

SAP Ariba Network Supplier

Ship notices Guide



Sections

- Introduction to Ship Notices
- What is an advanced shipping notification
- What are the benefits of using advanced shipping notification
- How to manage advanced shipping notification
- How to view submitted advanced shipping notification
- How to cancel an advanced shipping notification



Introduction to Ship Notices



General Considerations

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

On the delivery date you will create an Advance Ship notice, specifying the delivery note (reference number), tracking info, quantities, and the date of delivery of the items. It will also indicate complementary information such as dimensions, attachments, and batch numbers.

WHY TO USE ASN?

Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

Advanced Shipping Notification



Allowed Actions

Ariba Network provides multiple options to maintain ASN.

1. Individual PO management

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO

2. Multiple PO's management – Not Allowed

3. Mass shipping notification upload

In case of a high number of PO lines to be shipped, you may choose to notify via mass notification (file upload)

Advanced Shipping Notification

Individual PO Management – Create ASN



2
Items to ship
[Save filter](#)

Home Enablement **Workbench** Planning ▾ Orders ▾

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

- Click on **Items to Ship** tile
- Identify the right items using **filters**
- Select and click **Create ship notice**

OR

From **Orders/ Orders and Releases** tab:

- Identify the right document using **search filters**
- Click **Actions/ Ship Notice or Create Ship Notice button**

OR

- You can also create ASN from the PO screen. Click **Create Ship Notice**

Note: Orders tab will be replaced with new Workbench concept soon. will be replaced with new Workbench concept soon.

Items to ship (2)

[Edit filter](#) | [Save filter](#) | [Next 90 days](#) | [Last 365 days](#) | [Exclude fully shipped, +1](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Create ship notice](#)

Order No.	Item No.	Supplier Part No. ↑	Description	Schedule Line No.	Need By
Customer: Ericsson - TEST Ship To Address: EAB BS Main, Borås, SWE					
4526380873	10		ASSEMBLED PARTS/19/23 inch rail set 8HU	1	Jul 7, 2022

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount
Order	4526380873	1	Ericsson - TEST		EAB BS Main Borås Sweden	ROSENBERGER TECHNOLOGIES CO., LTD Kunshan, Jiangsu China	\$4,200.00 USD

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Show](#) | [Resend Failed Orders](#)

Purchase Order: 4526380873

[Create Order Confirmation](#) | [Create Ship Notice](#)

[Order Detail](#) | [Order History](#)

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level



Once you click on **create Ship Notice**, fill out the requested information on the Shipping PO form.

- Do not modify the **“Deliver To”** address at the top
- Do not edit the **“Ship From”** address. By default this is your company address in your Ariba Network account
- The **Packing Slip ID** is a mandatory field. Enter the supplier unique delivery number
- Provide the invoice number for these items if applicable
- Specify the **Ship Notice Type**
- Provide **shipping/ delivery date**
- Upload tool to attach additional documents if needed

Note: You must use the same Ship To address for all ship notice items

Create Ship Notice

* Indicates required field

SHIP FROM	DELIVER TO
Ericsson Test (ROSENBERGER TECHNOLOGIES CO., LTD) - TEST Update Address	EAB BS Main
City ABC	Borås
United Kingdom	Sweden

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID:* TESTPACKINGSLIPID	Carrier Name: <input type="text"/>
Invoice No.: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: <input type="text" value="Select"/>	
Shipping Date: <input type="text"/>	
Delivery Date:* <input type="text"/>	
Hazard Type: <input type="text" value="Select"/>	Code: <input type="text"/>
Is Divisible: <input type="checkbox"/>	

► Dimensions

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level



- In section **Delivery and Transport Information** check section and update as needed
- The Shipping Payment Method is a mandatory field – if you do not have this information. Please choose Other and add N/A to the second box
- In section “**additional fields**”, provide comments if needed

Name	Size (bytes)	Content Type
No items		

No file selected.

The total size of all attachments cannot exceed 10MB

▼ **DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text" value="Other"/> <input type="button" value="v"/> <input type="button" value="FCA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ **Additional Fields**

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:



Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for each line item

- Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line
- Click Remove button to exclude the whole line from this ship notice

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4526392409	10	SBA 120 M 4X8 ST 8.8 FZB	78/SBA120040/0080	11.000	PCE	27 Dec 2022		57.75 EUR	0.06 EUR	2486	Remove
Description: SCREW/SCREW MRT M 4X8 ST FZB											
Shipment Status Total Item Due Quantity: 11 PCE											
Confirmation Status Total Confirmed Quantity: 11 PCE Total Backordered Quantity: 0 PCE											

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="11"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level



- If you click **Add Ship Notice** Line button, you can split the quantity to populate multiple batch ID's per quantity
- If you click **Add details** button, you can add manually the serial numbers. To be able to click on **Details**, you need to fill at least the packing slid ID and delivery date
- **Note:** Multiple shipping notices per purchase order can be sent until the quantities are fully shipped
- But please not that only one order or released can


Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level



- Please note with Ericsson that you are allowed only one order or release per ship notice
- If you click on Add Order Line Item and click on Add Selected Items to the ship notice, you will get an error

! Only one order or release is allowed per ship notice. Ask your buyer to allow ship notices for more than one order or scheduling agreement release.

