

# **Ariba Network Advanced Shipment Notification**

**Dutch (Nederlands)**

**English**

**French (Français )**

**German (Deutsch)**

**Italian (Italiana)**

**Mandarin (普通话)**

**Portuguese (português)**

**Spanish (Español)**



**Dutch**



# Ariba Netwerk Geavanceerde Verzending Melding Job hulp

**Gepubliceerd:** Oktober 2023  
**Eigenaar:** Source-to-Pay Team



## Doel

Het doel van deze functiehulp is een stapsgewijze handleiding te geven voor het maken van geavanceerde verzendberichten (ASN) binnen het Ariba Network.



## Doelgroep

Deze functiehulp is voor de volgende functies:

- **Leveranciers van het LyondellBasell Ariba Network**



## Inhoudsopgave

- Een scheepsbericht maken

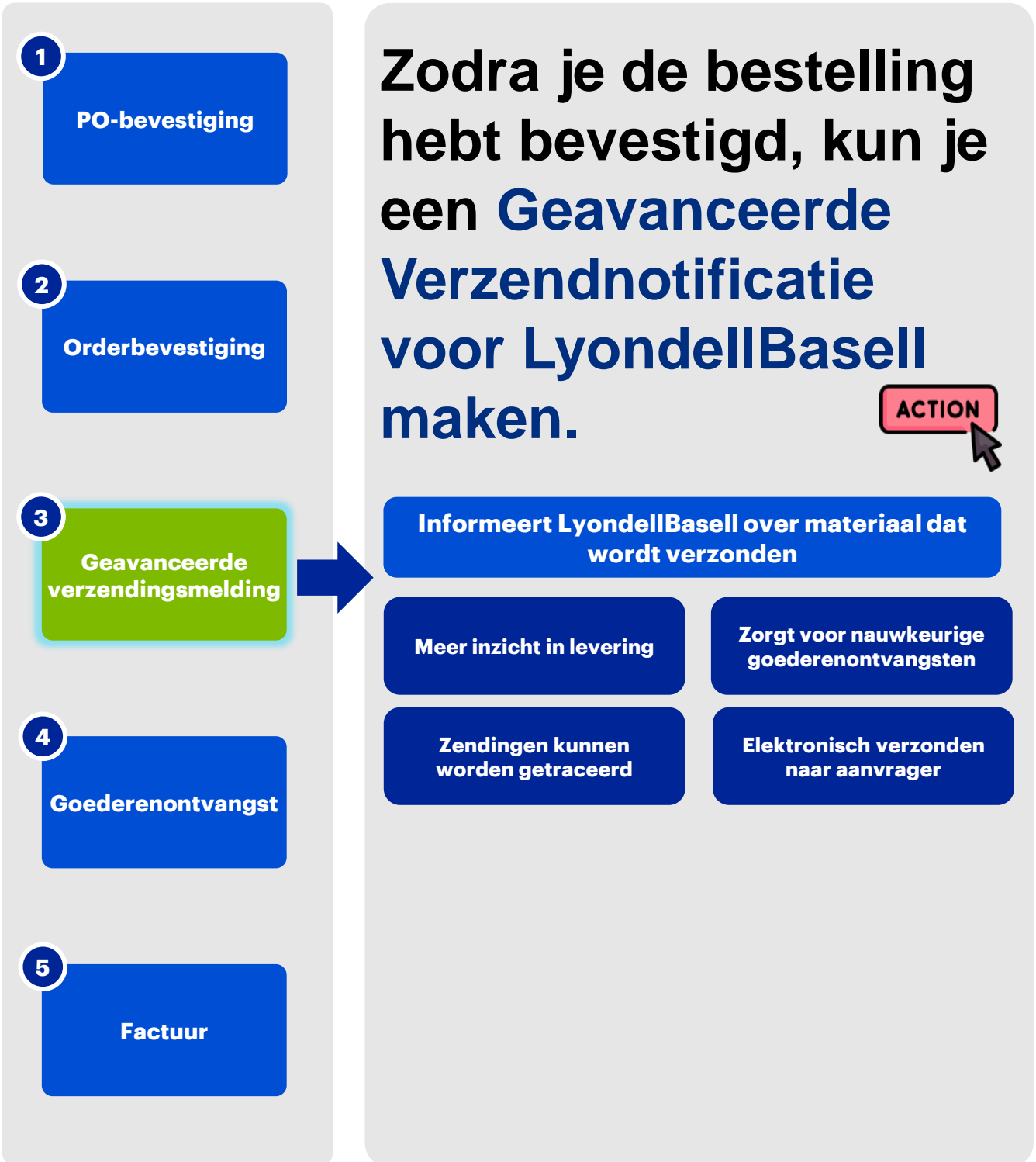


## Referenties

U kunt hier aanvullende informatie bekijken:

- [LyondellBasell website voor leveranciers](#)

## Procure-to-Pay-proces: Geavanceerde verzendingsmelding







## Een scheepsbericht maken

De volgende stappen zijn voor **Leveranciers van LyondellBasell**



## Een scheepsbericht maken

1

Voer uw **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op de knop **Aanmelden**.

SAP Business Network

### Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Opmerking:** Bevestig de bestelling voordat u een verzendbericht aanmaakt.

2

De startpagina van het Ariba Network wordt weergegeven. Klik op het tabblad Workbench om inkooporders te bekijken.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days	998 Orders Last 31 days	154 Orders to invoice Last 31 days	253 Invoices Last 31 days	40 Items to confirm Last 31 days	More
-----------------------------------	-------------------------------	--	---------------------------------	--	------

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

# Ariba Network Advanced Shipment Notification



## Een scheepsbericht maken

3

Selecteer op het tabblad Werkbank de juiste inkooporder waarvoor je een verzendbericht wilt maken.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 12, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007881	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$2000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

De details van de inkooporder worden weergegeven. Klik op de knop **Verzendbericht maken** om een verzendbericht te maken.

**Purchase Order: 4404969434**

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

Order Detail | Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

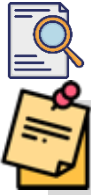
**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS



# Ariba Network Advanced Shipment Notification



## Een scheepsbericht maken

**Opmerking:** Je kunt de inkooporder ook bekijken door het inkoopordernummer in te voeren in de zoekbalk op de startpagina. Selecteer de juiste inkooporder uit de lijst om een verzendbericht aan te maken.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing the order number 4404967917. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays a summary of orders with the following data:

Metric	Value	Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the SAP Business Network Purchase Orders page. The page has a navigation bar with tabs: Purchase Orders, Items to Confirm, Items to Ship, and Return Items. Below the navigation bar, there is a warning message: "This page will be replaced with our new Workbench concept soon. Try the new Workbench". Below the warning message, there are search filters: Customer (All Customers), Order Number (Partial number, Exact number), and a search input field containing the order number 4404967917. Below the search filters, there is a table of Purchase Orders (3):

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the SAP Business Network Purchase Order details page for order 4404967917. The page has a navigation bar with tabs: Order Detail and Order History. Below the navigation bar, there are three buttons: Create Order Confirmation, Create Ship Notice, and Create Invoice. Below the buttons, there is a table with the following data:

From:	To:	Purchase Order
Equistar Chemicals LP 1221 Mockmeijer, Suite 300 HOUSTON, TX 77020 United States Phone: Fax:	LYB test 1 2020 - TEST 271 N Shore Dr Pittsburgh, PA 15212-0880 United States Phone: Fax: Email: adam.wygant@sap.com	(* Changed) 4404967917 Amount: \$1,570.00 USD Amount: \$3,240.00 USD Version: 2 (Previous Version)

At the bottom right of the page, there is a button labeled Track Order.



## Een scheepsbericht maken

5

Het formulier **Verzendbericht maken** verschijnt met vooraf ingevulde verzendgegevens.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

SHIP FROM  
LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

DELIVER TO  
Equistar Chemicals, LP  
Channahon, TX  
United States

Ship Notice Header

SHIPPING

Packing Slip ID: PS0003  
Invoice No.: ABC12345  
Requested Delivery Date: --  
Ship Notice Type: Select  
Shipping Date: 20 Oct 2023  
Delivery Date: 31 Oct 2023  
Gross Volume:   
Gross Weight:   
Unit:   
Unit:

TRACKING

Carrier Name:   
Service Level:

6

Voer de juiste gegevens in. Alle velden met een sterretje (\*) zijn verplicht.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

SHIP FROM  
LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

DELIVER TO  
Equistar Chemicals, LP  
Channahon, TX  
United States

Ship Notice Header

SHIPPING

Packing Slip ID: PS0003  
Invoice No.: ABC12345  
Requested Delivery Date: --  
Ship Notice Type: Select  
Shipping Date: 20 Oct 2023  
Delivery Date: 31 Oct 2023  
Gross Volume:   
Gross Weight:   
Unit:   
Unit:

TRACKING

Carrier Name:   
Service Level:

# Ariba Network Advanced Shipment Notification



## Een scheepsbericht maken

7 Selecteer de gewenste naam van de vervoerder.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

SHIP FROM: LYB test 1 2020 - TEST (Pittsburgh, PA, United States)

DELIVER TO: Equistar Chemicals, LP (Channelview, TX, United States)

Ship Notice Header

SHIPPING

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume: [ ] Unit: [ ]

Gross Weight: [ ] Unit: [ ]

TRACKING

Carrier Name: [DHL] (highlighted)

Service Level: [ ]

Carrier Selection List:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- Airborne Express
- Consolidated Freightways
- DHL
- EGL Eagle Global Logistics
- EmeryWorldwide
- FedEx
- Linfox (Australia)
- Menlo/IBM
- Purologist Courier
- Roadway Express
- Test only
- Toll Australia
- UAL Cargo
- UPS

8 Voer het trackingnummer en de trackingdatum in.

SAP Business Network - Enterprise Account

Create Ship Notice

Please correct the following errors and resubmit

\* Indicates required field

SHIP FROM: LYB test 1 2020 - TEST (Pittsburgh, PA, United States)

DELIVER TO: Equistar Chemicals, LP (Channelview, TX, United States)

Ship Notice Header

SHIPPING

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume: [ ] Unit: [ ]

Gross Weight: [ ] Unit: [ ]

TRACKING

Carrier Name: DHL

Tracking No.: 5439854 (highlighted)

Tracking Date: 16 Nov 2023 (highlighted)

Shipping Method: Air

Service Level: [ ]



## Een scheepsbericht maken

9 Voeg extra verzendgegevens toe.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition  
Delivery Terms Description:  
Transport Terms Description:

Shipping Payment Method: Other  
Shipping Contract Number:  
Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other FCA-Free							

Add Transport Term

**Additional Fields**

Reason for Shipment:  
Comments:

Government Issued Shipping ID:  
Document Title:  
Supplier Reference:  
Transit Direction:



**Opmerking:** je kunt ook transportgegevens, aanvullende gegevens, opmerkingen en bijlagen toevoegen. De bijlagen dienen alleen als opslag en worden niet naar de kopers verzonden.

10 Scroll naar beneden naar **Orderitems**. Hier kun je de Batch-ID van de leverancier, het Land van herkomst, de Productiedatum, de Vervaldatum bijwerken en indien nodig extra details toevoegen.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	Remove

Shipment Status  
Total Item Due Quantity: 2 BX

Confirmation Status  
Total Confirmed Quantity: 2.000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	Add Details

Add Ship Notice Line

Other Information  
Auxiliary Part ID: SPAID1234567

Add Order Line Item

Save Exit Next



## Een scheepsbericht maken

11

Zodra u de juiste gegevens hebt toegevoegd, klikt u op **Volgende** om verder te gaan.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2.000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

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

11



**Opmerking:** Je kunt ook op de knop **Opslaan klikken** om deze scheepsmededeling maximaal zeven dagen als concept op te slaan.



## Een scheepsbericht maken

12

De pagina Bevestig scheepsmededeling verschijnt. Controleer alle details en klik op **Verzenden** om de verzendbevestiging naar LyondellBasell te sturen.

