

## 1. Overview

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### 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

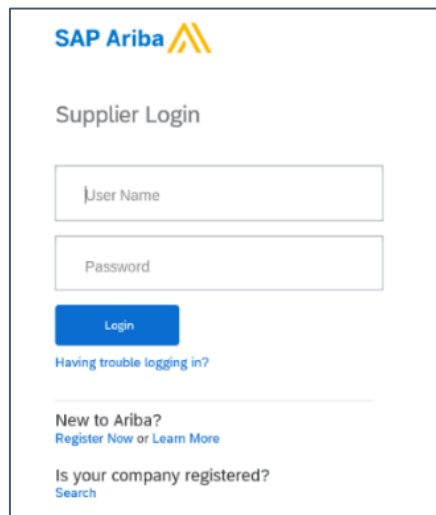
- [Creating a Ship Notice from Supplier Ariba Network Inbox](#)
- [Partial Ship Notices on a Purchase Order](#)

## 2. Creating a Ship Notice

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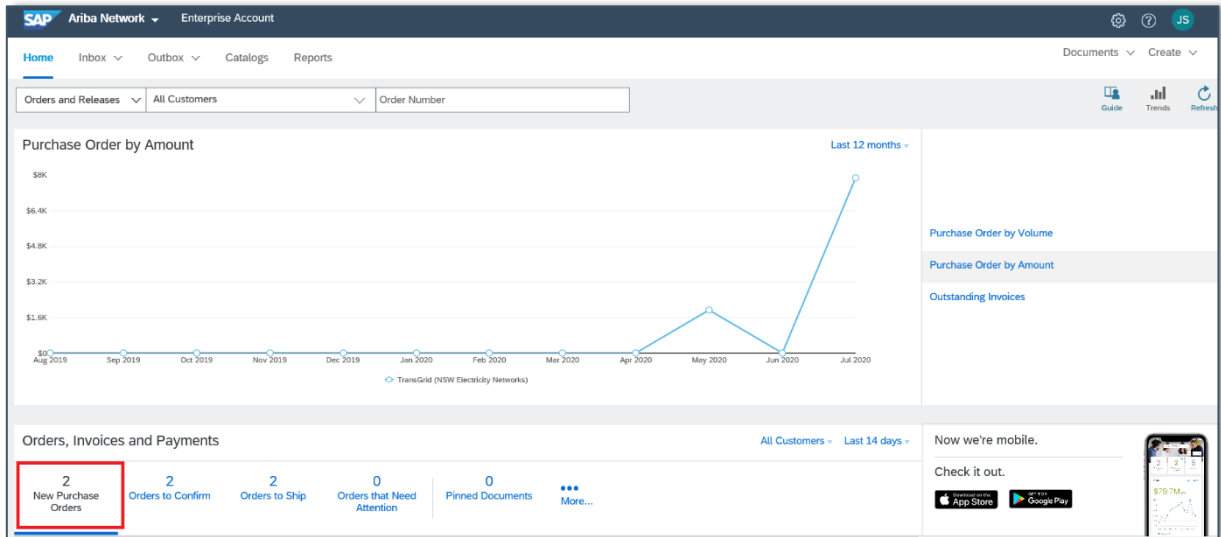
### 2.1 Creating a Ship Notice from Supplier Ariba Network Inbox

- Go to [supplier.ariba.com](http://supplier.ariba.com) and enter your **Username** and **Password**, then click on **Login** button.

