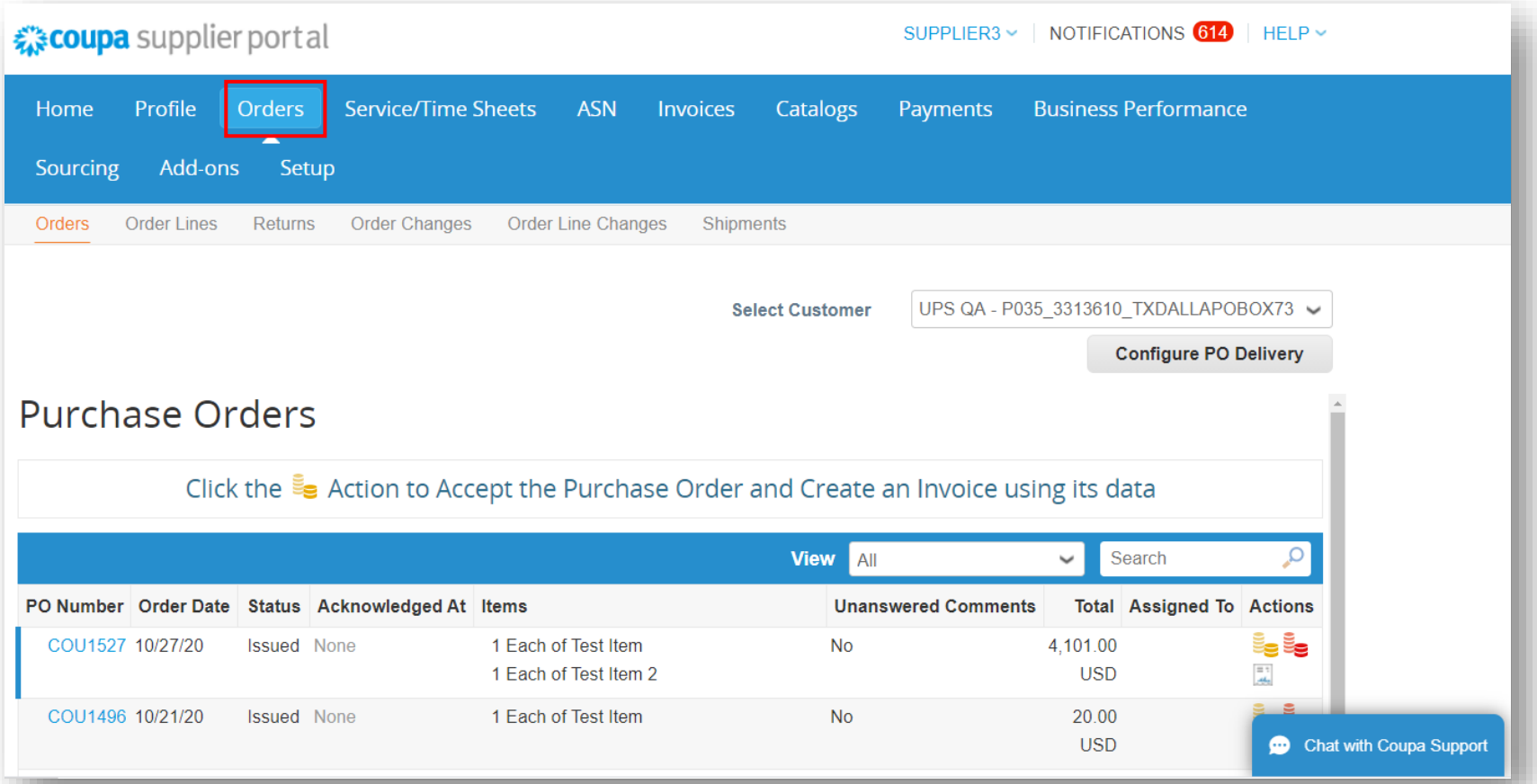
Coupa Supplier Portal:
Creating an Advanced Shipping Notice

9/23/2021

Create an Advanced Shipping Notice (ASN)

- Click the *Orders* tab on the Navigation bar.



