

# Advance Shipping Notice (ASN)- Evaluated Receipt Settlement (ERS) Supplier Operations Manual Combat Mission Systems (CMS)

November 2025

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# What is ASN / ERS

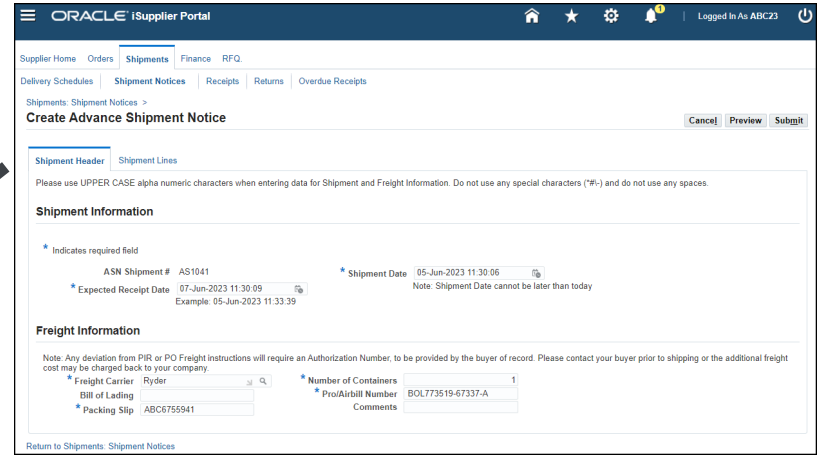
- ❑ Advance Shipping Notice (ASN) allows suppliers to process shipments through the Oracle iSupplier Portal. This process provides advance notice to BAE for incoming shipments.
- ❑ Evaluated Receipt Settlement (ERS) is an automated invoice and payment system, known as Pay-on-Receipt (POR). Invoices are generated as goods are received.

# Benefits of ASN/ERS Processing

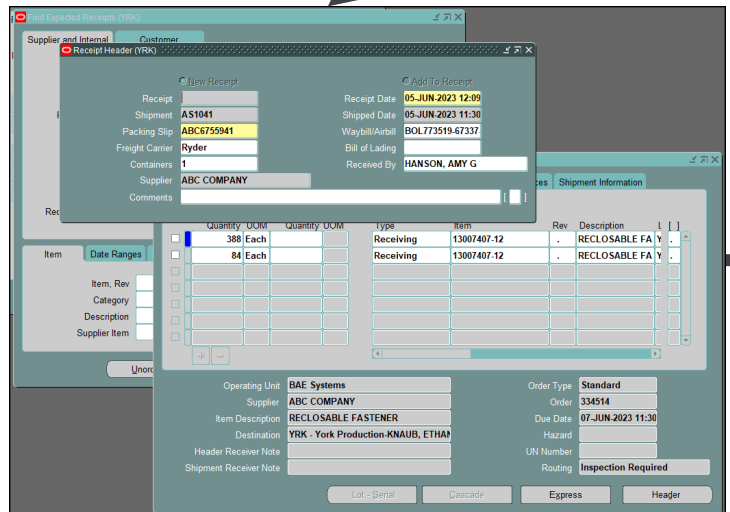
- Generation of bar-coded Packing List and Label(s)
- Visibility of in-transit shipment information
- Ability to cancel ASNs without assistance
- Streamlines payment
  - ✓ Eliminates paper invoices for goods
  - ✓ Invoice(s) paid according to PO payment terms
  - ✓ Weekly e-mail notification of invoices cleared for payment
  - ✓ Use of notification to confirm or dispute payment

# ASN/ERS Process Overview

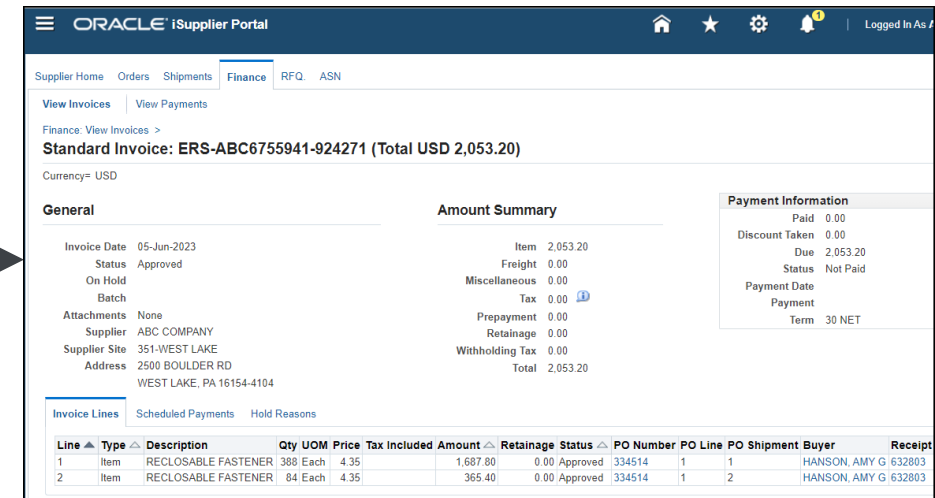
- Packing List & Labels generate to send with material
- In-transit shipment info visible to:
  - Expediting
  - Receiving
  - Transportation



- No Paper invoice from supplier
- Supplier paid according to PO payment terms
- Supplier notified via weekly e-mail of the invoices cleared for payment
- Supplier uses the notification to confirm or dispute payment



Invoice created systematically by BAE Systems based upon received qty and PO price



# Relationship of Labels and ASN


ALL shipments must have at least 1 package label and 1 packing list

### Package Label:

- Preferred: 4x6 adhesive label
- Attached to the outside of shipping container, skid or attached to a manila tag and wire-tied to product


**SHIP FROM:**  
ABC COMPANY  
351-WEST LAKE  
2500 BOULDER RD  
WEST LAKE PA 16154-4104 US

**SHIP TO:**  
YRK - York Production  
Land & Armaments  
L.P.,Building 20 -  
Receiving,1100 Bairs  
Rd,York,PA,17408-8975,US

ASN#: 

**PO/Line/Shipment:** 256919 / 1 / 6

**Shipped Qty:** 17 Each    **Total Containers:** 3  
**Label:** 1 of 3

**Item:** 12328721  
  
SEAL, DRIVER'S HATCH  
Rev: .

