

Order Processing

How to **Cancel a Ship Notice** in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

“Due to unforeseen circumstances, I need to cancel a previously submitted ship notice”

Version Number

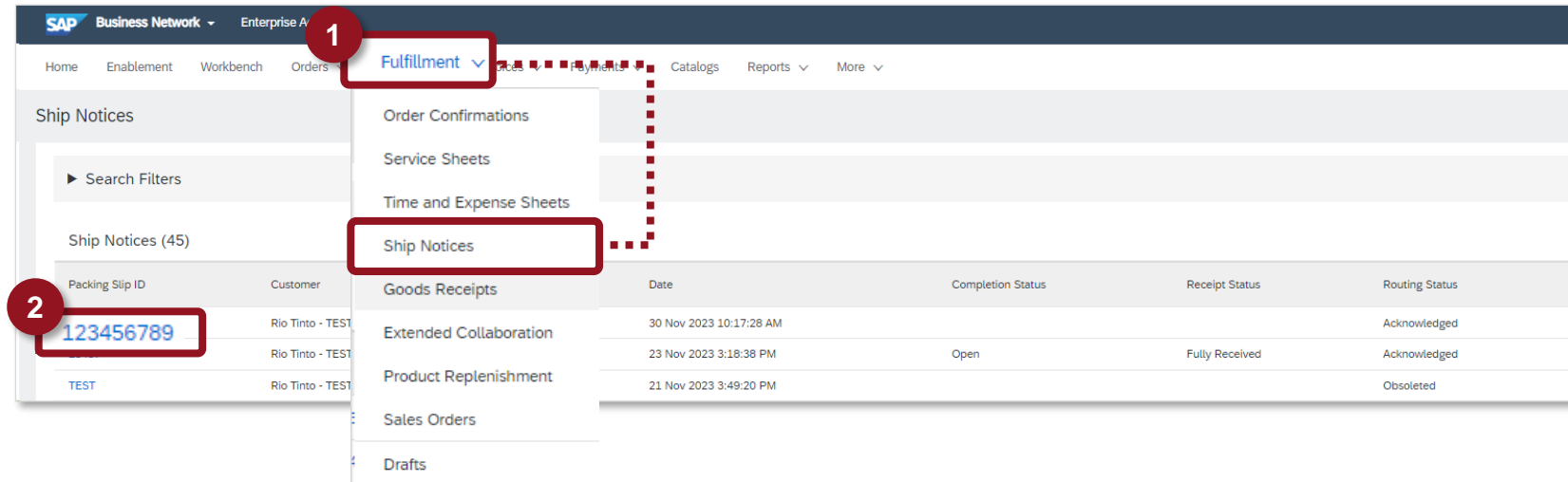
1.0

[Click here for further context on the Order Processing Process](#)



