

HOW TO CREATE A FULL ADVANCE SHIPPING NOTE FOR GOODS



HOW TO CREATE A FULL ADVANCE SHIPPING NOTICE FOR GOODS



Purchase Order: 4502509397 Done

2 Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:
Rustenburg Platinum Mines Limited
1931/003380/06
Johannesburg
2196 South Africa
Phone: + () 0113736111

To:
GRASS TOWER (PTY) LTD-TEST
23 MARS AVE
JOHANNESBURG
Gauteng 2107 South Africa
Phone: [011 3736380](tel:0113736380)
Fax:
Email: testuser@angloamerican.com

1 Purchase Order (Confirmed) 4502509397
Amount: R4,900.00 ZAR
Version: 1

Track Order

Payment Terms ⓘ
Payment end of next month net

Contact Information
Supplier Address
GRASS TOWER (PTY) LTD
23 MARS AVE
JOHANNESBURG

Buyer
Test ID
Email: testuser@angloamerican.com

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: 4502509397

- 1 Once you have confirmed your entire Purchase Order the 'Create Ship Notice' button will become available for you to access.
- 2 Click on 'Create Ship Notice' button to start this process.

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SAP Business Network

Create Ship Notice

Save Exit Next

* Indicates required field

SHIP FROM

Rustenburg
North-WestSouth Africa

Update Address

DELIVER TO

Mototolo Main Store Borwa shaft

Steelpoort
MPSouth Africa

Update Address

Ship Notice Header

3 SHIPPING

Packing Slip ID:* 123456

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:* 18 May 2023

Delivery Date:* 19 May 2023

Gross Volume:

TRACKING

Carrier Name:

Service Level:

Unit:

Complete the relevant information as outlined:

- Populate your delivery note number in the **Packing Slip ID** field, under the **SHIPPING** section
- Add your Shipping and Delivery Date. **Please Note:** Both date fields are mandatory.

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▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

5 Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Transport Term"/>							

▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items

5 Ensure that the **Shipping Payment Method** field always has the **Account** option selected

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Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax												
4502509398	10	QUADRANTFIRE.DIGITAL INJOC3		25.0	EA	19 May 2023		R 4,900.00 ZAR	R 122,500.00 ZAR	R 18,375.00 ZAR												
Shipment Status Total Item Due Quantity: 25 EA																						
Confirmation Status Total Confirmed Quantity: 25.0 EA Total Backordered Quantity: 0 EA																						
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>Country of Origin</th><th>Production Date</th><th>Expiry Date</th></tr></thead><tbody><tr><td>1</td><td>25.0</td><td></td><td>- Select Country -</td><td></td><td></td></tr></tbody></table> Add Ship Notice Line											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	25.0		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																	
1	25.0		- Select Country -																			
4502509398	20	QUADRANTFIRE.DIGITAL INJOC3		50.0	EA	19 May 2023		R 2,300.00 ZAR	R 115,000.00 ZAR	R 17,250.00 ZAR												
Shipment Status Total Item Due Quantity: 50 EA																						
Confirmation Status Total Confirmed Quantity: 50.0 EA Total Backordered Quantity: 0 EA																						
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>Country of Origin</th><th>Production Date</th><th>Expiry Date</th></tr></thead><tbody><tr><td>1</td><td>50.0</td><td></td><td>- Select Country -</td><td></td><td></td></tr></tbody></table> Add Ship Notice Line											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	50.0		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																	
1	50.0		- Select Country -																			
Add Order Line Item																						

6 [Next](#)

Scroll down to the **Order Items** section.

The line item details are displayed and corresponds with what was confirmed as part of the Order Confirmation step.

6 To create the FULL Advance Shipping Notification, meaning inclusive of all lines and ship quantities, click on **Next**

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Order Items [Hide Item Details](#)

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509398	10	QUADRANT;FIRE;DIGITAL IN;IOC3;		25.0	EA ⓘ	19 May 2023		R 4,900.00 ZAR	R 122,500.00 ZAR	R 18,375.00 ZAR
SHIPMENT STATUS										
▼ 1. Ship Qty: 25.0 EA ⓘ Hide Details										
No detail information provided.										
Additional Information										
buyerID: articleNumber:										
4502509398	20	QUADRANT;FIRE;DIGITAL IN;IOC3;		50.0	EA ⓘ	19 May 2023		R 2,300.00 ZAR	R 115,000.00 ZAR	R 17,250.00 ZAR
SHIPMENT STATUS										
▼ 1. Ship Qty: 50.0 EA ⓘ Hide Details										
No detail information provided.										
Additional Information										
buyerID: articleNumber:										

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

7 If you are ready to proceed then click on **Submit**

HOW TO CREATE A FULL ADVANCE SHIPPING NOTICE FOR GOODS



Purchase Order: 4502509401

8 Create Ship Notice

9 Done

From: Rustenburg Platinum Mines Limited
1931/003380/06
Johannesburg
2196 South Africa
Phone: + (J) 0113736111

To: GRASS TOWER (PTY) LTD-TEST
23 MARS AVE
JOHANNESBURG
Gauteng 2107 South Africa
Phone: 011 3736380
Fax:
Email: testuser@angloamerican.com

Purchase Order (Shipped)
4502509401
Amount: R72,000.00 ZAR
Version: 1

Track Order

- 8** Once submitted the screen will return to the purchase order view.

Note that the **Confirmed** status changed to **Shipped**. The **Create Ship Notice** button is greyed out (not available) as you've completed this step.

- 9** Click on **Done** to exit this view.