SAP Business Network for Supply Chain

Advance Shipping Notification 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 what was requested, delivered and invoiced match up.
- Enablement of automatic synchronization with supplier's and Agratas's back-end systems.

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ADVANCED SHIPPING NOTIFICATIONS (ASN) – PO MANAGEMENT

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.

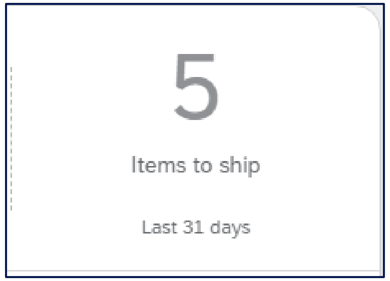
Don'ts:-
- 1 invoice cannot be split into multiple shipments.

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.

1



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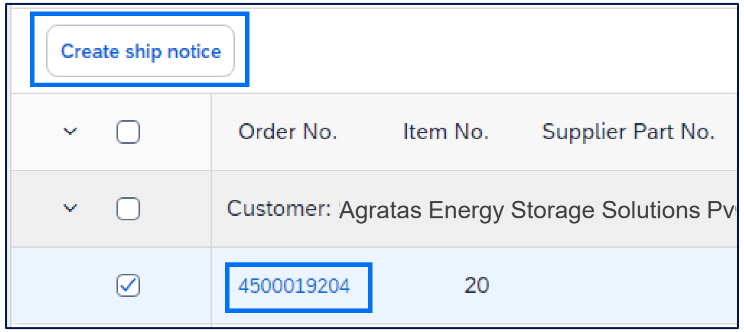

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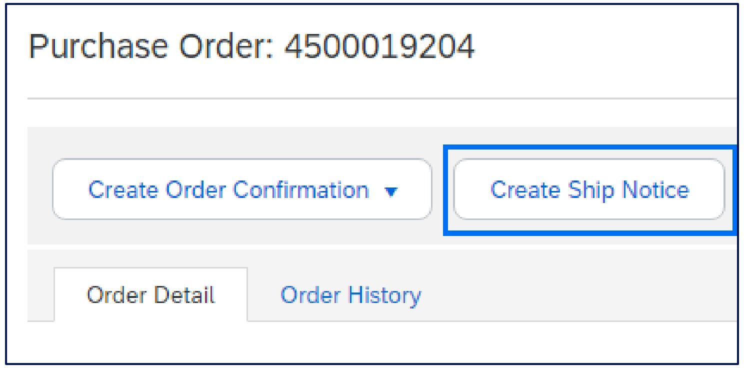


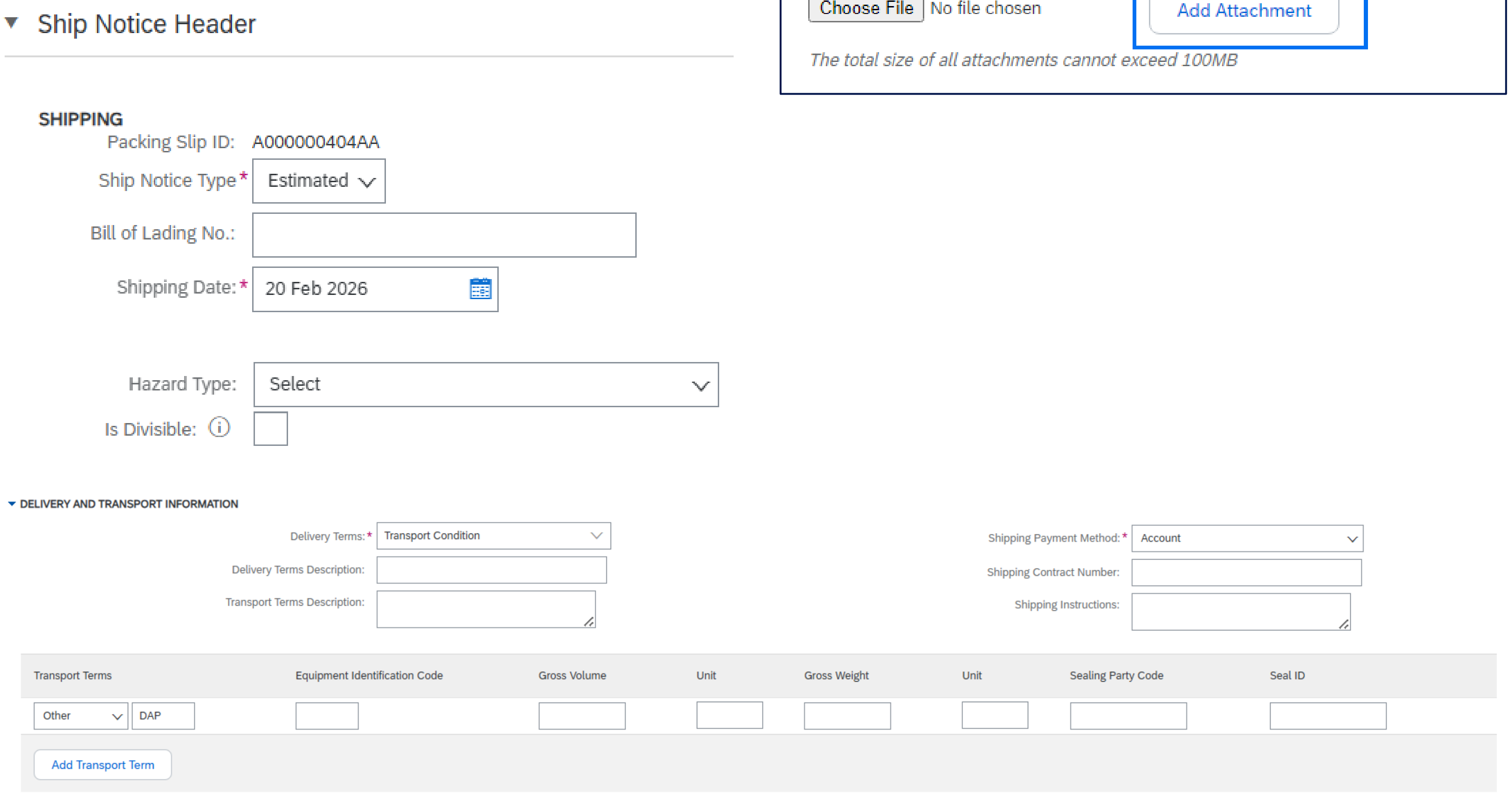
Individual PO Management – Create ASN(Estimated) – Header Level

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.

1

2



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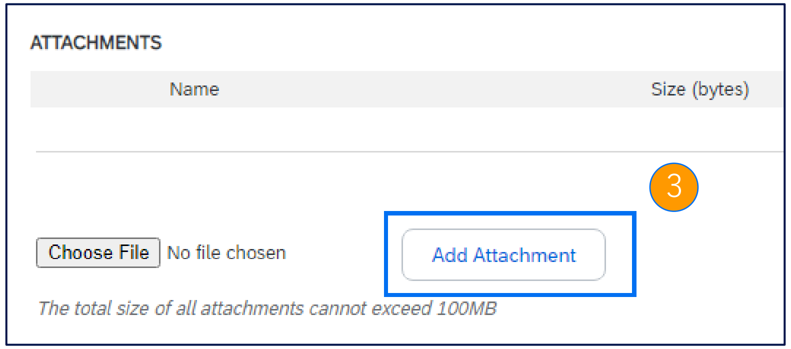


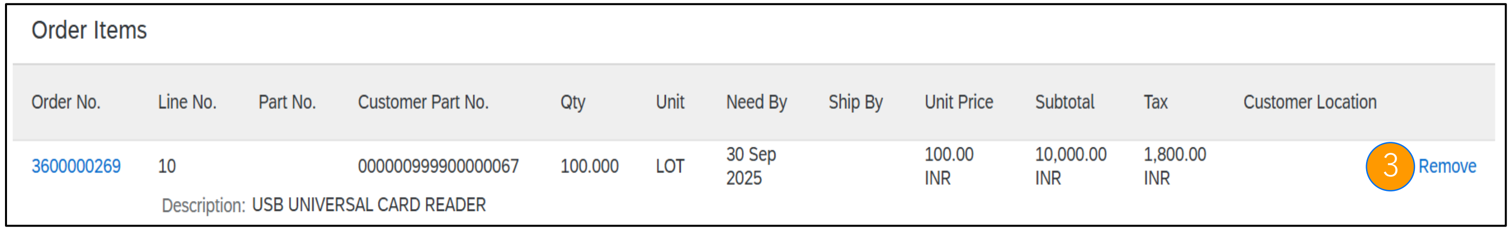
Note:

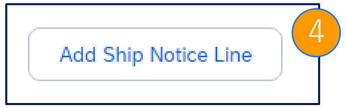
1. Ship Notice Type Estimated needs to be created 15 days prior to shipping to share the shipment details with Agratas to plan for transportation. All the fields marked in red asterisk needs to be filled to submit the ASN.
2. Delivery Terms and Transport Terms will be auto-populated from the PO and suppliers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

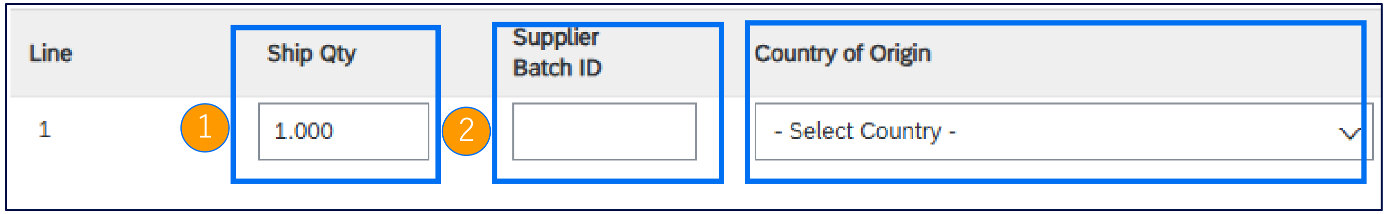
Individual PO Management – Create ASN(Estimated) – Line Level

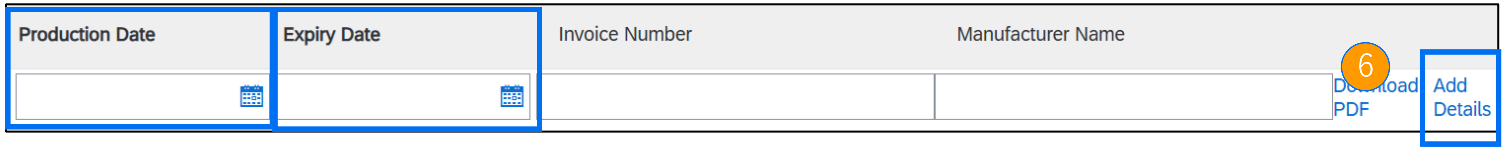
Information from the PO is copied to the ship notice

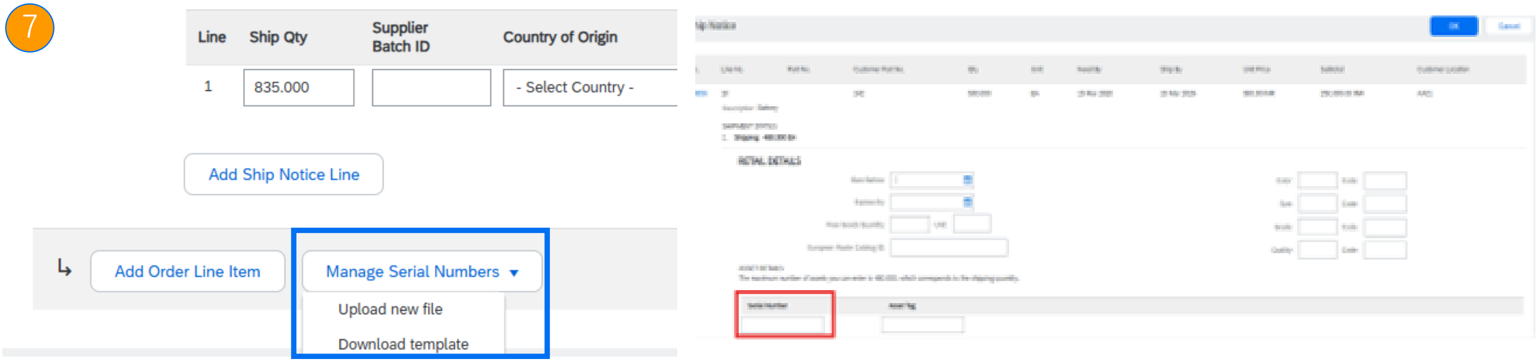
1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the PO. Over-delivery is not allowed in the system. The Ship Qty has to be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
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.











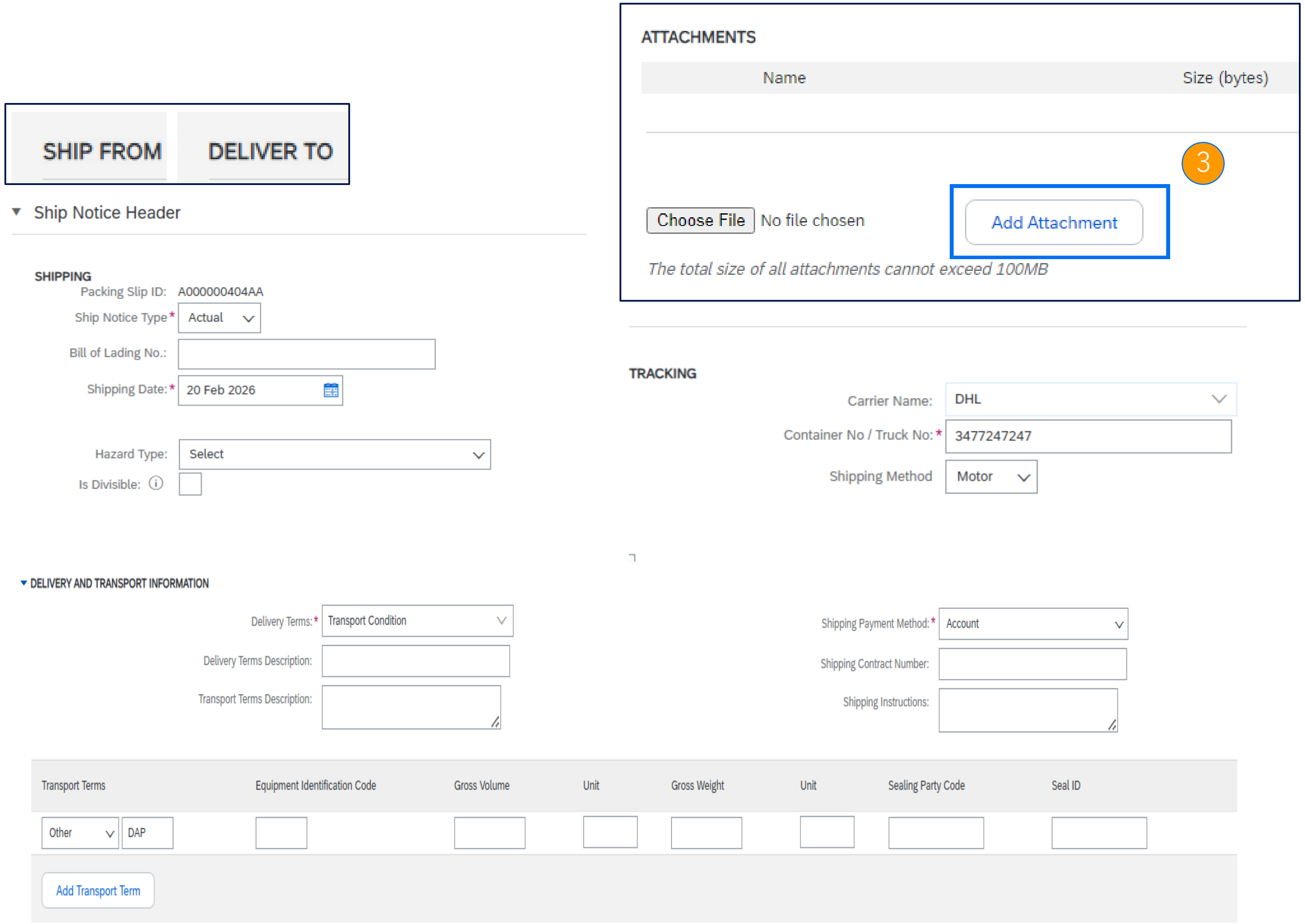
Note:

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

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

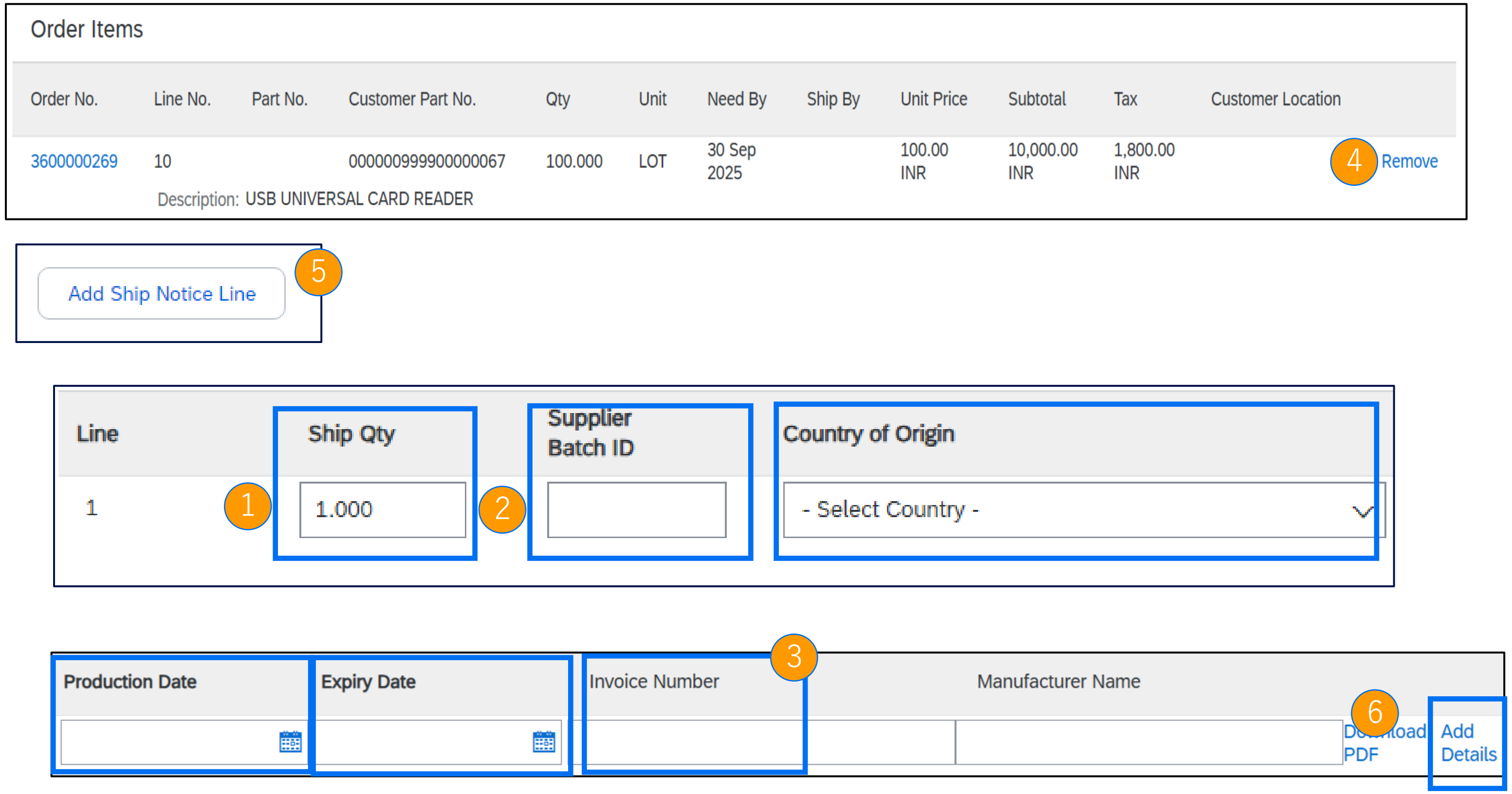
Individual PO Management – Create ASN(Actual) – Line Level

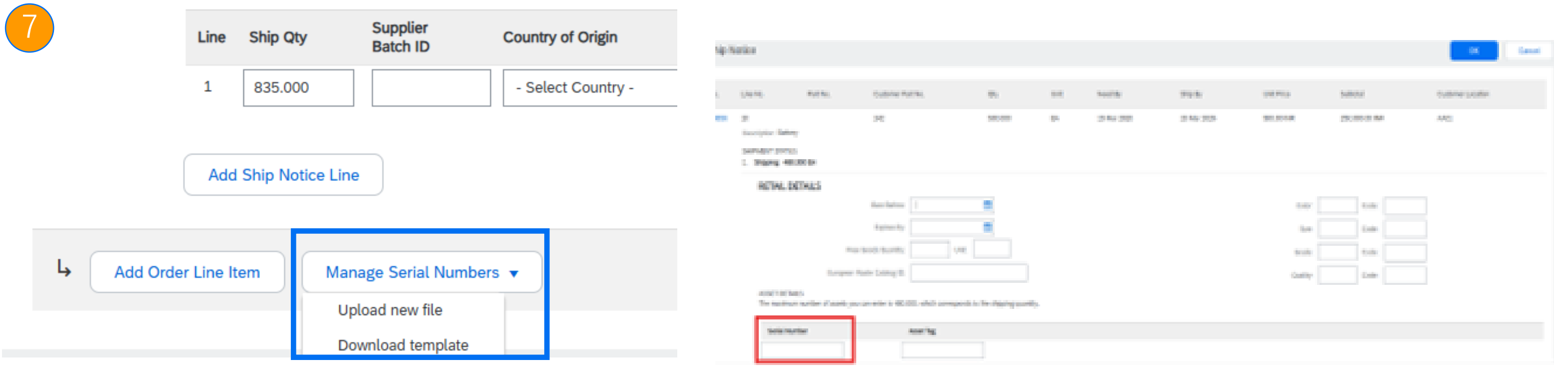
Information from the PO is copied to the ship notice

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.

