

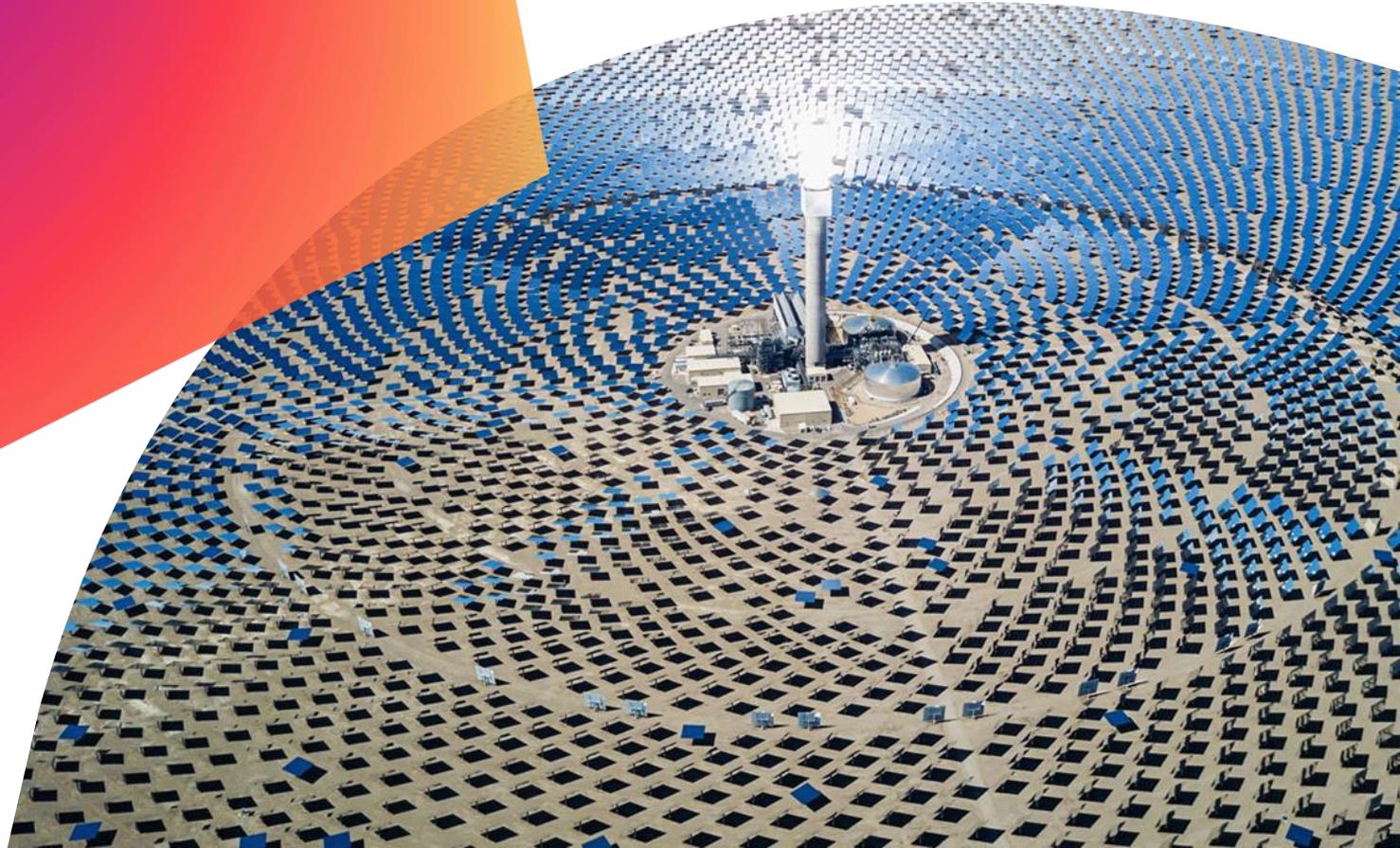
ASN (Advanced Shipping Notice)

Supplier Guide

Ariba Network



ArcelorMittal



Summary

1. Introduction
 - A. What is ASN (Advanced Shipping Notice) ?
 - B. Benefits of ASN
 - C. ASN importance for ArcelorMittal
 - D. The overall process of the ASN
2. How to create ASN in Ariba
3. ArcelorMittal ASN business rules
4. Support
5. Next Steps

1. Introduction

1. Introduction



- **Advanced Shipping Notice (ASN) or Ship Notice** is a document used in Ariba to provide **advance notification of an upcoming shipment.**
- It contains **detailed information about the goods being shipped** and is typically sent by a **supplier to a buyer before the actual physical delivery of the products.**
- The ASN serves as a communication tool that allows both parties to **better plan, coordinate, and manage the logistics and the inventory management**

