


Submitting ship notices

The **Ship Notice**, sometimes called **Advanced Shipping Notification ('ASN')**, facilitates goods receipting and invoice processing as this allows us to receipt inventory into our warehouse management system in a timely manner.

	<p><u>As your organisation's authorised user for accessing POs</u>, follow this guide for instructions on how to submit ship notices.</p> <p>This guide assumes prior knowledge of basic navigation and workbench configuration.</p> <p>Related Sydney Water guide:</p> <p>Navigating our POs</p> <p>Related SAP video tutorials:</p> <p>Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.</p> <p>The workbench (3:23 Mins)</p> <p>Ship notice (3:01 Mins)</p>
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Minimum requirements

You must be created as a user of the Ariba account your organisation has linked with Sydney Water for transactions (i.e., the network) with permission **Inbox and Order Access**.

- Email businessconnect@sydneywater.com.au if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
- [Contact your Ariba account administrator](#) to understand the roles and permissions that have been assigned to you.

Refer to SAP documentation [Permissions you can assign to users](#) for the full list of Ariba permissions. Creating users and allocating permissions on your Ariba account is the responsibility of your administrator, not Sydney Water.

Standard

Enter your **Delivery Docket** number as the ASN.

An ASN must not relate to different POs. However, line-items within the same PO can have different ASNs.

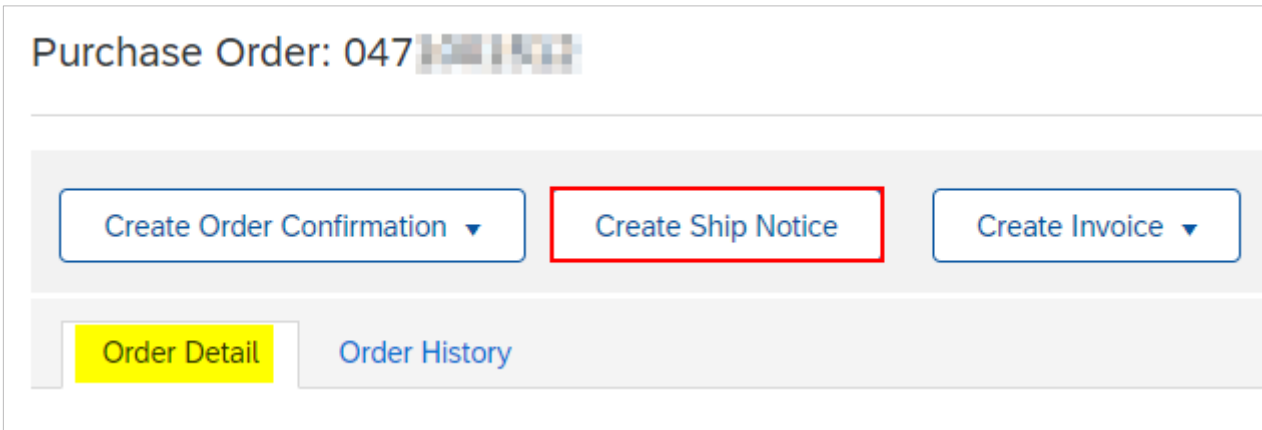
1. Select PO

You can create an ASN when the PO is fully confirmed. If an Order Confirmation (OC) requires an approval, the deviation(s) proposed as part of the OC process must be approved before a PO is considered fully confirmed.

You can:

