

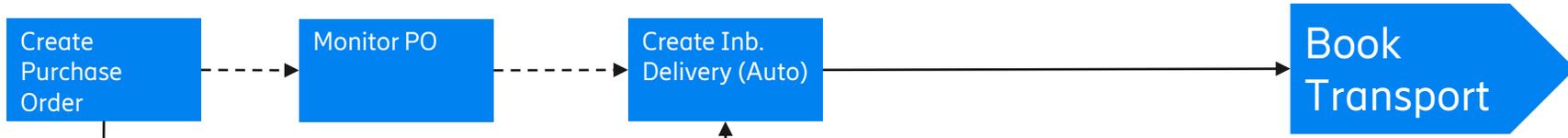
Ariba Packing Instruction



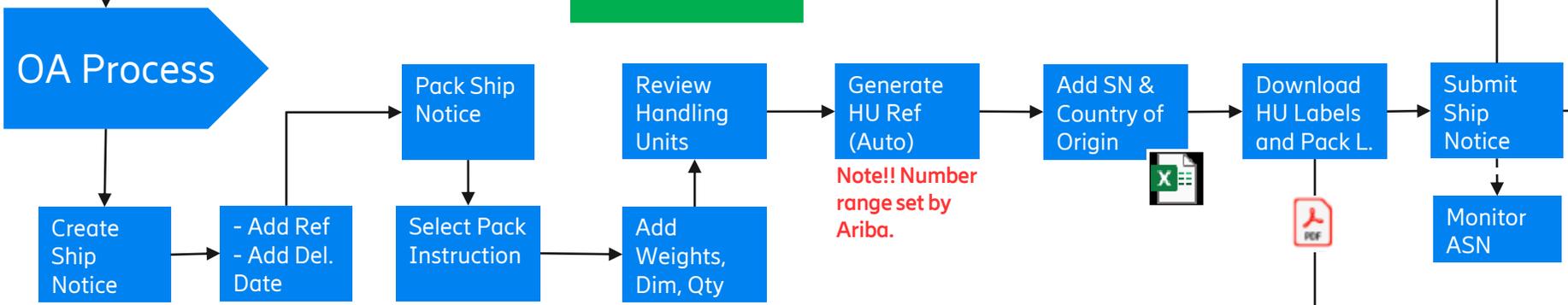
Ariba – Detailed Pack Process



Ericson Buyer



Supplier

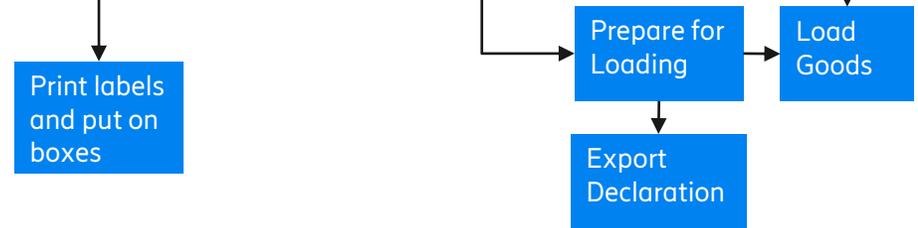


System Check:

- Serial No
- Dimensions
- Country of Origin

Note!! Number range set by Ariba.

Supplier WH



1. Create Ship Notice



- The ship notice is created from the purchase order (1) or the workbench tile "Items to Ship" (2). Note that multiple PO's cannot be combined in one ship notice

Purchase Order: 4528560642

From:
Customer
Ericsson AB
Torshamnsgatan 23
164 80 Stockholm
Sweden
Phone: +46 () +46 10 71 66 750
Fax: +46 () +46 8 757 80 56

ERICSSON

Payment Terms ⓘ
0,000% 90
090 days due net (document date)

Workbench

108 Orders (Last 31 days) | 24 New orders (Last 31 days) | 5 Items to confirm (Last 90 days) | **2** 45 Items to ship (Karl's Confirmations) | 107 Orders to invoice (Last 31 days)

Items to ship (45)

[Edit filter](#) | [Save filter](#) | [Last 90 days](#) | [Exclude fully shipped, +1](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Create ship notice](#)

