

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 Notice (ASN) – SAR Management

Allowed Actions

Individual SAR Management

Multiple SAR Management

Mass Upload of ASN's

Handling Units (optional)

Review Submitted ASN

Print Labels

Download ASN Report

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.**

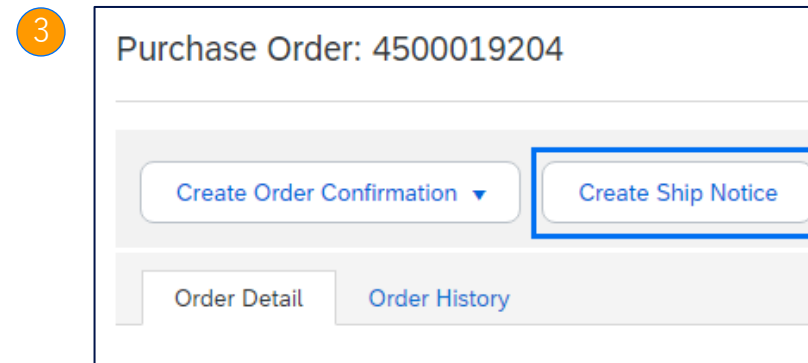
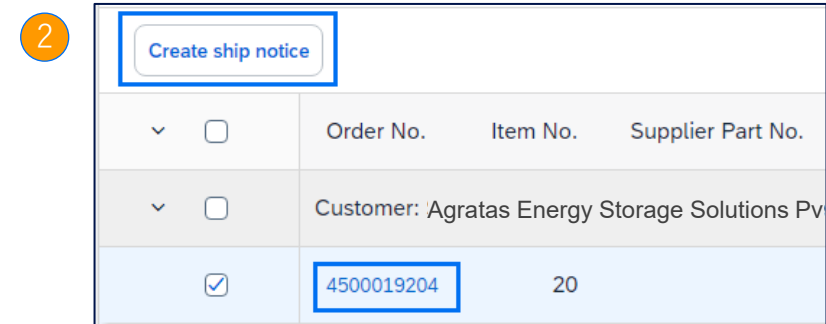
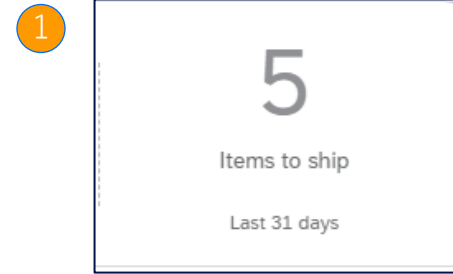
Don'ts:-

- **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.



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

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)
Choose File No file chosen Add Attachment	

The total size of all attachments cannot exceed 100MB

3

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

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	27	000	100.000	LOT	30 Sep 2025	30 Sep 2025	100.00 INR	10,000.00 INR	INDIA

1. Shipping Notice

DETAILS

Item Name

Expiry Date

Item Batch Quantity

Supplier Master Catalog ID

Serial Number

Item 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

2

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: ☐

3

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							

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	3600000269	000000999900000067	100.000	LOT	30 Sep 2025	30 Sep 2025	100.00 INR	10,000.00 INR	INDIA

1. Shipping Address

NETAL DETAILS

Serial Number

Warning

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 interface for managing draft documents. At the top, a navigation bar contains buttons for 'Download PDF', 'Pack Items', 'Save' (highlighted with a blue border and labeled 1), 'Exit', and 'Next'. Below this, a sidebar menu under the 'Fulfillment' tab lists various document types: '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 shown with 'TESTASN01' and 'Agratas Energy Storage So'. Below the table, there are three buttons: 'Edit' (labeled 4 and highlighted with a blue border), 'Delete' (labeled 5 and highlighted 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 shows a sidebar menu with 'Fulfillment' and 'Quality' tabs. The 'Ship Notices' option is highlighted. A search filter is applied, showing a list of ship notices. The specific notice 'A000000103AA' is selected, and the 'Edit' button is highlighted.

1. Fulfillment ▾ Quality ▾

Order Confirmations

Service Sheets

Time and Expense Sheets

Ship Notices

Goods Receipts

Extended Collaboration

Product Replenishment

Sales Orders

Drafts

14

Ship notices

Last 31 days

2. Search Filters

Ship Notices (45)

Packing Slip ID	Customer
A000000103AA	Agratas Energy Storage Solutions

3. A000000103AA

Ship Notice: A000000103AA

4. Edit Print Export cXML 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: From the **Workbench**, click **Orders and Releases**.

Step 2: In the **Items to ship (5)** tile, click **Edit filter** to apply filters like **Last 31 days**, **Next 90 days**, **Exclude fully shipped, +1**, or **Exclude fully shipped**. You can also filter by **Customers** or **Order numbers** using **Select or type selections** or **Type selection** (Partial match or Exact match).

Step 3: Click **Create ship notice** to view the following table:

	Order No.	Item No.	Supplier Part No.	Description
▼ ☐	Customer: Agradas Energy Storage Solutions Ship To Address: Agradas Energy Storage Solutions			
☒	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 displays the 'Items to ship (5)' search filter interface. At the top, there are buttons for 'Last 31 days', 'Next 90 days', 'Exclude fully shipped, +1', and 'Exclude fully rece'. Below these, the 'Order numbers' filter is highlighted with a blue box and a callout '1'. It includes a 'Type selection' dropdown with 'Partial match' (selected) and 'Exact match' options. Below this, the 'Part numbers' and 'Category' filters are highlighted with a blue box and a callout '2'. The 'Part numbers' filter has a 'Select or type selections' input and a dropdown arrow. The 'Category' filter has a dropdown menu currently showing 'All'. To the right of these, the 'Order type' filter is highlighted with a blue box and a dropdown menu showing 'All'. Below the 'Category' filter, the 'Confirmation status' filter is visible with a 'Select or type selections' input and a dropdown arrow. At the bottom, the 'Need by date' filter is highlighted with a blue box and a callout '3', showing a dropdown menu with 'Next 90 days' selected. To the right of this, the 'Customer locations' filter is visible with a 'Type selection' input. At the very 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

3

ATTACHMENTS

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

The total size of all attachments cannot exceed 100MB

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

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

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		000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	INR

Description: USB UNIVERSAL CARD READER

1. Shipping: 180.00 INR

ACTUAL DETAILS

Serial Number

180.00 INR

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.
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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

DELIVER TO

2

▼ 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: ☐

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method* Account ▼

Shipping Contract Number:

Shipping Instructions:

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 ▼

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

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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		000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	INDIA

