



Cleveland Clinic

Using Oracle: Create Advanced Shipping Notice

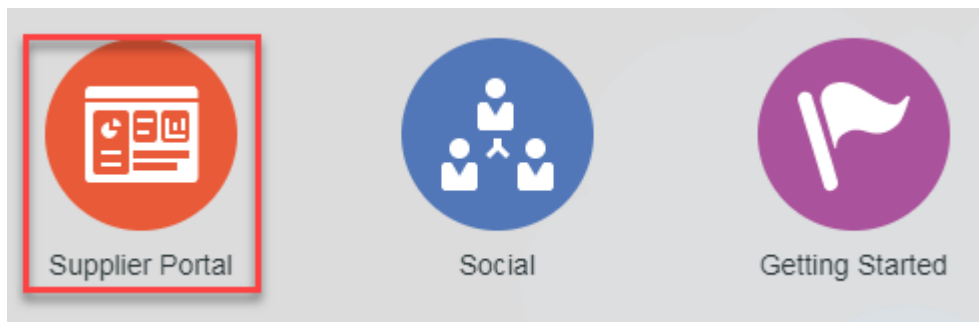
User Guide

[GLOBAL BUSINESS TRANSFORMATION](#)

July 7, 2020

Purpose: The purpose of this document is to provide CCF Caregivers training on what the process is creating advanced shipping notices.

1. Login to Oracle Supplier Portal and select the “**Supplier Portal**” tile.



2. Under the **Shipments** section click on “**Create ASN**”

Shipments

- [Manage Shipments](#)
- [Create ASN](#) (highlighted with a red box)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)

3. In the **Purchase Order** field enter the “**Purchase Order**” number and click “**Search**”.

** Purchase Order ** At It
 Supplier Item ** Supplier DMC Contracts LTD
 Due Date **Search**

4. Select the “**Purchase Order**” line under Search Results, then click “**Create ASN**” button.


Search Results


View Create ASN

| Item | Item Description | Supplier Item | Purchase Order | Purchase Order Line | Purchase Order Schedule | Due Date | Ordered Quantity | UOM Name |
|--------------------------|--------------------|---------------|----------------|---------------------|-------------------------|----------|------------------|----------|
| <input type="checkbox"/> | E2E49 Surgical ... | | CCL20004746 | 1 | 1 | 6/26/20 | 100 | EA |

5. In the **Shipment** field enter the “**Shipment Number**”.


* Shipment

* Shipped Date 7/7/20 2:52 PM 

* Expected Receipt Date 7/7/20 2:52 PM 

6. In the **Lines** section enter the “**Quantity**” in the quantity field.

▲ Lines

Actions ▼ View ▼  Remove Line

| | Item | Item Description | Supplier Item | Purchase Order | * Quantity | UOM Name | Ship-to Location | Ordered Quantity | Ordered Quantity UOM | Received Quantity |
|---|------|--------------------|---------------|----------------|----------------------|----------|---------------------|------------------|----------------------|-------------------|
| ▶ | | E2E49 Surgical ... | | CCL20004746 | <input type="text"/> | EA ▼ | London Cleveland... | 100 | EA | 0 |

7. Click “**Submit**”.

   DM ▼

 **Submit** Cancel

The End.