ARIBA: Create Advance Ship Notice (ASN - Portal) QRG

Quick Reference Guide

Vendors can create ship notices to keep Shell informed about when they can expect to receive the items they ordered from your company.

Note: Shell expects an ASN for all material purchases.

Before you start:
- Create Ship Notices when:
    - Shipment is scheduled;
    - Item is shipped (if different from the scheduled delivery).
- Multiple Ship notices per PO item might be sent.
- Ensure you know the PO number/item related to the shipment.
- Select the most recent version of the purchase order.

A. Creating Ship Notices from PO.

Create Ship Notice - Header:

1) From the home screen navigate to the "Inbox" and expand the "search filters" section to search for the Purchase Order.
2) Enter Purchase "Order number" and select "exact number" radio button. Click "Search"
3) Select the latest version of the PO.
4) Select "Create Ship Notice".
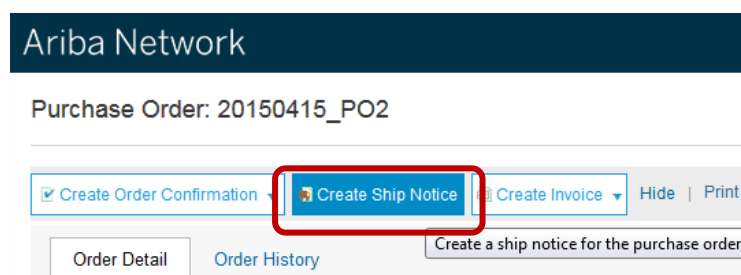
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5. Check if "Ship From" information is correct. If changes are needed, edit this section by clicking on "Update Address". Any field with an asterisk is required.
6. Check if "Deliver to" address information is correct.

SHIP FROM		DELIVER TO	
ABC INC	Update Address	Shell Offshore Inc., Ursa - Central Receiving	Update Address
INDEPENDENCE , LA United States		Morgan City , LA United States	

7. Fill out the requested information on the "Ship Notice Header" section. The "Packing Slip ID" is any number, preferably a unique one, you use to identify the Advanced Ship Notice (ASN).
8. Please complete both "Shipping date" and "Delivery date" either for Estimated or Actual shipments.
9. Choose Carrier Name and then Tracking # and Shipping Method will appear. Gross Volume and Gross Weight are optional fields. Shipping Instructions can be used to communicate information to Shell (or the Carrier if they are integrated).

▼ Ship Notice Header

SHIPPING

		TRACKING	
Packing Slip ID:* ABC345		Carrier Name: US Postal Service	
Invoice No.:		Tracking No.:	
Requested Delivery Date: --		Bill of Lading No.:	
Ship Notice Type: Select		Tracking Date:	
Shipping Date: 27 Dec 2018		Shipping Method: (no value)	
Delivery Date:*		Service Level:	

Hazard Type: Select   Code:

Is Divisible: ⓘ

▶ Dimensions

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:* Transport Condition

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:* Prepaid By Seller

Shipping Contract Number:

Shipping Instructions:

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Create Ship Notice – Order Items:

1) Scroll down to view line item information and update the quantity shipped for each line item.
2) To exclude a PO line item from the Ship Notice, click the "Remove" link to the right of that line item. This removes the item from the current ship notice but not from the Purchase Order. The item will remain available for future ship

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4513268252	10	Not Available	1002466989	5.0	EA ⓘ	5 Oct 2018		$40.00 USD	$200.00 USD	U104	Remove
		Description: PROCESS 4 SP19									

Shipment Status
Total Item Due Quantity: 0 EA ⓘ
Confirmation Status
Total Confirmed Quantity: 5.0 EA ⓘ Total Backordered Quantity: 0 EA ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	5				Add Details

Add Ship Notice Line

↳ Add Order Line Item   Manage Serial Numbers ▼

Save   Exit   Next

notices.

3) If you need to add shipping information on line item level, click "Add Details" to the right of the line item to expand the ship notice line details section.

