



SYNLAIT TRAINING GUIDE

ORDERS CONFIRMATION, SHIPPING NOTICE & GOODS RECEIPT

Synlait

ORDERS CONFIRMATION, SHIPPING NOTICE
& GOODS RECEIPT

- CONFIDENTIAL -

- CONFIDENTIAL -

ORDER CONFIRMATION

General

When faced with a Purchase Order, you'll typically need to acknowledge the PO by means of an Order Confirmation. This allows you to:

- Acknowledge and confirm the PO fully or partially.
- Propose modifications to the PO. In such cases you'll typically need to wait for Buyer approval and the next version of the PO. This ensures full alignment on the order between your and the Buyer.
- Reject the PO

For a Material PO, you could also be asked to send a Ship Notice when shipping the item(s). If necessary, you can create several Ship Notices until all items have been shipped.

For a Service PO, you could be asked to send a Service Sheet. Please refer to the Service PO tile for detailed instructions.

Please always refer to the instructions provided by your Buyer to know which documents are required.

If you are using a **Standard Account**, you can also visit [this page](#) or watch this [video playlist](#) for dedicated instructions.

ORDER CONFIRMATION

The screenshot shows the 'Create Order Confirmation' process. A dropdown menu is open, showing 'Confirm Entire Order' as the selected option. The form below is titled 'Order Confirmation Header' and includes fields for Confirmation #, Associated Purchase Order #, Customer, and Supplier Reference. Below this is the 'Shipping and Tax Information' section, which includes fields for Est. Shipping Date, Est. Delivery Date, Est. Shipping Cost, and Est. Tax Cost, along with a Comments field. Numbered callouts are placed on the form: 1 points to the Confirmation # field, 2 points to the Est. Delivery Date field, 3 points to the Comments field, and 4 points to the 'Next' button.

Create Order Confirmation ▼

Confirm Entire Order

Update Line Items

Reject Entire Order

Exit Next

▼ Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 1100000780

Customer: Synlait Milk Limit - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: *

Est. Tax Cost:

Comments:

Exit Next

▼ Order Confirmation Header * Indicates required field

Confirmation #: CONF20210830001

Associated Purchase Order #: 1100000780

Customer: Synlait Milk Limit - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: * 8 Sep 2021

Est. Tax Cost:

Comments: All can be delivered on the same date

Order Confirmation

Create a confirmation to advise the buyer of the status of the order.

Confirm Entire Order

From the PO view, click **Create Order Confirmation > Confirm Entire Order**.

1. Enter **Confirmation Number** (which is any number you use to identify the order confirmation (1))
2. If you specify **Est. Shipping Date** or **Est. Delivery Date information** (2), it is applied to all line items
3. You can enter comments (3) for buyer
4. Click **Next** (4) when finished
5. Review the order confirmation, then click *Submit*.

ORDER CONFIRMATION

Update Line Item

1. From the PO view, click *Create Order Confirmation > Update Line Items* (1).
2. Fill in the requested information (the same as for Confirm All option (2)).
3. Scroll down to view the line items and enter the relevant values (3).
4. Depending on the field(s) you fill in, the *Details* button will display different options.
5. Confirm (4) – Amount of confirmed items. Clicking on *Details* allow you to enter the line and add/update other details (reference #, price...)
6. **Backorder** (5) – Items are backordered. Once they are available, generate another order confirmation to confirm.
7. **Reject** (6) – **Enter a reason** these items are rejected.
8. Once you're done, click on *Next*. Then review the Confirmation before clicking *Submit*.

The screenshot shows the 'Create Order Confirmation' dropdown menu with 'Update Line Items' selected (1). Below is the 'Confirming PO' section with fields for Confirmation #, Associated Purchase Order # (1100000784), Customer (Synlait Milk Limit - TEST), and Supplier Reference (2). The 'Line Items' table (3) lists item 10: 'Innoculation Loops Blue 10µL' with a quantity of 50,000 (EA). Below the table, the 'Current Order Status' is '50,000 Unconfirmed'. There are input fields for 'Confirm:' (4), 'Backorder:' (5), and 'Reject:' (6), each with a corresponding numbered callout. A 'Details' button is also present.

