To create an ASN report, Go to:

Reports tab ➔ **Supplier Management** folder ➔ **Advanced Shipping Notification Report.**

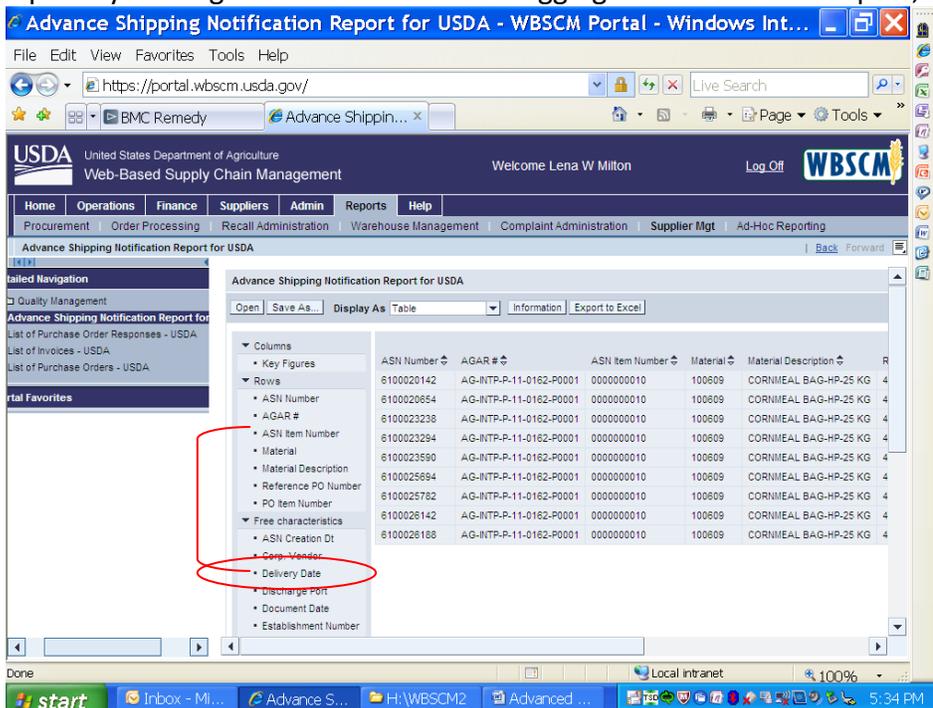*From the ASN Report screen, add the selection criteria (Material, Reference PO number, etc, ASN creation date, etc).*
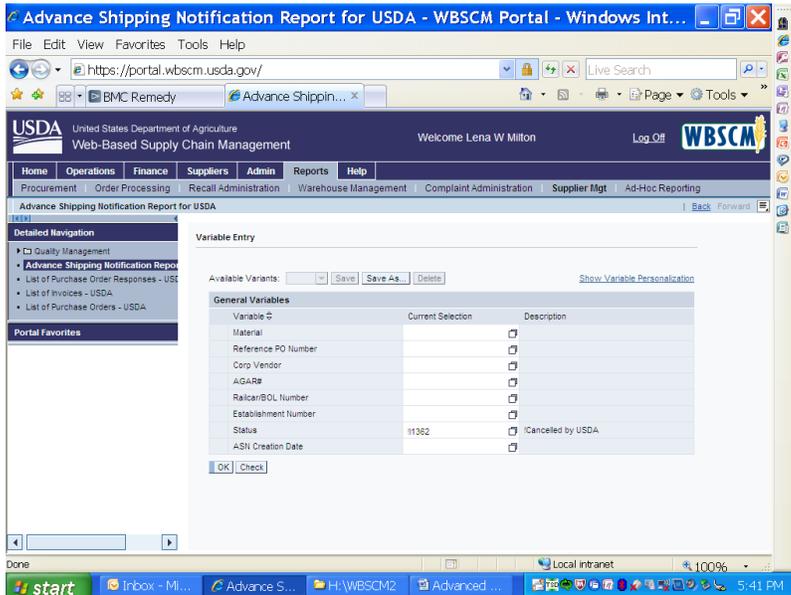
Click "OK" to run the report. Once run, additional information can be added to the report or removed from the report by clicking the field names and dragging it to or from the report, for example "Delivery Date".

After you have customized your report as needed, you can use the "setting" feature to save the format for future reports.

The report will provide a variety of information by PO line item number. This report can also be downloaded into an Excel spreadsheet by clicking on "Export to Excel" button