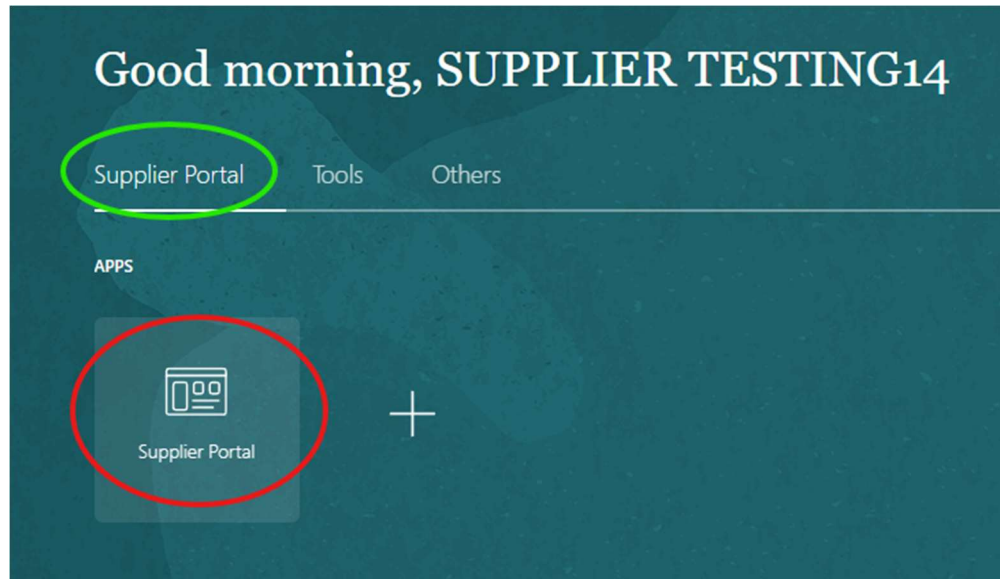


Textron Systems Supplier Portal How-To Guide

Topic: Creating the Advanced Shipping Notices (ASNs)

Link to Portal: <https://fusion-iaaymg.fa.ocs.oraclegovcloud.com/fscmUI/faces/FuseOverview>

1. Go to the “Supplier Portal” App under the “Supplier Portal” tab.



2. Navigate to the “Tasks” list on the left side of the page. Select the “Create ASN” hyperlink.
Note: Try to know the PO number associated with the ASN to submit.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- **Create ASN**
- View Receipts
- View Returns

Invoices and Payments

- View Invoices
- View Payments

Negotiations

Requiring Attention

48

12 7 6 1 4

- Orders to Acknowledge
- Schedules Overdue or Due To
- Negotiation Responses
- Questionnaires
- Negotiations Closing Soon
- Negotiation Messages

3. Search by any of the fields to find the specific line(s) of the purchase order to add to an ASN. Note: Either the “Purchase Order” field or “Supplier” field must be filled out.

Create ASN ?

Search

** Purchase Order

Supplier Item

** Supplier

Due Date

4. Select the items to add to the ASN. Use the key “Ctrl” and then click to select multiple items from the **same** purchase order to add to the ASN. Then, press “Create ASN”. Note: For the example below, I selected three items for the ASN.

Create ASN ?

Search

Search Results

View **Create ASN**

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date
AN763-16	GASKET-SWIV...		1285068	3	1	8/26/25
	SVC TEST AGAIN		20606	1	1	7/31/25
	SVC TEST AGAIN		20605	1	1	7/31/25
0543401	LINK, SQUARE;...		1284931	1	1	2/25/25
	Add funds to P...		AAI0031PO	1	1	5/19/25
94143-0625	CLAMP,SPRIN...		1283072	1	1	3/5/25
FFA-8/BA-15	ADHESIVE, FO...		1285080	1	2	7/25/25
FFA-8/BA-15	ADHESIVE, FO...		1285080	1	1	7/18/25
MPD00233	602-GEL		1285080	2	1	7/10/25
M24308/25-6P	CONN,SCREW-...		1285090	1	1	2/14/25

5. Add any applicable fields in the header of the ASN. The highlighted fields are required, the shipment title, shipped date, and expected receipt date.

The screenshot shows the ASN header form with the following fields and their values:

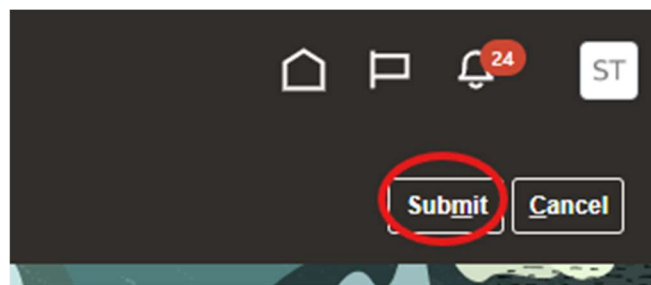
- * Shipment: [Empty]
- * Shipped Date: 8/26/25 12:14 PM
- * Expected Receipt Date: 8/26/25 12:14 PM
- Freight Terms: [Dropdown]
- Shipping Method: [Dropdown]
- Number of Supplier Packing Units: [Empty]
- Bill of Lading: [Empty]
- Tracking # / Waybill: [Empty]
- Packing Slip: [Empty]
- Packaging Code: [Empty]
- Special Handling Code: [Empty]
- Tare Weight: [Empty]
- Tare Weight UOM: [Dropdown]
- Net Weight: [Empty]
- Net Weight UOM: [Dropdown]
- Comments: [Empty]

6. Add the “Quantity” shipped in the “Lines” area below the header for all the items selected for the specific ASN. Select the specific line to enter the “Quantity” for.

▲ 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
▶	FFA-8/BA-15	ADHESIVE, FO...		1285080		CUBIC C	TEXTRON SYST...	10	CUBIC CENTI...	0
▶	FFA-8/BA-15	ADHESIVE, FO...		1285080		CUBIC CENTIME	TEXTRON SYST...	20	CUBIC CENTI...	0
▶	MPD00233	602-GEL		1285080		EACH	TEXTRON SYST...	5	EACH	0

7. Select “Submit” in the top right corner of the page. This will be sent internally to Textron Systems and recorded.



End of Training Guide - ASNs

If you need help with this process, contact your buyer POC and/or use the supplierportal@textronsystems.com email for any questions.