



# Tata Chemicals Supply Chain Collaboration

## Consignment Procurement

Supplier Training Guide

 **SAP Business Network**

**(Formerly as, Ariba Network)**

# Agenda

## Order Collaboration

- Introduction

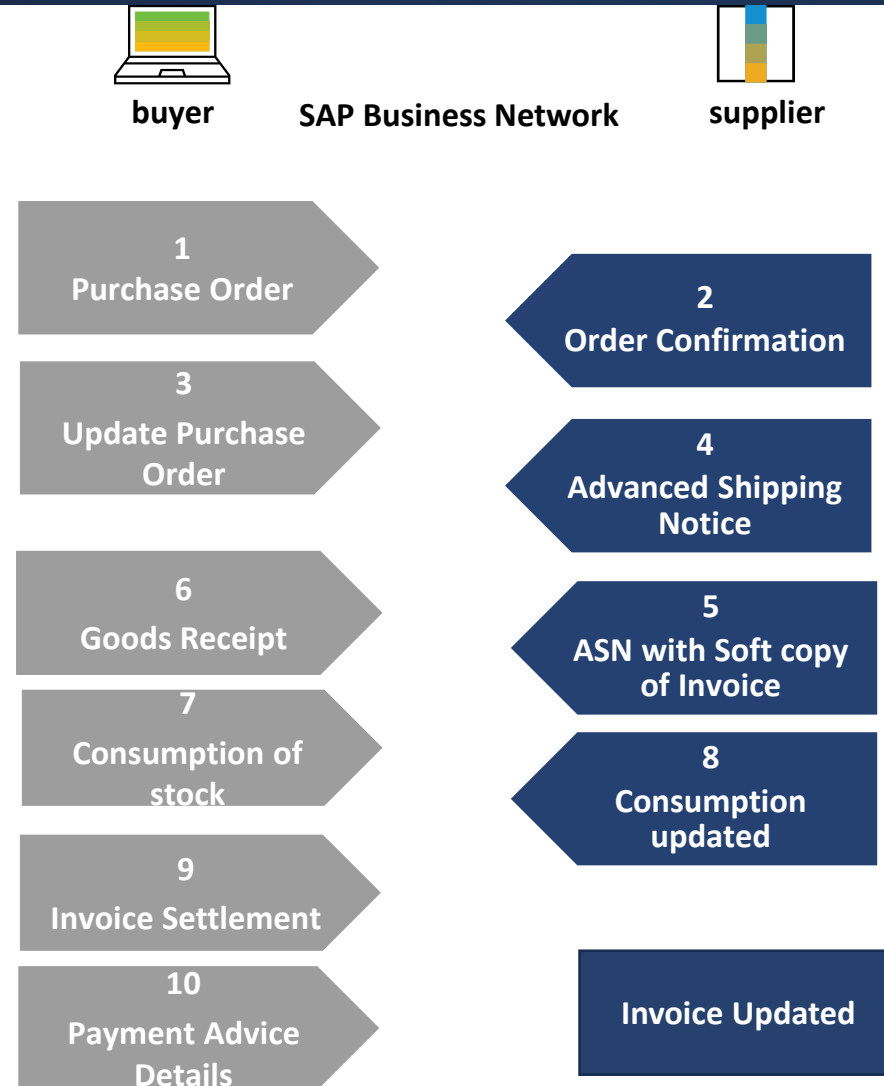
## Order Collaboration Portal User Interaction

- Consignment Purchase Order
- Consumption
- Settlement

# 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.</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 also serves to confirm or reject the (lines of the) purchase order.</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 number of items.</p> <p>A soft copy of Supplier Invoice must be added in ASN [Advance Shipping Notification].</p>
Goods Receipt (GR) & Consumption	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p> <p>Stock Consumption is done by customer against which the settlement is done by customer.</p>
Invoice Receipt (IR)	<p>Invoice document is a posting in Buyer system for the goods which were accepted by customer. It marks completion of Invoicing process, which further leads to payment clearing stage.</p> <p>Payment advice is a posting in Buyer system for the invoices pending for payment. It marks an intimation that customer has paid an invoice.</p>

# PO Collaboration Workflow Diagram



# In this Chapter You Will Learn About ...

... how to search for Consignment purchase orders

... how to view purchase order details

... purchase order content and process henceforth

How to identify a Consignment PO and process it?

# Consignment Purchase Order

1. Use Item to Confirm Tile to locate list of available consignment purchase orders.
2. Use filter parameter **Category** and choose consignment option.
3. Use Item to be confirmed **View** to locate consignment purchase orders pending for confirmation.
4. In PO form, at line-item Consignment category is define to identify PO as consignment PO.

**Note:** Further process of Order confirmation & Advance shipping notification remain same as per standard PO collaboration process.

