



ENB Oracle Supplier Portal: Submitting Advanced Shipping Notice (ASNs)

Learning Guide
November 2021

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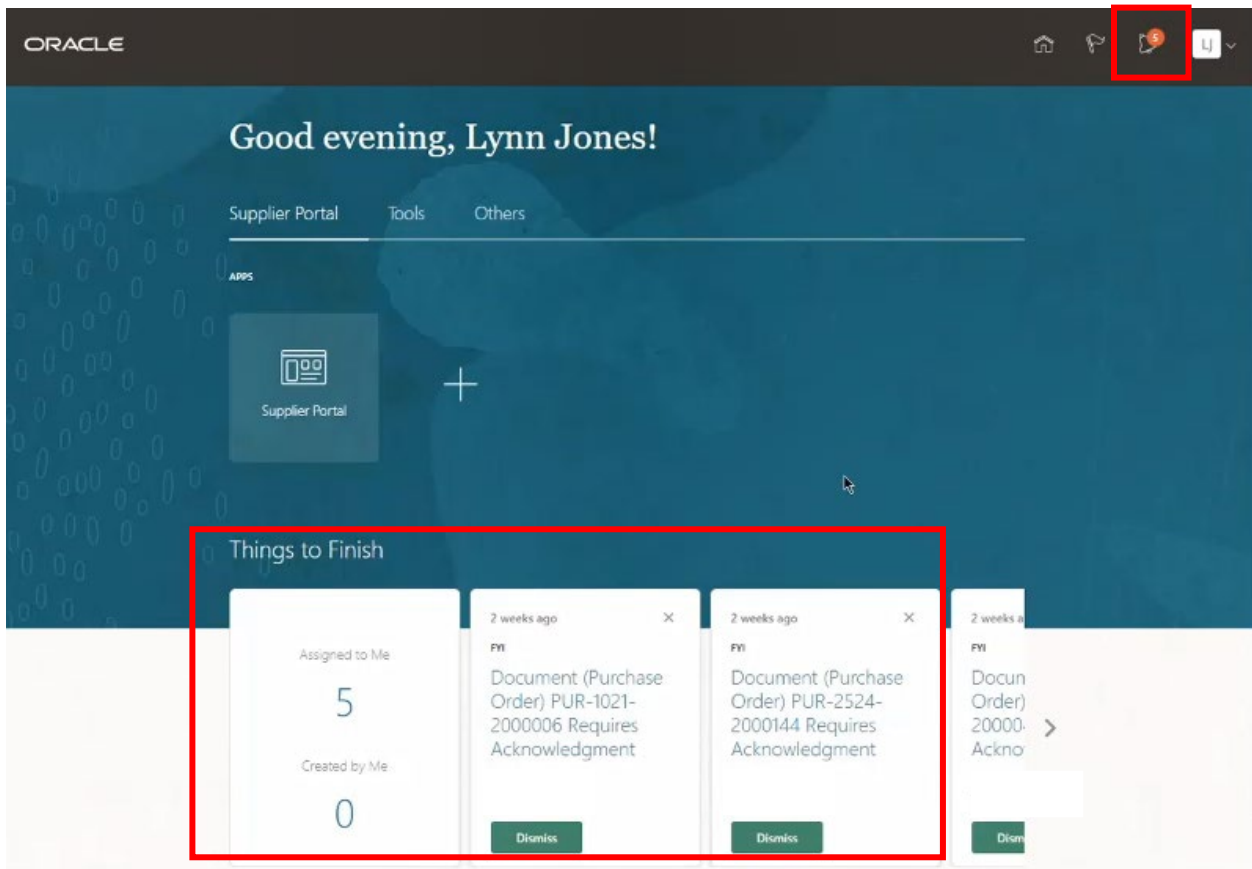
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Submitting and Advance Shipping Notice

