

# How to Create an ASN

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**Mailbox Summary**

<b>Inbox</b>	Read:	
<b>Outbox</b>	Acknowledged:	
	Unacknowledged:	
	<b>Total:</b>	

**System Information**

**What's New in Web Forms**

Check out new enhancements that have been added to Web Forms.

**Important Settings**

Email SPAM: To ensure you receive Notifications from Sterling Web Forms please make sure to allow emails from the following address(es):

**Search**

Select and enter the search criteria for the forms.

Community:

Folder:

Form Name:

Ignore Leading Zeros!

Select PO from INBOX:

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This is your Sterling Web Forms **Inbox**. Forms received from your business partners are displayed below. Click the individual links under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete forms** button or to your **Archive** folder for filing by selecting the **Archive forms** button.

Click on the column header to sort.

**Inbox**

Delete Forms  
  Archive Forms  
  Check All  
  Clear All  
  Turn Forms  
  Refresh

Form Name	Company	Form Type	Date Received	Status
<a href="#">181980</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181979</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181977</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181976</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181975</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181970</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181954</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:37 PM	Read
<a href="#">181951</a>	Husqvarna	Purchase Order Change	7/25/2017 4:10:36 PM	Read
<a href="#">182099</a>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<a href="#">182098</a>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<a href="#">182097</a>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<a href="#">182096</a>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<a href="#">182095</a>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Read
<a href="#">182093</a>	Husqvarna	Purchase Order	7/24/2017 9:25:46 PM	Unread

THE PURCHASE ORDER MUST BE ACKNOWLEDGED BEFORE AN ASN CAN BE CREATED.

Once Purchase Order opens, you can click the “create asn” button, in bottom left corner.

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### Husqvarna

 Husqvarna Dequeen Warehouse (0052) **Purchase Order**

Dates formatted as YYYY-MM-DD **\*\*\* Accepted with Changes \*\*\***

#### Header Information

PO Number:	182095	PO Date:	2017-07-24	PO Type:	New Order
Receive Date:	2017-07-24	Receive Time:	21:25:46	PO Purpose:	Original
Payment Method:	GPS Free Mth + 40 Days				
Acknowledgment Type:	Acknowledge - With Detail and Change				

#### Shipping Information

<b>Ship From</b> Name: Address: Contact: WILLIAMS MELINDA	<b>Ship To</b> Name: HUSQVARNA FORESTRY PRODUCTS, N.A. INC Address: 103 REDBRIDGE ROAD DEQUEEN, AR 71832
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#### References

Internal Reference #: 000

#### Line Items

#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By	Line Total
1000				3,240	Each	14.55	2017-09-10	2017-10-22	47,142.00
2000				3,600	Each	2.54	2017-09-10	2017-10-22	9,144.00
									<b>Subtotal:</b> 56,286.00

This Purchase Order is subject to the Husqvarna General Terms and Conditions for Sourcing, which are incorporated by reference herein and found at <http://corporate.husqvarna.com/purchase/en/direct-material-general-terms-and-conditions>.

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If PO was Accepted with No Changes, the ASN page will open.

If PO was Accepted with Changes, and Husqvarna confirmed, the ASN page will open.

If PO change request has not been confirmed, a small box will pop up with the following message: Requested PO Change has not been received. (Please contact Husqvarna for clarification.) Continue anyway? It is best to contact Husqvarna first to find out reason. However, if it is time for the shipment to be made and agreement was made but still not seeing the PO change or no response, you can click OK to continue with ASN.