	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By ↓
✓ <input type="checkbox"/>	Ship To Address: EAB SLC IM MTS, Borås, SWE					
<input checked="" type="checkbox"/>	4528560642	10		POWER DIVIDER/IPS2 10/11 Sym	1	Sep 20, 2023
<input type="checkbox"/>	4528560840	40		SWITCHING EQPT/GMP v4, 4002 & 40X0 Exp	1	Sep 8, 2023
<input type="checkbox"/>	4528560141	20		SWITCHING EQPT/GMP v4, 4002 & 40X0 Exp	1	Sep 7, 2023

1. Create Ship Notice (cont.)



1. Add the ship notice number. The ship notice number could be a reference to an outbound document in the supplier's outbound flow. Must be unique.
2. Add the delivery date. If the incoterms is FCA then the delivery date should equal the date it will be available for pick up at the supplier.

Create Ship Notice

** Indicates required field*

SHIP FROM

[Update Address](#)

▼ Ship Notice Header

SHIPPING

Packing Slip ID:* 8800034567 **1**

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select ▼

Shipping Date:

Delivery Date:* 20 Sep 2023 **2**

2. Create Ship Notice (cont.)



1. Messages at line item level will indicate if the items need to be packed and have their serial numbers registered
2. Do **not** add serial number here. It should be added in the packing screen.
3. If shipping a partial delivery use this field to have it adjusted.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By
4528560842	10		UPA90111/2	4.000	PCE	20 Sep 2023	

Description: POWER DIVIDER/IPS2 10/11 Sym

Shipment Status
Total Item Due Quantity: 4 PCE

Confirmation Status
Total Confirmed Quantity: 4.000 PCE Total Backordered Quantity: 0 PCE

Serial Numbers for Ship Quantity (required)
⚠ This order requires asset serial numbers

Handling Unit (required)
⚠ This line requires Handling Unit

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production
1	4,000		- Select Country -	

Add Ship Notice Line

↳ Add Order Line Item ~~Manage Serial Numbers~~ 2

2. Packing - Define Packaging Instructions



1. Select the packaging instruction. Note that the packaging instructions could either be in metric or imperial
2. Add dimensions (mm/in)
3. Set the quantity per handling unit. *If the ship notice contains 4 pcs and the qty per handling unit is set to 2 pcs, Ariba will generate 2 handling units (4/2 = 2) in the next step.*
4. Add gross and net weight. Use dots if the weight is not in full kilos or pounds, e.g 7.53 KG.
5. Click next

Items to be packed

Handling unit type	Outer packaging material
UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	
EUROPE DUMMY_PACK_SNC	UPA90111/2 - DUMMY_PACK_SNC

Inner handling unit	Quantity	Gross weight	Net weight	Unit
Contains UPA90111/2 POWER DIVIDER/IPS2 10/11 Sy	2	20	15	KGM
Length: 500	Height: 250	Width: 250	Unit: MMT	

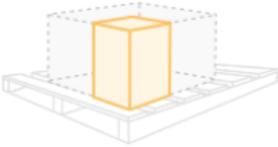
Next

3. Packing – Confirm Packing



1. Review the handling units. Since the ship notice contains 4 pcs, but the handling unit qty was set to 2 pcs in the previous step, 2 handling units have been created.
2. It is possible to adjust weight and dimensions by clicking on the yardstick icon 
3. Once happy, click next 

Packing hierarchy [What's this?](#) 

DUMMY_PACK_SNC 2 **1** 

[Handling Unit](#)

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
  DUMMY_PACK_SNC 1	10.1	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	2	PCE			Move to... +
  DUMMY_PACK_SNC 2	10.1	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	2	PCE			Move to... +

[Handling Unit](#)

2

4. Generate Handling Unit ID(s) - Auto



1. Ariba will generate handling unit IDs automatically. These ID's will be visible on the labels and pack lists, the supplier's reference cannot be used.
2. It is possible to add a local ID (for example the supplier's handling unit ID) under "Package Document No." This reference will be visible on the handling unit label and pack list and could work as a cross reference, e.g give the supplier's warehouse a chance to put the right handling unit ID on the right box.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4528564691	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym		100 H87	100 of 100	100.00% <div style="width: 100%;"></div>

Packing hierarchy [What's this?](#)

DUMMY_PACK_SNC 2

Add S/N and CoO here (next pages)

