SAP Business Network Training

Advanced Shipping Notification - Individual

Logistics / Supply Chain Management | 16.02.2024

WE SHAPE FUTURE MOBILITY

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Advanced Shipping Notification
In this Chapter You Will Learn About …

Learning Focus

Follow especially the process steps marked with this symbol.

1. What is an advanced shipping notification

2. What are the benefits of using advanced shipping notification

3. How to manage advanced shipping notification **for individual item**

   ➢ Create an ASN

   ➢ Define the correct label and pack items to generate Handling Units

   ➢ Add auxiliary packaging

   ➢ Save an ASN as a draft

   ➢ Change or cancel an ASN before submitting

   ➢ Print labels

   ➢ Submit an ASN, view submitted ASNs and cancel submitted ASN

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Advanced Shipping Notification
General Considerations

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event.

Please submit the ASN ideally shortly before or during the loading of the truck, at the latest 30 minutes after departure. By sending the information at the correct time, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals.

WHY TO USE ASN?

- Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

- The buyer can prepare and notify employees of the imminent arrival of goods and data quality will be higher as manual re-entry of data is avoided. This will have an impact on the following aspects of doing your business:

- Planning
  - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
  - Special unloading and Quality Assurance persons and equipment, floor and rack space can be prepared.
  - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.

- Execution
  - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, etc.

- Administration
  - Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

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Advanced Shipping Notification
Allowed Actions

SAP business network provides multiple options to maintain ASN.

1. Individual PO management.

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO.

2. Multiple PO's management.

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

3. Mass shipping notification upload.

In case of a high number of PO lines to be shipped, you may choose to notify via mass notification (file upload).

Note: See the other training documentation **SAP Business Network Training- Advanced Shipping Notification – Multiple** for the 2nd and 3rd option to maintain ASN.

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Advanced Shipping Notification
Individual PO Management – Create ASN

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

From **Orders/ Orders and Releases** tab:

4. Identify the right document using **search filters**.
5. Click **Actions/ Ship Notice or Create Ship Notice button.**

OR

6. You can also create ASN from the PO screen. Click **Create Ship Notice.**

Note: Orders tab will be replaced with new Workbench concept soon.

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Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

Create a list with **all demands for all your part numbers** directly from the **Workbench & Items to Ship list:**

1. Click on **Items to Ship** tile.

2. Identify all demands using only following three filters:

   - **Need by Date: "None"**, to involve also **demands in backlog**

   - **Creation date: "Last 365 days",** to involve all orders sent to SAP business network in the last 365 days

   - **Invoicing status: "Exclude fully invoiced"**
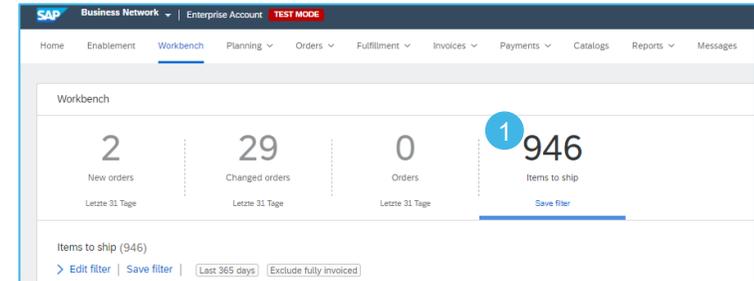
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Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

With those **three filters**, you will see also the Purchase Orders or Scheduling Agreements, which are already fully shipped and fully received. The status "**fully shipped**" or "**fully received**" is considering the whole order quantity in the Purchase Order (PO) and all schedule lines in the concerned Scheduling Agreement (SA).

1. To exclude the PO´s or SA´s, which are fully shipped, set the filter by shipping status: Exclude fully shipped

2. To exclude the PO´s or SA´s, which are fully received (that means, GR posting is completed in our MAHLE plant), set the filter by receiving status: Exclude fully received.

869

Items to ship

Test
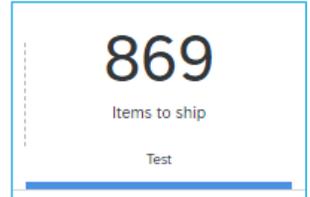
Items to ship (946)

Edit filter

Customers	Order numbers	Customer locations	Need by date	Ship by date	Creation date	Company codes
Select or type selections	Type selection	Type selection	None	None	Last 365 days	Select or type selections
	⦿ Partial match ○ Exact match					

Purchasing organizations	Purchasing groups	Ordering address IDs	Part numbers	Customer part numbers	Product group	Planner codes
Select or type selections	Type selection	Type selection	Select or type selections	Select or type selections	All	Type selection

Order type	Category	Stock transfer type	Ship from location	Supplier batch ID	Confirmation status	Shipping status
All	All	All	Select or type selections	Select or type selections	Select or type selections	Select or type selections

Receiving status	Invoicing status	External document type	Transport Terms	Storage locations
Select or type selections	Exclude fully invoiced ✕ Selec...	Type selection	Select or type selections	Select or type selections

Apply   Reset   Cancel

1 Receiving status
Exclude fully received ✕ Selec...
- ☐ Exclude unreceived
- ☐ Exclude partially received
- ☑ Exclude fully received

2 Shipping status
Exclude fully shipped ✕ Select...
- ☐ Exclude unshipped
- ☐ Exclude partially shipped
- ☑ Exclude fully shipped
- ☐ Exclude shipping not allowed
- ☐ Exclude shipped under tolerance

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Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

Use search filters to identify the items to ship:

1. If do you want to search for some specific demands, you can search acc. to "Order Numbers" or "Customer Part Number" or "Customer location", etc.

