

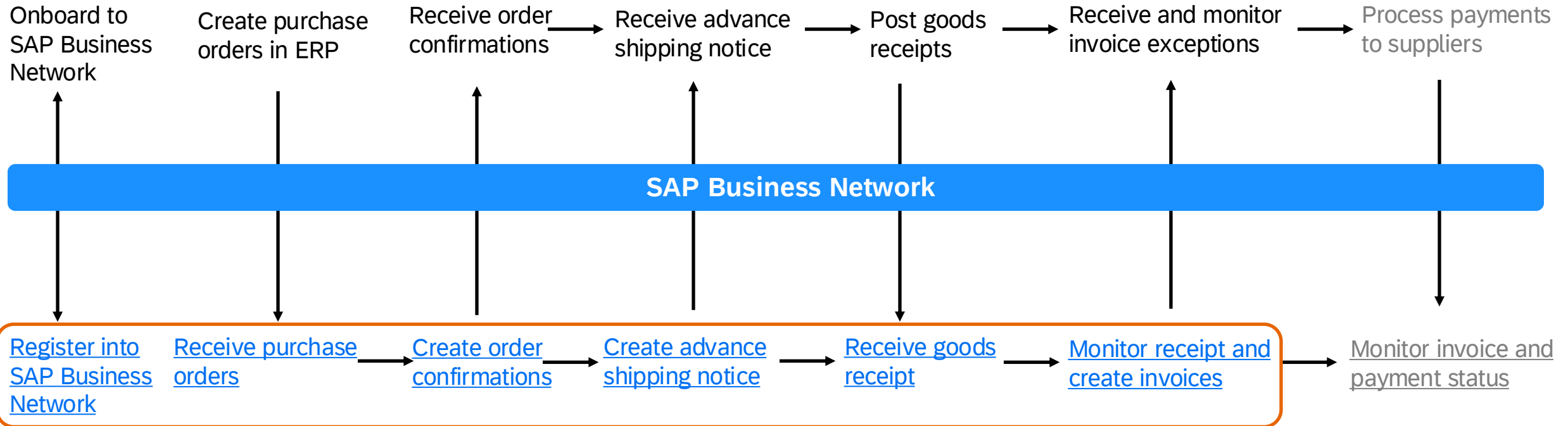
# Welcome to SAP Business Network on SAP BTP

## Fulfill Your Order – Ship Notice



# End-to-end Collaboration in SAP Business Network on BTP

## Buyers



## Suppliers

# **Introducing:** Advanced Ship Notice - SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Ship Notice

**Persona:** Supplier users

## **Description:**

- Support of Ship Notice generation, visibility and configuration on SAP Business Network Portal for supplier users

## **Key Benefits:**

- Ensures functional parity for all actively used features of Ship Notice in the existing generation of SAP Business Network.
- Easy-to-use experience for the Ship Notice generation for suppliers.
- Improves performance of the application during the Ship Notice creation.

# Feature: Ship Notice Creation



## Create ship notices from the Workbench or from an order

### From Workbench - Orders:

1. Start the shipping process from the order list by selecting **Manage Order** > Ship Notice

### From Workbench – Items to Ship:

2. By selecting the required items or schedule line items and clicking on **Create Ship Notice**

### From purchase order details page:

3. Enable suppliers to create a ship notice document directly from the Purchase Order page by selecting “Ship Notice” on the **Create** menu.

Order Number	Customer	Amount	
4500127940	q8jtestbuyer01 - TEST	1,000.00 USD	Sep
4500127939	q8jtestbuyer01 - TEST	1,000.00 USD	Sep
4500209298	ravishshettyr - TEST	100.00 EUR	Sep
4500127938	q8jtestbuyer01 - TEST	1,000.00 USD	Sep

Order Number	Item Number	Description	Schedule Line Number	Need By	Requested Quantity	Received Quantity	Due Quantity	Shipped Quantity
4500127940	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA
4500127939	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA

Name	Version	Date Submitted	Order Total	Status
default Phone: +49 (0) 1111111111555 32 Email: -	1	Sep 8, 2025, 2:09:36 PM	1,000.00 USD	Conf

# Feature: Ship Notice Creation page



## Key capabilities

Through this page, suppliers can create Ship Notices and include the following information:

1. “Ship from” and “Ship to” location
2. Shipping details: Including the estimated shipping and delivery date
3. Tracking details: Carrier and tracking number
4. Suppliers can add extra carriers to the **Carrier Name** default list through **Manage Carriers**

