



# Tata Chemicals Supply Chain Collaboration

## Advanced Shipping Notification (ASN)

Supplier Training Guide



(Formerly as, Ariba Network)

# Agenda

## Order Collaboration

- Introduction
- Order Collaboration Documents
- Order Collaboration Workflow Diagram

## Order Collaboration Portal User Interaction

- Advanced Shipping Notice

# PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and number of items. A soft copy of Supplier Invoice must be added in ASN [Advance Shipping Notification].</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p>
Invoice Receipt (IR)	<p>Invoice document is a posting in Buyer system for the goods which were accepted by customer. It marks completion of Invoicing process, which further leads to payment clearing stage.</p> <p>Payment advice is a posting in Buyer system for the invoices pending for payment. It marks an intimation that customer has paid an invoice.</p>

# PO Collaboration Workflow Diagram



buyer

SAP Business Network



supplier



# Advanced Shipping Notification

In this  
Chapter You  
Will Learn  
About ...

... what is an advanced shipping notification

... what are the benefits of using advanced shipping notification

... how to manage advanced shipping notification

... how to view submitted advanced shipping notification

# 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.

By sending the information as early as possible, 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.

**Note:** Customers can create custom attributes and include these for order confirmations, purchase orders and ship notices. Custom attributes contain additional information to improve collaboration.

### 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.
    - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
  - 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.



# 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:

- 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 purchase order's status, history, and execution.

# Advanced Shipping Notification

## Individual PO Management – Create ASN

An individual shipping notice can be created

From the **Workbench**

**OR**

From **Orders>Orders and Releases**:

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

**OR**

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

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. A tile labeled '7 Items to ship' is highlighted with a '1' in a yellow circle. Below this, a filter bar contains '4000811', 'Last 90 days', and exclusion filters. A 'Create ship notice' button is highlighted with a '3' in a yellow circle. A table lists items to ship, with the first row selected and highlighted in blue. Below the table, the purchase order number '0004000811' is displayed. At the bottom, a 'Create Ship Notice' button is highlighted with a '4' in a yellow circle.

Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

7  
Items to ship  
Last 31 days

Items to ship (1)

Edit filter Save filter 4000811 Last 90 days Exclude fully shipped, +1 Exclude fully received Exclude fully invoiced

Create ship notice

	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Shipped Quantity	Actions	
✓	Customer: <b>Tata Chemicals Limited - TEST</b> Ship To Address: <b>TCD - Kattupalli, Kattupalli, IN-TN, IND</b>								
✓	0004000811	10		COAL MAT	1	Dec 12, 2025	0 TNE	...	

Purchase Order: 0004000811

Create Order Confirmation Create Ship Notice



# Advanced Shipping Notification

## Individual PO Management – Create ASN – Header Level 1

Fill out the requested information on the Create Ship Notice 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 auto generated unique number.
4. Provide the supplier invoice number for these items as it is mandatory.
5. Provide supplier Invoice date as it is mandatory.

**Note:** The soft copy of the invoice that is attached should be digitally signed.

6. Check if the attached invoice copy is digitally signed
7. Provide delivery date.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. It is divided into two main sections: 'SHIP FROM' (labeled 2) and 'DELIVER TO' (labeled 1). The 'SHIP FROM' section contains the address: TEST VENDOR-TEST, Vijayawada, IN-AP, India. The 'DELIVER TO' section contains: TCD - Kattupalli, Kattupalli, IN-TN, India. Below these is the 'Ship Notice Header' section, which is further divided into 'SHIPPING' and 'TRACKING'. The 'SHIPPING' section includes: Packing Slip ID: ASN0208 (labeled 3), Invoice No. (labeled 4), Invoice Date (labeled 5), a checkbox for 'Is Invoice Digitally Signed' (labeled 6) with a tooltip that says 'Please attach document mentioned in shipping instruction & Terms of Delivery. Ensure that Invoice submitted value match with ASN value.', and Delivery Date (labeled 7). The 'TRACKING' section includes: Carrier Name: AMBICA ROADLINES, Carrier Code: A00139T00, LR No./Tracking No. (with an asterisk), Bill of Lading No., Tracking Date, and Shipping Method (Set to 'Select'). At the bottom, there is an 'ATTACHMENTS' section with a table showing 'No items' and buttons for 'Choose File' and 'Add Attachment'. A note at the bottom states: 'The total size of all attachments cannot exceed 100MB'.