2. If do you want to reset the filter settings, click on Reset button.

3. Click on Apply to apply the filter.

5. Click on Save filter to save the settings.

6. There is a possibility to rename your personal filter settings => double click on Save filter and overwrite the name of the filter.

7. Click on Save.

8. Name of the filter settings is overtaken.

Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

1. Use the configuration button ⚙ above the table to change the table settings.

2. In the tab **Table columns** use drag and drop to configure the table columns to be displayed and their order. Display the Ship to Address, Order No., Item No., Customer Part No., Supplier Part No., Description, Need By, Requested Quantity, Shipped Quantity and Due Quantity.

3. In the tab **Column grouping** are the default settings => grouping by Customer and by Ship to address. Remove those settings, to sort the demands only by delivery date, not grouped by customer.

4. Display timestamps in a date column, if you want.

5. Click on Apply to overtake those settings.
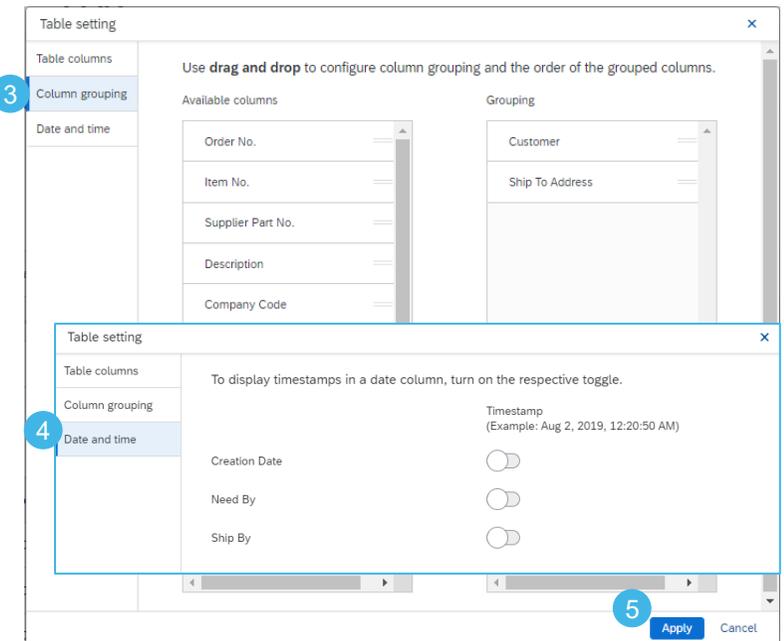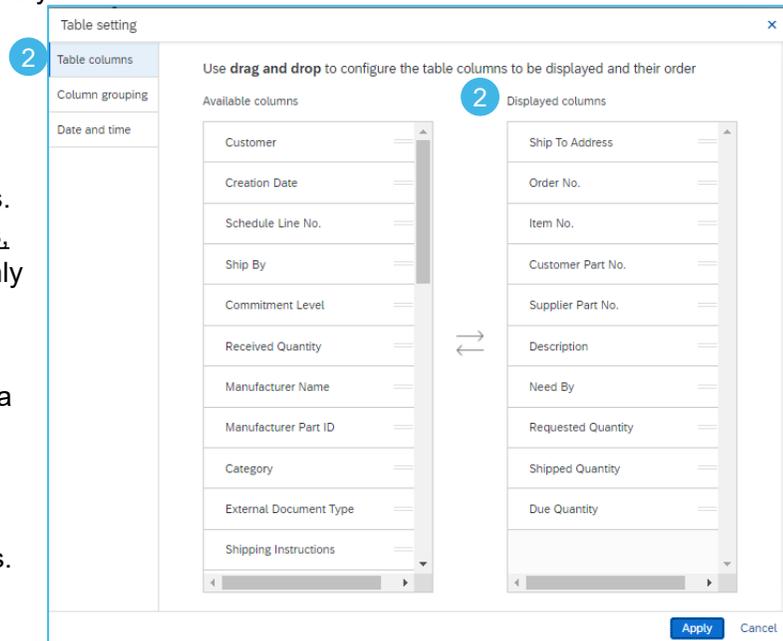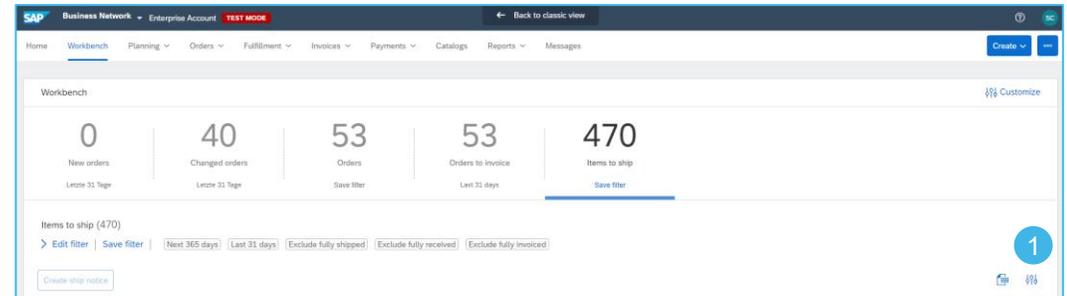
Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

See the comparison of the **Items to Ship** list grouped by the customer and **Items to ship** list without any grouping (second screenshot).

Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

1. If you open the actual Schedule Release (double click on SA number), you can see only the scheduled line quantities, e.g. 17.360 pc for 8th Nov 2021, but unfortunately, not the already shipped quantity and open due quantify.

2. To see the real Shipped Quantity (quantity in transit) and Due Quantity (next quantity to be shipped), you have to go to the tab Items to Ship. The Requested Quantity is always overtaken from the actual release (field Quantity in the release).
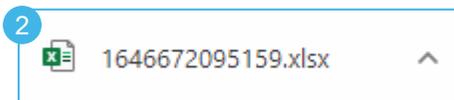
Advanced Shipping Notification
Individual PO Management – Create ASN – from Workbench

1. Click on Need By date to sort the demands according to the Need by date and click on 🖶 to download the excel-list.

2. If the icon for download is grey and the download is not possible, please just click on tab Items to Ship to refresh.

3. Mark the PO or schedule line, for which do you want to create an ASN and click on "Create ship notice".

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Advanced Shipping Notification
Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not modify the "Deliver To" address at the top.

2. Do not edit the "Ship From" address. By default this is your company address in your SAP business network account.

3. The Packing Slip ID is a mandatory field. Please enter there supplier unique **delivery note number**.

4. Provide the invoice number for these items if applicable.

5. Specify the Ship Notice Type – the selected value has to be "**Actual**".

6. Provide **shipping/ delivery date.**

7. Upload tool to attach additional documents if needed.

8. **Do not modify the Transport Terms**

9. In section "additional fields", provide comments if needed. Those comments are only for your internal use. It will be not displayed at the labels or at the delivery note.

   Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

Create Ship Notice

* Indicates required field

② SHIP FROM
Test AS new - TEST
Stuttgart
Baden-Württemberg
Germany

Update Address

① DELIVER TO
2270 MAHLE Filtersyst. AT GmbH
St. Michael ob Bleiburg
Austria

▼ Ship Notice Header

SHIPPING
③ Packing Slip ID: *
④ Invoice No.:
Requested Delivery Date: --
⑤ Ship Notice Type   Select
⑥ Shipping Date:
Delivery Date: *
Hazard Type: Select
Is Divisible: ⓘ
▸ Dimensions

TRACKING
Carrier

ATTACHMENTS
Name   Size (bytes)
No items
Choose File No file chosen   Add Attachment ⑦
The total size of all attachments cannot exceed 100MB
▾ DELIVERY INFORMATION
Delivery Terms: *   Transport Condition
Delivery Terms Description:
Transport Terms Description:

Transport Terms   Equipment Identification Code   Gross Volume   Unit
⑧ Other   CPT
Add Transport Term

▾ Additional Fields
⑨ Reason for Shipment:
Comments:

Advanced Shipping Notification
Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for the schedule line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what it possible).

2. Click **Remove** button to exclude the whole line from this ship notice, if needed.

3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.

4. Click on **Add Details** to add further information, if needed.

Advanced Shipping Notification
Individual PO Management – Create ASN – Line Level

5. In the Details window you can add manually the **serial numbers**.

6. If your part number belongs to the hazard materials, please click on **Hazard Details.**

7. Please select the **Hazard Type**, enter **Code** and **Hazard Description.** This information will be shown at the printed delivery note and at the EDI goods slip.

Note: To be able to click on Details, you need to fill at least the packing slid ID and delivery date.

Advanced Shipping Notification
Individual PO Management – Line Level – Serial Numbers

Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item and Asset Tag, if needed.

2. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.

SHIPMENT STATUS
1. Shipping   11.000 EA

ASSET DETAILS

Serial Number	Asset Tag
123	

Add Asset

▸ HAZARD DETAILS
▸ DELIVERY DETAILS

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Advanced Shipping Notification
Individual PO Management – Line Level – Add Order Line Item

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

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line.
4. Click **Add selected items**.

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Advanced Shipping Notification
Individual PO Management – Line Level – Add Order Line Item

5. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.

6. Click **Remove** button if you need to delete a complete PO line from your document.

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Advanced Shipping Notification
Individual PO Management – Line Level – Define Label

- In the next step, the correct label has to be chosen per each line item.

