

Oracle12 iSupplier Portal External User Guide Create and Submit Advance Shipment Notices (ASN's)

Last Update: 02/02/2021

<u>Chapter Objectives:</u> Learn about iSupplier functions to create Advance Shipment Notices (ASN's) Learn how to submit and manage ASN's using iSupplier Portal

<u>Chapter Tasks:</u> 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).

Supplier Home	Orders Shipments Finance Product
Delivery Schedu	les Shipment Notices Receipts Returns Overdue Receipts
Shipment N	lotices
Create Adva	ince Shipment Notices
Upload Adva	nce Shipment and Billing Notices
View / Cance	el Advance Shipment and Billing Notices

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

- Shipments Due This Week
- Shipments Due Any Time

hipments: Shipme Create Adva	nt Notices > nce Shipmen	t Notice	1								Exp
liews	Due This West										
view snipment	s Due This week	GO ADV	inced search								
elect PO Shipm	ents: Add to Ship	Item No Suppl	ier Item Description	Due Date 🛋	Quantity Ordered	Quantity Shipped	Quantity UOM Ship-To Received Location	△ Organization Name	Ship-To Organization	△ Currency 4	Supplier
1216384	1 1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (A	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, 7.5H COMM, NEMA 1	P,N2/FLN 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 IP20, R1 FRAME	PH, 8.8A, 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, (A	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, 7.5H COMM, NEMA 1	P,N2/FLN 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, (A	ACS320) 06-Oct-2020	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, 7.5H COMM.NEMA 1	P,N2/FLN 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 10.8A, IP20, R2 FRAME	PH, 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, 08-Oct-2020	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 Orde	ers Shipments Fin	ance Product										
Delivery Schedules	Shipment Notices	Receipts R	eturns Overdue Receipts									
Shipments: Shipmen	nt Notices >											
Create Advan	nce Shipment N	otice										Export
Advanced Sear	rch											
To search, please of Specify parameters a	enter at least one searc and values to filter the o	h criteria. ata that is display	ed in your results set.									Views
		_										
PO Num Shin-To Locat	tion is	✓ FBO 1	NORTH A									
Supplier	Site is	 	<u> </u>									
n	Item is	~	, ⊇ Q									
	Go Clear	Add Ar	nother Item 🗹 Add									
Select PO Shipmer	Go Clear	Add Ar	Add									Rows 1 to 44
Select PO Shipmer	Go Clear ents: Add to Shipmen	Add Ar t Notice [2] (No Supplier Item	nother Item ✓ Add C S & T III T Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Received	Ship-To Location	△ Organization Name	Ship-To Organization	△ Currency ∠	Rows 1 to 44
Select PO Shipmen PO Number 1216194	Go Clear ents: Add to Shipmen Line Shipment Item 2 1 4041	Add Ar t Notice 1 (1) (1) No Supplier Item	Add	Due Date 28-Sep-2020 23:59:00	Quantity Ordered 50	Quantity Shipped	Quantity Received 0 EACH	Ship-To Location FBO NORTH	Crganization Name MCQUAY US OU	Ship-To Organization FARIBAULT	Currency CUSD	Rows 1 to 44 Supplier Site BALTI
PO PO	Go Clear ents: Add to Shipment Line Shipment Item 2 1 4041 10 1 4041	Add Ar t Notice 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	INVERTER, MD4, KEYPAD, BASIC, ACS320	Due Date 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00	Quantity Ordered 50 50	Quantity Shipped 0	Quantity Received UOM 0 EACH 0 EACH	Ship-To Location FBO NORTH FBO NORTH	Organization Name MCQUAY US OU MCQUAY US OU	Ship-To Organization FARIBAULT	Currency Z USD USD	Rows 1 to 44 Supplier Site BALTI BALTI
Select PO Shipmen PO Number 1216194 1216194 1216194	Go Clear ents: Add to Shipment 2 1 10 1 11 1	Add Ar t Notice 1 2 2 No Supplier Item 31303 31303	Inverter, Mod, Keypad, Basic, AcS320	Due Date ▲ 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00	Quantity Ordered 50 50	Quantity Shipped 0 0	Quantity UOM Received 0 EACH 0 EACH 0 EACH	Ship-To Location FBO NORTH FBO NORTH FBO NORTH	Crganization Name CQUAY US OU MCQUAY US OU MCQUAY US OU	Ship-To Organization FARIBAULT FARIBAULT FARIBAULT	USD USD	Rows 1 to 44 Supplier Site BALTI BALTI BALTI BALTI
Select PO Shipmer PO 1216194 1216194 1216194 1216194	Go Clear ints: Add to Shipment 2 1 10 1 11 4041 11 1 1 1	Add Ar Noice	Inther Item Add	Due Date ▲ 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00	Quantity Ordered 50 50 1 100	Quantity Shipped 0 0 0 10	Quantity UOM Received 0 EACH 0 EACH 0 EACH 0 EACH	Ship-To Location FBO NORTH FBO NORTH FBO NORTH FBO NORTH	Crganization Name MCQUAY US OU MCQUAY US OU MCQUAY US OU MCQUAY US OU	Ship-To Organization FARIBAULT FARIBAULT FARIBAULT	Currency 2 USD USD USD USD USD	Rows 1 to 44 Supplier BALTI BALTI BALTI BALTI BALTI BALTI
Select PO Shipmen PO 1216194 1216194 1216194 1216194 1216194 1216194	Go Clear ntts: Add to Shipment 2 1 10 1 11 4041 12 1 13 4041 14 4041 15 4041 16 1 17 4041 18 4041 19 1	Add Ar t Notice 1 22 No Supplier Item 1 22 31303 3 3 31303 3 3 31303 3 3 31303 3 3 31303 3 3	Inther Item I Add	Due Date ▲ 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00	Quantity Ordered 50 50 1 100 50	Quantity Shipped 0 0 0 10	Quantity UOM Received UOM 0 EACH 0 EACH 0 EACH 0 EACH 0 EACH	Ship-To Location FBO NORTH FBO NORTH FBO NORTH FBO NORTH	Organization Name McQUAY US OU	Ship-To Organization FARIBAULT FARIBAULT FARIBAULT FARIBAULT FARIBAULT	Currency Z USD USD USD USD USD USD	Rows 1 to 44 Supplier Site BALTI BALTI BALTI BALTI BALTI BALTI
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Select the lines to be added to the ASN and click on "Add to Shipment Notice"

