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SAP Business



Business Network

TRANSPORT SYSTEMS
TRAINS
BUSES
SIGNALLING
COMPONENTS
SERVICES

Your Way
to Future Mobility

New CAF S.A. supplier portal.

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The background of the slide is a photograph of a woman with long brown hair, wearing a light green sweater, sitting at a desk in an office. She is looking towards the right side of the frame. A large window behind her shows green foliage outside. The text is overlaid on the left side of the image.

0 Introduction and onboarding to SAP Business Network

The new CAF S.A. supplier portal.

SAP Business Network: New supplier portal

SAP Business Network is a tool that enables interaction between suppliers and customers, and serves as a new supplier portal (replacing the previous portal on caf.net):

- Receive orders from CAF (and other customers) on the same Platform
- Create delivery notes (ASN) of deliveries
- Monitor status and receiving procedures of deliveries made
- Registering Invoices
- Receiving and processing quality notifications

In addition, we have a dedicated support team dedicated to training and troubleshooting on the SBN portal to facilitate this transition: support.aribacaf@stratesys-ts.com



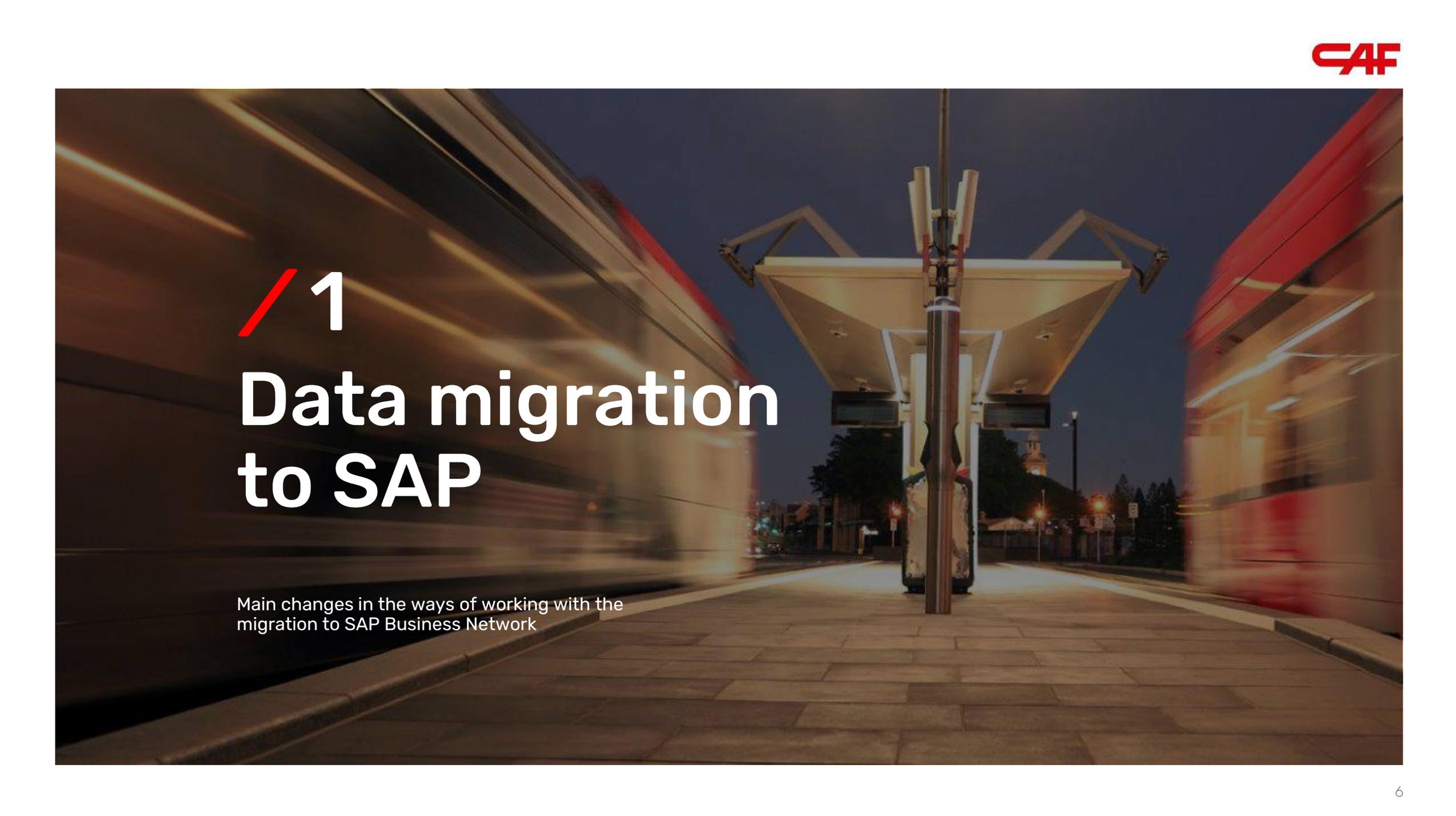
Onboarding process: registration on the SBN portal

The steps for onboarding are as follows:

- 1 Register and create an account on the SAP Business Network
Note: The supplier may have a previous account in which the supplier interacts with other clients
- 2 Accept the commercial relationship (TRR) that CAF will send to the supplier
- 3 Set up account, users and notifications
- 4 Undertake training

We have a dedicated onboarding team that assists the supplier with all steps of the process



A blurred tram is shown in motion at a station platform at night. The tram is moving from left to right, creating a sense of speed. The platform is illuminated by overhead lights, and a modern tram shelter is visible in the center. The background shows a city street with buildings and streetlights.

/ 1 Data migration to SAP

Main changes in the ways of working with the migration to SAP Business Network

Management of migrated orders

Orders will be migrated to SAP in the following cases:

- ① **Orders with pending delivery lines**
 - Only pending delivery lines will be migrated, therefore lines received and invoiced will not be shown

- ② **Orders received pending invoicing**
 - Incoming orders and lines pending invoicing are to be migrated, but visibility of payment status will be lost

*The orders will be migrated with a new order number and will have the reference to Baan's order in field "**Your Reference**"*

A red diagonal slash followed by the number '2' in a large, white, sans-serif font, positioned to the left of the main title.

OPERATING ON THE SAP BUSINESS NETWORK

The new CAF S.A. supplier portal.

Access to the SAP Business Network portal

Enter login details on the Ariba portal:

supplier.ariba.com



Note: User and password management is not managed by CAF, but by the SAP team. Therefore, if you forget your login/password, you should contact the SAP by using the appropriate button

SAP Business Network

Supplier Login

User Name

Password

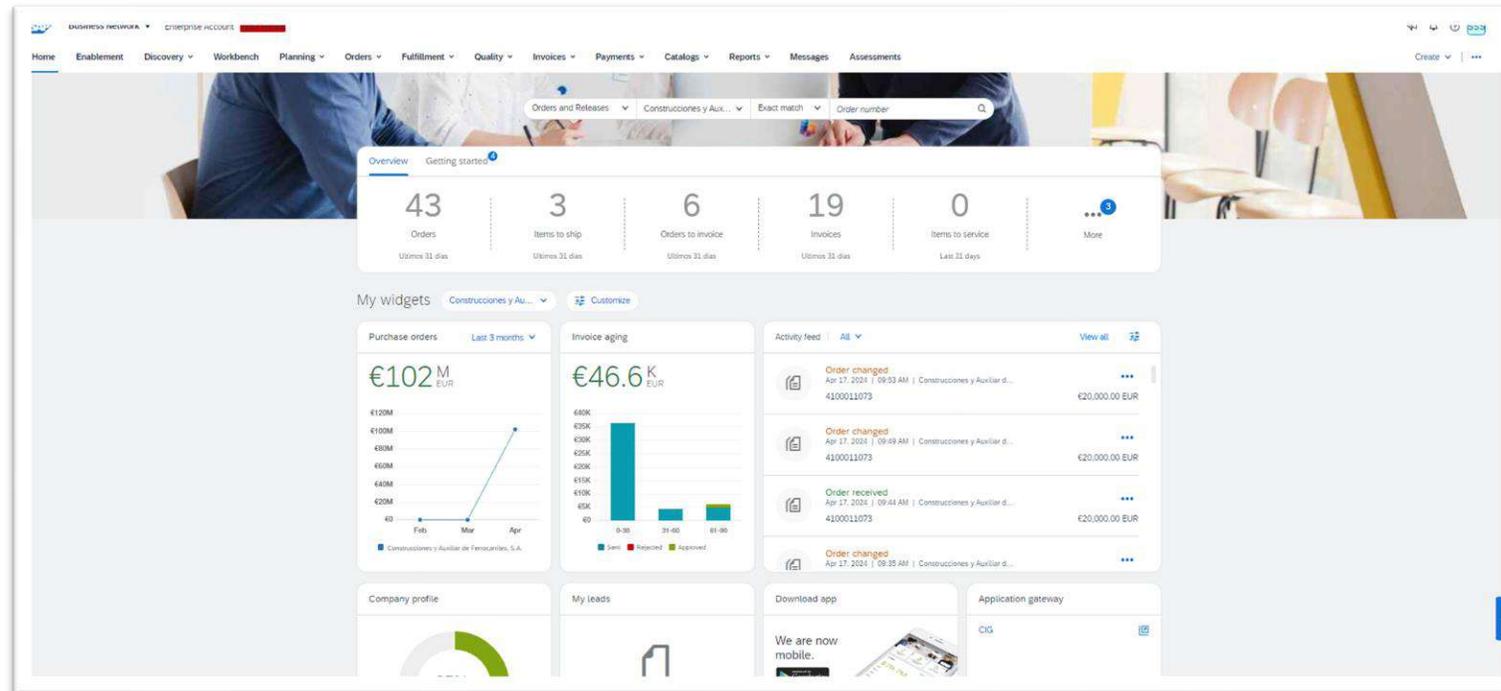
Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SBN Environment: General View

Once you access the portal, you will see a screen (customisable) like the following, where a summary of the tabs and functionalities is offered



Note: If a user does not see all tabs enabled, it means that the administrator has not given the relevant permissions to the user. To manage it, you can watch the following video or contact support: [User Creation \(ondemand.com\)\[sapvideoa35699dc5.hana.ondemand.com\]](#)

The background of the slide is a photograph of a train, likely a high-speed train, moving through a grassy field. The train is white with a green stripe along the bottom. The image is slightly blurred, suggesting motion. In the foreground, there are green plants and small white flowers.

2.1 Order Management and Tracking at SBN

The new CAF S.A. supplier portal.

Order Management - Workbench

In the "Workbench" tab, you can quickly access your orders, pending invoices, items to be shipped etc.

The screenshot displays the SAP Business Network Workbench interface. At the top, there is a navigation bar with tabs for Home, Enablement, Discovery, Workbench (selected), Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. Below the navigation bar, the Workbench section features a dashboard with seven key metrics: Orders (43), Items to ship (3), Orders to invoice (6), Invoices (19), Items to service (0), New orders (5), and Orders to Summary invoice (0). The 'Orders to invoice' metric is highlighted with a blue underline. Below the dashboard, there is a filter section for 'Orders to invoice (6)' with options to 'Edit filter', 'Save filter', and 'Last 31 days'. The filter section includes various criteria such as Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, and Customer locations. Below the filter section, there is a 'Show more' link and an 'Apply' button. At the bottom, there is a table with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains six rows of data.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4100011073	Construcciones y Auxiliar de Ferrocarriles, S.A.	€20000 EUR	Apr 17, 2024	Received		...
4100011024	Construcciones y Auxiliar de Ferrocarriles, S.A.	€10000 EUR	Apr 12, 2024	Received		...
4100010968	Construcciones y Auxiliar de Ferrocarriles, S.A.	€1000 EUR	Apr 9, 2024	Received		...
4100010890	Construcciones y Auxiliar de Ferrocarriles, S.A.	€690 EUR	Mar 26, 2024	Partially Invoiced	€66 EUR	...
4100010889	Construcciones y Auxiliar de Ferrocarriles, S.A.	€2500 EUR	Mar 26, 2024	Partially Invoiced	€1000 EUR	...
4100010875	Construcciones y Auxiliar de Ferrocarriles, S.A.	€100 EUR	Mar 22, 2024	Partially Invoiced	€20 EUR	...

Order Management - Workbench

- It is recommended to customise the display of the Workbench based on the preferences and needs of each supplier
- To do this, click on the button "customize"

The screenshot displays the SAP Business Network Workbench interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', and 'Enterprise Account'. Below this, a menu bar includes 'Home', 'Enablenment', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A 'Customize' button is located in the top right corner. The main content area is titled 'Workbench' and features a dashboard with seven cards representing different order statuses: 'Orders' (43), 'Items to ship' (3), 'Orders to invoice' (6), 'Invoices' (19), 'Items to service' (0), 'New orders' (5), and 'Orders to Summary Invoice' (0). Below the dashboard, there are filter options for 'Items to ship (3)', including 'Edit filter', 'Save filter', and various date and status filters. A table below shows a list of items to ship with columns for Order No., Item No., Supplier Part No., Description, Schedule Line No., Need By, Ship By, Commitment Level, Requested Quantity, Shipped Quantity, Received Quantity, Due Quantity, and Actions. The table contains one row of data for order 4100010950, item 20, with a description 'CAPERUZA 0906848050 METALIC H' and a need by date of May 15, 2024.

Note: It is recommended to configure the "Items to ship" tab in order to be able to display the items pending ship, without having to enter the complete order detail

Order Management - Important Data at the Order Header level

SAP Business Network

Back to classic view

Purchase Order: 4100017882

Done

Order Detail Order History

CAF

From:
Customer
Construcciones y Auxiliar de
C/ José Miguel Iturriz-26
20200 BEASAIN
Guipuzcoa
Spain
Phone: +34 () 943 88 01 00
Fax: +34 () 943 88 14 20

To:
[Redacted]
[Redacted]
[Redacted]
Madrid
Spain
Phone: + [Redacted]
Fax: + [Redacted]
Email: [Redacted]

Purchase Order
(+ Changed)
4100017882
Amount: [Redacted] EUR
Version: 2 (Previous Version)
Supplier Order Number: 2557/1407630

Track Order

Payment Terms
75 días pago día 10 75 días pago día 10

Contract Number
3200006167

Contact Information
Supplier Address
[Redacted]
[Redacted]
Madrid

Routing Status: Sent
External Document Type: CAF Pedido compra (ZPO)

Reference to the contract

Order reference Baan (old)

Note: The contract is not uploaded to SBN due to system limitations. There is only a reference to it in the order

Order Management - Important Data at Order Line level

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	1		MC92300400	Material			4.000 (PC) ⓘ	12 Sep 2025	166.16 EUR	664.64 EUR
Description: CONJUNTO EXTREMO LARGUERO										
Status										
4.000 Unconfirmed										
Control Keys										
Order Confirmation: not allowed										
Ship Notice: allowed										
Invoice: is not ERS										
Invoice Verification Type: goods receipt										
Accounting										
General Ledger ID 6010000000										
Project/WBS ID RO-PMMO-1-M										
Percentage Percentage 100.00										

Confirmation detail (required or not)

Reference to the project

Note: The contract is not uploaded to SBN due to system limitations. There is only a reference to it in the order



Order Management - Display of Orders

- When a purchase order is received, a new order with status "New" will be received in the workbench
- In addition, the supplier will receive an email notification with each new order/modification made by CAF

The screenshot displays the 'Workbench' interface with a summary of order statistics and a table of individual orders. The statistics are as follows:

Orders	Orders to invoice	Orders with service line	Invoices	Pinned documents
117	14	0	12	0

Below the statistics, the 'Orders (117)' section includes filter options: 'Edit filter', 'Save filter', and 'Last 31 days'. A 'Resend Failed Orders' button is also visible.

Order Number	Type	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Routing Status	Actions
0041000808	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Shipped		Acknowledged	...
0041000807	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Received		Acknowledged	...
0041000806	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Invoiced	€157.50 EUR	Acknowledged	...
0041000810	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	New		Sent	...

Purchase Order - Filtering Orders

The system allows filtering of purchase orders to facilitate management. To do this, filter via "Edit filter"

The screenshot displays a web interface for managing purchase orders. At the top, there are five summary cards: 'Orders' (117), 'Orders to invoice' (14), 'Orders with service line' (0), 'Invoices' (12), and 'Pinned documents' (0). Below these is a filter panel titled 'Orders (117)' with an 'Edit filter' link. The filter panel contains several sections: 'Customers' (text input), 'Order numbers' (text input with 'Partial match' and 'Exact match' radio buttons), 'Creation date' (dropdown menu set to 'Last 31 days'), 'Order status' (dropdown menu set to 'Include'), 'Company codes' (text input), 'Purchasing organizations' (text input), 'Customer locations' (text input), 'Order type' (dropdown menu set to 'All'), 'Routing status' (dropdown menu set to 'All'), 'Min amount' (text input), 'Max amount' (text input), 'Currency' (dropdown menu set to 'EUR'), and 'Visibility' (dropdown menu set to 'Not hidden'). At the bottom right of the filter panel are 'Apply', 'Reset', and 'Cancel' buttons.

Purchase Order Tracking

You can track the status of your order at any time by clicking on the "Track order" button

The screenshot displays the SAP Business Network interface for a Purchase Order. At the top, the header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area shows the Purchase Order number '4100002774' and a 'Done' button. Below this, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Order Detail' tab is active, showing the CAF logo and contact information for the customer (CAF Power & Automation, S.L.) and the supplier (TEST SUPPLIER FOR SHQ 300). A red arrow points to the 'Track Order' button, which is located next to the purchase order details. The details include the order number '4100002774', amount '1,000.00 EUR', and version '3 (Previous Version)'. The routing status is 'Sent' and the external document type is 'CAF PO (ZPO)'. Payment terms are '30 days payday 10 30 days payday 10'. Contact information for the supplier is also provided.

Purchase Order: 4100002774 Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

CAF

From:
Customer
CAF Power & Automation, S.L.
Paseo Mikeletegi-58 2º
20009 Donostia – San Sebastian
Guipuzcoa
Spain
Phone:
Fax:

To:
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order -
(+ Changed)
4100002774
Amount: 1,000.00 EUR
Version: 3 (Previous Version)

Track Order

Payment Terms ⓘ
30 days payday 10 30 days payday 10

Contact Information
Supplier Address
TEST SUPPLIER FOR SHQ 300
CALLE 11
28035 MADRID
Madrid
Spain

Routing Status: Sent
External Document Type: CAF PO (ZPO)

Purchase Order Tracking

The tracking facility enables each of the documents created during the process to be accessed

Purchase order tracking

0041000807 **Invoiced**

Order creation date: Apr 3, 2023

Customer: Construcciones y Auxiliar de Ferrocarriles, S.A.

Total amount: €157.50 EUR

Last 10 milestones | All documents

Order created	Order confirmed	Shipped	Received	Order invoiced
🕒 Apr 3, 2023 11:50 Am	🕒 Apr 3, 2023 11:53 Am	🕒 Apr 3, 2023 11:59 Am	🕒 Apr 3, 2023 12:07 Pm	🕒 Apr 25, 2023 1:24 Pm
📎 0041000807	📎 00807	📎 ΔSN807	📎 5000000616	📎 v

Purchase Order – “Changed” Status

If CAF makes a modification to the original purchase order, the purchase order will change to “Changed” status. All changes will be highlighted in orange. You can view all versions of the order by clicking on the link “Previous version”

The screenshot displays the SAP Business Network interface for a Purchase Order. At the top, the header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main title is 'Purchase Order: 4100002774' with a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. A navigation bar shows 'Order Detail' and 'Order History'. The central part of the screen features the CAF logo and contact information for both the customer and the supplier. On the right, the purchase order details are shown: 'Purchase Order (+ Changed) 4100002774', 'Amount: 1,000.00 EUR', and 'Version: 3 (Previous Version)'. A 'Track Order' button is located below these details. At the bottom, there are sections for 'Payment Terms' (30 days payday 10 30 days payday 10), 'Contact Information' (Supplier Address: TEST SUPPLIER FOR SHQ 300, Calle 11, 28035 Madrid, Spain), and 'Routing Status: Sent' with 'External Document Type: CAF PO (ZPO)'. Two red arrows point to the '(+ Changed)' status and the 'Version: 3 (Previous Version)' link.

