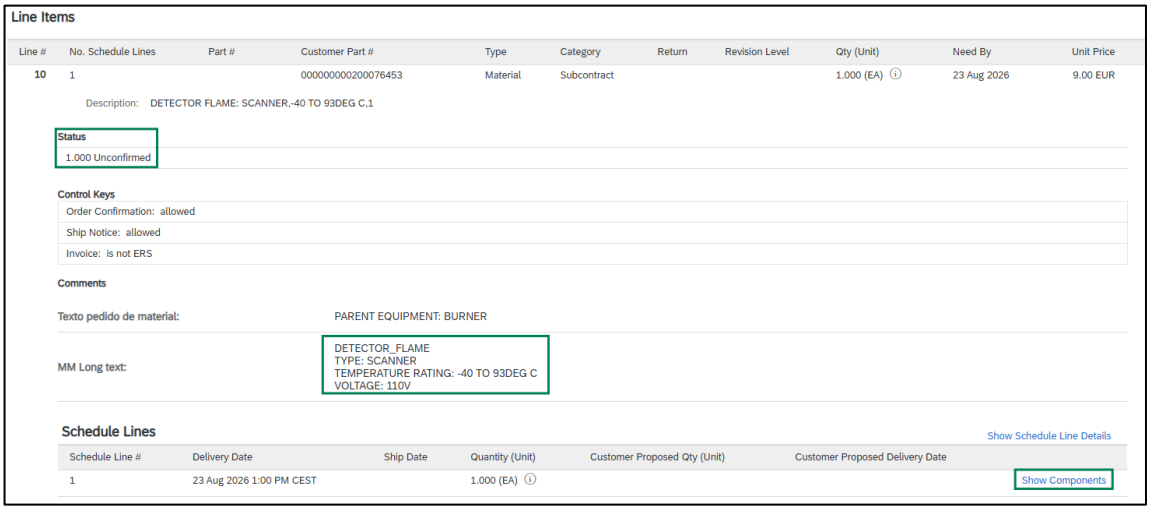


Processing Repair Orders in the Business Network

Key fields at Line Items Level:

- **Type**: Indicates whether the line item is for a material or a service.
- **Category**: Indicates whether the line item is for Repair when the **Type** is **Material.**
- **Show Item Details**: Displays the detailed information for the selected line item when clicked.
- **Status**: Displays the quantities confirmed for the line item.
- **MM Long Text**: Displays the purchase order (PO) text maintained by the buyer.
- **Show Components**: Displays the components maintained by the buyer in the purchase order for the repair process.





The supplier performs an initial inspection of the material to assess its condition, identify any defects or repair requirements, and determine the scope of the required repair work. Any discrepancies, damage, or missing items identified during the inspection are documented and communicated to bp, as required.

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Overview: Create order confirmation

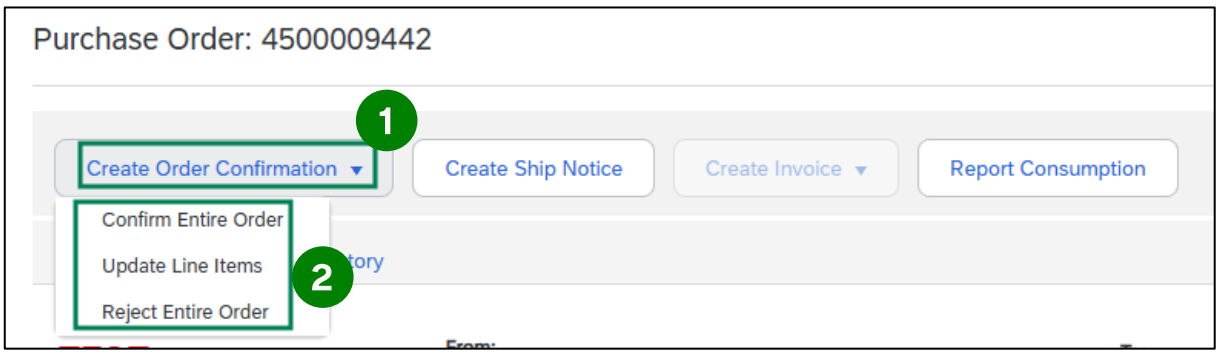
In this section, you will learn how to create an order confirmation for purchase order line items, modify the price if required, and submit the confirmation to synchronize the updates with SAP S/4HANA.

