How to create an ASN

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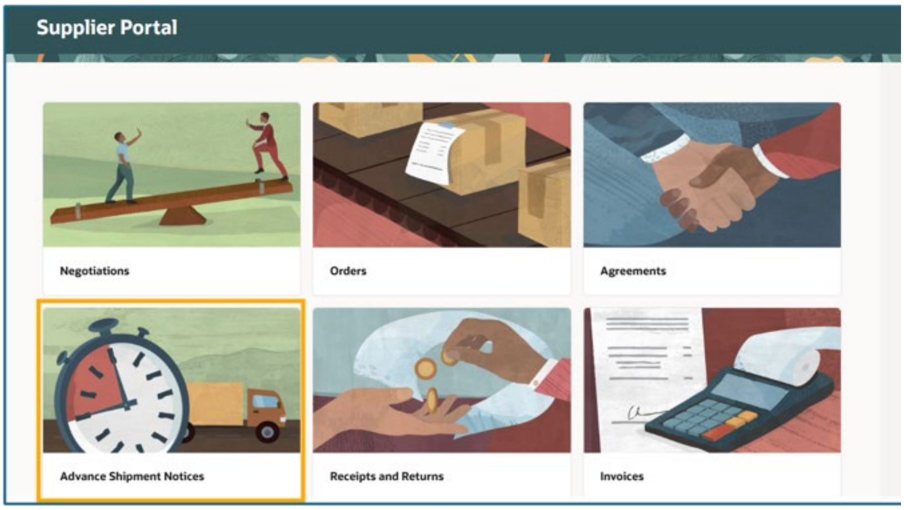
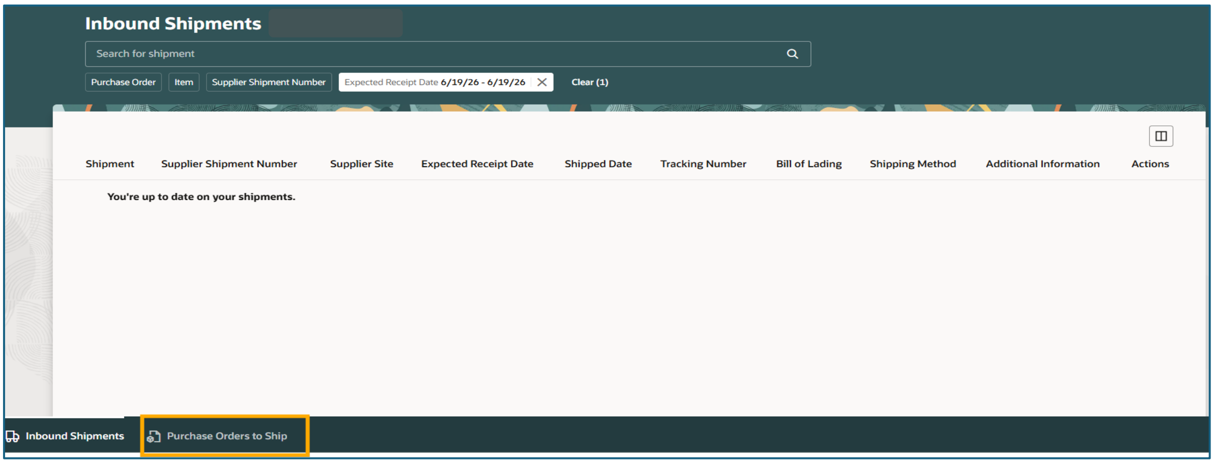
Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