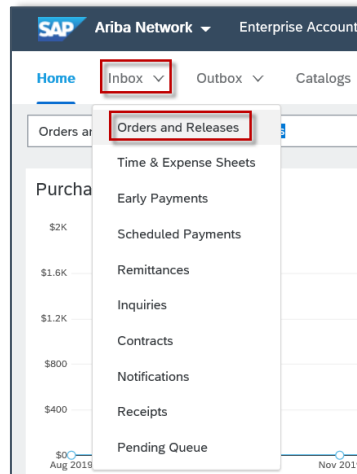


The screenshot shows the SAP Ariba Supplier Login interface. At the top left is the SAP Ariba logo. Below it is the heading 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below the password field is a blue 'Login' button. Underneath the button is a link that says 'Having trouble logging in?'. At the bottom of the form, there is a section for new users: 'New to Ariba?' with links for 'Register Now' and 'Learn More'. Below that is a section for existing companies: 'Is your company registered?' with a 'Search' link.

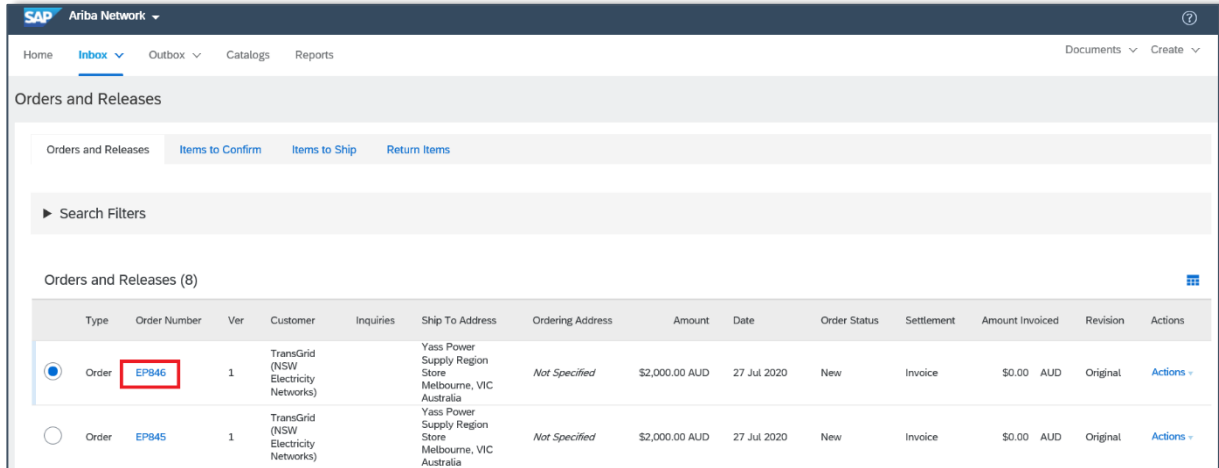
- a. The Ariba Network Supplier home page displays. In the **Orders, Invoices and Payments** section, select **New Purchase Orders**.



- 💡 Alternatively, click the dropdown arrow next to **Inbox**, then select **Orders and Releases**.

