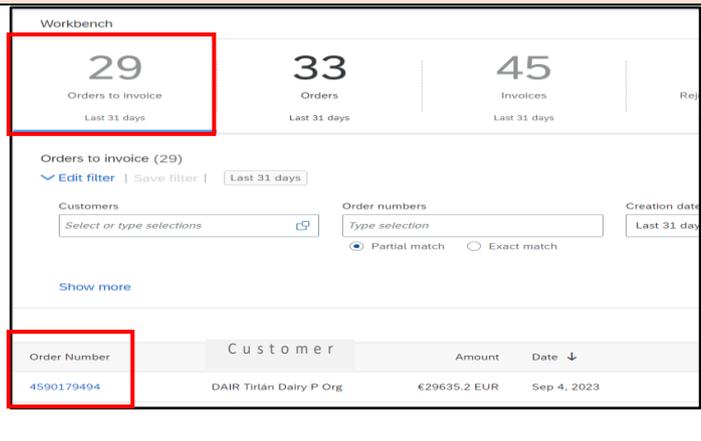
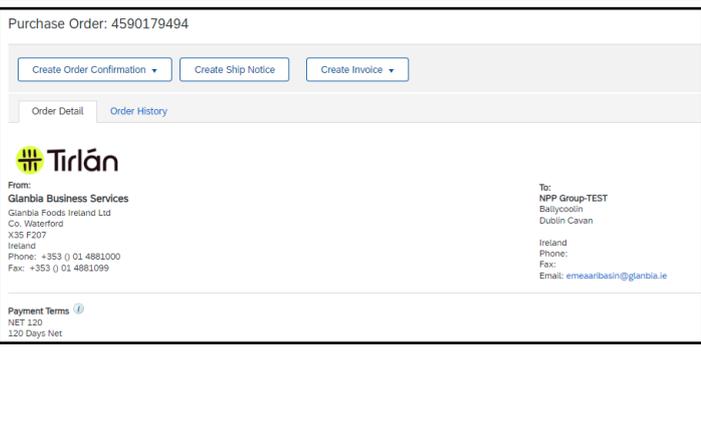
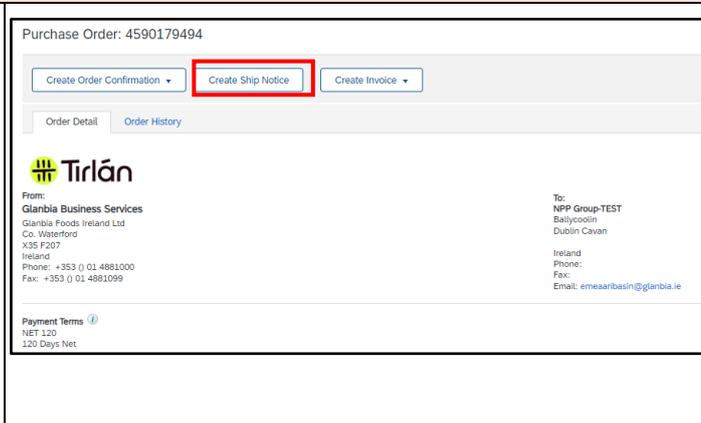


