

## Quick Reference Guide

# Ship Notice via the Ariba Network

The following is a basic step-by-step guide for AT&T suppliers to create a Ship Notice transaction on the Ariba Supplier Network.

### Logging in:

- Go to <http://supplier.ariba.com>.
- Enter Username and Password; click the **Log In** button.
- Click the **Inbox** tab.
- Click the desired **Order Number** hyperlink to view the PO details.
- Check the **Routing Status** of the PO. If the status reads “**Failed**” then click the **Resend** button to resend the PO to your account; if the status reads “**Sent**”, click the **Create Ship Notice** button.

### On the Shipping Line Items page:

- Enter **Packing Slip ID**. This identifies the Ship Notice; it is assigned by the supplier and is typically provided by your shipping system or carrier.
- Scroll down and update the **Shipped** quantity text box for each line item. (Exclude any tax or freight charges.)
- Click the **Next** button.

### On the Review Shipment page:

- Review the Ship Notice for accuracy.
- Click the **Previous** button to make corrections on a previous screen.
- Click the **Submit** button to submit your Ship Notice to the Ariba SN.
- Your submitted Ship Notice is stored in your Ariba SN **Outbox** tab, under **Ship Notices**.

Once submitted, your electronic ship notice will be sent from the Ariba SN to AT&T.