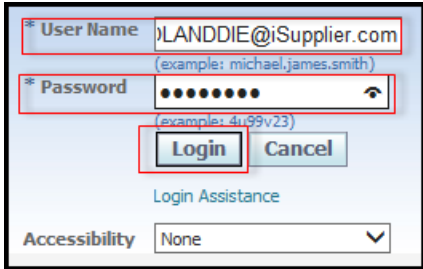
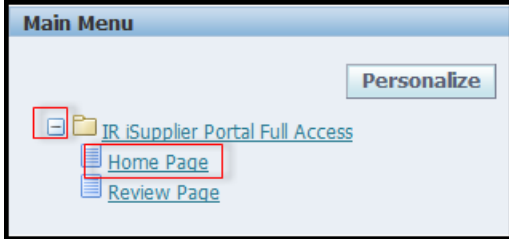
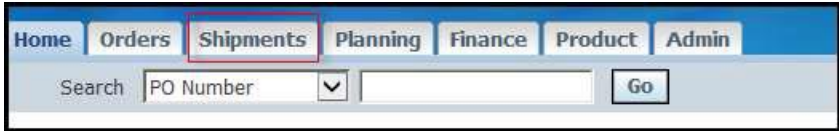



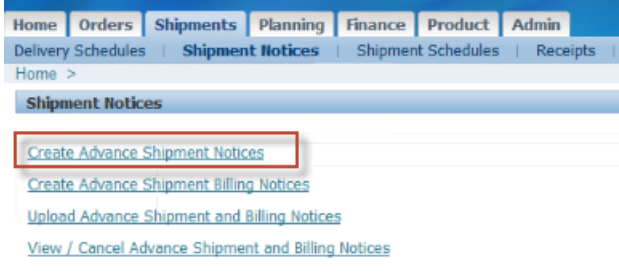
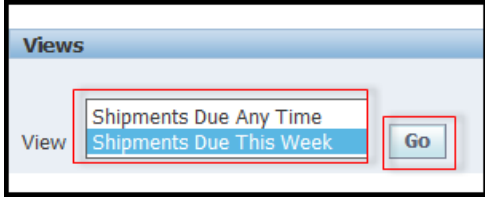
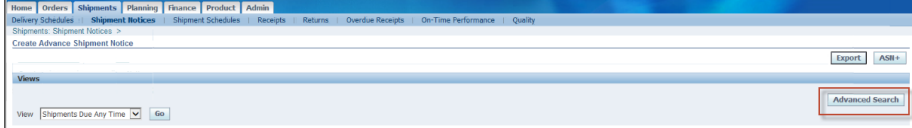
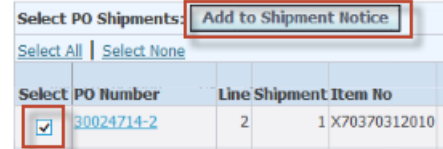
iSupplier How to Enter an Advanced Shipping Notice

Contents

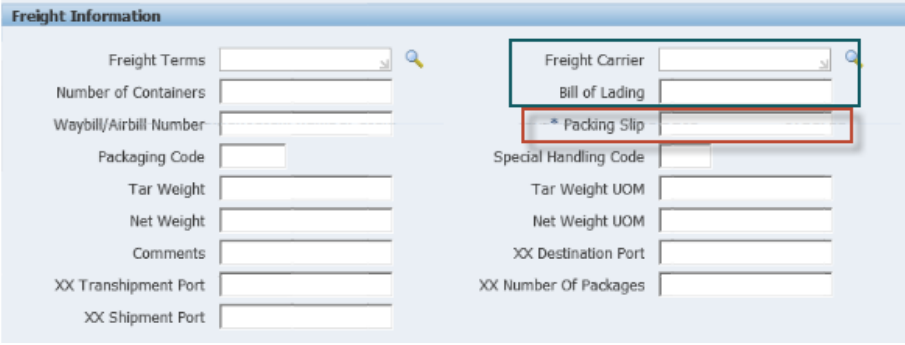

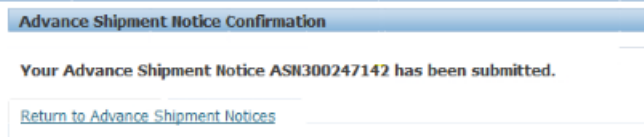
1.0 Entering an Advanced Shipping Notice (ASN) 1