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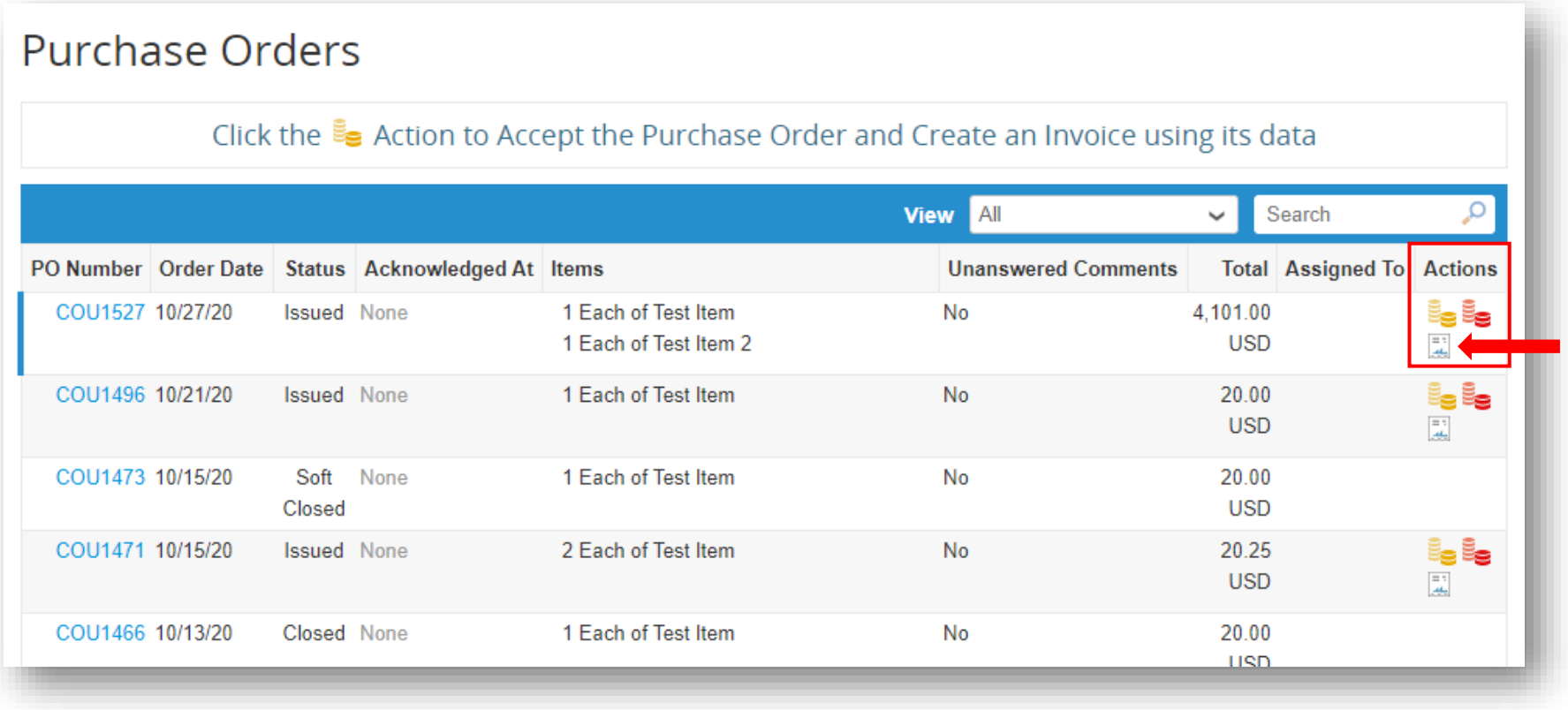
Create an Advanced Shipping Notice (ASN)

- Click the *Flip to ASN* (receipt) icon, in the *Actions* column, to be directed to the 'Create Advance Ship Notice' page.



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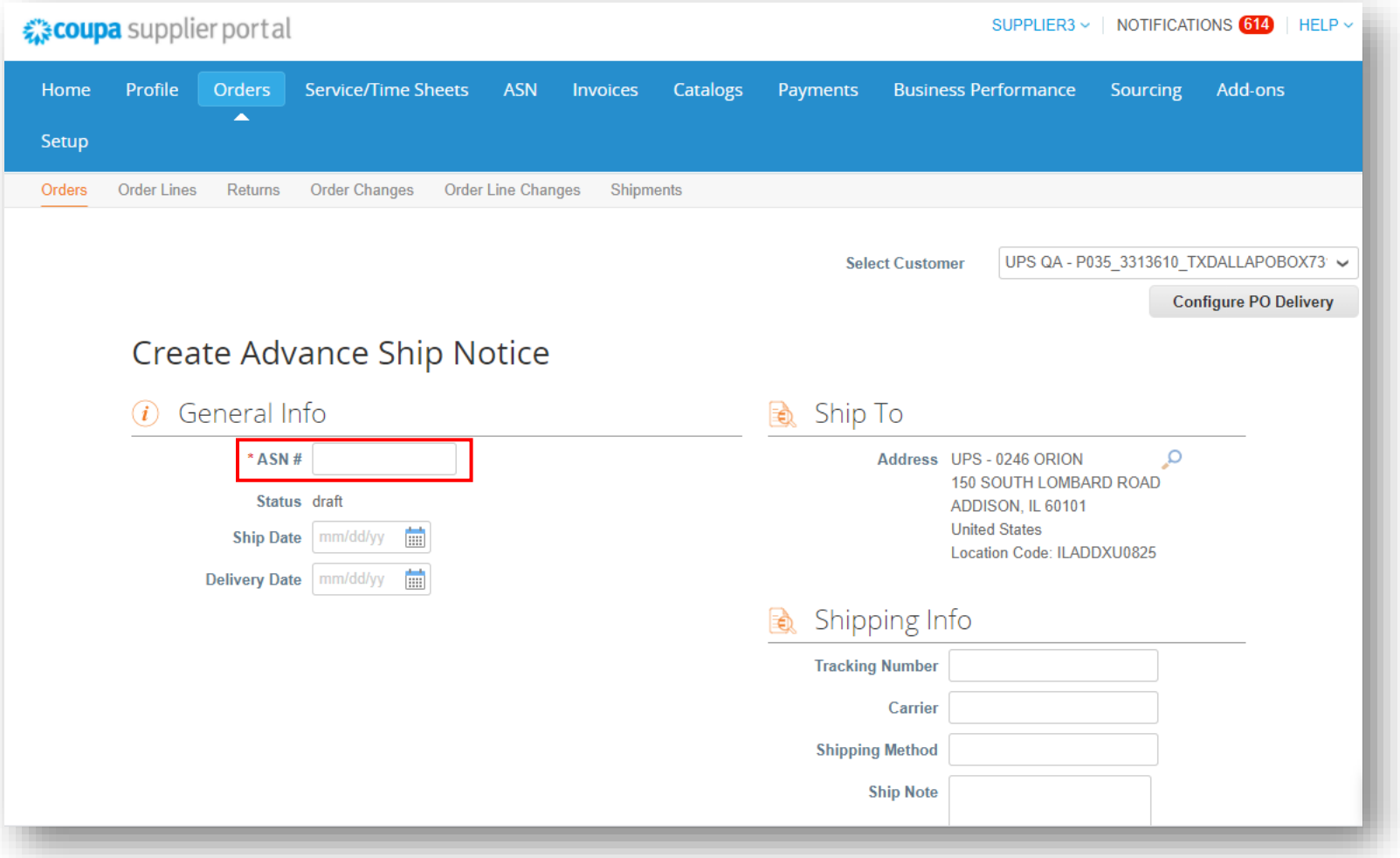
Create an Advanced Shipping Notice (ASN)

