

Creating Advance Ship Notices (ASN) – Multiple Load Feature

October 21, 2015

Step 1: Follow the Portal Path:

- Suppliers → Supplier Self Service

Step 2: Click on All Purchase Orders link.

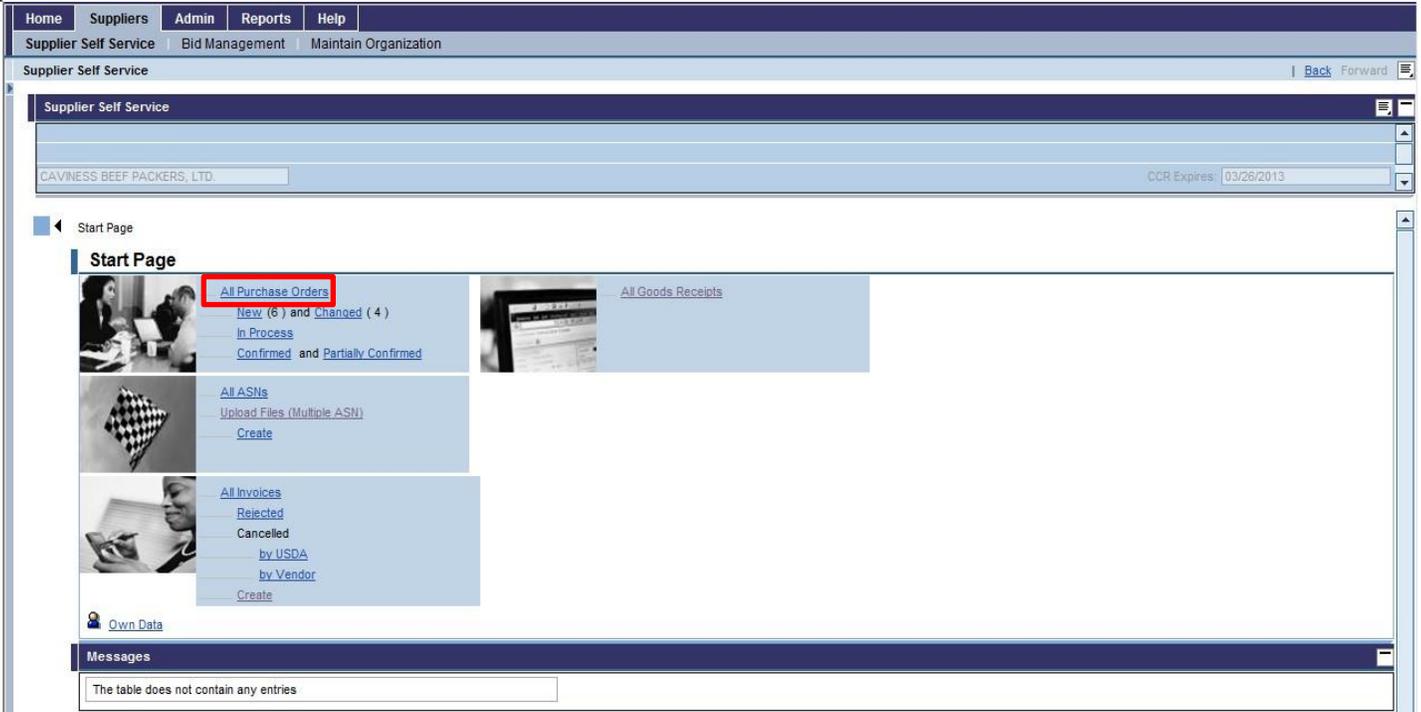


Figure 1.

Step 3: 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.

The screenshot shows the 'List of Purchase Orders' page in the Supplier Self Service portal. The page has a navigation bar at the top with tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The user is logged in as CAVINESS BEEF PACKERS, LTD. with a CCR Expires date of 03/26/2013. The main content area is titled 'List of Purchase Orders' and contains a table with the following columns: Document Number, Document Name, Document Date, Status, Total Value, and Purchase Order No. The table contains 14 rows of data. The first row has a document number of 3100002789, which is highlighted with a red box. The table also includes a 'Print' button and a 'Download' button. At the bottom of the table, there is a pagination control showing 'Page 1 of 1'.

Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
3100002789	AG-3J16-P-12-0048-P0003	04/06/2012	New	6,476.92 USD	4100002658
3100002561	AG-3J14-P-12-0019	01/06/2012	New	191,052.00 USD	4100002503
3100002501	AG-3J14-P-12-0012-P0001	11/30/2011	New	80,202.12 USD	4100002473
3100002360	AG-3J14-P-11-0235	09/14/2011	New	135,001.05 USD	4100002360
3100002065	AG-3J14-P-11-0211	08/09/2011	Confirmed	220,160.00 USD	4100002151
3100001723	AG-3J14-P-11-0154-P0002	03/16/2011	In Process	1,513,862.60 USD	4100001839
3100001357	AG-3J14-P-11-0112-P0001	02/09/2011	Confirmed	1,132,200.00 USD	4100001598
3100001356	AG-3J14-P-11-0111-P0001	02/09/2011	Confirmed	2,117,880.00 USD	4100001597
3100001334	AG-3J14-P-11-0089-P0001	02/08/2011	In Process	806,180.00 USD	4100001527
3100001188	AG-3J16-P-11-0075	12/21/2010	New	2,548.26 USD	4100001441
3100001036	AG-3J14-P-11-0023	11/04/2010	New	310,800.00 USD	4100001237

Figure 2.

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Step 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.

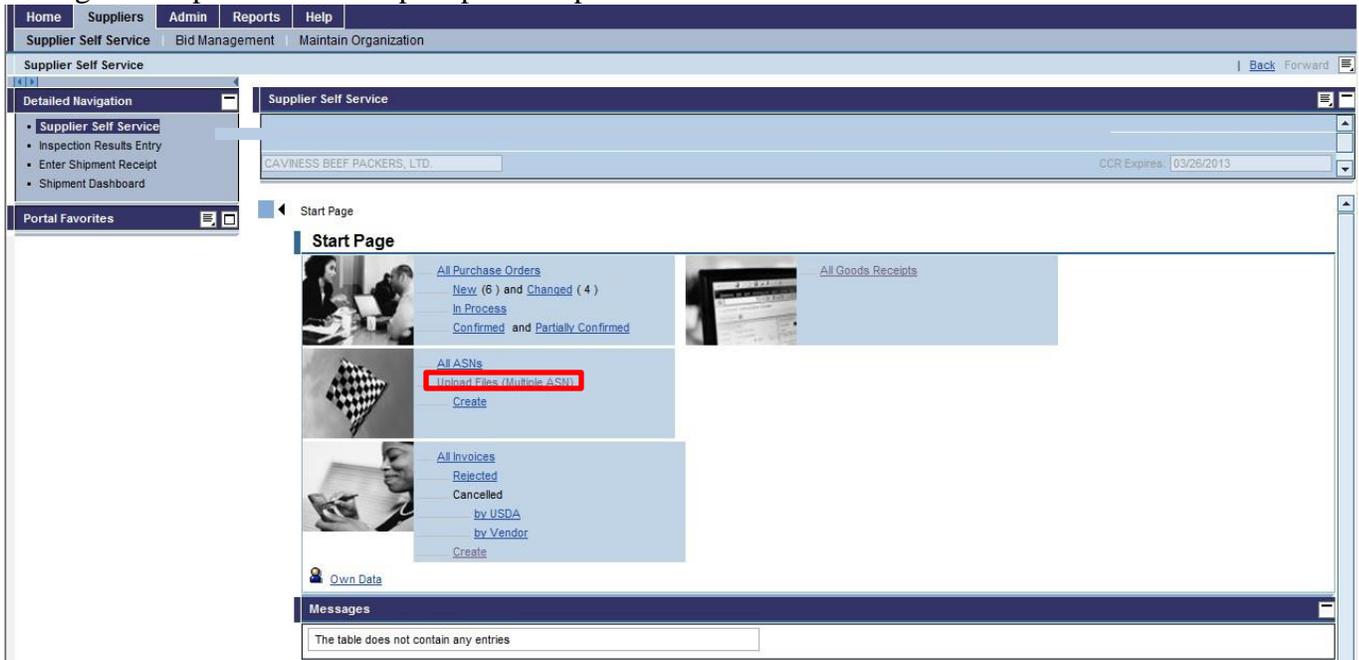


Figure 3.