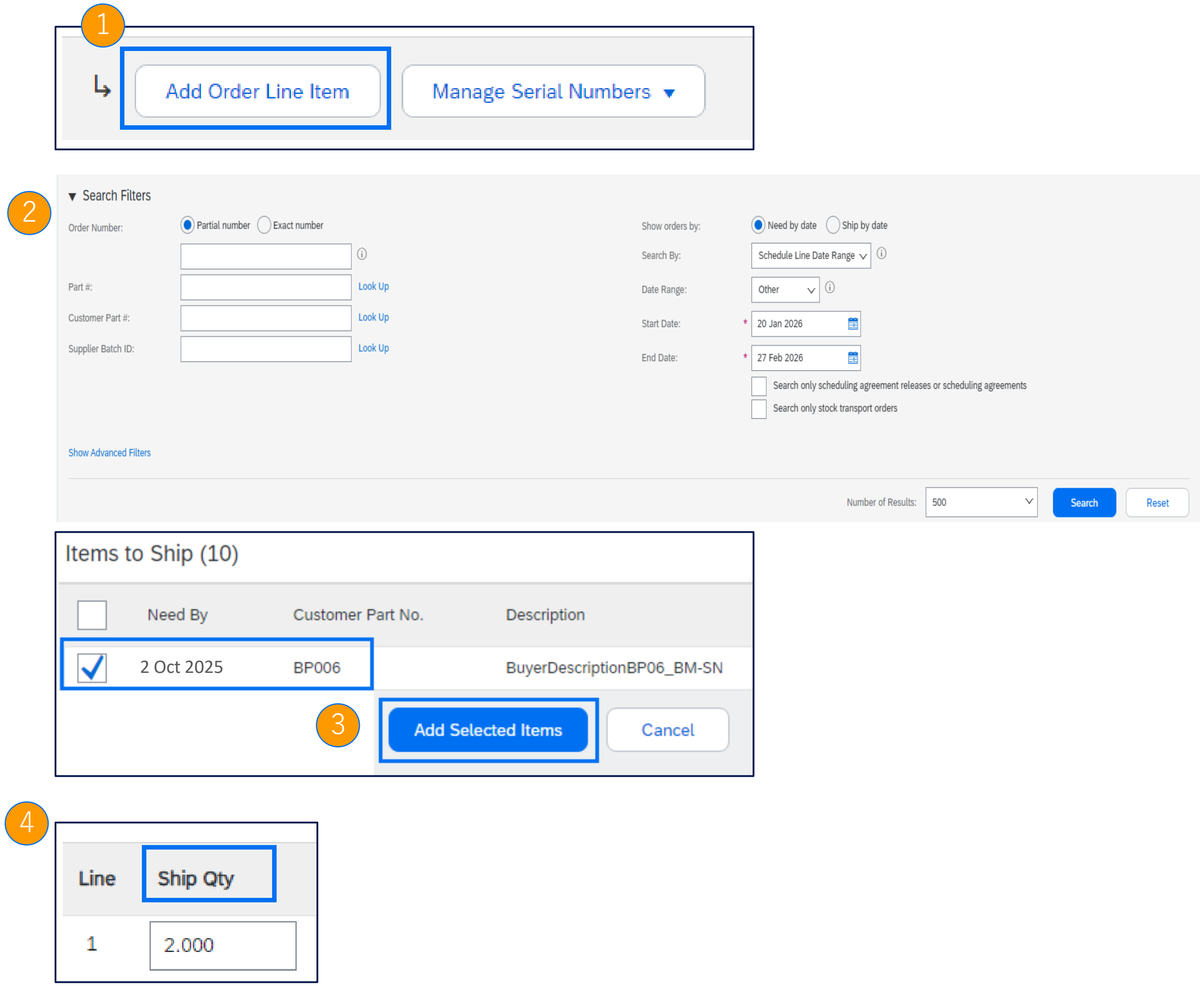




Individual PO Management – Line Level – Manage Line Items

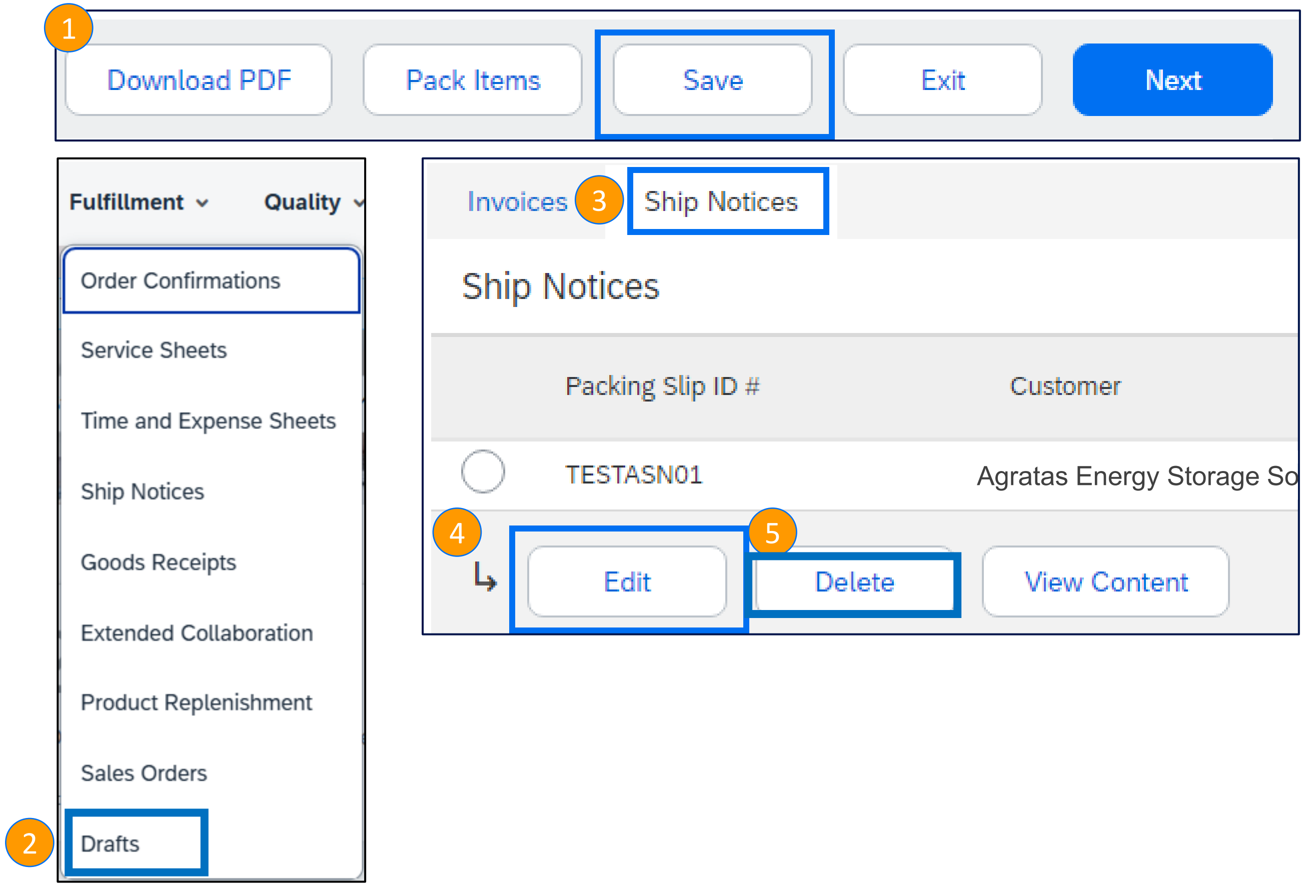
The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's.

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.



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

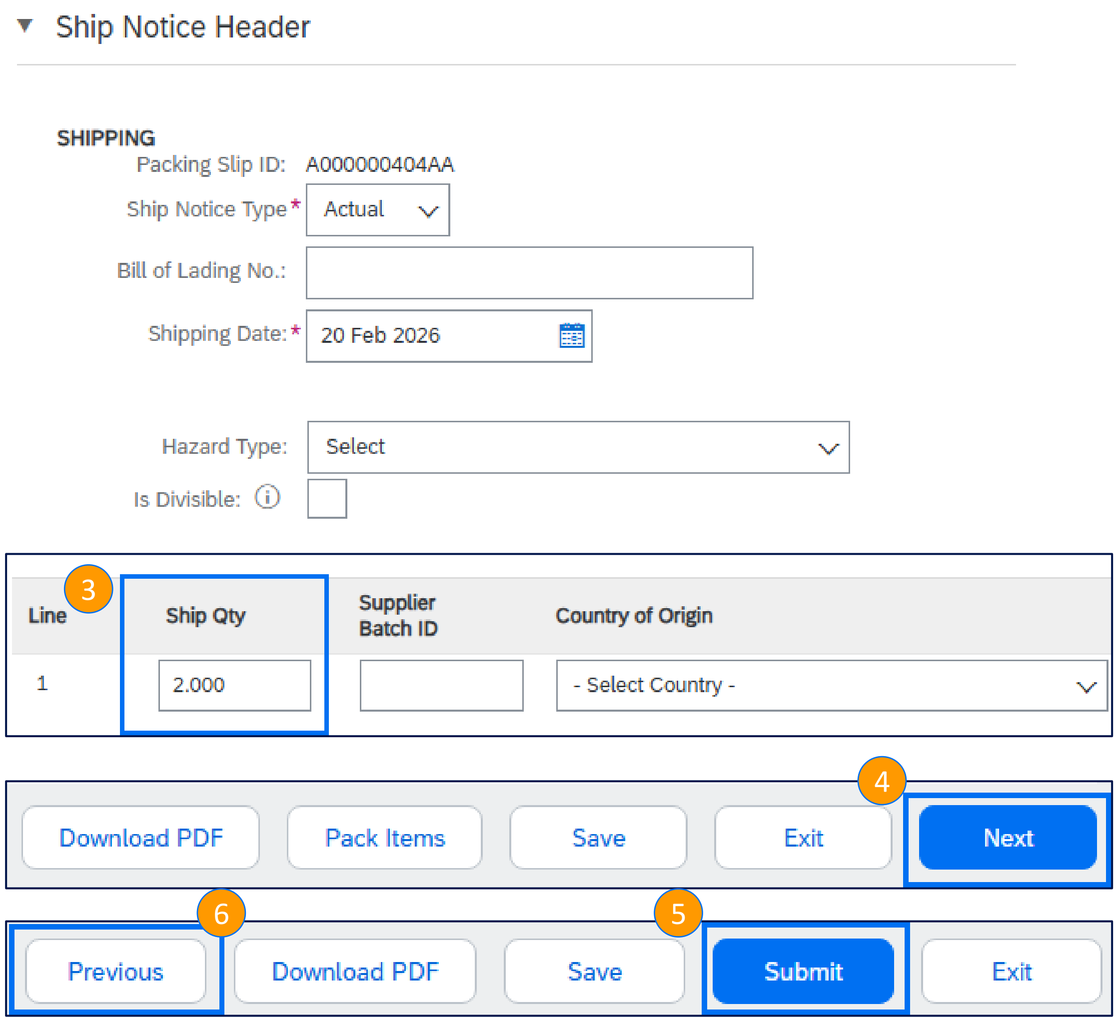


Individual PO Management – Submit the Final Document

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.

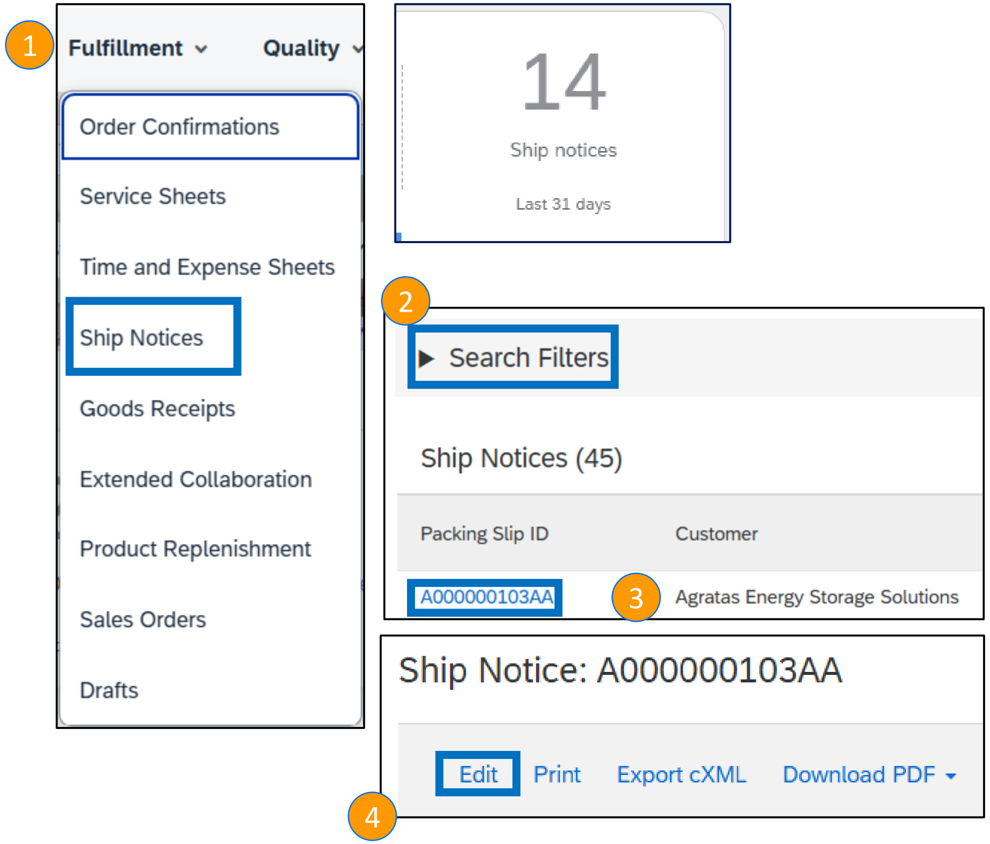


Individual PO Management – Edit ASN

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**.



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

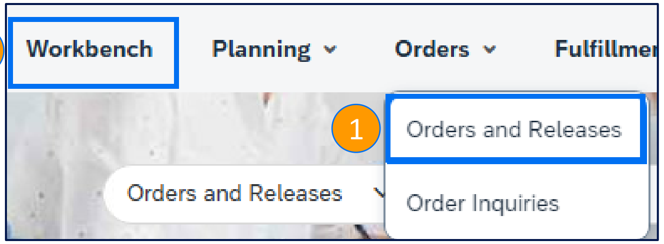
From **Orders > Orders and Releases:**

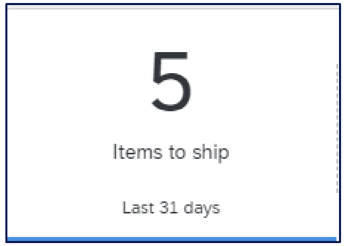
1. Click **Items to ship** tile.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

Note:

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

1





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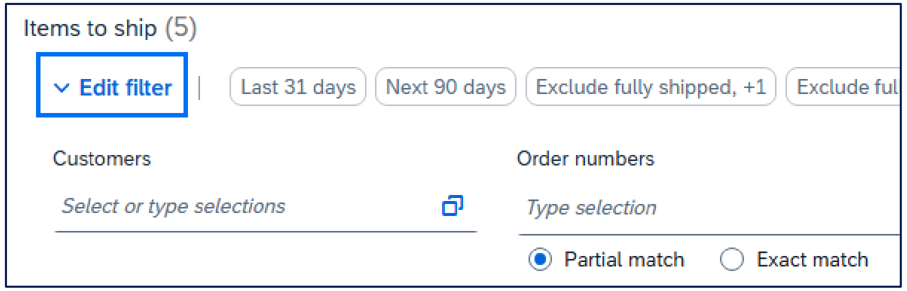

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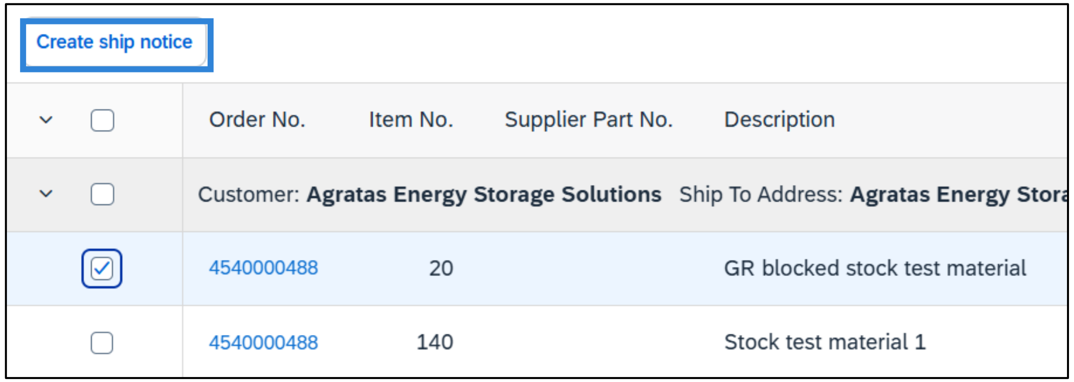
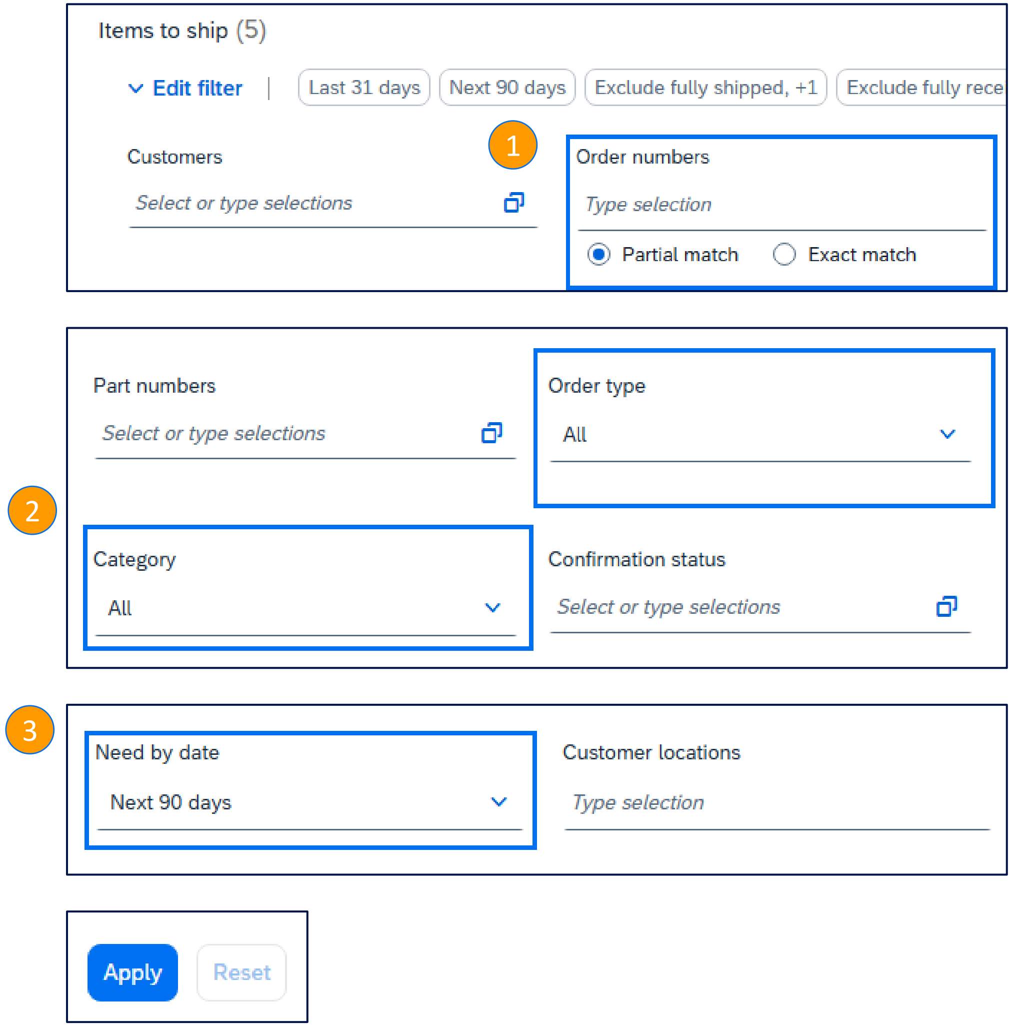


Multiple PO's Management – Search Filters

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.

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

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

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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.
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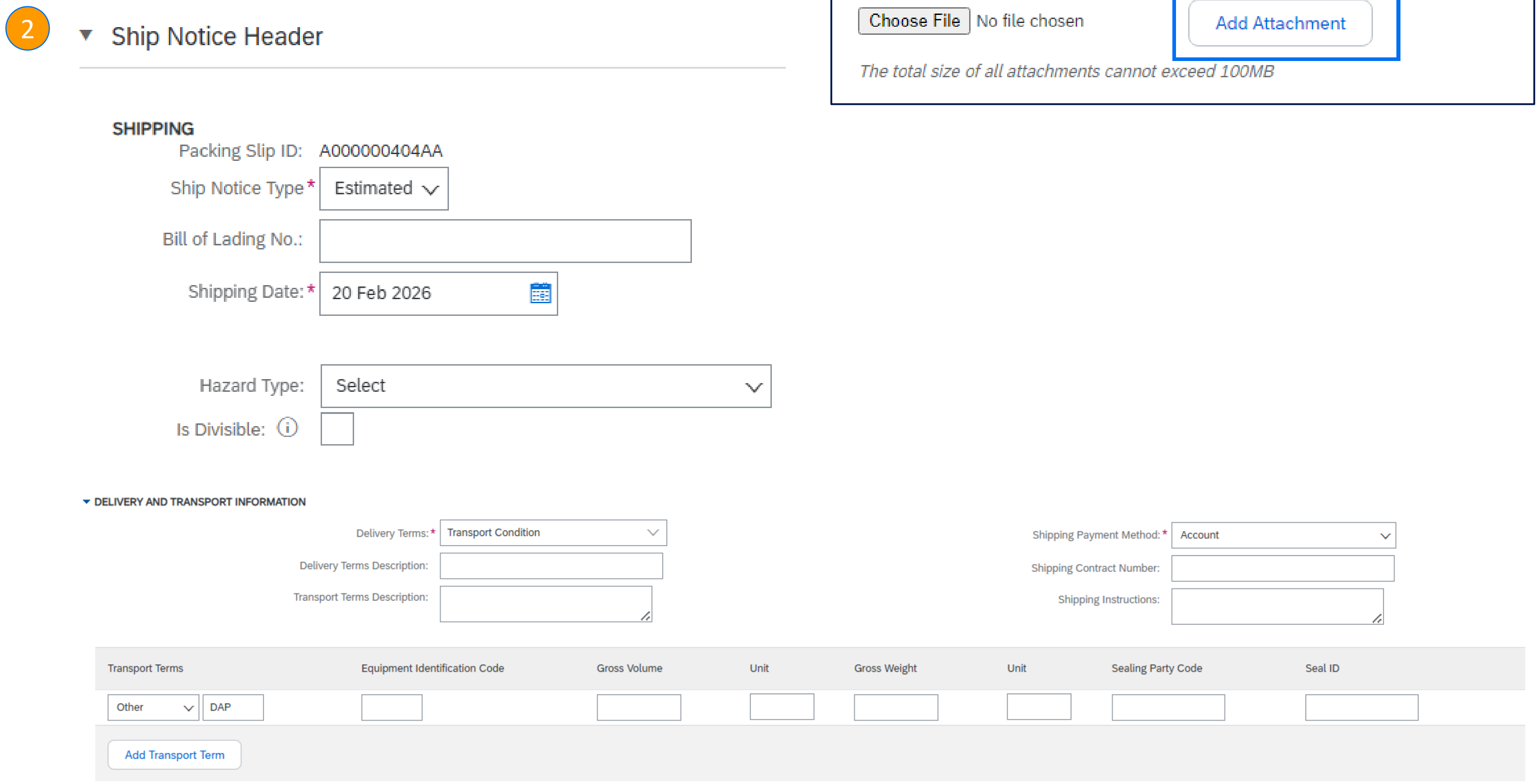

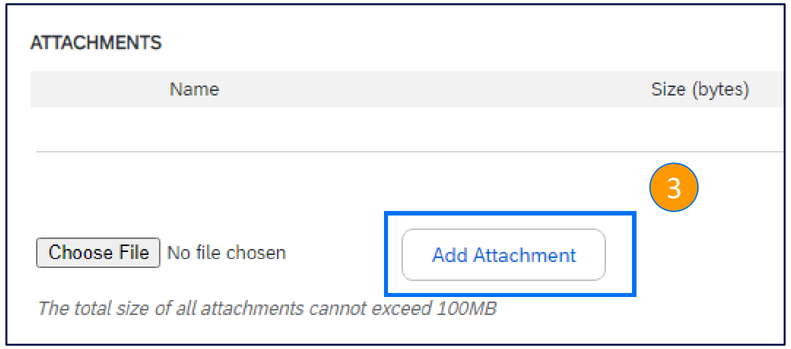

Multiple PO Management – Create ASN(Estimated) – Line Level

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.
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3. To exclude the whole line click **Remove**.
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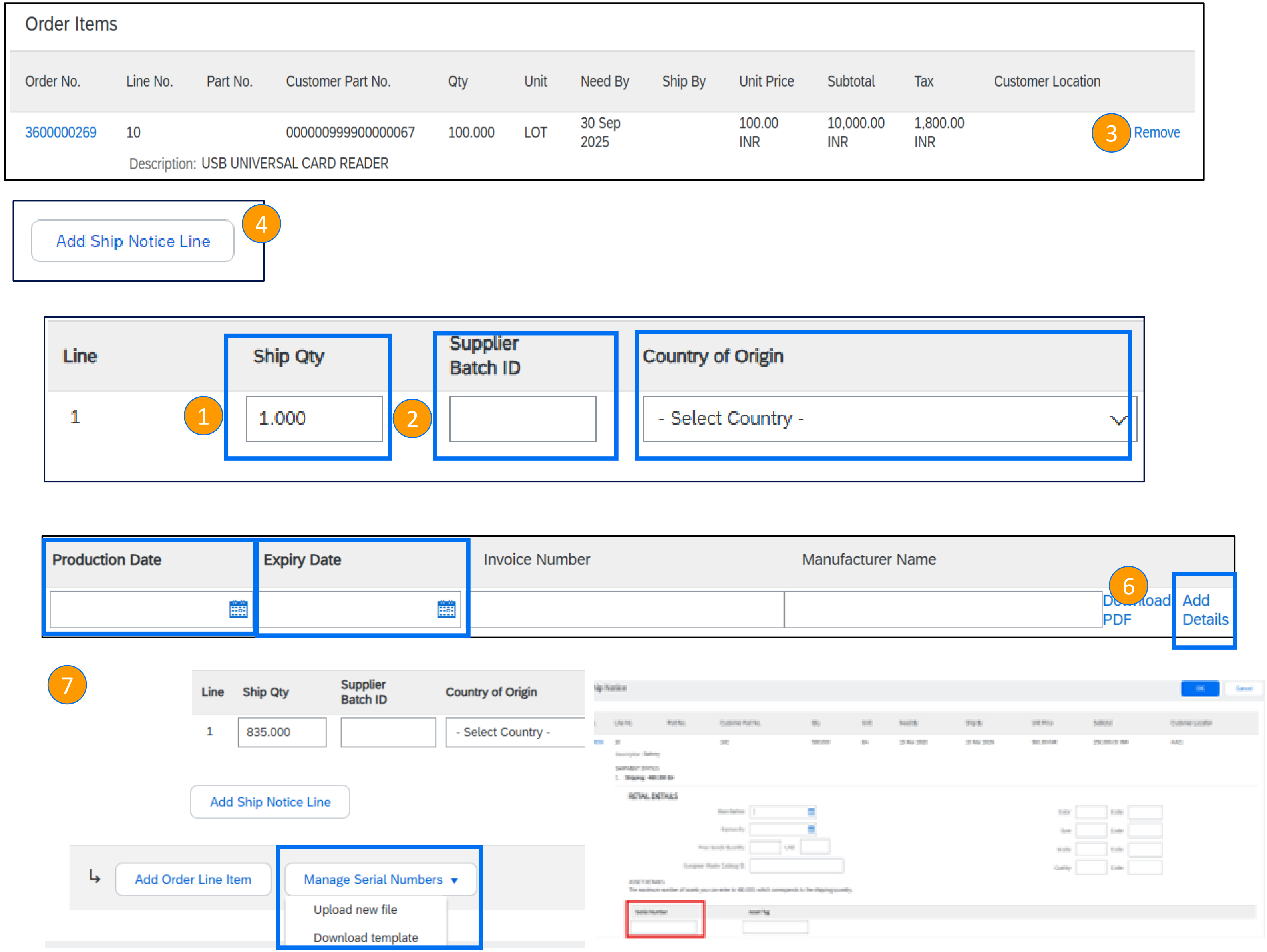

