Create an Advance Shipment Notice (ASN) for Partial 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 Partial 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 Partial Quantity.

5. **Requirements**

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

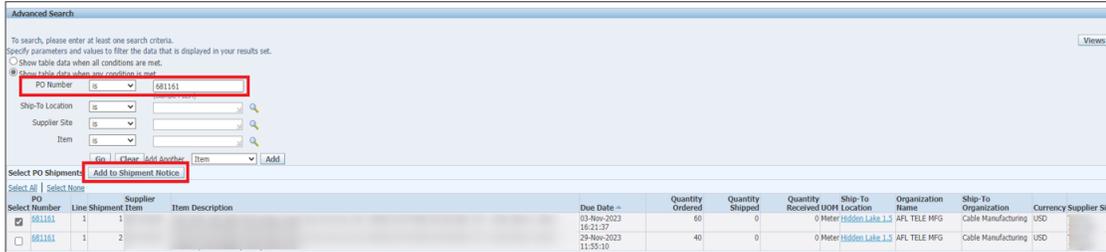6. **Procedure – Create an ASN for Partial Quantity**

    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.**
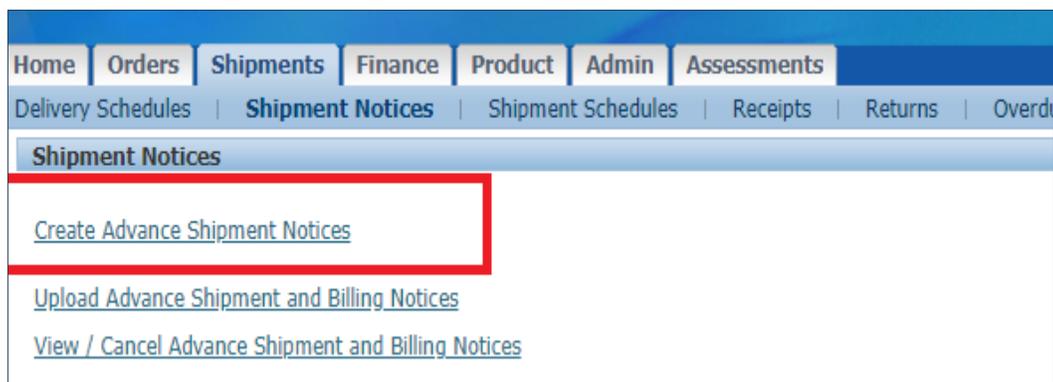
    6.2 Click on **View Shipments Due This Week** or use the Advanced Search functionality to search for particular PO number.
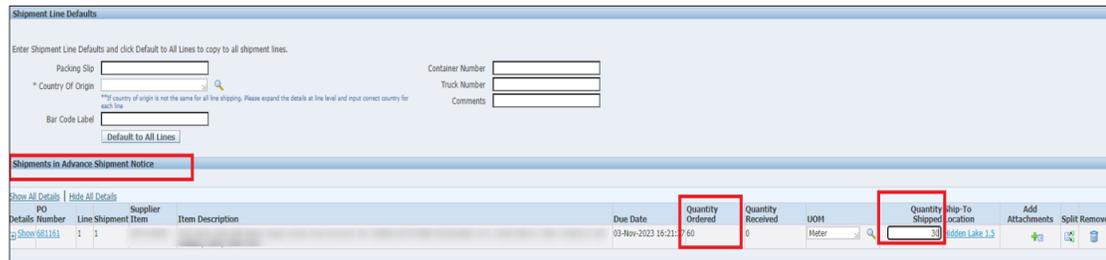
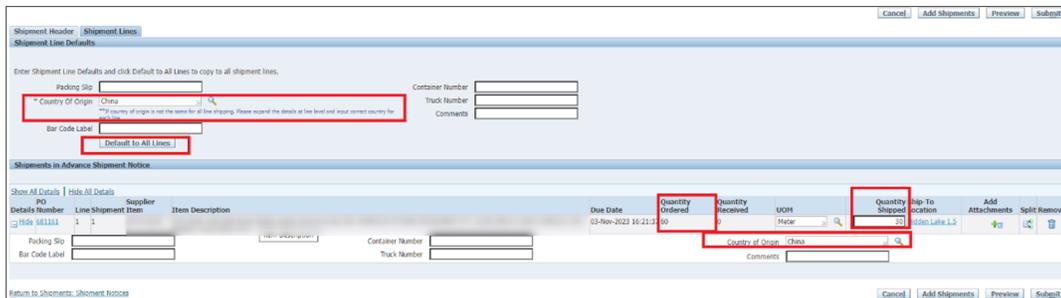**6.3**   Select the PO numbers and click on the **Add to Shipment Notice** button.

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.

- **Partial Quantity ASN:** If supplier is only shipping a partial quantity instead of the full **Quantity Ordered**, enter the revised amount in the **Quantity Shipped** column.
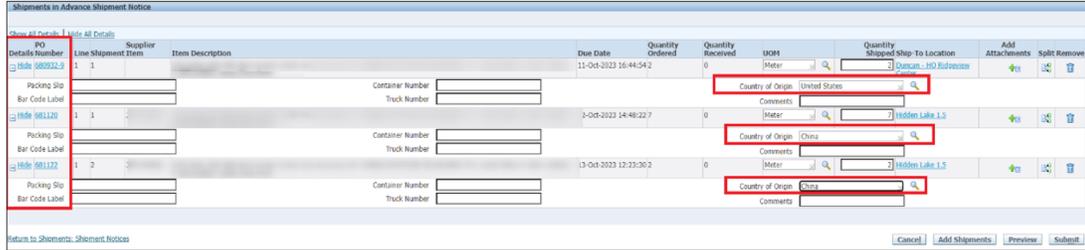

6.5   Navigate to the **Shipment Lines** tab, enter the **Country of Origin** and click on **Default to All Lines** (only if country of origin is same for all shipment lines).

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

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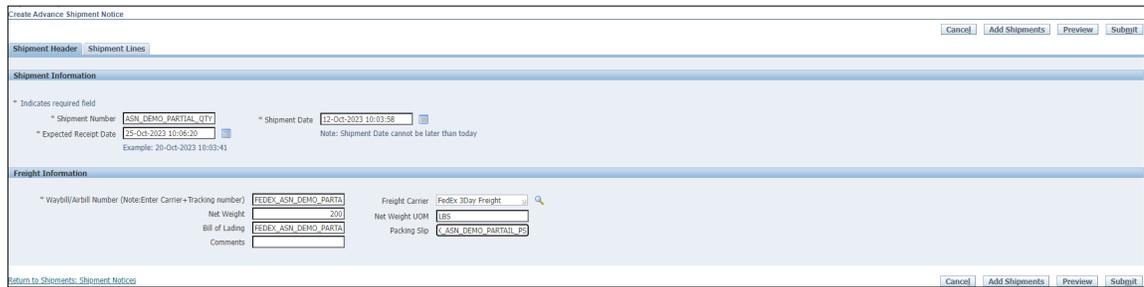
NOTE: If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (AFLglobal.com/iSupplier) to determine the Expected Receipt Date.

- 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*
		Instructions
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*

		Instructions
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*

		Instructions
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

INSS-010, Revision 0, 11.3.2023

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

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

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

6.9   Click on the **Submit** button at the bottom of the page to submit the ASN.
- This message will be displayed.

- <mark>NOTE:</mark> Buyer will receive an email saying ASN from Supplier is created and ready to receive.