Purchase Order: 4100002774 Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

CAF

From:
Customer
CAF Power & Automation, S.L.
Paseo Mikeletegi-58 2º
20009 Donostia – San Sebastian
Guipuzcoa
Spain
Phone:
Fax:

To:
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(+ Changed)
4100002774
Amount: 1,000.00 EUR
Version: 3 (Previous Version)

Track Order

Payment Terms ⓘ
30 days payday 10 30 days payday 10

Contact Information
Supplier Address
TEST SUPPLIER FOR SHQ 300
CALLE 11
28035 MADRID
Madrid
Spain

Routing Status: Sent
External Document Type: CAF PO (ZPO)

“Kanban” Purchase Orders

Change in procedure

- Regular material orders will not be differentiated from "Kanban" type orders
- Suppliers will receive orders in SBN, and there will be no difference neither in the format nor in the information received
- The "Kanban" process only differentiates the methodology by which the order is generated. However, the order obtained through the usual ways or through "Kanban" is the same
- “Kanban” methodology applies for "Service Provider" cycle. However, it has problems in the execution, and it is in the solution phase

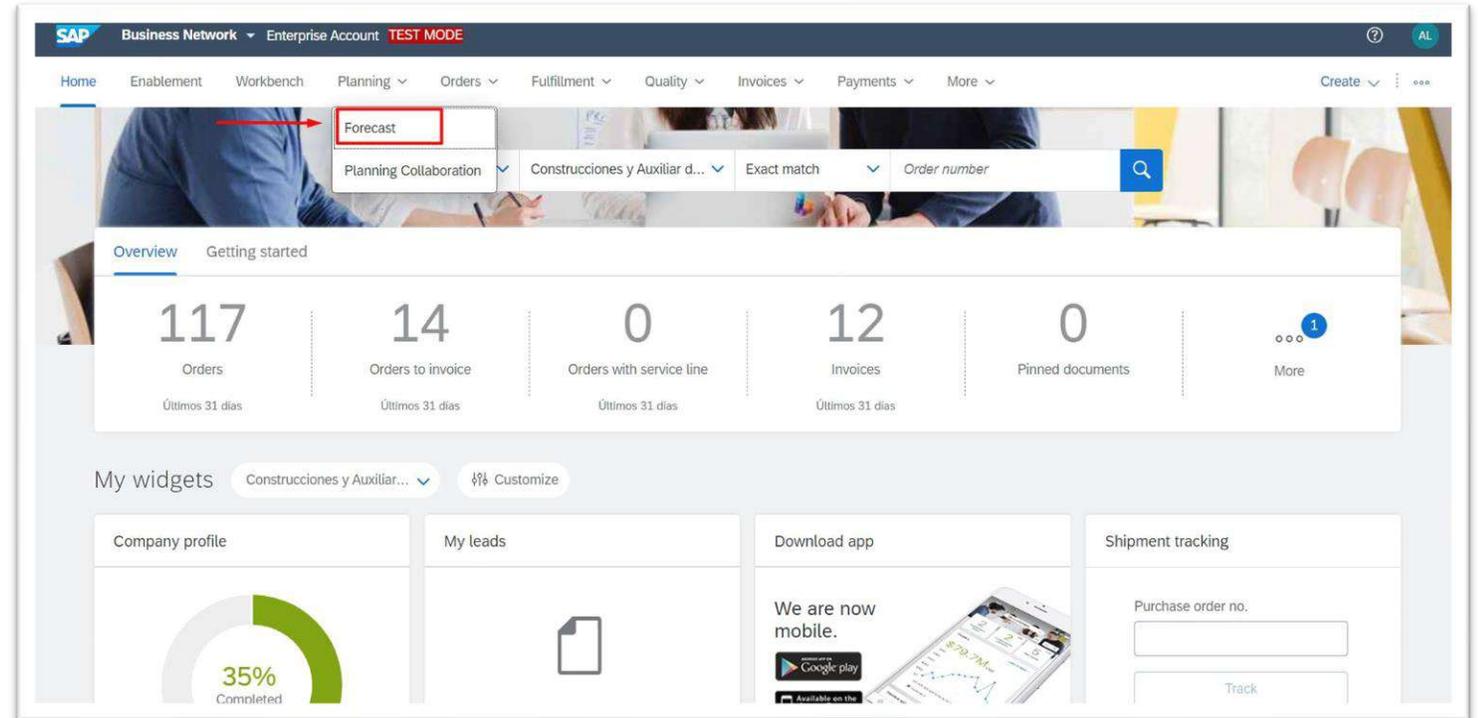


/ 2.2 **Forecast: Forecast Management**

The new CAF S.A. supplier portal.

Purchase Forecast - Forecast

- This is an estimate of the materials determined for future purchasing needs
- **The quantity may vary from the contractually agreed quantities**, as contracts can cover a wider (or narrower) window than CAF's internal purchasing needs
- In order to view this forecast, the supplier must go to Planning > Forecast



Purchase Forecast - Forecast

- Once inside, the supplier will be able to view for each month, the "Order Forecast", which contains the forecast of deliveries placed by CAF per material type

SAP Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench **Planning** Orders Fulfillment Quality Invoices More

Create

Forecast

> Search filters

1 / 12

Customer	Customer part no.	Last supplier update	Stock		System ID	
			Stock on hand	Quantity		
Construcciones y Auxiliar de Ferrocarriles, S.A.	00000000000000000002		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	00000000000000000008		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	0001513030		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	0010012020		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	0010020000		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	0030204060		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	0030204060	15 May 2024 12:41:32 AM	0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	010203		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	011009		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	020012		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	020013		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	020015		0		SHQCLNT300	
Construcciones y Auxiliar de Ferrocarriles, S.A.	020022		0		SHQCLNT300	

Purchase Forecast - Forecast

- Once inside, the supplier will be able to view for each month, the "Order Forecast", which contains the forecast of orders placed by CAF per material type

Home Enablement Discovery Workbench **Planning** Orders Fulfillment Quality Invoices More

Forecast details - Forecast view

Buyer name: Construcciones y Auxiliar de Ferrocarriles, S.A. Customer location: CAF P&A Part no.: 0030204060 Part description: CH.6000X2000X20 S 355J2G3

View by: Monthly Starting from: 05/01/2024 Starting from: 1 May 2024

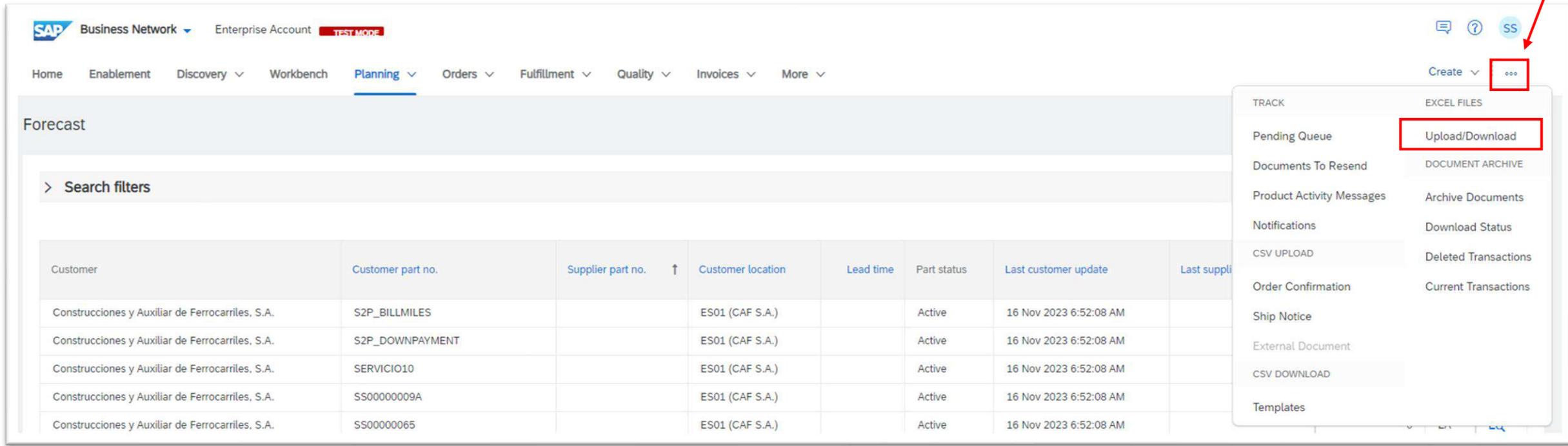
> Chart

Stock on hand: 0 (ZZ) | [Part details](#)

Key figures	1 May 2024	1 Jun 2024	1 Jul 2024	1 Aug 2024	1 Sep 2024	1 Oct 2024	1 Nov 2024	1 Dec 2024	1 Jan 2025	1 Feb 2025
Order forecast							0			
Cumulative forecast	0	0	0	0	0	0	0	0	0	0
Forecast commit	1									
Cumulative forecast commit	1	1	1	1	1	1	1	1	1	1
Cumulative commit vs cumulative forecast	1	1	1	1	1	1	1	1	1	1
Previous forecast										
Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	0	0	0	0	0	0
Forecast deviation	1	0	0	0	0	0	0	0	0	0
Forecast change	0	0	0	0	0	0	0	0	0	0

Purchase Forecast - Downloading the Forecast

- SAP Business Network allows the user to download an Excel file to query and manage the forecast



The screenshot displays the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. Below this is a menu with options: Home, Enablement, Discovery, Workbench, Planning (selected), Orders, Fulfillment, Quality, Invoices, and More. The main content area is titled 'Forecast' and includes a 'Search filters' section. Below the filters is a table with the following columns: Customer, Customer part no., Supplier part no., Customer location, Lead time, Part status, Last customer update, and Last supplier update. The table contains five rows of data for 'Construcciones y Auxiliar de Ferrocarriles, S.A.' with various part numbers and dates. On the right side, a dropdown menu is open, showing options like 'TRACK', 'EXCEL FILES', 'Pending Queue', 'Documents To Resend', 'Product Activity Messages', 'Notifications', 'CSV UPLOAD', 'Order Confirmation', 'Ship Notice', 'External Document', 'CSV DOWNLOAD', and 'Templates'. The 'Upload/Download' option under 'EXCEL FILES' is highlighted with a red box, and a red arrow points to the 'More' menu icon in the top right corner.

Customer	Customer part no.	Supplier part no.	Customer location	Lead time	Part status	Last customer update	Last supplier update
Construcciones y Auxiliar de Ferrocarriles, S.A.	S2P_BILLMILES		ES01 (CAF S.A.)		Active	16 Nov 2023 6:52:08 AM	
Construcciones y Auxiliar de Ferrocarriles, S.A.	S2P_DOWNPAYMENT		ES01 (CAF S.A.)		Active	16 Nov 2023 6:52:08 AM	
Construcciones y Auxiliar de Ferrocarriles, S.A.	SERVICIO10		ES01 (CAF S.A.)		Active	16 Nov 2023 6:52:08 AM	
Construcciones y Auxiliar de Ferrocarriles, S.A.	SS00000009A		ES01 (CAF S.A.)		Active	16 Nov 2023 6:52:08 AM	
Construcciones y Auxiliar de Ferrocarriles, S.A.	SS000000065		ES01 (CAF S.A.)		Active	16 Nov 2023 6:52:08 AM	

Purchase Forecast - Downloading the Forecast

Jobs Downloads Uploads

► Search Filters

Jobs

Name	Type	Created	Changed ↓	Modified By
<input type="radio"/> MyForecast	Forecast	23 Aug 2023 6:15:56 AM	23 Aug 2023 6:15:56 AM	ALEX LOPEZ
<input type="radio"/> MyForecastForCAF	Forecast	4 Jul 2023 9:52:17 AM	4 Jul 2023 9:52:17 AM	ALEX LOPEZ
<input type="radio"/> CAF_Forecast	Forecast	4 Jul 2023 9:43:13 AM	4 Jul 2023 9:43:13 AM	ALEX LOPEZ
<input type="radio"/> Forecast	Forecast	29 Jun 2023 4:41:11 AM	29 Jun 2023 4:41:11 AM	ALEX LOPEZ

↳ Create Edit Run Clear Downloads

Purchase Forecast - Downloading the Forecast

The screenshot shows the 'Create/Edit Job' dialog box in SAP Business Network. The 'Name' field is set to 'Forecast', and a red error message below it states 'A unique profile name is required.' The 'Type' dropdown menu is open, displaying a list of job types. The 'Forecast' option is highlighted with a red box. The dialog also includes a 'Cancel' button and a 'Please select a job type.' prompt.

Name	Type	Created	Changed	Modified By
MyForecast	Forecast	23 Aug 2023 6:15:56 AM	23 Aug 2023 6:15:56 AM	ALEX LOPEZ

The background of the slide is a photograph of a train, possibly a tram or light rail vehicle, with a white upper body and a green lower body. The train is blurred and positioned in the middle ground. The foreground is filled with green grass and small white daisy-like flowers. The overall lighting is soft, suggesting an overcast day or late afternoon.

2.3 Order Confirmations at SBN

The new CAF S.A. supplier portal.

Order Confirmation - Notions

- Order confirmation **will NOT be mandatory** by default but is recommended
- If negotiated with the buyer, the order can be configured to be mandatory
- Confirmation of order or non-acceptance of dates is **NOT BINDING**. Even if submitted on the Platform, CAF's activation contact person must be notified

Note: *The confirmation number/identifier cannot be longer than 20 characters*



Creating Order Confirmations

- To create an order confirmation, click on the button "Create order confirmation":
 - "Confirm complete order" for a confirmation of the entire order
 - "Confirm items online" for a partial order confirmation

Purchase Order: 0041000810 Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Create Quality Notification

Confirm Entire Order
Update Line Items | history
Reject Entire Order

CAF

From:
Customer
CAF Power & Automation, S.L.U.
Mikeletegi-58
20009 San Sebastián
Guipuzcoa
Spain
Phone:
Fax:

To:
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(New)
0041000810
Amount: 157.50 EUR
Version: 1

[Track Order](#)

Contact Information
Supplier Address
TEST SUPPLIER FOR SHQ 300
CALLE 11
28035 MADRID
Madrid
Spain
Email: alexlopez3102@gmail.com
Fax:
Address ID: 0001006656
Buyer ID: 0001006656

Routing Status: Sent
External Document Type: CAF PO (ZPO)

Creating Order Confirmations

The screenshot displays the 'Confirming PO' interface. The top section is the 'Order Confirmation Header', which includes fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. Below this is the 'Shipping and Tax Information' section, containing fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'. The 'Attachments' section is currently empty. The bottom section is 'Line Items', which contains a table with columns for Line #, Part #, Customer Part #, Revision Level, Type, Qty (Unit), Need By, Unit Price, Subtotal, and Customer Location. Below the table, there are 'Schedule Lines' and 'Current Order Status' sections, including a 'Confirm' field, a 'Confirm Based on Schedule Lines' button, and a 'Details' button. Red boxes and arrows highlight specific fields and buttons as described in the text.

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		GX0079204002		Material	10.000 (PC)	22 May 2023	15.75 EUR	157.50 EUR	

- It is recommended to fill in the header data marked in blue, however, only the field "Estimated delivery date" is mandatory
- To confirm date and quantities proposed by CAF, click on "Confirm on the basis of deliveries"
- If delayed orders are to be confirmed, click on "Details" to complete the confirmation

Creating Order Confirmations - Details

By clicking on the details button, the delivery date information for confirmed and delayed orders should be added

The screenshot shows a software interface for creating order confirmations. At the top right, there are 'OK' and 'Cancel' buttons. Below is a table with the following columns: Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location.

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		GX0079204002	10.000	PC ⓘ	22 May 2023		15.75 EUR	157.50 EUR	EES1

Description: BASE HAN-M 6B Montaje Superfic

New Order Status: **3 Backordered**

Est. Shipping Date: 28 Apr 2023

Est. Delivery Date: 17 May 2023

Comments:

New Order Status: **7 Confirmed**

Est. Shipping Date: 25 Apr 2023

Est. Delivery Date: 16 May 2023

Unit Price: 15.75 EUR

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit:

Supplier Part:

Auxiliary Part ID:

Creating Order Confirmations

A summary of the order confirmation is displayed before ship and if everything is correct it is sent to CAF

Confirming PO Previous **Submit** Exit

Confirmation #: Untitled 04/25/2023
Supplier Reference:
Est. Delivery Date: 16 May 2023

Attachments:

1 Update Item Status
2 Review Confirmation

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		GX0079204002		Material	10.000 (PC) ⓘ	22 May 2023	15.75 EUR	157.50 EUR	

Description: BASE HAN-M 6B Montaje Superfic

▶ Schedule Lines

Current Order Status:

- 7 Confirmed With New Date (Estimated Shipment Date: 25 Apr 2023; Estimated Delivery Date: 16 May 2023)
- 3 Backordered (Estimated Shipment Date: 28 Apr 2023; Estimated Delivery Date: 17 May 2023)

Previous **Submit** Exit

Creating Order Confirmations

After sending the order confirmation, the status of the purchase order changes to "Confirmed"

Purchase Order: 0041000810 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#) 📄 📧 ⋮

[Order Detail](#) [Order History](#)



From:
Customer
CAF Power & Automation, S.L.U.
Ikeletegi-58
3009 San Sebastián
ulpuzcoa
pain
hone:
ax:

To:
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(Partially Confirmed)
0041000810
Amount: 157.50 EUR
Version: 1

[Track Order](#)

Contact Information
Supplier Address
EST SUPPLIER FOR SHQ 300
ALLE 11
8035 MADRID
ladrid
pain
mail: alexlopez3102@gmail.com
ax:
ddress ID: 0001006656
uyer ID: 0001006656

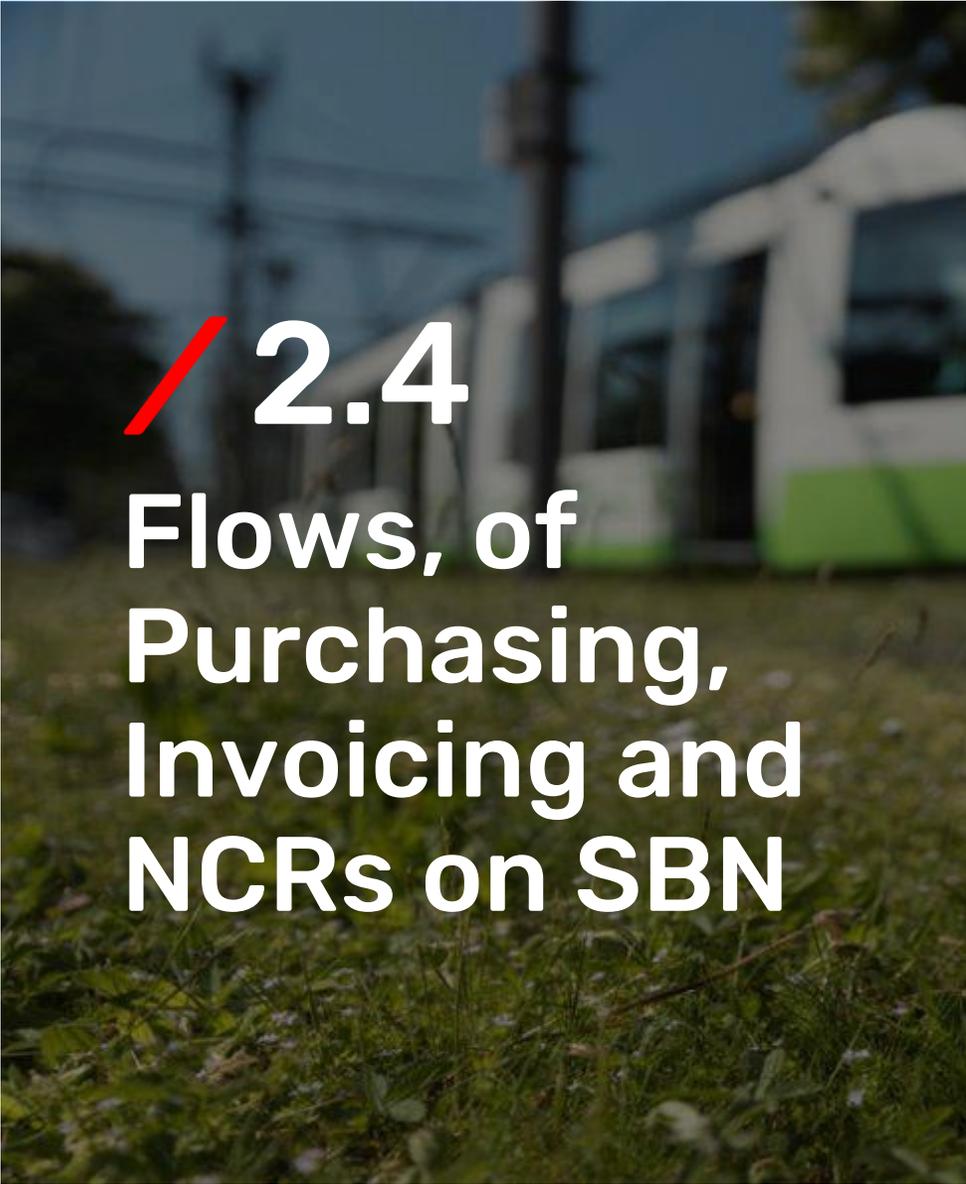
Other Information
Company Code: ES02
Purchase Group: 006
Purchase Organization: ES01
Customer VAT/Tax ID: ESB20935805
Party Additional ID: 0001006656

Routing Status: Acknowledged
External Document Type: CAF PO (ZPO)
Related Documents: Untitled 04/25/2023

/ 2.4

Flows, of Purchasing, Invoicing and NCRs on SBN

The new CAF S.A. supplier portal.



