iSupplier How to Enter an Advanced Shipping Notice

Contents

1.0 Entering an Advanced Shipping Notice (ASN)
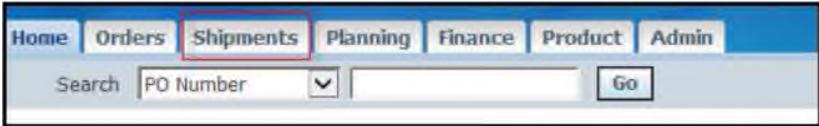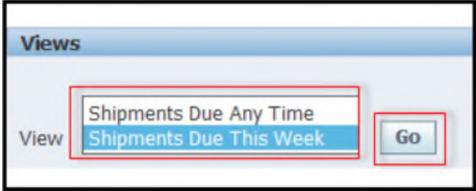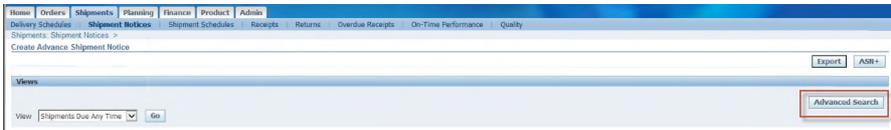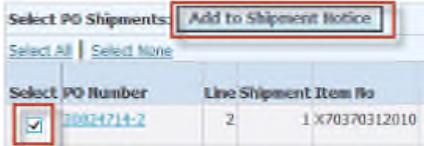
STEPS	DESCRIPTION
1. Log into iSupplier Portal	Enter Username and Password then Click Login.
2. Go into Home Page	Expand IR Supplier Portal Full Access then click Home Page.
3. Go to Shipments	Click the Shipments tab
4. Shipment Notices	Click Shipment Notices in the task bar directly below the tabs
5. Create Advance Shipment Notices	Click Create Advance Shipment Notices
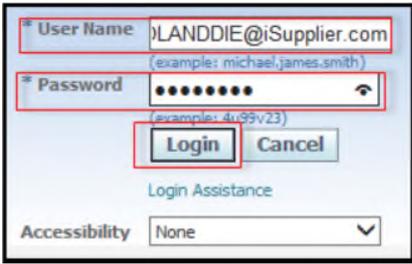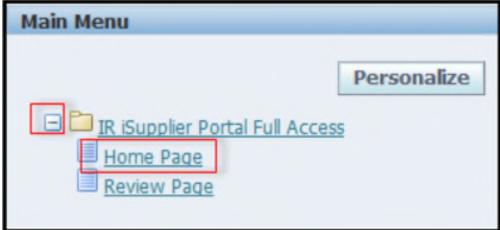
STEPS	DESCRIPTION
6. Select Shipments Due	Select either Shipments Due This Week or Shipments Due any Time from the drop down, then click Go Click Advanced Search to enter additional search criteria to perform a more restrictive search.
7. Select Shipment	Select one or multiple purchase order shipments, then click Add to Shipment Notice
8. Create ASN	You are now on the Shipment Lines tab. On this screen you will need to enter a Packing Slip number as this is a required field. The packing slip number that you enter will become part of your invoice number created by the system at receipt. Default to All Lines can be selected if the shipment lines details are common to all lines you have selected. The other fields can be entered but they are not required. *The packing slip number cannot contain any spaces or special characters. If it does it will hold up your payment.*
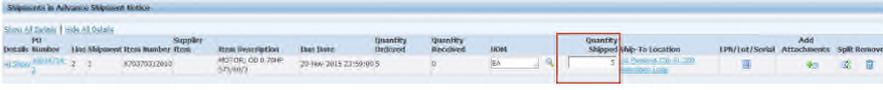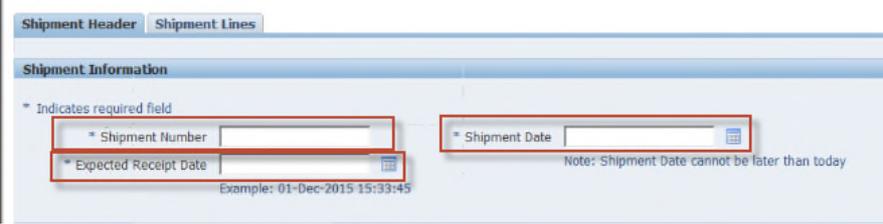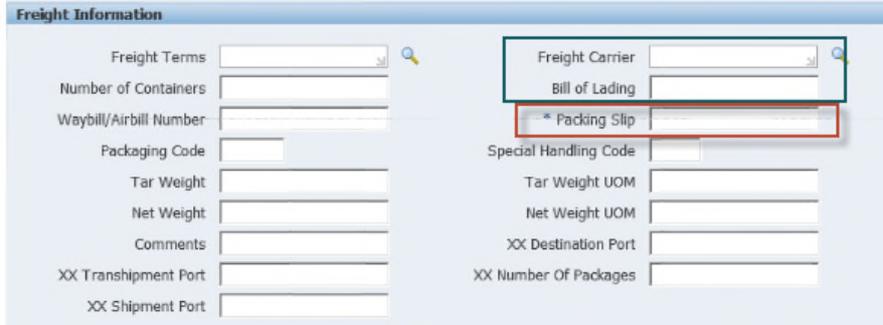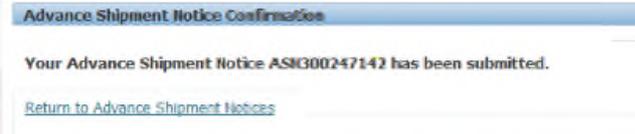
STEPS	DESCRIPTION
	The Quantity Shipped also needs to be reviewed as this needs to match the quantity you are actually shipping. Now click the Shipment Header tab to enter Shipment Information. The Shipment Number, Expected Receipt Date and Shipment Date fields must be completed as they are required. Now we must enter the Freight information. The only required field is the Packing Slip field which should match the Packing Slip number you put in the Shipment Lines tab. We also ask that you complete the Freight Carrier and Bill of Lading fields as well.
9. Preview and Submit	Preview, then click Submit
10. Confirmation	You will receive a confirmation that your ASN has been submitted. **Advance Shipment Notice Confirmation** Your Advance Shipment Notice ASN300247142 has been submitted. Return to Advance Shipment Notices Once your ASN has been submitted you will need to print a copy and attach it to the bill of lading as this is required for the IR location to accept your shipment. Refer to **iSupplier How to print an ASN** for printing instructions.