Note:

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

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

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

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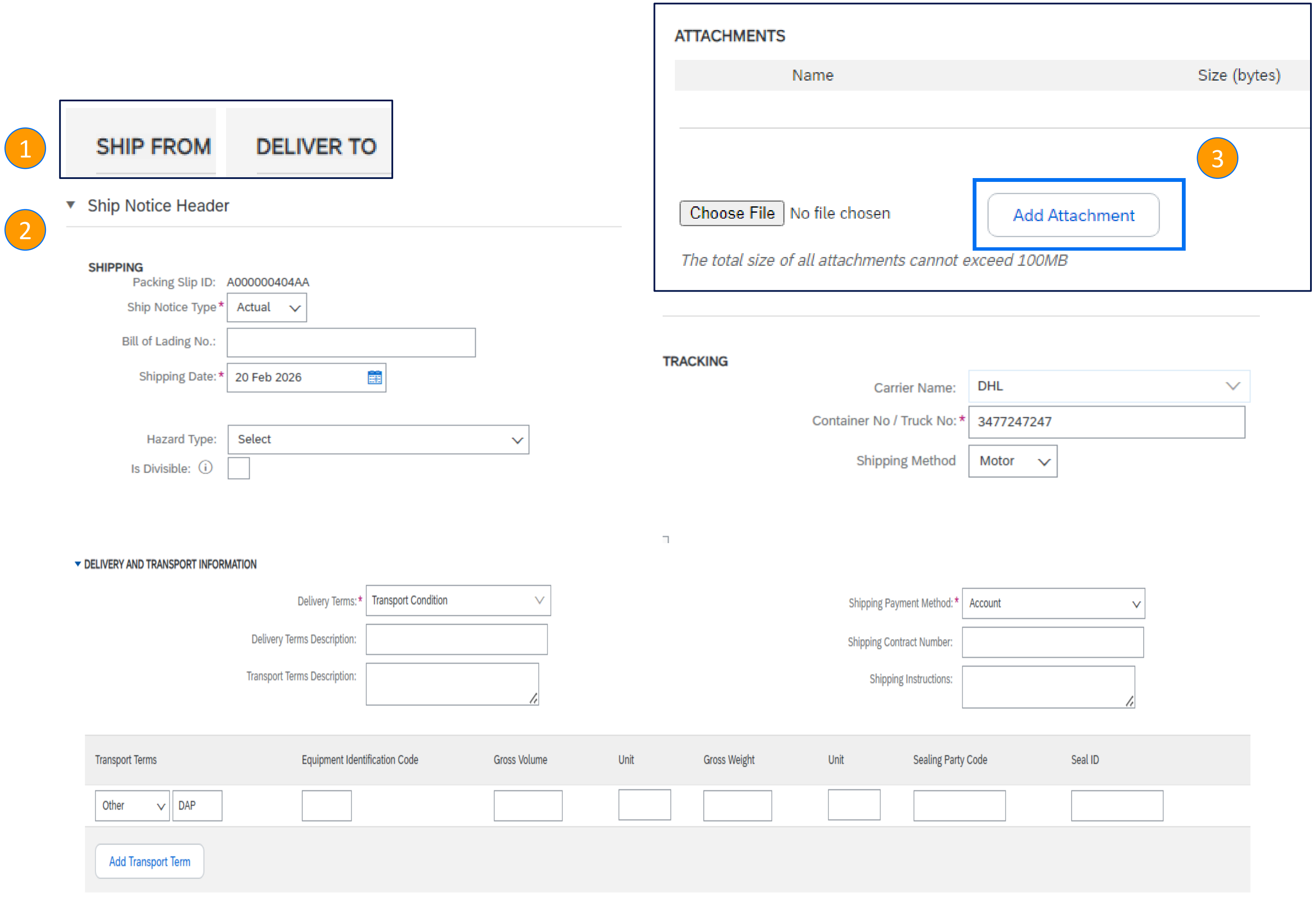
3. Fill in all mandatory fields to proceed.
4. Add additional information and attachments.



Note:

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

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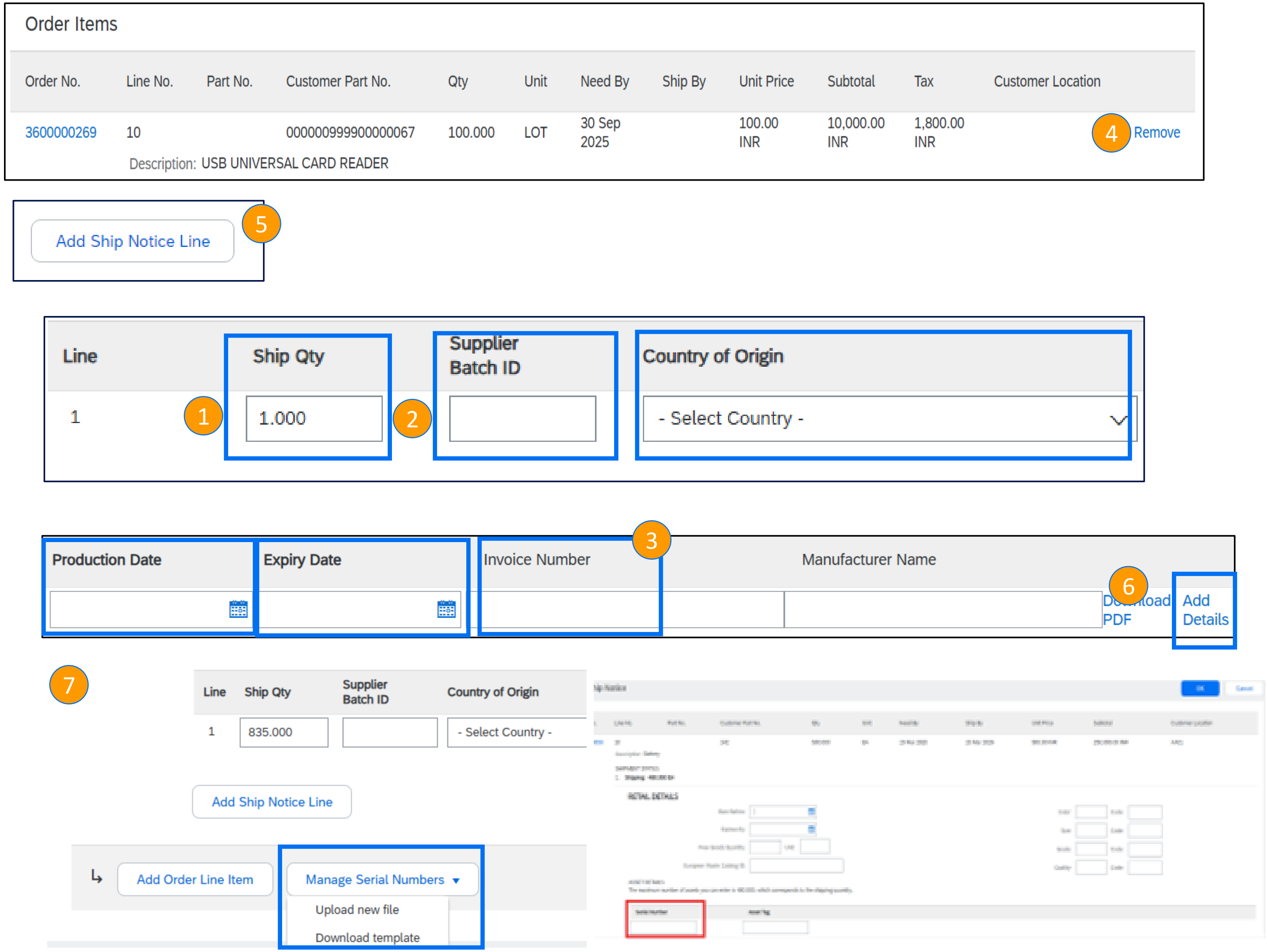


Note:

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

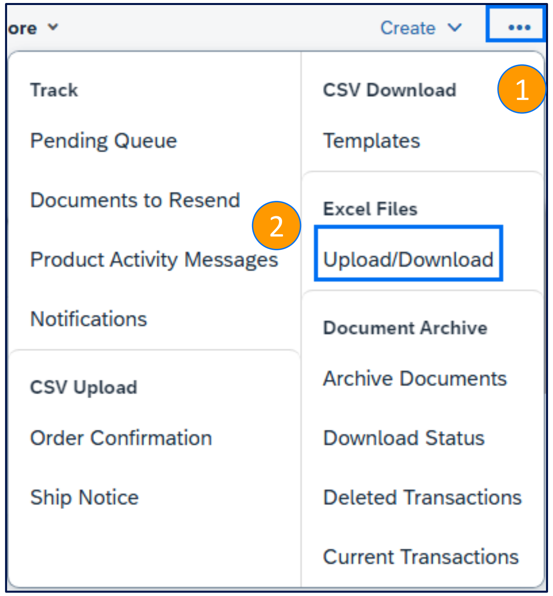
agratas
A TATA Enterprise

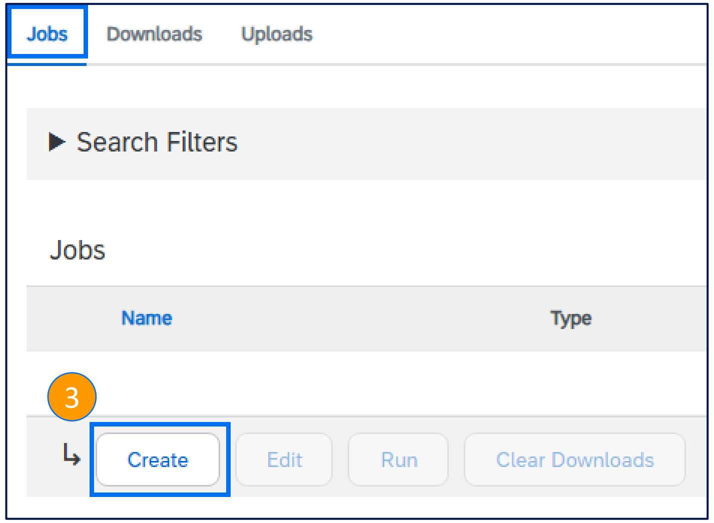
Mass ASN Upload – Download Ship Notice Template 1/2

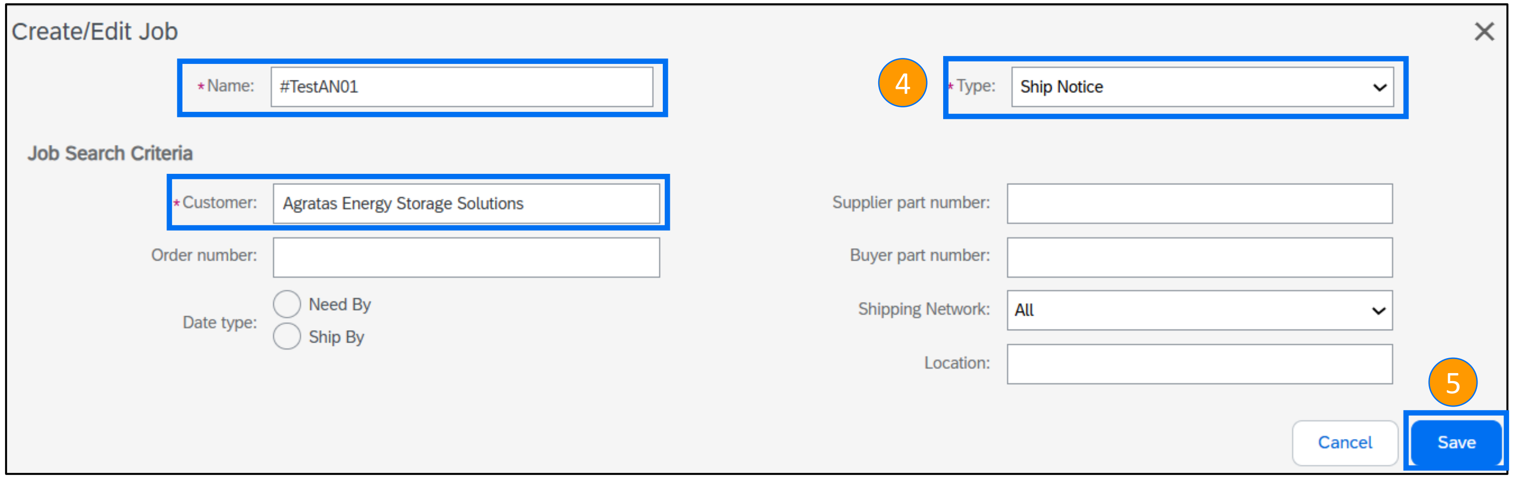
From the Homepage:

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.





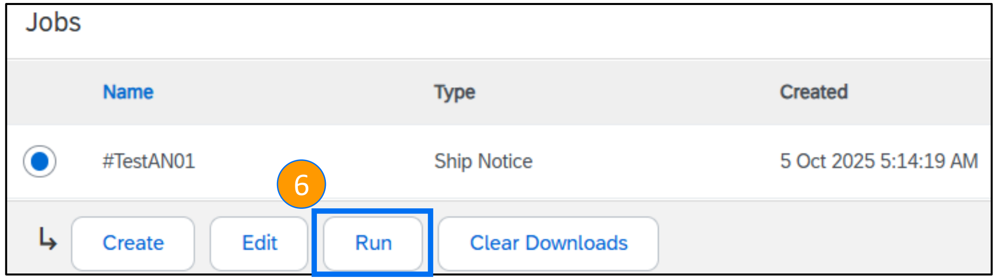


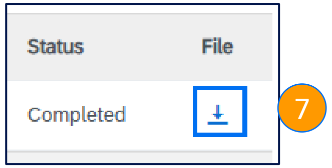
Mass ASN Upload – Download Ship Notice Template 2/2

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





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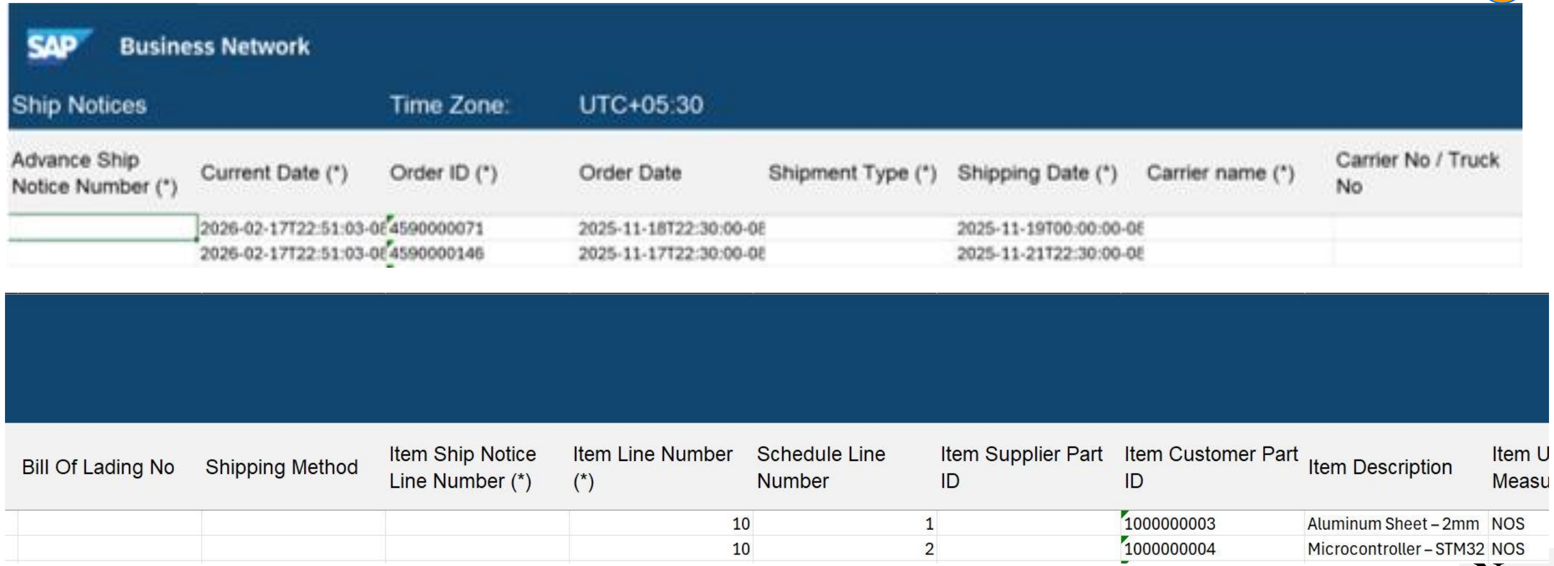


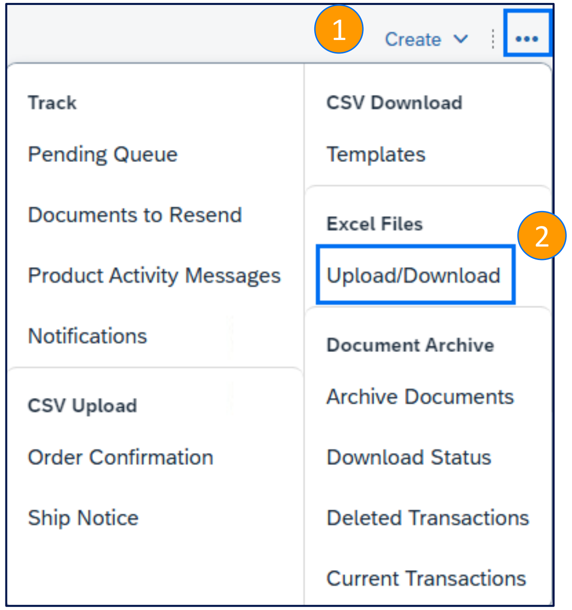
Advance Ship Notice Number (*)	Current Date (*)	Order ID (*)	Order Date	Shipment Type (*)	Shipping Date (*)	Carrier name (*)	Carrier No / Truck No
	2026-02-17T22:51:03-0	4590000071	2025-11-18T22:30:00-0		2025-11-19T00:00:00-0		
	2026-02-17T22:51:03-0	4590000146	2025-11-17T22:30:00-0		2025-11-21T22:30:00-0		

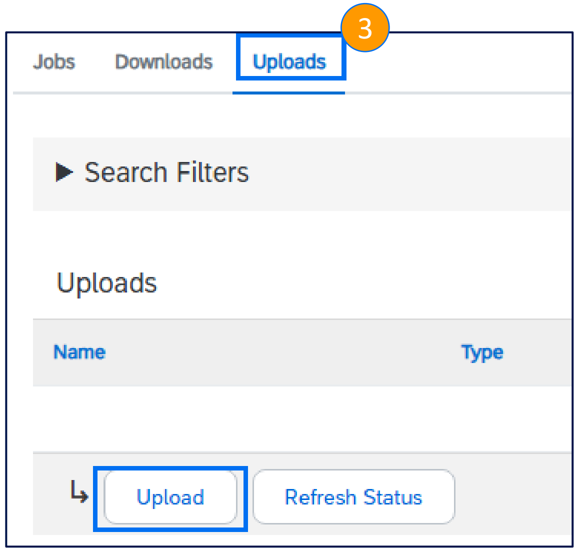
Bill Of Lading No	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Schedule Line Number	Item Supplier Part ID	Item Customer Part ID	Item Description	Item U Measu
			10	1		1000000003	Aluminum Sheet – 2mm	NOS
			10	2		1000000004	Microcontroller – STM32	NOS

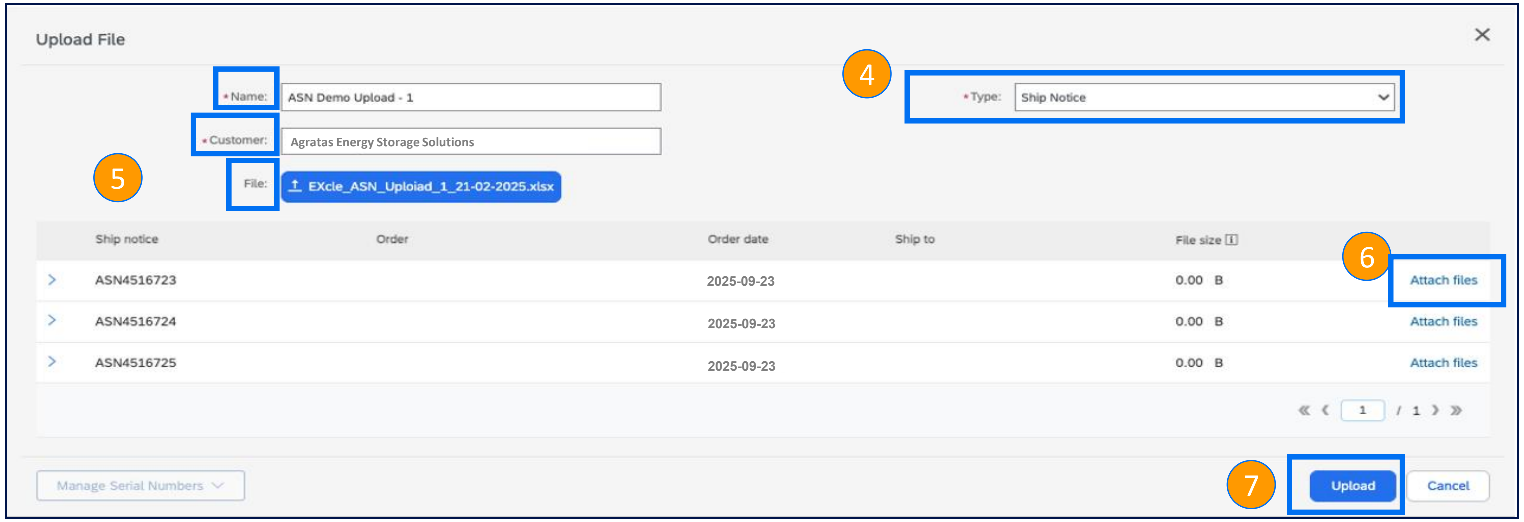
Mass ASN Upload – Upload Ship Notice Template 1/3

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.

Mass ASN Upload – Upload Ship Notice Template 3/3

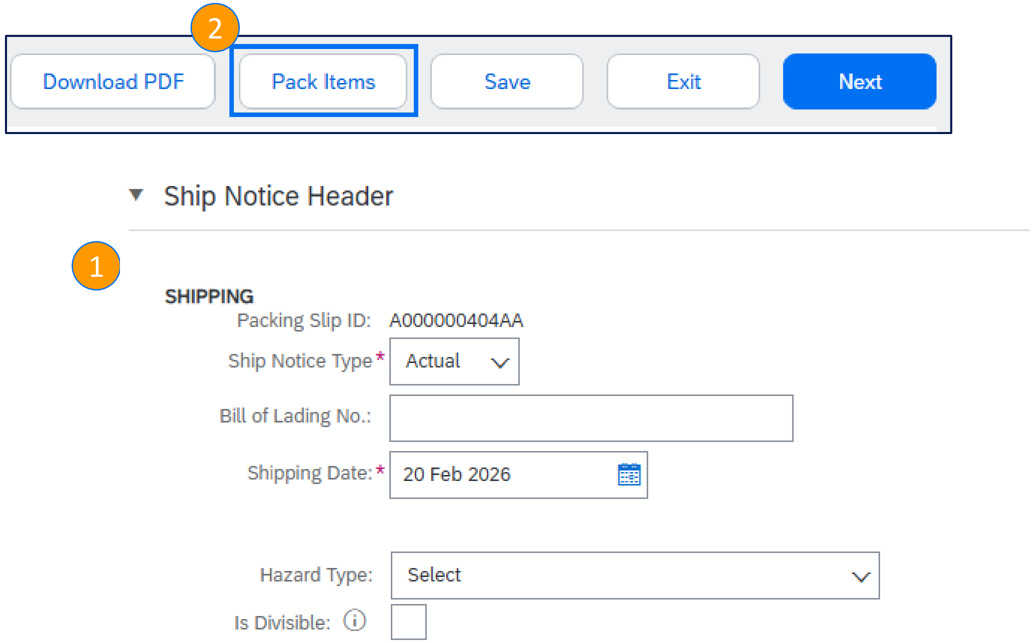
1. After successful upload, the status will be Completed, and the ship notice is created in SAP Business Network.
2. When errors occur, the log can be downloaded to assist with error resolution.

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).