2.4

Flows, of Purchasing, Invoicing and NCRs on SBN

2.4.1

Flow of Purchase of Materials

2.4.2

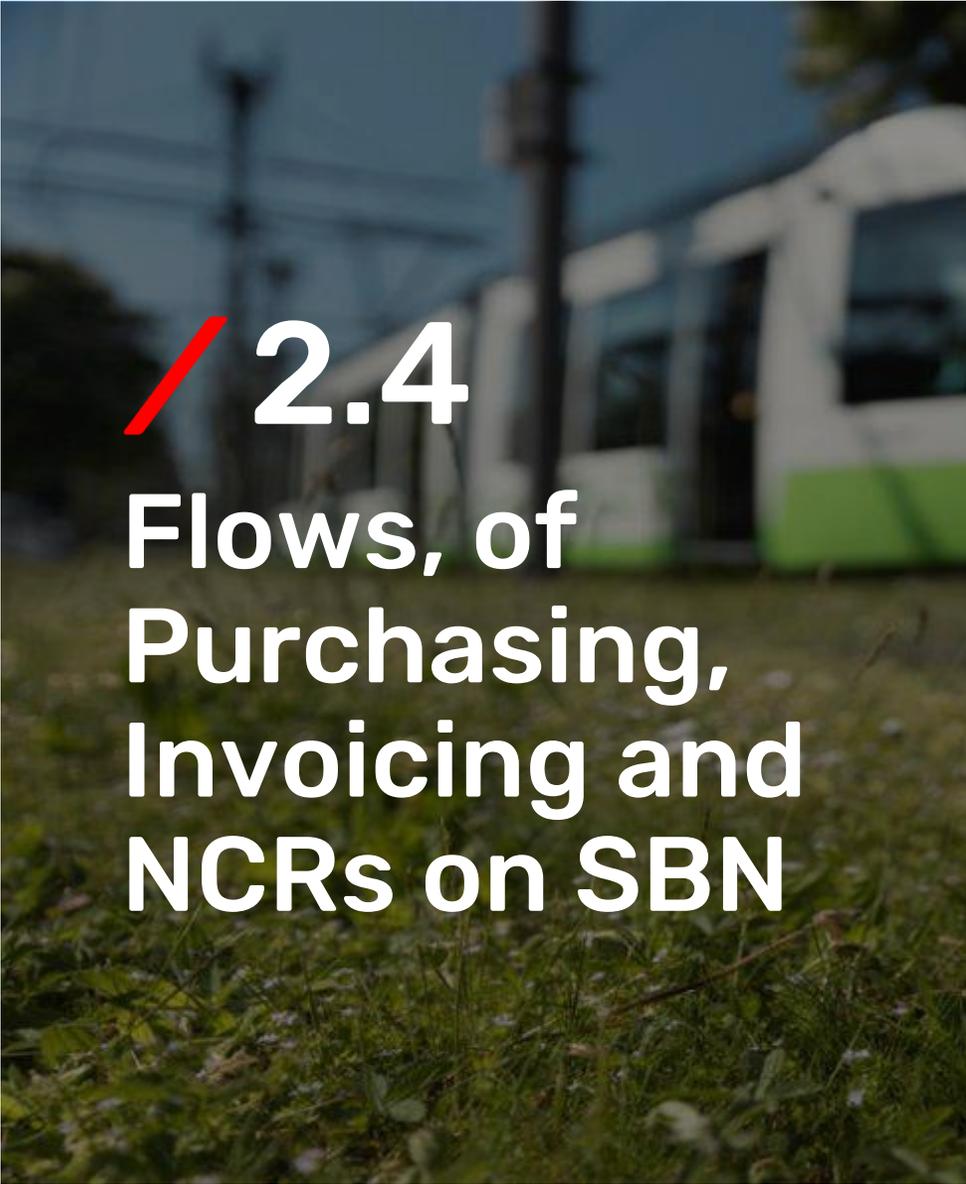
Purchasing flow with "Freetext" materials

2.4.3

Purchasing flow with input material or subcontracting

2.4.4

Flow of purchase of services



2.4

Flows, of Purchasing, Invoicing and NCRs on SBN

2.4.1**Flow of Purchase of Materials**

2.4.2

Purchasing flow with "Freetext" materials

2.4.3

Purchasing flow with input material or subcontracting

2.4.4

Flow of purchase of services

Management of Orders for Materials

- 1 Ship of Materials - Creating Delivery Notes
- 2 Invoice Registration
- 3 Management of NCRs - Quality Notices



Documentation required for Correct Creation of Delivery Dotes in SAP Business Network

Before starting the process of creating delivery notes, the supplier needs to have a set of MANDATORY data and/or documentation prepared and accessible:



Order number and details of lines to be shipped



Estimated delivery date



Batch/serial numbers of the items to be issued (if applicable)



Quality certificates (if applicable)



Packaging details

If the ASN is not sent after 30 minutes of inactivity, it will be deleted

Additional Transport Information that we can be added to the Delivery Note

Before starting the process of creating delivery notes, the supplier has to have the following information in order to fill in transport details (optional):



Order tracking data:

- Name of transport company
- Tracking number



Dangerous goods data (if applicable):

- Type of goods
- Code



Additional information:

- Terms of delivery and Incoterms
- Payment method of ship



*If the ASN is not sent within 30 minutes to BN, it is **deleted***

Creating Shipping Notices (ASN)

Once the supplier is ready to ship the ordered materials to CAF, a ship note (delivery note) must be created to notify CAF that the order has been shipped and that delivery is forthcoming

Workbench Customize

119

Orders

Últimos 31 días

13

Orders to invoice

Últimos 31 días

0

Orders with service line

Últimos 31 días

14

Invoices

Últimos 31 días

0

Pinned documents

Orders (119)

[Edit filter](#) | [Save filter](#) | Last 31 days

[Resend Failed Orders](#) |  

Order Number	Type	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Routing Status	Actions
0052000377	Agreement	Construcciones y Auxiliar de Ferrocarriles, S.A.	€150.00 EUR	Apr 4, 2023	Partially Confirmed		Acknowledged	...
0045000059	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€10.00 EUR	Apr 4, 2023	New		Sent	...
0041000808	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Shipped		Acknowledged	...
0041000807	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Received		Acknowledged	...
0041000806	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Invoiced	€157.50 EUR	Acknowledged	...
0041000810	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Partially Confirmed		Acknowledged	...
0041000809	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Shipped		Acknowledged	...

Creating Shipping Notices

To create a ship Notice you need to access the order and click on the button "Create ship Notice"

The screenshot shows a web interface for a purchase order with ID 0041000810. At the top right is a blue 'Done' button. Below it is a horizontal bar with four buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a red box and a red arrow), 'Create Invoice', and 'Create Quality Notification'. Below this bar are tabs for 'Order Detail' and 'Order History'. The main content area features the CAF logo and contact information for the customer (CAF Power & Automation, S.L.U.) and the supplier (TEST SUPPLIER FOR SHQ 300). On the right, there is a 'Track Order' button and a 'Purchase Order' summary. At the bottom, there is contact information for the supplier and other information including company codes and VAT IDs.

Purchase Order: 0041000810 Done

Create Order Confirmation **Create Ship Notice** Create Invoice Create Quality Notification

Order Detail Order History

CAF

From: Customer
CAF Power & Automation, S.L.U.
likeletegi-58
0009 San Sebastián
ulpuzcoa
pain
hone:
ax:

To: TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(Partially Confirmed)
0041000810
Amount: 157.50 EUR
Version: 1

Track Order

Contact Information
Supplier Address
EST SUPPLIER FOR SHQ 300
ALLE 11
8035 MADRID
Madrid
pain
mail: alexlopez3102@gmail.com
ax:
address ID: 0001006656
buyer ID: 0001006656

Other Information
Company Code: ES02
Purchase Group: 006
Purchase Organization: ES01
Customer VAT/Tax ID: ESB20935805
Party Additional ID: 0001006656

Routing Status: Acknowledged
External Document Type: CAF PO (ZPO)
Related Documents: Untitled 04/25/2023

Creating Shipping Notices

Specific items can also be shipped without needing to access the order detail from the "Items to be shipped" tab of the "Workbench"

50 Orders (Ultimos 31 dias)

3 Items to ship (Ultimos 31 dias)

41 Orders to invoice (Ultimos 31 dias)

25 Invoices (Ultimos 31 dias)

0 Items to service (Last 31 days)

4 New orders (Last 31 days)

0 Orders to Summary invoice (Last 31 days)

Items to ship (3)

▼ Edit filter | Save filter | Last 31 days | Next 90 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Need by date: Next 90 days

Customer locations: Type selection

Ship by date: None

Company codes: Select or type selections

Partial match (selected) | Exact match

Show more

Create ship notice

Order No. ↑	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	Shipped Quantity	Received Quantity	Due Quantity	Actions
Customer: Construcciones y Auxiliar de Ferrocarriles, S.A. Ship To Address: CAF Beasain, Lazkao, Guipuzcoa, ESP												
4100010950	20		CAPERUZA 09068480550 METALIC.H	1	May 15, 2024			50 H87	4 H87	0 H87	46 H87	...
<input checked="" type="checkbox"/>	4100010950	10	*MARCO HAN PLUS 24B FIJO A-F	1	May 23, 2024			70 H87	11 H87	0 H87	59 H87	...
Customer: Construcciones y Auxiliar de Ferrocarriles, S.A. Ship To Address: INTERNATIONAL HISPACOLD S.A., Sevilla, Sevilla, ESP												
4100011018	10		FAN SUPPORT 2	1	May 20, 2024			5 H87	0 H87	0 H87	5 H87	...

Creating Shipping Notices (at header level)

Create Ship Notice Download PDF Pack Items Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
TEST SUPPLIER FOR SHQ 300 Update Address Madrid Madrid Spain	GINO AG -Bonn Update Address Bonn Renania N.Westfalia Germany

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: * <input type="text"/> Invoice No.: <input type="text"/> Requested Delivery Date: -- Ship Notice Type: Select Shipping Date: <input type="text"/> Delivery Date: * <input type="text"/> Hazard Type: Select Is Divisible: <input type="checkbox"/>	Carrier Name: DHL Tracking No.: * <input type="text"/> Bill of Lading No.: <input type="text"/> Tracking Date: <input type="text"/> Shipping Method: Select Service Level: <input type="text"/> Code: <input type="text"/>

► Dimensions

Required fields: Shipping

- ID of packing list: This field must correspond to the delivery note identifier.
- Delivery Date: This field corresponds to the estimated date of delivery (not the date of ship).

Optional fields: Tracking

- Name of Carrier
- Tracking No. (if a carrier has been selected, this field is mandatory)

Creating Shipping Notices - Transport Information

- Transport information is mandatory in the "Delivery terms" and "ship Payment Method" fields but it is established by default
- The data on volume, weight, etc., are not mandatory but it is recommended to fill them in, especially if the order is picked up by CAF

The screenshot shows a web form for creating shipping notices. At the top, there is a table with columns for Name, Size (bytes), and Content Type, currently displaying "No items". Below this is a file upload section with a "Choose File" button (showing "No file chosen") and an "Add Attachment" button. A note states: "The total size of all attachments cannot exceed 100MB".

The main section is titled "DELIVERY AND TRANSPORT INFORMATION". It contains several fields:

- Delivery Terms: ***: A dropdown menu with "Transport Condition" selected. This field is highlighted with a red box.
- Shipping Payment Method: ***: A dropdown menu with "Account" selected. This field is also highlighted with a red box.
- Delivery Terms Description:** A text input field.
- Transport Terms Description:** A text input field with a small icon in the bottom right corner.
- Shipping Contract Number:** A text input field.
- Shipping Instructions:** A text input field with a small icon in the bottom right corner.

At the bottom, there is a table for transport terms with the following columns: Transport Terms, Equipment Identification Code, Gross Volume, Unit, Gross Weight, Unit, Sealing Party Code, and Seal ID. The first row shows a "Select" dropdown, empty input boxes, and a "1" in the Gross Volume field. Below the table is an "Add Transport Term" button.

Creating Shipping Notices - Batch/Serial No

Where a material is traceable, SBN will require the supplier to include the serial number or batch number when creating the ship Notice for the relevant material. This will be indicated at line level (see red box)

- To include the serial/lot number, click on "Add Details" (in red)
- The batch number must be included in the field "Supplier Batch ID" (in green)

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4100002709	10		AA65512001V0100	1.000	PC ⓘ	11 May 2023		3.30 EUR	3.30 EUR	EES1	Remove

Description: CONJUNTO HW RACK MODER MED

Shipment Status
Total Item Due Quantity: 1 PC ⓘ

Confirmation Status
Total Confirmed Quantity: 0 PC ⓘ Total Backordered Quantity: 0 PC ⓘ

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

Quality Certificates [Attach file ▾](#)
Certificate according P.O * No attachment yet

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	Serial Numbers	
1	1.000	<input type="text"/>	- Select Country - ▾	<input type="text"/>	<input type="text"/>	0 / 1.000 Incomplete	Download PDF Add Details

[Add Ship Notice Line](#)

Note: Maximum length for the Serial Number field is 18 characters. If the suppliers includes a serial number longer than 18 character, the shipping notice will be corrupt and it will not be received by CAF



Creating Shipping Notices - Serial No

- Once the "Add details" screen is accessed, the following screen will open, where the serial numbers of the material can be indicated
- By clicking on the "Add active asset" button, as many fields must be generated as Serial numbers to be added to the ship Notice

Create Ship Notice

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
0041000810	10		GX0079204002	10.000	PC	22 May 2023		15.75 EUR	157.50 EUR	EES1

Description: BASE HAN-M 68 Montage Superfic.

SHIPMENT STATUS

1. Shipping 10.000 PC

ASSET DETAILS

Serial Number	Asset Tag	
101		Remove
102		Remove

Add Asset

HAZARD DETAILS

Hazard Type: United Nations Dangerous Goods

Code:

Hazard Description:

DELIVERY DETAILS

Delivery Terms: Transport Condition

Description:

Shipping Payment Method: Other

Transport Terms: Other DAP

Incoterms Description:

Transport Cargo: Select

Note: Maximum length for the Serial Number field is 18 characters. If the suppliers includes a serial number longer than 18 character, the shipping notice will be corrupt and it will not be received by CAF

Creating Shipping Notices - Quality Certificates

In some cases, order lines require the addition of a quality certificate to continue the process

To include it, click on "Add attachment" and add the corresponding file

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
0041000810	10		GX0079204002	10.000	PC	22 May 2023		15.75 EUR	157.50 EUR	EES1

Description: BASE HAN-M 6B Montaje Superfic

Shipment Status
Total Item Due Quantity: 10 PC

Confirmation Status
Total Confirmed Quantity: 7 PC Total Backordered Quantity: 3 PC

Quality Certificates

Choose File | No file chosen Add Attachment Attach file

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	10.000		- Select Country -		

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Download PDF Pack Items Save Exit Next

Note: If the order requires Quality certificates, the system will not allow the ship Notice to be sent until the certificates have been included (for lines that require them)

Creating Shipping Notices - Packing of goods

Items with a Code of Material must be packed in handling units (boxes, etc.), which in turn may be packed in larger handling units (pallets)

To do this, click on the "Pack items" button

The screenshot displays the SAP Order Items interface. At the top, there is a table with columns: Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location. The first row shows Order No. 0041000810, Line No. 10, Part No. GX0079204002, Qty 10.000, Unit PC, Need By 22 May 2023, Unit Price 15.75 EUR, Subtotal 157.50 EUR, and Customer Location EES1. Below the table, there are sections for Shipment Status, Confirmation Status, and Quality Certificates. The Quality Certificates section includes a 'Choose File' button, an 'Add Attachment' button, and a 'Certificate according P.O.' section. At the bottom of the interface, there is a 'Pack Items' button highlighted with a red box and a red arrow pointing to it. Other buttons include 'Download PDF', 'Save', 'Exit', and 'Next'.

Note: If the material does not have a CAF part number, and only has a text description, click on the link: ([ASN Freetext](#))



Creating Shipping Notices - Packing of goods

On the next screen, first the items in the order and their quantity are displayed, and below that the available **handling units** (packaging) are displayed

- To pack hierarchically, start with the smallest handling unit. (e.g. "Bag 00")

Define packaging instructions

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels

i We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions.

Summary

Number of items 2

ASN item no.	PO no.	Part no. and description	Batch ID
10.1	0041001107	AC4051200100_UAT RACK 84HP MIM MEDELLIN	
20.1	0041001107	060448V0200 RPGW EMD UNIVERSAL	

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight
AC4051200100_UAT RACK 84HP MIM MEDELLIN Bag EWMS4-BAG00	AC4051200100_UAT - EWMS4-BAG00	Contains AC4051200100_UAT RACK 84HP MIM MED	3	H87 400	400
060448V0200 RPGW EMD UNIVERSAL Bag EWMS4-BAG00	060448V0200 - EWMS4-BAG00	Contains 060448V0200 RPGW EMD UNIVERSAL	2	H87 400	400

Note: Different order lines and/or different materials may not be combined in the same packaging



Creating Shipping Notices - Packing of goods

It is important to establish the number of pieces of a material coming in per type of packaging. THE NUMBER OF BOXES TO BE SENT NEEDS NOT TO BE IDENTIFIED. The system calculates it automatically

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
10.1	0041001107	AC4051200100_UAT RACK 84HP MIM MEDELLIN		6 H87
20.1	0041001107	060448V0200 RPGW EMD UNIVERSAL		4 H87

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit	
Bag EWMS4-BAG00	AC4051200100_UAT - EWMS4-BAG00	AC4051200100_UAT RACK 84HP MIM MED	3	H87	400	400	KGM
Bag EWMS4-BAG00	060448V0200 - EWMS4-BAG00	060448V0200 RPGW EMD UNIVERSAL	2	H87	400	400	KGM

Number of items in the order

Handling unit

Number of items that fit in a handling unit

Note: The dimensions of the packaging are indicative and do not necessarily coincide



Creating Shipping Notices - Packing of goods

- The system will then automatically calculate the number of handling units (in this case boxes) required to pack the entire order
- To include a larger handling unit (such as a pallet), click on the "Handling Unit" button

The screenshot displays a software interface for creating shipping notices. At the top, it shows 'Number of items 2' and 'Total packed 100.00 %'. Below this is a table with columns for 'ASN item no.', 'PO no.', 'Part no. and description', 'Batch ID', 'ASN Quantity', 'Packed quantity', and 'Packed percentage'. Two items are listed: one with ASN 10.1 and another with ASN 20.1. Below the table, there is a section for 'Packing hierarchy' with a link 'What's this?' and a large number '4' next to 'WMS4-BAG00'. To the right of this section is a 3D icon of a box on a pallet. A red box highlights a 'Handling Unit' button. Below this is a table with columns for 'Handling unit type', 'ASN item no.', 'Part no. and description', 'Packed quantity', 'Batch ID', 'Production date', and 'Expiry date'. The table shows two 'Handling Unit' types, each with two sub-items. Each sub-item has an 'Edit' button and a 'Move to...' button with a plus sign. At the bottom right, there is another 'Handling Unit' button.

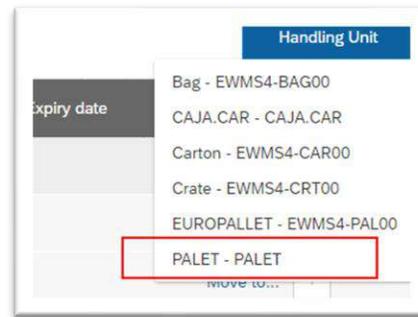
ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	0041001107	AC4051200100_UAT RACK 84HP MIM MEDELLIN		6 H87	6 of 6	100.00%
20.1	0041001107	060448V0200 RPGW EMD UNIVERSAL		4 H87	4 of 4	100.00%

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
EWMS4-BAG00 1	10.1	AC4051200100_UAT RACK 84HP MIM MEDELLIN	3	H87		
EWMS4-BAG00 2	10.1	AC4051200100_UAT RACK 84HP MIM MEDELLIN	3	H87		
Handling Unit 2						
EWMS4-BAG00 3	20.1	060448V0200 RPGW EMD UNIVERSAL	2	H87		
EWMS4-BAG00 4	20.1	060448V0200 RPGW EMD UNIVERSAL	2	H87		

Creating Shipping Notices - Hierarchical Packaging

- To aggregate a handling unit within another (hierarchical) handling unit,
- Create the new handling unit that will contain the smallest ones
- Move the small units into the larger one

This will produce a hierarchical structure



Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
EWMS4-BAG00 1	10.1	AC4051200100_UAT RACK 84HP MIM MEDELLIN	3	H87		
EWMS4-BAG00 2	10.1	AC4051200100_UAT RACK 84HP MIM MEDELLIN	3	H87		
Handling Unit 2						
EWMS4-BAG00 3	20.1	06048V0200 RPGIW EMD UNIVERSAL	2	H87		
EWMS4-BAG00 4	20.1	06048V0200 RPGIW EMD UNIVERSAL	2	H87		
Handling Unit 3						
PALET 1 (0/24)						

Handling unit type
Handling Unit 1
EWMS4-BAG00 1
Handling Unit 2
EWMS4-BAG00 2
EWMS4-BAG00 3
Handling Unit 3
PALET 1 (1/24)
EWMS4-BAG00 4



Item	Quantity	Batch ID	Description
CAJA.CAR 1	10.1	725511CS061790	WASHER CS 6-14-1.3, I 50 H87
CAJA.CAR 2	10.1	725511CS061790	WASHER CS 6-14-1.3, I 50 H87
CAJA.CAR 3	10.1	725511CS061790	WASHER CS 6-14-1.3, I 50 H87
CAJA.CAR 4	10.1	725511CS061790	WASHER CS 6-14-1.3, I 50 H87

Creating Shipping Notices - Download PDFs

To download the delivery note and labels in PDF format, click on "Download PDF"

Create Ship Notice Previous **Download PDF** Print Labels Save Submit Exit

Confirm and submit this document.

SHIP FROM
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain

DELIVER TO
GINO AG -Bonn
Friedrich-Wöler Str. 65
53117 Bonn
Renania N.Westfalia
Germany

SHIPPING
Packing Slip ID: x
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --
Actual Delivery Date: 16 May 2023
Gross Volume: --
Gross Weight: --
Is divisible: No

TRACKING
Carrier Name: DHL
Carrier Code: --
Tracking No.: x
Bill of Lading No.: --
Tracking Date: --
Shipping Method: --
Service Level: --

DIMENSIONS
Gross Volume: --
Gross Weight: --
Total Length: --
Total Width: --
Total Height: --

DELIVERY AND TRANSPORT INFORMATION
Delivery Terms: Transport Condition
Delivery Terms Description: --
Transport Terms Description: --
Is sensitive: No
Shipping Payment Method: Account
Shipping Contract Number: --
Shipping Instructions: --

Note: Although the system allows you to download the labels, the delivery note is not finalised until you press the "Submit" button



Creating Shipping Notices - Download PDFs

- In this window we can download the documents.
- It is important to download the labels to physically add them to the shipment.

Create Ship Notice

To print a custom PDF, select one of the options below:

Number	Name
1.	CAF_ASN_V2
2.	CAS_ASN_HU_V2
3.	CAF_ASN_ENG_V2

Ship Notice

Labels

Delivery Note

Note: Although the system allows you to download the labels, the delivery note is not finalised until you press the "Submit" button

Creating Shipping Notices - Send ASN

A summary of the data added in the ship Notice is then displayed and if everything is correct, the document is sent to the customer

Create Ship Notice

Previous Download PDF Print Labels Save **Submit** Exit

Ship notice "x" is saved. The saved ship notice will be kept until 24 Jun 2023.

