



How to Create Advanced Shipment Notice (ASN)

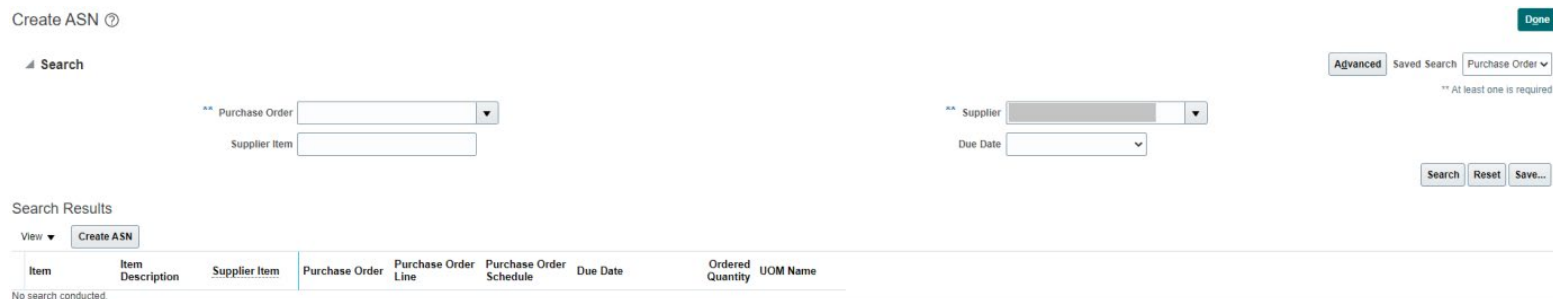
 Who might use this guide?	<p>Suppliers wishing to use an Advanced Shipping Notice (ASN) to notify the buyer of an upcoming delivery.</p>
 What is this guide about?	<p>This guide provides information to assist you in creating an Advanced Shipment Notice (ASN) which contains details of the shipment such as :</p> <ul style="list-style-type: none"> • Order information • Delivery date and time • Location information • Product details • Information about the carrier <p>Note : some fields are Mandatory and are indicated by *</p>

Overview

What is an Advanced Shipping Notice?

An **Advanced Shipping Notice (ASN)** is an electronic notification of an upcoming delivery which is sent directly from a supplier to a buyer, in advance of the shipment.

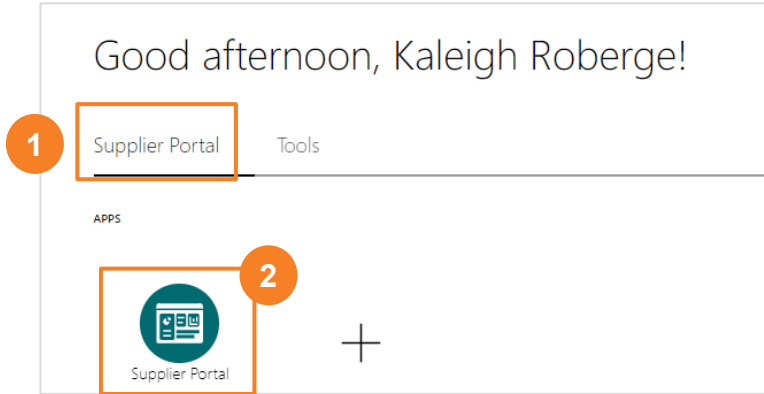
• What does the Create ASN homepage look like?



