

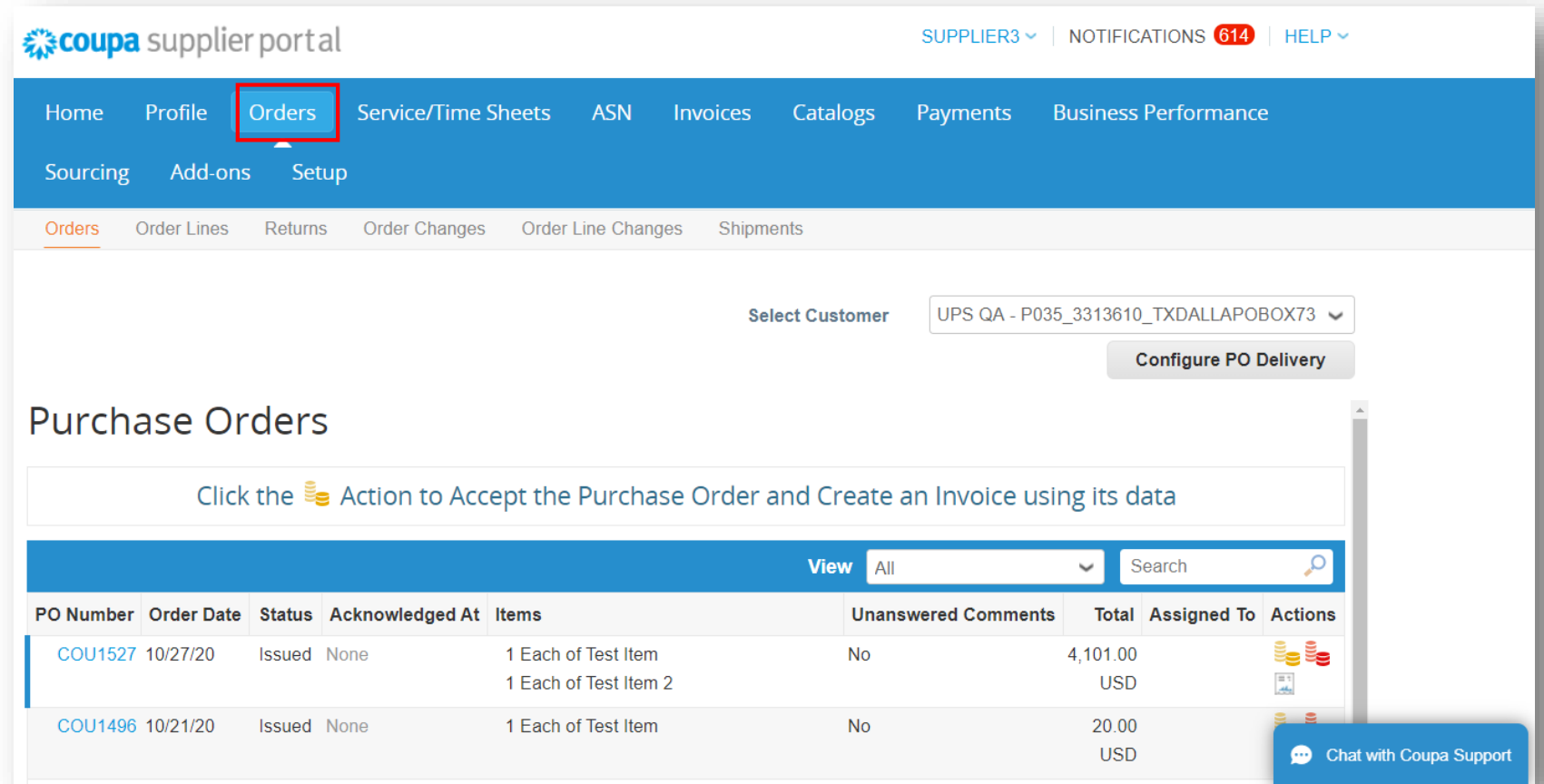


Coupa Supplier Portal: Creating an Advanced Shipping Notice

12/22/2020

Create an Advanced Shipping Notice (ASN)

