SAP Business Network Training

Advanced Shipping Notification – Multiple

Logistics / Supply Chain Management | 16.02.2024

MAHLE

Advanced Shipping Notification

In this Chapter You Will Learn About …

Learning Focus

Follow especially the process steps marked with this symbol.

1. How to manage advanced shipping notification **for multiple items**
   - Search for multiple lines to be shipped and delivered at once
   - Create ASN for multiple items – for all further details concerning creation of ASN refer to the training documentation **SAP Business Network Training- Advanced Shipping Notification - Individual**
2. Mass ASN upload – download, update and upload CSV Template
3. Create and download ASN report
4. Tolerances by ASN delivery date and delivery quantities

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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: If the part number is **relevant for TM (Transport Management)**, MAHLE provides the **pick-up date** and MAHLE is responsible for organizing the transport. The **shipping notifications must be created per item** according to the specified pick-up dates.

If the supplier is responsible for the transport (i.e. the part number is not TM relevant), it would be possible to create shipping notifications for multiple items. However, the shipping notifications with one item are preferred.

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Multiple PO’s Management

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In case of **multiple lines of PO’s** to be shipped and **delivered to the same address on the same estimated delivery day**, please use **Items to Ship** tab in your **Workbench.**

It summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Click **Items to ship** tile in the Workbench.
2. Use **filters** to identify right items – see the training documentation: **Advanced Shipping Notification - Individual**
3. Select and click **Create ship notice**.

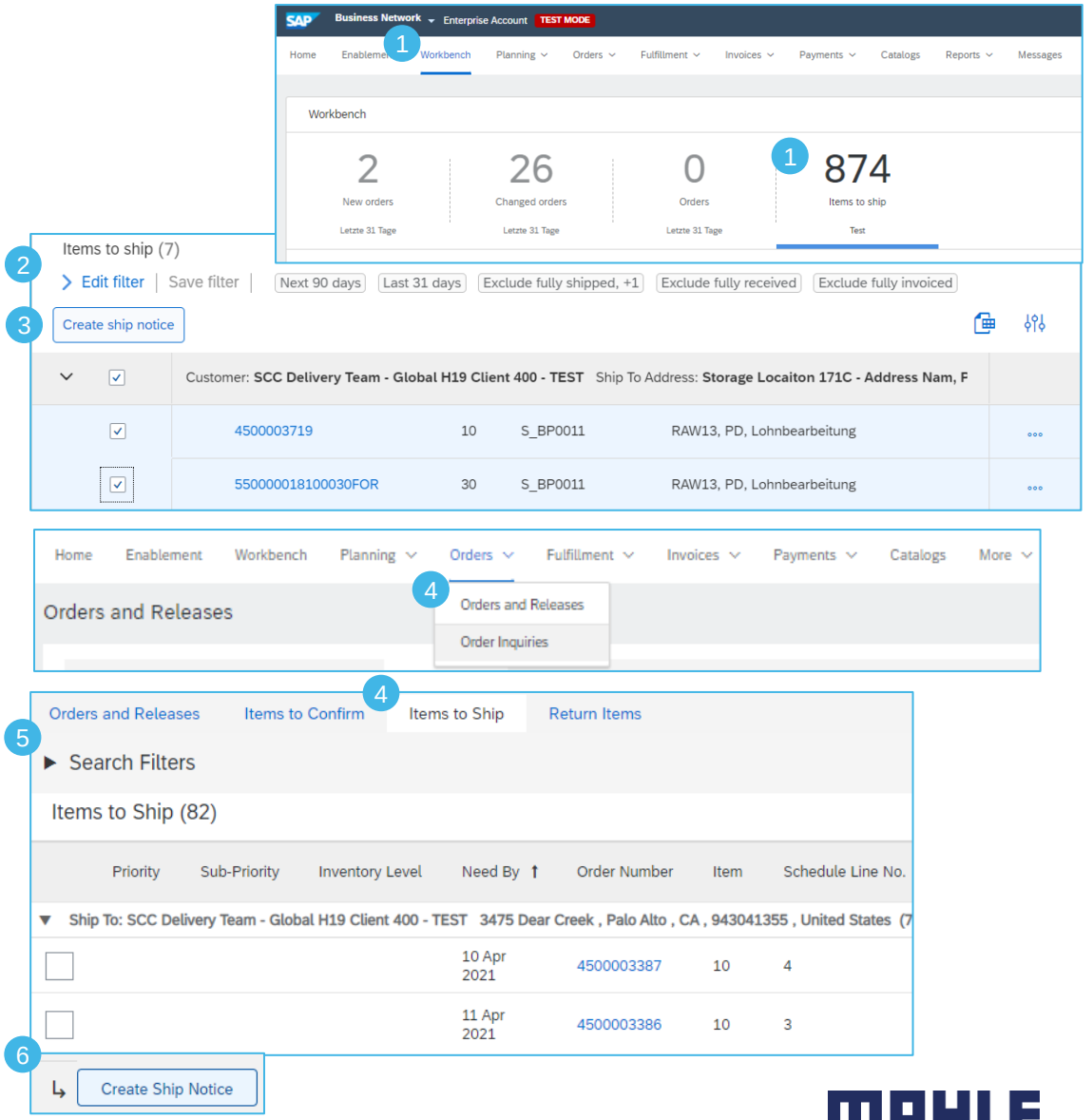
OR

you can use **Orders/ Orders and Releases** for one-step action.