- Enter the *ASN#*.
- The *ASN#* entered should match the Purchase Order (PO) number for which the advanced shipping notice is being created.

  Example: The ASN created for PO number DM0746 should also be numbered DM0746.
- When creating multiple ASNs for the same PO, include a sequential number at the end of the *ASN#*.

  Example: DM0746-1, DM0746-2, DM0746-3, etc.



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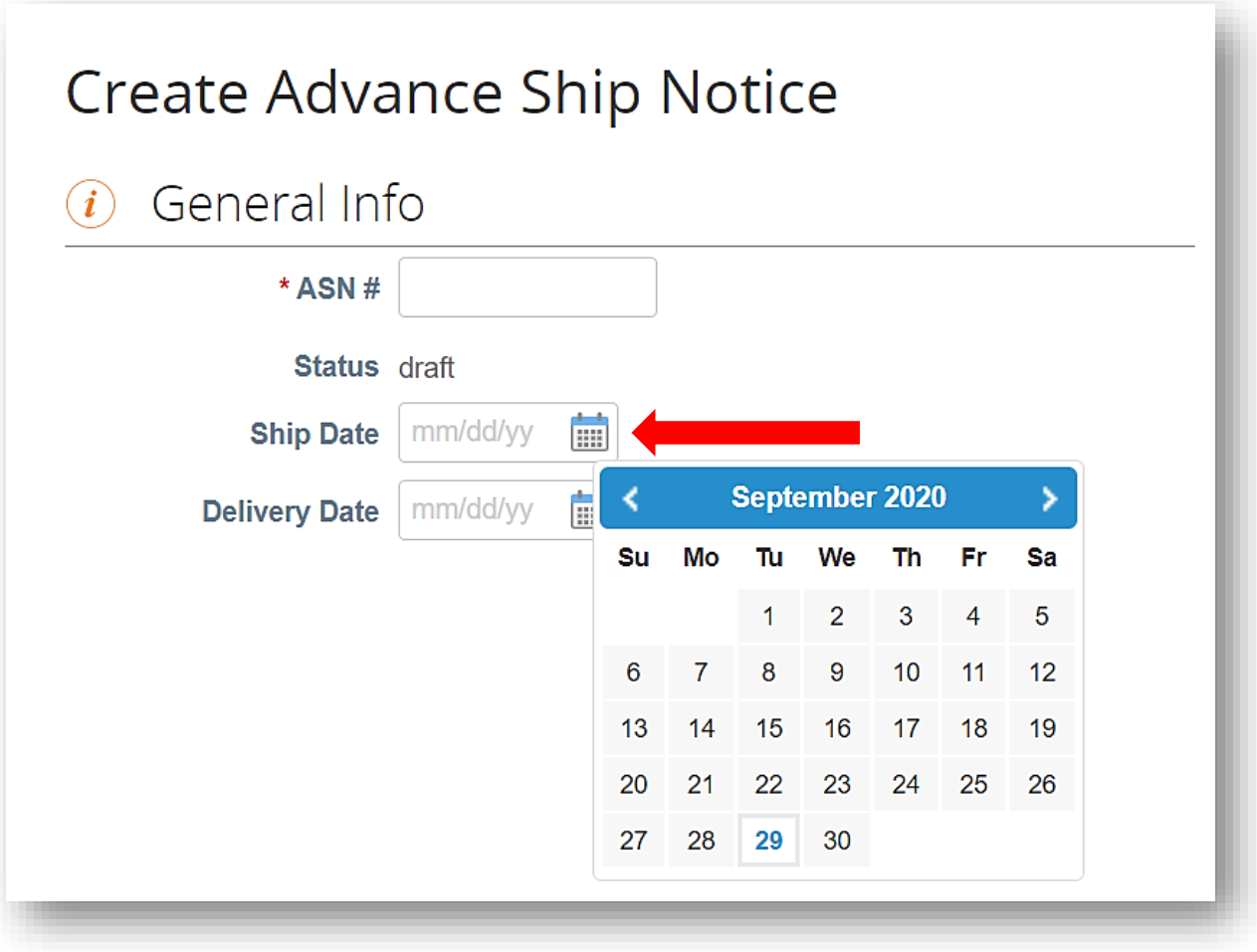
Create an Advanced Shipping Notice (ASN)

- Enter the *Ship Date*.



