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TEAM ASSIGNED: SC	CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
CATEGORY: WORK INSTRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020



WORK INSTRUCTION

ILOX-WI-112

ADVANCED SHIPMENT NOTICES

Work Instruction Overview:

This work instruction reviews the steps associated with creating an advanced shipment notice (ASN), as well as generating packing slips with barcodes and cancelling ASNs.

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1 INTRODUCTION

An Advance Shipment Notice (ASN) is an electronic communication created in Isupplier portal enable the Supplier to notify the buying company (Intralox) Buyers for the upcoming shipments. It immensely helps the purchasing organization to estimate the expected arrival of goods. The ASN contains details including shipment date, time, packing slip number, freight information, item detail including cumulative received quantities, country of origin and purchase order number. The ASN must be created on the day of the shipment and prior to the material arriving at its destination.

To create an ASN, select the purchase order shipments being shipped and provide the appropriate shipment and billing details, which will be outlined below.

2 CREATING ASNS

2.1 From the Supplier Home Page, select **Advance Shipment Notices** link.

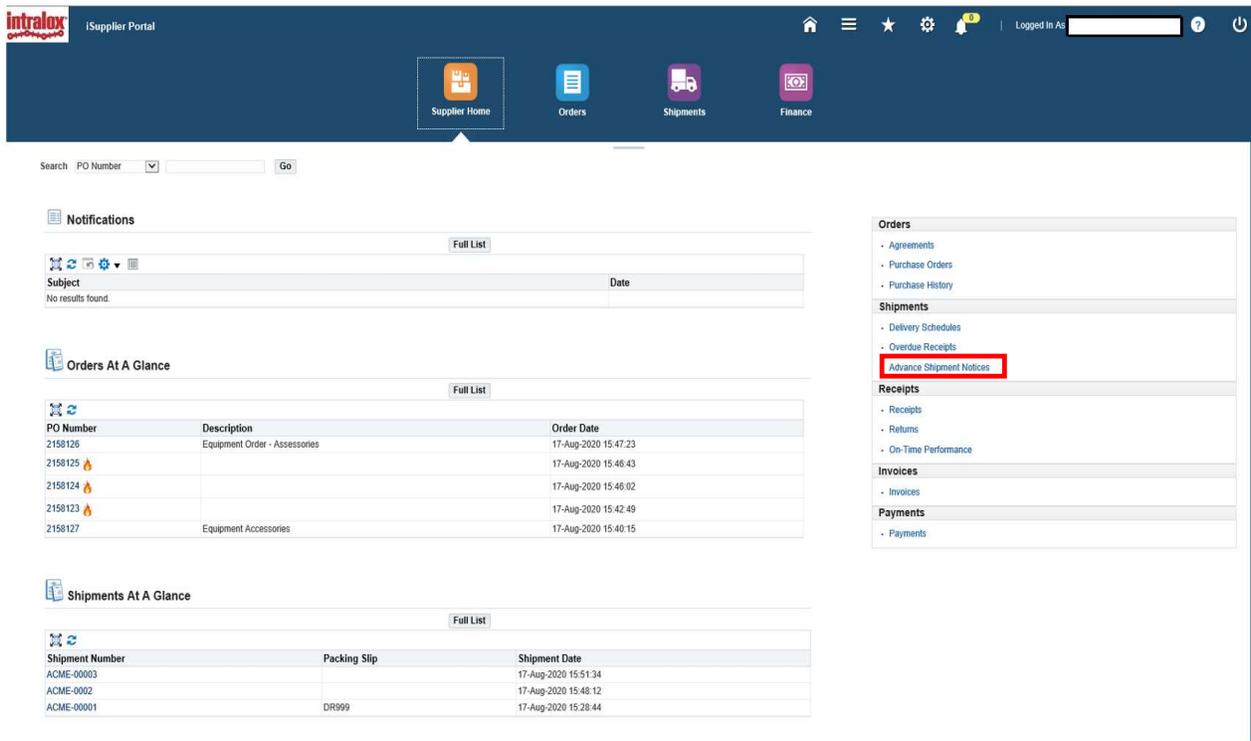
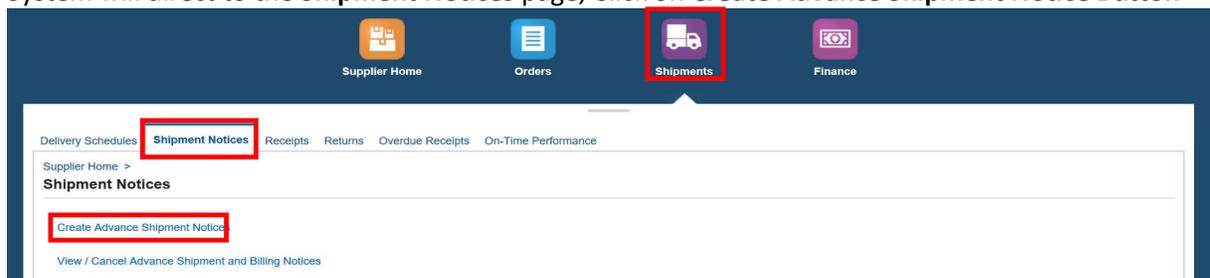