Step instructions

Follow steps 1-5 from the **Navigate to the Repair PO and review the key fields details** section to open the PO. Then, proceed with the following steps:

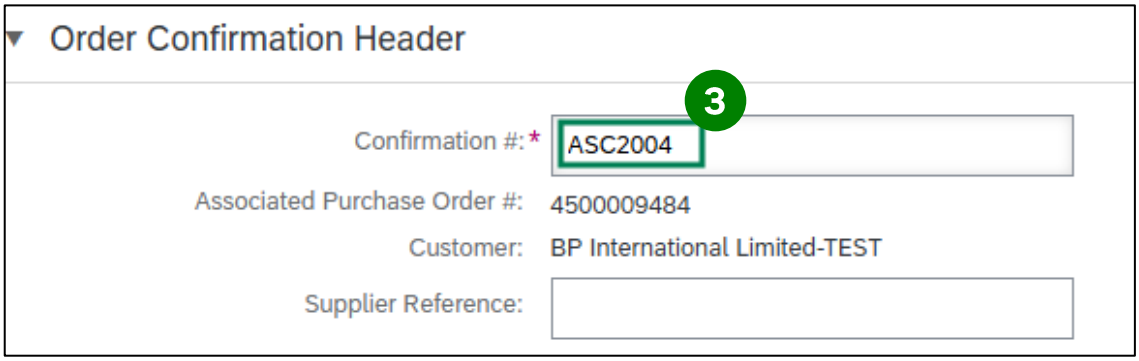
Step 1: Click the downward arrow beside the **Create Order Confirmation** button to open the drop-down list.

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



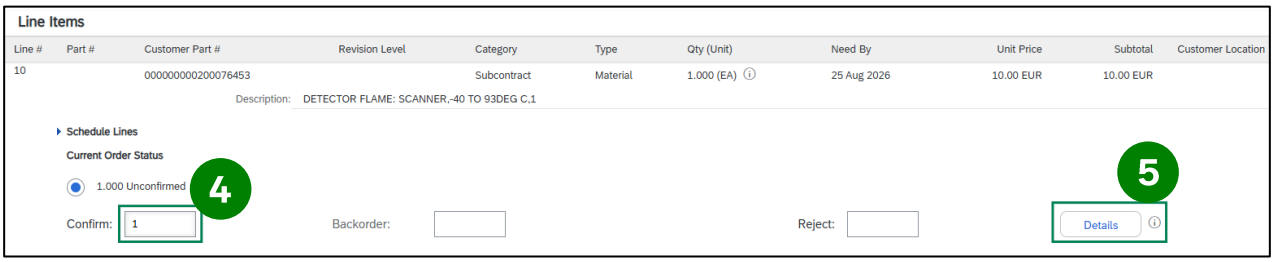
Order confirmations can be created either for the entire order or for individual line items. Order rejections can be created for the entire order.
Note: To modify pricing, the supplier should confirm individual line items rather than the whole order. If the entire order is confirmed, price adjustments are not permitted.

Step 3: The detail screen for **Order Confirmation** is displayed. Navigate to the **Order Confirmation Header** section. Enter details in the **Confirmation** field.



Step 4: In the **Line-Item** section. Enter the confirmed quantity in the **Confirm** field.

