

Quick Reference Guide – Sending Shipping Notice

How to Send Shipping Notice

- 1. Once logged in, click on Orders tab.
- 2. Search and click on the PO number.

acoup	a supplier port al							ONI	N~ NOTIFI	CATIONS	10 Help ~
Home	Profile Orders S	Service/Time She	ets ASN	Invoices C	Catalogs	Business P	erformance	Sourcing	Add-ons	Setup	
Orders	Order Lines Returns	Order Changes	Order Line Chang	ges Shipments	5						
🤵 GROW	YOUR BUSINESS WITH COU	PA. Get noticed by o	companies spend	ding billions						STAR	TNOW
		Select Customer Comm				Commerc	Commercial Metals Company				
	Purchase Oi	rders									
	Click the ≒ Action to Invoice from a Purchase Order										
	Export to 🤟					View Al		✓ S	earch	₽	
	PO Number Order Date	e 🔺 Status Ackno	owledged At Ite	ems		Unar	iswered Commen	ts Total	Assigned To	Actions	
	760000089 02/22/22	Issued None	1	10 each of HP Print	iter	No		2,000.00		e e	
	7600000157 02/27/22	Issued None	1 E F	1 each of 3 Mhz Ult Equipment, Size/Di Repair Service	trasound Ther imens	rapy No		600.00			

3. Click on Add.

Purchase Order #760000089							
🔅 General Inf	0	Shipping					
Status	Issued - Sent via Email	Ship-To Address 901 CANTRELL STREET					
Order Date	02/22/22	WAXAHACHIE, TX 75165-3120 United States					
Revision Date	02/22/22	Location Code: 2900					
Requester	Jane Williams	Attn: Jane Williams Legal Entity CMC Steel Fabricators, Inc.					
Email	roncatindig+123@gmail.com	Terme Mana					
Payment Term	Z000						
Attachments	None	Shipment Tracking					
Acknowledged		No shipment tracking.					
Assigned to	Select						

4. Complete the tracking details. Then, click on Save.

Create Shipment Tracker								
		*						
Enter tracking number for entire PO. To ship PO partially, create ASN.								
* Tracking	Number	RC12345678						
	* Carrier		~					
		Fedex	-					
	Note	USPS						
		UPS						
		DHL						
		OnTrac						
		Stamps.Com						
		Asendia	-	Cancel	Save			
				Calicer	Gave			

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For questions contact suppliersupport@cmc.com

