



Tata Chemicals Supply Chain Collaboration

Service Order Collaboration

Supplier Training Guide

 **Business Network**

(Formerly as, Ariba Network)

Agenda

Order Collaboration

- Introduction
- Order Collaboration Documents
- Different Modes of Integration/ Automation

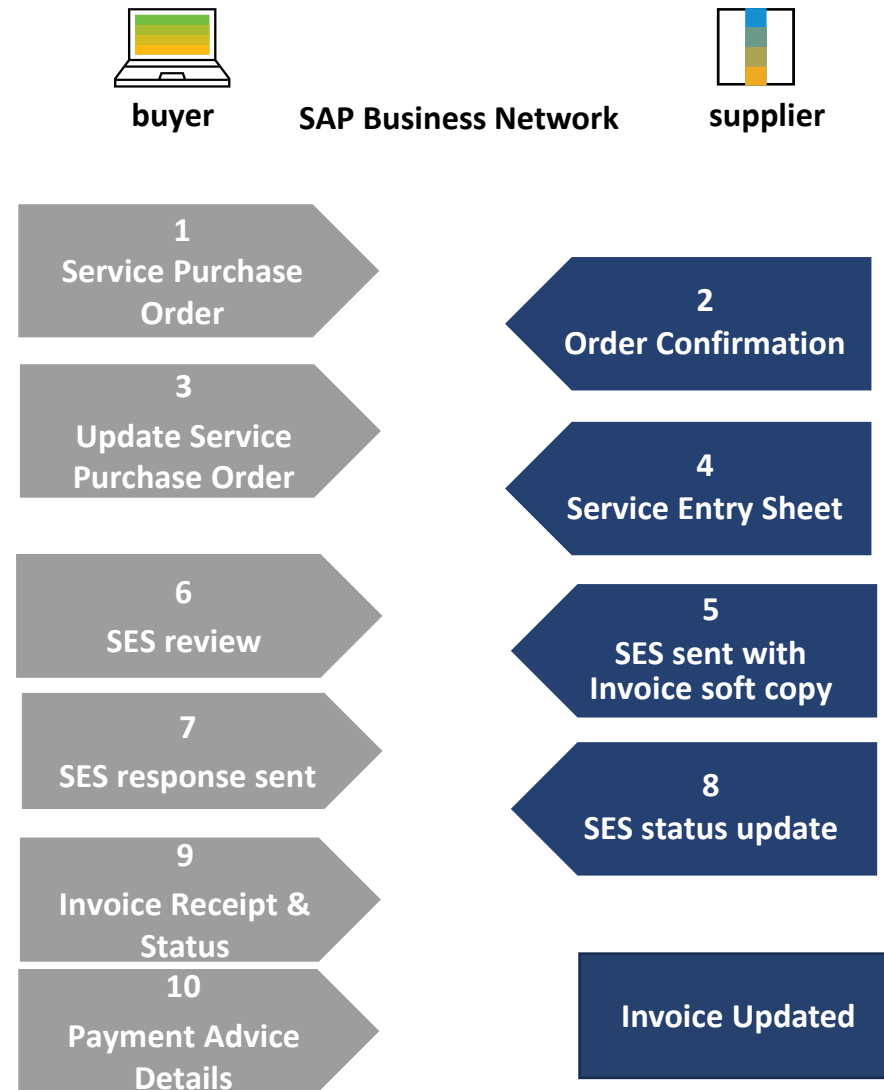
Order Collaboration Portal User Interaction

- Service Purchase Order
- Order confirmation

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> |
| Service Entry Sheet (SES) | <p>Header section and Item details.</p> <p>A Service entry sheet is a document from a supplier to a buyer intimating the details of services performed by a vendor.</p> <p>Structure</p> <p>A Service entry sheet contains header section with validity range and basic information. At Item level, all line-item details are included along with parent & child line.</p> |
| Goods Receipt (GR) | <p>Header and Item.</p> <p>A Goods Receipt is auto posted in the Buyer System when SES is approved by customer. It marks the completion of the services.</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 a Purchase Order.</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 identify service purchase orders

... how to view purchase order details

... how to perform order confirmation

Service Purchase Order

Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Select any of the **Orders** tile.
2. Use **filters** to identify the right document.
3. Search results will appear. Click the **settings** icon to customize the view.
4. Click **export** button to download data in Excel.
5. Open PO by clicking its **number**.

Note :

- If the order can not be found in search, please check PO instructions or contact [Customer].
- For more info on how to manage your workbench and create specific tiles please refer to **the next slide**.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a summary section shows four tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. A filter section is visible with various search criteria: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Orders' table at the bottom lists the following data:

| Order Number | Type | Customer | Amount Invoiced | Actions |
|--------------|-------|-------------------------------|-----------------|---------|
| 0004600226 | Order | Tata Chemicals Limited - TEST | | ... |

[View PO Details](#)

- ✓ Status
- ✓ Control Keys
- ✓ ____INTERNALAW_CommentsList
- ✓ Attachment
- ✓ Tax
- ✓ Schedule Lines
- ✓ SpendDetail
- ✓ Other Information
- ✓ ____INTERNAL_TransporttermsItemOut
- ✓ Pricing Details
- ✓ Comments

Service Purchase Order

Create OC– Confirm Entire Order

Note: 'Need by' date should be same in all line-items in PO.

1. Select 'Confirm entire order' from create order confirmation option.
2. Put Confirmation #.
3. Put Est. Completion date same as Need by date of line item.
4. Click Next and Submit.

Purchase Order: 0004600226

The screenshot shows the 'Confirming PO' interface. At the top right, the title 'Confirming PO' is displayed. Below it, there are two buttons: 'Exit' and 'Next'. The main content area is divided into sections. The first section is 'Order Confirmation Header', which contains fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. The second section is 'Shipping and Tax Information', which contains fields for 'Est. Completion Date' and 'Est. Tax Cost'. The third section is 'Line Items', which contains a table with columns: Line #, Part #, Customer Part #, Revision Level, Type, Qty (Unit), Need By, Unit Price, Subtotal, Tax, and Customer Location. The table has one row with Line # 00010, Type Service, Need By 11 Jul 2025, Unit Price 36,281,000.00 INR, Subtotal 1,814,050.00 INR, and Description Service PO. Below the table is a section for 'Schedule Lines'. Numbered callouts 1-4 are placed on the interface: 1 points to the 'Create Order Confirmation' button, 2 points to the 'Confirmation #' field, 3 points to the 'Est. Completion Date' field, and 4 points to the 'Next' button.

1 Create Order Confirmation

2 Confirm Entire Order

3

4

Confirming PO

Exit Next

Order Confirmation Header

Confirmation #: OC- 0004600226-1
Associated Purchase Order #: 0004600226
Customer: Tata Chemicals Limited - TEST
Supplier Reference:

Shipping and Tax Information

Est. Completion Date: *
Est. Tax Cost:

Line Items

| Line # | Part # | Customer Part # | Revision Level | Type | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | Customer Location |
|--------|--------|-----------------|----------------|---------|------------|-------------|------------|-------------------|------------------|-------------------|
| 00010 | | | | Service | | 11 Jul 2025 | | 36,281,000.00 INR | 1,814,050.00 INR | |

Description: Service PO

Schedule Lines

Thank you!!