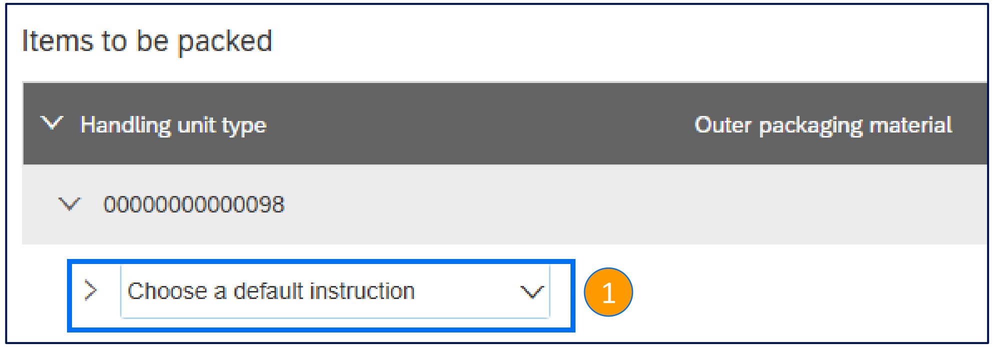
Handling Units – Define instructions

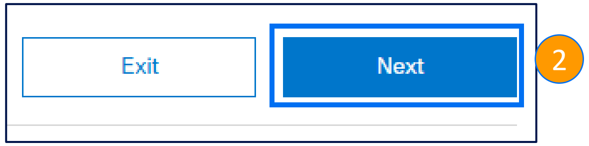
If some items do not have packaging instructions, the define packaging instructions page opens.

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.

Handling Units – Edit and Confirm packing

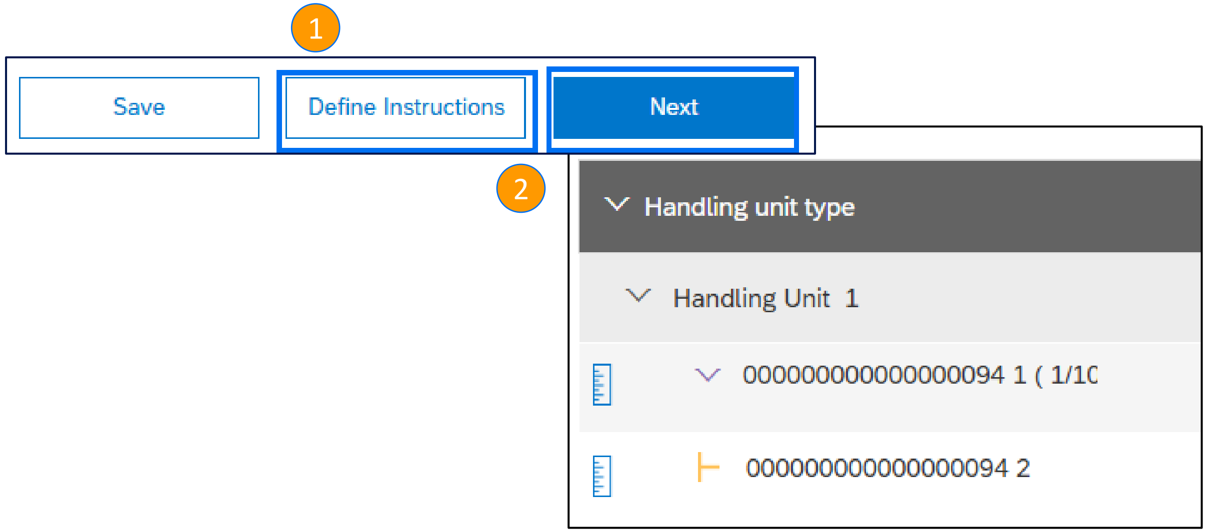
If packaging instructions exist for all items, the Confirm packing plan page opens.

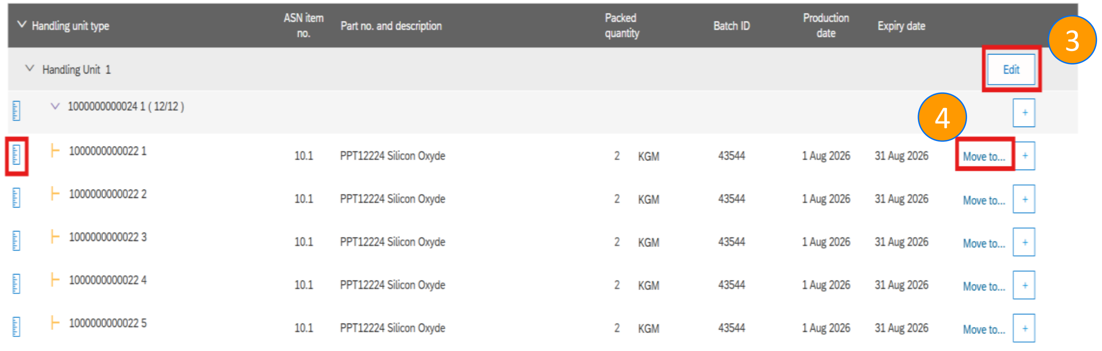
1. From this screen, the user can go back to **Define Instructions** step.
2. Review packing plan details.
3. To edit the quantity for HU/PU, click on Edit. Once the quantity is changes, click on Save option to save the changes
4. To move the PU packing to another HU box, click on Move to and select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

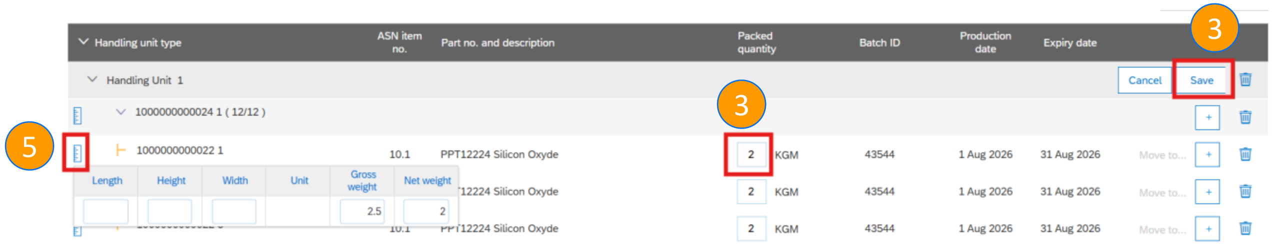
Note:

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 Units – Review Ship Notice

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

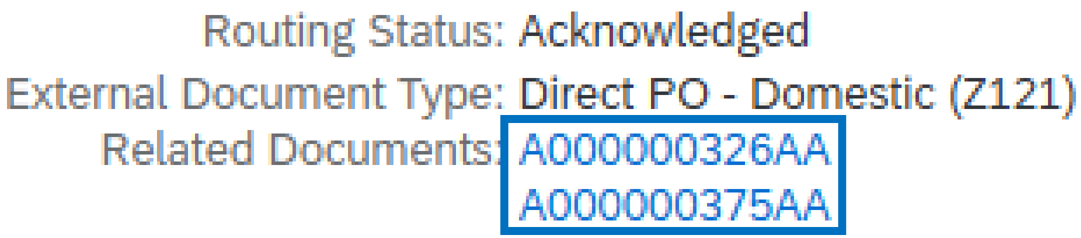
1. You can do this by clicking the **Submit** button at the top of the page.

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

2



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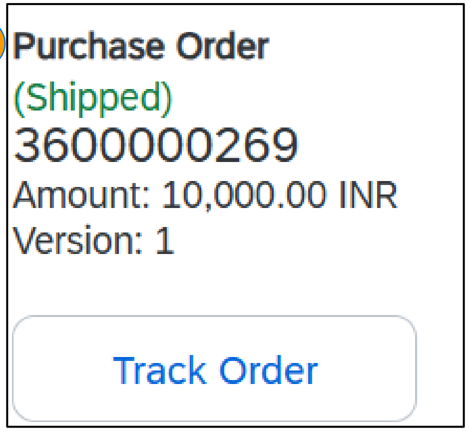


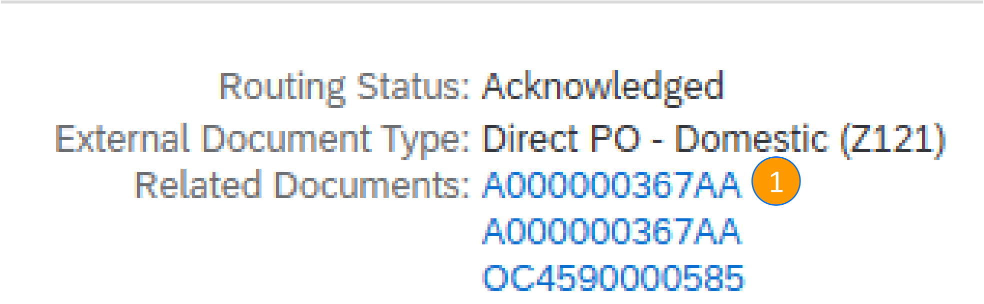
Print Labels

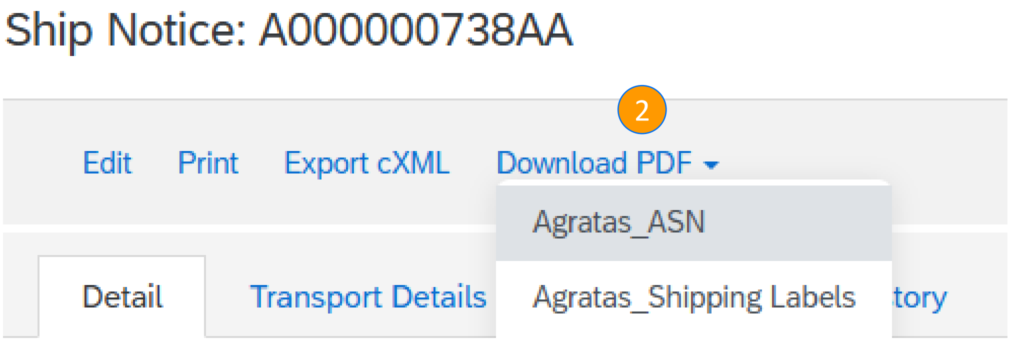
If Agratas doesn’t require packaging of materials, supplier can still print out the labels if needed.

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.

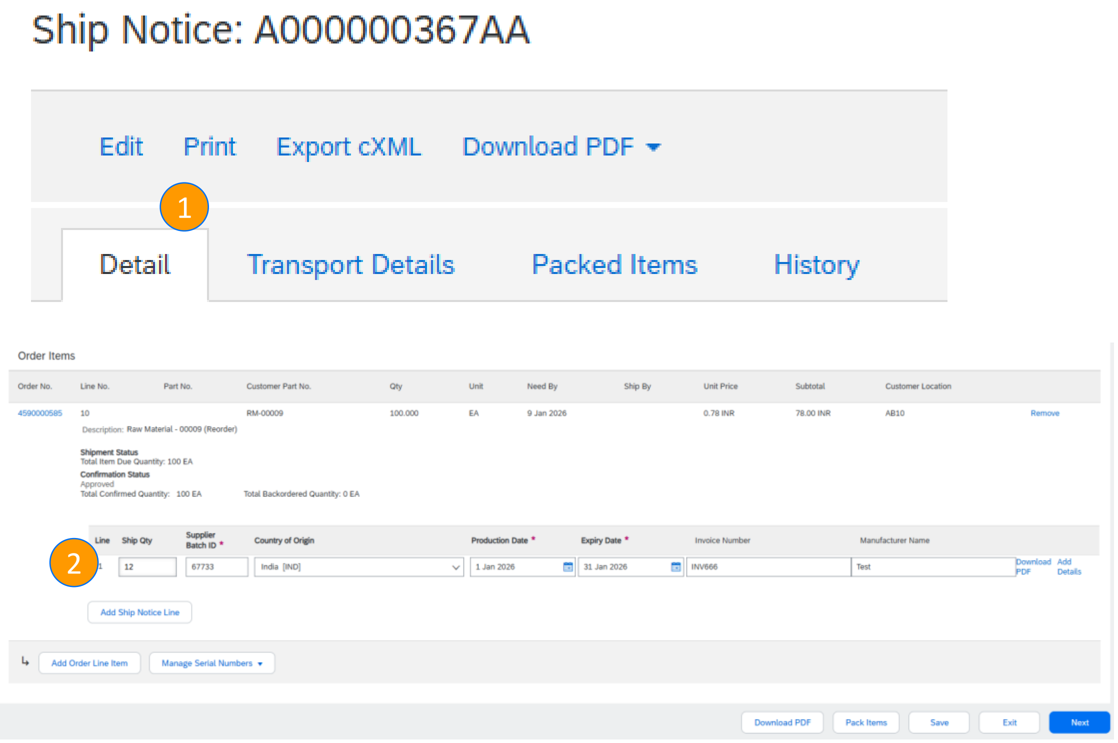


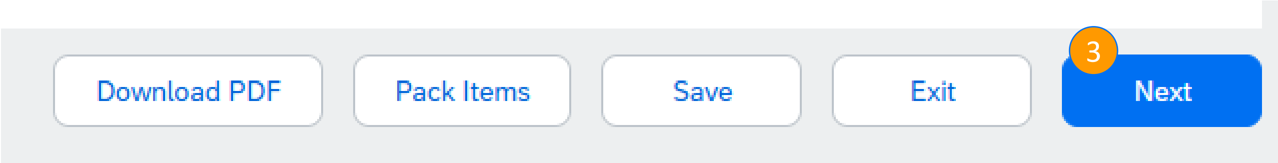


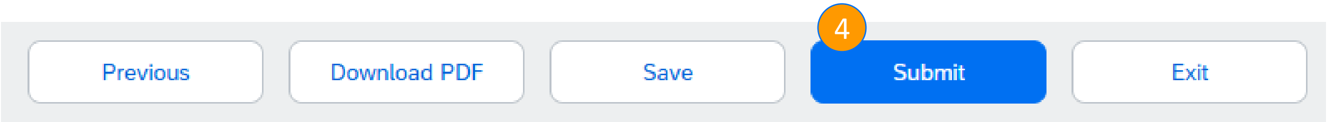
Edit ASN and Labels

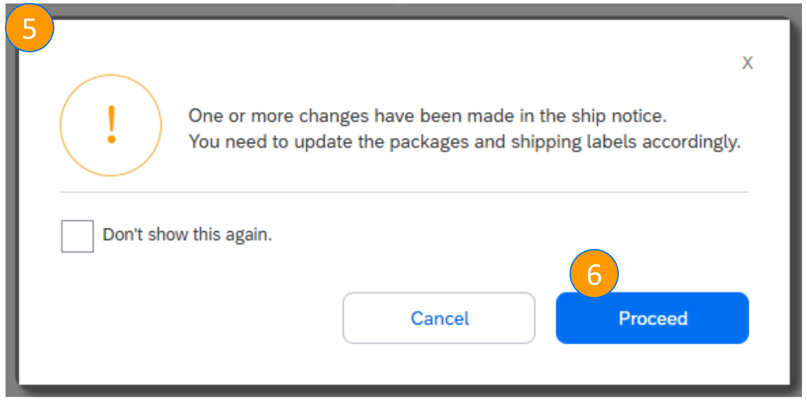
From the Ship Notice screen:

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









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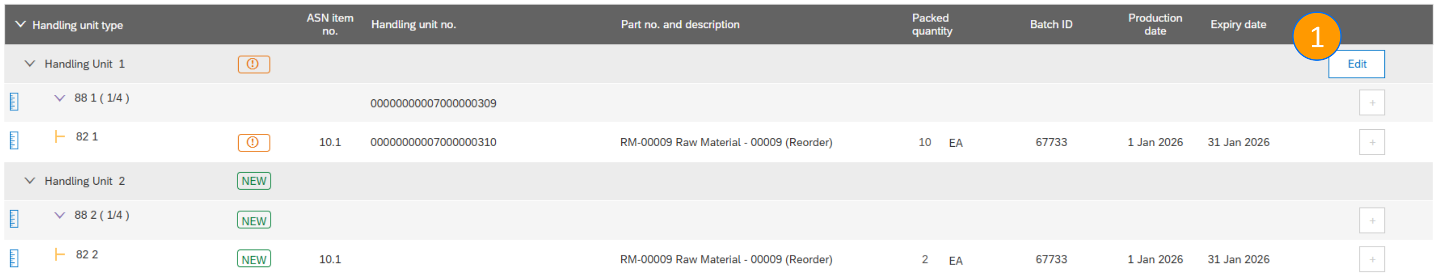
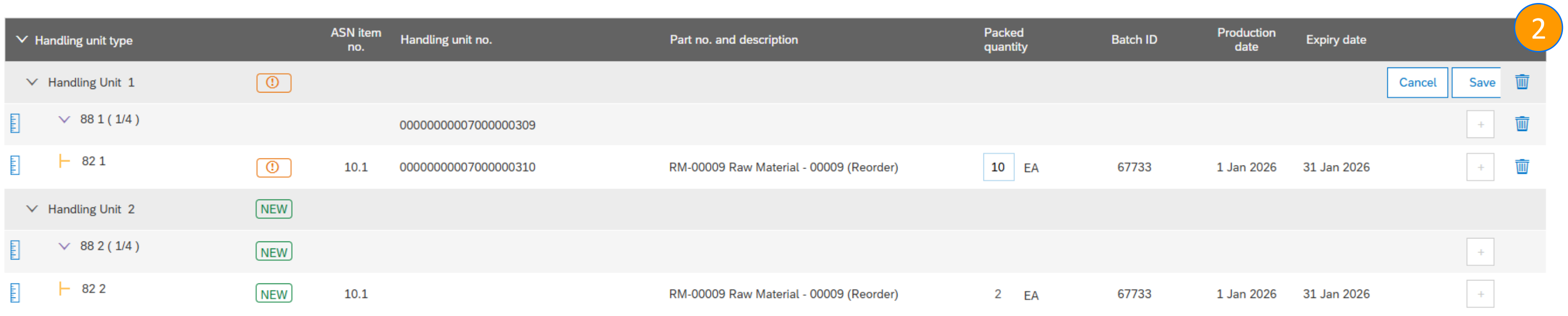
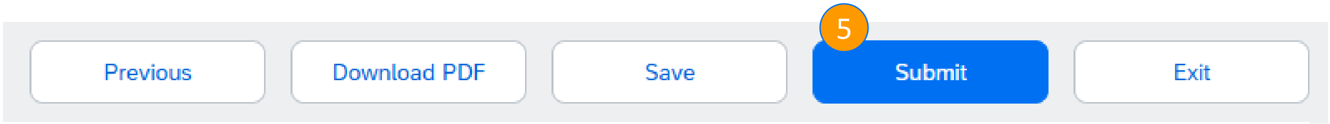
Edit ASN and Labels

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





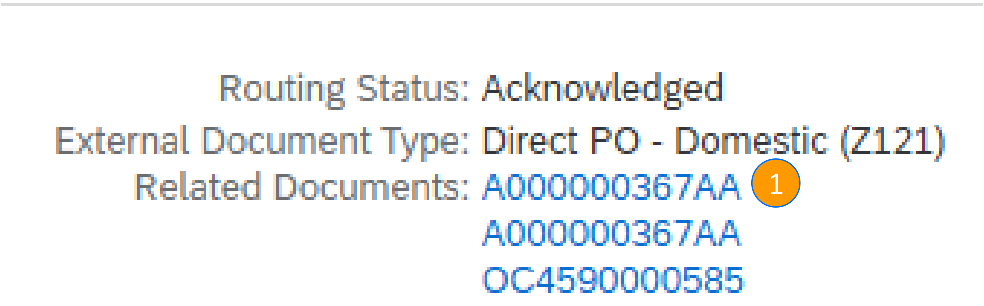


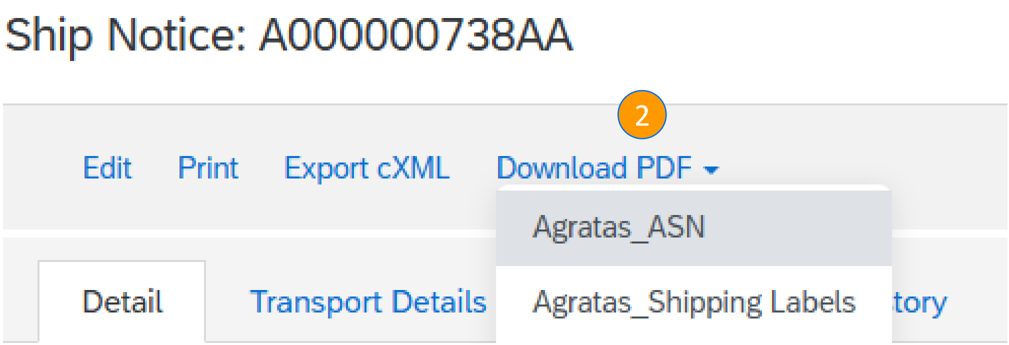
Reprint Labels

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.





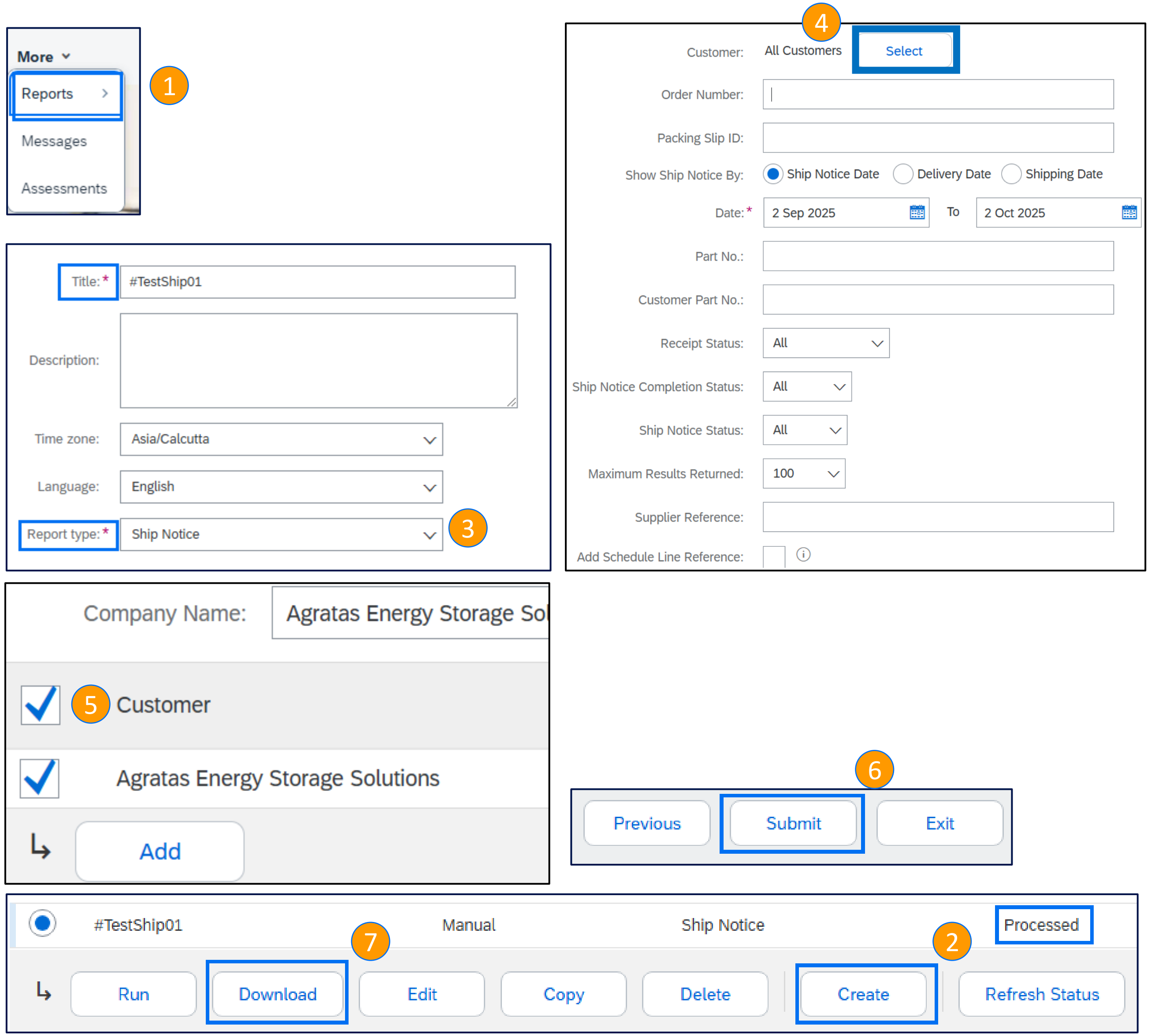
Download ASN Report

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.



ADVANCED SHIPPING NOTIFICATIONS (ASN) – SAR MANAGEMENT

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Advanced Shipping Notification
Allowed Actions

SAP Business Network provides multiple options to maintain ASN.

1. **Individual SA/SAR management.**
   With a low volume of SAs/SARs you may simply go to the SA/SAR and click the "create shipping notice" button that will allow you to fill individual shipment notification per SA/SAR.

2. **Multiple SA's/SAR's management.**
   In case of multiple lines of Sas/SARs 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 SA/SAR 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 scheduling agreement'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.

