

Create an Advance Shipment Notice (ASN) for Split 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 Split 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

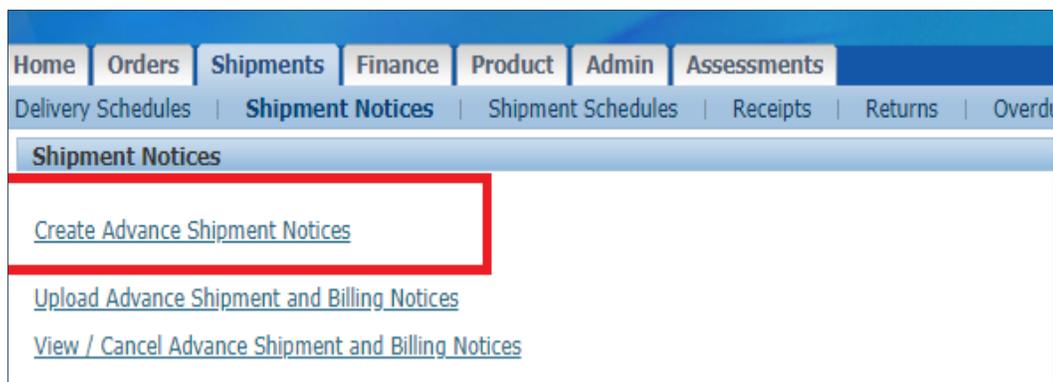
- 4.1 This procedure provides steps and screenshots to create an ASN for Split Quantity.

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 Split Quantity

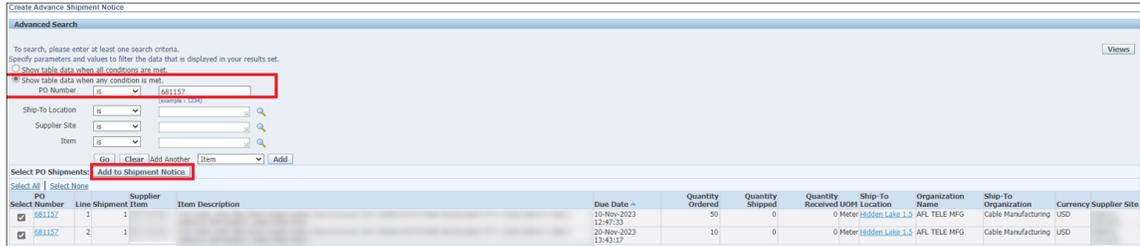
- 6.1 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
 - Click on **Shipments** tab, **Shipments**, **Shipment Notices**. Then click on **Create Advance Shipment Notices**.



- 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.



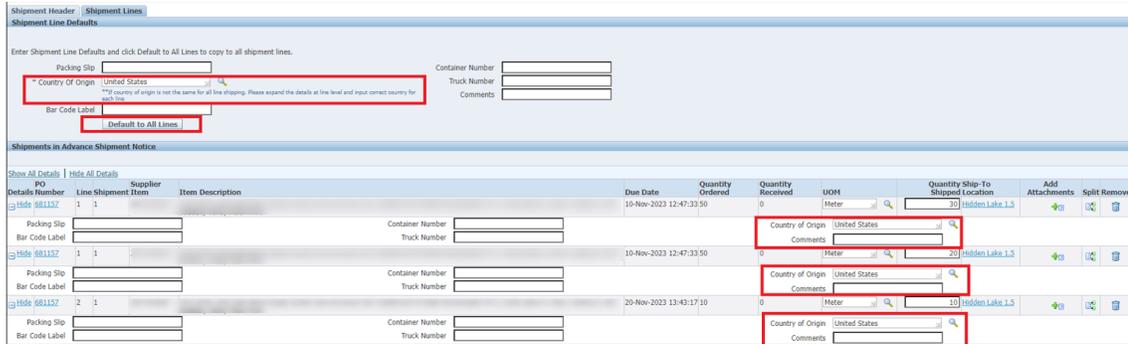
6.5 Click on the icon to split the ASN quantity for shipping.

