

## Creating Advanced Shipping Notices

This document is a quick-reference guide for suppliers who need to create advanced shipping notices in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Suppliers can draft advanced shipping notices in the APP in order to notify what the customer will be receiving. The advanced shipping notice will act as a notification, and once it is submitted within the APP, the associated State contact will review and approve it.

### Create an Advanced Shipping Notice (ASN)

1. From any page in the APP, navigate to the **Orders** drop-down menu and select **Pending Shipping**.
2. Find the PO you are looking for by using the keyword search functionality and click the **Checkbox** next to the PO you are looking for.
3. Click on the **Shipping Notice** button to create a shipping notice.

Order	Requester	Short Description
<input checked="" type="checkbox"/>	BAJPAI Meeta	8 yard dumpster. Collection Twice a week, preferably M/F. Location: Prescott campus. Residence halls between Bldgs 8&10
<input type="checkbox"/>	BAJPAI Meeta	Goodwill Signs
<input type="checkbox"/>	NANDA Bikram	Goodwill Signs

4. A popup window will appear. Enter the **Receipt Number** by using this format [REC – POXXXXXXXXXX] under the pop up box **Creation of Mass Deliveries**. Select **Validate**.

Creation of massive deliveries

Validate Close

Delivery date : 7/17/2018

Receipt Description : Delivery of 7/16/2018

Receipt Number : REC0000280

5. On the right side of your screen, click on the clickable receipt number and validate the details of the order.

Receipts have been created from selected lines :  
- Receipts REC0000280

6. Select **Save**. Select **Submit Receipt**. Select **Save and Close**.