



Lowe'sLink[®]

Spend Management (SM)

Creating an Advanced Shipment Notification Display Suppliers

Effective Date: June 26, 2017

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Agenda

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Expectations

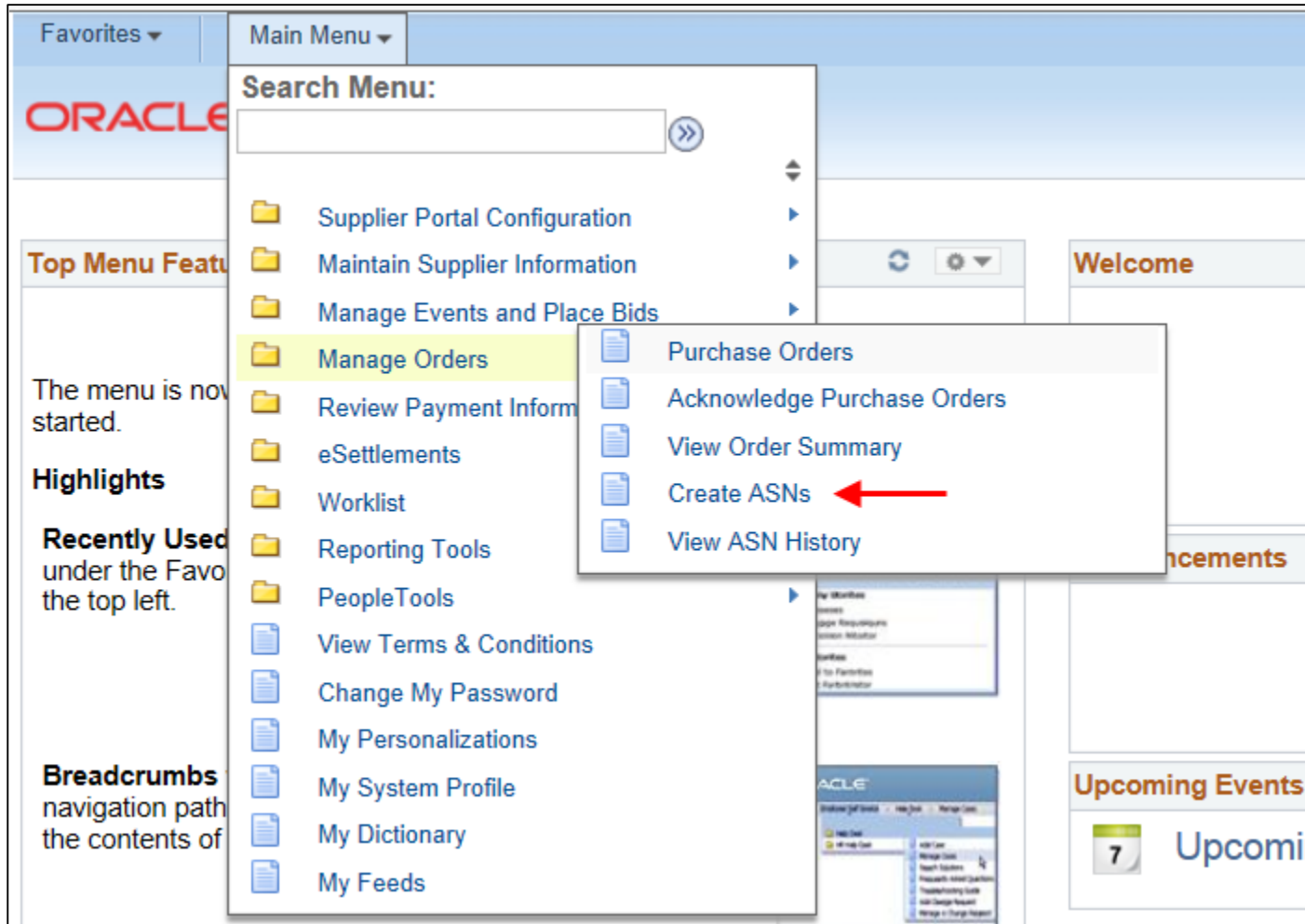
- This guide is written with the expectation that the user is registered for Spend Management.
- If not registered, please refer to the *LowesLink® Registration and Requesting Access to Spend Management* document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > For New Vendors.
- Also, that the user is familiar with logging into LowesLink®, locating the Spend Management US & Canada link, and logging into Oracle.
- If unfamiliar with logging in, please refer to the ***Logging into LowesLink® and Spend Management*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.
- If having login issues, please refer to the ***Login Password Issues*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.