Create Advance	Shipment Not	ice										Export
Advanced Search												
To search, please ente Specify parameters and Match All Any	r at least one search values to filter the dat	criteria. a that is displayed	in your results set.									Views
PO Number	is	~										
Ship-To Location	is	Y FBO NO	RTH 🔟 Q									
Supplier Site	is	~	a d									
Item	is	\sim	∃ Q									
	Go Clear	Add Ano	ther Item 🛛 Add									
Select PO Shipments	Add to Shipment N	lotice 🛛 💢 🎜	S 🔅 🕶 💷 🕶									Rows 1 to 44
PO A Lir	e Shipment Item N	o Supplier Item	Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Received	M Ship-To	Organization Name	Ship-To Organization		Supplier Site
✓ 1216194	2 1 404181	303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0 EA	CH FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
⊡ 1216194 1	0 1 404181	303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0 EA	CH FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
⊡ 1216194 1	1 404181	303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	1	0	0 EA	CH FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
. 1216194	1 1 404181	301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	28-Sep-2020 23:59:00	100	10	0 EA	CH FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
. 1216194	9 1 404181	303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0 EA	CH FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
L. 1216194	8 1 404181	303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0 EA	CH FBO NORTH	MCQUAY US OU	FARIBAULT	USD	BALTI
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. 1216194	6 1 404181	303	INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0	0 EA	CH 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.

	Advance	Ship	me	nt Notic	e									Cance <u>l</u>	Add Shipments	Preview	Subm
Shipment	t Header Si	hipmer efaul	nt Lin ts	es													
Enter	Shipment Lir	ne Defa	aults	and click E	efault to All Li	nes to copy to all shipment lines.											
	Packing Slip	0				Container Number											
Cou	ntry Of Origin	n			N Q	Truck Number											
Ba	ar Code Labe	1				Comments											
		De	fault	to All Lines	5												
Shipm	ients in Ad	vanc	e Sh	ipment I	Notice												
	I Details Hide	All De	tails										•				
Show Al																	
Show Al	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	иом		Quantity Shipped	hip-To Location	LPN/Lo /Serial	t Add Attachment	s Split	Remove
Show Al Details	PO Number 1216194	Line	Line	Shipment 1	Supplier Item	Item Description INVERTER, MD4, KEYPAD, BASIC, ACS320	Due Date 28-Sep-2020 23:59:00	Quantity Ordered	Quantity Received	UOM EACH	я¢	Quantity Shipped	hip-To Location BO NORTH	LPN/Lot /Serial	t Add Attachment	s Split	Remove
Show Al Details	PO Number 1216194 1216194	Line 2 2 10	Line	Shipment 1	Supplier Item	Item Description INVERTER, MD4, KEYPAD, BASIC, ACS320 INVERTER, MD4, KEYPAD, BASIC, ACS320	Due Date 28-Sep-2020 23:59:00 28-Sep-2020 23:59:00	Quantity Ordered 50 50	Quantity Received	EACH EACH	р к	Quantity Shipped	hip-To Location BO NORTH BO NORTH	LPN/Lot /Serial	t Add Attachment	s Split	Remove 1
Show Al Details	PO Number 1216194 1216194 1216194	Line 2 10 11	Line	Shipment 1 1 1	Supplier Item	Item Description INVERTER, MD4, KEYPAD, BASIC, ACS320 INVERTER, MD4, KEYPAD, BASIC, ACS320 INVERTER, MD4, KEYPAD, BASIC, ACS320	Due Date 28-Sep-2020 23:59:01 28-Sep-2020 23:59:01 28-Sep-2020 23:59:01	Quantity Ordered 50 50 1	Quantity Received 0 0 0 0	EACH EACH EACH	л d л d	Quantity Shipped 40 25 1	hip-To Location BO NORTH BO NORTH BO NORTH	LPN/Lot /Serial	t Add Attachment	s Split	Remove 1 1 1 1