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### Husqvarna

 Husqvarna Dequeen Warehouse (0052) **Purchase Order**

Dates formatted as YYYY-MM-DD **\*\*\* Accepted with Changes \*\*\***

#### Header Information

PO Number:	182095	PO Date:	2017-07-24	PO Type:	New Order
Receive Date:	2017-07-24	Receive Time:	21:25:46	PO Purpose:	Original
Payment Method:	GPS Free Mth + 40 Days				
Acknowledgment Type:	Acknowledge - With Detail and Change				

#### Shipping Information

<b>Ship From</b> Name: Address: Contact: WILLIAMS MELINDA	<b>Ship To</b> Name: HUSQVARNA FORESTRY PRODUCTS, N.A. INC Address: 103 REDBRIDGE ROAD DEQUEEN, AR 71832
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#### References

Internal Reference #: 000

#### Line Items

#	Part Number	Description	HazMat	Quantity	UOM	Unit Price	Ship By	Deliver By	Line Total
1000				3,240	Each	14.55	2017-09-10	2017-10-22	47,142.00
2000				3,600	Each	2.54	2017-09-10	2017-10-22	9,144.00

This Purchase Order is subject to the Husqvarna General Terms and Conditions for Sourcing, which are incorporated by reference herein and found at <http://corporate.husqvarna.com/purchase/en/direct-material-general-terms-and-conditions>.

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Message from webpage

Requested PO Change has not been received.  
(Please contact Husqvarna for clarification.)  
Continue anyway?

OK Cancel

Once able to move to next page, **Select items for Advance Ship Notice** (see [Notes on the page in blue](#)).

If the only items to ship at the time are listed on this page, click **“continue”** to move on to the next page to fill out the details for the shipment.

However, if one or more items from one or more purchase orders are shipping with these items, you can add them at this time, by clicking the **“add/remove purchase orders”** button.

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**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Select items for Advance Ship Notice**

**Notes:**  
You must enter a Quantity To Ship for each Line Item you check.  
If you do not check an item, it will not be included on this Advance Ship Notice.

**Purchase Order 182095 dated 2017-07-24**

select	#	Part Number	Ship By	Item Description	UOM	Quantity Ordered	Qty Shipped To Date	Quantity To Ship
<input type="checkbox"/>	1000		2017-09-10		Each	3,240	0	<input type="text" value="3240"/>
<input type="checkbox"/>	2000		2017-09-10		Each	3,600	0	<input type="text" value="3600"/>

check all  clear all

[continue](#) [+ add / remove purchase orders](#) [cancel](#)

If you choose to add additional items, the remaining POs that have not been shipped complete will appear on the next page, and you select the additional POs to be added to the ASN and click **“continue”**.

**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Select POs for Advance Ship Notice**

**Notes:**  
If you do not check a PO, it will not be included on this Advance Ship Notice.

**Purchase Orders**

Selected	PO Number	PO Date	Requested Ship Date	Quantity Ordered	Remaining Quantity	PO Status
<input checked="" type="checkbox"/>	182098	2017-07-24	2017-09-10	17,520	17,520	Accepted with Changes
<input type="checkbox"/>	181977	2017-07-24	2017-09-10	24,780	24,780	Accepted
<input type="checkbox"/>	182096	2017-07-24	2017-09-10	5,540	5,540	Accepted with Changes
<input type="checkbox"/>	182097	2017-07-24	2017-09-10	17,520	17,520	Accepted
<input checked="" type="checkbox"/>	182099	2017-07-24	2017-09-10	21,180	7,560	Shipped Accepted with Changes

check all  clear all

[continue](#) [cancel](#)

On the next page, the items for each PO that was selected will appear and you then select those items and input the quantity that is to be shipped for each that is to be added to the ASN and click “continue”.

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**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Select items for Advance Ship Notice**

**Notes:**  
 You must enter a Quantity To Ship for each Line Item you check.  
 If you do not check an item, it will not be included on this Advance Ship Notice.

