



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

Advanced Shipping Notice (ASN)

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

The screenshot shows a web browser window with the Oracle Fusion Cloud Applications interface. The browser's address bar displays the URL: `esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5794107834799785&_afWindowMode=0&_afWindow...`. The page header includes the Central Bank of Kenya logo and the text "Central Bank of Kenya". The main content area features a dark teal background with a pattern of binary code. A navigation menu at the top includes "Me", "Sales", "Supplier Portal", "Tools", and "Others". A large blue callout box with a white plus sign points to the "Supplier Portal" icon in the "APPS" section. The callout text reads: "Select the **Supplier Portal** Icon".

Step 2: Navigate to Create ASN

The screenshot displays the Oracle Supplier Portal interface. On the left, a navigation menu lists various actions under categories like 'Manage Orders', 'Agreements', 'Channel Programs', 'Shipments', 'Contracts and Deliverables', 'Consigned Inventory', and 'Invoices and Payments'. The 'Shipments' category is expanded, showing 'Create ASN' as a highlighted option. A blue callout box with a white arrow points to this option, containing the text 'Select Create ASN'. The main content area features a 'Requiring Attention' donut chart with a total value of 8, segmented into 'Schedules Overdue or Due Today' (4), 'Negotiations Closing Soon' (2), and 'Invoices Overdue' (2). To the right, there are sections for 'Recent Activity' and 'Transaction Reports'.

Category	Count
Schedules Overdue or Due Today	4
Negotiations Closing Soon	2
Invoices Overdue	2
Total	8

Activity	Count
Negotiation Invitations	2
Orders opened	7
Receipts	4

Report Type	Amount
PO Purchase Amount	360K KES
Invoice Amount	50K KES
Invoice Price Variance Amount	0 KES

Step 3: Search For PO

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

Central Bank of Kenya

Create ASN Done

Search Advanced Saved Search Purchase Order

** Purchase Order ▼ ** Supplier ▼ ** At least one is required

Supplier Item Due Date ▼

Search Reset Save...

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date
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Select Search

Step 4: Select Lines or Lines for ASN

The screenshot shows the 'Create ASN' interface in the Oracle Supplier Portal. The page title is 'Create ASN - Supplier Portal'. The breadcrumb trail is 'esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11u3ht0s00_5'. The page features the Central Bank of Kenya logo and a 'Create ASN' button. Below the search bar, there are tabs for 'Advanced', 'Saved Search', and 'Purchase Order'. The search results are displayed in a table with the following columns: Item, Item Description, Supplier Item, Purchase Order, Purchase Order Line, Purchase Order Schedule, and Due Date. The first row is highlighted, indicating it is selected.

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date
	Provision of consultancy services for CBK H...		CBK-PO-4441	1	1	11-Jun-2023
	Provision of consultancy services for CBK H...		CBK-PO-4434	1	1	25-May-2023
	Provision of consultancy services for CBK H...		CBK-PO-4436	1	1	25-May-2023

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

Step 5: Initiate ASN Creation Process

The screenshot shows a web browser window with the URL `esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11u3ht0s00_5`. The page header includes the Central Bank of Kenya logo and the text "Create ASN" with a help icon and a "Done" button. Below the header is a search bar with a "Search" button and a dropdown menu showing "Advanced", "Saved Search", and "Purchase Order". The search results section shows a table with the following data:

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date
	Provision of consultancy services for CBK H...		CBK-PO-4441	1	1	11-Jun-2023
	Provision of consultancy services for CBK H...		CBK-PO-4434	1	1	25-May-2023
	Provision of consultancy services for CBK H...		CBK-PO-4436	1	1	25-May-2023

The "Create ASN" button in the search results is highlighted with a red box. A blue callout bubble points to this button with the text "Select Create ASN to start the ASN Creation process".

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

Step 6: Enter ASN Header Information

Central Bank of Kenya

Create ASN Details

Submit Cancel

Header

* Shipment 1234567

* Shipped Date 12-Jun-2023 5:37 AM

* Expected Receipt Date 12-Jun-2023 5:37 AM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Select **Shipment** Number that identifies ASN. It can be alphanumeric

Enter the **Shipped Date** that represents the Date the Goods/Services will be dispatched from your organization

Enter **Expected Receipt Date** that represents when the Date the Goods/Services will be received by the bank

Step 7: Enter Quantity and Comments

Create ASN - Supplier Portal - Or x

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11u3ht0s00_5

* Shipment: 1234567

* Shipped Date: 12-Jun-2023 5:37 AM

* Expected Receipt Date: 12-Jun-2023 5:37 AM

Freight Terms: [Dropdown]

Shipping Method: [Dropdown]

Number of Supplier Packing Units: [Text]

Bill of Lading: [Text]

Waybill: [Text]

Packing Slip: [Text]

Packaging Code: [Text]

Special Handling Code: [Text]

Tare Weight: [Text]

Tare Weight UOM: [Dropdown]

Net Weight: [Text]

Net Weight UOM: [Dropdown]

Comments: ASN Creation

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	Provision of con...	CBK-PO-4441		1	Numbers	Nairobi	1	Numbers	0

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

Central Bank of Kenya

Create ASN Details

Submit Cancel

Header

* Shipment

* Shipped Date

* Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

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

The screenshot shows a web browser window titled "Create ASN - Supplier Portal - Or". The address bar shows the URL: `esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11u3ht0s00_5`. The page header includes the Central Bank of Kenya logo and the text "Create ASN Details". Below the header is a "Header" section with various input fields:

- * Shipment: 1234567
- * Shipped Date: 12-Jun-2023 5:37 AM
- * Expected Receipt Date: 12-Jun-2023 5:37 AM
- Freight Terms: [Dropdown]
- Shipping Method: [Dropdown]
- Number of Supplier Packing Units: [Input]
- Bill of Lading: [Input]
- Waybill: [Input]

On the right side, there are additional fields:

- Packing Slip: [Input]
- Packaging Code: [Input]
- Special Handling Code: [Input]
- Tare Weight: [Input]
- Tare Weight UOM: [Dropdown]
- Net Weight: [Input]
- Net Weight UOM: [Dropdown]
- Comments: ASN Creation

A "Confirmation" dialog box is overlaid in the center, displaying the message: "ASN 1234567 was created. Number of lines: 1." with an "OK" button.

Additional Information & Contacts

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



Central Bank of Kenya

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