

Upload Advanced Shipping Notices User Guide

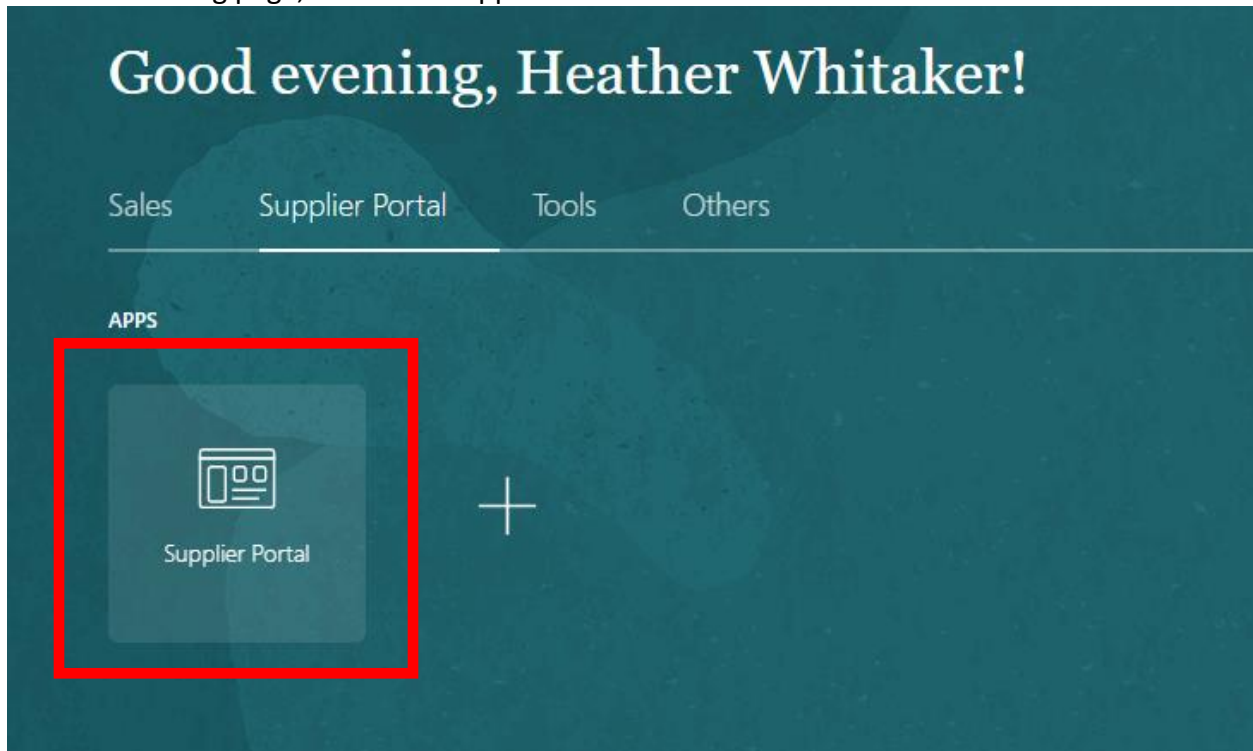


Upload Advanced Shipping Notices

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

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

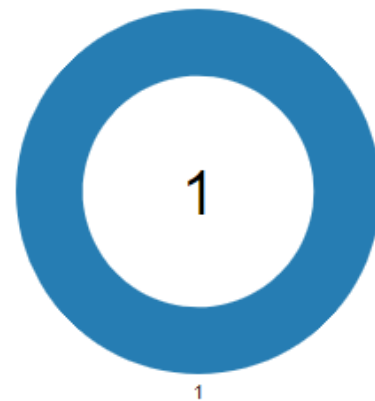
Consigned Inventory

