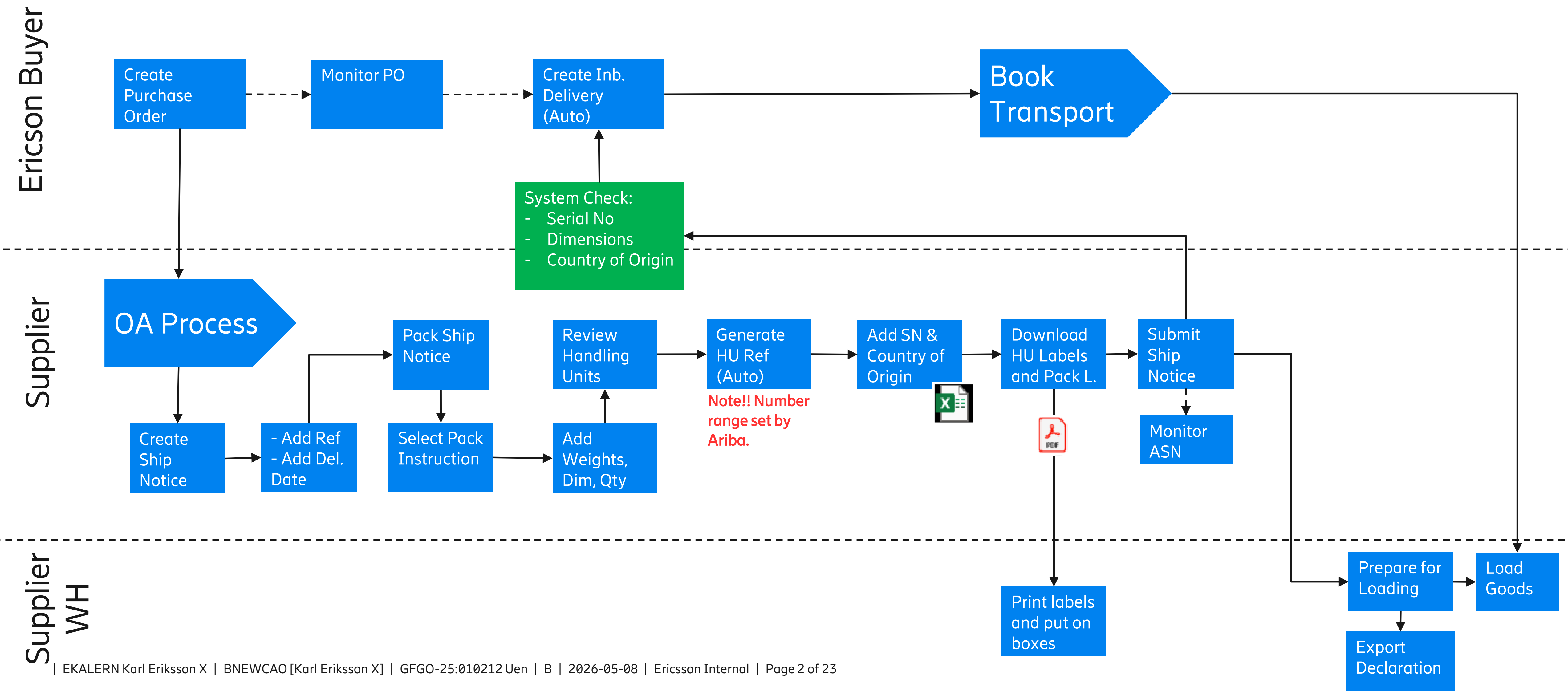
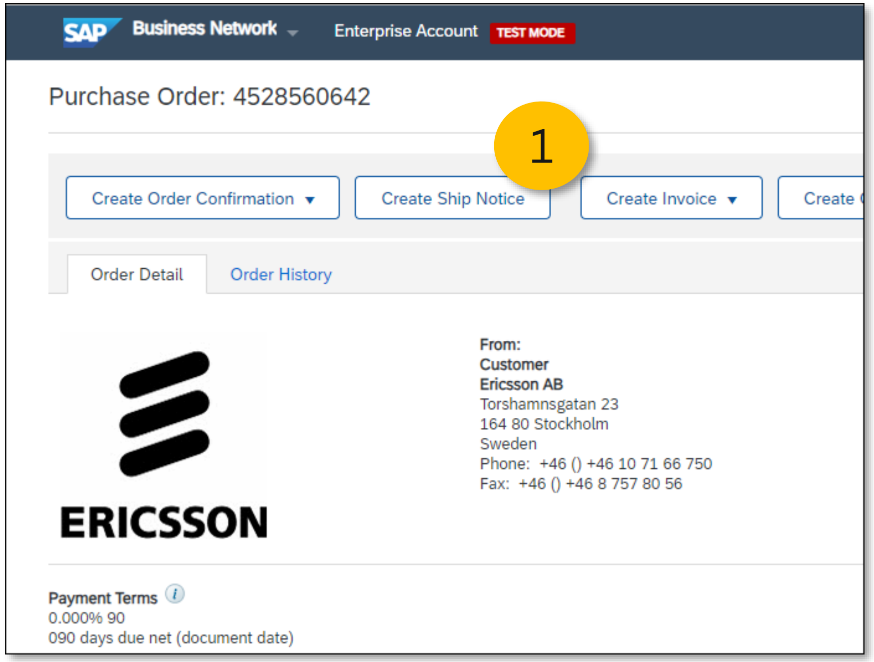
Ariba Packing Instruction