**Label ID:** LBL1276    **Printed:** 6/16/2023

**BAE SYSTEMS**



**ASN Packing List**

**Supplier:** ABC COMPANY    **Shipment Date:** 06-JUN-2023 11:06  
**Supplier Site:** 351-WEST LAKE    **Expected Receipt Date:** 08-JUN-2023 11:06  
**Ship-To Location:** YRK - York Production  
Land & Armaments L.P.,Building 20 - Receiving,1100 Bairs Rd,York,PA,17408-8975,US

**Packing Slip:** ABC7735411    **Freight Carrier:** Ryder  
**# of Containers:** 3    **Bill of Lading:**  
**Comments:**    **Waybill/Airbill:** BL-677243511

PO	Line	Ship	Item Number	REV	Item Description/Label ID	ASN Qty	UOM
256919	1	6	12328721	-	SEAL, DRIVER'S HATCH Label ID: LBL1276	17	Each
256919	3	4	12297371	-	PAD, CUSHIONING HATCH Label ID: LBL1277	46	Each
256919	6	7	12358635	-	BELLOWS, PROTECTION PLENUM HOUSING Label ID: LBL1278	45	Each

**Summary:**

ITEM	QUANTITY
	
	
	

- ASN Packing List
  - ❖ Details for all lines being shipped
  - ❖ Summary by item number
- 1 PO per ASN
- As many parts as you wish



# Key Points

- 'Pop-Up Blockers' may need to be turned off
- System will time out after 10 minutes of inactivity
- Only 1 Purchase Order number per ASN
- Deviations from PO Shipping Instructions not allowed without prior authorization
- Quantity shipped must match Packing List
- PO Shipment(s) not available when PO Need-by Date exceeds designated number of calendar days
- Product shipped early outside of ASN process will be returned at Supplier's expense
- ASN entry does not allow special characters/spaces
- Alpha characters must be in all CAPS
- Utilization of Calendar is preferred in order to capture time stamp
- ASN Cancellations after product ships must be coordinated with Purchasing Representative
- Must have active Exostar Account
- ASN Process is not utilized for Integrated Supply
- ASNs are not created for Service items without tangible goods shipping
- Regular iSupplier login is required to maintain an active account
  - Account is deactivated after 6 months of no activity

# Exostar Login & Troubleshooting

## Login

- Go to: <https://isupplier.us.baesystems.com>
- Enter credentials
- Upon authentication, automatic redirect to the Oracle E-Business Suite Landing Page

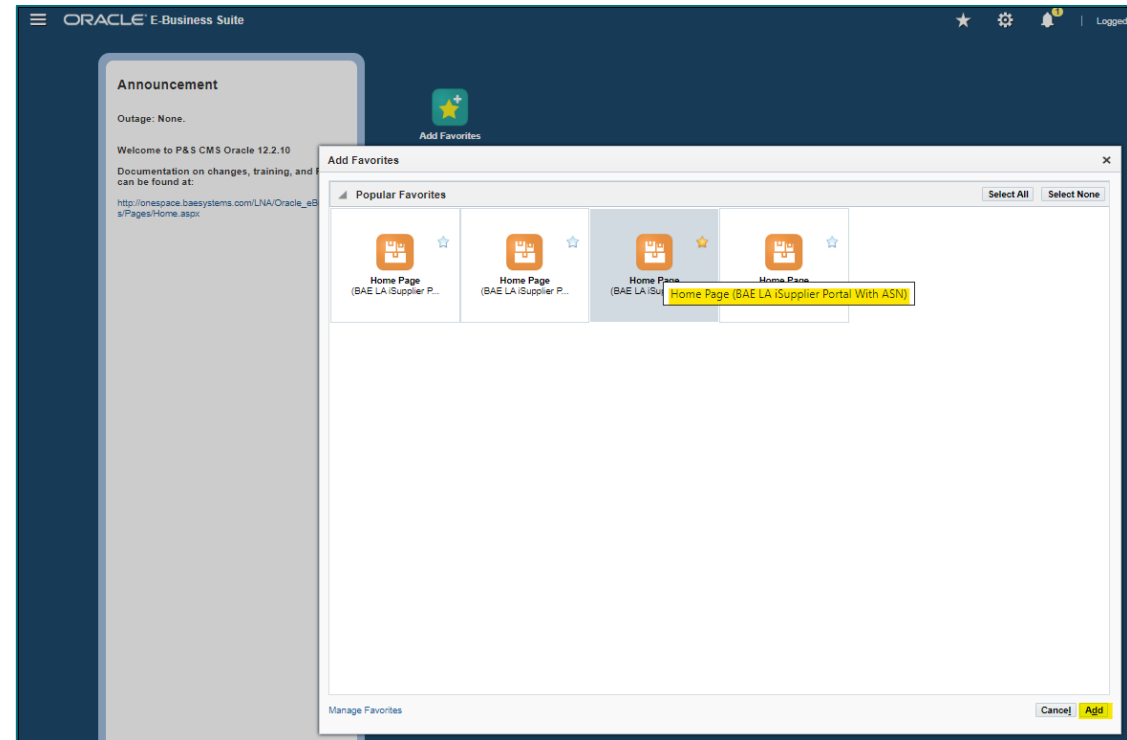
## Troubleshooting

- Ensure URL has been entered as <https://isupplier.us.baesystems.com> (case sensitive)
- If still unable to login, perform the following steps:
  - Clear Cache
  - Close browser
  - Re-open browser
  - Copy and paste URL above
  - Once authenticated, redirect to iSupplier Portal will be automatic
- If login issues persist, send screen shot of entire screen including search bar to: [dlpands.isuppextred@baesystems.us](mailto:dlpands.isuppextred@baesystems.us)

# First-time Login to iSupplier Portal

## To Add Favorite:

- Click Add Favorite
- Select BAE LA iSupplier Portal with ASN responsibility
- Click *Add* (bottom right)



## Future Login to iSupplier Home Page (after favorite has been set up)

ORACLE E-Business Suite

Click Home Page (BAE LA iSupplier Portal with ASN)

★ ⚙️ 🔔 | Logged In As ABC23 ? ⏻

**Announcement**

Outage: None.

Welcome to P&S CMS Oracle 12.2.10

Documentation on changes, training, and FAQ can be found at:

[http://onespace.baesystems.com/LNA/Oracle\\_eBusiness/Pages/Home.aspx](http://onespace.baesystems.com/LNA/Oracle_eBusiness/Pages/Home.aspx)

Home Page (BAE LA iSupplier P...)

Add Favorites

# iSupplier Home Page Overview

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance RFQ

Search PO Number

### Notifications

Subject	Date
BAE Systems - Standard Purchase Order 256919,27 requires your acceptance	20-Jun-2023 20:53:18
BAE Systems - Standard Purchase Order 256385,2 requires your acceptance	20-Jun-2023 20:51:13
BAE Systems - Standard Purchase Order 252680,58 requires your acceptance	20-Jun-2023 20:47:01
BAE Systems - Standard Purchase Order 256049,7 requires your acceptance	20-Jun-2023 20:47:01
BAE Systems - Standard Purchase Order 246827,9 requires your acceptance	20-Jun-2023 20:44:56

### Orders At A Glance

PO Number	Description	Order Date
256919		20-Jun-2023 20:50:10
256385		20-Jun-2023 20:48:32
256049		20-Jun-2023 20:44:59
252680	232387 / 201907-031 & 242468 / 201912-098	20-Jun-2023 20:43:56
246827	Aggregated with PO 246828	20-Jun-2023 20:42:45

### Shipments At A Glance

Shipment Number	Packing Slip	Shipment Date
AS1151	AS1151TEST	21-Jun-2023 13:40:45
AS1138	AS1138TEST	20-Jun-2023 15:22:33
AS1084	AS1084TEST	11-Jun-2023 21:36:31
AS1078	AS1078TEST	11-Jun-2023 21:10:37
AS1071	ABC7795425	07-Jun-2023 01:40:57

### Orders

- Agreements
- Purchase Orders
- Purchase History

### Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

### Receipts

- Receipts
- Returns

### Invoices

- Invoices

### Payments

- Payments

# Delivery Schedules

– first link under Shipments tab

Displays PO/line/shipments which have quantity to be received; includes key information (i.e. PO data fields including Work Order, for OSP POs, Buyer, etc.).

