



# ***Oracle12 iSupplier Portal***

## **External User Guide**

### **Create and Submit Advance Shipment Notices (ASN's)**

**Last Update: 02/02/2021**

#### **Chapter Objectives:**

Learn about iSupplier functions to create Advance Shipment Notices (ASN's)  
Learn how to submit and manage ASN's using iSupplier Portal

#### **Chapter Tasks:**

Create Advance Shipment Notice (ASN)  
View upcoming shipments and add shipment lines to the ASN  
Enter shipment header details  
Verify and Submit the ASN  
View / Cancel a submitted ASN  
Upload the ASN

Estimated Lesson Time: 20 minutes

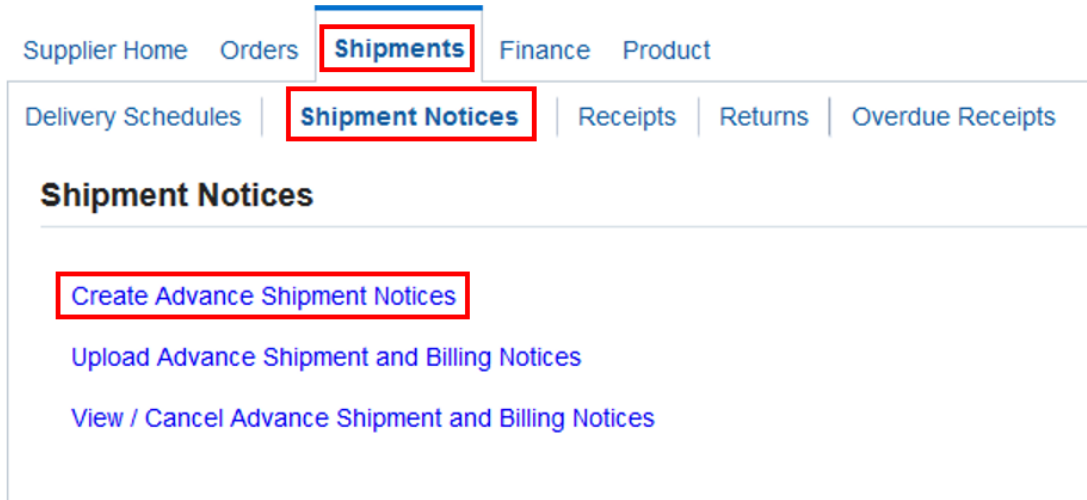
iSupplier Portal enables you to create and submit Advance Shipment Notices (ASN's) for upcoming shipments and to upload them. In addition, you can utilize iSupplier Portal features to view the ASN's that you have submitted and to cancel them if needed.

# Creating Advance Shipment Notices

*Responsibility: Daikin iSupplier User*

Menu Path = Shipments > Shipment Notices > Create Advance Shipment Notices

Select "Create Advance Shipment Notices" to create a new Advance Shipment Notice (ASN).



Use one of the available views to find upcoming shipment lines to add to the ASN.

- Shipments Due This Week
- Shipments Due Any Time

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipment Notices >

**Create Advance Shipment Notice** Export

Views

View Shipments Due This Week Go Advanced Search

PO Number	Line	Shipment Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
1216384	1	1 404181301		INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	06-Oct-2020 13:34:34	100	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216384	2	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	06-Oct-2020 13:34:34	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216384	3	1 404181459		CONTROL INVERTER,ABB-550,500/600V,7.5HP,N2/FLN COMM,NEMA 1	06-Oct-2020 13:34:34	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216384	4	1 404181338		INVERTER, MD4, 5 HP, 380-480V, 50/60 HZ, 3 PH, 8.8A, IP20, R1 FRAME	06-Oct-2020 13:34:34	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216386	1	1 404181301		INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	06-Oct-2020 13:35:52	100	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216386	2	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	06-Oct-2020 13:35:52	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216386	3	1 404181459		CONTROL INVERTER,ABB-550,500/600V,7.5HP,N2/FLN COMM,NEMA 1	06-Oct-2020 13:35:52	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216387	1	1 404181301		INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	06-Oct-2020 14:18:36	100	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216387	2	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	06-Oct-2020 14:18:36	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216387	3	1 404181459		CONTROL INVERTER,ABB-550,500/600V,7.5HP,N2/FLN COMM,NEMA 1	06-Oct-2020 14:18:36	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216215-1	1	1 404181316		INVERTER, MD4, 3 HP, 200-240V, 50/60 HZ, 3 PH, 10.5A, IP20, R2 FRAME	07-Oct-2020 23:59:00	10	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216386	4	1 404181338		INVERTER, MD4, 5 HP, 380-480V, 50/60 HZ, 3 PH, 8.8A, IP20, R1 FRAME	08-Oct-2020 13:35:52	60	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI

It is also possible to use the Advanced Search fields to locate shipment lines to add to the ASN. When you click the “Advanced Search” button, you will then see multiple fields for searching, including PO Number, Ship-To Location, Supplier Site and Item.