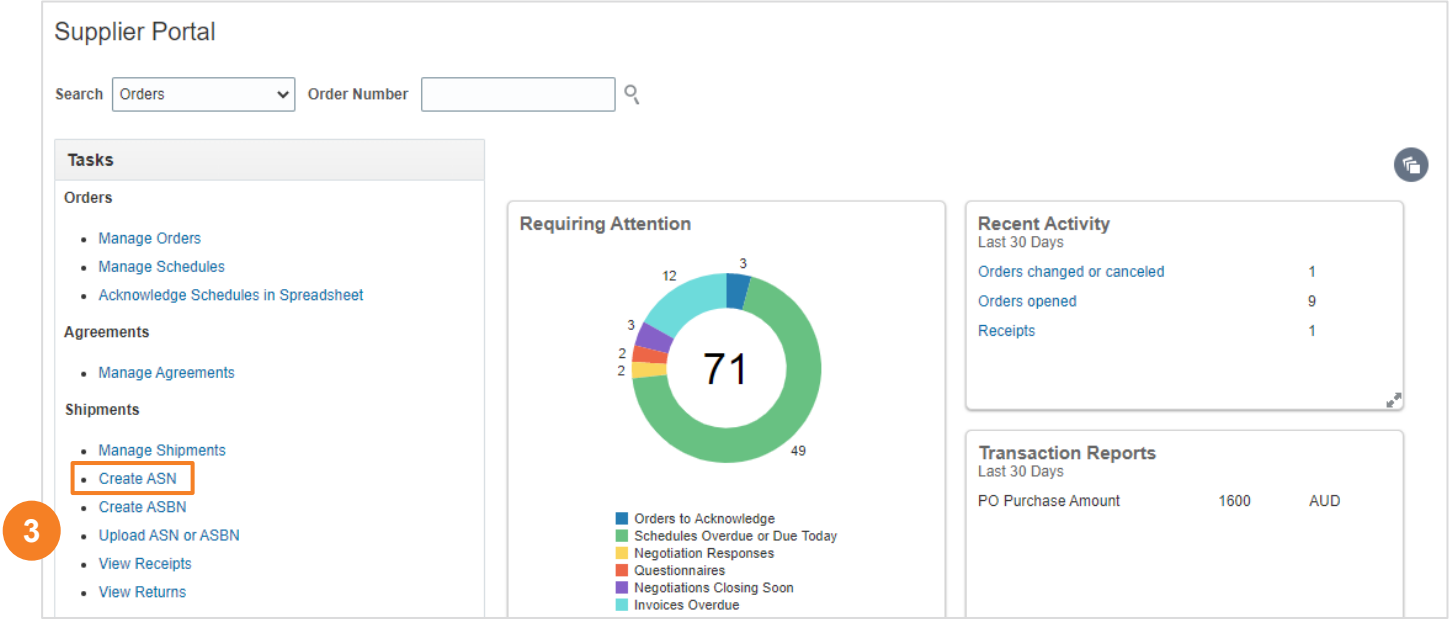
The screenshot shows the 'Create ASN' interface. At the top, there's a 'Create ASN' link with a help icon. Below it is a search bar. The main form area contains several input fields: 'Purchase Order' (with a dropdown arrow), 'Supplier Item', 'Supplier' (with a dropdown arrow), and 'Due Date' (with a dropdown arrow). To the right of these fields are buttons for 'Advanced', 'Saved Search', and 'Purchase Order' (dropdown). Below these buttons is a note: '** At least one is required'. At the bottom right are 'Search', 'Reset', and 'Save...' buttons. The bottom section is titled 'Search Results' and includes a 'View' dropdown and a 'Create ASN' button. Below this is a table header with columns: Item, Item Description, Supplier Item, Purchase Order, Purchase Order Line, Purchase Order Schedule, Due Date, Ordered Quantity, and UOM Name. The table body currently shows 'No search conducted.'

System Steps of Creating an ASN

Step	Action
	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, there are two tabs: 'Supplier Portal' and 'Tools'. The 'Supplier Portal' tab is highlighted with an orange box and a circled '1'. Below the tabs, there is a section labeled 'APPS'. In this section, there is a 'Supplier Portal' app icon, which is a teal circle with a white icon of a document and a checkmark. This icon is highlighted with an orange box and a circled '2'. To the right of the app icon is a plus sign '+'. The entire screenshot is enclosed in a light gray border.