The screenshot displays the SAP Workbench interface. The top navigation bar includes Home, Enablement, Discovery, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. The Workbench section shows a dashboard with tiles for New orders, Items to confirm (highlighted with a yellow circle 1), Items to ship, Orders, Orders to invoice, and Invoices. Below the dashboard, the 'Items to confirm (0)' section is visible, featuring filters for 'Last 31 days', 'Next 90 days', and various exclusion options. A dropdown menu (highlighted with a yellow circle 2) is open, showing 'Consignment' (highlighted with a yellow circle 3) and 'Subcontract' options. The 'Line Items' table at the bottom (highlighted with a yellow circle 4) shows a single line item with the following details:

Line #	No. Schedule Lines	Material code/Service code	Type	Category	Return	Qty (Unit)	Need By	Unit Price	Subtotal
10	1	000000102585140008	Material	Consignment		100.000 (PCE)	9 Jul 2024		

Description: BOLT 10MM SIZE - HEX \_Head



# How to identify the Goods Receipt in Consignment PO?



# Consignment Purchase Order

View Goods receipt

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Select any of the **Orders** tile.
2. Use filter parameter **Category** and choose consignment option.
3. Using filter in Order Status, select Received, Partially received.
4. Open PO by clicking its **number**.

## Note :

- If the order can not be found in search, please check PO instructions or contact [Customer].

The screenshot displays the SAP Business Network 'Enterprise Account' interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders and Releases' section is highlighted. Below this, three tiles are shown: '1 New orders', '2 Items to confirm', and '17 Orders'. The 'Orders' tile is selected and highlighted with a blue bar. To the right, a 'Category' dropdown menu is open, showing 'Consignment' as the selected option. Below the tiles, a filter section for 'Orders (17)' is visible, with 'Edit filter' and 'Save filter' buttons. The filter criteria include 'Customers', 'Order numbers', 'Creation date', and 'Order status'. The 'Order status' filter is expanded, showing 'Received' and 'Partially Received' as selected options. At the bottom, a table lists the search results:

Order Number	Customer	Amount	Version
0004000696	Tata Chemicals Limited - TE ST	₹150 INR	1

# Consignment Purchase Order

View Goods receipt

- 5. From Related documents -> More .
- 6. View the documents with the "Receipt" type to see the goods receipt associated with the PO.

Purchase Order  
(Received)  
0004000696  
Amount: 150.00 INR  
Version: 1

Track Order

Routing Status: Acknowledged  
External Document Type: Revenue PO (ZRVP)

Related Documents: 5000000806  
5000000805  
ASN0176  
5 More(1) »

Related Documents

Document Number	Date	Type
5000000806	4 Jan 2025 5:21 AM IST	Receipt
5000000805	4 Jan 2025 5:21 AM IST	Receipt
ASN0176	13 Jan 2025 5:54 PM IST	Ship Notice
CNF-1-2	9 Jan 2025 5:06 PM IST	Order Confirmation

# Consignment Purchase Order

View Goods receipt

- 7. In the receipt, the comments provided by the customer to supplier is also displayed here.
  - 8. If the goods is returned , the quantity will be displayed in negative.
  - 9. Next to the PO number, the text “(Closed for receiving)” indicates that all goods have been received.
- Note:** This message will only appear on the GRN once all items have been received.

Receipt: 5000000882

DonePrevious

[Print](#) | [Export cXML](#)

DetailHistory

From:

Tata Chemicals Limited - TEST

Marine Infrastructure Developer Pvt

Kattupalli

IN-TN 600120

India

To:

TEST VENDOR-TEST

Main street

Vijayawada

Andhra Pradesh 560066

India

Phone:

Fax:

Email: [arbttest.2024@gmail.com](mailto:arbttest.2024@gmail.com)

Receipt:

Receipt No.: 5000000882

Receipt Date: 16 Dec 2024

Routing Status: Sent

Related Documents: 0004000788

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 0004000788													
1	10		000000009010100519			787878	1 Feb 2025	1.000 t ⓘ	Not Specified	Received	75.00 INR	75.00 INR	
Description: COAL MAT													
<div>7<div>Comments</div><div>Subject to Quality Inspection</div></div>													

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address
Purchase Order: 0004000788									
1	10		000000009010100519			787878	1 Feb 2025	<div>8-1.00 t ⓘ</div>	Not Specified
Description: COAL MAT									
<div>Comments</div> <div>Subject to Quality Inspection</div>									

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address
Purchase Order: 0004000026 (Closed For Receiving)									
1	10		000000102585140008			AS16	27 Jun 2024	100.000 PCE ⓘ	Not Specified
Description: BOLT 10MM SIZE - HEX _Head									
<div>Comments</div>									

How to view consumption and settlement  
done by customer against consignment  
stock?

