

SAP Business Network for Supply Chain

Purchase Order Collaboration Training Guide

Introduction

Purchase Order Collaboration aims at streamlining Agratas – supplier interaction. The central component is SAP Business Network that provides:

- A real time insight into the same shared information for both Agratas and supplier.
- Error avoidance by making sure that requested, delivered and invoiced match up.
- Enablement of automatic synchronization with supplier's and Agratas's back-end systems.

Purchase Order Collaboration Documents

Purchase Order (PO)	A purchase order is a formal request or instruction from a Agratas to a supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price. A purchase order (PO) consists of a document header and several items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.
Order Confirmation (OC)	A purchase order confirmation is a formal acknowledgement of receipt of a purchase order by the Agratas. It also serves to confirm or reject the (lines of the) purchase order.
Advanced Shipping Notification (ASN)	An advanced shipping notification is a document from a supplier to a Agratas that provides details of an imminent shipment. An advanced shipping notification consists of a document header and several items. It can also contain packing information. The header contains data that is valid for all items and packages.
Goods Receipt (GR)	A goods receipt is a posting in the Agratas system of a physical inward movement of goods from an supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock. A goods receipt is a system posting contains a header and one or more items. The posting typically refers to an advanced shipping notification or a purchase order.

Purchase Order Collaboration Workflow

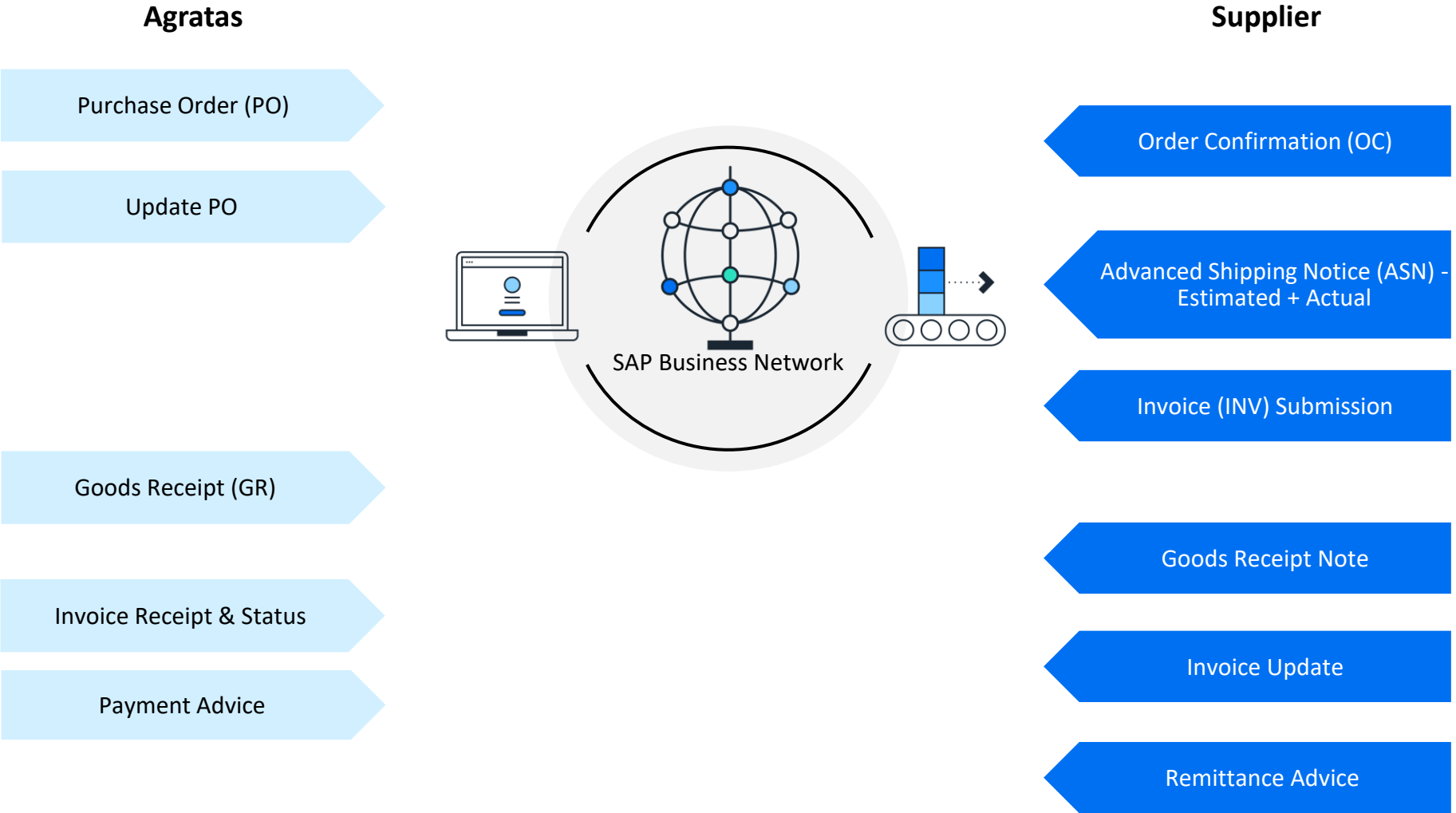


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Search and Identify the PO Filter Descriptions View PO Details Line Item Details	Allowed Actions Manage Individual PO Manage Multiple POs Mass Upload of OC's Update Line Items Item Reconfirmation Reconfirmation via Mass Upload Review Submitted OC's Tolerances	Allowed Actions Individual PO Management Multiple PO Management Mass Upload of ASN's Handling Units (optional) Review Submitted ASN Print Labels Download ASN Report	Document Review	Create Invoice Invoice Header Line Items Invoice Status	Payment Details Review Invoice Status	Header Level Line Level Detail

PURCHASE ORDER

Purchase Order

Search and Identify the PO (From the Home Page)

Search for orders from the Portal Home page by using either the Agratas's name or order number.

Note: If the order can not be found in search, please check PO instructions or contact Agratas for more information.



The image shows a search bar with four filter sections: 'Orders and Releases' with a dropdown arrow, 'All customers' with a dropdown arrow, 'Exact match' with a dropdown arrow, and 'Order number' with a search icon. The background is a blurred image of a person's face.

Purchase Order

Search and Identify the PO

From the **Workbench**
OR
From **Orders > Orders and Releases**:

1. Select any of the **Orders** tile.
2. Use **filters** to identify the right document.
3. Search results will appear. Click the **settings** icon to customize the view.
4. Open PO by clicking its **number**.

Note:

- If the order cannot be found in search, please check PO instructions or contact Agratas.
- For more info on how to manage your workbench and create specific tiles please refer to **the next slide**.

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New orders

Last 90 days

22

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Last 90 days

192

Orders to invoice

Last 90 days

271

Orders

Last 90 days

▼ Edit filter

Save filter

Last 90 days

Customers

Order numbers

Creation date

Order status

Select or type selections

Type selection

Last 90 days

Include

Partial match

Exact match

Show more

Order Number

Customer

Amount

Date ↓

Order Status

Actions

3600000279

Agratas Energy Storage Solutions

₹4000 INR

Sep 28, 2025

New

...

3600000277

Agratas Energy Storage Solutions

₹4000 INR

Sep 28, 2025

Changed

...

3600000276

Agratas Energy Storage Solutions

₹4000 INR

Sep 28, 2025

New

...

Purchase Order

Filter Descriptions - 1

Field	Description
Customers	Customer account for the order or shipment
Order numbers	Order document number
Creation date	Date the order record was created
Need by date	Requested date by which the order is needed
Customer locations	Customer site or delivery location
Ship by date	Requested date by which the order should ship
Company codes	Company code responsible for the transaction
Purchasing organizations	Purchasing organization associated with the order
Purchasing groups	Purchasing group responsible for the order
Ordering address IDs	Address identifier used on the order
Confirmation status	Status of order or item confirmation
Customer part numbers	Part number provided by customer
Product group	Product group assigned to the item

Purchase Order

Filter Descriptions - 2

Field	Description
Planner codes	Planning code responsible for the item
Order type	Type of order document
Category	Category assigned to the order or item
Stock transfer type	Type of stock transfer transaction
Ship from location	Source location from which goods are shipped
Supplier batch ID	Batch identifier provided by supplier
Confirmation approval status	Approval status of the confirmation
Part numbers	Internal or catalog part number
Shipping status	Shipment processing status
Receiving status	Goods receipt status
Invoicing status	Invoice processing status
External document type	Type of related external document
Order status	Current overall status of the order

Purchase Order

Filter Descriptions - 3

Field	Description
Routing status	Routing or fulfillment assignment status
Min amount	Minimum transaction amount for filtering
Max amount	Maximum transaction amount for filtering
Currency	Currency for amount-based filtering
Visibility	Visibility state of the record
Shipping network	Shipping network or logistics channel
Orders with inquiry only	Indicator for orders that contain inquiry activity only
Confirmed delivery date	Confirmed date of delivery
Transport terms	Agreed transportation or delivery terms
Storage locations	Warehouse or storage location for the item

Purchase Order

View PO Details

1. View the details of your order and allowed actions.
2. Access **order tracking** to find information about a purchase order status, history and execution.
3. **Line Items** section describes the ordered items.
4. You can configure your view by clicking **configure** icon.
5. Click **Details or Show Item** Details to review additional information, such as status, control keys, schedule lines.
6. **Need By** date is same as **Ship By** date and you need to dispatch the material on this date

Note: For more detailed PO management please refer to the [SAP Help Portal](#).

1

Purchase Order: 3600000279

Done

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

Report Consumption

Create Quality Notification

Download

Copy

More

Order Detail

Order History



From:

Customer

Agratas Energy Storage Solutions PVT LTD

Mumbai

Maharashtra 400001

India

Phone:

Fax:

To:

Test dat-1-TEST

House no 142

Bangalore

Karnataka 560012

India

Phone:

Fax:

Email: vanisha.agrawal@pwc.com

Purchase Order

(New)

3600000279

Amount: 4,000.00 INR

Version: 1

2

Track Order

Line Items

Show Item Details

#	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	1		251	Material			35,000.000 (MTK)	20 Mar 2026	20 Mar 2026	23.00 INR	805,000.00 INR	

Description: Separator (Base + treatment 7um PE)

4

Details

5

Purchase Order

Line Items Details

Expanded details of the line items:

1. **Status** of the line items (previously confirmed or previously shipped items).
2. **Control keys** show the actions that are allowed on this line item.
3. **Tax** shows the amount of tax paid on the order goods
4. **Schedule lines** show the quantities planned for specified delivery dates.
5. Additional details might be provided in **Other information** section.
6. Agratas can add **comments** about line items and their description in the comments section.
7. Supply Chain Executive's **Email** and **Name** can be found within the other information section as well.

1

Status

50.000 Unconfirmed

2

Control Keys

Order Confirmation: required before shipping

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

3

Tax

Tax Category	Tax Rate (%)	Taxable Amount
01	2.5	
01	2.5	

4

Schedule Lines

[Show Schedule Line Details](#)

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	30 Sep 2025 12:00 PM IST		4.000 (NOS)		

[Show Components](#)

5

Other Information

HSN/SAC Code: 85011011
Supply Chain Executive E-Mail: TEST@GMAIL.COM
Supply Chain Executive Name: TEST
Container Details: 01
POF Details: OM01
Safety Indicator: True
Storage Location: OM01 : Operat Supply

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Purchase Order

Line Items Details – Edited PO

If Agratas edited a PO, PO status will appear as Changed.

You will still be able to see previous versions of the document.

The changes will be displayed in the Line items section:

1. In case Agratas updated the PO, line item will be marked as **Edited**.
2. In case Agratas deleted the line item – as **Deleted**.
3. In case Agratas wishes temporarily prevent suppliers from creating order confirmations and ship notices for those items – as **Blocked**.
4. In case Agratas wishes to permanently prevent suppliers from creating any further order confirmations or ship notices for those items – as **Closed**.

Purchase Order
(→ Changed)

3600000310
Amount: 1,000.00 INR
Version: 2 (Previous Version)

Track Order

Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Category
10	1	→ Edited		000000000000000042	Material	Subcontract

Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	
10		→ Deleted		RMME03	Material	

Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	
10	1		1019	2071	Material	
Description: 2'x3'x8' Framing Studs						
20	1	→ Blocked	343	389	Material	

Line Items						
Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	
10	1	→ Closed	1019	2071	Material	
Description: 2'x3'x8' Framing Studs						
The buyer has marked this as Completed						

ORDER CONFIRMATION (OC)

Order Confirmation

Allowed Actions

SAP Business Network provides multiple options to confirm or reject your orders:

1. Individual PO management

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to confirm fully or partially the PO. The system will propose you the following buttons:

- [Confirm entire order](#): will propose only limited actions to quickly confirm an order without any change.
- [Update line items](#): this option will allow you to modify information at header and line level, to update quantities, prices or dates.

2. Multiple POs to be managed: one-step confirmation

- In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.
- **Note:** It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.

3. Mass OC upload

- In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload).
- Choosing this option, you will be able to update line items.

Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

From the Orders > Orders and Releases
OR

From the Workbench:

- 1. Select any **Orders** tile.
- 2. Identify the right document and click  under **Actions**.
- 3. The same actions are available from the PO screen under Create Order Confirmation button.

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Order Inquiries

Exact match

Order number

1

26

Orders

Last 31 days

8

Items to confirm

Last 31 days

4

Items to ship

Last 31 days

1

Return items

Last 31 days

9

New orders

Last 31 days

1

Changed orders

Last 31 days

5

Orders to invoice

Last 31 days

Order Number	Customer	Amount	Date	Order Status	Actions
3600000279	Agratas Energy Storage Solutions	₹4000 INR	Sep 28, 2025	New	2

3

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide


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Order Confirmation

Manage Individual PO – Update Line Items

1. If you select **Update Line Items**, you can confirm and update line items information. OC has a header and a line items section.
2. At a header level you can add comments, attachments and further OC details.
3. At a line level you can **confirm or reject** items, fully or partially.
4. Click **Details** to edit information about the price, shipping and delivery dates or add comments.
5. Once completed, click **Next** to proceed to the review screen and submit the document.