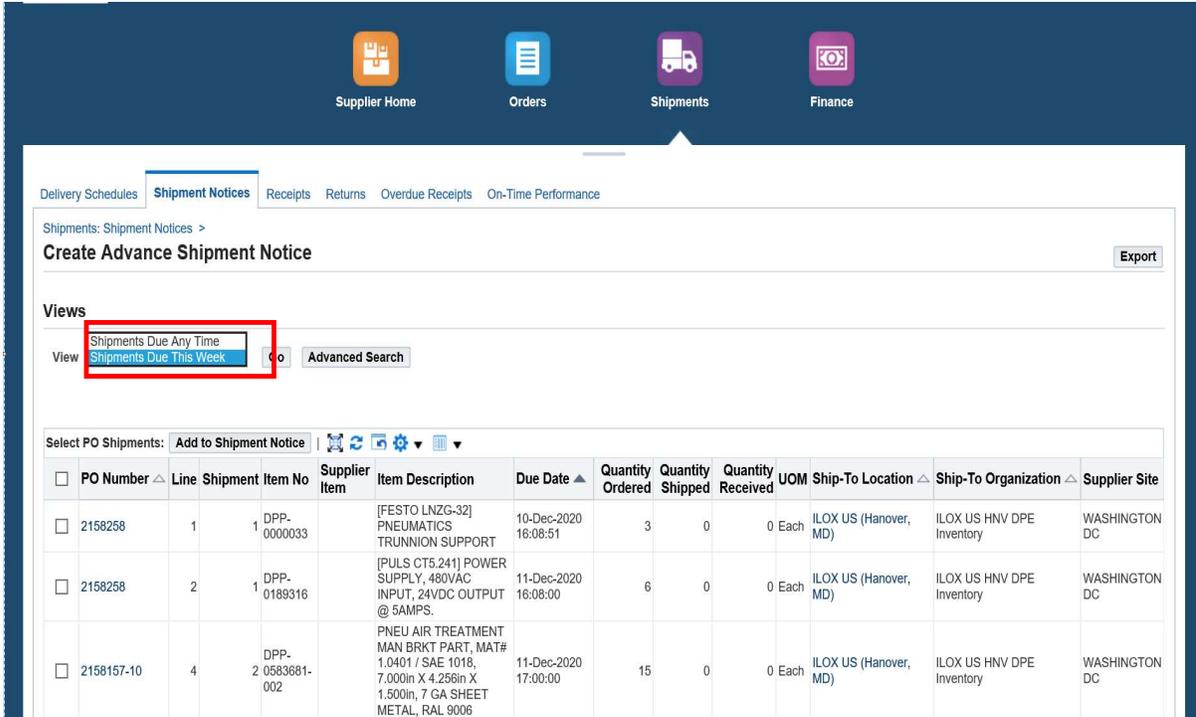
Figure 1 – iSupplier Home Page with Advance Shipment Notices

System will direct to the **Shipment Notices** page, Click on **Create Advance Shipment Notice Button**



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2.2 Under views click on the drop-down list to search for shipments due this week, shipments due anytime, or use the advanced search button to find specific Purchase Order number.



Select the specific PO Number that needs to create Advance Shipment notice before shipping the goods from Supplier facility.

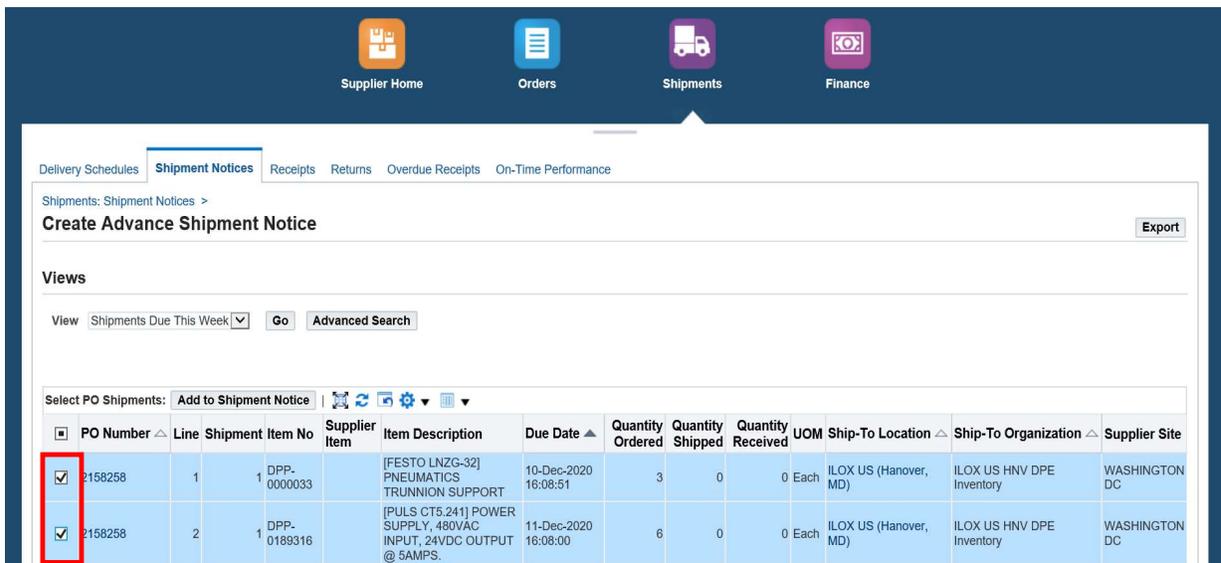


Figure 2 - Create Advance Shipment Notice page



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The screenshot shows the 'Shipments' section of the system. At the top, there are navigation icons for Supplier Home, Orders, Shipments, and Finance. Below these, there are tabs for Delivery Schedules, Shipment Notices, Receipts, Returns, Overdue Receipts, and On-Time Performance. The 'Shipment Notices' tab is active, and the 'Create Advance Shipment Notice' button is highlighted. Below this, there are 'Views' and a search bar. The main area contains a table of PO Shipments with columns for PO Number, Line, Shipment, Item No, Supplier Item, Item Description, Due Date, Quantity Ordered, Quantity Shipped, Quantity Received, UOM, Ship-To Location, Ship-To Organization, and Supplier Site. The 'Add to Shipment Notice' button is highlighted in red above the table.

