

SAP Business Network for Supply Chain

Scheduling Agreement Collaboration Training Guide

Introduction

- Scheduling Agreement is a form of outline purchase agreement under which materials are procured on predetermined dates within a certain period. There are two forms of Scheduling Agreements as listed below:
 - **Scheduling Agreement (SA)** is a purchasing document that contains schedule lines stating quantities and dates for specific shipments of a material.
 - **Scheduling Agreement Release (SAR)** is a release of schedule lines within the scheduling agreement.
- Use Cases:
 - Pricing & terms are agreed upon for the period (horizon).
 - Quantity should cover the horizon needs.
 - Smaller quantities requested on “scheduled” basis.
 - Delivery is on an “ASAP” basis (short term or immediately).
 - Mid-to-long term requirements also communicated in the trade-off or forecast horizon.
- Benefits:
 - Improved visibility into availability of supply.
 - Greater transparency for suppliers into longer term and near-term demands of Agratas.
 - Flexible invoicing options, like supplier-generated invoicing (increased billing accuracy).

Scheduling Agreement Process Workflow

Scheduling Agreement specifies three “zones” (typically, these have commercial implications).

Firm Zone (Zone 1): Make

Schedule Lines in this zone are binding. If cancelled, the vendor is entitled to charge both production and Material costs.

Trade-Off Zone (Zone 2): Procure Components

Schedule Lines in this zone instruct the vendor that they can buy materials required for production. If cancelled, the vendor is entitled to charge only for material costs.

Planning Zone (Zone 3): Forecast

Schedule Lines in this planning/forecast zone are advisory. There is no commitment on the part of the ordering party.

Table of Contents

Scheduling Agreement and Release	Order Confirmation (OC)	Advanced Shipping Notice (ASN)	Goods Receipt (GR)	Invoice	Payment Remittance	Credit Memo
Search and Identify Header Level Details	Allowed Actions	Allowed Actions	Document Review	Create Invoice	Payment Details	From SA/SAR
Line Item Details	Manage Individual SAR	Individual SAR Management		Invoice Header	Review Invoice Status	From Invoice
Scheduling Agreement Release Versions	Manage Multiple SARs	Multiple SAR Management		Line Items		
	Mass Upload of OCs	Mass Upload of ASN's		Invoice Status		
	Update Line Items	Handling Units (optional)				
	Item Reconfirmation	Review Submitted ASN				
	Reconfirmation via Mass Upload	Print Labels				
	Review Submitted OC's	Download ASN Report				
	Tolerances					

SCHEDULING AGREEMENT AND RELEASE

Scheduling Agreement Release

Search and Identify

From the **Workbench**:

- 1. Select the **Orders** tile.
- 2. Use filters to identify scheduling agreement. Set order type as **Scheduling agreements only**.
- 3. Search results will appear. You can configure the view by clicking the settings icon.
- 4. To view the scheduling agreement, click on its number.

SAP Business Network Enterprise Account

Home Enablement Integration Discovery Workbench Planning Orders

1

62
Orders
Last 90 days

2

Edit filter Last 31 days

Customers
Select or type selections

Order numbers
Type selection
Partial match Exact match

Creation date
Last 31 days

Order status
Include Select or type

Company codes
Select or type selections

Purchasing organizations
Select or type selections

Customer locations
Type selection

Order type
All
Orders with inquiry only

Routing status
All

Min amount Max amount Currency
INR

Visibility
Not hidden

Shipping Network
All

3

Resend Failed Orders

Order Number	Type	Version	Routing Status	Customer	External Document Type	Revision	Amount	Date ↓	Actions
5500000086	Agreement	8	Acknowledged	Agratas Energy Storage Solutions		Changed	₹920 INR	Oct 7, 2025	...

Scheduling Agreement Release

Filter Descriptions - 1

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

Scheduling Agreement Release

Filter Descriptions - 2

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

Scheduling Agreement Release

Filter Descriptions - 3

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

Scheduling Agreement/Scheduling Agreement Release

Header Level

View the header level information:

1. Document Type, status, number and version.
2. From Information (Buyer)/ To Information (Supplier).
3. Ship to/Bill To Information.
4. Routing Status.
5. Processing and release history is available in the appropriate tabs.

Scheduling Agreement Release: 5500000211FOR

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Create Quality Notification

5

Release DetailProcessing HistoryRelease History

AgratasA TATA Enterprise

2

From:
Customer
Agratas Energy Storage Solutions PV
Army & Navy Building 148 M G Road
Mumbai
Maharashtra 400001
India
Fax:

To:
Test Mass-TEST
WERTYUY
Bangalore
Karnataka 577201
India
Phone:
Fax:
Email: sanchit.chidanand.puthane@pwc.com

Payment Terms ⓘ
0.000% 30
30 days from Invoice Date

1

Scheduling Agreement ID
5500000211

Contact Information
Supplier Address
Test Mass Supplier
WERTYUY
Bangalore
Karnataka
India
Email: sanchit.chidanand.puthane@pwc.com
Phone:
Fax:
Address ID: 0000100072
Buyer ID: 0000100072
U.N:

4

Routing Status: Sent
Effective Date: 4 Oct 2025
Expiration Date: 31 Oct 2025

3

Ship All Items To

Agratas Energy Storage Solutions Pv
Navarathna, Agrahara, Bengaluru
Bengaluru
Karnataka 562157
India
Ship To Code: AA01
buyerLocationIDDomain:
MRPArea: AA01
Storage Location ID: OM01

Bill To

Agratas Energy Storage Solutions PV
Army & Navy Building 148 M G Road
Mumbai
Maharashtra 400001
India
Fax:

Scheduling Agreement/Scheduling Agreement Release

Line Level

- 1. The Line-Item section includes detailed Commitment Information, including Release Information and Commitment Level.
- 2. Schedule Lines for Line Items contain date and quantity for each schedule line.
- 3. Commitment Levels of schedule lines indicate one of three zones.

1

Line Item										
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	3		000000000100000055	Material			20.000 (NOS)	6 Oct 2025	10.00 INR	200.00 INR
Description: Test Material										
Status										
20.000 Unconfirmed										
Control Keys										
Order Confirmation: required before shipping										
Ship Notice: allowed										
Invoice: is not ERS										
Release Information										
End of Firm Zone: 9 Oct 2025 12:00 PM IST										
End of Tradeoff Zone: 14 Oct 2025 12:00 PM IST										
Release Type: Forecast										

2

Schedule Lines									
Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1		6 Oct 2025 12:00 PM IST		20 (NOS)			20.000 (NOS)		Firm

Scheduling Agreement/Scheduling Agreement Release

Scheduling Agreement Release Versions

- 1. View Older Versions of a release by clicking the **Previous Version** hyperlink on the Release Detail tab.
- 2. To view the changes on the Scheduling Agreement, go to the **Scheduling Agreement History**.
- 3. The edits will be highlighted in orange.

Note: If the customer sends updates to a Scheduling Agreement Release, a new Release version will be created.

Scheduling Agreement: 5500000086

Create Order Confirmation

Create Ship Notice

Create Invoice

Create Quality Notification

Scheduling Agreement Detail

Scheduling Agreement History



From:

Customer

Agratas Energy Storage Solutions PV

Army & Navy Building 148 M G Road

Mumbai

Maharashtra 400001

India

Fax:

To:

Test Mass-TEST

WERTYUY

Bangalore

Karnataka 577201

India

Phone:

Fax:

Scheduling Agreement

(+ Partially Confirmed)

5500000086

Amount: 920.00 INR

Amount: 960.00 INR

Version: 8 (Previous Version)

No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)
8		000000000100000055		92.000
				86.000 (NOS)



Agratas

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12

ORDER CONFIRMATION (OC)

Order Confirmation

Allowed Actions

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

1. Individual PO management

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

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

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

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

3. Mass OC upload

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

Order Confirmation

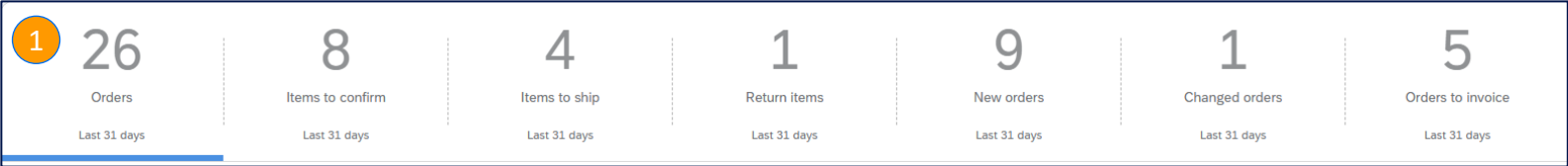
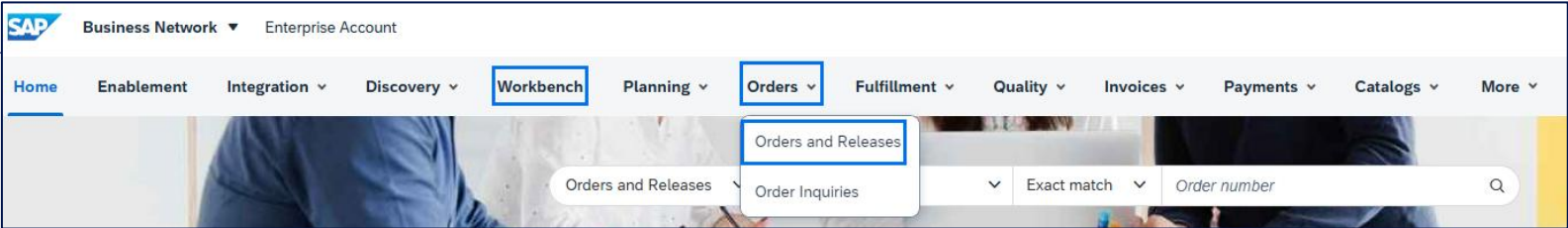
Allowed Actions

You can confirm, update or reject your orders.

