



PROCESS OVERVIEW

Purpose

The purpose of this transaction is to submit an Advanced Shipment Notification (ASN) from the Supplier Self Service Portal. An ASN is an electronic notification of pending deliveries.

The ASN is used to list the contents of shipped goods as well as additional information relating to the shipment.

For purchase orders (POs) containing a large number of line items or wanting to create ASNs for multiple POs, users may want to create ASNs through a CSV file. Use the [Upload Multiple ASNs Template](#) to assist in the upload.

Process Trigger

An ASN is a follow-on document that is required before a user can submit an invoice. The ASN should be generated before the product has been shipped from the plant or shipping point location. An ASN can be generated for partial shipments, up to the goods quantity on the Goods Receipt (GR), and for replacement International shipments above the PO quantity due to damages, partial rejections or shortages (however, payment is only made for the line item quantity).

Prerequisites

- Purchase Order must exist in WBSCM.
- Must have either the Corporate Vendor Admin or ASN Dispatcher role assigned in WBSCM to create an ASN.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Supplier Self-Service** tab → **Supplier Self-Service** link to go to the *Supplier Self-Service* screen.

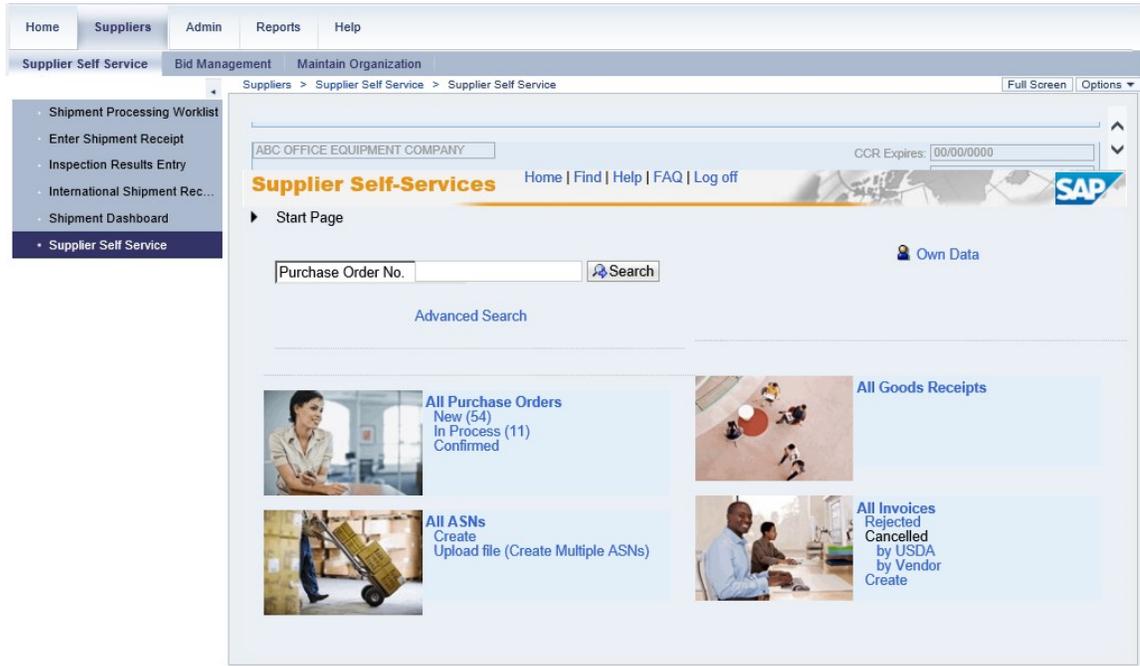
Tips and Tricks

- 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

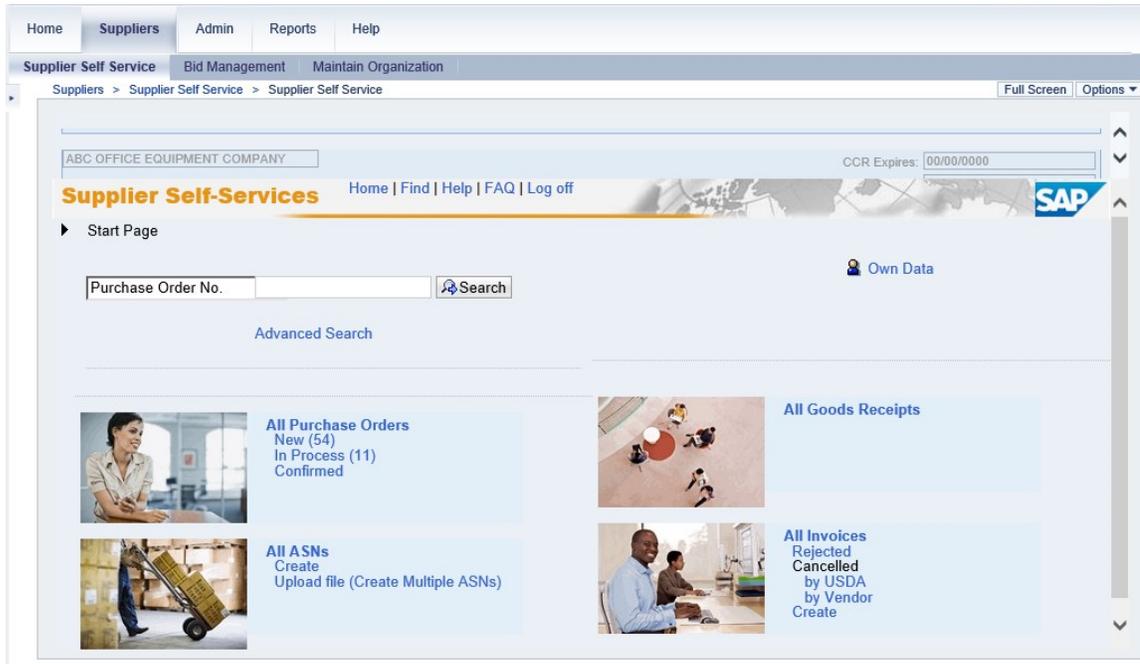
1. Start the transaction using the following Portal path: **Suppliers** tab → **Supplier Self-Service** tab → **Supplier Self-Service** link.