PO Details Number	Line	Shipment Item	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Ship-To Shipped	Location	Add Attachments	Split	Remove
681132	1	1			10-Nov-2023 12:47:33:50	50	0	Meter	50	Hidden Lake 1.5			
<div style="display: flex; justify-content: space-between;"> <div>Packing Slip</div> <div>Container Number</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Bar Code Label</div> <div>Truck Number</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Country of Origin</div> <div>Comments</div> </div>													

- Split the Quantity Ordered of 50 into a quantity of 30 and a quantity of 20 as shown below.

PO Details Number	Line	Shipment Item	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Ship-To Shipped	Location	Add Attachments	Split	Remove
681132	1	1			10-Nov-2023 12:47:33:50	30	0	Meter	30	Hidden Lake 1.5			
681132	1	1				20	0	Meter	20	Hidden Lake 1.5			
681132	2	1				70	0	Meter	10	Hidden Lake 1.5			

6.6 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).



Shipment Header | Shipment Lines

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip:

* Country of Origin: *Country of origin is not the same for all line shipping. Please expand the details at line level and input correct country for packing slip.

Container Number:

Truck Number:

Bar Code Label:

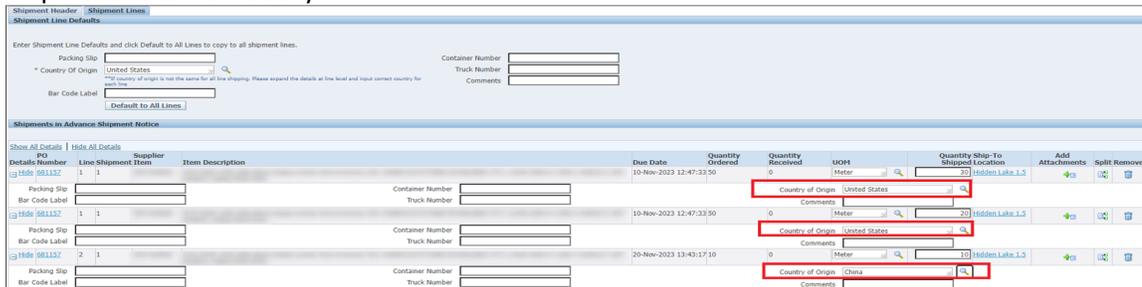
Comments:

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

PO Details Number	Line	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Ship-To	Shipped Location	Add Attachments	Split/Remove
Hide 581157	1			10-Nov-2023 12:47:33:50	0		Meter	20	Hidden Lnk 1.5		
Packing Slip											
Bar Code Label											
Container Number											
Truck Number											
Country of Origin											
Comments											
Hide 581157	1			10-Nov-2023 12:47:33:50	0		Meter	20	Hidden Lnk 1.5		
Packing Slip											
Bar Code Label											
Container Number											
Truck Number											
Country of Origin											
Comments											
Hide 581157	2			20-Nov-2023 13:43:17:10	0		Meter	20	Hidden Lnk 1.5		
Packing Slip											
Bar Code Label											
Container Number											
Truck Number											
Country of Origin											
Comments											

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



Shipment Header | Shipment Lines

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip:

* Country of Origin: *Country of origin is not the same for all line shipping. Please expand the details at line level and input correct country for packing slip.

Container Number:

Truck Number:

Bar Code Label:

Comments:

