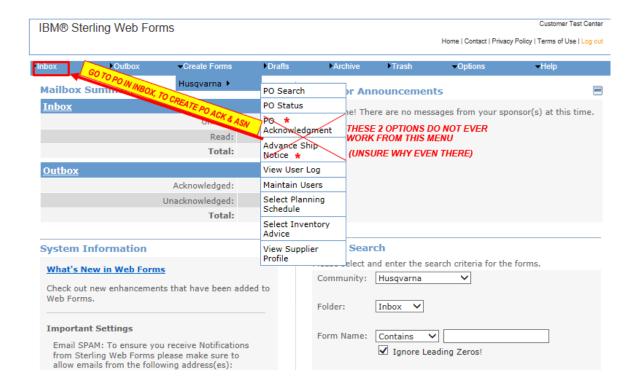
# How to Create an ASN



## Select PO from INBOX:



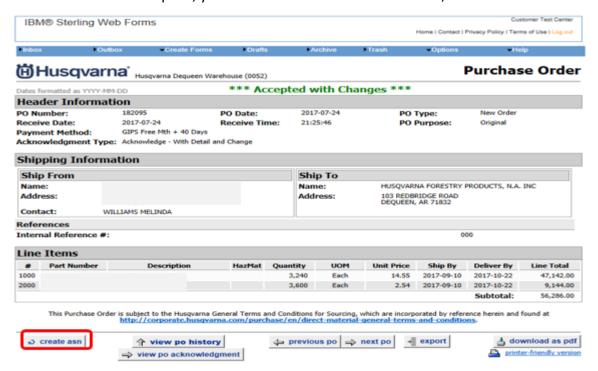
This is your Sterling Web Forms **Inbox**. Forms received from your business partners are displayed below. Click the individual links under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete forms** button or to your **Archive** folder for filing by selecting the **Archive forms** button.

Click on the column header to sort.

Inbox				
Delete Forms	Archive Forms Check All	Clear All	Turn Forms	Refresh
<u>Form Name</u>	<u>Company</u>	Form Type	Date Received	<u>Status</u>
<b>∂</b> 181980	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<i>ಎ</i> 🗌 <u>181979</u>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<b>∂</b> 181977	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<i>ಎ</i> 🗌 <u>181976</u>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<u> 181975</u>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<b>ට</b> <u>181970</u>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<b>∂</b> <u>181954</u>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
ا <u>181951</u>	Husqvarna	Purchase Order Change	7/25/2017 4:10:36 PM	Read
<b>∂</b> 182099	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
ව <u>182098</u>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<b>∂</b> 182097	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<b>∂</b> 182096	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<b>3</b> 182095	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<u>182093</u>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Unread
5 T 400000		n 1 n 1	7/04/0047 0 05 45 044	

#### THE PURCHASE ORDER MUST BE ACKNOWLEDGED BEFORE AN ASN CAN BE CREATED.

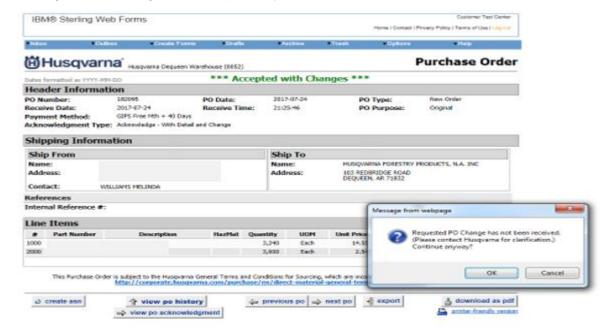
Once Purchase Order opens, you can click the "create asn" button, in bottom left corner.



If PO was Accepted with No Changes, the ASN page will open.

If PO was Accepted with Changes, and Husqvarna confirmed, the ASN page will open.