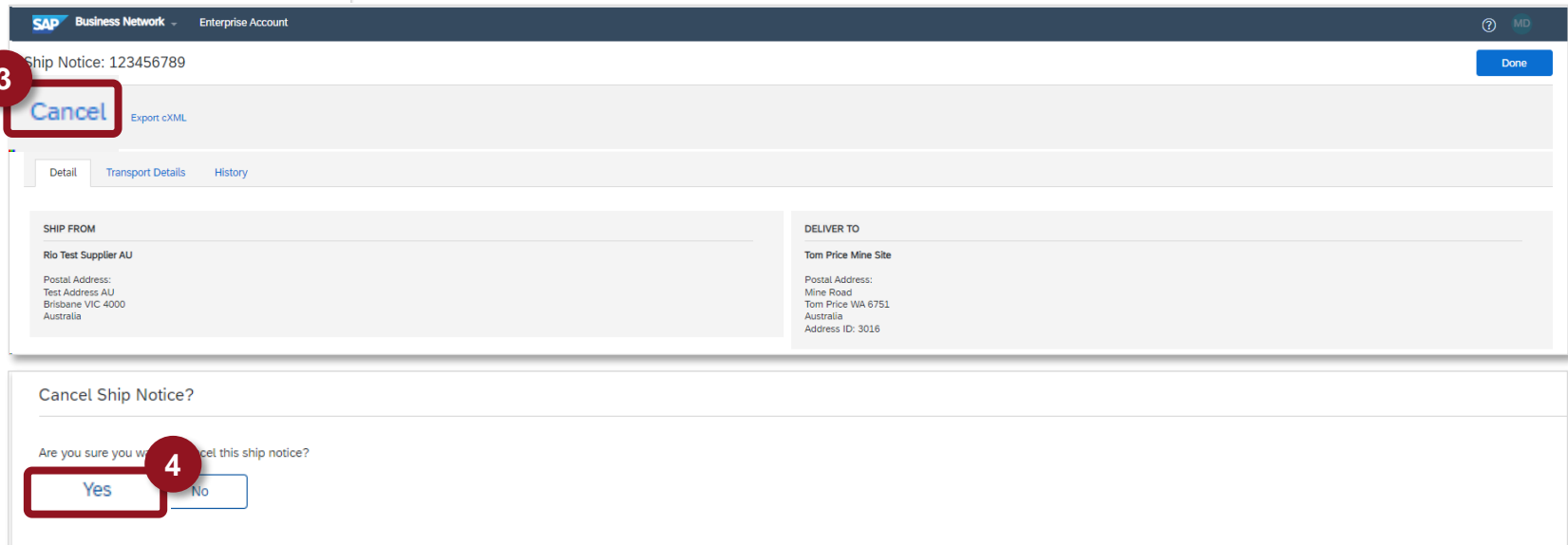
Cancel Ship Notice

1. From the SBN Home Page navigate to and click the **Fulfillment** drop-down, then, click **Ship Notices**
2. Click the **Packing Slip ID** of the Purchase Order you wish to confirm
3. Click **Cancel**
4. Click **Yes**
5. You will be returned to the **Ship Notices Screen** where the **Ship Notice Status** will now indicate that the Ship Notice has been **Cancelled**



The screenshot shows the SAP Business Network interface. The 'Fulfillment' dropdown menu is open, and 'Ship Notices' is highlighted. A red dashed line indicates the path from the 'Fulfillment' menu to the 'Ship Notices' option. Below the menu, a table of Ship Notices is visible, with the first row highlighted. The 'Packing Slip ID' '123456789' is circled in red.

Packing Slip ID	Customer	Date	Completion Status	Receipt Status	Routing Status
123456789	Rio Tinto - TEST	30 Nov 2023 10:17:28 AM			Acknowledged
	Rio Tinto - TEST	23 Nov 2023 3:18:38 PM	Open	Fully Received	Acknowledged
	Rio Tinto - TEST	21 Nov 2023 3:49:20 PM			Obsoleted

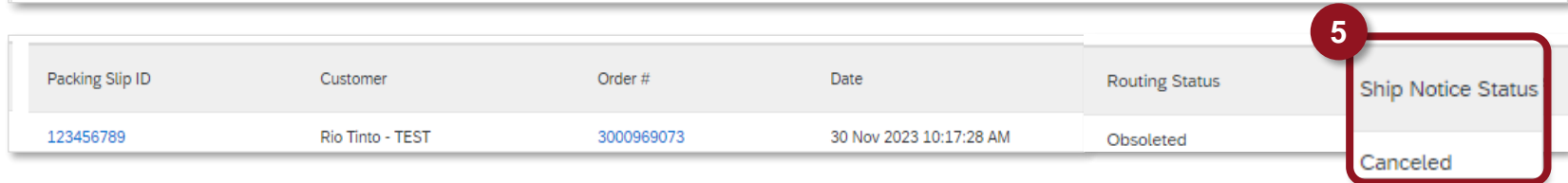


The screenshot shows the 'Ship Notice: 123456789' details page. The 'Cancel' button is highlighted in red. Below the button, there are tabs for 'Detail', 'Transport Details', and 'History'. The 'SHIP FROM' and 'DELIVER TO' information is displayed. A confirmation dialog box asks 'Are you sure you want to cancel this ship notice?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted in red.

SHIP FROM: Rio Test Supplier AU
Postal Address: Test Address AU, Brisbane VIC 4000, Australia

DELIVER TO: Tom Price Mine Site
Postal Address: Mine Road, Tom Price WA 6751, Australia, Address ID: 3016

Cancel Ship Notice?
Are you sure you want to cancel this ship notice?
Yes No



The screenshot shows the 'Ship Notices' table with the 'Ship Notice Status' column highlighted in red. The status for the selected row is 'Canceled'.

Packing Slip ID	Customer	Order #	Date	Routing Status	Ship Notice Status
123456789	Rio Tinto - TEST	3000969073	30 Nov 2023 10:17:28 AM	Obsoleted	Canceled

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.