

1. Overview

1.1 Purpose

Ariba Network allows suppliers to easily submit a ship notice to notify customers when shipping occurs, so the customer can be prepared to accept delivery of the goods.

All TransGrid **Network Equipment Suppliers** are required to create a Ship Notice prior to the creation of an invoice.

The steps below provide suppliers instructions on how to create a Ship Notice through your supplier Ariba Network account.

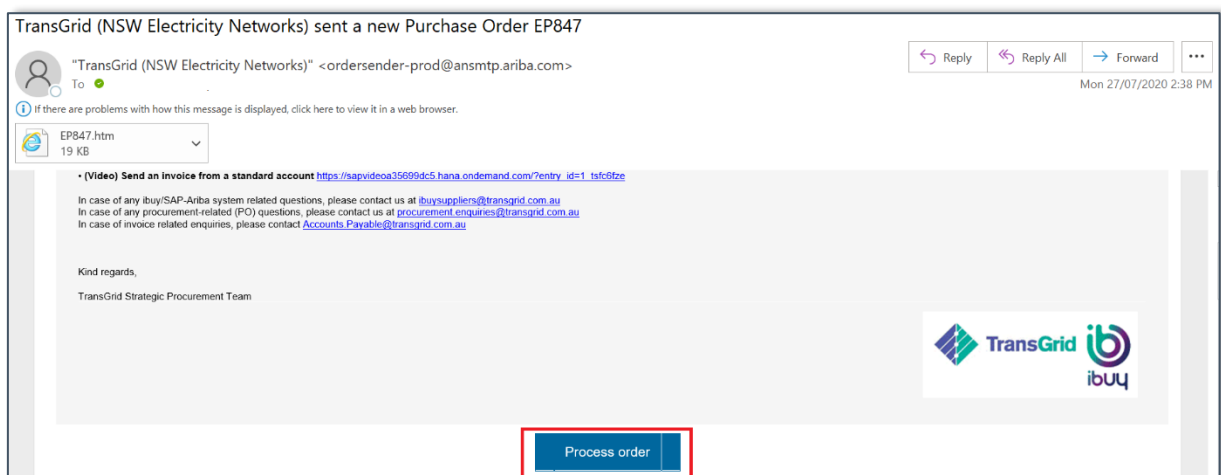
- [Creating a Ship Notice from an Interactive Email Order](#)
- [Partial Ship Notices on a Purchase Order](#)

2. Creating a Ship Notice

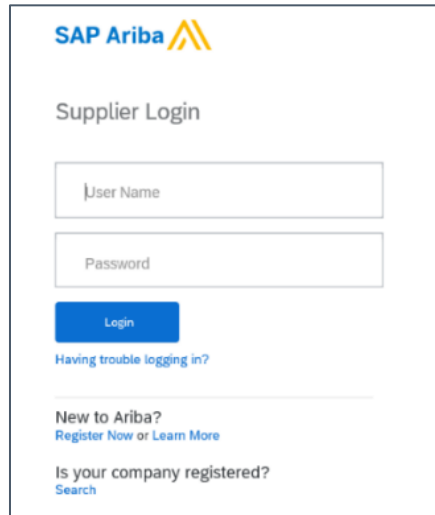
2.1 Creating a Ship Notice from an Interactive Email Order

As a supplier, you will receive an interactive email notification containing purchase order information.

- Click on **Process Order** button.

