



PROCESS OVERVIEW

Purpose

Use this procedure to display a list of Advance Shipping Notifications (ASNs) in the WBSCM system. The list can be executed using various selection criteria including ASN creation date, material and vendor. The report also allows filtering and sorting capabilities within the report table. The ASN report includes Goods Receipt (G/R) related fields in the selection screen, free characteristics and key figures. The G/R related fields are only populated for international commodity Purchase Orders (POs).

This procedure is used by USDA Order Managers, Procurement Users, Stevedores, and Vendors when they wish to track expected delivery of goods.

Process Trigger

Perform this procedure when you need to research existing ASNs within WBSCM for delivery.

Prerequisites

- The ASN must exist within WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Reports** tab → **Advance Shipping Notification Report** link to go to the *Advance Shipping Notification Report* screen.

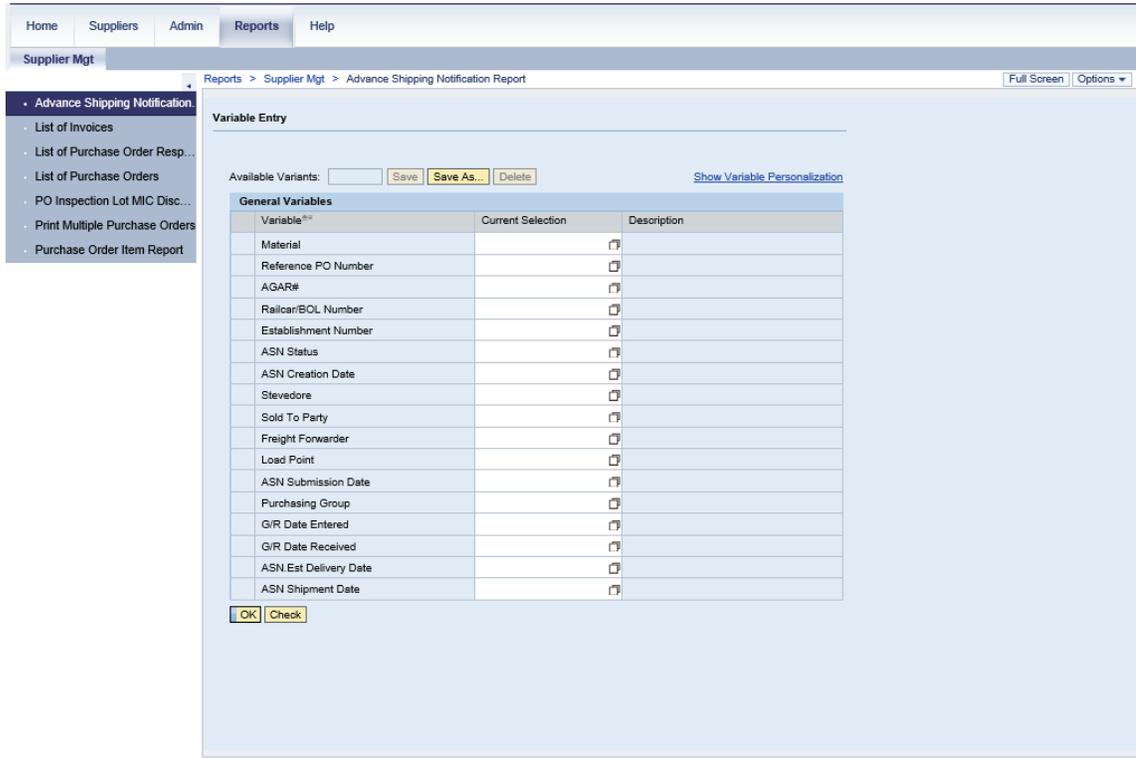
Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - **Required (R)** - a mandatory field necessary to complete the transaction
 - **Optional (O)** - a non-mandatory field not required to complete the transaction
 - **Conditional (C)** - a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the following Portal path: **Reports tab → Advance Shipping Notification Report.**

Advance Shipping Notification Report Screen



Home Suppliers Admin **Reports** Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

- Advance Shipping Notification
- List of Invoices
- List of Purchase Order Resp...
- List of Purchase Orders
- PO Inspection Lot MIC Disc...
- Print Multiple Purchase Orders
- Purchase Order Item Report

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

Variable*	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

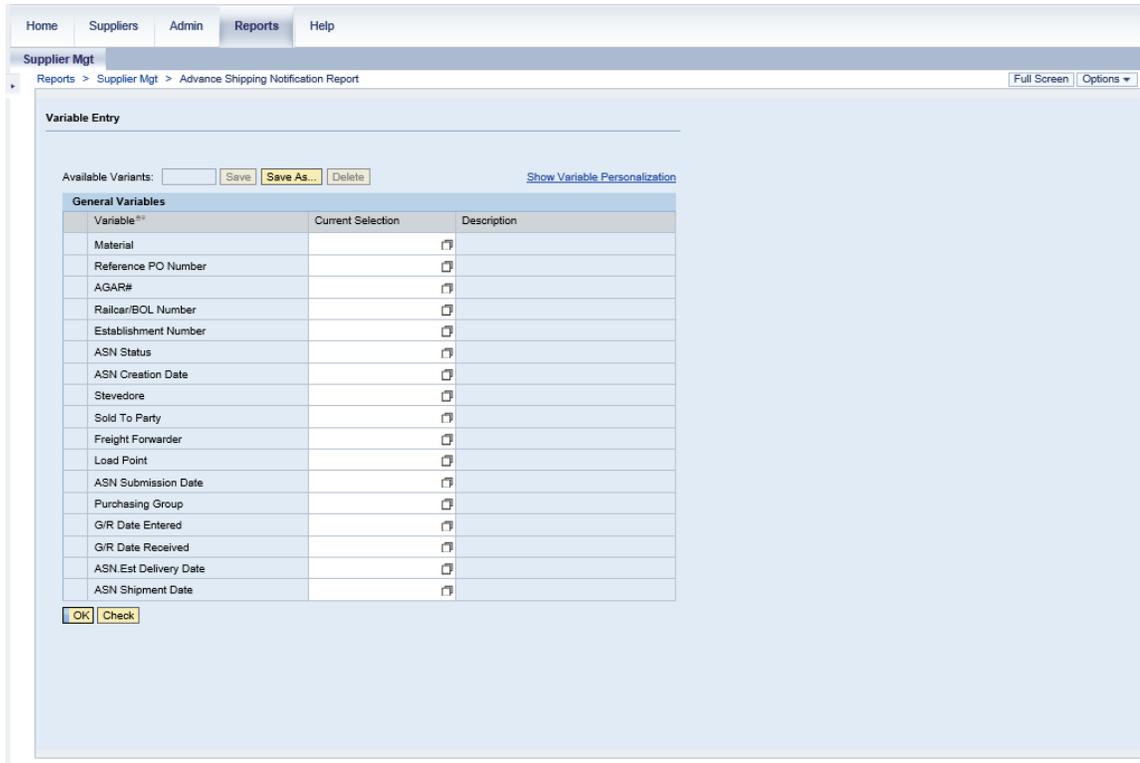
2. Click  (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done on any transaction in WBSCM.