Can be utilized for receipt verification.

- 1) Query by PO, Item, etc or click Go to retrieve all open PO shipments
- 2) Qty In Trans = quantity shipped on ASN, but not yet received
- 3) Details can be exported to Excel for analysis

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Finance RFQ

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Delivery Schedules 3 Export

Simple Search

Advanced Search

Organization  Item Number

PO Number  Ship-To Location

Supplier Item  Promised Date (20-Jun-2023)

Item Description  Need-By Date (20-Jun-2023)

**1** Go Clear

**2**

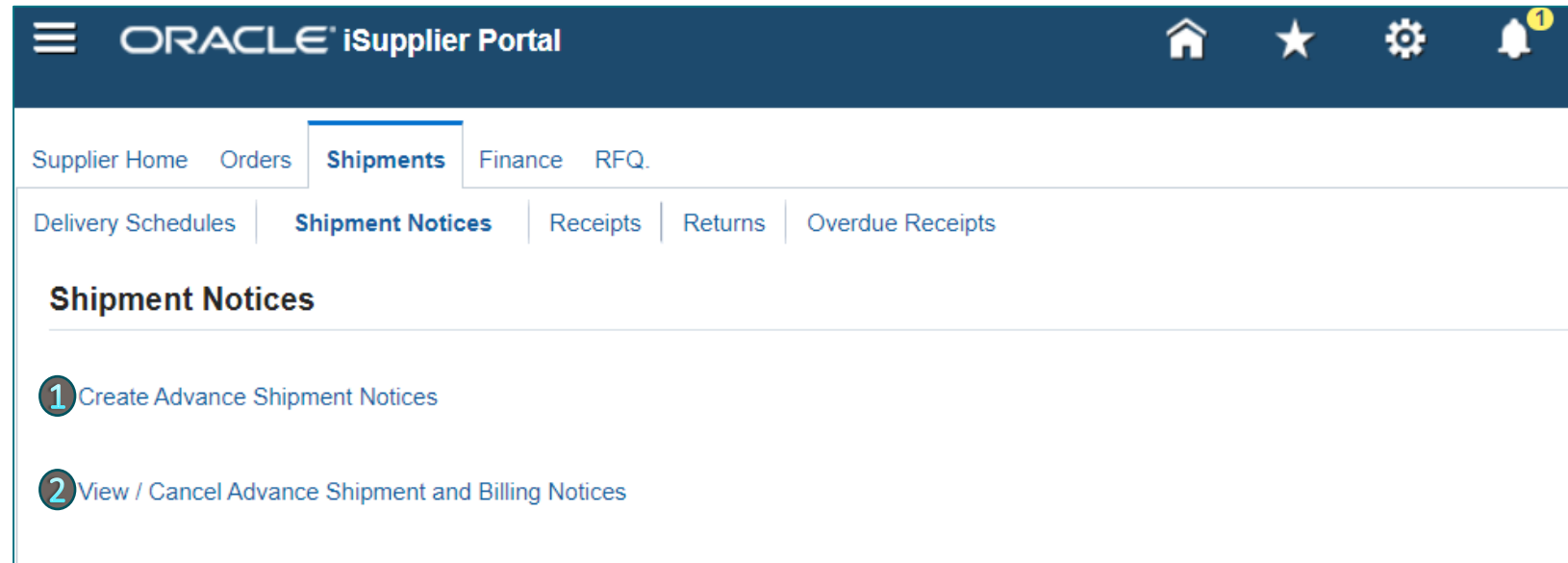
Org	PO Number	Rel Num	Rev Num	Line Num	Ship Num	Item Number	Item Revision	Item Description	Supplier Item	UOM	Qty Ord	Qty In Trans	Qty Recd	Ship-To Location	Carrier	Supplier	Supplier Location	Due Date	PO Prom Date	PO Need Date	Price	Buyer	Work Order
BAE Systems	245431		14	2	5	12307300		FRAME, BLACKOUT		Each	220	100	120	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	15-Feb-2021	15-Mar-2023	15-Feb-2021	10.5	FULLER, KELSEY	
BAE Systems	246827		9	1	4	12307301		FRAME, BLACKOUT		Each	360	0	227	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	14-Jul-2021	15-Nov-2021	14-Jul-2021	12.67	HAMME, ALEXANDER L	
BAE Systems	246827		9	1	3	12307301		FRAME, BLACKOUT		Each	333	260	73	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	16-Apr-2021	30-Nov-2021	16-Apr-2021	12.67	HAMME, ALEXANDER L	
BAE Systems	252680		58	3	8	12553568		GROMMET, RUBBER		Each	8		0	ELG - Elgin	PER ROUTING	ABC COMPANY	351-WEST LAKE	23-May-2023	23-May-2023	23-May-2023	0.67	SHIPMAN, CHRISTOPHER	
BAE Systems	252680		58	1	6	12012119		SEAL	OMC	Each	10		0	ELG - Elgin	PER ROUTING	ABC COMPANY	351-WEST LAKE	29-Mar-2023	29-Mar-2023	29-Mar-2023	2.67	SHIPMAN, CHRISTOPHER	
BAE Systems	256049		7	1	5	11578862		PAD, OBTUATOR		Each	8	8	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	27-Mar-2023	27-Apr-2023	27-Mar-2023	16.7	SHIPMAN, CHRISTOPHER	
BAE Systems	256385		2	1	4	12369946		PLATE, MENDING, RAMP SWITCH, UPPER		Each	17	17	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	12-May-2023	12-May-2023	12-May-2023	1.85	SHIPMAN, CHRISTOPHER	
BAE Systems	256919		27	1	6	12328721		SEAL, DRIVER'S HATCH		Each	17	17	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	22-May-2023	22-May-2023	22-May-2023	15.5	SHIPMAN, CHRISTOPHER	
BAE Systems	256919		27	3	4	12297571		PAD, CUSHIONING HATCH		Each	46	46	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	27-Mar-2023	27-Mar-2023	27-Mar-2023	7.25	SHIPMAN, CHRISTOPHER	
BAE Systems	256919		27	6	7	12358635		BELLOWS, PROTECTION PLENUM HOUSING		Each	45	45	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	21-Mar-2023	21-Mar-2023	21-Mar-2023	31.5	SHIPMAN, CHRISTOPHER	

# Shipment Notices

– second link under Shipments tab

Provides options for:

- 1) Creating new ASN
- 2) View / Cancel Existing ASNs



The screenshot displays the ORACLE iSupplier Portal interface. The top navigation bar includes a hamburger menu, the text "ORACLE iSupplier Portal", and icons for home, star, settings, and a notification bell with a "1" badge. Below the navigation bar, a secondary menu contains "Supplier Home", "Orders", "Shipments" (highlighted), "Finance", and "RFQ.". Under the "Shipments" tab, there are sub-links for "Delivery Schedules", "Shipment Notices" (highlighted), "Receipts", "Returns", and "Overdue Receipts". The main content area is titled "Shipment Notices" and contains two numbered options: "1 Create Advance Shipment Notices" and "2 View / Cancel Advance Shipment and Billing Notices".