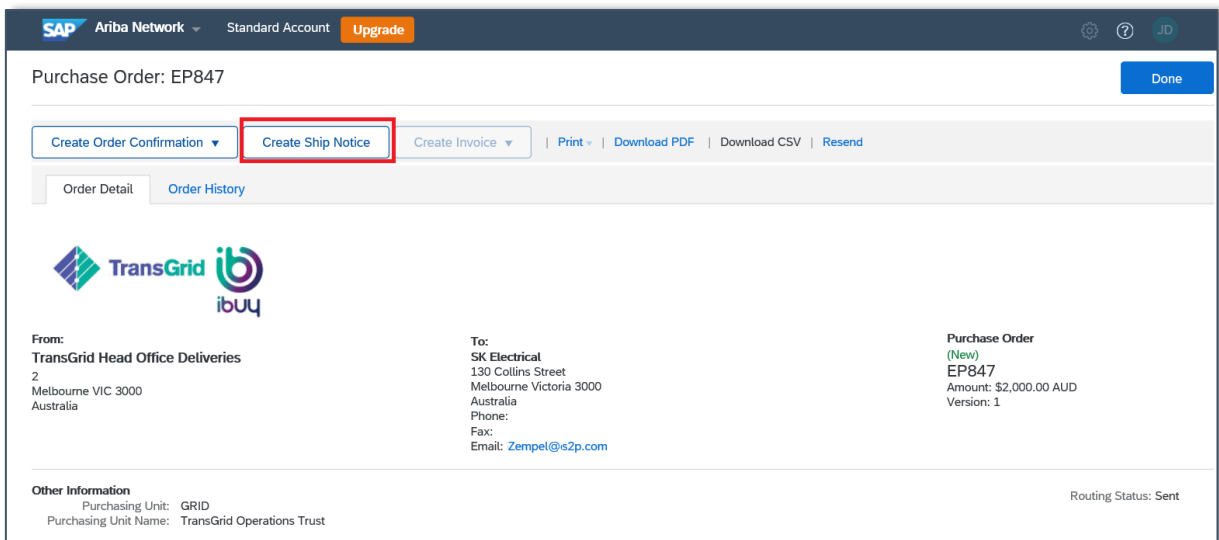


- b. You are directed to login to your Ariba Network Supplier account. Enter your **Username** and **Password**, then click on **Login** button.





The screenshot shows the SAP Ariba Supplier Login interface. At the top, it says 'SAP Ariba' with the logo. Below that is the title 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. Below the button, there is a link 'Having trouble logging in?'. At the bottom, there are two sections: 'New to Ariba?' with links 'Register Now' and 'Learn More', and 'Is your company registered?' with a 'Search' link.

- c. The *Purchase Order* details screen displays. Click **Create Ship Notice** button.

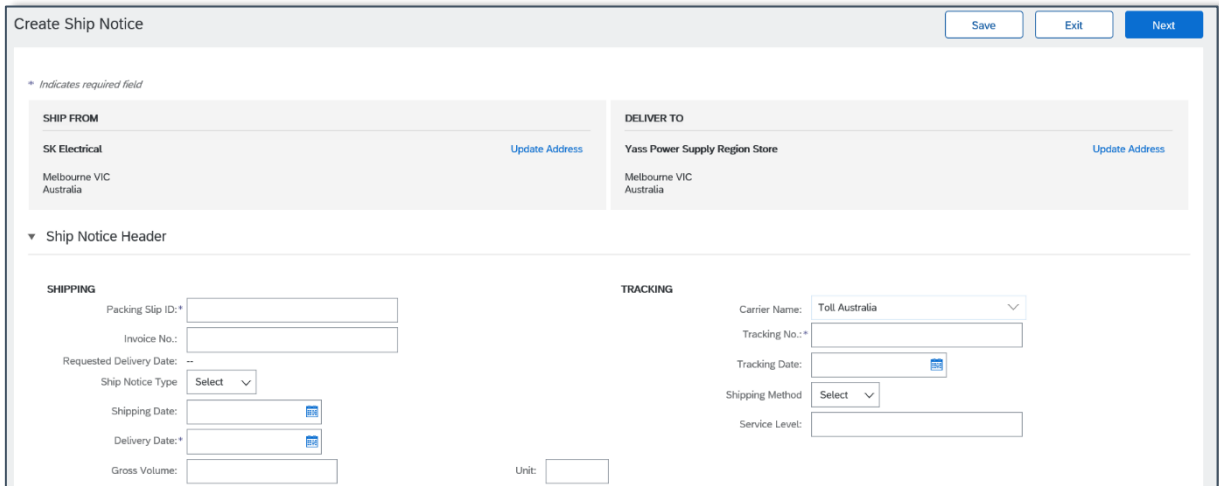


The screenshot shows the SAP Ariba Purchase Order details screen for PO EP847. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The main header shows 'Purchase Order: EP847' and a 'Done' button. Below the header, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a red box), and 'Create Invoice'. There are also links for 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The main content area is divided into two tabs: 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the TransGrid and ibuy logos. Below the logos, there are three columns of information: 'From' (TransGrid Head Office Deliveries), 'To' (SK Electrical), and 'Purchase Order' (EP847, Amount: \$2,000.00 AUD, Version: 1). At the bottom, there is an 'Other Information' section with 'Purchasing Unit: GRID' and 'Purchasing Unit Name: TransGrid Operations Trust', and a 'Routing Status: Sent' indicator.