### Ship Notice

Details | Line Items | Additional Information

#### Details

##### Settings

General  Shipping Details  Tracking Details  Delivery Details  Transport Details

#### General

**1**

<b>Ship From</b>	<b>Ship To</b>
Name: Leon Chu's Supplier - TEST	Name: SL0001
State: * Arkansas	State: Schleswig-Holstein
Postal Code: * 71630	Postal Code: 10243
Department Name:	Department Name:
Address Line 1: * jUnitDummy	Address Line 1: 123
City: * Arkansas City	City: Berlin
Country/Region: * United States	Country/Region: Germany
Address Line 2:	Address Line 2:

#### Shipping Details

**2**

Requested Delivery Date: -	Delivery Date: e.g. Dec 31, 2025, 11:59:...	Shipping Date: e.g. Dec 31, 2025	Gross Weight:
Packing Slip ID: *	Ship Notice Type:	Gross Volume:	

#### Tracking Details

**3**

Carrier Name:	Tracking Date: e.g. Dec 31, 2025	Service Level:	Shipping Instructions:
Tracking Number:	Shipping Method:	Shipping Contract Number:	

[Manage Carriers](#)

**4**

# Feature: Ship Notice Creation page



## Key capabilities

Through this page, suppliers can create Ship Notices and include the following information:

1. Delivery and Transport details
2. Ship Notice line items: Besides including information for the flipped line items, suppliers can also:
  - Add PO lines
  - Split ASN lines
  - Delete ASN lines
3. Comments to the buyer. Also, attachments can be added based on buyer settings
4. Options in ASN creation page:
  - Preview → Takes the user to review mode before submitting the ASN
  - Save & Close → Keeps a draft of the document
  - Discard Draft → Deletes the work in progress

**Delivery Details**

1

Delivery Terms:  Transport Terms Description:  Shipping Payment Method:

Delivery Terms Description:

**Transport Details (1)**

<input type="checkbox"/>	Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Line Items (2)**

2

<input type="checkbox"/>	Ship Line No.	Description	Ship Quantity	Supplier Batch ID	Country/Region of Or...	Production Date	Expiry Date
<input type="checkbox"/>	Purchase Order: 4510127140   Line No. 10   120 EATest ⓘ   20 EATest ⓘ   - EATest ⓘ						
<input type="checkbox"/>	2	Casing C1001 Raw mat - Buyer	120	<input type="text"/>	<input type="text"/>	e.g. Dec 31, 2025	e.g. Dec 31, 2025
<input type="checkbox"/>	Purchase Order: 4510127141   Line No. 10   32 EATest ⓘ   20 EATest ⓘ   - EATest ⓘ						
<input type="checkbox"/>	1	Casing C1001 Raw mat - Buyer	32	<input type="text"/>	<input type="text"/>	e.g. Dec 31, 2025	e.g. Dec 31, 2025

**Settings**

3

General  Comment

**General**

4

Reason For Shipment:  Invoice Number:  Government Issued Shipping ID:  Document Title:  Supplier Reference:  Trans:

**Comment**

[Preview](#) [Save & Close](#) [Discard Draft](#)

# Feature: Ship Notice Creation Line details page

**New Ship Notice Line Detail**  
4510127085 | Line No. 1 | 84

**Settings** | Serial Numbers | Hazard Details | Delivery Details | Packaging Details | Additional Information

**Settings**  
 Serial Numbers  Hazard Details  Delivery Details  Packaging Details

**Serial Numbers (1)** Add Line Delete

<input type="checkbox"/> Serial Number	Asset Tag
<input type="text"/>	<input type="text"/>

**Hazard Details**

Hazard Type: \*   
Code:   
Hazard Description:

**Delivery Details**

Delivery Terms:   
Description:   
Transport Terms: \*   
Transport Terms Description:   
Shipping Payment Method: \*

**Packaging Details** Add Package Delete

<input type="checkbox"/> Packaging Material	Handling Unit Number	Packaging Material Number	Dimensions	Ordered Quantity
<b>No items available</b> When there are, you'll find them here.				