Image: Supplier Self-Service Screen



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

Image: Supplier Self-Service Screen

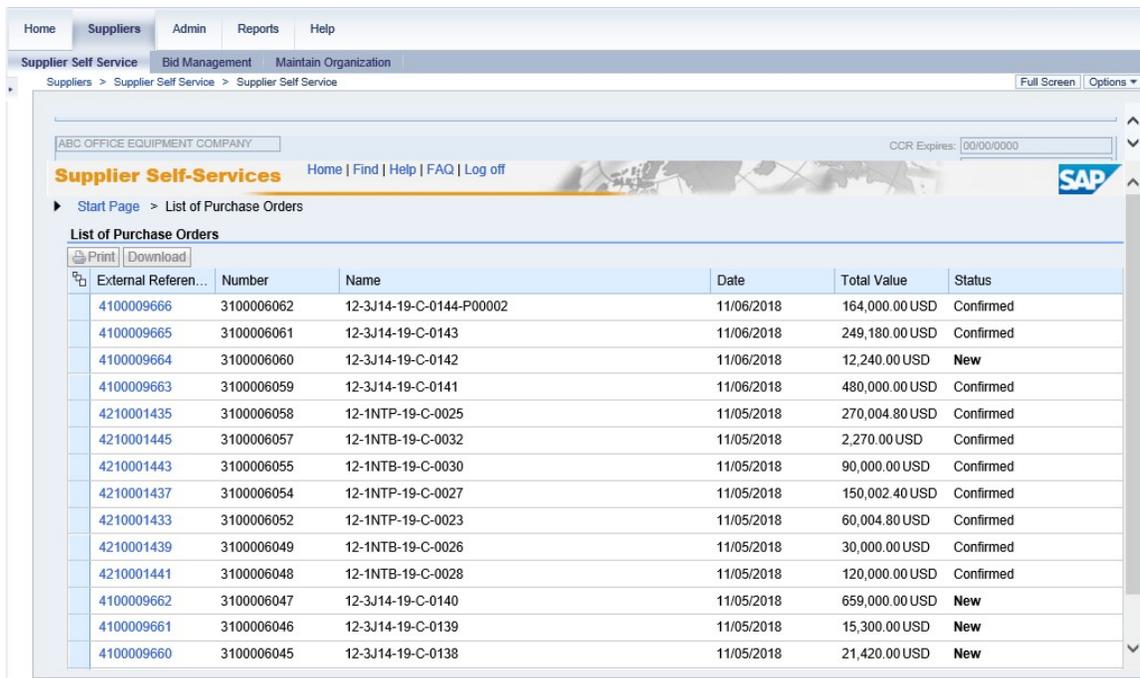


3. Click **All Purchase Orders** (the **All Purchase Orders** link) to display a list of Purchase Orders.



(Note) An ASN is a follow-on document that must be created in reference to a PO. To begin the transaction, search for the appropriate PO.

