

Upload Advanced Shipping Notices User Guide

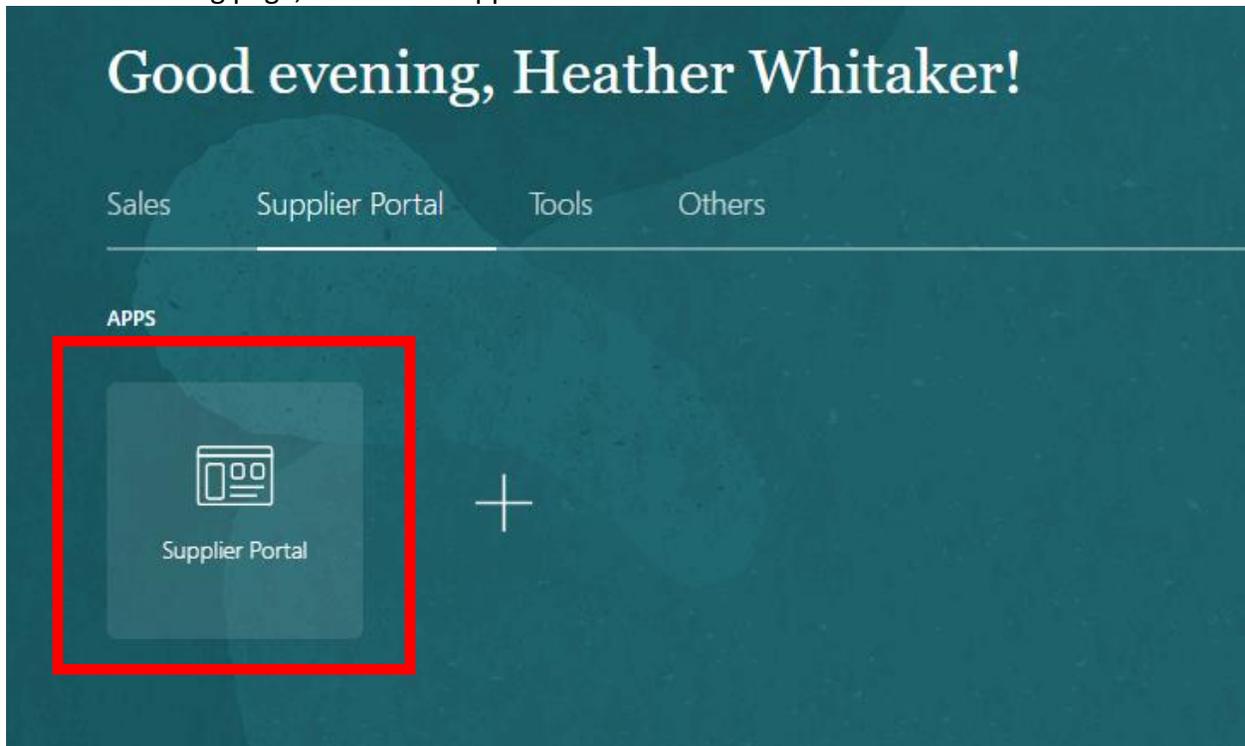


Upload Advanced Shipping Notices

You will learn how to upload Advanced Shipping Notices for your company. ASN's are required for ODL shipments not. This is an alternate method to use a spreadsheet instead of entering the information in the system manually. From here, you can acknowledge, edit, or cancel the agreement.

Step 1

From the landing page, select the Supplier Portal Button.



Step 2

Once on the dashboard, select th link in the task list on the left side of the screen.

