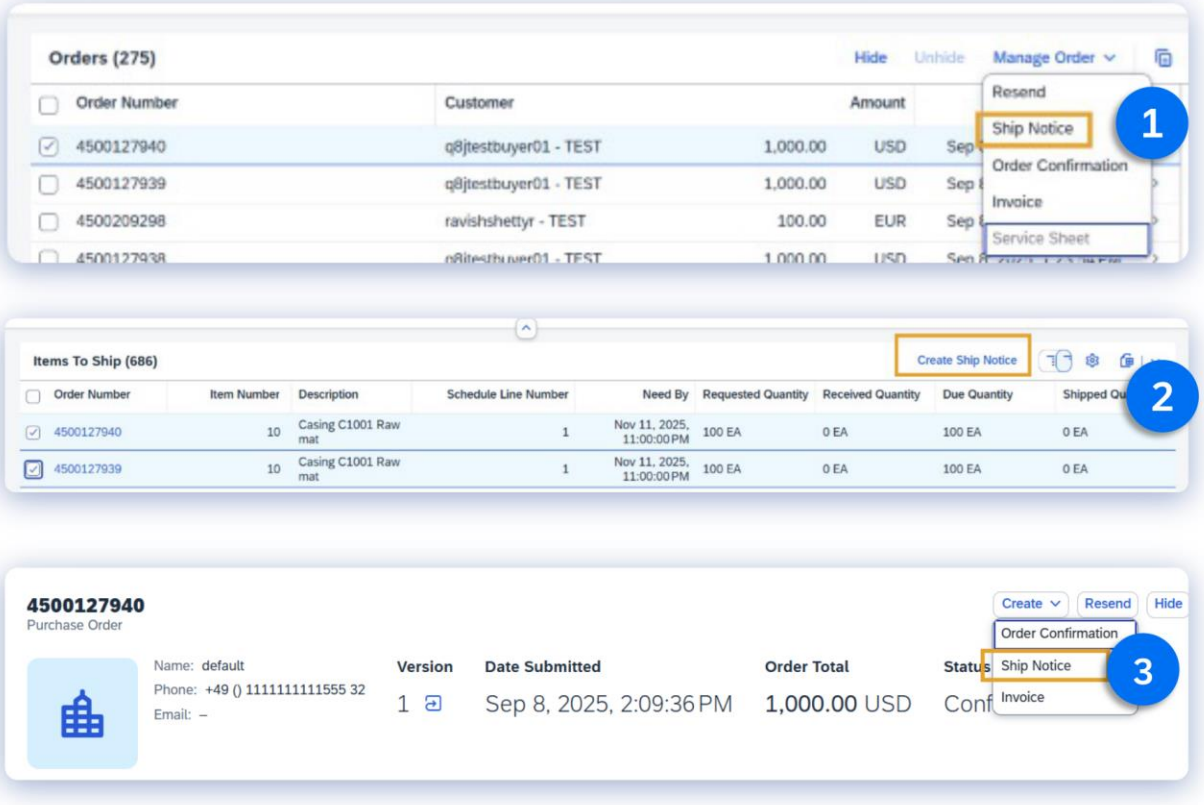
dormakaba

SAP Business Network
Supplier Guide:
Advanced Shipping Notification (ASN)