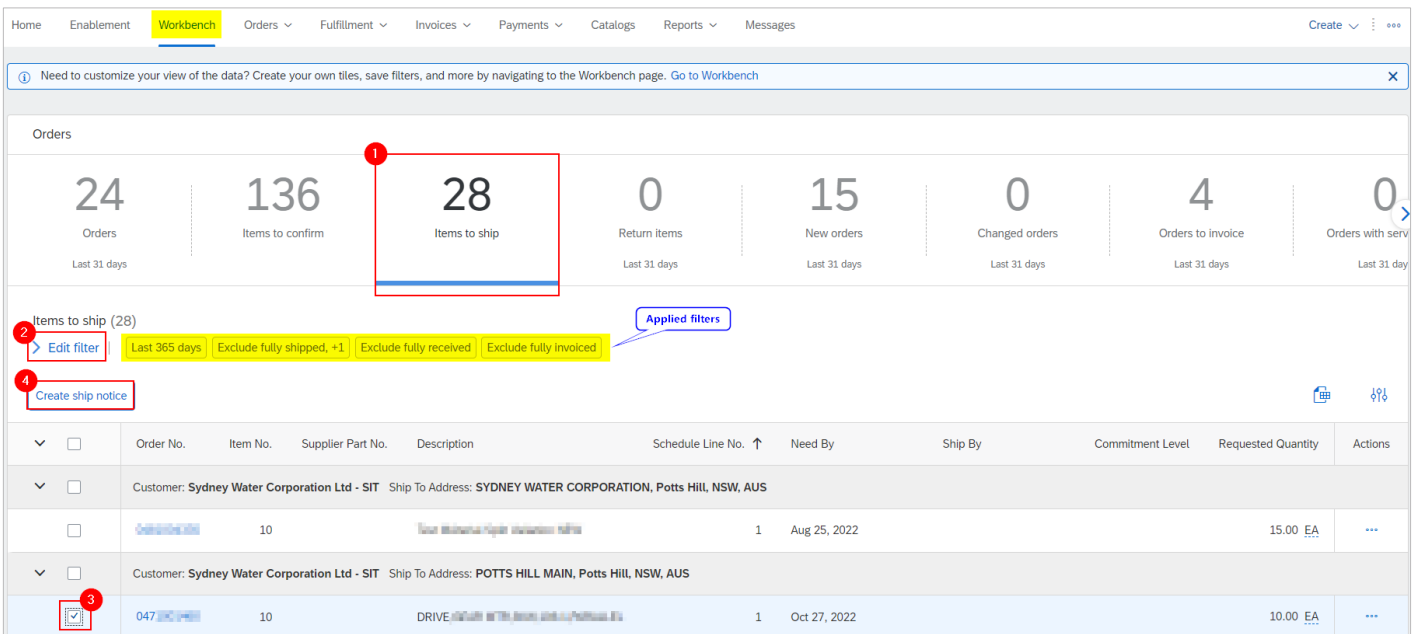
1.1 Create ASN via Order Detail screen

In the **Order Detail** screen, click **Create Ship Notice**. Proceed to [2. Enter ASN header details](#).



1.2 Create ASN via workbench

1. Click **Items to ship** tile.
2. Click **Edit filter** if existing filters need to be changed.
3. Select the **PO** that requires an ASN to be created for.
4. Click **Create ship notice**.



2. Enter ASN header details

1. **Do not** modify the **Deliver To** address as this will cause delays in PO and invoice processing. **Do not** modify the **Ship From** as this is defaulted from the company address recorded in your network account.

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Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
SIT test 22.5 Sydney NSW Australia	POTTS HILL MAIN Potts Hill NSW Australia

2. Based on the [Standard](#), enter the **Delivery Note** number in the **Packing Slip ID** field. Ensure the items are shipped with the delivery note attached for identification.
3. Provide the invoice number associated with the delivery (optional). **Enter the invoice number as it appears on your invoice**, i.e., if your invoice number does not have an INV- prefix, do not put an INV- prefix.
4. Provide **Shipping Date** (date the items are despatched **from your premises**). Provide **Delivery Date** (date of arrival **at our premises**).
5. If the items are going to be delivered by a third-party, select the **Carrier Name** and specify the **Tracking No.** and/or **Bill of Lading No.**
6. Click the expand icon to show fields relating to **Dimensions** (optional). Proceed to Step 14 if dimensions will not be provided.

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID:* DN123456789	Carrier Name: DHL
Invoice No.: INV12345678	Tracking No.:+ DHL123456
Requested Delivery Date: --	Bill of Lading No.: 123456
Ship Notice Type: Select	Tracking Date: [Calendar]
Shipping Date: 9 Jan 2023	Shipping Method: Mail
Delivery Date:+ 13 Jan 2023	Service Level: [Text]
Hazard Type: Select	Code: [Text]
Is Divisible: <input type="checkbox"/>	
<input type="checkbox"/> Dimensions	

7. Enter **Gross Volume**.
8. To specify the unit, click on the field **Unit** and press enter on your keyboard.

Dimensions

Gross Volume: 1	Unit: [Text]
Gross Weight: [Text]	Unit: [Text]
Length: [Text]	Unit: [Text]
Width: [Text]	Unit: [Text]
Height: [Text]	Unit: [Text]

! Need to enter Unit.

Click and press ENTER on your keyboard.

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- Click **Search** to display the list of active units.
- Click the dropdown to navigate the list.
- Identify the correct unit and click **Select**.

SEARCH UNIT

Name

Code ↑	Symbol ↑	Name ↑	
CMQ	CMQ	Cubic centimeter	
CMT	CMT	Centimeter	Select
DAY	DAY	Day	Select
EA	EA	Each	Select
GRM	GRM	Grams	Select
HUR	HUR	Hours	Select
KGM	KGM	Kilogram	Select
LTR	LTR	Litre	Select
M3	M3	Cubic meter	Select
MMQ	MMQ	Cubic Millimeter	Select

- Alternatively, if you already know the available units, type the code.
- Select the unit accordingly.