# Consignment Purchase Order

Consumption done by customer

1. Use Fulfillment Menu and go to Extended collaboration.
2. Select Consignment movement Tab.
3. Use Filter parameter to customize the view of consumption list  
Ex: Start & End date, customer etc.
4. To view consumption/consignment movement, select checkbox.
5. Click on Search.

The image displays two screenshots of a software interface. The top screenshot shows the 'Workbench' menu with a dropdown for 'Fulfillment' containing 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts'. The 'Extended Collaboration' option is highlighted with a yellow circle labeled '1'. The bottom screenshot shows the 'Extended Collaboration' page with tabs for 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', 'Return Shipments', and 'Consignment Movements'. The 'Consignment Movements' tab is selected with a yellow circle labeled '2'. Below this, the 'Search Filters' section is visible, containing fields for 'Customer' (set to 'All Customers'), 'Part #', 'Customer Part #', 'Movement Date Range' (set to 'Other'), 'Start Date' (20 Dec 2024), and 'End Date' (17 Feb 2025). A yellow circle labeled '3' is next to the 'Start Date' field. To the right, there are checkboxes for 'Show consignment movements that are not settled' (checked) and 'Show consignment movements that are not invoiced'. A yellow circle labeled '4' is next to the 'Show consignment movements that are not settled' checkbox. At the bottom right, there is a 'Number of Results' dropdown set to '100' and a 'Search' button, with a yellow circle labeled '5' next to the 'Search' button.

# Consignment Purchase Order

## Consumption done by customer

7. List of Consignment movement shown with part number, movement date, Qty etc.
8. Movement No. column shows the consumption document number of customer.
9. Columns can be added/removed by clicking on grid icon.
10. Click on Export to extract Consumption report.

▼ Search Filters

Customer: All Customers

Customer Location:

Part #: Look Up

Customer Part #: Look Up

Movement Date Range: Other

Start Date: 20 Dec 2024

End Date: 17 Feb 2025

Show consignment movements that are not settled

Show consignment movements that are not invoiced

Number of Results: 100

7 Consignment Movements (5)

	Customer Part No./Description	Part No.	Customer	Customer Location	Movement Date ↓	Movement Qty (Unit)	Amount	Settlement	Invoice No.	Movement No.
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	2 (TO)	2,000.00 INR			IN1049000023352025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	3 (TO)	3,000.00 INR	IN1025230000222025001		IN1049000023392025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	2 (TO)	2,000.00 INR			IN1049000023382025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	5 (TO)	5,000.00 INR			IN1049000023372025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	4 (TO)	4,000.00 INR			IN1049000023362025

Create Invoice

Show / Hide Columns

☒ Customer Part No./Descrip...

☒ Part No.

☒ Customer

☒ Customer Location

☒ Movement Date

☒ Movement Qty (Unit)

☒ Amount

☒ Settlement

☒ Invoice No.

☒ Movement No.

More...

Group by Column

Customer Part No./Descrip...

Part No.

Customer

Customer Location

Movement Date

Movement No.

Order Number

Export to Excel

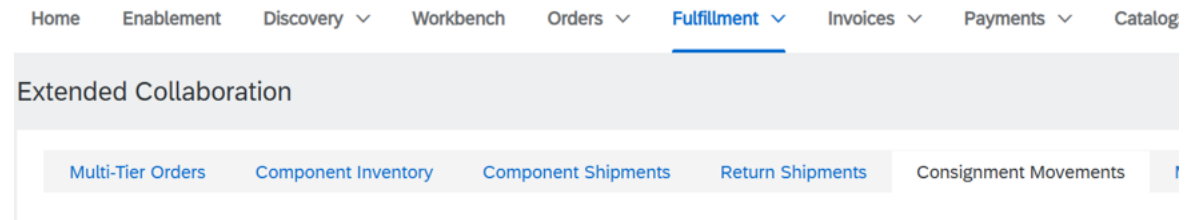
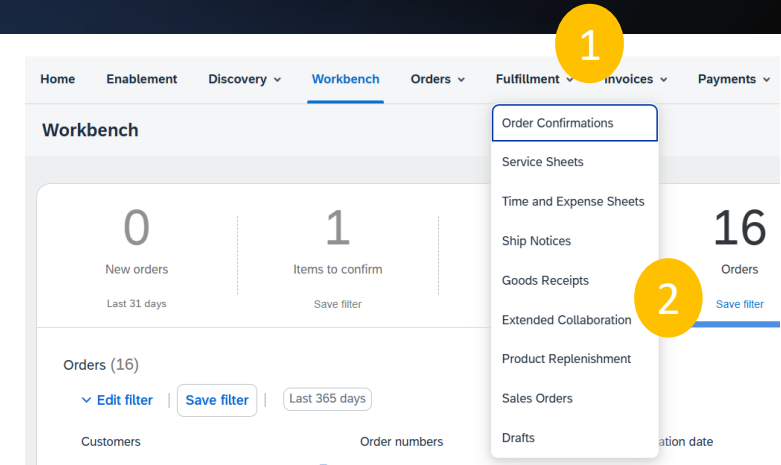
Export all Rows

Export Current Page

# Consignment Purchase Order

Settlement done by customer

1. Use Fulfillment Menu and go to Extended collaboration.
2. Select Consignment movement Tab.
3. Use Filter parameter to customize the view of consumption list  
Ex: Start & End date, customer etc.
4. To view settlement against any movement/consumption, unselect checkbox.
5. Click on Search.