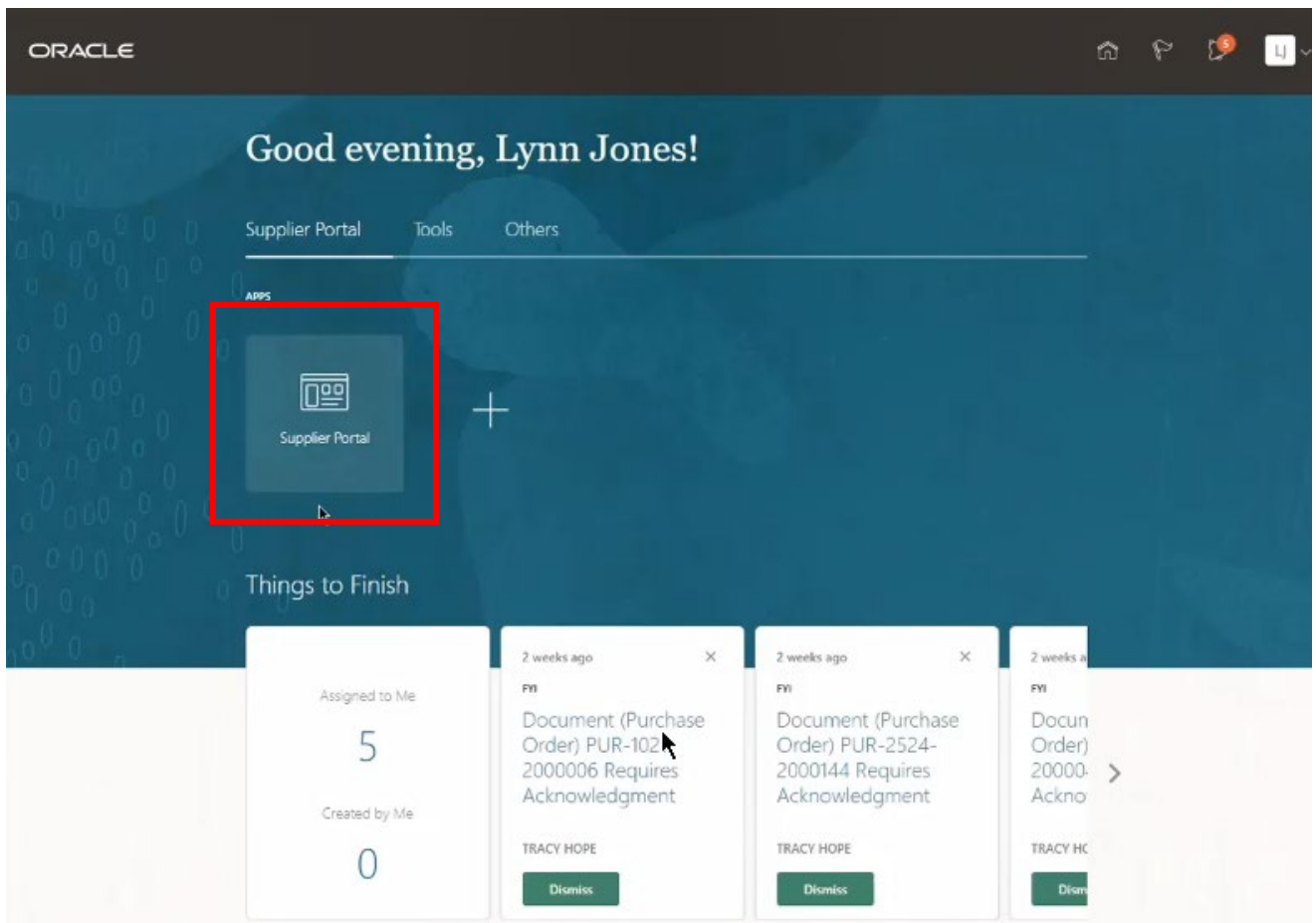
Purpose	This learning guide provides details of how to submit an Advance Shipping Notice (ASN) within the Oracle Supplier Portal
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Oracle Supplier Portal Landing Page

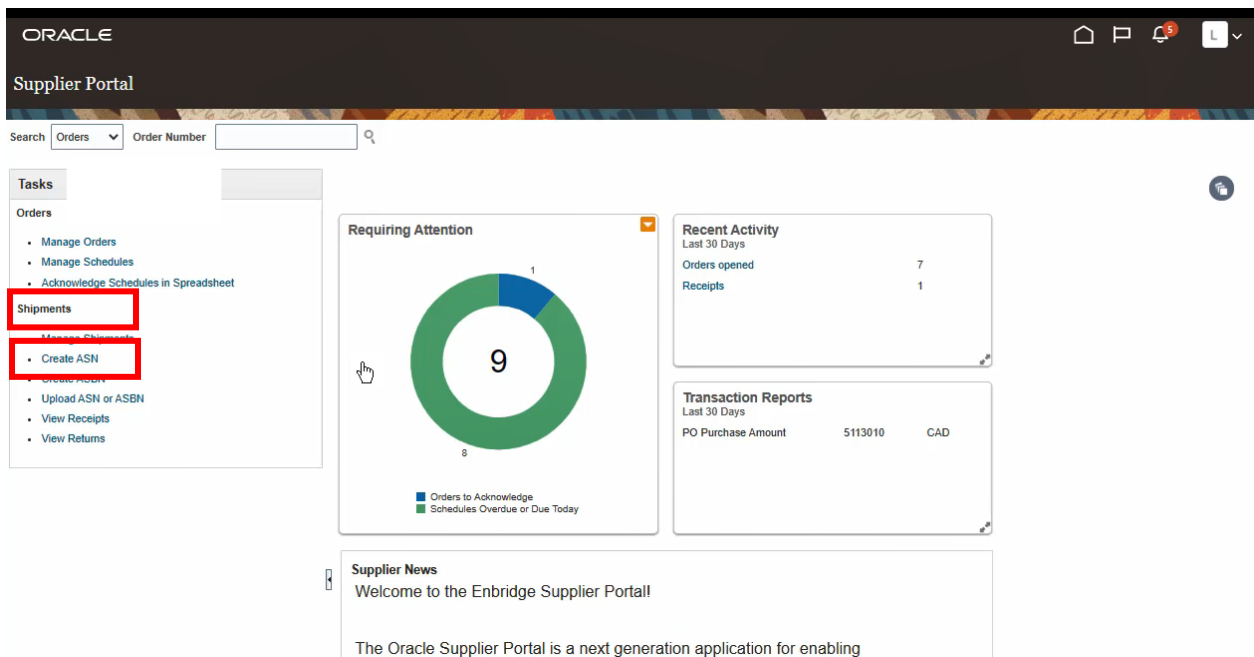
1. Log in to your **Oracle Home** page. Recent notifications on your account, can be accessed by clicking the **Bell** icon in the top right of the page. Notifications are also visible under the **Things to Finish** section of the Oracle Home page.