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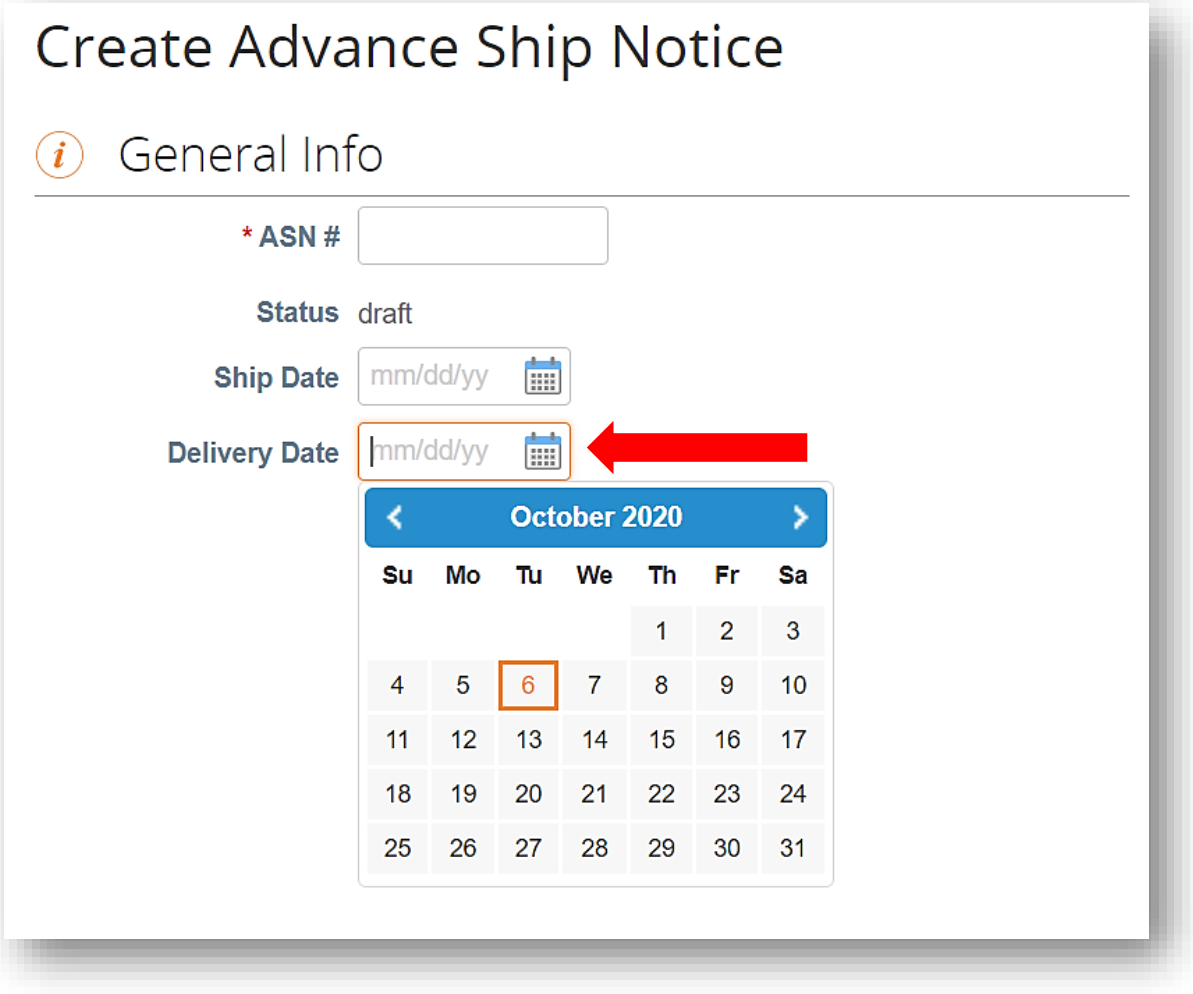
Create an Advanced Shipping Notice (ASN)

- Enter the *Delivery Date*.



