

Order Processing

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



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

“After confirming a PO, I need to create a ship notice to initiate the shipping process”

Video Link	Link
Version Number	1.0

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



Create a Ship Notice (1/3)

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Click the **Order Number** of the required Purchase Order
3. Click **Create Ship Notice**
4. Enter the **Packing Slip ID**
5. Enter the **Delivery Date**



Note: The packing slip ID is associated with the transport request which is documentation that includes the complete list of items included within a package

Note: A ship notice (ASN) is only applicable for goods and repair items and only accepts confirmed lines to be copied over to ASN

Business Network Enterprise Account

Home Enablement Discovery Workbench **Orders** Fulfillment Invoices Payments Catalogs Reports Messages Assessments

Orders

Order Inquiries

2	16	26	0	28	11	38	0
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	Orders to invoice	Orders to Summary in.
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Customers: Select or type selections
Order numbers: Type selection
Creation date: Last 31 days
Order status: Include
Company codes: Select or type selections

Partial match Exact match

Show more Apply Reset

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000969073	Rio Tinto - TEST	\$4000 AUD	Oct 31, 2023	Confirmed		...

Business Network Enterprise Account

Purchase Order: 3000969073

Create Order Confirmation **Create Ship Notice** Invoice

Order Detail Order History

From: Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To: Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Purchase Order (Confirmed)
3000969073
Amount: \$4,000.00 AUD
Version: 1

Track Order

Business Network Enterprise Account

Ship Notice Header

SHIPPING TRACKING

Packing Slip ID:* 123456789

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: [Calendar]

Delivery Date:* 4 Dec 2023

Hazard Type: Select

Is Divisible:

Carrier Name: Select

Carrier Code: [Text]

Service Level: [Text]

Code: [Text]

Create a Ship Notice (2/3)

6. If required, input additional information such as **Transport Terms**, **Attachments**, **Reason for Shipment** and any additional **Comments**. To learn how to action add attachments, refer to [Adding an Attachment to an Invoice](#)
7. Scroll down to the *line item* and enter the **Supplier Batch ID**, **Production Date** and **Expiry Date** (optional)
8. Click **Next**



Note: It is at your discretion as to whether you include any additional information noted in step 6. These are not mandatory fields for completion

Note: The Supplier Reference is a unique identifier for the order and can be any number you wish to select

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Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select	AME123	5.6	3C	1.2	1	123	123

Add Transport Term

Additional Fields

Reason for Shipment: Customer Order

Comments:

Government Issued Shipping ID: 3456321

Document Title: Car Parts

Supplier Reference: 12334567

Transit Direction:

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
3000969073	1			10.0	EA	20 Nov 2023		\$200.00 AUD	\$2,000.00 AUD	3016	Remove

Description: 2

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	10.0	123	Bangladesh [BGD]	1 Nov 2022	1 Mar 2025	Add Details

Add Ship Notice Line

3000969073	2			10.0	EA	20 Nov 2023		\$200.00 AUD	\$2,000.00 AUD	3016	Remove
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Description: 2

Shipment Status
Total Item Due Quantity: 10 EA

Confirmation Status
Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	10.0		- Select Country -			Add Details

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Save Next

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Create a Ship Notice (3/3)

- Review the **Order Items** to ensure all information is accurate, then, click **Submit**
- You will be returned to the **Purchase Order Screen** where the order status will now indicate that the order has been **Shipped**
- Click **Done**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
3000969073	1			10.0	EA	20 Nov 2023		\$200.00 AUD	\$2,000.00 AUD	3016
Description: 2										
SHIPMENT STATUS										
1. Shipping 10.0 EA (Supplier Batch ID: 123 Production Date: 1 Nov 2022 Expiry Date: 1 Mar 2025 Country of Origin: BD)										
No detail information provided.										
3000969073	2			10.0	EA	20 Nov 2023		\$200.00 AUD	\$2,000.00 AUD	3016
Description: 2										
SHIPMENT STATUS										
1. Shipping 10.0 EA										
No detail information provided.										

Purchase Order: 3000969073

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To: Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Purchase Order (Shipped)
3000969073
Amount: \$4,000.00 AUD
Version: 1

Track Order



Note: If creating a shipment for a partial order, you will be required to create another ship notice for the balance of the quantity.

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.