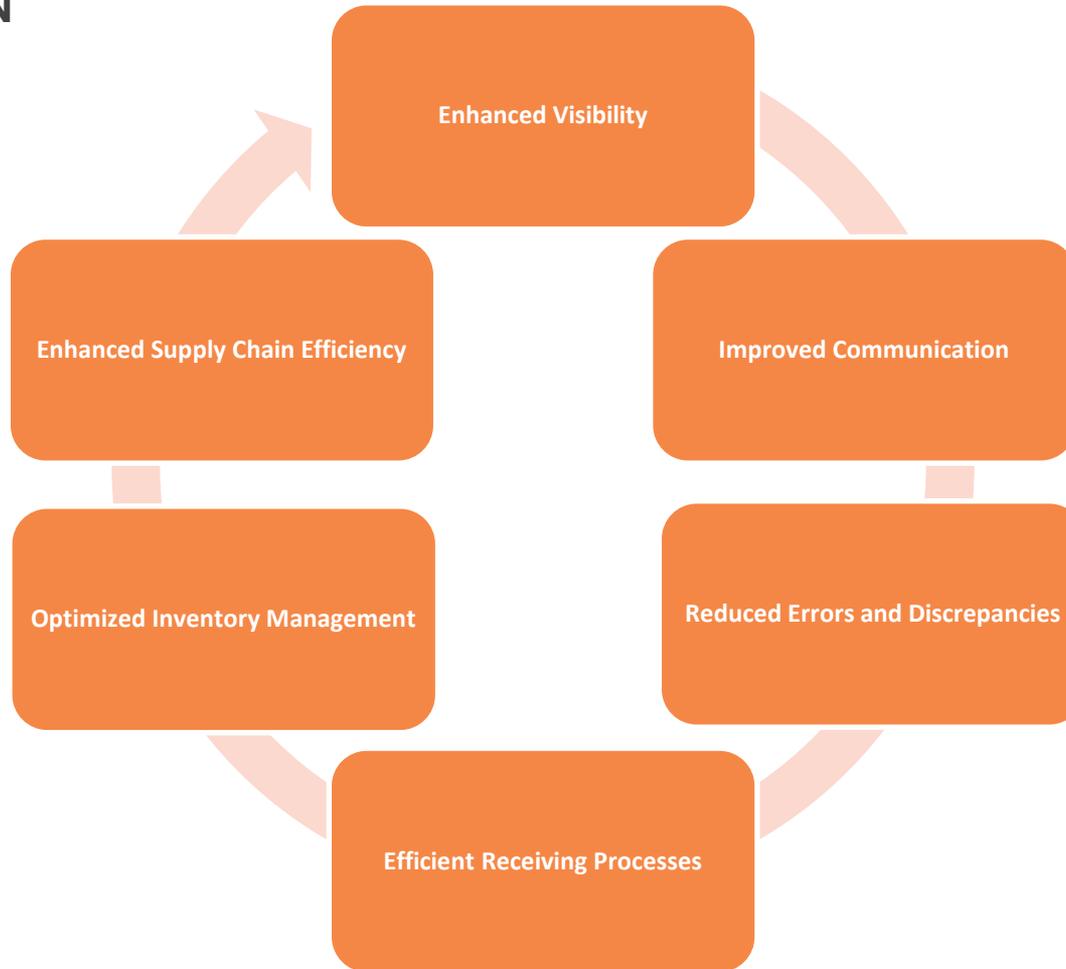
! ArcelorMittal is relying on you to create ASN for all of your materials orders