# Advanced Shipping Notification

## Individual PO Management – Create ASN – Header Level 2

1. In the Tracking Section provide the Carrier Name if applicable.
2. Provide the Tracking No.
3. Provide the Tracking Date.
4. Provide the shipping method.
5. Select the Shipping Payment Method as it is mandatory field.
6. Add soft copy of supplier invoice as attachment.
7. Additionally attach documents as per disclaimer message

**Note:** Kindly attach soft digitally signed copy of Invoice.

▼ Ship Notice Header

**SHIPPING** Packing Slip ID: ASN0208 **TRACKING**

Invoice No.:

Invoice Date:

? Is Invoice Digitally Signed (Mandatory to Attach Invoice Copy) **7**

Please attach document mentioned in shipping instruction & Terms of Delivery. Ensure that Invoice submitted value match with ASN value.

Shipping Date:

Delivery Date: \*

Hazard Type:  Code:

Is Divisible:

► Dimensions

**ATTACHMENTS** **6**

Name	Size (bytes)	Content Type
No items		

No file chosen

*The total size of all attachments cannot exceed 100MB*

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▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: \*  **5**

Delivery Terms Description:

Transport Terms Description:

**5** Shipping Payment Method: \*

Shipping Contract Number:

Shipping Instructions:

# Advanced Shipping Notification

## Individual PO Management – Create ASN – Item Level

Information from the purchase order is copied to the ship notice (part no., quantity, need by, price, etc.).

Scroll down to view the line item information.

1. Update the **quantity** shipped for each line item. For all orders, the quantity can be equal or lower than the quantity in the purchase order. Also, over-delivery may apply (the system will show what it possible).
2. Provide the **Supplier Batch ID**.
3. The **Country of Origin** can be selected from the dropdown menu. The Country of origin cannot be entered when the Supplier Batch ID field is empty.
4. Provide **Production Date** and **Expiry Date** of the material.
5. Click **Remove** button if you want to exclude the whole line from this ship notice.
6. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.

### Note:

- Multiple shipping notices per purchase order 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	
0004000811	10		00000009010100519	5,000	t	12 Dec 2025		75.00 INR	375.00 INR	18.75 INR	IMPC	<a href="#">Remove</a>

Description: COAL MAT

**Shipment Status**  
Total Item Due Quantity: 5 t

**Confirmation Status**  
Approved  
Total Confirmed Quantity: 5 t    Total Backordered Quantity: 0 t

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	5,000		- Select Country -			<a href="#">Download PDF</a> <a href="#">Add Details</a>

[Add Ship Notice Line](#)

[Add Order Line Item](#)   [Manage Serial Numbers](#)

# Advanced Shipping Notification

## Individual PO Management – Review Before Submitting

1. To save a draft document click **Save**. The saved draft will **not** be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. Save the ship notice
4. The draft can be accessed and modified from **Fulfillment> Drafts**.
5. Go to **Ship notices** tab.
6. Select the document and click **Edit** to modify and finalize it.

1 Save Exit Next

2 **i** Ship notice "ASN-4000811-1" is saved. The saved ship notice will be kept until 14 Apr 2025.

Exit

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

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders **4** Fulfillment

Drafts

Drafts

This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days.

Invoices **5** Ship Notices Service Sheets

Ship Notices

Packing Slip ID #	Customer	Reference	Date Last Modified ↓	Status
<input checked="" type="radio"/> ASN-4000811-1	Tata Chemicals Limited - TEST	0004000811	13 Feb 2025 5:16:29 PM	Composing

**6** Edit Delete

# Advanced Shipping Notification

## Review Submitted ASN

1. To view submitted ASN go to **Fulfillment-> Ship Notices**.
2. Or to related order screen, **Related Documents** section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
4. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

**Purchase Order**  
4 (Shipped)  
0004000802  
Amount: 75.00 INR  
Version: 1

[Track Order](#)

Routing Status: Acknowledged  
External Document Type: Revenue PO (ZRVP)  
2 Related Documents: [ASN191](#)

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

1 Ship Notices

Search Filters

Ship Notices (214) Page 1

Packing Slip ID	Customer	Order #	Date	Ship Notice Status
<a href="#">ASN191</a>	Tata Chemicals Limited - TEST	<a href="#">0004000802</a>	11 Feb 2025 5:12:30 PM	
<a href="#">ASN-1-4000798</a>	Tata Chemicals Limited - TEST	<a href="#">0004000798</a>	10 Feb 2025 3:46:45 PM	