Description: USB UNIVERSAL CARD READER

1. Shipping: 100.00 INR

ACTUAL DETAILS

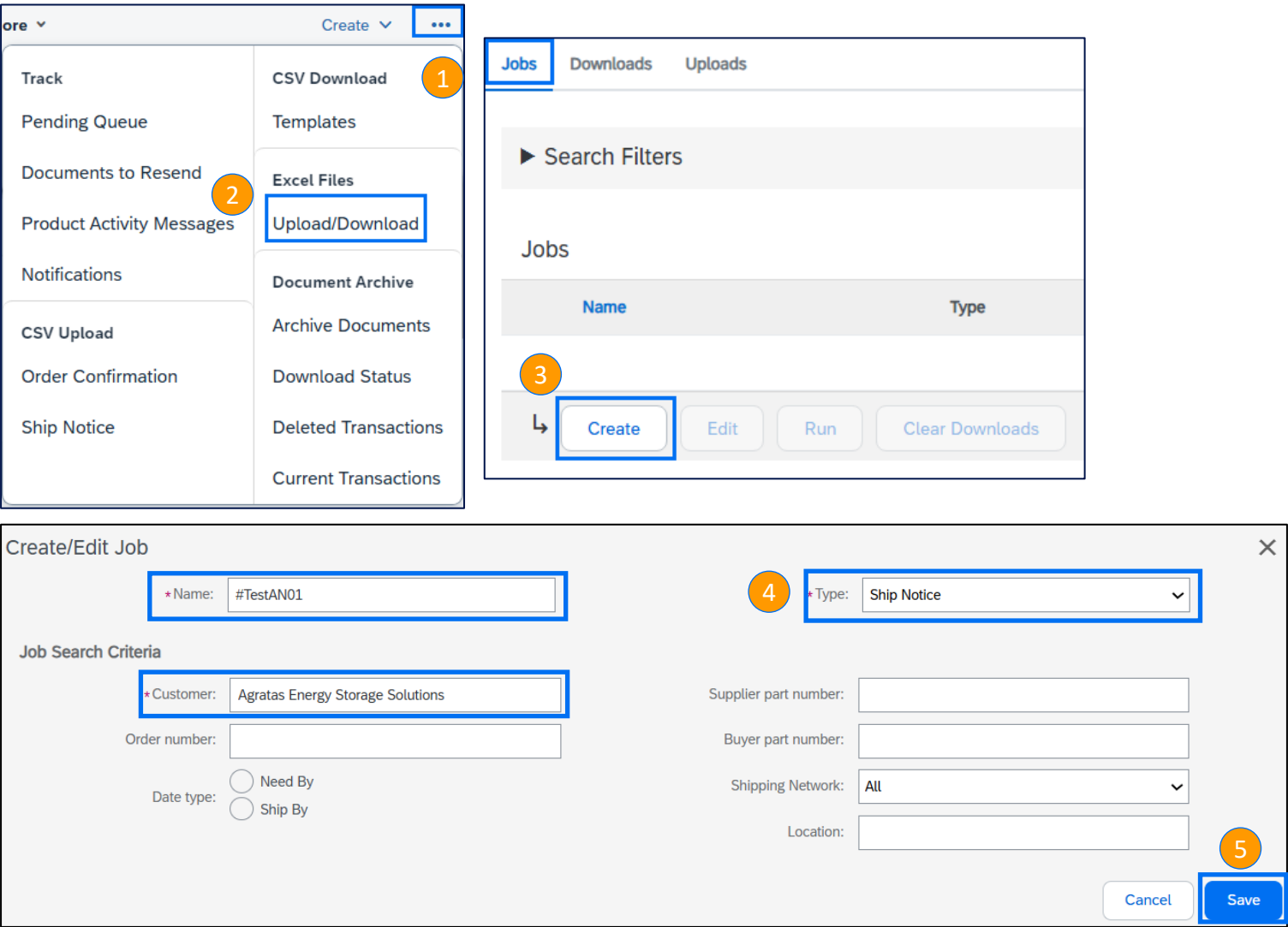
Serial Number

Invoice 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 displays the software interface for creating a ship notice job. It is divided into two main sections: a sidebar menu on the left and a main content area on the right.

Sidebar Menu:

- Top: "ore" dropdown, "Create" dropdown, and a "More" button (three dots).
- Left Column: "Track", "Pending Queue", "Documents to Resend", "Product Activity Messages", "Notifications", "CSV Upload", "Order Confirmation", "Ship Notice".
- Right Column: "CSV Download" (marked with a red circle 1), "Templates", "Excel Files" (marked with a red circle 2), "Upload/Download" (highlighted with a red box), "Document Archive", "Archive Documents", "Download Status", "Deleted Transactions", "Current Transactions".

Main Content Area:

- Tabs: "Jobs", "Downloads", "Uploads".
- Section: "Search Filters".
- Table: "Jobs" with columns "Name" and "Type".
- Buttons: "Create" (highlighted with a red box and marked with a red circle 3), "Edit", "Run", "Clear Downloads".

Create/Edit Job Form:

- Fields: "* Name:" (value: "#TestAN01"), "* Type:" (value: "Ship Notice" - marked with a red circle 4), "* Customer:" (value: "Agratas Energy Storage Solutions").
- Job Search Criteria: "Order number:" (empty), "Date type:" (radio buttons for "Need By" and "Ship By").
- Other Fields: "Supplier part number:", "Buyer part number:", "Shipping Network:" (value: "All"), "Location:".
- Buttons: "Cancel", "Save" (marked with 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
	2026-02-17T22:51:03-0E	4590000071	2025-11-18T22:30:00-0E		2025-11-19T00:00:00-0E		
	2026-02-17T22:51:03-0E	4590000146	2025-11-17T22:30:00-0E		2025-11-21T22:30:00-0E		