1. ASN importance of ArcelorMittal

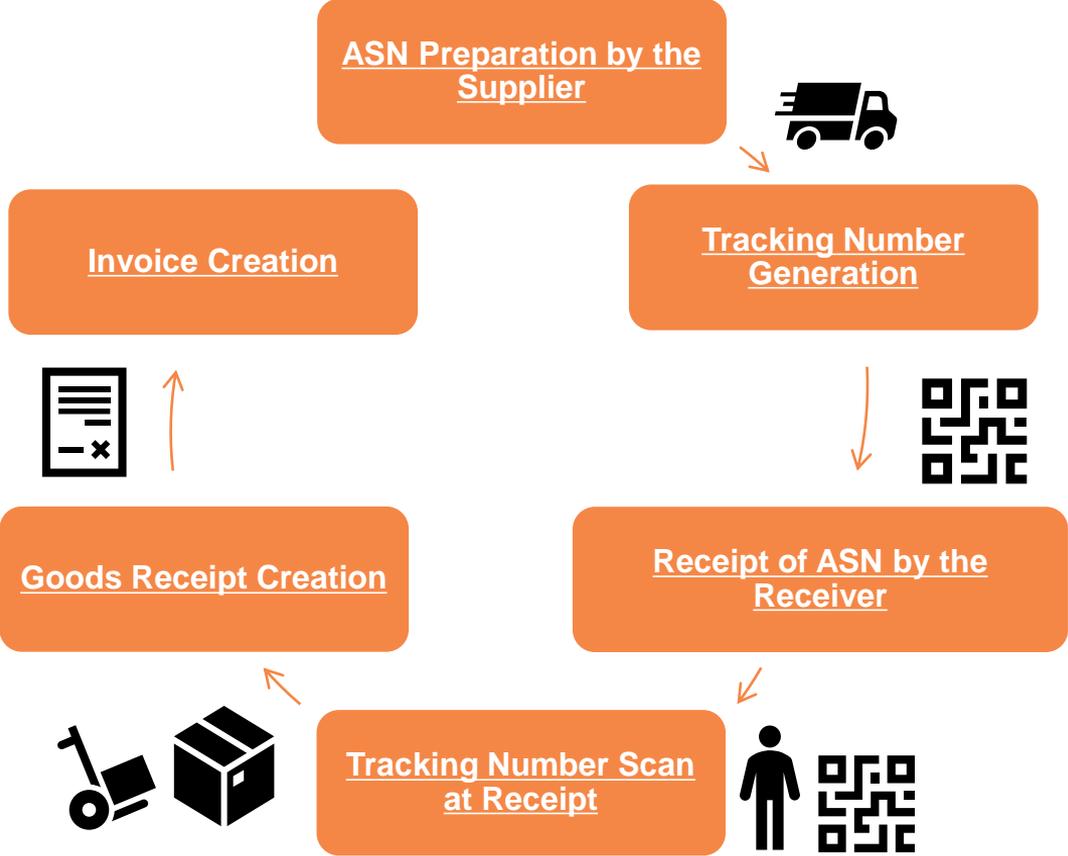


- **Advanced Shipping Notice (ASN)** plays a crucial role because it ensures that **the goods are shipped** and to **secure delivery on time**
- The ASN will generate an **inbound delivery**, and the **Goods Receipt** will be based on this **inbound delivery**. This will facilitate the **invoicing process** and reduce invoices errors through **the 3-way matching process (PO<>Goods Receipt<>Invoice)**
- Creating the ASN permits also to **avoid delay in maintenance operations due to lack of delivery**

1. Benefits of ASN



1. Overview of the ASN process



3. How to create ASN in Ariba

3. How to create ASN in Ariba

Ship Notice Header

1

SHIPPING

Packing Slip ID:

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Required Field

Shipping Date:

Delivery Date:

Gross Volume: Unit:

Gross Weight: Unit:

TRACKING

Carrier Name:

Service Level:

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="Other"/> <input type="button" value="v"/>	<input type="text" value="CPT"/>	<input type="text"/>					

The Advanced Shipping Notice (ASN) is typically structured into two main sections:

1 The Header Section

2 The Item Section

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4002486723	10	AM00459425 Koszulka przeciwogniw 10mm kat.600600>>	AM00459425	10.000	PAQ <input type="button" value="i"/>	28 Apr 2024		12.00 EUR	120.00 EUR	Remove
Shipment Status										
Total Item Due Quantity: 10 PAQ <input type="button" value="i"/>										
Confirmation Status										
Total Confirmed Quantity: 0 PAQ <input type="button" value="i"/> Total Backordered Quantity: 0 PAQ <input type="button" value="i"/>										
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date					
1	10.000	<input type="text"/>	- Select Country - <input type="button" value="v"/>	<input type="text"/> <input type="button" value="📅"/>	<input type="text"/> <input type="button" value="📅"/>	Add Details				
Add Ship Notice Line										

Video : Create a Ship Notice (ASN) in Ariba

- [Video Link : How to create Ship Notice in Ariba](#)



SAP Business Network ← Back to classic view

Purchase Order: PO00004 Done

Create Order Confirmation | **Create Ship Notice** | Create Invoice

Order Detail | Order History

From: Customer
Energy
Address ID: PO3

To: Testtest - TEST
Langvasserstrasse
90001 Nürnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 6,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Other Information
term: DDP - this is an extrinsic info
Purchasing Unit Name: Buyer Peter
Customer VAT/Tax ID: CZ1234567890