| Line # | Part # / Description | Customer Part # | Qty (Unit) | Need By | Unit Price | Subtotal | Tax |
|--------|------------------------------|--------------------|---------------|------------|-------------|--------------|--------------|
| 10 | Innoculation Loops Blue 10µL | 000000000004000012 | 50,000 (EA) ⓘ | 4 Sep 2021 | \$14.95 NZD | \$747.50 NZD | \$112.13 NZD |

Current Order Status

☒ 50,000 Unconfirmed

Confirm: (4) Backorder: (5) Reject: (6) [Details](#) ⓘ

ORDER CONFIRMATION

Update Line Item – Confirm/Update

- 1. Enter the *quantity* in the Confirm data entry field (1).
- 2. Click *Details* to enter the details regarding the price change (2).
- 3. *Enter:*
 - Est. Delivery Date (3)
 - Comments if further information is to be provided to buyer (4)
- 4. Click *OK* when done.

Note: If a price change is required, please reject and provide information under Comments. Do not change the price on the order confirmation.

Line Items

| Line # | Part # / Description | Customer Part # | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|------------------------------|--------------------|-------------|------------|-------------|--------------|
| 10 | Innoculation Loops Blue 10µL | 000000000004000012 | 50,000 (EA) | 4 Sep 2021 | \$14.95 NZD | \$747.50 NZD |

Current Order Status

50,000 Unconfirmed

Confirm: 30

Backorder: 15

Reject: 5

Details

New Order Status: 30 Confirmed

Est. Shipping Date:

3

Est. Delivery Date: *

3 Sep 2021

Unit Price:

\$14.95 NZD

Price Unit Quantity: *

1

Unit Conversion: *

1

Price Unit: *

EA

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

4

Comments:

No more stock for this item. They are obsolete now

Description:

Innoculation Loops Blue 10µL

ORDER CONFIRMATION

Update Line Item: Backorder

1. Enter the quantity backordered in the Backorder data entry field.
2. Click *Details* to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. Click *OK* when done.

| Line # | Part # / Description | Customer Part # | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|------------------------------|--------------------|-------------|------------|-------------|--------------|
| 10 | Innoculation Loops Blue 10µL | 000000000004000012 | 50,000 (EA) | 4 Sep 2021 | \$14.95 NZD | \$747.50 NZD |

Current Order Status

50,000 Unconfirmed

Confirm: 30 Backorder: 15 Reject: 5

[Details](#)

| Item | Part # / Description | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Tax |
|------|------------------------------|--------|------|------------|---------|-------------|--------------|--------------|
| 10 | Innoculation Loops Blue 10µL | 50,000 | EA | 4 Sep 2021 | | \$14.95 NZD | \$747.50 NZD | \$112.13 NZD |

New Order Status: 15 Backordered

Est. Shipping Date:

Est. Delivery Date: 24 Sep 2021

Comments:

Update Line Item: Reject

1. Enter the quantity in the Reject data entry field to reject item.
2. Click *Details* to enter a reason for the rejection in the Comments field on the Status Details page.
3. Click *OK* when done.

| Line # | Part # / Description | Customer Part # | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|------------------------------|--------------------|-------------|------------|-------------|--------------|
| 10 | Innoculation Loops Blue 10µL | 000000000004000012 | 50,000 (EA) | 4 Sep 2021 | \$14.95 NZD | \$747.50 NZD |

Current Order Status

50,000 Unconfirmed

Confirm: 30 Backorder: 15 Reject: 5

[Details](#)

| Item | Part # / Description | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Tax |
|------|------------------------------|--------|------|------------|---------|-------------|--------------|--------------|
| 10 | Innoculation Loops Blue 10µL | 50,000 | EA | 4 Sep 2021 | | \$14.95 NZD | \$747.50 NZD | \$112.13 NZD |

New Order Status: 15 Backordered

Est. Shipping Date:

