

## External Refurbishment Process for Vendor

### Quick Reference Guide

After receiving the subcontracting purchase order (PO), the strip and quote process will carry offline. Once Arrow decided to proceed the reparation, A modified PO with agreed repair price will send through by Arrow.

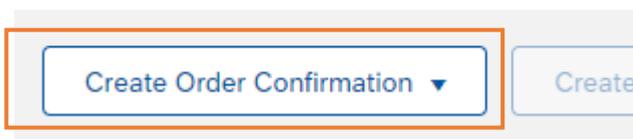
There are 4 steps to complete the process:

- [Order Confirmation](#)  
Confirm PO scope is correct and can be delivered on time.
- [Report Consumption](#)  
List the part(s) consumed during the repair.
- [Create Ship Notice](#)  
Send the shipping information.
- [Create Invoice](#)

#### 1. Order Confirmation

**Step-1:** Open the subcontracting PO and click Create Order Confirmation:

Purchase Order: 4580000023



**Step-2:** Click "Next":

Line Items											
Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000001002170825		Subcontract	Material	1.000 (EA) ⓘ	5 Nov 2023	\$200.00 AUD	\$200.00 AUD	\$20.00 AUD	
Description: GENERATOR.ELEC.SHLBYPWR.SPG0060002											
Schedule Lines											
Current Order Status:											
1.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 5 Nov 2023)											

Exit Next

**Step-3:** Check the details and click “Submit”:

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order  
2 Review Order Confirmation

**Confirmation Update**  
Confirmation #: CO98765  
Supplier Reference:  
Attachments:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		00000001002170825		Subcontract	Material	1,000 (EA)	5 Nov 2023	\$200.00 AUD	\$200.00 AUD	\$20.00 AUD	
Description: GENERATOR,ELEC.SHLBYPWR,SPG0060002											
Schedule Lines											
Schedule Line No. 1		Delivery Date		Ship By		Quantity (Unit)					
1		5 Nov 2023				1,000 (EA)					
Components											
Current Order Status: 1,000 Confirmed As Is (Schedule line number: 1: Estimated Delivery Date: 5 Nov 2023 - defaulted from Requested Delivery Date in order)											

## 2. Report Consumption

**Step-1:** Click “Report Consumption”:

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4580000023

Create Order Confirmation Create Ship Notice Create Invoice **Report Consumption**

Order Detail Order History

**From:**  
Customer  
Arrow Energy Pty Ltd  
Level 39, 111 Eagle St  
Brisbane Queensland 4001  
Australia  
Phone:  
Fax:

**To:**  
Arrow Energy - TEST  
L 39, 111 Eagle Street  
Brisbane Queensland 4000  
Australia  
Phone: +1 (123) 123  
Fax:  
Email: [alphonse.legoria@arrowenergy.com.au](mailto:alphonse.legoria@arrowenergy.com.au)

**Purchase Order**  
(New)  
4580000023  
Amount: \$200.00 AUD  
Version: 1

Track Order

**Step-2:** Enter the “Document No.” and scroll down to the “Order Items” section:

### Create Consumption Document

*\* Indicates required field*

**FROM**

**Arrow Energy - TEST**  
 L 39, 111 Eagle Street  
 Brisbane Queensland 4000  
 Australia  
 Phone: +1 (123) 123  
 Fax:  
 Email: ZheXun.Law@arrowenergy.com.au

Document No.:

Creation Date: 21 Feb 2023

**Additional Fields**

Comments:

**Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

**Step-3:** Add the “Yield Quantity” and “Quantity”, then click on “Action”:

Order Items							Hide Item Details																			
Order ID	Item	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Yield Quantity	Serial Number	Actions -																		
458000023	10	00000001002170825			<input style="width: 100%;" type="text"/>	1 <small>Provide at least one serial number</small>	0/1	Summary																		
GENERATOR.ELEC.SHLBYPWR.SPG0060002																										
<p><small>⚠ This order requires asset serial numbers</small></p> <p><input type="checkbox"/> Consumption is complete.</p> <p><b>Consumed Components</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Customer Part No. / Description</th> <th>Customer Batch No.</th> <th>Part No.</th> <th>Batch No.</th> <th>Quantity</th> <th>Unit</th> <th>Serial Number</th> <th>Actions -</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000000001002170825</td> <td>DAMAGED</td> <td></td> <td><input style="width: 100%;" type="text"/></td> <td style="border: 2px solid orange;">1</td> <td>EA</td> <td>0/1</td> <td style="border: 2px solid orange;">Duplicate</td> </tr> </tbody> </table> <p style="text-align: center;"><small>GENERATOR.ELEC.SHLBYPWR.SPG0060002</small></p> <p style="text-align: center;"> <input type="button" value="Add Component"/> <input type="button" value="Copy Order Quantities"/> <input type="button" value="Clear All Quantities"/> </p>									Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	Actions -	1	000000001002170825	DAMAGED		<input style="width: 100%;" type="text"/>	1	EA	0/1	Duplicate
Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	Actions -																		
1	000000001002170825	DAMAGED		<input style="width: 100%;" type="text"/>	1	EA	0/1	Duplicate																		
Manage Serial Numbers ▾																										
								<input type="button" value="Next"/> <input type="button" value="Exit"/>																		