3. Select from the following options in report search criteria screen:
 - To select predefined criteria, click (the **Available Variants** dropdown) and select the variant.
 - To select from a pre-determined list of values in any search criteria field, click  (the **Matchcode** button) beside the field and select one entry or multiple entries.
 - To save a combination of criteria selections as an available variant, click Save As... (the **Save As...** button) and name the variant.
 - To delete a variant that was created, click Delete (the **Delete** button).
 - To validate the criteria selections, click Check (the **Check** button).
 - To enter a value in a criteria field, continue to the next step.



(Note) All selection criteria are optional although it is possible to execute the report without entering any selection criteria; however it is not recommended to execute the report without criteria, as it may cause the report to take a significantly long time to produce results, and may produce more results than desired.

Advance Shipping Notification Report Screen



Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material	<input checked="" type="checkbox"/>	
Reference PO Number	<input type="checkbox"/>	
AGAR#	<input type="checkbox"/>	
Railcar/BOL Number	<input type="checkbox"/>	
Establishment Number	<input type="checkbox"/>	
ASN Status	<input type="checkbox"/>	
ASN Creation Date	<input type="checkbox"/>	
Stevedore	<input type="checkbox"/>	
Sold To Party	<input type="checkbox"/>	
Freight Forwarder	<input type="checkbox"/>	
Load Point	<input type="checkbox"/>	
ASN Submission Date	<input type="checkbox"/>	
Purchasing Group	<input type="checkbox"/>	
G/R Date Entered	<input type="checkbox"/>	
G/R Date Received	<input type="checkbox"/>	
ASN Est Delivery Date	<input type="checkbox"/>	
ASN Shipment Date	<input type="checkbox"/>	

OK Check

4. As required, complete/review the following fields:

Field	R/O/C	Description
Material	O	Substance or commodity that is procured or ordered. A material can also be a service or a number identifying a material master record. Material is also called a Product ID.



Advance Shipping Notification Report Screen

Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

- Advance Shipping Notification
- List of Invoices
- List of Purchase Order Resp...
- List of Purchase Orders
- PO Inspection Lot MIC Disc...
- Print Multiple Purchase Orders
- Purchase Order Item Report

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

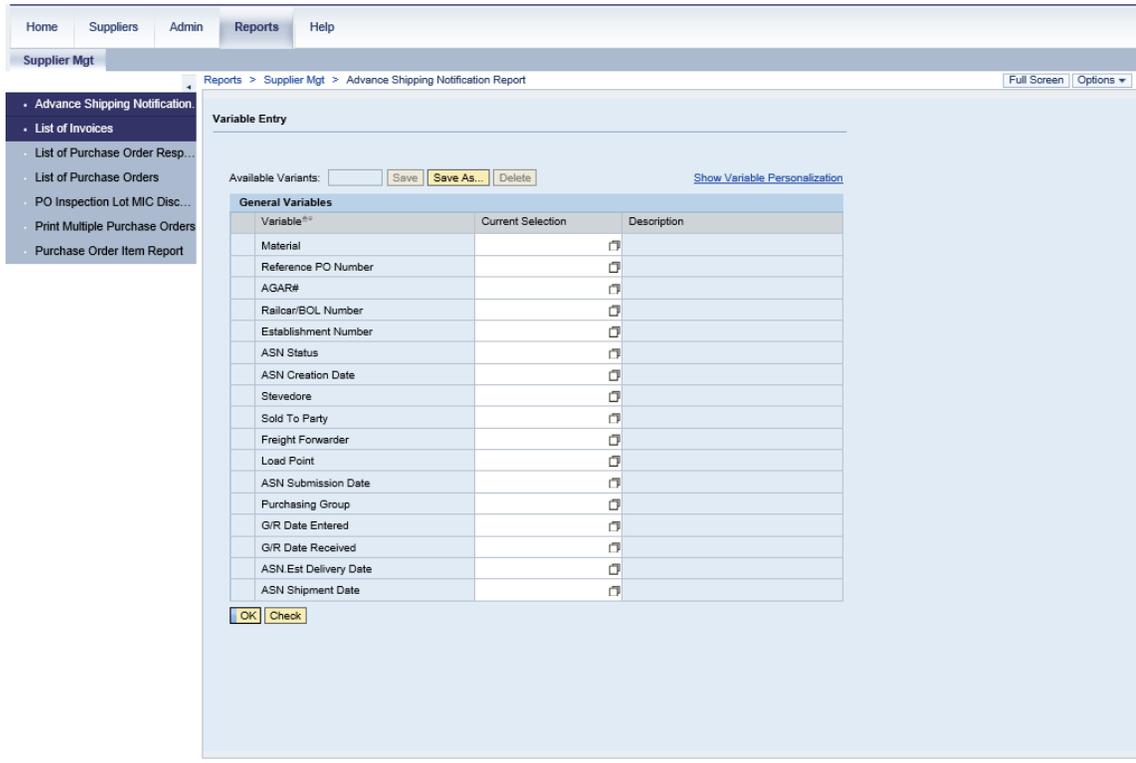
Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

5. As required, complete/review the following fields:

Field	R/O/C	Description
Reference PO Number	O	Unique number identifying the Purchase Order (PO). Example: 4100002858

Advance Shipping Notification Report Screen



6. As required, complete/review the following fields:

Field	R/O/C	Description
AGAR#	O	<p>Agricultural Acquisition Number. A system-generated number related to the Purchase Order (PO) number.</p> <p> (Note) The AGAR# is also known as the Long Procurement Number (LPN).</p>



Advance Shipping Notification Report Screen

Home Suppliers Admin **Reports** Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

- Advance Shipping Notification
- List of Invoices
- List of Purchase Order Resp...
- List of Purchase Orders
- PO Inspection Lot MIC Disc...
- Print Multiple Purchase Orders
- Purchase Order Item Report

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

7. As required, complete/review the following fields:

	R/O/C	Description
Railcar/BOL Number	O	Transportation contract concerning movement of freight by a common carrier.



Advance Shipping Notification Report Screen

8. As required, complete/review the following fields:

Field	R/O/C	Description
Establishment Number	O	This is the number assigned by the USDA, Food Safety and Inspection Agency under the Federal Meat Inspection Act. This only applies to those firms that produce red meat and poultry products.

Advance Shipping Notification Report Screen

9. As required, complete/review the following fields:

Field	R/O/C	Description
ASN Status	O	<p>The status of the ASN document.</p> <p> (Note) For the ASN Report, ASN Status options are:</p> <ul style="list-style-type: none"> Cancelled by USDA - ASNs which are cancelled by USDA. These ASNs are no longer available for editing. In Process - ASNs which are still being updated and edited by vendors, and have not yet been submitted to USDA. Sent - ASNs which have been submitted to USDA. Vendors can no longer edit these ASNs.