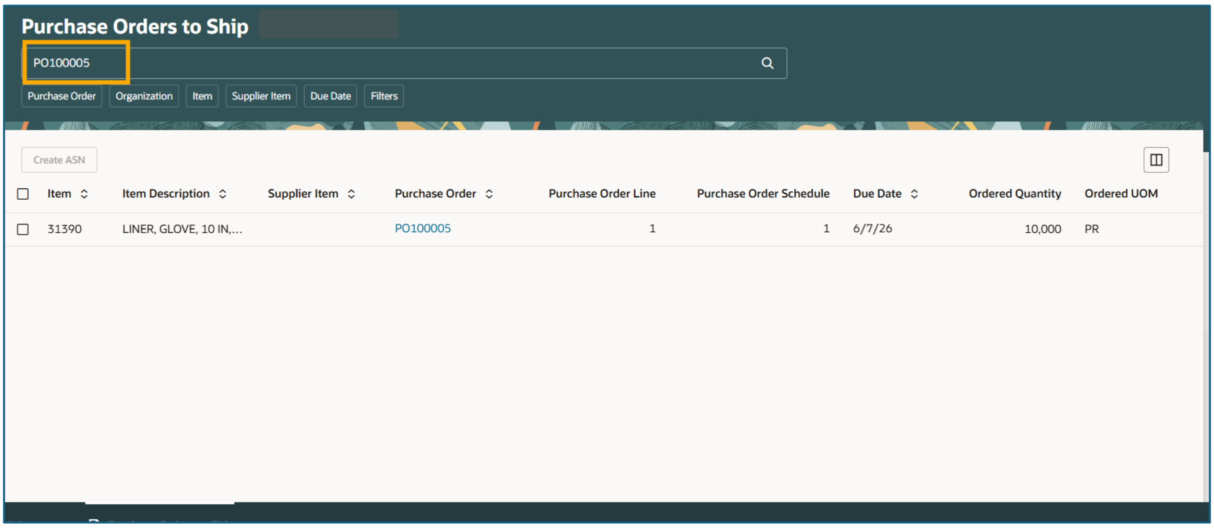
1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below. Click on **Advance Shipment Notices** Tile.



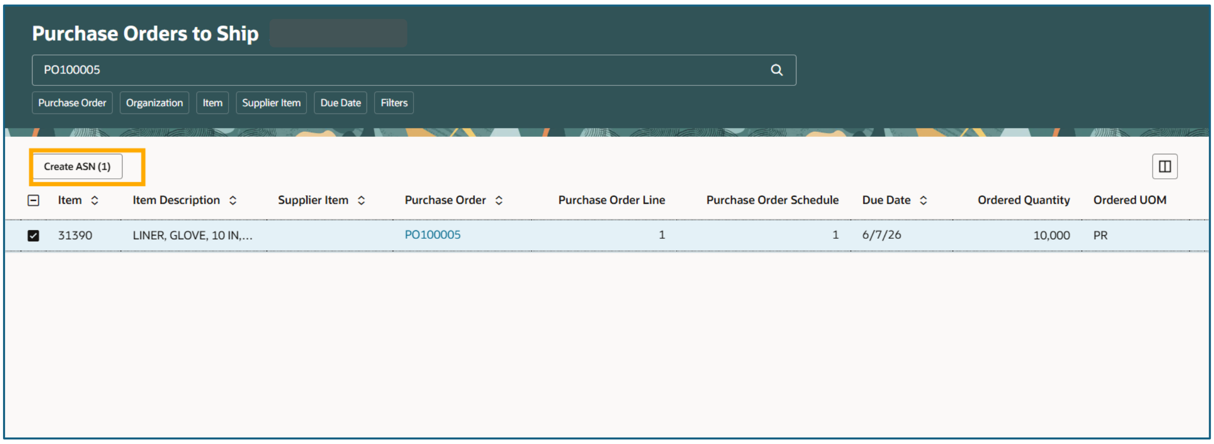
2. Click on Tab **“Purchase Orders to Ship”**


Inbound Shipments
Search for shipment
Purchase Order
Item
Supplier Shipment Number
Expected Receipt Date 6/19/26 - 6/19/26
Clear (1)
Shipment
Supplier Shipment Number
Supplier Site
Expected Receipt Date
Shipped Date
Tracking Number
Bill of Lading
Shipping Method
Additional Information
Actions
You're up to date on your shipments.
Inbound Shipments
Purchase Orders to Ship

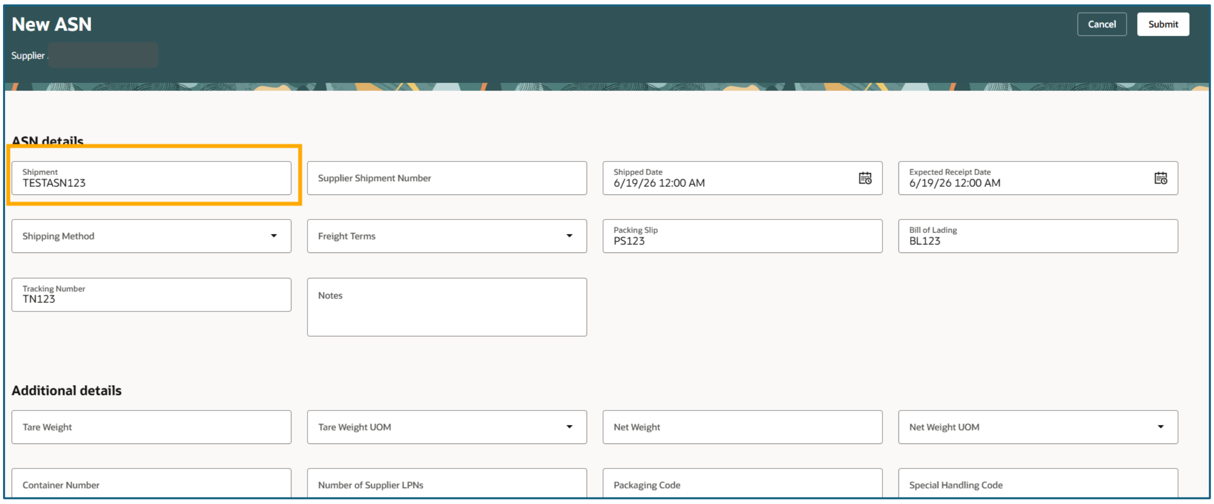
3. Enter the Purchase Order Number for which ASN to be created



