PAGE 1 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
TEAM ASSIGNED: SC	CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
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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.

Supple	er Home Orders	Shipments	Finance		
Go					
				Orders	
F	Full List			Agreements	
				Purchase Orders	
	Da	te		Purchase History	
				Shipments	
				Delivery Schedules Overdue Receipts Advance Shipment Notices	
F	-ull List			Receipts	
				Receipts	
	Order Date			- Returns	
Jer - Assessones	17-Aug-2020 15:47			On-Time Performance	
	17-Aug-2020 15:46	3:43		Invoices	
	17-Aug-2020 15:46	3:02		- Invoices	
	17-Aug-2020 15:42	2.49		Payments	
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Figure 1- iSupplier Home Page with Advance Shipment Notices

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

	Supplier Home	Orders	Shipments	Finance
Delivery Schedules Shipment Notices Receipts Supplier Home > Shipment Notices	Returns Overdue Receipts	On-Time Performance		
Create Advance Shipment Notice				

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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.

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

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	PO Number 🛆	Line	e Shipment	tem No	Supplier Item	Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location $ riangle$	Ship-To Organization	Supplier Site
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														DC

Figure 2 - Create Advance Shipment Notice page

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Figure 3 - Add to Shipment Notice

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

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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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Figure 5 - Default to All Lines

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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.

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Bhipn	ar Code La nents in	abel Adv	Default to ance Shi ▼	All Lines	lotice	Comments Si	npriterit win	anive by No							
B Shipn (E) C Show A	ar Code La nents in : 🔄 🏟 1 Il Details }	Adv F IIII	Default to ance Shi	All Lines	lotice	Comments of		anive by No		0	14. Ohio To				
B Shipn Show A Details	ar Code La nents in I Details } PO Number	Adv Adv Iide A	Default to ance Shi I Details Shipment	All Lines ipment N Supplier Item	lotice Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quant	ity Ship-To ed Location	LPN/Lot/So	erial Add	ts Split	Remo
B Shipn (2) Show A Details	ar Code La nents in E S O II Details } PO Number	Adv Adv Hide A	Default to ance Shi U Details Shipment	All Lines ipment N Supplier Item	Item Description [FESTO LNZG-	Due Date	Quantity Ordered	Quantity Received	UOM	Quant Shipp	ity Ship-To ed Location	LPN/Lot/Se	erial Add Attachmer	ts Split	Remo
B Shipn (C) Show A Details	ar Code La nents in I Details } PO Number 2158258	Adv • IIII Hide A Line	Default to ance Shi U Details Shipment	All Lines ipment N Supplier Item	Iotice Item Description [FEST0 LNZG- 32] PNEUMATICS	Due Date 10-Dec-2020 16:08:51	Quantity Ordered	Quantity Received	UOM	Quant Shipp	ity Ship-To ed Location	LPN/Lot/Se	erial Add Attachmer	ts Split	Remo
B Shipn Call Show A Details	ar Code La nents in () Code La () Code L	Adv • IIII Hide A Line	Default to ance Shi U Details Shipment	All Lines ipment N Supplier Item	Item Description [FESTO LNZG- 32] PNEUMATICS TRUNNION SUPPORT	Due Date 10-Dec-2020 16:08:51	Quantity Ordered	Quantity Received	UOM Each	Quant Shipp	ity Ship-To ed Location ILOX US (Hanover, MD)	LPN/Lot/Se	erial Add Attachmer	ts Split	Remo
B Shipn Show A Details	ar Code La nents in () () () ()	Adv Adv Hide A Line	Default to ance Shi U Details Shipment	All Lines ipment N Supplier Item	Item Description [FESTO LNZG- 32] PNEUMATICS TRUNNION SUPPORT [PULUS CT5.241]	Due Date 10-Dec-2020 16:08:51	Quantity Ordered	Quantity Received	UOM Each	Quant Shipp	ity Ship-To ed Location ILOX US (Hanover, MD)	LPN/Lot/Se	erial Add Attachmer	ts Split	Remo
B hipn Cotails	ar Code La nents in () Details () PO Number 2158258	Adv Adv T I 1	Default to ance Shi U Details Shipment	All Lines ipment N Supplier Item	Item Description [FEST0 LNZG- 32] PNEUMATICS TRUNNION SUPPORT [PULS CT5.241 POWER SUPPLY,	Due Date 10-Dec-2020 16:08:51 14 Dec 2020 16:08:51	Quantity Ordered 3	Quantity Received	UOM Each	Quant Shipp	ity Ship-To ed Location 3 (Hanover, MD)	LPN/Lot/Se	erial Add Attachmer	ts Split	Remo
B ihipn	ar Code La nents in () Details } PO Number 2158258 2158258	Adv Adv Interest of the second se	Default to ance Shi in Details Shipment	All Lines ipment N Supplier Item	Item Description [FEST0 LNZG- 32] PNEUMATICS SUPPORT [PULS CT5.241 POWER SUPPLY, 480VAC INPUT 24VDC OUTPU	Due Date 10-Dec-2020 16:08:51 11-Dec-2020 16:08:00 T	Quantity Ordered 3	Quantity Received 0	UOM Each	Quant Shipp Q	ity Ship-To ed Location ILOX US (Hanover, MD) iLOX US (Hanover, MD)	LPN/Lot/Se	erial Add Attachmer †3	ts Split	Remo

