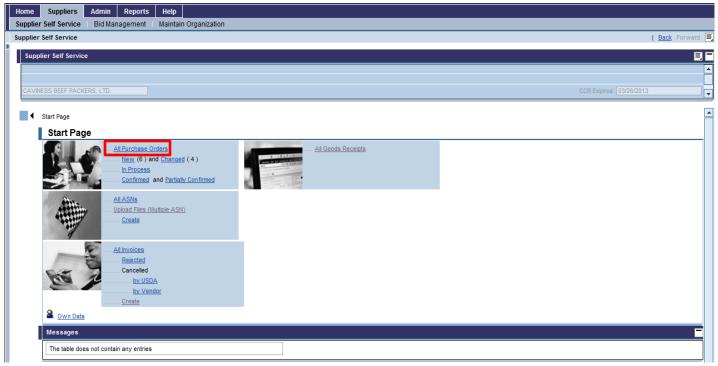# Creating Advance Ship Notices (ASN) – Multiple Upload Feature
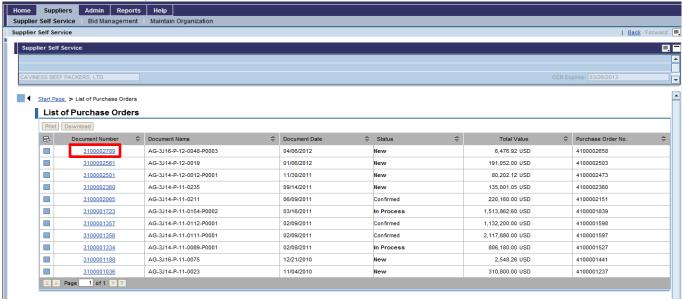
Revised: 7/8/2013

Portal Path: Suppliers>Supplier Self Service

1.  Click on All Purchase Orders link



2.  Locate the Purchase Order that you want to create the ASN under.
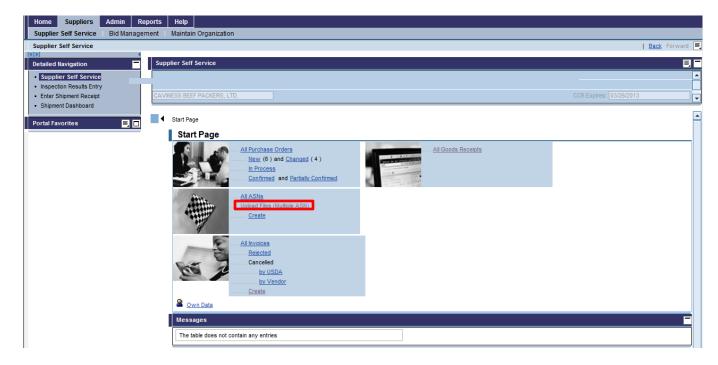
    Note:  Click on the blue hyper-link on the document number that you want to use (i.e. starts with 31XXXXX) to view the PO or just record the Document number that one wants to create the ASN under.



3.  If one clicks on the blue hyper-link the Purchase Order is displayed - copy or record the Document number (one will need this number to add to the ASN csv file for creating multiple ASN feature)

    Note:  One may want to print the PO at this time so that one has a copy to work from for creating the ASN csv file.

Note:  One can either go back to the Start Page (Supplier Self Service Page) or do this step once one is ready to begin the Upload files multiple upload step.
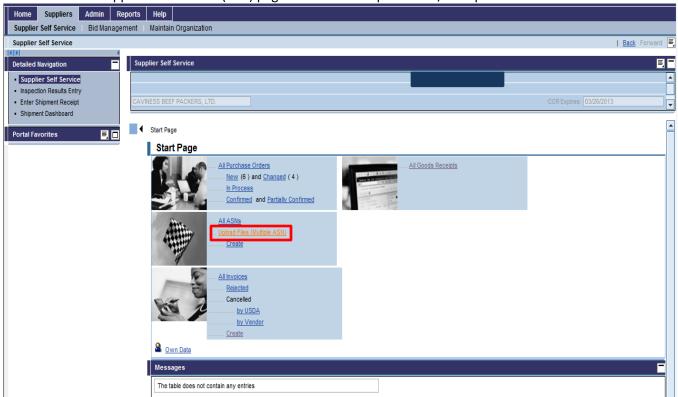
4. Open the Excel - ASN multiple upload file. –File can be found on the AMS WBSCM Information page. http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=stelprdc5091412

