

ASN Submission



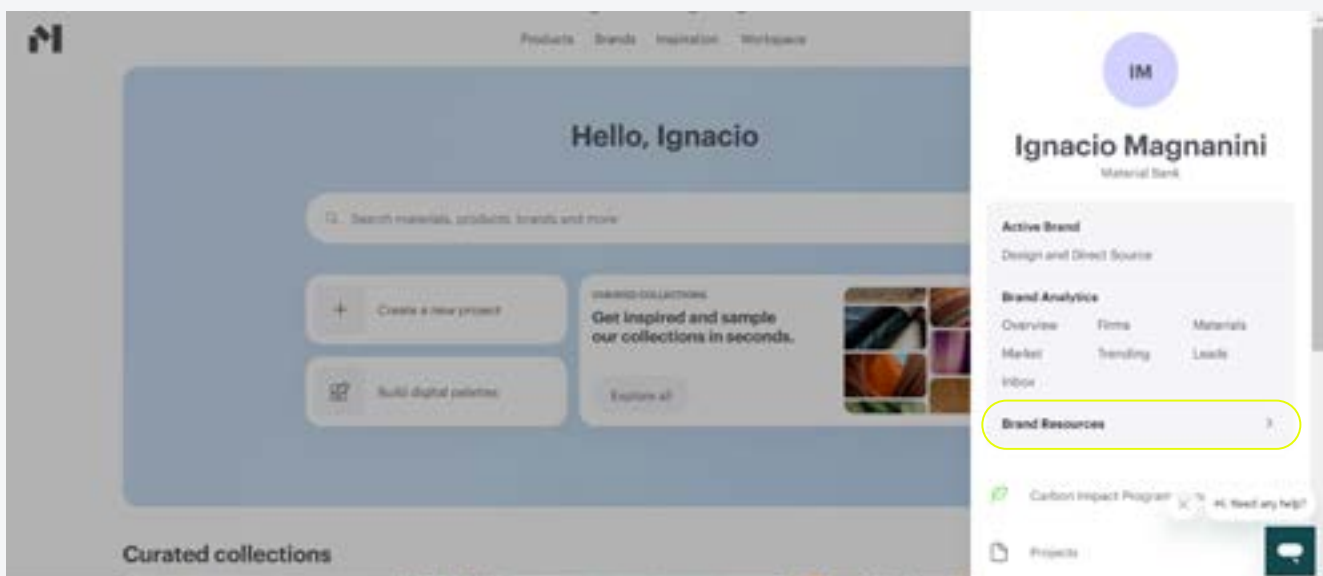
The Client WMS Portal is a tool for Material Bank partners that gives you access to real-time inventory levels and product activity over the last 180 days on the platform.

Step 1

Clear your browsing history and cache (Chrome or FireFox is recommended).

Step 2

Sign up or Log into materialbank.eu, click on your account drop down menu and then click on Brand Resources.

