



Advance Ship Notice (ASN)

Document Information

Document Title:	Advance Ship Notice (ASN)
Effective From:	02.2026
Version:	1.0
Prerequisites:	Purchase Orders Acknowledgement (POA)

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Advance Ship Notice (ASN)

I. Purpose & Scope

This training document aims to help suppliers correctly create and submit Advance Ship Notices. Its purpose is to ensure accurate shipment details are provided to Solventum for smooth receiving and inventory management. The scope includes completing ASN fields, entering batch/serial numbers, and sending notices before delivery.

II. Advance Shipment Notice (ASN) Information

Solventum may require an Advance Shipment Notice for each PO. Please note: the POA will need to be sent before an ASN can be created. If the Advance Ship Notice Wizard link is at the bottom of the PO, then this document is required. If Solventum has indicated that an ASN is required, you must complete the ASN Wizard prior to invoicing.

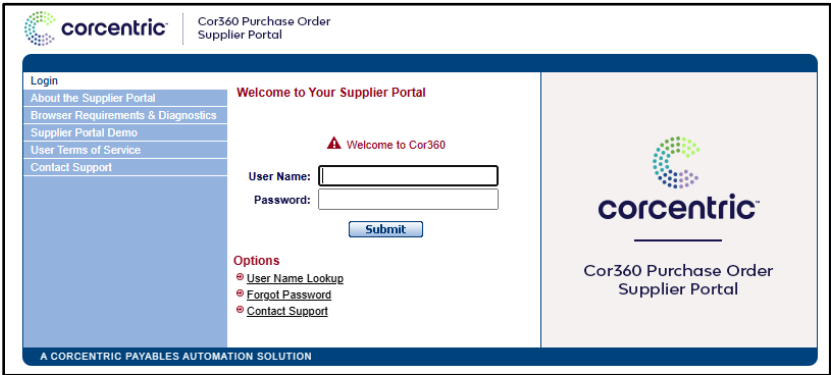
PLEASE NOTE: The required documents indicator is by line. When you click on the ASN wizard you may or may not see all the lines from the PO. If the line doesn't require an ASN then you will not see it in the wizard.

The ASN should be sent to Solventum 24 hours prior to shipment arriving at Solventum Dock.

III. Process Steps / Procedure

1. Accessing the Advance Ship Notice Wizard:

1.1 Log into [Corcentric: Cor360 Purchase Order Supplier Portal](#) with login credentials



1.2 Click the **Inbox** heading



Advance Ship Notice (ASN)

Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING 1.2

Main | **Inbox** | Outbox | Draft | Archive | User Management

Main Page

- About the Supplier Portal
- FAQs
- Use A Form
- Archived Messages

Welcome to Your Supplier Portal

Inbox

- Unread: 150
- Read: 128
- Total: 278

Outbox

- Unacknowledged: 15
- Acknowledged: 212
- Total: 227

Tips

If you are a first-time Supplier Portal user, please take a minute to look through the online help. To access the online HELP, click here or click help above at any time. The HELP section provides details and instructions to assist you in using the Supplier Portal.

User Management

- Change Password
- Change Contact Info
- Change Email Address

Links

- Download Acrobat Reader

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

1.3 Enter Document Reference number for PO/Updated PO in Search bar or locate Document under Document name column

Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING

Main | **Inbox** | Outbox | Draft | Archive | User Management

Inbox Filter: Read, Unread, View All

Options: Check New Documents, View All Documents

Key: Read Document, Restored Document, Original PO, Unread Document, Remittance Information, PO Acknowledgement Detail, Parent PO's, Admin Status Change, Invoices/ASNs

