

Upload 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.

Plug-in is required to use this process. Plugin support will require the support of your technology department. Kohl's is unable to support this as it is an internal security request.

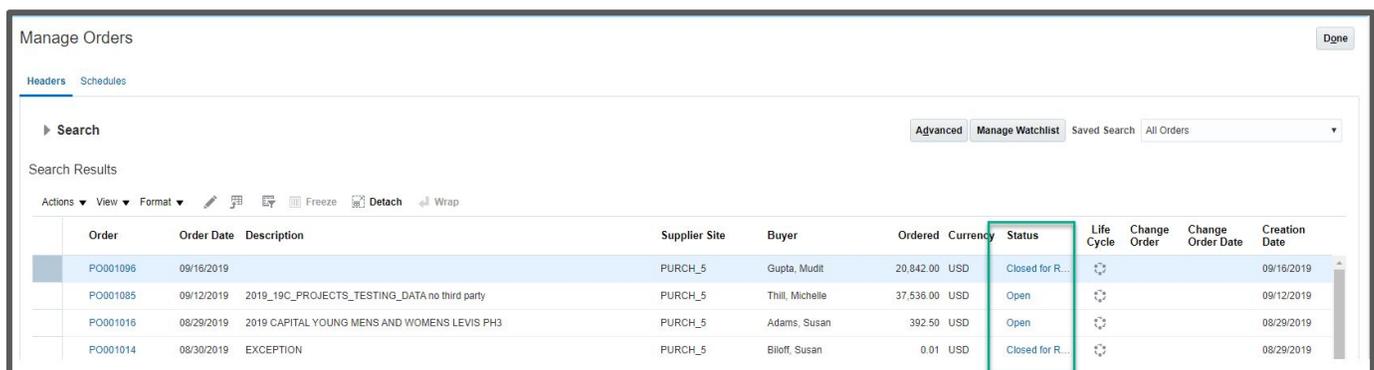
Refer to **Plugin Installation for Mass Updates** job aid

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

The upload process only allows for one ASN to be submitted at a time.

Prior to creating ASN, verify the status of the PO to avoid system error.

Select **Manage Orders**, Search and confirm the PO is in the OPEN status to avoid delays..



Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

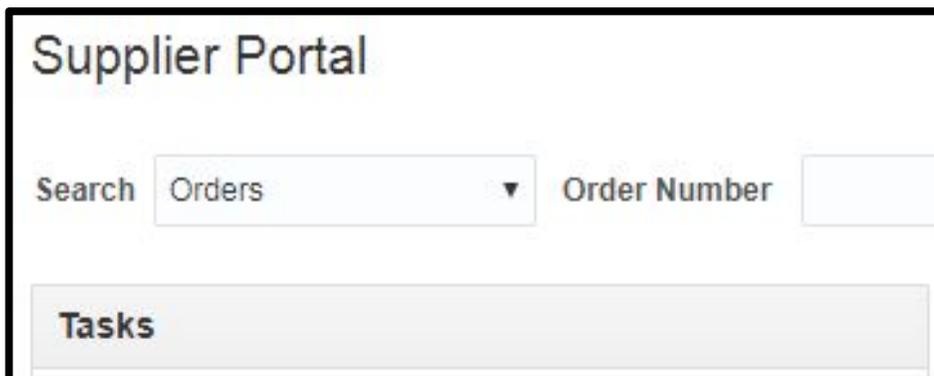
Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date
PO001096	09/16/2019		PURCH_5	Gupta, Mudit	20,842.00	USD	Closed for R...				09/16/2019
PO001085	09/12/2019	2019_19C_PROJECTS_TESTING_DATA no third party	PURCH_5	Thill, Michelle	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