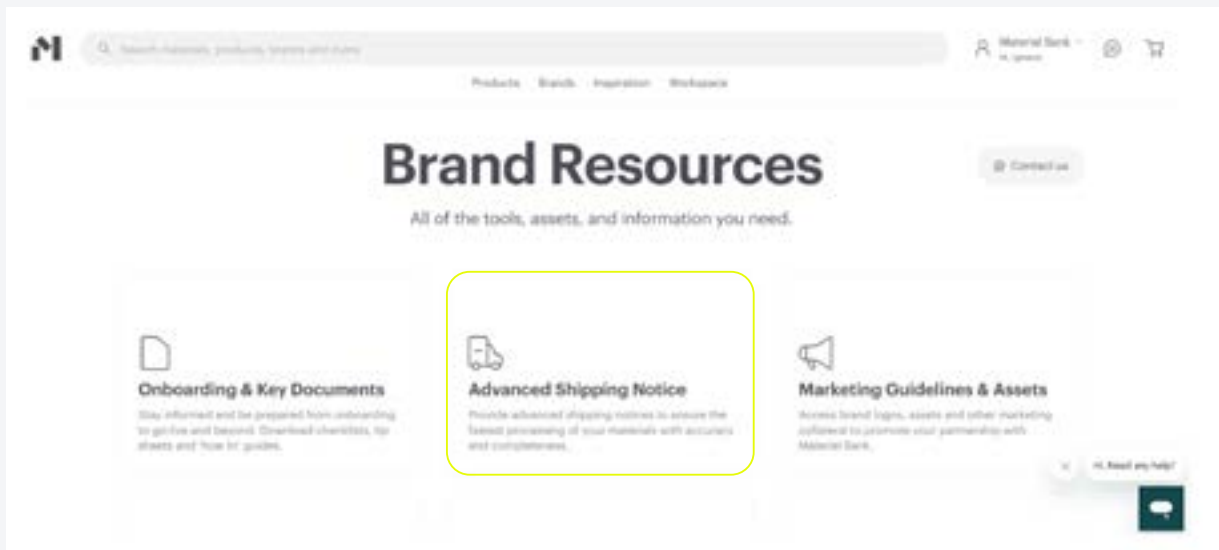


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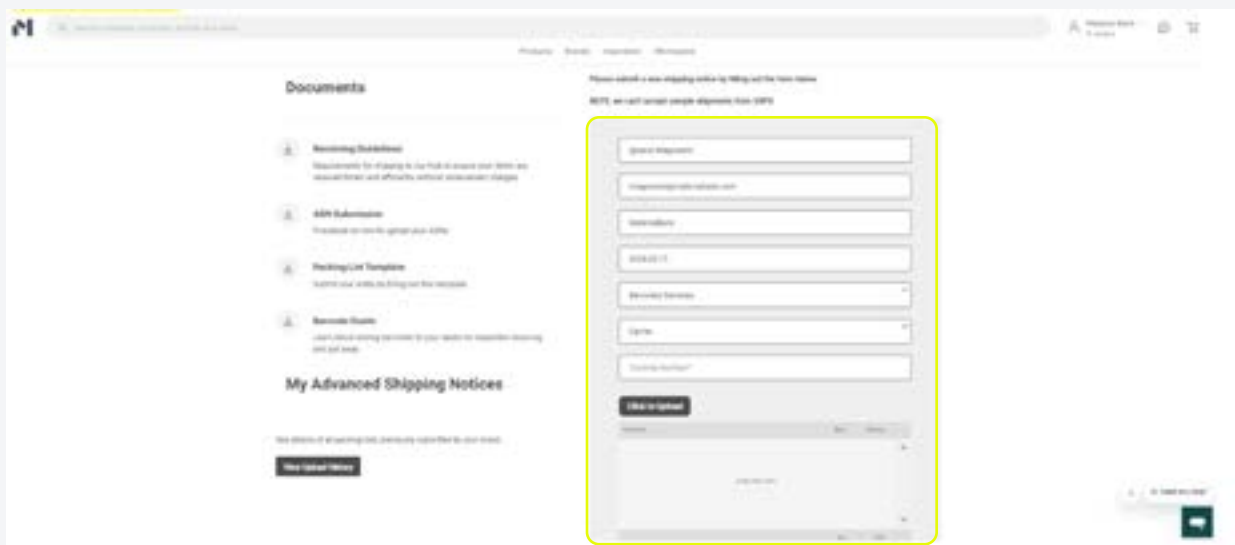
Step 3

Click the “Advanced Shipping Notice” section.



Step 4

Fill out all mandatory fields



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Step 5

Download the packing list template.

A screenshot of the M Logistics portal. The page is titled 'Documents' and lists several options: 'New Import Declaration', 'ASN Submission', 'Packing List Template' (highlighted with a yellow box), and 'Barcode Labels'. To the right, there is a form for 'Please select a new shipping notice by filling out the form below'. The form includes fields for 'Origin Warehouse', 'Destination Warehouse', 'Destination', 'ASN ID', 'ASN Date', 'ASN Status', and 'ASN Type'. A 'Submit' button is at the bottom of the form. The page also features a 'My Advanced Shipping Notices' section at the bottom left.

