



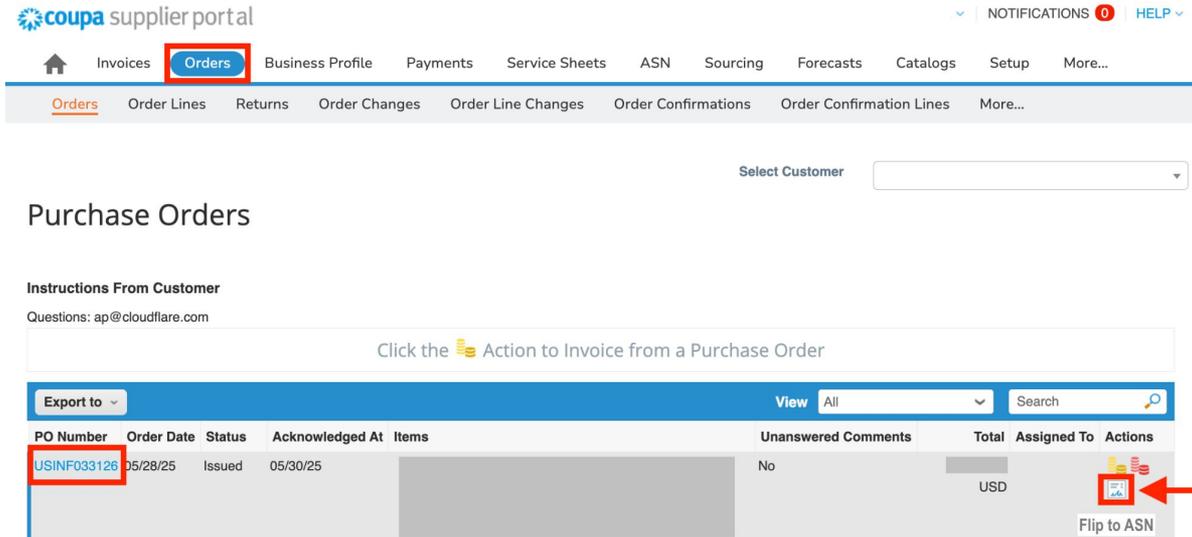
Coupa Supplier Portal: Creating an Advanced Shipping Notice

Updated in June 2025

Create an Advanced Shipping Notice (ASN)

Option 1:

- Access the **Orders** tab on the navigation bar.
- Locate the **PO Number**.
- Create the Advance Ship Notice from the icon .



The screenshot shows the Coupa Supplier Portal interface. The 'Orders' tab is selected in the navigation bar. Below the navigation bar, there is a 'Select Customer' dropdown menu. The main content area is titled 'Purchase Orders' and includes an 'Instructions From Customer' section with the text 'Click the  Action to Invoice from a Purchase Order'. Below this is a table of Purchase Orders with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row is highlighted, and the 'PO Number' 'USINF033126' is circled in red. In the 'Actions' column for this row, there is an icon for creating an ASN, which is also circled in red and pointed to by a red arrow. Below the icon is the text 'Flip to ASN'.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
USINF033126	05/28/25	Issued	05/30/25		No	USD		 Flip to ASN

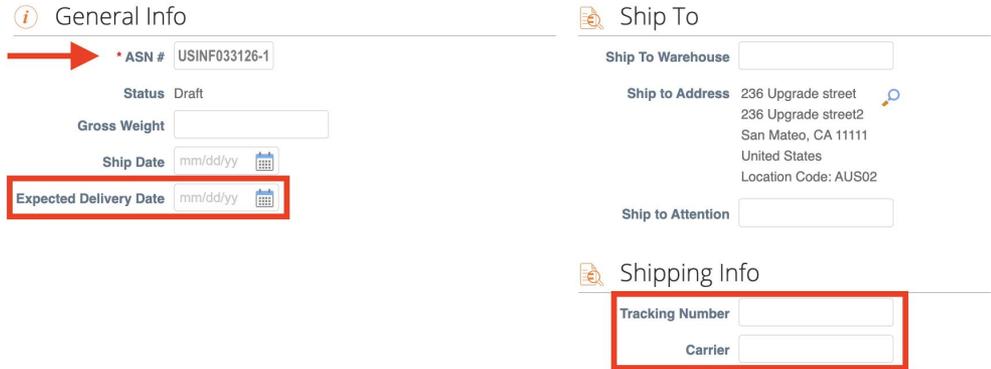
Create an Advanced Shipping Notice (ASN)

Option 1:

- Enter the **ASN #**.
It should match the PO #. When creating multiple ASNs for the same PO, add a sequential number at the end.