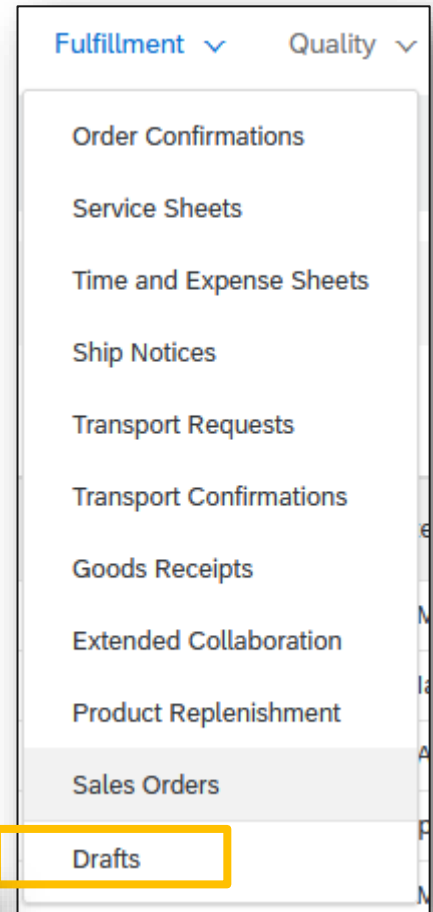
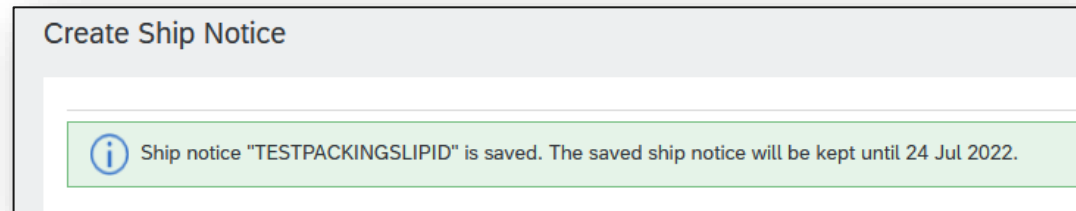
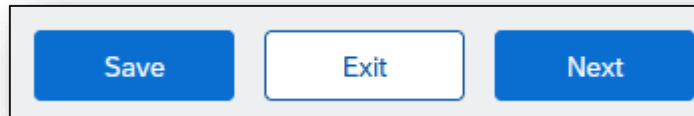
Items to Ship (1) 

<input checked="" type="checkbox"/>	Need By	Part No.	Customer Part No.	Description	Revision Level	Order Number	Item	Schedule Line No.	Ordering Address	Customer Location / Description	Requested Quantity	Due Quantity	Customer
<input checked="" type="checkbox"/>	8 Apr 2022		BFZ62275/3D03H	ANTENNA/ANT3 C 1.8 10/11 HPX		4524251031	10	1	ROSENBERGER TECHNOLOGIES CO., LTD Kunshan, 103 China		20 (PCE)	20 (PCE)	Ericsson - TEST

Advanced Shipping Notification

Individual PO Management – Review Before Submitting

- To save a draft document click **Save** on the top of ASN screen. The saved draft will not be sent to the customer
- The saved ASN will be saved for 60 days
- The draft can be accessed and modified from **Fulfillment/ Drafts**
- Select **Ship notices**
- Click **Edit** to modify the document and finalise it



Ship Notices				
Packing Slip ID #	Customer	Reference	Date Last Modified ↓	Status
<input type="radio"/> TESTPACKINGSLIPID	Ericsson - TEST	4526380873	25 May 2022 7:29:31 PM	Composing
<input type="button" value="Edit"/> <input type="button" value="Delete"/>				

Advanced Shipping Notification

Individual PO Management – Submit the Final Document



- Check if all required fields (*) are filled out
- At header level, please review the delivery date applicable to all shipped lines
- At line level, check the shipped quantity
- Review the serial numbers, if applicable
- Click **Next**
- Click **Submit** to send ASN to the customer
- In case there is information to be edited, click **Previous**

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped

It is not possible to cancel/ edit ship notices that have been submitted

Confirm and submit this document.

SHIP FROM Ericsson Test (ROSENBERGER TECHNOLOGIES CO., LTD) - TEST Street ABC City ABC 12345 United Kingdom	DELIVER TO EAB BS Main Prognosgatan 14 504 64 Borås Sweden
SHIPPING Packing Slip ID: TESTPACKINGSLIPID Invoice #: refinv123 Requested Delivery Date: -- Ship Notice Type: Actual Actual Shipping Date: 2 Jul 2022 Actual Delivery Date: 4 Jul 2022 Is divisible: No	TRACKING Carrier Name: FedEx Carrier Code: -- Tracking No.: cffffff Bill of Lading No.: fffffff Tracking Date: -- Shipping Method: -- Service Level: --
DIMENSIONS Gross Volume: -- Gross Weight: -- Total Length: -- Total Width: -- Total Height: --	
DELIVERY AND TRANSPORT INFORMATION Delivery Terms: Transport Condition	

Order Items [Hide Item Details](#)

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4526380873	10		SXK1092011/1	42.000	PCE	7 Jul 2022		\$100.00 USD	\$4,200.00 USD	
Description: ASSEMBLED PARTS/19/23 inch rail set 8HU										
SHIPMENT STATUS										
1. Shipping 12 PCE Hide Details										
ASSET DETAILS Asset details not provided for this line item.										
HAZARD DETAILS Hazard details not provided for this line item.										
DELIVERY DETAILS Delivery Terms: Transport Condition Description: -- Shipping Payment Method: Account Transport Terms: FCA Transport Terms Description: -- Transport Cargo: --										
PACKAGING Package information not provided for this line item.										
Additional Information										

[Previous](#) [Save](#) [Submit](#) [Exit](#)

Advanced Shipping Notification

Multiple PO's Management – Not allowed



Please note that you cannot manage multiple POs at once, if you try to select multiple POs and click on Create Ship Notice you will get an error – A ship notice can have only one location.

