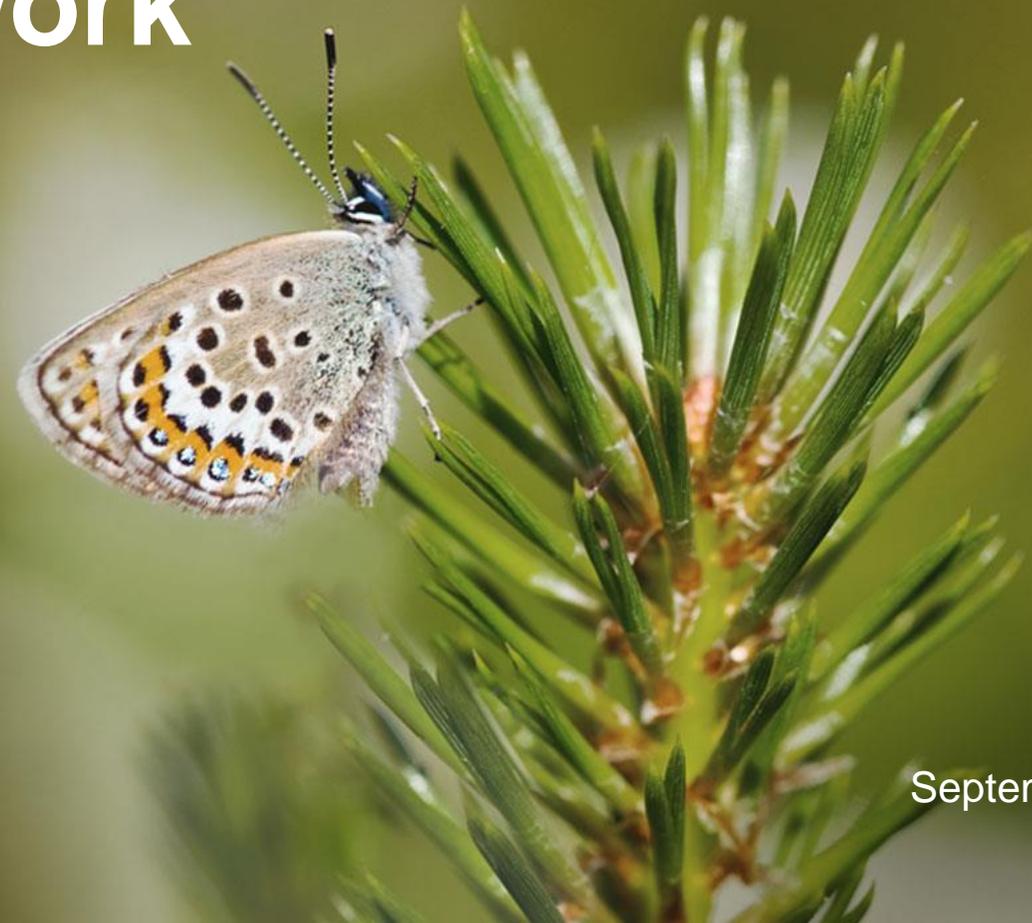


Purchase Order Management on SAP Business Network

Supplier Guide



September 2023

Agenda



NOTIFICATION
SETTINGS

Purchase Order email notifications settings

PO EMAIL REVIEW

Purchase Order email notifications overview

PO SEARCH

Searching for Purchase Order

PO REVIEW ON
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Purchase Order review on SAP Business Network

PO STATUSES

Purchase Order statuses

SUPPORT

Support information



- ❑ This guide is divided for sections to which you can navigate by clicking on the buttons available on the left side.
- ❑ Hyperlinks will navigate to related page of the guide or to the webpage with more details about specific subject.

Purchase Order email notifications settings



NOTIFICATION
SETTINGS

In order to receive Purchase Order notification via email, the proper account settings need to be performed.

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1. Click on your initials in right top corner.
2. Go to Settings -> Order Routing Method.
3. Set up correct email address for PO notifications (if more recipients needed, divide them by comma, without space).
4. Tick the options:
 - Include document in the email message,
 - Attach PDF document in the email message.

New Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div style="border: 2px solid green; padding: 5px;"><p>Email address: <input type="text" value="...@upm.com"/> ⓘ</p><p><input type="checkbox"/> Attach cXML document in the email message</p><p><input checked="" type="checkbox"/> Include document in the email message</p><p><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</p><p><input checked="" type="checkbox"/> Attach PDF document in the email message</p></div>

Purchase Order email notifications overview



NOTIFICATION
SETTINGS

Purchase Order email notification contains all the PO details (exactly the same information as on the SAP Business Network portal).

PO EMAIL REVIEW

Email notification contains also a PDF/cXML version of a PO in attachment.

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By clicking button *Process order in the email* you will be redirected to the SAP Business Network portal.

UPM - TEST sent a new Purchase Order 4501929429

"UPM - TEST" <ordersender-prod@ansmtp.ariba.com>
To [redacted]

wt. 18.07.2023 14:54

⏪ Reply ⏪ Reply All ⏩ Forward 📧

ⓘ This sender ordersender-prod@ansmtp.ariba.com is from outside your organization.
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

4501929429.htm 32 KB 4501929429.pdf 93 KB

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

Right-click or tap and

UPM - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer UPM - TEST
Dear valued supplier,

This order email has been sent by UPM and we kindly ask you to use the "Process order" button in this email. You can send full and partial order confirmations to the UPM buyer. In addition you can optionally review these orders, create multiple user accounts to access the orders and much more using the same login details.

If you have questions about how to process the order, please contact our Supplier enablement team here: join.ariba@upm.com.

Sincerely yours,
UPM Sourcing & Procurement

Process order

Searching for Purchase Order



NOTIFICATION
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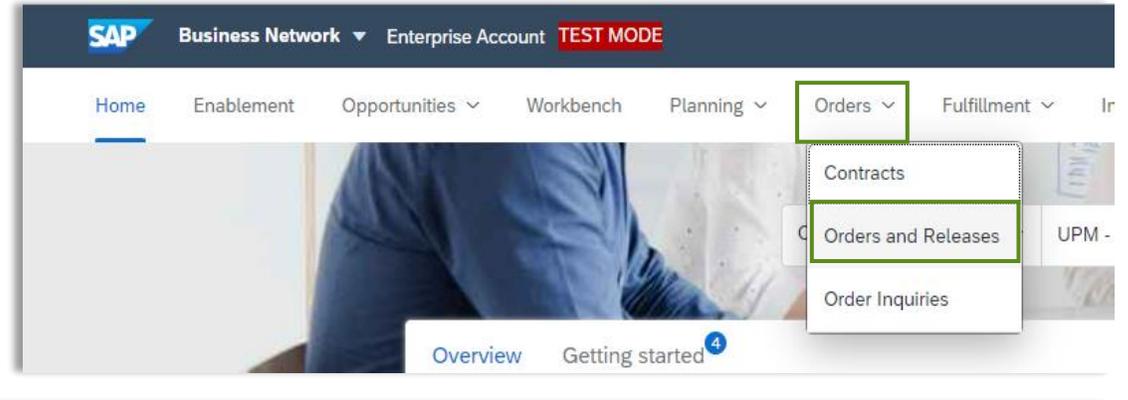
PO STATUSES

SUPPORT

In order to search for orders follow below steps:

1. Go to the tab Orders on the top of the page,
2. Choose Orders and Releases.

You will be redirected to a page with all orders you received together with various filtering options.



The screenshot shows the SAP Orders search filter interface. It displays 'Orders (48)' and an 'Edit filter' button. The filter options are organized into several sections:

- Customers:** A text input field with a placeholder 'Select or type selections' and a search icon.
- Order numbers:** A text input field with a placeholder 'Type selection', radio buttons for 'Partial match' (selected) and 'Exact match', and a search icon.
- Creation date:** A dropdown menu with 'Last 31 days' selected.
- Order status:** A dropdown menu with 'Include' selected and a search icon.
- Company codes:** A text input field with a placeholder 'Select or type selections' and a search icon.
- Purchasing organizations:** A text input field with a placeholder 'Select or type selections' and a search icon.
- Customer locations:** A text input field with a placeholder 'Type selection' and a search icon.
- Order type:** A dropdown menu with 'All' selected.
- Routing status:** A dropdown menu with 'All' selected.
- Min amount:** An empty text input field.
- Max amount:** An empty text input field.
- Currency:** A dropdown menu with 'EUR' selected.
- Visibility:** A dropdown menu with 'Not hidden' selected.
- Orders with inquiry only:** An unchecked checkbox.