Page 1 of 7 | Total 206 records | All Document Types | Search by Document Name: [] Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002107	read	Purchase Order Change (Acknowledged)	11/26/2025 1:24 PM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	D482107122	unread	Purchase Order Change	11/26/2025 9:52 AM	<input type="checkbox"/>
[icon]	Solventum Thailand LM (BERLIN)	4500002315	read	Purchase Order (Acknowledged)	11/26/2025 8:50 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500200008	unread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500200005	unread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500200007	unread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500200006	unread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	D482107122	unread	Updated Purchase Order	11/26/2025 3:22 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002079	read	Purchase Order Change (Acknowledged)	11/25/2025 1:40 PM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500200001	unread	Purchase Order	11/25/2025 10:08 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002275	read	Purchase Order (Acknowledged)	11/24/2025 4:34 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002236	read	Purchase Order (Acknowledged) (ASN)	11/19/2025 11:06 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002107	read	Updated Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002101	unread	Purchase Order	11/14/2025 11:00 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002079	read	Updated Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500001994	read	Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500001906	read	Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500002102	unread	Purchase Order	11/14/2025 11:00 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100338	unread	Purchase Order	11/3/2025 1:10 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100331	unread	Purchase Order	10/30/2025 5:10 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100330	unread	Purchase Order	10/30/2025 4:10 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100328	unread	Purchase Order	10/29/2025 3:10 PM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100327	unread	Purchase Order	10/29/2025 3:10 PM	<input type="checkbox"/>
[icon]	Solventum	200000079	read	Remittance Advice	10/28/2025 10:19 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100100	unread	Purchase Order Change	10/27/2025 12:10 PM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100100	unread	Purchase Order Change	10/27/2025 11:10 AM	<input type="checkbox"/>
[icon]	Solventum Poland Manufacturing Sp. z o.o. (BERLIN)	4500001398	unread	Purchase Order	10/24/2025 7:56 AM	<input type="checkbox"/>
[icon]	Solventum US Opco LLC (BERLIN)	4500100314	unread	Purchase Order	10/24/2025 1:10 AM	<input type="checkbox"/>

1.4 Click Icon in the options column to view PO

Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING

Main | **Inbox** | Outbox | Draft | Archive | User Management

Inbox Filter: Read, Unread, View All

Options: Check New Documents, View All Documents

Key: Read Document, Restored Document, Original PO, Unread Document, Remittance Information, PO Acknowledgement Detail, Parent PO's, Admin Status Change, Invoices/ASNs

Page 1 of 1 | Total 1 record | All Document Types | Search by Document Name: 4500100327 Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
[icon]	Solventum US Opco LLC (BERLIN)	4500100327	Unread	Purchase Order	10/29/2025 3:10 PM	<input type="checkbox"/>



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1.5 Once clicked, the PO will open to view

solventum Purchase Order

Party To Receive PO #0004006378

Invoicing Party #0001660727

Vendor Information #0001660727

Bill-to-Party #1997

Ship To #1987

Order Information
 P.O. Number: 4500100327
 Purpose: ORIGINAL
 P.O. Type: PURCHASE ORDER
 P.O. Date: 10/29/2025 (MMDD/YYYY)

Contact Information

FOB Information

Terms of Sale

Reference Numbers
 Plant Number: 010000

Reference Information
 Please visit the link for supplier terms <https://www.solventum.com/purchase-terms-and-conditions/>

Line Item Information Buyer Currency: USD

Line #	Quantity Ordered	UOM	Buyer's Part Number	Unit Price	Requested Delivery Date (MMDD/YYYY)
001	125	ROLL	1510 H TACK CONFORMABLE DCT CONFIG ROLL	5.649	10/29/2025

Pricing Information: UNIT COST PRICE 5.649 \$
 Quantity: 125 Unit of Measure: ROLL Selling Multiplier 1
 Description: 1510 H TACK CONFORMABLE DCT CONFIG ROLL

Order Summary
 Number of Line Items: 2

P.O. Acknowledgment Wizard Advance Ship Notice Wizard

Create PDF

1.6 Scroll to the bottom of the PO and click on **Advance Ship Notice Wizard**

Order Summary
 Number of Line Items: 2

P.O. Acknowledgment Wizard **Advance Ship Notice Wizard**

Create PDF

2. Header Information:

2.1 Fill in the below fields:

- **Shipment Identification (Required):** This field should contain your unique shipping identifier for this order.
- **Date (Required):** Enter the date of your ASN
- **Time (Required):** Enter the time of your ASN

Header Detail

Advance Ship Notice Wizard

Step 1 Header Information

Shipment Identification:

Date:

Time: * (Format: HHMM 24 Hour Clock. i.e. 3:00 PM = 1500 or HHMMSS)



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2.2 Fill in Carrier Details:

- **Packaging Code (Required):** Select from the drop-down menu.

Options are:

- Bulk
- Carton
- Mixed Container Types
- Package
- Pallet
- Tank Car
- Tank Truck

- **Landing Quantity (Required):** Enter quantity here. Please note the Landing Quantity is the number of pieces expected to be delivered for the shipment. Such as the number of pallets or loose cartons.

- **Equipment Description (Required):** Select from the drop-down menu.

Options are:

- 20 ft. II container (closed top)
- 40 ft. II container (closed top)
- Air freight (break bulk)
- Flat bed trailer
- Rail car
- Tank car
- Trailer, dry freight
- Trailer, heated/insulated/ventilated
- Trailer, refrigerated
- Truck, van

- **Equipment Number (Required):** Enter equipment number here.

