



Retrieve the draft of a Ship Notice

SUPPLIER GUIDE

Last update: 25.02.2022

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1. On your Ariba Interface, click on the **Fulfillment**
2. Click on **Drafts**

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Messages', 'Reports', and 'Messages'. The 'Fulfillment' menu is open, showing options like 'Order Confirmations', 'Service Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts'. The 'Drafts' option is highlighted with a yellow box and a '2' in a yellow circle. A '1' in a yellow circle highlights the 'Fulfillment' menu item. Below the navigation bar, there are several widgets: 'New orders' (8), 'Items to ship' (5), and 'Orders' (8). The 'Orders' widget has a '2' in a blue circle next to it. Below these widgets, there are sections for 'Purchase orders' (106K CHF), 'Invoice aging' (0 CHF), and 'Activity feed' (Order received).

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1. On the drafts page, select **Shipping Notice**
2. Select the ASN from the list of drafts
3. Click on **Edit**, you will then access the ASN creation page to complete it

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', 'TEST MODE', and a 'Back to classic view' button. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Fulfillment' menu is expanded, showing 'Drafts'. Below the 'Drafts' header, there is a message: 'This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days.' There are two tabs: 'Invoices' and 'Ship Notices'. The 'Ship Notices' tab is selected and highlighted with a yellow box and a circled '3'. Below the tabs is a table with columns: 'Packing Slip ID #', 'Customer', 'Reference', 'Date Last Modified', and 'Status'. The table contains two rows: 'ASN draft' (reference 6014207557, date 17 Feb 2022 3:47:32 PM, status 'Composing') and 'TEST_BV' (reference 6014187436, date 21 Dec 2021 1:42:11 PM, status 'Composing'). A yellow box highlights the radio button for 'ASN draft' with a circled '4'. Below the table, there are 'Edit' and 'Delete' buttons. The 'Edit' button is highlighted with a yellow box and a circled '5'. The footer contains the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.