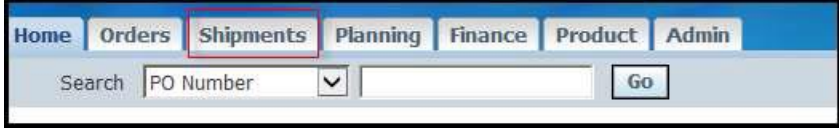
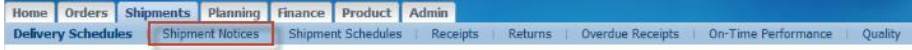
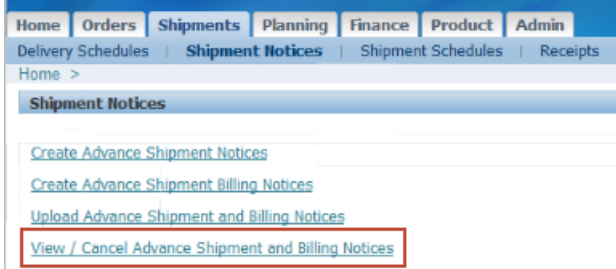
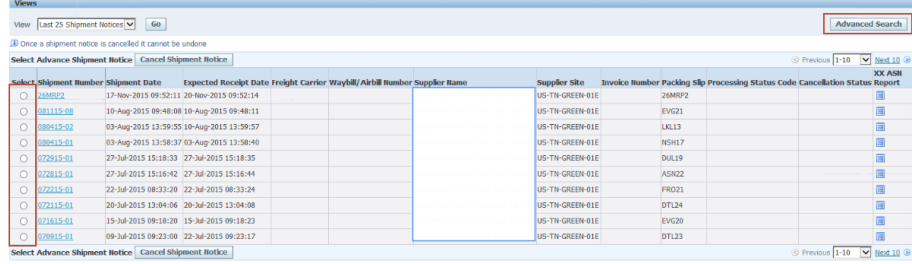
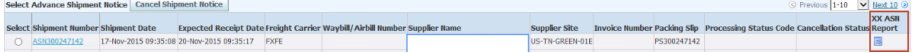


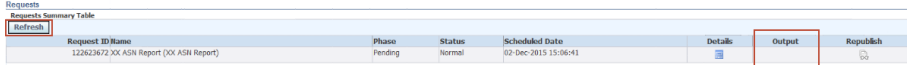
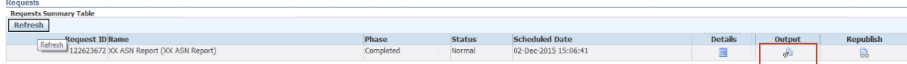
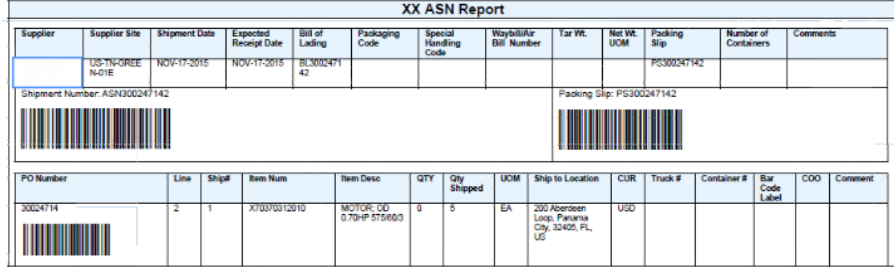
iSupplier How to Print an ASN