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

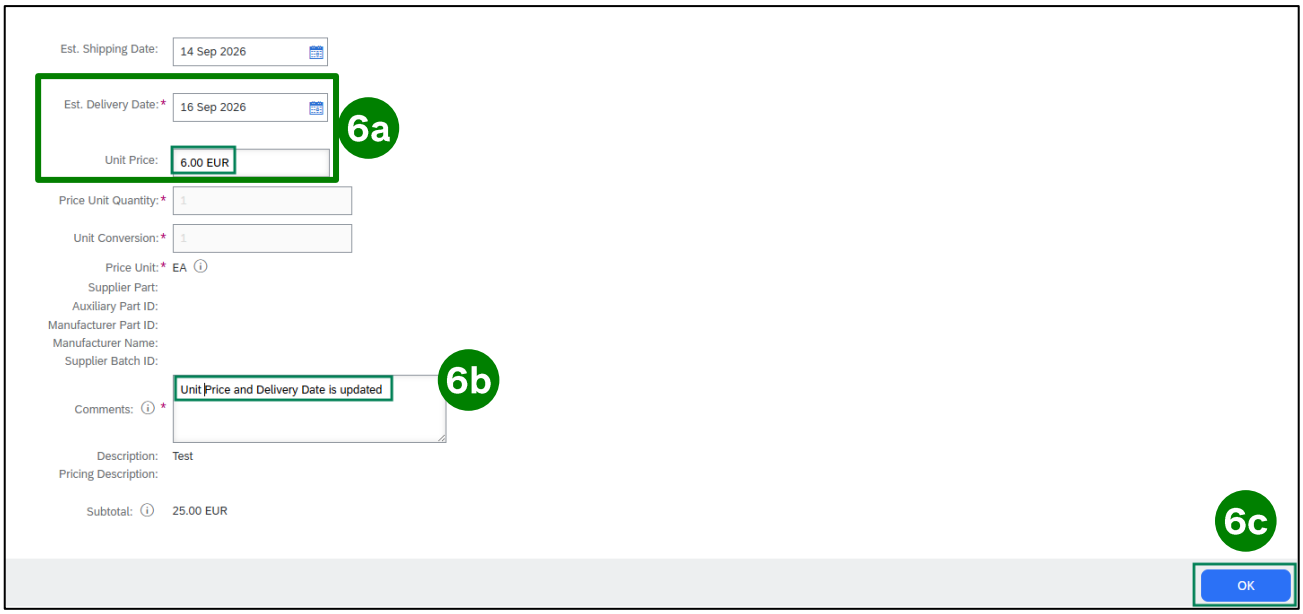


Step 6: The Line-Item detail window is displayed, where you will perform the following steps:

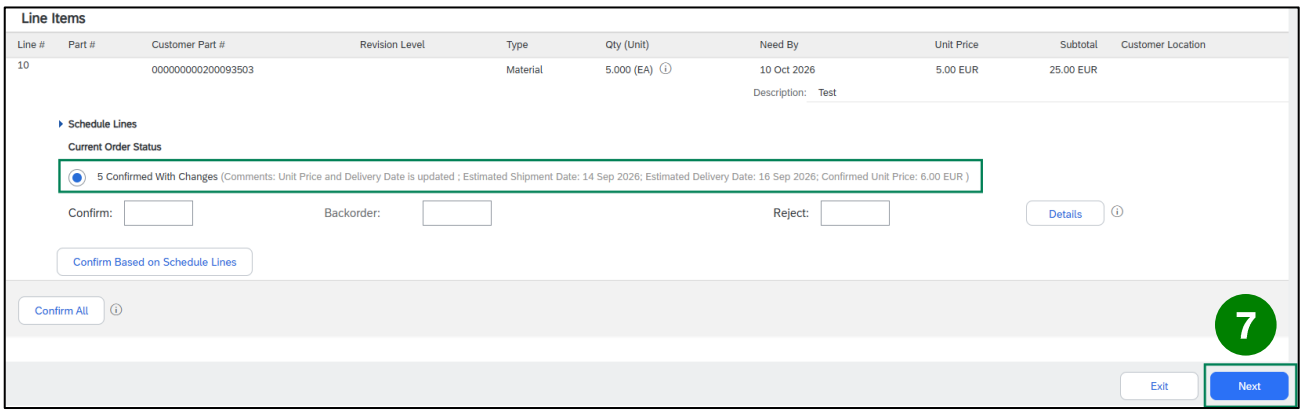
a. Modify the following fields as required:
   - **Est. Delivery Date**
   - **Unit Price**

b. Enter the appropriate details in the **Comments** field.

