

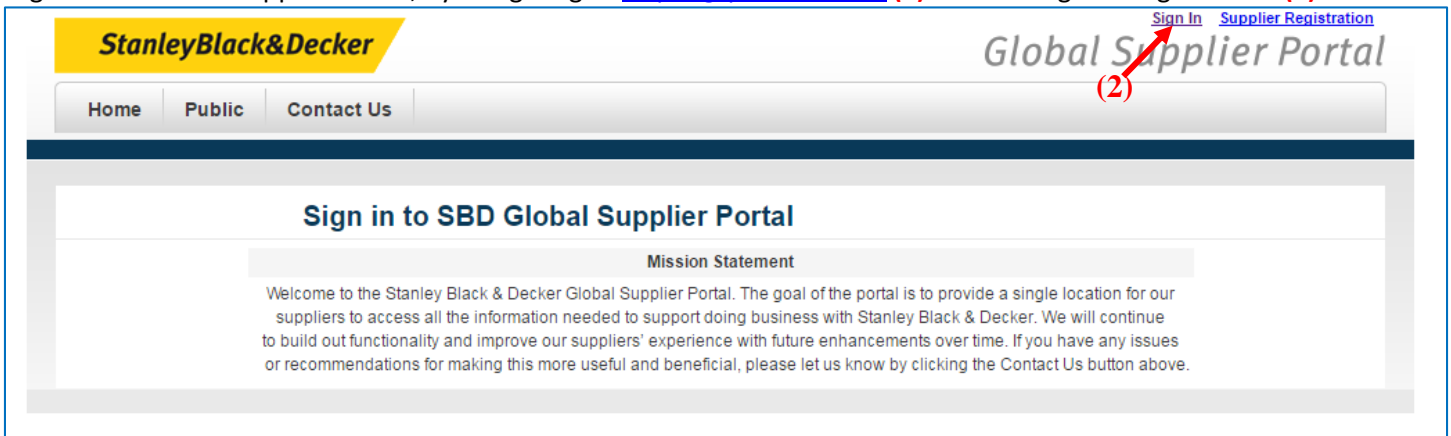
Global Supplier Portal - Creation of Advanced Ship Notice (Supplier User Instructions)

Overview

The Advanced Ship Notice (ASN) functionality allows suppliers to submit information regarding the shipment of orders being sent to SBD. Suppliers can create multiple shipments against a single order and can therefore submit multiple ASNs for a single order. However all ASNs for a given order cannot exceed the total quantity of the original order. For each ASN created in the Global Supplier Portal an associated Inbound Delivery (IBD) is created in the associated ERP system.

Process

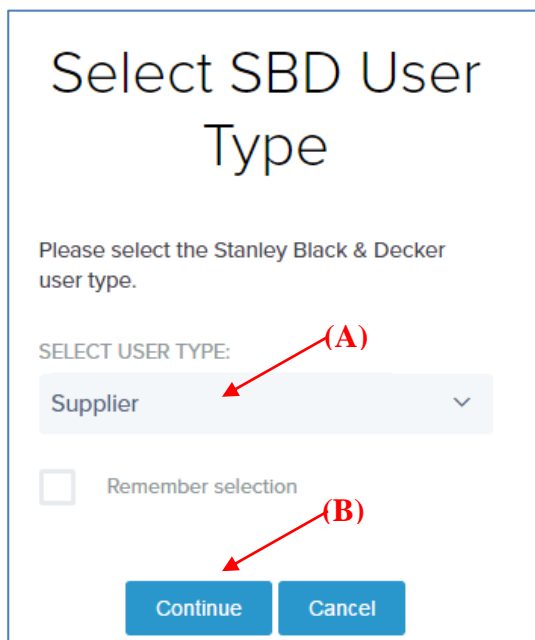
Log into the Global Supplier Portal; by navigating to <http://gsp.sbdinc.com> (1) and clicking the “Sign In” link (2).



