



Manage Shipments through Supplier Portal

Quick Reference Guide
2023/2024



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Purpose: To manage shipments through the supplier portal



Supplier



Procurement

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Requiring Attention

4

1

3

Orders to Acknowledge

Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Agreements changed or canceled	1
Orders opened	1

Note: The graphic infolets provide an interactive readout of real time information. You can see recent activities and news. You can also see items requiring attention, which you can access by drilling down into the infolet.

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

Manage Shipments through Supplier Portal

- 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
- 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

Shipments

- Manage Shipments
- **Create ASN**
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Create ASN ? Done

Search Advanced Saved Search Purchase Order

** Purchase Order: 22105-3123 ** Supplier: My Company

Supplier Item: Due Date:

Search Reset Save...

Create ASN ?

Search

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	paper plates		22105-3123	1	1	6/6/23	50	Each
	cutlery		22105-3123	2	1	6/6/23	50	Each

Create ASN Details ? Submit Cancel

Header

* Shipment:

* Shipped Date: 6/5/23 7:47 PM

* Expected Receipt Date: 6/5/23 7:47 PM

Freight Terms:

Shipping Method:

Number of Supplier Packing Units:

Bill of Lading:

Waybill:

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

Lines

Actions View Remove Line

	Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶		paper plates		22105-3123	50	Each	Redpath Canada ...	50	Each	0
▶		cutlery		22105-3123		Each	Redpath Canada ...	50	Each	0