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM	DELIVER TO
LYB test 1 2020 - TEST 271 N Shore Dr Pittsburgh, PA 15212-6880 United States	Equistar Chemicals, LP 8280 Sheldon Road Channahoe, TX 775302693 United States

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: P50003 Invoice No.: ABC12345 Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: 20 Oct 2023 Actual Delivery Date: 31 Oct 2023 12:00:00 PM Gross Volume: -- Gross Weight: --	Carrier Name: UPS Carrier Code: -- Tracking No.: 67476292 Tracking Date: -- Shipping Method: -- Service Level: --

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms	Transport Condition	Shipping Payment Method	Account	Shipping Contract Number	Shipping Instructions
Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID

FCA-Free Carrier - All

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD

SHIPMENT STATUS

1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK)

ASSET DETAILS

Asset details not provided for this line item.

HAZARD DETAILS

Hazard details not provided for this line item.

DELIVERY DETAILS

Delivery Terms	Transport Condition	Transport Terms	Other
Description: --	Shipping Payment Method: Account	Transport Terms Description: --	

PACKAGING

Package information not provided for this line item.

OTHER INFORMATION

Auxiliary Part ID: SPAID1234567

12

Previous Save Submit Exit





## Een scheepsbericht maken

13

Je wordt omgeleid naar de inkooporder, waarop nu te zien is dat de bestelling is verzonden.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Routing Status: Acknowledged  
Related Documents: 4404969429

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS



**Opmerking:** Alle documenten die zijn aangemaakt op basis van de inkooporder worden weergegeven in het gedeelte Gerelateerde documenten.



**Bedankt**



# English



# Ariba Network Advanced Shipment Notification

## Job Aid

**Published:** October 2023  
**Owner:** Source-to-Pay Team



## Purpose

The purpose of this job aid is to provide a step-by-step guide on how to create advanced shipment notifications (ASN) within the Ariba Network.



## Target Audience

This job aid is for the following roles:

- **LyondellBasell Ariba Network Enabled Suppliers**



## Table of Contents

- [Creating a Ship Notice](#)

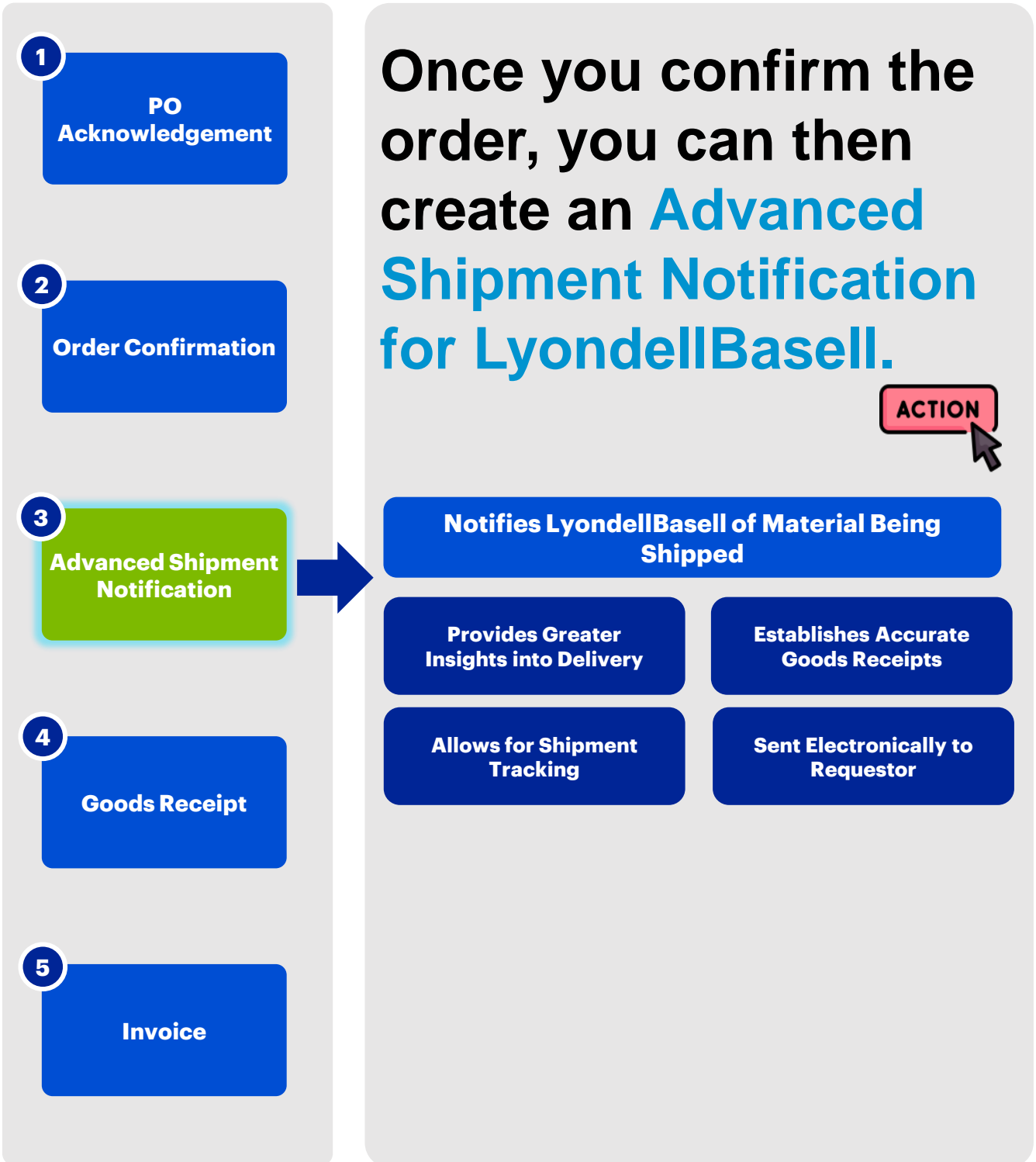


## References

You can view additional information here:

- [LyondellBasell Supplier Site](#)

## Procure-to-Pay Process: Advanced Shipment Notification







## Creating a Ship Notice

The following steps are for **LyondellBasell Suppliers**



## Creating a Ship Notice

1

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click the **Login** button.

SAP Business Network

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Note:** Please confirm the order before creating shipping notification.

2

The Ariba Network home page appears. Click the **Workbench** tab to view purchase orders.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days	998 Orders Last 31 days	154 Orders to invoice Last 31 days	253 Invoices Last 31 days	40 Items to confirm Last 31 days	More
-----------------------------------	-------------------------------	--	---------------------------------	--	------

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

# Ariba Network Advanced Shipment Notification



## Creating a Ship Notice

3

On the workbench tab, select the appropriate purchase order for which you wish to create ship notice.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 11, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007881	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$1000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

The details of the purchase order appear. Click the **Create Ship Notice** button to create a ship notice.

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS

# Ariba Network Advanced Shipment Notification



## Creating a Ship Notice

**Note:** You can also view the purchase order by entering the PO Number in the homepage search bar. Select the appropriate purchase order from the list to create ship notice.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing '4404967917'. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five summary statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' section in SAP Business Network. It includes a warning message: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below this is a 'Search Filters' section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. The main content is a table of Purchase Orders (3 results):

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details for Purchase Order: 4404967917. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with an orange box), and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (Equistar Chemicals LP, 1221 Mockmeij, Suite 300, HOUSTON, TX 77020, United States), 'To' (LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-0800, United States), and 'Purchase Order' (4404967917, Amount: \$3,240.00 USD, Version: 2 (Previous Version)). A 'Track Order' button is located at the bottom right.

# Ariba Network Advanced Shipment Notification



## Creating a Ship Notice

5 The **Create Ship Notice** form appears with shipping details pre-populated.

SAP Business Network - Enterprise Account

Create Ship Notice Save Exit Next

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST Update Address

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP Update Address

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

6 Enter the appropriate details. All fields with an asterisk (\*) are required.

SAP Business Network - Enterprise Account

Create Ship Notice Save Exit Next

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST Update Address

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP Update Address

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

# Ariba Network Advanced Shipment Notification



## Creating a Ship Notice

7 Select the desired **Carrier Name**.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is divided into several sections: SHIP FROM, DELIVER TO, SHIP NOTICE HEADER, and TRACKING. The SHIP FROM section contains 'LYB test 1 2020 - TEST' with address 'Pittsburgh, PA, United States'. The DELIVER TO section contains 'Equistar Chemicals, LP' with address 'Channelview, TX, United States'. The SHIP NOTICE HEADER section includes fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), Requested Delivery Date, Ship Notice Type, Shipping Date (20 Oct 2023), and Delivery Date (31 Oct 2023). The TRACKING section is highlighted with a green circle containing the number 7, and a dropdown menu is open, listing various carriers such as Airborne Express, DHL, FedEx, and UPS.

8 Enter the **Tracking Number** and the **Tracking Date**.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is divided into several sections: SHIP FROM, DELIVER TO, SHIP NOTICE HEADER, and TRACKING. The SHIP FROM section contains 'LYB test 1 2020 - TEST' with address 'Pittsburgh, PA, United States'. The DELIVER TO section contains 'Equistar Chemicals, LP' with address 'Channelview, TX, United States'. The SHIP NOTICE HEADER section includes fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), Requested Delivery Date, Ship Notice Type, Shipping Date (20 Oct 2023), and Delivery Date (31 Oct 2023). The TRACKING section is highlighted with a green circle containing the number 8, and the following information is entered: Carrier Name: DHL, Tracking No.: 5439854, Tracking Date: 16 Nov 2023, and Shipping Method: Air.





## Creating a Ship Notice

### 9 Add additional shipping details.

Choose File No file chosen

The total size of all attachments cannot exceed 10MB

**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="FCA-Free"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Additional Fields**

Reason for Shipment:   
 Comments:

Government Issued Shipping ID:   
 Document Title:   
 Supplier Reference:   
 Transit Direction:



**Note:** You may also add transport details, additional details, comments, and attachments. The attachments are only for repository purposes and are not sent to the buyers.

### 10 Scroll down to **Order Items**. Here you can update the Supplier Batch ID, Country of Origin, Production Date, Expiry Date and add additional details, if needed.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<input type="button" value="Remove"/>

Shipment Status  
Total Item Due Quantity: 2 BX

Confirmation Status  
Total Confirmed Quantity: 2,000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="2,000"/>	<input type="text" value="453472"/>	<input type="text" value="Hong Kong [HKG]"/> <input type="button" value="v"/>	<input type="text" value="9 Aug 2023"/> <input type="button" value="calendar"/>	<input type="text" value="25 Jan 2024"/> <input type="button" value="calendar"/>	<input type="button" value="Add Details"/>

Other Information  
Auxiliary Part ID: SPAID1234567

10



## Creating a Ship Notice

11

Once you have added the appropriate details, click **Next** to proceed.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2,000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2,000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

[Save](#)   [Exit](#)   [Next](#)

11



**Note:** You can also click the **Save** button to save this ship notice as a draft for up to seven days.



## Creating a Ship Notice

12

The confirm ship notice page appears. Review all details and click **Submit** to send the ship notice to LyondellBasell.

