

SAP Business Network Training

Advanced Shipping Notification - Individual

Logistics / Supply Chain Management | 16.02.2024

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FUTURE
MOBILITY



MAHLE

Advanced Shipping Notification

In this Chapter You Will Learn About ...

Learning Focus

1. What is an advanced shipping notification
2. What are the benefits of using advanced shipping notification
3. How to manage advanced shipping notification **for individual item**
 - Create an ASN
 - Define the correct label and pack items to generate Handling Units
 - Add auxiliary packaging
 - Save an ASN as a draft
 - Change or cancel an ASN before submitting
 - Print labels
 - Submit an ASN, view submitted ASNs and cancel submitted ASN



Follow especially the process steps marked with this symbol.

Advanced Shipping Notification

General Considerations

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event.

Please submit the ASN ideally shortly before or during the loading of the truck, at the latest 30 minutes after departure. By sending the information at the correct time, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals.

WHY TO USE ASN?

- Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.
- The buyer can prepare and notify employees of the imminent arrival of goods and data quality will be higher as manual re-entry of data is avoided. This will have an impact on the following aspects of doing your business:
 - Planning
 - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
 - Special unloading and Quality Assurance persons and equipment, floor and rack space can be prepared.
 - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
 - Execution
 - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, etc.
 - Administration
 - Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

Advanced Shipping Notification

Allowed Actions

SAP business network provides multiple options to maintain ASN.

1. Individual PO management.

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO.

2. Multiple PO's management.

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

3. Mass shipping notification upload.

In case of a high number of PO lines to be shipped, you may choose to notify via mass notification (file upload).

Note: See the other training documentation **SAP Business Network Training- Advanced Shipping Notification – Multiple** for the 2nd and 3rd option to maintain ASN.

Advanced Shipping Notification

Individual PO Management – Create ASN

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

From **Orders/ Orders and Releases** tab:

4. Identify the right document using **search filters**.
5. Click **Actions/ Ship Notice** or **Create Ship Notice** button.

OR

6. You can also create ASN from the PO screen. Click **Create Ship Notice**.

Note: Orders tab will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Business Network interface for creating a shipping notice. It is divided into several sections with numbered callouts:

- 1:** SAP Business Network Enterprise Account header with navigation tabs: Home, Enablement, Workbench, Planning.
- 2:** 'Items to ship (7)' tile showing 7 items to ship in the last 31 days.
- 3:** 'Items to ship (7)' page with filters (Edit filter, Save filter, Next 90 days, Last 31 days, Exclude fully shipped, +1, Exclude fully received, Exclude fully invoiced) and a 'Create ship notice' button.
- 4:** 'Orders and Releases' tab with 'Items to Confirm', 'Items to Ship', and 'Return Items' sub-tabs. A 'Search Filters' section is visible.
- 5:** Search results table for 'Items to Ship' with columns: Type, Order Number, Ver, Customer, Actions. The first row is 'Order 4500003734' from 'SCC Delivery Team - Global H19 Client 400 - TEST'. An 'Actions' dropdown menu is open, showing 'Ship Notice'.
- 6:** 'Purchase Order: 4500003734' screen with buttons for 'Create Order Confirmation' and 'Create Ship Notice'.



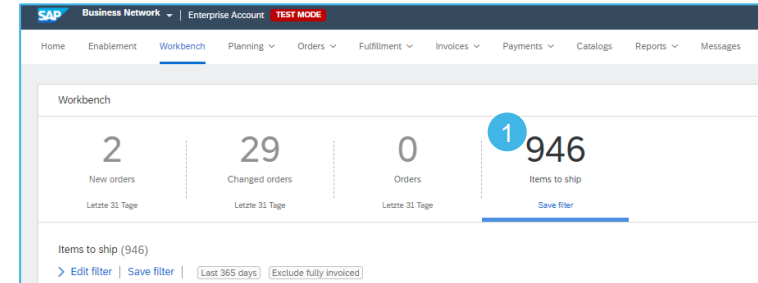
STANDARD

Advanced Shipping Notification

Individual PO Management – Create ASN – from Workbench

Create a list with **all demands for all your part numbers** directly from the **Workbench & Items to Ship list**:

1. Click on **Items to Ship** tile.
2. Identify all demands using only following three filters:
 - **Need by Date:** “None”, to involve also **demands in backlog**
 - **Creation date:** “Last 365 days”, to involve all orders sent to SAP business network in the last 365 days
 - **Invoicing status:** “Exclude fully invoiced”



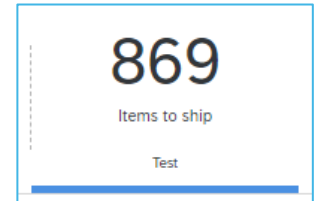
The screenshot shows the 'Items to ship (946)' filter configuration page. The page is titled 'Items to ship (946)' and has a 'Filter' button. Below the title, there are several filter categories, each with a 'Type selection' dropdown and a 'Select or type selections' button. The filters are arranged in a grid. Two blue circles with the number '2' are placed over the 'Need by date' and 'Creation date' filters. The 'Need by date' filter is set to 'None'. The 'Creation date' filter is set to 'Last 365 days'. The 'Invoicing status' filter is set to 'Exclude fully invoiced'. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

Advanced Shipping Notification

Individual PO Management – Create ASN – from Workbench

With those **three filters**, you will see also the Purchase Orders or Scheduling Agreements, which are already fully shipped and fully received. The status “**fully shipped**” or “**fully received**” is considering the whole order quantity in the Purchase Order (PO) and all schedule lines in the concerned Scheduling Agreement (SA).

1. To exclude the PO’s or SA’s, which are fully shipped, set the filter by shipping status: Exclude fully shipped
2. To exclude the PO’s or SA’s, which are fully received (that means, GR posting is completed in our MAHLE plant), set the filter by receiving status: Exclude fully received.



Items to ship (946)

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Customer locations: Type selection

Need by date: None

Ship by date: None

Creation date: Last 365 days

Company codes: Select or type selections

Partial match (selected) / Exact match

Purchasing organizations: Select or type selections

Purchasing groups: Type selection

Ordering address IDs: Type selection

Part numbers: Select or type selections

Customer part numbers: Select or type selections

Product group: All

Planner codes: Type selection

Order type: All

Category: All

Stock transfer type: All

Ship from location: Select or type selections

Supplier batch ID: Select or type selections

Confirmation status: Select or type selections

Shipping status: Select or type selections

Receiving status: Select or type selections

Invoicing status: Exclude fully invoiced

External document type: Type selection

Transport Terms: Select or type selections

Storage locations: Select or type selections

1 Receiving status

- Exclude unreceived
- Exclude partially received
- Exclude fully received

2 Shipping status

- Exclude unshipped
- Exclude partially shipped
- Exclude fully shipped
- Exclude shipping not allowed
- Exclude shipped under tolerance

Apply Reset Cancel

Advanced Shipping Notification

Individual PO Management – Create ASN – from Workbench

Use search filters to identify the items to ship:

1. If do you want to search for some specific demands, you can search acc. to “Order Numbers” or “Customer Part Number” or “Customer location”, etc.
2. If do you want to reset the filter settings, click on Reset button.
3. Click on Apply to apply the filter.
5. Click on Save filter to save the settings.
6. There is a possibility to rename your personal filter settings => double click on Save filter and overwrite the name of the filter.
7. Click on Save.
8. Name of the filter settings is overtaken.

Items to ship (0)

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Customer locations: Type selection

Need by date: None

Ship by date: None

Creation date: Last 365 days

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Purchasing groups: Type selection

Ordering address IDs: Type selection

Part numbers: Select or type selections

Customer part numbers: Select or type selections

Product group: All

Planner codes: Type selection

Order type: All

Category: All

Stock transfer type: All

Ship from location: Select or type selections

Supplier batch ID: Select or type selections

Confirmation status: Select or type selections

Shipping status: Select or type selections

Receiving status: Select or type selections

Invoicing status: Exclude fully invoiced x Select...

External document type: Type selection

Transport Terms: Select or type selections

Storage locations: Select or type selections

Buttons: Apply, Reset, Cancel

Save filter

Before you save this filter, we recommend that you add a description for easy identification.