1. Open the drop up window **Label type**.

2. You can choose between the options A5, KLT and 6x4.

Advanced Shipping Notification
Individual PO Management – Line Level – Define Label

- Description of the labels:

1. A5 – this option allows you to print out the Master Label and Single Label **in A5 format**
   - Supports printing of "Single" label (1-level packaging)
   - Supports printing of "Master" and "Single" labels (2-level packaging)

2. KLT – this option allows you to print out the Master Label and Single Label in **different formats**
   - Supports printing of "Single" label in **A6 format** – **KLT**
   - Supports printing of "Master" label in **A5 format** – **KLT A5 Pallet**

3. 6x4 - this option allows you to print out the Master Label and Single Label **in 6x4 format**
   - Supports printing of "Single" label (1-level packaging)
   - Supports printing of "Master" and "Single" labels (2-level packaging)

- **Rules for Define Label:**
   - **A5 option** by single-level packaging, e.g. by pallet cage (Gitterbox)
   - **KLT option** by multi-level packaging, e.g. pallet with card boxes or small load carriers
   - **6x4 option**, if do you need DIN A standards of US American paper formats

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Advanced Shipping Notification
Individual PO Management – Line Level – Pack Items

1. After definition of Label per line item,

2. click on **Pack Items.** If there is packaging instruction entered in SAP business network, but without any alternative packaging for your concerned part number, you will automatically overjump the step 2: Define Instructions and reach the step 3: Confirm Packing.

Advanced Shipping Notification
Individual PO Management – Line Level – Pack Items

1. If there are no packaging instructions, you get the following error message

- In such case, please contact MAHLE Inbound Logistics (MRP controller from the concerned MAHLE plant) and provide the missing packaging information. MAHLE creates the packaging instructions in own ERP system and transfers this information to SAP business network.

1 Create Ship Notice

! Packaging instructions are needed. Please ask your customer to provide them.

2. For Purchase Orders with Document Type Pre-Series Order (**YPS**) and Sample-Orders (**YIS**), no packing instructions are available. For those document types please **create an ASN without the packing process and without any labels**. In this case, you have to define the label type, but do not click on button "Pack Items", just use the button "Next" to move forward and submit the ASN.

- The document type of the Purchase Order can be seen in the PO screen, under Routing Status.

Note: All the error messages always appear at the top of the window. Please always scroll manually at the top of the window to see the error message.

Advanced Shipping Notification
Individual PO Management – Line Level – Define Instructions

1. If there is an alternative packaging in SAP business network for your part number, you will reach first the step 2: Define Instructions. You will receive a message: "Please choose or enter packaging instruction".

2. The serial packaging instruction is always set as default. Choose the alternative packaging instruction from the drop list, if needed. Please be aware, that you have to choose also the **correct label type according to the packaging instruction**, which you have selected.

Advanced Shipping Notification
Individual PO Management – Line Level – Define Instructions

1. In the displayed packaging instructions, there are automatically considered all needed auxiliary packaging materials, which are a part of defined packaging instruction, in our case - pallet cover (70669462), KLT cover (70669468) and dividers for cage box (76759385)

2. As you can see, it is not possible to change the quantities or weights for the packaging material. If the packaging instruction is wrong, or some packaging, e.g., dividers for the KLT, is missing, please contact MAHLE Inbound Logistics to update the packaging instructions.

3. **Notice: Do not add any auxiliary packaging in this step!**

Advanced Shipping Notification
Individual PO Management – Line Level – Define Instructions

General description of Packaging instructions:

1. In the fields „Outer packaging material", you can see the "70355135 = purchased part number" and "70669470 = packaging part number" (pallet or cage box in the 1st packaging level) and in additional line also the SLC* vs. carton box if there is also a 2nd packaging level.

2. In the fields „Inner handling unit", you can see the purchased part number and inner packaging part number (SLC* vs. carton box) if there is 2 level packaging and purchased part number and purchased part description by the lowest packaging level.

3. "Quantity" field provides information, how many Inner handling units are packed on the Outer packaging material, e.g. 12 SLC* on the pallet or 500 pc purchased parts in the SLC*.

4. Click on Next to move forward.

*SLC = Small Load Carrier

Advanced Shipping Notification
Individual PO Management – Line Level – Confirm packing

1. Now, the ASN quantity was packed according to the packing instructions. You are at the 3rd step in the packing process – Confirm packing

2. You will see the ASN quantity and packed quantity.

3. In this field you can see the packed percentage.

4. In the packing hierarchy you can see the number of main packaging needed for the delivery, e.g. 2 KLTs (part number 70669469), 1 pallet (part number 70669470) and 4 cage boxes (part number 70669473).

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Advanced Shipping Notification
Individual PO Management – Line Level – Confirm packing

1. Under the packing hierarchy you will see the detailed packaging structure with created Handling Units including all needed auxiliary packaging material per each Handling Unit.

2. In our example, there are 5 Handling Units (1 pallet with 2 KLTs and 4 cage boxes) created according to two Handling Unit types:

   ➢ Handling Unit type 1 – there is 1 partial pallet with 2 KLTs (2/12), with auxiliary packaging materials => 1 pallet cover and 1 KLT cover for each KLT

   ➢ Handling Unit type 2 – there are 4 full cage boxes (Gitterboxes), with an auxiliary packaging material => 6 dividers per each cage box

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Advanced Shipping Notification
Individual PO Management – Line Level – Add auxiliary packaging

1. If there are needed any changes in the quantity of auxiliary packaging, you are allowed to adjust the quantities, e.g., to reduce or to increase the quantity of needed KLT covers or to delete the auxiliary packaging.