⊗ A ship notice can have only one location.

Items to ship (2)

[Edit filter](#) | [Save filter](#) | [Next 90 days](#) | [Last 365 days](#) | [Exclude fully shipped, +1](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Create ship notice](#)

✓	Order No.	Item No.	Supplier Part No. ↑	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	S	Actions
✓	Customer: Ericsson - TEST Ship To Address: EAB BS Main, Borås, SWE										
✓	4526380873	10		ASSEMBLED PARTS/19/23 inch rail set 8HU	1	Jul 7, 2022			42.00 PCE		...
✓	Customer: Ericsson - TEST Ship To Address: DSV SOLUTIONS DWC LLC, DUBAI, ARE										
✓	4524250700	10	GPS-36-N-SC	ANTENNA/GPS Active Antenna	1	Jun 7, 2022			5.00 PCE		...

Advanced Shipping Notification

Search Filters



Use search filters to identify the items to ship


- You may populate an **Order number** or **Need by date** range (the date range can be set as “none”)
- Always select Schedule Line Date Range option
- Choose order type and category
- For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch
- For long term PO agreements that typically are valid for a year and have line items with unlimited over delivery, use the **Order Number: Exact** match filter on the **Items to Ship** or **Multi-tier Items to Ship** tabs to create ship notices for the PO until the expiration date is reached
- An item with **unlimited quantity tolerance still appears** on the Items to Ship even if the full quantity has already been shipped for as long as order`s expiration date has not been reached

Advanced Shipping Notification

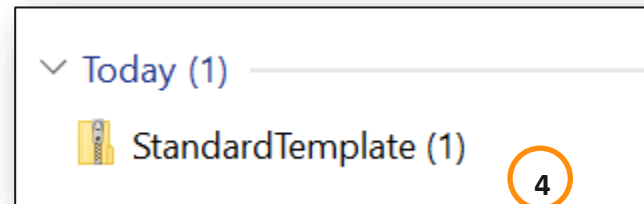
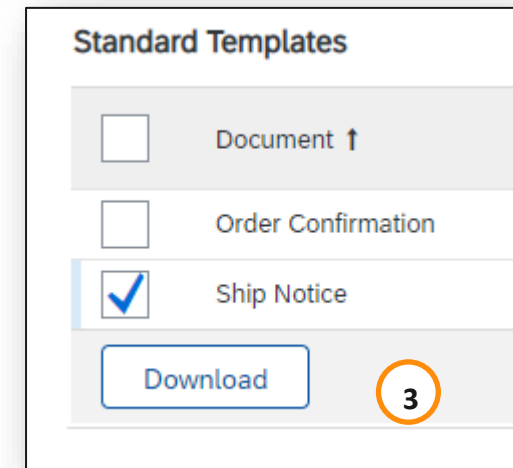
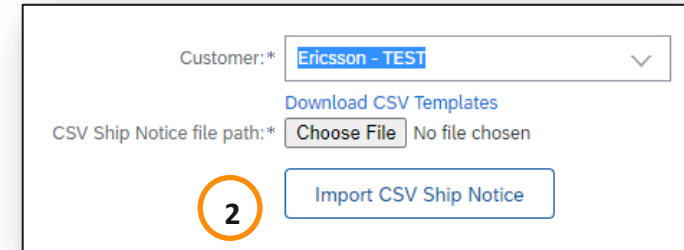
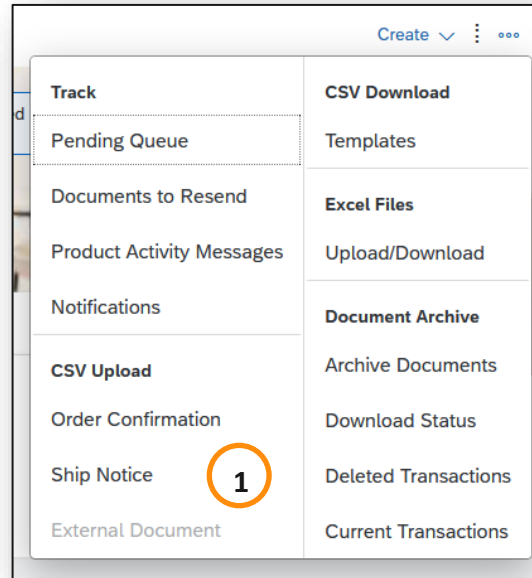
Mass ASN Upload – Download CSV Template



From the Homepage:

1. Click on  button
2. Select **CSV Upload/ Ship Notice**
3. Click **Download CSV Templates**
4. Select **Ship Notice** and click **Download**
5. Save the file

Note: If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.



Advanced Shipping Notification

Mass ASN Upload – Update and Upload CSV Template



1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file

From the Portal homepage go to **CSV Documents**.