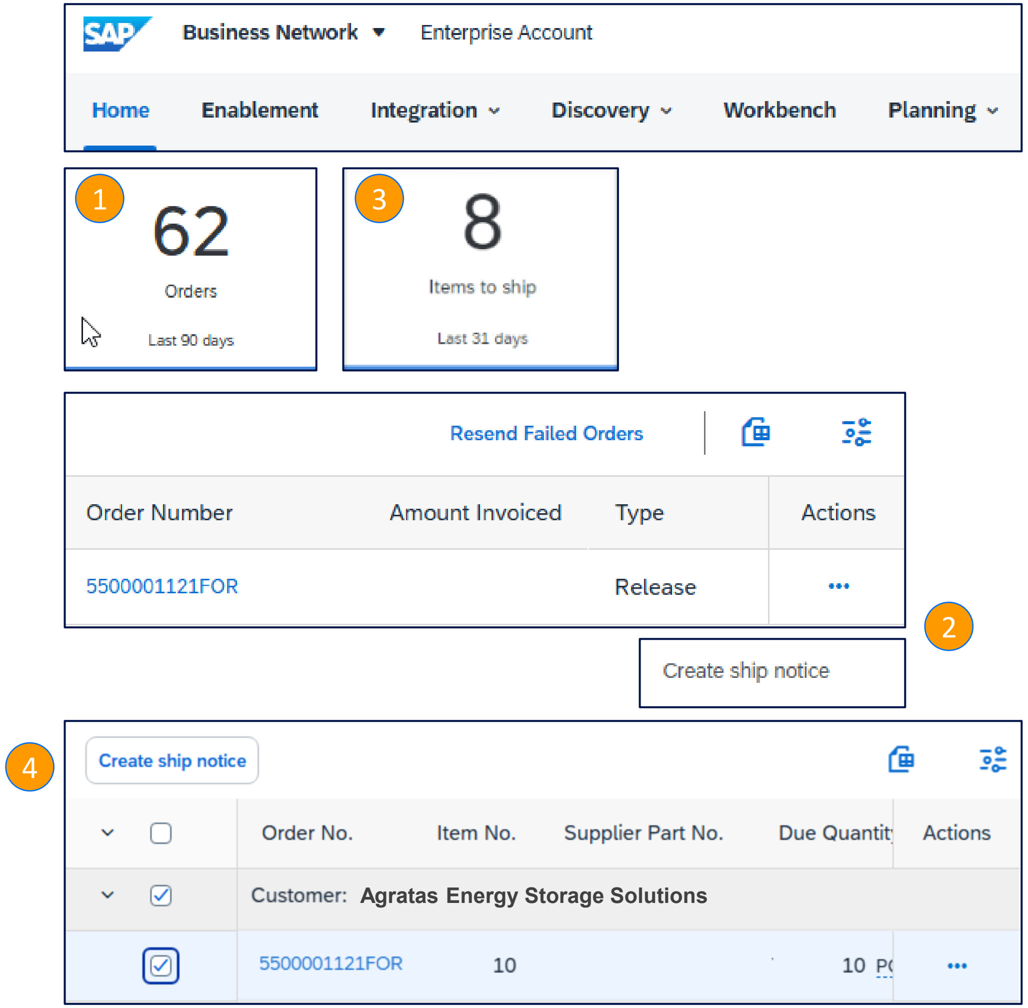
Advanced Shipping Notification
Create ASN – From Workbench

From the **Workbench** tab:

1. Select **Orders** tile.
2. Identify the right document and click ••• under Actions and select **Create ship notice**.

OR

3. Use **Items to Ship** tile.
4. Identify the right items using filters. Select them and **Create Ship Notice**.



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Advanced Shipping Notification
Individual SAR 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 bemade to this ID.
3. Fill in all mandatory fields to proceed.
4. Add additional information and attachments in the form of PDF.

1

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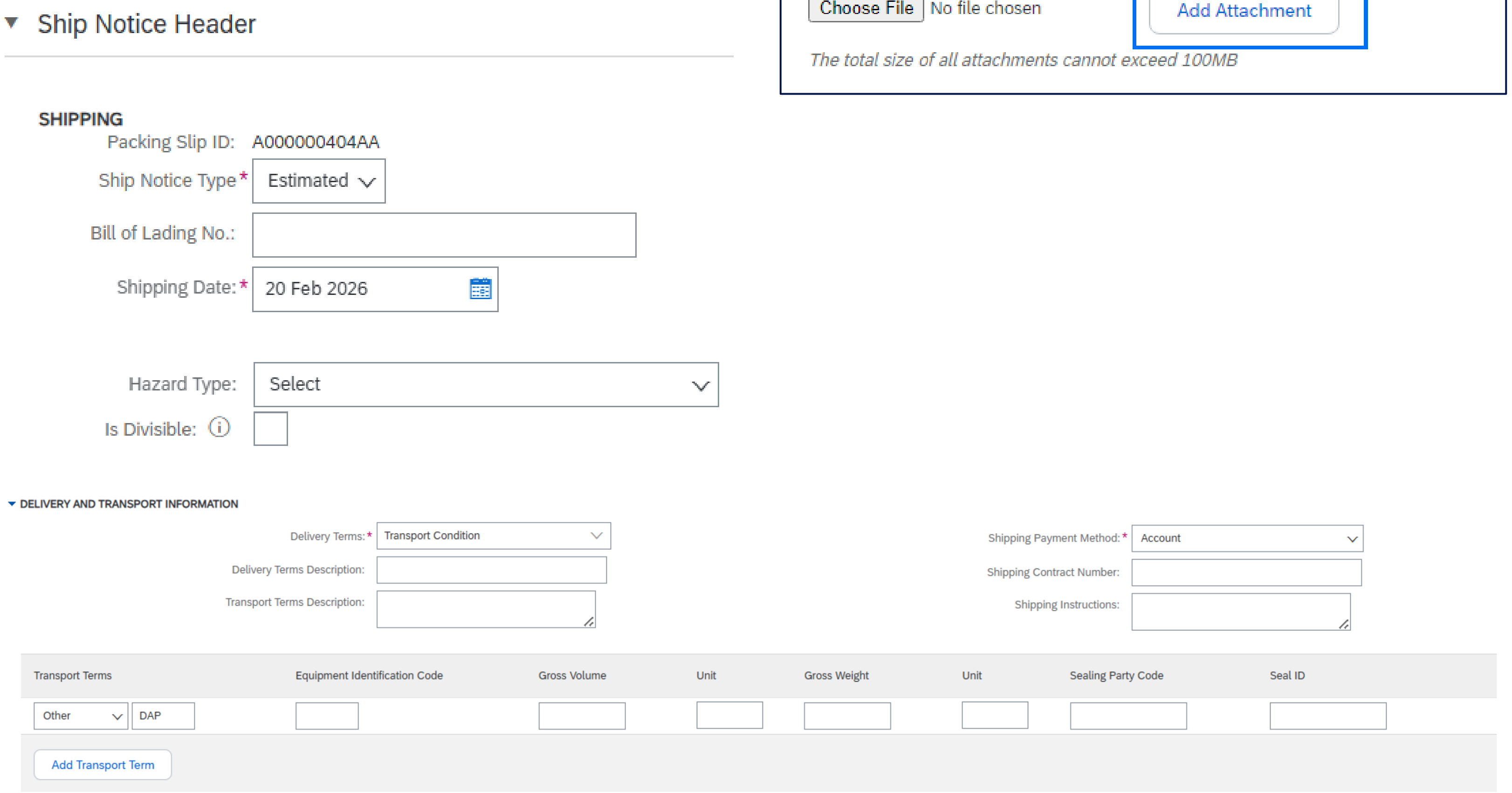

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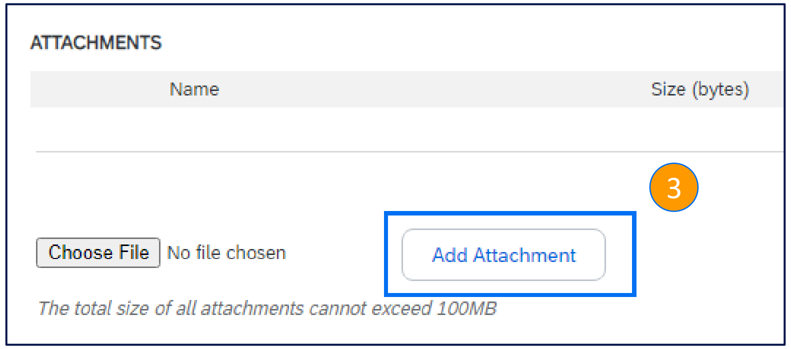


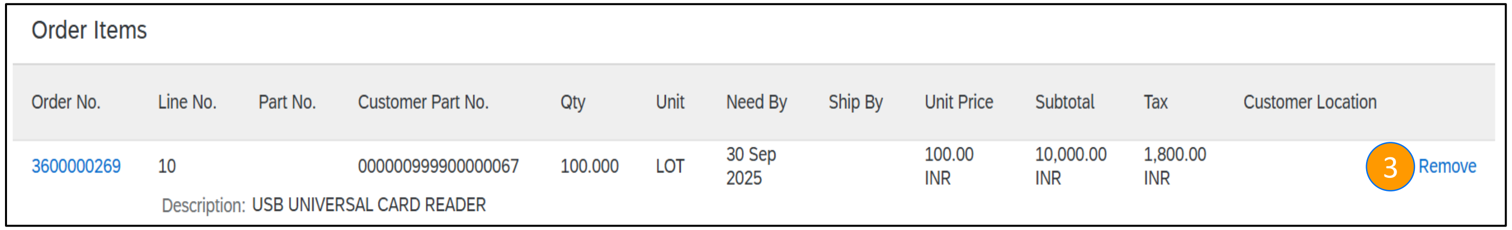
Note:

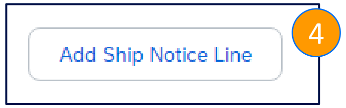
1. Ship Notice Type Estimated needs to be created 15 days prior to shipping to share the shipment details with Agratas to plan for transportation. All the fields marked in red asterisk needs to be filled to submit the ASN.
2. Delivery Terms and Transport Terms will be auto-populated from the SAR and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

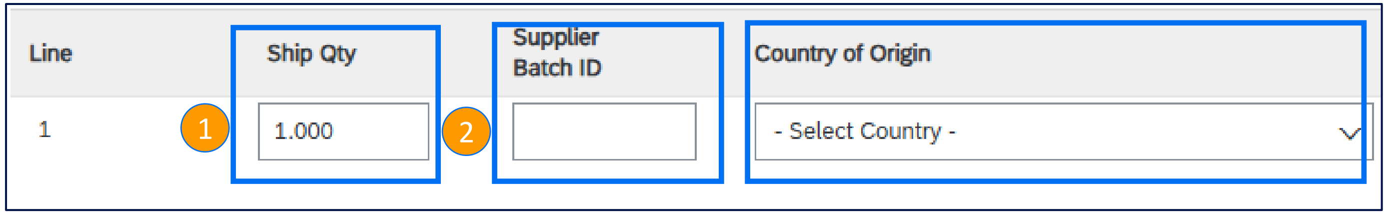
Advanced Shipping Notification
Individual SAR Management – Create ASN(Estimated) – Line Level

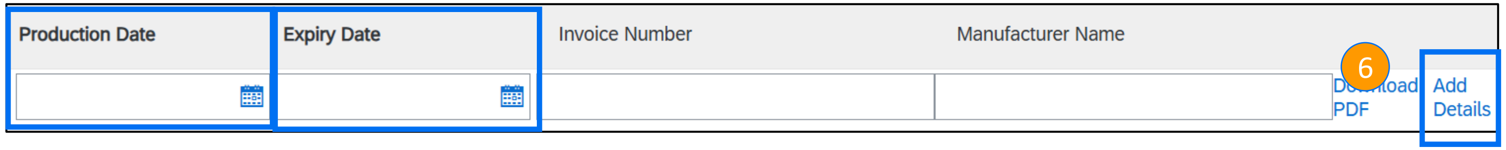
Information from the SAR is copied to the ship notice

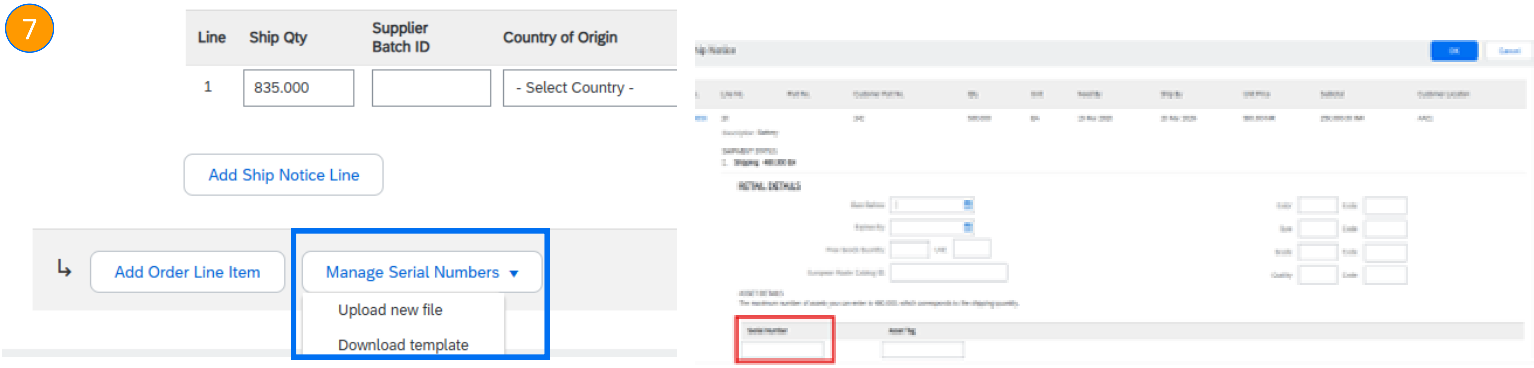
1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the SAR. Over-delivery is not allowed in the system. The Ship Qty must be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
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.











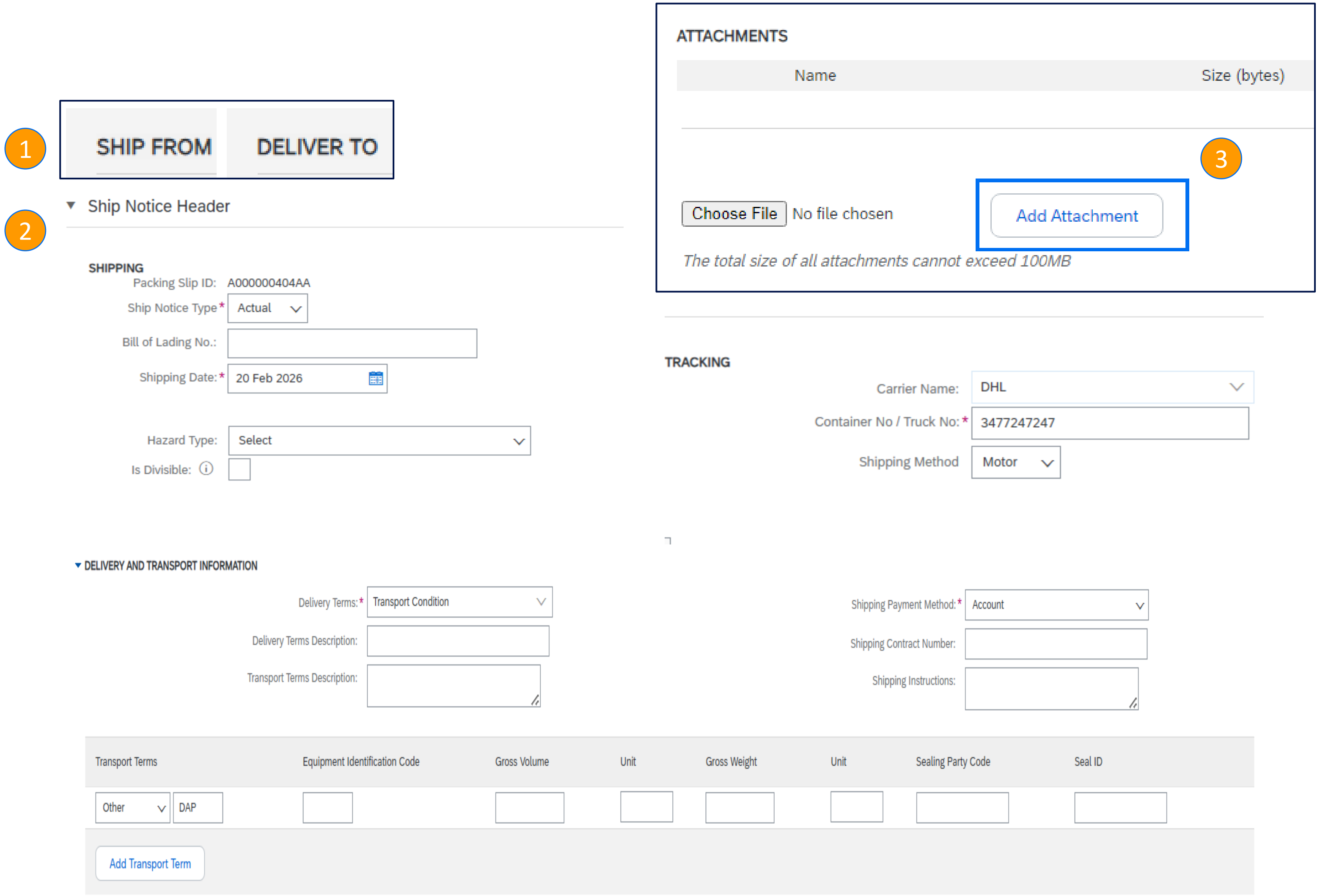
Note:

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

Advanced Shipping Notification
Individual SAR 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.



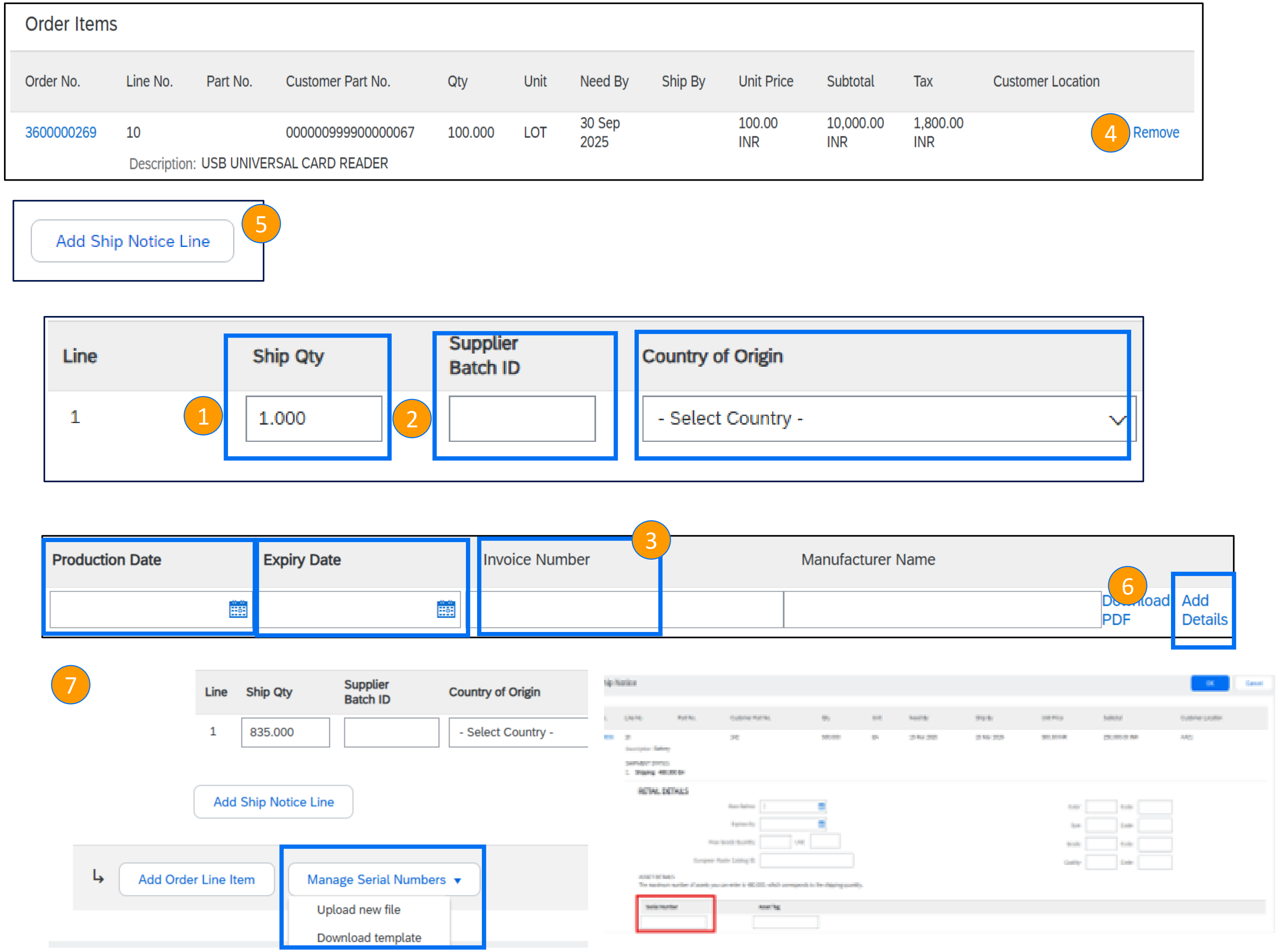
Note:

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 SAR and suppliers are requested not to make any changes to those fields

Advanced Shipping Notification
Individual SAR Management – Create ASN(Actual) – Line Level

Information from the SAR 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 SAR. 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 SAR can be sent until the quantities are fully shipped.

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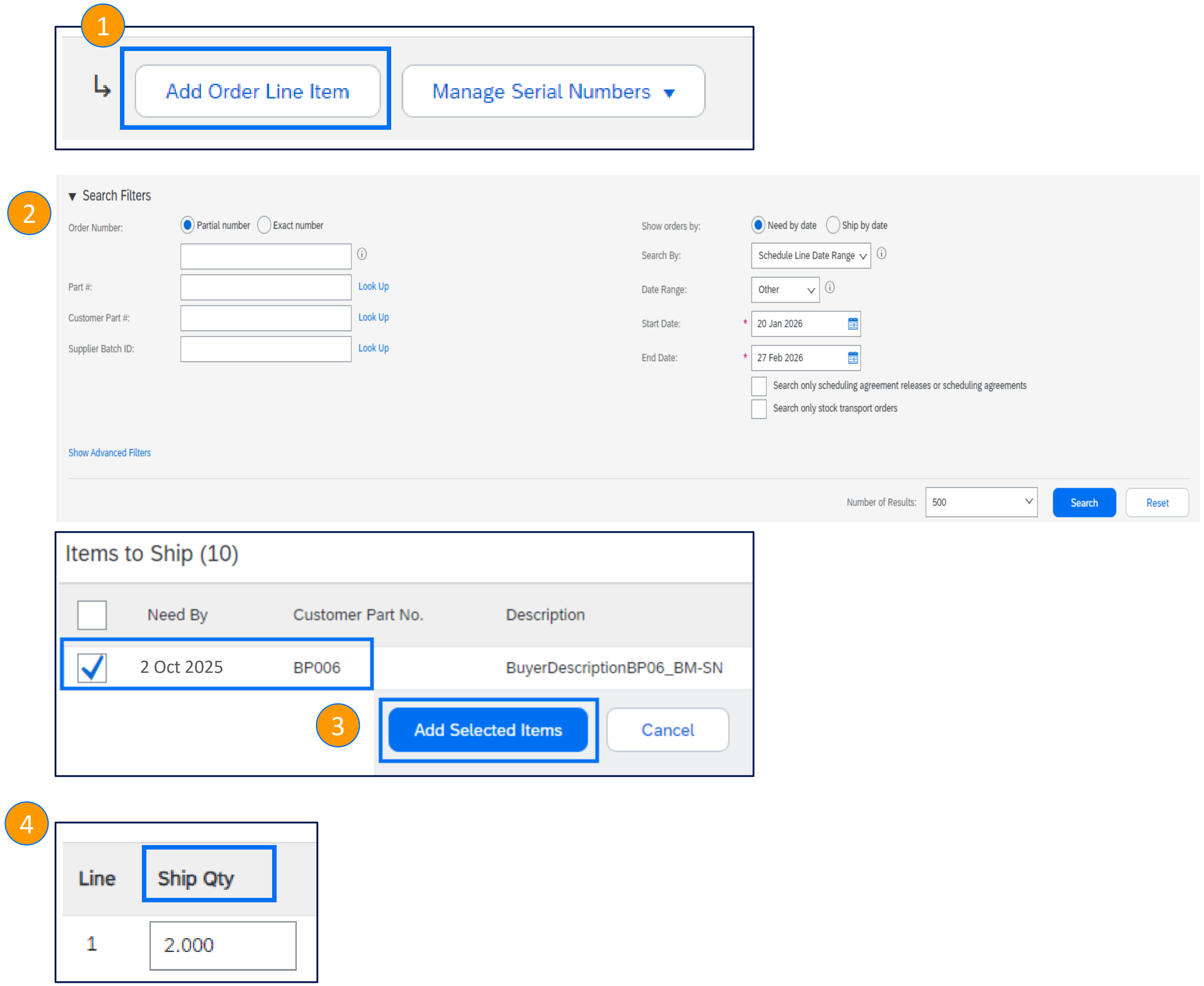
Advanced Shipping Notification

Individual SA/SAR Management – Line Level – Manage Line Items

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

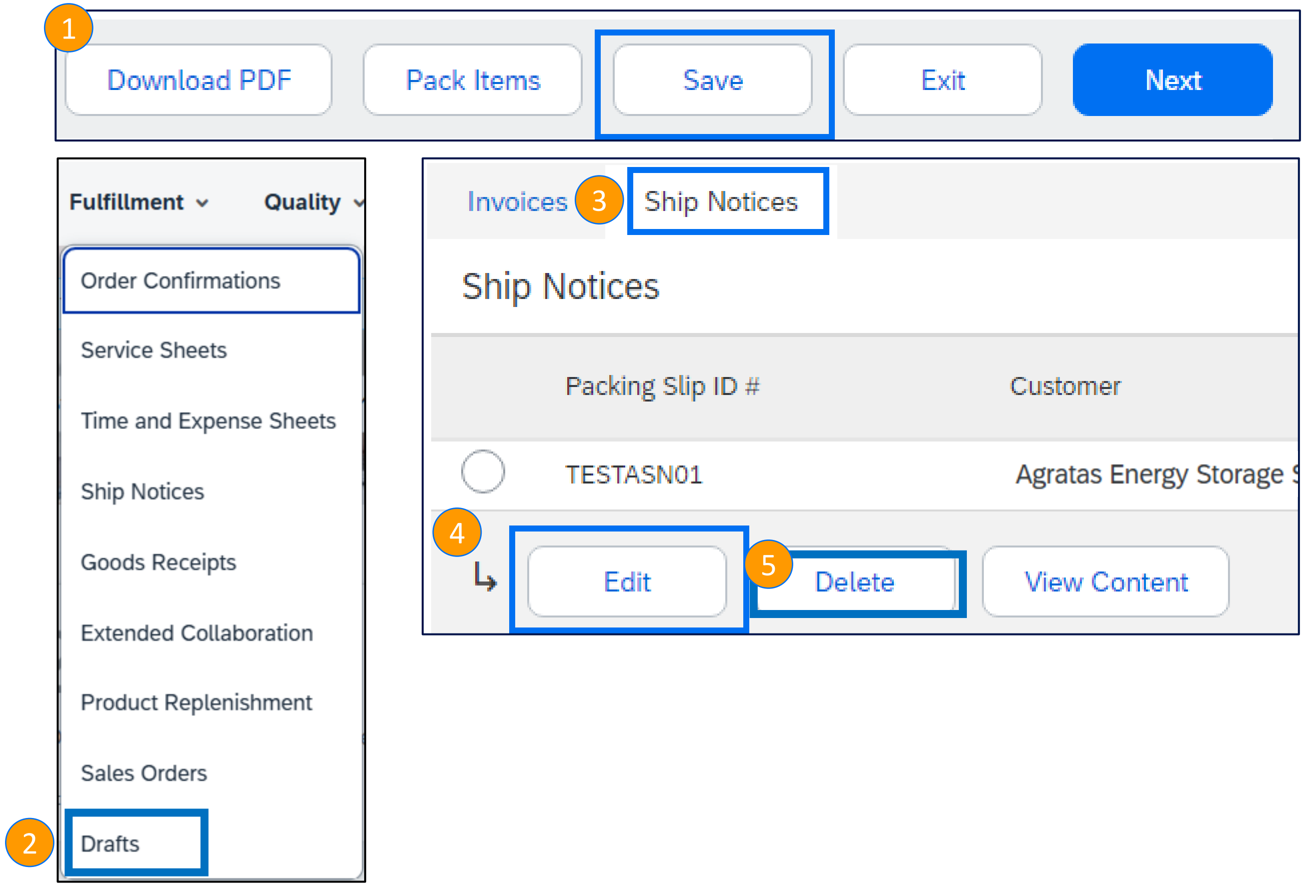
1. Click **Add order line item**.
2. Access a list of schedule lines that need to be shipped. Use search filters such as agreement number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the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



Advanced Shipping Notification

Individual SA/SAR 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.