- [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



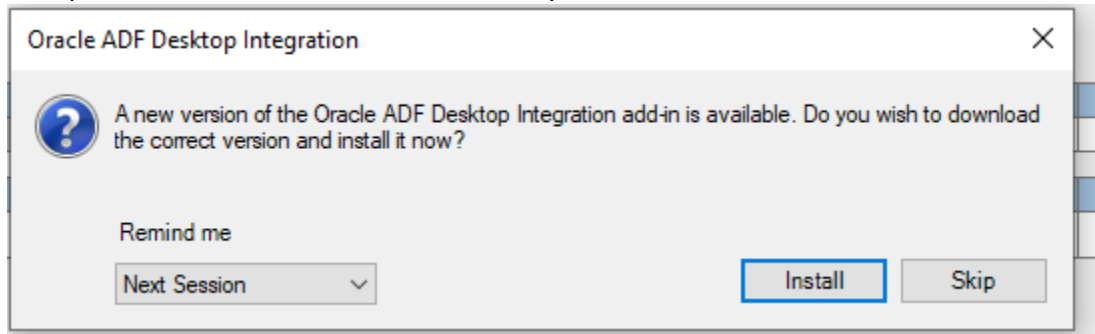
1

Schedules Overdue or Due Today

Supplier News

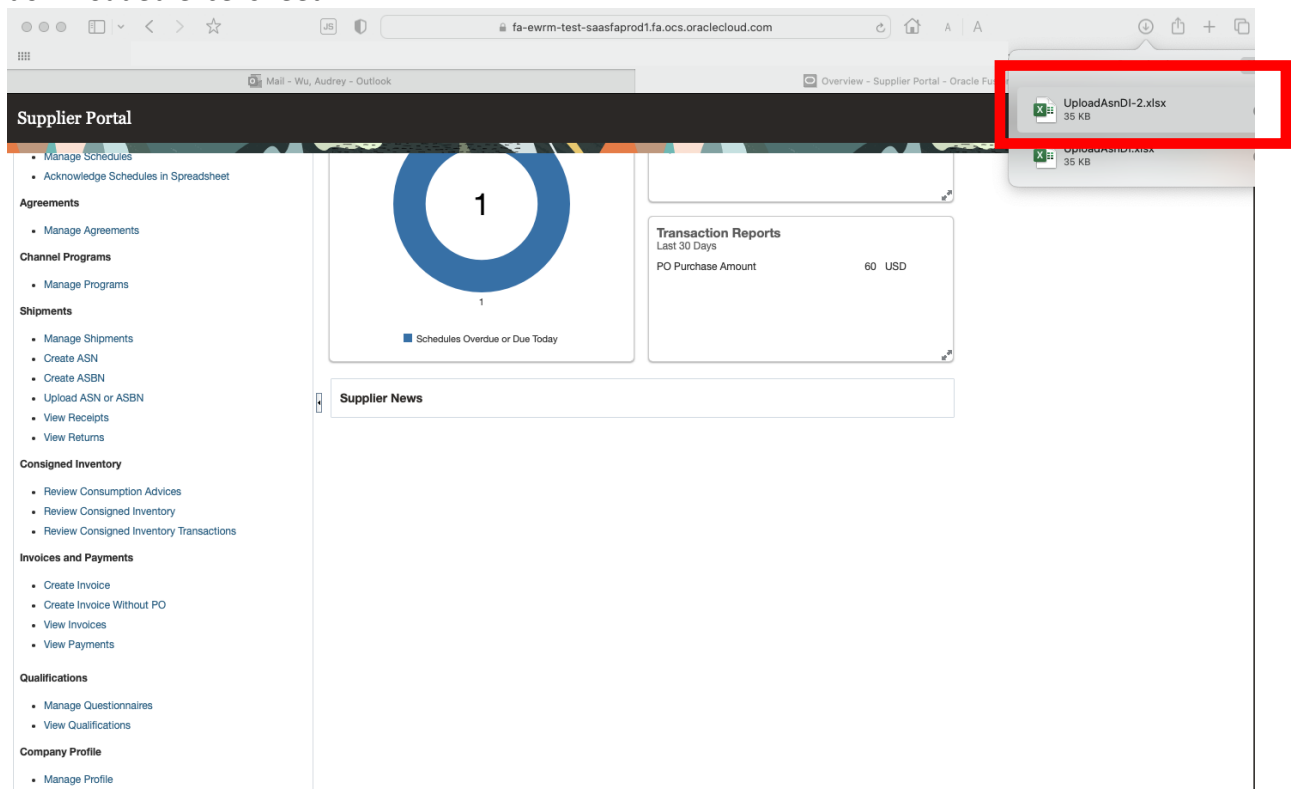
Step 3

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.

Sign In Oracle Applications Cloud

User ID

User ID

Password

.....

