

### 1. Overview

The Ariba Network allows suppliers to easily submit a ship notice to notify customers when shipping occurs, so the customer can be prepared to accept delivery of the goods.

All Transgrid **Network Equipment Suppliers** are required to create a Ship Notice prior to the creation of an invoice.

The steps below provide suppliers instructions on how to create a Ship Notice through their supplier Ariba Network account

[How to create a ship notice from your Dashboard](#)

[How to create a ship notice from an Interactive Email Order](#)

[How to create a partial ship notice on a purchase order](#)

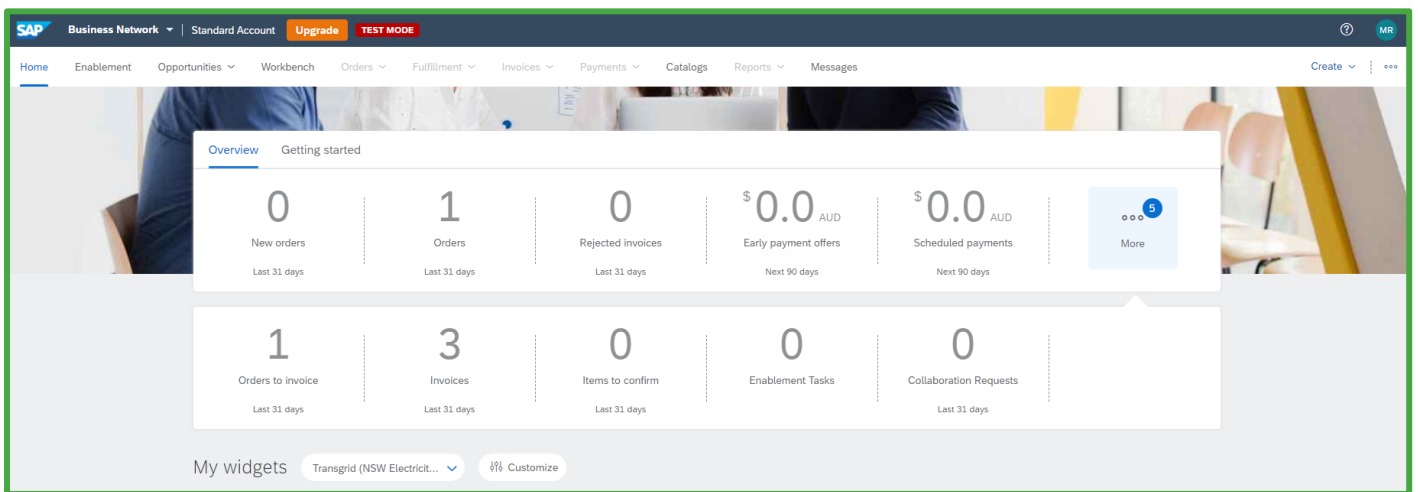
### 2. How to create a ship notice from your Dashboard

The easiest way to manage your invoicing is through the interactive dashboard that appears when you log into your Ariba account. Provided our accounts are linked, then your Transgrid orders and invoices will be visible on the interactive dashboard.

If Transgrid isn't showing up for selection, then all you need to do to link our accounts is click on the Process Order button on any of the interactive Purchase Order emails that you've received from Transgrid. Sign in with your Ariba log-in (noting it needs to be the same log-in that you used when registering as a supplier to Transgrid) and that's it, our accounts are linked.

After clicking on the Orders to Invoice tile, you'll see all of your Transgrid orders, and simply click on the blue Purchase Order number to open the order and commence the Create Ship Notice process as per step 3.3 below onwards.