4. Click **Items to ship**.
5. Identify right items using **Search filters**.
6. Select them and click **Create Ship notice**.

Note:

- You can choose lines with different “Need-by” dates for the same shipping notice.
- Orders tab will be replaced with new Workbench concept soon.



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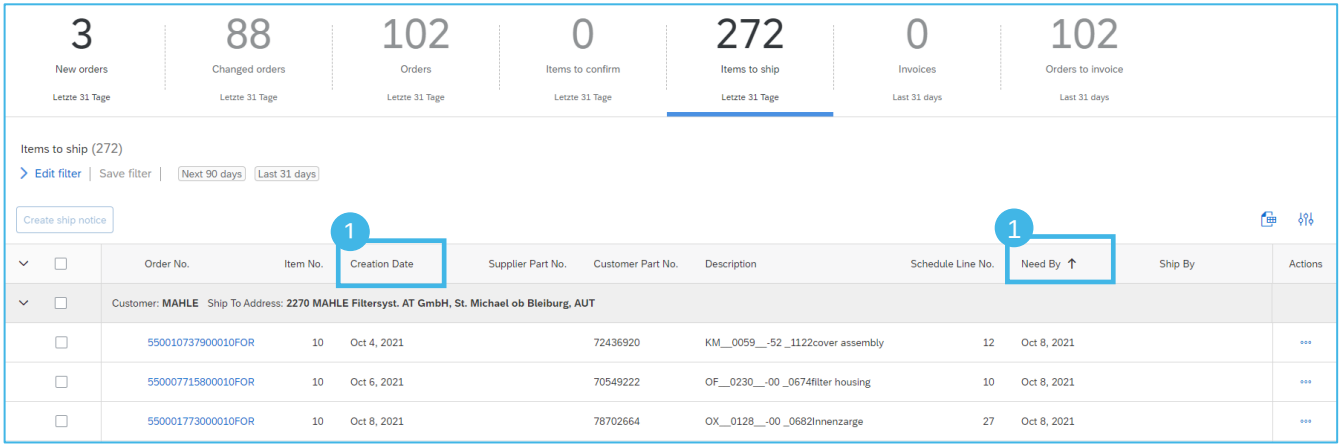
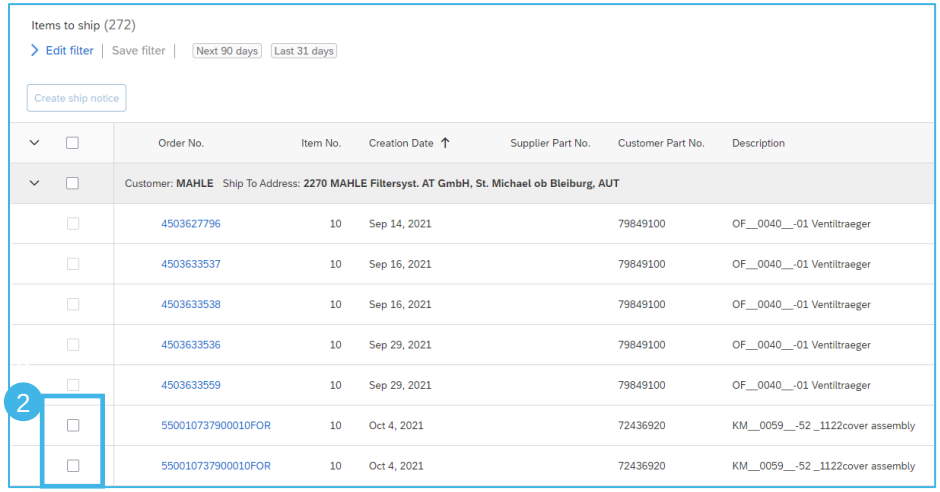
Multiple PO's Management – Workbench – Items to ship

1. Use the sorting function by **Need By** date or by **Creation date** to sort the Schedule Line Releases and Purchase Orders according to the date. Click on the blue-marked fields to use the sorting function.
2. In the generated list of all Purchase Orders and Schedule Line Releases you can recognize, that some ☐ symbols are darker as the others. Only for the orders with dark squares it is possible to create an ASN.