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

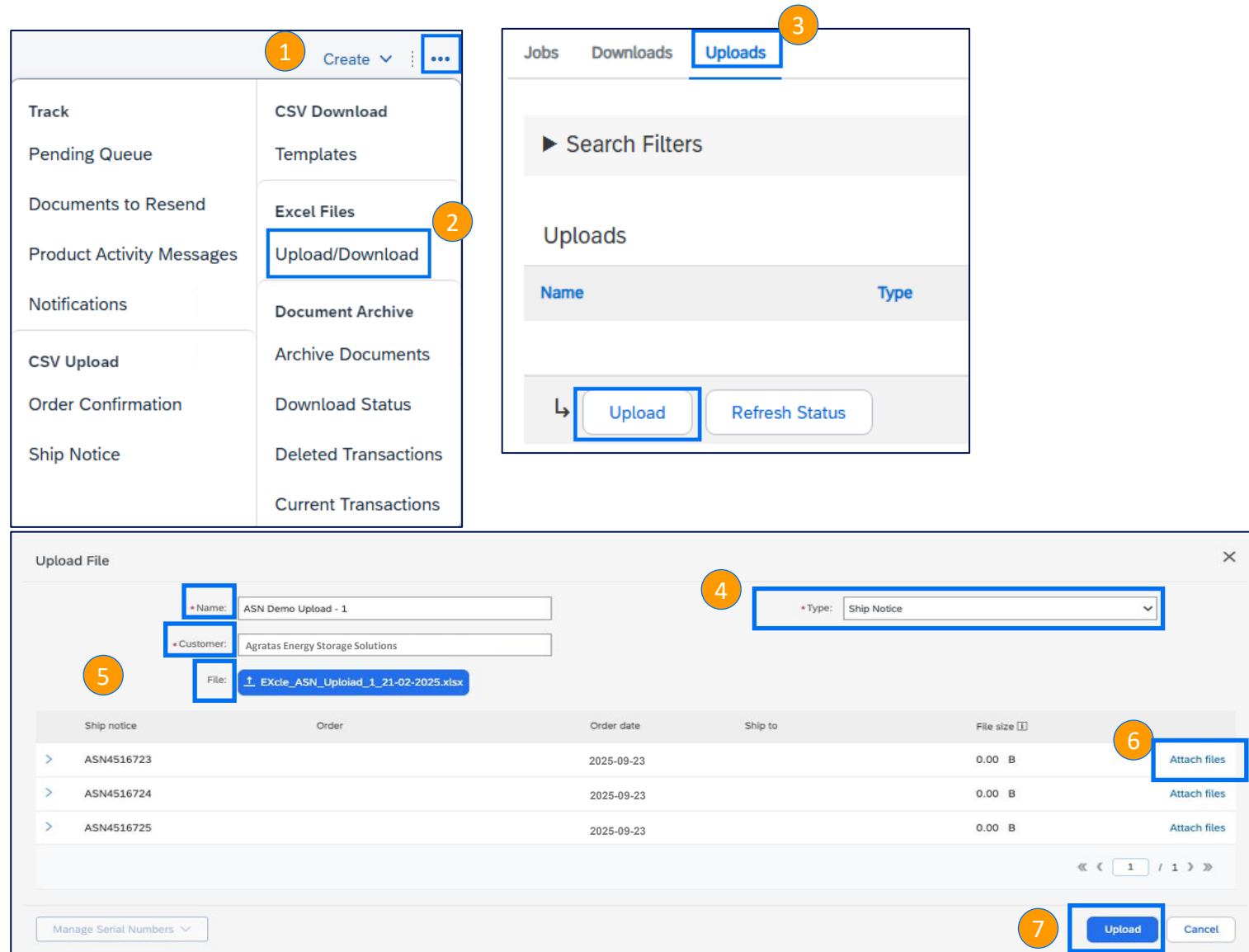
Mass ASN Upload – Upload Ship Notice Template 1/3

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 displays the Agratas Mass ASN Upload interface. The top navigation bar includes 'Jobs', 'Downloads', and 'Uploads' (highlighted with a blue box and a red circle 3). The 'Uploads' tab shows a 'Search Filters' section and a table with columns 'Name' and 'Type'. Below the table are 'Upload' and 'Refresh Status' buttons (the 'Upload' button is highlighted with a blue box and a red circle 6). The 'Upload File' dialog is open, showing fields for 'Name' (ASN Demo Upload - 1), 'Customer' (Agratas Energy Storage Solutions), and 'File' (EXcte_ASN_Upload_1_21-02-2025.xlsx). The 'Type' dropdown is set to 'Ship Notice' (highlighted with a blue box and a red circle 4). The dialog also features a table with columns: Ship notice, Order, Order date, Ship to, and File size. The table contains three rows of data (ASN4516723, ASN4516724, ASN4516725) with an 'Attach files' button next to each row (the first 'Attach files' button is highlighted with a blue box and a red circle 6). At the bottom of the dialog, there is a 'Manage Serial Numbers' dropdown and 'Upload' and 'Cancel' buttons (the 'Upload' button is highlighted with a blue box and a red circle 7).

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.

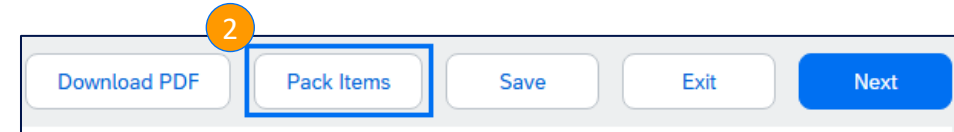
Uploads						
Name	Type	Last Uploaded		Status	File	Log
BpAsnSLt2405211138_v2-60 days tol cck	Ship Notice	24 Sep 2025	6:59:57 AM	Completed	↓	↓
BpAsnSLt2405211138_v1-60days tol cck	Ship Notice	24 Sep 2025	6:58:53 AM	Failed	↓	↓

Handling Units – Pack Items

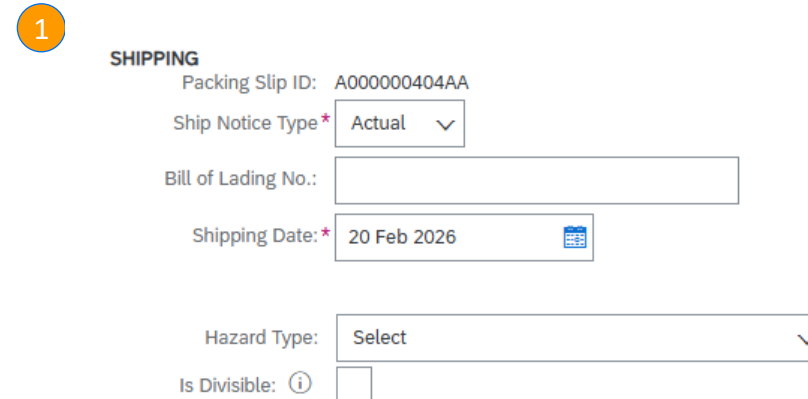
1. At the **Create Ship Notice** page, fill in all mandatory fields.
(Refer to slide 9 and slide 10 for details list of all the fields that needs to be updated)
2. Click on **Pack Items** button.

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).