**Additional Information**

Auxiliary Part ID:   
Manufacturer Part ID:   
Manufacturer Name:



## Key capabilities

Include additional information for every ship notice line if required:

1. Serial Numbers: Serial number and asset tag for every unit being shipped is supported
2. Hazard Details
3. Delivery Details
4. Packaging Details: It shows a summary of the packaging materials being included in the shipment for the specific line

# Feature: Ship Notice Creation Packaging details



## New Package

Delete

1

Packaging Details   Packaging Dimensions   Material Details   Material Quantity

### Packaging Details

Packaging Material Number: <input type="text"/>	Packaging Material: <input type="text"/>	Tracking ID: <input type="text"/>	Global Individual Asset ID: <input type="text"/>	Outer Handling Unit: -	Level Code: <input type="text"/>
Auxiliary Material: <input type="checkbox"/> ⓘ	Handling Unit Number: <input type="text"/>	Inner Handling Unit: -	Shipping Mark: <input type="text"/>	Returnable Package ID: <input type="text"/>	

### Packaging Dimensions

Length: <input type="text"/>	<input type="checkbox"/>	Height: <input type="text"/>	<input type="checkbox"/>	Gross Weight: <input type="text"/>	<input type="checkbox"/>	Unit Net Weight: <input type="text"/>	<input type="checkbox"/>	Gross Volume: <input type="text"/>	<input type="checkbox"/>
Width: <input type="text"/>	<input type="checkbox"/>	Weight: <input type="text"/>	<input type="checkbox"/>	Unit Gross Weight: <input type="text"/>	<input type="checkbox"/>	Volume: <input type="text"/>	<input type="checkbox"/>	Stack Height: <input type="text"/>	<input type="checkbox"/>

### Material Details

Supplier Material Number: SAP SUPPLIERID	Buyer Material Number: 544	Material Description: Laptop with Batch Managed	Customer Batch ID: -
Order Number: 4510127085	Ship Notice Item Number: 1	Production Date: -	Expiry Date: -

### Material Quantity

Ordered Quantity: 84.000 EATest	Dispatch Quantity: <input type="text"/>	<input type="checkbox"/>	Free Goods Quantity: <input type="text"/>	<input type="checkbox"/>	Quantity Variance Note: <input type="text"/>
------------------------------------	--	--------------------------	--	--------------------------	---