Confirm and submit this document.

SHIP FROM

TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain

DELIVER TO

GINO AG -Bonn
Friedrich-Wöler Str. 65
53117 Bonn
Renania N.Westfalia
Germany

SHIPPING

Packing Slip ID: x
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --
Actual Delivery Date: 16 May 2023
Gross Volume: --
Gross Weight: --

TRACKING

Carrier Name: DHL
Carrier Code: --
Tracking No.: x
Bill of Lading No.: --
Tracking Date: --
Shipping Method: --
Service Level: --

Note: Although the system allows you to download the labels, the delivery note is not finalised until you press the "Submit" button



Creating Shipping Notices

After sending the ship Notice, the status of the purchase order changes to "shipped"

Purchase Order: 0041000810 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ Create Quality Notification ⬇️ 🗑️ ⋮

Order Detail Order History



From:
Customer
CAF Power & Automation, S.L.U.
likeletegi-58
0009 San Sebastián
Bilbao
Spain
Phone:
Fax:
ax:

To:
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(Shipped)
0041000810
Amount: 157.50 EUR
Version: 1

Track Order

Creating Shipping Notices

To validate that a shipping notification has been correctly sent, you must enter “History” and see a confirmation message indicating a delivery number

Detail Transport Details Packed Items **History**

Ship Notice: ASN4100011340-2
Routing Status: Acknowledged
Received By SAP Business Network On: 16 May 2024 11:54:59 AM GMT+02:00
Submitted By: ALEX LOPEZ

To: Construcciones y Auxiliar de Ferrocarriles, S.A.

History

Status	Comments	Changed By	Date and Time
	Processing cXML	SCMSupplierQueueProcessor-109565049	16 May 2024 11:59:37 AM
	Processing cXML item	SCMSupplierQueueProcessor-109524054	16 May 2024 11:59:37 AM
	The document has been transferred to the next integration point.	CommunityWeb-109522049	16 May 2024 11:59:38 AM
	The document is ready to be picked up by the recipient.	CommunityWeb-109522049	16 May 2024 11:59:38 AM
Acknowledged	Success	CXML StatusUpdateRequest	16 May 2024 11:59:40 AM
	The recipient has processed the document and has acknowledged the processing. Reason: OK - 0001 inbound delivery/deliveries created (nos. 10008990 to 10008990) 000000003351 Quality certificate created for PO item 4100011340 00010	CommunityWeb-109522049	16 May 2024 11:59:42 AM

Registering Invoices

The last step in the process on the supplier's side is to create or register the invoice associated with the purchase order

The screenshot shows the SAP Workbench interface. At the top, there are five summary cards: 'Orders' (1), 'Orders to invoice' (13), 'Orders with service line' (0), 'Invoices' (14), and 'Pinned documents' (0). Below these is a table of orders with one entry highlighted. The table has columns for Order Number, Type, Customer, Amount, Date, Order Status, Amount Invoiced, Routing Status, and Actions. The 'Received' status in the Order Status column is highlighted with a red box.

Order Number	Type	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Routing Status	Actions
0041000807	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Received		Acknowledged	...

Note: In SAP business network the invoice is registered against the "Goods Receipt", not against the Delivery Note. Therefore, we recommend downloading a report to be able to associate receipts with the delivery note entered ([click here](#))



Registering Invoices

When CAF reports the items as received, the status of the purchase order will change to "Received" and the system will allow invoicing of the received items

The screenshot shows a web interface for managing a purchase order. At the top left, it says "Purchase Order: 0041000807". In the top right corner, there is a blue button labeled "Done". Below this, there is a horizontal bar with four buttons: "Create Order Confirmation", "Create Ship Notice", "Create Invoice", and "Create Quality Notification". The "Create Invoice" button is highlighted in blue and has a dropdown menu open. The dropdown menu contains three options: "Standard Invoice" (which is highlighted with a red border), "Line-Item Credit Memo", and "Line-Item Debit Memo". Below the buttons, there are two tabs: "Order Detail" and "Order History". The main content area features the CAF logo on the left. Below the logo, there is contact information for the customer: "From: Customer", "CAF Power & Automation, S.L.U.", "likeletegi-58", "0009 San Sebastián", "Gipuzkoa", "Spain", "Phone:", "Fax:", and "ax:". To the right of this, there is contact information for the supplier: "To: TEST SUPPLIER FOR SHQ 300", "calle Callejo 86", "28053 Madrid", "Madrid", "Spain", "Phone:", "Fax:", and "Email: alexlopez3102@gmail.com". On the far right, there is a summary of the purchase order: "Purchase Order (Received)", "0041000807", "Amount: 157.50 EUR", and "Version: 1". Below this summary is a "Track Order" button.

Registering Invoices - Header Information

Mandatory data in the header are those marked with an asterisk. In case you create the invoice in another system and register it in SAP Ariba, the invoice number must exactly match the invoice identifier in your system.

Invoice Header

Summary

Purchase Order: 0041000807

Invoice #: *

Invoice Date: * 25 Apr 2023

Service Description:

Remit To: TEST SUPPLIER FOR SHQ 300

Madrid
Madrid
Spain

Bill To: CAF Power & Automation, S.L.U.

San Sebastián
Guipuzcoa
Spain

Subtotal: 157.50 EUR
Total Tax: 0.00 EUR
Total Amount without Tax: 157.50 EUR
Amount Due: 157.50 EUR

Note: The invoice date can be backdated, but the posting date starts from the day of receipt



Registering Invoices - Items and quantities

All billable items will be displayed in the invoice lines. The invoice can be made for the total order or partially with the column "Include" or the column "Quantity"

Line Items Line Items, 2 Included, 0 Excluded, 0 Holiday Party Invoic

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		BASE HAN-M 6B Montaje Superfic	GX0079204002	<input type="text" value="10.0"/>	PC ⓘ	15.75 EUR	157.50 EUR

Receipt Details Receipt #: 5000000646 Receipt Line #: 1

Pricing Details Price Unit: PC ⓘ Price Unit Quantity: 1

Unit Conversion: 1 Description:

Tax

↳ Line Item Actions ▾ Delete

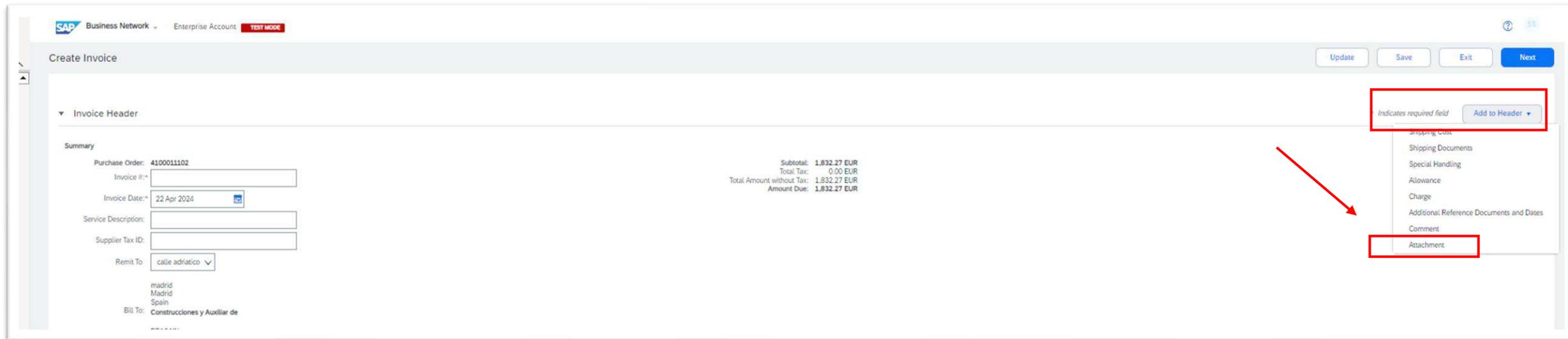
Registering Invoices - Add VAT

To register a tax on all lines, select the type of tax in the drop-down menu, select all lines by clicking on the blue "tick" indicated, and click on the button "Add to included lines" This way, the same tax will be added to all lines

The screenshot displays a software interface for managing invoice line items. At the top, there are three numbered navigation buttons (1, 2, 3). The main area is titled "Line Items" and contains a table of line items. The first table shows a line item with "No. 10", "Include" checked, "Type MATERIAL", "Part #", "Description Superfic", "Customer Part # GX0079204002", "Quantity 10.0", "Unit PC", "Unit Price 15.75 EUR", and "Subtotal 157.50 EUR". A "Standard Tax Selections" dropdown menu is open over the "Include" column, with "VAT" selected. A red box highlights the "Add to Included Lines" button in the top right corner. Below the table, there are sections for "Receipt Details" (Receipt #: 5000000646, Receipt Line #: 1) and "Pricing Details" (Unit Conversion: 1, Price Unit: PC, Price Unit Quantity: 1, Description:). A "Tax" configuration panel is shown below, with "Category:" set to "VAT", "Rate(%):" set to "21", "Taxable Amount:" of "157.50 EUR", and "Tax Amount:" of "33.08 EUR". Other fields include "Location:", "Description:", "Regime:", "Date Of Pre-Payment:", "Date Of Supply:" (25 Apr 2023), and "Law Reference:". At the bottom, there are "Line Item Actions" and "Delete" buttons.

Registering Invoices - Attach file

Suppliers are required to attach invoices generated in their systems in PDF format by attaching a file in the following way



Note: The invoices issued in SBN must match the invoices that the supplier has issued in its system (both in quantity and amount). Additionally, the supplier must attached the original invoice.



Registering Invoices - Summary and ship

Before sending the invoice, a summary of the invoice data is displayed for review

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Spain. The document's destination country is:Spain. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: x	Subtotal: 157.50 EUR
Invoice Date: Tuesday 25 Apr 2023 1:23 PM GMT+02:00	Total Tax: 33.08 EUR
Original Purchase Order: 0041000807	Total Amount without Tax: 157.50 EUR
Receipt: 5000000646	Amount Due: 190.58 EUR

REMIT TO: TEST SUPPLIER FOR SHQ 300 Postal Address: calle Callejo 86 28053 Madrid Madrid Spain	BILL TO: CAF Power & Automation, S.L.U. Postal Address: Mikeletegi-58 20009 San Sebastián Guipuzcoa Spain Address ID: ES02	SUPPLIER: TEST SUPPLIER FOR SHQ 300 Postal Address: calle Callejo 86 28053 Madrid Madrid Spain
---	--	---

BILL FROM: TEST SUPPLIER FOR SHQ 300 Postal Address: calle Callejo 86 28053 Madrid Madrid Spain	CUSTOMER: CAF Power & Automation, S.L.U. Postal Address: Mikeletegi-58 20009 San Sebastián Guipuzcoa Spain Address ID: ES01
--	---

Registering Invoices - Print Copy

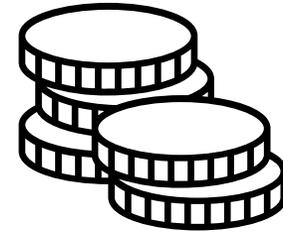
When sending the invoice, the system gives us the option to print a copy or exit to the previous menu

Invoice x has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

Invoice Collection

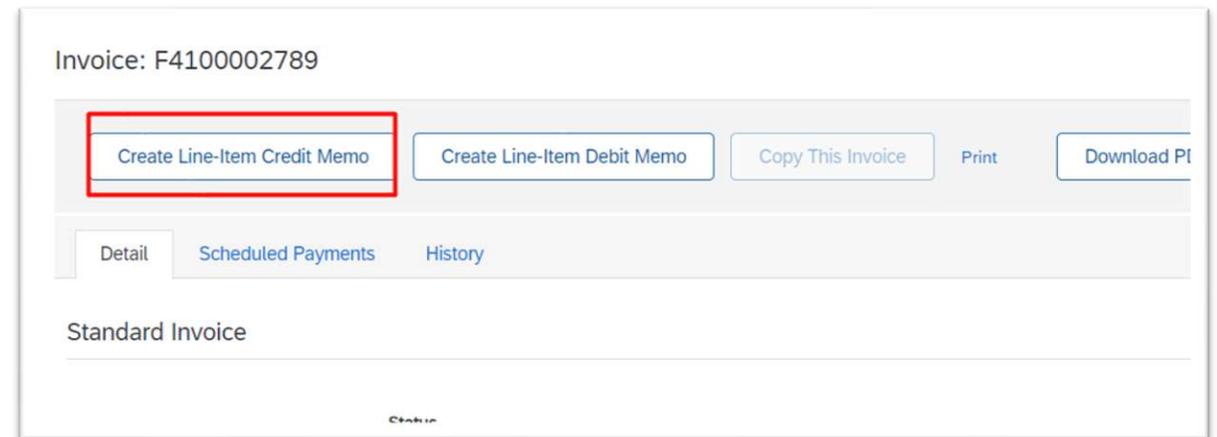
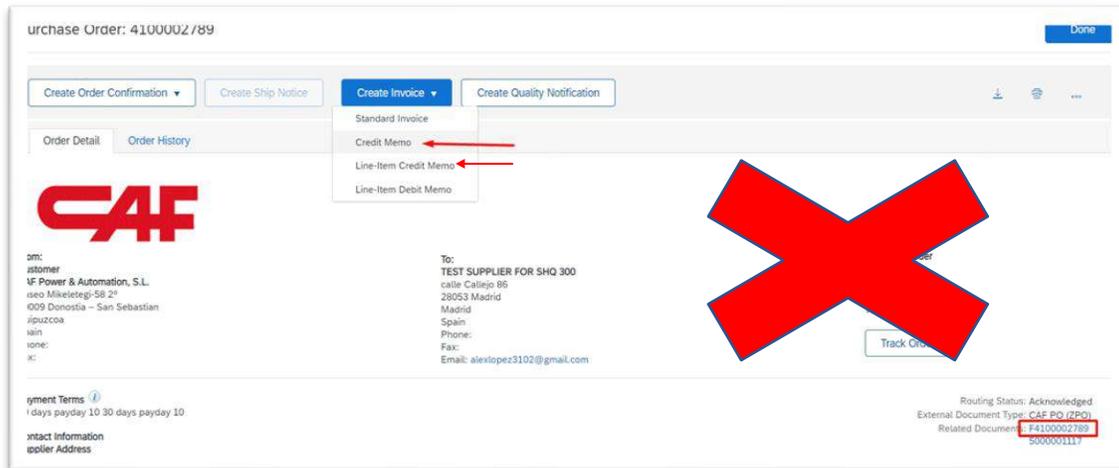
Registering invoices in the SAP Business Network **ensures smooth payment of invoices**, therefore **it is ESSENTIAL to register invoices via the SBN portal**



Creating Credits / Credit Notes

In the case of a return/reject for an item that has been previously invoiced, the supplier shall issue a credit note

- To do this, we need to access the invoice, and create the credit from the invoice itself



Creating Credits / Credit Notes

Mandatory data marked with an asterisk must be entered

Credit Memo Type

Quantity Adjustment ⓘ Price Adjustment ⓘ

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

<p>Credit Memo #:* <input type="text"/></p> <p>Credit Memo Date:* 11 May 2023 <input type="text"/></p> <p>Original Invoice No: F4100002789</p> <p>Original Invoice Date: 10 May 2023</p> <p>Supplier Tax ID: <input type="text"/></p> <p>Remit To: TEST SUPPLIER FOR SHQ 300</p>	<p>Subtotal: -1,000.00 EUR</p> <p>Total Tax: -210.00 EUR</p> <p>Total Amount without Tax: -1,000.00 EUR</p> <p>Amount Due: -1,210.00 EUR</p>	<p>View/Edit Addresses</p>
--	--	--

Comment

Reason for Credit Memo:*

Default Credit Memo Comment Text:

[Add to Header](#) ▼

Creating Credits / Credit Notes

At the bottom, the items are provided. The amounts to be paid must be selected. The system will calculate the relevant amounts

Insert Line Item Options

Tax Category: 21% VAT / Test Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		TEST VIM		-10.0	EA ⓘ	100.00 EUR	-1,000.00 EUR

Receipt Details Receipt Line #: 1

Pricing Details Unit Conversion: 1 Price Unit: EA ⓘ Price Unit Quantity: 1 Description:

Tax

Category: * VAT ⓘ Taxable Amount: -1,000.00 EUR Remove

Location:

Rate(%): 21 Rate(%):

Description: Test Tax Amount: -210.00 EUR

Regime:

Exempt Detail: (no value) v Exempt Detail:

Date Of Pre-Payment: ⓘ Date Of Supply: * 10 May 2023 ⓘ

Law Reference:

Triangular Transaction

↳ Line Item Actions v Delete

Creating Credits / Credit Notes

Finally, you will see on your screen the summary of the credit memo. To send the answer you must click on "submit"

Create Line-Item Credit Memo

Previous **Submit** Save Exit

Confirm and submit the line-item credit memo.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: F4100002789)

Credit Memo Number: YYYYY	Subtotal: -1,000.00 EUR
Credit Memo Date: Thursday 11 May 2023 12:00 PM GMT+02:00	Total Tax: -210.00 EUR
Original Invoice Number: F4100002789	Total Amount without Tax: -1,000.00 EUR
Original Invoice Date: Wednesday 10 May 2023 4:44 PM GMT+02:00	Amount Due: -1,210.00 EUR
Original Purchase Order: 4100002789	
Receipt: 5000001117	

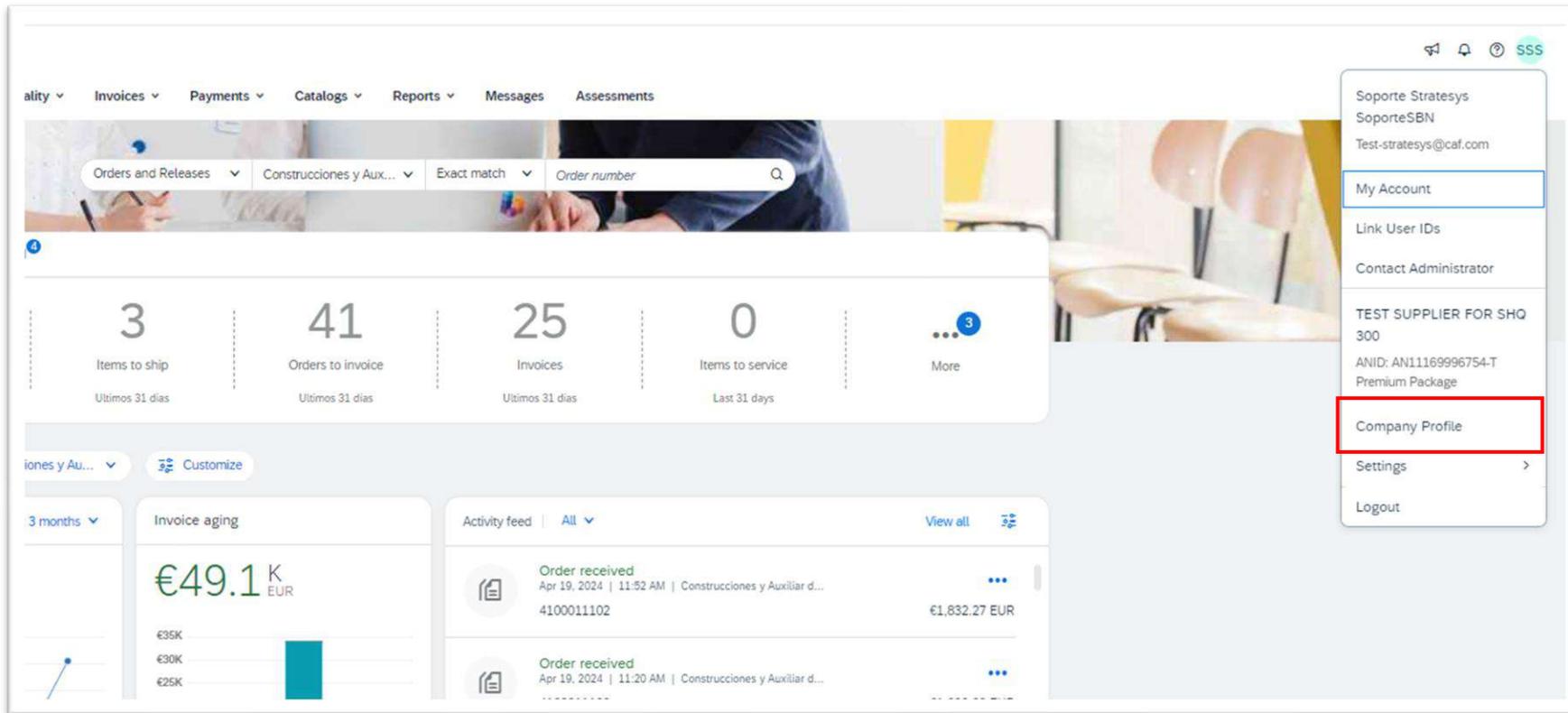
REMIT TO: TEST SUPPLIER FOR SHQ 300 Postal Address: calle Callejo 86 28053 Madrid Madrid Spain	BILL TO: CAF Power & Automation, S.L. Postal Address: Paseo Mikeletegi-58 2º 20009 Donostia – San Sebastian Guipuzcoa Spain Address ID: ES02	SUPPLIER: TEST SUPPLIER FOR SHQ 300 Postal Address: calle Callejo 86 28053 Madrid Madrid Spain
---	--	---

BILL FROM:	CUSTOMER:
-------------------	------------------

Registering Invoices - Set default VAT number (I/II)

To configure the supplier's VAT number by default (and not have to write it by hand on each invoice):