Image: Supplier Self-Service Screen

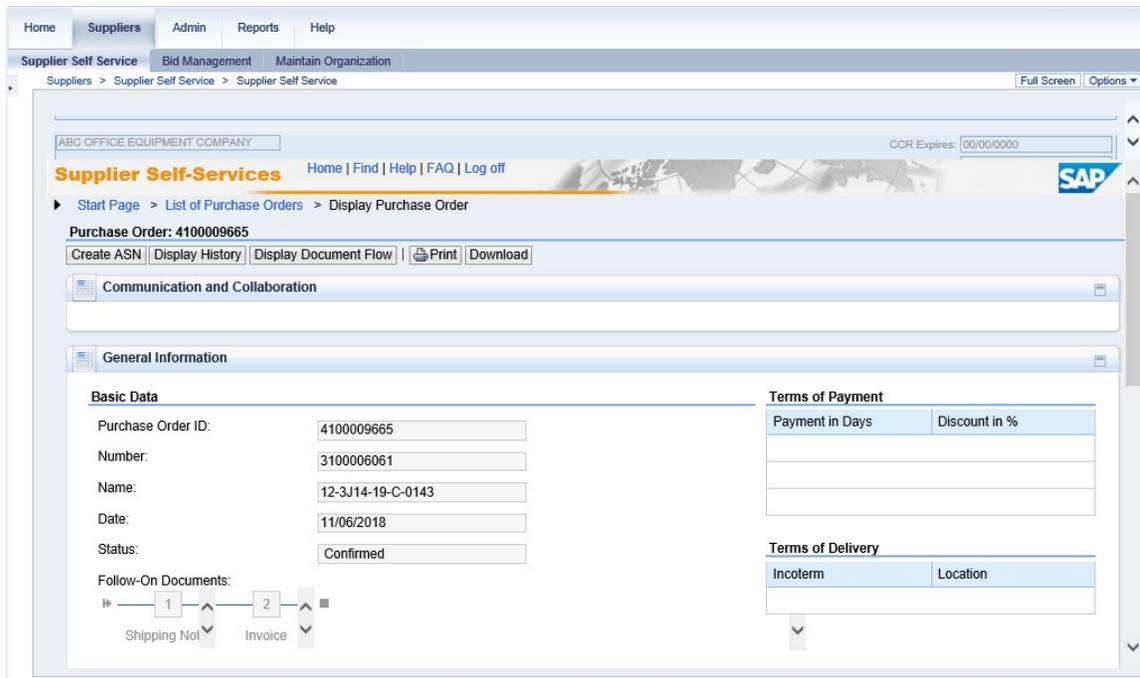


4. Select the PO number in the **External Reference** column. In this example, **PO Number 4100009665** was selected.



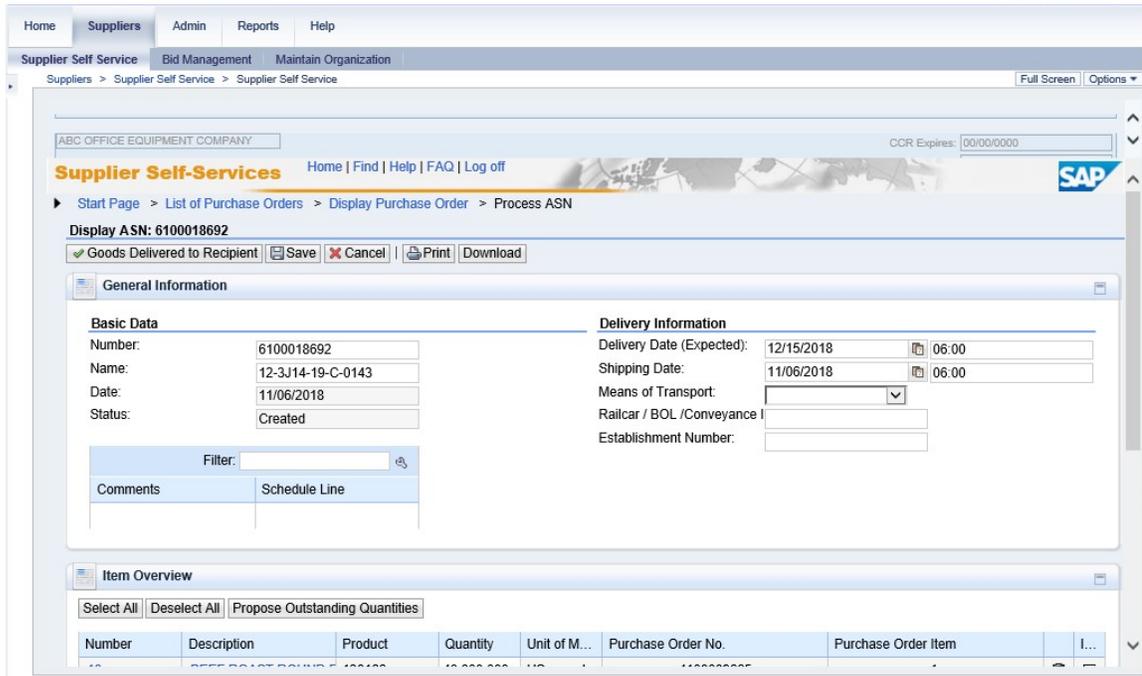
(Note) If the PO is not visible on the screen, click (the **Down** arrow) to view additional entries. If necessary, click (the **Page Navigation** links) to navigate to additional pages.

Image: Supplier Self-Service Screen



5. Click (the **Create ASN** button) to create an Advanced Shipping Notification (ASN).

Image: Supplier Self-Service Screen



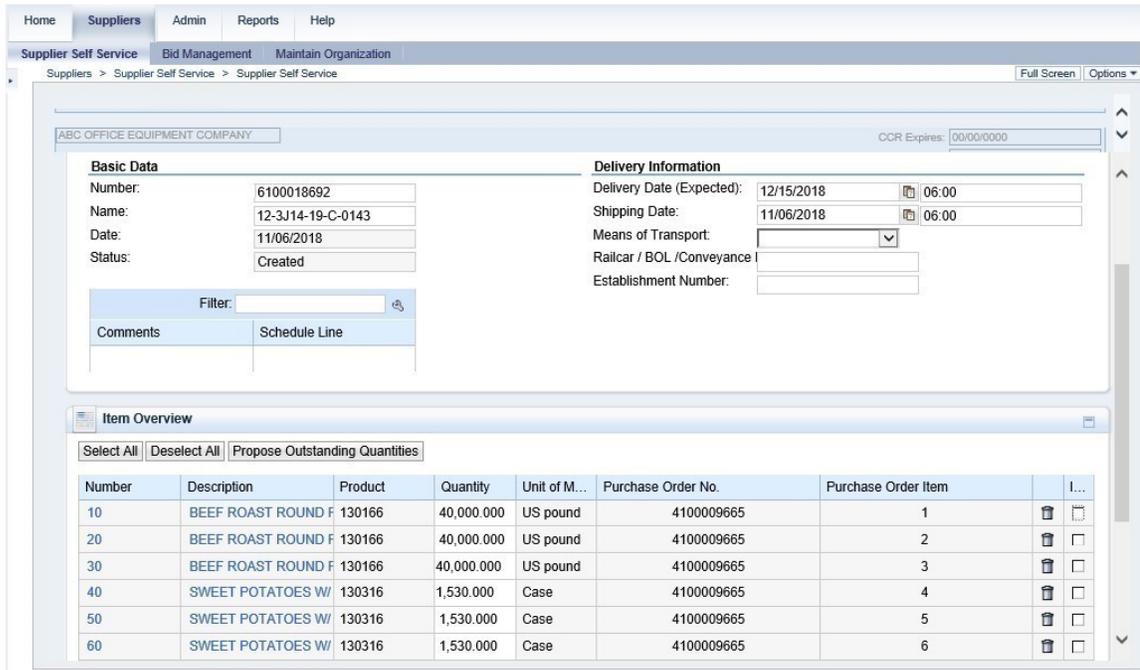
6. Click  (the **Down** arrow) to scroll to the bottom of the screen.
7. Perform one of the following:

If	Then
The domestic shipment does not contain variable weight materials	Go to Step 8 .
The domestic shipment contains variable weight materials	Go to Step 10 .



(Note) Variable weight materials do not apply to international ASNs.

Image: Supplier Self-Service Screen



The screenshot shows the 'Supplier Self-Service' interface for 'ABC OFFICE EQUIPMENT COMPANY'. It includes sections for 'Basic Data' and 'Delivery Information'. Below these is an 'Item Overview' table with columns for Number, Description, Product, Quantity, Unit of Measure, Purchase Order No., and Purchase Order Item.