Supplier Home Orders **Shipments** Finance Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

**Create Advance Shipment Notice** Export

**Advanced Search**

To search, please enter at least one search criteria.  
Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

PO Number is

Ship-To Location is

Supplier Site is

Item is

Select PO Shipments: **Add to Shipment Notice**

PO Number	Line	Shipment Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
1216194	2	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	10	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	11	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	1	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	1	1 404181301		INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	28-Sep-2020 23:59:00	100	10	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	9	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	8	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	7	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
1216194	6	1 404181303		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI

Select the lines to be added to the ASN and click on “Add to Shipment Notice”

**Create Advance Shipment Notice** Export

**Advanced Search**

To search, please enter at least one search criteria.  
Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

PO Number is

Ship-To Location is

Supplier Site is

Item is

Select PO Shipments: **Add to Shipment Notice**

PO Number	Line	Shipment Item No	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input checked="" type="checkbox"/>	1216194	2	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input checked="" type="checkbox"/>	1216194	10	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input checked="" type="checkbox"/>	1216194	11	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	1	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input type="checkbox"/>	1216194	1	1 404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	28-Sep-2020 23:59:00	100	10	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input type="checkbox"/>	1216194	9	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input type="checkbox"/>	1216194	8	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input type="checkbox"/>	1216194	7	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
<input type="checkbox"/>	1216194	6	1 404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0	EACH	FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI

After you have added the lines shipped to the ASN, you can go to the Shipment Lines tab to update the line item quantities if the quantities shipped were different from the quantities ordered.

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header **Shipment Lines**

**Shipment Line Defaults**

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

Packing Slip  Container Number   
 Country Of Origin  Truck Number   
 Bar Code Label  Comments

**Shipments in Advance Shipment Notice**

Show All Details | Hide All Details

Details	PO Number	Line	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
▶	1216194	2	1			INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	EACH	40	BO NORTH		+		
▶	1216194	10	1			INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	EACH	25	BO NORTH		+		
▶	1216194	11	1			INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	1	0	EACH	1	BO NORTH		+		

On the Shipment Header tab, you will need to enter values for all fields marked with blue stars (\*), including the **Shipment Number**, **Expected Receipt Date**, **Shipment Date**, **Bill of Lading** and **Packing Slip**. The other fields are optional in the “Freight Information” section, but they are also available to populate.

## Create Advance Shipment Notice

**Shipment Header** Shipment Lines

**Shipment Information**

\* Indicates required field

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

\* Expected Receipt Date  Example: 07-Oct-2020 13:25:19

**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

## Submitting Advance Shipment Notices

You can then click on the “Preview” button to verify ASN details before you submit it.

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header | Shipment Lines

**Shipment Information**

\* Indicates required field

\* Shipment Number ASN#210012      \* Shipment Date 01-Oct-2020 10:19:05  
\* Expected Receipt Date 02-Oct-2020 13:17:38      Note: Shipment Date cannot be later than today  
Example: 07-Oct-2020 13:25:19

**Freight Information**

Freight Terms      Freight Carrier  
Number of Containers      \* Bill of Lading BOL#2980100  
Waybill/Airbill Number      \* Packing Slip PL#78654300  
Packing Code      Special Handling Code  
Tar Weight      Tar Weight UOM  
Net Weight      Net Weight UOM  
Comments

If all ASN details are correct and complete, click on the “Submit” button to submit the ASN.

Advance Shipment Notice Information Cancel Back Submit

**Shipment Information**

Shipment Number ASN#210012      Shipment Date 01-Oct-2020 10:19:05  
Expected Receipt Date 02-Oct-2020 13:17:38

**Freight Information**

Freight Terms      Comments  
Ship-From Location Code      Freight Carrier  
Number of Containers      Bill of Lading BOL#2980100  
Waybill/Airbill Number      Packing Slip PL#78654300  
Packing Code      Special Handling Code  
Tar Weight      Tar Weight UOM  
Net Weight      Net Weight UOM

**Shipment Lines**

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Attachments
▶	1216194	2		1		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	EACH	40	FBO NORTH	
▶	1216194	10		1		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	EACH	25	FBO NORTH	
▶	1216194	11		1		INVERTER, MD4, KEYPAD, BASIC, ACS320	07-Oct-2020 23:59:00	1	0	EACH	1	FBO NORTH	

You will then get a confirmation message that the ASN has been submitted.