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Deliver To
Buyer Department

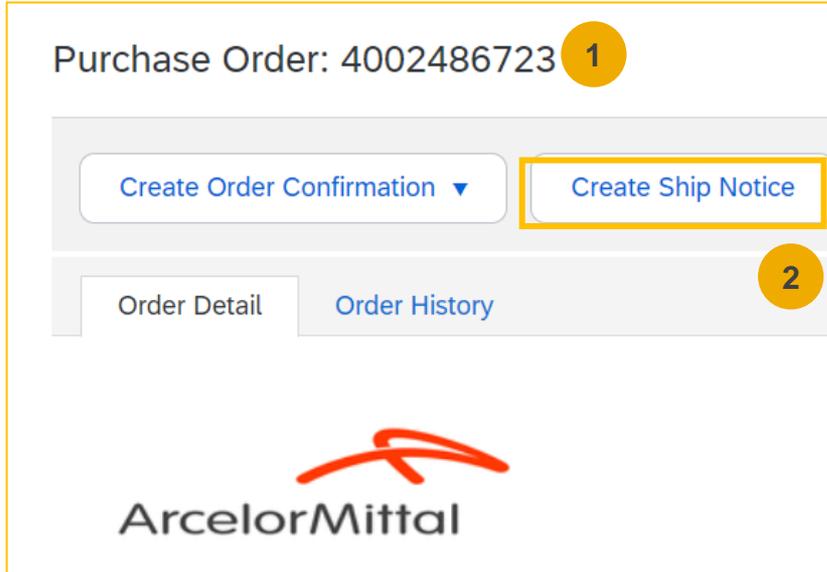
Create a Ship Notice
SAP Business Network

11000 Prague
Czech Republic
Ship To Code: MvBuy1

Buyer Department
11777 Prague
Czech Republic

Messages

3. How to create ASN in Ariba



1. Once you enter in the Ariba Network, **find the related PO**
2. From the PO, click on **Create Ship Notice**

Supplier Business Network URL : <https://supplier.ariba.com>

3. How to create ASN in Ariba

Create Ship Notice

* Indicates required field

SHIP FROM

HARSCO METALS ET MINERALS FRANCE-TEST [Update Address](#)

FOS SUR MER
France

DELIVER TO

WH 2112 ArcelorMittal Poland S.A.
Dąbrowa Górnicza
Poland

▼ Ship Notice Header

SHIPPING

Packing Slip ID:* TESTU2601 **1**

Invoice No.:

Requested Delivery Date:

Ship Notice Type* Actual **2**

Shipping Date:

Delivery Date:* 31 Jan 2024 **3**

Gross Volume: Unit:

Gross Weight: Unit:

TRACKING

Carrier Name: **4**

Service Level:

Manage Carrier

Preferred Carriers

Default Carriers

Airborne Express

Consolidated Freightways

DHL

EGL Eagle Global Logistics

EmeryWorldwide

FedEx

Linfox (Australia)

Menlo/IBM

Purolator Courier

Roadway Express

Test only

Toll Australia

UAL Cargo

UPS

US Postal Service

Yellow Freight

Other

1. On the **Ship Notice Header**, you need to fulfill all the fields below:

1. **Packing Slip ID** : Mandatory. A unique identifier for the shipment.
2. **Ship Notice Type** : Mandatory, specify if the shipping and delivery date are Actual or Estimated.
3. **Delivery Date** : Mandatory. The date where the goods will be delivered.
4. **Carrier Name** : Mandatory. Choose a carrier from the list. If your carrier isn't listed, **you can add our own carrier or choose Other and enter a name in the text box**. If you choose a carrier, complete the additional fields. All the fields regarding Tracking part are explained in the next slide

3. How to create ASN in Ariba

▼ Ship Notice Header

SHIPPING

Packing Slip ID:* TESTLI2601

Invoice No.:

Requested Delivery Date: --

Ship Notice Type* Actual

Shipping Date:

Delivery Date:* 31 Jan 2024

Gross Volume: Unit:

Gross Weight: Unit:

TRACKING

Carrier Name: DHL

1 Tracking No.:

2 Tracking Date:

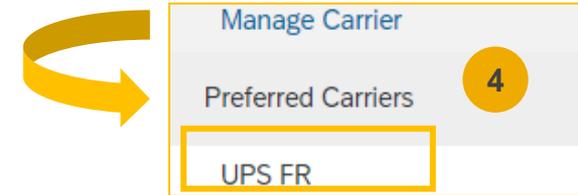
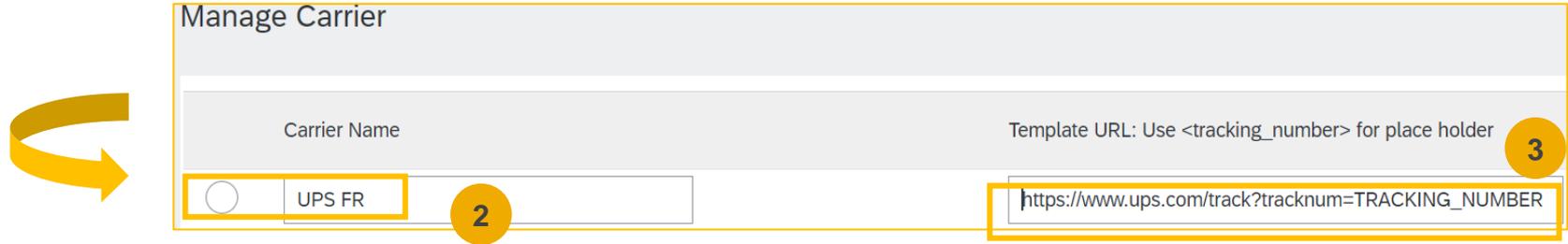
3 Shipping Method: Select

4 Service Level:

1. On the **Ship Notice Header**, you need to fulfill the tracking information :

1. **Tracking Number** : Mandatory. The unique identifier used to track the shipment.
2. **Tracking Date** : Optional. The tracking date provided by your carrier.
3. **Shipping Method** : Optional. The shipping method, for example, air, motor, rail, or ship.
4. **Service Level** : Optional. A brief textual information about the shipping service, for example, "Overnight delivery."