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.

intralox [®]		SUBJECT: ADVANCED SHIPMENT NOTICE								
OHOHOHO	TITLE: ILOX-WI-112	PAGE 7 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1						
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020						
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020						

				KO3				
	Supplier Hom	ne Orders	Shipments	s Finance				
ery Schedules Shipment Notic	ces Receipts Returns Oven	due Receipts On-Time Perf	formance					
ments: Shipment Notices >								
eate Advance Shipme	ent Notice				Cancel	Add Shinments	Preview	Subm
hipment Information								
* Indicates required field								
* Indicates required field		* Shinment Date	1 cm					
 Indicates required field * Shipment Number * Expected Receipt Date 	fâs	* Shipment Date No	te: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date	Example: 10-Dec-2020 16:51:06	* Shipment Date No	ि । ote: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date	Example: 10-Dec-2020 16:51:06	* Shipment Date No	te: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date reight Information Freight Terms	Example: 10-Dec-2020 16:51:06	* Shipment Date No	te: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date reight Information Freight Terms Number of Containers	Example: 10-Dec-2020 16:51:06	* Shipment Date No No Freight Carrier Bill of Lading	te: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date reight Information Freight Terms Number of Containers Waybil/Airbill Number	Example: 10-Dec-2020 16:51:06	* Shipment Date No No Freight Carrier Bill of Lading Packing Silp	to: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date reight Information Freight Terms Number of Containers Waybill/Jirbill Number Packaging Code	Example: 10-Dec-2020 16:51:06	* Shipment Date No No Freight Carrier Bill of Lading Packing Slip Special Handling Code	te: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date reight Information Freight Terms Number of Containers Waybill(Airbill Number Packaging Code Tar Weight	r Example: 10-Dec-2020 16:51:06	* Shipment Date No Freight Carrier Bill of Lading Packing Slip Special Handling Code Tar Weight UOM	te: Shipment Date cannot be la	ater than today				
* Indicates required field * Shipment Number * Expected Receipt Date reight Information Freight Terms Number of Containers Waybill/Airbill Number Packaging Code Tar Weight Net Weight	Example: 10-Dec-2020 16:51:06	* Shipment Date No Bill of Lading Packing Slip Special Handling Code Tar Weight UOM Net Weight UOM	Conte: Shipment Date cannot be la	ater than today				