- The account administrator must access the "Company profile" tab in the homepage of the account
- The relevant VAT number must be included in the "Company details" tab → **VAT number mustn't include any special character**



Registering Invoices - Set default VAT number (II/II)

To configure the supplier's VAT number by default (and not have to write it by hand on each invoice):

- The account administrator must access the "Company profile" tab in the homepage of the account
- The relevant VAT number must be entered in the "Business Information" tab → **VAT number mustn't include any special character**

The screenshot displays the 'TEST SUPPLIER FOR SHQ 300' profile page. The left sidebar contains navigation options: Overview, Credentials, Additional Addresses, **Business Information** (highlighted with a red box and a red arrow), Contacts, and Additional Documents. The main content area shows the following details:

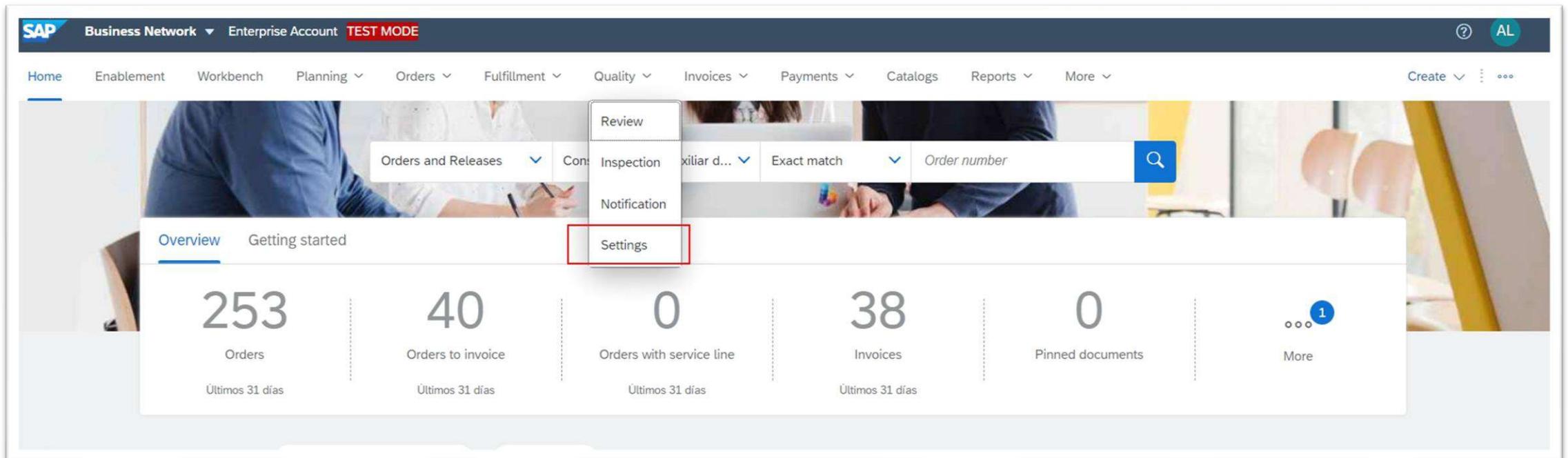
- TEST SUPPLIER FOR SHQ 300** (ANID: AN11169996754-T • DUNS: -)
- Employees:** -
- Founded:** -
- Company Aliases:** -
- Business Type:** -
- Revenue:** -
- Address:** Madrid, Spain (View Details)
- Supplier Legal Form:** -
- Stock Symbol:** -

Below these are sections for **Product and Service Categories** (Absorbents), **Ship-to or Service Location** (Spain), and **Industries Served** (Select the Industries you serve here.). A **Credentials** section is also visible at the bottom.

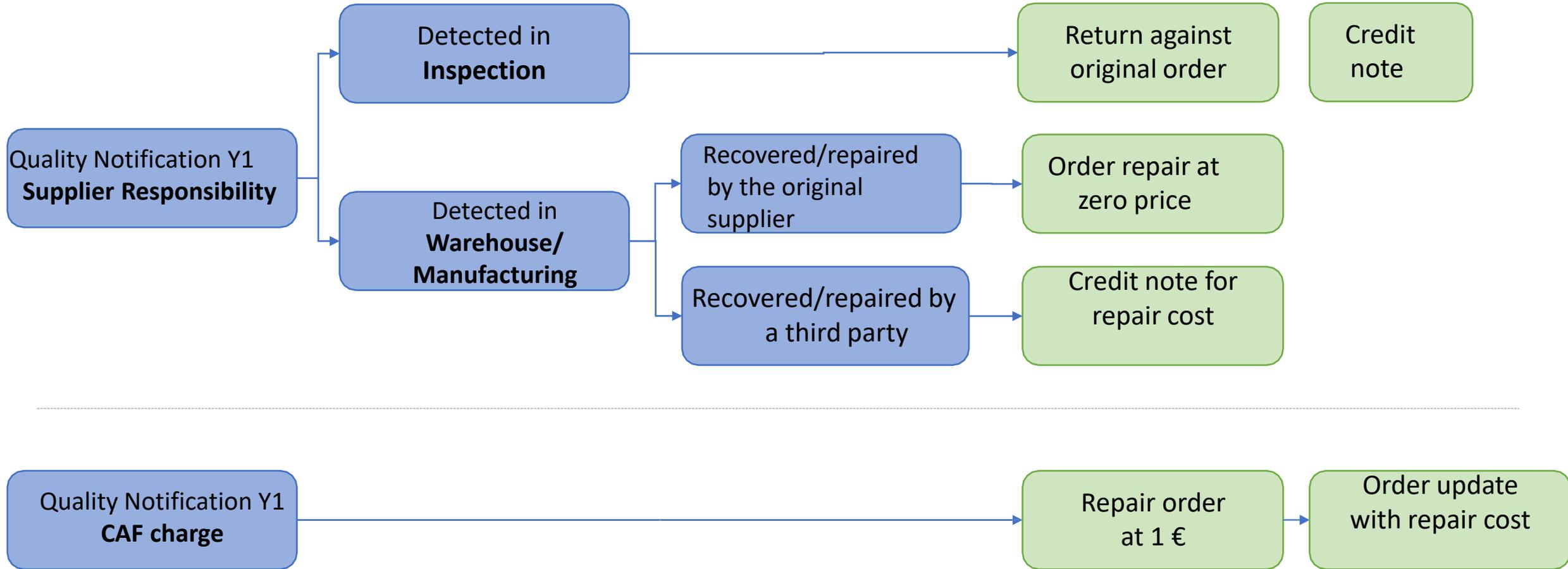
Quality Notifications

SBN allows to receive quality notifications generated by CAF (due to rejects, defects etc.), and allows to monitor problems, analyse and follow up defects in production and follow up complaints

In this section, each supplier will be able to view and manage the Quality Notifications that have been opened by CAF for the materials within their supply



Management of NCRs and Quality Notifications



Main Differences with NCRs Management between Baan (former ERP) and SAP

With the new SAP entry there are two key procedural differences:

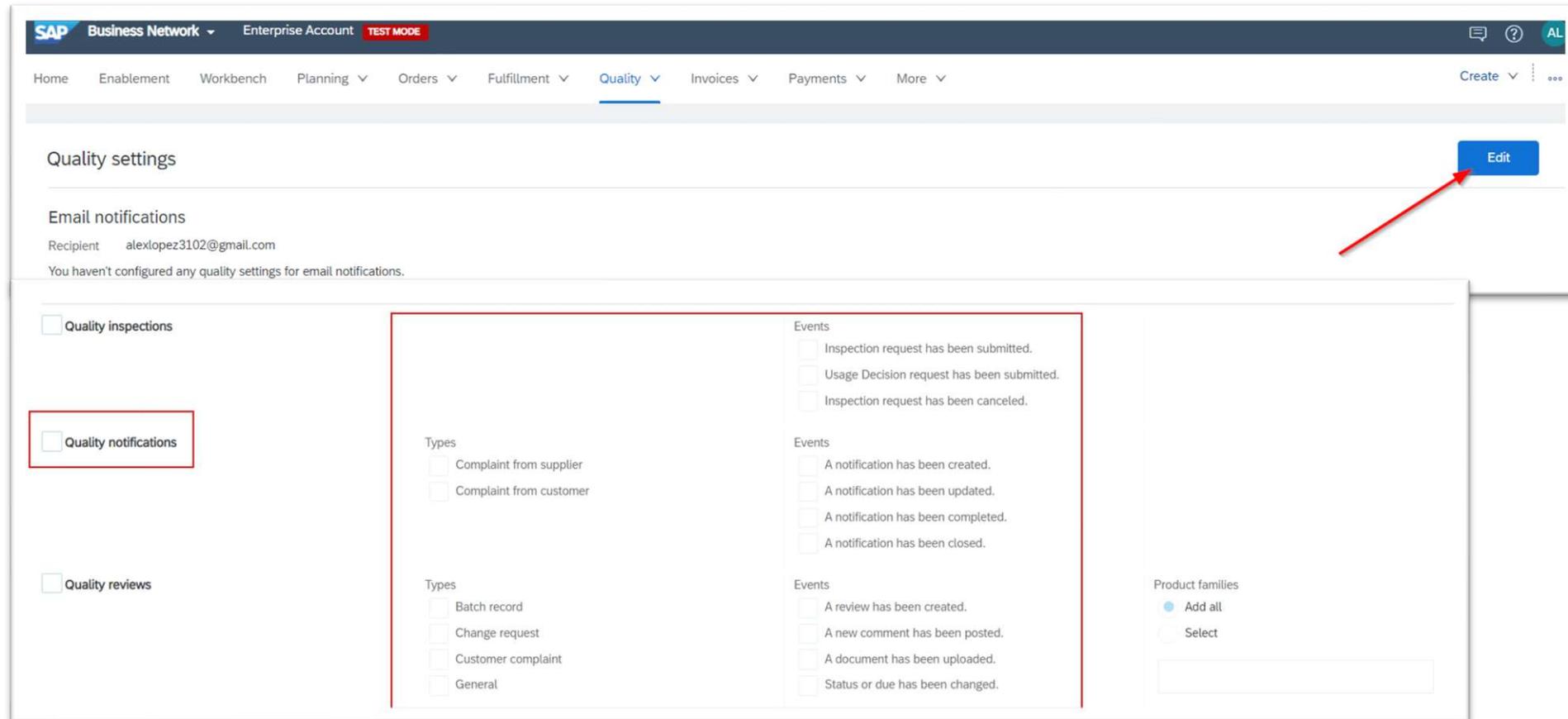
- Materials cannot be returned against NCRs, always against an order (either the original or the recovery order), → **the possibility of shipping/invoicing against NCRs have been removed**

- For **recovery orders charged to CAF**, the quality notification will be charged 1€ and the supplier will have to pass the recovery cost offer to CAF before returning the material
- For **recovery orders, the supplier** shall cover the cost of the repair



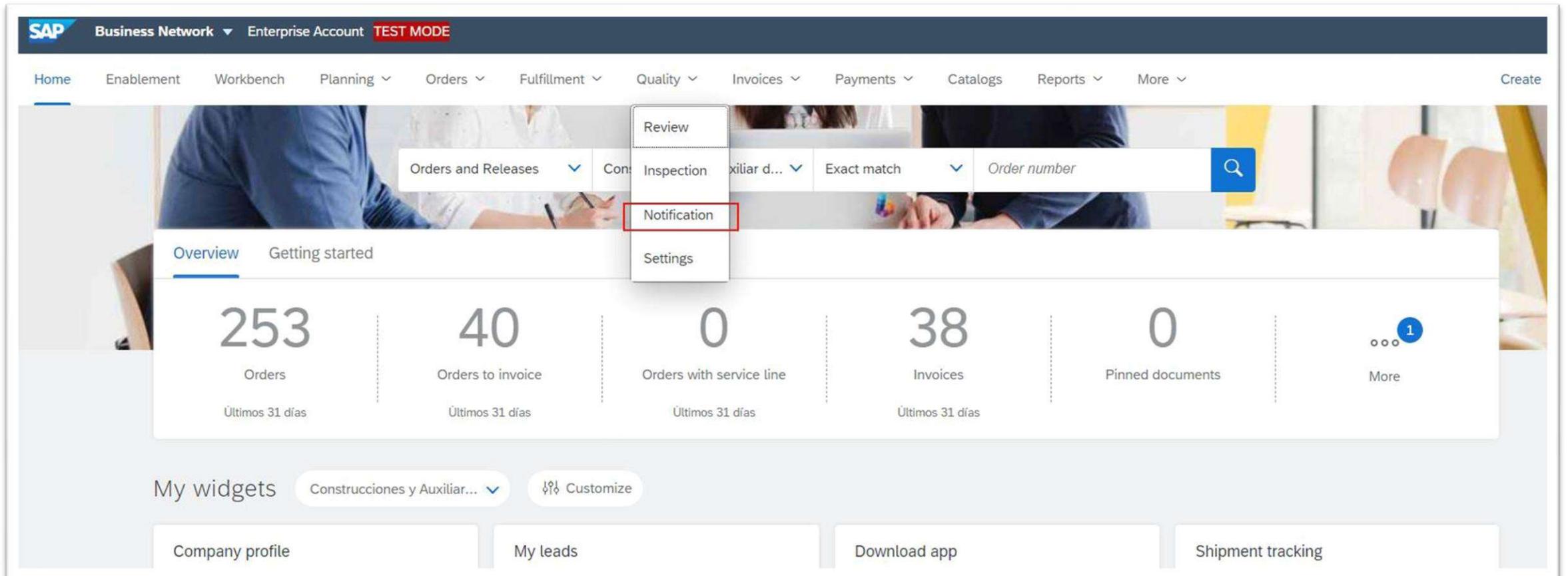
Quality Notifications - Notification Configuration

Each supplier will be able to configure the notification times (sending an e-mail) about quality notifications. To configure these quality notifications, access the Ariba Network home screen in the Quality -> Settings -> Edit...



Quality Notifications - Display of Notifications

- In order to display the quality notifications generated by CAF, either for a faulty order or for a modification/repair, access the tab "Quality" → "Notification".



Quality Notifications - Display of Notifications

- The Quality Notifications section allows the filters to be applied in order to find NCRs based on the necessary criteria

The screenshot displays the SAP Business Network interface for Quality Notifications. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. A secondary navigation bar contains links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality (selected), Invoices, Payments, and More. The main content area is titled 'Quality notifications' and features a 'Search filters' section with various input fields and dropdown menus for filtering notifications. Below the filters is a 'Create quality notification' button and a table of notification records.

Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification ty
002010149893	Construcciones y Auxiliar de Ferrocarriles, S.A.	Low	New	Pending		AX020D002800		Supplier QN

Quality Notifications - Display of Notifications

You will see tabs with different information about the quality notification



Customer and part			
Customer location	Customer routing identifier		
EES1 - CAF P&A	SHOCLNT300		
Customer part no.	Customer batch	Supplier part no.	Supplier batch
AA65512001V0100 - CONJUNTO HW RACK M ODER MED		- CONJUNTO HW RACK MODER MED	
Purchase order no.	Purchase order line item no.	Ship notice no.	Ship notice line item no.
0052000286	10		
Serial no.	Revision level	Subcontracting component?	
00000000000032353		No	

Notification detail		
Category	Subcategory	Complaint quantity
Y1-DISP - DIPOSITION AND CHARGE	RESS - Return Mat to Orig Supplier - Sup Charge	1 H87
Malfunction start date	Malfunction end date	
Discovery date	Required start date	Due date
3/28/2023	3/28/2023	3/29/2023

Problem description

Reason

Se crea la QN para probar el supplier return

Attachment sent with the CAF quality notification



Quality Notifications - Defects

In the "Defects" tab all the details of the reported defects can be seen, and the status of the tasks assigned to you as a supplier in the quality notifications can be found.

Customer	Title	Quality notification type	Supplier deviation no.	Customer deviation no.	Priority	Status
Construcciones y Auxiliar de Ferrocarriles, S.A.	TEST Y1 ILA QN SUPPLIER RETURN	Y1 - Supplier QN	002010149870	002010149870	Low	In-Process

Details Defects (2) Partner info History

1 2

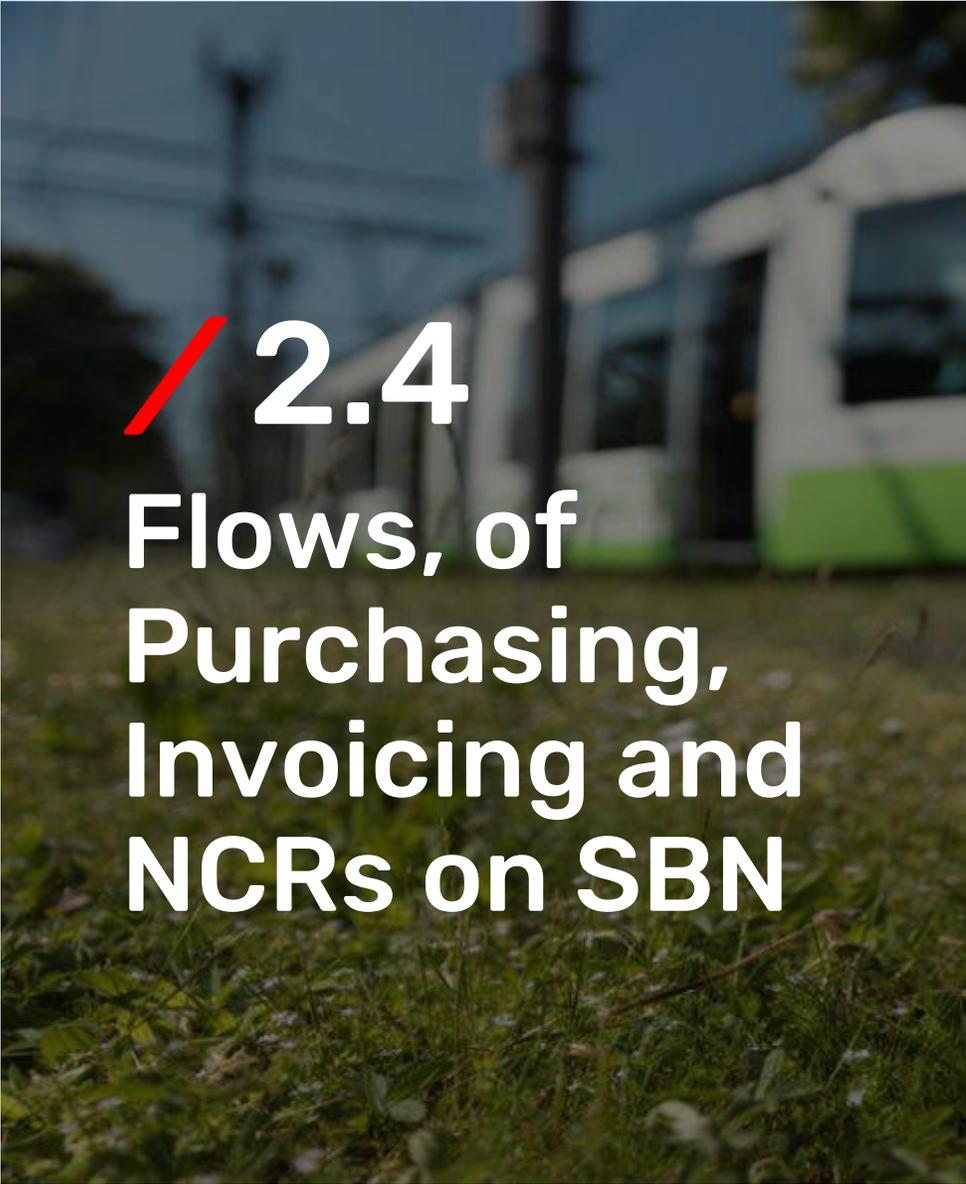
Defect category	Defect subcategory	Number of defects	Title
Y1-CERTI - CERTIFICATE	0023 - Nonexistent	1	Doc. CAF P&A falta en sistema

Causes (0) >

Additional Impacted Batches (0) >

Required tasks (0) >

Activity log (0) >



2.4

Flows, of Purchasing, Invoicing and NCRs on SBN

2.4.1

Flow of Purchase of Materials

2.4.2

Purchasing flow with "Freetext" materials

2.4.3

Purchasing flow with input material or subcontracting

2.4.4

Flow of purchase of services

Management of freetext type Orders for Materials

- 1 ship of Materials - Creating the ASN
- 2 Invoice Registration
- 3 Management of NCRs - Quality Notices



What is a FreeText Order?

- A Freetext order line is an order line that does not have a CAF Material Code

Artículos en línea				
Número de línea	Número de repartos	Nº de pieza	Nº de pieza de cliente	
10	1	LINCOLN LNM 309LSi 1MM.		
Descripción: HILO SOLDAR 309 LSI LINCOLN Ø 1mm				



FreeText Order

Artículos en línea				
Número de línea	Número de repartos	Cambiar	Nº de pieza	Nº de pieza de cliente
10	1			B196600303
Descripción: CHAPA SELLADO				

Orders with Material Codes

Creating Shipping Notices (ASN)

Once the supplier is ready to ship the ordered materials to CAF, a ship note (delivery note) must be created to notify CAF that the order has been shipped and that delivery is forthcoming

Workbench Customize

119
Orders
Últimos 31 días

13
Orders to invoice
Últimos 31 días

0
Orders with service line
Últimos 31 días

14
Invoices
Últimos 31 días

0
Pinned documents

Orders (119)
[Edit filter](#) | [Save filter](#) | Last 31 days

[Resend Failed Orders](#) |  

Order Number	Type	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Routing Status	Actions
0052000377	Agreement	Construcciones y Auxiliar de Ferrocarriles, S.A.	€150.00 EUR	Apr 4, 2023	Partially Confirmed		Acknowledged	...
0045000059	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€10.00 EUR	Apr 4, 2023	New		Sent	...
0041000808	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Shipped		Acknowledged	...
0041000807	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Received		Acknowledged	...
0041000806	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Invoiced	€157.50 EUR	Acknowledged	...
0041000810	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Partially Confirmed		Acknowledged	...
0041000809	Order	Construcciones y Auxiliar de Ferrocarriles, S.A.	€157.50 EUR	Apr 3, 2023	Shipped		Acknowledged	...