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




The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and 'SUPPLIER3', 'NOTIFICATIONS 614', and 'HELP' are on the right. A blue navigation bar contains the following tabs: Home, Profile, **Orders** (highlighted with a red box), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. Below this, a secondary navigation bar includes Sourcing, Add-ons, and Setup. Underneath, a sub-navigation bar shows 'Orders' (underlined), Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. The main content area features a 'Select Customer' dropdown menu with 'UPS QA - P035_3313610_TXDALLAPOBOX73' selected, and a 'Configure PO Delivery' button. Below this is the heading 'Purchase Orders' and a text box that says 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. A table with columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions is shown. The table contains two rows of data. A 'View' dropdown is set to 'All' and a search box is present. A 'Chat with Coupa Support' button is located in the bottom right corner.










PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
COU1527	10/27/20	Issued	None	1 Each of Test Item 1 Each of Test Item 2	No	4,101.00 USD		
COU1496	10/21/20	Issued	None	1 Each of Test Item	No	20.00 USD		

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.

Purchase Orders

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
COU1527	10/27/20	Issued	None	1 Each of Test Item 1 Each of Test Item 2	No	4,101.00 USD		  
COU1496	10/21/20	Issued	None	1 Each of Test Item	No	20.00 USD		  
COU1473	10/15/20	Soft Closed	None	1 Each of Test Item	No	20.00 USD		
COU1471	10/15/20	Issued	None	2 Each of Test Item	No	20.25 USD		  
COU1466	10/13/20	Closed	None	1 Each of Test Item	No	20.00 USD		

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.

The screenshot shows the 'Create Advance Ship Notice' form in the Coupa Supplier Portal. The page header includes the Coupa logo, 'supplier portal', and user information: 'SUPPLIER3', 'NOTIFICATIONS 614', and 'HELP'. The navigation menu includes 'Home', 'Profile', 'Orders' (selected), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Business Performance', 'Sourcing', and 'Add-ons'. Below the navigation, there are sub-menus for 'Orders', 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', and 'Shipments'. The main content area is titled 'Create Advance Ship Notice' and features a 'Select Customer' dropdown menu set to 'UPS QA - P035_3313610_TXDALLAPOBOX73' and a 'Configure PO Delivery' button. The form is divided into three sections: 'General Info', 'Ship To', and 'Shipping Info'. The 'General Info' section includes a red-bordered input field for '* ASN #' (highlighted in the original image), a 'Status' dropdown set to 'draft', and 'Ship Date' and 'Delivery Date' fields with calendar icons. The 'Ship To' section displays the address: 'UPS - 0246 ORION, 150 SOUTH LOMBARD ROAD, ADDISON, IL 60101, United States, Location Code: ILADDXU0825'. The 'Shipping Info' section contains input fields for 'Tracking Number', 'Carrier', 'Shipping Method', and 'Ship Note'.

Create an Advanced Shipping Notice (ASN)



- Enter the *Ship Date*.


Create Advance Ship Notice

i General Info

* ASN #

Status draft

Ship Date  

Delivery Date 

< September 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Create an Advanced Shipping Notice (ASN)


- Enter the *Delivery Date*.