3. How to create ASN in Ariba



1. If you cannot find **your carrier** in the Ariba default dropdown list, you can **create your own carrier** :

1. Click on **Manage Carrier**
2. Add the **right Carrier Name**
3. Add the **URL** which contains the **<tracking number>** of the carrier
4. The **new carrier appears** in your **Preferred Carriers** on top of the dropdown list

3. How to create ASN in Ariba

Carrier Name: Other (1)

Manage Carrier

Preferred Carriers

TNT

Default Carriers

Airborne Express

Consolidated Freightways

DHL

EGL Eagle Global Logistics

EmeryWorldwide

FedEx

Linfox (Australia)

Menlo/BM

Purulator Courier

Roadway Express

Test only

Toll Australia

UAL Cargo

UPS

US Postal Service

Yellow Freight

Other (2)

TRACKING

Carrier Name: Other (3)

N/R

Tracking No.:* 9771473968012 (4)

Tracking Date:

Shipping Method: Select

Service Level:



1. If you cannot find your carrier in the Ariba default dropdown list or if carrier is not known, you can select “Other” as a Carrier Name :
 1. Click on **Carrier Name**
 2. Select **Other** in the dropdown list
 3. Add a **Carrier Name**. If the carrier is not known, **you can add N/R or Not Known**
 4. Add the **Tracking number**. The tracking number serves as a **unique identifier for your package**. It helps identify the **delivery with a barcode that can be scanned by ArcelorMittal**, and therefore create the **inbound delivery for the Goods Receipt**.

3. How to create ASN in Ariba

Additional Fields

Reason for Shipment: 1

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4002486723	10	AM00459425 Koszulka przeciwogniw 10mm kat.600600>>	AM00459425	10.000	PAC ⓘ	28 Apr 2024		12.00 EUR	120.00 EUR	Remove

Shipment Status

Total Item Due Quantity: 10 PAC ⓘ

Confirmation Status

Total Confirmed Quantity: 2 ⓘ 2

Total Backordered Quantity: 0 PAC ⓘ 3

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	10.000	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

[Next](#)

1. On the **Items section**, you need to fulfill all the following fields :

1. **Reason for Shipment** : Optional. This field typically indicates the reason or purpose for the shipment, such as a regular order, replacement, return, or other specific circumstances.
2. **Ship Qty** : Mandatory. Enter in the Ship Qty field the quantity of that item that is included in this shipment
3. **Supplier Batch ID** : Optional. Enter into the Batch ID field the ID number for the batch in which each item was made. The Supplier Batch ID is a unique identifier assigned by the supplier to a specific batch of products or items.
4. **Production Date** : Optional. This field indicates the date when the products or items were manufactured or produced.
5. **Expiry Date** : Optional. The Expiry Date represents the date until which the products or items are considered safe for use or consumption. It is particularly important for perishable goods.

2. Click on **Next**

3. How to create ASN in Ariba

Purchase Order: 4002486723

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History



From:
Customer
ArcelorMittal Poland S.A.
Al. Józefa Piłsudskiego-92
41-308 Dąbrowa Górnicza
Poland

To:
HARSCO METALS ET MINERALS FRANCE-TEST
SITE ARCELORMITTAL
13771 FOS SUR MER
France
Phone: 0033442113150
Fax: 0033442113369