From the **CSV Upload/ Ship Notice**:

2. Select the customer
3. Browse the updated template from your computer. Click **Import CSV Ship Notice**
4. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.
5. Fix the errors accordingly and reupload the file following the same steps

Note: You can upload several ship notices from one CSV file, but they need to be for the same customer. Please remember you cannot one ship notice for multiple POs

Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.

UTF-8	1													
_csv_version	_csv_serial	_csv_type	S	_csv_template	Standard Template									
Ship Notice	Ship Notice	Order ID	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From	Ship From	Ship From	Ship From City	Ship From State	
Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	Date	String	Date	String	String	Date	Date	String	String	String	String	String	String	String
Ship notice	Ship notice	Purchase order	Purchase order	The level of	Shipment type	Shipment date	Delivery date	Ship From	Ship From	Ship From	Ship From	Ship From city	Ship From state	

2

Customer:*

[Download CSV Templates](#)

CSV Ship Notice file path:* No file chosen

3

4 Upload Errors

Document Number	Error ↑
	The first line of the file specifies unsupported encoding (

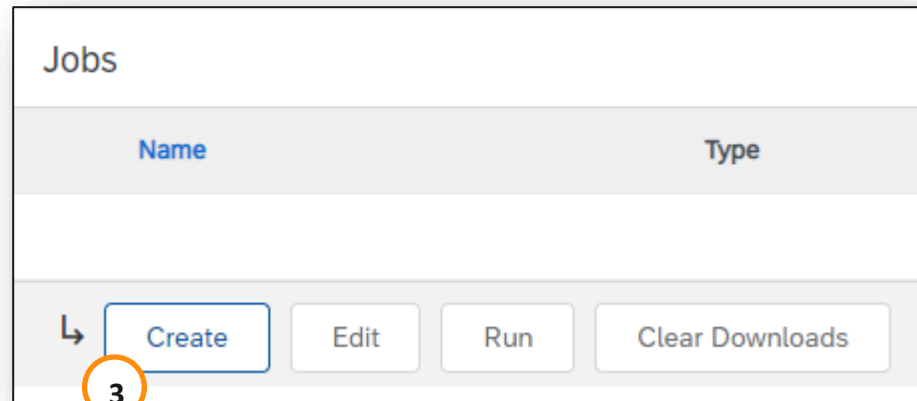
5

Advanced Shipping Notification

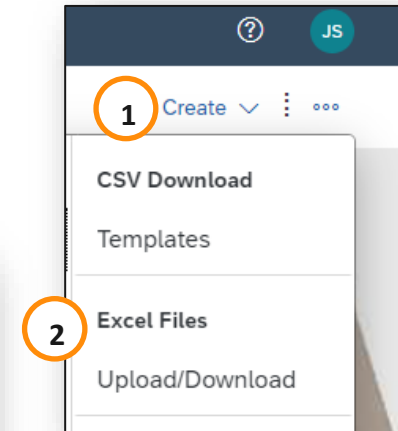
Mass ASN Upload – Download Ship Notice Template (Excel)

From the Homepage:

1. Click on **...** button
2. Select **Upload/Download**
3. Click Create
4. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
5. Click **Save**

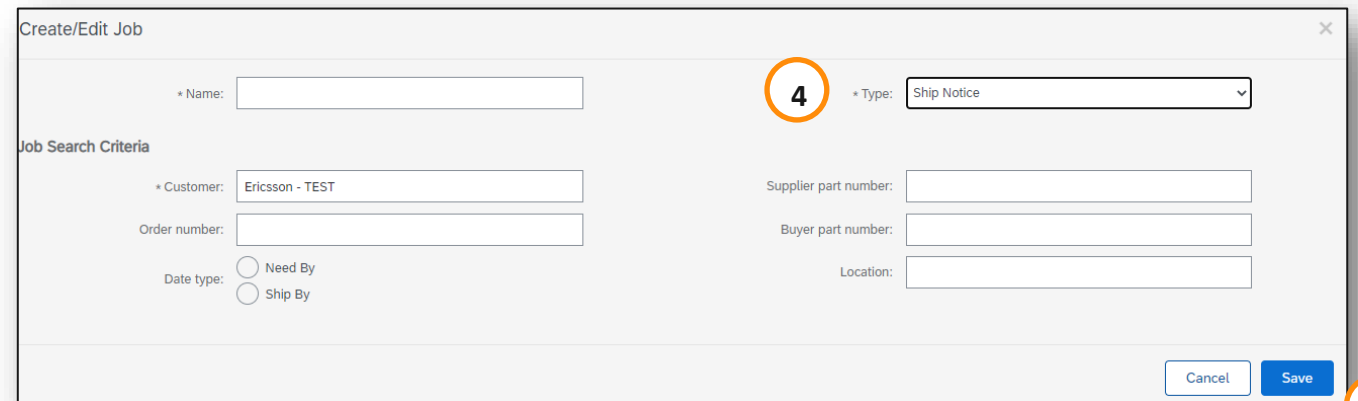


The screenshot shows a 'Jobs' table with columns 'Name' and 'Type'. Below the table are four buttons: 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Create' button is highlighted with a circled '3'.



The screenshot shows a dropdown menu with options: 'Create', 'CSV Download', 'Templates', 'Excel Files', and 'Upload/Download'. The 'Excel Files Upload/Download' option is highlighted with a circled '2'.