Search Orders Order Number

Tasks

Contract Manufacturing

- [Manage Production Reports](#)

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Channel Programs

- [Manage Programs](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)

- [Create ASBN](#)
- [Upload ASN or ASBN](#)

- [View Receipts](#)
- [View Returns](#)

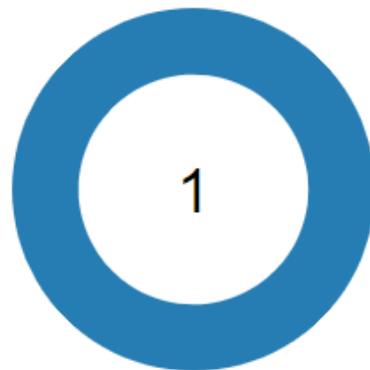
Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Requiring Attention



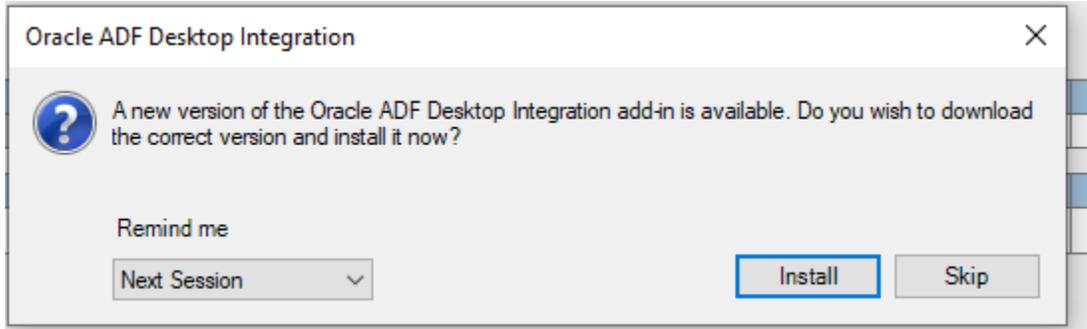
1

■ Schedules Overdue or Due Today

Supplier News