 Prior to sending a Ship Notice, a supplier can send an optional order confirmation by selecting **Create Order Confirmation** button. Please refer to `ibuy_QRG_Supplier_Order Confirmation` with a Standard Account for further information.


 **Network Equipment Suppliers** are required to create a Ship Notice prior to the creation of an invoice.

d. The *Create Ship Notice* screen displays.



 The Ship Notice is automatically pre-populated with the purchase order data.

e. Complete the **Ship Notice Header – Summary** section.

Field	Description
<i>SHIPPING section</i>	
Packing Slip ID	Enter an actual packing slip ID or a tracking number.
Invoice No.	Enter your unique invoice number, for invoice identification.  An invoice number: > Must be a maximum of 20 characters > Must be in alpha and/or numeric format and all capital letters > Must not contain any spaces or special characters If a date is included in the invoice number, the date format must be <i>ddmmyy</i> , e.g. 210720.
Ship Notice Type	Select Actual or Estimated from the dropdown list.
Delivery Date	Click the calendar icon to select the date the goods will be delivered.
<i>TRACKING section</i>	
Carrier Name	Select the carrier from the dropdown list.
Tracking No.	Enter the tracking number.
Shipping Method	Select from the dropdown list.

f. Scroll down to the **Order Items** section.

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
EP847	1	Not Available Bushings		10	EA	27 Jul 2020		\$200.00 AUD	\$2,000.00 AUD	Remove

Shipment Status
Total Item Due Quantity: 10 EA

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

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)



Line Items section displays and defaults the line items and associated quantity from the Purchase Order.

g. Review/ update the **Ship Qty** (quantity) for each line item you are invoicing.

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
EP847	1	Not Available Bushings		10	EA	27 Jul 2020		\$200.00 AUD	\$2,000.00 AUD	Remove

Shipment Status
Total Item Due Quantity: 10 EA

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

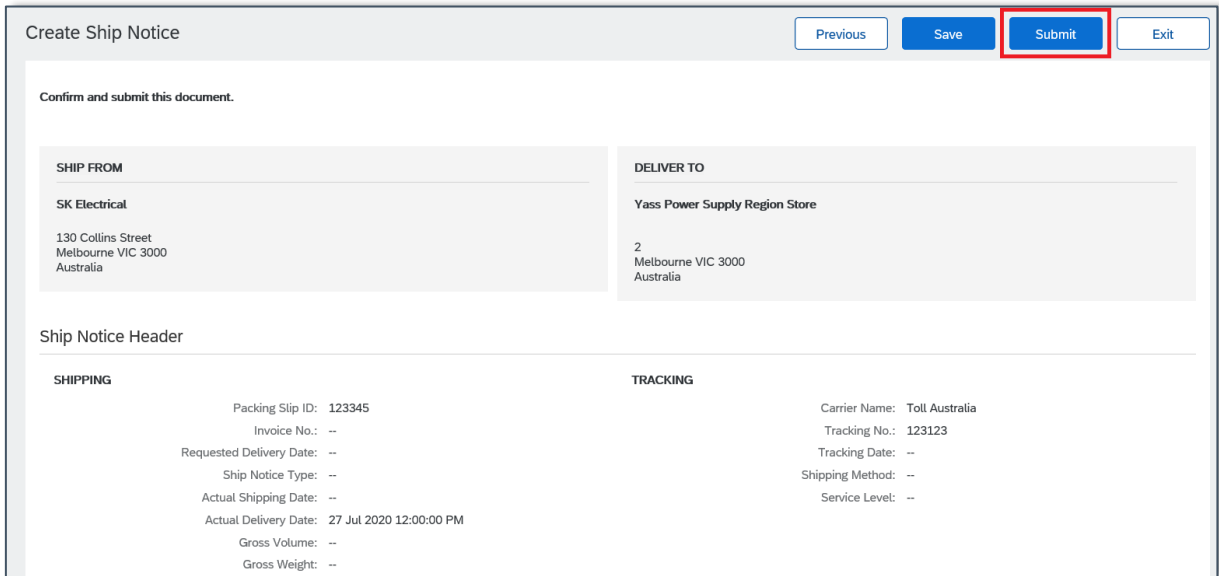
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

h. Click **Next** button.

- i. Review the Ship Notice summary, then click **Submit** button.



Create Ship Notice

Confirm and submit this document.