Number	Description	Product	Quantity	Unit of M...	Purchase Order No.	Purchase Order Item	I...
10	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	1	
20	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	2	
30	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	3	
40	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	4	
50	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	5	
60	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	6	

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

Field	R/O/C	Description
Quantity	R	<p>Commodity PO line quantity to be routed or shipped on the ASN.</p> <p>Example: 530</p> <p> (Note) Quantity field should be completed for each required non-variable line item. In this example, the Quantity field for Line item 40 in the Number column was updated from 1,530 to 530.</p>

Image: Supplier Self-Service Screen

Supplier Self-Service Screen for ABC OFFICE EQUIPMENT COMPANY. CCR Expires: 00/00/0000.

Basic Data

Number: 6100018692
 Name: 12-3J14-19-C-0143
 Date: 11/06/2018
 Status: Created

Delivery Information

Delivery Date (Expected): 12/15/2018 06:00
 Shipping Date: 11/06/2018 06:00
 Means of Transport: [Dropdown]
 Railcar / BOL /Conveyance I: [Text]
 Establishment Number: [Text]

Item Overview

Number	Description	Product	Quantity	Unit of M...	Purchase Order No.	Purchase Order Item	I...
10	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	1	[Icons]
20	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	2	[Icons]
30	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	3	[Icons]
40	SWEET POTATOES W/	130316	530.000	Case	4100009665	4	[Icons]
50	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	5	[Icons]
60	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	6	[Icons]

- Skip to Step 15 to continue creating an ASN for a non-variable weight material.

Image: Supplier Self-Service Screen

Supplier Self-Service Screen for ABC OFFICE EQUIPMENT COMPANY. CCR Expires: 00/00/0000.

General Information

Basic Data

Number: 6100018692
 Name: 12-3J14-19-C-0143
 Date: 11/06/2018
 Status: Created

Delivery Information

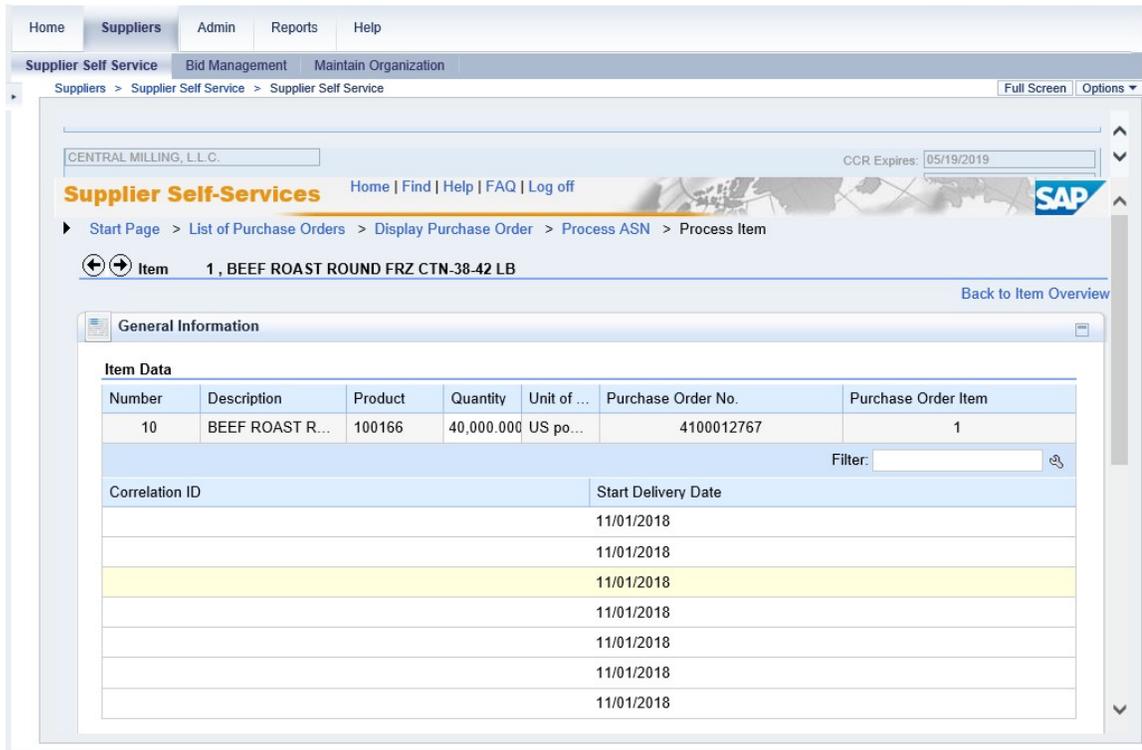
Delivery Date (Expected): 12/15/2018 06:00
 Shipping Date: 11/06/2018 06:00
 Means of Transport: [Dropdown]
 Railcar / BOL /Conveyance I: [Text]
 Establishment Number: [Text]

Item Overview

Number	Description	Product	Quantity	Unit of M...	Purchase Order No.	Purchase Order Item	I...
10	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	1	[Icons]
20	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	2	[Icons]
30	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	3	[Icons]
40	SWEET POTATOES W/	130316	530.000	Case	4100009665	4	[Icons]
50	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	5	[Icons]