Note: You can submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

The screenshot shows the 'Update Line Items' interface. At the top, a navigation bar includes buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Report Consumption', and 'Create Quality Notification'. A dropdown menu is open under 'Create Order Confirmation', with 'Update Line Items' highlighted and circled with a blue box and a red circle containing the number 1. Below this, the 'Order Confirmation Header' section (callout 2) contains fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. It also has a 'Shipping and Tax Information' section with checkboxes for 'Enter shipping and tax information at the line item level', and fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'. An 'Attachments' table is shown with columns for 'Name', 'Size (bytes)', and 'Content Type'. To the right of the header section are 'Exit' and 'Next' buttons, with the 'Next' button circled in blue and a red circle containing the number 5. The main 'Line Items' section (callout 3) displays a table with columns: Line #, Part #, Customer Part #, Revision Level, Category, Type, Qty (Unit), Need By, Unit Price, Subtotal, Tax, and Customer Location. The first row shows Line # 10, Part # 000000000000000042, Category Subcontract, Type Material, Qty 4,000 (NOS), Need By 30 Sep 2025, Unit Price 1,000.00 INR, Subtotal 4,000.00 INR, and Tax 720.00 INR. Below the table is a 'Schedule Lines' section (callout 4) with a table showing 'Schedule Line No. 1', 'Delivery Date' 30 Sep 2025, 'Ship By', and 'Quantity (Unit)' 4,000 (NOS). At the bottom, the 'Current Order Status' is '4,000 Unconfirmed'. There are 'Confirm' and 'Backorder' buttons, and a 'Details' button circled in blue with a red circle containing the number 4. A 'Reject All' button is circled in blue with a red circle containing the number 3. A 'Confirm Based on Schedule Lines' button is at the bottom.

Order Confirmation

Manage Individual PO – Confirm Based on Schedule Lines

When you have various schedule lines with different delivery date, you can alternatively confirm per schedule line:

1. Choose **Update Line Items** as an action.
2. Expand the **schedule lines** to see the requested delivery dates.
3. Click on **Confirm Based on Schedule Lines**.
4. Select the Schedule Lines you wish to confirm and click on **Create Status**.
5. The new status will appear and decrease unconfirmed quantities.
6. To choose a referenced schedule line click **Details**.

Note: You can change quantities or delivery date when choosing this option.

Purchase Order: 3600000275

Create Order Confirmation ▾

Create Ship Notice

1 Confirm Entire Order

2 Update Line Items

History

Reject Entire Order

▼ Schedule Lines

Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
1	31 Oct 2025		10.000 (NOS)

Current Order Status

☒ 10.000 Unconfirmed

Confirm:

Backorder:

Reject All ⓘ

6 Details ⓘ

3 Confirm Based on Schedule Lines

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

☐	Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
☐	1	31 Oct 2025		10.000 (NOS)

4 Create Status Cancel

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: 31 Oct 2025

Schedule Lines

☒	Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
☒	1	31 Oct 2025		10.000 (NOS)

5 Create Status Cancel

Order Confirmation

Manage Multiple POs

1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm**.
4. Select any of the actions from the dropdown.
5. Review confirmation and click **Submit** to send it to Agratas system.

Note:

- It is not possible to propose price changes, split a single PO line into several confirmations, and reject quantities with this option.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot illustrates the SAP Business Network interface for managing multiple POs. The top navigation bar shows 'Orders' selected, with a dropdown menu for 'Orders and Releases'. The main content area features a 'Items to confirm' tile (89 items) and a filter section. The filter section includes a table with columns for Customers, Order numbers, Creation date, and Need by date. The table shows a single item with a quantity of 10 and a description 'SWITCH RS20-0400S2M2DAEHH'. The 'Confirm' button is highlighted, and the 'Submit' button is visible at the bottom right.

1. Click **Items to Confirm** tile.

2. Use **filters** to identify the right items.

3. Select items to confirm and click **Confirm**.

4. Select any of the actions from the dropdown.

5. Review confirmation and click **Submit** to send it to Agratas system.

Order Confirmation

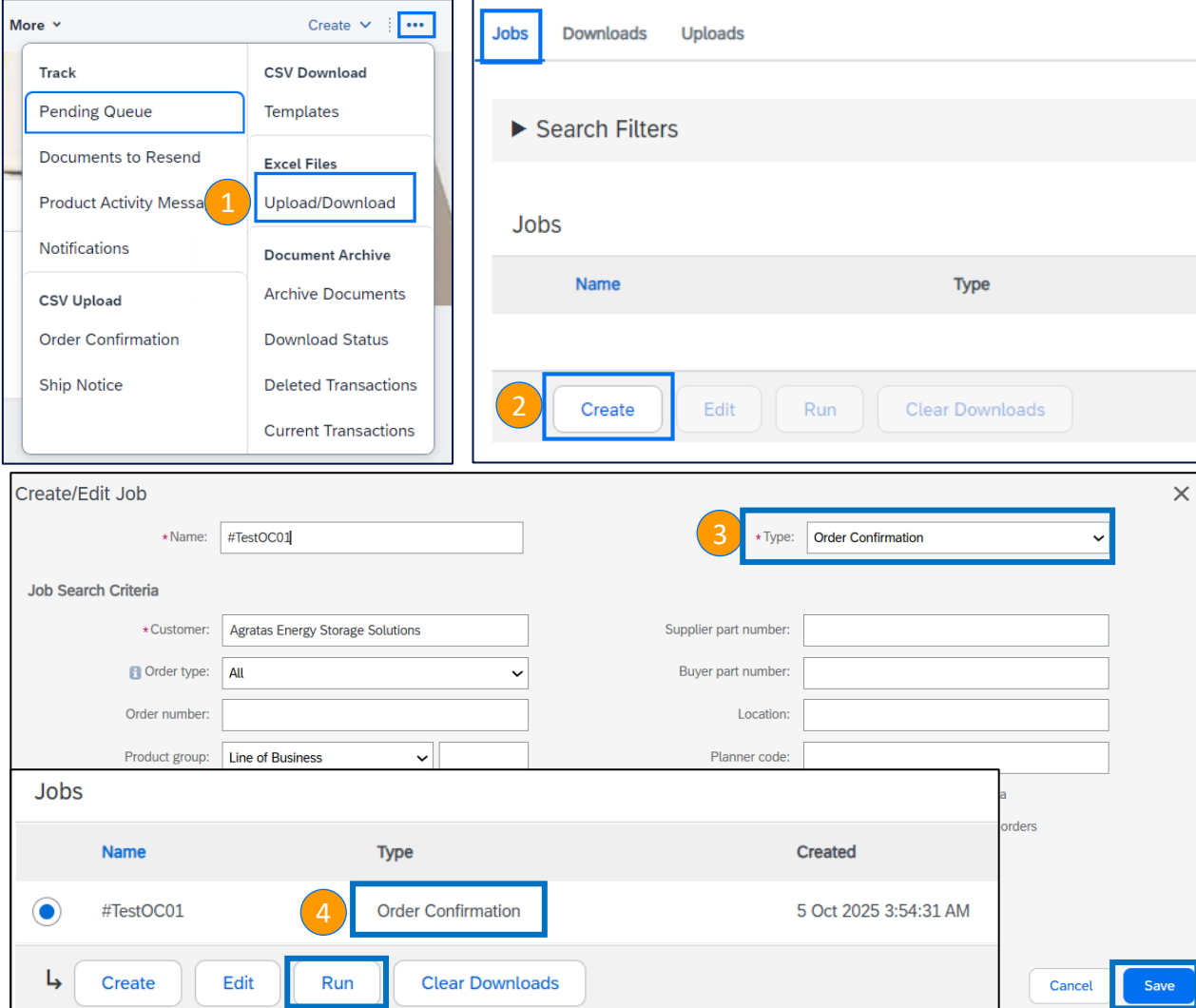
Mass OC Upload – Create OC Report

From the Homepage:

1. Click  button in the right top corner of your screen and select **Upload/ Download**.
2. In the Jobs section, click **Create** button.
3. Fill in all mandatory fields. Set a type as **Order confirmation**. Once finished, save it.
4. The report will appear in the Jobs list. Select it and click **Run**.

Note:

- You can extract up to 10000 lines. Set Date Range value in search filters to narrow down your search.
- The generated Excel file now excludes items that are fully shipped, fully received, or both.



The screenshot illustrates the process of creating an Order Confirmation (OC) report in the Agradas system. It is divided into two main sections: the top navigation area and the 'Create/Edit Job' modal.

Top Navigation Area:

- The 'More' dropdown menu is open, showing various options. The 'Upload/Download' option under 'Excel Files' is highlighted with a blue box and a red circle labeled '1'.
- The 'Jobs' tab is selected in the top right, and the 'Create' button is highlighted with a blue box and a red circle labeled '2'.

Create/Edit Job Modal:

- The modal is titled 'Create/Edit Job' and contains several input fields and a dropdown menu.
- The 'Name' field is populated with '#TestOC01'.
- The 'Type' dropdown menu is set to 'Order Confirmation' and is highlighted with a blue box and a red circle labeled '3'.
- The 'Job Search Criteria' section includes fields for 'Customer' (Agradas Energy Storage Solutions), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'.
- The 'Jobs' table at the bottom shows the created job with the following details:

Name	Type	Created
#TestOC01	Order Confirmation	5 Oct 2025 3:54:31 AM

The 'Run' button in the bottom right of the modal is highlighted with a blue box and a red circle labeled '4'.

Order Confirmation

Mass OC Upload – Run OC Report

Generated report will appear in the Downloads sub-tab.

- 1. Use **Refresh Status** button to update report status to **Completed**.
- 2. Download the report.

Jobs

Downloads

Uploads

► Search Filters

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
#TestOC01	Order Confirmation	5 Oct 2025 3:56:12 AM	Tata Vendor	Completed	Download

1

Refresh Status

Order Confirmation

Mass OC Upload – Date or Price Update

To update the delivery date for the full line only, follow the below steps:

- 1. Fill your **confirmation number**.
- 2. Change the **delivery date** column populated with your new date.
- 3. **Item type**: leave the field as accept.

SAP Ariba

Confirmations

Time Zone: UTC+05:30

Confirmation Number	Order Number (*)	Type	Order Version	Order Date
---------------------	------------------	------	---------------	------------

Item Line number (*)	Schedule Line Number	Commitment Level	Current Status	3	Item Type (*)
----------------------	----------------------	------------------	----------------	---	---------------

Confirmation Quantity (*)	Shipped Quantity	Received Quantity	Item Unit Of Measure (*)	Need by Date	2	Delivery Date
---------------------------	------------------	-------------------	--------------------------	--------------	---	---------------

Order Confirmation

Mass OC Upload – Split of a Line Into Multiple Delivery Dates

If you need to split quantity of a line item into multiple delivery date, follow the steps below.

Example: Line item with 15 items to be delivered by December 5th and 5 items – on December 15th.

1. Copy the initial line.
2. Fill the order confirmation number on both lines.
3. In the **Confirmation quantity** field update the number as per example.
4. Adjust the dates accordingly to each of the lines.

Note:

- The total of the quantity in each line must always be equal to the initial order line quantity.

SAP Ariba 		Confirmations			
Confirmation Number	Order Number (*)	Item Type (*)	Confirmation Quantity (*)	Delivery Date	
OC - 196	3600000196	accept	800	29 Oct 2025	
OC - 196	3600000196	accept	200	08 Nov 2025	

Order Confirmation

Mass OC Upload – Reupload the Template

Reupload updated Excel report from the Uploads/Downloads screen> Uploads sub-tab.

1. Click **Upload button**. A new window will pop up.
2. Fill in all mandatory fields and set a type as **Order Confirmation**.
3. Upload updated spreadsheet.
4. The status column displays whether upload was successful or not.

Note:

- If you do not want to confirm some of the lines now of upload, do not forget to delete them from the upload file.

Jobs Downloads **Uploads**

► Search Filters

Uploads

Name	Type
1	

↳ **Upload** Refresh Status

Upload File

* Name: #TestOC01

* Customer: Agratas Energy Storage Solutions

File: **+ Choose file**

* Type: **Order Confirmation**

2

3 **Upload** Cancel

4

Completed With Errors	↓	↓
Completed	↓	↓
Failed	↓	↓

Order Confirmation

Update line items

It is possible to update line items, for example for a new delivery date in case of delay. Agratas will receive a new confirmation.

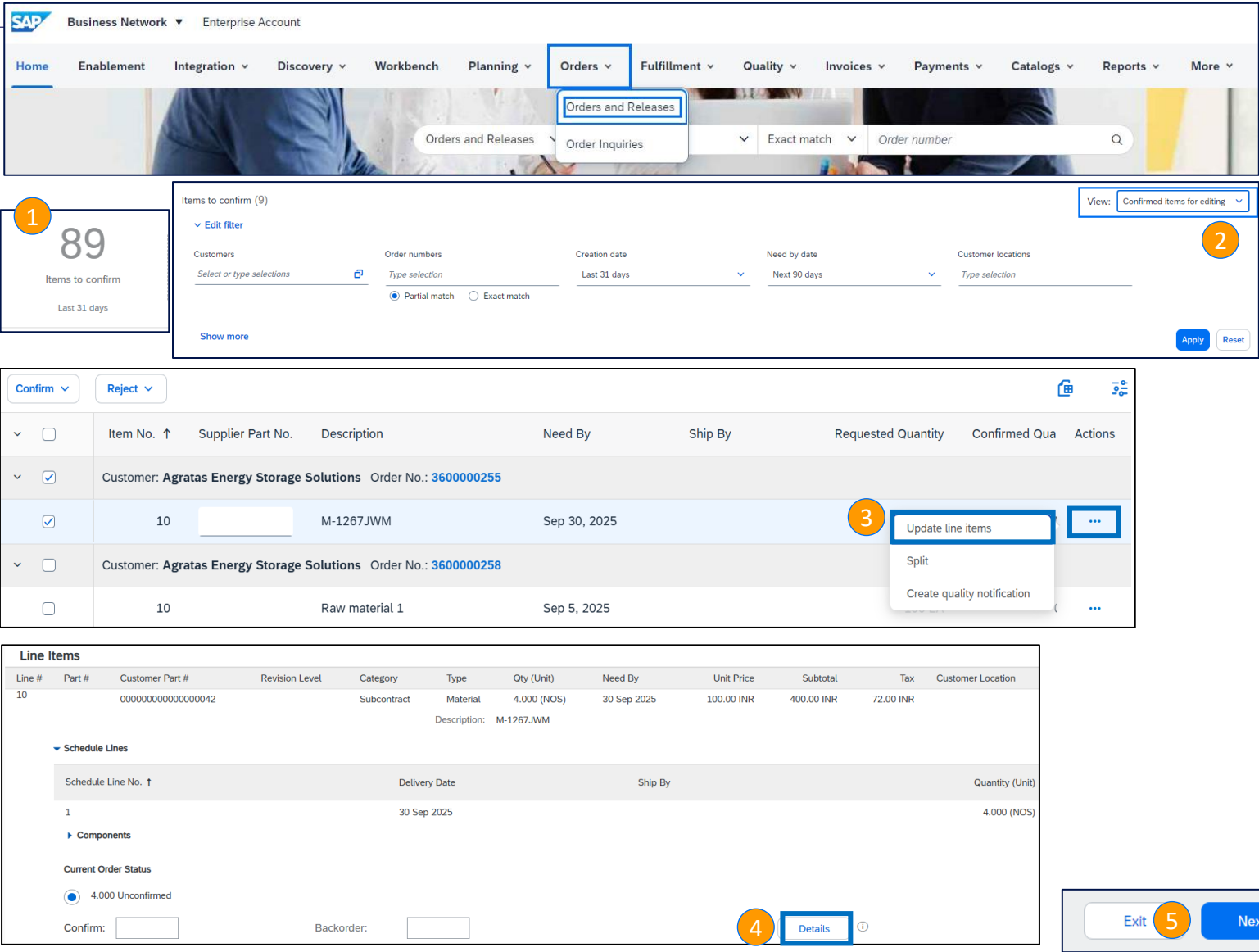
From **Orders > Orders and Releases**

OR

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  below Actions and select **Update line items**.
4. Update line items as needed. Click **Details** to update delivery date or price.
5. Click **Next** and submit order confirmation.