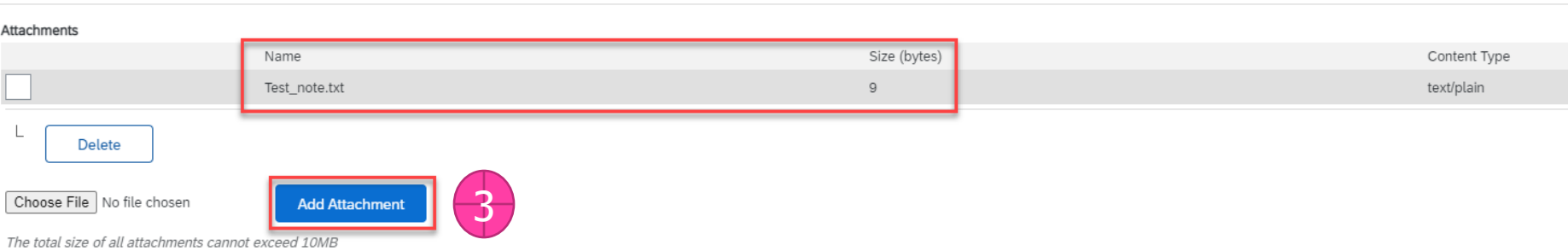
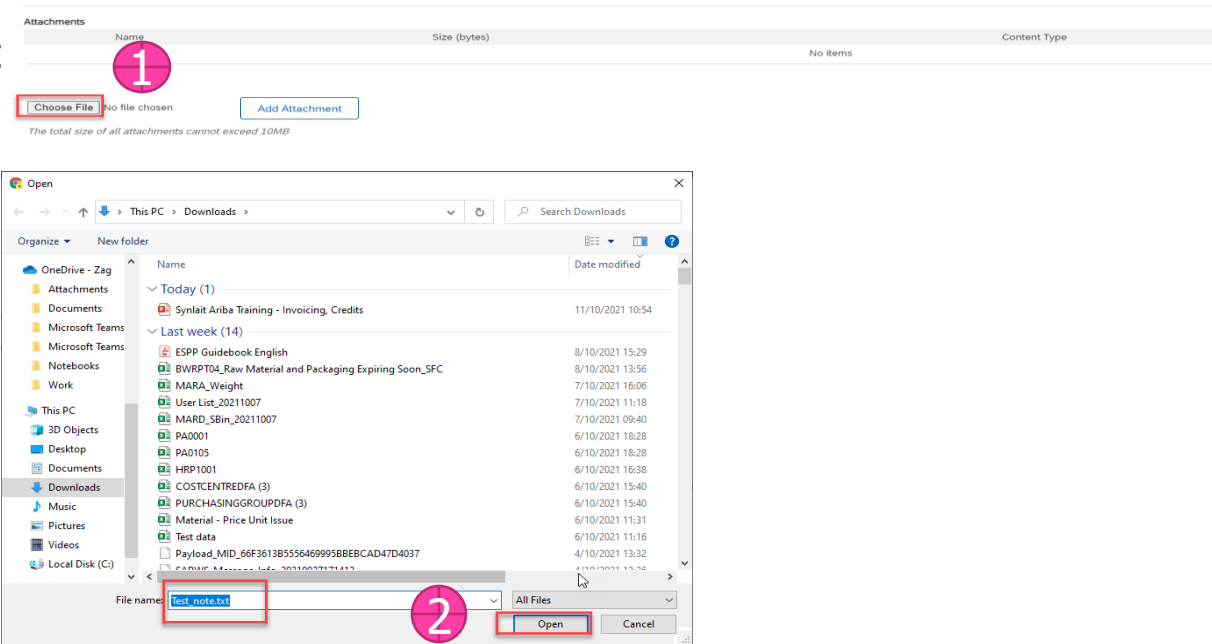
Est. Delivery Date: 24 Sep 2021

Comments:

ORDER CONFIRMATION

Attach Document

- 1. To attach a file to be sent with the confirmation to Synlait click **Choose File** at the Confirmation header (1).
- 2. Select the document and click **Open** (2).
- 3. Click **Add Attachment** to add file (3).



ADVANCED SHIPPING NOTICE

CREATE A SHIP NOTICE TO ADVISE BUYERS OF THE ORDER SHIPPING STATUS AND PROVIDE DETAILS

Create Ship Notice

Create a Ship Notice once items are ready to be shipped.

Multiple Ship Notices per PO can be sent.

