

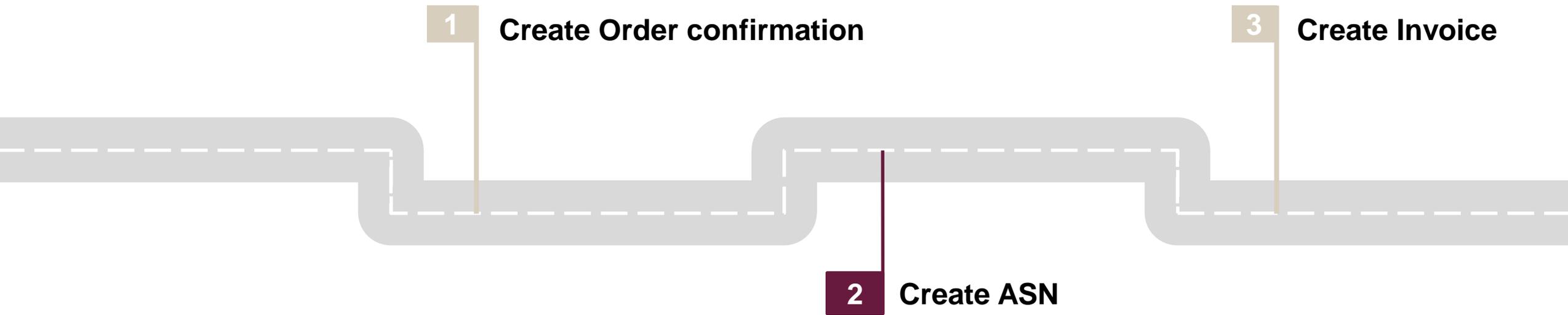


QUICK GUIDE FOR ADVANCED SHIPPING NOTIFICATION

Schaan, August 2021



PO COLLABORATION PROCESS WITH SCC

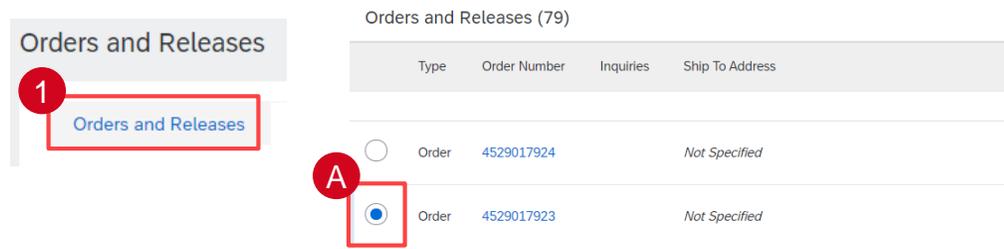


CREATE ADVANCED SHIPPING NOTIFICATION AFTER COMPLETING THE ORDER CONFIRMATION STEP

The aim of this guide is to provide a step-by-step explanation on how to create an ASN and enter the packaging details. For more details or complementary information, please use the complete **PO Collaboration Guide**.

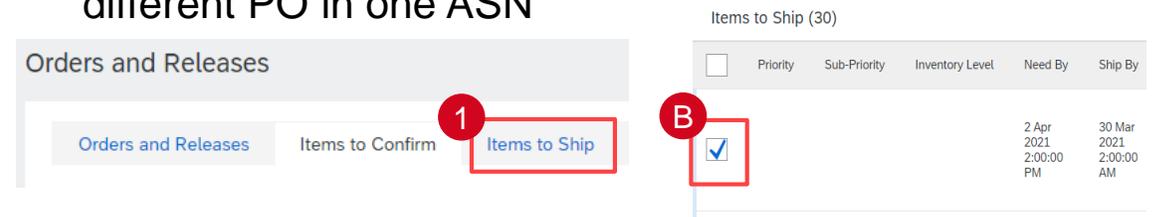
1. After completing the Order Confirmation, go to “**Orders**” and then “**Order and Releases**”. You can proceed with the Ship Notification per PO or per Item:

- A. Per PO:** please select the PO which you want to Ship in the Order and Releases” tab.

