

Ariba Network: account settings and order processing

Basic guideline for UPM's suppliers
2021



What will change for UPM's suppliers?



What changes?

- UPM takes SAP Ariba procurement tool into use for head office purchases (including research and development units)
- Thus, UPM suppliers will receive purchase orders via Ariba Network platform
- Suppliers can confirm the orders and create a ship notice for the ordered goods
- Suppliers need to ensure they add purchase order numbers (POs) in their invoices

Upcoming functionality

In near future, UPM starts requesting for quotations (RFQ) via Ariba Network. In addition, selected suppliers will be able to create purchase entry sheets (SES) for the services they have provided for UPM.

For these new functionality and ways of working we will instruct you separately.

What does NOT change?

- VAT identification number (“Y-tunnus”)
- Invoicing addresses and systems. UPM continues to accept only electronic invoices via Basware
- Sourcing contact people in UPM head office and business units

Steps for the suppliers



Supplier registration in Ariba
(completed)

1. Ariba Network account settings and creation of new users

2. Order processing in Ariba Network

Guidelines in this document

The screenshot shows an email from UPM BIOFORE BEYOND FOSSILS. The subject is "User guide for Supplier registration". The email content includes:

- Dear Valued Supplier,**
- UPM is digitalizing procurement processes by creating a collaborative ecosystem with its suppliers. Processes, such as tendering, contracting and purchase transactions, will be simplified and automated by the implementation of SAP Ariba solution.
- We are excited to invite you on this journey towards a future with efficient and easy collaboration which adds value for both UPM and the supplier.
- Here are some of the benefits your company will experience when collaborating with UPM on the Ariba Network:
 - Ability to receive electronic Purchase Orders and to send Order Confirmations, Advance Ship Notices and Invoices
 - Ability to provide catalogs
 - Reduction in administrative business expenses
 - Participation in sourcing events and contract collaboration
- Transacting through Ariba Network will be the standard way of doing business with UPM in the future. Our plan is to migrate all existing suppliers for this new process. If the Ariba Network is new to you, there are dedicated teams at UPM and Ariba to guide you through the process.
- As a valued supplier, your participation in this initiative is key to maintaining our ongoing business relationship.
- If you have any questions, please contact UPM team at ariba@upm.com
- You can also find more information from our web pages at: <https://www.upm.com/about-us/for-suppliers/wh-suppliers-on-the-ariba-network>
- Thank you in advance for the support in the smooth transition.

Key information

- Engagement with the suppliers is done in phases.**
 - You will be asked to create an Ariba Network account if you don't already have it, and to complete the UPM supplier registration form.
 - We will contact you again to inform you about initiating the transactions over the Ariba Network.
- Fee for the supplier:** When collaborating with UPM on the Ariba Network, your fees will be 0 UPM. However, you might incur fees when collaborating with customers on the Network.
- If your company already has an existing Ariba Network account or your account administrator that account to establish a link with UPM on the Ariba Network.**
- What's next:**

We will send you the registration invitation from Ariba. The registration should be completed within the next 10 days from the invitation.

With this letter you have also a step-by-step user guide to complete the registration.

[Click Here](#) to create account now

Register as a supplier with UPM - TEST

Hello!

Sakari Suurniemi has invited you to register to become a supplier with UPM - TEST. Start by creating an account with Ariba Network. It's free.

UPM - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If you already have an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, UPM - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact UPM - TEST

Information that you have received previously by email

1 Account settings and creation of new users



Logging in with your Ariba Network account



Log in to Ariba Network with your username and password
(created when you registered in Ariba Network)

Access to the platform:
<https://supplier.ariba.com>

A screenshot of the SAP Ariba Supplier Login page. It features the SAP Ariba logo at the top left, followed by the text 'Supplier Login'. Below this are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the button, there is a link that says 'Forgot Username or Password'. At the bottom of the form, there is a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'.