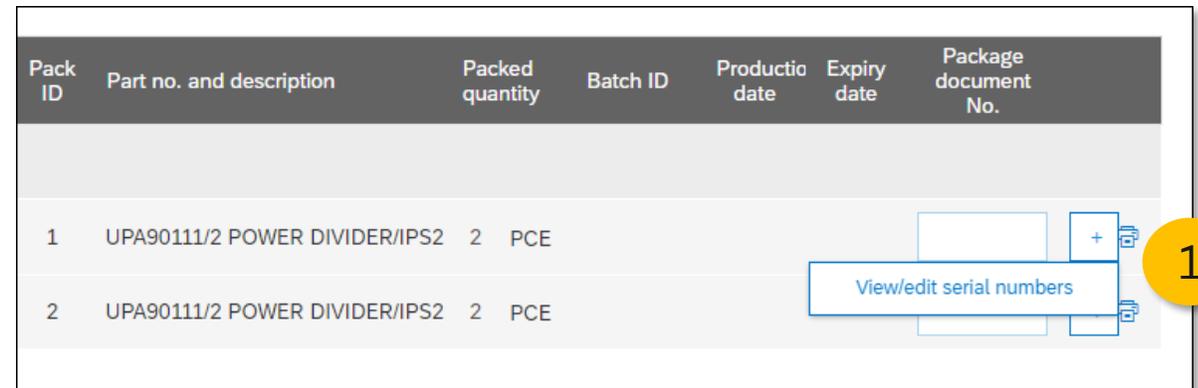
[Manage](#) [Print all labels](#)

Handling unit type	ASN item no.	Handling unit no.	Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1									
DUMMY_PACK_SNC 1 (5	10.1	ER900000218 1	1	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	50	H87			Local_ID_001 2
DUMMY_PACK_SNC 2 (5	10.1	ER900000219	2	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	50	H87			Local_ID_002

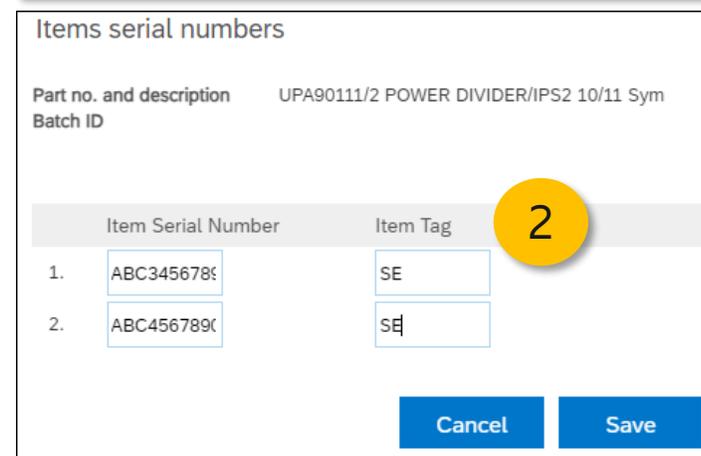
4. Packing – Add S/N and Country of Origin (1 by 1)



1. In this step serial numbers and country of origin are added. There are two methods:
 1. Click  to add them one by one
 2. Or mass upload (next page)
2. Note that there is no dedicated field for country of origin so it has been added to the Item Tag field. Please use the country's 2-digit [ISO code](#) (Alpha-2 code)



Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
1	UPA90111/2 POWER DIVIDER/IPS2	2	PCE			
2	UPA90111/2 POWER DIVIDER/IPS2	2	PCE			