# Create ASN

– Click 'Create Advance Shipment Notices' from Shipments tab

- 1) Enter PO Number  
(blanket release format: 164314-15)
- 2) Click Go
- 3) Select desired PO lines/shipments
- 4) Click Add to Shipment Notice

**\*\* PO Shipments with 'PO Need Date' in the future exceeding the designated number of calendar days will not be available to select \*\***

Supplier Home Orders **Shipments** Finance RFQ.

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

**Create Advance Shipment Notice** Export

**Advanced Search** Views

To search, please enter at least one search criteria.  
Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

PO Number is  **1**

Ship-To Location is

Item is

Organization is

**2**

Select PO Shipments: **4**  **4**

<input checked="" type="checkbox"/>	Organization Name	PO Number	Line	Shipment	UOM	Quantity Ordered	Quantity Received	Item Number	Supplier Revision	Item Description	Due Date	Ship-To Location
<input checked="" type="checkbox"/>	BAE Systems	334514	3		2 Each	65	0	AA55126-S14		FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	YRK - York Production
<input checked="" type="checkbox"/>	BAE Systems	334514	2		1 Each	254	160	AA55126-S13		FASTENER, LOOP, TAPE	30-May-2023 23:59:00	YRK - York Production

**3** **4**

# Create ASN

## - Shipment Lines

- 1) Confirm / enter correct Quantity being shipped for each PO/line/shipment  
*Note: Qty shipped cannot exceed Qty available to ship.*
- 2) Use Split icon, if quantity will be split into multiple boxes, to generate separate box labels
- 3) Use Remove icon, if line should not be included in ASN
- 4) Click Shipment Header tab

NOTE: Items, such as Cert Chg, Delivery Chg, etc., may be included on ASN when shipping corresponding receivable part

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Finance RFQ

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

**Create Advance Shipment Notice** Cancel Preview Submit

4 Shipment Header **Shipment Lines**

**Shipments in Advance Shipment Notice**

Show All Details | Hide All Details

Details	PO Number	Line	Shipment	Item Number	Item Revision	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	1 Quantity Shipped	Ship-To Location	2 Split	3 Remove
▶	334514	3	2	AA55126-S14			FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	65	0	Each	<input type="text" value="20"/>	YRK - York Production		
◀	334514	3	2	AA55126-S14			FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	65	0	Each	<input type="text" value="20"/>	YRK - York Production		
Label ID LBL1281															
▶	334514	2	1	AA55126-S13			FASTENER, LOOP, TAPE	30-May-2023 23:59:00	254	160	Each	<input type="text" value="94"/>	YRK - York Production		

Return to Shipments: Shipment Notices

# Create ASN

## - Shipment Header

Required fields:

- 1) Shipment Date
  - ❖ *No later than 'today'*
  - NOTE:** Utilization of Calendar is preferred to capture time stamp
- 2) Expected Receipt Date
- 3) Freight Carrier
  - ❖ *Defined list of values*
- 4) Packing Slip
  - ❖ *Uppercase letters only*
  - ❖ *May include numbers*
  - ❖ *Special characters and/or spaces not permitted*
- 5) Number of Containers
  - ❖ *Outer container count*
- 6) Pro/Airbill number
  - ❖ *N/A is acceptable*

Optional fields print on Packing List only

- Bill of Lading
- Comments (240 character limit)

7) Click SUBMIT to view Confirmation

Supplier Home Orders **Shipments** Finance RFQ

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

**Create Advance Shipment Notice** Cancel Preview Submit

Shipment Header Shipment Lines

Please use UPPER CASE alpha numeric characters when entering data for Shipment and Freight Information. Do not use any special characters (\*#- ) and do not use any spaces.

**Shipment Information**

\* Indicates required field

ASN Shipment # AS1071

\* Shipment Date 07-Jun-2023 09:40:57

\* Expected Receipt Date 09-Jun-2023 09:41:01

Note: Shipment Date cannot be later than today

Example: 07-Jun-2023 01:28:33

**Freight Information**

Note: Any deviation from PIR or PO Freight instructions will require an Authorization Number, to be provided by the buyer of record. Please contact your buyer prior to shipping or the additional freight cost may be charged back to your company.

\* Freight Carrier Ryder

\* Number of Containers 1

Bill of Lading

\* Pro/Airbill Number 64434-4873151-01

\* Packing Slip ABC7735425

Comments

Return to Shipments: Shipment Notices

# Print Packing List and Labels

- 1) Click Printer icon, select printer to print Packing List
- 2) Click Print Package Labels, select printer to print labels

**NOTE:** The view displayed occurs with Edge Settings > Site Permissions > PDF Documents > Always download PDF files = disabled

If enabled – open the download file and print

ORACLE iSupplier Portal

Shipments: Shipment Notices >

**Advance Shipment Notice Confirmation** 2 Print Package Labels


[Return to Advance Shipment Notices](#)

**Your Advance Shipment Notice AS1071 has been submitted.**

ASN Printing 1

☰ | 🗑️ | 📄 | Draw | 🗑️ | 🗑️ | 🔊 | Read aloud | - + | 🗑️ | 1 of 1 | 🔍 | 🖨️ | 📄 | ⚙️

**BAE SYSTEMS**



AS1071

**ASN Packing List**

<b>Supplier</b>	ABC COMPANY	<b>Shipment Date</b>	07-JUN-2023 01:06
<b>Supplier Site</b>	351-WEST LAKE	<b>Expected Receipt Date</b>	09-JUN-2023 09:06
<b>Ship-To Location</b>	YRK - York Production Land & Armaments L.P., Building 20 - Receiving, 1100 Bairs Rd, York, PA, 17408-8975, US		
<b>Packing Slip</b>	ABC7735425	<b>Freight Carrier</b>	Ryder
<b># of Containers</b>	1	<b>Bill of Lading</b>	
<b>Comments</b>		<b>Waybill/Airbill</b>	64434-4873151-01

PO	Line	Ship	Item Number	REV	Item Description/Label ID	ASN Qty	UOM
224514	2	1	AA55126 812		EASTENER LOCK TAP	04	Each

# Reprint Packing List and/or Labels

– Click 'View/Cancel Advance Shipment and Billing Notices' from Shipment Notices under Shipments tab

- 1) Select ASN
  - a) Click ASN Shipment # hyperlink  
or
  - b) Select applicable line, click GO
- 2) Advanced Search option available for additional search criteria parameters

Supplier Home Orders **Shipments** Finance RFQ.

