# ENB Oracle Supplier Portal: Submitting Advanced Shipping Notice (ASNs)

Learning Guide November 2021

# Contents

Submitting and Advance Shipping Notice	
Oracle Supplier Portal Landing Page	
Review Purchase Order	6
Create ASN Details	8
Split a Purchase Order Line	14
Add Multiple Purchase Orders to an ASN	15

## **Submitting and Advance Shipping Notice**

Purpose

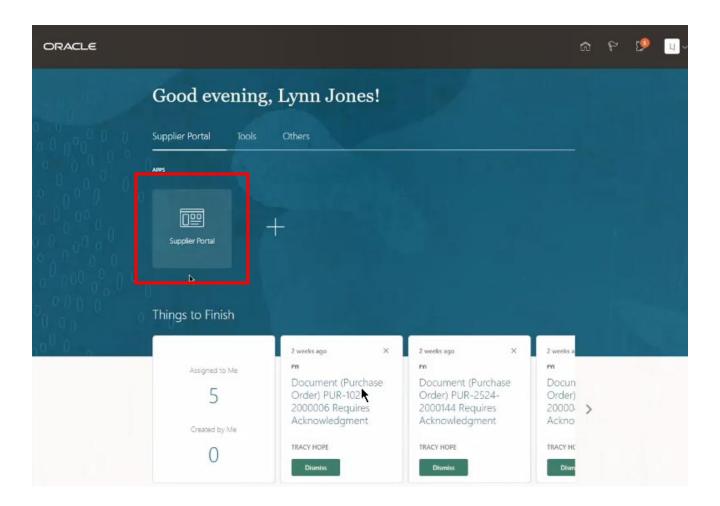
This learning guide provides details of how to submit an Advance Shipping Notice (ASN) within the Oracle Supplier Portal

### **Oracle Supplier Portal Landing Page**

1. Log in to your **Oracle Home** page. Recent notifications on your account, can be accessed by clicking the **Bell** icon in the top right of the page. Notifications are also visible under the **Things to Finish** section of the Oracle Home page.

ORACLE				1	60 P	, <sub>1</sub> 9	LJ ~
nd hills	Good evening,	Lynn Jones!					
	Supplier Portal Tools	Others					
	APPS						
	Supplier Portal						
0 <sup>0</sup> 000 0 0 0 0			<b>k</b>				
0.00 0	Things to Finish						
, o <sup>.V</sup> 0	Assigned to Me 5 Created by Me	2 weeks ago X Pr Document (Purchase Order) PUR-1021- 2000006 Requires Acknowledgment	2 weeks ago X m Document (Purchase Order) PUR-2524- 2000144 Requires Acknowledgment	2 weeks a FV Docun Order) 20000- Ackno	>		
L	U	Dismiss	Dismiss	Dism			

2. Click the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.



3. To create an Advance Shipping Notice **(ASN)**, click the **Create ASN** hyperlink under the **Shipments** task area.

ORACLE			0 þ 📬 🔽
Supplier Portal			1977 MAR 12 9.187, 148 117
Search Orders V Order Number	٩		
Tasks			6
Orders  Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Shipments  Masses Extransity Create ASM Create ASM Upload ASN or ASBN View Receipts	Requiring Attention	Recent Activity Last 30 Days Orders opened 7 Receipts 1	
View Returns	8 Drders to Acknowledge Supplier News Welcome to the Enbridge Supplier Portal! The Oracle Supplier Portal is a next general	tion application for enabling	

## **Create ASN**

 From the Create ASN screen filter the search results by selecting a Purchase Order number. Populate the Supplier name field and leave the other search fields blank to display ALL available Purchase Orders. Click the Search button to display the results.

ORAC	ILE							۵	9 6	ţ,	LJ V
Create A	SN 🗇									[	D <u>o</u> ne
▲ Searc	h K	NATURAL LAN				126.56250					e Order ❤
	** Purchase Order	•			** Supplier Due Date	Enbridge Testing Ltd	~	•			
Search Re	esults								Search	Reset	Save
View 👻	Create ASN										
Item	Item Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	IOM Name	Ship-to Location	Sold-to Entity	Legal	Currency

5. To Save to store your custom Searches, to have them run automatically.

ORA	ACLE							ų	6 6	🥬 🔲 -
Create	ASN @									D <u>o</u> ne 🇘
⊿ Sear	rch	*						Advanced	Saved Search	Purchase Order V
	** Purchase C	Drder	•			** Supplier	Enbridge Testing Ltd.	-		
	Supplier	Item				Due Date	~			
									Search	Reset Save
Search F	Results									
View 🔻	Create ASN									
Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity UOM Name	Ship-to Location	Sold-to Entity	Legal Currency
4										•

6. The **Search Results** work area displays the **Purchase Orders** available to ship against.

ORACL Create ASI	1 (2)	n 0						Advance	6 F	Purchase Order
View View	ults Pate ASN									
Item	Item	Supplier Item	Purchase Order		▼	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	ptp-32-6 - Order		PUR-5233-2000156			1	1	7/4/21	150	Each
190900	PLATE:NM;RET		PUR-5233-2000098	4		1	1	6/17/21	10	Each
100020	BEARING:NM;2		PUR-5233-2000096			1	1	6/15/21	50	Each
190900	PLATE:NM;RET		PUR-5233-2000090			1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000088			1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000087			1	1	6/17/21	10	Each
190900	PLATE:NM;RET		PUR-5233-2000084			1	1	6/17/21	10	Each
244565	COUPLING:PIP		PUR-5233-2000079			1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000078			1	1	6/17/21	10	Each
400000	OF ITE MADET		DUD 5000 000077			a) (1)	a.	04704		F

7. Customize the fields that display in the **Search Results** area clicking View  $\rightarrow$  Columns  $\rightarrow$  and check the fields to display.