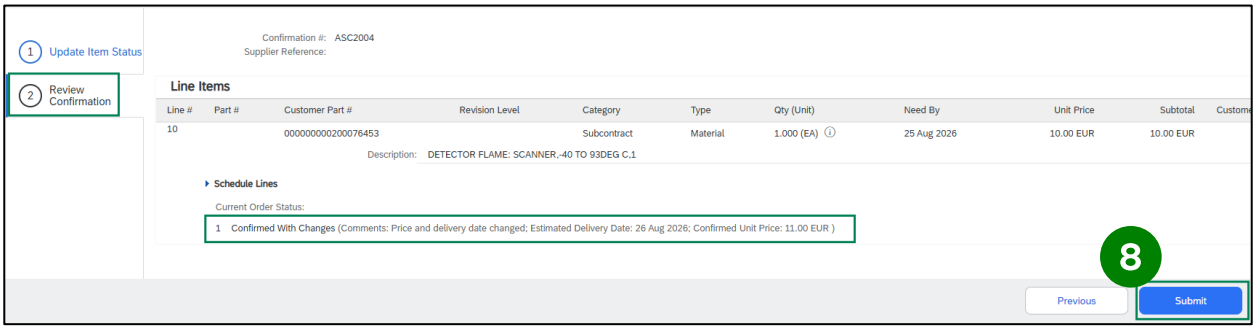
c. Click the **OK** button.



Step 7: Verify that the changes made are displayed at the line-item level, click the **Next** button to navigate to Order Confirmation window.



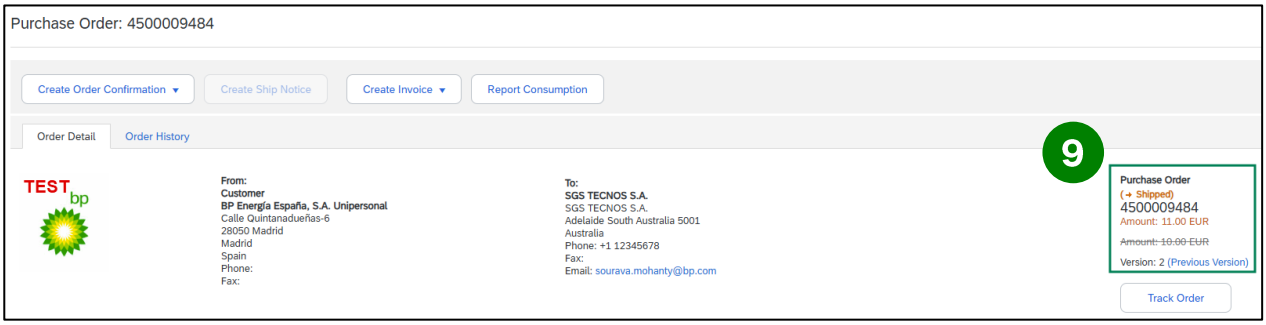
Step 8: The **Review Confirmation** screen is displayed. Review the details and then click the **Submit** button.



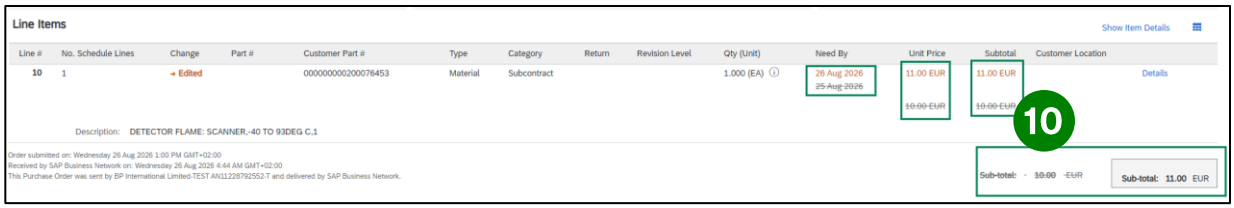
Note: A work item is sent to the Buyer for approval of the revised **Unit Price** and **Delivery Date** submitted by the supplier. Once approved, the updates in the PO are synchronized with SAP S/4HANA, and the Order Confirmation is updated at the Purchase Order line-item level.