PO Number	Line	Shipment	Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Ship-To Organization	Supplier Site
2158258	1		1	DPP-0000033	[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	3	0	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC
2158258	2		1	DPP-0189316	[PULS CTS 241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	6	0	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC
2158157-10	4		2	DPP-0583681-002	PNEU AIR TREATMENT MAN BRKT PART, MAT# 1.0401 / SAE 1018, 7.000in X 4.256in X 1.500in, 7 GA SHEET METAL, RAL 9006	11-Dec-2020 17:00:00	15	0	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC

Figure 3 - Add to Shipment Notice

2.3 Select the shipments and click the **Add to Shipment Notice** button.

The screenshot shows the 'Add to Shipment Notice' form. At the top, there are navigation icons for Supplier Home, Orders, Shipments, and Finance. Below these, there are tabs for Delivery Schedules, Shipment Notices, Receipts, Returns, Overdue Receipts, and On-Time Performance. The 'Shipment Notices' tab is active, and the 'Create Advance Shipment Notice' button is highlighted. Below this, there are 'Cancel', 'Add Shipments', 'Preview', and 'Submit' buttons. The 'Shipment Header' section has a 'Shipment Lines' button highlighted in red. Below this, there is a 'Shipment Line Defaults' section with fields for Packing Slip, Container Number, Country Of Origin, Truck Number, Bar Code Label, and Comments. Below this, there is a 'Shipments in Advance Shipment Notice' section with a table of shipment lines.

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	2158258	1	1		[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	3	0	Each	3	ILOX US (Hanover, MD)				
	2158258	2	1		[PULS CTS 241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	6	0	Each	6	ILOX US (Hanover, MD)				

Figure 4 - Items added to the ASN as shipment lines

NOTE:

Additional information such as Packing Slip, Container Number, Truck Number details can be entered and Click on Default to All Lines Button to records the information so that all PO lines have the same values. See Figures 5 & 6.



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Supplier Home Orders Shipments Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Shipment Header **Shipment Lines**

Cancel Add Shipments Preview Submit

Create Advance Shipment Notice

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip: PS12345 Container Number: UP454626
Country Of Origin: United States Truck Number: 84DE0304
Bar Code Label: Comments: Shipment will arrive by Noon

Default to All Lines

Shipments in Advance Shipment Notice

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	2158258	1	1		[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	3	0	Each	3	ILOX US (Hanover, MD)				
	2158258	2	1		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	6	0	Each	6	ILOX US (Hanover, MD)				

Figure 5 - Default to All Lines

Supplier Home Orders Shipments Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Shipment Header **Shipment Lines**

Cancel Add Shipments Preview Submit

Create Advance Shipment Notice

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip: PS12345 Container Number: UP454626
Country Of Origin: United States Truck Number: 84DE0304
Bar Code Label: Comments: Shipment will arrive by Noon

Default to All Lines

Shipments in Advance Shipment Notice

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	2158258	1	1		[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	3	0	Each	3	ILOX US (Hanover, MD)				
	Packing Slip: PS12345 Container Number: UP454626 Country of Origin: United States Bar Code Label: Truck Number: 84DE0304 Comments: Shipment will arrive by Noon														
	2158258	2	1		[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	6	0	Each	6	ILOX US (Hanover, MD)				
	Packing Slip: PS12345 Container Number: UP454626 Country of Origin: United States Bar Code Label: Truck Number: 84DE0304 Comments: Shipment will arrive by Noon														

Figure 6 - Additional Information such as the packing slip, comments, etc.



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2.4 Verify the quantity shipped. The user can enter the partial quantity for the PO line when there are partial shipments.

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
▶	2158258	1	1	[FESTO LN2G-32]	PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	3	0	Each	3	ILOX US (Hanover, MD)		+		
▶	2158258	2	1	[PULS CT5.241]	POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	6	0	Each	6	ILOX US (Hanover, MD)		+		

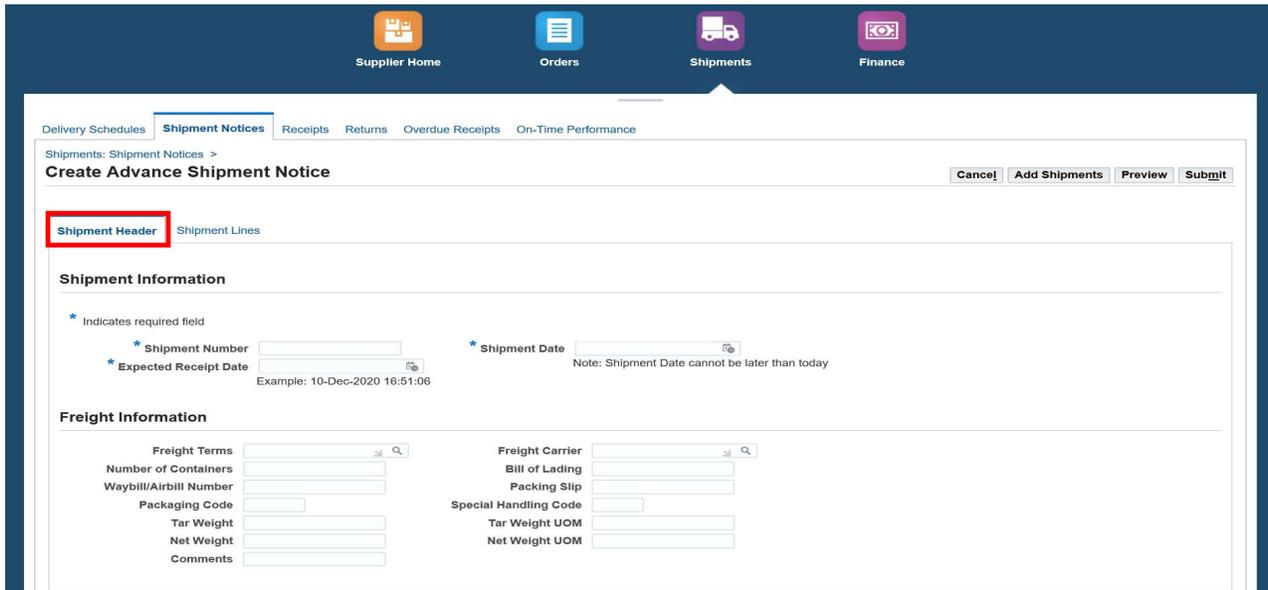
Figure 7 - Shipment Lines in Advance Shipment Notice

NOTE

A shipment line can be split to deliver quantities on different dates by clicking on the 'Split' icon and entering the applicable quantities and dates. You can also add any attachments associated with the shipment by clicking on the 'Add Attachments' icon. Shipment Line Defaults can be used so all lines have the same values.