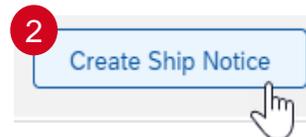


- B. Per Item:** please select the Item(s) which you want to ship in the “Items to ship” tab.

This feature also enable you to gather items from different PO in one ASN



2. Click in “**Create Ship Notice**”.



Note: Please be aware that – same as today – it is **not allowed** to ship **Dangerous and non-Dangerous goods together due to delivery regulations**. Please make sure you create separate ASNs.

FOLLOW THE MANDATORY STEPS TO ENSURE PROPER DATA ENTRY

3. The **Packing Slip ID** is a mandatory field. Enter your own unique delivery number per ASN.
4. **Provide shipping date** (Ship by date on PO).
5. **Provide delivery date** (Need by date on PO).
6. **Number of pallets in shipment.** This value is needed to define the right number of barcode labels.
7. Please **click** on “**Dimensions**” drop-down to expand.
8. Please enter the **Gross Volume of the entire shipment** and its **unit** (mandatory for shipment) which should be **M3** (cubic meter) or **FT3** (for cubic feet – US shipment)
9. Please enter the **Gross Weight of the entire shipment** and its **unit** (mandatory for shipment) which should be **KGM** (kilogram) or **LBR** (for pounds – US shipment)
Please leave the other field empty.

The screenshot shows a shipping notification form with the following fields and callouts:

- SHIP FROM:** Hilti SCC TEST Supplier - TEST, TEST, Liechtenstein. Callout 3 points to the Packing Slip ID field.
- DELIVER TO:** Hilti Aktiengesellschaft, Schaan, Liechtenstein.
- SHIP NOTICE HEADER:** SHIPMENT TRACKING
- SHIPPING:** Packing Slip ID:*, Invoice No., Requested Delivery Date: --, Ship Notice Type: Select, Shipping Date:*, Delivery Date:*, Number of packing units:*. Callouts 4, 5, and 6 point to the Shipping Date, Delivery Date, and Number of packing units fields respectively.
- Dimensions:** A red box highlights the Dimensions dropdown menu with callout 7.
- Gross Volume:** Callout 8 points to the Gross Volume field.
- Gross Weight:** Callout 9 points to the Gross Weight field.

AFTER PROVIDING THE BASIC DATA, YOU NEED TO PACK THE SHIPPED ITEMS

10. Click “Pack Items” in the shipping notice screen.

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Create Ship Notice

Download PDF Pack Items Save Exit Next

* Indicates required field

SHIP FROM
Hilti
Men
Bavaria
Germany

DELIVER TO
Hilti Aktiengesellschaft HRL Nendeln Rampe Wareneingang
Nendeln
Liechtenstein

Ship Notice Header

11. On the next screen, verify the quantities before proceeding with packaging.

Define packaging instructions

Exit Next

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

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	ASN Quantity
10.1	4500061627	000000000000000074 Cordless dispenser		1000 PCE
20.1	4500061627	000000000000205329 Hammer drill bit TE-CX 10/12		500 PCE