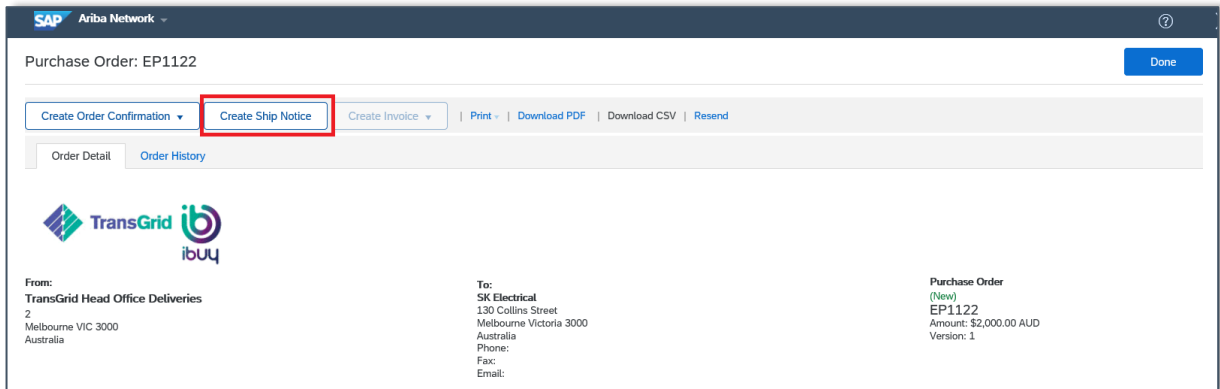
SHIP FROM	DELIVER TO
SK Electrical 130 Collins Street Melbourne VIC 3000 Australia	Yass Power Supply Region Store 2 Melbourne VIC 3000 Australia

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: 123345 Invoice No.: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: -- Actual Delivery Date: 27 Jul 2020 12:00:00 PM Gross Volume: -- Gross Weight: --	Carrier Name: Toll Australia Tracking No.: 123123 Tracking Date: -- Shipping Method: -- Service Level: --

2.2 Partial Ship Notices on a Purchase Order

- a. Access the *Purchase Order* details screen. Click **Create Ship Notice** button.



Purchase Order: EP1122

Create Order Confirmation | **Create Ship Notice** | Create Invoice | Print | Download PDF | Download CSV | Resend

