



Coupa-Lieferantenportal: Erstellen eines Lieferscheins

9/23/2021

Erstellen eines Lieferavises (ASN)

- Klicken Sie in der Navigationsleiste *auf die Registerkarte Bestellungen*.

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and 'SUPPLIER3', 'NOTIFICATIONS 614', and 'HELP' are on the right. A blue navigation bar contains the following items: Home, Profile, **Orders** (highlighted with a red box), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. Below this, a secondary navigation bar includes Sourcing, Add-ons, and Setup. A third navigation bar shows 'Orders' (underlined), Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. The main content area features a 'Select Customer' dropdown menu with 'UPS QA - P035_3313610_TXDALLAPOBOX73' selected, and a 'Configure PO Delivery' button. Below this is the heading 'Purchase Orders' and a text box that says 'Click the 📦 Action to Accept the Purchase Order and Create an Invoice using its data'. A table with columns 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', 'Assigned To', and 'Actions' is shown. The table contains two rows of data. A 'View' dropdown is set to 'All' and a search bar is present. A 'Chat with Coupa Support' button is in the bottom right corner.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
COU1527	10/27/20	Issued	None	1 Each of Test Item 1 Each of Test Item 2	No	4,101.00 USD		
COU1496	10/21/20	Issued	None	1 Each of Test Item	No	20.00 USD		

Erstellen eines Lieferavis (ASN)

- Klicken Sie in der Spalte "Aktionen" auf das Symbol "In Lieferavis umwandeln", um zur Seite "Lieferavis erstellen" weitergeleitet zu werden..

Purchase Orders

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
COU1527	10/27/20	Issued	None	1 Each of Test Item 1 Each of Test Item 2	No	4,101.00 USD		   
COU1496	10/21/20	Issued	None	1 Each of Test Item	No	20.00 USD		   
COU1473	10/15/20	Soft Closed	None	1 Each of Test Item	No	20.00 USD		
COU1471	10/15/20	Issued	None	2 Each of Test Item	No	20.25 USD		   
COU1466	10/13/20	Closed	None	1 Each of Test Item	No	20.00 USD		

Erstellen eines Lieferavis (ASN)

- Geben Sie die *Lieferavis# ein*.
- Die eingegebene *ASN#* muss mit der Bestellnummer übereinstimmen, für die der Lieferavis erstellt werden soll.

Beispiel: Der ASN, der für die Bestellnummer DM0746 erstellt wird, sollte auch die Nummer DM0746 haben.

- Wenn Sie mehrere ASNs für dieselbe Bestellung erstellen, fügen Sie eine fortlaufende Nummer am Ende der ASN-Nummer ein.

Beispiel: DM0746-1, DM0746-2, DM0746-3 usw.

The screenshot shows the 'Create Advance Ship Notice' page in the Coupa Supplier Portal. The page has a blue header with navigation tabs: Home, Profile, Orders (selected), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below the header, there are sub-tabs: Orders, Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. The main content area is titled 'Create Advance Ship Notice' and includes a 'Select Customer' dropdown menu set to 'UPS QA - P035_3313610_TXDALLAPOBOX73' and a 'Configure PO Delivery' button. The form is divided into two main sections: 'General Info' and 'Ship To'. The 'General Info' section contains a red-bordered input field for '* ASN #', a 'Status' dropdown set to 'draft', and two date pickers for 'Ship Date' and 'Delivery Date', both set to 'mm/dd/yy'. The 'Ship To' section contains an 'Address' field with the following details: 'UPS - 0246 ORION', '150 SOUTH LOMBARD ROAD', 'ADDISON, IL 60101', 'United States', and 'Location Code: ILADDXU0825'. Below the 'Ship To' section is the 'Shipping Info' section, which includes input fields for 'Tracking Number', 'Carrier', 'Shipping Method', and 'Ship Note'.

Erstellen eines Lieferavises (ASN)

- Geben Sie das *Versanddatum ein*.

Create Advance Ship Notice

i General Info

* ASN #

Status draft

Ship Date  

Delivery Date 

< September 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Erstellen eines Lieferavises (ASN)

- Geben Sie das Lieferdatum ein.