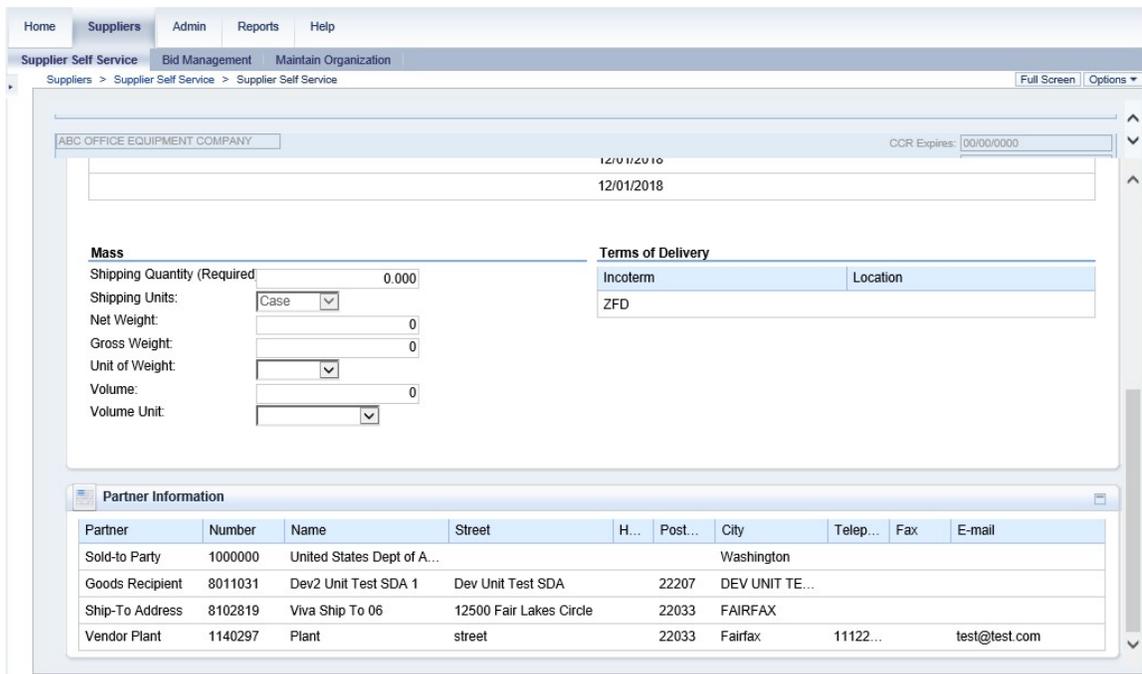
- If the material is a variable weight, select the line item number to enter the variable material shipping quantity. In this example, Line item 10 was selected under the **Number** column. This correlates to Purchase Order Item 1.

Image: Supplier Self-Service Screen



11. Click (the **Down** arrow) to scroll to the bottom of the screen.

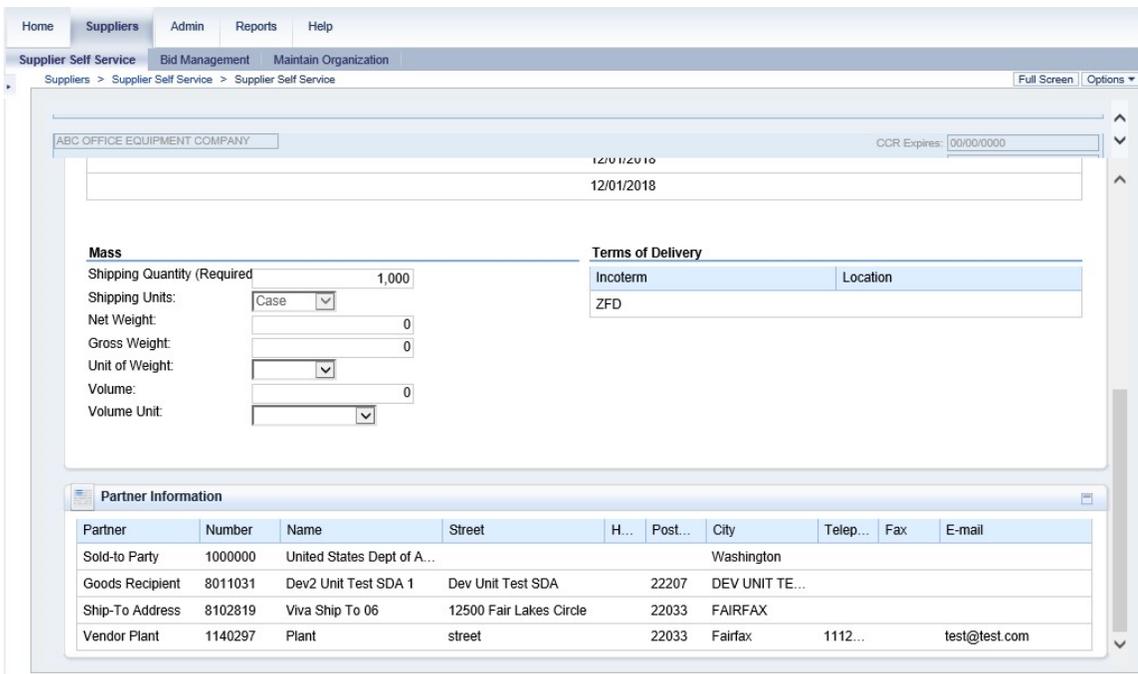
Image: Supplier Self-Service Screen



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

Field	R/O/C	Description
Shipping Quantity (Required)	R	The actual quantity shipped. Example: 1000
Shipping Units:	R	The unit in which the commodity is shipped. Example: Case  (Note) For variable weight materials, the Shipping Units field is pre-populated by WBSCM based on the Purchase Order.

