



Cleveland Clinic

Using Oracle: Create Advanced Shipping Notice

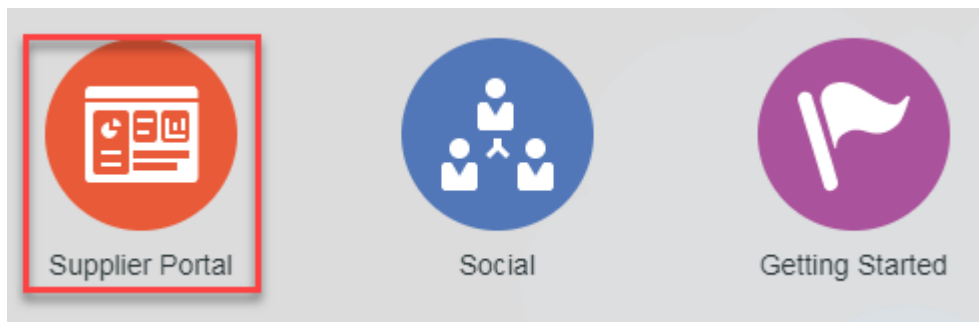
User Guide

[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

Due Date

Search (highlighted with a red box)

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


Search Results


View Create ASN (highlighted with a red box and arrow)

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.