943

Items to ship

943

Test

874


Items to ship

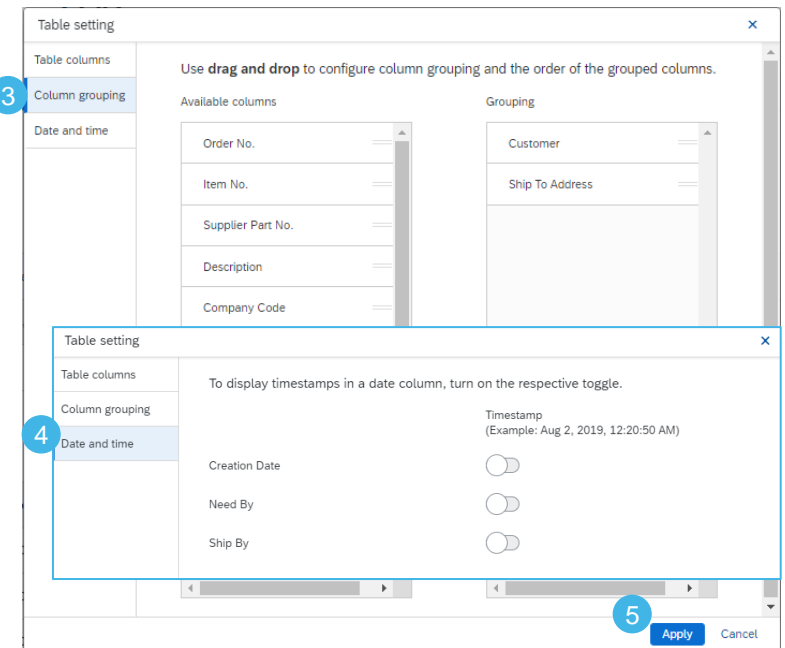
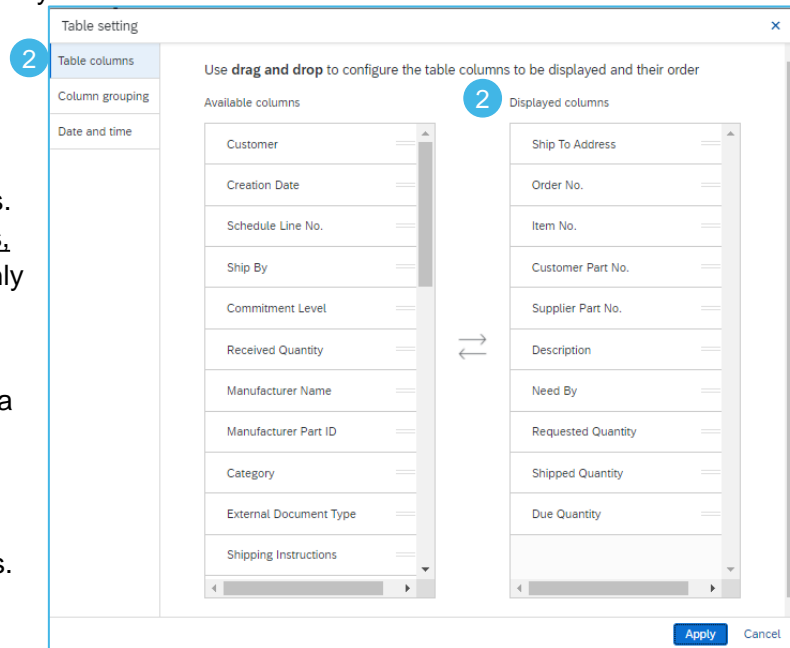
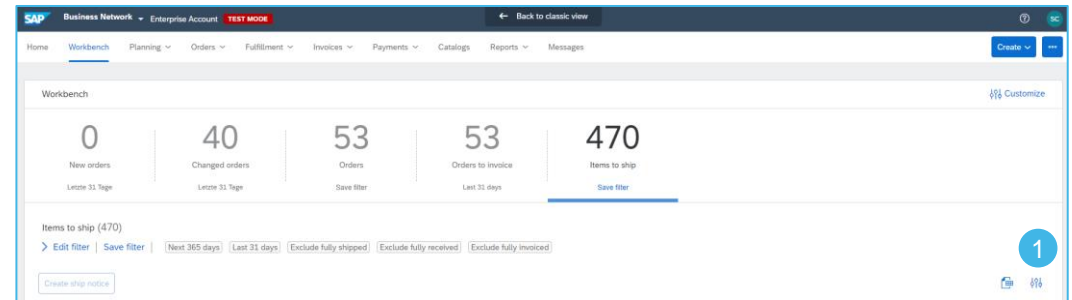
Test

Buttons: Save, Cancel

Advanced Shipping Notification

Individual PO Management – Create ASN – from Workbench

1. Use the configuration button  above the table to change the table settings.
2. In the tab **Table columns** use drag and drop to configure the table columns to be displayed and their order. Display the Ship to Address, Order No., Item No., Customer Part No., Supplier Part No., Description, Need By, Requested Quantity, Shipped Quantity and Due Quantity.
3. In the tab **Column grouping** are the default settings => grouping by Customer and by Ship to address. Remove those settings, to sort the demands only by delivery date, not grouped by customer.
4. Display timestamps in a date column, if you want.
5. Click on Apply to overtake those settings.



Advanced Shipping Notification

Individual PO Management – Create ASN – from Workbench

See the comparison of the **Items to Ship** list grouped by the customer and **Items to ship** list without any grouping (second screenshot).

Items to ship (946)

[> Edit filter](#) | [Save filter](#) | [Create ship notice](#)

<input type="checkbox"/>	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	Customer: MAHLE Ship To Address: 2233 MAHLE Filtersysteme GmbH, Wustermark, 12, DEU									
<input type="checkbox"/>	550013582600010FOR	10	70801532		PK_0002__00 Fluegelrad Z	Mar 5, 2022	10,000.00 H87	0.00 H87	10,000.00 H87	...
<input type="checkbox"/>	550002943400010FOR	10	70801532		PK_0002__00 Fluegelrad Z	Mar 20, 2022	20,000.00 H87	0.00 H87	20,000.00 H87	...
<input type="checkbox"/>	550013582600010FOR	10	70801532		PK_0002__00 Fluegelrad Z	Mar 20, 2022	20,000.00 H87	0.00 H87	20,000.00 H87	...
<input type="checkbox"/>	Customer: MAHLE Ship To Address: 2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT									
<input type="checkbox"/>	550012752000010FOR	10	1109507A00		HYA 600	Mar 23, 2021	15.00 KGM	15.00 KGM	0.00 KGM	...
<input type="checkbox"/>	550012752000010FOR	10	1109507A00		HYA 600	Mar 24, 2021	20.00 KGM	0.00 KGM	20.00 KGM	...

[Create ship notice](#)

<input type="checkbox"/>	Ship To Address	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	2274 MAHLE Filtersysteme Austria Gm, Mattighofen, AUT	4503633534	10	72460009		CO_0363__00_0016connection	Apr 20, 2020	500.00 PCE	0.00 PCE	500.00 PCE	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 23, 2021	15.00 KGM	15.00 KGM	0.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 24, 2021	20.00 KGM	0.00 KGM	20.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 25, 2021	5.00 KGM	0.00 KGM	5.00 KGM	...
<input type="checkbox"/>	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012764000010FOR	10	1109507A00		HYA 600	Aug 12, 2021	50,000.00 KGM	0.00 KGM	50,000.00 KGM	...

Advanced Shipping Notification

Individual PO Management – Create ASN – from Workbench

1. If you open the actual Schedule Release (double click on SA number), you can see only the scheduled line quantities, e.g. 17.360 pc for 8th Nov 2021, but unfortunately, not the already shipped quantity and open due quantity.
2. To see the real Shipped Quantity (quantity in transit) and Due Quantity (next quantity to be shipped), you have to go to the tab Items to Ship. The Requested Quantity is always overtaken from the actual release (field Quantity in the release).

Schedule Lines

Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)
10		8 Nov 2021 12:00 PM CET	8 Nov 2021 Buyer time	17,360 (PCE) ①	26,200.00 (PCE) ①
7		30 Nov 2021 12:00 PM CET	30 Nov 2021 Buyer time	1,000 (PCE) ①	27,200.00 (PCE) ①
8		12 Dec 2021 12:00 PM CET	12 Dec 2021 Buyer time	2,000 (PCE) ①	29,200.00 (PCE) ①
9		24 Dec 2021 12:00 PM CET	24 Dec 2021 Buyer time	3,000 (PCE) ①	32,200.00 (PCE) ①

SAP Business Network - Enterprise Account - TEST MODE

Home Workbench Planning Orders Fulfillment Invoices Payments Catalogs Reports Messages

Workbench

0 New orders (Letzte 31 Tage) | 40 Changed orders (Letzte 31 Tage) | 0 Orders (Letzte 31 Tage) | 53 Orders to invoice (Last 31 days) | 5 Items to ship (Last 31 days)

Items to ship (5)


[Edit filter](#) | [Save filter](#) | [Next 365 days](#) | [Last 31 days](#) | [70355135, +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

[Create ship notice](#)

Order No.	Item No.	Customer Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Transport Terms	Ship To Adc	Actions
Customer: MAHLE Ship To Address: 2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT										
550009046200010FOR	10	76806806	LXS_7120__01 Innenzarge	Nov 8, 2021	17,360.00 H87	11,360.00 H87	6,000.00 H87	CPT	2270 MAHL GmbH, St. I Bleiburg, At	***
550009046200010FOR	10	76806806	LXS_7120__01 Innenzarge	Nov 30, 2021	1,000.00 H87	0.00 H87	1,000.00 H87	CPT	2270 MAHL GmbH, St. I Bleiburg, At	***
550009046200010FOR	10	76806806	LXS_7120__01 Innenzarge	Dec 12, 2021	2,000.00 H87	0.00 H87	2,000.00 H87	CPT	2270 MAHL GmbH, St. I Bleiburg, At	***
550009046200010FOR	10	76806806	LXS_7120__01 Innenzarge	Dec 24, 2021	3,000.00 H87	0.00 H87	3,000.00 H87	CPT	2270 MAHL GmbH, St. I Bleiburg, At	***
55001320900010FOR	10	70355135	ZHM_0003__02 _0005Abscheider	Oct 1, 2022	30,000.00 H87	0.00 H87	30,000.00 H87		2270 MAHL GmbH, St. I Bleiburg, At	***



Advanced Shipping Notification

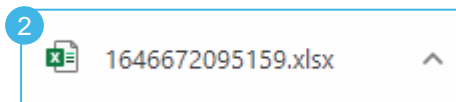
Individual PO Management – Create ASN – from Workbench

1. Click on Need By date to sort the demands according to the Need by date and click on  to download the excel-list.
2. If the icon for download is grey and the download is not possible, please just click on tab Items to Ship to refresh.

