How to create an advanced ship notice in SAP Ariba Supplier

SAP Ariba help

Context

Create ship notices to keep your customers informed about when they can expect to receive the items they ordered from your company.

Procedure

1. Do one of the following:

    - Tap the menu icon, then tap **Create documents Advanced ship notice**, select the order for which you want to create a ship notice, then tap the **Create advanced ship notice** button.

    - Tap the menu icon, tap **Orders**, select the order for which you want to create a ship notice, then tap the more button and choose **Create advanced ship notice**.

2. In the **Ship Notice Header** section, enter the information for this shipment.

    - At minimum, you need to provide a **Packing Slip ID**, **Tracking No.**, and the address where you are shipping from.

    - If you are providing transport terms and the transaction rule **Require all items in a ship notice to have the same transport terms value** is enabled, all line items of a ship notice must use the same transport term.

3. (Optional) To help you identify and search for documents you send out, you can add an internal reference code in the **Supplier Reference** field. This can take any form. For example, it might be a number or the name of a person who is dealing with that order.

4. In the **Item** section, do one of the following:

    - For each line item, in the Ship Qty field, enter the number of that item that is included in this shipment.

- To indicate that none of a particular item is included in this shipment, tap the Remove link to the right of that line item. This removes the item from the current ship notice but not from the source purchase order. The item remains available for future ship notices.

   Note:

   If the order contains advanced pricing details, Ariba Network shows the pricing details for the line items when you create ship notices. If the customer flagged an item as completed on the order, the following warning appears for the item: **The buyer has marked this as Completed**. This warning does not prevent you from submitting the ship notice.

5. (Optional) Enter the ID number for the batch in which each item was made into the **Batch ID** field.

6. If you need to add shipping information at the line-item level, tap **Details** for the line item.

7. To enter hazardous materials instructions, enter a description of the hazardous materials to be shipped, select a hazardous materials code system from the **Code Type** menu, and enter the code.

8. To change the terms of delivery, enter the necessary information in the **Delivery Information** section.

9. To enter serial numbers or asset information, enter the item's serial number or asset tag and tap **Add**. Repeat as necessary to add more serial numbers or asset tags.

10. Tap **Next**. Confirm the information on the review page. To make changes, tap **Previous**. Any serial number and asset information you entered appears on this page.

11. Tap **Submit**.