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4513268252	10	Not Available	1002466989	5.0	EA ⓘ	5 Oct 2018		$40.00 USD	$200.00 USD	U104	Remove
		Description: PROCESS 4 SP19									

Shipment Status
Total Item Due Quantity: 0 EA ⓘ
Confirmation Status
Total Confirmed Quantity: 5.0 EA ⓘ Total Backordered Quantity: 0 EA ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	5				Add Details

Add Ship Notice Line

↳ Add Order Line Item   Manage Serial Numbers ▼

4) Within the details section, if applicable, enter Hazard Details by selecting a hazardous materials type from the dropdown menu, and enter the HAZMAT code if known.

5) Also, within the section please provide the shipping package details. This is used by Shell with scheduling and identifying the freight when it arrives at the warehouse. Provide Type Code to designate packaging/handling unit type (e.g. pallet, container), enter Package Tracking ID (ex. PALLET43784) for a
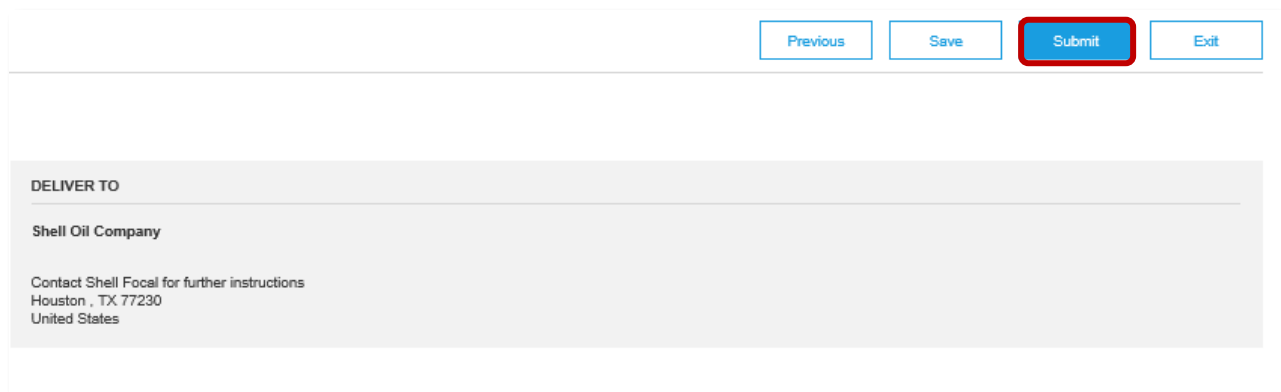
unique identifier for the package. Dimensions, and Unit Gross Weight (weight of the packaged goods) can also be entered if available.

6) Click "Ok" to close the details section and "Next" to proceed to review your Ship Notice.

Submit Ship Notice

1. After reviewing your Ship Notice, click Submit to send Ship Notice to Shell. Ship Notices provide improved communications to help avoid unnecessary calls for material status and tracking.

2. After submitting your Ship Notice, the Order Status will be updated to "Shipped". Submitted Ship Notices can be viewed from Outbox tab or by clicking the link under the Related Documents from the PO View.

3. Click Done to return to the Home page.

B. Creating Ship Notices against multiple POs.

Suppliers often need to create shipments of items their buyers want by specific dates, sometimes grouping items into the same shipment that were ordered through different purchase orders. Suppliers can create shipments based on dates due, and can create ship notices from multiple purchase orders.

Selecting the information to create the Ship Notice:

1) Click on "Items to Ship" tab from the "Inbox" menu.

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2) In Search Filters, enter the criteria for the items desired. Then click "search". Items meeting your search criteria appear in the Items to Ship list.

3) Choose every item you want to include in the ship notice, and then click Create Ship Notice.

4) Follow the same steps detailed in section A of this document and submit.

Potential Errors:

If the order contains advanced pricing details, Ariba Network shows the pricing details for the line items when you create ship notices. If the customer flagged an item as completed on the order, the following warning appears for the item: The buyer has marked this as Completed. This warning does not prevent you from submitting the ship notice.

Need More Information?

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- If you need assistance with creating your initial ASN, please contact YOUR Ariba Account Administrator who has been provided with the name and contact details of your Ariba Onboarding Agent.
- If you are unable to identify your Ariba Account Administrator, please contact your Regional Ariba Onboarding desk.