2.5 Click on the **Shipment Header** tab.

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Shipment Header Shipment Lines

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Information

* Indicates required field

* Shipment Number * Shipment Date Note: Shipment Date cannot be later than today

* Expected Receipt Date Example: 10-Dec-2020 16:51:06

Freight Information

Freight Terms Freight Carrier

Number of Containers Bill of Lading

Waybill/Airbill Number Packing Slip

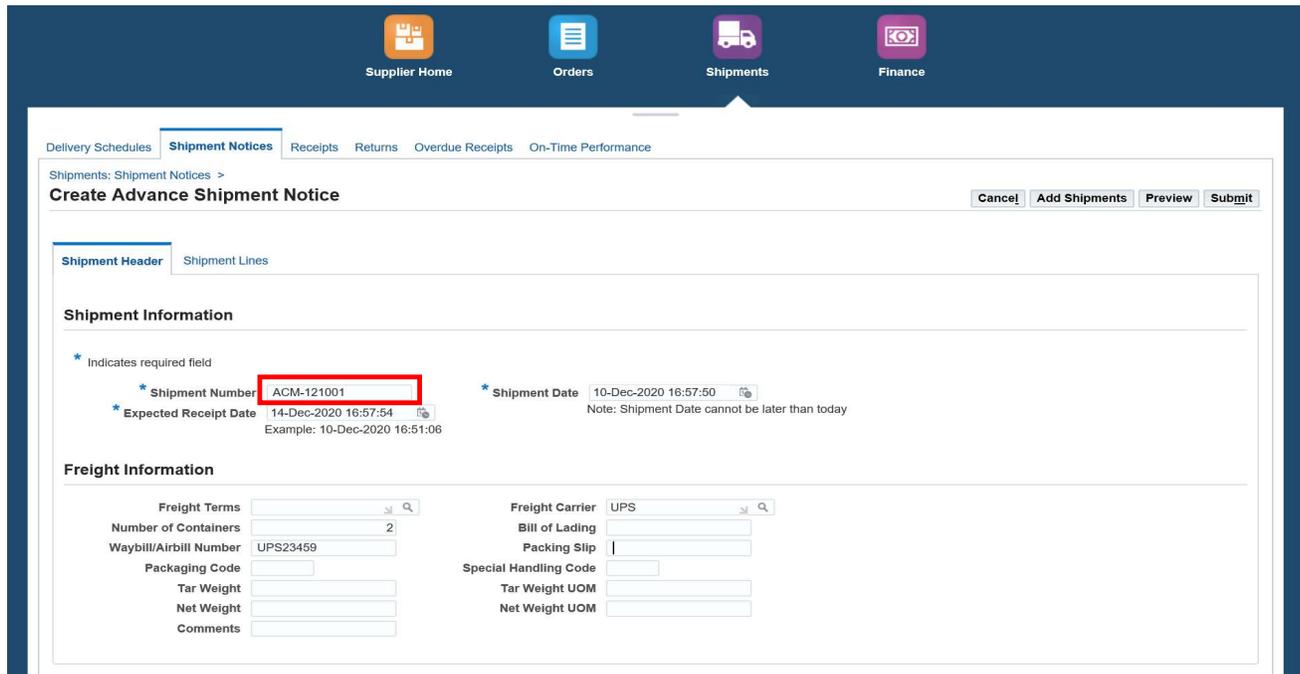
Packaging Code Special Handling Code

Tar Weight Tar Weight UOM

Net Weight Net Weight UOM

Comments

Figure 8 - Shipment Header



Shipment Header Shipment Lines

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Information

* Indicates required field

* Shipment Number * Shipment Date Note: Shipment Date cannot be later than today

* Expected Receipt Date Example: 10-Dec-2020 16:51:06

Freight Information

Freight Terms Freight Carrier

Number of Containers Bill of Lading

Waybill/Airbill Number Packing Slip

Packaging Code Special Handling Code

Tar Weight Tar Weight UOM

Net Weight Net Weight UOM

Comments

Figure 9 - Shipment Header in Advance Shipment Notice

2.6 Enter the Shipment Information that applies to the header including the **Shipment Number (E.g. ACM-121001)** 3 Char of Supplier company name followed by Month, Date and Sequence number), **Shipment Date Expected Receipt Date**.

Note: Expected Receipt Date shouldn't be the same date and time stamp of Shipment Date.

2.7 Enter the Freight Information that applies to the Shipment header including the **Freight Terms, Number of Containers, Bill of Lading, Packing Slip etc.**

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2.8 Click Submit to process the advanced shipment notice (ASN).