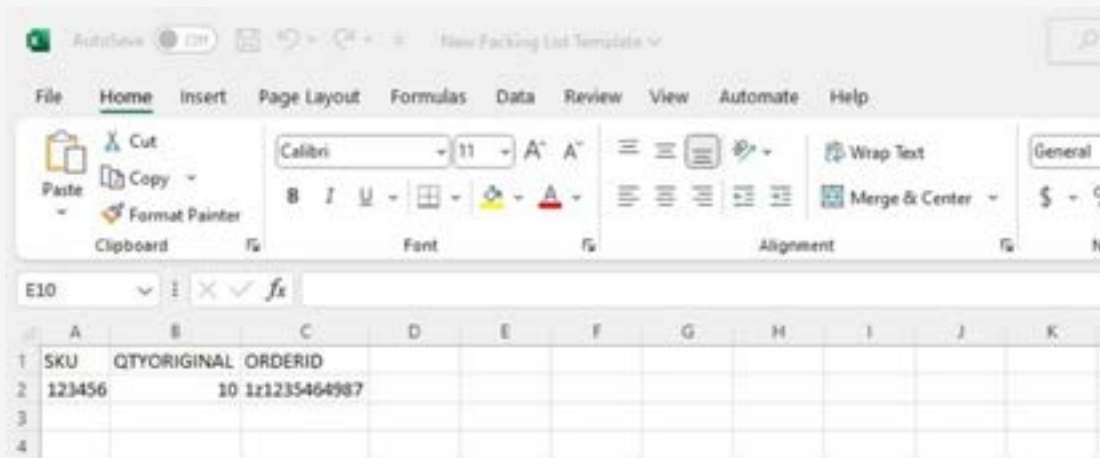
Please note that the packing list template we provide is the only template that will be accepted.

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Step 6

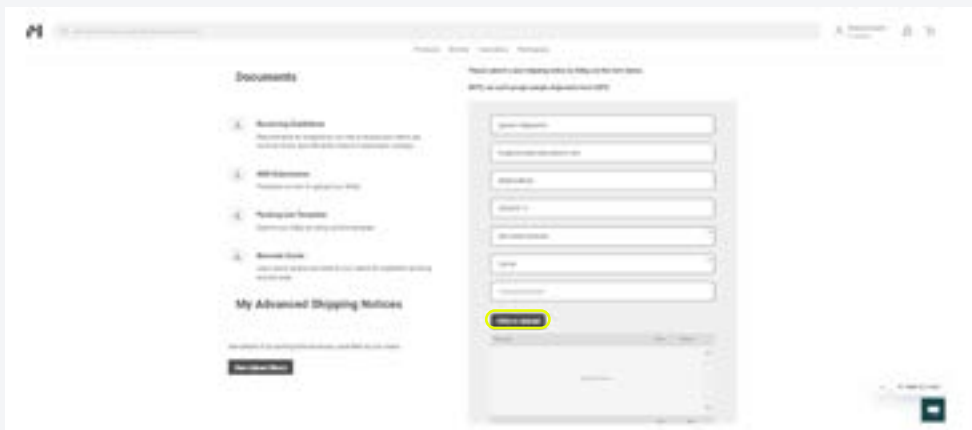
Fill out the packing list template as shown below and save as a CSV to your desktop



- SKU field should contain your Brand SKU as listed in your replenishment report.
- QTYORIGINAL field should contain the quantity being shipped.
- ORDERID field should contain your reference number. This can be your tracking number, • PRO number, PO number or any other unique reference number that we can tie your physical shipment to this ASN.

Step 7

Click on the “click to upload” button





Upload your packing list filled out in step 6 using the approved Material Bank template.