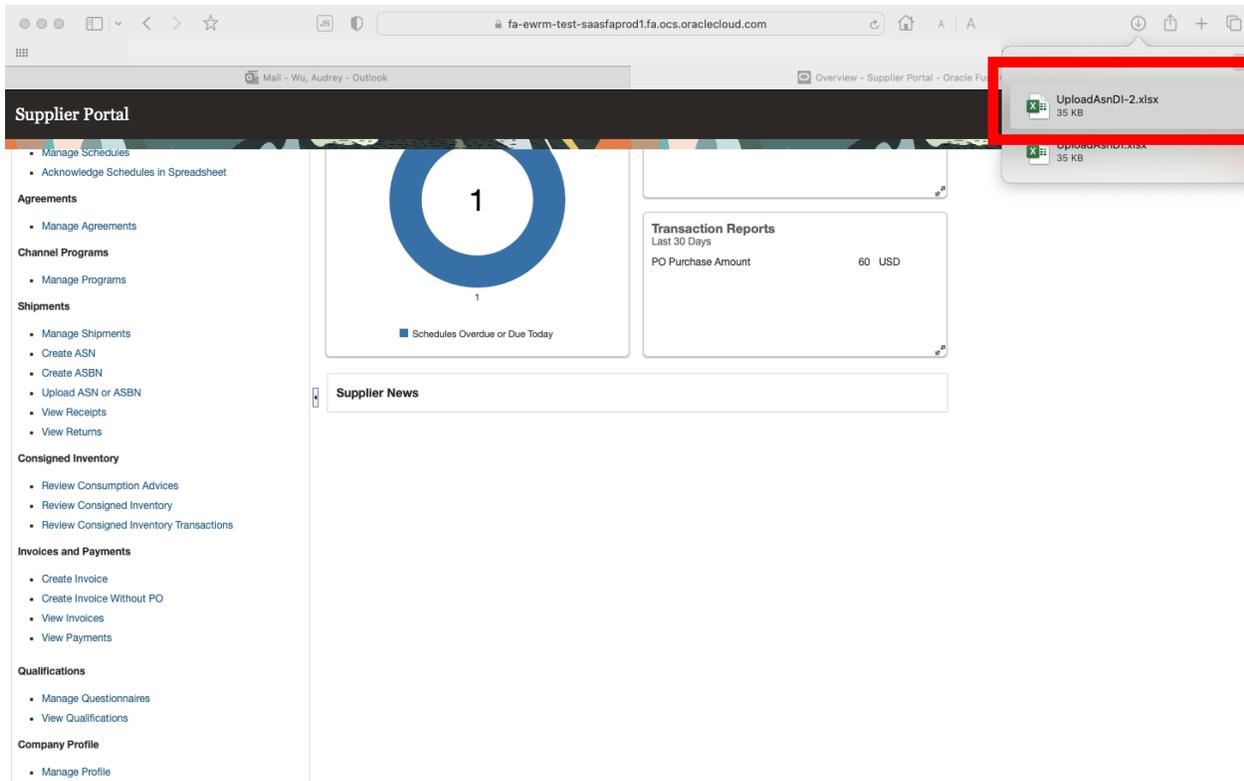
Step 3

This will require you to download an external software named ADFdi template. When you click on Upload ASN, there will be a download you have to run the first time.



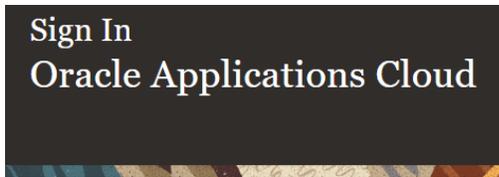
Step 4

Once you have clicked on Upload ASN and the downloads are complete. From here, click on the downloaded excel sheet.



Step 5

Once you have opened the excel sheet, login with your Oracle username and password.



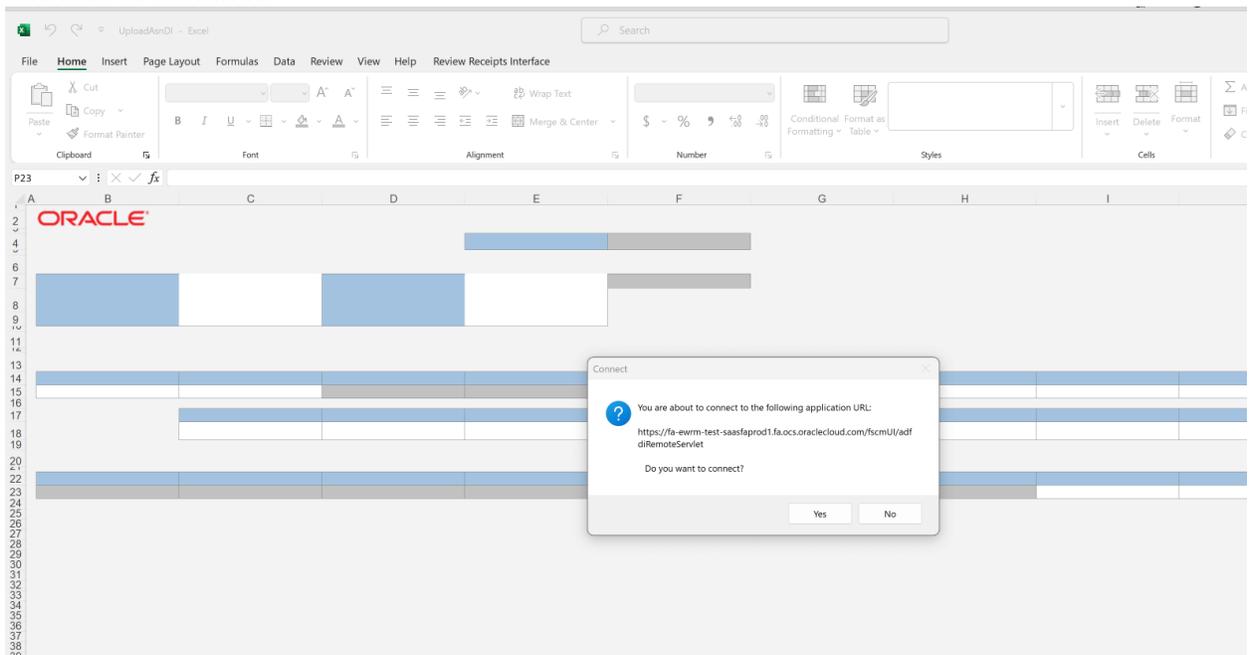
User ID

Password

[Forgot Password](#)