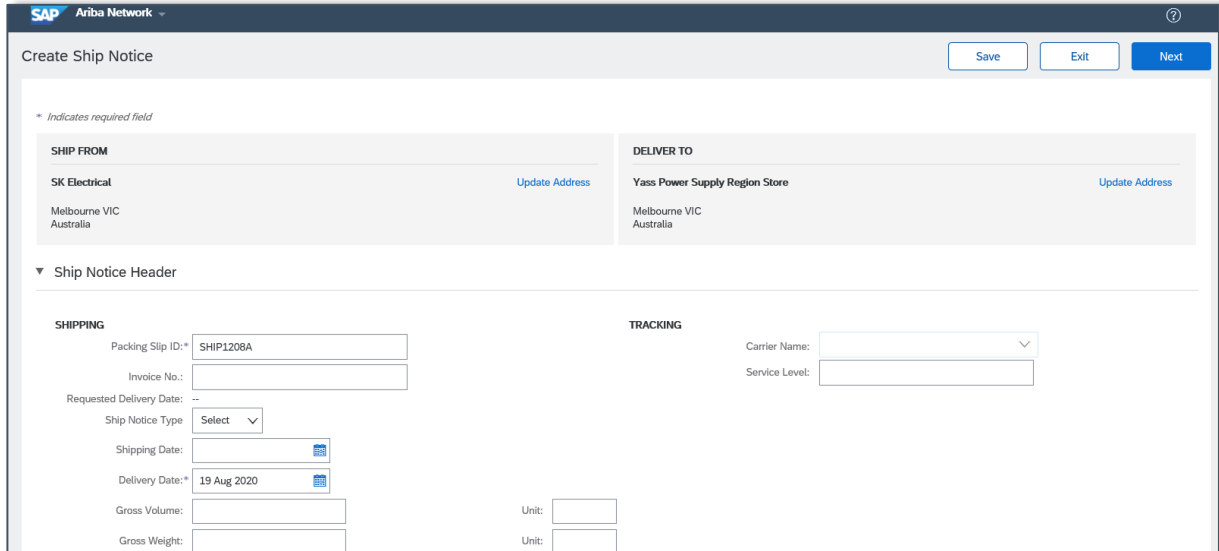
Order Detail | Order History

From:
TransGrid Head Office Deliveries
2
Melbourne VIC 3000
Australia

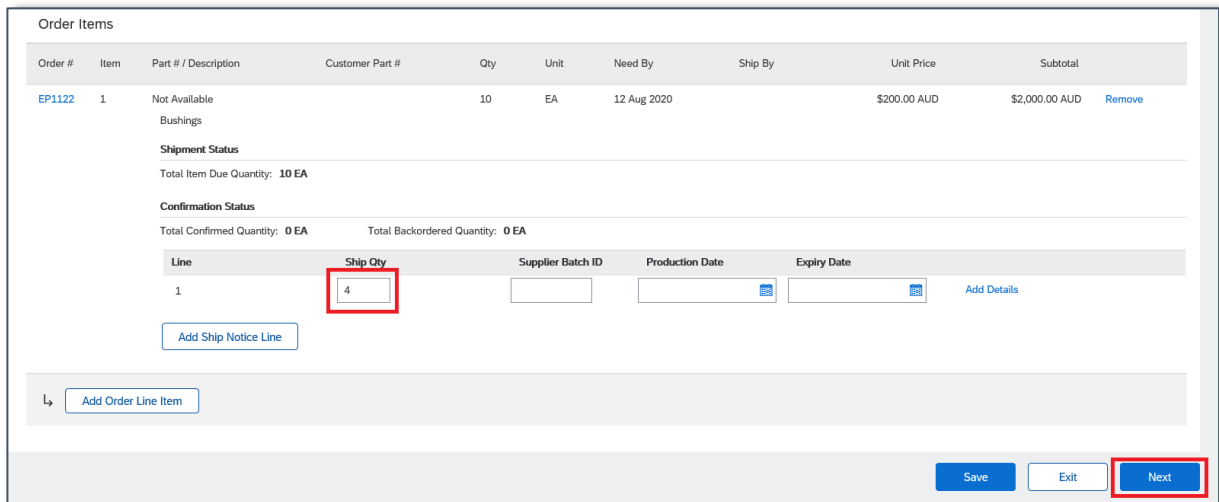
To:
SK Electrical
130 Collins Street
Melbourne Victoria 3000
Australia
Phone:
Fax:
Email:

Purchase Order (New)
EP1122
Amount: \$2,000.00 AUD
Version: 1

b. Complete Header Information.



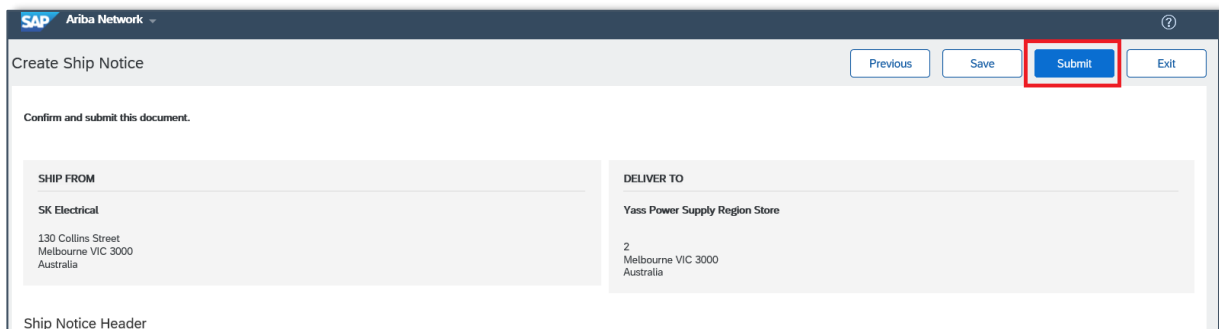
c. Enter a partial value in the **Ship Qty** (quantity) for the line item you are invoicing.



