

Tutorial: How to create shipping notices? How do I view an acknowledgement of receipt? (1/3)

You are affected by these actions as a supplier who wants to create shipping notices, add tracking and transportation information to them, and view receipt notices.

8 steps

1

To create a shipping notice, from the purchase order view, click the **Create Shipping Notice** tab



Please refer to your customer's specific instructions for what information to provide in the shipping notices.

2

Update your contact and shipping information if necessary by clicking Update Address and then clicking Ok. Any field with an asterisk (*) must be filled in.



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3 Fill in the information requested on the form. The Packing Slip ID is a number that you use to identify the shipping notice.

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: * Required field

Shipping Date:

Delivery Date: *

Gross Volume: Unit:

Gross Weight: Unit:

4 Select the **Carrier Name** from the drop-down list. This will display the Tracking Number and Shipping Method

TRACKING

Carrier Name:

Service Level:

Manage Carrier

Preferred Carriers

Default Carriers

Airborne Express

Consolidated Freightways

DHL

EGL Eagle Global Logistics

EmeryWorldwide

FedEx

Linfox (Australia)

Menlo/IBM

5 You can enter the delivery terms on all shipping notices to give more details.

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

Delivery Terms

Collected By Customer

Delivery Condition

Despatch Condition

Transport Condition



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6 You can update the items shipped in a shipping notice by scrolling down to view the information for each item. You can then update the Quantity Shipped, Then, click Next. Review the review and click submit.

7 After you submit your shipping notice, the order status will be updated to **"Shipped"**. Submitted shipping notices can be viewed from the Fulfillment tab or by clicking the link under Related Documents in the purchase order view.

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4700001873	1	ESF_184 Chaudières au sol		10	EA	20 Mar 2024		20.00 EUR	200.00 EUR

Remove

Shipment Status

Total Item Due Quantity: 0.0 EA

Confirmation Status

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

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	0		- Select Country -		

Add Details

Add Ship Notice Line

Add Order Line Item

8 To **view a receipt notice**, click on the Fulfillment tab and from the drop-down list, select **Goods Receipt**. Then click on the Receipt Number to open it and view the details.

Fulfillment ▾ Invoices ▾ Payments ▾

- Order Confirmations
- Service Sheets
- Time and Expense Sheets
- Ship Notices
- Goods Receipts**
- Sales Orders
- Drafts

Workbench page. Go to

0

Return items

Last 31 days



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