ADVANCED SHIP NOTIFICATION

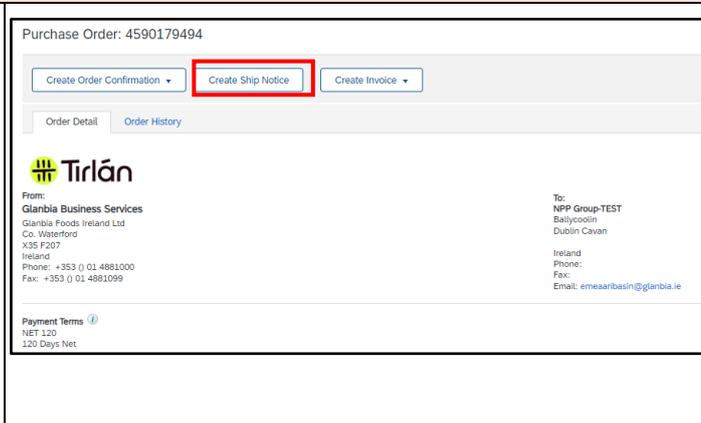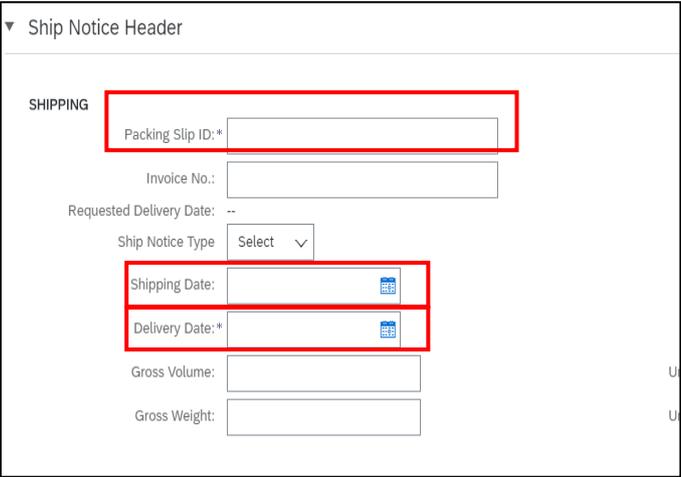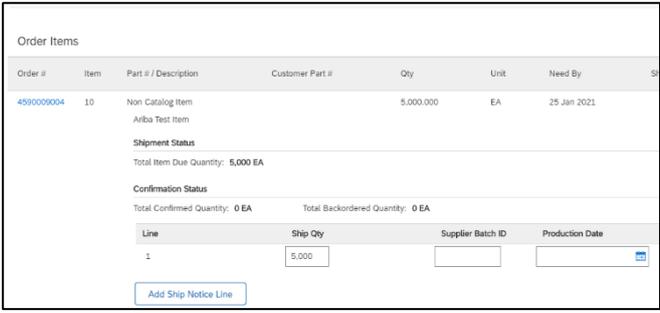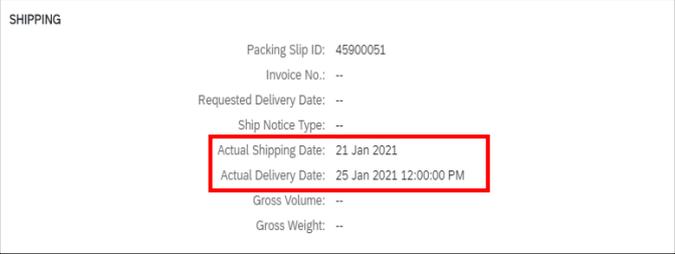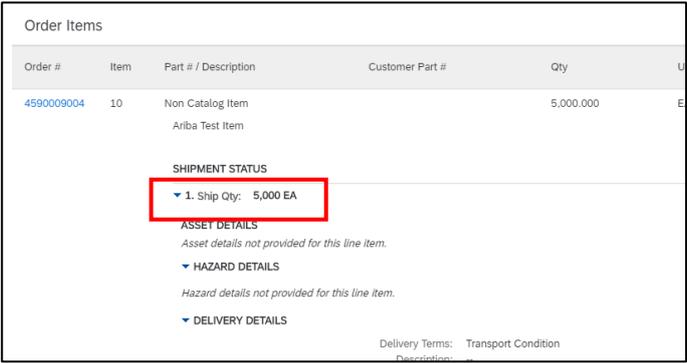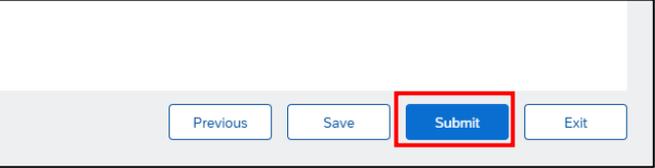This guide is relevant if you need to submit an Advanced Ship Notification against a Tirlan Purchase Order (PO) sent to you through Ariba.

INSTRUCTIONS:

	ACCESSING THE PURCHASE ORDER	
1.	Log into Ariba with your username and password From your workbench click on the 'Orders to Invoice' tile and select the PO that you wish to submit a Ship Notice for	
2.	This will bring you to the Purchase Order home screen.	
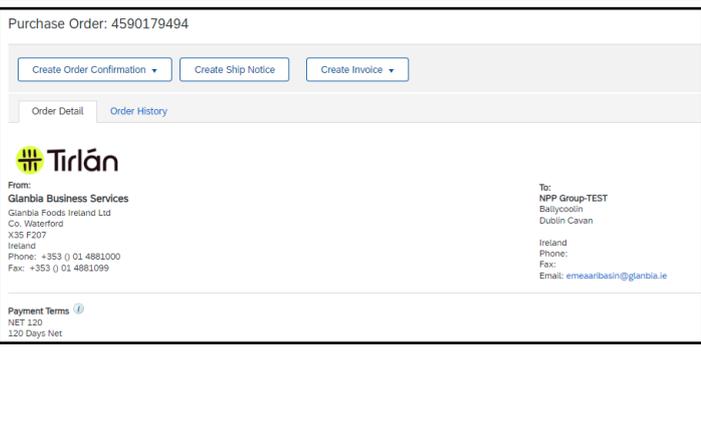
	CREATING THE ADVANCED SHIP NOTICE (ASN)	
3.	At the top of the screen, click **Create Ship Notice**.	

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4.	**Enter Packing Slip ID**: this can be any reference number you internally use or can reference the actual PO number **Enter Shipping Date**: this is the date you expect it to leave your facility **Enter Delivery Date**: this is the expected delivery date to our facility These are the only required fields on the ASN but you can provide additional information if needed	
5.	If the quantity you are shipping is different than the quantity on the PO scroll down and enter the actual **Ship Qty**. Please contact the Purchase Order Processer if the qty. shipped exceeds the tolerance.	
6.	Scroll down and click **Next**	
7.	Verify the Shipping/Delivery Information.	

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8.	Verify the Ship Qty:	
9.	Click **Submit** to send you Advanced Ship Notice to Tirlan	