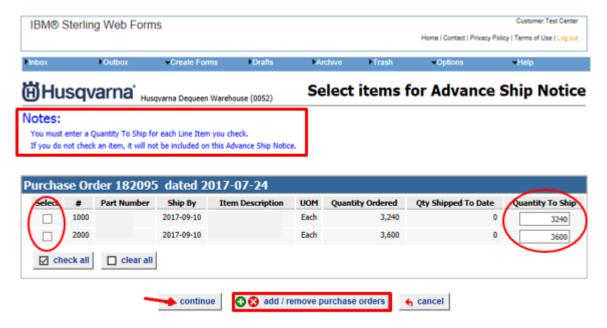
If PO change request has not been confirmed, a small box will pop up with the following message: Requested PO Change has not been received. (Please contact Husqvarna for clarification.) Continue anyway? It is best to contact Husqvarna first to find out reason. However, if it is time for the shipment to be made and agreement was made but still not seeing the PO change or no response, you can click OK to continue with ASN.



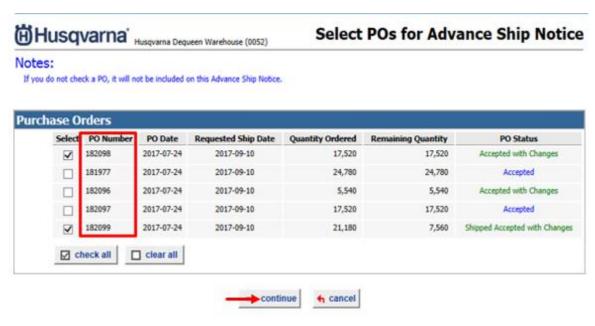
Once able to move to next page, **Select items for Advance Ship Notice** (see Notes on the page in blue).

If the only items to ship at the time are listed on this page, click "**continue**" to move on to the next page to fill out the details for the shipment.

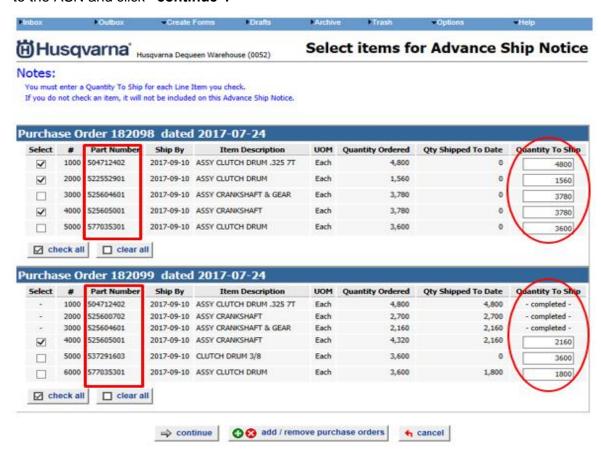
However, if one or more items from one or more purchase orders are shipping with these items, you can add them at this time, by clicking the "add/remove purchase orders" button.



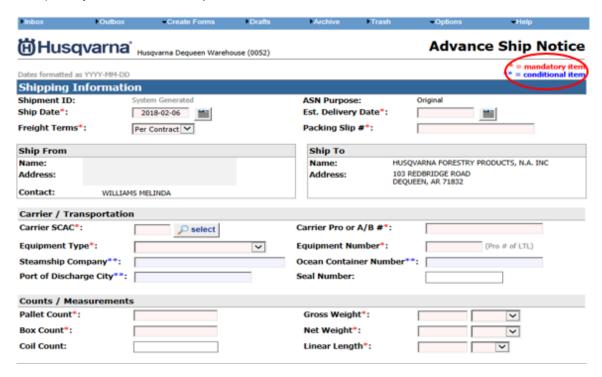
If you choose to add additional items, the remaining POs that have not been shipped complete will appear on the next page, and you select the additional POs to be added to the ASN and click "continue".



