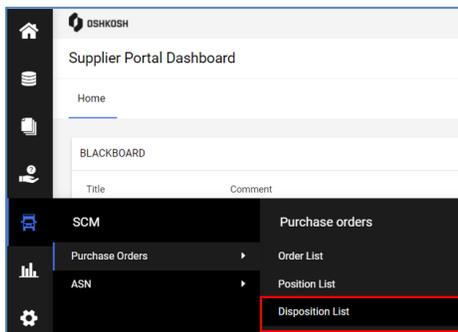**OSHKOSH™**

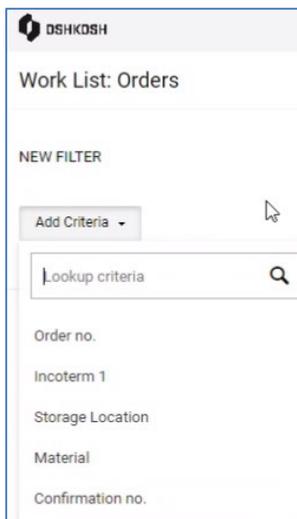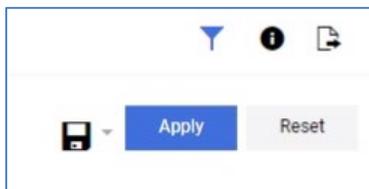# Advanced Shipping Notices

Instructions
Users will reference this Job Aid to create, edit, and view Advance Shipping Notices (ASN) that will be sent to Oshkosh.

1. From the menu tab, navigate to **SCM > Purchase Orders > Disposition List**	

2. Sorting Option to narrow down ASN's by multiple options
   • Click on funnel
   • Work lists: orders will appear
   • Select Add Criteria
   • Select options to narrow down lists

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Advanced Shipping Notices

3. The Work List: Orders page, displays lines that are used to create ASNs. To include a confirmed PO line (disposition) to the ASN, click the ☑. Suppliers also can edit and open the disposition.
   - If you are creating the ASN Do Not Edit or change the disposition. You can update quantity later in this process.
   - Click the ✎ icon to edit the used (quantity to be shipped) quantity of the disposition.
   - To view order details, click the 👁 icon to open the PO in a new tab
   - To add selected lines to an ASN click the ➕ icon top right after selecting line you want for ASN.
4. *Note*: Delivery address, Shipping Instructions, and Incoterms must be the same to include multiple dispositions on the same ASN. Status for each included disposition must be "Confirmed."
5. A pop-up will appear asking if you want to create a delivery note, click [Create]

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Order Details: General Tab

6. Once the ASN is created, under the **General tab**, Suppliers can view and edit the Delivery Note's information.
   - **Delivery note no.:** This number can be changed by the supplier.
   - **Freight Carrier:** This list of logistic providers is pre-loaded by Oshkosh. Select the appropriate option from the drop-down menu.
   - **Delivery Date**: Must be in the future and after Handover date.
   - **Handover Date**: The date the shipment will be handed over to the logistics company.
   - **BOL (bill of lading):** Document number that is issued by carrier to acknowledge receipt of shipment.
   - **Tracking Number:** If Suppliers have access to a URL for a tracking website it can be included here.
   - **Additional Text:** Space for additional notes.
   - **Add files:** Files can be uploaded here.
7. Once you are finished editing the information, click the 💾 icon.
8. Click on Items next

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Edit Delivery Note ⊙

| General | Items |

BASE DATA

Delivery note no.: 987456321

Delivery address: JLG INDUSTRIES, INC. , WAREHOUSE 1

Vendor no.:

Freight Carrier: UPSG - UPS Ground

Delivery date (ETA): 09/30/2022

Handover date (ETD): 09/27/2022

Goods Worth (Order): USD 19,278.5000

BOL (bill of lading): BOL#555558888

Tracking Number: IZWX45678932145P

DELIVERY HANDLING

Incoterm 1: 001

Incoterm 2: SHIPPING POINT

ADDITIONAL DATA

Additional Text:

FILES

Add files: Transport documents as described in purchase order, 0 Files Found

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Order Details: Items Tab

9. On the **Items tab** you can view line (position) level details of the Delivery Note. Hover over the desired position to edit or delete it.

10. To edit the position, click the ✏️ icon. A pop-up window will appear giving suppliers the option to change the following:
    - Used Quantity = quantity to ship (defaults from PO)
    - Production Date
    - Best Before Date
    - Country of Origin

11. Once done editing click [Save]

12. If you would like to add more items click the 📑+ icon, suppliers will be directed to a page with the ability to add more items.

13. Once finished editing the information click the 💾 icon.

14. To publish the ASN (advise), click the ➡️ icon. A pop-up will appear asking if you want to advise the delivery, click [Advise]. Once delivery note is advised, it will be available for viewing by Oshkosh.

15. To view a summary of all advised delivery notes navigate to **SCM > ASN > Advised Delivery Notes** 16. To view the details of an ASN click the 👁 icon to open it.	
17. End Training Aid	