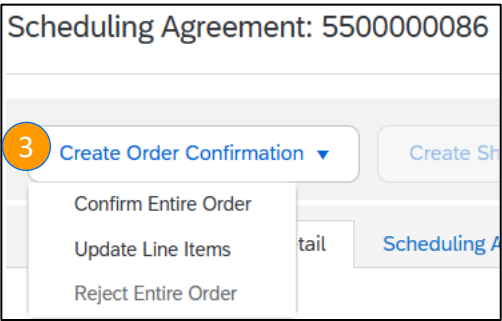
From the Orders > Orders and Releases
OR

From the Workbench:

1. Select any **Agreement** tile.
2. Identify the right document and click  under **Actions**.
3. The same actions are available from the SA/SAR screen under Create Order Confirmation button.



Order Number	Type	Version	Routing Status	Customer	External Document Type	Revision	Amount	Date ↓	Actions
5500000086	Agreement	8	Acknowledged	Agratas Energy Storage Solutions		Changed	₹920 INR	Oct 7, 2025	



Confirm entire order

Update line items

Reject entire order

Create ship notice

Create service sheet

Standard invoice

Create credit memo

Create line-item credit memo

Create line-item debit memo

Hide

Order Confirmation

Manage Individual SA/SAR – Update Line Items

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

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

The screenshot displays the 'Order Confirmation' interface with the following components and callouts:

- Callout 1:** Points to the 'Update Line Items' button in the top navigation bar.
- Callout 2:** Points to the 'Order Confirmation Header' section, which includes fields for Confirmation #, Associated Purchase Order #, Customer, Supplier Reference, Shipping and Tax Information, and Attachments.
- Callout 3:** Points to the 'Reject All' button at the bottom left of the 'Line Items' section.
- Callout 4:** Points to the 'Details' button next to the 'Confirm' field in the 'Line Items' section.
- Callout 5:** Points to the 'Next' button in the bottom right corner.

Order Confirmation Header:

Confirmation #: []
Associated Purchase Order #: 3600000275
Customer: Agratas Energy Storage Solutions
Supplier Reference: []

Shipping and Tax Information:

☐ Enter shipping and tax information at the line item level.
Est. Shipping Date: [] Est. Shipping Cost: []
Est. Delivery Date: [] Est. Tax Cost: []
Comments: []

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items:

Line #	Part #	Customer Part #	Revision Level	Category	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		000000000000000042		Subcontract	Material	4,000 (NOS)	30 Sep 2025	1,000.00 INR	4,000.00 INR	720.00 INR	
Description: M-1267JWM											

Schedule Lines:

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	30 Sep 2025		4,000 (NOS)

Components:

Current Order Status:

☒ 4,000 Unconfirmed

Confirm: [] **Backorder:** []

Reject All

Order Confirmation

Manage Individual SA/SAR – Confirm Based on Schedule Lines

Identify the SA/SAR you want to manage.

- 1. Choose Update Line Items from the dropdown.
- 2. New window will appear. Fulfill all mandatory fields and click Confirm Based on Schedule Lines.

Scheduling Agreement: 5500000086

Create Order Confirmation ▾

Create Sh

Confirm Entire Order

Update Line Items

Reject Entire Order

tail

Scheduling A

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		000000000100000055		Material	92.000 (NOS)	27 Sep 2025	10.00 INR	920.00 INR	
Description: Test Material									
▼ Schedule Lines									
Page 1 ▾ »									
Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)					
1	Firm	27 Sep 2025		23 (NOS)					
2	Firm	2 Oct 2025		42 (NOS)					
3	Firm	10 Oct 2025		7 (NOS)					
4	Firm	11 Oct 2025		5 (NOS)					
5	Firm	11 Oct 2025		2 (NOS)					

Order Confirmation

Manage Individual SA – Confirm Based on Schedule Lines

1. Select the scheduled line and update delivery date and quantity. Note, that only firm schedule lines are displayed on confirmation page.
2. Once done, click Create status.
3. Confirmation status is created.
4. Click Details to add additional information.
5. You can choose a referenced schedule line from the dropdown.
6. Once done, click OK and proceed with order confirmation submission.

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

☐	Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
☐	1	Firm	28 Oct 2025		5

Create Status

Cancel

Current Order Status

☒ 5 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 28 Oct 2025 - defaulted from Requested Delivery Date in order)

Confirm:

Details

Reject All

Confirm Based on Schedule Lines

Schedule Line: * Line number 1 - quantity 5 - date 28 Oct 2025 - commitment level firm

Est. Shipping Date:

Est. Delivery Date: 28 Oct 2025

Unit Price: 100.00 INR

OK

Cancel

Order Confirmation

Manage Multiple Sas/SARs

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

Note:

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

The screenshot displays the SAP Business Network interface for an Enterprise Account. The top navigation bar includes links for Home, Enablement, Integration, Discovery, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, and More. The 'Orders' menu is expanded, showing 'Orders and Releases' and 'Order Inquiries'. A search bar is visible with 'Exact match' and 'Order number' filters.

1. The 'Items to confirm' tile shows 89 items for the last 31 days.

2. The 'Items to confirm (0)' section includes filters for 'Last 31 days', 'Next 90 days', 'Exclude confirmation not all...', '+1', 'Exclude fully shipped', 'Exclude fully received', and 'Exclude fully invoiced'. It also has a 'View: Items to be confirmed' dropdown.

3. The 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'.

4. The table below shows the items to be confirmed:

No.	Supplier Part No.	Description
10	Non Catalog I...	SWITCH RS20-0400S2M2DAEHH

5. The 'Submit' button is highlighted.

Order Confirmation

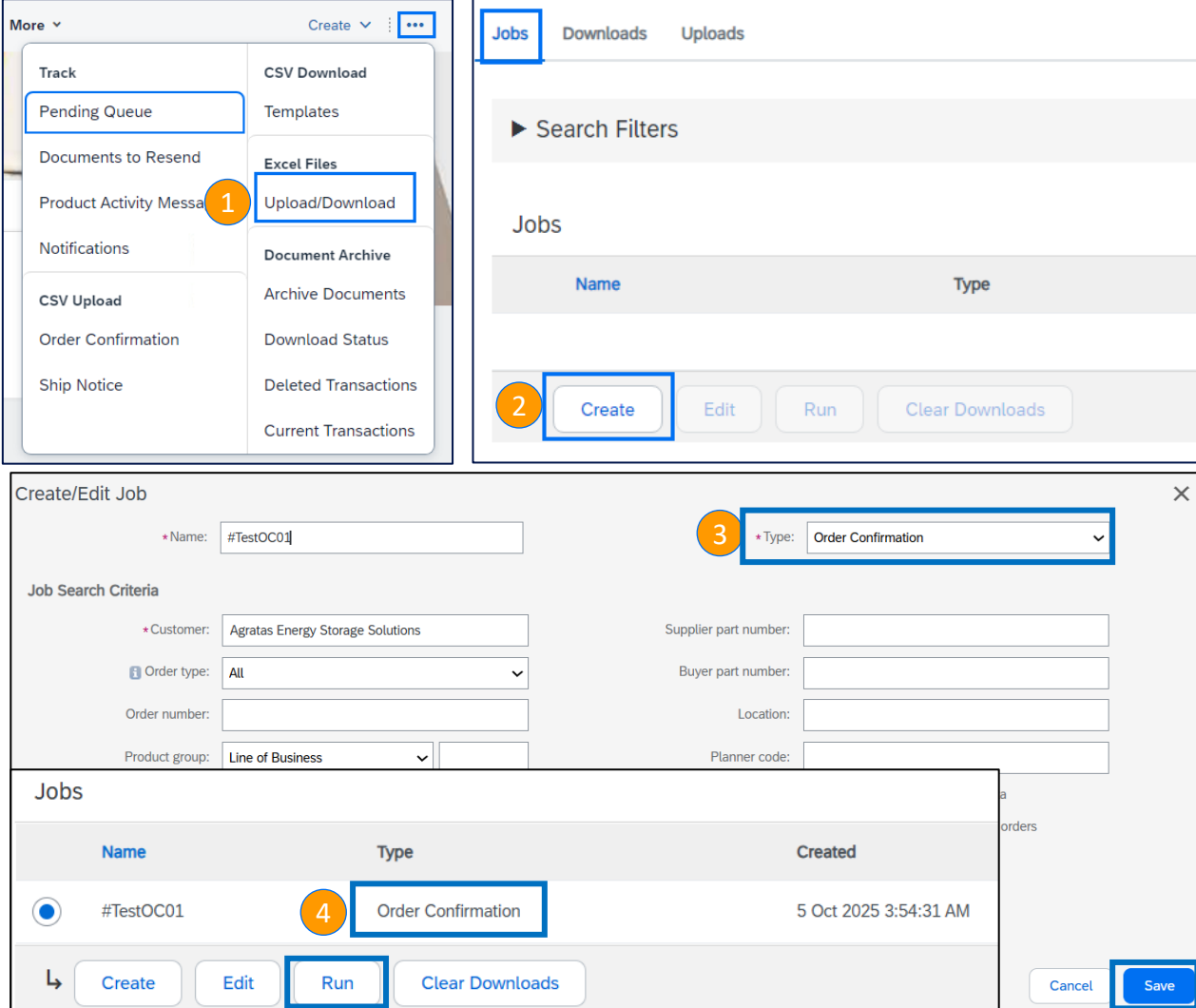
Mass OC Upload – Create OC Report

From the Home page:

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

Note:

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



The screenshot illustrates the process of creating an Order Confirmation (OC) report in four steps:

- Step 1:** A dropdown menu is open, showing options under 'Excel Files'. The 'Upload/Download' option is selected and highlighted with a blue box and a red circle with the number 1.
- Step 2:** The 'Jobs' section is active. The 'Create' button is highlighted with a blue box and a red circle with the number 2.
- Step 3:** The 'Create/Edit Job' form is shown. The 'Name' field contains '#TestOC01'. The 'Type' dropdown is set to 'Order Confirmation' and is highlighted with a blue box and a red circle with the number 3.
- Step 4:** The 'Jobs' list is displayed. The job '#TestOC01' with type 'Order Confirmation' is selected (indicated by a radio button). The 'Run' button is highlighted with a blue box and a red circle with the number 4.