SAP Business Network Enterprise Account

Create Ship Notice Previous Save Submit Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
<b>LYB test 1 2020 - TEST</b> 271 N Shore Dr Pittsburgh, PA 15212-6880 United States	<b>Equistar Chemicals, LP</b> 8280 Sheldon Road Channelview, TX 775302693 United States

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: P50003 Invoice No.: ABC12345 Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: 20 Oct 2023 Actual Delivery Date: 31 Oct 2023 12:00:00 PM Gross Volume: -- Gross Weight: --	Carrier Name: UPS Carrier Code: -- Tracking No.: 67476292 Tracking Date: -- Shipping Method: -- Service Level: --

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition	Shipping Payment Method: Account
Delivery Terms Description: --	Shipping Contract Number: --
Transport Terms Description: --	Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Order Items Hide Item Details

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal						
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD						
<p><b>SHIPMENT STATUS</b></p> <p>1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK) <span>Hide Details</span></p> <p><b>ASSET DETAILS</b> Asset details not provided for this line item.</p> <p><b>HAZARD DETAILS</b> Hazard details not provided for this line item.</p> <p><b>DELIVERY DETAILS</b></p> <table border="1"> <tbody> <tr> <td>Delivery Terms: Description</td> <td>Transport Condition</td> <td>Transport Terms: Other</td> </tr> <tr> <td>Shipping Payment Method: Account</td> <td></td> <td>Transport Terms Description: --</td> </tr> </tbody> </table> <p><b>PACKAGING</b> Package information not provided for this line item.</p> <p><b>OTHER INFORMATION</b> Auxiliary Part ID: SPAID1234567</p>										Delivery Terms: Description	Transport Condition	Transport Terms: Other	Shipping Payment Method: Account		Transport Terms Description: --
Delivery Terms: Description	Transport Condition	Transport Terms: Other													
Shipping Payment Method: Account		Transport Terms Description: --													

12 Previous Save Submit Exit



## Creating a Ship Notice

13

You will be rerouted to the purchase order which will now show that the order is shipped.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRACT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Routing Status: Acknowledged  
Related Documents: 4404969429

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRACT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS



**Note:** All documents created based on the purchase order will be displayed in the Related Documents section.



**Thank You**



# French



# Notification d'expédition avancée d'Ariba Network

## Aide à l'emploi

**Publié** : octobre 2023

**Propriétaire** : Source-to-Pay Team





## Objectif

L'objectif de cette aide à la tâche est de fournir un guide étape par étape sur la façon de créer des notifications d'expédition avancées (ASN) au sein d'Ariba Network.



## Public cible

Cette aide à l'emploi s'adresse aux fonctions suivantes :

- **Fournisseurs compatibles avec le réseau Ariba de LyondellBasell**



## Table des matières

- **Création d'un avis de bateau**

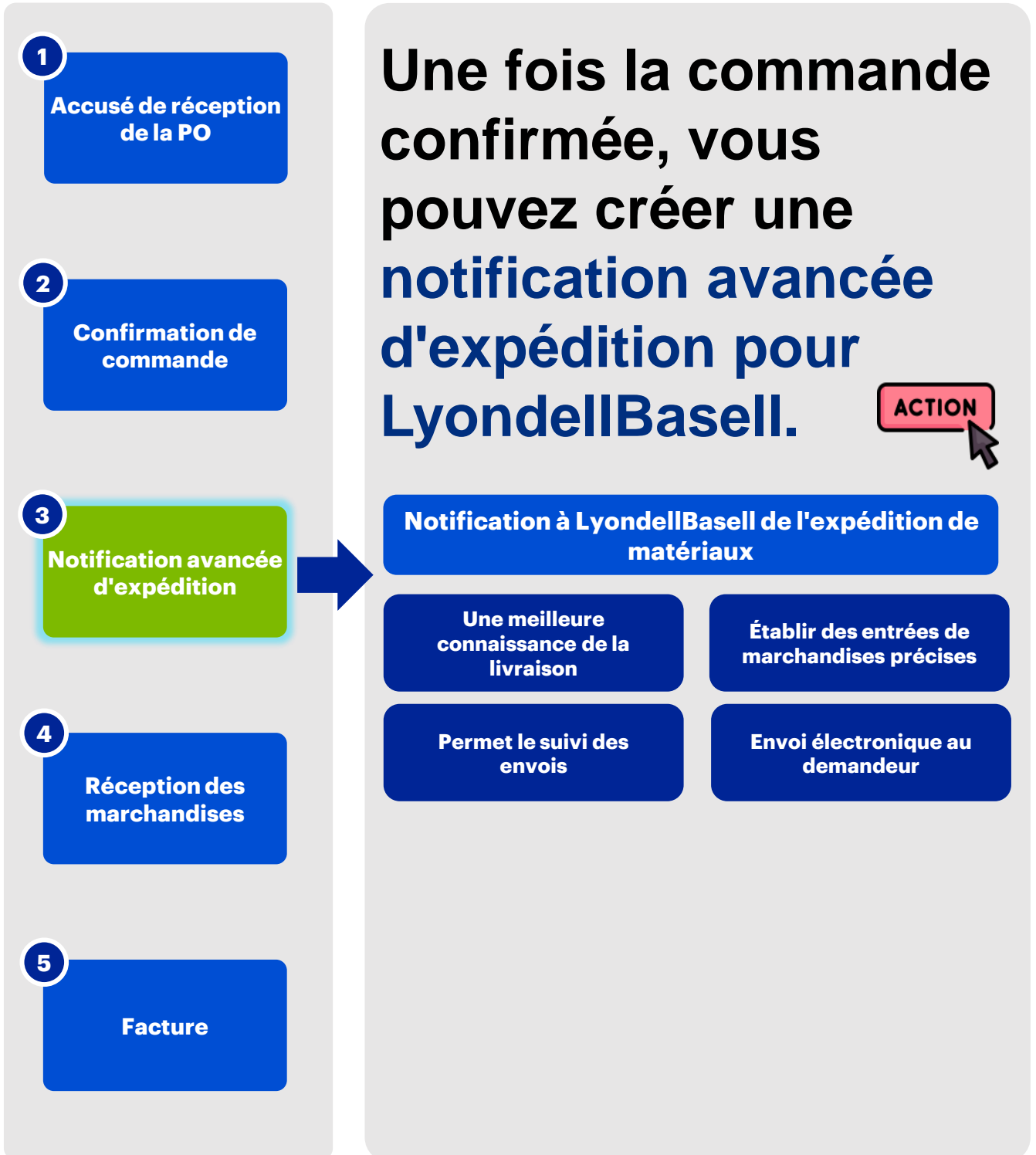


## Références

Vous pouvez consulter des informations complémentaires ici :

- **Site du fournisseur LyondellBasell**

## Processus d'achat-paiement : Notification préalable d'expédition





## Création d'un avis de bateau

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



## Création d'un avis de bateau

1

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur le bouton **Connexion**.

SAP Business Network

Supplier Login

User Name

Password

Login

Wrong Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Note :** Veuillez confirmer la commande avant de créer l'avis d'expédition.

2

La page d'accueil d'Ariba Network s'affiche. Cliquez sur l'onglet **Workbench** pour afficher les commandes d'achat.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all



## Création d'un avis de bateau

3

Dans l'onglet workbench, sélectionnez la commande appropriée pour laquelle vous souhaitez créer un avis de livraison.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 12, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007881	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$1000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

Les détails du bon de commande apparaissent. Cliquez sur le bouton **Créer un avis d'expédition** pour créer un avis d'expédition.

Purchase Order: 4404969434

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

Order Detail | Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

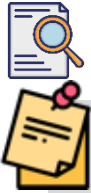
**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRACT ITEM  
Email: lyochemspasauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS

# Ariba Network Advanced Shipment Notification



## Création d'un avis de bateau

**Remarque :** vous pouvez également consulter le bon de commande en saisissant le numéro de commande dans la barre de recherche de la page d'accueil. Sélectionnez le bon de commande approprié dans la liste pour créer l'avis d'expédition.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features search filters for Customer (All Customers), Order Number (Exact number), and a search input field containing '4404967917'. Below the filters, there is a table of Purchase Orders (3) with columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, and Purchasing C. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the 'Purchase Order: 4404967917' page. It has three action buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with an orange box), and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays 'From' and 'To' information for Equistar Chemicals LP and CINTAS CORP. A 'Track Order' button is located at the bottom right.

**From:**  
Equistar Chemicals LP  
1221 Mockmeij, Suite 300  
HOUSTON, TX 77020  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-0800  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Purchase Order**  
(\* Changed)  
4404967917  
Amount: \$1,570.00 USD  
Amount: \$3,240.00 USD  
Version: 2 (Previous Version)



## Création d'un avis de bateau

5

Le formulaire **Créer un avis d'expédition** s'affiche avec les détails de l'expédition pré-remplis.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is titled 'Create Ship Notice' and has 'Save', 'Exit', and 'Next' buttons. A green circle with the number 5 highlights the 'SHIP FROM' and 'DELIVER TO' sections. The 'SHIP FROM' section contains 'LYB test 1 2020 - TEST' and 'Pittsburgh, PA United States'. The 'DELIVER TO' section contains 'Equistar Chemicals, LP' and 'Channelview, TX United States'. Below these sections is the 'Ship Notice Header' section, which includes 'SHIPPING' and 'TRACKING' tabs. The 'SHIPPING' tab is active and contains fields for 'Packing Slip ID\*', 'Invoice No.\*', 'Requested Delivery Date', 'Ship Notice Type', 'Shipping Date\*', 'Delivery Date\*', 'Gross Volume', and 'Gross Weight'. The 'TRACKING' tab is inactive and contains fields for 'Carrier Name' and 'Service Level'.

6

Saisissez les informations appropriées. Tous les champs marqués d'un astérisque (\*) sont obligatoires.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is titled 'Create Ship Notice' and has 'Save', 'Exit', and 'Next' buttons. A green circle with the number 6 highlights the 'SHIPPING' section. The 'SHIP FROM' and 'DELIVER TO' sections are the same as in the previous screenshot. The 'SHIP NOTICE HEADER' section is expanded, and the 'SHIPPING' tab is active. The 'SHIPPING' section contains fields for 'Packing Slip ID\*' (PS0003), 'Invoice No.\*' (ABC12345), 'Requested Delivery Date', 'Ship Notice Type' (Select), 'Shipping Date\*' (20 Oct 2023), 'Delivery Date\*' (31 Oct 2023), 'Gross Volume', and 'Gross Weight'. The 'TRACKING' tab is inactive and contains fields for 'Carrier Name' and 'Service Level'.



# Ariba Network Advanced Shipment Notification



## Création d'un avis de bateau

7 Sélectionnez le **nom du transporteur** souhaité.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is divided into several sections: SHIP FROM, DELIVER TO, SHIP NOTICE HEADER, and TRACKING. The SHIP FROM section contains 'LYB test 1 2020 - TEST' and 'Pittsburgh, PA United States'. The DELIVER TO section contains 'Equistar Chemicals, LP' and 'Channelview, TX United States'. The SHIP NOTICE HEADER section includes fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), Requested Delivery Date, Ship Notice Type, Shipping Date (20 Oct 2023), and Delivery Date (31 Oct 2023). The TRACKING section is highlighted with a green circle containing the number 7, and it shows a dropdown menu for 'Carrier Name' with a list of 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, and UPS.

8 Saisissez le **numéro de suivi** et la **date de suivi**.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is divided into several sections: SHIP FROM, DELIVER TO, SHIP NOTICE HEADER, and TRACKING. The SHIP FROM section contains 'LYB test 1 2020 - TEST' and 'Pittsburgh, PA United States'. The DELIVER TO section contains 'Equistar Chemicals, LP' and 'Channelview, TX United States'. The SHIP NOTICE HEADER section includes fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), Requested Delivery Date, Ship Notice Type, Shipping Date (20 Oct 2023), and Delivery Date (31 Oct 2023). The TRACKING section is highlighted with a green circle containing the number 8, and it shows the 'Carrier Name' dropdown set to 'DHL', the 'Tracking No.' field containing '5439854', and the 'Tracking Date' field containing '16 Nov 2023'. The 'Shipping Method' is set to 'Air' and the 'Service Level' is empty.



## Création d'un avis de bateau

9 Ajouter des détails d'expédition supplémentaires.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition  
Shipping Payment Method: Other

Delivery Terms Description:  
Transport Terms Description:

Shipping Contract Number:  
Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other FCA-Free							

Add Transport Term

**Additional Fields**

Reason for Shipment:  
Comments:

Government Issued Shipping ID:  
Document Title:  
Supplier Reference:  
Transit Direction:



**Note** : Vous pouvez également ajouter des détails sur le transport, des détails supplémentaires, des commentaires et des pièces jointes. Les pièces jointes sont uniquement destinées à l'archivage et ne sont pas envoyées aux acheteurs.