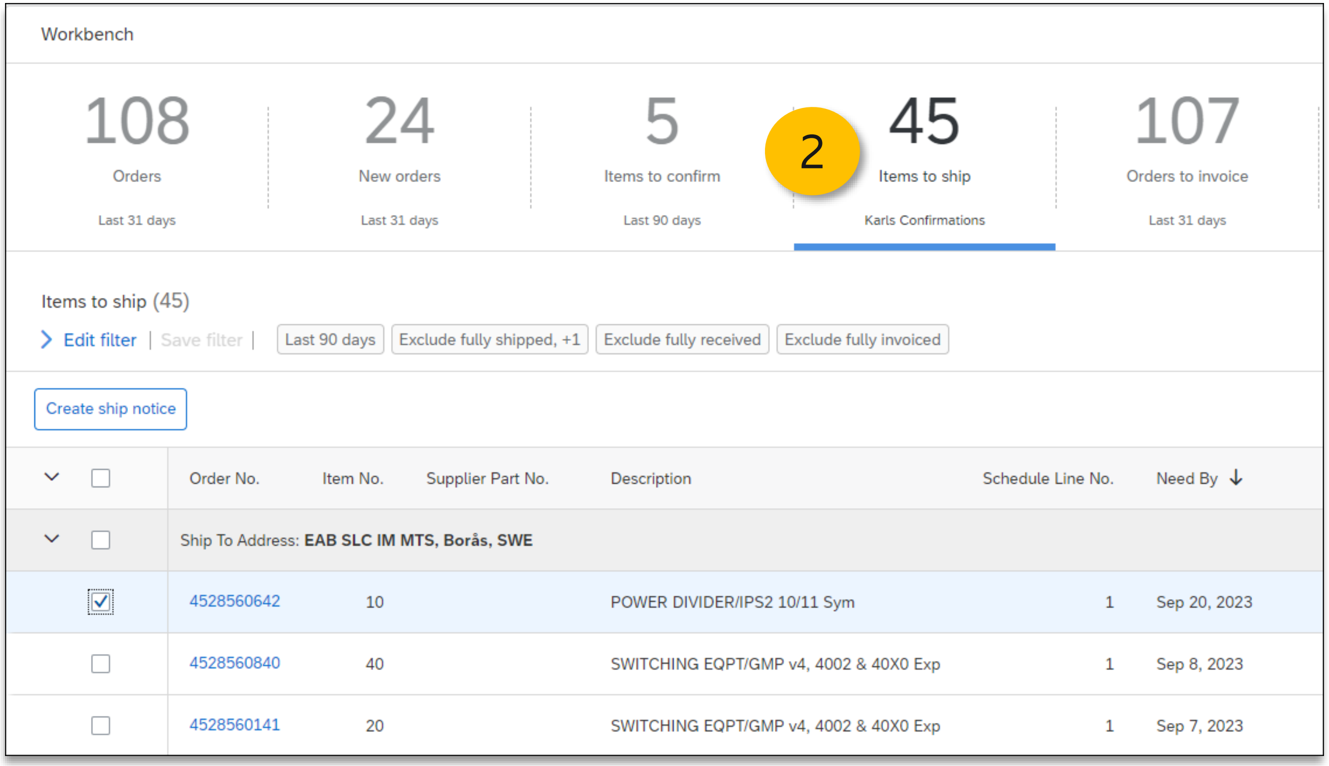
Ariba – Detailed Pack Process



1. Create Ship Notice

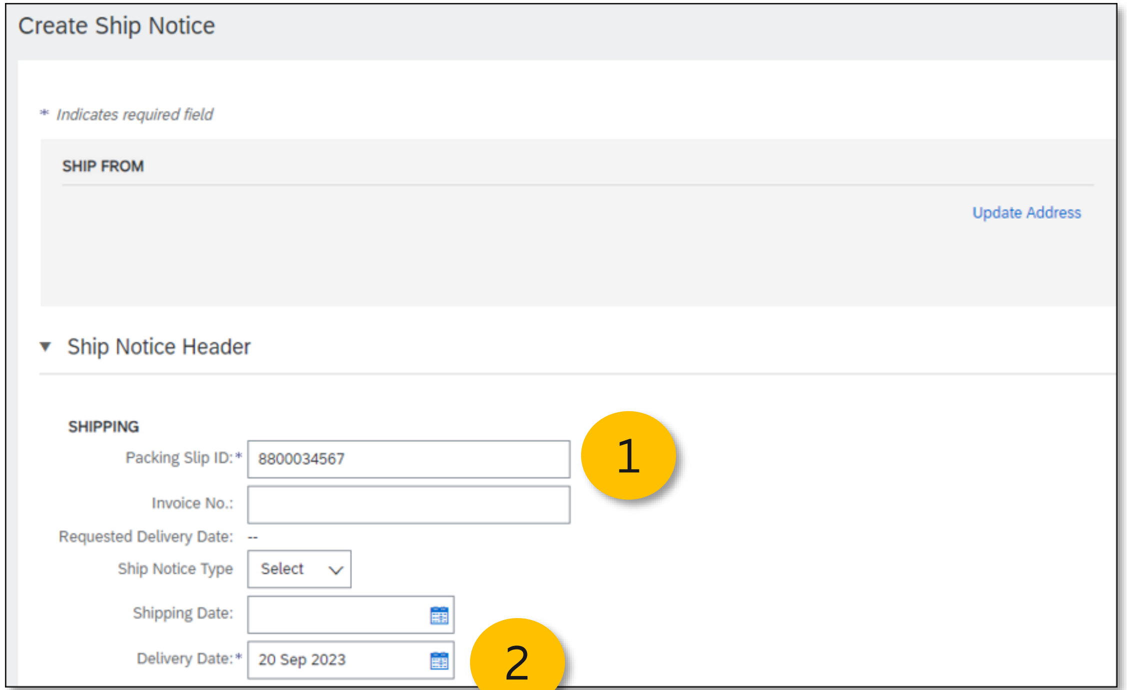
- The ship notice is created from the purchase order (1) or the workbench tile “Items to Ship” (2). Note that multiple PO’s cannot be combined in one ship notice





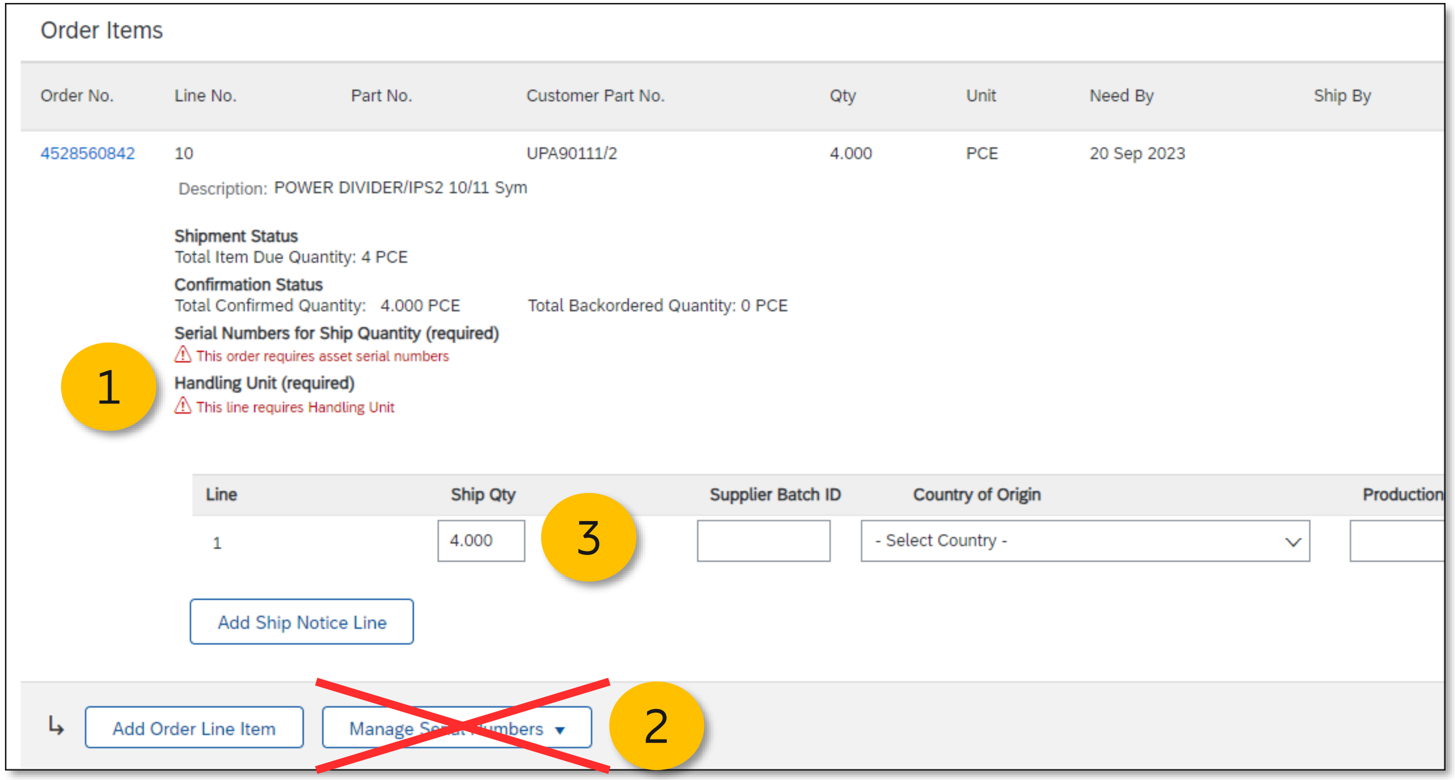
1. Create Ship Notice (cont.)

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.



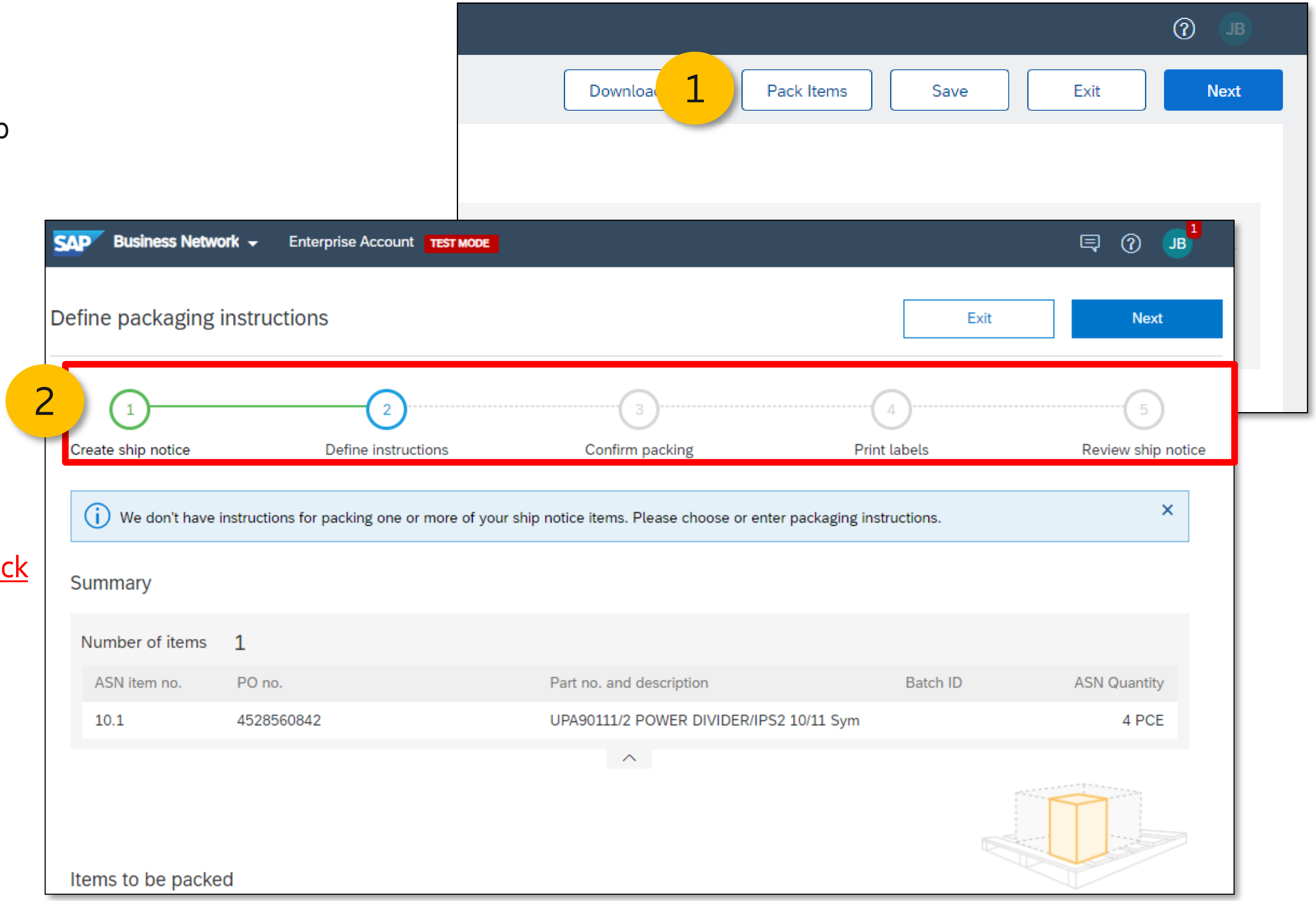
2. Create Ship Notice (cont.)