The 'Jobs' list table is as follows:

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

Order Confirmation

Mass OC Upload – Run OC Report

Generated report will appear in the Downloads sub-tab.

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

Jobs

Downloads

Uploads

► Search Filters

Downloads

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

1

Refresh Status

Order Confirmation

Mass OC Upload – Date or Price Update

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

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

SAP Ariba

Confirmations

Time Zone: UTC+05:30

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

Item Line number (*)	Schedule Line Number	Commitment Level	Current Status	3	Item Type (*)
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Confirmation Quantity (*)	Shipped Quantity	Received Quantity	Item Unit Of Measure (*)	Need by Date	2	Delivery Date
---------------------------	------------------	-------------------	--------------------------	--------------	---	---------------

Order Confirmation

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

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

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

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

Note:

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

SAP Ariba 				
Confirmations				
1 Confirmation Number	2 Order Number (*)	Item Type (*)	3 Confirmation Quantity (*)	4 Delivery Date
OC5500000086	5500000086	accept	800	02 Oct 2025
OC5500000086	5500000086	accept	200	10 Oct 2025

Order Confirmation

Mass OC Upload – Reupload the Template

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

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

Note:

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

Jobs Downloads **Uploads**

► Search Filters

Uploads

Name	Type
1 Upload Refresh Status	

Upload File

* Name: #TestOC01

* Customer: Agratas Energy Storage Solutions

File: [+ Choose file](#)

* Type: Order Confirmation

3 Upload Cancel

Completed With Errors	↓	↓
Completed	↓	↓
Failed	↓	↓

Order Confirmation

Update line items

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

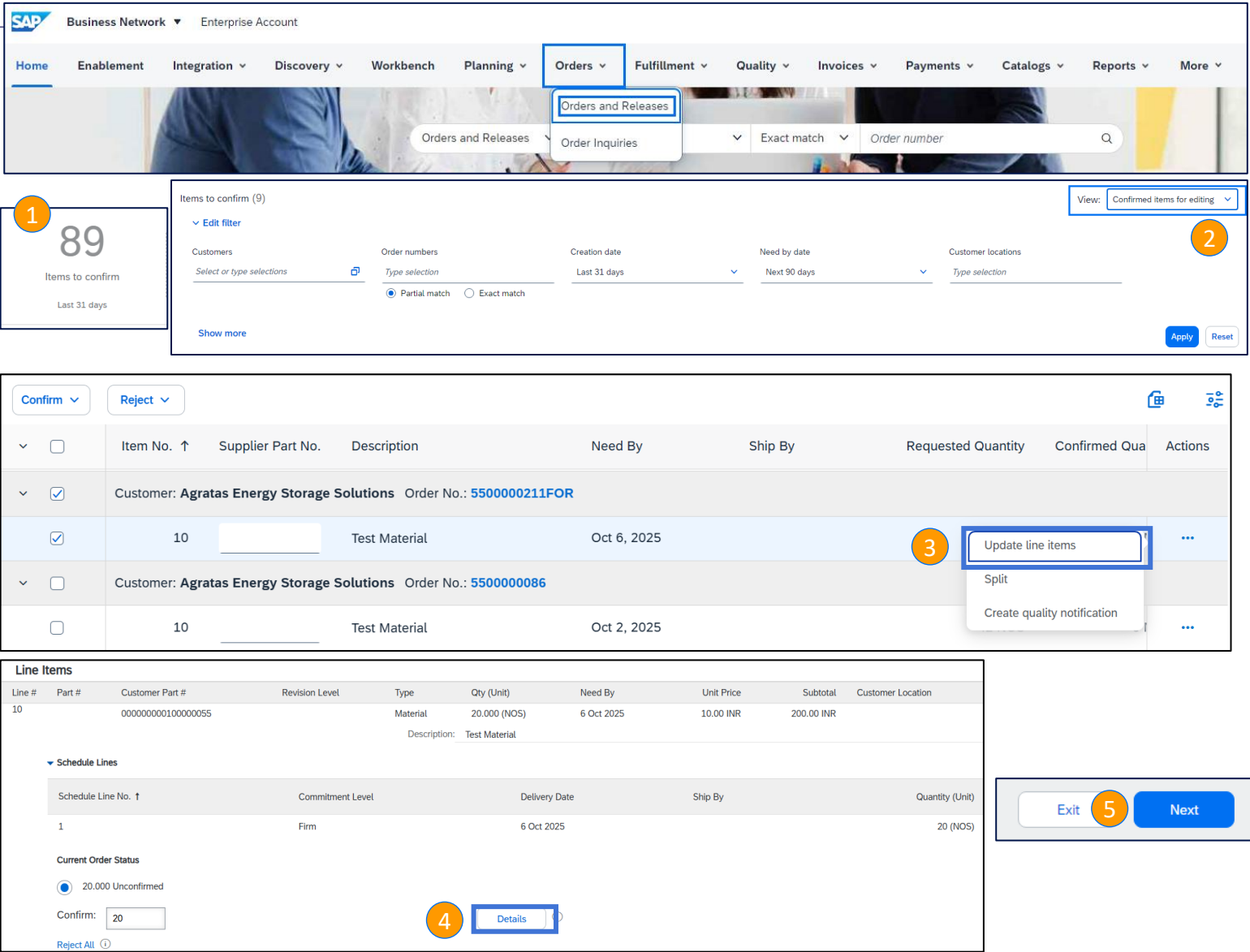
From **Orders > Orders and Releases**

OR

From the **Workbench**:

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

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



The screenshot illustrates the SAP Business Network interface for updating line items. It is divided into several sections:

- Navigation Bar:** Includes tabs for Home, Enablement, Integration, Discovery, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, and More. The 'Orders' tab is selected, and a sub-menu for 'Orders and Releases' is open.
- Items to confirm (9):** A summary tile showing 89 items to confirm for the last 31 days. It includes filters for Customers, Order numbers, Creation date, Need by date, and Customer locations. The 'Partial match' radio button is selected under 'Type selection'.
- Table:** A table with columns: Item No., Supplier Part No., Description, Need By, Ship By, Requested Quantity, Confirmed Quantity, and Actions. It lists two items for 'Customer: Agratas Energy Storage Solutions' with order number 5500000211FOR. The first item (10 units) has a need by date of Oct 6, 2025. The second item (10 units) has a need by date of Oct 2, 2025. A context menu is open for the first item, showing options: 'Update line items' (highlighted), 'Split', and 'Create quality notification'.
- Line Items:** A detailed view of the selected line item. It shows the line number (10), part number, customer part number, revision level, type (Material), quantity (20.000 NOS), need by date (6 Oct 2025), unit price (10.00 INR), subtotal (200.00 INR), and customer location. Below this, it shows 'Schedule Lines' with a commitment level of 'Firm' and a delivery date of '6 Oct 2025'. The 'Current Order Status' is '20.000 Unconfirmed'. A 'Confirm' field is set to 20. A 'Details' button is visible.
- Footer:** Includes 'Exit' and 'Next' buttons. The 'Next' button is highlighted with a blue circle.

Order Confirmation Split

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

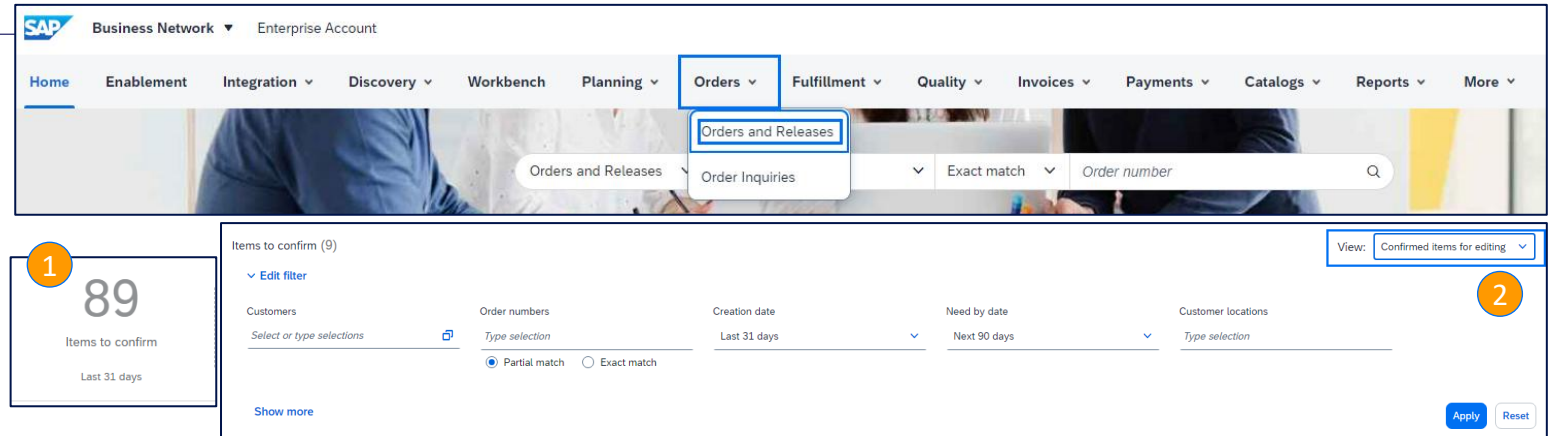
From **Orders > Orders and Releases**

OR

From the **Workbench**:

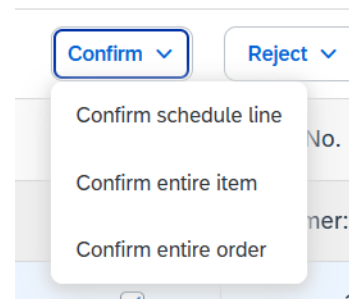
1. Go to **Items to confirm** tile.
2. Use filters to identify already confirmed lines.
3. Click  below Actions and select **Split**.
4. Supplier can split the quantities, select both lines and click on Confirm and select Confirm schedule line.
5. Click **Submit** to submit the order confirmation.