After the Buyer approves the changes, the supplier is required to confirm the order again.

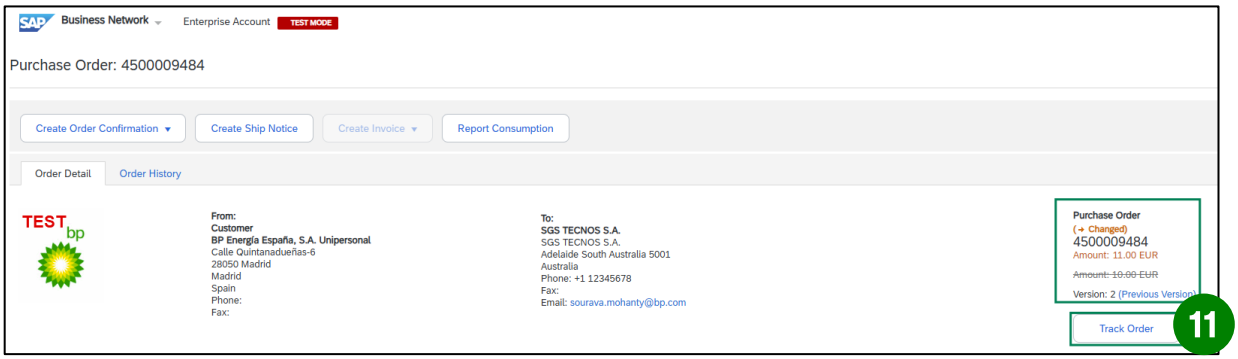
Step 9: After the Buyer approves the changes, navigate to the **Purchase Order** section, PO Changes are displayed in **Version** with updated **Amount.** Verify that the approved updates are displayed at the Header level.



Step 10: Verify that the updates are reflected in the relevant fields at the Line-Items level.

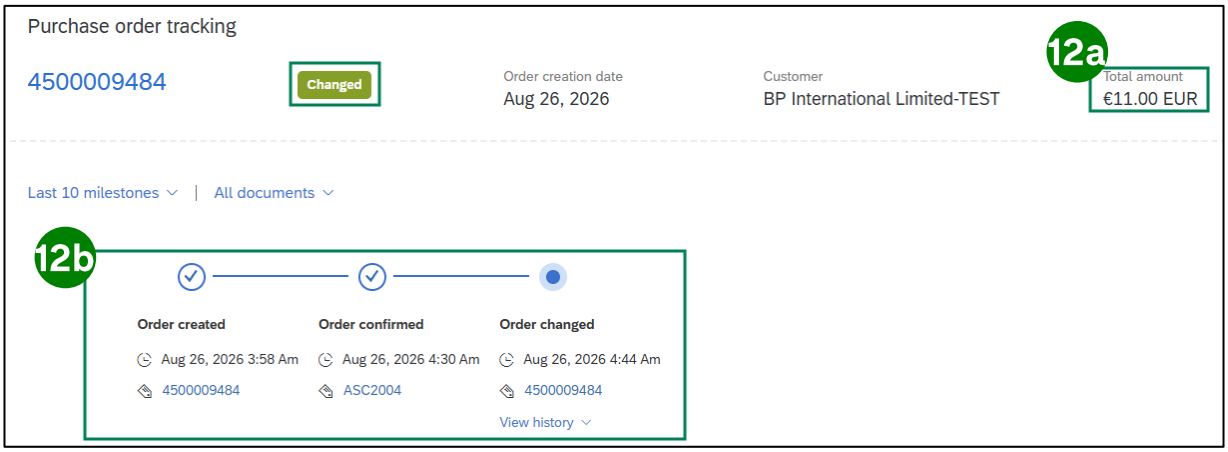


Step 11: Click the **Track Order** button at the header level to review the milestones.