▼ 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

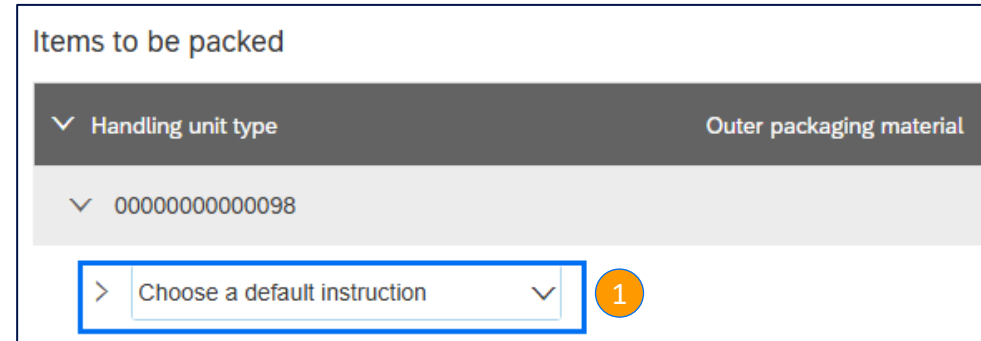
If some items do not have packaging instructions, the define packaging instructions page opens.

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.



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.

1

Save Define Instructions Next

2

Handling unit type

Handling Unit 1

0000000000000000094 1 (1/1C)

0000000000000000094 2

Handling unit type

ASN item no. Part no. and description Packed quantity Batch ID Production date Expiry date

Handling Unit 1

1000000000024 1 (12/12)

1000000000022 1 10.1 PPT12224 Silicon Oxide 2 KGM 43544 1 Aug 2026 31 Aug 2026 Move to...

1000000000022 2 10.1 PPT12224 Silicon Oxide 2 KGM 43544 1 Aug 2026 31 Aug 2026 Move to...

1000000000022 3 10.1 PPT12224 Silicon Oxide 2 KGM 43544 1 Aug 2026 31 Aug 2026 Move to...

1000000000022 4 10.1 PPT12224 Silicon Oxide 2 KGM 43544 1 Aug 2026 31 Aug 2026 Move to...

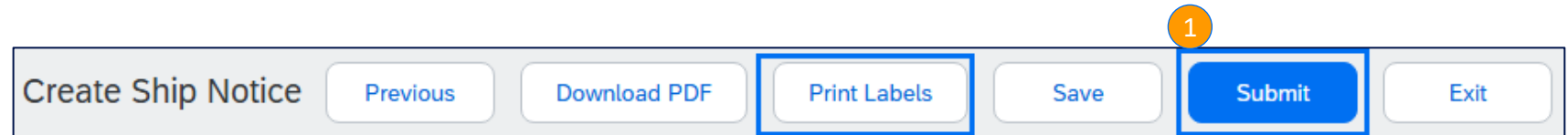
1000000000022 5 10.1 PPT12224 Silicon Oxide 2 KGM 43544 1 Aug 2026 31 Aug 2026 Move to...

Cancel Save

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

Detail Transport Details Agratas_Shipping Labels tory

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

EditPrintExport cXMLDownload PDF ▾

1

DetailTransport DetailsPacked ItemsHistory

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Issued 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 PDFAdd Details

Add Ship Notice Line

Add Order Line ItemManage Serial Numbers ▾

Download PDFPack ItemsSaveExitNext

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.

6

CancelProceed

Download PDFPack ItemsSaveExit3Next

PreviousDownload PDFSave4SubmitExit

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 ▾

Agratas_ASN

Detail Transport Details Agratas_Shipping Labels tory

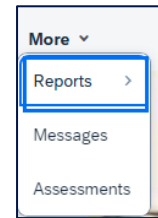
Download ASN Report

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' dialog. It shows a list of customers with checkboxes. The first customer is 'Agratas Energy Storage So' and the second is 'Agratas Energy Storage Solutions'. Both are checked. A red circle with the number 5 is next to the first customer. 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. It shows the report title '#TestShip01', the status 'Manual', and the report type 'Ship Notice'. The status is 'Processed'. At the bottom, 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.

ADVANCED SHIPPING NOTIFICATIONS (ASN) – SAR MANAGEMENT

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

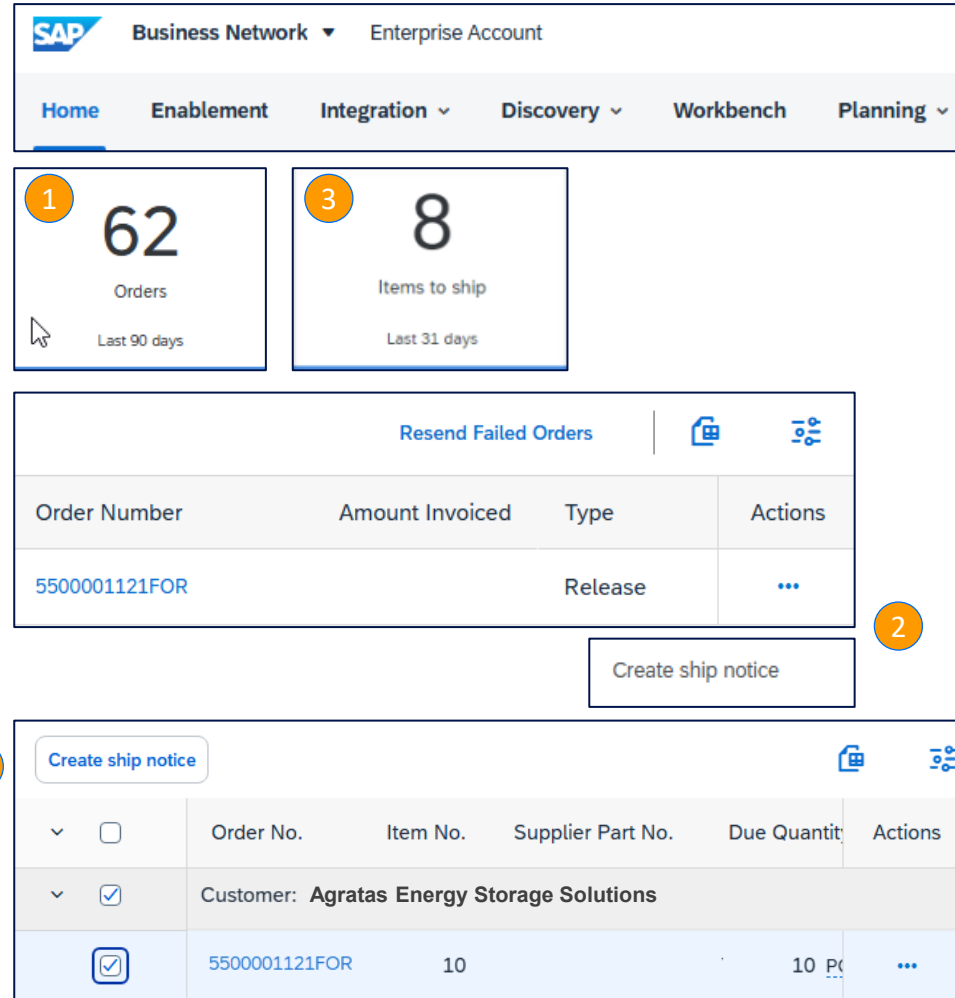
Create ASN – From Workbench

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**.