3

	Ship To Address	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Actions
3	2274 MAHLE Filtersysteme Austria Gm, Mattighofen, AUT	4503633534	10	72460009		CO__0363__00_0016connection	Apr 20, 2020	500.00 PCE	0.00 PCE	500.00 PCE	...
	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 23, 2021	15.00 KGM	15.00 KGM	0.00 KGM	...
	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 24, 2021	20.00 KGM	0.00 KGM	20.00 KGM	...
	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR	10	1109507A00		HYA 600	Mar 25, 2021	5.00 KGM	0.00 KGM	5.00 KGM	...
	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012764000010FOR	10	1109507A00		HYA 600	Aug 12, 2021	50,000.00 KGM	0.00 KGM	50,000.00 KGM	...

2  



3. Mark the PO or schedule line, for which do you want to create an ASN and click on “Create ship notice”.

2

	A	B	C	D	E	F	G	H	I	J
1	SAP Ariba									
2	Results									
3	Ship To Address	Order No.	Item No.	Customer Part No.	Supplier Part No.	Description	Need By	Requested Quantity	Shipped Quantity	Due Quantity
4	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR		10 1109507A00		HYA 600	24 Mrz 2021 12:00:00 PM	20,00 KGM	0,00 KGM	20,00 KGM
5	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR		10 1109507A00		HYA 600	25 Mrz 2021 12:00:00 PM	5,00 KGM	0,00 KGM	5,00 KGM
6	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012752000010FOR		10 1109507A00		HYA 600	23 Mrz 2021 12:00:00 PM	15,00 KGM	15,00 KGM	0,00 KGM
7	2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, AUT	550012764000010FOR		10 1109507A00		HYA 600	12 Aug 2021 01:00:00 PM	50,000,00 KGM	0,00 KGM	50,000,00 KGM
8	AUT									



STANDARD

Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your SAP business network account.
3. The Packing Slip ID is a mandatory field. Please enter there supplier unique **delivery note number**.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type – the selected value has to be “**Actual**”.
6. Provide **shipping/ delivery date**.
7. Upload tool to attach additional documents if needed.
8. **Do not modify the Transport Terms**
9. In section “additional fields”, provide comments if needed. Those comments are only for your internal use. It will be not displayed at the labels or at the delivery note.

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

The screenshot shows the 'Create Ship Notice' form with the following sections and callouts:

- 1:** DELIVER TO address: 2270 MAHLE Filtersyst. AT GmbH, St. Michael ob Bleiburg, Austria.
- 2:** SHIP FROM address: Test AS new - TEST, Stuttgart, Baden-Württemberg, Germany.
- 3:** Packing Slip ID: *
- 4:** Invoice No.:
- 5:** Ship Notice Type: Select
- 6:** Shipping Date: [Calendar icon]
- 6:** Delivery Date: * [Calendar icon]
- 7:** Add Attachment button.
- 8:** Transport Terms: Other, CPT
- 9:** Reason for Shipment: [Text area], Comments: [Text area]

Other visible fields include: Requested Delivery Date: --, Hazard Type: Select, Is Divisible: [checkbox], SHIPPING, TRACKING, ATTACHMENTS (Name, Size (bytes), No items), DELIVERY INFORMATION (Delivery Terms: Transport Condition, Delivery Terms Description, Transport Terms Description), and Dimensions.



STANDARD

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for the schedule line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what it possible).
2. Click **Remove** button to exclude the whole line from this ship notice, if needed.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
4. Click on **Add Details** to add further information, if needed.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
550009046200010FOR	10		76806806	1.800.000	PCE ⓘ		2270

Description: LXS_7120__01 Innenzarge

Shipment Status
Total Item Due Quantity: 1.800 PCE ⓘ

Line	Ship Qty	Supplier Batch ID
1	1.800.00	

3 Add Ship Notice Line

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
550009046200010FOR	10		76806806	1.800.000	PCE ⓘ		2270

Description: LXS_7120__01 Innenzarge

Shipment Status
Total Item Due Quantity: 1.800 PCE ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Download PDF	Add Details	RemoveMaterial	Gross Weight [KG]	Label* type:
1	1.800.00							0.000	(no value) v
2	0							0.000	(no value) v

3 Add Ship Notice Line

4 Add Details

Advanced Shipping Notification

Individual PO Management – Create ASN – Line Level

5. In the Details window you can add manually the **serial numbers**.
6. If your part number belongs to the hazard materials, please click on **Hazard Details**.
7. Please select the **Hazard Type**, enter **Code** and **Hazard Description**. This information will be shown at the printed delivery note and at the EDI goods slip.

Create Ship Notice OK Cancel

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
550009046200010FOR	10		76806806	1.800.000	PCE ⓘ		2270

Description: LXS_7120__-01 Innenzarge

SHIPMENT STATUS

1. Shipping 1.800.000 PCE ⓘ

ASSET DETAILS

5 Serial Number Asset Tag

6 HAZARD DETAILS

Note: To be able to click on Details, you need to fill at least the packing slid ID and delivery date.

▼ HAZARD DETAILS

7 Hazard Type Hazard Description:

Code:

Advanced Shipping Notification

Individual PO Management – Line Level – Serial Numbers

Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item and Asset Tag, if needed.
2. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.

SHIPMENT STATUS

1. Shipping 11.000 EA

ASSET DETAILS

Serial Number	Asset Tag
123	

1

2

Add Asset

▶ HAZARD DETAILS

▶ DELIVERY DETAILS

Advanced Shipping Notification

Individual PO Management – Line Level – Add Order Line Item

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's.

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line.
4. Click **Add selected items**.

The screenshot illustrates the 'Add Order Line Item' process in four steps:

- Step 1:** A button labeled 'Add Order Line Item' is highlighted with a blue box and the number 1.
- Step 2:** The 'Select Items to Add to Ship Notice' dialog is shown. It includes search filters for Order Number, Part #, Customer Part #, and Supplier Batch ID. The 'Order Number' field is active. The 'Show orders by' section is set to 'Need by date'. The 'Search By' dropdown is set to 'Schedule Line Date Range'. The 'Date Range' is set to 'Other'. The 'Start Date' is '7 Sep 2021' and the 'End Date' is '15 Oct 2021'. There are checkboxes for 'Search only scheduling agreement releases or scheduling agreements' and 'Search only stock transport orders'. A 'Show Advanced Filters' link is at the bottom.
- Step 3:** The 'Items to Ship (2)' table is shown with two rows. The first row is selected with a checkmark.
- Step 4:** A button labeled 'Add Selected Items' is highlighted with a blue box and the number 4, along with a 'Cancel' button.

	Need By	Part No.	Customer Part No.	Description	Revision Level	Order Number	Item	Schedule Line No.	Commitment Level	Ordering Address
<input checked="" type="checkbox"/>	7 Oct 2021		70355135	ZHM_0003_-02_0005Abscheider		550013230900010FOR	10	5	Firm	Supplier name & address
<input type="checkbox"/>	8 Oct 2021		70355135	ZHM_0003_-02_0005Abscheider		550013230900010FOR	10	6	Firm	Supplier name & address

Advanced Shipping Notification

Individual PO Management – Line Level – Add Order Line Item

5. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
6. Click **Remove** button if you need to delete a complete PO line from your document.

550013230900010FOR 10 70355135 8,500.000 PCE ⓘ 2270 **6** Remove

Description: ZHM_0003__-02_0005Abscheider

Shipment Status
Total Item Due Quantity: 2,500 PCE ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Material	Gross Weight [KG]	Label* type:
1	500.000				2.000		(no value) v

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Define Label

- In the next step, the correct label has to be chosen per each line item.