Example: *USINF033126-1*
- Select the **Expected Delivery Date**
Based on Lead Time or Tracking Number. Do not enter a Ship Date.
- Add the **Tracking Number** and **Carrier** when available.

Create Advance Ship Notice



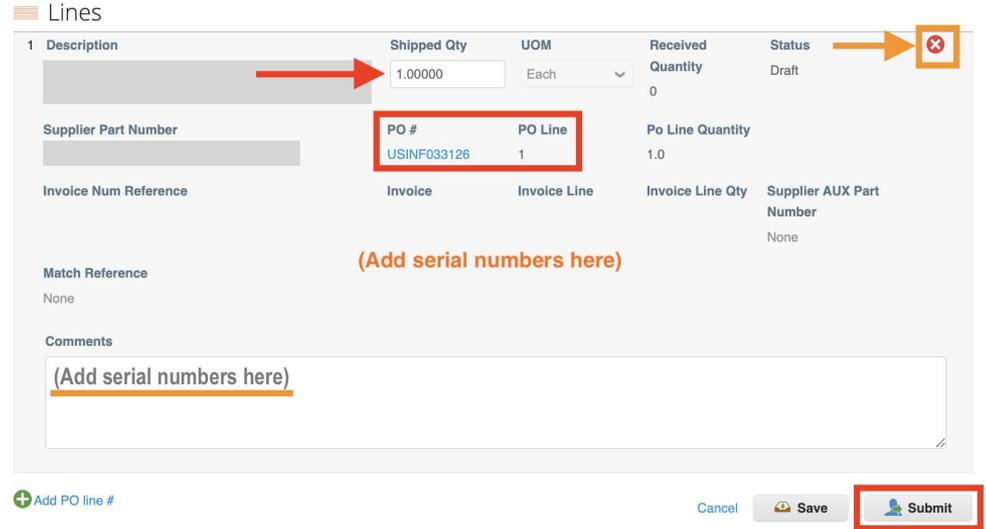
The screenshot shows the 'Create Advance Ship Notice' form with the following sections and annotations:

- General Info**:
 - ASN #**: USINF033126-1 (An arrow points to this field.)
 - Status**: Draft
 - Gross Weight**: [Empty field]
 - Ship Date**: mm/dd/yy [Calendar icon]
 - Expected Delivery Date**: mm/dd/yy [Calendar icon] (This field is highlighted with a red box.)
- Ship To**:
 - Ship To Warehouse**: [Empty field]
 - Ship to Address**: 236 Upgrade street, 236 Upgrade street2, San Mateo, CA 11111, United States, Location Code: AUS02
 - Ship to Attention**: [Empty field]
- Shipping Info**:
 - Tracking Number**: [Empty field] (This field is highlighted with a red box.)
 - Carrier**: [Empty field] (This field is highlighted with a red box.)

Create an Advanced Shipping Notice (ASN)

Option 1:

- Scroll down to the [Lines](#) section.
- Verify [PO #](#) and [PO Line](#).
- Update the [Shipped Qty](#), if needed.
- For partial shipments, Delete lines 
- Use the [Comments](#) section to add SNs* or any other relevant details.
- Click [Submit](#).



Lines

1	Description	Shipped Qty	UOM	Received Quantity	Status
		1.00000	Each	0	Draft

Supplier Part Number

PO #	PO Line
USINF033126	1

Po Line Quantity: 1.0

Invoice Num Reference: Invoice Invoice Line

Invoice Line Qty: Supplier AUX Part Number: None

Match Reference: None

Comments: (Add serial numbers here)

(Add serial numbers here)