Advance Shipping Notification Report Screen

10. As required, complete/review the following fields:

	R/O/C	Description
ASN Creation Date	O	The date the ASN was created by the vendor.



Advance Shipping Notification Report Screen

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore	O	
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

11. As required, complete/review the following fields:

Field	R/O/C	Description
Stevedore	O	The Stevedore associated with the Purchase Order (PO). The Stevedore is the organization responsible for loading and unloading shipments at a port.



Advance Shipping Notification Report Screen

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

12. As required, complete/review the following fields:

Field	R/O/C	Description
Sold To Party	O	Unique identifying number associated with a particular customer in WBSCM. If you do not know the Sold-To party number, use the WBSCM search functionality to search for it.



Advance Shipping Notification Report Screen

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder	O	
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

13. As required, complete/review the following fields:

	R/O/C	Description
Freight Forwarder	O	The business partner number uniquely identifying the freight forwarder associated with the replenishment.



Advance Shipping Notification Report Screen

Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

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- Purchase Order Item Report

Variable Entry

Available Variants: [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

14. As required, complete/review the following fields:

	R/O/C	Description
Load Point	O	Point where goods are transitioned from the commodity vendor to the freight vendor.



Advance Shipping Notification Report Screen

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

15. As required, complete/review the following fields:

	R/O/C	Description
ASN Submission Date	O	The date the ASN document is submitted by the vendor.



Advance Shipping Notification Report Screen

Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

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Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevadore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

16. As required, complete/review the following fields:

Field	R/O/C	Description
Purchasing Group	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items.



Advance Shipping Notification Report Screen

Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

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- List of Purchase Order Resp...
- List of Purchase Orders
- PO Inspection Lot MIC Disc...
- Print Multiple Purchase Orders
- Purchase Order Item Report

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

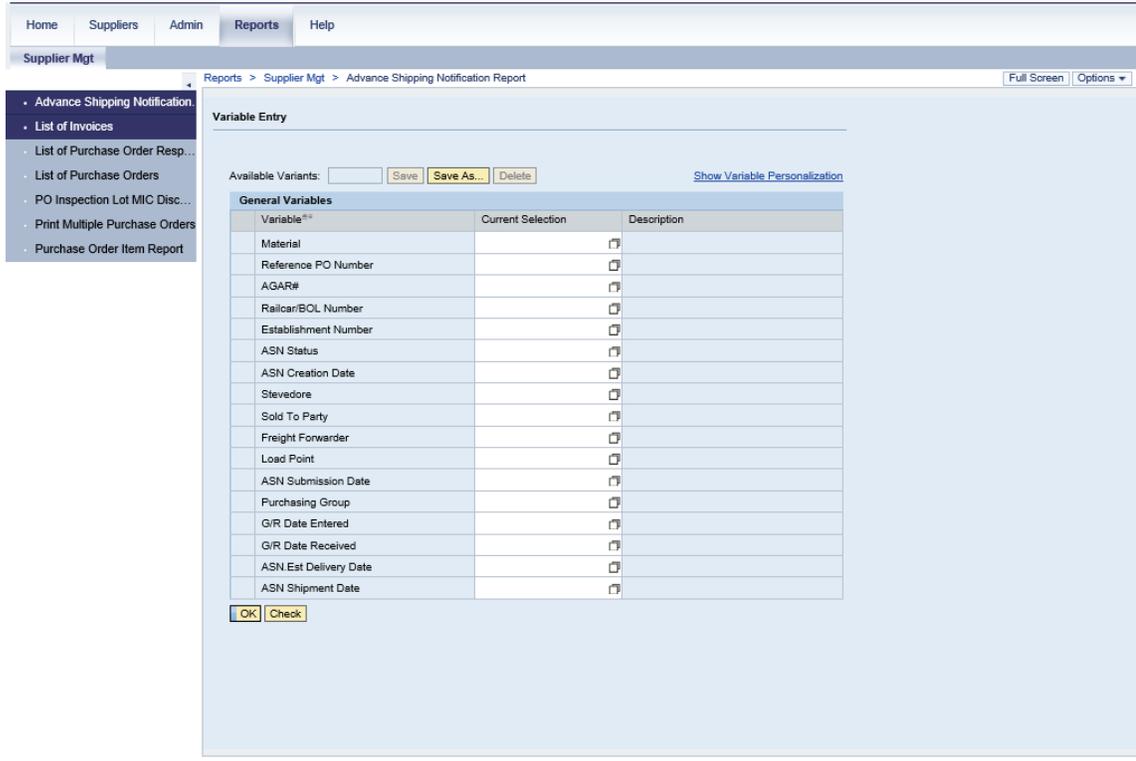
Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

17. As required, complete/review the following fields:

	R/O/C	Description
G/R Date Entered	O	The date the goods receipt is entered into WBSCM.

Advance Shipping Notification Report Screen



18. As required, complete/review the following fields:

Field	R/O/C	Description
G/R Date Received	O	The date the goods are received by the vendor or stevedore.  (Note) In this situation, the goods are received by the stevedore.



Advance Shipping Notification Report Screen

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Supplier Mgt

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Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

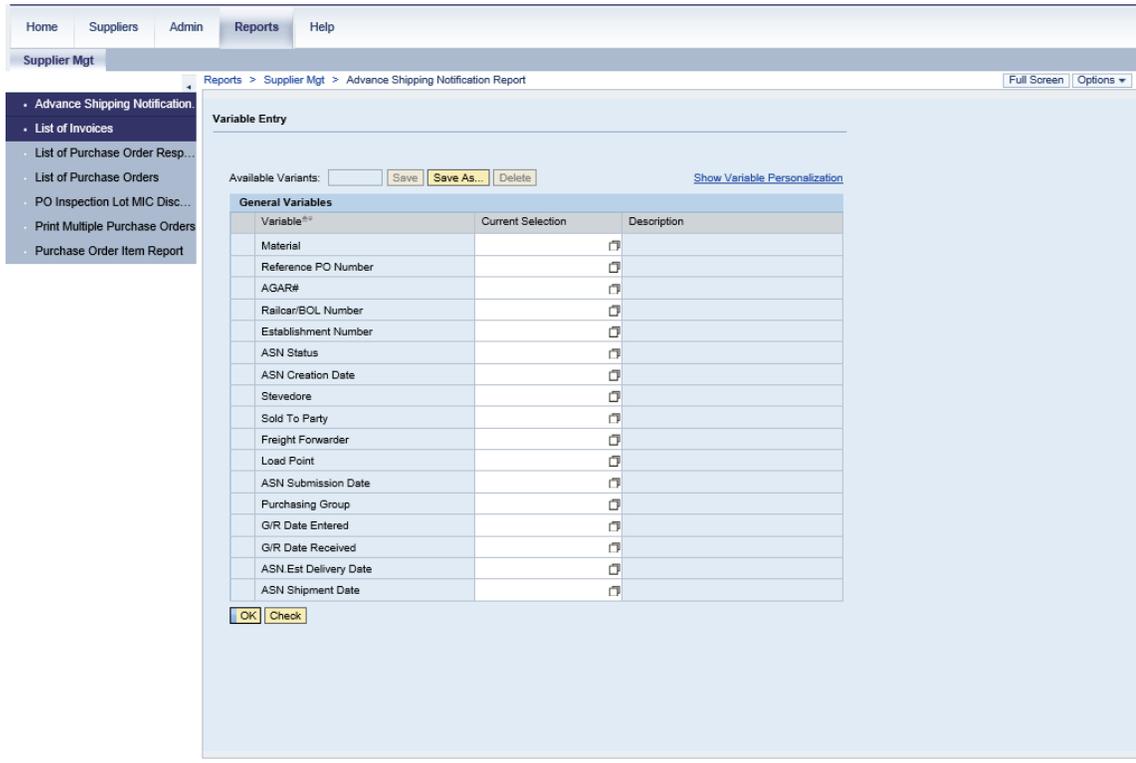
Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

19. As required, complete/review the following fields:

	R/O/C	Description
ASN Est Delivery Date	O	The date on which the ASN is estimated to be delivered to its final location.