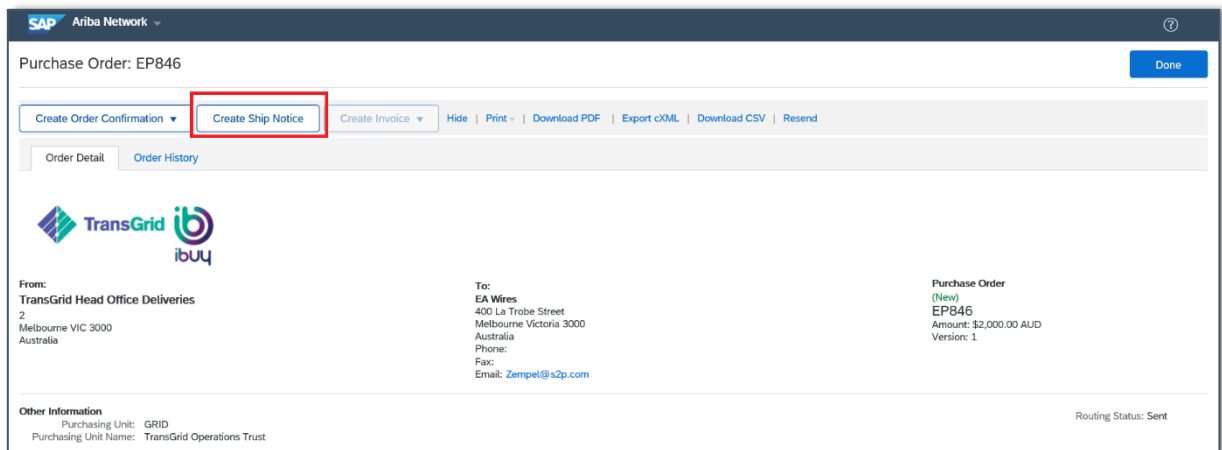


b. A list of Purchase Orders displays. **Select** the required PO number link.



Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/>	<b>EP846</b>	1	TransGrid (NSW Electricity Networks)		Yass Power Supply Region Store Melbourne, VIC Australia	Not Specified	\$2,000.00 AUD	27 Jul 2020	New	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/>	EP845	1	TransGrid (NSW Electricity Networks)		Yass Power Supply Region Store Melbourne, VIC Australia	Not Specified	\$2,000.00 AUD	27 Jul 2020	New	Invoice	\$0.00 AUD	Original	Actions

c. Click **Create Ship Notice** button.



Purchase Order: EP846

Buttons: Create Order Confirmation, **Create Ship Notice**, Create Invoice, Hide, Print, Download PDF, Export cXML, Download CSV, Resend

Order Detail | Order History

From: TransGrid Head Office Deliveries  
2 Melbourne VIC 3000 Australia

To: EA Wires  
400 La Trobe Street  
Melbourne Victoria 3000 Australia  
Phone:  
Fac:  
Email: Zempel@s2p.com

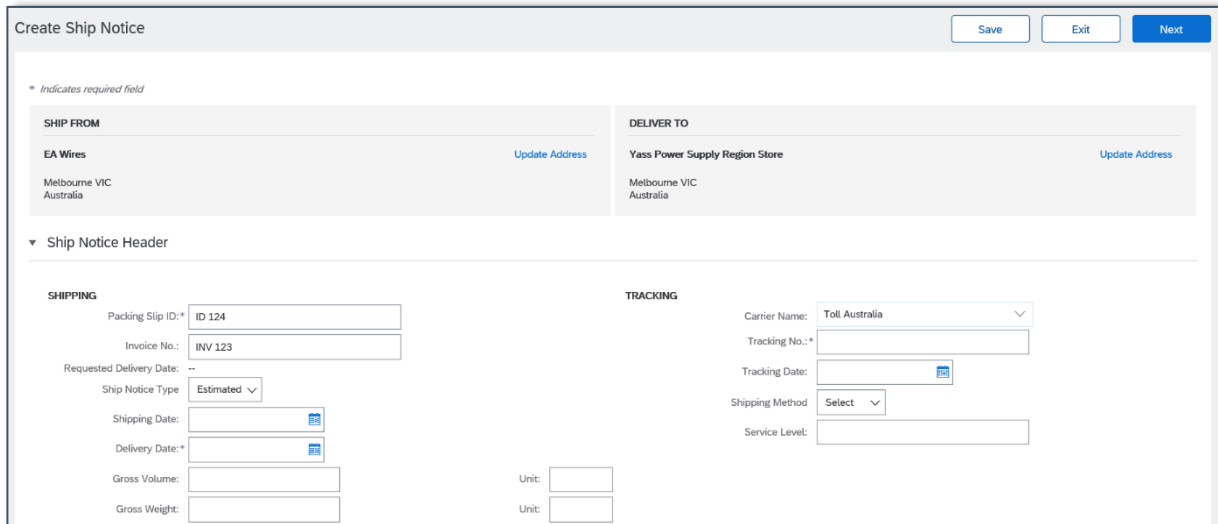
Purchase Order (New)  
EP846  
Amount: \$2,000.00 AUD  
Version: 1