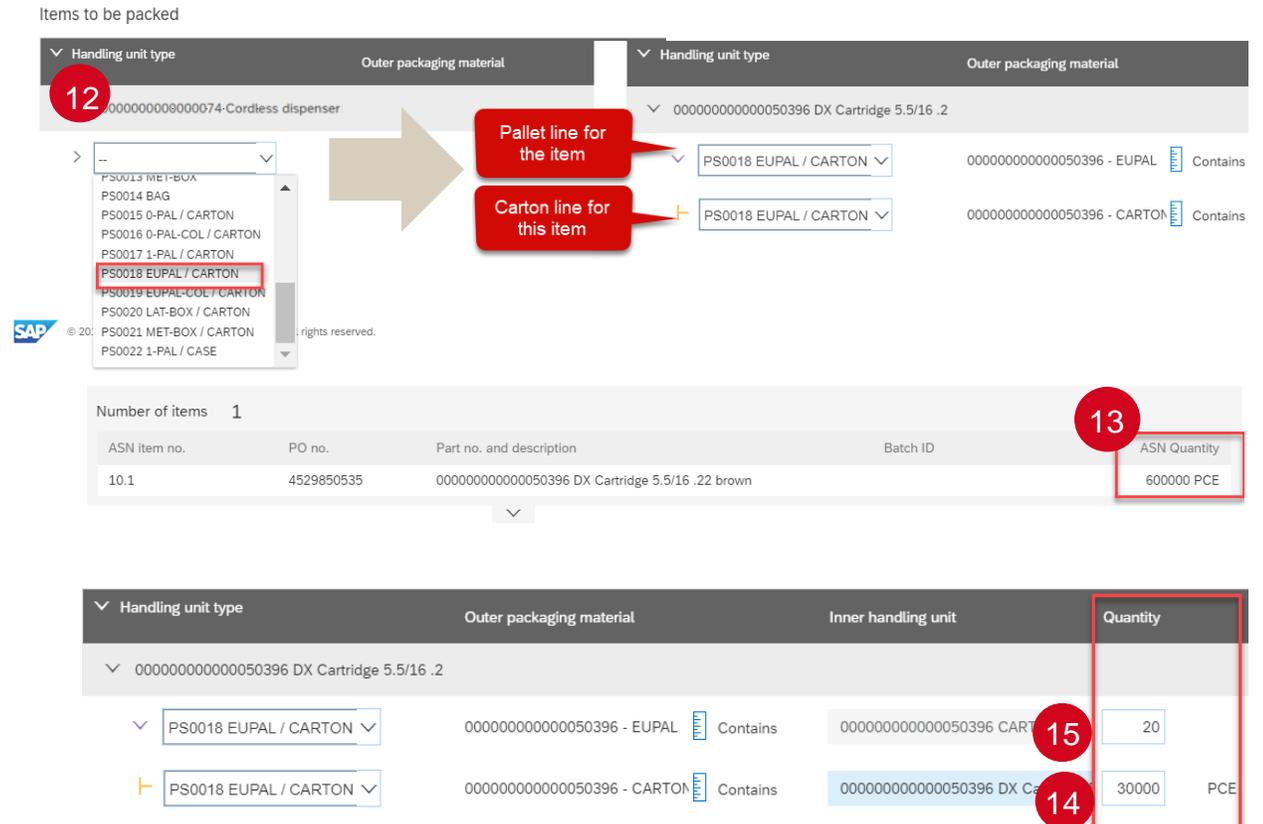
PROVIDE THE RIGHT PACKAGING DESCRIPTION FOR EACH ITEM

Example of a standard case:

12. Select “**PS0018 EUPAL/CARTON**” for the **first item line** to generate the pallet + carton line combination.

 **Note:** You will find different packaging option and their meanings in the following slide.

13. Here you have the quantity in pieces which you have to ship.
14. Add **how many pieces are in 1 carton of the item** (eg. In 1 carton, there are 30'000 pieces of the item).
15. Add **how many cartons are in total in 1 pallet** (eg. To pack 600'000 pieces, you **need 20 cartons** each one with 30'000 pieces).



The screenshot displays the SAP packaging configuration interface. It shows the selection of the handling unit type 'PS0018 EUPAL / CARTON' for the item '0000000000000074-Cordless dispenser'. A table below shows the resulting configuration with 1 item, PO no. 4529850535, and an ASN quantity of 600000 PCE. A second table shows the configuration for the item '000000000000050396 DX Cartridge 5.5/16 .2', with 20 cartons (PS0018 EUPAL / CARTON) and 30000 pieces (PS0018 EUPAL / CARTON) per carton.

ASN Item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
10.1	4529850535	000000000000050396 DX Cartridge 5.5/16 .22 brown		600000 PCE

Handling unit type	Outer packaging material	Inner handling unit	Quantity
000000000000050396 DX Cartridge 5.5/16 .2			
PS0018 EUPAL / CARTON	000000000000050396 - EUPAL	000000000000050396 CARTON	20
PS0018 EUPAL / CARTON	000000000000050396 - CARTON	000000000000050396 DX Cartridge 5.5/16 .2	30000 PCE

PACKAGING INSTRUCTIONS LIST 1/2

Hilti defined packaging instructions list is as below. There usages will be in subsequent slides.