2. Click the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.



3. To create an Advance Shipping Notice (**ASN**), click the **Create ASN** hyperlink under the **Shipments** task area.



Create ASN

- From the **Create ASN** screen filter the search results by selecting a **Purchase Order** number. Populate the **Supplier** name field and leave the other search fields blank to display **ALL** available **Purchase Orders**. Click the **Search** button to display the results.

ORACLE
Create ASN

Search

** Purchase Order
Supplier Item

** Supplier Enbridge Testing Ltd.
Due Date

Advanced Saved Search Purchase Order
** At least one is required

Search Reset Save...

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Ship-to Location	Sold-to Legal Entity	Currency
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- To **Save** to store your custom **Searches**, to have them run automatically.

ORACLE
Create ASN

Search

** Purchase Order
Supplier Item

** Supplier Enbridge Testing Ltd.
Due Date

Advanced Saved Search Purchase Order
** At least one is required

Search Reset Save...

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Ship-to Location	Sold-to Legal Entity	Currency
------	------------------	---------------	----------------	---------------------	-------------------------	----------	------------------	----------	------------------	----------------------	----------

- The **Search Results** work area displays the **Purchase Orders** available to ship against.

ORACLE

Create ASN [?](#) Done

Search Advanced Saved Search Purchase Order

Search Results

View ▼ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	ptp-32-6 - Order...		PUR-5233-2000156	1	1	7/4/21	150	Each
190900	PLATE:NM;RET...		PUR-5233-2000098	1	1	6/17/21	10	Each
100020	BEARING:NM;2...		PUR-5233-2000096	1	1	6/15/21	50	Each
190900	PLATE:NM;RET...		PUR-5233-2000090	1	1	6/17/21	10	Each
188698	PLATE:NM;RET...		PUR-5233-2000088	1	1	6/17/21	10	Each
188698	PLATE:NM;RET...		PUR-5233-2000087	1	1	6/17/21	10	Each
190900	PLATE:NM;RET...		PUR-5233-2000084	1	1	6/17/21	10	Each
244565	COUPLING:PIP...		PUR-5233-2000079	1	1	6/17/21	10	Each
188698	PLATE:NM;RET...		PUR-5233-2000078	1	1	6/17/21	10	Each

7. Customize the fields that display in the **Search Results** area clicking View → Columns → and check the fields to display.

ORACLE

Create ASN [?](#) Done

Search Advanced Saved Search Purchase Order

Search Results

View ▼ Create ASN

About This Record

Columns ▶

Unfreeze

Detach

Sort ▶

Reorder Columns...

- Show All
- Consignment Line
- Supplier Site
- Currency
- Sold-to Legal Entity
- Organization
- Ship-to Location
- Received Quantity
- UOM Name
- Ordered Quantity
- Due Date
- Purchase Order Schedule
- Purchase Order Line
- Purchase Order
- Manufacturer

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
			PUR-5233-2000156	1	1	7/4/21	150	Each
			PUR-5233-2000098	1	1	6/17/21	10	Each
			PUR-5233-2000096	1	1	6/15/21	50	Each
			PUR-5233-2000090	1	1	6/17/21	10	Each
			PUR-5233-2000088	1	1	6/17/21	10	Each
			PUR-5233-2000087	1	1	6/17/21	10	Each
			PUR-5233-2000084	1	1	6/17/21	10	Each
			PUR-5233-2000079	1	1	6/17/21	10	Each
			PUR-5233-2000078	1	1	6/17/21	10	Each
			PUR-5233-2000077	1	1	6/17/21	10	Each
			PUR-5233-2000071	1	1	6/16/21	10	Each
			PUR-5233-2000070	1	1	6/9/21	10	Each
	Test		PUR-5233-2000019	1	1		10	Each
	TEsting		PUR-5233-2000005	1	1	6/2/21	1	Each
	Test		PUR-5233-2000004	1	1		10	Each
	Test		PUR-5233-2000001	1	1		10	Each

Review Purchase Order

8. To review the **Purchase Order**, click the **Purchase Order** hyperlink to display the **Purchase Order Details** screen.