Create ASNs from the Workbench or from an order



From Workbench – Orders

1. Start the shipping process from the order list by selecting **Manage Order** > **Ship Notice**.

From Workbench – Items to Ship

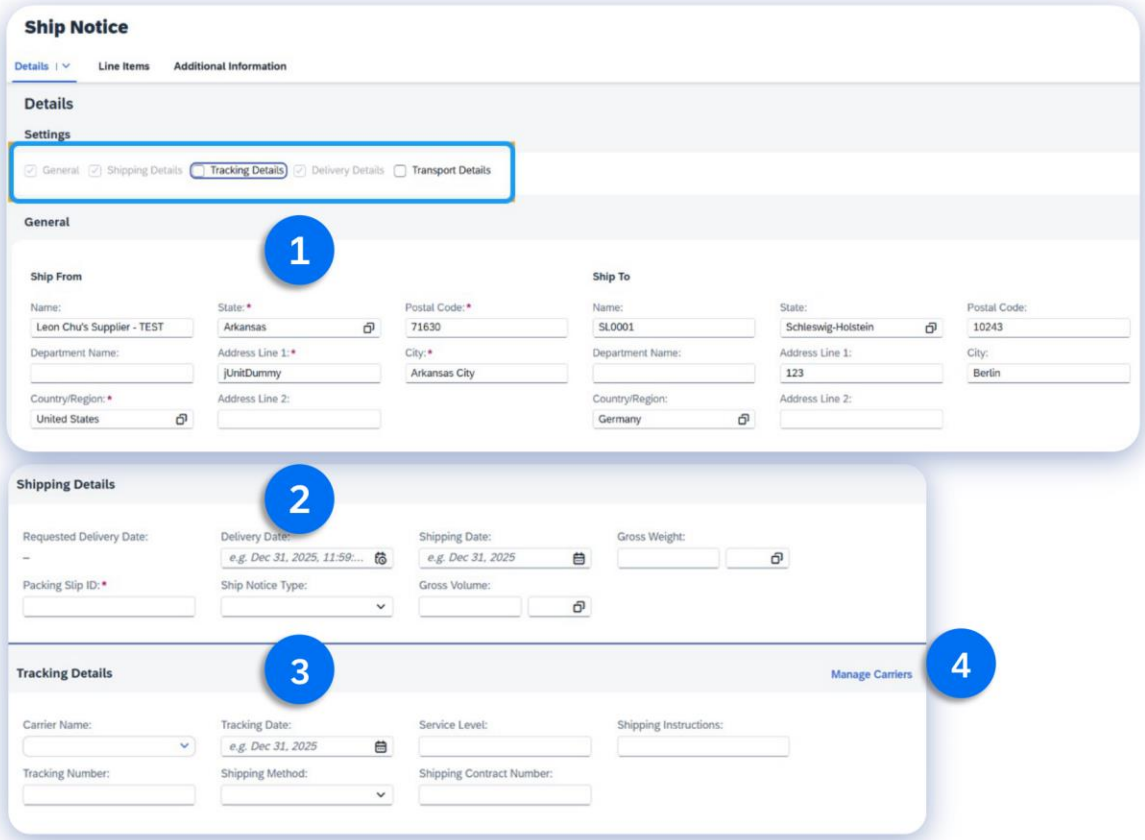
2. Select the required items or schedule line items and click on **Create Ship Notice**.

From purchase order details page

3. Enable suppliers to create an ASN directly from the Purchase Order page by selecting **"Ship Notice"** on the **Create** menu.