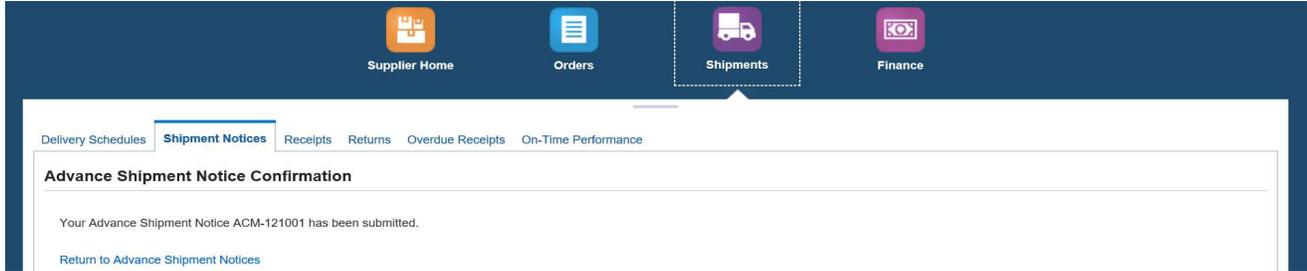
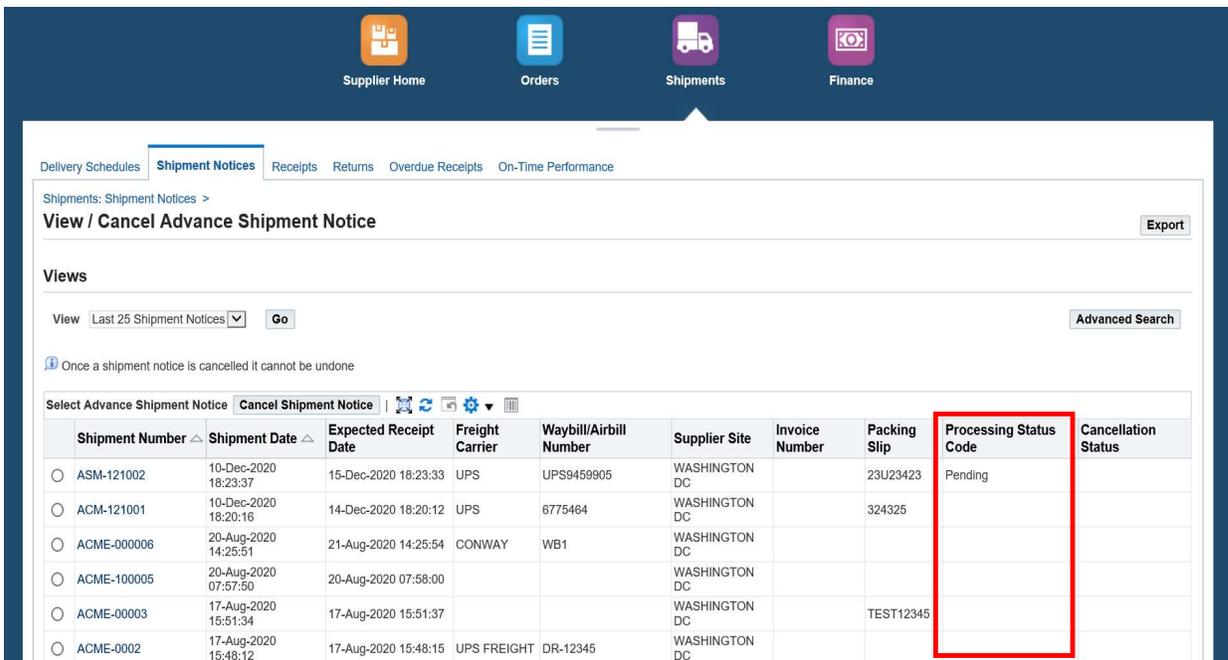
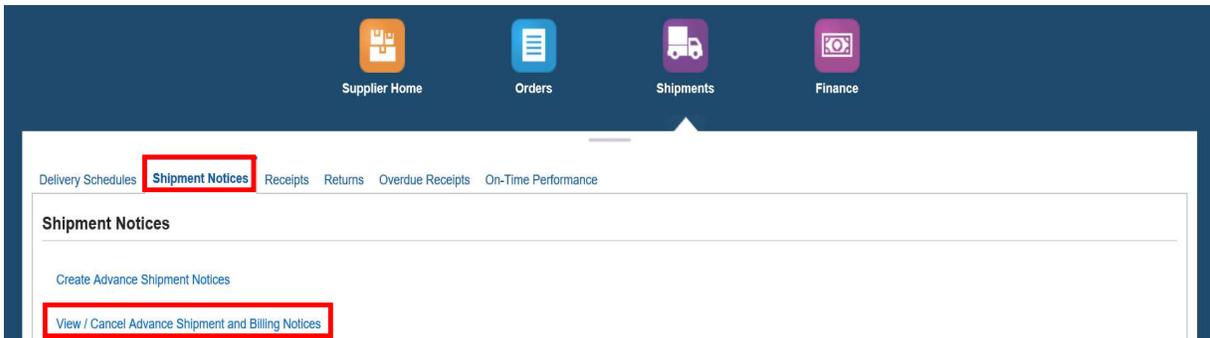


Figure 10 - Confirmation.

2.9 To view the status of ASN click on Shipment Notices Tab the View / Cancel Advance Shipment and Billing Notice Link. Supplier should be able to view the status of the ASN from the View/ Cancel Advance Shipment Notice Page



2.10 Initially the Shipment number processing status code will be in Pending status once the system processes the transaction the processing status will be blank. System will process the ASN within 5 minutes of interval.

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2.10.1 The supplier should be able to print the Intralox Packing slip once the ASN is processed successfully.