Step	Action
3	<p>From the Supplier Portal homepage, scroll down the Task list and select Create ASN.</p>  <p>The screenshot shows the Supplier Portal interface. On the left, there is a 'Tasks' sidebar with categories: Orders, Agreements, and Shipments. Under 'Shipments', the 'Create ASN' option is highlighted with an orange box and a red circle containing the number 3. The main content area features a 'Requiring Attention' donut chart showing 71 items, with a legend for various statuses. To the right, there are sections for 'Recent Activity' and 'Transaction Reports'.</p>

Step	Action																																																																								
	<p>Note : There are two options to search for purchase orders in the Create ASN area and both commence after step 3 (above)</p> <p>Option 1</p>																																																																								
4	Enter a Purchase Order number into the Purchase Order (PO) field and click on Search .																																																																								
5	<p>Create ASN ?</p> <div><div><div>4</div><div><div>** Purchase Order</div><div>EE00009996</div><div></div></div><div>Supplier Item</div></div><div><div>** Supplier</div><div></div><div></div></div><div><div>Due Date</div><div></div><div></div></div></div> <div><div>Advanced</div><div>Saved Search</div><div>Purchase Order</div></div> <div>** At least one is required</div> <div>5</div> <div><div>Search</div><div>Reset</div><div>Save...</div></div>																																																																								
	<p>Search Results</p> <div><div>View</div><div>Create ASN</div></div> <table><thead><tr><th>Item</th><th>Item Description</th><th>Supplier Item</th><th>Purchase Order</th><th>Purchase Order Line</th><th>Purchase Order Schedule</th><th>Due Date</th><th>Ordered Quantity</th><th>UOM Name</th></tr></thead><tbody><tr><td colspan="9">No search conducted.</td></tr></tbody></table>	Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	No search conducted.																																																														
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	<p>The Search option will show all lines of the PO. Highlight the lines required by clicking on the first row and holding CTRL on your keyboard to choose other lines</p>																																																																								
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286123	Termination Out...	TES1284AUUE...	EE00009996	1	1	17/01/22	1	Each																																																																	
286121	Termination Out...	TES1284AUUE...	EE00009996	2	1	17/01/22	1	Each																																																																	
286301	Termination Out...	TES2484AUUE...	EE00009996	3	1	17/01/22	1	Each																																																																	
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999070	Joint Straight 11...	GLT1265AUUE...	EE00009996	5	1	17/01/22	2	Each																																																																	
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286364	Trifurcation Kit 1...	TRI KIT 11 35-95	EE00009996	7	1	17/01/22	2	Each																																																																	
7	Click on Create ASN .																																																																								

Step Action

9

On **Create ASN Details** page, update the Header area where relevant noting the mandatory fields marked *. Note the Comments field on the right for use if required

8a: 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

8b: Shipped Date - enter the day you have shipped it

8c: Expected Receipt Date - when the carrier is telling you it will arrive to Essential Energy

8d: Quantity – enter the quantity being shipped on each line. For the **Lines** to be included in the ASN the quantity to be shipped must be entered. Partial shipments are acceptable

Click on **Submit**.

Create ASN Details ⓘ

Header

8a, 8b, 8c

* Shipment

* Shipped Date 17/01/22 2:52 PM

* Expected Receipt Date 17/01/22 2:52 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

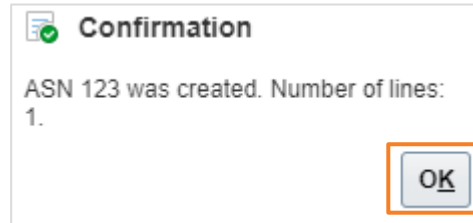
Comments

Lines

8d

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
286123	Termination Out...	TES1284AUE...	EE00009996	<input type="text"/>	Each	Wagga Wagga W...	1	Each	0
999080	Joint 240mm Re...	GLS01501AU...	EE00009996	<input type="text"/>	Each	Wagga Wagga W...	4	Each	0