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.



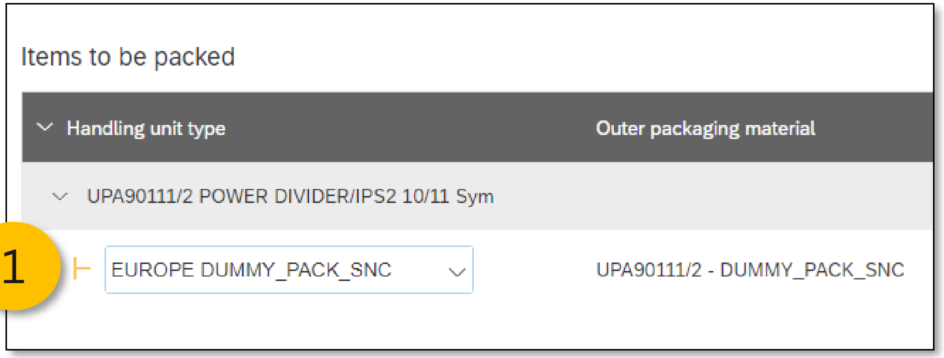
3. Create Ship Notice (cont.) – Start Packing

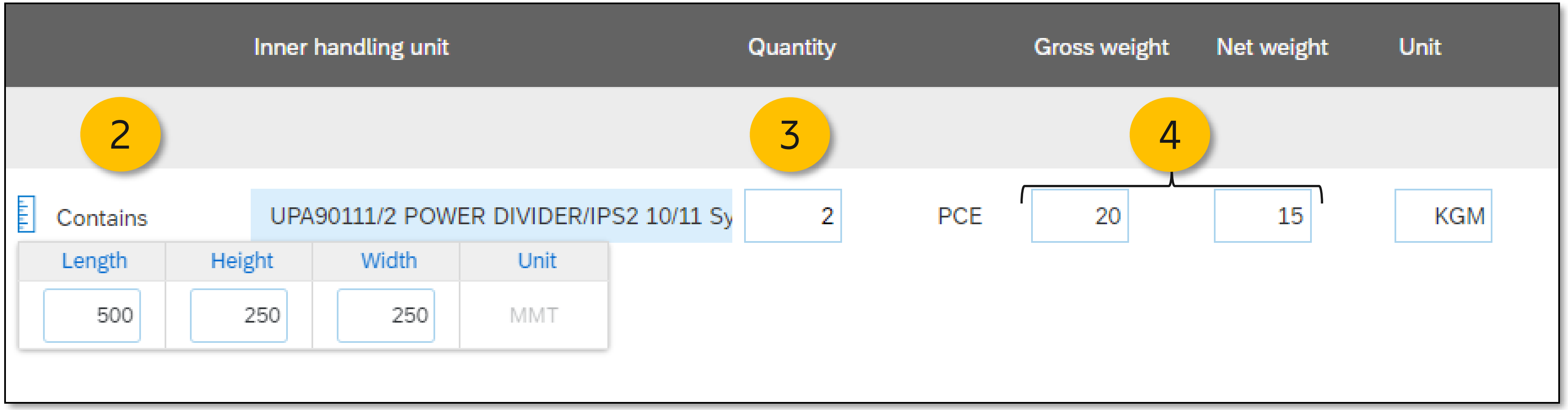
1. To pack the items press “Pack Items” at the top or bottom of the screen
2. The packing process consists of 5 steps
    1. Create Ship Notice
    2. Define Instructions
    3. Confirm Packing
    4. Print labels - Where the user adds serial numbers, country of origin <u>but do not print labels</u>
    5. Review Ship Notice – <u>Where labels and pack lists are printed</u>.

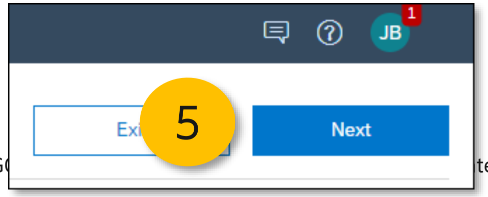


2. Packing - Define Packaging Instructions

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 <u>per handling unit</u>. *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