Figure 8 - Shipment Header

	Supplier	Home Orders	Shipme	ents Finan	ce			
livery Schedules Shipment Not	ces Receipts Returns	Overdue Receipts On-Time Per	formance					
inmente, Chinment Netless, 5								
reate Advance Shinm	ent Notice				Canaal	Add Chinmonto	Draview Cul	. 1 0
reate Advance ompin	enthouse				Cance	Add Snipments	Preview Su	10 <u>m</u> i
Snipment Header Snipment Lin	les							
Shipment Information								
ompinent information								
* Indicates required field								
* Indicates required field * Shipment Numbe	r ACM-121001	* Shipment Date 1	0-Dec-2020 16:57:50	6				
* Indicates required field * Shipment Numbe * Expected Receipt Dat	r ACM-121001	* Shipment Date 1	0-Dec-2020 16:57:50 🕅	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Date	ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:5	* Shipment Date 1	0-Dec-2020 16:57:50 (해 ote: Shipment Date cannot I	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Date	ACM-121001 • 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:	* Shipment Date 1 © Nc 51:06	0-Dec-2020 16:57:50 ाध् ote: Shipment Date cannot I	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat	r ACM-121001 9 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:8	* Shipment Date 1 No 51:06	0-Dec-2020 16:57:50 ⁶ ote: Shipment Date cannot I	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat	ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:4	* Shipment Date 1 No 51:06	0-Dec-2020 16:57:50 0	a be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat Freight Information Freight Terms	ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:3 3	* Shipment Date 1 No 51:06 Freight Carrier	0-Dec-2020 16:57:50 di ote: Shipment Date cannot I	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat Freight Information Freight Terms Number of Containers	 ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:5 	* Shipment Date 1 51:06 Freight Carrier Bill of Lading	0-Dec-2020 16:57:50 여 te: Shipment Date cannot I UPS 의	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat Freight Information Freight Terms Number of Containers Waybill/Airbill Number	ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:4 UPS23459	* Shipment Date 1 Nc 51:06 Freight Carrier Bill of Lading Packing Slip	0-Dec-2020 16:57:50 R bte: Shipment Date cannot I	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat Freight Information Freight Terms Number of Containers Waybill/Airbill Number Packaging Code	r ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:4 3 Q 2 UPS23459	* Shipment Date 1 No 51:06 Freight Carrier Bill of Lading Packing Slip Special Handling Code	0-Dec-2020 16:57:50 G bte: Shipment Date cannot I UPS J	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Date Freight Information Freight Terms Number of Containers Waybill/Airbill Number Packaging Code Tar Weight	r ACM-121001 a 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16:7 g Q UPS23459	* Shipment Date 1 No 51:06 Freight Carrier Bill of Lading Packing Silp Special Handling Code Tar Weight UOM	0-Dec-2020 16:57:50 @ te: Shipment Date cannot I UPS	be later than today				
* Indicates required field * Shipment Numbe * Expected Receipt Dat Freight Information Freight Terms Number of Containers Waybill/Airbill Number Packaging Code Tar Weight Net Weight	ACM-121001 14-Dec-2020 16:57:54 Example: 10-Dec-2020 16: UPS23459	* Shipment Date 1 Nc 51:06 Freight Carrier Bill of Lading Packing Silp Special Handling Code Tar Weight UOM Net Weight UOM	0-Dec-2020 16:57:50 (%) bte: Shipment Date cannot I	be later than today				

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.

intralox [®]		SUBJECT: Advanced Shipment Notice								
OHOHOHO	TITLE: ILOX-WI-112	PAGE 8 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1						
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020						
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020						

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

			Supp	lier Home	Orders	Shipments	 Finance		
Delivery Schedules	Shipment Notices ment Notice Col	Receipts	Returns n	Overdue Receipts	On-Time Performance				
Your Advance Sh Return to Advance	ipment Notice ACM-12 e Shipment Notices	21001 has be	en submiti	ted.					

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

	Supplier Home	Orders	Shipments	Finance	
Delivery Schedules Shipment Notices Receipts Shipment Notices	Returns Overdue Receipts	On-Time Performance	-		
Create Advance Shipment Notices View / Cancel Advance Shipment and Billing Notice	s				

			Supplier Home	Ort	ders	Shipments	Fin	ance		
elive	ery Schedules Shipme	nt Notices Receipts	Returns Overdue Re	ceipts On-Tim	e Performance					
Shipr Vie	ments: Shipment Notices w / Cancel Adva	> ance Shipment	Notice							Export
3) O	once a shipment notice is tet Advance Shipment N Shipment Number	cancelled it cannot be u lotice Cancel Shipme	ent Notice 💢 🎜 🖬	5 💠 ▾ 💷 Freight	Waybill/Airbill	Supplier Site	Invoice	Packing	Processing Status	Cancellation
i) o Sele	Chice a shipment notice is	cancelled it cannot be u lotice Cancel Shipmer Shipment Date A 10-Dec-2020	Indone Int Notice 1 2 2 1 Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
D O Sele	ASM-121001	Cancelled it cannot be u totice Cancel Shipmer Can	Indone Int Notice 1 2 2 1 Expected Receipt Date 15-Dec-2020 18:23:33 14-Dec-2020 18:20:12	Freight Carrier UPS UPS	Waybill/Airbill Number UPS9459905 6775464	Supplier Site WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip 23U23423 324325	Processing Status Code Pending	Cancellation Status
D O Sele	Ince a shipment notice is ct Advance Shipment N Shipment Number ASM-121002 ACM-121001 ACME-000006	Shipment Date Cancel Shipment 0-Dec-2020 18:20:16 10-Dec-2020 18:20:16 20-Dec-2020 18:20:16 20-Dec-2020 14:20:51	ndone Int Notice I I 2 2 I Expected Receipt Date 15-Dec-2020 18:23:33 14-Dec-2020 18:20:12 21-Aug-2020 14:25:54	Freight Carrier UPS UPS CONWAY	Waybill/Airbill Number UPS9459905 6775464 WB1	Supplier Site WASHINGTON DC WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip 23U23423 324325	Processing Status Code Pending	Cancellation Status
 D O Sele O O O O O 	AcME-100005	Cancelled it cannot be u Cancel Shipment Shipment Date 10-Dec-2020 18:23:37 10-Dec-2020 18:20:16 20-Aug-2020 14:28:51 20-Aug-2020	Indone	Freight Carrier UPS UPS CONWAY	Waybill/Airbill Number UPS9459905 6775464 WB1	Supplier Site WASHINGTON DC WASHINGTON DC WASHINGTON DC WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip 23U23423 324325	Processing Status Code Pending	Cancellation Status
 Sele O O O O O O 	AcME-100005 ACME-100005 ACME-100003	Cancel ed it cannot be u Cancel Shipment Date Cance	ndone Int Notice 1 2 2 1 Expected Receipt Date 15-Dec-2020 18:23:33 14-Dec-2020 18:20:12 21-Aug-2020 14:25:54 20-Aug-2020 07:58:00 17-Aug-2020 15:51:37	Freight Carrier UPS UPS CONWAY	Waybill/Airbill Number UPS9459905 6775464 WB1	Supplier Site WASHINGTON DC WASHINGTON DC WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip 23U23423 324325	Processing Status Code Pending	Cancellation Status

