

HOW TO CREATE A PARTIAL ADVANCE SHIPPING NOTE FOR GOODS



HOW TO CREATE A PARTIAL 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
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.

HOW TO CREATE A PARTIAL ADVANCE SHIPPING NOTICE FOR GOODS



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

SHIPPING
3 Packing Slip ID:* 123456
 Invoice No.:
 Requested Delivery Date: --
 Ship Notice Type: Select
4 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															
4502509401	10	QUADRANT;FIRE;DIGITAL IN;JOC3		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR	Remove														
Shipment Status Total Item Due Quantity: 2.0 EA																									
Confirmation Status Total Confirmed Quantity: 10.0 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><th></th></tr></thead><tbody><tr><td>1</td><td>2.0</td><td></td><td>- Select Country -</td><td></td><td></td><td>Add Details</td></tr></tbody></table> Add Ship Notice Line												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	2.0		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	2.0		- Select Country -			Add Details																			
4502509401	20	QUADRANT;FIRE;DIGITAL IN;JOC3		10.0	EA	25 May 2023		R 2,300.00 ZAR	R 23,000.00 ZAR	R 3,450.00 ZAR	Remove														
Shipment Status Total Item Due Quantity: 4.0 EA																									
Confirmation Status Total Confirmed Quantity: 10.0 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><th></th></tr></thead><tbody><tr><td>1</td><td>4.0</td><td></td><td>- Select Country -</td><td></td><td></td><td>Add Details</td></tr></tbody></table> Add Ship Notice Line												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	4.0		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	4.0		- Select Country -			Add Details																			
Add Order Line Item																									

Save Exit Next

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

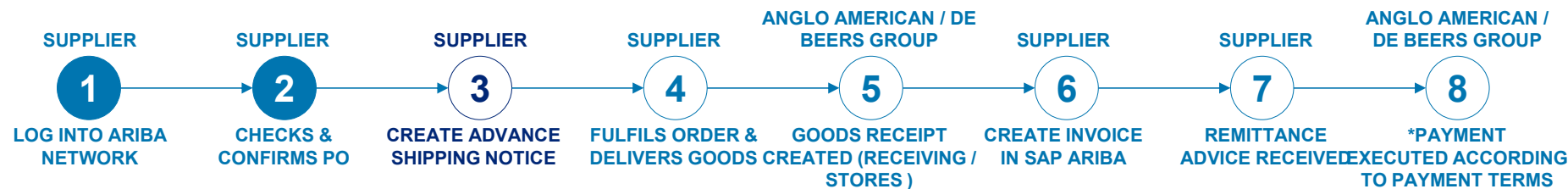
The line item details are displayed and corresponds to what was confirmed as part of the Order Confirmation step.

PARTIAL Advance Shipping Notification can be created by removing line items, and / or reducing the ship quantities to align with your pending deliveries.

- 6** To create a PARTIAL Advance Shipping Notification by removing a line item, click on **Remove**

EXTERNAL

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Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509401	10	QUADRANT;FIRE;DIGITAL IN;IOC3;		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR

Remove

Shipment Status

Total Item Due Quantity: 2.0 EA

Confirmation Status

Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	2.0		- Select Country -		

Add Details

Add Ship Notice Line

Add Order Line Item

Save Exit Next

The updated view is displayed with only the remaining line items.

- To illustrate the PARTIAL Advance Shipping Notification by reducing the ship quantity we will click in **Ship Qty** and change the value to reflect your quantity pending delivery.
- Clicking on **Next** will allow you to **Submit** your PARTIAL Advance Shipping Notice.

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SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4502509400

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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: + (J) 0113736111

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

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Purchase Order
(Partially Shipped)
4502509400
Amount: R141,000.00 ZAR
Version: 1

Track Order

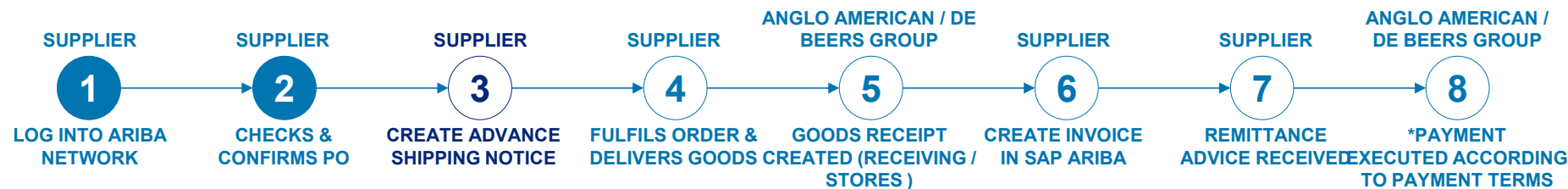
10 Done

9 Once submitted the screen will return to the purchase order view.

Note that the **Confirmed** status changed to **Partially Shipped**. The **Create Ship Notice** button is still available to create the Advance Shipping Notices for the remaining lines or quantities.

10 Click on **Done** to exit this view.

HOW TO CREATE A PARTIAL ADVANCE SHIPPING NOTICE FOR GOODS



Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509401	10	QUADRANT;FIRE;DIGITAL IN;IOC3;		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR

Remove

Shipment Status

Total Item Due Quantity: 2.0 EA

Confirmation Status

Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	2.0		- Select Country -		

Add Details

Add Ship Notice Line

11 Add Order Line Item

Save Exit Next

In the event that a line item is accidentally removed, the following steps can be used to replace the line item.

- 11** Continuing with the example where line No. 20 was removed, click on **Add Order Line Item**.

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SAP Business Network Enterprise Account TEST MODE

Select Items to Add to Ship Notice

Ship To: Anglo American, De Beers Group and Thungela Resources Group Mototolo Main Store Borwa shaft, Steelpoort, MP, South Africa

▼ Search Filters

Order Number: ☐ Partial number ☒ Exact number ☐ Search only stock transport orders

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Part No.: Look Up

Show Advanced Filters

Number of Results: 500

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Items to be Shipped (1)

<input checked="" type="checkbox"/>	Need By	Part # / Description	Order Number	Item	Schedule Line No.	Commitment Level	Ordering Address	Requested Qty	Due Qty
15 <input checked="" type="checkbox"/>	25 May 2023	QUADRANT;FIRE;DIGITAL IN;IOC3;342424	4502509401	20	1		BAKWENA SEBENZA SCAFFOLDING RUSTENBURG, NW South Africa	10 (EA) ⓘ	4 (EA) ⓘ

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- 12** Under the **Search Filters** select the **Exact Match** option.
- 13** Add the specific purchase order number in question
- 14** Click on **Search**
- 15** Select the previously excluded line item, 20 in this example, and tick the box to include the item
- 16** Click on **Add Selected Items** to exit this view.

The usual Advance Shipping Notice process steps will again apply to the replaced items.