Note: The PO will get updated with the split of the confirmed quantity. You can reconfirm the line only partially and split the line again. The order confirmation will be updated.



The screenshot illustrates the SAP Business Network interface for updating line items in an order confirmation. The top navigation bar includes 'Business Network' and 'Enterprise Account'. The main menu has tabs for 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The 'Orders' tab is selected, and the 'Orders and Releases' sub-tab is active. A search bar is visible with 'Exact match' and 'Order number' filters.

The 'Items to confirm (9)' section shows a list of items. The first item is highlighted with a blue background and a '1' in a circle. The 'Items to confirm' tile shows '89 Items to confirm' and 'Last 31 days'. The 'Items to confirm' table has columns for 'Customers', 'Order numbers', 'Creation date', 'Need by date', and 'Customer locations'. The 'Customers' column shows 'Customer: Agratas Energy Storage Solutions' and 'Order No.: 3600000255'. The 'Order numbers' column shows 'Type selection' with 'Partial match' selected. The 'Creation date' column shows 'Last 31 days'. The 'Need by date' column shows 'Next 90 days'. The 'Customer locations' column shows 'Type selection'. A 'Show more' link is at the bottom. A '2' in a circle is next to the 'View: Confirmed items for editing' dropdown.

The 'Confirm' section shows a table with columns: 'Item No.', 'Supplier Part No.', 'Description', 'Need By', 'Ship By', 'Requested Quantity', 'Confirmed Qua', and 'Actions'. The first row is highlighted with a blue background and a '3' in a circle. The 'Item No.' is '10', 'Supplier Part No.' is 'M-1267JWM', 'Need By' is 'Sep 30, 2025', 'Ship By' is 'Sep 5, 2025', 'Requested Quantity' is '4,000 (NOS)', and 'Confirmed Qua' is '4,000 (NOS)'. The 'Actions' column has a 'More' icon. A dropdown menu is open, showing 'Update line items', 'Split', and 'Create quality notification'. A '4' in a circle is next to the 'Update line items' option.

The 'Line Items' section shows a table with columns: 'Line #', 'Part #', 'Customer Part #', 'Revision Level', 'Category', 'Type', 'Qty (Unit)', 'Need By', 'Unit Price', 'Subtotal', 'Tax', and 'Customer Location'. The first row is highlighted with a blue background and a '4' in a circle. The 'Line #' is '10', 'Part #' is '00000000000000000042', 'Category' is 'Subcontract', 'Type' is 'Material', 'Qty (Unit)' is '4,000 (NOS)', 'Need By' is '30 Sep 2025', 'Unit Price' is '100.00 INR', 'Subtotal' is '400.00 INR', 'Tax' is '72.00 INR', and 'Customer Location' is 'M-1267JWM'. The 'Schedule Lines' section shows a table with columns: 'Schedule Line No.', 'Delivery Date', 'Ship By', and 'Quantity (Unit)'. The first row is highlighted with a blue background and a '5' in a circle. The 'Schedule Line No.' is '1', 'Delivery Date' is '30 Sep 2025', 'Ship By' is '30 Sep 2025', and 'Quantity (Unit)' is '4,000 (NOS)'. The 'Components' section shows a table with columns: 'Component No.', 'Component Name', and 'Quantity (Unit)'. The first row is highlighted with a blue background and a '5' in a circle. The 'Component No.' is '1', 'Component Name' is 'Components', and 'Quantity (Unit)' is '4,000 (NOS)'. The 'Current Order Status' section shows '4,000 Unconfirmed'. The 'Confirm' section shows 'Confirm: []' and 'Backorder: []'. A '5' in a circle is next to the 'Details' button. The 'Exit' and 'Next' buttons are at the bottom right.

Order Confirmation Split

It is possible to split line items, for example for a new delivery date in case of delay. Agratas will receive two confirmations.

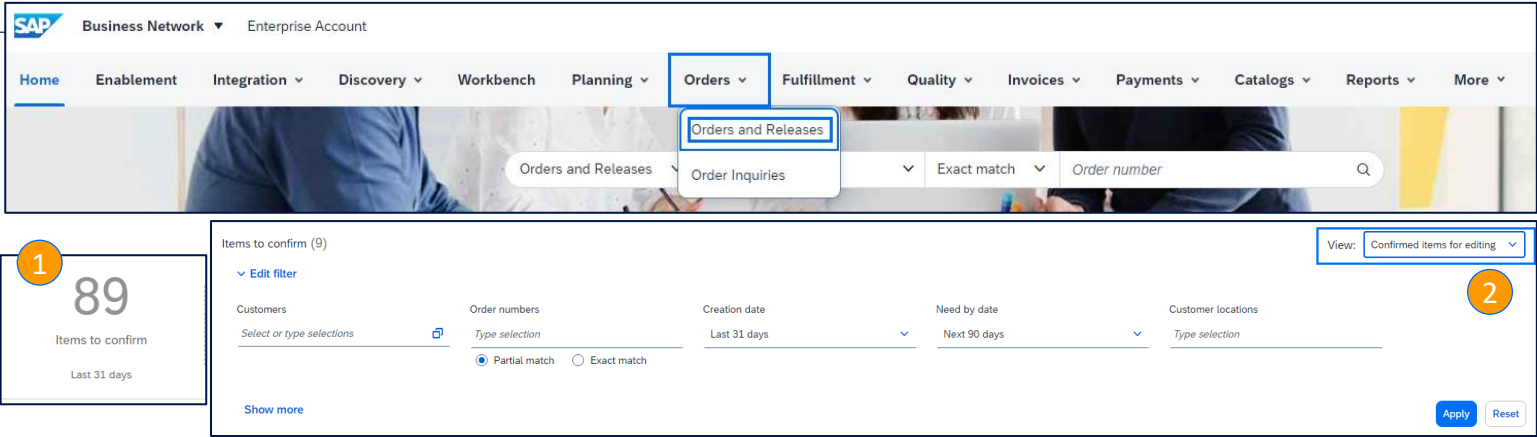
From **Orders > Orders and Releases**

OR

From the **Workbench**:

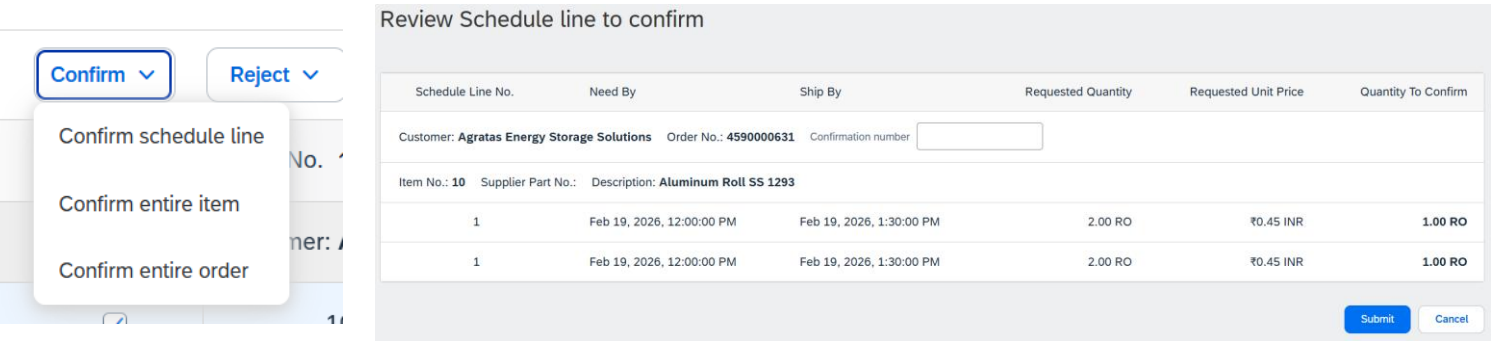
1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  below Actions and select **Split**.
4. Supplier can split the quantities, select both lines and click on Confirm and select Confirm schedule line.
5. Click **Submit** to submit the order confirmation.

Note: The PO will get updated with the split of the confirmed quantity. You can reconfirm the line only partially and split the line again. The order confirmation will be updated.



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The 'Orders' menu is expanded, showing 'Orders and Releases' and 'Order Inquiries'. Below the navigation bar, there is a search bar with 'Exact match' and 'Order number' filters. The main content area displays the 'Items to confirm' tile, which shows 89 items to confirm. A filter is applied: 'Customers: Select or type selections'. The 'Items to confirm' tile also shows a 'View: Confirmed items for editing' dropdown and an 'Apply' button.

Item No.	Estimated Delivery	Need By	Supplier Part No.	Description	Requested Quantity	Confirmed Quantity	Actions
Customer: Agratas Energy Storage Solutions Order No.: 4590000631							
10	2/19/2026	Feb 19, 2026 12:00:00 PM		Aluminum Roll SS 1293			...
Customer: Agratas Energy Storage Solutions Order No.: 5500000108FOR							
10	2/19/2026	Feb 19, 2026		Aluminum Sheet – 4mm			...
Customer: Agratas Energy Storage Solutions Order No.: 4590000631							
10	2/19/2026	Feb 19, 2026 12:00:00 PM		Aluminum Roll SS 1293	2 RO	0	...
10	2/19/2026	Feb 19, 2026 12:00:00 PM		Aluminum Roll SS 1293	2 RO	0	...



The screenshot shows the 'Review Schedule line to confirm' dialog box. It has a 'Confirm' button and a 'Reject' button. Below the buttons, there is a 'Confirm schedule line' dropdown menu with options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The main content area displays the schedule line details for 'Customer: Agratas Energy Storage Solutions Order No.: 4590000631'. The schedule line details include 'Item No.: 10', 'Supplier Part No.', and 'Description: Aluminum Roll SS 1293'. The table shows the schedule line details with columns: 'Schedule Line No.', 'Need By', 'Ship By', 'Requested Quantity', 'Requested Unit Price', and 'Quantity To Confirm'. The table has two rows, both showing a quantity of 2.00 RO and a unit price of ₹0.45 INR. The 'Quantity To Confirm' column shows 1.00 RO for both rows. The dialog box also includes a 'Submit' button and a 'Cancel' button.

Order Confirmation

Item Reconfirmation

Suppliers can revise eligible confirmed line items and reconfirm them. A new confirmation will be sent to the Agratas.

From the Workbench:

1. Go to **Items to confirm** tile.
2. Select **Confirmed items** for editing from the View dropdown list.
3. Set the **Confirmation** status filter to exclude items out of scope for editing.
4. Select the **line to edit and chose the action** from the Confirm dropdown.
5. **Review item reconfirmation** and submit.

The screenshot illustrates the SAP Business Network Workbench interface for item reconfirmation. It is divided into five numbered steps:

- Step 1:** The 'Items to confirm' tile is shown, indicating 9 items for the last 31 days.
- Step 2:** The 'View' dropdown menu is open, showing options: 'Items to be confirmed' (selected), 'Items to be confirmed', and 'Confirmed items for editing'.
- Step 3:** The 'Items to confirm (9)' list is displayed. The 'Confirmation status' filter is set to 'Exclude fully confirmed' (checked), with other options like 'Exclude confirmation not allowed', 'Exclude unconfirmed', 'Exclude partially confirmed', and 'Exclude fully confirmed' (unchecked).
- Step 4:** The 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', 'Confirm entire order', and 'Confirm entire order'.
- Step 5:** The 'Review orders to confirm' screen is shown, displaying a table with columns: Schedule Line No., Need By, and Ship By. The table contains two rows of data for 'Agratas Energy Storage Solutions'.

At the bottom, there are 'Submit' and 'Cancel' buttons.

