



# UPM DSE Wave 2 Project Supply Chain Collaboration

Purchase Order Collaboration  
Process flow

# Introduction



*Dear Supplier,*

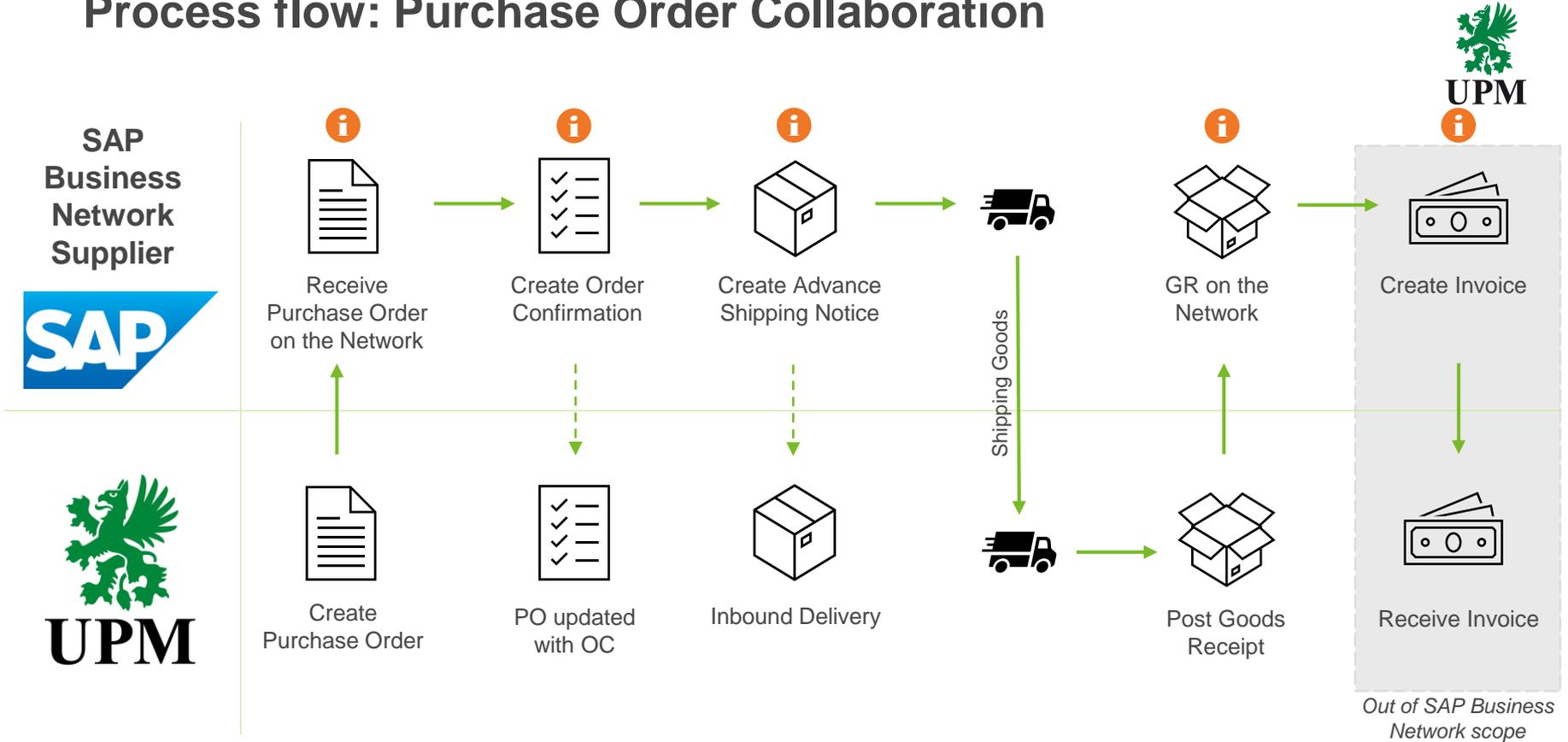
*This procedure has been created in order to provide overview of Purchase Order Collaboration proces flow via SAP Business Network.*

*UPM Project Team*

## Instructions

- Each map is divided into UPM and Supplier steps in the proces,
- Next to each proces step you can find a link to detailed instruction clicking on the icon ,
- At the end of this document you can find the specific content of the detailed instructions.

# Process flow: Purchase Order Collaboration



# Instructions content



Process step guide	Detailed content
Receive Purchase Order on the Network	<ul style="list-style-type: none"><li>• Purchase Order email notifications settings</li><li>• Purchase Order email notifications overview</li><li>• Searching for Purchase Order</li><li>• Purchase Order review on SAP Business Network</li><li>• Purchase Order statuses</li></ul>
Create Order Confirmation	<ul style="list-style-type: none"><li>• Order Confirmation – initial steps</li><li>• Confirmation of entire order</li><li>• Confirmation and update of line item details</li><li>• Partial confirmation / backorder</li><li>• Order Confirmation update</li></ul>

# Instructions content



Process step guide	Detailed content
Create Advance Shipping Notice	<ul style="list-style-type: none"><li>• Advance Shipping Notice – initial steps</li><li>• How to fill in the Advance Shipping Notice form</li><li>• Purchase Order status after ASN creation</li><li>• Handling units creation</li></ul>
GR on the Network	<ul style="list-style-type: none"><li>• Goods Receipt Message in SAP Business Network</li></ul>
Create Invoice	<ul style="list-style-type: none"><li>• <a href="https://www.upm.com/about-us/for-suppliers/invoicing/">https://www.upm.com/about-us/for-suppliers/invoicing/</a></li></ul>

# Support



SAP Business Network Registration and Configuration Support  
Email: [Join.Ariba@upm.com](mailto:Join.Ariba@upm.com)



Supplier Enablement Business Process Support  
Email: [Join.Ariba@upm.com](mailto:Join.Ariba@upm.com)



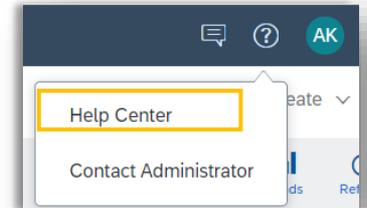
UPM Information Portal:  
<https://www.upm.com/about-us/for-suppliers/join-upm-on-the-sap-business-network/>



SAP UPM Supplier Information Portal:  
[https://support.ariba.com/item/view/204685\\_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1](https://support.ariba.com/item/view/204685_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1)



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