Introduction

- The Advanced Shipment Notification (ASN) is used by Display Suppliers to submit shipping / tracking details through Spend Management.

Purchase Order Application Menu

Navigate: Main Menu > Manage Orders > Create ASNs



Search for the PO

- Search by PO number or date range to find PO's that have been issued for your company by entering the information into the Search Criteria fields.
- If the PO number does not fall within the pre-populated dates, then change or delete the date range.
- Note: To search for an individual PO, enter the PO number in both the From & To fields, and delete the dates.
- Option: Search can be submitted without any criteria to view a list of all available PO's however this type of search may cause the search to timeout.

Search Criteria

From PO ID

To PO ID

Item ID

Supplier Item ID

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

Buyer

Contract ID

Contract Version

Release

PO's Waiting Acknowledgement

Search for the Purchase Order - Example

- Input Search criteria and click the Search button.
 - Option: Search with no criteria to view a list of all available PO's.
- If no search results are found, refine the search criteria.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

ORACLE

Purchase Orders

Filter Options

Supplier Name Displays Here

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID 🔍 PO's Waiting Acknowledgement

To PO ID 🔍

Item ID 🔍

Supplier Item ID 🔍

From Date 📅 (example: 01/31/2000)

To Date 📅 (example: 01/31/2000)

Buyer 🔍

Contract ID 🔍

Contract Version

Release

Search Results

- Click the Create ASN button.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

Home | Worklist | Add to Favorites | Sign out

ORACLE

New Window | Personalize Page |

Purchase Orders

Purchase Order List

Supplier Name Displays Here

POs Returned 1

Default View for Change Orders All lines ▾

Set filter options

Orders Per Page 012 ▾ First 1 to 1 of 1 Last

Purchase Order List Personalize | Find | View All | |

PO Details | Header Details

Purchase Order	Status	Last Dispatched Date/Time	Lines▲	Total Amount	Acknowledge Status		
<input type="checkbox"/> 0170108019	Dispatched	03/22/2017 10:02:39AM	300	163.05 USD	New		<input type="button" value="View PDF"/>

Select All Clear All

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

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Select Lines to ASN

- Select the individual lines in the far left column to include in the ASN or use the Select All option at the bottom left of the screen.

Oracle ERP interface for "Purchase Order Schedule Selection".

Navigation: Favorites > Main Menu > Manage Orders > Purchase Orders > Create ASNs

Page Header: Home | Worklist | Add to Favorites | Sign out

Page Actions: New Window | Personalize Page

Advance Shipment Notification

Purchase Order Schedule Selection

Supplier Name Displays Here

Location: MAIN PO Number: 0170108019 Exclude Received Schedules

From Date: To Date: 06/13/2017

Item ID: Supplier Item ID:

Select Lines for ASN											
PO ID	Line	Sched Num	Item ID	Description	Revision	PO Qty	UOM	Due Date	Time Due	Mfg Itm ID	
<input type="checkbox"/>	0170108019	1	1	Z-1010	Z-1010 - Example Item Only	1.0000	EA	03/22/2017			
<input type="checkbox"/>	0170108019	2	1	Z-1011	Z-1011 - Example Item Only	1.0000	EA	03/22/2017			

Select All Deselect All

[Return to Purchase Order List](#)

Remove the Date

- Remove the automatically inserted date in the **To Date** field.

Oracle ERP interface showing the "Purchase Order Schedule Selection" screen. The "To Date" field is highlighted with a red arrow, indicating the date to be removed.

Location: MAIN PO Number: 0170108019 Exclude Received Schedules

From Date: To Date: 06/13/2017

Item ID: Supplier Item ID:

Search

Select Lines for ASN

PO ID	Line	Sched Num	Item ID	Description	Revision	PO Qty	UOM	Due Date	Time Due	Mfg Itm ID
<input type="checkbox"/> 0170108019	1	1	Z-1010	Z-1010 - Example Item Only		1.0000	EA	03/22/2017		
<input type="checkbox"/> 0170108019	2	1	Z-1011	Z-1011 - Example Item Only		1.0000	EA	03/22/2017		

Select All Deselect All

Include in ASN Include / View ASN Return to Purchase Order List

Include / View ASN

- To Date has been removed and the line(s) selected for the ASN.
- Click the Include / View ASN button.