Items serial numbers

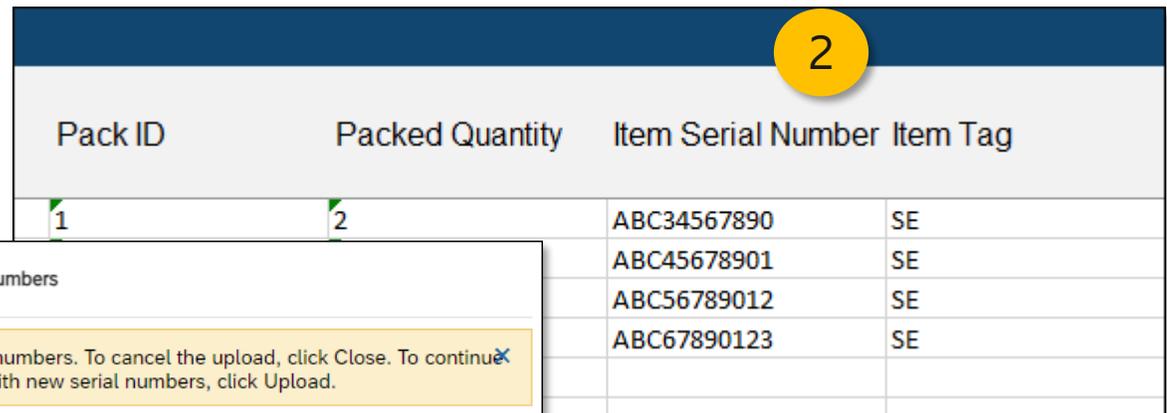
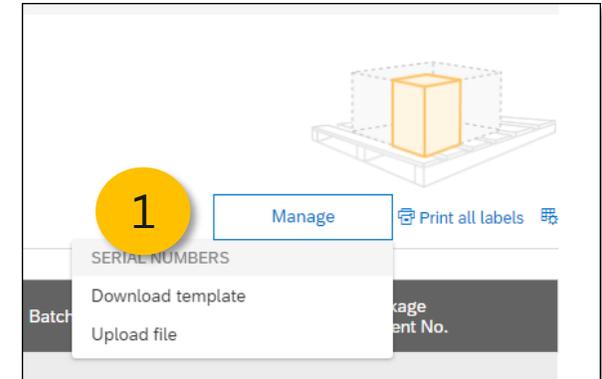
Part no. and description UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym
Batch ID

	Item Serial Number	Item Tag
1.	<input type="text" value="ABC3456789"/>	<input type="text" value="SE"/>
2.	<input type="text" value="ABC4567890"/>	<input type="text" value="SE"/>

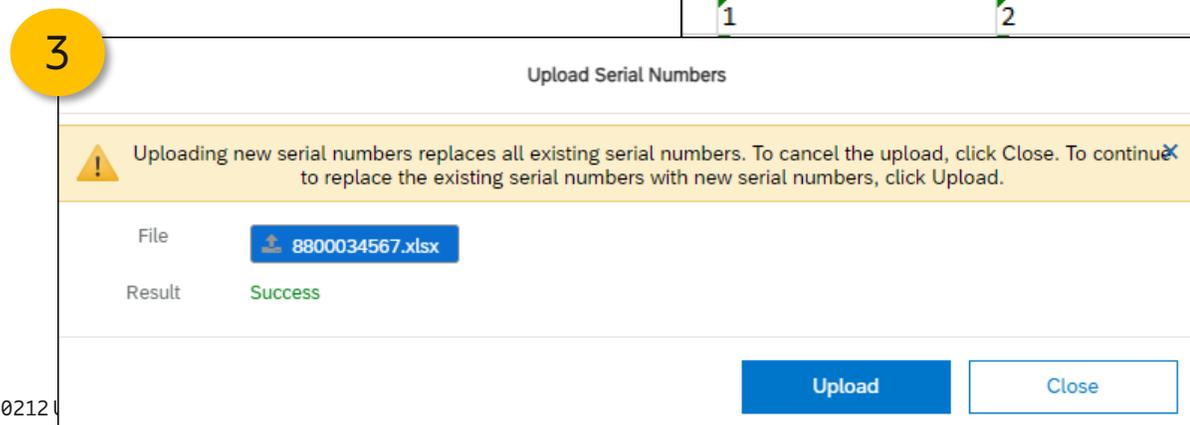
4. Packing – Add S/N and Country of Origin (Mass)



1. Mass upload SN and CoO by clicking on Manage
2. Download the template and enter the data (Item serial number + Item Tag) – K & L column respectively.
3. Save the template and upload it via 
4. Click 

