



Advanced Shipping Notice Quick Start Guide





Introduction

This processing guide provides step-by-step instructions for processing an advanced shipping notice using the Greene Tweed Vendor Portal.



The advanced shipping notice (ASN) is a document that provides detailed information about a pending delivery. Its purpose is to notify GT when shipping occurs and provide physical characteristics about the shipment so that GT can be prepared to accept the delivery. The information is transferred in real time from the portal to SAP.

When you arrange with GT to send ASNs, we'll expect one for each PO line item on the day of the shipment. Failure to send the ASN will result in delivery processing delays.

The ASN must include:

- Quantity shipped
- Supplier Batch Number
- Country of Origin
- Production Date

Greene Tweed's vendor portal is powered by Jaggaer a leading Procure to Pay solution

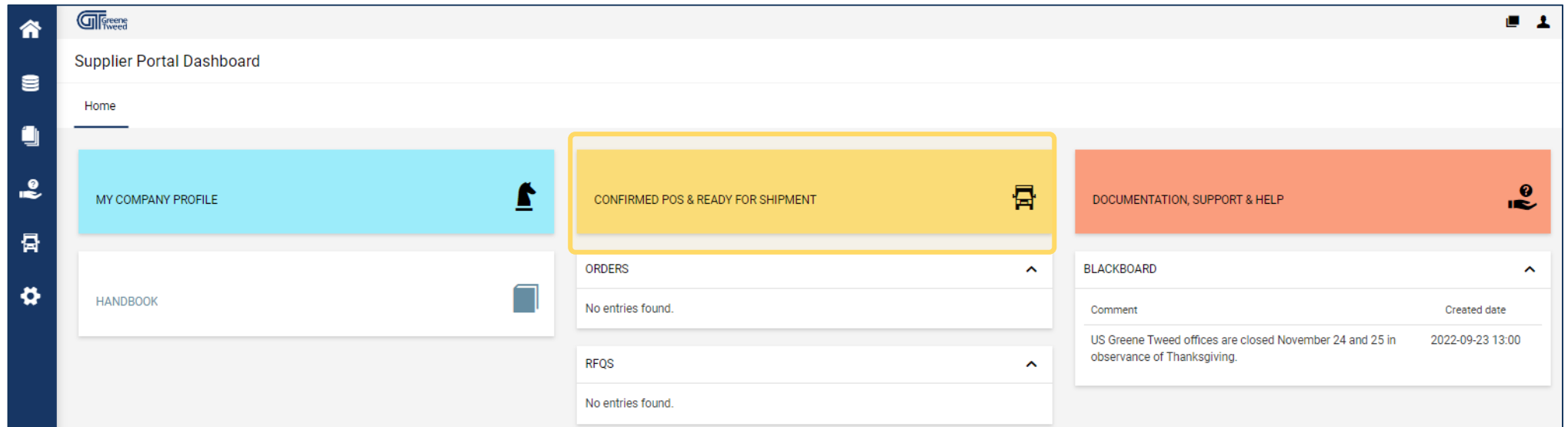
- 1 [Prepare ASN](#)
- 2 [Review Advised Delivery Notes](#)
- 3 [Edit or Delete Open Delivery Note](#)



1 Prepare ASN

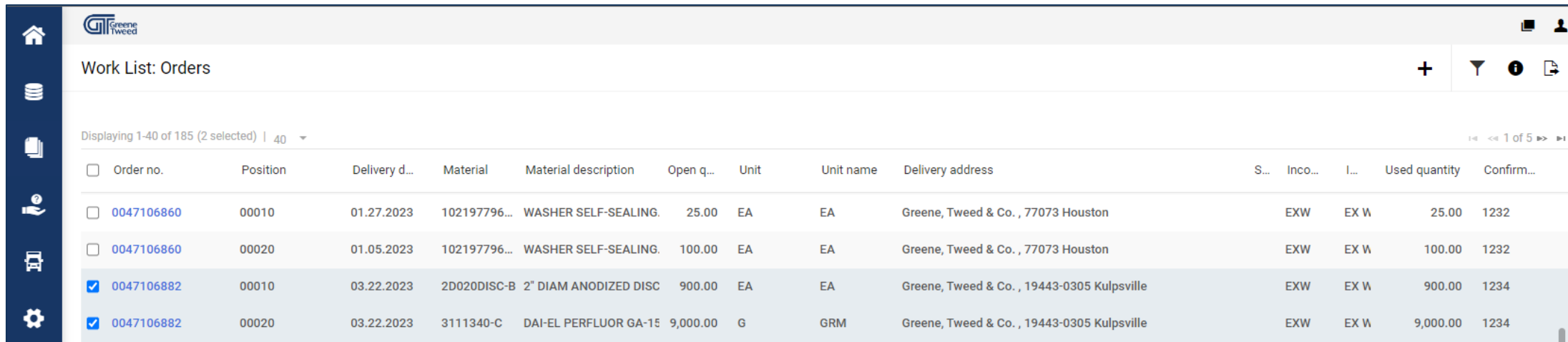


1 | On the Supplier Portal Dashboard, click **Confirmed POs & Ready for Shipment**.