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts

Shipments: Shipment Notices >

**View / Cancel Advance Shipment Notice** Export

**Views**

View Last 25 Shipment Notices Go **1** **2** Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice **Cancel Shipment Notice** ◀ Previous 1 - 10 Next 10 ▶

Select ASN Shipment # ▲	Shipment Date ▼	Expected Receipt Date	Freight Carrier	Invoice Number	Pro/Airbill Number	Supplier Site	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/> AS1172	29-Jun-2023 08:09:49	30-Jun-2023 08:09:53	Ryder		TESTAS1172	351-WEST LAKE	TESTAS1172		
<input type="radio"/> AS1170	28-Jun-2023 07:58:43	29-Jun-2023 07:59:14	Ryder		TESTAS1170	351-WEST LAKE	TESTAS1170		

# Reprint Packing List and/or Labels

– Continued

- 1) Print Packing List
- 2) Print Package Labels

Supplier Home Orders **Shipments** Finance RFQ.

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >

**Advance Shipment Notice: AS1071** 1 2

[Print Packing List](#) [Print Package Labels](#) [Cancel Shipment Notice](#) [Export](#)

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**Shipment Information**

ASN Shipment # AS1071	Shipment Date 07-Jun-2023 01:40:57
Supplier ABC COMPANY	Expected Receipt Date 09-Jun-2023 09:41:01
Supplier Site 351-WEST LAKE	

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**Freight Information**

Bill of Lading	Number of Containers 1
Freight Carrier Ryder	Packing Slip ABC7735425
Pro/Airbill Number 64434-4873151-01	
Comments	

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**Shipments in Advance Shipment Notice**

Cancel | ...

<input type="checkbox"/>	Details	PO Number	Line	Shipment	Supplier Item	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Cancellation Status
<input type="checkbox"/>	▶	334514	3	2		AA55126-S14	FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	65	0	Each	20	YRK - York Production	
<input type="checkbox"/>	▶	334514	2	1		AA55126-S13	FASTENER, LOOP, TAPE	30-May-2023 23:59:00	254	160	Each	94	YRK - York Production	
<input type="checkbox"/>	▶	334514	3	2		AA55126-S14	FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	65	0	Each	20	YRK - York Production	

[Return to View / Cancel Advance Shipment Notice](#)

# Cancel Existing ASNs (entire ASN)

– Click ‘View/Cancel Advance Shipment and Billing Notices’ from Shipment Notices under Shipments tab

To Cancel entire ASN before material leaves your facility

-- after that point, contact Procurement Representative for direction to correct problems

- 1) Select ASN
- 2) Click Cancel Shipment Notice
- 3) ASN Cancel Confirmation

**CAUTION:** This option cancels entire ASN without providing options to select individual lines.

Supplier Home Orders **Shipments** Finance RFQ.

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

**View / Cancel Advance Shipment Notice** Export

Views

View: Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled, it cannot be undone.

Select Advance Shipment Notice	Cancel Shipment Notice									
Select ASN Shipment #	Shipment Date	Expected Receipt Date	Freight Carrier	Invoice Number	Pro/Airbill Number	Supplier Site	Packing Slip	Processing Status Code	Cancellation Status	
<input type="radio"/> AS1172	29-Jun-2023 06:09:49	30-Jun-2023 06:09:53	Ryder		TESTAS1172	351-WEST LAKE	TESTAS1172			
<input type="radio"/> AS1170	26-Jun-2023 07:58:43	29-Jun-2023 07:59:14	Ryder		TESTAS1170	351-WEST LAKE	TESTAS1170			

Supplier Home Orders **Shipments** Finance RFQ.

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

**ASN Cancel Confirmation** 3

Your request to cancel Advance Shipment Notice AS1172 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

[Return to View Advance Shipment and Billing Notices](#)

# Cancel Existing ASNs (individual lines)

– Click ‘View/Cancel Advance Shipment and Billing Notices’ from Shipment Notices under Shipments tab

To Cancel individual lines before material leaves your facility

-- after that point, contact Procurement Representative for direction to correct problems

- 1) Select ASN (click ASN hyperlink or select applicable ASN line, click go)
  - 2) Select applicable line(s) to be cancelled
  - 3) Click Cancel
- CAUTION:** If you select Cancel Shipment Notice, the entire ASN will be cancelled
- 4) ASN Cancel Confirmation

**Note:** The Delivery Schedules page (see slide 12) can be utilized to view quantity received and quantity in transit (quantity shipped on ASN, but not yet received)

Supplier Home Orders **Shipments** Finance RFQ

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices >

**View / Cancel Advance Shipment Notice** Export

Views

View Last 25 Shipment Notices  Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice	Cancel Shipment Notice	Select ASN Shipment #	Shipment Date	Expected Receipt Date	Freight Carrier	Invoice Number	Pro/Airbill Number	Supplier Site	Packing Slip	Processing Status Code	Cancellation Status
<input type="radio"/>	<input type="radio"/>	AS1172	29-Jun-2023 06:09:49	30-Jun-2023 06:09:53	Ryder		TESTAS1172	951-WEST LAKE	TESTAS1172		
<input type="radio"/>	<input type="radio"/>	AS1170	28-Jun-2023 07:58:43	29-Jun-2023 07:59:14	Ryder		TESTAS1170	951-WEST LAKE	TESTAS1170		

Supplier Home Orders **Shipments** Finance RFQ

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipments: Shipment Notices > View / Cancel Advance Shipment Notice >

**Advance Shipment Notice: AS1071** Print Packing List | Print Package Labels | ~~Cancel Shipment Notice~~ | Export

**Shipment Information**

ASN Shipment #	AS1071	Shipment Date	07-Jun-2023 01:40:57
Supplier	ABC COMPANY	Expected Receipt Date	09-Jun-2023 09:41:01
Supplier Site	351-WEST LAKE		

**Freight Information**

Bill of Lading		Number of Containers	1
Freight Carrier	Ryder	Packing Slip	ABC7735425
Pro/Airbill Number	64434-4873151-01		
Comments			

**Shipments in Advance Shipment Notice**

Cancel	Details	PO Number	Line	Shipment	Supplier Item	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	Cancellation Status
<input type="checkbox"/>	<input type="checkbox"/>	334514	3	2		AA55126-S14	FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	65	0	Each	20	YRK - York Production	
<input type="checkbox"/>	<input type="checkbox"/>	334514	2	1		AA55126-S13	FASTENER, LOOP, TAPE	30-May-2023 23:59:00	254	160	Each	94	YRK - York Production	
<input type="checkbox"/>	<input type="checkbox"/>	334514	3	2		AA55126-S14	FASTENER, LOOP, TAPE	30-Jun-2023 23:59:00	65	0	Each	20	YRK - York Production	

[Return to View / Cancel Advance Shipment Notice](#)

Supplier Home Orders **Shipments** Finance RFQ

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

**ASN Cancel Confirmation** 4

Your request to cancel Advance Shipment Notice AS1172 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