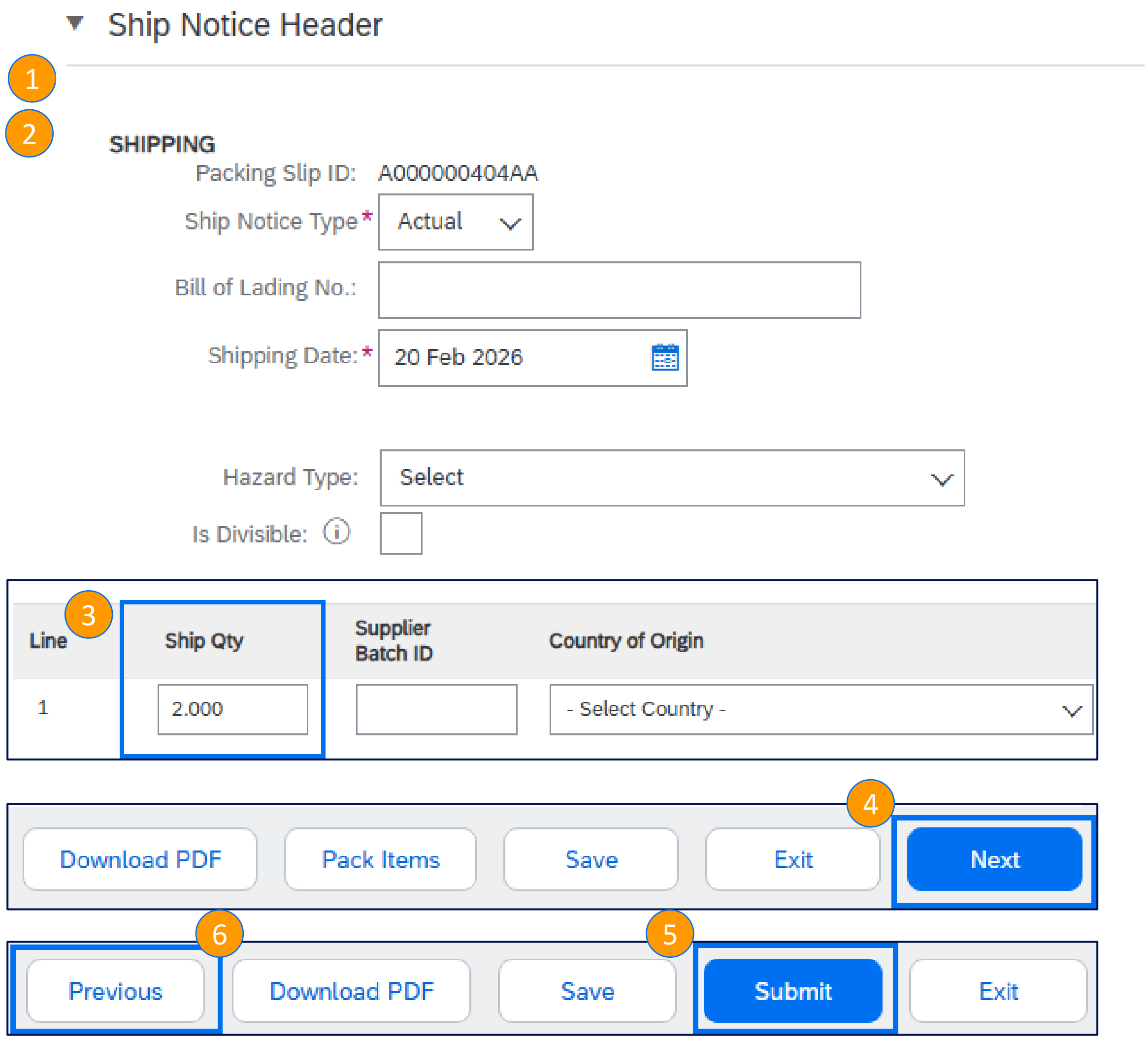
Advanced Shipping Notification

Individual SA/SAR 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 Agreement 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 Agratas backend system.

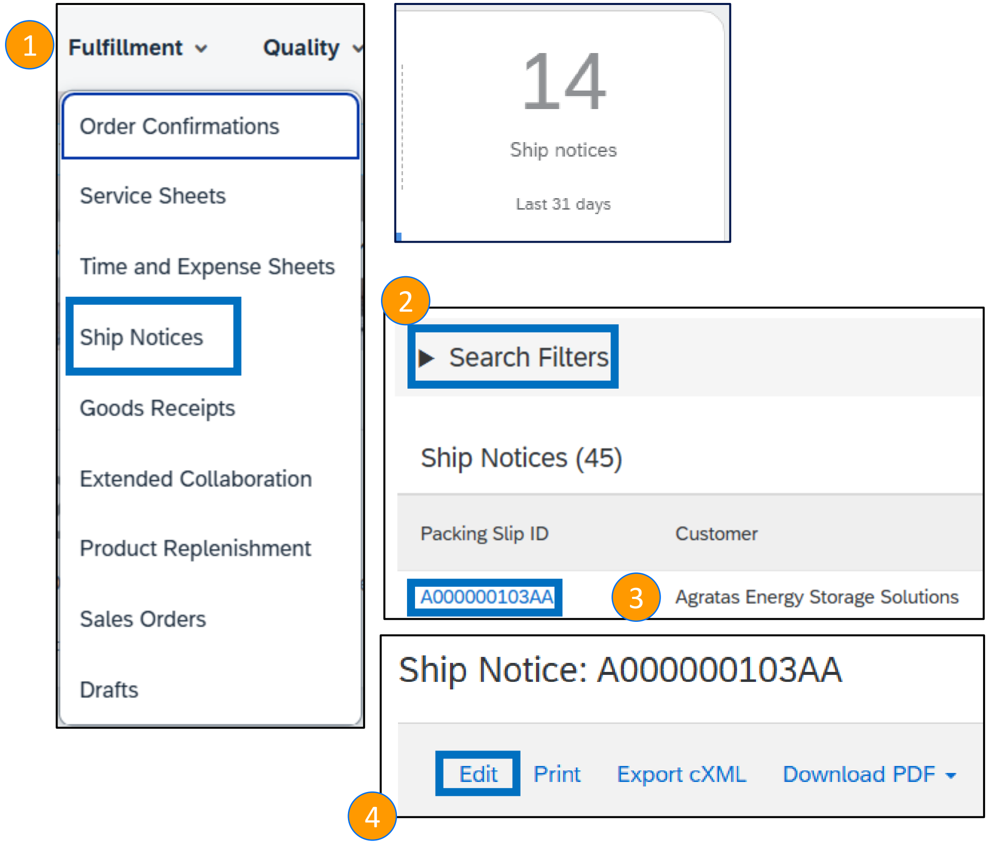


Advanced Shipping Notification
Individual SA/SAR Management – Edit ASN

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**.



Advanced Shipping Notification
Multiple SA’s/SAR’s Management

In case of **multiple lines of SA’s/SAR’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 Sas/SARs and gives you possibility to notify multiple schedule lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

From the **Workbench**

OR

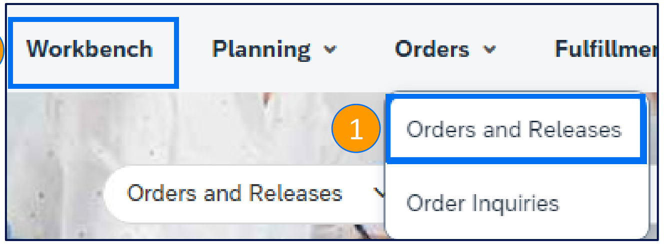
From **Orders > Orders and Releases:**

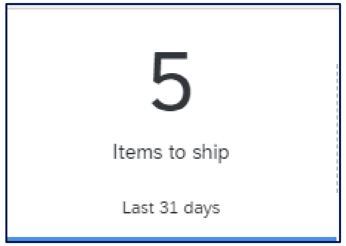
1. Click **Items to ship** tile.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

Note:

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

1





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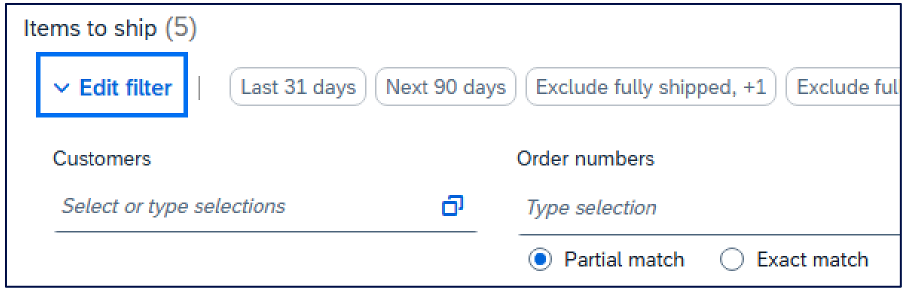

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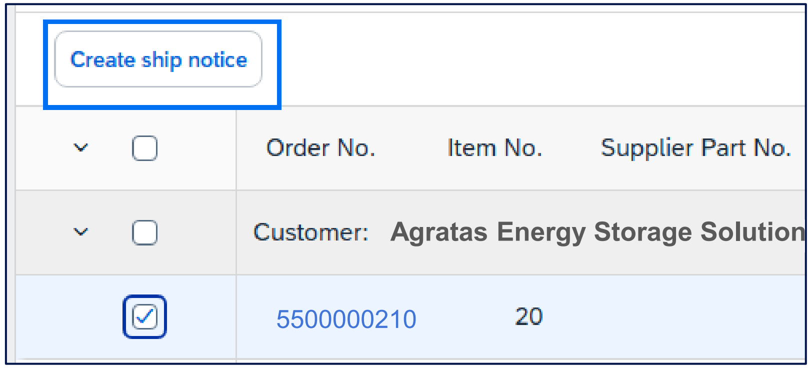
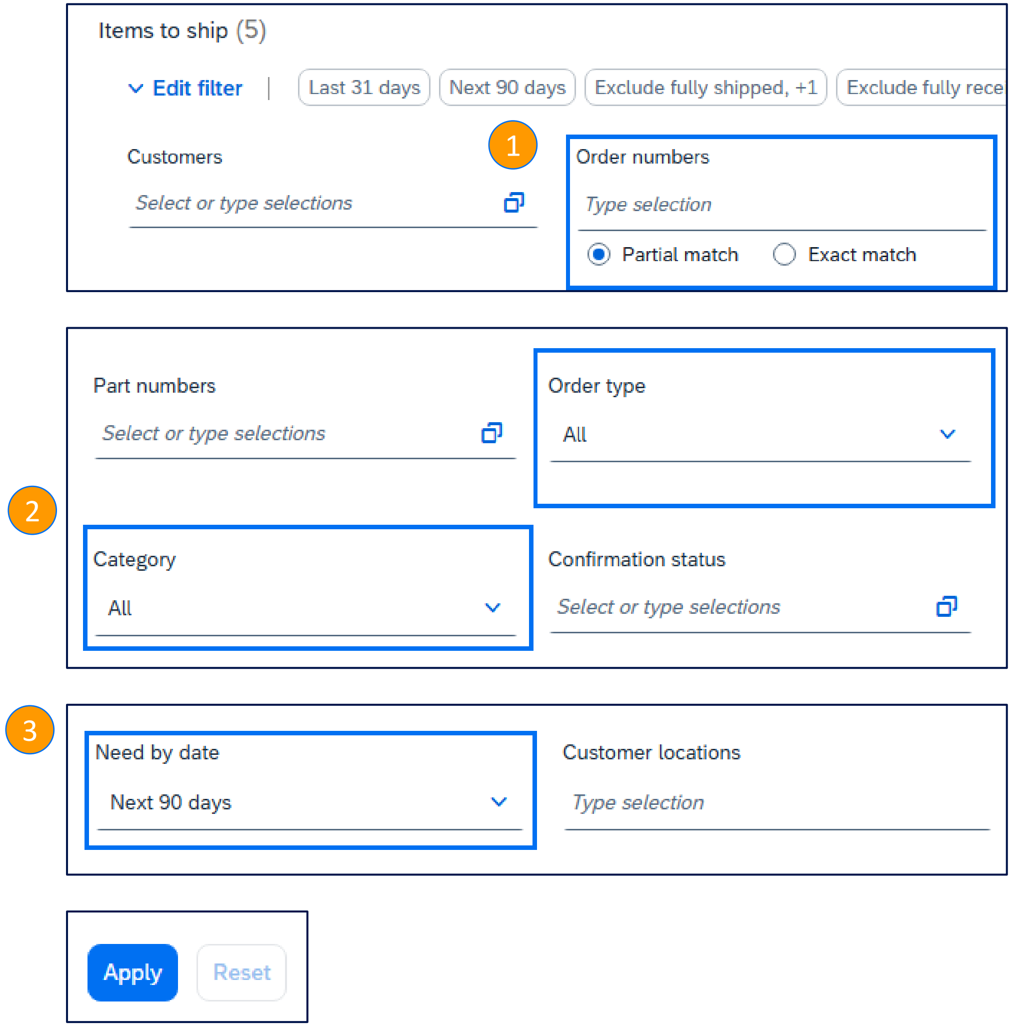


Advanced Shipping Notification

Multiple SA's/SAR's Management – Search Filters

Use filters to identify the items to ship.

1. You may populate an agreement 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 you start from scratch.



Note:

- For long term agreements that typically are valid for a year and have schedule 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 SA/SAR 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 agreement's expiration date has not been reached.

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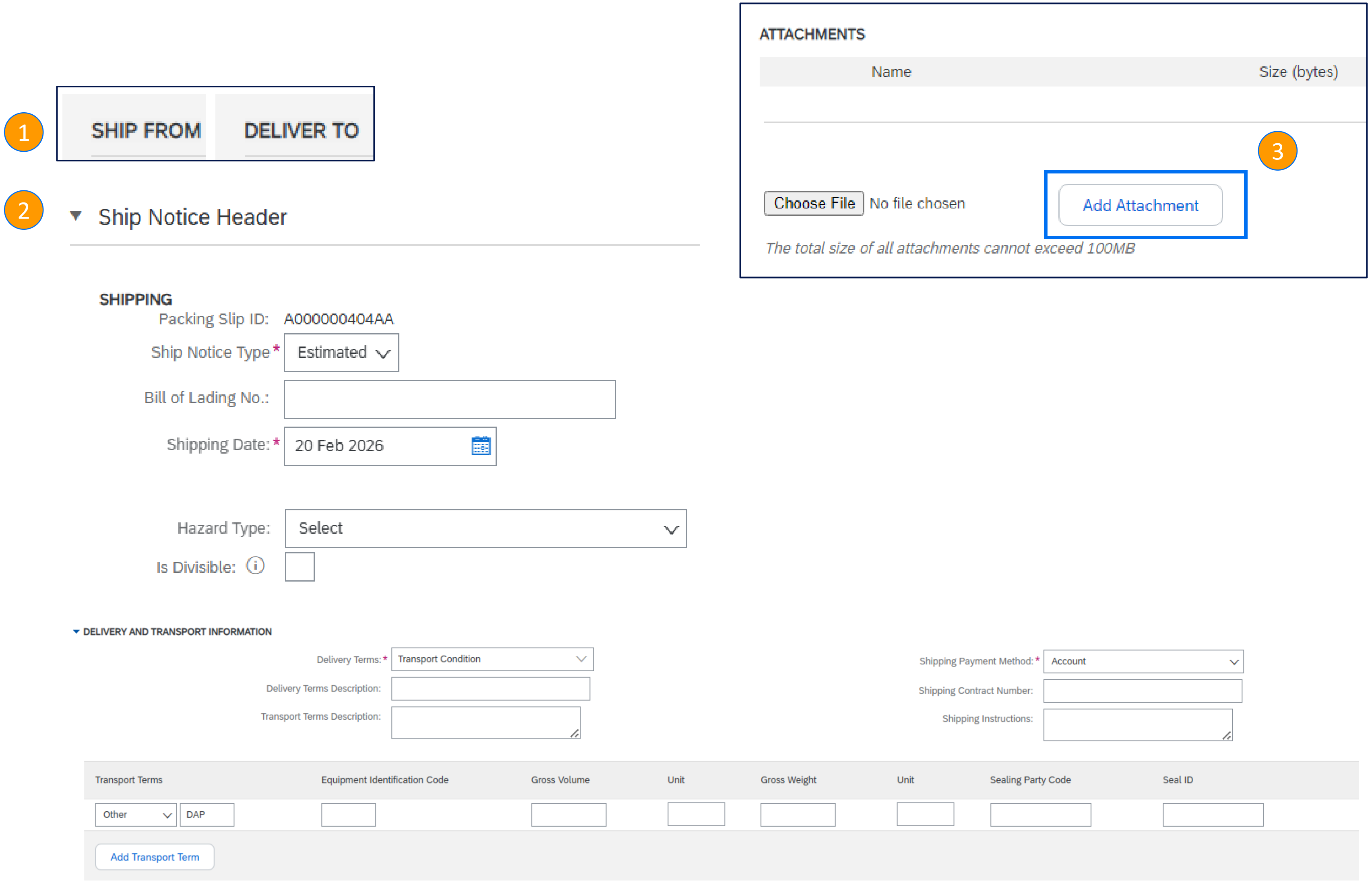
Advanced Shipping Notification

Multiple SAR 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.



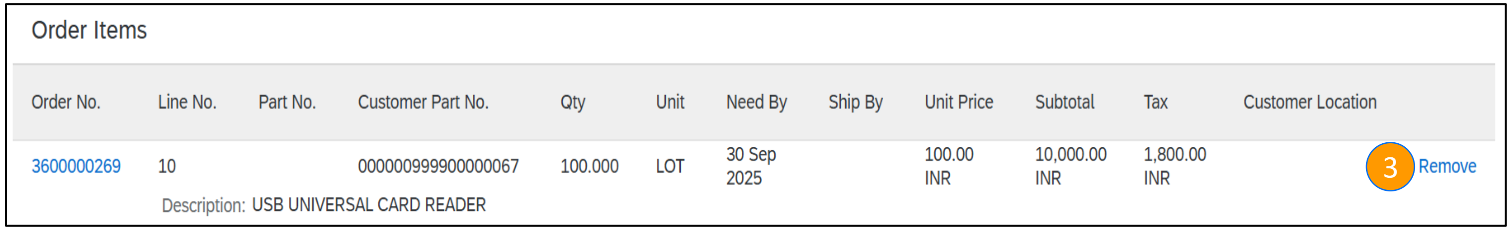
Note:

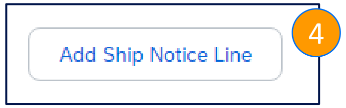
1. Ship Notice Type Estimated needs to be created 15 days prior to shipping to share the shipment details with Agratas to plan for transportation. All the fields marked in red asterisk needs to be filled to submit the ASN.
2. Delivery Terms and Transport Terms will be auto-populated from the SAR and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

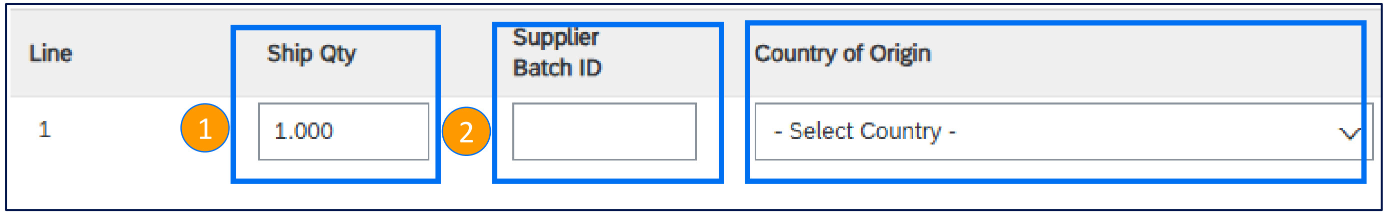
Advanced Shipping Notification
Multiple SAR Management – Create ASN(Estimated) – Line Level

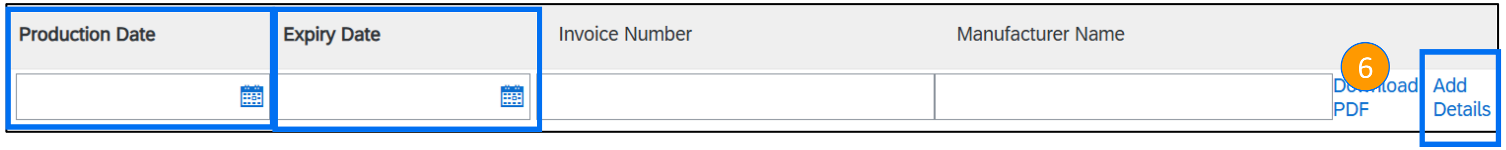
Information from the SAR is copied to the ship notice

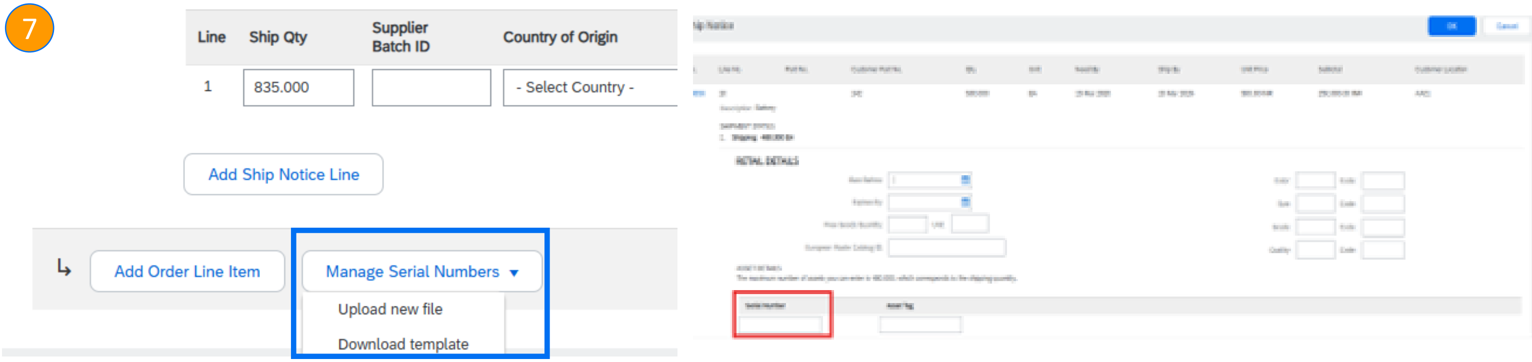
1. Update the **quantity** being shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the SAR. Over-delivery is not allowed in the system. The Ship Qty must be in multiples of packing master assigned HU Qty to avoid blank or half-filled pallets being created.
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.