- The **Work List: Orders** screen will appear.
- Shipping location, incoterms, and delivery date must be the same to combine PO lines and include in the same ASN.



Order no.	Position	Delivery d...	Material	Material description	Open q...	Unit	Unit name	Delivery address	S...	Inco...	I...	Used quantity	Confirm...
<input type="checkbox"/> 0047106860	00010	01.27.2023	102197796...	WASHER SELF-SEALING.	25.00	EA	EA	Greene, Tweed & Co., 77073 Houston		EXW	EX W	25.00	1232
<input type="checkbox"/> 0047106860	00020	01.05.2023	102197796...	WASHER SELF-SEALING.	100.00	EA	EA	Greene, Tweed & Co., 77073 Houston		EXW	EX W	100.00	1232
<input checked="" type="checkbox"/> 0047106882	00010	03.22.2023	2D020DISC-B	2" DIAM ANODIZED DISC	900.00	EA	EA	Greene, Tweed & Co., 19443-0305 Kulpville		EXW	EX W	900.00	1234
<input checked="" type="checkbox"/> 0047106882	00020	03.22.2023	3111340-C	DAI-EL PERFLUOR GA-15	9,000.00	G	GRM	Greene, Tweed & Co., 19443-0305 Kulpville		EXW	EX W	9,000.00	1234



- 2
 - On the **Work List: Orders** screen, select the PO(s) and click **Create Delivery Note**.
 - In the **Create delivery note** dialog box, click **Create**.

<input type="checkbox"/>	Order no.	Position	Delivery d...	Material	Material description	Open q...	Unit	Unit name	Delivery address	S...	Inco...	L...	Used quantity	Confirm...
<input type="checkbox"/>	0047106860	00010	01.27.2023	102197796...	WASHER SELF-SEALING.	25.00	EA	EA	Greene, Tweed & Co., 77073 Houston		EXW	EX W	25.00	1232
<input type="checkbox"/>	0047106860	00020	01.05.2023	102197796...	WASHER SELF-SEALING.	100.00	EA	EA	Greene, Tweed & Co., 77073 Houston		EXW	EX W	100.00	1232
<input checked="" type="checkbox"/>	0047106882	00010	03.22.2023	2D020DISC-B	2" DIAM ANODIZED DISC	900.00	EA	EA	Greene, Tweed & Co., 19443-0305 Kulpville		EXW	EX W	900.00	1234
<input checked="" type="checkbox"/>	0047106882	00020	03.22.2023	3111340-C	DAI-EL PERFLUOR GA-15	9,000.00	G	GRM	Greene, Tweed & Co., 19443-0305 Kulpville		EXW	EX W	9,000.00	1234