- Open the drop up window **Label type**.
- You can choose between the options A5, KLT and 6x4.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4503627796	10		79849100	420.000	PCE ⓘ	5 Nov 2021 CET 5 Nov 2021 Buyer time		34.63 EUR	145.45 EUR	2270	Remove

Description: OF__0040__01 Ventiltraeger

Shipment Status
Total Item Due Quantity: 420 PCE ⓘ

Confirmation Status
Total Confirmed Quantity: 0 PCE ⓘ Total Backordered Quantity: 0 PCE ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Label type:*
1	420				(no value) v

[Download PDF](#) [Add Details](#) ⓘ **Required field**

[Add Ship Notice Line](#)

Pricing Details

Unit Details ⓘ			Price Details ⓘ		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE ⓘ	PCE ⓘ	34.63 EUR	100	PCE ⓘ

Label type:*

(no value) v

(no value)

A5

6x4

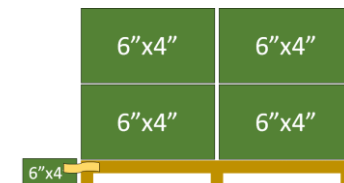
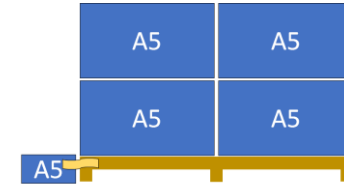
KLT

Advanced Shipping Notification

Individual PO Management – Line Level – Define Label

- Description of the labels:

1. A5 – this option allows you to print out the Master Label and Single Label **in A5 format**
 - Supports printing of “Single” label (1-level packaging)
 - Supports printing of “Master” and “Single” labels (2-level packaging)
2. KLT – this option allows you to print out the Master Label and Single Label in **different formats**
 - Supports printing of “Single” label in **A6 format – KLT**
 - Supports printing of “Master” label in **A5 format – KLT A5 Pallet**
3. 6x4 - this option allows you to print out the Master Label and Single Label **in 6x4 format**
 - Supports printing of “Single” label (1-level packaging)
 - Supports printing of “Master” and “Single” labels (2-level packaging)



- **Rules for Define Label:**

- **A5 option** by single-level packaging, e.g. by pallet cage (Gitterbox)
- **KLT option** by multi-level packaging, e.g. pallet with card boxes or small load carriers
- **6x4 option**, if you need DIN A standards of US American paper formats



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Pack Items

1. After definition of Label per line item,
2. click on **Pack Items**. If there is packaging instruction entered in SAP business network, but without any alternative packaging for your concerned part number, you will automatically overjump the step 2: Define Instructions and reach the step 3: Confirm Packing.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location																			
550010573700010FOR	10		70355135	43,000.000	PCE		2270	Remove																		
Description: ZHM_0003__02_0005Abscheider_TEST																										
Shipment Status Total Item Due Quantity: 30,000 PCE																										
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>Production Date</th><th>Expiry Date</th><th>Download PDF</th><th>Add Details</th><th>Material Gross Weight [KG]</th><th>Label type:</th></tr></thead><tbody><tr><td>1</td><td>1,000.00</td><td></td><td></td><td></td><td></td><td></td><td>0,000</td><td>RLT</td></tr></tbody></table>									Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Download PDF	Add Details	Material Gross Weight [KG]	Label type:	1	1,000.00						0,000	RLT
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Download PDF	Add Details	Material Gross Weight [KG]	Label type:																		
1	1,000.00						0,000	RLT																		
<p>Add Ship Notice Line</p>																										
Pricing Details																										
<table border="1"><thead><tr><th>Unit Conversion</th><th>Price Unit</th><th>Order Unit</th><th>Price</th><th>Price Unit Quantity</th><th>Price Unit</th></tr></thead><tbody><tr><td>1</td><td>PCE</td><td>PCE</td><td>6.13 EUR</td><td>100</td><td>PCE</td></tr></tbody></table>									Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit	1	PCE	PCE	6.13 EUR	100	PCE						
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit																					
1	PCE	PCE	6.13 EUR	100	PCE																					

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location																			
550009046200010FOR	10		76806806	12,600.000	PCE		2270	Remove																		
Description: LXS_7120__01 Innenzarge																										
Shipment Status Total Item Due Quantity: 10,400 PCE																										
<table border="1"><thead><tr><th>Line</th><th>Ship Qty</th><th>Supplier Batch ID</th><th>Production Date</th><th>Expiry Date</th><th>Download PDF</th><th>Add Details</th><th>Material Gross Weight [KG]</th><th>Label type:</th></tr></thead><tbody><tr><td>1</td><td>800.000</td><td></td><td></td><td></td><td></td><td></td><td>0,000</td><td>A5</td></tr></tbody></table>									Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Download PDF	Add Details	Material Gross Weight [KG]	Label type:	1	800.000						0,000	A5
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Download PDF	Add Details	Material Gross Weight [KG]	Label type:																		
1	800.000						0,000	A5																		
<p>Add Ship Notice Line</p>																										
Pricing Details																										
<table border="1"><thead><tr><th>Unit Conversion</th><th>Price Unit</th><th>Order Unit</th><th>Price</th><th>Price Unit Quantity</th><th>Price Unit</th></tr></thead><tbody><tr><td>1</td><td>PCE</td><td>PCE</td><td>50.62</td><td></td><td>PCE</td></tr></tbody></table>									Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit	1	PCE	PCE	50.62		PCE						
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit																					
1	PCE	PCE	50.62		PCE																					

Download PDF **Pack Items** Save Exit Next



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Pack Items

- If there are no packaging instructions, you get the following error message
 - In such case, please contact MAHLE Inbound Logistics (MRP controller from the concerned MAHLE plant) and provide the missing packaging information. MAHLE creates the packaging instructions in own ERP system and transfers this information to SAP business network.

1 Create Ship Notice

! Packaging instructions are needed. Please ask your customer to provide them.

- For Purchase Orders with Document Type Pre-Series Order (YPS) and Sample-Orders (YIS), no packing instructions are available. For those document types please **create an ASN without the packing process and without any labels**. In this case, you have to define the label type, but do not click on button “Pack Items”, just use the button “Next” to move forward and submit the ASN.
 - The document type of the Purchase Order can be seen in the PO screen, under Routing Status.

Purchase Order: 4503633534 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

<p>From:</p> <p>Customer</p> <p>MAHLE Filtersysteme Austria GmbH</p> <p>St. Michael ob Bleiburg-19</p> <p>9143 St. Michael ob Bleiburg</p> <p>Austria</p> <p>Phone: +43 (0) 04235 5050 0</p> <p>Fax:</p> <p>MAHLE Filtersysteme Austria GmbH</p> <p>St. Michael ob Bleiburg-19</p> <p>9143 St. Michael ob Bleiburg</p> <p>Austria</p> <p>Phone: +43 (0) 04235 5050 0</p> <p>Fax:</p> <p>Payment Terms ⓘ</p> <p>0.000% 60</p> <p>80 days net</p>	<p>To:</p> <p>Test AS new - TEST</p> <p>Pragstraße 26-46</p> <p>70376 Stuttgart</p> <p>Baden-Württemberg</p> <p>Germany</p> <p>Phone:</p> <p>Fax:</p> <p>Email: supplier.more@mahle.com</p>	<p>Purchase Order</p> <p>(New)</p> <p>4503633534</p> <p>Amount: 213.10 EUR</p> <p>Version: 1</p>
---	---	--

2 Routing Status: Sent

External Document Type: Initial sample po (YIS)

Note: All the error messages always appear at the top of the window. Please always scroll manually at the top of the window to see the error message.



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Define Instructions

1. If there is an alternative packaging in SAP business network for your part number, you will reach first the step 2: Define Instructions. You will receive a message: “Please choose or enter packaging instruction”.
2. The serial packaging instruction is always set as default. Choose the alternative packaging instruction from the drop list, if needed. Please be aware, that you have to choose also the **correct label type according to the packaging instruction**, which you have selected.

Define packaging instructions

Exit Next

1 2 3 4 5

Create ship notice Define instructions Confirm packing Print labels Review ship notice

1 We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions.

Summary

Number of items 2

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
10.1	550010573700010FOR	70355135 ZHM_0003__02_0005Abscheider_TEST		36 H87
10.1	550009046200010FOR	76806806 LXS_7120__01 Innenzarge		800 H87

Items to be packed

Handing unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
70355135 ZHM_0003__02_0005Abscheider_TEST						
70669470	70355135 - 70669470	70355135 70669469	12	21	21	KGM
	Auxiliary Material 70669462		1	6.1	6.1	KGM
70669469	70355135 - 70669469	70355135 ZHM_0003__02_0005Abscheider_TEST	500	4.4	4.4	KGM
	Auxiliary Material 70669468		1	4.4	4.4	KGM
76806806 LXS_7120__01 Innenzarge						
70669473	76806806 - 70669473	76806806 LXS_7120__01 Innenzarge	200			
	Auxiliary Material 78759385		6	5	83.5	

2 Packaging instructions 76806806_GIBO_01 70669473

Choose packaging instructions

76806806_GIBO_01 70669473

76806806_VW 77109119



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Define Instructions

1. In the displayed packaging instructions, there are automatically considered all needed auxiliary packaging materials, which are a part of defined packaging instruction, in our case - pallet cover (70669462), KLT cover (70669468) and dividers for cage box (76759385)
2. As you can see, it is not possible to change the quantities or weights for the packaging material. If the packaging instruction is wrong, or some packaging, e.g., dividers for the KLT, is missing, please contact MAHLE Inbound Logistics to update the packaging instructions.
3. **Notice: Do not add any auxiliary packaging in this step!**