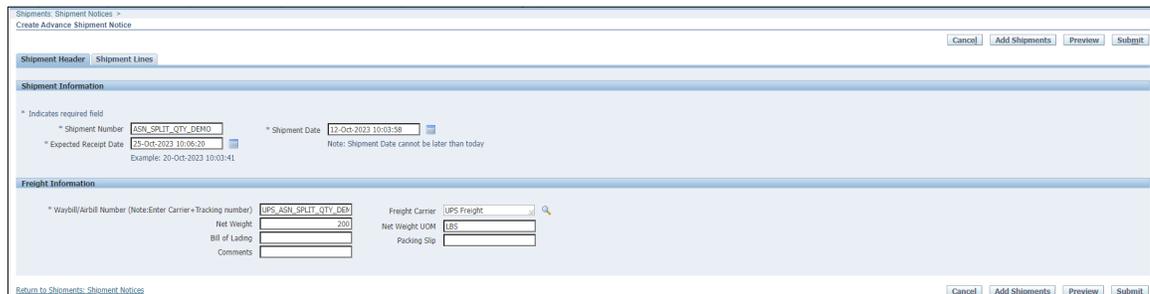
Shipments in Advance Shipment Notice

Show All Details | Hide All Details

PO Details Number	Line	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Ship-To	Shipped Location	Add Attachments	Split/Remove
Hide 581157	1			10-Nov-2023 12:47:33:50	0		Meter	20	Hidden Lnk 1.5		
Packing Slip											
Bar Code Label											
Container Number											
Truck Number											
Country of Origin											
Comments											
Hide 581157	1			10-Nov-2023 12:47:33:50	0		Meter	20	Hidden Lnk 1.5		
Packing Slip											
Bar Code Label											
Container Number											
Truck Number											
Country of Origin											
Comments											
Hide 581157	2			20-Nov-2023 13:43:17:10	0		Meter	20	Hidden Lnk 1.5		
Packing Slip											
Bar Code Label											
Container Number											
Truck Number											
Country of Origin											
Comments											

6.8 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

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 10:03:41

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



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 <i>Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023</i>
<i>Instructions</i>	
AFL Destination City, State	Duncan, SC
Origin State	LA
Ship Method	TL
Average Transit Days	2
Promise Date	12/4/2023 <i>4) Enter date shown here as the promise date in supplier portal</i>
<i>Instructions</i>	
AFL Destination City, State	Laredo, TX
Origin State	CA
Ship Method	Parcel
Average Transit Days	4
Promise Date	12/6/2023 <i>4) Enter date shown here as the promise date in supplier portal</i>
<i>Instructions</i>	
AFL Destination City, State	Kent, WA
Origin State	MA
Ship Method	LTL
Average Transit Days	9
Promise Date	12/13/2023 <i>4) Enter date shown here as the promise date in supplier portal</i>

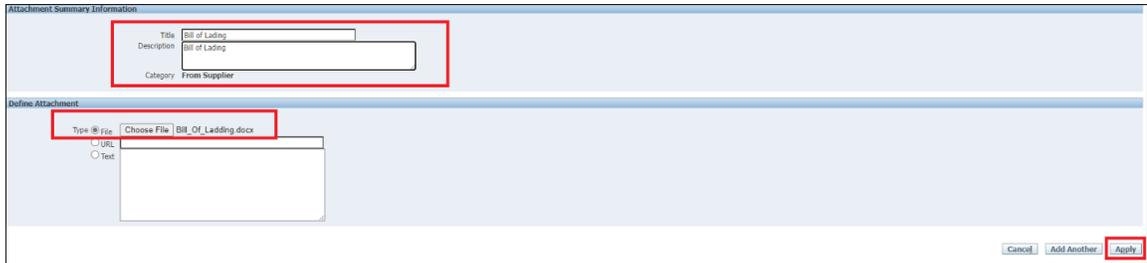
North America Transit Time | International Transit Time | ASN Instructions | Drop Ship Instructions | **AFL ROUTING GUIDE**

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

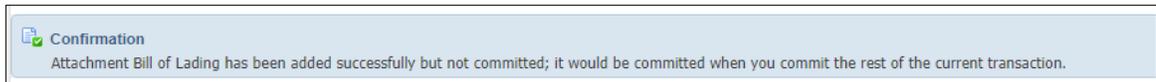
PO Details Number	Line	Shipment Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Add Attachments	Print	Remove
581122	1	1			11-Oct-2023 16:44:54Z	0		Meter	2	Duncan_HD.Robinson Center			
581122	1	1			12-Oct-2023 14:48:22Z	0		Meter	7	Hidden Lake 1.5			
581122	1	2			13-Oct-2023 12:23:30Z	0		Meter	2	Hidden Lake 1.5			

- Click on the **Add Attachments** icon to upload documents.

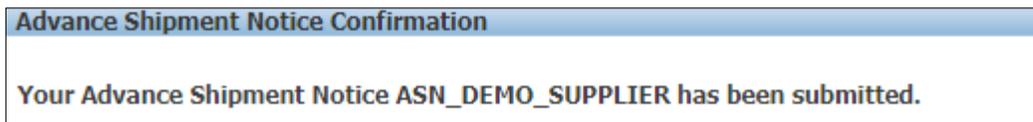
- Enter **Title** and **Description** and click on **Choose File** to upload the document.



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



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



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