



How to Create Advanced Shipment Notice

 <p>Why should I use this guide?</p>	<p>This guide provides information to assist you in creating an Advanced Shipment Notice (ASN).</p>
 <p>Who might use this guide?</p>	<p>Suppliers can use an ASN when they want to notify the buyer of an upcoming delivery.</p> <p>ASN contains below details of the shipment:</p> <ul style="list-style-type: none"> • Order information • Delivery date and time • Location information • Product details • Information about the carrier

Overview

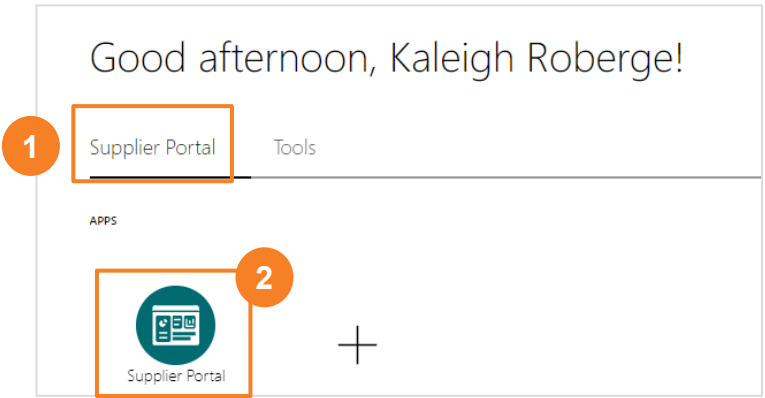
An **ASN** is an electronic notification of an upcoming delivery which is sent directly from a supplier to a buyer, in advance of the shipment. This Quick Reference Guide provides information as well as the general steps for **Creating an ASN** in Oracle Cloud.

Things to Note

- > ASN's can be created before an order is acknowledged.

System Steps of Creating an ASN

Step	Action
1	Login to the system.
1	Navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app.



The screenshot shows a user interface with a greeting: "Good afternoon, Kaleigh Roberge!". Below the greeting is a navigation bar with a "Supplier Portal" tab (highlighted with a red box and a red circle containing the number 1) and a "Tools" tab. Underneath the navigation bar is a section titled "APPS" containing a "Supplier Portal" app icon (highlighted with a red box and a red circle containing the number 2) and a plus sign (+).

Step	Action																														
3	<p>This will navigate you to the Supplier Portal homepage.</p> <p>In the Task list, select Create ASN.</p> <div data-bbox="450 408 1856 1031" style="border: 1px solid #ccc; padding: 10px;"> <p>Supplier Portal</p> <p>Search <input type="text" value="Orders"/> Order Number <input type="text"/></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Tasks</p> <p>Orders</p> <ul style="list-style-type: none"> Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet <p>Agreements</p> <ul style="list-style-type: none"> Manage Agreements <p>Shipments</p> <ul style="list-style-type: none"> Manage Shipments Create ASN Create ASBN Upload ASN or ASBN View Receipts View Returns </div> <div style="width: 35%;"> <p>Requiring Attention</p> <table border="1"> <caption>Requiring Attention Data</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Orders to Acknowledge</td> <td>3</td> </tr> <tr> <td>Schedules Overdue or Due Today</td> <td>49</td> </tr> <tr> <td>Negotiation Responses</td> <td>2</td> </tr> <tr> <td>Questionnaires</td> <td>2</td> </tr> <tr> <td>Negotiations Closing Soon</td> <td>3</td> </tr> <tr> <td>Invoices Overdue</td> <td>12</td> </tr> <tr> <td>Total</td> <td>71</td> </tr> </tbody> </table> </div> <div style="width: 30%;"> <p>Recent Activity Last 30 Days</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Orders changed or canceled</td> <td>1</td> </tr> <tr> <td>Orders opened</td> <td>9</td> </tr> <tr> <td>Receipts</td> <td>1</td> </tr> </tbody> </table> <p>Transaction Reports Last 30 Days</p> <table border="1"> <thead> <tr> <th>Report</th> <th>Value</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>PO Purchase Amount</td> <td>1600</td> <td>AUD</td> </tr> </tbody> </table> </div> </div> </div>	Category	Count	Orders to Acknowledge	3	Schedules Overdue or Due Today	49	Negotiation Responses	2	Questionnaires	2	Negotiations Closing Soon	3	Invoices Overdue	12	Total	71	Activity	Count	Orders changed or canceled	1	Orders opened	9	Receipts	1	Report	Value	Unit	PO Purchase Amount	1600	AUD
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Step	Action
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- | | |
|---|--|
| 4 | Click on Search to view all Open Purchase Orders . Alternatively, enter a particular purchase order number into the Purchase Order (PO) field and click on Search. |
| 5 | Highlight the PO you would like to create an ASN for. |
| 6 | Click on Create ASN . |

Create ASN Done

Search Advanced Saved Search Purchase Order

**** Purchase Order** **** Supplier** ** At least one is required

Supplier Item Due Date

4 Search Reset Save...

Search Results

View **6** Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
5 <input type="checkbox"/> SIQ0019	Current Meter, F...		EE00000094	1	1	01-Jun-2021	1	Each
SIQ0019	Current Meter, F...		EE00000200	1	1	23-Jun-2021	10	Each

Step	Action
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7	<p>Enter the relevant information. Note: Fields denoted with (*) must be completed.</p> <p>7a: Shipment (This is a unique number determined by you (you can use numbers and letters). For example, you can enter the consignment number, delivery docket number, the purchase order number with a prefix e.g date).</p> <p>7b: Shipped Date (enter the day you have shipped it)</p> <p>7c: Expected Receipt Date (when the carrier is telling you it will arrive to Essential Energy)</p> <p>7d: Quantity</p>
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8	Click on Submit .
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Create ASN Details ?

8
Submit
Cancel

▲ Header

7b
* Shipment
7a

* Shipped Date
28-Jul-2021 14:43
7c

Expected Receipt Date
28-Jul-2021 14:43

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

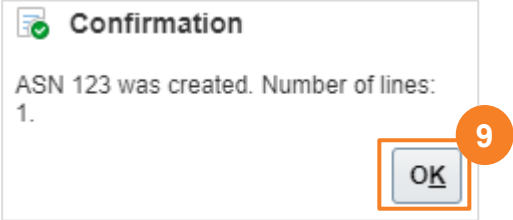
Comments

▲ Lines

Actions ▼ View ▼
Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶ SIQ0019	Current Meter, F...		EE00000094		Each ▼	Wagga Wagga FS...	1	Each	0

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Step	Action
9	<p data-bbox="286 264 454 296">Click on Ok.</p> <div data-bbox="913 344 1424 564"><p data-bbox="922 352 1155 384">Confirmation</p><p data-bbox="922 416 1350 472">ASN 123 was created. Number of lines: 1.</p><p data-bbox="1290 480 1424 552">OK</p><p>The image shows a confirmation dialog box with a green checkmark icon and the text 'Confirmation'. Below the title, it says 'ASN 123 was created. Number of lines: 1.' At the bottom right, there is an 'OK' button. A red circle with the number '9' is positioned over the 'OK' button, and a red rectangle highlights the button itself.</p></div> <p data-bbox="286 647 965 679">At this point Essential Energy will receive your ASN.</p> <p data-bbox="286 719 1339 751">If you require further support, please contact suppliers@essentialenergy.com.au.</p>