ORACLE

Create ASN

Search

Advanced Saved Search Purchase Order

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	ptp-32-6 - Order...		PUR-5233-2000156	1	1	7/4/21	150	Each
190900	PLATE.NM.RET...		PUR-5233-2000098	1	1	6/17/21	10	Each
100020	BEARING.NM.2...		PUR-5233-2000096	1	1	6/15/21	50	Each
190900	PLATE.NM.RET...		PUR-5233-2000090	1	1	6/17/21	10	Each
188698	PLATE.NM.RET...		PUR-5233-2000088	1	1	6/17/21	10	Each
188698	PLATE.NM.RET...		PUR-5233-2000087	1	1	6/17/21	10	Each
190900	PLATE.NM.RET...		PUR-5233-2000084	1	1	6/17/21	10	Each
244565	COUPLING.PIP...		PUR-5233-2000079	1	1	6/17/21	10	Each
188698	PLATE.NM.RET...		PUR-5233-2000078	1	1	6/17/21	10	Each
190900	PLATE.NM.RET...		PUR-5233-2000077	1	1	6/17/21	10	Each
188698	PLATE.NM.RET...		PUR-5233-2000071	1	1	6/16/21	10	Each
190900	PLATE.NM.RET...		PUR-5233-2000070	1	1	6/9/21	10	Each
	Test		PUR-5233-2000019	1	1		10	Each

9. You will be directed to the **Purchase Order** details screen. For more information on **Purchase Order** details, refer to the **Acknowledging a Purchase Order** and **Managing Orders, Schedules, and Deliverables Learning Guides**.

ORACLE

Purchase Order: PUR-5233-2000098

Acknowledge View PDF Actions Done

Order Life Cycle

Main

General

Sold-to Legal Entity: Westcoast Energy Inc. - GTM
 Supplier: Enbridge Testing Ltd
 Ordered: 500.00 CAD

Bill-to BU: Enbridge CA Business Unit
 Supplier Site: EO - CALGARY
 Description: PURCHASING CONTACT

Order: PUR-5233-2000098
 Supplier Contact: PURCHASING CONTACT
 Source Agreement: Supplier Order

Status: Open
 Bill-to Location: US-TX-San Antonio-0001
 Supplier Order

Creation Date: 6/15/21
 Ship-to Location: CA-BC-Prince George-

Terms

Notes and Attachments

Required Acknowledgment: None
 Shipping Method: — Pay on receipt
 Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
 Freight Terms: Enbridge Paid Freight
 IncoTerms: — Confirming order

Additional Information

10. Click **Done** to return to the **Create ASN** screen.

ORACLE

Purchase Order: PUR-5233-2000098

Acknowledge View PDF Actions **Done**

Order Life Cycle

Main

General

Sold-to Legal Entity: Westcoast Energy Inc. - GTM
 Bill-to BU: Enbridge CA Business Unit
 Order: PUR-5233-2000098
 Status: Open
 Creation Date: 6/15/21

Supplier: Enbridge Testing Ltd
 Supplier Site: EO - CALGARY
 Supplier Contact: PURCHASING CONTACT
 Bill-to Location: [US-TX-San Antonio-0001](#)
 Ship-to Location: CA-BC-Prince George-

Ordered: 500.00 CAD

Description: Supplier Order

Order Life Cycle Chart:

View Details

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
 Shipping Method: Enbridge Paid Freight
 Freight Terms: Enbridge Paid Freight
 IncoTerms: Pay on receipt, Confirming order

Additional Information

Create ASN Details

- Click in the line in the **Search Results** work area to select the **Purchase Order**. Click the **Create ASN** button to begin creating the **ASN**.