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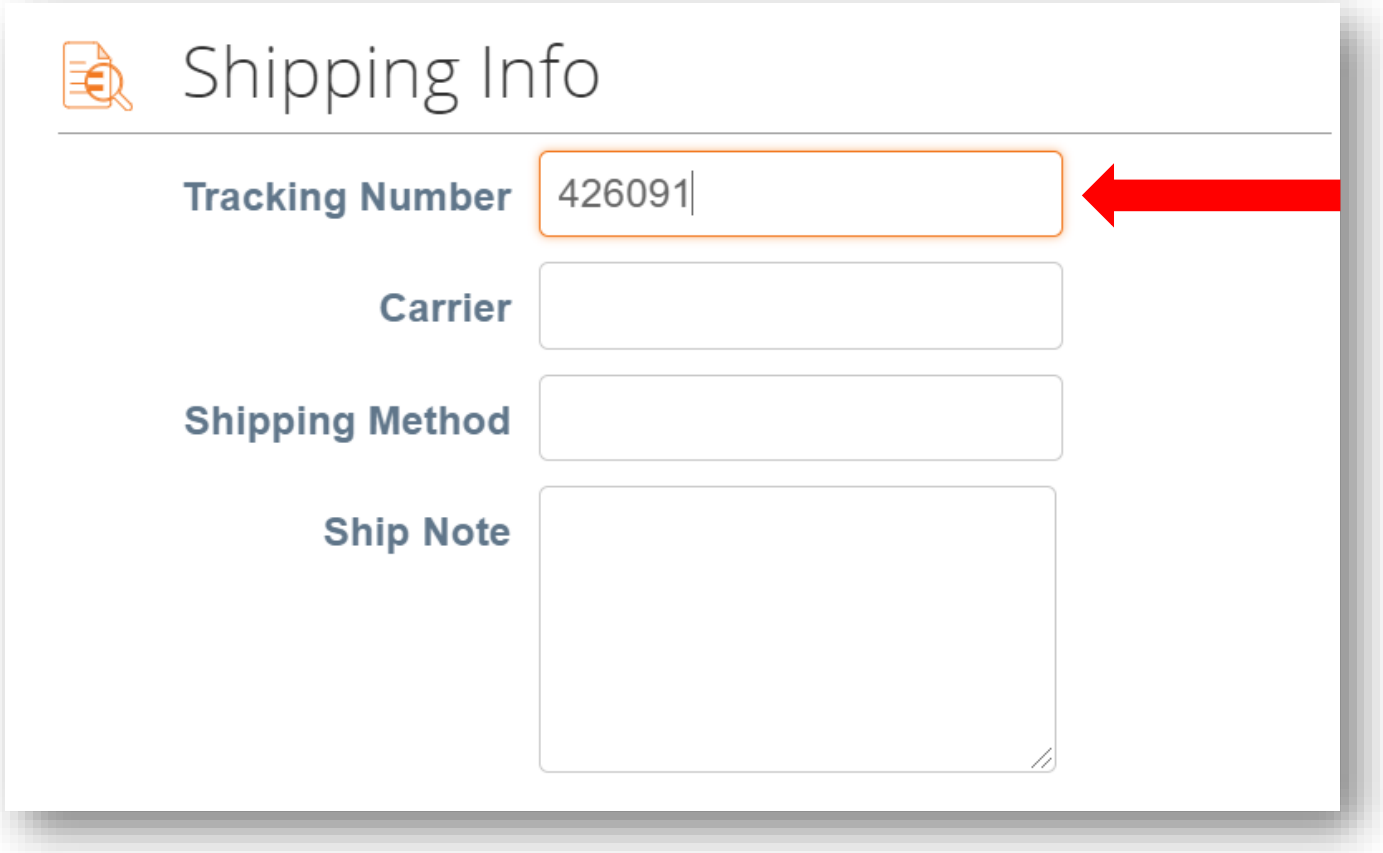
Create an Advanced Shipping Notice (ASN)

- Enter the *Tracking Number*.