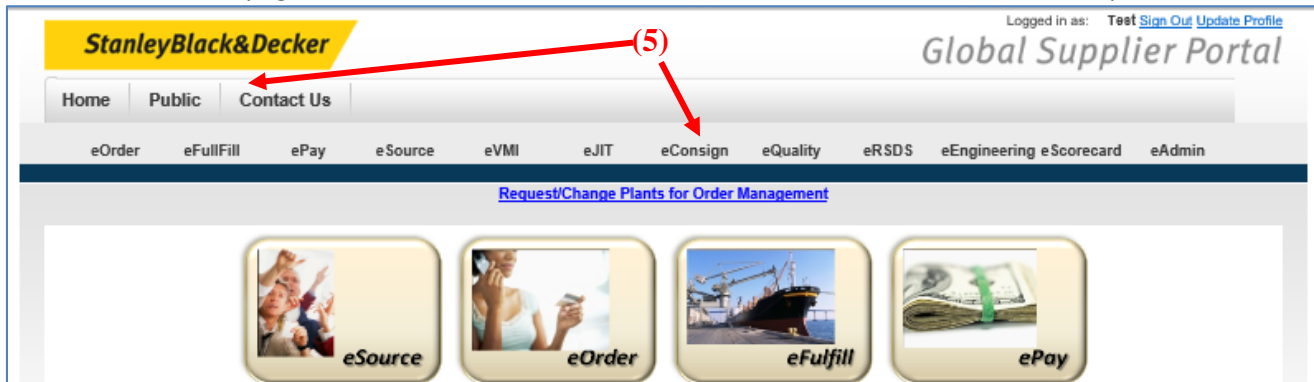
On the SBD User Type page ensure that the selection (A) is set to “Supplier” and click the “Continue” button (B)

Note: you can click the “Remember selection” option to keep your selection and bypass this page in the future

On the Supplier Sign On page enter your username (3a) and password (3b) then click the “Sign On” button (4)



On the Portal home page click either the “eFulfill” button (5) or the “eFulfill” link (5) in the top menu.

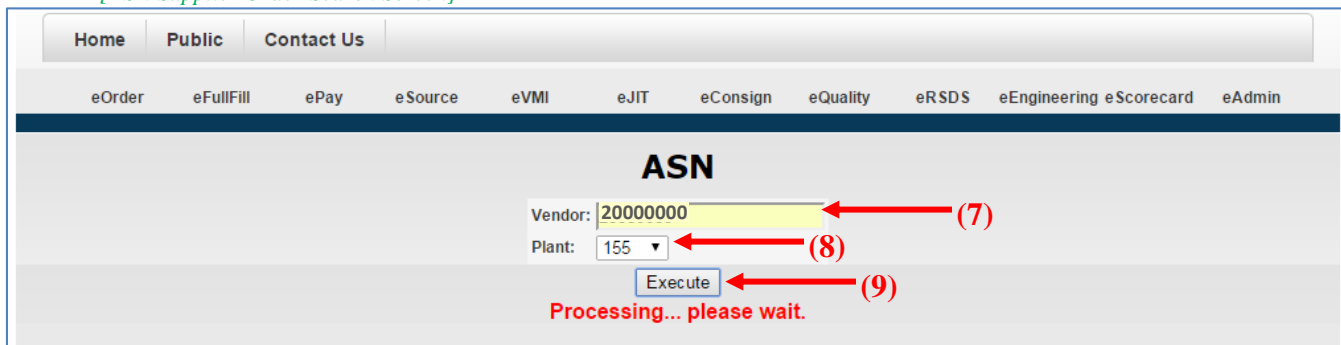


On the eFulFill page; click the “ASN-Creation” link (6).



On the ASN page; select the correct vendor number (7) and the correct plant number (8) from the dropdown. Then click the “Execute” button (9).

[ASN Supplier Order Search Screen]



This will take you to the ASN-Selection screen. This screen shows all orders that are available for creation of an ASN for shipment.

The ASN-Selection Page is divided into two sections; at the top of the page is a section labeled “Selected Items” (C) and below that section is a list of all the orders that are available for you to submit an ASN for the shipment (D).

