Create Advanced Shipping Notification (ASN) Manually

October 20, 2015

**Step 1:** Follow the Portal Path:
- Suppliers → Supplier Self Service
- Click on “Create” in the ASN section

Figure 1.

**Step 2:** Click on the Purchase Order “Document Number” to create the ASN.

Figure 2.
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**Step 3:** The Purchase Order is displayed.
- Click on “Create ASN” to continue the process.

![Image of Purchase Order Display](image)

**Step 4:** Enter the following required Delivery Information:
- **Delivery Date** – Date the load is to be delivered to final destination (unloading appointment date)
- **Shipping Date** - Date the load is to leave the vendor’s warehouse or storage facility
- **Means of Transportation** – Select the appropriate shipping method, i.e., truck, railcar.
- **Railcar/BOL/Conveyance** – Bill of lading number or railcar number etc.
- **Establishment number** – FSIS establishment number – only applies to those vendors that are operating under Food Safety and Inspection Service, Federal Meat Inspection Act (Livestock-Poultry)

![Image of Delivery Information](image)
Step 5: Once the delivery information is entered, user can click the checkbox in the Item Selection column to select the line item(s) that were shipped. There is no need to delete the unselected line items. If no items are selected, the user will receive an error message “Select at least one item”. If all the line items on the PO were shipped, users can click the “Select All” button and then click the trashcan icon to delete those line items that were not shipped on the ASN.

Step 6. After all applicable items have been checked, click on the “Goods Delivered to Recipient” icon.
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Step 7: If completely correct, message will display: “Success, your changes have been adopted successfully”.

- Note: The ASN document can be printed by clicking the “Print” button.
- Note: If an ASN was created in error, please contact WBSCMAMSHelpDesk@ams.usda.gov and ask for the ASN deleted. Please provide the 1.)ASN, 2.) PO and 3.) PO line item number.

Figure 7.