

How to create an ASN

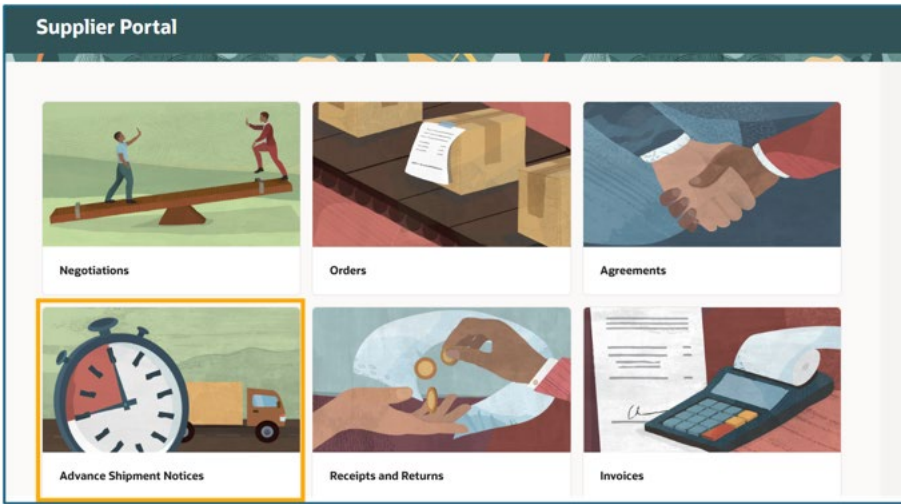
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Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

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

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

The screenshot shows the 'Purchase Orders to Ship' interface. At the top, there is a search bar containing the text 'PO100005', which is highlighted by an orange rectangular box. Below the search bar, there are several filter tabs: 'Purchase Order', 'Organization', 'Item', 'Supplier Item', 'Due Date', and 'Filters'. The main area below the filters is a table with columns: 'Item', 'Item Description', 'Supplier Item', 'Purchase Order', 'Purchase Order Line', 'Purchase Order Schedule', 'Due Date', 'Ordered Quantity', and 'Ordered UOM'. The table contains one row with the following data: Item: 31390, Item Description: LINER, GLOVE, 10 IN..., Supplier Item: PO100005, Purchase Order Line: 1, Purchase Order Schedule: 1, Due Date: 6/7/26, Ordered Quantity: 10,000, and Ordered UOM: PR. A 'Create ASN' button is visible in the top left corner of the table area.

4. Select the line and Click on “Create ASN” button

This screenshot shows the same 'Purchase Orders to Ship' interface as the previous one. The search bar still contains 'PO100005'. The table now has a checkbox in the 'Item' column for the first row, which is checked. The 'Create ASN (1)' button in the top left corner of the table area is highlighted by an orange rectangular box. The table data remains the same as in the previous screenshot.

5. Enter ASN details like Shipment and other details

The screenshot shows the 'New ASN' form. At the top, there is a 'Supplier' field and a 'Cancel' button. The main form is divided into two sections: 'ASN details' and 'Additional details'. In the 'ASN details' section, the 'Shipment' field is highlighted by an orange rectangular box and contains the text 'TESTASN123'. Other fields in this section include 'Supplier Shipment Number', 'Shipped Date' (6/19/26 12:00 AM), 'Expected Receipt Date' (6/19/26 12:00 AM), 'Shipping Method', 'Freight Terms', 'Packing Slip' (PS123), 'Bill of Lading' (BL123), 'Tracking Number' (TN123), and 'Notes'. The 'Additional details' section contains fields for 'Tare Weight', 'Tare Weight UOM', 'Net Weight', 'Net Weight UOM', 'Container Number', 'Number of Supplier LPNs', 'Packaging Code', and 'Special Handling Code'. A 'Submit' button is located at the top right of the form.

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

Additional details

Tare Weight Tare Weight UOM Net Weight Net Weight UOM

Container Number Number of Supplier LPNs Packaging Code Special Handling Code

☐ Enter billing details

> **Additional information**

> **Attachments**

☐	Item	Item Description	Item Control	Supplier Item	Purchase Order	Shipped Quantity	UOM	Ship-to Location	Ordered Quantity	Received Quantity	Ordered UOM	Actions
☐	31390	LINER, GLOVE, 10 IN, 100 PCT COTTON, INNER			PO100005		PR	WILSONVILLE DISTRIBUTION CNTR STOREROOM	10,000	0	PR	  

7. Enter Shipped Quantity and Click on Done

ASN line

Shipped Quantity UOM Country of Origin

Packing Slip Supplier LPN Bar Code

LPN FOB Vehicle

Notes

Add nested LPNs

LPN	Contained in LPN	Actions
After LPNs are added, you can view them here.		

> **Additional information**

8. Shipped Quantity is updated and Click on **“Submit”**

New ASN

Cancel

Submit

Additional details

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Container Number

Number of Supplier LPNs

Packaging Code

Special Handling Code

☐ Enter billing details

Additional information

Coupa Receipt ID

Context Value

Attachments

Update Lines

Item	Item Description	Item Control	Supplier Item	Purchase Order	Shipped Quantity	UOM	Ship-to Location	Ordered Quantity	Received Quantity	Ordered UOM	Actions
☒	31390 LINER, GLOVE, 10 IN, 100 PCT COTTON, INNER			PO100005	5,000	PR	WILSONVILLE DISTRIBUTION CNTR STOREROOM	10,000	0	PR	✎ 🗑 ⚙

9. Msg Pops up **ASN “XXXX” created**