- **Bill of Lading Number (Required):** Enter bill of lading number here.

BOL cannot have any special characters.

If not available, use the following:

- Small Parcel/Carrier Shipments = Tracking Number
- Full Truckload = Trailer and seal number
- Less-than-Truckload = Pro Number
- Ocean = Container Number
- Air – Airway Bill

2.3 Fill in Date/Time Reference:

- **Delivery Requested (Required):** This date defaults to the requested date from the PO.
- **Estimated Delivery (Required):** Enter your estimated delivery date at Solventum location.



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Date/Time Reference	
Delivery Requested:	1/28/2015
Estimated Delivery:	

2.4 Carrier Information:

Carrier information is required when using a Solventum carrier, Solventum is paying for the freight, or you are shipping cross country borders.

For All Solventum Locations: There is Shipping and Transportation information on Solventum Supplier Direct website: [Link to Solventum Shipping & Transportation](#) (Select appropriate Solventum Location and then go to Shipping Instruction)

1. Choose Carrier Name.
2. ID code will be populated based on carrier name chosen.

Carrier	
Origin:	<None Selected>
Destination:	<None Selected>
Name:	<None Selected> 1
ID Code:	2

2.5 Reference Numbers: Enter your contract number and invoice number here, if known. These fields are optional.

Reference Numbers	
Contract Number:	<input type="text"/>
Invoice Number:	<input type="text"/>

2.6 Vendor Information, PO Information and F.O.B. Information: The data here is pulled from the purchase order. It is not available for you to modify.

Vendor Information Vendor Information #9999997 InfoAccess.net!	Purchase Order Information P.O. Number: 00000024 F.O.B. Information Payment Method: PREPAID (BY SELLER) FOB Location: PLACE OF DELIVERY FOB Description: PLACE OF DELIVERY
---	---

2.7 Click **Continue** to go to the next step or click through the tabs at the top.



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3. Detail Information (Line Items):

The details tab contains the detail shipping information for each item on the purchase order.

3.1 These fields are pulled from the PO:

- Line-Item Number
- Buyer’s Part Number
- Vendor’s Part Number
- UOM
- Description

3.2 Quantity Field:

Adjust the quantity to reflect the quantity in the shipment.

Please note if you are only shipping 1 line on a multiple line PO enter 0 in the quantity field for the line(s) you are not shipping.

3.3 Subcontract (Fabricate and Hold) purchase orders require additional fields to be completed with the ASN. **You can check if you have a Subcontract (Fabricate and Hold) PO by reviewing the P.O. Type in the upper right corner of your PO document.**



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3.3.1 Subline Item Detail:

If your purchase order is a “Subcontract (Fabricate and Hold)” PO, you will see additional fields in the Detail screen and have the option to enter **Solventum’s unique batch number and/or Serial Number** for each of the sublines. (See Reference Information below). **Please Note: If not shipping an item in the Subline Item Detail enter 0 in the qty.**

The screenshot shows a form titled "Subline Item Detail". It contains the following fields:

- Quantity: UOM: EA *
- Description: PPS 2.0 Lg Cups, US Bulk, 850mL, 1610/CV
- Subline Item Number: 000000004100023546
- Batch Number:
- Serial Number:

 At the bottom left of the form is a button labeled "Duplicate Subline Item Detail".

3.4 Carrier Details:

- a) Gross Weight & UOM (Required): Enter weight and choose the UOM from the drop-down menu.
- b) Volume and UOM for the Gross Weight (Optional): Enter volume and select the UOM from the drop-down menu.
- c) Estimated Net Weight & UOM (Required): Enter weight and select the UOM from the drop-down menu. **Please note – if you are unsure of the Estimated Net Weight and UOM you can enter in the same value as the Gross Weight.**
- d) Volume & UOM for the Estimated Net Weight (Optional): Enter volume and select the UOM from the drop-down menu.

The screenshot shows a form titled "Carrier Details" with four rows of input fields:

- a) Gross Weight: UOM: *
- b) Volume: UOM:
- c) Estimated Net Weight: UOM: *
- d) Volume: UOM:

3.5 Reference Information:

- Batch/Lot Number (Required if material is batch managed): Enter your batch number here.
 - **Important! If you are shipping a single line item as separate batches, you must enter the data for each batch.**
 - **Batch number limited to 10 characters.** Please note Solventum will only load the first 10 characters into their system.
 - Batch number cannot begin with the number zero or include special characters.
- Serial Number (Required if material is Serial Number Required): Enter your serial number here.
 - **Important! If you are shipping a single line item as separate serial numbers, you must enter the data for each serial number.**
 - **Serial number limited to 10 characters.** Please note Solventum will only load the first 10 characters into their system.
 - Serial number cannot begin with the number zero or include special character.