Other Information  
Purchasing Unit: GRID  
Purchasing Unit Name: TransGrid Operations Trust  
Routing Status: Sent

💡 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 an Enterprise 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: <ul style="list-style-type: none"> <li> Must be a <b>maximum</b> of 20 characters</li> <li> Must be in <b>alpha and/or numeric</b> format and all capital letters</li> <li> Must <b>not</b> contain any spaces or special characters</li> <li> If a date is included in the invoice number, the date format must be <i>ddmmyy</i>, e.g. 210720.</li> </ul>
Ship Notice Type	Select <b>Actual</b> or <b>Estimated</b> 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 a 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
EP846	1	Not Available Bushings		10	EA	27 Jul 2020		\$200.00 AUD	\$2,000.00 AUD

**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	10			

[Add Ship Notice Line](#)

 **Line Items** section displays line items from the Purchase Order.

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

 For partial shipment, update the default **Ship Qty**.

**Order Items**

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
EP846	1	Not Available Bushings		10	EA	27 Jul 2020		\$200.00 AUD	\$2,000.00 AUD

**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	5			

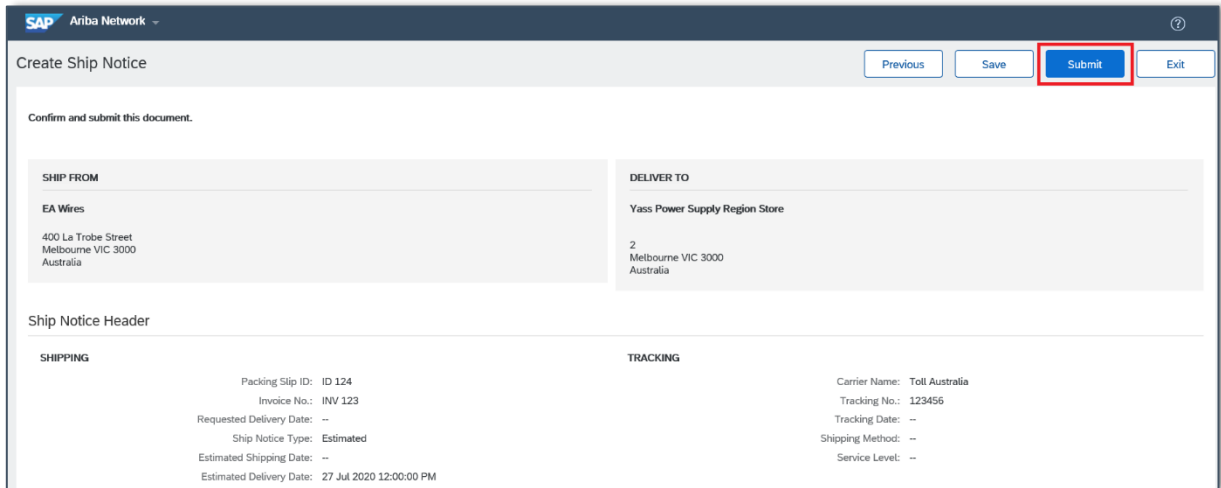
[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#)    [Exit](#)    [Next](#)

h. Click **Next** button.

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



**SAP Ariba Network**

Create Ship Notice

Confirm and submit this document.

SHIP FROM	DELIVER TO
EA Wires 400 La Trobe Street Melbourne VIC 3000 Australia	Yass Power Supply Region Store 2 Melbourne VIC 3000 Australia