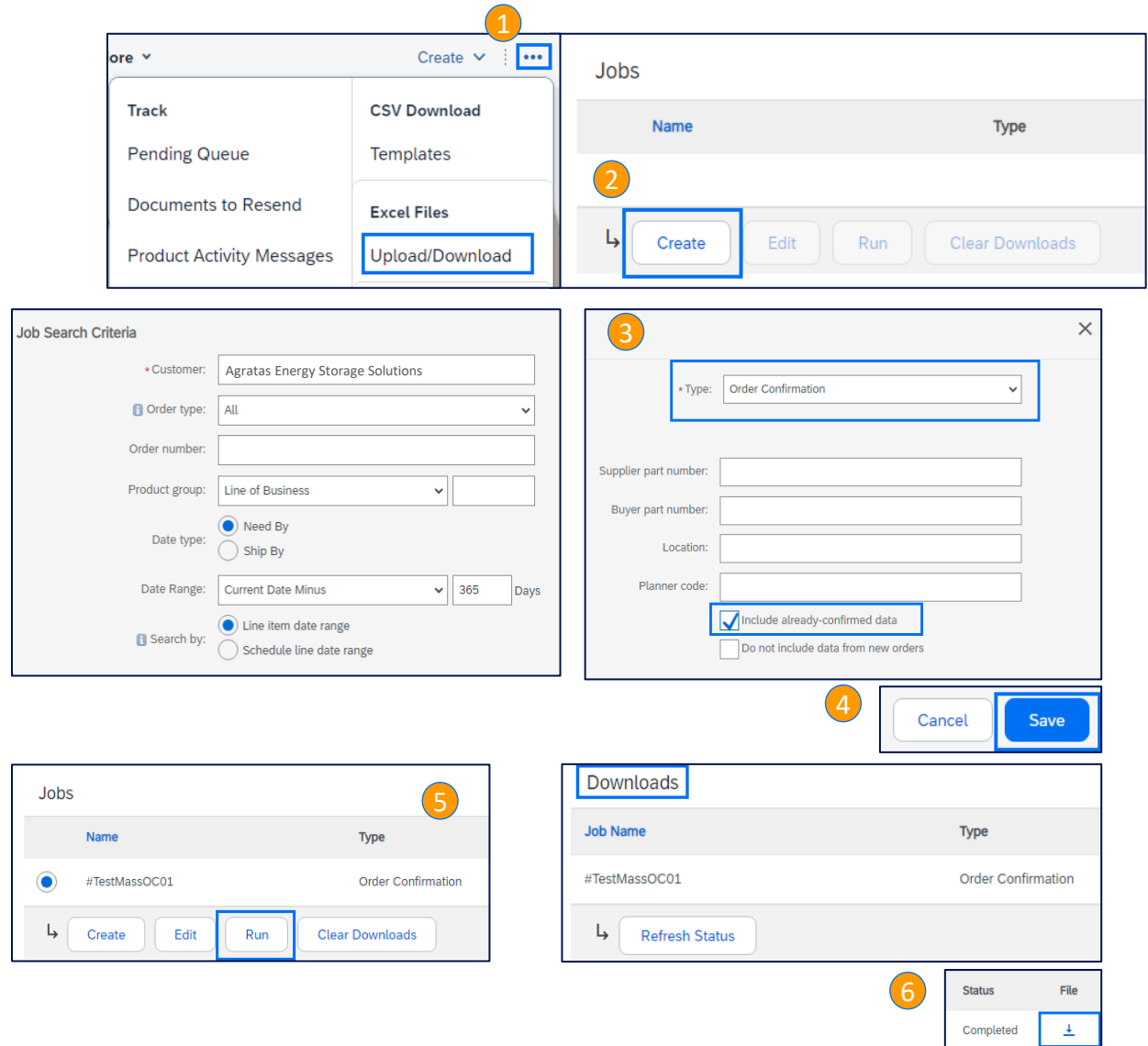
Order Confirmation

Reconfirmation via Mass Upload 1/2

Supplier can use Excel Upload/Download functionality to mass reconfirm items.

From the **Homepage**:

1. Click  button in the right top corner of the screen and select Excel Files > **Upload/Download**.
2. Create a new job in the Jobs subtab. New window will popup.
3. Set the job type as **Order Confirmation**.
4. Fill in all mandatory fields, check **Include already-confirmed data** box and save the template.
5. Select the template and click **Run**.
6. The job will appear in the **Downloads** subtab. Once status is **Completed**, you can download the excel file with data.



The sequence of screenshots shows the following steps:

- Step 1:** A screenshot of the top navigation bar. The 'Excel Files' menu is open, and the 'Upload/Download' option is highlighted with a blue box and a circled '1'.
- Step 2:** A screenshot of the 'Jobs' subtab. The 'Create' button is highlighted with a blue box and a circled '2'.
- Step 3:** A screenshot of the 'Job Search Criteria' form. The 'Type' dropdown is set to 'Order Confirmation' and highlighted with a blue box and a circled '3'. Other fields like 'Customer', 'Order type', and 'Date Range' are also visible.
- Step 4:** A screenshot of the 'Job Search Criteria' form. The 'Include already-confirmed data' checkbox is checked and highlighted with a blue box and a circled '4'. The 'Save' button is also visible.
- Step 5:** A screenshot of the 'Jobs' subtab. The job '#TestMassOC01' is listed with the type 'Order Confirmation'. The 'Run' button is highlighted with a blue box and a circled '5'.
- Step 6:** A screenshot of the 'Downloads' subtab. The job '#TestMassOC01' is listed with the status 'Completed'. The 'Download' button (represented by a download icon) is highlighted with a blue box and a circled '6'.

Order Confirmation

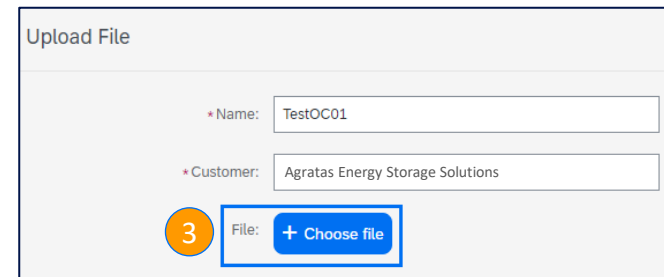
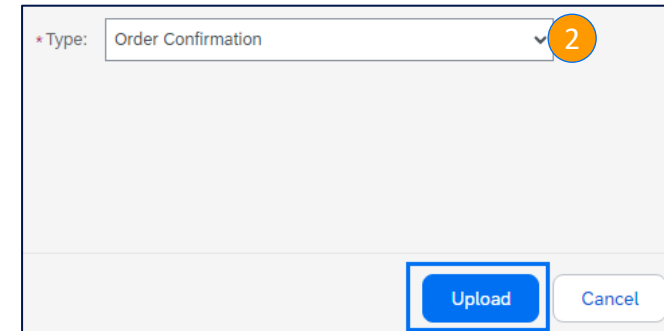
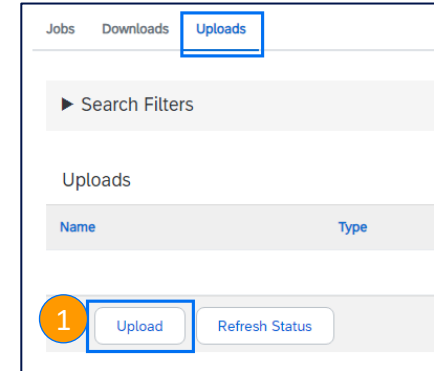
Reconfirmation via Mass Upload 2/2

In the Excel file you can reconfirm partially or fully confirmed items. For more details on how to manage OC via Excel file refer to [Mass OC Upload](#) chapter.

From the Upload/Download screen:

1. Go to **Uploads sub-tab** and click **Upload button**. A new window will pop up.
2. Fill in the name for your file upload and a Agratas name. Set the type as **Order Confirmation**.
3. Click Choose File, attach the updated template and upload it.

Note: If reupload fails or is completed with errors, download the Log information. After errors are fixed, try to reupload the file again.



Order Confirmation

Review Submitted Order Confirmations

1

Order confirmations

Last 31 days

From the **Homepage**:

- Submitted order confirmations can be viewed from **Fulfillment > Order Confirmations** or in the **Order Confirmation** Workbench tile.
- Use search filters to identify the right document.
- Click **Confirmation ID** to open order confirmation.
- In the order confirmation screen, you will be able to see all the confirmation details, references and related documents.
- As well as original order quantity and delivery date. And current order status.

SAP Business Network Enterprise Account

Home Enablement Integration Discovery Workbench Planning Orders Fulfillment Quality

Order Confirmations

Service Sheets

Time and Expense Sheets

Order confirmations (7)

Edit filter Last 31 days No

Customers Confirmation Numbers Order Numbers Creation Date

Select or type selections Type selection Type selection Last 31 days

Partial match Exact match Partial match Exact match

Confirmation Number	Customer	Creation Date ↓	Order Number
OC - 3600000269	Agratas Energy Storage Solutions	Sep 23, 2025	3600000269

4 Order Confirmation: OC - 3600000269 Done

Print Export cXML

Detail History

Confirmation #: OC - 3600000269

Notice Date: 23 Sep 2025

Purchase Order: 3600000269

Est. Shipping Date: 24 Sep 2025

Est. Delivery Date: 30 Sep 2025

Related Documents: OC - 3600000269_AR

Line Items								
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By
10	1		000000999900000067	Material			100.000 (LOT)	30 Sep 2025
Description: USB UNIVERSAL CARD READER								

Order Confirmation Tolerances

Agratas has applied specific tolerance rules on each order.

1. In case your modifications are not allowed, you will see the error message with additional instructions.
2. Agratas has configured types of deviations for quantity or delivery date. This allows certain suppliers to exceed tolerances.
3. After submitting order confirmation, that requires Agratas's approval, **Approval Request** document will be created.
4. To identify order confirmations pending Agratas's approval go to **Items to confirm** tile in the workbench.
5. Set search filter **Confirmation approval status** as **Items awaiting Agratas response or supplier reconfirmation**.

Note: Tolerances for each Purchase Order will be received from the S4/HANA system from the buyer.

Shipping and Tax Information 1

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date: 11 Sep 2025

Est. Delivery Date: 18 Sep 2025

! Cannot provide a date for the entire order when it is out of tolerance, please provide dates at line item level.

Comments:

Confirmation #: TestOC02
Supplier Reference:

Attachments:

Line Items

Line #	Part #	Customer Part #
10		BP006

The order confirmation for this item needs buyer approval.

Approval Request: TestOC02_AR 3

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number
4500019173	10	TestOC02

Confirmed Delivery Date
2024-12-31 12:00:00 America/Los_Angeles

4

7

Items to confirm

Last 31 days

Confirmation approval status 5

None

None

Items awaiting buyer response or supplier reconfirmation

Items approved by buyer

Items rejected by buyer

ADVANCED SHIPPING NOTIFICATIONS (ASN)

Advanced Shipping Notification

Allowed Actions

SAP Business 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.

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

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).

Note: On the home page there is a widget that lets suppliers track the progress of a shipment with the purchase order. This page consolidates all relevant information about a purchase order's status, history, and execution.

Dos:-

- 1 ASN should have only 1 shipment and 1 Invoice.

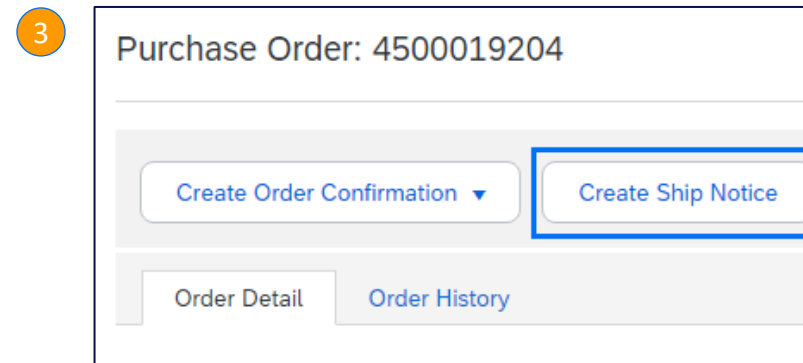
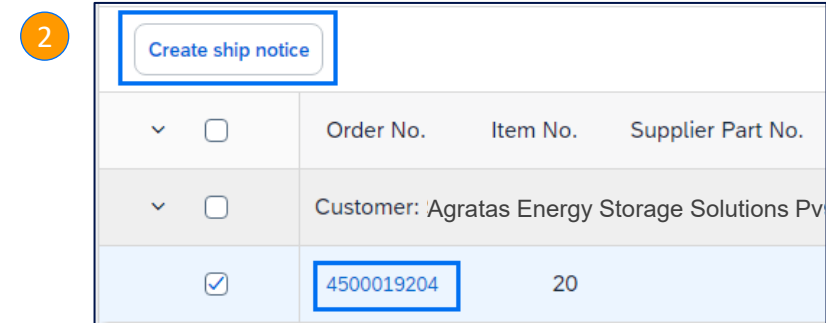
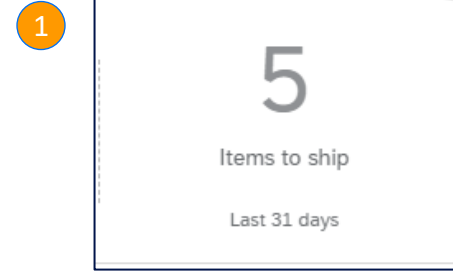
Don'ts:-

- 1 invoice cannot be split into multiple shipments.

Individual PO Management – Create ASN

From the **Workbench**:

1. Go to **Items to Ship** tile.
2. Identify a PO for your ship notice. Select it and click **Create ship notice**.
3. You can also create a ship notice from the PO screen.



Individual PO Management – Create ASN(Estimated) – Header Level

Fill out the requested information on the Create Ship Notice form.

- 1. Do **not** modify the “Ship From” and “Deliver To” addresses.
- 2. Packing Slip ID is a unique ID and it is auto-generated by the system. No changes needs to be made to this ID.
- 3. Fill in all mandatory fields to proceed.
- 4. Add additional information and attachments in the form of PDF.

Note:

- 1. Ship Notice Type Estimated needs to be created 15 days prior to shipping to share the shipment details with Agratas to plan for transportation. All the fields marked in red asterisk needs to be filled to submit the ASN.
- 2. Delivery Terms and Transport Terms will be auto-populated from the PO and suppliers are requested not to make any changes to those fields

SHIP FROM

DELIVER TO

▼ Ship Notice Header

SHIPPING

Packing Slip ID: A000000404AA

Ship Notice Type* Estimated ▼

Bill of Lading No.:

Shipping Date:* 20 Feb 2026

Hazard Type: Select ▼

Is Divisible: ☐

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:* Account ▼

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other ▼ DAP							

Add Transport Term

ATTACHMENTS

Name	Size (bytes)
------	--------------

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

Individual PO Management – Create ASN(Estimated) – Line Level

Information from the PO is copied to the ship notice

1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO. Over-delivery is not allowed in the system. The Ship Qty has to be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
2. Provide the **Supplier Batch ID**, **Country of Origin**, **Production Date**, and **Expiry Date** if the fields are marked in red asterisk.
3. To exclude the whole line click **Remove**.
4. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch IDs per quantity.
6. If you click the **Add details** button, you can add manually the serial numbers.
7. For all the materials that require serial number, a warning message will be visible indicating that serial number is mandatory. Suppliers can click on Manage Serial Number option to download the template, add the serial number for each quantity for all the materials being shipped and reupload the template.