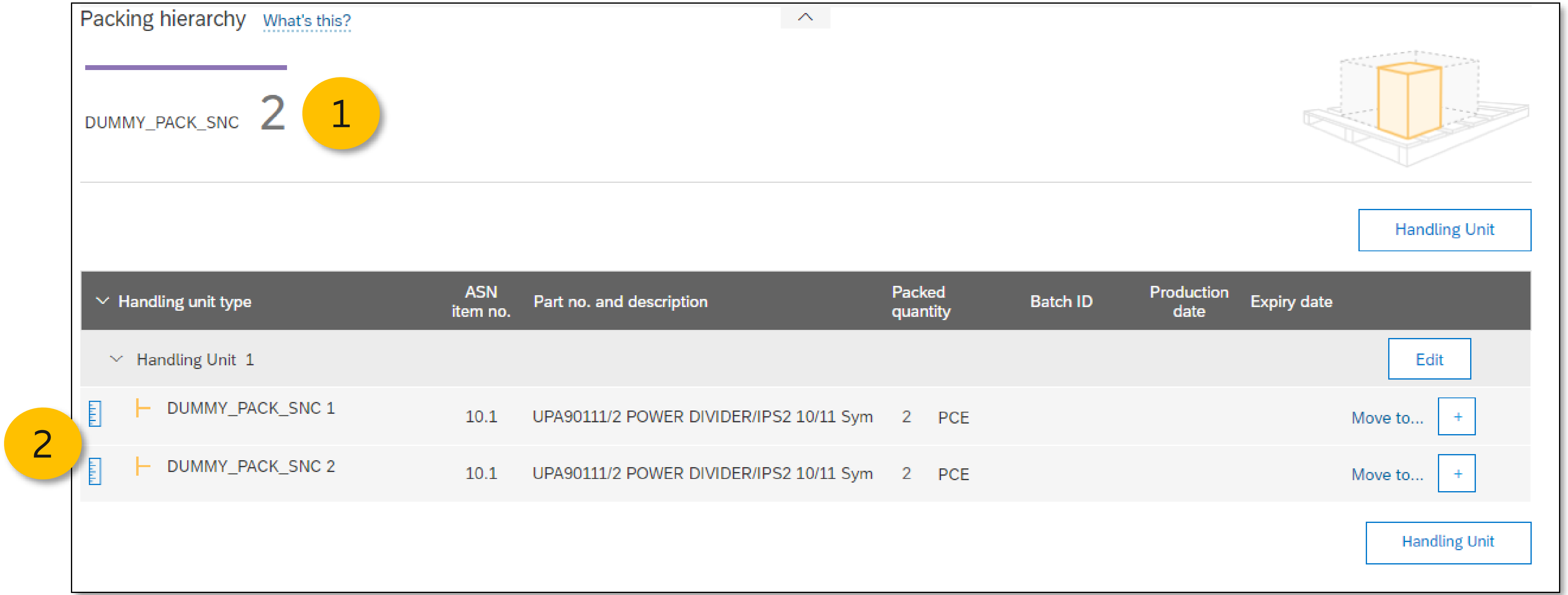






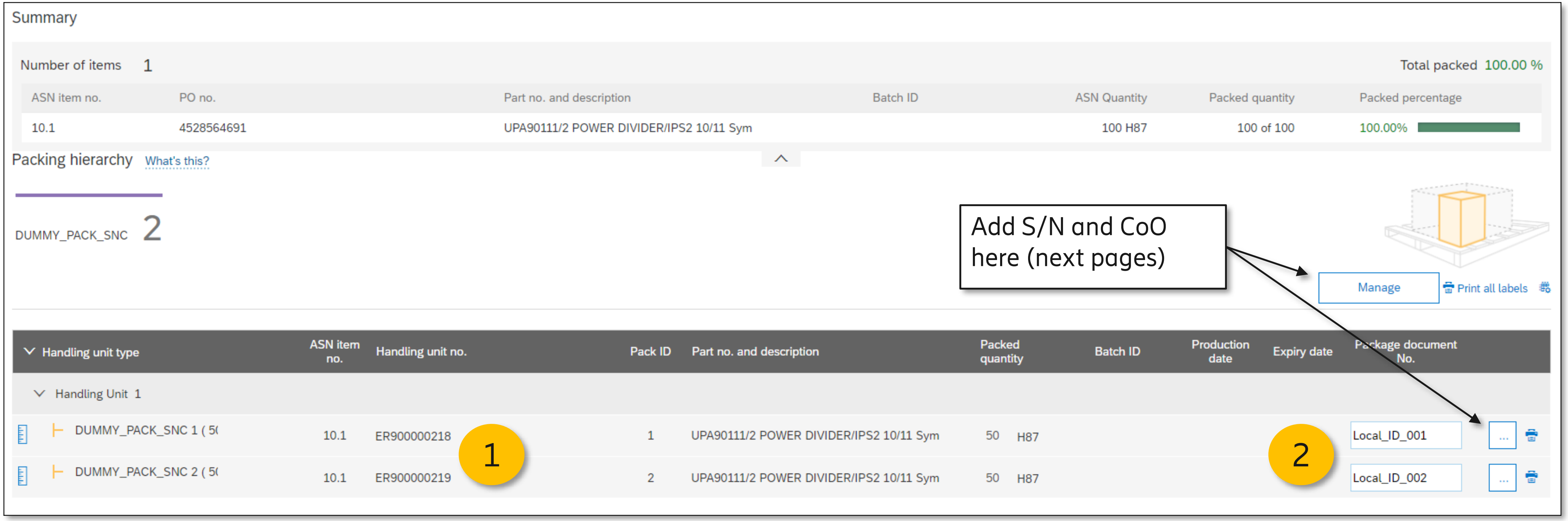
3. Packing – Confirm Packing

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 with the data, click next Next



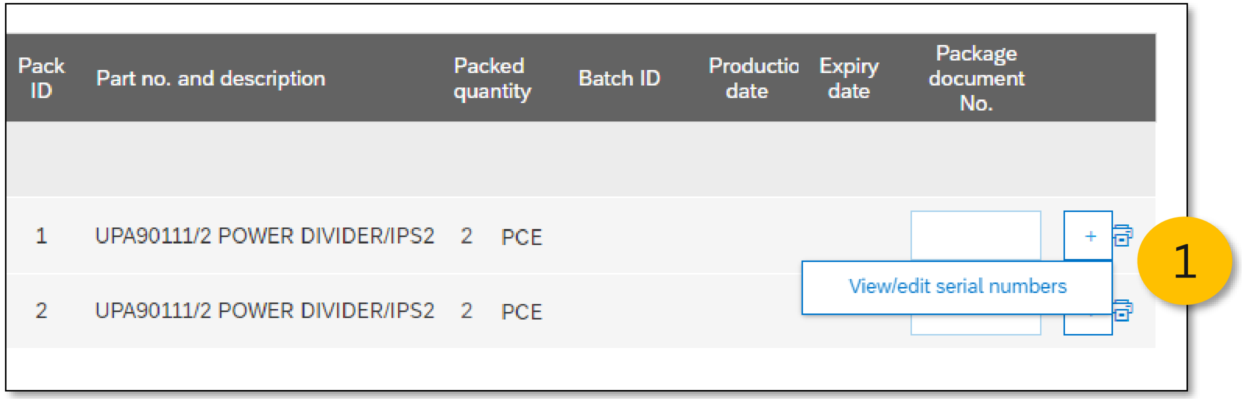
4. Generate Handling Unit ID(s) - Auto

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.

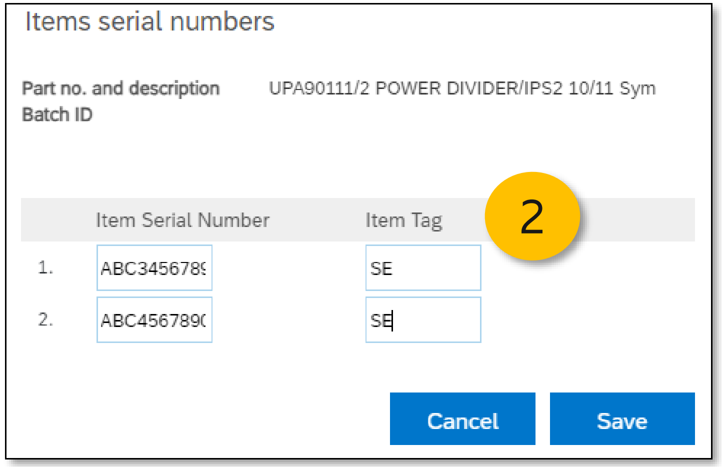


4. Packing – Add S/N and Country of Origin (1 by 1)

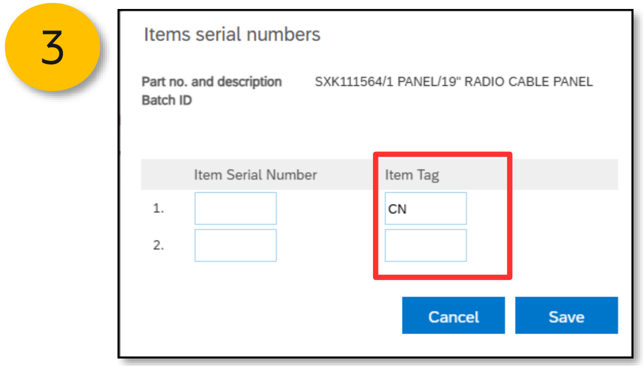
1. In this step serial numbers and country of origin are added. There are two methods:
   1. Click + to add them one by one
   2. Or mass upload (next page)
2. Note that there is no dedicated field for country of origin so it has been added to the Item Tag field. Please use the country's 2-digit ISO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



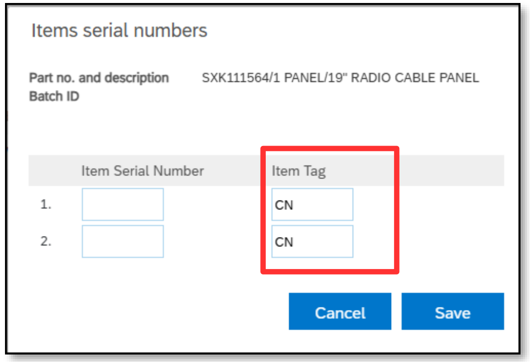
3. Important! If the line item qty is higher than 1 pcs then country of origin needs to be added to all items in the HU. Use the mass upload template on the next page.



Not OK:

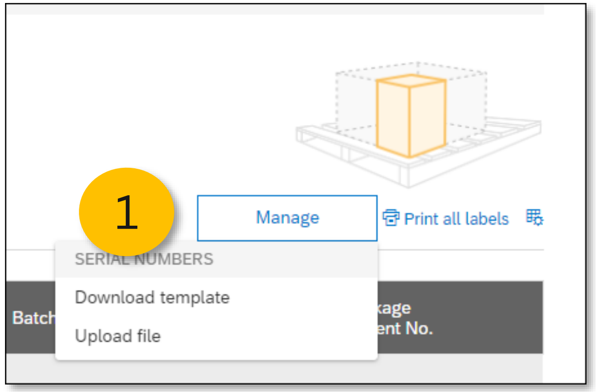


OK:



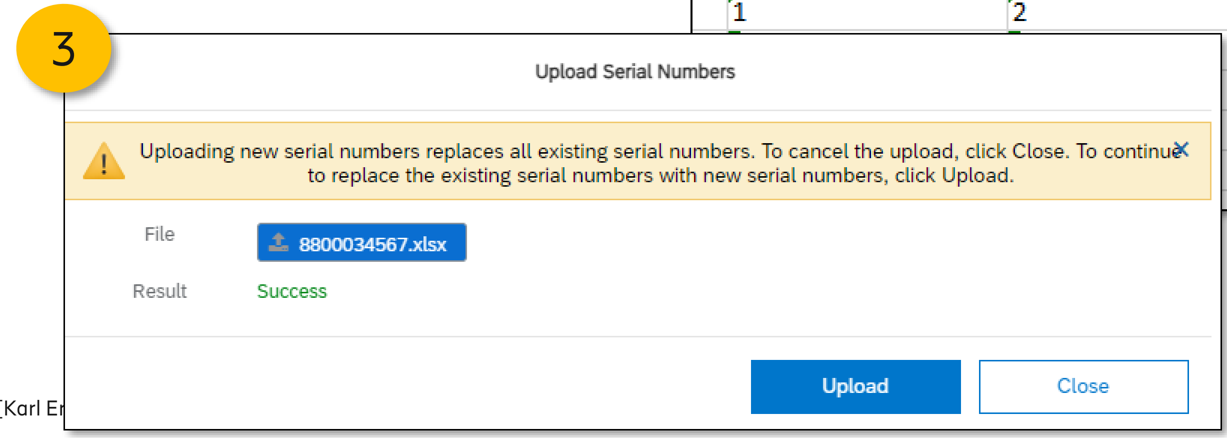
4. Packing – Add S/N and Country of Origin (Mass)