Note: A generated Ship Notice job can contain up to 10,000 lines, in addition to the header lines. Any excess lines are excluded. When the results of a Ship Notice job exceeds the line limit, the generated template shows a notification message that some results were excluded



The screenshot shows the 'Create/Edit Job' form. The 'Name' field is empty. The 'Type' dropdown is set to 'Ship Notice'. The 'Job Search Criteria' section includes fields for 'Customer' (Ericsson - TEST), 'Order number', and 'Date type' (radio buttons for 'Need By' and 'Ship By'). The 'Supplier part number', 'Buyer part number', and 'Location' fields are empty. The 'Save' button is highlighted with a circled '5'.



Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template



5. Run the created job of type **Ship Notice**
6. **Download** and open the Excel template.
7. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

Note: Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.

Jobs	
Name	Type
<input type="radio"/> v1	Replenishment
<input checked="" type="radio"/> VG1	Ship Notice
<input type="radio"/> KALLE_OC2	Order Confirmation
<input type="radio"/> KALLE_OC1	Order Confirmation
<input type="radio"/> Ericsson test Mass OC	Order Confirmation

Status	File
Completed	↓

SAP Ariba								
Ship Notices			Time Zone: UTC-07:00					
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From
1234	2022-05-30T10:07:33-07:4524246186	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	
12345	2022-05-30T10:07:33-07:4524246187	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	
12345	2022-05-30T10:07:33-07:4524246188	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	
12345	2022-05-30T10:07:33-07:4524246188	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	

Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number	Item Parent	Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure (*)	Item Unit Price Currency (*)	Item Unit Price	Item Description	Item Haza
		10	10			15	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10			15	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10			15	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10			26	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10		VENDOR MAT # F	23	PCE	USD	100	ASSEMBLED PARTS/RM/	

Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template



5. Run the created job of type **Ship Notice**
6. **Download** and open the Excel template.
7. Enter in the Excel file all mandatory columns marked with an asterisk (*) as well as any additional fields deemed necessary.

Note: Entering incomplete data in mandatory fields marked with an asterisk(*) will result in errors.

Jobs	
Name	Type
<input type="radio"/> v1	Replenishment
<input checked="" type="radio"/> VG1	Ship Notice
<input type="radio"/> KALLE_OC2	Order Confirmation
<input type="radio"/> KALLE_OC1	Order Confirmation
<input type="radio"/> Ericsson test Mass OC	Order Confirmation

Status	File
Completed	↓

SAP Ariba								
Ship Notices			Time Zone:		UTC-07:00			
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From
1234	2022-05-30T10:07:33-07:4524246186	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	
12345	2022-05-30T10:07:33-07:4524246187	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	
12345	2022-05-30T10:07:33-07:4524246188	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	
12345	2022-05-30T10:07:33-07:4524246188	2021-12-21T04:00:00-08				2022-02-09T04:00:00-08	2022-02-09T04:00:00-08	

Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number	Item Parent	Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure (*)	Item Unit Price Currency (*)	Item Unit Price	Item Description	Item Haza
		10	10			15	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10			15	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10			15	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10			26	PCE	USD	100	ASSEMBLED PARTS/RM/	
		10	10		VENDOR MAT # F	23	PCE	USD	100	ASSEMBLED PARTS/RM/	

Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template



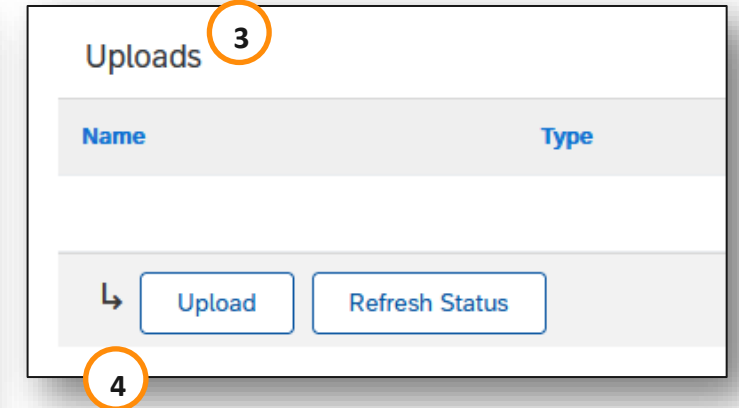
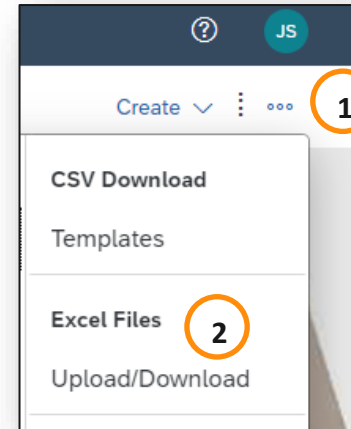
From the Home page:

1. Click on **...** button.
2. Select **Upload/Download**
3. Navigate to **Uploads**
4. Click **Upload**
5. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*)
6. **Select the Excel file** that should be uploaded to create the ship notice(s)
7. **Attachments** can be added at this stage if needed
8. Click **Upload**

Note: You can upload an edited Ship Notice template that has up to 10,000 lines, in addition to the header lines.

During upload, the Ship Notice template automatically appends the time to certain date fields.