The key information provided for each order is as follows:

- E:** Order Selection Icon
- F:** PO Number & PO Line Item
- G:** Order Total Qty – Displays the quantity of the original order
- H:** Order Open Qty – Displays the quantity of the order that has not yet been received by SBD
- I:** Available For Confirmation – Displays the quantity of the order that is still remaining for shipping (ASN)
- J:** Schedule Line – For SLA orders this shows the release number, for DPO this will always be 001

In this example:

DPO: The second line is a Discrete PO (DPO) order that is for 125 pieces total **(G)**, with 125 pieces open **(H)** and 25 pieces available **(I)** so the supplier has previously shipped (and created an ASN) for 100 pieces that have not yet been received by SBD.

SLA: The third through sixth lines are all releases from a Schedule Line Agreement (SLA) orders that is for 4,300 in total **(G)**. The first release has 100 pieces open **(H)** and 88 pieces available **(I)** so the supplier has shipped 12 pieces against this release.


Note that for SLA orders you can only add the oldest order (oldest date) to your selection so only the oldest date has the Order Selection Icon **(E)**. Once you add the oldest release the selection icon will display for the next oldest release so you can add multiple release if you are shipping multiple releases.

To select an order to create and ASN against click the green check mark **✓ (10)** to the left of the order and it will be moved from the bottom section of the page to the “Selected Items” section





[ASN-Selection Screen]


ASN - Selection												
<div> <div>Material: <input type="text"/></div> <div>PO Number: <input type="text"/></div> <div>Filter</div> </div>												
Selected Items:												
Process Selected Items												
	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
✓ (E)	4381837	50	DW4770	4" CUP GRINDING WHEEL GP	123.00	123.00	123.00	EA	\$5.7500	USD	0001	04/18/2015
✓ (F)	4317274	70	DW4712	7IN High PERF ABRAS BLADE	125.00	125.00	25.00	EA	\$4.2500	USD	0001	05/05/2014
✓ (G)	5313048	10	147107-00	KNOB	4,300.00	100.00	88.00	EA	\$15.1000	USD	0001	03/31/2015
	5313048	10	147107-00	KNOB	4,300.00	200.00	200.00	EA	\$15.1000	USD	0002	04/10/2015
	5313048	10	147107-00	KNOB	4,300.00	500.00	500.00	EA	\$15.1000	USD	0003	04/15/2015
	5313048	10	147107-00	KNOB	4,300.00	300.00	300.00	EA	\$15.1000	USD	0004	04/20/2015
✓ (10)	4381837	120	DW4777	5" XP DOUBLE ROW DIAMOND CUP WHEEL	39.00	39.00	39.00	EA	\$13.2000	USD	0001	04/18/2015
✓	4381837	120	DW4777	5" XP TURBO DIAMOND CUP WHEEL	102.00	102.00	102.00	EA	\$13.6000	USD	0001	04/18/2015
✓	4382853	80	DW4776	5" XP SINGLE ROW DIAMOND CUP WHEEL	6.00	6.00	6.00	EA	\$7.7000	USD	0001	04/25/2015
✓	4382853	90	DW4774	4-1/2" DOUBLE ROW DIAMOND CUP WHEEL	33.00	33.00	33.00	EA	\$11.6000	USD	0001	04/25/2015
✓	4383894	10	DW4776	5" XP SINGLE ROW DIAMOND CUP WHEEL	6.00	6.00	6.00	EA	\$7.7000	USD	0001	05/02/2015
✓	4383894	100	DW4771	7" CUP GRINDING WHEEL GP	42.00	42.00	42.00	EA	\$14.4100	USD	0001	05/02/2015

SLA Note: For an SLA once you add the oldest order the next oldest order now shows the select icon.

To add additional releases from and SLA click the green check mark  (10a) to the left of the order and it will be moved from the available list to the “Selected Items” section.

