

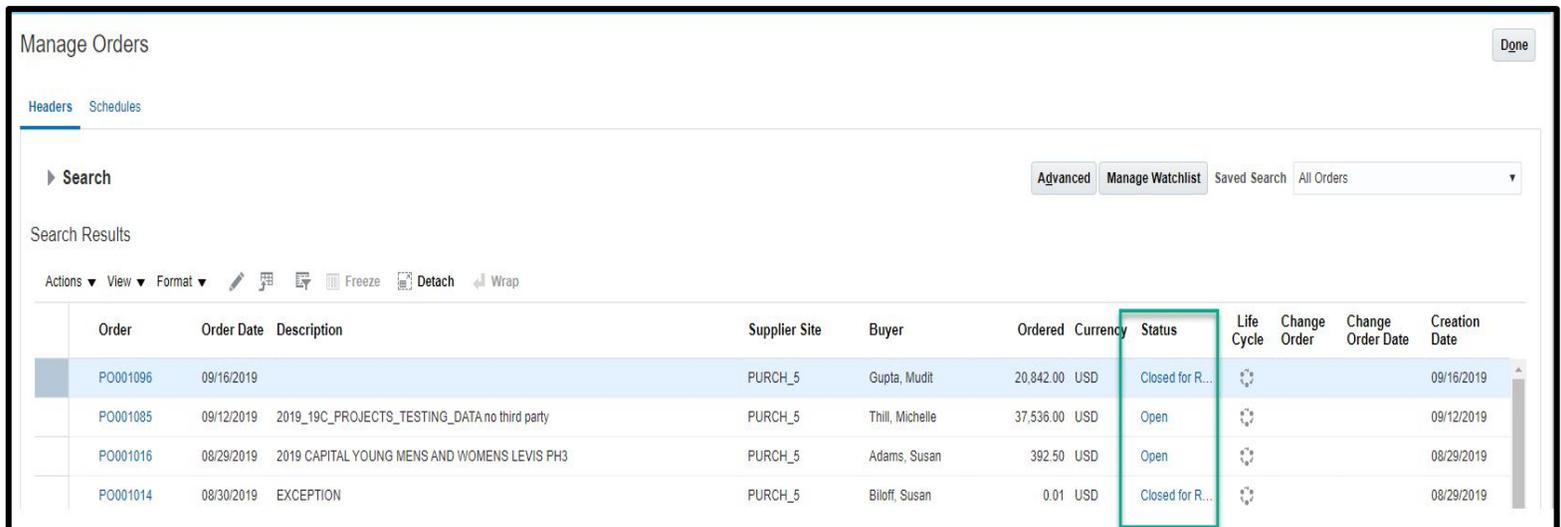
Create ASN from Supplier Portal

An ASN is required for invoices to be released for NET Term payment. Failure to submit an ASN will delay the payment process. An ASN should be submitted within 48 hours of shipment.

This method of submitting an ASN is recommended for 50 lines or less. If completing an ASN for more than 50 lines, see **Upload ASN from Supplier Portal** job aid.

NOTE: Prior to creating ASN, verify the status of the PO is in the OPEN status to avoid delays.

Select “Manage Orders”, Search and review the “Status” of the order to ensure the order is in **Open** status.



Manage Orders

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

| Order | Order Date | Description | Supplier Site | Buyer | Ordered | Currency | Status | Life Cycle | Change Order | Change Order Date | Creation Date |
|----------|------------|---|---------------|-----------------|-----------|----------|-----------------|------------|--------------|-------------------|---------------|
| PO001096 | 09/16/2019 | | PURCH_5 | Gupta, Mudit | 20,842.00 | USD | Closed for R... | | | | 09/16/2019 |
| PO001085 | 09/12/2019 | 2019_19C_PROJECTS_TESTING_DATA no third party | PURCH_5 | Thill, Michelle | 37,536.00 | USD | Open | | | | 09/12/2019 |
| PO001016 | 08/29/2019 | 2019 CAPITAL YOUNG MENS AND WOMENS LEVIS PH3 | PURCH_5 | Adams, Susan | 392.50 | USD | Open | | | | 08/29/2019 |
| PO001014 | 08/30/2019 | EXCEPTION | PURCH_5 | Biloff, Susan | 0.01 | USD | Closed for R... | | | | 08/29/2019 |

Create ASN from Supplier Portal

Select "Create ASN"

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Enter the PO Number for which the ASN has to be entered and click "Search"

Search Advanced Saved Search Purchase Order ▾

** Purchase Order ** At least one is required

Supplier

Supplier Item

Due Date

Search Reset Save...

Select the PO lines for which the ASN needs to be created

Click "Create ASN" button

Create ASN

Search

Search Results

View ▾ Create ASN

| Item | Item Description | Supplier Item | Purchase Order | Purchase Order Line | Purchase Order Schedule | Due Date | Ordered Quantity | UOM Name |
|-----------|------------------|---------------|----------------|---------------------|-------------------------|------------|------------------|----------|
| F-1214B-1 | 8-20 BOYS SHI... | | PO000087 | 1 | 1 | 07/17/2019 | 10 | EACH |

Create ASN from Supplier Portal

Fill in the REQUIRED FIELDS which are indicated with an “*”

- Shipment
 - NOTE: shipment identification number tracking or otherwise. This must be unique and cannot be repeated. Ex. Waybill, BOL
- Shipped Date
- Expected Receipt Date
- Quantity

All other fields are optional and click “Submit”

Create ASN Details Submit Cancel

Header

* Shipment

* Shipped Date 06/17/2019

* Expected Receipt Date 06/17/2019

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

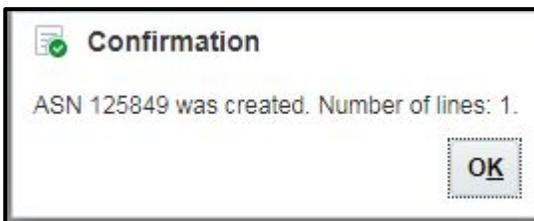
Comments

Lines

Actions View Remove Line

| Item | Item Description | Supplier Item | Purchase Order | Purchase Order Line | Purchase Order Schedule | * Quantity | UOM Name | Source Packing Unit | Due Date |
|-----------|------------------|---------------|----------------|---------------------|-------------------------|----------------------|----------|----------------------|------------|
| F-1214B-1 | 8-20 BOYS SHI... | | PC000087 | 1 | 1 | <input type="text"/> | EACH | <input type="text"/> | 07/17/2019 |

Confirmation pop-up will appear after submission



NOTE: Receipt will not systematically occur until the Requested Delivery Date. Invoice trigger will be processed after this date has been met.