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.
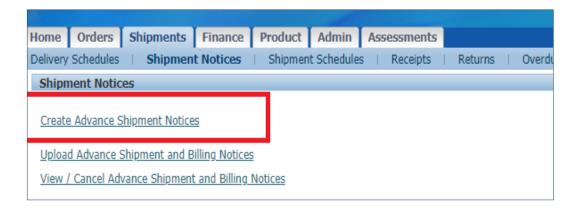
4. **Overview**

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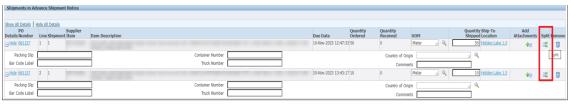
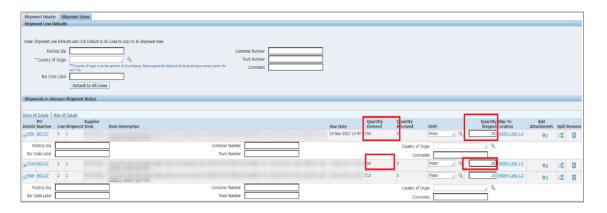6.3 Select the PO numbers and click on the **Add to Shipment Notice** button.

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.

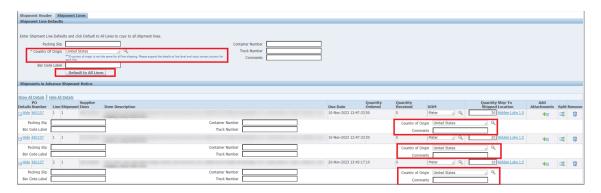6.5 Click on the icon to split the ASN quantity for shipping.

- Split the Quantity Ordered of 50 into a quantity of 30 and a quantity of 20 as shown below.
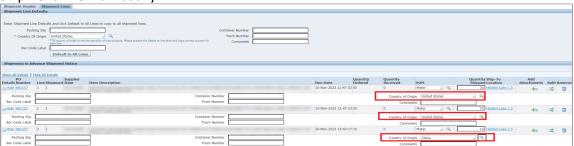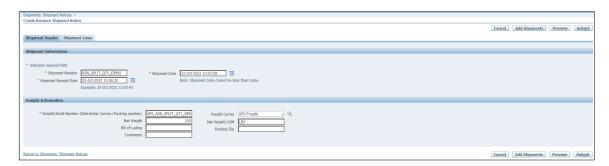
6.6   Navigate to the **Shipment Lines** tab, enter the **Country of Origin** and click on **Default to All Lines** (only if country of origin is same for all shipment lines).

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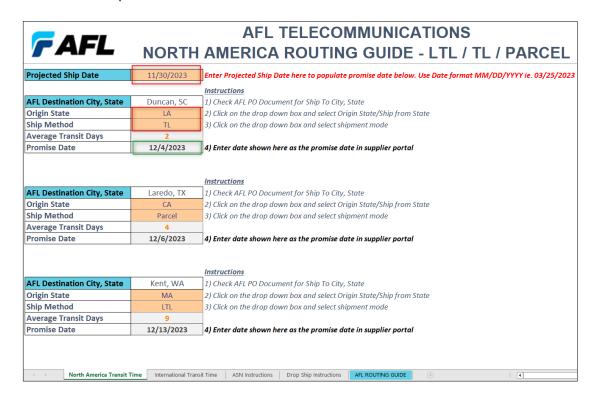

6.8   Navigate to **Shipment Header** tab and enter the **Shipment Number, Shipment Date** (this is always today's date), **Expected Receipt Date,** and **Waybill/Airbill Number**.
- All fields marked with ***** are mandatory. All other fields are optional but including the information for these fields is helpful to AFL.

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.

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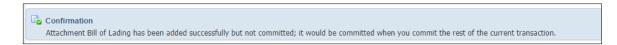

- Click on the **Add Attachments** icon to upload documents.

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

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

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.

6.10 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.