2

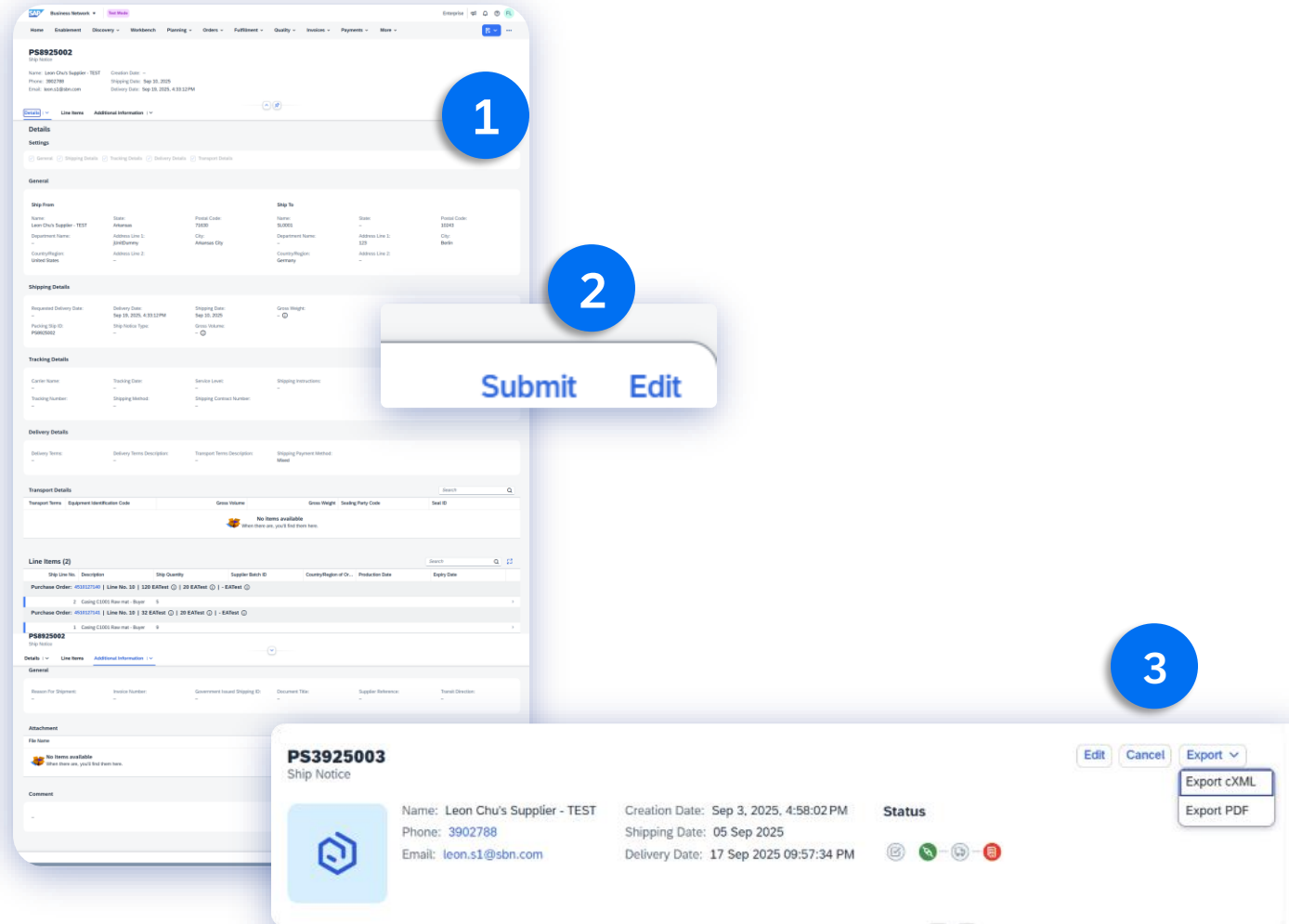
Apply

## Key capabilities

Options in packaging page:

1. Delete → Deletes packaging info and goes back to ASN line page
2. Apply → Keeps changes and goes back to ASN line page

# Feature: Ship Notice preview and after submission page



## Key capabilities

### Ship Notice page before submission:

1. Summary page shown to the supplier before submission
2. Options in ASN preview page:
  - Submit → Sends the ASN to the buyer ERP system
  - Edit → Goes back to previous page/ edit mode

### Ship Notice page after submission:

3. Options in ASN submitted page:
  - Edit → User can edit the submitted ASN. Depends on Business rule
  - Cancel → User can cancel the submitted ASN. Depends on Business rule
  - Export → ASN cXML and PDF versions can be downloaded

# Feature: Ship Notice draft support



### Draft ship notices

Service sheets Standard: 0

Order confirmations Standard: 319

Ship notices Standard: 90

**1** Draft ship notices Standard: 8

Goods Receipt Standard: 26

Customers: [dropdown] Packing Slip ID: [input] Date Last Modified: [input] Order Number: [input] Go Clear Adapt Filters

**Draft ship notices (8)** Delete Settings Share

<input type="checkbox"/>	Packing Slip ID	Customer	Date Last Modified	Order Number	
<input type="checkbox"/>	ASN4500127888	q8jtestbuyer01 - TEST	Sep 4, 2025, 3:32:13 AM	4510127888	<b>3</b>
<input type="checkbox"/>	ASN	ravishshettyr - TEST	Sep 5, 2025, 11:33:09 PM	4510127083	>
<input type="checkbox"/>	Ship Notice(29/08/2025)	ravishshettyr - TEST	Aug 29, 2025, 8:32:22 AM	4510126011	>
<input type="checkbox"/>	Ship Notice(03/09/2025)	ravishshettyr - TEST	Sep 3, 2025, 5:17:08 AM	4510126905	>
<input type="checkbox"/>	Carla001122	ravishshettyr - TEST	Aug 26, 2025, 10:08:54 PM	4510126659	>

### po1.1812.DelivTerms.Item

Purchase Order

Create Track Resend Hide Credit Memo Download Compare Versions Manage Assignment Send Message

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Inquiries Order History

**4** Related Draft Documents (1)

Document Number	Type	Changed On
ASN4500127888	Draft Ship Notice	Feb 4, 2026, 5:01:23 PM

## Key capabilities

### Draft list page

Draft documents are kept for 60 days

1. It can be accessed through any Fulfillment menu option
2. If no Packing slip ID was assigned when saving, an autogenerated value that includes the creation date is assigned

3. Access to draft ASN

### Drafts in PO Detail page

4. Draft documents can also be accessed through the Purchase Order Detail page / "Related Draft Documents" section

# Feature: Ship Notice creation through CSV

The screenshot illustrates the process of creating a ship notice through a CSV template. It is divided into three numbered steps:

- Step 1:** A dropdown menu is open, showing options like 'Create PO Invoice', 'Create Non-PO Invoice', 'Create Service Sheet', 'Create Posting', and 'Upload/Download Jobs'. The 'Upload/Download Jobs' option is highlighted with a blue circle and the number 1.
- Step 2:** The 'Download and Upload' section shows a list of trading partners. The partner 'CaffeRios buyer4' is selected, indicated by a blue circle and the number 2.
- Step 3:** The 'Customer Templates (4)' section shows a table of templates. The 'ASN CSV Template.csv' file is selected, indicated by a blue circle and the number 3.