1.0 Entering an Advanced Shipping Notice (ASN)

STEPS	DESCRIPTION
1. Log into iSupplier Portal	Enter Username and Password then Click Login. 
2. Go into Home Page	Expand IR Supplier Portal Full Access then click Home Page. 
3. Go to Shipments	Click the Shipments tab 
4. Shipment Notices	Click Shipment Notices in the task bar directly below the tabs 
5. Create Advance Shipment Notices	Click Create Advance Shipment Notices

STEPS	DESCRIPTION
	
<p>6. Select Shipments Due</p>	<p>Select either Shipments Due This Week or Shipments Due any Time from the drop down, then click Go</p>  <p>Click Advanced Search to enter additional search criteria to perform a more restrictive search.</p> 
<p>7. Select Shipment</p>	<p>Select one or multiple purchase order shipments, then click Add to Shipment Notice</p> 
<p>8. Create ASN</p>	<p>You are now on the Shipment Lines tab. On this screen you will need to enter a Packing Slip number as this is a required field. The packing slip number that you enter will become part of your invoice number created by the system at receipt.</p> <p>Default to All Lines can be selected if the shipment lines details are common to all lines you have selected.</p> <p>The other fields can be entered but they are not required.</p>

STEPS	DESCRIPTION																														
	<p>Shipments: Shipment Notices > Create Advance Shipment Notice</p> <p>Shipment Header Shipment Lines</p> <p>Shipment Line Defaults</p> <p>Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.</p> <p>* Packing Slip <input type="text"/> Container Number <input type="text"/> Country Of Origin <input type="text"/> Truck Number <input type="text"/> Bar Code Label <input type="text"/> Comments <input type="text"/></p> <p><input type="button" value="Default to All Lines"/></p> <p><i>*The packing slip number cannot contain any spaces or special characters. If it does it will hold up your payment.</i></p>																														
	<p>The Quantity Shipped also needs to be reviewed as this needs to match the quantity you are actually shipping.</p> <p>Shipments in Advance Shipment Notice</p> <table border="1"> <thead> <tr> <th>PO Details Number</th> <th>Line</th> <th>Shipment Item Number</th> <th>Item</th> <th>Item Description</th> <th>Due Date</th> <th>Quantity Ordered</th> <th>Quantity Received</th> <th>UOM</th> <th>Quantity Shipped</th> <th>Ship To Location</th> <th>LPN/Let/Serial</th> <th>Add Attachments</th> <th>Split</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>00024714</td> <td>2</td> <td>1</td> <td>479370312010</td> <td>MOTOR; COIL 70HP 575/60/3</td> <td>20-Nov-2015 23:59:00 S</td> <td>0</td> <td>0</td> <td>EA</td> <td><input type="text"/></td> <td>55 Eastern City FL 200</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PO Details Number	Line	Shipment Item Number	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship To Location	LPN/Let/Serial	Add Attachments	Split	Remove	00024714	2	1	479370312010	MOTOR; COIL 70HP 575/60/3	20-Nov-2015 23:59:00 S	0	0	EA	<input type="text"/>	55 Eastern City FL 200				
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	<p>Now click the Shipment Header tab to enter Shipment Information. The Shipment Number, Expected Receipt Date and Shipment Date fields must be completed as they are required.</p> <p>Shipment Header Shipment Lines</p> <p>Shipment Information</p> <p>* Indicates required field</p> <p>* Shipment Number <input type="text"/> * Shipment Date <input type="text"/> * Expected Receipt Date <input type="text"/> Note: Shipment Date cannot be later than today</p> <p>Example: 01-Dec-2015 15:33:45</p>																														

STEPS	DESCRIPTION
	<p>Now we must enter the Freight information. The only required field is the Packing Slip field which should match the Packing Slip number you put in the Shipment Lines tab.</p> <p>We also ask that you complete the Freight Carrier and Bill of Lading fields as well.</p> 
<p>9. Preview and Submit</p>	<p>Preview, then click Submit</p> 
<p>10. Confirmation</p>	<p>You will receive a confirmation that your ASN has been submitted.</p>  <p>Once your ASN has been submitted you will need to print a copy and attach it to the bill of lading as this is required for the Trane Technologies location to accept your shipment. Refer to iSupplier How to print an ASN for printing instructions.</p>