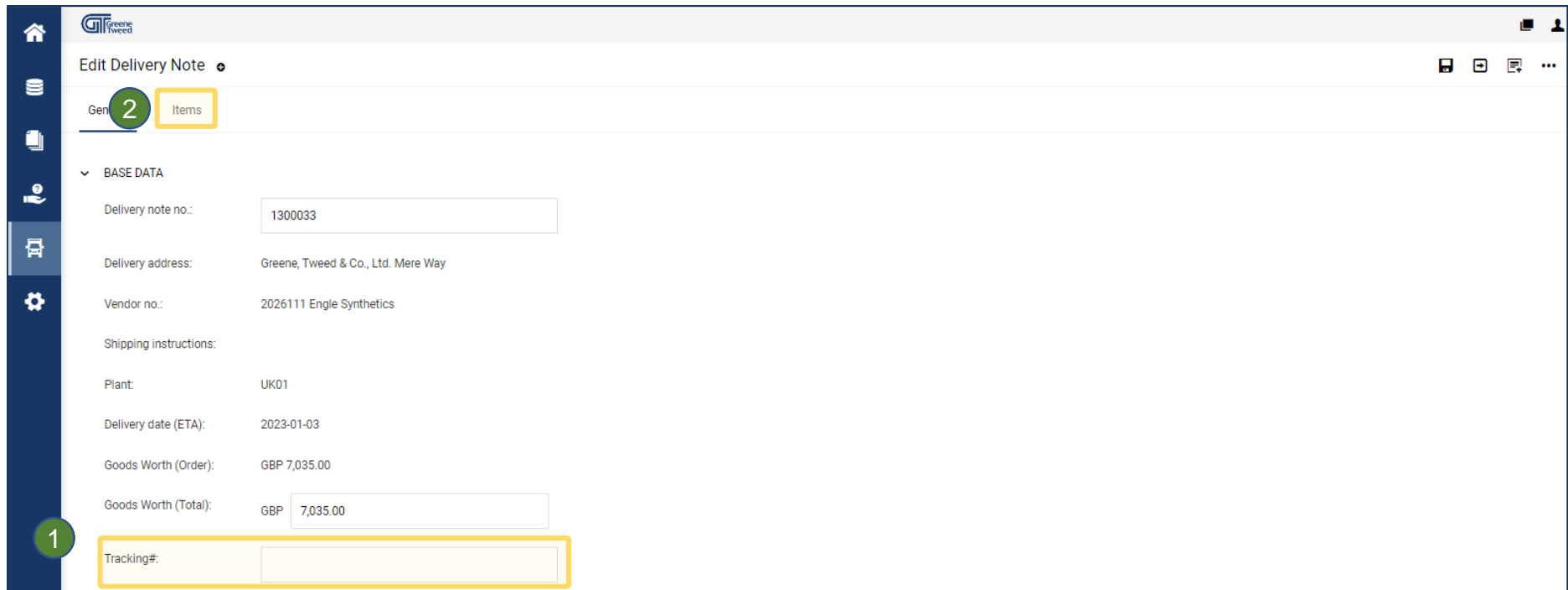
Create delivery note ✕

Are you sure that you want to create a delivery note?

Create
Cancel



- 3 | • On the Edit Delivery Note screen, add the Tracking # and click Items.



Greene Tweed

Edit Delivery Note

Gen **2** Items

BASE DATA

Delivery note no.: 1300033

Delivery address: Greene, Tweed & Co., Ltd. Mere Way

Vendor no.: 2026111 Engle Synthetics

Shipping instructions:

Plant: UK01

Delivery date (ETA): 2023-01-03

Goods Worth (Order): GBP 7,035.00

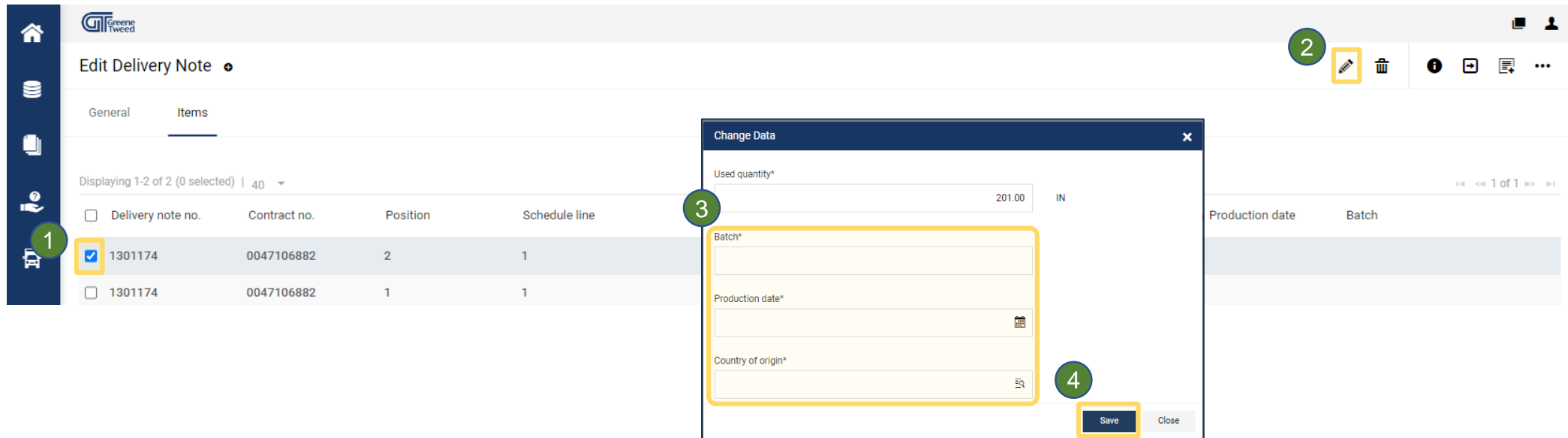
Goods Worth (Total): GBP 7,035.00

Tracking#:





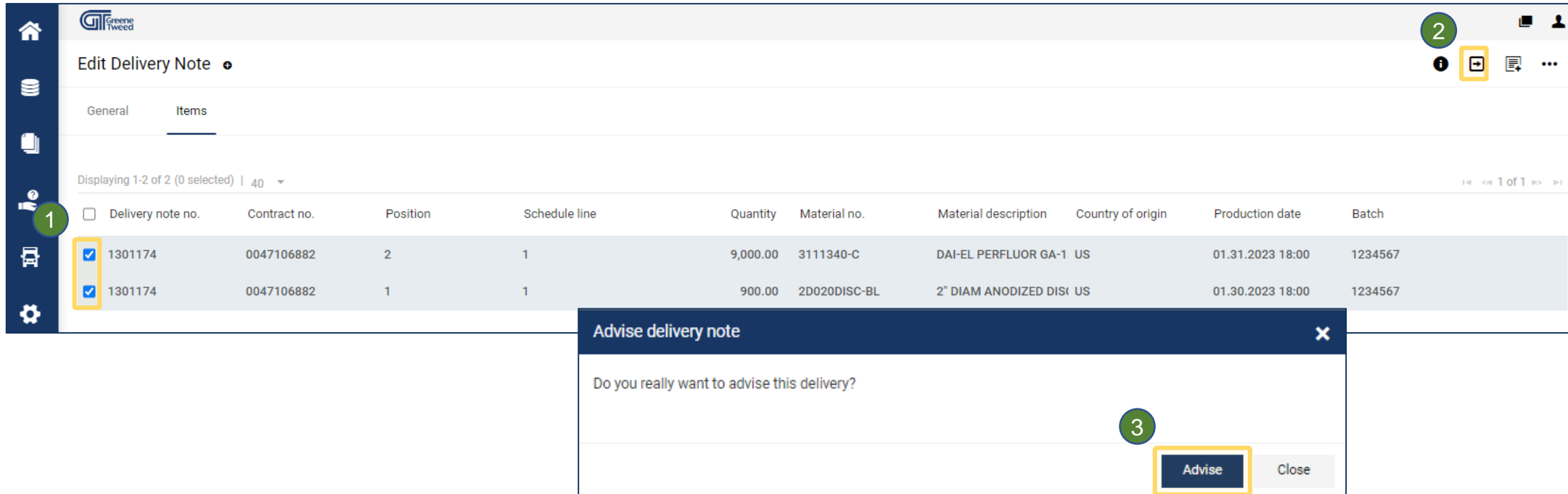
- 4
 - On the **Edit Delivery Note** screen, select the item and click **Edit**.
 - In the **Change Data** dialog box, add the supplier batch, production date, and country of origin.
 - Click **Save**.
 - Repeat for all selected items.



The screenshot displays the 'Edit Delivery Note' application. The main table shows two items, with the first one selected. A 'Change Data' dialog box is open, allowing for the entry of supplier batch, production date, and country of origin. The 'Save' button is highlighted, indicating the final step in the process.

Delivery note no.	Contract no.	Position	Schedule line
<input checked="" type="checkbox"/> 1301174	0047106882	2	1
<input type="checkbox"/> 1301174	0047106882	1	1

- 5
- The dialog box will close.
 - Select the item and click **Notify**.
 - In the **Advise delivery note** dialog box, click **Advise**.



The screenshot shows the 'Edit Delivery Note' interface. The 'Items' tab is active, displaying a table with the following data:

Delivery note no.	Contract no.	Position	Schedule line	Quantity	Material no.	Material description	Country of origin	Production date	Batch
<input checked="" type="checkbox"/>	1301174	0047106882	2	1	9,000.00	3111340-C	DAI-EL PERFLUOR GA-1 US	01.31.2023 18:00	1234567
<input checked="" type="checkbox"/>	1301174	0047106882	1	1	900.00	2D020DISC-BL	2" DIAM ANODIZED DISK US	01.30.2023 18:00	1234567

An 'Advise delivery note' dialog box is open, asking 'Do you really want to advise this delivery?'. The 'Advise' button is highlighted with a yellow box and a green circle labeled '3'.