### 3 Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit
<a href="#">0004000802</a>	10		00000009010100519	1.000	t ⓘ

Description: COAL MAT

#### SHIPMENT STATUS

1. ▶ **Shipped** 1 t ⓘ

[Show Details](#)

# Advanced Shipping Notification

## Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders 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**.
4. Select the report template you've created and click **Next**.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle with the number '1' highlights the 'Reports' menu. Below the navigation bar, the 'Report Templates' section displays a table with columns: Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The table contains one entry: 'ASN REPORT' with a 'Manual' schedule type, 'Ship Notice' report type, 'Processed' status, and a last run date of '23 Apr 2020'. Below the table, a row of action buttons includes 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. A yellow circle with the number '2' highlights the 'Create' button. Below the 'Report Templates' section, the 'Report' creation form is shown. A yellow circle with the number '3' highlights the 'Report Description' section. The form includes a 'Title' field with the value 'ASN Report', a 'Description' field, 'Time zone' set to 'Singapore', 'Language' set to 'English', and 'Report type' set to 'Ship Notice'. The 'Report type' dropdown is highlighted with a yellow box.

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020	

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: \* ASN Report

Description:

Time zone: Singapore

Language: English

Report type: \* Ship Notice



# Advanced Shipping Notification

## Download ASN Report

1. On the Criteria page click on **Select**.
2. Select your customer and click on **Add**, then click on **OK**
3. Now fill in all the details and click on submit.
4. When the status changes to **Processed**, click **Download**.

Title ↑	Schedule Type	Report Type	Status	Last Run
<input checked="" type="radio"/> ASN REPORT	Manual	Ship Notice	Processed	23 Apr 2020

Run Download Edit Copy Delete Create Refresh Status

4

1 Report Description

2 Criteria

1

Customer: SCC Delivery Team - Global H19 Client 400 - TEST **Select**

Order Number: PO040

Packing Slip ID: PSP040

Show Ship Notice By:  Ship Notice Date  Delivery Date  Shipping Date

Date:\* 14 Jun 2022 To 14 Jul 2022

Part No.: 456890

Customer Part No.: 456890

Receipt Status: All

Ship Notice Completion Status: All

Ship Notice Status: All

Maximum Results Returned: 100

Supplier Reference:

Add Schedule Line Reference:  ⓘ

Previous **Submit** Exit

3

OK Cancel

Select customers

Selected Customers

SCC Delivery Team - Global H19 Client 400 - TEST

Remove

Company Name:

Customer

Amarsrinivas Eli Buyer Account - TEST

Make-Procurement-Awesome - TEST

Pedro Castro LLC - TEST

SAP SCC DEMO BUYER - TEST

SCC ANK - TEST BUYER

SCC Delivery Team - Global H19 Client 400 - TEST

SCC Delivery Team - NAMER H19 Client 500 - TEST

Add 2

# Advanced Shipping Notification

## Tolerances

1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
  - Suppliers can always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates.
  - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.
2. In case your modifications are not allowed, you will see an error message.
3. Your buyer may set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order or release. If during ship-notice validation this feature identifies a ship-notice delivery date that is outside the allowed tolerance, it prevents submission of the ship notice.

# Finished Good Receipt

## Customer Document Review

- Finished good receipt is available on the Portal once Finished Good is received by [Customer].
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

Order Number	Customer	Amount	Date ↓	Order Status
<a href="#">4500008915</a>	SCC Delivery Team - Global H19 Client 400 - TEST	\$6,250.00 USD	Jul 14, 2022	Received

Receipt: 5000003858

Done

Previous

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

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

**From:**  
SCC Delivery Team - Global H19 Client 400 - TEST  
Derck Creek-1234  
Palo Alto, 94304-1355  
United States

**To:**  
SCC Supplier - TEST  
210 Sixth Avenue,  
Pittsburgh, PA 15222  
United States  
Phone:  
Fax:  
Email:

**Receipt:**  
Receipt No.: 5000003858  
Receipt Date: 14 Jul 2022

Routing Status: **Sent**  
Related Documents: [4500008915](#)

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: <a href="#">4500008915</a> (Closed For Receiving)													
1	10	AMAR1234	SP004			<a href="#">ASN8915</a>	14 Jul 2022	50.000 PCE ⓘ	<i>Not Specified</i>	Received	\$125.00 USD	\$6,250.00 USD	Completed

Description: Gaskets 1mm

Thank you!!