File Name	File Format	Template Type
File Format: CSV		
<input checked="" type="radio"/> ASN CSV Template.csv	CSV	Standard
<input type="radio"/> OC CSV Template.csv	CSV	Standard
<input type="radio"/> SES CSV Template.csv	CSV	Standard
File Format: ZIP		
<input type="radio"/> EMV Templates.zip	ZIP	Standard



## ASN creation through CSV download/upload

Suppliers can create Ship notices in a massive way by doing the upload of a CSV template. These are the steps to follow:

### CSV download template

1. Click on Quick Links option (blue dropdown in the image) and “Upload/Download Jobs”
2. Select the customer for whom the Ship Notices will be created. The system shows all existing CSV templates for the related customer
3. Select ASN CSV Template.csv and click on download

# Feature: Ship Notice creation through CSV



## ASN creation through CSV download/upload

### CSV upload template

1. Go to “Upload” tab and click on “Upload” option
2. Select: “Ship Notice (.csv)” as type, Customer, Filled in template
3. After uploading the file, click on “Refresh” and the “Status” of the template will be updated to “Completed”, “Completed with errors” or “Failed”
  - **Completed** templates will generate Ship Notices which are visible in the Ship Notice list page
  - **Completed with errors** templates contain Ship Notices that were created successfully and also failed ship notices. Details available in the Log.
  - **Failed** templates details are available in the **View Log** option.

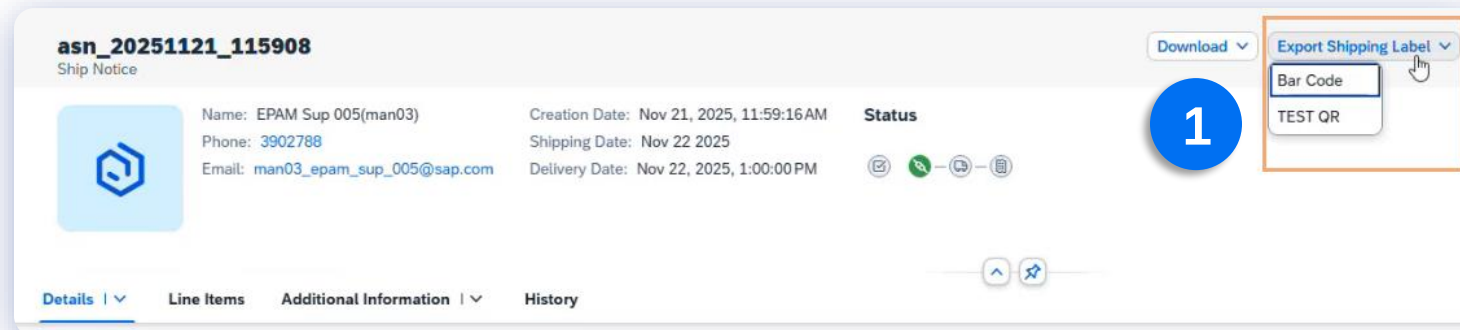
The screenshot shows the 'Download and Upload' interface. The 'Upload (41)' tab is selected. A table lists templates with columns for File Name, Type, and Status. Two templates are shown, both with a 'Completed' status. An 'Upload file' dialog box is open, showing a dropdown menu for 'Type' with 'Ship Notice (.csv)' selected. The 'Customer' field is empty, and the 'Local File' field has a 'Browse...' button. A blue circle with the number '1' highlights the 'Upload (41)' tab, and a blue circle with the number '2' highlights the 'Local File' field. Below the dialog, the 'Upload' button is visible. A second screenshot below shows the 'Upload (41)' tab selected, with a table listing templates. The 'Status' column shows 'Failed', 'Completed with errors', and 'Completed'. A blue circle with the number '3' highlights the 'Upload (41)' tab. A tooltip for 'Failed' is visible over the first row, with a 'View Log' link.