ORACLE	ŧ									🤌 кс ~
Create ASN	0									Done
Search								A <u>d</u> vanced	Saved Search	irchase Order 🗸
	te ASN									
About This Re		Supplier Item	Purch	se Order		Purchase Order Line	Purchase Order Schedule	Due Date	Quantity	UOM Name
Columns	*	Show All	-5	33-2000156		1	1	7/4/21	150	Each
		Consignment Line	-5	33-2000098		1	1	6/17/21	10	Each
Detach		Supplier Site	-5	33-2000096		1	1	6/15/21	50	Each
Sort	Þ	Currency	-5	33-2000090		1	1	6/17/21	10	Each
Reorder Colun	mns	Sold-to Legal Entity	-5	33-2000088		1	1	6/17/21	10	Each
188698	PLATE:	Organization	-5	33-2000087		1	1	6/17/21	10	Each
190900	PLATE:	Ship-to Location	-5	33-2000084		1	1	6/17/21	10	Each
244565	COUPL	Received Quantity	-5	33-2000079		1	1	6/17/21	10	Each
188698	PLATE:	VOM Name	-5	33-2000078		1	1	6/17/21	10	Each
190900	PLATE:	<ul> <li>Ordered Quantity</li> </ul>	-5	33-2000077		1	1	6/17/21	10	Each
188698	PLATE:	✓ Due Date	-5	33-2000071		1	1	6/16/21	10	Each
190900	PLATE:	<ul> <li>Purchase Order Schedule</li> </ul>	-5	33-2000070		1	1	6/9/21	10	Each
	Test	<ul> <li>Purchase Order Line</li> </ul>	-5	33-2000019	×	1	1		10	Each
	TEsting	<ul> <li>Purchase Order</li> </ul>	-5	33-2000005	<u>.</u>	1	1	6/2/21	1	Each
	Test	Manufacturer		33-2000004		1	1			Each
	lest	Manufacturer Fart Numbe	-54	233-2000001		1	1		10	Each

## **Review Purchase Order**

8. To review the **Purchase Order**, click the **Purchase Order** hyperlink to display the **Purchase Order Details** screen.

	CLE						9 W	<mark>19</mark> ко
Create /	ASN ⑦							Do
Search R	ch		ar ar y ar y an			Advanced	Saved Search	Purchase Orde
View 🗸	Create ASN							
ltem	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	ptp-32-6 - Order		PUR-5233-2000156	1	1	7/4/21	150	Each
190900	PLATE:NM;RET		PUR-5233-2000098	1	1	6/17/21	10	Each
100020	BEARING:NM;2		PUR-5233-2000096	1	1	6/15/21	50	Each
190900	PLATE:NM;RET		PUR-5233-2000090	1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000088	1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000087	1	1	6/17/21	10	Each
190900	PLATE:NM;RET		PUR-5233-2000084	1	1	6/17/21	10	Each
244565	COUPLING:PIP		PUR-5233-2000079	1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000078	1	1	6/17/21	10	Each
190900	PLATE:NM;RET		PUR-5233-2000077	1	1	6/17/21	10	Each
188698	PLATE:NM;RET		PUR-5233-2000071	1	1	6/16/21	10	Each
190900	PLATE:NM;RET		PUR-5233-2000070	1	1	6/9/21	10	Each
	Test		PUR-5233-2000019	1	1		10	Each

9. You will be directed to the **Purchase Order** details screen. For more information on **Purchase Order** details, refer to the **Acknowledging a Purchase Order** and **Managing Orders, Schedules, and Deliverables Learning Guides**.

ORACLE						â	P	<u>1</u>	KC ~
Purchase Order:	PUR-5233-2000098 (?)			Acknowledge View P	DF Actions ▼ Done	Order Life	e Cycle		
Main						Ordered			
▲ General						Received			
Sold-to Legal Entity	Westcoast Energy Inc GTM	Supplier	Enbridge Testing Ltd	Ordered	500.00 CAD	Delivered			
Bill-to BU	Enbridge CA Business Unit	Supplier Site	EO - CALGARY	Description		0	) 3	200 40	0 600
Order	PUR-5233-2000098	Supplier Contact	PURCHASING CONTACT	Source Agreement				Amount (CA	AD)
Status	Open	Bill-to Location	US-TX-San Antonio-0001	Supplier Order			View	w Details	
Creation Date	6/15/21	Ship-to Location	CA-BC-Prince George-						
Terms Notes and Atta	achments								
Required Acknowledgmen	t	Shipping Method							
Payment Terms	NET 60 DAYS FROM RECEIPT OF	Freight Terms	Enbridge Paid Freight		<ul> <li>Pay on receipt</li> </ul>				
	UNDISPUTED INVOICE	IncoTerms			Confirming order				
Additional Inform	nation								