Supplier Home | Orders | **Shipments** | Finance | Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

### Advance Shipment Notice Confirmation

Your Advance Shipment Notice ASN#210012 has been submitted.

[Return to Advance Shipment Notices](#)

## Viewing / Cancelling Advance Shipment Notices

To view or cancel existing Advance Shipment Notices, click on Shipments > Shipment Notices and then select "View / Cancel Advance Shipment Notices"

Supplier Home | Orders | **Shipments** | Finance | Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

### Shipment Notices

- [Create Advance Shipment Notices](#)
- [Upload Advance Shipment and Billing Notices](#)
- [View / Cancel Advance Shipment and Billing Notices](#)

Use the dropdown List of Values to find the ASN that you want to view, then click "Go":

Supplier Home | Orders | **Shipments** | Finance | Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

**View / Cancel Advance Shipment Notice** Export

Views

View: Last 25 Shipment Notices  Advanced Search

Once a shipment notice is cancelled it cannot be undone

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"/> ASN#210012	01-Oct-2020 10:19:05	02-Oct-2020 13:17:38			BALTI		PL#78654300	Pending	
<input type="radio"/> ASN#3001	24-Sep-2020 10:52:22	25-Sep-2020 10:52:25			BALTI		PL#2		

[Return to Shipments: Shipment Notices](#)

Click on the Shipment Number to view it:

Supplier Home | Orders | **Shipments** | Finance | Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

**View / Cancel Advance Shipment Notice**

Views

View: Last 25 Shipment Notices  Once a shipment notice is cancelled it cannot be undone

Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code
<input type="radio"/> ASN#210012	01-Oct-2020 10:19:05	02-Oct-2020 13:17:38			BALTI		PL#78654300	Pending
<input type="radio"/> ASN#3001	24-Sep-2020 10:52:22	25-Sep-2020 10:52:25			BALTI		PL#2	

The ASN lines will then appear.

To cancel an ASN, click the “Cancel Advance Shipment Notice” button in the upper right corner.

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

**Advance Shipment Notice: ASN#210012** Cancel Shipment Notice Export

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**Shipment Information**

Shipment Number	ASN#210012	Shipment Date	01-Oct-2020 10:19:05
Supplier	TEST SUPPLIER	Expected Receipt Date	02-Oct-2020 13:17:38
Supplier Site	BALTI		

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**Freight Information**

Freight Terms	Freight Carrier	Number of Containers
Bill of Lading BOL#2980100	Waybill/Airbill Number	Packing Slip PL#78654300
Packing Code	Tar Weight UOM	Tar Weight
Special Handling Code	Net Weight UOM	Net Weight
	Comments	

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**Shipments in Advance Shipment Notice**

Details	PO Number	Line	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot /Serial	View Attachments	Cancellation Status
	1216194	2		1	INVERTER, MD4, KEYPAD, BASIC, ACS320	07-Oct-2020 23:59:00	50	0	EACH	40	FBO NORTH			
	1216194	10		1	INVERTER, MD4, KEYPAD, BASIC, ACS320	07-Oct-2020 23:59:00	50	0	EACH	25	FBO NORTH			
	1216194	11		1	INVERTER, MD4, KEYPAD, BASIC, ACS320	07-Oct-2020 23:59:00	1	0	EACH	1	FBO NORTH			

A message confirming that the ASN has been cancelled will then appear. Please note that:

1. An automatic notification is sent to the Buyer of the ASN being cancelled, and
2. Cancellation of an ASN in iSupplier cannot be undone or reversed.

Supplier Home | Orders | **Shipments** | Finance | Product

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

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**ASN Cancel Confirmation**

Your request to cancel Advance Shipment Notice **ASN#210012** 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](#)

You can use “View / Cancel Automatic Shipment Notices” to view cancelled ASN’s.

- If an ASN record was Pending at the time it was cancelled, that record is deleted and cannot be queried or viewed again.
- If Daikin had already processed the ASN, the ASN shows in this screen in “Cancelled” status.