+ Add PO line #

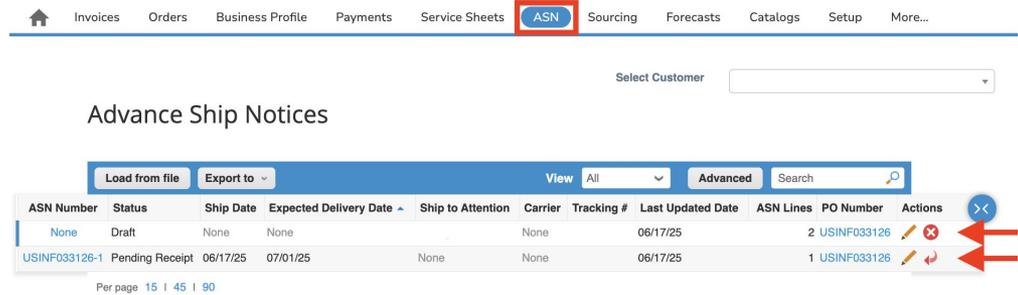
Cancel Save **Submit**

(*) The ASN Comments section has a limited number of characters (240). For a larger number of serials, instead, update the asset file directly via the [PO Comments](#), along with the respective invoice number and shipping location.

Create an Advanced Shipping Notice (ASN)

Option 1:

- Access the **ASN** tab on the navigation bar to manage your ASNs.
 -  - **Edit** your ASN to update dates and/or tracking information.
 -  - **Withdraw** your ASN for corrections.
 -  - Delete your Drafts.



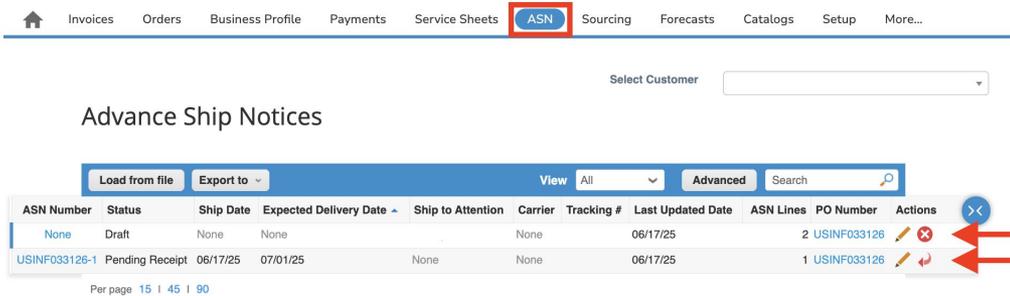
The screenshot shows the Cloudflare dashboard navigation bar with the 'ASN' tab highlighted in a red box. Below the navigation bar, the 'Advance Ship Notices' section is visible. It includes a 'Select Customer' dropdown menu, a table with columns for ASN Number, Status, Ship Date, Expected Delivery Date, Ship to Attention, Carrier, Tracking #, Last Updated Date, ASN Lines, PO Number, and Actions. The table contains one row for ASN USINF033126-1 with a status of 'Pending Receipt'. The 'Actions' column for this row has three icons: a pencil (edit), a red arrow (withdraw), and a red X (delete). Red arrows point to these icons from the right side of the image. The table also shows pagination information: 'Per page 15 | 45 | 90'.

ASN Number	Status	Ship Date	Expected Delivery Date	Ship to Attention	Carrier	Tracking #	Last Updated Date	ASN Lines	PO Number	Actions
None	Draft	None	None		None		06/17/25	2	USINF033126	  
USINF033126-1	Pending Receipt	06/17/25	07/01/25	None	None		06/17/25	1	USINF033126	  

Create an Advanced Shipping Notice (ASN)

Option 2:

- Recommended for bulk upload.
- Access the **ASN** tab on the navigation bar.
- **Export to** Excel.
- Fill in the template.
- **Load from** file.
- Validate information.



Advance Ship Notices

Select Customer

Load from file Export to View All Advanced Search

ASN Number	Status	Ship Date	Expected Delivery Date	Ship to Attention	Carrier	Tracking #	Last Updated Date	ASN Lines	PO Number	Actions
None	Draft	None	None		None		06/17/25	2	USINF033126	 
USINF033126-1	Pending Receipt	06/17/25	07/01/25	None	None		06/17/25	1	USINF033126	 

Per page 15 | 45 | 90

Thank you

 Procurement@cloudflare.com

 cloudflare.com