**Purchase Order 182098 dated 2017-07-24**

Select	#	Part Number	Ship By	Item Description	UOM	Quantity Ordered	Qty Shipped To Date	Quantity To Ship
<input checked="" type="checkbox"/>	1000	504712402	2017-09-10	ASSY CLUTCH DRUM .325 7T	Each	4,800	0	<input type="text" value="4800"/>
<input checked="" type="checkbox"/>	2000	522552901	2017-09-10	ASSY CLUTCH DRUM	Each	1,560	0	<input type="text" value="1560"/>
<input type="checkbox"/>	3000	525604601	2017-09-10	ASSY CRANKSHAFT & GEAR	Each	3,780	0	<input type="text" value="3780"/>
<input checked="" type="checkbox"/>	4000	525605001	2017-09-10	ASSY CRANKSHAFT	Each	3,780	0	<input type="text" value="3780"/>
<input type="checkbox"/>	5000	577035301	2017-09-10	ASSY CLUTCH DRUM	Each	3,600	0	<input type="text" value="3600"/>

check all  clear all

**Purchase Order 182099 dated 2017-07-24**

Select	#	Part Number	Ship By	Item Description	UOM	Quantity Ordered	Qty Shipped To Date	Quantity To Ship
-	1000	504712402	2017-09-10	ASSY CLUTCH DRUM .325 7T	Each	4,800	4,800	- completed -
-	2000	525600702	2017-09-10	ASSY CRANKSHAFT	Each	2,700	2,700	- completed -
-	3000	525604601	2017-09-10	ASSY CRANKSHAFT & GEAR	Each	2,160	2,160	- completed -
<input checked="" type="checkbox"/>	4000	525605001	2017-09-10	ASSY CRANKSHAFT	Each	4,320	2,160	<input type="text" value="2160"/>
<input type="checkbox"/>	5000	537291603	2017-09-10	CLUTCH DRUM 3/8	Each	3,600	0	<input type="text" value="3600"/>
<input type="checkbox"/>	6000	577035301	2017-09-10	ASSY CLUTCH DRUM	Each	3,600	1,800	<input type="text" value="1800"/>

check all  clear all

On the Advance Ship Notice page, fill out the all the details (\*mandatory and conditional items) that you can for the shipment.

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**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Advance Ship Notice**

Dates formatted as YYYY-MM-DD

**Shipping Information**

Shipment ID: System Generated  
 Ship Date\*: 2018-02-06  
 Freight Terms\*: Per Contract

ASN Purpose: Original  
 Est. Delivery Date\*:  
 Packing Slip #\*:

**Ship From**  
 Name:  
 Address:  
 Contact: WILLIAMS MELINDA

**Ship To**  
 Name: HUSQVARNA FORESTRY PRODUCTS, N.A. INC  
 Address: 103 REDBRIDGE ROAD  
 DEQUEEN, AR 71832

**Carrier / Transportation**

Carrier SCAC\*:    
 Equipment Type\*:   
 Steamship Company\*\*:  
 Port of Discharge City\*\*:

Carrier Pro or A/B #\*:  
 Equipment Number\*: (Pro # of LTL)  
 Ocean Container Number\*\*:  
 Seal Number:

**Counts / Measurements**

Pallet Count\*:  
 Box Count\*:  
 Coil Count:

Gross Weight\*:  
 Net Weight\*:  
 Linear Length\*:

**Legend:**  
 \* = mandatory item  
 \*\* = conditional item



Also on the ASN, you can adjust the quantity or add comments for each item per Purchase Order that is included. Once complete, click “send”.

**Purchase Order Information**  
 PO Number: 182098 PO Date: 2017-07-24  
 Payment Method: GIPS Free Mth + 40 Days

**Line Items**

#	Part Number	Description	HazMat	Quantity *	UOM	Ship By	Deliver By
1000				4800	Each	2017-09-10	2017-10-22
Item Ship Comments:							
2000				1560	Each	2017-09-10	2017-10-22
Item Ship Comments:							
4000				3780	Each	2017-09-10	2017-10-22
Item Ship Comments:							

**Purchase Order Information**  
 PO Number: 182099 PO Date: 2017-07-24  
 Payment Method: GIPS Free Mth + 40 Days

**Line Items**

#	Part Number	Description	HazMat	Quantity *	UOM	Ship By	Deliver By
4000				2160	Each	2017-09-10	2017-10-22
Item Ship Comments:							

By sending this shipment notification you are agreeing to the Husqvarna General Terms and Conditions for Sourcing, which are incorporated by reference herein and found at <http://corporate.husqvarna.com/purchase/en/direct-material-general-terms-and-conditions>.

send save as draft choose items cancel

Once the ASN is completed, the ASN Purpose will say “Original”.