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

hipment Header Shipment Lines				
hipment Information				
* Indicates required field				
* Shipment Number	ASN#210012	* Shipment Date	01-Oct-2020 10:19:0	5 📾
* Expected Receipt Date	2-Oct-2020 13:17:38 🐞	l	Note: Shipment Date c	annot be later than toda
Đ	(ample: 07-Oct-2020 13:25:19	9		
Freight Information	xample: 07-Oct-2020 13:25:1	9		
Freight Information	xample: 07-Oct-2020 13:25:1	9 Freight Carrier	BOI #2080100	51 Q
Freight Information Freight Terms	xample: 07-Oct-2020 13:25:1	9 Freight Carrier * Bill of Lading	BOL#2980100	≥ Q
Freight Information Freight Terms Number of Containers Waybill/Airbill Number	ample: 07-Oct-2020 13:25:19	9 Freight Carrier * Bill of Lading * Packing Slip	BOL#2980100 PL#78654300	<u>≥</u> Q.
Freight Information Freight Terms Number of Containers Waybill/Airbill Number Packaging Code	kample: 07-Oct-2020 13:25:19	9 Freight Carrier * Bill of Lading * Packing Slip Special Handling Code	BOL#2980100 PL#78654300	31 Q
Freight Information Freight Terms Number of Containers Waybill/Airbill Number Packaging Code Tar Weight	xample: 07-Oct-2020 13:25:19	9 Freight Carrier * Bill of Lading * Packing Slip Special Handling Code Tar Weight UOM	BOL#2980100 PL#78654300	≥ Q
Exercising the second s	kample: 07-Oct-2020 13:25:19	9 Freight Carrier * Bill of Lading * Packing Slip Special Handling Code Tar Weight UOM Net Weight UOM	BOL#2980100 PL#78654300	31 Q

Submitting Advance Shipment Notices

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

reate Advance Shipmer	nt Notice			Cancel Add Shipments Preview St
Shipment Header Shipment Lin	es			
Shipment Information				
* Indicates required field				
* Shipment Numbe	ASN#210012	* Shipment Date	01-Oct-2020 10:19:05	B
* Expected Receipt Date	02-Oct-2020 13:17:38 % Example: 07-Oct-2020 13:25	19	Note: Shipment Date cann	not be later than today
Freight Information				
Freight Terms	⇒ Q,	Freight Carrier	L.	9
Number of Containers		* Bill of Lading	BOL#2980100	
Waybill/Airbill Number		* Packing Slip	PL#78654300	
Packaging Code		Special Handling Code		
Tar Weight		Tar Weight UOM		
Net Weight		Net Weight UOM		