Feature: ASN Creation page

Key capabilities

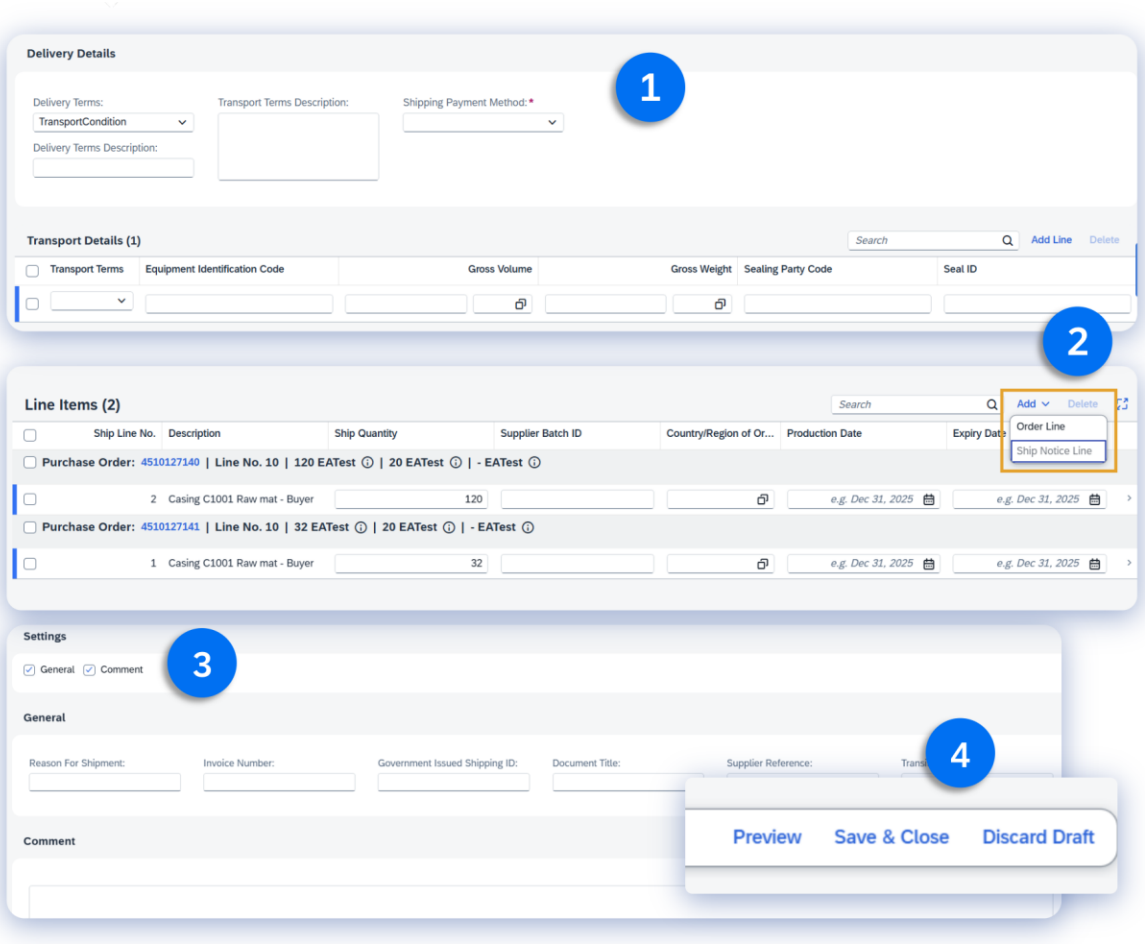


Through this page, suppliers can create ASNs and include the following information:

1. **"Ship from"** and **"Ship to"** location
2. **Shipping details:** Including the estimated shipping and delivery date
3. **Tracking details:** Carrier and tracking number
4. Suppliers can add extra carriers to the Carrier Name default list through **Manage Carriers**