Dimensions

Gross Volume: Unit:

Gross Weight: Unit:

Length: Unit:

Width: Unit:

Height: Unit:

- To add supporting documents, click **Choose File**. Add document from your local drive.
- Click **Add Attachment**.
- The added document will appear in **Attachments** table.

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ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

14 Choose File No file chosen 15 Add Attachment

The total size of all attachments cannot exceed 10MB

► Additional Fields

Name	Size (bytes)	Content Type
<input checked="" type="checkbox"/> ASN Attachment.docx 16	132022	application/vnd.openxmlformats-officedocument.wordprocessingml.document

L Delete

17. Click the expand icon to show fields relating to **Additional Fields** (optional).

► Additional Fields 17

18. Provide additional information as required.

▼ Additional Fields

Reason for Shipment:	<input type="text"/>	Government Issued Shipping ID:	<input type="text"/>
Comments:	<input type="text"/>	Document Title:	<input type="text"/>
		Supplier Reference:	<input type="text"/>
		Transit Direction:	<input type="text"/>

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3. Enter ASN item details

In the **Order Items** table, enter the quantities to be shipped.

1. Enter the **Total Confirmed Quantity** as the **Ship Qty** if delivering the PO line in full.
2. Click **Remove** to exclude PO line(s) that are not part of the ASN.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
047	10		000000010(000000)36	10.000	EA	27 Oct 2022		\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	1000

Description: DRIVE, suitable with items also in this family.

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Approved
Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	10		- Select Country -		

Add Ship Notice Line

Other Information
Manufacturer Part ID: M3LB4

Add Order Line Item Manage Serial Numbers

2 Remove

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- To split a PO line into multiple ASNs based on the **Supplier Batch ID**, enter the partial **Ship Qty**. Refer to SAP documentation [Supplier Batch](#) for more information.
- Click **Add Ship Notice Line**. A new ASN line will be generated.
- Enter the next partial **Ship Qty** until the **total of the Ship Qty** is equal to the **Total Confirmed Quantity**.
- Click **Remove** on ASN lines to make corrections. Further information can be provided for each ASN line by clicking on the **Add Details** option.
- Click **Next**.

The screenshot displays the 'Order Items' screen in SAP. At the top, a table lists order details: Order No. 047, Line No. 10, Part No. 000000010, Customer Part No. 36, Qty 10.000, Unit EA, Need By 31 Oct 2022, Ship By, Unit Price \$200.00 AUD, Subtotal \$200.00 AUD, Tax \$20.00 AUD, and Customer Location 1000. Below this, shipment and confirmation status are shown. A table lists two ASN lines: Line 1 with Ship Qty 8.000 and Supplier Batch ID ABC, and Line 2 with Ship Qty 2.000 and Supplier Batch ID XYZ. Both lines have a '- Select Country -' dropdown, Production Date, and Expiry Date fields. Each line has 'Add Details' and 'Remove' buttons. A callout box points to the 'Add Ship Notice Line' button, and another callout box explains that 'Add Order Line Item' should only be used when adding a line from the same PO as an ASN cannot relate to multiple POs. At the bottom right, there are 'Save', 'Exit', and 'Next' buttons.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
047	10		000000010	10.000	EA	31 Oct 2022		\$200.00 AUD	\$200.00 AUD	\$20.00 AUD	1000

Description: DRIVE SHAFT WITH SHAFT LINE [PARTNO] B.

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Approved
Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	Add Details	Remove
1	8.000	ABC	- Select Country -			Add Details	Remove
2	2.000	XYZ	- Select Country -			Add Details	Remove

Add Ship Notice Line

Use 'Add Order Line Item' only when adding a line from the same PO as an ASN cannot relate to multiple POs.

Add Order Line Item Manage Serial Numbers

Save Exit Next

4. Submit ASN

- The ASN details entered are summarised. Review ASN header information, e.g., Delivery Note number, Delivery Date.
- Review line item and quantity to be shipped.
- If ASN details are complete and correct, click **Submit**.

Alternatively, click **Exit** to leave the page without saving any changes. Click **Previous** to return to **Create Ship Notice** page.