The screenshot illustrates the SAP Business Network Workbench interface for creating a ship notice. The top navigation bar includes 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', and 'Planning'. The 'Workbench' tab is active, showing two tiles: 'Orders' (62, Last 90 days) and 'Items to ship' (8, Last 31 days). The 'Orders' tile is selected, and a table of orders is displayed. The table has columns: Order Number, Amount Invoiced, Type, and Actions. The first row shows Order Number 5500001121FOR, Amount Invoiced, Type Release, and Actions with a more icon (three dots). A 'Create ship notice' button is visible below the table. The 'Items to ship' tile is also shown, with a 'Create ship notice' button below it. The 'Create ship notice' dialog is open, showing a table with columns: Order No., Item No., Supplier Part No., Due Quantit, and Actions. The first row shows Order No. 5500001121FOR, Item No. 10, Supplier Part No., Due Quantit 10, and Actions with a more icon. The second row shows Customer: Agratas Energy Storage Solutions. The third row shows Order No. 5500001121FOR, Item No. 10, Supplier Part No., Due Quantit 10, and Actions with a more icon. The 'Create ship notice' button is visible at the top of the dialog.

Order Number	Amount Invoiced	Type	Actions
5500001121FOR		Release	...

Create ship notice

Order No.	Item No.	Supplier Part No.	Due Quantit	Actions
5500001121FOR	10		10	...

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 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

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)
------	--------------

Choose File

No file chosen

3

Add Attachment

The total size of all attachments cannot exceed 100MB

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.

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	3 Remove
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](#)

A screenshot of the 'Manage Serial Numbers' dropdown menu. The menu is open, showing two options: 'Upload new file' and 'Download template'. The dropdown is highlighted with a blue border. To the left of the dropdown is a button labeled 'Add Order Line Item'.

[illegible]

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

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: ☐

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method* Account ▼

Shipping Contract Number:

Shipping Instructions:

ATTACHMENTS

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

The total size of all attachments cannot exceed 100MB

3

TRACKING

Carrier Name: DHL ▼

Container No / Truck No:* 3477247247

Shipping Method: Motor ▼

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

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.

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											
4 Remove											

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](#)

A screenshot of the 'Manage Serial Numbers' dropdown menu. The menu is open, showing two options: 'Upload new file' and 'Download template'. The dropdown is highlighted with a blue border.

[illegible]

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.

The screenshot illustrates the 'Advanced Shipping Notification' interface, specifically the 'Individual SA/SAR Management – Line Level – Manage Line Items' section. It is divided into four numbered steps:

- Step 1:** The top navigation bar contains two buttons: 'Add Order Line Item' (highlighted with a blue box and a blue arrow) and 'Manage Serial Numbers' (with a dropdown arrow).
- Step 2:** The 'Search Filters' section is shown. It includes fields for 'Order Number' (with 'Partial number' selected), 'Part #', 'Customer Part #', and 'Supplier Batch ID', each with a 'Look Up' link. On the right, there are filters for 'Show orders by' (radio buttons for 'Need by date' and 'Ship by date'), 'Search By' (a dropdown menu), 'Date Range' (a dropdown menu), 'Start Date' (20 Jan 2026), and 'End Date' (27 Feb 2026). There are also checkboxes for 'Search only scheduling agreement releases or scheduling agreements' and 'Search only stock transport orders'. A 'Show Advanced Filters' link is at the bottom left. At the bottom right, there is a 'Number of Results' dropdown set to 500, and 'Search' and 'Reset' buttons.
- Step 3:** The 'Items to Ship (10)' table is displayed. It has columns for 'Need By', 'Customer Part No.', and 'Description'. The first row is selected with a checkbox. The 'Need By' date is '2 Oct 2025', the 'Customer Part No.' is 'BP006', and the 'Description' is 'BuyerDescriptionBP06_BM-SN'. Below the table, there is a blue 'Add Selected Items' button (highlighted with a blue box and a blue arrow) and a 'Cancel' button.
- Step 4:** A small table shows the result of the selection. It has columns 'Line' and 'Ship Qty'. The first row shows 'Line' 1 and 'Ship Qty' 2.000.

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.

The screenshot displays the Agratas Advanced Shipping Notification interface. At the top, a navigation bar contains buttons for 'Download PDF', 'Pack Items', 'Save' (highlighted with a blue border and labeled 1), 'Exit', and 'Next'. Below this, a sidebar menu under the 'Fulfillment' tab lists various document types: '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) with a table listing documents. The first row shows 'TESTASN01' for 'Agratas Energy Storage S'. Below the table, there are three buttons: 'Edit' (labeled 4 with a blue border), 'Delete' (labeled 5 with a blue border), and 'View Content'.

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.

▼ Ship Notice Header

1

2

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 - ▼

3

4

5

6

Download PDF Pack Items Save Exit Next

Previous Download PDF Save Submit Exit

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**.

The screenshot illustrates the steps to edit a shipping notice in the SAP system. It shows the navigation menu on the left, a summary tile for ship notices, a search filter section, a list of ship notices, and the details page for a specific notice.

- Step 1:** The left navigation menu is shown with 'Fulfillment' and 'Quality' tabs. The 'Ship Notices' option is highlighted with a blue box.
- Step 2:** The 'Search Filters' section is highlighted with a blue box.
- Step 3:** The 'Ship Notices (45)' list is shown. The 'Packing Slip ID' column contains the value 'A000000103AA', which is highlighted with a blue box.
- Step 4:** The 'Ship Notice: A000000103AA' details page is shown. The 'Edit' button is highlighted with a blue box.

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.

Step 1: Navigation bar showing 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders and Releases' menu item is highlighted.

Step 2: 'Items to ship (5)' filter panel. It includes an 'Edit filter' button, filter buttons for 'Last 31 days', 'Next 90 days', 'Exclude fully shipped, +1', and 'Exclude fully shipped, -1'. Below these are sections for 'Customers' (with a 'Select or type selections' input) and 'Order numbers' (with a 'Type selection' input and radio buttons for 'Partial match' and 'Exact match').

Step 3: 'Create ship notice' button and a table of items to ship.