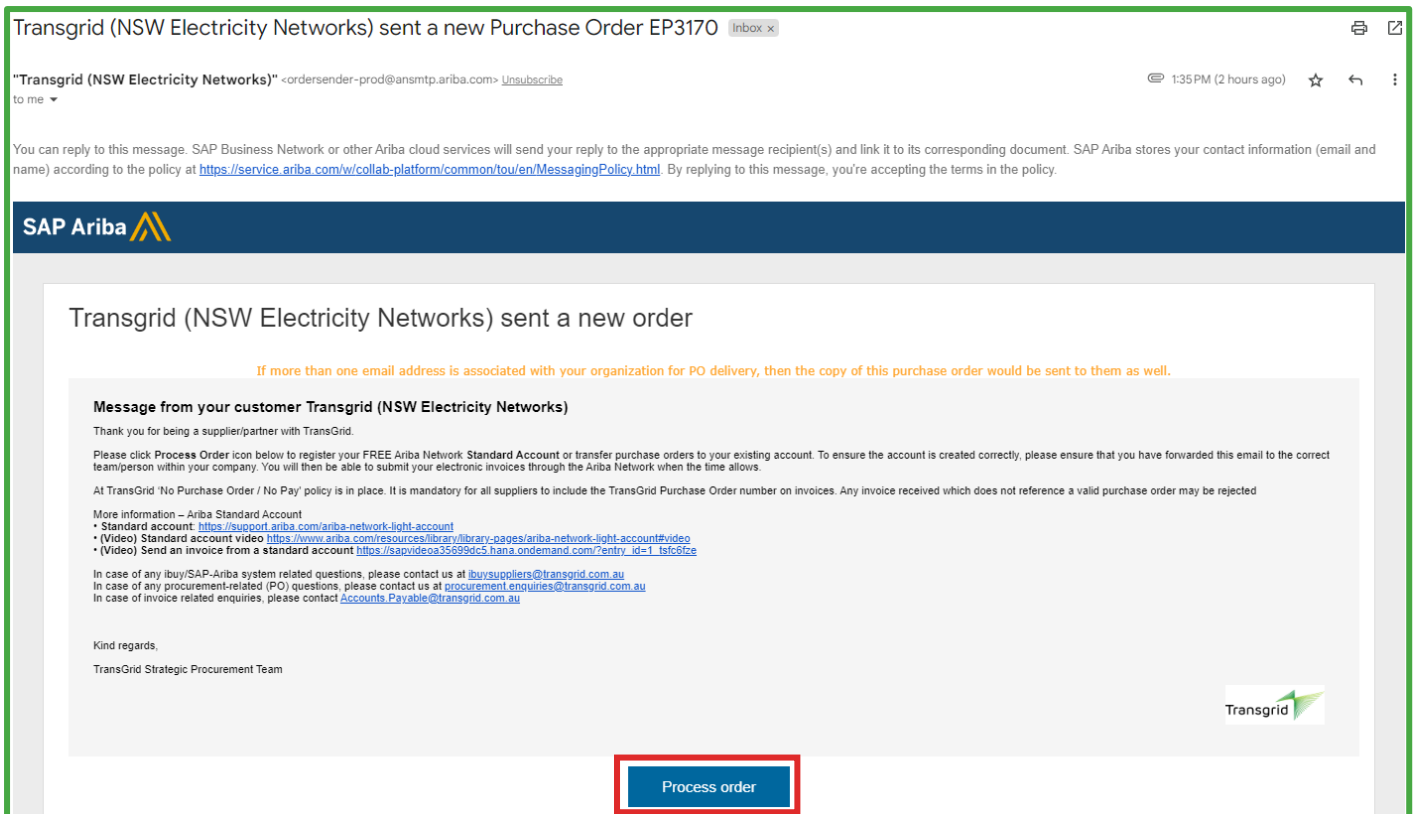
**Note** you'll need to change the search filter from the **default of "Last 31 days"** to view older orders.