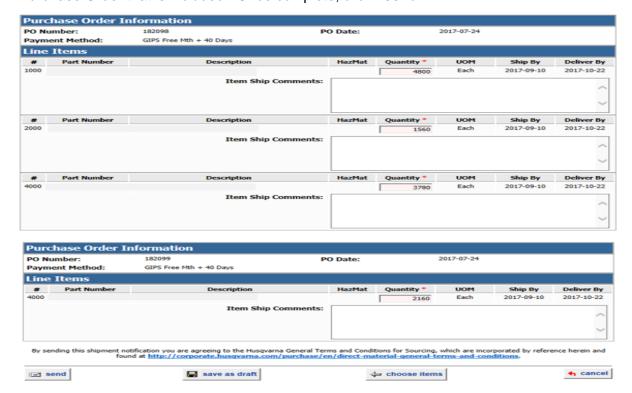
On the next page, the items for each PO that was selected will appear and you then select those items and input the quantity that is to be shipped for each that is to be added to the ASN and click "continue".



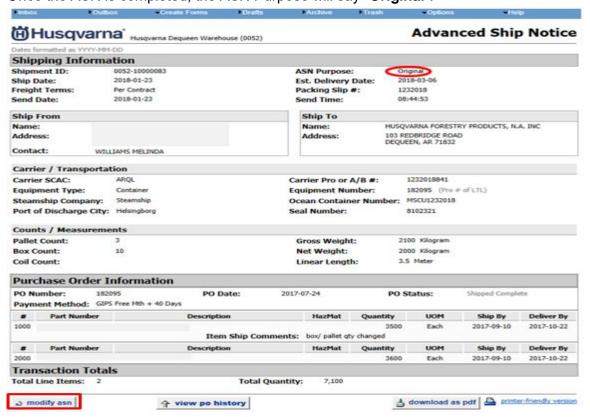
On the Advance Ship Notice page, fill out the all the details (\*mandatory and conditional items) that you can for the shipment.



Also on the ASN, you can adjust the quantity or add comments for each item per Purchase Order that is included. Once complete, click "send".



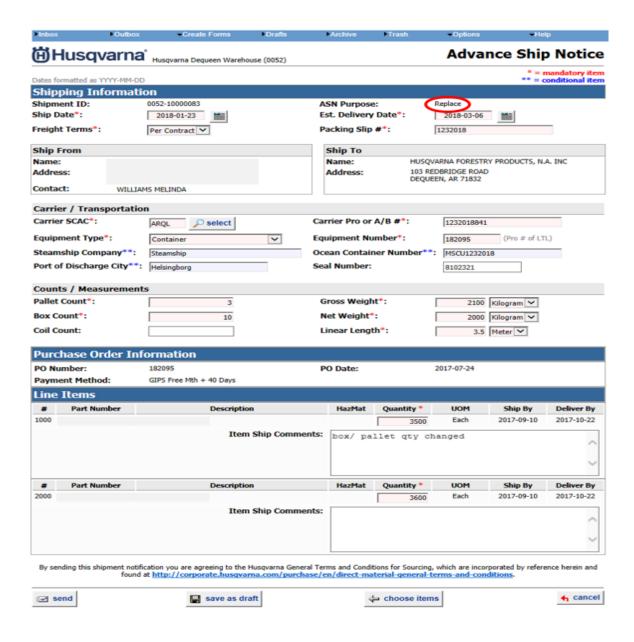
Once the ASN is completed, the ASN Purpose will say "Original".



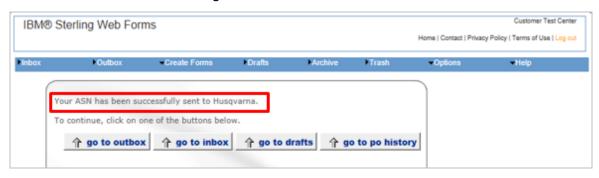
If anything on the ASN needs to be changed, then you have the option to click "modify asn" and make the necessary changes.

### On the next page, you click on "choose items" button

Once you click "modify asn", the ASN Purpose changes to Replace, and all available fields that can be modified are editable as when originally entering the ASN. Once complete, click "send".



### You should receive the following:



Basically need to fill out all that you can of the \*mandatory items as requested. we understand that some of the options may not be available, so you will need to fill out best you can (including \*\*conditional item, if you have the information) to ensure that this ASN can be matched up with PO referenced and so that B/L paperwork can also be matched up. Many times we received copies of BL prior to Invoice and Packing List, so we are not able to know which PO(s) the shipment is for.