Create Advance Ship Notice

i General Info

* ASN #

Status draft

Ship Date 

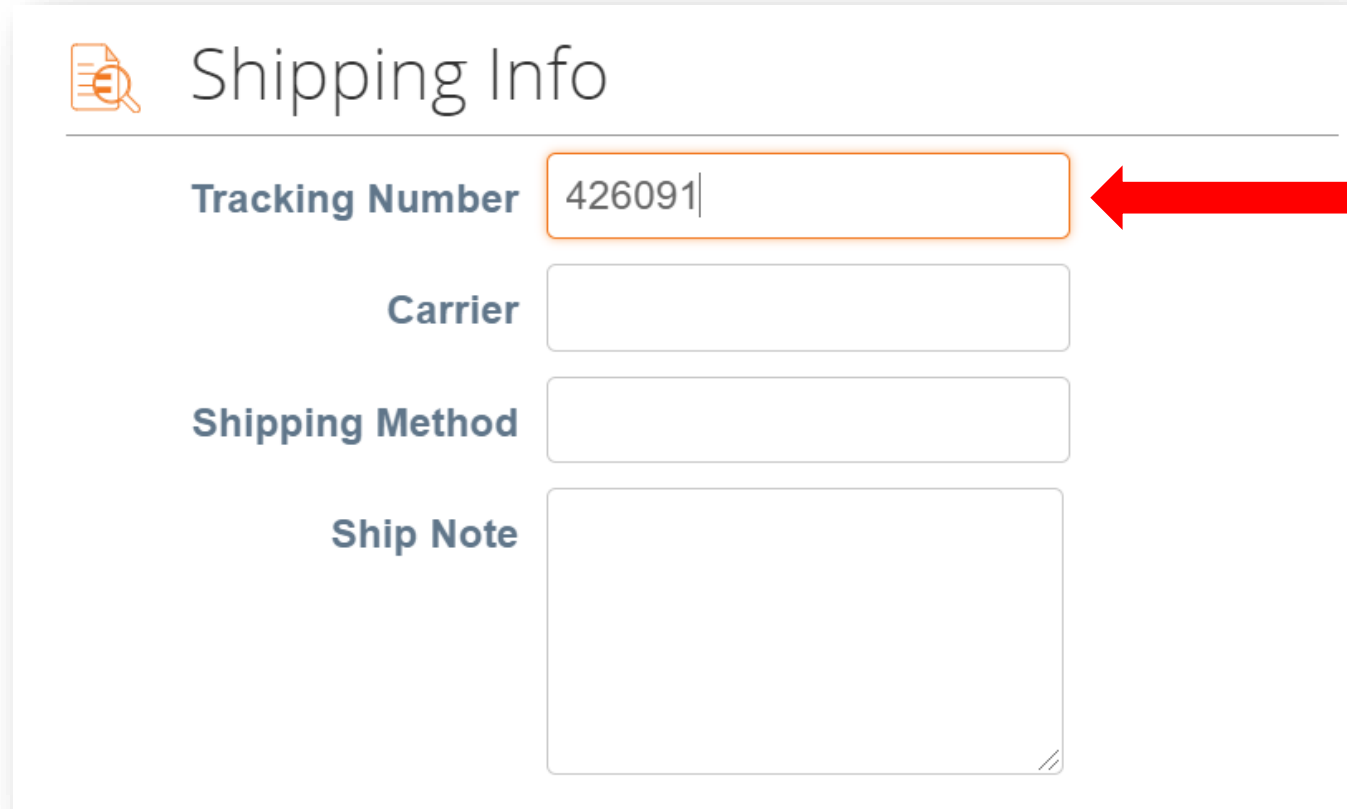
Delivery Date  

< October 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Create an Advanced Shipping Notice (ASN)

- Enter the *Tracking Number*.




The screenshot shows a form titled "Shipping Info" with a magnifying glass icon. The form contains four input fields: "Tracking Number" (containing "426091"), "Carrier", "Shipping Method", and "Ship Note". A red arrow points to the "Tracking Number" field.

Tracking Number	<input type="text" value="426091"/>
Carrier	<input type="text"/>
Shipping Method	<input type="text"/>
Ship Note	<input type="text"/>

Create an Advanced Shipping Notice (ASN)

- Enter the *Ship Note*.




Shipping Info

Tracking Number


Carrier

Shipping Method


Ship Note 

Create an Advanced Shipping Notice (ASN)

- Validate the *Ship To* address.



