



Quick Reference Guide

Creating a Ship Notice with an Enterprise Account

Purpose

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.

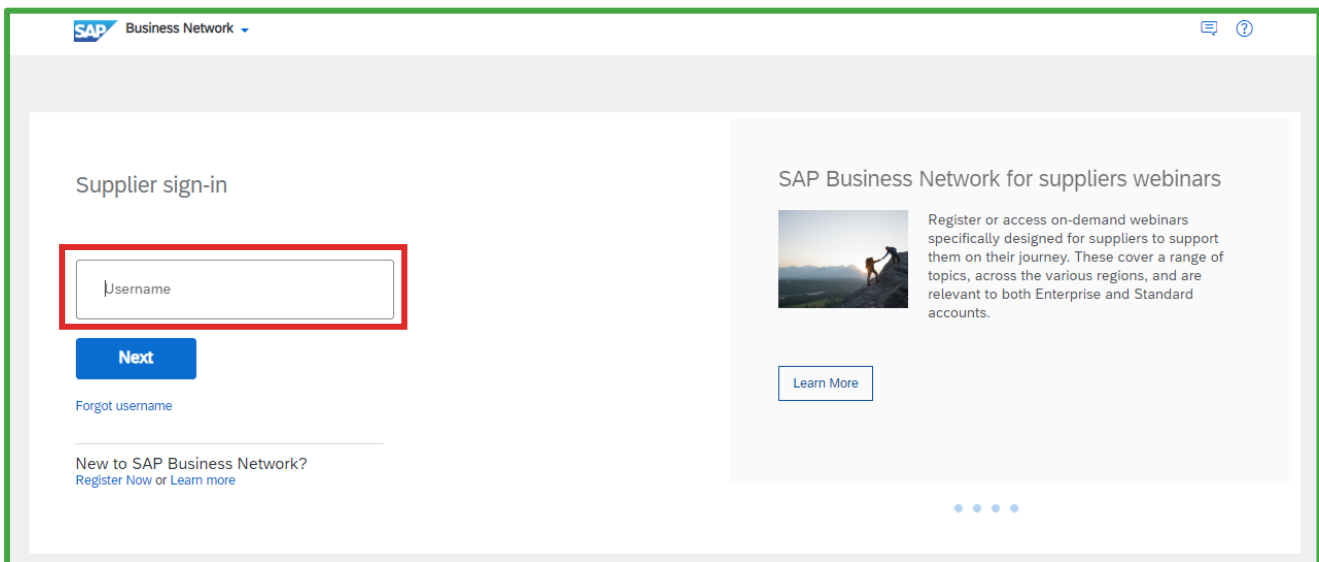
The steps below provide suppliers instructions on how to create a Ship Notice through their supplier Ariba Network account.

[How to create a ship notice from supplier Ariba network Inbox](#)

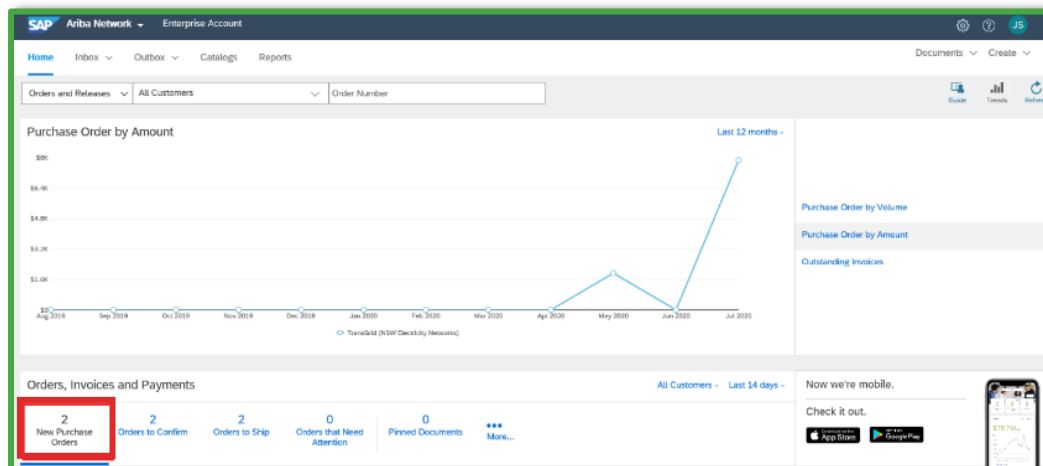
[How to create a partial ship notice on a purchase order](#)

