

Create an Advance Shipment Notice (ASN) for Full Quantity for Standard Purchase Orders and Blanket Releases

1. Purpose

- 1.1. The purpose of this procedure is to Create an Advance Shipment Notice (ASN) for Full Quantity for Standard Purchase Orders and Blanket Releases.

2. Scope

- 2.1. This procedure applies to all Suppliers at AFL, Hyperscale North America, and Australia.

3. Responsibility

- 3.1. This document will be maintained, reviewed, and updated by the Supplier or their designee at AFL in North America.

4. Overview

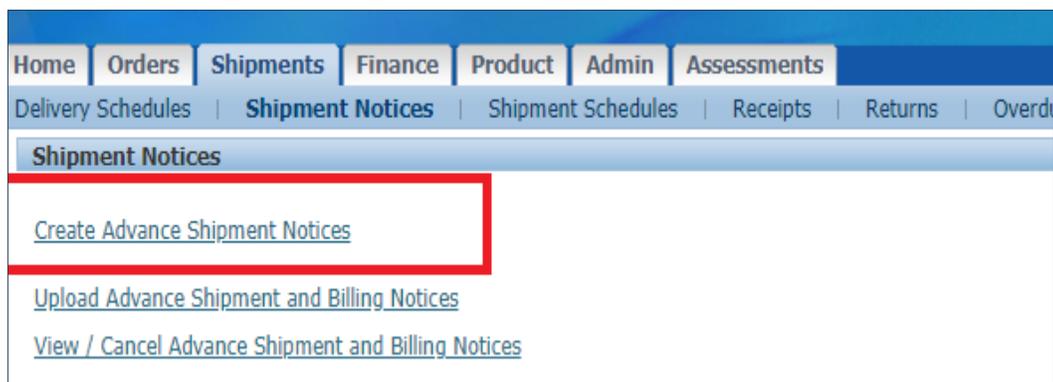
- 4.1 This procedure provides steps and screenshots to create an ASN for Full Quantity.

5. Requirements

- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Create an ASN for Full Quantity

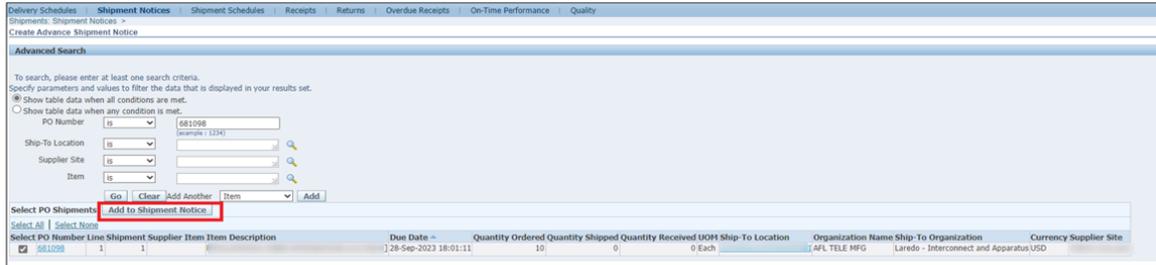
- 6.1 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
 - Click on **Shipments** tab, **Shipments**, **Shipment Notices**. Then click on **Create Advance Shipment Notices**.



- 6.2 Click on **View Shipments Due This Week** or use the Advanced Search functionality to search for particular PO number.



6.3 Select the PO numbers and click on the **Add to Shipment Notice** button.



6.4 Enter **Country of Origin** at the shipment line level (this is mandatory).

- If it needs to be set as the default for all lines, click on **Default** to all lines.
- If there is a different **Country of Origin** for each line, enter the information manually for each shipment line.
- Expand the **Shipments** in Advance Shipment Notice section by clicking the + icon.
- Update the **Quantity Shipped** if it needs to be shipped with partial quantity.
- In the **Add Attachments** column, upload documents such as Packing Slip, Bill of Lading or Commercial Invoice.
- **NOTE:** Supplier can merge multiple POs into a single ASN.

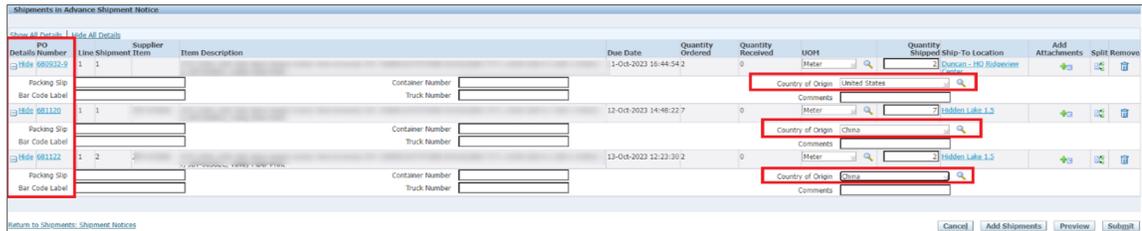


6.5 Navigate to the **Shipment Lines** tab, enter the **Country of Origin** and click on **Default to All Lines** (only if country of origin is same for all shipment lines).