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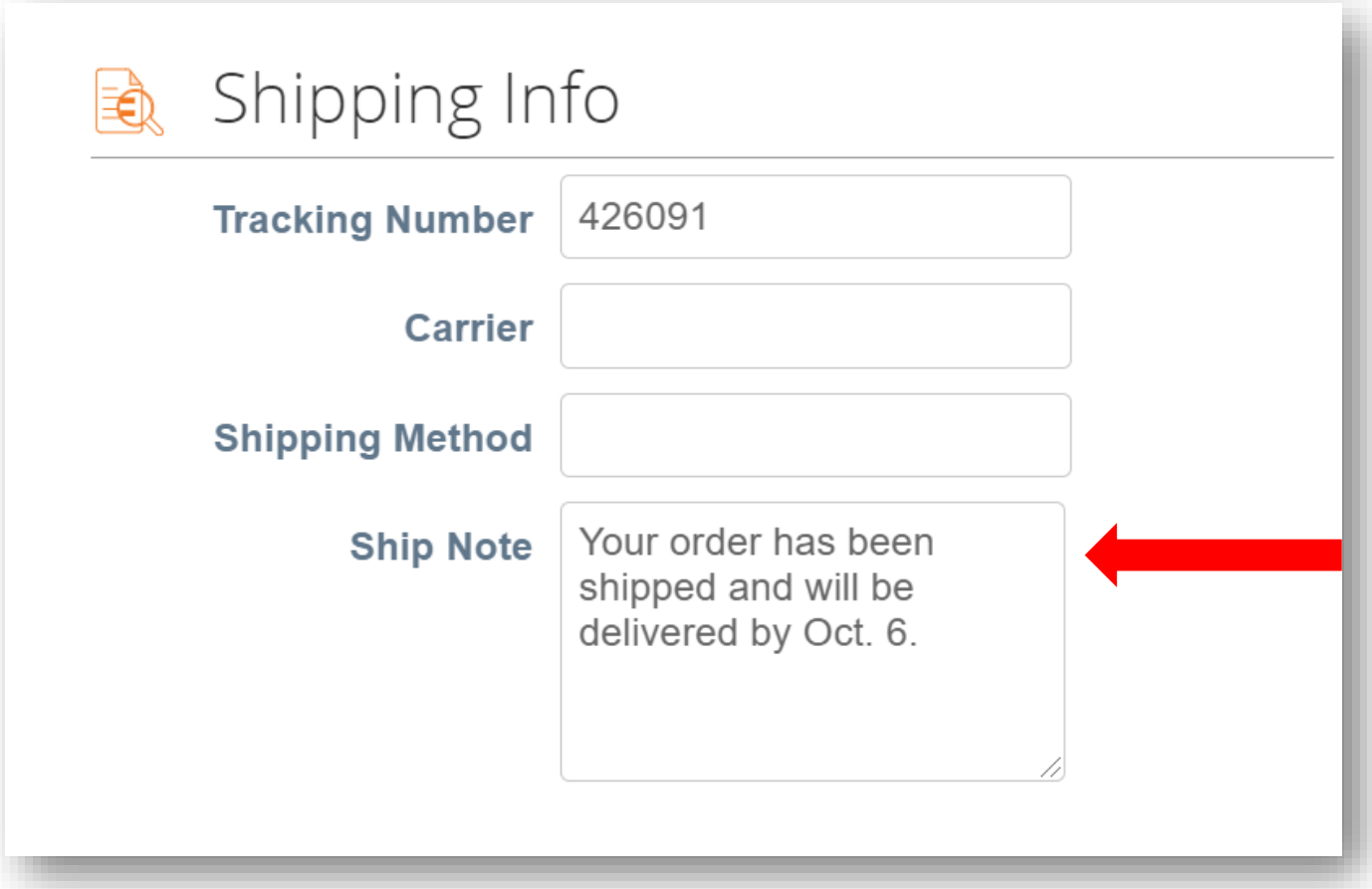
Create an Advanced Shipping Notice (ASN)

- Enter the *Ship Note*.



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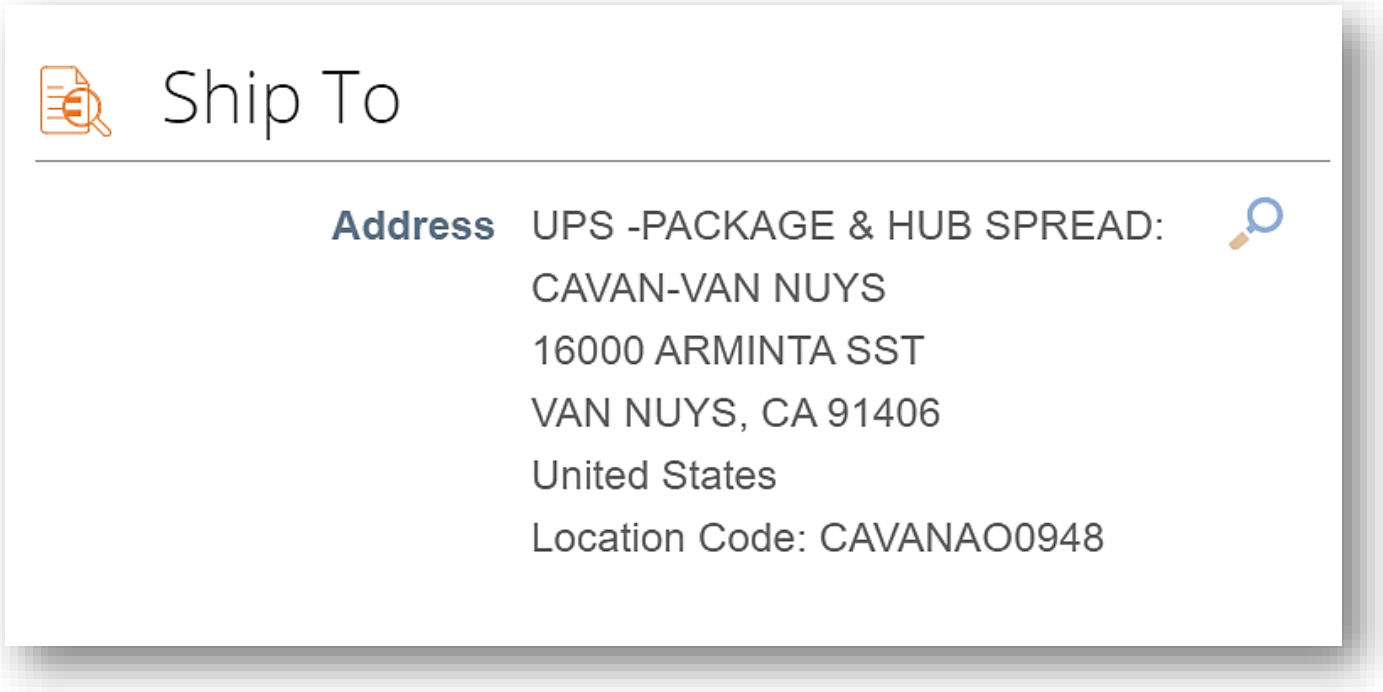
Create an Advanced Shipping Notice (ASN)

- Verify the *Ship To* address.