How to create a ship notice from supplier Ariba network inbox

2.1. Go to **supplier.ariba.com** and enter your **Username** and **Password**. Click Login.

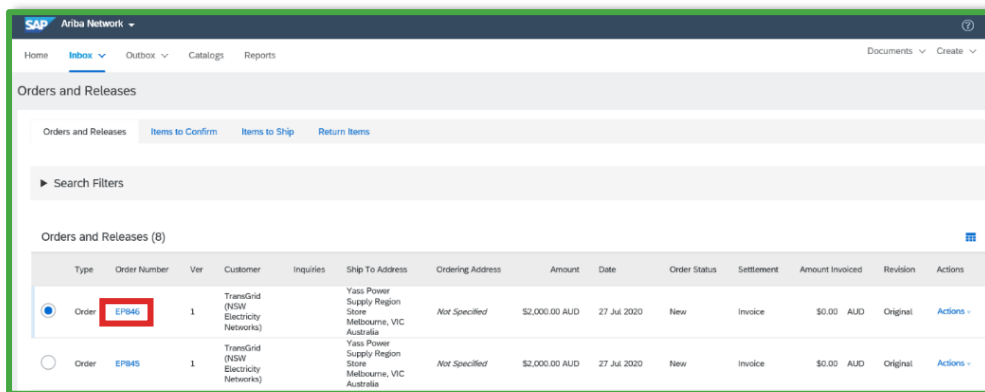


2.2. The Ariba Network Supplier home page displays. In the Orders, Invoices and Payments section, select **New Purchase Orders**.

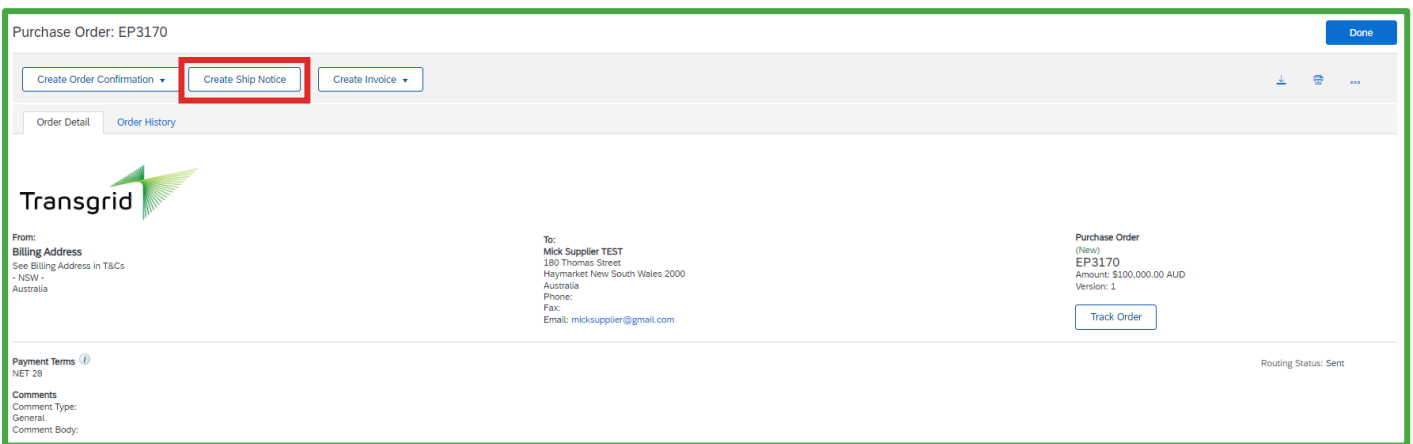


- Alternatively, click the dropdown arrow next to **Inbox**, then select **Orders and Releases**.

2.3. A list of Purchase Orders displays. Select the required **PO number** link.



2.4. Click **Create Ship Notice** button.








- 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.

2.5. The **Create Ship Notice** screen displays.

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

2.6. 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.
Invoice No.	Enter your unique invoice number, for invoice identification.  An invoice number: <ul style="list-style-type: none">  Must be a maximum of 20 characters  Must be in alpha and/or numeric format and all capital letters  Must not 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 Actual or Estimated from the dropdown list.
Delivery Date	Click the calendar icon to select the date the goods will be delivered.

Field	Description
<i>TRACKING section</i>	
Carrier Name	Select the carrier from the dropdown list.
Tracking No.	Enter a tracking number.
Shipping Method	Select from the dropdown list.

2.7. 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	Remove

Shipment Status
Total Item Due Quantity: 1 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	<input type="text" value="1"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

- **Line Items** section displays line items from the Purchase Order.

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

- For partial shipment, update the default Ship Qty.