Advance Shipping Notification Report Screen



Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

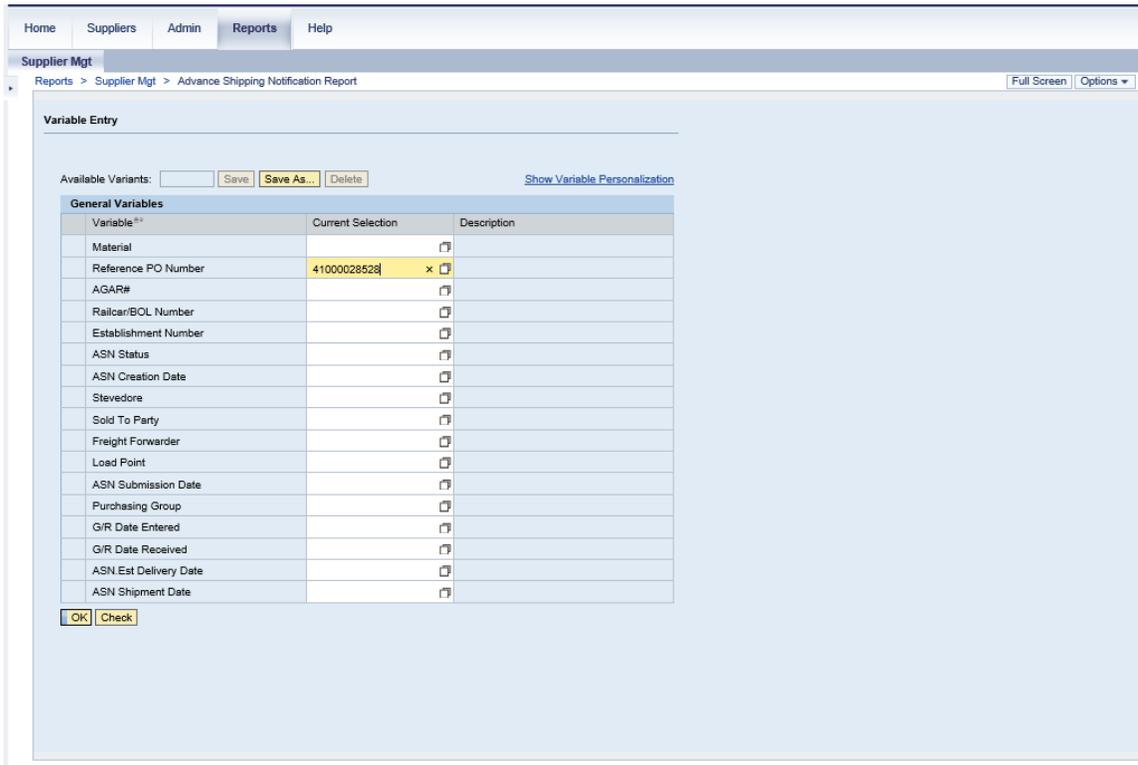
20. As required, complete/review the following fields:

Field	R/O/C	Description
ASN Shipment Date	O	The date the ASN is shipped from the warehouse.



(Note) To narrow your search results, enter multiple search criteria such as **ASN Status**, **Material**, or **ASN Creation Date**.

Advance Shipping Notification Report Screen



Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > Advance Shipping Notification Report Full Screen Options

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable**	Current Selection	Description
Material		
Reference PO Number	4100028522	
AGAR#		
Railcar/BOL Number		
Establishment Number		
ASN Status		
ASN Creation Date		
Stevedore		
Sold To Party		
Freight Forwarder		
Load Point		
ASN Submission Date		
Purchasing Group		
G/R Date Entered		
G/R Date Received		
ASN Est Delivery Date		
ASN Shipment Date		

OK Check

21. Click  (the **OK** button) to execute the report transaction.

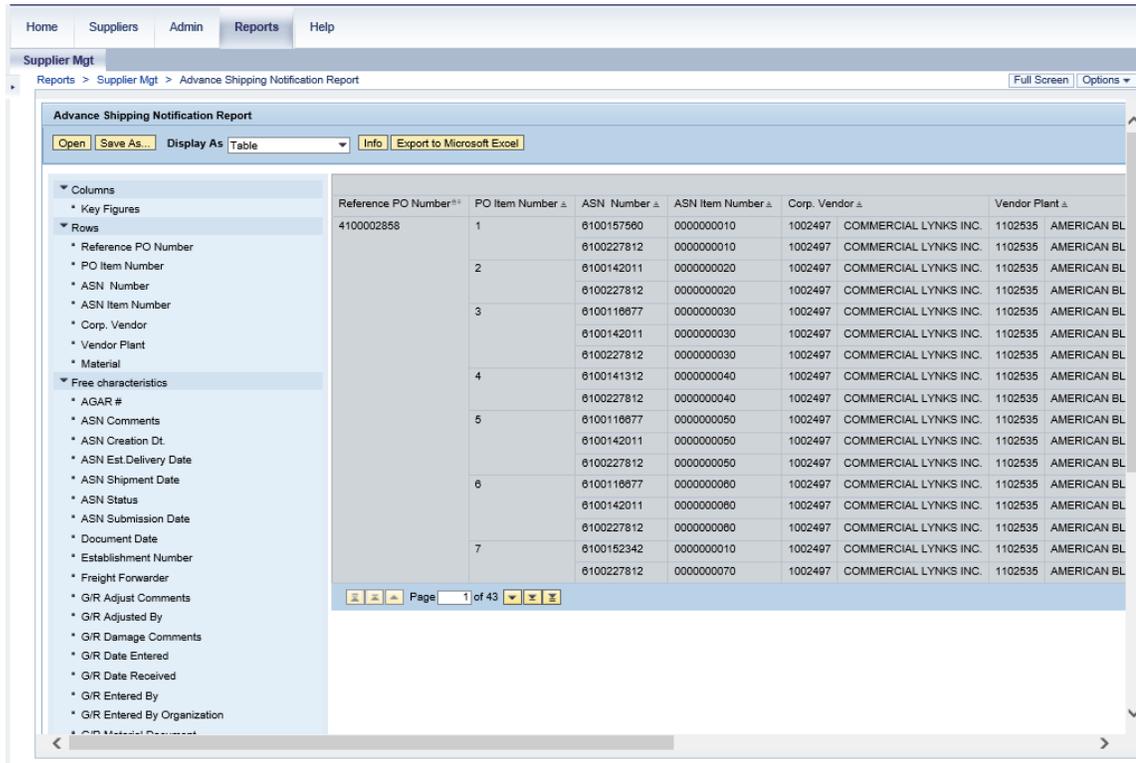


(Note) It may take a few moments for the report to populate the results.