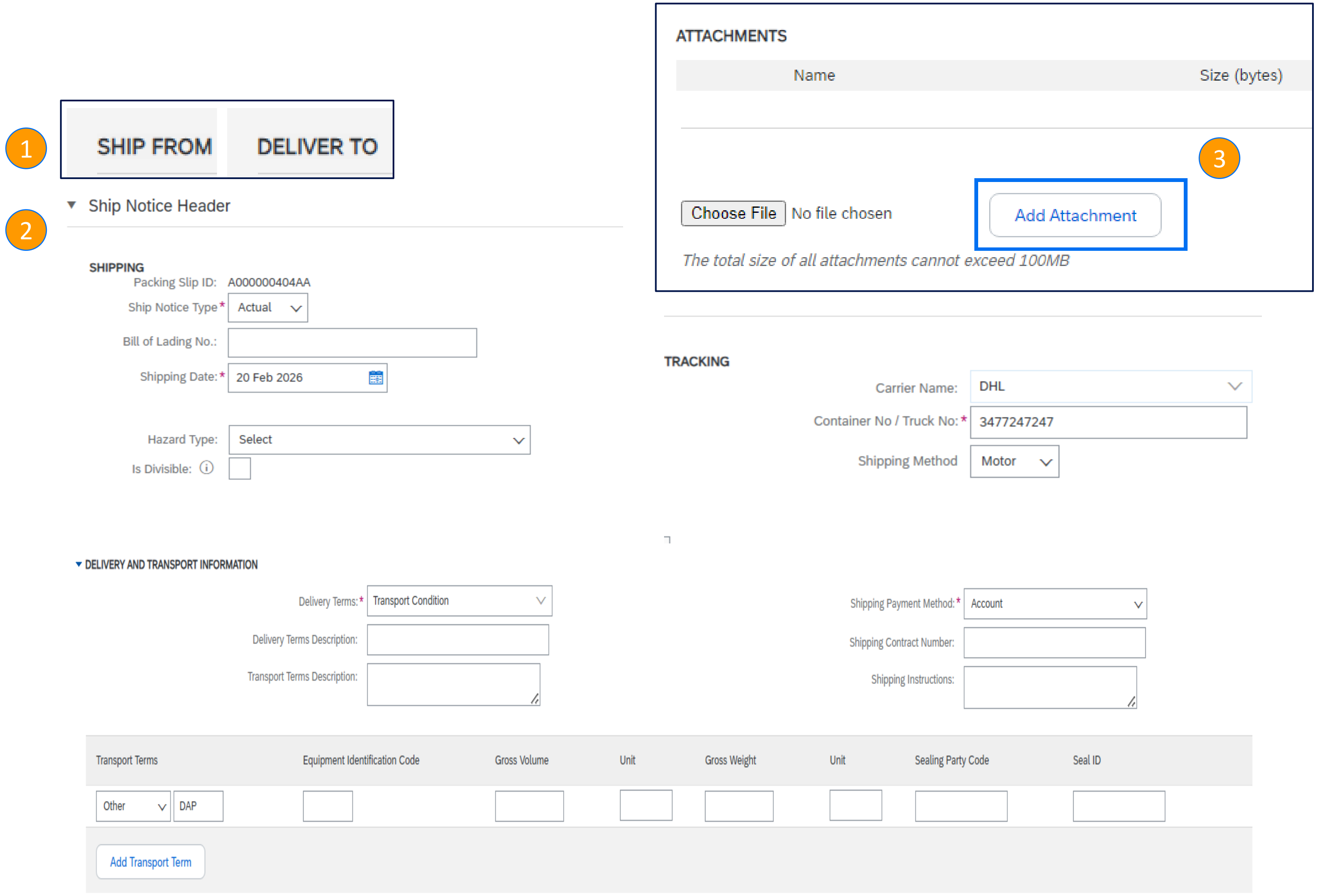
Note:

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

Multiple SAR 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.



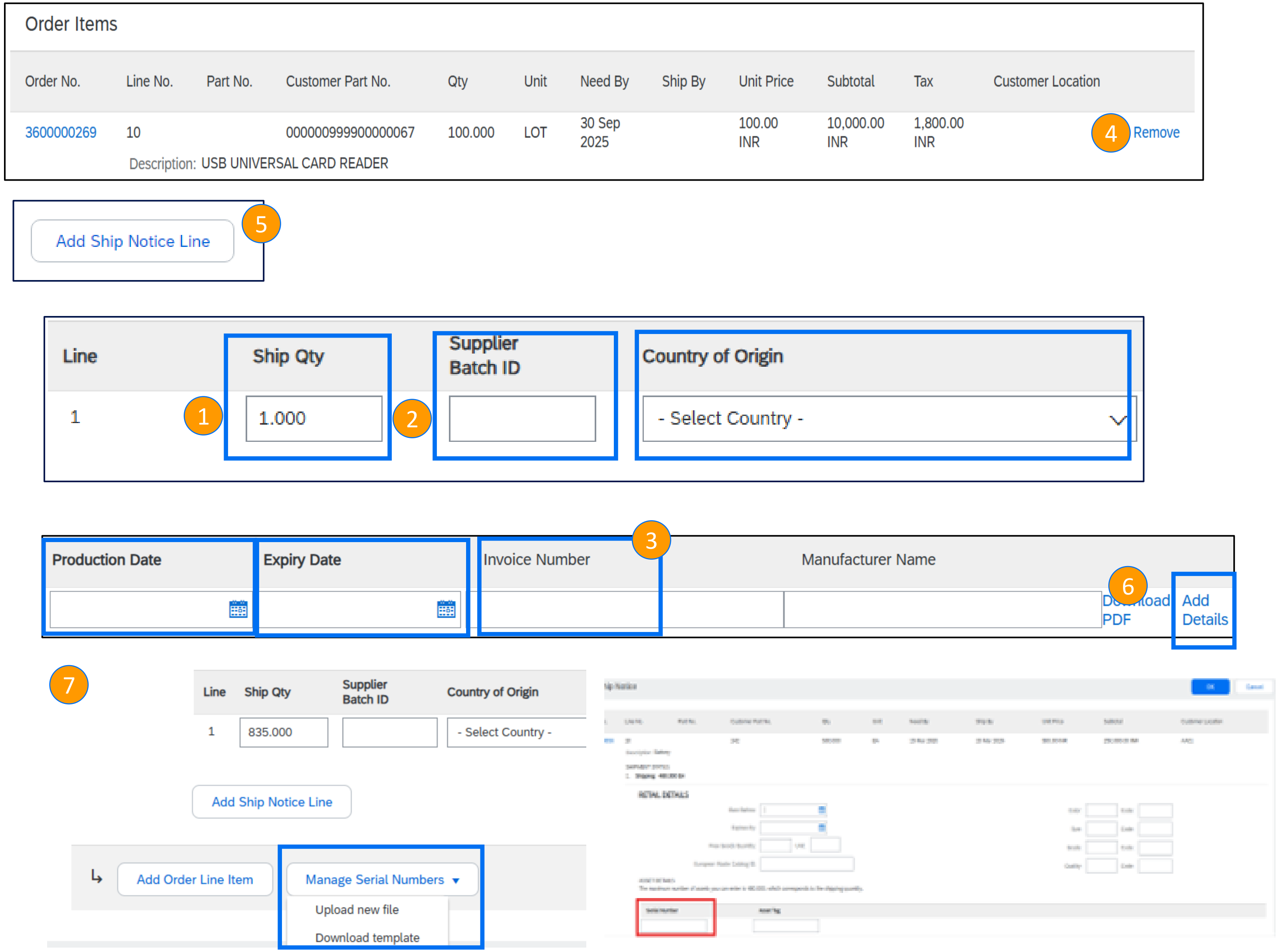
Note:

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 SAR and suppliers are requested not to make any changes to those fields

Advanced Shipping Notification
Multiple SAR Management – Create ASN(Actual) – Line Level

Information from the SAR 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 SAR. 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 SAR can be sent until the quantities are fully shipped.

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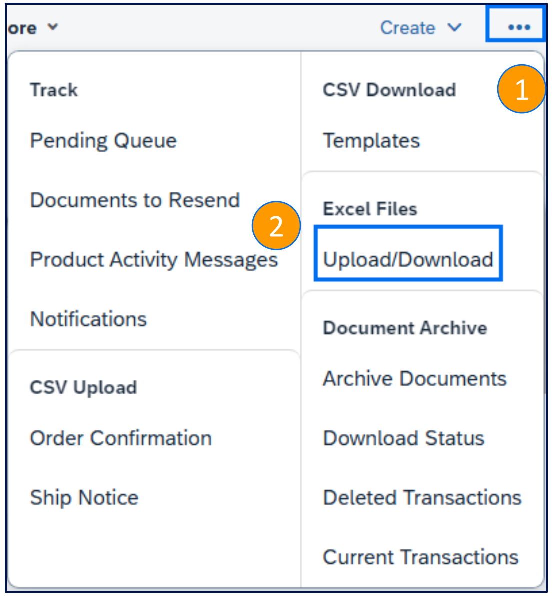
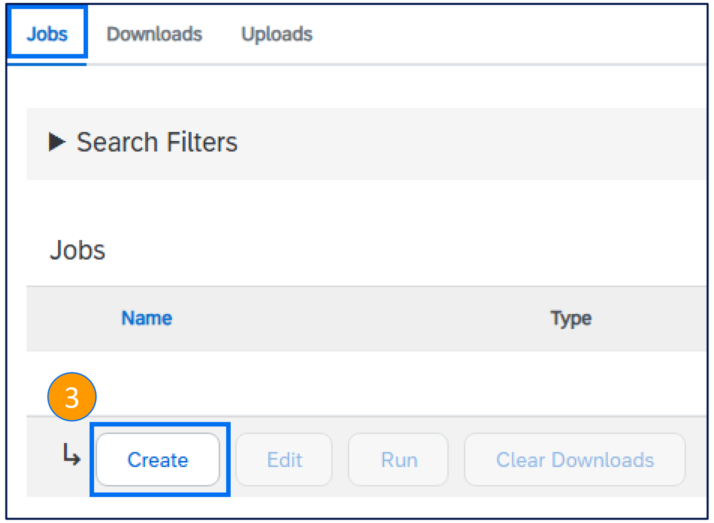
Advanced Shipping Notification
Mass ASN Upload – Download Ship Notice Template 1/2

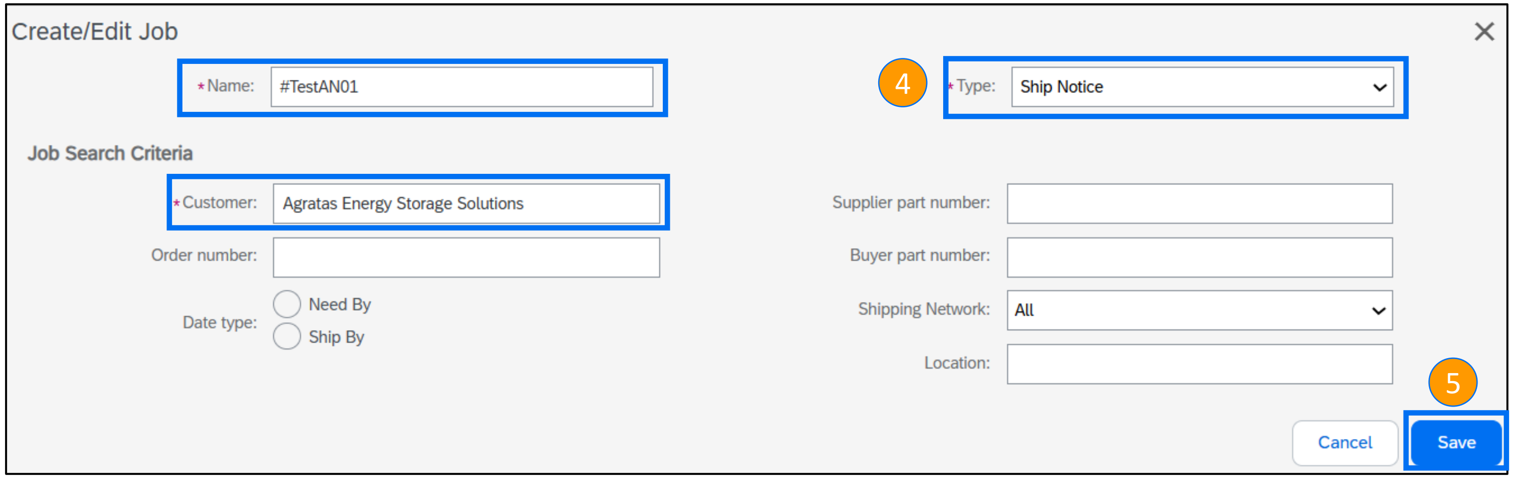
From the Homepage:

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.



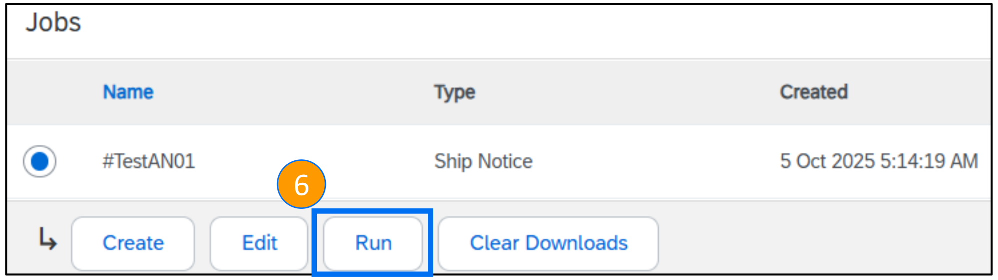


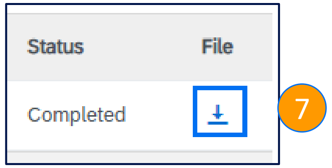


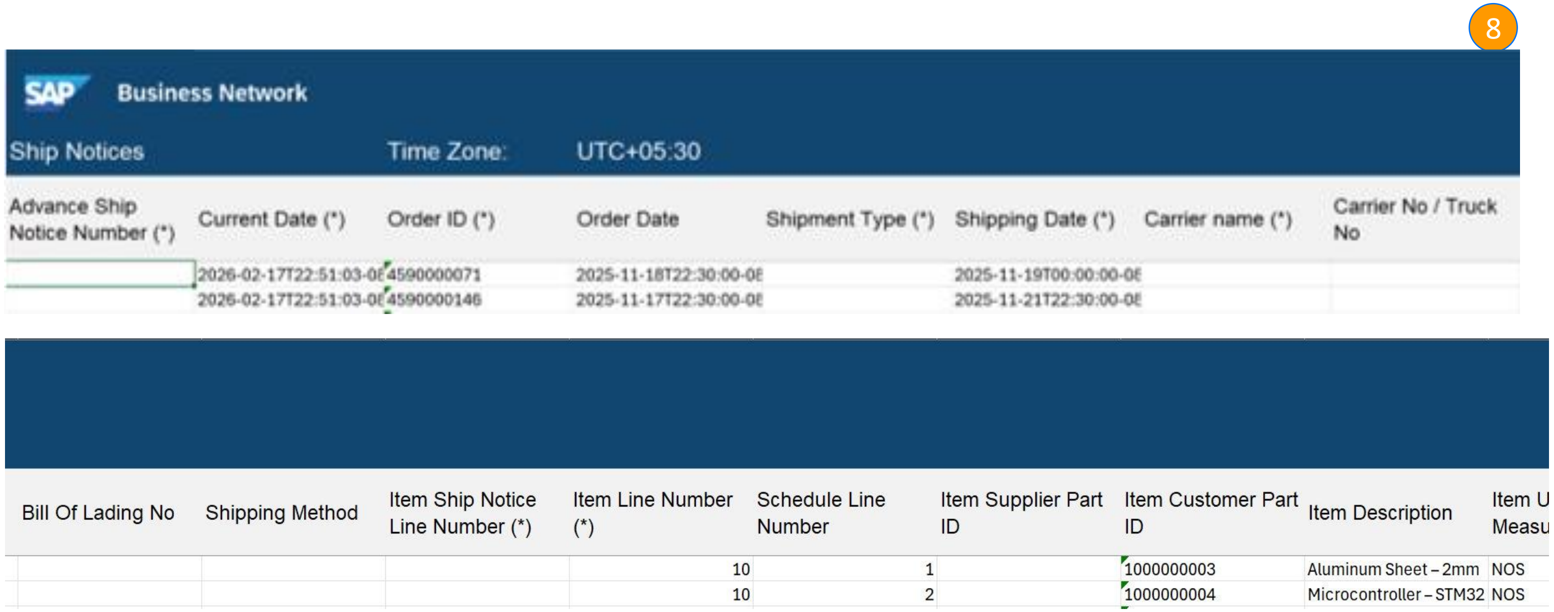
Advanced Shipping Notification
Mass ASN Upload – Download Ship Notice Template 2/2

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







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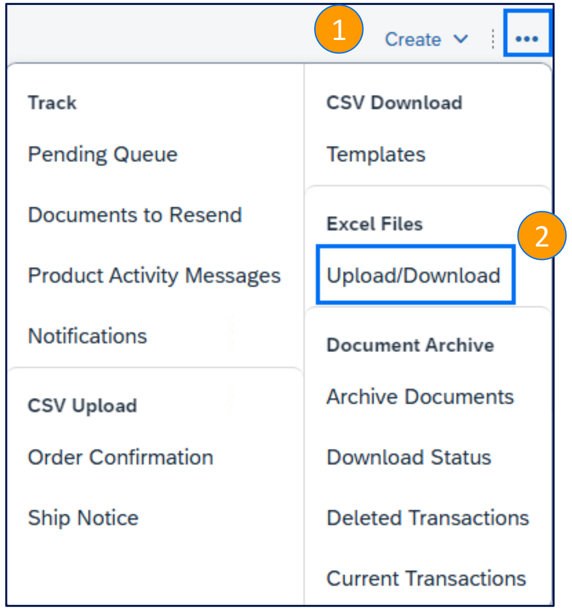
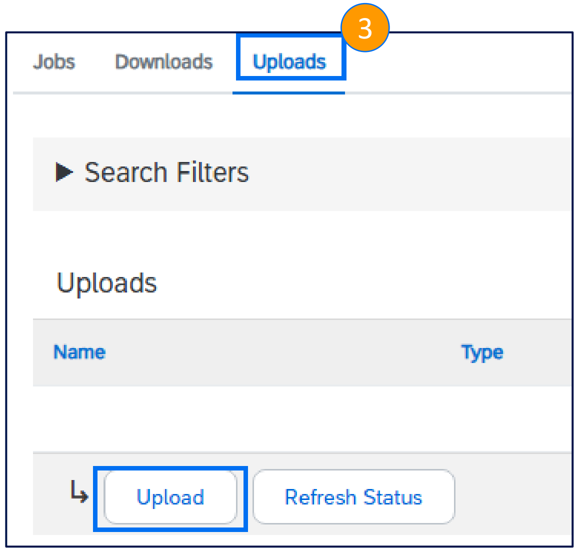
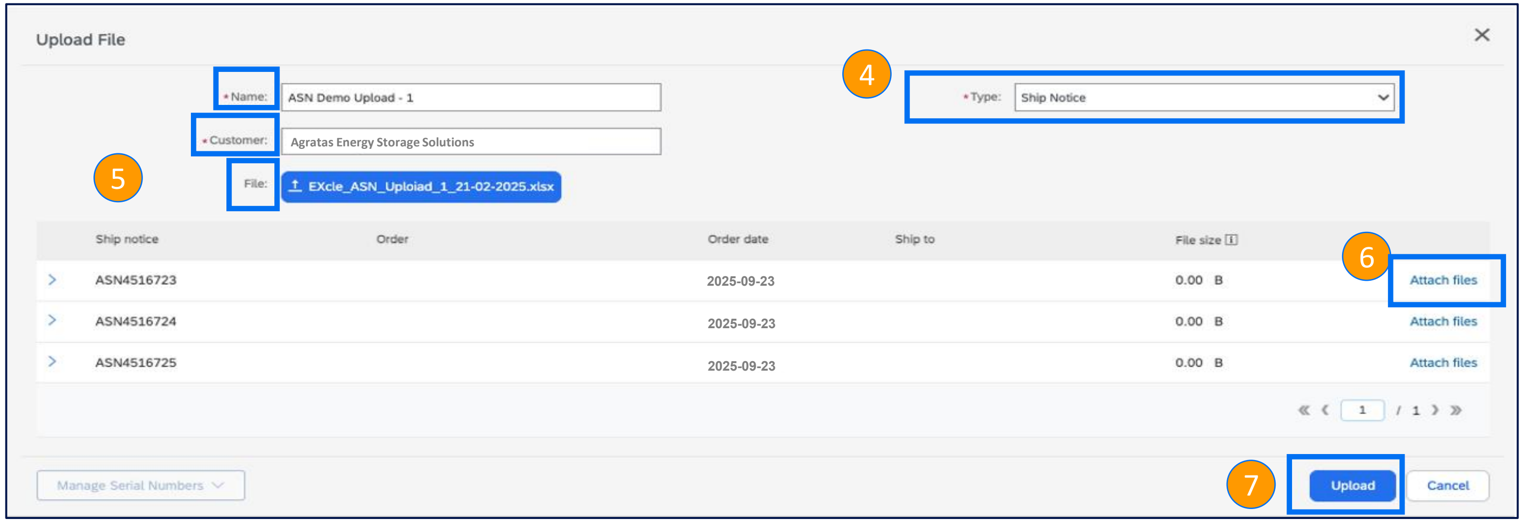
Advanced Shipping Notification
Mass ASN Upload – Upload Ship Notice Template 1/3

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.

Advanced Shipping Notification
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

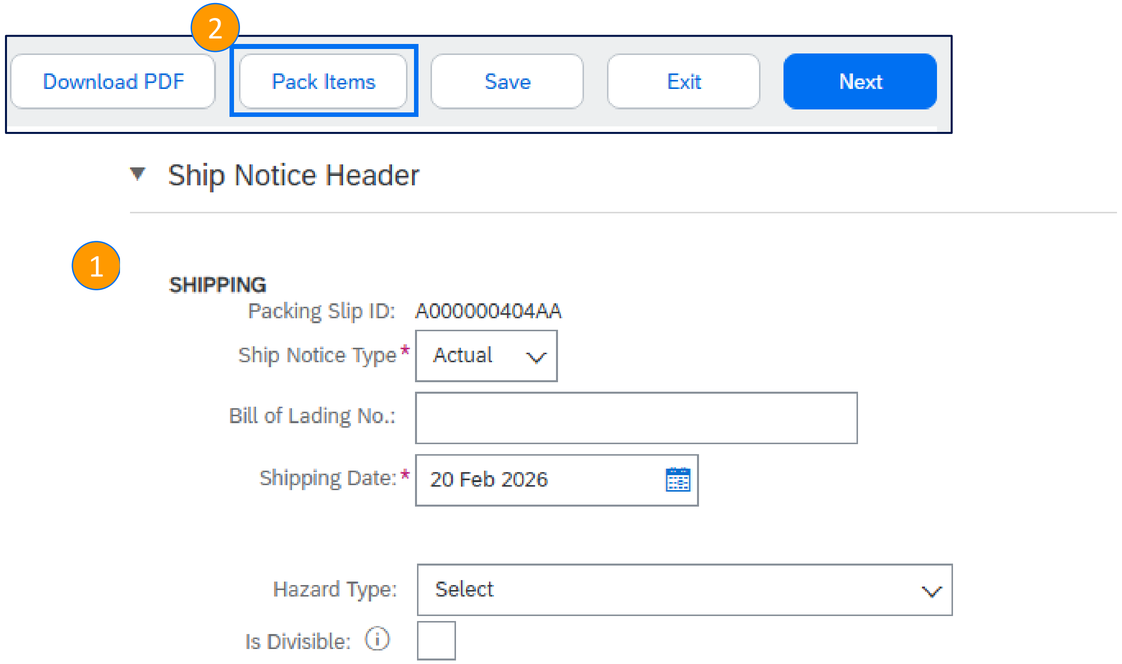
Name	Type	Last Uploaded	Status	File	Log
BpAsnSLt2405211138_v2-60 days tol cck	Ship Notice	24 Sep 2025 6:59:57 AM	Completed		
BpAsnSLt2405211138_v1-60days tol cck	Ship Notice	24 Sep 2025 6:58:53 AM	Failed		

Advanced Packaging
Handling Units – Pack Items

1. At the **Create Ship Notice** page, fill in all mandatory fields (Packing slip ID, Delivery date etc.).
2. Click on **Pack Items** button.

Note:

- You must update the quantity of the items you are shipping before packing the items. The quantity can be updated online 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).