10

Faites défiler vers le bas jusqu'à **Commander des articles**. Vous pouvez ici mettre à jour l'ID de lot du fournisseur, le pays d'origine, la date de production, la date d'expiration et ajouter d'autres détails, si nécessaire.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	Remove

Shipment Status  
Total Item Due Quantity: 2 BX

Confirmation Status  
Total Confirmed Quantity: 2.000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	Add Details

Add Ship Notice Line

Other Information  
Auxiliary Part ID: SPAID1234567

Add Order Line Item

Save Exit Next



## Création d'un avis de bateau

11

Une fois que vous avez ajouté les détails appropriés, cliquez sur **Suivant** pour continuer.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2.000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

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

11



**Remarque :** vous pouvez également cliquer sur le bouton **Enregistrer** pour enregistrer cet avis de navire en tant que brouillon pendant sept jours maximum.



## Création d'un avis de bateau

12

La page de confirmation de l'avis de livraison s'affiche. Passez en revue tous les détails et cliquez sur **Soumettre** pour envoyer l'avis de livraison à LyondellBasell.

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM: LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-6880, United States

DELIVER TO: Equistar Chemicals, LP, 8280 Sheldon Road, Channelview, TX 775302693, United States

SHIP NOTICE HEADER

SHIPPING: Packing Slip ID: P50003, Invoice No.: ABC12345, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: 20 Oct 2023, Actual Delivery Date: 31 Oct 2023 12:00:00 PM, Gross Volume: --, Gross Weight: --

TRACKING: Carrier Name: UPS, Carrier Code: --, Tracking No.: 67476292, Tracking Date: --, Shipping Method: --, Service Level: --

DELIVERY AND TRANSPORT INFORMATION: Delivery Terms: Transport Condition, Delivery Terms Description: --, Transport Terms Description: --, Shipping Payment Method: Account, Shipping Contract Number: --, Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Buttons: Previous, Save, Submit, Exit

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	SHIP By	Unit Price	Subtotal
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD

SHIPMENT STATUS: 1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK)

ASSET DETAILS: Asset details not provided for this line item.

HAZARD DETAILS: Hazard details not provided for this line item.

DELIVERY DETAILS: Delivery Terms: Transport Condition, Description: --, Shipping Payment Method: Account, Transport Terms: Other, Transport Terms Description: --

PACKAGING: Package information not provided for this line item.

OTHER INFORMATION: Auxiliary Part ID: SPAID1234567

Buttons: Previous, Save, Submit, Exit

12



## Création d'un avis de bateau

13

Vous serez redirigé vers le bon de commande qui indiquera désormais que la commande a été expédiée.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRACT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Routing Status: Acknowledged  
Related Documents: 4404969429

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRACT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS



**Remarque :** tous les documents créés sur la base du bon de commande seront affichés dans la section Documents connexes.



**Merci de votre attention**



# German





# Ariba Network Erweiterte Sendungsbenachrichtigung Arbeitshilfe

**Veröffentlicht:** Oktober 2023  
**Eigentümer:** Source-to-Pay Team



## Zweck

Der Zweck dieser Arbeitshilfe ist es, eine schrittweise Anleitung für die Erstellung von erweiterten Versandbenachrichtigungen (ASN) innerhalb des Ariba Network zu geben.



## Zielpublikum

Diese Arbeitshilfe richtet sich an die folgenden Stellen:

- **LyondellBasell Ariba Network Enabled Suppliers**



## Inhaltsübersicht

- Erstellen einer Schiffsmeldung



## Referenzen

Weitere Informationen können Sie hier einsehen:

- [LyondellBasell Lieferanten-Website](#)



## Procure-to-Pay-Prozess: Erweiterte Sendungsbenachrichtigung

1

PO-Bestätigung

2

Bestätigung der Bestellung

3

Erweiterte Sendungsbenachrichtigung

4

Wareneingang

5

Rechnung

Sobald Sie die Bestellung bestätigt haben, können Sie eine **erweiterte Versandbenachrichtigung für LyondellBasell erstellen.**

ACTION

Benachrichtigung von LyondellBasell über den Versand von Material

Bietet mehr Einblicke in die Lieferung

Stellt genaue Wareneingänge fest

Ermöglicht die Verfolgung von Sendungen

Elektronisch an den Antragsteller gesendet



## Erstellen einer Schiffsmeldung

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Erstellen einer Schiffsmeldung

1

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Kennwort** ein und klicken Sie auf die Schaltfläche **Anmelden**.

SAP Business Network

Supplier Login

User Name

Password

Login

Wrong Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Hinweis:** Bitte bestätigen Sie die Bestellung, bevor Sie ein Lieferavis erstellen.

2

Die Startseite von Ariba Network wird angezeigt. Klicken Sie auf die Registerkarte **Workbench**, um Bestellungen anzuzeigen.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all



## Erstellen einer Schiffsmeldung

3

Wählen Sie auf der Registerkarte Workbench die entsprechende Bestellung aus, für die Sie eine Lieferankündigung erstellen möchten.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 12, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007881	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$1000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

Die Details der Bestellung werden angezeigt. Klicken Sie auf die Schaltfläche **Versandanzeige erstellen**, um eine Versandanzeige zu erstellen.

Purchase Order: 4404969434

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

Order Detail | Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

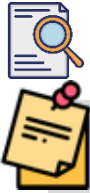
**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspasauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS





## Erstellen einer Schiffsmeldung

**Hinweis:** Sie können die Bestellung auch anzeigen, indem Sie die Bestellnummer in die Suchleiste der Homepage eingeben. Wählen Sie die entsprechende Bestellung aus der Liste aus, um eine Versandmitteilung zu erstellen.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing the number 4404967917. The dashboard below the search bar displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features search filters for Customer (All Customers), Order Number (Exact number), and a search input field with 4404967917. Below the filters is a table of Purchase Orders (3) with the following data:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the 'Purchase Order: 4404967917' page. It includes action buttons: Create Order Confirmation, Create Ship Notice (highlighted), and Create Invoice. Below these are tabs for Order Detail and Order History. The page displays contact information for Equistar Chemicals LP and Cintas Corp. On the right, there is a summary of the purchase order: LVB test 1 2020 - TEST, 4404967917, Amount: \$3,240.00 USD, and Version: 2 (Previous Version). A Track Order button is located at the bottom right.





## Erstellen einer Schiffsmeldung

5

Das Formular **Versandanzeige erstellen** wird angezeigt, in dem die Versanddetails bereits ausgefüllt sind.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. A green circle with the number '5' highlights the 'SHIP FROM' and 'DELIVER TO' sections. The 'SHIP FROM' section contains: LYB test 1 2020 - TEST, Pittsburgh, PA, United States. The 'DELIVER TO' section contains: Equistar Chemicals, LP, Channelview, TX, United States. Below these sections is the 'Ship Notice Header' section, which includes fields for SHIPPING (Packing Slip ID, Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date, Gross Volume, Gross Weight) and TRACKING (Carrier Name, Service Level). The form has 'Save', 'Exit', and 'Next' buttons at the top right.

6

Geben Sie die entsprechenden Details ein. Alle mit einem Sternchen (\*) versehenen Felder sind Pflichtfelder.

The screenshot shows the same 'Create Ship Notice' form. A green circle with the number '6' highlights the 'SHIPPING' section. The fields in this section are: Packing Slip ID\* (PS0003), Invoice No.\* (ABC12345), Requested Delivery Date, Ship Notice Type (Select), Shipping Date\* (20 Oct 2023), Delivery Date\* (31 Oct 2023), Gross Volume, and Gross Weight. The 'TRACKING' section includes Carrier Name and Service Level. The form has 'Save', 'Exit', and 'Next' buttons at the top right.

# Ariba Network Advanced Shipment Notification



## Erstellen einer Schiffsmeldung

7 Wählen Sie den gewünschten **Carrier-Namen**.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'SHIPPING' section contains fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), and Shipping Date (20 Oct 2023). The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '7' is placed over the 'Carrier Name' dropdown menu. The dropdown menu is open, showing a list of carriers including Airborne Express, DHL, FedEx, and others.

8 Geben Sie die **Tracking-Nummer** und das **Tracking-Datum** ein.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'SHIPPING' section contains fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), and Shipping Date (20 Oct 2023). The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '8' is placed over the 'Tracking No.' and 'Tracking Date' fields. The 'Carrier Name' is set to 'DHL'.



## Erstellen einer Schiffsmeldung

9 Fügen Sie zusätzliche Versanddetails hinzu.

The screenshot shows a form for adding shipment details. At the top, there is a 'Choose File' button (no file chosen) and an 'Add Attachment' button. A note states: 'The total size of all attachments cannot exceed 10MB'. Below this is the 'DELIVERY AND TRANSPORT INFORMATION' section, which includes:

- Delivery Terms: Transport Condition (dropdown)
- Shipping Payment Method: Other (dropdown)
- Delivery Terms Description: (text input)
- Shipping Contract Number: (text input)
- Transport Terms Description: (text input)
- Shipping Instructions: (text input)

Below these fields is a table for 'Transport Terms':

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other (dropdown) FCA-Free	(input)	(input)	(input)	(input)	(input)	(input)	(input)

An 'Add Transport Term' button is located below the table. The 'Additional Fields' section includes:

- Reason for Shipment: (text input)
- Comments: (text input)
- Government Issued Shipping ID: (text input)
- Document Title: (text input)
- Supplier Reference: (text input)
- Transit Direction: (text input)



**Hinweis:** Sie können auch Transportdetails, zusätzliche Details, Kommentare und Anhänge hinzufügen. Die Anhänge dienen nur der Ablage und werden nicht an die Käufer gesendet.

10 Blättern Sie nach unten zu **Bestellpositionen**. Hier können Sie die Chargen-ID des Lieferanten, das Herkunftsland, das Produktionsdatum und das Verfallsdatum aktualisieren und bei Bedarf weitere Details hinzufügen.

The screenshot shows the 'Order Items' table with the following data:

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	Remove

Below the table, there are sections for 'Shipment Status', 'Confirmation Status', and a table for 'Line' details:

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	Add Details

An 'Add Ship Notice Line' button is located below the table. At the bottom, there is an 'Add Order Line Item' button and a footer with 'Save', 'Exit', and 'Next' buttons. A green circle with the number '10' is overlaid on the right side of the 'Line' table.



## Erstellen einer Schiffsmeldung

11

Wenn Sie die entsprechenden Details hinzugefügt haben, klicken Sie auf **Weiter**, um fortzufahren.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2.000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

[Save](#)   [Exit](#)   [Next](#)

11



**Hinweis:** Sie können auch auf die Schaltfläche **Speichern** klicken, um diese Versandmitteilung als Entwurf für bis zu sieben Tage zu speichern.



## Erstellen einer Schiffsmeldung

12

Die Seite zur Bestätigung der Versandmitteilung wird angezeigt. Überprüfen Sie alle Details und klicken Sie auf **Senden**, um die Versandmitteilung an LyondellBasell zu senden.

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-6880  
United States

DELIVER TO  
Equislar Chemicals, LP  
8280 Sheldon Road  
Charmelview, TX 775302693  
United States

Ship Notice Header

<b>SHIPPING</b>	Packing Slip ID: PS0003 Invoice No.: ABC12345 Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: 20 Oct 2023 Actual Delivery Date: 31 Oct 2023 12:00:00 PM Gross Volume: -- Gross Weight: --	<b>TRACKING</b>	Carrier Name: UPS Carrier Code: -- Tracking No.: 67476292 Tracking Date: -- Shipping Method: -- Service Level: --
-----------------	---	-----------------	--

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition	Shipping Payment Method: Account
Delivery Terms Description: --	Shipping Contract Number: --
Transport Terms Description: --	Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Previous Save Submit Exit

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD

**SHIPMENT STATUS**  
1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK)

**ASSET DETAILS**  
Asset details not provided for this line item.

**HAZARD DETAILS**  
Hazard details not provided for this line item.

**DELIVERY DETAILS**

Delivery Terms: Transport Condition	Transport Terms: Other
Description: --	Transport Terms Description: --
Shipping Payment Method: Account	

**PACKAGING**  
Package information not provided for this line item.

**OTHER INFORMATION**  
Auxiliary Part ID: SPAID1234567

12

Previous Save Submit Exit



## Erstellen einer Schiffsmeldung

13

Sie werden zur Bestellung weitergeleitet, die nun anzeigt, dass die Bestellung versandt wurde.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Routing Status: Acknowledged  
Related Documents: 4404969429

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS



**Hinweis:** Alle Dokumente, die auf der Grundlage der Bestellung erstellt wurden, werden im Abschnitt Verwandte Dokumente angezeigt.