ORACLE

Create ASN

Done

Search

Advanced Saved Search Purchase Order

Search Results

View Create ASN

Item	Item Description	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000090	1	1	6/17/21	10	Each
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000084	1	1	6/17/21	10	Each
244565	COUPLING.PIP...		NA	PUR-5233-2000079	1	1	6/17/21	10	Each
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000078	1	1	6/17/21	10	Each
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000077	1	1	6/17/21	10	Each
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000071	1	1	6/16/21	10	Each
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000070	1	1	6/9/21	10	Each
	Test			PUR-5233-2000019	1	1		10	Each
	TEsting			PUR-5233-2000005	1	1	6/2/21	1	Each
	Test			PUR-5233-2000004	1	1		10	Each
	Test			PUR-5233-2000001	1	1		10	Each
100057	ASSEMBLY.NM		7-137867	PUR-3160-2000002	1	1	6/4/21	3	Each
100057	ASSEMBLY.NM		7-137867	PUR-3160-2000001	1	1	6/4/21	2	Each
	Extra- Final Doc...			3100056773	30	1	7/2/20	1	Each

- You will be directed to the **Create ASN Details** screen.

ORACLE Home, Search, 2, KC

Create ASN Details Submit Cancel

Header

* Shipment

* Shipped Date 7/5/21 8:49 PM

* Expected Receipt Date 7/5/21 8:49 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING:NM;2...		PUR-5233-2000096	<input type="text"/>	Each	CA-BC-Prince Ge...	50	Each	0	None

13. Complete the **Header** section of the **ASN**. Fields with an * (asterisk) are required fields and must be provided to complete the ASN.

Create ASN Details Submit Cancel

Header

* Shipment Shipment1000

* Shipped Date 7/5/21 8:49 PM

* Expected Receipt Date 7/30/21 8:49 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16"x16"x16" @ 10lbs
X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

14. **Shipping Dimensions** should be in the same format as the example in the **Header** section. For multiple pieces included the dimensions for each piece. This field is mandatory. It allows Enbridge's Materials Management & Logistics personnel the ability to secure equipment and resources to ensure that shipments are received in a timely fashion.

Header

* Shipment	Shipment1000	Packing Slip	
* Shipped Date	7/5/21 2:43 PM	Packaging Code	
* Expected Receipt Date	7/30/21 2:43 PM	Special Handling Code	
Freight Terms		Tare Weight	
Shipping Method		Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading		Net Weight UOM	
Waybill		* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16"x16"x16" @ 10lbs X pounds, Piece 2: LxWxH @ X pounds, etc...	

15. Fill in the remaining fields of the **ASN Header**. This step is optional.

Header

* Shipment	Shipment1000	Packing Slip	
* Shipped Date	7/5/21 8:49 PM	Packaging Code	
* Expected Receipt Date	7/30/21 8:49 PM	Special Handling Code	
Freight Terms		Tare Weight	
Shipping Method		Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading		Net Weight UOM	
Waybill		* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16 x 16 x 16" @ 10lbs X pounds, Piece 2: LxWxH @ X pounds, etc...	

Lines

16. Hover the mouse over the field name to see a description of the field.

Header

* Shipment	Shipment1000	Packing Slip	
* Shipped Date	7/5/21 8:49 PM	Packaging Code	
* Expected Receipt Date	7/30/21 8:49 PM	Special Handling Code	
Freight Terms		Tare Weight	
Shipping Method		Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading		Net Weight UOM	
Waybill		* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16"x16"x16" @ 10lbs X pounds, Piece 2: LxWxH @ X pounds, etc...	

17. In the **Lines** work area, enter the **Quantity** of items being shipped.

ORACLE

Create ASN Details

Submit Cancel

Header

* Shipment: Shipment1000

* Shipped Date: 7/5/21 8:49 PM

* Expected Receipt Date: 7/30/21 8:49 PM

Freight Terms: Vendor Paid Freight

Shipping Method: [Dropdown]

Number of Supplier Packing Units: 1

Bill of Lading: 98541

Waybill: 65854

Packing Slip: 5648

Packaging Code: Paper

Special Handling Code: XPS

Tare Weight: 8

Tare Weight UOM: Ounce

Net Weight: 9.5

Net Weight UOM: Pounds

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16"x16"x16" @ 10lbs
X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING,NM;2...		PUR-5233-2000096	50	Each	CA-BC-Prince Ge...	50	Each	0	None +

18. To include **Attachments**, ensure that the field is displayed by clicking **View** → **Columns** → and check **Attachments**.