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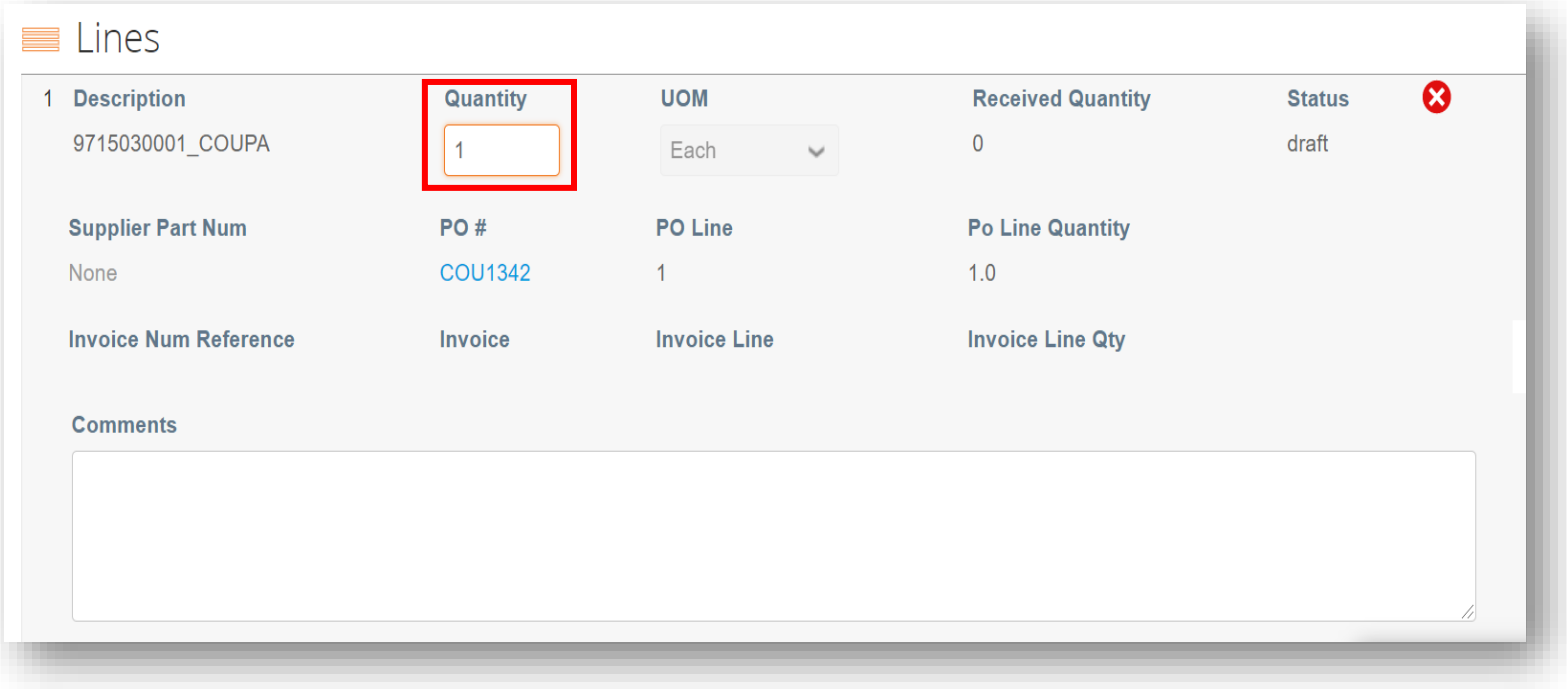
Create an Advanced Shipping Notice (ASN)

- Scroll down to the *Lines* section.
- Update the *Quantity* field(s), if necessary.