Upload ASN from Supplier Portal

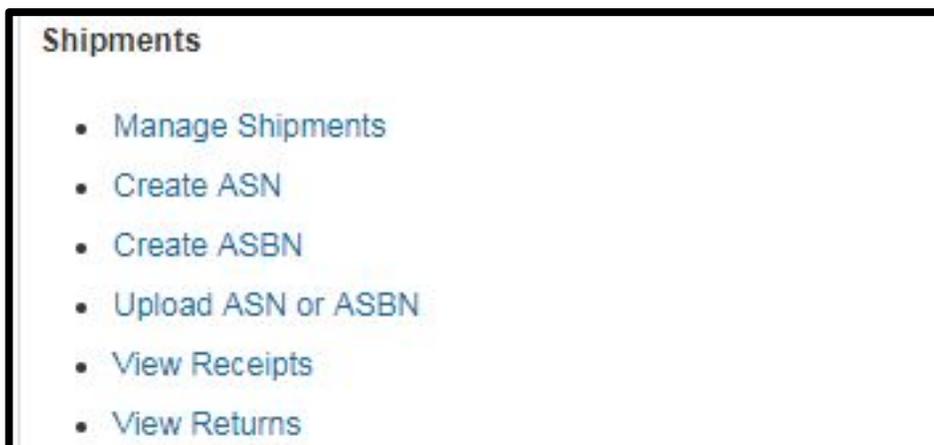
Once you have logged into the system, click on the **Supplier Portal** icon

Select **Upload ASN or ASBN**

- **NOTE:** Plug-in must be installed prior to attempting to uploads ASNs.



The screenshot shows the 'Supplier Portal' interface. At the top, the title 'Supplier Portal' is displayed. Below the title, there is a search section with the label 'Search' followed by a dropdown menu currently showing 'Orders' and a downward arrow. To the right of the dropdown is the text 'Order Number' followed by an empty input field. Below the search section is a grey bar with the word 'Tasks' in bold.



The screenshot shows a 'Shipments' menu. The title 'Shipments' is at the top. Below it is a list of six items, each preceded by a blue bullet point:

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

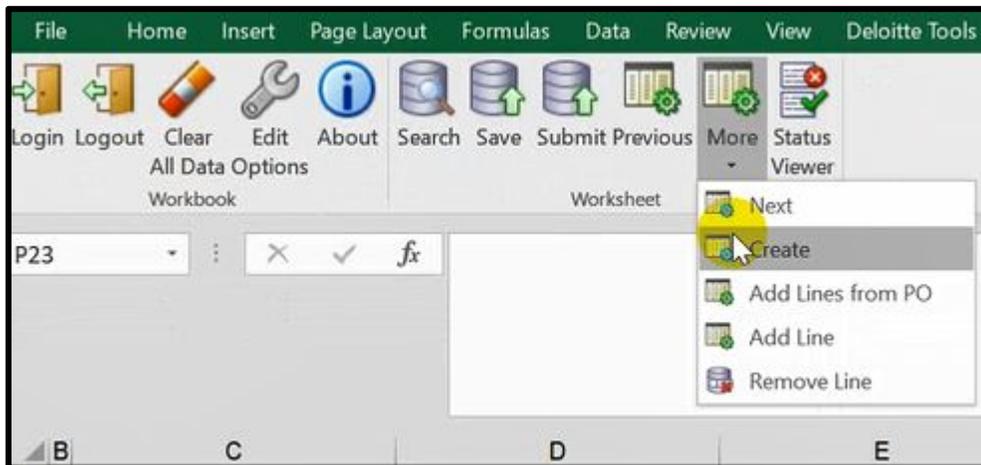
Upload ASN from Supplier Portal

An Excel spreadsheet will download. Open the spreadsheet and select **Enable Editing**.

Enter credentials and Sign In

- If not triggered to log in window contact your technical security or email administration team. This is an indication the Plug In is not installed completed

In the toolbar, select the down arrow under the **More** icon and select **Create**



Enter Shipment Number - **IMPORTANT - Shipment numbers CANNOT exceed 30 characters. It will cause the auto receipting process to fail and stop all receipts until corrected.**

Shipment identification number tracking or otherwise - must be **unique and cannot be repeated**. Ex. Waybill, BOL

- Fields without an "*" are optional
 - EXCLUDING: *Invoice and Invoiced Date* fields. DO NOT POPULATE THESE FIELDS.