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

Adva	nce Shipm	ent N	otice	Informat	ion							Cano	el Back	Submit
Shipn	nent Informa	ition												
				Exp	Shipment Numbe ected Receipt Date	e 02-Oct-2020 13:17:38			Shipment D	ate 01	-Oct-2020 10:19:05			
Freig	ht Informatio	on												
					Freight Term	5			Comme	nts				
				Ship-F	rom Location Code				Freight Car	rier				
				NU	mber of Container	5			Bill of Lad	ting BC	#78654300			
					Packing Code				Special Handling Co	ode				
					Tar Weigh	t			Tar Weight U	MO				
					Net Weigh	t			Net Weight U	OM				
Shipn	nent Lines													
11 2	· · · ·													
Show A	I Details Hide /	All Detail	3											
Details	s PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	MOU	Quantity Shipped	Ship-To Location	Atta	chments
Þ	1216194	2		1		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0 1	EACH	40	FBO NORTH		
Þ	1216194	10		1		INVERTER, MD4, KEYPAD, BASIC, ACS320	28-Sep-2020 23:59:00	50	0 1	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 Receipt	ts
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 Produ	ıct	
Delivery Schedu	les S	hipment Notic	Receipts	Returns	Overdue Receipts
Shipment	Notices	5			
Create Adva	ance Shipi	ment Notices			
Upload Adva	ance Ship	ment and Billin	g Notices		
View / Canc	el Advanc	e Shipment an	d Billing Notices		

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

	ders omp	ments Finance Prod	fuct							
elivery Schedules	Shipme	nt Notices Receipts	Returns Overdue Red	ceipts						
Shipments: Shipm	ent Notices >									
View / Canc	el Adva	nce Shipment N	otice							Export
Views										
View Last 25 5	Shipment Not	ces 🖌 Go								Advanced Search
Once a shipme	nt notice is c	ancelled it cannot be und	one							
Select Advance	Shipment No	tice Cancel Shipment	Notice 🖬 🏻 🗔 🥸	- 88						
Shipment N	umber 🛆	Shipment Date 🛆	Expected Receipt Date	Freight Carrie	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Co	de Cancellation Status
O ASN#210012		01-Oct-2020 10:19:05	02-Oct-2020 13:17:38			BALTI		PL#78654300	Pending	
O ASN#3001		24-Sep-2020 10:52:22	25-Sep-2020 10:52:25			BALTI		PL#2		
lick on	the S	hipment N	Number to v	iew it:						
Supplier Home	the S			iew it:						
Slick on	the S Orders	Shipments Finance	Number to v Product Receipts Returns	iew it:						
Click on Supplier Home Delivery Schedu Shipments: Shi View / Ca	orders orders les pment Notice ncel Ad	Shipment N Shipments Finance pment Notices F Ses > vance Shipme	Number to v Product Receipts Returns Or ent Notice	iew it:						
Supplier Home Delivery Schedu Shipments: Shi View / Ca Views	orders shi pment Notic ncel Ad	Shipment N Shipments Finance pment Notices F vance Shipme	Product Receipts Returns Or	iew it:						
Click on Supplier Home Delivery Schedu Shipments: Shi View / Ca Views View Last?	orders shi prment Notic ncel Ad	Shipment N Shipments Finance pment Notices R vance Shipment t Notices Go	Product Receipts Returns Or ent Notice	iew it:						
Supplier Home Delivery Schedu Shipments: Shi View / Ca Views View Last: (1) Once a ship	the S	t Notices Coordinates Coordina	Vumber to v Product Receipts Returns Or ent Notice	iew it:						
Click on Supplier Home Delivery Schedu Shipments: Shi View / Ca Views View Last : Donce a ship Select Advance	the S Orders : les Shi pment Notici ncel Ad	Shipments Finance pment Notices F tes > vance Shipment t Notices Go t is cancelled it cannot at Notice Shipment	Product Receipts Returns Or ent Notice be undone ipment Notice [] [] [] [] [] []	iew it: verdue Receipts						
Click on Supplier Home Delivery Schedu Shipments: Shi View / Ca Views View Last : Once a ship Select Advant Shipmen	the S orders shi bes shi prent Notic ncel Ad	thipment Notices Finance pment Notices F vance Shipment totices Go is cancelled it cannot thotice Cancel Shipment Dat	Product Receipts Returns Or ent Notice tbe undone ipment Notice Image: Comparison of the second se	iew it: verdue Receipts	right Carrier Waybill/∕	irbill Number	Supplier Site	Invoice Num	ber Packing Slip	Processing Status Code
Click on Supplier Home Delivery Schedu Shipments: Shi View / Ca Views View Last : Once a ship Select Advant Shipmen O ASN#2100	the S orders shi meet Notic ncel Ad	thipment Notices Finance pment Notices F vance Shipmen t Notices Go e is cancelled it cannot at Notice Cancel Shi Shipment Dat 01-Oct-2020 10	Product Receipts Returns Or ent Notice ibe undone ipment Notice Image: Constraint of the second se	iew it: verdue Receipts	right Carrier Waybill/A	irbill Number	Supplier Site BALTI	Invoice Num	ber Packing Slip PL#78654300	Processing Status Code Pending

The ASN lines will then appear.

