

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

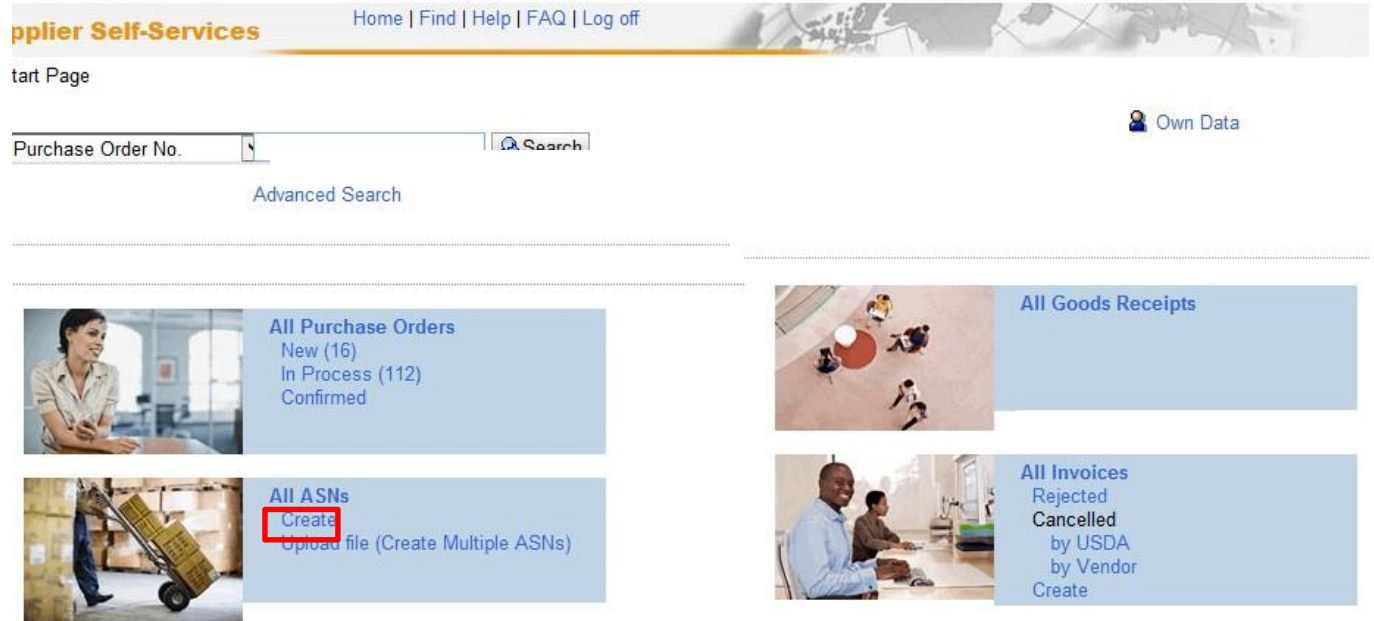


Figure 1.

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

Supplier Self Service


INN FOODS, INC.

CCR Expires: 03/04/2015

ORCA Validity Period: 07/02/2012 - 07/02/2013

Supplier Self-Services

Home | Find | Help | FAQ | Log off



Start Page > List of Purchase Orders

List of Purchase Orders

PrintDownload








	Purchase Order No.	Number	Name	Date	Total Value	Status
	4100005910	3100011071	AG-3J16-D-14-0234-P0...	06/20/2014	9,882.00 USD	In Process
	4100005902	3100011014	AG-3J16-P-14-0229-P0...	06/18/2014	654,000.00 USD	New
	4100005844	3100010907	AG-3J14-P-14-0015	05/28/2014	513,780.00 USD	New
	4100005822	3100010885	AG-3J15-P-14-0110	05/23/2014	421,200.00 USD	New
	4100005706	3100010734	AG-3J15-P-14-0075	05/08/2014	130,438.44 USD	New
	4100005437	3100010338	AG-3J16-D-14-0003	10/25/2013	596,461.32 USD	New

Figure 2.

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Step 3: The Purchase Order is displayed.

- Click on “Create ASN” to continue the process.

Supplier Self-Services Home | Find | Help | FAQ | Log off

Start Page > List of Purchase Orders > Display Purchase Order

Purchase Order: 4100005902

Create ASN | Display History | Display Document Flow | Print | Download

Communication and Collaboration

Modification Text

6-20-14-item 19, had change of funds, no other changes were made to that line item.

General Information

Basic Data

Purchase Order ID: 4100005902

Number: 3100011014

Name: AG-3J16-P-14-0229-P0001

Date: 06/18/2014

Status: New

Follow-On Documents:

1 2

Terms of Payment

Payment in Days	Discount in %

Terms of Delivery

Incoterm	Location

Figure 3.