3 PRINTING A BARCODE PACKING SLIP

3.1 From the iSupplier home page, select **Shipments/View Advanced Shipment Notices** or use 'Shipments At A Glance'.

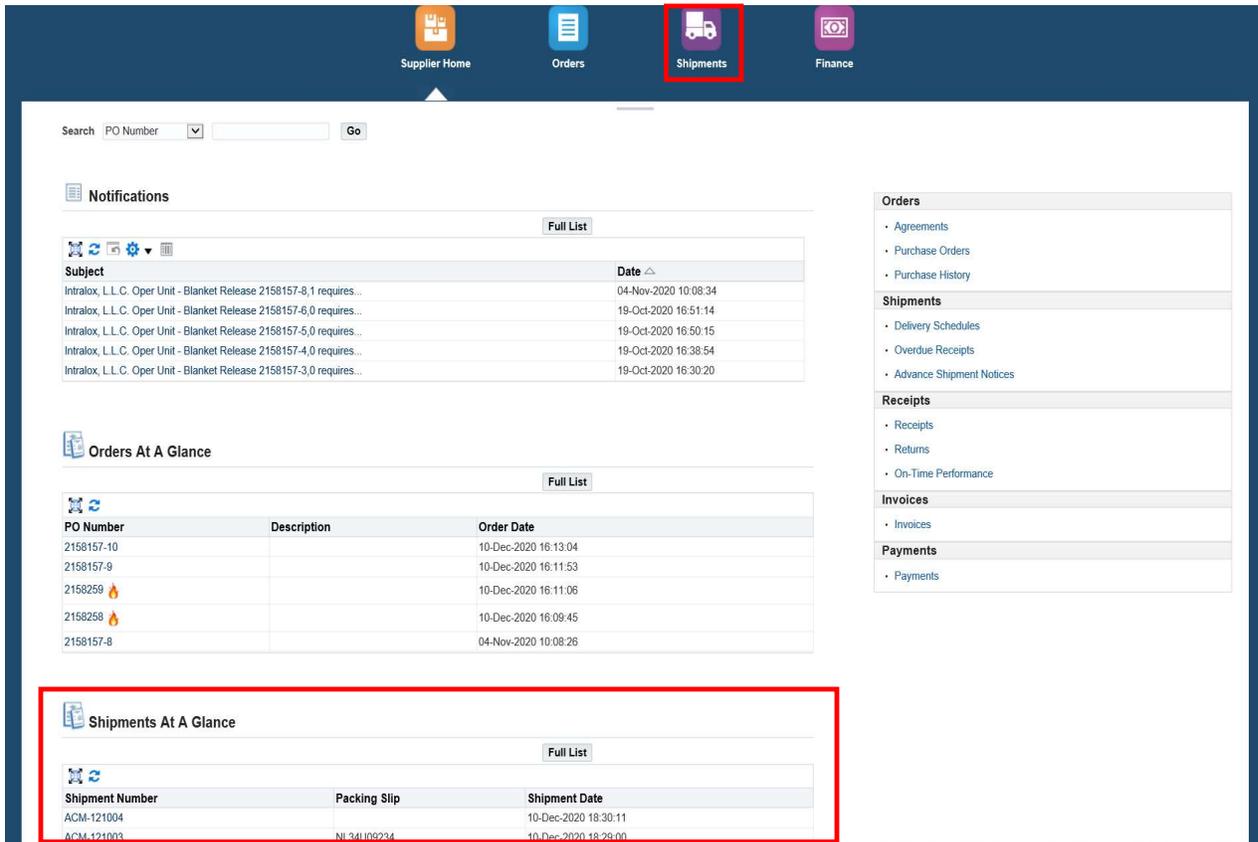
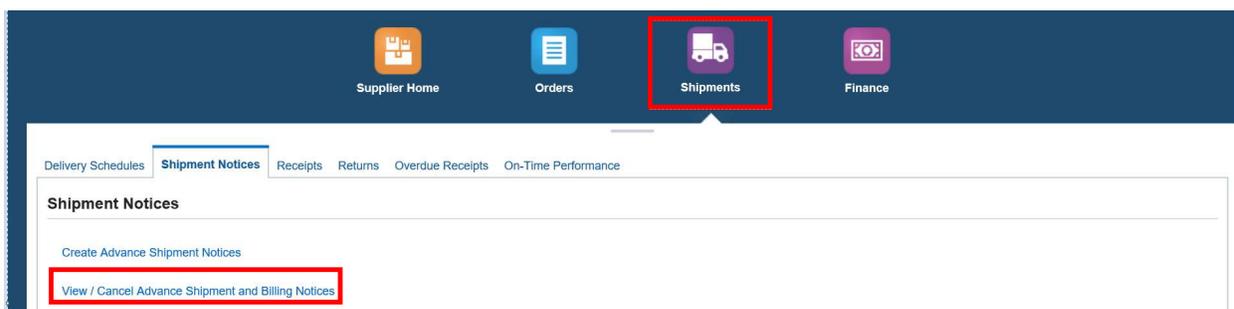


Figure 11 - iSupplier home page

3.2 Click on the Shipment Number in 'Shipments At A Glance' to open the Shipment or Click on 'Full List' (this will take you to the 'View/Cancel Advanced Shipment Notice' page). Using the 'View' or 'Advanced Search' function, locate the shipment notice by selecting a view from the dropdown and then selecting **Go**.

NOTE

Shipments can be queried by last 25 shipments, all shipment notices, or advanced search parameters can be used to find detailed lines.





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Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
ACM-121004	10-Dec-2020 18:30:11	14-Dec-2020 18:30:08			WASHINGTON DC				
ACM-121003	10-Dec-2020 18:29:00	14-Dec-2020 18:28:57	UPS	UPS43509	WASHINGTON DC		NL34U09234		
ASM-121002	10-Dec-2020 18:23:37	15-Dec-2020 18:23:33	UPS	UPS9459905	WASHINGTON DC		23U23423		
ACM-121001	10-Dec-2020 18:20:16	14-Dec-2020 18:20:12	UPS	6775464	WASHINGTON DC		324325		

Figure 12 - Queried ASNs

- 3.3 Click on the **Shipment Number** to open the ASN.
- 3.4 Select **Print** as shown in Figure 7.

Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
ACM-121004	10-Dec-2020 18:30:11	14-Dec-2020 18:30:08			WASHINGTON DC				
ACM-121003	10-Dec-2020 18:29:00	14-Dec-2020 18:28:57	UPS	UPS43509	WASHINGTON DC		NL34U09234		
ASM-121002	10-Dec-2020 18:23:37	15-Dec-2020 18:23:33	UPS	UPS9459905	WASHINGTON DC		23U23423		
ACM-121001	10-Dec-2020 18:20:16	14-Dec-2020 18:20:12	UPS	6775464	WASHINGTON DC		324325		

Figure 13 - Advanced Shipment Notice

- 3.5 Click the Print button to view the document.