**Dankeschön**





**Italian**



# Notifica di spedizione avanzata della rete Ariba

## Aiuto al lavoro

**Pubblicato:** Ottobre 2023  
**Proprietario:** Team Source-to-Pay



## Scopo

Lo scopo di questo aiuto al lavoro è quello di fornire una guida passo passo su come creare notifiche di spedizione avanzate (ASN) all'interno di Ariba Network.



## Pubblico di riferimento

Questo aiuto al lavoro è rivolto ai seguenti ruoli:

- **Fornitori abilitati alla rete Ariba di LyondellBasell**



## Indice dei contenuti

- **Creazione di un avviso di spedizione**

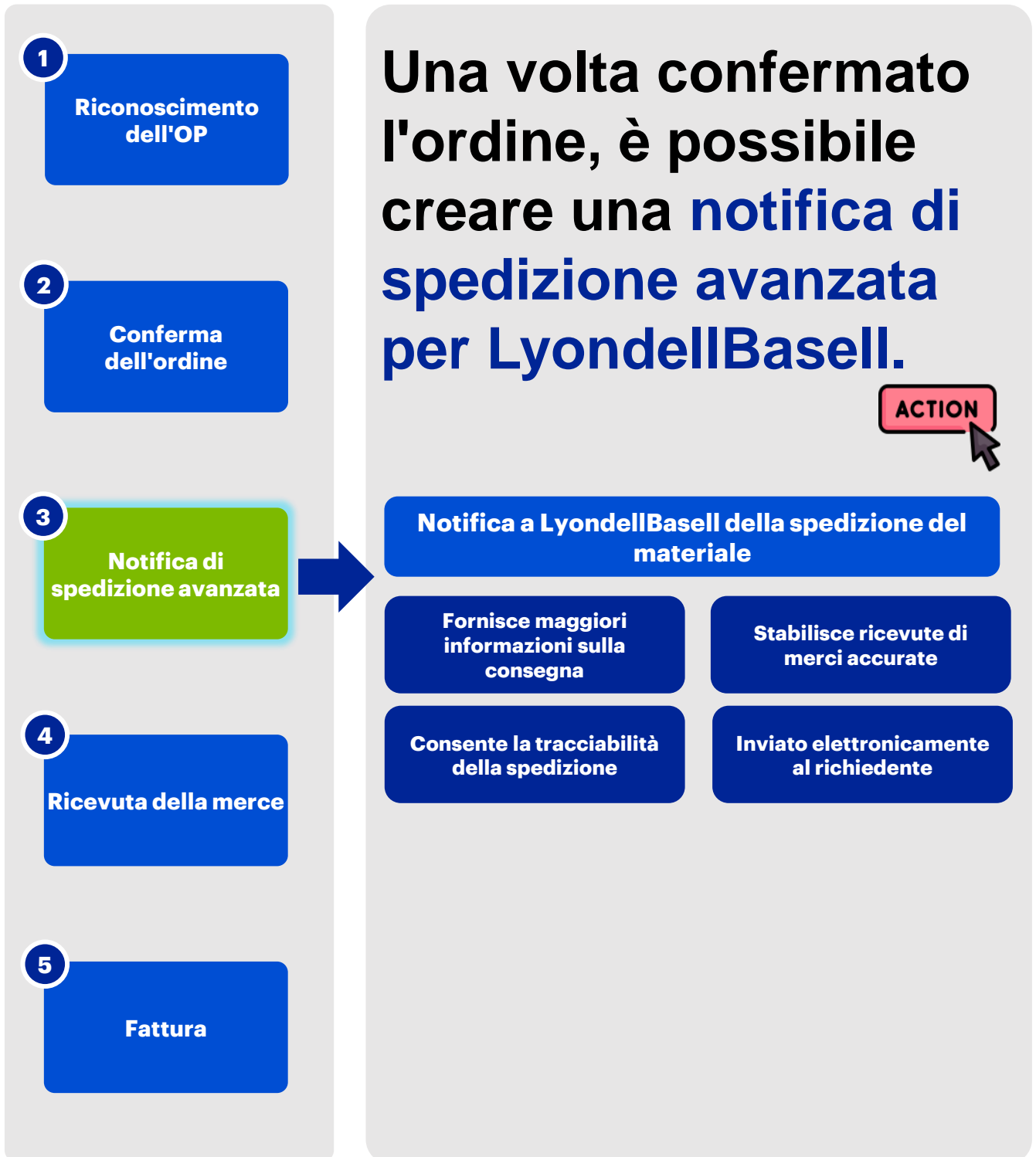


## Riferimenti

È possibile consultare ulteriori informazioni qui:

- **Sito del fornitore di LyondellBasell**

## Processo Procure-to-Pay: Notifica di spedizione avanzata





## Creazione di un avviso di spedizione

I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**





## Creazione di un avviso di spedizione

1

Inserite il vostro **nome utente** e la vostra **password** nella pagina di login di [Ariba Network](#) e fate clic sul pulsante **Login**.

SAP Business Network

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Nota:** si prega di confermare l'ordine prima di creare una notifica di spedizione.

2

Viene visualizzata la home page di Ariba Network. Fare clic sulla scheda Workbench per visualizzare gli ordini di acquisto.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all



## Creazione di un avviso di spedizione

3

Nella scheda Workbench, selezionare l'ordine di acquisto appropriato per il quale si desidera creare l'avviso di spedizione.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 12, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007881	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$1000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

Vengono visualizzati i dettagli dell'ordine di acquisto. Fare clic sul pulsante **Crea avviso di spedizione** per creare un avviso di spedizione.

Purchase Order: 4404969434

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Payment Terms**  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS



# Ariba Network Advanced Shipment Notification



## Creazione di un avviso di spedizione

**Nota:** è possibile visualizzare l'ordine di acquisto anche inserendo il numero di ordine di acquisto nella barra di ricerca della homepage. Selezionare l'ordine di acquisto appropriato dall'elenco per creare l'avviso di spedizione.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box, indicating the selected order.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the 'Purchase Order: 4404967917' page. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with an orange box), and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays contact information for the sender (Equistar Chemicals LP) and the recipient (LYB test 1 2020 - TEST). The purchase order details include the order number, amount, and version.

**From:**  
Equistar Chemicals LP  
1221 Mockmeey, Suite 300  
HOUSTON, TX 77020  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-0800  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Purchase Order**  
(\* Changed)  
4404967917  
Amount: \$1,570.00 USD  
Amount: \$3,240.00 USD  
Version: 2 (Previous Version)

[Track Order](#)



## Creazione di un avviso di spedizione

5

Viene visualizzato il modulo **Crea avviso di spedizione** con i dettagli di spedizione precompilati.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST [Update Address](#)

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP [Update Address](#)

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

6

Immettere i dettagli appropriati. Tutti i campi contrassegnati da un asterisco (\*) sono obbligatori.

 Unit:  Unit: 

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST [Update Address](#)

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP [Update Address](#)

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

# Ariba Network Advanced Shipment Notification



## Creazione di un avviso di spedizione

7 Selezionare il **nome del vettore** desiderato.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'SHIPPING' section contains fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), and Shipping Date (20 Oct 2023). The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '7' is placed over the 'Carrier Name' dropdown menu. The dropdown menu is open, showing a list of carriers including Airborne Express, DHL, FedEx, and others.

8 Immettere il **numero di tracciamento** e la **data di tracciamento**.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'SHIPPING' section contains fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), and Shipping Date (20 Oct 2023). The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '8' is placed over the 'Tracking No.' and 'Tracking Date' fields. The 'Carrier Name' is set to 'DHL'.



## Creazione di un avviso di spedizione

### 9 Aggiungere ulteriori dettagli di spedizione.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition  
Delivery Terms Description:  
Transport Terms Description:

Shipping Payment Method: Other  
Shipping Contract Number:  
Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other FCA-Free							

Add Transport Term

**Additional Fields**

Reason for Shipment:  
Comments:

Government Issued Shipping ID:  
Document Title:  
Supplier Reference:  
Transit Direction:



**Nota:** è possibile aggiungere dettagli sul trasporto, dettagli aggiuntivi, commenti e allegati. Gli allegati servono solo per il deposito e non vengono inviati agli acquirenti.

### 10

Scorrere fino a **Ordinare articoli**. Qui è possibile aggiornare l'ID del lotto del fornitore, il Paese di origine, la data di produzione, la data di scadenza e aggiungere ulteriori dettagli, se necessario.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	Remove

Shipment Status  
Total Item Due Quantity: 2 BX

Confirmation Status  
Total Confirmed Quantity: 2.000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	Add Details

Add Ship Notice Line

Other Information  
Auxiliary Part ID: SPAID1234567

Add Order Line Item

Save Exit Next

10



## Creazione di un avviso di spedizione

11

Una volta aggiunti i dettagli appropriati, fare clic su **Avanti** per procedere.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2,000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2,000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

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

11



**Nota:** è anche possibile fare clic sul pulsante **Salva** per salvare questo avviso di spedizione come bozza per un massimo di sette giorni.



## Creazione di un avviso di spedizione

12

Viene visualizzata la pagina di conferma dell'avviso di spedizione. Rivedere tutti i dettagli e fare clic su **Invia** per inviare l'avviso di spedizione a LyondellBasell.

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM: LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-6880, United States

DELIVER TO: Equistar Chemicals, LP, 8280 Sheldon Road, Channelview, TX 775302693, United States

SHIP NOTICE HEADER

SHIPPING: Packing Slip ID: P50003, Invoice No.: ABC12345, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: 20 Oct 2023, Actual Delivery Date: 31 Oct 2023 12:00:00 PM, Gross Volume: --, Gross Weight: --

TRACKING: Carrier Name: UPS, Carrier Code: --, Tracking No.: 67476292, Tracking Date: --, Shipping Method: --, Service Level: --

DELIVERY AND TRANSPORT INFORMATION: Delivery Terms: Transport Condition, Delivery Terms Description: --, Transport Terms Description: --, Shipping Payment Method: Account, Shipping Contract Number: --, Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	SHIP By	Unit Price	Subtotal
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD

SHIPMENT STATUS: 1 Ship Qty: 2,000 BX (Batch ID: 453472, Production Date: 9 Aug 2023, Expiry Date: 25 Jan 2024, Country of Origin: HK)

ASSET DETAILS: Asset details not provided for this line item.

HAZARD DETAILS: Hazard details not provided for this line item.

DELIVERY DETAILS: Delivery Terms: Transport Condition, Description: --, Shipping Payment Method: Account, Transport Terms: Other, Transport Terms Description: --

PACKAGING: Package information not provided for this line item.

OTHER INFORMATION: Auxiliary Part ID: SPAID1234567

12

Previous Save **Submit** Exit



## Creazione di un avviso di spedizione

13

Si verrà reindirizzati all'ordine d'acquisto che ora mostrerà che l'ordine è stato spedito.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429



**Nota:** tutti i documenti creati in base all'ordine di acquisto saranno visualizzati nella sezione Documenti correlati.