ORACLE Upload ASN or ASBN

Status

Search

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

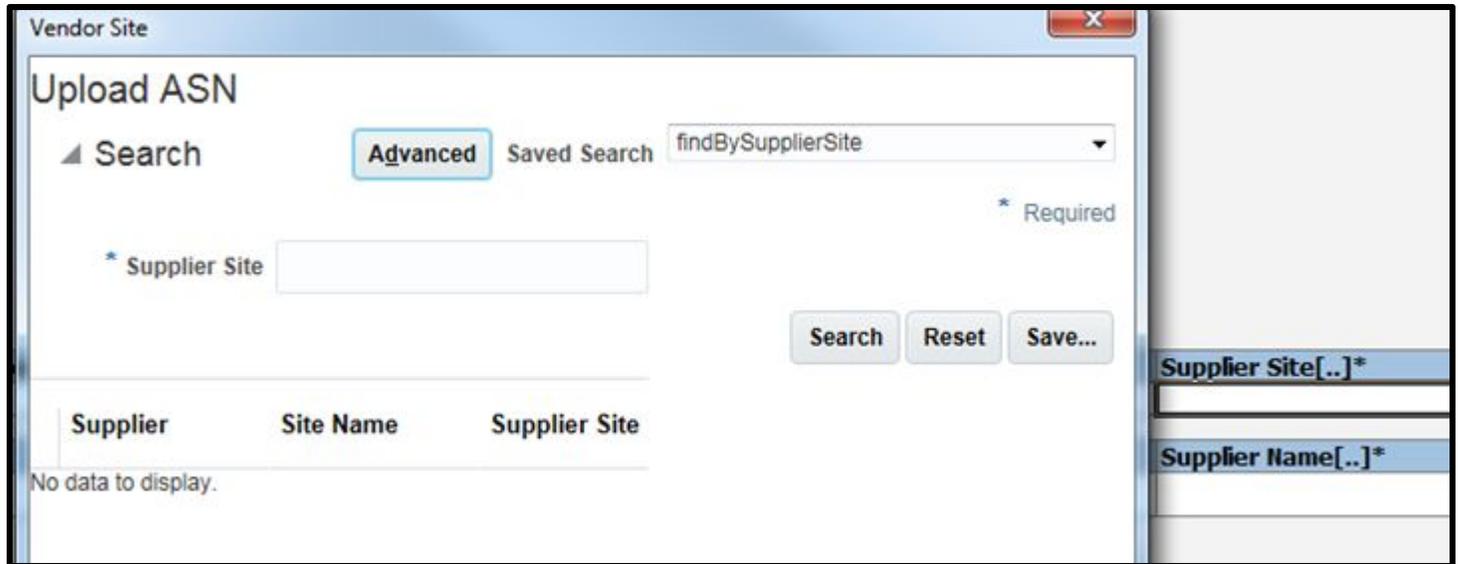
Ship-to Organization[...]*	Shipment*	Processing Status Code	Group ID	Shipped Date*	Exp
	Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Cu

Changed	Flagged	Row Status	Error	Error Message	Gro
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Upload ASN from Supplier Portal

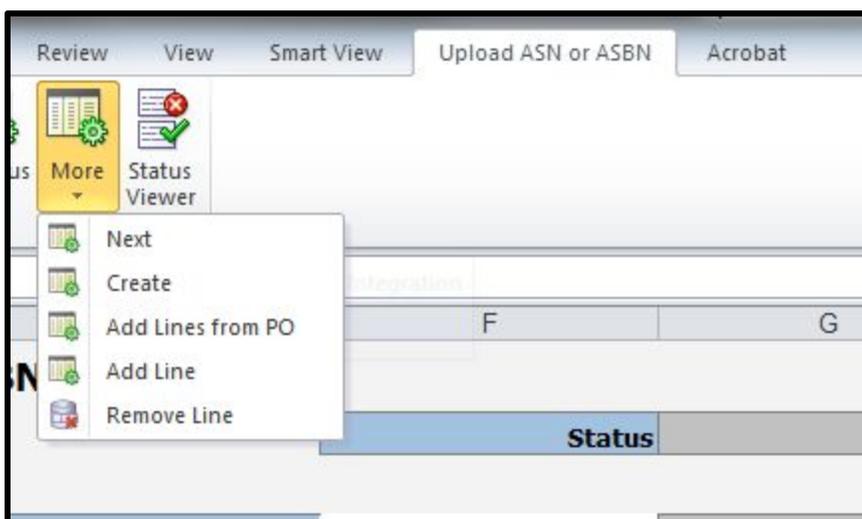
Scroll across the spreadsheet and double click on the SUPPLIER SITE field