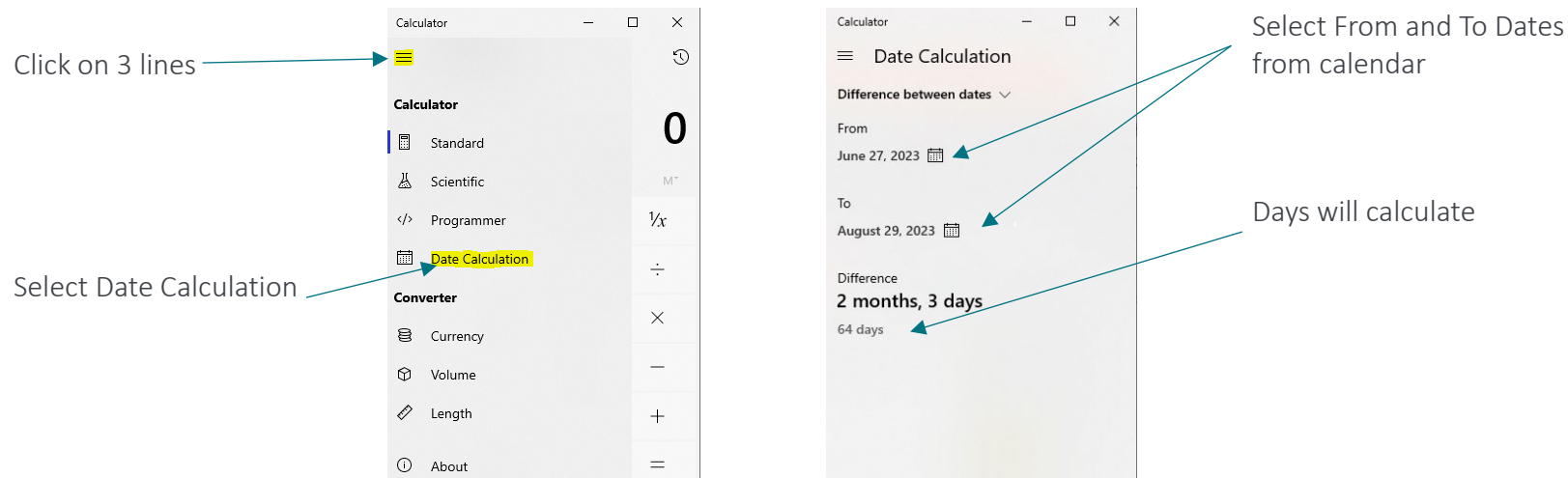
[Return to View Advance Shipment and Billing Notices](#)

# ASN Troubleshooting

- Notify Procurement Representative When:
  - Actual quantity shipped is greater than quantity on ASN Packing List
  - Actual quantity shipped is less than quantity on ASN Packing List
  - Discrepancy between quantity shipped versus quantity received shown on Delivery Schedules
  - Portal is not available and 'critical parts' need to be shipped
- Packing List and/or Labels does not match container quantities
  - Cancel ASN and create new ASN to print new packing list and labels

# ASN Troubleshooting Continued

- Quantity not available to ship
  - From iSupplier home screen, Click Shipments tab, Click Delivery Schedules
  - Enter applicable PO number, Click Go
- Verify quantity has not previously shipped or is in-transit
- Confirm status of Purchase Order is not “Buyer Change Pending” via the Purchase Orders page
- Confirm Due Date is within designated window (PC Date calculator can determine days – see below)



**NOTE:** If additional assistance is required, contact Procurement Representative

# Repair/Non-Conforming Report (NCR)/Rework Process

## Supplier Cost:

- Upon return of the non-conforming material against the supplier issued RMA, the supplier is debited, and the PO line automatically reopens for the quantity to be returned after repair/replacement
- Supplier will need to ship the returned item on a new ASN against the original PO/line
  - Enter the NCR number in the ASN header level Comments field when entering an ASN against a NCR (this information is denoted on the return documentation)
  - Packing List and 'Comment' field on ASN Shipment Header should contain: 'Reworked', 'Repaired', 'Replaced' or 'Returned As Is' **and** Serial Number when applicable
- Once the repaired/replacement material is received at BAE Systems, the PO/line is paid via the ERS process against the PO/line

## BAE Systems Cost:

- A new PO will be created at zero dollars with an item number that has a '-OSP-RWK' suffix and will reference the rework job
  - A separate line is established on the PO for the repair charge that will be utilized for payment once the material has been received at BAE Systems
- Supplier will need to ship the material via the ASN process against the new PO created (this information is denoted on the return documentation)
  - Enter the NCR number in the ASN header level Comments field when entering an ASN against a NCR (this information is denoted on the return documentation)
  - Packing List and 'Comment' field on ASN Shipment Header should contain: 'Reworked', 'Repaired', 'Replaced' or 'Returned As Is' **and** Serial Number when applicable
- Supplier will submit an invoice in pdf format via email to: [ap.layork@baesystems.us](mailto:ap.layork@baesystems.us)

## Debited as a Supplier Cost but later identified as a BAE Systems Cost

- Supplier will need to ship product via the ASN process against the originally debited PO which will generate ERS invoice
- Buyer will create a line on a PO to pay supplier for their services
- Supplier will submit an invoice for the service in pdf format via email to: [ap.layork@baesystems.us](mailto:ap.layork@baesystems.us)

## Ship in Place

'Ship To' location on Purchase Order will be defined as SHIP-IN-PLACE

- Supplier creates ASN to initiate virtual shipment (label not required)
  - Enter "Ship In Place" in Comments Box
  - Email copy of ASN Packing Slip to BAE Systems Drop Ship Coordinator for processing
  - Supplier paid via the ERS process
  
- Supplier will be notified by buyer to physically ship the parts when appropriate
  - Product physically shipped in accordance with buyer's instructions (outside the ASN Process)
  - Send copy of Supplier packing slip with product CLEARLY indicating that this is "SHIP-IN-PLACE" Actual Shipment
  - Email copy of Supplier packing slip to the BAE Systems Drop Ship Coordinator at [dscoordinator.landa@baesystems.us](mailto:dscoordinator.landa@baesystems.us) denoting that this is a "SHIP-IN-PLACE" Actual Shipment

## Supplier utilizes Outside Processing - OSP (i.e. paint, weld, etc)

When BAE Systems' Supplier determines outside processing supplier to ship product directly to BAE Systems

- BAE Systems' Supplier:
  - Creates ASN
  - Choose 'SUPPLIER' for Freight Carrier
  - Enter 'SUPPLIER' in the Pro/Airbill Number field
  - Email packing list and label to outside process supplier
- Outside Processing Supplier
  - Prepares shipment
  - Ensures shipment includes ASN packing list
  - Ensures outside container label is in place
- BAE Systems
  - Receives product
  - Invoice is generated via ERS

# ERS Process

- Invoices automatically generated as goods are received into Oracle Enterprise Resource Planning (ERP) system
- ERS Invoice Summary emailed weekly to Supplier containing summary and line item detail for invoices created the previous week
- Contact [dlpands.isuppextred@baesystems.us](mailto:dlpands.isuppextred@baesystems.us) to verify and/or update email
- Remittance advice emailed to Supplier one day prior to payment date

**NOTE:** Upon ASN-ERS activation, do not send invoices for in-transit shipments; automated payment(s) generate via the ERS process

From Date: 01-APR-09 To: 06-APR-09  
 SUPPLIER NAME: ASN DEMO SUPPLIER  
 SUPPLIER NUMBER: 2948  
 PAY SITE ADDRESS: 1200 S MAIN ST  
 ASN, PA 17111 US