6.6 If country of origin is different for each shipment line, enter the information manually for each Shipment Line individually.

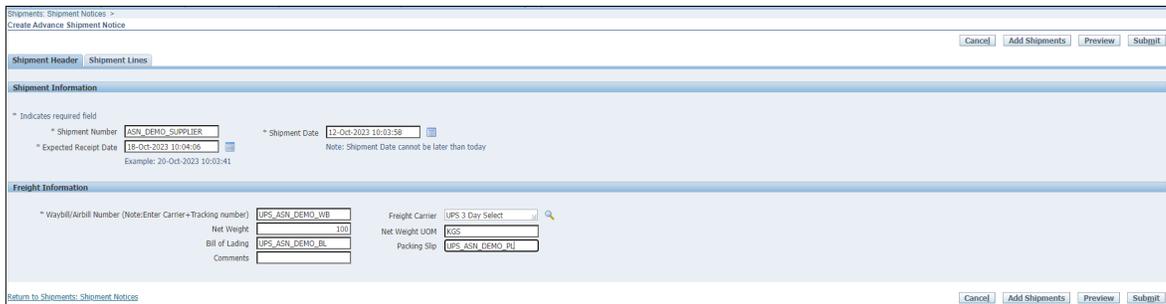
- **NOTE:** For the Full Quantity Shipment, make sure the Quantity Ordered and Quantity Shipped is same as for the Full Quantity ASN Shipment.



PO Details	Line	Shipment Item	Item Description	Date Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Add Attachments	Split	Remove
Hide 58032-8	1	1		1-Oct-2023 16:44:54.2	0	0	Meter	0	Duncan_HQ Bidroom			
Packing Slip			Container Number						Country of Origin: United States			
Bar Code Label			Truck Number						Comments			
Hide 581120	1	1		12-Oct-2023 14:48:22.7	0	0	Meter	0	Hidden Lake 1.5			
Packing Slip			Container Number						Country of Origin: China			
Bar Code Label			Truck Number						Comments			
Hide 581122	1	2		13-Oct-2023 12:22:30.2	0	0	Meter	0	Hidden Lake 1.5			
Packing Slip			Container Number						Country of Origin: China			
Bar Code Label			Truck Number						Comments			

6.7 Navigate to **Shipment Header** tab and enter the **Shipment Number**, **Shipment Date** (this is always today's date), **Expected Receipt Date**, and **Waybill/Airbill Number**.

- All fields marked with * are mandatory. All other fields are optional but including the information for these fields is helpful to AFL.



Shipments: Shipment Notices >
Create Advance Shipment Notice

Cancel | Add Shipments | Preview | Submit

Shipment Header | Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number: * Shipment Date:
 * Expected Receipt Date: Note: Shipment Date cannot be later than today
 Example: 20-Oct-2023 16:03:41

Freight Information

* Waybill/Airbill Number (Note: Enter Carrier + Tracking number): Freight Carrier:
 Net Weight: Net Weight UOM:
 Bill of Lading: Packing Slip:
 Comments:

Return to Shipments: Shipment Notices

Cancel | Add Shipments | Preview | Submit



NOTE: If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (AFLglobal.com/iSupplier) to determine the Expected Receipt Date.

- Go to **North America Transit Time** tab if you are shipping from North America or to the **International Transit Time** tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the **AFL destination City, State** section for the ship-from information. Enter the **Origin State** and **Ship Method**.
- Enter the **Promise Date** that the spreadsheet has calculated as your **Expected Receipt Date** in the Shipment Header.
- For further information on populating the **Waybill/Airbill Number**, visit the **ASN Instructions** tab on this spreadsheet.

AFL TELECOMMUNICATIONS

NORTH AMERICA ROUTING GUIDE - LTL / TL / PARCEL

Projected Ship Date	11/30/2023	Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023
<i>Instructions</i>		
AFL Destination City, State	Duncan, SC	1) Check AFL PO Document for Ship To City, State
Origin State	LA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	TL	3) Click on the drop down box and select shipment mode
Average Transit Days	2	
Promise Date	12/4/2023	4) Enter date shown here as the promise date in supplier portal

<i>Instructions</i>		
AFL Destination City, State	Laredo, TX	1) Check AFL PO Document for Ship To City, State
Origin State	CA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	Parcel	3) Click on the drop down box and select shipment mode
Average Transit Days	4	
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal

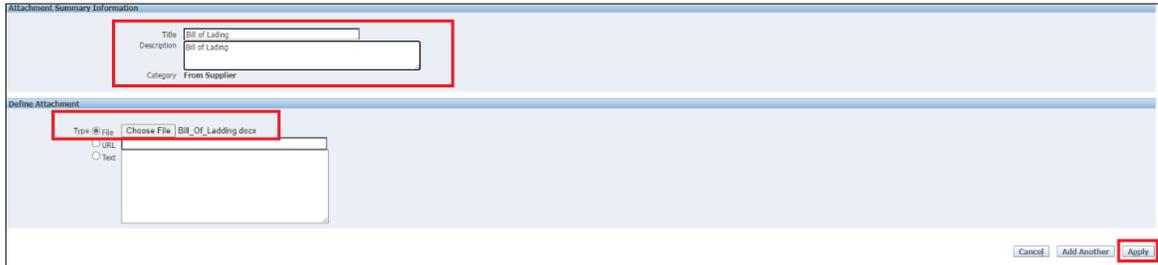
<i>Instructions</i>		
AFL Destination City, State	Kent, WA	1) Check AFL PO Document for Ship To City, State
Origin State	MA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	LTL	3) Click on the drop down box and select shipment mode
Average Transit Days	9	
Promise Date	12/13/2023	4) Enter date shown here as the promise date in supplier portal

North America Transit Time
International Transit Time
ASN Instructions
Drop Ship Instructions
AFL ROUTING GUIDE

6.8 Navigate to Shipment Lines. In the **Add Attachments** column, upload any documents that the buyer or receiving team requires.

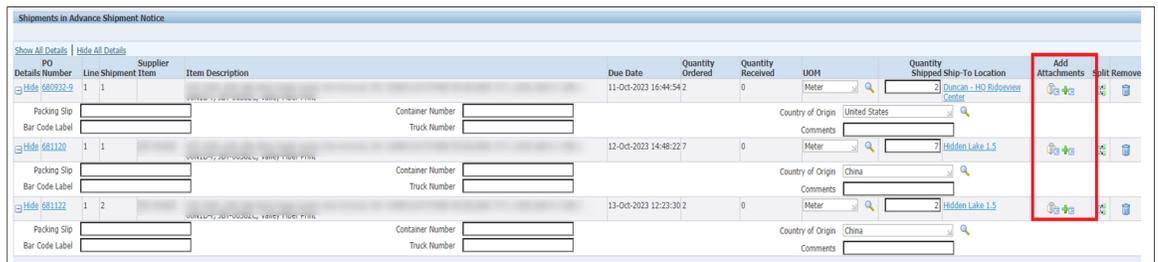
Shipments in Advance Shipment Notice										
PO Details Number	Line	Shipment Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOH	Quantity Shipped	Ship-To Location	Add Attachments
280932.9	1	1		11-Oct-2023 16:44:54.2	0	0	Meter	0	Duncan_HQ Subsystem Center	+
Packing Slip										
Bar Code Label										
Container Number										
Country of Origin: United States										
Comments										
281120	1	1		12-Oct-2023 14:48:22.7	0	0	Meter	0	Hidden Lake 1.5	+
Packing Slip										
Bar Code Label										
Container Number										
Country of Origin: China										
Comments										
281122	1	2		13-Oct-2023 12:23:30.2	0	0	Meter	0	Hidden Lake 1.5	+
Packing Slip										
Bar Code Label										
Container Number										
Country of Origin: China										
Comments										

- Click on the **Attachment** icon to upload documents.
- Enter **Title** and **Description** and click on **Choose File** to upload the document.



The screenshot shows the 'Attachment Summary Information' and 'Define Attachment' sections. In the 'Attachment Summary Information' section, the 'Title' field contains 'Bill of Lading' and the 'Description' field contains 'Bill of Lading'. The 'Category' is set to 'From Supplier'. In the 'Define Attachment' section, the 'Type' is set to 'File' and the 'Choose File' button is highlighted. The 'Apply' button at the bottom right is also highlighted.

- Click on **Apply** once uploaded.
- Documents are now uploaded.



The screenshot shows a table titled 'Shipments in Advance Shipment Notice'. The table has columns for PO Details Number, Line, Shipment Item, Supplier, Item Description, Due Date, Quantity Ordered, Quantity Received, UOH, Quantity Shipped, Ship-To Location, and Add Attachments. The 'Add Attachments' column contains a green plus icon and a document icon, which is highlighted with a red box.

PO Details Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOH	Quantity Shipped	Ship-To Location	Add Attachments	Split	Remove
580932-2	1	1			11-Oct-2023 16:44:54	0	0	Meter	2	Duncan - HO Edgewater Center			
681120	1	1			12-Oct-2023 14:48:22	0	0	Meter	7	Hidden Lake 1.5			
681122	1	2			13-Oct-2023 12:23:30	0	0	Meter	2	Hidden Lake 1.5			

Confirmation
Attachment Bill of Lading has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

6.9 Click on the **Submit** button at the bottom of the page to submit the ASN.

- This message will be displayed.

Advance Shipment Notice Confirmation

Your Advance Shipment Notice ASN_DEMO_SUPPLIER has been submitted.

- **NOTE:** Buyer will receive an email saying ASN from Supplier is created and ready to receive.