(Note) Vendors see ASNs applicable only to their own POs.

Advanced Shipping Notification Report Screen



Reference PO Number ^{RS}	PO Item Number ^Δ	ASN Number ^Δ	ASN Item Number ^Δ	Corp. Vendor ^Δ	Vendor Plant ^Δ
4100002858	1	0100157560	0000000010	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000010	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
	2	0100142011	0000000020	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000020	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
	3	0100116977	0000000030	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100142011	0000000030	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000030	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
	4	0100141312	0000000040	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000040	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
	5	0100116977	0000000050	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100142011	0000000050	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000050	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
	6	0100116977	0000000060	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100142011	0000000060	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000060	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
	7	0100152342	0000000010	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL
		0100227812	0000000070	1002497	COMMERCIAL LYNKS INC. 1102535 AMERICAN BL

22. Perform one of the following:

If	Then
The user needs to view the report results,	Go to Step 23.
The user needs to add columns to the report,	Go to Step 27.
The user needs to add key figures to the report,	Go to Step 31.
The user is finished with the report,	Go to Step 39.



Advance Shipping Notification Report Screen

23. As required, complete/review the following fields:

	R/O/C	Description
Reference PO Number	O	Unique number identifying the Purchase Order (PO).



Advance Shipping Notification Report Screen

Reference PO Number	PO Item Number	ASN Number	ASN Item Number	Corp. Vendor	Vendor Plant
4100002858	1	0100157560	000000010	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
	2	0100227812	000000010	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
		0100142011	000000020	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
	3	0100227812	000000020	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
		0100116977	000000030	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
	4	0100142011	000000030	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
		0100227812	000000030	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL
5	0100141312	000000040	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100227812	000000040	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
6	0100116977	000000050	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100142011	000000050	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
7	0100227812	000000050	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100116977	000000080	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100142011	000000080	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100227812	000000080	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100152342	000000010	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	
	0100227812	000000070	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICAN BL	

24. As required, complete/review the following fields:

	R/O/C	Description
PO Item Number	O	Numeric item on the purchase order.



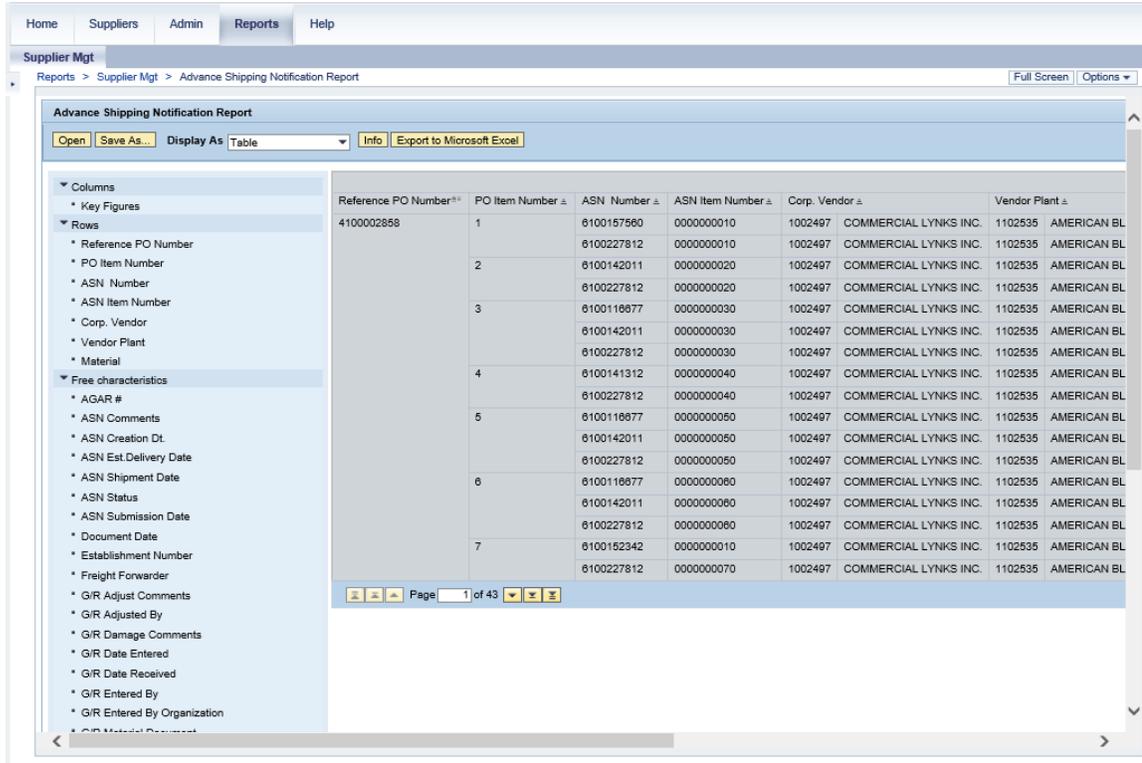
Advance Shipping Notification Report Screen

25. As required, complete/review the following fields:

	R/O/C	Description
ASN Number	O	A unique number assigned to an Advanced Shipment Notification when it is created.



Advance Shipping Notification Report Screen



26. As required, complete/review the following fields:

Field	R/O/C	Description
ASN Item Number	O	Item Number of the Advanced Shipping Number.
Corp. Vendor	O	The main Business Partner number of the vendor company; all entities (Plants/Shipping Points/Freight Agencies) come under this main Business Partner. All documents (e.g., Purchase Orders) will be issued to this main Business Partner.
Vendor Plant	O	Physical location of where an item is stored.

Field	R/O/C	Description
Material	O	Substance or commodity that is procured or ordered. A material can also be a service or a number identifying a material master record. Material is also called a Product ID.
AGAR#	O	Agricultural Acquisition Number. A system-generated number related to the Purchase Order (PO) number.  (Note) The AGAR# is also known as the Long Procurement Number (LPN).
ASN Comments	O	The comments entered by vendors during ASN creation.
ASN Creation Dt	O	The date the ASN was created by the vendor.
ASN Est. Delivery Date	O	The date on which the ASN is estimated to be delivered to its final location.
ASN Status	O	The status of the ASN document.
ASN Submission Date	O	The date the ASN document is submitted by the vendor.
Document Date	O	Date which appears in the document header and can be used for any defined purpose.