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 Manage
4. Click Next



2

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

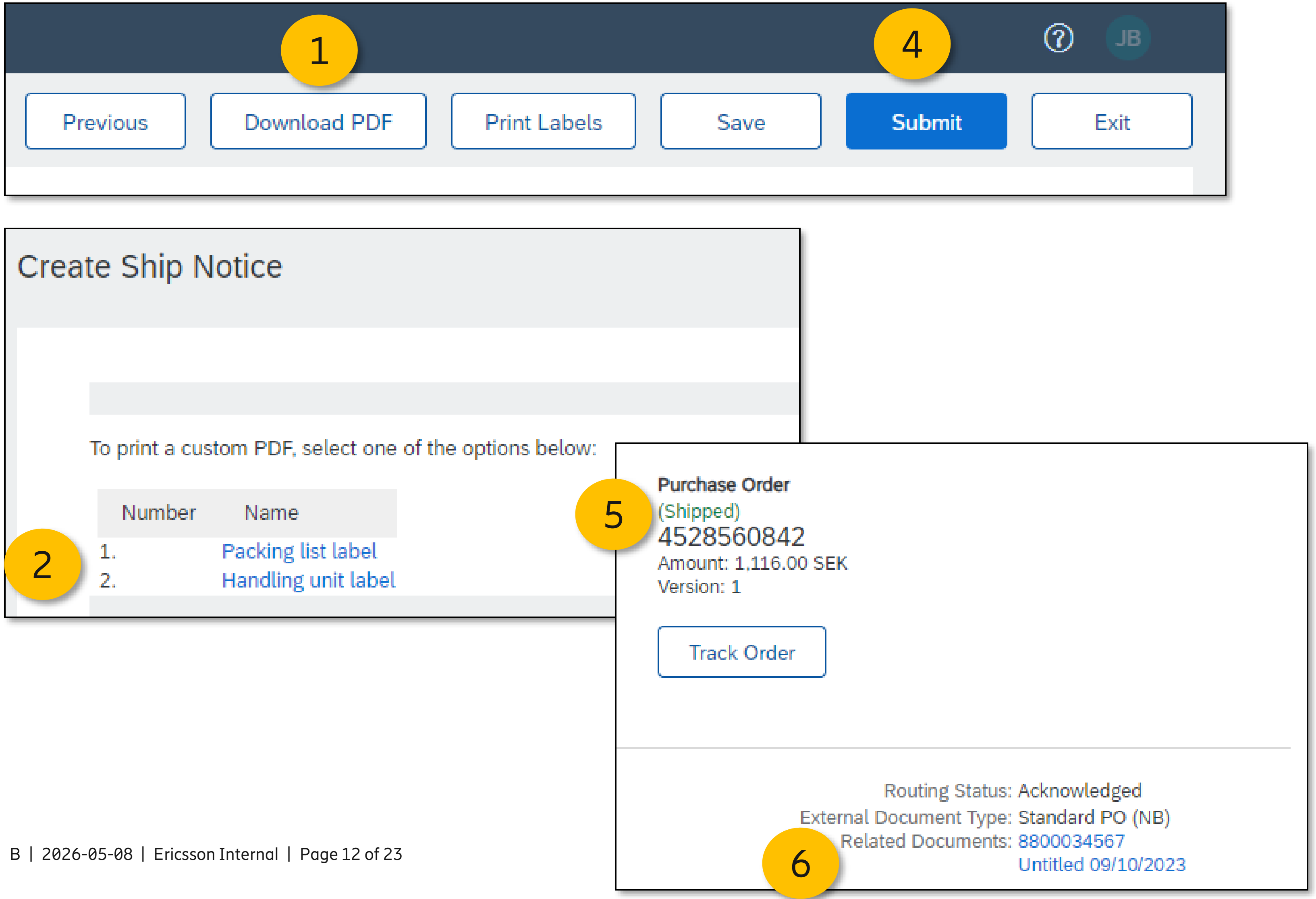


Microsoft Excel Worksheet

Template example (Do not use it for upload)

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 Done
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
ER900000218

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

ERICSSON

2. Packing List

Packing List

Date	2023-11-13
Page	1/2

(3S) Package No.	(12S) Delivery Order No.	(K) Purchase Order No.
ER900000218	5476567567	4528564691

Goods marking/ Site ID/ Comments:

(9K) Supplier Package Number
Local_ID_001

Dimension(WxHxD mm)	Gross Weight(kg)	Volume(m3)	Package Type
500.0x500.0x750.0 MM	20.0 KG	0.1875 m3	

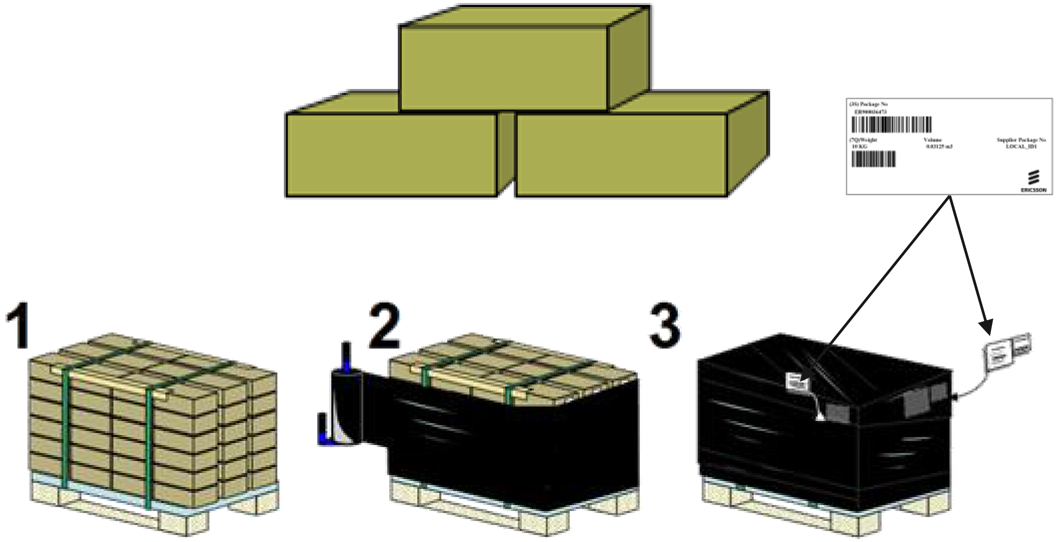
Deliver Item No.	(1P) Product No. Description	(4L) Origin	(Q) Quantity	(S) Serial No.
1	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	CN	1	KE231113003
1	UPA90111/2 POWER DIVIDER/IPS2 10/11 Sym	CN	1	KE231113026

6. Packaging Guide

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

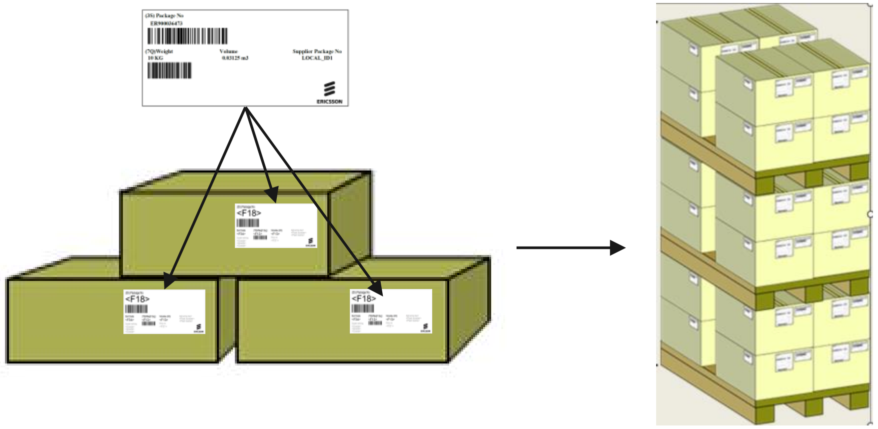
1. The pallet is the handling unit

- 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)