A screenshot of the SAP Ariba Business Network dashboard. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' link. The main navigation menu contains 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A 'Create' button is visible on the right. The dashboard features a 'Getting started' section with five key metrics: 'New orders', 'Orders', 'Items to confirm', 'Items to ship', and 'Orders to invoice', each with a '0' value and a 'Last 31 days' period. Below this is a 'My widgets' section with a 'UPM - TEST' dropdown and a 'Customize' button. The widgets include 'Purchase orders' (showing a table with values like €0, €1, €0.8, etc.), 'Invoice aging' (showing a table with values like €1, €0.8, etc.), 'Download app' (with links to Google Play and the App Store), and 'Company profile' (showing a 35% completed progress indicator).

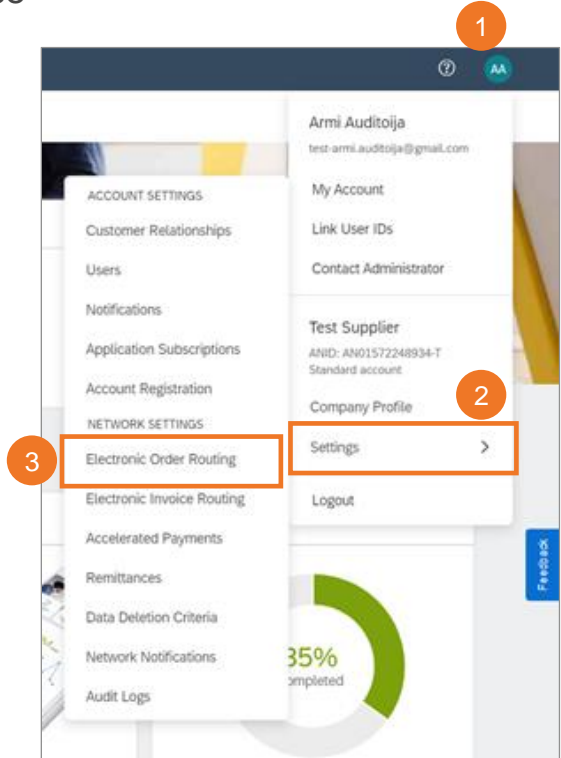
Define recipients for electronic orders



Start with specifying the people who will receive electronic purchase orders from UPM:

- 1) Click on your initials in the upper right corner of the platform landing page
- 2) Choose Settings
- 3) Choose Electronic Order Routing
- 4) Add recipients of the electronic purchase orders in the field "Email address". Please note that you can add a maximum of 5 email addresses here
- 5) Choose the format for documents. It is recommended to receive documents as PDF attachments

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>4 Email address: <input type="text" value="armi.audittoja@gmail.com"/></p> <p><input type="checkbox"/> Attach XML 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>5 <input checked="" type="checkbox"/> Attach PDF document in the email message</p>
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.