Work Instruction
Display ASN Report - External

Field	R/O/C	Description
Establishment Number	O	This is the number assigned by the USDA, Food Safety and Inspection Agency under the Federal Meat Inspection Act. This only applies to those firms that produce red meat and poultry products.
Freight Forwarder	O	The business partner number uniquely identifying the freight forwarder associated with the replenishment.
G/R Adjust Comments	O	Comments entered by users specific to damaged goods during goods receipt entry.
G/R Adjusted By	O	The ID for the user that performed an adjustment to the goods receipt document.
G/R Damage Comments	O	Comments entered by users specific to damaged goods during goods receipt entry.
G/R Date Entered	O	The date the goods receipt is entered into WBSCM.
G/R Date Received	O	The date the goods are received by the vendor or stevedore.
G/R Entered By	O	The ID for the user that created the goods receipt document.



Work Instruction
Display ASN Report - External

Field	R/O/C	Description
G/R Entered By Organization	O	Organization name associated with the user who created the goods receipt document.
G/R Material Document	O	The material document number of the goods receipt entry.
G/R Other Comments	O	Additional comments entered by users during goods receipt entry.
G/R Reference Document(Sales Order)	O	Sales document number associated with the goods receipt.
G/R Reference Document Item(Sales Order Item)	O	Item number associated with the goods receipt.
Load Point	O	Point where goods are transitioned from the commodity vendor to the freight vendor.
Load Port Terminal	O	Load port where goods are loaded to a vessel for shipment overseas.
Location	O	The city where the distribution of products or resources is handled.



Work Instruction
Display ASN Report - External

Field	R/O/C	Description
Mode of Transport	O	Mode of transportation used to create the shipment. (i.e. trucks, rail car)
Multi Stop Correlation ID	O	An ID number that allows you to manually combine proposed orders with different ship-to locations to create a multi-stop order.
Offshore Port	O	Offshore port location where goods are to be delivered.
PO Schedule Line	O	Delivery schedule line associated with the Purchase Order (PO) item.
Purchasing Group	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items.
Rail Car/BOL Number	O	Rail car number or Bill of Lading number from the shipping document.
Related Vendor	O	Any freight vendors associated with the order.
Requester	O	This field should be populated with the username of the specialist who is creating the purchase order.

Field	R/O/C	Description
Shipping Point	O	Physical location from which an item is shipped.
Ship To Address	O	Shipping address of the customer who purchased the goods or services.
Ship To Address - City	O	Ship-to city of the customer who purchased the goods or services.
Ship To Address - Region	O	Ship-to region of the customer who purchased the goods or services.
Sold To Party	O	Unique identifying number associated with a particular customer in WBSCM. If you do not know the Sold-To party number, use the WBSCM search functionality to search for it.
Stevedore	O	The Stevedore associated with the Purchase Order (PO). The Stevedore is the organization responsible for loading and unloading shipments at a port.



(Note) Columns listed under the **Rows** (the **Rows** section) are displayed from left to right in the report results screen.

27. Perform one of the following:

If	Then
The user needs to add columns to the report,	Go to Step 28.
The user needs to add key figures to the report,	Go to Step 31.
The user is finished with the report,	Go to Step 39.

28. Perform one of the following:

If	Then
If the user needs to add a column to the report	Drag the Free Characteristics entry to the

If	Then
from the Free Characteristics list,	appropriate line in the Rows section.
If the user needs to remove a column from the report,	Drag the column header from the Rows section to the Free Characteristics section.



(Note) Alternatively, the user can add columns to the report by dragging the column header from the **Free Characteristics** section to the column location in the report.



(Note) The report includes G/R related fields in the selection screen, free characteristics and key figures. These fields are only populated for international commodity POs.

Advance Shipping Notification Report Screen

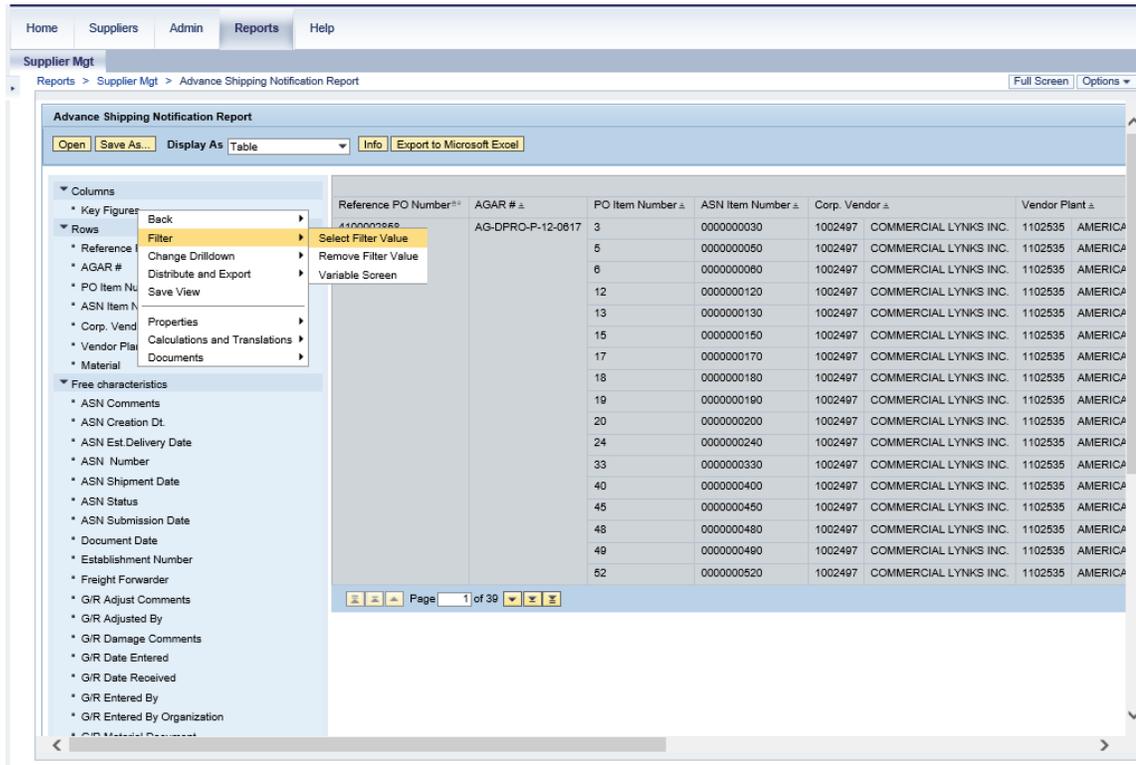
29. Drag the column header from its current position and drop it in the desired position to arrange columns differently in the report.

30. Perform one of the following:

If	Then
The user needs to add key figures to the report,	Go to Step 31 .
The user is finished with the report,	Go to Step 39 .

31. Right-click **Key Figures** (the **Key Figures** label) to display the options for filters. Key figures allow the user to add data columns to the report.