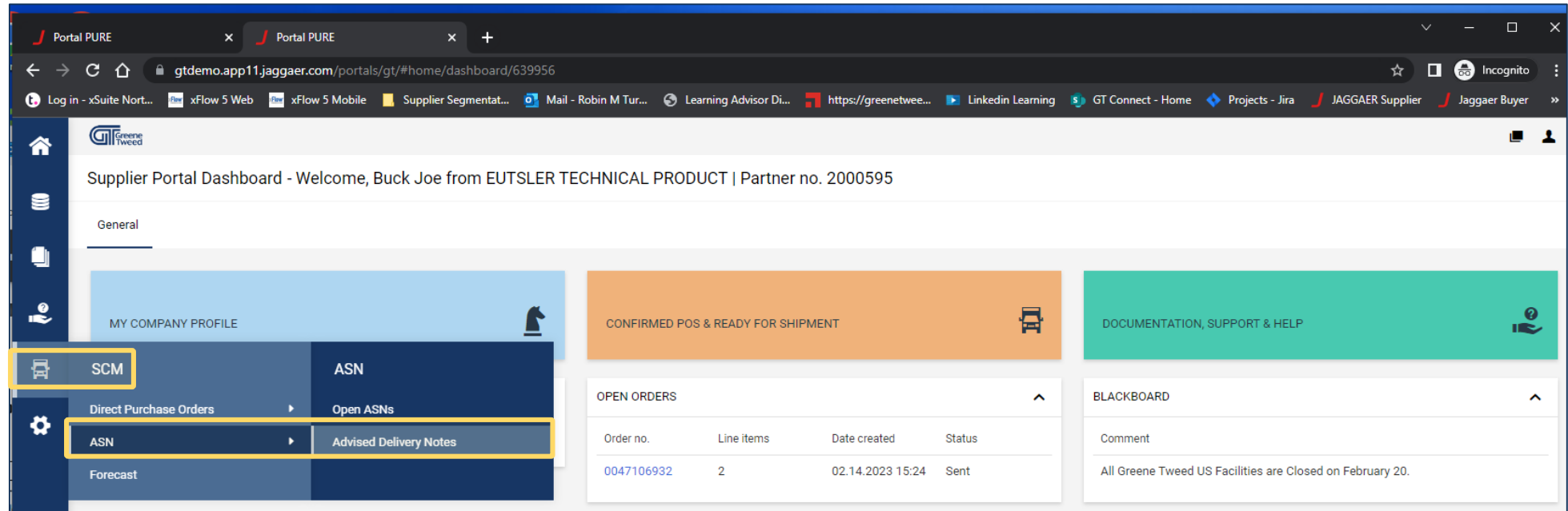


2 Review Advised Delivery Notes

Use these instructions to view a list of previously issued ASNs.



1 | On the Supplier Portal Dashboard, follow the path SCM >> ASN >> Advised Delivery Notes.



The screenshot shows a web browser window displaying the Supplier Portal Dashboard. The browser address bar shows the URL: `gtdemo.app11.jaggaer.com/portals/gt/#home/dashboard/639956`. The dashboard header includes the Greene Tweed logo and a welcome message: "Supplier Portal Dashboard - Welcome, Buck Joe from EUTSLER TECHNICAL PRODUCT | Partner no. 2000595".

The main content area is divided into several sections:

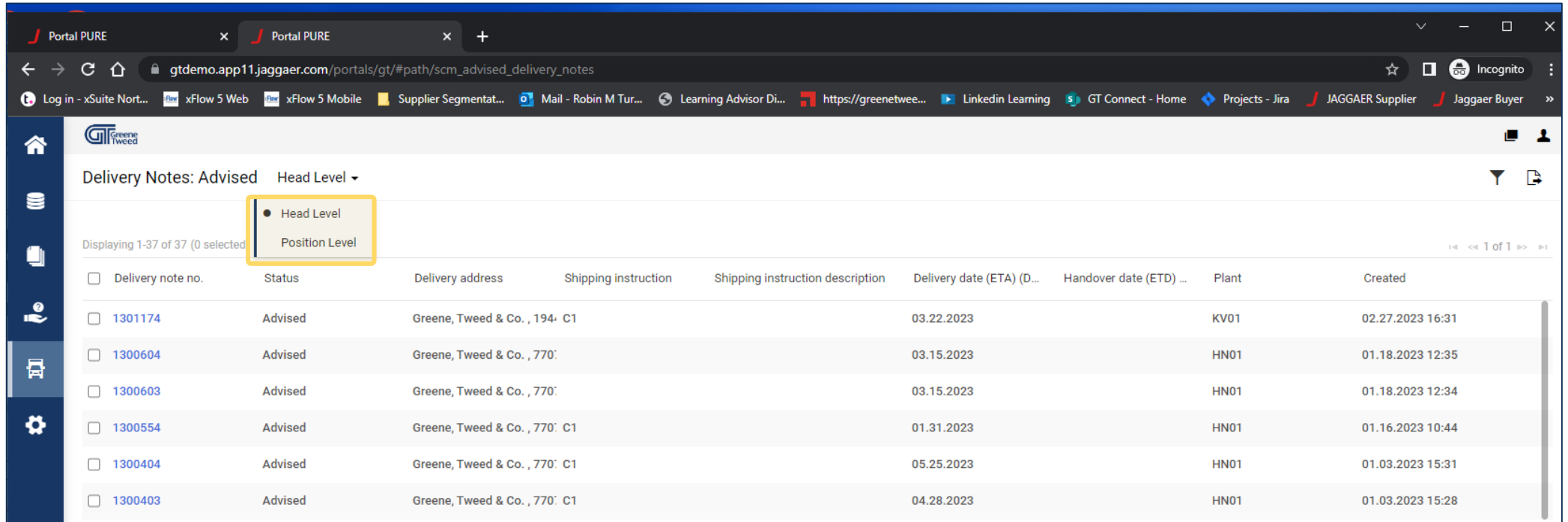
- General**: A section with a "General" sub-header.
- MY COMPANY PROFILE**: A blue card with a chess knight icon.
- CONFIRMED POS & READY FOR SHIPMENT**: An orange card with a truck icon.
- DOCUMENTATION, SUPPORT & HELP**: A green card with a person icon.
- SCM**: A dark blue sidebar menu with a truck icon, containing:
 - Direct Purchase Orders
 - ASN
 - Forecast
- ASN**: A dark blue sidebar menu with a chess knight icon, containing:
 - Open ASNs
 - Advised Delivery Notes
- OPEN ORDERS**: A white card with a table of open orders.

Order no.	Line items	Date created	Status
0047106932	2	02.14.2023 15:24	Sent
- BLACKBOARD**: A white card with a comment section.

Comment

All Greene Tweed US Facilities are Closed on February 20.

2 | On the Delivery Note: Advised page, toggle between Head Level and Position Level as appropriate.



Delivery Notes: Advised Head Level ▾

Displaying 1-37 of 37 (0 selected)

<input type="checkbox"/>	Delivery note no.	Status	Delivery address	Shipping instruction	Shipping instruction description	Delivery date (ETA) (D...	Handover date (ETD) ...	Plant	Created
<input type="checkbox"/>	1301174	Advised	Greene, Tweed & Co. , 194	C1		03.22.2023		KV01	02.27.2023 16:31
<input type="checkbox"/>	1300604	Advised	Greene, Tweed & Co. , 770			03.15.2023		HN01	01.18.2023 12:35
<input type="checkbox"/>	1300603	Advised	Greene, Tweed & Co. , 770			03.15.2023		HN01	01.18.2023 12:34
<input type="checkbox"/>	1300554	Advised	Greene, Tweed & Co. , 770	C1		01.31.2023		HN01	01.16.2023 10:44
<input type="checkbox"/>	1300404	Advised	Greene, Tweed & Co. , 770	C1		05.25.2023		HN01	01.03.2023 15:31
<input type="checkbox"/>	1300403	Advised	Greene, Tweed & Co. , 770	C1		04.28.2023		HN01	01.03.2023 15:28

3 | Click the Open icon to view the details of an ASN.

Portal PURE

gtdemo.app11.jaggaer.com/portals/gt/#path/scm_advised_delivery_notes

Incognito

Log in - xSuite Nort... xFlow 5 Web xFlow 5 Mobile Supplier Segmentat... Mail - Robin M Tur... Learning Advisor Di... https://greenetwee... LinkedIn Learning GT Connect - Home Projects - Jira JAGGAER Supplier Jaggaer Buyer

