

# **Quick Reference Guide**

Creating a Ship Notice with an Enterprise Account



Transgrid

# Purpose

The 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 their supplier Ariba Network account.

How to create a ship notice from supplier Ariba network Inbox How to create a partial ship notice on a purchase order

## How to create a ship notice from supplier Ariba network inbox

#### 2.1. Go to supplier.ariba.com and enter your Username and Password. Click Login.



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

Ariba Network - Enterprise Account			() Documents ~	Create	5
Orders and Releases         V         All Cuttomers         V         Order Number			Guide	all Trends	Referation
Purchase Order by Amount 5%. 16.% 15.%	Last 12 months -	Purchase Order by Volume Purchase Order by Amount Outstanding Invoices			
Orders, Invoices and Payments     All Customers       2     2     0       New Purchase     Orders to Confirm     Orders to Ship       Orders     Orders to Ship     Orders that Need Attention	- Last 14 days -	Now we're mobile. Check it out.	7	STR.TU	



• Alternatively, click the dropdown arrow next to Inbox, then select Orders and Releases.

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

SAP Ariba Network -												
Home Inbox 🗸 O	tbox 🗸 Cata	logs Reports								D	ocuments 🗸	Create 🗸
Orders and Releases												
Orders and Releases Nems to Confirm Rems to Ship Return Rems												
► Search Filters												
Orders and Releas	es (8)											=
Type Orde	Number Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order EP84	5 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 +
Order EP84	5 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 +

#### 2.4. Click Create Ship Notice button.

Purchase Order: EP3170					Done
Create Order Confirmation			<u>+</u>	æ .	
Order Detail Order History					
Transgrid					
Prom: Billing Address See Billing Address in T&Cs - NSW - Australia	To: Mick Supplier TEST 100 Thomas Street Haymarket New South Wales 2000 Australia Phone: Fax: Email: micksupplier@gmail.com	Purchase Order (New) EP3170 Amount: \$100,000,00 AUD Version: 1 Track Order			
Payment Terms ① NET 28			Routing Stat	us: Sent	
Comment Type: Comment Type: General Comment Body.					

- Prior to sending a Ship Notice, a supplier can send an optional order confirmation by selecting Create Order Confirmation button. Please refer to QRG - Creating an 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.

#### 2.5. The Create Ship Notice screen displays.

- The Ship Notice is automatically pre-populated with the purchase order data.
- 2.6. Complete the Ship Notice Header Summary section.

Field	Description								
SHIPPING section									
Packing Slip ID	Slip ID Enter an actual packing slip ID or a tracking number.								
Invoice No.	<ul> <li>Enter your unique invoice number, for invoice identification.</li> <li>An invoice number: <ul> <li>Must be a maximum of 20 characters</li> <li>Must be in alpha and/or numeric format and all capital letters</li> <li>Must not 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> </li> </ul>								
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.								

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Field	Description						
TRACKING section							
Carrier Name	Select the carrier from the dropdown list.						
Tracking No.	Enter a tracking number.						
Shipping Method	Select from the dropdown list.						

#### 2.7. Scroll down to the Order Items section.

Order It	tems									
Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
EP3170	1	Not Available Test Order Shipment Status Total Item Due Quantity: 1 EA Confirmation Status		1	EA	8 Dec 2023		\$100,000.00 AUD	\$100,000.00 AUD	Remove
		Total Confirmed Quantity: 0 EA	Total Backordered Quantity: 0 EA							
		Line	Ship Qty	1	Supplier Batch ID	Country of Origin		Production Date	Expiry Date	
		1	1			- Select Country -	v			Add Details
		Add Ship Notice Line								

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

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

• For partial shipment, update the default Ship Qty.

Order It	Order Items											
Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal			
EP3170	1	Not Available Test Order Shipment Status Total Item Due Quantity: 1 EA Confirmation Status		1	EA	8 Dec 2023		\$100,000 00 AUD	\$100,000.00 AUD	Remove		
		Total Confirmed Quantity: 0 EA	Total Backordered Quantity: 0 EA									
		Line	Ship Qty		Supplier Batch ID	Country of Origin		Production Date	Expiry Date			
		1	4			- Select Country -	~			Add Details		
		Add Ship Notice Line										
A	Add Order Line	e Item										
										_		
									Save	it Next		

