

# 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.
  - ▲ Search results can be filtered using multiple values in a field. For example: users can search for multiple orders at a time.
  - ▲ 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**.

	Requester	Name	Term	Total Amount	Currency	Ordered Quantity	Sched/Delivered Qty	Shipped Qty	Delivery Date
<input checked="" type="checkbox"/>	PO00000760	REQUISITIONER Alex		265.46	USD	1.00	0.00	1	7/14/2019

1 Result(s)

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.

3

**Create Shipments**

Delivery Date  
6/17/2019

Short Description  
Delivery of 6/13/2019

Delivery ref.  
USPS 123456

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](mailto:ohiosharedservices@ohio.gov)) or phone (877-644-6771).