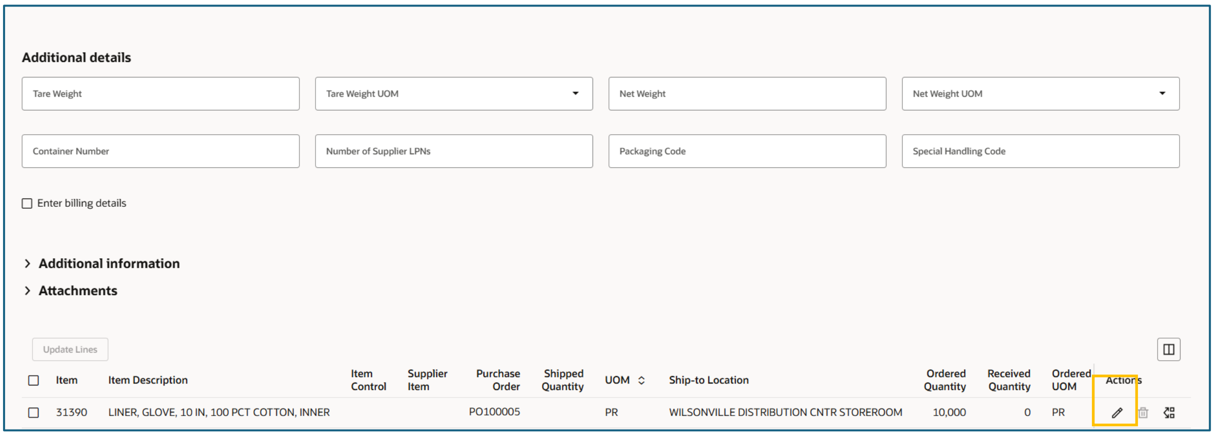
4. Select the line and Click on **"Create ASN"** button