### ERS Invoice Summary Example

**Invoices (Summary)**

INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE TYPE	SHIP TO	ON HOLD REASON	SCHD PAY DATE
10146-1	30-Mar-09	\$16.94	Manual Inv	RED-Red River Whse		29-Apr-09
10146-3	15-Mar-09	\$30.78	Manual Inv	RED-Red River Whse		14-Apr-09
16367-1	26-Feb-09	\$44.96	Manual Inv	YRK - York Production		28-Mar-09
16967-1	26-Feb-09	\$5.62	Manual Inv	BAE LETTERKENNY(LET)-ASCP		28-Mar-09
16969-1	26-Feb-09	\$5.62	Manual Inv	BAE LETTERKENNY(LET)-ASCP		28-Mar-09
16992-ppay	25-Mar-09	\$0.00	ISP	BAE LETTERKENNY(LET)-ASCP		24-Apr-09
74760-4770	13-Apr-09	(\$100.00)	RTS	YRK - York Production		13-May-09
ERS-03-APR-09-123	3-Apr-09	\$400.00	ERS	YRK - York Production		3-May-09
ERS-10146-2-161	6-Apr-09	\$91.46	ERS	RED-Red River Whse		6-May-09
ERS-12739-1-241	8-Apr-09	\$20.00	ERS	SCS - Santa Clara		8-May-09
ERS-13785-1-LONGPSNUMBER-242	8-Apr-09	\$20.00	ERS	DROP SHIP (DS)		8-May-09
ERS-14438-6-243	8-Apr-09	\$169.20	ERS	YRK - York Production		8-May-09
ERS-14529-1-201	6-Apr-09	\$62.44	ERS	DROP SHIP (DS)		6-May-09
ERS-14529-1-201CORR1	8-Apr-09	(\$12.84)	ERS COR	DROP SHIP (DS)		6-May-09
ERS-14529-1-201CORR2	8-Apr-09	(\$8.70)	ERS COR	DROP SHIP (DS)		6-May-09
ERS-14661-1-222	8-Apr-09	\$5.00	ERS	YRK - York Production		8-May-09
ERS-16055-1-202	6-Apr-09	\$1,030.00	ERS	YRK - York Production		6-May-09

**Invoices (Detail)**

INVOICE NUMBER	TYPE	PO NUMBER	PO LINE	SHIPMENT NUMBER	RELEASE NUMBER	SHIP TO	ITEM NUMBER	DESCRIPTION	QUAN TITY	PRICE	AMOUNT	TAX CODE	COMMENTS
10146-1	ITEM	10146	1	1	2	0 RED-Red River Wh	12900574	PLUG, SHAFT	1	16.94	\$16.94		
10146-3	ITEM	10146	2	2	2	0 RED-Red River Wh	9361228	MOUNT, TIE ANCHOR	2	0.46	\$0.92		
10146-3	ITEM	10146	3	2	2	0 RED-Red River Wh	9379432	GASKET, POT	7	0.6	\$4.20		
10146-3	ITEM	10146	2	2	2	0 RED-Red River Wh	9361228	MOUNT, TIE ANCHOR	2	0.46	\$0.92		
10146-3	ITEM	10146	3	2	2	0 RED-Red River Wh	9379432	GASKET, POT	3	0.6	\$1.80		
10146-3	ITEM	10146	1	2	2	0 RED-Red River Wh	12900574	PLUG, SHAFT	1	16.94	\$16.94		
10146-3	ITEM	10146	3	2	2	0 RED-Red River Wh	9379432	GASKET, POT	10	0.6	\$6.00		
16367-1	ITEM	16367	1	1	1	0 YRK - York Producti	10916022	DECAL	4	5	\$20.00		
16367-1	ITEM	16367	2	1	1	0 YRK - York Producti	11784950	DECAL	4	6.24	\$24.96		
16967-1	ITEM	16967	1	1	1	0 BAE LETTERKENN	W211NAA0062NN155NNCG1	WASHER	50	0.1124	\$5.62		
16969-1	ITEM	16969	1	1	1	0 BAE LETTERKENN	W211NAA0062NN155NNCG1	WASHER	50	0.1124	\$5.62		
74760-4770	ITEM	16992	2	1	1	0 YRK - York Producti	12668301	COVER ACCESS	-1	100	(\$100.00)		RMA Ref TEST-RMArv comments
ERS-03-APR-09-123	ITEM	16991	1	1	1	0 YRK - York Producti	12366431	BRACKET,GUIDE ROLLER	8	50	\$400.00		
ERS-10146-2-161	ITEM	10146	2	2	2	0 RED-Red River Wh	9361228	MOUNT, TIE ANCHOR	29	0.46	\$13.34		
ERS-10146-2-161	ITEM	10146	3	2	2	0 RED-Red River Wh	9379432	GASKET, POT	102	0.6	\$61.20		
ERS-10146-2-161	ITEM	10146	1	2	2	0 RED-Red River Wh	12900574	PLUG, SHAFT	1	16.94	\$16.94		

## ERS Invoice Summary

- Debit Memos are automatically created upon goods returned to Supplier
  - Credit memo not required
  - Debit memo included on email in ERS Invoices (Summary) section
  - Details of debit included in ERS Invoices (Detail) section
  - In the event an entire shipment is returned to Supplier on same day as receipt; neither Debit Memo nor Invoice will be generated
  - In the event a partial shipment is returned to Supplier on the same day as receipt; Invoice is generated for retained goods
  
- Corrections may be required for Receiving discrepancies and/or price changes
  - Correction details will be included in ERS Invoice (Summary & Detail) section
  - Invoice number will include 'CORR' as suffix to original invoice number signifying a correction
  - Corrected invoice(s) may be reconciled with original invoice(s) to determine net transaction amount
  
- ERS discrepancies
  - Validate quantity on Invoice Details matches quantity shipped
    - If BAE Systems has received less than quantity shipped, the additional quantity may be received generating an additional invoice
    - If BAE Systems has received more than quantity shipped, a correction may be processed generating a corrected invoice
  - Validate unit price on Invoice Details
    - Corrections may generate additional invoices (i.e. credit, debit)
  - Validate tax amount on Invoice Details
    - Purchase Order may need to be updated to the correct tax code generating a corrected invoice

**NOTE: Procurement Representatives should be contacted for discrepancies**

# Searching for Invoice Information

- 1) Click 'Invoices' or 'Finance' & select View Invoices
- 2) Enter Invoice#, PO#, Payment Status, etc. to query data; click Go
  - ❖ To retrieve a complete listing of invoices, simply click Go
  - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search PO Number  **1** Go

**Notifications** Full List

Subject	Date
BAE Systems - Standard Purchase Order 333344, 1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

**Orders At A Glance** Full List

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

**Shipments At A Glance** Full List

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

**Receipts**

- Receipts
- Returns

**Invoices** **1**

- Invoices

**Payments**

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

View Invoices | View Payments

**View Invoices** 3 Export

**Simple Search** 4 Advanced Search

Invoice Number

PO Number  (example: 1234)

Release Number  (example: 1234-2)