	Order No.	Item No.	Supplier Part No.
▼ ☐	Customer: Agratas Energy Storage Solution		
☒	5500000210	20	

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.

Items to ship (5)

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

Customers
Select or type selections

Order numbers
Type selection
☒ Partial match ☐ Exact match

Part numbers
Select or type selections

Order type
All

Category
All

Confirmation status
Select or type selections

Need by date
Next 90 days

Customer locations
Type selection

Apply Reset

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

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)
------	--------------

Choose File

No file chosen

3

Add Attachment

The total size of all attachments cannot exceed 100MB

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.

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.	LINE NO.	CUSTOMER PART NO.	QUANTITY	UNIT	NEED BY	SHIP BY	UNIT PRICE	SUBTOTAL	CUSTOMER LOCATION
10	10	000000999900000067	100.000	LOT	30 Sep 2025	30 Sep 2025	100.00 INR	10,000.00 INR	INDIA

RECEIVED DETAILS

Serial Number

Serial No.

Note:

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

Advanced Shipping Notification

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

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: ☐

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method* Account ▼

Shipping Contract Number:

Shipping Instructions:

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 ▼

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

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.

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

1 10 000000999900000067 100.000 LOT 30 Sep 2025 100.00 INR 10,000.00 INR 1,800.00 INR

Actual Details

Item Name Qty Unit Price Subtotal Customer Location

1 10 000000999900000067 100.000 LOT 30 Sep 2025 100.00 INR 10,000.00 INR 1,800.00 INR

Serial Number

Serial Tag

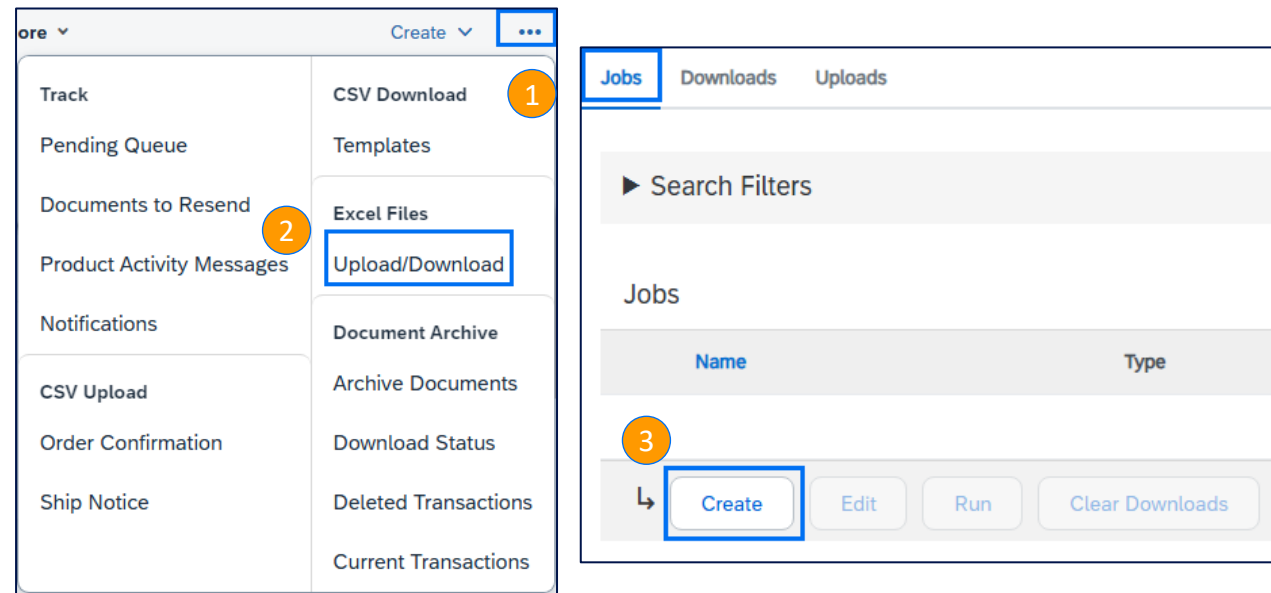
Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template 1/2

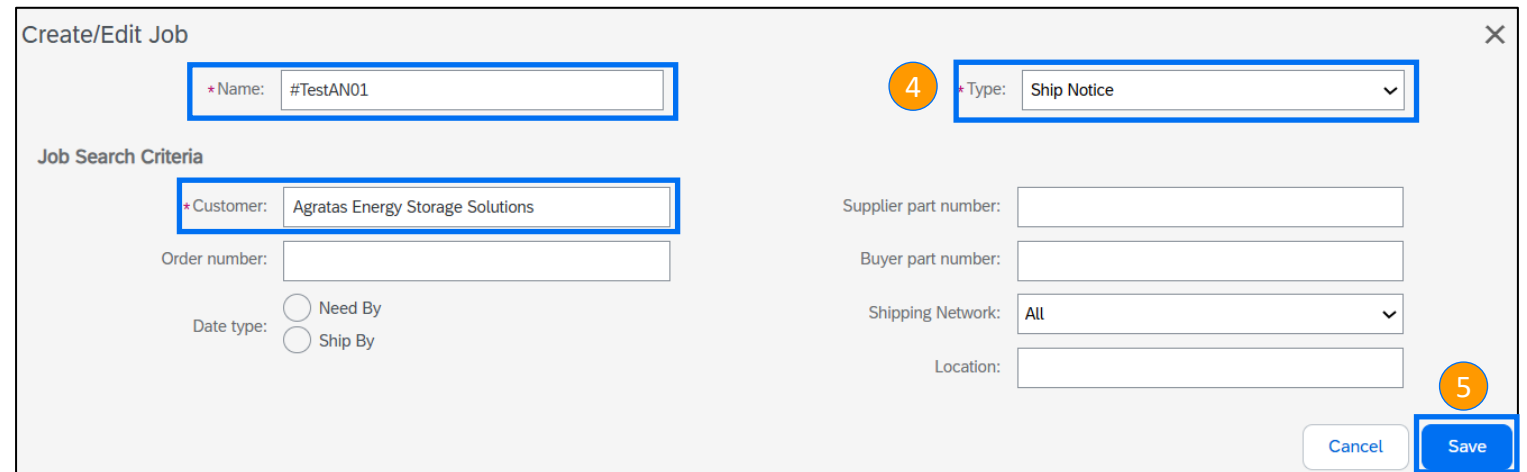
From the Homepage:

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.



The screenshot shows the application interface. On the left, a sidebar menu has a 'More' button (three dots) at the top right, circled with a '1'. Below it, the 'Excel Files' section is expanded, and 'Upload/Download' is highlighted with a blue box and a '2'. On the right, the 'Jobs' tab is selected, and the 'Create' button is highlighted with a blue box and a '3'.