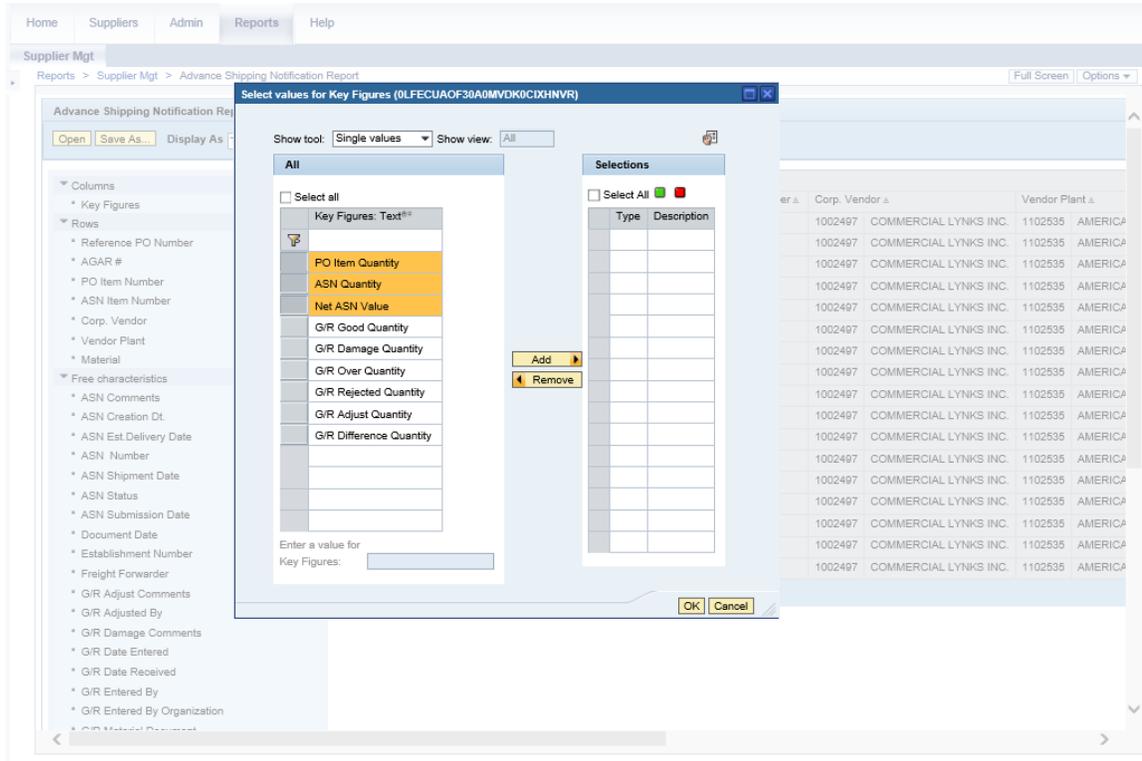
Advance Shipping Notification Report Screen



Reference PO Number	AGAR #	PO Item Number	ASN Item Number	Corp. Vendor	Vendor Plant
AG-DPRO-P-12-0617		3	000000030	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		5	000000050	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		6	000000060	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		12	000000120	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		13	000000130	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		15	000000150	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		17	000000170	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		18	000000180	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		19	000000190	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		20	000000200	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		24	000000240	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		33	000000330	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		40	000000400	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		45	000000450	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		48	000000480	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		49	000000490	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA
		52	000000520	1002497 COMMERCIAL LYNKS INC.	1102535 AMERICA

32. Click the **Filter** → **Select Filter Value** menu item to go to the *Select values for Key Figures* window.

Advance Shipping Notification Report Screen



33. Click  (the **Select** button) next to any of the key figures to add to the report.

34. As required, complete/review the following fields:

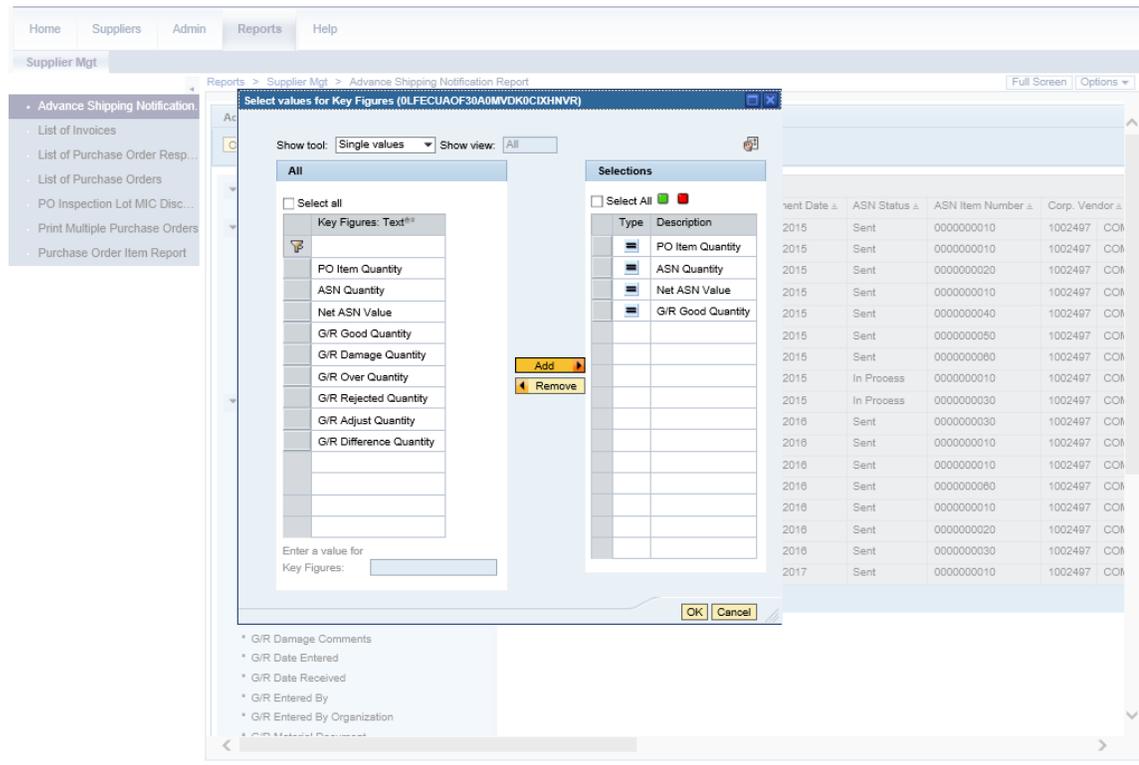
Field	R/O/C	Description
PO Item Quantity	O	Quantity of the PO item.
ASN Quantity	O	Quantity in the Advanced Shipment Notification.
Net ASN Value	O	Net value of the ASN.



Work Instruction
Display ASN Report - External

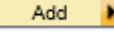
Field	R/O/C	Description
G/R Rejected Quantity	O	Total number of product units to be sent back.
G/R Good Quantity	O	The quantity of material that will be accepted into the specified batch in the warehouse.
G/R Over Quantity	O	Total number of product units received above the number requested.
G/R Difference Quantity	O	The difference between POD quantity and delivery quantity.
G/R Damage Quantity	O	Inventory that has been damaged due to transport, unloading, or improper storage.