Note:

1. Multiple shipping notices per PO can be sent until the quantities are fully shipped.

Order Items											
Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
3600000269	10		000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	1,800.00 INR	
Description: USB UNIVERSAL CARD READER											

Add Ship Notice Line

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	1.000		- Select Country -

Production Date	Expiry Date	Invoice Number	Manufacturer Name

Download PDF

Add Details

7

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	835.000		- Select Country -

Add Ship Notice Line

↳

Add Order Line Item

Manage Serial Numbers

Upload new file

Download template

Ship Notice

OK

Cancel

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		242	500.000	EA	15 Mar 2026	15 Mar 2026	500.00 INR	250,000.00 INR	ANZ

Description: Battery

SHIPMENT STATUS

1. Shipping 480,000 EA

RETAIL DETAILS

Best Before:

Expiry By:

Free Goods Quantity:

Unit:

European Waste Catalog ID:

Color:

Code:

Size:

Code:

Grade:

Code:

Quality:

Code:

ASSET DETAILS

The maximum number of assets you can enter is 480,000, which corresponds to the shipping quantity.

Serial Number

Asset Tag

Individual PO Management – Create ASN(Actual) – Header Level

Fill out the requested information on the Create Ship Notice form.

1. Do **not** modify the “Ship From” and “Deliver To” addresses.
2. Packing Slip ID is a unique ID and it is auto-generated by the system. No changes needs to be made to this ID.
3. Fill in all mandatory fields to proceed.
4. Add additional information and attachments.

Note:

1. Ship Notice needs to be edited and changed to actual Ship Notice Type right before dispatching the material to share the final details with Agratas.
2. Carrier details is mandatory for Ship Notice Type Actual
3. Bill of Lading number is mandatory for all the import suppliers
4. Delivery Terms and Transport Terms will be auto-populated from the PO and suppliers are requested not to make any changes to those fields

1

SHIP FROM

2

DELIVER TO

▼ Ship Notice Header

SHIPPING

Packing Slip ID: A000000404AA

Ship Notice Type* Actual ▼

Bill of Lading No.:

Shipping Date* 20 Feb 2026

Hazard Type: Select ▼

Is Divisible: ☐

ATTACHMENTS

Name	Size (bytes)
Choose File No file chosen Add Attachment	

The total size of all attachments cannot exceed 100MB

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method* Account ▼

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other ▼ DAP							
Add Transport Term							

Individual PO Management – Create ASN(Actual) – Line Level

Information from the PO is copied to the ship notice

1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO. Over-delivery is not allowed in the system. The Ship Qty has to be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
2. Provide the **Supplier Batch ID**, **Country of Origin**, **Production Date**, and **Expiry Date** if the fields are marked in red asterisk.
3. **Invoice Number** is mandatory to be added to Ship Notice Type Actual
4. To exclude the whole line click **Remove**.
5. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch IDs per quantity.
6. If you click the **Add details** button, you can add manually the serial numbers.
7. For all the materials that require serial number, a warning message will be visible indicating that serial number is mandatory. Suppliers can click on Manage Serial Number option to download the template, add the serial number for each quantity for all the materials being shipped and reupload the template.

Note:

1. Multiple shipping notices per PO can be sent until the quantities are fully shipped.

Order Items											
Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
3600000269	10		000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	1,800.00 INR	
Description: USB UNIVERSAL CARD READER											

Add Ship Notice Line

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	1.000		- Select Country -

Production Date	Expiry Date	Invoice Number	Manufacturer Name

Download PDF

Add Details

7

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	835.000		- Select Country -

Add Ship Notice Line

↶

Add Order Line Item

Manage Serial Numbers

Upload new file

Download template

Ship Notice

OK

Cancel

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		242	500.000	EA	15 Mar 2025	15 Mar 2025	500.00 INR	250,000.00 INR	ANZL

Description: Battery

SHIPMENT STATUS

1. Shipping 480,000 EA

RETAIL DETAILS

Best Before

Expires By

Free Goods Quantity

Unit

European Waste Catalog ID

Color

Code

Size

Code

Grade

Code

Quality

Code

ASSET DETAILS

The maximum number of assets you can enter is 480,000, which corresponds to the shipping quantity.

Serial Number

Asset Tag

Individual PO Management – Line Level – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's.

- 1. Click **Add order line item**.
- 2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
- 3. Select the line, click **Add selected items**.
- 4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.

1

↳

Add Order Line Item

Manage Serial Numbers ▾

2

▼ Search Filters

Order Number:

☐ Partial number

☐ Exact number

ⓘ

Part #:

Look Up

Customer Part #:

Look Up

Supplier Batch ID:

Look Up

Show orders by:

☒ Need by date

☐ Ship by date

Search By:

Schedule Line Date Range ▾

ⓘ

Date Range:

Other ▾

ⓘ

Start Date:

* 20 Jan 2026

📅

End Date:

* 27 Feb 2026

📅

☐ Search only scheduling agreement releases or scheduling agreements

☐ Search only stock transport orders

Show Advanced Filters

Number of Results:

500 ▾

Search

Reset

Items to Ship (10)

☐

Need By

Customer Part No.

Description

☒

2 Oct 2025

BP006

BuyerDescriptionBP06_BM-SN

3

Add Selected Items

Cancel

4

Line

Ship Qty

1

2.000

Individual PO Management – Review Before Submitting

1. To save a draft document click **Save**. The saved draft will **not** be sent to Agratas. The saved ASN will be saved for 60 days.
2. The draft can be accessed and modified from **Fulfillment > Drafts**.
3. Go to **Ship notices** tab.
4. Select the document and click **Edit** to modify and finalize it.
5. Select the document and click **Delete** to delete the draft ASN

The screenshot displays the Agratas web application interface. At the top, a navigation bar contains buttons: 'Download PDF', 'Pack Items', 'Save' (highlighted with a blue border and labeled 1), 'Exit', and 'Next'. Below this, a sidebar menu under the 'Fulfillment' dropdown includes 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts' (highlighted with a blue border and labeled 2). The main content area shows the 'Ship Notices' tab (labeled 3) selected. It displays a table with columns 'Packing Slip ID #' and 'Customer'. A row is visible with 'TESTASN01' and 'Agratas Energy Storage So'. Below the table, there are three buttons: 'Edit' (labeled 4 with a blue border), 'Delete' (labeled 5 with a blue border), and 'View Content'.

Individual PO Management – Submit the Final Document

- 1. Check if all required fields (*) are filled out.
- 2. At header level, please review the delivery date applicable to all shipped lines.
- 3. At line level, check the shipped quantity.
- 4. Click **Next**.
- 5. Click **Submit** to send ASN to Agratas.
- 6. 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.

Agratas may validate the Unit of Measure (UOM) value entered by the supplier during the online ship notice creation to avoid failures on the Agratas backend system.

▼ Ship Notice Header

SHIPPING

Packing Slip ID: A000000404AA

Ship Notice Type* Actual ▼

Bill of Lading No.:

Shipping Date: * 20 Feb 2026

Hazard Type: Select ▼

Is Divisible: ⓘ

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	2.000		- Select Country - ▼

Download PDF

Pack Items

Save

Exit

Next

Previous

Download PDF

Save

Submit

Exit

Individual PO Management – Edit ASN

You can **modify** a ship notice by using the **Edit** link at the top of the ship notice details page.

You can **edit** a ship notice that has a status of **Sent**.

1. Go to **Fulfillment > Ship Notices** or to **Ship Notices** workbench tile.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to edit by clicking on **Packing Slip ID** number.
4. Click **Edit**.

The screenshot illustrates the steps to edit a ship notice in the Agradas system. It features a sidebar menu on the left and a main content area on the right. Numbered callouts (1-4) highlight the specific actions required:

- 1:** Points to the **Fulfillment** dropdown menu in the top navigation bar.
- 2:** Points to the **Search Filters** button in the main content area.
- 3:** Points to the **Packing Slip ID** field, which contains the value **A000000103AA**.
- 4:** Points to the **Edit** button located below the ship notice details.

The main content area displays a summary of 14 ship notices for the last 31 days. Below this, a table lists the details for the selected notice (A000000103AA), including the customer name, Agradas Energy Storage Solutions. The ship notice details section shows the title "Ship Notice: A000000103AA" and a row of action buttons: **Edit**, **Print**, **Export cXML**, and **Download PDF**.

Multiple PO's Management

In case of **multiple lines of PO's** to be shipped and **delivered to the same address on the same estimated delivery day**, you should use **Items to Ship** tile. It summarizes for you all line items across different POs and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

From the **Workbench**

OR

From **Orders > Orders and Releases:**

1. Click **Items to ship** tile.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

Note:

- You can choose lines with different “Need-by” dates for the same shipping notice.

Step 1: Navigation

Workbench | Planning | Orders | Fulfillment

Orders and Releases

5 Items to ship
Last 31 days

Step 2: Filter

Items to ship (5)

▼ Edit filter | Last 31 days | Next 90 days | Exclude fully shipped, +1 | Exclude fully shipped, -1

Customers | Order numbers

Select or type selections | Type selection

Partial match | Exact match

Step 3: Create ship notice

	Order No.	Item No.	Supplier Part No.	Description
▼				
▼				Customer: Agratas Energy Storage Solutions Ship To Address: Agratas Energy Storage
☒	4540000488	20		GR blocked stock test material
☐	4540000488	140		Stock test material 1

Multiple PO's Management – Search Filters

Use filters to identify the items to ship.

1. You may populate an order number or **Need by date** range (the date range can be set as “none”).
2. Choose order type and category.
3. For better performance of the search query, always populate a date range, and click **Reset** button every time to start from scratch.

Note:

- For long term PO agreements that typically are valid for a year and have line items with unlimited over-delivery, use the **Order Numbers: 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.

The screenshot shows the 'Items to ship (5)' search filter interface. It includes a top bar with 'Items to ship (5)', an 'Edit filter' button, and date range filters: 'Last 31 days', 'Next 90 days', 'Exclude fully shipped, +1', and 'Exclude fully received'. Below this are three main filter sections:

- Section 1 (Callout 1):** 'Customers' (with a 'Select or type selections' input and a copy icon) and 'Order numbers' (with a 'Type selection' dropdown and radio buttons for 'Partial match' and 'Exact match').
- Section 2 (Callout 2):** 'Part numbers' (with a 'Select or type selections' input and a copy icon), 'Order type' (with a dropdown menu showing 'All'), 'Category' (with a dropdown menu showing 'All'), and 'Confirmation status' (with a 'Select or type selections' input and a copy icon).
- Section 3 (Callout 3):** 'Need by date' (with a dropdown menu showing 'Next 90 days') and 'Customer locations' (with a 'Type selection' dropdown).

At the bottom, there are 'Apply' and 'Reset' buttons.

Multiple PO Management – Create ASN(Estimated) – Header Level

Fill out the requested information on the Create Ship Notice form.

- 1. Do **not** modify the “Ship From” and “Deliver To” addresses.
- 2. Packing Slip ID is a unique ID and it is auto-generated by the system. No changes needs to be made to this ID.
- 3. Fill in all mandatory fields to proceed.
- 4. Add additional information and attachments in the form of PDF.

Note:

- 1. Ship Notice Type Estimated needs to be created 15 days prior to shipping to share the shipment details with Agratas to plan for transportation. All the fields marked in red asterisk needs to be filled to submit the ASN.
- 2. Delivery Terms and Transport Terms will be auto-populated from the PO and suppliers are requested not to make any changes to those fields

1

SHIP FROM

DELIVER TO

2

▼ Ship Notice Header

SHIPPING

Packing Slip ID: A000000404AA

Ship Notice Type* Estimated ▼

Bill of Lading No.:

Shipping Date:* 20 Feb 2026

Hazard Type: Select ▼

Is Divisible: ☐

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:* Account ▼

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other ▼ DAP							

Add Transport Term

ATTACHMENTS

Name	Size (bytes)
3 Choose File No file chosen Add Attachment	

The total size of all attachments cannot exceed 100MB

Multiple PO Management – Create ASN(Estimated) – Line Level

Information from the PO is copied to the ship notice

1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO. Over-delivery is not allowed in the system. The Ship Qty has to be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
2. Provide the **Supplier Batch ID**, **Country of Origin**, **Production Date**, and **Expiry Date** if the fields are marked in red asterisk.
3. To exclude the whole line click **Remove**.
4. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch IDs per quantity.
6. If you click the **Add details** button, you can add manually the serial numbers.
7. For all the materials that require serial number, a warning message will be visible indicating that serial number is mandatory. Suppliers can click on Manage Serial Number option to download the template, add the serial number for each quantity for all the materials being shipped and reupload the template.

Note:

1. Multiple shipping notices per PO can be sent until the quantities are fully shipped.

Order Items											
Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
3600000269	10		000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	1,800.00 INR	
Description: USB UNIVERSAL CARD READER											

Add Ship Notice Line

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	1.000		- Select Country -

Production Date	Expiry Date	Invoice Number	Manufacturer Name

7

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	835.000		- Select Country -

Add Ship Notice Line

Add Order Line Item

Manage Serial Numbers

Upload new file

Download template

Ship Notice

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		242	500.000	EA	15 Mar 2025	15 Mar 2025	500.00 INR	250,000.00 INR	ANIL

Description: Battery

SHIPMENT STATUS

1. Shipping: 480,000 EA

RETAIL DETAILS

Best before:

Expiry By:

Free Goods Quantity:

Unit:

European Waste Catalog ID:

Color:

Code:

Size:

Code:

Grade:

Code:

Quality:

Code:

ASSET DETAILS

The maximum number of assets you can enter is 480,000, which corresponds to the shipping quantity.

Serial Number

Asset Tag

Multiple PO Management – Create ASN(Actual) – Header Level

Fill out the requested information on the Create Ship Notice form.

1. Do **not** modify the “Ship From” and “Deliver To” addresses.
2. Packing Slip ID is a unique ID and it is auto-generated by the system. No changes needs to be made to this ID.
3. Fill in all mandatory fields to proceed.
4. Add additional information and attachments.