Ship To

Address UPS -PACKAGE & HUB SPREAD: 

CAVAN-VAN NUYS
16000 ARMINTA SST
VAN NUYS, CA 91406
United States
Location Code: CAVANAO0948

Create an Advanced Shipping Notice (ASN)

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

Lines

1	Description	Quantity	UOM	Received Quantity	Status
	9715030001_COUPA	<input type="text" value="1"/>	Each	0	draft
	Supplier Part Num	PO #	PO Line	Po Line Quantity	
	None	COU1342	1	1.0	
	Invoice Num Reference	Invoice	Invoice Line	Invoice Line Qty	

Comments

Create an Advanced Shipping Notice (ASN)

- Click *Submit*.

☰ Lines

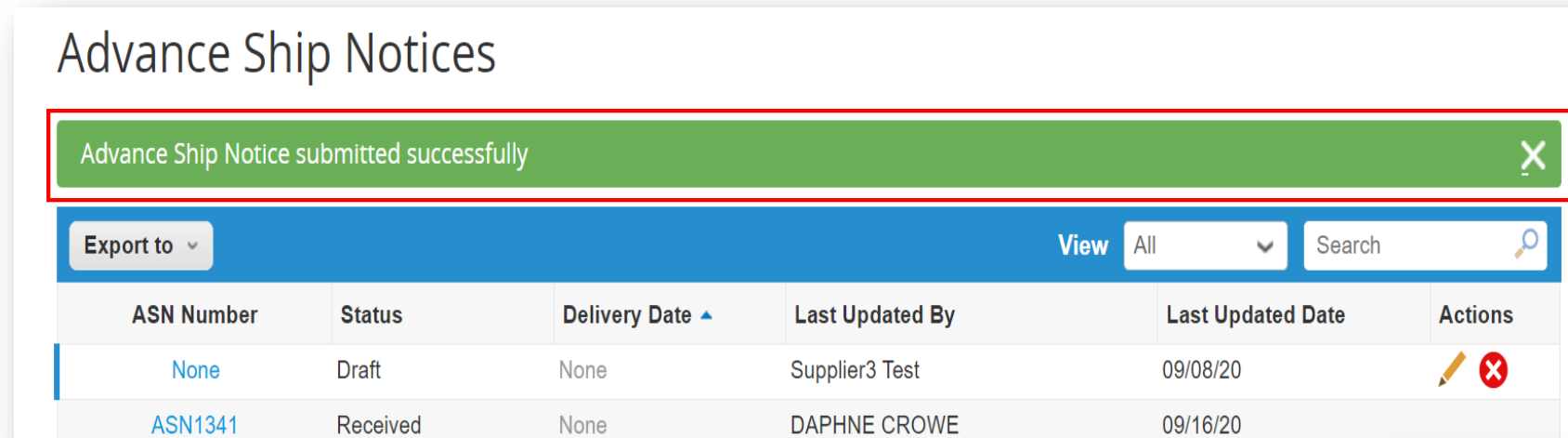
1	Description 9715030001_COUPA	Quantity <input type="text" value="1"/>	UOM Each <input type="button" value="v"/>	Received Quantity 0	Status draft <input type="button" value="x"/>
	Supplier Part Num None	PO # COU1342	PO Line 1	Po Line Quantity 1.0	
	Invoice Num Reference	Invoice	Invoice Line	Invoice Line Qty	

Comments



[Cancel](#)

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.



The screenshot displays the 'Advance Ship Notices' page. At the top, a green notification bar with a close button (X) states 'Advance Ship Notice submitted successfully'. Below this is a table with columns: ASN Number, Status, Delivery Date, Last Updated By, Last Updated Date, and Actions. The table contains two rows: one with 'None' for ASN Number and 'Draft' for Status, and another with 'ASN1341' for ASN Number and 'Received' for Status. The 'Actions' column for the first row includes a pencil icon and a red 'X' icon.

ASN Number	Status	Delivery Date	Last Updated By	Last Updated Date	Actions
None	Draft	None	Supplier3 Test	09/08/20	 
ASN1341	Received	None	DAPHNE CROWE	09/16/20	



THANK YOU