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**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Advanced Ship Notice**

Dates formatted as YYYY-MM-DD

**Shipping Information**

Shipment ID: 0052-10000083	ASN Purpose: Original
Ship Date: 2018-01-23	Est. Delivery Date: 2018-03-06
Freight Terms: Per Contract	Packing Slip #: 1232018
Send Date: 2018-01-23	Send Time: 08:44:53

**Ship From**

Name: [Redacted]  
 Address: [Redacted]  
 Contact: WILLIAMS MELINDA

**Ship To**

Name: HUSQVARNA FORESTRY PRODUCTS, N.A. INC  
 Address: 103 REDBRIDGE ROAD  
 DEQUEEN, AR 71832

**Carrier / Transportation**

Carrier SCAC: ARQL	Carrier Pro or A/B #: 1232018841
Equipment Type: Container	Equipment Number: 182095 (Pro # of LTL)
Steamship Company: Steamship	Ocean Container Number: MSCU1232018
Port of Discharge City: Helsingborg	Seal Number: 8102321

**Counts / Measurements**

Pallet Count: 3	Gross Weight: 2100 Kilogram
Box Count: 10	Net Weight: 2000 Kilogram
Coil Count:	Linear Length: 3.5 Meter

**Purchase Order Information**

PO Number: 182095 PO Date: 2017-07-24 PO Status: Shipped Complete  
 Payment Method: GIPS Free Mth + 40 Days

#	Part Number	Description	HazMat	Quantity	UOM	Ship By	Deliver By
1000				3500	Each	2017-09-10	2017-10-22
Item Ship Comments: box/ pallet qty changed							
2000				3600	Each	2017-09-10	2017-10-22

**Transaction Totals**

Total Line Items: 2 Total Quantity: 7,100

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If anything on the ASN needs to be changed, then you have the option to click “modify asn” and make the necessary changes.

On the next page, you click on “choose items” button

Once you click “**modify asn**”, the ASN Purpose changes to **Replace**, and all available fields that can be modified are editable as when originally entering the ASN. Once complete, click “**send**”.

**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Advance Ship Notice**

Dates formatted as YYYY-MM-DD \* = mandatory item \*\* = conditional item

**Shipping Information**

Shipment ID: 0052-10000083  
Ship Date\*: 2018-01-23  
Freight Terms\*: Per Contract

ASN Purpose: **Replace**  
Est. Delivery Date\*: 2018-03-06  
Packing Slip #\*: 1232018

**Ship From**  
Name:  
Address:  
Contact: WILLIAMS MELINDA

**Ship To**  
Name: HUSQVARNA FORESTRY PRODUCTS, N.A. INC  
Address: 103 REDBRIDGE ROAD  
DEQUEEN, AR 71832

**Carrier / Transportation**

Carrier SCAC\*: ARQL  
Equipment Type\*: Container  
Steamship Company\*\*: Steamship  
Port of Discharge City\*\*: Helsingborg

Carrier Pro or A/B #\*: 1232018841  
Equipment Number\*: 182095 (Pro # of LTL)  
Ocean Container Number\*\*: MSCU1232018  
Seal Number: 8102321

**Counts / Measurements**

Pallet Count\*: 3  
Box Count\*: 10  
Coil Count:

Gross Weight\*: 2100 Kilogram  
Net Weight\*: 2000 Kilogram  
Linear Length\*: 3.5 Meter

