How to Create an Advanced Shipping Notice (ASN)
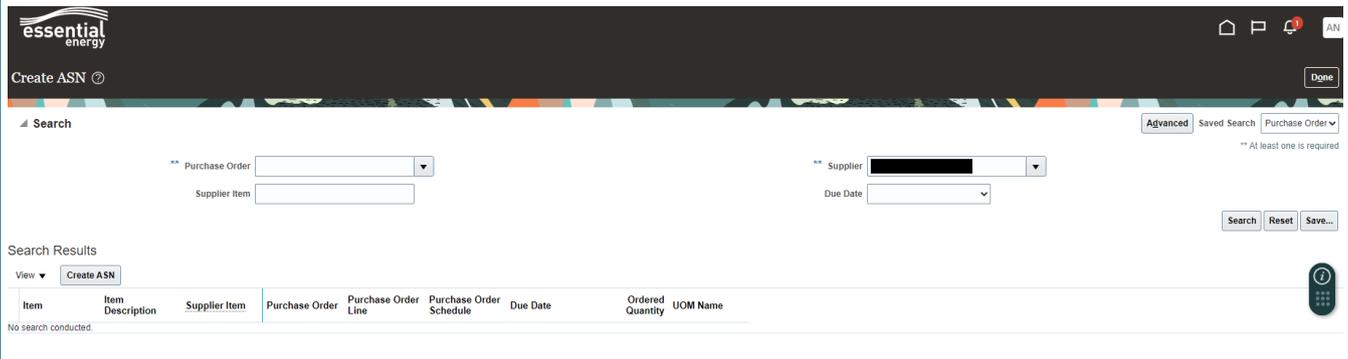
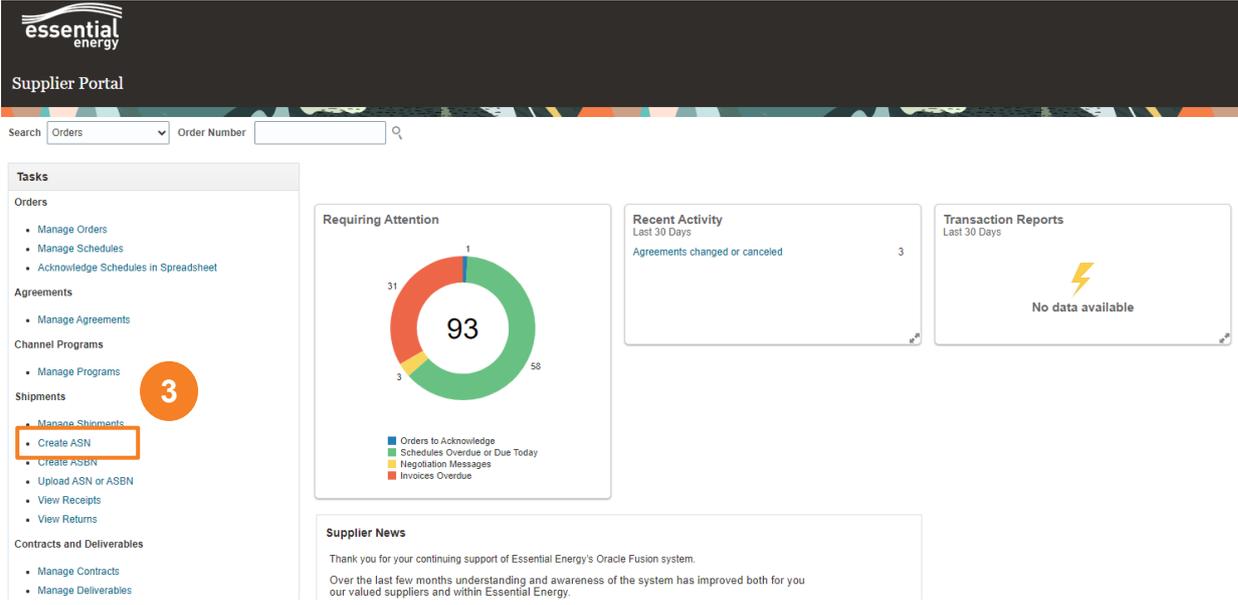|		
✎	**Why night use this guide?**	Suppliers wishing to use an Advanced Shipping Notice (ASN) to notify the buyer of an upcoming delivery.
👥	**Who might use this guide?**	This guide provides information to assist you in creating an **Advanced Shipment Notice (ASN)** which contains details of the shipment 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?

Step	Action
1	Login to the system. Navigate to the **Supplier Portal** tab.
2	Click on the **Supplier Portal** app.
3	From the Supplier Portal homepage, scroll down the **Task** list and select **Create ASN**.

Step	Action
4	There are two options to search for purchase orders in the Create ASN area and both commence after step 3 (above)
5	**Option 1** Enter a Purchase Order number into the Purchase Order (PO) field and click on **Search**.
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**.
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 **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**

Step	Action
10

Click on **Ok**.

At this point Essential Energy will receive your ASN.

If you require further support, please contact suppliers@essnetialenergy.com.au |
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7 | **Option 2 – commences from Step 3 (above)**

The supplier name will automatically appear in the Supplier field. Without entering any other information, click on **Search** to view __all__ **Open Purchase Orders**

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.

Click on **Create ASN**.

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Step	Action
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, **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**.
10	Click on **Ok**. At this point Essential Energy will receive your ASN. If you require further support, please contact suppliers@essentialenergy.com.au.