1. Click *Create* Ship Notice.

2. Check the *Ship From and Deliver To* information.

3. Update if required by clicking on *Update Address*. Any field with an asterisk is required.

4. Click *OK*.

The screenshot shows the 'Create Ship Notice' interface. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a red box and a pink circle with the number 1), and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main form area is titled 'Create Ship Notice' and has 'Save', 'Exit', and 'Next' buttons. It is divided into two main sections: 'SHIP FROM' and 'DELIVER TO'. Each section has a summary card at the top and a detailed form below. The 'SHIP FROM' summary card shows 'Supplier Ariba-TEST' and 'Update Address'. The 'DELIVER TO' summary card shows 'Synlait Dunsandel' and 'Update Address'. The detailed forms for both sections include fields for Name, Department Name, Address (Address 1 and Address 2), City, State, Country/Region, and Postal Code. Fields marked with an asterisk (*) are required. The 'SHIP FROM' form has 'Address 1' as a required field. The 'DELIVER TO' form has 'Address 1' as a required field. A pink circle with the number 2 is placed over the 'Update Address' link in the 'SHIP FROM' summary card. A pink circle with the number 3 is placed over the 'VIEW / EDIT ADDRESSES' link. At the bottom right, there are 'Cancel' and 'OK' buttons.

Create Order Confirmation ▼ **1** Create Ship Notice Create Invoice ▼

Order Detail Order History

Create Ship Notice Save Exit Next

* Indicates required field

2

3

VIEW / EDIT ADDRESSES

* Indicates required field

SHIP FROM

Name: Supplier Ariba-TEST

Department Name:

Address

Address 1: * 1028 Heslerton Rd

Address 2:

City: * RAKAIA CAN

State: Auckland [NZ-AUK] ▼

Country/Region: * New Zealand [NZL] ▼

This selection will refresh the page content.

Postal Code: * 7783

DELIVER TO

Name: Synlait Dunsandel

Department Name:

Address

Address 1: Consumables Store

Address 2: 1028 Heslerton Road

City: Rakaia

State: Canterbury [NZ-CAN] ▼

Country/Region: New Zealand [NZL] ▼

This selection will refresh the page content.

Postal Code: 7783

Cancel OK

ADVANCED SHIPPING NOTICE

Header – Shipping, Tracking & Transport Information

1. Fill out the requested information on the form. The Packing Slip ID is any number you use to identify the Ship Notice (1). *For Synlait, this will be the container number!*
2. Choose *Carrier Name* and then Tracking # and Shipping Method will appear (2). This is optional. Where the RMP# is required/available, Carrier 'Other' should be chosen with the description 'RMP' entered after the Carrier Name, and the RMP# entered on the Tracking No field.
3. Ignore 'Delivery and Transport Information' section.
4. Attach shipping documents under the Attachments section (4). Choose file to browse. Add attachment to add.
5. Expand 'Additional Fields' node to add comments to buyer under 'Comments' section.

▼ Additional Fields

Reason for Shipment:

Comments:

▼ Ship Notice Header

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type*

Required field

Shipping Date:

Delivery Date:*

Gross Volume:

Gross Weight:

Unit:

Unit:

TRACKING

Carrier Name:

Service Level:

2

[Manage Carrier](#)

Preferred Carriers

Default Carriers

Airborne Express

Consolidated Freightways

DHL

EGL Eagle Global Logistics

EmeryWorldwide

FedEx

Linfox (Australia)

Menlo/IBM

TRACKING

Carrier Name:

RMP#

Tracking No.:*

Tracking Date:

Shipping Method

Service Level:

ATTACHMENTS

4

| Name | Size (bytes) | Content Type |
|----------|--------------|--------------|
| No items | | |

No file chosen

The total size of all attachments cannot exceed 10MB

ADVANCED SHIPPING NOTICE

Ship Notice – Line Item Details

1. Scroll down to view line item information and update the *quantity shipped* for each line item.
2. Update *Ship Qty* to reflect quantity being shipped (1).
3. Provide supplier batch ID, production and expiry date (2). If there are more than one batches in the shipment, click on 'Add Ship Notice Line' to provide more information (3, also see *).
4. If the item is subject to EDec (local) or has a Health Certificate Number (overseas), maintain the number in '*EDec/Health Cert#*' field (4).
5. For security seals, provide the serial number of the tags if possible. This can be done by clicking on the 'Add Details' link (5).
6. Maintain the serial number under Serial Number field (6).
7. Click 'Add Asset' to add more lines (7).