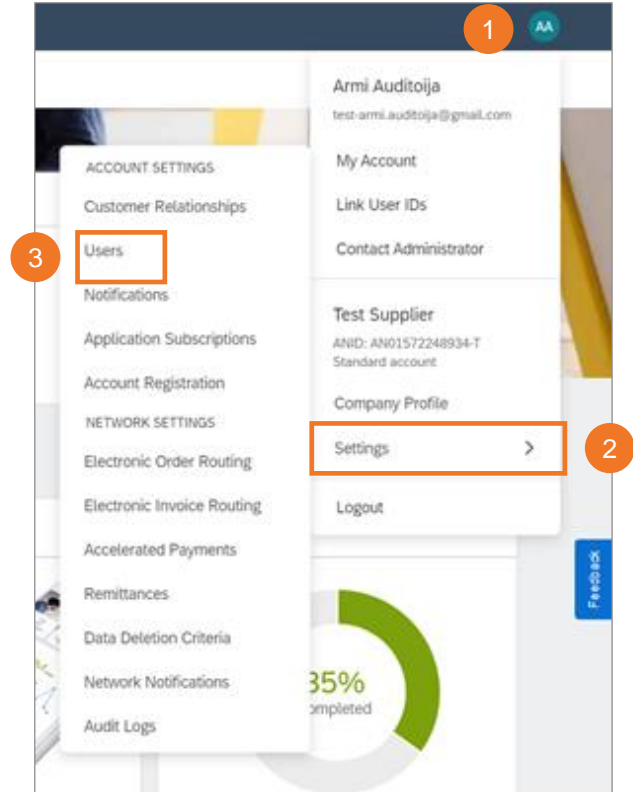


Create roles and add new users in Ariba Network



If you added purchase order recipients without user rights for the account, please create them:

- 1) Click on your initials in the upper right corner of the platform landing page
- 2) Choose Settings
- 3) Choose Users



Create a new Ariba Network role



- 1) Click on the "+" symbol on the right hand side
- 2) Name the role, e.g., Order Manager
- 3) Select at least the following permissions "Inbox and order access" and "Outbox Access"
- 4) Save

Note! If participating in tendering, please choose the needed roles from Permissions page 2



Access Proposals and Contracts

Customer Relationships | Users | Notifications | Application Subscriptions | Account Registration | API management

Manage Roles | Manage Users | Manage User Authentication | Revoked Users

Users (2)

Enable assignment of orders to users with limited access to Ariba Network

Filter

Users (You can only search on one attribute at a time)

Username Enter username

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Ariba Access	Actions
<input type="checkbox"/>	riina.koskinen@vibitor.upm.com	riina.koskinen@vibitor.upm.com	Riina	Koskinen	No	Registration admin		All()	Yes	Actions
<input type="checkbox"/>	teija.jarvi@vibitor.upm.com	teija.jarvi@vibitor.upm.com	Teija	Jarvi	No	Registration admin		All()	Yes	Actions

Create Role

* Indicates a required field

New Role Information

Name*

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >>

Permission	Description
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

Administrator Role – Ariba Network account



Administrator is the **primary point of contact for other Ariba Network account users**. Administrator can add and remove organizations' Ariba Network account users, and maintain access rights for them

IMPORTANT: If administrator is leaving the organization, ensure to appoint a new administrator in Ariba Network **before** the person leaves

To set the administrator role:

- 1) Click on your initials in the upper right corner of the platform landing page
- 2) Choose Settings
- 3) Choose Users
- 4) Choose Manage Users page
- 5) To the right of the selected user, click on Actions
- 6) Choose Make Administrator

The screenshot shows the Ariba Network user management interface. Callout 1 points to the user's initials 'AA' in the top right corner. Callout 2 points to the 'Settings' option in the user's profile dropdown menu. Callout 3 points to the 'Users' option in the same menu. Callout 4 points to the 'Manage Users' tab in the top navigation bar. Callout 5 points to the 'Actions' dropdown menu for a user. Callout 6 points to the 'Make Administrator' option in the 'Actions' menu.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	riina.koskinen@visitor.upm.com	riina.koskinen@visitor.upm.com	Riina	Koskinen	No	Registration admin	All(1)	Yes	Actions
<input type="checkbox"/>	tajja.jarvilahti@visitor.upm.com	tajja.jarvilahti@visitor.upm.com	Tajja	JärviLahti	No	Registration admin	All(1)		Edit, Delete, Make Administrator

Add a new Ariba Network account user



- 1) Select Manage Users tab
- 2) Click on the "+" symbol on the right-hand side
- 3) Fill in the needed account user information: username, email, first name, last name
- 4) Select a role for the new users
- 5) Click on Done