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



The screenshot shows the SAP Business Network 'Enterprise Account' interface. The 'Orders' menu is expanded, showing 'Orders and Releases' and 'Order Inquiries'. Below this, the 'Items to confirm (9)' tile is visible, showing a count of 89 items. The tile includes filters for Customers, Order numbers, Creation date, Need by date, and Customer locations. The 'Type selection' is set to 'Partial match'. A 'Show more' link is at the bottom. A 'View' dropdown is set to 'Confirmed items for editing'.

Customer: Agratas Energy Storage Solutions Order No.: 5500000108FOR						
☒	10	2/19/2026	Feb 19, 2026 12:00:00 PM		Aluminum Sheet – 4mm	1
☒	10	2/19/2026	Feb 19, 2026 12:00:00 PM		Aluminum Sheet – 4mm	3
☐	10	2/20/2026	Feb 20, 2026 12:00:00 PM		Aluminum Sheet – 4mm	2



The screenshot shows a 'Confirm' dropdown menu with three options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'.

Review Schedule line to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Agratas Energy Storage Solutions Order No.: 4590000631 Confirmation number					
Item No.: 10 Supplier Part No.: Description: Aluminum Roll SS 1293					
1	Feb 19, 2026, 12:00:00 PM	Feb 19, 2026, 1:30:00 PM	2.00 RO	₹0.45 INR	1.00 RO
1	Feb 19, 2026, 12:00:00 PM	Feb 19, 2026, 1:30:00 PM	2.00 RO	₹0.45 INR	1.00 RO

Submit Cancel

Order Confirmation

Item Reconfirmation

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

From the Workbench:

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

The screenshot illustrates the SAP Business Network Workbench interface for item reconfirmation. It includes the following elements:

- Header:** SAP Business Network, Enterprise Account, and navigation tabs: Home, Enablement, Integration, Discovery, Workbench (selected), Planning, Orders.
- 1. Items to confirm tile:** A tile showing '9 Items to confirm' for the 'Last 31 days' period.
- 2. View dropdown:** A dropdown menu with options: 'Items to be confirmed' (selected), 'Items to be confirmed', and 'Confirmed items for editing'.
- 3. Confirmation status filter:** A panel with filters: 'Exclude fully confirmed' (checked), 'Exclude confirmation not allowed' (checked), 'Exclude unconfirmed', 'Exclude partially confirmed', and 'Exclude fully confirmed' (checked).
- 4. Confirm dropdown:** A dropdown menu with options: 'Confirm' (selected), 'Reject', 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'.
- Table:** A table with columns: No., Supplier Part No., Description, Need By, Ship By, and Requested Quantity. The table shows 4 items for 'Agratas Energy Storage Solutions' (Order No.: 4540000488).

No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity
20		GR blocked stock test material	Nov 6, 2025		1000 EA
70		Stock test material 1	Nov 6, 2025		1000 EA
140		Stock test material 1	Nov 6, 2025		1000 EA
150		Stock test material 1	Nov 6, 2025		1000 EA
- 5. Review orders to confirm:** A section with a table for reviewing orders to confirm, with columns: Schedule Line No., Need By, and Ship By.
- Submit/Cancel buttons:** A 'Submit' button and a 'Cancel' button.

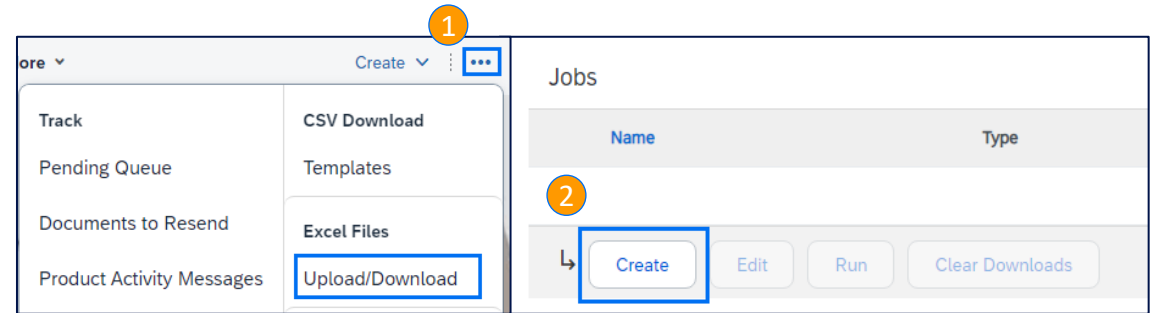
Order Confirmation

Reconfirmation via Mass Upload 1/2

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

From the **Homepage**:

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



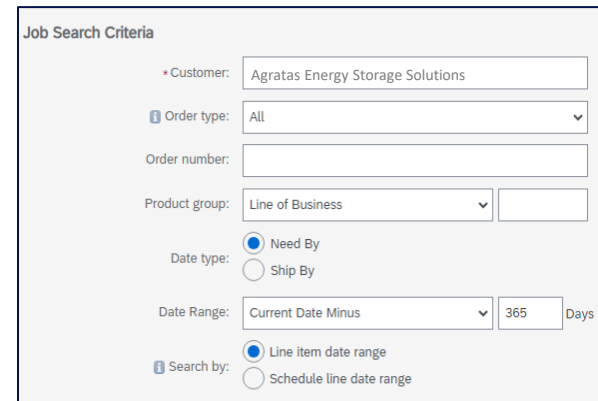
ore Create ...

Track CSV Download
Pending Queue Templates
Documents to Resend Excel Files
Product Activity Messages Upload/Download

Jobs

Name	Type

Create Edit Run Clear Downloads



Job Search Criteria

* Customer: Agratas Energy Storage Solutions

Order type: All

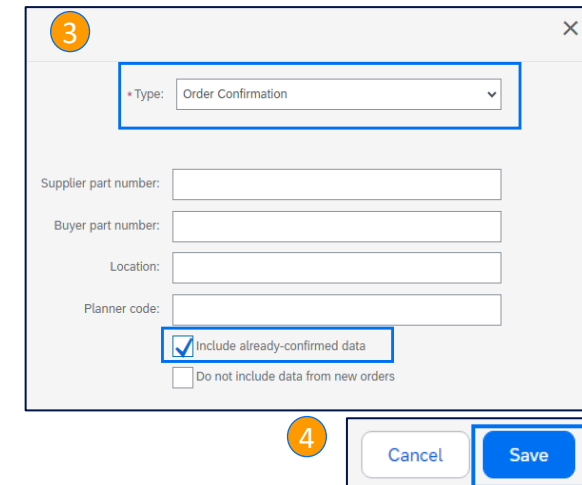
Order number:

Product group: Line of Business

Date type: ☒ Need By ☐ Ship By

Date Range: Current Date Minus 365 Days

Search by: ☒ Line Item date range ☐ Schedule line date range



Type: Order Confirmation

Supplier part number:

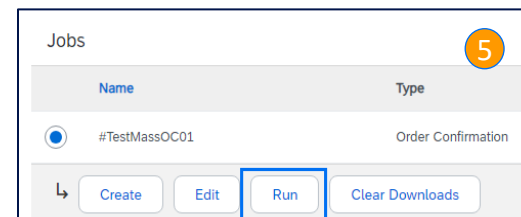
Buyer part number:

Location:

Planner code:

☒ Include already-confirmed data
☐ Do not include data from new orders

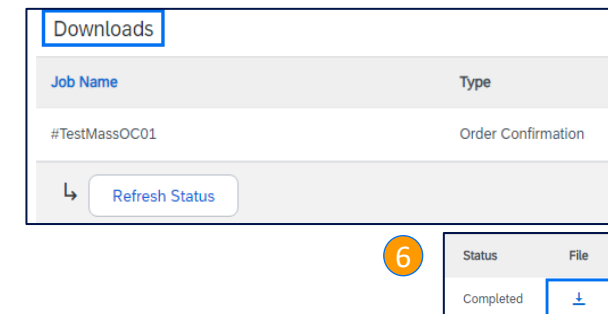
Cancel Save



Jobs

Name	Type
#TestMassOC01	Order Confirmation

Create Edit Run Clear Downloads



Downloads

Job Name	Type
#TestMassOC01	Order Confirmation

Refresh Status

Status	File
Completed	

Order Confirmation

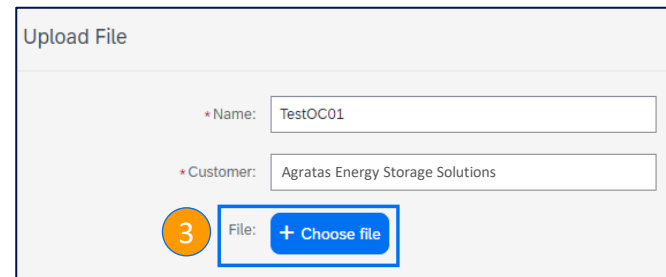
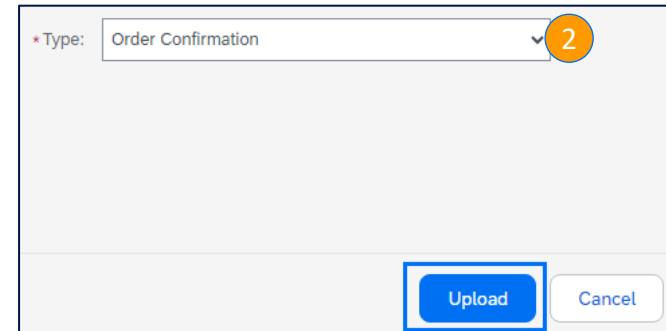
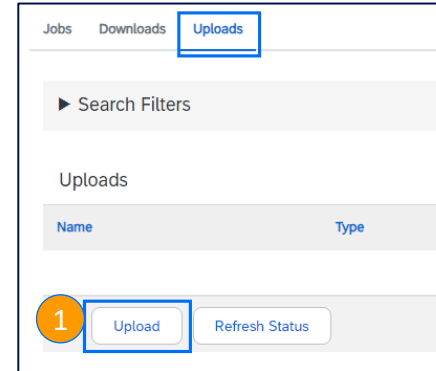
Reconfirmation via Mass Upload 2/2