Order Items

| Order # | Item | Part # / Description | Customer Part # | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Tax |
|--|----------|----------------------|--------------------|-------------|---|------------|---------|-------------|--------------|--------------|
| 1100000780 | 10 | | 000000000004000012 | 50.000 | EA | 4 Sep 2021 | | \$14.95 NZD | \$747.50 NZD | \$112.13 NZD |
| Innoculation Loops Blue 10µL | | | | | | | | | | |
| Shipment Status | | | | | | | | | | |
| Total Item Due Quantity: 50 EA | | | | | | | | | | |
| Confirmation Status | | | | | | | | | | |
| Total Confirmed Quantity: 50.000 EA Total Backordered Quantity: 0 EA | | | | | | | | | | |
| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | | | | | | |
| 1 | 50 | B2021061 | 1 Jun 2021 | 30 Jun 2023 | | | | | | |
| | | | | | Add healthCertificateNo: <input type="text"/> | | | | | |
| | | | | | Details | | | | | |
| Add Ship Notice Line | | | | | | | | | | |

Order Items

| Order # | Item | Part # / Description | Customer Part # | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Tax |
|--|----------|----------------------|--------------------|-------------|---|------------|---------|-------------|--------------|--------------|
| 1100000780 | 10 | | 000000000004000012 | 50.000 | EA | 4 Sep 2021 | | \$14.95 NZD | \$747.50 NZD | \$112.13 NZD |
| Innoculation Loops Blue 10µL | | | | | | | | | | |
| Shipment Status | | | | | | | | | | |
| Total Item Due Quantity: 50 EA | | | | | | | | | | |
| Confirmation Status | | | | | | | | | | |
| Total Confirmed Quantity: 50.000 EA Total Backordered Quantity: 0 EA | | | | | | | | | | |
| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | | | | | | |
| 1 | 30 | B2021061 | 1 Jun 2021 | 30 Jun 2023 | | | | | | |
| | | | | | Add RemovehealthCertificateNo: <input type="text"/> | | | | | |
| | | | | | Details | | | | | |
| 2 | 20 | | | | | | | | | |
| | | | | | Add RemovehealthCertificateNo: <input type="text"/> | | | | | |
| | | | | | Details | | | | | |
| Add Ship Notice Line | | | | | | | | | | |

Order #

| Order # | Item | Part # / Description | Customer Part # | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Tax |
|------------------------------------|------|----------------------|--------------------|---------|------|-------------|---------|------------|-------------|-------------|
| 1100000785 | 10 | | 000000000004000051 | 100.000 | EA | 30 Aug 2021 | | \$0.80 USD | \$80.00 USD | \$12.00 USD |
| Container Seals - Synlait Seal | | | | | | | | | | |
| SHIPMENT STATUS | | | | | | | | | | |
| 1. Shipping 100 EA | | | | | | | | | | |
| ASSET DETAILS | | | | | | | | | | |
| Serial Number <input type="text"/> | | | | | | | | | | |
| Asset Tag <input type="text"/> | | | | | | | | | | |
| Add Asset | | | | | | | | | | |

Order Items

| Order # | Item | Part # / Description | Customer Part # | Qty | Unit | Need By | Ship By | Unit Price |
|---|----------|----------------------|--------------------|-------------|----------------------|-------------|---------|------------|
| 1100000785 | 10 | | 000000000004000051 | 100.000 | EA | 30 Aug 2021 | | \$0.80 |
| Container Seals - Synlait Seal | | | | | | | | |
| Shipment Status | | | | | | | | |
| Total Item Due Quantity: 100 EA | | | | | | | | |
| Confirmation Status | | | | | | | | |
| Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA | | | | | | | | |
| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | | | | |
| 1 | 100 | | | | | | | |
| | | | | | Add Ship Notice Line | | | |

ADVANCED SHIPPING NOTICE

Ship Notice – Line Item Details

7. Click *Next* to proceed to review your Ship Notice.
8. After reviewing your Ship Notice, click *Submit* to send Ship Notice to your buyer.
9. After submitting your Ship Notice, the Order Status will be updated to *Shipped* (7).
10. Submitted Ship Notices can be viewed from the *Fulfilment* tab or by clicking the link under the Related Documents from the PO View.
11. Click *Done*.

