

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.

Sales	Supplier Portal	Tools	Others	
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Step 2

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

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Requiring Attention
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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.

Oracle ADF Desktop Integration X	
A new version of the Oracle ADF Desktop Integration add in is available. Do you wish to download	
the correct version and install it now?	
Remind me	
Next Session ~ Install Skip	

Step 4

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

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Supplier Portal			UploadAsnDI-2.xlsx 35 KB
Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Channel Programs Manage Programs Shipments Create ASIN Upload ASN or ASIBN	1 a Schedules Overdue or Due Today	Transaction Reports Last 30 Days PO Purchase Amount 60 USD	35 KB
View Recipits View Returns Consigned Inventory Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Review Consigned Inventory Transactions			
Involces and Payments Create Invoice Create Invoice Without PO View Invoices View Payments Coulifications Manage Questionnaires View Qualifications			
Company Profile Manage Profile			

Step 5

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

Sign In Oracle Applications Cloud

User ID			
030110			
Password			
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Forgot Password			
Sign In			
Select Language			
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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

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Step 6

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

Enter the Shipment Number

Enter the Packing Slip Number

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

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Step 7

Enter the Purchase Order number and click search.

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Select the PO lines and click the ok button

This will add the lines to the spreadsheet

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Click the Save button



Click Yes on the popup

Initialize			×
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Click on the Submit button

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Select "OK" on the popup window

Upload Options								
On failure, continue to Download all rows after	upload subse er successful (equent rows upload						
OK Cancel								

Once the upload is completed the Status shows "SUCCESS"

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

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Manage Shipments (7)											
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