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

From the Upload/Download screen:

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

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



Order Confirmation

Review Submitted Order Confirmations

1

Order confirmations

Last 31 days

From the **Homepage**:

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

SAP Business Network Enterprise Account

Home Enablement Integration Discovery Workbench Planning Orders Fulfillment Quality

Order Confirmations

Service Sheets

Time and Expense Sheets

Order confirmations (7)

Edit filter Last 31 days No

Customers Confirmation Numbers Order Numbers Creation Date

Select or type selections Type selection Type selection Last 31 days

Partial match Exact match Partial match Exact match

Confirmation Number	Customer	Creation Date ↓	Order Number
OC5500000210	Agratas Energy Storage Solutions	Oct 4, 2025	5500000210

Order Confirmation: OC5500000210

Print Export cXML

Detail History

Confirmation #: OC5500000210

Notice Date: 4 Oct 2025

Purchase Order: 5500000210

5 Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
10	3		000000000100000055		25.000 (NOS)	6 Oct 2025		10.00 INR	250.00 INR

Description: Test Material

Current Order Status:

25 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Shipment Date: 4 Oct 2025; Estimated Delivery Date: 6 Oct 2025 - defaulted from Requested Delivery Date in order)

Order Confirmation Tolerances

Agratas has applied specific tolerance rules on each agreement.

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

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

Shipping and Tax Information **1**

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

Est. Shipping Date: 11 Sep 2025

Est. Delivery Date: 18 Sep 2025

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

Comments:

Confirmation #: OC5500000210 **3** Approval Request: OC5500000210_AR

Supplier Reference:

Attachments:

Line Items

Line #	No. Schedule Lines	Part #
10	3	

The order confirmation for this item needs buyer approval.

Print Export cXML

Detail History

Order Number	Line Number	Confirmation Number
5500000210	10	OC5500000210

Confirmed Delivery Date	Confirmed Quantity
2025-10-05 23:30:00 America/Los_Angeles	25

4

7

Items to confirm

Last 31 days

Confirmation approval status **5**

None

None

Items awaiting buyer response or supplier reconfirmation

Items approved by buyer

Items rejected by buyer

ADVANCED SHIPPING NOTIFICATIONS (ASN)

Advanced Shipping Notification

Allowed Actions

SAP Business Network provides multiple options to maintain ASN.

1. Individual 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

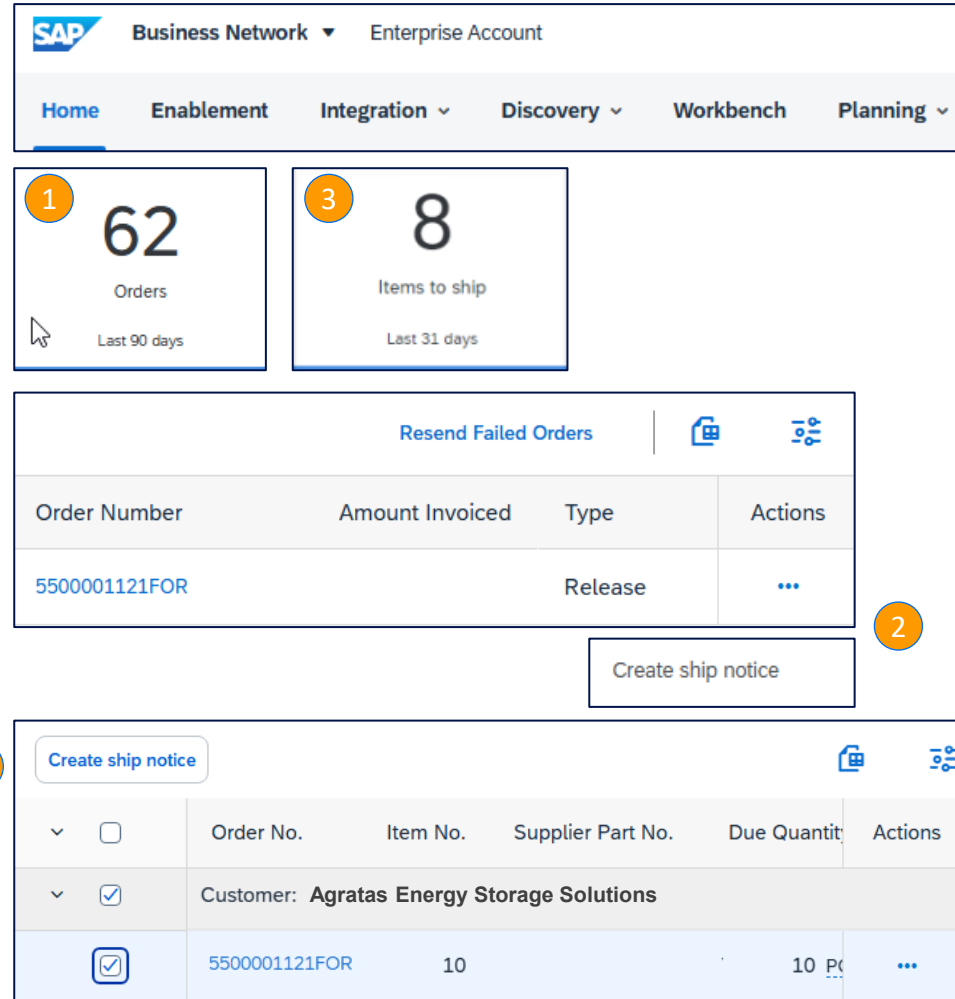
Create ASN – From Workbench

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 shows the SAP Business Network Workbench interface. At the top, the navigation bar includes Home, Enablement, Integration, Discovery, Workbench, and Planning. The Workbench tab is active, displaying two tiles: 'Orders' (62, Last 90 days) and 'Items to ship' (8, Last 31 days). The 'Orders' tile is highlighted with a red circle 1. Below the tiles, a table lists orders with columns: Order Number, Amount Invoiced, Type, and Actions. The first row shows order number 5500001121FOR with a 'Release' type and a '...' action icon. A red circle 2 highlights the '...' icon. A 'Create ship notice' button is visible below the table. Below the button, a 'Create ship notice' dialog box is shown with a red circle 4. The dialog box has a table with columns: Order No., Item No., Supplier Part No., Due Quantit, and Actions. The first row is expanded, showing 'Customer: Agratas Energy Storage Solutions'. The second row shows order number 5500001121FOR, item number 10, and a due quantity of 10. A red circle 3 highlights the '...' icon in the Actions column of the second row.

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

Create ship notice

Order No.	Item No.	Supplier Part No.	Due Quantit	Actions
Customer: Agratas Energy Storage Solutions				
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	6 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.

[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	

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	4 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.

Up-Order OK Cancel

Line No.	Part No.	Customer Part No.	Qty	Unit	Received	Ship To	Ship Price	Subtotal	Customer Location
001	21	21C	100.000	EA	21 Nov 2021	21 Nov 2021	100.000000	210.00000000	ABC

Description: Battery
 (PART001) 217701
 1. Shipping: 400.000 EA

DETAILS

Item Name: 
 Explain By: 
 Item Stock Quantity:
 Customer Order Coding ID:

Order:
 Date:
 Status:
 Category:

NOTE: (1) Item 1
 The maximum number of items you can enter is 400.000, which corresponds to the shipping quantity.

Serial Number	Part No.

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 radio buttons for 'Partial number' and 'Exact number'), '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' (a date picker), and 'End Date' (a date picker). There are also checkboxes for 'Search only scheduling agreement releases or scheduling agreements' and 'Search only stock transport orders'. 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, indicated by a blue box around the '2 Oct 2025' date and the 'BP006' part number. Below the table, there is a blue button labeled 'Add Selected Items' (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 for 'Line' and 'Ship Qty'. The first row shows '1' for the line and '2.000' for the ship quantity.

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.

1 Fulfillment ▾ Quality ▾

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

2 Search Filters

Ship Notices (45)

Packing Slip ID	Customer
A000000103AA	3 Agratas Energy Storage Solutions

4 Ship Notice: A000000103AA

Edit Print Export cXML Download PDF ▾

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: From the **Workbench** menu, navigate to **Orders and Releases**.

Step 2: In the **Items to ship (5)** tile, use filters to identify right items. The tile shows a table with columns: Customers, Order numbers, and a search bar. The search bar is set to **Partial match**.

Step 3: Click **Create ship notice** to generate a shipping notice.

	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 1 Order numbers 1

Select or type selections Type selection

☒ Partial match ☐ Exact match

Part numbers Order type

Select or type selections All

Category Confirmation status

All Select or type selections

Need by date Customer locations

Next 90 days 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.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	000000999900000067	000000999900000067	100.000	LOT	30 Sep 2025		100.00 INR	10,000.00 INR	INR

Actual Details

Serial Number

Serial Number

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

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: ☐

ATTACHMENTS

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

The total size of all attachments cannot exceed 100MB

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:* Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:* Account ▼

Shipping Contract Number:

Shipping Instructions:

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

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											
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	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.