Greene Tweed

Delivery Notes: Advised Position Level ▾

Displaying 1-40 of 53 (0 selected) | 40 ▾

<< 1 of 2 >>

<input type="checkbox"/>	Delivery no...	Status	Contract no.	Position	Material no.	Delivery date (ETA) (DN)	H...	Delivery address	Plant	Material descrip...	Quantity	Open quan...	Unit	<input type="button" value="Open"/>
<input type="checkbox"/>	1301174	New	0047106882	2	3111340-C	2023-03-22		Greene, Tweed & Co. , 19443-0305 Kulpville	KV01	DAI-EL PERFLUOR G	9,000.00	0	G	<input type="button" value="Open"/>
<input type="checkbox"/>	1301174	New	0047106882	1	2D020DISC-BL	2023-03-22		Greene, Tweed & Co. , 19443-0305 Kulpville	KV01	2" DIAM ANODIZED I	900.00	0	EA	
<input type="checkbox"/>	1300604	New	0047106905	1	9251-860	2023-03-15		Greene, Tweed & Co. , 77073 Houston	HN01	O-RING	500.00	0	EA	
<input type="checkbox"/>	1300603	New	0047106904	1	9251-860	2023-03-15		Greene, Tweed & Co. , 77073 Houston	HN01	O-RING	100.00	0	EA	
<input type="checkbox"/>	1300554	New	0047106891	2	102197796	2023-01-31		Greene, Tweed & Co. , 77073 Houston	HN01	WASHER SELF-SEAL	50.00	0	EA	
<input type="checkbox"/>	1300554	New	0047106891	1	102290714	2023-01-31		Greene, Tweed & Co. , 77073 Houston	HN01	BLANKING PLUG, .87	25.00	0	EA	

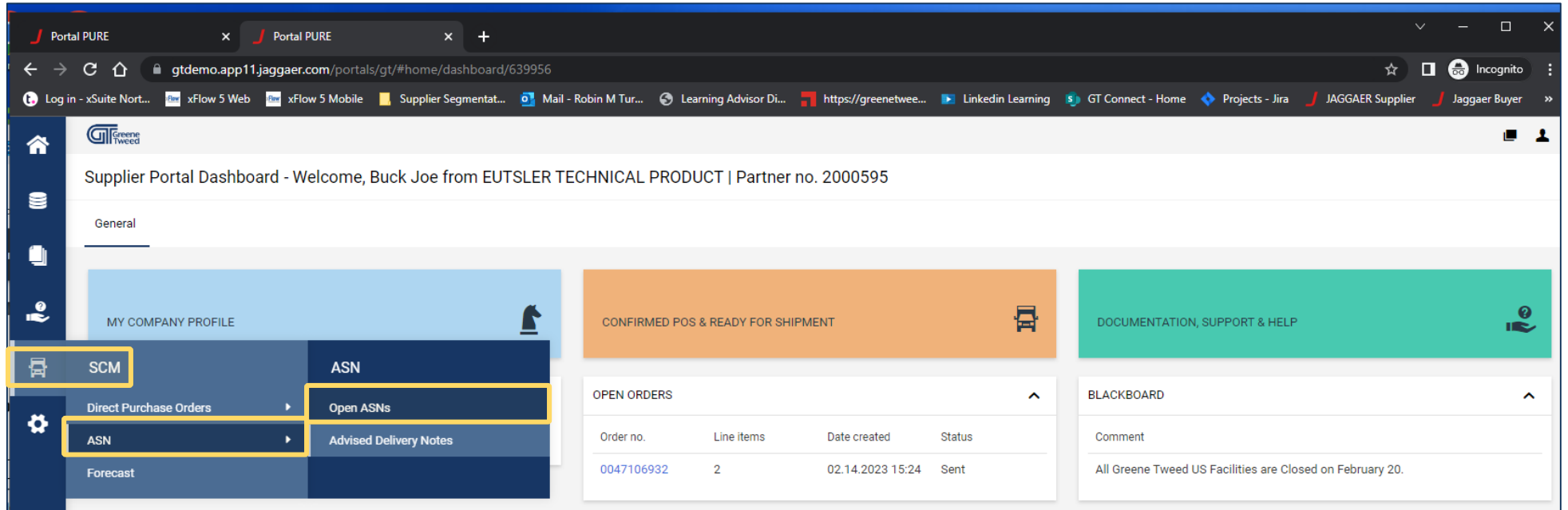


3 Edit or Delete Open Delivery Notes

At times it may be necessary for you to return to an open ASN to either complete the process or delete it so that you can return to and finish it at a later time. Use these instructions to access an open ASN.



1 | On the Supplier Portal Dashboard, follow the path SCM >> ASN >> Open ASNs.

