

How to create a Ship Notice

1. If you have a **material PO**, you can send a **Shipping Notice** to notify 50Hertz of the exact delivery date (this is optional).
2. When the material arrives at 50Hertz, you will receive a **Goods Receipt (GR)** document for the amount of goods received. If you **invoice the amount of material on the GR**, the invoice is **approved automatically** and will go straight to finance for final approval and payment.

1. On the order, click on **"Create Ship Notice"** on the top-left or bottom-left of the screen.

Fill in the **"Packing slip ID"**-field with the value of your choice and select the **"Delivery date"**.

If you are sending the goods via a known carrier, you can select the carrier from the list and enter the tracking code.

On the item-level, you can change the **"Ship Qty"** to the value you plan to ship.

Finally, click **"next"** and **"submit"**.

Create Order Confirmation ▾

Create Ship Notice

Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type

Select ▾

Shipping Date:

Delivery Date: *

Gross Volume:

Gross Weight:

Order Items

Order #	Line No.	Part # / Description	Customer Part #
0048148645	1	Test Ariba	
Shipment Status			
Total Item Due Quantity: 1 ST ⓘ			
Confirmation Status			
Total Confirmed Quantity: 1.000 ST ⓘ Total Backordered Quantity: 0 ST ⓘ			
Line			Ship Qty
1			1

Carrier Name: DHL ▾

Tracking No.:

Tracking Date:

Shipping Method

Select ▾

Service Level:

Next

Submit

2. The **Goods Receipt** will be visible under **'related documents'** on your PO (document starting with '5000'. You can click on it to view the quantity received.

You can configure an e-mail message to be sent whenever a new GR arrives by clicking on the initials on the top-right of the screen, then 'settings' and 'notifications'. On the top-left, choose 'Network' and scroll down until you see 'receipt'. Check the box and enter an e-mail address.

Purchase Order
(Partially Invoiced)
0048148651
Amount: 3,500.00 EUR
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Externe Bestellung (ZX)
Related Documents: 5000467236
PS896443
INV65443
More(1) »

Receipt

Type

Send notifications when...

Receipt

☐ Send a notification when a new receipt is received.