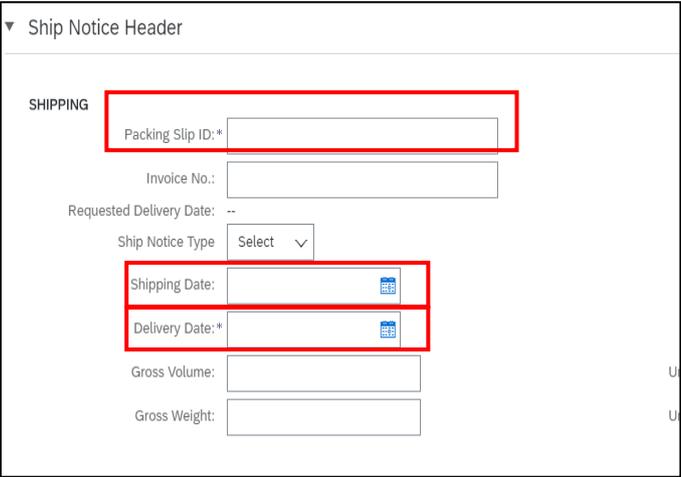
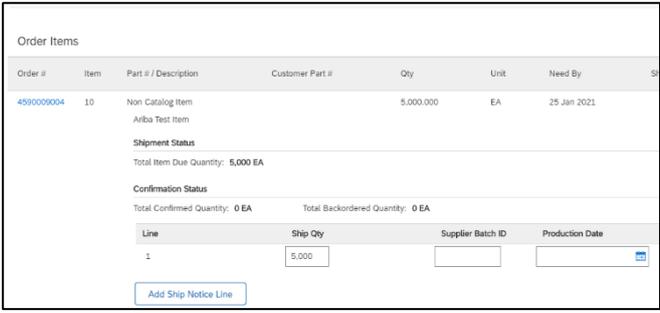
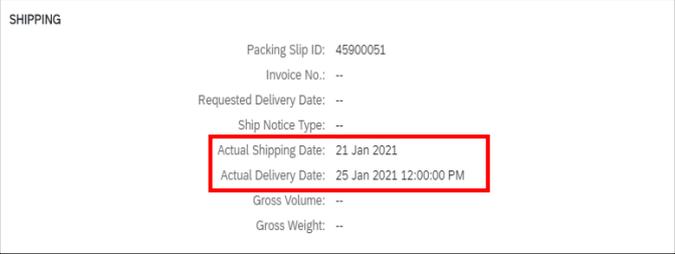
# ADVANCED SHIP NOTIFICATION

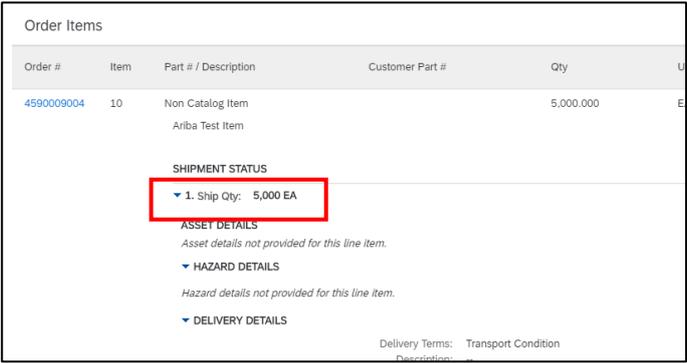
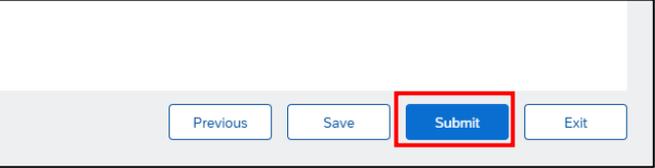
This guide is relevant if you need to submit an Advanced Ship Notification against a Tirlan Purchase Order (PO) sent to you through Ariba.

## INSTRUCTIONS:

ACCESSING THE PURCHASE ORDER	
<p><b>1.</b> Log into Ariba with your username and password</p> <p>From your workbench click on the 'Orders to Invoice' tile and select the PO that you wish to submit a Ship Notice for</p>	 <p>The screenshot shows the Ariba Workbench interface. At the top, there are three tiles: '29 Orders to Invoice', '33 Orders', and '45 Invoices'. The 'Orders to Invoice' tile is highlighted with a red box. Below these tiles, there is a section for 'Orders to invoice (29)' with filters and a table. The table has columns for 'Order Number', 'Customer', 'Amount', and 'Date'. The first row shows '4590179494' under 'Order Number', which is also highlighted with a red box.</p>
<p><b>2.</b> This will bring you to the Purchase Order home screen.</p>	 <p>The screenshot shows the 'Purchase Order: 4590179494' home screen. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Ship Notice' button is highlighted with a red box. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area shows the Tirlán logo and contact information for 'Glanbia Business Services' and 'NPP Group-TEST'.</p>