10. Click **Done** to return to the **Create ASN** screen.

A General Sold-to Legal Westcoast Energy Inc Entity GTM Supplier Site EO - CALGARY Description Order PUR-5233-200098 Supplier Contact PURCHASING Status Open Bill-to Location US-TX-San Antonio-0001 Supplier Order Ship-to Location CA-BC-Prince George- Creation Date 6/15/21 Terms Notes and Attachments Acknowledgment None None Notes and Attachments Required None None Shipping Method Payment Terms Notes and Attachments Enbridge Paid Freight — Pay on receipt IncoTerms Enbridge Paid Freight — Pay on receipt IncoTerms Enbridge Paid Freight — Pay on receipt IncoTerms — Confirming order	DRACLE						â	P 🥬	KC
Image: Sold-to Legal Sold-to Legal Westcoast Energy Inc Entity GTM       Supplier Enbridge Testing Ltd       Ordered 500.00 CAD         Bill-to BU       Entity GTM       Supplier Site EO- CALGARY       Description         Order PUR-5233-200098       Supplier Contact       PURCHASING CONTACT       Supplier Order         Status Open       Bill-to Location       US-TX-San Antonio-0001 Supplier Order       Supplier Order         Creation Date 6/15/21       Ship-to Location       CARBC-Prince George-       View Details         Notes and Attachments       None       Shipping Method       Preight Terms       Enbridge Paid Freight       — Pay on receipt         None       None       Shipping Method       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       Net 60 DAYS FROM       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       NET 60 DAYS FROM       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       NET 60 DAYS FROM       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       NET 60 DAYS FROM       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       NET 60 DAYS FROM       Freight Terms       Enbridge Paid Freight       — Confirming order <th>ırchase Order:</th> <th>PUR-5233-2000098</th> <th>0</th> <th></th> <th>Acknowledge View PE</th> <th>DF Actions ▼ Done</th> <th>Order Life</th> <th>Cycle</th> <th></th>	ırchase Order:	PUR-5233-2000098	0		Acknowledge View PE	DF Actions ▼ Done	Order Life	Cycle	
Sold-to Legal Entry GTM       Westcoast Energy Inc Entry GTM       Supplier Enbridge Testing Ltd       Ordered 500.00 CAD         Bill-to BU       Enbridge CA Business Unit       Supplier Site       EO-CALGARY       Description         Order       PUR-5233-2000098       Supplier Contact       PURCHASING CONTACT       Agreement         Status       Open       Bill-to Location       US-TX-San Antonio-0001       Supplier Order         Status       Open       Bill-to Location       CA-BC-Prince George-       Supplier Order         Creation Date       6/15/21       Freight Terms       Charloge Paid Freight       — Pay on receipt         None       None       Shipping Method       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       None       Required       And Preight Terms       Enbridge Paid Freight       — Pay on receipt         None       None       Receller O F       Freight Terms       Enbridge Paid Freight       — Pay on receipt         None       NORE PROM       Receller O F       Enbridge Paid Freight       — Pay on receipt         None       None Preight Terms       Enbridge Paid Freight       — Pay on receipt         None       None Preight Terms       Enbridge Paid Freight       — Confirming order <th>ain</th> <th>116.610</th> <th></th> <th>731 17 199</th> <th></th> <th>VARIAN VARIAN</th> <th>Ordered</th> <th></th> <th></th>	ain	116.610		731 17 199		VARIAN VARIAN	Ordered		
Entity     GTM     Supplier     Supplier <th>General</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Received</th> <th>L .</th> <th></th>	General						Received	L .	
Order     PUR-5233-2000098     Supplier Contact     PURCHASING CONTACT     Description Source Agreement       Status     Open     Bill-to Location     US-TX-San Antonio-0001 CA-BC-Prince George-     Supplier Order       Creation Date     6/15/21     CA-BC-Prince George-     View Details       Terms       Notes and Attachments       Acknowledgment Payment Terms     None NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE     Shipping Method Freight Terms     Enbridge Paid Freight — Pay on receipt IncoTerms     — Pay on receipt — Confirming order			Supplier	Enbridge Testing Ltd	Ordered	500.00 CAD	Delivered		
Order     PUR-5233-2000098     Supplier Contact     PURCHASING CONTACT     Source Agreement     Source Agreement       Status     Open     Bill-to Location     US-TX-Stan Antonio-0001 Ship-to Location     Supplier Order       Creation Date     6/15/21     Ship-to Location     CA-BC-Prince George-       Terms     None     None     Method       None     None     Method     Freight Terms     Enbridge Paid Freight       Payment Terms     None Status     Freight Terms     Enbridge Paid Freight     Pay on receipt       IncoTerms     Location     Contact     Conting order     Conting order	Bill-to BU	Enbridge CA Business Unit	Supplier Site	EO - CALGARY	Description		0	200 40	00
Creation Date     6/15/21       Terms     Notes and Attachments       Required Acknowledgment Payment Terms     None NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE     Shipping Method Freight Terms     - Pay on receipt Enbridge Paid Freight       Payment Terms     Freight Terms     Enbridge Paid Freight     - Pay on receipt 	Order	PUR-5233-2000098	Supplier Contact		Source			Amount (CA	AD)
Creation Date     6/15/21       Terms     Notes and Attachments       Required Acknowledgment Payment Terms     None     Shipping Method       NET 60 DAYS FROM Payment Terms     Freight Terms     Enbridge Paid Freight       NET 60 DAYS FROM RECEIPT OF LUNDISPUTED INVOICE     IncoTerms     — Pay on receipt	Status	Open	Bill-to Location	US-TX-San Antonio-0001	Supplier Order			View Details	
Terms       Notes and Attachments         Required       None       Shipping Method         Acknowledgment Payment Terms       None       Shipping Method         Payment Terms       None       Freight Terms         Enbridge Paid Freight       — Pay on receipt         UNDISPUTED INVOICE       IncoTerms       — Confirming order			Ship-to Location	CA-BC-Prince George-					
Required Acknowledgment     None     Shipping Method       NET 60 DAYS FROM Payment Terms     Freight Terms     Enbridge Paid Freight     — Pay on receipt       UNDISPUTED INVOICE     IncoTerms     — Confirming order	Creation Date	6/15/21							
Acknowledgiment Terms Fo DAYS FROM Method NET 60 DAYS FROM Freight Terms Enbridge Paid Freight — Pay on receipt Payment Terms RECEIPT OF IncoTerms Confirming order	Terms Notes and Att	achments							
NET 60 DAYS FROM Payment Terms         Freight Terms         Enbridge Paid Freight         — Pay on receipt           Payment Terms         RECEIPT OF UNDISPUTED INVOICE         IncoTerms         — Confirming order									
UNDISPUTED INVOICE IncoTerms — Confirming order		NET 60 DAYS FROM		Enbridge Paid Freight		<ul> <li>Pay on receipt</li> </ul>			
9	, syment term		IncoTerms		-	<ul> <li>Confirming order</li> </ul>			
							ŀ		

## **Create ASN Details**

11. Click in the line in the **Search Results** work area to select the **Purchase Order.** Click the **Create ASN** button to begin creating the **ASN**.