ORACLE

Create ASN Details

Submit Cancel

Header

* Shipment: Shipment1000

* Shipped Date: 7/5/21 8:49 PM

* Expected Receipt Date: 7/30/21 8:49 PM

Freight Terms: Vendor Paid Freight

Shipping Method: [Dropdown]

Number of Supplier Packing Units: 1

Bill of Lading: 98541

Waybill: 65854

Packing Slip: 5648

Packaging Code: Paper

Special Handling Code: XPS

Tare Weight: 8

Tare Weight UOM: Ounce

Net Weight: 9.5

Net Weight UOM: Pounds

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16"x16"x16" @ 10lbs
X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

Actions View Remove Line

View Columns

- Show All
- Attachments
- Country of Origin
- Organization
- Consignment Line
- Received Quantity
- Ordered Quantity UOM
- Ordered Quantity
- Ship-to Location
- Due Date
- Source Packing Unit
- UOM Name
- Quantity
- Purchase Order Schedule
- Purchase Order Line
- Purchase Order
- Manufacturer
- Manufacturer Part Number
- Supplier Item

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING,NM;2...		PUR-5233-2000096	50	Each	CA-BC-Prince Ge...	50	Each	0	None +

19. Click the “+” (plus) sign to add an **Attachment** to the ASN.

ORACLE

Create ASN Details

Submit Cancel

Header

* Shipment: Shipment1000

* Shipped Date: 7/5/21 8:49 PM

* Expected Receipt Date: 7/30/21 8:49 PM

Freight Terms: Vendor Paid Freight

Shipping Method: [Dropdown]

Number of Supplier Packing Units: 1

Bill of Lading: 98541

Waybill: 65854

Packing Slip: 5648

Packaging Code: Paper

Special Handling Code: XPS

Tare Weight: 8

Tare Weight UOM: Ounce

Net Weight: 9.5

Net Weight UOM: Pounds

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING:NM;2...		PUR-5233-2000096	50	Each	CA-BC-Prince Ge...	50	Each	0	None +

20. Click **Choose File** to upload a file from your computer. Click **OK** once the file has been uploaded. Attachments should include any documents necessary to facilitate the timely receipt and use of materials by Enbridge. Examples of attachments to include are: packing slips, bills of lading, commercial invoice or quality documents, such as material test reports.

ORACLE

Create ASN Details

Submit Cancel

Header

* Shipment: Shipment1000

* Shipped Date: 7/5/21 8:49 PM

* Expected Receipt Date: 7/30/21 8:49 PM

Freight Terms: Vendor Paid Freight

Packing Slip: 5648

Packaging Code: Paper

Special Handling Code: XPS

Tare Weight: 8

Net Weight: 9.5

Net Weight UOM: Pounds

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File	No file chosen		Katie Costmetic	7/5/21 9:13 PM

Rows Selected 1 Columns Hidden 1

Lines

Actions View

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING:NM;2...		PUR-5233-2000096	50	Each	CA-BC-Prince Ge...	50	Each	0	None +

21. Click the **Submit** button to complete the ASN.

ORACLE

Create ASN Details ?

Submit Cancel

Header

* Shipment Shipment1000

* Shipped Date 7/5/21 8:49 PM

* Expected Receipt Date 7/30/21 8:49 PM

Freight Terms Vendor Paid Freight

Shipping Method

Number of Supplier Packing Units 1

Bill of Lading 98541

Waybill 65854

Packing Slip 5648

Packaging Code Paper

Special Handling Code XPS

Tare Weight 8

Tare Weight UOM Ounce

Net Weight 9.5

Net Weight UOM Pounds

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING:NM,2...		PUR-5233-2000096	50	Each	CA-BC-Prince Ge...	50	Each	0	Quote 25027.xml

22. A **Confirmation** notification will display confirming that your **ASN** has been created. Click **OK** to proceed.

ORACLE

Create ASN Details ?

Submit Cancel

Header

* Shipment Shipment1000

* Shipped Date 7/5/21 8:49 PM

* Expected Receipt Date 7/30/21 8:49 PM

Freight Terms Vendor Paid Freight

Shipping Method

Number of Supplier Packing Units 1

Bill of Lading 98541

Waybill 65854

Packing Slip 5648

Packaging Code Paper

Special Handling Code XPS

Tare Weight 8

Tare Weight UOM Ounce

Net Weight 9.5

Net Weight UOM Ounce

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...

Confirmation

ASN Shipment1000 was created. Number of lines: 1.

OK

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING:NM,2...		PUR-5233-2000096	50	Each	CA-BC-Prince Ge...	50	Each	0	Quote 25027.xml

23. You will be returned to the **Create ASN** screen, click **Done** to return to the **Supplier Portal** dashboard.

ORACLE Home, Flag, 2, KC

Create ASN **Done**

Search Advanced Saved Search Purchase Order

Search Results

View Create ASN

Item	Item Description	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Order Quantity
	ptp-32-6 - Order...			PUR-5233-2000156	1	1	7/4/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000090	1	1	6/17/21	
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000087	1	1	6/17/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000084	1	1	6/17/21	

24. To edit or cancel a submitted **ASN** refer to the **Managing Shipments, View Receipts and View Returns - Learning Guide**.