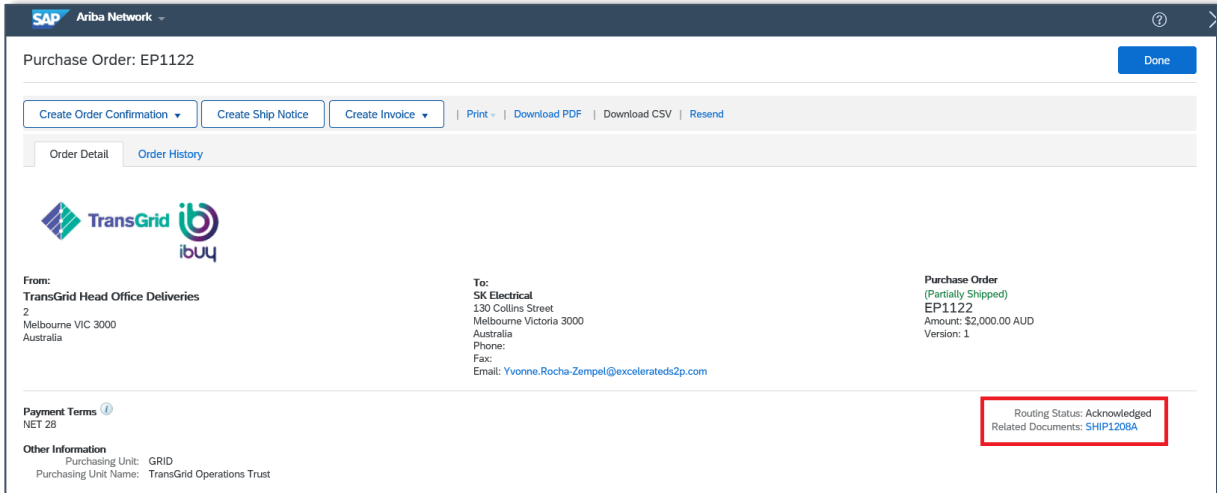
Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
EP1122	1	Not Available Bushings		10	EA	12 Aug 2020		\$200.00 AUD	\$2,000.00 AUD

d. Click **Next** button.

e. Review the Ship Notice summary, then click **Submit** button.



- f. Ship Notice number is displayed on the Purchase Order under Related Documents.



Purchase Order: EP1122

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice, Print, Download PDF, Download CSV, Resend

Order Detail | Order History

From: TransGrid Head Office Deliveries
2 Melbourne VIC 3000 Australia

To: SK Electrical
130 Collins Street
Melbourne Victoria 3000 Australia
Phone:
Fax:
Email: Yvonne.Rocha-Zempel@accelerateds2p.com

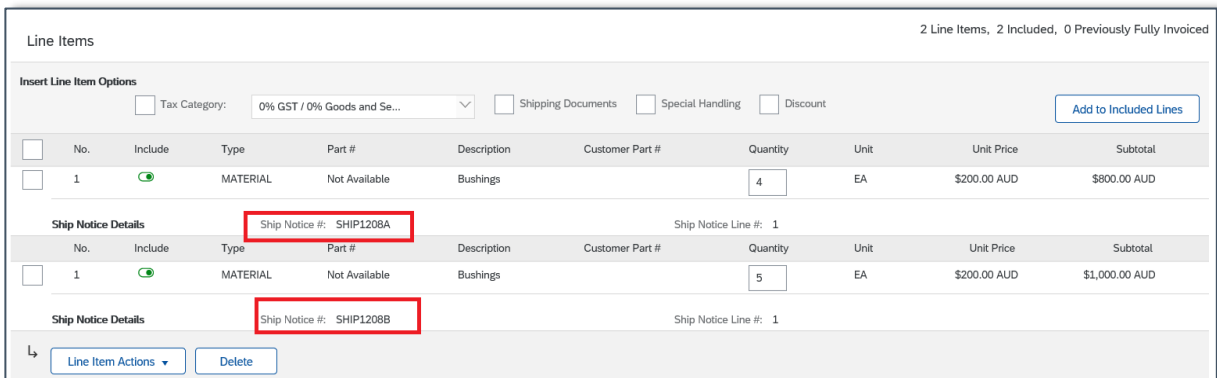
Purchase Order (Partially Shipped)
EP1122
Amount: \$2,000.00 AUD
Version: 1

Payment Terms: NET 28

Other Information: Purchasing Unit: GRID, Purchasing Unit Name: TransGrid Operations Trust

Routing Status: Acknowledged
Related Documents: SHIP1208A

💡 Invoices can only be created against the shipped amount. The related ship notice number will display against the line items. If there are multiple ship notices against a single purchase order, the related ship notice will appear against the related line item on the invoice.



Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options: Tax Category: 0% GST / 0% Goods and Se..., Shipping Documents, Special Handling, Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Bushings		4	EA	\$200.00 AUD	\$800.00 AUD
Ship Notice Details				Ship Notice #: SHIP1208A	Ship Notice Line #: 1				
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Bushings		5	EA	\$200.00 AUD	\$1,000.00 AUD
Ship Notice Details				Ship Notice #: SHIP1208B	Ship Notice Line #: 1				

Line Item Actions | Delete

💡 End of process.