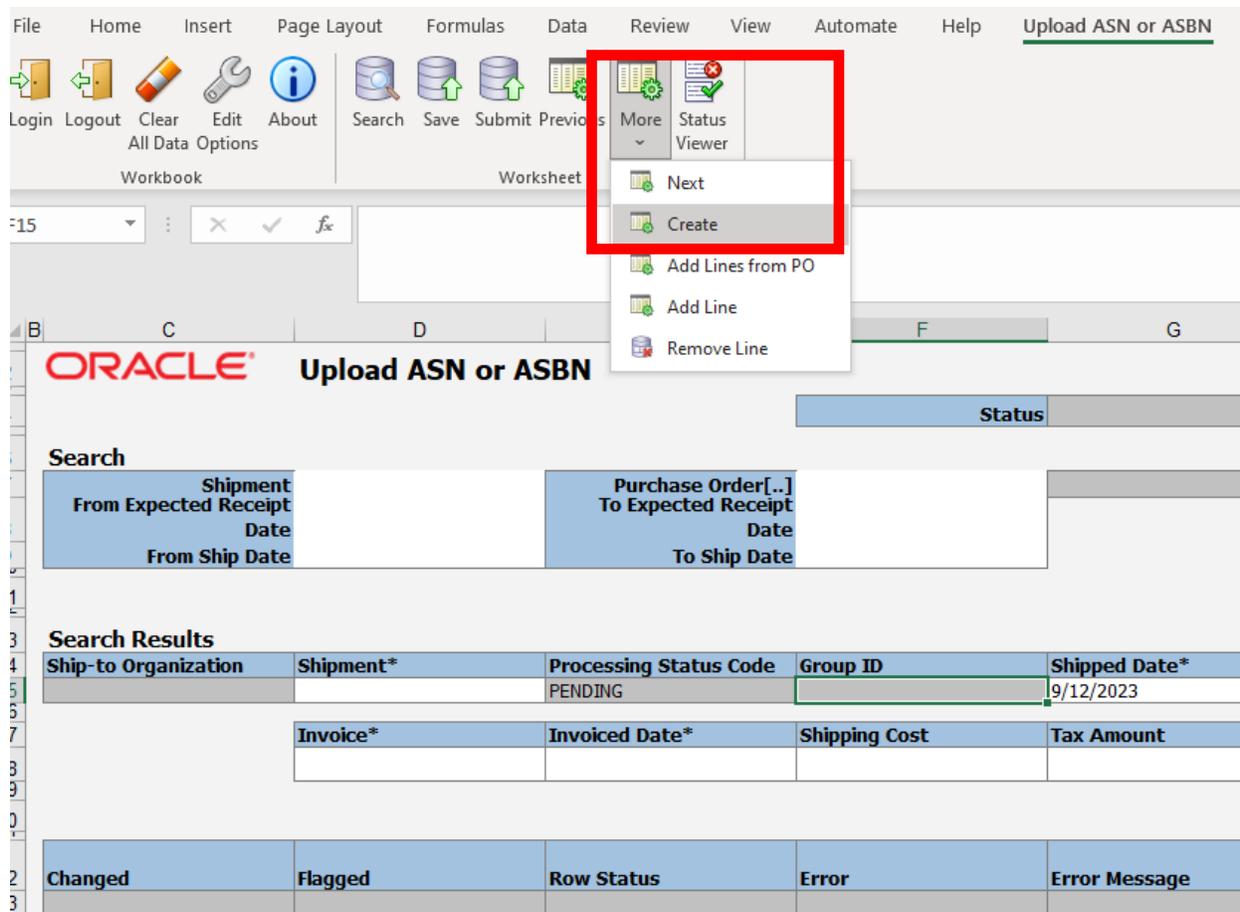
Select Language

Click Yes to continue

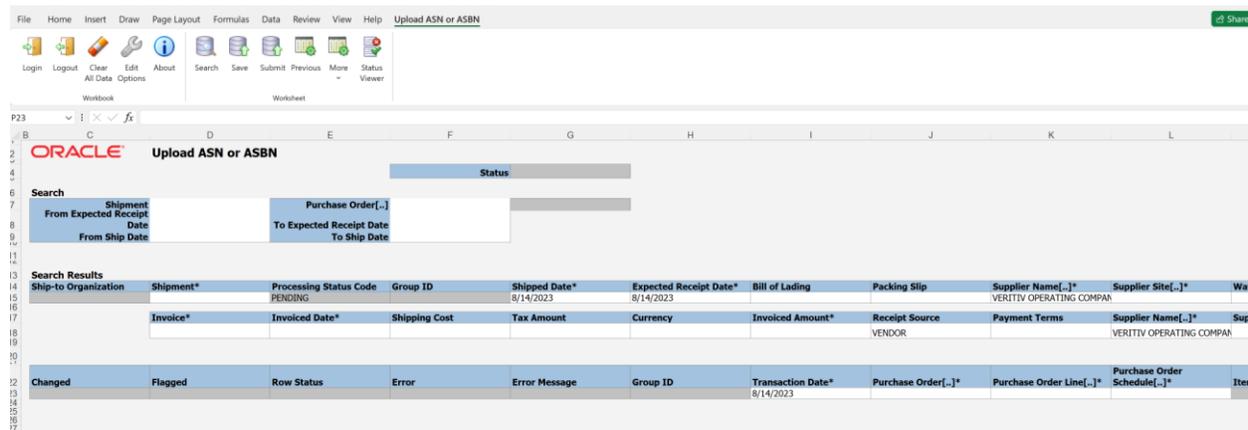


Step 5

Once you are logged in, select the more dropdown and click on create.
Click on More and Select Create



This will create the header information



Step 6

Click on the Supplier Site field and select the Site from the PO

Enter the Shipment Number

Enter the Packing Slip Number

Oracle Upload ASN or ASBN interface showing search results. The search criteria include Shipment (12345) and Purchase Order (504507). The search results table shows a single entry with Shipment* 12345, Processing Status Code PENDING, and Expected Receipt Date* 9/14/2023.

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[.]*	Supplier Site[.]*
2368283688	12345	PENDING		9/14/2023	9/14/2023		2368283688	VERITIV OPERATING COMPAN	