Note: Ship Notices provide improved communications to help avoid unnecessary calls to order support department.

* For those suppliers who have agreed with buyer to provide high level ASN, you will only need to update the total quantity and supply the detail container and batch information (including supplier batch number, production date and expiry date) as an attached document in the ASN

Purchase Order

(Shipped)

1100000782

Amount: \$1,019.30 NZD

Version: 1

GOODS RECEIPT

SOME CUSTOMERS WILL SEND YOU A GOODS RECEIPT NOTICE (GRN) TO CONFIRM THEM EFFECTIVELY RECEIVING THE SHIPPED GOODS. THIS TYPICALLY TRIGGERS THE INVOICING/PAYMENT PROCESS.

What is a Goods Receipt Notice

When enabled, **Goods Receipt Notices** (GRN) inform you of what your customer has received into their system from the shipment you sent.

The GRN is sent for information only. It often is the trigger to the invoicing process. In some cases, the **'Create Invoice'** button will remain **inactive until a GRN is received**.

When Goods Receipts are enabled, some additional PO statuses are also available.

Locating Goods Receipts

You can find Goods Receipts under the **Fulfilment** tab. Click on the Receipt number to open it and display the details.

Receipt: 5000000674

DonePrevious

PrintExport cXML

DetailHistory

From:
Synlait Milk Limit - TEST
1028 Heslerton Road
Rakaia CAN
7783
New Zealand

To:
Supplier Ariba-TEST
1028 Heslerton Rd
RAKAIA CAN Auckland
7783
New Zealand
Phone:
Fax:
Email: bhavana.chandramouli@sap.com

Receipt:

Receipt No.: 5000000674
Receipt Date: 30 Aug 2021

Routing Status: Sent
Related Documents: 1100000782

| Item | Order Line Number | Part # / Description | Customer Part # | Batch # | Customer Batch # | Packing Slip ID | Packing Slip Date | Qty (Unit) | Delivery Address | Type | Unit Rate | Amount | Status |
|---|-------------------|---------------------------------|--------------------|---------|------------------|-----------------|-------------------|------------|------------------|----------|-------------|--------------|-----------|
| Purchase Order: 1100000782 (Closed For Receiving) | | | | | | | | | | | | | |
| 1 | 10 | Innoculation Loops Blue 10uL | 000000000004000012 | | | ASN0830001 | 30 Aug 2021 | 50,000 EA | Not Specified | Received | \$14.95 NZD | \$747.50 NZD | Completed |
| Comments | | | | | | | | | | | | | |
| 2 | 20 | Trichloroacetic acid 500g | 000000000004000014 | | | ASN0830001 | 30 Aug 2021 | 20,000 EA | Not Specified | Received | \$13.59 NZD | \$271.80 NZD | Completed |

FulfilmentInvoicesPi

Order Confirmations

Service Sheets

Time and Expense Sheets

Ship Notices

Goods Receipts

Drafts

Goods Receipts (250)

Page1

| Receipt Number | Reference | Customer | Date | Routing Status |
|----------------|------------|---------------------------|-------------------------|----------------|
| 5000000674 | 1100000782 | Synlait Milk Limit - TEST | 30 Aug 2021 4:55:08 PM | Sent |
| 5000000673 | 1100000777 | Synlait Milk Limit - TEST | 27 Aug 2021 4:39:31 PM | Sent |
| 5000000672 | 1300000114 | Synlait Milk Limit - TEST | 24 Aug 2021 11:05:38 AM | Sent |
| 5000000671 | 1300000113 | Synlait Milk Limit - TEST | 24 Aug 2021 10:47:08 AM | Sent |
| 5000000670 | 1300000111 | Synlait Milk Limit - TEST | 24 Aug 2021 10:38:48 AM | Sent |
| 5000000669 | 1100000756 | Synlait Milk Limit - TEST | 19 Aug 2021 6:31:22 PM | Sent |



Synlait

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Mt Hutt, Canterbury, New Zealand