Split a Purchase Order Line

25. To split a **Purchase Order Line** into multiple shipments, create the **ASN Header** (see **Steps 4-16**). In the **Lines** work area, select the purchase order line and select **Split Line** from the **Actions** menu.

ORACLE Home, Flag, 2, KC

Create ASN Details Submit Cancel

Header

* Shipment: Shipment1000
 * Shipped Date: 7/5/21 8:49 PM
 * Expected Receipt Date: 7/30/21 8:49 PM
 Freight Terms: Vendor Paid Freight
 Shipping Method: [Dropdown]
 Number of Supplier Packing Units: 1
 Bill of Lading: 98541
 Waybill: 65854

Packing Slip: 5648
 Packaging Code: Paper
 Special Handling Code: XPS
 Tare Weight: 8
 Tare Weight UOM: Ounce
 Net Weight: 9.5
 Net Weight UOM: Pounds

* Shipping (Piece) Dimensions: Piece 1: LxWxH @ 16"x16"x16" @ 10lbs
 X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

Actions View Remove Line

Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
2...	PUR-5233-2000096	[Input]	Each	CA-BC-Prince Ge...	50	Each	0	None

Record Revised Packing Units
 Record Lots and Serial Numbers

26. A duplicate line is added to the table. Edit the original and new line with the quantities being shipped and include any attachments. Complete the **ASN** (see **Steps 17-23**).

Header

* Shipment	Shipment1000	Packing Slip	5648
* Shipped Date	7/5/21 8:49 PM	Packaging Code	Paper
* Expected Receipt Date	7/30/21 8:49 PM	Special Handling Code	XPS
Freight Terms	Vendor Paid Freight	Tare Weight	8
Shipping Method		Tare Weight UOM	Ounce
Number of Supplier Packing Units	1	Net Weight	9.5
Bill of Lading	98541	Net Weight UOM	Pounds
Waybill	65854	* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc... 16"x16"x16" @ 10lbs	

Lines

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
100020	BEARING.NM;2...		PUR-5233-2000096		Each	CA-BC-Prince Ge...	50	Each	0	None +
100020	BEARING.NM;2...		PUR-5233-2000096		Each	CA-BC-Prince Ge...	50	Each	0	None +

Add Multiple Purchase Orders to an ASN

27. To add more than one purchase order to an **ASN** navigate to the **Create ASN** screen. Populate **only** the **Supplier** name field and click the **Search** button to view all purchase orders available for shipments.

ORACLE Home, Search, Notifications, U

Create ASN Done

Search Advanced Saved Search Purchase Order

** Purchase Order

Supplier Item

** Supplier Enbridge Testing Ltd.

Due Date

** At least one is required

Search Reset Save...

Search Results

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Ship-to Location	Sold-to Legal Entity	Currency
------	------------------	---------------	----------------	---------------------	-------------------------	----------	------------------	----------	------------------	----------------------	----------

28. In the **Search Results** work area, click in the line with first **Purchase Order**. To select additional **Purchase Orders**, hold down the **Ctrl** key and **click** in the line(s) to highlight multiple purchase orders.

ORACLE Home, Flag, 2, KC

Create ASN Done

Search Advanced, Saved Search, Purchase Order

Search Results View Create ASN

Item	Item Description	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Order Quantity
	ptp-32-6 - Order...			PUR-5233-2000156	1	1	7/4/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000090	1	1	6/17/21	
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000087	1	1	6/17/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000084	1	1	6/17/21	
244565	COUPLING.PIP...		NA	PUR-5233-2000079	1	1	6/17/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000077	1	1	6/17/21	
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000071	1	1	6/16/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000070	1	1	6/9/21	
	Test			PUR-5233-2000019	1	1		
	TEsting			PUR-5233-2000005	1	1	6/2/21	
	Test			PUR-5233-2000004	1	1		
	Test			PUR-5233-2000001	1	1		
100057	ASSEMBLY.NM		7-137867	PUR-3160-2000002	1	1	6/4/21	
100057	ASSEMBLY.NM		7-137867	PUR-3160-2000001	1	1	6/4/21	
	Extra- Final Doc...			3100056773	30	1	7/2/20	