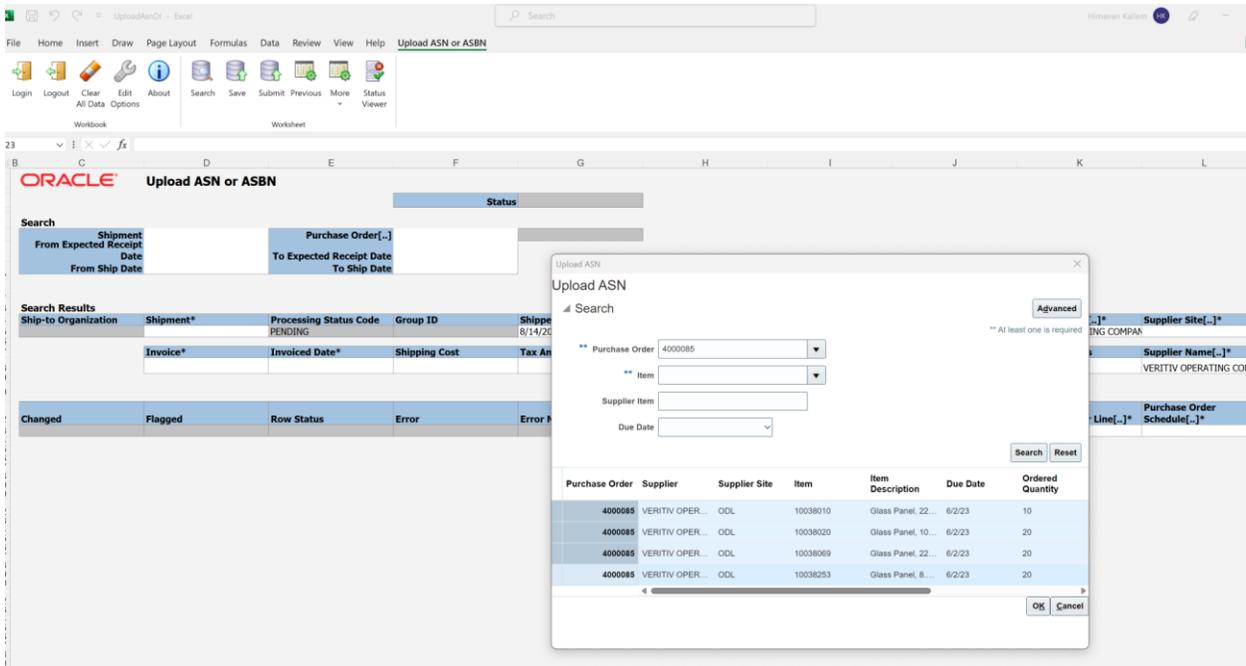
Click "More" again and select "add lines from PO"

Oracle Upload ASN or ASBN interface showing the 'More' dropdown menu. The 'Add Lines from PO' option is selected. The search criteria include Shipment (12345) and Purchase Order (504507). The search results table shows a single entry with Shipment* 12345, Processing Status Code PENDING, and Expected Receipt Date* 9/12/2023.

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected
	12345	PENDING		9/12/2023	9/12/2023

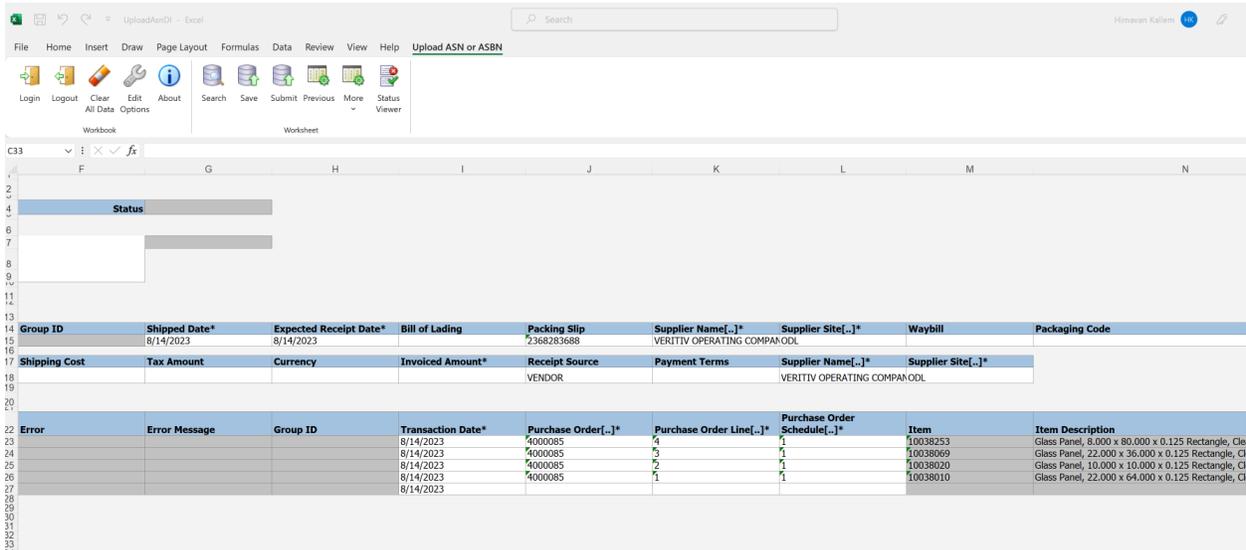
Step 7

Enter the Purchase Order number and click search.