Note:

1. Ship Notice needs to be edited and changed to actual Ship Notice Type right before dispatching the material to share the final details with Agratas.
2. Carrier details is mandatory for Ship Notice Type Actual
3. Bill of Lading number is mandatory for all the import suppliers
4. Delivery Terms and Transport Terms will be auto-populated from the PO and suppliers are requested not to make any changes to those fields

1

SHIP FROM

2

DELIVER TO

▼ Ship Notice Header

SHIPPING

Packing Slip ID: A000000404AA

Ship Notice Type: Actual

Bill of Lading No.:

Shipping Date: 20 Feb 2026

Hazard Type: Select

Is Divisible: ☐

ATTACHMENTS

Name	Size (bytes)
Choose File No file chosen Add Attachment	

The total size of all attachments cannot exceed 100MB

TRACKING

Carrier Name: DHL

Container No / Truck No: 3477247247

Shipping Method: Motor

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: Account

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other DAP							

Add Transport Term

Multiple PO Management – Create ASN(Actual) – Line Level

Information from the PO is copied to the ship notice

1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO. Over-delivery is not allowed in the system. The Ship Qty has to be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
2. Provide the **Supplier Batch ID**, **Country of Origin**, **Production Date**, and **Expiry Date** if the fields are marked in red asterisk.
3. **Invoice Number** is mandatory to be added to Ship Notice Type Actual
4. To exclude the whole line click **Remove**.
5. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch IDs per quantity.
6. If you click the **Add details** button, you can add manually the serial numbers.
7. For all the materials that require serial number, a warning message will be visible indicating that serial number is mandatory. Suppliers can click on Manage Serial Number option to download the template, add the serial number for each quantity for all the materials being shipped and reupload the template.

Note:

1. Multiple shipping notices per PO can be sent until the quantities are fully shipped.

Order Items											
Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
3600000269	10		000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	1,800.00 INR	
Description: USB UNIVERSAL CARD READER											

Add Ship Notice Line

Line	Ship Qty	Supplier Batch ID	Country of Origin
1	1.000		- Select Country -

Production Date	Expiry Date	Invoice Number	Manufacturer Name

Download PDF

Add Details

7

Line

Ship Qty

Supplier Batch ID

Country of Origin

1

835.000

- Select Country -

Add Ship Notice Line

Add Order Line Item

Manage Serial Numbers

Upload new file

Download template

Ship Notice

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10		242	500.000	EA	15 Mar 2026	15 Mar 2026	500.00 INR	250,000.00 INR	ANGL

Description: Battery

SHIPMENT STATUS

1 - Shipping: 485,000 EA

RETAIL DETAILS

Best Before

Expires By

Free Goods Quantity

European Waste Catalog ID

Color

Size

Grade

Quality

Code

Code

Code

Code

ASSET DETAILS

The maximum number of assets you can enter is 485,000, which corresponds to the shipping quantity.

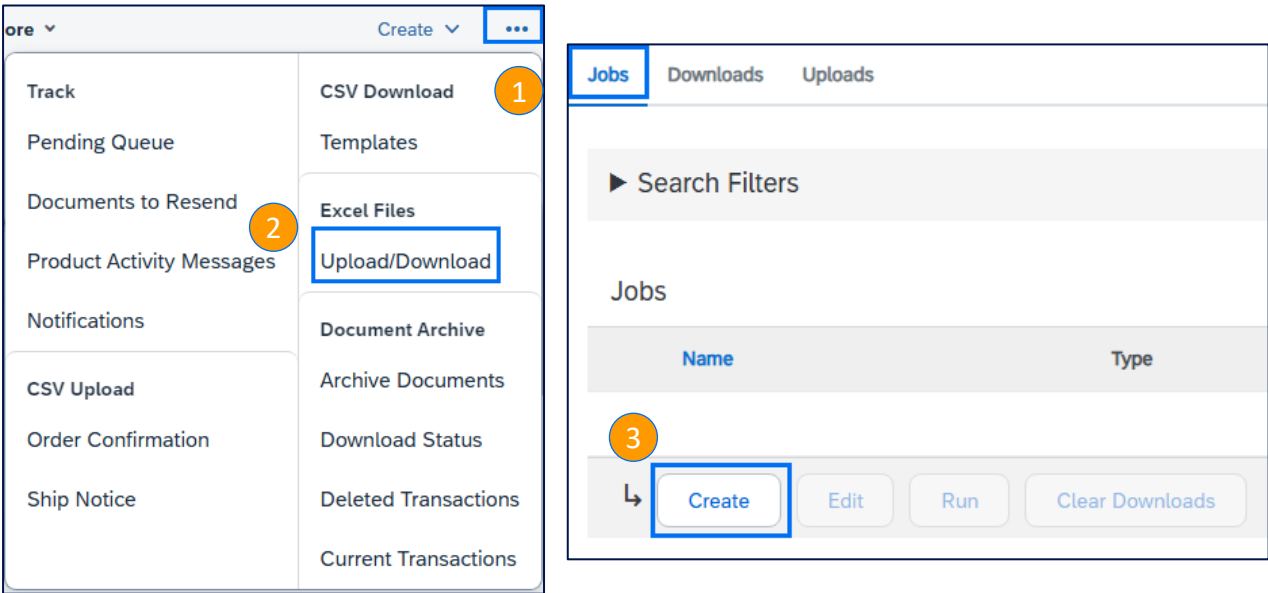
Serial Number

Asset Tag

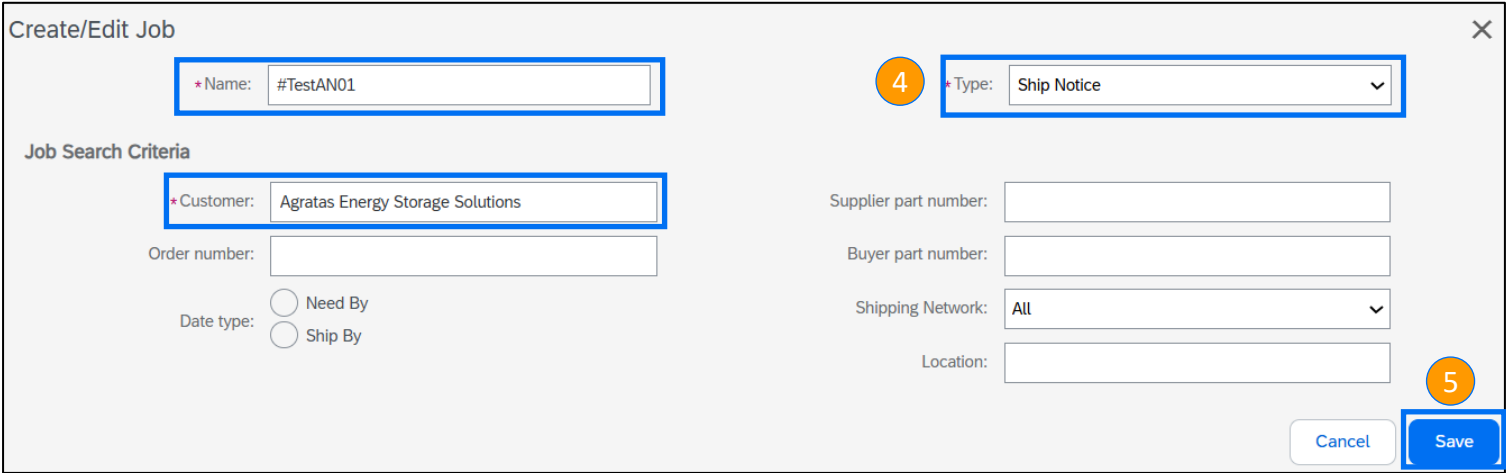
Mass ASN Upload – Download Ship Notice Template 1/2

- From the Homepage:
- 1. Click on  button.
 - 2. Select **Upload/Download**.
 - 3. In the **Jobs** tab click **Create**.
 - 4. Select type **Ship Notice** and fill out the mandatory fields marked with an asterisk (*).
 - 5. Click Save.

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 exceed the line limit, the generated template shows a notification message that some results were excluded.



The screenshot shows the application's main interface. On the left is a navigation menu with categories like 'Track', 'Documents to Resend', 'Notifications', 'CSV Upload', and 'Ship Notice'. A sub-menu is open under 'Ship Notice', showing options like 'CSV Download', 'Templates', 'Excel Files', and 'Upload/Download'. The 'Upload/Download' option is highlighted with a blue box and a red circle '2'. On the right, the 'Jobs' tab is selected, showing a table with columns 'Name' and 'Type'. Below the table, a 'Create' button is highlighted with a blue box and a red circle '3'.



The screenshot shows the 'Create/Edit Job' form. It contains several input fields and a dropdown menu. The 'Name' field is filled with '#TestAN01' and is highlighted with a blue box and a red circle '1'. The 'Type' dropdown menu is set to 'Ship Notice' and is highlighted with a blue box and a red circle '4'. The 'Customer' field is filled with 'Agratas Energy Storage Solutions' and is highlighted with a blue box and a red circle '2'. The 'Order number' field is empty. The 'Date type' section has two radio buttons: 'Need By' and 'Ship By'. The 'Supplier part number', 'Buyer part number', and 'Location' fields are empty. The 'Shipping Network' dropdown menu is set to 'All'. The 'Save' button is highlighted with a blue box and a red circle '5'.

Mass ASN Upload – Download Ship Notice Template 2/2

- 6. Run the created job of type Ship Notice.
- 7. Download and open the Excel template.
- 8. 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.
- Agratas can customize the template. This customization might include a different order of the columns or additional columns that are not in the standard template.
- Advance Ship Notice Number needs to be unique
- Delete the rows which are not included for the Ship Notice creation

Jobs

Name	Type	Created
☒ #TestAN01	Ship Notice	5 Oct 2025 5:14:19 AM

↳

Create

Edit

Run

Clear Downloads

Status

File

Completed



SAP Business Network

Ship Notices

Time Zone: UTC+05:30

Advance Ship Notice Number (*)	Current Date (*)	Order ID (*)	Order Date	Shipment Type (*)	Shipping Date (*)	Carrier name (*)	Carrier No / Truck No
	2026-02-17T22:51:03-08	4590000071	2025-11-18T22:30:00-08		2025-11-19T00:00:00-08		
	2026-02-17T22:51:03-08	4590000146	2025-11-17T22:30:00-08		2025-11-21T22:30:00-08		

Bill Of Lading No	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Schedule Line Number	Item Supplier Part ID	Item Customer Part ID	Item Description	Item U Measu
			10	1		1000000003	Aluminum Sheet – 2mm	NOS
			10	2		1000000004	Microcontroller – STM32	NOS

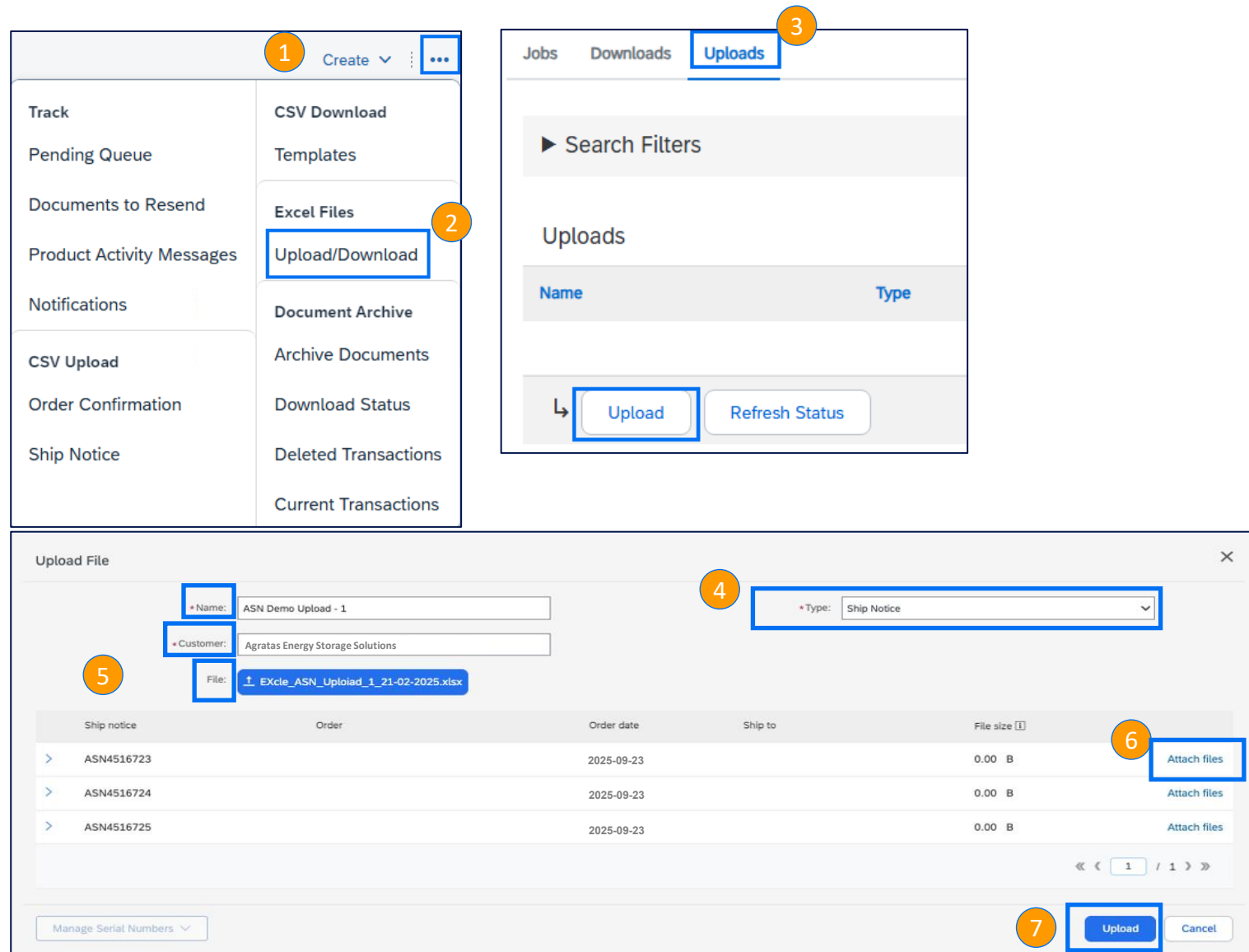
Mass ASN Upload – Upload Ship Notice Template 1/3

From the Homepage:

1. Click on  button.
2. Select **Upload/Download**.
3. In the Uploads tab click **Upload**.
4. Select type Ship Notice and fill out the mandatory fields marked with an asterisk (*).
5. Select the Excel file that should be uploaded to create the ship notice(s).
6. You can also attach files if needed.
7. 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 Agratas requires quality inspection certificates, supplier can upload them along with a Mass Advanced Ship Notice Excel upload.



