

Manage Shipments

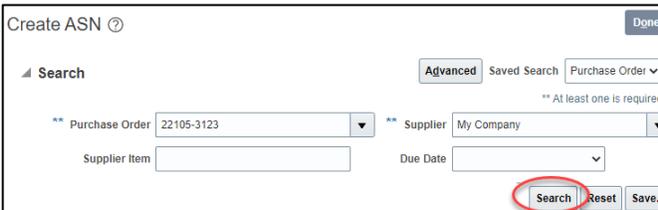
1. To create an Advanced Shipment notification, click Create ASN under 'Shipments'.
2. Search for the PO for which ASN needs to be created.
3. Select the required lines and click 'Create ASN'.
4. Enter the required shipment details, including Shipment, Shipped Date, and Expected Receipt Date.
5. Scroll down to Lines section and enter the Quantity.
6. Review the details and click Submit.
7. An ASN is created for that purchase order.
8. The buyer will receive an email confirming that an ASN was created, along with the ASN number.

1



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

2



Create ASN ⓘ Done

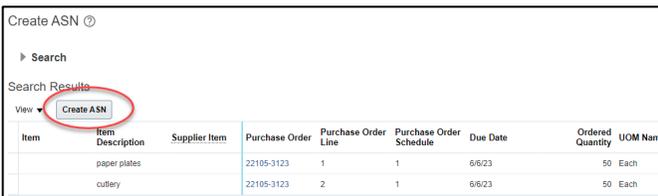
Advanced Saved Search Purchase Order ▾

** Purchase Order 22105-3123 ** Supplier My Company ** At least one is required

Supplier Item Due Date

Search Reset Save...

3



Create ASN ⓘ

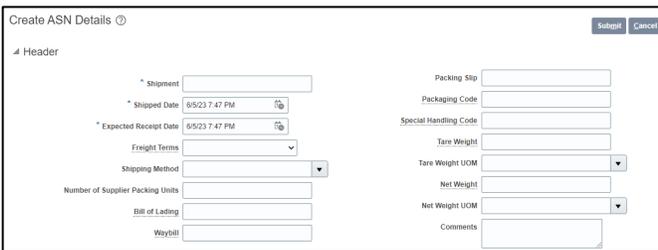
Search

Search Results

View ▾ **Create ASN**

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	paper plates		22105-3123	1	1	6/6/23	50	Each
	cutlery		22105-3123	2	1	6/6/23	50	Each

4



Create ASN Details ⓘ Submit Cancel

Header

Shipment

Shipped Date 6/5/23 7:47 PM

Expected Receipt Date 6/5/23 7:47 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

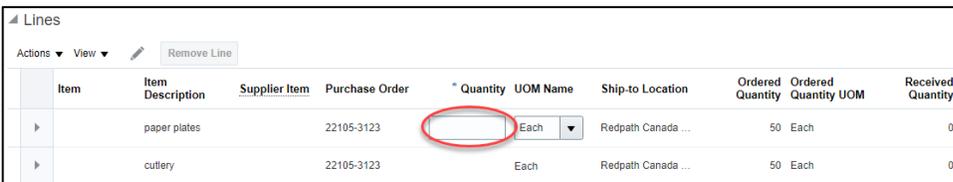
Tare Weight UOM

Net Weight

Net Weight UOM

Comments

5



Lines

Actions ▾ View ▾ Remove Line

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	paper plates		22105-3123		Each	Redpath Canada ...	50	Each	0
	cutlery		22105-3123		Each	Redpath Canada ...	50	Each	0