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

Shipmen Adva	its: Shipme	ipn	nent N	View / lotic	Cancel Advan e: ASN#2	ce Shipmen 10012	Notice >							Г	Cancel Shipmen	t Notice Export
Shipm	ent Info	orma	ation													
					Shipmer Su	nt Number Supplier pplier Site	ASN#210012 TEST SUPPLIER BALTI				Exp	Shipmer bected Receip	nt Date 01-Oct ot Date 02-Oct	1-2020 10:19:05 1-2020 13:17:38	5	
Freigh	nt Inforn	nati	on													
Shipm	ients in	Spe Adv	Fre Bi Pa cial Han vance	eight To II of La cking (idling (Ship	erms Iding BOL#2 Code Code ment Notic	980100 : e		Freight Carrie Waybill/Airbill Numbe Tar Weight UO Net Weight UO Comment	er M M S				Number of (Pa	Containers acking Slip Tar Weight Net Weight	PL#78654300	
I 2	🖻 🤹	• 11	•													
Details	PO Number		Line 🗠	Line	Shipment 🗠	Supplier Item	Item Description	Due Date 🛆	Quantity Ordered	Quantity Received	иом	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	C	EACH	40	FBO NORTH	[10]		
•	1216194		1	D		1	INVERTER, MD4, KEYPAD, BASIC, ACS320	07-Oct-2020 23:59:00	50	C	EACH	25	FBO NORTH			
•	1216194		1	1		1	INVERTER, MD4, KEYPAD, BASIC, ACS320	07-Oct-2020 23:59:00	1	C	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
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 Notice > View / Cancel Advance Shipment Notice									Export
Views									
View Last 25 Shipment Notices V Go								Advanced Search	
(1) Once a shipment notice is cancelled it cannot be undone									
Sele	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 Cancella								Cancellation Status	
O ASN#3001 24-Sep-2020 10:52:22 25-Sep-2020 10:52:25 BALTI PL#2 Cancel									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:

ASN_1220766	
Text (Tab delimited) (*.txt)	
More options	

Go to Shipments > Shipment Notices and select "Upload Advance Shipment and Billing Notices"

Supplier Home Orders	Shipments Fina	nce Produc	ct					
Delivery Schedules S	hipment Notices	Receipts	Returns	Overdue Receipts				
Shipment Notices								
Create Advance Shipment Notices								
Upload Advance Shipment and Billing Notices								
View / Cancel Advance Shipment and Billing Notices								

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

ivery Schedules	hipment Notices Receipts Returns Overdue Receipts
Upload Shipment Notices	Shipments: Shipment Notices > Upload Advance Shipment and Billing Notices
Download Templates	If you need to download templates or instructions for creating the file click on Download Templates
View Load Status	Choose a File

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

🃦 File Upload						×
$\leftarrow \rightarrow ~~$ \uparrow 📜 \ll ISP AP-ASN PH	IASE 2 > ASN FOLDER-ISP > DEMO FILES		∨ Ū S	earch DEN	IO FILES	م
Organize - New folder					***** *	•
ISP AP-ASN PHASE 2	Name	Date modified	Туре		Size	
MAPPING EXTRACTS	ASN_1220766.xlsx	10/12/2020 11:14	Microsoft E	cel W	12 KB	
OneDrive - Daikin Applied An	ASN_1220769.txt	10/14/2020 11:35	Text Docum	ent	2 KB	
	ASN_1220769.xlsx 10/14/2020 11:35 Microsoft		Microsoft Ex	kcel W	12 KB	
S This PC	ASN_1220770.txt	10/14/2020 11:35	Text Docum	ent	2 KB	
3D Objects	ASN_1220770.xlsx	10/14/2020 11:41	Microsoft Ex	cel W	12 KB 2 KB	
E Desktop	ASN_1220771.txt	10/14/2020 11:41	Text Docum	ent		
Documents	ASN_1220771.xlsx 10/14/2020 11		Microsoft Excel W		12 KB	
Downloads						
Music						
Pictures						
Videos						
🔩 Windows (C:) 🗸 🗸						
File name: ASN_1220769.txt V All Fi					;)	\sim
				Open	(Cancel

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.

Supplier Home Orders Shipments Finance Product								
Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts								
	Shipments. Shipment Notices >							
Upload Shipment Notices	Upload Advance Shipment and Billing Notices							
Download Templates	If you need to download templates or instructions for creating the file click on Download Templates							
View Load Status	Choose a File							
	* Indicates required field							
	* File name Browse] TEST_ASN_002.bt							
	Ø TIP The file should be a tab-delimited text file							
	Cance] Start Load Now							

END