Export ASN PO Details

• To simplify the ASN template creation - > there is now the ability to export out the Purchase Order (PO) Details

• This prevents the need to manually fill in the PO details onto the ASN upload template.

• Once ASN PO detail is exported, simply copy and paste the details onto the ASN Upload template.
Export ASN PO Details

Navigations

- ISupplier - > Shipments - > Shipment Notices
- > Create Advance Shipment Notices
- > Select Shipments Due Any Time / Due This Week
- > Go
Export ASN PO Details

• Select the PO(s) that will need ASN creation
• Select button - > Export ASN PO details
Export ASN PO Details

• Excel with details will open up

• Copy the lines and paste into ASN Upload Template
Export ASN PO Details

- Paste details onto ASN upload Template, paste at the Line Level

- The PO details will align accordingly to the ASN upload template
Export ASN PO Details

• Fill up the mandatory details (indicated with a *)
• Use button “Validate ASN data” to check for missing details
• When file is ready – remember to save as Text (Tab Delimited) for upload
• To upload - > Shipments - > Shipment Notices
  -> Upload Advance Shipment and Billing Notices
  -> Browse File - > Start Load Now