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)

General Information

Basic Data

Number: 6100224998

Name: AG-3J16-P-14-0229-P0001

Date: 07/23/2014

Status: Created

Delivery Information

Delivery Date (Expected): 07/31/2014 08:00

Shipping Date: 07/23/2014 08:00

Means of Transport: Truck

Railcar / BOL / Conveyance: 12345

Establishment Number: 45

Item Overview

Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Measure	Purchase Ord...	Purchase Ord...		Item Selection
10	PLUMS PITTED	100290	1,500.000	Case	4100005902	1		<input type="checkbox"/>
20	PLUMS PITTED	100290	1,500.000	Case	4100005902	2		<input type="checkbox"/>
30	PLUMS PITTED	100290	1,500.000	Case	4100005902	3		<input type="checkbox"/>
40	PLUMS PITTED	100290	1,500.000	Case	4100005902	4		<input type="checkbox"/>

Figure 4.

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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.

Number	Description	Product	Quantity	Unit of Measure	Purchase Ord...	Purchase Ord...	Item Selection
10	PLUMS PITTED	100290	1,500.000	Case	4100005902	1	<input type="checkbox"/>
20	PLUMS PITTED	100290	1,500.000	Case	4100005902	2	<input type="checkbox"/>
30	PLUMS PITTED	100290	1,500.000	Case	4100005902	3	<input type="checkbox"/>
40	PLUMS PITTED	100290	1,500.000	Case	4100005902	4	<input type="checkbox"/>

Figure 5.

Step 6. After all applicable items have been checked, click on the “Goods Delivered to Recipient” icon.

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	Item Selection
10	BEEF LEAN PATTY	130162	90	US pound	4100008541	1	<input checked="" type="checkbox"/>
20	BEEF LEAN PATTY	130162	100.000	US pound	4100008541	2	<input type="checkbox"/>

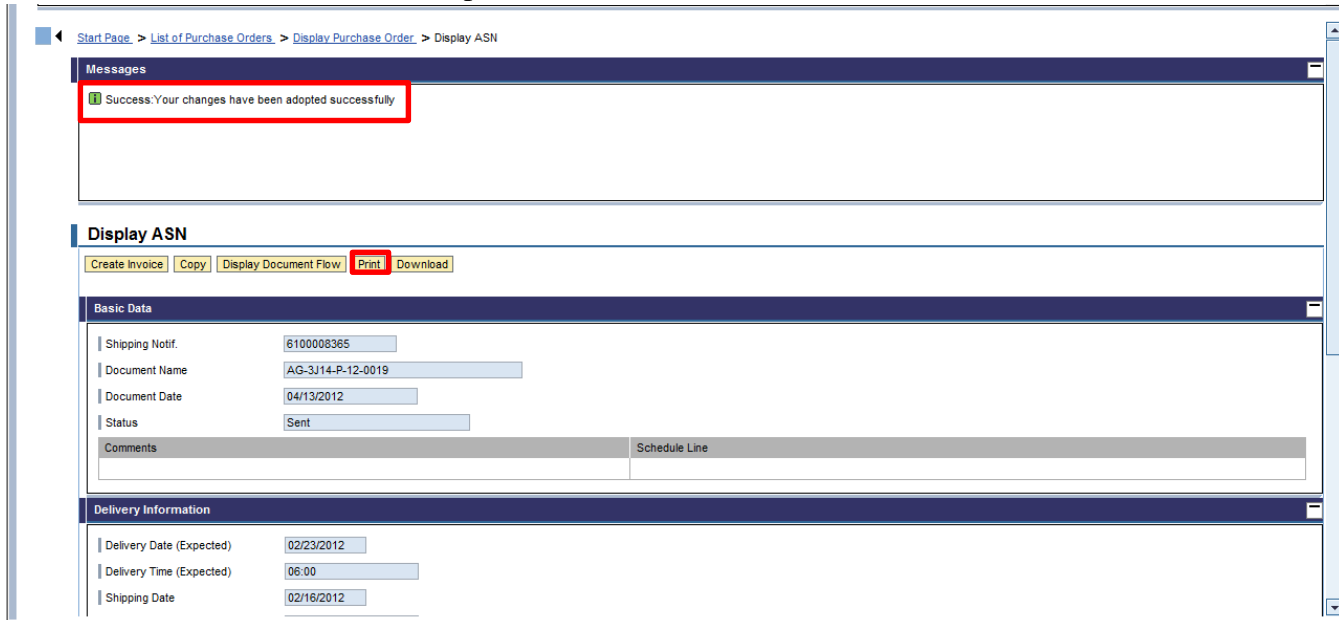
Figure 6.

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Step 7: If completely correct, message will display: “Success, you 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.



Start Page > List of Purchase Orders > Display Purchase Order > Display ASN

Messages

Success: Your changes have been adopted successfully

Display ASN

Create Invoice Copy Display Document Flow **Print** Download

Basic Data

Shipping Notif.	6100008365
Document Name	AG-3J14-P-12-0019
Document Date	04/13/2012
Status	Sent
Comments	Schedule Line

Delivery Information

Delivery Date (Expected)	02/23/2012
Delivery Time (Expected)	06:00
Shipping Date	02/16/2012

Figure 7.