

How to Create an Advanced Shipping Notice (ASN)

	Why night use this guide?	Suppliers wishing to use an Advanced Shipping Notice (ASN) to notify the buyer of an upcoming delivery.
Ls	Who might use this guide?	 This guide provides information to assist you in creating an Advanced Shipment Notice (ASN) which contains details of the shipment such as: Order information Delivery date and time Location information Product details Information about the carrier Note: some fields are Mandatory and are indicated by *

Overview

What is an Advanced Shipping Notice?

An **Advanced Shipping Notice** (**ASN**) is an electronic notification of an upcoming delivery which is sent directly from a supplier to a buyer, in advance of the shipment.

What does the Create ASN homepage look like?

essential				
Create ASN ⑦				Done
✓ Search				Advanced Saved Search Purchase Order
** Purchase Order	T	** Sup	pplier 📃 🔻	** At least one is required
Supplier Item		Due	Date	
Search Results				Search Reset Save
View View				
Item Item Description Supplier Item No search conducted.	Purchase Order Purchase Order Chief Content P	Ordered Quantity UOM Name		



C





Step	Action			
4 5	There are two options to search for purchase orders in the Create ASN area and both commence after step 3 (above) Option 1			
	Enter a Purchase Order number into the Purchase Order (PO) field and click on Search .			
	Create ASN @ Agranced Saved Search Purchase Order			
	Purchase Order EE00001333 Purchase Order EE00001333 Dee Date			
	Search Results View Create ASN tem tem tem tem tem tem tem tem Schedule Order Purchase Order Purchase Order Due Date Ordered Quantity UOM Name No search conducted.			
6	The Search option will show all lines of the PO. Highlight the lines required by clicking on the first row and holding CTRL on your keyboard to choose other lines			
7	Click on Create ASN .			
	essential			
	Create ASN ⑦			
	Search			
	Search Results			
	Item Description Supplier Item Purchase Order Purchase Order Schedule Due Date Ordered Quantity UOM Name			
6	SIQ0029 Test Lamp 25W TM12695 EE00001333 1 1 13/09/21 1 Each			
8	On Create ASN Details page, update the Header area where relevant noting the mandatory fields marked *. Note the Comments field on the right for use if required.			
	8a: Shipment - This is a unique number determined by you (you can use numbers and letters). For example, you can enter the consignment number, delivery docket number			
	 8c: Expected Receipt Date - when the carrier is telling you it will arrive to Essential Energy 8d: Quantity – enter the quantity being shipped on each line. For the Lines to be included in 			
9	the ASN the quantity to be shipped must be entered. Partial shipments are acceptable Click on Submit			



Step	Action					
	Create ASN Details (*) 4 Header 8 a, 8b, 8 c 1 Header 1 Heade	Igment ad Date 221123 1-47 PM (Tb) pt Date 221123 1-47 PM (Tb) 221123 1-47 PM (Tb) Ventoo Ventoo Ventoo Lading Lading	Packing Sip Packaging Code Special Handling Code Tare Weight [
10	▲ Lines Adons ▼ Vew ▼	Ise Order Quantity UOM Name Ship to Location Quantity UOM Name Ship to Location Quantity ISBN Each V	Vrdered Ordered Received Quantity Quantity 1 Each 0			
	Confirmation ASN 123 was created. No 1. At this point Essential E	umber of lines:	SN.			
	If you require further support, please contact suppliers@essnetialenergy.com.au					
	Option 2 – commences	s from Step 3 (above)				
4	The supplier name will automatically appear in the Supplier field. Without entering any other information, click on Search to view all Open Purchase Orders					
5 6	Note the lines highlighted showing different purchase order numbers.					
-	Scroll down the list until the required PO and/or lines are found. Highlight the first required line and hold CTRL on your keyboard to choose other lines.					
7	Click on Create ASN.					
	Create ASN Creat		4 Suppler Due Date	Agvanced Saved Search Purchase Order		
	Search Results Verv - Create ASN Term Term Term Term Term Term Term Term	nuur Purchase Order Purchase Order _{Due Data} Or	rdered 10/10 Name	5 Search Re et Save		
	Item Description Supplier term Putchase X 276150 MSR-Platform P TM12200 EE00046999 276150 MSR-Platform P TM12200 EE00046999	9 1 1 1/07/23	5 Each			
	SIQ0042 Single Phase Te TM 2005 EE00048100 SIQ0042 Single Phase Te TM 2005 EE00055300	6 1 1 9/10/23	1 Each 1 Each			
	SIQ0049 Underground Te TMI 1499 EE00055180 SIQ0029 Test Lamp 25W TMI 2695 EE0005570	0 1 1 7/08/23 11 1 6/10/23	1 Each 1 Each			
	SIQ0042 Single Phase TM 2055 EE0005570	1 2 1 6/10/23	1 Each			
	SIQ0029 Test La Mr 2695 EE00054654	8 1 1 27/07/23	1 Each			
	SIQ0029 rest Lamp 20V rM 1005 EE00054850 SIQ0033 Tester Linesme TM 1000 EL00054850		1 Each	· · · · · ·		
	Sruou42 Single Priase Té TM12055 EE00054510	0 1 1 8/10/23	i Eacli			



Step	Action			
	On Create ASN Details page, update the Header area where relevant noting the mandatory fields marked *. Note the Comments field on the right for use if required.			
8	 8a: Shipment - This is a unique number determined by you (you can use numbers and letters). For example, you can enter the consignment number, delivery docket number, 8b: Shipped Date - enter the day you have shipped it 8c: Expected Receipt Date - when the carrier is telling you it will arrive to Essential Energy 8d: Quantity – enter the quantity being shipped on each line. For the Lines to be included in the ASN the quantity to be shipped must be entered. Partial shipments are acceptable. 			
9	Click on Submit.			
	Create ASN Details			
	▶ 278150 M/SR-Palform P TM12200 EE00051277 Each Grafton Warehouse 5 Each 0			
10	Click on Ok .			
	ASN 123 was created. Number of lines: 1. At this point Essential Energy will receive your ASN			
	At this point Essential Energy will receive your ASIN.			
	If you require further support, please contact suppliers@essentialenergy.com.au.			