[ASN-Selection Screen]

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
	4381837	50	DW4770	4" CUP GRINDING WHEEL GP	123.00	123.00	123.00	EA	\$5.7500	USD	0001	04/18/2015
	4317274	70	DW4712	7IN High PERF ABRAS BLADE	125.00	125.00	25.00	EA	\$4.2500	USD	0001	05/05/2014
	5313048	10	147107-00	KNOB	4,300.00	200.00	200.00	EA	\$15.1000	USD	0002	04/10/2015
	5313048	10	147107-00	KNOB	4,300.00	500.00	500.00	EA	\$15.1000	USD	0003	04/15/2015
	5313048	10	147107-00	KNOB	4,300.00	300.00	300.00	EA	\$15.1000	USD	0004	04/20/2015
	4381837	120	DW4777	5" XP DOUBLE ROW DIAMOND CUP WHEEL	36.00	39.00	39.00	EA	\$13.2000	USD	0001	04/18/2015

When you click the green check marks  the order is moved from the available order section (D) to the “Selected Items” section (C).

If you add an order in error you can remove it from the Selected Items section by clicking the blue Remove icon  (K).





SLA Note: For a SLA you can only remove the newest order in the Selected Items section (the date furthest out). If you remove the newest order the remove icon will display to the left of the next newest order so you can remove that one if needed.


Once you have all the orders you want to include in the ASN in the Selected Items section, click the “Process Selected Items” button (11) to move to the next step.








ASN - Selection

Material:
 PO Number:

Selected Items:

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
	5313048	10	147107-00	KNOB	4,300.00	100.00	88.00	EA	\$15.1000	USD	0001	03/31/2015
	5313048	10	147107-00	KNOB	4,300.00	200.00	200.00	EA	\$15.1000	USD	0002	04/10/2015
	4381837	130	DW4777T	5" XP TURBO DIAMOND CUT WHEEL	102.00	102.00	102.00	EA	\$13.6000	USD	0001	04/18/2015
	4382853	90	DW4774	4-1/2" DOUBLE ROW DIAMOND CUT	33.00	33.00	33.00	EA	\$11.6000	USD	0001	04/25/2015

(11) 

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
	4381837	100	DW4773T	7" XP TURBO DIAMOND CUP WHEEL	162.00	162.00	162.00	EA	\$17.0000	USD	0001	04/18/2015
	4317274	70	DW4712	7IN High PERF ABRAS BLADE	125.00	125.00	25.00	EA	\$4.2500	USD	0001	05/05/2014
	5313048	10	147107-00	KNOB	4,300.00	500.00	500.00	EA	\$15.1000	USD	0003	04/15/2015
	5313048	10	147107-00	KNOB	4,300.00	300.00	300.00	EA	\$15.1000	USD	0004	04/20/2015
	4381837	120	DW4777	5" XP DOUBLE ROW DIAMOND CUP WHEEL	39.00	39.00	39.00	EA	\$13.2000	USD	0001	04/18/2015
	4382853	80	DW4776	5" XP SINGLE ROW DIAMOND CUP WHEEL	6.00	6.00	6.00	EA	\$7.7000	USD	0001	04/25/2015
	4383894	10	DW4776	5" XP SINGLE ROW DIAMOND CUP WHEEL	6.00	6.00	6.00	EA	\$7.7000	USD	0001	05/02/2015
	4383894	100	DW4771	7" CUP GRINDING WHEEL GP	42.00	42.00	42.00	EA	\$14.4100	USD	0001	05/02/2015

On the ASN-Execution Data Entry screen, enter the header information for the ASN (12) including; supplier invoice number, expected delivery date, container number, select the correct transportation type from the dropdown, and enter the bill of lading number.

Unless informed otherwise by your SBD contact; the expected delivery date entered in step 12 should be the date you expect the shipment to arrive at the SBD location to which you are shipping.

You need to provide a container number for each order line included in the ASN. If all items are being shipped in the same container you can enter the number in step 14 and click the “Copy” button (L) to copy into all the line at once. If the items are being shipped in different containers you need to enter a container number in each line (M).

Once you have all the header information completed, enter the quantity you will be shipping for each order line (13) and click the Execute button (14). Note: you cannot ship more than the available quantity (N).