**Grazie**





# Mandarin



# Ariba 网络高级发货通知 工作助手

出版日期2023年10月  
所有者：源到付团队



## 目的

本工作辅助工具的目的是逐步指导如何在 Ariba 网络中创建高级发货通知 (ASN)。



## 目标受众

本工作辅助工具适用于以下角色：

- **利安德巴塞尔 Ariba 网络启用供应商**



## 目录

- [创建船舶通告](#)



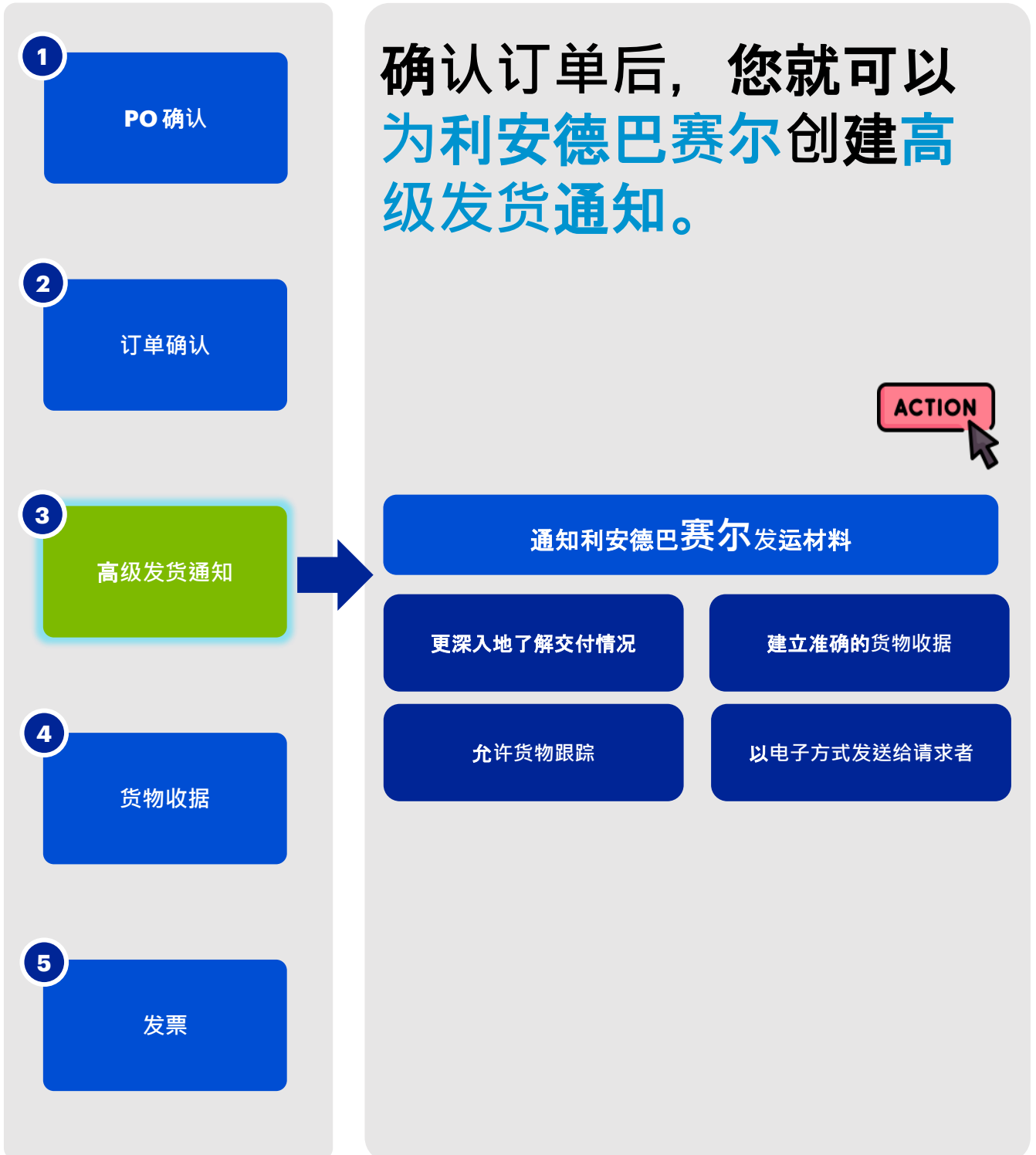
## 参考资料

您可以在这里查看更多信息：

- [利安德巴塞尔供应商网站](#)



## 采购到付款流程：高级装运通知





## 创建船舶通告

以下步骤适用于利安德巴赛尔供应商





## 创建船舶通告

1

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击 **登录按钮**。

SAP Business Network

### Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**注意：**请确认订单后再创建发货通知。

2

出现 Ariba 网络主页。单击工作台选项卡查看采购订单。

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

# Ariba Network Advanced Shipment Notification



## 创建船舶通告

3

在工作台选项卡上，选择要创建发货通知的相应采购订单。

The screenshot shows the SAP Business Network Workbench interface. At the top, there are several summary cards for different order types: New orders (182), Orders (998), Orders to invoice (154), Invoices (253), Items to confirm (40), Items to ship (80), Service sheets (140), and Pinned documents (0). Below these cards is a filter section for 'Orders (998)' with various dropdown menus and checkboxes. A table below the filters lists several purchase orders. A green circle with the number 3 highlights the first row of the table.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 12, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007883	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$2000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

出现订购单的详细信息。单击 "创建发货通知" 按钮创建发货通知。

The screenshot shows the SAP Business Network Purchase Order details page for order 4404969434. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A green circle with the number 4 highlights the 'Create Ship Notice' button. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area is divided into 'From' and 'To' sections, providing contact information for Equistar Chemicals LP and LYB test 1 2020 - TEST. At the bottom, there are sections for 'Payment Terms' (NET 60), 'Contact Information' (Supplier Address), and 'Purchasing Agent' (ARIBA CONTRCT ITEM).

**Purchase Order: 4404969434**

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

Order Detail | Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS

# Ariba Network Advanced Shipment Notification



## 创建船舶通告

注：您也可以在主页搜索栏中输入采购单编号来查看采购单。从列表中选择相应的订购单，创建发货通知。

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing '4404967917'. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five summary statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of Purchase Orders (3 results). The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the 'Purchase Order: 4404967917' page. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with an orange box), and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (Equistar Chemicals LP), 'To' (LYB test 1 2020 - TEST), and 'Purchase Order' (4404967917, Amount: \$3,240.00 USD). A 'Track Order' button is located at the bottom right.





## 创建船舶通告

5 创建发货通知"表单会出现, 并预填发货详细信息。

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST [Update Address](#)

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP [Update Address](#)

Channelview, TX  
United States

**Ship Notice Header**

**SHIPPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date:

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

Save Exit Next

6 输入适当的详细信息。所有带星号 (\*) 的字段均为必填字段。

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST [Update Address](#)

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP [Update Address](#)

Channelview, TX  
United States

**Ship Notice Header**

**SHIPPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date:

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

Save Exit Next

# Ariba Network Advanced Shipment Notification



## 创建船舶通告

7 选择所需的运营商名称。

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

SHIP FROM: LYB test 1 2020 - TEST, Pittsburgh, PA, United States

DELIVER TO: Equistar Chemicals, LP, Channelview, TX, United States

Ship Notice Header

SHIPPING: Packing Slip ID: PS0003, Invoice No.: ABC12345, Requested Delivery Date: --, Ship Notice Type: Select, Shipping Date: 20 Oct 2023, Delivery Date: 31 Oct 2023, Gross Volume: --, Gross Weight: --

TRACKING: Carrier Name: --, Service Level: --

Carrier Selection List:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- Airborne Express
- Consolidated Freightways
- DHL
- EGL Eagle Global Logistics
- EmeryWorldwide
- FedEx
- Linfox (Australia)
- Menlo/IBM
- Purologor Courier
- Roadway Express
- Test only
- Toll Australia
- UAL Cargo
- UPS

8 输入跟踪编号和跟踪日期。

SAP Business Network - Enterprise Account

Create Ship Notice

Please correct the following errors and resubmit:

\* Indicates required field

SHIP FROM: LYB test 1 2020 - TEST, Pittsburgh, PA, United States

DELIVER TO: Equistar Chemicals, LP, Channelview, TX, United States

Ship Notice Header

SHIPPING: Packing Slip ID: PS0003, Invoice No.: ABC12345, Requested Delivery Date: --, Ship Notice Type: Select, Shipping Date: 20 Oct 2023, Delivery Date: 31 Oct 2023, Gross Volume: --, Gross Weight: --

TRACKING: Carrier Name: DHL, Tracking No.: 5439854, Tracking Date: 16 Nov 2023, Shipping Method: Air, Service Level: --



## 创建船舶通告

9

添加其他运输细节。

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition

Shipping Payment Method: Other

Delivery Terms Description:

Shipping Contract Number:

Transport Terms Description:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other	FCA-Free						

Add Transport Term

**Additional Fields**

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:



**注：**您还可以添加运输详情、其他详情、评论和附件。附件仅用于存储，不会发送给买家。

10

向下滚动到订购项目。在这里，您可以更新供应商批次 ID、原产国、生产日期、有效期，并根据需要添加其他详细信息。

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	Remove

Shipment Status

Total Item Due Quantity: 2 BX

Confirmation Status

Total Confirmed Quantity: 2,000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2,000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	Add Details

Add Ship Notice Line

Other Information

Auxiliary Part ID: SPAID1234567

Add Order Line Item

Save Exit Next



## 创建船舶通告

11 添加适当的详细信息后，单击 "下一步" 继续。

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2,000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2,000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

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

11



**注：**您还可以单击 "保存" 按钮，将此船舶通知保存为草稿，最多可保存七天。



## 创建船舶通告

12

出现确认发货通知页面。查看所有详细信息，然后单击 "提交" 将装运通知发送给利安德巴塞尔。

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM: LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-0880, United States

DELIVER TO: Equistar Chemicals, LP, 8280 Sheldon Road, Channelview, TX 775302693, United States

SHIP NOTICE HEADER

SHIPPING: Packing Slip ID: PS0003, Invoice No.: ABC12345, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: 20 Oct 2023, Actual Delivery Date: 31 Oct 2023 12:00:00 PM, Gross Volume: --, Gross Weight: --

TRACKING: Carrier Name: UPS, Carrier Code: --, Tracking No.: 67476292, Tracking Date: --, Shipping Method: --, Service Level: --

DELIVERY AND TRANSPORT INFORMATION: Delivery Terms: Transport Condition, Delivery Terms Description: --, Transport Terms Description: --, Shipping Payment Method: Account, Shipping Contract Number: --, Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Buttons: Previous, Save, Submit, Exit

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	SHIP By	Unit Price	Subtotal
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD
<p>SHIPMENT STATUS</p> <p>1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK)</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, Description: --, Transport Terms: Other, Transport Terms Description: --</p> <p>Shipping Payment Method: Account</p> <p>PACKAGING</p> <p>Package information not provided for this line item.</p> <p>OTHER INFORMATION</p> <p>Auxiliary Part ID: SPAD1234567</p>									

Buttons: Previous, Save, Submit, Exit

12



## 创建船舶通告

13

您将被转到采购订单，此时订单将显示已发货。

Purchase Order: 4404969429

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LVB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LVB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429



**注意：**根据订购单创建的所有文件都将显示在 "相关文件" 部分。



谢谢





# Portuguese



# Notificação de remessa avançada da Ariba Network

## Auxílio ao trabalho

**Publicado:** Outubro de 2023  
**Proprietário:** Equipe Source-to-Pay



## Finalidade

O objetivo desta ajuda de trabalho é fornecer um guia passo a passo sobre como criar notificações avançadas de remessa (ASN) na Ariba Network.