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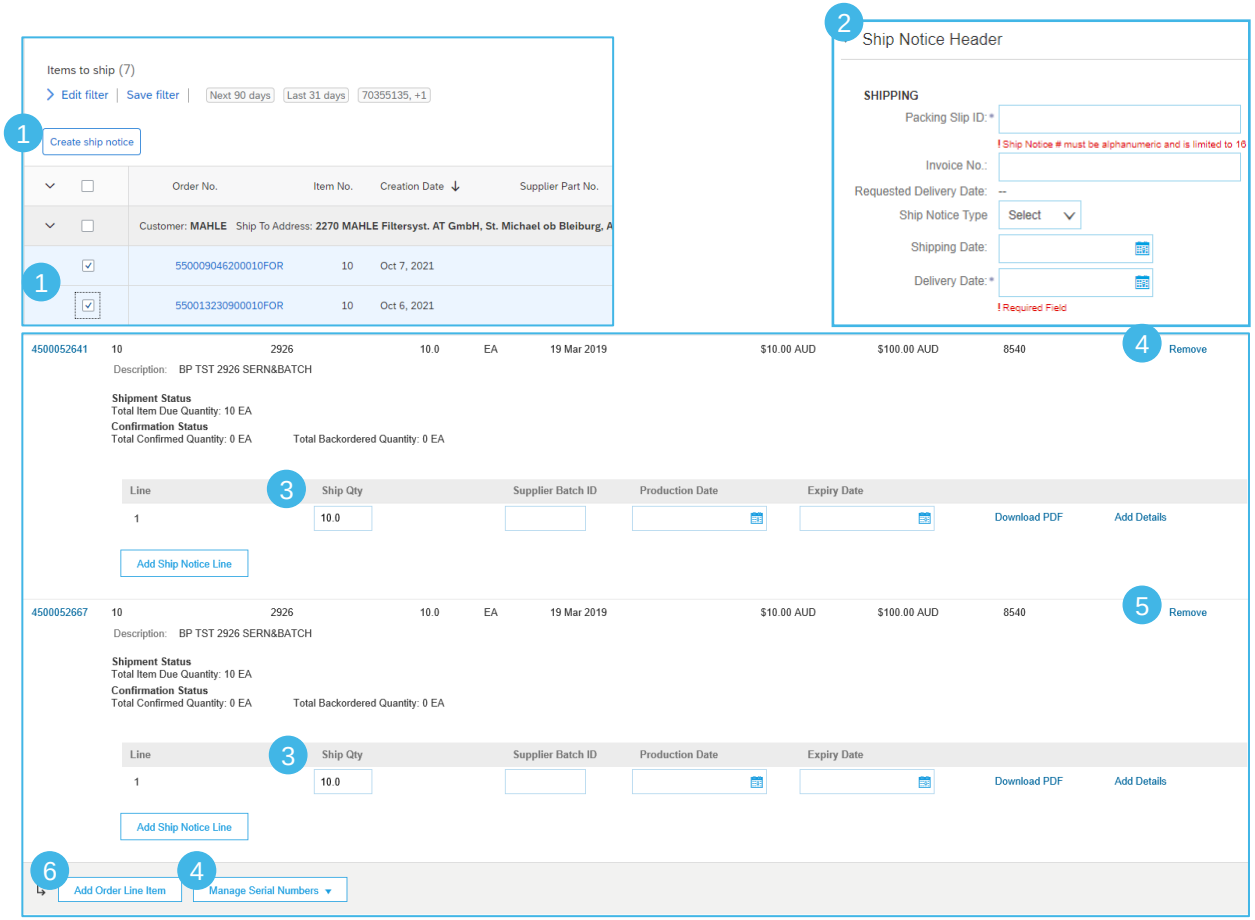
Multiple PO's Management – Workbench – Items to ship

The system will create a unique ship notice including multiple PO lines.

1. Mark the concerned schedule lines and click on **Create ship notice.**
2. Populate the mandatory and relevant fields in the header section.
3. If needed, adjust quantity and serial numbers line per line.
4. If you have many serial numbers to populate, you can use the serial number upload tool.
5. You can remove order items
6. or add extra PO lines via button Add order line items.

Note: For more details on how to populate the fields, how to pack items and print labels, refer to the training documentation **Advanced Shipping Notification - Individual**