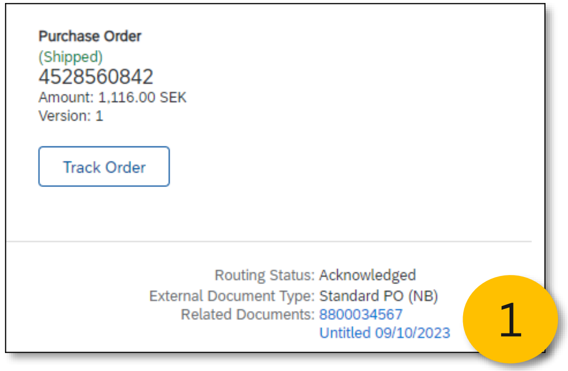
2. The box is the handling unit

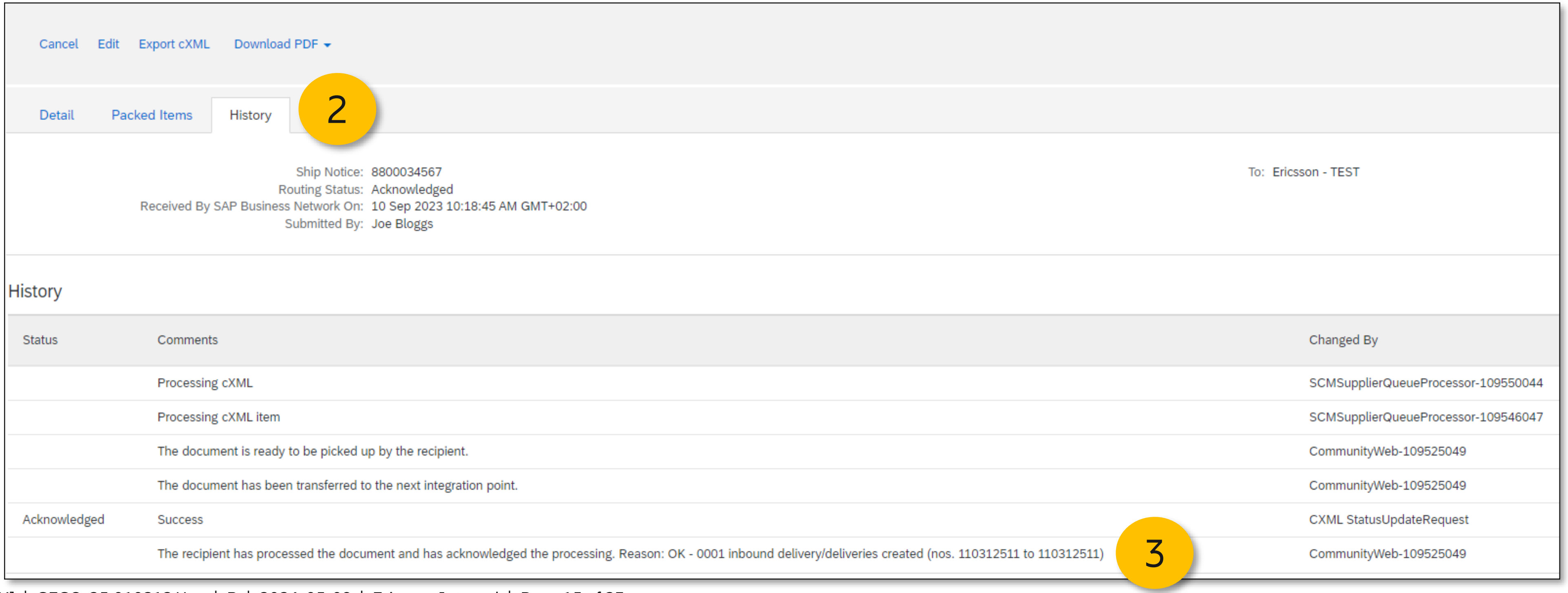
- Typically, there is one (1) line item in a box and the box have a HU label.
  Support is available for multiple line items in one (1) box.
- At arrival at destination, the HU label should be visible without a need to move all HU's off the pallet.
- Preferably all the HU's stacked on the pallet belongs 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

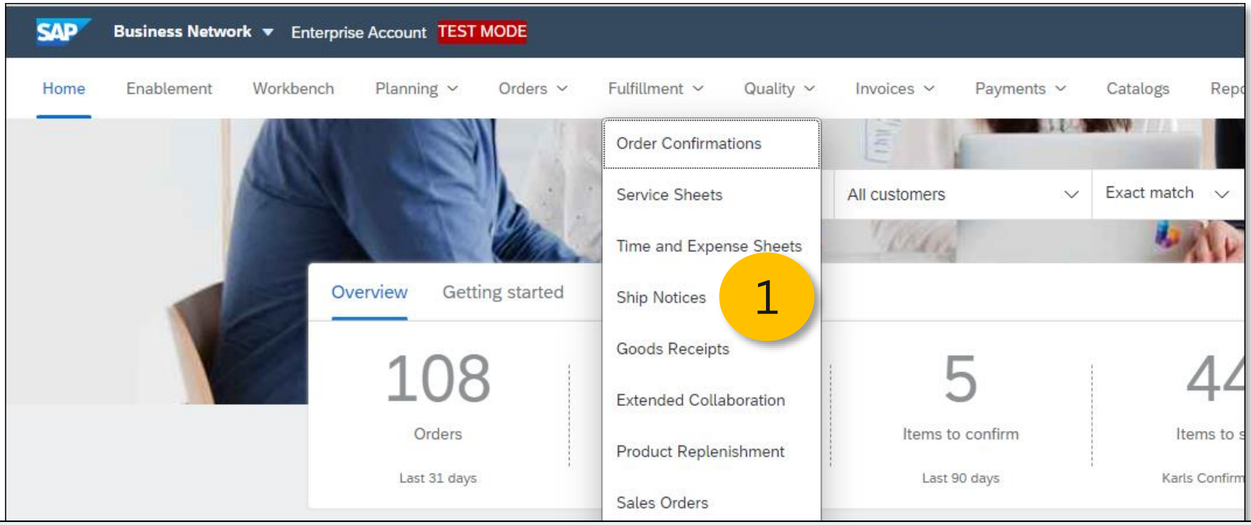
1. Click on the ship notice reference in the PO
2. Go to the history tab
3. Look for “inbound delivery created”