At the bottom, there are 'Show less', 'Apply', and 'Reset' buttons.

Purchase Order review on the SAP Business Network

NOTIFICATION SETTINGS

Purchase Order contains five main sections:

1. Sender, Recipient and PO number & status
2. General terms and instructions
3. Contact details
4. Address details
5. Item details

PO EMAIL REVIEW

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Click on each section to see the details.

Purchase Order: 4501929427

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

UPM

From: Customer: UPM GmbH, Georg Meindl-Str. 5, 86153 Augsburg, Germany, Phone: +49 89 258 123456

To: UPM Allgemeine O&S Supplier - TEST, Neue Fabrikstr. 1, 01051 Heinersdorf, Phone: +49 356 258 123456, Fax: +49 356 258 123456, Email: upm@upm.com

Purchase Order (Print): 4501929427, Amount: 500.00 EUR, Version: 1, Track Order

Routing Status: Sent, External Document Type: Standard PO (NE)

Delivery: Monday through Thursday from ...06:30 to 12:00 and ...12:30 to 14:30 Friday from ...06:30 to 12:00 Outside these times acceptance is not possible.

Supplier Instructions: INSTRUCTIONS TO SUPPLIER: Our purchase order, order line and material number shall be stated on each document. Invoices delivery note number is mandatory. Failure to provide the above information will result in invoice being rejected and delayed payment. UPM accepts no partial deliveries, unless pre agreed with buyer. In case of UPM spare parts, all parts should be marked with UPM material master number, failure will result in rejected delivery. If you have any questions about invoices please contact pleura.fr@upm.com ... View less +

Conditions Instructions: Unless you have entered into a written purchase agreement with UPM stating otherwise, UPM General Purchasing Conditions for Products and Services (GPC) shall be applied to this purchase order and govern the purchase of goods or services hereunder. In case you do not have access to the said GPC, you are instructed to request these from UPM. Unless otherwise expressly set out in this purchase order, all reference to delivery terms in this purchase order shall refer to respective delivery term under Incoterms 2020. ... View less +

Supplier Information: Supplier Address: [Redacted], Email: [Redacted], Phone: [Redacted]

Buyer Headquarter Address: EDI AUG, Email: [Redacted], Phone: +49 89 258 123456

Other Information: Company Code: 1017, Purchase Group: E&S, Purchase Organization: 1000, Customer MCTID: [Redacted], Party Additional ID: 0000254198, Web-Info: [Redacted]

Transport Terms Information: Delivery Terms: Transport Condition, Transport Terms: EXW (Hauptort der Warenherkunft), Transport Location: [Redacted]

Website: Invoicing / Lokalisierung / Fakturierung, Website: Safety Instruction, Transportversicherung / Sicherheitshinweise

Ship All Items To: UPM GmbH, Georg Meindl-Str. 4, 86153 Augsburg, Germany, Ship To Code: AUGS, Location Code: AUGS

Bill To: UPM GmbH, Georg Meindl-Str. 5, 86153 Augsburg, Germany, Phone: +49 89 258 123456, Buyer ID: 1017

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	View Item Details
00	1	MAF_12345	11741420	Material			5.000 (Pieces)	16-Aug-2023	100.00 EUR	500.00 EUR		Summary

Description: test material

Status: 5.000 Unconfirmed

Control Keys: Order Confirmation: allowed, Ship Notice: allowed, Invoice: is not ERS, Invoice Verification Type: goods receipt

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	16-Aug-2023 11:00 AM CEST		5.000 (Pieces)		

Other Information: External Line Number: 10, Classification Domain: ERPCommodityCode, Classification Code: 002209, Classification Domain: ERPCommodityCodeDescription, Classification Code: N0MA-KATX4SUTSRV1

Order Information on: Tuesday 18 Jul 2023 11:00 AM GMT+02:00, Received by Arbia Network on: Tuesday 18 Jul 2023 14:34 PM GMT+02:00, The Purchase Order was sent by UPM - TEST 0001400302207 and delivered by Arbia Network.

