

## Submit Multiple Lines on One ASN

## **Submit Multiple Lines on One ASN**

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 <b>SCM</b> – <b>Purchase Orders</b> – <b>Disposition List</b> after logging into Jaggaer.  | Constant Constan      |  |  |
| 2.                                     | Click on the <b>Filter</b> button in the Work List: Orders screen to add new filters.  | Work List Orders To at a second secon |  |  |
| 3.                                     | Click the <b>Add Criteria</b> button, select <b>Order No.</b> and enter the desired PO number in the text box.                                       | Work List: Orders NEW FILTER Add Criteria Lookup criteria Corder no Incoterm 1 Storage Location Material Confirmation no.  |  |  |
| 4.                                     | Click on the check boxes to the left of the correct<br>rows and then click on the + button in the upper right<br>corner to create the delivery note. | • Seconds               • Seconds               • • • • • • • • • • • • •  |  |  |



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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.

| Create delivery note                                  |        | ×      |
|---|--------|--------|
| Are you sure that you want to create a delivery note? |        |        |
|   | Create | Cancel |