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.

intralox [®]		SUBJECT: Advanced Shipment Notice								
OHOHOHO	TITLE: ILOX-WI-112	PAGE 9 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1						
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020						
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020						

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

PRINTING A BARCODE PACKING SLIP 3

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

		supplier nome	Urders	Snipments	Finance		
Search PO Number V	Go						
Notifications						Orders	
			Full List			Agreements	
🕱 🞜 🖻 🌞 🔻 🔟						Purchase Orders	
Subject				Date 🛆		Purchase History	
Intralox, L.L.C. Oper Unit - Blan	ket Release 2158157-8,1 requires		C	04-Nov-2020 10:08:34		Chinmonto	
Intralox, L.L.C. Oper Unit - Blan	ket Release 2158157-6,0 requires		1	9-Oct-2020 16:51:14		ompments	
Intralox, L.L.C. Oper Unit - Blan	ket Release 2158157-5,0 requires		1	9-Oct-2020 16:50:15		Delivery Schedules	
Intralox, L.L.C. Oper Unit - Blan	ket Release 2158157-4,0 requires		1	9-Oct-2020 16:38:54		Overdue Receipts	
Intralox, L.L.C. Oper Unit - Blan	ket Release 2158157-3,0 requires		1	9-Oct-2020 16:30:20		Advance Shipment Notices	
						Receipts	
Crders At A Glanc	e		Eull Liet			Receipts Receipts Returns On-Time Performance	
Orders At A Glanc	e		Full List			Receipts Receipts Returns On-Time Performance Invoices	
Orders At A Glanc	e Description	Order	Full List			Receipts • Receipts • Returns • On-Time Performance Invoices Invoices • Invoices	
Corders At A Glanc	e Description	Order 10-Dec	Full List Date -2020 16:13:04			Receipts • Receipts • • Returns • • On-Time Performance Invoices Invoices •	
Orders At A Glance	e Description	Order 10-Dec 10-Dec	Full List Date -2020 16:13:04 -2020 16:11:53			Receipts • Receipts • Returns • On-Time Performance Invoices • Invoices • Payments	
Crders At A Glanc	e Description	Order 10-Dec 10-Dec 10-Dec	Full List Date -2020 16:13:04 -2020 16:11:53 -2020 16:11:06			Receipts • Receipts • Returns • On-Time Performance Invoices • Invoices Payments • Payments	
Crders At A Glanc	e Description	Order 10-Dec 10-Dec 10-Dec 10-Dec	Full List Date -2020 16:11.63 -2020 16:11.66 -2020 16:09:45			Receipts • Receipts • Returns • On-Time Performance Invoices • Invoices • Payments • Payments	
Crders At A Glanc	e Description	Order 10-Dec 10-Dec 10-Dec 10-Dec 04-Nov	Full List Date 2020 16:13.04 2:2020 16:11.53 2:2020 16:11.06 2:2020 16:09.45 4:2020 10:08:26			Receipts • Receipts • Returns • On-Time Performance Invoices • Invoices • Payments • Payments	
Crders At A Glanc Crowner Crow	e Description lance	Order 10-Dec 10-Dec 10-Dec 10-Dec 04-Nov	Pull List Date -2020 16:13:04 -2020 16:11:03 -2020 16:11:06 -2020 16:09:45 -42020 10:08:26			Receipts · Receipts · Returns · On-Time Performance Invoices · Invoices Payments · Payments	
Crders At A Glanc Crowner Crow	e Description Ince	Order 10-Dec 10-Dec 10-Dec 10-Dec 04-Nov	Full List Date -2020 16:13:04 -2020 16:11:05 -2020 16:10:06 -2020 10:08:26			Receipts . Receipts . Returns . On-Time Performance Invoices . Invoices Payments . Payments	
Crders At A Glanc	e Description	Order 10-Dec 10-Dec 10-Dec 10-Dec 04-Nov	Full List Date -2020 16.13.04 -2020 16.11.05 -2020 16.11.06 -2020 16.09.45 -2020 10.08.26 Full List			Receipts • Receipts • Returns • On-Time Performance Invoices • Invoices • Payments • Payments	
Crders At A Glanc	e Description lance Packing	Order 10-Dec 10-Dec 10-Dec 10-Dec 04-Non	Full List Date -2020 16:13.04 >2020 16:13.03 >2020 16:11.03 >2020 16:10.04 >2020 16:09:45 -2020 10:08:26 Full List Shipment Date			Receipts Receipts Returns On-Time Performance Invoices Payments Payments	