29. Click the **Create ASN** button.

ORACLE Home, Flag, 2, KC

Create ASN Done

Search Advanced, Saved Search, Purchase Order

Search Results View Create ASN

Item	Item Description	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Order Quantity
	ptp-32-6 - Order...			PUR-5233-2000156	1	1	7/4/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000090	1	1	6/17/21	
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000087	1	1	6/17/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000084	1	1	6/17/21	
244565	COUPLING.PIP...		NA	PUR-5233-2000079	1	1	6/17/21	
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000078	1	1	6/17/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000077	1	1	6/17/21	
188698	PLATE.NM.RET...		124506-24	PUR-5233-2000071	1	1	6/16/21	
190900	PLATE.NM.RET...		124506-28	PUR-5233-2000070	1	1	6/9/21	
	Test			PUR-5233-2000019	1	1		
	TEsting			PUR-5233-2000005	1	1	6/2/21	
	Test			PUR-5233-2000004	1	1		
	Test			PUR-5233-2000001	1	1		
100057	ASSEMBLY.NM		7-137867	PUR-3160-2000002	1	1	6/4/21	
100057	ASSEMBLY.NM		7-137867	PUR-3160-2000001	1	1	6/4/21	
	Extra- Final Doc...			3100056773	30	1	7/2/20	

30. Complete the **ASN Header** information (see **Steps 12-16**).

ORACLE Home, Search, 2, KC

Create ASN Details Submit Cancel

Header

<p>* Shipment: Shipment2000</p> <p>* Shipped Date: 7/5/21 9:18 PM</p> <p>* Expected Receipt Date: 7/31/21 9:18 PM</p> <p>Freight Terms: Enbridge Paid Freight</p> <p>Shipping Method: [Dropdown]</p> <p>Number of Supplier Packing Units: [Input]</p> <p>Bill of Lading: 123456</p> <p>Waybill: 85456</p>	<p>Packing Slip: [Input]</p> <p>Packaging Code: Paper</p> <p>Special Handling Code: XPS</p> <p>Tare Weight: 8</p> <p>Tare Weight UOM: Ounce</p> <p>Net Weight: 15</p> <p>Net Weight UOM: Ounce</p> <p>* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc... <small>Piece 1: 12"x12"x12" @ 9 pounds, Piece 2: 10"x10"x10" @ 6 pounds</small></p>
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31. Edit the lines with the quantities being shipped and include any attachments. Complete the **ASN** (see **Steps 17-23**).

ORACLE Home, Search, 2, KC

Create ASN Details Submit Cancel

Header

<p>* Shipment: Shipment2000</p> <p>* Shipped Date: 7/5/21 9:18 PM</p> <p>* Expected Receipt Date: 7/31/21 9:18 PM</p> <p>Freight Terms: Enbridge Paid Freight</p> <p>Shipping Method: [Dropdown]</p> <p>Number of Supplier Packing Units: [Input]</p> <p>Bill of Lading: 123456</p> <p>Waybill: 85456</p>	<p>Packing Slip: [Input]</p> <p>Packaging Code: Paper</p> <p>Special Handling Code: XPS</p> <p>Tare Weight: 8</p> <p>Tare Weight UOM: Ounce</p> <p>Net Weight: 15</p> <p>Net Weight UOM: Ounce</p> <p>* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc... <small>Piece 1: 12"x12"x12" @ 9 pounds, Piece 2: 10"x10"x10" @ 6 pounds</small></p>
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Lines

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
▶ 190900	PLATE:NM,RET...		PUR-5233-2000098	[Input]	Each	CA-BC-Prince Ge...	10	Each	1	None +
▶ 188698	PLATE:NM,RET...		PUR-5233-2000088	10	Each	CA-BC-Prince Ge...	10	Each	1	None +

32. You will be returned to the **Create ASN** screen, click **Done** to return to the **Supplier Portal** dashboard.

ORACLE Home | Search | 2 | KC

Create ASN Done

Search Advanced | Saved Search | Purchase Order

Search Results

View Create ASN

Item	Item Description	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity
	ptp-32-6 - Order...			PUR-5233-2000156	1	1	7/4/21	15
190900	PLATE:NM;RET...		124506-28	PUR-5233-2000098	1	1	6/17/21	1
100020	BEARING:NM;2...		16-153-606-230	PUR-5233-2000096	1	1	6/15/21	5
190900	PLATE:NM;RET...		124506-28	PUR-5233-2000090	1	1	6/17/21	1
188698	PLATE:NM;RET...		124506-24	PUR-5233-2000088	1	1	6/17/21	1
188698	PLATE:NM;RET...		124506-24	PUR-5233-2000087	1	1	6/17/21	1
190900	PLATE:NM;RET...		124506-28	PUR-5233-2000084	1	1	6/17/21	1
244565	COUPLING:PIP...		NA	PUR-5233-2000079	1	1	6/17/21	1
188698	PLATE:NM;RET...		124506-24	PUR-5233-2000078	1	1	6/17/21	1
190900	PLATE:NM;RET...		124506-28	PUR-5233-2000077	1	1	6/17/21	1
188698	PLATE:NM;RET...		124506-24	PUR-5233-2000071	1	1	6/16/21	1

Closing Out an ASN

1. You will be returned to the **Create ASN** screen, click **Done** to return to the **Supplier Portal** dashboard.