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
Items to be packed						
70355135 ZHM_0003_-_02_0005Abscheider_TEST						
70669470	70355135 - 70669470 Auxiliary Material 70669462	70355135 70669469	12	21	21	KGM
70669469	70355135 - 70669469 Auxiliary Material 70669468	70355135 ZHM_0003_-_02_0005Abscheider_TEST	500	4.4	4.4	KGM
70669473	76806806 - 70669473 Auxiliary Material 76759385	76806806 LXS_7120_-_01 Innenzarge	200	83.5	83.5	KGM
			6	0.72	0.72	KGM

Advanced Shipping Notification

Individual PO Management – Line Level – Define Instructions

General description of Packaging instructions:

1. In the fields „Outer packaging material“, you can see the “70355135 = purchased part number” and “70669470 = packaging part number” (pallet or cage box in the 1st packaging level) and in additional line also the SLC* vs. carton box if there is also a 2nd packaging level.
2. In the fields „Inner handling unit“, you can see the purchased part number and inner packaging part number (SLC* vs. carton box) if there is 2 level packaging and purchased part number and purchased part description by the lowest packaging level.
3. “Quantity“ field provides information, how many Inner handling units are packed on the Outer packaging material, e.g. 12 SLC* on the pallet or 500 pc purchased parts in the SLC*.
4. Click on Next to move forward.

Handling unit type	Outer packaging material	Inner handling unit	Quantity
70355135 ZHM_0003__02_0005Abscheider_TEST			
70669470	70355135 - 70669470	70355135 70669469	12
	Auxiliary Material 70669462		1
70669469	70355135 - 70669469	70355135 ZHM_0003__02_0005Abscheider_TEST	500
	Auxiliary Material 70669468		1
76806806 LXS_7120__01 Innenzarge			
70669473	76806806 - 70669473	76806806 LXS_7120__01 Innenzarge	200
	Auxiliary Material 76759385		6

*SLC = Small Load Carrier



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Confirm packing

1. Now, the ASN quantity was packed according to the packing instructions. You are at the 3rd step in the packing process – Confirm packing
2. You will see the ASN quantity and packed quantity.
3. In this field you can see the packed percentage.
4. In the packing hierarchy you can see the number of main packaging needed for the delivery, e.g. 2 KLTs (part number 70669469), 1 pallet (part number 70669470) and 4 cage boxes (part number 70669473).

Confirm packing plan

Save Define Instructions Next

1 2 3 4 5

Create ship notice Define instructions Confirm packing Print labels Review ship notice

1 All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage	Total packed
10.1	550010573700010FOR	70355135 ZHM_0003__02_0005Abscheider_TEST		1000 H87	1000 of 1000	100.00%	100.00 %
10.1	550009046200010FOR	76806806 LXS_7120__01 Innenzarge		800 H87	800 of 800	100.00%	

4 Packing hierarchy What's this?

70669469 2 70669470 1 70669473 4

Handling Unit



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Confirm packing

1. Under the packing hierarchy you will see the detailed packaging structure with created Handling Units including all needed auxiliary packaging material per each Handling Unit.
2. In our example, there are 5 Handling Units (1 pallet with 2 KLTs and 4 cage boxes) created according to two Handling Unit types:
 - Handling Unit type 1 – there is 1 partial pallet with 2 KLTs (2/12), with auxiliary packaging materials => 1 pallet cover and 1 KLT cover for each KLT
 - Handling Unit type 2 – there are 4 full cage boxes (Gitterboxes), with an auxiliary packaging material => 6 dividers per each cage box

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
▼ Handling Unit 1						
▼ 70669470 1 (2/12)						
		Auxiliary Material	Quantity			
		70669482	1	ST		
70669469 1	10.1	70355135 ZHM_0003__02_0005Abscheider_TEST	500	H87		Move to...
		Auxiliary Material	Quantity			
		70669488	1	ST		
70669469 2	10.1	70355135 ZHM_0003__02_0005Abscheider_TEST	500	H87		Move to...
		Auxiliary Material	Quantity			
		70669488	1	ST		
▼ Handling Unit 2						
70669473 1	10.1	76806806 LXS_7120__01 Innenzarge	200	H87		Move to...
		Auxiliary Material	Quantity			
		76759385	6	ST		
70669473 2	10.1	76806806 LXS_7120__01 Innenzarge	200	H87		Move to...
		Auxiliary Material	Quantity			
		76759385	6	ST		
70669473 3	10.1	76806806 LXS_7120__01 Innenzarge	200	H87		Move to...
		Auxiliary Material	Quantity			
		76759385	6	ST		
70669473 4	10.1	76806806 LXS_7120__01 Innenzarge	200	H87		Move to...
		Auxiliary Material	Quantity			
		76759385	6	ST		



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Add auxiliary packaging

1. If there are needed any changes in the quantity of auxiliary packaging, you are allowed to adjust the quantities, e.g., to reduce or to increase the quantity of needed KLT covers or to delete the auxiliary packaging.
2. For the first pallet with 2 KLTs, you need to add some further auxiliary packaging, in our case **two empty KLTs** and two KLT covers **to make the pallet stackable**. In such case, you have to add this auxiliary material to the created 1st Handling Unit. Click on **+** to get the option **Add Auxiliary Material** for the relevant Handling Unit, **but at the 2nd HU level**.
3. Only if you click on **+** at the 2nd HU level, you will be able to add **an empty KLT and KLT cover** (as they are assigned to the 2nd packaging level). Select the relevant material number, in our case part number 70669469.

The screenshot displays a table of Handling Units (HUs) with columns for ASN item no., Part no. and description, Packed quantity, Batch ID, Production date, and Expiry date. The table shows three HUs, with the first two having auxiliary materials. A red circle '1' highlights the 'Add Auxiliary Material' button for the first HU. A red circle '2' highlights the 'Add Auxiliary Material' button for the second HU. A red circle '3' highlights the 'Choose an auxiliary material' dropdown menu for the second HU, which is open, showing the selection of part number 70669469.

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1	70669470 1 (2/12)					
		Auxiliary Material	Quantity			
		70669462	1	ST		
	70669469 1	10.1 70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87			
		Auxiliary Material	Quantity			
		70669468	1	ST		
	70669469 2	10.1 70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87			
		Auxiliary Material	Quantity			
		Choose an auxiliary material				
		70669468				
		70669469	1	ST		



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Add auxiliary packaging

- Now, you have added a line with an empty KLT (70669469). **Please update the quantity of needed empty KLTs!**
- As you need the further 2 KLT covers, please increase the quantity of KLT covers (70669468) from 1 piece to 3 pieces.

ASN item no.	Part no. and description	Packed quantity
	Auxiliary Material 70669462	Quantity 1 ST
10.1	70355135 ZHM_0003_-02_0005Abscheider_TEST	500 H87
	Auxiliary Material 70669469	Quantity 500 H87
	Auxiliary Material 70669468	Quantity 1 ST
10.1	70355135 ZHM_0003_-02_0005Abscheider_TEST	500 H87
	Auxiliary Material 70669468	Quantity 1 ST

ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
	Auxiliary Material 70669462	Quantity 1 ST			
10.1	70355135 ZHM_0003_-02_0005Abscheider_TEST	500 H87			
	Auxiliary Material 70669469	Quantity 2 H87			
	Auxiliary Material 70669468	Quantity 3 ST			
10.1	70355135 ZHM_0003_-02_0005Abscheider_TEST	500 H87			
	Auxiliary Material 70669468	Quantity 1 ST			

Advanced Shipping Notification

Individual PO Management – Line Level – Add auxiliary packaging

1. If do you click on **+** to get the option **Add Auxiliary Material at the 1st HU level**, a new additional field with a drop-down list appears.
2. You will be able to **add only a pallet or pallet cover (as they are assigned to the 1st packaging level)**. The pallet cover (part number 70669462) was automatically added to the packaging instruction as auxiliary packaging, so it is not necessary to add any pallet cover any more.
3. If do you add an auxiliary packaging by mistake, you can delete this by clicking on trash.
4. Click now on **Next**.

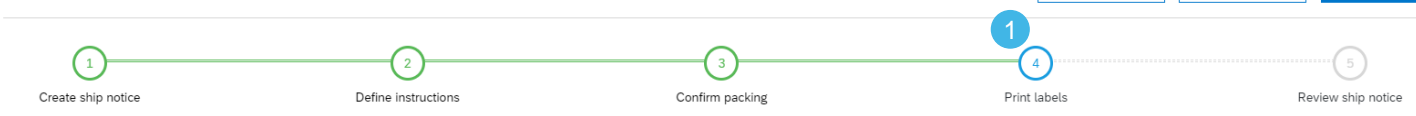
The screenshot displays the 'Advanced Shipping Notification' interface. At the top, a table lists handling units (HUs) with columns for 'Handling unit type', 'ASN item no.', 'Part no. and description', 'Packed quantity', 'Batch ID', 'Production date', and 'Expiry date'. The first HU is '70669470 1 (2/12)'. Below this, a form allows adding auxiliary materials. A dropdown menu is open, showing 'Auxiliary Material' options: '70669462' and '70669470'. The 'Quantity' field is set to '1' and the unit is 'ST'. A 'Next' button is highlighted with a blue circle and the number '4'. A 'Save' button and a 'Define Instructions' button are also visible. A trash icon is present next to the 'Add Auxiliary Material' button. A second HU is partially visible below, with 'Auxiliary Material' set to '70889462' and 'Quantity' set to '1'.