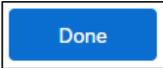


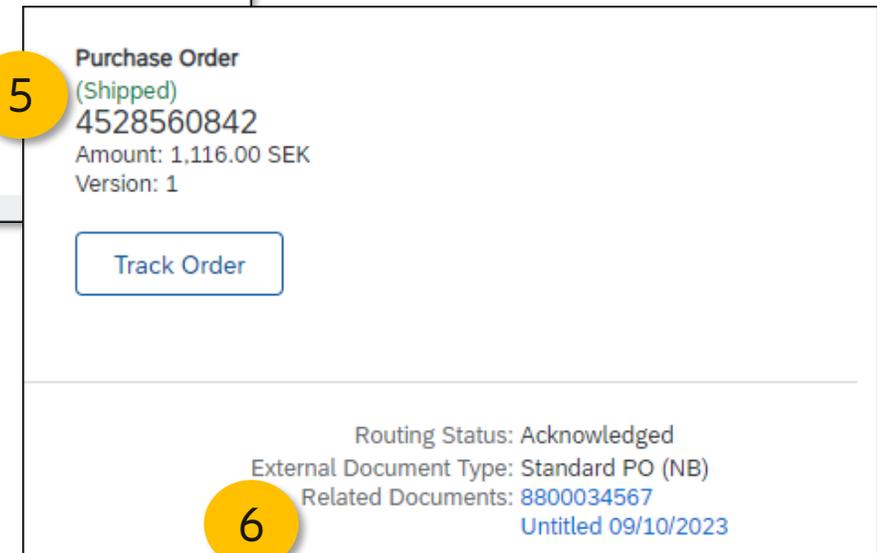
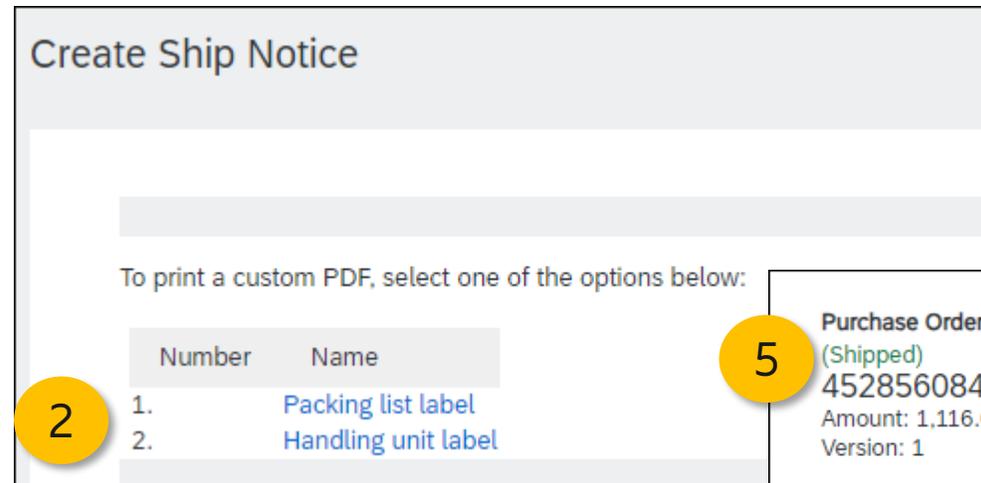
Pack ID	Packed Quantity	Item Serial Number	Item Tag
1	2	ABC34567890	SE
		ABC45678901	SE
		ABC56789012	SE
		ABC67890123	SE



5. Review Ship Notice, Print Labels and Submit



1. To print the labels, click Download PDF
2. Select what to print
3. Once printed click 
4. Submit the ship notice
5. The PO status will have changed to "Shipped"
6. The ship notice will be visible under "Related Documents"



5. Labels



1. Handling unit label

(3S) Package No ER90000218		
(7Q) Weight(kg) 20.0 KG	Volume (m3) 0.1875 m3	Supplier Package No Local_ID_001

2. Packing List

Packing List				
(3S) Package No. ER90000218		(12S) Delivery Order No. 5476567567	(K) Purchase Order No. 4528564691	
Goods marking/ Site ID/ Comments:			(9K) Supplier Package Number Local_ID_001	
Dimension(WxHxD mm) 500.0x500.0x750.0 MM	Gross Weight(kg) 20.0 KG	Volume(m3) 0.1875 m3	Package Type	
Deliver Item No.	(1P) Product No. Description	(4L) Origin	(Q) Quantity	(S) Serial No.
1	UPA90111/2	CN	1	KE231113003
	POWER DIVIDER/IPS2 10/11 Sym			
1	UPA90111/2	CN	1	KE231113026
	POWER DIVIDER/IPS2 10/11 Sym			