Purchase Order (Shipped)
4002486723
Amount: 230.00 EUR
Version: 1

Track Order

1. The status of your PO changes to **Shipped**

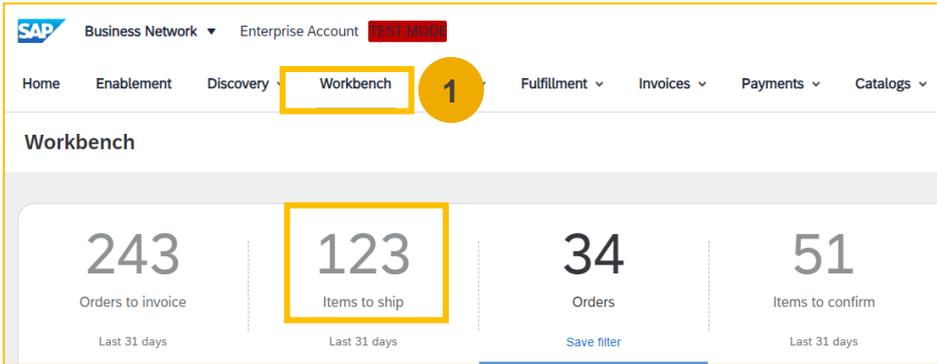
3. How to create ASN in Ariba

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', and 'Invoices'. The 'Fulfillment' menu is expanded, showing options like 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Sales Orders', and 'Drafts'. A yellow box highlights the 'Ship Notices' option, with a '1' in a circle next to it. Below the navigation, there are search filters for Customer, Packing Slip ID, Order Number, Date range, and Supplier Reference. A yellow box highlights these filters, with a '3' in a circle next to it. On the right, there are dropdown menus for Routing Status, Completion Status, and Receipt Status. A yellow box highlights these dropdowns, with a '3' in a circle next to it. Below the filters, there is a table titled 'Ship Notices (137)'. A yellow box highlights the table header, with a '2' in a circle next to it. The table has columns for Packing Slip ID, Customer, Order #, Date, Completion Status, Receipt Status, and Routing Status. The table contains five rows of data.

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status
ASN4002739706	ArcelorMittal Europe	4002739706	21 Feb 2024 12:28:27 PM			Acknowledged
ASN4002739700	ArcelorMittal Europe	4002739700	21 Feb 2024 11:16:09 AM			Acknowledged
ASN_4002739696	ArcelorMittal Europe	4002739696	21 Feb 2024 10:49:26 AM			Acknowledged
ASN4002739697	ArcelorMittal Europe	4002739697	21 Feb 2024 10:02:51 AM			Acknowledged
ASN4002739693	ArcelorMittal Europe	4002739693	20 Feb 2024 5:00:15 PM			Acknowledged

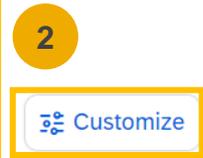
1. You can retrieve all your ASNs created in the tab **“Fulfillment”** and **“Ship Notice”** on your homepage to track your shipment

How to add the tile « Items to Ship » in Ariba to create ASN in mass

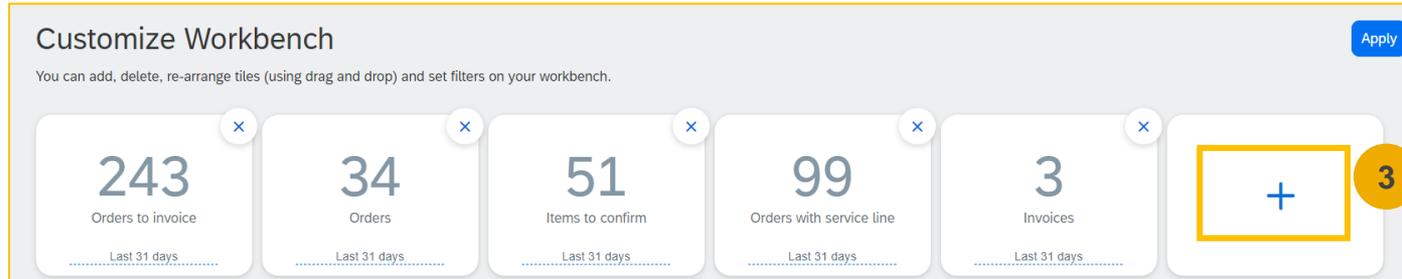


The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account TEST MODE'. Below this is a menu with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Fulfillment', 'Invoices', 'Payments', and 'Catalogs'. The 'Workbench' tab is highlighted with a yellow box and a circled '1' next to it.

- 1 To configure it, Click on the **Workbench** tab
- 2 On the page that opens, click **Customize**
- 3 In the Workbench customization page, **click on the "+" logo to add the tile**
- 4 Select the "Items to ship" tile and save.



A yellow box highlights a button labeled 'Customize' with a gear icon, which is circled with a '2'.

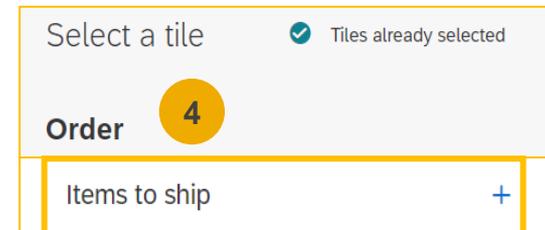


The 'Customize Workbench' page shows a row of five tiles: 'Orders to invoice' (243), 'Orders' (34), 'Items to confirm' (51), 'Orders with service line' (99), and 'Invoices' (3). A sixth tile with a '+' sign is highlighted with a yellow box and a circled '3'. An 'Apply' button is in the top right corner.

You can **change the tiles** on your Ariba homepage.