Sub-total: 500.00 EUR

Create Order Confirmation Create Ship Notice Create Invoice

Done

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Purchase Order review on the SAP Business Network

Section 1: Sender, Recipient and PO number & status



NOTIFICATION
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Sender of the order.
Depending on which plant order is sent, different address data will be displayed.

Recipient of the order.
This address is taken from SAP Business Network Supplier account.

Document type
Document status
More info about statuses [here](#).
Document number
Order value
Document version

From:
Customer
UPM GmbH
Georg-Haindl-Straße-5
86153 Augsburg

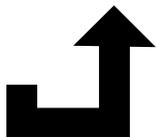
Germany
Phone:
Fax:

To:
UPM-Kymmene Oyj Supplier - TEST
Alvar Aallon katu 1
00101 Helsinki Finland
Phone: +358 (09) 123456
Fax:
Email: @upm.com

Purchase Order
(New)
4501929427
Amount: 500.00 EUR
Version: 1

Track Order

[Click here to come back to PO review:](#)



Purchase Order review on the SAP Business Network

Section 2: General terms and instructions



NOTIFICATION
SETTINGS

PO EMAIL REVIEW

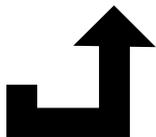
PO SEARCH

PO REVIEW ON
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PO STATUSES

SUPPORT

[Click here to come
back to PO review:](#)



Payment terms

Delivery instructions
Supplier instructions
Conditions instructions
(Written in local language)

Payment Terms ⓘ
2.000% 10
0.000% 30
30d net, 10d -2% csh disc

Comments

Delivery: Monday through Thursday from ,,06:30 to 12:00 and ,,12:30 to 14:30 Friday from ,,06:30 to 12:00 Outside these times acceptance is not possible.

Supplier Instructions: INSTRUCTIONS TO SUPPLIER: Our purchase order, order line and material number shall be stated on each document. In invoices delivery note number is mandatory.
Failure to provide the above information will result in invoice being rejected and delayed payment.
UPM accepts no partial deliveries, unless pre agreed with buyer.
In case of UPM spare parts, all parts should be marked with UPM material master number, failure will result in rejected delivery.
If you have any questions about invoices please contact pieuna.fs@upm.com ... [View less >](#)

Condition Instructions: Unless you have entered into a written purchase agreement with UPM stating otherwise, UPM General Purchasing Conditions for Products and Services (GPC) shall be applied to this purchase order and govern the purchase of goods or services hereunder. In case you do not have access to the said GPC, you are instructed to request these from UPM.
Unless otherwise expressly set out in this purchase order, all reference to delivery terms in this purchase order shall refer to respective delivery term under Incoterms® 2020. ... [View less >](#)

Routing Status: Sent
External Document Type: Standard PO (NB)

Purchase Order review on the SAP Business Network

Section 3: Contact details



NOTIFICATION
SETTINGS

PO EMAIL REVIEW

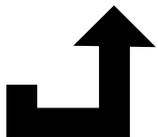
PO SEARCH

PO REVIEW ON
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[Click here to come
back to PO review:](#)



Supplier information

Data is taken from UPM's Vendor master data

Additional information

Data is taken from UPM's ERP

Transport terms information

Useful links

Contact Information

Supplier Address

[Redacted]

Email: [Redacted]
Phone: +358 () [Redacted]
Fax: [Redacted]

Other Information

Company Code: 1017
Purchase Group: EAU
Purchase Organization: 1000
Customer VAT/Tax ID: [Redacted]
Party Additional ID: 0000254198

[View less »](#)

Transport Terms Information

Delivery Terms: Transport Condition
Transport Terms: EXW (Noudettuna lähettäjältä)
Transport Location: .