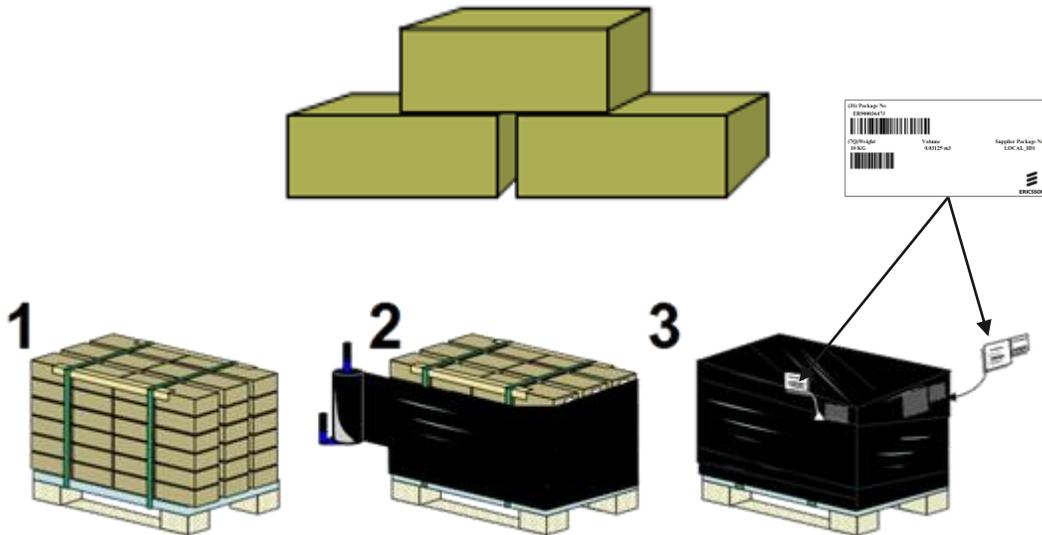
6. Packaging Guide



Depending on the scenario there are two different ways how to define a handling unit:

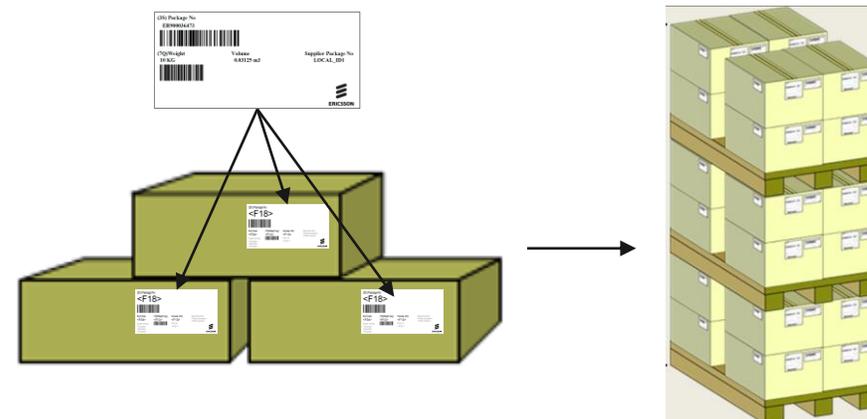
1. The pallet is the handling unit

- Typically, there is one (1) line item in each box. Support is available for multiple line items in one (1) box.
- All boxes refer to the same PO item.
- All boxes belonging to the same PO item is placed on a pallet.
- Pallet is shrink wrapped and HU label is placed on the outside. (Can be placed in a cardboard box with HU label on the outside)



2. The box is the handling unit

- Typically, there is one (1) line item in a box and the box have a HU label. Support is available for multiple line items in one (1) box.
- At arrival at destination, the HU label should be visible without a need to move all HU's off the pallet.
- Preferably all the HU's stacked on the pallet belongs to the same PO item. If a PO item do not fill up a whole pallet there is an option to mix



7. Monitor the Ship Notice – Basic Method



1. Click on the ship notice reference in the PO
2. Go to the history tab
3. Look for “inbound delivery created”

Purchase Order
(Shipped)
4528560842
Amount: 1,116.00 SEK
Version: 1

[Track Order](#)

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: 8800034567
Untitled 09/10/2023

1

[Cancel](#) [Edit](#) [Export cXML](#) [Download PDF](#) ▾

[Detail](#) [Packed Items](#) [History](#)

2

Ship Notice: 8800034567
Routing Status: Acknowledged
Received By SAP Business Network On: 10 Sep 2023 10:18:45 AM GMT+02:00
Submitted By: Joe Bloggs

