

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.

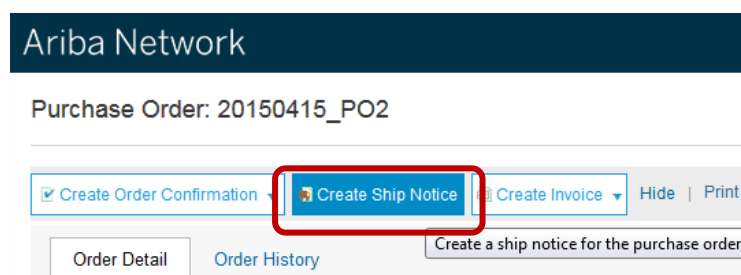
Orders and Releases (5)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
Order	4513216858 	4	Royal Dutch Shell plc - TEST		Shell Offshore Inc., Mars - Central Receiving Morgan City, LA United States

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 INDEPENDENCE, LA United States Update Address	Shell Offshore Inc., Ursa - Central Receiving Morgan City, LA United States Update Address

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: <input type="text" value="ABC345"/> Invoice No.: <input type="text"/> Requested Delivery Date: -- Ship Notice Type: <input type="text" value="Select"/> Shipping Date: <input type="text" value="27 Dec 2018"/> Delivery Date: * <input type="text"/> Hazard Type: <input type="text" value="Select"/> Is Divisible: <input type="checkbox"/>	Carrier Name: <input type="text" value="US Postal Service"/> Tracking No.: <input type="text"/> Bill of Lading No.: <input type="text"/> Tracking Date: <input type="text"/> Shipping Method: <input type="text" value="(no value)"/> Service Level: <input type="text"/>
Code: <input type="text"/>	
▶ Dimensions	
▼ DELIVERY AND TRANSPORT INFORMATION	
Delivery Terms: * <input type="text" value="Transport Condition"/> Delivery Terms Description: <input type="text"/> Transport Terms Description: <input type="text"/>	Shipping Payment Method: * <input type="text" value="Prepaid By Seller"/> Shipping Contract Number: <input type="text"/> Shipping Instructions: <input type="text"/>

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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 ①	5 Oct 2018		\$40.00 USD	\$200.00 USD	U104	Remove

Description: PROCESS 4 SP19

Shipment Status
Total Item Due Quantity: 0 EA ①

Confirmation Status
Total Confirmed Quantity: 5.0 EA ① Total Backordered Quantity: 0 EA ①

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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

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Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

↳ [Add Order Line Item](#) [Manage Serial Numbers ▼](#)

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- 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.

▼ HAZARD DETAILS

Hazard Type: United Nations Dangerous Goods ▼

Hazard Description:

Code:

▼ DELIVERY DETAILS

Delivery Terms: ▼

Incoterms: Ex Works ▼

Description:

Incoterms Description:

Shipping Payment Method: Account ▼

Transport Cargo: Select ▼

► PACKAGING

- 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

Package 1

Package Details

Description:

Description Code:

Level Code:

Type Code:

Identifier Code:

Container Serial Code:

Container Serial Reference:

Global Individual Asset ID:

Returnable Package ID:

Tracking ID:

Shipping Mark:

Dimensions

Length: Unit:

Width: Unit:

Height: Unit:

Weight: Unit:

Volume: Unit:

Gross Volume: Unit:

Gross Weight: Unit:

Unit Gross Weight: Unit:

Unit Net Weight: Unit:

Stack Height: Unit:

Quantities

Ordered Quantity: 100.0 Unit: EA ⓘ

Dispatch Quantity: Unit:

Free Goods Quantity: Unit:

Quantity Variance Note:

Add Package

OK Cancel

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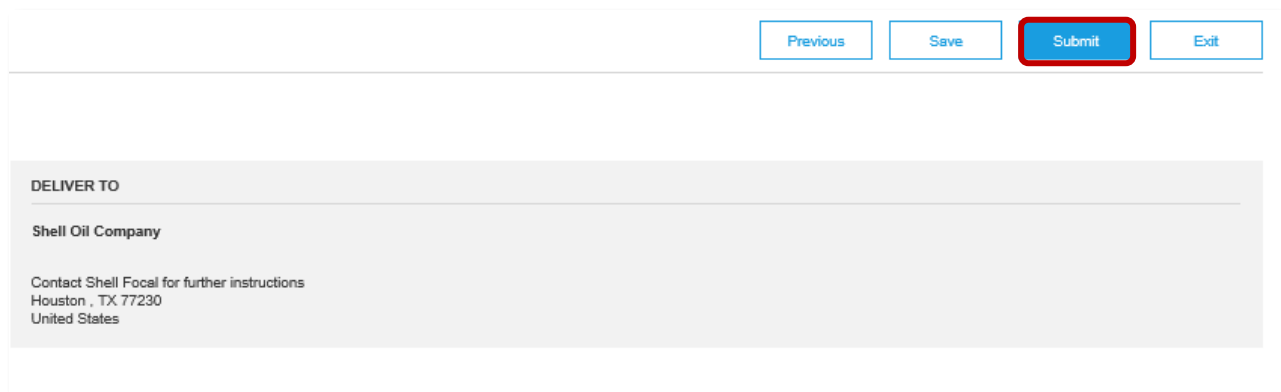
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unique identifier for the package. Dimensions, and Unit Gross Weight (weight of the packaged goods) can also be entered if available.

- 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.



The screenshot shows a web form for submitting a Ship Notice. At the top right, there are four buttons: "Previous", "Save", "Submit", and "Exit". The "Submit" button is highlighted with a red border. Below the buttons is a section titled "DELIVER TO" with a light gray background. Inside this section, the text "Shell Oil Company" is displayed. Below that, there is a smaller text block: "Contact Shell Focal for further instructions", "Houston, TX 77230", and "United States".

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.

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3. Click Done to return to the Home page.

The screenshot shows a web interface with a blue 'Done' button in the top right corner. Below the button is a large grey rectangular area. Further down, there is a section titled 'Purchase Order' with the following details: '(Shipped)', '4513267578', 'Amount: \$53.50 USD', and 'Version: 1'. At the bottom of the form, it displays 'Routing Status: Acknowledged' and 'Related Documents: ABC345' with a small icon next to the document ID.

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.

The screenshot shows the ARIBA portal's 'Inbox' menu. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below this, there are sub-menus: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', and 'Schedule'. The 'Orders and Releases' sub-menu is expanded, showing three tabs: 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. The 'Items to Ship' tab is currently selected.

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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.

▼ Search Filters

Customer:	All Customers	▼	
Part #:			Look Up
Customer Part #:			Look Up
Supplier Batch ID:			Look Up
Customer Location:			ⓘ
Planner Code:			
Product Group:	Line Of Business	▼	
Category:	All	▼	ⓘ
Ordering Address Id:			

Order Number:		ⓘ
Show orders by:	<input checked="" type="radio"/> Need by date	<input type="radio"/> Ship by date
Date Range:	Other	ⓘ
Start Date: *	19 Nov 2018	📅
End Date: *	27 Dec 2018	📅
View:	<input checked="" type="radio"/> Only items that can be shipped	ⓘ
	<input type="radio"/> All items with due shipping quantity	All items ⓘ
	<input type="radio"/> Only fully shipped items	ⓘ
	<input type="checkbox"/> View by PO priority	ⓘ

Number of Results: 500 ▼

Search

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

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Items to Ship (5)

Need By ↑	Part #	Customer Part #	Description	Revision Level	Order Number	Item	Schedule Line #
▼ Ship To: Shell Offshore Inc., Ursa - Central Receiving 1750 Youngs Road, St Mary , Morgan City , LA , 70380-2947 , United States (1)							
<input checked="" type="checkbox"/>	1 Dec 2018	Not Available	1002490293	SC 1A	4513319667	10	1
▼ Ship To: Shell Offshore Inc., Ursa - Central Receiving 1750 Youngs Road, St Mary , Morgan City , LA , 70380 , United States (4)							
<input checked="" type="checkbox"/>	25 Nov 2018	Not Available	1002467039	ITC_MAC5	4513267989	10	1
<input type="checkbox"/>	25 Nov 2018	Not Available	1002467039	ITC_MAC5	4513268023	10	1
<input type="checkbox"/>	29 Nov 2018	Not Available	1002467038	ITC_MAC4	4513267989	20	1
<input type="checkbox"/>	29 Nov 2018	Not Available	1002467038	ITC_MAC4	4513268023	20	1
<div> <input type="button" value="Create Ship Notice"/> </div>							

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.