This screenshot shows the 'Search Filters' section of the application. It contains several input fields and checkboxes. A yellow circle with the number '3' is placed over the 'Start Date' field, which is set to '20 Dec 2024'. Another yellow circle with the number '4' is placed over the 'Customer Location' field, which is empty. A third yellow circle with the number '5' is placed over the 'Search' button. The 'Search Filters' section also includes a 'Customer' dropdown menu set to 'All Customers', a 'Part #' field with a 'Look Up' button, a 'Customer Part #' field with a 'Look Up' button, a 'Movement Date Range' dropdown menu set to 'Other', and a 'Number of Results' dropdown menu set to '100'.



# Consignment Purchase Order

## Settlement done by customer

7. List of Consignment movement settlement shown with part number, movement date, Qty etc.
8. Settlement column shows the Invoice document number of customer.
9. Columns can be added/removed by clicking on grid icon.
10. Click on Export to extract Consumption report.

▼ Search Filters

Customer: All Customers

Customer Location:

Part #: [Look Up](#)

Customer Part #: [Look Up](#)

Movement Date Range: Other

Start Date: 20 Dec 2024

End Date: 17 Feb 2025

Number of Results: 100

Search

7

Consignment Movements (5)

	Customer Part No./Description	Part No.	Customer	Customer Location	Movement Date ↓	Movement Qty (Unit)	Amount	Settlement	Invoice No.	Movement No.
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	2 (TO)	2,000.00 INR			IN1049000023352025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	3 (TO)	3,000.00 INR	<a href="#">IN1025230000222025001</a>		IN1049000023392025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	2 (TO)	2,000.00 INR			IN1049000023382025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	5 (TO)	5,000.00 INR			IN1049000023372025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	4 (TO)	4,000.00 INR			IN1049000023362025

[Create Invoice](#)

8

Show / Hide Columns

☒ Customer Part No./Descrip...

☒ Part No.

☒ Customer

☒ Customer Location

☒ Movement Date

☒ Movement Qty (Unit)

☒ Amount

☒ Settlement

☒ Invoice No.

☒ Movement No.

More...

Group by Column

Customer Part No./Descrip...

Part No.

Customer

Customer Location

Movement Date

Movement No.

Order Number

Export to Excel

Export all Rows

Export Current Page

9

10

# Consignment Purchase Order

## Settlement done by customer

11. Click on settlement document number, which is Customer invoice number.

12. Invoice settlement sent by customer is shown with its value inclusive of tax and other details.

▼ Search Filters

Customer: All Customers

Part #: [Look Up](#)

Customer Part #: [Look Up](#)

Movement Date Range: Other

Start Date: 20 Dec 2024

End Date: 17 Feb 2025

Customer Location: 

Show consignment movements that are not settled

Show consignment movements that are not invoiced

Number of Results: 100

Consignment Movements (5)

	Customer Part No./Description	Part No.	Customer	Customer Location	Movement Date	Movement Qty (Unit)	Amount	Settlement	Invoice No.	Movement No.
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	2 (TO)	2,000.00 INR			IN1049000023352025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	3 (TO)	3,000.00 INR	<a href="#">IN1025230000222025001</a>		IN1049000023392025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	2 (TO)	2,000.00 INR			IN1049000023392025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	5 (TO)	5,000.00 INR			IN1049000023372025
<input type="checkbox"/>	000000009010100519 COAL MAT	9010100519	Tata Chemicals Limited - TEST	IMPC TCP - Mithapur	17 Feb 2025	4 (TO)	4,000.00 INR			IN1049000023362025

[Create Invoice](#)

Invoice: IN1025230000222025001

12

[Add Attachment](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice

Status

Invoice: Approved

Routing: Acknowledged

Invoice Number: IN1025230000222025001

Invoice Date: Monday 17 Feb 2025 12:00 PM GMT+05:30

Original Purchase Order: 4900002339

Submission Method: Online

Origin: Customer

Source Document: Order

Subtotal: 3,000.00 INR

Total Tax: 150.00 INR

Total Shipping: 0.00 INR

Total Gross Amount: 3,147.00 INR

Total Net Amount: 3,000.00 INR

Amount Due: 3,147.00 INR

# Thank you!!