Handling Units – Define instructions

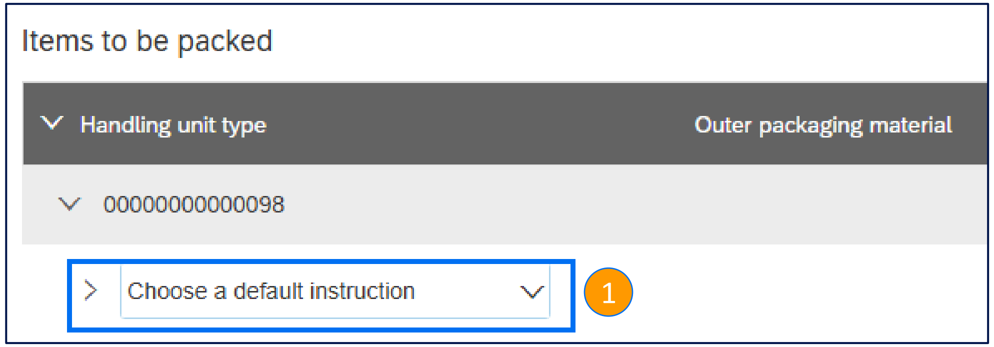
If some items do not have packaging instructions, the define packaging instructions page opens.

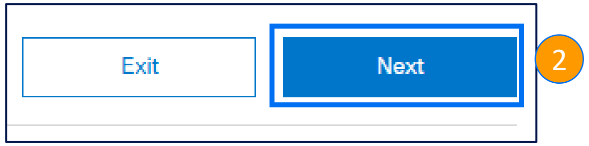
On this screen suppliers can choose a packaging instruction.

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.





Advanced Packaging
Handling Units – Confirm packing

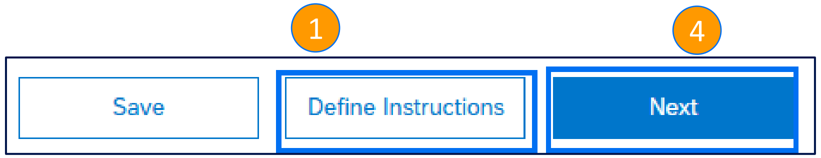
If packaging instructions exist for all items, the Confirm packing plan page opens.

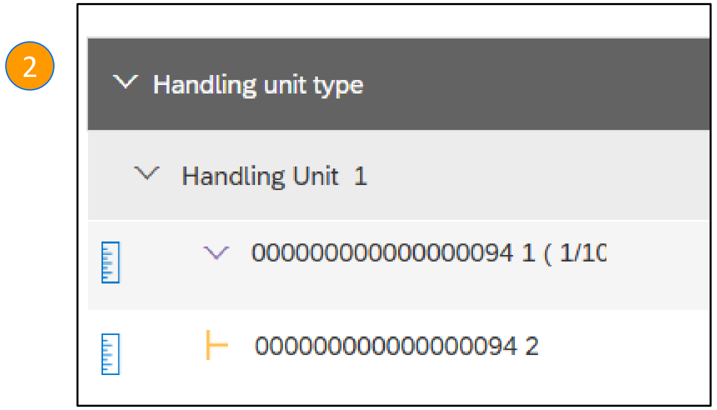
1. From this screen, the user can go back to **Define Instructions** step.
2. Review packing plan details.

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.





Advanced Packaging
Handling Units – Confirm packing

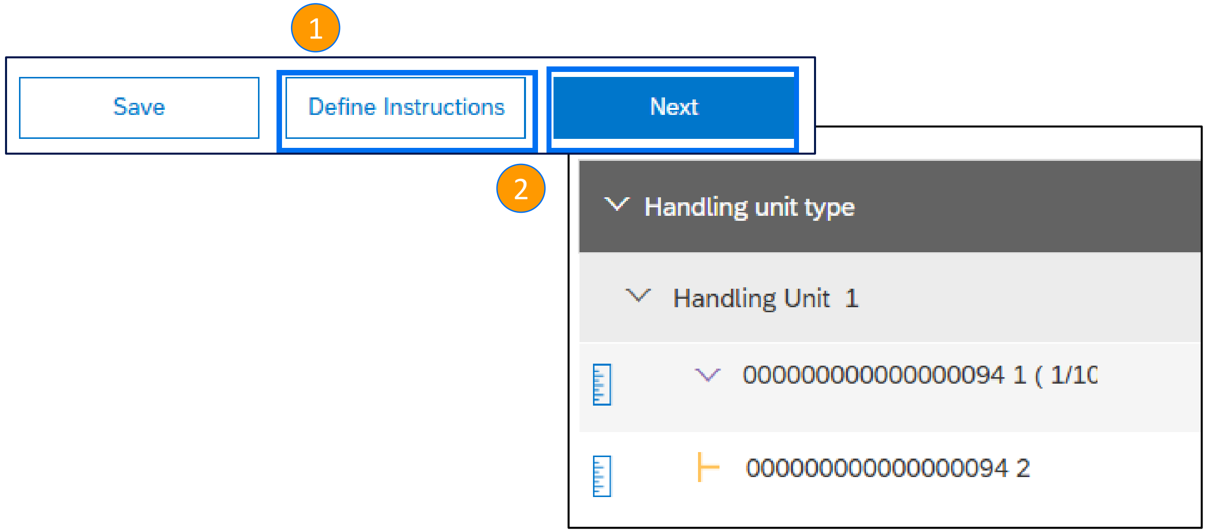
If packaging instructions exist for all items, the Confirm packing plan page opens.

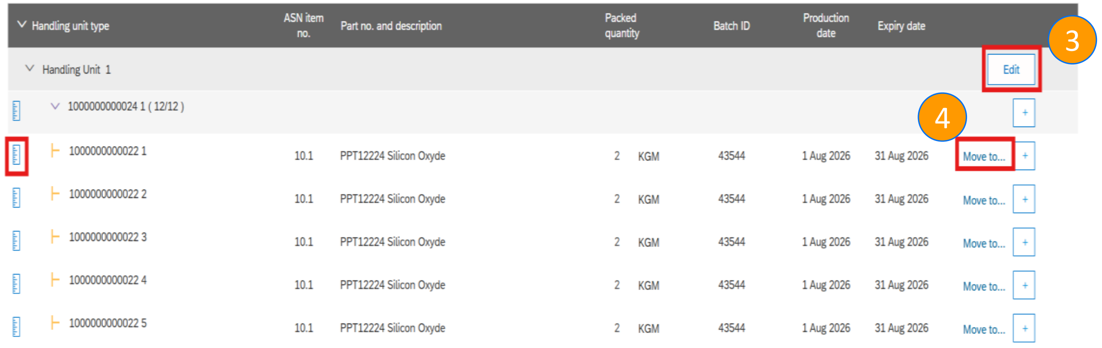
1. From this screen, the user can go back to **Define Instructions** step.
2. Review packing plan details.
3. To edit the quantity for HU/PU, click on Edit. Once the quantity is changes, click on Save option to save the changes
4. To move the PU packing to another HU box, click on Move to and select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

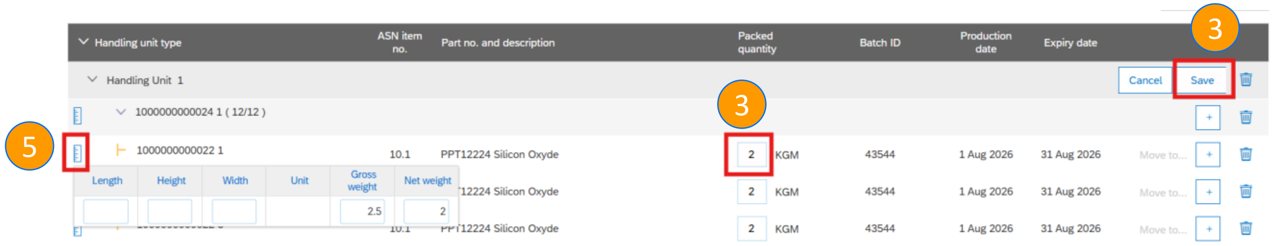
Note:

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.







Advanced Packaging

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.

Advanced Shipping Notification
Review Submitted ASN

1. To view submitted ASN go to **Workbench > Ship Notices** tile.
2. Alternatively, you will find the ship notices at the agreement 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 agreements.
4. After submitting ASN, related agreements/s status will be updated to shipped or partially shipped.

1

15

Ship notices

Last 31 days

2

Routing Status: Acknowledged
Effective Date: 4 Oct 2025
Expiration Date: 31 Oct 2025
Related Documents: 5000000908
ASN5500000210
OC5500000210

3

A000000393AA	Agratas Energy Storage Solutions
A000000389AA	Agratas Energy Storage Solutions
A000000387AA	Agratas Energy Storage Solutions

4

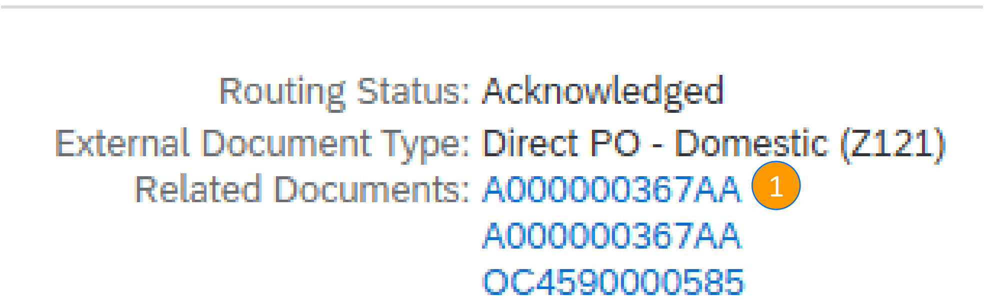
Scheduling Agreement Release
(Partially Shipped)
5500000146
Version: 1

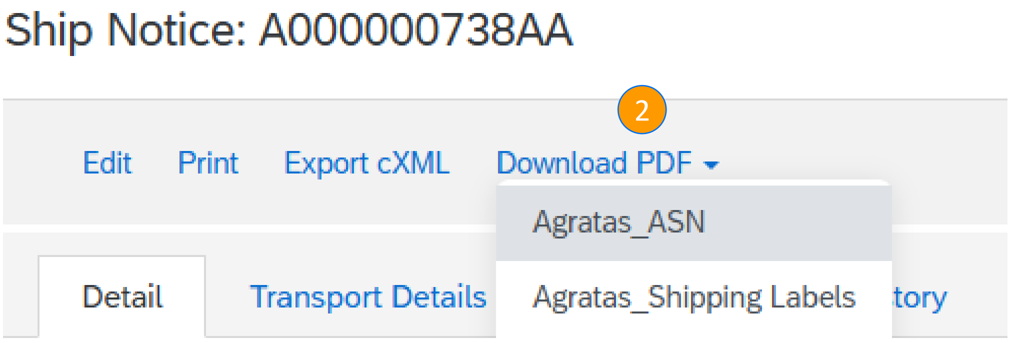
Print Labels

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.

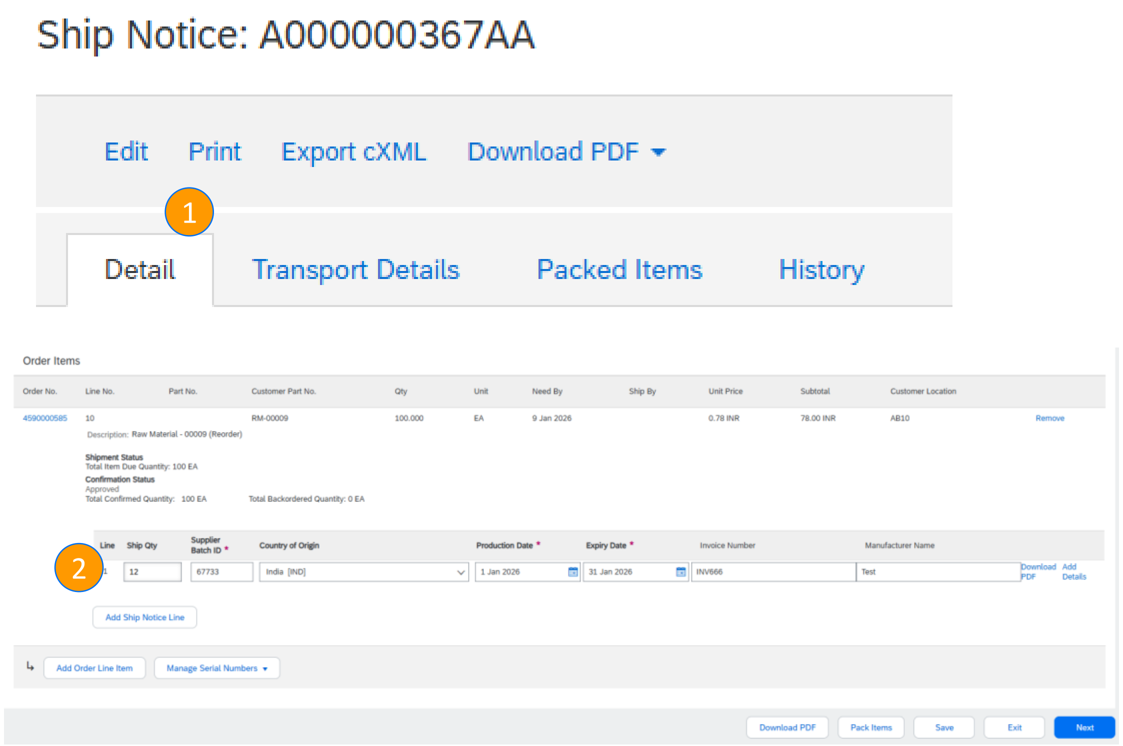


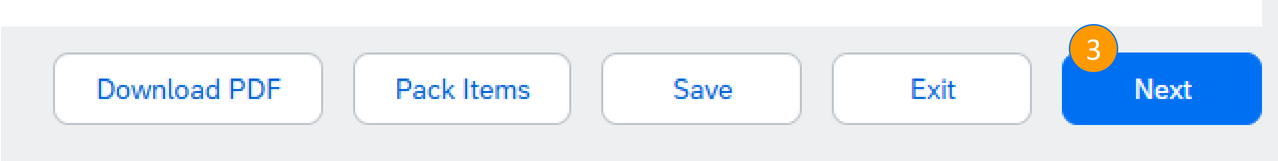


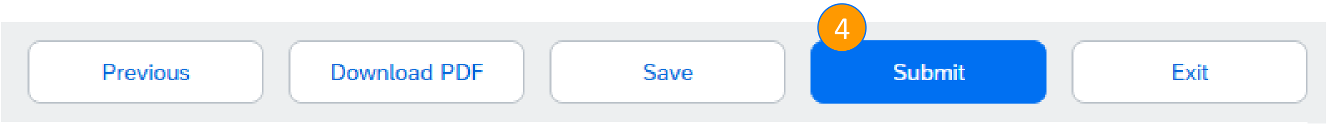
Edit ASN and Labels

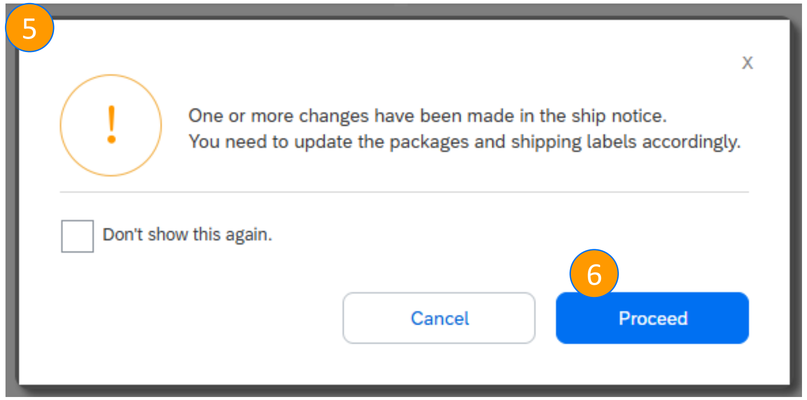
From the Ship Notice screen:

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









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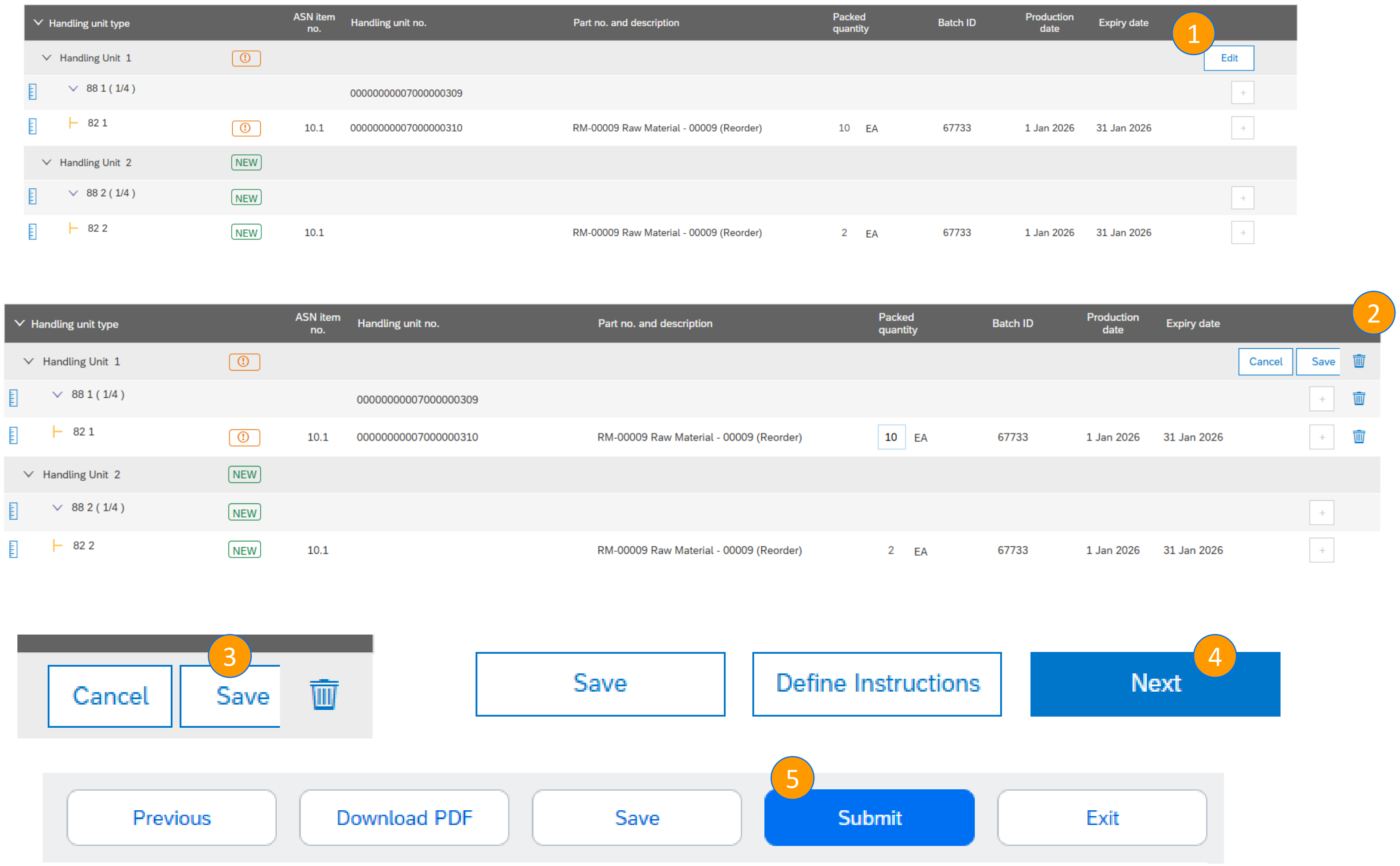
Edit ASN and Labels

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



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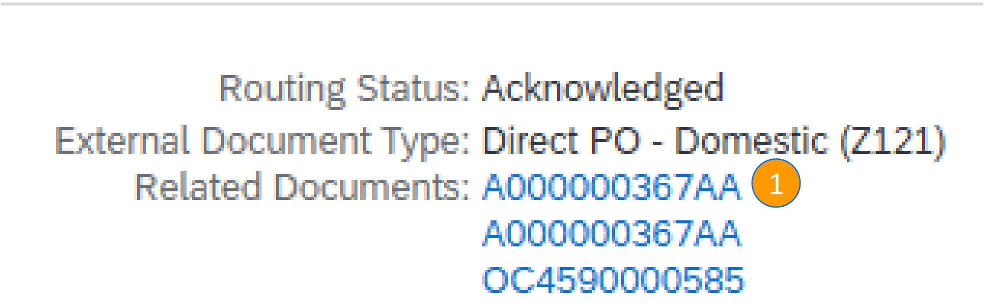
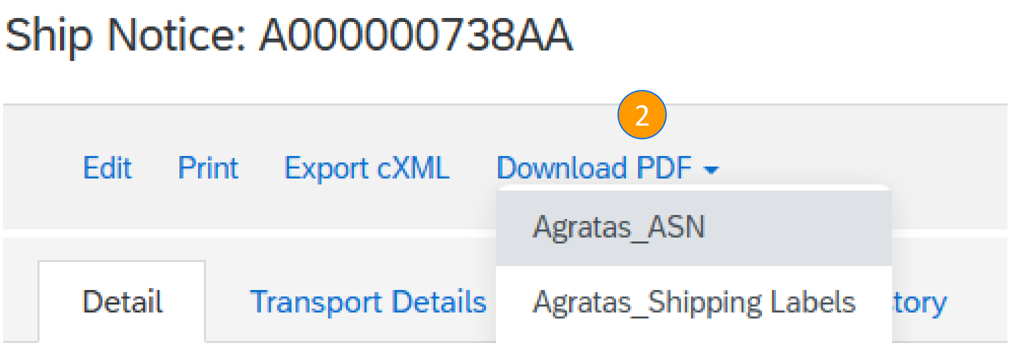
Reprint Labels

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.





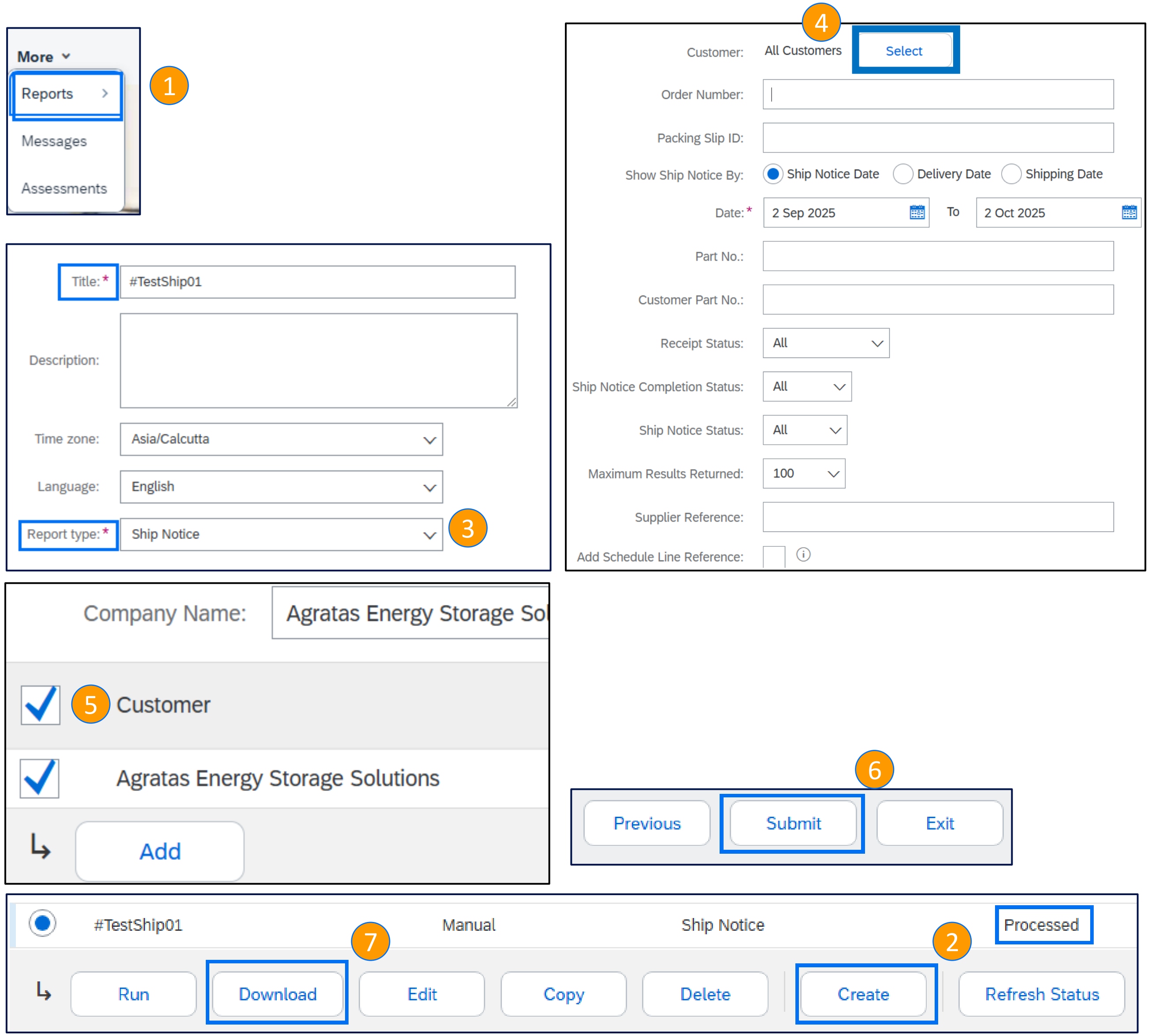
Advanced Shipping Notification
Download ASN Report

ASN report consolidates detailed information from ship notices and their related agreements and goods receipts.

The report can include schedule-line information from agreements 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.



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Thank you.