## Público-alvo

Esta ajuda de trabalho é para as seguintes funções:

- **Fornecedores habilitados para a rede LyondellBasell Ariba**



## Índice

- [Criação de um aviso de embarque](#)

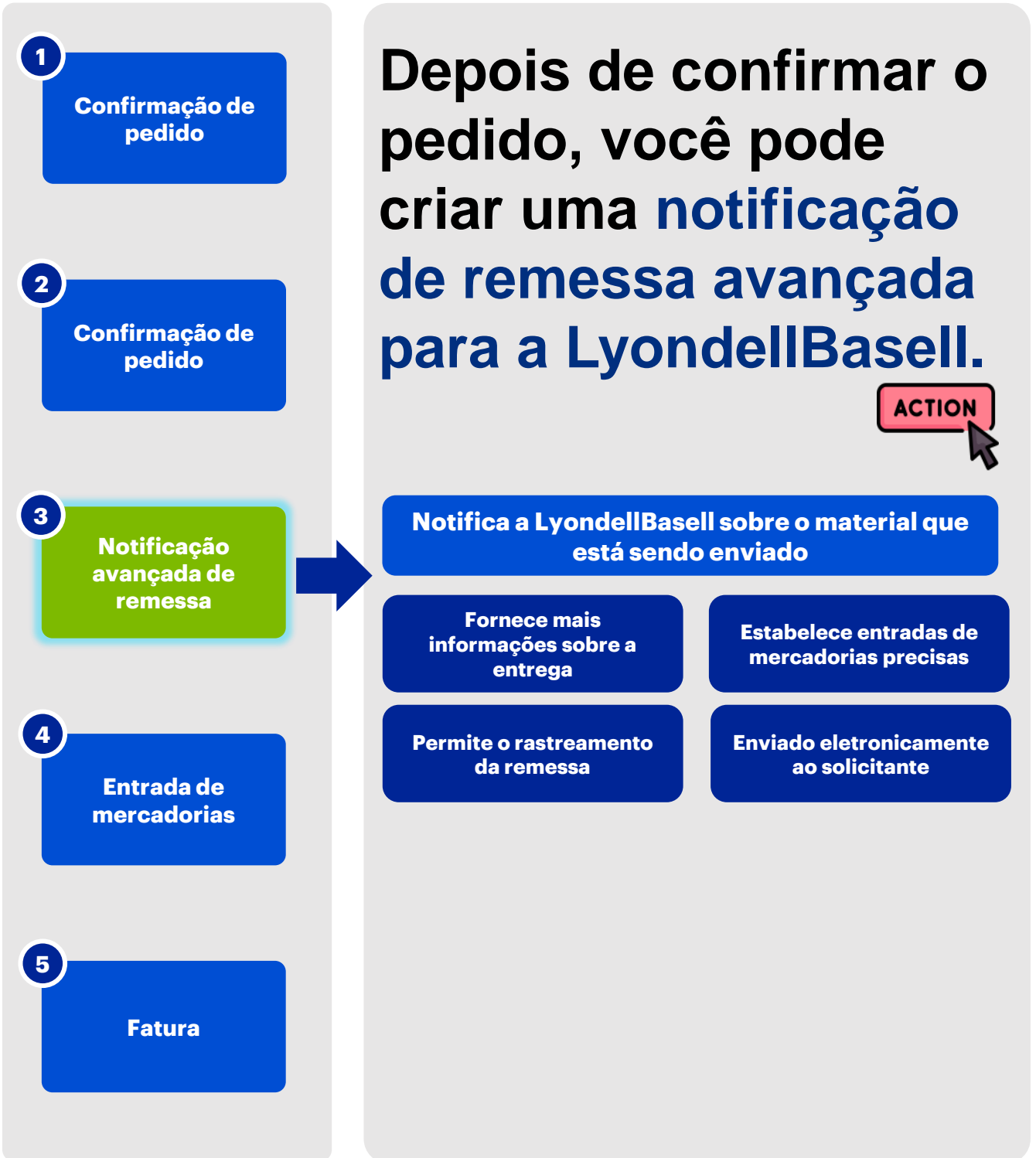


## Referências

Você pode ver informações adicionais aqui:

- [Site do fornecedor da LyondellBasell](#)

## Processo Procure-to-Pay: Notificação de remessa avançada







## Criação de um aviso de embarque

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Criação de um aviso de embarque

1

Digite seu **nome de usuário** e **senha** na página de login do [Ariba Network](#) e clique no botão **Login**.

SAP Business Network

Supplier Login

User Name

Password

Login

Wrong Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Observação:** confirme o pedido antes de criar a notificação de envio.

2

A página inicial da Ariba Network é exibida. Clique na guia **Workbench** para visualizar os pedidos de compra.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

# Ariba Network Advanced Shipment Notification



## Criação de um aviso de embarque

3

Na guia workbench, selecione o pedido de compra apropriado para o qual você deseja criar um aviso de entrega.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 12, 2023	Acknowledged	1	Partially Invoiced	\$100 USD	...
420007881	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$1000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

Os detalhes do pedido de compra são exibidos. Clique no botão **Criar aviso de envio** para criar um aviso de envio.

**Purchase Order: 4404969434**

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

Order Detail | Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

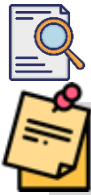
**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS



# Ariba Network Advanced Shipment Notification



## Criação de um aviso de embarque

**Observação:** Você também pode visualizar o pedido de compra inserindo o número do pedido de compra na barra de pesquisa da página inicial. Selecione o pedido de compra apropriado na lista para criar o aviso de envio.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the 'Purchase Order: 4404967917' page. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with an orange box), and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays contact information for the sender (Equistar Chemicals LP) and the recipient (LYB test 1 2020 - TEST). It also shows the purchase order details, including the amount of \$3,240.00 USD and the version number 2.



## Criação de um aviso de embarque

5

O formulário **Criar aviso de envio** é exibido com os detalhes de envio pré-preenchidos.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST Update Address

Pittsburgh, PA  
United States

**DELIVER TO**

Equisar Chemicals, LP Update Address

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume: Unit:

Gross Weight: Unit:

**TRACKING**

Carrier Name: Service Level:

6

Insira os detalhes apropriados. Todos os campos com um asterisco (\*) são obrigatórios.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST Update Address

Pittsburgh, PA  
United States

**DELIVER TO**

Equisar Chemicals, LP Update Address

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID: PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 20 Oct 2023

Delivery Date: 31 Oct 2023

Gross Volume: Unit:

Gross Weight: Unit:

**TRACKING**

Carrier Name: Service Level:

# Ariba Network Advanced Shipment Notification



## Criação de um aviso de embarque

7 Selecione o **Carrier Name** desejado.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '7' is placed over the 'Carrier Name' dropdown menu. The dropdown menu is open, showing a list of carrier options including Airborne Express, DHL, FedEx, and others.

8 Digite o número de rastreamento e a data de rastreamento.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '8' is placed over the 'Tracking No.' and 'Tracking Date' fields. The 'Carrier Name' is set to 'DHL'. The 'Tracking No.' field contains '5439854' and the 'Tracking Date' field contains '16 Nov 2023'.



## Criação de um aviso de embarque

### 9 Adicione detalhes adicionais de remessa.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition

Shipping Payment Method: Other

Delivery Terms Description:

Transport Terms Description:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other	FCA-Free						

Add Transport Term

**Additional Fields**

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:



**Observação:** Você também pode adicionar detalhes de transporte, detalhes adicionais, comentários e anexos. Os anexos são apenas para fins de repositório e não são enviados aos compradores.

### 10 Role para baixo até **Order Items**. Aqui você pode atualizar a ID do lote do fornecedor, o país de origem, a data de produção, a data de validade e adicionar outros detalhes, se necessário.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD

Remove

Shipment Status

Total Item Due Quantity: 2 BX

Confirmation Status

Total Confirmed Quantity: 2.000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024

Add Details

Add Ship Notice Line

Other Information

Auxiliary Part ID: SPAID1234567

Add Order Line Item

Save Exit Next



## Criação de um aviso de embarque

11

Depois de adicionar os detalhes apropriados, clique em **Next** para continuar.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2,000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2,000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

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

11



**Observação:** Você também pode clicar no botão **Save** para salvar esse aviso de embarque como um rascunho por até sete dias.



## Criação de um aviso de embarque

12

A página de confirmação do aviso de envio é exibida. Revise todos os detalhes e clique em **Submit (Enviar)** para enviar o aviso de envio para a LyondellBasell.

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-6880  
United States

DELIVER TO  
Equisar Chemicals, LP  
8280 Sheldon Road  
Charmelview, TX 775302693  
United States

SHIP NOTICE HEADER

<b>SHIPPING</b>	Packing Slip ID: PS0003 Invoice No.: ABC12345 Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: 20 Oct 2023 Actual Delivery Date: 31 Oct 2023 12:00:00 PM Gross Volume: -- Gross Weight: --	<b>TRACKING</b>	Carrier Name: UPS Carrier Code: -- Tracking No.: 67476292 Tracking Date: -- Shipping Method: -- Service Level: --
-----------------	---	-----------------	--

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition	Shipping Payment Method: Account
Delivery Terms Description: --	Shipping Contract Number: --
Transport Terms Description: --	Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Previous Save Submit Exit

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	SHIP By	Unit Price	Subtotal
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD

**SHIPMENT STATUS**  
1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK)

**ASSET DETAILS**  
Asset details not provided for this line item.

**HAZARD DETAILS**  
Hazard details not provided for this line item.

**DELIVERY DETAILS**

Delivery Terms: Transport Condition	Transport Terms: Other
Description: --	Transport Terms Description: --
Shipping Payment Method: Account	

**PACKAGING**  
Package information not provided for this line item.

**OTHER INFORMATION**  
Auxiliary Part ID: SPAID1234567

12

Previous Save Submit Exit



## Criação de um aviso de embarque

13

Você será redirecionado para o pedido de compra, que agora mostrará que o pedido foi enviado.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Routing Status: Acknowledged  
Related Documents: 4404969429

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS



**Observação:** Todos os documentos criados com base no pedido de compra serão exibidos na seção Documentos relacionados.



**Obrigado**





# Spanish



# Notificación avanzada de envíos de Ariba Network

## Ayuda al empleo

**Publicado:** Octubre 2023

**Propietario:** Source-to-Pay Team



## Propósito

El objetivo de esta ayuda de trabajo es proporcionar una guía paso a paso sobre cómo crear notificaciones de envío avanzadas (ASN) en Ariba Network.



## Público destinatario

Esta ayuda de trabajo es para las siguientes funciones:

- **Proveedores habilitados para la red Ariba de LyondellBasell**



## Índice

- [Creación de un aviso de buque](#)