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Create Ship Notice Previous Save Submit Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
10000000000000000000 Australia	POTTS HILL MAIN Nelson Short St Potts Hill NSW 2143 Australia

SHIPPING	TRACKING
Packing Slip ID: DN123456789	Carrier Name: DHL
Invoice #: INV12345678	Carrier Code: --
Requested Delivery Date: --	Tracking No.: DHL123456
Ship Notice Type: --	Bill of Lading No.: 123456
Actual Shipping Date: 9 Jan 2023	Tracking Date: --
Actual Delivery Date: 13 Jan 2023	Shipping Method: --
Is divisible: No	Service Level: --

Order Items Hide Item Details

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
047	10		0000000010	10.000	EA	27 Oct 2022		\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	1000

Description: DRIVE

SHIPMENT STATUS

1. Shipping 10.000 EA Hide Details

No detail information provided.

OTHER INFORMATION

Manufacturer Part ID:

Previous Save Submit Exit

4. If the creation of the ASN cannot be completed, click **Save** to save your progress and continue later.

5. Click **Exit**.

Edit Ship Notice. Save Exit Next

i Ship notice "DN123456789" is saved. The saved ship notice will be kept until 20 Feb 2023.

6. Click **Save** to continue saving the ASN. The saved ASN will be stored in the system for 60 days under **Fulfillment > Drafts** or under **Order Detail > Related Documents**.

Edit Ship Notice.

Exit

Save the ship notice.

Delete the ship notice.

Continue to work on the ship notice.

7. The PO status shows a status of **Shipped** if fully shipped. Otherwise, the PO status will show as **Partially Shipped**.

8. Click the ASN under **Related Documents** to review.

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Purchase Order: 0471001460

Done Previous

Create Order Confirmation Create Ship Notice Create Invoice Report Consumption

Order Detail Order History

Sydney WATER

From: Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 02 8849 6900
Fax:

To: [Redacted]
Australia
Phone:
Fax:
Email: [Redacted]

Purchase Order
(+ Shipped)
0471001460
Amount: \$1,000.00 AUD
Amount: \$ 100.00 AUD
Version: 2 (Previous Version)

Track Order

Payment Terms ⓘ

Routing Status: Acknowledged
External Document Type: ZSTK (Repair PO)
Related Documents: DN123456789
Ship Notice DN123456789

5. Mass create/update ASN

5.1 Generate ASN report

1. From **Home**, click **○○○** button.
2. Click **Upload/Download** under **Excel Files**.

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create 1 ○○○

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match bu Ukraine. Learn More Update Profile Don't remind me again

Orders and Releases Sydney Water Corporation L... Exact match Order number

Overview Getting started 5

24 Orders Last 31 days

15 New orders Last 31 days

0 Changed orders Last 31 days

0 Items to confirm Last 31 days

Track

Pending Queue

Documents to Resend

Product Activity Messages

Notifications

CSV Upload

Order Confirmation

Ship Notice

External Document

CSV Download

Templates

Excel Files 2

Upload/Download

Document Archive

Archive Documents

Download Status

Deleted Transactions

Current Transactions

3. In the **Jobs** tab, click **Create**.
4. Provide a report name.
5. Click the dropdown button.
6. Select **Ship Notice**. Populate all mandatory fields. Specify values in optional fields as required.
7. Click **Save**.

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SAP Business Network
Create/Edit Job

* Name: ASN List 4

* Type: Ship Notice 5
Select
Order Confirmation
Ship Notice 6
Consignment

Job Search Criteria

* Customer: Sydney Water Corporation Ltd - SIT

Order number:

Date type: Need By Ship By

Supplier part number:

Buyer part number:

Location:

Cancel Save 7

3 Create Edit Run Clear Downloads

8. The report will appear in the **Jobs** table. Select the report.

9. Click **Run**.

Jobs Downloads Uploads

Search Filters

Jobs

Name	Type	Created	Changed	Modified By
ASN List	Ship Notice	22 Dec 2022 2:32:18 AM	22 Dec 2022 2:32:18 AM	Sid Watt
OC List	Order Confirmation	21 Dec 2022 5:44:40 PM	21 Dec 2022 5:44:40 PM	Sid Watt

8

9 Run

Create Edit Run Clear Downloads

5.2 Download ASN report

1. Go to the **Downloads** tab.

2. If the status shows as **Processing**, click **Refresh Status**.

3. When the status shows as **Completed**, click the **Download** button.

Jobs Downloads Uploads

Search Filters

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
ASN List	Ship Notice	22 Dec 2022 2:34:58 AM	Sid Watt	Completed	Download
OC List	Order Confirmation	21 Dec 2022 5:47:11 PM	Sid Watt	Completed	Download