Payment Status

Invoice  **2**

Go Clear

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From (26-Jun-2023) To

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
ERS-TEST34ANN-923998	20-Apr-2023	Standard	USD	175.00	175.00 Approved		318719	51364	Not Paid			
ERS-TEST34YRK-923996	19-Apr-2023	Standard	USD	675.00	675.00 Approved		254196	632763	Not Paid			
ERS-TEST36AS1212YRK-923997	19-Apr-2023	Standard	USD	6.25	6.25 Approved		256662	632764	Not Paid			

# Searching for Payment Information

- 1) Click 'Payments' or 'Finance' & select View Payments
- 2) Enter Payment#, PO#, Status, etc. to query data; click Go
  - ❖ To retrieve a complete listing of payments, simply click Go
  - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search | PO Number | **1** | Go

**Notifications** [Full List](#)

Subject	Date
BAE Systems - Standard Purchase Order 333344, 1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

**Shipments At A Glance** [Full List](#)

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

**Receipts**

- Receipts
- Returns

**Invoices**

- Invoices

**Payments** **1**

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

View Invoices | **View Payments**

**View Payments** [Export](#) **3** [Advanced Search](#) **4**

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number  (example: 1234)

Release Number  (example: 1234-2) **2**

Status

Payment Amount From  To

Payment Date From (26-Jun-2023)  To

**Go** **Clear**

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
61416	INC		15-Mar-2023	USD	2.75	Electronic	Negotiable	15-Mar-2023	CITI - Payments (111 checks)	Multiple	Multiple
61416	INC		13-Mar-2023	USD	17.00	Electronic	Negotiable	13-Mar-2023	CITI - Payments (111 checks)	Multiple	Multiple
61416	INC		09-Mar-2023	USD	0.00	Electronic	Negotiable	09-Mar-2023	CITI - Payments (111 checks)	Multiple	Multiple

# Searching for Receipt Information

- 1) Click 'Receipts' or 'Shipments' & select Receipts
- 2) Enter PO#, Item#, etc. to query data; click Go
  - ❖ To retrieve a complete listing of receipts, simply click Go
  - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search | PO Number

**Notifications**

Subject	Date
BAE Systems - Standard Purchase Order 333344, 1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

**Orders At A Glance**

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

**Shipments At A Glance**

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

**Receipts**

- Receipts
- Returns

**Invoices**

- Invoices

**Payments**

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts

Supplier Home > **View Receipts**

**Simple Search**

Receipt Number

PO Number

Release Number

Shipment Number

Shipped

Organization

Item Number

Supplier Item

Item Description

Receipt Location

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
63276	11-Apr-2023 12:45:44	York Production Org 9970	AS121	11-Apr-2023 12:44:41	TEST36AS	1	TEST36AS	Ryder Carrier Management Services		2566	ERS-TEST36AS	
5136	05-Apr-2023 15:11:47	Anniston VUOC Production Org 9901	AS114	05-Apr-2023 15:10:15	TEST34ANN	1	TEST34ANN	Ryder Carrier Management Services		3187	ERS-TEST34ANN	
63276	04-Apr-2023 15:46:54	York Production Org 9970	AS111	04-Apr-2023 15:44:12	TEST34YRK	1	N/A	Ryder Carrier Management Services		2541	ERS-TEST34YRK	

# Searching for Debit Memo Information

- 1) Click 'Returns' or 'Shipments' & select Returns
- 2) Enter PO#, RMA#, Item#, etc. to query data; click Go
  - ❖ To retrieve a complete listing of returns, simply click Go
  - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search | PO Number **1** | Go

**Notifications** [Full List](#)

Subject	Date
BAE Systems - Standard Purchase Order 333344_1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

**Shipments At A Glance** [Full List](#)

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

**Receipts** **1**

- Receipts
- Returns

**Invoices**

- Invoices

**Payments**

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts

Supplier Home >

**Returns Summary** [Export](#) **3**

**Simple Search** [Advanced Search](#) **4**

Note that the search is case insensitive

Organization  RMA Number

PO Number  Item

Receipt Number  Supplier Item

Shipment Number  Item Description

**2** Go Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Item Revision	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
BAE Systems	4561	33102	ASN6271	4032051916	28-Feb-2023 13:34:56	MS35489-154			GROMMET	Each	2	2	10-Mar-2023 11:17:54		
BAE Systems	62790	33126	ASN6260	4032051915	21-Feb-2023 15:17:07	12359522			SEAL_PLAIN	Each	4	4	03-Mar-2023 10:58:20		
BAE Systems	61696	30960	ASN6149	4032051911	30-Nov-2022 15:27:01	4359985			BOLT, DRILLED HEAD, M12X1.5, 60MM	Each	240	49	18-Jan-2023 10:35:28		

# ERS Troubleshooting

- Notify Procurement Representative When:
  - Price on ERS invoice is different than expected
  - Quantity received is different than quantity shipped
  - Invoice is “On Hold” (Hold reason shown on ERS Summary Report or via the View Invoices page)
  - Invoice summary missing specific shipment
- Supplier may utilize iValua 24/7 to obtain:
  - Invoice in Process
  - Invoices Ready for Payment
  - Invoice Paid
  - Remittance Query
  - Invoice Query
- For additional invoice support - Create a Finance Case Request in iValua

# Invoicing for Non-Receiveable, Expense Type Items

- Non-receivable, expense type invoices include:
  - Integrated Supply
  - Repair Charges for Return to Vendor (RTV) at BAE Expense
  - Service Related Items (tooling charges, test fees, etc that are billed separately from goods shipped)
  - Milestone or Progress payment
  
- Purchase Order Items include, but, not limited to:
  - REPAIR CHARGE
  - MISC COST
  - TOOLING
  - FAI
  - NRE
  - PROG PAY
  
- Invoice submittals must be emailed to [ap.layork@baesystems.us](mailto:ap.layork@baesystems.us) and meet the following requirements:
  - Must be in PDF format
  - Must list a detailed description of the services delivered

**NOTE:** Failure to follow these instructions will cause the invoice(s) to be returned and significant delay in receiving payment.

# Points of Contact

- iSupplier Portal & ASN Support - [dlpands.isuppextred@baesystems.us](mailto:dlpands.isuppextred@baesystems.us)
- iValua Invoice Support – Create a Finance Case Request in iValua 24/7
- Procurement Representative – Buyer identified on Order and can be found via the Delivery Schedule Page
- Drop Ship Coordinator - [dscoordinator.landa@baesystems.us](mailto:dscoordinator.landa@baesystems.us)
- Exostar Help Desk – 703-793-7800
- BAE Supplier essential resources - <https://www.baesystems.com/en-us/who-we-are/platforms-and-services/supplier-center/combat-mission-systems-suppliers>
- **If BAE Systems is responsible for transportation** - whether small parcel, LTL, full truckload, or heavy weight air; always refer to the most current version of our Shipping and Routing Terms & Instructions. These guidelines override any routing noted on purchase orders or subcontracts. Please contact the **BAE Systems Transportation Team** at [pns.transportation@baesystems.us](mailto:pns.transportation@baesystems.us) to obtain a copy of our Shipping and Routing Terms & Instructions.