[illegible]

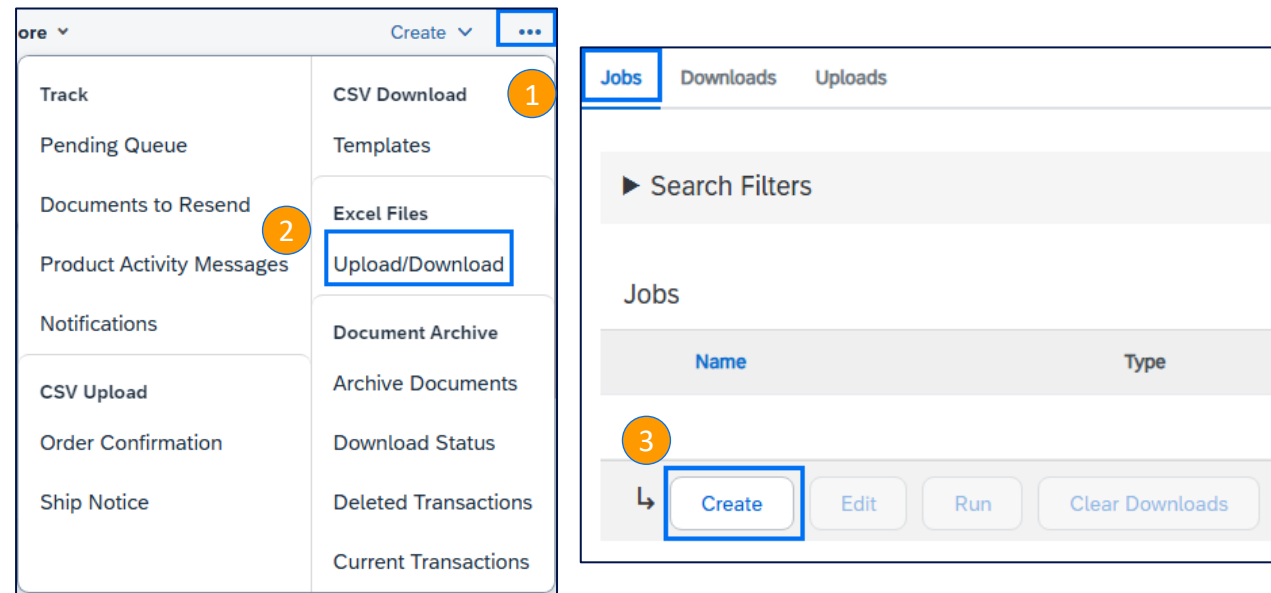
Advanced Shipping Notification

Mass ASN Upload – Download Ship Notice Template 1/2

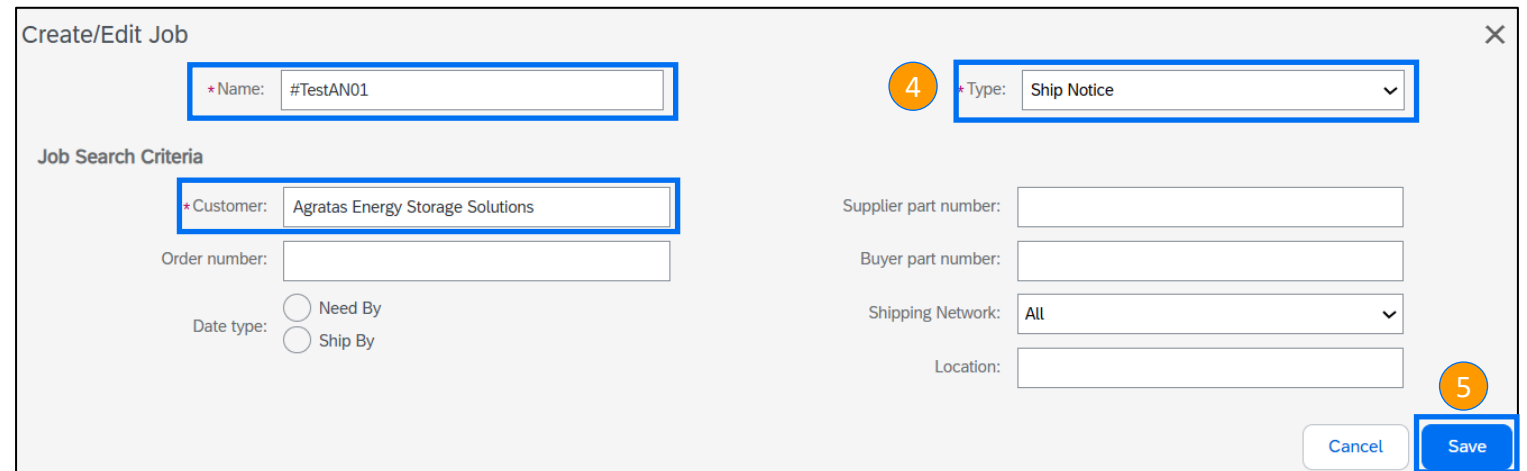
From the Homepage:

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's main menu on the left and the 'Jobs' tab on the right. In the left menu, the 'Upload/Download' option under 'Excel Files' is highlighted with a blue box and a red circle '2'. In the 'Jobs' tab, the 'Create' button is highlighted with a blue box and a red circle '3'. The 'Jobs' tab also shows a table with columns 'Name' and 'Type'.



The screenshot shows the 'Create/Edit Job' form. The 'Name' field is filled with '#TestAN01' and the 'Type' dropdown is set to 'Ship Notice'. The 'Customer' field is filled with 'Agratas Energy Storage Solutions'. The 'Date type' is set to 'Need By'. 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 red circle '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
	2026-02-17T22:51:03-0E	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

Advanced Shipping Notification

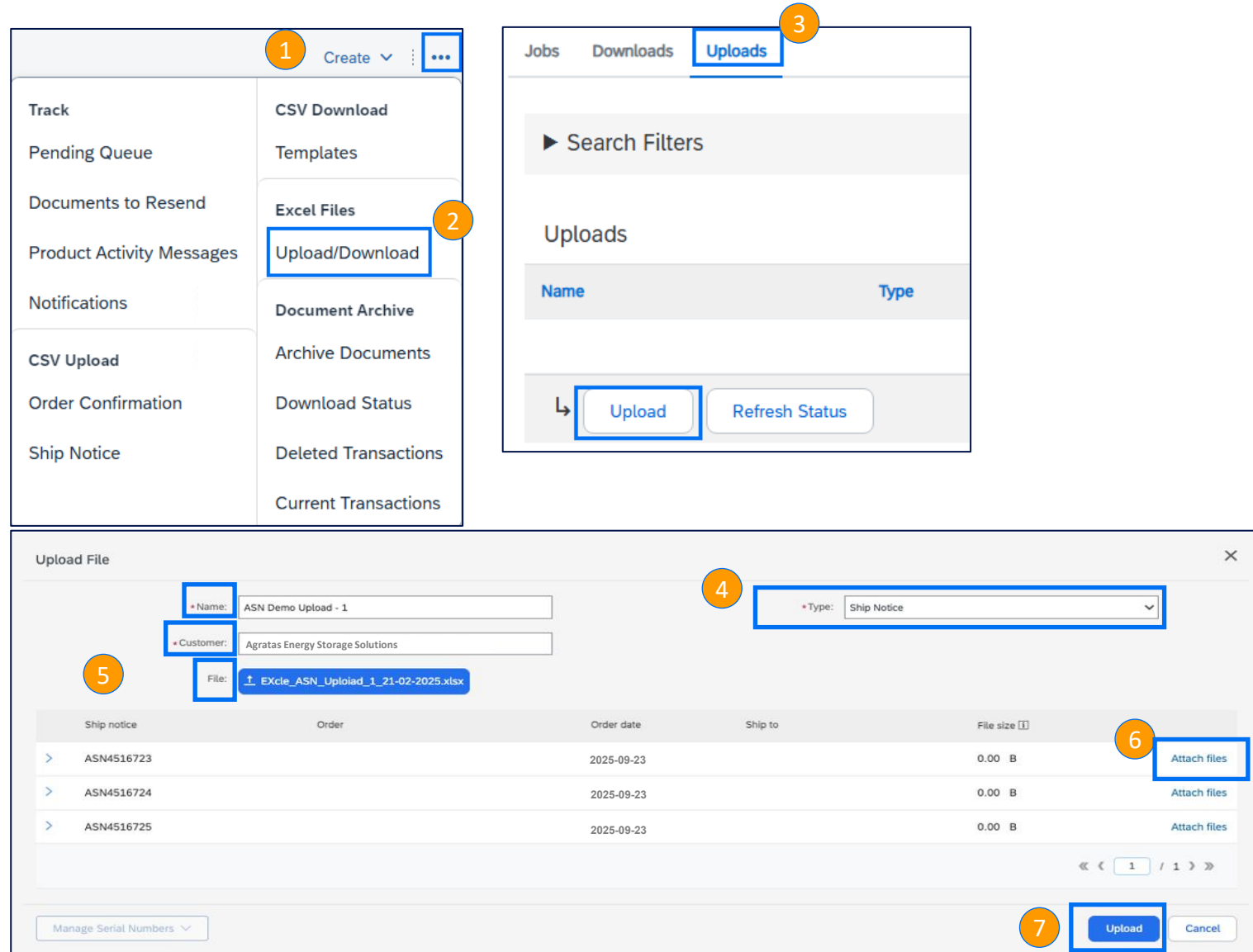
Mass ASN Upload – Upload Ship Notice Template 1/3

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 shows the Agratas Mass ASN Upload interface. It is divided into three main sections: a left sidebar, a top navigation bar, and a main content area.

Left Sidebar: Contains a list of menu items. A blue box with a yellow circle '1' highlights the 'Create' button at the top. A blue box with a yellow circle '2' highlights the 'Upload/Download' option under the 'Excel Files' section.