The screenshot shows the Oracle 'Purchase Order Schedule Selection' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Manage Orders > Purchase Orders > Create ASNs'. The Oracle logo is on the left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are on the right. Below the navigation, there are options for 'New Window' and 'Personalize Page'. The main heading is 'Advance Shipment Notification' followed by 'Purchase Order Schedule Selection' and the subtext 'Supplier Name Displays Here'. Search filters include 'Location' (MAIN), 'PO Number' (0170108019), 'From Date', 'To Date', 'Item ID', and 'Supplier Item ID'. There is an 'Exclude Received Schedules' checkbox. A 'Search' button is located below the filters. The table 'Select Lines for ASN' has columns: PO ID, Line, Sched Num, Item ID, Description, Revision, PO Qty, UOM, Due Date, Time Due, and Mfg Itm ID. The first row (Line 1) is selected with a checkmark. The second row (Line 2) is not selected. At the bottom, there are 'Select All' and 'Deselect All' checkboxes, and three buttons: 'Include in ASN', 'Include / View ASN' (highlighted with a red arrow), and 'Return to Purchase Order List'. A red arrow also points to the 'To Date' field.

Location: MAIN PO Number: 0170108019 Exclude Received Schedules

From Date: To Date:

Item ID: Supplier Item ID:

Search

PO ID	Line	Sched Num	Item ID	Description	Revision	PO Qty	UOM	Due Date	Time Due	Mfg Itm ID
<input checked="" type="checkbox"/> 0170108019	1	1	Z-1010	Z-1010 - Example Item Only		1.0000	EA	03/22/2017		
<input type="checkbox"/> 0170108019	2	1	Z-1011	Z-1011 - Example Item Only		1.0000	EA	03/22/2017		

Select All Deselect All

Include in ASN Include / View ASN Return to Purchase Order List

Enter Information for the ASN

- Enter the information necessary for the Advanced Shipment Notification, including:
 - Ship No (Tracking number)
 - Ship Via (use lookup feature)
 - Carrier ID (use lookup feature)
 - Ship Date
 - Arrival Date
 - Quantities shipped

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders > Create ASNs

ORACLE® Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page |

Advance Shipment Notification

Advance Shipment Creation

Supplier Name Displays Here

→ Ship No → Ship Via

→ Carrier ID → Ship Date

→ Arrival Date

Defaults for All New ASN Lines

Pro Number Bill of Lading

Invoice No Order No

ASN Lines

Personalize | Find | | First 1 of 1 Last

ASN Info	PO Info	Invoice			Shipped	Ship UOM	Order No	
Line	Item ID	Description	Revision					
<input type="radio"/>	<input type="text" value="1"/>	Z-1010	Z-1010 - Example Item Only		<input type="text" value="1.0000"/>	EA	<input type="text"/>	

Select Lot/Serial

[Return to Purchase Order List](#)

Submit the ASN

- Select *Submit ASN*.
- Note: Submit ASN's within 24 hours of shipping.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders > Create ASNs