Advanced Shipping Notification

Individual PO Management – Line Level – Print Labels

1. You have moved to the step 4 Print Labels
2. You can see your structure of created Handling Units with auxiliary packaging.

Save
Exit
Next



✔ You're all set to print labels and confirm this ship notice.
✕

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity
▼ Handling Unit 1				
▼ 70669470 1 (2/12)		UN302450465000004658		
70669469 1	10.1	UN302450465000004659	70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87
70669469 2	10.1	UN302450465000004660	70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87
▼ Handling Unit 2				
70669473 1	10.1	UN302450465000004661	76806806 LXS_7120__01 Innenzarge	200 H87
70669473 2	10.1	UN302450465000004662	76806806 LXS_7120__01 Innenzarge	200 H87
70669473 3	10.1	UN302450465000004663	76806806 LXS_7120__01 Innenzarge	200 H87
70669473 4	10.1	UN302450465000004664	76806806 LXS_7120__01 Innenzarge	200 H87

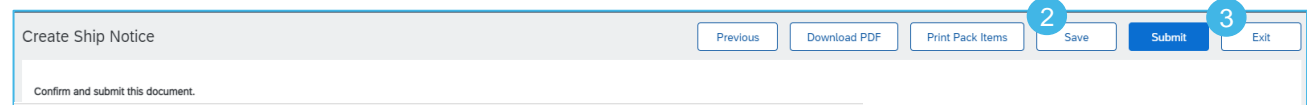
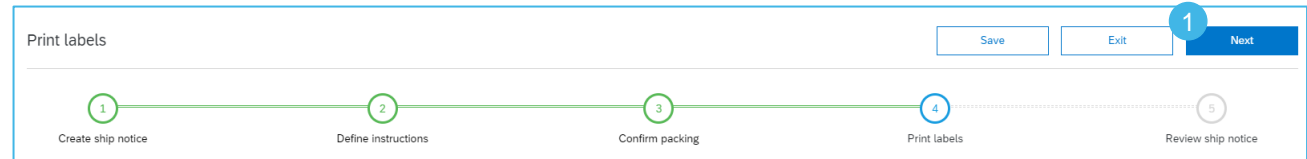


STANDARD

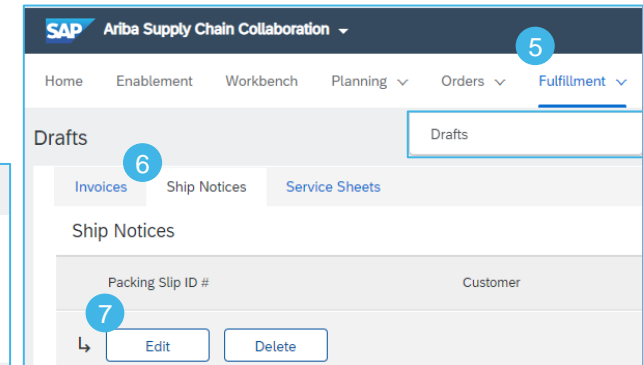
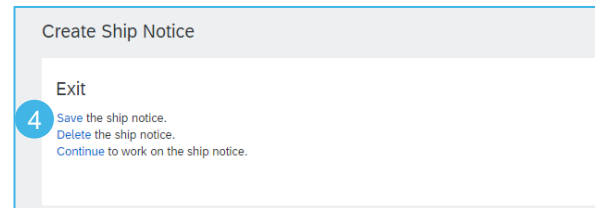
Advanced Shipping Notification

Individual PO Management – Save ASN as a draft

1. To save an ASN as a draft click **Next** on the top of ASN screen to get to the step 5 Review ship notice.
2. In the next step please click on **Save**. You get the message, that the ship note and packing data have been saved as a draft.
3. Now click on **Exit**.
4. Click once more on **Save the ship notice**. The ASN will be saved for 60 days. **Saved draft will not be sent to the customer.**
5. The draft can be accessed and modified from **Fulfillment/ Drafts**.
6. Select **Ship notice**. The status of an ASN saved as a draft is **Composing**.
7. Click **Edit** to modify the ASN and finalize it.



2 Ship notice "ASN04102021" is saved. The saved ship notice will be kept until 3 Dec 2021.



Notice: The saving of an ASN as a draft is possible after each process step.

Advanced Shipping Notification

Individual PO Management – ASN Change Before Submitting – V1

1. If do you need to change the quantity of an ASN saved as a draft, you have to change also the generated Handling Units. In the first step, change the shipping quantity, e.g. from 1000 to 1.500 pc
2. Click on **Pack Items**
3. You will receive a message, that there were made some changes in the ASN. Click on **Proceed**. You will reach the step 3: Confirm packing (only, if there is no additional alternative packaging instruction).
4. In the Summary you will see the remark CHANGED
5. In the field ASN Quantity you can see the old and a new ASN quantity and the new packed quantity

Additional Fields

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
550013230900010FOR	10		70355135	8.500.000	PCE		2270

Description: ZHM_0003__02_0005Abscheider

Shipment Status
Total Item Due Quantity: 2.500 PCE

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Material Gross Weight [kg]	Label type
1	1500				2.000	KLT

Unit Conversion: PCE

Price Unit: PCE

Price: 5.92 EUR

Price Unit Quantity: 100

Price Unit: PCE

Buttons: Add Order Line Item, Manage Serial Numbers, Download PDF, Pack Items, Save, Exit, Next

Confirm packing plan

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels

All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	550010573700010FOR	70355135 ZHM_0003__02_0005Abscheider_TEST		1500 H87	1500 of 1500	100.00%

Packing hierarchy: 70669469 (3) 70669470 (2)

Warning dialog: One or more changes have been made in the ship notice. You need to update the packages and shipping labels accordingly. Don't show this again. Cancel Proceed

Advanced Shipping Notification

Individual PO Management – ASN Change Before Submitting – V1

1. According to the logic of SAP business network, the added quantity will be always packed on a new additional pallet. You can see this within the Handling Units with a remark NEW
2. If do you want to pack this added quantity on the same pallet, as the pallet is not full, please click on **Move to...**
3. Now, you can choose the handling unit, on which you want to pack this additionally quantity.
4. Choose the relevant Handling Unit.
5. Click on **OK**.

The screenshot displays the SAP Advanced Shipping Notification interface. It shows a table of Handling Units with columns for 'Handling unit type', 'ASN item no.', 'Handling unit no.', 'Part no. and description', and 'Packed quantity'. The table lists several Handling Units, including 'Handling Unit 1' and 'Handling Unit 2'. A 'Move to...' dialog box is open on the right side of the screen, showing a list of Handling Units to choose from. A red circle '1' highlights the 'NEW' status of Handling Unit 2, and a red circle '2' highlights the 'Move to...' button in the dialog box.

This close-up shows the 'Move to...' dialog box. The 'Move to' field contains a dropdown menu with the text 'Choose a handling unit'. A red circle '3' highlights the dropdown menu. The 'OK' button is visible at the bottom of the dialog box.

This close-up shows the 'Move to...' dialog box with the dropdown menu open. The selected handling unit is 'Handling Unit 1 : 70669470 1'. A red circle '4' highlights the selected item.

This close-up shows the 'Move to...' dialog box with the 'OK' button highlighted. A red circle '5' highlights the 'OK' button.

Advanced Shipping Notification

Individual PO Management – ASN Change Before Submitting – V1

1. The KLT moved to the first Handling Unit – see the number 3/12, that means, there are now 3 KLTs of possible 12 KLTs
2. Now, the empty pallet stayed without any KLTs – see the number 0/12, that means, there is no KLT of possible 12 KLTs. There is no need to delete the empty pallet – this HU will disappear by the next step 4: Print labels.
3. Unfortunately, if you increase the ASN quantity in the saved draft, the auxiliary packaging, in our case the KLT cover will be not added automatically, so you have to add this KLT cover manually by clicking on + at this 2nd HU level.
4. Choose the KLT cover (70669468) as an auxiliary packaging.