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>

Step 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, if 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.

Step 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	Means of Transport	Establishment Number (FSIS)	Railcar Number/ Bill of Lading *	Quantity *	Comments	Schedule Line
310000278	1	5/5/201		5/2/201		Truck	7234	12332343	1620		
310000278	2	5/10/201		5/8/201		Truck	7234	12332343	1620		

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310000278	3	5/15/201		5/12/201		Truck	7234	12332343	1620		
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Figure 4.

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

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Step 8: Go to Supplier Self Service (SUS) page and click on “upload files/multiple ASNs”.

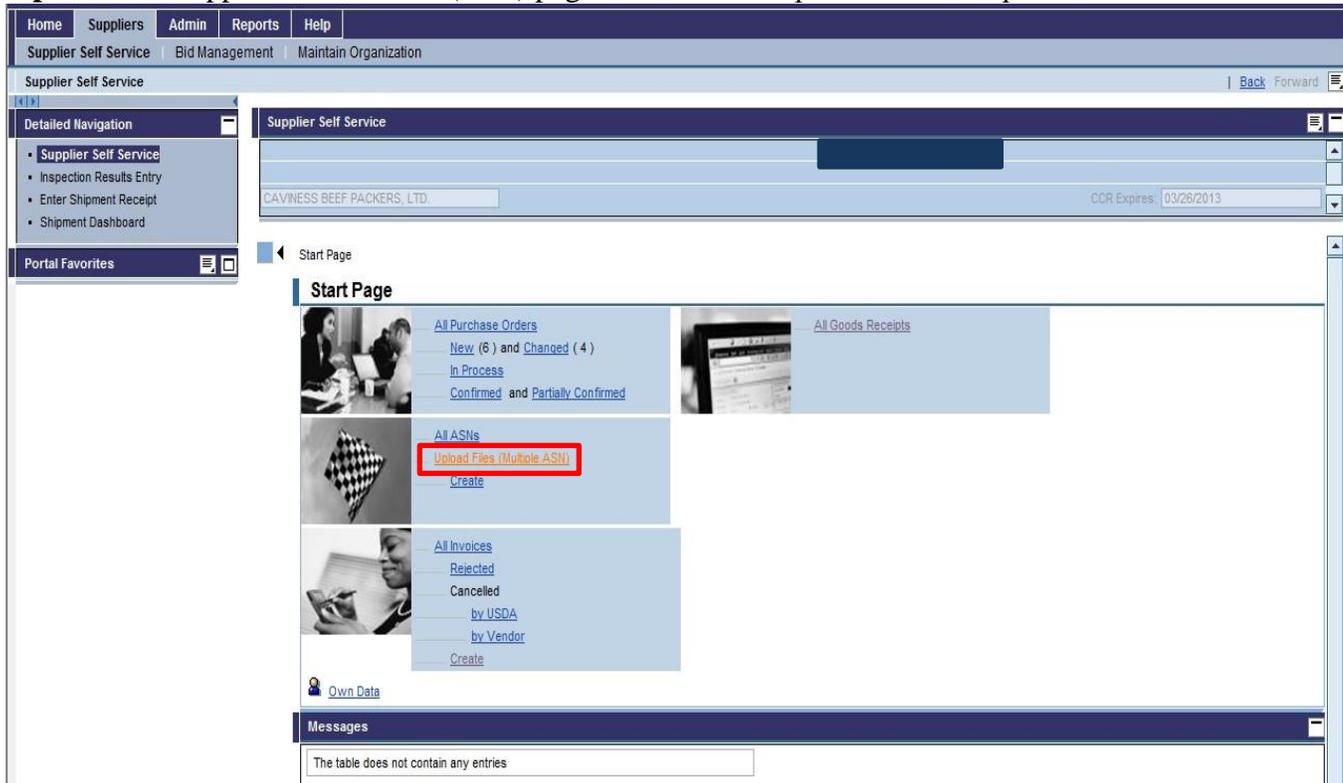


Figure 5.

