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| iSupplier |
| Job Aid for “View Advance Ship Notice (ASN) ”  |

Procedure to “View Advanced Shipment Notice (ASN)”

ASN data is a critical component for supply chain efficiency; without it, scanning, receipting, and validating the contents of a shipment to a warehouse may be delayed or even rejected. Additionally, ASN data provides interested parties the ability to view a ‘promised by’ date to anticipate the arrival of an order at the warehouse. Authorized suppliers or VARs (value added resellers) can create or upload a template in iSupplier which provides pertinent shipment and item detail information.

*If you have not yet registered for access to iSupplier, follow these instructions:*

*Go to the website:* [*http://www.attpurchasing.com*](http://www.attpurchasing.com)*.*

*“iSupplier” (left column) should be highlighted*

*Select the ‘User Setup Request Form’ and complete the required fields and submit*

*An email notification will subsequently be sent to you, providing your ‘user name’ and ‘password’ values to log into iSupplier. Contact the iSupplier Helpdesk at g11041@att.com with any questions.*

* Log in to iSupplier
* Click on ‘Shipments’ tab, then ‘View Advanced Shipment Notices’



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* Narrow your results by entering a value in at least one of these fields & “Search”:
* ASN #
* PO #
* To/from date range
* Supplier site
* Source *(drop down menu):* ‘EDI856’, ‘ISP\_ASN\_FORM’, ‘ISP\_ASN\_UPLOAD’, or blank

*(EDI856 = transmitted via EDI; ISP\_ASN\_FORM = ASN is created online within iSupplier; ISP\_ASN\_UPLOAD = ASN is submitted via the template upload process)*

* A ‘blind’ search can be done, by leaving all the fields blank followed by ‘search’ *(in which case, 30 days’ data will be shown, as below);* however, the response time may be prolonged.
* Supplier name *(this option is limited to AT&T employees only)*

“Blind” search result:

Vendors/Suppliers will only see ASN data that is associated with their company; AT&T employees can view data from all vendors if a specific vendor is not selected.



* Select the ‘view’ box to see ASN details *(defaults to ‘shipment lines’ tab):*



Click on ‘Show’ link or the **+** sign on a row *(or ‘show all details’)* to view line item details:



* Select the ‘shipment header’ tab to ‘general’ shipment information about the order:



* If the ASN contains serialized data, it will be seen **to the right** of the ‘ship to location’ & ‘ship to site’ fields *(as seen on previous page, under ‘shipment lines’ detail):*



Select ‘serial’ box to view:



*Note: additional serial types will be visible (such as MAC IDs) which are not captured here*

(e.g., 1 Purchase Order, with 1 item: ATT.\*\*\*\*\*\*\*\*\*, quantity: 5 units)



“Go Back” to previous page

“Home” to initial page of “view advanced shipment notices”

“Export”: ‘save’/’save as’ defaults to .csv format; to save in excel format: *In excel: File > Open > Select the saved CSV file > Select ‘all files’ (\*.\*) > Open > Text Import Wizard box > click ‘delimited’ > next > click ‘comma’ > finish > save file as .xlsx)*

iSupplier Helpdesk

Please contact the iSupplier Helpdesk via email at g11041@att.com if you need additional information or need assistance.