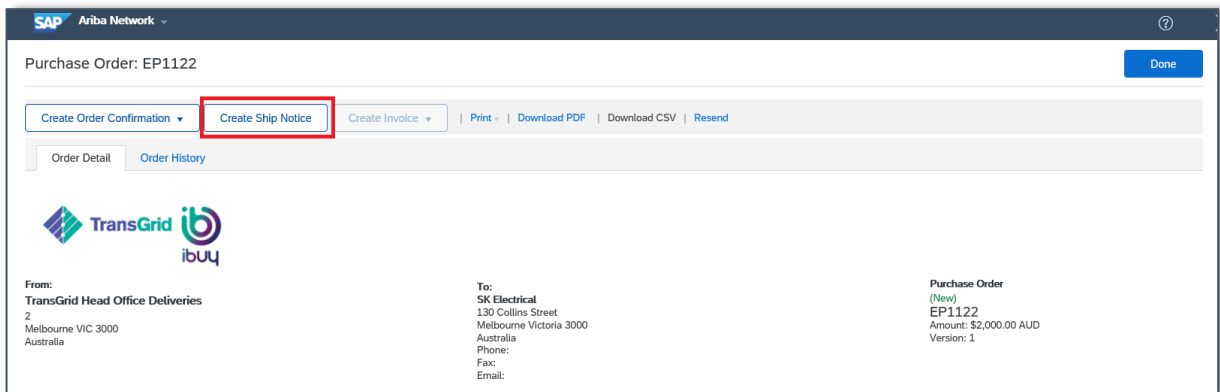
Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: ID 124 Invoice No.: INV 123 Requested Delivery Date: -- Ship Notice Type: Estimated Estimated Shipping Date: -- Estimated Delivery Date: 27 Jul 2020 12:00:00 PM	Carrier Name: Toll Australia Tracking No.: 123456 Tracking Date: -- Shipping Method: -- Service Level: --

Buttons: Previous, Save, **Submit**, Exit

## 2.2 Partial Ship Notices on a Purchase Order

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



**SAP Ariba Network**

Purchase Order: EP1122

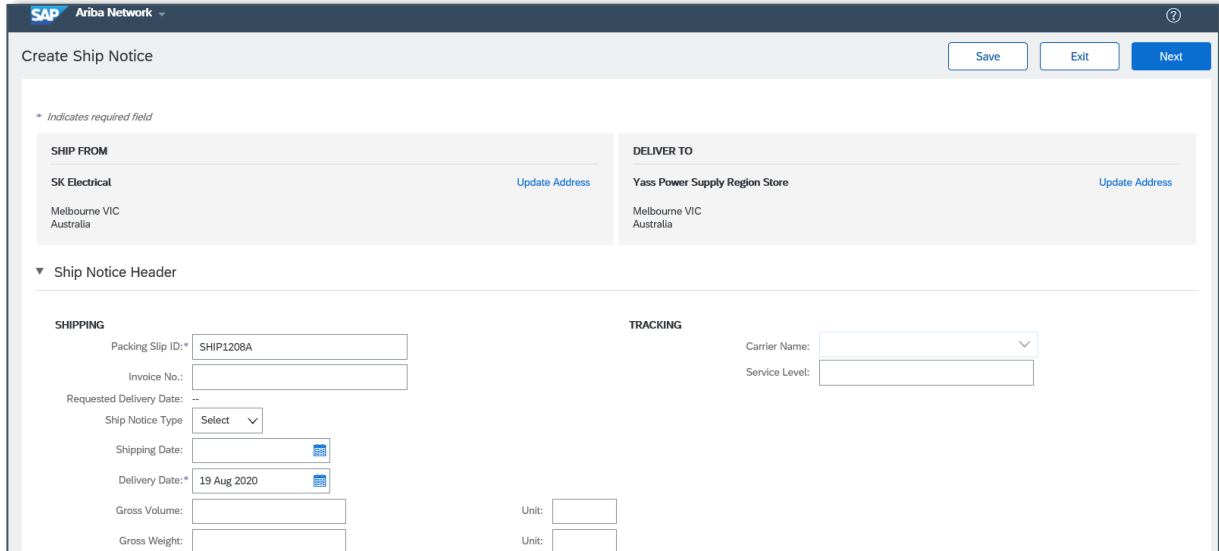
Buttons: Create Order Confirmation, **Create Ship Notice**, Create Invoice, Print, Download PDF, Download CSV, Resend