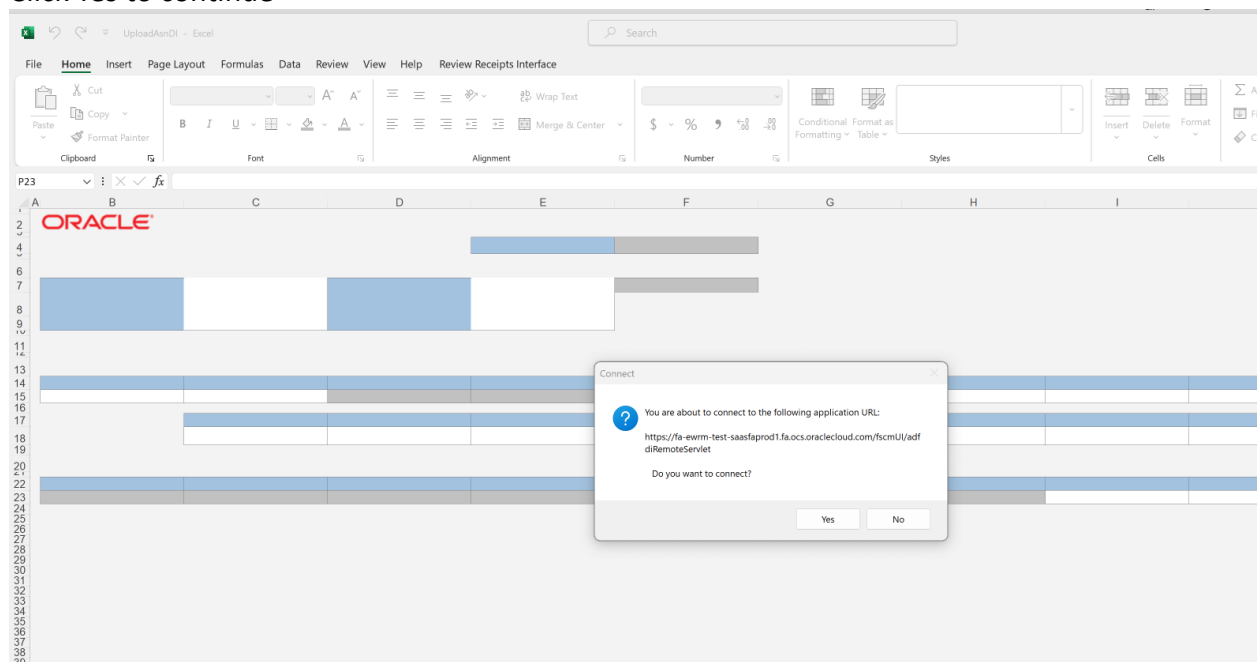
[Forgot Password](#)

Sign In

Select Language

English

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

File Home Insert Page Layout Formulas Data Review View Automate Help Upload ASN or ASBN

Login Logout Clear All Data Options Edit About Search Save Submit Previous More Status Viewer