You can add the tile "**Items to ship**" tile to view **all the items to be shipped and to create ASN in mass**

Once activated, this tile is easily accessible from your home page and **redirects you directly to the items to be shipped.**



The 'Select a tile' dialog shows a search bar with 'Items to ship' entered. A circled '4' is next to the search bar. A '+' icon is at the end of the search bar. A checkmark and 'Tiles already selected' are in the top right.

Send reminders of non-shipped items from orders



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Other Notifications

4

Send reminders of non-shipped items from orders. This notification depends upon a customer rule.

* test1@gmail.com

5

Reminder of non-shipped order items

1

Account Settings
Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration

My Account
Link User IDs
Contact Administrator
J LE CORVAISIER-TEST
ANID: AN01404113191-T
Premium Package
Company Profile
Marketing Profile
Settings

Dear notifjKsup1@ariba.com,

This is a reminder for the following order items sent to your Ariba Network account that have not been shipped.

Please log into your account or click on the Order Number link to review the order details and create a Ship Notice.

Order Number	Customer	Order Date	Order Status
Notif.PO.001	notifjKbuy1@ariba.com	10 Jul 2007	New

The above list contains up to 100 of the newest orders only (which have at least 1 non-shipped item). You can find all non-shipped orders in your online Inbox, filtering by New and Changed orders.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

4. ArcelorMittal ASN business rules

4. ArcelorMittal ASN business rules

It is NOT possible to add an attachment on the ASN



As a supplier, you can cancel ASN that you create

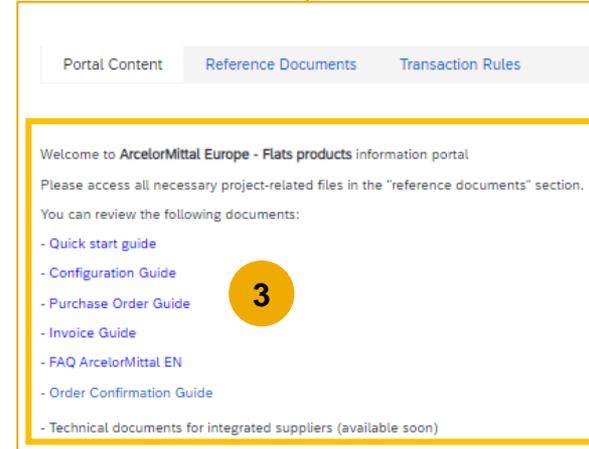
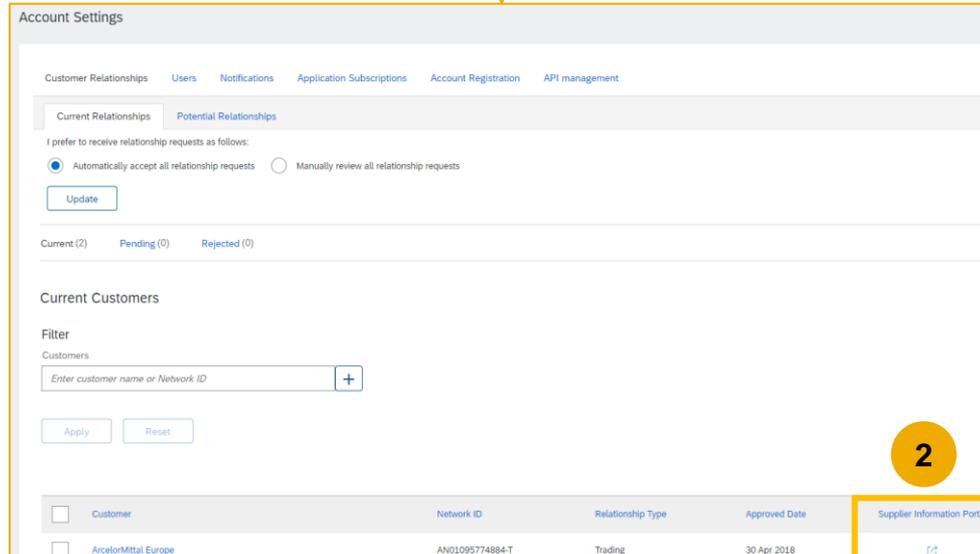
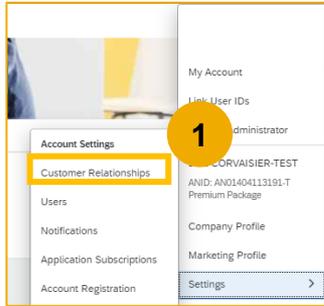


As a supplier, you cannot edit existing ASN



4. Support

Supplier Information Portal



Ariba Help Center : How to create a ticket ?