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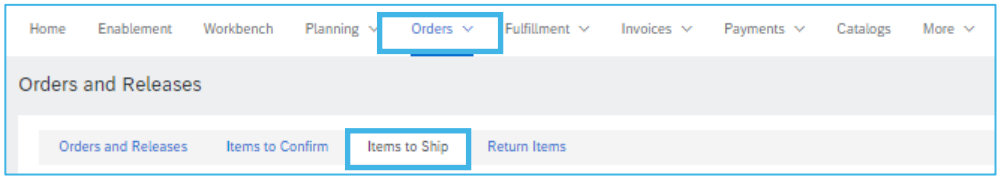
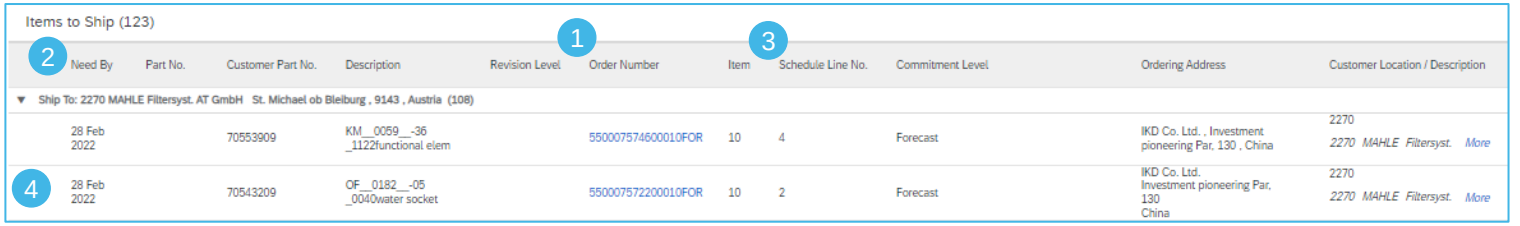
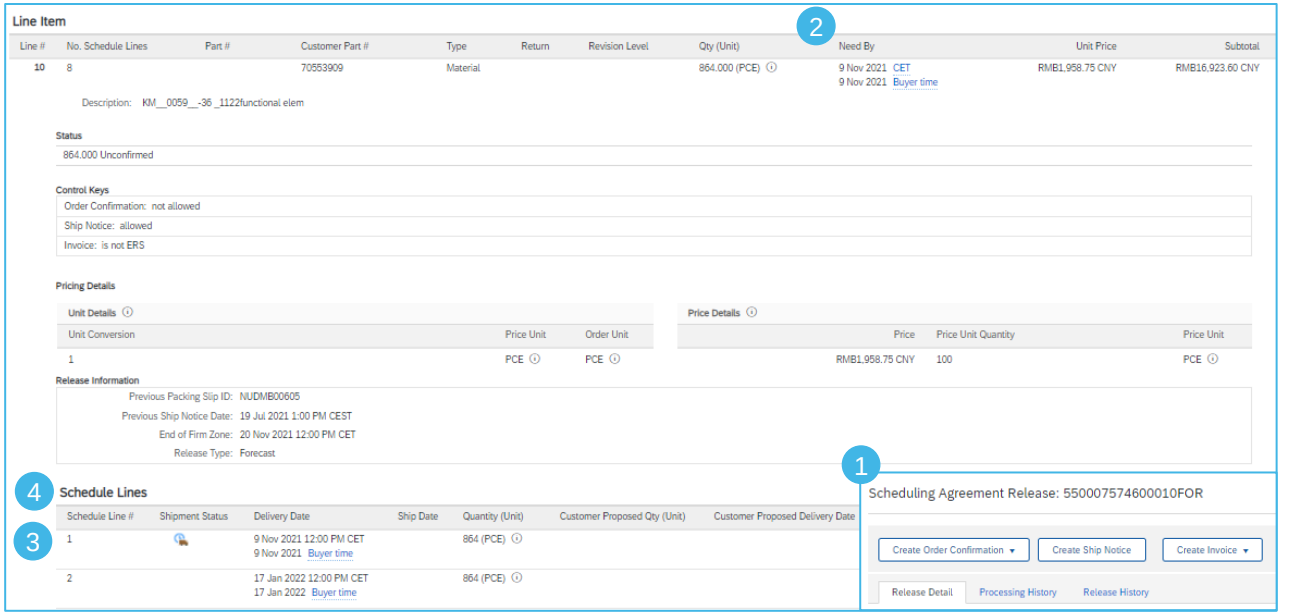
Multiple PO's Management – Orders / Orders and Releases

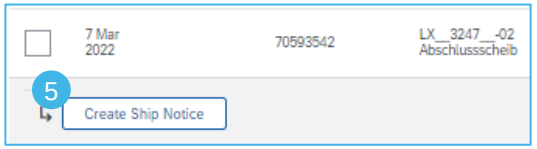
Line Item details in the Schedule Agreement – information taken from the initial release and displayed in the Items to ship list:

1. Order numbers
2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship notice.
3. The **Schedule Line number** is the one from the original purchase order.
4. Schedule lines from the same purchase order appear as separate ship notice lines under the PO number.
5. Set a flag for the concerned schedule lines and click on Create Ship Notice.









