

# 2. Processing Purchase Orders

## 2.2 Create a Ship Notice

# Process PO on SAP Business Network

In SAP Business Network, you can create different types of documents:

- Order confirmations.
- Service Sheets.
- Ship Notice\*.
- Invoices.

\*Note: Ship Notice is only available for materials.

In this guide, we will be focusing on 'Create Ship Notice'.

The screenshot shows the SAP Business Network interface. At the top left, there is the SAP logo, 'Business Network' with a dropdown arrow, 'Enterprise Account', and a red 'TEST MODE' button. On the top right, there are help and chat icons. Below this, the text 'Purchase Order: 3200029150' is displayed, with a blue 'Done' button to its right. A horizontal bar contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Ship Notice' button is highlighted with a blue border. To the right of these buttons are icons for download, print, and a menu. Below the bar are two tabs: 'Order Detail' and 'Order History'.

**dsm-firmenich** ●●●

From:  
DSM Food Specialities France SAS  
15 Rue des Comtesses de Flandres  
59113 Seclin

To:  
DSM Test Supplier 3  
3403 Adelaide St  
sing 999999  
Singapore  
PS \*\*\*\*\*

Purchase Order  
(New)  
3200029150  
Amount: 45.69 EUR  
Version: 1

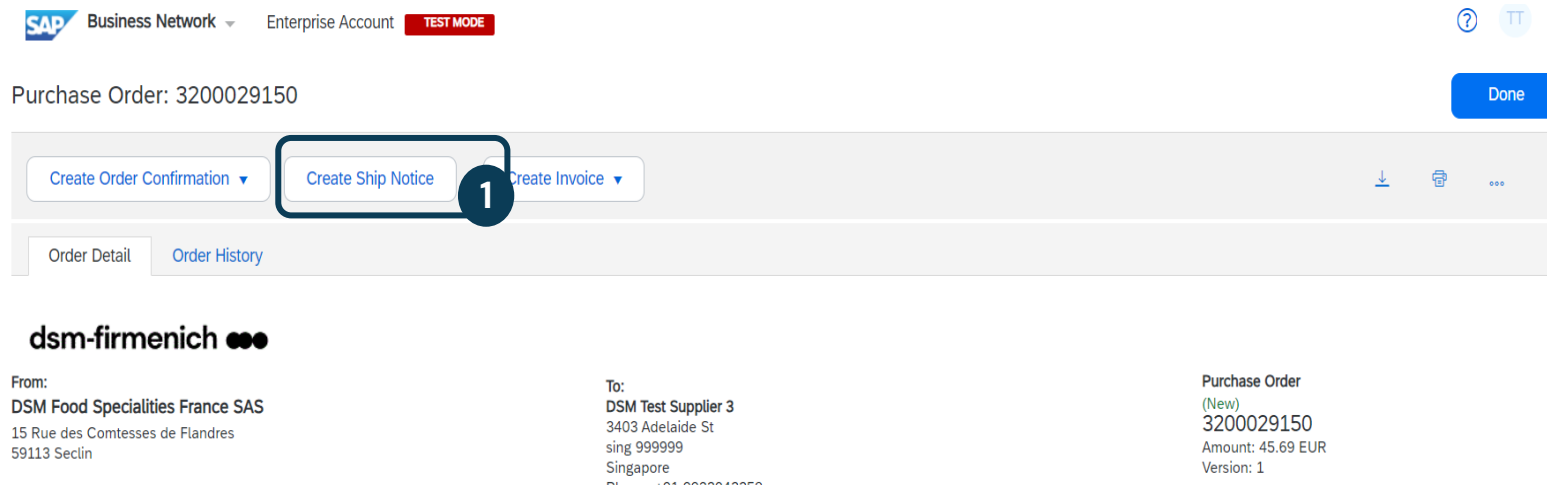
# Create Ship Notice

## 1. Open the PO

- For Standard account.  
Open PO via e-mail. Click on the '**Process Order**' button in the email. You also have the option to '**Create Service Sheet**'.
- For Enterprise account.  
Open the PO from the SAP Business Network home page.

Click on '**Create Ship Notice**'\*.

*\*Note: Ship Notice is only available for materials.*



The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 3200029150. The top navigation bar includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Done' button is visible in the top right corner. Below the PO ID, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Ship Notice' button is highlighted with a red circle and the number 1. Below these buttons are tabs for 'Order Detail' and 'Order History'. The main content area displays the supplier 'dsm-firmenich' and the recipient 'DSM Test Supplier 3'. The 'From' section lists 'DSM Food Specialities France SAS' with its address. The 'To' section lists 'DSM Test Supplier 3' with its address. The 'Purchase Order' section shows '(New) 3200029150' with an amount of 45.69 EUR and version 1.

# Create Ship Notice

2. Fill in all the mandatory and necessary fields.

Enter the 'Packing Slip ID' and add 'Shipping Date' and estimated 'Delivery Date'.

You are able to provide more information, e.g., Gross Weight.

SAP Business Network Enterprise Account TEST MODE

Create Ship Notice Save Exit Next

\* Indicates required field

**SHIP FROM**  
DSM Test Supplier 3 Update Address  
sing  
Singapore

**DELIVER TO**  
DFS Seclin Update Address  
Seclin  
59  
France

Ship Notice Header

**SHIPPING**

Packing Slip ID: \*  
Invoice No.:  
Requested Delivery Date: --  
Ship Notice Type: Select  
Shipping Date: \*  
Delivery Date: \*  
Gross Volume: Unit:  
Gross Weight: Unit:

**TRACKING**

Carrier Name:  
Service Level:

2

# Create Ship Notice

3. Add any additional **attachments** if needed or Delivery and Transport information.

4. By default, all items are going to be shipped when you click on **'Next'**. If you would like to partially ship the order, fill in the correct **'Ship Qty'**.

When all information is reviewed, click on **'Next'**.

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

No file chosen  **3**

The total size of all attachments cannot exceed 100MB

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
3200029150	1	301035579 Greeting Card		3	EA <sup>ⓘ</sup>	16 Dec 2024		15.23 EUR	45.69 EUR	<input type="button" value="Remove"/>

**Shipment Status**

Total Item Due Quantity: **3 EA** <sup>ⓘ</sup>

**Confirmation Status**

Total Confirmed Quantity: **0 EA** <sup>ⓘ</sup> Total Backordered Quantity: **0 EA** <sup>ⓘ</sup>

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="3"/> <b>4</b>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Details"/>

**4**

# Create Ship Notice

5. To confirm the Ship shipped, select **'Submit'**.

Now the order has Shipped status in the system.

5a. **Partially Shipped** status appears when some of the items are shipped, but not yet all the items.

5b. **Shipped** status appears when all items are shipped, and the order can be fully received by the requester when the goods arrive.

5a

Purchase Order  
(Partially Shipped)  
3200029150  
Amount: 45.69 EUR  
Version: 1

5b

Purchase Order  
(Shipped)  
3200029128  
Amount: 15.23 EUR  
Version: 1

Track Order

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