ORA Create A Search Rearch R	ASN ⑦		<i></i>	an a					M 1879 South M 18.187	land and a
View 🔻	Create ASN Item Description S	upplier Item	Manufacturer Part Number	Purchase Order		Purchase Order Line	Purchase Order Schedule	Due Date		UOM Name
190900	PLATE:NM;RET		124506-28	PUR-5233-2000090	•	1	1	6/17/21	10	Each
190900	PLATE:NM;RET		124506-28	PUR-5233-2000084		1	1	6/17/21	10	Each
244565	COUPLING:PIP		NA	PUR-5233-2000079		1	1	6/17/21		Each
188698	PLATE:NM;RET		124506-24	PUR-5233-2000078		1	1	6/17/21	10	Each
190900	PLATE:NM;RET		124506-28	PUR-5233-2000077		1	1	6/17/21	10	Each
188698	PLATE:NM;RET		124506-24	PUR-5233-2000071		1	1	6/16/21	10	Each
190900	PLATE:NM;RET		124506-28	PUR-5233-2000070		1	1	6/9/21	10	Each
	Test			PUR-5233-2000019		1	1		10	Each
	TEsting			PUR-5233-2000005		1	1	6/2/21	1	Each
	Test			PUR-5233-2000004		1	1		10	Each
	Test			PUR-5233-2000001		1	1		10	Each
100057	ASSEMBLY:NM		7-137867	PUR-3160-2000002		1	1	6/4/21	3	Each
100057	ASSEMBLY:NM		7-137867	PUR-3160-2000001		1	1	6/4/21	2	Each
	Extra- Final Doc			3100056773		30	1	7/2/20	1	Each

12. You will be directed to the **Create ASN Details** screen.

OR,	ACLE						â	P	12	KC
Create	e ASN Deta	ails ⑦							Sub <u>m</u> it	Cancel
⊿ Hea	ıder	16 con 2 con 4		151 100					AT 15751	11
		* Shipment				Packing Slip				
		* Shipped Date	7/5/21 8:49 PM	•		Packaging Code				
		* Expected Receipt Date	7/5/21 8:49 PM	>		Special Handling Code				
		Freight Terms	~			Tare Weight				
		Shipping Method		•	*	Tare Weight UOM				•
	Nun	nber of Supplier Packing Units				Net Weight				
		Bill of Lading				Net Weight UOM				•
		Waybill			* Shipping (Piece) Dimer X pounds, Piece 2: L	nsions: Piece 1: LxWxH @ LxWxH @ X pounds, etc			1	
Line	eS ▼ View ▼	Remove Line								
	Item	Item Supplie	r Item Purchase Order	* Quantity	UOM Name Ship-to Location	Ordered Ordere Quantity Quant		ived ntity	Attachmo	ents
Þ	100020	BEARING:NM;2	PUR-5233-2000096		Each  CA-BC-Prince Ge	50 Each		0	None =	F

13. Complete the **Header** section of the **ASN**. Fields with an \* (asterisk) are required fields and must be provided to complete the ASN.

Create ASN Detai	ls 🕐				2	ub <u>m</u> it <u>C</u> ancel
▲ Header	V. 6. 6. 7 0. 1					1-11-131
	* Shipment	Shipment1000		Packing Slip		
	* Shipped Date	7/5/21 8:49 PM		Packaging Code		
	* Expected Receipt Date	7/30/21 8:49 PM		Special Handling Code		
	Freight Terms	~		Tare Weight		
	Shipping Method		•	Tare Weight UOM		-
Numbe	er of Supplier Packing Units			Net Weight		
	Bill of Lading			Net Weight UOM		-
	Waybill			* Shipping (Piece) Dimensions: Piece 1: LXWXH @ X pounds, Piece 2: LXWXH @ X pounds, etc	16"x16"x16" @ 10lbs	
▲ Lines						

14. **Shipping Dimensions** should be in the same format as the example in the **Header** section. For multiple pieces included the dimensions for each piece. This field is mandatory. It allows Enbridge's Materials Management & Logistics personnel the ability to secure equipment and resources to ensure that shipments are received in a timely fashion.

ORACLE				â	P	2	KC ~
Create ASN Details ⑦					S	iub <u>m</u> it	<u>C</u> ancel
▲ Header						131	151
* Shipment	Shipment1000		Packing Slip				
* Shipped Date	7/5/21 2:43 PM		Packaging Code				
* Expected Receipt Date	7/30/21 2:43 PM		Special Handling Code				
Freight Terms	~		Tare Weight				
Shipping Method		•	Tare Weight UOM			•	•
Number of Supplier Packing Units			Net Weight				
Bill of Lading			Net Weight UOM				-
Waybill		]	* Shipping (Piece) Dimensions: Piece 1: LXWXH @ X pounds, Piece 2: LXWXH @ X pounds, etc	16"×16"×16" @ 10lbs		1	