Feature: ASN Creation page

Key capabilities

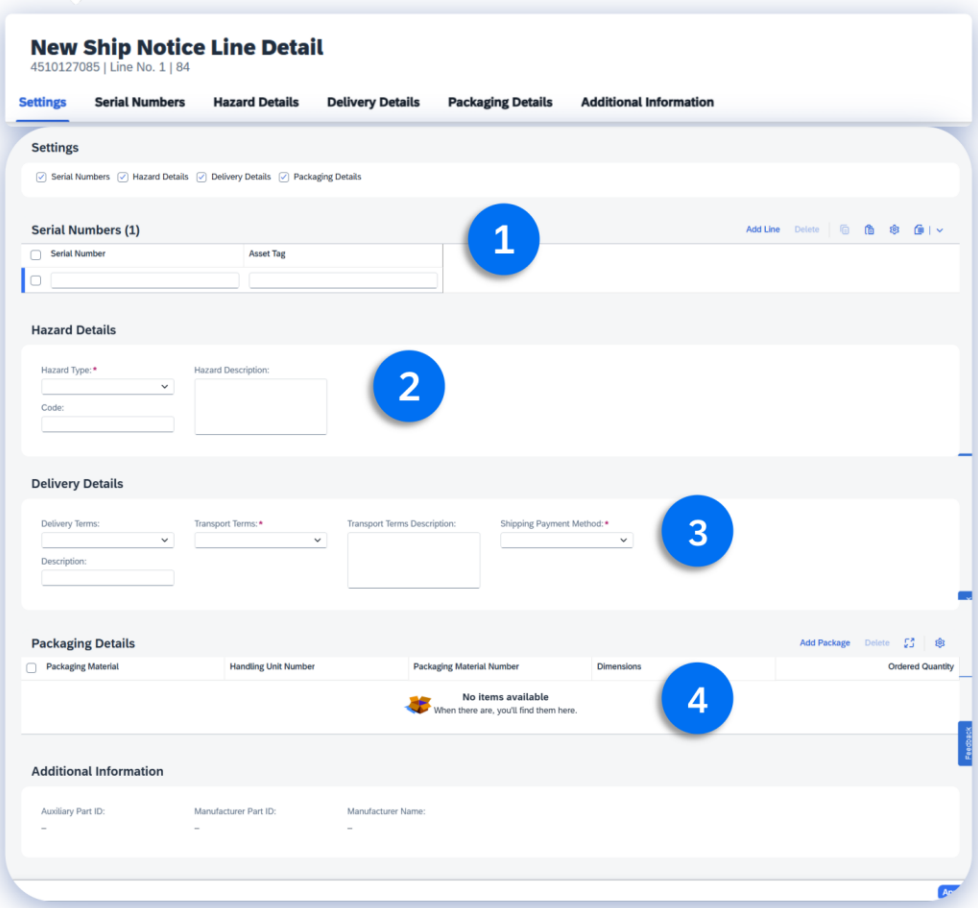


Through this page, suppliers can create ASNs and include the following information:

1. **Delivery and Transport** details
2. **ASN line items:** Besides including information for the flipped line items, suppliers can also:
   - Add PO lines
   - Split ASN lines
   - Delete ASN lines
3. **Comments** to the buyer. Also, **attachments** can be added based on buyer settings
4. Options in ASN creation page:
   - **Preview** → Takes the user to review mode before submitting the ASN
   - **Save & Close** → Keeps a draft of the document
   - **Discard Draft** → Deletes the work in progress