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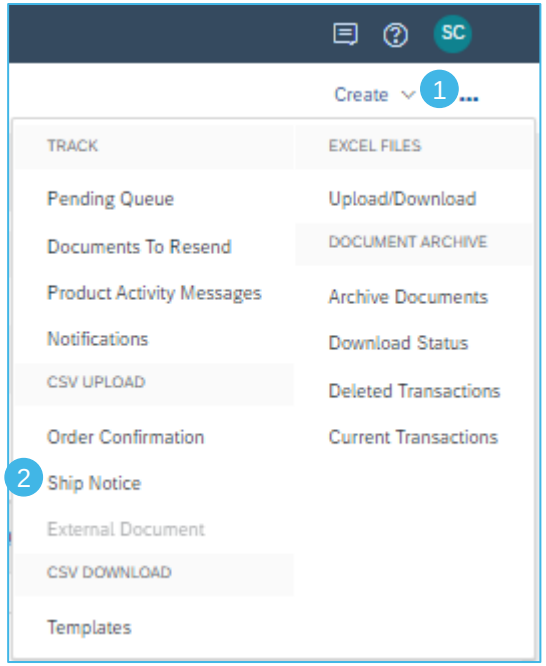
Mass ASN Upload – Download CSV Template

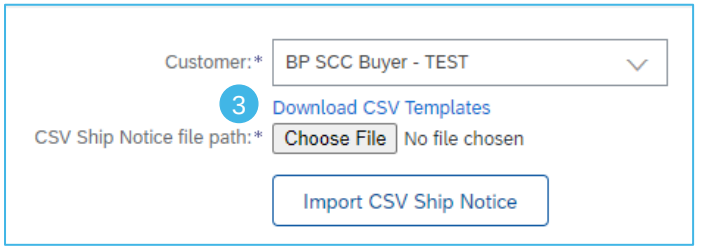
From the Homepage:

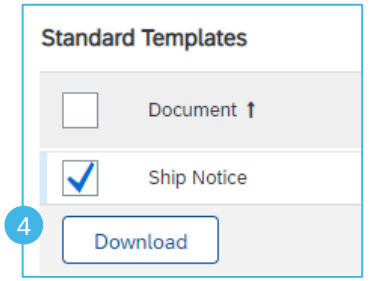
1. Click on ... button.
2. Select **CSV Upload/ Ship Notice.**
3. Click **Download CSV Templates**.
4. Select **Ship Notice** and click **Download**.
5. Save the file.

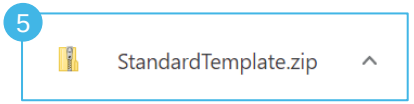
Note:

If any of your customers use custom CSV templates, a Custom Template section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.









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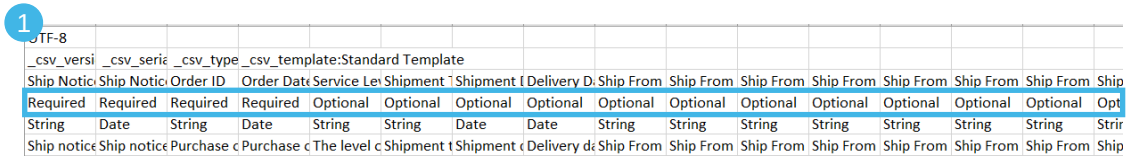
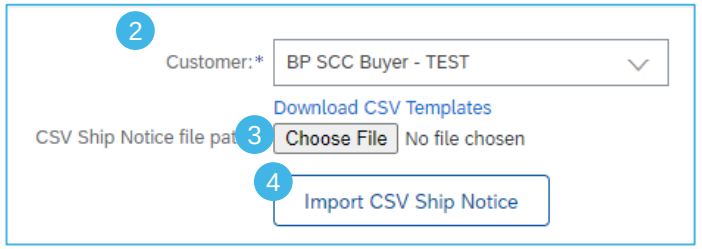
Mass ASN Upload – Update and Upload CSV Template

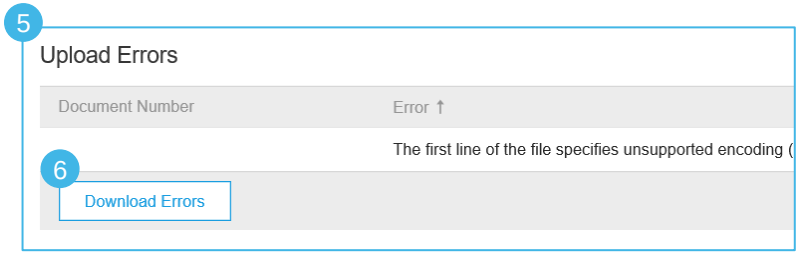
1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.

Go again to the **CSV Upload/ Ship Notice:**

2. Select the customer.
3. Click on Choose File and browse the updated template from your computer.
4. Click **Import CSV Ship Notice**.
5. In case any mandatory information is missing or you have errors in the updated template, you will see the error message.
6. You can download and view the errors. Fix the errors accordingly and reupload the file following the same steps.







Notes:

- You can upload several ship notices from one CSV file, but they need to be for the same customer.
- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.