CREATING THE ADVANCED SHIP NOTICE (ASN)	
<p><b>3.</b> At the top of the screen, click <b>Create Ship Notice.</b></p>	 <p>This screenshot is identical to the one in the previous step, showing the 'Purchase Order: 4590179494' home screen. The 'Create Ship Notice' button is highlighted with a red box.</p>

<p><b>4.</b></p> <p><b>Enter Packing Slip ID:</b> this can be any reference number you internally use or can reference the actual PO number</p> <p><b>Enter Shipping Date:</b> this is the date you expect it to leave your facility</p> <p><b>Enter Delivery Date:</b> this is the expected delivery date to our facility</p> <p>These are the only required fields on the ASN but you can provide additional information if needed</p>	 <p>Ship Notice Header</p> <p>SHIPPING</p> <p>Packing Slip ID:*</p> <p>Invoice No.:</p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: Select</p> <p>Shipping Date:</p> <p>Delivery Date:*</p> <p>Gross Volume:</p> <p>Gross Weight:</p>																						
<p><b>5.</b></p> <p>If the quantity you are shipping is different than the quantity on the PO scroll down and enter the actual <b>Ship Qty</b>. Please contact the Purchase Order Processor if the qty. shipped exceeds the tolerance.</p>	 <p>Order Items</p> <table border="1"> <thead> <tr> <th>Order #</th> <th>Item</th> <th>Part # / Description</th> <th>Customer Part #</th> <th>Qty</th> <th>Unit</th> <th>Need By</th> </tr> </thead> <tbody> <tr> <td>4590009004</td> <td>10</td> <td>Non Catalog Item Ariba Test Item</td> <td></td> <td>5,000.000</td> <td>EA</td> <td>25 Jan 2021</td> </tr> </tbody> </table> <p>Shipment Status Total Item Due Quantity: 5,000 EA</p> <p>Confirmation Status Total Confirmed Quantity: 0 EA    Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5,000</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>	Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	4590009004	10	Non Catalog Item Ariba Test Item		5,000.000	EA	25 Jan 2021	Line	Ship Qty	Supplier Batch ID	Production Date	1	5,000		
Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By																	
4590009004	10	Non Catalog Item Ariba Test Item		5,000.000	EA	25 Jan 2021																	
Line	Ship Qty	Supplier Batch ID	Production Date																				
1	5,000																						
<p><b>6.</b></p> <p>Scroll down and click <b>Next</b></p>	 <p>Save    Exit    Next</p>																						
<p><b>7.</b></p> <p>Verify the Shipping/Delivery Information.</p>	 <p>SHIPPING</p> <p>Packing Slip ID: 45900051</p> <p>Invoice No.: --</p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: --</p> <p>Actual Shipping Date: 21 Jan 2021</p> <p>Actual Delivery Date: 25 Jan 2021 12:00:00 PM</p> <p>Gross Volume: --</p> <p>Gross Weight: --</p>																						

<b>8.</b>	Verify the Ship Qty:	 <p>Order Items</p> <table border="1"><thead><tr><th>Order #</th><th>Item</th><th>Part # / Description</th><th>Customer Part #</th><th>Qty</th></tr></thead><tbody><tr><td>4590009004</td><td>10</td><td>Non Catalog Item Ariba Test Item</td><td></td><td>5,000.000</td></tr></tbody></table> <p>SHIPMENT STATUS</p> <p>▼ 1. Ship Qty: 5,000 EA</p> <p>ASSET DETAILS</p> <p>Asset details not provided for this line item.</p> <p>▼ HAZARD DETAILS</p> <p>Hazard details not provided for this line item.</p> <p>▼ DELIVERY DETAILS</p> <p>Delivery Terms: Transport Condition</p>	Order #	Item	Part # / Description	Customer Part #	Qty	4590009004	10	Non Catalog Item Ariba Test Item		5,000.000
Order #	Item	Part # / Description	Customer Part #	Qty								
4590009004	10	Non Catalog Item Ariba Test Item		5,000.000								
<b>9.</b>	Click <b>Submit</b> to send you Advanced Ship Notice to Tirlan	 <p>Previous Save <b>Submit</b> Exit</p>										