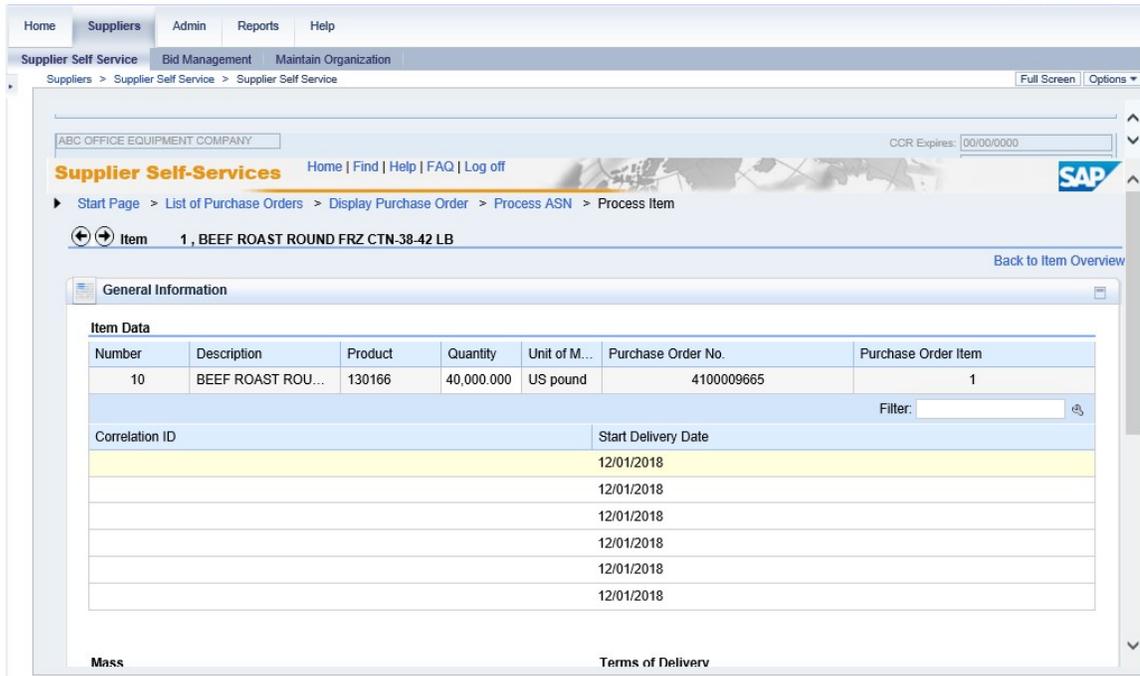
Image: Supplier Self-Service Screen



The screenshot shows a web application interface for 'Supplier Self-Service'. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below this, there are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The main content area displays details for 'ABC OFFICE EQUIPMENT COMPANY'. It includes a 'CCR Expires' field set to '00/00/0000'. Below this, there are two main sections: 'Mass' and 'Terms of Delivery'. The 'Mass' section contains fields for Shipping Quantity (Required) set to 1,000, Shipping Units (set to Case), Net Weight (0), Gross Weight (0), Unit of Weight, Volume (0), and Volume Unit. The 'Terms of Delivery' section contains fields for Incoterm (set to ZFD) and Location. At the bottom, there is a 'Partner Information' table with columns for Partner, Number, Name, Street, H..., Post..., City, Telep..., Fax, and E-mail. The table lists several partners, including 'Sold-to Party' (United States Dept of A...), 'Goods Recipient' (Dev2 Unit Test SDA 1), 'Ship-To Address' (Viva Ship To 06), and 'Vendor Plant' (Plant).

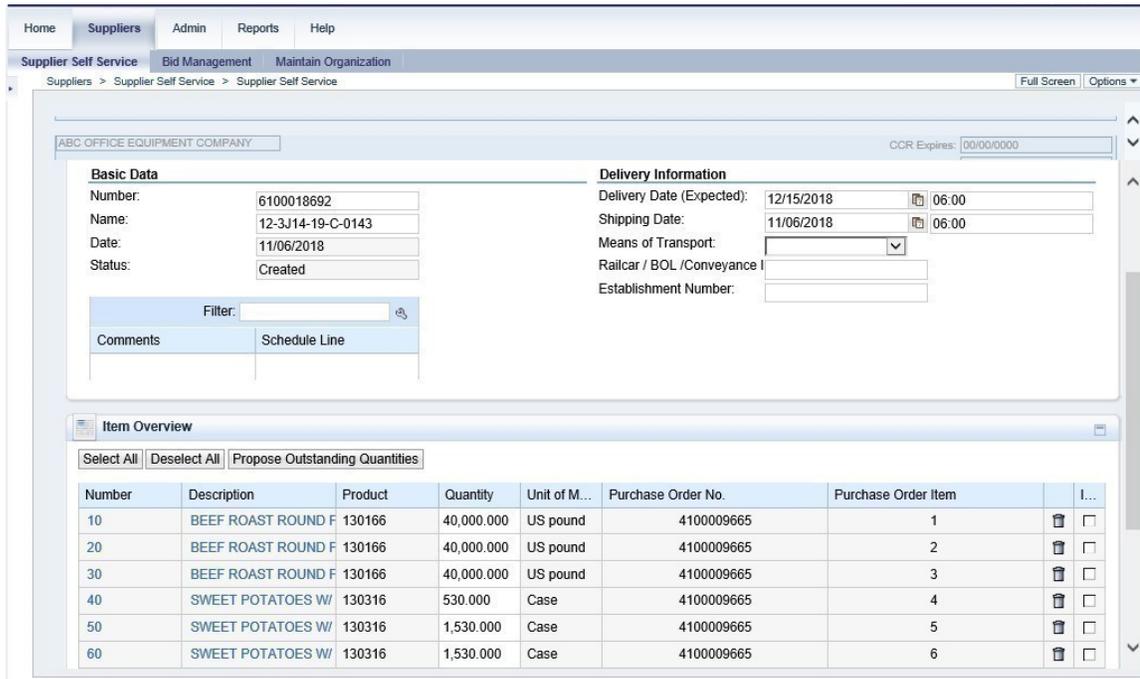
13. Click  (the **Up** arrow) to scroll to the top of the screen.

Image: Supplier Self-Service Screen



14. Click [Back to Item Overview](#) (the **Back to Item Overview** link) to return to the *Item Overview* screen.
15. Repeat Step 8 for each non-variable weight line item and Steps 10 - 14 for each variable weight line item in the shipment.

Image: Supplier Self-Service Screen



The screenshot shows a web application interface for 'Supplier Self-Service'. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The main content area is for 'ABC OFFICE EQUIPMENT COMPANY' with a CCR Expires date of 00/00/0000. It is divided into two sections: 'Basic Data' and 'Delivery Information'. Below these is a table with columns 'Comments' and 'Schedule Line'. At the bottom is an 'Item Overview' section with buttons for 'Select All', 'Deselect All', and 'Propose Outstanding Quantities', followed by a table of items.