Top Navigation Bar: Contains tabs for 'Jobs', 'Downloads', and 'Uploads'. A blue box with a yellow circle '3' highlights the 'Uploads' tab.

Main Content Area: Contains a 'Search Filters' section, an 'Uploads' table, and an 'Upload' button. A blue box with a yellow circle '4' highlights the 'Upload' button. A blue box with a yellow circle '5' highlights the 'File' field in the 'Upload File' section. A blue box with a yellow circle '6' highlights the 'Attach files' button. A blue box with a yellow circle '7' highlights the 'Upload' button at the bottom right.

Upload File Section: Contains fields for 'Name' (ASN Demo Upload - 1), 'Customer' (Agratas Energy Storage Solutions), and 'Type' (Ship Notice). A table below shows the upload details:

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

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	↓	↓

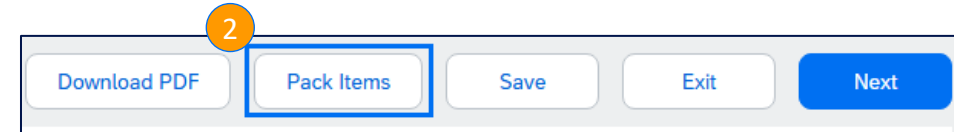
Advanced Packaging

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.

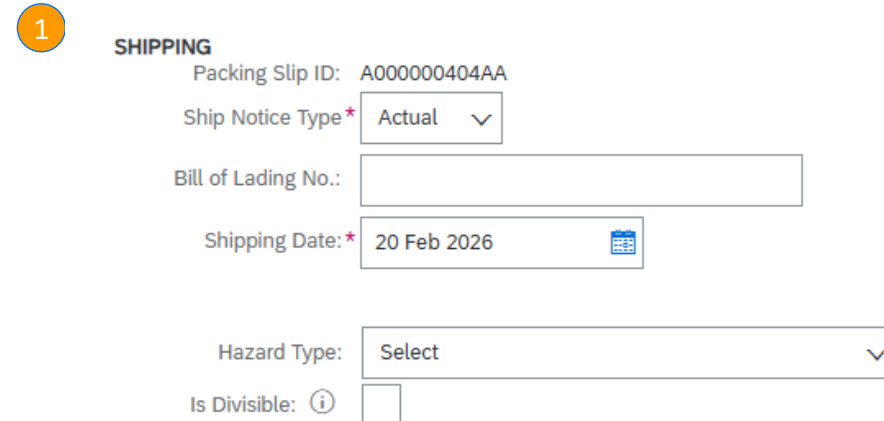
Note:

- 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 ▾ 1

Exit Next 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.

1

Save Define Instructions Next

2

Handling unit type

Handling Unit 1

000000000000000094 1 (1/1C)

000000000000000094 2

3

4

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

3

5

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

Length Height Width Unit Gross weight Net weight

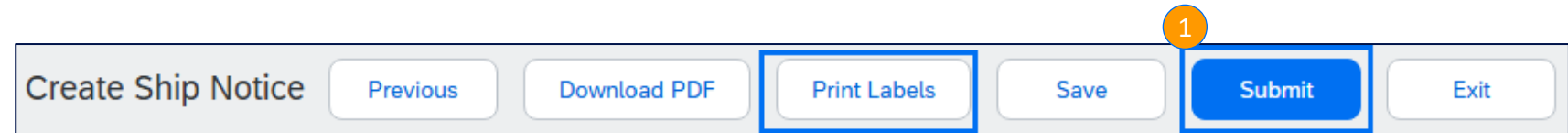
2.5 2

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 ▾

Detail

Transport Details

Agratas_ASN

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 ▾

Detail Transport Details

Agratas_ASN

Agratas_Shipping Labels tory

Advanced Shipping Notification

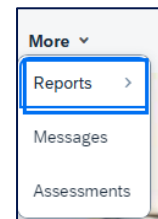
Download ASN Report

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 the 'Criteria' page for creating a report template. Fields include: Title (filled with '#TestShip01'), Description (empty text area), Time zone (set to 'Asia/Calcutta'), Language (set to 'English'), and Report type (set to 'Ship Notice'). A red circle with the number 3 is next to the 'Report type' dropdown.A screenshot of the 'Customer' selection page. It shows a list of customers with checkboxes. 'Agratas Energy Storage Solutions' is selected. Below the list is an 'Add' button. A red circle with the number 5 is next to the 'Customer' header.A screenshot of the 'Criteria' page for creating a report template. Fields include: Customer (set to 'All Customers' with a 'Select' button), Order Number, Packing Slip ID, Show Ship Notice By (radio buttons for Ship Notice Date, Delivery Date, Shipping Date), Date (set to '2 Sep 2025' to '2 Oct 2025'), Part No., Customer Part No., Receipt Status (set to 'All'), Ship Notice Completion Status (set to 'All'), Ship Notice Status (set to 'All'), Maximum Results Returned (set to '100'), Supplier Reference, and Add Schedule Line Reference (checkbox). A red circle with the number 4 is next to the 'Customer' field.A screenshot of the 'Submit' button, which is highlighted with a blue box and a red circle with the number 6. Other buttons visible are 'Previous' and 'Exit'.A screenshot of the report status bar. It shows the report title '#TestShip01', the status 'Manual', and the report type 'Ship Notice'. The status 'Processed' is highlighted with a red circle with the number 2. Below the status bar are buttons: Run, Download (highlighted with a blue box and a red circle with the number 7), Edit, Copy, Delete, Create (highlighted with a blue box), and Refresh Status.

GOODS RECEIPTS (GR)

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

Fulfillment ▾ **Quality** 3

- Order Confirmations
- Service Sheets
- Time and Expense Sheets
- Ship Notices
- Goods Receipts** 1
- Extended Collaboration
- Product Replenishment
- Sales Orders
- Drafts

Scheduling Agreement
(Received)
5500000210
Amount: 3,850.00 INR
Version: 1

[Track Order](#)

Routing Status: Acknowledged
Effective Date: 4 Oct 2025
Expiration Date: 31 Oct 2025
Related Documents: **5000000908** 2
INV5500000210
OC5500000210

Receipt: 5000000908

[Print](#) | [Export cXML](#)

[Detail](#) [History](#)

INVOICE

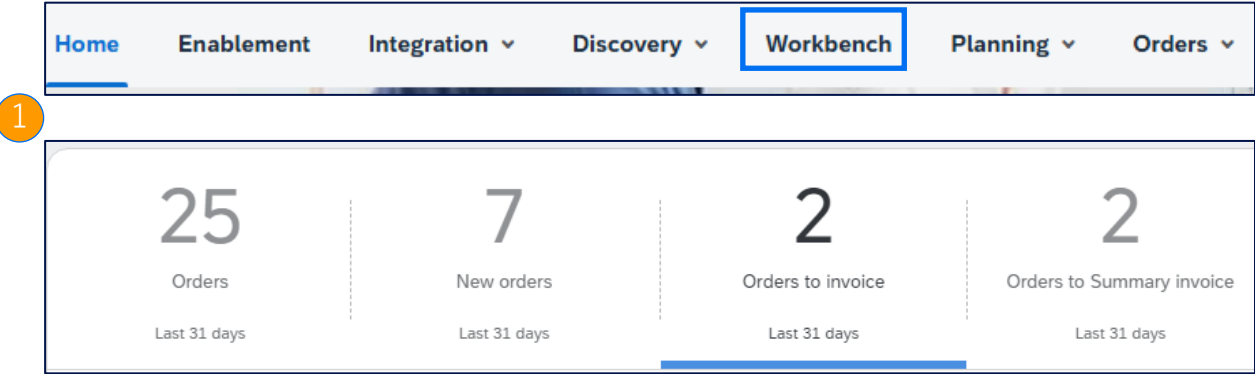
SAR Based Invoice

Create Invoice

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

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

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



2

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5500000210	Agratas Energy Storage Solutions	₹3850 INR	Oct 4, 2025	Received		...
5500000085FOR	Agratas Energy Storage Solutions	₹2000 INR	Sep 25, 2025	Shipped		...
55000000021	Agratas Energy Storage Solutions	₹50000 INR	Aug 26, 2025	New		...
55000000019	Agratas Energy Storage Solutions	₹7500 INR	Aug 25, 2025	New		...

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice 3
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide

SAR-Based Invoice

Invoice Header

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

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

Note: Attachment file size should not exceed 40MB.

1

▼ Invoice Header

Summary

Purchase Order: 4590000118

Invoice #: INV-118

Invoice Date: * 1 Dec 2025

Supplier Tax ID:

Remit To: Metec Design and Construction Engineers India Private Limited

2

es required field

Add to Header ▼

Shipping Cost

Shipping Documents

Amount Details

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

3

Customer: Agratas Energy Storage Solutions PVT LTD

Mumbai

IN-MH

India

4

Line Items

Insert Line Item Options

☐ Retail Details

☐ Tax Category:

☐ Shipping Documents

☐ Special Handling

☐	No.	Include	Type	Part #
☐	10	☒	MATERIAL	

PO Based Invoice

Line Items

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

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

1

Quantity	Unit	Unit Price
100	LOT	100.00 INR

2

☐	No.	Include	Type
☐	10	☒	MATERIAL

Ship Notice Details

Pricing Details

Unit Conversion

3

↳

PO Based Invoice

Detail Line Items

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

Insert Line Item Options

☐ Tax Category:

▼

☐ Shipping Documents

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

1

Line Item Actions ▼

Delete

Edit

Add

Tax

Shipping Documents

Special Handling

2

▼ Invoice Item

Quantity: * 100

Unit: LOT

Unit Price: 100.00 INR

Subtotal: 10,000.00 INR

Customer Part #: 000000999900000067

Description: USB UNIVERSAL CARD READER

Ship Notice Details

Ship Notice #: ASN243

Ship Notice Line #: 1

Pricing Details

Price Unit: * LOT

Price Unit Quantity: * 1

Unit Conversion: * 1

Description:

Inspection Date:

Accounting Reference

Reference ID:

Description:

O Based Invoice

Line-Item Comments

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

Line Items

Insert Line Item Options

☐ Retail Details ☐ Tax Category:

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational Pricing

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

Ship Notice Details Ship Notice #: 00000000001000000068

Pricing Details Price Unit: EA

Unit Conversion: *

1

2 **Comments**

3

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

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

PAYMENT REMITTANCE

Payment Management

Payment Details

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

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

Remittance Advice: Z.20251210.2000000084

[Print](#)[Export cXML](#)[Download CSV](#)

Detail

History



From

Agratas Energy Storage Solutions

PAYER: Agratas Energy Storage

[\(Show Payer Details\)](#)

To

TATA MOTORS LTD

[\(Show Payee Details\)](#)

Payment Detail

Payment Method: **Other (unknown)**
Reference Number: **2000000084** ⓘ
Related Payment: **Z.20251210.2000000084** ⓘ
Identified Differences: **None**

Routing Status: **Sent**
Transaction Date: **10 Dec 2025**

ADDITIONAL INFORMATION ⓘ

UTR Number: UTR11479238

Payment Management

Invoice Status - Review Invoice Status

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

Standard Invoice

Status		Subtotal:	250.00 INR
Invoice:	Paid	Total Tax:	0.00 INR
Routing:	Acknowledged	Total Gross Amount:	250.00 INR
Invoice Number:	INV - 210	Total Net Amount:	250.00 INR
Invoice Date:	Sunday 12 Oct 2025 12:33 PM GMT+05:30	Amount Due:	250.00 INR
Scheduling Agreement:	5500000210		
Ship Notice:	INV5500000210		
Scheduling Agreement ID:	5500000210		
Origin:	Supplier		

REMIT TO:	BILL TO:	SUPPLIER:
Test Mass-TEST	Agratas Energy Storage Solutions PV	Test Mass-TEST
Postal Address: WERTYUY Bangalore IN-KA 577201 India	Postal Address: Army & Navy Building 148 M G Road Mumbai IN-MH 400001 India Address ID: IN10	Postal Address: WERTYUY Bangalore IN-KA 577201 India

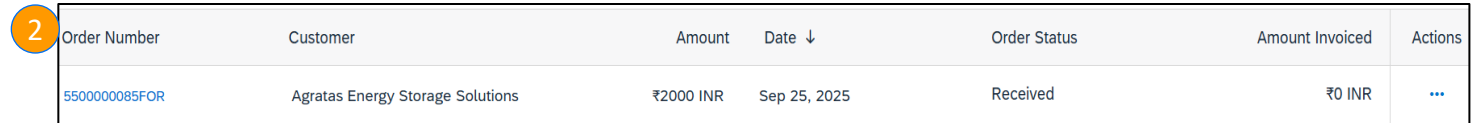
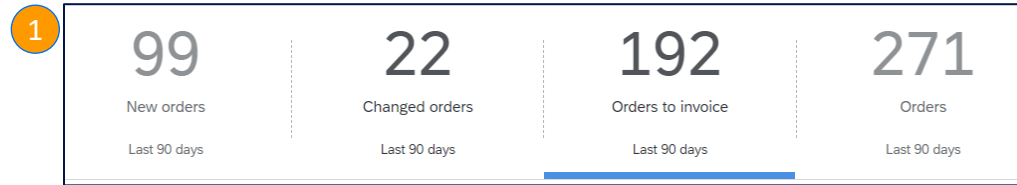
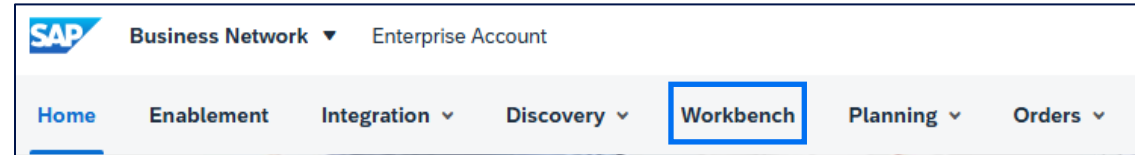
CREDIT MEMO

Credit Memo

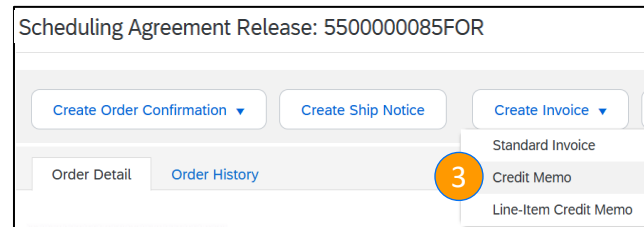
From SA/SAR

From the **Workbench**:

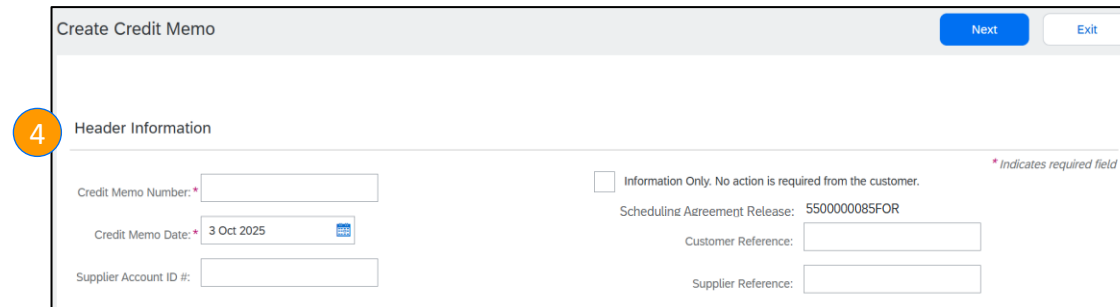
1. Select one of the **Orders** tile and identify the SA/SAR item.
2. Open the agreement by clicking its number.
3. Click on **Create Invoice** and choose **Credit Memo**.
4. Complete the information in the Credit Memo form (the amount and taxes will automatically be negative). Make sure that all required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



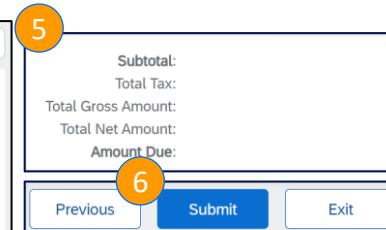
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5500000085FOR	Agratas Energy Storage Solutions	₹2000 INR	Sep 25, 2025	Received	₹0 INR	...



The image shows the 'Scheduling Agreement Release: 5500000085FOR' screen. It has tabs for 'Order Detail' and 'Order History'. Under 'Order Detail', there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a blue circle and the number 3. Below these buttons, there are options for 'Standard Invoice', 'Credit Memo' (highlighted with a blue circle and the number 3), and 'Line-Item Credit Memo'.



The image shows the 'Create Credit Memo' form. It has a 'Header Information' section with fields for 'Credit Memo Number', 'Credit Memo Date' (3 Oct 2025), and 'Supplier Account ID #'. There is a checkbox for 'Information Only. No action is required from the customer.' and a note '* Indicates required field'. The 'Next' button is highlighted with a blue circle and the number 4.



The image shows a summary of amounts:

Subtotal:
Total Tax:
Total Gross Amount:
Total Net Amount:
Amount Due:

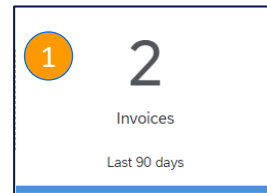
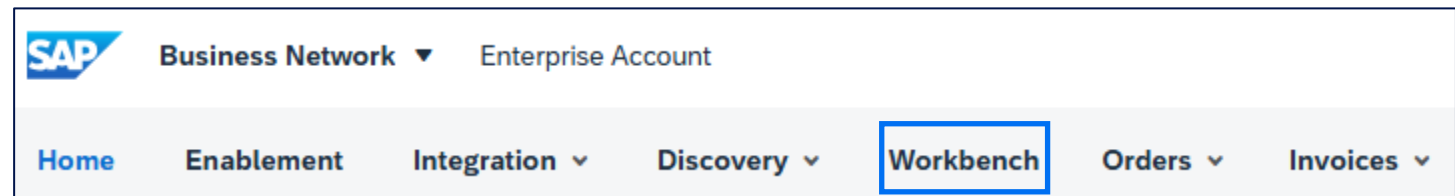
Below the table are buttons for 'Previous', 'Submit' (highlighted with a blue circle and the number 5), and 'Exit'.

Credit Memo From Invoice

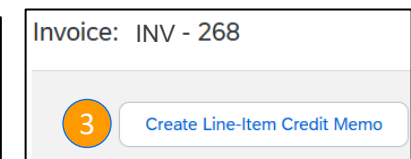
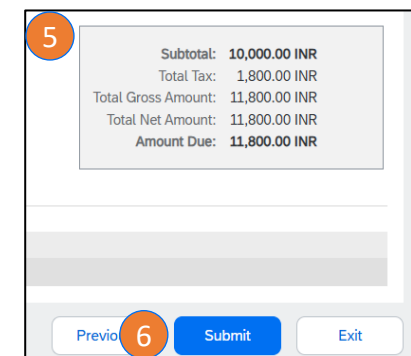
From the **Workbench**:

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

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



Invoice Number	Customer	Reference	Invoiced Date ↓	Amount
INV - 085	Agratas Energy Storage Solutions	5500000085FOR	Sep 22, 2025	₹11800 INR

The image shows the 'Create Line-Item Credit Memo' form. It includes a table for line items with columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. Below the table are sections for 'Pricing Details' (Price Unit, Unit Conversion, Price Unit Quantity, Description) and 'Tax' (Category, Location, Regime, Taxable Amount, Rate, Tax Amount).

Thank you.