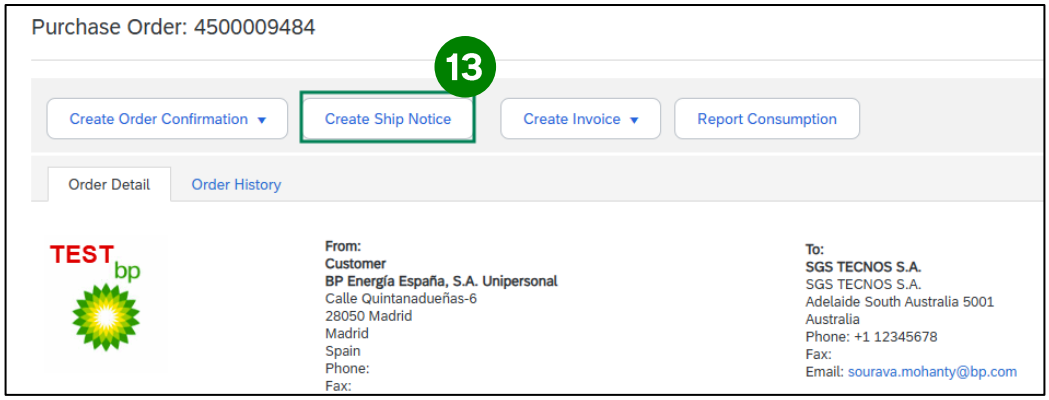
Step 12: The **Purchase order tracking** screen is displayed. Review the details in the following:

a. **Total Amount** field
b. **Milestone** section



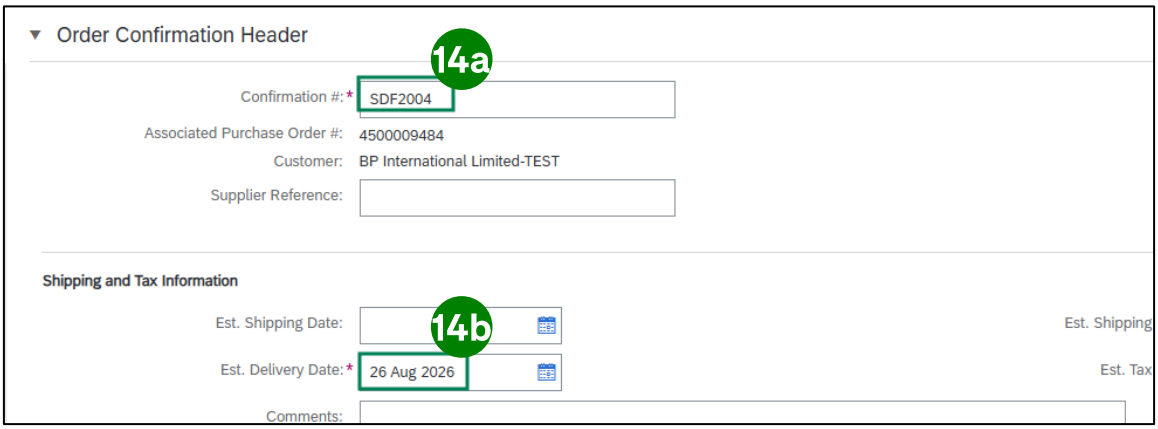
Perform the following steps to create an ASN:

Step 13: Navigate to the **Purchase Order** screen. Click the **Create Ship Notice** button.



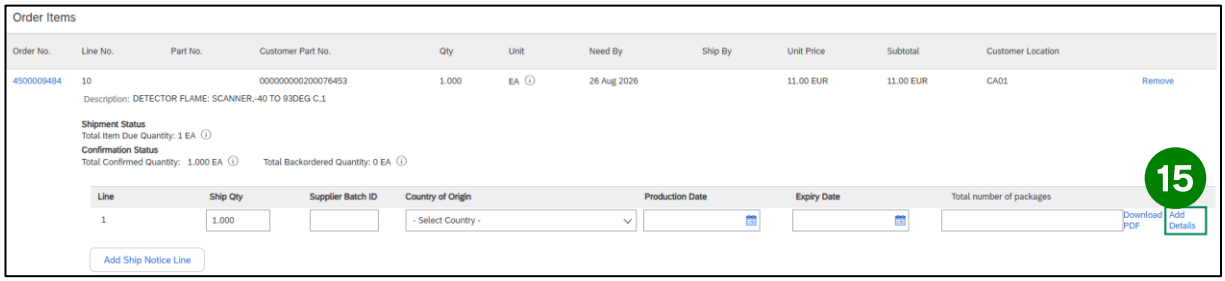
Step 14: The **Order Confirmation** screen is displayed. Enter details in the following fields:

a. **Confirmation#**
b. **Est. Delivery Date**
c. **Delivery terms**
d. **Shipping Payment Method**