Order Detail | Order History

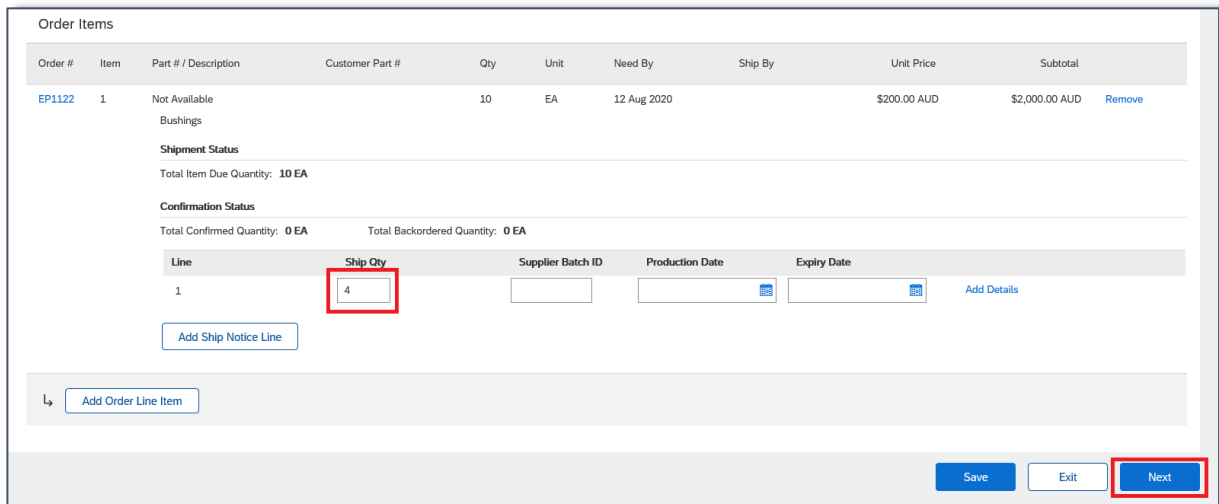
**TransGrid ibuy**

From:	To:	Purchase Order
TransGrid Head Office Deliveries 2 Melbourne VIC 3000 Australia	SK Electrical 130 Collins Street Melbourne Victoria 3000 Australia Phone: Fax: Email:	(New) EP1122 Amount: \$2,000.00 AUD Version: 1

b. Complete Header Information.



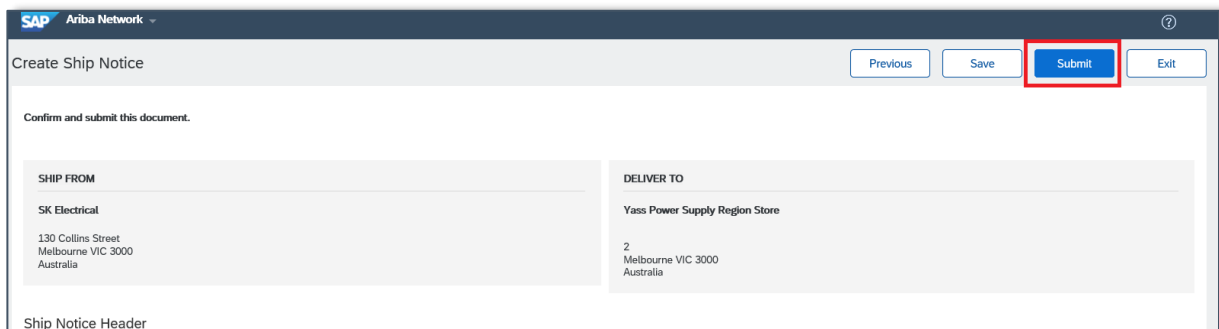
c. Enter a partial value in the **Ship Qty** (quantity) for the line item you are invoicing.