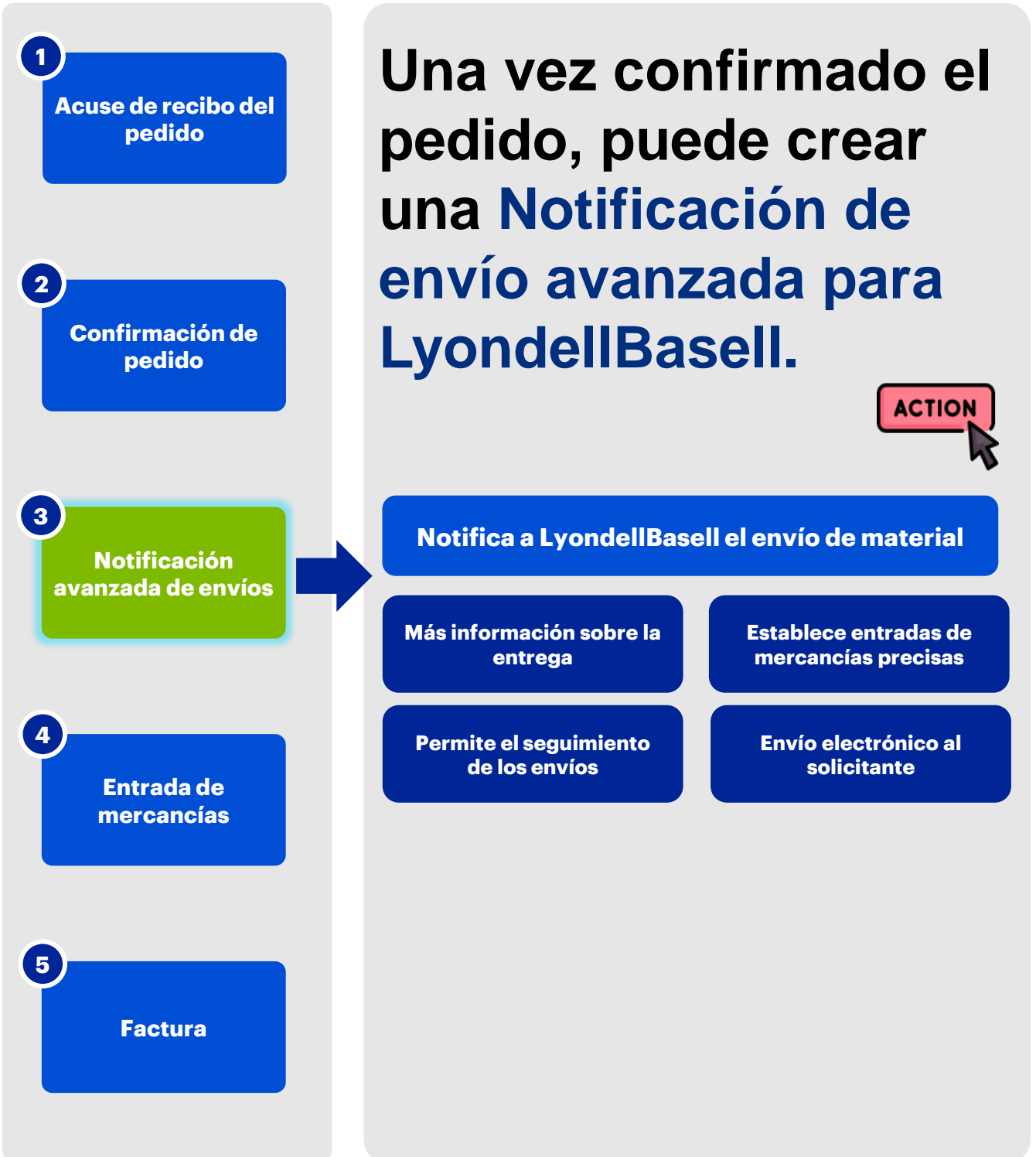


## Referencias

Puede consultar información adicional aquí:

- [Sitio del proveedor de LyondellBasell](#)

## Proceso Procure-to-Pay: Notificación avanzada de envíos





## Creación de un aviso de buque

Los siguientes pasos son para **los proveedores de LyondellBasell**





## Creación de un aviso de buque

1

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en el botón **Iniciar sesión**.

SAP Business Network

Supplier Login

User Name

Password

Login

Wrong Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)



**Nota:** Confirme el pedido antes de crear la notificación de envío.

2

Aparecerá la página de inicio de Ariba Network. Haga clic en la pestaña **Workbench** para ver los pedidos de compra.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

# Ariba Network Advanced Shipment Notification



## Creación de un aviso de buque

3

En la pestaña de la mesa de trabajo, seleccione el pedido correspondiente para el que desea crear el aviso de entrega.

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
440989435	Lyondell Chemical Company - TEST	\$200 USD	Oct 11, 2023	Acknowledged	1	Partially Invoiced	\$150 USD	...
420007883	Lyondell Chemical Company - TEST	\$999 USD	Oct 12, 2023	Sent	1	Changed		...
440989434	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Invoiced	\$30 USD	...
420007880	Lyondell Chemical Company - TEST	\$1000 USD	Oct 12, 2023	Acknowledged	1	Received		...
440989429	Lyondell Chemical Company - TEST	\$30 USD	Oct 12, 2023	Acknowledged	1	Received		...

4

Aparecerán los detalles del pedido. Haga clic en el botón **Crear aviso** de entrega para crear un aviso de entrega.

**Purchase Order: 4404969434**

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

Order Detail | Order History

**From:**  
Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

**To:**  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States  
Phone:  
Fax:  
Email: adam.wygant@sap.com

**Payment Terms** ⓘ  
NET 60

**Contact Information**  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STRET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com

**Purchasing Agent**  
ARIBA CONTRCT ITEM  
Email: lyochemspauto@lyondellbasell.com  
Phone: + () ARIBA ITEMS

# Ariba Network Advanced Shipment Notification



## Creación de un aviso de buque

**Nota:** También puede ver el pedido de compra introduciendo el número de pedido en la barra de búsqueda de la página de inicio. Seleccione la orden de compra apropiada de la lista para crear el aviso de envío.

The screenshot shows the SAP Business Network home page. At the top, there is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with the text 'Orders and Releases', 'All customers', 'Exact match', and the order number '4404967917'. The dashboard below the search bar shows five key metrics: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm. Each metric is accompanied by a 'Last 31 days' label.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX, United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the 'Purchase Order: 4404967917' details page. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with an orange box), and 'Create Invoice'. Below these buttons are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (Equistar Chemicals LP), 'To' (LYB test 1 2020 - TEST), and 'Purchase Order' (4404967917, Amount: \$3,240.00 USD). A 'Track Order' button is located at the bottom right.





## Creación de un aviso de buque

5

Aparecerá el formulario **Crear aviso de envío** con los datos de envío rellenados previamente.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST Update Address

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP Update Address

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID:\* PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:\* 20 Oct 2023

Delivery Date:\* 31 Oct 2023

Gross Volume: Unit:

Gross Weight: Unit:

**TRACKING**

Carrier Name:

Service Level:

6

Introduzca los datos correspondientes. Todos los campos con asterisco (\*) son obligatorios.

SAP Business Network - Enterprise Account

Create Ship Notice

\* Indicates required field

**SHIP FROM**

LYB test 1 2020 - TEST Update Address

Pittsburgh, PA  
United States

**DELIVER TO**

Equistar Chemicals, LP Update Address

Channelview, TX  
United States

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID:\* PS0003

Invoice No.: ABC12345

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:\* 20 Oct 2023

Delivery Date:\* 31 Oct 2023

Gross Volume: Unit:

Gross Weight: Unit:

**TRACKING**

Carrier Name:

Service Level:

# Ariba Network Advanced Shipment Notification



## Creación de un aviso de buque

7 Seleccione el nombre del transportista deseado.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'SHIPPING' section contains fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), and Shipping Date (20 Oct 2023). The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '7' is placed over the 'Carrier Name' dropdown menu. The dropdown menu is open, showing a list of carriers including Airborne Express, DHL, FedEx, and others.

8 Introduzca el número y la fecha de seguimiento.

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The 'SHIP FROM' field is 'LYB test 1 2020 - TEST' and the 'DELIVER TO' field is 'Equistar Chemicals, LP'. The 'SHIPPING' section contains fields for Packing Slip ID (PS0003), Invoice No. (ABC12345), and Shipping Date (20 Oct 2023). The 'TRACKING' section is highlighted with an orange box, and a green circle with the number '8' is placed over the 'Tracking No.' field. The 'Tracking No.' field contains the value '5439854' and the 'Tracking Date' field contains '16 Nov 2023'.



## Creación de un aviso de buque

### 9 Añada detalles adicionales de envío.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition  
Delivery Terms Description:  
Transport Terms Description:

Shipping Payment Method: Other  
Shipping Contract Number:  
Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other FCA-Free							

Add Transport Term

**Additional Fields**

Reason for Shipment:  
Comments:

Government Issued Shipping ID:  
Document Title:  
Supplier Reference:  
Transit Direction:



**Nota:** También puede añadir detalles de transporte, detalles adicionales, comentarios y archivos adjuntos. Los archivos adjuntos son sólo para fines de repositorio y no se envían a los compradores.

### 10

Desplácese hacia abajo hasta **Pedir artículos**. Aquí puede actualizar el ID de lote del proveedor, el país de origen, la fecha de producción, la fecha de caducidad y añadir detalles adicionales, si es necesario.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404869429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2.000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	Remove

Shipment Status  
Total Item Due Quantity: 2 BX

Confirmation Status  
Total Confirmed Quantity: 2.000 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	Add Details

Add Ship Notice Line

Other Information  
Auxiliary Part ID: SPAID1234567

Add Order Line Item

Save Exit Next

10



## Creación de un aviso de buque

11

Una vez que haya añadido los detalles apropiados, haga clic en **Siguiente** para continuar.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4404969429	1	ALBR13213R8B ABDR 1321-3R8-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	<a href="#">Remove</a>

**Shipment Status**  
Total Item Due Quantity: 2 BX

**Confirmation Status**  
Total Confirmed Quantity: 2,000 BX    Total Backordered Quantity: 0 BX

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2,000	453472	Hong Kong [HKG]	9 Aug 2023	25 Jan 2024	<a href="#">Add Details</a>

[Add Ship Notice Line](#)

**Other Information**  
Auxiliary Part ID: SPAID1234567

[Add Order Line Item](#)

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

11



**Nota:** También puede hacer clic en el botón **Guardar** para guardar este aviso de embarque como borrador durante un máximo de siete días.



## Creación de un aviso de buque

12

Aparecerá la página de confirmación del aviso de envío. Revise todos los detalles y haga clic en **Enviar** para enviar el aviso de envío a LyondellBasell.

SAP Business Network Enterprise Account

Create Ship Notice

Confirm and submit this document.

SHIP FROM  
LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-6880  
United States

DELIVER TO  
Equisar Chemicals, LP  
8280 Sheldon Road  
Charmelview, TX 775302693  
United States

Ship Notice Header

<b>SHIPPING</b>	Packing Slip ID: PS0003 Invoice No.: ABC12345 Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: 20 Oct 2023 Actual Delivery Date: 31 Oct 2023 12:00:00 PM Gross Volume: -- Gross Weight: --	<b>TRACKING</b>	Carrier Name: UPS Carrier Code: -- Tracking No.: 67476292 Tracking Date: -- Shipping Method: -- Service Level: --
-----------------	---	-----------------	--

**DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: Transport Condition	Shipping Payment Method: Account
Delivery Terms Description: --	Shipping Contract Number: --
Transport Terms Description: --	Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA-Free Carrier - All	--	--	--	--	--

Previous Save Submit Exit

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Hide Item Details
4404969429	1	ALBR13213898 ABCR 1321-3R9-B LINE REACTOR		2,000	BX	23 Oct 2023		\$15.00 USD	\$30.00 USD	
<b>SHIPMENT STATUS</b> ▼ 1 Ship Qty: 2,000 BX (Batch ID: 453472 Production Date: 9 Aug 2023 Expiry Date: 25 Jan 2024 Country of Origin: HK) Hide Details										
<b>ASSET DETAILS</b> Asset details not provided for this line item.										
<b>HAZARD DETAILS</b> Hazard details not provided for this line item.										
<b>DELIVERY DETAILS</b>										
Delivery Terms: Transport Condition			Description: --			Transport Terms: Other			Transport Terms Description: --	
Shipping Payment Method: Account										
<b>PACKAGING</b> Package information not provided for this line item.										
<b>OTHER INFORMATION</b> Auxiliary Part ID: SPAID1234567										

Previous Save Submit Exit

12



## Creación de un aviso de buque

13

Se le redirigirá a la orden de compra que ahora mostrará que el pedido ha sido enviado.

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

13

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429

Purchase Order: 4404969429

Done Previous

Create Invoice

Order Detail Order History

From: Equistar Chemicals LP  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5880  
United States  
Phone:  
Fax:  
Email: adam.wygart@sap.com

Purchase Order (Shipped)  
4404969429  
Amount: \$15.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address  
EXAMPLE SUPPLIER  
1221 MCKINNEY STREET  
HOUSTON, TX 77010  
United States  
Email: example@lyondellbasell.com  
Phone: + (1) 1234567890  
Fax: + (1) 800-786-4367

Purchasing Agent  
ARIBA CONTRCT ITEM  
Email: lyochemspautopo@lyondellbasell.com  
Phone: + (1) ARIBA ITEMS

Routing Status: Acknowledged  
Related Documents: 4404969429



**Nota:** Todos los documentos creados a partir del pedido se mostrarán en la sección Documentos relacionados.

**Gracias**