#### 2.9. Click Next button.

2.10. Review the Ship Notice summary, then click Submit.

Create Ship Notice				Previous Save	Submit	Exit
Confirm and submit this document.						
SHIP FROM		DELIVER TO				
Mick Supplier TEST		Central Region Store				
180 Thomas Street Haymarket NSW 2000 Australia		200 Old Wallgrove Road Eastern Creek NSW 2766 Australia				
Ship Notice Header						
SHIPPING		TRACKING				
Packing Slip ID: TGE	EP3170	Tracking information not provided.				
Invoice No.: TG3	13579					
Requested Delivery Date:						
Ship Notice Type: Estin	timated					
Estimated Shipping Date:						
Estimated Delivery Date: 28 N	Nov 2023 12:00:00 PM					
Gross Volume:						
Gross Weight:						
DELIVERY AND TRANSPORT INFORMATION						
Delivery Terms:			Shipping Payment Method: A	ccount		
Delivery Terms Description:			Shipping Contract Number:			
Transport Terms Description:			Shipping Instructions:			
ADDITIONAL FIELDS						
Additional information not provided.						

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### How to create a partial ship notice on a purchase order

### 3.1. Access the *Purchase Order* details screen. Click Create Ship Notice.

SAP Business Network - Standard Account Get enterprise account TEST MODE			0 🖷
Purchase Order: EP3165			Done
Create Order Confirmation • Create Ship Notice Create Invoice •		±.	æ
Order Detail Order History			
Transgrid			
Pone: Billing Address Billing Address in T&Cs - Address in T&Cs Australia	To: Mick Supplier TEST 130 Thomas Street Haymarker. More South Valles 2000 Australia Phone: Fax: Email: micksupplier@gmail.com	Purchase Order         (invoiced)           (invoiced)         EP3165           Amount: 1315,988.38 AUD         Version: 1           Track Order	

#### 3.2. Complete Header Information.

SAP Business Network - Standard Account Get enterprise account TEST MODE				? MR
Create Ship Notice				Save Exit Next
* Indicates required field				
SHIP FROM		DELIVER TO		
Supplier name	Update Address	Transgrid Head Office Deliveries		Update Address
Sydney New South Wales Australia		Haymarket New South Wales Australia		
▼ Ship Notice Header				
SHIPPING		TRACKING		
Packing Slip ID:* TGEP3165-1		Carrier Name:	$\checkmark$	
Invoice No.:		Service Level:		
Requested Delivery Date:				
Ship Notice Type Estimated V				
Shipping Date:				
Delivery Date:* 28 Nov 2023				
Gross Volume: Unit:				
Gross Weight: Unit:				

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

Order It	Order Items											
Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal			
EP3165	1	Not Available V GARD CAP WHITE C/W LOGO FRONT & RE Shipment Status	ARCHINSTRAP 2 POINT	3	EA	7 Nov 2023		\$45,329.46 AUD	\$135,988.38 AUD	Remove		
		Total Item Due Quantity: 3 EA										
		Confirmation Status										
		Total Confirmed Quantity: 0 EA	Total Backordered Quantity: 0 EA									
		Line	Ship Qty	S	upplier Batch ID	Country of Origin		Production Date	Expiry Date			
		1	2			- Select Country -	$\checkmark$			Add Details		
		Add Ship Notice Line										
A	Add Order Line Item											
									Save	it Next		

#### 3.4. Click Next button.



3.5. Review the Ship Notice summary, then click Submit button.

3.6. Ship Notice number is displayed on the **Purchase Order** under **Related Documents**.

SAP Business Network - Standard Account Get enterprise account TEST MODE				?	MR
Purchase Order: EP3165				C	Done
Create Order Confirmation • Create Ship Notice Create Invoice •			¥ 8		
Order Detail Order History					
Transgrid					
Fion: Billing Address See Billing Address in T&Cs - NSW - Australia	To: Mick Supplier TEST 100 Thomas Street Haymarket New South Wales 2000 Australia Phone: Fax: Email: micksupplier@gmail.com	Purchase Order (Invoiced) EP3165 Amount: \$135,988.38 AUD Version: 1 Track Order			
Payment Terms @ NET 20 Comments Comments Type: Terms and Conditions Body/Conditions for Supply of Goods and Services The following conditions will apply to every Purchase Order issued by Transgrid and will take precedence over the Supplier's condit The following conditions will apply to every Purchase Order issued by Transgrid and will take precedence over the Supplier's conditions	Itions, unless expressly agreed View more >	Routing Status: Ac Related Documents: TG AS IN	knowledged EP3165-1 161023PPV VEP3165	,	