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Supplier Home Orders Shipments Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >

Advance Shipment Notice: ASM-121002 Print Cancel Shipment Notice Export

Shipment Information

Shipment Number ASM-121002 Shipment Date 10-Dec-2020 18:23:37
 Supplier ACME CORPORATION Expected Receipt Date 15-Dec-2020 18:23:33
 Supplier Site WASHINGTON DC

Freight Information

Freight Terms Bill of Lading 234355 Freight Carrier UPS Waybill/Airbill Number UPS9459905 Number of Containers 2
 Packing Code Tar Weight UOM Packing Slip 23U23423
 Special Handling Code Net Weight UOM Tar Weight
 Comments Net Weight

Shipments in Advance Shipment Notice

Cancel	Details	PO Number	Line	Shipment	Supplier Item	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	View Attachments	Cancellation Status
<input type="checkbox"/>	<input type="checkbox"/>	2158259	1	1	DPP-0000033	[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	14-Dec-2020 16:10:00	3	0	Each			ILOX US 3 (Hanover, MD)			
<input type="checkbox"/>	<input type="checkbox"/>	21582				[PULS CT5.241]										

Do you want to open or save ASM-121002.pdf (30.5 KB) from usnoebseqdevap01.prod.laitram.loc? Open Save Cancel x

Figure 14 - Printing



Packing Slip

ASN# ACM-121001



Supplier Name	ACME CORPORATION	Ship Date	10-DEC-2020
Supplier Site	WASHINGTON DC	Expected Date	14-DEC-2020
Ship From	1600 Pennsylvania Ave NW, United States	Ship To	7157 RIDGE ROAD, Hanover, United States
No. of Container / Packages	2	Receiver Name	John Bonkowski
		Receiver Email/Contact	Intralox.SavagePO@Intralox.com
Comments		Tracking/Way Bill/Airway Bill#	6775464
		Weight	
Carrier	UPS	Bill Of Lading	
Supplier Packing Slip#	324325	Sales Order Number	

PO Num	Release	Rev	Line	Shipment	Item Number	Item Description	UOM	Quantity Order	Quantity Shipped
2158258 		0	1	1	DPP-0000033 	[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	3	3
Hot PO 2158258 		0	2	1	DPP-0189316 	[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	6	6
Hot PO									

Figure 15 - Packing Slip

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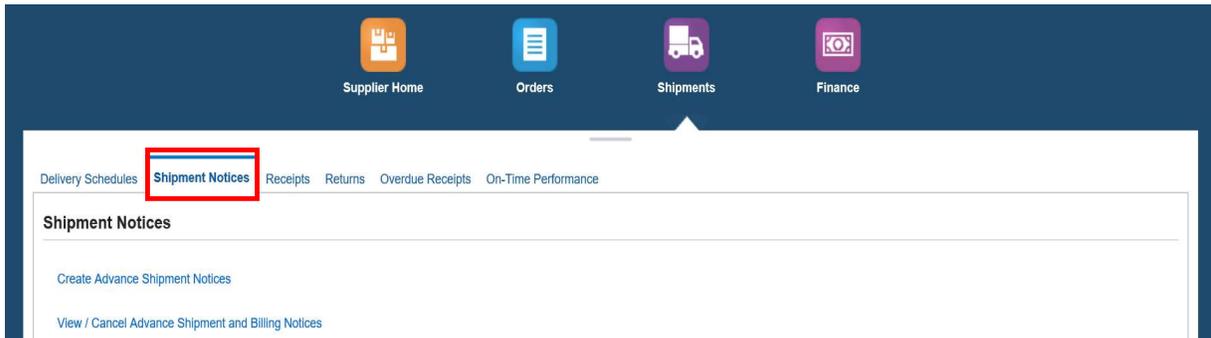


Figure 16 - Shipment Notices

3.6 Click on Shipment Notice tab then click Create Advance Shipment Notice to view the Quantity Shipped status for the selected Purchase Order.

PO Number	Line Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Ship-To Organization	Supplier Site
2158258	1	DPP-0000033	[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	10-Dec-2020 16:08:51	3	3	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC
2158258	2	DPP-0189316	[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	11-Dec-2020 16:08:00	6	6	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC
2158157-10	4	DPP-0583681-002	PNEU AIR TREATMENT MAN BRKT PART, MAT# 1.0401 / SAE 1018, 7.000in X 4.256in X 1.500in, 7 GA SHEET METAL, RAL 9006	11-Dec-2020 17:00:00	15	0	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC
2158157-10	3	DPP-0574914-002	FRAME CRRYWY WRSTRP RUNNER STFFNR PART, MAT# 1.0401 / SAE 1018, 1.000in X 4.000in X 1.500in, 7 GA SHEET METAL, RAL 9006	11-Dec-2020 17:00:00	5	0	0	Each	ILOX US (Hanover, MD)	ILOX US HNV DPE Inventory	WASHINGTON DC

Figure 17 - Quantity Shipped Field Updated

3.7 Quantity shipped column will be updated once the ASN is successfully processed.

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4 CANCELLING ASNs

When a supplier cancels an existing ASN, the system notifies the buyer. A new ASN can be entered for the same purchase order shipments later.

- 4.1 From the iSupplier home page, select **Shipments/View Advanced Shipment Billing Notices** or use 'Shipments At A Glance'.