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	Remove

Shipment Status
Total Item Due Quantity: 1 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	<input type="text" value="1"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

2.9. Click **Next** button.

2.10. Review the **Ship Notice summary**, then click **Submit**.

Create Ship Notice [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 Waggon Road Eastern Creek NSW 2766 Australia
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Ship Notice Header

SHIPPING Packing Slip ID: TGEPS170 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: --	TRACKING Tracking information not provided.
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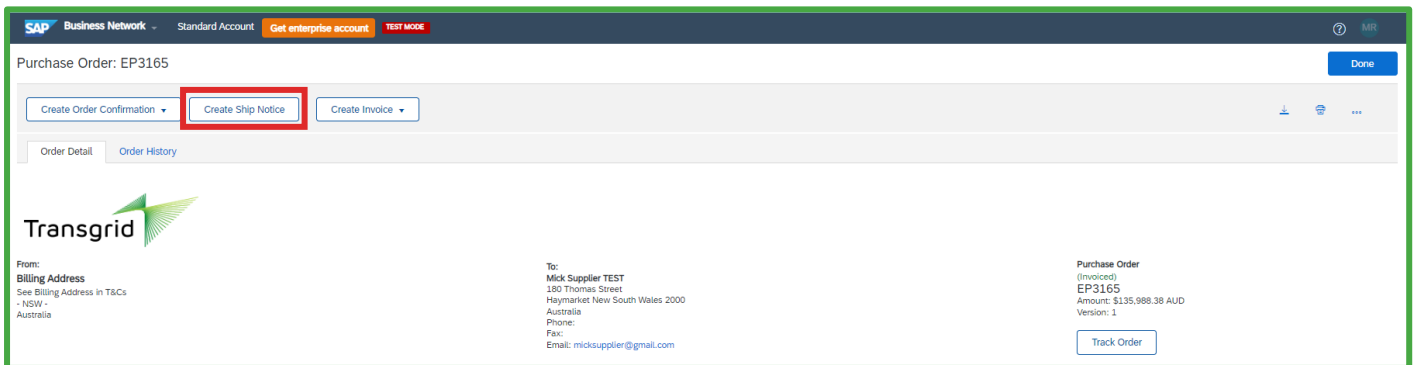
DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: -- Delivery Terms Description: -- Transport Terms Description: --	Shipping Payment Method: Account Shipping Contract Number: -- Shipping Instructions: --
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ADDITIONAL FIELDS
Additional information not provided.

How to create a partial ship notice on a purchase order

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



Purchase Order: EP3165

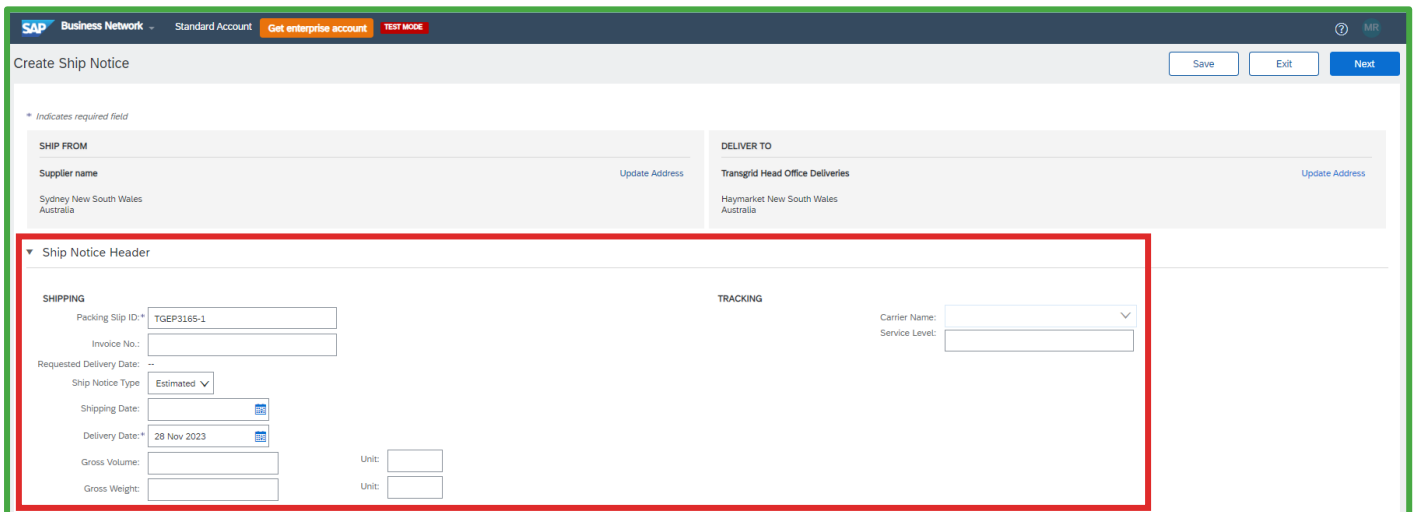
Buttons: Create Order Confirmation, **Create Ship Notice**, Create Invoice

From: Billing Address (Sydney New South Wales Australia)

To: Mick Supplier TEST (180 Thomas Street, Haymarket New South Wales 2000 Australia)

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

3.2. Complete **Header Information**.



SHIP FROM: Supplier name (Sydney New South Wales Australia)