- A pop-up screen will open
- Enter **PUR** in the **SUPPLIER SITE** field and select **Search**
- Select the appropriate site to which the PO is issued
- Select **OK**



The screenshot shows a 'Vendor Site' dialog box titled 'Upload ASN'. It features a search section with a 'Search' button, an 'Advanced' tab, and a 'Saved Search' dropdown menu set to 'findBySupplierSite'. A text input field for '* Supplier Site' is present, with a '* Required' label. Below the input field are 'Search', 'Reset', and 'Save...' buttons. At the bottom, there is a table with columns 'Supplier', 'Site Name', and 'Supplier Site', and the text 'No data to display.' To the right of the dialog box, a portion of a spreadsheet is visible, showing columns for 'Supplier Site[...]*' and 'Supplier Name[...]*'.

In the toolbar, select the down arrow under the **More** icon and select **Add Lines from PO**



Upload ASN from Supplier Portal

Remove the list line by adding a flag by double clicking in the **Flagged** column. **Success** indicator will be a small dot in the field.

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
		PENDING		10/16/2019	10/16/2019		
	Invoice*	Invoiced Date*	Shipping Cost	Tax Amount	Currency	Invoiced Amount*	Receipt Source
							VENDOR
Changed	Flagged	Row Status	Error	Error Message	Group ID	Transaction Date*	Purchase Order[...]*
▲	•					10/16/2019	PO001085
						10/16/2019	

From the **More** menu, select **Remove Line**

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

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

Worksheet

H31

ORACLE® Upload ASN or ASBN

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
		PENDING	
	Invoice*	Invoiced Date*	Shipping

Changed Flagged Row Status Error

▲ •

Select **Save**

Then select **Submit**

Upload ASN from Supplier Portal

The screenshot shows the Oracle Supplier Portal interface for uploading ASNs. The search results table is as follows:

Ship-to Organization	Shipment*	Processing Status Code	Group ID
	SHIP12345	PENDING	

ASN has been created

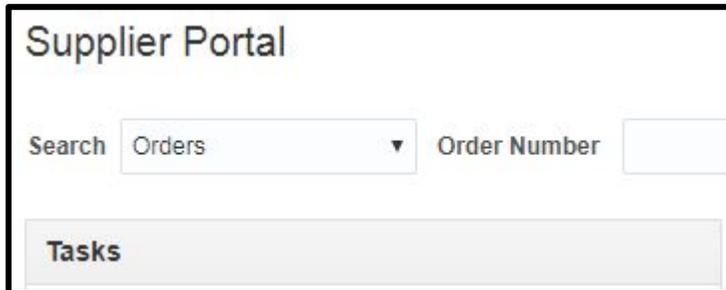
The screenshot shows the Oracle Supplier Portal interface with a successful search result. The search results table is as follows:

Ship-to Organization	Shipment*	Processing Status Code	Group ID	Shipped Date*
PUR	ASN-PO000738	SUCCESS	7151	07/15/2019

Copy the Shipment Number

Upload ASN from Supplier Portal

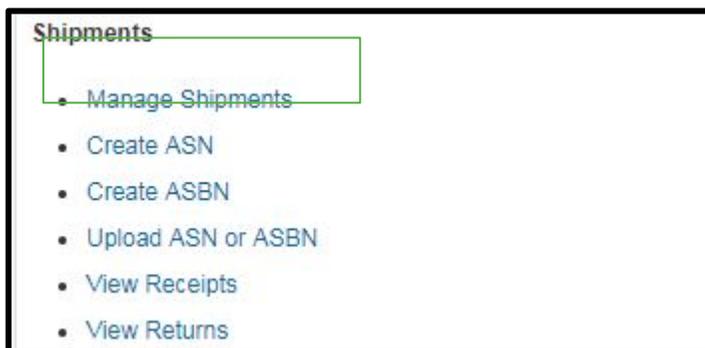
To verify the ASN has been submitted correctly. go back to the **Supplier Portal** and select **Manage Shipments**



