### 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

Sales
Supplier Portal

Tools

Others

Present Supplier Portal

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.



ORACLE	
Supplier Portal	
Search Orders V Order Number	୍
Tasks	
Contract Manufacturing   Manage Production Reports  Orders  Manage Orders  Manage Orders  Aareements  Agreements  Manage Agreements  Channel Programs  Manage Programs  Shipments  Create ASN  Create ASN  Upload ASN or ASBN	Requiring Attention         Image: Constrained on the strength of the strengt of the strengeh of the strength of the strengeh of the
<ul><li>View Receipts</li><li>View Returns</li></ul>	
Consigned Inventory <ul> <li>Review Consumption Advices</li> <li>Review Consigned Inventory</li> <li>Review Consigned Inventory Transactions</li> </ul> Invoices and Payments <ul> <li>Create Invoice</li> <li>Create Invoice Without PO</li> <li>View Invoices</li> <li>View Payments</li> </ul>	

Building Value Into Building Products\*

### Step 3

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

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Create ASN ⑦															ľ	lone
		-	COLUMN STREET,					-							-	-
✓ Search												Advanced	Saved Searc	h Purc	hase Ori	der 🛩
	** Purchase Order Supplier item	4000090		•				** Supp	aller AMESBURYTRU	JTH INC	•		Sear	At least	one is re set Sa	juired
Search Results																
View																
Item Item Descripti	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	0	Ordered Quantity UOM Name									
No search conducted.																

#### 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 then one.

Create AS	N 🗇												Done
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Search											Adva	nced Saved Search	Purchase Order
Search Res	ulte												
View 👻 Cr	eate A SN												
Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Ship-to Location				
20535011	Muntin Bar, 0.31		503946-20	1	1	4/28/23	240	Each	VDO-US				1
20536009	Muntin Bar End		503946-20	8	2	4/28/23	240	Each	VDO-US				
20541004	Muntin Bar Cent		503946-20	9	3	4/28/23	480	Each	VDO-US				- I
23078009	Muntin Bar, 0.37		503946-20	15	4	4/28/23	360	Each	VDO-US				
23078408	Muntin Bar, 0.37		503946-20	23	5	4/28/23	360	Each	VDO-US				- I
23078505	Muntin Bar, 0.37		503946-20	27	6	4/28/23	220	Each	VDO-US				- I
23080003	Muntin Bar, 0.37		503946-20	32	7	4/28/23	2,040	Each	VDO-US				- I
23080010	Muntin Bar, 0.37		503946-20	33	8	4/28/23	3,264	Each	VDO-US				- I
23080013	Muntin Bar, 0.37		503946-20	34	9	4/28/23	8,160	Each	VDO-US				- I
23080014	Muntin Bar, 0.37		503946-20	35	10	4/28/23	1,224	Each	VDO-US				- I
20536014	Muntin Bar End		503946-20	59	12	4/28/23	2,400	Each	VDO-US				- I
20538001	Muntin Keeper		503946-20	64	13	4/28/23	6,000	Each	VDO-US				- I
20539001	Muntin Keeper		503946-20	65	14	4/28/23	6,000	Each	VDO-US				- I
18224001	Spacer Corner		503946-20	73	15	4/28/23	1,800	Each	VDO-US				
20541001	Muntin Bar Cent		503946-20	102	16	4/28/23	1,440	Each	VDO-US				
26350001	SDL Bar, 0.750x		503946-20	104	17	4/28/23	1,430	Each	VDO-US				*

# 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

Create	ASN Deta	uls										Sub <u>m</u> it Ce	incel
				-						-	-		
✓ Head	ier												
				Shipment			]			Packing Slip			
			* Shi	ipped Date 9	11/23 3:39 PM	6°e				Packaging Code			
			* Expected Re	eceipt Date 9	11/23 3:39 PM	6				Special Handling Code			
			Frei	eight Terms	~					Tare Weight			
			* Shippin	ing Method			•			Tare Weight UOM	•		
		1	Number of Supplier Pac	cking Units			]			Net Weight			
			* Bill	II of Lading			]			Net Weight UOM	•		
				Waybill			]			Comments			
✓ Lines	3												
Actions	View 🗸 💡	Remove Line											
	ltem	Item Description	Supplier Item Purc	chase Order	* Quantity	UOM Name	Ship-to Location	Ordered Ordered Quantity Quantity UOM	Received Quantity				
+	20535011	Muntin Bar, 0.31	50394	946-20		Each 💌	VDO-US	240 Each	0				
+	20541004	Muntin Bar Cent	5039	946-20		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 then that, it is ok.



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 ⑦				Submit Cant
A Header				
* Shipment		Packing Slip		
* Shipped Date	9/11/23 3:39 PM	Packaging Code		
* Expected Receipt Date	9/11/23 3:39 PM	Special Handling Code		
Freight Terms	~	Tare Weight		
* Shipping Method		▼ Tare Weight UON	•	
Number of Supplier Packing Units		Net Weight		
* Bill of Lading		Net Weight UON	•	
Waybill		Comments		

.⊿ Lines