Workbook Worksheet

15

More Status Viewer

Next

Create

Add Lines from PO

Add Line

Remove Line

ORACLE Upload ASN or ASBN

Status

Search

Shipment From Expected Receipt Date From Ship Date

Purchase Order[...] To Expected Receipt Date To Ship Date

Search Results

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

Invoice*	Invoiced Date*	Shipping Cost	Tax Amount

Changed	Flagged	Row Status	Error	Error Message

This will create the header information

File Home Insert Draw Page Layout Formulas Data Review View Help Upload ASN or ASBN [Share](#)

Login Logout Clear All Data Options Edit About Search Save Submit Previous More Status Viewer

Workbook Worksheet

P23

15

ORACLE Upload ASN or ASBN

Status

Search

Shipment From Expected Receipt Date From Ship Date

Purchase Order[...] 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[...]*	Way
		PENDING		9/14/2023	9/14/2023			VERITY OPERATING COMPAN		

Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amount*	Receipt Source	Payment Terms	Supplier Name[...]*	Supplier Site[...]*	Supplier
						VENDOR		VERITY OPERATING COMPAN		

Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order[...]*	Purchase Order Line[...]*	Purchase Order Schedule[...]*	Item
						9/14/2023				

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

Search

Shipment	Purchase Order
From Expected Receipt Date	To Expected Receipt Date
From Ship Date	To Ship Date

Search Results

Shipment*	Processing Status Code	Group ID	Shipped Date*	Expected Receipt Date*	Bill of Lading	Packing Slip	Supplier Name[...]*	Supplier Site[...]*
2368283688	PENDING		8/14/2023	8/14/2023		2368283688	VERITY OPERATING COMPAN	

Invoice* **Invoiced Date*** **Shipping Cost** **Tax Amount** **Currency** **Invoiced Amount*** **Receipt Source** **Payment Terms** **Supplier Name[...]***

Click “More” again and select “add lines from PO”

Oracle Upload ASN or ASBN

More

- Next
- Create
- Add Lines from PO
- Add Line
- Remove Line

Search

Shipment	Purchase Order
From Expected Receipt Date	To Expected Receipt Date
From Ship Date	To Ship Date

Search Results

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.

Upload ASN or ASBN

Search

Shipment* From Expected Receipt Date To Expected Receipt Date
Purchase Order[...] To Expected Receipt Date To Ship Date

Search Results

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date
		PENDING		8/14/2023

Invoice* **Invoice Date*** **Shipping Cost** **Tax Amount**

Changed **Flagged** **Row Status** **Error** **Error Message**

Upload ASN

Search

Purchase Order: 4000085
Item:
Supplier Item:
Due Date:

Advanced

** At least one is required

Search **Reset**

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due Date	Ordered Quantity
4000085	VERITIV OPER...	ODL	10038010	Glass Panel, 22...	6/2/23	10
4000085	VERITIV OPER...	ODL	10038020	Glass Panel, 10...	6/2/23	20
4000085	VERITIV OPER...	ODL	10038069	Glass Panel, 22...	6/2/23	20
4000085	VERITIV OPER...	ODL	10038253	Glass Panel, 8...	6/2/23	20

OK **Cancel**

Select the PO lines and click the ok button

This will add the lines to the spreadsheet

Upload ASN or ASBN

Search

Shipment* From Expected Receipt Date To Expected Receipt Date
Purchase Order[...] To Expected Receipt Date To Ship Date

Search Results

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date
		PENDING		8/14/2023

Invoice* **Invoice Date*** **Shipping Cost** **Tax Amount**

Changed **Flagged** **Row Status** **Error** **Error Message**

Upload ASN

Search

Purchase Order: 4000085
Item:
Supplier Item:
Due Date:

Advanced

** At least one is required

Search **Reset**

Purchase Order	Supplier	Supplier Site	Item	Item Description	Due Date	Ordered Quantity
4000085	VERITIV OPER...	ODL	10038010	Glass Panel, 22...	6/2/23	10
4000085	VERITIV OPER...	ODL	10038020	Glass Panel, 10...	6/2/23	20
4000085	VERITIV OPER...	ODL	10038069	Glass Panel, 22...	6/2/23	20
4000085	VERITIV OPER...	ODL	10038253	Glass Panel, 8...	6/2/23	20