Creating Shipping Notices

To create a ship Notice you need to access the order and click on the button "Create ship Notice"

The screenshot displays a web interface for a purchase order with ID 0041000810. At the top, there are four buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Create Ship Notice' button is highlighted with a red rectangular box, and a red arrow points to it from below. Below the buttons are tabs for 'Order Detail' and 'Order History'. The main content area features the CAF logo and contact information for the customer (CAF Power & Automation, S.L.U.) and the supplier (TEST SUPPLIER FOR SHQ 300). A 'Track Order' button is visible on the right. At the bottom, there is a section for 'Contact Information' and 'Supplier Address' for the supplier, along with various identification numbers and a routing status of 'Acknowledged'.

Purchase Order: 0041000810 Done

Create Order Confirmation **Create Ship Notice** Create Invoice Create Quality Notification

Order Detail Order History

CAF

From: Customer
CAF Power & Automation, S.L.U.
likeletegi-58
0009 San Sebastián
ulpuzcoa
pain
hone:
ax:

To: TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(Partially Confirmed)
0041000810
Amount: 157.50 EUR
Version: 1

Track Order

Contact Information
Supplier Address
EST SUPPLIER FOR SHQ 300
ALLE 11
8035 MADRID
Madrid
pain
mail: alexlopez3102@gmail.com
ax:
address ID: 0001006656
buyer ID: 0001006656

Other Information
Company Code: ES02
Purchase Group: 006
Purchase Organization: ES01
Customer VAT/Tax ID: ESB20935805
Party Additional ID: 0001006656

Routing Status: Acknowledged
External Document Type: CAF PO (ZPO)
Related Documents: Untitled 04/25/2023

Creating Shipping Notices (at header level)

Create Ship Notice Download PDF Pack Items Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
TEST SUPPLIER FOR SHQ 300 Update Address	GINO AG -Bonn Update Address
Madrid Madrid Spain	Bonn Renania N.Westfalia Germany

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: * <input type="text"/> Invoice No.: <input type="text"/> Requested Delivery Date: -- Ship Notice Type: <input type="text" value="Select"/> Shipping Date: <input type="text" value=""/> Delivery Date: * <input type="text" value=""/> Hazard Type: <input type="text" value="Select"/> Is Divisible: <input type="checkbox"/>	Carrier Name: DHL Tracking No.: * <input type="text"/> Bill of Lading No.: <input type="text"/> Tracking Date: <input type="text" value=""/> Shipping Method: <input type="text" value="Select"/> Service Level: <input type="text"/>
Code: <input type="text"/>	

► Dimensions

Required fields: Shipping

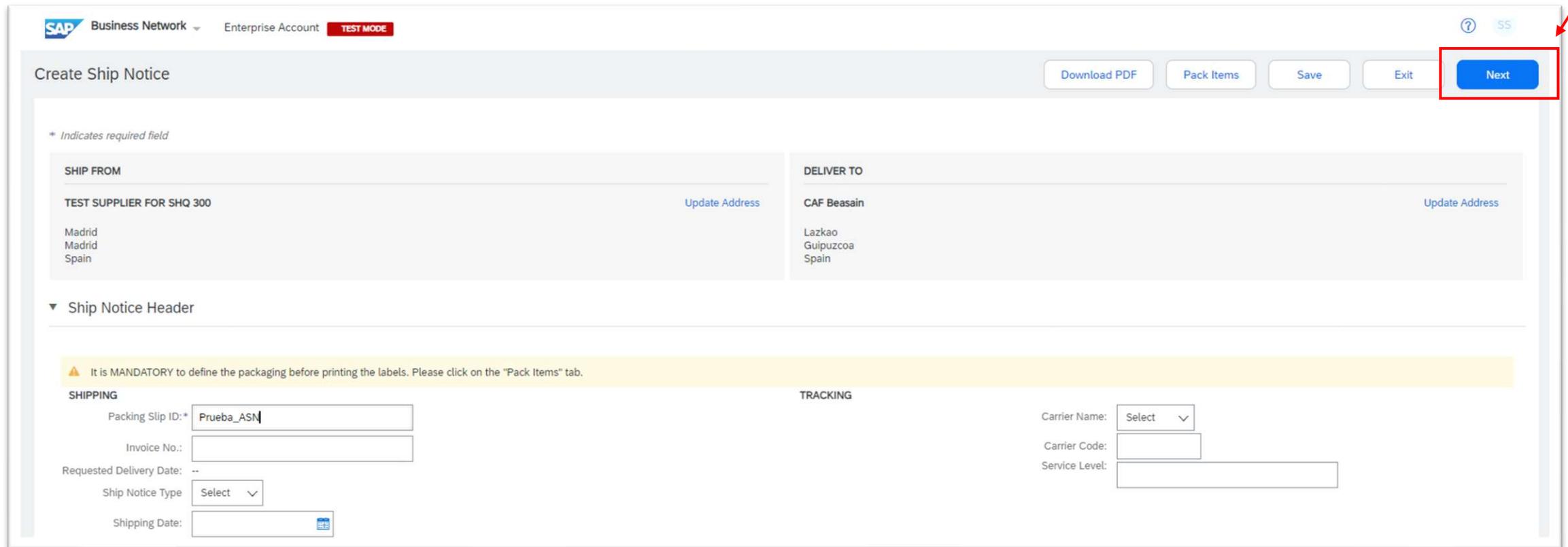
- ID of packing list: This field must correspond to the delivery note identifier.
- Delivery Date: This field corresponds to the estimated date of delivery (not the date of ship).

Optional fields: Tracking

- Name of Carrier
- Tracking No. (if a carrier has been selected, this field is mandatory)

In the case of a Freetext Order, when the Ship Notice is created, the "Pack items" step must be skipped

Even if the message "Mandatory packaging" should appear in the creation of delivery notes, the system allows you to skip this step by simply clicking on "Next"



SAP Business Network Enterprise Account TEST MODE

Create Ship Notice

Download PDF Pack Items Save Exit **Next**

* Indicates required field

SHIP FROM	DELIVER TO
TEST SUPPLIER FOR SHQ 300 Madrid Madrid Spain	CAF Beasain Lazkao Guipuzcoa Spain

▼ Ship Notice Header

⚠ It is MANDATORY to define the packaging before printing the labels. Please click on the "Pack Items" tab.

SHIPPING	TRACKING
Packing Slip ID: * Prueba_ASN	Carrier Name: Select
Invoice No.:	Carrier Code:
Requested Delivery Date: --	Service Level:
Ship Notice Type: Select	
Shipping Date:	

In the case of ASNs sent without packaging, the order must be "Shipped"..

Enterprise Account **TEST MODE**

Previous Download PDF Save **Submit**

DELIVER TO

CAF Beasain
Carretera 4491 BºIbaiondo
20210 Lazkao
Guipuzcoa
Spain

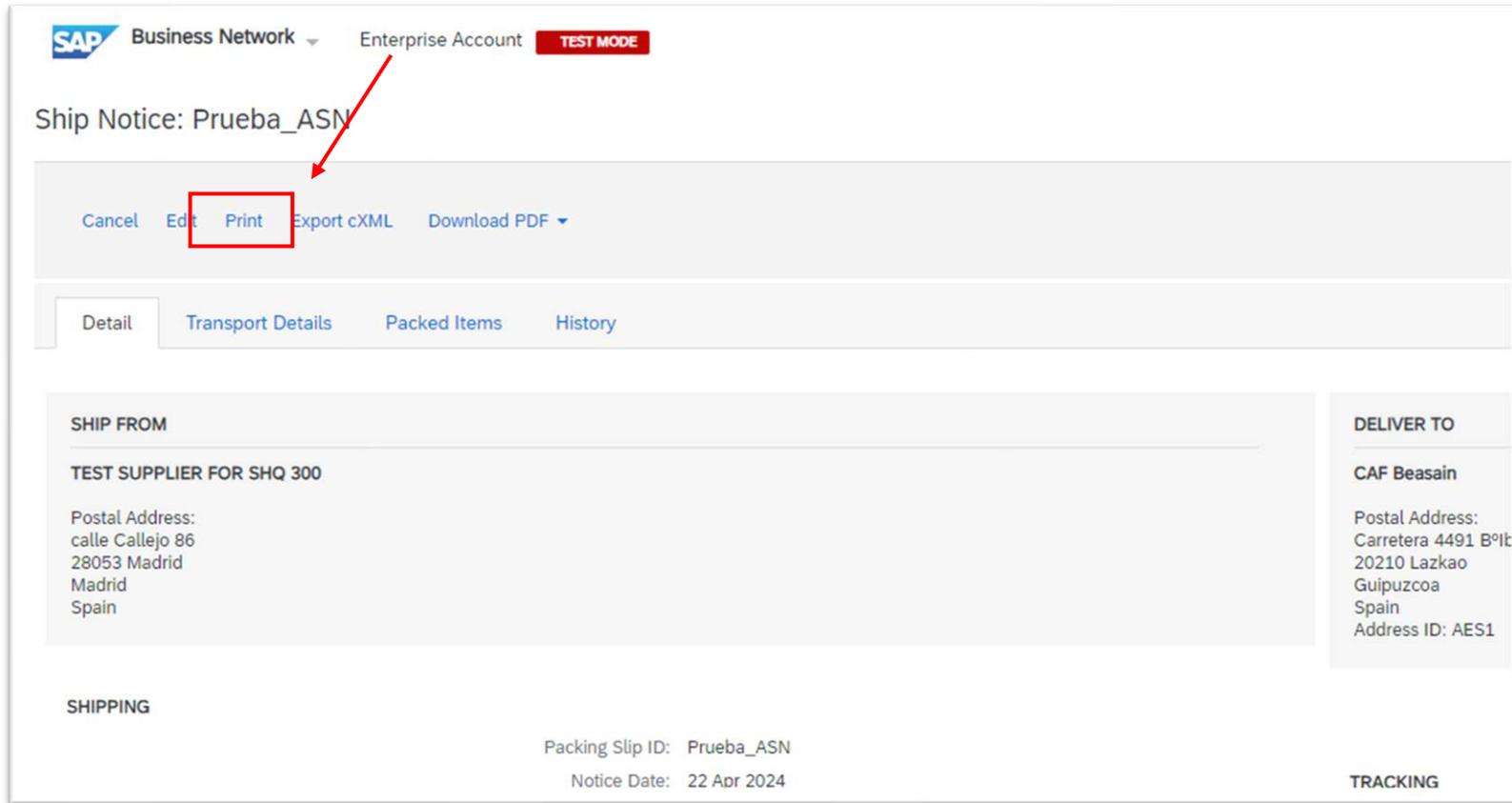
TRACKING
Tracking information not provided.

Packing Slip ID: Prueba_ASN
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --
Actual Delivery Date: 16 Apr 2024
Gross Volume: --
Gross Weight: --
Is divisible: No

!

When a delivery note is made without defining packaging, the system does NOT generate labels or a PDF attachment for the delivery note

...so that the ASN can be downloaded with the "Print" button



When a delivery note is made without defining packaging, the system does NOT generate labels or a PDF attachment for the delivery note

The following Shipping Notice should be printed and included in the Shipment

The screenshot shows the SAP Business Network Supplier interface. The main content area displays shipping details for a shipment from 'TEST SUPPLIER FOR SHQ 300' to 'CAF Bessan'. It includes sections for 'SHIPPING', 'DIMENSIONS', 'DELIVERY INFORMATION', and 'ADDITIONAL INFORMATION'. A table at the bottom shows 'Order Items' with columns for Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location. The 'Print' button in the right-hand sidebar is highlighted with a red box. A red arrow points from the right side of the image towards the 'Print' button.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4100010950	20	X79022508	50.000	UN	15 May 2024			2.58 EUR	129.00 EUR	AES1

!

When a delivery note is made without defining packaging, the system does NOT generate labels or a PDF attachment for the delivery note

Registering Invoices

Once CAF receives the shipped materials, the order will be invoiced in the same way as an order for materials ([click to view](#))

Workbench Customize

43
Orders
Últimos 31 días

...
Items to ship
Últimos 31 días

6
Orders to invoice
Últimos 31 días

19
Invoices
Últimos 31 días

0
Items to service
Last 31 days

5
New orders
Last 31 days

0
Orders to Summary invoice
Last 31 días

Orders to invoice (6)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers

Order numbers

 Partial match Exact match

Creation date

Order status

Company codes

Purchasing organizations

Customer locations

[Show more](#) [Apply](#) [Reset](#)

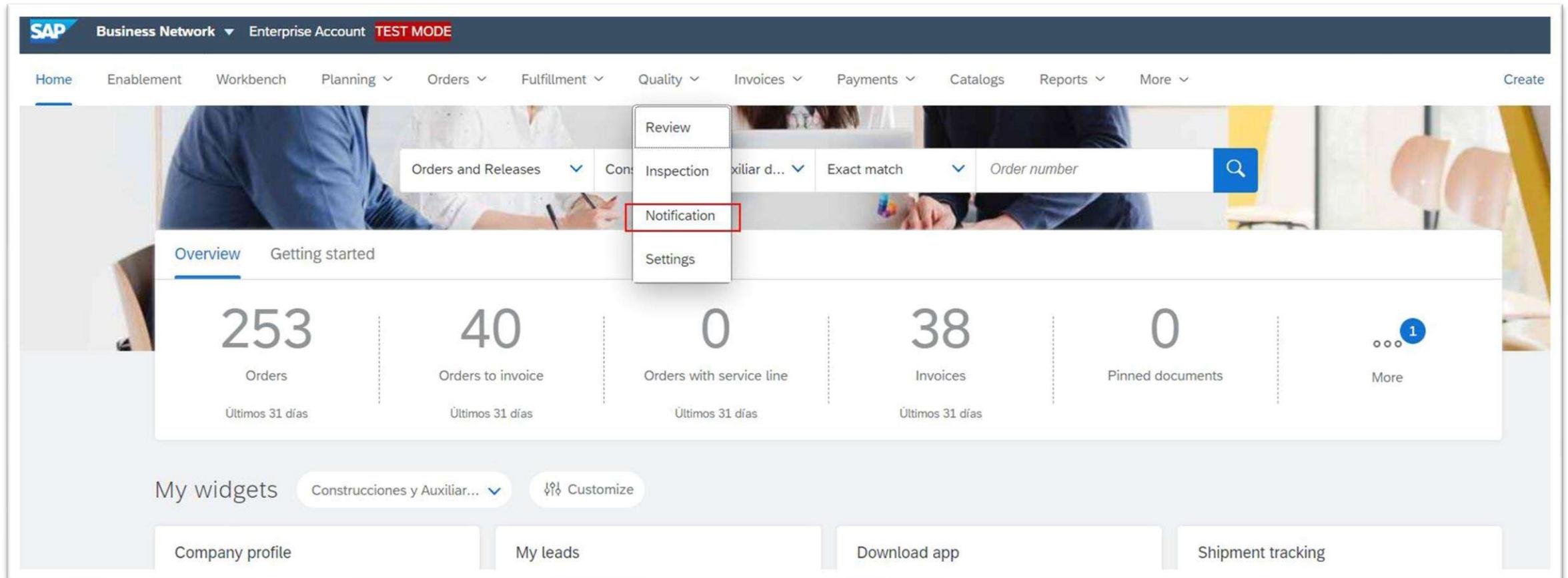
[Resend Failed Orders](#) [🔍](#) [🔧](#)

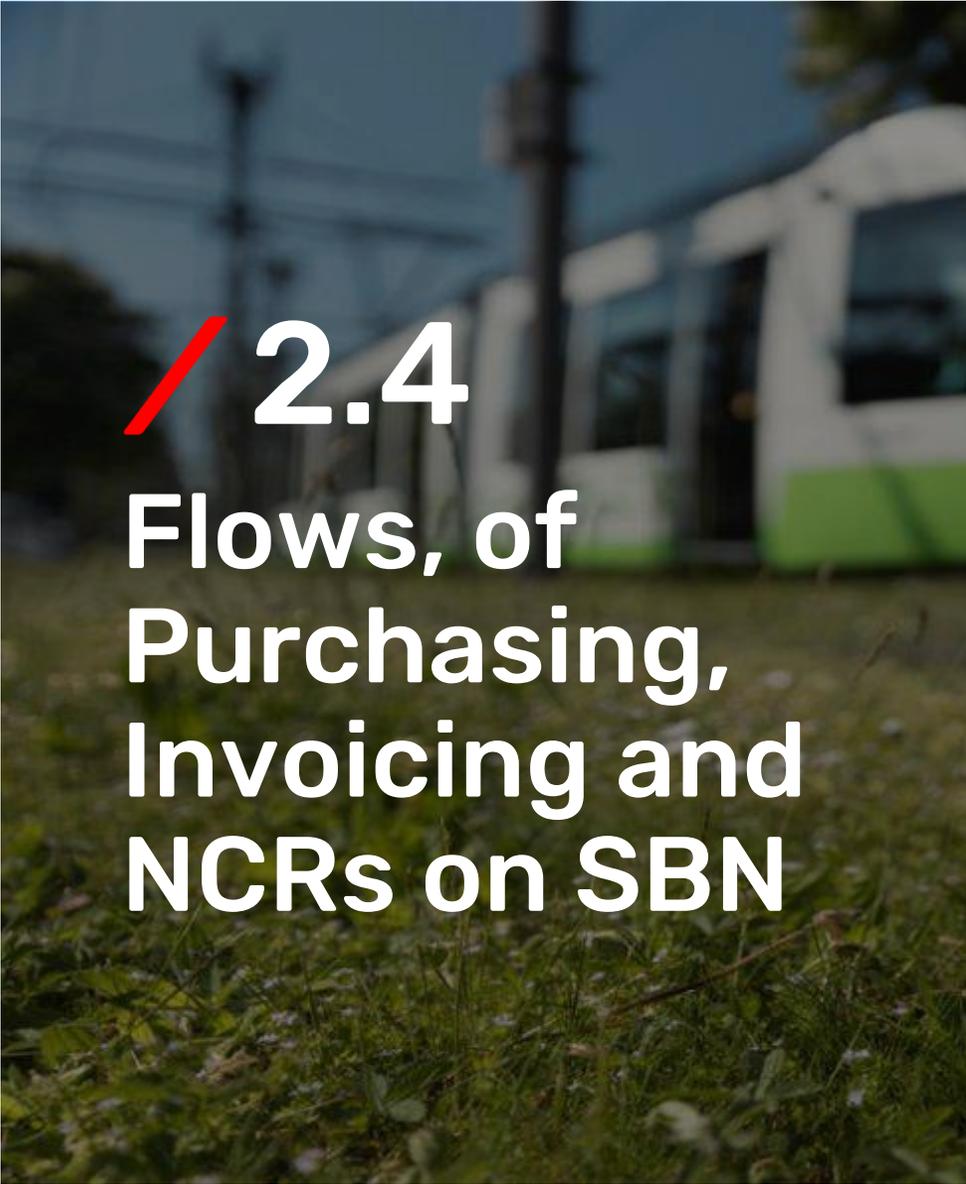
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4100011073	Construcciones y Auxiliar de Ferrocarriles, S.A.	€20000 EUR	Apr 17, 2024	Received		...
4100011024	Construcciones y Auxiliar de Ferrocarriles, S.A.	€10000 EUR	Apr 12, 2024	Received		...
4100010968	Construcciones y Auxiliar de Ferrocarriles, S.A.	€1000 EUR	Apr 9, 2024	Received		...
4100010890	Construcciones y Auxiliar de Ferrocarriles, S.A.	€690 EUR	Mar 26, 2024	Partially Invoiced	€66 EUR	...
4100010889	Construcciones y Auxiliar de Ferrocarriles, S.A.	€2500 EUR	Mar 26, 2024	Partially Invoiced	€1000 EUR	...
4100010875	Construcciones y Auxiliar de Ferrocarriles, S.A.	€100 EUR	Mar 22, 2024	Partially Invoiced	€20 EUR	...