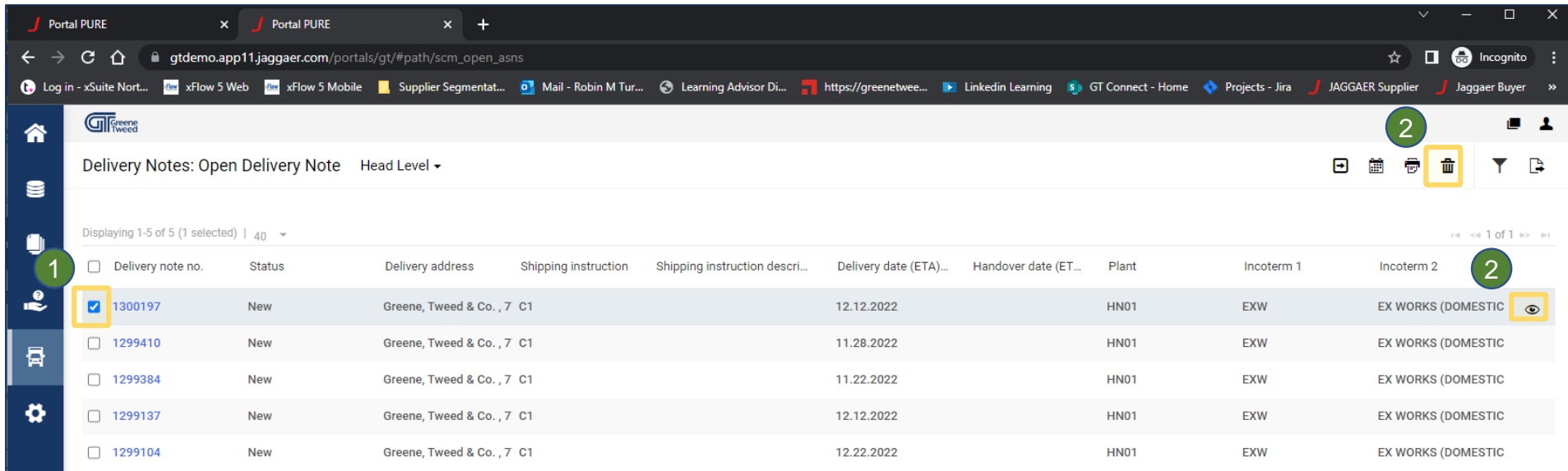


The screenshot shows the Supplier Portal Dashboard for a user named Buck Joe from EUTSLER TECHNICAL PRODUCT. The dashboard includes a navigation menu on the left with the following items: Home, General, MY COMPANY PROFILE, SCM, Direct Purchase Orders, ASN, Forecast, and a gear icon for settings. The SCM menu is expanded, showing a sub-menu with ASN and Advised Delivery Notes. The ASN sub-menu is also expanded, showing Open ASNs and Advised Delivery Notes. The main content area features three cards: MY COMPANY PROFILE, CONFIRMED POS & READY FOR SHIPMENT, and DOCUMENTATION, SUPPORT & HELP. Below these cards are three sections: OPEN ORDERS (with a table of one order), BLACKBOARD (with a comment), and a footer area.

Order no.	Line items	Date created	Status
0047106932	2	02.14.2023 15:24	Sent

Comment: All Greene Tweed US Facilities are Closed on February 20.

- 2
- The Delivery Notes: Open Delivery Note page will appear.
 - Select the line.
 - Use the Open icon to resume processing.
 - Use the Delete icon to cancel processing.



Portal PURE

gtdemo.app11.jaggaer.com/portals/gt/#path/scm_open_asns

Log in - xSuite Nort... xFlow 5 Web xFlow 5 Mobile Supplier Segmentat... Mail - Robin M Tur... Learning Advisor Di... https://greenetwee... LinkedIn Learning GT Connect - Home Projects - Jira JAGGAER Supplier Jaggaer Buyer

Greene Tweed

Delivery Notes: Open Delivery Note Head Level

Displaying 1-5 of 5 (1 selected) | 40

Delivery note no.	Status	Delivery address	Shipping instruction	Shipping instruction descri...	Delivery date (ETA)...	Handover date (ET...	Plant	Incoterm 1	Incoterm 2
<input checked="" type="checkbox"/> 1300197	New	Greene, Tweed & Co., 7 C1			12.12.2022		HN01	EXW	EX WORKS (DOMESTIC)
<input type="checkbox"/> 1299410	New	Greene, Tweed & Co., 7 C1			11.28.2022		HN01	EXW	EX WORKS (DOMESTIC)
<input type="checkbox"/> 1299384	New	Greene, Tweed & Co., 7 C1			11.22.2022		HN01	EXW	EX WORKS (DOMESTIC)
<input type="checkbox"/> 1299137	New	Greene, Tweed & Co., 7 C1			12.12.2022		HN01	EXW	EX WORKS (DOMESTIC)
<input type="checkbox"/> 1299104	New	Greene, Tweed & Co., 7 C1			12.22.2022		HN01	EXW	EX WORKS (DOMESTIC)



Thank You