The screenshot shows the 'Manage Users' tab in the Ariba Network user management interface. The interface includes a navigation bar with tabs for 'Manage Roles', 'Manage Users', 'Manage User Authentication', and 'Revoked Users'. The 'Manage Users' tab is active, showing a list of users with columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, AN Access, and Actions. A table lists two users: rina.koskinen@visitor.upm.com and taja.jarvilahti@visitor.upm.com. A '+ Add User' button is highlighted with a red box and the number 2. Below the table is the 'Create User' form, which is divided into 'New User Information' and 'Role Assignment' sections. The 'New User Information' section contains fields for Username, Email Address, First Name, and Last Name, all of which are highlighted with a red box and the number 3. Below these fields are checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. The 'Role Assignment' section has a table with columns for Name and Description, and a dropdown menu for selecting a role. The 'Order manager' role is highlighted with a red box and the number 4. A 'Done' button is highlighted with a red box and the number 5.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	rina.koskinen@visitor.upm.com	Rina	Koskinen	No	Registration admin	All(1)	Yes	Yes	Actions
<input type="checkbox"/>	taja.jarvilahti@visitor.upm.com	Taja	Järvelähti	No	Registration admin	All(1)	Yes	Yes	Actions

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:*

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account.

This user is the Ariba Discovery Contact

Limited access

Country: USA 1 Area: Number:

Office Phone:

Role Assignment

Name	Description
<input type="checkbox"/> Registration admin	Person will handle registrations.
<input type="checkbox"/> Order manager	Role for a person who processes orders.

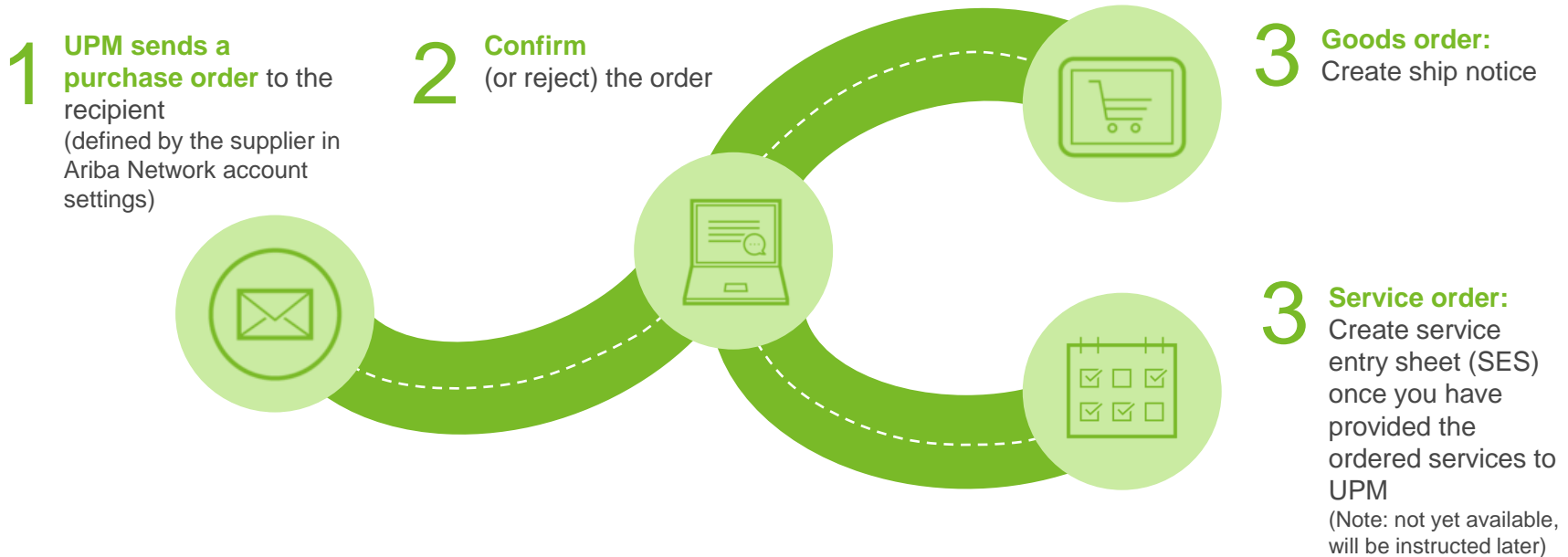
**Your account is now ready
for receiving purchase orders**