OK **Cancel**

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

UploadAsnDI - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Upload ASN or ASBN

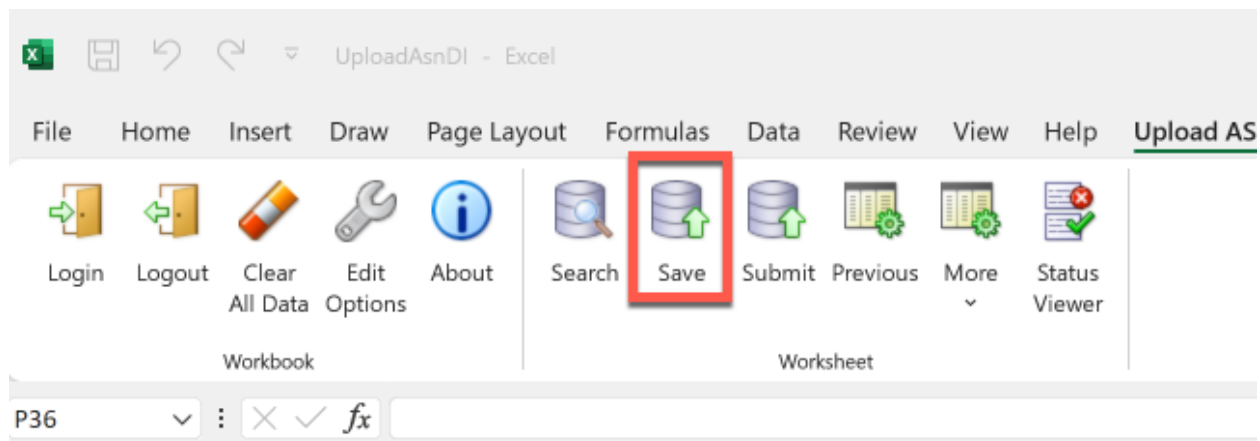
Login Logout Clear All Data Edit Options Search Save Submit Previous More Status Viewer

Workbook

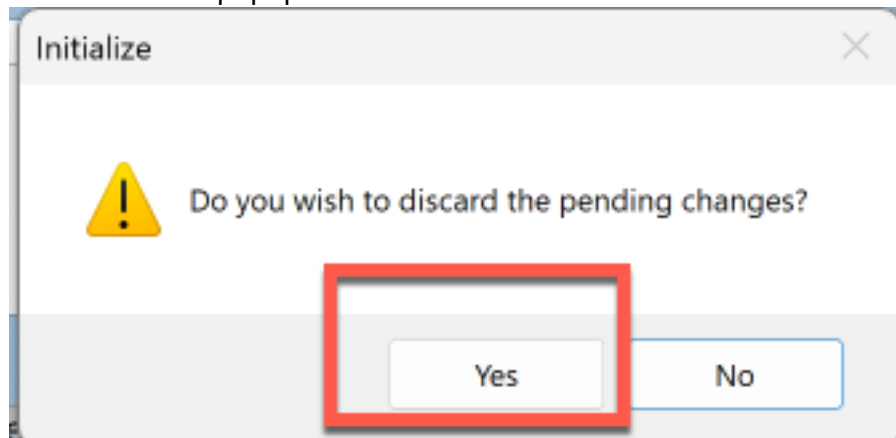
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Supplier Site[*]	Waybill	Packaging Code	Special Handling Code	Note	Freight Terms	Carrier	Tare Weight	Tare Weight U
Supplier Name[*]	Supplier Site[*]							
VERITY OPERATING COMPAN	ODL							
Purchase Order Schedule[*]	Item	Item Description	Quantity*	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			101
1	10038069	Glass Panel, 22.000 x 36.000 x 0.125 Rectangle, Clear-Clear, Tempered	2.00	Each	20.00			101
1	10038020	Glass Panel, 10.000 x 10.000 x 0.125 Rectangle, Clear-Clear, Tempered	3.00	Each	20.00			101
1	10038010	Glass Panel, 22.000 x 64.000 x 0.125 Rectangle, Clear-Clear, Tempered	1.00	Each	10.00			101