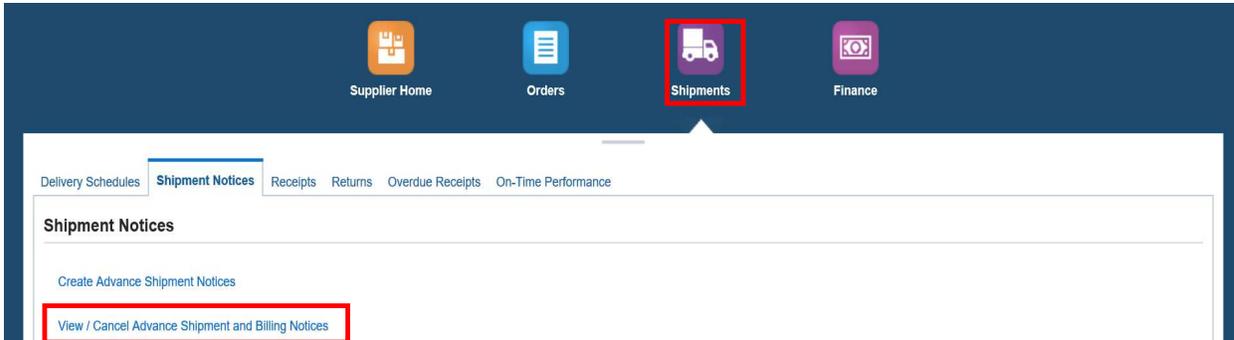


Figure 18 - iSupplier home page

- 4.2 Click on the Shipment Number in 'Shipments At A Glance' to open the Shipment or Click on 'Full List' (this will take you to the 'View/Cancel Advanced Shipment Notice' page). Using the 'View' or 'Advanced Search' function, locate the shipment notice by selecting a view from the dropdown and then selecting **Go**.

NOTE

Shipments can be queried by last 25 shipments, all shipment notices, or advanced search parameters can be used to find detailed lines.

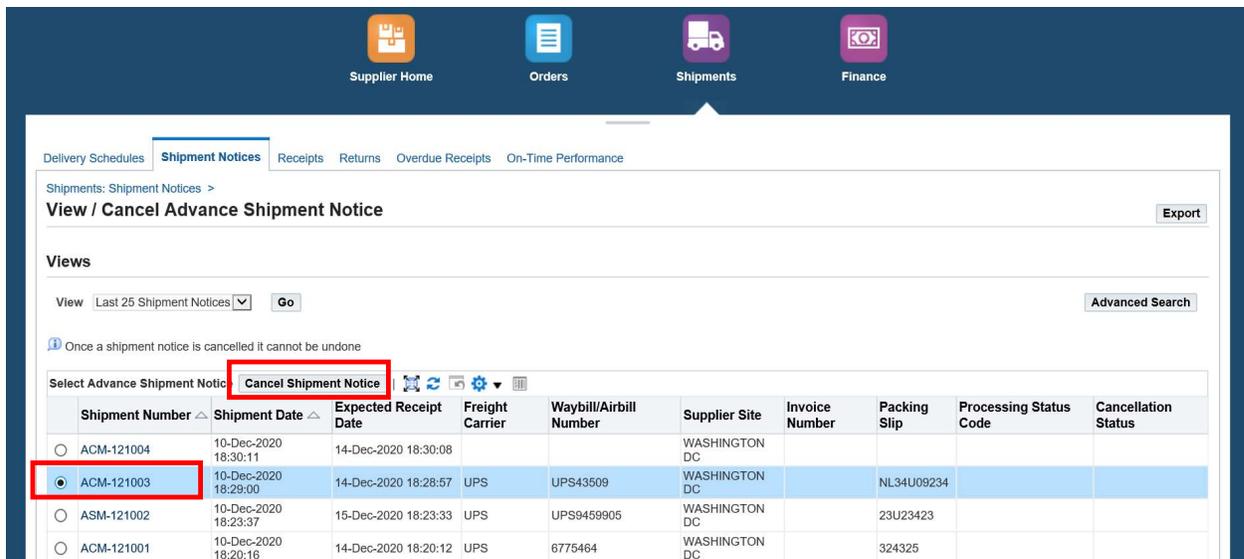


Figure 19 - View/Cancel Advance Shipment Notice with Cancel Shipment



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- 4.3 Select the radio button near the Shipment Number then select **Cancel Shipment Notice**. Intralox Buyer will receive a notification for ASN cancellation.

Supplier Home Orders **Shipments** Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

ASN Cancel Confirmation

Your request to cancel Advance Shipment Notice ACM-121003 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

[Return to View Advance Shipment and Billing Notices](#)

Click to Return to View Advance Shipment and Billing Notice link to view the status

Supplier Home Orders **Shipments** Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

View / Cancel Advance Shipment Notice

Export

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice **Cancel Shipment Notice**

Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/> ACM-121004	10-Dec-2020 18:30:11	14-Dec-2020 18:30:08			WASHINGTON DC				
<input type="radio"/> ACM-121003	10-Dec-2020 18:29:00	14-Dec-2020 18:28:57	UPS	UPS43509	WASHINGTON DC		NL34U09234		Pending Cancel
<input type="radio"/> ASM-121002	10-Dec-2020 18:23:37	15-Dec-2020 18:23:33	UPS	UPS9459905	WASHINGTON DC		23U23423		
<input type="radio"/> ACM-121001	10-Dec-2020 18:20:16	14-Dec-2020 18:20:12	UPS	6775464	WASHINGTON DC		324325		

- 4.4 ASN Cancellation status will be in Pending Cancel status once the system processes the transaction the status will be updated to Cancelled.

Supplier Home Orders **Shipments** Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Supplier Home > ISupplier Portal: Shipment Notices >

View / Cancel Advance Shipment Notice

Export

Views

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Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/> ACM-121004	10-Dec-2020 18:30:11	14-Dec-2020 18:30:08			WASHINGTON DC				
<input type="radio"/> ACM-121003	10-Dec-2020 18:29:00	14-Dec-2020 18:28:57	UPS	UPS43509	WASHINGTON DC		NL34U09234		Cancelled
<input type="radio"/> ASM-121002	10-Dec-2020 18:23:37	15-Dec-2020 18:23:33	UPS	UPS9459905	WASHINGTON DC		23U23423		