



4. After creating the new ASN you must link the existing Purchase Order to the new ASN.

- Navigate to the Create ASN from PO – Shipping user interface
- Use the PO filter at the top to find the Purchase Order needed
- Use the ASN filter at the top to find the new ASN that was just created
- Check the purchase order and the ASN that are needed. Once the two are checked, the green arrow will allow the PO to be assigned to the ASN. Click the green arrow and hit save.

Quick filter PO:

Record 1 of 104

PO (Business Partner, Status, Business Unit)
<input type="checkbox"/> PO000000113 (4516, In Work, Virginia ABC)
<input checked="" type="checkbox"/> PO000000116 (..., Created, Virginia ABC)
<input type="checkbox"/> PO000000117 (4516, Created, Virginia ABC)
<input type="checkbox"/> PO000000119 (4516, Created, Virginia ABC)
<input type="checkbox"/> PO000000120 (4516, Created, Virginia ABC)

Quick filter ASN:

Record 1 of 8

ASN (Status, Business Unit)
<input checked="" type="checkbox"/> ASN0000097 (Open, Virginia ABC)
<input type="checkbox"/> ASN0000096 (Open, Virginia ABC)
<input type="checkbox"/> ASN0000093 (InPlanning, Virginia ABC)
<input type="checkbox"/> ASN0000064 (Open, Virginia ABC)
<input type="checkbox"/> ASN0000063 (Open, Virginia ABC)

The PO and the ASN are now updated to reflect the changes made and the Virginia ABC receiving department will be able to successfully check in this appointment with the correct quantities.