**Step-4:** “Add Serial Numbers”:

Serial Number

0/1      Actions ▾

- Add Serial Numbers <sup>y</sup>
- Duplicate

**Step-5:** If multiple parts consumed, click “Add Serial Number”, otherwise “Done”:

**Consumed Component Serial Numbers**

Order No.	4580000023	Line No.	10
Customer Part No.	000000001002170825	Qty	1

Serial Number

1	<input type="text"/>
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Add Serial Number

**Done**      Cancel

**Step-6:** If consumption is completed, tick “Consumption is complete” -> “Next”:

Order ID	Item	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Yield Quantity	Serial Number	
4580000023	10	000000001002170825				1	1/1	Actions - Summary

GENERATOR.ELEC.SHLBYPWR.SPG0060002

This order requires asset serial numbers  
 Consumption is complete.

Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	
1	000000001002170825	DAMAGED			1	EA	0/1	Duplicate Actions -

GENERATOR.ELEC.SHLBYPWR.SPG0060002

Add Component Copy Order Quantities Clear All Quantities

Manage Serial Numbers

Next Exit

**Note:** if tick “Consumption is complete”, it will show as “Completed”:

Order ID	Item	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Yield Quantity	Serial Number	
4580000023	10	000000001002170825				1	1/1	Summary

GENERATOR.ELEC.SHLBYPWR.SPG0060002

Component Consumption: **Completed**

This order requires asset serial numbers

Line	Customer Part No. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	
1	000000001002170825	DAMAGED			1	EA	0/1	Actions -

GENERATOR.ELEC.SHLBYPWR.SPG0060002

Previous Submit Exit

**Step-7:** Click “Submit”:

### 3. Create Ship Notice

Note: If the ASN is non-mandatory, this step can be skipped.

**Step-1:** Click “Create Ship Notice”:

Purchase Order: 4580000023

Create Order Confirmation Create Ship Notice Create Invoice Report Consumption

Order Detail Order History

**Step-2:** Complete the mandatory fields “Packing Slip ID”, “Shipping Date” and “Delivery Date”:

▼ Ship Notice Header

SHIPPING

Packing Slip ID:\* SP5432

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:\* 1 Nov 2023

Delivery Date:\* 3 Nov 2023

Hazard Type: Select

Is Divisible:

**Step-3:** Click “Add Details” to add the serial number:

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4580000023	10		000000001002170825	1.000	EA	5 Nov 2023		\$200.00 AUD	\$200.00 AUD	\$20.00 AUD	A501

Description: GENERATOR,ELEC.SHLBYPWR.SPG0060002

Shipment Status  
Total Item Due Quantity: 1 EA

Confirmation Status  
Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA

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

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	Serial Numbers
1	1.000		- Select Country -			0 / 1.000 Incomplete

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Pack Items Save Exit Next

**Step-4:** Click “Submit”:

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4580000023	10		000000001002170825	1.000	EA	5 Nov 2023		\$200.00 AUD	\$200.00 AUD	\$20.00 AUD	A501

Description: GENERATOR,ELEC.SHLBYPWR.SPG0060002

SHIPMENT STATUS

1. Shipping 1.000 EA

test1234

COMPONENTS CONSUMED  
Component consumption details not provided for this line item.

ASSET DETAILS  
Show Serial Numbers List

Serial Number Asset Tag  
98765

HAZARD DETAILS  
Hazard details not provided for this line item.

DELIVERY DETAILS  
Delivery details not provided for this line item.

Previous Save Submit Exit

#### 4. Create Invoice

Once Arrow received and post goods receipt, supplier could create invoice follow the same process with standard PO:

