How to Create an Advanced Shipping Notice (ASN)

Step-by-Step Instructions for Creating an Advanced Shipping Notice (ASN)

1. Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Orders** and then select **Manage Shipments** from the drop-down menu.

2. a) Find the purchase order you want to create an Advanced Shipping Notice (ASN) for.
   ▲ If creating a partial shipment, update the Shipped Quantity field with the associated quantity.
   b) Check the **Checkbox** ( □ ) icon next to the purchase order.
   c) Click **Create Deliveries**.

3. Populate the **Delivery Date** and **Delivery Reference** fields:
   • **Delivery Date**: Clicking on this field generates a calendar. Choose the date you plan to ship the goods to the Requester.
   • **Delivery Reference**: Enter the tracking number, packing slip number, and/or bill of lading for the Requester’s reference.

4. Click **Validate**.
   ▲ Once you click Validate, an advanced shipping notice (draft receipt) is created and sent to the Requester. If the Requester rejects it, they input their reason and it is sent back to you for your review and to address accordingly.
   ▲ If you want to view the receipt’s details, click on the displayed hyperlink.

*If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).*