Contents

1.0 Printing an Advanced Shipment Notice (ASN)..... 1

1.0 Printing an Advanced Shipment Notice (ASN)

STEPS	DESCRIPTION																																																																																																																																																										
<p>1. Shipments</p>	<p>Click the Shipments tab</p> 																																																																																																																																																										
<p>2. Shipment Notices</p>	<p>Click Shipment Notices in the task bar directly below the tabs</p> 																																																																																																																																																										
<p>3. View / Cancel Advance Shipment Notice</p>	<p>Click View / Cancel Advance Shipment and Billing Notices</p> 																																																																																																																																																										
<p>4. Search</p>	<p>From here you can select the Shipment Number (ASN you created) you want to print if you see it in the search or you can use the Advanced Search to find a specific shipment.</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Shipment Number</th> <th>Shipment Date</th> <th>Expected Receipt Date</th> <th>Freight Carrier</th> <th>Waybill/Airbill Number</th> <th>Supplier Name</th> <th>Supplier Site</th> <th>Invoice Number</th> <th>Packing Slip</th> <th>Processing Status</th> <th>Code</th> <th>Cancellation Status</th> <th>XX ASN Report</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>020822</td> <td>17-Nov-2015 09:32:11</td> <td>20-Nov-2015 09:32:14</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>ZM892</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>081115-08</td> <td>10-Aug-2015 09:48:08</td> <td>10-Aug-2015 09:48:11</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>EVG21</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>080415-02</td> <td>03-Aug-2015 13:59:35</td> <td>10-Aug-2015 13:59:37</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>LKL13</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>080415-01</td> <td>03-Aug-2015 13:58:37</td> <td>03-Aug-2015 13:58:40</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>HS117</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>072815-01</td> <td>27-Jul-2015 15:18:33</td> <td>27-Jul-2015 15:18:35</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>DUL19</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>072815-01</td> <td>27-Jul-2015 15:16:42</td> <td>27-Jul-2015 15:16:44</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>ASR22</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>072215-01</td> <td>22-Jul-2015 08:33:20</td> <td>22-Jul-2015 08:33:24</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>FRO21</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>072115-01</td> <td>20-Jul-2015 13:04:06</td> <td>20-Jul-2015 13:04:08</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>DTL24</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>071815-01</td> <td>15-Jul-2015 09:18:20</td> <td>15-Jul-2015 09:18:23</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>EVG20</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="radio"/></td> <td>070915-01</td> <td>09-Jul-2015 09:23:00</td> <td>22-Jul-2015 09:23:17</td> <td></td> <td></td> <td></td> <td>US-TN-GREEN-01E</td> <td>DTL23</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Name	Supplier Site	Invoice Number	Packing Slip	Processing Status	Code	Cancellation Status	XX ASN Report	<input type="radio"/>	020822	17-Nov-2015 09:32:11	20-Nov-2015 09:32:14				US-TN-GREEN-01E	ZM892					<input type="checkbox"/>	<input type="radio"/>	081115-08	10-Aug-2015 09:48:08	10-Aug-2015 09:48:11				US-TN-GREEN-01E	EVG21					<input type="checkbox"/>	<input type="radio"/>	080415-02	03-Aug-2015 13:59:35	10-Aug-2015 13:59:37				US-TN-GREEN-01E	LKL13					<input type="checkbox"/>	<input type="radio"/>	080415-01	03-Aug-2015 13:58:37	03-Aug-2015 13:58:40				US-TN-GREEN-01E	HS117					<input type="checkbox"/>	<input type="radio"/>	072815-01	27-Jul-2015 15:18:33	27-Jul-2015 15:18:35				US-TN-GREEN-01E	DUL19					<input type="checkbox"/>	<input type="radio"/>	072815-01	27-Jul-2015 15:16:42	27-Jul-2015 15:16:44				US-TN-GREEN-01E	ASR22					<input type="checkbox"/>	<input type="radio"/>	072215-01	22-Jul-2015 08:33:20	22-Jul-2015 08:33:24				US-TN-GREEN-01E	FRO21					<input type="checkbox"/>	<input type="radio"/>	072115-01	20-Jul-2015 13:04:06	20-Jul-2015 13:04:08				US-TN-GREEN-01E	DTL24					<input type="checkbox"/>	<input type="radio"/>	071815-01	15-Jul-2015 09:18:20	15-Jul-2015 09:18:23				US-TN-GREEN-01E	EVG20					<input type="checkbox"/>	<input type="radio"/>	070915-01	09-Jul-2015 09:23:00	22-Jul-2015 09:23:17				US-TN-GREEN-01E	DTL23					<input type="checkbox"/>
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<p>5. XX ASN Report</p>	<p>A printed copy of the ASN must be included with the shipment. You can print your ASN by clicking on the XX ASN Report box.</p> 																																																																																																																																																										

STEPS	DESCRIPTION
<p>6. Refresh</p>	<p>Right now the Output area is blank. You will need to click the Refresh to bring in the ASN notice to view and print.</p>  <p><i>*This may take up to 15 minutes to populate. If it take longer than 15 minutes you may want to reach out to your buyer/planner.</i></p>
<p>7. Output</p>	<p>You may now click the Output button to bring up the ASN</p> 
<p>8. ASN</p>	<p>This is what the ASN will look like. This should always be reviewed to make sure there are no errors. If there are any errors the ASN needs to be cancelled and re-entered. There is no way to corrected it in in the system and it cannot be corrected by hand as it must be correct in the system.</p> 
<p>9. Print</p>	<p>This should be printed and attached to the bill of lading.</p> 