**Purchase Order Information**

PO Number: 182095  
Payment Method: GIPS Free Mth + 40 Days  
PO Date: 2017-07-24

**Line Items**

#	Part Number	Description	HazMat	Quantity *	UOM	Ship By	Deliver By
1000				3500	Each	2017-09-10	2017-10-22
		Item Ship Comments: box/ pallet qty changed					
2000				3600	Each	2017-09-10	2017-10-22
		Item Ship Comments:					

By sending this shipment notification you are agreeing to the Husqvarna General Terms and Conditions for Sourcing, which are incorporated by reference herein and found at <http://corporate.husqvarna.com/purchase/en/direct-material-general-terms-and-conditions>.

send save as draft choose items cancel

You should receive the following:

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Your ASN has been successfully sent to Husqvarna.  
To continue, click on one of the buttons below.

go to outbox go to inbox go to drafts go to po history

Basically need to fill out all that you can of the **\*mandatory items as requested**. we understand that some of the options may not be available, so you will need to fill out best you can (including **\*\*conditional item**, if you have the information) to ensure that this ASN can be matched up with PO referenced and so that B/L paperwork can also be matched up. Many times we received copies of BL prior to Invoice and Packing List, so we are not able to know which PO(s) the shipment is for.

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**Husqvarna** Husqvarna Dequeen Warehouse (0052) **Advance Ship Notice**

Dates formatted as YYYY-MM-DD \* = mandatory item  
\*\* = conditional item

### Shipping Information

Shipment ID: 0052-10000074      ASN Purpose: Replace  
 Ship Date\*: 2017-07-29      Est. Delivery Date\*: 2018-07-07  
 Freight Terms\*: Per Contract      Packing Slip #\*: 123 **PACKING SLIP # / INVOICE #**

<b>Ship From</b>	<b>Ship To</b>
Name:	HUSQVARNA FORESTRY PRODUCTS, N.A. INC
Address:	103 REDBRIDGE ROAD DEQUEEN, AR 71832
Contact: WILLIAMS MELINDA	

**Carrier / Transportation**

Carrier SCAC\*: CLLQ       Carrier Pro or A/B #\*: acb  
 Equipment Type\*: Container      Equipment Number\*: 123 (Pro # of LTL)  
 Steamship Company\*\*: 123      Ocean Container Number\*\*: 1234  
 Port of Discharge City\*\*: 123      Seal Number:

**Counts / Measurements**

Pallet Count\*: 61      Gross Weight\*: 61 Kilogram  
 Box Count\*: 61      Net Weight\*: 61 Kilogram  
 Coil Count:      Linear Length\*: 61 Meter

**Purchase Order Information**

PO Number: 181978      PO Date: 2017-07-24  
 Payment Method: GIPS Free Mth + 40 Days

**Line Items**

#	Part Number	Description	HazMat	Quantity *	UOM	Ship By	Deliver By
1000				540	Each	2017-09-10	2017-10-22

Item Ship Comments:

*Annotations:*  
 - SELECT ONE OF CODES, IF NOT FOUND, ENTER SOMETHING CLOSE OR CONTACT BUYER TO SEE IF CAN BE ADDED TO LIST (points to Carrier SCAC)  
 - CHOOSE FROM DROP DOWN, IF NOT FOUND, USE TRAILER (NOT SPECIFIED) (points to Equipment Type)  
 - CAN ENTER BL # OR BOOKING #, JUST SOMETHING THAT WILL TIE THIS SHIPMENT TO PO FOR TRACKING PURPOSES. (points to Carrier Pro or A/B #)  
 - Equip # usually references truck/trailer number for LTL. Enter another # that would tie PO to shipment - maybe just use PO #. (points to Equipment Number)  
 - May should have just said Dimension/ Volume because most shipments are in CBM. Entering length of shipment or CBM will be fine. (points to Linear Length)