2. For the first pallet with 2 KLTs, you need to add some further auxiliary packaging, in our case **two empty KLTs** and two KLT covers **to make the pallet stackable.** In such case, you have to add this auxiliary material to the created 1st Handling Unit. Click on **+** to get the option **Add Auxiliary Material** for the relevant Handling Unit**, but at the 2nd HU level.**

3. Only if you click on **+** at the 2nd HU level, you will be able to add **an empty KLT and KLT cover** (as they are assigned to the 2nd packaging level). Select the relevant material number, in our case part number 70669469**.**

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Advanced Shipping Notification
Individual PO Management – Line Level – Add auxiliary packaging

4. Now, you have added a line with an empty KLT (70669469). **Please update the quantity of needed empty KLTs!**

5. As you need the further 2 KLT covers, please increase the quantity of KLT covers (70669468) from 1 piece to 3 pieces.

Advanced Shipping Notification
Individual PO Management – Line Level – Add auxiliary packaging

1. If do you click on **+** to get the option **Add Auxiliary Material at the 1ˢᵗ HU level,** a new additional field with a drop-down list appears.

2. You will be able to **add only a pallet or pallet cover (as they are assigned to the 1ˢᵗ packaging level).** The pallet cover (part number 70669462) was automatically added to the packaging instruction as auxiliary packaging, so it is <u>not necessary</u> to add any pallet cover any more.

3. If do you add an auxiliary packaging by mistake, you can delete this by clicking on trash.

4. Click now on **Next.**

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Advanced Shipping Notification
Individual PO Management – Line Level – Print Labels

STANDARD

1. You have moved to the step 4 Print Labels

2. You can see your structure of created Handling Units with auxiliary packaging.

Print labels   Save   Exit   **Next**

①───────────②───────────③───────────④- - - - - -⑤
Create ship notice   Define instructions   Confirm packing   Print labels   Review ship notice

✓ You're all set to print labels and confirm this ship notice.   ✕

∨ Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity
∨ Handling Unit 1				
∨ 70669470 1 (2/12)		UN302450465000004658		
			Auxiliary Material 70669462	Quantity 1 ST
├ 70669469 1	10.1	UN302450465000004659	70355135 ZHM_0003__-02 _0005Abscheider_TEST	500 H87
			Auxiliary Material 70669469	Quantity 2 H87
			Auxiliary Material 70669468	Quantity 3 ST
├ 70669469 2	10.1	UN302450465000004660	70355135 ZHM_0003__-02 _0005Abscheider_TEST	500 H87
			Auxiliary Material 70669468	Quantity 1 ST
∨ Handling Unit 2				
├ 70669473 1	10.1	UN302450465000004661	76806806 LXS_7120__-01 Innenzarge	200 H87
			Auxiliary Material 76759385	Quantity 6 ST
├ 70669473 2	10.1	UN302450465000004662	76806806 LXS_7120__-01 Innenzarge	200 H87
			Auxiliary Material 76759385	Quantity 6 ST
├ 70669473 3	10.1	UN302450465000004663	76806806 LXS_7120__-01 Innenzarge	200 H87
			Auxiliary Material 76759385	Quantity 6 ST
├ 70669473 4	10.1	UN302450465000004664	76806806 LXS_7120__-01 Innenzarge	200 H87
			Auxiliary Material 76759385	Quantity 6 ST

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Advanced Shipping Notification
Individual PO Management – Save ASN as a draft

1. To save an ASN as a draft click **Next** on the top of ASN screen to get to the step 5 Review ship notice.

2. In the next step please click on **Save**. You get the message, that the ship note and packing data have been saved as a draft.

3. Now click on **Exit.**

4. Click once more on **Save the ship notice.** The ASN will be saved for 60 days. **Saved draft will not be sent to the customer**.

5. The draft can be accessed and modified from **Fulfillment/ Drafts**.

6. Select **Ship notice**. The status of an ASN saved as a draft is **Composing.**

7. Click **Edit** to modify the ASN and finalize it.
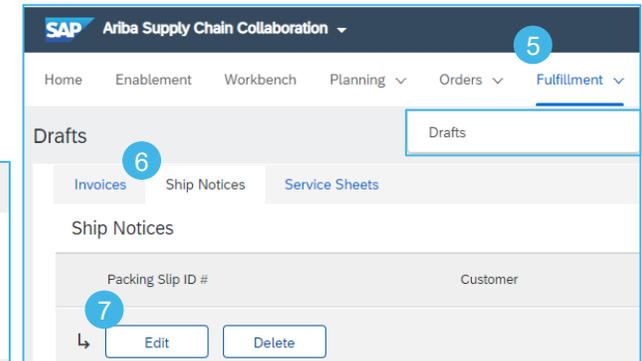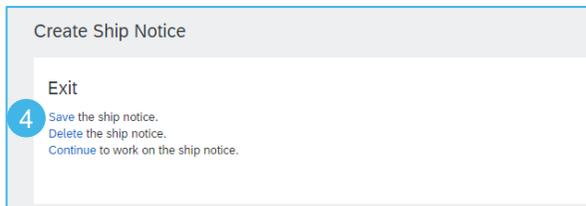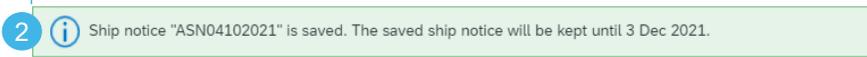
Notice: The saving of an ASN as a draft is possible after each process step.

