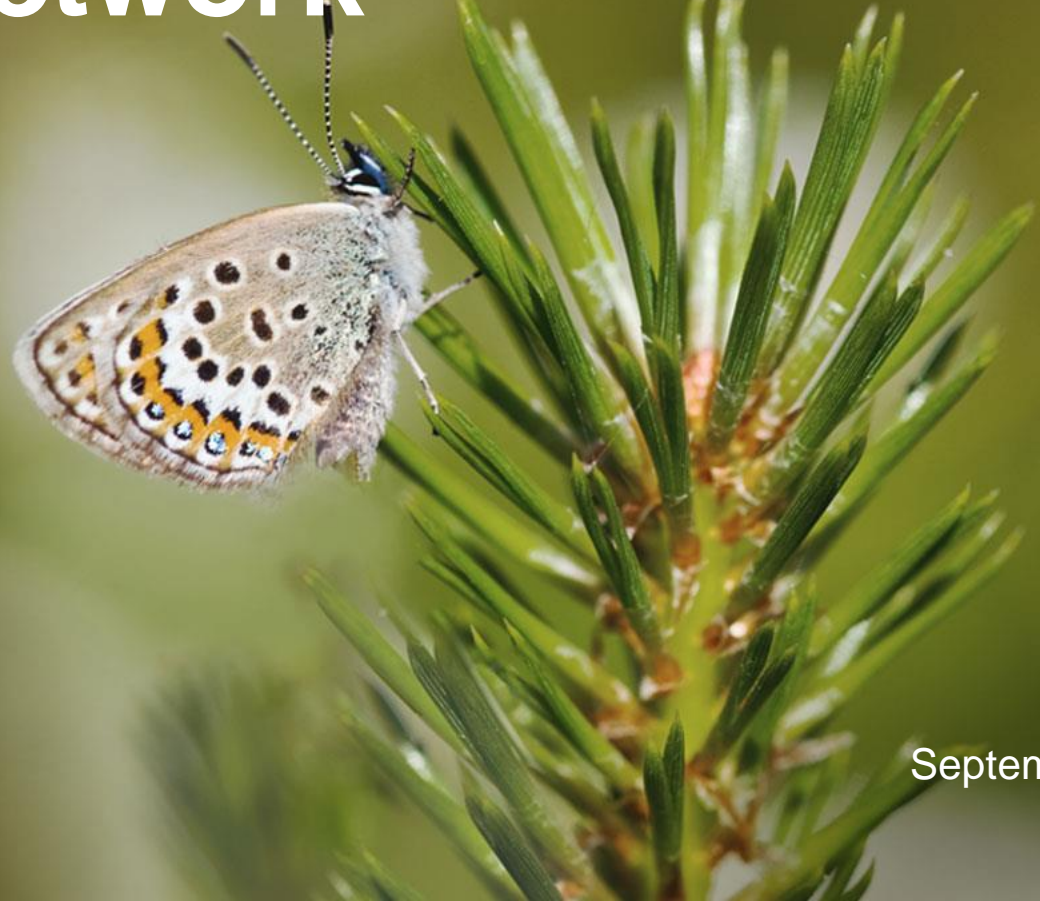


Advanced Shipping Notice Management on SAP Business Network

Supplier Guide



September 2023

Agenda



INITIAL STEPS

Advance Shipping Notice – initial steps

ASN FORM

How to fill in the Advance Shipping Notice form

PO STATUSES
AFTER ASN

Purchase Order status after ASN creation

HANDLING UNITS

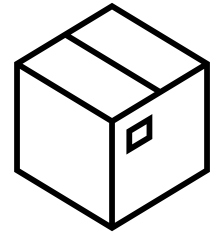
Handling unit creation

ASN CHANGE

ASN update / cancellation

SUPPORT

Support information



- ❑ This guide is divided for sections to which you can navigate by clicking on the buttons available on the left side.
- ❑ Hyperlinks will navigate to related page of the guide or to the webpage with more details about specific subject.

Advance Shipping Notice – initial steps



INITIAL STEPS

ASN FORM

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SUPPORT

In order to create an Advance Shipping Notice:

1. Enter Purchase Order in SAP Business Network,
2. Click “**Create Ship Notice**” at the top of the screen.

Purchase Order: 4502019954

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

A screenshot of the SAP Business Network interface for a Purchase Order (PO) with ID 4502019954. The interface shows three main action buttons: 'Create Order Confirmation' with a dropdown arrow, 'Create Ship Notice' (which is highlighted with a red rectangular border), and 'Create Invoice' with a dropdown arrow. Below these buttons are two tabs: 'Order Detail' and 'Order History'.

How to fill in the Advance Shipping Notice form



INITIAL STEPS

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1. Provide the necessary data by filling the fields.
Note! Fields marked with asterisk (*) are obligatory.