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1							
70669470 1 (3/12)							
			Auxiliary Material 70669462	Quantity 1	ST		
70669469 1	10.1		70355135 ZHM_0003__02_0005Abscheider_TEST	500	H87		
			Auxiliary Material 70669468	Quantity 1	ST		
70669469 2	10.1		70355135 ZHM_0003__02_0005Abscheider_TEST	500	H87		
			Auxiliary Material 70669468	Quantity 1	ST		
70669469 3	NEW	10.1	70355135 ZHM_0003__02_0005Abscheider_TEST	500	H87		
Handling Unit 2							
70669470 2 (0/12)	NEW						

70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87
Auxiliary Material	Quantity
Choose an auxiliary material	
70669468	
70669469	

Advanced Shipping Notification

Individual PO Management – ASN Change Before Submitting – V1

- Now, all three KLT's have also the needed KLT cover.
- As the pallet is not stackable now, we need the 4th KLT with his KLT cover. Please add this empty KLT manually by clicking on + at this 2nd HU level.
- Choose the KLT and update the quantity of needed empty KLTs. Please increase the quantity of needed KLT covers.
- Now, there are considered all needed packaging materials in the ASN. Click on Next.

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity
Handling Unit 1				
	70669470 1	(3/12)		
	70669469 1	10.1	Auxiliary Material 70889482	Quantity 1 ST
	70669469 2	10.1	70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87
	70669469 3	10.1	Auxiliary Material 70889488	Quantity 1 ST
			70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87
			Auxiliary Material 70889488	Quantity 1 ST
			70355135 ZHM_0003__02_0005Abscheider_TEST	500 H87
			Auxiliary Material 70889488	Quantity 1 ST
Handling Unit 2				
	70669470 2	(0/12)		

+

Move to... +

Move to... +

6 Move to... +

Add Auxiliary Material

Auxiliary Material
Quantity

Choose an auxiliary material

1

70669468

1

70669469

1

Auxiliary Material
Quantity

70889489

500

70889488

1

Part no. and description
Packed quantity

Auxiliary Material
Quantity

70889482

1

70355135 ZHM_0003__02_0005Abscheider_TEST
500 H87

Auxiliary Material
Quantity

70889488

1

70355135 ZHM_0003__02_0005Abscheider_TEST
500 H87

Auxiliary Material
Quantity

70889489

1

70355135 ZHM_0003__02_0005Abscheider_TEST
500 H87

Auxiliary Material
Quantity

70889488

2

Save

Exit

Next

Advanced Shipping Notification

Individual PO Management – ASN Change Before Submitting – V1

1. You will reach the step 4: Print labels. The additional created Handling Unit 2 disappeared.
2. The printed icons appear next to the created Handling Units. These icons do not have any functionality to print the labels. MAHLE is not using the fields Package document No., so please do not enter any package numbers in those fields.
3. Now, there are all set to print Labels and confirm the ship notice. Click on the **Next** to get to the step 5 Review ship notice.

Print labels

Save Exit **Next**

1 2 3 4 5

Create ship notice Define instructions Confirm packing Print labels Review ship notice

✓ You're all set to print labels and confirm this ship notice.

Summary

Number of items 1 Total packed 100.00 %

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	950010573700010FOR	70355135 ZHM_0003_-02_0005Abscheider_TEST		1500 H87	1500 of 1500	100.00%

Packing hierarchy [What's this?](#)

70669469 3 70669470 1

Print all labels

Handling unit type	ASN item no.	Handling unit no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1								
70669470 1 (3/12)		UN302450465000004675						
70669469 1	10.1	UN302450465000004676	Auxiliary Material 70669462 70355135 ZHM_0003_-02_0005Abscheider_TEST	Quantity 1 ST 500 H87				<input type="text"/>
70669469 2	10.1	UN302450465000004677	Auxiliary Material 70669468 70355135 ZHM_0003_-02_0005Abscheider_TEST	Quantity 1 ST 500 H87				<input type="text"/>
70669469 3	10.1	UN302450465000004678	Auxiliary Material 70669468 70355135 ZHM_0003_-02_0005Abscheider_TEST	Quantity 1 ST 500 H87				<input type="text"/>
			Auxiliary Material 70669469 70669468	Quantity 1 H87 2 ST				



STANDARD

Advanced Shipping Notification

Individual PO Management – ASN Change Before Submitting – V2

If your labels are not printed yet, there is a trick to **speed up this process with updated quantity.**

1. You increase the ship quantity and click on Pack Items and then on Proceed.
2. Now, you do not make any changes, but just click on Save => Save and exit.
3. You get a message – Your ship notice draft and packing data have been saved.
4. You will be automatically returned back to the previous screen.
5. Click now again on Pack Items and choose the **option Repack**.

The screenshot illustrates the process of updating a shipping notification. It shows the 'Order Items' screen with a table of order details. A 'Ship Qty' field is highlighted with a '1', indicating an update. A 'Pack Items' button is also highlighted with a '1'. A 'Next' button is highlighted with a '1'. A message box with a warning icon states: 'One or more changes have been made in the ship notice. You need to update the packages and shipping Labels accordingly.' A 'Proceed' button is highlighted with a '1'. A 'Save and exit' button is highlighted with a '2'. A message box with a checkmark icon states: 'Your ship notice draft and packing data have been saved.' An 'Ok' button is highlighted with a '3'. The 'Order Items' screen is shown again with a 'Ship Qty' field highlighted with a '4'. A 'Pack Items' button is highlighted with a '5'. A message box with a warning icon states: 'There is already packaging information for this ship notice. Would you like to repack?'. A 'Repack' button is highlighted with a '5'. A 'Next' button is highlighted with a '5'.



STANDARD

Advanced Shipping Notification Individual PO Management – ASN Change Before Submitting – V2

- 6. The result => the new increased quantity will be packed to one pallet with new HU's (overjumping the step 2).
- 7. Add the empty KLTs in step 3 (Confirm packing) and adjust the needed quantities by empty KLT and KLT cover.
- 8. Move to step 4 and then to step 5 by clicking on Next to get to the step 5 Review ship notice.

Confirm packing plan

1 Create ship notice 2 Define instructions 3 Confirm packing 4 Print labels

6 You've skipped Step 2 because there are packaging instructions for all of your items. All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

Number of items 1

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
10.1	550010573700010FOR	70355135 ZHM_0003__02_0005Abscheider_TEST		1500 H87

Packing hierarchy What's this?

70669469 3 70669470 1

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Pro
Handling Unit 1					
70669470 1 (3/12)					
		Auxiliary Material	Quantity		
		70069482	1		ST
	70669469 1	70355135 ZHM_0003__02_0005Abscheider_TEST	500		H87
		Auxiliary Material	Quantity		
		70069488	1		ST
	70669469 2	70355135 ZHM_0003__02_0005Abscheider_TEST	500		H87
		Auxiliary Material	Quantity		
		70069488	1		ST
	70669469 3	70355135 ZHM_0003__02_0005Abscheider_TEST	500		H87
		Auxiliary Material	Quantity		
		70069488	1		ST

7

+

Move to... +

+

Move to... +

+

Move to... +

+

Add Auxiliary Material

7

Auxiliary Material

Choose an auxiliary material

70669468

70669469

Quantity

1

ST

7

Auxiliary Material

70069480

Quantity

1

H87

Auxiliary Material

70069488

Quantity

2

ST

8

Download PDF

Pack Items

Save

Exit

Next



STANDARD

Advanced Shipping Notification

Individual PO Management – Line Level – Print Labels

1. To print the labels use the button **Download PDF**. Do not use the button Print Pack Items, as this will lead you back to the packed items.
2. You have to select several options to print out the needed Labels – see also the instructions to the topic **Define Label**

Edit Ship Notice.

Previous **Download PDF** Print Pack Items Save **Submit** Exit

Confirm and submit this document.

<p>SHIP FROM</p> <p>Test AS new - TEST Pragstraße 26-46 70376 Stuttgart Baden-Württemberg Germany</p>	<p>DELIVER TO</p> <p>2270 MAHLE Filtersyst. AT GmbH 9143 St. Michael ob Bleiburg Austria</p>
<p>SHIPPING</p> <p>Packing Slip ID: ASN06102021 Invoice #: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: -- Actual Delivery Date: 7 Oct 2021 Is divisible: No</p>	<p>TRACKING</p> <p>Tracking information not provided.</p>

Edit Ship Notice.

To print a custom PDF, select one of the options below:

Number	Name
1.	Delivery Note - V5
2.	Forwarder Instruction
3.	EDI Goods Slip - V1
4.	KLT Pallet label - V2
5.	A5 label - V2
6.	US 6x4 label - V2
7.	KLT label - V2

Note: If your part number is packed in 2-level packaging, print **KLT Pallet** and **KLT**.

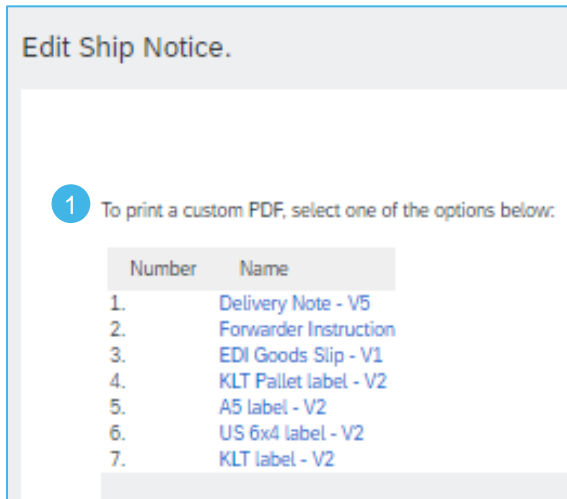
If your part number is packed in 1-level packaging, print only **A5**.