Select the PO lines and click the ok button

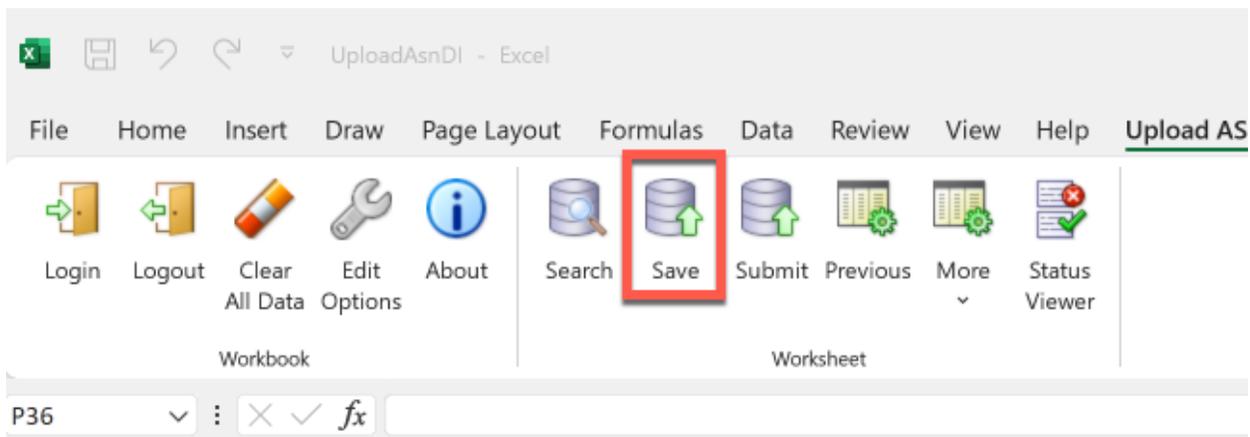
This will add the lines to the spreadsheet



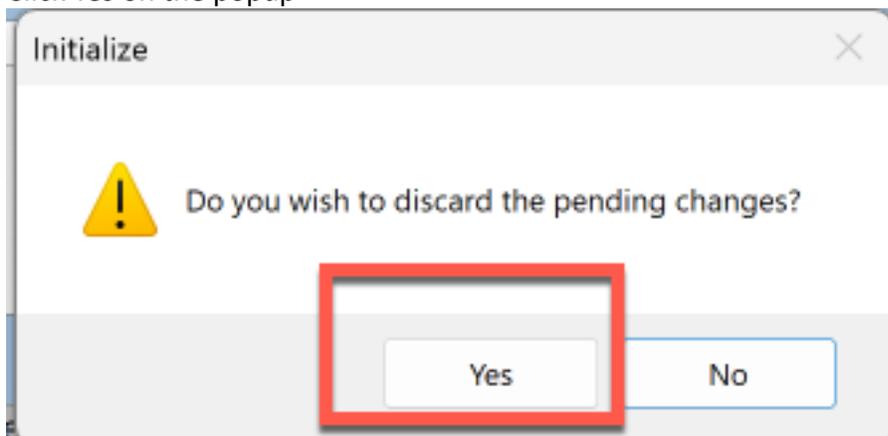
Enter the Qty that is being shipped for each line on the ASN

Supplier Site[...]*	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms	Carrier	Tare Weight	Tare Weight U
Supplier Name[...]*	Supplier Site[...]*							
VERITY OPERATING COMPANODL								
Purchase Order Schedule[...]*	Item	Item Description	Quantity*	UOM Name[...]*	Ordered Quantity	Bill of Lading	Country of Origin[...]	Organization
1	10038253	Glass Panel, 8.000 x 80.000 x 0.125 Rectangle, Clear-Clear, Tempered	1.00	Each	20.00			*01
1	10038069	Glass Panel, 22.000 x 36.000 x 0.125 Rectangle, Clear-Clear, Tempered	2.00	Each	20.00			*01
1	10038020	Glass Panel, 10.000 x 10.000 x 0.125 Rectangle, Clear-Clear, Tempered	3.00	Each	20.00			*01
1	10038010	Glass Panel, 22.000 x 64.000 x 0.125 Rectangle, Clear-Clear, Tempered	1.00	Each	10.00			*01