Create Advance Ship Notice

 General Info

* ASN #

Status draft

Ship Date 

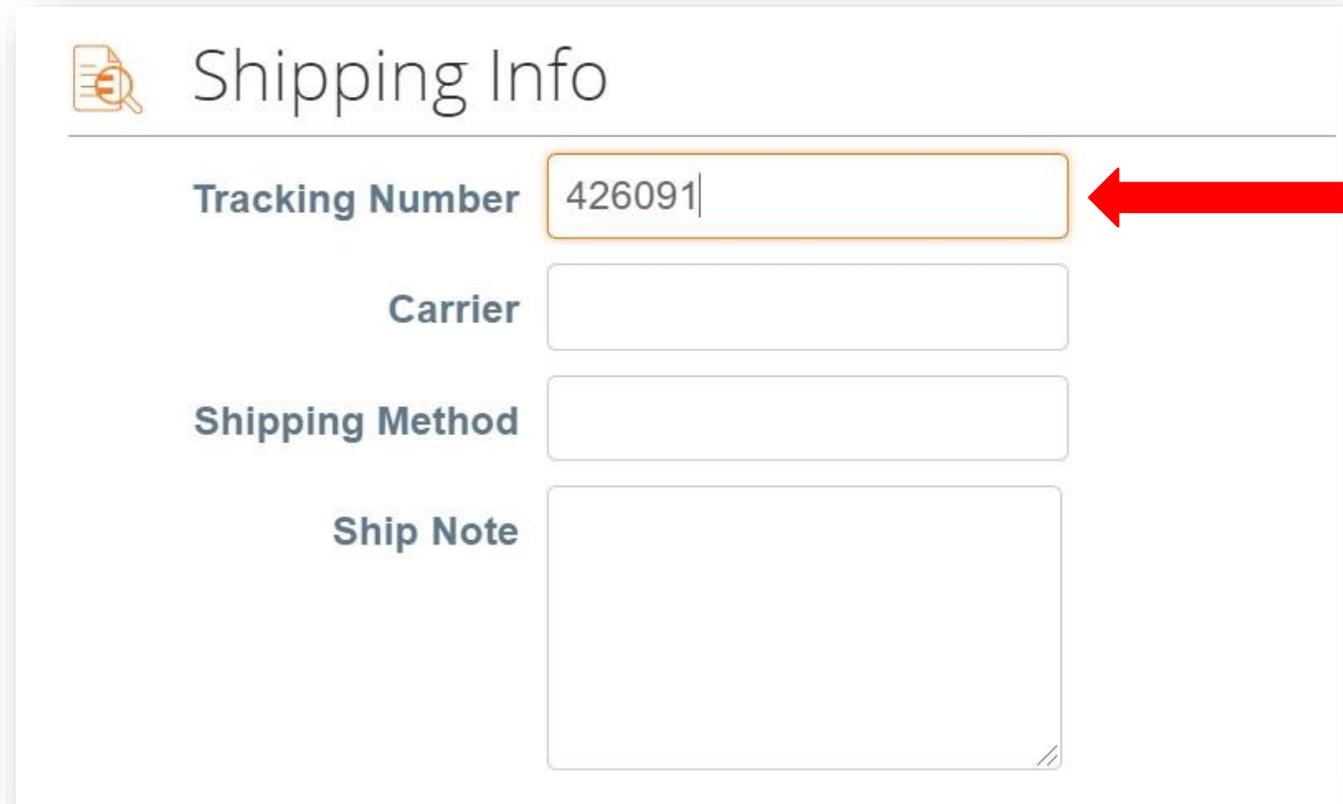
Delivery Date  

< October 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Erstellen eines Lieferavises (ASN)

- Geben Sie die *Sendungsverfolgungsnummer ein*.



The image shows a screenshot of a 'Shipping Info' form. At the top left is an icon of a document with a magnifying glass. The title 'Shipping Info' is centered at the top. Below the title are four input fields: 'Tracking Number' (containing '426091'), 'Carrier', 'Shipping Method', and 'Ship Note'. A red arrow points to the 'Tracking Number' field.

Tracking Number	<input type="text" value="426091"/>
Carrier	<input type="text"/>
Shipping Method	<input type="text"/>
Ship Note	<input type="text"/>

Erstellen eines Lieferavises (ASN)

- Geben Sie die *Schiffsnotiz ein*.