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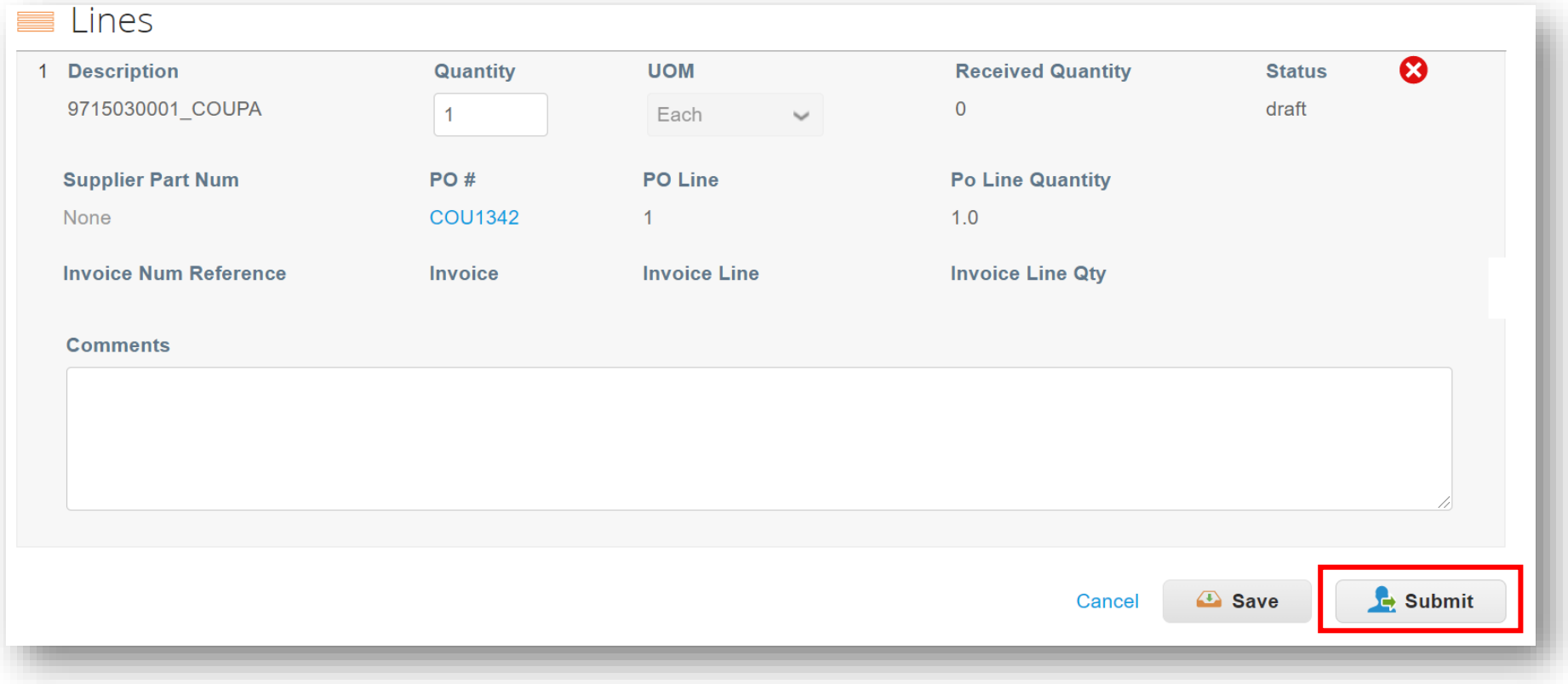
Create an Advanced Shipping Notice (ASN)

- Click *Submit*.



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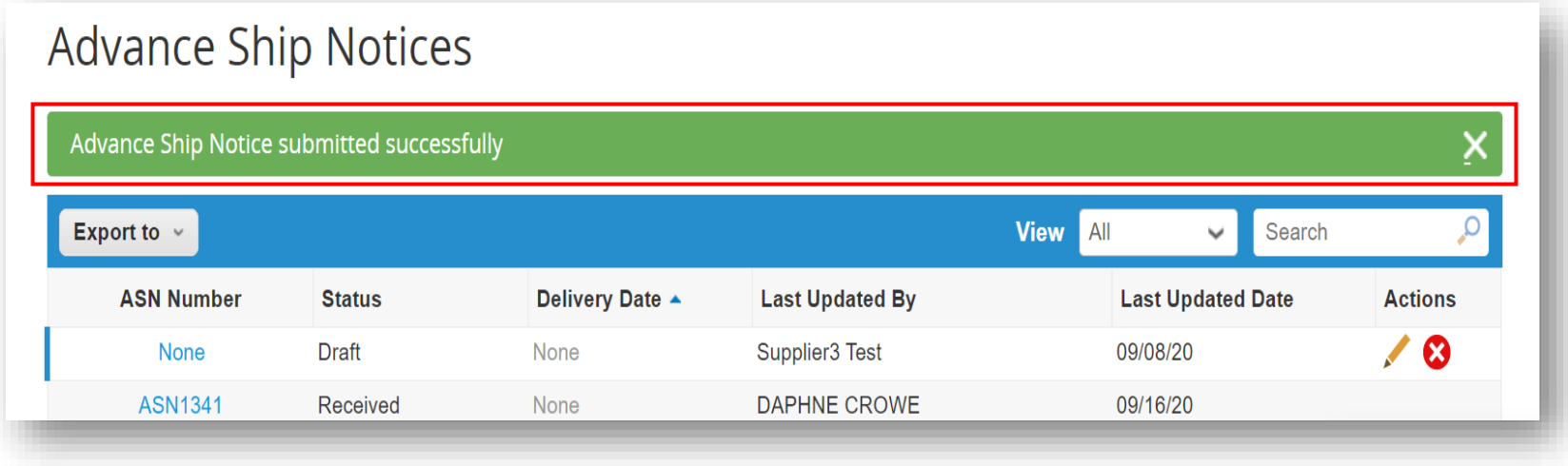
Create an Advanced Shipping Notice (ASN)

- CSP will direct back to the *Advance Ship Notices* page.
- A green bar stating, "Advance Ship Notice submitted successfully" is displayed.



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THANK YOU