Print labels   Save   Exit   **Next** ①

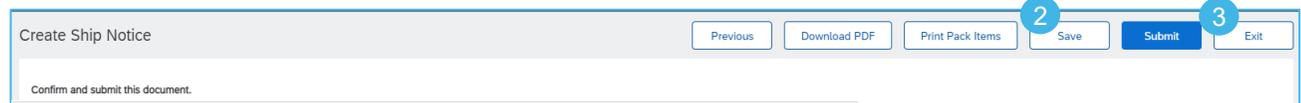① Create ship notice   ② Define instructions   ③ Confirm packing   ④ Print labels   ⑤ Review ship notice

Create Ship Notice   Previous   Download PDF   Print Pack Items   ② Save   **Submit**   ③ Exit

Confirm and submit this document.

② ⓘ Ship notice "ASN04102021" is saved. The saved ship notice will be kept until 3 Dec 2021.

SAP Ariba Supply Chain Collaboration ▾

Home   Enablement   Workbench   Planning ∨   Orders ∨   Fulfillment ∨ ⑤

Drafts   Drafts

⑥ Invoices   Ship Notices   Service Sheets

Ship Notices

Packing Slip ID #   Customer

⑦ ↳ Edit   Delete

Create Ship Notice

Exit

④ Save the ship notice.
Delete the ship notice.
Continue to work on the ship notice.

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Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V1

1. If do you need to change the quantity of an ASN saved as a draft, you have to change also the generated Handling Units. In the first step, change the shipping quantity, e.g. from 1000 to 1.500 pc

2. Click on **Pack Items**

3. You will receive a message, that there were made some changes in the ASN. Click on **Proceed.** You will reach the step 3: Confirm packing (only, if there is no additional alternative packaging instruction).

4. In the Summary you will see the remark CHANGED

5. In the field ASN Quantity you can see the old and a new ASN quantity and the new packed quantity

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Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V1

1. According to the logic of SAP business network, the added quantity will be always packed on a new additional pallet. You can see this within the Handling Units with a remark NEW

2. If do you want to pack this added quantity on the same pallet, as the pallet is not full, please click on **Move to…**

3. Now, you can choose the handling unit, on which you want to pack this additionally quantity.

4. Choose the relevant Handling Unit.

5. Click on **OK.**

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Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V1

1. The KLT moved to the first Handling Unit – see the number 3/12, that means, there are now 3 KLTs of possible 12 KLTs

2. Now, the empty pallet stayed without any KLTs – see the number 0/12, that means, there is no KLT of possible 12 KLTs. There is no need to delete the empty pallet – this HU will disappear by the next step 4: Print labels.

3. Unfortunately, if you increase the ASN quantity in the saved draft, the auxiliary packaging, in our case the KLT cover will be not added automatically, so you have to add this KLT cover manually by clicking on **+** at this 2nd HU level.

4. Choose the KLT cover (70669468) as an auxiliary packaging.

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Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V1

5. Now, all three KLT´s have also the needed KLT cover.

6. As the pallet is not stackable now, we need the 4th KLT with his KLT cover. Please add this empty KLT manually by clicking on **+** at this 2nd HU level.

7. Choose the KLT and update the quantity of needed empty KLTs. Please increase the quantity of needed KLT covers.

8. Now, there are considered all needed packaging materials in the ASN. Click on Next.

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Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V1

1. You will reach the step 4: Print labels. The additional created Handling Unit 2 disappeared.

2. The printed icons appear next to the created Handling Units. These icons do not have any functionality to print the labels. In case of consignment the package document number entered in the ASN is shown in the consignment withdrawal report. This is an optional field.

3. Now, there are all set to print Labels and confirm the ship notice. Click on the **Next** to get to the step 5 Review ship notice.

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Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V2

If your labels are not printed yet, there is a trick to **speed up this process with updated quantity.**

1. You increase the ship quantity and click on Pack Items and then on Proceed.

2. Now, you do not make any changes, but just click on Save => Save and exit.

3. You get a message – Your ship notice draft and packing data have been saved.

4. You will be automatically returned back to the previous screen.

5. Click now again on Pack Items and choose the **option Repack**.

Advanced Shipping Notification
Individual PO Management – ASN Change Before Submitting – V2

6. The result => the new increased quantity will be packed to one pallet with new HU´s (overjumping the step 2).

7. Add the empty KLTs in step 3 (Confirm packing) and adjust the needed quantities by empty KLT and KLT cover.

8. Move to step 4 and then to step 5 by clicking on Next to get to the step 5 Review ship notice.

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Advanced Shipping Notification
Individual PO Management – Line Level – Print Labels

1. To print the labels use the button **Download PDF**. Do not use the button Print Pack Items, as this will lead you back to the packed items.

2. You have to select several options to print out the needed Labels – see also the instructions to the topic **Define Label**

Note: If your part number is packed in 2-level packaging, print **KLT Pallet** and **KLT**.

If your part number is packed in 1-level packaging, print only **A5**.

If do you need labels in US standard format, print **US 6x4**

Advanced Shipping Notification
Individual PO Management – Line Level – Print Labels

1. Besides GLT labels, you can print out also other relevant documents for the shipment:

   – Delivery Note

   – EDI goods slip

   – Forwarder Instruction

Edit Ship Notice.