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.	
Supplier Home Orders Shipments Finance	
Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts On-Time Performance	
Create Advance Shipment Notices View / Cancel Advance Shipment and Billing Notices	

intralox [®]		SUB	JECT: Advanced Shipment Notice	
OHOHOHO	TITLE: ILOX-WI-112	PAGE 10 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

			Supplier Home	0	rders Ship	ments	Finance			
Delive	ery Schedules Shipmer	t Notices Receipts	Returns Overdue Re	ceipts On-Tir	me Performance					
Vie	w / Cancel Adva	nce Shipment	Notice							Export
Vie	w Last 25 Shipment Not	Go Go	100 • 173.0 m						Advance	d Search
Sele	ct Advance Shipment No	cancelled it cannot be u	ent Notice 💢 ट 💌	🔅 🕶 💷 🗸	•					
Sele	ct Advance Shipment No	cancelled it cannot be unot the contract of th	ent Notice 💢 ಿ 🖬 Expected Receipt Date	Freight Carrier	r Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellati
Sele	ct Advance Shipment No Shipment Number ACM-121004	cancelled it cannot be u btice Cancel Shipmen Shipment Date 10-Dec-2020 18:30:11	Indone Int Notice 💥 22 I Expected Receipt Date 14-Dec-2020 18:30:08	Freight Carrier	r Waybill/Airbill Number	Supplier Site WASHINGTON DC	Invoice Number	Packing Slip	Processing Status Code	Cancellati
Sele	ACM-121003	Ancelled it cannot be u bitice Cancel Shipment Shipment Date A 10-Dec-2020 18:30:11 10-Dec-2020 18:29:00	ant Notice [2] 2	Freight Carrier	Waybill/Airbill Number	Supplier Site WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip NL34U09234	Processing Status Code	Cancellati
Sele	AcM-121003 ASM-121002	ancelled it cannot be u butce Cancel Shipmer Shipment Date △ 10-Dec-2020 18:30:11 10-Dec-2020 18:29:00 10-Dec-2020 18:23:37	Indone Indone I I I I I I I I I I I I I I I I I I I	Image: Symplectic condition Image: Symple	Waybill/Airbill Number	Supplier Site WASHINGTON DC WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip NL34U09234 23U23423	Processing Status Code	Cancellati