Shipments: Shipment Notices >

View / Cancel Advance Shipment Notice Export

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**Views**

View Last 25 Shipment Notices  Advanced Search

Once a shipment notice is cancelled it cannot be undone

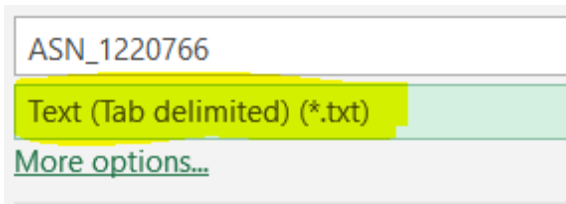
Select Advance Shipment Notice	Cancel Shipment Notice													
Select Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status					
<input type="radio"/> ASN#3001	24-Sep-2020 10:52:22	25-Sep-2020 10:52:25			BALTI		PL#2		Cancelled					

## Uploading Advance Shipment Notices

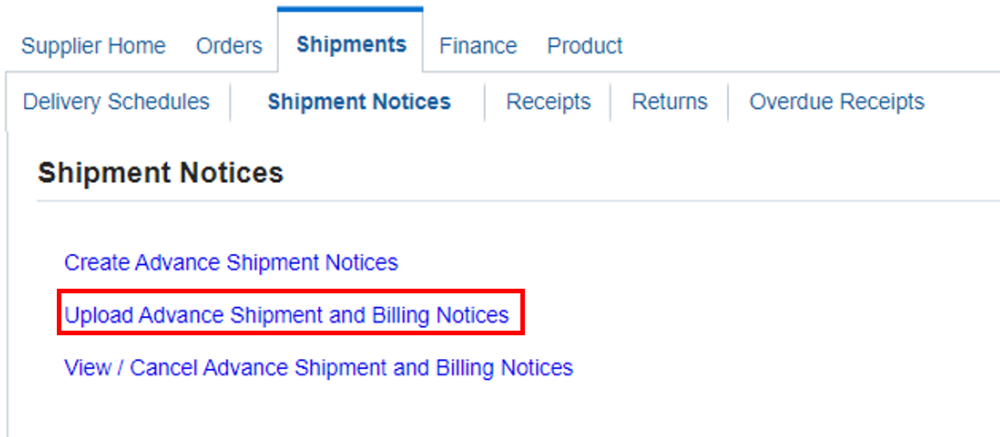
You can upload data from Microsoft Excel to create Advance Shipment Notices in iSupplier. The data needs to be in the following format:

Document Type	ASN										
HEADER_SECTION	Shipment Number*	Shipment Date*	Expected Receipt Date*	Bill of Lading*	Packing Slip*	Freight Carrier Code	Number of Containers	Waybill Number	Gross weight UOM	Gross weight	Net weight UOM
	TEST-ASN#1220766	12-OCT-2020 16:30:00	14-OCT-2020 12:30:00	BOL#1001	PS#11001	UPS		2 WB#2001	EACH		150 EACH
LINE_SECTION	Organization*	PO Number*	Revision Number*	Release Number	Line Number*	PO Shipment Number*	Quantity*	UOM*	Bill of Lading	Packing Slip	Number of Containers
	MCQUAY US OU	1220766		0	1	1	100	EACH	BOL#1002	PS#11002	1
	MCQUAY US OU	1220766		0	2	1	150	EACH	BOL#1002	PS#11002	1
	MCQUAY US OU	1220766		0	3	1	50	EACH	BOL#1002	PS#11002	1
	MCQUAY US OU	1220766		0	4	1	59	EACH	BOL#1002	PS#11002	1
	MCQUAY US OU	1220766		0	5	1	100	EACH	BOL#1002	PS#11002	1

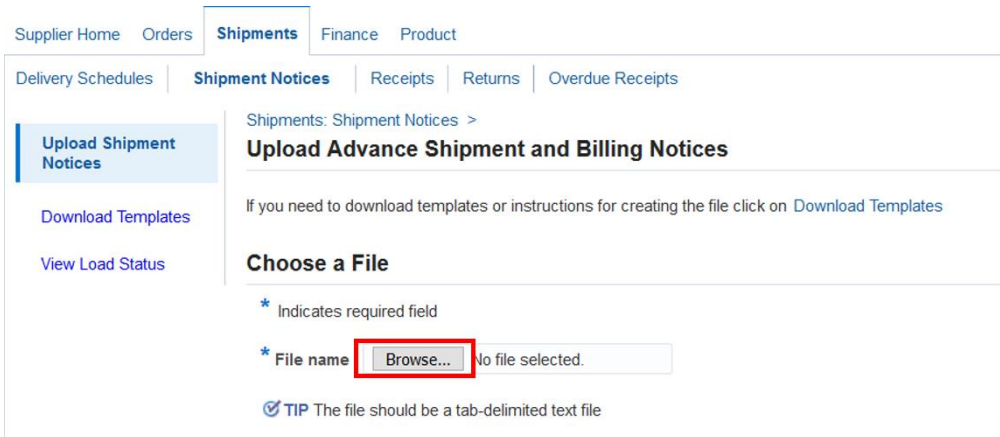
Save your file in Text (Tab delimited) format in Excel, as shown here:



Go to Shipments > Shipment Notices and select “Upload Advance Shipment and Billing Notices”

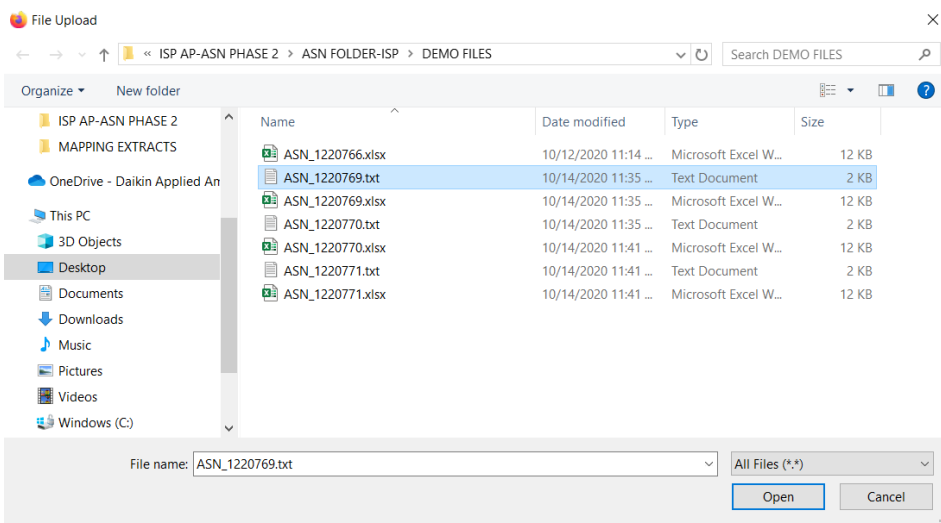


Click on the “Browse” button to select the .txt file that you have created.

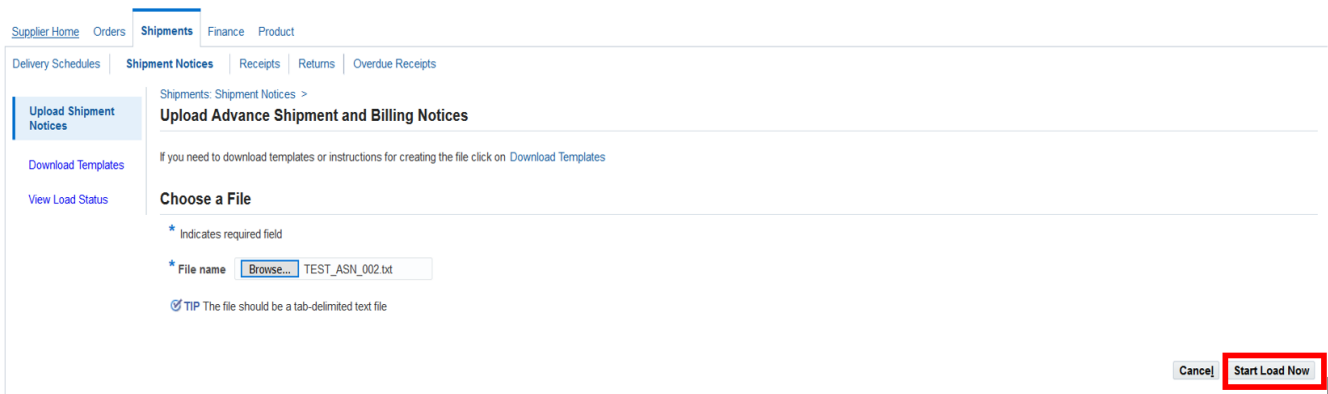




Select the ASN .txt file that you want to upload into iSupplier:



Click on "Start Load Now" to upload the file.  
You can then use "View / Cancel Advance Shipment Notices" to see the ASN that you uploaded.



**END**