5. Make sure that there are no other line items in the file (Delete any information that is in the file except for column headings. Columns marked with "**\***" are required fields and must contain the correct information. Establishment number is only for those firms that are under FSIS inspection. Bill of Lading must be a unique number in order to create separate ASN numbers, it they are the numbers are the same, then it will tie those items together under the same ASN. If one would like to have the same ASN number for a split shipment, then the BOL number must be the same.

6. Start adding the Document number and PO line item(s) that one wants to create ASNs for to the excel file. NOTE: **Do not leave any blank rows or change the column titles or change their location.**

| Document number * | PO Line Item # * | Delivery Date (Expected) * | Delivery Time (Expected) | Shipping Date * | Route - Shipping Time | Means of Transport * | Establish-ment Number (FSIS) | Railcar Number/Bill of Lading * | Quantity * | Com-ments | Schedule Line |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 3100002789 | 1 | 5/5/2012 | | 5/2/2012 | | Truck | 7234 | 123323434 | 1620 | | |
| 3100002789 | 2 | 5/10/2012 | | 5/8/2012 | | Truck | 7234 | 123323435 | 1620 | | |
| 3100002789 | 3 | 5/15/2012 | | 5/12/2012 | | Truck | 7234 | 123323436 | 1620 | | |

7. Save the Excel file - Make sure that it is saved in **CSV** format **do not** change the format!

8. Go to Supplier Self Service (SUS) page and click on "upload files/multiple ASNs".
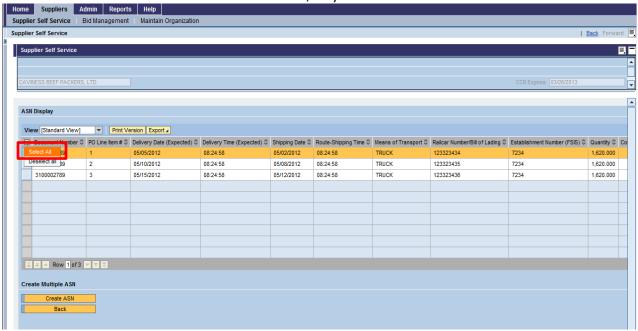


9. Browse to where the file is saved.
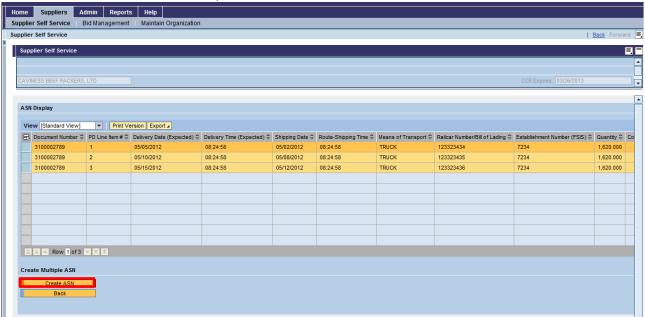10. Once file is located and selected, click on "load file" button.

11. Verify the data loaded correctly, if not fix the data and re-upload the file.
12. Click on the far left icon to **select all items** or click on each item to select. NOTE: All rows must be orange in order for all ASNs to be created.

Note: If one creates the ASN as shown below, only one ASN will be created for the first line of data.



13. Once all rows are selected, Click "Create ASN" button.

15. A pop window should appear with a list of ASN numbers created successfully. One can record the ASN number if desired, otherwise click on the "OK" button to close the window. Click on the "Back" button if you want to upload more files or Supplier self-service button on the menu bar.