File Name	Type	Status
SAR-csvASN-NG-BatchID-ASN-1Item.csv	Ship Notice	Completed
SAR-csvASN-NG-NoBatchID-ASN-1Item.csv	Ship Notice	Completed

File Name	Type	Status	Uploaded By	Last Uploaded	Source File
ASN_CSVTemplate_1209-10Items-fail.csv	Ship Notice	Failed	CaffeRios supplier 4	Sep 13, 2025 10:56:09 PM	↓
ASN_CSVTemplate_1209-10Items-Partial.csv	Ship Notice	Completed with errors	CaffeRios supplier 4	Sep 13, 2025 10:44:51 PM	↓
ASN_CSVTemplate_TwoAsns_1209-10Items.csv	Ship Notice	Completed	CaffeRios supplier 4	Sep 13, 2025 10:02:05 PM	↓

# Feature: Export shipping label



## Key capabilities

Buyers have the ability to customize Shipping labels that could include Purchase Order information, Ship Notice information, barcode labels, QR codes and more.

These shipping labels can be exported by supplier users:

- During the ASN creation → It depends on the setting of a buyer business rule
- After the ASN creation

## Export shipping label

1. Customers can assign one or more shipping labels at document level and/or line item
2. Generated PDFs can be used as packages labels by suppliers which can be scanned once the buyer receives the goods

# Feature: Ship Notice email notifications



## ASN email notifications

1. Can be accessed through **Configure notifications** option in the Home page
2. “Ship Notice failures” and “Reminder of non-shipped order items” (which depends on a buyer business rule) are available.
3. ASN Email notifications examples

**Workbench Overview**

Orders Standard 2	Items to confirm Standard	Order confirmations Standard	Items to ship Standard	Ship notices Standard	Goods Receipt Standard	Orders to invoice Standard	Rej Sta
22	634	319	686	91	26	984	1

**Setup Actions**

Configure order preferences | Configure invoicing preferences | Configure payment preferences | **Configure notifications** | Add product and service categories

**Notifications**

Network Notifications | Quality

**Ship Notice Notifications**

<b>Ship Notice Failures</b>	<b>Reminder of Non-shipped Order Items</b>
Send a notification when ship notices are undeliverable: Yes	Send reminders of non-shipped order items: Yes
Email(s): p.girase@sap.com	Email(s): p.girase@sap.com

**Review Failed Ship Notice**

Dear Dickerson and Tucker LLC,

This notification contains important information about your SAP Business Network account (ANID: AN02004828322).

One of your ship notices has failed. Please review the following errors, generate a new document, or contact SAP Product Support. You can view the document details on your SAP Business Network account.

- Customer** Barron and Moon Plc/AN02004828323
- Ship Notice Number** test-01
- Ship Notice Date** June 27, 2025, 05:18:45 PM UTC
- Error Description** The shipping quantity 10 for order line item 1 in order po\_scn12\_1606252025T06DOCUME

**Reminder of non-shipped orders**

Dear Barron and Moon Plc,

The attached CSV report contains the list of non-shipped order items that have generated remainder notifications to your suppliers over the past 30 days.

Yours SAP Business Network account (ANID AN02004828323) has a default transaction rule setting to generate both the notification and this report.

You will receive this report every week while this rule is enabled.

Sincerely,  
SAP Business Network

# Feature: Ship Notice routing configuration



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. The 'Settings' section is active, with 'Transactions' highlighted. Under 'Transactions', 'Document Routing' is selected and highlighted with a blue circle containing the number '1'. Below this, the 'Default Document Routing / Document Routing Configuration' page is shown. The 'Document Type' tab is active, and the 'Configure Routing Method Attributes' section is highlighted with a blue circle containing the number '2'. The configuration table shows the following details:

Document Type	Document Sub Group	Routing Document Code	Routing Method
Ship Notice	Others	Ship Notice	CXML_PROFILE

Below the table, the 'Configure Routing Method Attributes' section displays 'No attributes to configure'.

## Key capabilities

1. To access document routing settings, go to **Settings, Transactions** and select **Document Routing**.
2. Ship notice routing can be configured globally for all buyers or individually per customer.

# Resources

Getting started?

[\*\*SAP Business Network on BTP Buyer Administration Guide\*\*](#)

More information on:

[\*\*SAP Business Network on BTP Release Readiness Portal\*\*](#)



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