15. Fill in the remaining fields of the ASN Header. This step is optional.

Create ASN	Details ⑦						Submit	Cancel
	NA 1 1 16 6 9 6 3	ATTENTS	Alla Alla		CARLON VARGE		ALATAIN	-751
▲ Header								
	* Shipment	Shipment1000			Packing Slip			
	* Shipped Date	7/5/21 8:49 PM			Packaging Code			
	* Expected Receipt Date	7/30/21 8:49 PM			Special Handling Code			
	Freight Terms	~			Tare Weight			
	Shipping Method		-		Tare Weight UOM		•	•
	Number of Supplier Packing Units				Net Weight			
	Bill of Lading				Net Weight UOM		•	•
	Waybill			* Shipping (Piece) Dimens X pounds, Piece 2: La	sions: Piece 1: LXWXH @ (WXH @ X pounds, etc	16"X16"X16" @ 10lbs		
1 lines							1	

16. Hover the mouse over the field name to see a description of the field.

ORACLE				â	P	2	KC ~
Create ASN Details ⑦						Sub <u>m</u> it	Cancel
▲ Header	NAN NANANANANANANANANANANANANANANANANAN			649	A. I.	A7255	199
* Shipment	Shipment1000	]	Packing Slip				
* Shipped Date	7/5/21 8:49 PM		Packaging Code				
* Expected Receipt Date	7/30/21 8:49 PM		Special Handling Code				
Freight Terms	~		Tare Weight				
Shippi Agreemen	t indicating whether the buyer or seller pa	ys the freight costs	Tare Weight UOM				•
Number of Supplier Packing Units		]	Net Weight				
Bill of Lading		]	Net Weight UOM				•
Waybill		]	* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc	16"×16"×16" @ 10lbs	9		

17. In the Lines work area, enter the Quantity of items being shipped.

ORACLE			r 6° 6° 💦
Create ASN Details ⑦			Sub <u>m</u> it
⊿ Header			
* Shipment	Shipment1000	Packing Slip	5648
* Shipped Date	7/5/21 8:49 PM	Packaging Code	Paper
* Expected Receipt Date	7/30/21 8:49 PM	Special Handling Code	XPS
Freight Terms	Vendor Paid Freight 🗸	Tare Weight	8
Shipping Method		▼ Tare Weight UOM	Ounce 🔻
Number of Supplier Packing Units	1	Net Weight	9.5
Bill of Lading	98541	Net Weight UOM	Pounds 🔻
Waybill	65854	* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc	16"×16"×16" @ 10lbs
∡ Lines			
Actions 🔻 View 👻 🧳 Remove Line			
Item Item Supplier	Item Purchase Order * G	uantity JOM Name Ship-to Location Ordered Ordered Quantity Quantity	
▶ 100020 BEARING:NM;2	PUR-5233-2000096	50 Each  CA-BC-Prince Ge 50 Each	0 None 🕂

18. To include **Attachments**, ensure that the field is displayed by clicking **View**  $\rightarrow$  **Columns**  $\rightarrow$  and check **Attachments**.

OR.	ACLE	^				ŵ	P	2	KC
		Show All							
Creat	ASN Details ⑦	<ul> <li>Attachments</li> </ul>						Submit	Cancel
0.700	NR IN RUN VANCE	Country of Origin	73		0.9	CA THE A	W I	M/257	1 11
⊿ Hea	der	Organization							
		Consignment Line	Н	Packing Slip	5648				
	* .	Received Quantity	F						
		<ul> <li>Ordered Quantity UOM</li> </ul>	H		Pape	Ir			
	* Expected	<ul> <li>Ordered Quantity</li> </ul>		Special Handling Code	XPS				
	E	<ul> <li>Ship-to Location</li> </ul>	~	Tare Weight	i 📃			8	
	Ship	Due Date	F	Tare Weight UOM	Ound	e			•
	Number of Supplier P	Source Packing Unit	F	1 Net Weight	t [			9.5	
	number er euppner r	<ul> <li>UOM Name</li> </ul>	H					3.5	
	Ē	Quantity	H	Net Weight UOM	Poun	ids			•
		Purchase Order Schedule		* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc	16"x1	16"x16" @ 10lbs			
		Purchase Order Line						11	
⊿ Line		✓ Purchase Order							
		Manufacturer							
Actions	View View Remove I	Manufacturer Part Number							
	Ite About This Record	<ul> <li>Supplier Item</li> </ul>	rde	r <sup>*</sup> Quantity UOM Name Ship-to Location Ordered Order Quantity Quan			eived	Attachm	nents
-	Columns 🕨	*			ity 00	in Que	inuty		
•	10 Detach	2 PUR-5233-	2000	96 Each V CA-BC-Prince Ge 50 Each			0	None	+
	Sort >								
	Reorder Columns								
		1							

19. Click the "+" (plus) sign to add an **Attachment** to the **ASN**.

OR/	ACLE							â	Р 🤔 🔀
Create	ASN Det	ails ⑦							Sub <u>m</u> it <u>C</u> ancel
-	- <b>105</b> - 105	VY6.6703		CALEN DA		1 1 1 1 1 1 1	NAME VISON	6.40	
▲ Head	der								
		* Shipment	Shipment1000				Packing Slip	5648	
		* Shipped Date	7/5/21 8:49 PM				Packaging Code	Paper	
		* Expected Receipt Date	7/30/21 8:49 PM			5	Special Handling Code	XPS	
		Freight Terms	Vendor Paid Freight 🗸				Tare Weight		8
		Shipping Method		•			Tare Weight UOM	Ounce	-
	Nur	mber of Supplier Packing Units		1			Net Weight		9.5
		Bill of Lading	98541				Net Weight UOM	Pounds	-
		Waybill	65854		*:	Shipping (Piece) Dimensio X pounds, Piece 2: LxW	ns: Piece 1: LxWxH @ IxH @ X pounds, etc	16"x16"x16" @ 10lbs	10
▲ Line:	S								
Actions	▼ View ▼	Remove Line							
	Item	Item Description Supplie	r Item Purchase Order	* Quant	ity UOM Name	Ship-to Location	Ordered Ordere Quantity Quanti		
Þ	100020	BEARING:NM;2	PUR-5233-2000096	5	50 Each 🔻	CA-BC-Prince Ge	50 Each		( None 🕂

20. Click **Choose File** to upload a file from your computer. Click **OK** once the file has been uploaded. Attachments should include any documents necessary to facilitate the timely receipt and use of materials by Enbridge. Examples of attachments to include are: packing slips, bills of lading, commercial invoice or quality documents, such as material test reports.