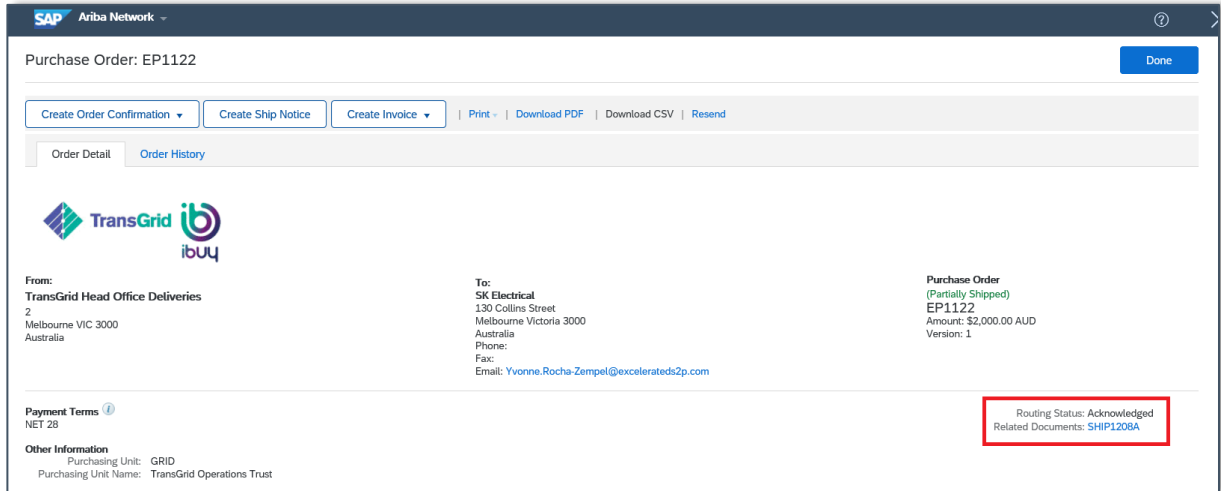
Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
EP1122	1	Not Available Bushings		10	EA	12 Aug 2020		\$200.00 AUD	\$2,000.00 AUD

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

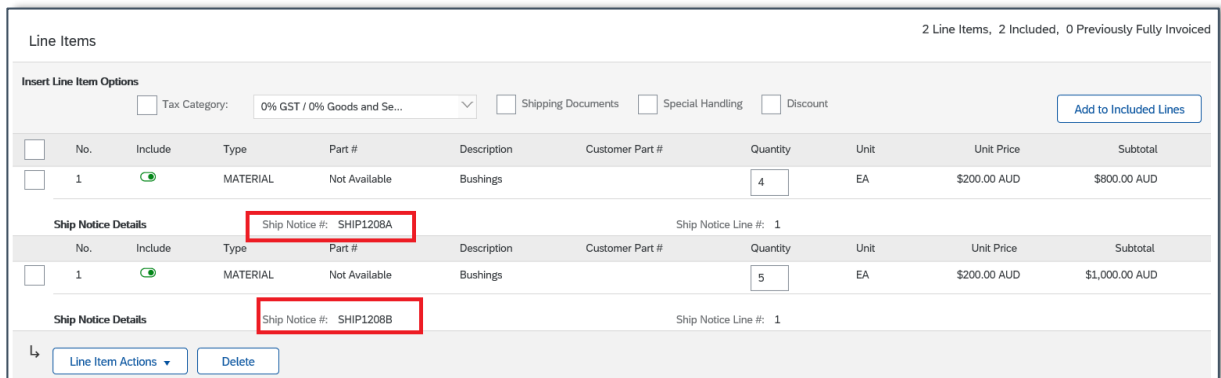
Purchase Order (Partially Shipped)  
EP1122  
Amount: \$2,000.00 AUD  
Version: 1

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

Line Item Actions | Delete

💡 End of process.