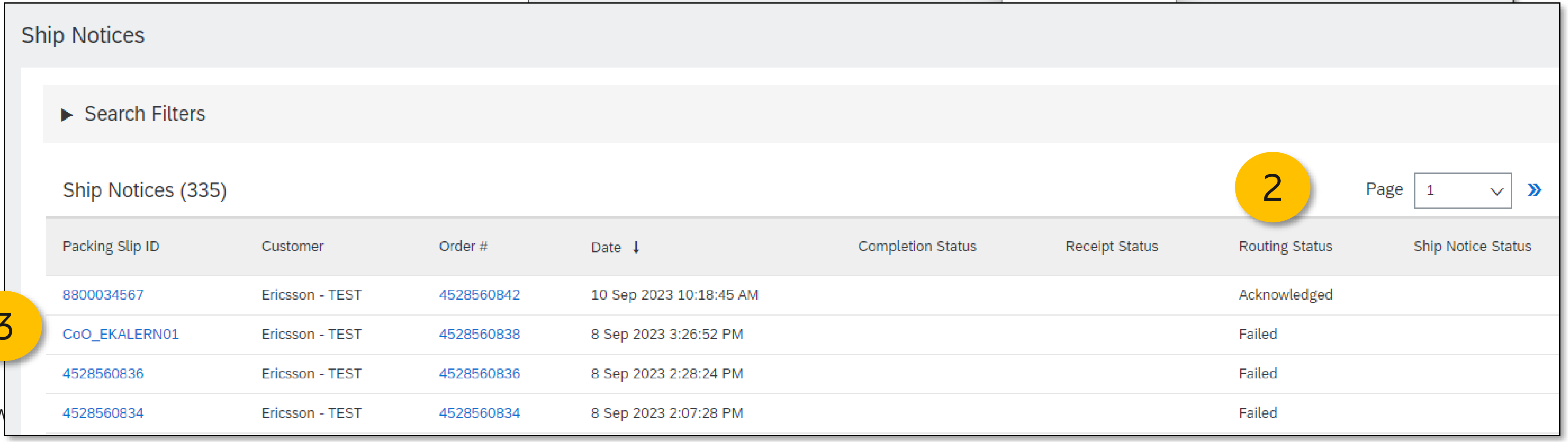




8. Monitor Ship Notices via the Fulfillment Tab

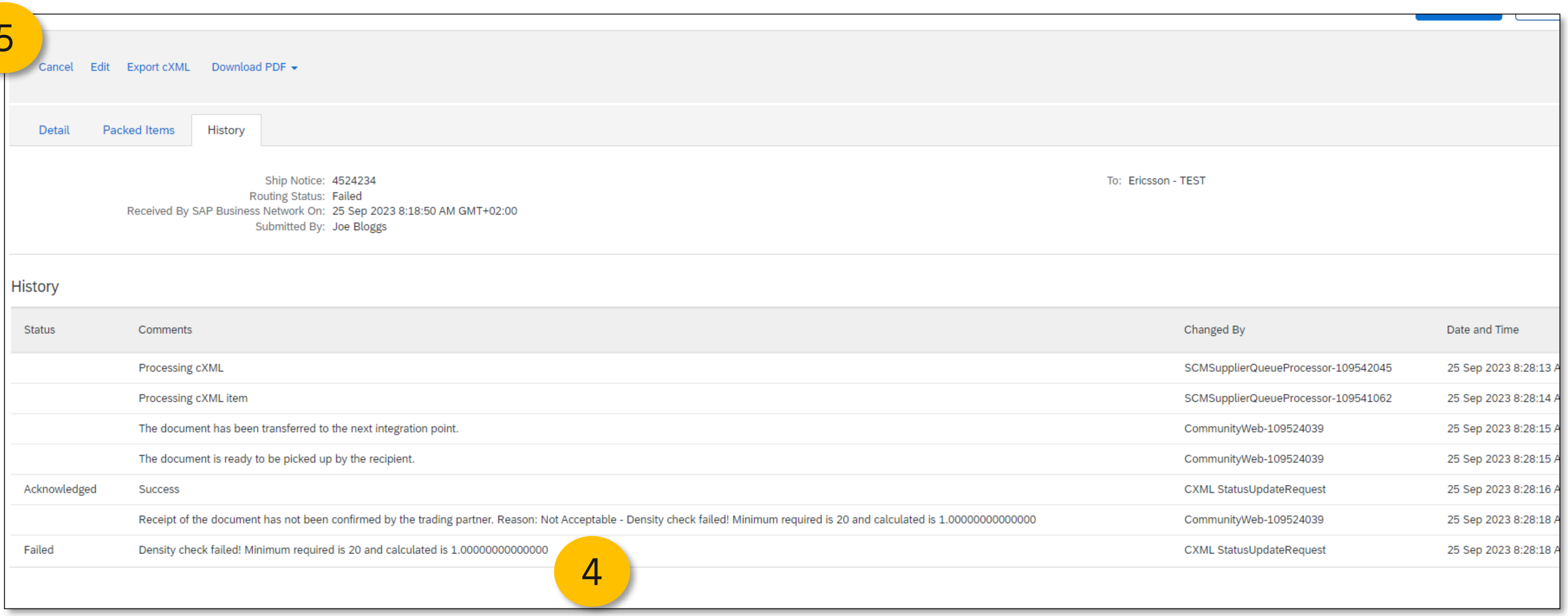
1. On the main screen click on “Ship Notices”
2. Check the routing status
3. To view a failed ship notice, click on the ID and go to the history tab (next page)





9. Monitor Ship Notices – Cancel Failed Ship Notices

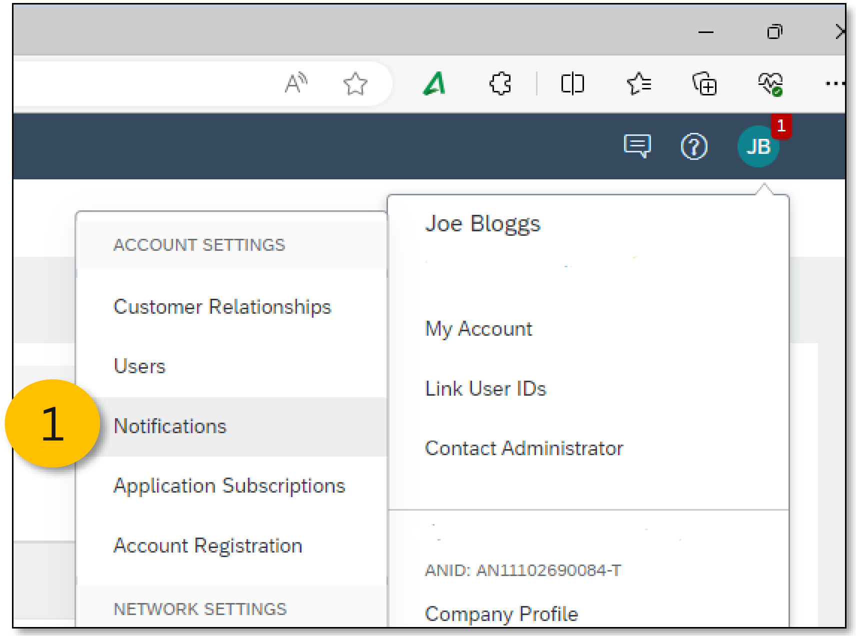
4. Check the message
5. Cancel the ship notice and [create a new one](#).

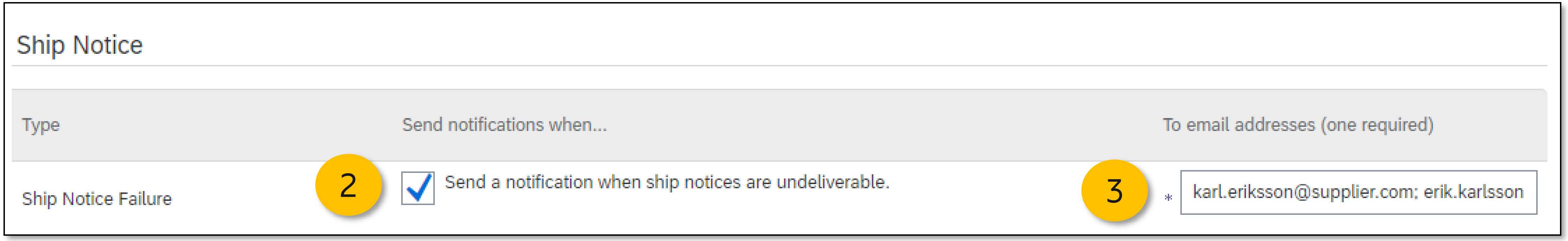


NOTE! If the inbound delivery has been created successfully then you cannot cancel it without getting an approval from Ericsson first

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 

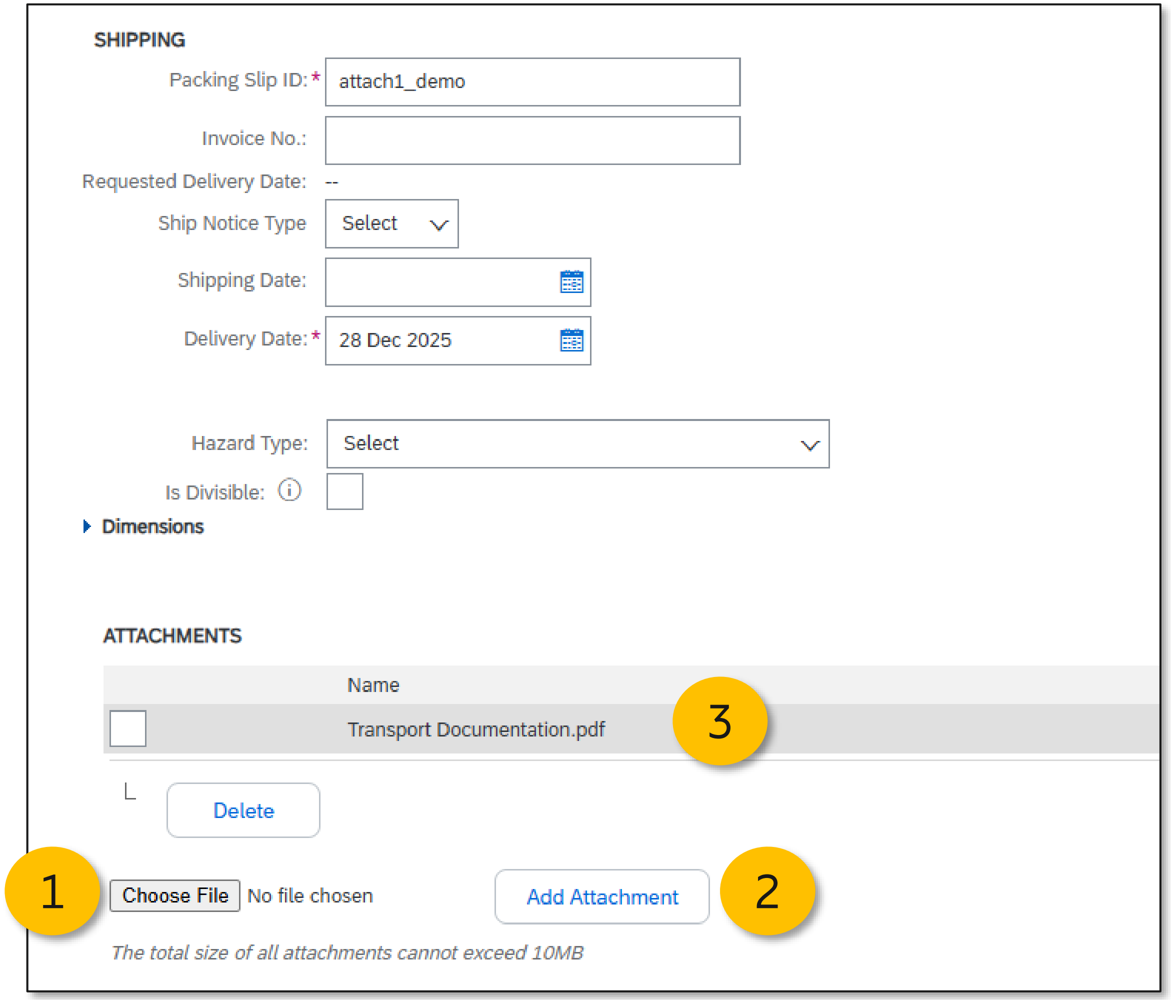




Appendix 1 - Attach Documents (Optional)