1 To print a custom PDF, select one of the options below:

Number	Name
1.	Delivery Note - V5
2.	Forwarder Instruction
3.	EDI Goods Slip - V1
4.	KLT Pallet label - V2
5.	A5 label - V2
6.	US 6x4 label - V2
7.	KLT label - V2
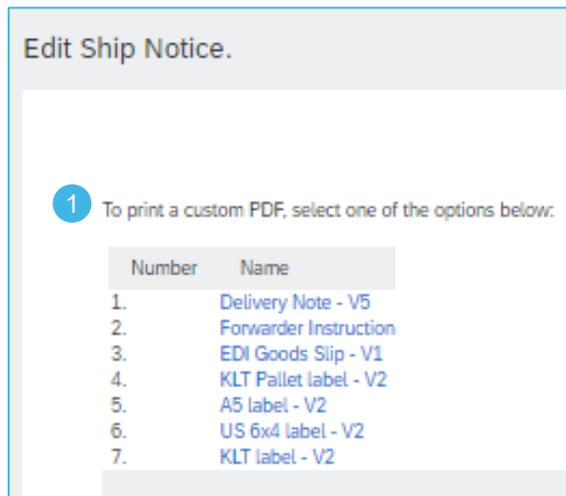
Note: EDI goods slip and forwarder instruction are still in customizing process, but will be ready for Go Live

Advanced Shipping Notification
Individual PO Management – Submit the Final Document

In ASN main screen, check if all required fields (*) were populated.

1. At header level, please review the delivery date applicable to all shipped lines.

2. At line level, check the shipped quantity

3. And review the serial numbers, if applicable.

4. Click **Submit** to send ASN to the customer.

5. In case there is information to be edited, click **Previous**.

6. If you do not want to submit the ASN and save it as a draft, click on **Exit** and **Save** the ship notice.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

Create Ship Notice

Exit

Save the ship notice.
Delete the ship notice.
Continue to work on the ship notice.

Create Ship Notice

Previous | Download PDF | Print Pack Items | Save | **Submit** | Exit

Confirm and submit this document.

SHIP FROM
Test AS new - TEST
Pragstraße 26-46
70376 Stuttgart
Baden-Württemberg
Germany

DELIVER TO
2270 MAHLE Filtersyst. AT GmbH
9143 St. Michael ob Bleiburg
Austria

SHIPPING
Packing Slip ID: ASN071012021_1
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --
Actual Delivery Date: 8 Oct 2021
Is divisible: No

TRACKING
Tracking information not provided.

DIMENSIONS
Gross Volume: --
Gross Weight: --
Total Length: --
Total Width: --
Total Height: --

ADDITIONAL FIELDS
Additional information not provided.

Order Items   Hide Item Details

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
5500132309000010FOR	10		70355135	8.500.000	PCE ⓘ		2270

Description: ZHM_0003__-02 _0005Abscheider

SHIPMENT STATUS
1. ▾ Shipping 2,000.000 PCE ⓘ   Download PDF Hide Details
ASSET DETAILS
Asset details not provided for this line item.
▾ HAZARD DETAILS
Hazard details not provided for this line item.
▾ DELIVERY DETAILS
Delivery details not provided for this line item.
Additional Information
Label type: KLT
Material Gross Weight 2.000
[KG]:

Pricing Details

Unit Details ⓘ			Price Details ⓘ			
Unit Conversion		Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1		PCE ⓘ	PCE ⓘ	5.92 EUR	100	PCE ⓘ

Previous | Download PDF | Print Pack Items | Save | Submit | Exit


STANDARD

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Advanced Shipping Notification
Individual PO Management – Edit / Delete a draft of an ASN

You can **edit** or **delete** a draft of a ship notice by using the **Edit or Delete** button

You can **edit** or **delete** only a ship notice that has a status **Composing.**

1. Go to **Fulfillment/ Drafts**

2. Identify the document and mark the line

3. Click on **Edit** or **Delete**.

4. If there is a new updated purchase order or release in SAP business network, you will get the warning message. Click on Go to Ship Notice.
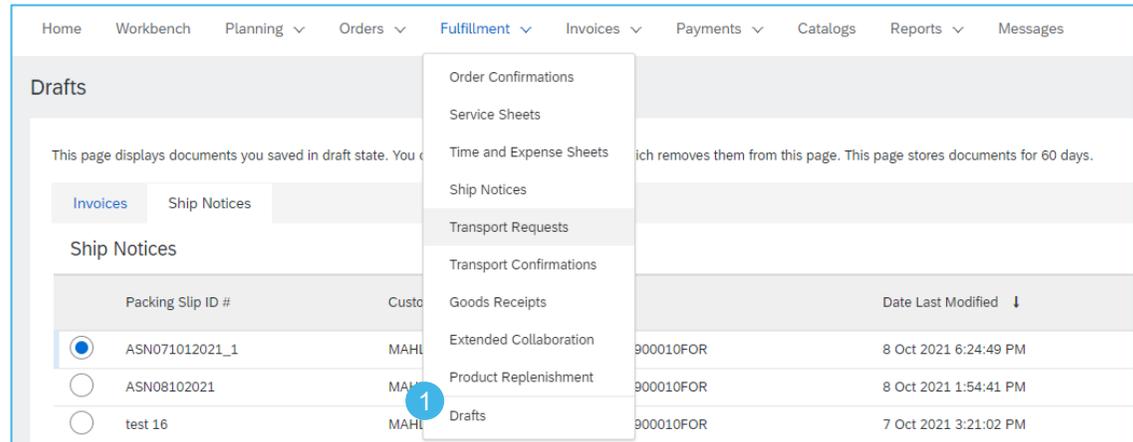
You can not create several ASNs as a draft or submit several ASNs with the same ASN number, **ASN number has to be always unique.**