Internet:

Website: [Invoicing / Laskutus / Fakturierung](#)
Website: [Safety Induction / Turvallisuusperhdytys / Sicherheitsinduktion](#)
Website: [Safety Requirements / Turvallisuusvaatimukset / Sicherheitsanforderungen](#)

Buyer Headquarter Address

EDI AUG

Email: [Redacted]@upm.com
Phone: + () 0049 [Redacted]
357

UPM Buyer contact

Purchase Order review on the SAP Business Network

Section 4: Address details



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Ship-to address

Contains full address with address code

Bill-to address

Ship All Items To

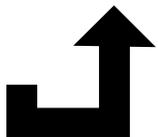
UPM GmbH
Georg-Haindl-Str. 4
86153 Augsburg
09
Germany
Ship To Code: AUG1
Phone:
Fax:
Location Code: AUG1

Bill To

UPM GmbH
Georg-Haindl-Straße-5
86153 Augsburg

Germany
Phone:
Fax:
Buyer ID: 1017

[Click here to come
back to PO review:](#)



Purchase Order review on the SAP Business Network

Section 5: Item details



NOTIFICATION
SETTINGS

PO EMAIL REVIEW

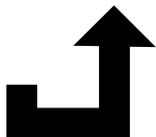
PO SEARCH

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[Click here to come
back to PO review:](#)



Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	1	MAT_12345	11741420	Material			5.000 (Piece) ⓘ	16 Aug 2023	100.00 EUR	500.00 EUR	

Supplier part ID: MAT_12345
UPM part ID: 11741420
Requested delivery date: 16 Aug 2023
Ordered quantity: 5.000 (Piece)
Price per unit: 100.00 EUR
Line value: 500.00 EUR

Line Items [Hide Item Details](#) ⓘ

Description: test material

Status
5.000 Unconfirmed

Control Keys
Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS
Invoice Verification Type: goods receipt

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	16 Aug 2023 11:00 AM CEST		5.000 (Piece) ⓘ		

Other Information
External Line Number: 10
Classification Domain: ERPCommodityCode
Classification Code: 062205
Classification Domain: ERPCommodityCodeDescription
Classification Code: HIOMA-KATKAISUTARVI

Order submitted on: Tuesday 18 Jul 2023 11:00 AM GMT+02:00
Received by Ariba Network on: Tuesday 18 Jul 2023 1:54 PM GMT+02:00
This Purchase Order was sent by UPM - TEST AN01442803220-T and delivered by Ariba Network.

Sub-total: 500.00 EUR

Purchase Order statuses



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New – order received by Supplier No action was taken so far.

Changed – a new, changed version of a document were sent by UPM

Confirmed – whole order is confirmed by Supplier

Failed – order failed to be sent to Supplier (on email or other integration point)

Shipped – order shipped by Supplier (Ship Notice was created)

Received – order is received by UPM (UPM sent Goods Receipt message)

Partially Confirmed – order confirmation was sent by Supplier for part of the order

Partially Shipped – ship notice was created by Supplier for part of the ordered items

Purchase Order
(Shipped)
4501929431
Amount: 500.00 EUR
Version: 1

Order status is displayed above
the order number.

Support



NOTIFICATION
SETTINGS



SAP Business Network Registration and Configuration Support
Email: Join.Ariba@upm.com

PO EMAIL REVIEW



Supplier Enablement Business Process Support
Email: Join.Ariba@upm.com

PO SEARCH



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

PO REVIEW ON
SBN

PO STATUSES

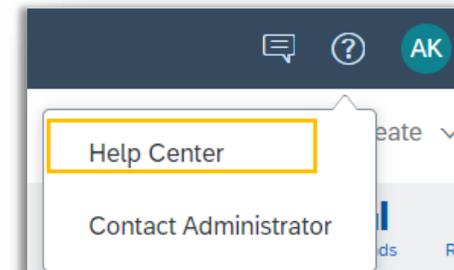


SAP UPM Supplier Information Portal:
https://support.ariba.com/item/view/204685_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1

SUPPORT



SAP Support Global Customer Support is available on your account under the question mark as Help Center



UPM **BIOFORE**
BEYOND FOSSILS