Packaging Specification No	Code appearing on AN UI	Description
PS001	0-PAL	Zero Pallet
PS002	0-PAL-COL	One Way Pallet with Collar
PS003	BUNDLE	Bundle
PS004	CASE	Case
PS005	1-PAL	One Way Pallet
PS006	EUPAL	Europallet
PS007	EUPAL-COL	Europallet with Frame
PS008	DRUM	Plastic Drum
PS009	LAT-BOX	Lattice Box
PS0010	CARTON	Carton
PS0011	BOX	Box
PS0012	FIB-BOX	Fibreboard Box
PS0013	MET-BOX	Metal Box

PACKAGING INSTRUCTIONS LIST 2/2

Hilti defined packaging instructions list is as below. There usages will be in subsequent slides.

Packaging Specification No	Code appearing on AN UI	Description
PS0014	BAG	Bag
PS0015	0-PAL / CARTON	Cartons placed on Zero Pallet
PS0016	0-PAL-COL / CARTON	Cartons placed on One Way Pallet with Collar
PS0017	1-PAL / CARTON	Cartons placed on One Way Pallet
PS0018	EUPAL / CARTON	Cartons placed on Europallet
PS0019	EUPAL-COL / CARTON	Cartons placed on Europallet with Frame
PS0020	LAT-BOX / CARTON	Cartons placed on Lattice Box
PS0021	MET-BOX / CARTON	Cartons placed on Metal Box
PS0022	1-PAL/CASE	Case placed on One Way Pallet
PS0023	EUPAL / CASE	Case placed on Europallet
PS0024	1-PAL / DRUM	Plastic drum placed on One Way Pallet
PS0025	EUPAL / DRUM	Pastic drum placed on Europallet

ADD THE NECESSARY WEIGHT INFORMATION FOR EACH ITEM

16. Gross Weight of the pallet pre-filled – 20 **KGM** (default unit is KGM and it is equivalent to kg – **use LBR for US**). You can also enter an average weight of your pallet if you have this information
17. Net Weight of the pallet pre-filled – Leave it blank or “1” value as it is not required.
18. Add **Gross Weight of the items** – Weight of the items + carton.
19. Add **Net Weight of the items** – Weight of the items only.
20. Click “Next” to proceed.



Note:

- Use “.”(point) to separate the decimals (eg. 15.890 – 15 kilograms and 890 grams)
- If you use a Hilti red case as **packaging type**, the **net weight is equal to the gross weight** since the case is part of the sold item.

20 Next

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit		
000000000000050371 DX Cartridge 6,8/11 M BULK gr								
PS0018 EUPAL / CARTON	000000000000050371 - EUPAL	Contains 000000000000050371 CARTON	20	16 20	17 1	KGM	+	🗑️
PS0018 EUPAL / CARTON	000000000000050371 - CARTON	Contains 000000000000050371 DX Cartridge 6,8/11 M	100	18 12	19 10	KGM	+	

CHECK IF THE INFORMATION WAS CORRECTLY GENERATED

21. Check if the total pallets and cartons are correct.

22. Click two times on “Next” to proceed.

Confirm packing plan

Save Define Instructions **Next** ²²

1 2 3 4 5
Create ship notice Define instructions Confirm packing Print labels Review ship notice

i All your items are packed, but you can still rearrange handling units within the packing hierarchy. ×

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4529850995	00000000000050396 DX Cartridge 5.5/16 .22 brown		600000 PCE	600000 of 600000	100.00%

21 Packing hierarchy [What's this?](#)

EUPAL 1 CARTON 20



AFTER PACKING THE ITEMS, YOU CAN ONCE MORE CHECK THE DATA ON THE ASN MAIN SCREEN

23. At header level, please review the delivery date applicable to all shipped line as well as the asked dimensions information.