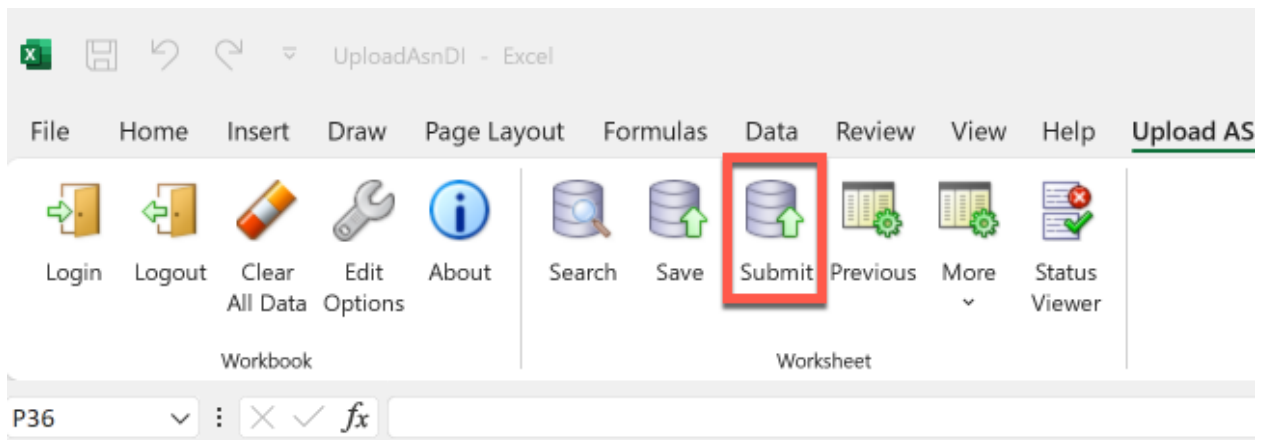
Click the Save button



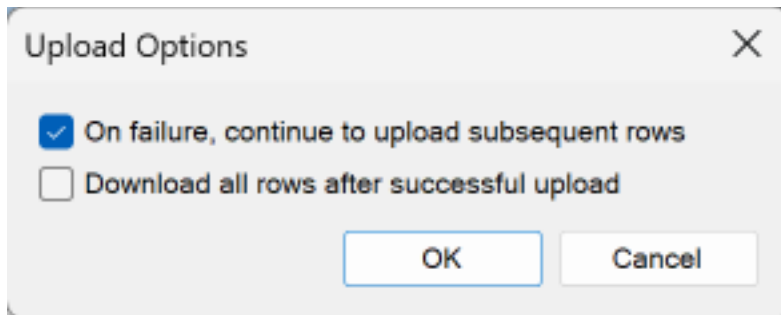
Click Yes on the popup



Click on the Submit button



Select “OK” on the popup window



Once the upload is completed the Status shows “SUCCESS”

C		D		E		F		G		H		I		J		K		L	
ORACLE		Upload ASN or ASBN																	
										Status									
Search		Shipment From Expected Receipt Date From Ship Date		Purchase Order[...] 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				4/08/14/2023		8/14/2023				2368283688		VERITIV OPERATING COMPAN		ODL	
		Invoice*		Invoiced Date*		Shipping Cost		Tax Amount		Currency		Invoiced Amount*		Receipt Source		Payment Terms		Supplier Name[...]*	
														VENDOR				VERITIV OPERATING CO	

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

Manage Shipments

Search

** Shipment

2368283688

** Supplier

VERITIV OPERATING COMPANY

** Purchase Order

4000085

Search Results

Actions View

Cancel Shipment

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			