ArcelorMittal

The screenshot illustrates the process of creating a ticket in the Ariba Help Center. The interface is divided into several sections:

- 1. Navigation:** The top navigation bar includes a search icon, a language dropdown (EL), and a 'Support' button.
- 2. Search:** A search bar labeled 'Search Help Topics' is present, with a 'PO' search term entered.
- 3. Results:** A list of search results is displayed, including support notes and FAQs related to purchase orders.
- 4. Filter:** A filter box containing the text 'PO' is shown, used to refine search results.
- 5. Action:** A 'Create a Case' button is highlighted, indicating the next step in the process.
- 6. Form:** The 'Create a Case' form is shown, including fields for 'Subject' (PO issue), 'Full description' (Affected items, expected results, etc.), 'Attachment', 'Issue type', 'Issue area', and 'PO/Invoice Number'.

ArcelorMittal support:
digipace.contact@arcelormittal.com

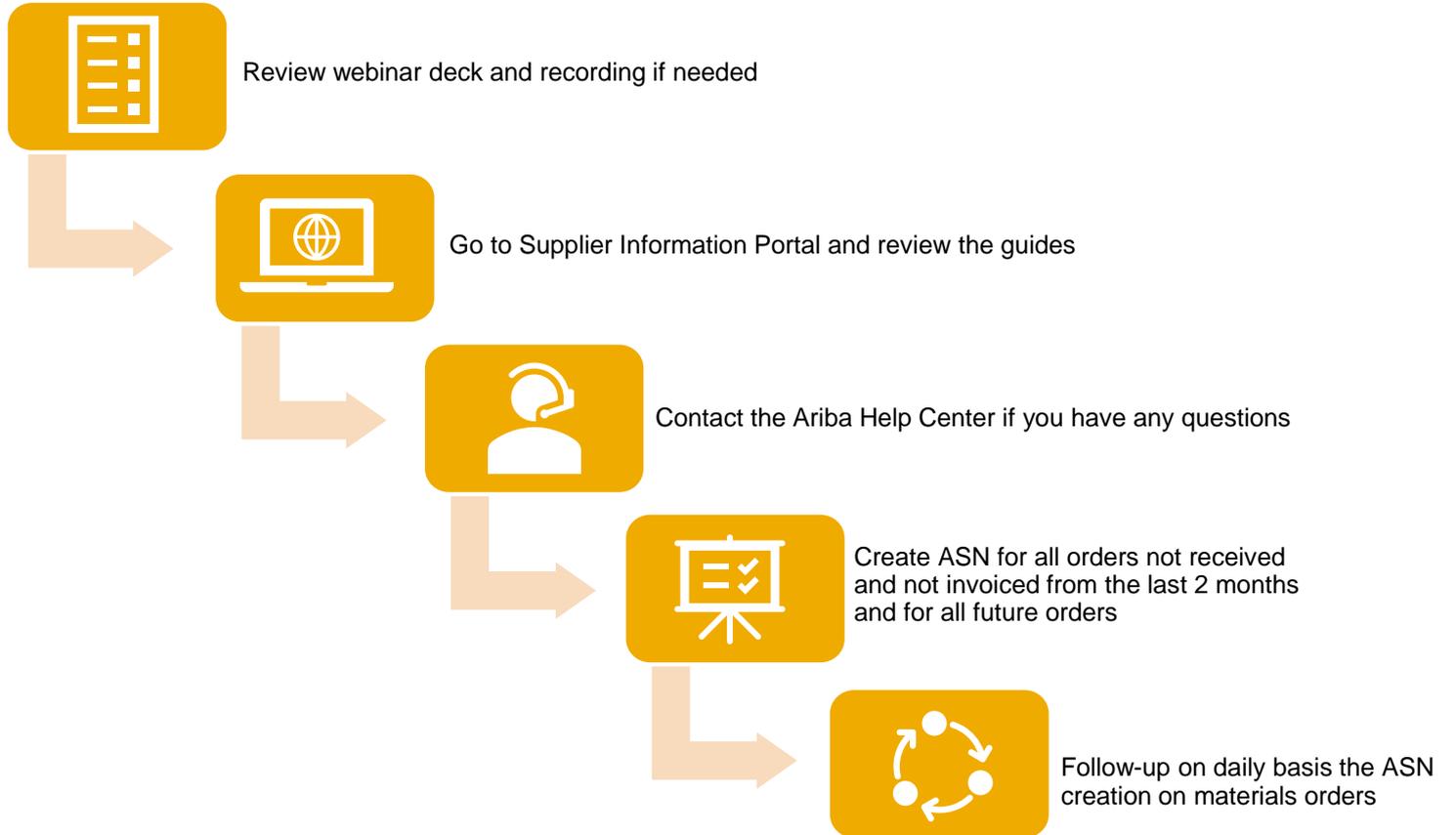
Useful Links

- Ariba Network Portal : <https://supplier.ariba.com>
- Supplier Information Portal : [Link](#)
- Purchase Order Guide : [Link](#)
- Order Confirmation Guide : [Link](#)
- ASN Guide : [Link](#)
- Note that we are exploring different options to have a new hosted portal where documents will be shared with suppliers. More information will be provided soon



4. Next steps

Next Steps



• **THANK YOU.**