To: Ericsson - TEST

History

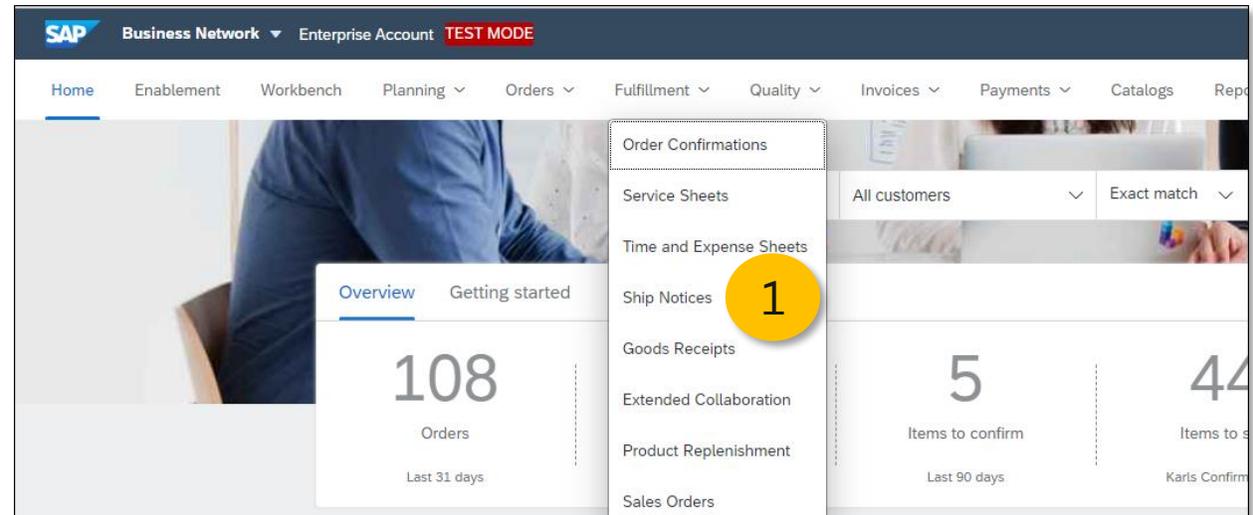
Status	Comments	Changed By
	Processing cXML	SCMSupplierQueueProcessor-109550044
	Processing cXML item	SCMSupplierQueueProcessor-109546047
	The document is ready to be picked up by the recipient.	CommunityWeb-109525049
	The document has been transferred to the next integration point.	CommunityWeb-109525049
Acknowledged	Success	CXML StatusUpdateRequest
	The recipient has processed the document and has acknowledged the processing. Reason: OK - 0001 inbound delivery/deliveries created (nos. 110312511 to 110312511)	CommunityWeb-109525049

3

8. Monitor Ship Notices via the Fulfillment Tab



1. On the main screen click on "Ship Notices"
2. Check the routing status
3. To view a failed ship notice, click on the ID and go to the history tab (next page)



Ship Notices

Search Filters

Ship Notices (335) Page 1

Packing Slip ID	Customer	Order #	Date ↓	Completion Status	Receipt Status	Routing Status	Ship Notice Status
8800034567	Ericsson - TEST	4528560842	10 Sep 2023 10:18:45 AM			Acknowledged	
CoO_EKALERN01	Ericsson - TEST	4528560838	8 Sep 2023 3:26:52 PM			Failed	
4528560836	Ericsson - TEST	4528560836	8 Sep 2023 2:28:24 PM			Failed	
4528560834	Ericsson - TEST	4528560834	8 Sep 2023 2:07:28 PM			Failed	

9. Monitor Ship Notices – Cancel Failed Ship Notices



4. Check the message
5. Cancel the ship notice and [create a new one](#).

5

Cancel Edit Export cXML Download PDF

Detail Packed Items History

Ship Notice: 4524234 To: Ericsson - TEST
Routing Status: Failed
Received By SAP Business Network On: 25 Sep 2023 8:18:50 AM GMT+02:00
Submitted By: Joe Bloggs