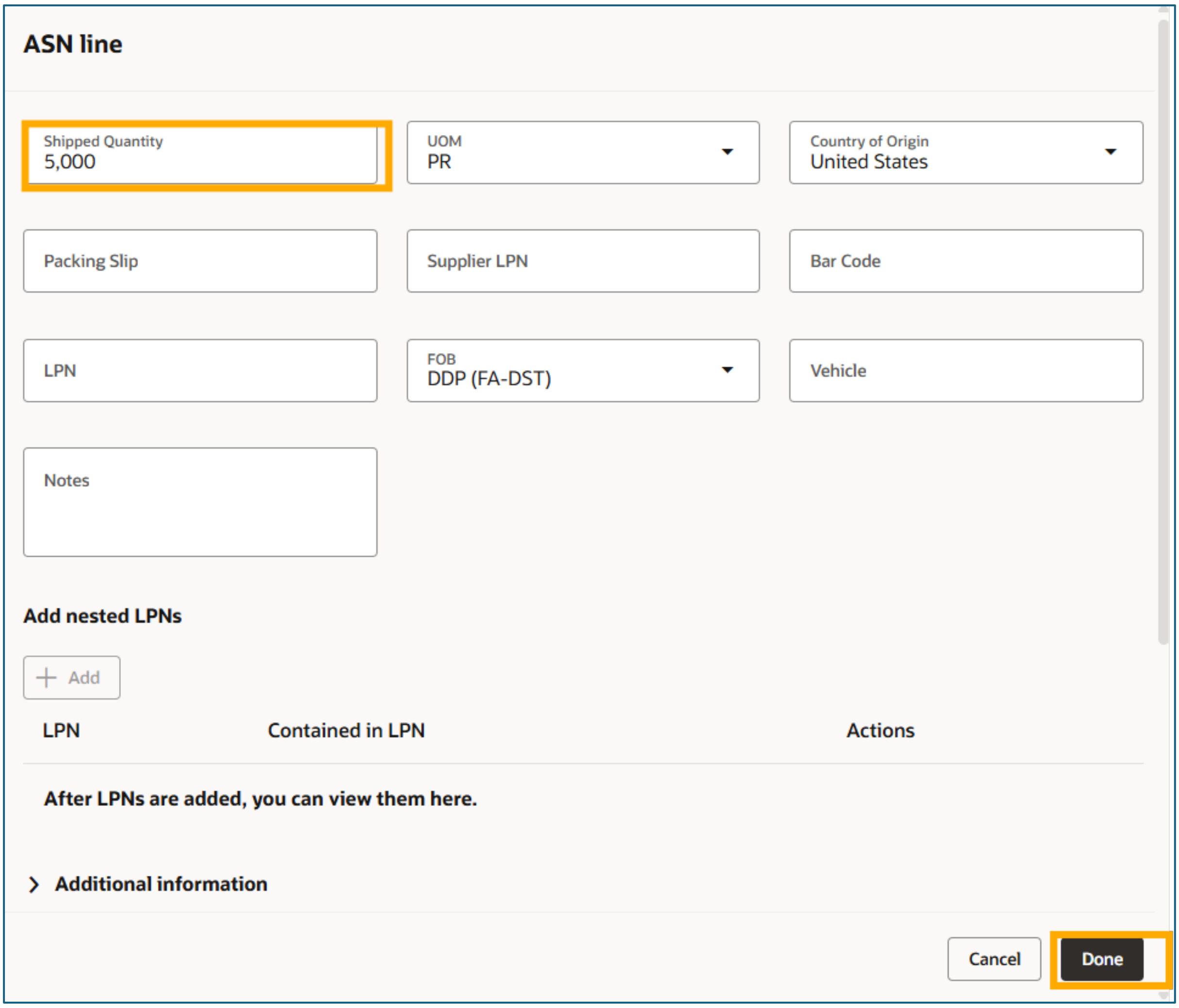
5. Enter ASN details like Shipment and other details



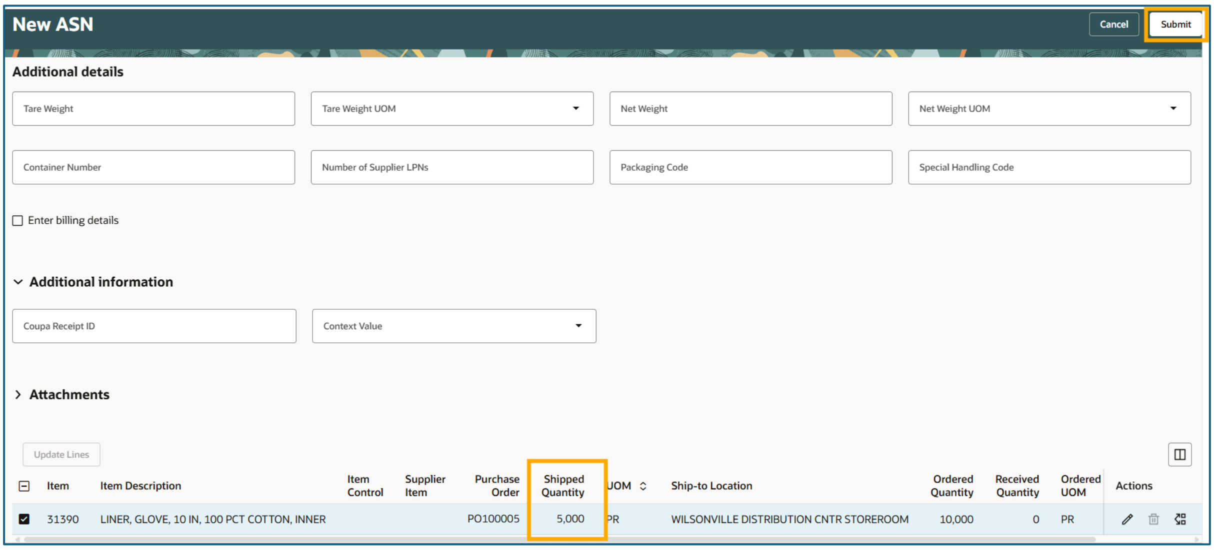
6. Scroll down and select the line and click pencil on icon



7. Enter Shipped Quantity and Click on Done



8. Shipped Quantity is updated and Click on **"Submit"**



9. Msg Pops up **ASN "XXXX" created**