2 Order processing



Supplier journey in Ariba Network platform



1. Purchase order notification and logging in to Ariba Network



1. When there is a new purchase order from UPM, the previously defined recipient receives an email notification from Ariba Network (from email address: ordersender-prod@ansmtp.ariba.com)
2. Click on Process order tab. Ariba login page opens
3. Log in to Ariba Network with your username and password (created when you registered in Ariba Network)

The screenshot shows an email notification from SAP Ariba. The email header is 'SAP Ariba' with the logo. The subject is 'UPM - TEST sent a new order'. The body of the email contains a message from the customer UPM - TEST, addressed to a valued supplier. It includes instructions on how to process the order and a 'Process order' button. The email also mentions that if more than one email address is associated with the organization, the copy of the purchase order would be sent to them as well. Below the email content, the 'Supplier Login' page is displayed, featuring the SAP Ariba logo, the text 'Supplier Login', and a message stating 'Your company Test Supplier is already registered. If you don't have a user account, request one now.' The login form includes fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'.

2. Order confirmation


- After logging in, you will be directed to the Purchase Order page
- You can process the order in three different ways:
 - Confirm Entire Order
 - Update Line Items, that allows you to process the order line by line
 - Reject Entire Order

Goods order

Purchase Order: 4400001197

Create Order Confirmation ▼ Create Ship Notice

- Confirm Entire Order
- Update Line Items [History](#)
- Reject Entire Order




From:
E-invoice address: 00371041090011144
Basware operator id: BAWCFI22
VAT Number: FI10410900
PDF_E_Invoice: upm.kymmene.hq@email.basware.com
Finland

Service order

Purchase Order: 4400001198

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet

- Confirm Entire Order
- Update Line Items [History](#)
- Reject Entire Order



2A Confirm entire order



1. If you confirm the entire order, obligatory fields in the order confirmation header are:
 - Confirmation # (you can freely select an order confirmation number)
 - Estimated delivery dateYou can also fill information in the other fields. Then, choose Next
2. Review the confirmation and click on "Submit".

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 123456789

Associated Purchase Order #: 4400001197

Customer: UPM - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date: 17 Nov 2021

Comments:

Goods order example

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 123456789

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	Not Available 5 white electrical desks to Helsinki office. Current Order Status: 5 Confirmed With New Date (Estimated Delivery Date: 17 Nov 2021)	5 (each)	150.00 EUR	750.00 EUR

Service order example

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 123456789

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Consulting for project ABC during preliminary phase Current Order Status: 1 Confirmed With New Date (Estimated Completion Date: 17 Nov 2021)	Service	1 (ACT)	12,000.00 EUR	12,000.00 EUR

2B Update line items (order processing line by line)

Guideline for goods orders 1/3



1. If you choose "Update line items", the only obligatory information field on the order confirmation header level is "Confirmation #"
(you can freely select an order confirmation number)
2. In Line Items section, add quantities of the ordered goods that you:
 - Confirm
 - Backorder
 - Reject
3. Once you've added the information, click on the Details tab

The screenshot displays the SAP Order Confirmation interface for Purchase Order: 4400001197. It is divided into three main sections:

- Purchase Order: 4400001197**: A top navigation bar with buttons for "Create Order Confirmation", "Create Ship Notice", "Confirm Entire Order", "Update Line Items" (highlighted with a red box), and "Reject Entire Order".
- Order Confirmation Header**: A section with a "Confirmation #" field containing "123456789" (highlighted with a red box). Other fields include "Associated Purchase Order #", "Customer", and "Supplier Reference".
- Line Items**: A table with columns for Line #, Part # / Description, Type, Qty (Unit), Unit Price, and Subtotal. Line 1 is highlighted with a red box and contains "5 white electrical desks to Helsinki office." Below the table, the "Current Order Status" is "5 Unconfirmed". The "Confirm:" field contains "4", "Backorder:" is empty, and "Reject:" contains "1" (all highlighted with a red box). A "Details" button is also highlighted with a red box. Below the table is an "Attachments" section with "Choose File" and "Add Attachment" buttons.