Figure 12 - Queried ASNs

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

				1			K	03		
			Supplier Home		Orders	Shipments	Fin	ance		
elive	ery Schedules Shipmer	t Notices Receipts	Returns Overdue Re	eceipts On-	Time Performance					
hipn /ie	nents: Shipment Notices w / Cancel Adva	> nce Shipment	Notice							Expo
liev	WS									
Vie	w Last 25 Shipment Not	ices 🗸 Go								Advanced Search
Do	nce a shipment notice is o	ancelled it cannot be u	ndone							
D O	nce a shipment notice is o ct Advance Shipment No	cancelled it cannot be u	ndone nt Notice 💢 🌫 🖬	5 ‡ • 🎟						
) o	nce a shipment notice is o ct Advance Shipment No Shipment Number 스	cancelled it cannot be u otice Cancel Shipment Date	ndone nt Notice 🛒 🎜 🖬 Expected Receipt Date	5 🔅 ▾ 💷 Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
ele O	nce a shipment notice is o ct Advance Shipment No Shipment Number ACM-121004	cancelled it cannot be u btice Cancel Shipme Shipment Date 10-Dec-2020 18:30:11	nt Notice 🐹 🌮 🛾 Expected Receipt Date 14-Dec-2020 18:30:08	5 ✿ ▼ Ⅲ Freight Carrier	Waybill/Airbill Number	Supplier Site WASHINGTON DC	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
0 6elee 0	nce a shipment notice is o ct Advance Shipment Nor Shipment Number ACM-121004 ACM-121003	ancelled it cannot be u btice Cancel Shipmer Shipment Date 10-Dec-2020 18:30:11 10-Dec-2020 18:20:00	nt Notice 🐹 🌮 🖬 Expected Receipt Date 14-Dec-2020 18:30:08 14-Dec-2020 18:28:57	G ♀ III Freight Carrier UPS	Waybill/Airbill Number UPS43509	Supplier Site WASHINGTON DC WASHINGTON	Invoice Number	Packing Slip NL34U09234	Processing Status Code	Cancellation Status
 0 6 0 0 0 	nce a shipment notice is c ct Advance Shipment No Shipment Number ACM-121004 ACM-121003 ASM-121002	ancelled it cannot be u trice Cancel Shipmer Shipment Date 10-Dec-2020 18:30:11 10-Dec-2020 18:29:00 10-Dec-2020 18:23:37	ndone Int Notice 2 2 1 Expected Receipt Date 14-Dec-2020 18:28:57 15-Dec-2020 18:23:33	G ☆ ▼ IIII Freight Carrier UPS UPS	Waybill/Airbill Number UPS43509 UPS9459905	Supplier Site WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip NL34U09234 23U23423	Processing Status Code	Cancellation Status

Figure 13 - Advanced Shipment Notice

3.5 Click the Print button to view the document.

intralox [®]		SUB	JECT: ADVANCED SHIPMENT NOTICE	
OHOHOHO	TITLE: ILOX-WI-112	PAGE 11 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

					Supp	ier Home	O	rders	Shipment	ts		Finance				
liverv	Schedu	Shipment N	lotices	Receipts	Returns	Overdu	e Receipts On-Tin	ne Performance								
ivery					Ohlan											
dva	nts: Ship	Shinment N	otice	· ASM_	121002	ent Notice	2							Print	Chinmont No.	Frank Franker
ava		Jupinent N	onec		121002									Print Cance	ei Shipment No	lice Expo
hipn	nent l	nformation														
			Sh	ipment Nu	mber ASI	M-121002						Shipmen	t Date 10-	Dec-2020 18:23:3	7	
				Sup	plier AC	ME CORP	ORATION				Expect	ed Receip	t Date 15-	Dec-2020 18:23:3	3	
				Supplier	Site WA	SHINGTO	N DC									
reigi	ht Info	ormation														
-		Eroicht	Torme					Freight Corrier								
		Freight Bill of L	ading	234355			Waybi	Freignt Carrier UP	S9459905				Number of	Containers 2		
		Packing	Code	201000			tray 5	Tar Weight UOM	20.00000				F	acking Slip 230	J23423	
	3	Special Handling	Code					Net Weight UOM						Tar Weight		
								Comments						Net Weight		
hipn	nents	in Advance S	Shipn	nent Not	ice											
Canc	el 🕽	(2 🖻 🕸 🗸								_		-				
	Details	PO Number 📥	Line	Shipment	Supplier Item	ltem	Item Description	Due Date 🛆	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	View Attachments	Cancellation Status
	Þ	2158259	1	1		DPP- 0000033	[FESTO LNZG-32] PNEUMATICS TRUNNION SUPPORT	14-Dec-2020 16:10:00	3	0	Each	3	ILOX US (Hanover, MD)			

Figure 14 - Printing

intralox

Hot PO

Packing Slip

ASN# ACM-121001

Supplier Name		ACM	E CO	RPORA	TION		Shi	p Date	10-D	EC-2020		
Supplier Site		WAS	HING	TON DO	2		Exp	pected Date	14-D	EC-2020		
Ship From		1600	Penn	sylvania	a Ave NW,Un	ited States	Shi	рТо	7157 RIDGE ROAD, Hanover, United States			
No. of Container		0					Receiver Name			Bonkowski		
/Packages		2					Receiver Email/Contact			lox.SavageP	O@Intralox.co	om
•							Tra	cking/Way Bill/Airway Bill#	6775	5464		
Comments							We	ight				
Carrier		UPS					Bill	Of Lading				
Supplier Packing Slip#		3243	25				Sal	es Order Number				
PO Num	Re	lease	Rev	Line	Shipment	Item Number		Item Description		UOM	Quantity Order	Quantity
2158258			0		1	DPP-0000033	III	[FESTO LNZG-32] PNEUMAT TRUNNION SUPPORT	ICS	Each	3	3
2158258			0	2		DPP-0189316	[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24 OUTPUT @ 5AMPS.		VDC	Each	6	6