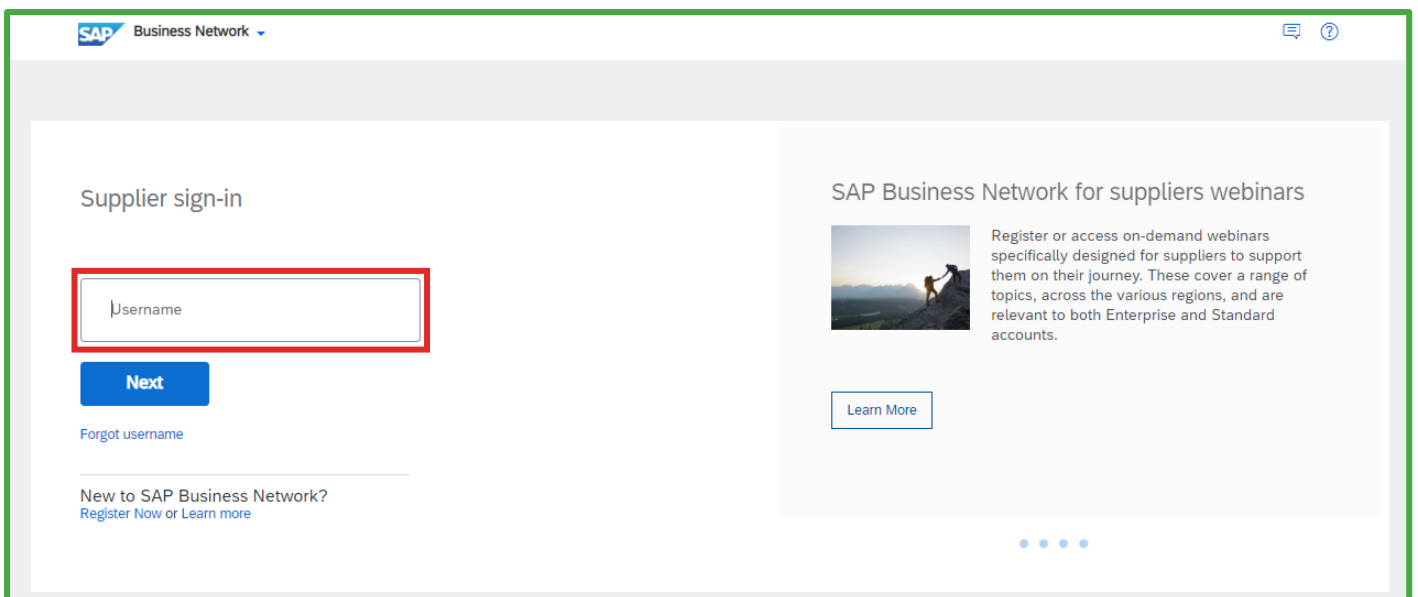
### 3. How to create a ship notice from an Interactive Email Order

3.1. As a supplier, you will receive an interactive email notification containing purchase order information.

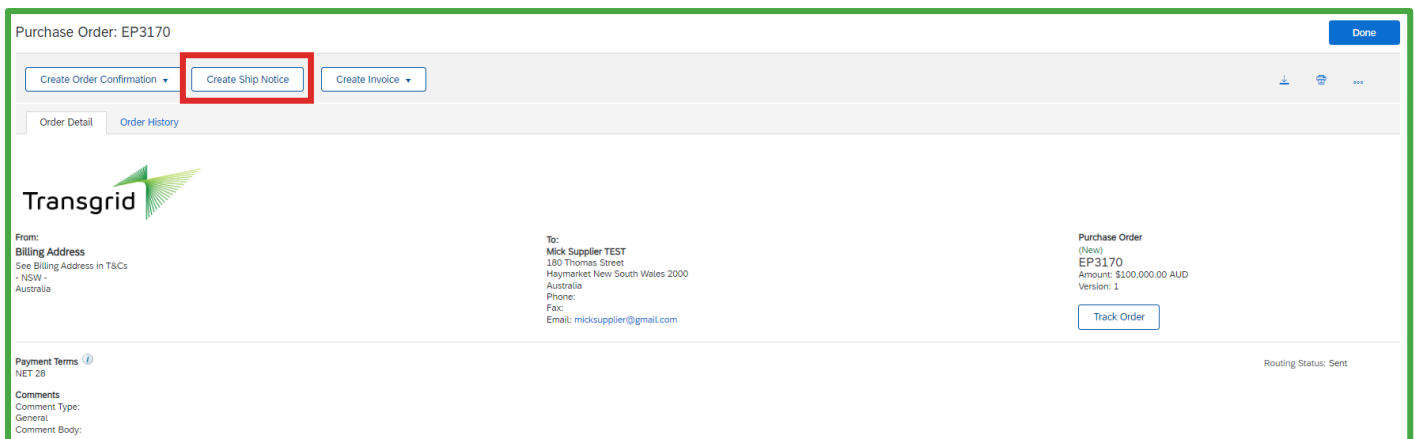
3.2. Click the **Process Order** button.