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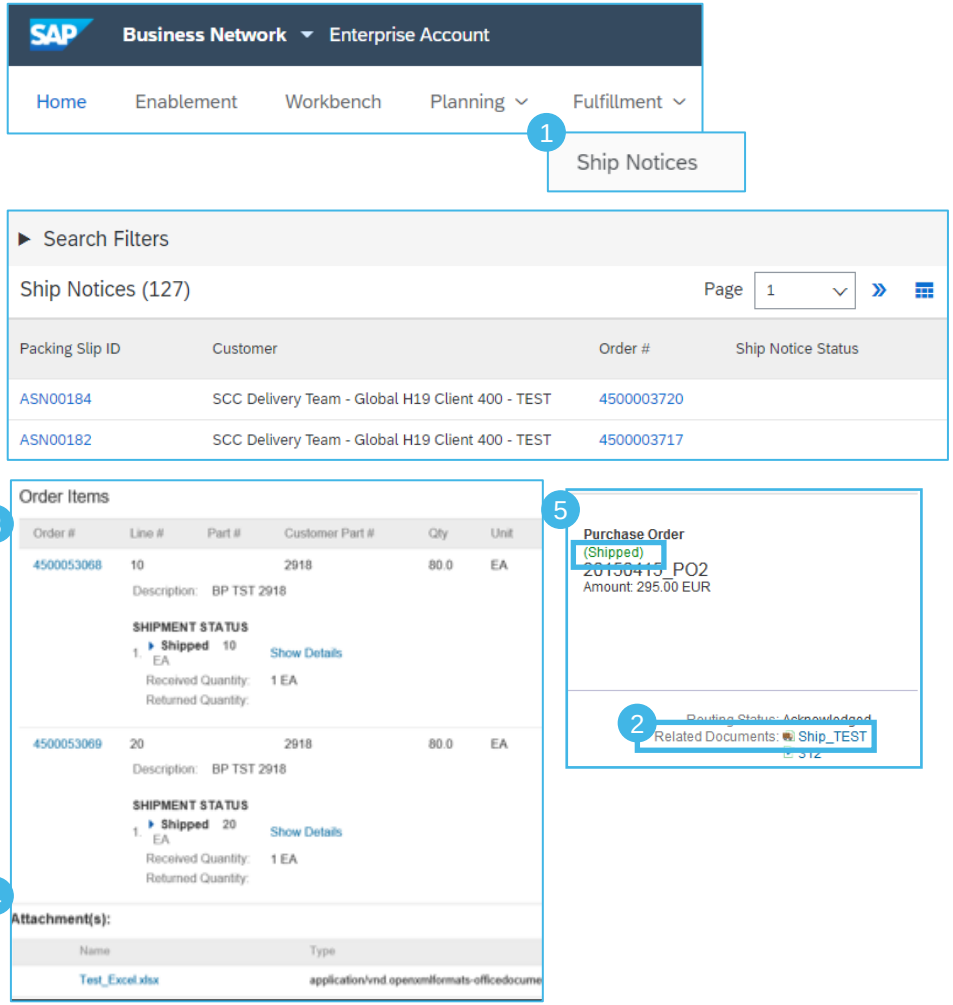
Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices.**
2. Or to related order screen, **Related Documents** section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
4. and you will see the files you have attached.
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.



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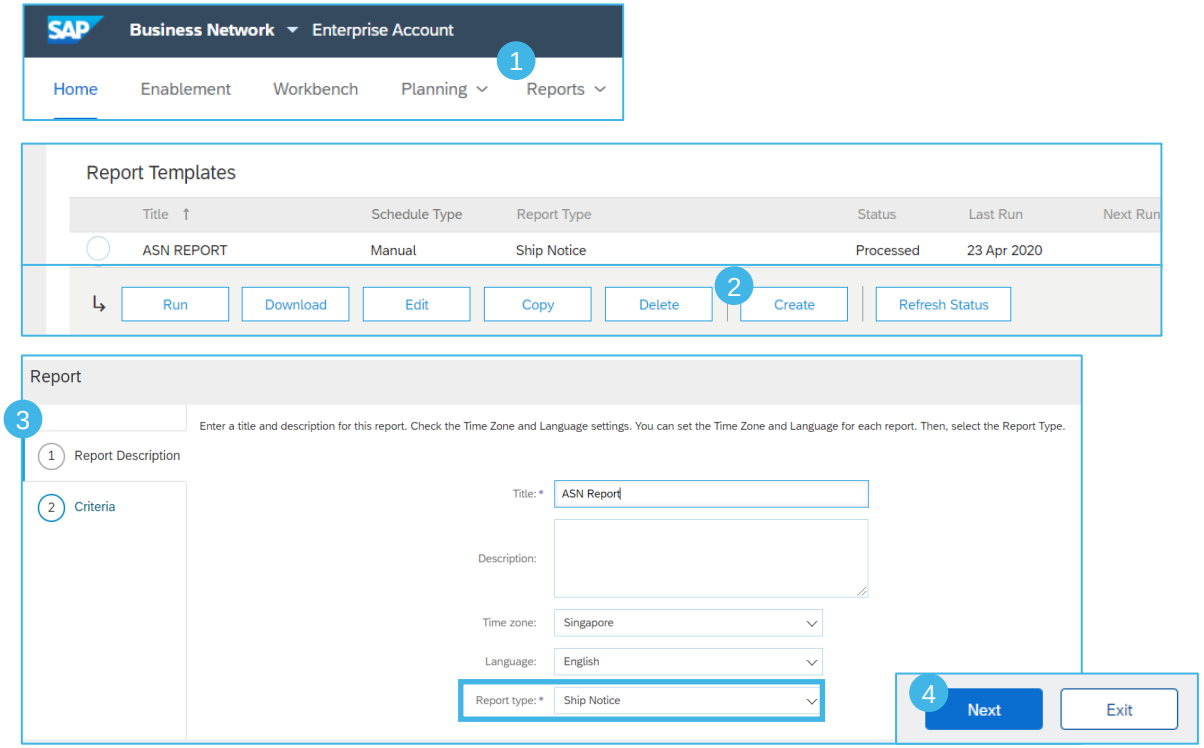
Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Click **Next.**