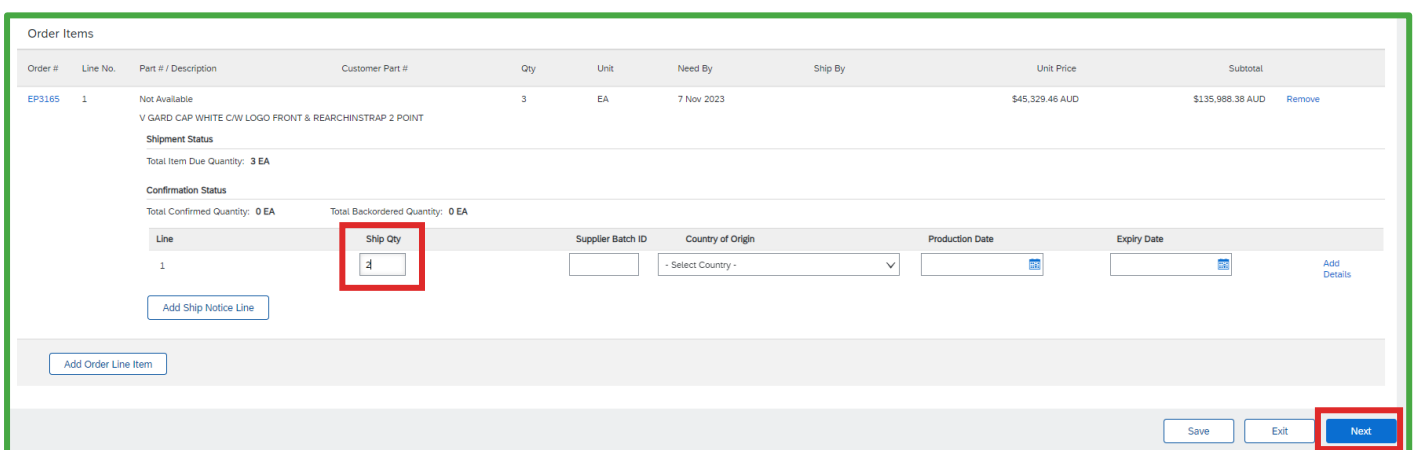
DELIVER TO: Transgrid Head Office Deliveries (Haymarket New South Wales Australia)

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

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



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

Shipment Status: Total Item Due Quantity: 3 EA

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

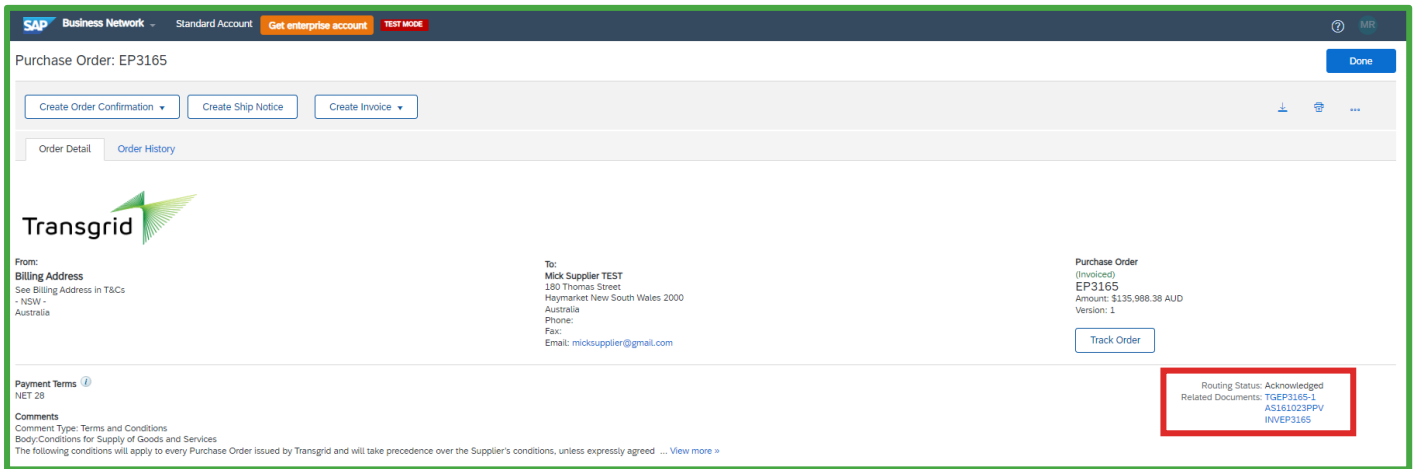
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	1		- Select Country -		

Buttons: Add Ship Notice Line, Add Order Line Item, Save, Exit, **Next**

3.4. Click **Next** button.

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

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



Purchase Order: EP3165

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

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: TGE/EP3165-1
AS161023PPV
INV/EP3165