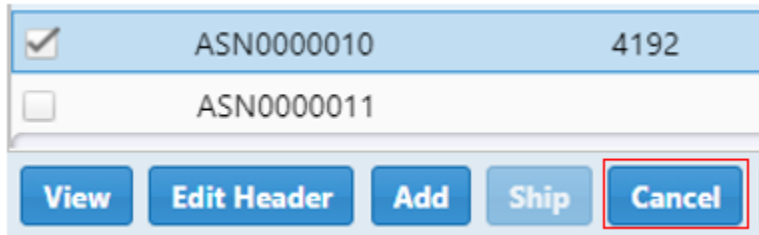




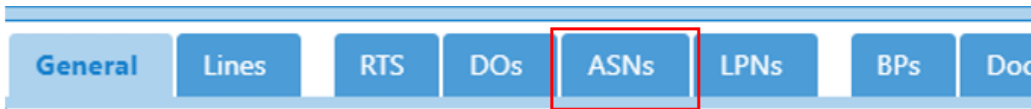
If you need to update a Purchase Order, please do the following:

1. Navigate to the ASNs UI and cancel the ASN that was originally created. This can be done one of two ways:

- The first way to cancel an ASN is to go to the ASN's user interface, search for your ASN in the filters, check the box next to the ASN you would like to cancel and click the cancel button at the bottom of the screen.



- The other way to cancel the ASN is to look on the Purchase Order. Click the ASNs tab within the Purchase Order and click on the ASN you wish to cancel



- At the bottom of the page click the Cancel button. The ASN status will change to Cancelled.





2. After cancelling the ASN, the next step is to edit the Purchase Order. Please see below for directions on how to update the Purchase Order in a variety of ways:

1. If you need to edit the Purchase Order Line Item quantity:

- Click into the Purchase Order, go to the lines tab, check the box next to the line items you would like to edit, once selected, click edit multiple lines.

| <input type="checkbox"/> | Line Number | Line Type | Item | Original Order Qty | Order Qty | Planned Weight | Planned Volume | Planned Size1 |
|-------------------------------------|-------------|-----------|--------|--------------------|--------------|----------------|----------------|---------------|
| <input checked="" type="checkbox"/> | 1 | Item | 010802 | 1,000 Eaches | 1,000 Eaches | | | 2 Pallets |
| <input type="checkbox"/> | 2 | Item | 010807 | 1,000 Eaches | 1,000 Eaches | | | 2 Pallets |
| <input type="checkbox"/> | 3 | Item | 010791 | 1,000 Eaches | 1,000 Eaches | | | 2 Pallets |



- On this screen update the order quantity and the number of pallets that the item is being updated. In this example, we increased the number of eaches from 1000 to 1500. Likewise, we changed the pallet number from 2 to 3.

Purchase Order Lines

| * Line No. | * Type | Item | * Order Qty | Planned Weight | Planned Volume | Planned Size1 |
|------------|--------|--------|-------------|----------------|----------------|---------------|
| 1 | Item | 010802 | 1500 Eaches | (none) | (none) | 3 Pallets |

- Click Save. The Purchase Order now reflects the correct purchase order quantity.

2. If you need to add an item to the Purchase Order:

- Click into the Purchase Order, go to the lines tab and click add line.



- Fill in the following information:
 - Purchase Order Line ID – enter the line item number on the PO.
 - Item – enter the 6 digit item code
 - Quantity – enter the number of eaches you are adding to the PO.
 - Size 1 field (pallets) – enter in the number of pallets for the item



PO Line Items **Notes**

Purchase Order Line ID:

Type:

Item:

Ready to ship:

Close:

Description:

Product class:

Protection level:

Commodity code:

NMFC freight class:

Hazardous Materials:

Hazardous Material code:

GTIN:

Variable weight item:

Expiration date required item:

Standard case quantity:

Standard pack quantity:

Unit monetary value:

Unit monetary value UOM:

Monetary value currency:

Unit tax amount:

Length:

Width:

Height:

Diameter:

Cancel:

Origin:

Pickup start:

Quantity

Order Qty:

Sizes

Weight:

Volume:

Size 1: **Pallets**

- Click save.