Step 9: Browse to where the file is saved.

Step 10: Once file is located and selected, click on "load file" button.

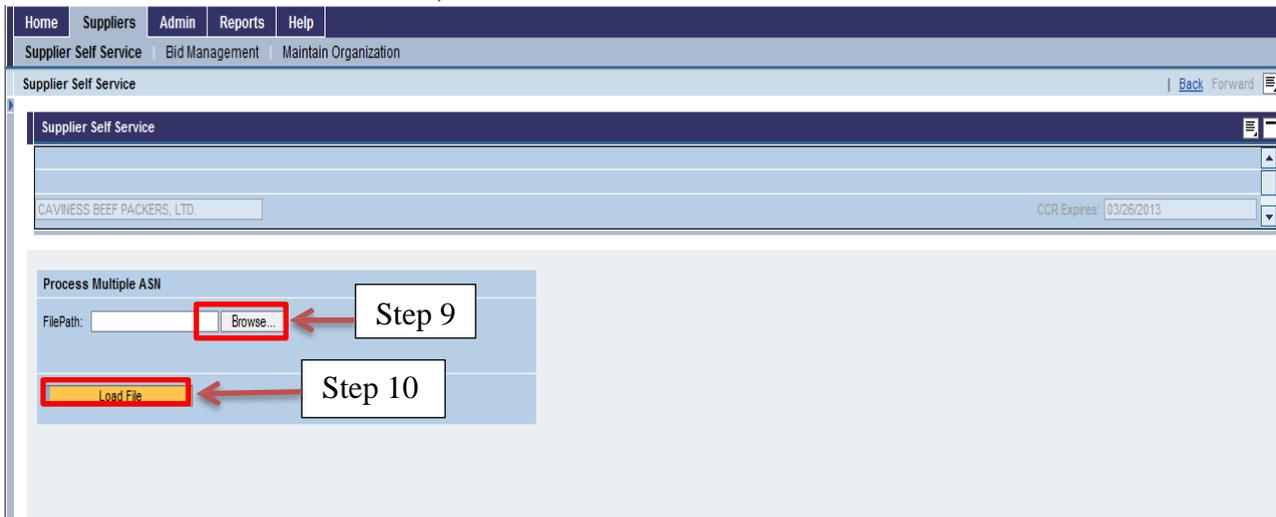


Figure 6.

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Step 11: Verify the data loaded correctly, if not, fix the data and re-upload the file.

Step 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.