[ASN-Execution Data Entry Screen]

ASN - Execution

Invoice Number: 12345678
 Expected Delivery Date: 04/04/2015
 Container Number: 225588 Copy
 Transportation Type: Vessel
 Bill of Lading: 336699

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	5313048	10	147107-00	KNOB	100.00	88.00	88	EA	\$15.1000	USD	0001	03/31/2015
225588	5313048	10	147107-00	KNOB	200.00	200.00	12	EA	\$15.1000	USD	0002	04/10/2015
225588	4381837	130	DW4777T	5" XP TURBO DIAMOND CUT WHEEL	102.00	102.00	50	EA	\$13.6000	USD	0001	04/18/2015
225588	4382853	90	DW4774	4-12" DOUBLE ROW DIAMOND CUTT	33.00	33.00	33	EA	\$11.6000	USD	0001	04/25/2015

Execute

You will be taken to the ASN-Execution Data Review page which allows you to review your entered information, ensure that all the information (including confirmed quantity) is correct and click the “Execute” button (15).

[ASN-Execution Data Review Screen]

ASN - Execution

Invoice Number: 12345678
 Expected Delivery Date: 04/04/2015
 Transportation Type: VESL
 Bill of Lading: 336699

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	5313048	10	147107-00	KNOB	100.00	88.00	88	EA	\$15.1000	USD	0001	03/31/2015
225588	5313048	10	147107-00	KNOB	200.00	200.00	12	EA	\$15.1000	USD	0002	04/10/2015
225588	4381837	130	DW4777T	5" XP TURBO DIMOND CUTT WHEEL	102.00	102.00	50	EA	\$13.6000	USD	0001	04/18/2015
225588	4382583	90	DW4774	4-12" DOUBLE ROW DIAMOND CUTT	33.00	33.00	33	EA	\$11.6000	USD	0001	04/25/2015

Execute

SLA Note: Please be aware that when creating an ASN that contains multiple releases from the same SLA that you must enter the remaining quantity on the oldest order first and any remaining on the newer order. If you do not do this, the system will make the adjustment automatically.

In the example below the supplier is shipping 100 pieces. They have entered only 50 pieces in the oldest order and 50 for the newer order in the ASN-Execution Data Entry screen. However since the older order has an available quantity of 88 when the supplier clicks the execution button (step 14) the system will reallocate quantity to 88 pieces on the older order and 12 pieces for the newer order on the ASN-Execution Data Review screen.

[ASN – Execution Data Entry Screen]

Bill of Lading: 336699												
Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	5313048	10	147107-00	KNOB	100.00	88.00	50	EA	\$15.1000	USD	0001	03/31/2015
225588	5313048	10	147107-00	KNOB	200.00	200.00	50	EA	\$15.1000	USD	0002	04/10/2015

[ASN – Execution Data Review Screen]

Bill of Lading: 336699												
Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	5313048	10	147107-00	KNOB	100.00	88.00	88	EA	\$15.1000	USD	0001	03/31/2015
225588	5313048	10	147107-00	KNOB	200.00	200.00	12	EA	\$15.1000	USD	0002	04/10/2015

The system will take you to the ASN-Execution Confirmation Screen and process your order and provide a confirmation message; as long as the message is “ASN Created Successfully” your ASN has been submitted. If you receive any other message or do not receive a message at all please contact your SBD contact to confirm if the IBD created successfully. Click the “OK” button **(16)** to complete the process.

[ASN-Execution Confirmation Screen]

ASN - Execution

Invoice Number: 12345678
 Expected Delivery Date: 04/04/2015
 Transportation Type: VESL
 Bill of Lading: 336699

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	5313048	10	147107-00	KNOB	100.00	88.00	88	EA	\$15.1000	USD	0001	03/31/2015
225588	5313048	10	147107-00	KNOB	200.00	200.00	12	EA	\$15.1000	USD	0002	04/10/2015
225588	4381837	130	DW4777T	5" XP TURBO DIMOND CUTT WHEEL	102.00	102.00	50	EA	\$13.6000	USD	0001	04/18/2015
225588	4382583	90	DW4774	4-12" DOUBLE ROW DIAMOND CUTT	33.00	33.00	33	EA	\$11.6000	USD	0001	04/25/2015

Results:

Confirmation	Item	Qty	Message
0180427206	000001	88.000	ASN Created Successfully
0180427206	000002	12.000	ASN Created Successfully
0180427206	000003	50.000	ASN Created Successfully
0180427206	000004	33.000	ASN Created Successfully

(16) →