Quality Notifications Management - NCRs

NCRs are handled in the same way as for orders for materials:

[\(click to view\)](#)





2.4

Flows, of Purchasing, Invoicing and NCRs on SBN

2.4.1

Flow of Purchase of Materials

2.4.2

Purchasing flow with "Freetext" materials

2.4.3

Purchasing flow with input material or subcontracting

2.4.4

Flow of purchase of services

Management of Orders with Input Materials and Subcontract Orders

- 1 Receipt and inventory of components
- 2 Component consumption report
- 3 ship of Materials - Creating the ASN
- 4 Invoice Registration
- 5 Management of NCRs - Quality Notifications



Purchase Order with materials Materials supplied by CAF

These are a type of order where CAF supplies materials to suppliers to be used in purchase orders. These materials will be received in the system and should be reported when they are consumed

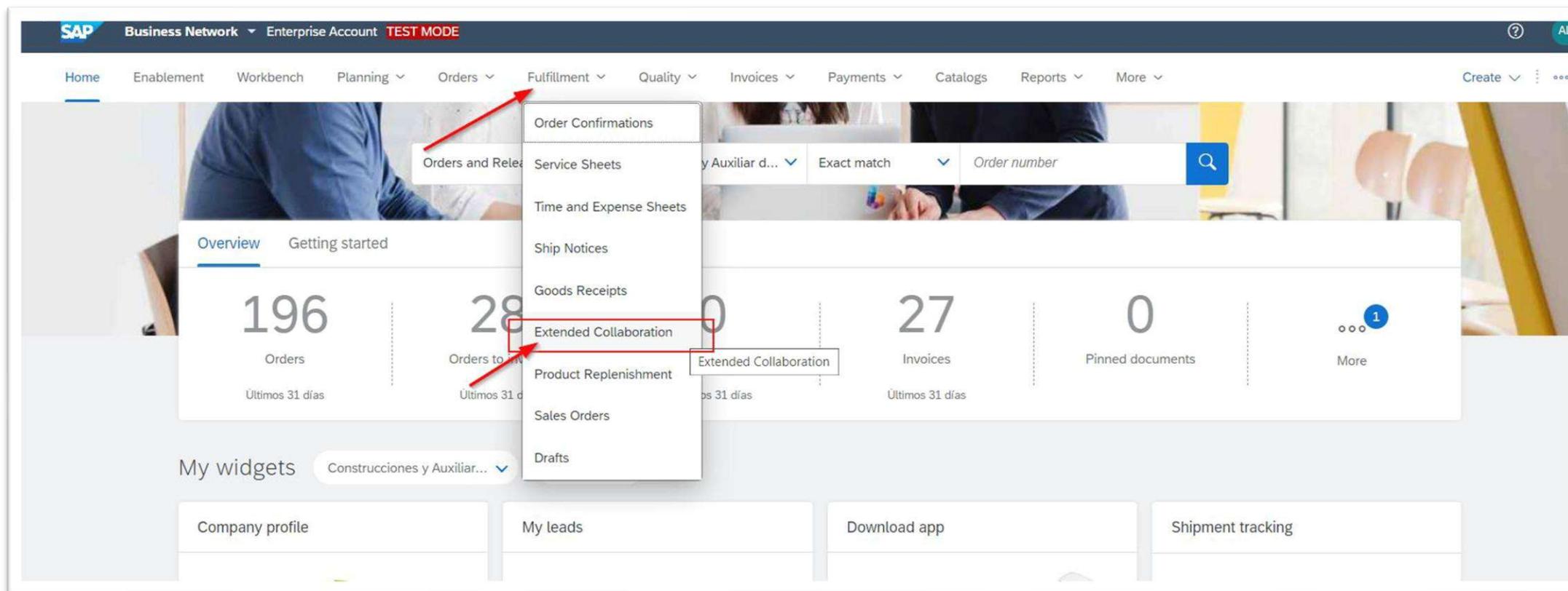
Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category
10	1		B172705001	Material	Subcontract

Description: *MONTANTE



Receipt and Inventory of Components



Receipt of Components

For the receiving of the components, select the "Component Shipments" tab, and select those shipping notifications that have been received and click on the button "Create receipt of components"

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has options like 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Fulfillment' tab is selected, and within it, the 'Component Shipments' sub-tab is active. Below the navigation, there's a section for 'Extended Collaboration' with various tabs including 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', 'Return Shipments', 'Consignment Movements', 'Multi-Tier Shipments', 'Component Receipts', and 'Component Consumption'. A 'Search Filters' button is visible. The main content area shows a table titled 'Component Ship Notices' with columns for 'Ship Notice No.', 'Customer', 'Order No.', 'Date', 'Tracking No.', and 'Route'. Four rows of data are listed, each with a checkbox in the first column. A red box highlights these checkboxes. At the bottom of the table, there is a button labeled 'Create Component Receipt', also highlighted with a red box.

<input type="checkbox"/>	Ship Notice No.	Customer	Order No.	Date ↑	Tracking No.	Route
<input type="checkbox"/>	80000285	Construcciones y Auxiliar de Ferrocarriles, S.A.	0049000014	14 Apr 2023 4:09:21 PM		Sent
<input type="checkbox"/>	80000285	Construcciones y Auxiliar de Ferrocarriles, S.A.	0049000014	18 Apr 2023 2:14:14 PM		Sent
<input type="checkbox"/>	80000338	Construcciones y Auxiliar de Ferrocarriles, S.A.	0049000013	20 Apr 2023 7:05:52 PM		Sent
<input type="checkbox"/>	80000363	Construcciones y Auxiliar de Ferrocarriles, S.A.	0049000013	20 Apr 2023 7:06:20 PM		Sent

Receipt of Components

This will open a new window with the details of the components received, where a receipt number must be assigned and the quantities received for each of the components can be selected

Create Receipt Next Exit

** Indicates required field*

SHIP FROM	SHIP TO
Kimua Poligono Industrial Irunzubi 7 20490 Lizartza 20 Spain Email:	TEST SUPPLIER FOR SHQ 300 CALLE 28035 MADRID 28 Spain Email:

Receipt #:
 Receipt Date: 22 Apr 2024
 Comments:

Components

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	Q789223200_COMP			<input type="text"/>	<input type="text" value="2.0"/>	H87	2.0	H87	80020120	10	4100010970	10
	<i>prueba subco</i>											

Next Exit

Inventory of Components

In section Fulfilment->Extended Collaboration, you can also find the inventory of components. Here the quantities received and the quantities consumed of the materials supplied by CAF can be seen

Multi-Tier Orders **Component Inventory** Component Shipments Return Shipments Consignment Movements Multi-Tier Shipments Component Receipts Component Consumption Multi-Tier Quality Inspection

Column preference saved successfully

Search Filters

Component Inventory (21)

Customer	Location	Description	Qty (unit)	Consumed qty	Balance qty	Last updated
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	3-POLE MAGNETOTHERMAL CIRCUIT BREAKER 63	1.00 (ZZ)	0.00	1.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	CONTACTOR 26A-24 VDC/VAC	1.00 (ZZ)	0.00	1.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	*PLACA EXT.ENTRELEC 295.424.11	9.00 (ZZ)	0.00	9.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	RACOR AT21/PG16/SA/BLY	1.00 (ZZ)	0.00	1.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	INDICADOR ALTA CONVERT.AUX.	16.00 (ZZ)	0.00	16.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	CASQUILLO	26.00 (ZZ)	0.00	26.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	RACOR AT34/PG29/SA/BLY	303.00 (ZZ)	0.00	303.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	RACOR ATS MACHO 90° M25	1.00 (ZZ)	0.00	1.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	*INTER.MAGNET.UNIPOLAR 4A	10.00 (H87)	0.00	10.00	19 Feb 2024
Construcciones y Auxiliar de Ferrocarriles, S.A.	VH Beasain	*CONVERTID. AUX.+CARGAD.BATERIA	4.00 (ZZ)	0.00	4.00	19 Feb 2024

Navigation: < < 1 2 3 >

Inventory of Components

In order to display the serial number of the components, an additional column has to be added in the inventory window

Item	Description	Qty (unit)	Consumed qty	Balance qty	
tasain	3-POLE MAGNETOTHERMAL CIRCUIT BREAKER 63	1.00 (ZZ)	0.00	1.00	Reference no.
tasain	CONTACTOR 26A-24 VDC/VAC	1.00 (ZZ)	0.00	1.00	Inspection date
tasain	*PLACA EXT.ENTRELEC 295.424.11	9.00 (ZZ)	0.00	9.00	Serial no.
tasain	RACOR AT21/PG16/SA/BLY	1.00 (ZZ)	0.00	1.00	Document ID
tasain	INDICADOR ALTA CONVERT.AUX.	16.00 (ZZ)	0.00	16.00	Export to Excel
tasain	CASQUILLO	26.00 (ZZ)	0.00	26.00	Export all Data
tasain	RACOR AT34/PG29/SA/BLY	303.00 (ZZ)	0.00	303.00	19 Feb 2024
tasain	RACOR ATS MACHO 90° M25	1.00 (ZZ)	0.00	1.00	19 Feb 2024
tasain	*INTER.MAGNET.UNIPOLAR 4A	10.00 (H87)	0.00	10.00	19 Feb 2024
tasain	*CONVERTID. AUX.+CARGAD.BATERIA	4.00 (ZZ)	0.00	4.00	19 Feb 2024

Component Consumption Report

Suppliers having this type of flow active must report in the purchase order the components they have consumed to generate the goods requested by CAF. This process must be carried out prior to the generation of the ship Notice where the lines where these input materials were consumed are sent

The screenshot displays the SAP Purchase Order (PO) 0049000014 interface. At the top, the PO number is shown. Below it, a navigation bar contains several buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Report Consumption' (highlighted with a red box), and 'Create Quality Notification'. The 'Report Consumption' button is the focus of the slide. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The main content area features the CAF logo on the left. To the right of the logo, there is contact information for the customer (CAF Power & Automation, S.L.) and the supplier (Test Ilunbe SA - TEST). Further right, there is a 'Purchase Order' summary showing the PO number (0049000014), amount (300.00 EUR), and version (1), along with a 'Track Order' button. At the bottom left, there are 'Payment Terms' (10 days payment day, 60 days payment day) and 'Contract Number' (132005350). At the bottom right, there is a 'Routing Status' (Acknowledged) and 'External Document Type' (CAF Ped. Subcon. Fab (ZSUB)), along with a list of related documents.

Component Consumption Report

In case of uncertainty as to the quantity of components to be used per line, this can be checked in the order by clicking on the link Details->Show components

Line Items Show Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	Details
10	1		Q789223200_FROD	Material	Subcontract			2.000 (PC) ⓘ	19 Apr 2024	250.00 EUR	500.00 EUR		Details

Description: prueba subco

Schedule Lines Show Schedule Line Details

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Show Components
1	19 Apr 2024 1:00 PM CEST		2.000 (PC) ⓘ			Show Components

Schedule Lines Hide Schedule Line Details

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Hide Components
1	19 Apr 2024 1:00 PM CEST		2.000 (PC) ⓘ			Hide Components

Components

Line	Customer Part # / Description	Customer Batch #	Part #	Batch #	Date Required	Qty (Unit)
00010_0001_0001	Q789223200_COMP prueba subco				9 Apr 2024 1:00 PM CEST	2.000 (H87)

Component Consumption Report

To report consumption, click on the button "Report consumption"

The screenshot shows the SAP Purchase Order (PO) 0049000014 interface. At the top, the PO number is displayed. Below it, a row of action buttons includes 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Report Consumption' (highlighted with a red box), and 'Create Quality Notification'. The 'Report Consumption' button is the target for the instruction. The interface also shows tabs for 'Order Detail' and 'Order History', the CAF logo, and contact information for the customer (CAF Power & Automation, S.L.) and the supplier (Test Ilunbe SA - TEST). A 'Track Order' button is visible on the right side.

Purchase Order: 0049000014

Create Order Confirmation | Create Ship Notice | Create Invoice | **Report Consumption** | Create Quality Notification

Order Detail | Order History

CAF

From: Customer
CAF Power & Automation, S.L.
C/ Ibañeta 58 2º
48009 Donostia - San Sebastian
Gipuzkoa
Spain
Phone:
Fax:
Email:

To: Test Ilunbe SA - TEST
Igorreko Industrialdea Kalea, S/n
48140 Igorre
Gipuzkoa
Spain
Phone:
Fax:
Email: jon.rejtenbach@sap.com

Purchase Order
(Partially Invoiced)
0049000014
Amount: 300.00 EUR
Version: 1

Track Order

Payment Terms ⓘ
10 días pago día 10 60 días pago día 10

Contract Number
132005350

Contact Information
Supplier Address
ELECTRO ILUNBE SOCIEDAD ANONIMA

Routing Status: Acknowledged
External Document Type: CAF Ped. Subcon. Fab (ZSUB)
Related Documents: ILUNBETESTSUBCO1
5000000746
80000285
More(5) »

Component Consumption Report

The quantity of components consumed shall be reported for each of the order lines that require it

 One or more items requires real-time consumption.

Order Items

Order ID	Item	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Yield Quantity	Serial Number
 4100011094	10	DEMO_MATERIAL_SUBCO			<input type="text"/>	<input type="text"/>	0/0

MATERIAL FOR TRAINING SUBCO

 This order requires asset serial numbers

Consumption is complete.

Consumed Components

Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	
1	DEMO_MATERIAL	<input type="text"/>	Look Up	<input type="text"/>	<input type="text"/>	H87	0/0	Duplicate Actions ▾

MATERIAL FOR TRAINING

Component Report - Serial No

In some cases, you will be asked to include the serial numbers of the components used, to do so, click on actions->Add serial numbers in the section "Consumed components"

Order ID	Item	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Yield Quantity	Serial Number	Actions	
0049000014	10	AAA80A000100					0/0	Actions	Summary
COFRE INVERSOR AUSTRALIA TINSW									
<input type="checkbox"/> This order requires asset serial numbers <input type="checkbox"/> Consumption is complete.									
Consumed Components									
Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	Actions	
1	AAA8512001V0100		Look Up		1	H87	0/1	Duplicate	Add Serial Numbers
CONJ HW RACK TINSW Australia									
2	AAA8512021V0000		Look Up		1	H87	0/1	Duplicate	Duplicate
CONJ HW RACK TINSW Australia									
3	AAA8APOSC1		Look Up		1	H87	0/1	Duplicate	Actions
MONTAJE COFRE AUSTRALIA TINSW									
4	AAA8APOSN1		Look Up		2	H87	0/2	Duplicate	Actions
MONTAJE N.INVE AUSTRALIA TINSW									
5	AAA8APOSN2		Look Up		1	H87	0/1	Duplicate	Actions
MONTAJE RECTIF AUSTRALIA TINSW									
6	AAA8M4010100		Look Up		1	H87	0/1	Duplicate	Actions
PLACA ALUMINIO ADHESIVA 30X9									
7	GX0034000362		Look Up		1	H87	0/1	Duplicate	Actions
PICTOGRAMA DANGER 415 VOLTS									

Component Report - Serial No

If the volume of components consumed is considerable, there is also the option of filling in the data by uploading a file

To do so, download the indicated template and fill in the data to be filled in. Once completed, the filled-in file is to be uploaded again

⚠ One or more items requires real-time consumption.

Order Items

Order ID	Item	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.
4100011094	10	DEMO_MATERIAL_SUBCO			

MATERIAL FOR TRAINING SUBCO

⚠ This order requires asset serial numbers

Consumption is complete.

Consumed Components

Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.
1	DEMO_MATERIAL	<input type="text"/>	Look Up	<input type="text"/>

MATERIAL FOR TRAINING

[Add Component](#) [Copy Order Quantities](#) [Clear All Quantities](#)

[Manage Serial Numbers](#)

- [Upload Serial Numbers](#)
- [Download Serial Numbers](#)

SAP Ariba					
Consumption Document					
Document No.	Creation Date	Comments	Order ID	Item Line Number	Customer Part No
	2024-01-05		4100009929	10	QXXK281121_UAT

Creating ship Notices

Once the supplier has reported the consumption of components and is ready to ship the requested materials to CAF, a ship Notice (delivery note) must be created in the same way as for an Order for Materials ([click to view](#))

The screenshot shows a web application interface for managing a purchase order. At the top, the purchase order number '0041000810' is displayed. Below this, there is a navigation bar with several buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a red box and a red arrow), 'Create Invoice', and 'Create Quality Notification'. There are also icons for download, print, and a menu. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The main content area features the CAF logo and three columns of information: 'From' (customer details), 'To' (supplier details), and 'Purchase Order' (summary). At the bottom, there is a 'Track Order' button. The bottom section contains 'Contact Information' (supplier address), 'Other Information' (company and purchase details), and 'Routing Status' (Acknowledged).

Purchase Order: 0041000810 Done

Create Order Confirmation **Create Ship Notice** Create Invoice Create Quality Notification

Order Detail Order History

CAF

From:
Customer
AF Power & Automation, S.L.U.
Ikeleitegi-58
3009 San Sebastián
Gipuzkoa
Spain
Phone:
Fax:

To:
TEST SUPPLIER FOR SHQ 300
calle Callejo 86
28053 Madrid
Madrid
Spain
Phone:
Fax:
Email: alexlopez3102@gmail.com

Purchase Order
(Partially Confirmed)
0041000810
Amount: 157.50 EUR
Version: 1

Track Order

Contact Information
Supplier Address
EST SUPPLIER FOR SHQ 300
ALLE 11
3035 MADRID
Madrid
Spain
mail: alexlopez3102@gmail.com
fax:
address ID: 0001006656
buyer ID: 0001006656

Other Information
Company Code: ES02
Purchase Group: 006
Purchase Organization: ES01
Customer VAT/Tax ID: ESB20935805
Party Additional ID: 0001006656

Routing Status: Acknowledged
External Document Type: CAF PO (ZPO)
Related Documents: Untitled 04/25/2023

Registering Invoices

Once CAF receives the shipped materials, the order will be invoiced in the same way as an order for materials ([click to view](#))

Workbench Customize

43
Orders
Últimos 31 días

...
Items to ship
Últimos 31 días

6
Orders to invoice
Últimos 31 días

19
Invoices
Últimos 31 días

0
Items to service
Last 31 days

5
New orders
Last 31 days

0
Orders to Summary invoice
Last 31 días

Orders to invoice (6)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers

Order numbers

 Partial match Exact match

Creation date

Order status

Company codes

Purchasing organizations

Customer locations

[Show more](#) [Apply](#) [Reset](#)

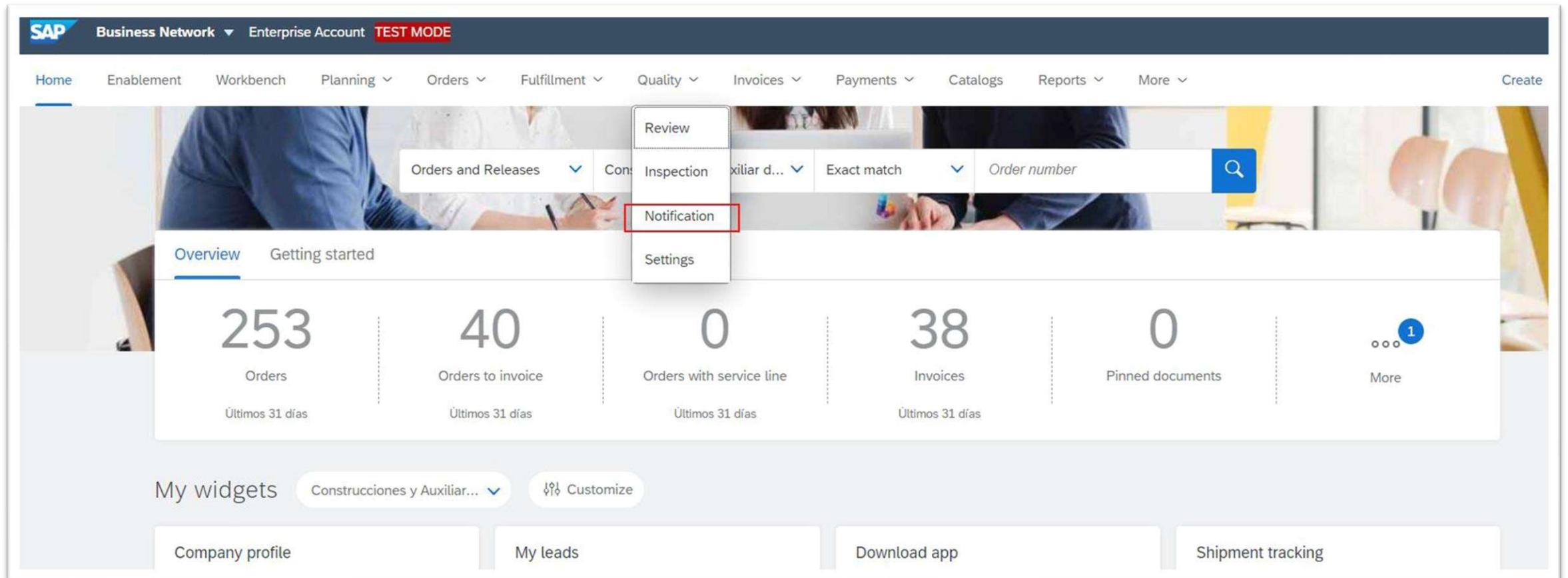
[Resend Failed Orders](#) [🔍](#) [🔧](#)

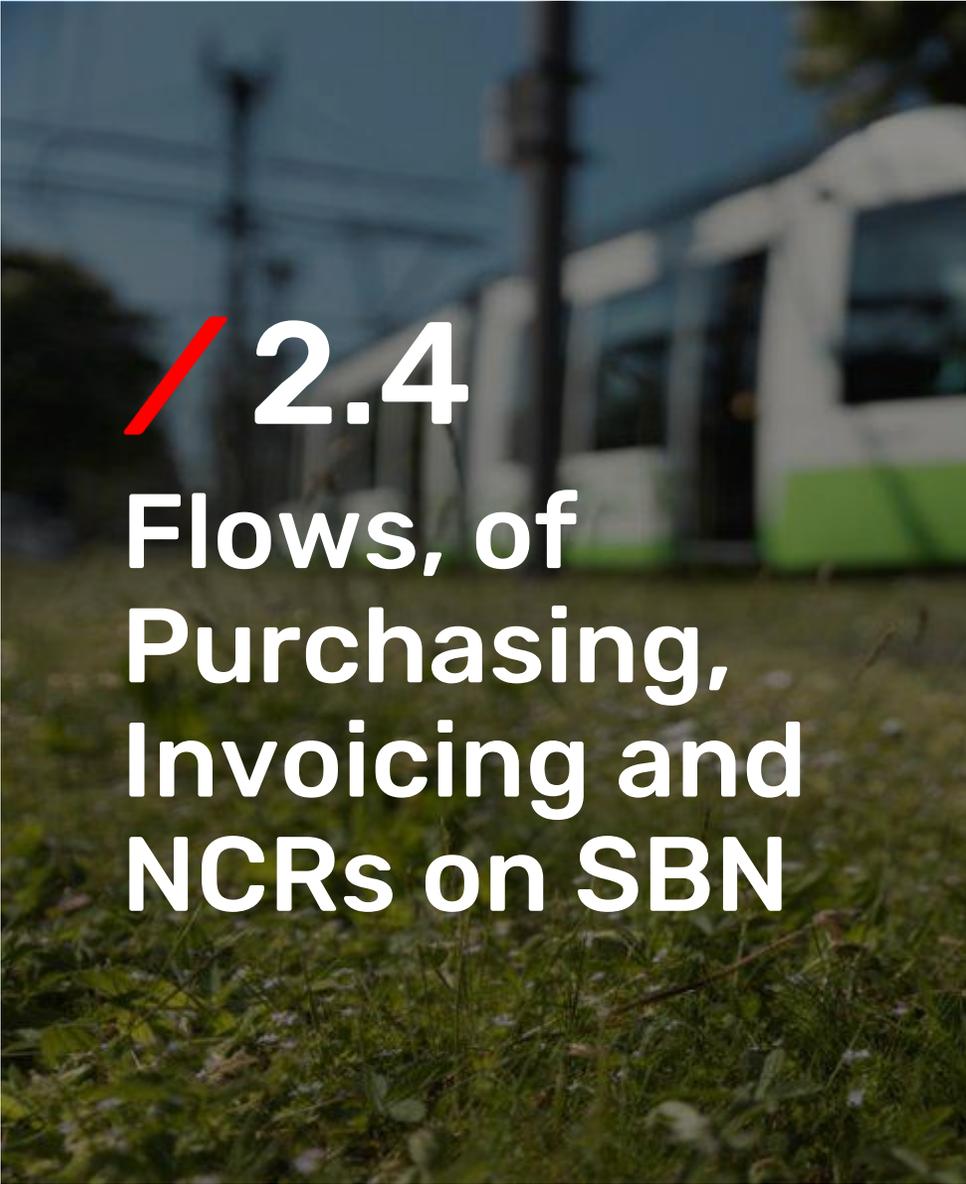
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4100011073	Construcciones y Auxiliar de Ferrocarriles, S.A.	€20000 EUR	Apr 17, 2024	Received		...
4100011024	Construcciones y Auxiliar de Ferrocarriles, S.A.	€10000 EUR	Apr 12, 2024	Received		...
4100010968	Construcciones y Auxiliar de Ferrocarriles, S.A.	€1000 EUR	Apr 9, 2024	Received		...
4100010890	Construcciones y Auxiliar de Ferrocarriles, S.A.	€690 EUR	Mar 26, 2024	Partially Invoiced	€66 EUR	...
4100010889	Construcciones y Auxiliar de Ferrocarriles, S.A.	€2500 EUR	Mar 26, 2024	Partially Invoiced	€1000 EUR	...
4100010875	Construcciones y Auxiliar de Ferrocarriles, S.A.	€100 EUR	Mar 22, 2024	Partially Invoiced	€20 EUR	...

