

# Creation of an ASN User Guide

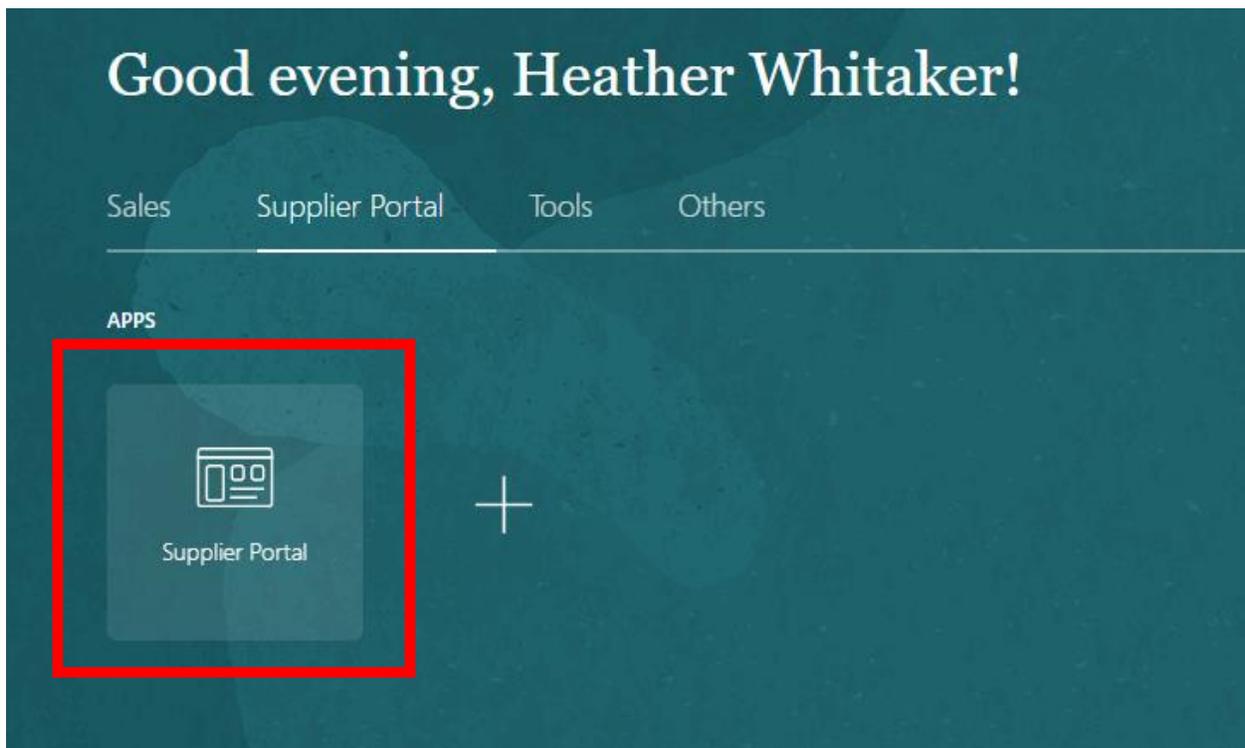


## Creating an ASN

You will learn how to create an Advanced Shipping Notice (ASN) for your company that will be sent to ODL. ASN's are now required to be sent for each shipment. They must be sent at the time the shipment leaves for ODL to be able to see in advance what is coming and to scan to receive against when the shipment arrives.

### Step 1

From the landing page, select the Supplier Portal Button.



### Step 2

Once on the dashboard, select the Manage Orders 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](#)