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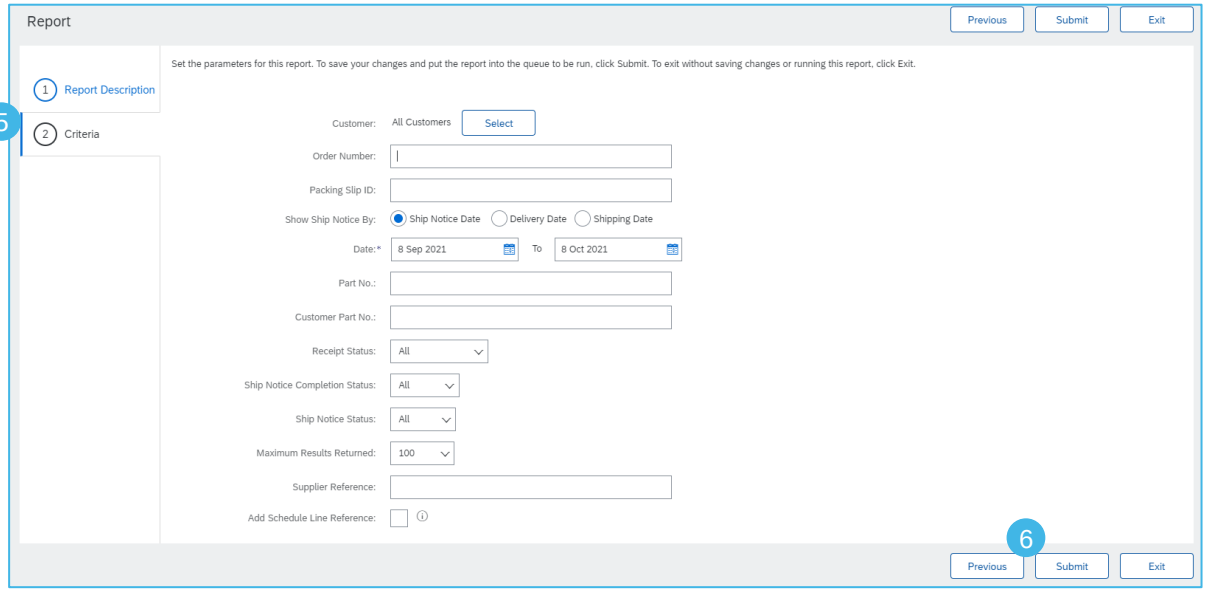
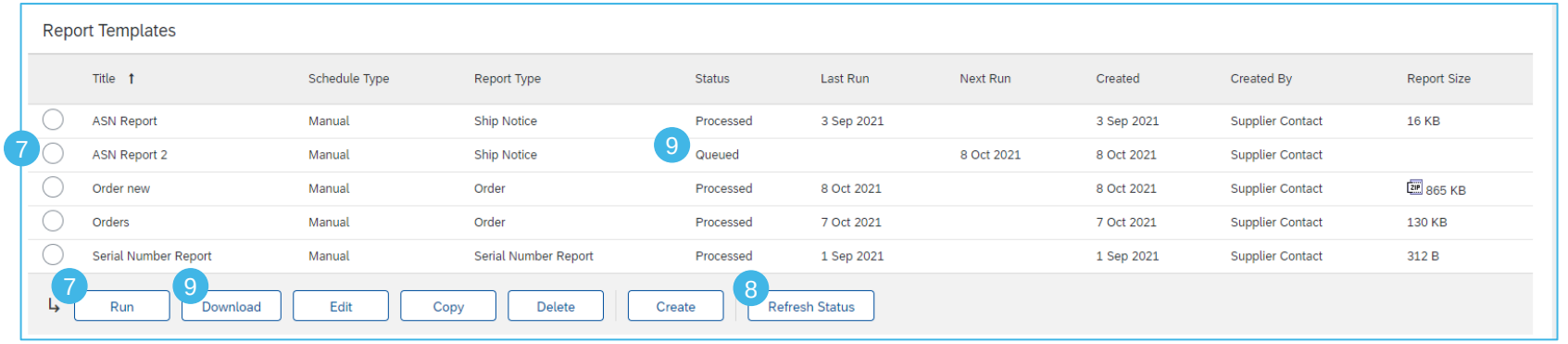
Advanced Shipping Notification

Download ASN Report

5. Please set the criteria for the report. Decide, according to which date the ASNs should be downloaded (Ship Notice Date, Delivery Date or Shipping Date) and enter the date range for ASNs. Increase the maximum results, if needed.
6. Click **Submit** to save the Report.
7. Select the report template you've created and click **Run**.
8. Use **Refresh Status** button to update the status.
9. When the status changes from **Queued** to **Processed**, click **Download**.