The screenshot illustrates the process of uploading a Ship Notice template in three steps:

- Step 1:** From the homepage, click the menu icon (three dots) in the top right corner.
- Step 2:** In the dropdown menu, select **Upload/Download** under the **Excel Files** section.
- Step 3:** In the **Uploads** tab, click the **Upload** button.

Upload File Form:

- Name:** ASN Demo Upload - 1
- Customer:** Agratas Energy Storage Solutions
- File:** EXcile_ASN_Upload_1_21-02-2025.xlsx
- Type:** Ship Notice

Ship notice	Order	Order date	Ship to	File size	
> ASN4516723		2025-09-23		0.00 B	Attach files
> ASN4516724		2025-09-23		0.00 B	Attach files
> ASN4516725		2025-09-23		0.00 B	Attach files

At the bottom, there is a **Manage Serial Numbers** dropdown and **Upload** and **Cancel** buttons.

Mass ASN Upload – Upload Ship Notice Template 3/3

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

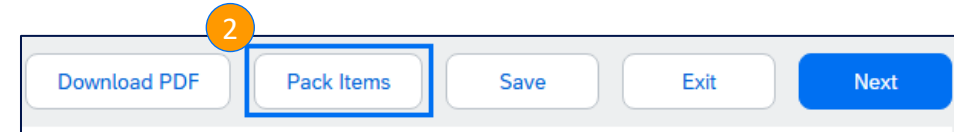
Uploads						
Name	Type	Last Uploaded		Status	File	Log
BpAsnSLt2405211138_v2-60 days tol cck	Ship Notice	24 Sep 2025	6:59:57 AM	Completed	↓	↓
BpAsnSLt2405211138_v1-60days tol cck	Ship Notice	24 Sep 2025	6:58:53 AM	Failed	↓	↓

Handling Units – Pack Items

1. At the **Create Ship Notice** page, fill in all mandatory fields. (Refer to slide 9 and slide 10 for details list of all the fields that needs to be updated)
2. Click on **Pack Items** button.

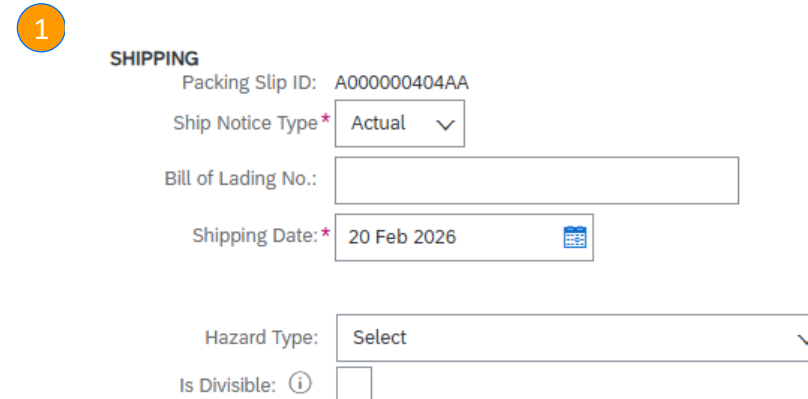
Note:

- You must update the quantity of the items you are shipping before packing the items.
- The **Pack items** button will open a packaging wizard, that will guide you through 5 steps of packaging process (Create ship notice, Define instructions, Confirm packing, Print labels and Review ship notice).



Download PDF Pack Items Save Exit Next

▼ Ship Notice Header



SHIPPING

Packing Slip ID: A000000404AA

Ship Notice Type* Actual ▼

Bill of Lading No.:

Shipping Date* 20 Feb 2026 

Hazard Type: Select ▼

Is Divisible:  ☐

Handling Units – Define instructions

If some items do not have packaging instructions, the define packaging instructions page opens.

On this screen suppliers can choose a packaging instruction.

If there are multiple instructions available, then one of the options can be set as default by Agratas. Or if Agratas allows it, then multiple default options for packaging instructions will be available.

But this screen will be automatically skipped if there is only one possible packaging instruction assigned by the Agratas.

1. Choose a **Packaging instruction** from the drop-down list.
2. Once ready, click on **Next** at the top of the screen.

Items to be packed

Handling unit type	Outer packaging material
00000000000098	

> Choose a default instruction

Exit Next

Handling Units – Edit and Confirm packing

If packaging instructions exist for all items, the Confirm packing plan page opens.

1. From this screen, the user can go back to **Define Instructions** step.
2. Review packing plan details.
3. To edit the quantity for HU/PU, click on Edit. Once the quantity is changes, click on Save option to save the changes
4. To move the PU packing to another HU box, click on Move to and select the location to move the PU
5. To edit the net weight and gross weight after making changes to the quantity, click on ruler and update the net weight and gross weight values

Note:

Agratas allow the supplier to:

- Add handling unit
- Move and rearrange the handling units on the Confirm Packing screen
- Edit items on the Confirm Packing screen
- Edit values to Define Instructions screen
- Edit the dimension values of handling units
- Add empty packaging material to a handling unit
- Show, Remove or Add auxiliary materials in auto packaging.

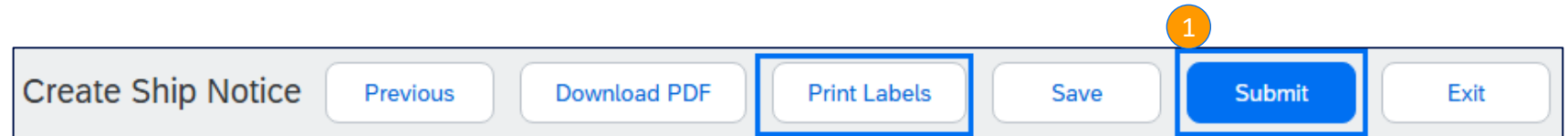
Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1	100000000000024 1 (12/12)					
	100000000000022 1	10.1 PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026
	100000000000022 2	10.1 PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026
	100000000000022 3	10.1 PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026
	100000000000022 4	10.1 PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026
	100000000000022 5	10.1 PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1	100000000000024 1 (12/12)					
	100000000000022 1	10.1 PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026
		12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026
		PP12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026

Handling Units – Review Ship Notice

On the Create ship notice page you can submit the entire document.

1. You can do this by clicking the **Submit** button at the top of the page.



Review Submitted ASN

- 1. To view submitted ASN go to **Workbench > Ship Notices** tile.
- 2. Alternatively, you will find the ship notices at the order screen, under **Related Documents** section.
- 3. When reviewing the ship notices you have sent in mass upload, you will see all the lines submitted for ship notice number, potentially referring to various orders.
- 4. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

1

15

Ship notices

Last 31 days

2

Routing Status: Acknowledged

External Document Type: Direct PO - Domestic (Z121)

Related Documents:

A000000326AA

A000000375AA

3

Ship Notices (7)

Packing Slip ID	Customer
A000000326AA 	Agratas Energy Storage Solutions
A000000375AA	Agratas Energy Storage Solutions
A000000374AA	Agratas Energy Storage Solutions
A000000371AA	Agratas Energy Storage Solutions

4

Purchase Order

(Shipped)

3600000269

Amount: 10,000.00 INR

Version: 1

Track Order

Print Labels

If Agratas doesn't require packaging of materials, supplier can still print out the labels if needed.

From the PO screen:

1. Open the ASN by clicking on the ASN number
2. Click Download PDF and from the dropdown select Agratas_ASN to download ASN form print pdf and Agratas_Shipping Labels to download HU/PU labels. Save it on your computer. Open the downloaded pdf and print it. Once printed, use it for shipment.

Routing Status: Acknowledged
External Document Type: Direct PO - Domestic (Z121)
Related Documents: [A000000367AA](#) ¹
[A000000367AA](#)
[OC4590000585](#)

Ship Notice: [A000000738AA](#)

2

Edit Print Export cXML Download PDF ▾

Agratas_ASN

Agratas_Shipping Labels tory

Detail

Transport Details

Edit ASN and Labels

From the Ship Notice screen:

1. Open the ASN by clicking on the ASN number, click Edit. Suppliers will be redirected to ASN edit screen.
2. Suppliers can edit the ASN quantity or add another ship notice line item as per their invoice.
3. Once all the changes are done, supplier needs to click Next.
4. In the review screen, supplier can review all the changes done. Then click Submit.
5. Since changes were made to the ASN, suppliers will have to edit the labels and reprint.
6. Click Proceed

Ship Notice: A000000367AA

Edit Print Export cXML Download PDF ▾

Detail Transport Details Packed Items History

Order Items

Order No.

Line No.

Part No.

Customer Part No.

Qty

Unit

Need By

Ship By

Unit Price

Subtotal

Customer Location

4590000585

10

RM-00009

100.000

EA

9 Jan 2026

0.78 INR

78.00 INR

AB10

Remove

Description: Raw Material - 00009 (Reorder)

Shipment Status

Total Item Due Quantity: 100 EA

Confirmation Status

Approved

Total Confirmed Quantity: 100 EA

Total Backordered Quantity: 0 EA

2

Line	Ship Qty	Supplier Batch ID *	Country of Origin	Production Date *	Expiry Date *	Invoice Number	Manufacturer Name	
1	12	67733	India [IND]	1 Jan 2026	31 Jan 2026	INV956	Test	Download PDF Add Details

Add Ship Notice Line

↳

Add Order Line Item

Manage Serial Numbers ▾

Download PDF

Pack Items

Save

Exit

Next

Download PDF

Pack Items

Save

Exit

Next

Previous

Download PDF

Save

Submit

Exit

5



One or more changes have been made in the ship notice.
You need to update the packages and shipping labels accordingly.

☐ Don't show this again.

Cancel

6

Proceed

Edit ASN and Labels

From the Pack Items screen:

1. Click Edit
2. Add or Remove the HU and PU labels to adjust according to the changes made to the ASN.
3. Click Save
4. Click Next
5. Click Submit

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1								1 Edit
88 1 (1/4)		00000000007000000309						+
82 1	10.1	00000000007000000310	RM-00009 Raw Material - 00009 (Reorder)	10 EA	67733	1 Jan 2026	31 Jan 2026	+
Handling Unit 2								
88 2 (1/4)								+
82 2	10.1		RM-00009 Raw Material - 00009 (Reorder)	2 EA	67733	1 Jan 2026	31 Jan 2026	+

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1								2 Cancel Save
88 1 (1/4)		00000000007000000309						+
82 1	10.1	00000000007000000310	RM-00009 Raw Material - 00009 (Reorder)	10 EA	67733	1 Jan 2026	31 Jan 2026	+
Handling Unit 2								
88 2 (1/4)								+
82 2	10.1		RM-00009 Raw Material - 00009 (Reorder)	2 EA	67733	1 Jan 2026	31 Jan 2026	+

3 Cancel Save

Save

Define Instructions

4 Next

Previous

Download PDF

Save

5 Submit

Exit

Reprint Labels

If Agratas doesn't require packaging of materials, supplier can still print out the labels if needed.

From the PO screen:

1. Open the ASN by clicking on the ASN number
2. Click Download PDF and from the dropdown select Agratas_ASN to download ASN form print pdf and Agratas_Shipping Labels to download HU/PU labels. Save it on your computer. Open the downloaded pdf and print it. Once printed, use it for shipment.

Routing Status: Acknowledged
External Document Type: Direct PO - Domestic (Z121)
Related Documents: [A000000367AA](#) 1
[A000000367AA](#)
[OC4590000585](#)

Ship Notice: [A000000738AA](#)

2

Edit Print Export cXML Download PDF ▾

Detail

Transport Details

Agratas_ASN

Agratas_Shipping Labels

tory

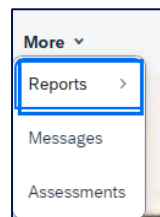
Download ASN Report

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**.
2. Click **Create**.
3. To create a report template, enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice** and click next.
4. On the Criteria page fill in all the details. Click on **Select to add a Customer**.
5. Select Agratas and click on Add, then click on OK.
6. Click on Submit to create the report template.
7. When the status changes to **Processed**, click Download.

A screenshot of a 'Criteria' form. The 'Title' field is filled with '#TestShip01'. The 'Description' field is empty. The 'Time zone' is set to 'Asia/Calcutta'. The 'Language' is set to 'English'. The 'Report type' is set to 'Ship Notice'. A red circle with the number 3 is next to the 'Report type' dropdown.A screenshot of a 'Customer' selection form. The 'Company Name' is 'Agratas Energy Storage So'. Below it, there is a list of customers with checkboxes. The first customer is 'Agratas Energy Storage Solutions' and it is checked. A red circle with the number 5 is next to the 'Customer' header. At the bottom, there is an 'Add' button.A screenshot of a 'Criteria' form. The 'Customer' is set to 'All Customers'. The 'Order Number' field is empty. The 'Packing Slip ID' field is empty. The 'Show Ship Notice By' is set to 'Ship Notice Date'. The 'Date' is set to '2 Sep 2025' and the 'To' date is '2 Oct 2025'. The 'Part No.' field is empty. The 'Customer Part No.' field is empty. The 'Receipt Status' is set to 'All'. The 'Ship Notice Completion Status' is set to 'All'. The 'Ship Notice Status' is set to 'All'. The 'Maximum Results Returned' is set to '100'. The 'Supplier Reference' field is empty. The 'Add Schedule Line Reference' checkbox is unchecked. A red circle with the number 4 is next to the 'Customer' dropdown.A screenshot of a button labeled 'Submit'. It is highlighted with a blue box and a red circle with the number 6. Other buttons visible are 'Previous' and 'Exit'.A screenshot of a report status bar. The report title is '#TestShip01'. The status is 'Manual'. The report type is 'Ship Notice'. The status is 'Processed'. Below the status bar, there are buttons: 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Download' button is highlighted with a blue box and a red circle with the number 7. The 'Create' button is highlighted with a blue box and a red circle with the number 2.

GOODS RECEIPTS (GR)

1. Finished Good Receipt is available under **Fulfillment** once goods is received by Agratas.
2. Finished good receipt can also be found in relation to the **list of PO Related Documents**.
3. When goods receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

The screenshot illustrates the Agratas portal interface for reviewing a Finished Good Receipt. The interface is divided into a sidebar menu and a main content area. The sidebar menu, under the 'Fulfillment' tab, lists various document types, with 'Goods Receipts' highlighted by a blue box and an orange circle labeled '1'. The main content area displays a 'Purchase Order' card. The status of the purchase order is '(Received)', highlighted by a blue box and an orange circle labeled '3'. Below the status, the purchase order number '3600000268' and the amount '10,000.00 INR' are shown. A 'Track Order' button is located below the purchase order details. Below the purchase order card, the receipt number 'Receipt: 5000000900' is displayed. The receipt card includes 'Print' and 'Export cXML' buttons. At the bottom of the receipt card, 'Detail' and 'History' buttons are shown. An orange circle labeled '2' points to the receipt number '5000000900' in the 'Related Documents' section.