1

2 Refresh Status

3

4. The ASN report exports to an excel template in the format required for upload.

Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date
	2022-05-03T19:06:50-	0471001207	2022-03-27T19:00:00-				2022-03-27T19:00:00-
	2022-05-03T19:06:50-	0471001279	2022-04-25T19:00:00-				2022-04-18T19:00:00-
	2022-05-03T19:06:50-	0471001231	2022-04-04T19:00:00-				2022-04-07T19:00:00-
	2022-05-03T19:06:50-	0471001230	2022-04-04T19:00:00-				2022-04-07T19:00:00-
	2022-05-03T19:06:50-	0471001290	2022-04-27T19:00:00-				2022-04-29T19:00:00-

5.3 Update ASN details

1. Provide ASN reference number using your Delivery Note number based on the [Standard](#).
2. Enter **Item Ship Notice Line Number**. Increment this by one for every split shipment according to **Supplier Batch ID**.
3. Change the **Item Quantity** according to quantity to be shipped.
4. If the items are going to be delivered by a third-party, update **Carrier name** and **Tracking number**.
5. **Ship Notice Date** must be entered in the format **YYYY-MM-DD**.

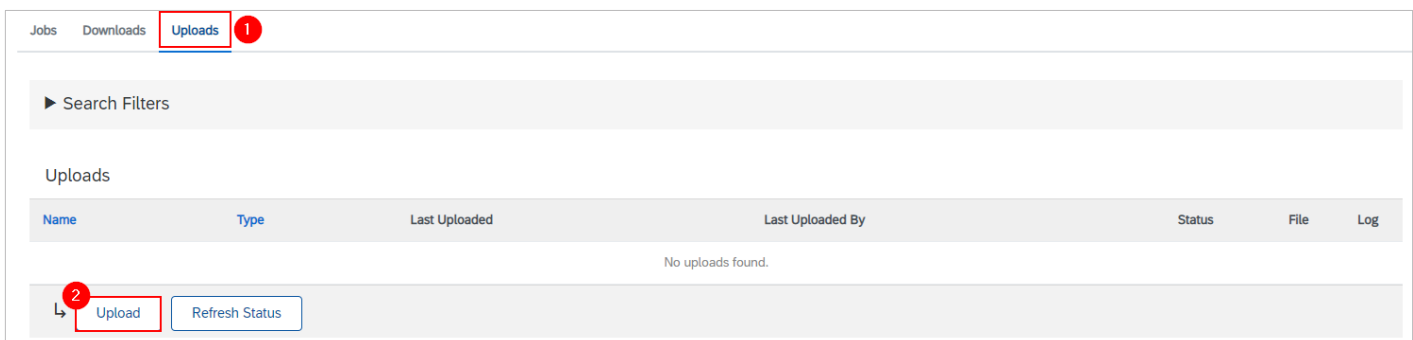
Leave the other columns without any change. Delete the lines that you do not want to include in the ASN.

Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Carrier name	Tracking Number	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number	Item Supplier Part ID	Item Quantity (*)
ASN1207	2022-05-03T19:06:50-	0471001207	DHL	1234567	1	2			2
ASN1209	2022-05-03T19:06:50-	0471001279			1	10			10

5.4 Upload ASN updates

To mass upload updates entered in the excel template:

1. Go to **Uploads** tab.
2. Click **Upload**.



3. Provide a name for the ASN update.
4. Click the dropdown button.
5. Select **Ship Notice**.

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6. Enter "Sydney". The system will generate the list of matching customers. Select **Sydney Water** from the list.
7. Click **Choose file**. Add the updated ASN excel template from your local drive.
8. Click **Upload**.

Upload File

* Name: ASN List

* Customer: Sydney Water Corporation Ltd - SIT

File: + Choose file

* Type: Ship Notice

Select
Order Confirmation
Ship Notice
Manufacturing Planning Visibility: All
Manufacturing Planning Visibility: Inventory
Manufacturing Planning Visibility: Supplier Data
Order Change Request Response

Start by typing 'Sydney' and then select Sydney Water from the generated results.

Upload Cancel

6. Print ASN

Printing a submitted ASN is possible if you are not able to provide your own delivery docket from your system. Navigate to the ASN that needs to be printed and click **Print**.

Ship Notice: DN123456789

Done

Print Export cXML

Detail History

SHIP FROM

SIT test 22.5

Postal Address:
Smith
Sydney NSW 2000
Australia

DELIVER TO

POTTS HILL MAIN

Postal Address:
Nelson Short St
Potts Hill NSW 2143
Australia
Address ID: 1000

7. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources here .
	To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au .
	For SAP product documentation and supplier support, visit the SAP Help Centre .