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Advanced Shipping Notification

Download ASN Report

See the details to your created ASNs including the all ASN statuses, customer part number and Ship Notice Shipped quantity.

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Ship Notice Report

Customer ANID	Customer	Ship Notice Number	Ship Notice Creation Date and	Shipping Date	Delivery Date	Ship Notice Status	Completion Status	Ship Notice Receipt Status	Ship Notice Line Receipt Status	Customer Part Number	Description	Ship Notice Shipped Quantity
AN01424068779-T	MAHLE	ASN04112021_A5	4 Nov 2021 1:26 PM GM		5 Nov 2021	New				76806806	LXS_7120__-01 Innenza	600
AN01424068779-T	MAHLE	ASN04112021_1	4 Nov 2021 1:14 PM GM		5 Nov 2021	New				70355135	ZHM_0003__-02 _0005Abs	2000
AN01424068779-T	MAHLE	ASN03112021_V1	3 Nov 2021 1:08 PM GM		4 Nov 2021	New				70355135	ZHM_0003__-02 _0005Abs	3000
AN01424068779-T	MAHLE	ASN03112021	3 Nov 2021 12:58 PM G		4 Nov 2021	New				76806806	LXS_7120__-01 Innenza	800
AN01424068779-T	MAHLE	ASN30102021	29 Oct 2021 5:04 PM GM		30 Oct 2021	New				76806806	LXS_7120__-01 Innenza	1000
AN01424068779-T	MAHLE	ASN28102021_AS_3	28 Oct 2021 5:06 PM GM		28 Oct 2021	New				70355135	ZHM_0003__-02 _0005Abs	2000
AN01424068779-T	MAHLE	ASN28102021_AS_2	28 Oct 2021 3:14 PM GM		28 Oct 2021	New	Completed	Fully Received	Completed	76806806	LXS_7120__-01 Innenza	5000
AN01424068779-T	MAHLE	ASN28102021_AS_2	28 Oct 2021 3:14 PM GM		28 Oct 2021	New	Completed	Fully Received	Completed	76806806	LXS_7120__-01 Innenza	5000
AN01424068779-T	MAHLE	ASN28102021_AS	28 Oct 2021 3:09 PM GM		28 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	8000
AN01424068779-T	MAHLE	ASN28102021_AS	28 Oct 2021 3:09 PM GM		28 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	8000
AN01424068779-T	MAHLE	ASN28102021_AS	28 Oct 2021 3:09 PM GM		28 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	8000
AN01424068779-T	MAHLE	ARB20211028	28 Oct 2021 10:07 AM G		29 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	3000
AN01424068779-T	MAHLE	ARB20211028	28 Oct 2021 10:07 AM G		29 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	3000
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AN01424068779-T	MAHLE	ASN26102021_2	26 Oct 2021 2:42 PM GM		27 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	44
AN01424068779-T	MAHLE	ASN26102021_2	26 Oct 2021 2:42 PM GM		27 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	44
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AN01424068779-T	MAHLE	ASN26102021_2	26 Oct 2021 2:42 PM GM		27 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	44
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AN01424068779-T	MAHLE	ARB20211026_2	26 Oct 2021 10:31 AM G		26 Oct 2021	New				70355137	ZHM_0003__-02 _0005Reg	500
AN01424068779-T	MAHLE	ARB20211026	26 Oct 2021 10:04 AM G		27 Oct 2021	New				78687493	OF__0020__-00 VentilRi	363450
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AN01424068779-T	MAHLE	AA20211021_1	21 Oct 2021 11:20 AM G		21 Oct 2021	New	Completed	Fully Received	Completed	70355135	ZHM_0003__-02 _0005Abs	22
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Ship Notice Report

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STANDARD

Advanced Shipping Notification

Tolerances

1. MAHLE applies specific rules on each order, with a limitation in terms of quantity and date adjustment.
   - Delivery date tolerance is only applied on order confirmations. MAHLE makes settings, how many days early or late an order confirmation delivery date can be from the delivery date requested in an order or release.
   - Under quantity deliveries are allowed and do not have any impact when posting an order confirmation or shipping notification. There is no warning or error message. Suppliers can also always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates
   - Over quantity tolerances are applied on order confirmations and also on shipping notifications. Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with MAHLE. Quantity split by delivery date is still possible.
   - In case your modifications are not allowed, you will see an error message.

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