24. At line level, check the order details.

25. In case some information need to be edited, click **“Previous”**.

26. If you are ready to send the ASN to the customer, please click **“Submit”**.

The screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Previous' (callout 25), 'Print Pack Items', 'Save', 'Submit' (callout 26), and 'Exit'. The main content area is divided into several sections:

- SHIP FROM:** Hilti SCC TEST Supplier - TEST, Feldkircherstrasse 2, 75216 Feldkirch, Vorarlberg, Austria.
- DELIVER TO:** Hilti Aktiengesellschaft Werk 1 - Tor 7, Feldkircherstrasse 100, 9494 Schaan, Liechtenstein.
- SHIPPING:** Packing Slip ID: Test ASN222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: 30 Nov 2021 (callout 23), Actual Delivery Date: 2 Dec 2021, Is divisible: No.
- DIMENSIONS:** Gross Volume: 2 M3 (callout 23), Gross Weight: 315.45 KGM (callout 23), Total Length: --.
- Order Items:** A table with columns: Order No., Line No., Part No., Customer Part No., Revision Level, Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Customer Location. Row 1: 4529017607, 10, 274, 000000000000050371, A6, 12,000.000, PCE, 18 Feb 2021, 17 Dec 2020, \$10.00 USD, \$120,000.00 USD, 0550. Description: DX Cartridge 6.8/11 M BULK green.
- SHIPMENT STATUS:** 1. Shipping 12,000 PCE. Includes sections for ASSET DETAILS, HAZARD DETAILS, and DELIVERY DETAILS.

YOU CAN VERIFY THE LATEST STATUS OF THE PO IN ORDER AND RELEASES TAB

You will be sent to the main menu.

27. In “Orders and Releases”, you can see the changes of Order Status to **Shipped** (if fully shipped), or **Partially Shipped** (in case of partial shipment), .

Orders and Releases (79) Page 1 [»](#) [☰](#)

Type	Order Number	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
▼ Customer: Hilti Aktiengesellschaft - TEST (79)											
<input type="radio"/>	Order	4529017923	<i>Not Specified</i>		\$29,043.40 USD	19 Jan 2021	Shipped	Invoice	\$0.00 USD	Original	Actions ▼

YOU CAN VERIFY THE STATUS OF THE ASN

28. After you submit your ASN, you will be back to the main menu. **Click** on “**Fulfillment**” and then “**Ship Notices**”.

29. **Check** the Routing Status / Ship Notice Status.

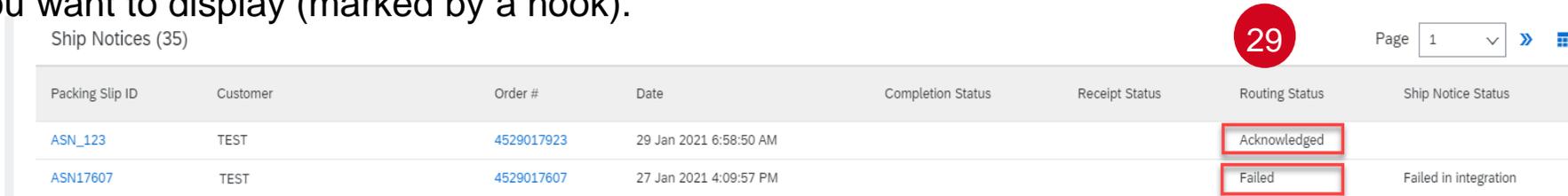
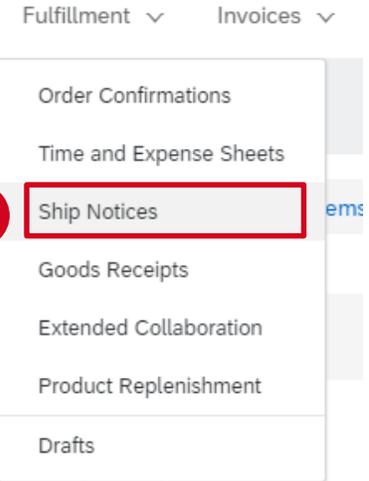
In case of status “**Queued**”, wait a few minutes.