3.3. Enter your **Username** and **Password**. Click Login.



### 3.4. Click **Create Ship Notice** button.



Purchase Order: EP3170

Buttons: Create Order Confirmation, **Create Ship Notice**, Create Invoice

From: **Billing Address**  
See Billing Address in T&Cs  
NSW  
Australia

To: **Mick Supplier TEST**  
180 Thomas Street  
Haymarket New South Wales 2000  
Australia  
Phone:  
Fax:  
Email: micksupplier@gmail.com

Purchase Order (New)  
EP3170  
Amount: \$100,000.00 AUD  
Version: 1

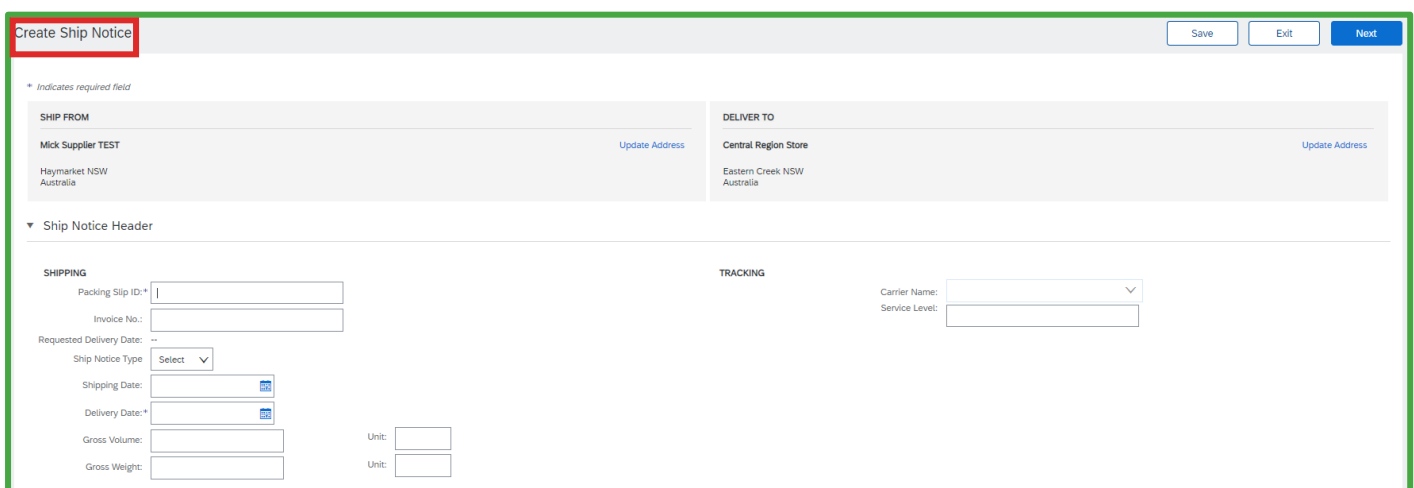
Payment Terms: NET 28

Comments  
Comment Type: General  
Comment Body:

Routing Status: Sent

- Prior to sending a Ship Notice, a supplier can send an optional order confirmation by selecting **Create Order Confirmation** button. Please refer to QRG – Creating an Order Confirmation with an Enterprise Account for further information.
- **Network Equipment Suppliers** are required to create a Ship Notice prior to the creation of an invoice.