Advance Shipping Notification Report Screen



The screenshot shows the 'Advance Shipping Notification Report' screen with a dialog box titled 'Select values for Key Figures (0LFECUAOF30A0MVDK0CIXHNR)'. The dialog has two main sections: 'All' and 'Selections'. The 'All' section contains a list of key figures: PO Item Quantity, ASN Quantity, Net ASN Value, G/R Good Quantity, G/R Damage Quantity, G/R Over Quantity, G/R Rejected Quantity, G/R Adjust Quantity, and G/R Difference Quantity. The 'Selections' section contains a table with columns 'Type' and 'Description', listing PO Item Quantity, ASN Quantity, Net ASN Value, and G/R Good Quantity. There are 'Add' and 'Remove' buttons between the sections. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Below the dialog, there are several asterisked labels: '* G/R Damage Comments', '* G/R Date Entered', '* G/R Date Received', '* G/R Entered By', '* G/R Entered By Organization', and '* G/R Material Comments'.

35. Perform one of the following:

If	Then
The user would like to add a key figure to the selection area,	Click on the field to be added to the report and click  (the Add button) to add to the selection area.
The user would like to remove a key figure from the selection area,	Click on the field to be removed from the report and click  (the Remove button) to remove from the selection area.

36. Click (the OK button) to add key figures to the report.

Advance Shipping Notification Report Screen

Home Operations Finance Admin **Reports** Help

Procurement Operations Order Processing Recall Administration Warehouse Management Complaint Administration **Supplier Mgt**

Reports > Supplier Mgt > Advance Shipping Notification Report for USDA Full Screen Options

Last Data Update: 02/13/2018 02:21:59 [Filter Settings](#)

Number	Corp. Vendor		Vendor Plant		Material		PO Item Quantity	ASN Quantity	Net ASN Value
							CS	CS	
10	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	32,367.60
10	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	32,367.60
10	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	32,367.60
10	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	32,367.60
20	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	27,864.00
20	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	28,447.20
30	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	29,419.20
40	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	31,298.40
50	1000519	Big Heart Pet Brands	1100655	DEL MONTE #112	100310	CORN CREAM STYLE CAN-24/300	1,620.000	3,240.000	28,058.40

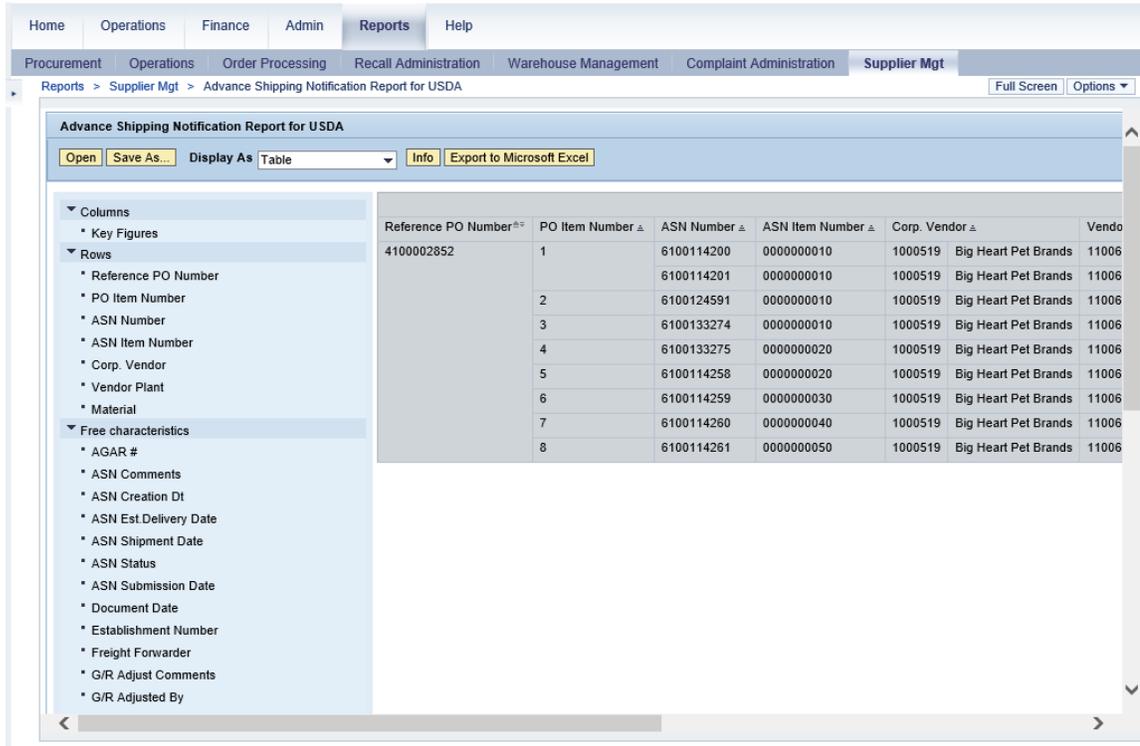
37. Scroll all the way to the right to display the new Key Figures columns.



(Note) The user can also use



Advance Shipping Notification Report Screen



Reference PO Number [≠]	PO Item Number ^Δ	ASN Number ^Δ	ASN Item Number ^Δ	Corp. Vendor ^Δ	Vendo
4100002852	1	6100114200	0000000010	1000519 Big Heart Pet Brands	11006
		6100114201	0000000010	1000519 Big Heart Pet Brands	11006
	2	6100124591	0000000010	1000519 Big Heart Pet Brands	11006
	3	6100133274	0000000010	1000519 Big Heart Pet Brands	11006
	4	6100133275	0000000020	1000519 Big Heart Pet Brands	11006
	5	6100114258	0000000020	1000519 Big Heart Pet Brands	11006
	6	6100114259	0000000030	1000519 Big Heart Pet Brands	11006
	7	6100114260	0000000040	1000519 Big Heart Pet Brands	11006
	8	6100114261	0000000050	1000519 Big Heart Pet Brands	11006

38. Perform one of the following:

If	Then
The user would like to save a customized view based on the key figures and free characteristics added to or removed from the report,	<ol style="list-style-type: none"> 1. Click Save As... (the Save As... button). 2. In the Save As... popup window, enter a label for the layout in the Description field. 3. Click OK (the OK button) to remove key figures from the report.
The user would like to open a customized view of the report,	<ol style="list-style-type: none"> 1. Click Open (the Open button) to select from a list of saved report views. 2. Click <input type="checkbox"/> (the Select button) beside the view to open. 3. Click OK (the OK button) to display the customized view.
The user would like to open the report in Excel,	Click Export to Microsoft Excel (the Export to Microsoft Excel button).

39. The transaction is complete.



RESULT

The ASN Report has been reviewed for details such as GR related fields and additional delivery details.