



Creating Advanced Ship Notices (ASNs)

How to create a ship notice on the SAP Business Network once your items are shipped

Creating the Ship Notice

1. From the home screen within your account, select the **Create** dropdown and select PO Invoice.
2. Select an Order number and click the **Create Ship Notice** button at the bottom of the list.
3. Fill out the requested info on the Shipping form. Packing Slip ID is any # used to ID the Ship Notice.
4. Choose Carrier Name and then Tracking # and Shipping Method will appear.
5. Enter **Ship From** info by clicking on **Update Address**. Check if **Deliver To** info is correct.

Delivery Terms and Transportation Details

1. Delivery terms and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Additional Details

1. Scroll down to view line item information and update the quantity shipped for each line item.
2. Click Next to proceed to review your Ship Notice.

Submit Ship Notice

1. After reviewing your Ship Notice, click Submit to send Ship Notice to Micron. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. After submitting your Ship Notice, the Order Status will be updated to Shipped.
3. Click Done to return to the Home page.
4. Submitted Ship Notices can be viewed by clicking the link under the **Fulfillment** tab and choosing **Ship Notices**.