Figure 15 - Packing Slip

intralox [®]		SUB	JECT: Advanced Shipment Notice	
OHOHOHO	TITLE: ILOX-WI-112	PAGE 12 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

	Supplier Home	Orders	Shipments	Finance	
Delivery Schedules Shipment Notices Receipts	Returns Overdue Receipts	On-Time Performance			
Shipment Notices					
Create Advance Shipment Notices					
View / Cancel Advance Shipment and Billing Notice	s				

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.

					Supplier Home	Orders		Shipmen	Its	Finance		
eliver	y Schedules Shi	pment	Notices	Receipts	Returns Overdue Receipts	On-Time Perfo	ormance					
hipm Crea	ents: Shipment Not ate Advance	ship	oment N	Votice								Export
View	V Shipments Due	This W	eek	Go Adv	vanced Search							
Selec	t PO Shipments:	Add to	o Shipment	Notice	ă25 0 ‡.		Quantity	Quantity	Quantity			
Selec	t PO Shipments:	Add to	o Shipment Item No	Notice Supplier Item	item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Ruantity Feceived	Ship-To Location 스	Ship-To Organization △	Supplier Site
Selec	t PO Shipments:	Add to	DShipment	Notice Supplier Item		Due Date 10-Dec-2020 16:08:51	Quantity Ordered 3	Quantity Shipped	Ruantity Feceived 0 Each	Ship-To Location ILOX US (Hanover, MD)	Ship-To Organization	Supplier Site
Selec	t PO Shipments: PO Number 2158258 2158258	Add to Line	Shipment Item No DPP- 0000033 DPP- 0189316	Notice Supplier Item		Due Date 10-Dec-2020 16:08:51 11-Dec-2020 16:08:00	Quantity Ordered 3 6	Quantity Shipped 3 6	Ruantity Feceived 0 Each 0 Each	Ship-To Location A ILOX US (Hanover, MD) ILOX US (Hanover, MD)	Ship-To Organization ILOX US HNV DPE Inventory ILOX US HNV DPE Inventory	Supplier Site
Selec	PO Shipments: PO Number //>2158258 2158258 2158258 2158157-10 2158157-10	Add to Line	Shipment Item No DPP- 0000033 DPP- 0189316 DPP- 0583681- 002	Notice Supplier Item	Item Description Item Description (FESTO LIZG-32) PNEUMATICS TRUNNION SUPPORT [PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ SAMPS. PNEU ARI TREATMENT MAN BRKT PART, MAT# 1.0401 / SAE 1018, 7.0001 X 4256in X 1.5001n, 7 GA SHEET METAL, RAL, 9006	Due Date 10-Dec-2020 16:08:51 11-Dec-2020 16:08:00 11-Dec-2020 17:00:00	Quantity Ordered 3 6 15	Quantity Shipped 3 6	Parantity Feceived UOM 0 Each 0 Each 0 Each	Ship-To Location A ILOX US (Hanover, MD) ILOX US (Hanover, MD) ILOX US (Hanover, MD)	Ship-To Organization LLOX US HNV DPE Inventory ILOX US HNV DPE Inventory ILOX US HNV DPE Inventory	Supplier Site WASHINGTOD DC WASHINGTOD DC

Figure 17 - Quantity Shipped Field Updated

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

intralox [®]		SUBJECT: ADVANCED SHIPMENT NOTICE						
OHOHOHO	TITLE: ILOX-WI-112	PAGE 13 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1				
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020				
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020				

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'.

			Supp	lier Home	Orders	Shipments	Finance	
Delivery Schedules Shipment Noti	Shipment Notices	Receipts	Returns	Overdue Receipts	On-Time Performance			
Create Advance S View / Cancel Adv	Shipment Notices vance Shipment and B	illing Notice:	š					

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.