Supplier Portal

Search Order Number

Tasks



Shipments

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

Enter the Shipment Number in the **SHIPMENT** field and select **Search**



Manage Shipments

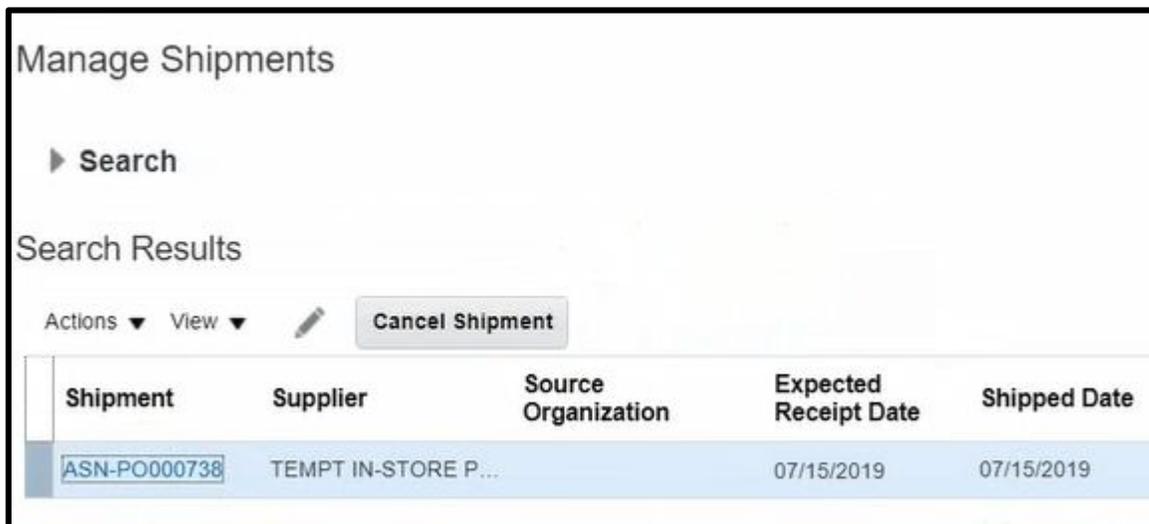
Search

Supplier:

Advanced Saved Search All Shipped ** At least one

Search Reset

Select the **Shipment** line



Manage Shipments

Search

Search Results

Actions View

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date
ASN-PO000738	TEMPT IN-STORE P...		07/15/2019	07/15/2019

Upload ASN from Supplier Portal

This will take you to the **Edit Shipment** screen. Review the information and select **Save and Close**

Edit Shipment: ASN-PO000738 Cancel Shipment Save Save and Close Cancel

Header

Shipment: ASN-PO000738
Supplier: TEMPT IN-STORE PRODUCTIONS
Shipped Date: 07/15/2019
* Expected Receipt Date: 07/15/2019
Ship-to Location:
Freight Terms:
Shipping Method:
Bill of Lading:
Waybill:
Packaging Code:

Special Handling Code:
Tare Weight:
Tare Weight UOM:
Net Weight:
Net Weight UOM:
Packing Slip:
Number of Packing Units:
Comments:

Lines

Actions

Shipment Line	Item	Item Description	Revision	Quantity		UOM Name	Line Status	Packing Slip	Reason	Routing	Create Note	Purchase Order	Purchase
				Shipped	Received								
1		ESIGN SADDL...		2	0	EACH	Expected	<input type="text"/>	<input type="text"/>	Direct deliv...	<input type="text"/>	PO000738	
2		ESIGN SADDL...		2	0	EACH	Expected	<input type="text"/>	<input type="text"/>	Direct deliv...	<input type="text"/>	PO000738	

You will return to the **Manage Shipments** screen and select **Done**