Central Bank of Kenya

Advanced Shipping Notice (ASN)

Is your user account already activated?

If Yes

Please use the link https://myapplications.microsoft.com/?tenantId=centralbank.go.ke to login into the CBK Supplier Portal

Please refer to the Section Logging Into Supplier Portal (Already Activated) in Activation Guides browser (Microsoft Edge or Google Chrome) specific guides for additional information

If No

Please reach out to the Vendor Help desk to get information on how to activate your user account.

Please also view the Supplier Portal Activation Guides

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What is an Advanced Shipping Notice (ASN)

An Advanced Shipping Notice (ASN) is an electronic notification of an upcoming delivery which is sent directly from a supplier or third-party logistics company to a buyer, in advance of the shipment.

Step 1: Navigate to Supplier Portal

Select the **Supplier Portal** Icon

Step 2: Navigate to Create ASN

Select **Create ASN**

Step 3: Search For PO

IF PO Number is known, enter the PO Number and Search.

Select **Search**

Step 4: Select Lines or Lines for ASN

Highlight Line to Lines for which you want to create an ASN

Step 5: Initiate ASN Creation Process

Select **Create ASN** to start the ASN Creation process

Step 6: Enter ASN Header Information

Step 7: Enter Quantity and Comments

Enter **Comments** to provide buyer with additional information on the ASN

Enter **Quantity** of the Services and or Goods to be Delivered to the

Step 8: Submit ASN

Once required information has been entered and confirmed. Select **Submit**

Step 9: ASN Creation Confirmation

Confirmation Message will be received.
Select **Ok** to close the Window

Additional Information & Contacts

Central Bank of Kenya

If you experience further challenges please write to us:
vendorhelpdesk@centralbank.go.ke

Central Bank of Kenya

Address: Haile Selassie Avenue
Mailing Address: P.O Box 60000 – 00200, Nairobi, Kenya
Tel / Fax: +254 20 286 0000
Phone: +254 20 286 1000, +254 20 286 3000, +254 709 081 000, +254 709 083 000