Failed: click on “**Packing Slip ID**” (first column) to view the error. Error will appear on the top of Ship Notice (go to slide 15).

Acknowledged: The ASN was completed with success and accepted by Hilti.

 **Note:** You **cannot** edit any information if the status is already **acknowledged**. Please, **reach out to the Materials Manager colleague in Hilti** for support.

 The table can be customized according to your wishes. **Click** on  to open the drop-down menu. **Select** the column names you want to display (marked by a hook).



A screenshot of a table titled 'Ship Notices (35)'. The table has columns: Packing Slip ID, Customer, Order #, Date, Completion Status, Receipt Status, Routing Status, and Ship Notice Status. The 'Routing Status' column for the first row is 'Acknowledged' and for the second row is 'Failed', both highlighted with red boxes. A red circle with the number 29 is positioned above the table. The page number 'Page 1' is visible in the top right corner.

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN_123	TEST	4529017923	29 Jan 2021 6:58:50 AM			Acknowledged	
ASN17607	TEST	4529017607	27 Jan 2021 4:09:57 PM			Failed	Failed in integration

IF THE STATUS IS ACKNOWLEDGED, YOU CAN DOWNLOAD AND PRINT THE SHIPMENT LABELS

30. Click on the “Packaging Slip ID”.

31. Click in “Download PDF”, select the latest version available to generate the shipment labels.

32. Now, you can print it and add it on the pallet.



Note: Until further notice, it is **not possible** to use the labels from Ariba in case the ASN was done **for several POs**. The old process should be use if applicable.

30

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN_123	TEST	4529017923	29 Jan 2021 6:58:50 AM				Acknowledged

Ship Notices (35)

31

Ship Notice: SN00061104

Cancel Edit Print Export cXML Download PDF

Detail Transport Details Packed Items History

32

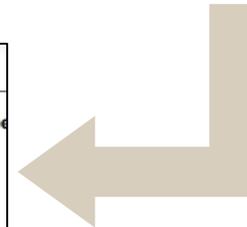
Test supplier

TO Hilti Aktiengesellschaft HRL Nendeln Rampe
Wareneingang
Rheinstrasse 25
Nendeln
9485
Liechtenstein

MO Reference no.
Order 4529017607



Pallet no. 1 of 1



IF THE STATUS IS FAILED, FOLLOW THE STEPS TO UNDERSTAND HOW TO CORRECT IT

When the submitted ASN data does not correspond to the defined validation rules, the information should be resubmitted.

30. Click on the “Packaging Slip ID”.
31. Read the error message provided. In the example, the error is related to the weight inserted during the **Pack items** step.
32. Click “Edit” to correct the error. To fix the error in the example, you need to redo the **Pack items** step.
33. After making the appropriated changes, click on ”Submit”.

The screenshot illustrates the process of identifying and correcting a failed shipping notification. It shows a table of 'Ship Notices (39)' with columns for Packing Slip ID, Customer, Order #, Date, Completion Status, Receipt Status, Routing Status, and Ship Notice Status. A red box highlights the 'Failed' status in the 'Routing Status' and 'Ship Notice Status' columns. A dropdown menu is shown with 'ASN_123' selected. Below, the 'Ship Notice: SN00061104' details are visible, including a red box around the 'Edit' button. A blue error message states: 'Shipping Notification error.Gross weight must be > net weight'. At the bottom, a 'SHIP FROM' form has a red box around the 'Submit' button.

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN_123	Hilti Aktiengesellschaft - TEST	4529017923	29 Jan 2021 8:58:50 AM			Failed	Failed in integration