ORACLE		KC .
Create ASN Details ⑦		Sub <u>m</u> it <u>C</u> ancel
⊿ Header		1177 273
* Shipment Shipment1000 Packing Slip 5648		
* Shipped Date 7/5/21 8:49 PM Deckaging Code Pape	er	
* Expected Receipt Date 7/30/21 8:49 PM to XPS		
Freight Terms Vendor Pald Freight 🗸		8
Attachments	×	-
Nur Actions View View + X		9.5
Type * File Name or URL Title Description Attached By	Attached Da	•
File V Choose File No file chosen Katie Costmetic	ic 7/5/21 9:13 PI	
Rows Selected 1 Columns Hidden 1		
▲ Lines		
Actions <b>v</b> View <b>v</b>	O <u>K</u> <u>C</u> ancel	
Item Item Supplier Item Purchase Order * Quantity UOM Name Ship-to Location Ordered Quantity Quantity UOM	Received Quantity	Attachments
100020         BEARING:NM;2         PUR-5233-2000096         50         Each         CA-BC-Prince Ge         50         Each	0	None 🕂

21. Click the **Submit** button to complete the ASN.

ORACLE			n 🖓 🥬 κ -
Create ASN Details ⑦			Sub <u>m</u> it <u>C</u> ancel
	NATURA KAN		
▲ Header			*
* Shipment	Shipment1000	Packing Slip	5648
* Shipped Date	7/5/21 8:49 PM	Packaging Code	Paper
* Expected Receipt Date	7/30/21 8:49 PM	Special Handling Code	XPS
Freight Terms	Vendor Paid Freight 🗸	Tare Weight	8
Shipping Method		Tare Weight UOM	Ounce 🔻
Number of Supplier Packing Units	1	Net Weight	9.5
Bill of Lading	98541	Net Weight UOM	Pounds 💌
Waybill	65854	* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc	16"x16" x16" @ 10lbs
▲ Lines			
Actions View View Remove Line			
Item Item Supplie	er Item Purchase Order * 0	Quantity UOM Name Ship-to Location Ordered Ordere Quantity Quanti	
▶ 100020 BEARING:NM;2	PUR-5233-2000096	50 Each CA-BC-Prince Ge 50 Each	0 Quote 25027.xml -

22. A **Confirmation** notification will display confirming that your **ASN** has be created. Click **OK** to proceed.

ORACLE				🧐 🥵 🗸
Create ASN Details ⑦			Sul	b <u>m</u> it <u>C</u> ancel
		ANG OF MALES		131 911
⊿ Header				
* Shipment Shipment1000		Packing Slip 5	648	
* Shipped Date 7/5/21 8:49 PM	tige .	Packaging Code P	aper	
* Expected Receipt Date 7/30/21 8:49 P	vi 🛱	Special Handling Code	PS	
Freight Terms Vendor Paid Fi	eight 🗸	Tare Weight		8
Shipping Method	· · · · · · · · · · · · · · · · · · ·	Tare Weight UOM	Junce	•
Number of Supplier Packing Units	1	Net Weight		9.5
Bill of Lading 98541	Confirmation	Net Weight UOM	Junce	•
Waybill 65854	ASN Shipment1000 was created. Number of lines: 1.	Dimensions Piece 1: LxWxH @ 1 e 2: LxWxH @ X pounds, etc	6"x16"x16" @ 10lbs	
A Lines Actions  View  Remove Line				
Item Item Supplier Item Purch	ase Order * Quantity UOM Name Ship-to Locat	tion Ordered Ordered Quantity Quantity	Received Atta	chments
▶ 100020 BEARING:NM;2 PUR-	233-2000096 50 Each <b>v</b> CA-BC-Prince (	Ge 50 Each	0 Quote	25027.xml -

23. You will be returned to the **Create ASN** screen, click **Done** to return to the **Supplier Portal** dashboard.

ORACL	.e						6 P	[2 КС ∨
Create ASI	N @							Done
Search						A <u>d</u> vanced	Saved Search	Purchase Order 🗸
Search Resu	ults		ĸ					
View - Cre	eate ASN							
View  Cre Item	eate ASN Item Description	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Orde Quai
	ltem	Supplier Item		Purchase Order PUR-5233-2000156			Due Date 7/4/21	
	Item Description	Supplier Item						
Item	Item Description ptp-32-6 - Order	Supplier Item	Part Number	PUR-5233-2000156			7/4/21	

24. To edit or cancel a submitted **ASN** refer to the **Managing Shipments, View Receipts and View Returns - Learning Guide**.

### Split a Purchase Order Line

25. To split a **Purchase Order Line** into multiple shipments, create the **ASN Header** (see **Steps 4-16**). In the **Lines** work area, select the purchase order line and select **Split Line** from the **Actions** menu.