INVOICE

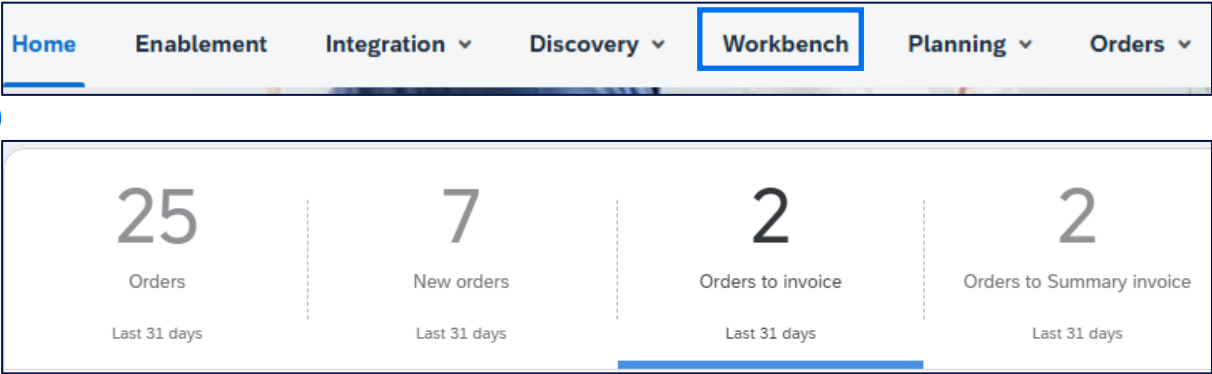
PO Based Invoice

Create Invoice

You can create an Invoice from the **Workbench**:

- 1. Select one of the **Orders** tiles to identify the PO.
- 2. Use search filters to identify the correct reference document.
- 3. Click the Actions button on the right-hand side of your screen and select **Standard Invoice**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



Resend Failed Orders						
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3600000268	Agratas Energy Storage Solutions	₹10000 INR	Sep 22, 2025	Received	₹0 INR	
3600000243	Agratas Energy Storage Solutions	₹10000 INR	Sep 9, 2025	Received		...
3600000241	Agratas Energy Storage Solutions	₹10000 INR	Sep 9, 2025	Received		...
3600000232	Agratas Energy Storage Solutions	₹10000 INR	Sep 8, 2025	Received		...

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice**
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide

PO Based Invoice

Invoice Header

Invoice is automatically pre-populated with the reference document data.
Complete all fields marked with an asterisk (*).

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. You can also add some additional information to the Header of the invoice such as: Comment, Attachment, Shipping Documents.
3. You will be able to see information from the Business Partner element mapped to the **Customer** section on a header level.
4. Scroll down to the **Line items** section to select the line items being invoiced. You can also add information like shipping documents here.

Note: Attachment file size should not exceed 40MB.

1

▼ Invoice Header

Summary

Purchase Order: 4590000118

Invoice #: INV-118

Invoice Date: * 1 Dec 2025

Supplier Tax ID:

Remit To: Metec Design and Construction Engineers India Private Limited

2

es required field

Add to Header ▼

Shipping Cost

Shipping Documents

Amount Details

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

3

Customer: Agratas Energy Storage Solutions PVT LTD

Mumbai

IN-MH

India

4

Line Items

Insert Line Item Options

☐ Retail Details

☐ Tax Category:

☐ Shipping Documents

☐ Special Handling

☐	No.	Include	Type	Part #
☐	10	☒	MATERIAL	

PO Based Invoice

Line Items

The Line Items section shows the line items from the reference document .

- 1. Review or update **Quantity** for each line item you are invoicing.
- 2. Click on the line item's **Blue slider** to exclude it from the invoice, if the line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
- 3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
- 4. Tax section with the Appropriate **Category** will auto-populate from the PO.

1

Quantity	Unit	Unit Price
100	LOT	100.00 INR

2

☐ ☒

No.10

Include

TypeMATERIAL

Ship Notice Details

Pricing Details

Unit Conversion

3

Line Item Actions

Delete

4

Tax

Category: *61

Location:

Description:

Regime:

PO Based Invoice

Detail Line Items

- 1. Additional information like **Inspection Date** and **Accounting Reference** information can be updated at the line-item level by selecting the line item and clicking **Line-Item Action > Edit**.
- 2. **Invoice Item** section will open. **Quantity**, **Unit Conversion** and **Price Unit Quantity** data will be copied from the invoice Line Item.

Insert Line Item Options

☐ Tax Category:

▼

☐ Shipping Documents

☐	No.	Include	Type	Part #	Description
☒	10		MATERIAL		USB UNIVERSAL CARD READER

1

Line Item Actions ▼

Delete

Edit

Add

Tax

Shipping Documents

Special Handling

2

▼ Invoice Item

Quantity: * 100

Unit: LOT

Unit Price: 100.00 INR

Subtotal: 10,000.00 INR

Customer Part #: 000000999900000067

Description: USB UNIVERSAL CARD READER

Ship Notice Details

Ship Notice #: ASN243

Ship Notice Line #: 1

Pricing Details

Price Unit: * LOT

Price Unit Quantity: * 1

Unit Conversion: * 1

Description:

Inspection Date:

Accounting Reference

Reference ID:

Description:

O Based Invoice

Line-Item Comments

1. To add comments at the line items, select Line Items, then click at **Line-Item Actions > Add > Comments**.
2. The **Comments** field will display. Enter applicable comments in this field.
3. Click **Next**. Review the invoice and **Submit**.

Line Items

Insert Line Item Options

☐ Retail Details ☐ Tax Category:

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational Pricing

☐	No.	Include	Type	Part #	Description
☒	10	☒	MATERIAL	S_BP001	BuyerDescriptionBP01

Ship Notice Details Ship Notice #: 00000000001000000068

Pricing Details Price Unit: EA

Unit Conversion: * 1

Line Item Actions ▼ Delete

1

Add

- Retail Details
- Shipping Documents
- Special Handling
- Informational Pricing
- Pricing Details
- Discount
- Comments

2

Comments

3

Update Save Exit Next

Previous Save Submit Exit

Invoice Management

Invoice Status - Review Invoice Status

Invoice Status reflects the status of Agratas's action on the Invoice.

- **Sent** – The invoice is sent to Agratas, but Agratas hasn't verified yet the invoice against purchase orders and receipts.
- **Cancelled** – Agratas cancelled the invoice.
- **Paid** – Agratas paid the invoice / in the process of issuing payment.
- **Approved** – Agratas has verified the invoice against the purchase orders or contracts and receipts and approved it for payment.
- **Rejected** – Agratas has rejected the invoice, or the invoice failed validation by SAP Business Network. If Agratas accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment).
- **Failed** – SAP Business Network experienced a problem routing the invoice.

PAYMENT REMITTANCE

Payment Management

Payment Details

Once the payment run is done by the buyer, supplier will receive an email notification stating that the “Remittance Advice has been received successfully”.

- 1. The Supplier can then log into the **Ariba Supplier Network** and view the details of the payment.

Remittance Advice: Z.20251210.2000000084

Done

PrintExport cXMLDownload CSV

DetailHistory



From

Agratas Energy Storage Solutions

PAYER: Agratas Energy Storage

(Show Payer Details)

To

TATA MOTORS LTD

(Show Payee Details)

REMITTANCE ADVICE

Z.20251210.2000000084 (Paid)

Gross Amount: 4,716.00 INR

Withholding Tax: (4.00 INR)

Amount Paid: 4,716.00 INR

Estimated Settlement on 10 Dec 2025

Payment Detail

Payment Method: Other (unknown)

Reference Number: 2000000084 ⓘ

Related Payment: Z.20251210.2000000084 ⓘ

Identified Differences: None

Routing Status: Sent

Transaction Date: 10 Dec 2025

ADDITIONAL INFORMATION ⓘ

UTR Number: UTR11479238

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: INV3600000665 (Show Details)	4,720.00 INR	0.00 INR	4.00 INR		4,716.00 INR	

Payment Management

Invoice Status - Review Invoice Status

2. Invoice status is also updated as **Paid**.

Standard Invoice

Status

Invoice: Paid

Routing: Acknowledged

Invoice Number: INV3600000271-1

Invoice Date: Thursday 25 Sep 2025 3:51 PM GMT+05:30

Original Purchase Order: [3600000272](#)

Submission Method: Online

Origin: Supplier

Source Document: Order

Subtotal:

12,100.00 INR

Total Tax:

2,178.00 INR

Total Gross Amount:

14,278.00 INR

Total Net Amount:

14,278.00 INR

Amount Due:

14,278.00 INR

REMIT TO:

Test Mass-TEST

Postal Address:

WERTYUY

Bangalore

IN-KA 577201

India

BILL TO:

Agratas Energy Storage Solutions PVT LTD

Postal Address:

Army & Navy Building 148 M G Road

Mumbai

IN-MH 400001

India

Address ID: IN10

SUPPLIER:

Test Mass-TEST

Postal Address:

WERTYUY

Bangalore

IN-KA 577201

India

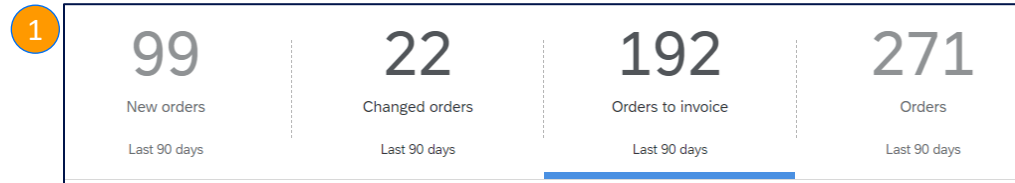
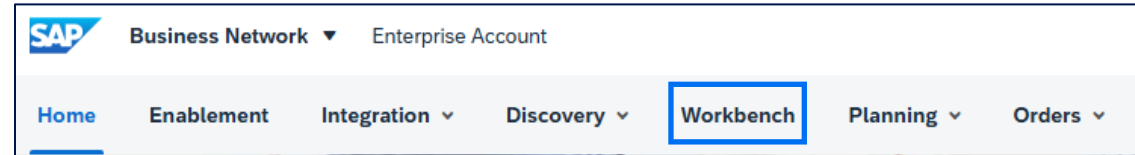
CREDIT MEMO

Credit Memo

Header Level

From the **Workbench**:

1. Select one of the **Orders** tile and identify the PO item.
2. Open the order by clicking its number.
3. Click on **Create Invoice** and choose **Credit Memo**.
4. Complete the information in the Credit Memo form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Fill in the **Issued By** and **Shipping Information** sections as well. Click **Next**.
5. Review the Credit Memo.
6. Click **Submit**.



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3600000268	Agratas Energy Storage Solutions	₹10000 INR	Sep 22, 2025	Received	₹0 INR	...

Purchase Order: 3600000268

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Standard Invoice

Order Detail Order History

Credit Memo

Line-Item Credit Memo

Create Credit Memo

Header Information

Credit Memo Number: *

Credit Memo Date: * 3 Oct 2025

Supplier Account ID #:

☐ Information Only. No action is required from the customer.

Original PO #: 3600000268

Customer Reference:

Supplier Reference:

* Indicates required field

Subtotal:

Total Tax:

Total Gross Amount:

Total Net Amount:

Amount Due:

Previous Submit Exit

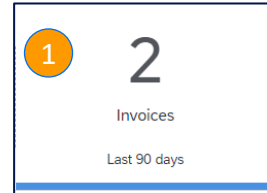
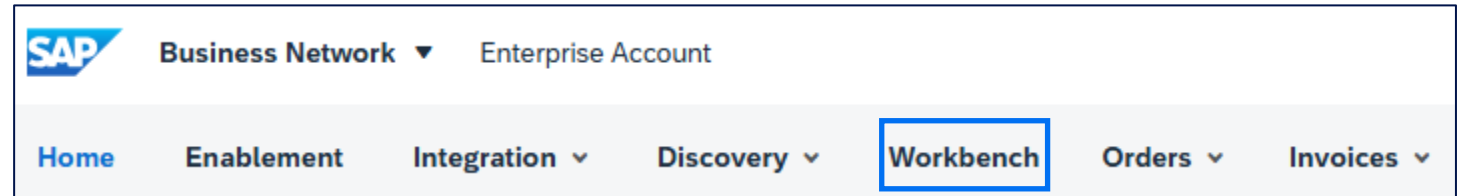
Credit Memo

Line Level Detail

From the **Workbench**:

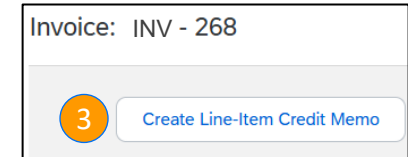
1. Select the **Invoices** tile.
2. Use filters to identify the right item. Open the invoice by clicking its number.
3. Click **Create Line-Item Credit Memo**.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.

Note: For more info on how to manage your workbench and create specific tiles please refer to [SAP Help Portal](#).



2

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount
INV - 268	Agratas Energy Storage Solutions	3600000268	Sep 22, 2025	₹11800 INR



4

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

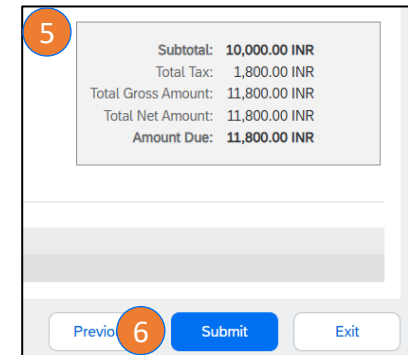
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	☒	MATERIAL		A2 size Paper pads or notebooks	000000000100000028	100	EA	100.00 INR	10,000.00 INR

Pricing Details

Price Unit: * EA Unit Conversion: * 1 Price Unit Quantity: * 1 Description: *

Tax

Category: * 61 Taxable Amount: 9 Tax Amount: 900.00 INR Location: * Regime: *



Thank you.