### 3.5. The **Create Ship Notice** screen displays.



Create Ship Notice

\* Indicates required field

SHIP FROM: Mick Supplier TEST, Haymarket NSW, Australia

DELIVER TO: Central Region Store, Eastern Creek NSW, Australia

SHIP NOTICE HEADER

SHIPPING: Packing Slip ID, Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date, Gross Volume, Gross Weight

TRACKING: Carrier Name, Service Level

- The Ship Notice is automatically pre-populated with the purchase order data.

### 3.6. Complete the **Ship Notice Header – Summary** section.

Field	Description
<i>SHIPPING section</i>	
Packing Slip ID	Enter an actual packing slip ID or a tracking number (Mandatory)
Invoice No.	Enter your unique invoice number, for invoice identification (if known at this time). 💡 An invoice number: 💡 Must be a <b>maximum</b> of 20 characters 💡 Must be in <b>alpha and/or numeric</b> format and all capital letters 💡 Must <b>not</b> contain any spaces or special characters 💡 If a date is included in the invoice number, the date format must be <i>ddmmyy</i> , e.g., 210720.
Ship Notice Type	Select <b>Actual</b> or <b>Estimated</b> from the dropdown list.
Delivery Date	Click the calendar icon to select the date the goods will be delivered (Mandatory)
<i>TRACKING section (Optional)</i>	

Field	Description
Carrier Name	Select the carrier from the dropdown list.
Tracking No.	Enter a tracking number.
Shipping Method	Select from the dropdown list.

### 3.7. Scroll down to the **Order Items** section.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
EP3170	1	Not Available Test Order		1	EA	8 Dec 2023		\$100,000.00 AUD	\$100,000.00 AUD <a href="#">Remove</a>
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 1 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA</p>									
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date				
1	<input type="text" value="1"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>			
<a href="#">Add Ship Notice Line</a>									

- **Line Items** section displays and defaults the line items and associated quantity from the Purchase Order.

### 3.8. Review / update the **Ship Qty (quantity)** for each line item you are invoicing.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
EP3170	1	Not Available Test Order		1	EA	8 Dec 2023		\$100,000.00 AUD	\$100,000.00 AUD <a href="#">Remove</a>	
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 1 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 0 EA      Total Backordered Quantity: 0 EA</p>										
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date					
1	<div style="border: 2px solid red; padding: 2px;"><input type="text" value="1"/></div>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>				
<a href="#">Add Ship Notice Line</a>										
<a href="#">Add Order Line Item</a>										
								<a href="#">Save</a>	<a href="#">Exit</a>	<a href="#">Next</a>

### 3.9. Click **Next** button.

### 3.10. Review the **Ship Notice summary**, then click **Submit**

Previous
Save

**Submit**

Exit

Confirm and submit this document.

**SHIP FROM**

**Mick Supplier TEST**

180 Thomas Street  
Haymarket NSW 2000  
Australia

**DELIVER TO**

**Central Region Store**

200 Old Wallgrove Road  
Eastern Creek NSW 2766  
Australia

**Ship Notice Header**

<p><b>SHIPPING</b></p> <p>Packing Slip ID: TGE3170 Invoice No.: TG3579 Requested Delivery Date: -- Ship Notice Type: Estimated Estimated Shipping Date: -- Estimated Delivery Date: 28 Nov 2023 12:00:00 PM Gross Volume: -- Gross Weight: --</p>	<p><b>TRACKING</b></p> <p>Tracking information not provided.</p>
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**DELIVERY AND TRANSPORT INFORMATION**