ORACLE							ŝ	P 🕻	KC ~
Create ASN Details ⑦								Subm	it <u>C</u> ancel
V 6.6.0	NAME NOT AND ADDRESS OF ADDRESS O	En de	78 8 8 V		NAME VARG	Ch' Ch to		NA STA	1-111
▲ Header									
* Shipment	Shipment1000				Packing Slip	5648			
* Shipped Date	7/5/21 8:49 PM				Packaging Code	Paper			
* Expected Receipt Date	7/30/21 8:49 PM			Sp	ecial Handling Code	XPS			
Freight Terms	Vendor Paid Freight				Tare Weight	<u>t</u>		ł	3
Shipping Method		•			Tare Weight UON	Ounce			•
Number of Supplier Packing Units		1			Net Weight	<u>t</u>		9.4	5
Bill of Lading	98541				Net Weight UON	Pounds			•
Waybill	65854		* S	hipping (Piece) Dimensions X pounds, Piece 2: LxWx	s: Piece 1: LxWxH @ H @ X pounds, etc	16"x16"x16" (	@ 10lbs		
								18	
▲ Lines									
Actions View 🔻 💉 Remove Line									
Edit	r Item Purchase Order *	Quantity	UOM Name	Ship-to Location	Ordered Order Quantity Quan		Receive		ments
Remove Line					And In the	uty com			
Split Line 2	PUR-5233-2000096		Each 🔻	CA-BC-Prince Ge	50 Each			0 Non	e 🕂
Record Nested Packing Onlis									
Record Lots and Serial Numbers									

26. A duplicate line is added to the table. Edit the original and new line with the quantities being shipped and include any attachments. Complete the **ASN** (see **Steps 17-23)**.

	2ACLE										ŝ	P	<u>(</u> 2	КС
Crea	te ASN	Details ⑦										(	Sub <u>m</u> it	<u>C</u> ance
8.78	10 Mag 10	756.670	2	AT AS NO AM	757 10	DENN W	/ BARN CARRIE		6.2	nen	ar wa	N.	187.85%	36972
⊿ He	ader													
		* Ship	oment Shipm	ent1000				Packin	g Slip (	5648				
		* Shipped	Date 7/5/21	8:49 PM	>			Packaging	Code	Paper				
		* Expected Receipt	t Date 7/30/2	I 8:49 PM	•			Special Handling	Code	XPS				
		Freight 1	Ferms Vendo	Paid Freight 🗸				Tare W	Veight (				8	
		Shipping M	ethod		•			Tare Weight		Ounce				•
		Number of Supplier Packing	Units		1			Net W	Veight				9.5	
		Bill of L	ading 98541					Net Weight	UOM	Pounds				•
		w	aybill 65854			•	Shipping (Piece) Dimensio X pounds, Piece 2: LxV	ons: Piece 1: LxW VxH @ X pounds,	/xH @ etc	16"x16"x16	" @ 10lbs			
▲ Lin Action	_	▼												٦
	Item	Item Description Si	upplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity			Receiv Quant		Attachm	ents
Þ	100020	BEARING:NM;2		PUR-5233-2000096		Each 🔻	CA-BC-Prince Ge	50 E	Each			0	None -	+
Þ	100020	BEARING:NM;2		PUR-5233-2000096		Each	CA-BC-Prince Ge	50 E	Each			0	None -	÷

## Add Multiple Purchase Orders to an ASN

27. To add more than one purchase order to an **ASN** navigate to the **Create ASN** screen. Populate **only** the **Supplier** name field and click the **Search** button to view all purchase orders available for shipments.

ORA	CLE										9 1	P	LJ ~
Create A	ASN Ø											[	D <u>o</u> ne
⊿ Searc	ch	۲								Advanced			e Order 🗸 is required
	** Purchase Order			•			** Supplier	Enbridge Testing	Ltd.	•			
	Supplier Item						Due Date		~			_	
Secret D											Search	Reset	Save
View 🔻	Create ASN												
Item	Item Description Sur	plier Item	Purchase Order		Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Ship-to Location	Sold-to Entity	Legal	Currency
4													) b

28. In the **Search Results** work area, click in the line with first **Purchase Order**. To select additional **Purchase Orders**, hold down the **Ctrl** key and **click** in the line(s) to highlight multiple purchase orders.

ORACL	T (2)		a and a second			6-6-7-6-3		
Search arch Resu	lits ate ASN		×			Advanced	Saved Search	Purchase Order
tem	Item Secription	Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Orc Qua
	ptp-32-6 - Order			PUR-5233-2000156	1	1	7/4/21	
90900	PLATE:NM;RET		124506-28	PUR-5233-2000090	1	1	6/17/21	
88698	PLATE:NM;RET		124506-24	PUR-5233-2000087	1	1	6/17/21	
90900	PLATE:NM;RET		124506-28	PUR-5233-2000084	1	1	6/17/21	
44565	COUPLING:PIP		NA	PUR-5233-2000079	1	1	6/17/21	
00000	PLATE MM PET		101500.01	DUD 5000 0000070		4	0/17/21	
90900	PLATE:NM;RET		124506-28	PUR-5233-2000077	1	1	6/17/21	
88698	PLATE:NM;RET		124506-24	PUR-5233-2000071	1	1	6/16/21	
90900	PLATE:NM;RET		124506-28	PUR-5233-2000070	1	1	6/9/21	
	Test			PUR-5233-2000019	1	1		
	TEsting			PUR-5233-2000005	1	1	6/2/21	
	Test			PUR-5233-2000004	1	1		
	Test			PUR-5233-2000001	1	1		
00057	ASSEMBLY:NM		7-137867	PUR-3160-2000002	1	1	6/4/21	
00057	ASSEMBLY:NM		7-137867	PUR-3160-2000001	1	1	6/4/21	
	Extra- Final Doc			3100056773	30	1	7/2/20	