History

Status	Comments	Changed By	Date and Time
	Processing cXML	SCMSupplierQueueProcessor-109542045	25 Sep 2023 8:28:13 A
	Processing cXML item	SCMSupplierQueueProcessor-109541062	25 Sep 2023 8:28:14 A
	The document has been transferred to the next integration point.	CommunityWeb-109524039	25 Sep 2023 8:28:15 A
	The document is ready to be picked up by the recipient.	CommunityWeb-109524039	25 Sep 2023 8:28:15 A
Acknowledged	Success	CXML StatusUpdateRequest	25 Sep 2023 8:28:16 A
	Receipt of the document has not been confirmed by the trading partner. Reason: Not Acceptable - Density check failed! Minimum required is 20 and calculated is 1.0000000000000000	CommunityWeb-109524039	25 Sep 2023 8:28:18 A
Failed	Density check failed! Minimum required is 20 and calculated is 1.0000000000000000	CXML StatusUpdateRequest	25 Sep 2023 8:28:18 A

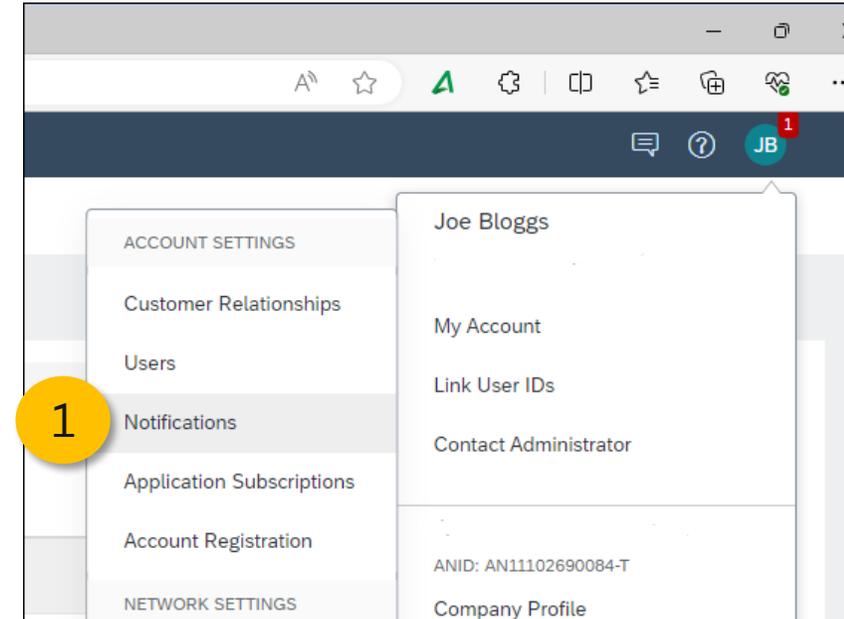
4

NOTE! If the inbound delivery has been created successfully then you cannot cancel it without getting an approval from Ericsson first

10. Get Notified of Failed Ship Notices



1. Go to Settings → Notifications
2. Scroll down to the ship notice section and tick the box
3. Enter up to 5 email addresses separated by a semi-colon (;)
4. Save 



Ship Notice		
Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	<input checked="" type="checkbox"/> Send a notification when ship notices are undeliverable.	* karl.eriksson@supplier.com; erik.karlsson

Appendix 1 - Attach Documents (Optional)



It is possible to attach additional documents to the ship notice to avoid sending them on the side.

1. Select Choose File, select the file(s) to attach
2. Click Add Attachment and the document will be listed under attachments.
3. When the ship notice is submitted to Ericsson, the attachment(s) will be included.

The screenshot shows a shipping form with the following fields and annotations:

- SHIPPING** section:
 - Packing Slip ID: * attach1_demo
 - Invoice No.:
 - Requested Delivery Date: --
 - Ship Notice Type: Select (dropdown)
 - Shipping Date: (calendar icon)
 - Delivery Date: * 28 Dec 2025 (calendar icon)
 - Hazard Type: Select (dropdown)
 - Is Divisible: (info icon)
 - ▶ Dimensions
- ATTACHMENTS** section:
 - Table with columns: Name, File icon
 - Row 1: Transport Documentation.pdf (file icon), annotated with a yellow circle '3'
 - Row 2: L, Delete button
- Bottom section:
 - Choose File button (annotated with a yellow circle '1'), No file chosen
 - Add Attachment button (annotated with a yellow circle '2')
 - Footer: The total size of all attachments cannot exceed 10MB