If do you need labels in US standard format, print **US 6x4**

Advanced Shipping Notification

Individual PO Management – Line Level – Print Labels

1. Besides GLT labels, you can print out also other relevant documents for the shipment:
 - Delivery Note
 - EDI goods slip
 - Forwarder Instruction



Note: EDI goods slip and forwarder instruction are still in customizing process, but will be ready for Go Live



STANDARD

Advanced Shipping Notification

Individual PO Management – Submit the Final Document

In ASN main screen, check if all required fields (*) were populated.

1. At header level, please review the delivery date applicable to all shipped lines.
2. At line level, check the shipped quantity
3. And review the serial numbers, if applicable.
4. Click **Submit** to send ASN to the customer.
5. In case there is information to be edited, click **Previous**.
6. If you do not want to submit the ASN and save it as a draft, click on **Exit** and **Save** the ship notice.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

Create Ship Notice

Confirm and submit this document.

SHIP FROM: Test AS new - TEST, Pragstraße 26-46, 70376 Stuttgart, Baden-Württemberg, Germany

DELIVER TO: 2270 MAHLE Filtersyst. AT GmbH, 9143 St. Michael ob Bleiburg, Austria

SHIPPING: Packing Slip ID: ASN071012021_1, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, Actual Delivery Date: 8 Oct 2021, Is divisible: No

TRACKING: Tracking information not provided.

DIMENSIONS: Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --

ADDITIONAL FIELDS: Additional information not provided.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location
550013230900010P0R	10		70395135	8,500,000	PCE		2270

Description: ZHM_0003_-_02_0005Abscheider

SHIPMENT STATUS: 1. Shipping 2,000,000 PCE

ASSET DETAILS: Asset details not provided for this line item.

HAZARD DETAILS: Hazard details not provided for this line item.

DELIVERY DETAILS: Delivery details not provided for this line item.

Additional Information: Label type: KLT, Material Gross Weight: 2,000 PCE

Pricing Details

Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE	PCE	5.92 EUR	100	PCE

Buttons: Previous, Download PDF, Print Pack Items, Save, Submit, Exit

Create Ship Notice

Exit

Save the ship notice.
Delete the ship notice.
Continue to work on the ship notice.



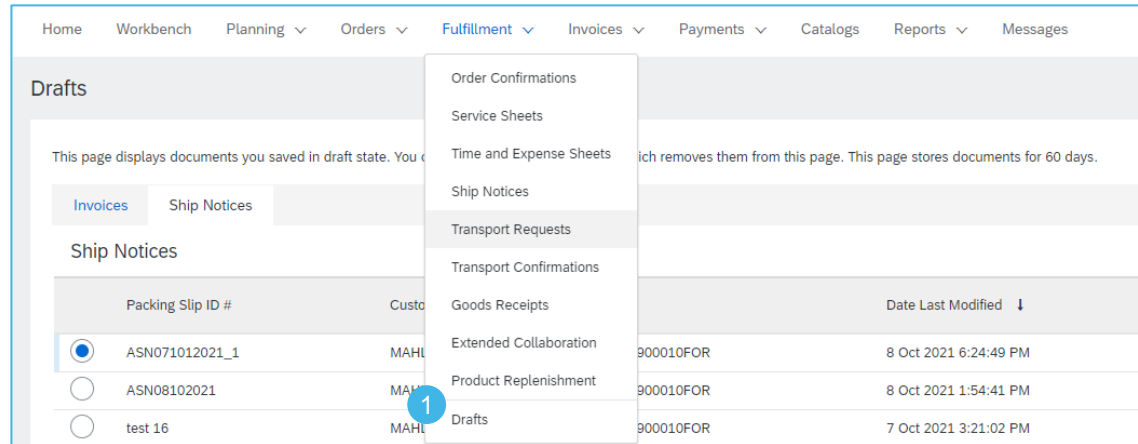
Advanced Shipping Notification

Individual PO Management – Edit / Delete a draft of an ASN

You can **edit** or **delete** a draft of a ship notice by using the **Edit or Delete** button

You can **edit** or **delete** only a ship notice that has a status **Composing**.

1. Go to **Fulfillment/ Drafts**
2. Identify the document and mark the line
3. Click on **Edit** or **Delete**.
4. If there is a new updated purchase order or release in SAP business network, you will get the warning message. Click on Go to Ship Notice.

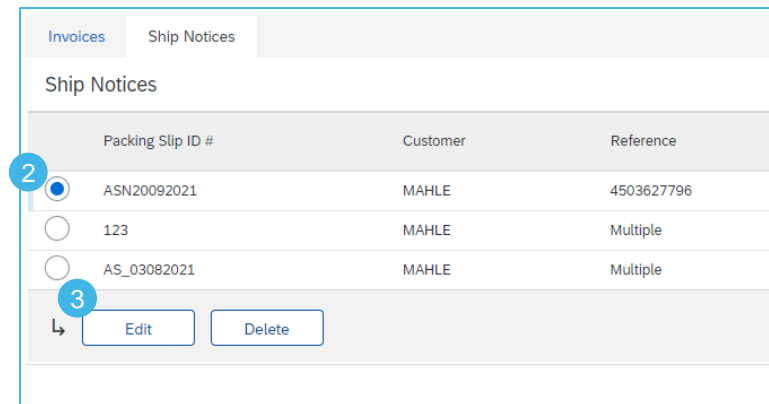


The screenshot shows the SAP Fulfillment Drafts page. A dropdown menu is open over the 'Ship Notices' tab, showing options like Order Confirmations, Service Sheets, Time and Expense Sheets, Ship Notices, Transport Requests, Transport Confirmations, Goods Receipts, Extended Collaboration, Product Replenishment, and Drafts. The 'Drafts' option is highlighted with a blue circle and the number 1.

Packing Slip ID #	Customer	Reference	Date Last Modified
ASN071012021_1	MAHLE	900010FOR	8 Oct 2021 6:24:49 PM
ASN08102021	MAHLE	900010FOR	8 Oct 2021 1:54:41 PM
test 16	MAHLE	900010FOR	7 Oct 2021 3:21:02 PM

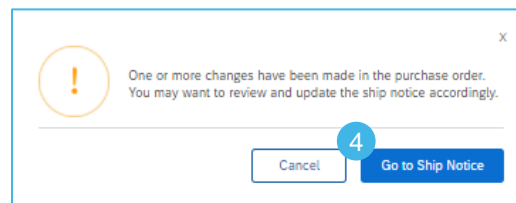
You can not create several ASNs as a draft or submit several ASNs with the same ASN number, **ASN number has to be always unique**.

If you delete an ASN saved only as a draft, you are allowed to create a new ASN with the same ASN number.



The screenshot shows the SAP Ship Notices page. The 'Ship Notices' tab is active, showing a table with columns for Packing Slip ID #, Customer, and Reference. The first row is selected with a blue circle and the number 2. Below the table, there are 'Edit' and 'Delete' buttons, with a blue circle and the number 3 pointing to the 'Edit' button.

Packing Slip ID #	Customer	Reference
ASN20092021	MAHLE	4503627796
123	MAHLE	Multiple
AS_03082021	MAHLE	Multiple



The screenshot shows a warning message dialog box. The message reads: "One or more changes have been made in the purchase order. You may want to review and update the ship notice accordingly." Below the message are "Cancel" and "Go to Ship Notice" buttons. A blue circle and the number 4 points to the "Go to Ship Notice" button.



STANDARD

Advanced Shipping Notification

Individual PO Management – Cancel ASN

You can **cancel** a ship notice by using the **Cancel** button at the top of the ship notice details page.

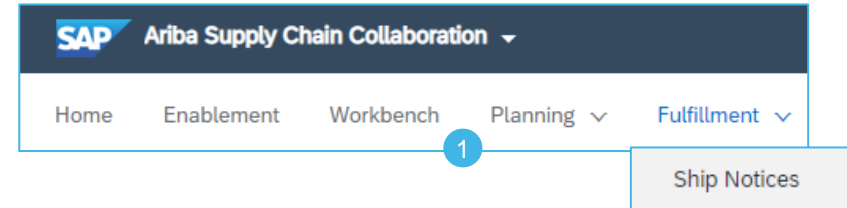
You can **cancel** a ship notice that has a status of **Composing** (ASN saved as a draft) or **Acknowledged** (submitted ASN).

1. Go to **Fulfillment/ Drafts** or **Ship Notices**.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.

After cancellation of a submitted ASN, the items will be visible again in Items to Ship tab and a new shipping notice with the same ASN number can be created.

Note: Please always inform the relevant MAHLE plant about cancellation of an submitted ASN.

In SAP S/4HANA, the inbound deliveries created for that particular ASN have to be deleted always manually => therefore, MAHLE has to be informed about cancellation of submitted ASN



Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