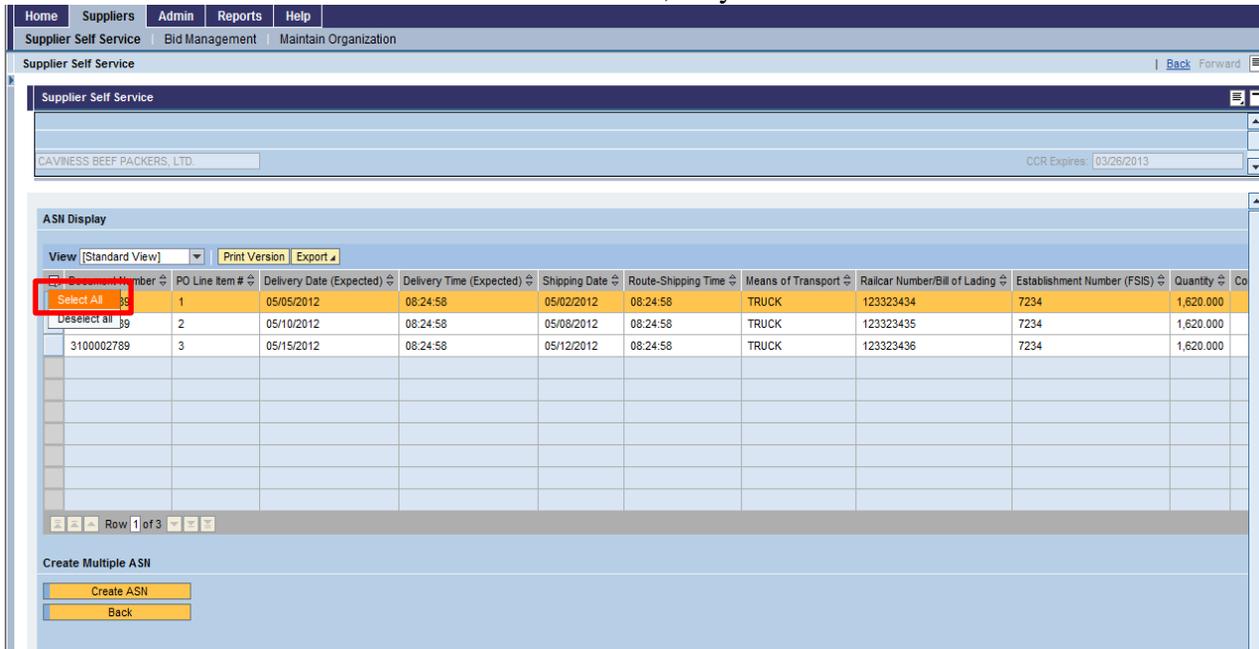


Figure 7.

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

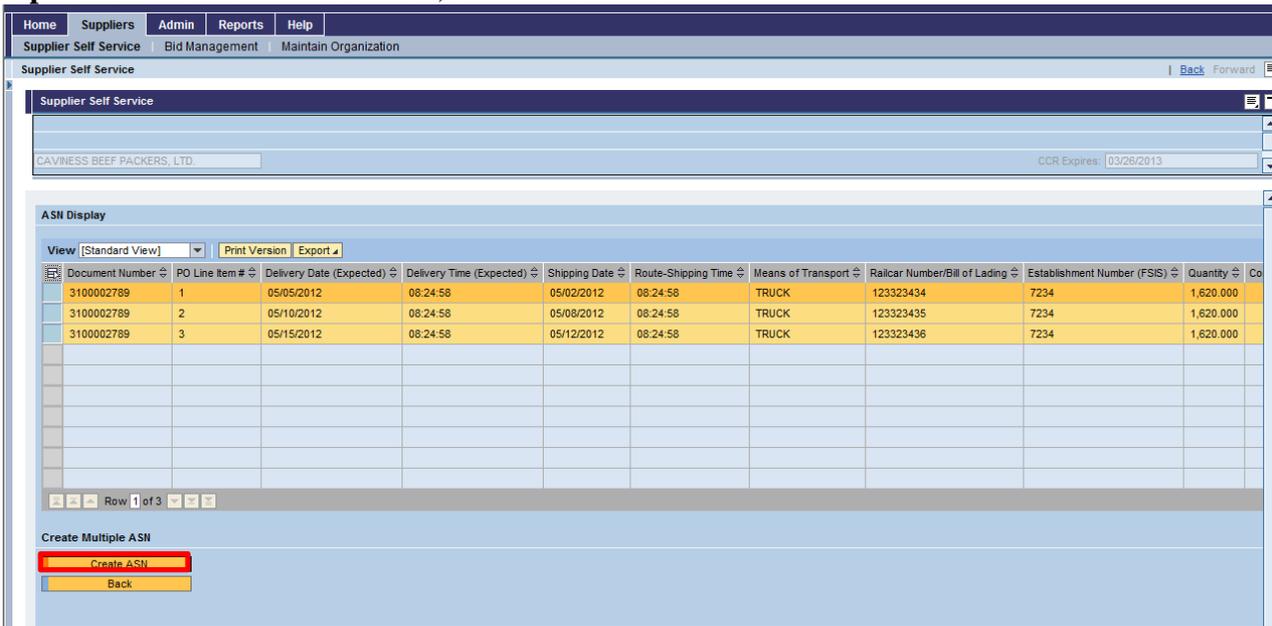


Figure 8.