The screenshot shows the 'Create/Edit Job' form. The 'Name' field is filled with '#TestAN01' and is highlighted with a blue box. The 'Type' dropdown is set to 'Ship Notice' and is highlighted with a blue box and a '4'. The 'Job Search Criteria' section has the 'Customer' field filled with 'Agratas Energy Storage Solutions' and highlighted with a blue box. The 'Date type' section has 'Need By' selected. The 'Supplier part number', 'Buyer part number', and 'Location' fields are empty. The 'Shipping Network' dropdown is set to 'All'. The 'Save' button is highlighted with a blue box and a '5'.

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

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
	2026-02-17T22:51:03-06	4590000071	2025-11-18T22:30:00-06		2025-11-19T00:00:00-06		
	2026-02-17T22:51:03-06	4590000146	2025-11-17T22:30:00-06		2025-11-21T22:30:00-06		

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

Advanced Shipping Notification

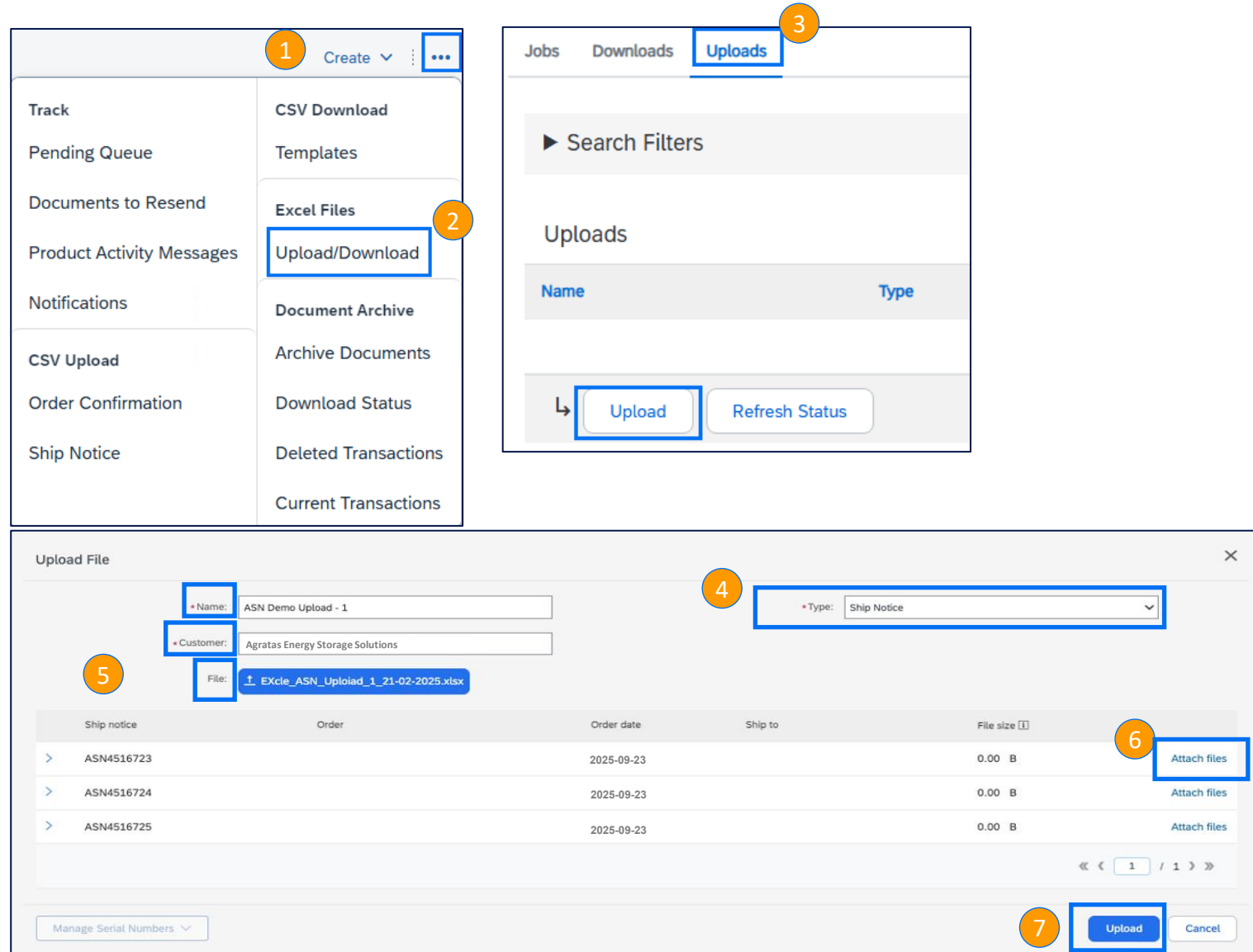
Mass ASN Upload – Upload Ship Notice Template 1/3

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.



The screenshot illustrates the process of uploading a Ship Notice template in the Agratas system. It is divided into three main sections with numbered callouts:

- Top Left (Callout 1):** A sidebar menu with a 'Create' dropdown and a three-dot menu. The 'Upload/Download' option under 'Excel Files' is highlighted with a blue box and callout 2.
- Top Right (Callout 3):** The 'Uploads' tab is selected in the top navigation bar. Below it, the 'Upload' button is highlighted with a blue box and callout 3.
- Bottom (Callout 4):** The 'Upload File' dialog box is shown. It contains fields for 'Name' (ASN Demo Upload - 1), 'Customer' (Agratas Energy Storage Solutions), and 'File' (EXcile_ASN_Upload_1_21-02-2025.xlsx). The 'Type' dropdown is set to 'Ship Notice' and is highlighted with a blue box and callout 4.
- Bottom Table (Callout 5):** A table with columns: Ship notice, Order, Order date, Ship to, and File size. It lists three entries with ASN numbers and dates. The 'Attach files' button next to the first entry is highlighted with a blue box and callout 6.
- Bottom Right (Callout 7):** The 'Upload' button at the bottom right of the dialog is highlighted with a blue box and callout 7.

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	↓	↓

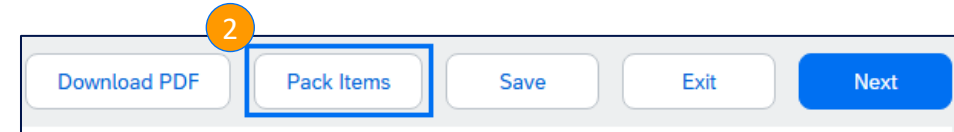
Advanced Packaging

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.

