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.

![Supplier Portal](image)

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

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN

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

![Purchase Order Search](image)

4. Select the “Purchase Order” line under Search Results, then click “Create ASN” button.
5. In the **Shipment** field enter the “**Shipment Number**”.

![Shipment Field]

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

![Lines Section]

7. Click “**Submit**”.

![Submit Button]

The End.