Feature: ASN Creation Line details page

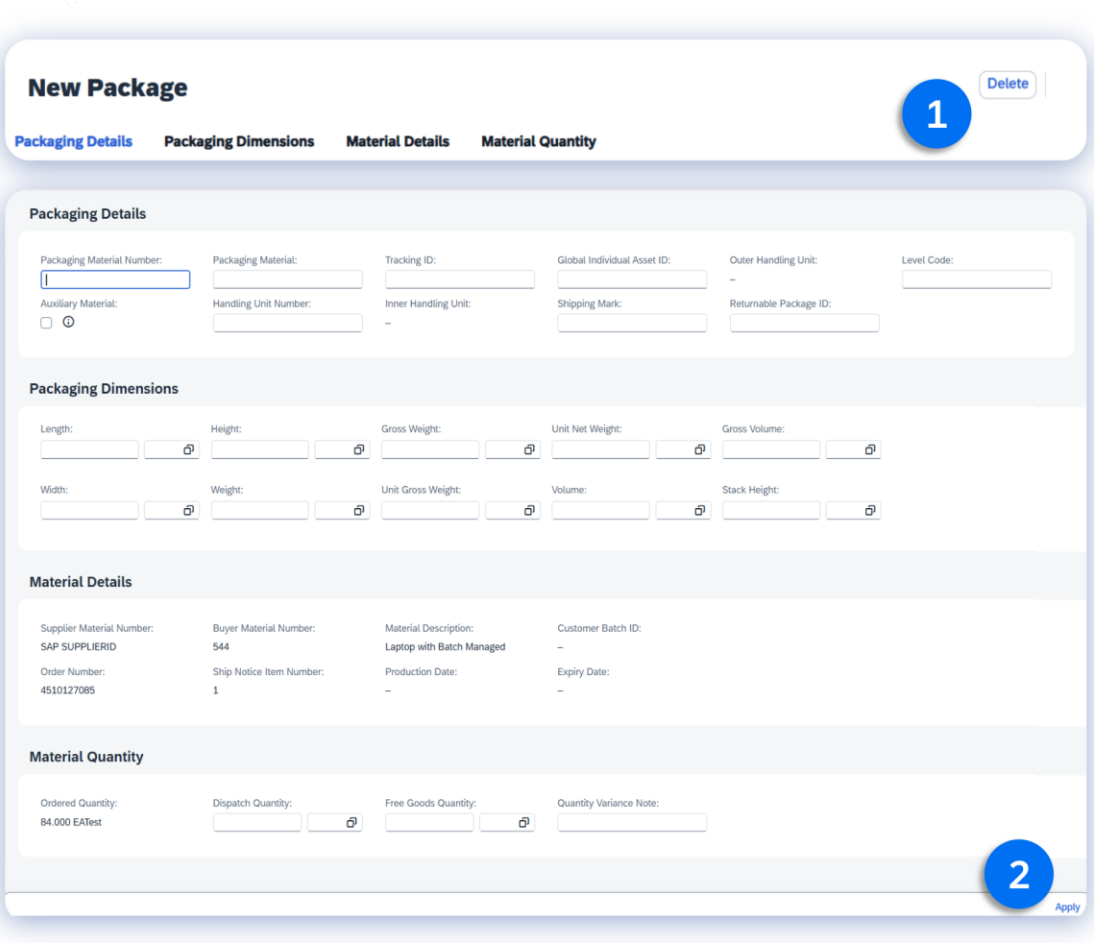
Key capabilities



Include additional information for every ASN line if required:

1. **Serial Numbers:** Serial number and asset tag for every unit being shipped is supported
2. Hazard Details
3. Delivery Details
4. **Packaging Details:** It shows a summary of the packaging materials being included in the shipment for the specific line

Key capabilities

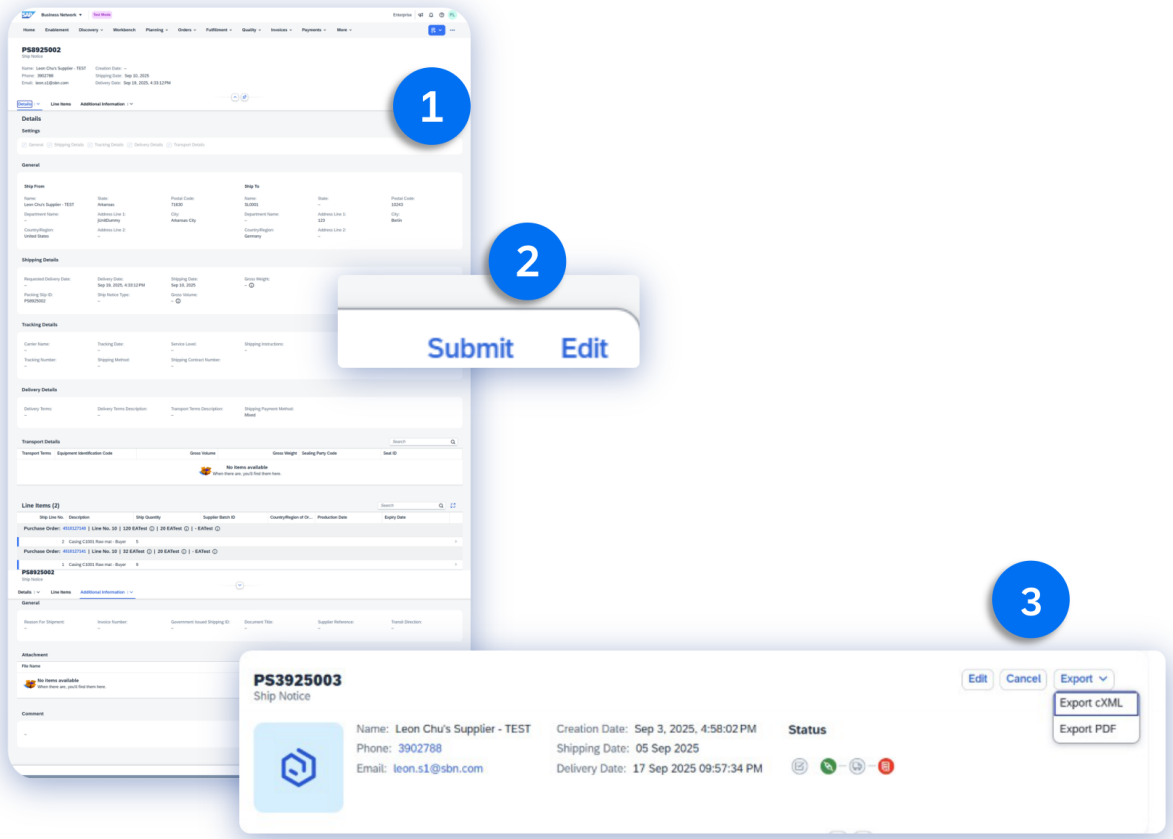


Options in packaging page:

1. **Delete** → Deletes packaging info and goes back to ASN line page
2. **Apply** → Keeps changes and goes back to ASN line page

Feature: ASN preview and after submission page

Key capabilities



ASN page before submission

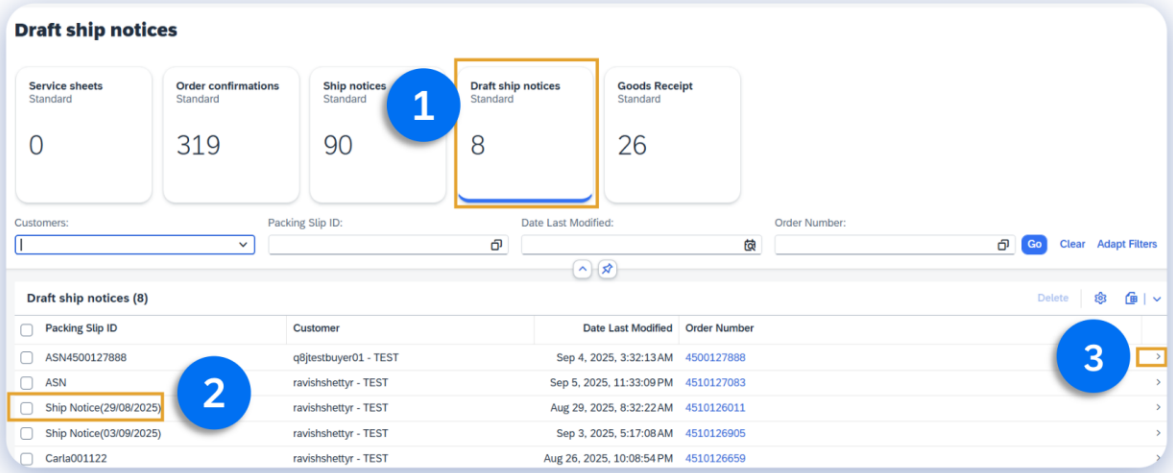
1. Summary page shown to the supplier before submission
2. Options in ASN preview page:
   - **Submit** → Sends the ASN to the buyer ERP system
   - **Edit** → Goes back to previous page / edit mode

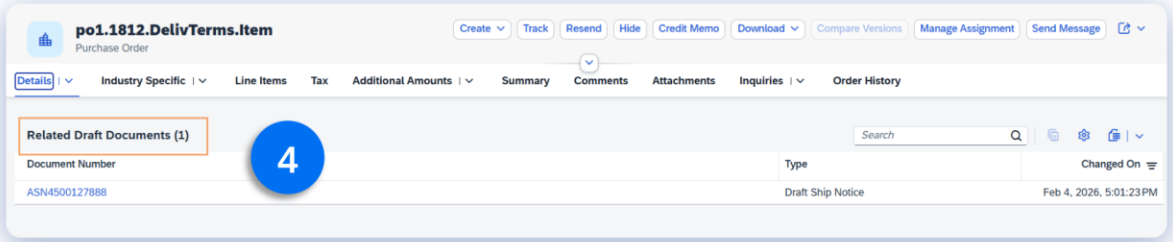
ASN page after submission

3. Options in ASN submitted page:
   - **Edit** → User can edit the submitted ASN. Depends on business rule
   - **Cancel** → User can cancel the submitted ASN. Depends on business rule
   - **Export** → ASN cXML and PDF versions can be downloaded

Feature: ASN draft support

Key capabilities





Draft list page

Draft documents are kept for **60 days**.

1. It can be accessed through any **Fulfillment** menu option
2. If no Packing Slip ID was assigned when saving, an autogenerated value that includes the creation date is assigned
3. Access to draft ASN

Drafts in PO Detail page

4. Draft documents can also be accessed through the Purchase Order Detail page / **"Related Draft Documents"** section