If you do not fill in the mandatory information you will get an error – Application not ready to read an ASN excel file



* Name: * Type:
* Customer:

File:

Ship notice	Order	Order date	Ship to	File size	
> 1341	4524246170	2021-12-16	Panalpina World Transport Dubai DWC	0.00 B	<input type="button" value="Attach files"/>
> 1340	4524246263	2022-01-17	Panalpina World Transport Dubai DWC	0.00 B	<input type="button" value="Attach files"/>
> 1338	4524246292	2022-01-20	Panalpina World Transport Dubai DWC	0.00 B	<input type="button" value="Attach files"/>



Advanced Shipping Notification

Mass ASN Upload – Upload Ship Notice Template



1. After successful upload, the status will be **Completed** and the ship notice is created in Ariba Network
2. When errors occur, the **log** can be downloaded to assist with error resolution

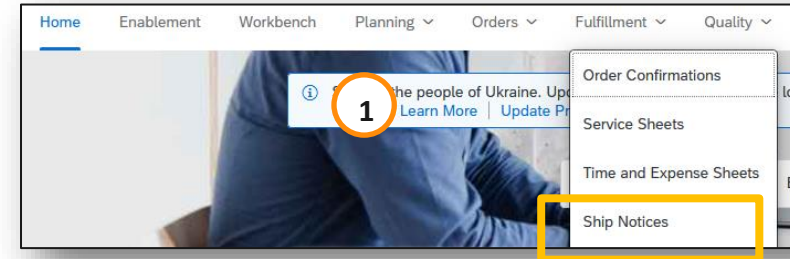
Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
Shri	Ship Notice	17 Mar 2022 8:51:52 AM	John Smith	Completed	↓	↓
vg3	Ship Notice	17 Mar 2022 8:24:02 AM	John Smith	Completed	↓	↓
vg2	Ship Notice	17 Mar 2022 8:17:49 AM	John Smith	Failed	↓	↓
VG1	Ship Notice	17 Mar 2022 7:58:25 AM	John Smith	Failed	↓	↓
KALLE_OC2	Order Confirmation	19 Feb 2022 12:35:43 AM	John Smith	Completed	↓	↓
KALLE_OC1	Order Confirmation	19 Feb 2022 12:26:30 AM	John Smith	Completed	↓	↓
test123	Order Confirmation	17 Feb 2022 3:49:38 AM	John Smith	Completed	↓	↓
testmassupload	Order Confirmation	17 Feb 2022 3:41:42 AM	John Smith	Failed	↓	↓
Ericssontestdecimalprice	Order Confirmation	17 Feb 2022 3:12:49 AM	John Smith	Failed	↓	↓
TestOC12	Order Confirmation	15 Feb 2022 6:27:41 AM	John Smith	Failed	↓	↓
OCTest9	Order Confirmation	15 Feb 2022 5:53:23 AM	John Smith	Completed	↓	↓
OCTEST8	Order Confirmation	15 Feb 2022 5:50:54 AM	John Smith	Failed	↓	↓
OCTest6	Order Confirmation	15 Feb 2022 5:48:29 AM	John Smith	Failed	↓	↓
octest4	Order Confirmation	15 Feb 2022 5:42:04 AM	John Smith	Failed	↓	↓
OCTest2	Order Confirmation	15 Feb 2022 5:37:35 AM	John Smith	Failed	↓	↓

Upload Refresh Status Page 1

Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices**
2. Or to related order screen, **Related Documents** section
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number
4. and you will see the files you have attached
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped



Ship Notices (130)			
Packing Slip ID	Customer	Order #	Date
SHP#4526381469	Ericsson - TEST	4526381469	10 May 2022 11:19:01 AM
ASN764	Ericsson - TEST	4526381764	4 May 2022 12:55:03 PM

Order Items				
Order No.	Line No.	Part No.	Customer Part No.	Qty
4526381764	10		1/KRC118046	10.000
Description: TRANSCEIVER/ARUS B4				
SHIPMENT STATUS				
1. ▶ Shipped 10 PCE Show Details				
Attachment(s): 4				
Name				
4524252030.pdf				

Purchase Order (Shipped) 5 4526381764 Amount: \$4,200.00 USD Version: 1
Track Order
Routing Status: Acknowledged External Document Type: Standard PO (NB) Related Documents: PACK01 com871 2

Advanced Shipping Notification

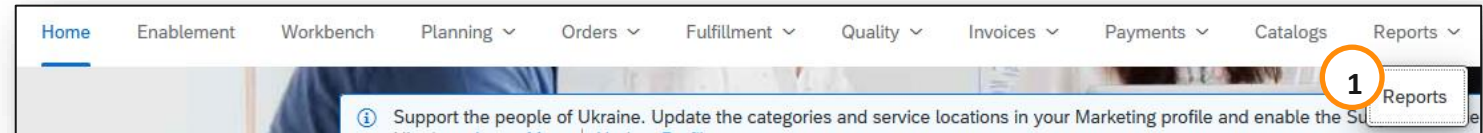
Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports** and then **Reports** again
2. Click **Create**
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**
4. Select the report template you've created and click **Run**
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**



A screenshot of the 'Create Report' form. The form has a sidebar on the left with two sections: '1 Report Description' and '2 Criteria'. The main area contains the following fields: 'Title:*' with the value 'SNs', 'Description:' (a large text area), 'Time zone:' with a dropdown menu set to 'GMT', 'Language:' with a dropdown menu set to 'English', and 'Report type:*' with a dropdown menu set to 'Ship Notice'. At the top of the form, there is a note: 'Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.'