Advance Ship Notice (ASN)

Reference Information

Batch/Lot Number: *

Serial Number: *

Date Information

Manufacture:

Shelf Life Expiration:

Batch Managed Purchase Orders require either the Manufacture or Shelf Life Expiration date

Duplicate Line Item

* Required

Continue With Errors

3.6 Click on **Duplicate Line Item** to enter the necessary additional data.

3.7 **Date Information** – If the PO is **Batch Managed** then one of the below dates are required.

- **Manufacture:** Enter (or select) the date the item was manufactured.
- **Shelf Life Expiration:** Enter (or select) the date the item expires.

Date Information

Manufacture:

Shelf Life Expiration:

Batch Managed Purchase Orders require either the Manufacture or Shelf Life Expiration date

4. Summary of Entered Information:

The last step includes a summary of your ASN.

4.1 To make changes to Header Information, navigate to the Header tab

Header	Detail	Summary										
Advance Ship Notice Wizard												
Carrier Details Packaging Code: CARTON Lading Quantity: 45 Equipment Description: FLAT BED TRAILER Equipment Number: 456233 Bill of Lading Number: b445623 Vendor Information #9999997 InfoAccess.net1 Carrier # Purchase Order Information P.O. Number: 00000824 Line Item Information <table border="1"> <thead> <tr> <th>Line #</th> <th>Buyer's Part Number</th> <th>Vendor's Part Number</th> <th>Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>2000068572</td> <td>M68-25-0006</td> <td>1</td> <td>EA</td> </tr> </tbody> </table> Description: SHEET,SLIP,LOCK STYLE,SCORED AND CORNER Carrier Details Gross Weight: 45 UOM: LB Estimated Net Weight: 45 UOM: LB	Line #	Buyer's Part Number	Vendor's Part Number	Quantity	UOM	10	2000068572	M68-25-0006	1	EA	Advance Ship Notice Information Shipment Identification: Sample Date: 08/30/2016 Time: 1500 Date/Time Reference Delivery Requested: 01/28/2015 Estimated Delivery: 08/31/2016 FOB Information Payment Method: PREPAID (BY SELLER) FOB Location: PLACE OF DELIVERY FOB Description: PLACE OF DELIVERY FOB Description: DAP Transportation Terms Code: MUTUALLY DEFINED	
Line #	Buyer's Part Number	Vendor's Part Number	Quantity	UOM								
10	2000068572	M68-25-0006	1	EA								
<input type="button" value="Send"/> <input type="button" value="Draft"/>												

4.2 To make changes to Line Items, navigate to the Detail tab

Header	Detail	Summary
Advance Ship Notice Wizard		
Carrier Details Packaging Code: CARTON Lading Quantity: 45 Equipment Description: FLAT BED TRAILER Equipment Number: 456233 Bill of Lading Number: b445623 Vendor Information #9999997	Advance Ship Notice Information Shipment Identification: Sample Date: 08/30/2016 Time: 1500 Date/Time Reference Delivery Requested: 01/28/2015 Estimated Delivery: 08/31/2016	



Advance Ship Notice (ASN)

4.3 To send the ASN to Solventum, click **Send**.

Header	Detail	Summary										
Advance Ship Notice Wizard												
Carrier Details Packaging Code: CARTON Lading Quantity: 45 Equipment Description: FLAT BED TRAILER Equipment Number: 456233 Bill of Lading Number: bL45623 Vendor Information #9999997 InfoAccess.net1 Carrier # Purchase Order Information P.O. Number: 00000824 Line Item Information	Advance Ship Notice Information Shipment Identification: Sample Date: 08/30/2016 Time: 1500 Date/Time Reference Delivery Requested: 01/28/2015 Estimated Delivery: 08/31/2016 FOB Information Payment Method: PREPAID (BY SELLER) FOB Location: PLACE OF DELIVERY FOB Description: PLACE OF DELIVERY FOB Description: DAP Transportation Terms Code: MUTUALLY DEFINED											
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Line #	Buyer's Part Number	Vendor's Part Number	Quantity	UOM								
10	2000068572	M68-25-0006	1	EA								
<div style="display: flex; justify-content: space-around;"> Send Draft </div>												

The ASN will be stored in your Outbox where you can view it and monitor the status.