Ship Notice: SN00061104

Shipping Notification error.Gross weight must be > net weight

SHIP FROM

Save Submit Exit

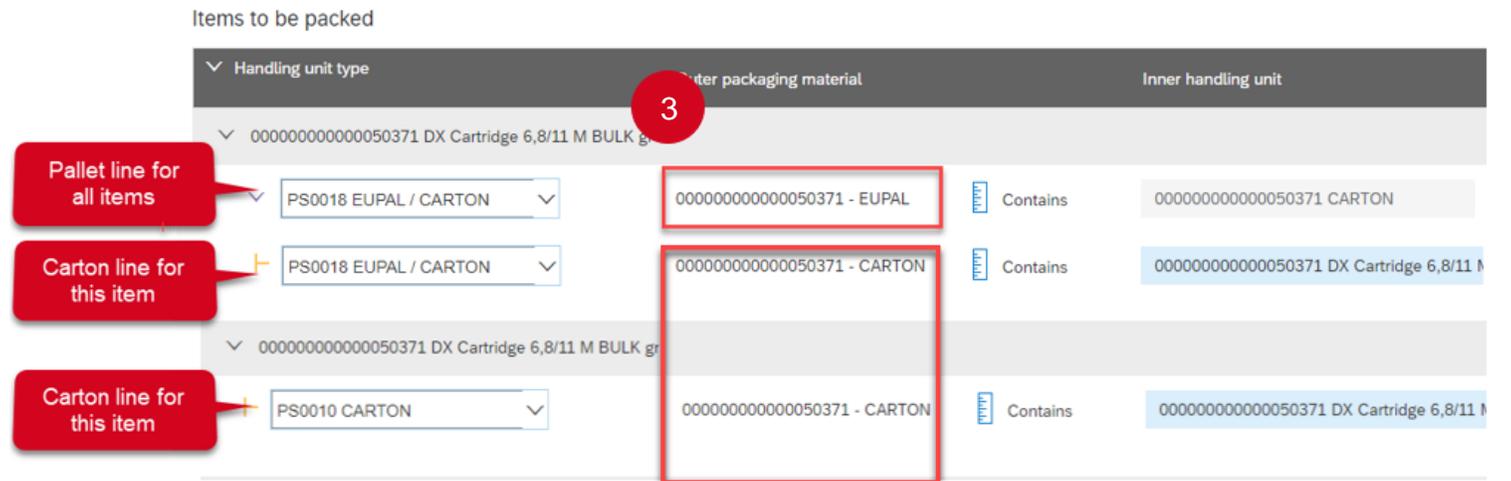
HOW TO BUILD A MIXED PALLET?



PROVIDE THE RIGHT PACKAGING DESCRIPTION FOR EACH ITEM

Example: case of packing items using *multiple cartons* placed on *one Euro pallet*:

1. Select “**PS0018 EUPAL/CARTON**” for the **first item line** to generate the pallet line + carton combination.
2. Select only “**PS0010 CARTON**” for the **remaining item lines** to generate the carton boxes.
3. The outcome is one Euro pallet for multiple carton boxes for different items.

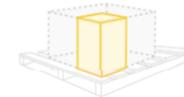


AFTER SELECTING THE RIGHT PACKAGING DESCRIPTION FOR EACH ITEM, YOU PROCEED WITH THE DETAILS

4. Add **how many pieces are in 1 carton for the first item** (e.g. in 1 carton → 100 pcs).
5. Add **how many pieces are in 1 carton for the second item** (e.g. in 1 carton → 50 pcs).
6. Add **how many cartons are in total in 1 pallet** (eg. in 1 pallet → **20 cartons in total**, for 1000 pcs of the first item → **10 cartons** each with 100 pcs; for 500 pcs of the second item → **10 cartons** each with 50 pcs).

Number of items 2

ASN Item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
10.1	4500061627	000000000000000074 Cordless dispenser		1000 PCE
20.1	4500061627	000000000000205329 Hammer drill bit TE-CX 10/12		500 PCE



Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
000000000000050371 DX Cartridge 6,8/11 M BULK gr						
PS0018 EUPAL / CARTON	000000000000050371 - EUPAL	Contains 000000000000050371 CARTON	20	20	1	KGM
PS0018 EUPAL / CARTON	000000000000050371 - CARTON		100	12	10	KGM
000000000000050371 DX Cartridge 6,8/11 M BULK gr						
PS0010 CARTON	000000000000050371 - CARTON		50	1.5	1	KGM