<input type="radio"/>	SNs	Manual	Ship Notice	Processed	12 Apr 2022
<input type="radio"/>	VG	Manual	Order	Processed	18 Mar 2022
<input type="radio"/>	ZINV	Manual	Invoice	Processed	24 Mar 2022
<input type="radio"/>	ZVG	Manual	Order	Processed	22 Mar 2022

Below the table is a control bar with several buttons: 'Run' (circled in orange with '4'), 'Download', 'Edit', 'Copy', 'Delete', 'Create' (circled in orange with '2'), and 'Refresh Status' (circled in orange with '5'). The 'Refresh Status' button is positioned above the 'Download' button in the original image.

Advanced Shipping Notification

Tolerances



- Please note that for Ericsson it is not possible to increase item quantities on a ship notice
- This also applies to individual line items
- There will be an error if the above is applied

Ship Qty
<input type="text" value="55"/>
! Current quantity exceeds quantity allowed

Advanced Shipping Notification

Confirmed delivery date



- If a PO's need by date has been updated this will not be visible in the **Item to Ship** section on the **Workbench**
- This means that the POs are still arranged according to the original need by date
- POs are still arranged by the need by date requested by the buyer and not changed to show the delivery date updated on supplier side
- Do not allow multiple Ship To addresses on a ship notice

Items to ship (2)

[Edit filter](#) | [Save filter](#) | [Next 90 days](#) | [Last 365 days](#) | [Exclude fully shipped, +1](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Create ship notice](#)

Order No.	Item No.	Supplier Part No. ↑	Description	Schedule Line No.	Need By	Ship By	Commitment Level	Requested Quantity	S	Actions
Customer: Ericsson - TEST Ship To Address: EAB BS Main, Borås, SWE										
4526380873	10		ASSEMBLED PARTS/19/23 inch rail set 8HU	1	Jul 7, 2022			42.00 PCE		...
Customer: Ericsson - TEST Ship To Address: DSV SOLUTIONS DWC LLC, DUBAI, ARE										
4524250700	10	GPS-36-N-SC	ANTENNA/GPS Active Antenna	1	Jun 7, 2022			5.00 PCE		...

Advanced Shipping Notice

FCA Shipment



Regarding FCA shipments please note that the delivery date should be equal to the handover date. So both shipment and delivery date can have the same date

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type ▼

Shipping Date:

Delivery Date:*

Transport Terms

▼

[Add Transport Term](#)

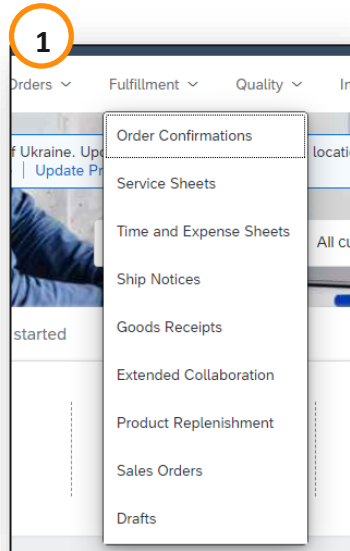
Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: FCA (Free Carrier)
Transport Location: KUNSHAN

Advanced Shipping Notice

How to cancel an advanced shipping notification



- You can cancel an **Advanced Shipping Notification** after it has been sent to your customer
- In order to cancel a ship notice you will need to click on the Fulfilment tab on the Home page
- Choose **Ship Notices** from the dropdown
- Choose the ship notice that you would like to cancel



2

Ship Notices

► Search Filters

Ship Notices (179)

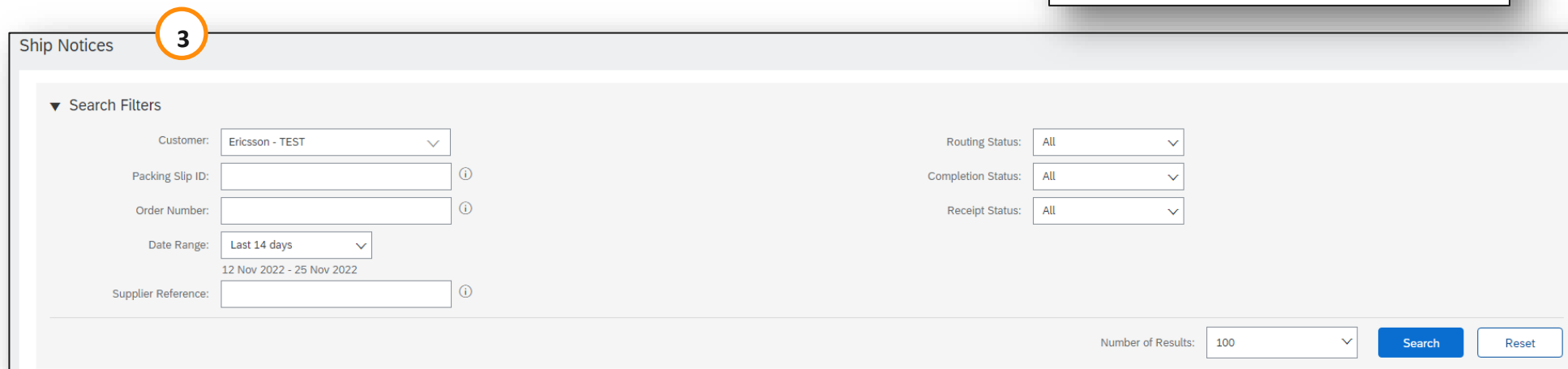
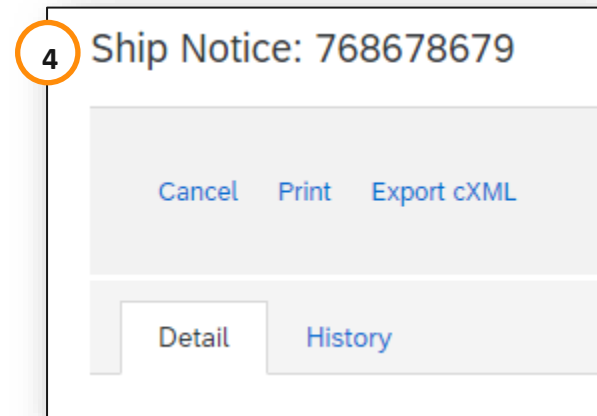
Packing Slip ID	Customer	Order #	Date
IST-PACK-NB-223	Ericsson - TEST	4526381225	21 Apr 2022 6:16:31 PM
IST-PACK-NB-221	Ericsson - TEST	4526381223	21 Apr 2022 5:57:05 PM
PACK1	Ericsson - TEST	4526381222	21 Apr 2022 5:40:51 PM