If you delete an ASN saved only as a draft, you are allowed to create a new ASN with the same ASN number**.**
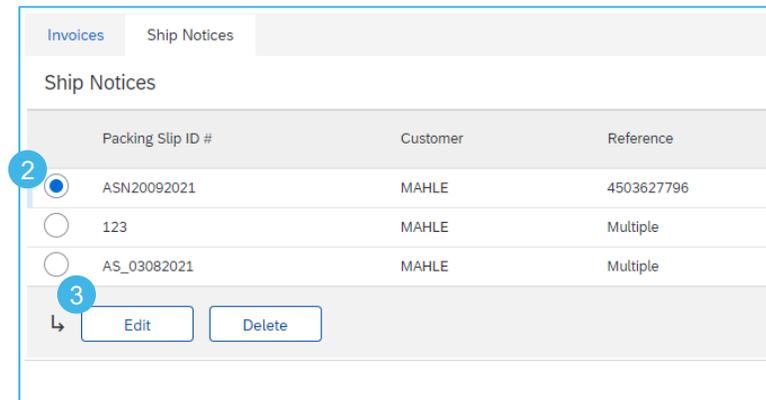
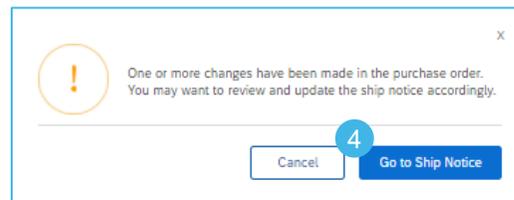# Advanced Shipping Notification
Individual PO Management – Cancel ASN

You can **cancel** a ship notice by using the **Cancel** button at the top of the ship notice details page.

You can **cancel** a ship notice that has status **Composing** (ASN saved as a draft) or **Failed** (submitted ASN).

Deleting ASNs with the status "Acknowledged" is strictly prohibited.

1. Go to **Fulfillment/ Drafts** or **Ship Notices**.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.

After cancellation of a submitted ASN, the items will be visible again in Items to Ship list and a new ASN can be created.

ASNs with status "Acknowledged" are only cancelled by MAHLE in SAP ERP, but never cancelled in Ariba.

In case a submitted ASN with status "Acknowledged" is incorrect, please always inform the MAHLE plant that the ASN has to be cancelled in ERP by MAHLE. After confirmation of the MAHLE plant and a new release has been send, the item will be visible in the Items to Ship list again. A new ASN with a new Packing Slip ID can be created. Do not cancel the original ASN in Ariba, as this would result in incorrect shipped quantities in Ariba.

SAP Ariba Supply Chain Collaboration ▾

Home | Enablement | Workbench | Planning ▾ | Fulfillment ▾
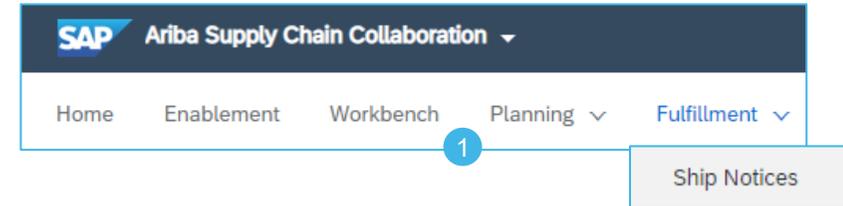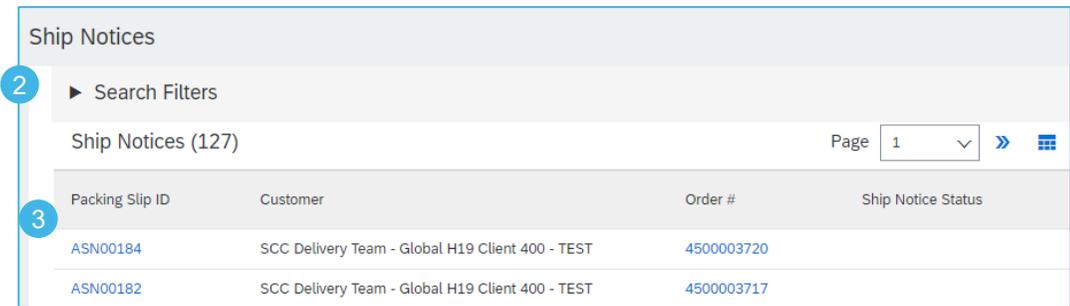
Ship Notices

Ship Notices

▶ Search Filters

Ship Notices (127)   Page 1 ▾ »

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

Ship Notice: 2ASN190329

Cancel | Edit | Print | Export cXML | Download PDF ▾

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