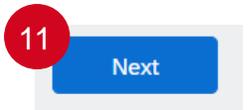
- 6 Total of cartons which will be placed in that pallet
- 5 How many pieces of this item are inside one carton
- 4 How many pieces of this item are inside one carton

ADD THE NECESSARY WEIGHT INFORMATION FOR EACH ITEM

7. Gross Weight of the pallet pre-filled – 20 **KGM** (default unit is KGM and it is equivalent to KG – **use LB for US**).
8. Net Weight of the pallet pre-filled – Leave it blank or “1” value as it is not required.
9. Add **Gross Weight of the item(s)** – Weight of the item(s) + carton.
10. Add **Net Weight of the item(s)** – Weight of the item(s) only.
11. Click “Next” to proceed.



 **Note:** Use “.”(point) to separate the decimals (eg. 15.890 – 15 kilograms and 890 grams).



Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit	
000000000000050371 DX Cartridge 6,8/11 M BULK gr							
PS0018 EUPAL / CARTON	000000000000050371 - EUPAL	Contains 000000000000050371 CARTON	20	7 20	8 1	KGM	+
PS0018 EUPAL / CARTON	000000000000050371 - CARTON	Contains 000000000000050371 DX Cartridge 6,8/11 M	100	9 12	10 10.	KGM	+

YOU ARE ALSO ABLE TO CREATE MIXED PALLETS IN Ariba

12. **Check** if the total pallets and cartons are correct before starting to rearrange the Packaging.
13. **Go to the Handling Unit** from which you want to move your cartons to the pallet.
14. **Click on “Move to”** to move that packed item in another packaging. For example, if you want to move the carton to the pallet.
15. **Select** desired **packaging unit** to move the selected carton (e.g. Move to the Pallet 1:“Handling Unit 1: 0 - PAL 1”) and **click “OK”**.

The Handling unit will be saved. To move other units, you just have to click “Move to” and OK.

16. All 20 cartons are rearranged for one Euro pallet.

17. **Click on “Next”** two times to proceed.

For further steps, please follow [slide 11](#).

Confirm packing plan

Save Define Instructions **Next** 17

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels 5 Review ship notice

All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

ASN Item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4529850995	000000000000050396 DX Cartridge 5.5/16 .22 brown		600000 PCE	600000 of 600000	100.00%
	4529850995	000000000000050404 DX Cartridge 5.5/16 .22 red		420000 PCE	420000 of 420000	100.00%

Packing hierarchy What's this?

EUPAL 1 CARTON 20

Handling Unit	Item no.	PO no.	Part no. and description	Batch ID	Quantity	Move to...
CARTON 10 (50000/50000)	10.1	000000000000050396	DX Cartridge 5.5/16 .22 brown		50000 PCE	Move to... +
CARTON 11 (50000/50000)	10.1	000000000000050396	DX Cartridge 5.5/16 .22 brown		50000 PCE	Move to... +
CARTON 12 (50000/50000)	10.1	000000000000050396	DX Cartridge 5.5/16 .22 brown		50000 PCE	Move to... +
Handling Unit 2						Edit
CARTON 13 (55000/55000)	20.1	000000000000050404	DX Cartridge 5.5/16 .22 red		55000 PCE	Move to... +
CARTON 14 (55000/55000)	20.1	000000000000050404	DX Cartridge 5.5/16 .22 red		55000 PCE	Move to... +

12

13

14

15

16

17

THANK YOU

If you have any doubts, please reach out to the following e-mail: HAGTeam.Ariba@hilti.com

DISCLAIMER

The information in this presentation is confidential and proprietary to Hilti Corporation or a Hilti subsidiary and may not be disclosed without the permission of Hilti Corporation or the respective Hilti subsidiary company (hereinafter jointly “Hilti”).

This presentation contains only intended guidance and is not binding upon Hilti to take any particular course of business. Its content is subject to change without further notice and may be subject to changes out of Hilti’s control (in particular, without limitation, changes in SAP Ariba). Hilti assumes no responsibility for errors or omissions in this document. Hilti shall have no liability for damages of any kind including without limitation direct, special, indirect, or consequential damages that may result from the use of these materials.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making decisions.