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

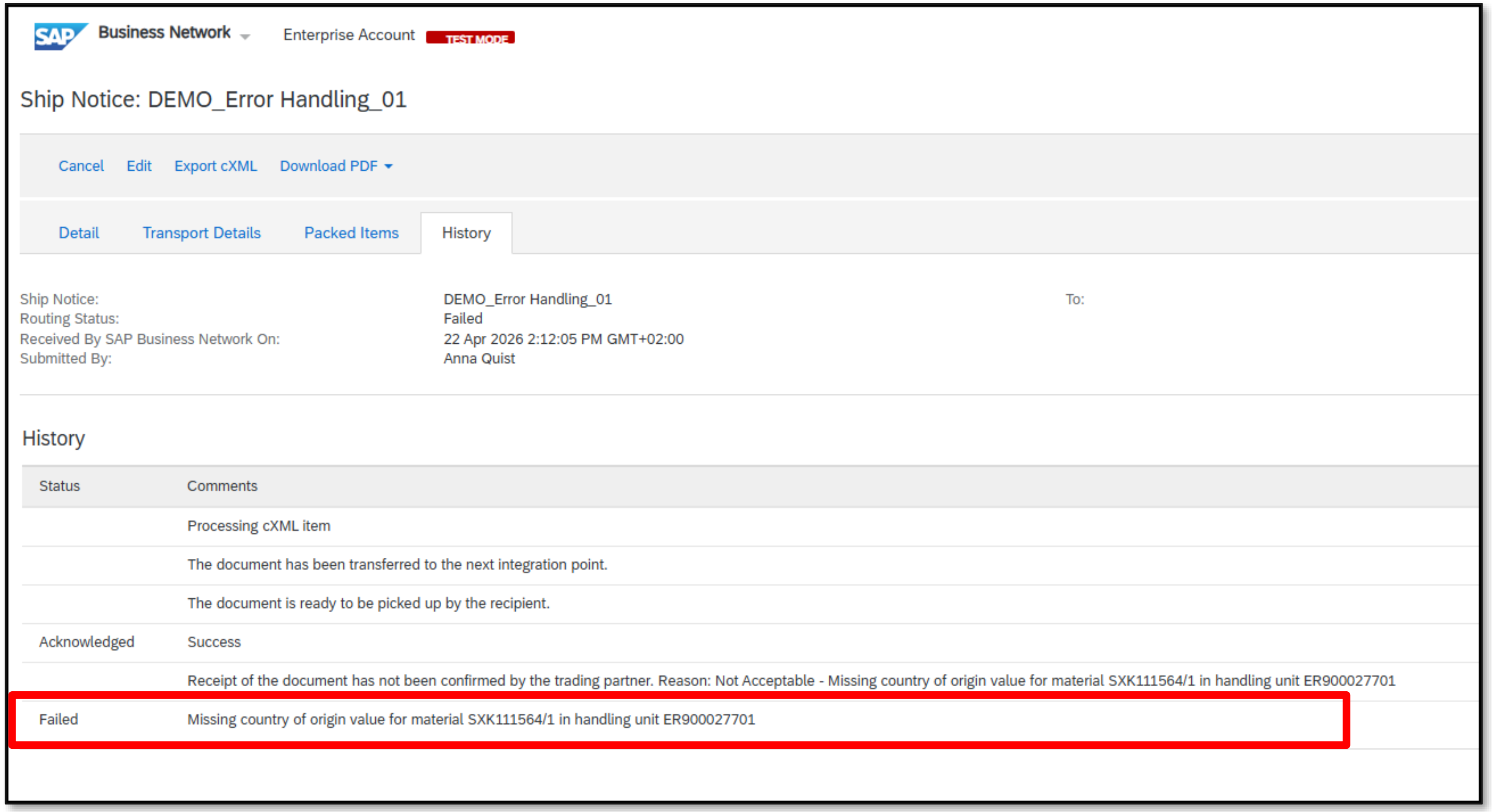
1. Select Choose File, select the file(s) to attach
2. Click Add Attachment and the document will be listed under attachments.
3. When the ship notice is submitted to Ericsson, the attachment(s) will be included.



Appendix 2 – Error due to missing serial number or country of origin

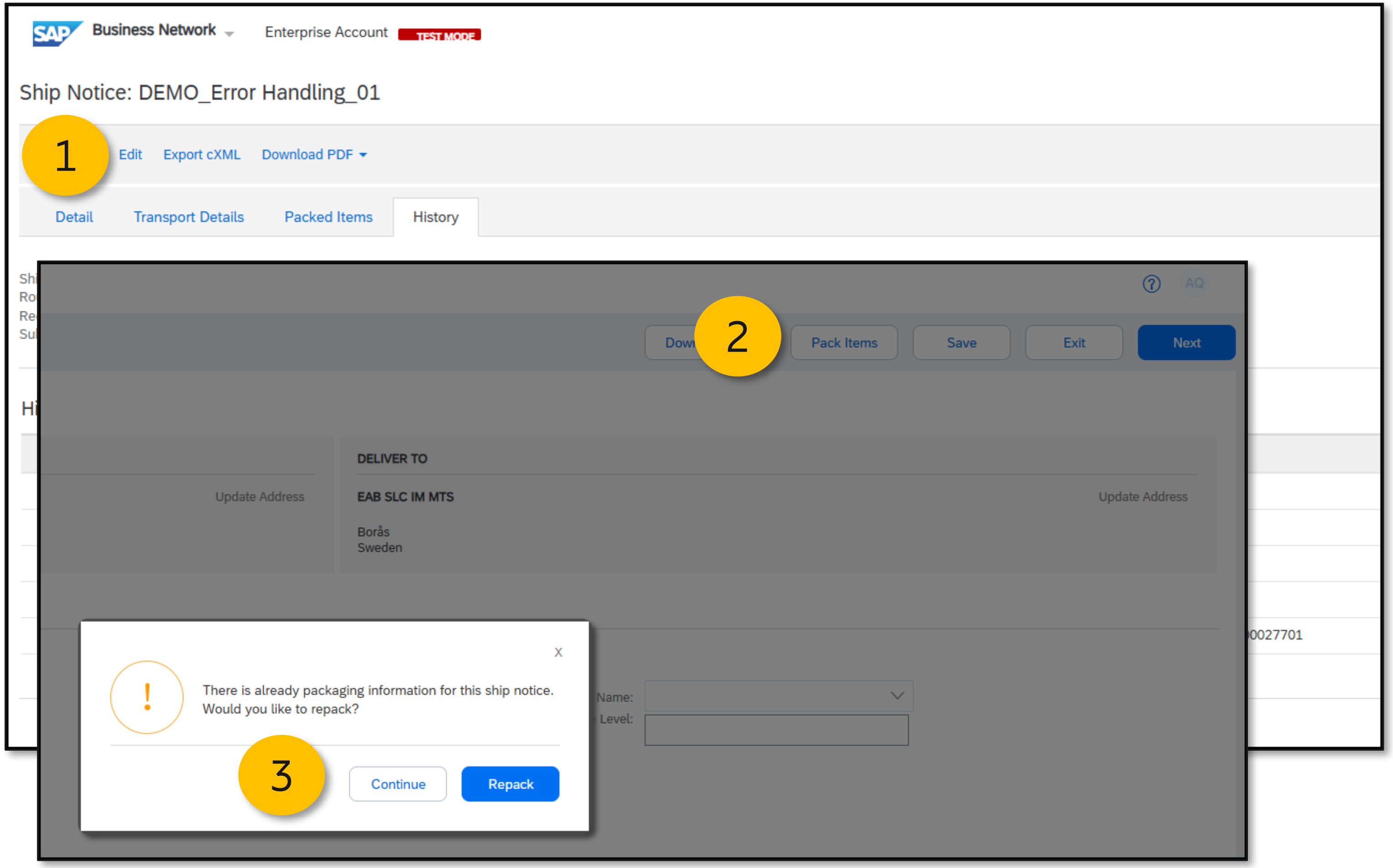
As noted on slide 17 (step 9), a faulty ship notice when being posted in Ericsson's ERP system. There are a few scenarios where the supplier can edit the existing ship notice and re-publish:

1. Missing serial number
2. Missing country of origin



Appendix 2 – Error due to missing serial number or country of origin (cont.)

1. To add missing data, click “Edit”
2. Click “Pack Items”
3. Click “Continue”



Appendix 2 – Error due to missing serial number or country of origin (cont.)

4. Ariba will take the user to step 4 where the serial numbers and country of origin can be added. Check slide 10-11
5. Click next to continue, follow the steps in slide 12 and submit the ship notice again.