On the right side, there is a "Shipping and Tax Information" section with fields for "Est. Shipping Date" and "Est. Delivery Date".

2B Update line items (order processing line by line)

Guideline for goods orders 2/3

1. Add details for confirmed, backordered and rejected goods
2. Here the only obligatory information field is "Estimated Delivery Date"
3. Once ready, click on the OK tab

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available 5 white electrical desks to Helsinki office.	5	each			150.00 EUR	750.00 EUR

New Order Status: **1 Rejected**

Rejection Reason: *

Comments:

New Order Status: **4 Confirmed**

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: 5 white electrical desks to Helsinki office.

Subtotal:

3

New Order Status: **1 Rejected**

Rejection Reason: *

Comments:

New Order Status: **4 Confirmed**

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available 5 white electrical desks to Helsinki office.	5	each			150.00 EUR	750.00 EUR

New Order Status: **1 Rejected**

Rejection Reason: *

Comments:

New Order Status: **4 Confirmed**

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: 5 white electrical desks to Helsinki office.

Subtotal:

2B Update line items (order processing line by line)

Guideline for goods orders 3/3



1. You are directed back to the order confirmation header page where you can see the updated line items information
2. Click on the Next tab
3. Review the confirmation and choose Submit to send it to UPM

Order Confirmation Header

Expand to view the contents of this section.

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available 5 white electrical desks to Helsinki office.	Material	5 (each)	150.00 EUR	750.00 EUR

Current Order Status

1 Rejected (Rejection Reason: Unable to Supply Item; Comments: Only 4 desks left)

4 Confirmed With New Date (Estimated Delivery Date: 17 Dec 2021)

Confirm: Backorder: Reject: [Details](#)

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 10MB

[Confirm All](#)

[Exit](#) [Next](#)

Confirming PO

Confirmation #: 123456789
Supplier Reference:

Attachments:

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available 5 white electrical desks to Helsinki office.	Material	5 (each)	150.00 EUR	750.00 EUR

Current Order Status:

1 Rejected (Rejection Reason: Unable to Supply Item; Comments: Only 4 desks left)

4 Confirmed With New Date (Estimated Delivery Date: 17 Dec 2021)

[Previous](#) [Submit](#) [Exit](#)

2B Update line items (order processing line by line)

Guideline for service orders 1/2



1. If you choose "Update line items", obligatory information fields on the order confirmation header level are "Estimated Completion Date" and "Confirmation #" (you can freely select an order confirmation number)
2. In line items section, confirm or reject the service. If you reject the ordered services, please select the reason from the drop-down list. You can also add comments
3. Once you've added the information, click on the Next tab

Purchase Order: 4400001197

Create Order Confirmation | Create Ship Notice

Confirm Entire Order | **Update Line Items** | History | Reject Entire Order

Confirming PO

1 Update Item Status | Order Confirmation Header

2 Review Confirmation

Confirmation #: 123456789

Associated Purchase Order #: 4400001198

Customer: UPM - TEST

Supplier Reference:

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: 17 Nov 2021

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available	Service	1 (ACT)	12.000,00 EUR	12.000,00 EUR

Consulting for project ABC during preliminary phase

Unconfirm

Confirm

Reject - Please specify a reason: Please Select

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File | No file chosen | Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All

Exit | Next

2B Update line items (order processing line by line)

Guideline for service orders 2/2



Review the confirmation and choose Submit. You have now sent the confirmation to UPM.