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Step 14: 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.

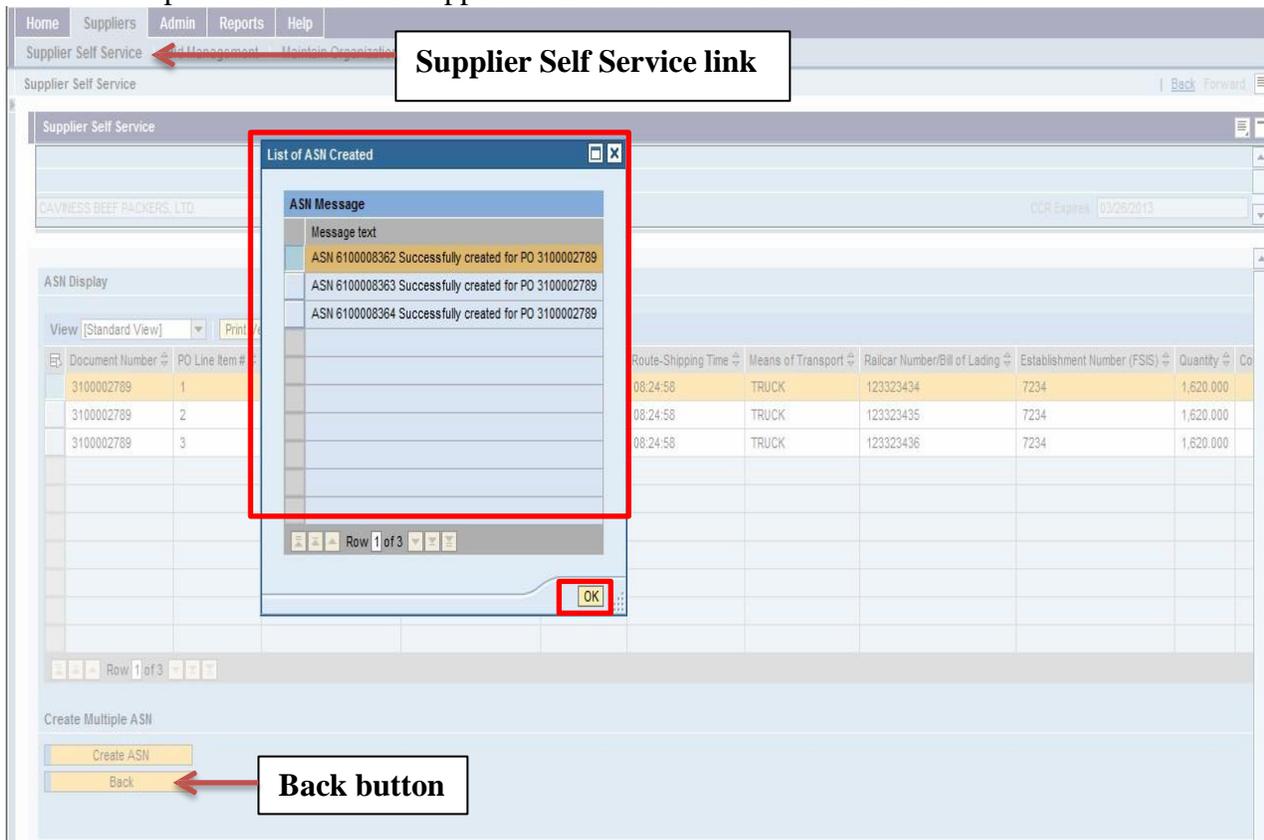


Figure 9.