Advanced Shipping Notice

How to cancel an advanced shipping notification



- You can also use the search filters to help locate and narrow down the search for the ship notice
- Once you have located the ship notice click on the packing slide ID
- On the lefthand side you have the option to cancel

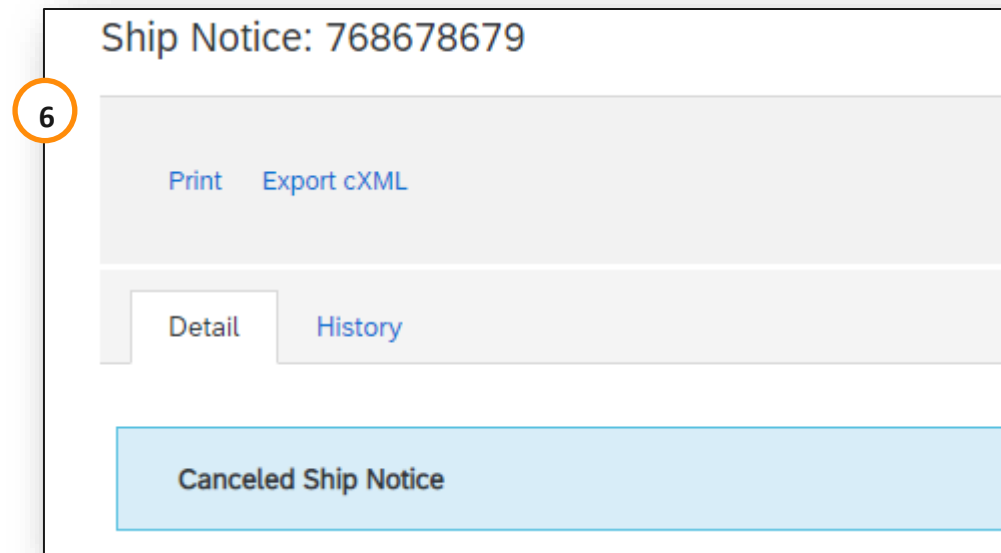
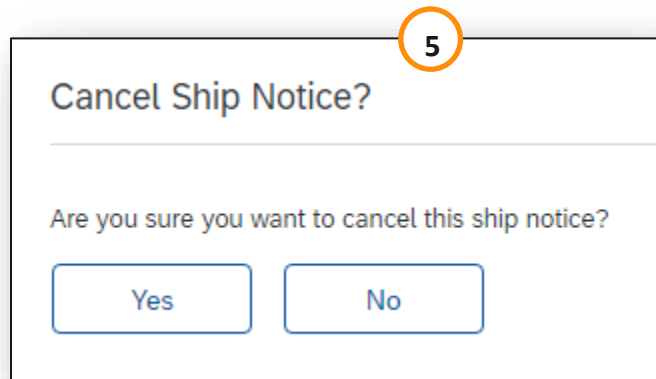


Advanced Shipping Notice

How to cancel an advanced shipping notification



- Once you click on **Cancel**, it will ask you to confirm your choice
- Click **Yes**
- You will see the ship notice is still available in the list but when you click into the ship notice it will show as cancelled
- You can then create a new ship notice



Advanced Shipping Notice

How to cancel an advanced shipping notification



- You can only cancel a ship notice that has Sent as the status, you will see an error if you cancel a ship notice with an other status
- You will see an error message

Ship Notice: IST-PACK-NB-223

[Cancel](#) [Print](#) [Export cXML](#)

! Cancel ship notice is not allowed because the shipped quantity was already invoiced. Order item number 10 has a total of 10,000 items shipped and 10,000 items invoiced.

[Detail](#) [History](#)

Please note

- A draft ship notice cannot be cancelled
- Ship notice can only be cancelled at header level
- The CSV upload for ship notice does not support the option to cancel a previously created ship notice