Confirming PO Previous Submit Exit

1 Update Item Status

2 Review Confirmation

Confirmation #: 123456789
Supplier Reference:
Est. Completion Date: 17 Nov 2021

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Unit Price	Subtotal
1	Not Available Consulting for project ABC during preliminary phase	Service	1 (ACT) ⓘ	12,000.00 EUR	12,000.00 EUR

Current Order Status:
1 Confirmed With New Date (Estimated Completion Date: 17 Nov 2021)

Previous Submit Exit

2C Reject entire order

1. If you want to reject the entire order, complete the field "Confirmation #"
(you can freely select an order confirmation number)
2. Select the rejection reason from the list and add comments
3. Click on the Reject Order tab, and the information is now sent to UPM

Purchase Order: 4400001197

Create Order Confirmation ▾ Create Ship Notice

Confirm Entire Order

Update Line Items History

Reject Entire Order

REJECT ENTIRE ORDER

Order Confirmation Number:

1 Confirmation #: 123456789

2 Rejection Reason: Please Select ▾

Comments:

3 **Reject Order** Cancel

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: 123456789

Rejection Reason: Please Select ▾

Comment:

Please Select

Duplicate Order

Incorrect Delivery Date

Incorrect Description

Incorrect Price

Incorrect Quantity

Incorrect Stock/Part Number

Incorrect Supplier Code Used

Incorrect UOM

Not our Product Line

Unable to Supply Item(s)

Other

Cancel

UPM stating otherwise, UPM General Terms and Conditions apply. UPM is not responsible for any damage or loss resulting from the use of this software. UPM is not responsible for any damage or loss resulting from the use of this software. UPM is not responsible for any damage or loss resulting from the use of this software.

3. Create ship notice 1/2


Note! Applicable for goods orders only

1. Choose Create Ship Notice
2. Fill the needed information in the following fields:
 - Packing Slip ID (you can freely choose the used ID)
 - Delivery Date
 - Ship Qty
3. Choose Next

Purchase Order: 4400001197

Create Order Confirmation ▾ **Create Ship Notice**

Order Detail Order History



1

Create Ship Notice

* Indicates required field

SHIP FROM

Supplier 1

Tampere Finland

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select ▾

Shipping Date:

Delivery Date: *

Gross Volume:

Gross Weight:

2

Please create a ship notice only after the order confirmation

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4400001197	1	Not Available 5 white electrical desks to Helsinki office.		5	each			150.00 EUR	750.00 EUR

Remove

Shipment Status

Total Item Due Quantity: 5 each

Confirmation Status

Total Confirmed Quantity: 0 each Total Backordered Quantity: 0 each

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	5				Add Details

Add Ship Notice Line

3

Save Exit Next

3. Create ship notice 2/2

Note! Applicable for goods orders only



Please, review the ship notice and submit it. Ship notice is now sent to UPM.

Ship Notice Header

SHIPPING

Packing Slip ID: 123456789
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --
Actual Delivery Date: 17 Nov 2021 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING

Tracking information not provided.

ADDITIONAL FIELDS

Additional information not provided.

Order Items [Hide Item Details](#)

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4400001197	1	Not Available 5 white electrical desks to Helsinki office.		5	each ⓘ			150.00 EUR	750.00 EUR

SHIPMENT STATUS

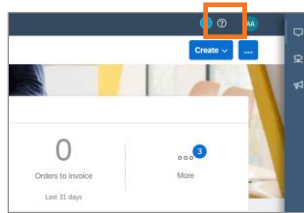
▼ 1. Ship Qty: 5 each ⓘ [Hide Details](#)

No detail information provided.

Support and guidance

Tool/technical support

- [UPM - SAP Ariba information portal](#)
 - [Guidelines for using Ariba Network Standard account](#)
- Ariba Help & Support Center:
Click on the “?”
symbol on the upper
right corner of your
Ariba Network account



UPM orders and ways of working

- [Join UPM on the Ariba Network](#)
- Ariba Network platform enablement:
join.ariba@upm.com
- UPM orders and order processing for suppliers:
contactsops@upm.com

Please note: For now, UPM uses [Basware system for electronic invoicing](#).
Invoicing in Ariba is not available for UPM suppliers.

UPM **BIOFORE**
BEYOND FOSSILS