4.3.1 Navigate to the **Outbox** tab on the main Corcentric page and search using the relevant PO number

Options	Trading Partner	Document Name	Document Reference	Status	Document Type	Date Submitted	None
<input type="checkbox"/>	Solventum US Opco LLC	4500200086	4500200086	Ack Received	P O Acknowledgement	12/30/2025 1:47 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z o.o.	4500200267	4500200267	Ack Received	P O Acknowledgement	12/23/2025 12:11 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Canada Co. Ltd	4500200206	4500200206	Ack Received	P O Acknowledgement	12/23/2025 7:06 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	4500200203	4500200203	Ack Received	P O Acknowledgement	12/23/2025 6:55 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	4500200203	4500200203	Ack Received	P O Acknowledgement	12/23/2025 2:30 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	4500200203	4500200203	Ack Received	P O Acknowledgement	12/23/2025 2:20 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	INVVM1234	4500200251	Ack Received	Invoice	12/19/2025 9:39 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	ASNINVIM	4500200251	Ack Received	Advance Ship Notice	12/19/2025 9:36 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	4500200251	4500200251	Ack Received	P O Acknowledgement	12/19/2025 9:33 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	ASNCM	4800200006	Ack Received	Advance Ship Notice	12/11/2025 11:05 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	4800200006	4800200006	Ack Received	P O Acknowledgement	12/11/2025 11:02 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	4800200005	4800200005	Ack Received	P O Acknowledgement	12/11/2025 9:20 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	ANSSA	5500200011	Ack Received	Advance Ship Notice	12/10/2025 3:06 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	TR66628CR01	4500200148	Ack Received	Invoice Credit	12/10/2025 2:59 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	TR66620INV01	4500200148	Ack Received	Invoice	12/10/2025 2:54 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC	5500200011	5500200011	Ack Received	P O Acknowledgement	12/10/2025 2:32 PM	<input type="checkbox"/>

4.4 To save a draft of the document, click **Draft**.



Advance Ship Notice (ASN)

Header	Detail	Summary										
Advance Ship Notice Wizard												
Carrier Details Packaging Code: CARTON Lading Quantity: 45 Equipment Description: FLAT BED TRAILER Equipment Number: 456233 Bill of Lading Number: bM45623 Vendor Information #9999997 InfoAccess.net1 Carrier # Purchase Order Information P.O. Number: 00000824 Line Item Information	Advance Ship Notice Information Shipment Identification: Sample Date: 08/30/2016 Time: 1600 Date/Time Reference Delivery Requested: 01/28/2015 Estimated Delivery: 08/31/2016 FOB Information Payment Method: PREPAID (BY SELLER) FOB Location: PLACE OF DELIVERY FOB Description: PLACE OF DELIVERY FOB Description: DAP Transportation Terms Code: MUTUALLY DEFINED											
<table border="1"> <thead> <tr> <th>Line #</th> <th>Buyer's Part Number</th> <th>Vendor's Part Number</th> <th>Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>200068572</td> <td>M68-25-0006</td> <td>1</td> <td>EA</td> </tr> </tbody> </table> Description: SHEET,SLIP,LOCK STYLE,SCORED AND CORNER Carrier Details Gross Weight: 45 UOM: LB Estimated Net Weight: 45 UOM: LB			Line #	Buyer's Part Number	Vendor's Part Number	Quantity	UOM	10	200068572	M68-25-0006	1	EA
Line #	Buyer's Part Number	Vendor's Part Number	Quantity	UOM								
10	200068572	M68-25-0006	1	EA								
<input type="button" value="Send"/> <input type="button" value="Draft"/>												

4.4.1 Once clicked, you will be prompted to provide a name for the draft. **Create a name** for the draft and **click 'OK'**

Draft Information

Please enter a name for the draft document:

Required and a maximum of 40 characters

4.4.2 To retrieve the draft ASN, navigate to the **Draft tab** on the main Corcentric page and **search by Document name**

corcentric Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING Help | Contact Support | Logout

Main	Inbox	Outbox	Draft	Archive	User Management
------	-------	--------	-------	---------	-----------------

Options View All Documents
Key Document Restored Document

Page 1 of 1 Total 1 record. Search by Document Name: Search

Options	Trading Partner	Document Name	Status	Document Type	Date Saved	None
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z o.o.	test 1	Draft	P. O. Acknowledgement	1/7/2026 2:36 PM	<input type="checkbox"/>

Page 1 of 1 Total 1 record. Search by Document Name: Search

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

IV. Revision History

Date	Version	Description	Author
12.2025	1.0	Advance Ship Notice (ASN)	Amir Rahman