Number	Description	Product	Quantity	Unit of M...	Purchase Order No.	Purchase Order Item	I...
10	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	1	<input type="checkbox"/>
20	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	2	<input type="checkbox"/>
30	BEEF ROAST ROUND F	130166	40,000.000	US pound	4100009665	3	<input type="checkbox"/>
40	SWEET POTATOES W/	130316	530.000	Case	4100009665	4	<input type="checkbox"/>
50	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	5	<input type="checkbox"/>
60	SWEET POTATOES W/	130316	1,530.000	Case	4100009665	6	<input type="checkbox"/>

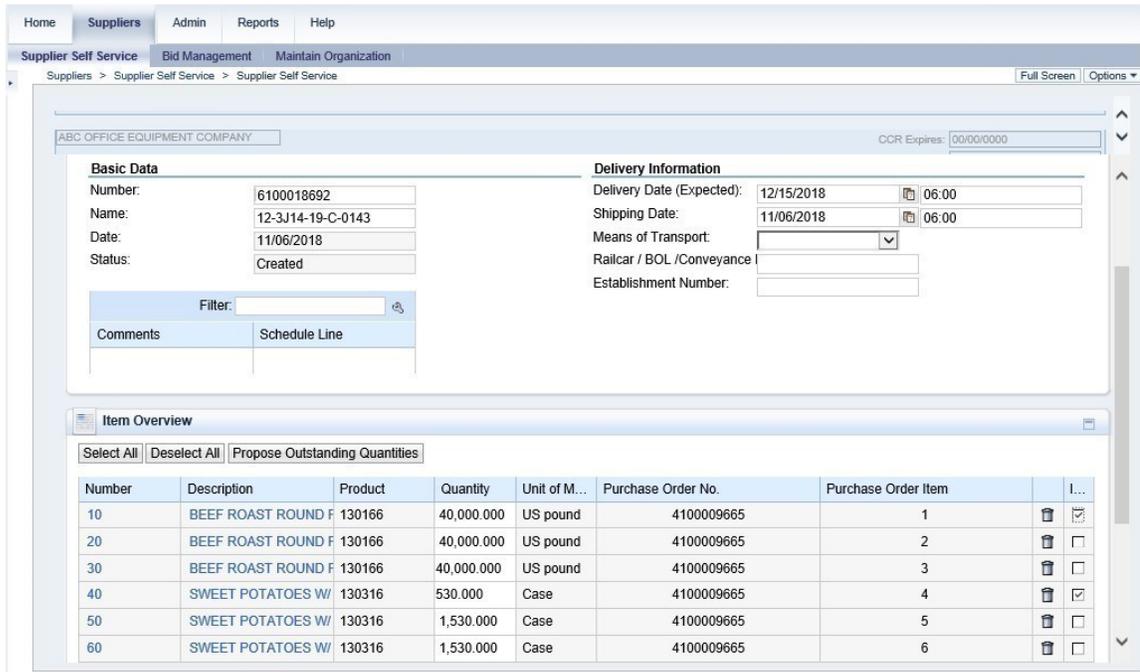
16. Perform one of the following:

If	Then
The user would like to select individual line items to include in the shipment	Click <input type="checkbox"/> (the Checkbox) in the Item Selection column for each required line item.
The user would like to select all line items to include in the shipment	Click <input type="button" value="Select All"/> (the Select All button).



(Note) A checked box indicates the line item(s) will have an ASN created for it. An error will occur if no line items are selected.

Image: Supplier Self-Service Screen



The screenshot shows the 'Supplier Self-Service' interface for 'ABC OFFICE EQUIPMENT COMPANY'. It features a navigation menu at the top with 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, there are tabs for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is divided into two sections: 'Basic Data' and 'Delivery Information'. The 'Basic Data' section includes fields for 'Number' (6100018692), 'Name' (12-3J14-19-C-0143), 'Date' (11/06/2018), and 'Status' (Created). The 'Delivery Information' section includes fields for 'Delivery Date (Expected)' (12/15/2018), 'Shipping Date' (11/06/2018), 'Means of Transport' (a dropdown menu), 'Railcar / BOL /Conveyance', and 'Establishment Number'. Below these sections is an 'Item Overview' table with columns for 'Number', 'Description', 'Product', 'Quantity', 'Unit of M...', 'Purchase Order No.', and 'Purchase Order Item'. The table contains six rows of data for various items like 'BEEF ROAST ROUND' and 'SWEET POTATOES W/'.