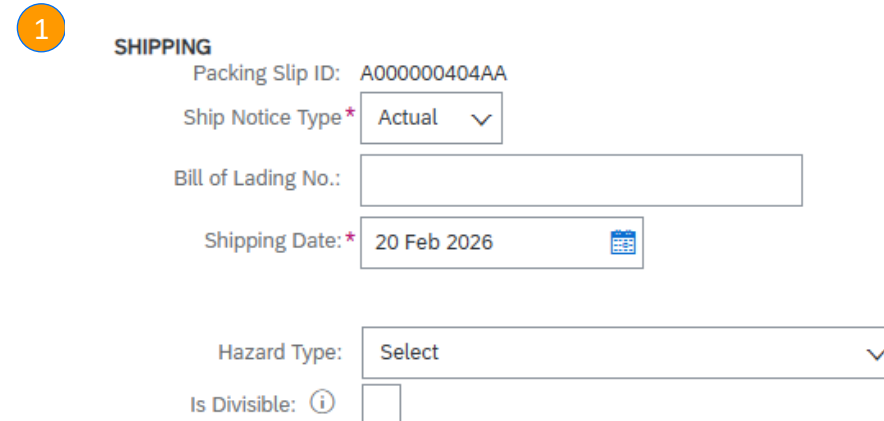
Note:

- 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).



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:  ☐

Advanced Packaging

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 unit type	Outer packaging material
00000000000098	

> Choose a default instruction ▾

Exit Next

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.

1

4

Save Define Instructions Next

2

Handling unit type

Handling Unit 1

000000000000000094 1 (1/1C

000000000000000094 2

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.

The screenshot shows the top navigation bar with three buttons: 'Save', 'Define Instructions' (highlighted with a blue border and a red circle 1), and 'Next'. Below the navigation bar, the 'Handling unit type' dropdown menu is open, showing 'Handling Unit 1' with a red circle 2. Under 'Handling Unit 1', there are two items: '000000000000000094 1 (1/1C)' and '000000000000000094 2', each with a ruler icon to its left.

The screenshot shows the main table of handling units. The table has columns: 'Handling unit type', 'ASN item no.', 'Part no. and description', 'Packed quantity', 'Batch ID', 'Production date', 'Expiry date', and 'Edit' (highlighted with a red circle 3). The table contains five rows of data for 'Handling Unit 1'. The first row is highlighted with a red circle 4. The 'Edit' button is highlighted with a red circle 3.

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Edit
Handling Unit 1	100000000000000024 1 (12/12)						
100000000000000022 1	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +
100000000000000022 2	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +
100000000000000022 3	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +
100000000000000022 4	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +
100000000000000022 5	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +

The screenshot shows the bottom section of the Confirm Packing plan page. It includes a ruler with a red circle 5 and a table of handling units. The table has columns: 'Handling unit type', 'ASN item no.', 'Part no. and description', 'Packed quantity', 'Batch ID', 'Production date', 'Expiry date', and 'Move to...' (highlighted with a red circle 3). The table contains three rows of data for 'Handling Unit 1'. The 'Move to...' button is highlighted with a red circle 3.

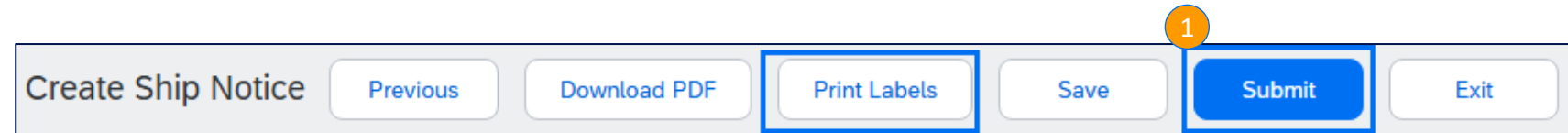
Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Move to...
Handling Unit 1	100000000000000024 1 (12/12)						
100000000000000022 1	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +
100000000000000022 2	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +
100000000000000022 3	10.1	PPT12224 Silicon Oxide	2 KGM	43544	1 Aug 2026	31 Aug 2026	Move to... +

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.

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

Detail Transport Details Agratas_Shipping Labels tory

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

EditPrintExport cXMLDownload PDF ▾

1

DetailTransport DetailsPacked ItemsHistory

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Issued 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 PDFAdd Details

Add Ship Notice Line

Add Order Line ItemManage Serial Numbers ▾

Download PDFPack ItemsSaveExitNext

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.

6

CancelProceed

Download PDFPack ItemsSaveExitNext3

PreviousDownload PDFSaveSubmitExit4

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

Advanced Shipping Notification

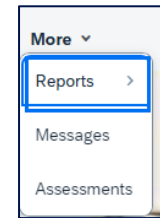
Download ASN Report

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.

A screenshot of a form titled 'Criteria'. It has fields for 'Title: *' (containing '#TestShip01'), 'Description:', 'Time zone:' (dropdown with 'Asia/Calcutta'), 'Language:' (dropdown with 'English'), and 'Report type: *' (dropdown with 'Ship Notice'). The 'Report type' dropdown is highlighted with a blue box and a red circle with the number 3.A screenshot of a 'Customer' selection form. It shows 'Company Name: Agratas Energy Storage So' and a list of customers with checkboxes. 'Agratas Energy Storage Solutions' is checked and highlighted with a blue box and a red circle with the number 5. There is an 'Add' button at the bottom.A screenshot of a form titled 'Criteria'. It has fields for 'Customer: All Customers' (with a 'Select' button highlighted by a blue box and red circle 4), 'Order Number:', 'Packing Slip ID:', 'Show Ship Notice By:' (radio buttons for 'Ship Notice Date', 'Delivery Date', 'Shipping Date'), 'Date: *' (date picker for '2 Sep 2025' to '2 Oct 2025'), 'Part No.:', 'Customer Part No.:', 'Receipt Status:' (dropdown with 'All'), 'Ship Notice Completion Status:' (dropdown with 'All'), 'Ship Notice Status:' (dropdown with 'All'), 'Maximum Results Returned:' (dropdown with '100'), 'Supplier Reference:', and 'Add Schedule Line Reference:' (checkbox).A screenshot of three buttons: 'Previous', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a blue box and a red circle with the number 6.A screenshot of a status bar. It shows a radio button for '#TestShip01', a dropdown for 'Manual', a dropdown for 'Ship Notice', and a dropdown for 'Processed' (highlighted with a blue box and red circle 2). Below these are buttons for 'Run', 'Download' (highlighted with a blue box and red circle 7), 'Edit', 'Copy', 'Delete', 'Create' (highlighted with a blue box and red circle 2), and 'Refresh Status'.

Thank you.