3. If you need to delete an item on the Purchase Order:

- Click into the Purchase Order, go to the lines tab and check the box next to the line item that you would like to delete.
- Click cancel line



- The status of the line item has now been moved to Cancelled.

| <input type="checkbox"/> | Line Number | Line Type | Item | Original Order Qty | Order Qty | Planned Weight | Planned Volume | Planned Size1 | Ready to Ship | Status |
|--------------------------|-------------|-----------|--------|--------------------|-----------|----------------|----------------|---------------|---------------|-----------|
| <input type="checkbox"/> | 1 | Item | 038180 | 120 UNIT | 120 UNIT | | | | | Cancelled |



3. After you have edited the PO, you must now create a new ASN. To create a new ASN, you will follow the same procedure as creating the original ASN.

1. Navigate to the ASN's user interface and click add.

- The **ASN number** will auto populate after the ASN has been saved.
- The **Delivery Facility** will always be VABCFacility.
- The **Estimated Delivery** should be the same as the estimated date for the Purchase Order.
- The **Business Unit** will always be Virginia ABC.
- The **Origin type** will always be Supplier.
- The **Pickup facility** will be the 4 digit business partner ID that was added on the Purchase Order.
- The **Business Partner** is the same 4 digit business partner ID. All business partner ID's will begin with the number 4, followed by the three digit vendor code assigned to the supplier in MIPS.

The screenshot shows the 'Add ASN' form with several callout boxes providing instructions:

- Top Left:** Leave the ASN blank. It will auto generate a number.
- Top Right:** The delivery Facility will always be VABCFACILITY.
- Middle Left:** The Origin Type will always be supplier.
- Middle Center:** The Pickup Facility is always your company ID Number (Same as Business Partner ID).
- Middle Right:** The Business Partner is your company ID number.

The form fields include: ASN, Shipment, Delivery facility, Total shipped, COG, ASN status (InPlanning), Shipped date, Estimated delivery, Total received, ADM, Business Unit (Virginia ABC), Origin type (none), Pickup facility, Pickup date, Type (Ready to Ship), Business partner (4347), BDL number, PRO number, Priority (0), state/province, Postal Code, County, Telephone, shipping cost, and Appointment.



4. After creating the new ASN you must link the existing Purchase Order to the new ASN.

- Navigate to the Create ASN from PO – Shipping user interface
- Use the PO filter at the top to find the Purchase Order needed
- Use the ASN filter at the top to find the new ASN that was just created
- Check the purchase order and the ASN that are needed. Once the two are checked, the green arrow will allow the PO to be assigned to the ASN. Click the green arrow and hit save.

Quick filter PO:

Record 1 of 104

| PO (Business Partner, Status, Business Unit) |
|---|
| <input type="checkbox"/> PO000000113 (4516, In Work, Virginia ABC) |
| <input checked="" type="checkbox"/> PO000000116 (... Created, Virginia ABC) |
| <input type="checkbox"/> PO000000117 (4516, Created, Virginia ABC) |
| <input type="checkbox"/> PO000000119 (4516, Created, Virginia ABC) |
| <input type="checkbox"/> PO000000120 (4516, Created, Virginia ABC) |

Quick filter ASN:

Record 1 of 8

| ASN (Status, Business Unit) |
|---|
| <input checked="" type="checkbox"/> ASN0000097 (Open, Virginia ABC) |
| <input type="checkbox"/> ASN0000096 (Open, Virginia ABC) |
| <input type="checkbox"/> ASN0000093 (InPlanning, Virginia ABC) |
| <input type="checkbox"/> ASN0000064 (Open, Virginia ABC) |
| <input type="checkbox"/> ASN0000063 (Open, Virginia ABC) |

The PO and the ASN are now updated to reflect the changes made and the Virginia ABC receiving department will be able to successfully check in this appointment with the correct quantities.