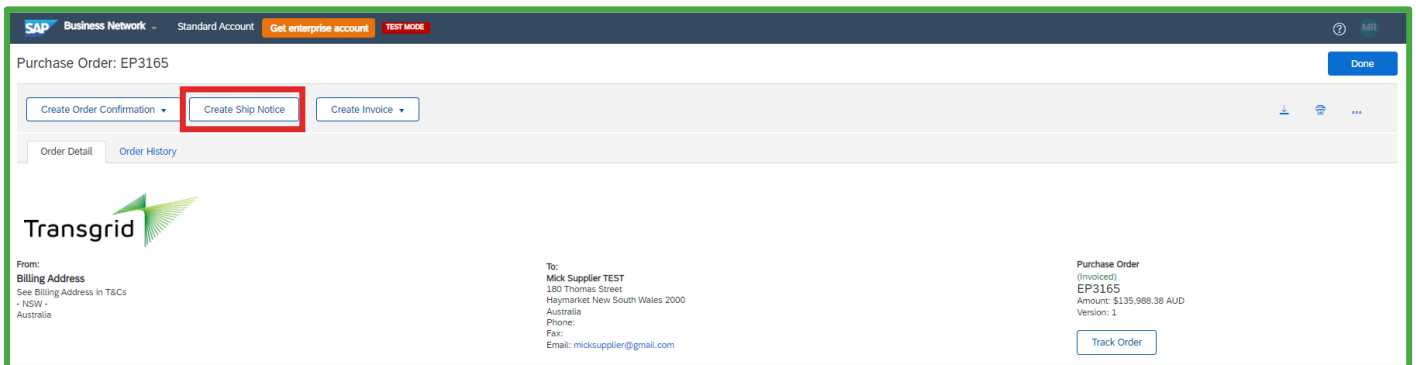
<p>Delivery Terms: -- Delivery Terms Description: -- Transport Terms Description: --</p>	<p>Shipping Payment Method: Account Shipping Contract Number: -- Shipping Instructions: --</p>
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**ADDITIONAL FIELDS**

Additional information not provided.

## 4. How to create a partial ship notice on a purchase order

### 4.1. Access the *Purchase Order* details screen. Click **Create Ship Notice**.



Purchase Order: EP3165

Buttons: Create Order Confirmation, **Create Ship Notice**, Create Invoice

Transgrid logo

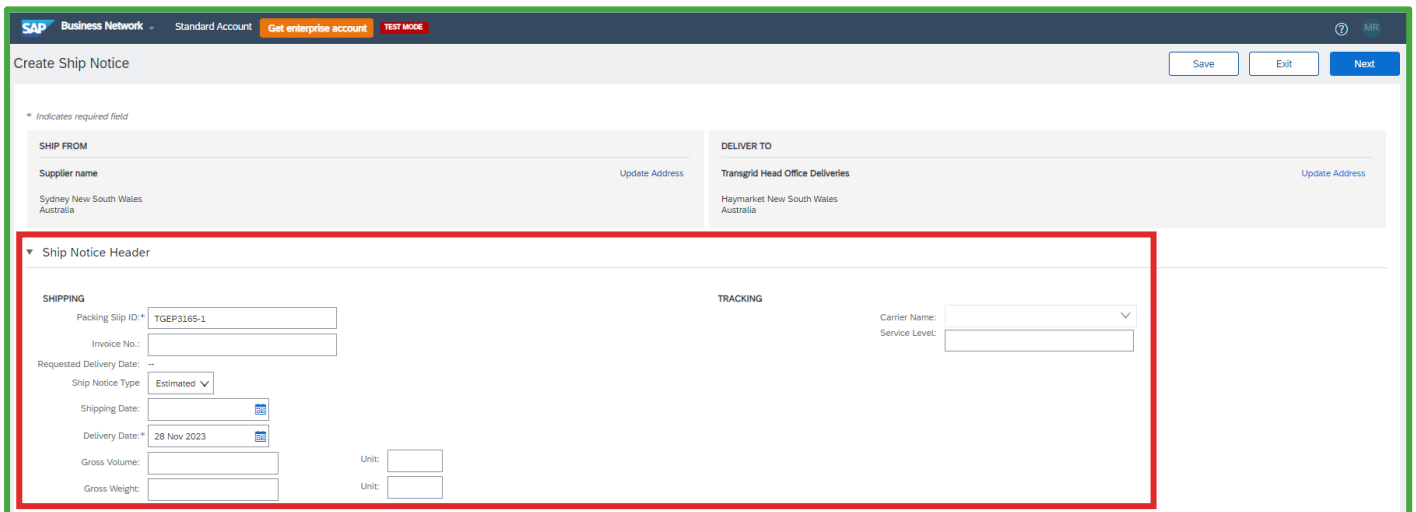
From: Billing Address  
See Billing Address in T&Cs  
- NSW -  
Australia