ORACLE Home Worklist Add to Favorites Sign out

New Window | Personalize Page |

Advance Shipment Notification

Advance Shipment Creation

Supplier Name Displays Here

Ship No Ship Via

Carrier ID Ship Date

Arrival Date

Defaults for All New ASN Lines

Pro Number Bill of Lading

Invoice No Order No

ASN Lines Personalize | Find | First 1 of 1 Last

ASN Info PO Info Invoice

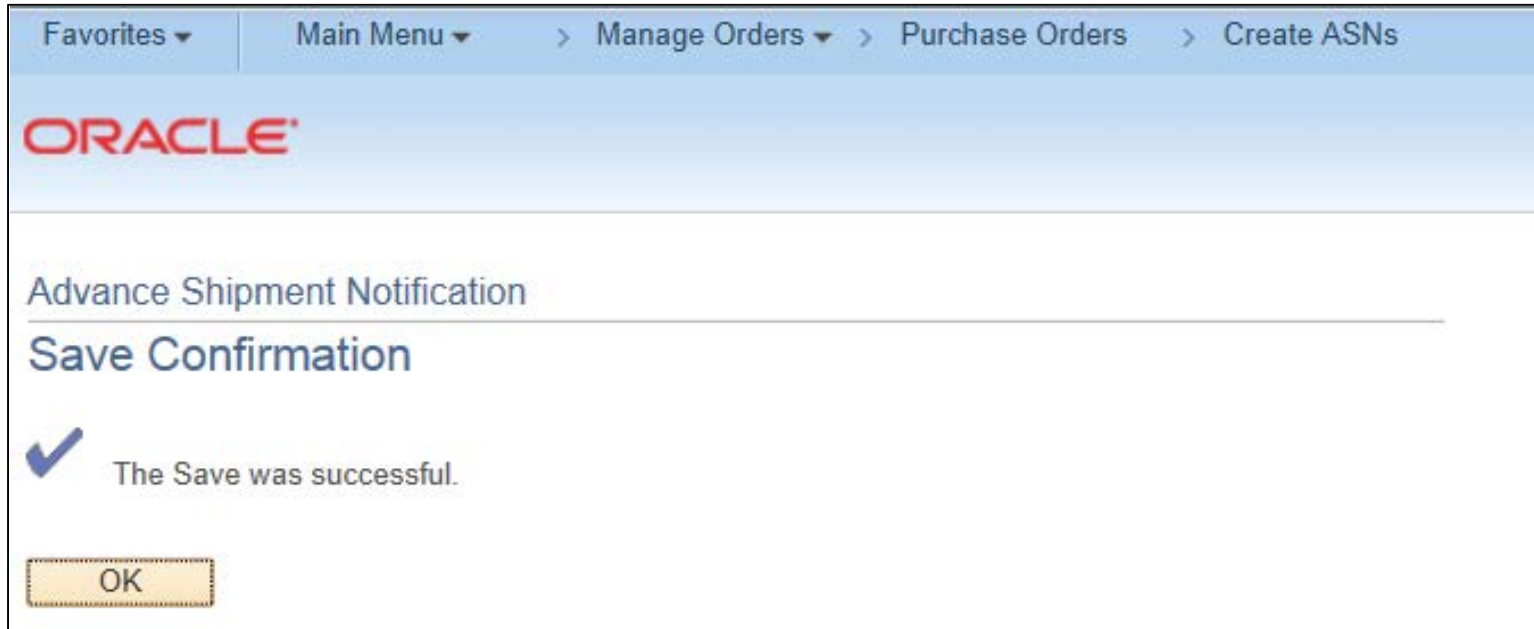
Line	Item ID	Description	Revision	Shipped	Ship UOM	Order No
<input type="radio"/>	<input type="text" value="1"/>	Z-1010	Z-1010 - Example Item Only	<input type="text" value="1.0000"/>	<input type="text" value="EA"/>	<input type="text"/>

Select Lot/Serial

[Return to Purchase Order List](#)

ASN Save Confirmation

- Click the OK button when the Save Confirmation displays.



View ASNs Option

- A new option is now available called View ASNs.
- Select this option to view ASNs that have been created.

Oracle Purchase Orders interface showing the "View ASNs" option for a purchase order.

Navigation: Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

Home | Worklist | Add to Favorites | Sign out

ORACLE

New Window | Personalize Page |

Purchase Orders

Purchase Order List

Supplier Name Displays Here

POs Returned 1

Default View for Change Orders: All lines ▾

Orders Per Page: 012 ▾ First 1 to 1 of 1 Last

Set filter options

Personalize | Find | View All | |

Purchase Order List


PO Details | Header Details

Purchase Order	Status	Last Dispatched Date/Time	Lines▲	Total Amount	Acknowledge Status			
<input type="checkbox"/> 0170108019	Dispatched	03/22/2017 10:02:39AM	300	163.05 USD	New	Create ASN	View ASNs	View PDF

Select All Clear All

View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)



For Assistance with Creating an Advanced Shipment Notification:

Email ExpenseSSI@lowes.com

or

Call our Finance Resource Center at 336-658-2121,
select option 3 for LowesLink® then
select option 3 for Spend Management (Expense SSI)