



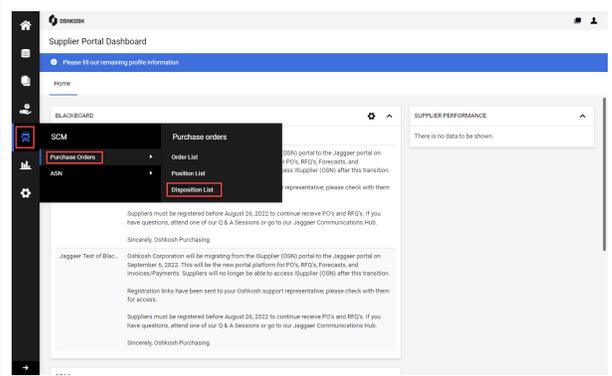
Submit Multiple Lines on One ASN

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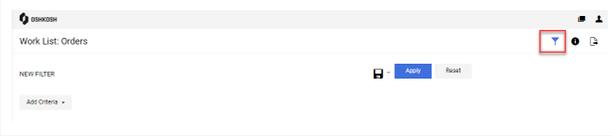
This job aide provides steps on how to add multiple lines on a single ASN as the “Add Items” button on the Edit Delivery Note – General tab is not allowing a user to find additional items.

Selecting Multiple Items to Add to ASN

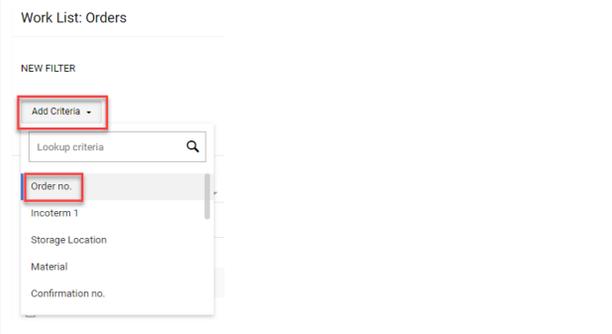
1. Navigate to the **SCM – Purchase Orders – Disposition List** after logging into Jaggaer.



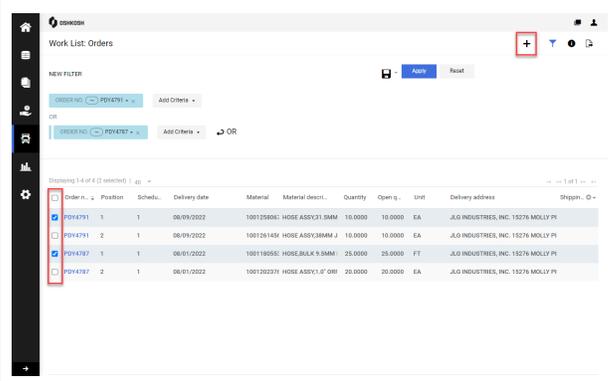
2. Click on the **Filter** button in the Work List: Orders screen to add new filters.



3. Click the **Add Criteria** button, select **Order No.** and enter the desired PO number in the text box.



4. Click on the check boxes to the left of the correct rows and then click on the **+** button in the upper right corner to create the delivery note.





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5. Click the **Create** button in the "Create Delivery Note" pop up window to begin entering carrier data, dates, and other relevant information.