Shipping Info

Tracking Number

Carrier

Shipping Method

Ship Note 

Erstellen eines Lieferavises (ASN)

- Überprüfen Sie die Lieferadresse.



Ship To

Address UPS -PACKAGE & HUB SPREAD: 
CAVAN-VAN NUYS
16000 ARMINTA SST
VAN NUYS, CA 91406
United States
Location Code: CAVANAO0948

Erstellen eines Lieferavises (ASN)

- Scrollen Sie nach unten zum [Abschnitt Linien](#).
- Aktualisieren Sie ggf. die Mengenfelder.

Lines

1	Description	Quantity	UOM	Received Quantity	Status
	9715030001_COUPA	<input type="text" value="1"/>	Each	0	draft
	Supplier Part Num	PO #	PO Line	Po Line Quantity	
	None	COU1342	1	1.0	
	Invoice Num Reference	Invoice	Invoice Line	Invoice Line Qty	

Comments

Erstellen eines Lieferavises (ASN)

- Klicken Sie auf “Übermitteln”.

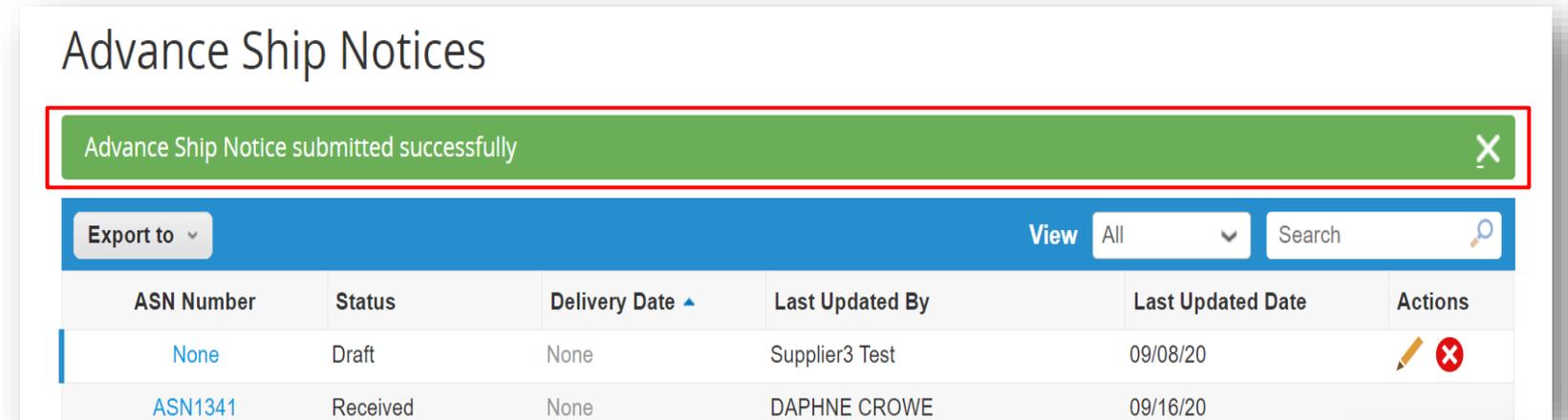
Lines

1	Description 9715030001_COUPA	Quantity <input type="text" value="1"/>	UOM Each <input type="button" value="v"/>	Received Quantity 0	Status draft <input type="button" value="x"/>
	Supplier Part Num None	PO # COU1342	PO Line 1	Po Line Quantity 1.0	
	Invoice Num Reference	Invoice	Invoice Line	Invoice Line Qty	

Comments

Erstellen eines Lieferavises (ASN)

- CSP leitet zurück zur Seite " [Advance Ship Notices](#)".
- Ein grüner Balken mit der Meldung "Advance Ship Notice Successfully Übermittelt" wird angezeigt.



The screenshot displays the 'Advance Ship Notices' page. At the top, a green notification bar with a red border states 'Advance Ship Notice submitted successfully' and includes a close button (X). Below this is a blue header bar with 'Export to' (dropdown), 'View' (set to 'All'), and a search field. The main content is a table with the following data:

ASN Number	Status	Delivery Date ▲	Last Updated By	Last Updated Date	Actions
None	Draft	None	Supplier3 Test	09/08/20	 
ASN1341	Received	None	DAPHNE CROWE	09/16/20	



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