## 29. Click the **Create ASN** button.

ORAC create A Search earch P	ASN ⑦	•		<b> </b>	Advanced	Saved Search	2 KC Done Purchase Order
/iew ▼ Item	Create ASN Description Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Oro Line	ler Purchase Order Schedule	Due Date	Orc Qua
	ptp-32-6 - Order		PUR-5233-2000156	1	1	7/4/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000090	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000087	1	1	6/17/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000084	1	1	6/17/21	
244565	COUPLING:PIP	NA	PUR-5233-2000079	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000078	1	1	6/17/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000077	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000071	1	1	6/16/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000070	1	1	6/9/21	
	Test		PUR-5233-2000019	1	1		
	TEsting		PUR-5233-2000005	1	1	6/2/21	
	Test		PUR-5233-2000004	1	1		
	Test		PUR-5233-2000001	1	1		
100057	ASSEMBLY:NM	7-137867	PUR-3160-2000002	1	1	6/4/21	
100057	ASSEMBLY:NM	7-137867	PUR-3160-2000001	1	1	6/4/21	
	Extra- Final Doc		3100056773	30	1	7/2/20	

30. Complete the ASN Header information (see Steps 12-16).

OR/	ACLE								6 P	🤌 кс
Create	e ASN E	Details ⑦								Submit Cance
⊿ Hea	der	VI.54 ABR 2785 425		25.40647.67297.09097.172.0047		A DA VIDA DAVERA	<b>. PRANCE V</b> 2		505. Co. 199	AU 19090 SARAY 203
		* Shipm	ent Shipment2000				Packir	ng Slip		
		* Shipped D	Date 7/5/21 9:18 PM	tio -			Packaging	Code Paper		
		* Expected Receipt D	Date 7/31/21 9:18 PM	to		1	Special Handling	Code XPS		
		Freight Ter	rms Enbridge Paid Freight 🗸				Tare V	Weight		8
		Shipping Meth	hod	•			Tare Weigh	t UOM Ounce		•
		Number of Supplier Packing U	nits				Net	Weight		15
		Bill of Lad	ling 123456		*		Net Weigh	t UOM Ounce		•
		Way	/bill 85456		-	Shipping (Piece) Dimensio X pounds, Piece 2: LxW	ons: Piece 1: LxV /xH @ X pounds	VxH @ Piece 1:12 Piece 2: 10	"x12"x12" @ 9 pot 0"x10"x10" @6 pot	inds, inds
▲ Line Actions		Remove Line								
	Item	Item Description Sup	pplier Item Purchase Orde	r <sup>*</sup> Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Attachments
Þ	190900	PLATE:NM;RET	PUR-5233-20000	98	Each 🔻	CA-BC-Prince Ge	10	Each	1	None 🕂
Þ	188698	PLATE:NM;RET	PUR-5233-20000	88	Each	CA-BC-Prince Ge	10	Each	1	None 🕂

**31.** Edit the lines with the quantities being shipped and include any attachments. Complete the **ASN** (see **Steps 17-23**).

OR	ACLE								6	Ь	12	KC ~
Create	e ASN De	tails ⑦									Submit	Cancel
⊿ Hea	der	6.6.0		111.10				26.67	0		AV AT	1 451
л пеа	uer											
		* Shipment	Shipment2000				Packi	ng Slip				]
		* Shipped Date	7/5/21 9:18 PM				Packaging	Code Pape	r			
		* Expected Receipt Date	7/31/21 9:18 PM	Ú.		5	Special Handling	Code XPS				
		Freight Terms	Enbridge Paid Freight 🗸				Tare	Weight			8	
		Shipping Method		•			Tare Weigh	t UOM Ounc	e			•
	N	umber of Supplier Packing Units	7				Net	Weight			15	
		Bill of Lading	123456				Net Weigh	t UOM Ounc	e			•
		Waybill	85456			Shipping (Piece) Dimensio X pounds, Piece 2: LxW	ns: Piece 1: Lx	NxH @ Piece	1:12"x12"x12" ( 2: 10"x10"x10"	2 9 pou	inds,	
						A pounda, Pièce 2. LAN	ixin @ x pounds	, etc	2. 10 110 110	@o por	//	
▲ Line	s											
Actions	▼ View ▼	Remove Line										
	Item	Item Supplie	r Item Purchase Order	* Quantity	VOM Name	Ship-to Location	Ordered		Rece		Attachn	nents
_	item	Description Supplie	ruciuse order	Quantur	y commanie	Ship-to Location	Quantity	Quantity UO	M Qua	ntity	Attacini	iento
Þ	190900	PLATE:NM;RET	PUR-5233-2000098	3 10	0 Each	CA-BC-Prince Ge	10	Each		1	None	+
₽	188698	PLATE:NM;RET	PUR-5233-2000088	3 10	Each 🔻	CA-BC-Prince Ge	10	Each		1	None	+

32. You will be returned to the **Create ASN** screen, click **Done** to return to the **Supplier Portal** dashboard.

ORACL					Ste Januar	9	C RC
Search					Advance	ed Saved Search	Purchase Order
earch Res	ults				*		
View - Cre	eate ASN						
Item	Item Supplier Item	Manufacturer Part Number	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordere Quanti
	ptp-32-6 - Order		PUR-5233-2000156	1	1	7/4/21	1
190900	PLATE:NM;RET	124506-28	PUR-5233-2000098	1	1	6/17/21	
100020	BEARING:NM;2	16-153-606-230	PUR-5233-2000096	1	1	6/15/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000090	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000088	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000087	1	1	6/17/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000084	1	1	6/17/21	
244565	COUPLING:PIP	NA	PUR-5233-2000079	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000078	1	1	6/17/21	
190900	PLATE:NM;RET	124506-28	PUR-5233-2000077	1	1	6/17/21	
188698	PLATE:NM;RET	124506-24	PUR-5233-2000071	1	1	6/16/21	

## **Closing Out an ASN**

1. You will be returned to the **Create ASN** screen, click **Done** to return to the **Supplier Portal** dashboard.