## **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.

Receipt

Туре

Receipt

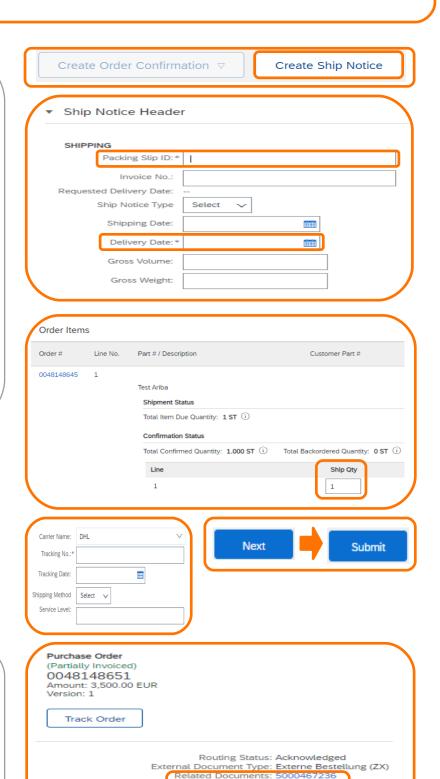
1. On the order, click on "Create Ship Notice" on the top-left or bottom-left of the screen.

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".



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Send notifications when.

Send a notification when a new receipt is received.

More(1)

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.