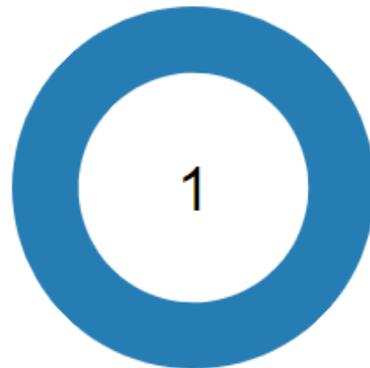
Consigned Inventory

- [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



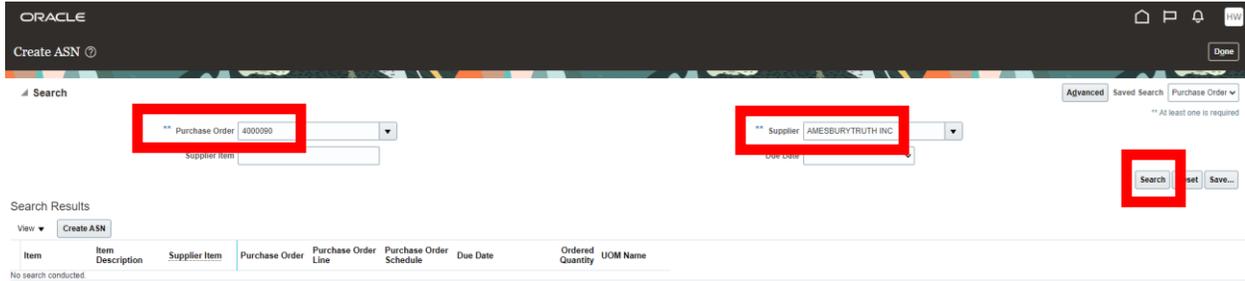
1

■ Schedules Overdue or Due Today

Supplier News

### Step 3

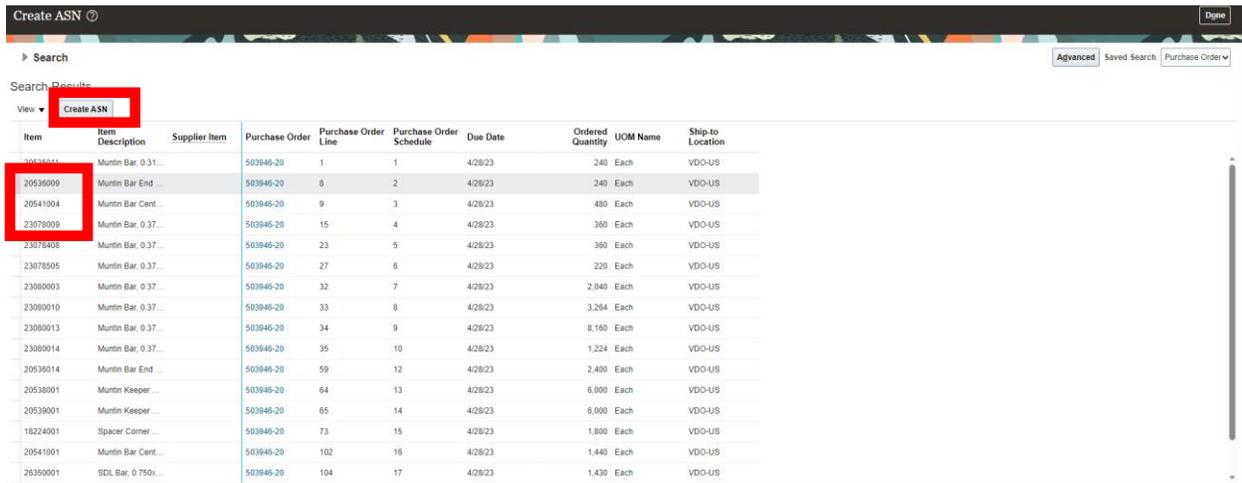
Once selected, enter in a Purchase Order number, Supplier or you can leave all fields blank and click search.



### Step 4

Select the order you are creating the ASN for and click create ASN.

Note: You can hold the shift key and click on many orders to select more than one.



### Step 4

Then, enter in the following fields:

- Shipment – Packing slip number
- Shipped Date – Defaults to now
- Expected Receipt Date- Defaults to now
- Shipping Method – This is the carrier moving the shipment
- Bill of Lading – This should be your BOL document number
- Waybill can be the tracking number if LTL or Parcel
- Packing slip - should match shipment
- All other fields are optional

Header

Shipment

Shipped Date 9/11/23 3:39 PM

Expected Receipt Date 9/11/23 3:39 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
20535011	Muntin Bar, 0.31...	503946-20		<input type="text"/>	Each	VDO-US	240	Each	0
20541004	Muntin Bar Cent...	503946-20			Each	VDO-US	480	Each	0

Now the user must enter the shipped qty. You can see the ordered qty to the right, but if you are shipping less than that, it is ok.

Actions View Remove Line

- Edit
- Remove Line
- Split Line
- Record Nested Packing Units
- Record Lots and Serial Numbers

If you need to ship partial shipments, you can split the line to allow for multiple shipments

# Step 5

After all the information is entered, click submit.

Create ASN Details [?](#) Submit Cancel

Header

* Shipment	<input type="text"/>	Packing Slip	<input type="text"/>
* Shipped Date	9/11/23 3:39 PM <input type="button" value="📅"/>	Packaging Code	<input type="text"/>
* Expected Receipt Date	9/11/23 3:39 PM <input type="button" value="📅"/>	Special Handling Code	<input type="text"/>
Freight Terms	<input type="text"/>	Tare Weight	<input type="text"/>
* Shipping Method	<input type="text"/>	Tare Weight UOM	<input type="text"/>
Number of Supplier Packing Units	<input type="text"/>	Net Weight	<input type="text"/>
* Bill of Lading	<input type="text"/>	Net Weight UOM	<input type="text"/>
Waybill	<input type="text"/>	Comments	<input type="text"/>

Lines