To: Mick Supplier TEST  
180 Thomas Street  
Haymarket New South Wales 2000  
Australia  
Phone:  
Fax:  
Email: micksupplier@gmail.com

Purchase Order (Invoiced)  
EP3165  
Amount: \$135,988.38 AUD  
Version: 1

Track Order

### 4.2. Complete **Header Information**.



Create Ship Notice

Buttons: Save, Exit, Next

\* Indicates required field

SHIP FROM: Supplier name: Sydney New South Wales Australia

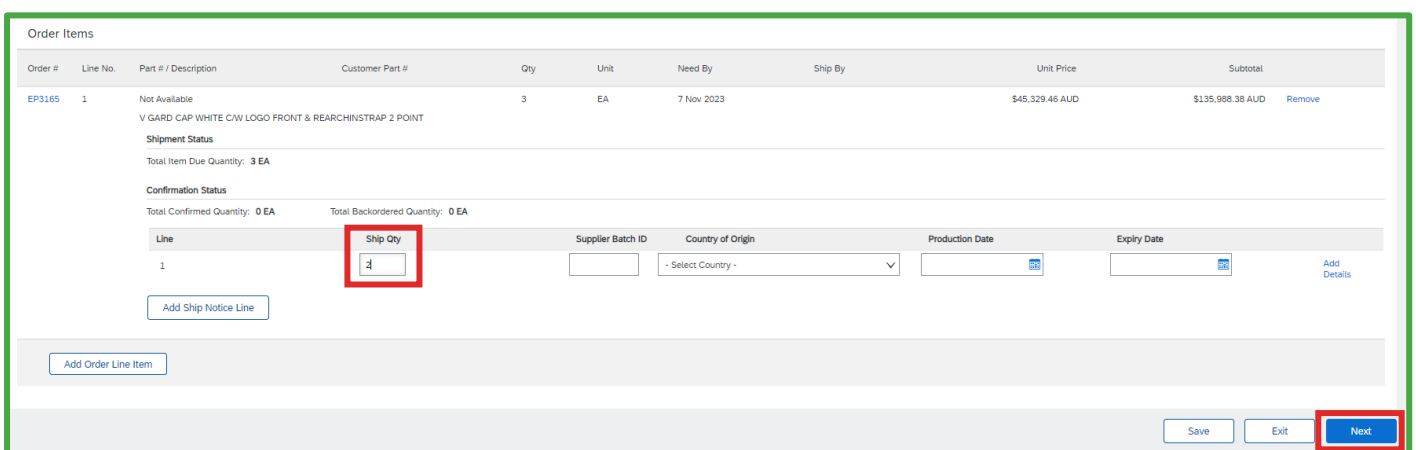
DELIVER TO: Transgrid Head Office Deliveries  
Haymarket New South Wales Australia

Ship Notice Header

SHIPPING: Packing Slip ID: TGE3165-1  
Invoice No.:  
Requested Delivery Date: --  
Ship Notice Type: Estimated  
Shipping Date:   
Delivery Date: 28 Nov 2023  
Gross Volume:   
Gross Weight:

TRACKING: Carrier Name:   
Service Level:

### 4.3. Enter a partial value in the **Ship Qty (quantity)** for the line item you are invoicing.



Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
EP3165	1	Not Available V GARD CAP WHITE C/W LOGO FRONT & REARCHINSTRAP 2 POINT		3	EA	7 Nov 2023		\$45,329.46 AUD	\$135,988.38 AUD

Remove

Shipment Status  
Total Item Due Quantity: 3 EA

Confirmation Status  
Total Confirmed Quantity: 0 EA  
Total Backordered Quantity: 0 EA

