

Manage Shipments through Supplier Portal

Quick Reference Guide 2023/2024





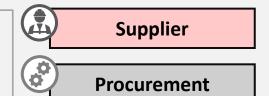
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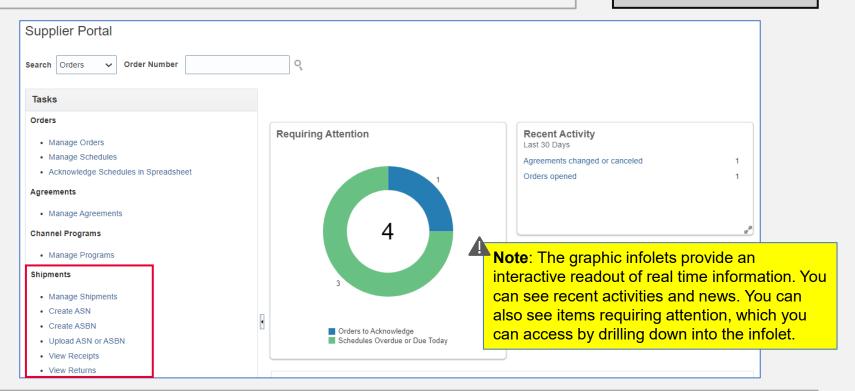
Manage Shipments



Manage Shipments through Supplier Portal

Purpose: To manage shipments through the supplier portal





- 1. Open the supplier portal
- 2. Go to the Shipments section under the Tasks pane on the left side of the screen



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- To create an Advanced Shipment notification, click Create ASN under 'Shipments'
- Search for the PO for which ASN needs to be created
- Select the required lines and click 'Create ASN'
- Enter the required shipment details, including Shipment, Shipped Date, and Expected Receipt Date
- ⚠ Note: Fields marked with an asterisk (*) sign are mandatory
- Scroll down to Lines section and enter the Quantity
- Review the details and click Submit
- 7. An ASN is created for that purchase order
- The buyer will receive an email confirming that an ASN was created, along with the ASN number