Step	Action
10	<p>Click on Ok.</p> <div data-bbox="904 339 1375 563">  <p>Confirmation</p> <p>ASN 123 was created. Number of lines: 1.</p> <p>OK</p> </div> <p>At this point Essential Energy will receive your ASN.</p> <p>If you require further support, please contact suppliers@essentialenergy.com.au.</p>

Option 2 – commences from Step 3 (above)

The supplier name will automatically appear in the Supplier field. Without entering any other information, click on **Search** to view all **Open Purchase Orders**

Note the lines highlighted showing different purchase order numbers.

Create ASN ?

Search

Purchase Order

Supplier Item

4

Supplier

Due Date

Advanced Saved Search Purchase Order

** At least one is required

5

Search Reset Save...

Search Results

Create ASN

Item	Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
286303	Termination Out...	TES2484AUEE...	EE00010059	11	1	24/01/22	1	Each
285889	Joint Straight 22...	GLS2475AUSG...	EE00010059	12	1	24/01/22	1	Each
999070	Joint Straight 11...	GLT1265AUEE...	EE00010059	13	1	24/01/22	2	Each
286366	Trifurcation Kit 1...	TRI KIT 1 22 240	EE00010059	14	1	24/01/22	4	Each
113320	End Cap 35-70...	ELCOCAF M10...	EE00010059	15	1	24/01/22	50	Each
999080	Joint 240mm R...	150 AUR...	EE00010059	16	1	24/01/22	4	Each
286366	Trifurcation Kit 1...	TRI KIT 1 22 240	EE00010060	1	1	24/01/22	2	Each
286135	Termination Ind...	TIS1282A JRR...	EE00010060	2	1	24/01/22	3	Each
285980	Joint Straight 1k...	GLS0150AUEE...	EE00010060	3	1	24/01/22	2	Each
286365	Trifurcation Kit 2...	TRI KIT 22 35-95	EE00010060	4	1	24/01/22	1	Each
286296	Term Breakout...	TES0150AUEEP	EE00010060	5	1	24/01/22	20	Each
286115	Termination Out...	TES1284AUEE...	EE00010060	6	1	24/01/22	12	Each
221210	Connector Tee 1...	3X DTS636-E-S...	EE00010060	7	1	24/01/22	16	Each
285861	Term 4 Core Ind...	TES0150AUEEP	EE00010060	8	1	24/01/22	10	Each

Scroll down the list until the required PO and/or lines are found. Highlight the first required line and hold CTRL on your keyboard to choose other lines.

Click on **Create ASN**.

On **Create ASN Details** page, update the Header area where relevant noting the mandatory fields marked *. Note the Comments field on the right for use if required

8a: 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,

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Click on **Submit**.

9

Create ASN Details ?

Head

8a, 8b, 8c

* Shipment

* Shipped Date 17/01/22 2:52 PM

* Expected Receipt Date 17/01/22 2:52 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

9

Submit Cancel

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

8d

Item

Item Description

Supplier Item

Purchase Order

* Quantity

UOM Name

Ship-to Location

Ordered Quantity

Ordered Quantity UOM

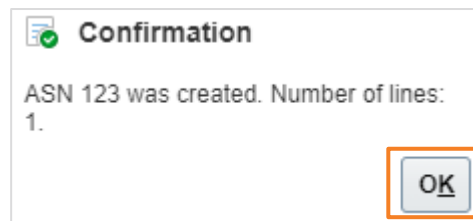
Received Quantity

286123	Termination Out...	TES1284AUE...	EE00009996		Each	Wagga Wagga W...	1	Each	0
999080	Joint 240mm Re...	GLS01501AU...	EE00009996		Each	Wagga Wagga W...	4	Each	0

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10

Click on **Ok**.



10

At this point Essential Energy will receive your ASN.

If you require further support, please contact suppliers@essentialenergy.com.au.