		Supplier Home		Orders	Shipments	Fir	Dance		
elivery Schedules	Shipment Notices Receipts	Returns Overdue Re	eceipts On	Time Performance					
hipments: Shipment	Notices > Advance Shipment	Notice							Expor
View Last 25 Ship	ment Notices V Go	undone	ā 🔅 🗸 🖩	1					Advanced Search
Shipment Nu	mber 🛆 Shipment Date 🛆	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
O 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		
O ASM-121002	10-Dec-2020 18:23:37	15-Dec-2020 18:23:33	UPS	UPS9459905	WASHINGTON DC		23U23423		
0 1011101001	10-Dec-2020	14 Dec 2020 18-20-12	LIPS	6775464	WASHINGTON		32//325		

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

intralox [®]		SUB	JECT: ADVANCED SHIPMENT NOTICE	
OHOHOHO	TITLE: ILOX-WI-112	PAGE 14 of 14	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

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

	2				
	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	of the cancellation.	
Return to View Advance Shipment and Billing Notic	es				

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

			Supplier Home		Drders	Shipments	Fina	ance		
Delive	ery Schedules Shipmer	t Notices Receipts	Returns Overdue Re	eceipts On-1	ime Performance					
Vie	w / Cancel Adva	nce Shipment	Notice							Export
	Ince a shinment notice is o									
Sele	ct Advance Shipment No	ancelled it cannot be u	ndone ent Notice 💢 🎜 🖬	5 🔅 🔻 💷						
D O	ct Advance Shipment No	ancelled it cannot be u otice Cancel Shipme Shipment Date	Indone Int Notice 💢 2 🖬 Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
D O Sele	ct Advance Shipment No Shipment Number ACM-121004	Ancelled it cannot be u stice Cancel Shipmen Shipment Date 10-Dec-2020 18:30:11	Int Notice 🐹 2 🖬 Expected Receipt Date 14-Dec-2020 18:30:08	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
i o Sele	ACM-121003	Ancelled it cannot be u tice Cancel Shipmen Shipment Date 10-Dec-2020 18:30:11 10-Dec-2020 18:29:00	Int Notice 🔀 22 🖬 Expected Receipt Date 14-Dec-2020 18:30:08 14-Dec-2020 18:28:57	Freight Carrier	Waybill/Airbill Number UPS43509	Supplier Site WASHINGTON DC WASHINGTON DC	Invoice Number	NL34U09234	Processing Status Code	Cancellation Status Pending Cancel
Sele	ACM-121003 ASM-121002	Ancelled it cannot be u trice Cancel Shipment Shipment Date 10-Dec-2020 18:30:11 10-Dec-2020 18:29:00 10-Dec-2020 18:23:37	Int Notice 1 2 2 0 Expected Receipt Date 14-Dec-2020 18:28:57 15-Dec-2020 18:23:33	Freight Carrier	Waybill/Airbill Number UPS43509 UPS9459905	Supplier Site WASHINGTON DC WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip NL34U09234 23U23423	Processing Status Code	Cancellation Status Pending Cancel

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	Fina	Ince		
Delive	ery Schedules Shipmer	t Notices Receipts	Returns Overdue Re	eceipts On-	Time Performance					
Supp Vie	lier Home > iSupplier Po w / Cancel Adva	rtal: Shipment Notices nce Shipment	> Notice							Export
√iev	WS									
vie	W Last 25 Shipment Not	ICES V GO								Advanced Search
Vie 0	Ince a shipment notice is c	ancelled it cannot be u	Indone							Advanced Search
Vie 0 Sele	ince a shipment notice is o	ancelled it cannot be u	ındone ant Notice 💢 🌫 🗖	5 <mark>¢ -</mark> III						Advanced Search
Vie 0 Sele	Ince a shipment notice is c ct Advance Shipment Number	ancelled it cannot be u tice Cancel Shipment Date	ant Notice 💢 😂 🖬 Expected Receipt Date	G ☆ ▼ III Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Advanced Search Cancellation Status
Vie 0 Sele	Last 20 Shipment Notice is c t Advance Shipment Number ACM-121004	ancelled it cannot be to tice Cancel Shipmer Shipment Date △ 10-Dec-2020 18:30:11	Indone Int Notice 💢 📿 • Expected Receipt Date 14-Dec-2020 18:30:08	5 ☆ ▼ III Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Advanced Search Cancellation Status
Vie Sele	tast 20 shipment Notice is c ct Advance Shipment Number Shipment Number ACM-121004 ACM-121003	Go Go ancelled it cannot be t ancelled it cannot be t btice Cancel Shipment Shipment Date △ 10-Dec-2020 18:30:11 10-Dec-2020 18:29:00 10:20:20	Indone Int Notice 1 2 2 Expected Receipt Date 14-Dec-2020 18:30:08 14-Dec-2020 18:28:57	Freight Carrier	Waybill/Airbill Number	Supplier Site WASHINGTON DC WASHINGTON DC	Invoice Number	Packing Slip NL34U09234	Processing Status Code	Advanced Search Cancellation Status Cancelled