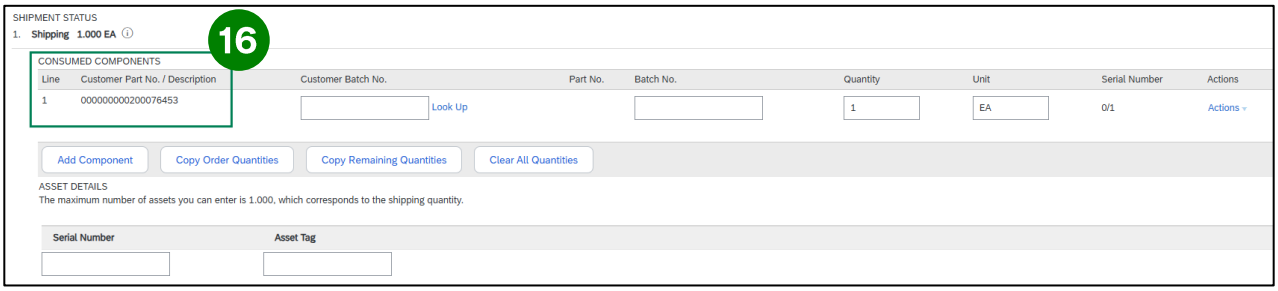




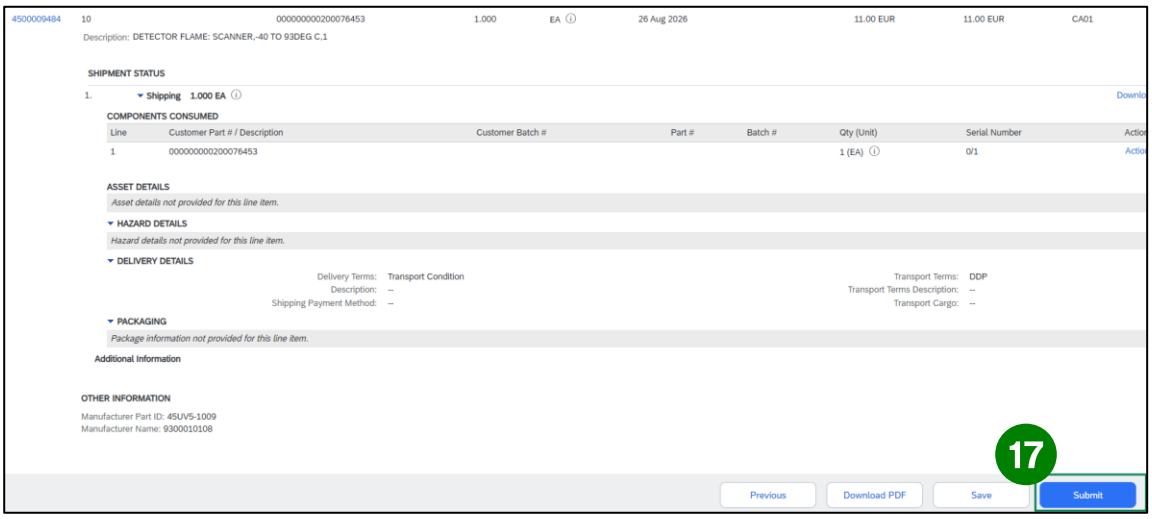
Step 15: Navigate **Order Item** section, click the **Add Details** button.



Step 16: The line-item details window is displayed. Review the details in the **CONSUMED COMPONENTS** section. Click the **OK** button to return to the previous window.



Step 17: Click the **Submit** button.



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