▼ Ship Notice Header

SHIPPING

Packing Slip ID:* 0123456789 → Delivery document number

Requested Delivery Date: --

Shipping Date: →

Delivery Date:* 31 Aug 2023 → Delivery date

Gross Volume:

Gross Weight:

License Plate Number: DW12345 → Additionally, you can fill license plate number or a wagon of a carrier

2. When all the obligatory fields are filled, you can proceed to **next** step and **submit** the Advance Shipping Notice.

Save Exit **Next** → **Submit** Exit

Purchase Order status after ASN creation



INITIAL STEPS

ASN FORM


PO STATUSES
AFTER ASN

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ASN CHANGE

SUPPORT

After a successful ASN submission, Purchase Order will be updated with status **“Shipped”**.


UPM

From:
Customer
UPM GmbH, Werk Augsburg
Georg-Haindl-Str. 4
86153 Augsburg
Germany

To:
UPM-Kymmene Oyj Supplier - TEST
Alvar Aallon katu 1
00101 Helsinki Finland
Phone: +358 (09) 123456
Fax:
Email: @upm.com

Purchase Order
(Shipped)
4502019965
Amount: 100.00 EUR

[Track Order](#)

Handling unit creation (1/3)



INITIAL STEPS

ASN FORM

PO STATUSES
AFTER ASN

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ASN CHANGE

SUPPORT

You can divide the shipment into smaller parts (handling units).

1. Provide the shipment quantity.
2. Click **“Add details”**.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By
4502022905	10	test order		10.000	wet ton ⓘ	22 Aug 2023	
Shipment Status							
Total Item Due Quantity: 10 wet ton ⓘ							
Confirmation Status							
Total Confirmed Quantity: 0 wet ton ⓘ Total Backordered Quantity: 0 wet ton ⓘ							
Line	Ship Qty	Supplier Batch ID	Country of Origin				
1	<input type="text" value="2"/>	<input type="text"/>	- Select Country -	<input type="button" value="Add Details"/>			

Handling unit creation (2/3)



INITIAL STEPS

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SUPPORT

On the next page, you can provide additional information about the handling unit (not required).

If you want to provide these information, expand the relevant section by clicking triangle symbol:

Order #	Line No.	Part # / Description	Price	Subtotal
4502022905	10	test order	EUR	10,000.00 EUR

SHIPMENT STATUS

1. Shipping 2 wet ton ⓘ

ASSET DETAILS

- ▶ HAZARD DETAILS
- ▶ DELIVERY DETAILS
- ▶ PACKAGING

When done, click “**OK**” at the top or the bottom of the page to return to previous screen.

Handling unit creation (3/3)



INITIAL STEPS

ASN FORM

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You can continue to add another handling unit by clicking **“Add Ship Notice Line”**. If you do not wish to do that and you’re done filling the Ship Notice, click **“Next”**:

Line	Ship Qty
1	<input type="text" value="2"/>

ASN update / cancellation



INITIAL STEPS

ASN FORM

PO STATUSES
AFTER ASN

HANDLING UNITS

ASN CHANGE

SUPPORT

You can update or cancel ASN from SAP Business Network if you need. To do that, please go to the order history and search for ASN you want to change:

Purchase Order: 4502022955

Create Order Confirmation ▼ Create Ship Notice

Order Detail **Order History**

History

Status	Comments
	The document has been successfully validated by Ariba Network and started
	The document has received by Ariba Network.
	The order was queued.
	The document has been successfully processed in Ariba Network.
Sent	The HTML order was sent to the supplier's Inbox.
Shipped	12345

Click on the ASN you want to change. You would have to choose the option you need (Cancel or Edit):

Ship Notice: 12345

Cancel Edit Print Export cXML

Detail Transport Details Packed Items History

Support



INITIAL STEPS



SAP Business Network Registration and Configuration Support
Email: Join.Ariba@upm.com

ASN FORM



Supplier Enablement Business Process Support
Email: Join.Ariba@upm.com

PO STATUSES
AFTER ASN



UPM Information Portal:
<https://www.upm.com/about-us/for-suppliers/join-upm-on-the-sap-business-network/>

HANDLING UNITS



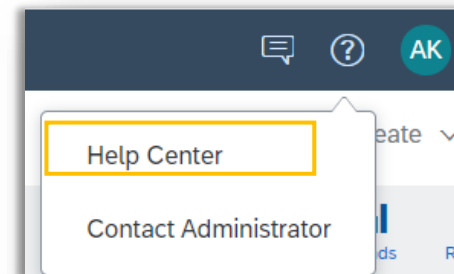
SAP UPM Supplier Information Portal:
https://support.ariba.com/item/view/204685_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1

ASN CHANGE



SAP Support Global Customer Support is available on your account under the question mark as Help Center

SUPPORT



UPM **BIOFORE**
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