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

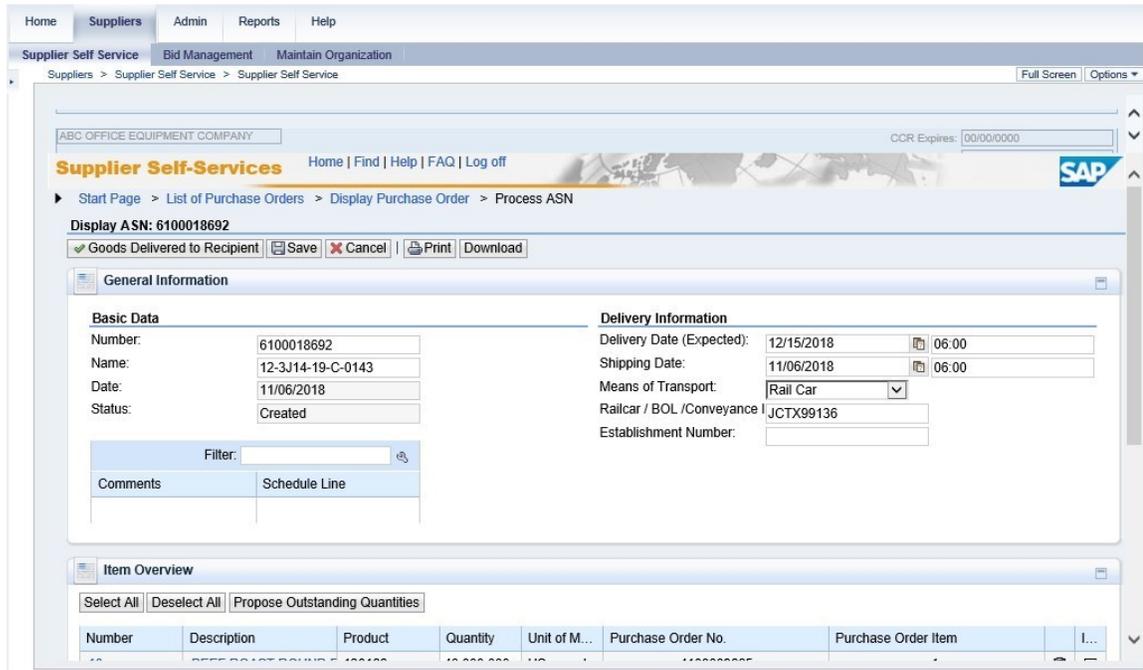
Field	R/O/C	Description
Delivery Date (Expected)	R	Date when material/commodity is expected to be delivered to the customer. Example: 12/15/2018
Delivery Time (Expected)	O	Time of day when material/commodity is expected to be delivered to the customer. Example: 06:00  (Note) The field is located to the right of the Delivery Date (Expected) field.
Shipping Date:	R	Date on which material/commodity is expected to be shipped to the customer. Example: 11/06/2018
Shipping Time	O	Time of day when material/commodity is expected to be shipped to the customer. Example: 06:00



Work Instruction
Create Advanced Shipment Notification (ASN) Manual
Process - External

Field	R/O/C	Description
		 (Note) The field is located to the right of the Shipping Date field.
Means of Transport:	R	Method used to transfer a material/commodity from one location to another. Example: Rail Car  (Note) The Additional Shipment option should be selected to account for shipments above the PO quantity and up to the goods quantity on the GR, due to damages, partial rejections or shortages. This applies for International shipments. The Split-RAIL or Split-TRK options are used if the rail car or truck quantity is split between the two PO line item quantities
Railcar / BOL /Conveyance ID:	R	Transportation contract concerning movement of freight by a common carrier. Example: JCTX99136
Establishment Number	C	This is the number assigned by the USDA, Food Safety and Inspection Agency under the Federal Meat Inspection Act. However, business partners can use this field for other needs as appropriate.  (Note) Must only be completed for Domestic Livestock and Poultry commodities.
Comments	O	Free text field that allows the user to describe additional details.
Schedule Line	C	Populate for International order split into 2 shipment periods only. Complete field with either 1 (First half of shipping window) or 2 (Second half of the shipping window).

Image: Supplier Self-Service Screen

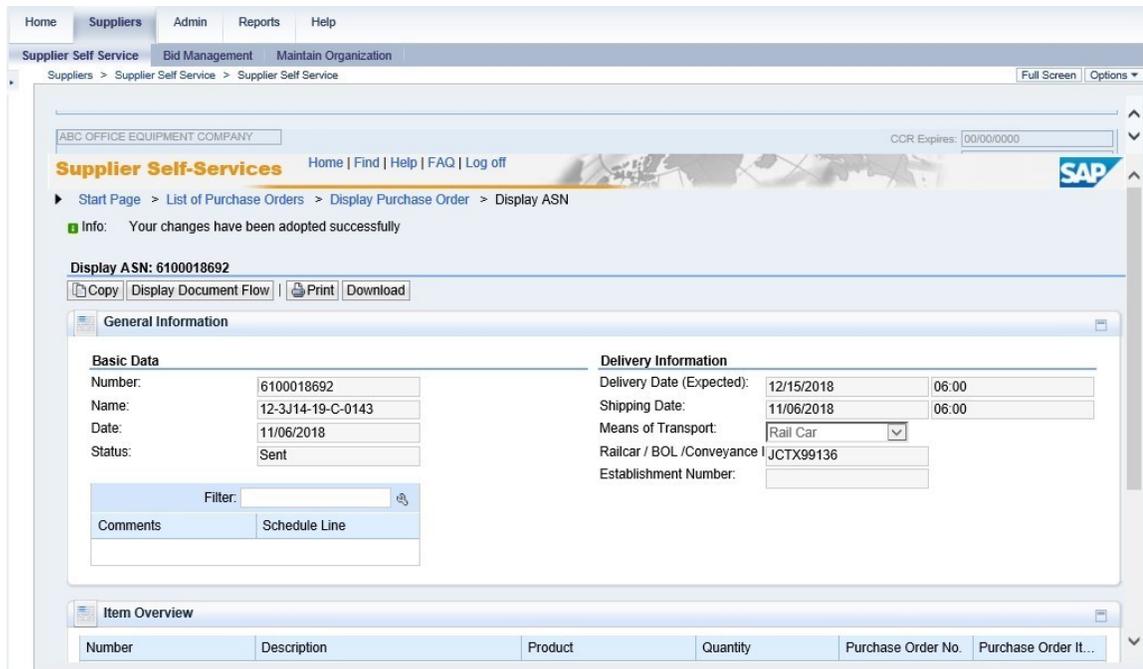


18. Click **Goods Delivered to Recipient** (the **Goods Delivered to Recipient** button) to submit the ASN for all selected line items in the shipment.



(Note) The message displays: "Info: Your changes have been adopted successfully"

Image: Supplier Self-Service Screen



- 19.** Click [Supplier Self Service](#) (the **Supplier Self-Service** link) to return to the *Supplier Self-Service* screen.



(Note) After the ASN document is submitted, for domestic orders an ASN email is sent to the customer (SDA or ITO) listed as the sold-to party on the order.

- 20.** The transaction is complete.



RESULT

The user has successfully created an Advanced Shipment Notification (ASN) directly in WBSCM.