Quality Notifications Management - NCRs

NCRs are handled in the same way as for orders for materials:

[\(click to view\)](#)





2.4

Flows, of Purchasing, Invoicing and NCRs on SBN

2.4.1

Flow of Purchase of Materials

2.4.2

Purchasing flow with "Freetext" materials

2.4.3

Purchasing flow with input material or subcontracting

2.4.4

Flow of purchase of services

Management of Orders with Input Materials and Subcontract Orders

- 1 Receiving materials by CAF through the registration of a Service Entry Sheet
- 2 Invoice Registration



Service receipt:

- When CAF submits an order for a service, a ship Notice will not be created in SBN
- The CAF applicant will need to generate the receiving by means of a service entry sheet with reference to the delivery note number (or service number) given by the supplier
- This will change the order to the status "Received" or "Partially Received" and the invoice can be registered

4100003395	Construcciones y Auxiliar de Ferrocarriles, S.A.	€8 EUR	Jan 23, 2024	Received
------------	--	--------	--------------	----------

4100004473	Construcciones y Auxiliar de Ferrocarriles, S.A.	€1500 EUR	Jan 23, 2024	Partially Received
------------	--	-----------	--------------	--------------------

Note: *Until the requester (or purchaser) completes the service entry sheet in SAP, the invoice cannot be issued in SAP Business Network*

Registering Invoices

Once CAF completes the service entry sheet, the order will be invoiced in the same way as an order for materials ([click to view](#))

Workbench Customize

43
Orders
Últimos 31 días

...
Items to ship
Últimos 31 días

6
Orders to invoice
Últimos 31 días

19
Invoices
Últimos 31 días

0
Items to service
Last 31 days

5
New orders
Last 31 days

0
Orders to Summary invoice
Last 31 days

Orders to invoice (6)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers

Order numbers

 Partial match Exact match

Creation date

Order status

Company codes

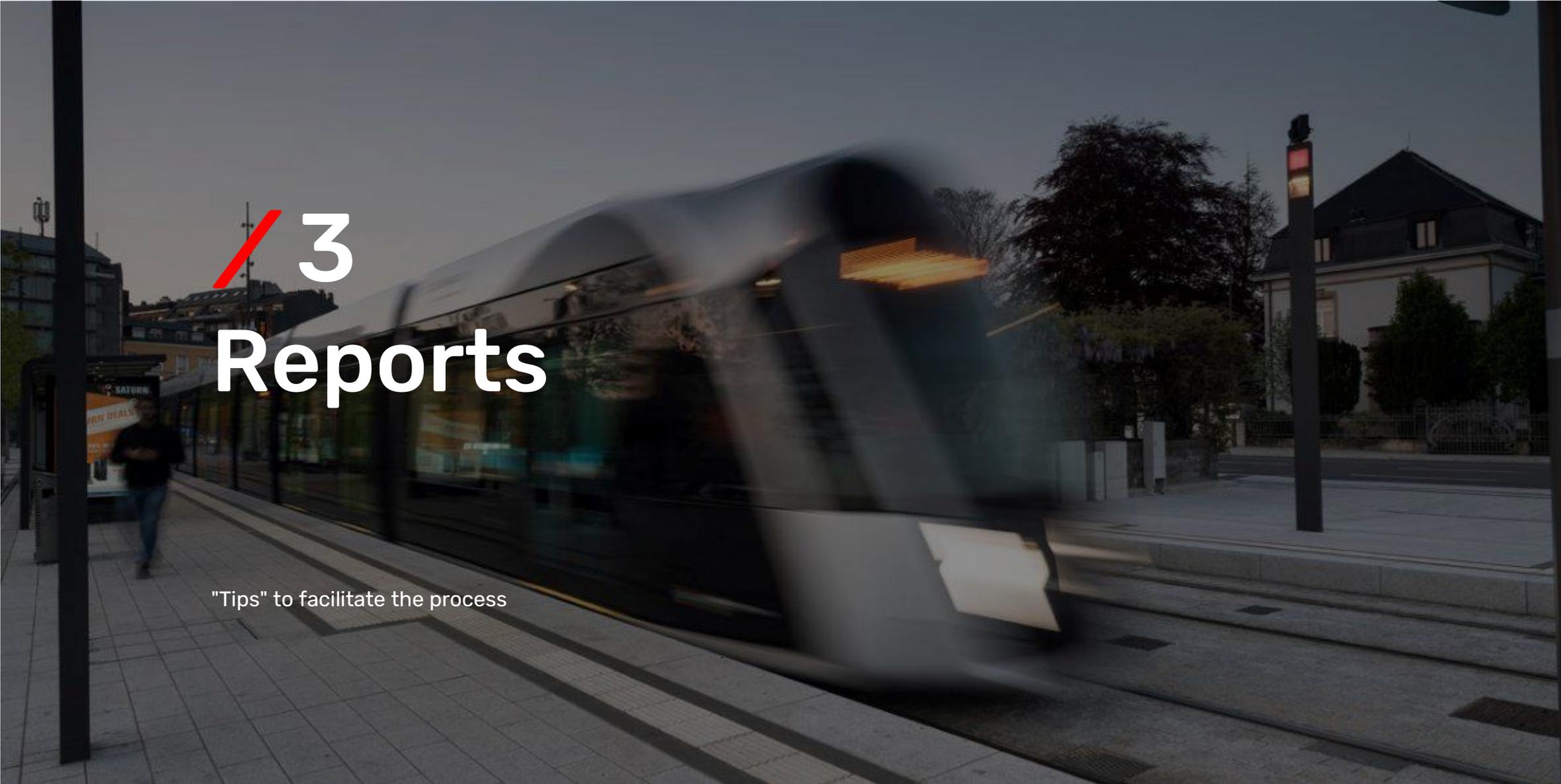
Purchasing organizations

Customer locations

[Show more](#) [Apply](#) [Reset](#)

[Resend Failed Orders](#) |

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4100011073	Construcciones y Auxiliar de Ferrocarriles, S.A.	€20000 EUR	Apr 17, 2024	Received		...
4100011024	Construcciones y Auxiliar de Ferrocarriles, S.A.	€10000 EUR	Apr 12, 2024	Received		...
4100010968	Construcciones y Auxiliar de Ferrocarriles, S.A.	€1000 EUR	Apr 9, 2024	Received		...
4100010890	Construcciones y Auxiliar de Ferrocarriles, S.A.	€690 EUR	Mar 26, 2024	Partially Invoiced	€66 EUR	...
4100010889	Construcciones y Auxiliar de Ferrocarriles, S.A.	€2500 EUR	Mar 26, 2024	Partially Invoiced	€1000 EUR	...
4100010875	Construcciones y Auxiliar de Ferrocarriles, S.A.	€100 EUR	Mar 22, 2024	Partially Invoiced	€20 EUR	...



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Reports

"Tips" to facilitate the process

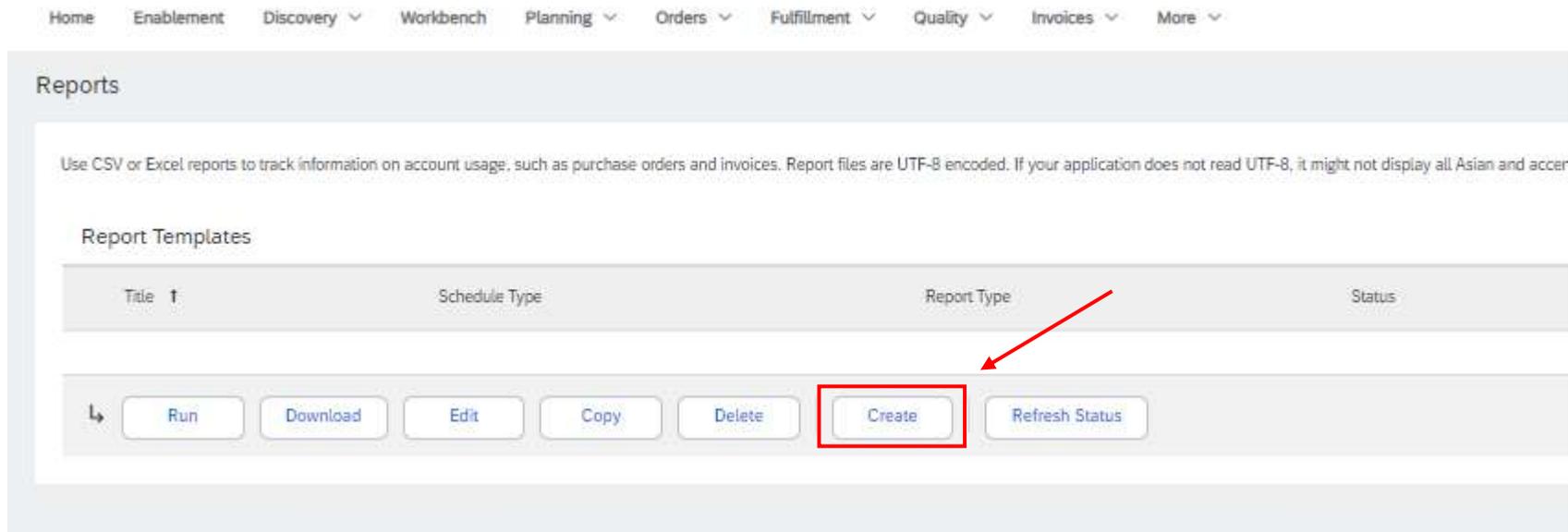
Reports

SAP Business Network allows users to download reports to facilitate management, and to be able to extract data in bulk: Reports

The screenshot displays the SAP Business Network user interface. At the top, the SAP logo is followed by 'Business Network' and 'Enterprise Account' with a red 'TEST MODE' indicator. The navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Reports' menu item is highlighted with a red box, and a sub-menu 'Reports' is visible below it. Below the navigation bar, there is a search bar with filters for 'Orders and Releases', 'Construcciones y Au...', and 'Exact match', and a search input field containing 'Order number'. The main content area features a 'Getting started' section with a '9 New orders' card (Ultimos 31 dias), a '1 Items to confirm' card (Ultimos 31 dias), a '1 Items to ship' card (Ultimos 31 dias), a '10 Orders' card (Ultimos 31 dias), and a '0 Orders to invoice' card (Ultimos 31 dias). A 'More' button with a '3' notification badge is also present. Below this, the 'My widgets' section includes 'Purchase orders' (Last 3 months) showing '€273K EUR', 'Invoice aging' showing '€16K EUR', and an 'Activity feed' with an 'Order received' entry for 'Apr 22, 2024 | 11:31 AM | Construcciones y Auxiliar d...' with order number '4100011106' and amount '€80.00 EUR'.

Reports - Creating a Report

To create a report, click on "Create", and choose the type of report you want to generate. Once generated, this type of report is saved in the system and can be executed again when (by clicking on "Execute" → "Download")



The screenshot shows a navigation bar at the top with links: Home, Enablement, Discovery, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, and More. Below this is a section titled "Reports" with a sub-header "Report Templates". A table with columns "Title", "Schedule Type", "Report Type", and "Status" is visible. Below the table is a row of action buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The "Create" button is highlighted with a red box, and a red arrow points to it from the right.

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accer

Report Templates

Title ↑	Schedule Type	Report Type	Status

↩ Run Download Edit Copy Delete Create Refresh Status

Reports - Types of Reports available

SAP Business Network Enterprise Account TEST MODE

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

- 1 Report Description
- 2 Criteria

Title:*

Description:

Time zone: Europe/Amsterdam

Language: English

Report type:*

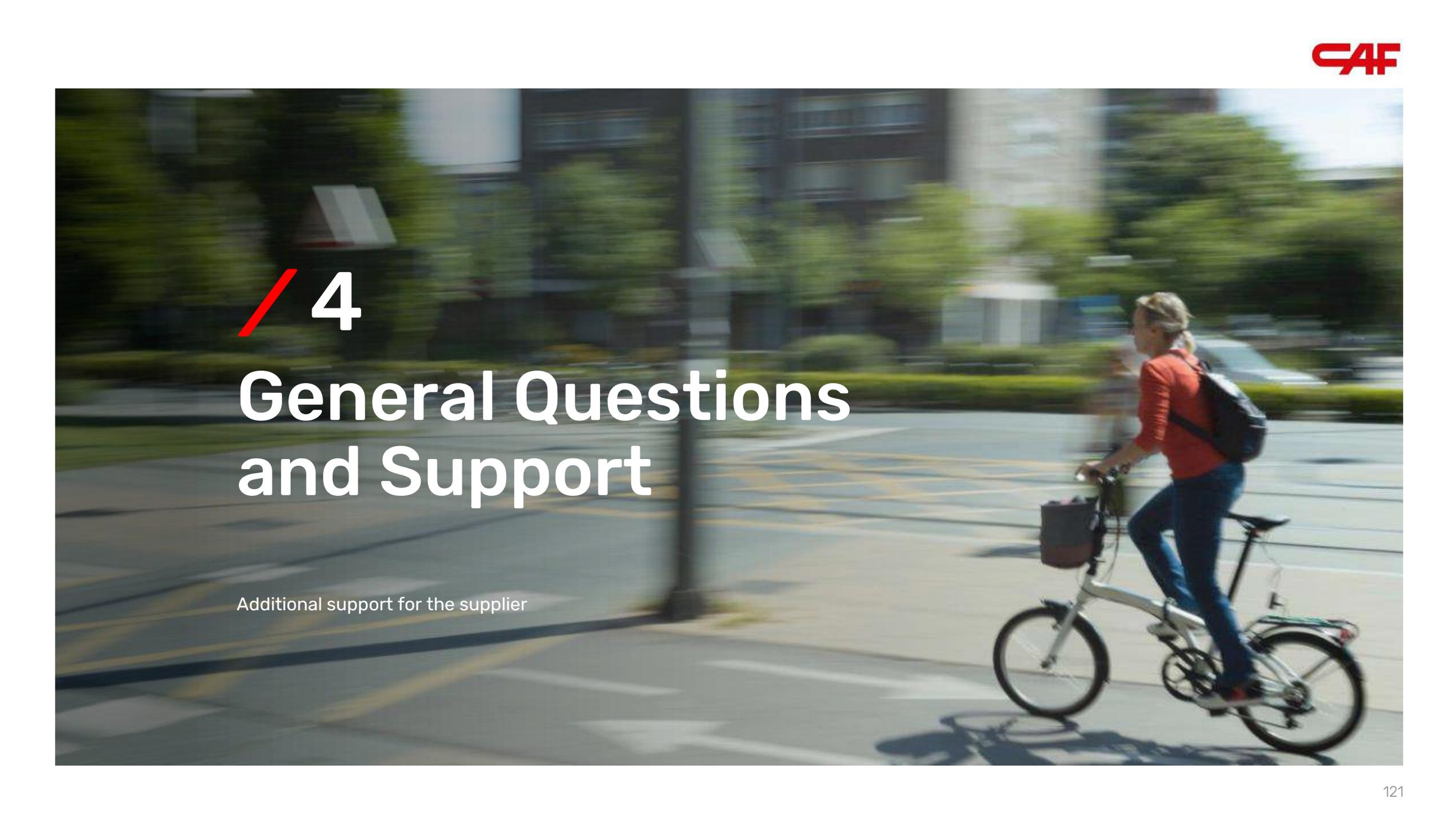
- Select
- Component Shipment
- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Creation
- Failed Invoice
- Failed Order
- Goods Receipt
- Invoice
- Long Term Archive Deposit Report
- Multi-Tier Order
- Open Orders
- Order Summary
- Payment Receipt Report
- Payment Transactions

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Reports - Receiving of Goods

We recommend downloading the "Receiving of Goods" report as it is the easiest way to match delivery notes with CAF receipts

	A	B	C	D	E	F	G	N	O	P	Q	R	S	T	U	V
1	Kunde-AN	Kundenavn	Kvittering nr.	Modtagelsesdato	Ordrenr.	Ordrevers	Indkøbs	Bestilt mængde	Samlet mængde	Samlet afv.	Samlet fak.	Modtaget	Afvist mængde	ASN-nummer	Mængde	Måleenh.
2	AN010081	Construcc	5000000170	22. feb. 2023	1	41000243	1 PO_PARTI	10	1.5			0.5				H87
3	AN010081	Construcc	5000000170	22. feb. 2023	1	41000243	1 PO_PARTI	10	1.5			0.5				H87
4	AN010081	Construcc	5000000170	22. feb. 2023	1	41000243	1 PO_PARTI	10	1.5			0.5				H87
5	AN010081	Construcc	5000000170	22. feb. 2023	1	41000243	1 PO_PARTI	10	4.5			1.5				ZZ
6	AN010081	Construcc	5000000170	22. feb. 2023	1	41000243	1 PO_PARTI	10	4.5			1.5				ZZ
7	AN010081	Construcc	5000000170	22. feb. 2023	1	41000243	1 PO_PARTI	10	4.5			1.5				ZZ
8	AN010081	Construcc	5000015949	8. maj 2023	14	4100002678	2 PO_OBSO	100	100	0		100		AN_ASN_4100002678	100	H87
9	AN010081	Construcc	5000015949	8. maj 2023	14	4100002678	1 PO_OBSO	100	100			100		AN_ASN_4100002678	100	H87
10	AN010081	Construcc	5000015949	8. maj 2023	14	4100002678	3 PO_OBSO	100	100	0		100		AN_ASN_4100002678	100	H87
11	AN010081	Construcc	5000015949	8. maj 2023	14	4100002678	4 PO_RECEI	100	100	0		100		AN_ASN_4100002678	100	H87
12	AN010081	Construcc	5000035932	10. maj 2023	1	4100002713	2 PO_RECEI	10	20			10		ASN_4100002713	10	H87
13	AN010081	Construcc	5000035922	10. maj 2023	1	4100002713	2 PO_RECEI	10	20			10		ASN_4100002713	10	H87
14	AN010081	Construcc	5000023411	2. feb. 2024	9	4100003019	4 PO_INVOI	1500	2000	0	1500	500		10008534		H87
15	AN010081	Construcc	5000020838	25. jan. 2024	10	4100009340	1 PO_RECEI	1	1			1		TEST DP		EA
16	AN010081	Construcc	5000015895	9. jan. 2024	9	4100009986	1 PO_RECEI	3	6			3		10008343		H87
17	AN010081	Construcc	5000015900	9. jan. 2024	9	4100009986	1 PO_RECEI	3	6			3		10008345		H87
18	AN010081	Construcc	5000015916	9. jan. 2024	10	4100009994	1 PO_RECEI	10	10			10		10008346		H87



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General Questions and Support

Additional support for the supplier

Frequently Asked Questions - FAQ

- In case you have not answered all the questions, we will provide you with an **additional document** to address additional issues that may arise in the SBN process: [\(FAQ document\)](#)
 - How to generate users in SBN
 - How to access SBN
 - Data confidentiality
 - How to generate VAT-exempt invoices
 - Etc.
- In addition we have some **short videos** (in Spanish) that can help with the process of viewing orders and creating ASNs or invoices: [\(Link short videos\)](#)



Contact and Support

For questions related to the operation and use of the portal, or eventualities please contact: support.aribacaf@stratesys-ts.com



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SAP Business



Business Network

TRANSPORT SYSTEMS
TRAINS
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