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

Add Ship Notice Line

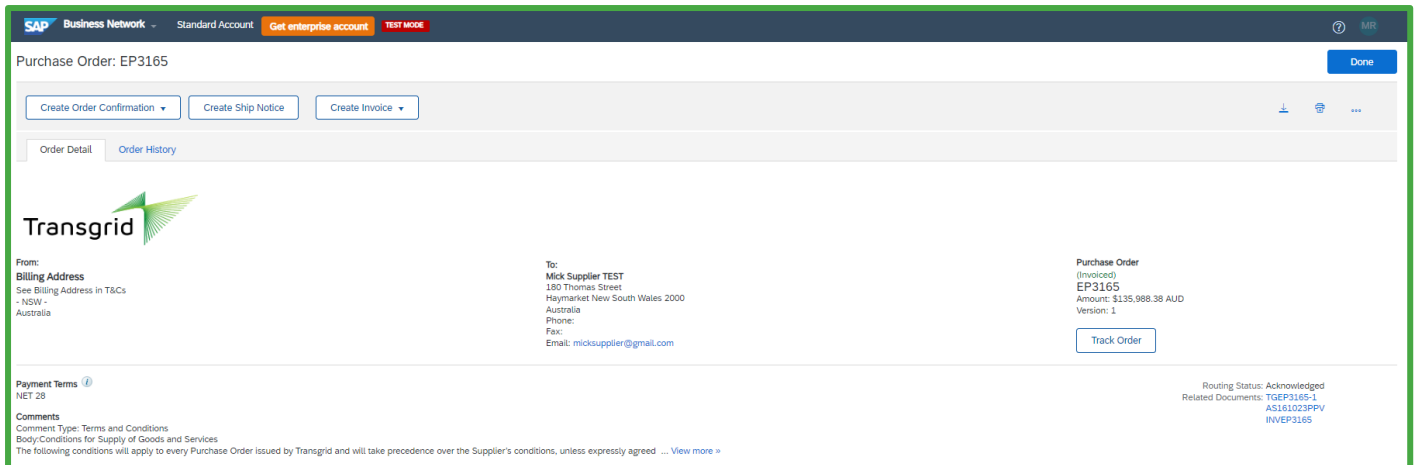
Add Order Line Item

Buttons: Save, Exit, **Next**

### 4.4. Click **Next** button.

### 4.5. Review the **Ship Notice summary**, then click **Submit** button.

#### 4.6. Ship Notice number is displayed on the **Purchase Order** under **Related Documents**.



The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID EP3165. The header includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main content area shows the Transgrid logo and contact information for both the supplier and the customer. The supplier information includes 'Mick Supplier TEST' with an email address 'micksupplier@gmail.com'. The customer information includes 'Purchase Order (Invoiced) EP3165' with an amount of '\$135,988.38 AUD' and version '1'. A 'Track Order' button is visible next to the customer information. At the bottom, there are sections for 'Payment Terms' (NET 28) and 'Comments' (Terms and Conditions). The 'Related Documents' section lists 'TGE3165-1', 'AS161023PPV', and 'INVEP3165'.

**Purchase Order: EP3165**

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Order Detail | Order History

**Transgrid**

**From:**  
**Billing Address**  
 See Billing Address in T&Cs  
 - NSW -  
 Australia

**To:**  
 Mick Supplier TEST  
 150 Thomas Street  
 Haymarket New South Wales 2000  
 Australia  
 Phone:  
 Fax:  
 Email: micksupplier@gmail.com

**Purchase Order**  
 (Invoiced)  
 EP3165  
 Amount: \$135,988.38 AUD  
 Version: 1

Track Order

**Payment Terms** ⓘ  
 NET 28

**Comments**  
 Comment Type: Terms and Conditions  
 Body: Conditions for Supply of Goods and Services  
 The following conditions will apply to every Purchase Order issued by Transgrid and will take precedence over the Supplier's conditions, unless expressly agreed ... View more »

Routing Status: Acknowledged  
 Related Documents: TGE3165-1  
 AS161023PPV  
 INVEP3165