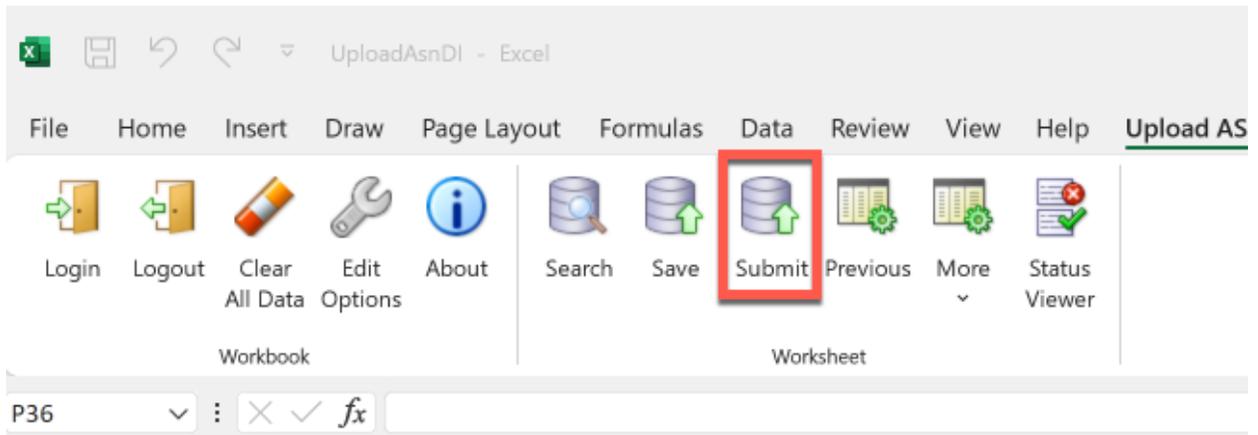
Click the Save button



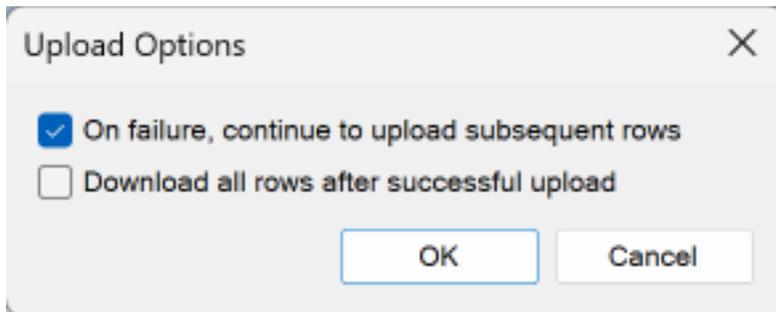
Click Yes on the popup



Click on the Submit button



Select "OK" on the popup window



Once the upload is completed the Status shows "SUCCESS"

ORACLE Upload ASN or ASBN									
									Status
Search		Shipment		Purchase Order[...]					
From Expected Receipt Date		From Ship Date		To Expected Receipt Date		To Ship Date			
Search Results									
Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*
001	2368283688	SUCCESS	47084	8/14/2023	8/14/2023		2368283688	VERITIV OPERATING COMPAN...	
Invoice*		Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*
							VENDOR		VERITIV OPERATING COI

The ASN can be verified in the UI by selecting "Manage Shipment"

Search

** Shipment ** Supplier 

** Purchase Order 

Search Results

Actions  View  

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
2368283688	VERITIV OPERATIN...		8/14/23 7:55 PM	8/14/23 7:55 PM			